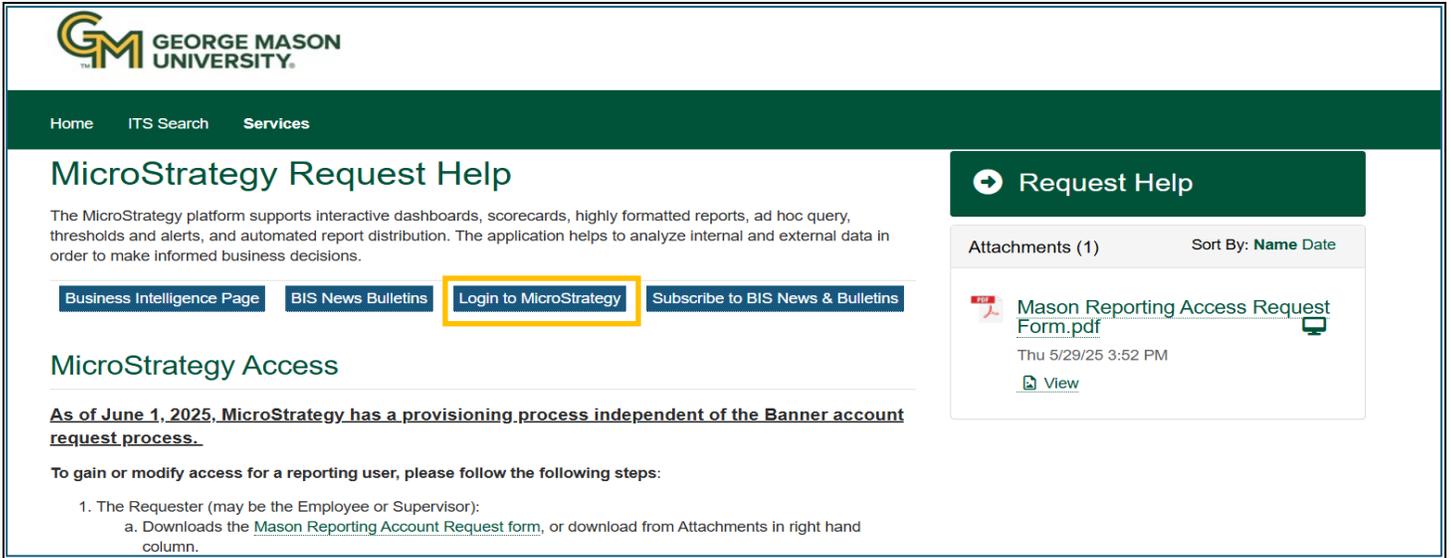


**MicroStrategy Quick Guide: Running the PI Report**  
ITS Business Intelligence Group

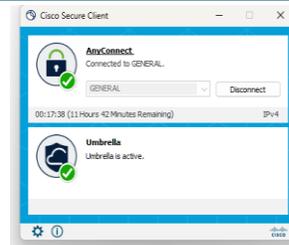
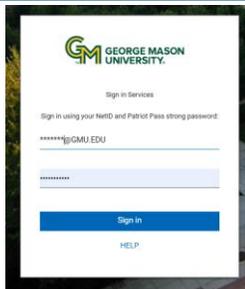
➔ Go to [reporting.gmu.edu](http://reporting.gmu.edu) and select “Login to MicroStrategy”



Notes about logging in:

### MicroStrategy Login

- **Wired Network or connected to Mason's VPN:** Users accessing MicroStrategy from a computer connected to George Mason's wired network (except Mason Korea) or VPN may log in to MicroStrategy directly.
- **Remote/Wi-Fi Networks:** Users accessing MicroStrategy from off-campus or while connected to George Mason's Wi-Fi networks will be required to use the **Virtual Private Network (VPN)** with **Two-Factor Authentication (2FA)** before they can log in to MicroStrategy.
  - If you are already a VPN user, log in to Cisco Secure Client with your NetID and Patriot Pass Password. Once connected, visit the **MicroStrategy site** to log in with your NetID and Patriot Pass Password.
  - If you need VPN access, see the instructions on **Virtual Private Network (VPN)** to download the Cisco Secure client from the **Related Downloads** box on this page. Once you have the client installed, log in to the VPN with your NetID and Patriot Pass Password and then **MicroStrategy**.





## Select "Patriot Reporting"

**MASON MicroStrategy Reporting**  
supported by the Business Intelligence Team

Access the latest [BIS News & Bulletins](#), [Training & Workshops](#), [Knowledge Base Articles](#) and more on our [Business Intelligence Page](#).

Stay connected and well-informed by subscribing to the [BIS News & Bulletins mailing list](#).

If you have any questions or concerns, please submit a [support ticket](#).

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



**Mason Summary Reports**  
Project description unavailable



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



## Select "Shared Reports"

Browse



**Shared Reports**



**My Reports**



**History List**



**My Subscriptions**

Analyze



**Create Dashboard**

Develop



**Create Report**

Select "Reconciliation"

