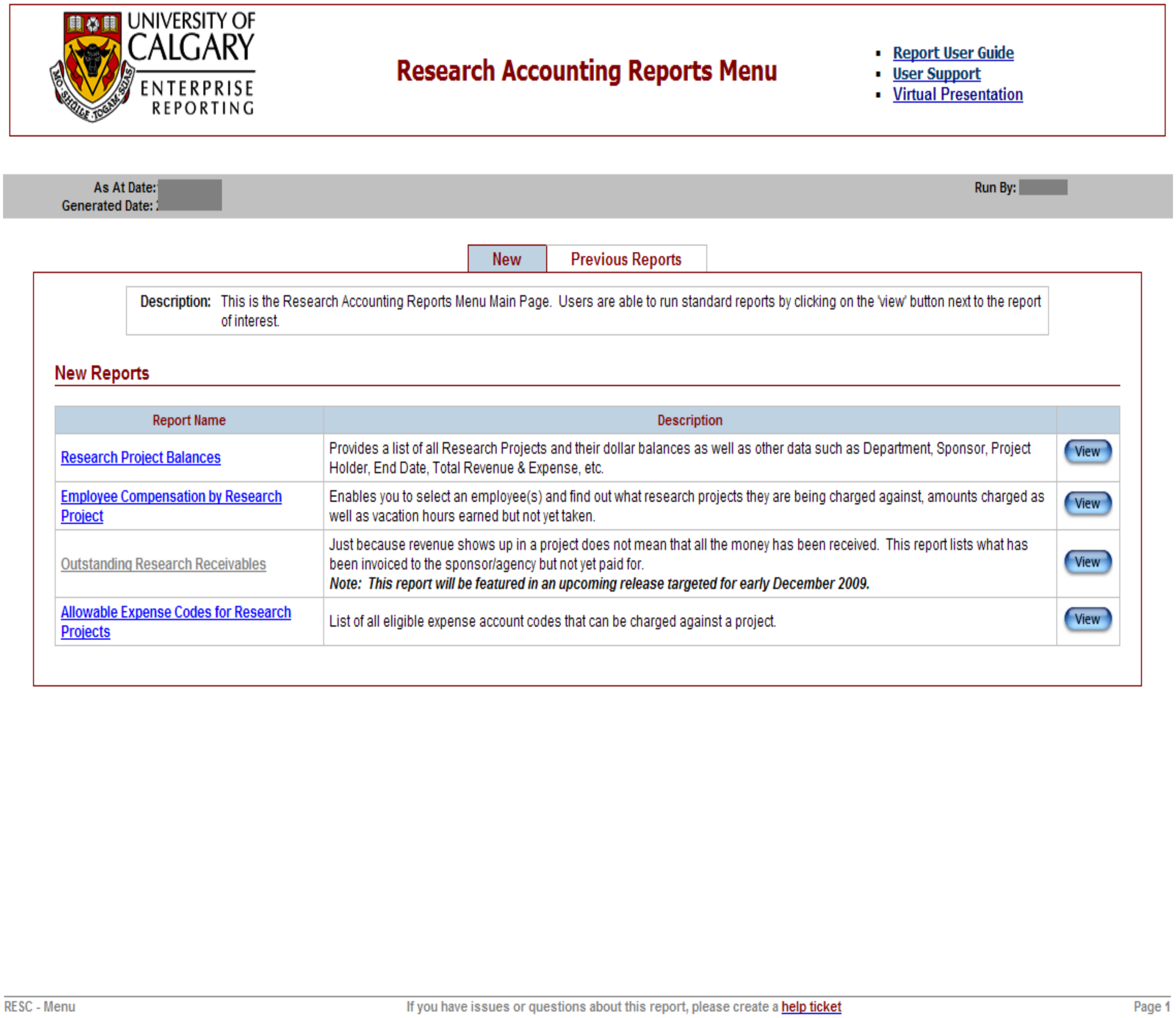
RESEARCH ACCOUNTING REPORTS MENU USER GUIDE (v.1)



UNIVERSITY OF CALGARY ENTERPRISE REPORTING

Research Accounting Reports Menu

- Report User Guide
- User Support
- Virtual Presentation

As At Date: [redacted]
Generated Date: [redacted]

Run By: [redacted]

New | Previous Reports

Description: This is the Research Accounting Reports Menu Main Page. Users are able to run standard reports by clicking on the 'view' button next to the report of interest.

New Reports

Report Name	Description	
Research Project Balances	Provides a list of all Research Projects and their dollar balances as well as other data such as Department, Sponsor, Project Holder, End Date, Total Revenue & Expense, etc.	View
Employee Compensation by Research Project	Enables you to select an employee(s) and find out what research projects they are being charged against, amounts charged as well as vacation hours earned but not yet taken.	View
Outstanding Research Receivables	Just because revenue shows up in a project does not mean that all the money has been received. This report lists what has been invoiced to the sponsor/agency but not yet paid for. *Note: This report will be featured in an upcoming release targeted for early December 2009.*	View
Allowable Expense Codes for Research Projects	List of all eligible expense account codes that can be charged against a project.	View

RESC - Menu   If you have issues or questions about this report, please create a help ticket   Page 1

October 2009

Contents

1 Overview

1.1 *What is the Research Accounting (RA) Reports Menu?*

RA Reports menu is a collection of reports designed to give the research community within the University of Calgary access to timely, accurate information on their research projects.

1.2 *Who has access to the RA Reports Menu?*

Anyone who has access to eFin to view projects (based on security access). However, individuals who are only given viewing access to specific activities within a project will not have access to these reports for those projects.

1.3 *How current is the data?*

Report data is updated nightly. The numbers shown on a report run today are current to the previous day.

1.4 *What reports are available?*

- **Research Project Balances**
  - Lists all Research Projects and their dollar balances as well as other data such as Department, Sponsor, Project Holder, End Date, Total Revenue & Expense etc.
  - Report can be filtered by To Date, Faculty, Department, Project Holder, Project and Project Status
  - Optional parameters within the report to select Projects that are Over-Spent, Not Over-Spent or All Projects

- **Employee Compensation by Research Project**
  - Enables you to select an employee(s) and find out what Research Projects they are being charged against, amounts charged as well as vacation hours earned but not yet taken
  - Report can be filtered by From/To Date, Faculty, Department, Project Holder or Project

- **Allowable Expense Codes for Research Projects**
  - Lists all eligible expense codes that can be charged against a Project (per budget)
  - Report can be filtered by Project Holder or by Project as well as by Activity Code (if required)

  - Report displays the accounting string – Fund, Department, Project and Activity for items selected to aid in coding of expense items
  - Optional parameters enable user to search by: account code, expense description, budget category or parts thereof

- **Outstanding Research Receivables**
  - Report lists what has been invoiced to the sponsor/agency but not yet paid for
  - Report can be filtered by Faculty, Department, Project Holder or Project

1.5 *Who uses the reports?*

  - Researchers
  - Research Administrators
  - Budget Officers/Senior Financial Analysts
  - Research Accounting
  - Financial Services
  - Faculties

1.6 *Help*

For assistance with the RA Reports Menu, contact:

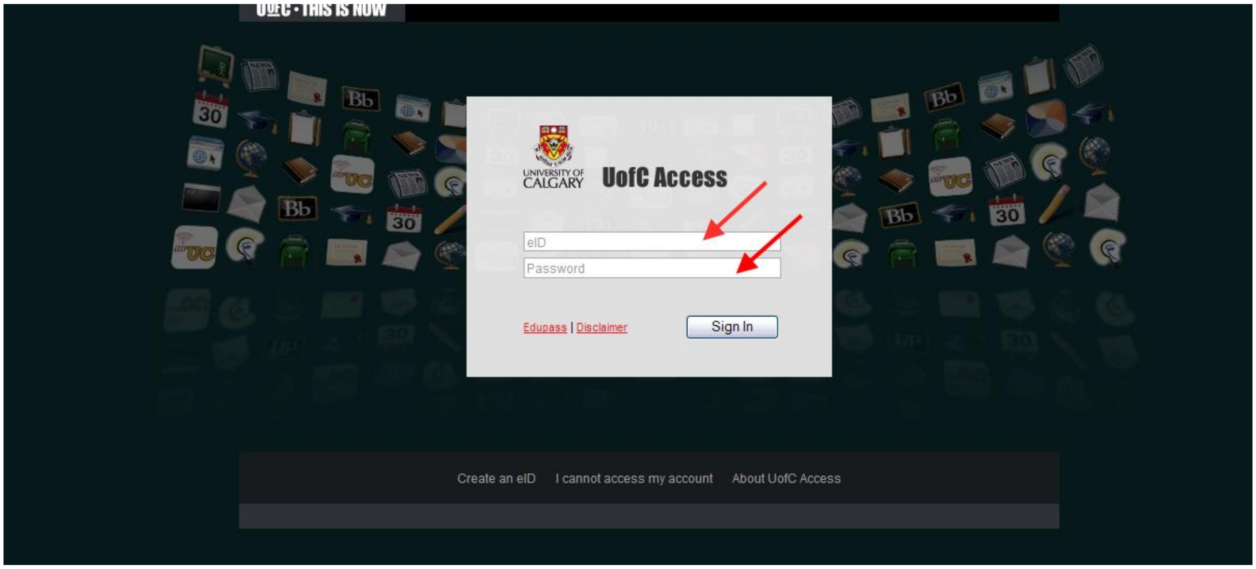
IT Support Centre
(403) 220-5555
itsupport@ucalgary.ca

