

Use the below table to determine what report will provide answers on a given topic; as well as which data portal to find the report.

Details on...	Ignite Report Name	Data Portal?
Finance Related		
<ul style="list-style-type: none"> Available budget for entity or dept. Commitment Balance Details for REQ# Obligation Balance Details for PO# Expense Balance Details (AP invoice #, Supplier or PO#) Budget Changes (breakdown by date) 	Budget to Actuals – Operating & Non-Operating Funds	Financial Management
Available Non-Operating Funds	Non-Operating Funds Available w/Actual, Commitment & Obligation	Financial Management
Current Value of an Endowment	Endowment Fund Balance - by Fund	Financial Management
Total Market Value of Endowment at the University, Entity, Department or Designation level	Endowment Fund Balance – by Designation	Financial Management
Book & Market value of individual endowment designations at the University, Entity or Department level	Endowment Balance	Financial Management
<ul style="list-style-type: none"> Beginning & Ending Balances Revenue & Expenditures for a specific account 	Account Detail	Financial Management
Compare Revenue & Expense (Purpose code, Activity, Fund, etc.) balances by dept	Departmental Trial Balance	Financial Management
<ul style="list-style-type: none"> View Month-to-Date & Year-to-Date beginning/ending balance View net change for a given account 	Trial Balance	Financial Management
Transaction Details	GL Transactions with JE Drilldown	Financial Management
<ul style="list-style-type: none"> View dept. deposits & misc. receipts Monitor specific account activity 	GL Balances with Activity Report	Financial Management
Is there an existing alias for my dept?	GL Account Aliases	Financial Management
Lookup the description of a COA segment code & vice-versa	COA Segment Lookup	Financial Management
Procurement Related		
<ul style="list-style-type: none"> Approval status of a Requisition Paid Status of a Purchase Order 	Purchasing Queue	Financial Management
<ul style="list-style-type: none"> How much has been spent with a specific supplier? 	Spend by Vendor	Financial Management
Purchasing History for a Department	Purchasing Monitor	Financial Management

Details on...	Ignite Report Name	Data Portal?
Procurement Related (continued)		
<ul style="list-style-type: none"> Expense Reports for an Individual Identify spending by category Identify spending by payment type 	Expense & Reimbursement Detail	Financial Management
<ul style="list-style-type: none"> What's been paid to a specific supplier Has an invoice been paid 	Invoice & Expense Report Lookup	Financial Management

PPM Related (Faculty Funds, Capital Projects & Sponsored Projects)		
Available Budget in Sponsored Project	Research Budget Portfolio	Project Management
Available Budget in a Faculty Funds Project	Budget to Actuals - Faculty Funds	Project Management
How much was spent on a particular Expenditure Type in a given project	Expense Summary - Sponsored Programs & Faculty Funds	Project Management
What items make up the total of a given Expenditure Type in a project	Expense Line Detail - Sponsored Programs & Faculty Funds	Project Management
Committed funds on a Project	Commitment Detail - Sponsored Programs & Faculty Funds	Project Management
Where can I find the full POETAF details for my project	POETAF Segment Lookup	Project Management
What is the official name of my project	Award Profile Detail	Project Management

HCM Related		
<ul style="list-style-type: none"> Current salary for an individual Demographic & employment information for faculty, staff & students in my organization 	Employee Details	HCM Management
Current or prior supplemental compensation (ICP) for an individual	Individual Compensation Plans	HCM Management
Actual Salaries/wage costs	Payroll Actuals	HCM Management
Actual benefit costs	Payroll Actuals - Fringe	HCM Management
<ul style="list-style-type: none"> Fringe Cost for an Individual The Distribution of a current or prior supplemental comp (ICP) for an individual 	Additional Compensation & Benefit Distribution	Financial Management or HCM Management
Current Distribution of an Individual's Salary	Current Labor Distribution & Commitment Detail	Financial Management or HCM Management
Previous distribution of an individual's salary	Labor Distribution History	HCM Management
Available Salary Budget for my organization	Salary Budget Summary	Financial Management
Unfilled positions in my organization	Open Positions	Financial Management
Summary of current fiscal year salary savings	Salary Savings	Executive Management