Enterprise Systems Reporting Update

Senate IT & Research Subcommittees

September 20, 2013
Agenda

- Introductions
- Sponsored Project Financial Report Publication – Paul Reedy / Kate Sheeran
- Project Reporting Jump Page – Paul Reedy / Kate Sheeran
- Demonstration – Ingrid Cole / Ed Huang
- Financial Inquiry Application – Kate Sheeran
- Ongoing Reporting Initiatives – Rich Hall / Ron Forino
Sponsored Project
Financial Report
Publication
Sponsored Project Financial Reports

• Background

- Received requests to provide Principal Investigators (PIs) and Scope Investigators (Scope Is) with direct access to Sponsored Project Financial reports without them having to go through the University’s financial reporting environment (Financial Data Store or FDS)

- Finance worked closely with CUIT to electronically deliver pre-run reports on a monthly basis

• Scope

- PIs and Scope Is responsible for oversight of Sponsored Projects including Government Grant (GG), Private Grant (PG) and Industry Clinical Trial (IN) projects.

- Non-sponsored projects do not have a project manager or project team associated with them the way Sponsored Projects do. It is therefore not possible to identify specific non-sponsored projects and associate them with a particular PI. If a PI would like to see all of their projects, both sponsored and non-sponsored, the Project Reporting Jump Page can be used (see slide 7).

- Successfully completed Sponsored Project Financial Report Generation Pilot Releases 1, 2, 3 and 4 in the March through June timeframe (reports for February through May)
Sponsored Project Financial Reports

• **Audience**
  - All PIs and Scope Is across the University for their GG, PG and IN projects

• **Reports**
  - Sponsored Project Financial Report (SPFR) Summary
  - Sponsored Project Financial Report (SPFR) Detail
  - Payroll Summary Report
  - Payroll Detail Report
  - Purchase Order Open Commitment Report
  - Project Cost / Overrun Report

• **Frequency of Report Distribution**
  - Monthly, after closing activities for the prior month have taken place
  - June (fiscal year end) and July (fiscal year beginning) reports distributed end of August
Sponsored Project Financial Reports

• **Access to Reports**
  
  ➢ Monthly e-mail notification to PIs / Scope Is that reports for the prior month are now available
  
  ➢ E-mail notification contains a link which will take users to a WebViewer where they will see all of their sponsored projects for which they are the PI or Scope I, and from which they can link to the reports outlined

• **Feedback**

  ➢ Through Departmental Administrator or School Senior Business Officer, who will in turn share with us
Project Reporting
Jump Page
Developed in response to requests to be able to see a summary of all the projects (both Sponsored and Non-Sponsored) an individual is associated with.

- ARC / FDS users able to see at a glance all of the projects associated with a particular individual (project owner, part of the project team, or access to the project but not on the project team)

- Enables users to quickly obtain the most commonly used financial reports for each project, without the need to enter specific report parameters first (i.e. the run control parameters are built into the logic of the reports based on the type of project)

- Can be run for the “Current User” or for another UNI

- Results will depend on security access of user or UNI used
## Sponsored Project Reports vs. Jump Page

<table>
<thead>
<tr>
<th>Sponsored Project Report Distribution</th>
<th>Project Reporting Jump Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Project Financial Report - Summary</td>
<td>Project Summary Report</td>
</tr>
<tr>
<td>Sponsored Project Financial Report - Detail</td>
<td>Project Detail Report</td>
</tr>
<tr>
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<td>Payroll Detail Report</td>
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</tr>
<tr>
<td>Purchase Order Open Commitment Report</td>
<td>Purchase Order Open Commitment Report</td>
</tr>
<tr>
<td>Project Cost Summary / Overrun Report</td>
<td>Sub Award Purchase Order (SAPO) Report</td>
</tr>
</tbody>
</table>

### Reporting Options for PIs and Faculty

<table>
<thead>
<tr>
<th>ChartFields Viewable</th>
<th>Web Viewer</th>
<th>Jump Page</th>
<th>Full Suite of FDS Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>GG/PG/IN Only</td>
<td>All Project Types</td>
<td>All ChartField Types</td>
<td></td>
</tr>
<tr>
<td>Security Required</td>
<td>WIND Security Only</td>
<td>Financial Inquiry Needed</td>
<td>Financial Inquiry Needed</td>
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</tbody>
</table>
Demonstration
Financial Inquiry Application
Financial Inquiry Application (FIA)

• **Key Features of Financial Inquiry Application**
  - Shorter application for users requesting only Financial Inquiry
  - Just one application for those wanting ChartField Security (no longer have to complete both Financial Systems Security Application (FSSA) and ChartField Request Form)
  - Facilitates expedited processing of ARC and PAD inquiry only requests
  - Allows for Financial Inquiry access to be requested on behalf of another user, i.e. DA on behalf of a PI or Faculty member

• **Target Audience**
  - Faculty
  - PIs / Scope-Is, Research Administrators
  - Student Groups
Financial Inquiry Application (FIA)

<table>
<thead>
<tr>
<th>FSSA v FIA</th>
<th>FSSA</th>
<th>FIA</th>
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</thead>
<tbody>
<tr>
<td>Financial Inquiry / PAD Plus Transaction Roles</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Apply on Behalf of Faculty Member for Financial Inquiry / PAD</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Department Inquiry / PAD Inquiry Only</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>ChartField Inquiry / PAD Inquiry Only</td>
<td></td>
<td>x</td>
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Ongoing Reporting Initiatives
Ongoing Reporting Initiatives

**FDS Report Scheduling**
- Schedule a frequently needed report to run monthly, weekly, or daily
- Retains parameters from previous report run
- Direct output to inbox or email address

**FDS Report Performance Initiatives**
- Redesign of parameter page technology being assessed
- Functional & Technical teams are prioritizing initiatives based on report usage metrics
- Redesign report code of most frequently run FDS reports; reports in progress:
  - F&A (Indirect Cost) Recovery Report
  - Project Cost Summary/Overrun Report
  - Sponsored Project Financial Report - Summary By Budget Category
  - Trial Balance by Account Detail
  - Non-Sponsored Project Financial Report - Summary
Questions?