

My Grant Activity-FY

Description:

This fiscal year report is for Principal Investigators' use in tracking their fiscal year based grant funds, such as Startup, COR or Divisional Research funding. The report provides summary totals prior to a specified date and then detailed transactions since that date. The report has been highly customized to combine information from various queries and display it depending on the type of transaction.

Report Tabs/Views:

- Principal Investigator Review
- At a Glance

Data Prompts:

- Any combination of:
 - One or more 6 digit Org Code – *optional*
 - One or more 5 digit Fund Code - *optional*
- 4 digit Fiscal Year
- Beginning Date to begin the transaction detail – summary totals appear for all transactions prior to that date

Report Limitations:

- Includes
 - Budget, Income, Expense amounts as of the date transacted
 - Named employee salary and/or benefit expenses
 - Encumbrances as of their *current* balance
- Excludes
 - Fund 23496 Work Study Match
 - Revenue amounts for Contracts and Grant funds -- account codes that begin with "R" are not included for fund codes in fund hierarchy level 4 codes 22C, 24A, 25A, 25B, 27B, and 27C. Revenue amounts for other fund codes are included.

Customizations:

- Several custom variables exist to rename and group account codes into general categories.
- The "Additional Information" custom variable displays information in the following order:
 - If the transaction is a ProCard Purchase, display "ProCard Purchase"
 - If the transaction is payroll, display the Job Title Name
 - If the transaction is a travel expense, display the trip description
 - If the transaction is not a travel expense, display the Reference Number or Vendor Invoice Number
 - Otherwise display nothing

Cautions:

- Report pulls data using a "combined query". This is a union of five queries that merge the data into one set of columns. If it is necessary for a report writer to change the query conditions, all parts of the union should be reviewed carefully to determine whether other parts should be edited uniformly. The combined queries are as follows:
 - Combined Query 1 – Recent budget and expense transactions (beginning on the specified date), excluding salary and benefits and any fiscal carry-forward amounts
 - Combined Query 2 – Recent named employee salary transactions (beginning on the specified date)
 - Combined Query 3 – Recent named employee benefit transactions (beginning on the specified date)
 - Combined Query 4 – Any open encumbrances, summed (a.k.a. rolled up) to show only the *current* balance of the lien or purchase order
 - Combined Query 5 – Prior totals (to the specified date)



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

Principal Investigator Review

Sample Only - Fictitious Data

Fiscal year 2012 to date balances, with transaction detail beginning on 1/1/2012 12:00:00

Run Date: 10/11/15

4XXXX OrgName
 23XXX GENERAL STATE
 APPROPRIATIONS
 TEMPORARY SALARIES

Spending Category	Activity Code	Trans Date	Pay Period	Employee Name Substitute	Empl ID or Doc Code	Pay Type	Additional Information	Pay Rate	Time	Rate Type	Budget	Expense	Current Liens	Balance*
				Prior Totals				0.00			0.00	4,064.64	0.00	
TEMPORARY SALARIES		01/31/12	01/31/12	EmployeeName1	EmplID1	REG	STDT AFFAIRS OFCR 2	3,871.09	17.5000	%	0.00	677.44	0.00	
TEMPORARY SALARIES		02/29/12	02/29/12	EmployeeName1	EmplID1	REG	STDT AFFAIRS OFCR 2	3,871.09	17.5000	%	0.00	677.44	0.00	
TEMPORARY SALARIES		03/31/12	03/31/12	EmployeeName1	EmplID1	REG	STDT AFFAIRS OFCR 2	3,871.09	17.5000	%	0.00	677.44	0.00	
TEMPORARY SALARIES		04/30/12	04/30/12	EmployeeName2	EmplID2	REG	STDT 3	8.50	7.2000	H	0.00	61.20	0.00	
TEMPORARY SALARIES		04/30/12	04/30/12	EmployeeName1	EmplID1	REG	STDT AFFAIRS OFCR 2	3,871.09	17.5000	%	0.00	677.44	0.00	
TEMPORARY SALARIES		05/31/12	05/31/12	EmployeeName2	EmplID2	REG	STDT 3	8.50	10.8000	H	0.00	91.80	0.00	
TEMPORARY SALARIES		05/31/12	05/31/12	EmployeeName1	EmplID1	REG	STDT AFFAIRS OFCR 2	3,871.09	17.5000	%	0.00	677.44	0.00	
TEMPORARY SALARIES		06/30/12	06/30/12	EmployeeName2	EmplID2	REG	STDT 3	8.50	6.0000	H	0.00	51.00	0.00	
TEMPORARY SALARIES		06/30/12	06/30/12	EmployeeName1	EmplID1	REG	STDT AFFAIRS OFCR 2	3,871.09	17.5000	%	0.00	677.44	0.00	
Total												8,333.28	0.00	(8,333.28)