|   |  |
|---|--|
| <p><b>Budget Model</b><br/>Owner: Administrator<br/>Modified: 10/28/25 5:21:41 PM<br/>Reporting supporting tuition revenue allocation according to the Budget Model methodology.</p>  | <p><b>Chart of Accounts</b><br/>Owner: Administrator<br/>Modified: 2/20/25 11:28:18 AM</p>   |
| <p><b>COA Conversion Results</b><br/>Owner: Administrator<br/>Modified: 9/13/22 2:14:04 PM</p>  | <p><b>COA Report Cross Reference</b><br/>Owner: Administrator<br/>Modified: 9/8/22 12:35:56 PM<br/>Resources for the transition between the Administrative and Patriot Reporting projects.</p>   |
| <p><b>Data Quality Audit Reports</b><br/>Owner: Administrator<br/>Modified: 9/28/25 2:03:30 PM</p>  | <p><b>Department Reports</b><br/>Owner: Administrator<br/>Modified: 12/9/25 3:47:12 PM</p>   |
| <p><b>Finance</b><br/>Owner: Administrator<br/>Modified: 8/18/25 11:51:08 AM<br/>This folder contains financial reports based on data from the university's accounting system (Banner). It is accessible by all Finance report users (FINANCE_RPT).</p> | <p><b>Human Resources</b><br/>Owner: Administrator<br/>Modified: 4/16/24 11:08:01 AM<br/>This folder contains reports built on HR data: employees, jobs, positions, and labor data. RESTRICTED: This folder is only visible to users authorized to access HR data (GRU_HRDM_Q role).</p> |
| <p><b>Procurement Pipeline</b><br/>Owner: Administrator<br/>Modified: 10/17/22 8:42:26 PM</p>   | <p><b>Reconciliation</b><br/>Owner: Administrator<br/>Modified: 10/17/24 11:50:20 AM</p>   |
| <p><b>Research</b><br/>Owner: Administrator<br/>Modified: 2/27/24 11:36:47 AM</p>   | <p><b>Metadata Reference Dossier</b><br/>Owner: Administrator<br/>Modified: 6/7/22 2:40:36 PM<br/>Data dictionary for all attributes and metrics in the Administrative project.</p>  |
| <p><b>Patriot Reporting Data Mart Refresh Statuses</b><br/>Owner: Administrator<br/>Modified: 6/7/22 2:27:07 PM</p>   | <p><b>Patriot Reporting Department Folder Groups</b><br/>Owner: Administrator<br/>Modified: 12/11/25 12:17:35 AM<br/>Listing of Department Folder Groups (Librarian and Consumer).</p>   |
| <p><b>Reports Reference</b><br/>Owner: Administrator<br/>Modified: 4/7/22 2:25:33 PM</p>  |  |

Select "PI Reconciliation"

|   |  |
|---|--|
| <p><b>Fund Reconciliation</b><br/>Owner: Administrator<br/>Modified: 10/17/24 11:50:20 AM</p> | <p><b>Organization Reconciliation</b><br/>Owner: Administrator<br/>Modified: 6/28/24 11:45:05 AM</p> |
| <p><b>PI Reconciliation</b><br/>Owner: Administrator<br/>Modified: 6/11/25 12:19:17 AM</p>    |  |

Select "PI Dashboard"

|  |  |
|--|--|
| <p><b>PI Dashboard Distribution</b><br/>Owner: Administrator<br/>Modified: 8/8/25 2:09:01 PM</p>   | <p><b>PI Dashboard Reports</b><br/>Owner: Administrator<br/>Modified: 3/30/23 4:19:05 PM</p> |
| <p><b>PI Dashboard</b><br/>Owner: Administrator<br/>Modified: 8/26/25 2:51:12 PM<br/>Summary financial data for sponsored funds with the ability to view details for all charges including personnel and direct expenditures</p> |  |

Select "Run" from the bottom of the screen

The screenshot shows the 'PI Dashboard' interface with three selection steps:

- 1. Org L3 Div:** Search for: [ ], Match case [ ]. Available: PVI/Academic Administration, PVI7/Academic Affairs, EA3/Advancement and Alumni Relations, LW1/Antonin Scalia Law School, A06/Capitol Connection, O11/Center School, CFC/Central Reserves, 201/Col of Ed and Student Development. Selected: (none).
- 2. PI:** Search for: [ ], Match case [ ]. Available: Abramson, Alan Jay; Acosta, Rene Paul H; Adams, Amy J VanMeter; Adams, Leah Maria; Adams, Sharon Ann; Agrawal, Hiten; Agramon, Helen. Selected: (none).
- 3. Grant:** Search for: [ ], Match case [ ]. Available: 200203, 200297, 200434P. Selected: (none).

At the bottom left, the 'Run Document' button is highlighted in yellow.

Result

The screenshot shows the 'PI Report - Summary by Fund' for January 22, 2026. The 'Export Initial View' button is highlighted with a red arrow.

| PI       | Project                             | Indirect Rate Code | Grant   | Fund   | Grant Start Date | Grant End Date | Funded Amount | Expenses To Date | Commitments | Avail Amount |
|----------|-------------------------------------|--------------------|---------|--------|------------------|----------------|---------------|------------------|-------------|--------------|
| Abramson | GMUF/ Fourth Sector Policy          |                    | 223197P | 223197 | 1/10/2018        | 6/30/2025      | 66,239.00     | 66,293.76        | 0.00        | -54.76       |
|          | CSMF/Nonprofit Employment Data Proj | 20.00              | 224224P | 224224 | 1/1/2022         | 2/31/2025      | 39,096.00     | 39,096.96        | 0.00        | -0.96        |
|          | CSMF/Nonprofit Employment Data Proj | 20.00              | 224510P | 224510 | 1/1/2024         | 12/31/2025     | 260,904.00    | 226,773.72       | 19,327.76   | 14,802.52    |
| Acosta   | NSF/CollabRes: Altai Mountains      | 58.90              | 206346P | 206346 | 8/1/2023         | 7/31/2026      | 34,998.00     | 34,937.61        | 0.00        | 60.39        |
|          | NSF/Coll Res: hydroclimate change   | 58.90              | 206356P | 206356 | 7/1/2023         | 6/30/2026      | 380,445.00    | 350,411.70       | 0.00        | 30,033.30    |
|          | NSF/Collab Research: Ice growth     | 59.10              | 207123P | 207123 | 9/1/2025         | 8/31/2028      | 237,667.00    | 47,235.12        | 40,645.57   | 149,786.31   |

Summary by Fund

Reconciliation Fund 223197 | Fund 223197 by Month Range

Action: Export Initial View to Excel by clicking on the Export button.

Action: Click "open" or "save as" when prompted. Excel will open with "Initial View by Fun" report.



