



RECONCILING PEOPLESOFT REPORTS

PBO BUDGET RECONCILIATION TEMPLATE

Division of Academic Affairs
Academic Resources and Planning
Administration Building, 3rd Floor
410-704-4480

April 2015

Step1.

You will receive a (monthly) email from financial services to confirm that the month end close has been finalized and that nVision reports are available and ready to be reconciled *see image below*

From: Lagos, Alberto [<mailto:ALagos@towson.edu>]
Sent: Tuesday, February 10, 2015 3:20 PM
To: 'frs@lists.towson.edu'
Subject: JANUARY Month End Close - Reports Are Available

Please share this message with others in your area

The **January** period has been closed in the PeopleSoft Financials System; nVision reports are available.

For assistance with nVision reporting, please review the PeopleSoft training documentation on the Financial Services Web Site:
<http://www.towson.edu/adminfinance/fiscalplanning/financialservices/FinancialSystems-Welcome.asp>

For assistance with running and working with nVision reports, completing your budget overview, and transfers requiring Budget Office approval, please visit the Budget Office web site:
<http://www.towson.edu/adminfinance/fiscalplanning/budgetoffice/links2.asp>

Al Lagos

Financial Systems Manager, Financial Services
Administration and Finance Division
3000 York Road, Towson, MD 21252-0001
410-704-3994 (w) | 410-704-3908 (f)

Confidentiality Notice: This message may contain information that is confidential, privileged, proprietary, or otherwise legally exempt from disclosure. If you are not the intended recipient, please notify the sender by replying to this transmission, or by calling the Financial Services Office at 410-704-3100.

NOTE: For demonstration purposes, the following steps reconciles the PeopleSoft reports for the month of November

Step2.

Run the DAT & DPR reports for the month in which you are reconciling (i.e. November 30, 2014)
see image below

Report Book

Run Control ID: NVS_DIST1_JLSCOTT [Report Manager](#) [Process Monitor](#) Run

Run Parameters

As Of Date: Specify
 Tree Effective Date: Use As Of Reporting Date

Seq	Business Unit	Report ID	Description
1	TOWSN	DAT12220	Mass Comm Comm Study Op Exp
2	TOWSN	DAT12545	GRUB Street Literary Op Exp
3	TOWSN	DAT13032	PDS Reimbursements, Ac Op Exp
4	TOWSN	DAT13410	Grad Assistantship Sti Op Exp
5	TOWSN	DAT13510	Contingency Reserve AA Op Exp
6	TOWSN	DAT13520	Lecturer Benefits Op Exp

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

[Current Date](#)

139	TOWSN	DPR12220	Mass Comm Comm Study Payroll	<input checked="" type="checkbox"/>
140	TOWSN	DPR12545	GRUB Street Literary Payroll	<input type="checkbox"/>
141	TOWSN	DPR13032	PDS Reimbursements, Ac Payroll	<input type="checkbox"/>
142	TOWSN	DPR13410	Grad Assistantship Sti Payroll	<input type="checkbox"/>
143	TOWSN	DPR13510	Contingency Reserve AA Payroll	<input type="checkbox"/>
144	TOWSN	DPR13520	Lecturer Benefits Payroll	<input type="checkbox"/>
145	TOWSN	DPR13530	Multicultural Institut Payroll	<input type="checkbox"/>
146	TOWSN	DPR13550	On-Line Programs Tuiti Payroll	<input type="checkbox"/>
147	TOWSN	DPR13590	Off Campus Contract Pg Payroll	<input type="checkbox"/>

Step3.

Open your Budget Reconciliation Template and enter the report date in the heading of the “Summary” sheet (this example is reconciling the month of November) *see image below*

COFAC						
Department Name	MCOM					
Department Authority	Cynthia Cooper					
Department Number	12220					
Account Expires	June 30, 2015					
Report Date	November 30, 2014 ←					
	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Bal Avail @	
Contractual Staff Salary 502000-502199	0	0	(14,809)	(14,809)	(14,809)	
Contractual Staff Fringes 502200-502399	0	0	0	0	0	
Student Help 502601	0	0	(14,712)	(14,712)	(14,712)	
Graduate Assistant 502701	0	0	0	0	0	
Communications 603003-603999	0	0	(15,263)	(15,263)	(15,263)	
Travel 604002-604999	0	0	(5,199)	(5,199)	(5,199)	
Vehicle Maintenance 607001-607999	0	0	0	0	0	
Contractual Services 608001-608999	0	0	(30,314)	(30,314)	(30,314)	
Supplies 609001-609999	0	0	(34,687)	(34,687)	(34,687)	
Equipment 610001-611999	0	0	(32,189)	(32,189)	(32,189)	
Grants 612001-612999	0	0	0	0	0	
Other 613001-614999	0	0	(5,000)	(5,000)	(5,000)	
Total Operating Costs	0	0	(152,173)	(152,173)	(152,173)	
Regular Salary & Fringe	0	0	0	0	0	
PT Faculty Salary	0	0	0	0	0	
Lecturers Salary	0	0	0	0	0	
PT Faculty & Lecturers Fringe	0	0	0	0	0	
Total Account Costs	0	0	(152,173)	(152,173)	(152,173)	
Update Check for Total Operating Costs						
Total Expenses from Labor Distribution		(12,767)				
Total Expenses from Operating Encumbrances		(31,648)				
Total		(44,415)				
Variance Summary vs Detail		(44,415)				

Summary	Labor Distribution	Operating Encumbrance
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Step4.

