

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Accounts Payable	APVNDRD135	HU Vendor Detail Report	Use this report to view invoice and payment information by vendor.	Used to verify that an invoice payment was sent to a vendor, that a specific Harvard University check has cleared a vendor's financial institution, and what, if any, vendor discount was taken prior to the check's release.
Finance	Accounts Receivable	ARACTSM136	Account Status Summary Report	Summary listing of all outstanding invoices at the summary level by Customer, Site and Invoice.	Designed to give Accounts Receivable users the ability to view and sort their outstanding invoice balances by customer and site location.
Finance	Accounts Receivable	ARBALSM140	Billing Summary	To review a summarized history of transactions that affect a customer's invoices and on-account credits.	Includes the original transaction amount, the current balance due, the sum of all payments applied to this item, total credit memo amounts that affect this item, and total adjustment amounts for this item. Receivables prints one line for each item and summarizes all of the activity associated with the item for you.
Finance	Accounts Receivable	ARBDREC137	Bad Debt Recoveries Report	To provide Accounts Receivable users with the ability to view all invoices that have been written off to bad debt and subsequently paid.	Users can view the original invoice amount, the amount written off to bad debt, the date of the write off, and any payment subsequent to write off as long as that payment was deposited in the AR lockbox.
Finance	Accounts Receivable	ARBDFWF13	Bad Debt Write Off Report	Provides local billing units with information needed to manage receivables and the related general ledger accounting	Provides detail of accounts receivable invoices written off to bad debt by Tub and Org for a specified period.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Accounts Receivable	ARBLDTL139	Billing Detail	To review a detailed history of transactions that affect a customer's invoices and on-account credits.	Includes the original transaction amount, the current balance due, the sum of all payments applied to this item, total credit memo amounts that affect this item, and total adjustment amounts for this item.
Finance	Accounts Receivable	ARISITE141	Inactivated Customer Sites	Provides a listing of sites inactivated by users with Customer Master file responsibilities.	To provide Accounts Receivable, or other report users, with the ability to view sites that have been inactivated due to returned mail (invoices or statements undeliverable by the post office) or due to a customer's request. This is intended to prevent feeds from billing to these sites, which results in line item(s) failing the feed.
Finance	Accounts Receivable	AROCAGE142	Outstanding Customer Aging Sum	To review outstanding accounts receivable balances by customer, broken down into 7 aging buckets (current plus six month past due categories).	Designed to give Accounts Receivable users the ability to view and manage outstanding and aging invoices for their customers.
Finance	Accounts Receivable	ARPRINV144	Reprint Selected Invoices	Used to print a copy of an invoice, credit memo, or debit memo.	The word "Copy" will appear on the printout. Usually used to reprint selected invoices.
Finance	Accounts Receivable	ARPSTDU143	Past Due Invoices	To review a summary listing of all past due invoices for given parameters. Most importantly, the report displays the amount that is outstanding and the number of days it is past due.	To provide Accounts Receivable users with the ability to view and manage their outstanding invoice balances that have not been paid within 30 days. Users can view the outstanding amounts, and the days it is late at the invoice level. Users will need to see this information by customer and site.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Budget	BDBDVAR149	Budget Variance Report	To compare Current Fiscal Year (CFY)-1 operating budget and Total Year Actuals with CFY forecast budget, operating budget and Year-To-Date (YTD) Actuals.	<p>With the above Business Purpose in mind, the managerial level budgeteers can prepare a Target budget. Unit level budgeteers can then access this report and, referencing the Target budget, prepare a Preparation budget for CFY+1.</p> <p>Use this report to:</p> <ul style="list-style-type: none">- Analyze Operating budget and Full Year actuals for Current Fiscal Year (CFY)-1 verses Forecast budget, Operating budget and Year-To-Date (YTD) Actuals for CFY.- Analyze % expended/earned between Current Fiscal Year (CFY) and Year-To-Date (YTD) Actuals and CFY Operating budget.- Analyze dollar variance between Current Fiscal Year (CFY)+1 Target budget verses Preparation budget.- Analyze Preparation budget growth rate between Current Fiscal Year (CFY) Preparation budget and CFY+1 Preparation budget.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Budget	BDCFLEX151	CINA Flex Comparative by Fund Group Report	Allows Tubs to compare Change in Net Assets budget-to-actual, budget-to-budget, or actual-to-actual activity by major fund group.	Intended to provide budget-to-actual variance analysis by major fund group. Since comparative columns are dynamic, this report also enables users to conduct budget-to-budget variance analysis by major fund group, as well as actual-to-actual variance analysis by major fund group. It can also be used to monitor year-over-year activity on a Year-to-date (YTD) basis.
