CADE Finance and HR Reports

Administrative Staff Leadership Conference

Presenter: Mary Jo Kuffner, Assistant Director Administration

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During this session we will provide an overview of three quick loading web based reports developed by CADE using Excel, SAS and Microsoft Reporting Services.

We will show you how we make large volumes of payroll and financial data meaningful by giving you the ability to sort by date ranges, PI, fund, org, program or activity codes (and then export the data to Excel).

We will review two finance applications and one HR application.

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Overview of Report Features

Data is Current: It is updated daily from EDW

Data is Secure: You sign on to a Secure Web-Based Site with Blue-Stem Authentication

Performance is Quick: We host all data on our servers

Easy data validation: Our report data matches both Banner (FGIBDSR) and View Direct

Report Designs are User Friendly: with Drill-down, Drop-down and & Finance Period selections available

No Special Tools are required: We use Excel and Internet Explorer

CADE

Who is CADE?

CADE is short for "The Center for the Advancement of Distance Education" We are a self-supporting unit within the School of Public Health here at the University of Illinois at Chicago.

We partner or contract with university and government organizations to provide technology solutions to meet a variety of education, training, research and administrative needs.

CADE (originally a research and development unit for the Division of Specialized Care for Children for 15+ years) moved to the School of Public Health 10 years ago with a staff of 6. Currently we employ over 50 full time staff.

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What does CADE do?

Our mission is to create innovative, technology solutions for everyday problems.

We design and develop:

- Interactive training modules (via the internet, cell phones, DVD/tape this can include games or simulations).

- Database driven applications such as learning management systems, CEQ and Instructor evaluation systems; course or conference registration systems (including the ability to do online payments via credit cards).

- Research related online data gathering and analysis systems.

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CADE Staff Overview

Our staff have extensive experience in accounting, finance, HR, management, computer programming, web design and development, research, statistics and multimedia related projects such as streaming audio/ video over the internet.

The staff who designed and developed the Finance and HR Reports have over 60 years of combined experience in their respective fields.

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Report Tools Used

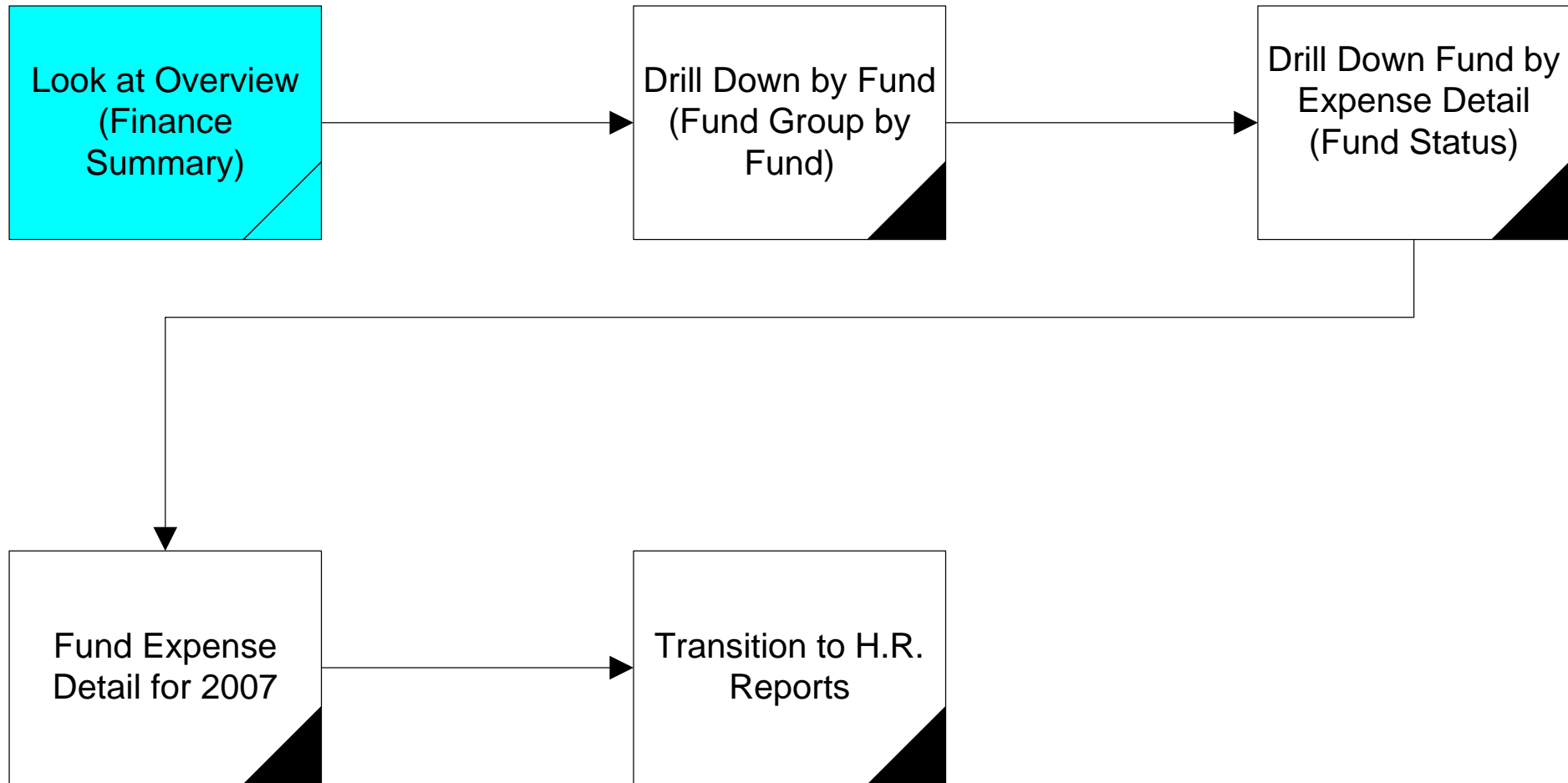**For the two Finance Reports we used:**

- Excel: best for use at the department level, has most flexibility for users. (Has a 65,000 records limitation).

- SAS: best for use at the School or College level (more secure and allows unlimited amounts of data to be processed).

For the HR Reports:

- MS Reporting Services (higher security) usable at all levels with no data limitations.

