Peoplesoft Financial Reports and the data warehouse
A Training Guide

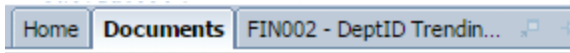

http://go.tufts.edu/finportal

Finance Division
Updated June 2015

PeopleSoft Reports and the Data Warehouse
Tips to Remember!

Home | **Documents** | FIN002 - DeptID Trendin...

Use the Document tab to be returned to the list of report options

On the tool bar, use the refresh data button to allow the prompt window to reappear, should you wish to select different years or funding sources.

Enter value(s) for Dept ID:

Type values here **C145100**

A000001...A400200

Dept ID	Status - Descr
A000001	A - Office of Dean .
A000100	A - Academic Supp
A000200	A - Osher Institute
A000210	A - Dean A&S Oper
A000220	I - Wilderness
A000230	I - African Studies .
A000235	A - Film & Media St
A000240	A - Secretary of Fa
A000250	A - Secretary of Fa

If typing deptids in lieu of selecting from a list, be sure to use an <u>Upper Case</u> letter. It will not recognize a lower case letter, such as <u>C</u>145100.

	LBRZZW2435
	LBRZZW2558
	LBRZZW2685
	LBRZZW2800
	LBRZZW2923

Page 1 of 1+   100%   < 1 minute ag

Pay particular attention to the page # section. If a 1+ appears, more than one page of data exists. Navigate with the arrows. With the TD report, it can be quite lengthy! Navigate with blue arrows to go up/down or side to side, or page to page.
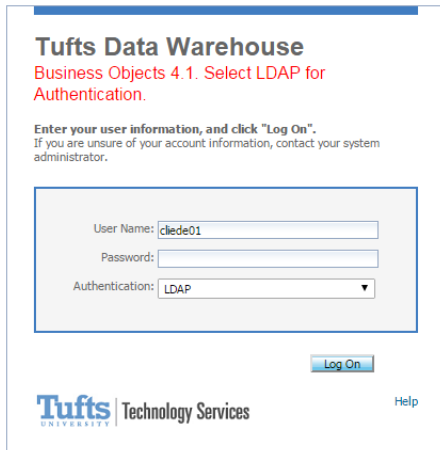
Exporting & Saving

Track ▾   Drill ▾

Export Document As   ▸
Export Current Report As   ▸   PDF
Export Data to CSV ...   Excel 2007
                                       Excel
Account Descr   CSV Archive
Staff-Benefits Eligible   Text

Save   Ctrl+S
Save As
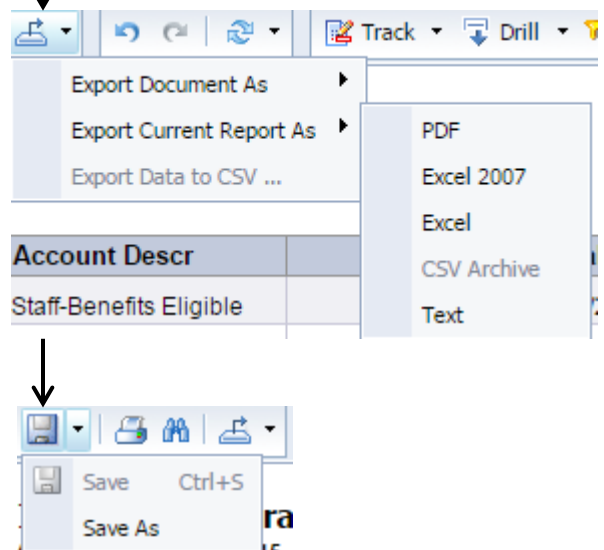
PeopleSoft Reports and the Data Warehouse
Sign-in & Navigation

❶ http://go.tufts.edu/finportal: From the portal click on [Data Warehouse Login]

Tufts Data Warehouse
Business Objects 4.1. Select LDAP for Authentication.

