

## WPI Grant & Finance Reports using Argos

To access the WPI Financial Reporting Menu, log into Banner Web Self Service at: [bannerweb.wpi.edu](http://bannerweb.wpi.edu)

*Attention: If you use a Mac instead of a PC, you must connect to the Windows terminal server through remote desktop connection and connect to: [windows.wpi.edu](http://windows.wpi.edu). For more information see detailed instructions in Appendix B or contact [Helpdesk@wpi.edu](mailto:Helpdesk@wpi.edu).*

### 1. Login using your WPI username and password.

**WPI Web Information System**

Main Menu Student Services & Financial Aid Personal Info Employee **Finance**

Search  Go SITE MAP HELP EXIT

Select **EITHER** Finance Tab **OR** Financial Reporting Menu

**Sign Up Now to Update Crisis Contact Information**  
**\*\* New \*\* Maintain contact information to be used in the event of a crisis situation.**

**Student Services & Financial Aid**  
Registration, enrollment, course schedule, academic records, student accounts, **billing & payments**, medical insurance and Financial Aid information.

**Personal Information**  
Set up Computer Accounts; Change your PIN; set up, view or update your address(es), phone number(s), e-mail address(es), emergency contact information & marital status; View name change & social security number change information; Request Microsoft Software.

**Employee**  
Time sheets, **time off**, **benefits**, **leave** or job data, paystubs, W2 and T4 forms, W4 data, effort reporting.

**Financial Information Menu** ← (circled in red)  
Query budget or grant balance and transaction details.

**WPI Object Search**  
Locate database objects.

[WPI Homepage](#)

RELEASE: 8.3

### 2. Select Reporting Menu

**WPI Web Information System**

Main Menu Student Services & Financial Aid Personal Info Employee **Finance**

Search  Go MENU SITE MAP HELP EXIT

Financial Information

**Budget Queries**  
Query budget or grant balance and transactions.

**Budget Menu**  
Develop Operating budgets by account, record projected budget variances.

**Delete Saved Budget Queries**  
Allows deletion of saved queries.

**Reporting Menu** (circled in red)  
Run grant related reports and "Finrep" reports.

Select Reporting Menu

[ Budget Queries | Budget Menu | Delete Saved Budget Queries | Reporting Menu ]

RELEASE: 8.4

3. The Finance Report Menu displays the report options available.
4. Click on the report you would like to run. This will launch you into a log in screen.

The number displayed next to each report is used to reference the selection criteria and a sample of the report output in the Appendix.



# Worcester Polytechnic Institute

**Main Menu** Student Services & Financial Aid **Personal Info** Employee Finance

Search

## Run Finance Reports

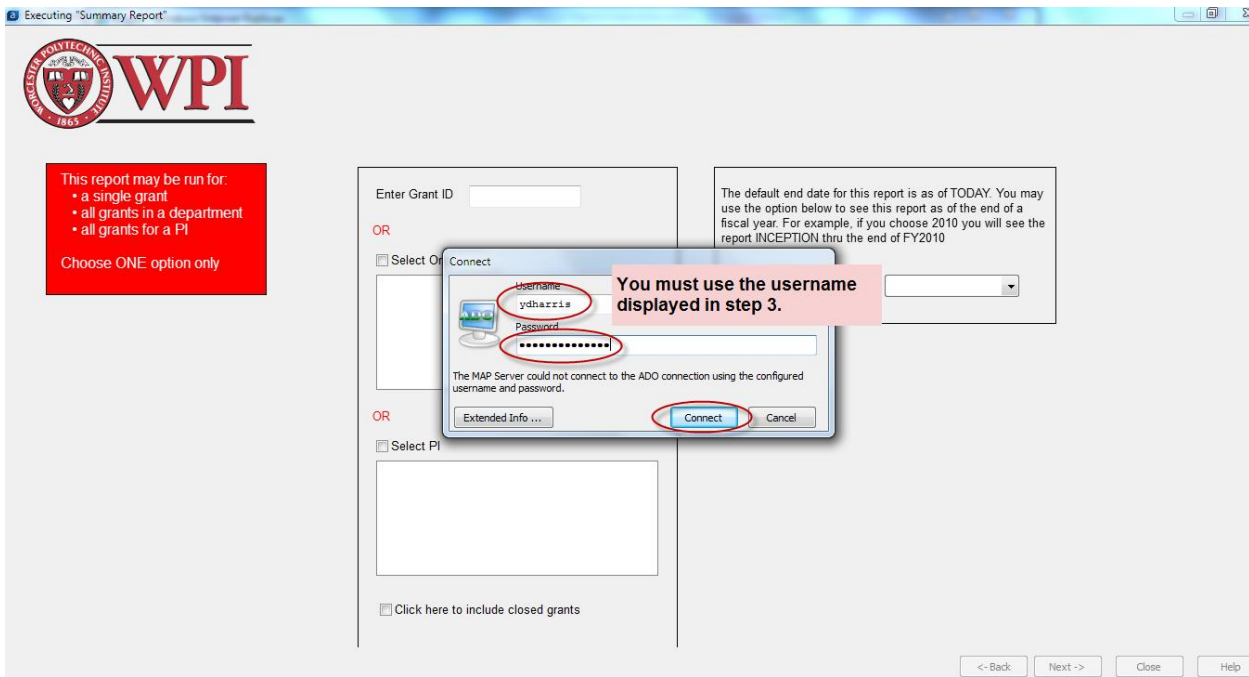
Your username for running reports is **YDHARRIS**.