Finance	Budget	BDCFYFT152	Current Year Fund Type Report	Used to evaluate budgeted values associated with Fund Types, an attribute of the Fund segment.	Shows budgeted income and expenses by Fund Type, sorted according to the user's parameter selections. Allows users to quickly see how the budget breaks down across the various Fund Type categories. Budget type and period are specified by the user.
Finance	Budget	BDDDUMP145	Budget Data Dump	To ensure that all fiscal budget data in the system are accessible to users in data form.	To display budget and actual data side by side, for each fiscal month for the 13 fiscal periods specified by the user. By displaying all seven segments of the Chart of Accounts, the lowest level of budget data can be obtained.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Budget	BDFNDTP148	Budget Report by Fund Type	To compare CFY-1 Total Year Actuals with CFY Corporation budget, Operating budget and YTD Actuals.	Using the data pulled from the Business Purpose, the managerial level budgeteers can prepare a Target budget. Unit level budgeteers can then access this report and, referencing the Target budget, prepare a Preparation budget for CFY+1. Finally, managers can compare these two data points against the CFY+1 Corporation budget. The key function of this report is the ability to dynamically present the fund types affiliated with any user-defined query.
Finance	Budget	BDFRCST146	Budget Forecast Report	To project long range planning in the Forecast budget.	If CFY Operating budget is the more accurate picture of the business on which to project future growth, a user can copy the CFY Operating budget into the CFY Forecast budget prior to running this report.
Finance	Budget	BDHSTRY147	Budget History Report	Used to analyze discrepancies over multiple years between the operating budget and actual income and expenditures.	Analyze operating budget to YTD actuals for CFY and CFY-1 as % of operating budget. Review Full Year actuals for CFY-2.
Finance	Budget	BDMFGBD150	CINA by Major Fund Group Budget	Allows Tubs to view a budget by major fund group.	Provides a breakdown of the budget by major fund group for the budget type specified by the user. Also allows the user to compare the totals (i.e. all funds combined) for that budget type to: 1) the all-funds budget for a second budget type chosen by the user 2) all-funds actual activity. User can choose Tub and Org values only.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Budget	BDMFYTD153	Monthly and FYTD Budg Analysis	Use this report to evaluate both current fiscal year to date (CFYTD) and current fiscal month (CF) performance via the operating budget and actuals.	<p>In addition to the above Business Purpose & Description the report also provides the ability to evaluate prior fiscal year to date actuals and current month actuals.</p> <p>Use this report to:</p> <ul style="list-style-type: none"> - Analyze percentage variance and dollar variance between CFYTD Actuals and Operating budget - Analyze percentage growth and dollar variance between current fiscal month (CF) Actuals and Operating budget - Analyze CFYTD-1 actuals and current month actuals
Finance	Budget	BDSMACT155	Summaries Actual and Budget	Use this report to view summary level actual balances and budget balances for any code combination of the full chart of accounts.	<ul style="list-style-type: none"> - Provides a summary view of any combination of selected chart of account segments for a requested period. - Provides option for child and parent level output. - Provides flexible comparison of actuals to a user selected budget type.
Finance	Budget	BDSUCNA154	Service Units Change in Net Assets	Provides a standard financial picture of a Service Unit Budget in the context of prior years' performance.	Displays and compares prior year information (budget and actual), current year information (budget, actual and forecast), and the upcoming year (proposed budget).