### Result

| PI | Grant Agency                   | Grant | Fund  | Project                            | Org                      | Grant Start Date | Grant End Date | Funded       | Expenses To Date | Commitments | Avail Amount |
|----|--------------------------------|-------|-------|------------------------------------|--------------------------|------------------|----------------|--------------|------------------|-------------|--------------|
|    | 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)       |
|    |                                |       | Total |                                    |                          |                  |                | 8,700.00     | 8,700.00         | 0.00        | (0.00)       |
|    | George Mason Univ Foundation   |       |       | GMUFI/Connect Northern Virginia    | PUAF Grants & Contracts  | 11/12/2013       | 6/30/2015      | 3,500.00     | 3,871.25         | 0.00        | (371.25)     |
|    |                                |       | Total |                                    |                          |                  |                | 3,500.00     | 3,871.25         | 0.00        | (371.25)     |
|    | 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)  |
|    |                                |       | Total |                                    |                          |                  |                | 8,386,083.00 | 8,453,901.87     | 0.00        | (67,818.87)  |

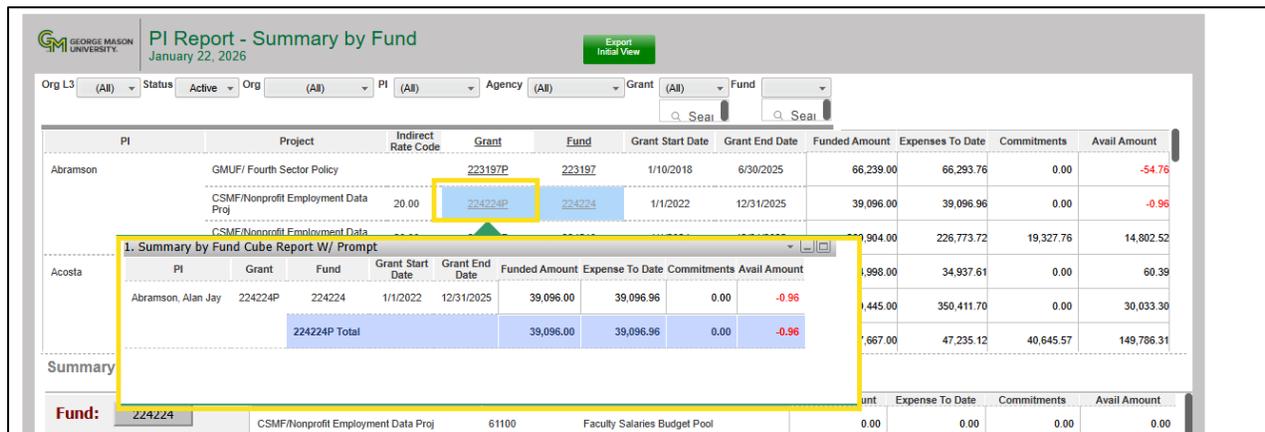
\*Please note the default status is "Active." The selectors (Status, Org, PI, Agency, Grant, etc.) across the top may be used to find/select a specific award or awards.

Action: Click on a fund under the 'Fund' column to see the Summary by Fund report populate.

| Fund   | Project                             | Acct Pooled Budget Level                | Funded Amount | Expense To Date | Commitments | Avail Amount |
|--------|-------------------------------------|---|---------------|-----------------|-------------|--------------|
| 224224 | CSMF/Nonprofit Employment Data Proj | 61100 Faculty Salaries Budget Pool      | 0.00          | 0.00            | 0.00        | 0.00         |
|        |                                     | 61101 Fac Spec Summer Pymts Budget Pool | 0.00          | 0.00            | 0.00        | 0.00         |
|        |                                     | 61400 Wages Budget Pool                 | 8,990.00      | 13,606.25       | 0.00        | -4,616.25    |
|        |                                     | 61900 Fringe Benefits Budget Pool       | 502.00        | 503.15          | 0.00        | -1.15        |
|        |                                     | 70000 Direct Expenditures Budget Pool   | 0.00          | 0.00            | 0.00        | 0.00         |
|        |                                     | 71100 Contractual Services Budget Pool  | 0.00          | 0.00            | 0.00        | 0.00         |
|        |                                     | 73600 Subcontracts LT 25K Budget Pool   | 23,088.00     | 18,471.40       | 0.00        | 4,616.60     |



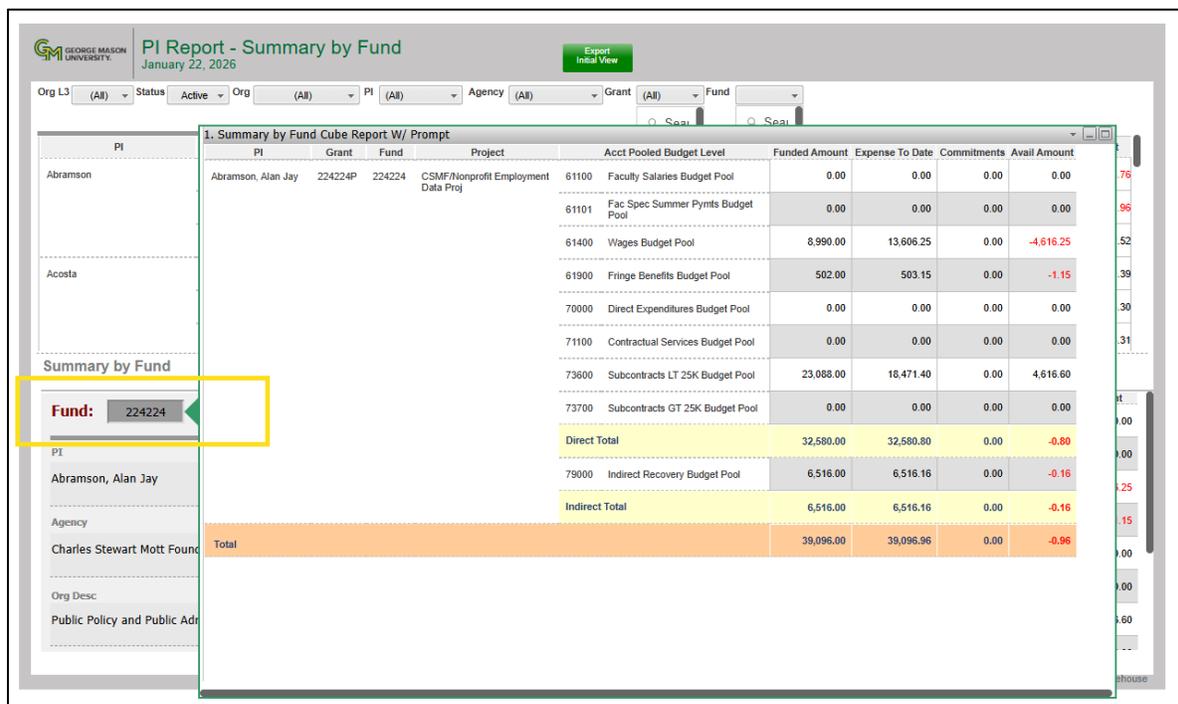
**Action:** Click on a grant under the “Grant” column to see the pop-up screen for multiple funds under one grant. Click anywhere outside the pop-up screen to leave it.