**# = See sample report in Appendix**

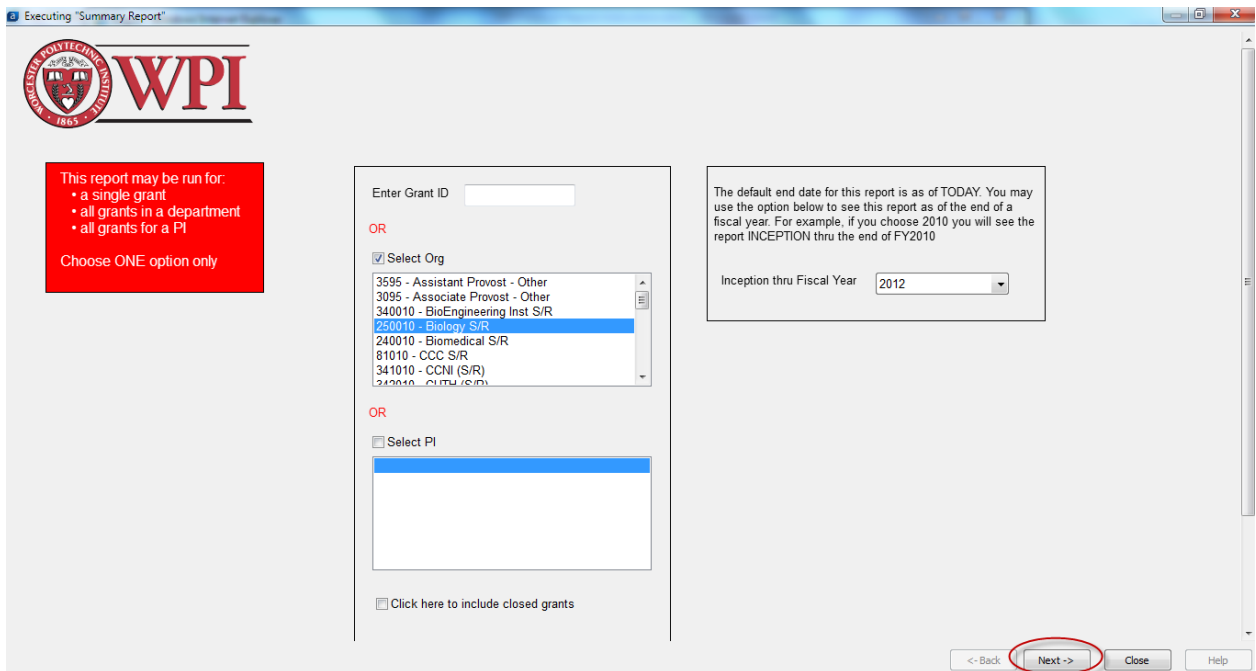
- **Operating & Restricted Fund Reports (.pdf) - (Excludes Grant Funds):**
  - #1 ○ Summary by Fund
  - #2 ○ Summary by Org
  - #3 ○ Budget Status by Account Line Item
- **Operating & Restricted Fund Excel (.csv) files - (Excludes Grant Funds):**
  - #4 ○ Budget Status by Account line item (includes activity codes)
  - #5 ○ Transaction Detail
- **Grant Fund Reports (.pdf) - (Fund #200000 - 229999):**
  - #6 ○ Summary by Dept or PI
  - #7 ○ Grant Status by Account Line Item
  - #8 ○ Grant Status by Account Line Item Rollup
  - #9 ○ Grant Transaction Detail (includes payroll details)
  - #10 ○ Billing Status
- **Grant Fund Excel (.csv) files - (Fund #200000 - 229999):**
  - #11 ○ Grant Transaction Detail

**5. Log into reporting system. If you forgot your password, contact the [Helpdesk@wpi.edu](mailto:Helpdesk@wpi.edu).**

**Note: If you have multiple usernames, your passwords need to be synched, contact the [Helpdesk@wpi.edu](mailto:Helpdesk@wpi.edu).**