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Capital Asset Management	CPBDLND205	CAPS Building and Land Report	<p>The CAPS Building and Land Report is the only standard HDW report that will provide information on building and land data when the system goes live on 7/1/06. The report will include information regarding University capacity (e.g. number of beds, percentages of buildings by Primary Use, gross square footage, etc.) and land assets. Essentially, this report facilitates strategic asset management University-wide and provides information for the Cambridge Town Gown Report.</p>	<p>This report includes two output formats: 1) rollup, or summary, information, and 2) detail data for assets currently owned or leased (Active), not now owned or leased (Inactive), or Under Construction or Under Purchase & Sale Agreement (Pending).</p> <p>The Roll Up, or summary information, will include two major groupings: Buildings and Land. The building information will further be divided into categories based on Primary Use. Report information will be based on a report Period and a Comparison Period. Building Primary Use will be summarized by Gross Square Feet ("GSF"), Number of Buildings and Number of Beds. The change in GSF and % change in GSF from the Comparison Period to Report Period will also be calculated.</p> <p>Land data will be summarized on one line with gross square footage and number of parcels as well as the change in GSF and % change in GSF from the Comparison Period to Report Period. Detailed data will be shown beginning on a separate page.</p> <p>The following will be provided: Building No. (bldg only), Root Number (bldg only), Parcel ID (Land only), Status, Building Name (Bldg only), Address (#, Street, City, State ZIP), GSF/AC (gross</p>

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
					sq.ft/acres), Beds(Bldg only), Primary Use Code (Bldg only), Replacement Cost (Bldg only), Acquisition Cost (Bldg only), Year Acquired (Year Constructed Bldg only), Other (i.e. not Acquired, not PIS), Type (Bldg only), Year for Other Type (Bldg only), Owner (Bldg only), Manager (Bldg only).
Finance	Capital Asset Management	CPBLDGD199	Building Depreciation	Lets users view or download current, historical, or projected financial data on existing building assets.	Provides the user with the features to satisfy the following basic business needs: -Estimate projected building depreciation for budget -Estimate projected building depreciation for rate setting -Calculate entry to book disposals -Analyze effect of policy changes (e.g. change in useful lives)
Finance	Capital Asset Management	CPEQIPD198	Equipment Depreciation	Lets users view or download current, historical, or projected financial data on existing equipment assets.	Provides the user with the features to satisfy the following basic business needs: -Estimate projected equipment depreciation for budget -Estimate projected equipment depreciation for rate setting -Reconcile local tracing systems to GL -Analyze effect of policy changes (e.g. change in useful lives)

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Capital Asset Management	CPFDCST158	Funding and Costs Summary	To review summary level project to date funding, cost, and balance information for all capital projects.	User should select Tub or range of Tubs. Data columns list the Activity (Project), Interest Rate, Prior Year's Cumulative Project Costs, Prior Year's Cumulative Project Funding, Beginning Balance, Current Year Project Costs, Current Year Project Funding, Cumulative Total Costs, Total Funding to Date, and Ending Balance. The user can restrict the report to show only Projects: with a certain Interest Rate, Open Debt Financed Projects, Open Projects, or All Projects (Open & Closed).

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Capital Asset Management	CPPCOMP206	CAPS Capital Compliance Report	<p>Management and oversight of an individual project requires information found in the Project Status Report (PSR). Management or oversight of a group of projects requires information from three summary reports: the Capital Financial Summary, the Capital Risk Summary, and the Capital Compliance Summary. These three reports are the foundation for quarterly review of each School or Unit's capital activity by CAPS, the Budget Office, and the Office of Treasury Management (OTM).</p> <p>The Capital Compliance Summary (CCS) complements the Capital Financial Summary and the Capital Risk Summary. The CCS provides selected information about School or unit compliance with Harvard University Capital Construction policies including auditing, affirmative action, procurement practices and use of union contractors.</p> <p>This report displays summary information on the movement of affirmative action percentages over time, as well as per project detail information regarding construction contracts, the general contractor selection process, minority, female and Boston Resident hiring (where</p>	<p>The CAPS Compliance Report is designed to help analysts and managers assess tub-level compliance with University Capital Construction policies. The Compliance Report has two sections, summary and detail. The summary section contains information on the movement of the average and median percentages of affirmative action on construction projects from a defined 'comparison period' to a defined 'report period.'</p> <p>The detail section combines standard header information (Project Name, CAPS Project Number, Activity Number, Project Manager Last Name), with information on per project construction contracts, on the bid process for general contractors and subcontractors, on whether or not a project auditor was retained, and, of course, project-specific information on affirmative action (per project percentages on minorities, women, and Boston residents, where applicable).</p>

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
				applicable), and project auditing.	