| PI       | Project                             | Indirect Rate Code | Grant   | Fund   | Grant Start Date | Grant End Date | Funded Amount | Expenses To Date | Commitments | Avail Amount |            |
|----------|-------------------------------------|--------------------|---------|--------|------------------|----------------|---------------|------------------|-------------|--------------|------------|
| Abramson | GMUF/ Fourth Sector Policy          |                    | 223197P | 223197 | 1/10/2018        | 6/30/2025      | 66,239.00     | 66,293.76        | 0.00        | -54.76       |            |
|          | CSMF/Nonprofit Employment Data Proj | 20.00              | 224224P | 224224 | 1/1/2022         | 12/31/2025     | 39,096.00     | 39,096.96        | 0.00        | -0.96        |            |
|          | CSMF/Nonprofit Employment Data      |                    |         |        |                  |                | 22,904.00     | 226,773.72       | 19,327.76   | 14,802.52    |            |
| Acosta   |                                     |                    |         |        |                  |                | 1,996.00      | 34,937.61        | 0.00        | 60.39        |            |
|          | Abramson, Alan Jay                  |                    | 224224P | 224224 | 1/1/2022         | 12/31/2025     | 39,096.00     | 39,096.96        | 0.00        | -0.96        |            |
|          |                                     |                    |         |        |                  |                | 4,445.00      | 350,411.70       | 0.00        | 30,033.30    |            |
|          |                                     |                    |         |        |                  |                | 224224P Total | 39,096.00        | 39,096.96   | 0.00         | -0.96      |
|          |                                     |                    |         |        |                  |                |               | 667.00           | 47,235.12   | 40,645.57    | 149,786.31 |



**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.



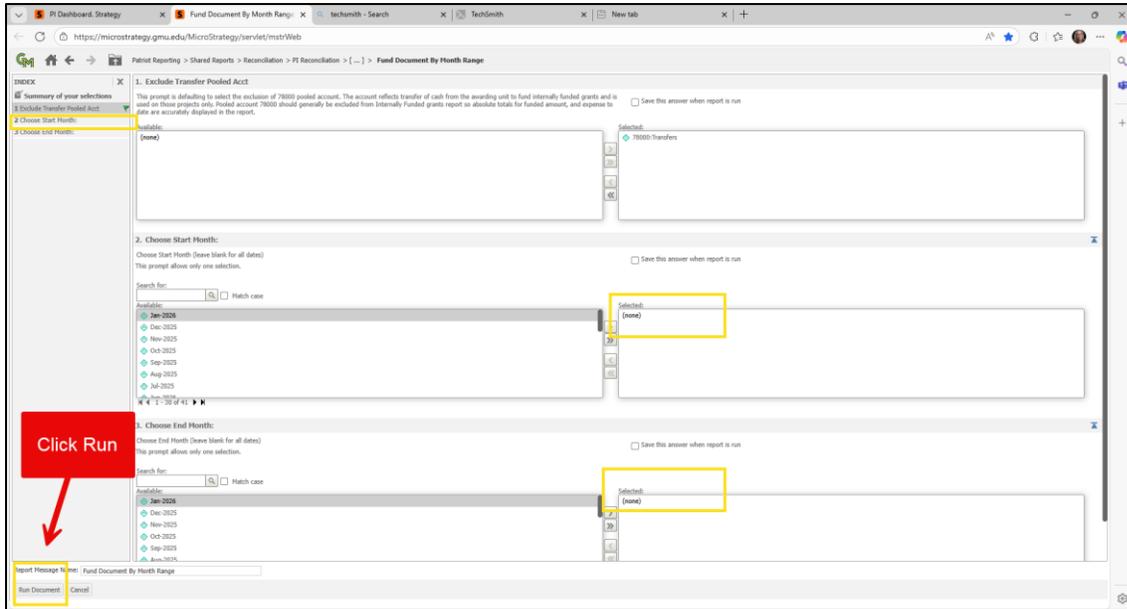
| PI       | Grant              | Fund    | Project | Acct Pooled Budget Level                | Funded Amount                      | Expense To Date | Commitments | Avail Amount |
|----------|--------------------|---------|---------|---|------------------------------------|-----------------|-------------|--------------|
| Abramson | Abramson, Alan Jay | 224224P | 224224  | CSMF/Nonprofit Employment Data Proj     | 61100 Faculty Salaries Budget Pool | 0.00            | 0.00        | 0.00         |
|          |                    |         |         | 61101 Fac Spec Summer Pymts Budget Pool | 0.00                               | 0.00            | 0.00        | 0.00         |
|          |                    |         |         | 61400 Wages Budget Pool                 | 8,990.00                           | 13,606.25       | 0.00        | -4,616.25    |
| Acosta   |                    |         |         | 61900 Fringe Benefits Budget Pool       | 502.00                             | 503.15          | 0.00        | -1.15        |
|          |                    |         |         | 70000 Direct Expenditures Budget Pool   | 0.00                               | 0.00            | 0.00        | 0.00         |
|          |                    |         |         | 71100 Contractual Services Budget Pool  | 0.00                               | 0.00            | 0.00        | 0.00         |
|          |                    |         |         | 73600 Subcontracts LT 25K Budget Pool   | 23,088.00                          | 18,471.40       | 0.00        | 4,616.60     |
|          |                    |         |         | 73700 Subcontracts GT 25K Budget Pool   | 0.00                               | 0.00            | 0.00        | 0.00         |
|          |                    |         |         | Direct Total                            | 32,580.00                          | 32,580.80       | 0.00        | -0.80        |
|          |                    |         |         | 79000 Indirect Recovery Budget Pool     | 6,516.00                           | 6,516.16        | 0.00        | -0.16        |
|          |                    |         |         | Indirect Total                          | 6,516.00                           | 6,516.16        | 0.00        | -0.16        |
|          |                    |         |         | Total                                   | 39,096.00                          | 39,096.96       | 0.00        | -0.96        |



