


## COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 102-02</b>
	Section: 100 General
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Budget Activity and Expenditure Detail Reports</b>	Effective date: 01/01/2000
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### PURPOSE

To list the reports available for budget management at NAU.

### SOURCE

ITS/Comptroller's Office/University Policy

### DISCUSSION

Financial reports are vital tools for every NAU Business Manager. Financial reports are available to departments through [Enterprise Reporting](#) . Business Managers and other users of financial data should review budget reports at least monthly in order to get the status of their fiscal year budgets. The following categories of reports are available in the Financial Management Reports Folder:

- Budget
- General Accounting
- Grants
- Help
- Payroll and Human Resources
- Purchasing
- Status of Funds

There are many useful reports in each category to help with the reconciling of monthly data. Please contact the Comptroller's department if you need help with reconciliations.