Research Accounting
Medicine - ramed@ucalgary.ca
Main - rtahelp@ucalgary.ca

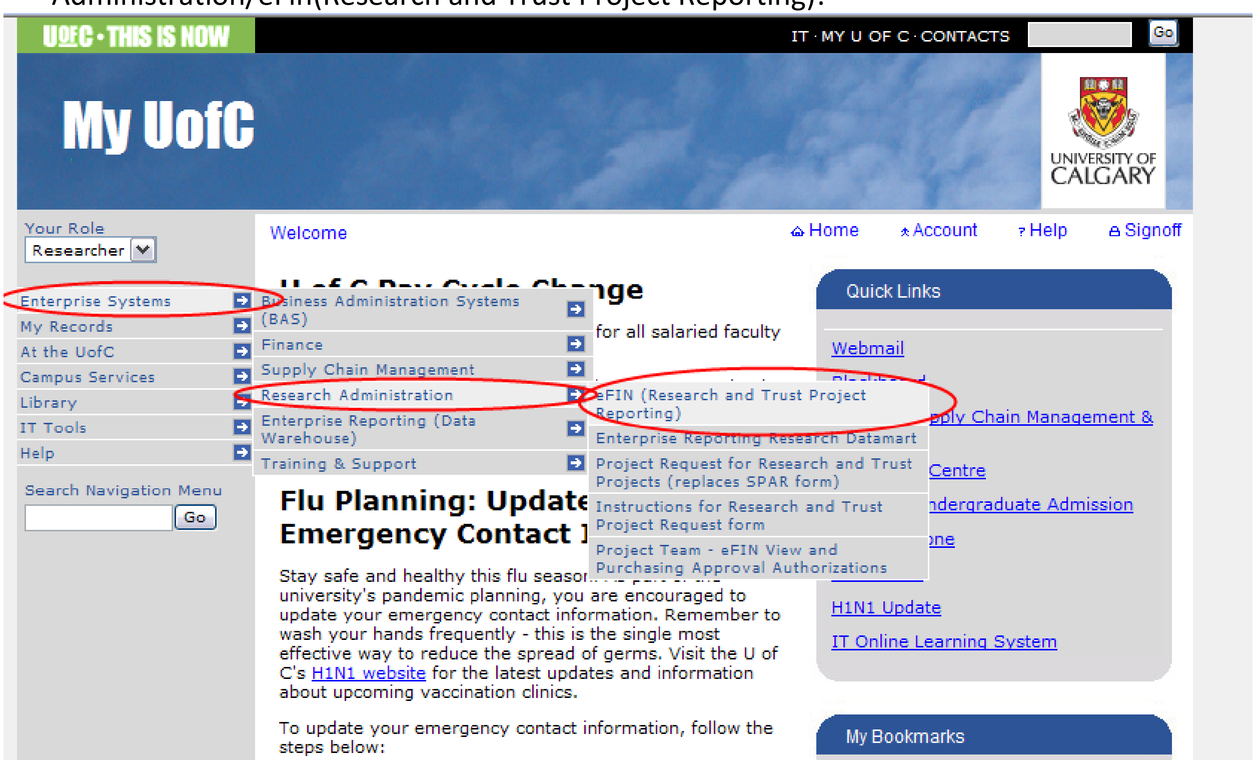
2 Accessing the RA Reports Menu Main Page

2.1 *How to access*

A. Sign into UofC. Type in your eID and your password:



B. In the My UofC main page click on Enterprise Systems/Research Administration/eFin(Research and Trust Project Reporting):



C. The following screen will appear. Go to the end and click on 'Continue'

Home Logout eFIN

UNIVERSITY OF CALGARY ENTERPRISE REPORTING eFIN

****** UPDATED EVERY 24 HOURS ******

eFIN is a **view only** Research Accounting project reporting system at the University of Calgary .

In August 2005, UofC's reporting application was updated to reflect the financial transactions, terminology, and coding structures of the University's PeopleSoft system.

Updates to eFin:

- eFIN enhancements (October 2008):

  Additional details (Account Description/Reporting ID/ Journal Line Ref/Source/Operator Description) on the Project Detail page.

  Report Generation available (Summary Report/Over-expenditure Report/Advance Report) to download to excel.

  Administrator contact information is located on the Project Header page.

- Material encumbrance (commitment) calculations have now been updated and previous overstated commitments have been corrected. Projects dated as of March 31, 2007 will show corrected amounts.
- Commitments for some "OP" projects will only be available in the coming months.
- If you notice errors with the material commitments, please contact the appropriate zone in purchasing:

  http://www.ucalgary.ca/busops/services/purchasing/buyers/

- Salary encumbrance (commitment) calculations are now using a new methodology process. More detailed information on this process can be found on the link below.
- Link to: Salary Encumbrance Calculation

Known Errors that are being reviewed:

- Instances of incorrect opening balances for the FR76xxxx projects
- Instances of non-salary pre-encumbrances (Purchasing Commitments) included in the Project Summary page but not the Project Detail page

Please refer to this page for updates on the above known errors.

IMPORTANT NEWS REGARDING TRUST TRANSITION

The University of Calgary is entering into a new partnership with trust holders and trust employees. The Alberta Labour Relations Board decision that trust employees are university employees impacts many people and we are committed to keeping everyone informed as the details of this transition are addressed.

Visit www.ucalgary.ca/hr/trust for more information, and current news & updates.

Getting assistance and help:

It is good business process to carefully review your project balances and transactions in eFIN on a monthly basis. If you require further information or financial details about your project please contact your Research Accounting Administrator at the Research Accounting contact list.

Please report any errors or problems to the PeopleSoft Help Desk PShelp@ucalgary.ca or phone 220-5555 (select ext.2). If the problem has to do with a specific processing department - for example : Materials Management, Payroll, Research Accounting - please contact the department directly

Continue

Enterprise Reporting
eFIN - 01

If you have problems or questions, please contact us by logging a ticket.

Generated at Tuesday, October 13, 2009 1:55 PM

D. Click on Report Generation as indicated below:

The RA Reports Menu main page will appear as follows:

2.2 *What is this page for?*

This page is the entry point for viewing all reports in the RA Reports Menu. All reports can be run from this page. Currently there are four new reports:

1. Research Project Balances
2. Employee Compensation by Research Project
3. Allowable Expense Codes for Research Projects
4. Outstanding Research Receivables

These reports are located under the 'New' Tab. Reports listed under the 'Previous Reports' Tab were in existence prior to October and are still available for use. They will be changed within the next few months to a standard format and will be placed within the 'New' Tab.

For a Virtual Presentation on how to navigate these reports click on 'Virtual Presentation' on the top right hand corner of the RA Reports Menu.

