

Performance Reporting Team	
Report Listing with Security Roles	

Roles Required for all BW Users:	
	ZPBW
	ZBW_R_OPEN_REPORTS_ALL
	ZBSC_MD_R_0CA_IO_NOEMPDATA
	ZBP_JH_REPORT_LIBRARY_ALL

Link to HopkinsOne Support Security Page for Form, if Required:

<http://www.ihu.edu/hopkinsone/Support/Security.htm>

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Finance	Finance>Accounts Receivable	A/R Aging Detail	Summary of account receivables balances by customer down to the document level. The Aging shows details of 365 day balances by month.	AR	ZBFI_AR_R_0FIAR_*** where *** is the business area	Same
Finance	Finance>Accounts Receivable	Account Receivables Form 272 Reconciliation	This report displays beginning balances, current disbursements, and ending balances of grants as they pertain to Letter of Credit.	AR	ZBFI_AR_R_0FIAR_*** where *** is the business area	Same
Finance	Finance>Controlling	Actual Trend	Actual cost center or internal order revenue and expenses trended over multiple fiscal periods.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Funds Management	All Funds	YTD Actual/YTD Budget across fund groups by commitment item group. Includes sponsored and non-sponsored fund groups\ for specified fiscal period.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Accounts Receivable	AR Aging	This summarizes the account receivables balances by customer down to the document level. The Aging shows details of 365 day balances by month.	AR	ZBFI_AR_R_0FIAR_*** where *** is the business area	Same
Finance	Finance>Assets	Asset Additions	This report details all asset addition types for a given fiscal year or fiscal year period.	AA	ZBFI_AA_R_0FIAA_*** where *** is the business area	Same
Finance	Finance>Assets	Asset Master	This report details of all asset transaction types with drill down capability for all asset master data.	AA	ZBFI_AA_R_0FIAA_*** where *** is the business area	Same
Finance	Finance>Assets	Asset Retirements	This report details all asset retirements for a given fiscal year or fiscal year period.	AA	ZBFI_AA_R_0FIAA_*** where *** is the business area	Same
Finance	Finance>Assets	Asset Rollforward	This report provides the detail of asset transactions by fiscal year period. Illustrating beginning period balances of assets within a business area. Transactions made during the given fiscal year period. Then summarizing the ending balances of all tra	AA	ZBFI_AA_R_0FIAA_*** where *** is the business area	Same
Finance	Finance>Assets	Asset Transfers	This report details all asset transfers for a given fiscal year or fiscal year period.	AA	ZBFI_AA_R_0FIAA_*** where *** is the business area	Same
Finance	Finance>Assets	Assets - Transactions by Period	This report breakdowns the asset transaction types by fiscal year quarter. Transaction types included are (additions, retirements, transfer-ins, and transfer-outs).	AA	ZBFI_AA_R_0FIAA_*** where *** is the business area	Same
Finance	Finance>Special Ledger	Balance Sheet - Comparison	This report compares the balance sheet actuals to GAAP budget. Actual columns include: current period, prior year end, and current period prior year.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Special Ledger	Balance Sheet - Quarterly Comparison	This report compares the balance sheet actuals for the current quarter actual vs. prior quarter actual.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Cash Management	Bank Account Detail	This report details the bank account line item level detail by G/L account and document.	CM	ZBFI_CM_R_0FIGL_*** where *** is the business area	Same
Finance	Finance>Cash Management	Bank Account Summary	This report details the bank account reconciliation by G/L account	CM	ZBFI_CM_R_0FIGL_*** where *** is the business area	Same

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Finance	Finance>Controlling	Budget Trend	This report provides the GAAP Budget cost center or internal order's revenue and expenses trended over multiple fiscal periods.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Project Systems	Capital Expenditures	PS report provides Project Managers a high level view of the budget vs actuals on a percentage basis of the original budget.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
Finance	Finance>Controlling	CO Allocations	This report displays the allocation transactions for a business area in CO.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Linked to Monthly Comparison	CO Document (Link)	This report displays the entire controlling document.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Linked to CO Document	CO Line Item Detail (Link)	This report displays the actual expenses and revenue by controlling document.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Funds Management	Commitment Item - Master Data	Displays commitment item number and description. Can select single commitment item, range of commitment items, or commitment item group if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Controlling	Cost Center - Master Data	This report displays the master data about cost centers and cost center groups.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Controlling	Cost Element - Master Data	This report displays the master data about cost elements and cost element groups.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Accounts Receivable	Customer - Master Data	This report displays the customer's master record i.e. address, phone number, etc.	AR	ZBFI_AR_R_0FIAR_*** where *** is the business area	Same
Finance	Finance>Accounts Receivable	Days Sales Outstanding	This summarizes the customers outstanding balances and days overdue for each transaction.	AR	ZBFI_AR_R_0FIAR_*** where *** is the business area	Same
Finance	Finance>Funds Management	Expenses by Function	This report provides Year-to-Date Expenditures by F&A function on a monthly basis. Includes On or Off Campus activity in total by school and by department.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Fund - Master Data	Displays fund number and fund name. Can select by fund type or hierarchy if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Funded Program - Master Data	Displays funded program and funded program name. Can select by funded program hierarchy or funded program node if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Project Systems	Funded Program Group Summary	PS report shows budget execution detail, planned amounts, and actuals for life of a project. The report is displayed from the Funded Program point of view; Post Go-Live will be combined with Project Summary.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
Finance	Finance>Funds Management	Funds Center - Master Data	Displays funds center number, funds center description, and person responsible. Can select by business area(s) if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Special Ledger	GL Account - Master Data	This report displays master data about G/L accounts	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Special Ledger	GL Transactions by Period	This report breaks down the G/L account balance by period. Report shows opening balance, total debits and credits, and ending balance.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Controlling	Internal Order - Master Data	This report displays the master data about internal orders.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Controlling	Monthly Comparison	Compares a cost center's or an internal order's actual expenses and revenues against GAAP budget	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Funds Management	Non Sponsored - Baseline Projections	Provides approved and current budgets, prior year actuals, and straight-line projections for actuals revenues and expenses for specified fiscal period. Can select by single or range of business area(s), fund(s), funds center(s) and/or funded program(s) i	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Finance	Finance>Funds Management	Non Sponsored - Budget Carry Forward	Displays approved and current budgets, budgets brought forward from prior year, and changes to approved budget for specified fiscal period. Can select by fund(s), funds center(s), funded program(s), and/or business area(s) if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Non Sponsored - Current Year Activity	Provides current expense, revenue, and transfers budget, opening balance, actuals revenues, transfers, direct and indirect expenses. Can select by fund(s), funds center(s), funded program(s), and/or business area(s) if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Non Sponsored - Detail by Financial Function	Provides approved and current revenue and expense budgets, year to date actual revenues, expenses and transfers, and commitments by financial function group for a specified fiscal period. Can select by various master data elements if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Linked to Non-Sponsored Financial Summary	Non Sponsored - Financial Detail (Link)	Provides transaction detail on revenue and expense actuals and commitments. Report can only be accessed from Financial Summary report.