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Excel Application Roadmap

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ Look at Overview│ ───▶ │ Drill Down by   │ ───▶ │ Drill Down Fund │
│ (Finance        │      │ Fund            │      │ by Expense      │
│ Summary)        │      │ (Fund Group by  │      │ Detail          │
│                 │      │ Fund)           │      │ (Fund Status)   │
└─────────────────┘      └─────────────────┘      └─────────────────┘
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│ Fund Expense    │ ───▶ │ Transition to   │               │
│ Detail for 2007 │      │ H.R. Reports    │               │
│                 │      │                 │               │
└─────────────────┘      └─────────────────┘               │
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Excel Fund Group Summary Tab

Zoom Adj

Cut Off Period

University of Illinois at Chicago - School of Public Health

443 Center for the Advancement of Distance Education

PERIOD ENDING January 31, 2007 as of February 19, 2007

	Budget	Revenue	Expense	Obligations	Available Balance
State Funding (FY 2007)	18,000.00		9,496.05	6,066.92	2,437.03
Indirect Cost Recovery (Expenses/Obligations are Current FY Only) (Budget is Current FY and Prior Year's CarryForward)	148,784.99		(0.01)	-	148,785.00
Self Funding (ITD)	-	6,178,347.13	5,064,381.98	914,484.26	199,480.89
Grants and Contracts (ITD)	12,483,261.12		11,074,774.12	1,048,409.97	360,077.03
Gifts (ITD)	78.61		70.00	-	8.61

ALL FUNDS **710,788.56**

◀ ▶| \ Instructions \ **Fund Group Summary** / Fund Group by Fund / Fund Group by FOP / Fund Status / Fund_Status_Detail / |◀

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Excel Fund Group Summary Tab

Zoom Adj

Cut Off Period ▼

University of Illinois at Chicago - School of Public Health

443 Center for the Advancement of Distance Education

PERIOD ENDING January 31, 2007   as of February 19, 2007

> Ability to select data "cut off period" using normal dates. i.e. January 31, 2007, February 28, 2007 etc.

	Budget	Revenue	Expense	Obligations	Available Balance
	18,000.00		9,496.05	6,066.92	2,437.03
Obligations are Current FY Only)	148,784.99		(0.01)	-	148,785.00
	-	6,178,347.13	5,064,381.98	914,484.26	199,480.89
Grants and Contracts (ITD)	12,483,261.12		11,074,774.12	1,048,409.97	360,077.03
Gifts (ITD)	78.61		70.00	-	8.61

ALL FUNDS **710,788.56**

▶ ▶| \ Instructions \ **Fund Group Summary** / Fund Group by Fund / Fund Group by FOP / Fund Status / Fund_Status_Detail / |<

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Excel Fund Group Summary Tab

University of Illinois at Chicago - School of Public Health

443 Center for the Advancement of Distance Education

PERIOD ENDING January 31, 2007 as of February 19, 2007
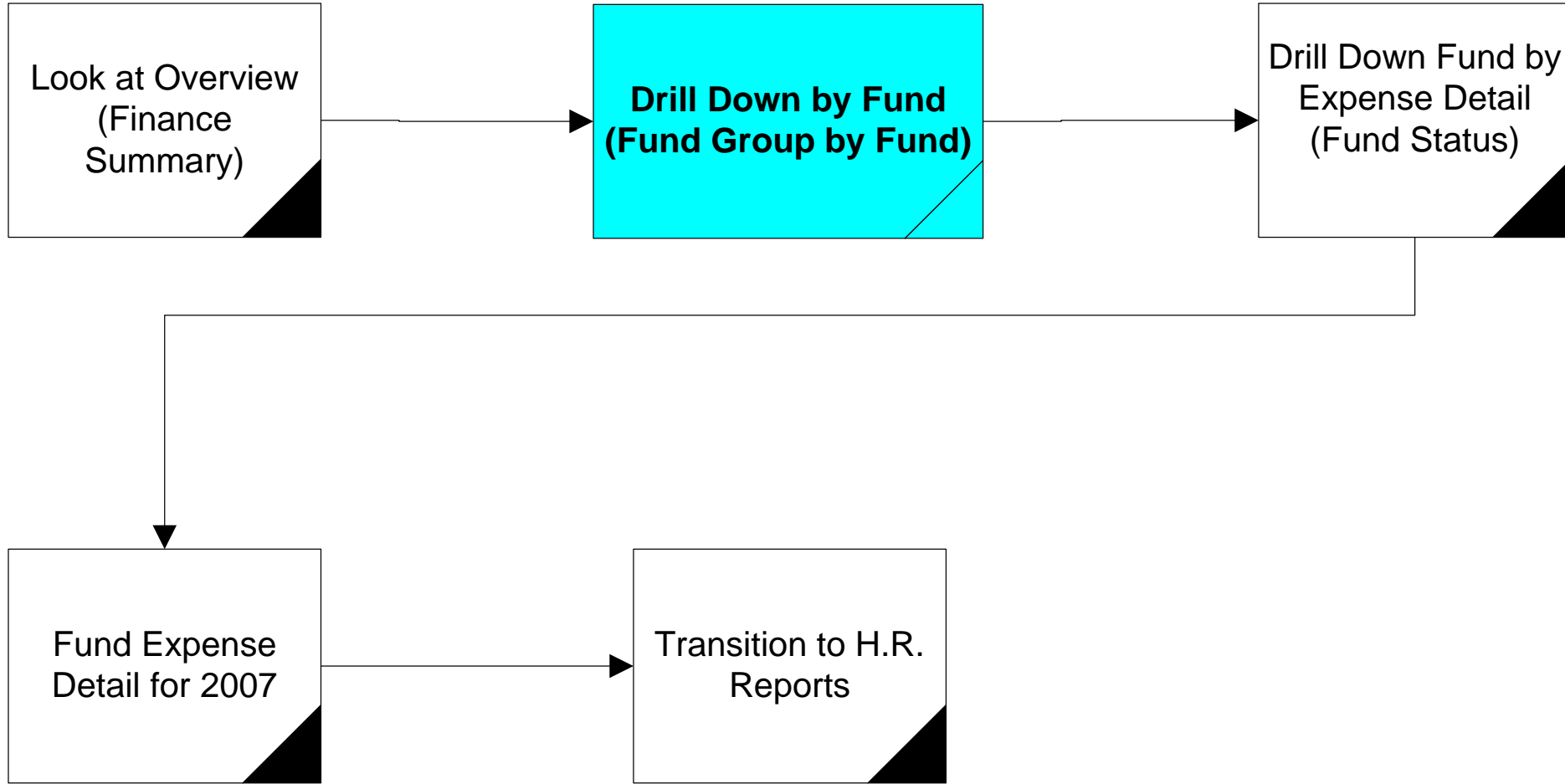
Zoom Adj

Cut Off Period

	Budget	Revenue	Expense	Obligations	Available Balance
State Funding (FY 2007)	18,000.00		9.496.05	6,066.92	2,437.03
Indirect Cost Recovery (Expenses/Obligations are ((Budget is Current FY and Prior Year's CarryForward)	148,784.99			-	148,785.00
Self Funding (ITD)	-	6,		484.26	199,480.89
Grants and Contracts (ITD)	12,483,261.12		11,074,774.12	1,048,409.97	360,077.03
Gifts (ITD)	78.61		70.00	-	8.61

Where did this come from?

