



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.

Scenario	Report	Additional Information
<p>You want to view daily General Ledger (GL) transactions for a string. The report will include activity for both project and non-project transactions, and you can limit by Category, based upon the need.</p> <p>***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.</p>	<p>BETA NEW - RU GL 145 GL and Sub-ledger Transaction Report</p>	<p>Links to the following help guides:</p> <ul style="list-style-type: none"> • Job aid, • scheduling a BI report, and • how to stop a scheduled BI report. <p>Note: The account rollup structure allows you to match the balances in the 104B P&L.</p>
<p>You want to review the summarized revenue and costs, against budgets for a specific accounting period, by the Board of Governors (BOG) format.</p>	<p>RU GL 104B P&L</p>	<p>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.</p> <p>Tip: Click the star symbol next to the report to make it your favorite.</p>
<p>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.</p>	<p>505-Project Cost, Revenue, Budget, Commitments</p>	<p>The 505 Report allows you to view project costs, expenses, and revenue by 6 different views.</p>
<p>You have a project (sponsored or non-sponsored) and you would like to view the transactional details for the costs associated with a project.</p>	<p>505-Project Cost Detail Section</p>	<p>We recommend using the 505 – Project Costs Detail Section rather than the RU PJ 073 Project Costs Detail Report.</p>

<p>You need to review payroll expenses by pay period, employee, COA string, or project.</p>	<p>FMS Payroll Distribution Report (PD) Financial Management</p>	<ul style="list-style-type: none"> • 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.
<p>You want to view the charging instructions for a particular employee, accounting string, or by project.</p>	<p>FMS Employee Status Report</p>	<ul style="list-style-type: none"> • 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.
<p>You want to review or verify how people’s charging instructions are set up for a department or project.</p>	<p>FMS Appointment Level Charging Instructions Report</p>	<ul style="list-style-type: none"> • 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.
<p>You need to review or analyze the spend allocation by summary or detail for endowment(s) and the associated operating tasks.</p>	<p>Endowment Spend Allocation Status Report Dashboard</p>	<ul style="list-style-type: none"> • 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.