OSP Internal Reports (updated 11 May 2011)

**URL: https://helene.msu.montana.edu/te/oirStart.aspx**

There are multiple reports available for viewing. The data used by the reports are run against a summary extract table (FZITD) which is updated twice per day.

AGENCY\_CATEGORY\_LIST

 AGCY\_ID 9-character or less acronym from Banner or ‘ALL’

This report will display active agencies and their agency category. Can be used to determine Grant Category for the blue sheet.

ANNUAL\_SAL\_COSTSHARE

 FY YY (note: Fiscal year)

This report shows annual salary Cost Sharing by Org number for a fiscal year.

ARRA

 *No parameters*

This report returns information for all grants funded by the American Reinvestment and Recovery Act. Used to assist with reporting requirements for ARRA funding.

ARRA\_ENCUMB\_PYMNT

 FUND *fund number 42#### or 4W####* or ‘ALL’

This report shows cumulative expenditure totals per encumbrance number by grant for ARRA awards. Used to assist with reporting on vendor payments over $25,000 that are the result of a purchase order or contract with a single vendor where payments may be made incrementally in amounts less than $25K, but for which the total purchase price may be greater than $25K.

BILLING\_SUMMARY

 GRANT\_CODE *Z or W####* or *z or w####*

This report includes all grant billing activity and payment history for the specified grant. It’s a summary of the BANNER form FRAAREV.

CASHMANAGEMENT

 FISCAL\_MGR *first three letters of FMs last name*; or ‘ALL’ or to report *all FMs*

This report picks up all grants with a status of “Active”, “Frozen” or “Pre Award” in BANNER. Information such as total expenditures, total payments received, last payment date and amount\*, and cash balance will be displayed for each grant. It also lists the bill format, frequency and invoiced by for all grants with “Active” status, the PI, the responsible org, the sponsor and sponsor ID, the status in FRAGRNT, the authorized amount and the end date. There is also a column for subcontract expense activity (yes or no) and a column for final report reminders.

\*PCON amounts will not be picked up under the ‘Last Payment’ column but will be reflected in the ‘Received’ amount.

CS\_BY\_ACTIVITY

 FY *YY (note: Fiscal year)*

 ACTIVITY\_FUND *activity code 42#### or 4W####*

CS\_BY\_ORG

 FY *YY (note: Fiscal year)*

ORGN\_A Activity Org *######*

These reports display budget and activity amounts for grants with cost sharing commitments. The reports will display the cost sharing activity code(s), the budget categories, and the cost sharing budgeted amounts. They will also display the year to date cost sharing contributions. The fund/org that has made the contribution is also listed; along with the FY the contribution was made.

DEPARTMENT\_GRANT\_HISTORY

 ORG \_NUMBER 4#####

This report identifies a list of all grants including frozen, closed or dropped for a given org.

DESIGNATED FUNDS CHECK

 ORG \_NUMBER 4##### parameter is the fund number (no wildcards)

This report was written for the front office to use as a check before terminating a designated fund.  If the designated fund entered is used on an active IDC distribution, the report returns the grant fund and/or the IDC distribution code that uses the designated fund

EVERIFY GRANTS

 ORG \_NUMBER 4##### No parameters.
This report returns grant, fund, org, grant status, Agency, PI, Auth Amt, Max Amt, Start Date, End date, sponsor ID, Grant Title, E-Verify status and FM for any A or PA grants that have the Grant requires E-verify designation of “Yes” in FRAGRNT.

EXPORT CONTROL GRANTS

 ORG \_NUMBER 4##### No parameters
This report returns grant, fund, org, grant status, Agency, PI, Auth Amt, Max Amt, Start Date, End date, sponsor ID, Grant Title, Export control status and FM for any A or PA grants that have the Grant subject to Export Control designation of “Yes” in FRAGRNT.

FIND BILL

 BILLAMT *no dollar signs; with or without commas and decimals*

This report will return all grant billing bill events that match the specified amount. The ‘Bdate’ indicates the date the grant billing process was run in BANNER; it does not reflect the billing period end date.

FIND PAYMENT

 PAYMENTAMT *no dollar signs; with or without commas and decimals*

 STARTDATE *MM/DD/YY, MM-DD-YY, MM.DD.YY, MM DD YY, or DD-MON-YY*

 ENDDATE *same as* STARTDATE *(above)*

This report is useful when tracking a payment received, especially if there is reason to believe it may not have been applied to the correct grant/fund. The report will return all payments that match the specified amount that were entered into BANNER during the specified time. The grant/fund number, detail code, BANNER data entry date and payment ID will be listed for each payment found.

