

[Finance](#)

[Accounts Payable](#)

[Activities](#)

[Asset Management](#)

[General Ledger](#)

[HR](#)

[Benefits](#)

[Compensation Analysis](#)

[Data Audits](#)

[Human Resources](#)

[Position Analysis](#)

[Retention & Turnover](#)

[Materials Management](#)

[Payroll](#)

[Services Automation](#)

Finance

Accounts Payable

Accounts Payable - Internet, P-Card & PO Opportunitites

Present purchasing opportunities to use P-Cards and the PO system.

Accounts Payable Performance Metrics

Executive-level overview of Invoices and Payments. Shows invoice flow, cycle times and status, non-PO vs. PO invoices, electronic vs. manual. Also checks processed, payment cycle times, invoice aggregation, discounts available, taken and lost. May be run automatically or for specific time periods.

AP Expense Register

Gives expense details such as vendor, PO, and invoice information.

APVENMAST Duplicate Name or TIN

Used to clean up the Vendor Master file. This run finds entries with duplicate names.

APVENMAST Multiple Addresses

Identifies vendors in the master file who are incorrectly entered with multiple addresses.

Base Aging Report - Received Not Invoiced - Multi-Company

RNI Aging for 30, 60, 90 days, etc.

Invoice Not Received Details

INR details including PO, vendor, quantities, costs, etc.

Base Summary Report - Received Not Invoiced - Multi-Company

RNI information including received and ordered (PO) details.

Daily AP Interface Invoice Reconciliation

This report is used to reconcile invoices generated from the Lawson system with those sent over from Retek.

Invoiced Not Received

This report reports from the INR_M table.
Report Version 1

Invoice Distribution Closing (AP175 Enhanced)

This report shows more detail than is available from Lawson canned reports. The user can choose any combination of the following parameters:
fiscal year, accounting period, acctg unit, account, subaccount, activity and vendor.

Invoice Distribution History (AP275 Enhanced)

Listing of all posted and distributed expense items by account or by department. This listing includes payment information (check#, check date).
The AP275 Invoice Distribution Report lists all posted and distributed expense items by account or by department. This listing includes related payment information, such as check number and check date. It sums up by account/department and shows a grand total.
The report allows identification of what items have not been paid. And if paid, it allows for analysis of the payment process via the check number. As a result, a manager can quickly determine if, when, and how items have been paid for. Also, it provides quick error tracking by looking at the check dates in case of vendor-buyer inquires.
The report is run very flexibly with different prompts that let a user choose between a department rollup and/or an account rollup. The report can also be run for a specific month and year. Another prompt allows specification of a formatted version or a flat-file version for export into Excel.

Invoiced Not Received Summary

RNI summary report. Data source reinitializes and refreshes at the end of every month.

Inventory Expense - Old Lawson

Inventory expense details including location, account, item description, quantity and cost.

Inventory Expense

0196 and 0289 are the same report with different datasources...

Over Receipts Aging Report - Received Not Invoiced - Multi-Company

Over Receipts Aging Report - Received Not Invoiced - Single Company

Over Receipts Summary Report - Received Not Invoiced - Multi-Company

[Table of Contents](#)

Over Receipts Summary Report - Received Not Invoiced - Single Company

Prompt Payment - Discounts Lost

Materials Management

Recurring Invoices

Accounts Payable - (GL, Inventory, Payments, etc.)

Received Not Invoiced - Old Lawson

This report reports from the RNI_D table.
Report Version 1

UOM Aging Report - Received Not Invoiced - Multi-Company

RNI details with respect to the ordered number of units.

UOM Summary Report - Received Not Invoiced - Multi-Company

Activities

Capital Inquiry

Detail information for each capital activity, including description, dates, working capital, expenditures, etc.

Capital Tracking Detail Report

Capital Projects details including activity, PO, Check Request, Journal Entry, and vendor information.

Grant Activity

Grant details including PI, status, budget, dates, contract, etc.

Sponsored Program Accounting Activity

This report gives grant details along with actual and budget amounts for sponsored programs. However, it need not be restricted to those.

Capital Tracking Summarized Report

Capital Projects Summary including activity, actuals, budget, and commitments.

Asset Management

Asset Inquiry

Lists each asset and details such as S/N, Vendor, date acquired, depreciation, owner, etc.

