Business Objects Reporting – Common Reports

**AA310: Detailed Asset Information**
**Description:** AA310 provides a detailed listing of information about assets, including their initial acquisition value.

**Usage:** Use AA310 to generate lists of assets in your area.

**FM806C: All Funds Current Budget vs. Actuals & Commitments**
**Description:** FM806C reports Budget to Actuals data for Revenue, Expenses and Transfers In & Out, including commitments, as of the previous day's business. This report is for ALL Funds.

**Usage:** FM806C can be used when Revenue, Expense or Transfer data is needed for Fund numbers L-S. A-J funds have been provided too in case a report requires data from funds from both ranges of the alphabet. Do not use this “C” report for prior year reporting.

**FM865: Actuals Document Detail**
**Description:** FM865 is the FM Document Journal of each transaction for Revenues, Transfers and Expenses that occur in SAP. Transactions for ALL Funds are available in FM865.

**Usage:** FM865 should be run and reviewed for each month's data to verify that the transactions are valid and have posted in accounting against the appropriate lines.

**FM870: Budget vs. Actuals Per Period**
**Description:** FM870 reports Budget and Period by Period Actuals data for Revenue, Expenses and Transfers In & Out, without commitments, for the requested Fiscal Year. Data is available for only Funds A-J and P6.

**Usage:** FM870 can be used to view historical Budget & Actuals data to understand an account's position without commitments. It can be used INSTEAD OF FM805 or FM810. FM870C suits monthly ledger reporting better than FM870, since FM870C includes commitments and current data along with fiscal period Actuals.

**FM870C: Budget vs. Actuals Per Period & Commitments**
**Description:** FM870C reports Budget and Period by Period Actuals data for Revenue, Expenses and Transfers In & Out, with commitments, for the requested Fiscal Year. Data is available for only Funds A-J and P6.

**Usage:** FM870 can be used to view historical Budget & Actuals data to understand an account's position without commitments. It can be used INSTEAD OF FM805 or FM810. FM870C suits monthly ledger reporting better than FM870, since FM870C includes commitments and current data along with fiscal period Actuals.
Business Objects Reporting – Common Reports

**FM954: FM Fund Balance**

**Description:** FM954 provides EXPENDABLE FUND BALANCE from the Funds Management Special Ledger so it doesn’t take into consideration any commitments against the funds. FM954 is only applicable for the following funds: Allocated (B), Auxiliary (C), Designated (D), Expendable Endowments (E), Restricted Gifts (F), State Appropriations (H), Agency (J), and Renewal & Replacement (P6). The signs on this report have been reversed from accounting standards for the Revenue and Transfers In activity plus all Balances; therefore:

- Positive Fund Balances are not in parenthesis and negative Fund Balances are in parenthesis
- Positive Revenues are not in parenthesis
- Positive Transfers In are not in parenthesis

**Usage:** Use FM954 to view expendable fund balances and activity for an individual fiscal year.

**FM954C: FM YTD Fund Balance with Commitments**

**Description:** FM954C provides Year-To-Date EXPENDABLE FUND BALANCE from the Funds Management Special Ledger plus it provides YTD Expendable Fund Balance less commitments. FM954C is only applicable for the following funds: Allocated (B), Auxiliary (C), Designated (D), Expendable Endowments (E), Restricted Gifts (F), State Appropriations (H), Agency (J), and Renewal & Replacement (P6). The signs on this report have been reversed from accounting standards for the Revenue and Transfers In activity plus all Balances; therefore:

- Positive Fund Balances are not in parenthesis and negative Fund Balances are in parenthesis
- Positive Revenues are not in parenthesis
- Positive Transfers In are not in parenthesis

**Usage:** Use FM954C the current position of a fund including its remaining balance when commitments have been subtracted from the balance. The balance after commitments provides a better picture of the ability of the fund to cover additional expenses. This report can only be run by fiscal year. It is a YTD report since salary commitments can only be accurately provided on a YTD basis in SAP.

**FM954Y: FM Fund Balance, FY2005 to Current**

**Description:** FM954Y provides EXPENDABLE FUND BALANCE from the Funds Management Special Ledger so it doesn’t take into consideration any commitments against the funds. FM954Y is only applicable for the following funds: Allocated (B), Auxiliary (C), Designated (D), Expendable Endowments (E), Restricted Gifts (F), State Appropriations (H), Agency (J), and Renewal & Replacement (P6). Ending Expendable Fund Balance is reported for fiscal years 2005 through the current fiscal year as of yesterday’s business. The temporary E2 funds are no longer included in this report but are still available in FM954. The signs on this report have been reversed from accounting standards; therefore, positive fund balances are not in parenthesis and negative fund balances are in parenthesis.

