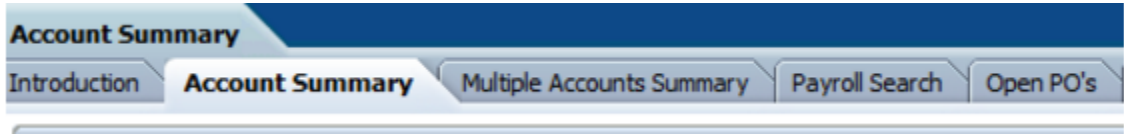
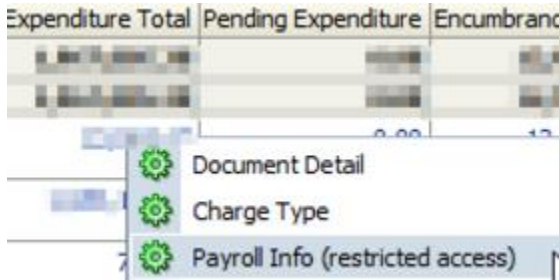


SUNY BI Account Summary – Payroll Data

- Log in to SUNY BI and select Account Summary from the Financials Dashboard.



- Enter the Account # and FY, and click Search.
- In the PSR/TS Expenditures Total column, click the amount (underlined and in blue).
- Select Payroll Info from the dropdown menu.



- A new table will open, displaying information in each of the columns shown below.

Account Summary							
Line #	Employee Name	Transaction Code	Transaction Date	Transaction Desc	Document Number		
Journal Transaction Amount	Payroll Transaction Amount	Encumbered	Committed Amount	Bdgt. Salary	FTE	Total Transaction Amount	

- To view the expended transactions for an individual employee, click the amount in the Payroll Transaction Amount column for that employee (underlined and in blue), then select Expenditure by Line in the dropdown menu.
- A new table will open, displaying information in each of the columns shown below.

Account Summary						
Line #	Employee Name	Dist Cd	Account	Object	Dist %	Expended

- To view the pay period for an expended transaction, click the amount in the Expended column (underlined and in blue), then select Expended Details in the dropdown menu.
- A new table will open, displaying information in each of the columns shown below.

Account Summary								
PR Date	Pay Period Number	Line #	Employee Name	Dist Cd	Account	Object	Dist %	Expended