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Non Sponsored - Financial Summary	Year-to-date/Current period revenues and expenses. Includes Current Budget, Actuals and Commitments for specified fiscal period.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Non Sponsored - YTD Transactional Detail	Provides YTD detail for current expense, revenue, and transfers budget, opening balance, actuals revenues, transfers, direct and indirect expenses. Can select by fund(s), funds center(s), funded program(s), and/or business area(s) if desired.	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Accounts Receivable	Open Balances By Customer and Grant	Summary report of open balances for all customers. Partial pay document level information available.	AR	ZBFI_AR_R_0FIAR_*** where *** is the business area	Same
Finance	Finance>Special Ledger	Profit and Loss - Comparison	This report compares the P&L statement actuals to GAAP budget. Actual columns include: current month, current ytd, current month prior year, and prior ytd.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Special Ledger	Profit and Loss - Quarterly Comparison	This report compares the P&L actuals to GAAP budget. Actual columns include: current quarter, prior quarter, current quarter prior year.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Special Ledger	Profit and Loss - Trend	This report compares the P&L statement actuals and GAAP Budget trended by period or quarter.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Project Systems	Project - Master Data	PS Master data report for Projects.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
Finance	Finance>Project Systems	Project Labor Report	PS labor report includes dollars charged by employee, by posting period to a project.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
Finance	Finance>Project Systems	Project Summary	PS report includes budget detail, estimates, & actuals for life of a project.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
Finance	Finance>Project Systems	PS Actual Line Item	PS line item actual detail report.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
Finance	Finance>Controlling	Quarterly Comparison	This report compares a cost center's or an internal order's quarterly actual expenses and revenues against GAAP budget.	CO	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_CO_R_0COOM_CCIO + form
Finance	Finance>Special Ledger	Special Ledger Detail	This report displays the document level detail found in the special ledger posting.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Funds Management	Statement of Changes in Fund Balance - by Function	Trustee report provides approved, current, and monthly budgets, current and prior year actual revenues and expenses by revenue group and financial function. Can select by business area(s), funds center(s), funded program(s), fund(s), commitment item(s) an	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form
Finance	Finance>Funds Management	Statement of Changes in Fund Balance - by Natural Class	Trustee report provides approved, current, and monthly budgets, current and prior year actual revenues and expenses by revenue or expense group and financial function. Can select by business area(s), funds center(s), funded program(s) or fund(s) if desire	FM	ZBFI_FM_R_0PSM_FM_*** where *** is the business area OR DEPARTMENT ACCESS	ZBFI_FM_R_0PSM_FM_FCFP + form

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Finance	Finance>Special Ledger	Trial Balance - Comparison	This report compares the trial balance actuals to GAAP budget.	SL	ZBFI_SL_R_ZFISL_*** where *** is the business area	SAME
Finance	Finance>Project Systems	WBS Element - Master Data	PS Master data report for WBS Elements with User & System Status fields.	PS	ZBFI_PS_R_0PS_*** where *** is the business area	SAME
HR / Payroll	Human Resources>Benefits	403B Max Election vs. Actual Contribution	Provides various queries of the Max 403(b) Deduction by Pay Period, the Actual 403(b) Deduction Amount and the Variance between the two.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>EEO/AAP	AAP Workforce Actions	Displays AAP demographics by employee.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>EEO/AAP	AAP Workforce Distribution	Displays number of employees for each OFCCP category by gender and ethnicity.	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Time Management	Absence & Attendance Detail	A detail listing of employee's absence (authorized and unauthorized) and attendance by day.	PY,TA	Use PY or TA	Use PY or TA
HR / Payroll	Human Resources>Time Management	Absence & Attendance Summary	A summary of employee's absence (authorized and unauthorized) and attendance by month.	PY,TA	Use PY or TA	Use PY or TA
HR / Payroll	Human Resources>Time Management	Absence Quota Detail	A detailed list of employee holiday, sick, PTO, vacation, and other leave entitlements by day	TA	ZBHR_TA_R_TAV_**** where **** is the personnel area OR DEPARTMENT ACCESS	ZBHR_TA_R_TAV_ORG
HR / Payroll	Human Resources>Time Management	Absence Quota Summary	A summary of employee holiday, sick, PTO, vacation, and other leave entitlements by month	TA	ZBHR_TA_R_TAV_**** where **** is the personnel area OR DEPARTMENT ACCESS	ZBHR_TA_R_TAV_ORG
HR / Payroll	Human Resources>Payroll Admin	Arrears Balance Report	Shows employees who have arrears during a payroll run.	BN,PY	Use BN or PY role	Use BN or PY role
HR / Payroll	Human Resources>Benefits	Benefit Election Analysis	Provides various queries of number of eligible and participating employees by benefit area and plan.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>Compensation	Compensation and Hours	Displays employee salary and hours by personnel area.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Compensation	Compensation Data Elements by Org Unit/Position	Displays salary and hourly rate details for employees by home cost center, organizational unit and by position by calendar month/year.	PY,TX,Student	Use PY or TX, or Student	Use PY or TX, or Student
HR / Payroll	Human Resources>Personnel Admin>Compensation	Compensation Data Elements Report	Displays salary amounts, hours and employment percent scheduled for each employee.	PY,TX	Use PY or TX	Use PY or TX
HR / Payroll	Human Resources>Personnel Admin>Compensation	Compensation Report	Displays employees salary history over selected time period, listing each action and salary change associated with the action.	BN,PY	Use BN or PY role	Use BN or PY role
HR / Payroll	Human Resources>Personnel Admin>General Employee	Date Monitoring Report	Displays date next employee performance review is scheduled.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Benefits	Census Report FAS 106	Report provides data on retirees which is used to evaluate and project post-retirement benefits	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Benefits	Deferred Compensation Payments Expiration Report	Provides various queries of the 457(f) Plan participants' vesting dates.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Benefits	Deferred Compensation Plans: Section 457(b) and (f)	Provides various queries of the 457(b) & 457(f) Plans' contributions.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>Dashboard	Department Dashboard - JHHS Mgt Positions Fill	Displays positions WITH MANAGEMENT EXPERIENCE	PA,PY,Survey	Use PA,PY,Survey	Use PA,PY,Survey