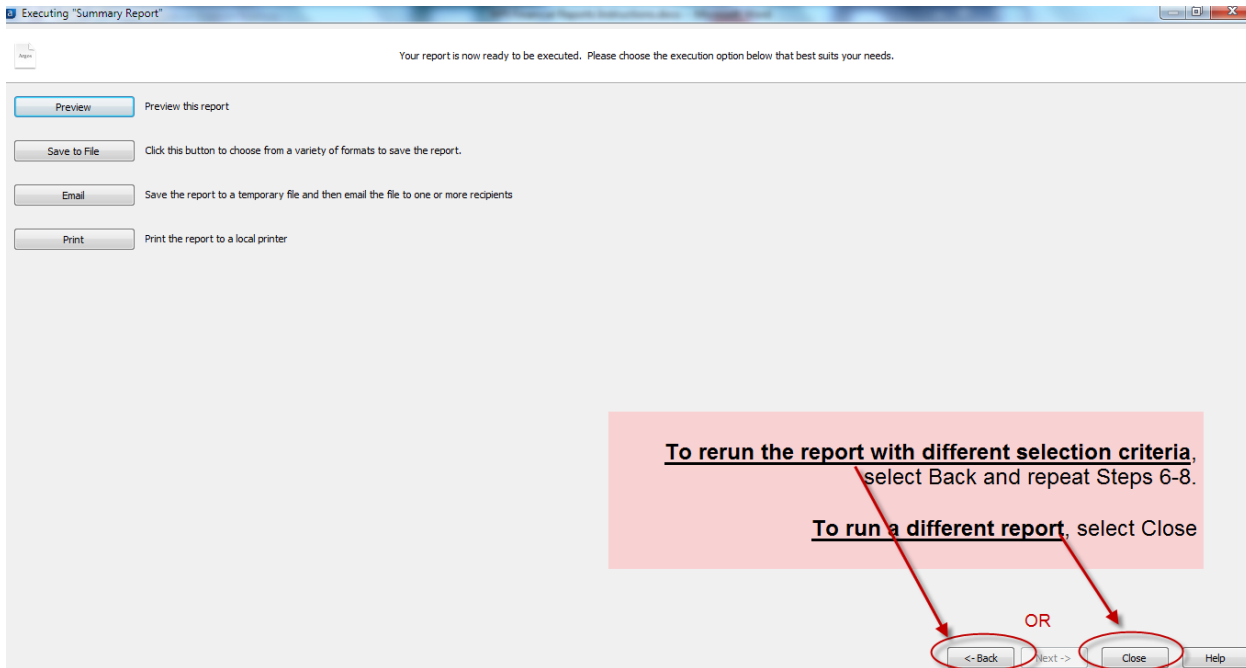


**6. Enter your report selection criteria (see details in Appendix by type of report) and select Next.**





**9. Either Close the report or select Back to rerun the same report with different selection criteria.**



**APPENDIX A: Report selection criteria and sample output.**

**Note: You can select consecutive funds/orgs/PI's using SHIFT + CTRL or select nonconsecutive entries using ALT + CTRL**

**SUMMARY REPORTS:**

**Report 1: Summary by Fund (For operating and restricted funds, does NOT include grant funds)**

**Selection criteria:**

- Select the fiscal year
- Choose either: select fund(s) OR all funds
- Choose either: select org(s) OR all orgs
- The report default is to include all account lines, OR you may select particular accounts
- The report default is to include all activity codes, OR you may select particular activity codes

Include funds/orgs with zero balance is default, you may select to exclude zero balances

