Using Sponsored Programs Reports

Sponsored Programs Reports are provided monthly and represent data for the previous month's closing. These monthly financial reports are sometimes called "MFRs".

1. Click the **Menu** icon. Click **Main Menu** and then click **Enterprise Reporting**.

2. Click **Sponsored Programs Reports**. The Sponsored Programs Reports page displays. This page organizes reports by college or division. You can browse to locate reports, or you can use the search fields to search for reports by principal investigator or project number.

Figure 1: Sponsored Programs Reports page

3. Click the link for the college or division for which data will be viewed.

4. Click the link for the appropriate department. The resulting page displays principal investigators for the selected department.

5. Click the PI of the project for which data will be viewed. The resulting page displays the projects associated with the selected principal investigator.
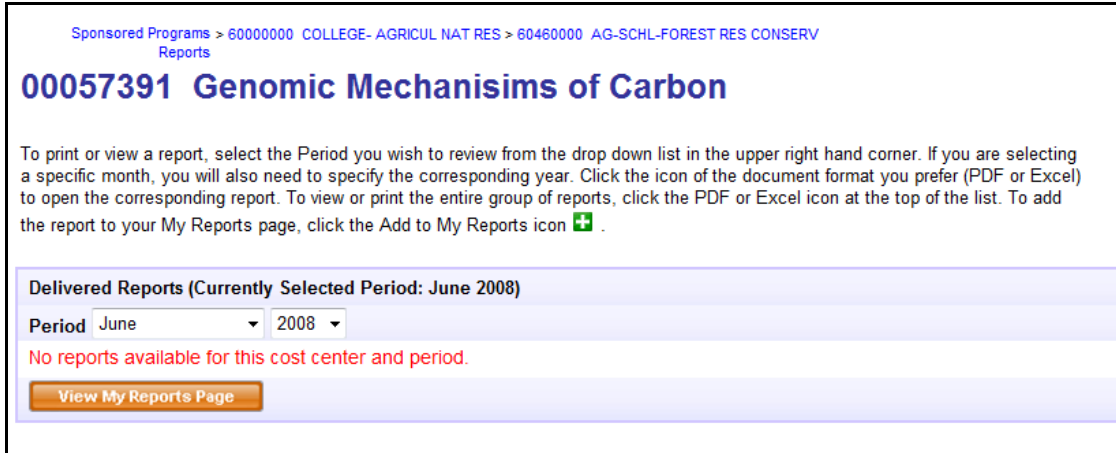
6. Click the link for the desired project.

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Instruction Guide

Figure 2: Sponsored Programs Reports page

7. Select the period or month/year for the data you want to review. The reports page displays. These reports are available in PDF and Excel format.

- To view a report in PDF format, click the [icon] icon and then click **Open**.

- To view a report in MS Excel format, click the [icon] icon and then click **Open**.

- To add a report to your My Reports page, click the [icon] icon.
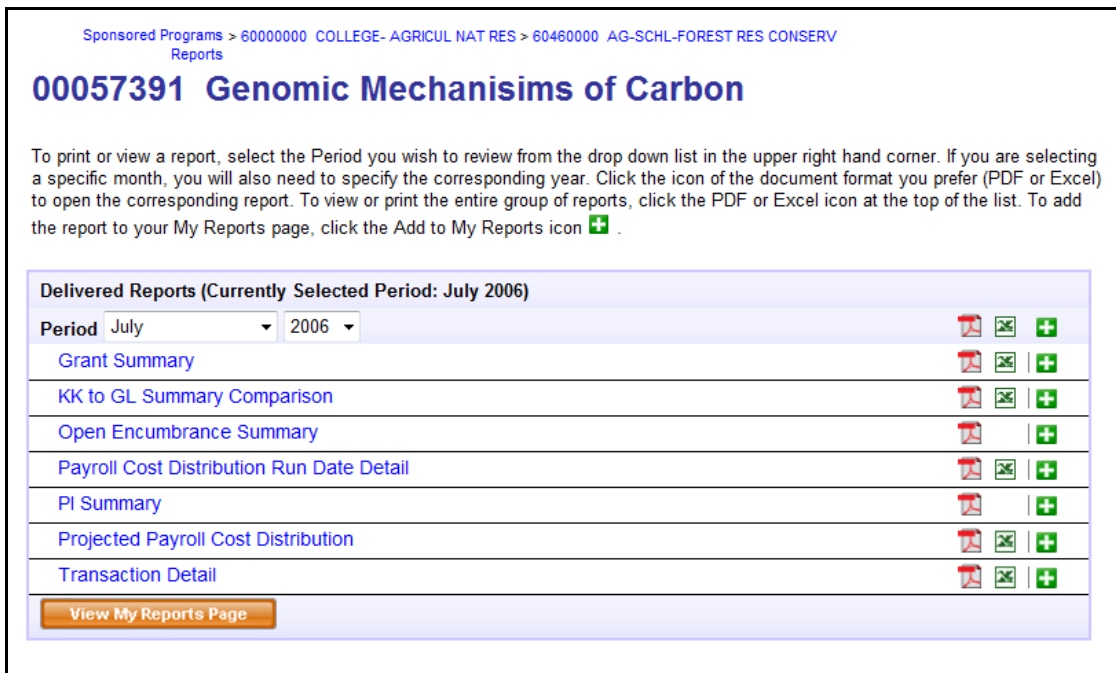
Figure 3: Sponsored Programs Reports Selection page

Sponsored Programs Reports available include:

- The **Grant Projects Summary** report – displays a high-level view of your budget, encumbrances, and expenditures.

- The **KK to GL Summary Comparison** report – used to view any variances between the KK and GL ledger groups that need to be investigated and corrected. This report displays the year-to-date variance between KK and GL, broken down by categories.

- The **Open Encumbrance Summary** report – displays information for any open encumbrances you might have.

- The **Payroll Cost Distribution Run Date Detail** report – enables you to view payroll cost distributions for the project.

- The **Transaction Detail** report – provides detailed information for the transactions associated with the project.

> ***Tip:*** The top set of options (see the image below) enable you to view the full set of reports in PDF or MS Excel format, or to add the full set of reports to the My Reports page. You can access the My Reports page from Enterprise Reporting > My Reports.

Figure 4: Sponsored Programs Reports Selection page