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

User Name: cliede01
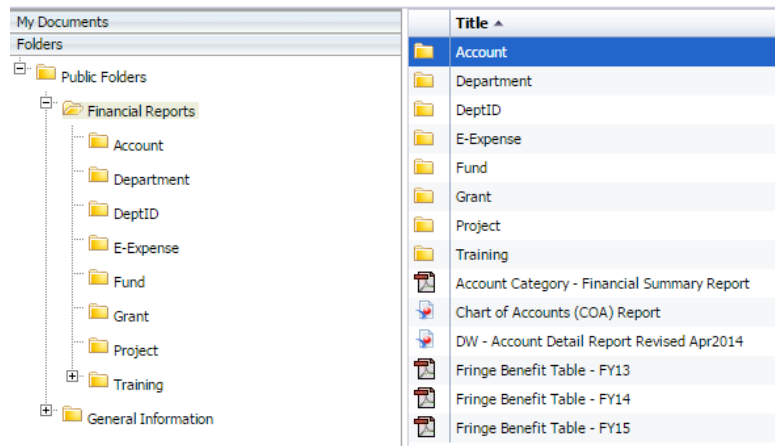Password:
Authentication: LDAP ▾

Log On

Tufts | Technology Services   Help

❷ Use your Tufts Username (UTLN) and Password.

❸ Select

Tufts | Technology Services
Home **Documents**

❹ Expand Public Folders and Financial Reports with the [+] then choose Financial Reports to reveal…

My Documents
Folders
  Public Folders
    Financial Reports
      Account
      Department
      DeptID
      E-Expense
      Fund
      Grant
      Project
      Training
    General Information

Title ▲
Account
Department
DeptID
E-Expense
Fund
Grant
Project
Training
Account Category - Financial Summary Report
Chart of Accounts (COA) Report
DW - Account Detail Report Revised Apr2014
Fringe Benefit Table - FY13
Fringe Benefit Table - FY14
Fringe Benefit Table - FY15

❺ Select what type of funding source you want to review, such as DeptID or Grant, etc. (or a PDF or Chart of Accounts).

❻ Choose a report from the inventory, such as:

Note: the same reports exist for grants and projects, with different "FIN" #s.

Title ▲
FIN001 - Comparative Financial Summary Report by
FIN002 - DeptID Trending Report by Account Catego
FIN003 - Labor Report by DeptID
FIN004 - Open Commitment Report by DeptID
FIN200 – iSIS Student Detail

PeopleSoft Reports and the Data Warehouse
Report Features: FIN001- Financial Summary/Transaction Detail

Prompts: select the criteria to design what you wish to see! Select criteria by either a) double clicking from list, or use arrow keys to move from left to right window, b) typing values in open space as noted, or c) Search for values using the binocular icon.

When done selecting values for FY, month and Deptid, click OK. Note that the Deptid window shows Active (A) and Inactive (I), plus manager name. Any of these columns can be used to sort by clicking on the column name. **Your selection of month will indicate which month is shown as "Current."** More than one deptid can be chosen or more than one year**.**

Upon opening FIN001, the default view is the financial summary. Another choice is to view the financial summary by account. A Transaction Detail tab is located at the bottom of the report, with more detailed information. Cover page can be used for printing. Drill toolbar will let you open multiple reports.

Financial Summary - By Category | Financial Summary - By Account | Transaction Detail | Cover Page | Drill Toolbar

PeopleSoft Reports and the Data Warehouse
Report Features: FIN001- Financial Summary/Transaction Detail

Input Controls ▾ «

Map   Reset

Accounting Period ☆
- ☑ Select (All)
- ☑ 01-JUL
- ☑ 02-AUG
- ☑ 03-SEP
- ☑ 04-OCT

Account Category ☆
- ☑ Select (All)
- ☑ 03 - Staff Salary
- ☑ 06 - Full Time Benefits
- ☑ 07 - Part Time Benefits
- ☑ 12 - Purchased Services

Vendor ☆
- ☑ Select (All)
- ☑
- ☑ Adam Graphic Corp
- ☑ Axiom EPM LLC
- ☑ Benco Dental Co
- ☑ Blackboard Inc
- ☑ Calderon,Cesar
- ☑ CDW Government Inc
- ☑ CINTAS F21
- ☑ Cormier,Margaret

Account ☆
- ☑ Select (All)
- ☑ 5004 - Staff-Benefits Elig
- ☑ 5008 - Staff-Non-Benefits
- ☑ 5051 - Full Time Benefits
- ☑ 5055 - Part-Time Benefits
- ☑ 5120 - Professional Servic
- ☑ 5123 - Computer Service
- ☑ 5130 - Temp Help Agencie
- ☑ 5301 - Domestic Travel
- ☑ 5304 - Local(Auto,Bus,Tax

Input controls allow a user to reselect variables, thus specifying the report view.

