

Key Reports for Financial Business Processes

	Environ	Freq	Dean/ Executive Officer	Dept Group Administrator	Dept Manager	Project Director	Single Admin Contact
Annual Financial Certification							
<u>Employment Controls</u>							
- Faculty Pay	MR	A	X	X	X		
- Staff Pay	MR	A	X	X	X		
- Overtime Pay	MR	A	X	X	X		
- Temporary Pay	MR	A	X	X	X		
- Retroactivity Pay	MR	A	X	X	X		
- Department Employee Compensation	MR	A	X	X	X		
<u>Cash/Credit Card Controls</u>							
- Cash Deposit Activity	MR	A	X	X	X		
- Credit Card Activity	MR	A	X	X	X		
<u>Fin'l Stewardship of Gifts</u>							
- Gift Fund Analysis	MR	A	X	X	X		
<u>P-Card Controls</u>							
- P-Card Holder & Limits by Dept ID, Dept Grp or EmplID	MR2BO	A	X	X	X		
<u>Travel & Expense Controls</u>							
- Travel & Expense Approver Report	MR2BO	A	X	X	X		
- Travel & Expense Spend Report	MR2BO	A	X	X	X		
Financial Management							
<u>Source/Use Year-To-Date</u>	MR, PROD	M	X	X	X		
<u>Endowment Funds and Distributions</u>	BO	Q		X	X		
<u>Project/Grant Budget Status</u>	BO, MR, PROD	M			X	X	X
<u>Summary of Projects</u>	BO, MR	M	X	X	X	X	X
Research Management							
<u>Trend of Research Activity</u>	BO	A		X	X		
<u>Sponsored Project Report Tracking by Dept ID</u>	BO	Q			X	X	X
<u>Project/Grant Budget Status</u>	BO, MR, PROD	M			X	X	X
<u>Summary of Projects</u>	BO, MR	M	X	X	X	X	X
Financial Control							
<u>Class Summary for Department or Department Group</u>	BO	A		X	X		
<u>Total Operating Expenses by Account Group for all Department Groups for the University</u>	BO	A		X			
<u>Account Group Summary for Department or Department Group</u>	BO	A		X	X		
<u>Trend of FTEs for Funding Department Group</u>	BO	A	X		X		
<u>Vendor Utilization for Department or Department Group</u>	BO	A	X		X		
<u>Travel, Hosting, and Transportation Expenses by Employee for Department or Department Group</u>	BO	Q		X	X		
Reconciliation *****							
<u>Statement of Activity</u>	BO, PROD	M			X	X	X
<u>Voucher Detail Expense Report</u>	BO, PROD	M			X	X	X
<u>Gross Pay Register (Payroll Details)</u>	BO, PROD	M			X	X	X
<u>Aid Disbursement Detail (Student Financial Details)</u>	BO, PROD	M			X	X	X
<u>AR/Billing Detail</u>	BO, PROD	M			X	X	X
<u>Or:</u>							
<u>Department Reconciler Report</u>	BO	M			X		X
<u>Project Grant Reconciler Report</u>	BO	M			X	X	X
Space							
<u>Class Meetings by Day of Week for Department</u>	MR2BO	A		X			
<u>Classes Scheduled in a Central Room by Dept</u>	MR2BO	A		X			
<u>Classroom Utilization by Dept or Dept Group for Term or Date Range</u>	MR2BO	A		X			
<u>Instruction/Departmental Research Assignable Sq Ft by Bldng for Dept or Deptmt Group</u>	MR2BO	A		X			
<u>Instructional Assignable Square Feet by Building for Department or Department Group</u>	MR2BO	A		X			
<u>Net Square Foot by Building for Department or Department Group</u>	BO	A		X			
<u>Office Assignable Square Feet by Building for Department or Department Group</u>	MR2BO	A		X			
<u>Organized Research Assignable Square Feet by Building for Department or Department Group</u>	MR2BO	A		X			
System Utilization - Financial							
Number of HD Tickets	**	A		X	X		
Number of Transactions Processed	**	A		X	X		
Access Report	**	A			X		
P-Card Maintenance	**	A			X		X
Other Useful Reports							
<u>Location Deposit Activity</u>	BO	A	X	X	X		
<u>Merchant Management Report</u>	BO	A	X	X	X		
<u>Sponsored Parent Summary</u>	BO, MR, PROD	M			X	X	X
<u>Source/Use At-A-Glance</u>	MR	M	X	X	X		
