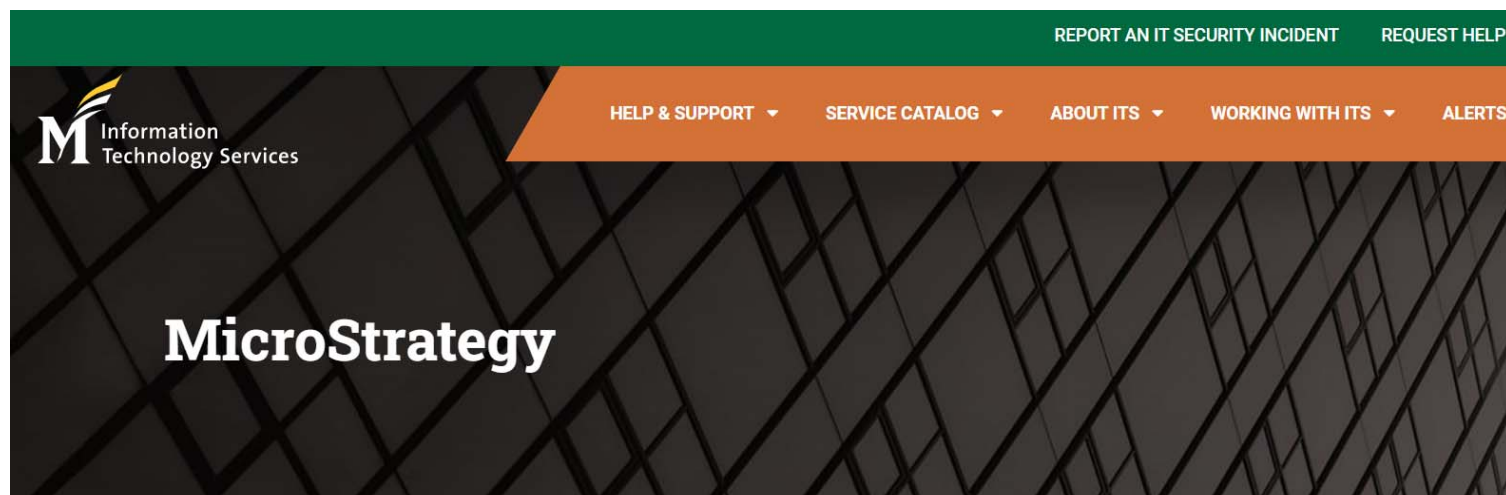


## MicroStrategy Quick Guide: Running the PI Report

### ITS Business Intelligence Group

Go to [reporting.gmu.edu](https://reporting.gmu.edu) and click on 'Login to MicroStrategy'



Home > Service Catalog > Data, Reporting & Analytics > MicroStrategy

Service Summary | MicroStrategy Specifications | Getting This Service | Availability | Training | Policy



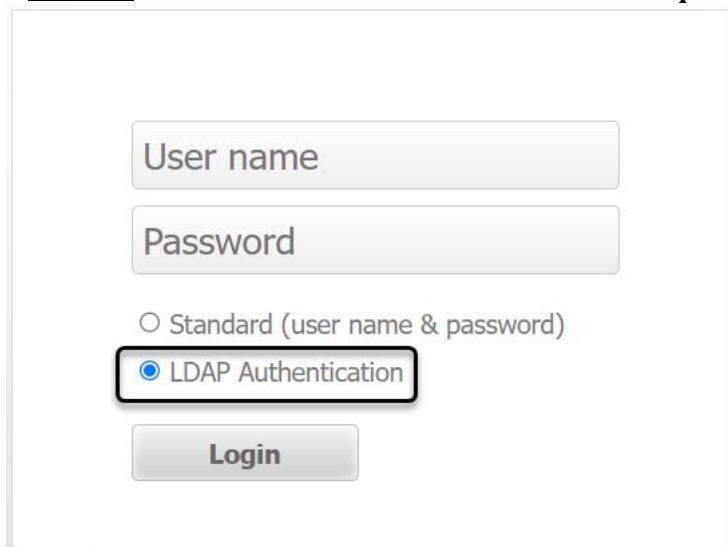
Log in to MicroStrategy



Request MicroStrategy Support



**ACTION** Enter 'User name' and 'Password'. Keep default selection of 'LDAP Authentication'. Click 'Login'.



User name

Password

☐ Standard (user name & password)


☒ LDAP Authentication

Login


## Open a Project and Navigate to a Report

**ACTION** Click on Patriot Reporting


Welcome KMAZE. ( If you are not KMAZE, [click here.](#))




**Academic**  
EDWP - Production, ADM\_STAR, SDM\_STAR\_NEW




**Administrative**  
Financial, Procurement and HR reporting using Chart of Accounts 1. Activity through Fiscal Year 2022