NOTE: To use the Input Controls menu, you may need to select the input control icon, as circled in red below. The small double arrow circled in green hides the input control toolbar if you wish to do so.

Various input controls exist depending on report, including months, fiscal year, funding source, vendor (for trans detail), and more. The input controls for the labor reports include part-time/full time, job description and salaried versus hourly. Use the reset button to return to the default of 'all checked'.

PLEASE NOTE: If you switch between report views, the input controls selected will not follow to the next selection.

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FIN001 – Comparative Financial Summary Report by DeptID
DATA AS OF: May 31, 2015
DEPTID: C145100

			2015		
Account Category	Budget	June	YTD Actuals	% Utilized	Balance
Revenues	0	0	0		0
Faculty Salary	0	0	0	0.00%	0
Staff Salary	0	0	1,177,187.34	0.00%	(1,177,187.34)
Student/Other Salary	0	0	0	0.00%	0
Total Salaries	0	0	1,177,187.34	0.00%	(1,177,187.34)
Full Time Benefits	0	0	335,068.12	0.00%	(335,068.12)
Part Time Benefits	0	0	3,557.25		(3,557.25)
Student Benefits	0	0	0		0
Total Benefits	0	0	338,625.37	0.00%	(338,625.37)
Total Compensation	0	0	1,515,812.71	0.00%	(1,515,812.71)
Carry Fwd (Budget)	0	0	0		0
Purchased Services	0	0	55,570.17	0.00%	(55,570.17)
Student Aid	0	0	0		0
Travel	0	0	3,411.58	0.00%	(3,411.58)
Materials & Supplies	0	0	77,934.04	0.00%	(77,934.04)
Administrative Costs	0	0	198,863.88	0.00%	(198,863.88)
Allocations (IDRs)	0	0	19,566.94	0.00%	(19,566.94)
Transfers	0	0	0		0
Total Non-Compensation	0	0	355,346.61	0.00%	(355,346.61)
Total Expenses	0	0	1,871,159.32	0.00%	(1,871,159.32)
Net (Revenue)/Expense	0	0	1,871,159.32	0.00%	(1,871,159.32)

📄 **Financial Summary - By Category**

Vendor Name	PO #	Invoice	Voucher	Jounral ID
ell Marketing L.P.	EP0118135	XJKNTD979	02127429	AP00272371
ell Marketing L.P.	EP0118135	XJM1T3X64	02127430	AP00272371
DW Government Inc	EP0119203	RT68650	02152661	AP00273328
INTAS F21		Richards,Lynne D		CC00273399
				DACJJL003

On the transaction detail report the PO and Voucher values have hyperlinks to Tufts' document imaging system. Clicking the link will open a new browser window, displaying an imagine of the PO or Voucher (Invoice). Also note the journal ID column, which provides information about who processed the entry – see contact lists for questions.

PeopleSoft Reports and the Data Warehouse
Report Features: FIN050- Financial Summary/Transaction Detail
How a Grant Report Appears

