This guide is designed to provide a quick overview of different scenarios and help you find which report to use. There is additional information available on the UFA website. The Finance Report Catalog provides a searchable listing of the finance reports available.

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<th>Scenario</th>
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| You want to view daily General Ledger (GL) transactions for a string.  | **BETA NEW - RU GL 145 GL and Sub-ledger Transaction Report** | Links to the following help guides:  
  - Job aid,  
  - scheduling a BI report,  
  - how to stop a scheduled BI report.  
  Note: The account rollup structure allows you to match the balances in the 104B P&L. |
| The report will include activity for both project and non-project transactions, and you can limit by Category, based upon the need.  
  ***Please note: The 145 report must be scheduled and it is recommended to run smaller segments otherwise the report could time out or take a long time to run. |                                                                                          |                                                                                          |
| You want to review the summarized revenue and costs, against budgets for a specific accounting period, by the Board of Governors (BOG) format. | **RU GL 104B P&L** | This report is accessed in the Financial Reporting Center. The report includes Full Year Budgets, Budget, Actual, and associated variances for either YTD or PTD. A Job Aid is available.  
  Tip: Click the star symbol next to the report to make it your favorite. |
| You want to see the balances and transactions for a project, or compare the project budget, raw costs, F&A, and revenue for a project and/or task. You can run different views such as, a consolidated, consolidated by task, or detail using a top-down approach. | **505-Project Cost, Revenue, Budget, Commitments** | The 505 Report allows you to view project costs, expenses, and revenue by 6 different views. |
| You have a project (sponsored or non-sponsored) and you would like to view the transactional details for the costs associated with a project. | **505-Project Cost Detail Section** | We recommend using the 505 – Project Costs Detail Section rather than the RU PJ 073 Project Costs Detail Report. |
| You need to review payroll expenses by pay period, employee, COA string, or project. | FMS Payroll Distribution Report (PD) Financial Management | • A Job Aid and a Tableau Quick Reference Guide is available.  
• If you do not have payroll data access in Tableau, please complete a Tableau Access form.  
• Please note: Payroll data in Tableau is a day behind. |
|---|---|---|
| You want to view the charging instructions for a particular employee, accounting string, or by project. | FMS Employee Status Report | • A Tableau Quick Reference Guide is available.  
• If you do not have payroll data access in Tableau, please complete a Tableau Access form.  
• Remember to pause the report and choose the Fund Type prior to running.  
• Please note: Payroll data in Tableau is a day behind. |
| You want to review or verify how people’s charging instructions are set up for a department or project. | FMS Appointment Level Charging Instructions Report | • A Tableau Quick Reference Guide is available.  
• If you do not have payroll data access in Tableau, please complete a Tableau Access form.  
• Please note: Payroll data in Tableau is a day behind. |
| You need to review or analyze the spend allocation by summary or detail for endowment(s) and the associated operating tasks. | Endowment Spend Allocation Status Report Dashboard | • All Endowments are projects that begin with 6##### and operating tasks are 601.  
• The column “Project Inception to Date Balance with Full-Year Spend Allocation” at-a-glance shows the potential unused spend assuming there are no additional expenses through year-end. |