

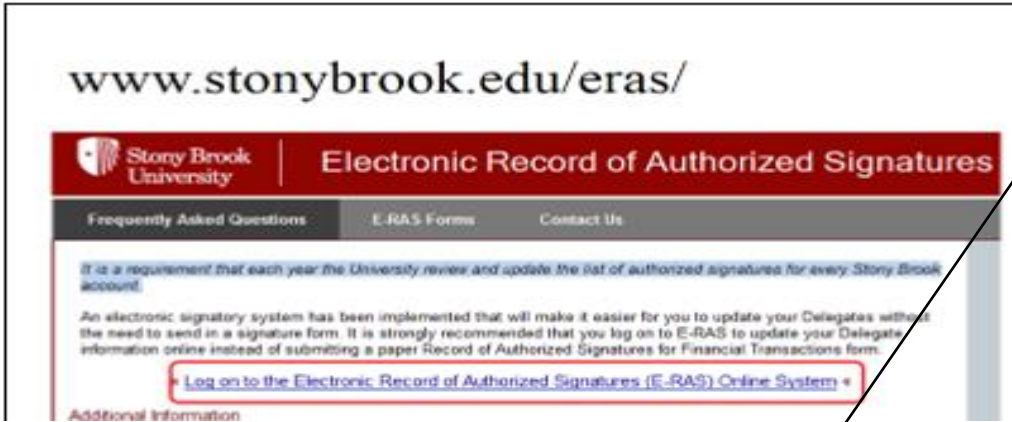


Stony Brook University

**AES & SUNY BI CROSSWALK**

OLD WAY- HOW TO GET IN ERAS

NEW WAY- HOW TO GET INTO SUNY BI



Login using your NetID and Password



1. ONCE YOU CLICK ON LINK IT WILL LEAD YOU TO YOUR NET ID LOG IN HERE



2. UNDER DASHBOARDS CLICK ON TYPE OF REPORT TO VIEW

SUNY BI Documentation

Sign on instructions: **Mozilla Firefox is the recommended browser.**

Begin sign on from [www.suny.edu/analytics](http://www.suny.edu/analytics) via Mozilla Firefox.

OR Sign on with the following steps to see the training information on the SUNY Portal.

1. Begin sign on as you would for SMRT from [www.suny.edu](http://www.suny.edu) via Mozilla Firefox.

2. When you get to the Employees Services Portal, click on Reports in the upper right hand section.



3. Click on the Business Intelligence tab.



4. Click on Dashboards.



5. You now are in SUNY BI. Click on the dropdown on Dashboards on the blue menu at the top.



**Sony Brook users with "Account Level" security should see these Financials dashboards:**

1. Account Summary
2. End of Month
3. Expenditure Inquiry
4. IFR Cash
5. Management Summary
6. Reference
7. Transaction Inquiry

Note that as additional dashboards are developed, this list may change.

**AES – SUMMARY OF EXPENSES**

**SUNY BI EOM – SUMMARY OF EXPENSE**

Account Number: 49  
 Account Name: DEPARTMENT  
 Month: November  
 Fiscal Year: 2019/2020

Account Details

12/01/19 ACCOUNT EXPENDITURE SUMMARY FOR STONY BROOK UNIVERSITY  
 STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019  
 UNIVERSITY CONTROLLER SCHOOL OF UADS310

OBJECT OF EXPENDITURE CATEGORY	ADJUSTED ALLOCATION	CURRENT MONTH EXPENDITURES	TOTAL EXPENDED	TOTAL ENCUMBERED	TOTAL COMMITTED	UNCOMMITTED BALANCE	% OF TOTAL COMMITTED
0000 PERSONAL SERVICE REGULAR	1,033,048.00	98,117.14	562,647.61	805,285.48	1,367,933.09	334,885.09	132.41%
2000 PERSONAL SERVICE TEMP	0.00	0.00	1,393.72	0.00	1,393.72	1,393.72	
SUB-TOTAL TEMPORARY	0.00	0.00	1,393.72	0.00	1,393.72	1,393.72	
TOTAL SALARIES AND WAGES	1,033,048.00	98,117.14	564,041.33	805,285.48	1,369,326.81	336,278.81	132.55%
3000 SUPPLIES AND MATERIALS	0.00	823.83	2,585.60	89.95	2,675.55	2,675.55	
5000 CONTRACTUAL SERVICES	0.00	58.71	66.79	0.00	66.79	66.79	
SUB-TOTAL SUPPLIES & EXPENSE	0.00	882.54	2,652.39	89.95	2,742.34	2,742.34	
TOTAL OTHER THAN PER SERVICE	0.00	882.54	2,652.39	89.95	2,742.34	2,742.34	
ACCOUNT TOTAL W/O RECHARGES	1,033,048.00	98,999.68	566,693.72	805,375.43	1,372,069.15	339,021.15	132.81%
ACCOUNT TOTAL ***	1,033,048.00	98,999.68	566,693.72	805,375.43	1,372,069.15	339,021.15	132.81%
PENDING REGULAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	
PENDING TEMPORARY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	
PENDING OTHER THAN PER SERV	0.00	0.00	0.00	0.00	0.00	0.00	
PENDING RECHARGES	0.00	0.00	0.00	0.00	0.00	0.00	
ACCOUNT PENDING BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	

1. INPUT ACCOUNT NUMBER AND CLICK APPLY

2. TOTAL ENCUMBERED= SUNY BI PENDING ENCUMBRANCE

3. EXPENDITURE TOTALS

4. OTPS ENCUMBRANCE TOTALS

5. TOTAL ALLOCATION

Introduction **Current Account Summary EOM** Current IFR EOM Summary Current Management EOM Summary Snapshot Account Summary EOM Snapshot IFR EOM Summary Snapshot Management EOM Summary

Account begins with: \* Fiscal Year: 19-20 \* Year Month (yyyymm): 201911 Campus: --Select Value-- Sub Fund Group: --Select Value--  
 Reporting Level 1: --Select Value-- Reporting Level 2: --Select Value-- Reporting Level 3: --Select Value-- Reporting Level 4: --Select Value-- Reporting Level 5: --Select Value--  
 Apply Reset