**Usage:** FM954Y can be used to view a multi-year trend in ending fund balance.
HR100: Current Basic HR Data

**Description:** HR100 is a base report that offers a wide variety of variables for individualized report development. **ALL DATA IS FOR THE CURRENT DATE.** Unfortunately, FUTURE DATED actions are also included as if they are dated today so, for example, a new hire fully processed effective October 1 will already be on the report when HR100 is run on September 3. **USE HR101 as much as possible versus HR100 so all the data is in sync with timing.**

**Usage:** HR100 can be used to build departmental HR lists from employee master data. Develop lists such as address or birthday lists and save them as bookmarks. **Warning:** Some employees have multiple positions and these multiple positions may be a combination of paid and unpaid and/or withdrawn or retired. If you request data by an employee’s UCID “M” number with no other personal or Org-related filters, the report will return information for all positions that a person currently holds.

HR101: Historical Employee Basic Data on a Selected Date

**Description:** HR101 is a base employee data report that offers a wide variety of variables for individualized report development ON ANY SELECTED DATE since July 1, 2006.

**Discrepancy between HR100 data and historical HR101 reporting on a Selected Date:**
- Due to the way R/3 provided data to BW, HR100 sometimes includes everyone on the current day PLUS all new hires with future-dated positions at UC and/or reports attributes that aren’t actual effective until a future date. So, HR100 and HR101 may not be exact duplicates for the same day.
- **CAUTION:** Since HR data can be deleted, changes back-dated, etc., a report that you printed 6 months ago may not match a report you run today for that same past date. All R/3 knows right now is the FIXED or “right” data. So, neither R/3 or BW can reproduce a report from the past perfectly like you saw it then if any corrections have been made to the data since the report was originally run.

**Usage:** HR101 can be used to build departmental HR lists from employee master data. Develop lists for various purposes and save them as bookmarks. **Warning:** Some employees have multiple positions and these multiple positions may be a combination of paid and unpaid and/or retired. If you request data by an employee’s UCID “M” number with no other personal or Org-related filters, the report will return information for all positions that a person currently holds.

HR160: Current Salary and FTE

**Description:** HR160 is a basic report of CURRENT employee FTE% and salary information.

**Usage:** HR160 can be used to provide a simple listing of FTE% and salary data. It can be expanded by adding from a large variety of columns in the Navigation Box. In addition, the following data is available from the Key Figures filter in the Navigation Box: Pay Rate w/o LON/INC, Longevity Rate, and Incentive Rate.
Business Objects Reporting – Common Reports

**LH100E: Labor History Detail by Employee**
*Description:* LH100E reports labor history detailed expense information alphabetized by employee.

*Usage:* Use the LH100E version of labor history detail to view a single person's pay, via M number, for a specified period of time or a group of people, via Org Unit or another identifier. Search by Posting Date with the Pay Date field blank to view an employee's actual gross wages on a single or multiple paychecks.

**LH100WS: Labor History Detail-Work Study Students**
*Description:* LH100WS reports labor history detailed expense information only for students holding a work study position. The results are alphabetized and totaled by employee. Results include the work study portion of student pay which should be 75% on a work study grant account with the 1WSR wage type and the 25% funded locally with a 1HRS wage type. This report will not provide any data on benefit expenses. *Note:* If the student’s position is not work study and attached to Job 800000118 (Work Study), then the student’s information will not be in this report.

*Usage:* Use the LH100WS version to manage the amount of pay each student has earned on his/her work study position with the active work study grant. Use the LH100WS version of labor history detail to review the appropriateness of the work study grant, local account lines and pay rates.

**HR705: Cost Distribution for Basic Pay**
*Description:* HR705 reports the Cost Distribution account lines that have been established for Basic Pay via PCR for employees during specified time slices.

*Usage:* HR705 can be used to obtain a list of IT0027 cost distribution dates and account lines for an individual employee or group of employees. IT0027 is the cost distribution for Basic Pay, not for the position or that of a recurring payment if the recurring payment has its own costing. *Warning:* Some employees have multiple positions and these multiple positions may be a combination of paid and unpaid and/or withdrawn or retired. If you request data by an employee’s UCID “M” number with no other personal or Org-related filters, the report will return information for all positions that a person currently holds.

Contact Business Objects Support for questions: ucflexbw@ucmail.uc.edu