Account Category	Budget	June	YTD Actuals	% Utilized	PTD Actuals	PTD Balance
			2015			
Faculty Salary	46,223.00	0	0	0.00%	0	46,223.00
Staff Salary	59,333.00	0	3,750.00	6.00%	3,750	55,583.00
Student/Other Salary	155,500.00	0	0	0.00%	0	155,500.00
Total Salaries	**261,056.00**	**0**	**3,750.00**	**1.00%**	**3,750**	**257,306.00**
Full Time Benefits	8,182.00	0	1,102.50	13.00%	1,102.5	7,079.50
Part Time Benefits	3,798.00	0	0	0.00%	0	3,798.00
Student Benefits	4,140.00	0	0	0.00%	0	4,140.00
Total Benefits	**16,120.00**	**0**	**1,102.50**	**7.00%**	**1,102.5**	**15,017.50**
Total Compensation	**277,176.00**	**0**	**4,852.50**	**2.00%**	**4,852.5**	**272,323.50**
Carry Fwd (Budget)	0	0	0	0.00%	0	0
Purchased Services	55,000.00	0	0	0.00%	0	55,000.00
Student Aid	0	0	0	0.00%	0	0
Travel	3,500.00	0	0	0.00%	0	3,500.00
Materials & Supplies	47,194.00	0	0	0.00%	0	47,194.00
Administrative Costs	0	0	0	0.00%	0	0
Allocations (IDRs)	0	0	0	0.00%	0	0
Transfers	0	0	0	0.00%	0	0
Total Non-Compensa	**105,694.00**	**0**	**0**	**0.00%**	**0**	**105,694.00**
Total Direct Expense	**382,870.00**	**0**	**4,852.50**	**1.00%**	**4,852.5**	**378,017.50**
Indirect Costs	**114,861.00**	**0**	**1,455.75**	**1.00%**	**1,455.75**	**113,405.25**
Total Expenses	**497,731.00**	**0**	**6,308.25**	**1.00%**	**6,308.25**	**491,422.75**

On a grant report, there are additional columns and rows of information. The Project to Date column reflects activity 'inception to date'. You may also see an additional row titled Indirect Costs. These overhead or facilities & administration costs are the things that keep an organization operating smoothly and efficiently, but are not tied to any one project. Generally, the costs are based on a negotiated rate with the federal government.

PeopleSoft Reports and the Data Warehouse
Report Features: FIN002- Trending by Account Category

The purpose of this report is to focus on a particular category of expenses for one or more funding sources, for one or more years. An additional prompt will ask for the account category to be reviewed.

After running the query, your results will appear in table format and in the form of a graph. Use input controls on the left to further 'drill down' to a particular sub-category, e.g. foreign travel piece of all travel.

Note: you can drill on the year to a specific accounting period by clicking that hyperlink.

DeptID	Description	2012	2013	2014	2015	Total	Average
C200100	VP Finance	2,128	3,291	3,652	2,516	11,586	2,897
C222100	Financial Services	15,872	29,301	27,366	28,148	100,688	25,172
		18,000	32,592	31,018	30,664	112,274	
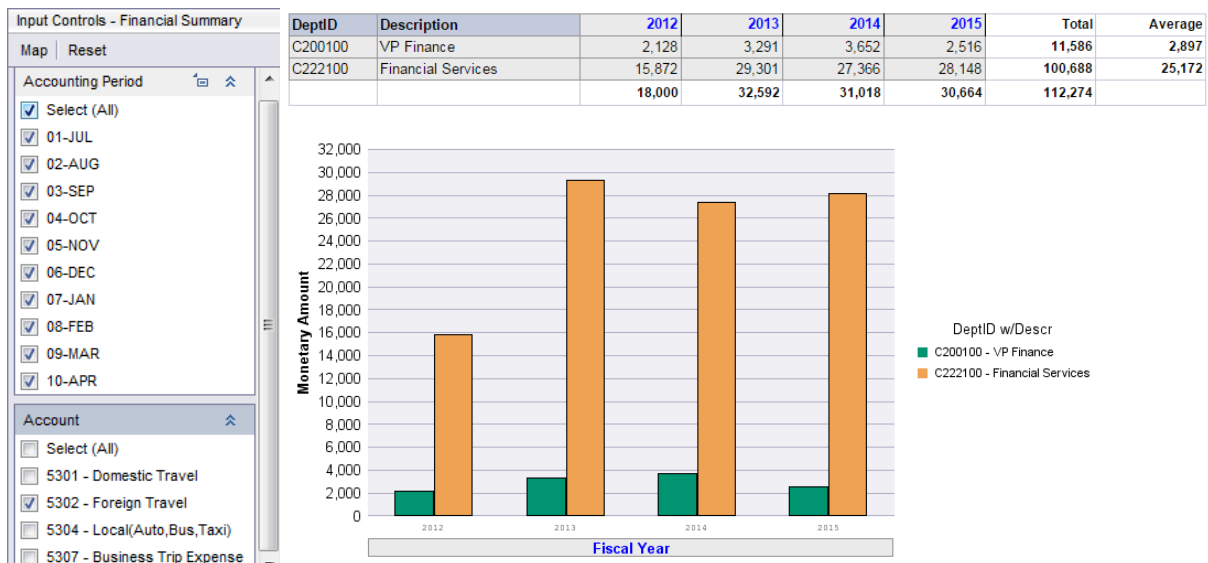
PeopleSoft Reports and the Data Warehouse
Report Features: FIN003- Labor Report