**Business Intelligence Dashboards**  
Project description unavailable



**Enterprise Manager (Custom)**  
Project description unavailable




**Mason Summary Reports**  
Formerly Enrollment Summary




**Patriot Reporting**  
Mason enterprise reporting using Chart of Accounts P

**ACTION** Click on Shared Reports


**Browse**




**Shared Reports**



**My Reports**



**History List**



**My Subscriptions**

**ACTION** Click on Reconciliation



**Finance**  
**Owner:** Administrator  
**Modified:** 6/13/22 11:04:14 AM



**Human Resources**  
**Owner:** Administrator  
**Modified:** 7/7/22 4:22:51 PM



**Procurement Pipeline**  
**Owner:** Judy Fortin  
**Modified:** 6/21/22 3:03:31 PM



**Reconciliation**  
**Owner:** Administrator  
**Modified:** 6/10/22 9:22:11 AM

**ACTION** Click on **PI Reconciliation** and run **PI Dashboard**.

Patriot Reporting > Shared Reports > **Reconciliation**



**Organization Reconciliation**

**Owner:** Administrator  
**Modified:**  
6/13/22 2:36:14 PM



**PI Reconciliation**

**Owner:** Administrator  
**Modified:**  
7/1/22 10:28:58 AM

**RESULT**

Patriot Reporting > Shared Reports > Reconciliation > PI Reconciliation > **PI Dashboard**

PI Dashboard - Summary by Fund | PI Dashboard - Summary by Grant

**PI Report - Summary by Fund**  
July 10, 2022

Export Initial View

Org L3 (All) Status Active Org (All) PI (All) Agency (All) Grant (All) Fund

PI	Project	Indirect Rate Code	Grant	Fund	Grant Start Date	Grant End Date	Funded Amount	Expenses To Date	Commitments	Avail Amount
	UNDP/Georgian-South Ossetian Research	223577P	223577		12/13/2019	7/31/2022	88,739.00	75,847.62	4,889.63	8,001.75
	GMUF/Better Evidence Project	223675P	223675		6/1/2020	6/30/2023	295,000.00	285,338.73	118,500.76	-108,839.49
	GMUF/John Mitchell Jr. Program	223604P	223604		6/10/2020	6/30/2022	34,500.00	37,000.15	0.00	-3,300.15
	VH/Racial Terror Lynching	223833P	223833		1/1/2021	12/31/2021	8,000.00	7,875.48	0.00	124.52
	GMUF/Study of Gender & Conflict	222333P	222333		6/1/2013	6/30/2022	26,386.00	26,385.59	0.00	0.41
	GMUF/Study of Gender & Conflict FY15	222333P	222553		6/1/2013	6/30/2022	10,710.00	9,347.24	0.00	1,362.76

Summary by Fund

Click on the Fund from Initial View to see the details.

**ACTION** Export Initial View to Excel by clicking on the button

**PI Report - Summary by Fund**  
July 10, 2022

Export Initial View

Org L3 (All) Status Active Org (All) PI (All) Agency (All) Grant (All) Fund

PI	Project	Indirect Rate Code	Grant	Fund	Grant Start Date	Grant End Date	Funded Amount	Expenses To Date	Commitments	Avail Amount
----	---------	--------------------	-------	------	------------------	----------------	---------------	------------------	-------------	--------------

**ACTION** Click 'Open' or 'Save As' when prompted. Excel will open with 'Initial View by Fund' report.


**RESULT**

1	A	B	C	D	E	F	G	H	I	J	K	L
2	Initial View by Fund											
3	PI	Grant Agency	Grant	Fund	Project	Org	Grant Start Date	Grant End Date	Funded	Expenses To Date	Commitments	Avail Amount
4		County of Fairfax			Fairfax County/Non Profits FY2013	PUAF Grants & Contracts	7/1/2012	6/30/2014	8,700.00	8,700.00	0.00	(0.00)
5				Total					8,700.00	8,700.00	0.00	(0.00)
6		George Mason Univ Foundation			GMUF/Connect Northern Virginia	PUAF Grants & Contracts	11/12/2013	6/30/2015	3,500.00	3,871.25	0.00	(371.25)
7				Total					3,500.00	3,871.25	0.00	(371.25)
8		ASRC Management Services (AMS)			ASRC/NASA/Microwave Remote Sensing	CEOSR Grants & Contracts	2/28/2011	11/1/2014	8,386,083.00	8,453,901.87	0.00	(67,818.87)
9				Total					8,386,083.00	8,453,901.87	0.00	(67,818.87)

\*Please note the default status is 'Active'. The selectors (Status, Org, PI, and Agency) across the top may be used to select your award.

