

## 1. Accountability Review Report

The Accountability Review Report is a monitoring report for tracking the completion of multi-level review work flow. The results will display the review status of all certification statements for all reviewers.

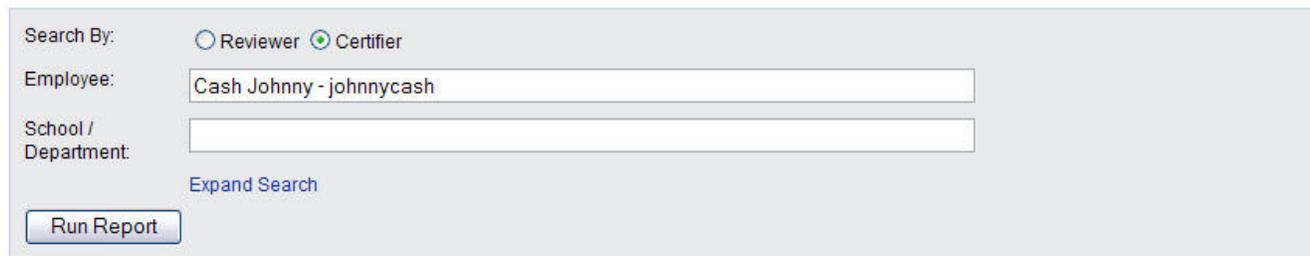
To run the report, the user will select the Accountability Review Report from the report drop-down menu (Figure 2.H.1.1). The user is able to search by reviewer or certifier. If the user selects the 'Reviewer' option, the report will return the results of all uncompleted review tasks that are assigned to that reviewer, including statements that have not been certified.

### You have chosen the Accountability Review Report

The Accountability Review report has been created to view the review status of any non-completed review workflow. This report can be run by selecting either a certifier/reviewer or a department.

Use the fields provided below to search for any reviewers who have either reviewed or ignored their effort tasks. You must enter either a Department or employee to run this report. Type at least three letters of the name of the Department or employee and then wait three seconds. Then select your choice from the list of choices. If you have selected both a Department and an employee which yields no results, the reporting page will error stating no data found.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.

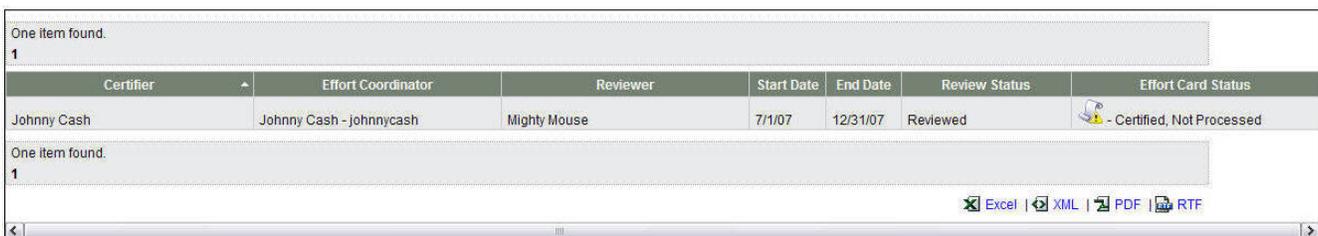


The screenshot shows a search form with the following elements:

- Search By:** Radio buttons for 'Reviewer' (unselected) and 'Certifier' (selected).
- Employee:** Text input field containing 'Cash Johnny - johnnycash'.
- School / Department:** Text input field (empty).
- Expand Search:** A blue text link.
- Run Report:** A button.

**Figure 2.H.1.1 – Accountability Review Report**

The report displays the name of the certification statement owner, the statement owner's Primary Effort Coordinator, the Reviewer, the start and end date of the certification statement, the Review Status, and the status of the certification statement (Figure 2.H.1.2).



The screenshot shows a table with the following data:

One item found. 1	Certifier	Effort Coordinator	Reviewer	Start Date	End Date	Review Status	Effort Card Status
1	Johnny Cash	Johnny Cash - johnnycash	Mighty Mouse	7/1/07	12/31/07	Reviewed	 - Certified, Not Processed

Below the table, there are export options: Excel, XML, PDF, and RTF.

**Figure 2.H.1.2 – Accountability Review Report results**

## 2. Certification Activities Report

The Certification Activities Report provides a list of all of the certification activities that have been entered by a certifier or for all certifiers on a given grant.

To run the report the user must enter a date range during which the Certification Activities data was entered and select either an employee or a grant name using the standard **ecrt** system selection process, i.e. entering at least three characters and selecting the desired name from a list. The user can toggle between active and inactive accounts to select from the correct account listing.

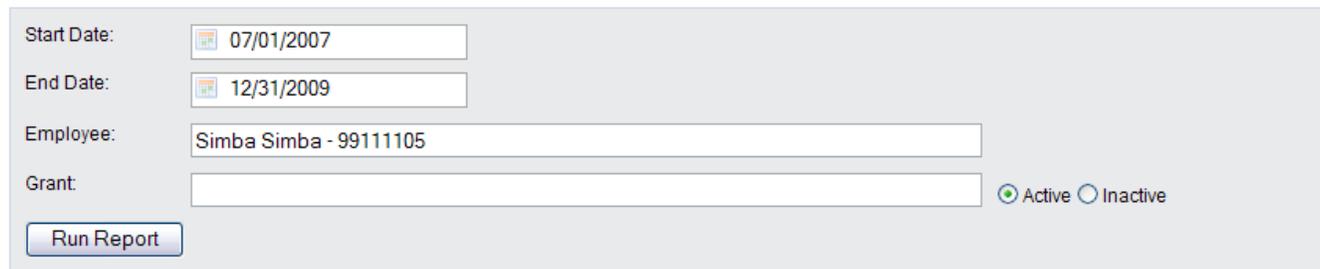
Once the desired parameters have been entered, the user should click the “Run Report” button (Figure 2.H.2.1). In the example below, the report is being run for an employee.

### **You have chosen the Certification Activities Report**

The Certification Activities report has been created to view the entered certification activities for each sponsored account. If the activity text is greater than a set character length, the full text is displayed in a mouse over. This report can be ran by selecting a date range and either a certifier or account.

Use the fields provided below to search for any certification activities entered by a certifier or for an Grant over a specified date span. You must enter start date, end date, and either Grant or certifier to run this report. Type at least three letters of the Grant or certifier and then wait three seconds. Then select your choice from the list of choices.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.



The screenshot shows a web-based search form for the Certification Activities Report. It includes the following fields and controls:

- Start Date:** A date picker field with the value 07/01/2007.
- End Date:** A date picker field with the value 12/31/2009.
- Employee:** A text input field containing the value "Simba Simba - 99111105".
- Grant:** An empty text input field.
- Status:** Two radio buttons labeled "Active" (which is selected) and "Inactive".
- Run Report:** A button to execute the search.

**Figure 2.H.2.1 –Entering data for the Certification Activities Report**

The report will display the name of the statement’s owner; the start and end date of the period of performance; the Project name, typically the account name; the name(s) of the Certification Activities configured by the institution boxes, along with the text entered and saved by the certifier; and the status of the statement. If the activity text that was entered by the certifier is longer than the field length, the full text will be displayed in a mouse-over (Figure 2.H.2.2). The user may have to scroll to the right to see all of the columns and data.

Start Date:

End Date:

Employee:

Grant:

Active  Inactive

One item found.  
1

Certifier	Start Date	End Date	Project	Research Activities	Human Subjects Recruiting	Effort Card Status
Simba, Simba	7/1/07	6/30/08	Sponsored Research - Staff (Excluding Tenure/Tenure Track Faculty)	data analysis, status report preparation	<a href="#">announcement development, disclosure development [...]</a>	Certified, Not Processed

One item found.  
1

**Certification Activity Note**  
announcement development, disclosure development, materials preparation

Excel | XML | PDF | RTF

**Figure 2.H.2.2 –Certification Activities Report**

This report may also be exported into any of the four formats listed.

### 3. Certification Payroll Report

The Certification Payroll Report is a summary payroll report for an individual or department for a given date range. This report is also described in Section I.A.

The date range for this report can be set one of two ways. First, as shown in Figure 2.H.3.1, the report can be run by selecting a date range. If the user selects this option, the report will return results based on the “payroll start date” and “payroll end date” of the payroll transactions. The transactions will appear on the report as long as both the start and end dates are within the selected date range. The system does not return results for partial periods. This allows the user to run a report for multiple reporting periods that is more relevant to the award activity.

#### Select from the following list of ECRT reports



A screenshot of a web application interface showing a dropdown menu. The menu is open, and the option 'Certification Payroll Report' is selected and highlighted. A mouse cursor is visible over the dropdown arrow.

Welcome to the Reports section of the application. Please select a report from the above drop down list selections. Upon making a selection, you will then be given appropriate criteria to select from before you will be able to run the report. Most of the reports have the ability to be exported into the PDF format.

#### You have chosen the Certification Payroll Report



A screenshot of a web application form for configuring a report. The form is titled 'Date By:' and has two radio buttons: 'Dates' (selected) and 'Employee Type'. Below this are two text input fields for 'Start Date' (08/01/2006) and 'End Date' (08/12/2009). There are also two empty text input fields for 'Employee:' and 'School / Department:'. A blue link 'Expand Search' is located below the 'Employee:' field. At the bottom left is a 'Run Report' button.

**Figure 2.H.3.1 – Certification Payroll Report by Date**

The alternative way of setting the range is to select ‘Employee Type’. This will prompt the user to select the type of employee to include in the report, which will in turn determine the periods of performance that can be reviewed (Figure 2.H.3.2). The report will return results based on the period of performance that is selected. Payroll transactions will appear on the report as long as both the start and end dates are within the selected period of performance. The system does not return results for partial periods.

The screenshot shows a web-based form for generating a Certification Payroll Report. At the top, there are two radio buttons: 'Dates' (unselected) and 'Employee Type' (selected). Below this is a dropdown menu for 'Employee Type' with 'Test' selected. The 'Period' dropdown menu is set to '[Select]'. The 'Employee' dropdown menu is also set to '[Select]' and shows two suggestions: '7/1/2007 to 6/30/2008' and '7/1/2008 to 6/30/2009'. To the right of these suggestions are two empty text input fields. Below the input fields is a link labeled 'Expand Search'. At the bottom left is a button labeled 'Run Report'.

**Figure 2.H.3.2 - Certification Payroll Report for Employee Type**

To run the report, the user must enter either an employee's name or the desired department. When entering an employee or department name, the system will provide options based on the letters that are entered; the user will select the correct name when it appears then select 'Run Report'. In the example below, the report is being run for a quarterly certifier for the second certification period of 2008 (Figure 2.H.3.3).

Date By:  Dates  Employee Type

Employee Type:

Period:

Employee:

School / Department:

[Expand Search](#)

7 items found, displaying all items.  
1

Certifier	Department	Department Number	Grant	Pay Period	Payroll	Percentage	Pay Type
Ruth, Babe - baberuth	Sports Department 1	DEMO Sports 1	Sports - DEMO Sports 1 Payroll	04/01/2008 to 04/05/2008	\$2,747.25	5.62 %	
				04/06/2008 to 04/19/2008	\$7,692.31	15.73 %	
				04/20/2008 to 05/03/2008	\$7,692.31	15.73 %	
				05/04/2008 to 05/17/2008	\$7,692.31	15.73 %	
				05/18/2008 to 05/31/2008	\$7,692.31	15.73 %	
				06/01/2008 to 06/14/2008	\$7,692.31	15.73 %	
				06/15/2008 to 06/28/2008	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$48,901.11</b>	<b>100.00 %</b>	
	<b>Certifier Total for Period</b>				<b>\$48,901.11</b>	<b>100.00 %</b>	
<b>Total Of All Certifiers</b>					<b>\$48,901.11</b>	<b>100.00 %</b>	

Figure 2.H.3.3 – Certification Payroll Report for an Individual

For an individual, the report will show the pay that was charged to each account during each pay period within the certification period, the total amounts charged to each account during the period, and the percent of total pay during the period for each account. The Account View depicted above shows the breakdown by account (Figure 2.H.3.3).

The Pay Period View shows the breakdown by pay period (Figure 2.H.3.4).

Account View

Pay Period View

7 items found, displaying all items.

1

Certifier	Department	Department Number	Pay Period	Grant	Payroll	Percentage	Pay Type
Ruth, Babe - baberuth	Sports Department 1	DEMO Sports 1	04/01/2008 to 04/05/2008	Sports - DEMO Sports 1 Payroll	\$2,747.25	5.62 %	
			<b>Subtotal</b>		<b>\$2,747.25</b>	<b>5.62 %</b>	
			04/06/2008 to 04/19/2008	Sports - DEMO Sports 1 Payroll	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$7,692.31</b>	<b>15.73 %</b>	
			04/20/2008 to 05/03/2008	Sports - DEMO Sports 1 Payroll	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$7,692.31</b>	<b>15.73 %</b>	
			05/04/2008 to 05/17/2008	Sports - DEMO Sports 1 Payroll	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$7,692.31</b>	<b>15.73 %</b>	
			05/18/2008 to 05/31/2008	Sports - DEMO Sports 1 Payroll	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$7,692.31</b>	<b>15.73 %</b>	
			06/01/2008 to 06/14/2008	Sports - DEMO Sports 1 Payroll	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$7,692.31</b>	<b>15.73 %</b>	
			06/15/2008 to 06/28/2008	Sports - DEMO Sports 1 Payroll	\$7,692.31	15.73 %	
			<b>Subtotal</b>		<b>\$7,692.31</b>	<b>15.73 %</b>	
			<b>Subtotal</b>		<b>\$48,901.11</b>	<b>100.00 %</b>	
			<b>Total Of All Certifiers</b>		<b>\$48,901.11</b>	<b>100.00 %</b>	

Figure 2.H.3.4 – Certification Payroll Report - Pay Period View

To run the payroll report for a department, the user may enter the employee type but will enter a department name instead of an individual's name. When entering a department name, the system will provide options based on the letters that are entered. After selecting the correct department name, the user will click 'Run Report'. The following screen appears (Figure 2.H.3.5).

Date By:  Dates  Employee Type

Employee Type:

Period:

Employee:

School / Department:

[Expand Search](#)

392 items found, displaying 1 to 300.  
 [First/Prev] 1,

2 [Next/Last]

Certifier	Department	Department Number	Grant	Pay Period	Payroll	Percentage	Pay Type
Aaron, Hank - hankaaron	Sports Department 1	DEMO Sports 1	13Bats - Titanium Baseball Bats	04/01/2008 to 04/05/2008	\$71.43	5.62 %	
				04/06/2008 to 04/19/2008	\$200.00	15.73 %	
				04/20/2008 to 05/03/2008	\$200.00	15.73 %	
				05/04/2008 to 05/17/2008	\$200.00	15.73 %	
				05/18/2008 to 05/31/2008	\$200.00	15.73 %	
				06/01/2008 to 06/14/2008	\$200.00	15.73 %	
				06/15/2008 to 06/28/2008	\$200.00	15.73 %	
			<b>Subtotal</b>		<b>\$1,271.43</b>	<b>100.00 %</b>	
	<b>Certifier Total for Period</b>				<b>\$1,271.43</b>	<b>100.00 %</b>	
Agassi, Andre - andreagassi			20Modi - Racket Modification	04/01/2008 to 04/05/2008	\$892.86	1.87 %	
				04/06/2008 to 04/19/2008	\$2,500.00	5.24 %	

**Figure 2.H.3.5 – Certification Payroll Report for Department**

The report shows the same information that appears for an individual but for each individual in the department. The Alternate Format is available for the department report, as well.

#### 4. Certification Status Report

The Certification Status Report can be used by administrators to see a list of all certification statements that have a specified status at the time the report is run.

The effort statement status types that are tracked within the **ecrt** system are detailed below. Each institution is able to modify the name of the status for each icon to fit the institution's terminology preferences, so the user may see different names for the icons listed below. However the purpose of the actual icon within the system remains consistent.

Status	Description
 Auto Processed	This status is for effort statements that are Auto Processed by the system. This occurs only when the institution utilizes the auto-process functionality in the system, which automatically moves effort statements that have no sponsored payroll associated to them into this status. This will occur on the Certification Period Start Date.
 Certified, Not Processed	This status indicates that an individual certified his/her Effort Statement, and has been routed for review/approval to the Effort Coordinator. The Effort Statement will remain in this status until that review has been performed.
 Certified, Not Processed, Clinical Only	This status displays only for statements that have Clinical category activity that has been certified but not yet processed. These statements do not contain any Sponsored activity but may contain Non-Sponsored activity, as well as Clinical. Statements can have this status only if the institution runs a query to set the status.
 Certified, Processed	When the Effort Coordinator reviews and processes an Effort Statement, the status changes to this. All certified Effort Statements should change into this status by the end of the certification period.
 Certified, Processed, Payroll Pending	This is the status that a Certified, Processed Effort Statement moves into automatically when a cost transfer has been loaded after that statement was finalized. Effort Coordinators will review these cost transfers in the Payroll Adjustment Item Task List and post the items to the Effort Statement.
 Certified, Processed, Transfer in Progress or Pending	This status displays when a certified effort statement has Certified Effort that differs from Computed Effort. When reviewing the certified effort statement, the Effort Coordinator moves the statement into this status to mark it as a statement where the certification is correct, but a cost transfer needs to be Processed to properly align Computed and Certified Effort.
 Default, Incorrect	This status only displays if there is a critical error associated with an effort statement. If you see this status, please contact your Huron and/or West Monroe Partners representative immediately.
 In Progress for Certification	This status indicates that an Effort Statement is not yet ready for certification. This occurs during the period of performance, when payroll and profile data are being loaded and the Effort Statements are being built.
 Manual Certification, Not Processed	This status is when an effort statement has been marked as Manual Certification by an Effort Coordinator but has not yet been reviewed and Processed by the Central Administrator.
 Manual Certification, Processed	This status is when an effort statement has been marked as Manual Certification by an Effort Coordinator and then Processed (finalized) by the Central Administrator.
 Manual Certification, Processed, Payroll Pending	This status is when an effort statement has been marked as Manual Certification by an Effort Coordinator and then Processed (finalized) by the Central Administrator. After being finalized, an additional payroll transaction has been loaded to this effort statement, which needs to be reviewed and posted to the statement by the Effort Coordinator.
 No Certification Required, Not Processed	This status is when an effort statement has been marked as No Certification Required by an Effort Coordinator but has not yet been reviewed and Processed by the Central Administrator.

