

Using Sponsored Programs Reports

Sponsored Programs Reports are provided monthly and represent data for the previous month's closing. These monthly financial reports are sometimes called "MFRs".

1. Click the **Main Menu** and then click **Enterprise Reporting**.
2. Click **Sponsored Programs Reports**. The Sponsored Programs Reports page displays. This page organizes reports by college or division. You can browse to locate reports, or you can use the search fields to search for reports by principal investigator or project number.

Sponsored Programs Reports

Search - Enter the codes related to your report(s)

PI Project

Search

Select a College

- 01000000 OFFICE OF PRESIDENT
- 02000000 OFFICE OF PROVOST
- 04000000 OFFICE OF STUDENT AFFAIRS
- 06000000 STUDENT FINANCIAL AFFAIRS
- 07000000 DIVISION-HOUSING
- 10000000 UR-VP-UNIVERSITY RELATIONS
- 11000000 RESEARCH SPONSORED PROGRAMS
- 12000000 GRADUATE SCHOOL
- 13000000 COLLEGE-FINE ARTS

Figure 1: Sponsored Programs Reports page

3. Click the link for the college or division for which data will be viewed.
4. Click the link for the appropriate department. The resulting page displays principal investigators for the selected department.
5. Click the PI of the project for which data will be viewed. The resulting page displays the projects associated with the selected principal investigator.
6. Click the link for the desired project.

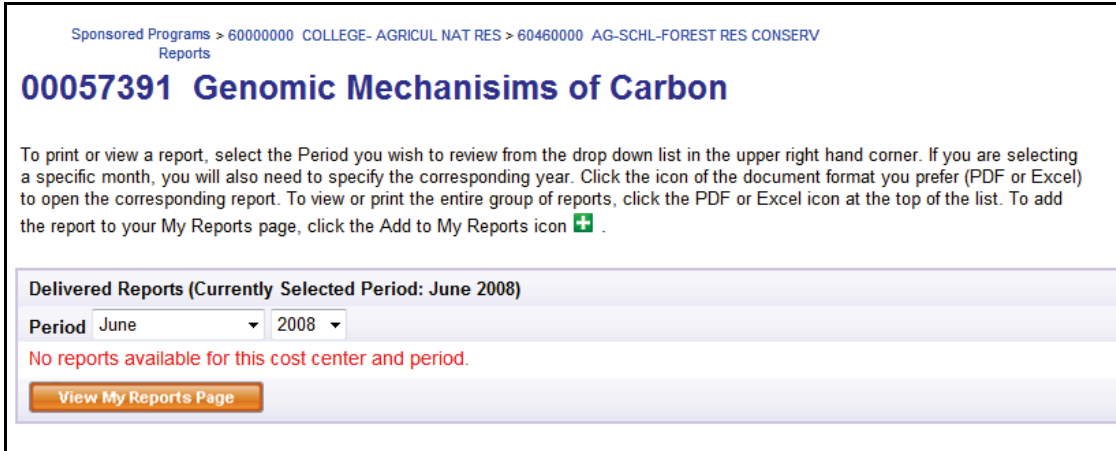





Figure 2: Sponsored Programs Reports page

7. Select the period or month/year for the data you want to review. The reports page displays. These reports are available in PDF and Excel format.

- To view a report in PDF format, click the  icon and then click **Open**.
- To view a report in MS Excel format, click the  icon and then click **Open**.
- To add a report to your My Reports page, click the  icon.

