

## Finance Reporting Quick Reference Guide

This guide offers a quick overview of various scenarios to help identify the appropriate report. Additional information is available on the UFA [website](#). The [Finance Report Catalog](#) provides a searchable list of available finance reports.

<u>Scenario</u>	<u>Report</u>	<u>Additional Information</u>
<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. ***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><a href="#">RU GL 145 GL and Sub-ledger Transaction Report</a></p>	<p>Links to the following help guides:</p> <ul style="list-style-type: none"> <li>• <a href="#">Job aid</a>,</li> <li>• <a href="#">scheduling a BI report</a>, and</li> <li>• how to <a href="#">stop a scheduled BI report</a>.</li> </ul> <p>Note: The account rollup structure allows you to match the balances in the 104B P&amp;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><a href="#">RU GL 104B P&amp;L</a></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 <a href="#">job aid</a> 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&amp;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><a href="#">505-Project Cost, Revenue, Budget, Commitments</a></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><a href="#">505-Project Cost Detail Section</a></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><a href="#">FMS Payroll Distribution Report (PD) Financial Management</a></p>	<ul style="list-style-type: none"> <li>• A <a href="#">job aid</a> and a <a href="#">Tableau Quick Reference Guide is available</a>.</li> <li>• If you do not have payroll data access in Tableau, please complete a <a href="#">Tableau Access form</a>.</li> <li>• Please note: Payroll data in Tableau is a day behind.</li> </ul>
<p>You want to track employee assignments and payroll allocations. This report provides a detailed overview of an employee's charging instructions, either current or at a specific point in time. It categorizes the instructions by assignment, such as project, task, or COA string, and allows users to view or filter the information by COA segment, employee, or export the report.</p>	<p><a href="#">FMS Employee Status Report</a></p>	<ul style="list-style-type: none"> <li>• A <a href="#">Tableau Quick Reference Guide</a> is available.</li> <li>• If you do not have payroll data access in Tableau, please complete a <a href="#">Tableau Access form</a>.</li> <li>• Remember to pause the report and choose the Fund Type prior to running.</li> <li>• Please note: Payroll data in Tableau is a day behind.</li> </ul>
<p>You want to review or verify how charging instructions are set up for a department, project, or person.</p>	<p><a href="#">FMS Appointment Level Charging Instructions Report</a></p>	<ul style="list-style-type: none"> <li>• A <a href="#">Tableau Quick Reference Guide</a> is available.</li> <li>• If you do not have payroll data access in Tableau, please complete a <a href="#">Tableau Access form</a>.</li> <li>• Please note: Payroll data in Tableau is a day behind.</li> </ul>
<p>You need to review or analyze the spend allocation by summary or detail for endowment(s) and the associated operating tasks.</p>	<p><a href="#">Endowment Spend Allocation Status Report Dashboard</a></p>	<ul style="list-style-type: none"> <li>• All Endowments are projects that begin with 6##### and operating tasks are 601.</li> <li>• 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.</li> </ul>