BENEFITS

Spending Category	Activity Code	Trans Date	Pay Period	Employee Name Substitute	Empl ID or Doc Code	Pay Type	Additional Information	Pay Rate	Time	Rate Type	Budget	Expense	Current Liens	Balance*
				Prior Totals				0.00			738.07	1,313.74	0.00	
BENEFITS		01/31/12	01/31/12	EmployeeName1	EmplID1	VAC	STDT AFFAIRS OFCR 2	22.25	(4.5000)	H	0.00	(100.11)	0.00	
BENEFITS		01/31/12	01/31/12	EmployeeName1	EmplID1			0.00			0.00	253.37	0.00	
BENEFITS		02/29/12	02/29/12	EmployeeName1	EmplID1	VAC	STDT AFFAIRS OFCR 2	22.25	(1.5000)	H	0.00	(33.37)	0.00	
BENEFITS		02/29/12	02/29/12	EmployeeName1	EmplID1			0.00			0.00	293.83	0.00	
BENEFITS		03/31/12	03/31/12	EmployeeName1	EmplID1			0.00			0.00	305.72	0.00	
BENEFITS		04/30/12	04/30/12	EmployeeName2	EmplID2			0.00			0.00	0.48	0.00	
BENEFITS		04/30/12	04/30/12	EmployeeName1	EmplID1	VAC	STDT AFFAIRS OFCR 2	22.25	(0.5000)	H	0.00	(11.12)	0.00	
BENEFITS		04/30/12	04/30/12	EmployeeName1	EmplID1			0.00			0.00	301.78	0.00	
BENEFITS		05/31/12	05/31/12	EmployeeName2	EmplID2			0.00			0.00	0.73	0.00	
BENEFITS		05/31/12	05/31/12	EmployeeName1	EmplID1			0.00			0.00	305.89	0.00	
BENEFITS		06/30/12	06/30/12	EmployeeName2	EmplID2			0.00			0.00	0.40	0.00	
BENEFITS		06/30/12	06/30/12	EmployeeName1	EmplID1			0.00			0.00	305.71	0.00	

Title: My Grant Activity - FY - SAMPLE
 Tab: Principal Investigator Review
 Version 3.1

* Balance excludes adjustment based on Indirect Cost projections
 * For a definitive balance contact the appropriate Research Accountant

'Pay Type' Code examples:
 REG = Regular Pay
 VAC = Vacation Adjustment

OLN = Faculty Summer Salary
 CTA = Comp Time Adjustment



Principal Investigator Review

Sample Only - Fictitious Data

Fiscal year 2012 to date balances, with transaction detail beginning on 1/1/2012 12:00:00

Run Date: 10/11/15

4XXXX OrgName
 23XXX GENERAL STATE
 APPROPRIATIONS

BENEFITS

Spending Category	Activity Code	Trans Date	Pay Period	Employee Name Substitute	Empl ID or Doc Code	Pay Type	Additional Information	Pay Rate	Time	Rate Type	Budget	Expense	Current Liens	Balance*
RETIREMENT & EMPLOYEE BENEFITS		01/09/12		TransDescription34	DocCode101		PBC44	0.00			(144.00)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		01/31/12		TransDescription57	DocCode150			0.00			286.18	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		01/31/12		TransDescription65	DocCode150			0.00			(132.92)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		02/06/12		TransDescription56	DocCode105		PBC45	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		02/29/12		TransDescription43	DocCode110		PBJ19	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		02/29/12		TransDescription44	DocCode151			0.00			305.71	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		02/29/12		TransDescription65	DocCode151			0.00			(45.25)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		03/31/12		TransDescription67	DocCode117		PBC48	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		03/31/12		TransDescription69	DocCode152			0.00			305.72	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		04/05/12		TransDescription67	DocCode115		PBC48	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		04/05/12		TransDescription67	DocCode116		PBC48	0.00			143.96	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		04/30/12		TransDescription10	DocCode124		PBC49	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		04/30/12		TransDescription11	DocCode153			0.00			306.19	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		04/30/12		TransDescription65	DocCode153			0.00			(15.05)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		05/31/12		TransDescription72	DocCode132		PBC51	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		05/31/12		TransDescription73	DocCode154			0.00			306.62	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		06/30/12		TransDescription58	DocCode140		PBC52	0.00			(143.96)	0.00	0.00	
RETIREMENT & EMPLOYEE BENEFITS		06/30/12		TransDescription61	DocCode155			0.00			306.11	0.00	0.00	
Total												2,937.05	0.00	(1,583.43)