**Note:** Please be patient while this report processes, it may take several minutes to retrieve all of the data.

**Sample:**

| Budget Report - Summarized by Fund Code           |                  |               |                  |                |                |             |
|---|------------------|---------------|------------------|----------------|----------------|-------------|
| Fiscal Year 2012                                  |                  |               |                  |                |                |             |
| As of 3/12/2012 10:11:43 AM                       |                  |               |                  |                |                |             |
|   | Adj Budget       | YTD Revenue   | YTD Expense      | Committed      | Available Bal  | Used        |
| <b>11001 - General Operating Funds</b>            |                  |               |                  |                |                |             |
| 290000 - Sample Operating ( Dept Head )           | 2,441,620        |               | 1,618,481        | 700,152        | 122,987        | 66%         |
| 292000 - Sample Subdept Operating ( Dept Head )   | 5,000            |               | 535              |                | 4,465          | 11%         |
| <b>Fund Total:</b>                                | <b>2,446,620</b> |               | <b>1,619,016</b> | <b>700,152</b> | <b>127,453</b> | <b>66%</b>  |
| <b>12270 - Development</b>                        |                  |               |                  |                |                |             |
| DP - Department Fund (Dept Head name)             | 31,745           |               |                  |                | 31,745         |             |
| <b>Fund Total:</b>                                | <b>31,745</b>    |               |                  |                | <b>31,745</b>  |             |
| <b>12280 - Department/Faculty Fund</b>            |                  |               |                  |                |                |             |
| DP - Department Fund (Dept Head name)             | 29,721           | 11,950        |                  |                | 41,671         |             |
| <b>Fund Total:</b>                                | <b>29,721</b>    | <b>11,950</b> |                  |                | <b>41,671</b>  |             |
| <b>123266 - EDC: Integ Lower/Upper Undergrads</b> |                  |               |                  |                |                |             |
| JP - Professor, Joe (Professor, Joseph)           | 571              |               |                  |                | 571            |             |
| <b>Fund Total:</b>                                | <b>571</b>       |               |                  |                | <b>571</b>     |             |
| <b>12590 - MQP Peer Review</b>                    |                  |               |                  |                |                |             |
| DP - Department Fund (Dept Head name)             | 835              |               |                  |                | 835            |             |
| <b>Fund Total:</b>                                | <b>835</b>       |               |                  |                | <b>835</b>     |             |
| <b>12670 - Professional Development</b>           |                  |               |                  |                |                |             |
| DP - Department Fund (Dept Head name)             | 16,494           |               | 8,905            |                | 7,589          |             |
| AC - Cammy, Arlene (Cammy, Arlene)                | 9,587            |               | -518             |                | 10,105         |             |
| LM - Murray, Leon (Murray, Leon)                  | 5,038            |               | 1,401            |                | 3,637          |             |
| NR - Roody, Nicholas (Roody, Nicholas)            | 18,416           |               | 11,104           |                | 7,312          |             |
| RS - Smith, Richard (Smith, Richard)              | 12,244           |               | 4,512            |                | 7,732          |             |
| ST - Sample, Tina (Sample, Tina)                  | 1,832            | 1,221         | 2,127            |                | 1,986          |             |
| <b>Fund Total:</b>                                | <b>7,693</b>     | <b>378</b>    |                  |                | <b>8,070</b>   | <b>-5%</b>  |
| <b>278000 - Various Awards</b>                    |                  |               |                  |                |                |             |
| DP - Department Fund (Dept Head name)             | 4,004            | 440           |                  |                | 4,444          | -11%        |
| <b>Fund Total:</b>                                | <b>4,004</b>     | <b>440</b>    |                  |                | <b>4,444</b>   | <b>-11%</b> |
| <b>278000 - Paul Andrew B. Memorial Award</b>     |                  |               |                  |                |                |             |
| DP - Department Fund (Dept Head name)             | 266              | 92            |                  |                | 358            | -35%        |
| <b>Fund Total:</b>                                | <b>266</b>       | <b>92</b>     |                  |                | <b>358</b>     | <b>-35%</b> |
| <b>Report Total:</b>                              | <b>2,936,353</b> | <b>28,356</b> | <b>1,653,466</b> | <b>700,152</b> | <b>611,092</b> | <b>55%</b>  |
| <b>Year completed: 70%</b>                        |                  |               |                  |                |                |             |

**Report 2: Summarized by Org (For operating and restricted funds, does NOT include grant funds)**

**Selection criteria:**

- Select the fiscal year
  - Choose either: select fund(s) OR all funds
  - Choose either: select org(s) OR all orgs
  - The report default is to include all account lines, OR you may select particular accounts
  - The report default is to include all activity codes, OR you may select particular activity codes
- Include funds/orgs with zero balance is default, you may select to exclude zero balances
- Note:** Please be patient while this report processes, it may take several minutes to retrieve all of the data.

**Sample:**

| Budget Report - Summarized by Org Code  |                  |              |                  |                |                |                            |
|---|------------------|--------------|------------------|----------------|----------------|----------------------------|
| Fiscal Year 2012                        |                  |              |                  |                |                |                            |
| As of 3/12/2012 11:35:17 AM             |                  |              |                  |                |                |                            |
|   | Adj Budget       | YTD Revenue  | YTD Expense      | Committed      | Available Bal  | Used                       |
| <b>290000 Sample Dept Operating</b>     |                  |              |                  |                |                |                            |
| 11001 - General Operating Funds         | 1,737,433        |              | 1,260,683        | 511,323        | -34,573        | 73%                        |
| <b>Org Total:</b>                       | <b>1,737,433</b> |              | <b>1,260,683</b> | <b>511,323</b> | <b>-34,573</b> | <b>73%</b>                 |
| <b>290010 Sample Dept S/R</b>           |                  |              |                  |                |                |                            |
| 11001 - General Operating Funds         |                  |              | 250              |                | -250           | 0                          |
| 12300 - Strategic Investment Fund       |                  |              |                  |                |                | 0                          |
| 251416 - Closed Research Award Receipts |                  |              |                  |                |                | 0                          |
| <b>Org Total:</b>                       |                  |              | <b>250</b>       |                | <b>-250</b>    | <b>0</b>                   |
| <b>292000 - Sample Subdept</b>          |                  |              |                  |                |                |                            |
| 11001 - General Operating Funds         | 10,841           |              | 7,160            |                | 3,681          | 66%                        |
| <b>Org Total:</b>                       | <b>10,841</b>    |              | <b>7,160</b>     |                | <b>3,681</b>   | <b>66%</b>                 |
| <b>AC - Cammy, Arlene</b>               |                  |              |                  |                |                |                            |
| 12770 - Start Up                        | 20,000           |              | -220,806         |                | 220,806        | 0                          |
| <b>Org Total:</b>                       |                  |              | <b>-220,806</b>  |                | <b>220,806</b> | <b>0</b>                   |
| <b>DP - Department Org</b>              |                  |              |                  |                |                |                            |
| 12280 - Department/Faculty Fund         | 2,153            | 520          |                  |                | 2,673          | -24%                       |
| 12590 - MQP Peer Review                 |                  |              |                  |                |                | 0%                         |
| 12700 - Project Advising                | 5,879            |              | -6,993           |                | 12,872         | -                          |
| 17020 - Overhead Return                 | 36,658           | 1,500        | -2,088           |                | 40,246         | 10%                        |
| <b>Fund Total:</b>                      |                  |              |                  |                |                | <b>0</b>                   |
| <b>LM - Murray, Leon</b>                |                  |              |                  |                |                |                            |
| 17020 - Overhead Return (Murray, Leon)  | 11,539           |              | -1,543           |                | 13,081         | -13%                       |
| <b>Org Total:</b>                       | <b>11,539</b>    |              | <b>-1,543</b>    |                | <b>13,081</b>  | <b>-13%</b>                |
| <b>Report Total:</b>                    | <b>2,138,008</b> | <b>6,308</b> | <b>959,606</b>   | <b>527,098</b> | <b>657,613</b> | <b>45%</b>                 |
|   |                  |              |                  |                |                | <b>Year completed: 70%</b> |