Open the DAT report and select the "Budget Balance" tab *see image below*

Report ID: DAT12220		Towson University							Run January 05, 2015 at 13:3	
Contact:		Mass Comm Comm Study Op Exp								
		As of November 30, 2014								
Account	Description	Original Budget	Revised Budget	Current Month Actuals	Fiscal YTD	Prior YTD	Pre. Est.	Encumbrance	Available Balance	%Remain
Expenses										
501005	Faculty 12 Month	0.00	0.00	0.00	0.00	4,204.10	0.00	0.00	0.00	
501007	Faculty Reg UG on Track	1,262,731.00	1,262,731.00	83,211.72	450,315.00	507,132.24	0.00	0.00	812,416.00	64.34%
501011	Faculty NonTeacare Not on Track	60,734.00	60,734.00	3,846.16	20,037.56	18,546.45	0.00	0.00	40,696.44	66.94%
501013	Staff Exempt	146,513.00	146,513.00	11,233.40	53,374.63	55,263.85	0.00	0.00	87,138.01	59.47%
501017	Staff Non Exempt	31,437.00	31,437.00	7,014.36	37,054.35	35,204.30	0.00	0.00	54,382.05	59.47%
501067	Final Leave Payout	0.00	0.00	0.00	0.00	5,273.12	0.00	0.00	0.00	
501113	Social Security Contribution	122,576.00	122,576.00	6,036.43	41,642.12	45,675.83	0.00	0.00	80,933.88	66.03%
501114	Unemployment Compensation	0.00	0.00	296.21	1,522.30	1,670.53	0.00	0.00	(1,522.30)	
501117	Health Insurance	0.00	0.00	15,143.56	64,062.05	81,744.23	0.00	0.00	(64,062.05)	
501121	Retirees Health Ins Surcharge	0.00	0.00	2,682.24	11,373.72	23,830.32	0.00	0.00	(11,373.72)	
501211	Employee Pension System	0.00	0.00	2,319.30	12,255.40	11,316.32	0.00	0.00	(12,255.40)	
501213	Teacher Pension System	0.00	0.00	4,018.86	14,066.01	13,322.26	0.00	0.00	(14,066.01)	
501223	Other Retirement Systems	0.00	0.00	7,416.58	25,356.03	28,340.53	0.00	0.00	(25,356.03)	
501302	Supplemental Retirement Match	392,711.00	392,711.00	0.00	0.00	0.00	0.00	0.00	392,711.00	100.00%
501610	Tuition Waivers	0.00	750.00	0.00	750.00	1,771.00	0.00	0.00	0.00	0.00%
	Regular Salaries & Wages	2,076,762.00	2,077,542.00	151,293.47	738,308.43	845,367.92	0.00	0.00	1,339,933.57	64.45%
502003	Contg Staff Exempt Level I	0.00	0.00	0.00	4,500.00	2,000.00	0.00	0.00	(4,500.00)	
502007	Contg Staff Non-Exempt Lev I	25,000.00	25,000.00	312.00	1,805.00	3,312.00	0.00	0.00	23,195.00	92.78%
502015	Secondary Employment	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	(2,000.00)	
502034	Overtime Contractual Payroll	0.00	0.00	0.00	0.00	3.27	0.00	0.00	0.00	
	Contractual Payment	25,000.00	25,000.00	312.00	8,305.00	5,321.27	0.00	0.00	16,695.00	66.78%
502205	Social Security Contractual	2,000.00	2,000.00	63.78	642.69	525.86	0.00	0.00	1,357.31	67.87%
502207	Unemployment Comp Contractual	0.00	0.00	2.56	23.53	3.37	0.00	0.00	(23.53)	
502303	Tuition Waivers Contractual	0.00	0.00	0.00	0.00	1,012.00	0.00	0.00	0.00	
	Contractual Fringe	2,000.00	2,000.00	72.34	666.22	1,541.83	0.00	0.00	1,333.78	66.63%
502407	Part Time Fall Spring Faculty	0.00	156,100.00	43,425.00	130,275.00	113,816.25	0.00	0.00	27,825.00	17.60%
502417	Lecturers	0.00	362,643.00	36,623.60	128,182.60	106,132.12	0.00	0.00	234,460.40	64.65%
502423	Off Load Faculty Social Security	0.00	33,056.00	6,152.23	13,771.64	17,660.50	0.00	0.00	19,273.36	43.36%
502426	Off Load Fac Employment Comp	0.00	2,605.00	225.15	723.78	646.31	0.00	0.00	1,881.22	72.22%
	PT Faculty and Lecturers	0.00	562,404.00	86,426.04	278,953.02	246,255.18	0.00	0.00	283,444.38	50.40%
502601	Student Help	6,000.00	16,000.00	2,119.55	6,833.30	8,178.25	0.00	0.00	3,100.10	56.88%
	Student Help	6,000.00	16,000.00	2,119.55	6,833.30	8,178.25	0.00	0.00	3,100.10	56.88%
	OBJ 02-Contractual Payroll	33,000.00	605,404.00	83,529.33	294,830.14	261,302.53	0.00	0.00	310,573.86	
603003	Postage Regular Bulk	0.00	0.00	15.03	110.73	347.83	0.00	0.00	(110.73)	
603008	Express Mail UPS Fed Exp DHL	0.00	0.00	0.00	0.00	6.39	0.00	0.00	0.00	
603103	Line Charges	16,000.00	16,000.00	1,426.00	7,077.16	6,325.00	0.00	0.00	8,322.84	55.77%
603109	Long Distance	0.00	0.00	26.70	104.52	101.60	0.00	0.00	(104.52)	
603115	Telecom Services Repair	0.00	0.00	0.00	0.00	2,415.00	0.00	0.00	0.00	
603121	Local Charges	0.00	0.00	11.28	63.28	68.80	0.00	0.00	(63.28)	
603127	Cellular Phone Pager Costs	0.00	0.00	40.03	200.07	233.40	0.00	0.00	(200.07)	
	Communications	16,000.00	16,000.00	1,525.10	7,362.06	10,036.62	0.00	0.00	8,437.34	52.74%

Budget Balance Rev & Exp Trans Budget Trans SF Detail PO Balances REQ Balances



Step5.

