

# Enterprise Reporting System (ERS)

- A How-To Guide



# To Load For the First Time

- Start
- Programs
- UCR Lite
- UCR Lite Setup
- ERS
- Install



# Setting Up Your Master

- THE TABS
- BC To Exclude Tab
  - The <Description Here> area does not print anywhere, discretionary.
  - Any Budget Categories you do not wish to have on your final report.
  - List each BC, Activity, Fund, Function per line.

# Setting Up Your Master con't

- Salary Projection System Tab
  - **DOES NOT** pull from PPS.
  - List how you want to see employees on report.
  - Not necessary to use ID numbers. (Becomes clearer later).
  - List Name, Activity, Fund, Function.
  - Start and End Date are for the current Fiscal Year.

# Setting Up Your Master con't

- Salary Projection System Tab con't
  - Start and End date format is **XX/XXXX**
  - Monthly rate of pay
  - List the Full Time Equivalent
  - List either the Benefit amount or the Benefit rate (**not both**).
  - The current expenditure data is pulled from the DOPE.
  - For hourly students use best estimate for rate.

# Setting Up Your Master con't

- Exclusions Tab
  - Cost Centers and Project Codes to be excluded from the ERS report as noted.
- Reporting Definitions Tab
  - **One of the most important tabs.**
  - “Enterprise” prints on the bottom tab only. Short and sweet. This is your Department/Unit/Activity name and will appear on the tab of the finished report.

# Setting Up Your Master con't

- Reporting Definitions Tab con't
  - List Activity, Fund, Function.
  - Cost Center & Project Code can be listed, but are better used on Shared Fund tabs.
  - Enterprise Report Name appears as the Header on the report. Target your audience.
  - Dept Fund Name appears on the summary and detail reports. Target your audience. (i.e. Prepared For: Dr. Smith)

# Setting Up Your Master con't

- Reporting Definitions Tab con't
  - Dept Fund Expire is optional date you can enter. If you know an extension is on it's way.
  - Type – EO is standard Enterprise report for C&G, shared funds, etc. OS & OE can be used for Sale and Service activity. You can list all or some EO, OS, OE

# Setting Up Your Master con't

- Shared Fund Header Tab
  - Dept Ctrl# - Department Control Number – This will be cross referenced on the Shared Fund Definition sheet and must be the same.
  - Can be as simple as 1, 2, 3 or as complex as an Activity Fund Function combination.
  - **MUST MATCH.**
  - Shared Fund Report Name – prints on Header.

# Setting Up Your Master con't

- Shared Fund Header Tab con't
  - Dept Fund Name appears as title across top on summary and detail pages.
  - Must be the same as on Reports Definition Page.
  - Dept Fund Expire – Can use system date or your own if you know of an extension.

# Setting Up Your Master con't

- Shared Fund Definition Tab
  - Dept Ctrl# - This is cross referenced on the Shared Fund Header – **MUST MATCH.**
  - Bud Cat – Budget Categories that you have allocations. Separate line for each.
  - Enterprise – Must match from Reporting Definition tab.
  - CC – Cost Center to distinguish your source.

# Setting Up Your Master con't

- Shared Fund Definition Tab con't
  - Cost Center Definition – appears as header.
  - PC – Project Code (if applicable).
  - PC Description – appears as header.
  - Allocation Description – appears as header.
  - Amount – awarded amount.
  - Month – award given – usually July.
  - Year – beginning of fiscal year 2006 (if 06-07).

# Setting Up Your Master con't

- **Non-Salary Projection System Tab**
  - For items not liened, but will be expensed or budgeted.
  - Item Descr – Describe obligation or income.
  - ACTIV CODE – Activity Code.
  - Fund and Function CC and PC
  - Bud – Budget Category item will be spent in.
  - Act Amt – Amount to show on ledger.

# Setting Up Your Master con't

- Non-Salary Projection System Tab con't
  - Temp Amt – Temporary budget amount expected.
  - Period – what period the expense or budget will appear. If unknown – leave blank amount will appear **each time** ERS is run until you delete.

