

Generating Custom Reports Job Aid

Purpose: The purpose of this job aid is to describe available custom reports available to all e-Data users through the **Custom Reports** link.

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How to Navigate to University Wide Reports

To navigate to University Wide Custom Reports, do the following:

1. Log Into **eData** through **AccessPlus**
2. Click the **Public Folders** across the top of your screen
3. Click **Custom Reports**
4. Select **University Wide**
5. Select **KC-Sponsored Programs Reports** or **KFS-Financial Reports**

See the **Available Reports** section below, which describes the report options.

How to Bookmark Custom Reports

You can bookmark a custom report to help save important or most used reports. To do so, follow the instructions below:

1. Select **Public Folders** across the top of your screen
2. Find the **Report** you wish to bookmark
3. Select **More** in the Actions column (on the right side)
4. Locate and select **Create a shortcut to this entry**
5. **Rename** and add description if desired
6. Select **My Folders** for the location
7. Click **Finish**

Now, you have saved a shortcut or link to the report. If you navigate to My Folders you will see a shortcut to the report, directory, or folder in e-Data.

Available Reports:

The table below documents the Folder, Report Title, selection options, and a description of the expected data results.

Note: *Chart of Accounts Attributes indicates: Resource Unit, Org Unit, Org Department, Fund Group, Sub Fund Group.*

KC-Sponsored Programs Reports

Folder	Report Title	Selection Options	Expected Data Results
KC-Sponsored Programs Reports	Award Child Report	<ul style="list-style-type: none"> • Award Number • Account • PI • Activity Type 	Some awards are split into several awards for more detailed management. These splits are called child awards. This report shows the child awards for the selection made along with award title, status, type, sponsor, investigator, account, award amount, lead org unit and dept, start and end date and proposal number.
	Equipment Activity	<ul style="list-style-type: none"> • Sponsor Type • Sponsor • Fiscal year and month • Award Type 	This report has two choices. The Budget Activity report shows awards where there has been a change to the equipment budget in the month selected. The Award Activity report shows awards with an equipment budget where there has been an award registered for the month selected. The report shows award number, title, sponsor, sponsor type, prime sponsor, PI, start and end date, account rev code, rev number and equipment budget or change.

KC-Sponsored Programs Reports	Grantsmanship Report	<ul style="list-style-type: none"> • Investigator • Org unit • Org dept • Register date • Award number • Account number 	<p>This report begins with the total monthly award transaction amount and then applies the Investigator Contribution percentage from the GoldSheet. Then a further apportionment to the Investigator's Organizational Unit(s) & Department(s) is applied using the October payroll split from the same fiscal year as the award transaction. Monthly filters of the Grantsmanship Report will utilize this formula following the October payroll each fiscal year. If an investigator has no payroll in October, the GoldSheet org unit/org dept is applied as the pay split. Insignificant differences between the total award amount and summary of total award splits may occur due to rounding. The report shows award number, title, type, activity, account, sponsor, sponsor type, investigator, role, org unit and dept(paid from), register date, transaction id, pay split, investigator contribution, award amount, award split, direct cost split and indirect cost split.</p>
	Investigator Org Unit Multiple Counted Report	<ul style="list-style-type: none"> • Investigator • Org Unit • Activity 	<p>Report shows department and count and award amount across the last four years. It's multiple count due to the fact that departments cross units so the report shows the same information for a department under the units that share that department.</p>

KFS-Financial Reports

Folder	Report Title	Selection Options	Expected Data Results
KFS-Financial Reports	Account Delegate Report	<ul style="list-style-type: none"> • Org Unit • Org Dept • Fiscal Officer 	Downloads a report to view all roles (account manager, account supervisor, fiscal officer) and active account delegates. If there are 2 account delegates for an account, the account will show on the report twice.
	Account Manager – PI Faculty Report	<ul style="list-style-type: none"> • Date (Fiscal Year, Month) • Account Manager OR Fiscal Officer 	The report has 4 different reports that show an Account Listing with balances, Transaction Detail, Encumbrance Detail and the SPA Financial Report. The Account listing shows the Cash Balance for all Non Sponsored Funding accounts and the unspent balance for all Sponsored Funding accounts. The report also has a PDF Combined button, which will create one PDF of all four reports combined.
	All Accounts Summary List	<ul style="list-style-type: none"> • Date (Fiscal Year, Month) • Chart of Account Attributes 	View account information such as yearly beginning cash balance, receipts, transfers in, expenditures, transfers out, cash balance, encumbrance, and free balance. Includes Sub-Account balances.
	CAC Allocation and Expenditure Summary	<ul style="list-style-type: none"> • Date (Fiscal Year, Month) • Resource Unit 	Summary of activity for computer fee accounts (sub fund group Computer Fees).
	CAC Revenues and Expenses Report	<ul style="list-style-type: none"> • Date (Fiscal Year, Month) • Resource Unit 	Summary of activity by revenue and expense object codes for computer fee accounts (sub fund group Computer Fees).

