

# CORE Quick Tips - Grants

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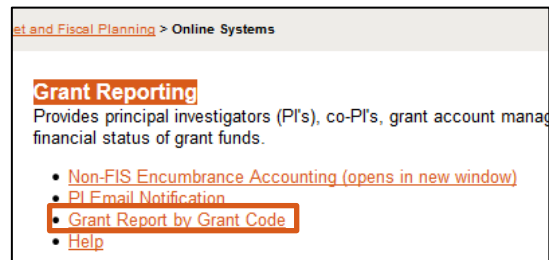
## Monitoring or Viewing Grant Activity

### BI Query Users:

BI Query Finance Operating Ledger Reports - \***DW207**

### CORE Operating Ledger Reports for Grants:

- By Fund: \***FIN1752** Fund Inception to Date (*rank #150*)
- By Grant Code: \***FIN1753** (*rank #343*)
- By Grant Index: \***FIN1756** Grant Index Inception to Date (*rank #255*)
- Search by Index: See CORE Quick Tips–Finance, *Finding the Balance for an Index*
- Grant Search: GRS Feature,  
*Grant Report by Grant Code*



**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.  
**Export** the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

*"Rank" indicates the popularity of the report, lower the number, higher the use.*

*\*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

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## Payroll & Human Resources Information

### Default Pay

- By Index and Activity Code: \***PAY1553** HRIS Default Pay by Index (Rank #20)
- By Employee ID: \***PAY1554** HRIS Default Pay by Employee (Rank #62)

### Payroll Reports

- **FIS - Finance**
  - Fiscal Year by Index & Activity: \***PAY1354** FIS Finance Payroll for Index by Fiscal Year (Rank #89)
- **HRIS – Human Resources**
  - Fiscal Year by OSU ID with OPE Rate: **PAY1550** HRIS Employee Payroll Expense by Month (Rank #1)
  - By Calendar Year for 1 Index: \***PAY1305** HRIS Payroll for Index by Calendar Year (Rank #43)
  - BY Calendar Year for 1 OSU ID: \***PAY1556** HRIS Payroll by Index for University ID (Rank #28)
  - By Fiscal Year for 1 OSU ID: \***PAY1555** HRIS Employee Earnings by Account (Rank #88)

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## Reconciliation of Payroll

**NOTE:** Activity for current and future months based on the default labor distribution defined in the HR system. Default pay is reported when entered (visible in CORE reports the next day) but **will not** post to Banner Payroll encumbrances until either the Payroll mid-month or end-of-month process.

## Pay Reconciliation Report

- Reconciliations Over Encumbered Grant: **RES0051** Over Encumbered Grant Payroll by College (Rank #423)

### Notes about Payroll Encumbrances

- Payroll Encumbrances are created at the beginning of the fiscal year and adjusted monthly at the end of the month following posting. They are only adjusted once monthly at the end of the month.
- Any changes to Employee Pay records that occur around/after Encumbrances are adjusted for the current month, will not be reflected until the **next** month.
- If an Employee Record is not set up correctly, the Encumbrance will likely be incorrect. Common errors that affect Encumbrances are:
  1. The Job Record was changed, but the Default Pay was not changed;
  2. There was a Labor Redistribution, but no adjustment was made to the Default Labor Distribution;
  3. An incorrect Account Code was used for either the Job Record or the Default Pay.
- If a discrepancy in an Encumbrance is discovered:
  - Review the Default Pay and make sure it was updated correctly. The Default Pay can be reviewed in the CORE FIN1553 for an Index or PAY1554 for an Employee, or Banner-PYIVERI.
  - If the Default Pay looks correct, locate the date when the change was made. If the change date was **after** Encumbrances were adjusted for the month, it is necessary to wait until the next month for the adjustment to occur.

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## Cost Share Tracking

- By Index: \***FIN1780** Cost Share Detail for Index (*Rank #112*)
- By Grant: \***FIN1781** Cost Share for Grant (*Rank #175*)
- By Org: \***FIN1782** Cost Share Summary for Org (*Rank #158*)
- By Fund Type 11 (GRS Access Required): **FIN1854** Consolidated Cost Share Index Summary (*Rank #310*)

## Cost Share Linkages to Grants

- By Grant Code, Index or Org: **FIN1783** Cost Share Index Crosswalk **New Feature!**

**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

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## Miscellaneous Grant Lookups & Reports