3 Research Project Balances

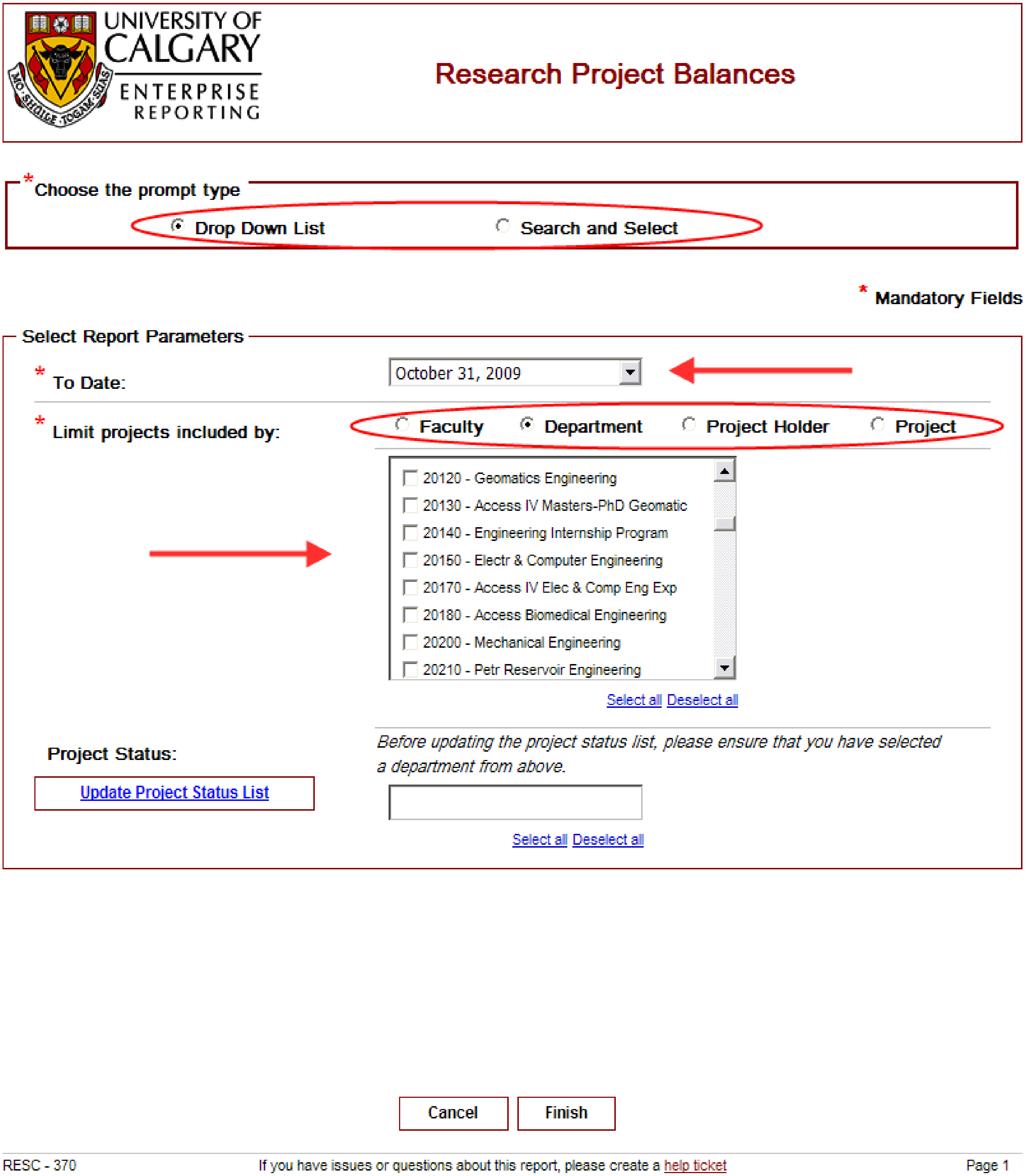
3.1 *What is this report for?*

This report lists all Research Projects and their dollar balances as well as other data such as Department, Sponsor, Project Holder, End Date, Total Revenue & Expense etc.

3.2 *To Access*

Click the View button in "Research Project Balances" on the RA Reports Menu Main Page (access instructions listed in Section 2). The report should open in a new window.

3.3 *The Parameters*



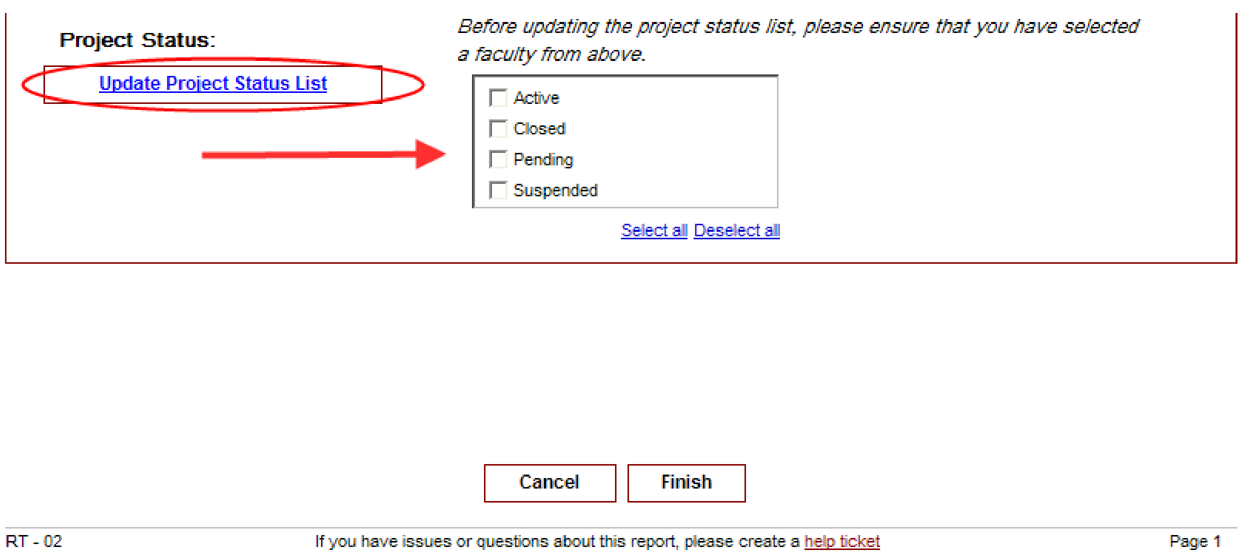
Items indicated with a * are mandatory fields that must be filled in.

Choose the prompt type - Select either Drop Down List or Search and Select. Search and Select should be chosen when users have access to a large number of projects or know exactly what they are searching for. Default is Drop Down List

To Date: - Select month end date you want report to

Limit projects included by: - Select either Faculty, Department, Project Holder or Project. You will then have to further streamline your selection by clicking items off in the box. There is an option to select all (Select all in blue under box)

Once the mandatory fields have been filled in, there is an option to further select by the Project Status (Projects that are Active, Closed, Pending, Suspended or a combination thereof). If the Project Status is not selected the report generated lists everything for the selected search parameters.



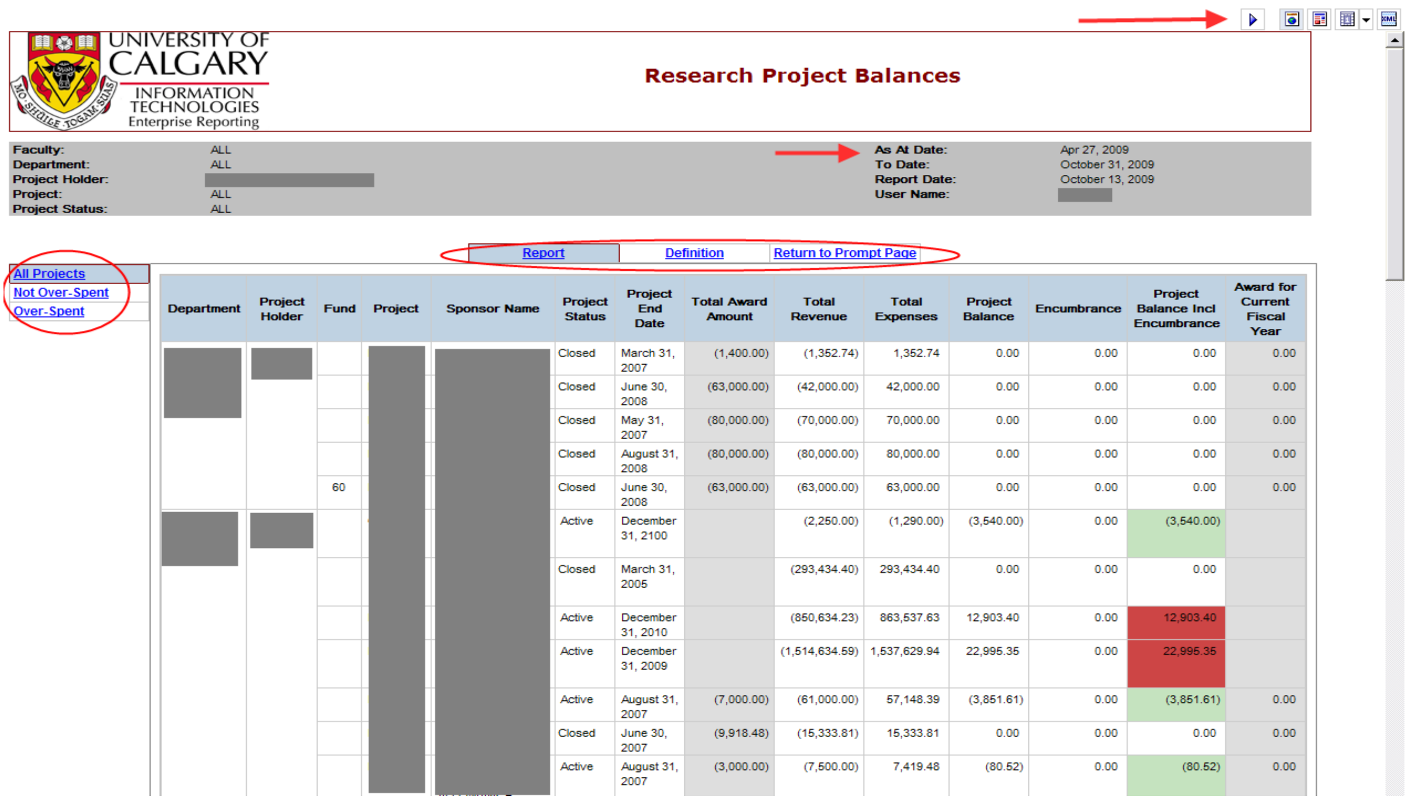
Once you have filled in all selections press the Finish button at the bottom of the page to generate the report.