[Table of Contents](#)

General Ledger

Balance Sheet

Balance Sheet. The data source is an RW100 report.

Balance Sheet by Statement Line

Balance Sheet with low level details. The data source is an RW100 report.

Budget By Month Using Statement Line Detail

This report process budget information by month.

Budget By Month Using EXP Structure (With Stats)

This report process budget information by month.

Budget by Month Using EXP Structure

This report process budget information by month.

Budget by Month Using Statement Line

This report process budget information by month.

Budget by Month - Summary

This report process budget information by month.

Budget/Forecast Comparisons

This report will process budget information for the previous and current years.

Budget/Forecast Comparison

This report will process budget information for the previous and current years.

Consolidated IS Other TOTAL

Consolidated IS Other-Current Mo

Consolidated IS Other-Current Mo B1

Consolidated IS Other-Current Mo Prior Yr

Consolidated IS Other-YTD

Consolidated IS Other-YTD B1

Consolidated IS Other-YTD Prior

[Table of Contents](#)

Credit Memo Amounts

Displays basic credit memo information of amount and tax.

Credit Memo Exceptions

Credit Memo Exceptions

Credit Memos for Companies

Displays only those credit memos for which there was no sales tax coding in APDISTRIB, so the accountants make sure to get refunds of sales tax off the gross invoice amount.

Detailed General Ledger

Reports GL transactions.

FTE Responsibility Summary

This report process actual and budget information for the current month and year to date.

FTE Responsibility Summary - GL Structure

This report is organized by the COA.

Budget Income Statement Summary

Budget Income Statement Summary

Income Statement by Statement Line

This report process actual and budget information for the current month and year to date.

Income Statement Analysis - Actual vs. Budget

Income Statement Analysis - Actual vs. Budget (0273)

Income Statement by Statement Line

Income Statement by Statement Line - GL Structure

Income Statement - GL Structure - Facility Level

Income Statement - GL Structure

Income Statement - GL Structure

Invoiced Not Received

Lists item, vendor, and amount information for items that have been invoiced, but not received.

Journal Analysis - Internal Audit

Invoiced Not Received Summary

RNI summary report. Data source reinitializes and refreshes at the end of every month.

[Table of Contents](#)

Inventory Expense

0196 and 0289 are the same report with different datasources...

IVIS / LAWSON GL ACCOUNT NUMBER REFERENCE

Ivis Lawson GL account reference
Report Version 6

Over Receipts Aging Report - Received Not Invoiced - Single Company

Over Receipts Summary Report - Received Not Invoiced - Multi-Company

Over Receipts Summary Report - Received Not Invoiced - Single Company

Prior, Current, Next, Budget Comparison with Annualized Actual

Two RW100 datasources ... LRS0275A and LRS0275B
.. Sub-Report uses LRS0275B datasource.

Responsibility Summary

This report process actual and budget information for the current month and year to date. It includes summaries across groups.

Received Not Invoiced - Old Lawson

This report reports from the RNI_D table.
Report Version 1

Rolling 13 Month Trended Income Statement

Rolling 13 Month Trended Income Statement

Sales Tax by Company

Sales Tax by Company

Sales Tax Exceptions

Sales Tax Exceptions

Summary of Expenses by Cost Center - Current Month

Sorted by Cost Center with Current Month data.

Summary of Expenses by Cost Center - Current Month Budget

Sorted by Cost Center with Current Month data.

Summary of Expenses by Cost Center - YTD

Sorted by Cost Center with YTD data.

Supporting Schedule

Supporting Schedule

Units of Service

Units of Service

[Table of Contents](#)

UOM Aging Report - Received Not Invoiced - Multi-Company

RNI aging counts by Company and Location with drill-down to PO Line details.

UOM Aging Report - Received Not Invoiced - Single Company

RNI aging counts by Company and Location with drill-down to PO Line details.

UOM and Quantity RNI Summary Report - Multi-Companu

Count of POs by Company and Location, with drill-down to UOM, Quantities Ordered, Approved, and Recieved and other details.

UOM Summary Report - Received Not Invoiced - Single Company

Count of POs by Company and Location, with drill-down to UOM, Quantities Ordered, Approved, and Recieved and other details.

HR

Benefits

Leave of Absence

Leave of Absence Details by Process Level.

Population - Benefit Eligible Count

Employee Benefit Eligibility Count.

