

Summary of available ANU Insight reports

| Report name | Report description | Who would use the reports | How to access the reports |
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| Admissions reporting (ANU Direct) | A series of reports, dashboards and a cube providing admissions metrics for ANU Direct admissions (incorporating applications via agents). | <ul style="list-style-type: none"> • University executive • College executive • Central student recruitment and admissions staff • College student recruitment and admissions staff • Central enrolment planners • College enrolment planners | <ul style="list-style-type: none"> • High level summary ANU Direct Admissions reports are open to all staff with a UDS account • For demographic and detailed unit record reports, request access via the ANU Insight user access request form • Submission of a Declaration of interest form may also be required |
| Admissions reporting (UAC) | A series of reports, dashboards and a cube providing admissions metrics for ANU and competitor institutions participating in University Admissions Centre (UAC). | <ul style="list-style-type: none"> • University executive • College executive • Central student recruitment and admissions staff • College student recruitment and admissions staff • Central enrolment planners • College enrolment planners | <ul style="list-style-type: none"> • High level summary ANU UAC Admissions reports are open to all staff with a UDS account • For demographic, competitor and detailed unit record reports, request access via the ANU Insight user access request form • Submission of a Declaration of interest form may also be required |
| Chief investigator financial reporting (CIFR) | Research project financial reports which meet Chief Investigator (CI) requirements and drives the productive management of research finances. | <ul style="list-style-type: none"> • CIs • Research assistants • Research managers • College executive | <ul style="list-style-type: none"> • Reports are automatically burst via email to CIs • If you are a CI and need to access CIFR in ANU Insight, request access via the ANU Insight user access request form • If you are not a CI, request access via the ANU Insight user access request form |

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| Financial reporting – financial management reports | <ul style="list-style-type: none"> Income Statement report – provides comparative actuals and budget vs forecast results for Income, Expenditure and other financial items within an Organisational (Org) Area and/or at project level. Transaction report – supports the Income Statement and provides detailed transaction information. Salary report – supports the Income Statement and provides detailed employee level salary information. Income Statement Pack report – provides a pack of the three reports above. Department Summary report – summarised version of the Income Statement for multiple Org Areas/projects at the one time. | <ul style="list-style-type: none"> College finance managers and some of their delegates Divisional finance managers and some of their delegates | Access is based on an individual's security access in the Enterprise Systems (ES) Financials system |
| General Ledger Code (GLC) Request eForm tracking | A report providing visibility for administrative staff over the progress of GLC Request eForms through the form workflow. | <ul style="list-style-type: none"> College research administrators College finance administrators Central research administrators Central finance administrators | Access is based on an individual's access to functional mailboxes for Research Services Division (RSD), Research Accounting, Intelledox Digital Transformation Centre (IDTC), AR&P, HR Systems, college research and college finance |
| Human Resources (HR) eForm reporting | Reporting on data extracted from HR eForms. At present, the reporting includes a suite of detail reports based on data entered into the Accelerated Increment (AI) and Visiting and Honorary Appointment (VaHA) eForms. | <ul style="list-style-type: none"> HR Practitioners Supervisors/managers | Access is based on an individual's security access in the Human Resource Management System (HRMS) |
| Payroll costing analysis (PCA) reporting | <ul style="list-style-type: none"> A set of summary and detail reports that provide users with payroll costing insights at various levels of data grain. A set of audit reports that help identify data issues and monitor PCA reporting security. | <ul style="list-style-type: none"> HR staff with the following relevant roles in HRMS: <ul style="list-style-type: none"> ➢ ANU_HR_FININQ ➢ ANU_HR_PAY_ADMIN ➢ ANU_HR_PAY_OFFICER ➢ ANU_HR_SYSADMIN And/or anyone who can approve pay variations | <ul style="list-style-type: none"> Detailed and summary reports are automatically burst to staff who approve pay variations HR staff with relevant roles in HRMS will have access to these reports |

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| Performance development review (PDR) reporting | A suite of dashboards and detailed reports which leaders and HR teams can access to track PDR activity for staff in their area of responsibility. | <ul style="list-style-type: none"> • Delegates (D3 or above) • HR staff with the following relevant roles in HRMS: <ul style="list-style-type: none"> ➢ ANU_HR_INQUIRER ➢ ANU_HR_ADMIN ➢ ANU_HR_ADMIN_NH ➢ ANU_HR_ADMIN_INQ ➢ ANU_HR_CENTRAL • Supervisors | <ul style="list-style-type: none"> • Summary level dashboards are accessible to all staff with a UDS account • Access to detailed level reports is based on an individual's security access in the HRMS and/or the HR Supervision Tree |
| Publication validation reports (PVR) | A set of self-service reports supporting the annual publication collection and validation process. The publication reports contain consolidated data that include the capability to drill-through into more detailed reports. | <ul style="list-style-type: none"> • Existing ANU academic staff • Publication Collection Officers (PCOs) • Managers and academic managers (i.e. Deans, Heads of School, School Managers, Research Division heads etc.) | <ul style="list-style-type: none"> • Academic staff have access to their own publications list and modifications requests • PCOs, managers and academic managers, request access via the ANU Insight user access request form |
| Research costing, pricing and approval (CPA) reporting | The Research costing, pricing and approval reporting (CPA reporting) reports are a suite of self-service reports in ANU Insight that offers both summarised and detailed insights into various aspects of the projects and applications that exist in the ANU Research Costing, Pricing and Approval Tool (CPA tool). | Users of the CPA tool | Access is based on an individual's security access in the CPA tool |
| Research reports (Publications) | <p>A set of self-service reports providing:</p> <ul style="list-style-type: none"> • Access to detailed information relating to publications. • A full list of publications based on a variety of filters such as Organisation Area, Field of Research, Publication Category or Journal Name. | <ul style="list-style-type: none"> • Academic staff • PCOs • Research Office • College executive | Reports are open to all staff with a UDS account |