Status	Description
 No Certification Required, Processed	This status is when an effort statement has been marked as No Certification Required by an Effort Coordinator and then Processed (finalized) by the Central Administrator.
 No Certification Required, Processed, Payroll Pending	This status is when an effort statement has been marked as No Certification Required by an Effort Coordinator and then Processed (finalized) by the Central Administrator. After being finalized, an additional payroll transaction has been loaded to this effort statement, which needs to be reviewed and posted to the statement by the Effort Coordinator.
 Not Certified, Not Processed	This is the status that the Effort Statement is ready to be certified. Effort Statements move to this status when the Certification Period begins and the statement requires an individual to certify.
 Not Certified, Not Processed, Clinical Only	This status displays only for statements that have Clinical category activity that needs to be certified. These statements do not contain any Sponsored activity but may contain Non-Sponsored activity, as well as Clinical. Statements can have this status only if the institution runs a query to set the status.
 Not Certified, Not Processed, Re-Opened	This is the status of an Effort Statement that has been re-opened by an Effort Coordinator or Central Administrator. Effort Coordinators will only be able to re-open an effort statement during the certification period; Central Administrators will be able to re-open an effort statement at any time.
 Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation	This is the status of an Effort Statement where a cost transfer was applied and the statement needs to be re-certified by the individual due to changes in the payroll percentages on the Effort Statement.
 Profile Generated	This status displays when an effort statement is generated from a Profile and before payroll or cost sharing has been loaded into the system.
 Transfer in Progress or Pending	This status is for effort statements where an ecrt created cost transfer was created but not yet applied to the statement. This status will only be displayed for institutions who utilize the ecrt created cost transfers functionality.

To run the Certification Status Report, there are a total of five input fields that need to be completed (Figure 2.H.4.1).

The screenshot shows a web-based interface for generating a certification status report. It features two main selection areas: 'Available Status' and 'Available Roles'. Each area has a list of options on the left and a 'Selected' box on the right, connected by directional arrow buttons. The 'Available Status' list includes items like 'Default, Incorrect', 'In Progress For Certification', 'Not Certified, Not Processed', 'Certified, Not Processed', 'Certified, Processed', 'Transfer in Progress or Pending', and 'Auto Approved'. The 'Available Roles' list includes 'Department Manager', 'Department Administrator', 'Central Administrator', 'Primary Individual', 'Supporting Individual', 'Vulnerability Check', and 'Super Administrator User'. Below these are input fields for 'Date By' (with radio buttons for 'Dates' and 'Employee Type'), 'Start Date', 'End Date', and 'School / Department'. There is also an 'Expand Search' link and a 'Run Report' button.

**Figure 2.H.4.1 – Certification Status – Employee Type (Date Range)**

The first section sets the status(es) for which the user would like to run the report. To do this, the user can use the right arrow to move a status from the ‘Available Status’ box (A) into the ‘Selected Status’ box (B). The user can move all statuses into the ‘Selected Status’ to provide a broad list of results or can move only one status to provide a more refined results list.

The second input field is the “Date By” field. The range for this can be set one of two ways. The first way is to select a date range. This allows the user to run a report that crosses reporting periods but is more relevant to the department’s activity.

The alternative way of setting the range is to select ‘Employee Type.’ This will prompt the user to select the type of employee to include in the report, which will in turn determine the periods that can be reviewed.

Next the user may enter the department or school for which the report will be run. The user can select a top level unit and receive a report that rolls up the results for all associated sub-units if the reporting roll up setting is enabled. If no department is selected, the report will return results for all departments in the institution. This will require a significant amount of time to generate so a user should enter as much data as possible before running this report.

Finally, the user may select the roles for which to run the report. Selecting a role is similar to the process of selecting the statuses described above. The user can move as

many, or as few, of the roles from the 'Available Roles' box into the 'Selected Roles' box by using the right arrow. The left arrows can be used to remove any roles from the 'Selected Roles' box.

When the correct parameters are entered, select 'Run Report' and the results will appear below the input fields (Figure 2.H.4.2).

**Available Status** [Available Statuses] > >> < <<

**Selected Status**  
 Certified, Not Processed  
 Certified, Processed  
 Transfer in Progress or Pending  
 Auto Approved  
 Certified, Processed, Payroll Pending  
 Not Certified, Not Processed, Re-Opened  
 Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation

Date By:  Dates  Employee Type  
 Employee Type: Demo Annual User  
 Period: 7/1/2007 to 6/30/2008  
 School / Department: DEMO TEST  
 Expand Search

**Available Roles** [Available Roles] > >> < <<

**Selected Roles**  
 [Selected Roles]  
 Department Manager  
 Department Administrator  
 Central Administrator  
 Primary Individual  
 Supporting Individual  
 Vulnerability Check

Run Report

Based on your report selection below are the results. Please note that you can [sort the results](#) by clicking on the column header.

Name	Department	Effort Coordinator	Effort Coordinator Email	Proxy Assignment	Certifier Email	Certification Period	Current Status
Ariel, Ariel - 99111107	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	ariel@test.net	07/01/2007 to 06/30/2008	Certified, Processed
Bell, Tinker - 99111113	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	tinkerbelle@test.net	07/01/2007 to 06/30/2008	Certified, Processed, Payroll Pending
Brown, Charlie - 99111125	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	charliebrown@test.net	07/01/2007 to 06/30/2008	Certified, Processed, Payroll Pending
Bunny, Bugs - 99111122	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	bugsbunny@test.net	07/01/2007 to 06/30/2008	Not Certified, Not Processed, Re-Opened
Charming, Prince - 99111121	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	princecharming@test.net	07/01/2007 to 06/30/2008	Certified, Processed
Cinderella, Cinderella - 99111104	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	cinderella@test.net	07/01/2007 to 06/30/2008	Certified, Not Processed
Disney, Walt - 99111101	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	waltdisney@test.net	07/01/2007 to 06/30/2008	Not Certified, Not Processed
Duck, Donald - 99111110	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	donaldduck@test.net	07/01/2007 to 06/30/2008	Not Certified, Not Processed
Duck, Daisy - 99111111	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	Charlie Brown - 99111125	daisyduck@test.net	07/01/2007 to 06/30/2008	Not Certified, Not Processed
Goofy, Goofy - 99111109	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	goofy@test.net	07/01/2007 to 06/30/2008	Not Certified, Not Processed
Hood, Robin - 99111120	DEMO TEST	Walt Disney - 99111101	waltdisney@test.net	N/A	robinhood@test.net	07/01/2007 to 06/30/2008	Not Certified, Not Processed

Excel | XML | PDF | RTF

Figure 2.H.4.2 - Certification Status Report Results

The report generates a list of all the individuals with effort statements that match the parameters of the user's search. The results display the user's name, department, primary effort coordinator, email address, proxy assignment, certifier's email address, period of performance dates, and the effort statement status.

When the report is generated, the results appear on the screen below the input fields. As with most of the reports in the **ecrt** system, the Certification Status Report can be exported to one of four formats. The options are Microsoft Excel<sup>®</sup>, XML, Adobe PDF<sup>®</sup>, and RTF (a text file format) and they are available through a link on the screen (A). When a report is exported, the report will be generated in a new window.

If there is no data in the system that fits the specified parameters, the standard error message will appear at the top of the screen.

## 5. Certification Status Summary Report

The Certification Status Summary Report allows the user to select a number of effort statement statuses and generate a report that displays each department in the institution and how many effort statements each department has in the selected statuses.

To run the report, the user can select any one of the statuses from the Available Status box and move it over individually by clicking the single right arrow, or select all of the statuses by clicking the double right arrow (Figure 2.H.5.1).

The user then can select to search by either specific dates or by employee type.

### **You have chosen the Certification Status Summary Report**

The Certification Status Summary Report allows a user to see the status of certification statements across the institution grouped by Department. The Certification Status Summary Report shows the number of certification statements in every status for each certifier of a specific employee type for a period of performance.

To run the report, the user has the option to select an employee type and a period of performance. When the correct parameters are entered, the user will select 'Run Report'.

The report is displayed below the search criteria. The report can be exported into any of four formats displayed below the report. When the report is exported, it will appear in a new window in the selected format.

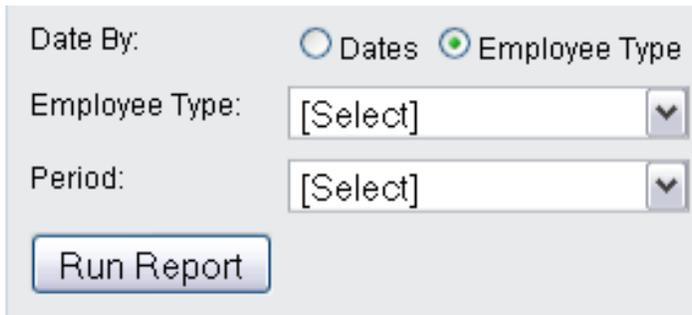
If there is no data in the system for the specified parameters, an error message will appear at the top of the screen.

The screenshot shows the 'Available Status' list on the left and the 'Selected Status' list on the right. The 'Available Status' list includes: Default, Incorrect; In Progress For Certification; Profile Generated; Manual Certification, Processed; Manual Certification, Processed, Payroll Pending; No Certification Required, Not Processed; and No Certification Required, Processed. Below the list are search criteria: 'Date By:' with radio buttons for 'Dates' (selected) and 'Employee Type'; 'Start Date:' and 'End Date:' with date selection buttons. A 'Run Report' button is at the bottom left. The 'Selected Status' section on the right contains a list box labeled '[Selected Statuses]' and four blue arrow buttons (single right, double right, single left, double left) for moving items between the lists. A red box highlights the arrow buttons and the 'Date By' radio buttons.

**Figure 2.H.5.1 - Certification Status Summary Report**

If the user selects the 'Dates' method of running the report, the user will enter a Start Date and End Date for which to run the report. The results will include the statuses for all Periods of Performance that begin and end within the period defined by the Start Date and End Date. If only a Start Date is entered, then all Periods of Performance that begin after the Start Date will be shown in the results. If an End Date is entered, all Periods of Performance that conclude prior to the End Date will be shown. If no dates are entered, then all Periods of Performance within in the system will be aggregated and displayed in the results.

If the user selects the Employee Type method of running the report, the user will select the desired Employee Type and Period of Performance (Figure 2.H.5.2). If no Employee Type or Period of Performance is selected, then all Employee Types and/or Periods of Performance will be aggregated and included in the results.



Date By:  Dates  Employee Type

Employee Type: [Select] ▼

Period: [Select] ▼

Run Report

**Figure 2.H.5.2 - Certification Status Summary Report**

Once the parameters are appropriately entered, the user selects 'Run Report' (Figure 2.H.5.3). In this example, the report will be generated for all statuses for those employees in the Annual employee type for the 7/1/2007–6/30/2008 period.

The report will return a list of ALL departments in the institution.

## You have chosen the Certification Status Summary Report

The Certification Status Summary Report allows a user to see the status of certification statements across the institution grouped by Department. The Certification Status Summary Report shows the number of certification statements in every status for each certifier of a specific employee type for a period of performance.

To run the report, the user has the option to select an employee type and a period of performance. When the correct parameters are entered, the user will select 'Run Report'.

The report is displayed below the search criteria. The report can be exported into any of four formats displayed below the report. When the report is exported, it will appear in a new window in the selected format.

If there is no data in the system for the specified parameters, an error message will appear at the top of the screen.

Available Status

[Available Statuses]

Selected Status

[Selected Statuses]

Default, Incorrect

In Progress For Certification

Transferred in Progress or Pending

Auto Approved

Certified, Processed, Payroll Pending

Not Certified, Not Processed, Re-Opened

Date By:  Dates  Employee Type

Employee Type: Demo Annual User

Period: 7/1/2007 to 6/30/2008

Run Report

Figure 2.H.5.3 - Certification Status Summary Report

The Department Name will be displayed, followed by the total number of effort statements in each of the statuses listing in the columns (Figure 2.H.5.4). Similar to all other **ecrt** standard reports, the results can be exported in a number of formats.

Available Status: [Available Statuses]

Selected Status:
 

- Certified, Not Processed
- Certified, Processed
- Transfer in Progress or Pending
- Auto Approved
- Certified, Processed, Payroll Pending
- Not Certified, Not Processed, Re-Opened
- Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation

Date By:  Dates  Employee Type

Employee Type: Demo Annual User

Period: 7/1/2007 to 6/30/2008

Run Report

Department Name	Default, Incorrect	In Progress For Certification	Not Certified, Not Processed	Certified, Not Processed	Certified, Processed	Transfer in Progress or Pending	Auto Approved	Certified, Processed, Payroll Pending	Not Certified, Not Processed, Re-Opened	Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation
DEMO TEST	0	0	19	2	4	0	0	2	1	0

[Excel](#) | 
 [XML](#) | 
 [PDF](#) | 
 [RTF](#)

**Figure 2.H.5.4 - Certification Status Summary Report Results**

This report serves as a useful tool to obtain a quick summary of the status of an institution's certification process.

## 6. Certified Effort Less Than Effort Commitment Report

The Certified Effort Less Than Effort Commitment Report displays all certifiers who have certified less effort than committed to an account or award. Certification must be complete for all periods of performance that are covered by the commitment for the certifiers to appear on this report. The report shows all certifiers in the institution who meet this criterion.

To run the report, the user will select the 'Run Report' button (Figure 2.H.6.1).

### **You have chosen the Certified Effort Less Than Effort Commitment Report**

This report displays any instances where the certified effort for an individual on an account/award with an effort Commitment is less than the effort Commitment for completed periods (i.e., certification has been completed for all periods encompassed by the effort Commitment). The relative difference is displayed in the last row so that you can easily identify which accounts/awards have the greatest discrepancies between certified and committed effort.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.



**Figure 2.H.6.1 – Running the Certified Effort Less than Effort Commitment Report**

The report will display below the 'Run Report' button (Figure 2.H.6.2).

## You have chosen the Certified Effort Less Than Effort Commitment Report

This report displays any instances where the certified effort for an individual on an account/award with an effort Commitment is less than the effort Commitment for completed periods (i.e., certification has been completed for all periods encompassed by the effort Commitment). The relative difference is displayed in the last row so that you can easily identify which accounts/awards have the greatest discrepancies between certified and committed effort.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.

Run Report

Based on your report selection below are the results. Please note that you can [sort the results](#) by clicking on the column header.

[Related Reports](#)

Certifier Name	Grant	Commitment Dates	Committed %	Certified %	Delta %
Brown, Charlie - 99111125	<a href="#">320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)</a>	10/01/2007 to 09/30/2009	25.00%	21.73%	13.08%
Brown, Charlie - 99111125	<a href="#">420019 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)</a>	07/01/2007 to 06/30/2009	30.00%	25.00%	16.66%
Brown, Charlie - 99111125	<a href="#">524195 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)</a>	01/01/2008 to 05/31/2009	35.00%	24.70%	29.42%
Buffett, Jimmy - jimmybuffett	<a href="#">1Heart - Heart Failure Studies</a>	07/08/2009 to 10/31/2009	55.00%	0.00%	100.00%
Hook, Captain - 99111114	<a href="#">892007 - Administrative Effort Supporting General Operations (Excluding Tenure/Tenure-Track Faculty)</a>	07/01/2007 to 06/30/2008	40.00%	23.00%	42.50%
Jagger, Mick - mickjagger	<a href="#">6Retin - Retina Rebuilding</a>	01/01/2008 to 06/30/2008	45.00%	35.00%	22.22%
Pan, Peter - 99111112	<a href="#">595366 - Other Professional Services</a>	05/01/2009 to 05/09/2009	40.00%	0.00%	100.00%
Pan, Peter - 99111112	<a href="#">595366 - Other Professional Services</a>	05/10/2009 to 06/01/2009	40.00%	0.00%	100.00%

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

**Figure 2.H.6.2 – Certified Less Than Effort Commitment Report results**

The report shows the certifier's name, the account on which the effort was committed, the commitment dates, the commitment percentage, the certified percentage, and the relative difference between the committed and certified effort ((commitment – certified)/commitment). This allows a user to identify easily which accounts/awards have the greatest discrepancies between certified and committed effort.

Selecting the name of the account from the Grant column will lead the user to the Award/Account Summary page.

Selecting the 'Related Reports' link allows the user to select one of the remaining two 'Commitment to Actual' reports – the 'Certified Effort Less Than Committed Effort Report' and the 'Required Effort Greater Than 100% Report' (Figure 2.H.6.3).

## You have chosen the Certified Effort Less Than Effort Commitment Report

This report displays any instances where the certified effort for an individual on an account/award with an effort Commitment is less than the effort Commitment for completed periods (i.e., certification has been completed for all periods encompassed by the effort Commitment). The relative difference is displayed in the last row so that you can easily identify which accounts/awards have the greatest discrepancies between certified and committed effort.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.

Based on your report selection below are the results. Please note that you can [sort the results](#) by clicking on the column header.

[Related Reports](#)

- Required Effort Greater Than 100%
- Required Effort Greater Than Available Effort

Certifier Name	Grant	Commitment Dates	Committed %	Certified %	Relative Difference
Brown, Charlie - 99111125	320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	10/01/2007 to 09/30/2009	25.00%	21.73%	13.08%
Brown, Charlie - 99111125	420019 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	07/01/2007 to 06/30/2009	30.00%	25.00%	16.66%
Brown, Charlie - 99111125	524195 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	01/01/2008 to 05/31/2009	35.00%	24.70%	29.42%
Buffett, Jimmy - jimmybuffett	1Heart - Heart Failure Studies	07/08/2009 to 10/31/2009	55.00%	0.00%	100.00%
Hook, Captain - 99111114	892007 - Administrative Effort Supporting General Operations (Excluding Tenure/Tenure-Track Faculty)	07/01/2007 to 06/30/2008	40.00%	23.00%	42.50%
Jagger, Mick - mickjagger	6Retin - Retina Rebuilding	01/01/2008 to 06/30/2008	45.00%	35.00%	22.22%
Pan, Peter - 99111112	595366 - Other Professional Services	05/01/2009 to 05/09/2009	40.00%	0.00%	100.00%
Pan, Peter - 99111112	595366 - Other Professional Services	05/10/2009 to 06/01/2009	40.00%	0.00%	100.00%

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

**Figure 2.H.6.3 – Certified Effort Less Than Effort Commitment Report – Related Reports**

## 7. Certifier Salary Activity Report

The Certifier Salary Activity Report lists all individuals that had salary charged to awards or accounts that are associated with a given PI. The report will show the associated certifiers for that PI along with 12 months of payroll activity.