<u>Source/Use Projections</u>	MR, PROD	M	X	X	X		
<u>Pay History Analysis</u>	MR	A	X	X	X		
<u>Summary of Revenue/Expense Activity</u>	MR	M		X	X		
<u>Reporting Budget Ledger</u>	BO, MR	M		X	X		
<u>Capital Equipment (AM01 AsMang Capita Equipment by DeptID, Dept Grp, or VP Area)</u>	BO	A		X	X	X	
Management Reports - Tableau***							
<u>Approver Table - Financial Control</u>	TB	A	X	X	X	X	
<u>Finance Trend - Financial Management</u>	TB	Q	X	X	X		
<u>Journal Entries Initiated Outside Department/Department Group - Financial Control</u>	TB	M			X	X	X
<u>Procurement Spend - Financial Management</u>	TB	M			X	X	X
<u>Procurement Trend - Financial Control</u>	TB	Q	X	X	X		
<u>SOA Case Detail - Reconciliation</u>	TB	M			X	X	X
<u>Gross Pay Variance - Financial Management</u>	TB	M			X	X	X
<u>Payroll Mismatch - Financial Control</u>	TB	M			X	X	X
<u>Payroll Trend - Financial Management</u>	TB	Q	X	X	X		
Management Reports - M-Reports***							
<u>Approver Table Roles - Financial Control</u>	MR	A	X	X	X	X	
<u>Finance Yearly Trend - Financial Management</u>	MR	M	X	X	X		
<u>Finance Five Year Trend - Financial Management</u>	MR	A	X	X	X		
<u>Journal Entries Outside Department/Department Group - Financial Control</u>	MR	M			X	X	X
<u>Procurement Yearly Trend - Financial Control</u>	MR	M	X	X	X		
<u>Procurement Five Year Trend - Financial Control</u>	MR	A	X	X	X		
<u>Service Unit Billing Yearly Trend - Financial Management</u>	MR	Q		X	X		
<u>Service Unit Billing Five Year Trend - Financial Management</u>	MR	A		X	X		
<u>Reconciliation Detail Report - Reconciliation</u>	MR	M			X	X	X
<u>Total Picture Effort Report by Project Director - Financial Control</u>	MR	M				X	
<u>Student Financial Activity - Financial Control</u>	MR	Q			X	X	X
<u>Payroll Pay Estimates Compared to Actual Pay - Financial Management</u>	MR	M			X	X	X
<u>Payroll Funding Department / Appointing Department Mismatch - Financial Control</u>	MR	M			X	X	X
<u>Payroll Yearly Trend - Financial Management</u>	MR	M	X	X	X		
<u>Payroll Five Year Trend - Financial Management</u>	MR	A	X	X	X		

Key to Abbreviations

Freq = Frequency*

- A= Annual
- M=Monthly
- Q=Quarterly

Environ = Reporting Environment

- MR = M-Reports
- MR2BO = Business Objects report with link from M-Reports
- BO = Business Objects
- PROD = Production (e.g., FinPROD or HEPROD)
- TB = Tableau

Notes:

* Frequency refers to the minimum required review frequency to be in compliance with SPG500.01; however, the data is refreshed and available for review on a more frequent basis as may be required or recommended at the department level. Frequencies listed under the section "Management Reports" are suggestions only.

** System Utilization reports include information not available in M-Pathways. If you would like to have one of these reports run for your department, please contact the ITS Help Desk at 734-936-7000.

*** Units that are in-scope for Shared Services Center (SSC) should utilize the reports listed under section "Management Reports - Tableau or M-Reports" (pick one). Level responsible columns for section "Management Reports" are suggestions only. Units that are out-of-scope for SSC are required to continue to reconcile their Statement of Activity and Gross Pay Register and therefore must use one of the two report listings under section "Reconciliation". However out-of-scope units may additionally select from reports listed under "Management Reports".