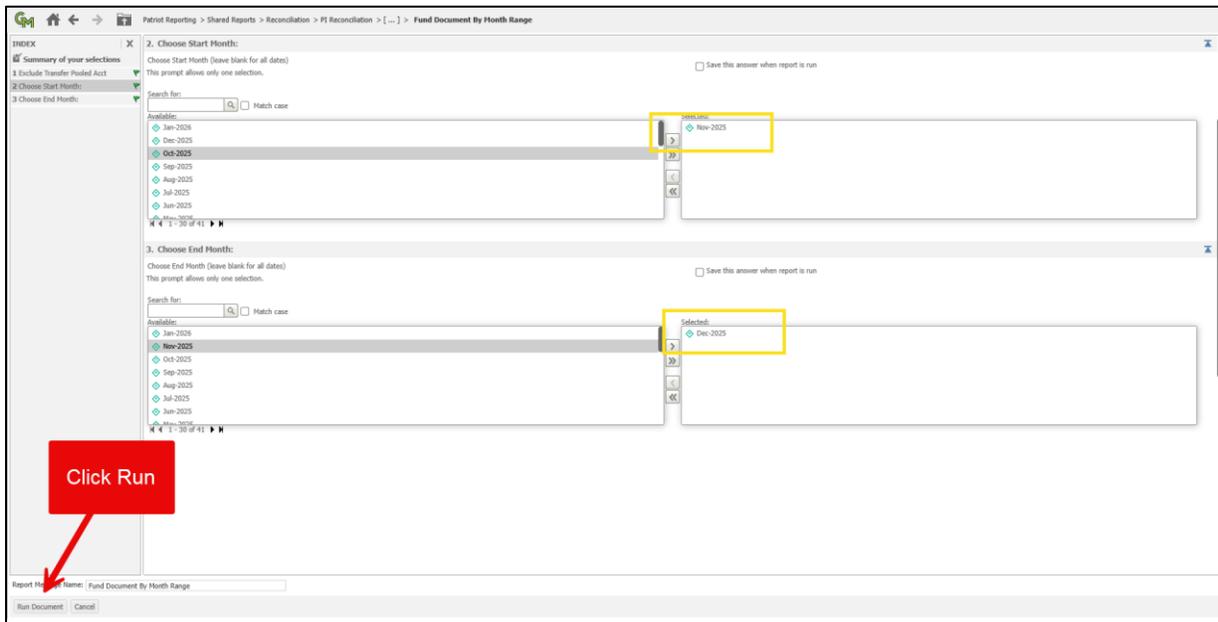
Fund 224224  
by Month Range

**Action: Click** to see labor and direct expenditures for inception-to-date of specific months.

Option 1: Do not select dates to see inception-to-date details. Click “Run Document.”



Option 2: Select start month under “Available.” Click the  or double-click to bring over to “selected” and repeat the steps for “3. Choose End Month” and Click “Run Document”





# Result

Patriot Reporting > Shared Reports > Reconciliation > PI Reconciliation > [...] > Fund Document By Month Range

Summary by Fund | Labor Detail by Account | Labor Detail by Employee | Labor Commitments | Direct Expenses | Fringe Override Adj

Fund: 224224 Project: CSMF/Nonprofit Employment Data Proj Org Desc: M12764:Public Policy and Public Admin Grant: 224224P Agency: Charles Stewart Mott Foundation

**PI Report by Month Range**  
 01/22/2026 Start Month: Nov-2025 End Month: Dec-2025

Fund: 224224 PI: Abramson, Alan Jay Org Desc: Public Policy and Public Admin  
 Grant: 224224P Agency: Charles Stewart Mott Foundation Project: CSMF/Nonprofit Employment Data Proj  
 Grant Start: 01/01/2022 Grant End: 12/31/2025 F&A Rate: 20.00