Tufts UNIVERSITY

**FIN003 - Labor Report by DeptID (Summary by Account)**
DATA AS OF: April, 30 2012
DEPTID: A130200

Account	Name	EmpIID	Labor Type	01-JUL	02-A
5003	Baker, Samantha	3971655	S	8,225.02	8,22
	Bennett, Paul	3963552	S	8,117.04	8,11
	Chan, Steven	3972585	S	7,515.88	7,51
	Cheng, Lisa	4038279	S	6,349.04	6,34
	Greenberg, Jennifer	4014387	S	6,451.76	6,45
	Green, William	3965580	S	9,388.98	9,38
	Harris, Amy	4070870	S	6,075.00	6,07
	Kennedy, Alyce	3967155	S	7,979.20	7,97
	Levine, Virginia	3965332	S	8,329.22	8,32
	Levy, Abraham	4066011	S		
	Morris, Samantha	3971820	S	7,741.80	7,74

Labor Summary by Account | **Labor Summary by Employee** | **Labor Detail**

FIN003 is a labor report. Once the report query is run, three tabs or views are available.
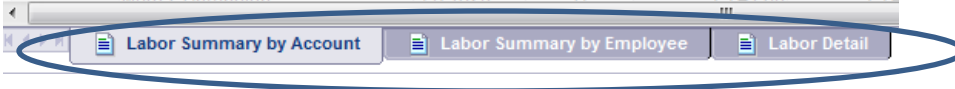
Labor summary by account is the default. Labor summary by employee is an alphabetical roster. The labor detail tab provides information per individual, per paycheck.

A reminder to use input controls to further enhance your analysis. Codes such as Earnings Codes, Job Descriptions, Full/Part-Time and more!

HR Earn Code Description
- ☑ Holiday Add to Regular
- ☑ Hourly student
- ☑ Jury Duty Add to Regular Staff
- ☑ Not Benefit Elig. CST/TMP
- ☑ Personal Add to Regular

Jobcode Description
- ☑ Assistant Professor
- ☑ Associate Professor
- ☑ Associate Professor & Chair
- ☑ Center Administrator
- ☑ Department Manager

PeopleSoft Reports and the Data Warehouse
Report Features: FIN004- Open Commitment Report

The open commitment report has one prompt to complete when it is selected: Deptid or Grant. A user can select one or multiple deptids or grants.

Account	Account Descr	PO Number	PO Date	Vendor Name	Remaining Commitment
5120	Professional Services	EP0115105	8/11/14	Whitebirch Software Inc	$19,062.50
5120	Professional Services	EP0116890	10/15/14	Taligen LLC	$4,450.00
5120	Professional Services	EP0120294	2/11/15	French Associates Inc,P N	$24,914.83
5120	Professional Services	EP0121442	4/1/15	Taligen LLC	$9,600.00
5120	Professional Services	EP0122435	5/30/15	DocuSign Inc	$50,000.00
5120	Professional Services	EP0122810	4/30/15	SciQuest Inc	$350,371.20
5574	Licenses	EP0123595	5/27/15	Crowe Horwath LLP	$0.00
				Total:	$458,398.53

Input controls, on left, can be used at any time. Hyperlinks for PO# are linked to Xythos. Use these to retrieve a copy of the purchase order.

