COMPASS REPORTING BASICS

Compass offers a wide range of query and reporting possibilities. These include standard reports delivered by Compass, as well as reporting tools you can use to customize reports or create new ones. These reporting capabilities allow you to access the data you need and present it in the form that is most useful for those who depend on you for financial and management information.

In this chapter, you will learn about the various types of reporting tools available to you, and you will learn how to run an inquiry.

The Compass Reporting Basics chapter of this guide contains the following sections:

- Types of Reporting Tools (Inquiries, Queries, and Reports)
- Criteria for Analyzing Financial Activity
- Other Emory Financial Reporting Applications
  - eBiz (Labor Distribution Report and Legacy FAS Reporting)
Types of Reporting Tools

Emory uses three types of Compass Financial reporting tools:

- Inquires
- Queries
- Reports (Standard and nVision)

There is often more than one way to retrieve the information you need in Compass; however, some ways are more convenient than others. When deciding which tool to use, think about how you will use the information. For example, do you need the information in print, or do you simply need to view it online?

**Inquiries**

Inquiries display summary data online, without having to print a report. Numerous inquiries are available within Compass and are organized by module.

*For further information, refer to Compass Inquiries.*

**Queries**

Pre-defined queries allow you to view Compass table data online or in ad hoc reports, using pre-set search parameters. Data retrieved through a query can be downloaded to Excel for additional manipulation.

Another helpful feature of queries is that a query can be scheduled to run on a routine basis and the query output automatically distributed to other Compass users.

*For further information, refer to Compass Queries.*

**Reports**

Standard, delivered system reports are offered through each module. In addition, the Emory Reporting Team has designed numerous special reports based on information frequently needed for financial management and analysis. These reports are available using the Compass nVision tool.

*For further information, refer to Compass Reports.*
### Criteria for Analyzing Financial Activity

**Determining Your Criteria for Analyzing Financial Activity**

It is not recommended you use your SmartKey as a criterion for generating reports or running inquiries. The SmartKey is a tool for data entry in *most*, but not all, Compass modules. If you run a report or inquiry on your SmartKey, you could miss information flowing from the modules that do not rely on SmartKey for data entry. Instead, know what ChartField values your SmartKey represents.

To get the ChartField values for your SmartKey, follow the instructions given below.

**Step 1: Locate the SmartKey query.**

- Navigate to the Query Viewer page.
  
  **Reporting Tools > Query > Query Viewer**
  
  - Search by Query Name begins with **EU_GL_OPER_SMARTKEY**.
  - Click the **Search** button.
  
  *The query search results display at the bottom of the page.*

**Step 2: Run the query.**

- Click the **HTML** link for the query.
- Enter your 5-digit **Operating Unit**.

<table>
<thead>
<tr>
<th>Academic &amp; Research Units</th>
<th>Operating Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000 Emory College</td>
<td>18000 Oxford College</td>
</tr>
<tr>
<td>11000 Graduate School of Arts &amp; Sci</td>
<td>20000 School of Medicine</td>
</tr>
<tr>
<td>12000 Law School</td>
<td>22000 School of Public Health</td>
</tr>
<tr>
<td>14000 Candler School of Theology</td>
<td>24000 School of Nursing</td>
</tr>
<tr>
<td>16000 Goizueta Business School</td>
<td>28000 Yerkes Primate Center</td>
</tr>
</tbody>
</table>

- Enter a 6-digit **Department Number** range to narrow your results. *Note: If you are not sure what department number you need, leave these fields blank.*
- Click the **View Results** button.
  
  *The query data displays at the bottom of the screen.*

**Step 3: Record your ChartField values.**

- Find your SmartKey and make note of the following values:
  
  - SmartKey
  - SetID (Business Unit)
  - Dept
  - Operating Unit
  - Fund
  - Class
  - Program
  - Event
  - Project

*Click here for a printable chart to record your ChartField values.*
## Reconciling the Labor Distribution Report

The labor system for Emory University is separate from the Compass Financial system. Labor distribution reports are accessed through the Emory University Finance Web page.

**Note:** Access to eBiz is restricted. To gain access, complete the electronic form on the Emory Office of Grants and Contracts Web page: [http://www.ogca.emory.edu/reports/electronic/index.cfm](http://www.ogca.emory.edu/reports/electronic/index.cfm)

To reconcile the Labor Distribution Report, follow the instructions given below.

### Step 1: Run the Labor Distribution Report.

- Navigate to the Reporting tab of the Emory University Finance Web page. [https://www.finance.emory.edu/home/reports/index.html](https://www.finance.emory.edu/home/reports/index.html)
- Click the eBiz link in the Reporting Quick Links section of the page.
- Log in to eBiz and print the Labor Distribution Report.