To run the report, the user will enter the month and year of the first month of the 12 month range to be viewed. The second input field – “Employee” – is the name of the PI for whom the report is being generated (Figure 2.H.7.1). After entering the two parameters, select “Run Report”.

### ECRT Reports

Certifier Salary Activity Report

I

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

### You have chosen the Certifier Salary Activity Report

This report will produce a list of all individuals charging a certifier's CBCs and their activities. Select a given PI and a starting month. The report will show the associated certifiers for that PI along with 12 months of payroll activity starting with the month that you selected. Searching by first name then last name will not produce results. You must search by last name only, first name only, id number only, or by last name then first name. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

The report results are displayed in a table format. Press the Run Report button to launch the report. Use the horizontal scroll bar to view the data. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Month:	January	2007
Employee:	Keyes Evelyn - 100288eb	
<input type="button" value="Run Report"/>		

**Figure 2.H.7.1 – Certifier Salary Activity Report – Data Entry**

The report displays the names of the employees that have salary charged to at least one of the PI's awards or accounts, the award or account number, and the dollars charged during each of the 12 months for which the report was run that are associated (Figure 2.H.7.2). The award or account that is associated to the PI is highlighted for easy reference. The charges for each month are totaled for each employee, as are the accounts. The report also displays the percentage of the total charges for which each account is responsible.

## You have chosen the Certifier Salary Activity Report

This report will produce a list of all individuals charging a certifier's CBCs and their activities. Select a given PI and a starting month. The report will show the associated certifiers for that PI along with 12 months of payroll activity starting with the month that you selected. Searching by first name then last name will not produce results. You must search by last name only, first name only, id number only, or by last name then first name. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

The report results are displayed in a table format. Press the Run Report button to launch the report. Use the horizontal scroll bar to view the data. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Month:

Employee:

Results of the Certifier Salary Activity report are displayed in a scrollable window. Results are displayed 12 months from the selected date.

Name	Grant Number	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% of Total
Fred Crane	912682eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	60.00%
	914890eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	40.00%
<i>Fred Crane Totals:</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100.00%
George Reeves	440415eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	66.67%
	910157eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	33.33%
<i>George Reeves Totals:</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	100.00%
Hattie McDaniel	914890eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	100.00%
<i>Hattie McDaniel Totals:</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	100.00%
Oscar Polk	912682eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,110.00	\$4,110.00	15.00%
	914890eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,850.00	\$6,850.00	25.00%
	912014eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,960.00	\$10,960.00	40.00%
	115091eb	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,480.00	\$5,480.00	20.00%
<i>Oscar Polk Totals:</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,400.00	\$27,400.00	100.00%
<b>Grand Totals:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,400.00	\$42,400.00	

Figure 2.H.7.2 – Certifier Salary Activity Report

## 8. Certifiers Over Commitment Settings Report

The Certifiers Over Commitment Settings Report can be used to display all of the individuals who have exceeded the institution-defined thresholds for commitments. These thresholds are defined in the Commitments section of Global Settings.

To run this report, the user must first enter a month and a year. The report will use this month as the starting point and will display commitment information for 12 months. The user then has to enter in the Commitment Limit for which to search. Finally, the user may enter a department for which to run the report. If no department is entered, the report will return the results for the entire institution, which may take a considerable amount of time. Once the parameters are entered, the user will select 'Run Report' (Figure 2.H.8.1).

### You have chosen the Certifiers Over Commitment Settings Report

Use the fields provided below to search for any certifiers over their Commitment threshold. The search can be conducted using Department name or Department number. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices. You must specify the Commitment level or limit as well as month and year before launching the report. If you do not have access to all Department(s), you must also select a Department.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.

Month:

Commitment Limit:

School / Department:

[Expand Search](#)

Commitment Limits Settings	
On-track value:	85 %
Potential Concerns value:	100 %

Certifier	Department Name	Jan	Feb	March	April	May	June	July	Aug
Hook, Captain	DEMO TEST	90 %	90 %	90 %	90 %	90 %	90 %	50 %	50 %

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.8.1 – Certifiers Over Commitment Settings Report

The report will list each certifier's name, department, and then provide their total committed effort percentage for each of the the 12 months. The percentages will be color-coded based on the thresholds that the institution has configured. If the

percentage is below the threshold, it will appear be in green font, if it is above the threshold it will be in red font.

## 9. Commitment Listing Report

The Commitment Listing Report allows a user to see a complete list of all commitments a user has for a specific date range. The user can determine whether the report will include awarded commitments, proposed commitments, or both.

The report has a number of query fields for the user to specify the parameters of the report (Figure 2.H.9.1).

### You have chosen the Commitment Listing Report

The Commitment Status icon is a visual representation of the Commitment information in the system. The Commitment Listing Report allows a user to view the details of a Commitment and status as indicated by the Commitment icon.

The Commitment Listing Report has three query fields. The user can search on an employee, Award, or date range. You can search Awards by active or inactive status. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

Once the report parameters have been entered, the user will select 'Run Report'.

There are two additional resources that are available from this report. By clicking on the certifier's name in the first column, the user can generate a chart that visually depicts the researcher's Commitments.

The user can select the name of the Award to navigate to the Award summary page.

Additionally, the user can modify the Commitments displayed on the Commitment Listing Report. The last column on the right is labeled 'Actions'. There are two icons that appear in that column.

The first is a red 'X' that allows the user to remove that Commitment from the user's portfolio.

The second icon looks like a scroll with a magnifying glass on top of it. Selecting that icon allows the user to edit the Commitment information that corresponds to that Award, similar to the 'Adding Commitments' process discussed earlier. The user can edit the total Commitment percentage and the cost shared percentage, while the charged percentage is calculated. The total percentage is the amount of Effort that is actually being expended on the project. The user can also edit the start date, end date, summer commitment designation, special award type, and individual role on project type.

The screenshot shows a web form for entering data for a Commitment Listing Report. The form includes the following fields and options:

- Date By:** Radio buttons for  Dates and  Employee Type.
- Employee Type:** A dropdown menu currently showing "Demo Annual User".
- Period:** A dropdown menu currently showing "7/1/2007 to 6/30/2008".
- Employee:** A text input field.
- School / Department:** A text input field containing "DEMO TEST".
- Expand Search:** A blue link.
- Grant:** A text input field.
- Active/Inactive:** Radio buttons for  Active and  Inactive.
- Filter By:** Radio buttons for  Awarded Commitment,  Proposal, and  Awarded Commitment / Proposal.
- Run Report:** A button.

Figure 2.H.9.1 – Commitment Listing Report Data Entry

Like previous reports, the date range can be set either by a date range or by certification periods associated with an employee type. Once the date range is selected, the user can search for an employee, department, or account. Additionally, accounts

can be set as either active or inactive to ensure access to all accounts. A filter can be applied to show only Awarded Commitments, Proposed Commitments, or both. The default setting displays both Awarded and Proposed Commitments in the results.

Once the report parameters have been entered, the user will select 'Run Report'. In this example, we ran the report for the entire Demo Test Department for the 7/1/2007 to 6/30/2008 period of performance. The following screen appears (Figure 2.H.9.2):

Date By:  Dates  Employee Type

Employee Type:

Period:

Employee:

School / Department:

[Expand Search](#)

Grant:   Active  Inactive

Filter By:  Awarded Commitment  Proposal  Awarded Commitment / Proposal

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

**Awarded Listings**

13 items found, displaying all items.

1

Name	Grant	Effort Start & Stop Date	Total Awarded	Total Effort	Charged Effort	Cost Shared Effort	Action
<a href="#">Brown, Charlie - 99111125</a>	420019 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	07/01/2007 to 06/30/2009	27.00%	27.00%	22.00%	5.00%	
<a href="#">Brown, Charlie - 99111125</a>	320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	10/01/2007 to 09/30/2009	25.00%	25.00%	25.00%	0.00%	
<a href="#">Brown, Charlie - 99111125</a>	524195 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	01/01/2008 to 05/31/2009	35.00%	35.00%	35.00%	0.00%	
<a href="#">Bunny, Bugs - 99111122</a>	320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	07/01/2007 to 06/30/2008	25.00%	25.00%	25.00%	0.00%	

**Proposal Listings**

Name	Proposal	Effort Start & Stop Date	Total Effort	Charged Effort	Cost Shared Effort	Action
<a href="#">Wonder, Stevie - steviewonder</a>	Grant 12 Tennis - Grant 12 Tennis Rackets	01/01/2010 to 12/31/2010	20.00%	20.00%	0.00%	

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

**Figure 2.H.9.2 – Commitment Listing Report**

The results for the Commitment Listing Report includes the certifier’s name, the account that has the commitment, the beginning and end date of the commitment, the awarded commitment, the current commitment (which may differ from the awarded amount), the charged portion of the commitment, and the cost shared portion of the commitment. The report also displays a section for Proposal Listings in a separate table for the user’s reference. The Proposal Listings section displays similar data as the Awarded Listings but includes Proposal Number instead of Grant Number.

Additionally, this report contains link to two other commitment reports. By clicking on the certifier’s name (A), the user can generate the Individual Commitment Detail Report,

which depicts the researcher's proposed and awarded commitments on a bar graph (Figure 2.H.9.3).

[Related Reports](#)

### Individual Proposal & Awarded Commitment Detail Report Charlie Brown - 99111125 Jul-2007 - Jun-2008

Awarded Commitment     
  Proposal     
  Awarded Commitment / Proposal

This report shows all commitments of record for a user. The default view of the report shows all Commitment (awarded and Proposal) but the user can toggle between views showing all Commitment, awarded Commitment, or Proposal Commitment. In this report, diagonal bars represent Proposal.



**Figure 2.H.9.3 - Individual Commitment Detail Report**

This chart displays each of the individual's commitments, whether the commitment was part of a proposal (proposed effort is depicted in the graph with diagonal lines through

the bars - A), the effort start and stop date, charged effort, cost shared effort, and total effort (sum of charged and cost shared effort). The report displays Proposed and Awarded Commitments by default. The user can select the radio buttons at the top of the report to show only Proposed Commitments or only Awarded Commitments.

Clicking on the grant name (Figure 2.H.9.2 - B) in the Commitment Listing Report will take the user to the Award/Account Summary Page.

Additionally, the user may be able to modify the commitments displayed on the Commitment Listing Report (Figure 2.H.9.2) if given the appropriate rights. The last column on the right is labeled "Action" (Figure 2.H.9.2 - C). Two icons may appear in that column. The first is a red 'X' that allows the user to remove that commitment from the user's portfolio.

The second icon looks like a scroll with a magnifying glass on top of it. Selecting this icon prompts a pop-up window that confirms that this action will modify the existing commitment and that Required Effort will be calculated using the new value (Figure 2.H.9.4).



Figure 2.H.9.4 – Edit Commitment Message

Selecting the "OK" button directs the user to the 'Edit Commitment' page (Figure 2.H.9.5). This page allows the user to edit the commitment information that corresponds to that account, similar to the 'Add Commitments' process discussed earlier. The user can edit the start date, end date, total effort commitment, cost shared effort commitment, role on the project, award type, and also enter in text to describe the reason why the change is being made. When the user has finished the edits, the user will select the 'Update Entry' button, which will finalize the changes to the commitment. The user will receive a message to confirm the changes were successfully made.

## Edit Commitment



**You are about to edit a commitment that has already completed. Please click Update Entry to continue submitting your changes to this commitment.**

Use the form supplied below to edit a Commitment entry.

Certifier:	Brown, Charlie - 99111125
Grant:	420019 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)
Sponsor:	N/A
Grant Start Date:	07/01/2007
Grant End Date:	06/30/2012
Summer Commitment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Start Date:	<input type="text" value="07/01/2007"/>
End Date:	<input type="text" value="06/30/2009"/>
Total Effort Commitment:	<input type="text" value="27.0"/>
Cost-Shared Effort Commitment:	<input type="text" value="5.0"/>
Charged Effort Commitment:	<input type="text" value="22.0"/>
Change Reason: (255 max)	<input type="text"/>
Individual Role on Project:	<input type="text" value="DEFAULT - Default Entry"/>
Special Award Type:	<input type="text" value="DEFAULT - Default Entry"/>

**Figure 2.H.9.5 - Editing a commitment**

The last report that can be accessed through the Individual Commitment Detail Report is the Commitment & Proposal Timeline Report. To access this report, the user can click on the 'Related Reports' link on the top left section of the Individual Commitment Detail page (Figure 2.H.9.6).

**Related Reports**

- [Commitment Timeline Report](#)
- [View Historical Effort for Charlie Brown - 99111125](#)
- [Commitment Listing Report](#)

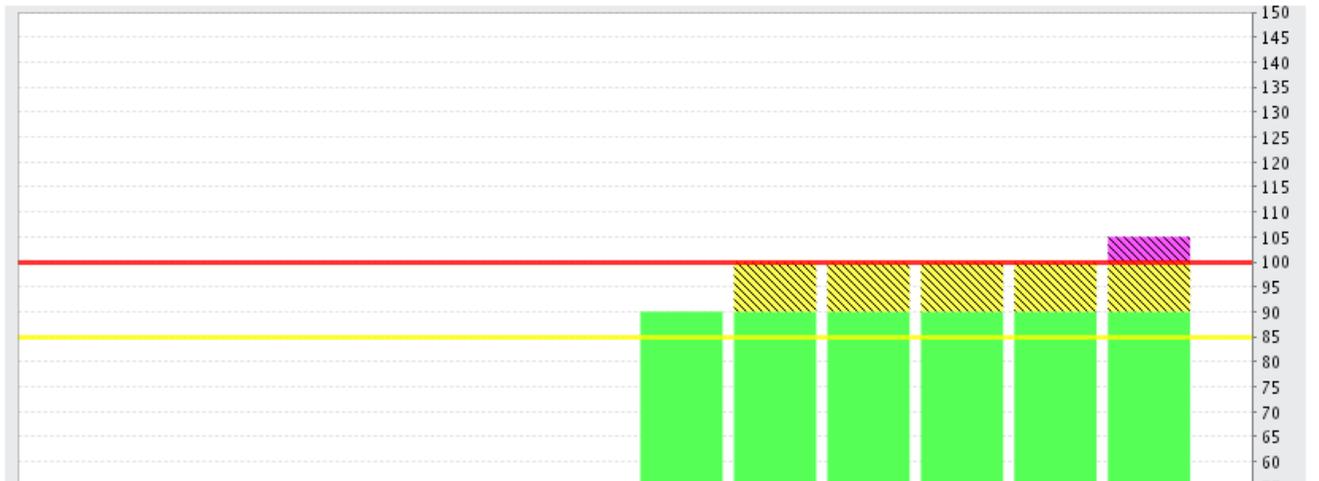
## Individual Proposal & Awarded Commitment Detail Report

### Charlie Brown - 99111125

### Jul-2007 - Jun-2008

Awarded Commitment
  Proposal
  Awarded Commitment / Proposal

This report shows all commitments of record for a user. The default view of the report shows all Commitment (awarded and Proposal) but the user can toggle between views showing all Commitment, awarded Commitment, or Proposal Commitment. In this report, diagonal bars represent Proposal.



**Figure 2.H.9.6 - Related Reports Link**

Selecting the link from the Related Reports section directs the user to the Commitment Timeline Report (Figure 2.H.9.7).

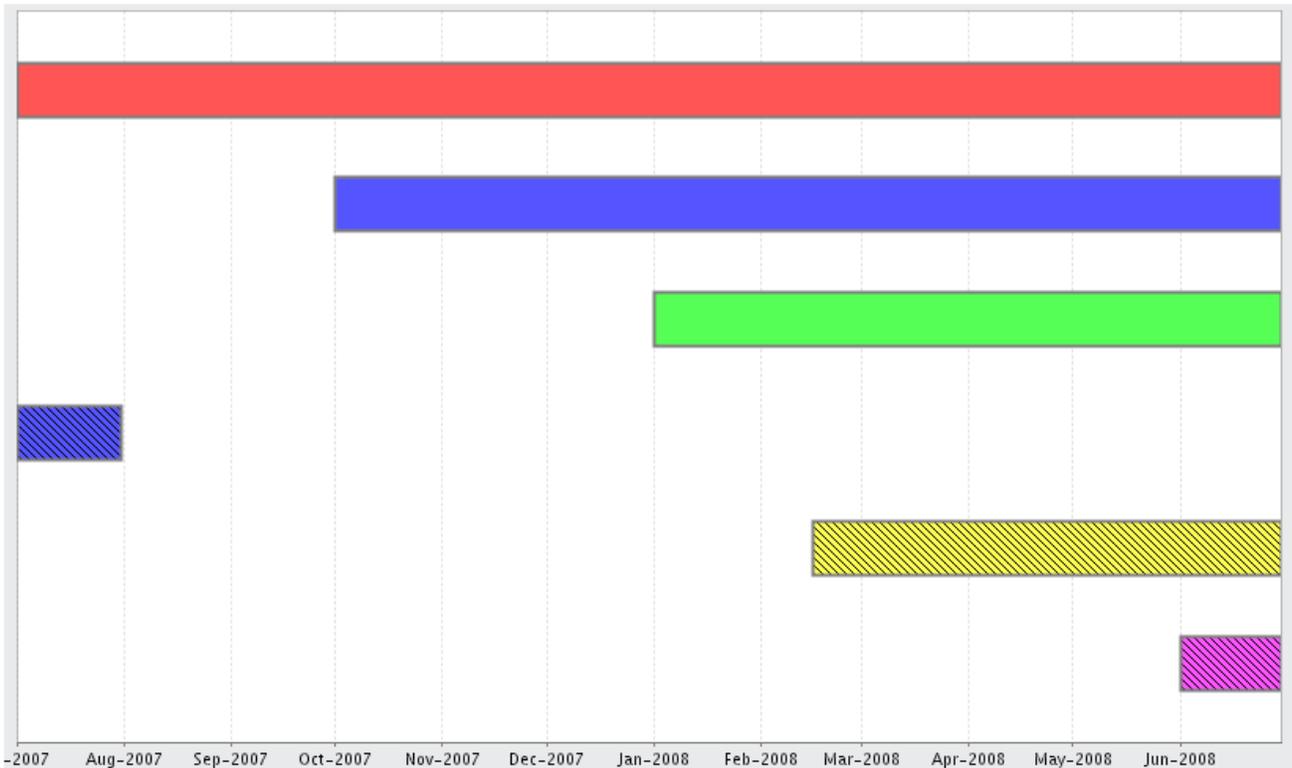
# Commitment & Proposal Timeline

for Brown, Charlie - 99111125

Awarded Commitment    
  Proposal    
  Awarded Commitment / Proposal

07/01/2007 - 12/31/2007 (6 months)    
  07/01/2007 - 06/30/2008 (12 months)    
  07/01/2007 - 12/31/2008 (18 months)

This report shows all commitments of record for a user. The default view of the report shows all Commitment (awarded and Proposal) but the user can toggle between views showing all Commitment, awarded Commitment, or Proposal Commitment. In this report, diagonal bars represent Proposal.