| 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                    | 61100               | Faculty Salaries Budget Pool      | 0.00                         | 0.00                                  | 0.00                                     | 0.00                       | 0.00          |
|                           | 61101               | Fac Spec Summer Pymts Budget Pool | 0.00                         | 0.00                                  | 0.00                                     | 0.00                       | 0.00          |
|                           | 61400               | Wages Budget Pool                 | 8,990.00                     | 0.00                                  | 13,606.25                                | 0.00                       | (4,616.25)    |
|                           | 61900               | Fringe Benefits Budget Pool       | 502.00                       | 0.00                                  | 503.15                                   | (0.00)                     | (1.15)        |
|                           | 70000               | Direct Expenditures Budget Pool   | 0.00                         | 0.00                                  | 0.00                                     | 0.00                       | 0.00          |
|                           | 71100               | Contractual Services Budget Pool  | 0.00                         | 0.00                                  | 0.00                                     | 0.00                       | 0.00          |
|                           | 73600               | Subcontracts LT 25K Budget Pool   | 23,088.00                    | 0.00                                  | 18,471.40                                | 0.00                       | 4,616.60      |
|                           | 73700               | Subcontracts GT 25K Budget Pool   | 0.00                         | 0.00                                  | 0.00                                     | 0.00                       | 0.00          |
|                           | <b>Direct Total</b> |                                   | <b>32,580.00</b>             | <b>0.00</b>                           | <b>32,580.80</b>                         | <b>0.00</b>                | <b>(0.80)</b> |
| Indirect                  | 79000               | Indirect Recovery Budget Pool     | 6,516.00                     | 0.00                                  | 6,516.16                                 | 0.00                       | (0.16)        |
|                           |                     | <b>Indirect Total</b>             | <b>6,516.00</b>              | <b>0.00</b>                           | <b>6,516.16</b>                          | <b>0.00</b>                | <b>(0.16)</b> |
| <b>Total</b>              |                     |                                   | <b>39,096.00</b>             | <b>0.00</b>                           | <b>39,096.96</b>                         | <b>0.00</b>                | <b>(0.96)</b> |

Action: Click "Labor Detail by Account" tab for all labor by pooled category.

Patriot Reporting > Shared Reports > Reconciliation > PI Reconciliation > [...] > Fund Document By Month Range

Summary by Fund | Labor Detail by Account | Labor Detail by Employee | Labor Commitments | Direct Expenses | Fringe Override Adj

Fund: 223197 Account Personnel: Personnel Acct Pooled Budget Level: Total

**PI Report by Month Range**  
 01/22/2026 Start Month: End Month:

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: 223197 Pooled Budget Level: Total:Total

| Acct L3            | Account | Account Desc        | Last Name | First Name   | G No      | Position | Suff   | Pay No | Check Date | Trxn Date | Payroll Year | Expenses  | Hours     |                 |               |
|--------------------|---------|---------------------|-----------|--------------|-----------|----------|--------|--------|------------|-----------|--------------|-----------|-----------|-----------------|---------------|
| Salaries and Wages | 61190   | Graduate Assistants |           |              |           |          | 00     | SM     | 10         | 6/1/2018  | 6/1/2018     | 2018      | 437.50    | 43.33           |               |
|                    |         |                     | 9         | 5/16/2018    | 5/16/2018 | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     | 8         | 5/1/2018     | 5/1/2018  | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     | 7         | 4/16/2018    | 4/16/2018 | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     | 6         | 3/30/2018    | 3/30/2018 | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     | 5         | 3/16/2018    | 3/16/2018 | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     | 4         | 3/1/2018     | 3/1/2018  | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     | 3         | 2/16/2018    | 2/16/2018 | 2018     | 437.50 | 43.33  |            |           |              |           |           |                 |               |
|                    |         |                     |           | <b>Total</b> |           |          |        |        |            |           |              |           |           | <b>3,500.00</b> | <b>346.64</b> |
|                    |         |                     |           |              |           |          |        |        | 00         | SM        | 10           | 5/31/2024 | 5/31/2024 | 2024            | 1,277.78      |
|                    |         |                     |           |              |           |          |        | 9      | 5/16/2024  | 5/16/2024 | 2024         | 1,277.78  | 43.33     |                 |               |
|                    |         |                     |           |              |           |          |        | 8      | 5/1/2024   | 5/1/2024  | 2024         | 1,277.78  | 43.33     |                 |               |
|                    |         |                     |           |              |           |          |        | 7      | 4/16/2024  | 4/16/2024 | 2024         | 1,277.78  | 43.33     |                 |               |
|                    |         |                     |           |              |           |          |        | 6      | 3/29/2024  | 3/29/2024 | 2024         | 1,277.78  | 43.33     |                 |               |
|                    |         |                     |           |              |           |          |        | 5      | 3/15/2024  | 3/15/2024 | 2024         | 1,277.78  | 43.33     |                 |               |
|                    |         |                     |           |              |           |          |        | 4      | 3/1/2024   | 3/1/2024  | 2024         | 1,277.78  | 43.33     |                 |               |
|                    |         |                     |           |              |           |          |        | 3      | 2/16/2024  | 2/16/2024 | 2024         | 1,277.78  | 43.33     |                 |               |

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

07/10/2021 Start Month: 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

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

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> |
|           |            |      | 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>Total</b> |                       |          |      |     |        |            |            |              | <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>Total</b> |                       |          |      |     |        |            |            |              | <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 D**

Fund: 223675 Emp Name - First Last: Total

Ziad:  
Moni  
Shay  
Marg an  
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

**PI Report by Month Range**  
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         |
|         |                            |           |            |      | <b>Total</b> |        | <b>80,749.58</b>  |
|         |                            |           |            |      |              |        | <b>80,749.58</b>  |
| 61130   | Faculty Special Summer Pay |           |            |      | SRE753       | 00     | 5,000.00          |
|         |                            |           |            |      |              | 01     | 5,250.00          |
|         |                            |           |            |      | <b>Total</b> |        | <b>10,250.00</b>  |
|         |                            |           |            |      |              |        | <b>10,250.00</b>  |

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

**PI Report by Month Range**

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                                    |
|                                  | <b>Total</b> |                        |              |            |                                    |                                      | <b>119.99</b>                           |
|                                  | 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                                    |
|                                  |              |                        | <b>Total</b> |            |                                    |                                      |   |
|                                  | 73481        | Employment Advertising | I2203944     | 8/6/2021   | Graystone Group Advertising        | 2,672.95                             | 0.00                                    |
|                                  |              |                        | <b>Total</b> |            |                                    |                                      |   |
|                                  | 73640        | Catering Services      | I2223379     | 3/8/2022   | Bittersweet                        | 261.55                               | (261.55)                                |
|                                  |              |                        | 3388009      | 10/2/2021  | Bittersweet                        | 0.00                                 | 261.55                                  |
|                                  |              |                        | <b>Total</b> |            |                                    |                                      |   |

Action: Click "Acct Pooled Budget Level" drop-down to select a specific category.