Refer to the "Revised Budget" column on the DAT to update your budget on the "Summary" sheet of the Budget Reconciliation Template *see image below and Step6*

DAT Revised Budget column

Report ID: DAT12220		Towson University							Run January 05, 2015 at 11:00 AM	
Contact:		Mass Comm Comm Study Op Exp								
		As of November 30, 2014								
Account	Description	Original Budget	Revised Budget	Current Month Actuals	Fiscal YTD	Prior YTD	Pre Enc	Encumbrance	Available Balance	%Remain
Expenses										
*501005	Faculty 12 Month	0.00	0.00	0.00	0.00	4,204.10	0.00	0.00	0.00	
*501007	Faculty Reg UG on Track	1,262,731.00	1,262,731.00	89,211.72	450,315.00	507,192.24	0.00	0.00	812,416.00	64.34%
*501011	Faculty NonTenure Not on Track	60,794.00	60,794.00	3,848.16	20,097.56	18,546.45	0.00	0.00	40,696.44	66.94%
*501013	Staff Exempt	146,513.00	146,513.00	11,239.40	59,374.69	55,269.85	0.00	0.00	87,138.31	59.47%
*501017	Staff Non Exempt	91,437.00	91,437.00	7,014.36	37,054.95	35,204.30	0.00	0.00	54,382.05	59.47%
*501067	Final Leave Payout	0.00	0.00	0.00	0.00	5,279.12	0.00	0.00	0.00	
*501113	Social Security Contribution	122,576.00	122,576.00	8,093.48	41,642.12	45,675.93	0.00	0.00	80,933.88	66.03%
*501114	Unemployment Compensation	0.00	0.00	296.21	1,522.90	1,670.59	0.00	0.00	(1,522.90)	
*501117	Health Insurance	0.00	0.00	15,143.56	64,062.05	87,744.29	0.00	0.00	(64,062.05)	
*501121	Retirees Health Ins Surcharge	0.00	0.00	2,682.24	11,379.72	29,830.32	0.00	0.00	(11,379.72)	
*501211	Employee Pension System	0.00	0.00	2,319.90	12,255.40	11,316.92	0.00	0.00	(12,255.40)	
*501219	Teacher Pension System	0.00	0.00	4,018.86	14,066.01	13,322.26	0.00	0.00	(14,066.01)	
*501229	Other Retirement Systems	0.00	0.00	7,416.58	25,958.03	28,940.59	0.00	0.00	(25,958.03)	
*501302	Supplemental Retirement Match	392,711.00	392,711.00	0.00	0.00	0.00	0.00	0.00	392,711.00	100.00%
*501810	Tuition Waivers	0.00	780.00	0.00	780.00	1,771.00	0.00	0.00	0.00	0.00%
	Regular Salaries & Wages	2,076,762.00	2,077,542.00	151,293.47	738,508.43	845,967.92	0.00	0.00	1,339,033.57	64.45%
*502003	Contg Staff Exempt Level I	0.00	0.00	0.00	4,500.00	2,000.00	0.00	0.00	(4,500.00)	
*502007	Contg Staff Non-Exmpt Lev I	25,000.00	25,000.00	912.00	1,805.00	3,312.00	0.00	0.00	23,195.00	92.78%
*502015	Secondary Employment	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	(2,000.00)	
*502034	Overtime Contractual Payroll	0.00	0.00	0.00	0.00	9.27	0.00	0.00	0.00	
	Contractual Payment	25,000.00	25,000.00	912.00	8,305.00	5,321.27	0.00	0.00	16,695.00	66.78%
*502205	Social Security Contractual	2,000.00	2,000.00	69.78	642.69	525.86	0.00	0.00	1,357.31	67.87%
*502207	Unemployment Comp Contractual	0.00	0.00	2.56	23.53	9.97	0.00	0.00	(23.53)	
*502303	Tuition Waivers Contractual	0.00	0.00	0.00	0.00	1,012.00	0.00	0.00	0.00	
	Contractual Fringe	2,000.00	2,000.00	72.34	666.22	1,547.83	0.00	0.00	1,333.78	66.69%
*502407	Part Time Fall Spring Faculty	0.00	158,100.00	43,425.00	130,275.00	119,816.25	0.00	0.00	27,825.00	17.60%
*502417	Lecturers	0.00	362,543.00	36,823.60	128,182.60	108,132.12	0.00	0.00	234,460.40	64.85%
*502423	Off Load Faculty Social Security	0.00	39,056.00	6,152.29	19,777.64	17,660.50	0.00	0.00	19,278.36	49.36%
*502426	Off Load Fac Enemplmt Comp	0.00	2,605.00	225.15	723.78	646.31	0.00	0.00	1,881.22	72.22%
	PT Faculty and Lecturers	0.00	562,404.00	86,426.04	278,959.02	246,255.18	0.00	0.00	283,444.98	50.40%
*502601	Student Help	6,000.00	16,000.00	2,119.55	6,899.90	8,178.25	0.00	0.00	9,100.10	56.88%
	Student Help	6,000.00	16,000.00	2,119.55	6,899.90	8,178.25	0.00	0.00	9,100.10	56.88%
	OBJ 02-Contractual Payroll	33,000.00	605,404.00	89,529.93	294,830.14	261,302.53	0.00	0.00	310,573.86	
*603003	Postage Regular Bulk	0.00	0.00	15.09	110.73	347.83	0.00	0.00	(110.73)	
*603009	Express Mail UPS Fed Exp DHL	0.00	0.00	0.00	0.00	6.99	0.00	0.00	0.00	
*603103	Line Charges	16,000.00	16,000.00	1,426.00	7,077.16	6,925.00	0.00	0.00	8,922.84	55.77%
*603109	Long Distance	0.00	0.00	26.70	104.82	101.60	0.00	0.00	(104.82)	
*603116	Telephone Services Basic	0.00	0.00	0.00	0.00	2,415.00	0.00	0.00	0.00	

Step6.

