Guide for EFS Sponsored Projects Reports

UM Reports & PeopleSoft Reports
A job aid with instructions on how to run reports in UM Reports is found at http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@trainingservices/documents/asset/ohr_asset_096172.pdf
A job aid with instructions on how to run sponsored reports in EFS is found at http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@trainingservices/documents/asset/ohr_asset_098888.pdf
A job aid with step-by-step instructions to run the sponsored reports can be downloaded from EFS is found at web site at: http://www.ospa.umn.edu/efs_sp/index.htm

Timing of nightly posting jobs – Each module has a series of nightly posting and updating jobs. Some jobs are dependent on other jobs to finish and some modules are dependent on other module jobs to finish prior to that module starting its’ nightly jobs. The Projects module job called “Cost Collection” goes out to all the other modules and cost collects the transactions into the Projects module Project Resource table, this job starts at 7:00 pm nightly and runs prior to the posting of subsidiary modules. The F&A job starts after the cost collection jobs complete. Other modules (PO, AR, EE, GL, etc) processing begin in tangent with GPC. A copy of Production to the Reporting Instance (which is also were UM Reports pull from) happens at 5:00 AM every morning. To be specific, a transaction that posts in AP on a Monday will be cost collected into GPC on a Tuesday night and copied into the reporting instance for population on a report on Wednesday morning.
The sponsored reports hit the Project Resource table for expense data, HR Accounting Line for payroll encumbrance data and KK activity log for non payroll encumbrance data. Unlike the legacy reports on the web (which reflected the previous closed period totals only), the EFS sponsored reports allow you enter a specific end date. If you enter a specific end date that is not a month end, the report may not reflect all the transactions due to timing of the jobs and dependencies. If you enter a specific end date that is a month end, the report should reflect all the transactions. For sponsored project the most important dates are budget period end and project termination.