ALL FUNDS 710,788.56

Instructions **Fund Group Summary** Fund Group by Fund Fund Group by FOP Fund Status Fund_Status_Detail

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┌─────────────────┐         ┌─────────────────────┐         ┌─────────────────┐
│ Look at Overview│         │  Drill Down by Fund │         │ Drill Down Fund │
│    (Finance     │────────▶│ (Fund Group by Fund)│────────▶│   by Expense    │
│    Summary)     │         │                     │         │  Detail (Fund   │
│                 │         │                     │         │     Status)     │
└─────────────────┘         └─────────────────────┘         └─────────────────┘
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┌─────────────────┐         ┌─────────────────┐
│  Fund Expense   │         │ Transition to   │
│ Detail for 2007 │────────▶│ H.R. Reports    │
│                 │         │                 │
└─────────────────┘         └─────────────────┘
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Excel Fund Group by Fund View

University of Illinois at Chicago - School of Public Health
443 Center for the Advancement of Distance Education
PERIOD ENDING January 31, 2007   as of February 19, 2007

Fund Group Fund	Budget	Revenue	Expense	Obligations	Available Balance	Grant Code	Principle Investigator	Current Budget Period
1 State Funding								
100007 103 FY07 GRF/IF General Funds	18,000.00		9,496.05	6,066.92	2,437.03			
1 State Funding Total	**18,000.00**		**9,496.05**	**6,066.92**	**2,437.03**			
2 ICR								
200250 106 Indirect Cost Recovery	148,784.99		(0.01)		148,785.00			
2 ICR Total	**148,784.99**		**(0.01)**		**148,785.00**			
3 Self Funding								
300011 103 Payroll Suspense - Department			0.00		(0.00)			
301404 610 Rev Design Inferen			0.00					
301407 706 Pub Hlth Prg		2,204,090.55	2,204,090.55	0.00	0.00			
301469 509 Rev Dr Yeung Animals			(0.00)		0.00			
301583 443 Public Hlth Training & Practice		112,638.53	17,907.86	8,501.10	86,229.57			
301649 443 CADE Pub Hlth Prg		3,861,618.05	2,842,383.57	905,983.16	113,251.32			
301658 245 CHS Ldrshp Prg Dev Cont Ed			0.00					
3 Self Funding Total		**6,178,347.13**	**5,064,381.98**	**914,484.26**	**199,480.89**			
4 Grants & Contracts								
493822 443 HRSA T10HP07691-01	25,000.00				25,000.00	E6173 Public Health Nursing Continuing	Rowitz, Louis	09/01/06 - 08/31/07
494017 443 HRSA 2 D20HP00019-06	251,406.00		58,967.83	68,421.73	124,016.44	E6344 Mid America Public Health Trainin	Rowitz, Louis	09/01/04 - 08/31/05
599213 443 Idph 57081008	100,000.00		100,000.00	0.00	(0.00)	H9045 IDPH LMS Enhancements	Monahan, Colleen	08/31/04 - 08/30/05
599331 443 Idph 47081002	250,000.00		250,000.00	0.00	(0.00)	H9134 IDPH LMS Enhancements	Monahan, Colleen	08/31/03 - 08/30/04
599592 443 IDPH 35080807 CADE	365,000.00		365,000.00	0.00		H9325 IDPH Emergency Preparedness	Turnock, Bernard J	
4 Grants & Contracts Total	**12,483,261.12**		**11,074,774.12**	**1,048,409.97**	**360,077.03**			
6 Gifts								
621373 443 CADE Gift Account	78.61		70.00		8.61			
6 Gifts Total	**78.61**		**70.00**		**8.61**			
Grand Total	**12,650,124.72**	**6,178,347.13**	**16,148,722.14**	**1,968,961.15**	**710,788.56**			

Zoom Adj | Cut Off Period | Rebuild this Form

Instructions | Fund Group Summary | **Fund Group by Fund** | Fund Group by FOP | Fund Status | Fund_Status_Detail

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Excel Fund Group by Fund Data

Zoom Adj	Cut Off Period ▼	Rebuild this Form

University of Illinois at Chicago - School of Public Health
443 Center for the Advancement of Distance Education
PERIOD ENDING January 31, 2007   as of February 19, 2007

		AVAILABLE BALANCE			
Fund Group Fund	**Budget**	**Revenue**	**Expense**	**Obligations**	
1 State Funding					
100007 103 FY07 GRF/IF General Funds	18,000.00		9,496.05	6,066.92	2,437.03
1 State Funding Total	18,000.00		9,496.05	6,066.92	2,437.03
2 ICR					
200250 106 Indirect Cost Recovery	148,784.99		(0.00)		148,785.00
2 ICR Total			(0.01)		148,785.00
3 Self Funding					
300011 103 Payroll Suspense - D			.00		(0.00)
301404 610 Rev Design Infere			.00		
301407 706 Pub Hlth Prg			5	0.00	0.00
301469 509 Rev Dr Yeung Anim			00)		0.00
301583 443 Public Hlth Trainin			7.86	8,501.10	96,229.57
301649 443 CADE Pub Hlth Prg			42,383.57	905,983.1	113,251.
301658 245 CHS Ldrshp Prg Dev			0.00		
3 Self Funding Total		47.13	5,064,381.98		199,480.89
4 Grants & Contracts					
493822 443 HRSA T10HP07691-01	25,000.00				25,000.00
494017 443 HRSA 2 D20HP00019-06	251,406.00		58,967.83	68,421.73	124,016.44
599213 443 Idph 57081008	100,000.00		100,000.00	0.00	(0.00)
599331 443 Idph 47081002	250,000.00		250,000.00	0.00	(0.00)
599592 443 IDPH 35080807 CADE	365,000.00		365,000.00	.00	
4 Grants & Contracts Total	12,483,261.12		11,074,774.12	1,048,409.9	360,077.0
6 Gifts					
621373 443 CADE Gift Account	78.61		70.00		8.61
6 Gifts Total	78.61		70.00		8.61
Grand Total	12,650,124.72	6,178,347.13	16,148,722.14	1,968,961.15	710,788.56

Balances highlighted correspond to Fund Group Summary View

◄ ►| Instructions / Fund Group Summary \ **Fund Group by Fund** / Fund Group by FOP / Fund Status