HR / Payroll	Human Resources>Personnel Admin>Dashboard	Department Dashboard - Nationality Demographics	Displays nationality by number of employees by personnel area.	PA,PY,Survey	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Personnel Admin>Dashboard	Department Dashboard-Age Demographics	Displays age demographics of employees by personnel area.	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Dashboard	Department Dashboard-Demographics JHHS	Displays EEO demographics for JHHS employees by personnel area.	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Dashboard	Department Dashboard-Demographics JHU	Displays EEO demographics for JHU employees by organizational unit.	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Dashboard	Department Dashboard-Terminations	Displays terminated employees by personnel area.	PA,BN,PY,Survey	Use PA, BN,or PY	Use PA, BN,or PY

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
HR / Payroll	Human Resources>Personnel Admin>General Employee	Department Report by Degree	Displays the type and number of degrees held within any personnel area.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Benefits	Dependent Care Benefits: Section 129	Provides various queries of employees' elected amounts to contribute to the Dependent Care Spending Account.	BN, TX	Use BN or TX role	Use BN or TX role
HR / Payroll	Human Resources>Personnel Admin>EEO/AAP	EEO Report (JHHS)	Displays number of employees split by gender and ethnicity by EEO category (JHHS).	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>EEO/AAP	EEO Report (JHU)	Displays number of employees split by gender and ethnicity by EEO category (JHU).	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Benefits	Eligible Employees	This query provides a view of employees eligible for benefit plans by time period.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>General Employee	Eligible for Rehire	Displays employees not eligible for rehire.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Certificates and Licenses	Displays certifications and licenses by employee with validity dates.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Benefits	Employee Demographics	Provides various queries of employee demographics.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Directory	Displays employee WORK address and WORK communication information.	PA,PY,Student	Use PA, or PY, or Student	Use PA, or PY, or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Disability	Displays employees with challenge indicator marked.	BN,PY	Use BN, or PY role	Use BN or PY role
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Experience Dates	Displays both management experience and total experience for each employee.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Benefits	Employee Flexible Benefits Plan: Section 125	Provides various queries of enrollment in plans.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Master Data (w/o Pay)	Displays various employee data	PA,PY,TA,Student	Use PA, PY, TA, or Student	Use PA, PY, TA, or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Master Data (with pay) JHU	Displays JHU compensation role, level and range values by employee.	PY,Student	Use PY or Student	Use PY or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Master Data (with Pay)-Fixed Rate	Displays pay scale data for employees.	PA,PY,Student	Use PA, or PY, or Student	Use PA, or PY, or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Master Data with Personal Data	Displays veteran and military status of employees.	PA,PY	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Master Data-Address Data	Displays employee address data.	PA,PY,Student	Use PA, or PY, or Student	Use PA, or PY, or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	Employee Master Data-Emergency Contacts	Displays employees emergency contact information.	PA,PY,Student	Use PA, or PY, or Student	Use PA, or PY, or Student
HR / Payroll	Human Resources>Finance Admin	Encumbrance Reporting Detail	A detail Encumbrance report for internal orders/sponsored programs and cost center postings from Position Budget Control.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Benefits	Enrollment Statistics	Provides queries of exhibiting number of participants and amounts of contributions to the various savings plans by type of contributions (Employee Max, Employee matched, Employee unmatched and University Contributions).	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Compensation History	Displays faculty salary history over selected time period.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Diversity	Displays faculty diversity by age, gender and ethnicity.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Infotype List	Displays faculty member information.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Leadership Fields	Displays faculty leadership details as of current date.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Promotion & Tenure	Displays faculty employee promotion year and tenure status.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Promotion & Tenure-Date Range	Displays faculty employee promotion year and tenure status both current data and for specified time period.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>Faculty	Faculty Tuition Grant Report	Displays tuition grant payments for faculty .	TU	ZBHR_TU_R_TUT_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TU_R_TUT_ORG
HR / Payroll	Human Resources>Payroll Admin	FLSA Exempt Employees Earning under \$455/wk	Display FLSA Exempt employees who earn less than \$455 per week.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
HR / Payroll	Human Resources>Benefits	FMLA Discrepancy	Shows employees and the absence hours that are not subjected to the stipulations and conditions of The Family Medical Leave Act.	BN,TA	Use BN or TA role	Use BN or TA role
HR / Payroll	Human Resources>Benefits	FMLA Overview	An overview employees approved for Family Medical Leave (FMLA).	BN,TA	Use BN or TA role	Use BN or TA role
HR / Payroll	Human Resources>Benefits	FMLA Usage	Shows employees and the absence hours that are subjected to the stipulations and conditions of the Family Medical Leave Act.	BN,TA	Use BN or TA role	Use BN or TA role
HR / Payroll	Human Resources>Payroll Admin	Garnishment Report	A report showing employees that have their wages garnished during a payroll cycle.	GN	ZBHR_GN_R_GAR_ALL	No Dept Access
HR / Payroll	Human Resources>Personnel Admin>Tuition	Grant Award Notice	Displays data to be used in tuition grant award letters sent to vendors and employees.	TU	ZBHR_TU_R_TUT_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_TU_R_TUT_ORG
HR / Payroll	Human Resources>Organization Management	HIPAA Training Report	Displays the name and number of positions with HIPAA training requirements [positions] by organizational unit.	PA,PY,Survey	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Organization Management	HSCRC Training Report	Displays the name and number of positions with HSCRC compliance requirements [positions] by organizational unit.	PA,PY,Survey	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Personnel Admin>Non-employee	Independent Contractor	Displays the number of active independent contractors.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Organization Management	JCAHO Position Reporting	Displays the name and number of positions with JCAHO compliance requirements[positions] by organizational unit.	PA,PY,Survey	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Organization Management	JHH / JHHS Managers & Supervisors by Dept	Displays the supervisor of any position and the relationship by organizational unit.	PA,PY,TA,Student	Use PA,PY,TA, or Student role	Use PA,PY,TA, or Student role
HR / Payroll	Human Resources>Finance Admin	Labor Distribution - Total Dollars by Occupation	Shows the regular salary and other salary types paid (i.e. overtime, on call pay etc.) to JHHS employees by pay periods.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Finance Admin	Labor Distribution - Total Hours by Occupation	Shows the hours worked and other paid hours (i.e. overtime, on call pay etc) for JHHS Employees by pay periods.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Finance Admin	Labor Distribution by Wage Categories	A summary of the postings with associated G/L accounts for regular salary and other salary types paid (i.e. overtime, on call pay etc.) to JHHS employees by pay periods.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Payroll Admin	Leave of Absence Deduction Report	Employees on leave of absence with special payroll deductions.	BN,PY	Use BN or PY role	Use BN or PY role