Using the DAT report, update the “Revised Budget” column of the Budget Reconciliation Template “Summary” sheet *see image below*

(Note: The shaded areas have prewritten formulas that will update as you enter your monthly activity. These fields are locked)

COFAC						
Department Name	MCOM					
Department Authority	Cynthia Cooper					
Department Number	12220					
Account Expires	June 30, 2015					
Report Date	November 30, 2014					
	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Bal Avail @	
Contractual Staff Salary (502000-502199)	25,000	0	(14,809)	(14,809)	10,191	
Contractual Staff Fringes (502200-502399)	2,000	0	0	0	2,000	
Student Help (502601)	16,000	0	(14,712)	(14,712)	1,288	
Graduate Assistant (502701)	0	0	0	0	0	
Communications (603003-603999)	16,000	0	(15,263)	(15,263)	737	
Travel (604002-604999)	10,000	0	(5,199)	(5,199)	4,801	
Vehicle Maintenance (607001-607999)	0	0	0	0	0	
Contractual Services (608001-608999)	0	0	(30,314)	(30,314)	(30,314)	
Supplies (609001-609999)	127,237	0	(34,687)	(34,687)	92,550	
Equipment (610001-611999)	0	0	(32,189)	(32,189)	(32,189)	
Grants (612001-612999)	0	0	0	0	0	
Other (613001-614999)	0	0	(5,000)	(5,000)	(5,000)	
Total Operating Costs	196,237	0	(152,173)	(152,173)	44,064	
Regular Salary & Fringe	2,077,542	0	(2,077,542)	(2,077,542)	0	
PT Faculty Salary	158,100	0	(158,100)	(158,100)	0	
Lecturers Salary	362,643	0	(362,643)	(362,643)	0	
PT Faculty & Lecturers Fringe	41,661	0	(41,661)	(41,661)	0	
Total Account Costs	2,836,183	0	(2,792,119)	(2,792,119)	44,064	

Update Check for Total Operating Costs	
Total Expenses from Labor Distribution	(12,767)
Total Expenses from Operating Encumbrances	(31,648)
Total	(44,415)
Variance Summary vs Detail	0

Summary	Labor Distribution	Operating Encumbrance
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Step7.

Refer to the "Fiscal YTD" column on the DAT report to update the "YTD Actual Expenses" column on the "Summary" sheet of the Budget Reconciliation Template *see image below and Step8*

DAT report Fiscal YTD column

Report ID: DAT12220		Towson University							Run January 05, 2015 at 1	
Contact:		Mass Comm Comm Study Op Exp								
		As of November 30, 2014								
Account	Description	Original Budget	Revised Budget	Current Month Actuals	Fiscal YTD	Prior YTD	Pre Enc	Encumbrance	Available Balance	%Remain
Expenses										
*501005	Faculty 12 Month	0.00	0.00	0.00	0.00	4,204.10	0.00	0.00	0.00	
*501007	Faculty Reg UG on Track	1,262,731.00	1,262,731.00	89,211.72	450,315.00	507,192.24	0.00	0.00	812,416.00	64.34%
*501011	Faculty NonTenure Not on Track	60,794.00	60,794.00	3,846.16	20,097.56	18,546.45	0.00	0.00	40,696.44	66.94%
*501013	Staff Exempt	146,513.00	146,513.00	11,239.40	59,374.69	55,269.85	0.00	0.00	87,138.31	59.47%
*501017	Staff Non Exempt	91,437.00	91,437.00	7,014.36	37,054.95	35,204.30	0.00	0.00	54,382.05	59.47%
*501067	Final Leave Payout	0.00	0.00	0.00	0.00	5,279.12	0.00	0.00	0.00	
*501113	Social Security Contribution	122,576.00	122,576.00	8,098.48	41,642.12	45,675.89	0.00	0.00	80,933.88	66.03%
*501114	Unemployment Compensation	0.00	0.00	296.21	1,522.90	1,670.59	0.00	0.00	(1,522.90)	
*501117	Health Insurance	0.00	0.00	15,149.56	64,962.05	87,744.29	0.00	0.00	(64,962.05)	
*501121	Retirees Health Ins Surcharge	0.00	0.00	2,692.24	11,379.72	29,830.32	0.00	0.00	(11,379.72)	
*501211	Employee Pension System	0.00	0.00	2,319.50	12,255.40	11,316.92	0.00	0.00	(12,255.40)	
*501219	Teacher Pension System	0.00	0.00	4,018.86	14,065.01	13,322.26	0.00	0.00	(14,065.01)	
*501229	Other Retirement Systems	0.00	0.00	7,416.58	25,958.03	28,940.59	0.00	0.00	(25,958.03)	
*501302	Supplemental Retirement Match	392,711.00	392,711.00	0.00	0.00	0.00	0.00	0.00	392,711.00	100.00%
*501810	Tuition Waivers	0.00	780.00	0.00	780.00	1,771.00	0.00	0.00	0.00	0.00%
	Regular Salaries & Wages	2,076,762.00	2,077,542.00	151,293.47	728,508.43	845,967.92	0.00	0.00	1,339,033.57	64.46%
*502003	Contg Staff Exempt Level I	0.00	0.00	0.00	4,500.00	2,000.00	0.00	0.00	(4,500.00)	
*502007	Contg Staff Non-Exmpt Lev I	25,000.00	25,000.00	912.00	1,805.00	3,312.00	0.00	0.00	23,195.00	92.78%
*502015	Secondary Employment	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	(2,000.00)	
*502094	Overtime Contractual Payroll	0.00	0.00	0.00	0.00	9.27	0.00	0.00	0.00	
	Contractual Payment	25,000.00	25,000.00	912.00	6,305.00	5,321.27	0.00	0.00	16,695.00	66.78%
*502205	Social Security Contractual	2,000.00	2,000.00	69.78	642.69	525.86	0.00	0.00	1,357.31	67.87%
*502207	Unemployment Comp Contractual	0.00	0.00	2.56	23.53	9.97	0.00	0.00	(23.53)	
*502303	Tuition Waivers Contractual	0.00	0.00	0.00	0.00	1,012.00	0.00	0.00	0.00	
	Contractual Fringe	2,000.00	2,000.00	72.34	666.22	1,547.83	0.00	0.00	1,333.78	66.69%
*502407	Part Time Fall Spring Faculty	0.00	158,100.00	43,425.00	130,275.00	119,816.25	0.00	0.00	27,825.00	17.60%
*502417	Lecturers	0.00	362,643.00	36,623.60	128,182.60	108,132.12	0.00	0.00	234,460.40	64.65%
*502423	Off Load Faculty Spol Security	0.00	39,056.00	6,192.29	19,777.84	17,680.50	0.00	0.00	19,278.36	49.36%
*502426	Off Load Fac Employment Comp	0.00	2,605.00	225.15	723.79	646.31	0.00	0.00	1,881.22	72.22%
	PT Faculty and Lecturers	0.00	562,404.00	86,426.04	279,959.92	246,255.18	0.00	0.00	283,444.98	50.40%
*502601	Student Help	6,000.00	16,000.00	2,119.55	6,899.90	8,178.25	0.00	0.00	9,100.10	56.88%
	Student Help	6,000.00	16,000.00	2,119.55	6,899.90	8,178.25	0.00	0.00	9,100.10	56.88%
	OBJ 02-Contractual Payroll	33,000.00	605,404.00	89,529.93	294,830.14	261,302.53	0.00	0.00	310,573.86	
*603003	Postage Regular Bulk	0.00	0.00	15.09	110.73	347.83	0.00	0.00	(110.73)	
*603009	Express Mail UPS Fed Exp DHL	0.00	0.00	0.00	0.00	6.99	0.00	0.00	0.00	
*603103	Line Charges	16,000.00	16,000.00	1,426.00	7,077.16	6,925.00	0.00	0.00	8,922.84	55.77%
*603109	Long Distance	0.00	0.00	26.70	104.82	101.60	0.00	0.00	(104.82)	
*603116	Telephone Services Rental	0.00	0.00	0.00	0.00	2,415.00	0.00	0.00	0.00	