PI Dashboard - Summary by Fund

PI Dashboard - Summary by Grant




**PI Report - Summary by Fund**  
November 8, 2016

Initial View
Status
Active
Org
(All)
PI
(All)
Agency
(All)

PI	Project	Grant	Fund	Grant Start Date	Grant End Date	Funded Amount	Expenses To Date	Commitments	Avail
	Trident/N Data Sys	203775	203775	2/1/2016	10/31/2017	1,813,579.00	1,550,042.95	29,129.30	:
	NSF/Real	203622	203622	9/1/2015	8/31/2017	149,998.00	65,579.35	14,019.67	

**ACTION** Click on a fund under the 'Fund' column to see the Summary by Fund report populate (bottom half of screen).



**PI Report - Summary by Fund**

July 10, 2022

Export Initial View

Org L3 (All) Status Active Org (All) PI (All) Agency (All) Grant (All) Fund

Sea... Sea...

PI	Project	Indirect Rate Code	Grant	Fund	Grant Start Date	Grant End Date	Funded Amount	Expenses To Date
	GMUF/Better Evidence Project		<a href="#">223675P</a>	<a href="#">223675</a>	6/1/2020	6/30/2023	295,000.00	285,338.73
Chavis	GMUF/John Mitchell Jr. Program		<a href="#">223684P</a>	<a href="#">223684</a>	6/10/2020	6/30/2022	34,500.00	37,800.15
	VH/Racial Terror Lynching		<a href="#">223833P</a>	<a href="#">223833</a>	1/1/2021	12/31/2021	8,000.00	7,875.48
Dwyer	GMUF/Study of Gender & Conflict		<a href="#">222333P</a>	<a href="#">222333</a>	6/1/2013	6/30/2022	26,386.00	26,385.59
	GMUF/Study of Gender&Conflict FY15		<a href="#">222333P</a>	<a href="#">222553</a>	6/1/2013	6/30/2022	10,710.00	9,347.24
Gopin	USDOS/EDGE	26.00	<a href="#">205346P</a>	<a href="#">205346</a>	9/30/2020	4/30/2022	750,000.00	719,245.06

**Summary by Fund**

Reconciliation Fund 222333

Fund 222333 by Month Range

**Fund:** 222333

---

**PI**

Dwyer, Leslie Katherine

---

**Agency**

Project	Acct Pooled Budget Level	Funded Amount	Expense To Date
GMUF/Study of Gender & Conflict	61102 Graduate Assistants Budget Pool	17,414.00	17,414.06
	70000 Direct Expenditures Budget Pool	1,631.00	0.00
	71100 Contractual Services Budget Pool	0.00	663.27
	73020 Supplies Budget Pool	0.00	978.04





**ACTION** Click on a grant under the 'Grant' column to see the pop-up screen for multiple funds under one grant. Click anywhere outside the pop-up screen leave it.

PI	Project	Indirect Rate Code	Grant	Fund	Grant Start Date	Grant End Date	Funded Amount	Expenses To Date
	GMUF/Better Evidence Project		<a href="#">223675P</a>	<a href="#">223675</a>	6/1/2020	6/30/2023	295,000.00	285,338.73
Chavis	GMUF/John Mitchell Jr. Program		<a href="#">223684P</a>	<a href="#">223684</a>	6/10/2020	6/30/2022	34,500.00	37,800.15
	VH/Racial Terror Lynching		<a href="#">223833P</a>	<a href="#">223833</a>	1/1/2021	12/31/2021	8,000.00	7,875.48
Dwyer	GMUF/Study of Gender & Conflict		<a href="#">222333P</a>	<a href="#">222333</a>	6/1/2013	6/30/2022	26,386.00	26,385.59
	GMUF/Study of Gender&Conflict FY15		<a href="#">222333P</a>	<a href="#">222553</a>	6/1/2013	6/30/2022	10,710.00	9,347.24
Gopin	USDOS/EDGE	26.00	<a href="#">205346P</a>	<a href="#">205346</a>	9/30/2020	4/30/2022	750,000.00	719,245.06


**Summary**

PI	Grant	Fund	Grant Start Date	Grant End Date	Funded Amount	Expense To Date	Commitments	Avail Amount
Dwyer, Leslie Katherine	222333P	222333	6/1/2013	6/30/2022	26,386.00	26,385.59	0.00	0.41
		222553	6/1/2013	6/30/2022	10,710.00	9,347.24	0.00	1,362.76
		<b>222333P Total</b>			<b>37,096.00</b>	<b>35,732.83</b>	<b>0.00</b>	<b>1,363.17</b>

**ACTION** To see the full detail of the fund without scrolling in the ‘Summary by Fund’ section, click the ‘Fund’ button for a quick view pop-up screen. Click anywhere outside the pop-up screen to leave it.