Current Account Summary End of Month

Account	Account Local Desc	Cost Center	Account Manager
49		28-105054-1R-19	

Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency Name   Major Object	Allocation Total EOM	Pending Allocation Total EOM	Expenditure Total EOM	Pending Expenditure Total EOM	Encumbrance Total EOM	Pending Encumbrance Total EOM	Available Balance EOM	% Used
<b>Grand Total</b>	<b>1,033,048.00</b>	<b>0.00</b>	<b>566,693.72</b>	<b>0.00</b>	<b>89.95</b>	<b>760,746.97</b>	<b>-294,482.64</b>	<b>128.5</b>
<b>Stony Brook - Total</b>	<b>1,033,048.00</b>	<b>0.00</b>	<b>566,693.72</b>	<b>0.00</b>	<b>89.95</b>	<b>760,746.97</b>	<b>-294,482.64</b>	<b>128.5</b>
Stony Brook   PSR	1,033,048.00	0.00	562,647.61	0.00	0.00	760,746.97	-290,346.58	128.1
Stony Brook   TS	0.00	0.00	1,393.72	0.00	0.00	0.00	-1,393.72	
Stony Brook   OTPS	0.00	0.00	2,652.39	0.00	89.95	0.00	-2,742.34	

Fiscal Year is equal to 19-20  
 and Account begins with  
 and Year Month (yyyymm) is equal to 201911

Analyze - Refresh - Print - Export

AES – SUMMARY OF MONTHLY EXPENSES

SUNY BI – SUMMAR OF MONTHLY EXPENSES

Account Number: 491  
 Account Name: DE  
 Month: November  
 Fiscal Year: 2019/2020

Account Details

12/01/19  
 STATE UNIVERSITY OF NEW YORK  
 UNIVERSITY CONTROLLER

ACCOUNT EXPENDITURE SUMMARY FOR STONY BROOK UNIVERSITY  
 FOR MONTH ENDING - NOVEMBER 30, 2019  
 FISCAL YEAR 2019-20 INDEX 10000  
 CHCOL OF UADS310  
 CAMPUS TITLE: DEPARTMENT I

34512 SUNY INCOME FUND OFFSET (1910) 20050- GY ACCOUNT OPENED: 06/10/1974  
 C00000010 SUNY CONSOLIDATED 10505-4-1R-19 ACCOUNT CLOSED:

OBJECT OF EXPENDITURE CATEGORY	ADJUSTED ALLOCATION	CURRENT MONTH EXPENDITURES	TOTAL EXPENDED	TOTAL ENCUMBERED	TOTAL COMMITTED	UNCOMMITTED BALANCE	% OF TOTAL COMMITTED
0000 PERSONAL SERVICE REGULAR	1,033,048.00	98,117.14	562,647.61	805,285.48	1,367,933.09	334,085.09	132.41%
2000 PERSONAL SERVICE TEMP	0.00	0.00	1,393.72	0.00	1,393.72	1,393.72	
SUB-TOTAL TEMPORARY	0.00	0.00	1,393.72	0.00	1,393.72	1,393.72	
TOTAL SALARIES AND WAGES	1,033,048.00	98,117.14	564,041.33	805,285.48	1,369,326.81	336,278.81	132.55%
3000 SUPPLIES AND MATERIALS	0.00	823.83	2,585.60	89.95	2,675.55	2,675.55	
5000 CONTRACTUAL SERVICES	0.00	58.71	66.79	0.00	66.79	66.79	
SUB-TOTAL SUPPLIES & EXPENSE	0.00	882.54	2,652.39	89.95	2,742.34	2,742.34	
TOTAL OTHER THAN PER SERVICE	0.00	882.54	2,652.39	89.95	2,742.34	2,742.34	
ACCOUNT TOTAL W/O RECHARGES	1,033,048.00	98,999.68	566,693.72	805,375.43	1,372,069.15	339,021.15	132.81%
ACCOUNT TOTAL ***	1,033,048.00	98,999.68	566,693.72	805,375.43	1,372,069.15	339,021.15	132.81%

\*\*\*\*\*

PENDING REGULAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*****
PENDING TEMPORARY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*****
PENDING OTHER THAN PER SERV	0.00	0.00	0.00	0.00	0.00	0.00	*****
PENDING RECHARGES	0.00	0.00	0.00	0.00	0.00	0.00	*****
ACCOUNT PENDING BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	*****

1. INPUT ACCOUNT NUMBER

2. PSR CURRENT MONTH EXPENDITURES

3. OTPS CURENT MONTH EXPENDITURES

Account Summary Multiple Accounts Summary Payroll Search Actual Alloc/Exp/Enc Pending Exp/Enc All Alloc/Exp/Enc

Account begins with [redacted] Fiscal Year 19-20  
 Campus --Select Value-- Cost Center Month Desc November Sub Fund Group --Select Value--  
 Reporting Level 1 --Select Value-- Reporting Level 2 --Select Value-- Reporting Level 3 --Select Value-- Reporting Level 4 --Select Value-- Reporting Level 5 --Select Value--  
 Apply Reset

Summary

Account	Account Local Desc	Cost Center	Account Manager
4		128-105054-1R-19	

Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
Stony Brook Total			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
Stony Brook	19-20	PSR	0.00	98,117.14	0.00	0.00	0.00	-98,117.14	
		OTPS	0.00	882.54	0.00	-828.42	0.00	-54.12	

Account begins with [redacted]  
 and Fiscal Year is equal to 19-20  
 and Cost Center Month Desc is equal to November  
 and ("Cost Center Time", "Cost Center Year 4") >= 2008) or ("Fund Identifier", "Sub Fund Group") IN ('Res Hall Rehab and Repair Project', 'Capital Projects Bonded', 'Comm. Projects Fund') or ("Charge Agency", "Campus" = 'Construction Fund')  
 Analyze - Refresh - Print - Export

AES- PSR DETAILS

SUNY BI PSR DETAILS

AES Reports For November 2019/2020

Change Year...  
2019/2020

- All AES Reports
- All Cash Collections
- Monthly AES Reports
  - July
  - August
  - September
  - October
  - November

Search Searching on: Account number, description, or report month matching (Clear Search)

State SBF All

Account Number Account Name Type Month Upload

View	DEPARTMENT	State	November	
------	------------	-------	----------	--

Displaying items 1 - 1 of 1

1. IN SUNY BI GO TO DASHBOARDS> ACCOUNT SUMMARY > MONTH> CLICK APPLY

Account begins with 49 Fiscal Year 19-20

Campus --Select Value-- Cost Center Month Desc November Sub Fund Group --Select Value--

Reporting Level 1 --Select Value-- Reporting Level 2 --Select Value-- Reporting Level 3 --Select Value-- Reporting Level 4 --Select Value-- Reporting Level 5 --Select Value--

Apply

Account	Account Local Desc	Cost Center	Account Manager
49		28-105054-1R-19	

Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
<b>Grand Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
<b>Stony Brook Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
Stony Brook	19-20	PSR	0.00	98,117.14	0.00	0.00	0.00	-98,117.14	
		OTPS	0.00	882.54	0.00	-828.42	0.00	-54.12	