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Excel Fund Group by Fund Data

Excel Fund Group by Fund Detail

Zoom Adj	Cut Off Period ▾	Rebuild this Form	University of Illinois at Chicago - School of Public Health
			443 Center for the Advancement of Distance Education
			PERIOD ENDING January 31, 2007 as of February 19, 2007

AVAILABLE BALANCE
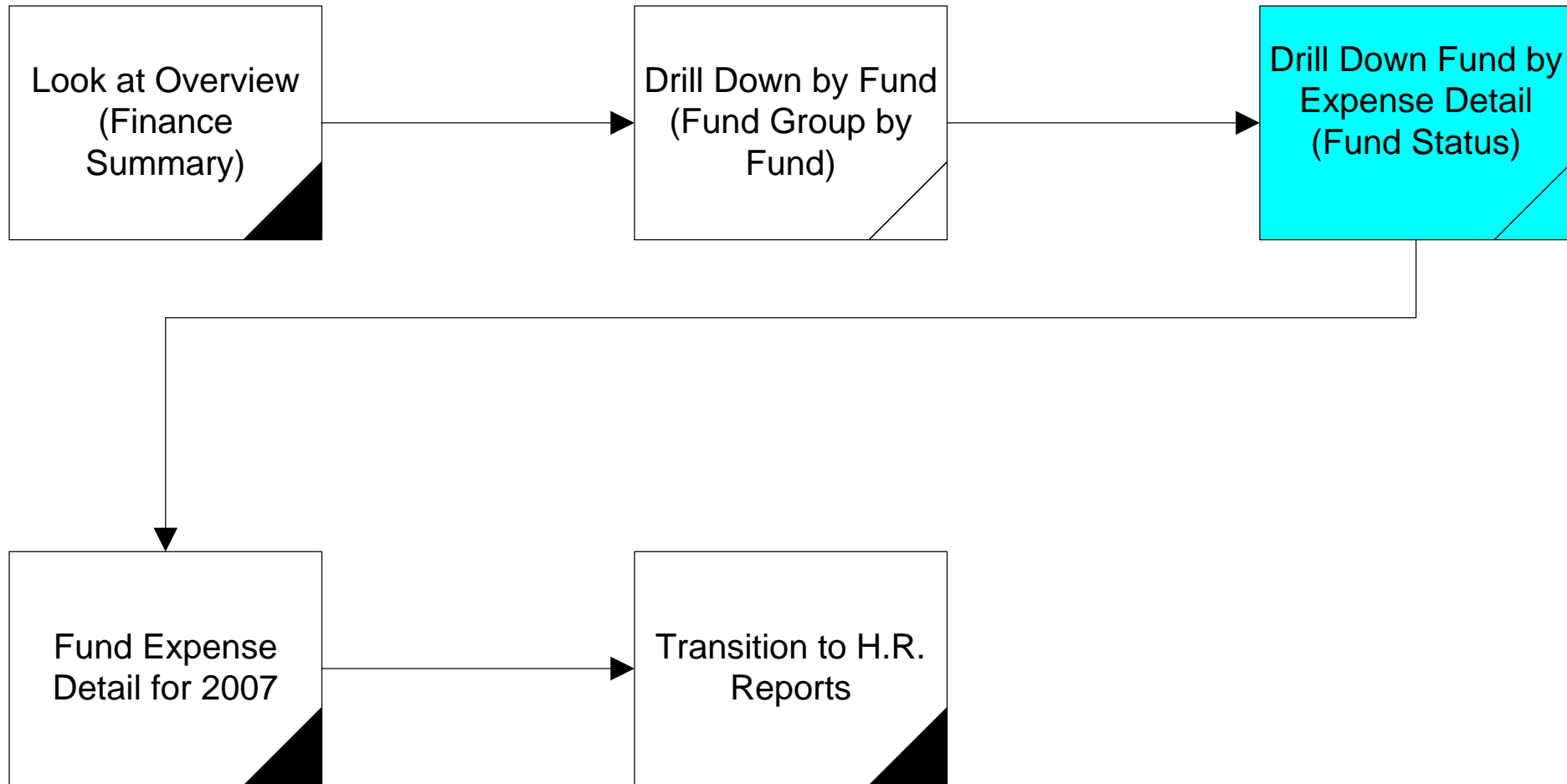
Fund Group Fund	Budget	Revenue	Expense	Obligations	
4 Grants & Contracts					
493822 443 HRSA T10HP07691-01	25,000.00				25,000.00
494017 443 HRSA 2 D20HP00019-	251,406.00		58,967.83	68,421.73	124,016.44
59... 443 ldph 57081008	100,000.00		100,000.00	0.00	(0.00)
59933... 47081002	250,000.00		250,000.00	0.00	(0.00)
599592 ... 00907 CADE	365,000.00		365,000.00	0.00	
4 Grants & Con	...261.12		11,074,774.12	1,048,409.97	360,077.03
6 Gifts					
621	78.61		70.00		8.61
6 Gifts Total	78.61		70.00		8.61
Grand Total	12,650,124.72	6,178,347.13	16,148,722.14	1,968,961.15	710,788.56

I Want to look at this Fund

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Excel Application Roadmap

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┌─────────────────┐        ┌─────────────────┐        ┌─────────────────┐
│ Look at Overview│        │ Drill Down by   │        │ Drill Down Fund │
│ (Finance        │───────▶│ Fund            │───────▶│ by Expense      │
│ Summary)        │        │ (Fund Group by  │        │ Detail          │
│                 │        │ Fund)           │        │ (Fund Status)   │
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        ▼                                                      │
┌─────────────────┐        ┌─────────────────┐                │
│ Fund Expense    │        │ Transition to   │                │
│ Detail for 2007 │───────▶│ H.R.            │                │
│                 │        │ Reports         │                │
└─────────────────┘        └─────────────────┘                │
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443 Center for the Advancement of Distance Education

Fund = 494017 443 HRSA 2 D20HP00019-06   Organization = [All]   Program = [All]   Activity =
PERIOD ENDING January 31, 2007   for INCEPTION TO DATE   as of February 19, 2007

Fund Status for FOFA   494017 - [All] - [All] -

Fund Start Date = September 01, 2006   Principle Investigator = Rowitz, Louis
Fund End Date = August 31, 2011
Grant Code = E6344 Mid America Public Health Training Center

