Overview: Annual Statement of Reasonableness (ASR) Statistics Report

Purpose: Helps financial administrators track their unit's ASR compliance progress.

ASR Report Tab

- Overview of all individuals required to complete an ASR and their current status.
- Users can apply filters to refine results by:
  - Fiscal year
  - College/Unit
  - Department
  - Employee confirmation status
  - UFM certification status
  - Confirmation type
- To quickly locate ASR status for employees in a specific department:
  - Use *Department ID and Name* filter
  - Select the correct fiscal year

ASR Statistics Tab

- Summarizes two key ASR certification metrics:
  - *Confirmed*
  - *Unconfirmed*
- Each column displays:
  - Raw numbers
  - Corresponding percentages
- Departments with 100% completion are **excluded** from this tab.

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Accessing the ASR Statistics Report

https://techworks.gatech.edu

Or

https://lite.gatech.edu

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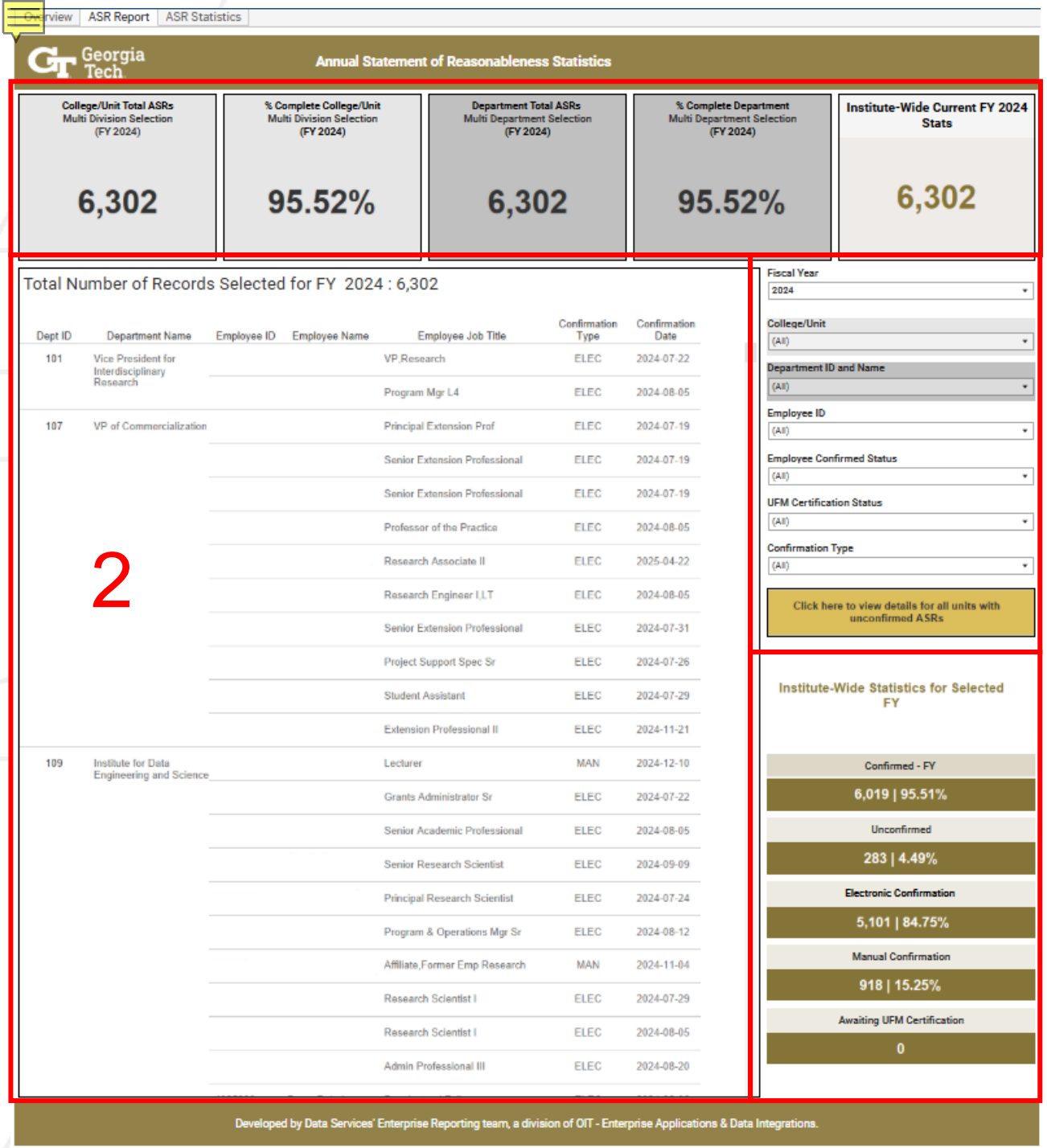
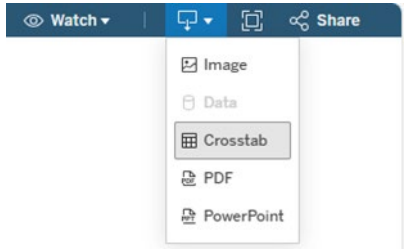
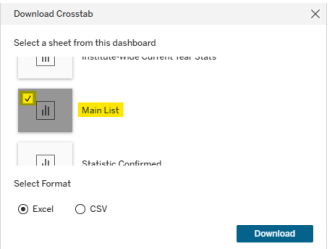