3.4 *How to return to Menu Page*

This report can be closed at any time by clicking the "x" at the top right corner of the browser. The window will close, returning to the main page of the RA Reports Menu.

3.5 *The Report*

Note: Information in some fields have been shaded in this screen shot re confidentiality



UNIVERSITY OF CALGARY
INFORMATION TECHNOLOGIES
Enterprise Reporting

Research Project Balances

Faculty: ALL
Department: ALL
Project Holder:
Project: ALL
Project Status: ALL

As At Date: Apr 27, 2009
To Date: October 31, 2009
Report Date: October 13, 2009
User Name:

Report | Definition | Return to Prompt Page

All Projects
Not Over-Spent
Over-Spent

Department	Project Holder	Fund	Project	Sponsor Name	Project Status	Project End Date	Total Award Amount	Total Revenue	Total Expenses	Project Balance	Encumbrance	Project Balance Incl Encumbrance	Award for Current Fiscal Year
					Closed	March 31, 2007	(1,400.00)	(1,352.74)	1,352.74	0.00	0.00	0.00	0.00
					Closed	June 30, 2008	(63,000.00)	(42,000.00)	42,000.00	0.00	0.00	0.00	0.00
					Closed	May 31, 2007	(80,000.00)	(70,000.00)	70,000.00	0.00	0.00	0.00	0.00
					Closed	August 31, 2008	(80,000.00)	(80,000.00)	80,000.00	0.00	0.00	0.00	0.00
		60			Closed	June 30, 2008	(63,000.00)	(63,000.00)	63,000.00	0.00	0.00	0.00	0.00
					Active	December 31, 2100		(2,250.00)	(1,290.00)	(3,540.00)	0.00	(3,540.00)	
					Closed	March 31, 2005		(293,434.40)	293,434.40	0.00	0.00	0.00	
					Active	December 31, 2010		(850,634.23)	863,537.63	12,903.40	0.00	12,903.40	
					Active	December 31, 2009		(1,514,634.59)	1,537,629.94	22,995.35	0.00	22,995.35	
					Active	August 31, 2007	(7,000.00)	(61,000.00)	57,148.39	(3,851.61)	0.00	(3,851.61)	0.00
					Closed	June 30, 2007	(9,918.48)	(15,333.81)	15,333.81	0.00	0.00	0.00	0.00
					Active	August 31, 2007	(3,000.00)	(7,500.00)	7,419.48	(80.52)	0.00	(80.52)	0.00

3.6 *How to read the report*

The right hand side of the shaded header within the report lists the date of the report, user name of requestor, month end date selected, and report data as at date (last date of refreshed data).

The left hand side of the shaded header within the report lists the selected search parameters requested by the user.

There are three report options under the shaded header on the left hand side that allows you to group data into further reports – All Projects, Not Over-Spent and Over-Spent. The default report is All Projects. By clicking on any of the three selections will automatically group the data into what has been selected.

There are three items in blue type just under the shaded header – Report, Definition, and Return to Prompt Page. The Report button is shaded in blue, indicating that is what you are currently in. By clicking on Definition will open another page listing the definition of each column (a detailed list of definitions is also in Paragraph 3.8 of this section). To go back to the Report from Definitions, just click on the Report button. By clicking on Return to Prompt Page will return you to the report selection main page to enable you to enter different search parameters.

On the top right hand corner of the report is also a list of options that allow you different viewing formats as well as allow you to return to the Prompt page of the Report (first icon). Details on viewing/extracting formats are in Section 7, Printing/Mailing/Saving Reports.

3.7 *What does this report tell you?*

For the search parameters selected, the report provides summary financial information on individual projects and other related data (ie Project Holder, Sponsor Name, Project Status, Project End date).

Warning – Please contact your Research Accounting Project Administrator to ensure that month end payroll has been posted – otherwise the report generated will not accurately reflect all expenses and encumbrances for the most recent month end.

3.8 *Column Definitions*

Project Code	Number assigned to a specific project. Projects start with a 2-digit alpha followed by numbers. AO/AR = Arctic Institute, FR = Funds Held on Behalf of Others, IA = Internal Awards, OP = Operations, PP = Partnership Program, RT = Research & Trust, Sxx = Parent Project
Sponsor Name	Name of institution sponsoring the project (ie agency, company, internal etc)
Salary Amount – Actual	Actual salary of employee charged against the project for dates selected
Salary Amount – Encumbered	Salary for employee (up to the next 12 months) that will be charged against the project, based on submitted Trust Appointment Forms
Benefits	Actual benefits of employee charged against the project for dates selected
Total (Salary + Benefits)	Total of Salary and Benefits – does NOT include any encumbered salary amount

Project End Date	End date of Project as listed in eFin
Principal Investigator	Name of PI that pays the selected employee on other research project(s)
PI Email	Email address of Principal Investigator