	Budget	Revenue	Expenses	Obligations	Available Balance
Revenue	0.00	0.00		0.00	0.00
Direct Expenses:					
Personnel	120,802.00		50,353.03	63,353.45	7,095.52
Other:					
Expense Budget Pool	0.00		0.00	0.00	0.00
Materials and Supplies	1,080.00		0.00	0.00	1,080.00
Transportation Services	24,188.00		3,302.69	0.00	20,885.31
Services	87,082.00		944.14	0.00	86,137.86
IT Services	0.00		0.00	0.00	0.00
Equipment	0.00		0.00	0.00	0.00
Plant Expenditures	0.00		0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00
Transfers	0.00		0.00	0.00	0.00
Subtotal	233,152.00		54,599.86	63,353.45	115,198.69
Indirect Cost Recovery	18,254.00		4,367.97	5,068.28	8,817.75
Total	251,406.00		58,967.83	68,421.73	124,016.44

Available Balance   124,016.44

Direct Expense Available Balance is (no Obligations included) $178,552.14

18

Inception to Date

Fiscal Year 2007

Project ▼
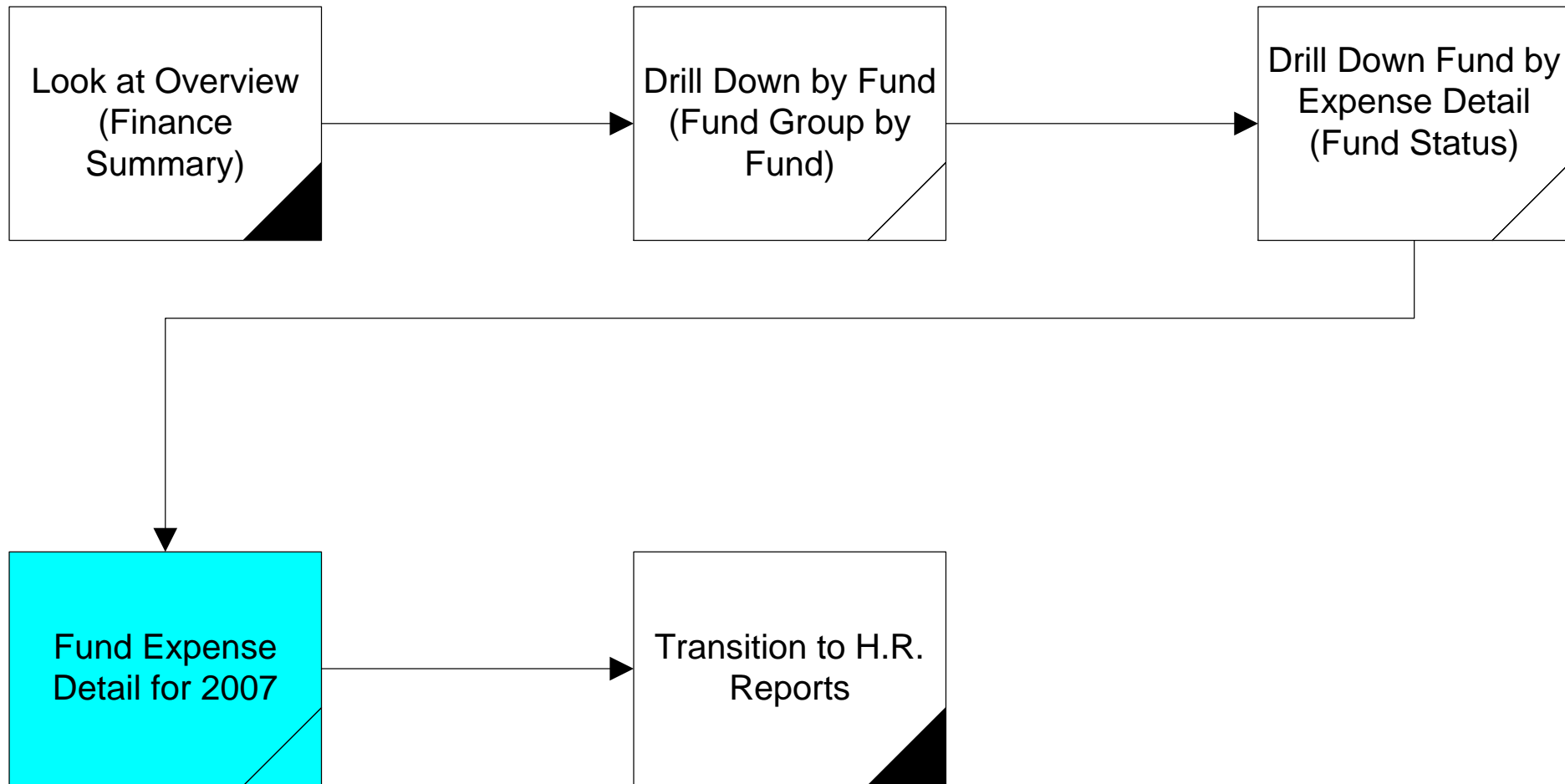
Cut Off Period ▼

Fund ▼ Organization ▼ Program ▼

443 Center for the Advancement of Distance Education

Fund = 494017 443 HRSA 2 D20HP00019-06   Organization = [All]   Program = [All]   Activity =
PERIOD ENDING January 31, 2007   for INCEPTION TO DATE   as of February 19, 2007

Fund Status for FOFA   494017 - [All] - [All] -

Fund Start Date = September 01, 2006   Principle Investigator = Rowitz, Louis
   Fund End Date = August 31, 2011
      Grant Code = E6344 Mid America Public Health Training Center

	Budget	Revenue	Expenses	Obligations	Available Balance
Revenue	0.00	0.00		0.00	0.00
Direct Expenses:					
Personnel	120,802.00		50,353.03	63,353.45	7,095.52
Other:					
Expense Budget Pool	0.00		0.00	0.00	0.00
Materials and Supplies	1,080.00		0.00	0.00	1,080.00
Transportation Services			3,302.69	0.00	20,885.31
Services			944.14	0.00	86,137.86
IT Services			0.00	0.00	0.00
Equipment			0.00	0.00	0.00
Plant Expenditures			0.00	0.00	0.00
Miscellaneous		0.00	0.00	0.00	0.00
Transfers	0.00		0.00	0.00	0.00
Subtotal	233,152.00		54,599.86	63,353.45	115,198.69
Indirect Cost Recovery	18,254.00		4,367.97	5,068.28	8,817.75
Total	251,406.00		58,967.83	68,421.73	124,016.44

Available Balance 124,016.44

Where did this number come from?