2. MONTH END TOTAL PSR

12/01/19 ACCOUNT EXPENDITURE--DETAIL ACTIVITY FOR STONY BROOK UNIVERSITY PAGE 2

STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019 FISCAL YEAR 2019-20 INDEX 10801

UNIVERSITY CONTROLLER 28050 UADS320

DESCRIPTION OF ACTIVITY	ADJUSTED ALLOCATION	TOTAL EXPENDED	TOTAL ENCUMBERED	UNCOMMITTED BALANCE
TOTAL BALANCE FORWARD AT 10/31/19	1,033,048.00	467,694.04	855,328.02	289,974.06-
***0000 -1999 PERSONAL SERVICE REGULAR BEGINNING BALANCE	1,033,048.00	464,530.47	854,409.65	285,892.12-
PAYROLL PERIOD TRANSACTIONS				
0400 11/08/19 11/08/19			43,082.22-	
1700 11/08/19 11/08/19			41,604.72-	
1902 11/08/19 11/08/19			3,002.69-	
1911 11/08/19 11/08/19			584.46-	
1991 11/08/19 11/08/19			3.78-	
0400 11/12/19 11/12/19			.06	
1700 11/12/19 11/12/19			39,215.68	
1991 11/12/19 11/12/19			62.04-	
11/13/19 *10/30/19*		49,058.57		
PAYROLL PR15 11/27/19 11/13/19		49,058.57		
PAYROLL PR16 MONTHLY TRAN - PS REGULAR ENDING BALANCE	1,033,048.00	98,117.14	49,124.17-	334,885.09-
		562,647.61	805,285.48	
***2000 -2599 ,2700,2900 PERSONAL SERVICE TEMP ENDING BALANCE		1,393.72		1,393.72-
MONTHLY TRAN - SALARIES & WAGE ENDING BALANCE	1,033,048.00	98,117.14	49,124.17-	336,278.81-
		564,041.33	805,285.48	

3. CLICK ON BLUE HYPERLINK> CLICK ON EITHER> DOCUMENT OR PAYROLL INFO TO VIEW DETAILS

Account	Account Local Desc	Cost Center	Account Manager
4:		1-105054-1R-19	

Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
<b>Grand Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
<b>Stony Brook Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
Stony Brook	19-20	PSR	0.00	98,117.14	0.00	0.00	0.00	-98,117.14	
		OTPS	0.00	882.54	0.00	-828.42	0.00	-54.12	

Document Detail

Payroll Info (restricted access)

AES - PSR DETAILS CONTINUED

SUNY BI – PSR DETAIL CONTINUED

12/01/19 ACCOUNT EXPENDITURE--DETAIL ACTIVITY FOR STONY BROOK UNIVERSITY PAGE 2  
 STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019 FISCAL YEAR 2019-20 INDEX 10001  
 UNIVERSITY CONTROLLER 28050-4 DEPARTMENT UADS320  
 CAMPUS TITLE: DEPARTMENT

DESCRIPTION OF ACTIVITY	ADJUSTED ALLOCATION	TOTAL EXPENDED	TOTAL ENCUMBERED	UNCOMMITTED BALANCE
TOTAL BALANCE FORWARD AT 10/31/19	1,033,048.00	467,694.04	855,328.02	289,974.06-
***0000 -1999 PERSONAL SERVICE REGULAR BEGINNING BALANCE	1,033,048.00	464,530.47	854,409.65	285,892.12-
PAYROLL PERIOD TRANSACTIONS				
0400 11/08/19 11/08/19			43,082.22-	
1700 11/08/19 11/08/19			41,604.72-	
1902 11/08/19 11/08/19			3,002.69-	
1911 11/08/19 11/08/19			584.46-	
1991 11/08/19 11/08/19			3.78-	
0400 11/12/19 11/12/19			.06-	
1700 11/12/19 11/12/19			39,215.68-	
1991 11/12/19 11/12/19			62.04-	
11/13/19 *10/30/19*		49,058.57		
PAYROLL PR15				
11/27/19 11/13/19		49,058.57		
PAYROLL PR16				
MONTHLY TRAN - PS REGULAR		98,117.14	49,124.17-	
ENDING BALANCE	1,033,048.00	562,647.61	805,285.48	334,885.09-

1. CLICKING ON DOCUMENT DETAIL WILL OPEN PSR DETAIL

2. THE DOCUMENT DETAIL= MONTHLY PSR TOTAL EXPENDITURES

Account	Account Local Desc	Cost Center	Account Manager
45		28-105054-1R-19	

Analyze Refresh Print Export

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance
<b>Grand Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26
<b>Stony Brook Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26
Stony Brook	19-20	PSR	0.00	98,117.14		0.00	0.00	-98,117.14
		O1PS	0.00			-828.42	0.00	-54.12

Campus	Transaction Date	Transaction Code	Trans Desc/Vendor	Document Number	Procurement Number	Requisition Number	Check Number	Account	Subject	Amount
<b>Grand Total</b>										98,117.14
Stony Brook	11/25/2019	389	PAYROLL PR16	0107691				490078	1700	2,389.04
Stony Brook	11/25/2019	389	PAYROLL PR16	0163771				490078	1902	3,002.71
Stony Brook	11/25/2019	389	PAYROLL PR16	0204808				490078	0400	43,082.30
Stony Brook	11/25/2019	389	PAYROLL PR16	0204808				490078	1911	584.52
Stony Brook	11/11/2019	389	PAYROLL PR15	0107691				490078	1700	2,389.04
Stony Brook	11/11/2019	389	PAYROLL PR15	0204808				490078	0400	43,082.30
Stony Brook	11/11/2019	389	PAYROLL PR15	0204808				490078	1902	3,002.71
Stony Brook	11/11/2019	389	PAYROLL PR15	0215261				490078	1911	584.52

Charge Agency Name is equal to / is in **Stony Brook**  
 and Transaction Category is equal to / is in **Expenditure**  
 and Cost Center Month Desc is equal to **November**  
 and Fiscal Year is equal to / is in **19-20**  
 and Major Object is equal to / is in **PSR**  
 and Account begins with

**AES – OTPS MONTHLY DETAIL OF EXPENSES**

**SUNY BI – OTPS MONTHLY DETAIL OF EXPENSE**

12/01/19 ACCOUNT EXPENDITURE--DETAIL ACTIVITY FOR STONY BROOK UNIVERSITY PAGE 3  
 STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019 FISCAL YEAR 2019-20 INDEX 10002  
 UNIVERSITY CONTROLLER 28050-49 UADS320  
 CAMPUS T.....