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<tr>
<th>Report Name/Description</th>
<th>How to use this report</th>
<th>Things to remember</th>
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<tr>
<td>UM Sponsored Award Summary</td>
<td>This is a high-level view report, use as a quick snapshot tool for PI, Department Heads or Deans</td>
<td>Report rolls up to the Contract level not to the Project When generated by PI only pulls Contracts were the PI is the primary PI If there are additional projects with different PIs on the Contract, the unspent funds are for all projects and not just the primary PI’s project(s).</td>
<td>When generated by DeptID, the report pulls Contracts for the PI that is assigned to the Award based on the home department in HRMS. When generated by PI, the report pulls the Contract data for awards where the PI selected is the Primary Project PI. When generated by Sponsor, the report pulls all Contract data where the selected Customer ID is assigned on the Award. When generated by College/RRC, the report pulls all Contract data for all DeptID’s that are associated to the RRC by the PI’s that are assigned to the Award based on the home department in HRMS.</td>
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<tr>
<td>UM Sponsored Award Overview  (EFS &amp; UM Reports)</td>
<td>This report is run by EFS award number, and displays inception to date budget, current period encumbrance and expense, and inception to date requisition, encumbrance, expense, and available balance, subtotaled by project (1 or many) and budget account (e.g., “Travel”) through a specified accounting date. In addition, the report includes subtotals for direct, indirect and totals for cost share, program income, TIP, invoiced amount and open AR. Core demographic data about the award is also displayed.</td>
<td>This is one step down from the Sponsored Award Summary. Use as a tool to manage the entire award. A good report for primary PIs.</td>
<td>F&amp;A is not encumbered when using a through date, such as the last day of the month, transactions that process after midnight on the last day will have an accounting date of the first day in the next month (F&amp;A is a good example). Pre encumbrance is the same thing as a requisition.</td>
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<tr>
<td>UM Sponsored Project Detail  (EFS &amp; UM Reports)</td>
<td>This report is run by EFS project number, and summarizes inception to date budget, current period encumbrance and expense, and inception to date requisition, encumbrance, expense and available balance for both sponsored and cost share amounts through a specified accounting date. The report includes subtotals for direct and indirect. Data is summarized at the budget account level (e.g., “Travel”)</td>
<td>This report is similar to the Sponsored Award Overview but is at the project level and displays cost share detail. Use as a tool to manage the project and related cost share expenses. Use as a tool to verify budget to actual spending.</td>
<td>When using a through date, such as the last day of the month, transactions that process after midnight on the last day will have an accounting date of the first day in the next month (F&amp;A is a good example). Not the entire award is displayed, only the specific project entered on the run control. Waived F&amp;A will display as cost share F&amp;A is not encumbered Pre encumbrance is the same thing as a requisition. If uncertain about what is included in the F&amp;A base, consult the job aid at <a href="http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@training/services/documents/asset/ohr_asset_092535.pdf">http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@training/services/documents/asset/ohr_asset_092535.pdf</a> or the rates page at <a href="http://policy.umn.edu/Policies/Research/COST_RATES.html">http://policy.umn.edu/Policies/Research/COST_RATES.html</a></td>
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<tr>
<td>UM Sponsored Project Detail Drilldown  (UM Reports only)</td>
<td>Once the reports using the above parameters have generated, each expense account has a hyperlink and allows the user to drill down into the specific expense account. The drilldown provides the user with the budget, pre encumbrance, encumbrance and actual detail. The user has the ability to sort online or export to excel. See the Job Aid (on the EFS-SP website <a href="http://www.ospa.umn.edu/efs_sp/index.htm">http://www.ospa.umn.edu/efs_sp/index.htm</a>) called Sponsored Project Detail Drilldown Trans ID for a detailed description of the various transaction numbers that populate this report. The column called “Update Date” identifies an encumbrance row on the commitment control source table that has been modified and when it was modified. Most of the time, the Accounting Date and Update Date will be the same.</td>
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<td>Sponsored Transaction Detail – Expenses  (EFS &amp; UM Reports)</td>
<td>Detailed expense transaction listing. This report is run by project and expense dates (begin and end) can be specified if desired. This report includes source module and source module IDs and chart fields CF1, CF2, and CS.</td>
<td>This report is a transaction detail report. Use as a tool to verify transactions that have hit a sponsored project.</td>
<td>Expense transactions need to post in their subsidiary module only; GPC cost collects the expenses from the subsidiary modules. This means if an AP transaction posted in AP, but not in the GL yet, that transaction will display on this report. See the Job Aid (on the EFS-SP <a href="http://www.ospa.umn.edu/efs_sp/index.htm">http://www.ospa.umn.edu/efs_sp/index.htm</a>) called “Update DRILDOWN” for a detailed description of the various transaction numbers that populate this report.</td>
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<td><strong>UM Sponsored Aged Pre-Award Summary</strong> (EFS &amp; UM Reports)</td>
<td>This report lists a row for each proposal/award in pre-award status, summarizing inception to date expenses and encumbrances, along with age in days from start date. The report can be run by PI (EmpID), DeptID, or College. The report will be able to run from inception through a specified accounting period (e.g., Sept. 2008), with that period showing in the header of the report.</td>
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<td><strong>UM Sponsored Pre-Award Overview</strong> (EFS &amp; UM Reports)</td>
<td>This report is run by EFS proposal number and through a specified accounting date. The report displays current month (based on accounting date entered) as well as inception through accounting date requisition, encumbrance, and expense. The balance is subtotaled by project (1 or many) and budget account (e.g., “Travel”). The header will display sponsor, award start and end date, and pre-award age.</td>
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<td><strong>UM Sponsored Pre-Award Project Detail</strong> (EFS &amp; UM Reports)</td>
<td>This report is run by EFS project number and through specified accounting dates. The report displays current month (based on accounting date entered) as well as inception through accounting date requisition, encumbrance, and expense summarized at the budget account level (e.g., “Travel”). Descriptive information in the header displays sponsor, proposal #, department, project start and end date, and PI name.</td>
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<td><strong>Website</strong> <a href="http://www.ospa.umn.edu/efs_sp/index.htm">http://www.ospa.umn.edu/efs_sp/index.htm</a> in the section named EFS Reporting) called Sponsored Transaction Detail Expense Report Numbers for a detailed description of the various transaction numbers that populate this report. When using a through date, such as the last day of the month, transactions that process after midnight on the last day will have an accounting date of the first day in the next month (F&amp;A is a good example).</td>
<td>Report rolls up to the Contract level not to the Project When generated by PI only pulls Contracts were the PI is the primary PI If there are additional projects with different PIs on the Contract, the unspent funds are for all projects and not just the primary PI’s project(s)</td>
<td>When generated by DeptID, the report pulls the primary project based on the PIs home department in HRMS.</td>
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<tr>
<td>UM Sponsored Pre-Award Transaction Detail – Expenses (EFS &amp; UM Reports)</td>
<td>This report is a transaction detail report. Use as a tool to verify transactions that have hit a pre-award sponsored project.</td>
<td>Expense transactions need to post in their subsidiary module only; GPC cost collects the expenses from the subsidiary modules. This means if an AP transaction posted in AP, but not in the GL yet, that transaction will display on this report. See the Job Aid called Sponsored Transaction Detail Expense Report Numbers for a detailed description of the various transaction numbers that populate this report. When using a through date, such as the last day of the month, transactions that process after midnight on the last day will have an accounting date of the first day in the next month (F&amp;A is a good example).</td>
<td>The project resource table, HR accounting line and commitment control are the main tables that populate the data on this report.</td>
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<tr>
<td>Detailed expense transaction listing. This report is run by project and expense dates (begin and end) can be specified if desired.</td>
<td>UM Report for F&amp;A Recovery Distributions (EFT &amp; UM Reports)</td>
<td>This report is a summary report that shows for each project, the recovered F&amp;A. Use this report throughout the year to compare estimated F&amp;A recovery with actual.</td>
<td>Currently, redistribution of F&amp;A is at the program level (all of FY08 and part of FY09). An effort is underway to allow redistribution at the lowest level, but it has not rolled out yet. When generating the report by DeptID, the DeptID that receives F&amp;A distribution is generally not the run control. Waived F&amp;A will display as cost share. F&amp;A is not encumbered. Pre encumbrance is the same thing as a requisition. If uncertain about what is included in the F&amp;A base, consult the job aid at <a href="http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@trainingservices/documents/asset/ohr_asset_092535.pdf">http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@trainingservices/documents/asset/ohr_asset_092535.pdf</a> or the rates page at <a href="http://policy.umn.edu/Policies/Research/COST_RATES.html">http://policy.umn.edu/Policies/Research/COST_RATES.html</a> is the key. For non salary cost share, at the time of requisition completing the entire cost share chart string is the key.</td>
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UM Submitted Proposal Processing Stats (EFS & UM Reports) This report shows Proposal level information including submitted and awarded Proposal counts and percentages based on entered run control criteria. The users will be able to run the report by Proposal Creation Date, RRC, ZDeptID, DeptID, Sponsor or PI/COI.