Direct Expense Available Balance is (no Obligations included) $178,552.14

Instructions / Fund Group Summary / Fund Group by Fund / Fund Group by FOP

Excel Application Roadmap

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┌─────────────────┐        ┌─────────────────┐        ┌─────────────────┐
│ Look at Overview│        │ Drill Down by   │        │ Drill Down Fund │
│ (Finance        │───────▶│ Fund            │───────▶│ by Expense      │
│ Summary)        │        │ (Fund Group by  │        │ Detail          │
│                 │        │ Fund)           │        │ (Fund Status)   │
└─────────────────┘        └─────────────────┘        └─────────────────┘

┌─────────────────┐        ┌─────────────────┐
│ Fund Expense    │───────▶│ Transition to   │
│ Detail for 2007 │        │ H.R. Reports    │
└─────────────────┘        └─────────────────┘
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Excel Fund Status Detail

Zoom Adj	Inception to Date	Fiscal Year 2007	Dept ▼	Cut Off Period ▼

Fund ▼	Organization ▼	Program ▼	Rebuild This Form

443 Center for the Advancement of Distance Education

Fund = 494017 443 HRSA 2 D20HP00019-06   Organization = (All)   Program = (All)   Activity =
PERIOD ENDING January 31, 2007   for INCEPTION TO DATE   as of February 19, 2007

Amount			Bud, Act, Obl ▼	Fiscal Year ▼	Period ▼	
			Budget	Actuals 2007	Actuals Total	Obligations
REV - EXP ▼	Personnel/Other Exp ▼	Account Type ▼ Account No. ▼				
Expense	Personnel	20 Academic Salary	90,229.00	37,809.44	37,809.44	47,859.16
		25 Benefit Costs	30,573.00	12,543.59	12,543.59	15,494.29
	Personnel Total		**120,802.00**	**50,353.03**	**50,353.03**	**63,353.45**
	Non-Personnel	12 Materials and Supplies	1,080.00			
		13 Transportation Services	24,188.00	3,302.69	3,302.69	
		14 Services	87,082.00	944.14	944.14	
	Non-Personnel Total		**112,350.00**	**4,246.83**	**4,246.83**	
	Indirect Costs	1A Indirect Costs Pool	18,254.00	4,367.97	4,367.97	5,068.28
	Indirect Costs Total		**18,254.00**	**4,367.97**	**4,367.97**	**5,068.28**
Expense Total			**251,406.00**	**58,967.83**	**58,967.83**	**68,421.73**

◄ ► ►│ Fund Group Summary / Fund Group by Fund / Fund Group by FOP / Fund Status \ **Fund_Status_Detail** / Sheet1 / Get ◄

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Excel Fund Status Detail

Zoom Adj	Inception to Date	Fiscal Year 2007	Dept ▼	Cut Off Period ▼
Fund ▼	Organization ▼	Program ▼		Rebuild This Form

443 Center for the Advancement of Distance Education

Fund = 494017 443 HRSA 2 D20HP00019-06   Organization = (All)   Program = (All)   Activity =
PERIOD ENDING January 31, 2007   for INCEPTION TO DATE   as of February 19, 2007

Amount				Bud, Act, Obl ▼	Fiscal Year ▼	Period ▼	
				Budget	Actuals 2007	Actuals Total	Obligations
REV - EXP ▼	Personnel/Other Exp ▼	Account Type ▼	Account No. ▼				
Expense	Personnel	20 Academic Salary		90,229.00	37,809.44	37,809.44	47,859.16
		25 Benefit Costs		30,573.00	12,543.59	12,543.59	15,494.29
	Personnel Total			**120,802.00**	**50,353.03**	**50,353.03**	**63,353.45**
	Non-Personnel	12 Materials and Supplies		1,080.00			
		13 Transportation Services		24,188.00	3,302.69	3,302.69	
		14 Services		.00	944.14	944.14	
	Non-Personnel Total				4,246.83	4,246.83	
	Indirect Costs	1A Indirect Costs Pool			4,367.97	4,367.97	5,068.28
	Indirect Costs Total				4,367.97	4,367.97	5,068.28
Expense Total				251,406.00	58,967.83	58,967.83	68,421.73

50,353.03

◄ ► ►| ⁄ Fund Group Summary ⁄ Fund Group by Fund ⁄ Fund Group by FOP ⁄ Fund Status ⟩ **Fund_Status_Detail** ⁄ Sheet1 ⁄ Get ◄

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Excel Fund Status Detail

Excel Fund Status Detail Drill Down by Month

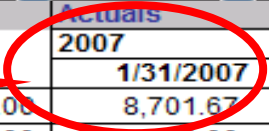| Zoom Adj	Inception to Date		Fiscal Year 2007	Dept ▼	Cut Off Period ▼
Fund ▼		Organization ▼	Program ▼		Rebuild This Form

443 Center for the Advancement of Distance Education

Fund = 494017 443 HRSA 2 D20HP00019-06   Organization = (All)   Program = (All)   Activity =
PERIOD ENDING January 31, 2007   for INCEPTION TO DATE   as of February 19, 2007

Amount			Bud, Act, Obl ▼	Fiscal Year ▼	Period ▼	
			Budget	Actuals 2007		
REV - EXP ▼	Personnel/Other			**1/31/2007**	**12/31/2006**	**11/30/2006**
Expense	Personnel		90,229.00	8,701.67	8,701.67	8,424.76
			30,573.00	2,889.00	2,887.95	2,787.73
	Personnel Total		120,802.00	11,590.67	11,589.62	11,212.49
	Non-Personnel	12 Materials and Supplies	1,080.00			
		13 Transportation Services	24,188.00		1,561.60	1,536.50
		14 Services	87,082.00	79.01	123.15	476.36
	Non-Personnel Total		112,350.00	79.01	1,684.75	2,012.86
	Indirect Costs	1A Indirect Costs Pool	18,254.00	933.58	1,061.94	1,058.01
	Indirect Costs Total		18,254.00	933.58	1,061.94	1,058.01
Expense Total			251,406.00	12,603.26	14,336.31	14,283.36

Monthly expenses display

◄ ►│ Fund Group Summary ╱ Fund Group by Fund ╱ Fund Group by FOP ╱ Fund Status ╲ **Fund_Status_Detail** ╱ Sheet1 ╱ Get ◄

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Excel Fund Status Detail HR Drill Down

Zoom Adj	Inception to Date	Fiscal Year 2007	Dept ▼	Cut Off Period ▼
Fund ▼		Organization ▼	Program ▼	Rebuild This Form