HR / Payroll	Human Resources>Benefits	List of Employee Benefits Deductions	Provides various queries of employee contributions to the benefit plans.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Payroll Admin	Number of Employees with paycheck 12th of the month	A compliance report, which shows number of employees who are paid during a pay period that falls within the 12th of a month.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Payroll Admin	Number of Employees with Wages above \$50k	A count of University systems employees with compensation paid exceeding \$50,000 for the fiscal year	TX	ZBHR_TX_R_TAX_**** where **** is the personnel area OR DEPARTMENT ACCESS	ZBHR_TX_R_TAX_ORG
HR / Payroll	Human Resources>Org Management	Nursing Attributes	Displays nursing position attributes.	PA,PY,TA	Use PA,PYor TA role - open access	Use PA,PYor TA role - open access
HR / Payroll	Human Resources>Org Management	Org Unit Structure - Hierarchical View	Displays selected organizational hierarchy.	PA,PY,TA	Use PA,PYor TA role - open access	Use PA,PYor TA role - open access
HR / Payroll	Human Resources>Org Management	Org Unit Structure - JH Enterprise Hierarchical View	Displays Johns Hopkins Enterprise organizational hierarchy.	PA,PY,TA	Use PA,PYor TA role - open access	Use PA,PYor TA role - open access
HR / Payroll	Human Resources>Org Management	Organization Chart	Displays Johns Hopkins Enterprise organizational hierarchy.	PA,PY,TA	Use PA,PYor TA role - open access	Use PA,PYor TA role - open access
HR / Payroll	Human Resources>Payroll Admin	Overpayment Report	This report shows employees that are overpaid (advance payment etc) and the payment history of the employee's repayments.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Benefits	Participation Analysis According to Benefits Criteria	This report shows the number of participating and eligible employees and percentage participation for plans.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Benefits	Participation Report	This query provides a view of employees participating in various plans on a particular day.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENT ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Finance Admin	Payroll Expenditure by Month	A report showing all salarie Types paid to an employee and the corresponding cost objects (sponsored and non-sponsored Programs) for which the employee was charged.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
HR / Payroll	Human Resources>Payroll Admin	Payroll Off Cycle Runs	This report shows a listing of the off cycle payroll runs and the employee affected, within a given time frame, detailing the category and reason for the payroll run.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Actions	Personnel Actions by Employee	Displays all actions that have occurred for each employee during their employment lifecycle.	PA,BN,PY,Student	Use PA, BN, or PY, Student	Use PA, BN, or PY, Student
HR / Payroll	Human Resources>Personnel Admin>Actions	Personnel Actions by Employee with Faculty Data	Displays actions by faculty employee for specified period.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>Actions	Personnel Actions by Type	Displays actions for calendar month by action type.	PA,PY	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Personnel Admin>Actions	Personnel Actions for a Day	Displays actions for a calendar day by organizational unit and personnel area.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Actions	Personnel Actions per Month	Displays actions by organizational unit and personnel area for specified month.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Org Management	Position Attributes	Displays position attributes.	PA,PY,TA,Student	Use PA,PY, TA or Student	Use PA,PY, TA or Student
HR / Payroll	Human Resources>Org Management	Position IPEDS Reporting	Displays position IPEDS reporting percentages.	PY,Survey,Student	Use PY, Surv, Student	Use PY, Surv, Student
HR / Payroll	Human Resources>Org Management	Position Licensing/Certification Requirements	Displays position certifications and licensing requirements.	PA,PY	Use PA, or PY	Use PA, or PY
HR / Payroll	Human Resources>Org Management	Position OFCCP Reporting	Displays OFCCP designation [statistics] for each position by organizational unit..	PA,PY,Survey	Use PA, or PY, or survey	Use PA, or PY, or survey
HR / Payroll	Human Resources>Org Management	Position Reporting - Job Attributes	Displays job attributes: FLSA and EEO designation	PA,PY,Student	Use PA,PY,Student	Use PA,PY,Student
HR / Payroll	Human Resources>Organization Management	Position Reporting - Within DSM Code	Displays the number of positions for each DSM code by organizational unit.	PA,PY,Survey,Student	Use PA,PY,Student	Use PA,PY,Student
HR / Payroll	Human Resources>Organization Management	Position Status	Displays the total number of positions in the organizational hierarchy and number of occupied and vacant positions by month.	PA,PY,Student	Use PA,PY,Student	Use PA,PY,Student
HR / Payroll	Human Resources>Org Management	Position Time Requirements	Displays position time requirements.	PA,PY,TA,Student	Use PA, PY,TA,Student	Use PA, PY,TA,Student
HR / Payroll	Human Resources>Org Management	Positions with Employee	Displays positions with employees in organizational hierarchy.	PA,PY,TA,Student	Use PA, PY,TA,Student	Use PA, PY,TA,Student
HR / Payroll	Human Resources>Org Management	Positions, Jobs and Job Groups	Displays job and job group [and jobs] for each position by organizational hierarchy.	PA,PY,Student	Use PA,PY,Student	Use PA,PY,Student
HR / Payroll	Human Resources>Benefits	Qualified Transportation Benefits: Section 132 (f)	Provides various queries of the Transportation Benefits contributions.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Linked to Monthly Comparison and Actual Trend	Salary Detail (Link)	A report showing the salary and the associated G/L account postings.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Payroll Admin	Salary Detail Report	A detail listings of employees salary and hours worked by pay period.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Finance Admin	Salary Distribution by Dept & Individual	A report showing all salarie types paid to an employee and the corresponding sponsored programs the employees worked on during a fiscal year.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Payroll Admin	Salary Error Account Postings	This report shows salary amounts that are posted to an "error cost center (cost centers ending with 98) during payroll postings. This occurs if a cost center got deleted between the time payroll was run and before payroll postings begins.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Finance Admin	Salary Expenditures by Account by Month	A report showing all salarie types paid to an employee and the corresponding sponsored and non sponsored programs that the employees worked on during a Fiscal Year.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Benefits	Savings Plan Contributions	Provides various queries of employer and employee contributions to the Savings Plans.	BN	ZBHR_BN_R_BEN_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_BN_R_BEN_ORG
HR / Payroll	Human Resources>Finance Admin	Schedule of Unsupported Salary Balances by Dept & Individual	This report shows the portion of employees' salary that has not been charged to a cost center or an internal order for labor distribution.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Payroll Admin	Special OT/Work Bonus Detail Cost Assignment	Shows the cost center and G/L account for the charges to which the special overtime bonus amount paid to the employees are charged.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Payroll Admin	Special OT/Work Bonus Payroll Detail	This is a detail report by employees (mostly nurses) who worked special overtime bonus hours and the amount and rate paid for each shift. (This is currently use by Bayview Medical Center.)	PA,PY	Use PA or PY	Use PA or PY

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