Grant	Proposal	Effort Start Date	Effort Stop Date	Project Start Date	Project Stop Date	Charged Effort	Cost Shared Effort	Total Effort
420019 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	No	07/01/2007	06/30/2009	07/01/2007	06/30/2012	22.0%	5.0%	27.0%
320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	No	10/01/2007	09/30/2009	07/01/2007	06/30/2012	25.0%	0.0%	25.0%
524195 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	No	01/01/2008	05/31/2009	07/01/2007	06/30/2012	35.0%	0.0%	35.0%
320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	Yes	07/01/2007	07/31/2007	07/01/2007	06/30/2012	5.0%	0.0%	5.0%
910871 - Bennett Lab Fund; Dr. Vann Bennett Lab Fund	Yes	02/16/2008	11/30/2009	07/01/2007	06/30/2012	5.0%	5.0%	10.0%
937826 - Sunesis Pharm. Res Contr; Cellular Polyploidy as a Biomarker in Evaluating SNS-314	Yes	06/01/2008	05/31/2009	07/01/2007	06/30/2012	0.0%	5.0%	5.0%

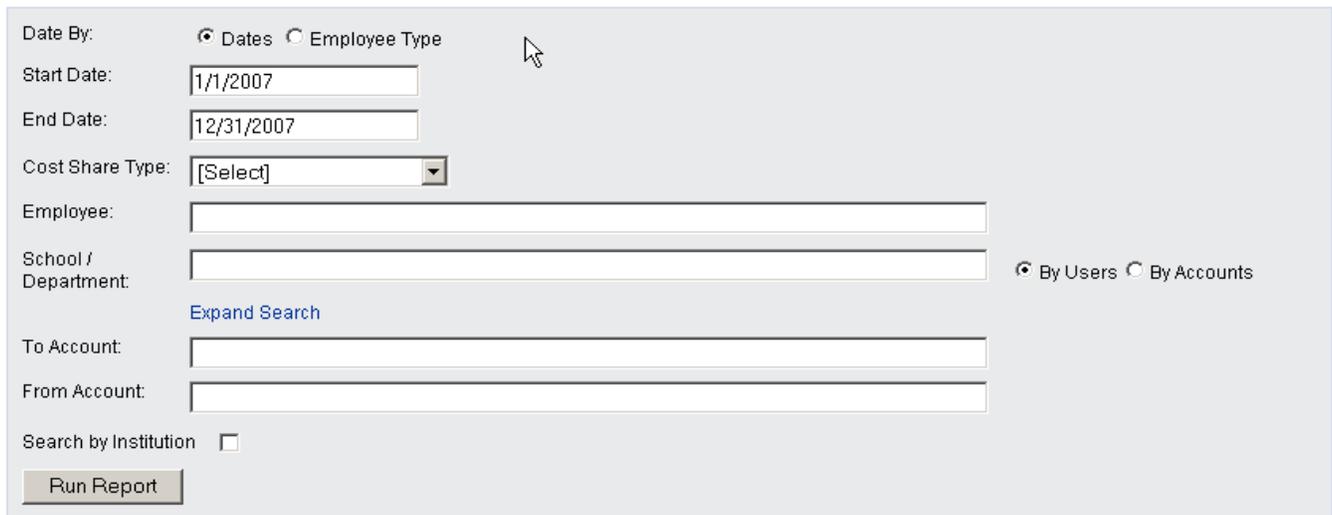
Figure 2.H.9.7 - Commitment & Proposal Timeline Report

The Commitment Timeline Report displays each of an individual's commitments over a certain period of time. The period of time can be adjusted by selecting the radio buttons at the top of the screen which show 6-month, 12-month, and 18-month time frames. Each commitment is detailed in the key at the bottom of the page, which lists the commitment account, start and end date, project start and end date, charged effort, cost shared effort, and total effort (sum of charged effort and cost shared effort). The Commitment Timeline Report initially displays the individual's Proposed and Award Commitments. The user can select the radio buttons at the top of the report to display only Proposed Commitments or only Awarded Commitments.

## 10. Cost Share Report

The Cost Share Report lists all cost share entries that are in the system. The report can be generated to show all transactions for an individual, of a specific cost share type, to a specific account, from a specific account, after a specific date, before a specific date, or any combination of those elements.

There are five fields of input - Date Range, Cost Share Type, Employee, Department, To Account, and From Account. Additionally, the report can be generated for all cost share transactions for the entire institution (Figure 2.H.10.1).



The screenshot shows a web-based form for generating a Cost Share Report. The form includes the following fields and controls:

- Date By:** Radio buttons for  Dates and  Employee Type.
- Start Date:** Text input field containing "1/1/2007".
- End Date:** Text input field containing "12/31/2007".
- Cost Share Type:** Dropdown menu with "[Select]" as the current value.
- Employee:** Text input field.
- School / Department:** Text input field.
- To Account:** Text input field.
- From Account:** Text input field.
- Search by Institution:** Check box, currently unchecked.
- By Users / By Accounts:** Radio buttons for  By Users and  By Accounts.
- Expand Search:** A blue text link.
- Run Report:** A button at the bottom left.

**Figure 2.H.10.1 – Cost Share Data Entry**

To run the report, the user will enter the parameters for the date range, cost share type, employee, school or department, “To” account, or “From” account.

Once all of the parameters are entered, the user will select ‘Run Report’. Note: Be mindful of the parameter settings for executing this report, i.e. selecting the institution search flag, since it will affect how long the report will take to be generated.

The report shows the employee involved, the account receiving the cost sharing, the account supplying the cost share, the type of cost share, the date range, a justification if one was supplied, when the cost share was created, and the percentage of effort or total dollars to be cost shared (Figure 2.H.10.2).

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

Name	To Account	From Account	Type	Date Range	Note	\$ / %	Action
Mouse, Mickey - ...	030020 - Cost Sharing - Sponsored...	030020 - Cost Sharing - Sponsored Re...	Default Status	07/01/2008 to 07/31/2008		\$2,500.00	
Mouse, Mickey - ...	030020 - Cost Sharing - Sponsored...	030020 - Cost Sharing - Sponsored Re...	Default Status	08/01/2008 to 08/31/2008		\$2,500.00	
Mouse, Mickey - ...	030020 - Cost Sharing - Sponsored...	030020 - Cost Sharing - Sponsored Re...	Default Status	09/01/2008 to 09/30/2008		\$2,500.00	
Mouse, Mickey - ...	030020 - Cost Sharing - Sponsored...	030020 - Cost Sharing - Sponsored Re...	Default Status	10/01/2008 to 10/31/2008		\$2,500.00	
Mouse, Mickey - ...	030020 - Cost Sharing - Sponsored...	030020 - Cost Sharing - Sponsored Re...	Default Status	11/01/2008 to 11/30/2008		\$2,500.00	
Mouse, Mickey - ...	030020 - Cost Sharing - Sponsored...	030020 - Cost Sharing - Sponsored Re...	Default Status	12/01/2008 to 12/31/2008		\$2,500.00	

**Figure 2.H.10.2 – Cost Share Report results**

The last column, 'Action', will let the user select from a number of rights-based icons to take action on a particular cost share transaction.

The first icon (the familiar scroll) allows a user to edit the cost share transaction. Selecting this icon will take the user to Edit Cost Sharing screen (Figure 2.H.10.3).

# Edit Cost Sharing



Use the form supplied below to add a new cost sharing entry. All fields aside from justification are required.

The search can be conducted using first name, last name, or ID number. Results are produced more quickly using last name or ID number. Searching by first name then last name will not produce results. You must search by last name only, first name only, id number only, or by last name then first name. Once a user has been selected, the search for To and From Award/Grant can also be conducted using the Award/Grant name or number. Results are produced more quickly using Award/Grant number. You can also select from a list of Award/Grant(s) associations to that user. The associations can be managed on the Manage User page.

When you view this page, if there is a "loading data" indicator, then please wait as the screen populates with your data. If there is no "loading data" indicator, then please type the name of the entry you are searching for and wait for the results to load. This may take up to three seconds to load your results.

Also note, if you add or edit a cost share for a budget period that has been certified, that statement will need to be reopened in order for this cost share to be reflected on that statement.

Employee:	<input type="text" value="Mouse Mickey - 99111102"/>
To Account	<input type="radio"/> Currently Associated to Individual <input checked="" type="radio"/> New
Currently Associated to Individual:	<input type="text" value="Select Account"/>
New To Account	<input type="text" value="030020 - Cost Sharing - Sponsored Research (Tenure/Tenure-Track Faculty Only)"/> <input checked="" type="radio"/> Active <input type="radio"/> Inactive
Sponsor:	N/A
To Account Start Date:	07/01/2007
To Account End Date:	06/30/2012
From Account	<input type="radio"/> Currently Associated to Individual <input checked="" type="radio"/> New
Currently Associated to Individual:	<input type="text" value="Select Account"/>
New From Account	<input type="text" value="030020 - Cost Sharing - Sponsored Research (Tenure/Tenure-Track Faculty Only)"/> <input checked="" type="radio"/> Active <input type="radio"/> Inactive
Sponsor:	N/A
From Account Start Date:	07/01/2007
From Account End Date:	06/30/2012
Cost Share %:	<input type="text" value="0.0"/> <input checked="" type="radio"/>
Cost Share \$:	<input type="text" value="2500.0"/> <input type="radio"/>
Budget Period:	<input type="text" value="07/01/2008 - 06/30/2009"/>
Type:	<input type="text" value="Default Status"/>
Justification:	<input type="text"/>
<input type="button" value="Edit Entry"/>	

Figure 2.H.10.3 – Edit Cost Sharing Screen

The Edit Cost Sharing Screen will pre-populate the fields based on the transaction that the user selected. The user then can edit the To Account, From Account, Cost Share Dollars (which can be edited to the penny) or Percentage (which can be edited to the hundredth of a percentage), Type, or Justification. Once the appropriate edits have been made, the user will press the "Update Entry" button, at which time the system will direct the user to a confirmation screen that summarizes the cost share entry that has

been edited. When the user confirms the edited transaction by selecting the 'Edit Entry' button, the system automatically updates the cost share transaction with the new values. Note that editing a cost sharing transaction deletes the original transaction and adds the new transaction based on the fields that the user updates.

The next icon in the Actions column of the Cost Share Report (Figure 2.H.10.2) allows the user to copy the cost share transaction, making it easier to add similar transactions for additional budget periods. Selecting the "stacked documents" icon opens the Add Cost Sharing screen (Figure 2.H.10.4), which is pre-populated based on the transaction that was selected. A user can use this feature to add an additional cost sharing transaction to the system without having to re-enter all the details of the original transaction.

The user is able to edit any of the fields in the Add Cost Sharing screen, but will most likely use the Budget Period field to select another period to add this exact same transaction for the new period. When the user has updated the correct information, selecting the Add Entry button will take the user to a summary page that displays the details of the cost share transaction that is about to be added. When the user confirms the details, the new transaction is added to the system. Copying a cost sharing transaction keeps the original transaction and adds a new transaction based on the fields the user modified.

# Add Cost Sharing



Use the form supplied below to add a new cost sharing entry. All fields aside from justification are required.

The search can be conducted using first name, last name, or ID number. Results are produced more quickly using last name or ID number. Searching by first name then last name will not produce results. You must search by last name only, first name only, id number only, or by last name then first name. Once a user has been selected, the search for To and From Award/Grant can also be conducted using the Award/Grant name or number. Results are produced more quickly using Award/Grant number. You can also select from a list of Award/Grant(s) associations to that user. The associations can be managed on the Manage User page.

When you view this page, if there is a "loading data" indicator, then please wait as the screen populates with your data. If there is no "loading data" indicator, then please type the name of the entry you are searching for and wait for the results to load. This may take up to three seconds to load your results.

Also note, if you add or edit a cost share for a budget period that has been certified, that statement will need to be reopened in order for this cost share to be reflected on that statement.

Employee:	<input type="text" value="Mouse Mickey - 99111102"/>	
To Account	<input type="radio"/> Currently Associated to Individual <input checked="" type="radio"/> New	
Currently Associated to Individual:	<input type="text" value="Select Account"/>	
New To Account	<input type="text" value="030020 - Cost Sharing - Sponsored Research (Tenure/Tenure-Track Faculty Only)"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Sponsor:	N/A	
To Account Start Date:	07/01/2007	
To Account End Date:	06/30/2012	
From Account	<input type="radio"/> Currently Associated to Individual <input checked="" type="radio"/> New	
Currently Associated to Individual:	<input type="text" value="Select Account"/>	
New From Account	<input type="text" value="030020 - Cost Sharing - Sponsored Research (Tenure/Tenure-Track Faculty Only)"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Sponsor:	N/A	
From Account Start Date:	07/01/2007	
From Account End Date:	06/30/2012	
Cost Share %:	<input type="text" value="0.0"/>	<input checked="" type="radio"/>
Cost Share \$:	<input type="text" value="2500.0"/>	<input type="radio"/>
Budget Period:	<input type="text" value="07/01/2008 - 06/30/2009"/>	
Type:	<input type="text" value="Default Status"/>	
Justification:	<input type="text"/>	
<input type="button" value="Add Entry"/>		

Figure 2.H.10.4 – Copying a Cost Share Transaction in the Add Cost Sharing Screen

The next icon in the Actions column of the Cost Share Report (Figure 2.H.10.2) is the red 'X' icon. Selecting this icon deletes cost shares from the system. The final icon in the Actions column, the magnifying glass, allows the user to navigate directly to the individual's effort statement.



## 11. Cost Transfer Report

The Cost Transfer Report displays all of the cost transfers that from the processing of certified effort statements for a particular department, period, and certifier type.

To run the report, the user will enter a date range or select the Employee Type and Period from the drop-down menus (Figure 2.H.11.1). The user can enter a wide range of dates to get as many cost transfers as were generated within that timeframe or the user can limit the number of results returned by selecting an Employee Type and relevant corresponding Period of Performance. The user must enter and select a specific department to run the report, however.

### Select from the following list of ECRT reports

Cost Transfer Report

Welcome to the Reports section of the application. Please select a report from the above drop down list selections. Upon making a selection, you will then be given appropriate criteria to select from before you will be able to run the report. Most of the reports have the ability to be exported into the PDF format.

### You have chosen the Cost Transfer Report

Use any of the fields supplied below to search for cost transfer entries. To begin this search, please enter the type of employee and the certification period. To further narrow the search results, the search can be conducted using department name. You also have the option to further filter the search by date range or by the certification period of an employee type.

The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

A PDF version of this report which provides a section for cost transfer comments can be launched by clicking the PDF icon located above the results table.

Date By:  Dates  Employee Type

Employee Type: Annual

Period: 1/1/2005 to 12/31/2005

Department: MEDICINE

Run Report

**Figure 2.H.11.1 - Cost Transfer Data Entry**

Once all of the parameters are entered, the user will select 'Run Report'. In this example, we are running the report for the annual certifiers in Medicine for the 2005 certification year. The following report is generated on the screen (Figure 2.H.11.2).

## You have chosen the Cost Transfer Report

Use any of the fields supplied below to search for cost transfer entries. To begin this search, please enter the type of employee and the certification period. To further narrow the search results, the search can be conducted using department name. You also have the option to further filter the search by date range or by the certification period of an employee type.

The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

A PDF version of this report which provides a section for cost transfer comments can be launched by clicking the PDF icon located above the results table

Date By:  Dates  Employee Type

Employee Type:

Period:

Department:



Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Certifier	Department	Accounts	Amount	Processed	Processed By
Leonard Alberts - 1460491	MEDICINE	10028491000 - Invasive Fungal Infection in Liver Transplant Recipients: A Randomized DoubleBlind Trial Comparing Ambisome & Fluconazole in High Risk Group and Group	(\$750.00)	8/21/06	Kathryn Edelstein - 1464437
Leonard Alberts - 1460491	MEDICINE	10028491000 - Invasive Fungal Infection in Liver Transplant Recipients: A Randomized DoubleBlind Trial Comparing Ambisome & Fluconazole in High Risk Group and Group	(\$750.00)	11/27/06	Kathryn Edelstein - 1464437
Leonard Alberts - 1460491	MEDICINE	10033311012 - Recombinant Interleukin-12 for Cutaneous T-Cell Lymphoma	\$750.00	8/21/06	Kathryn Edelstein - 1464437
Leonard Alberts - 1460491	MEDICINE	10033311012 - Recombinant Interleukin-12 for Cutaneous T-Cell Lymphoma	\$750.00	11/27/06	Kathryn Edelstein - 1464437

Excel | XML | PDF | RTF

**Figure 2.H.11.2 - Cost Transfer Report for Medicine**

The report shows the certifier, department, accounts affected, the amount of the cost transfers, the date the effort certification was processed in the system, and the Primary Effort Coordinator that processed the effort certification.

## 12. Department Accounts Report

The Department Accounts Report displays all active and inactive awards and accounts for the selected department. The only parameter to be entered for this report is a department name.

To run the report, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.12.1).

The report displays the award or account number, the award or account name, the PI associated with the award or account, if any, and the sponsor associated with the award or account, if any. As with other reports showing award or account names, clicking on the name takes the user to the Award/Account Summary Page.

### You have chosen the Department Account Report

The Department Account report displays all active and inactive Accounts for the selected Department. Type at least three letters of the Department name and then wait three seconds. Then select your choice from the list of choices.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

School / Department:

[Expand Search](#)

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

8 items found, displaying all items.

