

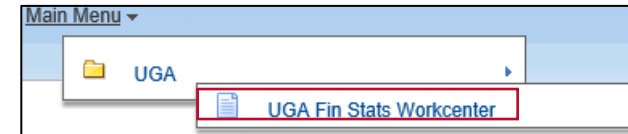
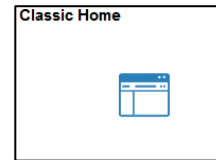


Financial Statistics Workcenter

Quick Start to the Financial Statistics Workcenter

The UGA Financial Statistics Workcenter houses statistical queries for tracking financial transactions in the UGA Financial Management System. The table below contains more information on the queries available in the Workcenter, including the name and description title of the query, plus a detailed explanation of data generated.

Navigate to the UGA Financial Statistics Workcenter from UGA Financials by clicking: **Classic Home Tile > Main Menu > UGA > UGA Fin Stats Workcenter.**



Payment Request Queries

Query Description	Query Name	Details
Payment Request Counts, by Department	UGA_STAT_PR_COUNTS_BY_DEPT	Number of payment requests submitted, listed alphabetically by Initiator. Search by Department and/or Fund code, plus date range. Drill down to Payment Request IDs per employee, by status (New, Approved, Denied, Pending, Vouchered, and Cancelled).
Payment Request Details, by Department	UGA_STAT_PR_DETAILS_BY_DEPT	Payment request details, listed alphabetically by Initiator. Results include Invoice ID, Supplier Name, Voucher ID, and Amount. Search by Department, plus date range. Drill down to Payment Request ID or Voucher ID.
Payment Request Details, by Employee	UGA_STAT_PR_DETAILS_BY_EMPLOYEE	Payment request details. Search by Employee ID, plus date range. Results include Invoice ID, Supplier Name, Voucher ID, chartstring information, and Amount. Drill down to Payment Request ID or Voucher ID.
Returned Payment Requests	UGA_STAT_PR_RETURNED	Details for payment requests that have been denied, pushed back, or terminated, including comments written by the denying approver. Includes final status of the request following the denial. Search by Department, plus date range. Drill down to payment request ID and Voucher ID.

Travel and Expense Queries

Query Description	Query Name	Details
Expense Report Count by Department	UGA_STAT_ER_COUNT_BY_DEPT	Number of expense reports submitted, listed alphabetically by employee name. Search by Department, plus date range. Drill down to individual Expense Report IDs per employee, and further drill down into expense report details.



Financial Statistics Workcenter

Expense Report Approval Count by Department	UGA_STAT_ER_APPV_COUNT_BY_DEPT	Number of expense reports approved, listed alphabetically by approver name. Search by Department, plus date range. Drill down to individual Expense Report IDs per approver, and further drill down into expense report details.
Expense Report Denied by Department	UGA_STAT_ER_DENIED_BY_DEPT	Details for expense reports that have been denied or pushed back, including comments written by the approver. Search by Department, plus date range. Drill down to expense report ID, as well as to complete workflow history of the denied or pushed back expense report.

Commitment Control Queries

Query Description	Query Name	Details
Budget Journals Returned by Department	UGA_STAT_KK_JRNL_RETURNED	Details for Budget Journals that have been denied, pushed back, or terminated, including comments written by the approver. Listed alphabetically by the submitting employee, includes type of Journal, as well as date and time denied. Search by Department, plus date range.
Budget Journal Approval Counts	UGA_STAT_KK_JRNL_APPRV_COUNT	Number of Budget Journal lines approved, listed alphabetically by approver name. Search by Department, plus date range.

General Ledger Queries

Query Description	Query Name	Details
GL Journal Counts	UGA_STAT_GL_JRNL_COUNT_BY_DEPT	Number of GL Journals submitted, listed alphabetically by employee name. Search by Department, plus date range. Drill down to individual Journal IDs per employee, and further drill down into Journal details.
GL Journal Approval Counts	UGA_STAT_GL_JRNL_APPRV_COUNT	Number of GL Journal lines approved, listed alphabetically by approver name. Drill down to individual Journal IDs per employee, and further drill down into Journal details. Search by Department, plus date range.
GL Journals Returned by Department	UGA_STAT_GL_APPRV_RETURNED	Details for GL journals that have been denied, pushed back, or terminated. Listed alphabetically by the submitting employee, includes date and time denied as well as final disposition of the Journal. Search by Department, plus date range. Drill down to individual Journal ID.

Additional Information

- Tutorials on how to use the UGA Financial Management System can be found in the OneSource Training Library at <https://training.onesource.uga.edu/>
- If you have questions, contact the **OneSource Service Desk** at onesource@uga.edu or 706-542-0202 (option 2).