Bio Med Departments Access to Proposal, Award, and Expense Data

Brown University has several resources to view data on Proposals, Awards, and Expenses. Cognos is used for reports of proposals, awards, and expenses. COEUS is used for reports of current awards and pending proposals information. And, Workday is used run reports for grant expenses.

For a complete list of reports see the attached Appendix which includes a detailed description of each report you have access to as a Department Manager.

Most Useful Reports:

Cognos

Proposals:

- **Custom Proposal Report:** This is the most comprehensive Proposal Report in Cognos. The report lets you choose from a multitude of fields to customize your report needs. The report includes all proposals submitted and any proposals that were modified (i.e. revised budgets, dollar corrections, department/PI changes) during the date range selected.

Proposals, Awards, Expenses:

- **Proposal/Award/Expenditure Activity (by Lead Dept.):** This report will return 4 graphs (1 proposal/award count, 1 proposal costs by FY, 1 award costs by FY, and 1 expenses by FY). Additionally, you will receive three reports which show indirect and direct costs by PI grouped by Lead Department for awards, proposals, and expenses.

Coeus

**Current & Pending Support:** A comprehensive list of current awards and pending proposals by PI.

- Current Support: The report includes awards that the individual has committed effort as a PI, Co-I, and Key Personnel. (Please note: % Effort is an average over the life of the award).
- Pending Support: The report includes proposals that the individual has committed effort as a PI, Co-I, and Key Personnel. (Please note: % Effort is an average over the proposed life of the award).

Workday

- **Sponsored Award Budget to Actuals:** This report gives the user a life-to-date view of either an entire award (can contain multiple grants), or an individual grant itself. The report view includes the project budget, current month expenses, fiscal-to-date and project-to-date expenditures. It will also include cost sharing expenses and outstanding obligations.

Please contact Rebecca Martish (x31881) in BMRA if you need guidance in running reports. Rebecca is also available to provide one-on-one training on how to access reports.

Last Updated 4/18
## Appendix 1: Definitions

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<tr>
<th>Proposal Type</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Continuation</td>
<td>A non-competing application for an additional funding/budget period within a previously approved project period.</td>
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<tr>
<td>New</td>
<td>An application that is being submitted to an agency for the first time.</td>
</tr>
<tr>
<td>Renewal</td>
<td>A competing application requesting additional funding for a period subsequent to that provided by a current award.</td>
</tr>
<tr>
<td>Resubmission</td>
<td>An application that has been previously submitted, but was not funded, and is resubmitted for new consideration OR for submitting a REVISED BUDGET to OSP/BMRA for approvals.</td>
</tr>
<tr>
<td>Revision</td>
<td>An application that proposes a change in the Federal Government’s financial obligations or contingent liability from an existing obligation.</td>
</tr>
<tr>
<td>Task Order</td>
<td>Project funded under master agreement.</td>
</tr>
<tr>
<td>X- Deleted from System</td>
<td>For Development Proposals you wish to purge from the system. Any proposal with this Proposal Type will be deleted from Coeus on a quarterly basis.</td>
</tr>
</tbody>
</table>

## Department Definitions

<table>
<thead>
<tr>
<th>Department Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>The department the PI is affiliated with. In a report by home department: If an award is received by PLM but the PI’s home department is Engineering then the award/proposal would be under Engineering and not PLM.</td>
</tr>
<tr>
<td>Lead</td>
<td>The department that administers Pre and Post- Award activities. If the PI’s home department is Engineering but the award is being administered by PLM then the award/proposal would be under PLM. <strong>Please Note: Cognos reports default to the Lead Department unless otherwise indicated in the Report.</strong></td>
</tr>
</tbody>
</table>
# Appendix 2