1

Number	Name	PI	Sponsor Name
912014a	<a href="#">A ROLE FOR PML IN GENOME STABILITY AND DNA DAMAGE RESPONSE</a>	Vivien Leigh - 100289a	National Cancer Institute - DHHS - NIH
914890a	<a href="#">BONE METASTASIS FACTOR-1 IN PROSTATE CANCER/BONE INTERACTION</a>	Evelyn Keyes - 100288a	National Cancer Institute - DHHS - NIH
440415a	<a href="#">Cancer Biology</a>	Vivien Leigh - 100289a	N/A
115091a	<a href="#">Cancer Biology - Personnel Infrastructure</a>	Vivien Leigh - 100289a	N/A
967302a	<a href="#">PHASE I STUDY OF PROTON RADIOTHERAPY AND BEVACIZUMAB FOR PRIMARY LIVER TUMORS</a>	Evelyn Keyes - 100288a	Genentech, Inc.
912682a	<a href="#">PHASE II VALIDATION OF 4-DIMENSIONAL COMPUTED TOMOGRAPHY DERIVED VENTILATION FOR IMAGE GUIDED RADIOTHERAPY OF LUNG CANCER</a>	Vivien Leigh - 100289a	National Cancer Institute - DHHS - NIH
910157a	<a href="#">REGULATION OF UROKINASE RECEPTOR EXPRESSION IN COLON CANCER</a>	Evelyn Keyes - 100288a	National Institute of Health - Dir. Pioneer Award
910154a	<a href="#">TRAINING OF ACADEMIC SURGICAL ONCOLOGISTS</a>	Evelyn Keyes - 100288a	National Cancer Institute - DHHS - NIH

8 items found, displaying all items.

1

Figure 2.H.12.1 – Departments with Accounts / Awards

### 13. Departments With No Primary Coordinators Report

The Departments With No Primary Effort Coordinator Report shows all departments that have sponsored certifiers in them and do not have a Primary Effort Coordinator assigned or have an inactive Primary Effort Coordinator assigned.

To run the report, the user will select 'Run Report' (Figure 2.H.13.1).

## ECRT Reports



Departments With No Primary Coordinators Report ▼

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

### You have chosen the Departments With No Primary Coordinators Report

The Departments With No Primary Effort Coordinator Report shows all departments that have sponsored certifiers in them and do not have a Primary Effort Coordinator assigned or have an inactive Primary Effort Coordinator assigned.

To run the report, the user will select 'Run Report'. The report shows the name of the Department, the description, the Department number, and the date the Department was created in ECRT. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Run Report

**Figure 2.H.13.1 - Department With No Primary Coordinators Report selection**

The following screen appears (Figure 2.H.13.2)

# ECRT Reports



Departments With No Primary Coordinators Report

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

## You have chosen the Departments With No Primary Coordinators Report

The Departments With No Primary Effort Coordinator Report shows all departments that have sponsored certifiers in them and do not have a Primary Effort Coordinator assigned or have an inactive Primary Effort Coordinator assigned.

To run the report, the user will select 'Run Report'. The report shows the name of the Department, the description, the Department number, and the date the Department was created in ECRT. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Run Report

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

One item found.

Department Name	Description	Code	Create Date	Inactive Primary Effort Coordinator
<a href="#">Rock and Roll School 1</a>	Rock and Roll School 1	DEMO SCHOOL 1	4/27/10	N/A

One item found.

Excel | XML | PDF | RTF

Figure 2.H.13.2 - Department with No Coordinators Report

The report shows the name of the department, the description of the department, the department code, and the date the department was created in the system. If the department has an inactive Primary Effort Coordinator assigned, the name of the inactive coordinator will appear in the last column.

## 14. ecrt Created Cost Transfer Report

The **ecrt** Created Cost Transfer Report shows all payroll transactions, including those ignored, suspended, or applied to the effort statement from the Payroll Adjustment Reconciliation table and all proactive cost transfers that were initiated within the system through the “Add Cost Transfer” link on the effort statement. The combination of data presents the detailed history of payroll transactions that affect the certification statement.

To create this report, the user will enter a search date, either by date range or by the certification period for an employee type (Figure 2.H.14.1).

### ECRT Reports

ECRT Created Cost Transfer Report

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

### You have chosen the ECRT Created Cost Transfer Report

The ECRT Created Cost Transfer Report shows all cost transfers generated in ECRT along with the payroll data from the Certification Payroll Report. The combination of data shows the detail history of payroll transactions on the certification statement.

To begin this search, please enter a search date. You have the option to search by date range or by the certification period of an employee type. The search can be conducted using first name, last name, or Id number. Searching by first name then last name will not produce results. You must search by last name only, first name only, id number only, or by last name then first name. Results are produced more quickly using last name or Id number. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



The screenshot shows a web form for generating an ECRT report. It includes the following fields and options:

- Date By:** Radio buttons for  Dates and  Employee Type.
- Employee Type:** A dropdown menu with "Annual" selected.
- Period:** A dropdown menu with "1/1/2007 to 12/31/2007" selected.
- Employee:** A text input field containing "James Rick - rickjames".
- Run Report:** A button to execute the search.

**Figure 2.H.14.1 – ecrt Created Cost Transfer Report Data Entry**

The top portion of the screen shows the payroll entries that affect the certification statement (Figure 2.H.14.2 – A). The certifier, the account, pay period, status, dollar amount and the percentage of the total dollars are displayed for all payroll transactions loaded in the system. The transactions will show one of three statuses (Figure 2.H.14.2 - B) – loaded, meaning they have been applied to the statement; suspended, meaning they are awaiting disposition by the user that reviews all payroll transactions that have been loaded since the statement was certified; and ignored, meaning that the reviewer has decided not to apply the transactions to the statement. While these transactions are reflected on this report, they have not been applied to the statement.

**A****Payroll Entries****B**

Certifier	Account	Pay Period	Status	Payroll	Percentage
Bell, Tinker - 99111113	3034698-601600 - Sponsored Research - Staff (Excluding Tenure/Tenure Track Faculty)	07/01/2007 to 07/31/2007	loaded	\$0.00	0.00 %
		08/01/2007 to 08/31/2007	loaded	\$0.00	0.00 %
		09/01/2007 to 09/30/2007	loaded	\$0.00	0.00 %
		10/01/2007 to 10/31/2007	loaded	\$0.00	0.00 %
		11/01/2007 to 11/30/2007	loaded	\$0.00	0.00 %
		12/01/2007 to 12/31/2007	loaded	\$0.00	0.00 %
		01/01/2008 to 01/31/2008	loaded	\$0.00	0.00 %
		02/01/2008 to 02/29/2008	loaded	\$0.00	0.00 %
		03/01/2008 to 03/31/2008	loaded	\$1,850.00	8.57 %
		04/01/2008 to 04/30/2008	loaded	\$1,850.00	8.57 %
		05/01/2008 to 05/31/2008	loaded	\$1,850.00	8.57 %
		06/01/2008 to 06/30/2008	loaded	\$1,850.00	8.57 %
		<b>Subtotal</b>			
	3910871-601900 - Other Professional Services	07/01/2007 to 07/31/2007	loaded	\$0.00	0.00 %
		08/01/2007 to 08/31/2007	loaded	\$0.00	0.00 %
		09/01/2007 to 09/30/2007	loaded	\$0.00	0.00 %
		10/01/2007 to 10/31/2007	loaded	\$0.00	0.00 %
		11/01/2007 to 11/30/2007	loaded	\$0.00	0.00 %
		12/01/2007 to 12/31/2007	loaded	\$3,083.33	14.29 %
		01/01/2008 to 01/31/2008	loaded	\$3,083.33	14.29 %
		02/01/2008 to 02/29/2008	loaded	\$3,083.33	14.29 %
		03/01/2008 to 03/31/2008	loaded	\$1,233.33	5.71 %
		04/01/2008 to 04/30/2008	loaded	\$1,233.33	5.71 %
		05/01/2008 to 05/31/2008	loaded	\$1,233.33	5.71 %
		06/01/2008 to 06/30/2008	loaded	\$1,233.33	5.71 %
		<b>Subtotal</b>			
<b>Certifier Total for Period</b>				<b>\$21,583.31</b>	<b>100.00 %</b>
<b>Total Of All Certifiers</b>				<b>\$21,583.31</b>	<b>100.00 %</b>

**C****Historical Cost Transfers**

Created Date	Account	Code	Transaction Date	Effort Card Affected	Amount	Type
09/24/2009	3910871-601900 - Other Professional Services		05/01/2008	No	(\$1,000.00)	Proactive
	3034698-601600 - Sponsored Research - Staff (Excluding Tenure/Tenure Track Faculty)		05/01/2008	No	\$1,000.00	Proactive

Figure 2.H.14.2 – ecrt Created Cost Transfer Report

The second part of the report, shown at the bottom of the screen, displays the Proactive Cost Transfers that were created in the **ecrt** system and that applied to the Period of Performance to which the certification statement applies (Figure 2.H.14.2 - C). The table displays the creation date, account, cost transfer code, transaction date, whether the effort statement was immediately impacted, and amount. The last column will display “Proactive” to identify the nature of the cost transfer.

## 15. Edited Commitments Report

The Edited Commitments Report is a helpful report for a user who would like to monitor commitments that have been changed in the **ecrt** system via the Edit Commitment feature.

After selecting the Edited Commitments Report from the Reports drop-down list, the only option a user has is to select the 'Run Report' button. Once this button is clicked, all of the commitments that have been edited within the system will be displayed (Figure 2.H.15.1). This report does not limit a user to see only the edited commitments within her department. If granted access to this report, a user can see all edited commitments across the institution.

### You have chosen the Edited Commitments Report

This report shows the Commitments that have been edited in the ECRT system. The report displays the name of the certifier, the Award of the Commitment, the dates of the edited Commitment, and a link to the Commitment details to see the details behind the edit.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

Certifier Name	Grant	New Commitment Dates	Action
Buffett, Jimmy - jimmybuffett	1Heart - Heart Failure Studies	07/01/2009 to 06/30/2010	
Buffett, Jimmy - jimmybuffett	1Heart - Heart Failure Studies	07/01/2009 to 06/30/2010	
Buffett, Jimmy - jimmybuffett	1Heart - Heart Failure Studies	07/08/2009 to 10/31/2009	
Buffett, Jimmy - jimmybuffett	9Valve - Valve Replacement	07/08/2009 to 06/30/2010	

Figure 2.H.15.1 – Edited Commitments Report

The Edited Commitment Report provides the certifier's name, the account for which the commitment was edited, and the commitment dates. The 'Action' column displays the "Scroll and Magnifying Glass" icon that allows a user to edit the commitment again, if desired (2.H.15.2).

# Edit Commitment



Use the form supplied below to edit a Commitment entry.

Certifier:	Buffett, Jimmy - jimmybuffett
Grant:	1Heart - Heart Failure Studies
Sponsor:	N/A
Grant Start Date:	07/01/2006
Grant End Date:	06/30/2012
Summer Commitment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Start Date:	<input type="text" value="07/01/2009"/>
End Date:	<input type="text" value="06/30/2010"/>
Total Effort Commitment:	<input type="text" value="45.0"/>
Cost-Shared Effort Commitment:	<input type="text" value="0.0"/>
Charged Effort Commitment:	<input type="text" value="45.0"/>
Change Reason: (255 max)	<input type="text"/>
Individual Role on Project:	<input type="text" value="DEFAULT - Default Entry"/>
Special Award Type:	<input type="text" value="DEFAULT - Default Entry"/>
<input type="button" value="Update Entry"/> <input type="button" value="Cancel"/>	

[Effort Commitment Transaction History](#)  
+ History

**Figure 2.H.15.2 – Edited Commitment Review screen**

The Committed Effort Modifications screen allows a user to edit an active commitment. The user can update the Awarded Percentage and/or the In Effect Percentage. The user will also enter an effective date for the change and can include a justification if desired.

To see whether the commitment has been modified in the past, the user can select the '+' sign to see the Transaction History at the bottom of the screen. Expanding the history shows any entries that have modified this commitment in the past (Figure 2.H.15.3).

# Edit Commitment



Use the form supplied below to edit a Commitment entry.

Certifier:	Buffett, Jimmy - jimmybuffett
Grant:	1Heart - Heart Failure Studies
Sponsor:	N/A
Grant Start Date:	07/01/2006
Grant End Date:	06/30/2012
Summer Commitment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Start Date:	<input type="text" value="07/01/2009"/>
End Date:	<input type="text" value="06/30/2010"/>
Total Effort Commitment:	<input type="text" value="45.0"/>
Cost-Shared Effort Commitment:	<input type="text" value="0.0"/>
Charged Effort Commitment:	<input type="text" value="45.0"/>
Change Reason: (255 max)	<input type="text"/>
Individual Role on Project:	<input type="text" value="DEFAULT - Default Entry"/>
Special Award Type:	<input type="text" value="DEFAULT - Default Entry"/>
<input type="button" value="Update Entry"/> <input type="button" value="Cancel"/>	

## Effort Commitment Transaction History

History

Last Modified Date	Last Modified By	Old Total	New Total	Change Reason
07/07/2009	System User - 444-44-4444	55.00%	45.00%	Test Change
07/07/2009	System User - 444-44-4444	45.00%	55.00%	Test entry

Figure 2.H.15.3 – Edited Commitment Transaction History

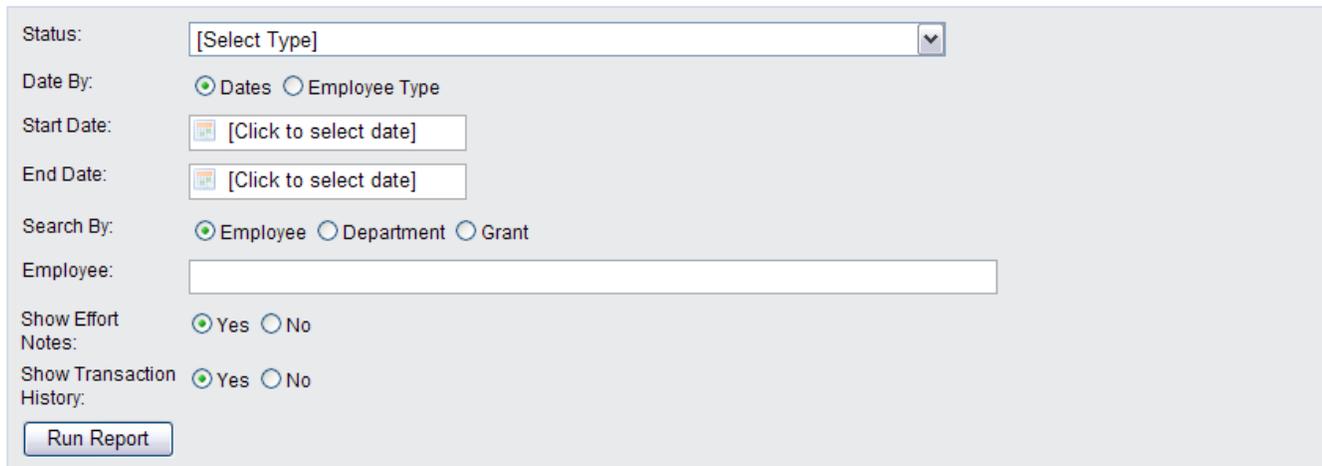
## 16. External Audit Report

The External Audit Report lists the effort certifications for an employee, for all employees within a department, or for all employees that had salary or cost sharing charged to a specific sponsored award. The report can be generated by a period of performance or by user entered date ranges. The search criteria allow for maximum flexibility – specifically the ability to run this report for a sponsored award and return all of the certification statements for the award for the entire life of the award (Figure 2.H.16.1).

### You have chosen the External Audit Report

This report will produce a list of all certifiers and their historical Effort cards. The search can be conducted either by employee, Department, or Grants. You have the option to further filter the search by the period of performance.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to a PDF document. Press the Run Report button to launch the report.



The screenshot shows a web-based form for generating an External Audit Report. The form includes the following fields and options:

- Status:** A dropdown menu with the text "[Select Type]" and a downward arrow.
- Date By:** Radio buttons for "Dates" (selected) and "Employee Type".
- Start Date:** A text input field with a calendar icon and the text "[Click to select date]".
- End Date:** A text input field with a calendar icon and the text "[Click to select date]".
- Search By:** Radio buttons for "Employee" (selected), "Department", and "Grant".
- Employee:** A text input field.
- Show Effort Notes:** Radio buttons for "Yes" (selected) and "No".
- Show Transaction History:** Radio buttons for "Yes" (selected) and "No".
- Run Report:** A button at the bottom left of the form.

Figure 2.H.16.1 – External Audit Report data entry

To run the report, the user will select the certification status to be included. If the user does not select a specific status then the report will be generated for all statuses.

The user then will determine the data parameters for the report. The user can select the employee type and certification period from the drop-down menus or the user can enter start and end dates in the appropriate fields. This allows a user to run the report for the life of an award if desired.

The user will use the radio buttons to select how the report will be generated – for an employee, department, or sponsored award. In the example above, the report will be generated for a department. The user may also include the effort notes and/or the transaction history for each certification statement.

Once the parameters are established, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.16.2). In this example, the report was generated by department.

Status:

Date By:  Dates  Employee Type

Employee Type:

Period:

Search By:  Employee  Department  Grant

School / Department:

[Expand Search](#)

Show Effort Notes:  Yes  No

Show Transaction History:  Yes  No

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Certifier	Department Name
Bonjovi, Jon - jonbonjovi	Rock and Roll Department 2
Buffett, Jimmy - jimmybuffett	Rock and Roll Department 2
Crow, Sheryl - sherylcrow	Rock and Roll Department 2
Diamond, Neil - neildiamond	Rock and Roll Department 2
John, Elton - eltonjohn	Rock and Roll Department 2
Joplin, Janis - janisjoplin	Rock and Roll Department 2
Lennon, John - johnlennon	Rock and Roll Department 2
Morrison, Van - vanmorrison	Rock and Roll Department 2
Plant, Robert - robertplant	Rock and Roll Department 2
Stevens, Cat - catstevens	Rock and Roll Department 2
Wonder, Stevie - steviewonder	Rock and Roll Department 2



**Figure 2.H.16.2 – External Audit Report by Department**

The report listing shows the certifier name and department for each person who matches the criteria.

The report also can be run by employee (Figure 2.H.16.3).

## You have chosen the External Audit Report

This report will produce a list of all certifiers and their historical Effort cards. The search can be conducted either by employee, Department, or Grants. You have the option to further filter the search by the period of performance.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to a PDF document. Press the Run Report button to launch the report.

Status:	[Select Type] 
Date By:	<input type="radio"/> Dates <input checked="" type="radio"/> Employee Type
Employee Type:	FYSA 
Period:	7/1/2008 to 12/31/2008 
Search By:	<input checked="" type="radio"/> Employee <input type="radio"/> Department <input type="radio"/> Grant
Employee:	Joplin Janis - janisjoplin
Show Effort Notes:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Transaction History:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Run Report"/>	

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

Certifier	Department Name
Joplin, Janis - janisjoplin	Rock and Roll Department 2



[Click Here To Create a PDF Report](#)

**Figure 2.H.16.3 – External Audit Report – by Employee**

The report also can be run by grant (Figure 2.H.16.4).