DESCRIPTION OF ACTIVITY	ADJUSTED ALLOCATION	TOTAL EXPENDED	TOTAL ENCUMBERED	UNCOMMITTED BALANCE
***3000 -3999 SUPPLIES & MATERIALS				
BEGINNING BALANCE		1,761.77	913.78	2,675.55-
PURCHASE ORDER AND VOUCHER TRANSACTIONS				
3001 11/12/19 3523125 P V			47.99-	
W B MASON CO INC				
3001 11/12/19 3523125 P V			98.97-	
W B MASON CO INC				
3001 11/12/19 3523125 P V			106.51-	
W B MASON CO INC				
3001 11/12/19 3523125 P V			285.18-	
W B MASON CO INC				
3001 11/12/19 *10/09/19* 1517528 V		47.99	285.18-	
3523125 P W B MASON CO INC				
3001 11/12/19 *10/09/19* 1517528 V		98.97		
3523125 P W B MASON CO INC				
3001 11/12/19 *10/09/19* 1517528 V		106.51		
3523125 P W B MASON CO INC				
3001 11/12/19 *10/09/19* 1517528 V		285.18		
3523125 P W B MASON CO INC				
3001 11/12/19 *10/09/19* 1517528 V		285.18		
3523125 P W B MASON CO INC				
MONTHLY TRAN - SUPPLIES		823.83	823.83-	
ENDING BALANCE		2,585.60	89.95	2,675.55-

1. CLICK ON DOCUMENT DETAIL HERE

Account	Account Local Desc	Cost Center	Account Manager
49		18-105054-1R-19	

Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
<b>Grand Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
<b>Stony Brook Total</b>			0.00	98,999.68	0.00	-828.42	0.00	-98,171.26	
Stony Brook	19-20	PSR	0.00	98,117.14	0.00	0.00	0.00	-98,117.14	
		OTPS	0.00		0.00	-828.42	0.00	-54.12	

2. OTPS DETAIL PAGES

Campus	Transaction Date	Transaction Code	Trans Desc/Vendor	Document Number	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
<b>Grand Total</b>										<b>882.54</b>
Stony Brook	11/12/2019	304A	W B MASON CO INC	1517528	3523125	429129J	5481406	490078	3001	106.51
Stony Brook	11/12/2019	304A	W B MASON CO INC	1517528	3523125	429129J	5481406	490078	3001	98.97
Stony Brook	11/12/2019	304A	W B MASON CO INC	1517528	3523125	429129J	5481406	490078	3001	285.18
Stony Brook	11/12/2019	304A	W B MASON CO INC	1517528	3523125	429129J	5481406	490078	3001	285.18
Stony Brook	11/12/2019	304A	W B MASON CO INC	1517528	3523125	429129J	5481406	490078	3001	47.99
Stony Brook	11/12/2019	304A	W B MASON CO INC	1517528	3523125	429129J	5481406	490078	5630	4.59
Stony Brook	11/07/2019	304A	UNITED PARCEL SERVICE INC	E501773			5474464	490078	5602	10.12
Stony Brook	11/06/2019	319J	15-MS-Poster printing svcs	WR98376				490078	5607	22.00
Stony Brook	11/06/2019	319J	15-MS-Poster printing svcs.	WR98370				490078	5607	22.00

Charge Agency Name is equal to / is in **Stony Brook**  
 and Transaction Category is equal to / is in **Expenditure**  
 and Cost Center Month Desc is equal to **November**  
 and Fiscal Year is equal to / is in **19-20**  
 and Major Object is equal to / is in **OTPS**  
 and Account begins with 4!

AES- VIEWING PAYROLL BY PER PERIOD- UNDER DETAILS

11/26/19	REGULAR PAYROLL SUPPLEMENTAL LISTING FOR STONY BROOK UNIVERSITY	PAGE
5		
STATE UNIVERSITY OF NEW YORK	FOR MONTH ENDING - NOVEMBER 30, 2019	FISCAL YEAR 2019-20 INDEX
10804		
UNIVERSITY CONTROLLER	28050-4900000 DEPARTMENT OF	
	UAPS420	
	CAMPUS TITLE: DEPARTMENT OF	

OBJECT OF EXPENDITURE	LINE ITEM	EMPLOYEE-ID	NAME AND TITLE	PAY PER	PROCESS DATE	FTE	GROSS PAID	ANNUAL SALARY
0400 -0449	INSTRUCTIONAL: GROUP I							
0400	55555	NXXXXXXXX	JACKSON, MICHAEL CLIN ASST PROF HS	15	11/13/19	.90	2,621.49	108,784.00
0400	55555	NXXXXXXXX	BERRY, HALLE CLIN ASST PROF HS	15	11/13/19	.90	591.04	85,842.00
0400	55555	NXXXXXXXX	FROSTY, SNOWMAN CLIN ASST PROF HS	15	11/13/19	1.00	2,582.38	112,519.00

SUNY BI – VIEWING PAYROLL PER PERIOD DETAIL

1. GO UNDER DASHBOARDS > TO PAYROLL DETAIL TRANSACTIONS > INPUT PAY PERIOD RANGE > HIT APPLY

2. SUNY BI PAYROLL PER PERIOD DETAILS

**Payroll Detail Transactions**    Payroll Detail Distribution    Distribution Discrepancies

---

Account begins with	Pay Period Range Between 15 - 15	Subsubject and Description --Select Value--	Reporting Level 1 --Select Value--
Fiscal Year 9-20	Payroll Agency Desc --Select Value--	Major Object --Select Value--	Reporting Level 2 --Select Value--
Campus --Select Value--	Sub Fund Group --Select Value--	Object --Select Value--	Reporting Level 3 --Select Value--
Line Number --Select Value--	Distribution Code --Select Value--	Detailed Object --Select Value--	Reporting Level 4 --Select Value--
Employee Name --Select Value--	NYS EMPL ID --Select Value--	Subsubject Between --Select Value--	Reporting Level 5 --Select Value--