Step8.

Update the “YTD Actual Expense” column on the “Summary” sheet of the Budget Reconciliation Template

COFAC					
Department Name	MCOM				
Department Authority	Cynthia Cooper				
Department Number	12220				
Account Expires	June 30, 2015				
Report Date	November 30, 2014				
	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Bal Avail @
Contractual Staff Salary (502000-502199)	25,000	(8,305)	(14,809)	(23,114)	1,886
Contractual Staff Fringes (502200-502399)	2,000	(666)	0	(666)	1,334
Student Help (502601)	16,000	(6,900)	(14,712)	(21,612)	(5,612)
Graduate Assistant (502701)	0	0	0	0	0
Communications (603003-603999)	16,000	(7,562)	(15,263)	(22,825)	(6,825)
Travel (604002-604999)	10,000	(5,415)	(5,199)	(10,614)	(614)
Vehicle Maintenance (607001-607999)	0	0	0	0	0
Contractual Services (608001-608999)	0	(11,274)	(30,314)	(41,588)	(41,588)
Supplies (609001-609999)	127,237	(14,386)	(34,687)	(49,073)	78,164
Equipment (610001-611999)	0	(1,011)	(32,189)	(33,200)	(33,200)
Grants (612001-612999)	0	0	0	0	0
Other (613001-614999)	0	0	(5,000)	(5,000)	(5,000)
Total Operating Costs	196,237	(55,519)	(152,173)	(207,692)	(11,455)
Regular Salary & Fringe	2,077,542	(738,508)	(1,339,034)	(2,077,542)	0
PT Faculty Salary	158,100	(130,275)	(27,825)	(158,100)	0
Lecturers Salary	362,643	(128,183)	(234,460)	(362,643)	0
PT Faculty & Lecturers Fringe	41,661	(20,501)	(21,160)	(41,661)	0
Total Account Costs	2,836,183	(1,072,986)	(1,774,651)	(2,847,638)	(11,455)
Update Check for Total Operating Costs					
Total Expenses from Labor Distribution		(12,767)			
Total Expenses from Operating Encumbrances		(31,648)			
Total		(44,415)			
Variance Summary vs Detail		11,104			

Step9.

Refer to the "Current Month Actuals" column on the DAT report to update the "Operating Encumbrance" sheet of the Budget Reconciliation Template *see image below and Step10*

