

Finance | SOA



Financial Management Report Overview

Welcome!

This course covers the new financial management reports available in M-Reports.





Financial Management Reports

Who reviews the management reports?

- The units will review and monitor their management reports.
- The SSC Reconciliation Team Members will be responsible for a basic understanding of all the management reports so they can assist units with questions



What do the reports provide to the units?

- Visibility into their financial activities
- Analytics they can use to make decisions on how they will manage their work flow
- A tool to improve and enhance internal controls
- Ability to do trend analysis
- A mechanism to identify transaction inaccuracies



Financial Management Reports

The following is a list of the SOA reports that the units will be monitoring and tracking:

- Finance Yearly Trend
- Finance Five Year Trend
- Procurement Yearly Trend
- Procurement Five Year Trend
- Procurement Spend
- Service Unit Billing Yearly Trend
- Service Unit Billing Five Year Trend
- Student Financial Activity
- Reconciliation Detail
- Combined Activity Report
- Approver Table Roles
- Journal Entries Pending Approval
- Journal Entries Initiated Outside Department/Department Group





Financial Management Reports

Finance Yearly Trend

Navigation: [Management Reports](#) > [Finance](#) > [Finance Yearly Trend](#)

This report displays the revenue and expense data for the current and previous twelve months by Rev/Exp Account Group or Source Use Account Group.

- The report includes separate graphs for Non-Salary , Salary and Revenue activity
- The report drills down to the activity by month for each Account Group/Source Use and allows the user to drill to the Combined Activity Report to view the lowest level of detail





Five Year Trend Report

Navigation: [Management Reports](#) > [Finance](#) > [Finance Five Year Trend](#)

This report displays the revenue and expense data for the current and previous four fiscal years by Rev/Exp Account Group or Source Use Account Group.

- The report includes separate graphs for Non-Salary , Salary and Revenue activity
- The report drills down to the activity by month for each Account Group/Source Use and allows the user to drill to the Combined Activity Report to view the lowest level of detail
- This report can be run by fiscal year-to-date or full fiscal year





Procurement Yearly Trend

Navigation: Management Reports > Finance > Procurement Yearly Trend

This report shows the Procurement expense data for the current and previous twelve months by purchasing category—purchase order (PO), travel and expense (Concur), payment request, PeoplePay, and service unit billing (SUB).

- This report can be run by Fund, Department ID/Department Group, Program, and Project/Grant



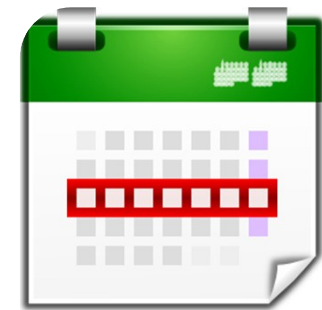


Procurement Five Year Trend

Navigation: Management Reports > Finance > Procurement Five Year Trend

This report shows the Procurement expense data by purchasing category—purchase order (PO), travel and expense (Concur), payment request, PeoplePay, and service unit billing (SUB), for the current and previous four fiscal years.

- This report can be run by Fund, Department ID/Department Group, Program, and Project/Grant by either Fiscal Year-to-Date or by Fiscal Year
- Under PO, this report shows Marketsite and strategic vendor activity
- This report can be run by fiscal year-to-date or full fiscal year





Procurement Spend

Navigation: Management Reports > Finance > Procurement Spend

This report shows, for the period defined, P-Card spend, spend by Account, and spend by Vendor in a top 10 list format.

- The report allows the user to drill down to the voucher detail in each of these categories
- This report can be run by Fund, Department, Program, Project/Grant, and journal start and end dates



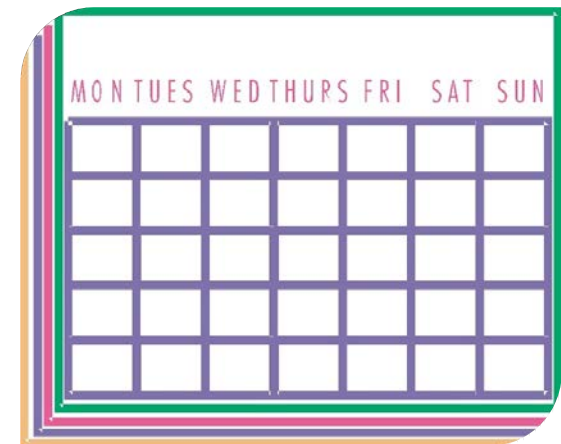


Service Unit Billing Yearly Trend

Navigation: Management Reports > Finance > Service Unit Billing Yearly Trend

This report shows the Service Unit Billing revenue and expense data for the current and previous twelve months.

- The report drills down to the activity by month for each Account Group or Source Use





Service Unit Billing Five Year Trend

Navigation: Management Reports > Finance > Service Unit Billing Five Year Trend

This report shows the Service Unit Billing revenue and expense data for the current and previous four fiscal years.

- The report drills down to the activity by month and year for each Account Group or Source Use
- This report can be run by fiscal year-to-date or full fiscal year





Student Financial Activity

Navigation: Management Reports > Finance > Student Financial Activity

This report shows “Financial Actuals” payments (Tuition & Fees, GSA Earnings, Benefits Charges, Stipend & Other) and commitments to students.

- The report allows the user to drill down to activity by department, year, term, and student employee ID or name
- If the unit selects a department ID in the criteria, the Other Departmental Funding column shows all money paid to that student outside of the department ID selected





Reconciliation Detail

Navigation: Management Reports > Finance > Reconciliation Detail

This report shows the transactions related to the criteria defined and whether those transactions are reconciled. This report also gives the Exception Type for those transactions that did not auto-reconcile.

- The report allows the user to drill down to activity by fund, department, project/grant, program, journal ID, and employee ID
- The SSC will email on or around the 10th of the months that Reconciliation is complete. This report can be run then or at any time during the month. To receive emails opt in to the ssc.fin.updates email group.





Combined Activity

Navigation: Fin. Mgmt > Projects > Combined Activity

This report shows all transactions at the lowest level of detail and therefore is used to view all details of a transaction. This report can be used to verify all transactions/costs on a project.





Approver Table Roles

Navigation: Management Reports > Finance > Approver Table Roles

This report shows all approvers listed on the approver table for a department as of the date run

- The report allows the unit to monitor who is approving transactions within their unit
- This report includes current approver table set-ups and does not include history





Journal Entries Pending Approval

Navigation: Management Reports > Finance > Journal Entries Pending Approval

This report shows all journal entries that are pending approval in the unit

- Search by the department to view the JE's outstanding approval
- Should be used to ensure JE's are approved in a timely manner





Journal Entries Initiated Outside Department

Navigation: Management Reports > Finance > Journal Entries Initiated Outside Department

This report shows all journal entries where a Requester's appointing department ID is different than a JE line for the department ID selected

- The report can be used to discover errors in JE's written by other departments





Financial Management Reports

Payroll Reports

Navigation: Management Reports > Payroll > Payroll Landing Page

There are multiple new payroll management reports available. These reports require additional access to view (ICEmployment). The Department Manager must decide who should review access to these reports.

The available Reports are:

- Payroll Yearly Trend
- Payroll Five Year Trend
- Payroll Funding Dept/Appointing Dept Mismatch
- Pay Estimates Compared to Actual Pay



Course Summary
Questions & Wrap up