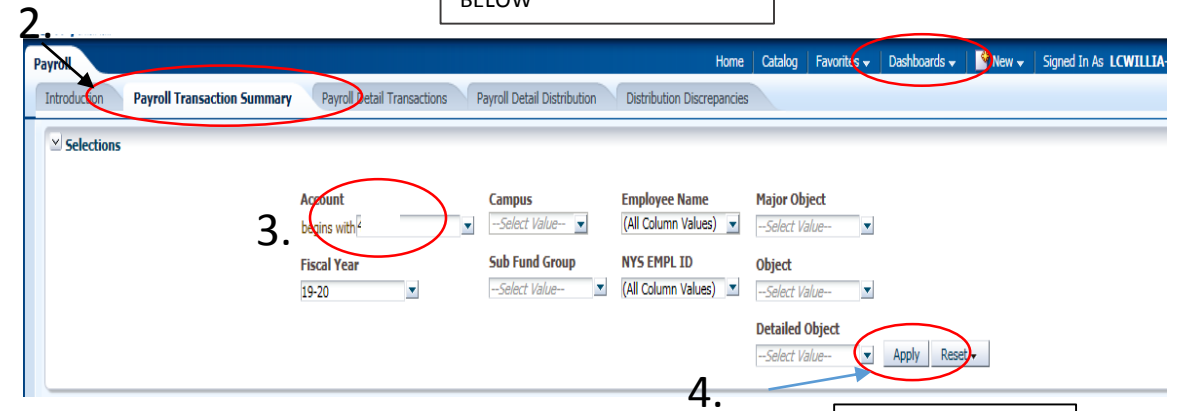
Check Date	Pay Period Number	Line #	Employee Name	NYS EMPL ID	Dist Cd	Payroll Agency Desc	Account	Subsubject	Journal Name	Journal Number	Justification	Dist %	Expended
<b>Grand Total</b>													<b>49,058.57</b>
		55555	JACKSON, MICHAEL	NO	RGS	Admin	49	0400				90	2,621.49
		55555	BERRY, HALLE	NO	RGS	Admin	49	0400				90	591.04
		55555	FROSTY, SNOWMAN	NO	ALR	Admin	49	1902				100	382.52
					RGS	Admin	49	0400				100	2,582.38



DIRECTIONS ON HOW TO GET TO PAYROLL DASHBOARD REPORT – FOLLOW STEPS BELOW

12/01/19 FILLED/VACANT FOR STONY BROOK UNIVERSITY PAGE 10  
 STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019 FISCAL YEAR 2019-20 INDEX 10809  
 UNIVERSITY CONTROLLER 28050-49XXXX-XX DEPARTMENT UAFV485N  
 CAMPUS TITLE: DEPARTMENT

LINE NAME	ACT	ORIGAPPT	CONSEC	CAMP	APPT	PT. PERCENT	ANNUAL SALARY	TOTAL	TOTAL
EMPID	CD	SEX	SUNY	APPT DATE	DATE	DIST. FTE	DIST. SALARY	EXPENDED	ENCUMBRANCE
PERSONAL SERVICE REGULAR (FILLED)									
55555 JACKSON, MICHAEL						.70	76,148.80	30,619.33	40,409.82
NXXXXXXXX A M		05/21/03	05/21/03	05/21/03		.90	68,533.92		
SPLIT WITH DEPARTMENT .96									
55555 BERRY, HALLE						.20	17,168.40	6,903.48	9,110.66
NXXXXXXXX A M		03/22/07	03/22/07	03/21/12		.90	15,451.56		
SPLIT WITH DEPARTMENT .96									
55555 FROSTY, SNOWMAN						.60	67,511.40	33,866.03	45,703.10
NXXXXXXXX A F		08/20/10	08/20/09	08/20/10		1.00	67,511.40		

2. 

1.

3.

4.

INCORRECT FTE SUNY WORKING ON SOLUTION TO FIX

Line #	Employee Name	NYS EMPL ID	Account	Payroll Transaction Amount	Encumbered	Committed Amount	Bdgt. Salary	FTE	Total Transaction Amount
55555	JACKSON, MICHAEL	NXXXXXXXX	49XXXX	30,619.33	40,409.93	71,029.26	68,534.10	0.63	30,619.33
55555	BERRY, HALLE	NXXXXXXXX	49XXXX	6,903.48	9,110.51	16,013.99	15,451.20	0.18	6,903.48
55555	FROSTY, SNOWMAN	NXXXXXXXX	49XXXX	33,866.03	45,703.10	83,500.07	67,511.00	0.60	33,866.03

SUNY BI- ANOTHER WAY TO VIEW ENCUMBRANCE DETAILS

2. **Account Summary**

3. Account begins with  Fiscal Year

Reporting Level 1  Reporting Level 2  Reporting Level 3  Reporting Level 4  Reporting Level 5

4. **Apply**

SUNY BI- AFTER APPLY THIS REPORT WILL APPEAR

Account	Account Local Desc	Cost Center	Account Manager
4	DEPARTMENT	8-105054-1R-19	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View:

5. CLICK ON BLUE HYPERLINK

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
<b>Grand Total</b>			<b>1,033,048.00</b>	<b>566,693.72</b>	<b>0.00</b>	<b>89.95</b>	<b>760,746.97</b>	<b>-294,482.64</b>	<b>128.51</b>	
<b>Stony Brook Total</b>			<b>1,033,048.00</b>	<b>566,693.72</b>	<b>0.00</b>	<b>89.95</b>	<b>760,746.97</b>	<b>-294,482.64</b>	<b>128.51</b>	
Stony Brook	19-20	PSR	1,033,048.00	562,647.61	0.00	0.00	760,746.97	-290,346.58	128.11	
		TS	0.00	1,393.72	0.00	0.00	0.00	-1,393.72		
		OTPS	0.00	2,652.39	0.00	89.95	0.00	-2,742.34		

**SUNY BI- VIEWING ENCUMBRANCES UNDER THE ACCOUNT  
SUMMARY REPORT DASHBOARD**

**1. SUNY BI – SUMMARY ENCUMBRANCE**

Account	Account Local Desc	Cost Center	Account Manager
	DEPARTMENT	28-105054-1R-19	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

**Select View:** Summary by Major Object ▼

1. CLICK ON THE DOCUMENT DETAIL BELOW:

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
<b>Grand Total</b>			<b>1,033,048.00</b>	<b>566,693.72</b>	<b>0.00</b>	<b>89.95</b>	<b>760,746.97</b>	<b>-294,482.64</b>	<b>128.51</b>	
<b>Stony Brook Total</b>			<b>1,033,048.00</b>	<b>566,693.72</b>	<b>0.00</b>	<b>89.95</b>	<b>760,746.97</b>	<b>-294,482.64</b>	<b>128.51</b>	
Stony Brook	19-20	PSR	1,033,048.00	562,647.61	0.00	0.00	760,746.97	-294,482.64	128.11	<span style="color: red;">●</span>
		TS	0.00	1,393.72	0.00	0.00				<span style="color: red;">●</span>
		OTPS	0.00	2,652.39	0.00	89.95	0.00	-2,742.34		<span style="color: red;">●</span>