Active Employees With No YTD Pay

Active Employees With No YTD Pay

Benefit Change Letter 02

The Benefit Change Letter is sent to employees with certain status changes as part of changes in the benefit arrangement.

Benefit Change Letter 05

The Benefit Change Letter is sent to employees who are now eligible for retirement benefits as part of changes in the benefit arrangement.

Benefit Change Letter 07

The Benefit Change Letter, Plan Rehires, is sent to employees as part of changes in the benefit arrangement.

Benefit Election Form Address Labels

This report uses BN245 to get employees for which it creates 3-across address labels.

Benefit Election Form (BN245 Enhanced)

The Benefit Election Form displays a high-quality benefit enrollment form for employees. Replacing the original Lawson BN245, this form can be send out to employees for a self fill-in. It will take away the need to explain benefit plan options to employees. It is a must for quality-focused companies.

[Table of Contents](#)

Benefits Confirmation Statement

This report provides a letter to each employee detailing all benefit information, including dependents, plans, costs, beneficiaries, etc.

Dental, Medical, Insurance Deductions

This report lists amounts for dental, medical, and insurance deductions for employees.

Life Insurance Eligibility

List of employees newly eligible for life insurance.

Long-Term Disability - Executive Employees

Listing of executives showing their long-term disability insurance.

PPO Health Deduction

This report gives total current and YTD deduction amounts for each process level. This run gets information for PPO Health.

PTO Analysis for Physicians

PTO Analysis for Physicians

PTO Analysis for Residents

PTO Analysis for Residents

PTO Ineligible Associates with PTO Balances

This report lists employees who are not eligible for PTO, but do have it accumulated.

Terminated Employees Retirement Contributions

Listing of terminated employees showing their plan contributions and other benefit information.

Vacation Balance for Non-Eligible Employees

Listing of temporary employees showing a vacation balance. This balance usually shows only when changing employee status to terminated or from regular to temp.

Compensation Analysis

All Disability Pay

List of Employees' disability Types, Hours and Payments for last pay period and YTD, grouped by Process Level. Employee pay for last period also included

Associate Salary Listing

List of Employees with Title and Hire Date grouped by Process Level

Associates with Salary Below Minimum

List Employees whose salary is below the minimum rate-as defined in the PRSAGDTL table.

Audit of EEO Category vs Fed Job Code

List of Positions with Process Level, EEO Category and Job Code.

[Table of Contents](#)

Average Increase Interval by Site and Cost Center

This report uses drill down to list merit salary increases in two main categories: Compa Ratio < 1, Compa Ratio >= 1 (Compa Ratio= PRRATEHIST.PAY_RATE*2080/MIDPOINT(STEP 2 PAYRATE)). Grouped by Process Level, Department and (JOBBCODE.JOB_CLASS = 'RN' or PAEMPPOS.SCHEDULE)

Average Increase Interval by Site

This report uses drill down to list merit salary increases in the following categories: Reviews (Last Month, Last 12 months), Interval (Last Month, Last 12 months) and Compa Ratio (Last Month, Last 12 months). Grouped by Process Level, PAEMPPOS.SCHEDULE and Compa Ration (>=1 or < 1)

Compression for Managers

List of Managers and their wages in comparison to maximum wage within the group they manage, grouped by Process Level.

Costing

List of Employees and latest wages by Process Level.

Count of Steps Promotion

Count of Those In Steps Positions

Count of Those Associates in Step Positions.

Current Regular and Overtime Hours for Nursing, Pharmacy and Respiratory Associates

Regular and Overtime hours for Current and YTD Periods

Dollars and Hours for Shift Differential

Headcount and FTE Report

Active and Inactive Associate Headcount and FTE report

Management Incentive Plan for Compensation

List of Employees with wage details grouped by: Process Level, Description, Employee, Schedule and Effective Date.

Master Evaluation

Master Evaluation for Compensation

Salary Listing-Gross Pay over \$50K

Employees with Last Year's Salary > \$50000.

Salary Range

This report gives salary range for each position within process level, sorted by position title

Data Audits

Non Zero Hour Associates-Hours-Over/Under Status Analysis

Non-Zero Employee Hour Analysis, Budgeted vs Total Hours Worked.

[Table of Contents](#)

Non Zero Hour Associates-Hours-Over-Under Summary

Non-Zero Employee Hour Analysis, Budgeted vs Total Hours Worked Summary by Company.

