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OBI Financial Predefined Reports

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CONSOLIDATED EXPENDITURE REPORTING		
Report Name	Dashboard Tab	Description
Expenditure Details Data Download	Home	Provides expenditure details data with the exact same prompts, returned fields and column order as the RM3 FIN_EXP_279 data download tab. Export/download to Excel, CSV or tab delimited formats.
Sponsored Awards' Actual Expenditures - by MTDC, Exclusions, Indirect Expense	Home	Provides sponsored awards expenditure amounts by Modified Total Direct Cost (MTDC), Exclusions and Indirect Expense with columns for fund source and indicators for School of Medicine and On Campus.
Expenditure Balance Summary	Expenditure Balance	Provides summary of expenditures with budget amount, actual expenditure amount, and expenditure commitment amount.
Expense Balance Details by Org and PTAE	Expenditure Balance	Provides detail of expenditures with budget amount, actual expenditure amount, and expenditure commitment amount.
Expenditure Trend Summary	Expenditure Trend	Provides trending analysis of summarized actual expenditures over any range of GL Periods grouped by time periods of fiscal or calendar, year or quarter.
Expenditure Trend Detail	Expenditure Trend	Provides trending analysis of detailed actual expenditures over any range of GL Periods grouped by time periods of fiscal or calendar, year or quarter.
Expenditure Variance Summary	Expenditure Variance	Provides comparison between any two entered ranges of GL Periods of summarized expenditures with actual expenditure amounts as well as differences between the two periods shown as both amount and percent change.
Expenditure Variance Details by PTAE	Expenditure Variance	Provides comparison between any two entered ranges of GL Periods of detailed expenditures with actual expenditure amounts as well as differences between the two periods shown as both amount and percent change.
Expenditure Summary	Expenditure Details	Provides summary of actual expenditure amounts.
Expenditure Details by PTAE	Expenditure Details	Provides detail of actual expenditure amounts. Includes option to view by legacy layout or to include JCC.
Journal Header Information	iJournals	Provides header information about journal(s) selected by iJournal number or by the standard prompts.
Journal Transaction Details	iJournals	Provides transaction details about journal(s) selected by iJournal number or by the standard prompts.

Journal Approvals History	iJournals	Provides approvals history about journal(s) selected by iJournal number or by the standard prompts.
Salary	Commitment Details	Provides salary hard commitments as of the entered GL period. (Historical amounts for prior periods or as of the current GL period for the current or future GL periods)
Requisitions	Commitment Details	Provides requisitions hard commitments as of the entered GL period. (Historical amounts for prior periods or as of the current GL period for the current or future GL periods)
Purchase Orders	Commitment Details	Provides purchase orders hard commitments as of the entered GL period. (Historical amounts for prior periods or as of the current GL period for the current or future GL periods).
AP Invoices	Commitment Details	Provides invoices approved but not paid as of the entered GL period. (Historical amounts for prior periods or as of the current GL period for the current or future GL periods)

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 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.

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.

EXPENSE REQUESTS AND SU CREDIT CARD ACTIVITY		
Report Name	Dashboard Tab	Description
Expense Request Transaction Detail	Expense Request Transaction Detail	Provides both transaction and approval details and payment information related to Expense Requests system transactions (e.g., expense reports with or without Travel Cards charges, advances, non-PO payments, and petty cash replenishments) and historical iOU transactions.
Expense Request Transaction Summary	Expense Request Transaction Detail	Provides a snapshot view of total transaction counts and amounts of all Expense Request transactions as detailed in the Expense Request Transaction Detail report.
Advance Transaction Detail	Aging – Advances and SU Credit Cards	Provides a list of all the outstanding advance transactions based on your search criteria.

Advance Transaction Clearing	Aging – Advances and SU Credit Cards	Provides details of the Expense Request Transaction Number, Advance Related Expense Request 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 originated in the Expense Requests System that has been submitted to clear the advance request transaction listed there.
Aging SU Credit Card Transaction	Aging - Advances and SU Credit Cards	Lists outstanding PCard expenses that have not been verified and allocated to an appropriate account (PTA) and Expenditure Type.
SU Credit Card Information	SU Credit Card Transactions	Provides information about 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 Custodians or Verifiers, daily and monthly charged limits.
SU Credit Card Transaction	SU Credit Card Transactions	Lists all TCard 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	Provides 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	Provides a list of Petty Cash replenishment requests and payments from the Expense Requests System, with the Expense Request Transaction Type Description under "Petty Cash."