FRONT\_OFFICE\_AUDIT

 *No parameters*

This report returns fund balance amounts for all funds which are active in BANNER. It displays the fund #, grant #, title, PI, org, project period, IDC rate and IDC basis code, and the sponsor ID. Fund balance calculations do not include encumbrances.

FY\_EXPENDITURES

 FY *YY (note: Fiscal year)*

 FUND *fund number 4#####or 4W####*

This report will provide detailed expenditure activity for a given fund in a given fiscal year. The information includes the expense activity description, the rule class code (i.e., *INNI*= invoice/BPA), the finance document number, the FY period for that activity, the finance activity date, the fund, org and program associated with the transaction, the account code and the dollar amount.

F\_DOC\_DETAIL

 FY *YY (note: Fiscal year)*

 MON *M or MM (note: calendar month as a number)*

This report will be used primarily by the Financial Officer to reconcile the G&C clearing account 42RGC.

GRANT\_STATUS

 FISCAL\_MGR *first three letters of FMs last name* or *‘all’*

STATUS\_CODE PA, A, F, C, D

 FROM\_ STATUS\_DATE *MM/DD/YY, MM-DD-YY, MM.DD.YY, MM DD YY, or DD-MON-YY*

 TO\_ STATUS\_DATE *same as* FROM\_STATUS\_DATE *(above)*

This report will be used primarily by the front office to display grants with the specified status, for the date range specified and can be run by FM or by ‘all.’ It will display the grant #, status, proposal #, fund #, org #, program #, dept name, long title, agency, PI, start and end dates, current funding amount, and the cost sharing value, if any. It replaces the ‘NEW\_GRANTS’, ‘NEW\_AWARDS’ and the ‘CLOSED\_GRANTS’ reports.

IDC\_DISTRIBUTED\_AMOUNTS

 GENERATING\_GRANT *Z or W####* or *z or w####*

This report can be used to view the funds (with org and program) that have received IDCs from the specified grant. The report returns the dollar amounts that have been distributed, by fund #, and includes the account code, rule class code, document number, fiscal year and period, and the activity date of those transactions. Currently, IDCs are calculated nightly.

Note: Corrections to IDCs will not appear on this report; only transactions generated by the Deferred Grant Process (FZRGRNT) will display.

IDC\_DISTRIBUTION\_CODES

 DISTR\_CODE PI distribution code *XXXXXX* or *xxxxxx*

This report will return a list of all grants associated with the specified IDC Distribution code. It will also show the splits for that code.

LOC

 LC\_CODE *LCXXX for specific letter of credit; LC or lc for all*

 FY *YY (note: Fiscal year)*

 MON *M or MM (note: calendar month as a number)*

This report will be used primarily by the Financial Officer. It will list the all the grant and fund numbers for the letter of credit specified. It will display the agency, sponsor ID, authorized amount, amount received, balance receivable, expenditures to date, and cash balance for each grant/fund on the letter of credit. It will also display the end date and the FM for each grant/fund listed.

OVERSPENT

 *No parameters*

This report lists, by FM, all grants/fund that have total expenditures (from FRIGITD or the ITD report) in excess of the authorized amount (as found in ‘current\_funding\_amount’ in FRAGRNT). The report lists the total expenditures and the authorized amount and calculates the difference between the two. It also displays the status of the grant and the end date.

OVERSPENT\_BY\_CATEGORY

 FISCAL\_MGR *first three letters of FMs last name* or *‘all’*

This report lists, for the FM, all grants/fund that have expenditures (from FRIGITD or the ITD report) in excess of the budgeted category amount. The report lists the category, category budget and category expenditures. It calculates the difference between the budget and expenditures. It also displays the status of the grant and the end date.

PROPOSALS

 ORGN\_CODE *###### or ‘all’ or use the following for colleges:*

 *411%* College of Nursing *415%* College of L&S

 *412%* College of Agriculture *416%* College of Arts & Arch.

 *413%* College of Ed, H, HD *417%* College of Business

 *414%* College of Engineering

 FY *YY or ‘all’ (note: Fiscal year submitted)*

 *Use ‘all’ in only one parameter field, not both!*

This report will be used primarily by the Pre Award Office. It will return a list of all proposals submitted by the specified *org (department)* during the specified fiscal year. Using the ‘wildcard’ feature it will return a list of all proposals submitted by the specified *college* during the specified fiscal year. It will display the proposals by department, listing the PI, agency, title, requested amount, submitted date, status and status date, the corresponding W# if awarded, the total award and funding to date.