## You have chosen the External Audit Report

This report will produce a list of all certifiers and their historical Effort cards. The search can be conducted either by employee, Department, or Grants. You have the option to further filter the search by the period of performance.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to a PDF document. Press the Run Report button to launch the report.

Status:	<input type="text" value="In Progress For Certification"/>
Date By:	<input type="radio"/> Dates <input checked="" type="radio"/> Employee Type
Employee Type:	<input type="text" value="FYSA"/>
Period:	<input type="text" value="7/1/2008 to 12/31/2008"/>
Search By:	<input type="radio"/> Employee <input type="radio"/> Department <input checked="" type="radio"/> Grant
Grant:	<input type="text" value="A2-Lung - Development of Artificial Lung"/> <input checked="" type="radio"/> Active <input type="radio"/> Inactive
Show Effort Notes:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Transaction History:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Run Report"/>	

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

Certifier	Department Name
Bonjovi, Jon - jonbonjovi	Rock and Roll Department 2
Joplin, Janis - janisjoplin	Rock and Roll Department 2
Wonder, Stevie - steviewonder	Rock and Roll Department 2



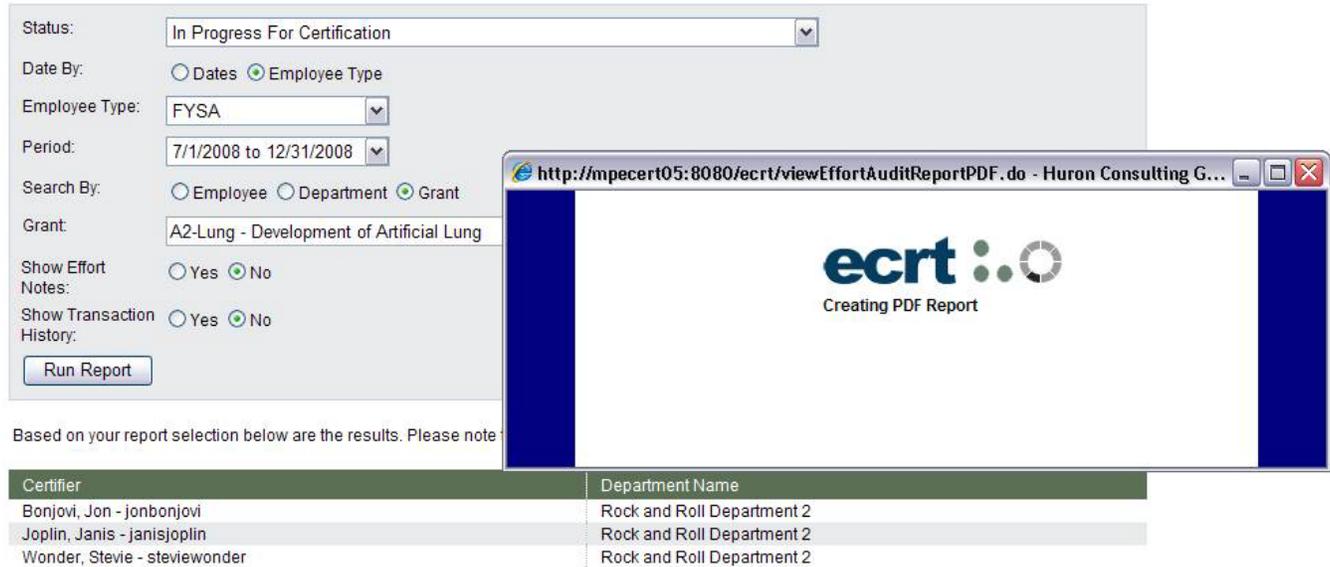
Figure 2.H.16.4 – External Audit Report – by Grant

To create a PDF version of the report, the user will select the “Click Here To Create a PDF Report” link (Figure 2.H.16.4). A new browser window will appear along with a message stating that the PDF Report is being generated (Figure 2.H.16.5).

## You have chosen the External Audit Report

This report will produce a list of all certifiers and their historical Effort cards. The search can be conducted either by employee, Department, or Grants. You have the option to further filter the search by the period of performance.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to a PDF document. Press the Run Report button to launch the report.



Based on your report selection below are the results. Please note

Certifier	Department Name
Bonjovi, Jon - jonbonjovi	Rock and Roll Department 2
Joplin, Janis - janisjoplin	Rock and Roll Department 2
Wonder, Stevie - steviewonder	Rock and Roll Department 2

 [Click Here To Create a PDF Report](#)

**Figure 2.H.16.5 – Generating a PDF version of the External Audit Report**

The PDF version will appear in the new browser window, allowing a user to save or print the report (Figure 2.H.16.6).

**Historical Effort Audit Report**

**Certifier Name:** Janis Joplin  
**Title:** N/A  
**Department:** DEMO Rook 2 - Rook and Roll Department 2  
**Email:** janisjoplin@test.net  
**Status:** In Progress For Certification

**Location:** N/A  
**Appointment:** N/A  
**Effort Coordinator:** N/A  
**Certification Period:** 07/01/2008 to 12/31/2008

Accounts	Payroll	Revised Payroll	Revised Cost Share	Cost Share	Required Effort	Computed Effort	Certified Effort
<b>Sponsored</b>							
Grant 1 Heart - Grant 1 Heart							
A9-Valve - Valve Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Award Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Grant 2 Lung - Grant 2 Lung							
A2-Lung - Development of Artificial Lung	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Award Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sponsored Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non Sponsored</b>							
DS2-Payroll - DEMO SCHOOL 2 Payroll							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Non Sponsored Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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Figure 2.H.16.6 – PDF version of the External Audit Report

The PDF version will reflect the number of decimal places as configured in the Global Settings>Effort Administration Settings>Effort Statement Column Precision settings.

## 17. List of All Departments Report

The List of All Departments Report shows all of the departments that have been loaded into the system (Figure 2.H.17.1). To run the report, the user will select 'Run Report'.

### ECRT Reports



List of All Departments Report ▼

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

### You have chosen the List of All Departments Report

This report will produce a list of all Departments in the system.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Run Report

**Figure 2.H.17.1 – List of All Departments Report selection**

The List of All Departments report displays, by default, a tree view of the department structure loaded into ecrt (Figure 2.H.17.2). This contains the department name and the primary effort coordinator in parentheses. The list is sorted by department name and then by department code. If the department name is clicked, the user will be directed to the Department Dashboard page for that department.

# ECRT Reports



List of All Departments Report

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

## You have chosen the List of All Departments Report

This report will produce a list of all Departments in the system.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



Figure 2.H.17.2 – List of All Departments Report – Tree View

The List View is a table listing of all of the departments and their basic information - name, description, code, and create date (Figure 2.H.17.3). The report is sorted by department name. If the department name is clicked, the user is directed to the Department Dashboard page for that department. Unlike the Tree View, no hierarchy information is available in the List View.

# ECRT Reports



List of All Departments Report

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

## You have chosen the List of All Departments Report

This report will produce a list of all Departments in the system.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Run Report

Tree View **List View**

Department Name	Description	Code	Create Date
Chicago Bears		chicagobears	9/11/09
DC Comics		DCCOMICS	11/19/08
DEMO TEST	DEMO TEST	DEMO TEST	7/7/09
Demo University	Entire University	DEMO UNIV	11/10/08
Institution	Root department for institution	AAA999	1/1/06
Marvel Comics		MARVELCOMICS	11/19/08
Rock and Roll Department 1	Rock and Roll Department 1	DEMO Rock 1	11/10/08
Rock and Roll Department 2	Rock and Roll Department 2	DEMO Rock 2	11/10/08
Rock and Roll School 1	Rock and Roll School 1	DEMO SCHOOL 1	11/10/08
Rock and Roll SubDept	Rock and Roll SubDept	DEMO Rock Sub 1	11/10/08
Sports Department 1	Sports Department 1	DEMO Sports 1	11/10/08
Sports School 2	Sports School 2	DEMO SCHOOL 2	11/10/08

Excel | XML | PDF | RTF

Figure 2.H.17.3 – List of All Departments – List View

## 18. List of All Users

The List of All Users Report produces a list of all users in the system. To make the report a manageable size, there are three options by which a user can filter the report.

One option is to select a letter of the alphabet from the drop-down list. The report will return results showing all users whose last names begin with the selected letter.

Alternatively, the report can be filtered by selecting a role or department. A user can also use any combination of the three filters to get granular information but at least one filter must be selected to return any results.

The report results are displayed as shown below (Figure 2.H.18.1). In the example below, the report was generated for the Central Administrator role. The list displays the employee's name, user name, home department, email address, the employee's role(s), and displays whether the employee is marked as a faculty member. Additionally, assuming the user has the appropriate right, the 'Manage Users' page for the employee can be selected by clicking on the magnifying glass icon in the 'Action' column.

## You have chosen the List of All Users Report

This report will produce a list of all users in the system. To begin, select the first letter of the last name you want to search. Selecting a letter will reduce the number of names shown in the report to a manageable amount. You can further limit the search by role or by Department. For departments, type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices. The report can be run by last letter only, role only, department only, or any combination of the search criteria.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Select Letter of Last Name:

Role:

School / Department:

[Expand Search](#)

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

8 items found, displaying all items.

1

Name	User Name	Primary Department	Email Address	Role Name	Faculty	Action
Angelo, Jerry - jangelo	jangelo	Chicago Bears	csprehe@westmonroepartners.com	[Department Administrator, Central Administrator]	Yes	
Disney, Walt - 99111101	waltdisney	DEMO TEST	waltdisney@test.net	[Department Manager, Central Administrator]	Yes	
Functional User 1, ECRT - ecrtfunc1	ecrtfunc1	NO PRIMARY DEPARTMENT	ecrtfunc1@sampleemail.com	[Central Administrator]	Yes	
Functional User 2, ECRT - ecrtfunc2	ecrtfunc2	NO PRIMARY DEPARTMENT	ecrtfunc2@sampleemail.com	[Central Administrator]	Yes	
Functional User 3, ECRT - ecrtfunc3	ecrtfunc3	NO PRIMARY DEPARTMENT	ecrtfunc3@sampleemail.com	[Central Administrator]	Yes	
Ruth, Babe - baberuth	baberuth	Sports Department 1	baberuth@test.net	[Central Administrator, Department Administrator]	Yes	
Smith, Lovie - loviessmith	loviessmith	Chicago Bears	csprehe@westmonroepartners.com	[Department Administrator, Department Manager, Central Administrator]	Yes	
Turner, Ron - rturner	rturner	Chicago Bears	csprehe@westmonroepartners.com	[Central Administrator, Department Administrator]	Yes	

8 items found, displaying all items.

1

Excel | XML | PDF | RTF

Figure 2.H.18.1 – List of All Users Report

## 19. List of New Users Since Last Certification

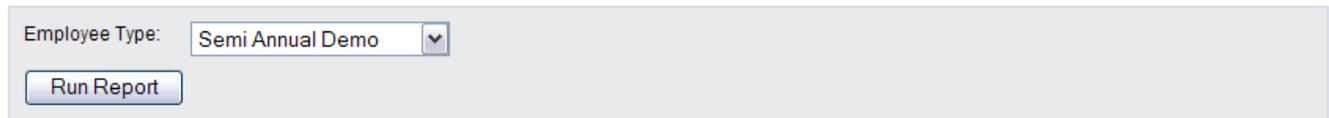
The List of New Users Report generates a list of all users that were loaded into the system since the completion of the last certification period. Since the results are based on certification periods, the report can be executed only after selecting an employee type.

Once the applicable employee type has been selected, the user will select 'Run Report' (Figure 2.H.19.1).

### You have chosen the List of New Users Since Last Certification Report

This report will produce a list of new users since the last certification. The search can only be executed after selecting an employee type.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



Employee Type:

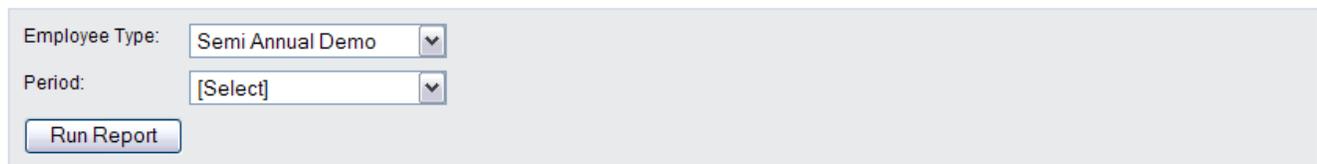
Figure 2.H.19.1 – New users since last certification period - entry

The report results are displayed as shown below (Figure 2.H.19.2)

### You have chosen the List of New Users Since Last Certification Report

This report will produce a list of new users since the last certification. The search can only be executed after selecting an employee type.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



Employee Type:    
Period:

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

2 items found, displaying all items.  
1

Name	Email Address	Date Created	Action
Bowie , David - davidbowie	davidbowie@test.com	01/18/2010	
Brees , Drew - drewbrees	drewbrees@test.net	02/08/2010	

2 items found, displaying all items.  
1

Excel | XML | PDF | RTF

Figure 2.H.19.2 – New users since last certification period - Selection

Note: If there are not any NEW users, the message below will be displayed (Figure 2.H.19.3).

**No new users since the last certification period have been found.**

## ECRT Reports

List of New Users Since Last Certification ▼

Welcome to the ECRT Reports page. Please select the report you would like to view from the drop down list above. Once you have selected the report, you will be provided the criteria from which you will choose to create the report. Most of the reports have the ability to be exported to PDF, XML, XLS, and RTF formats. There are some reports that are limited in their exporting formats make note of their limitations above the results on the reporting page.

### You have chosen the List of New Users Since Last Certification Report

This report will produce a list of new users since the last certification. The search can only be executed after selecting an employee type.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Employee Type:	Annual ▼
Period:	[Select] ▼
<input type="button" value="Run Report"/>	

**Figure 2.H.19.3 – No new users since last certification period**

## 20. Monthly Commitment Summary Report

The Monthly Commitment Summary Report allows a user to view a twelve (12) month summary of commitments for an individual. This report displays the individual's commitments in a spreadsheet format for each award, by month.

To run the report, the user will select the month and year of the first month of the 12-month period and the name of the employee to be viewed (Figure 2.H.20.1). Once this information has been entered, the user will select 'Run Report'.

### **You have chosen the Monthly Commitment Summary Report**

The Monthly Commitment Summary Report allows the user to view a twelve (12) month summary of Commitment. Use the fields provided to search for Commitment threshold entries. The search can be conducted using first name, last name, or id number of the user and the fiscal year for which you wish to view Commitment threshold entries. Results are produced more quickly using last name or id number. Searching by first name then last name will not produce results. The user must search by last name only, first name only, id number only, or by last name then first name. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.



The screenshot shows a web form with the following elements:

- Month:** Two dropdown menus. The first is set to "July" and the second is set to "2007".
- Employee:** A text input field containing "Brown Charlie - 99111125".
- Run Report:** A button located below the input fields.

Results of the Commitment Settings report are displayed in a scrollable window. Results are displayed 12 months from the selected month.

**Figure 2.H.20.1 – Monthly Commitment Summary Report - entry**

The report displays all of the commitments for the employee over the selected 12-month period (Figure 2.H.20.2). The data displayed includes the employee's name, the account name, the start and end dates of the commitment, the commitment level over the course of the 12-month period for each account, and the cost share percentage over the same period. The commitments are totaled by month along the bottom of the report and the commitment on each account is averaged for the 12-month period along the far right side of the report.

Month:

Employee:

Results of the Commitment Settings report are displayed in a scrollable window. Results are displayed 12 months from the selected month.

Certifier:  Job Position:

Primary Department:

Category	Grant	Start Date	End Date	Committed Effort	Cost Share	Total Commitment	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Avg.	
Sponsored	320117 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	10/1/07	9/30/09	25%	0%	25%	0%	0%	0%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	18.75%
	420019 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	7/1/07	6/30/09	25%	5%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30.00%
	524195 - Sponsored Research - (Tenure/Tenure-Track Faculty Only)	1/1/08	5/31/09	35%	0%	35%	0%	0%	0%	0%	0%	0%	35%	35%	35%	35%	35%	35%	35%	17.50%
<i>Sponsored Totals:</i>				85%	5%	90%	30%	30%	30%	55%	55%	55%	90%	90%	90%	90%	90%	90%	90%	66.25%
<i>Grand Totals:</i>				85%	5%	90%	30%	30%	30%	55%	55%	55%	90%	90%	90%	90%	90%	90%	90%	66.25%

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.20.2 – Monthly Commitment Summary Report results

## 21. Monthly Funding and Effort Information Report

The Monthly Funding and Effort Information Report displays the distribution of labor charges for a certifier for a specific month. The report allows Coordinators to know which accounts are being charged and the percentage of the total salary that is charged to each account.

To run this report, the user will select 'Monthly Funding and Effort Information Report' from the drop-down menu. The following screen appears (Figure 2.H.21.1):

### Select from the following list of ECRT reports

Monthly Funding and Effort Information Report ▾

Welcome to the Reports section of the application. Please select a report from the above drop down list selections. Upon making a selection, you will then be given appropriate criteria to select from before you will be able to run the report. Most of the reports have the ability to be exported into the PDF format.

### You have chosen the Monthly Effort Report

The Monthly Effort Report facilitates the appropriate distribution of labor charges to sponsored and non-sponsored activity the individual is currently putting forth Effort on. Please review this report with the individual to determine if the distribution of Effort appropriately reflects the period specified in this report and that it reasonably reflects expectations about labor Effort for the upcoming month. If the report is incorrect, it may require an adjustment to charges made to the grant. If the report does not reflect planned Effort, then it may also require an adjustment to the labor distribution for the upcoming month.

To begin this search, please enter a month and year. If no month and year are entered, the system will default to the last Effort period. The search can be conducted using first name, last name, or ID number. Results are produced more quickly using last name or Id number. To further narrow the search result, the search can be conducted using department name.

Press the Run Report button to launch the report in PDF format.



The screenshot shows a data entry form with the following fields and values:

Month:	January	2006
Employee:	Alberts Leonard - 1460491	
Department:		
<input type="button" value="Run Report"/>		

**Figure 2.H.21.1 - Funding and Effort Information Report Data Entry**

The report can be run for only one month at a time. The user will select the month and the year to be viewed from the drop-down menus. The user then can run the report for one certifier or for an entire department. In this example, we will run it for one certifier. When the parameters are entered, the user will select 'Run Report'. The report is generated in PDF format and appears in a new window (Figure 2.H.21.2).