Administrative > Shared Reports > PI > **PI Dashboard**

PI Dashboard - Summary by Fund
PI Dashboard - Summary by Grant


**PI Report - Summary by Fund**  
November

Export

PI	Grant	Fund	Project	Acct Pooled Budget Level	Funded Amount	Expense To Date	Commitments	Avail Amount
203622	203622		/Real-Time Hypoxia Studies	61130 Faculty Special Payments	17,425.00	11,597.00	0.00	5,828.00
				61190 Graduate Assistants	48,720.00	19,000.00	14,000.00	15,720.00
				61900 Fringe Benefits	1,272.00	860.65	0.00	411.35
				70000 Other Direct Expenditures	14,000.00	4,933.55	19.67	9,046.78
				73800 Travel	3,000.00	529.20	0.00	2,470.80
				78500 Tuition and Stipend	16,364.00	7,977.00	0.00	8,387.00
				78525 Graduate Health Subsidy	5,320.00	2,003.34	0.00	3,316.66
				<b>Direct Total</b>	<b>106,101.00</b>	<b>46,900.74</b>	<b>14,019.67</b>	<b>45,180.59</b>
				79000 Indirect	43,897.00	18,678.61	0.00	25,218.39
				<b>Indirect Total</b>	<b>43,897.00</b>	<b>18,678.61</b>	<b>0.00</b>	<b>25,218.39</b>
				<b>Total</b>	<b>149,998.00</b>	<b>65,579.35</b>	<b>14,019.67</b>	<b>70,398.98</b>

Initial View

Status Active

PI

Project

NSF/Real-Time Hypoxia Studies

NSF/REUSupplement

NSF/Eager Bio Lipos

GMUF/Town Creek/Climate Change

GMUF/Town Creek/Climate Change FY15

SDC/Annual CSA

Summary by Fund

Fund: 203622

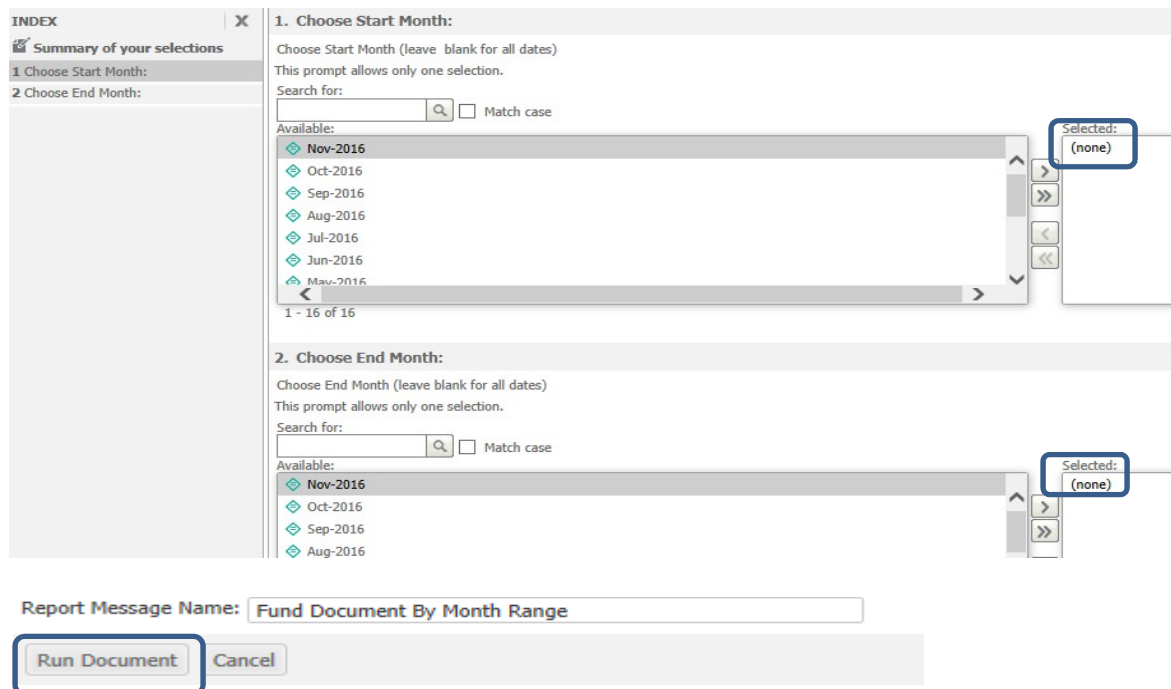
PI

203622 - 203622



Fund 203622  
by Month Range

**ACTION** Click **Fund 203622 by Month Range** to see labor and direct expenditures for inception-to-date or specific months.  
**OPTION 1:** Do not select dates to see inception-to-date details. Click “Run Document.”



**INDEX** X

**Summary of your selections**

1 Choose Start Month:

2 Choose End Month:

**1. Choose Start Month:**

Choose Start Month (leave blank for all dates)

This prompt allows only one selection.

