Training Guide Contents

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Overview

There are two primary excel-based financial reports for tracking awarded research activity in the PantherSoft system; the Project Financial Report and the Departmental Research Summary Report.

This training guide provides information about the design of the reports. It also provides the steps to run the reports in PantherSoft.

Note: The reports described in this training guide can only be run for dates greater than or equal to 7/1/2009.

Overview of Research Financial Reports

Below is a detailed description of each report:

Project Financial Report

The Project Financial Report generates within six tabs of one excel file a comprehensive amount of information about a Project ID. Below is a description of each tab:

- 'Project Summary' Sheet – Below is a screenshot of the summary page. Click the buttons in the 'Report Views' section of the page to see multiple levels of detail and additional columns:
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- **Project Header Information** – The header contains key fields of information (i.e. Sponsor Name, Sponsor Award #) associated with the Project ID.

- **Budget to Actuals Analysis** - The project summary sheet show how the expense accounts being used in transactions relate to their respective budgetary account.

- **Expenses by Month** - Click the ‘Additional Columns’ button to see this information. Please note that this column shows expenditures amounts as of the actual date that you are running the report, whereas the ‘Expenses to Date’ column further left shows the balance of expenditures as of the Reporting Date specified when running the report.

- **2004 SAMAS Conversion Balance** – Click ‘Additional Columns button to see this information. There is a 2004 SAMAS balance column for older Grants which displays the expense balances that existed prior to PantherSoft. To understand further the detail of these balances, please review CTL historical information that existed prior to Panthersoft.

- **'Expenditure Pivot' Sheet** – The report automatically creates and populates a pivot table of the expense activity in PantherSoft related to a particular Project ID. Here you can take advantage of all the pivot features in excel to easily manipulate the pivot table to analyze the expense activity and drilldown to the details without going back to PantherSoft system.

- **'Expenditure Detail’ Sheet** – The ‘Expenditure Detail’ sheet is automatically populated with all the expense transaction detail in PeopleSoft related to a Project ID. Instead of spending time running queries in PantherSoft and then removing columns and row related to pre-encumbrances and encumbrances, this report is designed to show only the expenditures and columns that are most relevant. In addition, the report automatically generates with filters applied as well as a subtotal of the monetary amount column that will adjust the sum based on how you filter the transaction data.

- **'Payroll Pivot' Sheet** – The report automatically creates and populates a pivot table in excel of the payroll activity in PantherSoft related to a particular Project ID.

- **'Payroll Detail’ Sheet** – The 'Payroll Detail’ sheet is automatically populated with all the payroll transaction detail in PeopleSoft related to a Project ID. Please note that the payroll data is available from calendar year 2012. For payroll detail prior to calendar year 2012, run the PS Payroll Detail report in Financials.

- **'Procard Detail’ Sheet** – This tab is populated automatically with transaction details for the Project ID since July 09. The status of ‘Closed’ in the tab represents transactions that have been approved and processed completely and the expense should be reflected in the ‘Project Summary’ sheet as an expense incurred. The status of ‘Approved’ displays all transactions that have been approved, but not staged to the General Ledger as an expense yet. Those in ‘Staged’ status are pending approval.

Please note that all of the tabs except for the Project Summary tab get populated with data as of the date the report is actually run. The Project Summary tab, however, is populated based on the ‘As of Date’ of the report request.

**Departmental Research Financial Summary Report**

The **Departmental Research Summary Report** generates a row for each Project ID within an organization department. Within each row there are multiple columns of information for each Project ID converted or added after the PeopleSoft Grants suite implementation of July 2009.

Below are some important notes about this report:
• Department # must be entered (step #12 below) when running this report. If the report is run without a value, the excel file will be generated with incorrect amounts for the Project IDs listed.

• The subtotals at the bottom of the report are not formulas. If you manipulate the number of rows in the results, the totals at the bottom will not be automatically updated.

• The ‘Direct Available Balance’ column is derived from the following calculation: Life to Date (LTD) Direct Budget – LTD Direct Expenses - LTD Total Encumbrances – LTD Total Pre-encumbrances = Direct Available Balance.

• The report should only be run for As of Dates greater than or equal to 7/1/2009.

**Steps for Running the Project Financial and Departmental Research Financial Summary Reports**

Below are the steps required in PantherSoft to run the reports described above. The reports can be run for any Project IDs/org department IDs converted/created in July 09 or added since then.

1. Log into PantherSoft Financials.
3. Click the **Add a New Value** tab.

**Note:** You will only need to Add a New Value for the first time you run the report. After you have created a Report Request ID and completed the steps below, use the Find an Existing Value tab to locate and update the Report Request criteria and run the report.
4. Enter “FIU01” into the Business Unit field.
5. Enter your PantherID or any unique identifiers (up to eight numbers, letters, and/or characters) in the Report ID field and click the Add button.

**Note:** The system requires that the Report ID you create be unique. If the report request that you created has already been created by someone else, you will get an error message. Therefore, if you use your PantherID as the Report ID, you should not have any issue.

The following page will be displayed. The subsequent steps will guide you through the required fields marked in the screenshot below.