**Report 3: Budget Status by Account Line Item (For operating and restricted funds, does NOT include grants)**

**Selection criteria:**

- Select the fiscal year
  - Choose either: select fund(s) OR all funds
  - Choose either: select org(s) OR all orgs
  - The report default is to include all account lines, OR you may select particular accounts
  - The report default is to include all activity codes, OR you may select particular activity codes
- Include funds/orgs with zero balance is default, you may select to exclude zero balances

**Note:** Please be patient while this report processes, it may take several minutes to retrieve all of the data.

**Sample:**

| Budget Report - by Account                             |                                    |              |              |           |               |
|--|------------------------------------|--------------|--------------|-----------|---------------|
| Fiscal Year 2012                                       |                                    |              |              |           |               |
| As of 3/12/2012 3:25:57 PM                             |                                    |              |              |           |               |
|  |                                    | Adj Budget   | YTD Activity | Committed | Available Bal |
| <b>12670</b>   | <b>Professional Development</b>    |              |              |           |               |
| <b>NR - Nicholas Roody (Fin Mngr: Roody, Nicholas)</b> |                                    |              |              |           |               |
| 5413   | Miscellaneous Gifts                | -500         |              |           | -500          |
| 7111   | Supplies                           | -1,491       | 168          |           | -1,660        |
| 7116   | Computer Supplies                  | -1,823       | 142          |           | -1,966        |
| 7131   | Postage                            | -44          | 13           |           | -57           |
| 7181   | Equipment <\$500                   | -686         |              |           | -686          |
| 7182   | Lab & Instructional Equip >= \$500 |              | 1,000        |           | -1,000        |
| 7183   | Office Equipment & Furniture       | -96          | 13           |           | -109          |
| 7187   | Computer Hardware < \$500          | -7,932       |              |           | -7,932        |
| 71875  | Computer Hardware >= \$500         |              | 1,758        |           | -1,758        |
| 7188   | Computer Software >= \$500         | -504         | 261          |           | -765          |
| 7311   | Travel Expense - Domestic          | -7,809       |              |           | -7,809        |
| 7312   | Travel Expense - Foreign           |              | 531          |           | -531          |
| 7319   | Unallowable Costs                  | -556         | 173          |           | -729          |
| 7321   | Meeting and Conference Expense     |              | 50           |           | -50           |
| 7323   | Meals                              | -1,542       | 1,372        |           | -2,914        |
| 7325   | Food                               | -131         |              |           | -131          |
| 7633   | Professional Development           | 30,767       | -6,000       |           | 36,767        |
| 8241   | Other Non-Mandatory Transfers      | 1,935        |              |           | 1,935         |
|  | <b>Org Total:</b>                  | <b>9,587</b> | <b>-518</b>  | <b>0</b>  | <b>10,105</b> |
|  | <b>Fund Total:</b>                 | <b>9,587</b> | <b>-518</b>  | <b>0</b>  | <b>10,105</b> |



**Instructions for Excel download (Reports #4 &5):**

**Coming soon.**

**Report 6: Grant Summary by Dept or PI**

**Selection criteria:** Run this report for either: one individual grant # OR by department OR by PI's  
 Run this report to include or exclude closed grants  
 Select Fiscal Year: report reflects totals since the grant began through year selected