443 Center for the Advancement of Distance Education

Fund = 494017 443 HRSA 2 D20HP00019-06   Organization = (All)   Program = (All)   Activity =
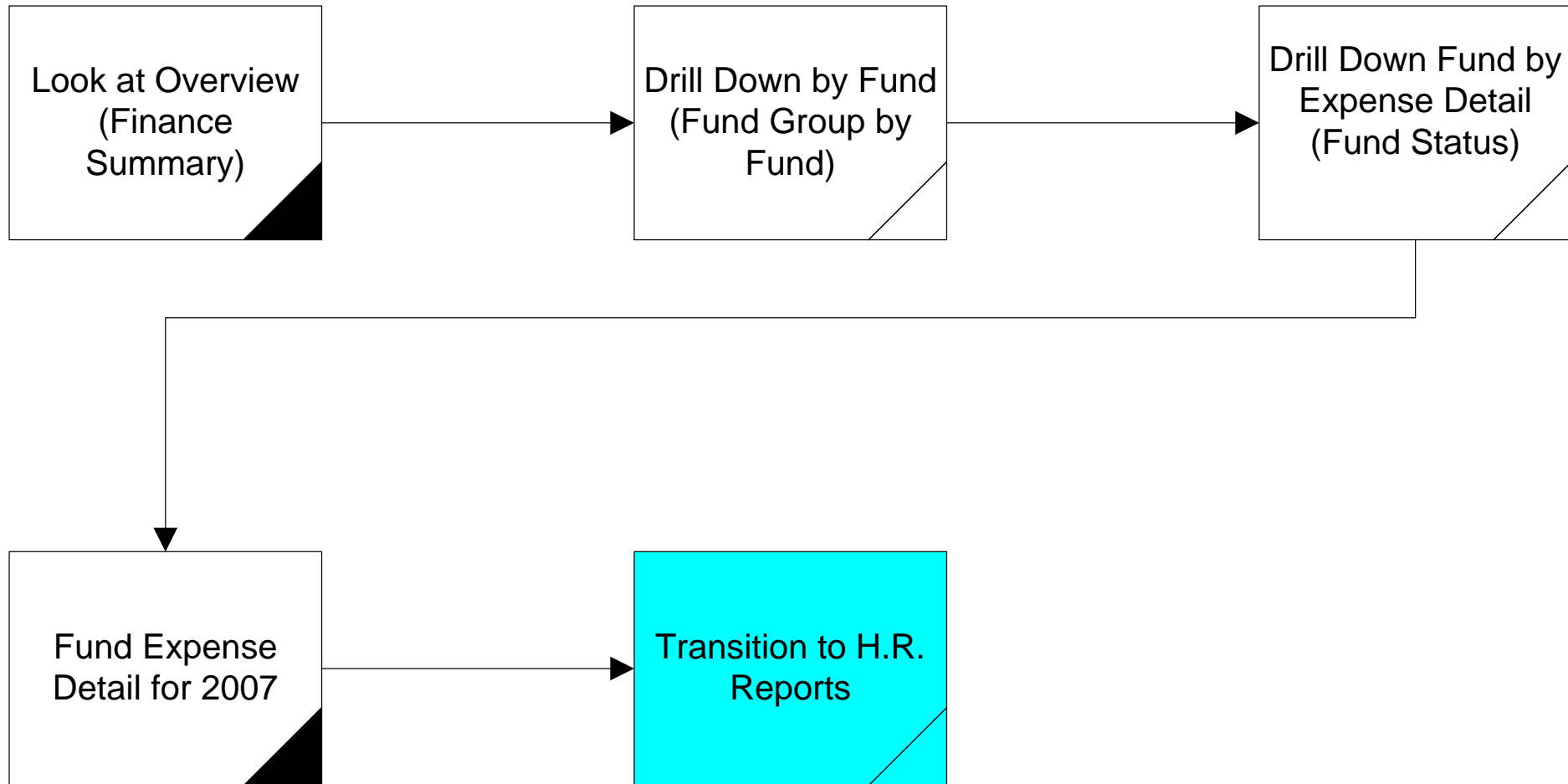PERIOD ENDING January 31, 2007   for INCEPTION TO DATE   as of February 19, 2007

Amount			Bud, Act, Obl ▼	Fiscal Year ▼	Period ▼	
			Budget	**Actuals**		
				2007		
REV - EXP ▼	Personnel/Other			**1/31/2007**	**12/31/2006**	**11/30/2006**
Expense	Personnel		90,229.00	8,701.67	8,701.67	8,424.76
			30,573.00	2,889.00	2,887.95	2,787.73
	Personnel Total		**120,802.00**	**11,590.67**	**11,589.62**	**11,212.49**
	Non-Personnel	12 Materials and Supplies	1,080.00			
		13 Transportation Services	24,188.00		1,561.60	1,536.50
		14 Services	87,082.00	79.01	123.15	476.36
	Non-Personnel Total		**112,350.00**	**79.01**	**1,684.75**	**2,012.86**
	Indirect Costs	1A Indirect Costs Pool	18,254.00	933.58	1,061.94	1,058.01
	Indirect Costs Total		**18,254.00**	**933.58**	**1,061.94**	**1,058.01**
Expense Total			**251,406.00**	**12,603.26**	**14,336.31**	**14,283.36**

> **Who is included in the 8,701.67 Labor Charge?**

▶ ▶I Fund Group Summary Fund Group by Fund Fund Group by FOP Fund Status **Fund_Status_Detail** Sheet1 Get ◀