PURCHASE ORDER

Tufts
UNIVERSITY

Purchasing Department
169 Holland St
Somerville MA 02144
Tax Exempt ID: E042103634

Page	Date	Revision	Purchase Order
1	04/01/2015		EP0121442

The Above Purchase Order Number Must Appear on All Paperwork

Payment Terms	Freight Terms	Ship Via
Net 30	FOB DESTINATION	UPS

Buyer Lee,Todd   Currency   USD
Phone: 617/627-7000   Fax: 617/627-7001

Supplier:0000093593
Taligen LLC
400 W Cummings Pk Ste 1725-206
Woburn MA 01801
Fax: 781/559-8771

Ship To:
Tufts University
169 Holland St
Purchasing
TAB 310
ATTN: Michelle Rooney
Somerville MA 02144

Invoices Must Be Sent to:
Tufts Support Services
Accounts Payable
62R Talbot Ave
Medford MA 02155
Phone: 617/627-7000
Fax: 617/627-7001

Start Date: 04/01/2015   End Date: 06/30/2015

Line	Quantity	UOM	Description	PO Price	Extended Amt
1	1.00	EA	Professional inventorying services for moveable equipment with barcode identification on the Tufts Boston Campus (HNRC and Dental). Not to exceed..........	9,600.00	9,600.00

Account:5120   Fund:10000   Deptid:C222100   Amt: 9,600.00   Proj/Grt:
Confirming Order - Do Not Duplicate. PO was emailed to taligen@taligen.com

Total PO Amount   9,600.00

PeopleSoft Reports and the Data Warehouse
Report Features: FIN200- SIS Detail

Name	Emplid	DeptID	Acct	Acct Descr	Line Descr	Journal Id	Run Date	Monetary Amount	Accounting Period Descr	Fiscal Year	Term Descr	Academic Career	Enrollment
Abd El-Haliem,Sara Amr Mohamed	1148137	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Abd El-Haliem,Sara Amr Mohamed	1148137	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Abd El-Haliem,Sara Amr Mohamed	1148137	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Afergan,Daniel A.	1044140	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0530	10/29/14	732.00	04-OCT	2015	2014 FALL	AS&E Graduate	Full-Time
Afergan,Daniel A.	1044140	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ0530	10/29/14	2,224.00	04-OCT	2015	2014 FALL	AS&E Graduate	Full-Time
Ahmed,Bilal	1035245	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Ahmed,Bilal	1035245	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Ahmed,Bilal	1035245	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Ahrens,Matthew P.	1179248	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Ahrens,Matthew P.	1179248	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Ahrens,Matthew P.	1179248	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alarcon Falconi,Tania Mercedes	1028809	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Alarcon Falconi,Tania Mercedes	1028809	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alarcon Falconi,Tania Mercedes	1028809	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alberti,Kyle A.	1045050	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0783	11/14/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Alberti,Kyle A.	1045050	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alberti,Kyle A.	1045050	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alden,Nicholas	1176125	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Alden,Nicholas	1176125	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alden,Nicholas	1176125	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Allen,Nathaniel C.	1045649	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ1089	12/4/14	366.00	06-DEC	2015	2015 SPRG	AS&E Graduate	Full-Time
Allen,Nathaniel C.	1045649	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Allen,Nathaniel C.	1045649	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Almasi,Sepideh	1046823	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Almasi,Sepideh	1046823	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Almasi,Sepideh	1046823	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Alves Akitaya,Hugo	1178240	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Anderson,Pamela G.	1045653	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0783	11/14/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Anderson,Pamela G.	1045653	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Anderson,Pamela G.	1045653	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Applegate,Matthew B	1125079	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0783	11/14/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	Full-Time
Applegate,Matthew B	1125079	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ3862	5/14/15	(366.00)	11-MAY	2015	2015 SPRG	AS&E Graduate	Full-Time
Applegate,Matthew B	1125079	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8160	7/1/14	366.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Applegate,Matthew B	1125079	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ8906	8/6/14	(366.00)	02-AUG	2015	2014 FALL	AS&E Graduate	Full-Time
Applegate,Matthew B	1125079	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ8160	7/1/14	2,224.00	01-JUL	2015	2014 FALL	AS&E Graduate	Full-Time
Asgarieh,Eliyar	1041289	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ0644	11/5/14	366.00	05-NOV	2015	2015 SPRG	AS&E Graduate	No Units
Asgarieh,Eliyar	1041289	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ2124	2/6/15	(366.00)	08-FEB	2015	2015 SPRG	AS&E Graduate	No Units
Asgarieh,Eliyar	1041289	A400170	5207	Other Scholarships	HEALTH FEE SUBSIDY-GE	SISZZZ9666	9/11/14	366.00	03-SEP	2015	2014 FALL	AS&E Graduate	Full-Time
Asgarieh,Eliyar	1041289	A400170	5207	Other Scholarships	HEALTH INSURANCE SUBSIDY-GE	SISZZZ9666	9/11/14	2,224.00	03-SEP	2015	2014 FALL	AS&E Graduate	Full-Time

