# Faculty's Guide to Reporting

### Where to Start?

CALS Business Reports Home: http://cals.arizona.edu/cbs/reports

Direct Link to Faculty Reports: http://cals.arizona.edu/cbs/reports/faculty

### What's Available for Faculty?

#### Business

- Financial Accounts
- Balances
- Spending/Expenses
  - Burn Rates (how quickly you're spending funds)

### Personnel

Promotion & Tenure

#### Research

- Sponsored Financial Accounts
- Award Negotiations
- Balances
- Spending/Expenses

#### Course Management

• Class Rosters

## Sample of Using a Report

Example is of running the Monthly Financial Statement on Grants & Contracts Accounts.

#### Go to the Reports for Faculty page

College of Agriculture

& Life Sciences

butters services

HOME CONTACTS BUSINESS RESOURCES POLICIES REPORTS

Reports for Faculty

Most reports require NetID login.

Search/Find Reports

Find Now

Start Over

Business

Click a report

In this example: "Monthly Financial Statements"



Notice that you must expand a category to see the reports within it.

Select your name or another Investigator's name using the "Account Supervisor" prompt/filter You could also choose a different month or use the NetID ("Supervisor ID") or Account Number filters Click the Apply button

Monthly Fina	ncial Stateme	ent on Grant	s & Contra	cts Accounts
View and print m	onthly statements that are ser	nt to Project Account Dire	ctors on the 7th of each	month in CALS.
Fiscal Month	Account Supervisor	Account Supervisor ID	Account Number	
SEPT. 2016 💌	Clear or Select Supervisor 💌	Select Value	Select Value	Apply Reset 🗸
		Account Balances		

Your report will display.