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| Research reports (Grants) | <p>A suite of self-service reports containing aggregated and summary information that include the capability to drill-down into more detailed reports, including research funding for individual academics.</p> | <ul style="list-style-type: none"> • Academic staff • Research managers • Research administrators • Central research services • College executive | <ul style="list-style-type: none"> • Academics have access to their own grant applications • Academic Supervisors have access to their own records and all other investigators they supervise as identified by the supervisory structure within the HRMS • Individuals with access to the Statement of Academic Activity (SAA), specifically grants data reconciliation, have access to the corresponding college, school or departmental level of information in the grants reporting • Individuals with access to the ANU Research Information Enterprise System (ARIES) have access to the corresponding college, school or departmental level of information in the grants reporting |

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| Statement of academic activity (SAA) | <ul style="list-style-type: none"> • SAA report – A summary report incorporating information across a range of academic activities for an individual. This report links to five drill-through or detailed reports. • Data reconciliation report – A report that allows college administrators to identify proposed additions and modifications requested by academics. • My modification requests – A report linked to an academic's profile. It provides a summary an individual's proposed modifications and/or additions. • Academic access and status report – This report provides academic supervisors with visibility over the progress of academics in accessing their SAA. • Tracking summary report – A report providing college managers and academic supervisors with a high level summary of SAA access. | <ul style="list-style-type: none"> • Academic staff • Academic supervisors • College and central administrators (i.e. research, students, HR practitioners, PCOs) • College managers | <ul style="list-style-type: none"> • Academic staff have access to their own SAA • Academic supervisors (as identified via the HRMS supervisory structure) have access to view their direct reports SAAs • Other users, request access via the ANU Insight user access request form |
| Student analytics reports | Includes reports on low enrolled courses, list of course enrolments, and Equivalent Full-Time Student Load (EFTSL) by funding group (detailed and summary). | <ul style="list-style-type: none"> • Marketing managers • Student recruitment • Student admissions • Executive/management for strategic and operational planning • Student administrators • Higher Degree Research (HDR) coordinators | Request access via the ANU Insight user access request form |
| Student eForm reporting | <ul style="list-style-type: none"> • Deferred exam eForm tracking list. • Special consideration eForm tracking list. • Student eForm history report. • Student eForm workflow tracking list report – can be filtered on HDR Milestones, Special Consideration and Deferred Examination, Manage My Degree (MMD) Coursework, and MMD HDR. | <ul style="list-style-type: none"> • Student administrators • College executive | Access is based on an individual's security access in the Student Administration System (SAS) |

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| Travel reports | Reporting on data extracted from travel requests entered into the travel approval system: <ul style="list-style-type: none"> • Summary Reports – lists all travelers meeting specified conditions. • Detail Report – contains all available details for a single travel request. | <ul style="list-style-type: none"> • All staff with travel requirements • Supervisors • Finance administrators | Request access via the ANU Insight user access request form |
| University services feedback reports | A series of reports and dashboards that provide visibility over the volume and progress of University services feedback eForm and/or visualises the trends over time. | <ul style="list-style-type: none"> • Any member of the ANU community (for the Monthly feedback to ANU service snapshot report) • Delegates (D3 or above) (for the rest of the University services feedback reports) | <ul style="list-style-type: none"> • Monthly feedback to ANU service snapshot report is open to all staff with a UDS account • Additional access (for one or more of the rest of the University services feedback reports) may be granted on approval by contacting the University Services Feedback team within Service Improvement Group (SIG) |
| Voice Survey results reporting | There are currently two dashboards based on the Voice data results from the years 2011, 2014 and 2016: <ul style="list-style-type: none"> • The “ANU overview and benchmark” dashboard provides a graphic of each survey theme and can be displayed against a Go8 and Other Universities benchmark year for a comparison. • The “College and business unit overview” dashboard provides information based on area, theme and a tabular comparison. Once the dashboard type is selected further options are available for the survey year, theme and organisation. | <ul style="list-style-type: none"> • Delegates (D3 or above) • HR staff | <ul style="list-style-type: none"> • Access is based on an individual’s delegations in the HRMS • If you are a HR practitioner, request access via the ANU Insight user access request form |
| Work health and safety reporting | A set of reports and dashboards that provide key Work Health & Safety (WHS) information and statistics to help ANU meet its WHS reporting requirements. | <ul style="list-style-type: none"> • Work Environment Group (WEG) • WHS representatives | Request access via the ANU Insight user access request form |