The SIS report will provide you with detailed information about student aid charged to deptids or grants, by individual name and semester.

PeopleSoft Reports and the Data Warehouse
Report Features: FIN150 – Dept Salary Report

Tufts
UNIVERSITY

FIN150 - Department Salary Report (by Employee)
DATA AS OF: June 02, 2015
Department: A140
>>>>> Warning: Projections may be based on partial data. <<<<<

Questions regarding this report?
PeopleSoftFinancials@tufts.edu

Name	EmplID	Earn Code Description	Labor Type	Pre-Plan Percentage	Home Dept ID	Home DeptID Descr	Charge DeptID	Charge Dept Name	Charg Grant
Adams, Gabrielle *	4521682	001 - Regular Exe - staff & faculty	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	HS23:
Baker, Patrick *	4484859	003 - Not Benefit Elig. CST/TMP	S	100.00%	A140001	Chemistry-A&S	A140200	Chemistry	
Baker, William *	4088292	003 - Not Benefit Elig. CST/TMP	S	0.00%	A140001	Chemistry-A&S	A000200	Osher Institute Lifelong Learn	
Baker, William *	4088292	003 - Not Benefit Elig. CST/TMP	S	0.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	DOE1
Baker, William *	4088292	003 - Not Benefit Elig. CST/TMP	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	DOE1
Baker, William *	4088292	003 - Not Benefit Elig. CST/TMP	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	ED10
Baker, William *	4088292	003 - Not Benefit Elig. CST/TMP	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	NS98
Barnes, Laura *	4047945	001 - Regular Exe - staff & faculty	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	HS23
Barnes, Laura *	4047945	003 - Not Benefit Elig. CST/TMP	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	HS23
Barnes, Laura *	4047945	003 - Not Benefit Elig. CST/TMP	S	100.00%	A140001	Chemistry-A&S	A140707	FS-Chem-Kritzer, Joshua	
Barnes, Melissa *	4070658	309 - Academic Supplemental	S	0.00%	A290001	Physics-A&S	A140200	Chemistry	
Barnes, Phillip *	4086926	001 - Regular Exe - staff & faculty	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	HS23
Bennett, Jacqueline *	4412912	001 - Regular Exe - staff & faculty	S	100.00%	A140001	Chemistry-A&S	A140001	Chemistry-A&S	ARM3
Bennett, Jonathan *	4314384	021 - Hourly student	H	100.00%	A140001	Chemistry-A&S	A140717	FS-Chem-Lin, Yu-Shan	

The department salary report shows salaries for everyone in a department and their various distributions (funding sources) by month. Input controls can help with drilling down to more specific information, such as employee name or just individuals paid semi-monthly, etc.
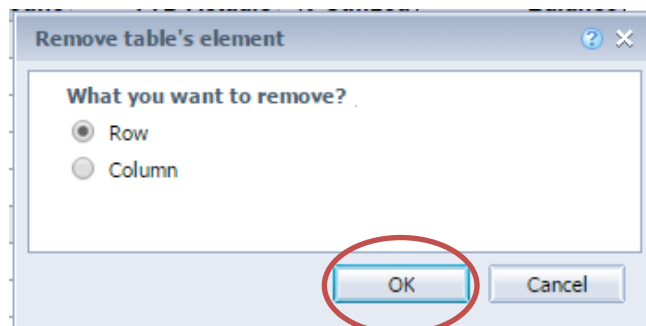
PeopleSoft Reports and the Data Warehouse
Interactive Data Warehouse Features