Finance	Capital Asset Management	CPPFNCL207	CAPS Financial Report	The CAPS Financial Report (FR) complements the Project Risk report; where the Risk Report focuses on trends over time in schedule/forecasts/spending, etc., the Financial Report focuses on proposed and actual outcomes and overall financial performance.	The CAPS Financial Report (FR) consists of one main section which contains financial information including the PP Budget, CA Budgets, and Corporation Budgets for a given project, along with report and comparison period forecasts and characterizations of spending and variances. Comments are provided for context.
Finance	Capital Asset Management	CPPRBUD159	Project Budget and Costs Summary	To review summary level project to date budget and costs balance information for all capital projects.	User should select Tub or range of Tubs. Data columns list the Activity (Project), Interest Rate, Prior Year's Cumulative Project Costs, Current Year Project Costs less Interest, Current Year Interest Charges, Cumulative Total Costs, Project Budget (Forecasting), Authorized Budget (Operating), and Authorized Budget Available. The user can restrict the report to show only Projects: with a certain Interest Rate, Open Debt Financed Projects, Open Projects, or All Projects (Open & Closed).

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Capital Asset Management	CPPRISK208	CAPS Risk Report	<p>The CAPS Risk Report (CRR) provides a view of financial and schedule performance for capital construction projects limited by criteria that the user selects; it is designed to facilitate financial analysis and risk management. Limiters include Status, Stage, Owned by, Managed by, Project Manager(s), Budget, Report Period, Comparison Period, Project Opened from/to, Project Closed from/to, Activity Number(s) and Root.</p> <p>Report financial information can be set to be 'as of' a date (Period A), and Period A can be compared to data as of another date (Period B). The Risk Report can produce data ordered on the CAPS #, the forecast, the Forecast/Budget variance, the Project Manager, or Activity #.</p>	<p>The CAPS Risk Report is designed to facilitate analysis of project forecasts, change orders, and schedules at both the project and group levels. At the group level, it also tracks financial movements from a comparison period to the period defined as the report period. The report consists of two sections, a summary section and a detail section.</p> <p>The summary section displays such information as the sum of the Total Budgets for selected projects, the sum of the forecasts, the budget-forecast variance, the median budget-forecast variance, the pending change order dollar volume, the approved change order dollar volume, the sum of project non-capital expenses, and the capital project dollars spent. All of these figures are displayed for both the defined 'report' financial period and the defined 'comparison' financial period.</p> <p>Changes (% changes, and \$ changes) from the comparison period to the report period are also displayed at the summary level. The detail section displays risk-related information in four categories: Description, Financial Risk, Schedule, and Trends. The Description section contains the project title, CAPS #, Activity # and Status.</p> <p>The Financial Risk section contains the Latest Forecast, the date this forecast was</p>

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Capital Asset Management	CPPRJST160	Project Status	Provides activity to date summary information on capital projects.	<p>last updated in the system, and the % comparison between the forecast and the Total Budget. The Financial Risk section also shows approved and pending change orders along with the current amount of contingency, and the amount of money spent compared with the forecast.</p> <p>The Schedule section displays the % of the 'scheduled' time a PM has used, and the number of months that the scheduled occupancy date may have slipped in the latest forecast. The Metrics section shows the percentage change in the forecast from the comparison period, as well as a spending trend indicator.</p> <p>User should select an Activity or range of Activities. Report lists Activity (Project) Name, Number, and Interest Rate. It shows Project to Date Balances on Funds Borrowed as well as Funding and Interest Credits. The main part of this report summarizes by Object Code, Current Year Amounts and Cumulative Amounts. There are Subtotals, Total Costs, and Total YTD Funding amounts. The user can restrict the report to show only Projects: with a certain Interest Rate, Open Debt Financed Projects, Open Projects, or All Projects (Open & Closed).</p>