GENERAL EXPENSE

Spending Category	Activity Code	Trans Date	Pay Period	Employee Name Substitute	Empl ID or Doc Code	Pay Type	Additional Information	Pay Rate	Time	Rate Type	Budget	Expense	Current Liens	Balance*
				Prior Totals				0.00			32,671.20	5,301.70	0.00	
	PSADV			Prior Totals				0.00			0.00	270.28	0.00	
	PSARR			Prior Totals				0.00			0.00	749.19	0.00	
	PSCPSW			Prior Totals				0.00			0.00	2,673.38	0.00	
	PSCPT			Prior Totals				0.00			0.00	1,093.23	0.00	

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'Pay Type' Code examples:
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Sample Only - Fictitious Data

Org	Fund	Actv	Account Code Pool	Budget	Expense	Liens	Balance*
4XXXX	23XXX		TEMPORARY SALARIES	0.00	8,333.28	0.00	(8,333.28)
			BENEFITS	1,353.62	2,937.05	0.00	(1,583.43)
			GENERAL EXPENSE	21,198.65	11,866.70	0.00	9,331.95
			CARRYFORWARD FROM PRIOR	1,538.42	0.00	0.00	1,538.42
		PSADV	GENERAL EXPENSE	1,007.19	916.91	0.00	90.28
		PSADV	CARRYFORWARD FROM PRIOR	(3.00)	0.00	0.00	(3.00)
		PSARR	GENERAL EXPENSE	859.83	859.83	0.00	0.00
		PSCFWD	GENERAL EXPENSE	4,286.24	63.21	0.00	4,223.03
		PSCFWD	CARRYFORWARD FROM PRIOR	(2,355.30)	0.00	0.00	(2,355.30)
		PSCPSW	GENERAL EXPENSE	4,354.59	4,319.77	0.00	34.82
		PSCPSW	CARRYFORWARD FROM PRIOR	100.00	0.00	0.00	100.00
		PSCPT	GENERAL EXPENSE	1,128.35	1,117.23	0.00	11.12
		PSDSC	GENERAL EXPENSE	250.00	250.00	0.00	0.00
		PSFAC	GENERAL EXPENSE	(11,920.68)	22,974.56	0.00	(34,895.24)
		PSFAC	UNALLOCATED	34,981.00	0.00	0.00	34,981.00
		PSFAC	CARRYFORWARD FROM PRIOR	85.60	0.00	0.00	85.60
		PSFLD	GENERAL EXPENSE	33.75	33.75	0.00	0.00
		PSGP	GENERAL EXPENSE	71.26	1,297.19	0.00	(1,225.93)
		PSGP	CARRYFORWARD FROM PRIOR	1,225.93	0.00	0.00	1,225.93
		PSGRN	GENERAL EXPENSE	12,335.24	12,129.51	0.00	205.73
		PSGRN	CARRYFORWARD FROM PRIOR	20.58	0.00	0.00	20.58
			GENERAL EXPENSE	0.00	0.00	10.00	(10.00)
Total				70,551.27	67,098.99	10.00	3,442.28

Org	Fund	Actv	Account Code Pool	Budget	Expense	Liens	Balance*
	23XXX		GENERAL EXPENSE	(33,578.00)	(10,512.89)	0.00	(23,065.11)
			UNALLOCATED	69,202.37	0.00	0.00	69,202.37
			YE CARRY FORWARD OFFSET B	(69,202.37)	0.00	0.00	(69,202.37)
			CARRYFORWARD FROM PRIOR	92,267.48	0.00	0.00	92,267.48
		PSAH	GENERAL EXPENSE	930.00	0.00	0.00	930.00
		PSAH	UNALLOCATED	2,200.00	0.00	0.00	2,200.00
		PSAH	YE CARRY FORWARD OFFSET B	(2,200.00)	0.00	0.00	(2,200.00)
		PSAH	CARRYFORWARD FROM PRIOR	1,270.00	0.00	0.00	1,270.00
		PSAK	GENERAL EXPENSE	310.00	76.76	0.00	233.24
		PSAK	UNALLOCATED	1,279.04	0.00	0.00	1,279.04
		PSAK	YE CARRY FORWARD OFFSET B	(1,279.04)	0.00	0.00	(1,279.04)
		PSAK	CARRYFORWARD FROM PRIOR	1,045.80	0.00	0.00	1,045.80
		PSAT	GENERAL EXPENSE	2,294.00	0.00	0.00	2,294.00
		PSAT	UNALLOCATED	6,149.77	0.00	0.00	6,149.77
		PSAT	YE CARRY FORWARD OFFSET B	(6,149.77)	0.00	0.00	(6,149.77)
		PSAT	CARRYFORWARD FROM PRIOR	3,855.77	0.00	0.00	3,855.77
		PSAW	GENERAL EXPENSE	930.00	0.00	0.00	930.00