DAT Current Month Actuals column

Report ID: DAT12220		Towson University							Run January 05, 2015 at 1:	
Contact:		Mass Comm Comm Study Op Exp								
		As of November 30, 2014								
Account	Description	Original Budget	Revised Budget	Current Month Actuals	Fiscal YTD	Prior YTD	Pre Enc	Encumbrance	Available Balance	%Remain
*603003	Postage Regular Bulk	0.00	0.00	15.09	110.73	347.83	0.00	0.00	(110.73)	
*603009	Express Mail UPS Fed Exp DHL	0.00	0.00	0.00	0.00	6.39	0.00	0.00	0.00	
*603103	Line Charges	16,000.00	16,000.00	1,426.00	7,077.16	6,925.00	0.00	0.00	8,922.84	55.77%
*603109	Long Distance	0.00	0.00	26.70	104.82	101.60	0.00	0.00	(104.82)	
*603115	Telecom Service Repair	0.00	0.00	0.00	0.00	2,415.00	0.00	0.00	0.00	
*603121	Local Charges	0.00	0.00	17.28	69.28	58.90	0.00	0.00	(59.28)	
*603127	Cellular Phone Pager Costs	0.00	0.00	40.03	200.07	233.40	0.00	0.00	(200.07)	
	Communications	16,000.00	16,000.00	1,525.10	7,562.06	10,098.62	0.00	0.00	8,497.94	52.74%
*604005	Out of State Travel	0.00	10,000.00	1,613.89	5,415.07	2,022.00	0.00	0.00	4,584.93	45.85%
*604017	Out of State Recruiting	0.00	0.00	0.00	0.00	28.45	0.00	0.00	0.00	
	OBJ 04-Travel	0.00	10,000.00	1,613.89	5,415.07	2,050.45	0.00	0.00	4,584.93	45.85%
*608003	Advertise Fac Staff Recruitmt	0.00	0.00	0.00	850.00	0.00	0.00	0.00	(850.00)	
*608133	Equipment Rental	0.00	0.00	0.00	0.00	765.00	0.00	0.00	0.00	
*608136	Events Conf Service Rental	0.00	0.00	0.00	386.32	493.00	0.00	0.00	(386.32)	
*608142	Photocopyg	0.00	0.00	333.45	1,977.90	2,433.70	0.00	0.00	(1,977.90)	
*608145	TU Printing Services	0.00	0.00	769.28	2,713.97	3,624.62	0.00	0.00	(2,713.97)	
*608166	Food Services Catering	0.00	0.00	0.00	2,033.75	3,524.90	0.00	0.00	(2,033.75)	
*608206	FBI Criminal Check	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	
*608224	Other Services	0.00	0.00	1,485.00	3,312.00	5,320.14	0.00	0.00	(3,312.00)	
*608920	ChBk Art Services Print Market	0.00	0.00	0.00	0.00	158.75	0.00	0.00	0.00	
	OBJ 08-Contractual Services	0.00	0.00	2,587.73	11,273.94	16,330.11	0.00	0.00	(11,273.94)	
*609003	Office Supply under 500 each	147,237.00	127,237.00	1,839.89	8,379.33	852.76	0.00	0.00	118,857.67	93.41%
*609006	Office Supply Interdprtmnt	0.00	0.00	0.00	153.57	128.56	0.00	0.00	(153.57)	
*609009	Building Household Supplies	0.00	0.00	0.00	2,844.37	1,114.80	0.00	0.00	(2,844.37)	
*609021	Instructn_Vocatnl_Audiovis Sup	0.00	0.00	107.56	107.56	0.00	0.00	0.00	(107.56)	
*609116	Other Supplies	0.00	0.00	0.00	976.04	341.93	0.00	0.00	(976.04)	
*609501	Academic IT Supplies	0.00	0.00	107.01	421.95	58.00	0.00	0.00	(421.95)	
*609505	Academic Software	0.00	0.00	0.00	0.00	19,194.10	0.00	0.00	0.00	
*609501	Admin IT Supplies	0.00	0.00	19.00	19.00	(2.82)	0.00	0.00	(19.00)	
*609505	Admin Software	0.00	0.00	0.00	1,485.00	0.00	0.00	0.00	(1,485.00)	
	OBJ 09-Supplies and Materials	147,237.00	127,237.00	2,073.45	14,386.22	21,677.23	0.00	0.00	112,950.78	88.63%
*610101	Office Equip Furniture Replc	0.00	0.00	199.90	199.90	4,657.97	0.00	0.00	(199.90)	
	OBJ 10-Equipment Replacement	0.00	0.00	199.90	199.90	4,657.97	0.00	0.00	(199.90)	
*611106	Other Equipment/Furniture New	0.00	0.00	0.00	0.00	2,580.00	0.00	0.00	0.00	
*611211	Academic IT New Equipment	0.00	0.00	0.00	623.36	2,675.17	0.00	0.00	(623.36)	
*611221	Admin IT New Equipment	0.00	0.00	0.00	0.00	69.99	0.00	0.00	0.00	
*611225	Admin IT Printers New	0.00	0.00	0.00	187.72	0.00	0.00	0.00	(187.72)	
	OBJ 11-Addl Equipmnt Furniture	0.00	0.00	0.00	811.08	5,325.16	0.00	0.00	(811.08)	
									0.00	

Step10.

Select the “Operating Encumbrance” tab of the Budget Reconciliation Template. Using the DAT report, enter operating expenses that hit for the month

MCOM 12220 Operating Encumbrances																
Recurring Monthly Cost/Anticipated Expenditures	FY 2014 Expenditures	Encumbered Amount FY 2015	July	August	September	October	November	December	January	February	March	April	May	June	Total	Encumbrance Balance
			Communications - Postage (603001-603018)	668.00	800.00	33.49	27.75	23.99	10.41	15.09						
Communications - Line charges (603019-603999)	20,230.00	20,500.00	1,455.94	1,464.26	1,502.97	1,518.15	1,510.01								7,451.33	13,048.67
Travel In State (604002/604003/604008)	712.00	1,000.00													0.00	1,000.00
Travel Out of State (604005-604011)	7,410.00	8,000.00			3,707.00	94.18	1,613.89								5,415.07	2,584.93
Motor Vehicle Maintenance (607001-607999)	0.00	0.00													0.00	0.00
Photocopy/Printing Services (608142 & 608145)	13,813.00	14,000.00	242.98	305.57	1,352.72	1,687.87	1,102.73								4,691.87	9,308.13
Contractual Services (excluding printing) (608001 - 608999)	22,616.00	25,000.00	165.00	386.00	3,387.27	1,158.80	1,485.00								6,582.07	18,417.93
Supplies 609001-609999	46,127.00	47,000.00	13.45	2,040.38	8,199.62	2,059.31	2,073.46								14,386.22	32,613.78
Equipment (Excluding Purchase Orders) (610001-611999)	36,266.00	33,000.00	729.54			81.54	199.90								1,010.98	31,989.02
Tuition GA/TA 612110															0.00	0.00
Name - Semester		0.00													0.00	0.00
		0.00													0.00	0.00
		0.00													0.00	0.00
		0.00													0.00	0.00
Other (613001-614999)	5,022.00	5,000.00	0.00	0.00	0.00	0.00	0.00								0.00	5,000.00
Total Encumbrances	152,864.00		2,640.40	4,223.96	18,173.57	6,610.26	8,000.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,648.27	114,651.73

Summary Labor Distribution **Operating Encumbrance**



Step 11.