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	Cash Management	CMESCHT156	Escheat Due Diligence	Contains data needed by local units to perform due diligence research on checks that have been outstanding (uncashed) for more than 6 months.	<p>The State of Massachusetts requires Harvard University to make an effort to contact vendors that have not cashed checks that were sent to them. In order to do this, a report will be needed for local units (Tub/ Org) to be able to perform this due diligence.</p> <p>Lists vendor, invoice, check information, and GL coding for invoice lines relating to checks that have been marked as “Escheatable ” (DFF) for local units, as well as checks that are 6 months old or older that have not been cashed. These checks may or may not have been marked as Escheat yet.</p>
Finance	Cash Management	CMWIRES157	Unclaimed Wires Report	Allows Tub financial staff to view money that has come into the Income Wire account to determine whether the money belongs to them.	If Tub financial staff identifies a wire that belongs to their area, they will call the Cash Management department (CM) to have the money added as a journal entry to their Tub.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Public	Chart of Accounts	AAACTVY117	COA - Activity Values	To provide users of Harvard's Chart of Accounts with a list of Activity segment values and descriptions.	Allows users to search for single or ranges of activity values as well as values that contain specific strings of text. Additionally, the report allows users to isolate the list of activity values to include values 'owned' by specific Tubs, managed by specific Orgs, and belonging to selected Activity types and A-21 categories. The Activity segment is only populated to the super level; however, this is local unit dependent. Rather than creating parent values, some Tubs have chosen to group like activity values into sub ranges.
Public	Chart of Accounts	AACHIST161	Chart Hierarchy Report	Gives users the ability to view all levels of the parent-child relationship of a segment value, excluding subactivity.	To analyze the parent-child relationships of a segment up and down the hierarchy from the value they enter as a parameter. Without this report, users can only view the children of a segment value and not the parent rollup.
Public	Chart of Accounts	AACOADT118	COA - Detail Listing	To review various statuses for entire 33-digit account combinations that meet the Tub and Object code criteria entered on the Parameters screen.	The 33-digit combinations: <ul style="list-style-type: none"> - May allow posting and budgeting. - Belong to one of five account types. - Are defined as either summary or detail accounts. - Must be enabled in order to be used.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Public	Chart of Accounts	AACVALR127	Cross Validation Rules	To review specific cross validation rules.	Will be used by both the system administrators (initially a central administration role), but some local units also need to view their cross validation rules on a regular basis.
Public	Chart of Accounts	AACVRTR128	CVR Translator/Reverser	Gives users the ability to view what ranges of funds, activities, and roots are permissible with a given org value.	Without this report, users must interpret the current cross-validation rule (CVR).
Public	Chart of Accounts	AAFUNDS119	COA - Fund Values	To provide users of Harvard's Chart of Accounts with a list of fund segment values and descriptions.	Lets users search for single or ranges of fund values as well as values that contain specific strings of text. Additionally, the report allows users to isolate the list of fund values to include values 'owned' by specific Tubs, managed by specific Orgs, and belonging to selected fund categories and fund types.
Public	Chart of Accounts	AAOBJCT120	COA - Object Values	Provides users of Harvard's Chart of Accounts with a list of Object segment values and descriptions.	To search for single or ranges of object code values as well as values that contain specific strings of text. Additionally, the report allows users to isolate the list to include only asset, liability, net asset balance, revenue, expense, and/or non-operating object code values.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Public	Chart of Accounts	AAORGSX121	COA - Org Values	Provides users of Harvard's Chart of Accounts with a list of Org segment values and descriptions.	<p>Allows users to search for single or ranges of org values as well as values that contain specific strings of text.</p> <p>Org segment values are organized in child-parent relationships (super, mega, giga, tera); however, not all Tubs populate to the same level.</p>
Public	Chart of Accounts	AARLUPD122	COA - Rollup Detail	Provides users with the relationships between child and parent values and descriptions for specific Chart of Account segments.	Report lists Parent and Parent Description. Also lists the Child and Child Description(s) of each parent.
Public	Chart of Accounts	AARLUPR123	COA - Rollup Range	Shows relationship between parent values and ultimate child value ranges.	Report displays Parent Value and their Descriptions. Also lists low through high child values for each parent.