Zero Hour Associates-Hours-Over-Under Status Analysis

Zero Employee Hour Analysis, Budgeted vs Total Hours Worked.

Zero Hour Associates-Hours-Over/Under Summary

Zero Employee Hour Analysis, Budgeted vs Total Hours Worked Summary by Company.

Associates with Data Different from Prior Week

List of Employees whose data has changed last full week.

Associates with Data Different from Prior Week

also 0150 and 0080

Future Hire Dates

All employees whose Hire Date is after the current period.

Roster of Active Associates with Data Changes since Last Month

List of Employee whose data has changed in the Current Month

Human Resources

Performance Timeliness For Calendar Year

Performance Timeliness For Rolling 12 Months

Timeliness Analysis for Rolling 12 Months.

Management Incentive Plan for Management Selection

List of Invcntive Plans for Management Positions.

Performance Review Overdue

List of Overdue Performance Reviews by Department and Supervisor.

Performance Review Completion Percentage

Performance Review Rating

Performance Review - Coordinated Reviews

Employees With Late Performance Reviews For Corp "30017"

Performance Reviews Due/Done

[Table of Contents](#)

Performance Reviews Due-Done Detail

Performance Review Count by Position

Business Conduct Compliance - Summary

List of Employees who have not attended Business Conduct Courses by Process Level and Manager.

Coordinated Performance Reviews

Hospital Count

Employee Count by Hospital and Departments (represented by Bar-Graph and Pie-Chart)

Performance Reviews Due-Done by Month - Lutheran General Hospital

Population-Hires-Count by Site by FTE-Status

New Hire details by Hospital

Population-Data List Term Codes

List of Terminated Employees with Term Codes

Position Vacancy

Lists Full Time Equivalency by Hospital

Population Master

Current Employees by Age Range and Process Level.

Hours Overtime Monthly by Location and Dept

List of Employees with Overtime by Location and Department.

Associate List - Risk Management

Employee Risk Analysis.

Associate List - IDES Reporting

List of Employees Hired between a given Time Period.

Associate List - Alternate Rate Changes

Validate & track salary change records for any associate who has an alternate rate

Associate List

List of Employees who are now or ever were CNAs by Status i.e. Active, Inactive or Term.

Associate List - Director & Above

List of Employees with Director and above Positions.

Associate List - Meets 90-Days Probation

List of Employees who have been working for at least 90 days (since hire date) in the last Week or Quarter (parameter). Active Employees only.

[Table of Contents](#)

All Disability Pay

List of Disability Hours.

Anniversary List

Associates with Anniversaries
in the next month

Anniversary List Labels

Arrival System

Employee details grouped by Process Level

Associate Count by Town

Employee Count grouped by Town (Drill down on town name to see list of employees)

Associate List

Employee list for each Process Level (Active and Inactive)

Associate List Detailed for Managers

List of Employees grouped by Process Level with supervisor and group (Active or Inactive) details.

Associate Listing for HR Records and Data Dept

List of Active Employees grouped by Process Level (parameter for Process Level).

Associates With Daisy Basket Ded Code

List of Employee Deductions with salary deduction codes in ("PG02", "PG03", "PG57", "PG65", "PG67", "PG91"), grouped by deduction code.

Birthday List

List of Employees whose birthdate falls in the next month, grouped by Process Level.

Compliance Summary for HIPAA Privacy Requirements Class

Percentage of Employees who have attended Privacy Requirements for HIPAA Class grouped by Business Units.

Demographic EEs Patient Contact

Patient Contact Demographics grouped by Process Level.

Employee Count

Process Level Employee Count (includes Active, Inactive, Deceased, Termed and Total).

Employees With Late Performance Reviews For Corp "30017"

Family Medical Leave Activity by Department

Department listing showing employees and their eligible and taken family leave.

Family Medical Leave Activity by Employee

Complete listing of employees and their eligible and taken family leave.

[Table of Contents](#)

Finance Report for Active and Inactive Associates

Salary listing for Employees grouped by Process Level, Department and Position. Totals for each group level provided and include # of Employees and FTE.