Refer to the "Rev & Exp Trans" tab on the DAT report to reconcile the expenses that hit for the month. (i.e. November = period 5) *Use the drop down box to select the period in which you are reconciling

Think of this as a bank statement for balancing your checkbook each month. Did the check deposit? Were you charged for something you shouldn't have been charged for? etc. *see image below*

TU Revenue & Expense Transactions												
12220 Mass Comm Comm Study											Run January 05, 2015 at 13:37	
Year	Dept	Fund	Account	Account Desc	Date	Period	Source	Amount	Description	Ref / Invoice #	Name	More Information
2015	12220	1000	603121	Local Charges	2014-11-30	5	TEL	17.28	Local Calls -Nov 14	TELCO 1114		CNT-216
2015	12220	1000	603127	Cellular Phone Pa	2014-11-30	5	TEL	40.03	November 2014 Verizon Wireless			
2015	12220	1000	604005	Out of State Trave	2014-11-19	5	ZAP	265.00	Expense Distribution	10144TRAVEL	Smith	Voucher 00196950
2015	12220	1000	604005	Out of State Trave	2014-11-17	5	ZAP	848.89	Smith	T411171401	Towson University Working Fund	Voucher 00196725
2015	12220	1000	604005	Out of State Trave	2014-11-05	5	ZAP	500.00	Expense Distribution	091114TRAVEL	Smith	Voucher 00195851
2015	12220	1000	608142	Photocopy	2014-11-30	5	CPY	333.45	Photocopy November 2014	Copy 1114		5,131 copies
2015	12220	1000	608145	TU Printing Servi	2014-11-30	5	CPP	2.86	Smith	52410-01 PCTR113014	Smith	Quick Copy and Print 11/24/2014 - 44
2015	12220	1000	608145	TU Printing Servi	2014-11-30	5	CPP	3.90	Smith	52422-01 PCTR113014	Smith	Quick Copy and Print 11/24/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-30	5	CPP	3.00	Smith	52424-01 PCTR113014	Smith	Quick Copy and Print 11/24/2014 - 25
2015	12220	1000	608145	TU Printing Servi	2014-11-30	5	CPP	27.95	Smith	52426-01 PCTR113014	Smith	Quick Copy and Print 11/24/2014 - 430
2015	12220	1000	608145	TU Printing Servi	2014-11-23	5	CPP	14.40	Smith	52212-01 PCTR112314	Smith	Quick Copy and Print 11/18/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-23	5	CPP	9.10	Smith	52171-01 PCTR112314	Smith	Quick Copy and Print 11/17/2014 - 20
2015	12220	1000	608145	TU Printing Servi	2014-11-23	5	CPP	2.40	Smith	52172-01 PCTR112314	Smith	Quick Copy and Print 11/17/2014 - 20
2015	12220	1000	608145	TU Printing Servi	2014-11-23	5	CPP	8.00	Smith	52173-01 PCTR112314	Smith	Quick Copy and Print 11/17/2014 - 40
2015	12220	1000	608145	TU Printing Servi	2014-11-23	5	CPP	4.23	Smith	52223-01 PCTR112314	Smith	Quick Copy and Print 11/18/2014 - 65
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	5.58	Smith	51968-01 PCTR111614	Smith	Quick Copy and Print 11/11/2014 - 17
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	14.40	Smith	51927-01 PCTR111614	Smith	Quick Copy and Print 11/10/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	11.10	Smith	51973-01 PCTR111614	Smith	Quick Copy and Print 11/11/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	11.48	Smith	51941-01 PCTR111614	Smith	Quick Copy and Print 11/10/2014 - 15
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	7.91	Smith	52030-01 PCTR111614	Smith	Quick Copy and Print 11/12/2014 - 31
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	7.20	Smith	52085-01 PCTR111614	Smith	Quick Copy and Print 11/13/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	4.21	Smith	52099-01 PCTR111614	Smith	Quick Copy and Print 11/14/2014 - 11
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	22.44	Smith	52025-01 PCTR111614	Smith	Quick Copy and Print 11/12/2014 - 44
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	58.14	Smith	52098-01 PCTR111614	Smith	Quick Copy and Print 11/14/2014 - 24
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	7.20	Smith	51967-01 PCTR111614	Smith	Quick Copy and Print 11/11/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	4.23	Smith	52008-01 PCTR111614	Smith	Quick Copy and Print 11/12/2014 - 65
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	7.80	Smith	52035-01 PCTR111614	Smith	Quick Copy and Print 11/12/2014 - 65
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	7.20	Smith	52071-01 PCTR111614	Smith	Quick Copy and Print 11/13/2014 - 60
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	1.95	Smith	52117-01 PCTR111614	Smith	Quick Copy and Print 11/14/2014 - 30
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	4.98	Smith	51923-01 PCTR111614	Smith	Quick Copy and Print 11/10/2014 - 13
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	2.84	Smith	51924-01 PCTR111614	Smith	Quick Copy and Print 11/10/2014 - 13
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	2.84	Smith	51925-01 PCTR111614	Smith	Quick Copy and Print 11/10/2014 - 13
2015	12220	1000	608145	TU Printing Servi	2014-11-16	5	CPP	4.98	Smith	51926-01 PCTR111614	Smith	Quick Copy and Print 11/10/2014 - 13

Budget Balance Rev & Exp Trans Budget Trans SF Detail PO Balances REQ Balances



Step12.