Public	Chart of Accounts	AARROOTS124	COA - Root Values	To provide users of Harvard's Chart of Accounts with a list of Root segment values and descriptions.	<p>Allows users to search for single or ranges of root values as well as values that contain specific strings of text.</p> <p>Additionally, the report allows users to isolate the list of root values to include values 'owned' by specific tubs, managed by specific orgs, and belong to one of two root types.</p>

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Public	Chart of Accounts	AASBACT125	COA - Subactivity Values	Provides users of Harvard's Chart of Accounts with a list of Subactivity segment values and descriptions.	Allows users to search for single or ranges of subactivity values as well as values that contain specific strings of text. Additionally, the report allows users to reduce the list of subactivity values to include only those values dependent on select activity values, are 'owned' by specific Tubs, and are associated with a variety of activity types and A-21 categories.
Public	Chart of Accounts	AATUBSX126	COA - Tub Values	Provides users of Harvard's Chart of Accounts with a list of Tub segment values and descriptions.	Users can view or download tub values and their attributes in order to: <ul style="list-style-type: none"> - Determine correct coding for transactions in the OLTP system - Look up detail on coding behind transactions appearing on reports - Determine correct parameters to input on other reports
Public	Chart of Accounts	AAVLFND133	Value Finder	Lets users view what chart of accounts (CoA) ranges have already been assigned and what chart values are available.	Report displays Owning Tub, Parent Activity Value and Description, Chart Value, Description, CSMA Request Type, CSMA Status, and CoA Enabled.
Finance	CSMA	CSDSBLD167	Disable Impact Detail	Allows CSMA users to evaluate the impact of disabling Org, Fund, Activity, Subactivity, and Root values in the COA on their own, prior to actually submitting a request to Applications Administration.	Tubs would need to execute a minimum of two standard reports and as many as 4 ad hoc queries without this report. Some of the functionality proposed for this report (balance forward replication and budget balances) is not available through any other reporting mechanism currently in place at Harvard.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	CSMA	CSDSBLR165	CSMA Disables Report	Allows Authorized Requestors (ARs) to view what values have been disabled in their Tub(s).	This report provides a convenient listing of value changes when Authorized Requestors notify "auto billing" groups.
Finance	CSMA	CSDSBLR164	CSMA Disable Impact Summary	Lets financial officers evaluate the impact of disabling Org, Fund, Activity, Subactivity, and Root values in the CoA prior to actually submitting the request.	Without this report, Tubs would need to execute a minimum of two standard reports and as many as four ad-hoc queries. This report shows journal sources only; for actual detail lines, run the Disable Impact Detail report.
Finance	CSMA	CSRQDTL166	CSMA Request Detail Report	Lets Authorized Requestors (ARs) view the details of a single request as of the previous day.	Without this report, ARs would need to keep separate, detailed records of each transaction made.
Finance	CSMA	CSVHSTD162	CSMA Chart Value History Detail	Lets authorized requestors (Accounts Receivable) download and view the details of a single request as of the previous day in an Excel spreadsheet.	Without this report, Accounts Receivable would need to keep separate, detailed records of each transaction made. Accounts Receivable could use this report to determine the original reason for creating a value and to read all the details of the original request.
Finance	CSMA	CSVHSTS163	CSMA Chart Value History Summary	Lets authorized requestors (ARs) investigate how a specific segment value came to its current state.	Without this report, ARs would need to keep individual detailed records of each transaction made, since closed records older than three months are purged and archived.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLBALSH171	Balance Sheet	Report (also known as a "Statement of Financial Position") provides a picture of the assets, liabilities, and net assets of an entity at a specific moment in time.	Provides summary level accounting for super-, mega-, and giga-parent level groupings for balance sheet object codes. The report compares current fiscal year balances with prior year balances and calculates dollar amount differences and percent changes between the years.
Finance	General Ledger	GLBRGFT181	Gifts Suppl Fin Report	Gifts section of Big Red (endowment) report. Requires ^BigRed^ security resp.	Run after auditors have finished, which is approximately October 15th. This report supplements the University's official Financial Report to summarize gift fund activity.
