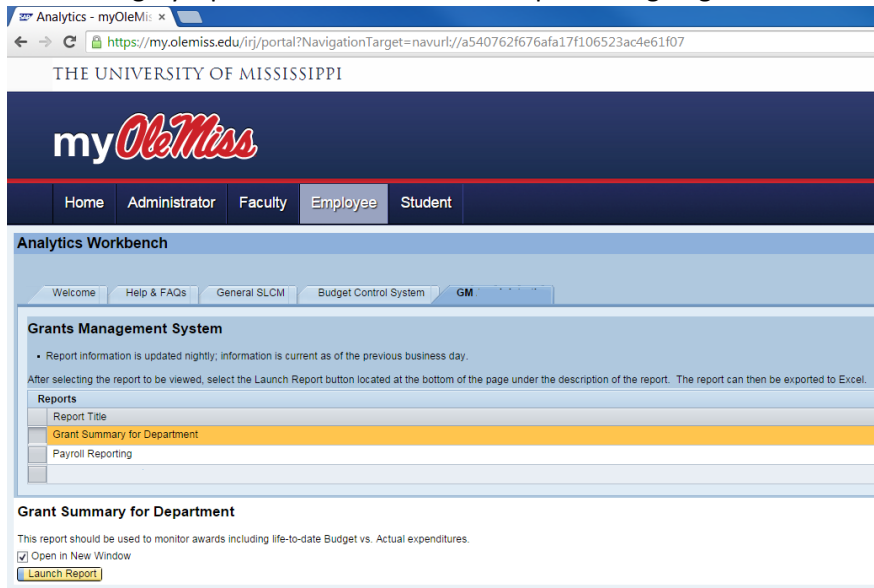


# Grant Summary for Departments / Payroll Details Report

1. Log into myOleMiss
2. Go to the **EMPLOYEE** section
3. Go the **ANALYTICS** section box
4. Select the **GM DEPARTMENTAL** tab
5. Select the gray square next to the desired report to high-light the row and open by selecting the **LAUNCH REPORT** icon



6. After selecting **LAUNCH REPORT** icon, a new window will open (be sure your browser allows pop-ups)
7. Enter selection criteria in the Input Screen in the top left corner and select **SUBMIT**

## GRANT SUMMARY FOR DEPARTMENT INPUT SCREEN

Input screen

As of Date	<input type="text"/>	Life Cycle Status	<input type="text"/>
Grant Valid To Date	<input type="text"/>	Grant	<input type="text"/>
Funds Center	<input type="text"/>	Sponsor	<input type="text"/>
Grant PI Pers	<input type="text"/>	Internal Order	<input type="text" value="350123456A"/>

## PAYROLL DETAILS REPORT INPUT SCREEN

Input screen

Please provide Cost Center/Internal Order, Accounting Year and Accounting Period:

Cost Center/Order:	<input type="text" value="350123456A"/>	To:	<input type="text"/>	(Optional)
Employee No:	<input type="text"/>	(Optional)		
Fiscal Year:	<input type="text" value="2015"/>			
Fiscal Period:	<input type="text" value="01"/>	To:	<input type="text" value="03"/>	(Optional)

8. To view expense, commitment or current budget details in the Grant Summary for Department report, click to high-light a row and select the respective **DETAILS** icon which will open an additional screen at the bottom showing line item details