4 Employee Compensation by Research Project

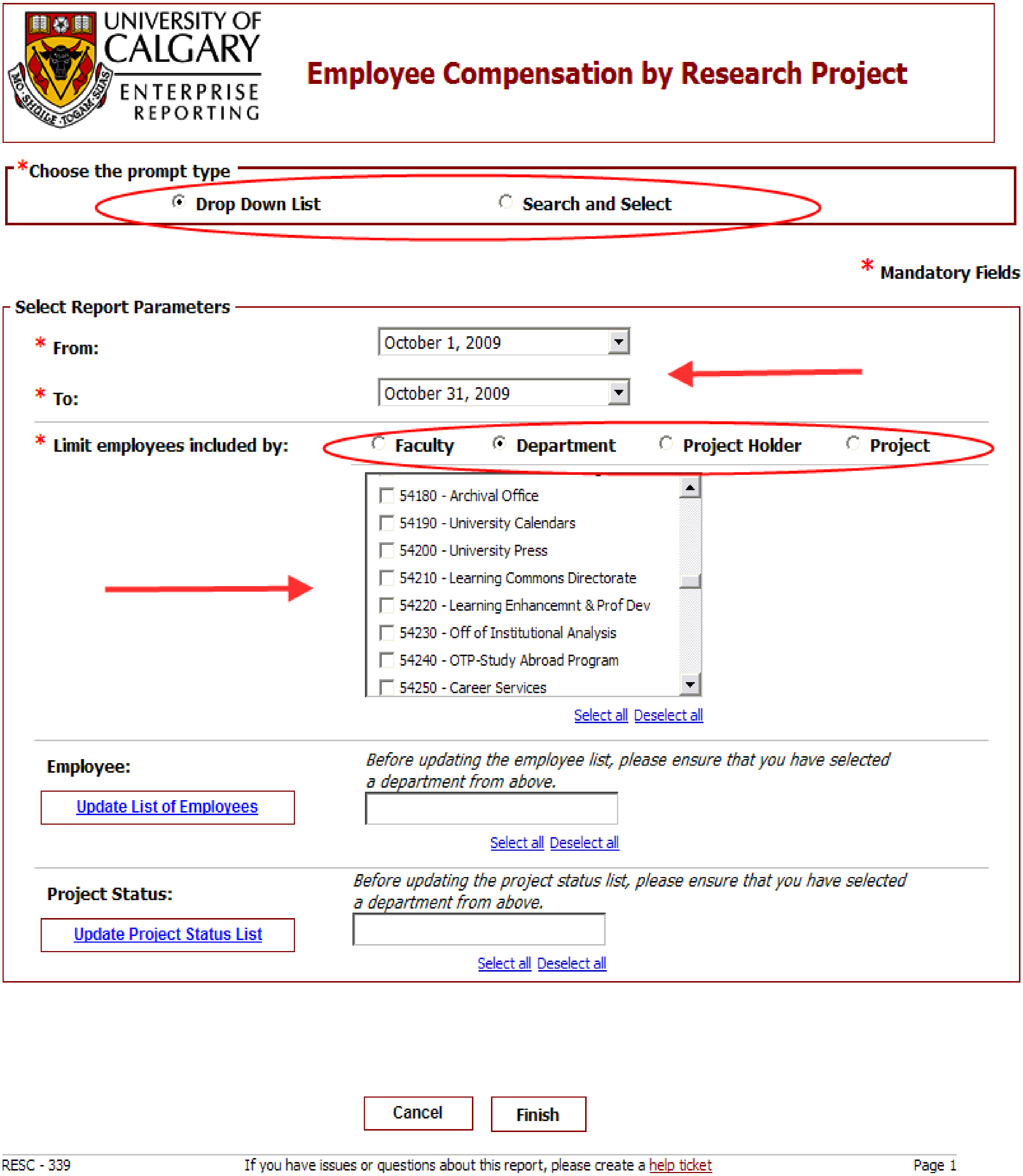
4.1 *What is this report for?*

This report enables you to select an employee(s) and find out what research projects they are being charged against, amounts charged as well as vacation hours earned but not yet taken.

4.2 *To Access*

Click the View button in the "Employee Compensation by Research Project" box on the RA Reports Menu Main Page (access instructions listed in section 2). The report should open in a new window.

4.3 *The Parameters*



UNIVERSITY OF CALGARY ENTERPRISE REPORTING

Employee Compensation by Research Project

***Choose the prompt type**

(•) **Drop Down List** ( ) **Search and Select**

*** Mandatory Fields**

Select Report Parameters

*** From:** October 1, 2009

*** To:** October 31, 2009

*** Limit employees included by:** ( ) **Faculty** (•) **Department** ( ) **Project Holder** ( ) **Project**

- [ ] 54180 - Archival Office
- [ ] 54190 - University Calendars
- [ ] 54200 - University Press
- [ ] 54210 - Learning Commons Directorate
- [ ] 54220 - Learning Enhancemnt & Prof Dev
- [ ] 54230 - Off of Institutional Analysis
- [ ] 54240 - OTP-Study Abroad Program
- [ ] 54250 - Career Services

Select all Deselect all

Employee:

Before updating the employee list, please ensure that you have selected a department from above.

Update List of Employees

Select all Deselect all

Project Status:

Before updating the project status list, please ensure that you have selected a department from above.

Update Project Status List

Select all Deselect all

Cancel Finish

RESC - 339 If you have issues or questions about this report, please create a help ticket Page 1

Items indicated with a * are mandatory fields that must be filled in.

Choose the prompt type - Select either Drop Down List or Search and Select. Search and Select should be chosen when users have access to a large number of projects or know exactly what they are searching for. Default is Drop Down List

From: - Select month start date you want report from

To: - Select month end date you want report to

Limit employees included by: - Select either Faculty, Department, Project Holder or Project. You will then have further streamline your selection by clicking items off in the box. There is an option to select all (Select all in blue under box)

Once the mandatory fields have been filled in, there is an option to further select by Employee(s) and Project Status (Projects that are Active, Closed, Pending, Suspended or a combination thereof). If Employee(s) are not selected the report generates everything for the selected search parameters. If the Project Status is not selected the report generated lists everything for the selected search parameters.

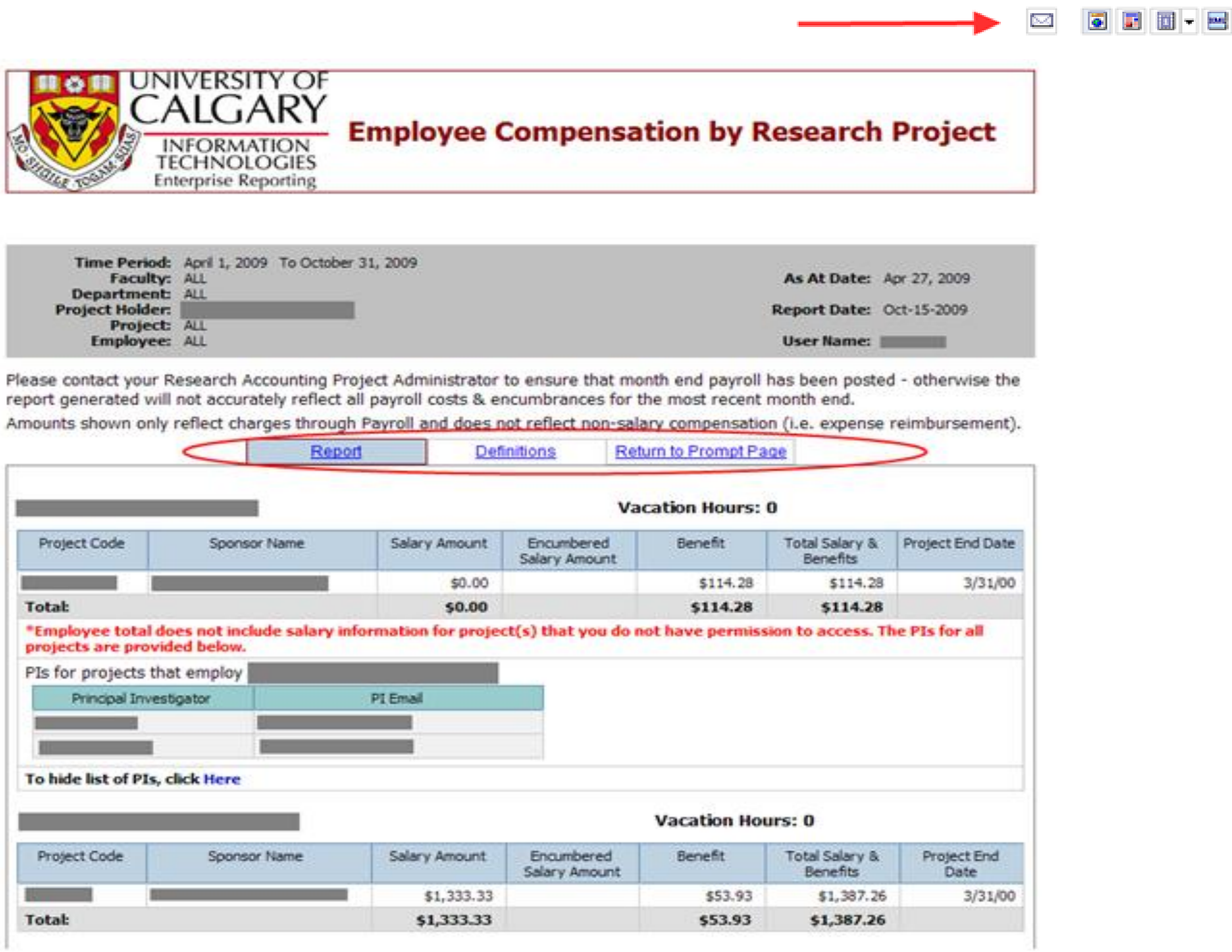
Once you have filled in all selections press the Finish button at the bottom of the page to generate the report.

4.4 *How to return to Menu Page*

This report can be closed at any time by clicking the “x” at the top right corner of the browser. The window will close, returning to the main page of the RA Reports Menu.

4.5 *The Report*

Note: Information in some fields have been shaded in this screen shot re confidentiality



UNIVERSITY OF CALGARY INFORMATION TECHNOLOGIES Enterprise Reporting

Employee Compensation by Research Project

Time Period:	April 1, 2009 To October 31, 2009	**As At Date:**	Apr 27, 2009
Faculty:	ALL	**Report Date:**	Oct-15-2009
Department:	ALL	**User Name:**	[redacted]
Project Holder:	[redacted]		
Project:	ALL		
Employee:	ALL		

Please contact your Research Accounting Project Administrator to ensure that month end payroll has been posted - otherwise the report generated will not accurately reflect all payroll costs & encumbrances for the most recent month end.