## Reports Found in Cognos: Sponsored Projects Reports for Department

<table>
<thead>
<tr>
<th>Report Topic</th>
<th>Report Name</th>
<th>Cognos Folder Path</th>
<th>Report Description</th>
<th>Field Columns</th>
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</thead>
<tbody>
<tr>
<td>Proposals</td>
<td>Monthly Proposal Activity Report</td>
<td>Public Folders &gt; Sponsored Projects Reports for Departments &gt; Proposals &gt; Proposal Activity - Standard Reports &gt; Monthly Proposal Activity Report</td>
<td>The report includes all proposals submitted and any proposals that were corrected (i.e. department changes, dollar changes, &amp; PI changes) during selected month and fiscal year. Revised budgets &amp; corrections made to Proposals previously submitted are in italic font. This report can only be run for a month in a specific FY not a range. (Please Note: In Cognos this report is set-up to display as Excel. To get to the prompts click on the blue &gt; button to the right of the screen. The button is the third icon next to the report name ).</td>
<td>Lead Department Name, PI, Modification Type, Proposal Type, Proposal Title, Sponsor, Initial and Total Period Direct Costs, Initial and Total Period Indirect Costs, Initial Start Date, Initial Period End Date, Total Period End Date, Co-PI, Count, Proposal #, and Seq. Number</td>
</tr>
<tr>
<td>Proposals</td>
<td>Proposals by Sponsor</td>
<td>Public Folders &gt; Sponsored Projects Reports for Departments &gt; Proposals &gt; Proposal Activity - Standard Reports &gt; Proposals by Sponsor</td>
<td>The report includes all proposals submitted by Lead Department to the selected Sponsor(s) during the date range specified. Previously submitted Proposals with revised budgets and corrections are included and are formatted in italic font. This report does not break out indirect or direct costs.</td>
<td>Sponsor, Lead Department Name, PI, Proposal Type, Proposal Status, Proposal Title, Total Period Start Date, Total Period End Date, Initial Period Total Cost, Total Project Period Costs, Create Date, Proposal Create FY, and Modified Date</td>
</tr>
<tr>
<td>Proposals</td>
<td>Summery Report of Proposals by Department</td>
<td>Public Folders &gt; Sponsored Projects Reports for Departments &gt; Proposals &gt; Proposal Activity - Standard Reports &gt; Summery Report of Proposals by Department</td>
<td>The report includes the total proposed dollars (initial period) and number of proposals submitted within the department for the month selected. The information is grouped into the following time periods: selected month, current fiscal year to date, prior fiscal year to date, and the last 4 fiscal years. You can drill into Department to see more detail by PI.</td>
<td>Lead Department Name, Initial Period Dollar Amount, and Count</td>
</tr>
<tr>
<td>Proposals</td>
<td>Custom Proposal Report</td>
<td>Public Folders &gt; Sponsored Projects Reports for Departments &gt; Proposals &gt; Custom Proposal Reports &gt; Custom Proposal Report</td>
<td>This is the most comprehensive Proposal Report in Cognos. The report lets you choose from a multitude of fields to customize your report needs. This report includes all proposals submitted and any proposals that were modified (i.e. revised budgets, dollar corrections, department/PI changes) during the date range selected. Prompts included in the query include: Date Range, Discipline, Department, PI, Agency Type, Sponsor, Proposal Type, Activity Type, Notice of Opportunity, Select Column Fields to Appear in Report. This report has the most detailed proposal information for your department.</td>
<td>You can choose from a list of fields to appear in your report. Options include: Discipline, Lead Department Name, PI, BRU ID, PI Proposed Percent Effort, Co-PI, Coeus Proposal Number, Development Proposal Number, Proposal Type, Create Date, Modified Date, Sponsor, Prime Sponsor Name, Proposal Title, Proposal Status, Activity Type, Notice of Opportunity, NSF Code Description, Science Code Description, Initial Start Date, Total Period Start Date, Initial Period Direct Costs, Initial Period Indirect Costs, Initial Period Total Cost, Total Period Direct Costs, Total Period Indirect Costs, Total Project Period Costs, and</td>
</tr>
<tr>
<td>Report Topic</td>
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<td>Report Description</td>
<td>Field Columns</td>
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<tr>
<td>Awards</td>
<td>Monthly Award Activity Report</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Awards&gt; Award Activity- Standard Reports&gt; Monthly Award Activity Report</td>