Sample:

| Grant Summary by Dept or PI through 6/30/2012                                  |                                |                     |                     |                  |                     |               |  |
|--|--------------------------------|---------------------|---------------------|------------------|---------------------|---------------|--|
| All Grants for 290010 Your Department  |                                |                     |                     |                  |                     |               |  |
| Grant  | Award Dates (Time Elapsed)     | Budget              | Activity            | Commitments      | Avail Balance       | Used*         |  |
| <b>AC - Cammy, Arlene</b>  | <b>251010</b>                  |                     |                     |                  |                     |               |  |
| 202910 - Structure and Function of Copper Transport A Proteins                 | 7/1/2008 - 6/30/2012 (92.47%)  | 745,448.00          | 551,150.66          | 7,269.12         | 187,028.22          | 74.91%        |  |
| 210270 - Microbacterium Tuberculosis Metal Transport P Type A Proteins         | 7/20/2009 - 6/30/2012 (89.78%) | 439,943.00          | 439,943.00          | .00              | .00                 | 100.00%       |  |
| 217100 - Role of Zinc and Copper Transport Proteins in the Synthesis           | 2/15/2010 - 2/14/2013 (69.04%) | 295,000.00          | 118,164.33          | 16,273.64        | 160,562.03          | 45.57%        |  |
| <b>Total for Cammy, Arlene</b>   |                                | <b>1,480,391.00</b> | <b>1,109,257.99</b> | <b>23,542.76</b> | <b>347,590.25</b>   | <b>76.52%</b> |  |
| <b>LM- Murray, Leon</b>  | <b>251010</b>                  |                     |                     |                  |                     |               |  |
| 202640 - Collaborative Research New Fluorometric Fluorescent Indicators for    | 8/14/2011 - 9/30/2013 (27.12%) | 120,000.00          | .00                 | .00              | 120,000.00          | 0.00%         |  |
| 202670 - CA-REES Investigation of Biology of Signaling with Complexes That     | 1/1/2012 - 3/31/2015 (5.99%)   | 513,757.00          | .00                 | .00              | 513,757.00          | 0.00%         |  |
| <b>Total for Murray, Leon</b>  |                                | <b>633,757.00</b>   | <b>.00</b>          | <b>.00</b>       | <b>633,757.00</b>   | <b>0.00%</b>  |  |
| <b>NR - Roody, Nicholas</b>  | <b>251010</b>                  |                     |                     |                  |                     |               |  |
| 210010 - Co-Differentiating Adult Human Fibroblasts into Stem-Like Cells using | 8/1/2008 - 7/31/2012 (90.34%)  | .00                 | .00                 | .00              | .00                 | 0.00%         |  |
| <b>Total for Roody, Nicholas</b>   |                                | <b>.00</b>          | <b>.00</b>          | <b>.00</b>       | <b>.00</b>          | <b>0.00%</b>  |  |
| <b>RS - Smith, Richard</b>   | <b>251010</b>                  |                     |                     |                  |                     |               |  |
| 202910 - Physicochemical Characterization of Light Phosphorescent Group        | 8/1/2011 - 12/31/2013 (25.37%) | 96,695.00           | 37,058.32           | .00              | 59,636.68           | 38.32%        |  |
| <b>Total for Smith, Richard</b>  |                                | <b>96,695.00</b>    | <b>37,058.32</b>    | <b>.00</b>       | <b>59,636.68</b>    | <b>38.32%</b> |  |
| <b>TS - Sample, Tina</b>   | <b>251010</b>                  |                     |                     |                  |                     |               |  |
| 201000 - CAREER Learning about Learning  | 4/12/2005 - 3/31/2012 (99.25%) | .00                 | .00                 | .00              | .00                 | 0.00%         |  |
| 202020 - A GK-12 Partnership Implementing Mathematics and Science Education    | 5/15/2008 - 4/30/2013 (77.14%) | .00                 | .00                 | .00              | .00                 | 0.00%         |  |
| <b>Total for Sample, Tina</b>  |                                | <b>.00</b>          | <b>.00</b>          | <b>.00</b>       | <b>.00</b>          | <b>0.00%</b>  |  |
| <b>WG- Goshen, Wendy</b>   | <b>251010</b>                  |                     |                     |                  |                     |               |  |
| 210520 - Protein Simulations w/ a Fast Polarizable Force Field                 | 8/16/2008 - 2/28/2013 (78.7%)  | 1,124,097.00        | 893,132.72          | .00              | 230,964.28          | 79.45%        |  |
| 210521 - Protein Simulations w/ a Fast Polarizable Force Field                 | 9/30/2009 - 8/31/2012 (83.86%) | 175,226.00          | 140,680.54          | 16,038.34        | 18,507.12           | 89.44%        |  |
| <b>Total for Goshen, Wendy</b>   |                                | <b>1,299,323.00</b> | <b>1,033,813.26</b> | <b>16,038.34</b> | <b>249,471.40</b>   | <b>80.80%</b> |  |
| <b>Total for Your Department S/R</b>   |                                | <b>3,510,166.00</b> | <b>2,180,129.57</b> | <b>39,581.10</b> | <b>1,290,455.33</b> | <b>63.24%</b> |  |

**Report 7: Grant Inception to Date with Expense Accounts**

**Selection criteria:** Run this report for either: one individual grant # OR by department OR by PI's  
 Run this report to include or exclude closed grants  
 Select Fiscal Year: report reflects totals since the grant began through year selected