HR / Payroll	Human Resources>Payroll Admin	Special OT/Work Bonus Summary by Fiscal Year/Period	This is a summary of the number of employees (nurses) and number of special overtime bonus hours worked by work shifts. This report drills down to the payroll detail.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Personnel Admin>General Employee	SSN	Displays each employees SSN.	BN,PY,Student	Use BN, or PY,or Student	Use BN, or PY,or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	SSN Changes	Displays action type JP – Personnel Data Change – SSN change by employee for specified time period.	BN,PY	Use BN or PY role	Use BN or PY role
HR / Payroll	Human Resources>Personnel Admin>Non-employee	SSN Changes Independent Contractors	Displays action type JP personnel data change – SSN changes together with SSN at time of hire, for independent contractors. Independent contractors are identified by employee group, non employees and sub group-contractors and agency.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Finance Admin	Summary of Gross Salary (Non-Sponsored)	Shows salary expenses for employees not assigned to sponsored programs.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Finance Admin	Summary of Gross Salary (Sponsored)	Shows salary expenses for employees assigned to sponsored programs.	FA	ZBHR_FA_R_FAV_*** where *** is the business area	ZBHR_FA_R_FAV_CCIO/SASP + form
HR / Payroll	Human Resources>Personnel Admin>General Employee	Temporary employees in position greater than 6 months	Displays employees still in temporary status relative to hire date.	PA,BN,PY,Student	Use PA, BN,PY, or Student	Use PA, BN,PY, or Student
HR / Payroll	Human Resources>Personnel Admin>General Employee	Terminated Employees with Credit Cards	Displays terminated employees who had credit cards assigned.	PA,PY	Use PA or PY	Use PA or PY
HR / Payroll	Human Resources>Time Management	Time Entry Employee List	This report will be required by each of the time entry roles to verify basic employee data prior to their periodic timesheet process. This report will also be used to verify "who" they need to key time data for.	TA	ZBHR_TA_R_TAV_**** where **** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TA_R_TAV_ORG
HR / Payroll	Human Resources>Payroll Admin	Top 50 EE with Taxable Wages Above \$50K(Non-Officers)	A University report showing the top 50 paid employees (classified as Non-Officers) with compensation paid greater than or equal to \$50,000 for the fiscal year.	TX	ZBHR_TX_R_TAX_**** where **** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TX_R_TAX_ORG
HR / Payroll	Human Resources>Payroll Admin	Top 50 Employees with Taxable Wages above \$50k (Officers)	A University report showing the top 50 paid employees (classified as Officers) with compensation paid reater than or equal to \$50,000 for the fiscal year	TX	ZBHR_TX_R_TAX_**** where **** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TX_R_TAX_ORG
HR / Payroll	Human Resources>Payroll Admin	Total No. Employees who receive a Paycheck in a Pay Period	List the number of employees who received a salary during a given pay period, by employee group (full time, part time etc) and org unit.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>Tuition	Tuition Infotype (Advance)	Displays advance payments by vendor.	TU	ZBHR_TU_R_TUT_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TU_R_TUT_ORG
HR / Payroll	Human Resources>Personnel Admin>Tuition	Tuition Infotype List (Grant)	Displays tuition grant payments by vendor.	TU	ZBHR_TU_R_TUT_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TU_R_TUT_ORG
HR / Payroll	Human Resources>Personnel Admin>Tuition	Tuition Remission Report	Displays tuition remission for employees.	TU	ZBHR_TU_R_TUT_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TU_R_TUT_ORG
HR / Payroll	Human Resources>Payroll Admin	Union Bargaining System Deduction Report - JHHS	This report displays union dues deducted for bargaining unit employees	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Payroll Admin	Union Bargaining System Deduction Report - JHU	This report shows union dues and initiation fees deducted for bargain unit employees. This report is sent to the trade union(s) representing the employees.	PY	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Personnel Admin>EEO/AAP	Vets 100 Data	Displays data for Vets 100 report. Shows current employees and new hires for previous 12 months broken into EEO job categories (JHHS only).	PY,Survey	ZBHR_PY_R_PYC_*** where *** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_PY_R_PYC_ORG
HR / Payroll	Human Resources>Payroll Admin	Wage Type Report	A utility report that shows wage types (Earnings and deduction codes) for any employees for a given payroll period and the associated dollar amounts.	BN,PY,TX	Use BN, PY, or TX role	Use BN, PY, or TX role
HR / Payroll	Human Resources>Personnel Admin>General Employee	Work Authorization/Visa Expiration Dates	Displays work permit data AND VISA EXPIRATION DATE for all employees whose residence status is other than citizen.	PA,PY,TX	Use PA, PY, or TX	Use PA, PY, or TX
HR / Payroll	Human Resources>Time Management	Work Schedule Report	Lists the Employee's daily, weekly and annual working hours and employment percentage.	TA	ZBHR_TA_R_TAV_**** where **** is the personnel area OR DEPARTMENTAL ACCESS	ZBHR_TA_R_TAV_ORG

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	All Awards Active Anytime Between Two Dates - Project Detail	This report lists detailed project information for all awards active anytime within some specified time period. The project information shown includes project titles, project start and end dates, and actual first period funding. School, department and investigator project counts and dollar totals are included.	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	All Awards Active Anytime Between Two Dates - Summary	This report summarizes the project information of all awards active anytime during some specified time period. The report lists dollar totals and project counts, depending on the filter used (subdepartment, department, school).	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	All Awards by Budget Period Start Date	This report lists detailed project information for all budget periods that start within some specified time period.	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Award	Award Information	This report shows budget and actual revenue/expense, by sponsored class, for grants and sponsored programs.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/Status Reports	Awarded/Active and Pending by Sponsor Type	This report shows detailed project information for all pending or awarded and active projects depending on the sponsor type filter (Federal, State, Local Government, Private Profit, Private Non-Profit, Foundation, Institution of Higher Education, Foreign Federal Government, Foreign State Government, Foreign Local Government, Foreign Private Profit, Foreign Private Non-Profit, Foreign Foundation, Foreign Institution of Higher Education).	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Status Reports	Awarded/Active Projects, Current totals	This report shows detailed project information for all projects that were awarded by the sponsor and are active as of the date of the report. Actual current budget period dollars awarded are shown instead of proposed first budget period dollars.	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Status Reports	Awarded/Active Projects, Project totals	This report gives project totals for all awarded/active projects. The report includes project start and end dates, sponsor number, project direct and total dollars, project title and sponsor acronym.	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Awards Received	This report lists detailed project information for awards that were received within some specified time period. It may be filtered by Competing, Non-Competing, All Awards, and Science Code and Sponsor Type. Actual project dollars awarded are shown instead of proposed dollars. The dollar figures shown are for the first budget period.	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects>Transactions	Combined Proposal and Grant Detail	This report combines proposal and grant detail.