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OBI Financial Predefined Reports

Table of Contents

PAYROLL AND LABOR MANAGEMENT

Report Name	Dashboard Tab	Description
Actual Pay Overview	Summary	Display Gross Pay for ALL employees by Organization as filtered by Prompt Selection.
Charges Remaining on Org Suspense Accounts	Summary	Display in Summary what amounts remain in Org Suspense accounts by Organization as filtered by Prompt Selection.
Employee Assignments with Incomplete Labor Schedules	Summary	Display in Summary which employees have incomplete labor schedule by Organization as filtered by Prompt Selection. This report excludes retirees and students.
Scheduled V Actual Labor Expenditure	Summary	Display in Summary of the planned employee schedules on target by Organization as filtered by Prompt Selection.
Actual Pay	Actual Pay	Display Gross Pay for all employees by Owning Organization, PTA, earning type, award type, and expenditure type, as filtered by Prompt Selection.
Employee Details - Paycheck Details	Actual Pay	Display the check numbers which are associated with an employee’s earnings amounts.
Employee Details - Employee/Position Details	Actual Pay	Display Employee Details for the selected employee as filtered by Prompt Selection.
Employee Details - Payroll Transaction Details	Actual Pay	Display Gross Pay for an employee (by detail payroll transactions).
Employee Details - Labor Distribution Adjustments Batch Details	Actual Pay	Display detail information regarding Distribution Adjustments entries.
Labor Distribution Adjustment Batches – All Statuses	Actual Pay	Display Labor Distribution Adjustment Batches summary, details, and approval history information.
Labor Schedule Details by Employee – Employee Details	Labor Schedule	Display employee details, such as assignments and positions information, for specific employee(s) as filtered by Prompt Selection.
Labor Schedule Details by Employee - Labor Schedule Details	Labor Schedule	Display labor schedule details for specific employee(s) as filtered by Prompt Selection.
Labor Schedule Summary	Labor Schedule	Display labor schedule summary for all employees

PAYROLL AND LABOR MANAGEMENT		
Report Name	**Dashboard Tab**	**Description**
		by Organization as filtered by Prompt Selection.
Labor Schedule Details	Labor Schedule	Display labor schedule details for all employees by Organization as filtered by Prompt Selection.
Scheduled v Actual Details by Employee - Employee Details	Scheduled v Actual	Display employee details, such as assignments and positions information, for specific employee(s) as filtered by Prompt Selection.
Scheduled v Actual Details by Employee - Labor Schedule Percentages	Scheduled v Actual	Display labor schedule summary for specific employee(s) as filtered by Prompt Selection.
Scheduled Labor Expenditures and Actual	Scheduled v Actual	Display scheduled labor schedule amounts and actuals for all employees by Organization as filtered by Prompt Selection.
Charges Currently Remaining on Org Suspense Account	Scheduled v Actual	Display Org Suspense accounts for all employees by Organization as filtered by Prompt Selection.
Timecard Hour Details	Timecard	Display employee timecard hours for all employees by Organization as filtered by Prompt Selection. The Salary Grade and Step information are only applicable for bargaining unit employees. This report applies to non-exempt, hourly, and those exempt employees who are eligible for paid leave.
Timecard Punch Details	Timecard	Display time punch details for all employees by Organization as filtered by Prompt Selection. The Timecard Punch Details report only applies to non-exempt and hourly employees.
Leave Details by Employee - Leave History	Leave	Provides Leave History details as to which date the employee has taken leave or has accrued leave.
Summary of Leave Balance	Leave	Display employee leave information for all except casual employees by Organization as filtered by Prompt Selection.

EXPENSE REQUESTS AND SU CREDIT CARD ACTIVITY		
Report Name	**Dashboard Tab**	**Description**
Expense Request Transaction Detail	Expense Request Transaction Detail	Display all expense request transactions that have been submitted for approval workflow. This report also provides transaction and approval details, related to reimbursements (non-PO payments), export reports, cash advances, and petty cash with payment information.
Expense Request Transaction Summary	Expense Request Transaction Detail	Depict a snapshot view of total transaction counts and amounts of all Expense Request transactions as detailed in the first report (Expense Request Transaction).

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EXPENSE REQUESTS AND SU CREDIT CARD ACTIVITY

Report Name	Dashboard Tab	Description
Advance Transaction Detail	Aging – Advances and SU Credit Cards	Display all advance transactions that have been prepaid, but still need clearing in an Expense Report, and expensing in a valid PTA and Expenditure Type.
Advance Transaction Clearing	Aging – Advances and SU Credit Cards	Exhibit details of the Advance Number and Expense Transaction Number and amounts that have been applied against a specific Advance Request. The data included in this report correspond with the "Aging Advance Transaction Detail" report, which shows the Expense Request transaction that has been submitted to clear the Advance request transaction listed in the first report.
Aging SU Credit Card Transaction	Aging - Advances and SU Credit Cards	Display all outstanding SU Credit Cards (Purchasing card and Travel card) transactions that have been prepaid but still require expense request processing and approval.
SU Credit Card Information	SU Credit Card Transactions	Display both the active and inactive (as indicated by the column Credit Card Inactive Date) Purchasing Cards and Travel Cards for your PTA or Organization, and details of their respective Credit Card Holders and Verifiers, daily and monthly charged limits.
SU Credit Card Transaction	SU Credit Card Transactions	Display all Travel Card and Purchasing Card transactions with merchant, charging and approval details and aging status on transactions that have not been verified and expensed.
Petty Cash Information	Petty Cash Replenishment Transaction Detail	Provide a list of Petty Cash Fund information, such as Petty Cash Fund Name, Custodian name and limit amounts available on the fund, for your Project, Task, Award, or Organization. This report will only display the Petty Cash account which has been processed with replenishment transactions.
Petty Cash Replenishment Transaction Detail	Petty Cash Replenishment Transaction Detail	Provide a list of Petty Cash replenishment requests and payments from the Expense Requests System, with the Expense Request Transaction Type Description under "Petty Cash."

FINANCIAL REFERENCE DATA AND INQUIRY

Report Name	Description
PTA Listing	The Project-Task-Award (PTA) attributes report contains reference data used in the management and monitoring of PTAs.