MONTHLY FUNDING AND EFFORT INFORMATION REPORT FOR PAY PERIOD ENDING (1/2006)

NAME: Leonard Alberts  
DEPARTMENT: MEDICINE



ID #: 1480491

POS. #:



Shown below under the 'Actual %' column is the actual effort recorded and compensated by the University, as derived from the University's payroll records, for the period indicated above. If the actual effort % shown does not represent a reasonable estimate of the actual effort expended in each activity, please see item 2 below.

ACCOUNT	ACCOUNT TITLE	INDICATOR	JOB CODE	ACCOUNT PURPOSE	PRINCIPAL INVESTIGATOR	ACTUAL %
10033311012	Recombinant Interleukin-12 for Cutaneous T-Cell Lymphoma				Leonard Alberts	20.00
10028491000	Invasive Fungal Infection in Liver Transplant Recipients: A Randomized DoubleBlind Trial Comparing Ambisome & Fluconazole in High Risk Group and Group				C	25.00
33333333333	Department Account					10.00
11111111111	Practice Plan					45.00
TOTAL ACTUAL EFFORT						100.00%

1. IF THE PERCENTAGES ARE CORRECT, NO ACTION IS NECESSARY.
2. IF CHANGES ARE NEEDED, PRINT FORM, CHANGE PERCENTAGES (IN INK), COMPLETE THE FORM BELOW, AND SUBMIT TO THE SPONSORED PROGRAMS OFFICE ON YOUR CAMPUS.

**Figure 2.H.21.2 - Funding and Effort Information Report – page 1**

The first page of the report shows the distribution information. The header of the report shows the period for which the report was run (A). In this example, the report was run for the period of January 2006. The name, employee number, department, and position number are listed below the header (B).

In the middle of the report is the information about the salary distribution for this period. The report displays the account number, account name, job code if applicable, account purpose (if applicable), PI if there is one attached to the account, and the percentage of the total salary for which the account is responsible (C).

The second page of the report is available for administrators to make corrections to the distribution (Figure 2.H.21.3). The process for changing salary distribution is institution-specific; please contact your effort coordinator for information about your institution's policies and procedures.



## 22. Payroll Adjustment Reconciliation Report

The Payroll Adjustment Reconciliation Report provides a list of certifiers within a department that have effort certification statements that have outstanding payroll adjustments that have been loaded through the payroll data load and that apply to a certified effort statement. The results also display those certifiers who have statements that have been reopened through the Payroll Adjustment Reconciliation process.

To run the report, the user will enter the department that to be viewed. Once the department has been selected, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.22.1).

### You have chosen the Payroll Adjustment Reconciliation Report

The Payroll Adjustment Reconciliation Report provides a list of certifiers with Effort statements that have been reopened via the payroll adjustment reconciliation process. The results also display which Department(s) have payroll transactions currently suspended.

Enter the Department that you would like to search. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

School / Department:

[Expand Search](#)

Based on your report selection below are the results. Please note that you can **results** by clicking on the column header.

**Certifier With Effort Cards Reopened Via Payroll Adjustment Reconciliation**

Nothing found to display.

**Department Payroll That is Currently Suspended**

Certifier	Employee Id	Payroll Start Date	Payroll End Date	Date Created	Amount
Plant, Robert	robertplant	07/01/2007	07/14/2007	11/20/2008	2500.00
Plant, Robert	robertplant	07/15/2007	07/28/2007	11/20/2008	2500.00
Plant, Robert	robertplant	07/29/2007	08/11/2007	11/20/2008	2500.00
Plant, Robert	robertplant	08/12/2007	08/25/2007	11/20/2008	2500.00
Plant, Robert	robertplant	08/26/2007	09/08/2007	11/20/2008	2500.00
Plant, Robert	robertplant	09/09/2007	09/22/2007	11/20/2008	3928.57

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.22.1 – Payroll Adjustment Reconciliation Report

The report contains two sections (Figure 2.H.22.1). The first section (A) is the list of those certifiers whose certification statements were reopened through the Payroll Adjustment Reconciliation process. In the example above, there were no statements that were reopened.

The second section of the report shows those certifiers that have payroll transactions that apply to certified effort statements that need to be addressed, i.e. suspended transactions (B). The certifier's name, employee ID, the pay period start and end dates

of the suspended transactions, the date the transactions were loaded, and the amount of the transactions.

The report lists the transactions that need to be addressed; to dispose of the transactions, the user will need to access the Payroll Adjustment Reconciliation table through the 'Manage Effort Tasks' screen, assuming the user has the responsibility and the rights assigned for this task.

### 23. Payroll and Cost Share Report

The Payroll and Cost Share Report is a summary report showing all payroll and cost share transactions for a specific individual and date range. The Payroll and Cost Share Report aggregates all payroll and cost share transactions in a single report for those institutions that are using the non-companion accounting model of cost sharing and that have the cost share transactions in their source system to be loaded in the Payroll file. This report is similar in appearance to the Effort Certification Payroll Report but includes two additional columns – one showing the dollar amount of the cost share and one showing the percentage of the total of the cost share transaction.

The date range for this report can be set one of two ways. First, the report can be run by selecting a Start Date and an End Date. If the user selects this option, the report will return results based on the “payroll start date” and “payroll end date” of the payroll transactions. The transactions will appear on the report as long as both the start and end dates are within the selected date range. The system does not return results for partial periods. This allows the user to run a report that crosses effort periods but is more relevant to the Account activity.

The alternate way of setting the range is by selecting 'Employee Type'. This will prompt the user to select the type of employee, which in turn determines the periods that can be reviewed. The report will return results based on the period of performance that is selected. Payroll transactions will appear on the report as long as both the start and end dates are within the selected period of performance. The system does not return results for partial periods.

The user also can filter the results to show base payroll, supplemental pay, or both pay types.

To run the report, the user then must enter an employee's name. Once the employee's name has been selected, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.23.1).

## You have chosen the Payroll and Cost Share Report

The Payroll and Cost Share Report is a summary report showing all payroll and cost share transactions for a specific individual and date range. The date range can be set one of two ways. First, the report can be run by selecting a Start Date and an End Date. This allows the user to run a report that crosses effort periods but is more relevant to the Account activity.

The alternate way of setting the range is by selecting 'Employee Type'. This will prompt the user to select the type of employee, which in turn determines the periods that can be reviewed. Selecting the employee type does not mean you will get data only for those employees with this employee type. The employee type select simply provides a date range for the query.

To run the report, the user then must enter an employee's name. When entering an employee name, the system will provide options based on the letters as they are typed and the user will select the correct name when it appears. Type at least three letters of the name, wait three seconds, then select your choice from the list. After selecting the correct name, select 'Run Report'.

If there is no information in the system for the parameters that are selected, then a message to that effect will be presented.

Date By:  Dates  Employee Type

Start Date:

End Date:

Employee:

Search By Payroll Type:  Base  Supplemental  Both

Employee Name: Nicolas Batum - nicolasbatum  
 Department Name: Blazers Department  
 Department Code: Blazers Department

4 items found, displaying all items.

Account	Pay Period	Payroll	Pay %	Cost Share	CS %
353 - Dunks	07/01/2009 to 06/30/2010	\$0.00	0.00 %	\$524,999.62	35.00 %
	07/01/2009 to 06/30/2010	\$0.00	0.00 %	(\$524,999.62)	-35.00 %
<i>Subtotal</i>		\$0.00	0.00 %	\$0.00	0.00 %
555 - Bad Breaker Upper	07/01/2010 to 06/30/2011	\$500,000.00	33.33 %	\$434,999.72	29.00 %
<i>Subtotal</i>		\$500,000.00	33.33 %	\$434,999.72	29.00 %
743 - Koko	07/01/2010 to 06/30/2011	\$999,999.00	66.67 %	(\$434,999.72)	-29.00 %
<i>Subtotal</i>		\$999,999.00	66.67 %	(\$434,999.72)	-29.00 %
<b>Total</b>		<b>\$1,499,999.00</b>	<b>100.00 %</b>	<b>\$0.00</b>	<b>0.00 %</b>

4 items found, displaying all items.

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.23.1 – Payroll and Cost Share Report

## 24. Potential Certification Conflict Report

The Potential Certification Conflict Report lists those effort certification statements with sponsored activity that were certified and processed by the same individual. The report is generated by selecting Potential Certification Conflict Report from the drop-down menu.

To run the report, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.24.1). The report displays the name of the employee whose effort statement it is, the certification period start and end dates, the user who certified and processed the effort statement, and finally, an icon showing whether the effort statement had an attachment.

### You have chosen the Potential Certification Conflict Report

The Potential Certification Conflict Report lists those Effort certification cards with sponsored activity that were certified and processed by the same individual. The report is generated by selecting Potential Certification Conflict Report from the drop down menu.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

Run Report

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Certifier Name	Period Start Date	Period End Date	Certifying & Processing User	Attachment(s)
Alberts , Leonard - 1460491	10/01/2006	12/31/2006	Kathryn Edelstein	
Ballard , Deborah - 0603635	01/01/2005	03/31/2005	Mathieu Abundis	
Bernard , Dr. Douglas M - 0211396	01/01/2005	03/31/2005	Mr. Tim J Karoli	
Leclerc , Bradley - 1260097	01/01/2005	03/31/2005	Mathieu Abundis	

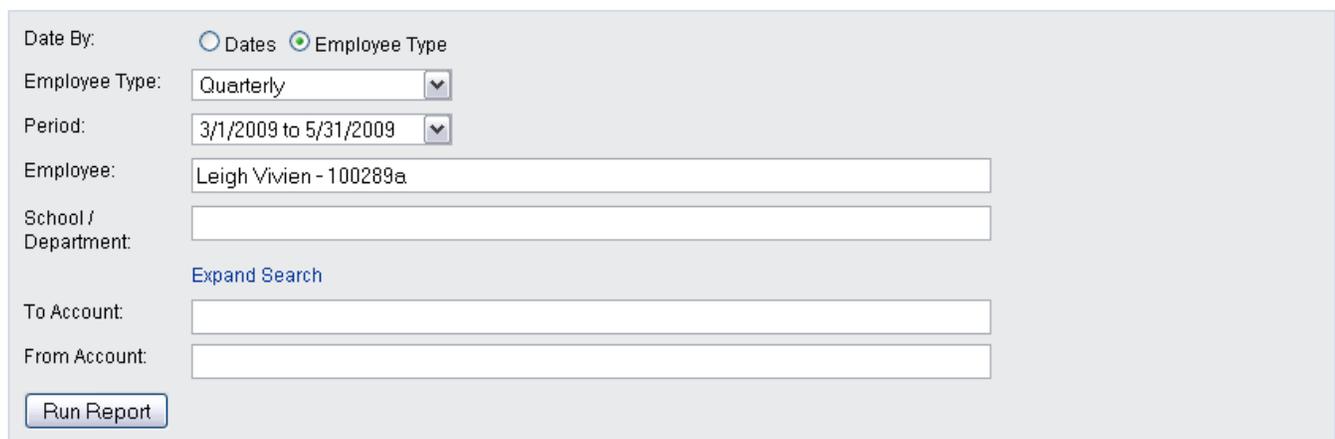
**Figure 2.H.24.1 – Potential Certification Conflict Report**

## 25. Profile Cost Share Report

The Profile Cost Share Report lists all cost share entries that were created by the profile tool. The report can be generated to show all transactions for an individual, to a specific account, from a specific account, after a specific date, before a specific date, by employee type and period or any combination of the previous.

Like previous reports, the date range can be set by entering start and end dates or employee type and period. Then there are four fields of input – Employee, School or Department, To Account, or From Account, (Figure 2.H.25.1).

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



The screenshot shows a web form for generating a Profile Cost Share Report. It includes the following fields and options:

- Date By:** Radio buttons for  Dates and  Employee Type.
- Employee Type:** A dropdown menu with 'Quarterly' selected.
- Period:** A dropdown menu with '3/1/2009 to 5/31/2009' selected.
- Employee:** A text input field containing 'Leigh Vivien - 100289a'.
- School / Department:** An empty text input field.
- Expand Search:** A blue link below the School / Department field.
- To Account:** An empty text input field.
- From Account:** An empty text input field.
- Run Report:** A button at the bottom left of the form.

**Figure 2.H.25.1 – Profile Cost Share Data Entry**

For a query about an individual, the report will show all of the cost share entries within the specified date range that were created using the profile tool. The user will select the correct name from the drop-down list that is generated based on the letters entered for the name. Next, the user will select the date range for the report and click 'Run Report'. In this example, we selected a specific employee but did not enter any other parameters. The following report was produced (Figure 2.H.25.2).

Name	To Account	From Account	Profile CS%	CS Date Range	Period of Performance	Period Days	Distribution Date	CS Days	% of Time Period	Prorated CS%	Actions
User3, Profile -...	LONGPROJA - Some pretty long gran...	PROJ - PROJECT C	64.91	01/01/2008 to 06/30/2008	<b>01/01/2008 to 12/31/2008</b>	366	01-01-2008	182	49.73	32.27	
		PROJ - PROJECT C	0.09	01/01/2008 to 06/30/2008		366	01-01-2008	182	49.73	0.04	
		PROJ - PROJECT C	64.91	08/01/2008 to 12/31/2008		366	08-01-2008	153	41.80	27.14	
		PROJ - PROJECT C	5.09	08/01/2008 to 12/31/2008		366	08-01-2008	153	41.80	2.13	
					<b>01/01/2008 to 12/31/2008 Account Total</b>					<b>61.59</b>	
	PROJA - PROJECT A	PROJ - PROJECT C	64.91	07/01/2008 to 07/31/2008		366	07-01-2008	31	8.47	5.50	
		PROJ - PROJECT C	10.09	07/01/2008 to 07/31/2008		366	07-01-2008	31	8.47	0.85	
					<b>01/01/2008 to 12/31/2008 Account Total</b>					<b>6.35</b>	

Excel | XML | PDF | RTF

**Figure 2.H.25.2 – Profile Cost Share by Employee**

The report shows the employee, the account receiving the cost sharing, the account supplying the cost sharing, the percentage entered on the profile, the date range of the transaction, and the date range of the affected certification period. After that, the report shows the number of days in the period, the start date of the profile, the number of days in this period to which the cost share applies, and what percentage of the period that includes. The prorated percentage is the cost share actually applied to the effort statement (equal to the percentage of time period multiplied by the percentage entered on the profile). Selecting the magnifying glass in the 'Actions' column will display the profile that created this entry.

The Profile Cost Share Report can also be generated for accounts that may be receiving cost share entries (Figure 2.H.25.3).

Date By:  Dates  Employee Type

Employee Type:

Period:

Employee:

School / Department:

[Expand Search](#)

To Account:

From Account:

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Name	To Account	From Account	Profile CS%	CS Date Range	Period of Performance	Period Days	Distribution Date	CS Days	% of Time Period	Prorated CS%	Actions
Leigh, Vivien - ...	910157a - REGULATION OF UROKINASE...	115091a - Cancer Biology - Personnel...	1.00	04/22/2009 to 05/31/2009	<b>03/01/2009 to 05/31/2009</b>	92	04-22-2009	40	43.48	0.43	
		115091a - Cancer Biology - Personnel...	1.00	04/22/2009 to 05/31/2009		92	04-22-2009	40	43.48	0.43	
		440415a - Cancer Biology	7.50	04/22/2009 to 05/31/2009		92	04-22-2009	40	43.48	3.26	
					<b>03/01/2009 to 05/31/2009 Account Total</b>					<b>4.13</b>	

Excel | 
 XML | 
 PDF | 
 RTF

**Figure 2.H.25.3 - Profile Cost Share by "To Account"**

Likewise, a report can be generated showing those accounts that are supplying cost share. In the following example, we specified only an account from which cost share adjustments have been posted and no other parameters. The following report was generated (Figure 2.H.25.4).

Date By:  Dates  Employee Type

Employee Type:

Period:

Employee:

School / Department:

[Expand Search](#)

To Account:

From Account:

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Name	To Account	From Account	Profile CS%	CS Date Range	Period of Performance	Period Days	Distribution Date	CS Days	% of Time Period	Prorated CS%	Actions
Leigh, Vivien - ...	910157a - REGULATION OF UROKINASE...	440415a - Cancer Biology	7.50	04/22/2009 to 05/31/2009	<b>03/01/2009 to 05/31/2009</b>	92	04-22-2009	40	43.48	3.26	
					<b>03/01/2009 to 05/31/2009 Account Total</b>					<b>3.26</b>	
	912014a - A ROLE FOR PML IN GENOM...	440415a - Cancer Biology	27.50	04/22/2009 to 05/31/2009		92	04-22-2009	40	43.48	11.96	
		440415a - Cancer Biology	2.50	04/22/2009 to 05/31/2009		92	04-22-2009	40	43.48	1.09	
					<b>03/01/2009 to 05/31/2009 Account Total</b>					<b>13.05</b>	

Excel | XML | PDF | RTF

**Figure 2.H.25.4 - Profile Cost Share by "From Account"**

## 26. Accounts Without Principle Investigators Report

The Accounts Without Principle Investigators Report lists all of the awards and accounts that do not have a PI assigned to them.

To run the report, the user will select 'Run Report'. The report results are displayed are shown below (Figure 2.H.26.1).

