### FACULTY DATA EXTRACTS

A quick guide to the Faculty Data Extract results.

#### Mnthly Expense by Project

- **Project ID**: 50000000
- **Project Title**: *Example*
- **Account Category**: Salaries and Wages
- **Beginning Month**: APR 2009
- **Month 1**: 9973.96
- **End Date**: MAR 2010
- **Total**: 14660.86
- **Run Date Time**: 29-OCT-2010 12:13:54

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Title</th>
<th>Account Category</th>
<th>Beginning Month</th>
<th>Month 1</th>
<th>End Date</th>
<th>Total</th>
<th>Run Date Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000000</td>
<td>Example</td>
<td>Salaries and Wages</td>
<td>APR 2009</td>
<td>9973.96</td>
<td>MAR 2010</td>
<td>14660.86</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>Employer Paid Benefits</td>
<td>APR 2009</td>
<td>2147.98</td>
<td>SEP 2010</td>
<td>32263.29</td>
<td>29-OCT-2010</td>
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<tr>
<td>50000000</td>
<td>Example</td>
<td>Equipment</td>
<td>APR 2009</td>
<td>12021.88</td>
<td>SEP 2010</td>
<td>17882.15</td>
<td>29-OCT-2010</td>
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<tr>
<td>50000000</td>
<td>Example</td>
<td>Travel</td>
<td>APR 2009</td>
<td>1379.93</td>
<td>SEP 2010</td>
<td>9944.33</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>Other Services</td>
<td>APR 2009</td>
<td>1379.93</td>
<td>SEP 2010</td>
<td>9944.33</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>Other</td>
<td>APR 2009</td>
<td>775.00</td>
<td>SEP 2010</td>
<td>6600.00</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td><em>Total Non Personal Services</em></td>
<td>APR 2009</td>
<td>12965.71</td>
<td>SEP 2010</td>
<td>17882.15</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td><strong>Total Direct Costs</strong></td>
<td>APR 2009</td>
<td>24887.59</td>
<td>SEP 2010</td>
<td>9944.33</td>
<td>29-OCT-2010</td>
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<tr>
<td>50000000</td>
<td>Example</td>
<td>Facilities &amp; Administration</td>
<td>APR 2009</td>
<td>8349.65</td>
<td>SEP 2010</td>
<td>6600.00</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>*<strong>Total Expense</strong></td>
<td>APR 2009</td>
<td>32937.24</td>
<td>SEP 2010</td>
<td>14660.86</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>PTD Budget</td>
<td>APR 2009</td>
<td>2027150.00</td>
<td>SEP 2010</td>
<td>2027150.00</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>*<strong>PTD Total Expense</strong></td>
<td>APR 2009</td>
<td>1050267.16</td>
<td>SEP 2010</td>
<td>2027150.00</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>*<strong>PTD Available</strong></td>
<td>APR 2009</td>
<td>976875.54</td>
<td>SEP 2010</td>
<td>1166904.07</td>
<td>29-OCT-2010</td>
</tr>
<tr>
<td>50000000</td>
<td>Example</td>
<td>*<strong>Direct Cost Available</strong></td>
<td>APR 2009</td>
<td>852468.99</td>
<td>SEP 2010</td>
<td>758705.23</td>
<td>29-OCT-2010</td>
</tr>
</tbody>
</table>
Expenses are broken out into multiple categories, including cumulative subtotals and totals identified by asterisks (*).

The first set of categories (all but the last 4 rows) display Monthly Totals in the Month columns.

The *Total Personal Services row contains the sum of Salaries and Wages and Employer Paid Benefits categories.

The *Total Non Personal Services row contains the sum of Travel, Equipment, Supplies, Scholarships/Fellowships, Honorariums, Sub-Awards, Consultants, Other Services, Other.

The **Total Direct Costs is the sum of the *Total Personal Services and *Total Non Personal Services.

The ***Total Expense is the sum of the **Total Direct Costs and Facilities & Administration expense.

The last 4 categories display Project-To-Date (PTD) amounts as of the end of the Month represented in the column.

The ****PTD Total Expense row contains the ***Total Direct Costs and Facilities & Administration expense since the project’s inception.

The ****PTD Available row contains the PTD Budget less the ****PTD Total Expense.

The ****Direct Cost Available row contains the PTD Budget less the Facilities & Administration Budget less the Total Direct Costs.

There are 2 filler (empty) columns in this extract to align the columns with the Mnthly Personnal Earns by Proj results, making it simple to combine the results in one spreadsheet.

The extract returns only 12 months of data with each run, but the user can specify the starting month so multiple runs can return a greater span of time.

This reporting solution is not able to build the dynamic names of the months in the column headings at run time, so the beginning month is identified in one column, and the amounts for the corresponding month in the following column.

Similarly, the last month is returned in a column to simplify identifying the in-between columns with the appropriate month.

Some projects may have fiscal year-end adjusting entries done after the June accounting month has closed. These are posted in the “thermidor” period. If any, the amounts will be reported in this column and included in the 12 Month Total and PTD amounts. This column logically falls between June and July.

The 12 Month Total column is a sum of Months 1 through 12. This summary is not applicable to the Project-To-Date categories.

Note that if the Latest Acctg Month Closed is EARLIER than any month returned, transactions may still be posted to these months and, therefore, the reported amounts may be incomplete.

The Run Date Time identifies the time the results were pulled.
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A quick guide to the Faculty Data Extract results.
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The **Mnthly Personnel Earns by Proj** query supplements the **Mnthly Expense by Project** query, providing a breakout of the Personal Services Expense category with totals by employee, and with a matching layout so the results can easily be presented in one worksheet. Only differences in the two result sets are identified in this key.

**A**

Users can choose whether to include job titles.

**B**

When ‘No’ is specified, the Job Title column will display the word ‘-all’.

**C**

When ‘Yes’ is specified, the monthly amounts will be broken out by employee job.

**D**

If job title is included, and an employee has multiple jobs funded on the Project, the employee will be split into multiple rows in the results.

**E**

The last (or second to last) row lists the **Total Salaries**, a sum of all employee’s earnings on the project in each month. The amounts match the **Total Personal Services** amounts on the **Mnthly Expense by Project** query.

**F**

If any Cell Phone Allowances were funded on the project, the total amount per month will display in the last row (there are none on this sample).

**G**

There is 1 filler (empty) column in this extract to align the columns with the **Mnthly Expense by Project** results, making it simple to combine the results in one spreadsheet.

**H**

Note that if the **Latest Pay Period Processed** is EARLIER than the last day of any month returned, transactions may still be posted to these months and, therefore, the reported amounts may be incomplete.