

Which E-BUSINESS Report to Use

Type of Activity	Report to Use	E-BUSINESS Responsibility	Access From
OBTAIN A LISTING OF ALL MY GL ACCOUNTS	ACCOUNTS AVAILABLE FOR VIEWING	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
SUMMARY VIEW OF GL ACCOUNTS	STATEMENT OF ACCOUNT-FINANCIAL SUMMARY	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
RECONCILE MY GENERAL FUND ACCOUNT	STATEMENT OF ACCOUNT TRANSACTION DETAIL PERSONNEL EXPENDITURES	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
RECONCILE MY GRANT ACCOUNT	GREEN BAR REPORT TRANSACTION DETAIL	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
RECONCILE MY NON-GENERAL FUND ACCOUNT	STATEMENT OF ACCOUNT FINANCIAL SUMMARY TRANSACTION DETAIL STATEMENT OF ACCOUNT	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
BEGINNING AND ENDING FUND BALANCES FOR NON-GENERAL FUND ACCOUNTS	STATEMENT OF ACCOUNT FINANCIAL SUMMARY	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
VIEW FREE BALANCE (BUDGET VARIANCE) FOR GENERAL FUND ACCOUNTS	STATEMENT OF ACCOUNT	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
VIEW NET AMOUNTS ENCUMBERED FOR GL ACCOUNTS	ENCUMBRANCE SUMMARY	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
PROVIDES LISTING OF THE OBJECT CODES USED FOR ACCOUNTS	SUMMARY TRIAL BALANCE	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
SEE REVENUE AND EXPENSE TRANSACTION DETAILS	TRANSACTION DETAIL	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS

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DETERMINE SALARY SAVINGS	PERSONNEL EXPENDITURES	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
VIEW RETRO WAGE ADJUSTMENTS	PERSONNEL EXPENDITURES	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
VIEW EMPLOYEE FRINGE BENEFIT DETAIL	PERSONNEL EXPENDITURE REPORT	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
DETERMINE IF AN EMPLOYEE HAS A TIMECARD APPROVER	EMPLOYEE LISTING BY HR ORGANIZATION	HR MANAGER SELF SERVICE OR SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
FIND EMPLOYEE #, UID, TIMECARD ASSIGNMENT(S), EMPLOYEE SUPERVISOR	EMPLOYEE LISTING BY HR ORGANIZATION	HR MANAGER SELF SERVICE OR SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
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WHAT GL ACCOUNT(S) IS PAYING AN EMPLOYEE'S WAGES	LABOR DISTRIBUTION-ASSIGNMENT	FINANCIAL, HR MANAGER SELF SERVICE OR SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
IDENTIFY WHEN LABOR DISTRIBUTIONS SCHEDULES ARE ENDING	LABOR DISTRIBUTION-ASSIGNMENT	FINANCIAL, HR MANAGER SELF SERVICE OR SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
VIEW ASSIGNMENT LABOR DISTRIBUTION SCHEDULE START AND END DATES	LABOR DISTRIBUTION-ASSIGNMENT	FINANCIAL, HR MANAGER SELF SERVICE OR SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
VIEW EMPLOYEES RECEIVING PAY OTHER THAN REGULAR WAGES	LABOR DISTRIBUTION-ELEMENT	FINANCIAL, HR MANAGER SELF SERVICE OR SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
VIEW BIWEEKLY OR MONTHLY GROSS PAYROLL EXPENSES	PAYROLL EXPENSE REPORT	FINANCIAL	MYUNIVERSE > E-BUSINESS REPORTS
VIEW PROCESSED BUDGET ADJUSTMENTS	BUDGET DETAIL REPORT	FINANCIAL	MYUNIVERSE > E-BUSINESS

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			REPORTS
DETERMINE IF TIMECARDS ARE MISSING, TIMED-OUT, REJECTED AS WELL AS OTHER STATUS	TIMECARD STATUS REPORT	SUPERVISOR SELF SERVICE TIMECARD MANAGER TIMECARD REVIEWER	E-BUSINESS APPLICATION
VIEW EMPLOYEE VACATION AND SICK LEAVE USAGE AND BALANCE INFORMATION	LEAVE BALANCES AND USAGE	SUPERVISOR SELF SERVICE HR MANAGER SELF SERVICE	E-BUSINESS APPLICATION >MANAGER ACTIONS
VIEW EMPLOYEE INFORMATION, ASSIGNMENT DETAILS AND COMPENSATION ACTIVITY (HOURLY RATE OR SALARY)	HR VIEWS	SUPERVISOR SELF SERVICE HR MANAGER SELF SERVICE	E-BUSINESS APPLICATION >HR VIEWS
VIEW ACTUAL HOURS WORKED AND THE HOURLY RATE FOR PAYDAYS SELECTED	ACTUAL HOURS WORKED AND HOURLY RATE BY ORG	SUPERVISOR SELF SERVICE HR MANAGER SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS
VIEW STUDENT ASSIGNMENTS AND HOURLY RATES; USE FOR GIVING ANNUAL RAISES	STUDENT ASSIGNMENT APPROVAL LISTING	HR MANAGER SELF SERVICE SUPERVISOR SELF SERVICE	MYUNIVERSE > E-BUSINESS REPORTS