6. Enter a **Report Title**.
   For example, enter “Project Financial Report” or “Dept Research Summary”

7. Select one of the following values in the **Layout** field.

<table>
<thead>
<tr>
<th>nVision Layout</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU_GRANT_SLEVEL</td>
<td>Project Financial Report for Project IDs budgeted at the ‘S Level’.</td>
</tr>
<tr>
<td>FIU_GRANT_PLEVEL</td>
<td>Project Financial Report for Project IDs budgeted at the ‘P Level’.</td>
</tr>
<tr>
<td>FIU_GRANT_ORG</td>
<td>Departmental Research Summary Report.</td>
</tr>
</tbody>
</table>
**Note:** Your Project ID is either budgeted with S or P budgetary accounts. Choose the S or P Level layout corresponding to your budget setup. If you have run the report and found that the budget values are zero, most likely you have selected the incorrect layout. See related Research Budgetary Account Crosswalk

8. Select ‘Specify’ in the **As of Reporting Date** dropdown box and enter the date for which you would like to run the report.

9. Click the Advanced Options tab and uncheck the ‘Data From Requesting B.U. Only’ checkbox.

**Note:** This step is required for the reports to populate award/project detail information since ORED has a new business unit in the Grants suite of ‘FSR01’.

10. Click the nVision Report Request tab to return to the previous tab.

11. Click the Scope and Delivery Templates hyperlink.
12. Enter a value in the **Report Scope** field based on the following instructions.

If you are running the *Project Financial Report (by Project ID)*, enter the Project ID you would like to run the report for in the **Report Scope** field.

If you are running the *Departmental Research Summary Report (by department ID)*, enter the organizational Department ID you would like to run the report for in the **Report Scope** field.

13. Enter ‘%SFV%’ at the end of the **Content Description Template** field (After %RTT%).
Note: By entering this code, the Project ID or Department ID will be displayed in the link when you pick up the report later in Report Manager.

14. Click the OK button to return to the main tab and click the Save button.

Note: As mentioned previously, now that you have saved your report request you can use the Find an Existing Value tab on step three above to retrieve the Report ID.

15. Click the Run Report button.

16. Click the OK button.

Note: The report request is now being processed. You can pick up the report with the next steps. If you are interested in seeing the status of the process on the server, click the Process Monitor hyperlink.

The Process Monitor can also be accessed at the following navigation: Peopletools – Process Scheduler – Process Monitor.
17. Click the **Report Manager** hyperlink to pick up the report.

**Note:** The Report Manager can also be accessed at the following navigation: Reporting Tools – Report Manager.

18. Click the **Administration** tab of Report Manager.

19. Click the hyperlink under the **Description** column for the report you just requested.

   The excel report file will be downloaded to your computer.
21. Click the file to open the report and click ‘Enable Editing’.

22. The report will be displayed.
### Project Financial Report

#### Project Details
- **Project ID**: 8999999999
- **As of Date**: 2022-11-30
- **Title**: Integration of Health Informatics
- **Department**: Knight Foundation
- **Contact Type**: OR/LOC
- **F&A Rate Base**: Total
- **F&A Rate Percent**: 10

#### Account Breakdown

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Allocated to Date</th>
<th>Expenditures Current Month</th>
<th>Expenditures to Date</th>
<th>Pre-Encumbrance/Encumbrance</th>
<th>Available Balance</th>
<th>Available percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>$ 46,970.00</td>
<td>$ 38,526.00</td>
<td>$ 38,526.00</td>
<td>$ -</td>
<td>$ 8,041.94</td>
<td>17.58%</td>
</tr>
<tr>
<td>Temporary Employment</td>
<td>$ 109,453.90</td>
<td>$ 75,720.79</td>
<td>$ 75,720.79</td>
<td>$ -</td>
<td>$ 33,733.11</td>
<td>30.40%</td>
</tr>
<tr>
<td>Fringe</td>
<td>$ 20,870.00</td>
<td>$ 220.94</td>
<td>$ 20,871.92</td>
<td>$ -</td>
<td>$ 1,612.88</td>
<td>7.35%</td>
</tr>
<tr>
<td>Total Salary &amp; Wages, Temporary Employment, Fringe</td>
<td>$ 185,294.90</td>
<td>$ 114,953.75</td>
<td>$ 114,953.75</td>
<td>$ -</td>
<td>$ 46,341.15</td>
<td>17.58%</td>
</tr>
<tr>
<td>Travel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>N/A</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>N/A</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Operating Expenses and Materials &amp; Supplies</td>
<td>$ 974.96</td>
<td>$ 1,094.94</td>
<td>$ 1,094.94</td>
<td>$ -</td>
<td>$ (120.00)</td>
<td>N/A</td>
</tr>
<tr>
<td>Restricted/Transfer Expenses</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>N/A</td>
</tr>
<tr>
<td>Equipment and Other Capital Outlay</td>
<td>$ 8,256.00</td>
<td>$ 8,056.00</td>
<td>$ 8,056.00</td>
<td>$ -</td>
<td>$ -</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$ 27,044.15</td>
<td>$ 27,325.95</td>
<td>$ 27,325.95</td>
<td>$ -</td>
<td>$ (281.80)</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$ 272,377.27</td>
<td>$ 233,427.64</td>
<td>$ 233,427.64</td>
<td>$ -</td>
<td>$ 38,949.63</td>
<td>14.53%</td>
</tr>
<tr>
<td>Total Facilities &amp; Administrative Costs</td>
<td>$ 88,878.71</td>
<td>$ 75,720.79</td>
<td>$ 75,720.79</td>
<td>$ -</td>
<td>$ 13,158.92</td>
<td>14.92%</td>
</tr>
</tbody>
</table>

#### Report Notes:
- The financial reports should be carefully analyzed to ensure that all items charged to the project are accurate and any inappropriate costs should be identified and a transfer request initiated within 30 days of discovering the error.

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**End of Procedure**