# To Run

- Control “R”
- Same log on ID as iViews
- General Tab
  - Fiscal Year and Accounting Period
    - Current or previous
  - Presentation options
  - Run summary portion at Budget Category or Summary level

# To Run con't

- BC40 thru BC50 will roll into Supplies and Expense or do you want each category listed.
- On Detail sheet each category that has an expense/budget will appear.
- Report Title – Special Title other than header?
- Use Enterprise Report Definition “Report Name” and “Fund Name”: Yes – data you entered on report definition sheets will be used. No – UCRFS data will be used.

# To Run con't

- Use Enterprise Report Definition “Date Expiration” Data: Yes – Data you entered. No – UCRFS data is used.
- Include Cost Center and Project Code on Summary Report: Yes – data you entered on report definition sheet will be used. No – will not be used.
- Reminder Text – Notes to audience.

# To Run can't

- Projections/Shared
  - Projections – Yes – have access to other options.
    - Embed Projections –
      - Yes – they become part of main report
      - No – separate listing at bottom of report
    - Display Projections Detail – I always want to see the projections.

# To Run con't

- For Shared Reports
- Produce Shared Fund Management Reports – Yes
- Select this option . . . Yes
  - Goes back to why I did not input ID numbers.

# The New Reports

- Revenue Statement for Sale & Service
- Revenue Less Expenses Statement
- Summary Report for All Funds
- Detail Report for All Funds
- Fund Error Report
- Shared Fund CC Error Recap
- Shared Fund Recap

# Summary Report

- For each department/unit/activity you should see the group of funds across the top and budget categories down the side.
- If you elected to have the Projections appear not embedded, you will see the employees listed after “Balance w/o Projections.”

# Summary Report Continued

- “Balance w/o Projections” should match to ledgers exactly.
- The figure in each column are the remaining balance for each budget category (including liens). **THIS SHOULD MATCH YOUR LEDGERS EXACTLY.**

# Summary Report Continued

- “Non Payroll Expense Projections” are any expenses that you put on the “Non-Salary Projection System” tab.
- “Non Payroll Allocation Projections” are any budget allocations you put on the “Non-Salary Projection System” tab.

# Detail Report

- Each FAU will have a Detail Report.
- Picks up the “Prepared For” information.
- Shows the Activity, Fund, Function, Cost Center, and Project Code.
- Shows the date you ran the report and for what month.
- Fund expires and Departmental Expiration are the information you entered.

# Detail Report Continued

- This report lists, per Budget Category, an itemized detail of expenses for the month being run only. The balances will be cumulative, but the expenses will be for the current month.
- The projections will be for the length of time you determined in your setup.

# Detail Report Continued

- The Columns are identified at the top of the page (and ledger like).
- Each Budget Category will be divided into two parts – Actuals and Projections.
- The final balance will have three parts –
  - Year-To-Date Totals of all Budget Categories
  - Total Projections of all Budget Categories
  - Total Year-To-Date w/Projections all BCs

# Fund Error Report

- This report is helpful for non-19900 funds.
- It will list any FAU you have forgotten with your Activity (i.e. function 40).
- If you are using ERS for any 19900 fund – it will list all activities on this campus as an error. You will have to sort through to find any actual error.

# Shared Fund CC Error Report

- This report will assist you to determine if you have allocated all of your funds properly.
- This report just lists (without detail) the dollar amount spent in each Cost Center and the total number of journals.

# Shared Fund Recap Report

- This report will assist you to determine if you have allocated all your funds properly.
- This report shows, by Cost Center and/or Project Code, the allocation, expenses, liens, and balances – without detail.

# Miscellaneous Notes

- Excel Spreadsheet – modify as you wish
- Click on fund number on summary sheet to go directly to detail sheet.
- Preferable to wait until month closes to run.
- Insert a row between data to run only that PI.

# Miscellaneous Notes con't

- **DO NOT SAVE DATA INTO YOUR MASTER.**
- Rename and then Save.