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

Account Direct Expenditures: Direct Expenditures | Acct Pooled Budget Level: Total

**PI Report by Month Range**

07/10/2022 Start Month: End Month:

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

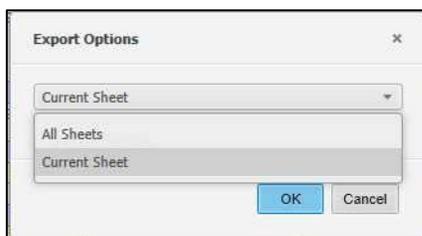
Drop-down menu options:  
 Total  
 71100:Contractual Services Budget Pool  
 73800:Travel Budget Pool  
 76050:Equip Budget Pool less than 5K  
 78500:Tuition Schol Fellow Budget Pool  
 78600:Graduate Health Subsidy Pool  
 Total

## Printing a PI Report

Action: Click the icon on the right side of the toolbar. Click "Print"

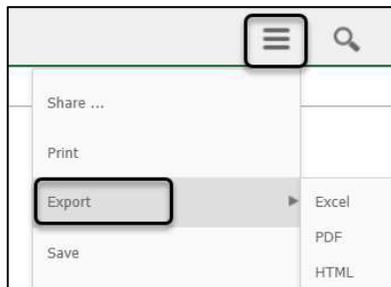


Action: Click "Current sheet" to print selected tab only. Click "All Sheets" to print all tabs. Click "OK".

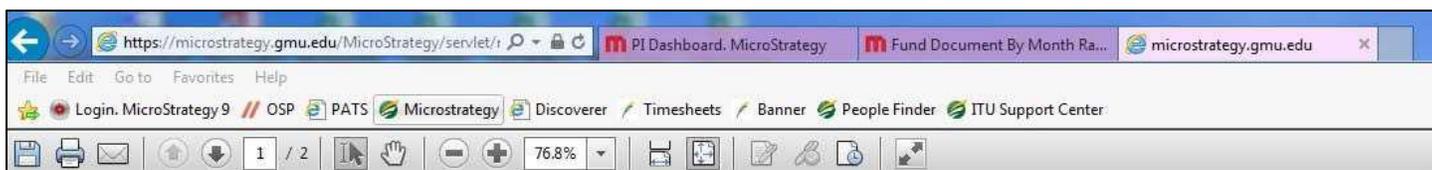


## Exporting a PI report

**Action:** Click the icon on the right side of the toolbar. Click “Export” and select the output format (Excel, PDF, etc.).

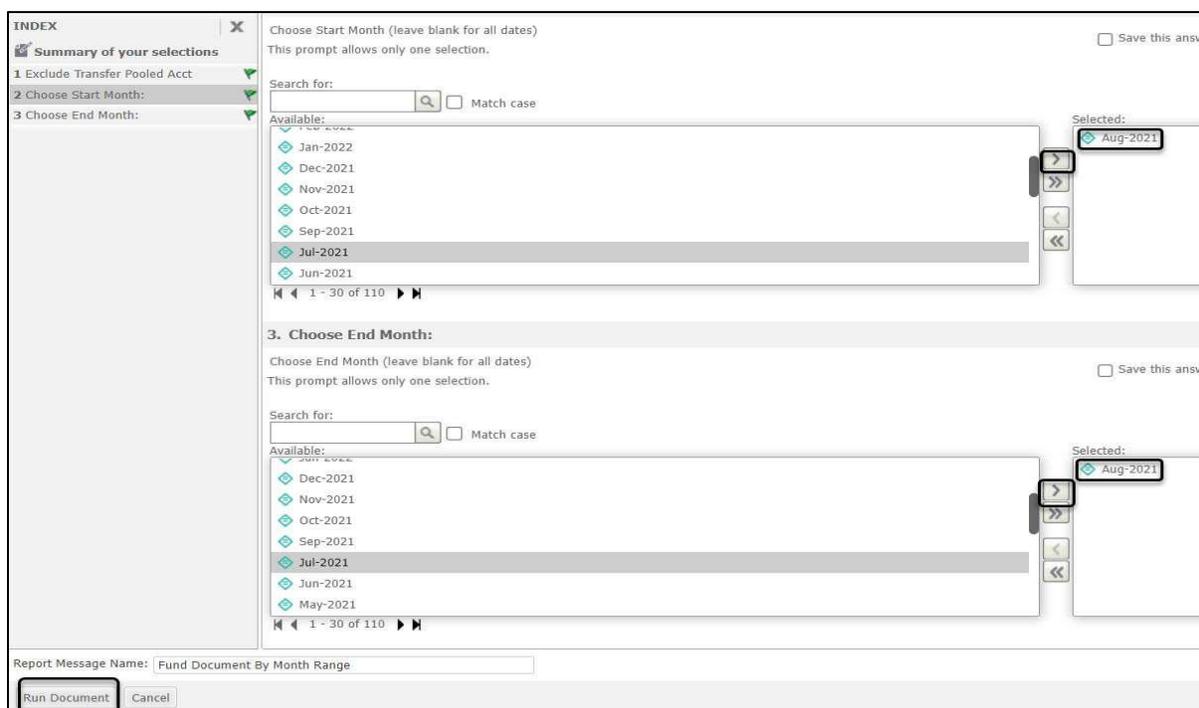


**Action:** “PI Dashboard” tab in your browser to return to dashboard and re-run to select a new fund or new date ranges.