**2. SUNY BI – ENCUMBRANCE DETAIL**

PND Transaction Date	PND Transaction Code 3	PND Trans Desc/Vendor	PND Transaction Type Desc	Account	Subobject	PND Document Number	PND Procurement Number	Pending Encumbrance
<b>Grand Total</b>								<b>760,746.97</b>
12/05/2019	979	FROSTY, SNOWMAN	Also Recvs	49XXXX	1902	Also Re	<a href="#">32429</a>	9,827.41
12/05/2019	979	FROSTY, SNOWMAN	Reg Salary	49XXXX	0400	Reg Sal	<a href="#">32429</a>	39,806.63
12/05/2019	979	FROSTY, SNOWMAN	UUP Pt Pay	49XXXX	1991	UUP Pt	<a href="#">32429</a>	294.87
12/05/2019	979	JACKSON, MICHAEL	Reg Salary	49XXXX	0400	Reg Sal	<a href="#">30032</a>	40,409.93
12/05/2019	979	BERRY, HALLE	Reg Salary	49XXXX	0400	Reg Sal	<a href="#">30126</a>	9,110.51

TEMPORARY SERVICE SUMMARY AND DETAILS

AES- TEMP SERVICE SUMMARY/DETAILS

SUNY BI – TEMP SERVICES SUMMARY/DETAIL

11/26/19  
 PAGE 3  
 STATE UNIVERSITY OF NEW YORK  
 INDEX 24304  
 UNIVERSITY CONTROLLER  
 UAPS420

TEMPORARY SERVICE SUPPLEMENTAL LISTING FOR STONY BROOK UNIVERSITY

FOR MONTH ENDING - NOVEMBER 30, 2019      FISCAL YEAR 2019-20

28050-960000-00 GRAD.PROG-SUM.&WINTER

CAMPUS TITLE: GRAD.PROG-SUM.&WINTER

OBJECT OF EXPENDITURE	LINE ITEM	EMPLOYEE-ID	NAME	PAY PER	PROCESS DATE	TOTAL GROSS	SALARY RATE	PAY BASIS
2400 -2499	INSTRUCTIONAL							
2400	55555	NXXXXXXXX	JOY, SHANNON E	15	11/13/19	476.19	476	BIW
2400	55555	NXXXXXXXX	SMITH, JENNIFER M	15	11/13/19	476.19	476	BIW
			2400 -2499 SUBTOTAL			952.38		
			PAY PERIOD SUBTOTAL			952.38		
2400 -2499	INSTRUCTIONAL							
2400	55555	NXXXXXXXX	JOY, SHANNON E	16	11/27/19	476.19	476	BIW
2400	55555	NXXXXXXXX	SMIHT, JENNIFER M	16	11/27/19	476.19	476	BIW
			2400 -2499 SUBTOTAL			952.38		
			PAY PERIOD SUBTOTAL			952.38		
			TEMPORARY SERVICE TOTAL			1,904.76		

[Analyze - Refresh](#)

Select View: Summary by Major Object ▼

PLEASE NOTE- YOU WILL NEED TO GO TO DASHBOARD> ACCOUNT SUMMARY > CLICK ON DOCUMENT DETAIL OR PAYROLL INFO

Charge Agency	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
<b>Grand Total</b>			0.00	1,904.76	0.00	0.00	0.00	-1,904.76	
<b>Stony Brook Total</b>			0.00	1,904.76	0.00	0.00	0.00	-1,904.76	
Stony Brook	19-20	TS	0.00	1,904.76	0.00	0.00	0.00	-1,904.76	

Document Detail  
 Payroll Info (restricted access)

Account begins with 960000  
 Year is equal to 19-20

Check Date	Pay Period Number	Line #	Employee Name	NYS EMPL ID	Dist Cd	Payroll Agency Desc	Account	Subobject	Dist %	Expended
<b>Grand Total</b>										
<b>1,904.76</b>										
11/27/2019	16		JOY, SHANNON	N01628015	RGS	Admin	960000	2400	100	476.19
			SMITH, JENNIFER	N02124948	RGS	Admin	960000	2400	100	476.19
11/13/2019	15		JOY, SHANNON	N01628015	RGS	Admin	960000	2400	100	476.19
			SMITH, JENNIFER	N02124948	RGS	Admin	960000	2400	100	476.19

Account begins with 960000  
 and Fiscal Year is equal  
 and Pay Period Number

12/01/19 CASH DISBURSEMENTS FOR STONY BROOK UNIVERSITY PAGE 14  
 STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019 FISCAL YEAR 2019-20 INDEX 10813  
 UNIVERSITY CONTROLLER 28050-4! UAC0615  
 CAMPUS :

SECTION 2: VOUCHER DISBURSEMENTS THRU OFFICE OF THE STATE COMPTROLLER

VOUCHER NUMBER	VOUCHER DATE	SUB OBJ	CHECK NUMBER	CHECK DATE	PO NUMBER	INVOICE NUMBER	INVOICE DATE	LIABILITY DATE	PAYEE NAME	VOUCHER PAYMENT AMOUNT
ES01773	11/08/19	5602	5474464	11/13/19	88AE69429	10/19/19	11/07/19		UNITED PARCEL SERVICE INC	10.12
1517528	11/13/19	3001	/ /	3523125		/ /	10/09/19		*****	106.51
		3001	/ /	3523125		/ /	10/09/19		*****	98.97
		3001	/ /	3523125		/ /	10/09/19		*****	285.18
		3001	/ /	3523125		/ /	10/09/19		*****	285.18
		3001	/ /	3523125		/ /	10/09/19		*****	47.99
		5630	/ /	3523125		/ /	10/09/19		*****	4.59
SUBTOTAL										838.54

IN SUNY BI GO TO DASHBOARD > TRANSACTION INQUIRY

Transaction Date	Document Number	Trans Desc/Vendor	Check Date	Check Number	SFS Document Number	Document Number (n o link)	Subobject	Transaction Amount
11/8/2019 0:00	ES01773	UNITED PARCEL SERVICE INC	11/13/2019 0:00	5474464	ES01773	ES01773	5602	10.12
11/13/2019 0:00	1517528	W B MASON CO INC	11/15/2019 0:00	5481406	ES08110	1517528	3001	106.51
11/13/2019 0:00	1517528	W B MASON CO INC	11/15/2019 0:00	5481406	ES08110	1517528	3001	98.97
11/13/2019 0:00	1517528	W B MASON CO INC	11/15/2019 0:00	5481406	ES08110	1517528	3001	285.18
11/13/2019 0:00	1517528	W B MASON CO INC	11/15/2019 0:00	5481406	ES08110	1517528	3001	285.18
11/13/2019 0:00	1517528	W B MASON CO INC	11/15/2019 0:00	5481406	ES08110	1517528	3001	47.99
11/13/2019 0:00	1517528	W B MASON CO INC	11/15/2019 0:00	5481406	ES08110	1517528	5630	4.59
								838.54

# SUNY BI- EOM DASHBOARD DIRECTIONS

3.