**Sample:**

| Grant Inception to Date<br>From 01/01/10 through 6/30/2012 |                                    |                                  |                   |                   |               |
|--|------------------------------------|----------------------------------|-------------------|-------------------|---------------|
| Fund: 229999 Org: 290010 - Your Dept S/R                   |                                    | Agency: The Corporation          |                   |                   |               |
| Title: Acceleration of DX-88 Fermentation Phase 2          |                                    | Sponsor ID: PO 217419            |                   |                   |               |
| PI: Joe Professor  |                                    | Award Dates: 01/01/10 - 06/30/10 |                   |                   |               |
| Account  | Description                        | Budget                           | Activity          | Commitments       | Avail Balance |
| 6132   | Non Faculty Research               | 20,000.00                        | 20,000.00         | 20,000.00         | 0.00          |
| 6330   | Allocated Benefits                 | 10,000.00                        | 10,000.00         | 10,000.00         | 0.00          |
| 7111   | Supplies                           | 500.00                           | 500.00            | 500.00            | 0.00          |
| 7117   | Laboratory Supplies                | 5,000.00                         | 5,000.00          | 5,000.00          | 0.00          |
| 7182   | Lab & Instructional Equip >= \$500 | 1,000.00                         | 1,000.00          | 1,000.00          | 0.00          |
| 7216   | Other Professional Services        | 1,000.00                         | 1,000.00          | 1,000.00          | 0.00          |
| 7421   | Equipment Repair & Maintenance     | 1,000.00                         | 1,000.00          | 1,000.00          | 0.00          |
| 7646   | Project Support                    | 50,000.00                        | 50,000.00         | 50,000.00         | 0.00          |
| 7811   | Indirect Cost                      | 10,000.00                        | 10,000.00         | 10,000.00         | 0.00          |
| <b>Total</b>   |                                    | <b>108,500.00</b>                | <b>108,500.00</b> | <b>108,500.00</b> | <b>0.00</b>   |

|                     |         |
|---------------------|---------|
| Budget spent:       | 99.93%  |
| Budget committed:   | 99.93%  |
| Award time elapsed: | 100.00% |

**Report 8: Grant Inception to Date with Account Rollup-Groups similar expense accounts using the NSF template**

Selection criteria: Run this report for either: one individual grant # OR by department OR by PI's  
 Run this report to include or exclude closed grants  
 Select Fiscal Year: report reflects totals since the grant began through year selected

| Grant Inception to Date<br>From 01/01/10 through 6/30/2012 |                   |                                  |                   |               |
|--|-------------------|----------------------------------|-------------------|---------------|
| Fund: 229999 Org: 290010 Your Dept S/R                     |                   | Agency: The Corporation          |                   |               |
| Title: Acceleration of DX-88 Fermentation Phase 2          |                   | Sponsor ID: PO 217419            |                   |               |
| PI: Joe Professor  |                   | Award Dates: 01/01/10 - 06/30/10 |                   |               |
| Description  | Budget            | Activity                         | Commitments       | Avail Balance |
| Salary - Other Personnel                                   | 80,000.00         | 80,000.00                        | 80,000.00         | 0.00          |
| Fringe Benefits  | 10,000.00         | 10,000.00                        | 10,000.00         | 0.00          |
| Supplies & Materials                                       | 10,000.00         | 10,000.00                        | 10,000.00         | 0.00          |
| Equipment  | 1,000.00          | 1,000.00                         | 1,000.00          | 0.00          |
| Consultant Services  | 2,000.00          | 2,000.00                         | 2,000.00          | 0.00          |
| Other Expense  | 0.00              | 0.00                             | 0.00              | 0.00          |
| Indirect Costs   | 10,000.00         | 10,000.00                        | 10,000.00         | 0.00          |
| <b>Total</b>   | <b>123,000.00</b> | <b>123,000.00</b>                | <b>123,000.00</b> | <b>0.00</b>   |

|                     |         |
|---------------------|---------|
| Budget spent:       | 99.93%  |
| Budget committed:   | 99.93%  |
| Award time elapsed: | 100.00% |

**Report 9: Transaction Details (including payroll details)**

**Selection criteria:** Run this report for one grant  
 Report start date, if left blank start date of grant will default  
 Report end date, if left blank current date will default