Finance	General Ledger	GLDTLLR172	Detail Listing Report	This report is a reporting tool rather than a single report. Use this report to see the individual transaction lines that make up the total lines shown on other reports.	Individual lines within the report can be selected, sorted, and subtotaled in many ways, which allows for easy comparison to other reports and facilitates analysis and reconciliation. By looking at individual transaction lines, an end user can determine if all charges are accurate and appropriate. Detail Listing information is important if further research is needed, or if adjustments or allocations are required.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLDTLLT174	Detail Listing Report - Lite	<p>This report is a reporting tool rather than a single report. Use this report to see the individual transaction lines that make up the total lines shown on other reports. Operates the same as the Detail Listing report but it does not include all of the columns (such as Jsource). Provides more "white space" for easier readability.</p>	<p>Individual lines within the report can be selected, sorted, and subtotaled in many ways, which allows for easy comparison to other reports and facilitates analysis and reconciliation. By looking at individual transaction lines, an end user can determine if all charges are accurate and appropriate. Detail Listing information is important if further research is needed, or if adjustments or allocations are required. ***Please take note that this report only provides PDF output***</p>
Finance	General Ledger	GLECOMP177	Extra Comp Detail Report	<p>To review detail level of extra compensation for any or all earnings types.</p>	<p>User should restrict the report parameters to a Tub or range of Tubs. This report gives employee Name and Employee (HUID) number along with job title. It also lists all extra compensation amounts by date and account coding. User can restrict the report to show only one employee number's extra compensation. There is a grand total at the end of the report.</p>

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLEIEXX175	Estimated Income from Endowments (EIE)	Provides the estimated income from endowments, which is used for budget planning.	Intended to run after the Estimated Income From Endowments Preprocessing Program has been executed. The results of this program populate custom tables from which all data for this report is drawn, with the exception of the Treasurer's Distribution Override. Thus, the majority of the data in this report is static and will only be updated once a year, in November.
Finance	General Ledger	GLENDSP176	Endow Fund Suppl Fin Report	Endowments section of the Big Red report. Requires ^BigRed^ security resp.	Run after auditors have finished, which is approximately October 15th. This report supplements the University's official Financial Report to summarize endowment fund activity.
Finance	General Ledger	GLFDSUM178	Fund Summary Report	Provides a high level view of fund activity.	Shows a complete picture of the financial status of a fund or funds by showing the beginning balance, transactions by object codes, and ending balances.
Finance	General Ledger	GLFGUUB179	Funds, Gifts, Unrest Unexpd Bals	Use this report to view the net balance of an endowment or gift fund at a specific point in time.	A high-level fund summary report that shows the beginning balance, total income, total expense, total non-operating activity, and ending balance for each fund requested.
Finance	General Ledger	GLFNDPR191	Total Fund Principal and Units	Provides users with summary level information (principal dollars and units) on endowment principal and life income funds.	Summarizes Beginning Fund Principal (Book Value), Current Year Gifts, Other Changes to Principal, Total Dollars, and Total Units for endowment (400000-699999) and life income (730000-736999) funds.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLJRGEN182	Journals - General	To review journal batches and the posted and error journals associated with each batch. This information allows you to trace your transactions back to the original source.	Prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.
Finance	General Ledger	GLLNFND183	Loan Funds Summary	Summarizes loan fund activity. Data columns of Fund Total, Loans Outstanding, and Funds Available	Summarizes loan fund activity by Tub, (Super Fund), Fund, and Object/Activity. Data columns of Fund Total, Loans Outstanding, and Funds Available. The PDF version provides subtotals throughout and grand totals by All Tubs FFEL, All Tubs Other 4 program groups, and a grand total.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLPYCOR185	Payroll Default Correction Rpt	Provides detailed transaction information on entries to payroll default coding that has resulted from invalid payroll code combinations or existing CCID issues.	To facilitate the need to make corrections to default coded payroll entries that are the result of invalid code combinations. Invalid code combinations may result from non-existent chart values, disabled chart values, and code combinations that violate cross validation. This report will also be used to correct existing CCID problems. Users need to be able to search with and view the original account coded to properly identify and make corrections. Furthermore, they need to identify transactions that have already been corrected.