Indicator Diversity

Diversity Analysis by Race and Gender grouped by Process Level, Supervisor and Department with Totals for each group and a Grand total. (Parameter for Process Level)

Indicator Diversity

Diversity Analysis by Race and Gender grouped by Process Level, Supervisor and Department with Totals for each group and a Grand total. (Parameter for Process Level)

Location YTD Dollars - Special pay

Employee Wages for Current and YTD periods grouped by Department. (Parameter for Rundate provided)

Management Incentive Plan for Management Selection

Incentive Plans for Management Positions grouped by Process Level, Position and Effective Date. (Hourly and Yearly data)

Name Changes

Names Changes for Employees in the Last Full Month grouped by Process Level (Also includes new Hires).

Paid Time Off

Listing of employees by department showing their hours at risk for vacation and sick time. It guarantees that department heads have a quick overview of outstanding vacation hours for their employees, and shows a company's commitment for vacation compensation for non-taken hours.

Performance Review OverDue

Performance Timeliness For Calendar Year

Personnel Action Notice - All Employees

Employee profile related to compensation, position, and contact information.

Productive Hours Last Month Patient Contact Home Health

Sum of Employee Hours grouped by Process Level for Last Full Month.

Productive Hours Last Month Patient Contact

Patient Contact Hours grouped by Process Level for Last Full Month.

Quarterly Affirmative Action Report YTD New Hires

Replicated existing report
Added field from new hire report(SSN)

Retroactive Pay Per Pay Period

[Table of Contents](#)

Salary Range for Recruiting

Salary Range for Recruiting Department.

Can be run for Exempt or
Non-exempt. This report uses a command.

Show Auto Pay

Employee (Active and Inactive) Auto Pay grouped by Process Level.

South Suburban Hospital Associate List

Employee Data for a Specific Process Level (Active and Inactive).

South Suburban Hospital Associate List by Department

Employee Data for a specific Process Level grouped by Department (Active and Inactive).

Web_Associates_e9n9

Service Awards

Sorts seniority date in 5 year increments up to 50 years. All other seniorities are sorted as NONE

Position Analysis

0 Hour Associates

List of Employees who have worked 0 hours in Current Month grouped by Process Level

Position Control

List of Active Employees by Process Level and Department with Totals for FTE and Employee Count at each group level.

Active and Inactive Associates with Geograhic Locations

Employee List with Location Names and Codes.

Age Specific Competencies for ART

Assoc. Req. Tracking for Age Specific Competencies

All Associates Productive Hours Last Month

Employee Productive Hours for Last Full Month totalled by Process Level.

ART Age Competency Listing

ART Certification Listing Sorted by Process Level, Entry, Dept, Job Code, Name

ART Certification Listing - Grouped By Process Level, Dept, Job Code

ART Critical Competency Listing by Process Level, Entry, Dept., Position and Name

ART Degree Listing

ART Entrustment List

ART for Age Specific Competencies by Corp, CC, Position

Employee Competencies Sorted by Corp, CC, Position (Totals at each group level).

ART Highest Degree by Process Level, Dept

ART Highest Degree Name by Process Level, Job Code for All Job Codes

ART Highest Degree Name by Process Level, Dept for Nurses

ART Highest Degree Name by Process Level, Job Code for Nurses

ART Highest Degree Name by Process Level, Dept for All Job Codes

ART Licensure Sorted by Process Level, Entry, Dept., Position and Name

Sorted by Corp, Entry, CC, Position and Name

ART Licensure Grouped by Process Level, Dept., Position

Grouped by Corp, CC, Position

ART Orientation Dates by Process Level, Dept

ART Recurring Skill Listing

Sorted by Process Level, Entry, Department, Job Code, Name

ART RNs With No RN License by Job Code

ART RNs With No RN License by Manager

ART RNs With RN License by Job Code

ART Tracking for Certification

ART Tracking for License

Critical Competencies by Corp, CC, Position

Capital Competencies

[Table of Contents](#)

Critical Competencies Totaled by Corp, Position

ART for Critical Competencies.

Workforce FTE Analysis - Hospital

FTE Analysis grouped by Process Level (Cross tab)

FTE Change

FTE Change in Last Full Month grouped by Process Level, Department.

Increment Step And Salary Changes

Listing of employees having incremental step and salary changes based on the next step date.

Labor Mix (FTE) for Managers Desktop Indicators

Managers self service indicator report. Report has a parameter on Department and Supervisor.

