The purpose of this job aid is to provide a visual guide to the key features of the Reporting Center, through which faculty and staff can access Enterprise reports from UM Reports, UM Analytics, and PeopleSoft. Report categories include Finance, Research, Physical Asset Management, Human Resource Management, and Student Services. Navigation to the Reporting Center is through the portal.

Filter reports within Reporting Center by report title.

Reports from PeopleSoft that are centrally run and distributed.

Selected reports are included here as favorite shortcuts. Favorites can be viewed and removed.

Links to additional reporting tools.

Clicking the “i” icon next to a report opens the Help document specific to the report.

The MyU Favorites menu includes any reports also listed in My Favorite Reports.

Help, FAQ, and other resources are available by clicking Need Assistance.

Clicking the blue star next to a report title will add the report to My Favorite Reports.

Tip: Hovering over a report title with the mouse will display a report description and additional information on the report business rules.


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