Amounts shown only reflect charges through Payroll and does not reflect non-salary compensation (i.e. expense reimbursement).

Report | Definitions | Return to Prompt Page

[redacted] **Vacation Hours: 0**

Project Code	Sponsor Name	Salary Amount	Encumbered Salary Amount	Benefit	Total Salary & Benefits	Project End Date
[redacted]	[redacted]	$0.00		$114.28	$114.28	3/31/00
Total:		**$0.00**		**$114.28**	**$114.28**	

***Employee total does not include salary information for project(s) that you do not have permission to access. The PIs for all projects are provided below.**

PIs for projects that employ [redacted]

Principal Investigator	PI Email
[redacted]	[redacted]
[redacted]	[redacted]

To hide list of PIs, click Here

[redacted] **Vacation Hours: 0**

Project Code	Sponsor Name	Salary Amount	Encumbered Salary Amount	Benefit	Total Salary & Benefits	Project End Date
[redacted]	[redacted]	$1,333.33		$53.93	$1,387.26	3/31/00
Total:		**$1,333.33**		**$53.93**	**$1,387.26**	

4.6 How to read the report

The right hand side of the shaded header within the report lists the date of the report, user name of requestor and report data as at date (last date of refreshed data).

The left hand side of the shaded header within the report lists the selected search parameters requested by the user.

There are three items in blue type just under the shaded header – Report, Definition, and Return to Prompt Page. The Report button is shaded in blue, indicating that is what you are currently in. By clicking on Definition will open another page listing the definition of each column (a detailed list of definitions is also in Paragraph 3.8 of this section). To go back to the Report from Definitions, just click on the Report button. By clicking on Return to Prompt Page will return you to the report selection main page to enable you to enter different search parameters.

On the top right hand corner of the report is also a list of options that allow you different viewing formats as well as allow you to return to the Prompt page of the Report (first icon). Details on viewing/extracting formats are in Section 7, Printing/Mailing/Saving Reports.

4.7 *What does this report tell you?*

For the search parameters selected, the report details for employee(s) payroll amounts charged and encumbered salary (up to next 12 months) as well as total vacation hours earned but not yet taken. Note: There is no encumbrance amount for benefits.

The vacation hours listed is the total for the employee and is not broken down by project. Vacation hours listed on the report are current (per Human Resources) and are not based on dates selected per search parameters.

For other projects the employee(s) are working on that the user does not have access to, the project Principle Investigator and contact details are listed.

Warning - Please contact your Research Accounting Project Administrator to ensure that month end payroll as been posted – otherwise the report generated will not accurately reflect all payroll costs and encumbrances for the most recent month end.

Warning - Amounts shown only reflect charges through payroll and does not reflect non-salary compensation (ie expense reimbursement).

4.8 *Definitions*

Project Code	Number assigned to a specific project. Projects start with a 2-digit alpha followed by numbers. AO/AR = Arctic Institute, FR = Funds Held on Behalf of Others, IA = Internal Awards, OP = Operations, PP = Partnership Program, RT = Research & Trust, Sxx = Parent Project
Sponsor Name	Name of institution sponsoring the project (ie agency, company, internal etc)
Salary Amount – Actual	Actual salary of employee charged against the project for dates selected
Salary Amount – Encumbered	Salary for employee (up to the next 12 months) that will be charged against the project, based on submitted Trust Appointment Forms

Benefits	Actual benefits of employee charged against the project for dates selected
Total (Salary + Benefits)	Total of Salary and Benefits – does NOT include any encumbered salary amount
Project End Date	End date of Project as listed in eFin
Principal Investigator	Name of PI that pays the selected employee on other research project(s)
PI Email	Email address of Principal Investigator

5 Allowable Expense Codes for Research Projects

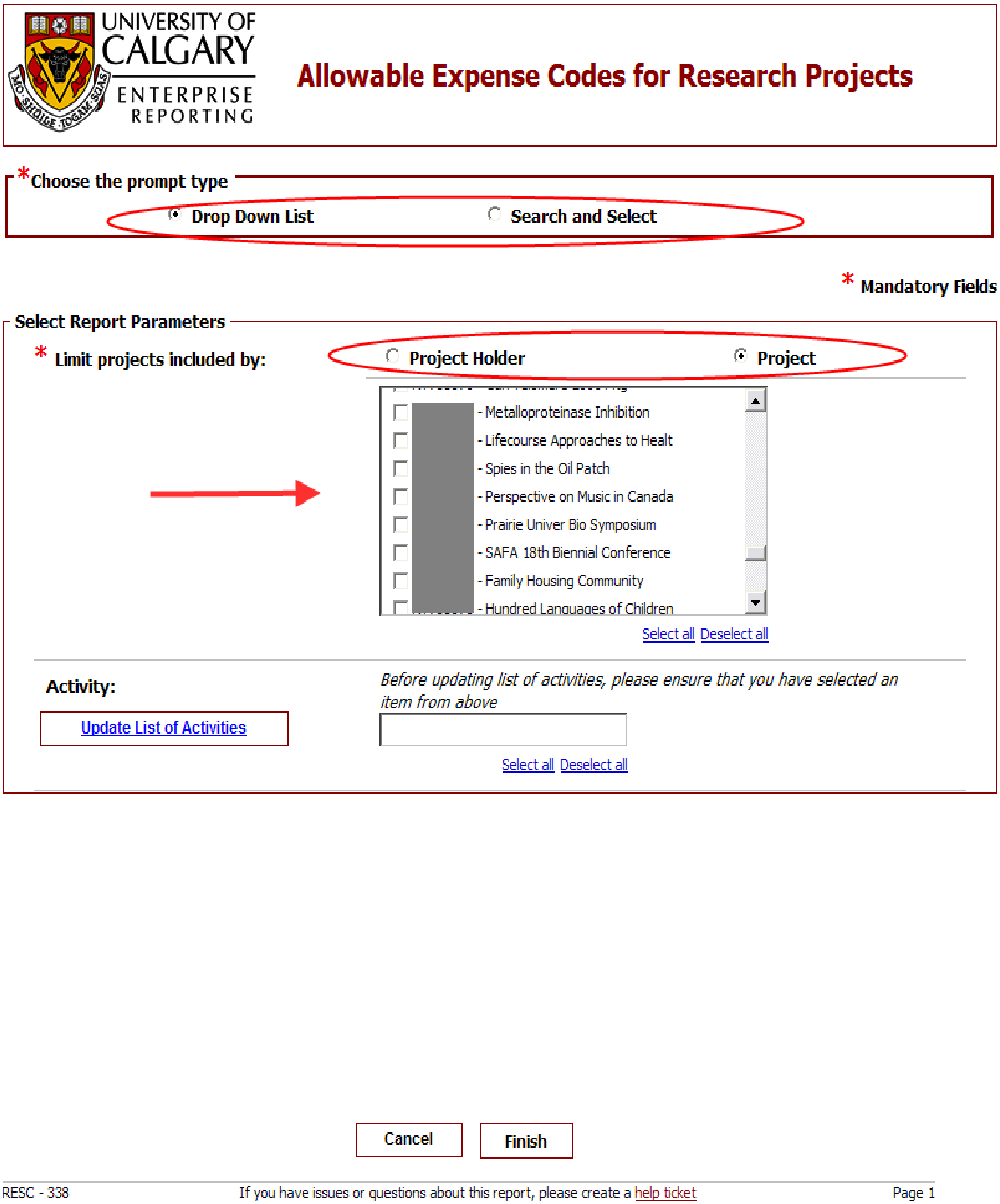
5.1 *What is this report for?*

This report provides a list of all eligible expense account codes that can be charged against a project

5.2 *To Access*

Click the View button in "Allowable Expense Codes for Research Projects" box on the RA Reports Menu Main Page (access instructions listed in Section 2).

5.3 *The Parameters*



UNIVERSITY OF CALGARY ENTERPRISE REPORTING

Allowable Expense Codes for Research Projects

*Choose the prompt type

Drop Down List   Search and Select

* Mandatory Fields

Select Report Parameters

* Limit projects included by: Project Holder   Project

[redacted]
- Metalloproteinase Inhibition
- Lifecourse Approaches to Healt
- Spies in the Oil Patch
- Perspective on Music in Canada
- Prairie Univer Bio Symposium
- SAFA 18th Biennial Conference
- Family Housing Community
- Hundred Languages of Children

Select all Deselect all

Activity:

Update List of Activities

Before updating list of activities, please ensure that you have selected an item from above

Select all Deselect all

Cancel   Finish

RESC - 338   If you have issues or questions about this report, please create a help ticket   Page 1

Items indicated with a * are mandatory fields that must be filled in.