1.

End of Month

Home Catalog Favorites Dashboards New Signed In As LCWILLIA

Introduction Current Account Summary EOM **Current IFR EOM Summary** Current Management EOM Summary Snapshot Account Summary EOM Snapshot IFR EOM Summary Snapshot Management EOM Summary

End of Month

**End of Month Dashboard Page**  
Click on a tab above or link below to select a dashboard page  
'Current' refers to the reporting levels at the time the query is run  
'Snapshot' refers to the reporting levels at the time of the YearMonth that is queried

**Current Account Summary EOM** - This page allows the user to view Fiscal Year-to-Month-End Account Summary information by YearMonth(yyyyymm), Account and Fiscal Year with a Current view for reporting levels. Fiscal Year, Sub Fund Group and Current Reporting Levels.

**Current IFR EOM Summary** - This page allows the user to view Fiscal Year-to-Month-End IFR Summary information, including Pending information by YearMonth(yyyyymm), Account and Fiscal Year with a Current view for reporting levels. Selections are provided by Yearmonth(yyyyymm), Fiscal Year, Sub Fund Group, Account Number, IFR Restricted Flag and Current Reporting Levels.

**Current Management EOM Summary** - This page allows the user to view Fiscal Year-to-Month-End Management Summary information by YearMonth(yyyyymm), Account and Fiscal Year with a Current view for reporting levels. Selections are provided by Yearmonth(yyyyymm), Fiscal Year, Sub Fund Group, Object levels, Account Number and Current Reporting Levels.

**Snapshot Account Summary EOM** - This page allows the user to view Fiscal Year-to-Month-End Account Summary information by YearMonth(yyyyymm), Account and Fiscal Year with a Snapshot view for reporting levels. Selections are provided by Account Number, Campus, Snapshot Yearmonth(yyyyymm), Fiscal Year, Sub Fund Group and Snapshot Reporting Levels.

**Snapshot IFR EOM Summary** - This page allows the user to view Fiscal Year-to-Month-End IFR Summary information, including Pending information by YearMonth(yyyyymm), Account and Fiscal Year with a Snapshot view for reporting levels. Selections are provided by Snapshot Yearmonth(yyyyymm), Fiscal Year, Sub Fund Group, Account Number, IFR Restricted Flag and Snapshot Reporting Levels.

**Snapshot Management EOM Summary** - This page allows the user to view Fiscal Year-to-Month-End Management Summary information by YearMonth(yyyyymm), Account and Fiscal Year with a Snapshot view for reporting levels. Selections are provided by Snapshot Yearmonth(yyyyymm), Fiscal Year, Sub Fund Group, Object levels, Account Number and Snapshot Reporting Levels.

Go to Dashboards

SUNY BI- EOM REPORT

4.

2.

End of Month

Home Catalog Favorites Dashboards New Signed In As LCWILLIA-Stony\_Brook

Introduction Current Account Summary EOM **Current IFR EOM Summary** Current Management EOM Summary Snapshot Account Summary EOM Snapshot IFR EOM Summary Snapshot Management EOM Summary

Selections

\* Fiscal Year: 19-20 \* Year Month (yyyyymm): 201911 Sub Fund Group: --Select Value-- Campus: --Select Value-- Account begins with: **5. INPUT ACCOUNT NUMBER** IFR Restricted Flag: --Select Value--

Reporting Level 1: --Select Value-- Reporting Level 2: --Select Value-- Reporting Level 3: --Select Value-- Reporting Level 4: --Select Value-- Reporting Level 5: --Select Value--

Apply Reset

**Current IFR EOM Summary**

Select a Current EOM View: IFR Management Summary

Account	Account Local Desc	Beginning Balance EOM	Prior Yr Dis/Enc	Adjusted Beg Cash Balance	YTD Program Revenue EOM	YTD Revenue Transfers EOM	Revenue YTD EOM	Gross Available	Fringe	Maintenance O/H	Administrative O/H	Cash Available for Operations	PSR Expenditure EOM	TS Expenditure EOM	OTPS Expenditure EOM	YTD Expenses	Current Cash Balance	Current Encumbrances EOM	Fringe Encumbrance	Maintenance Encumbrance	Overhead Encumbrance	Cash Balance less Encumbrances
<b>Grand Total</b>		19,410.10	0.00	19,410.10	0.00	0.00	0.00	19,410.10	0.00	0.00	0.00	19,410.10	0.00	0.00	0.00	0.00	19,410.10	0.00	0.00	0.00	0.00	19,410.10
960028	MED.HUMANITIES-SUM.& WINTER PROG	19,410.10	0.00	19,410.10	0.00	0.00	0.00	19,410.10	0.00	0.00	0.00	19,410.10	0.00	0.00	0.00	0.00	19,410.10	0.00	0.00	0.00	0.00	19,410.10

# AES & SUNY BI CASH PAGES

## AES CASH PAGE

12/01/19 INCOME FUND REIMB EXPENDITURE BALANCE FOR STONY BROOK UNIVERSITY PAGE 7  
 STATE UNIVERSITY OF NEW YORK FOR MONTH ENDING - NOVEMBER 30, 2019 FISCAL YEAR 2019-20 INDEX 17354  
 UNIVERSITY CONTROLLER 28050-900 UAIFR550  
 CAMPUS TITLE:

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BEGINNING CASH BALANCE	78,690.97	97,693.56	14,976.31	38,038.23	71,019.00	
ADD: REVENUE	19,014.00		26,256.50	35,821.00	13,258.00	
FRINGE BENEFIT BILLING					841.44-	
ADMINISTRATIVE OVERHEAD						
MAINT & OPER BILLING						
LESS: DISBURSEMENTS (PRIOR)	11.41	82,575.61				
DISBURSEMENTS (CURRENT)		141.64	3,194.58	2,840.23	124,034.99	
ENDING CASH BALANCE	97,693.56	14,976.31	38,038.23	71,019.00	40,599.43-	
LESS: ENCUMBRANCES (PRIOR)	83,365.25					
ENCUMBRANCES (CURRENT)		4,378.54	2,388.40	1,280.00	1,768.19	
EXPENDITURES (PRIOR)						
EXPENDITURES (CURRENT)						
FRINGE BENEFIT ACCRUED				841.44		
ADMINISTRATIVE OVERHEAD						
MAINT & OPER ACCRUED						
UNCOMMITTED CASH BALANCE	14,328.31	10,597.77	35,649.83	68,897.56	42,367.62-	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE

## SUNY BI- EOM SUMMARY

Beginning Balance EOM	Prior Yr Dis/Enc	Adjusted Beg Cash Balance	YTD Program Revenue EOM	YTD Revenue Transfers EOM	Revenue YTD EOM	Gross Available	Fringe	Maintenance O/H	Administrative O/H	Cash Available for Operations	PSR Expenditure EOM	TS Expenditure EOM	OTPS Expenditure EOM	YTD Expenses	Current Cash Balance	Current Encumbrance EOM	Fringe Encumbrance	Maintenance Encumbrance	Overhead Encumbrance	Cash Balance less Encumbrance
78,690.97	82,587.02	-3,896.05	94,349.50	0.00	94,349.50	90,453.45	841.44	0.00	0.00	89,612.01	1,317.63	128,196.00	697.81	130,211.44	-40,599.43	1,768.19	0.00	0.00	0.00	-42,367.62
78,690.97	82,587.02	-3,896.05	94,349.50	0.00	94,349.50	90,453.45	841.44	0.00	0.00	89,612.01	1,317.63	128,196.00	697.81	130,211.44	-40,599.43	1,768.19	0.00	0.00	0.00	-42,367.62

AES & SUNY BI CASH PAGE CONTINUED

AES CASH PAGE CONTINUED

"YEAR TO DATE"  
 BEGINNING CASH BALANCE 78,690.97  
 ADD: REVENUE 94,349.50  
 FRINGE BENEFIT BILLING 841.44-  
 ADMINISTRATIVE OVERHEAD  
 MAINT & OPER BILLING  
 LESS: DISBURSEMENTS (PRIOR) 82,587.02  
 DISBURSEMENTS (CURRENT) 130,211.44  
 ENDING CASH BALANCE 40,599.43-  
 LESS: ENCUMBRANCES (PRIOR)  
 ENCUMBRANCES (CURRENT) 1,768.19  
 EXPENDITURES (PRIOR)  
 EXPENDITURES (CURRENT)  
 FRINGE BENEFIT ACCRUED  
 ADMINISTRATIVE OVERHEAD  
 MAINT & OPER ACCRUED  
 UNCOMMITTED CASH BALANCE 42,367.62-  
 REMAINING PROJECTED REVENUE 50,860.50  
 PROJECTED CASH BALANCE 8,492.88

PROGRAM ACTIVITY CATEGORY 03 USER FEES AND FINES  
 PROGRAM FUNDING CATEGORY 02 GRANTS AND AWARDS

WAIVER INFORMATION	RATE	CODE	PRIOR RATE
ADMIN OVERHEAD	0.00%	53	0.00%
FRINGE BENEFIT	63.86%		63.89%
MAINT OPERATION	0.00%		0.00%

REVENUE CLASS 18102 OTHER SPONSORED PGM FED GOV

CURRENT YTD REVENUE RESERVES  
 EQUIPMENT REPLACEMENT  
 BUDGETARY STABILIZATION  
 REPAIR AND RENOVATION

SUNY BI CASH PAGE

Please note you will need to go to Dashboards> Account Summary= to view this cash page version

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
9		28-105054-0R-19	

Analyze - Refresh - Print - Export

Fiscal Year	Beginning Cash Balance (+)	Prior Yr Disbursements (-)	Prior Yr Encumbrances (-)	Adjusted Beg Cash	Revenue (+)	Fringe & O/H Assessments (-)	Expenditures (-)	Ending Cash Balance (-)	Encumbrances (-)	Fringe & O/H Encumbrances (-)	Cash Bal less Encumbr (-)
19-20	78,690.97	82,587.02	0.00	-3,896.05	94,349.50	841.44	130,211.44	-40,599.43	1,768.19	0.00	-42,367.62

Analyze - Refresh - Print - Export

Fiscal Year	Assessments	Rate	Expenditure	Encumbrance	Total
19-20	Administrative O/H	0.00%	0.00	0.00	0.00
	Fringe Benefits	63.86%	841.44	0.00	841.44
	Maintenance O/H	0.00%	0.00	0.00	0.00
<b>19-20 Total</b>			<b>841.44</b>	<b>0.00</b>	<b>841.44</b>
<b>Grand Total</b>			<b>841.44</b>	<b>0.00</b>	<b>841.44</b>

Analyze - Refresh - Print - Export



★ SUNY BI WEBSITE INFORMATION ★

For information and documentation on SUNY BI, please go to the following link on the Budget Office's website. Please review the BI Overview link and Helpful Hints & Tricks section.

<https://www.stonybrook.edu/commcms/budgetoffice/managing/sunybi.php> Please contact your VP Coordinator if you do not currently have access to SUNY BI or SBU Reporting



Stony Brook University

# Accounting Office Contacts

Accounting Office	2-6040	Front Desk
Sara Lehmann	2-6029	State and IFR Accounting Chart of Accounts
Lolita Sung	2-5716	IFR/Expenditure Accounting Chart of Accounts
Libya Williams	2-9517	IFR/Expenditure Accounting Construction
<u>Guneeta Jaspal</u>	2-6030	IFR/Expenditure Accounting Chart of Accounts
Robert Carter	2-9516	IFR/Expenditure Accounting Chart of Accounts

For valuable information regarding Accounting Services, check out our website:  
[www.stonybrook.edu/accounting/](http://www.stonybrook.edu/accounting/)

# Guide to Problem Resolution

BUDGET	ALLOCATIONS - FORM 1 ALLOCATIONS - INTERCHANGE	2-6090
ACCOUNTING	AES REPORT INQUIRIES JOURNAL ENTRIES ALLOCATION CHANGES	2-6040
PROCUREMENT	REQUISITIONS, PURCHASE ORDERS VOUCHERS VENDOR CALLS CLARIFICATION OF FREIGHT CHARGES (OBJ CODE 5010) PETTY CASH TRANSACTIONS	2-6010
BURSAR	CASH RECEIPT INQUIRIES (IFR COLLECTION ANALYSIS)	2-9316
HUMAN RESOURCES	APPOINTMENT DISCREPANCIES	2-6140
PAYROLL	QUESTIONS - OVERTIME, STANDBY AND LOCATION PAY	2-6180