Licensure Report for Allied Health Job Codes

Position Control

List all active positions that is being used by all active employees

Position/Employee Exempt From Overtime Mismatch

This report only show employees position exempt from overtime code does not match the employee exempt from overtime code or vice versa.

Recurring Skill Demo by Process Level, Department, Job Code

Recurring Skill Demo Totaled by Process Level, Job Code

Steps Job Codes and Titles

Job Codes and Titles grouped by Process Level.

Total Workforce Hours Worked FTE Analysis

Retention & Turnover

Terminations - Monthly and Year to Date

Emplyess Termination List for Last Month (Parameter for Run Period YTD or Last Month).

Population - Termed - Count by Site

Termination Totals by Process Level and Department.

Terminations - YTD by EEO Sub Codes

YTD Termination EEO Data, Totals by Process Level and EEO Term Sub Code (Drill down for Term Codes to see list of Employees).

[Table of Contents](#)

DOL JOLT Employee Count by Organization

DOL JOLT Employee Count grouped by Process Level.

Turnover Report

Analysis report showing HR data. It counts employees in different classes for a beginning balance, terminations, and an ending balance.

Good Shepherd Transfers Out

Hospital Transfers

List of Employees Transfers between Process Levels when Employee Position Changes.

Maritz Changes to DB

Monthly New Hires and Rehires

Reports from HR Sites catalog combined: 117, 118, 124

New Hires and Rehires

Listing of employees hired or rehired within last full pay period for state government reporting purposes.

New Hires and Terminations - Exempt

Listing of exempt new employees and terminated employees for the last pay period.

New Hires and Terminations

Biweekly New Hire Term and Active listing for the 1199 NW administrator.

New Hires Occupational Health

Newhires with Startdate GE 30 days in Past

New Hires in the Past 360 days.

Non Zero Hour Voluntary Nursing Turnover For The Most Recent Quarter

Non Zero Voluntary Nursing Turnover Data for Last Quarter.

NON ZERO TRNOVER

Voluntary and Involuntary Turnover by YTD and MTD grouped by Process Level-Department Name.

Non Zero Hour Associate Turnover for the Most Recent Quarter

List of Employees Terminated in Previous Quarter with Totals for each Department.

NON_ZERO_TRNOVER

Hospital Terminated Re-Hire Eligible

List of Terminated Employees by Department

Systemwide Transfers Within Management

[Table of Contents](#)

Term Monthly for Occ Health

Termed Employees

Termed Associates with PTO Balance

Termed Associates from Report for Safety and to Remove Dial-Up Accounts

Terminations Applied Month

Terminations Applied by Month

Terminations applied in Last month grouped by Process Level

Terminations Applied YTD

Year to Date Terminations grouped by Process Level

Terminations Applied YTD

Terminations or Severances from Prior Week

Transfers or Changes

This report is used by Good Samaritan Art administrators to correct/change Art data.
The old report name was \transfer\compare.rpt

Turnover By Detail

Turnover By Corp & Position MTD and YTD

Turnover MTD and YTD

TURNOVER NRSNG FULL-PART TIME

Materials Management

[Table of Contents](#)

Auto-Matching Report (MA126 Enhanced)

Auto-matched invoices, by operator.

Department Usage Report (RQ230 Enhanced)

Listing of all items by account or by department that have been requested (=used) by different cost centers.

ERP Supply Chain Operations Performance Metrics

Executive-level overview of progress in deriving expected process improvements and benefits from Lawson. Encompasses common item file, supplier consolidation, contracts, process automation, prompt payment discounts available, and measuring impact as a percent of total invoices paid. The report will be run monthly, on or about the first day of each month, for the previous calendar month, and may be run for additional user-defined periods of time as well.

Expense Details

This is a hugely valuable report for managers to see all funds which have been committed through Purchase Orders Committed, POs Received, Inventory Issued, Non-PO Expenses, and transactions already posted to the General Ledger. It is grouped by Accounting Unit and Account, with a summary for each AU/Acct combination showing budget, and each of the 5 pieces mentioned above. It is very difficult for managers to track all the ways in which they commit funds against budgets before a month's activity is fully posted to the General Ledger. For that purpose, this report is highly useful.