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects>History Reports	Competing Awards by Project Start Date	This report lists detailed project information for awards that started within some specified time period. Actual project dollars awarded are shown instead of proposed dollars. The dollar figures shown are for the first budget period.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Award	Deficit/Cash Balance Report for Grants	This report displays Grants that have deficit balances (expense greater than revenues).	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Enterprise Summary of Competing Proposals & Awards	This report summarizes the project information (by school) of all proposals and awards received within some specified time period. It lists entire project dates and dollars instead of budget period dates and dollars.	GM Coeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Transactions	Federal interest earned	This report shows interest earned by grant which requires this calculation under Federal compliance guidelines.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Closeout	Form 269 FSR FDP (For Shared Services Only)	This report provides financial data for Federal OMB form SF 269 for FDP projects.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Sponsored Projects	Sponsored Projects/Closeout	Form 269 FSR Restricted (For Shared Services Only)	This provides financial data for Federal OMB form SF 269 for Restricted projects.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Closeout	Form 269 FSR SNAP (For Shared Services Only)	This report provides financial data for Federal OMB form SF 269 for SNAP projects.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Closeout	Form 272 Final Cash (For Shared Services Only)	This report provides financial data for Federal OMB form SF 272.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/Status Reports	Funding Status Report	This report summarizes the project information for Awarded/Active and Pending projects by listing dollar totals and project counts depending on the filter used (investigator, subdepartment, department, or school) without listing the actual projects that make up the totals.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Closeout	GM Deliverables Report	This report displays deliverable reports listed on the grant by due date.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Award	Grant Authorization Group Exception Report	This report is used for the Sponsored Program Authorization Group Exceptions	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Award	Grants in PreAward Status Report	This shows the statuses, and days in current status, for grants.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects>History Reports	History of a Sponsor	This report shows a complete history of any single sponsor. The report lists detail about every project that the institution has sponsored or been asked to sponsor. Listings are grouped by the project's current status, i.e. pending, funded, not-funded, etc.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/History Reports	History of an Investigator or Department	This report shows a complete history of any single department or investigator. The report lists details about every proposal that the department/investigator has submitted. The project information shown includes investigator name, status, title, Institute Proposal Number, sponsor name, purpose, type, project start and end dates, and total project funding. The listings are sorted by project status, then descending order by Project End Date	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects>History Reports	History of an Investigator, Other Support Information	This report shows a complete history of any single investigator. The report lists detail about every project that the investigator has been involved with, even if he was not the principle investigator. Listings are grouped by the project's current status, i.e. pending, funded, not-funded, etc.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/Financial Reports	Investigator Revenue Projection Report – Awarded Projects	The report provides prorated revenue estimates for each project based on awarded records. Totals are provided by investigators for the department	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Financial Reports	Investigator Revenue Projection Report – Pending Projects	The report provides prorated revenue estimates for each project based on pending records. Totals are provided for investigators for the department.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Closeout	List of Billings Due	This lists the billings due for sponsored projects.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Transactions	Non Payroll Cost Transfers	Lists non payroll cost transfers at document level detail for A-133 reporting	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Not Funded, Disapproved, and Withdrawn Proposals	This report shows proposals that were submitted between two specified dates and have since been withdrawn by the principle investigator or disapproved by the sponsor.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Closeout	Number of Closeout Completions	This report shows grants and responsible persons in selected lifecycle and user statuses.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Sponsored Projects	Sponsored Projects/Proposal/Status Reports	Pending Projects	This report shows detailed project information for all projects that are pending sponsor approval as of the date of the report.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Proposal Detail Report	This report shows detailed information for a given institute proposal number	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Proposals Submitted	This report lists detailed project information for proposals that were submitted within some specified time period. It may be filtered by Competing, Non-Competing, All Proposals, and By Start date. The project information shown includes project titles, proposed start and end dates, and proposed project funding. The data is sorted by school, department and investigator name. Schools, departments, and investigator project counts and dollar totals are included.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Financial Reports	Revenue Project Report - Awarded Projects	The report provides prorated revenue estimates for each project based on awarded records. Depending on the filter, totals are provided by investigators for the department, departments within the school, and schools within the University, without detailed information on each project.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Financial Reports	Revenue Project Report - Pending Projects	The report provides prorated revenue estimates for each project based on pending records. Depending on the filter, totals are provided by investigators for the department, departments within the school, and schools within the University, without detailed information on each project.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Status Reports	Sponsor Funding Status Report	This short report shows all projects that are pending or funded for any one single sponsor. The sponsor code must be provided when requesting this report.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects>History Reports	Sponsor History with Subsidiaries	This report shows a complete history of any single sponsor. The report lists detail about every project that the institution has sponsored or been asked to sponsor. Listings are grouped by the project's current status, i.e. pending, funded, not-funded, etc. The report includes subsidiaries.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects>History Reports	Sponsor History, Including Prime Sponsors	This report shows a complete history of any single sponsor. The report lists detail about every project that the institution has sponsored or been asked to sponsor. Listings are grouped by the project's current status, i.e. pending, funded, not-funded, etc. The report includes prime sponsors.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Award	Sponsored Program Auth Group	This report is used for the Grant Authorization Group Exceptions	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Transactions	Sponsored Rev-Exp Detail	This summary report displays revenue and expense detail for grants and sponsored programs. It is linked to the Sponsored Revenue and Expense Summary.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Transactions	Sponsored Rev-Exp Summary	This detail report displays revenue and expense summary for grants and sponsored programs. It is linked to the Sponsored Revenue and Expense Detail.	GM	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P + form