<td>This report includes Award Activity by Department for a selected month and year (<em>Please note: year is calendar year not Fiscal Year</em>). You cannot select a range for this report. The award activity includes: New Awards, Competing Renewals, Award Increments/Continuations, Award Deobligations and Awards whose dollars have been adjusted (this report does not include No-Cost Extensions). Awards (Parent Awards) with funding distributed to Child Awards (subaccounts) will appear on the report according to distribution of funds among accounts. Award Activity Count is based on new award sequences on parent awards only.</td>
<td>Department, PI, Award Number, Account Number, Co-Investigators, Title, Sponsor, Proposal Type, Proposal Amount, Award Amount, Start Date, End Date</td>
</tr>
<tr>
<td>Awards</td>
<td>Report of Open Awards</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Awards&gt; Award Activity- Standard Reports&gt; Report of Open Awards</td>
<td>This report includes a list of open awards by Lead Department as of the date you run the report. (i.e. if you select active. The report generates a list of active awards as of the date you are running the report). You cannot put in a date range for this report. You can select Award Status, PI, and Sponsor on the prompt screen.</td>
<td>Lead Department, PI, Sponsor Type, Sponsor, Award Status, Award Type, Title, Create Date, Start Date, End Date, Account Number, PI Proposed Percent Effort, Sponsor Award Number, Total Obligated Amount, and Total Anticipated Amount</td>
</tr>
<tr>
<td>Awards</td>
<td>Summary Report of Awards by Department</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Awards&gt; Award Activity- Standard Reports&gt; Summary Report of Awards by Department</td>
<td>This report includes the total award dollars (Obligated) and number of awards received by Lead Department. The data is grouped into the following time periods: selected month, current fiscal year to date, prior fiscal year to date, and the last 4 fiscal years. You can drill into the Department to see more detail by PI.</td>
<td>Lead Department Name, Total Award Dollars (Obligated to date), Award Count</td>
</tr>
<tr>
<td>Proposals, Awards, and Expenses</td>
<td>Standard Award, Proposal, WD Expense Report Activity</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Proposal/Award/Expenditure Activity (by Lead Dept.)-&gt; Standard Award, Proposal, WD Expense Report Activity</td>
<td>This report will return 4 graphs (1 proposal/award count, 1 proposal costs across fiscal years, 1 award costs across fiscal years, and 1 for expenses) plus three reports which show indirect and direct costs by PI grouped by Lead Department for awards, proposals, and expenses. The report displays 4 FYTD columns for comparison. You can select FY and a specific month. To see data for an entire FY you can select June final as the month. Awards File: Award Activity Count is based on new Award sequences on the Parent Awards only.</td>
<td>Awards: Lead Department, PI, BRU ID, Direct, Indirect, Total Cost, Award Count</td>
</tr>
<tr>
<td>Proposals, Awards, and Expenses</td>
<td>Proposal Activity Summery by Investigator</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Proposal/Award/Expenditure Activity (by Investigator Home Department)-&gt; Proposal Activity By Investigator (includes Co-Investigator Activity)</td>
<td>This report includes Award &amp; Proposal Activity based on the Investigator's current home department (as of the run date of the report). You can select FY and a specific month. Included are four reports (i.e. A summery report for Awards and Proposals and detailed report for Awards and Proposals). The reports contain data for the current fiscal year to date and two previous fiscal years. <strong>Award Activity Summery by Investigator:</strong> Award activity for each PI is summarized in 2 categories (i.e. PI and Co-PI). The report includes only award funds obligated during the fiscal year noted. <strong>Award Activity Detail by Investigator:</strong> Proposal activity includes all proposals submitted and proposal dollars revised for the selected time frame, excluding revised budgets. Proposal activity for each PI is summarized in 2 categories – PI and Co-PI. <strong>Proposals Activity Summery by Investigator:</strong> Proposal activity includes all proposals submitted and proposal dollars revised for the selected time frame, excluding revised budgets, Department totals are for PI activity only.</td>
<td>Award Activity Summery by Investigator: Investigator, Investigator Type, Award Lead Dept., Direct/Indirect, Funds Obligated, Funds Distributed (to Child Awards)/from Child Awards</td>
</tr>
<tr>
<td>Proposals, Awards, and Expenses</td>