**GRANT SUMMARY FOR DEPARTMENT OUTPUT SCREENS**

Grant Summary for Department															
Copy To Clipboard		Export To Excel		Expense Details		Commitment Details		Current Budget Details							
Principal Investigator	Funds Center	Sponsor Name	Grant	Internal Order #	Internal Order Description	Grant Valid To Date	Unfunded Cost Share	Budget Category	Original Budget	Supplements/ Reductions	Current Budget	Commitments	Expenses	Available Balance	
				3502	Administrative	12/31/2014	N/A	51000SALARIES - Salaries	0.00	0.00	0.00	85,688.66	25,097.95	-110,786.61	
				3502	Administrative	12/31/2014	N/A	53000FRINGE - Fringe Benefits	0.00	0.00	0.00	23,564.39	7,636.65	-31,201.04	
				3502	Administrative	12/31/2014	N/A	54000TRAVDOM - Travel Domestic	0.00	0.00	0.00	0.00	2,434.47	-2,434.47	
				3502	Administrative	12/31/2014	N/A	55000CONTSERV - Contractual Services	0.00	0.00	0.00	4,195.60	4,161.26	-8,356.86	
				3502	Administrative	12/31/2014	N/A	55220LDT - Telephone Long Distance	0.00	0.00	0.00	0.00	0.58	-0.58	
				3502	Administrative	12/31/2014	N/A	56000COMM - Commodities	0.00	0.00	0.00	0.00	201.87	-201.87	
				3502	Administrative	12/31/2014	N/A	60000ODC - Other Direct Costs	630,927.75	0.00	630,927.75	0.00	0.00	630,927.75	
								<b>Total DIRECT</b>	<b>630,927.75</b>	<b>0.00</b>	<b>630,927.75</b>	<b>113,448.65</b>	<b>39,532.78</b>	<b>477,946.32</b>	
				3502	Administrative	12/31/2014	N/A	70000FA - Facilities & Admin (F&A)	203,292.27	0.00	203,292.27	0.00	16,999.10	186,293.17	
								<b>Total OVERHEAD</b>	<b>203,292.27</b>	<b>0.00</b>	<b>203,292.27</b>	<b>0.00</b>	<b>16,999.10</b>	<b>186,293.17</b>	
								<b>Total for Internal Order 350210004A</b>	<b>834,220.02</b>	<b>0.00</b>	<b>834,220.02</b>	<b>113,448.65</b>	<b>56,531.88</b>	<b>664,239.49</b>	
								<b>Total Net Grant 10000011</b>	<b>834,220.02</b>	<b>0.00</b>	<b>834,220.02</b>	<b>113,448.65</b>	<b>56,531.88</b>	<b>664,239.49</b>	

Detailed Grant Expense Report				
Copy To Clipboard		Export To Excel		
GL Account	Document #	Line Item Text	Posting Date	Amount
56042 - Plumbing Supplies	1035589	DOC #86001869 CHARGED TO ...	09/17/2014	71.06
			<b>56042 Total</b>	<b>71.06</b>
56210 - Fuels	19001450	FUELMAN	08/07/2014	102.11
			<b>56210 Total</b>	<b>102.11</b>
56240 - Repair & Repl Parts	86001338	MOUSER ELECTRONICS D , 800-..	08/20/2014	28.70
			<b>56240 Total</b>	<b>28.70</b>
			<b>Total</b>	<b>201.87</b>

**PAYROLL DETAILS REPORT OUTPUT SCREEN**

The payroll details for the selected period(s) and Cost Center/Internal Order will be displayed at the individual employee level which can be exported to Excel.

Salaries, Wages and Fringes																		
Copy To Clipboard		Export To Excel																
Pay Period	Cost Center	Order	Employee No	Employee Name	Staff Salaries	Student Salaries	Staff Wages	Student Wages	Employee Retirement Matching	FICA Matching	FICA MIHI Matching	Health Insurance Contribution	Group Life Insurance	Unemployment Tax	Workers Compensation	Remission of Fees - Employee	Remission of Fees - Dependent	Leave Accrual

**NOTE:**

- The reports on myOleMiss are updated nightly and will not reflect the current day's activity until the following day
- Sort and subtotal the Grant Summary for Department report by using the drop-down menu in the Input Screen
- Copy to Clipboard or Export to Excel using the icons at the top of each report
- The export to Excel option is not currently supported for MAC users. The work around is to download the .xls file and open it in Microsoft Word. You can then copy and paste the data to Excel.