Sponsored Projects	Sponsored Projects/Proposal/Financial Reports	Success Rates - Proposal Submission Date	The report shows various statistics indicating level of success in having proposals awarded. The main computed statistic in this report is a success rate, which compares the number of proposals submitted between two dates to the number of those proposals that were actually awarded, depending on the filter used (subdepartment, department, school).	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Sponsored Projects	Sponsored Projects/Proposal/Financial Reports	Success Rates - Proposed Begin Date	This report shows various statistics indicating level of success in having proposals awarded. The main computed statistic in this report is a "success rate," which compares the number of proposals scheduled to begin between two dates to the number of those proposals that were actually awarded, depending on the filter used (subdepartment, department, school).	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Summary of All Awards by Budget Period Start Date	This report summarizes the project information of all budget periods during some specified time period. The report lists dollar totals and project counts, depending on the filter used (subdepartment, department, school).	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Summary of All Proposals Submitted and Awards Received	This report summarizes the project information, depending on the filter used (subdepartment, department, school) of all proposals and awards received within some specified time period.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Summary of Competing Proposals & Awards by Start Date	This report summarizes the project information, depending on the filter used (subdepartment, department, school) of all proposals and awards that have a Project Start Date within some specified time period.	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Ten Year History of Funding by Department	This report shows a ten year history of funding, sorted by department. The report includes direct and indirect dollars, broken down into two categories by purpose (research and other).	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Sponsored Projects	Sponsored Projects/Proposal/Activity Reports	Ten Year History of Funding by Sponsor	This report shows a ten year history of funding, sorted by department. The report includes direct and indirect dollars, broken down into two categories by purpose (research and other).	GMCoeus	ZBFI_GM_R_0PSM_GM_ZE_*** where *** is the business area or DEPT ACCESS	ZBFI_GM_R_0PSM_GM_ZE_SAS P
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Analysis of Bidders	Provides an overview of the individual bidders and the number of bids submitted.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Inventory Management	Balancing Inventory Transaction Detail	Summary of all transactions in or out of a supply location that will affect the on-hand value of the supply location over the date range specified.	IM	ZBSC_MM_R_0MMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Bid Evaluation	This evaluation displays all bids that were accepted with the associated bid invitations. Price, quantity, and purchase value are displayed, though the purchase value does not take any conditions into consideration.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Bid Invitation Analysis by Product Category	Displays the number of bid invitations, the number of invitations sent for these bid invitations, and the response rate.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Bid Invitation Information	This report displays key master data information for a bid invitation header.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Bidder Analysis by Product Category	Displays the successful bids by product category.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Bidder Analysis of a Bid	Overview of all bid invitations with information on the number of submitted bids and the number of items.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Master Data	Blocked Vendors	Shows blocks to vendors as selected via date range parameters.	MD	ZBSC_MD_R_0CA_IO_NOEMPDATA	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Buyer Analysis	This report lists purchasing group, number of POs, number of lines, and the PO value.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Buyer Analysis	The strategic purchaser can compare values and uncover instances of purchase order transactions that deviate from the normal purchasing process in terms of expense (Maverick Buying).	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Supply Chain / AP	Supply Chain/Service Center/Procurement/Contracts	Contracts per Product and Vendor	Contract management report summarizing released and targeted values for vendors and products.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Department Orders	This report list all shopping carts entered by user or department.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Accounts Payable	Duplicate Invoices	Report lists possible duplicate entries of invoice payments based on vendor number, reference (invoice number), invoice date, and invoice amount.	AP	ZBSC_AP_R_0FIAP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Contracts	Expiring Contracts	Analysis of the validity period of contracts that are about to expire or have already expired.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Master Data	External System Cross-Reference Report	Provides the ability for users to see a cross reference of data contained in external systems.	MD	ZBSC_MD_R_0CA_IO_NOEMPDATA	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Goods and Services Confirmation with Items	Displays the confirmation document with information on items and account assignment.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Accounts Payable	Invoice Activity Statistics	Summary listing of invoices processed by A/P service center employees. Assists in work load balancing.	AP	ZBSC_AP_R_0FIAP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Accounts Payable	Invoice Aging	Listing of invoices comprising the vendor liability accounts.	AP	ZBSC_AP_R_0FIAP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	IRS Intermediate Sanctions	This report lists POs that were purchased from trustee interested vendors.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Inventory Management	Issue Detail	Report provides a listing of usage of stocked items that occurred within the date range specified.	IM	ZBSC_MM_R_0MMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Inventory Management	Issue History	Reports on the historical usage for an item issued over a 12 month period for the supply location specified.	IM	ZBSC_MM_R_0MMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Master Data	Item Activity	Provides the purchasing staff with a list of items that have been changed.	MD	ZBSC_MD_R_0CA_IO_NOEMPDATA	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Number of Procurement Transactions	This query displays the number of transactions (purchase order items, confirmation items, invoice items) per vendor.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Number of Shopping Cart Items	Displays the number of shopping cart items for a purchasing group.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Number of Vendors per Product Category	This report provides the number of vendors per product category.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Overview of a Purchase Order	Analyze a purchase order documents for a certain order.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Overview of Approved Shopping Carts	Report displays all shopping carts of a certain time interval.