

# 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

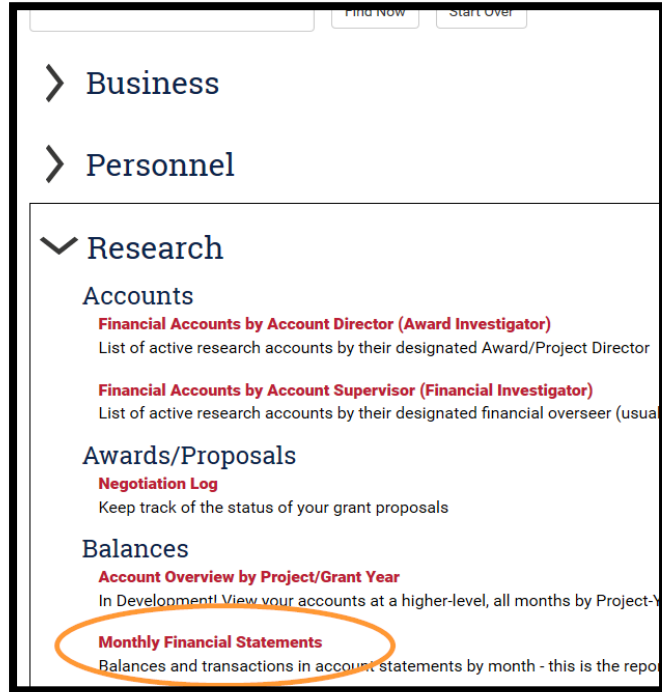
Example is of running the Monthly Financial Statement on Grants & Contracts Accounts.

## Go to the Reports for Faculty page



## Click a report

In this example: "Monthly Financial Statements"

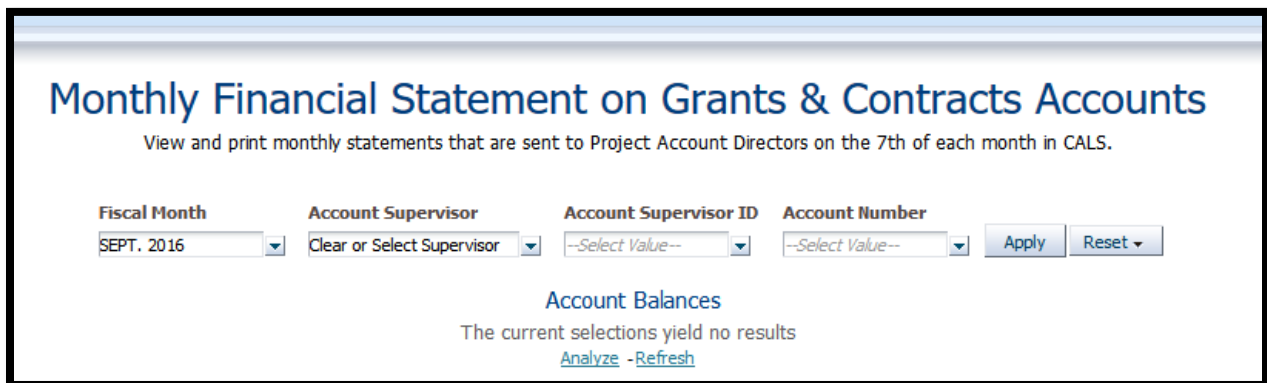


Notice that you must expand a category to see the reports within it.

## 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.