<td>Proposal Activity Detail by Investigator</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Proposal/Award/Expenditure Activity (by Investigator Home Department)-&gt; Proposal Activity By Investigator (includes Co-Investigator Activity)</td>
<td>This report includes Award &amp; Proposal Activity based on the Investigator's current home department (as of the run date of the report). You can select FY and a specific month. Included are four reports (i.e. A summery report for Awards and Proposals and detailed report for Awards and Proposals). The reports contain data for the current fiscal year to date and two previous fiscal years. <strong>Award Activity Summery by Investigator:</strong> Award activity for each PI is summarized in 2 categories (i.e. PI and Co-PI). The report includes only award funds obligated during the fiscal year noted. <strong>Award Activity Detail by Investigator:</strong> Proposal activity includes all proposals submitted and proposal dollars revised for the selected time frame, excluding revised budgets. Proposal activity for each PI is summarized in 2 categories – PI and Co-PI. <strong>Proposals Activity Summery by Investigator:</strong> Proposal activity includes all proposals submitted and proposal dollars revised for the selected time frame, excluding revised budgets, Department totals are for PI activity only.</td>
<td>Award Activity Summery by Investigator: Investigator, Investigator Type, Award Lead Dept., Direct/Indirect, Funds Obligated, Funds Distributed (to Child Awards)/from Child Awards</td>
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<tr>
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<td>Proposals, Awards, and Expenses</td>
<td>Standard Award, Proposal, Expense Activity by Investigator</td>
<td>This report will return 4 graphs (1 proposal/award count, 1 proposal costs across fiscal years, 1 award costs across fiscal years, and 1 for expenses) plus three reports which show indirect and direct costs by PI grouped by Investigator. The report displays 4 FYTD columns for comparison. You can select FY and a specific month. To see data for an entire FY you can select June final as the month. Awards File: Award Activity Count is based on new Award sequences on the Home Department.</td>
<td>Awards: Home Department, Investigator, BRU ID, Direct, Indirect, Total Cost, Award Count</td>
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<td>Proposal/Award/Expenditure Activity by Investigator</td>
<td>Public Folders&gt; Sponsored Projects Reports for Departments&gt; Proposal/Award/Expenditure Activity (by Investigator Home Department)&gt;Standard Award, Proposal, Expense Activity by Investigator</td>
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<tr>
<td>Success Rates</td>
<td>Proposal Success Rates</td>
<td>Proposal Success Rates</td>
<td>The report summarizes the success rate for PI(s)/Department(s) for proposals submitted for the selected time period. (Please Note: In Cognos this report is setup to display as Excel. To get to the prompts click on the blue &gt; button to the right of the screen. The button is the third icon next to the report name). There are several prompts to choose from in the prompts: Proposal Type, Department, PI Name, Sponsor Type and Sponsor. The report excludes the proposal types: revision (i.e. supplements), pre-proposals, continuations, and proposals that have been voided or withdrawn. The report also excludes proposals and award activity associated with child awards. You can also drill into a specific PI for additional information.</td>
<td>Lead Department, Principal Investigator, Number of Proposals Submitted (proposals submitted during selected period), Number of Proposals Funded (proposals submitted that have been funded to date as of report period end date), Number of Proposals Not Funded (proposals submitted that have not been funded as of report period end date), Success Rate (Number of Proposals Funded/Number of Proposals Submitted during selected period), Requested Funding for Initial Project Period, Requested Funding for Total Project Period, Total Obligated Funding for Project Period, Total Anticipated Funding for Project Period. Drill into PI: Proposal Number, Sponsor Name, Title, Number of Proposals Submitted, Number of Proposals Funded, Number of Proposals Not Funded, Success Rate, Requested Funding for Initial Project Period, Requested Funding for Total Project Period, Total Obligated Funding for Project Period, Total Anticipated Funding for Project Period.</td>
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<td>Report Topic</td>
<td>Report Name</td>
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<td>Report Description</td>