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Application Roadmap

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ Look at Overview│      │ Drill Down by   │      │ Drill Down Fund │
│ (Finance        │─────▶│ Fund (Fund Group│─────▶│ by Expense      │
│ Summary)        │      │ by Fund)        │      │ Detail (Fund    │
│                 │      │                 │      │ Status)         │
└─────────────────┘      └─────────────────┘      └─────────────────┘
         │                                                  │
         ▼                                                  
┌─────────────────┐      ┌─────────────────┐
│ Fund Expense    │      │ Transition to   │
│ Detail for 2007 │─────▶│ H.R. Reports    │
│                 │      │                 │
└─────────────────┘      └─────────────────┘
```

MS HR Report View (Web)

HR Reports - Demo

Logout | Reports | Admin |

Select Fiscal Year	2007 ⌄	Department	443 Ctr for Adv Dist Educ Pub Hlth ⌄
Fund	494017 ⌄	Grant	-ALL- ⌄
Zoom:	100% ⌄		
Format:	HTML ⌄		
	Generate Report		

Dept: 443 Fiscal Yr : 2007 - Grant Employee Summary Report as of 2/26/2007 11:01:40 AM

Grant / Fund No. / Org No. / Prog No. / UIN / Name / Tuition Remission							Feb 07			Jan 07			Dec 06	
							Salary	Hours	Benefits	Salary	Hours	Benefits	Salary	Hours
E6344	494017	443007	191000		Person 1	No	$2,500.00	86.66	$833.81	$2,500.00	86.66	$833.81	$2,500.00	86.66
		443012	191000		Person 2	No	$3,293.33	138.66	$1,094.14	$3,293.33	138.66	$1,094.14	$3,293.33	138.66
					Person 3	No	$3,533.32	138.68	$1,176.32					
					Person 4	No	$291.67	8.67	$35.79	$291.67	8.67	$35.79	$291.67	8.67
					Person 5	No	$1,844.17	34.66	$591.80	$1,844.17	34.67	$591.80	$1,844.17	34.66
					Person 6	No	$772.50	34.67	$257.75	$772.50	34.67	$257.75	$772.50	34.67
	Total						$12,234.99	442	$3,989.61	$8,701.67	303.33	$2,813.29	$8,701.67	303.32

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MS HR Report View (Web)

...ission		Feb 07			Jan 07	
		Salary	Hours	Benefits	Salary	Hours
Person 1	No	$2,500.00	86.66	$833.81	$2,500.00	86.66
Person 2	No	$3,293.33	138.66	$1,094.14	$3,293.33	138.66
Person 3	No	$3,533.32	138.68	$1,176.32		
Person 4	No	$291.67	8.67	$35.79	$291.67	8.67
Person 5	No	$1,844.17		...1.80	$1,844.17	34.67
Person 6	No	$772.50	34.67	...7.75	$772.50	34.67
		$12,234.99	442	$3,989.61	$8,701.67	303.33

Here it is!

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HR Report Features

- Uses Reporting Services from Microsoft

- Keeps Data Secure

- No Additional Excel Programming Required

- Available Anytime/Anywhere as Data is Web Based (excel not needed)

- No Data Limitations (unlimited number of records)

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HR Report Views Available (MS)

- Current Roster (Active Employee List)
- History Roster (Historical Employee List)

- Employee and Funds Charged
  - Annual Summary of Expenses
  - Monthly Transaction Details

- Fund and Employees Charged
  - Annual Summary of Expenses
  - Monthly Transaction Details

- Employee Payroll History

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SAS Finance Report Features

Two Query Views
- High level quick summary views
- Dynamic user-defined summary or detail view

Strengths
- Processes large volumes of data efficiently, designed specifically for large units, college level views, and individual customization.
- Ability to select date ranges, PI, Org Levels, and Funds
- Can export to Excel

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Cutoff period 1/31/2007 ▾

443 Ctr for Adv Dist Educ Pub Hlth ▾

- Go to Fund Status Report
- Create Excel Report
- View Decimals ☐
- Calculator
- Print Report

494017 443 HRSA 2 D ... ▾   All Organizations ▾   All Programs ▾

Fund Group Summary ▾   [Create Report]   [Reset]

Select Report
Fund Group Summary
Fund Group by Fund
Fund Group by FOP

University of Illinois at Chicago - School of Public Health
443 Ctr for Adv Dist Educ Pub Hlth
| Fund: 494017 443 HRSA 2 D20HP00019-06
| Cutoff period by 1/31/2007 | For Fiscal Year 2007 | Data As Of 2/28/2007

	Budget	Revenue	Expense	Obligations	
Fund Group					**AVAILABLE BALANCE**
State Funding					$0
ICR					$0
Self Funding					$0
Grants & Contracts	$251,406		$58,968	$68,422	$124,016
Gifts					$0
	$251,406		$58,968	$68,422	$124,016
					Total Funds: $124,016

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SAS Finance Application – Fund Status Report

Cut-off Period 1/31/2007 ▼ | 443 Ctr for Ad ... ▼ | 494017 443 HRS ... ▼ | From: · To: ·

○ Inception to Date | All Fund Groups ▼ | All Organizations ▼ | All Fund Types ▼

○ Fiscal Year 2007 ▼ | All Grants ▼ | All Programs ▼ | All PIs ▼

Create Report   Reset

University of Illinois at Chicago - School of Public Health
Fund Status Summary Report For ' 443 Ctr for Adv Dist Educ Pub Hlth '
| Fund: 494017 443 HRSA 2 D20HP00019-06
| Inception to date: 1/31/2007 | Data As Of 2/28/2007

REV EXP	Direct Indirect	Account Type	Budget	Actuals	Obligation	Available Balance
Expense	Direct Expenses					$0
		12 Materials and Supplies	$1,080			$1,080
		13 Transportation Services	$24,188	$3,303		$20,885
		14 Services	$87,082	$944		$86,138
		20 Academic Salary	$90,229	$37,809	$47,859	$4,560
		25 Benefit Costs	$30,573	$12,544	$15,494	$2,535
Expense	**Direct Expenses**		**$233,152**	**$54,600**	**$63,353**	**$115,199**
	Indirect Costs Recovery					$0
		1A Indirect Costs Pool	$18,254	$4,368	$5,068	$8,818
Expense	**Indirect Costs Recovery**		**$18,254**	**$4,368**	**$5,068**	**$8,818**
Expense			**$251,406**	**$58,968**	**$68,422**	**$124,016**

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SAS Finance Application – Fund Status Report Custom View

Development Description

- Studied EDW Structure (Enterprise Data Warehouse)
- Analyzed and Configured Data (naming conventions and data rules were not consistent)
- Built an Administrative Site to Control and Secure Access to the Applications
- Tested and Validated Data Prior to Releasing to all School of Public Health Business Managers.

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Summary of Available Reports

EXCEL Finance Application
- Three static views and two interactive dynamic query forms to see structured, meaningful reports.
- Ability to "flip" between static views and query views. Can easily manipulate and redefine reports.
- Ability to drill down to transaction level.

SAS Finance Application
- Two query views
  - High level quick summary view
  - Dynamic user-defined summary or detail view
- Processes large volume of data efficiently, designed specifically for large units, college level views, and individual customization.
- Ability to select date ranges, PI, Org Levels, and Funds
- Can export to Excel

MS Reporting Services HR Application.
- Three standard views available but can customize and add views.
- Employee Payroll view (by period)
- Fund View by Employee
- Employee View by Fund
- Employee Roster (current listing and historical status)
- Ability to extract data in multiple formats, such as : Excel, PDF, HTML, Etc.

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Next Steps:

CADE can develop these applications at the school or college level.

Pricing is dependent on amount of data hosted and whether existing applications can be reused or customization is required.

We allow resource pooling – so if several colleges want similar features they can split the costs.

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CADE Contact Information

For a customized demo using your data please contact:

    Mary Jo Kuffner
        Assistant Director of Administration
        Phone: 312-996-6981
        Email: kuffner@uic.edu
        http://www.uic.edu/sph/cade/

Please allow two weeks for us to download and review your data. Plan on the demo lasting one hour. We can accommodate up to 10 people per demo.