Open the DPR report and select the "Payroll Employee-Month" tab *see image below*

TU Payroll by Employee and Month Summary																		
Salary and Fringe																		
Year	Dept	Name / Descr	Empl ID	July	August	September	October	November	December	January	February	March	April	May	June	Reallocations	Other Journals	Total
2015	12220	Duck, Daffy	01111111	0.00	1,079.30	0.00	1,079.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,158.60
2015	12220	Fudd, Elmer	02222222	0.00	1,079.30	0.00	1,079.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,158.60
2015	12220	Martian, Marvin	03333333	0.00	1,349.13	0.00	1,349.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,698.26
2015	12220	Sam, Yosemite	04444444	0.00	0.00	0.00	963.81	984.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,948.15
2015	12220	Bird, Tweety	05555555	47.49	56.12	356.00	904.00	528.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,891.61
2015	12220	Bunny, Bugs	06666666	0.00	0.00	257.25	421.50	321.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	999.75
2015	12220	Cat, Sylvester	07777777	0.00	0.00	394.40	862.40	492.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,749.60
2015	12220	Pig, Porky	08888888	0.00	0.00	262.50	817.50	517.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,597.50
2015	12220	Coyote, Wiley	01212121	0.00	0.00	146.40	262.40	144.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	552.80
2015	12220	Devil, Tazmanian	09999999	0.00	0.00	0.00	0.00	116.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.25
				47.49	3,563.85	1,416.55	7,739.34	3,103.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,871.12

Payroll Trans / Payroll Account-Empl / Payroll Employee-Date / **Payroll Employee-Month**

Step13.

Select the "Labor Distribution" tab on the Budget Reconciliation Template. Using the DPR report, update the payroll expenses for each payee that hit for the month *see image below*

MCOM Labor Distribution				PAYMENTS												Total	Encumbrance		
Employee Name	Status/Title	Salary	Fringe	Total	July	August	September	October	November	December	January	February	March	April	May	June	Salary/Fringe	Balance	
Contractual Employees																			
Duck, Daffy		4,000.00	320.00	4,320.00			1,079.30	0.00	1,079.30	0.00							2,158.60	2,161.40	
Fudd, Elmer		4,000.00	320.00	4,320.00			1,079.30	0.00	1,079.30	0.00							2,158.60	2,161.40	
Martian, Marvin		5,000.00	400.00	5,400.00			1,349.13	0.00	1,349.13	0.00							2,698.26	2,701.74	
Sam, Yosemite		8,100.00	648.00	8,748.00					963.81	984.34							1,948.15	6,799.85	
			0.00	0.00													0.00	0.00	
Other non payroll 502123		0.00	0.00	0.00													0.00	0.00	
Total Contractual Employees		21,100.00	1,688.00	22,788.00	0.00	3,507.73	0.00	4,471.54	984.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,963.61	13,824.39	
502601 Student Help																			
Bird, Tweety		5,000.00	0.00	5,000.00	47.49	56.12	356.00	904.00	528.00								1,891.61	3,108.39	
Bunny, Bugs		2,500.00	0.00	2,500.00	0.00	0.00	257.25	421.50	321.00								999.75	1,500.25	
Cat, Sylvester		5,000.00	0.00	5,000.00	0.00	0.00	394.40	862.40	492.80								1,749.60	3,250.40	
Pig, Porky		5,000.00	0.00	5,000.00	0.00	0.00	262.50	817.50	517.50								1,597.50	3,402.50	
Coyote, Wiley		2,000.00	0.00	2,000.00	0.00	0.00	146.40	262.40	144.00								552.80	1,447.20	
Devil, Taz		1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	116.25								116.25	883.75	
Total Student Employees		20,500.00	0.00	20,500.00	47.49	56.12	1,416.55	3,267.80	2,119.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,907.51	13,592.49	
502701 Graduate Assistant																			
			0.00	0.00													0.00	0.00	
			0.00	0.00													0.00	0.00	
Total Graduate Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total		41,600.00	1,688.00	43,288.00	47.49	3,563.85	1,416.55	7,739.34	3,103.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,871.12	27,416.88	

Summary / **Labor Distribution** / Operating Encumbrance

Step14.

Once your template has been updated for the month, review your Summary sheet to ensure the variance is zero *see image below*

COFAC						
Department Name	MCOM					
Department Authority	Cynthia Cooper					
Department Number	12220					
Account Expires	June 30, 2015					
Report Date	November 30, 2014					
	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Bal Avail @	
Contractual Staff Salary (502000-502199)	25,000	(8,305)	(13,824)	(22,129)	2,871	
Contractual Staff Fringes (502200-502399)	2,000	(666)	0	(666)	1,334	
Student Help (502601)	16,000	(6,900)	(13,592)	(20,492)	(4,492)	
Graduate Assistant (502701)	0	0	0	0	0	
Communications (603003-603999)	16,000	(7,562)	(13,738)	(21,300)	(5,300)	
Travel (604002-604999)	10,000	(5,415)	(3,585)	(9,000)	1,000	
Vehicle Maintenance (607001-607999)	0	0	0	0	0	
Contractual Services (608001-608999)	0	(11,274)	(27,726)	(39,000)	(39,000)	
Supplies (609001-609999)	127,237	(14,386)	(32,614)	(47,000)	80,237	
Equipment (610001-611999)	0	(1,011)	(31,989)	(33,000)	(33,000)	
Grants (612001-612999)	0	0	0	0	0	
Other (613001-614999)	0	0	(5,000)	(5,000)	(5,000)	
Total Operating Costs	196,237	(55,519)	(142,069)	(197,588)	(1,351)	
Regular Salary & Fringe	2,077,542	(738,508)	(1,339,034)	(2,077,542)	0	
PT Faculty Salary	158,100	(130,275)	(27,825)	(158,100)	0	
Lecturers Salary	362,643	(128,183)	(234,460)	(362,643)	0	
PT Faculty & Lecturers Fringe	41,661	(20,501)	(21,160)	(41,661)	0	
Total Account Costs	2,836,183	(1,072,986)	(1,764,547)	(2,837,534)	(1,351)	
Update Check for Total Operating Costs						
Total Expenses from Labor Distribution		(15,871)				
Total Expenses from Operating Encumbrances		(39,648)				
Total		(55,519)				
Variance Summary vs Detail		0	←			
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> Summary Labor Distribution Operating Encumbrance </div>						

Note: If the variance is not zero, refer back to your reports to verify that the data was entered correctly on your Budget Reconciliation Template