Another feature of the DW is the ability to **ADD or REMOVE fields** from reports. To enable this feature you need to click Design in the top right of the screen once the report is displayed. The default setting is Reading.
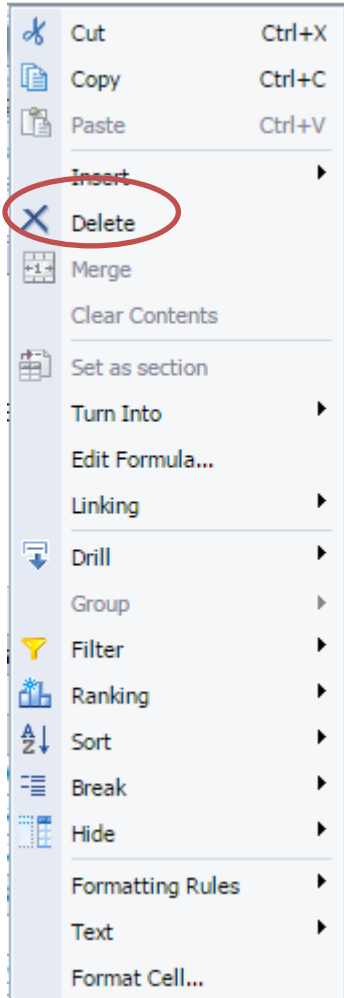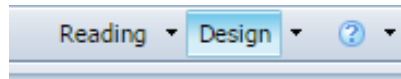
To delete a column or field, simply right-click on a column or field heading and click **delete.** Then click if you want to remove **Row or Column.**

Note: On the toolbar there is an **Undo** icon if you make a mistake

If instead of Remove you selected **Insert**, you could insert rows or columns as you wish.

PeopleSoft Reports and the Data Warehouse
Interactive Data Warehouse Features

By clicking on the **Available Objects** icon, you'll display all available fields that can be dragged into a report (Note: This is the same area used for "Input Controls").
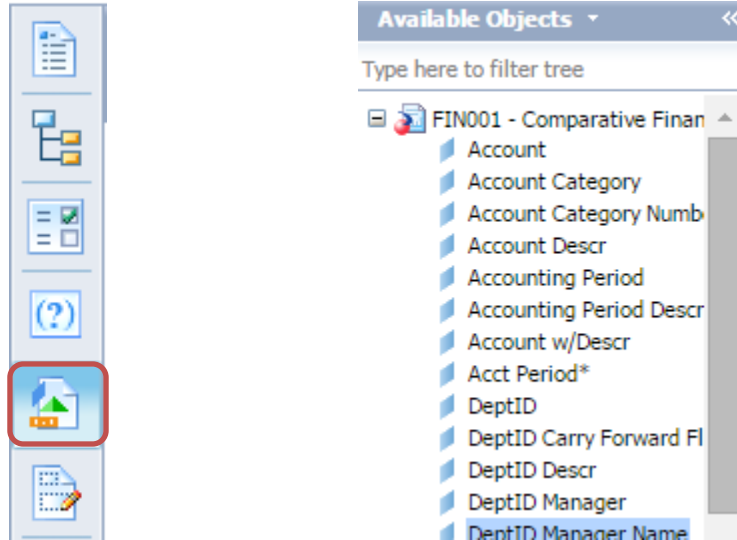
Then you can click and drag fields into the report (Example: Drag "Project/Grant Descr" next to the Grant)
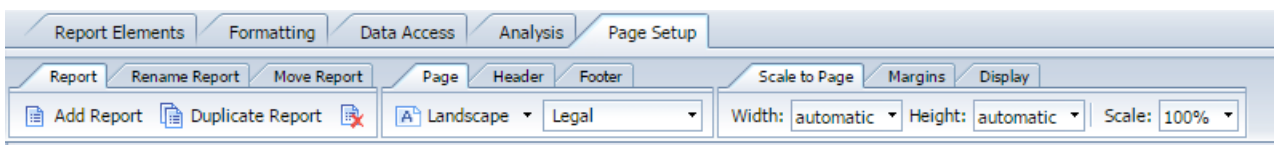
At the top of the page, you can use other functions on the tabs to adjust margins, insert page breaks, etc.