This report is a summary report that shows how many proposals were submitted by PI/COI for a specified time period. The report can be used to track unit performance at the RRC or Department Level. It also shows if a proposal was subsequently awarded during the same report period.

The proposal types;
- NEW – New proposal
- RNW – Revision/New
- SUP – Supplement
- RSP – Revision/Supplement
- NCC – Non Competing Cont.
- RNC – Revision/NonCompCon
- REN – Renewal
- RRL – Revision/Renewal
- PRE – Pre Proposal

For all proposal types except NEW or RNW, the proposal begin dates will be in the past as they are proposals for awards that already exist however another funding cycle requires another proposal.

The primary table used for this report is the proposal table(s). The dollar amounts in the proposal Budget, Direct and F&A columns are pulled directly from the proposal information and do not reflect actual award amounts.

UM Award Processing Stats (EFS & UM Reports) This report shows Award level information based on entered run control criteria. The users will be able to run the report by Modification Issue Date (for new awards this is equal to “award date”, RRC, ZDeptID, DeptID, Sponsor or PI/COI.

This report is a summary report that shows new award generations and modifications that were issued/processed within the system for a specific period of time. The report can be used to track unit performance at the RRC or Department level.

The award modification types;
- RNW – Renewal
- SUP – Supplement
- TIP – Temp Invest Pool
- PLA – Program Income Add
- RED – Reduced Funding
- ADD – Additional Funding
- ADM – Administrative Change
- APP – Agency Approval
- CON – Continuation
- CRY – Carry Forward
- DPT – Change Department
- EXT – Extension
- INC – Incremental Funding
- ORG – Original
- OTH – Other
- PIC – PI Change
- PID – Program Income Deduct
- PIM – Program Income Match
- REB – Rebudget