RECONCILE\_42RGC

 FY *YY (note: Fiscal year)*

 MON *M or MM (note: calendar month as a number)*

This report will be used primarily by the Financial Officer to reconcile the G&C clearing account 42RGC.

ROLL\_UP\_GB\_EVENTS

 ROLL\_UP\_CODE RUW#### or RUZ####

This report will be used primarily by the Grant Billing specialists. It lists current billing and reporting event information for all grants in the input rollup code. It includes grant number, type of event, bill/report event format, grant status, and agency for every grant in the rollup.

SUBK\_BY\_DATE

 STARTDATE *MM/DD/YY, MM-DD-YY, MM.DD.YY, MM DD YY, or DD-MON-YY*

 ENDDATE *same as* STARTDATE *(above)*

 FUND *fund number 42#### or 4W#### or ‘all’*

This report is used primarily by the subcontracting assistant. It will display a history of all activity for the account codes 62147, 621471, and 621472 for a given fund and date range using the transaction date.

SUBK COMBINATION
 STARTDATE *MM/DD/YY, MM-DD-YY, MM.DD.YY, MM DD YY, or DD-MON-YY*

 ENDDATE *same as* STARTDATE *(above)*

 FUND *fund number 42#### or 4W#### or ‘all’*

This report is used primarily by the subcontracting assistant. It will display a history of all activity for the account codes 62147, 621471, and 621472 for a given fund and date range using the transaction date.

SUBK\_DATA\_POP\_BY\_DATE

 FROM\_ STATUS\_DATE *MM/DD/YY, MM-DD-YY, MM.DD.YY, MM DD YY, or DD-MON-YY*

 TO\_ STATUS\_DATE *same as* STATUS\_FROM\_DATE *(above)*

This report is used by the subcontracting assistant to generate data for the SUBK database. It pulls in prime awards with SUBK budgets for a given date range using the status date in FRAGRNT.

SUBK\_DATA\_POP\_BY\_GRANT

 GRANT\_CODE *grant number W#### or Z####*

This report is used primarily by the subcontracting assistant to generate data for the SUBK database. It pulls in prime awards with SUBK budgets for a given grant code.

SUBK\_ITD

 FY *YY (note: Fiscal year)*

 FUND *fund number 42#### or 4W####*

This report is used primarily by the subcontracting assistant. It will display a history of all activity for the account codes 62147, 621471, and 621472 for a given fund and fiscal year.

TE\_FUND\_DETAIL\_MONTH

 FY *YY (note: Fiscal year)*

 MON *M or MM (note: calendar month as a number)*

 ACTIVITY\_FUND *fund number 42#### or 4W####*

This report will be used primarily by the Time and Effort Coordinator. Produces a report of T&E detail by activity code for a given month and fiscal year.

TE\_FUND\_DETAIL\_YTD

 FY *YY (note: Fiscal year)*

 ACTIVITY\_FUND *fund number 42#### or 4W####*

This report will be used primarily by the Time and Effort Coordinator. Produces a report of T&E detail by activity code for fiscal year.

TE\_INCOMPLETE\_ORG

 FY *YY (note: Fiscal year)*

This report will be used primarily by the Time and Effort Coordinator. It lists Organization numbers with at least one person incomplete on T&E for mo/yr. It will show the organization, departmental contact information, month and FSYR when effort reported for a given employee is zero.

TE\_UNDER\_REPORTED\_YTD

 FY *YY (note: Fiscal year)*

 ORG *4#####*

This report will be used primarily by the Time and Effort Coordinator. It will show the org, fund, employee name, salary, effort reported, amount difference, FSYR, Calendar year, month, fund code predecessor and cost share indicator when effort reported for a given employee is less than the actual salary paid by more than 1% or when effort reported is zero or when the salary is negative.

UNALLOWABLE\_OR\_INVALID

FISCAL\_MGR *first three letters of FMs last name* or *‘all’*

This report identifies any grant/fund that has had activity on an unallowable/invalid account code or a cell phone account code. The columns displayed show the sum of account code activity for the current period and inception to date and whether that activity is classified as unallowable, invalid or cell. **Activity displayed here can not be processed through grant billing.**