<td>Field Columns</td>
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| Proposal and Awards | Current and Pending | Departmental>Personnel> Last Name> Current and Pending Report | A comprehensive list of current awards and pending proposals. The report includes award and proposals the individual is on as a PI, Co-I, and Key Personnel. | Current Support: Sponsor Award Number, Agency, PI/Key-Per, Title, Award Amount, Effective Date, End Date, Effort %, Academic Year Effort % Summer Year Effort % and Calendar Year Effort %  
(Please note: % Effort is an average over the life of the award).  
Pending Support: Proposal Number, Agency, PI/Key-Per, Title, Total Direct Cost, Total Indirect Cost, Total Requested, Effective Date, End Date, Effort %, Academic Year Effort % Summer Year Effort % and Calendar Year Effort %  
(Please note: % Effort is an average over the proposed life of the award). |
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<th>Report Topic</th>
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<th>Report Description</th>
<th>Prompts</th>
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</thead>
</table>
| Activity    | Manager Activity Report - Actuals | Details all operational spend activity for identified organizations; used for transactional reconciliation. This report will also help to identify potential journals to adjust accounting. | **Organization**: Select organization or organization hierarchy to view in your output details.  
**Year**: Select year for actuals output. You may select multiple years and Display By Year to see a year over year comparison.  
**Period**: Select the month you would like to view in the details.***  
**Worktags**: Use to isolate single worktag values to display in results. Ex. Fund, Program etc...  
**Exclude Programs**: Exclude programs you do not want to view in the results.**  
**Exclude Funds**: Exclude funds you do not want to view in the results.  
**Display By**: Select the worktag value you would like to see repeated in each column. For example, when running the report on cost center hierarchy, select Display By Cost Center to see the individual actuals output for each cost center in the hierarchy. |
| Budget      | Manager Activity - Budget vs Actuals | Details budget and actuals detail data for single year for selected organizations.                                                                                                                                              | **Organization**: Select organization or organization hierarchy to view in your output details.  
**Year**: Select year for budget and actuals output.  
**Period**: Select the month you would like to view in the details.***  
**Worktags**: Use to isolate single worktag values to display in results. Ex. Fund, Program etc...  
**Exclude Programs**: Exclude programs you do not want to view in the results.**  
**Exclude Funds**: Exclude funds you do not want to view in the results.  
**Display By**: Select the worktag value you would like to see repeated in each column. For example, when running the report on cost center hierarchy, select Display By Cost Center to see the individual actuals output for each cost center in the hierarchy. |
| Budget      | Budget vs Actuals (Including Balances) | Details operating budget and actual for a given fiscal year as well as an Operating Summary with Balances.                                                                                                                        | **Organization**: Enter organization or organization hierarchy to view in your output details.  
**Plan Name**: Select the plan name that corresponds to the fiscal year operating budget (e.g., 2018 Operating Budget).  
**Period**: Select the month you would like to view in the details.  
**Worktags**: Use to isolate single worktag values to display in results (e.g., FD100 General Operating)  
**Exclude Programs**: Exclude programs you do not want to view in results. To exclude all programs, use "Program is Empty".  
**Exclude Funds**: Exclude funds you do not want to view in the results. Program is Empty: Check this box to exclude all programs from report.  
**Display By**: Select the worktag value by which you would like to repeat budget and actual data. For example, when running the report on cost center hierarchy, select "Display By" Cost Center to see the budget and actuals output for each cost center. "Company" is defaulted and should be used if you do not wish to repeat by any dimension. |
| Sponsored   | Sponsored Award Budget to Actuals | This report gives the user a life-to-date view of either an entire award (can contain multiple grants), or an individual grant itself. The report view includes the project budget, current month expenses, fiscal-to-date and project-to-date expenditures. It will also include cost sharing expenses and outstanding obligations. | **Accounting Period**: Select the accounting period you would like to view in the details  
