

Helpful Reports

Report	Purpose
General Ledger Details	For those that want to work ahead, this report will help. You can enter the worktags for a reconciliation (ex. Designated & Cost Center) and select the current period. You will find the detail lines that will appear on the Account Certification once it has been created.
Internal Service Provider Information	If you have charges from an Internal Service Provider (ISP), this report will help you find information about the Internal Service Provider including the ISD Data Entry Specialist tied to the ISP that you could contact if you have questions.
Payroll Journal Line Details	This report shows the breakdown of the summarized payroll accounting lines, so you can reconcile labor. Some of the information you can find in this report includes, employee name & position, pay period, worktags, spend category, and hours worked.
Worker Costing Allocation information	You can run this report using Account Certification worktags (ex. Designated & Cost Center) to see the percentage of salary charged to that worktag combination. If you only select the worker, it will show the worker's entire costing allocation. This report replaces the LD Schedule module in UBI.
Calculated Time Block Information	This report provides information about hours worked by hourly employees. You need to have the UVA Time Support Role to run this report.

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Status of Account Certifications	This report will allow you to see the status of Account Certifications. You can enter the worktags (ex. Designated & Cost Center) and select a period. You will find the status and see if there is a variance. You can open the Account Certification by click on the magnifying glass to see the details.