**Note:** Please be patient while this report processes, it may take several minutes to retrieve all of the data.

| Grant Transactions                    |  |           |                                      |                  |          |  |
|---------------------------------------|--|-----------|--------------------------------------|------------------|----------|--|
| From 4/12/2005 through 3/11/2012      |  |           |                                      |                  |          |  |
| Fund: 229999 Org: 290010 Your Org S/R |  |           | Agency: The Corporation              |                  |          |  |
| Title: Sample Project                 |  |           | Sponsor ID: 23456                    |                  |          |  |
| PI: Joe Professor                     |  |           | Award Dates: 08/01/05 - 12/31/10     |                  |          |  |
| Account                               | Description                              | Date      | Transaction Description              | Amount           | Doc #    |  |
| 6110                                  | Faculty-Tenure Track                     | 2/29/2008 | Payroll 2008 MO 1 2 · Smith, Ralph   | 3,958.34         | F0016203 |  |
|                                       |  | 2/29/2008 | Payroll 2008 MO 2 2 · Smith, Ralph   | 7,916.67         | F0016204 |  |
|                                       | <b>Total Faculty-Tenure Track</b>        |           |                                      | <b>11,875.01</b> |          |  |
| 6112                                  | Faculty PT-Non-Tenure                    | 8/31/2005 | Payroll 2005 MO 8 0 · Jones, Jane    | 8,866.67         | F0011411 |  |
|                                       |  | 8/31/2006 | Payroll 2006 MO 8 0 · Jones, Jane    | 9,216.67         | F0013432 |  |
|                                       |  | 6/29/2007 | Payroll 2007 MO 6 0 · Jones, Jane    | 3,072.22         | F0014988 |  |
|                                       |  | 7/31/2007 | Payroll 2007 MO 7 0 · Jones, Jane    | 3,072.22         | F0015166 |  |
|                                       |  | 8/31/2007 | Payroll 2007 MO 8 0 · Jones, Jane    | 3,072.22         | F0015301 |  |
|                                       |  | 6/30/2009 | Payroll 2009 MO 6 0 · Jones, Jane    | 3,072.22         | F0018875 |  |
|                                       |  | 7/31/2009 | Payroll 2009 MO 7 0 · Jones, Jane    | 3,072.22         | F0019114 |  |
|                                       |  | 8/31/2009 | Payroll 2009 MO 8 0 · Jones, Jane    | 3,072.22         | F0019235 |  |
|                                       |  | 6/30/2010 | Payroll 2010 MO 6 0 · Jones, Jane    | 3,072.22         | F0020569 |  |
|                                       |  | 7/30/2010 | Payroll 2010 MO 7 0 · Jones, Jane    | 3,072.22         | F0020844 |  |
|                                       |  | 8/31/2010 | Payroll 2010 MO 8 0 · Jones, Jane    | 3,072.22         | F0020991 |  |
|                                       | <b>Total Faculty PT-Non-Tenure Track</b> |           |                                      | <b>45,910.05</b> |          |  |
| 6151                                  | Temporary Staff Wages                    | 6/19/2006 | Payroll 2006 MO 5 2 · Student, Sally | 905.48           | F0013099 |  |
|                                       |  | 6/30/2006 | Payroll 2006 MO 6 0 · Student, Sally | 1,602.00         | F0013086 |  |
|                                       |  | 7/31/2006 | Payroll 2006 MO 7 0 · Student, Sally | 1,602.00         | F0013288 |  |
|                                       |  | 8/31/2006 | Payroll 2006 MO 8 0 · Student, Sally | 1,602.00         | F0013432 |  |

**Report 10: Billing Report, reflects the amount billed and received to date**

**Selection criteria:** Run this report for either: one individual grant # OR by department OR by PI's  
 Run this report to include or exclude closed grants  
 Select Fiscal Year: report reflects totals since the grant began through year selected

| Grant Billing Status Report for Your Department S/R |                       |            |            |                   |                         |  |
|---|-----------------------|------------|------------|-------------------|-------------------------|--|
| as of 3/11/2012                                     |                       |            |            |                   |                         |  |
| Grant   | Dates                 | Billed     | Receipts   | Outstanding Bills | Spent Not Yet Received* |  |
| 229999  | 9/1/2009 - 8/31/2012  | 152,305.83 | 152,305.83 | .00               | .00                     |  |
| 229999  | 8/1/2008 - 7/31/2012  | 774,226.92 | 774,226.92 | .00               | .00                     |  |
| 229999  | 8/1/2009 - 7/31/2012  | 77,661.87  | 77,661.87  | .00               | .00                     |  |
| 229999  | 4/1/2010 - 12/31/2012 | 126,050.67 | 126,050.67 | .00               | .00                     |  |
| 229999  | 5/15/2010 - 4/30/2012 | 108,760.69 | 108,760.69 | .00               | .00                     |  |
| 229999  | 8/1/2011 - 12/31/2011 | .00        | .00        | .00               | .00                     |  |
| 229999  | 1/1/2010 - 6/30/2010  | 105,634.00 | 52,817.00  | 52,817.00         | 52,738.74               |  |
| 229999  | 5/1/2010 - 8/31/2010  | 89,266.00  | 89,266.00  | .00               | -19,497.35              |  |
| 229999  | 9/1/2000 - 6/30/2002  | .00        | .00        | .00               | .00                     |  |

Negative amount indicates payment received in advance of expenditures.

## **APPENDIX B: Instructions for MAC users to connect to the Financial Reporting Tool**

1. Finder -> Go -> Applications
2. Start up Remote Desktop Connection
3. Enter: [windows.wpi.edu](http://windows.wpi.edu)
4. Enter login info: windows user name and password; domain = ADMIN
5. Follow instructions beginning on page 1.