PI Financial Reports Manual

Office of Sponsored Programs Training

2013
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Access PI Financial Reports

*Windows Users: If this is your first time accessing the PI Report, go to PI Report Initial Set-up Instructions at:
http://discoverer.gmu.edu/access.php

1. To accessing the PI Report, enter the following URL: http://discoverer.gmu.edu/pireports/
2. Select PI Reports
3. Type in your user name, e.g. psperry
4. Enter your password. * See initial Set-up directions
5. Other fields will default to appropriate values
6. Select Go
PI Report Initial View

1. The initial report view displays the awards for which you have access. *(Data refreshed daily at noon)*
2. Dropdown Status menu “Active” is the default. At Risk, Closed, Inactive and Void grants can be selected.
3. To drill to selected award, select the arrow to the left of the fund number
4. Click on the Summary by Fund link
Summary by Fund Report

Labor Reports

*Labor & Fringe* accounts codes begin with “6”

Drop down Menu: **Labor by Category**: Detail of selected Labor Pooled budget (e.g. Graduate Assistants)

- **Labor (ALL)**: Detail of all Labor (all accounts that begin with “6”)
- **Labor Commitments**: Detail of all labor commitments

Instructions:

1. Select the *arrow* to the left of account code (e.g., Faculty Special Payments)
2. Select **Labor by Category** to see only Faculty Special Payments
3. Select **Labor (ALL)** to see all labor and fringe detail (e.g., Faculty Salaries, Grad Assistants, Wages, & Fringe)
4. Select **Labor Commitments** to see all labor commitments

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Funded Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61100</td>
<td>Faculty Salaries</td>
<td>198,148.00</td>
</tr>
<tr>
<td>61200</td>
<td>Faculty Special Pay</td>
<td>0.00</td>
</tr>
<tr>
<td>63600</td>
<td>Tuition &amp; Stipend</td>
<td>32,550.00</td>
</tr>
<tr>
<td>73700</td>
<td>Subcontracts (GT 20K)</td>
<td>1,113,263.00</td>
</tr>
<tr>
<td>73600</td>
<td>Subcontracts (25K or Less)</td>
<td>50,000.00</td>
</tr>
<tr>
<td>70000</td>
<td>Other Direct Expenditures</td>
<td>12,476.00</td>
</tr>
<tr>
<td>78500</td>
<td>Tuition &amp; Stipend</td>
<td>32,550.00</td>
</tr>
<tr>
<td>78525</td>
<td>Graduate Health Subsidy</td>
<td>3,755.00</td>
</tr>
</tbody>
</table>

Direct Subtotal: 1,582,783.00

Grand Total: 1,779,893.00
**Labor by Category**

Drill from account codes that start with “6” to view a detail expenses report of the selected Labor Pooled budget only.

**Instructions:**

1. Follow steps 1 & 2 in page No. 3
2. The **Check Date** is sorted in a reverse chronological order
3. To go back to Initial View, click on **Initial View** tab
4. To go back to Summary by Fund, click on **Summary by Fund** tab
**Labor Account Detail by Employee Report**

To view Account Detail by Employee from Labor by Category report.

**Instructions:**

1. Select the arrow next to the G number of the employee
2. Click on **Labor Detail by Employee** link
3. Data will only include charges to selected fund
4. To go back to Initial View, click on Initial View tab
5. To go back to Summary by Fund, click on Summary by Fund tab
Labor All

Drill from any account codes that start with “6” to view a detail expenses report of all labor.

Instructions:

1. Follow steps 1 & 3 in page No. 3
2. PI Reports – Labor (All) will include all labor expenditures
3. To go back to Initial View, click on Initial View tab
4. To go back to Summary by Fund, click on Summary by Fund tab
Labor Commitment

Drill from any account codes that start with “6” to view a detail report of all labor commitments.

Instructions:

1. Follow steps 1 & 4 in page No. 3
2. The fund number will populate automatically
3. Type the current fiscal year in the pop-up window
4. Click OK
5. PI Reports – Labor Commitments will include all labor commitments
6. To go back to Initial View, click on Initial View tab
7. To go back to Summary by Fund, click on Summary by Fund tab
Direct Expenses Reports

Direct Expenses & Indirect accounts begin with “7”

Drop down Menu: Direct Expenses by Category Report: Detail of selected Direct Expense Pooled budget (e.g. Travel)

Direct Expenses (ALL) Report: Detail of All Direct Expenses & Indirect (all accounts that begin with “7”)

Instructions:

1. Select the arrow to the left of account code (e.g., Other Direct Expenditures)
2. Select Direct Expenses by Category to see detail in selected account only
3. Or select Direct Expenses (ALL) to see all direct account detail (e.g., Subcontracts, Travel, Other Direct Expenditures & Indirect)
Direct Expenses by Category

Drill from account codes that start with “7” to view a detail expenses report of the selected direct expenses only.

Instructions:

1. Follow steps 1 & 2 in page No. 9
2. To go back to Initial View, click on Initial View tab
3. To go back to Summary by Fund, click on Summary by Fund tab
Direct Expenses All
Drill from any account codes that start with “7” to view a detail expenses report of all direct expenses.

Instructions:

1. Follow steps 1 & 3 in page No. 9
2. To go back to Initial View, click on Initial View tab
3. To go back to Summary by Fund, click on Summary by Fund tab
Navigation

Instructions:

1. Move within the report using the tabs at the bottom (best when selecting a tab to the left of open tab)
2. Or select the arrow next to the account codes to drill to Labor and Direct Expenses reports.
   a. To view Labor Expenses reports, drill from account codes that begin with 6
   b. To view Direct Expenses reports, drill from account codes that begin with 7
Printing
To print the PI Report:

1. Click **File**
2. Select **Print**
3. From the Print pop-up window, set your workbook as shown below, click **OK**
4. From the Page Setup pop-up window, set your workbook as shown below, click **OK**
Export to Excel

Instructions:

1. Click File
2. Select Export “Export to Excel option is Not recommended”
3. From Export: Select Objects pop-up window, check Current worksheet, and Table
4. From Export: Define File Details pop-up window, use Browse to select a different destination
5. Type a name for the report and click Next “Enter a report name e.g. 222222Mar13”
6. Report parameters can be changed from this window
7. Click Finish