Categories:  Click the down arrow and select “Reports…Finance.”

Queries:  Click the down arrow and select “Grant Summary.”

There are many ways to access the same information in DSD Qmenu. The process demonstrated here allows you to access the most information first, and then narrow it down as needed.

Data Sources: Remember this date as it is the date showing when your account balances and transactions were last updated – it may not be 100% accurate if there has been activity on your funds after the date listed.

Initially, both the ‘Grant’ and ‘Fund’ fields are blank. Enter the fund number of one of your grants and click ‘Get Summary.’
This will bring up a screen showing you the summary information for that particular fund. The names of the ‘Fiscal Manager’ and the ‘Researcher’ (aka: Principal Investigator) should be highlighted and underlined, meaning you can follow them as links. The Researcher name should be your own if you are the PI on the project.

Note: If you are searching for federal formula funding or are the PI for only a part of a grant, you may not be listed as the PI. In this case, you may wish to go directly to the information listed on page 7 for an alternate route to access the information you need. It is possible to access this information via the route currently discussed, but it may take longer to get the information with which you are concerned.

Click on the name of the PI to bring up a list of grants and funds associated with that individual.

Note: If you want to search for a different grant, you can enter this value in the top right corner of the window, but it must be the GRANT NUMBER (G0000xxxx), not Fund.
This screen displays all of the grants and funds associated with the PI. It is based on the PI’s employee ID, and new employee ID values can be entered in the top right corner of this window to gain access to grants associated with that ID.

You’ll see the Grants listed in the left column, and the funds associated with those grants in the right column. For this exercise, we will use the Grant column (left). For a listing of all labor charges associated with the grant, click on the small blue square ‘LBR.’ For an Inception-to-Date listing, click the box ‘I2B.’

Note: If you do not have HR access, you will not see the ‘LBR’ box on this screen. If you need to know the labor information, please contact Jason at the Business Office and the information will be emailed to you.
This is the Labor Report window, which summarizes the labor costs of each individual charged to the grant. For a detailed report of these charges, click on “Detail in Excel” to bring up a spreadsheet of these charges.

This will help you track how much and on whom you have been spending budgeted labor. Remember that in this example, this labor is for the entire grant. Often times, there can be multiple funds for a single grant. In that case, the labor totals will be separated in this window and sorted by fund.
Inception To Date Query (RPTS)

This page was produced by the PLSQL Cartridge on September 15, 2003 11:20 AM

University of Alaska
Inception To Date Query (RPTS)
Report produced on 15-SEP-2003

Grant: G0000011.79 Alaska Residents Statistic Program
Grant End Date: 30-SEP-03
From / As Of Dates: 05-03  09-03

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Budget</th>
<th>Inception To Date Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/Equipment</td>
<td>7,100.00</td>
<td>1,083.00</td>
<td>.00</td>
<td>6,017.00</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>2,130.00</td>
<td>90.97</td>
<td>.00</td>
<td>2,039.03</td>
</tr>
<tr>
<td>Travel</td>
<td>770.00</td>
<td>1,320.31</td>
<td>260.00</td>
<td>-510.31</td>
</tr>
<tr>
<td>F &amp; A cost</td>
<td>2,500.00</td>
<td>622.27</td>
<td>.00</td>
<td>1,877.43</td>
</tr>
<tr>
<td><strong>Grant Total</strong></td>
<td><strong>12,500.00</strong></td>
<td><strong>3,117.85</strong></td>
<td><strong>260.00</strong></td>
<td><strong>9,122.15</strong></td>
</tr>
</tbody>
</table>

Click a link for totals by fund:

**Fund Code** | **Fund Title**
---|---
361516 | AK Residents Statistics Program

* Commitment dollars do not include F & A.
** Data in RPTS is accurate as of the date refresh date of 09/14/03.

Enter Fund: %  Enter Org: %  Sort by Org Code: FALSE

Please Note: Choosing summary for all funds may take a few minutes.

Close Window

University of Alaska - Statewide Financial Systems
This is the ‘Grant Inception to Date’ form. This form shows the total budget, activity, commitments, and balances for the life of the grant. On the bottom of the screen (second window shown on the previous page), there are further sorting options for this form. To break out the grant into its individual organizations, select “TRUE” in the ‘Sort by Orgn’ field.

This window is the result of sorting by organization. The window displays the totals for the grant, as well as showing the totals by fund (if there were multiple organizations associated with the grant, these would be broken out as well). You’ll notice that the ‘Inception to Date’ and ‘Commitments’ are now linked. If you click on these for travel (2000), contractual services (3000), supplies (4000), equipment (5000), etc, a detailed list of all transactions that have posted to the grant will be pulled. They are sorted by individual account code, not by date or fiscal year.
If you are interested in further manipulating this data, click on the ‘Excel’ link on the top of the window to export the data to a spreadsheet.

Accessing the Inception to Date form directly from the Qmenu Log-on:

At the main DSD Qmenu screen (right after logging in), choose Category “Reports – Finance” and Stored Query “Inception to Date.” At the query parameter form, enter the grant number. Note here that you must enter the GRANT # and not the FUND # to bring up the report. If you enter the fund and it differs from the grant, the report will come up empty. From here, refer back to page 5 of this packet to navigate the Inception-to-Date report.

If you have any questions or difficulty with this process, please contact Jason Theis at 474.7269!