Search for:

Available:

- Nov-2016
- Oct-2016
- Sep-2016
- Aug-2016
- Jul-2016
- Jun-2016
- May-2016

1 - 16 of 16

**Selected:** (none)

**2. Choose End Month:**

Choose End Month (leave blank for all dates)

This prompt allows only one selection.

Search for:


Available:

- Nov-2016
- Oct-2016
- Sep-2016
- Aug-2016

**Selected:** (none)

Report Message Name: Fund Document By Month Range

Run Document Cancel

**OPTION 2:** Select start month under “Available”. Click the  or double-click to bring date over under “Selected”. Repeat these steps for “ 3. Choose End Month”. Click “Run Document.”

File Last Updated: July 10, 2022



## RESULT

Summary by Fund	Labor Detail by Account	Labor Detail by Employee	Labor Commitments	Direct Expenses
-----------------	-------------------------	--------------------------	-------------------	-----------------

Fund: 222333 Project: GMUF/Study of Gender & Conflict Org Desc: M17419:CRDC Operations Grant: 222333P Agency: George Mason Univ Foundation


		<b>PI Report by Month Range</b>	
07/10/2022		Start Month: Aug-2021	End Month: Aug-2021
Fund:	222333	PI:	Dwyer, Leslie Katherine
		Org Desc:	CRDC Operations
Grant:	222333P	Agency:	George Mason Univ Foundation
		Project:	GMUF/Study of Gender & Conflict
Grant Start:	06/01/2013	Grant End:	06/30/2022
		F&A Rate:	

Pooled Budget Level Group	Pooled Budget Level	Pooled Budget Desc	Funded Amount Thru End Month	Expenses between Start and End Months	Expenses Inception thru Report End Month	Commitments Thru End Month	Available Amt
Direct	61102	Graduate Assistants Budget Pool	17,414.00	0.00	17,414.06	0.00	(0.06)
	70000	Direct Expenditures Budget Pool	1,631.00	0.00	0.00	0.00	1,631.00
	71100	Contractual Services Budget Pool	0.00	0.00	663.27	0.00	(663.27)
	73020	Supplies Budget Pool	0.00	0.00	978.04	0.00	(978.04)
	73800	Travel Budget Pool	3,075.00	0.00	3,074.91	0.00	0.09
	73900	Participant Support Budget Pool	0.00	0.00	0.00	0.00	0.00
	78500	Tuition Schol Fellow Budget Pool	3,020.00	0.00	3,019.25	0.00	0.75
	78600	Graduate Health Subsidy Pool	1,246.00	0.00	1,236.06	0.00	9.94
	<b>Direct Total</b>		<b>26,386.00</b>	<b>0.00</b>	<b>26,385.59</b>	<b>0.00</b>	<b>0.41</b>
<b>Total</b>			<b>26,386.00</b>	<b>0.00</b>	<b>26,385.59</b>	<b>0.00</b>	<b>0.41</b>

## ACTION Click "Labor Detail by Account" tab for all labor by pooled category

Summary by Fund	<b>Labor Detail by Account</b>	Labor Detail by Employee	Labor Commitments	Direct Expenses
-----------------	--------------------------------	--------------------------	-------------------	-----------------

Fund: 223675 Account Personnel: Personnel Acct Pooled Budget Level: Total



07/10/2022

Start Month: Oct-2021

End Month: Oct-2021

Note: No grid will be displayed if you do not have access to HR or there are no expenses during the specified time period.

Fund: 223675 Pooled Budget Level: Total:Total

Account	Account Desc	Last Name	First Name	G No	Position	Suff	Pay	Pay No	Check Date	Trxn Date	Payroll Year	Expenses	Hours	
61110	Faculty Salaries Full Time				F485AZ	00	SM	19	10/15/2021	10/15/2021	2021	2,625.00	86.67	
				Total									2,625.00	86.67
		Total											2,625.00	86.67
61190	Graduate Assistants				GRE753	00	SM	19	10/15/2021	10/15/2021	2021	1,000.00	43.33	
				Total									1,000.00	43.33
		Total											1,000.00	43.33
61420	Wages Students Hourly				SWE753	00	26	22	10/29/2021	10/29/2021	2021	300.00	15.00	
								21	10/15/2021	10/15/2021	2021	400.00	20.00	
								20	10/1/2021	10/1/2021	2021	435.00	21.75	
				Total									1,135.00	56.75

**ACTION** Click “Acct Pooled Budget Level” drop-down to select a specific labor category

Summary by Fund | **Labor Detail by Account** | Labor Detail by Employee | Labor Commitments | Direct Expenses

Fund: 223675 Account Personnel: Personnel Acct Pooled Budget Level: Total

07/10/2022

Report by Month Range  
Start Month: Oct-2021 End Month: Oct-2021

Note: No grid will be displayed if you do not have access to HR or there are no expenses during the specified time period.