Expense Summary

This is a hugely valuable report for managers to see all funds which have been committed through Purchase Orders Committed, POs Received, Inventory Issued, Non-PO Expenses, and transactions already posted to the General Ledger. It is grouped by Accounting Unit and Account, with a summary for each AU/Acct combination showing budget, and each of the 5 pieces mentioned above. It is very difficult for managers to track all the ways in which they commit funds against budgets before a month's activity is fully posted to the General Ledger. For that purpose, this report is highly useful.

Invoice (or Supplier) Processing Performance Metrics

Executive-level snapshot of invoice processing, PO vs Non-PO, cycle times for processing steps, electronically vs. manually, current buyer messages re: exception conditions, average age of messages, checks processed, discounts. To be run monthly, at least 1 month after end date chosen, to allow for most pmts to be processed. Can be run for specific periods for all or specific vendors.

Material Management Performance Metrics

Non-Contract Purchases Analysis Detail

Non-Contract Purchases Analysis Summary

Non-Contract Purchases Analysis (Detail)

Non-Contract Purchases Analysis (Summary)

Non-File Purchases Detail

[Table of Contents](#)

Non-File Purchases Summary

Non-File Purchases (Detail)

OUTSTANDING BUYER MESSAGES

Title added - Mansoor 07/14/06

Period To Date Expense Summary Report

Accounts Payable - Internet, P-Card & PO Opportunites

Price Variance Analysis

Provides retrospective review of price variances between original PO price, and price actually paid through AP, including dollar value and quantity, by vendor and by buyer, by BSHSI company

Price Variance by Vendor

Materials Management - Data Quality/Validation (GL, Inventory, Payments, etc.)

Target Non-File Items to Add

Top 50 Vendors by Total Payments

Top 50 Vendors, By Total Payments

Top Vendors by Expense Category (w PO Detail) - Detail Extract

Payroll

Associate List - No Pay in 90 Days

Check Writer Report

Current and YTD Wage Amount for Education DOE

Deduction Code Analysis

Payroll Flex Deduction report
Business Owner: Mike DeRose
Report Catalog: Payroll

[Table of Contents](#)

DIRECT DEPOSIT SUMMARY

FTE Summary by Bargaining Unit

Count of FTE and employee by bargaining unit and employment status.

Labor Distribution Report To Date Earnings

Labor Hours Transferred Report

This report shows data about employees with payroll hours billed to a department other than their home department.

Participants In N8 - Perf Serp Plan

Output Employee informatin for N8-Perf Serp participants.
Standards v3

Participants In R457 (N9-457B) Plan

Output Employee informatin for N9-457b participants.
Standards v3

Pay Code Analysis

Payroll - Employee Transfer Tracking

Payroll Expense

Listing of payroll expenses per employee broken out by earn type, bargaining unit, and accounting unit.

Payroll Flex Deduction

Payroll Flex Deduction report
Business Owner: Mike DeRose
Report Catalog: Payroll

Payroll Information 06012004 to 06302005 for Non-Hospital Corporation

Payroll Numbers

Payroll Pension and Loan Deductions

Payroll - Pension and Loan Deductions
Business Owner: Mike DeRose

Physician Earnings for Advocate Health Care

EMPLOYEE COUNTS BY FACILITY

This report will process active and inactive employees
QA Versions 3
Report V3

[Table of Contents](#)

PTO Expense Detail

PTO Expense Summary

PTO Expense Summary

PTO Expense Summary

PAID TIME OFF REPORT_0170

Listing of PTO Information

Tax Summary Report

Reports specific deduction code information.
Report V7

Timecard Extract

Text extract of employee information for time keepers. It can be run for exempt or non-exempt employees. It functions as a validation report before payroll closes.

Wages Audit Report

SPA - Activity Summary

SPA - Funding Source Totals

SPA-Funding Source Totals by Activity

Budget Estimate Information

This report lists project information for users who have decisions to make concerning capital budget, additional funding, or purchase requests.

Manpower Assignment by Phase

This report lists each Project Lead's Projects by Current Phase along with Approved and Current Budgets.

New Project Requests

This report lists project names, budget amounts, and create dates to see which new projects were launched.

Project Information

This report will list project information based upon filter criteria selected for department as well as client meetings.

Project Narrative

This report contains the major descriptive comments about the project.

[Table of Contents](#)

Project Summary by Phase

This report lists simple project information based upon filter criteria selected for department as well as client meetings. This format has smaller type and more information.

[Table of Contents](#)