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Overview of Bid Invitations	Provides an overview of all bid invitations with information on the number of submitted bids and the number of items.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Overview of Procurement Process Contracts	Display of purchase order values, purchase order limits, confirmation values, and invoice values for the selected purchase orders.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Price Comparison for a Bid Invitation	This report provides a price comparison between selected items.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Price Comparison over Multiple Bid Invitations	Analysis of bids for several bid invitations.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Price History per Product	Displays the invoice related average prices and invoice quantities of the last six months for a selected product.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Price volume analysis	Report shows trends in purchased materials.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Prices Achieved per Purchasing Group	Displays the prices obtained by a purchasing group for a product. It allows you to see differences in negotiations.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Procurement Value per Cost Object	This report provides the procurement Value per cost object, according to UNSPSC code.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Procurement Values With/Without Contracts	Display of all purchase order values for a certain calendar month or month interval that occurred either on the basis of contracts or without contracts.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Linked to CO Document	Purchase Order - Detail (CO Link)	Listing of Purchase Order components including Item descriptions.	CO and PU	ZBFI_CO_R_0COOM_*** where *** is the business area OR DEPARTMENT ACCESS and Supply Chain - PU Procurement ZBSC_PR_R_BBP_NO_SSC_***	ZBFI_CO_R_0COOM_CCIO + form
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Purchase Order Status	Displays the current status of a purchase order.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Purchase Value Comparison per Vendor/Product	Displays an overview for products of current and previous order values.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Purchases of Environmental Classified Products	Report of purchased materials by product category.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Purchases of Non-catalog items	Shows all materials ordered without internal catalog number, item master number.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Rebate Detail	Report reads condition records stored in agreements and lists the rebate information by vendor, material, material group, and validity period.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Approver	Overview of the approval process for shopping carts of a certain time interval that were approved by a selected approver.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Catalog	Overview of the shopping carts that were created from a selected catalog.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Contract	Displays the account assignment of a shopping cart, by G/L account.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Cost Object	This query shows the account assignment of a shopping cart. This evaluation shows which shopping carts were posted within a given time period.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Internal Order	Displays which purchase orders were posted within a given time period for each internal order and G/L account..	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Product / Product Category	Displays an overview of the shopping carts for a selected product category or product.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Requester	Displays an overview of the shopping carts of a certain requester.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Shopping Cart Number	Overview of selected shopping carts.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts per Shopping Cart Number with Items	Displays an overview of the items, and account assignment within a specific shopping cart.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	Shopping Carts Still to be Approved	Displays all shopping carts that have neither been approved or rejected.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	SRM Manager - Overview of Shopping Cart Approvals	Displays information on shopping cart approvals by cost center and requester.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Shopping Carts	SRM Vendor Information	This report displays general information on the vendor, such as order value, and number of purchase orders as a trend analysis (quarter).	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Status of Goods and Services Confirmation Documents	This report provides a status overview of balanced (confirmed minus returned) amounts and quantities of goods/service confirmation documents.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same
Supply Chain / AP	Supply Chain/Inventory Management	Stock and Non Stock Usage History	Report provides usage information on stock and non-stock items. The report shows 12 months of stock and non-stock issues to cost centers.	IM	ZBSC_MM_R_OMMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Inventory Management	Stock Status History	This report shows material value off all storage locations by month.	IM	ZBSC_MM_R_OMMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Inventory Management	Stock/Non-Stock Ratio	This report shows stock and non-stock ratios.	IM	ZBSC_MM_R_OMMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Inventory Management	Storage Location Usage History	This report provides usage information on stock items over a 12 month period.	IM	ZBSC_MM_R_OMMIC_ALL	No Dept Access
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Utilization per Purchasing Group/Purchasing Organization	Identify utilization of individual purchasing groups via number of purchase orders created.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role _ALL role)	Same

Functional Area Folder	Report Subfolder	Report Name	Report Description	Security Sub-Area	BW Report Roles - Business Area or Personnel Area Level Access	BW Report Roles - Department Access
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Variance Invoice Value - Order Value	Displays the difference between invoice value and purchase order value.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Master Data	Vendor List	Report lists all of the vendors in the system with a corresponding remittance vendor. Use this report to set up, review, and maintain information on purchasing vendors and their attributes.	MD	ZBSC_MD_R_0CA_IO_NOEMPDATA	Same
Supply Chain / AP	Supply Chain/Master Data	Vendor Merge History	Shows an informational listing of those vendors who have merged within a selectable date range.	MD	ZBSC_MD_R_0CA_IO_NOEMPDATA	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Purchase Orders	Vendor Overview	This report provides an overview of vendors from which orders have been placed.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Accounts Payable	Vendor Payment	Display of vendor payment history including; invoice number, PO number, payment date, payment document, check number, and encashment date.	AP	ZBSC_AP_R_0FIAP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Service Center/Procurement/Bids	Vendor with Business Class Status	Displays the total net order volume compared with the volume ordered at companies with minority status.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area (or shared services role_ALL role)	Same
Supply Chain / AP	Supply Chain/Procurement/Purchase Orders	Confirmation	Purchase orders that are not yet completed and whose confirmation value is lower than the purchase order value.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Purchase Orders	Purchase Order Detail	Listing of purchase order components including item descriptions.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same
Supply Chain / AP	Supply Chain/Procurement/Purchase Orders	Purchase Orders per Cost Object	Report shows the purchase orders that were posted within a given time period for each cost center and G/L account.	PU	ZBSC_PR_R_0BBP_NO_SSC_*** where *** is the business area	Same