**ACTION** Click “Labor Detail by Employee” tab for all labor by employee

Summary by Fund | Labor Detail by Account | **Labor Detail by Employee** | Labor Commitments | Direct Expenses

Fund: 223675 Emp Name - First Last: Total

PI Report by Month Range  
07/10/2022 Start Month: Oct-2021 End Month: Oct-2021

Note: No grid will be displayed if you do not have access to HR or there are no expenses during the specified time period.

Fund: 223675 Employee Full Name: Total, Total

Last Name	First Name	G No	Account	Account Desc	Position	Suff	Pay	Pay No	Check Date	Tran Date	Payroll Year	Expenses	Hours
			61190	Graduate Assistants	GRE753	00	SM	19	10/15/2021	10/15/2021	2021	1,000.00	43.33
			<b>Total</b>									<b>1,000.00</b>	<b>43.33</b>
												<b>1,000.00</b>	<b>43.33</b>
			61420	Wages Students Hourly	SWE753	00	26	22	10/29/2021	10/29/2021	2021	300.00	15.00
								21	10/15/2021	10/15/2021	2021	400.00	20.00
								20	10/1/2021	10/1/2021	2021	435.00	21.75
												<b>1,135.00</b>	<b>56.75</b>
			61940	Fringe Benefit Rate	SWE753	00	26	22	10/29/2021	10/29/2021	2021	17.40	0.00
								21	10/15/2021	10/15/2021	2021	23.20	0.00
								20	10/1/2021	10/1/2021	2021	25.23	0.00
												<b>65.83</b>	<b>0.00</b>
			<b>Total</b>									<b>1,200.83</b>	<b>56.75</b>

**ACTION** Click “Emp Name – First Last” drop-down to select a specific employee

Summary by Fund | Labor Detail by Account | **Labor Detail by Employee**


Fund: 223675 Emp Name - First Last: Total

Ziad:  
Moni  
Shay  
Marg  
Sand  
**Total**

**ACTION** Click “Labor Commitments” tab for all labor commitments through the end of the fiscal year. NOTE: This will only show current FY labor commitments.

Summary by Fund Labor Detail by Account Labor Detail by Employee **Labor Commitments** Direct Expenses

Fund: 223675 ▼



07/10/2022

Start Month:

End Month:

Note: No grid will be displayed if you do not have access to HR or there are no non-zero commitments during the specified time period. Labor commitments shown are only for the current fiscal year.

Fund: 223675    Fiscal Year: 2023

Account	Account Desc	Last Name	First Name	G No	Position	Suffix	Labor Commitments
61110	Faculty Salaries Full Time				F516AZ	00	80,749.58
				Total			80,749.58
				Total			80,749.58
61130	Faculty Special Summer Pay				SRE753	00	5,000.00
						01	5,250.00
				Total			10,250.00
				Total			10,250.00

**ACTION** Click “Direct Expenses” tab for detailed direct expense data


Summary by Fund Labor Detail by Account Labor Detail by Employee Labor Commitments **Direct Expenses**

Fund: 223675 ▼

Org: Total ▼

Account Direct Expenditures: Direct Expenditures ▼

Acct Pooled Budget Level: Total ▼



07/10/2022

Start Month:

End Month:

Fund: 223675


Org Desc: CRDC Operations

Pooled Budget Level: Total:Total

Pooled Budget	Acct	Acct Desc	Doc ID	Trxn Date	Trxn Desc	Expenses Between Start and End Month	Commitments Between Start and End Month
Contractual Services Budget Pool	73220	Subscriptions	JP001926	12/20/2021	MTADEVOS-Exempt-CANVA I03266-71735	119.99	0.00
			Total			119.99	0.00
	73470	Legal Services	I2100232	7/1/2020	US Department of Homeland Security	460.00	0.00
			I2100234	7/1/2020	US Department of Homeland Security	1,440.00	0.00
			I2100236	7/1/2020	US Department of Homeland Security	500.00	0.00
			Total			2,400.00	0.00
	73481	Employment Advertising	I2203944	8/6/2021	Graystone Group Advertising	2,672.95	0.00
			Total			2,672.95	0.00
	73640	Catering Services	I2223379	3/8/2022	Bittersweet	261.55	(261.55)
			3388009	10/2/2021	Bittersweet	0.00	261.55
			Total			261.55	0.00

