MARS Finance and Human Resources Overview and Report List

Maverick Analysis & Reporting System (MARS)

The purpose of this job aid is to explain how to view reports in the MARS. This area is a central repository of integrated data that provides a full range of business intelligence capabilities such as:

- Collecting up-to-date data on cost centers.
- Presents data in an easy-to-understand format.
- Can Export and Print data using different formats

Things to Consider

- Data is loaded from UTShare into MARS nightly. It should never be more than 24 hours old.
- Your MARS session will timeout after 20 minutes of inactivity. Refresh to restart.
- Reports in each category function the same.

Home Page

This landing page displays a list of Recent reports. If you have never been in MARS before you may have a blank list of Dashboards (reports) on your landing page. MARS refers to these reports as “dashboards”.

- Each report presents a “Dashboard” which is a customized page displaying search criteria fields referred to as “Field Prompts” and the report results data.

The Navigation Bar options are Home, Resources, Catalog, Favorites, Dashboards, Create, Open.

How to Access the Reports

1. Click Dashboards from the top menu bar to navigate to the desired report.
   The associated report options display.
2. Click on the report option.
The report displays with any associated report options.

**Report Dashboard**

Each report presents a **Dashboard** which is a customized page displaying search criteria fields referred to as “Field Prompts” and the report results data. An example is displayed below.

1. The reports are separated into different tabs for each topic page. You can navigate between them without having to go to the home page each time.
2. Dashboards have field prompts used to select data to narrow down the results displayed when the report is run. These fields vary by report. The Apply button runs the report with the new prompts.
3. The report results display using the pre-set default prompt settings.
4. To view additional details, click the blue link when available to drill down into the report.
See the Example below:

Finance and Human Resources Report List

Budget Reports

1. **Funds Available Report** - provides a view to department funds information by selected fiscal and by cost center. Use this report to measure budgets against expenditures and encumbrances to determine the balance of funds available for a cost center.

2. **Budget Variance Report** - lists a summary of department cost center funds. Use this report to analyze the difference between the budget amount of expense or revenue and the actual amount.

3. **Funds Available – Grants** - displays department grants funding information as in the Funds Available Report noted above

4. **Recognized Revenue – Running Sum** - displays a running sum of revenue received during an accounting period in a table and line chart view

5. **Recognized Revenue by Period** - presents the revenue received during an accounting period, and the running sum. The data is presented as a report, and in two different chart views

6. **Funds Available – Budget Dept Tree** - displays the funds by department

7. **Open Encumbrances** - displays the open encumbrance amounts

8. **Monthly Financial Management** - provides a view to department funds information by fiscal year, cost center and fund type. It provides extensive information about the
financial position of the department for the selected fiscal year by period and encompasses sources of funds, transfers and uses of funds for the prior fiscal year’s actuals, and the selected fiscal year’s budget, actuals and encumbrances

9. **Funds Available FY Comparison** – provides prior and current fiscal year information as in the Funds Available Report noted above

**General Ledger Reports**

1. **Monthly Balance Sheet** - reports the assets and liabilities for each accounting period within the fiscal year selected
2. **GL Account Balances Tree Report, and GL Account Balances Report** – left side is a hierarchical listing of the natural account categories in the AFR financial tree and closing amounts within the fiscal year selected. The right side displays a list of the GL Account balances
3. **Trial Balance Report, and Trial Balance (Tree)** - hierarchical listing of the natural account categories in the AFR financial tree including the debit and credit summary balance within the fiscal year selected. The trial balance displays a list of the general ledger account balances

**Finance Reports**

**Accounts Payable Reports**

1. **Accounts Payable Transactions Report** - lists AP transactions for selected suppliers for the specified fiscal year(s) and period(s)
2. **Accounts Payable Aging Report** - lists a summary of supplier invoice aging amounts as a percent of the total overdue, by the aging bucket name (current, 30, 60, 90+ days). The combination bar and line chart display a graphical presentation of the data
3. **YTD Vendor Status** – displays supplier accounts payable amounts

**Human Resources List**

**Payroll Reports**

1. **Payroll Monitor** - provides a high-level summary of paycheck expenses by department; which will display a detailed tabular summation by employee of paycheck expenses year-to-date.
2. **FY Salary Report** - provides a comprehensive view of an employee’s job history with the most current funding source, budgeted salary versus paid salary and remaining salary allocated. This report is run by person, position and/or department for a specified fiscal year.
3. **Fringe Cost Analysis Report** – enables an estimate of fringe costs for budgeting purposes
4. **YTD & MTD Payroll Analysis** – provides a view of month to date and year to date payroll costs which include salary as well as payroll related costs

**Workforce Deployment**

1. **Employee Listing Department** - This report lists the employees in the selected department or departments

Export definitions for the financial and payroll reports as lists to attach or as an exhibit to show users the data fields in the report selected. Per the MARS screenshot, click the gear icon to export to Excel.