Navigating the ASR Report Tab

1. **Filters**
   a. Fiscal Year
   b. College/Unit
   c. Department ID and Name
   d. Employee ID
   e. Employee Confirmed Status
   f. UFM Certification Status
   g. Confirmation Type
2. **Output**
   a. Displays data based on selected filters
   b. Count of records displayed
   c. Data can be exported





3. **ASR Statistics (left to right)**
   a. Raw number of total ASRs for the **college/unit**
   b. Completion percentage for the **college/unit**
   c. Raw number for the selected **department(s)**
   d. Completion percentage for **department(s)**
   e. Raw number of total ASRs **institute-wide**
4. **Institute-wide raw numbers and percentages for the selected fiscal year**

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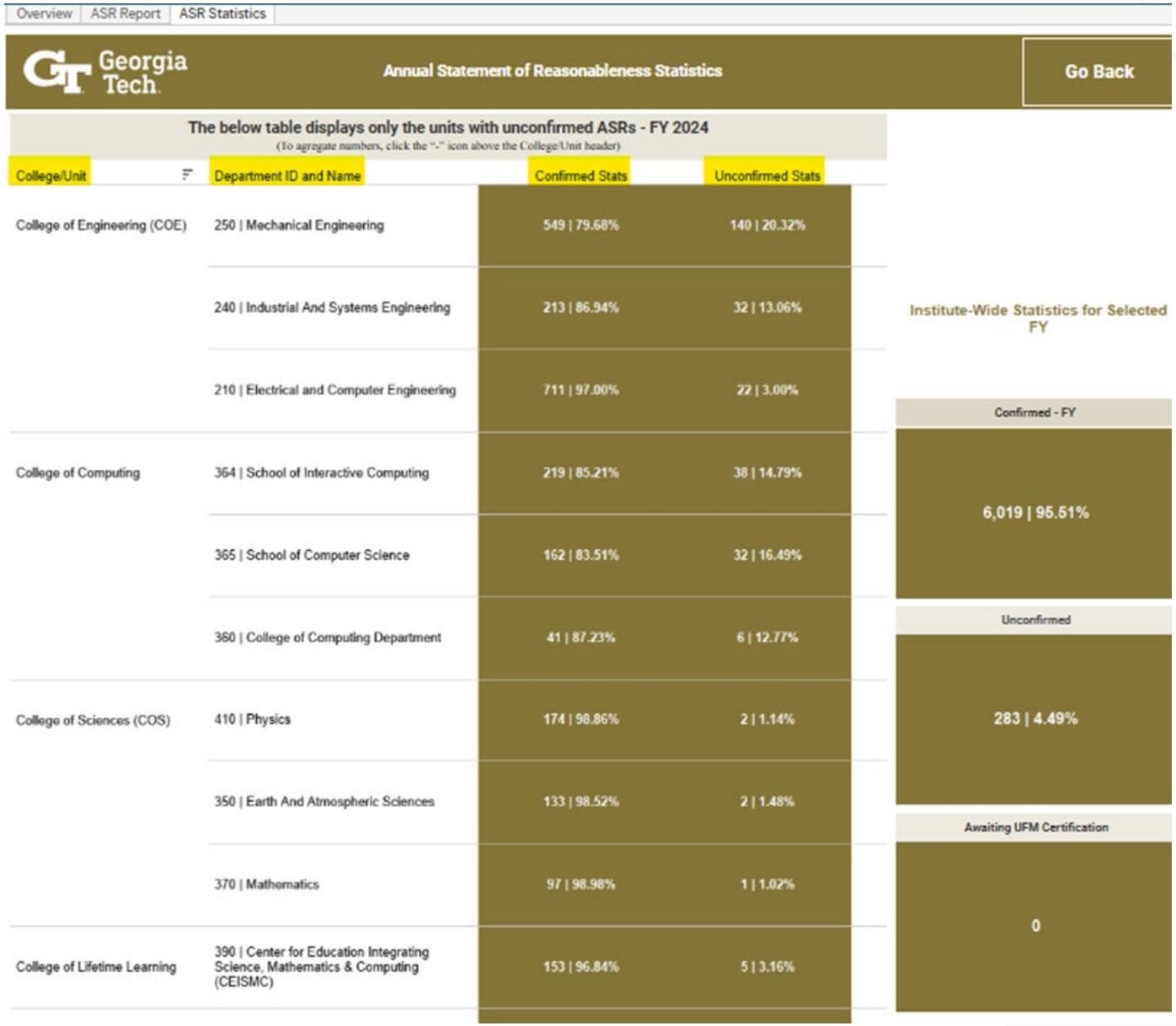
Overview: ASR Statistics Tab

This table displays only units with unconfirmed ASRs.

- Provides a quick reference for the total count of unconfirmed ASRs by department.
- Departments are grouped by college or unit.
- Both confirmed and unconfirmed statistics include raw counts alongside their respective percentages.
- Institute-wide statistics present raw numbers and percentages for the selected fiscal year in the ASR Report tab.



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