Folder	Report Title	Selection Options	Expected Data Results
KFS- Financial Reports	Close to Report	<ul style="list-style-type: none"> Fiscal Year Org Dept OR Fiscal Officer 	Downloads an Excel sheet displaying fund group, account/name, close to account number, close to sub-account, responsibility ID, legal name and RU name.
	Departmental Statement for Accounts	<ul style="list-style-type: none"> Date (Fiscal Year, Month) Account number Org Dept 	Generates a PDF report of transactions by account, sorted by revenue, expense, or encumbrance.
	Departmental Statements for Sub-Accounts	<ul style="list-style-type: none"> Date (Fiscal Year, Month) Account number Org Dept 	Generates a PDF report of transactions by sub-account, sorted by revenue, expense, or encumbrance.
	Field Trial/Membership/ Cash Match Awards	<ul style="list-style-type: none"> Prime Sponsor Account Account Type 	Report displays prime sponsor, award information (number, title, start/end date), sponsor, account/type, distributable/award amounts, and associated PI.
	Financial Summary & Object Combo	<ul style="list-style-type: none"> Date Range (Fiscal Year, Month) Account(s) 	<p>The top financial report summarizes revenue, expense, encumbrance and balance totals.</p> <p>The bottom object report summarizes revenue and expense totals broken down by object code by month.</p>
	Fund Group Financial Report	<ul style="list-style-type: none"> Date (Fiscal Year, Month) Org Unit Org Dept 	Downloads an excel Financial Summary Report for each account, split into sheets for each fund group.
	Grant and Cost Share Report	<ul style="list-style-type: none"> Combined Accounts By Account Grant Account(s) Cost Share Account(s) 	This report shows an overall project total that includes the grant account(s) and the match account(s) but does NOT include EASE information.
	ICR Revenue Distribution Summary	<ul style="list-style-type: none"> Date (Fiscal Year, Month) Receiving Org Unit 	This report shows amount of Indirect Cost Revenue (obj code 0062) posted to 101-07-xx accounts.

Folder	Report Title	Selection Options	Expected Data Results
KFS– Financial Reports	ICR Summary by Account	<ul style="list-style-type: none"> Resource Unit Date Range (Fiscal Year, Month) 	Report displays Department, Object Code, Admin Account #/name, totals by month and YTD. Shows Transfers In to 711-xx-00 for RRC Admin Unit (10%) and RRC PI/CoI Budget Home (45%)
	Import File – GEC	<ul style="list-style-type: none"> Date Range Chart of Account Attributes Object Attributes (consolidation, level, code) 	Using the import feature on the GEC document is helpful when you want to complete a GEC with a large number of transaction lines. Results download to Excel in two tabs: Credits and Debits.
	Intramural Feeder Summary (Non-KFS initiated)	<ul style="list-style-type: none"> Document number (must start with a 10) 	Displays all transactions in a selected batch number. The batch number is the Doc Number that starts with 10 for all Non-KFS initiated transactions.
	Labor Expenses by Month	<ul style="list-style-type: none"> Date (Fiscal Year) Org Unit Org Dept 	Displays labor expenses by person by month for the fiscal year selected.
	Labor Object by Account Report	<ul style="list-style-type: none"> Date Range Account(s) Sub Account(s) 	<p>By Object Level: Downloads a report summarizing labor transactions for multiple accounts or sub accounts by object level.</p> <p>By Object: Downloads a summarized report with labor transactions for multiple accounts or sub accounts by object.</p> <p>Includes Sub-Accounts</p>

Folder	Report Title	Selection Options	Expected Data Results
KFS- Financial Reports	Miscode Summary	<ul style="list-style-type: none"> • Chart of Account Attributes 	<p>The summary shows all accounts with a Free Balance on the “null” sub account. Accounts that have a zero balance in the null will not show up on this report. To see the detail of the transactions to complete the GEC, click the blue underlined account. This detail report will show all transactions making up the balances on the summary page. NOTE – The transaction detail report shows transactions that have been previously corrected.</p>
	Object By Account Report	<ul style="list-style-type: none"> • Date Range (Fiscal Year, Month) • Account(s) • Sub Account(s) <p>Each Report can be selected by Monthly YTD or Monthly Periodic.</p>	<p>By Object Level: This report summarizes transactions for multiple accounts or sub accounts by Level.</p> <p>By Object: This report summarizes transactions for multiple accounts or sub accounts by Object.</p> <p>By Sub Object: This report summarizes transactions for multiple accounts or sub accounts by object and sub object.</p>

Folder	Report Title	Selection Options	Expected Data Results
KFS- Financial Reports	Projected Spending End Date	<ul style="list-style-type: none"> • Org Unit • Org Dept • Account OR • Investigator • Account 	This report graphs monthly expenses, then averages those expenses to project the date the award will be 100% spent. (This date is the last date of the graph.) Compare the projected date to the actual end date of the award to see if the account is being over- or under-spent. Report shows a budget vs. expense line graph, budget vs. expense bar graph and expenses by month in a list.
	Reconciliation Report	<ul style="list-style-type: none"> • Org Dept • Fiscal Officer 	The report will open directly into Excel and the Transaction detail for each account will appear on its own tab. There is a macro that can be run once and then the tabs will be named for each account number. Instructions for running the macro are on a PDF button on the selection page for the report.
	Research Expenditures	<ul style="list-style-type: none"> • Calendar Type (Fiscal Year or Calendar Year) • Date (Fiscal year, Month) 	Expenditures (not Transfer Out) by Dept broken out by PI. Can select multiple org units.
	Sponsored Funding Account Summary	<ul style="list-style-type: none"> • Date Range (Fiscal Year, Month) • Lead Org Unit • Fiscal Officer 	View account number, name, sponsor, PI, budget, balances, ICR Rate, % funds and time spent, start/end date, and award status.
	Sub Account Close to Report	<ul style="list-style-type: none"> • Fiscal Year • Org Dept • Fiscal Officer 	Displays the Close to Account and Close to Sub Account numbers.
	Sub-Account Search	<ul style="list-style-type: none"> • Org Unit • Org Dept 	Displays Account, Sub-Account totals (including balance, transfers, expenditures, etc.).