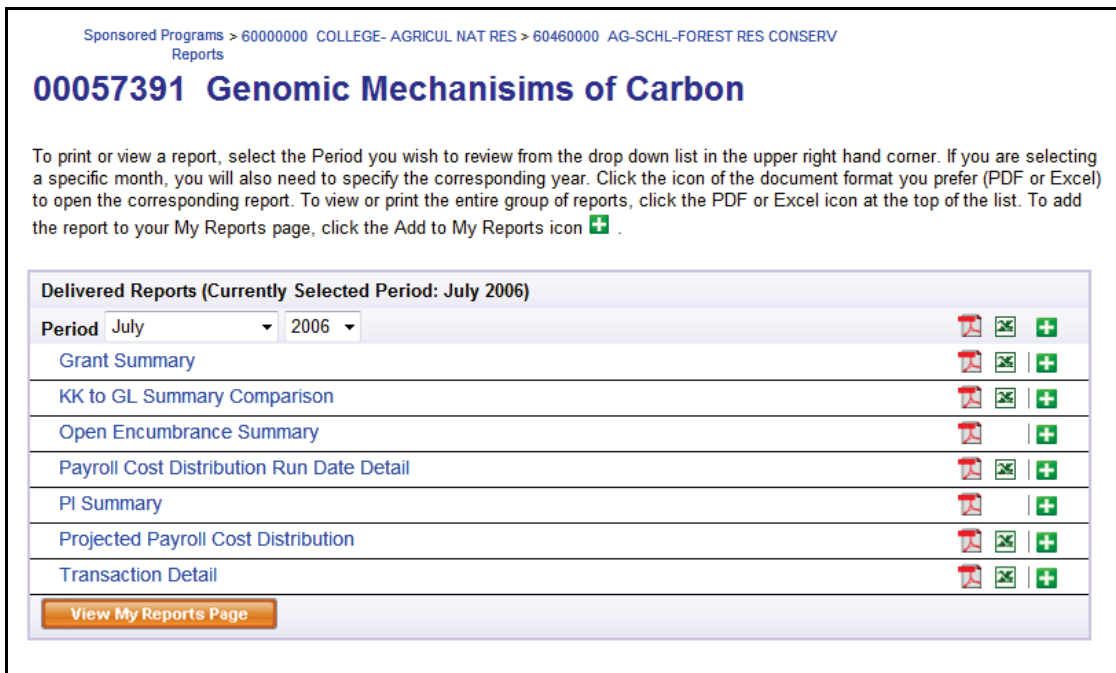


Figure 3: Sponsored Programs Reports Selection page


Sponsored Programs Reports available include:




















- The **Grant Projects Summary** report – displays a high-level view of your budget, encumbrances, and expenditures.
- The **KK to GL Summary Comparison** report – used to view any variances between the KK and GL ledger groups that need to be investigated and corrected. This report displays the year-to-date variance between KK and GL, broken down by categories.
- The **Open Encumbrance Summary** report – displays information for any open encumbrances you might have.
- The **Payroll Cost Distribution Run Date Detail** report – enables you to view payroll cost distributions for the project.
- The **Transaction Detail** report – provides detailed information for the transactions associated with the project.

Tip: The top set of options (see the image below) enable you to view the full set of reports in PDF or MS Excel format, or to add the full set of reports to the My Reports page. You can access the My Reports page from Enterprise Reporting > My Reports.

Sponsored Programs > 60000000 COLLEGE- AGRICUL NAT RES > 60460000 AG-SCHL-FOREST RES CONSERV
 Reports

00057391 Genomic Mechanisms of Carbon

To print or view a report, select the Period you wish to review from the drop down list in the upper right hand corner. If you are selecting a specific month, you will also need to specify the corresponding year. Click the icon of the document format you prefer (PDF or Excel) to open the corresponding report. To view or print the entire group of reports, click the PDF or Excel icon at the top of the list. To add the report to your My Reports page, click the Add to My Reports icon .

Delivered Reports (Currently Selected Period: July 2006)		
Period	July	2006
Grant Summary		 
KK to GL Summary Comparison		 
Open Encumbrance Summary		
Payroll Cost Distribution Run Date Detail		 
PI Summary		
Projected Payroll Cost Distribution		 
Transaction Detail		 

[View My Reports Page](#)

Figure 4: Sponsored Programs Reports Selection page