Choose the prompt type - Select either Drop Down List or Search and Select. Search and Select should be chosen when users have access to a large number of projects or know exactly what they are searching for. Default is Drop Down List

Limit projects included by - Select either Project Holder or Project. You will then have to further streamline your selection by clicking items off in the box. There is an option to select all (Select all in blue under box)

Once the mandatory fields have been filled in, there is an option to further select by Activity. If an Activity is not selected the report generates everything for the selected search parameters.

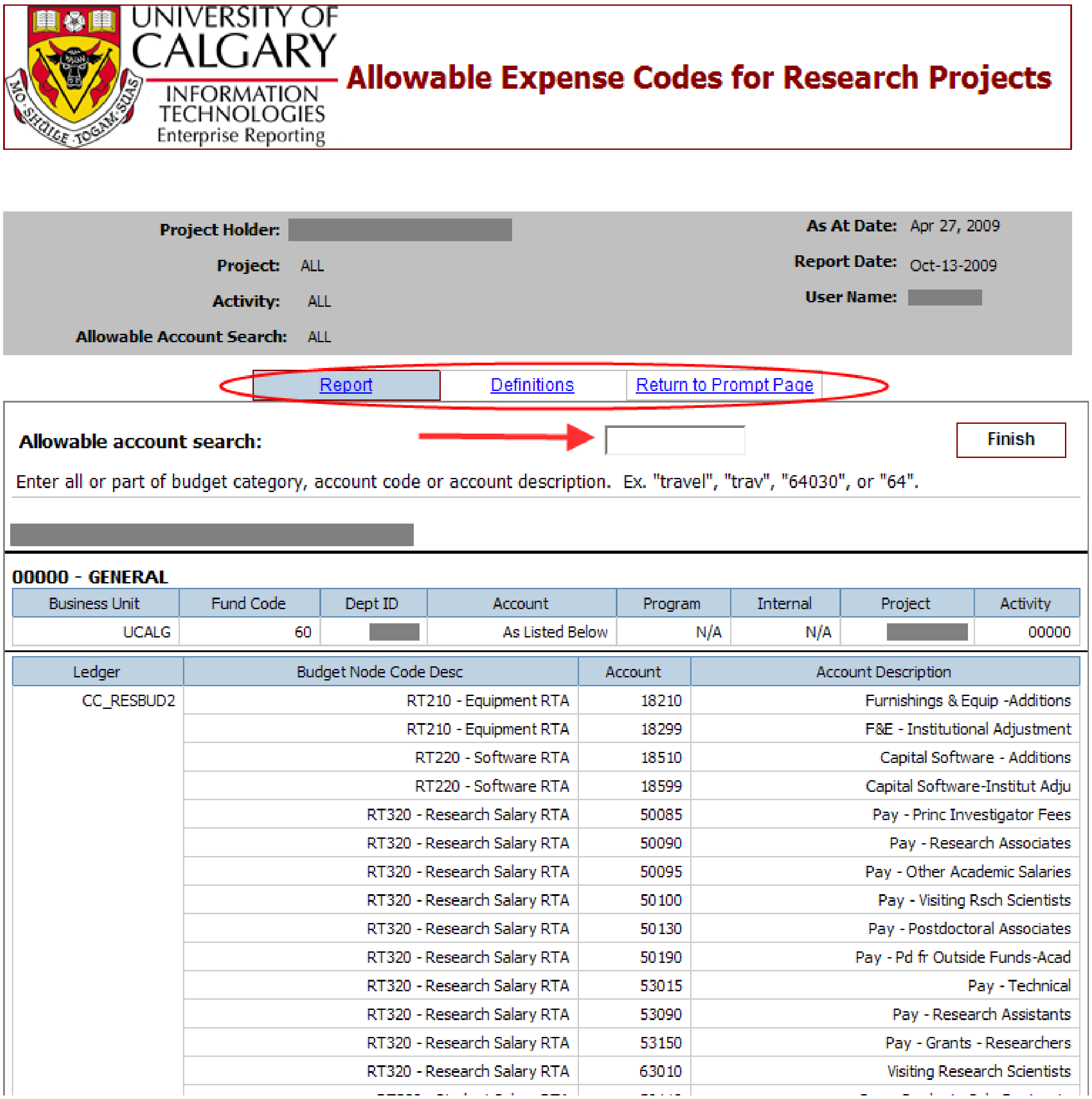
Once you have filled in all selections press the Finish button at the bottom to generate the report.

5.4 *How to return to Menu Page*

This report can be closed at any time by clicking the “x” at the top right corner of the browser. The window will close, returning to the main page of the RA Reports Menu.

5.5 *The Report*

Note: Information in some fields have been shaded in this screen shot re confidentiality



UNIVERSITY OF CALGARY
INFORMATION TECHNOLOGIES
Enterprise Reporting

Allowable Expense Codes for Research Projects

Project Holder: [redacted]
Project: ALL
Activity: ALL
Allowable Account Search: ALL

As At Date: Apr 27, 2009
Report Date: Oct-13-2009
User Name: [redacted]

Report | Definitions | Return to Prompt Page

Allowable account search: Finish

Enter all or part of budget category, account code or account description. Ex. "travel", "trav", "64030", or "64".

[redacted]

00000 - GENERAL

Business Unit	Fund Code	Dept ID	Account	Program	Internal	Project	Activity
UCALG	60	[redacted]	As Listed Below	N/A	N/A	[redacted]	00000

Ledger	Budget Node Code Desc	Account	Account Description
CC_RESBUD2	RT210 - Equipment RTA	18210	Furnishings & Equip -Additions
	RT210 - Equipment RTA	18299	F&E - Institutional Adjustment
	RT220 - Software RTA	18510	Capital Software - Additions
	RT220 - Software RTA	18599	Capital Software-Institut Adju
	RT320 - Research Salary RTA	50085	Pay - Princ Investigator Fees
	RT320 - Research Salary RTA	50090	Pay - Research Associates
	RT320 - Research Salary RTA	50095	Pay - Other Academic Salaries
	RT320 - Research Salary RTA	50100	Pay - Visiting Rsch Scientists
	RT320 - Research Salary RTA	50130	Pay - Postdoctoral Associates
	RT320 - Research Salary RTA	50190	Pay - Pd fr Outside Funds-Acad
	RT320 - Research Salary RTA	53015	Pay - Technical
	RT320 - Research Salary RTA	53090	Pay - Research Assistants
	RT320 - Research Salary RTA	53150	Pay - Grants - Researchers
	RT320 - Research Salary RTA	63010	Visiting Research Scientists

5.6 *How to read the report*

The right hand side of the shaded header within the report lists the date of the report, user name of requestor and report data as at date (last date of refreshed data).

The left hand side of the shaded header within the report lists the selected search parameters requested by the user.

There are three items in blue type just under the shaded header – Report, Definition, and Return to Prompt Page. The Report button is shaded in blue, indicating that is what you are currently in. By clicking on Definition will open another page listing the definition of each column (a detailed list of definitions is also in Paragraph 3.8 of this section). To go back to the Report from Definitions, just click on the Report button. By clicking on Return to Prompt Page will return you to the report selection main page to enable you to enter different search parameters.

On the top right hand corner of the report is also a list of options that allow you different viewing formats as well as allow you to return to the Prompt page of the Report (first icon). Details on viewing/extracting formats are in Section 7, Printing/Mailing/Saving Reports.

5.7 *What does this report tell you?*

This report lists all eligible expenses that can be charged against the project and gives the accounting string to be used for coding purposes.

A further search can be made within the report under 'Allowable Account Search' just under the shaded header by entering all or part of a budget category (used mainly by RA), account code or account description. This eliminates having to go through all the allowable codes if you are only looking for specific ones (ie travel). Click on Finish after entering data to refine the search.