This report includes all modification types, including such
| UM Sponsored Projects Summary (EFS & UM Reports) This report lists a row for each project that summarizes inception to date budget, expense and balance information for projects through a specified accounting date. It displays key demographic information about the project (award, primary project (Y/N), title, sponsor, PI, DeptID, start and end dates) This report can be generated by All Projects by RRC, DeptID, Sponsor or PI/COI/CPI or Active Projects by RRC, DeptID, Sponsor or PI/COI/CPI. **NOTE:** no option for ZDeptID on this report. This report can only be run by a single criteria selection in addition to the selection of All or Active Projects. | This is a high-level view report, use as a quick snapshot tool for PIs, Department Heads or Deans. Use as a tool to manage at the project level. Report only displays the individual project and not the entire award. If there are multiple projects, this report may not display all the projects. For example, Award 123 has two projects associated with it, one in ZDeptID A and one in ZDeptID B, if the report is generated by ZDeptID A only one of the projects will display. Use the Sponsored Award Summary or Sponsored Award Overview too see the entire awards’ activity. | When generated by DeptID, the report pulls all Projects that are associated to that DeptID. When generated by EMPLID, the report pulls all Projects where that EMPLID is associated to a Project Role of PI, COI or CPI. The report will group based on Role with subtotals by role and a grand total for the EMPLID. When generated by Sponsor, the report pulls all Projects that are associated to an Award that has that Sponsor/Customer ID assigned. When generated by College/RRC the report pulls all Projects for all DeptID’s that are associated to the RRC on the UM_DEPTID_BUDGET tree. When the All Projects radio button is selected the report will include all Projects regardless of their status (i.e. Approved/Active, Closed, Pending, etc.). An asterisk indicates that a Project is NOT in an Approved/Active status as of the date that the report is generated, not the accounting date through entered on the run control. When the Active Projects radio button is selected the report will |
**NEW** Sponsored Awards in Deficit (EFS & UM Reports)

This report lists a row for each Contract that is in Deficit based on expenses over budget. It displays key demographic data about the contract (Primary Project Number PI, Award start and end date, Sponsor, Reference Award Number). This report can be generated by RRC, ZDeptID, DeptID, PI or COI/CPI and for a specific accounting date through.

This is a high-level view report, use as a starting point to view Contracts in deficit. Use as a tool to manage potential unit risk related to over-expenditure.

The data represented is a summation of all projects that roll up to a specific contract number. The project information listed is the primary project information (project number, project function & PI). The number of projects (and reason for) that roll up to a single contract varies from contract to contract. For example, -Some projects are within the same DeptID and same PI, -Some projects are within the same DeptID but different PI -Some projects are within the same ZDeptID but different PI -Some projects are within the same RRC but different PI -Some projects are across different colleges and different PI

How individual units (RRC, ZDeptID, DeptID, etc.) manage or want to see potential over expenditures varies depending on role within the organization. This report doesn’t work well for clinical trials. Keep in mind this is a report that shows expenses over budget. For terminating awards, the final report or invoice submitted to the sponsor by SFR is the final cumulative amount of expenditures. If the award was not fully spent the budget reduction might not be reflective in the system yet.

When generated by DeptID, the report pulls all Contracts that are associated to that DeptID based on the Primary Project’s DeptID.

When generated by ZDeptID, the report pulls all Contracts that are associated to that ZDeptID based on the Primary Project’s DeptID.

When generated by College/RRC the report pulls all Contracts for all DeptID’s that are associated to the RRC based on the Primary Project’s DeptID

When generated by PI EMPLID, the report pulls all Contracts where that EMPLID is associated to a Project Role of PI on the Primary Project.

When generated by COI/COPI EMPLID, the report pulls all Contracts where that EMPLID is associated to a Project Role of COI or CPI on the Primary Project.

The contract status is the responsibility role in SFR. Active means the award is in the hands of the SFR Accountant. To Close Out means the award is in one the stages of award inactivation. Undistributed Budget = future budget that has not been finalized as of the through date on the run control. Distributed Budget After = budget that has been finalized after the through date and before the run control.

Only include Projects that have a status of Approved/Active.
### **NEW*** Sponsored Flexible Period Expense Summary (EFS & UMReports)

This new report provides a snapshot for a specified time period of all expenses that were incurred against a Sponsored Award or Project, rolled up to the budget item. This report can be generated by RRC, ZDeptID, DeptIDs, PI, Contract or Project, or any combination thereof.

