

Grant Campus Report

Go-Live 3/2/2018

Navigation:

Select Grants Tile > Select Grant Campus Reports from the left menu

Note: The Grants Tile is available on the Financial Systems Homepage AND the Financial CO Homepage

Report Menu:

The screenshot shows a web interface with a red header bar. On the left, a button labeled 'Financial CO Homepage' with a back arrow is visible. On the right, the word 'Grants' is displayed in white. Below the header, a red tab labeled 'Grant Campus Reports' is active. The main content area is titled 'REPORTS BY DEPARTMENT' and contains a search field labeled 'Enter 2, 4, or 6 digit Department ID:' with a magnifying glass icon. Below the search field, a list of report links is provided, including 'Active "F" Projects 6 Months Past Project End Date', 'Active Fixed Price Proj Expiring Or Past Project End Date', 'Active Proj 90 Days Past Bud Begin Date With No Expenditures', 'Active Projects Coded For Fabrication', 'Active Projects Overspent For 3 Consecutive Months', 'Active Projects With Approved Food Cost Exemption Status', 'Active Projects With Budget End Dates Past 6 Months', 'Active Projects With F & A Upper Limit', 'Active Projects With Pending Project Modification Requests', 'Cost Sharing Confirmation Memos Sent But Not Returned', and 'Project Closeout List (Excludes D, E, N, Q, T, W, and X)'. At the bottom of the interface, there are three buttons: 'Notify', 'Add', and 'Update/Display'.

How to run the desired report(s):

- Enter the Department ID # (Dept ID can be entered as a 2, 4 or 6 digit Nbr)
- Press the hyperlink of the desired report (*See descriptions below*)
 - The selected report will automatically download in Excel format

Notes:

- The SAR Role “Research Administrator” is required to gain access to the reports and information
- You can only run one (1) report at a time
- Users may run reports using any Department ID (i.e., other College or Unit information).
- The report output will display current day information (i.e., information is as of the date and time the report is generated).
- For reports generated at the 2 or 4 Department ID level, the information will be grouped by the respective Department ID.
 - For example: If a report is generated using Department ID 14, the output will group all projects under 1401 together, then 1402, then 1403...
 - The grouped project Information is sorted in Ascending Order by Project ID

Report Descriptions

- Active “F” Projects 6 Months Past Project End Date – List of all projects assigned to Fiscal Manager Code “F” where the Effective Status of the project is “Active”, and it is 6 months or more past the Project End Date. Active “F” projects are the Commodity Awards assigned to Fiscal Manager Desk “F”.
(This report was previously in Report2Web)
- Active Fixed Price Projects Expiring or Past Project End Date – List of all projects assigned to Fiscal Manager Codes D, E or Q where the Effective Status of the project is “Active” and the Project End Date has already expired or will be expiring within the next 6 months. Projects will be labeled as “Expiring” or “Past Due...” The projects noted as “Past Due” will indicate the number of days past the Project End Date.
(This report was previously in Report2Web)
- Active Proj 90 Days Past Bud Begin Date with No Expenditures – List of all projects where the Effective Status of the project is “Active” and there have been no expenditures within the first 90 days of the Budget Begin Date. ***(This report was previously in Report2Web)***
- Active Projects Coded For Fabrication – List of all projects where the Effective Status of the project is “Active” and the “Inventory Indicator” attribute is equal to one of the following codes:
 - C – Fabricated Equipment Tagged, \$500 Threshold for capitalization (only projects with *PBD prior to 7/1/98*)
 - W – Fabricated Equipment – Inventory Required, \$5,000 Threshold for capitalization
 - X – Fabricated Equipment – No Inventory Required, \$5,000 Threshold for capitalization
- Active Projects overspent For 3 Consecutive Months – List of projects where the Total Expenditures exceed the Total Budget for three (3) consecutive months. **Projects will be grouped based on projects expiring in the future and projects already past the project end date.**
(This report was previously in Report2Web)
- Active Projects with Approved Food Cost Exemption Status – List of projects where the Effective Status of the project is “Active” and the “Food & Entertainment” attribute is equal to one of the following codes:
 - 1 – Conference/Workshops hosted by NCSU or affiliates – Excess food allowed
 - 2 – Food/Entertainment allowed. No Alcohol allowed
 - 3 – Conferences/Workshops hosted by NCSU or affiliates – Excess food NOT allowed
 - 4 – Federal Per Diem allowed for Travel
 - 5 – Food/Entertainment/Alcohol allowed.
- Active Projects with Budget End Dates Past 6 Months - List of projects 6 months past the Budget End Date and the Effective Status of the project is still “Active”.
- Active Projects with F & A Upper Limit - List of projects where the Effective Status of the project is “Active” and the amount in the “Overall Limit” attribute amount is greater than \$0. An upper limit may exist for projects where F&A has been limited by the agency or technological restrictions.
- Active Projects with Pending Project Modification Requests – List of projects where the Effective Status of the project is “Active” and the “Pending Ext” attribute is equal one of the following:
 - S – SPARCS Extension – this means a PMR routed to C&G that has been routed to SPARCS and is pending final approval.
 - T – IR Extension - this means a PMR routed to C&G that has been routed to OTT and is pending final approval.
 - X – C&G Extension - this means a PMR routed to C&G that final pending approval.
 - The C&G Fiscal Manager is responsible for updating the “Pending Ext” attribute based on their knowledge of PMR requests routed to C&G processing that is pending sponsor approval.
- Cost Sharing Confirmation Memos Sent But Not Returned – List of projects where a Cost Share Confirmation Memo was generated and has not been returned to C&G. This report is generated based on the Cost Share Indicator Attribute where the attribute is equal to “12 – Reqd-memo sent, not returned.”
- Project Closeout List (Excludes Fiscal Manager Desk D, E, N, Q, T, W, and X) – List of projects where the Project End Date is equal to 3 months from the current month.
(This report was previously in Report2Web)
 - Fiscal Manager Desk D, E & Q are Fixed Price projects; N, T W & X are C&G Use Only projects.
 - For example, if the report is run in February it will generate a list of all projects that where the project end date expires in May.