

Level II Financial Report FGAR321P

This level report provides cumulative balances for revenue and expense subcodes for a specific University account number. Information includes subcode, reference number, subcode description and the following amounts: fiscal-year-to-date/project-to-date budget, current month actual, fiscal-year-to-date actual, project-to-date actual, outstanding encumbrances* and budget balance (budget less fiscal-year-to-date actual). Sort is by subcode then reference number with subtotals provided for both.

Report Layout

The header information for level reports is consistent and contains the following information: report number, date on which report was run, page number, title of report, period, entity description, department description, function code and description, full account number, account title and responsibility center.

The column information for the Level II Financial Report (FGAR321P) is as follows.

Column Name	Description
Subcode	Classification of transactions as revenues (4xxx) or expenses (5xxx-9xxx)
Reference	Additional classification of transactions determined by each department
Description	Subcode description
Budget	Fiscal year to date budget (entities 02 and 03)
Current Month Actual	Total actual activity for the current month
Fiscal Year To Date Actual	Total actual activity for the current fiscal year
Project To Date Actual	Total actual activity since the creation of the account (entities 04 and 06)
Current Month Encumbrance*	All amounts are shown as zero
Budget Balance	Calculated as follows: Budget <u>less</u> Fiscal Year To Date Actual

* Effective FY05, the University eliminated the encumbrance activity feature in PRISM. The encumbrance column on the various level reports now contains zeros. Consideration is being given to whether the level reports will be altered to take advantage of the extra space created by the elimination of encumbrances.

Level II Report Example

UNIVERSITY OF PITTSBURGH				ENTITY: Discretionary	ACCOUNT: 04.xxxxx.XXXX.xxxxx.000000.XXXXX.00000				
LEVEL II FINANCIAL REPORT				DEPT: Dental Med	TITLE: Dental Med				
PERIOD: JANUARY, 2006				FUNCTION: 101 Instruction	RC: xx				
SUB CODE	REF	DESCRIPTION	BUDGET	CURRENT MONTH ACTUAL	FISCAL YEAR TO DATE ACTUAL	PROJECT TO DATE ACTUAL	OUTSTANDING ENCUMBRANCES	BUDGET BALANCE	
5660	00000	GSR-PHD Regular Earnin	0.00	8,463.56	25,708.84	0.00	0.00	25,708.84-	
5699		TOTAL GRADUATE STUDENT	0.00	8,463.56	25,708.84	0.00	0.00	25,708.84-	
5899		TOTAL SALARIES & WAGES	0.00	8,463.56	29,208.84	0.00	0.00	29,208.84-	
5913	00000	Fringe Benefits-GSR-Ph	0.00	4,231.78	12,854.42	0.00	0.00	12,854.42-	
5959		TOTAL FRINGE BENEFITS	0.00	4,231.78	12,854.42	0.00	0.00	12,854.42-	
5999		TOTAL COMPENSATION	0.00	12,695.34	42,063.26	0.00	0.00	42,063.26-	
6010	00025	Scientific & Clinical	0.00	0.00	559.80	0.00	0.00	559.80-	
	00109	Scientific & Clinical	0.00	782.54	11,357.96	0.00	0.00	11,357.96-	
		TOTAL 6010	0.00	782.54	13,775.85	0.00	0.00	13,775.85-	
6021	00109	Computer Supplies	0.00	27.62	27.62	0.00	0.00	27.62-	