### You have chosen the Accounts Without Principal Investigators Report

This report will produce a list of Accountss that do not have an assigned principal investigator.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

11,392 items found, displaying 1 to 50.  
 [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

Number	Name	Department	Start Date	End Date
16976416088	A New Animal Model for Mammary Oncogene Discovery	SOCIAL SCI RES FAC CTR	07/01/2002	06/30/2003
502397	"A PROSPECTIVE, RANDOMIZED, DOUBLE-BLIND, DOUBLE-DUMMY, FORC	3101456 - MEDICINE - NEPHROLOGY	10/08/2003	06/30/2005
33004088	"MILLER ADA" UMMG	3101436 - MEDICINE - HEMATOLOGY	06/01/1988	N/A
16976616231	&apos;&apos;Path-Ipediatric Use of Amlodipine in the Treatment of Hypertension_I&apos;&apos;	PEDIATRICS	09/01/1999	04/10/2001
17417816004	&apos;&apos;Stem Cell Gene Therapy for Pediatric Aids&apos;&apos;	EPIDEMIOLOGY	01/01/2000	12/31/2000
16976636308	&apos;&apos;Strata Valve in the Management of Hydrocephalus Clincial Study G990157	PEDIATRICS	09/29/2000	09/28/2001
16976456131	" Prevention of Insulin Dependent Diabetes Mellitus"	PHYSIOLOGY	09/01/1997	08/31/1998
17436636319	"Gene Theraphy for severe Combined Immune Deficiencies"	HOUSING SERVICES	09/15/1996	08/31/2001
17436369062	"Molecular Basis Of Lung Morph	260 - COLLEGE OF ENGINEERING	04/01/1998	03/31/2003
16976436758	"Statistics Center for Pediatric Type 2 Diabetes Therapy"	ST ANTHONY FALLS LABORATORY	09/01/2002	02/28/2003
17428119139	"The Role of Negative Modulation of Neovascularization"	UMC FOOD SERVICE	07/01/1999	05/31/2004
81138201	(A106)BLDG 36-HEATING INSTALLATION	4251500 - OTHER CONSTRUCTION PROJECTS	03/06/2001	N/A
81140401	(A125)SAN AMARO LAND TRUST-SA#1	4251500 - OTHER CONSTRUCTION PROJECTS	04/18/2001	N/A

**Figure 2.H.26.1 – Accounts Without Principle Investigators Report**

The report displays the account number, account name, department to which the account is assigned, and the start and end dates of the account.

## 27. Required Effort Greater than 100% Report

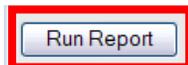
The 'Required Effort Greater than 100% Report' displays all accounts/awards for individuals where the required effort for the remaining period of the commitment is greater than 100% due to certified effort being significantly less than the committed effort. As such, a certifier must have at least one active commitment to be subject to this analysis and to appear on this report.

To run the report, the user will select the 'Required Effort Greater Than 100%' option from the 'View Reports' drop-down list. The user will then select the 'Run Report' button (Figure 2.H.27.1).

### **You have chosen the Required Effort Greater Than 100% Report**

This report displays all accounts/awards for individuals where the required effort for the remaining period of the Commitment is greater than 100%, due to certified effort being significantly less than the Commitment.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.



**Figure 2.H.27.1 – Running the report**

The report displays the name of the certifier, the name of the account/award on which the certifier has the commitment, the start and end date of the commitment, the commitment percentage, the certified percentage, and the required effort percentage (Figure 2.H.27.2).

Certified effort is calculated in a manner similar to the required effort calculation. The formula for calculating certified effort is:

$$\begin{aligned} & ((\text{days of commitment in first POP} / \text{total days of commitment}) * \text{certified} \\ & \text{percentage of first POP}) + ((\text{days of commitment in second POP} / \text{total days of} \\ & \text{commitment}) * \text{certified percentage of second POP}) + ((\text{days of commitment in} \\ & \text{Nth POP} / \text{total days of commitment}) * \text{certified percentage of Nth POP}) \end{aligned}$$

Example:

- One year commitment from December 1 to November 30 (365 days)
- Commitment of 20%
- Semi-annual periods of performance of January 1 – June 30 (181 days) and July 1-December 31 (184 days)
  
- If the first period of performance is certified at 3% (given the short time period), the certified effort calculation is:
  - $(31 / 365) * .03 = 0.25\%$
- If the second period of performance is certified at 25%, the certified effort calculation is:
  - $((31/365) * .03) + (181/365 * .25) = 13\%$

## You have chosen the Required Effort Greater Than 100% Report

This report displays all accounts/awards for individuals where the required effort for the remaining period of the Commitment is greater than 100%, due to certified effort being significantly less than the Commitment.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.



Based on your report selection below are the results. Please note that you can [sort the results](#) by clicking on the column header. [Related Reports](#)

Certifier Name	Grant	Commitment Dates	Committed %	Certified %	Required Effort %
Agassi, Andre - andreagassi	<a href="#">21Wind - Wind Resistant Rackets</a>	07/01/2009 to 02/28/2010	80.00%	0.00%	128.74%

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.27.2 – Required Effort Greater Than 100% Report results

Selecting the name of the account from the Grant column will lead the user to the Award/Account Summary page.

Selecting the 'Related Reports' link (Figure 2.H.27.3) allows the user to select one of the remaining two 'Commitment to Actual' reports – the 'Certified Effort Less Than Committed Effort Report' and the 'Required Effort Greater Than 100% Report.'

## You have chosen the Required Effort Greater Than 100% Report

This report displays all accounts/awards for individuals where the required effort for the remaining period of the Commitment is greater than 100%, due to certified effort being significantly less than the Commitment.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.

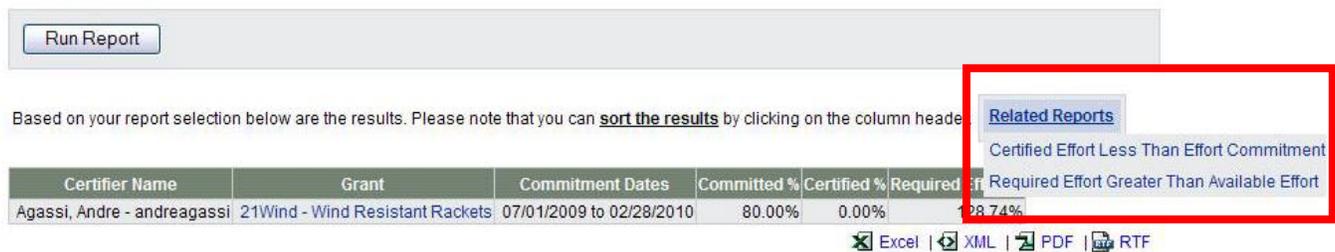


Figure 2.H.27.3 – Related Commitment Monitoring Reports

## 28. Required Effort Greater than Available Effort Report

The 'Required Effort Greater than Available Effort Report' displays all accounts/awards for individuals where the required effort for the remaining period of the commitment is greater than the available effort due to certified effort being significantly less than the committed effort and additional commitments for the individual that may have begun during that time period. As such, a certifier must have at least one active commitment to be subject to this analysis and to appear on this report.

To run the report, the user will select the 'Required Effort Greater Than Available Effort' report option from the 'View Reports' drop-down list. The user will then select the 'Run Report' button (Figure 2.H.28.1).

### You have chosen the Required Effort Greater Than Available Effort Report

This report displays all accounts/awards for individuals where the required effort for the remaining period of the Commitment is greater than the available effort, due to both certified effort being significantly less than the Commitment and other effort commitments that the individual may have during that time period.

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.



Figure 2.H.28.1 – Running the report

The report displays the name of the certifier, the name of the account/award on which the certifier has the commitment, the start and end date of the commitment, the commitment percentage, the certified percentage, the required effort, and the total additional commitments for the same periods of performance (Figure 2.H.28.2).

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

[Related Reports](#)

Certifier Name	Grant	Commitment Dates	Committed %	Certified %	Required Effort %	Total Other Effort %
Wonder, Stevie - steviewonder	<a href="#">2Lung - Development of Artificial Lung</a>	01/01/2009 to 06/30/2012	15.00%	0.00%	17.48%	90.72%
Wonder, Stevie - steviewonder	<a href="#">5Hair - Hair Regeneration</a>	01/01/2008 to 01/31/2012	8.00%	0.00%	10.59%	95.94%
Wonder, Stevie - steviewonder	<a href="#">7Stero - Steroid Effects</a>	07/01/2008 to 06/30/2012	17.00%	0.00%	22.66%	84.74%
Wonder, Stevie - steviewonder	<a href="#">4Stimu - Toxic Stimulant Research</a>	04/01/2009 to 03/31/2010	14.00%	0.00%	18.65%	119.38%

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.28.2 – Required Effort Greater Than Available Effort Report results

Selecting the name of the account from the Grant column will lead the user to the Award/Account Summary page.

Selecting the 'Related Reports' link allows the user to select one of the remaining two 'Commitment to Actual' reports – the 'Certified Effort Less Than Committed Effort Report' and the 'Required Effort Greater Than 100% Report.'

## 29. SPES Report

The Sponsored Project Employee Summary (SPES) report lists all of the employees that had salary or cost sharing charged to a specific award or account. This report allows certifiers and effort coordinators to review the employees that were paid from the grant and verify the accuracy of the charges. This report is available in PDF format only.

To run the SPES report, the user will select 'SPES Report' from the drop-down menu of reports. The following screen will appear (Figure 2.H.29.1).

### You have chosen the SPES Report

The Sponsored Project Employee Summary (SPES) report lists all of the employees that had salary charged to a specific Grant. This report allows certifiers and Effort Coordinators to review the employees that were paid from the grant, verify the accuracy of the charges, and make changes, if necessary.

The user will enter the Grant name in the quick search field and select 'Active' or 'Inactive'. Type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices. The user can also enter a date range either by month or employee type which will search by period of performance.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.



The screenshot shows a web form for entering data for the SPES report. It includes the following elements:

- Date By:** Radio buttons for  Month and  Employee Type.
- Month:** Two dropdown menus, the first showing 'July' and the second showing '2007'.
- Grant:** A text input field containing '3Corne - Cornea Studies'.
- Active/Inactive:** Radio buttons for  Active and  Inactive.
- Run Report:** A button at the bottom left of the form.

**Figure 2.H.29.1 - Sponsored Project Employees Report data entry**

The user will enter the date range to be viewed, either by selecting a month and year or an employee type and a corresponding certification period. After setting the date range, the user will enter the award or account name in the search field and select 'Active' or 'Inactive'. Once the parameters are set, the user will select 'Run Report' (Figure 2.H.29.2).

Accounts Name: Cornea Studies  
 Accounts Number: A3-Cornea  
 Accounts Type:  
 Accounts PI Name: Wonder , Stevie  
 Accounts Sponsor Name:  
 Accounts Sponsor Number:  
 Accounts Sponsor Project Number:  
 Accounts Start to End Date: 07/01/2007 to 06/30/2012  
 Filter Start to End Date: 07/01/2007 to 07/01/2008  
 Total: \$253,212.62

Persons Charged or Cost Shared to this Accounts	Certification Period	Department	Role(s)	Pay (%)	C/S (%)	Commitment (%)	Computed (%)	Certified (%)	Action
Cobain , Kurt	07/01/2007 to 12/31/2007	Rock and Roll Department 2		100.00%	0.00%	0.00%	100.00%	0.00%	
Cobain , Kurt	01/01/2008 to 06/30/2008	Rock and Roll Department 2		100.00%	0.00%	0.00%	100.00%	0.00%	
Crosby , Bing	01/01/2008 to 06/30/2008	Rock and Roll Department 1		100.00%	0.00%	0.00%	100.00%	0.00%	
Crosby , Bing	07/01/2007 to 12/31/2007	Rock and Roll Department 1		100.00%	0.00%	0.00%	100.00%	0.00%	
Crow , Sheryl	07/01/2007 to 12/31/2007	Rock and Roll Department 2		50.00%	0.00%	0.00%	50.00%	0.00%	
Crow , Sheryl	01/01/2008 to 06/30/2008	Rock and Roll Department 2		50.00%	0.00%	0.00%	50.00%	0.00%	
Jackson , Michael	01/01/2008 to 06/30/2008	Rock and Roll Department 1		100.00%	0.00%	0.00%	100.00%	0.00%	

**Figure 2.H.29.2 - SPES Report**

The top of the report displays information about the award or account, including the name of the department to which the award is assigned, the department code, the award or account name, award or account number, amount, sponsor name, sponsor number, and start and end dates.

The body of the report shows all of the researchers that are being paid or cost shared from the award or account. The list displays the employee's name, the certification period affected by the charges, the employee's home department, the employee's role, and the pay, cost share, committed effort, computed effort, and certified effort percentages.

The 'Action' column displays an icon if the effort statement has had new information posted to it since it was last opened. The report may display inaccurate information in these cases. Clicking on the icon will refresh that effort statement, and reset the data on the report.

The PDF icon link above the report opens a PDF version of the report. The report will include all of the displayed information and additional columns containing dollar values for payroll, cost share, and computed effort. (Figure 2.H.29.3)

## Sponsored Project Employee Summary Report (SPES)

This report is to provide the Principal Investigator with a summary of employees who contributed effort to the project during the time frame of the effort. If this report is missing employees or includes employees that should not be listed, contact your effort administrator immediately to discuss effort or payroll issues.

Org Code Name: Rock and Roll SubDept  
 Org Code Code: DEMO Rock Sub 1  
 Grant Name: Comea Studies  
 Grant Number: 3Come  
 Grant Type:  
 Grant Amount: \$0.00  
 Grant PI Name: Wonder , Stevie  
 Grant Sponsor Name:  
 Grant Sponsor Number:  
 Grant Sponsor Project Number:  
 Grant Start to End Date: 07/01/2007 to 06/30/2012  
 Filter Start to End Date: 07/01/2007 to 07/01/2008  
 Total: \$283,347.81

Persons Charged or Cost Shared to this Grant	Certification Period	Org Code	Role(s)	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Commitment (%)	Computed (%)	Certified (%)
Cobain , Kurt	01/01/2008 to 06/30/2008	Rock and Roll Department 2		\$0.00	0.00%	\$0.00	0.00%	0.00%	0.00%	0.00%
Cobain , Kurt	07/01/2007 to 12/31/2007	Rock and Roll Department 2		\$11,373.70	100.00%	\$0.00	0.00%	0.00%	100.00%	0.00%
Cobain , Kurt	07/01/2008 to 12/31/2008	Rock and Roll Department 2		\$0.00	0.00%	\$0.00	0.00%	0.00%	0.00%	0.00%
Crosby , Bing	01/01/2008 to 06/30/2008	Rock and Roll Department 1		\$11,126.44	100.00%	\$0.00	0.00%	0.00%	100.00%	0.00%
Crosby , Bing	07/01/2007 to 12/31/2007	Rock and Roll Department 1		\$11,373.70	100.00%	\$0.00	0.00%	0.00%	100.00%	0.00%

Figure 2.H.29.3 - SPES Report – PDF Format

### 30. Sponsored Project Activity Report

The Sponsored Project Activity Report produces a list of all employees in the system whose total Certified, total Computed, or total Committed Effort for sponsored activity has exceeded a configurable threshold.

To run the report, the user will select an employee type and a corresponding certification period, and then enter a school or department, if desired. The user then will select whether the report will examine total Certified Effort, total Computed Effort, or total Committed Effort and enter a threshold percentage to be examined. Once the parameters have been entered, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.30.1).

## You have chosen the Sponsored Project Activity Report

This report will produce a list of all users in the system who's computed Effort or certified Effort total has exceeded a configurable threshold. Select the employee type, period date range, department, threshold type and amount. For department, type at least three letters of the name and then wait three seconds. Then select your choice from the list of choices.

To run the report, the user will select 'Run Report'. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file. Press the Run Report button to launch the report.

The screenshot shows a web-based form for generating a report. The form includes the following fields and options:

- Employee Type: Demo Semi-Annual (dropdown)
- Period: 7/1/2009 to 12/31/2009 (dropdown)
- School / Department: Rock and Roll SubDept (text input)
- Expand Search (link)
- Effort Type: Certified Effort (selected radio button), Computed Effort, Committed Effort
- Threshold %: 25 (text input)
- Run Report (button)

Below the form, a message states "One item found." followed by a table of results:

Researcher	Department	Computed %	Certified %	Committed %	Action
Springsteen Bruce - brucespringsteen	Rock and Roll SubDept	50.00%	0.00%	0.00%	

Below the table, another message states "One item found." At the bottom right of the interface, there are export options: Excel, XML, PDF, and RTF.

Figure 2.H.30.1 – Sponsored Project Activity Report

The report displays those employees whose sponsored effort exceeds the threshold for the effort type selected.

**Example:** The user wishes to view all employees whose certified effort was 90% or more on sponsored projects. Because the report shows those

employees who have exceeded the threshold, the user should enter 89% as the parameter.

The report lists the employee's name, home department, Computed Effort percentage, Certified Effort percentage, and Committed Effort percentage. The magnifying glass in the 'Action' column allows a user to view the certification statement of the employee, assuming the user has the appropriate right(s) to view the statement.

### 31. Total Professional Effort (TPE) Report

The TPE Report will return a list of all users within the system and their current TPE distributions.

To run the report, the user will select an employee type and a corresponding certification period, or enter start and end dates. The user will then enter either an employee name or a school or department. Once the parameters have been entered, the user will select 'Run Report'. The report results are displayed as shown below (Figure 2.H.31.1).

The report displays the employee name and ID, department, TPE Effective Start Date, TPE Effective End Date (which cannot exceed the Period of Performance end date), percentage for each institutional entity, the certifier's Average Weekly Hours, and the status of the TPE statement – either Planned or Confirmed.

The report will only return certifiers to whom the user is permitted to view. Selecting the certifiers name in the TPE Report will direct the user to the certifiers TPE statement.

## You have chosen the TPE Report

Press the Run Report button to launch the report. The report results are displayed in a table format and can be exported to an Excel file, a PDF document, a Microsoft Word document, or an XML file.

Date By:  Dates  Employee Type

Start Date:

End Date:

Employee:

School / Department:

[Expand Search](#)

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

Certifier	Department	Effective Start Date	Effective End Date	Clinic	University	VA	Status
<a href="#">Brown, Charlie - 99111125</a>	Demo Department	07/01/2008	12/31/9999	15.0	75.0	10.0	Planned
<a href="#">Bunny, Bugs - 99111122</a>	Demo Department	07/01/2008	09/30/2008	50.0	50.0	0.0	Planned
<a href="#">Bunny, Bugs - 99111122</a>	Demo Department	10/01/2008	03/31/2009	0.0	100.0	0.0	Planned
<a href="#">Bunny, Bugs - 99111122</a>	Demo Department	04/01/2009	06/30/2009	50.0	50.0	0.0	Planned
<a href="#">Davis, Hubert - hubertdavis</a>	Demo Department	07/01/2008	06/30/2009	0.0	100.0	0.0	Confirmed
<a href="#">Hood, Robin - 99111120</a>	Demo Department	07/01/2008	08/31/2008	10.0	80.0	10.0	Planned
<a href="#">Hood, Robin - 99111120</a>	Demo Department	09/01/2008	06/30/2009	20.0	60.0	20.0	Planned
<a href="#">Panther, Pink - 99111126</a>	Demo Department	07/01/2008	06/30/2009	0.0	100.0	0.0	Confirmed

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Figure 2.H.31.1 – TPE Report