Reporting Tools to Monitor Your Accounts

Many of you are looking for ways to monitor your accounts, whether they be funded programs, sponsored programs or your funds centers. The following reports are just a few that can assist you with monitoring your spending and making the best decisions for using our tuition, research and donor dollars to support the mission of the university.

Below you will find reports and a brief summary of its use with a link to a resource guide.

**All Postings Report** - this report is useful to review your open commitments.

**All Postings Report** – this report is useful in checking your salary clearing cost center

**Parked Document Report** – This report shows what documents that are encumbering your funds when they are not posted. You can use this report to see what needs posted or what documents should be deleted.

**My Funds 2.0 Report** – These reports are summary and detailed reports that show how your research projects are performing.

[Identify Sponsored Programs and Cost Share - CF.docx](#)

[Identify Funded Programs - CF.docx](#)

This report is useful for tracking Grant status and reviewing Budget, Expense, Encumbrance, and Revenue balances.

**Purchase Order by Business Area BOBJ Report** – this report is useful to identify open encumbrances on your Grants and Funds.