**Award**: Select the award number. Report performance is optimized when an Award Number is included.  
**Grant Worktag**: Use to isolate single worktag values to display in results (e.g., GR account) |
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</thead>
</table>
| Sponsored    | Sponsored Award(s) Activity - Actuals & Obligations | Details actuals & obligations for selected organizations. This report can be used to track Sponsored Award Activity across multiple Years, Periods & Grants. Report will only return FD500 activity. | - **Organization**: Select organization or organization hierarchy to view in your output details.  
- **Year**: Select year for actuals output. You may select multiple years and Display By Year to see a year over year comparison.  
- **Period**: Select the month you would like to view in the details.  
- **Worktags**: Use to isolate single worktag values to display in results. Ex. Expense Purpose Code, Program etc...  
- **Display by**: Select the worktag value you would like to see repeated in each column. For example, when running the report on a grant hierarchy value, select Display By Grant to see the individual actuals output for each grant in the hierarchy. |
| Sponsored    | Sponsored Award(s) Activity - Actuals | Details actuals for selected organizations. This report can be used to track Sponsored Award Activity across multiple Years, Periods & Grants. Report will only return FD500 activity. | - **Organization**: Select organization or organization hierarchy to view in your output details.  
- **Year**: Select year for actuals output. You may select multiple years and Display By Year to see a year over year comparison.  
- **Period**: Select the month you would like to view in the details.  
- **Worktags**: Use to isolate single worktag values to display in results. Ex. Expense Purpose Code, Program etc...  
- **Display by**: Select the worktag value you would like to see repeated in each column. For example, when running the report on a grant hierarchy value, select Display By Grant to see the individual actuals output for each grant in the hierarchy. |
| Sponsored    | Manager Budgetary Balance Report (MBBR) | This report captures financial activity based on accounting date. | - **Company**: select Brown  
- **Plan Structure**: Choose Award Business Plan or Operating budget.  
- **Plan Name**: Select the plan name that corresponds to the plan structure selected.  
- **Year**: Use to select year that corresponds to the plan name.  
- **Summery Period**: Use to select annual or quarterly  
- **Period**: Use to select month you would like to view in the details.  
- **Evaluation Date Option**: Choose between accounting or budget date.  
- **Plan to Date**: Select the check box to see plan to date.  
- **Include Reserved Journals**: Select the check box to include reserved journals. |
| Payroll      | Payroll Actuals by Cost Center (with Worktags) | This report is used to review payroll and benefit fringe charges posted to the ledger; it returns a line for every payroll charge by pay component. It is prompted by cost center or cost center hierarchy, and should be run for a single fiscal period. | - **Company**: Brown is pre-selected  
- **Organization**: Select organization or organization hierarchy to view in your output details.  
- **Period**: Select the month you would like to view in the details.  
- **Worktags**: Use to isolate single worktag values to display in results.  
- **Pay Component**: Use to isolate a single pay component (e.g., monthly pay, biweekly pay, summer pay).  
- **Only Return Payroll Accounting Adjustments**: Select the check box to see just PAAs processed. |
| Payroll      | Payroll Actuals by Cost Center (Fiscal YTD) | This report is used to review year-to-date total payroll and benefit fringe charges posted to the ledger. It can be run on a cost center or cost center hierarchy that the user supports, expands down to individual cost centers where applicable, then down to period, worker and individual pay components. | - **Organization**: Select organization or organization hierarchy to view in your output details.  
- **Period**: Select the month you would like to view in the details to see FYTD.  
- **Worktags**: Use to isolate single worktag values to display in results.  