## Reconciliation

**Action:** Click and then select start month “Available”. Click the or double-click to bring date over under “selected”. Repeat these steps for “3. Choose End of Month. Click “Run Document”





## Result

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

|                       |                               |                     |           |
|-----------------------|-------------------------------|---------------------|-----------|
| <b>Run Date:</b>      | 07/10/2022                    | <b>Fund:</b>        | 223675    |
| <b>PI:</b>            | Allen, Susan Hannah           | <b>Grant:</b>       | 223675P   |
| <b>Department:</b>    | Center Centers and Institutes | <b>Grant Start:</b> | 6/1/2020  |
| <b>Project Title:</b> | GMUF/Better Evidence Project  | <b>Grant End:</b>   | 6/30/2023 |
| <b>Agency:</b>        | George Mason Univ Foundation  | <b>Begin Month:</b> | Oct-2021  |
| <b>F&amp;A Rate:</b>  |                               | <b>End Month:</b>   | 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                         | 2,825.00                              | 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                  | (44,316.85)        |             |       |
| 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)         |             |       |
| 78050               | 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                                  | 893.25                  | 0.00                       | (893.25)           |             |       |
| 78800               | 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.

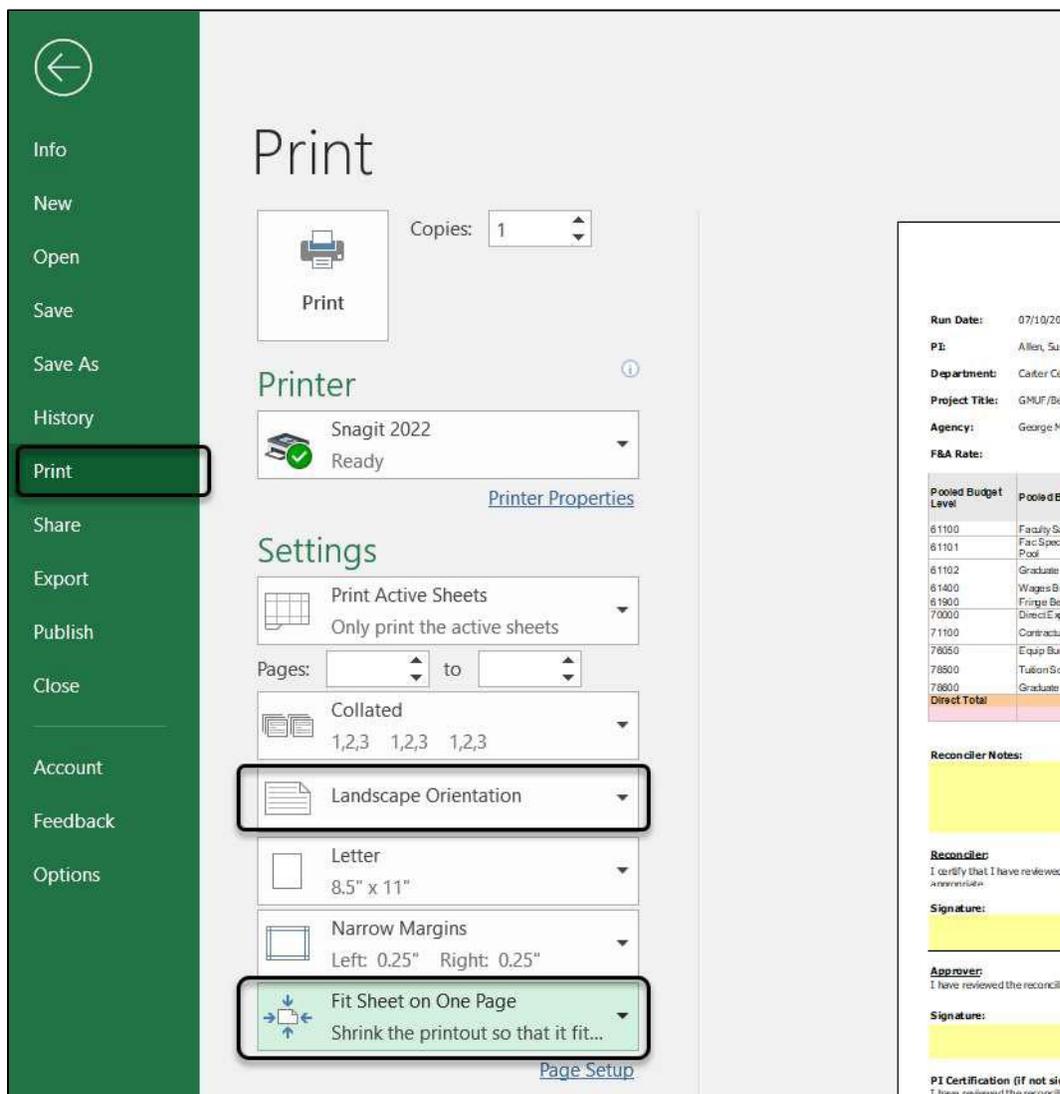
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 to One Page”.**



**Print**

Copies: 1

**Printer**

Snagit 2022  
Ready

[Printer Properties](#)

**Settings**

Print Active Sheets  
Only print the active sheets

Pages: to

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: Califor Cont

Project Title: GMUF/Best

Agency: George Ma

F&A Rate:

| Pooled Budget Level | Pooled Bu   |
|---------------------|-------------|
| 61100               | Faculty Sal |
| 61101               | Fac: Spec S |
|                     | Pool        |
| 61102               | Graduate A  |
| 61400               | Wages Bud   |
| 61900               | Fringe Ben  |
| 70000               | Direct E    |
| 71100               | Contract    |
| 76050               | Equip Bud   |
| 78900               | Tuition Sch |
| 78900               | Graduate H  |
| <b>Direct Total</b> |             |

**Reconciler Notes:**

**Reconciler:**  
I certify that I have reviewed a  
signature:

**Signature:**

**Approver:**  
I have reviewed the reconcil  
signature:

**Signature:**

**PI Certification (if not sign**  
I have reviewed the reconcil

## PI Dashboard -Summary by Grant

**Action: Select “PI Dashboard” – Summary by Grant”**

PI Dashboard - Summary by Fund    **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”.