**ACTION** Click “Acct Pooled Budget Level” drop-down to select a specific category

**PI Report by Month**


**07/10/2022**
**Start Month:** **End Month:**

**Fund: 223675 Org Desc: CRDC Operations**  
**Pooled Budget Level: Total:Total**

Total

71100:Contractual Services Budget Pool

73800:Travel Budget Pool


76050:Equip Budget Pool less than 5K

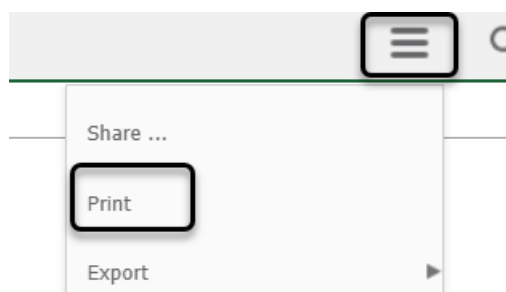
78500:Tuition Schol Fellow Budget Pool

78600:Graduate Health Subsidy Pool

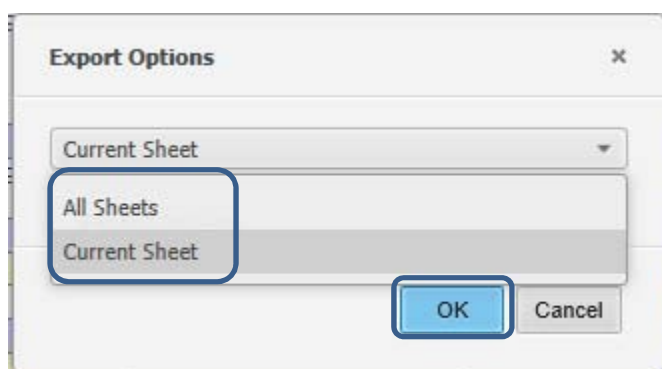
**Total**

**PRINTING a PI report**

**ACTION** Click the  icon on the right side of the toolbar. Click ‘Print’.

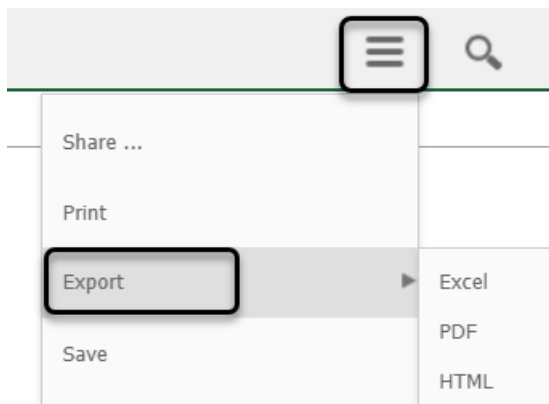


**ACTION** Click ‘Current sheet’ to print selected tab only. Click ‘All Sheets’ to print all tabs. Click ‘OK’.

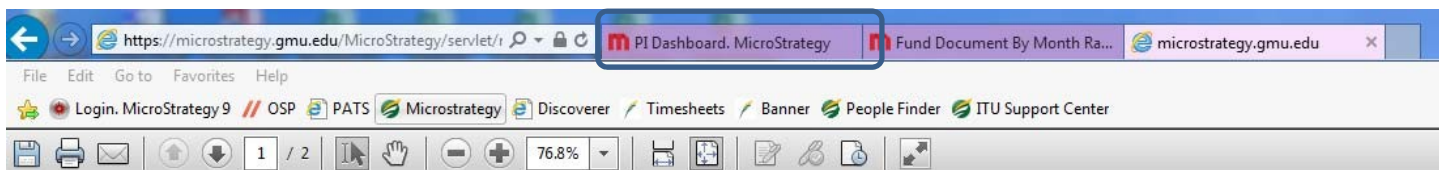


## EXPORTING a PI report

**ACTION** Click the  icon on the right side of the toolbar. Click 'Export' and select the output format (Excel, PDF, etc.)



**ACTION** Click 'PI Dashboard' tab in your browser to return to dashboard and re-run to select new fund or new date ranges.



## RECONCILIATION

**ACTION** Click 

**ACTION** Select start month under “Available”. Click the  or double-click to bring date over under “Selected”. Repeat these steps for “3. Choose End Month”. Click “Run Document.”

INDEX
Summary of your selections
1 Exclude Transfer Pooled Acct
2 Choose Start Month:
3 Choose End Month:

Choose Start Month (leave blank for all dates)  
This prompt allows only one selection.
☐ Save this answer

Search for:

☐ Match case

Available:

- Jan-2022
- Jan-2021
- Dec-2021
- Nov-2021
- Oct-2021
- Sep-2021
- Jul-2021
- Jun-2021

1 - 30 of 110

Selected:

- Aug-2021

3. Choose End Month:

Choose End Month (leave blank for all dates)  
This prompt allows only one selection.
☐ Save this answer

Search for:

☐ Match case

Available:

- Dec-2021
- Nov-2021
- Oct-2021
- Sep-2021
- Jul-2021
- Jun-2021
- May-2021

1 - 30 of 110

Selected:

- Aug-2021

Report Message Name: Fund Document By Month Range

Run Document
Cancel





WHERE INNOVATION IS TRADITION

**RESULT Summary by Fund tab (in Excel). See additional 3 tabs (Labor Detail by Account, Labor Commitments, and Direct Expenses for additional reconciliation detail).**