- **Pay Component**: Use to isolate a single pay component (e.g., monthly pay, biweekly pay, summer pay).  
- **Only Return Payroll Accounting Adjustments**: Select the check box to see just PAAs processed. |
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</tr>
</thead>
</table>
| Payroll           | In Progress Payroll Actuals by Cost Center (By Organization) | This report is used to review payroll and benefit fringe charges posted to the ledger; it returns a line for every payroll charge by pay component. Users note: this report should be run for completed pay periods only for best results. | **Organization:** Select organization or organization hierarchy to view in your output details.  
 **Period:** Select the current periods in process to view.  
 **Pay Component:** Use to isolate a single pay component (e.g., monthly pay, biweekly pay, summer pay).  
 **Worker:** Use to isolate by worker (e.g., location, by manager, etc.)  
 **Ledger Account:** Use to isolate by specific account (e.g., fringe benefits, Postdoc stipends, Graduate TA Scholarships, etc.)  
 **Cost Center (position and Allocation):** Use to isolate by specific Cost Center.  
 **Only Return Payroll Accounting Adjustments:** Select the check box to see just PAAs processed. |
| Supplemental      | Manager Expenditure Report - Actual & Obligations | Details all operational spend activity and obligations for identified organizations; used for transactional reconciliation.  
 This report will also help to identify potential journals to adjust accounting and identify upcoming spend based on obligations. | **Organization:** Select organization or organization hierarchy to view in your output details.  
 **Year:** Select year for actuals output. You may select multiple years and Display By Year to see a year over year comparison.  
 **Period:** Select the month you would like to view in the details.***  
 **Worktags:** Use to isolate single worktag values to display in results. Ex. Fund, Program etc...  
 **Exclude Programs:** Exclude programs you do not want to view in the results.**  
 **Exclude Funds:** Exclude funds you do not want to view in the results.  
 **Display by:** Select the worktag value you would like to see repeated in each column. For example, when running the report on cost center hierarchy, select Display By Cost Center to see the individual actuals output for each cost center in the hierarchy. |
| Supplemental      | Manager Expenditure Report - Actuals       | Details all operational spend activity for identified organizations; used for transactional reconciliation.  
 This report will also help to identify potential journals to adjust accounting.                                                                                                                     | **Organization:** Select organization or organization hierarchy to view in your output details.  
 **Year:** Select year for actuals output. You may select multiple years and Display By Year to see a year over year comparison.  
 **Period:** Select the month you would like to view in the details.***  
 **Worktags:** Use to isolate single worktag values to display in results. Ex. Fund, Program etc...  
 **Exclude Programs:** Exclude programs you do not want to view in the results.**  
 **Exclude Funds:** Exclude funds you do not want to view in the results.  
 **Display by:** Select the worktag value you would like to see repeated in each column. For example, when running the report on cost center hierarchy, select Display By Cost Center to see the individual actuals output for each cost center in the hierarchy. |
| Supplemental      | Select Balance Sheet for Managers          | Details balance sheet data by asset and liability details, including ledger account for selected organizations.                                                | **Organization:** Select organization or organization hierarchy to view in your output details.  
 **Period:** Select the month you would like to view in the details. Report returns YTD based on this period prompt.  
 **Worktags:** Use to isolate single worktag values to display in results. Ex. Fund, Program etc...  
 **Display By:** Select the worktag value you would like to see repeated in each column. For example, when running the report on cost center hierarchy, select **

** To exclude all programs from report click into Exclude Programs, press Ctrl + A when on the listed programs in the prompt and press enter. This will enter all programs into exclude prompt and will return only transactions with no program associated.  
*** Run reports without period selected to return the full selected year’s data. Elect a period or periods to return data for that period only.