Monthly Financial Management Report

This provides a view to department funds information by fiscal year, cost center and fund type. Definitions for the dashboard prompts and report column headings are under the Monthly Financial Management Definitions tab.

Using the dashboard prompts:
- At least one department code must be selected from the drop-down list; however, you can select multiple options.

**Note:** When multiple departments are selected, they will be split out on multiple tables under the Department Summary and Detail views with each department having their own table. The data is not combined.
- The cost center values will automatically populate based on the department selected. The default selection checked in the drop-down list is All Column Values. Uncheck the default and select specific cost centers if desired. **Note:** Either the All Column Values or at least one specific cost center must be selected.

**Note:** Click the Apply button to execute a search when the filters are edited.

The **View Report By** field offers drop down options to display the report results. The options are by department(s) by cost center, fund and cost center or overall department in a detail or summary view.
- The Detail view options will include all 12 budget periods while the Summary view options will contain only yearly numbers.
- The Fund and Department view splits the information by fund code and department code, and the Fund and Cost Center displays by fund code and cost center code.

**Note:** Blue Drill down links are available on the report to see a detailed view of transactions included when available.

Cost Center Detail and Summary reports examples:
Drill Down Capability

Drill down links are available on the report to see a detailed view of transactions included in some totals like:

- Individual monthly period totals
- Current Year Encumbrance
- YTD Actuals

1. Clicking on one of these links will bring up a dialog box asking you to enter a cost center.
2. Enter a cost center value, or leave the field blank to display all cost center information for the department.

**Note:** If you are viewing either the Cost Center Detail or Cost Center Summary report view, the value will be populated with the cost center listed in the dashboard prompt.

**Note:** The drill down report will open in a new window.
Clicking on the **Journal Id, Po Id, Req Id, Voucher Id, Sheet Id (Expense Report), or Travel Auth Id** in the list will open the transaction document in UTShare.

<table>
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<tr>
<th>Journal Id</th>
<th>Po Id</th>
<th>Req Id</th>
<th>Voucher Id</th>
<th>Sheet Id</th>
<th>Travel Auth Id</th>
<th>PK Transaction Date</th>
<th>Ledger Group</th>
<th>GCode</th>
<th>Ledger</th>
<th>Voucher Number</th>
<th>Account</th>
<th>Department</th>
<th>Fund</th>
<th>Function</th>
<th>Cost Center</th>
<th>Project</th>
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Clicking on a Voucher Id for example opens up UTShare Vouchers in a new tab.
Reports further explained

1. The MARS YTD Remaining column final row, Use of Funds Total is equivalent to the UTShare Budget Overview Available Budget amount.

2. The Sources of Funds rows items that start with TRNSFR, 70400, and 70320 populate from PBCS data. These are the only values in MARS that populate from PBCS, which is the tool UTA uses for the annual budget process. The PBCS data available for reporting are fiscal years 2018, 2019 and 2020 only.

Note: Be aware that Data is uploaded from UTShare in to MARS nightly. Keep this in mind when comparing real time data with MARS data.
3. The Roll Forward row noted below (among Source of Funds) is the prior fiscal year’s ending balance. The Budget Office initially posts an estimated amount based on a mid-August snapshot of cost center balances.
   - The Budget Office posts the “adjusted final” entries late November and early December. A cost center’s source of funds will change accordingly.
   - All balance forward entries are recorded on the A4000 Budget line.

4. The Adjustments row noted below (among Sources of Funds) contains the OPE_BUD transactions which are the budgeted adjustment amounts.

5. The rows in the Transfers sections are the actual DET_EX transactions. These are the Transfers In and Out entered in UTShare throughout the fiscal year.