

UAB GL End User Reports Overview

Several reporting mechanisms are available to users of the Administrative System's GL End User responsibility. Official monthly reports are issued (bursted) to designated deliver-to persons. Additionally, users with UAB GL End User responsibility can also run ad-hoc reports as needed.

In general, there are two types of reports available to users of the **UAB GL END USER** responsibility: Bursted Reports and Ad-Hoc Reports.

Bursted Reports

Bursted reports are automatically sent to the designated recipient, usually the deliver-to person. However, some reports are bursted using a unique recipient listing, and secondary distributions may also be set up for monthly account statements at the deliver-to person's discretion. Bursted reports for the **UAB GL END USER** responsibility are generally sent in PDF format. Some ad-hoc versions are also available that can be exported into Excel. Reports vary based on account type, but typically include the following:

- **Monthly Account Statement (MAS) Reports-** consist of Monthly Account Statement Balances (MASB) Reports and Monthly Account Statement Transactions (MAST) Reports
- **Protected Health Information (PHI) GL Transaction Reconciliation Report-** provides patient names used to reconcile account statements where the names were replaced with "Study Patient" in compliance with HIPAA regulation
- **Monthly Financial Statement (MFS) Reports-** include Endowment Funds Summary, General Operating Fund, Plant Asset, Plant Debt, and Fund Balance reports
- **GL Encumbrance Detail Report-** listing of encumbrance activity for the current month

Ad-Hoc Reports

Ad-hoc reports are available to any user with UAB GL End User responsibilities. These reports can be run at will; they do not have to be run as of month-end. Resulting reports are subject to the parameters defined by the user at the time of submission. Results are returned in the Concurrent Manager, and some can be exported into excel. Many of the bursted reports, such as the MAS reports, can also be run on an ad-hoc basis. Other ad-hoc reports include the following:

- **GLUAB Report Attribute Dictionary**
- **GLUAB Report GL Chart of Accounts**
- **GLUAB Report GL Encumbrance RPTGLENC**

In addition to the bursted and ad-hoc reports, the **Transaction Download** is available to assist users in collecting, managing, and reporting transactional data.

Transaction Download

The Transaction Download is available on the **UAB GL END USER** menu. It provides the "detail" version of the Account Statement transactions in an Excel format. As the design is very similar to that of the MAST report, parameters are entered the same way. The

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resulting report is accessed through the Concurrent Manager, where it can be exported into an excel file. Click [here](#) to learn more about this download.

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