5.8 *Definitions*

Ledger	Ledger CC_RESBUD2 is where the Research Expense Budget resides and is only of concern to Research Accounting
Budget Category	Grouping of expenses into categories (ie travel, equipment, research salary etc)
Account	A 5 digit numeric code that is given for each expense item that is eligible to be charged against the project
Account Description	Describes the expense belonging to the 5 digit account code

6 Outstanding Research Receivables

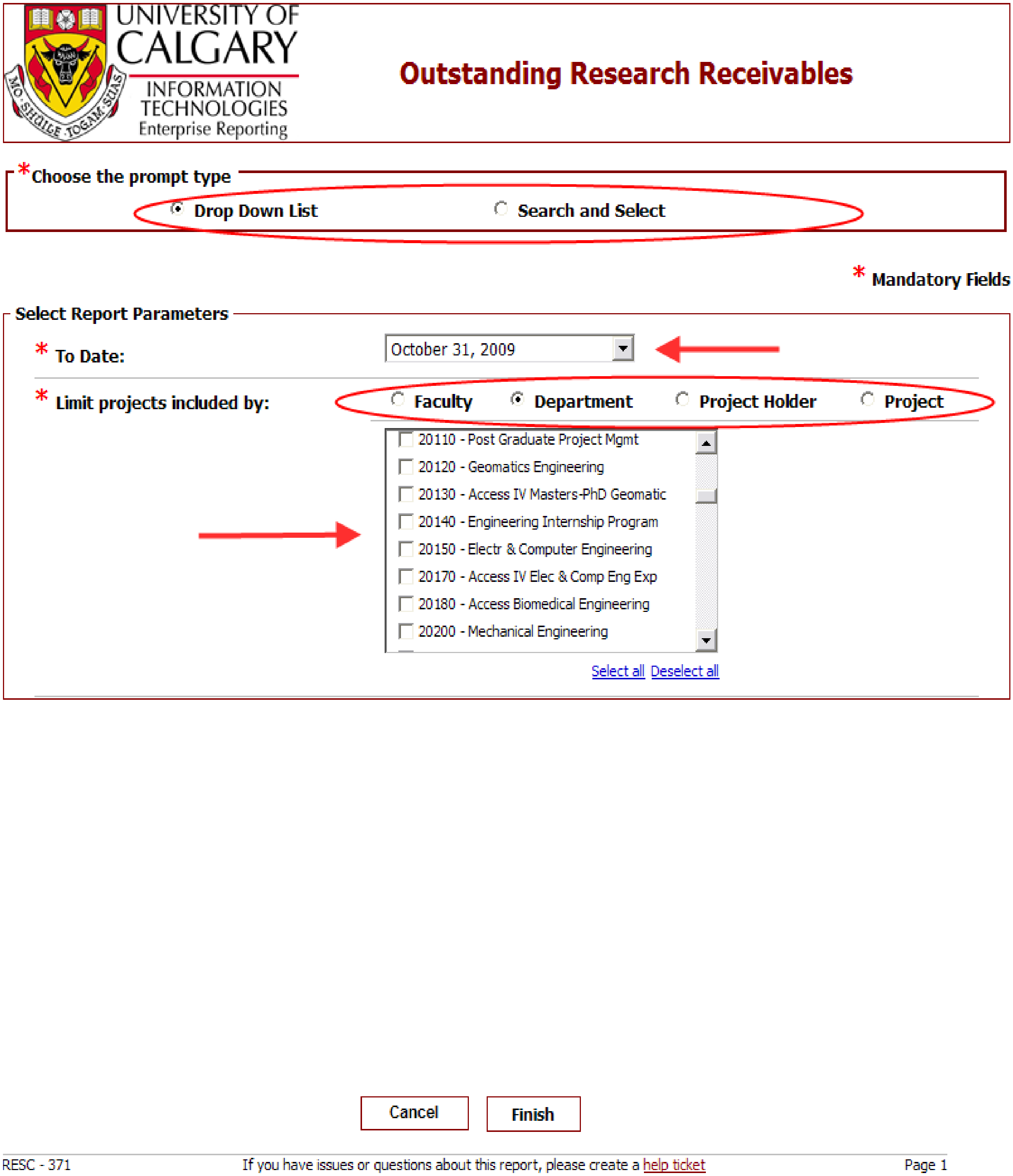
6.1 *What is this report for?*

Just because revenue shows up in a project does not mean that all the money has been received. This report lists what has been invoiced to the sponsor/agency but not yet paid for.

6.2 *To Access*

Click the View button in "Unpaid Research Invoices" box on the RA Reports Menu Main Page (access instructions listed in Section 2).

6.3 *The Parameters*



Items indicated with a * are mandatory fields that must be filled in.

Choose the prompt type - Select either Drop Down List or Search and Select. Search and Select should be chosen when users have access to a large number of projects or know exactly what they are searching for. Default is Drop Down List

To Date: - Select the month end date that you want the report up to

Limit projects included by - Select either Faculty, Department, Project Holder or Project. You will then have further streamline your selection by clicking items off in the box. There is an option to select all (Select all in blue under box)

Once you have filled in all selections press the Finish button at the bottom to generate the report.

6.4 *How to return to Menu Page*

This report can be closed at any time by clicking the "x" at the top right corner of the browser. The window will close, returning to the main page of the RA Reports Menu.

6.5 *The Report*

Note: Information in some fields have been shaded in this screen shot re confidentiality

UNIVERSITY OF CALGARY
INFORMATION TECHNOLOGIES
Enterprise Reporting

Outstanding Research Receivables

To Date:
Faculty:
Department:
Project Holder:
Project: [redacted]

As At Date:
Report Date:
User Name: [redacted]

Please do NOT contact the sponsor/agency directly. Address all concerns to the Research Accounting Collections Administrator at ramed@ucalgary.ca

Report | Definitions | Return to Prompt Page

All Over Due
0 - 30 Days
31 - 60 Days
61 - 90 Days
90+ Days

Faculty	Department Name	Department ID	Project Holder	Project Description	Project Code	Customer Name	Invoice Number	Invoice Date	Balance	Days Past Due
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Sep 22, 2008	$77,813.38	369
								Sep 22, 2008	$74,007.87	369
								Sep 22, 2008	$64,647.11	369
								Feb 4, 2009	$43,871.15	234
								Mar 31, 2009	$44,289.86	179
Summary									**$304,629.37**	

RESC - 371 If you have issues or questions about this report, please create a help ticket Page 1

6.6 *How to read the report*

The right hand side of the shaded header within the report lists the date of the report, user name of requestor and report data as at date (last date of refreshed data).

The left hand side of the shaded header within the report lists the selected search parameters requested by the user.

There are three items in blue type just under the shaded header – Report, Definition, and Return to Prompt Page. The Report button is shaded in blue, indicating that is what you are currently in. By clicking on Definition will open another page listing the definition of each column (a detailed list of definitions is also in Paragraph 3.8 of this section). To go back to the Report from Definitions, just click on the Report button. By clicking on Return to Prompt Page will return you to the report selection main page to enable you to enter different search parameters.

There are five report options under the shaded header on the left hand side that allows you to age the data into further reports – All, 0-30 Days, 31-60 Days, 61-90 Days, and 90+ Days. The default report is All. By clicking on any of the five selections will automatically group the data into what has been selected.

On the top right hand corner of the report is also a list of options that allow you different viewing formats as well as allow you to return to the Prompt page of the Report (first icon). Details on viewing/extracting formats are in Section 7, Printing/Mailing/Saving Reports.

6.7 *What does this report tell you?*

For the search parameters selected, this report details amounts that have been booked as revenue against the respective project but that have not yet been paid for by the sponsor/agency.

Warning – Please do NOT contact the sponsor/agency directly. Address all concerns to the Research Accounting Collections Administrator at ramed@ucalgary.ca

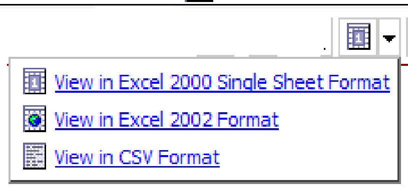
6.8 *Definitions*

Customer	Name of sponsor/agency that was invoiced. The 8 digit numeric code listed prior to the name is a unique PeopleSoft code used for identification purposes
Invoice Number	Unique PeopleSoft number assigned to an invoice. It is prefixed with 'RTA' identifying that it originated from Research Accounting
Project	Project number the invoice was charged against / where revenue was booked to

Department	A 5 digit numeric code identifying the department that the Project belongs to
Invoice Date	Date on the PeopleSoft invoice
Days Past Due	Number of days the invoice is past the due date (when it should have been paid by). Due date is typically 30 days after the invoice date. The days past due is calculated from the due date to the Accounting Date selected when you generated the report

7 Printing/Mailing/Saving Reports

The top right hand corner on all reports lists the following icons which will enable the user to either view in a different format, mail the report; save the report for personal use/analysis (exception being the Return to Prompt Page):

Icon	Description
	Email Report
	Return to Prompt Page
	View in HTML format
	View in PDF format
	View in XML format
	View in Excel or CSV format