

# Labor Accounting Reports

Unless otherwise noted, Labor Accounting reports show salary, tuition, and stipend amounts for commitments, encumbrances, or payments, for employees and graduate students.

Report Folder	Report Name	Description
<b>Commitments</b> Contains commitment reports, which display salary, tuition, and stipend commitments for employees and graduate students.	<b>LA Commitments - Excel Format</b>	Excel-friendly version of commitment reports. Fiscal year and project to and from are required prompts, and the report can be filtered by staff class and department.
	<b>LA003 Commitments by Staff Home Dept or Projects Owning Dept</b>	The commitment report that displays commitments by home department (the person's or the project/grant's).
	<b>LA004 LA Commitments to a Project Grant</b>	The commitment report that displays commitments by the department that owns the project/grant.
	<b>LA005/LA006 LA Commitments by Home Dept, Staff Class, or EmplID</b>	The commitment report that displays commitments by the person's home department.
	<b>LA335 Graduate Student Support</b>	Displays summarized data by category of graduate student support. Similar to LA635.
	<b>LA950 AI Audit Hours Report - Excel</b>	Displays AI hours for graduate students in Excel-friendly format.
<b>Reference Information</b> Contains reference reports for chartfields and codes used in LA.	<b>Accounting Period Reference Info</b>	Details the accounting periods, fiscal years, quarters, and start and end dates.
	<b>Commitment Code Reference Info</b>	Details the commitment codes, earnings codes, reporting categories, and groups
	<b>Department Reference Info</b>	Lists departments, managers, division codes, etc.
	<b>Fund Code Reference Info</b>	Lists fund codes and their description
	<b>Job Code Reference Info</b>	Lists job/appointment codes and their descriptions
	<b>Person Reference Info</b>	Lists person info, such as name, netid, puid, department and campus phone number
	<b>Pay Type Reference Info</b>	Lists each Pay Type Code along with its description
	<b>Payment Adjustment Code Reference Info</b>	Lists each payment adjustment code, with a brief description of each code
	<b>Project Grant Reference Info</b>	Lists project/grant, manager, department, division, etc.
<b>Staff Code Reference Info</b>	Lists staff classes, staff codes, and staff reporting groups	



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<b>Encumbrances</b> Contains encumbrance reports. Encumbrances are the net of commitments less expenses booked to the General Ledger YTD.	(available later this year)	
<b>Paid and Adjustments</b> Contains expense reports that display expenses. Expenses include expense and adjustments paid or accrued (booked to the General Ledger).	<b>LA220 Charged Amounts by PG, Account, Individual, Earnings, and Month</b>	The charged amounts report that lists and subtotals the charged amounts by month for each person within each earnings type within each account.
	<b>LA221 Paid Amounts by Individual, Earnings Period, PG, and Account</b>	An individual's payment report that shows the payments and adjustments issued for a single individual within specified dates, showing the account charged, the account code, and the amount paid. Benefit amounts and indirect costs are also listed, and all the amounts are subtotaled for each pay period and earnings code.
	<b>LA223 Paid Amounts by PG, Account, Individual, and Earnings Period</b>	The payment report that shows each payment and adjustment issued for a range of project/grants during a specified period. In addition to the amount actually paid, benefit and indirect costs are also listed and subtotaled.
	<b>LA911 YTD Paid Amounts for Graduate Student Support by PG</b>	The graduate student report that shows the support paid for graduate students by project/grant, with subtotals for each project/grant and department.
	<b>LA912 Graduate Student Support Paid by Single PG by Student</b>	The graduate student report that shows the support paid by a single project/grant, sorted by student.
	<b>LA913 Graduate Student Support Paid by Student</b>	The graduate student report that shows all support paid, sorted by student.
	<b>LA915 Graduate Student Support Paid by Student by Support Type</b>	The graduate student report that shows all support paid, sorted by support type and student.
<b>Teaching Budget</b> Contains teaching budget reports.	(available later this year)	

**Note:** This card lists only some of the reports that are available. For a complete list of reports, see the Labor Accounting Documentation Home page, at [www.princeton.edu/LADocs](http://www.princeton.edu/LADocs).