

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.

nsored Programs Reports									
Search - Enter the c	odes related to y	our report(s)							
<u>PI</u>		Project							
	Q		Q	Search					
Select a College									
01000000 OFFIC	E OF PRESIDENT								
02000000 OFFIC	E OF PROVOST								
10000000 OFFICE OF STUDENT AFFAIRS									
* 06000000 STUDE	ENT FINANCIAL AF	FAIRS							
* 0700000 DIVISI	ON-HOUSING								
10000000 UR-VP	-UNIVERISTY REL	ATIONS							
11000000 RESE	ARCH SPONSORE	ED PROGRAMS							
12000000 GRAD	UATE SCHOOL								
13000000 COLLE	GE-FINE ARTS								

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.

Sponsored Programs > 60000000 COLLEGE- AGRICUL NAT RES > 60460000 AG-SCHL-FOREST RES CONSERV Reports								
00057391 Genomic Mechanisims of Carbon								
To print or view a report, select the Period you wish to review from the drop down list in the upper right hand corner. If you are selecting a specific month, you will also need to specify the corresponding year. Click the icon of the document format you prefer (PDF or Excel) to open the corresponding report. To view or print the entire group of reports, click the PDF or Excel icon at the top of the list. To add the report to your My Reports page, click the Add to My Reports icon 🔹.								
Delivered Reports (Currently Selected Period: June 2008)								
Period June 👻 2008 👻								
No reports available for this cost center and period.								
View My Reports Page								

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 $^{\square}$ icon and then click **Open**.
 - To view a report in MS Excel format, click the \bowtie icon and then click **Open**.
 - To add a report to your My Reports page, click the 🗳 icon.

Sponsored Programs > 60000000 COLLEGE- AGRICUL NAT RES > 60460000 AG-SCHL-FOREST RES CONSERV Reports	
00057391 Genomic Mechanisims of Carbon	
To print or view a report, select the Period you wish to review from the drop down list in the upper right hand c a specific month, you will also need to specify the corresponding year. Click the icon of the document format to open the corresponding report. To view or print the entire group of reports, click the PDF or Excel icon at the the report to your My Reports page, click the Add to My Reports icon •	orner. If you are selecting you prefer (PDF or Excel ne top of the list. To add
Delivered Reports (Currently Selected Period: July 2006)	
Period July 2006	📜 🛛 🛨
Grant Summary	🏹 🛛 🛨
KK to GL Summary Comparison	🗾 🗵 📑
Open Encumbrance Summary	1
Payroll Cost Distribution Run Date Detail	🗾 🗵 于
PI Summary	1
Projected Payroll Cost Distribution	T 🛛 🔁
Transaction Detail	T 🛛 🔁
View My Reports Page	

Figure 3: Sponsored Programs Reports Selection page

© Training and Organizational Development Office of Human Resource Services University of Florida, Gainesville, FL 32611



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.

Spo	onsored Programs > 60000 Reports	0000 COLLEGE-	AGRICUL NAT RES > 60460000 AG-SCHL-FOREST RES CONSERV		
0005	7391 Gen	omic Mo	echanisims of Carbon		
Fo print o a specific to open ti the report	or view a report, select c month, you will also he corresponding repo t to your My Reports p	the Period you need to specify nt. To view or p page, click the	u wish to review from the drop down list in the upper right hand corner. If you y the corresponding year. Click the icon of the document format you prefer (rint the entire group of reports, click the PDF or Excel icon at the top of the Add to My Reports icon 💶.	are PDF list.	selectin or Exce To add
Deliver	ed Reports <mark>(</mark> Currentl	y Selected Pe	eriod: July 2006)		
Period	July 👻	2006 -	区	X	
Gran	t Summary			X	Ŧ
KK to	GL Summary Comp	arison	T	X	+
Open	Encumbrance Sum	mary	₩		+
Payro	oll Cost Distribution F	Run Date Deta	ail 🔀 🕅	X	+
PI Su	mmary		7		+
Proje	cted Payroll Cost Di	stribution	7	24	Ŧ
Trans	saction Detail		7	24	Ŧ
Viev	v My Reports Page				

Figure 4: Sponsored Programs Reports Selection page