Finance	General Ledger	GLSCINA187	Stmt of Changes in Net Assets	Income statement of the university with changes in non-operating activity.	Summarizes revenue and expenses to net revenue, gives non-operating activity, and balances at the beginning of year and end of period. Parameters allow the user to choose any of the seven accounting segments, object parent level, fund category, and/or fund type. User can page break on any of the seven accounting segments.
Finance	General Ledger	GLSCNAC188	Stmt of Changes in Net Assets - Comparative	Compares income and expense object codes over two fiscal years. Displays both dollar and percentage change.	Summarizes revenue and expenses to net revenue, gives non-operating activity, and balances at the beginning of year and end of period. Parameters allow the user to choose any of the seven accounting segments, object parent level, fund category, and/or fund type. User can page break on any of the seven accounting segments.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLSCNAF189	Stmnt of Changes in Net Assets by Fund Type	Displays the income and expense object codes by fund type.	Summarizes revenue and expenses to net revenue, gives non-operating activity, and balances at the beginning of year and end of period. Parameters allow the user to choose any of the seven accounting segments, object parent level, fund category, and/or fund type. User can page break on any of the seven accounting segments.
Finance	General Ledger	GLSOSUM186	Standing Order Summary Report	To identify "standing orders" for transfers on funds (i.e endowments).	Shows which endowment funds have standing orders and how much unexpended income is available to be capitalized.
Finance	General Ledger	GLSUMAC190	Summary Actuals Report	Use this report to view summary level actual balances for any code combination of the full chart of accounts.	Provides a summary view of actuals balances for any combination of selected chart of accounts segments for a requested period. Provides option for child and parent level output.
Finance	General Ledger	GLTBLDT194	Trial Balance - Detail	Summarizes the chosen accounting segment's object code activity by 33-digit Account Coding.	Dollar data columns are Beginning Balance, Period Activity, Ending Balance. Report shows column totals at page break. User can choose one of the seven accounting segments for the page break.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLTBLEX195	Trial Balance - Expanded	Summarizes a Tub's object code activity with totals.	Summarizes transactions by object code. Data includes debit and credit columns of Beginning Total Activity, Period Activity, End Activity, and End Balance. Users can choose a precision for the totals of Class, Sub Class, and Group Total. To give an example of precision, for object code 6640: class = 6, sub class = 64, and group = 644.
Finance	General Ledger	GLTBLSM196	Trial Balance - Summary 2	Summarizes the chosen Page Break Segment by the chosen Secondary Segment's object code activity.	Dollar data columns are Beginning Balance, Period Activity, Ending Balance. Report shows column totals at page break. User can choose one of the seven accounting segments for the page break and secondary segment.
Finance	General Ledger	GLTRALL192	Treasurer's Rpt - All moneys	Provides a high-level view of a Tub's activity, and can be run in object summary or detail.	Balances are calculated for specific Tub values and include either a detail or summary view of object codes.
Finance	General Ledger	GLTRFDT193	Treasurer's Rpt - Fund type	Provides a high-level view of a Tub's activity by fund type and object code.	Summarizes each Tub's activity in dollars by fund type and object code. Allows grouping by Fund Giga or Fund Type. A notable parameter is the choice of Object Category: Non-Operating, Operating Expense, Operating Revenue, and Operating Income & Expense.

CREW Financial Reports

Major Category	Sub Category	Report Code	Report Name	Business Purpose / Description	Detailed Description
Finance	General Ledger	GLUTRUN197	Unit Run Report	Provides users with detail level information (principal dollars and units) on endowment and life income funds.	Details transactions for endowment (400000-699999) and life income (730000-736999) funds in dollars and units. This report provides the transactional detail behind the Total Fund Principal & Units report.
Finance	Oracle Security	OSRESPS115	Active Responsibilities Report	To view active responsibilities, users who access each responsibility, and the start/end dates of each.	Lists all responsibilities within an application, or all occurrences of a particular responsibility regardless of application.
Finance	Oracle Security	OSUSERS116	Active Users Report	To view users and their responsibilities.	You can list all responsibilities for a given user by listing a User Name, or list all users for a given responsibility by listing a Responsibility Name.