**Note:** The report lists all transactions that affect the salary account in Compass, to include payroll transactions and RSTs (Retroactive Salary Transfers).

The report can be run for a date range, for a department, or for an individual employee. It can either be created as a PDF, or downloaded to Excel.

### Step 2: Run the Ledger Inquiry in Compass.

- Navigate to the Ledger Inquiry.
  - General Ledger > Review Financial Information > Ledger
- If you have never run the inquiry before, click the Add a New Value tab.
- Create a unique name (with no spaces), such as LaborSK343 (Labor Distribution for SmartKey 343).
  - **Tip:** The Inquiry Name can contain underscores, but may not contain dashes or spaces.
- Click the Add button.

*The parameters page displays for the inquiry.*

- **Tip:** Once you have set up and saved an inquiry using the Add a New Value tab, you can simply click Search on the Find an Existing Value tab, select your inquiry, and skip to Step 3.

- Complete the fields in the Ledger Criteria section.
  - Enter your Business Unit.
  - Enter Actuals in the Ledger field.
  - Enter the Fiscal Year for the report.
  - Enter the period to review in the From Period field. For example, if the Labor Distribution Report is for September, enter “1”.
  - Enter the next period in the To Period field. For example, if the Labor Distribution Report is for September, enter “2” since the next period is
Reconciling the Labor Distribution Report

October.

- Click the check box next to **Show Transaction Details**.
- Enter **ChartField Criteria** for your search.

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Value</th>
<th>ChartField Value Set</th>
<th>Update/View</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
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</tbody>
</table>

- Enter the first account number on the Labor Distribution Report in the **Account** field.
- Enter your **SmartKey**.
- If the SmartKey is for a grant, enter the **Project**.
- Click the **Save** button.
- Click the **Search** button.

The inquiry results display.

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### Step 3: Compare the inquiry results to the Labor Distribution Report.

- Compare the **Amount (in Transaction Currency)** on the ledger inquiry with the **Amount** for this account on the Labor Distribution Report.

**Note:** If the two amounts are different, the Compass inquiry may include an accrual (at the end of the month) or a reversal (at the beginning of the month). The eBiz reports represent the actual payment of cash for salary expenses and, therefore, do not include accruals or reversals.

- Click the **View All** button in Compass to display both periods you selected.
Reconciling the Labor Distribution Report

- Review the Payroll Journal lines for the first month to determine whether a reversal and/or an accrual are included.
  - A Payroll Journal line is a **reversal** if it is a credit with an accounting date of the first of the month.
  - A Payroll Journal line is an **accrual** if the accounting date is at the end of the month and the amount is reversed on the first day of the following month.
- In the example shown above, there is no reversal for the month of September (no credit dated 9/1). There is an accrual for the month of September (7,304.72 is debited on 9/30 and reversed on 10/1).
  - **Tip:** If a pay period ends on the last day of the month, you will not have an accrual for the month or a reversal for the following month. In the example shown above, the Payroll Journal dated 10/31 is not an accrual since the pay period ended on that day. There will not be a reversal on 11/1 when the inquiry is run for period 3.
- Adjust the **Amount** on the Compass inquiry by any reversals or accruals for the month and compare the result to the Amount on the eBiz report.
  - In the example shown above, subtract the accrual (7,304.72) from the inquiry amount (25,917.50). The result of 18,612.78 reconciles with the amount on the eBiz report.

**Step 4: If necessary, reconcile additional accounts.**

Follow the instructions below for each additional account listed on the eBiz report:

<table>
<thead>
<tr>
<th>Ledger Inquiry</th>
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<tbody>
<tr>
<td><strong>Transaction Details</strong></td>
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<tr>
<td><strong>Ledger Criteria</strong></td>
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<tr>
<td>Inquiry Name</td>
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<tr>
<td>LEDG_INQ</td>
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<tr>
<td>Show YTD Balance</td>
</tr>
<tr>
<td>Show Transaction Details</td>
</tr>
</tbody>
</table>

- Click the **Inquiry Criteria** link.
  - The criteria page for the inquiry redispays.
- In the **ChartField Criteria** section, enter the next **Account** number.
- Click the **Search** button.
  - The inquiry results display.
- Compare the amount on the inquiry with the amount on the eBiz report for this account.
- If the amounts are different, adjust for reversals and accruals.
Make note of your ChartField values in the chart below.

<table>
<thead>
<tr>
<th>SmartKey</th>
<th>SetID (Business Unit)</th>
<th>Dept</th>
<th>Operating Unit</th>
<th>Fund</th>
<th>Class</th>
<th>Program</th>
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