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

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

Your report will display.