This report serves several purposes. The primary use of this report is to view sponsored expenses for a Project or Contract for a time period other than inception through a variable end date. The time period start and end date for the report is user defined. A secondary use of this report is to view sponsored expenses for a PI, DeptID, ZDeptID or RRC for a specified time period, for example, a fiscal year.

The BUDGET does not display on this report. A sponsored budget is for the entire award or budget period, because this report allows for a flexible report start and end date which, for example, could be a quarter time period, which then makes the BUDGET meaningless on the report.

If running this report for a larger RRC using a wide date range, you may want to run it in PeopleSoft to avoid the possibility of timing out (each tool has different performance criteria and thus don't handle large volumes of data the same way). There are several ways to run this report to retrieve varying levels of data, so experiment with the choices.

The project resource table, HR accounting line and commitment control are the tables used to populate most of the financial data on this report.

### **NEW*** Sponsored Fixed Price Balances (EFS & UMReports)

This new report provides summarized budget, pre/encumbrance, expense, and balance information for Projects associated to Fixed Price Contracts. The report may be run by RRC, ZDeptID, DeptID, PI or COI/CPI through a specified date.

This report is a quick snap shot tool and can be used to view fixed price balances for a PI or COI or CPI. This report can also be viewed at an academic department or college level.

This report is at the Project level not the Contract level, however, the Contract number is displayed for each Project.

The project resource table, HR accounting line and commitment control are the tables used to populate most of the financial data on this report.

### **NEW*** Salary Cost Transfers Report (UMREPORTS ONLY)

This report was developed for both sponsored and non-sponsored use. It shows transaction detail for Salary Cost Transfers. The report can be run only for expense transactions that originated in PeopleSoft, not converted data. The report can be run for up to a six month consecutive period of time and any one (or more) of the following options: RRC, ZDeptID, DeptID, Fund, Program, Project, FinEmplID, CF1, CF2, Account.

Use this report to monitor salary cost transfers at a specific level. For example, a Grant Accountant might want to view all the salary cost transferred processed on a project for a specific period.

The journal source and journal source name identify where the transaction originated. The vast majority of salary cost transfers originate in HRMS and are identified with GHR in the journal source and JrnlGen-HRMS in the journal source name. Salary cost

The general ledger and various module tables are the primary tables used to populate most of the financial data on this report.
and PI/CPI/COI. The report output, based on the input parameters, offers a drill down report by Journal ID that shows the full Journal detail.

| and PI/CPI/COI. The report output, based on the input parameters, offers a drill down report by Journal ID that shows the full Journal detail. | period. Another example, a Department Administrator might want to view all the salary cost transfers processed for a specific ZDeptID. | transfers that did not originate in HRMS should be rare and include salary outside of the normal HSA processing window and very unique situations. The Journal ID, complete chart string, EMPLID, Journal Line, Account, Line Description, Employee Name, Pay Begin & End Date are displayed. The Days Aged is how many days beyond the pay period start date the HSA was processed. For Salary Cost Transfers processed outside of HRMS, the Employee Name, Pay Begin & End date and Days Aged are blank as that information pulls from HRMS, the Description is whatever the preparer entered and EMPLID is only present if the preparer entered it. |

| ***NEW*** Non-Salary Cost Transfers Report (UMREPORTS ONLY) This report was developed for both sponsored and non-sponsored use. It shows transaction detail for Non Salary Cost Transfers. The report can be run only for expense transactions that originated in PeopleSoft, not converted data. The report can be run for up to a six month consecutive period of time and any one (or more) of the following options; RRC, ZDeptID, DeptID, Fund, Program, Project, FinEmplID, CF1, CF2, Account, and PI/CPI/COI. The report output, based on the input parameters, offers a drill down report by Journal ID that shows the full Journal detail. | Use this report to monitor non-salary cost transfers at a specific level. For example, a Grant Accountant might want to view all the non-salary cost transferred processed on a project for a specific period. Another example, a Department Administrator might want to view all the non-salary cost transfers processed for a specific ZDeptID. | The Journal ID, complete chart string, Journal Line, Account, Journal Line Reference, Line Description, Journal Source, Journal Source Name and Amount all display on this report. The line description is the best source of information. | The general ledger and various module tables are the primary tables used to populate most of the financial data on this report. |