Run Date: 07/10/2022 Fund: 223675  
 PI: Allen, Susan Hannah Grant: 223675P  
 Department: Carter Centers and Institutes Grant Start: 6/1/2020  
 Project Title: GMUF/Better Evidence Project Grant End: 6/30/2023  
 Agency: George Mason Univ Foundation Begin Month: Oct-2021  
 F&A Rate: End Month: Oct-2021

Pooled Budget Level	Pooled Budget Desc	Funded Amount Thru End Month	Expenses between Start and End Months	Expenses Thru End Month	Commitments Thru End Month	Available Amt	Adjustments	Notes
61100	Faculty Salaries Budget Pool	0.00	2,625.00	87,276.81	42,000.00	(129,276.81)		
61101	Fac Spec Summer Pymts Budget Pool	0.00	0.00	23,499.99	0.00	(23,499.99)		
61102	Graduate Assistants Budget Pool	0.00	1,000.00	3,000.00	15,000.00	(18,000.00)		
61400	Wages Budget Pool	0.00	3,606.00	33,596.00	0.00	(33,596.00)		
61900	Fringe Benefits Budget Pool	0.00	900.58	30,960.65	13,356.00	(44,316.65)		
70000	Direct Expenditures Budget Pool	165,000.00	0.00	0.00	0.00	165,000.00		
71100	Contractual Services Budget Pool	0.00	4,500.00	9,572.95	261.55	(9,834.50)		
76050	Equip Budget Pool less than 5K	0.00	0.00	525.00	0.00	(525.00)		
78500	Tuition/Scholar/Fellow Budget Pool	0.00	0.00	693.25	0.00	(693.25)		
78600	Graduate Health Subsidy Pool	0.00	1,076.00	1,076.00	0.00	(1,076.00)		
<b>Direct Total</b>		<b>165,000.00</b>	<b>13,707.58</b>	<b>190,200.65</b>	<b>70,617.55</b>	<b>(95,818.20)</b>		
		<b>165,000.00</b>	<b>13,707.58</b>	<b>190,200.65</b>	<b>70,617.55</b>	<b>(95,818.20)</b>		

**Reconciler Notes:**

**Reconciler:**

I certify that I have reviewed all charges and credits on the fund/organization and have confirmed those transactions with source documents as appropriate.

Signature: Date:

**Approver:**

I have reviewed the reconciliation and certify that all charges and credits to the fund/organization are appropriate and necessary.

Signature: Date:


**PI Certification (if not signing as Reconciler or Approver):**

I have reviewed the reconciliation and certify that all charges and credits are allowable, allocable and reasonable.

Signature: Date:

## Printing Reconciliation Reports

**ACTION** Within Excel, Select File, Print. Select "Landscape Orientation" . Select "Fit Sheet on One Page".



Info

New

Open

Save

Save As

History

Print

Share

Export

Publish


Close

Account

Feedback

Options


# Print

  
Print

Copies: 

1


## Printer



Snagit 2022  
Ready

[Printer Properties](#)

## Settings




Print Active Sheets  
Only print the active sheets

Pages: 


1

 to 


1




Collated  
1,2,3 1,2,3 1,2,3




Landscape Orientation



Letter  
8.5" x 11"



Narrow Margins  
Left: 0.25" Right: 0.25"



Fit Sheet on One Page  
Shrink the printout so that it fit...

[Page Setup](#)

**Run Date:** 07/10/2022

**PI:** Allen, Susa

**Department:** Carter Cent

**Project Title:** GMUF/Belt

**Agency:** George Ma

**F&A Rate:**

Pooled Budget Level	Pooled Bu
61100	Faculty Sala
61101	Fac Spec S
61102	Graduate A
61400	Wages Bud
61900	Fringe Bene
70000	Direct Expe
71100	Contractual
76050	Equip Budg
76500	Tuition Sch
76600	Graduate H
<b>Direct Total</b>	

**Reconciler Notes:**

**Reconciler:**

I certify that I have reviewed a

**Signature:**

**Approver:**

I have reviewed the reconciliat

**Signature:**

**PI Certification (if not sign**

I have reviewed the reconciliat


## PI Dashboard – Summary by Grant

**ACTION** Select “PI Dashboard – Summary by Grant”



This dashboard has the same functionality and options as ‘PI Dashboard – Summary by Fund’ Initial View except at the grant level. Click on a grant under the ‘Grant’ column to see the Summary by Grant report.

## Logging out of MicroStrategy

**ACTION** Click on the home icon  in the upper left-hand corner of the PI Dashboard to go back to the reports screen. Then, click on the drop-down arrow icon  next to the username in the upper right-hand corner. From the drop-down menu, click ‘Logout’.