### Annual Grant Expenditures

- By Fiscal Year and Org: **FIN1754** Annual Grant Expenditures (*Rank #256*)

### Ending Award Report

- By Org & Date: **RES0054** Ending Award Report by Org (*Rank #80*)
- By Fund Financial Manager ID: **FIN1875** Ending Grant Award Report by PI (*rank #354*)

### Unallowable Accounts

- Auto-Run by Account Status, Defaults to Active: **RES0059** Restricted Grant Account Codes (*Rank #438*)
- By Fiscal Year and Org with start/end date filters: **RES0058** Scrub Report – Grant Account Code Restrictions (*Rank #277*)



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### Indirect Costs

- By Fiscal Year and Org: \***FIN1870** Indirect Costs (*Rank #91*)

**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

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## Finance Reports – Encumbrances

<b>Report Code</b>	<b>Report Title</b>
FIN2300	Open Encumbrances by Index
FIN2301	Open Encumbrances by Grant Code
FIN2302	Detail for One Encumbrance Document
FIN2303	Open Encumbrances by Org

## Finance Reports – General Ledger

<b>Report Code</b>	<b>Report Title (GRS and excludes Cost Share)</b>
FIN1804	Restricted Funds – Consolidated Fund Balance
FIN1805	Restricted Funds – Consolidated Fund Summary by Index
FIN1808	Consolidated Fund Summary by Account

## Finance Reports – Grants/Inception to Date

<b>Report Code</b>	<b>Report Title</b>
FIN1752	Fund Inception to Date*
FIN1753	Grant code Inception to Date*
FIN1754	Annual Grant Expenditures*
FIN1756	Grant Index Inception to Date
FIN1780	Cost Share Detail for [Cost Share] Index*
FIN1781	Cost Share for Grant*
FIN1782	Cost Share Summary for Org*
FIN1783	Cost Share Index Crosswalk**

\*Replication of BI Query Report

\*\***New Report** – *Cost Share Index Crosswalk to Grant Code*

## Finance Reports – Operating Ledger

<b>Report Code</b>	<b>Report Title</b>
FIN1850	Unit Manager – Fund Org Summary [GRS]
FIN1851	Unit Manager – Index Summary [GRS]
FIN1852	Unit Manager – Index & Activity Code Summary [GRS]
FIN1853	Operating Statement by Org Code [GRS]
FIN1854	Cost Share – Consolidated Index Summary (no Cost Share) [GRS]
FIN1856	Consolidated Org Summary [GRS]
FIN1870	Indirect Costs

## Finance Reports – Travel

<b>Report Code</b>	<b>Report Title</b>
FIN2401	Travel Advance Transactions

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## Research Reports by popularity (as of 12.12.2016)

Report Code	Report Title
RES0001	Research Award Activity by College
RES0007	Grant Awards by Org Code
RES0054	Ending Award Report by Org
RES0004	Research Activity by Sponsor
RES0008	Research Activity by College
RES1201	Faculty Research Summary by Sponsor
RES1202 <sup>1</sup>	PI Research Proposal Status
RES0003	Research Award Activity by Responsible Org
RES0006	Research Award Activity by Finance Org
RES1205	Monthly Grant Awards by Finance Org Code
RES0055	PI Indexes
RES1204	Research Proposals by Department & PI/Co-PI
RES1210	Active Grant Lookup by PI [GRS]
RES1212 <sup>2</sup>	My Active Grants [GRS]
RES0002	Research Proposal by College & PI/Co-PI
RES1206 <sup>2</sup>	My New Grant Awards by Month
RES0005	Research Proposals by College & Sponsor
RES0052	Index and Grant Code Listing [by Org]
RES1207 <sup>2</sup>	My Faculty Research Activity by Grant Code
RES1203	PI Lookup
RES0057	Active (future end date) Grants by Responsible Org
RES0056	Open (active, non-terminated) Grants by Responsible Org
RES1200	Research Funded Student Worker
RES0051	Over Encumbered Grant Payroll by College
RES0058	Scrub Report – Grant Account Code Restrictions
RES0050 <sup>1</sup>	Grant Proposal [Look Up by Proposal Number]
RES1209 <sup>2</sup>	My Grant Proposal Status
RES0053	Ending Grant Award Report by PI [by Fund Financial Mgr. ID]
RES0059 <sup>2</sup>	Restricted Grant Account Codes
RES1211 <sup>1</sup>	Proposal Status [by FY and Proposal #]

**GRS** (also known as **GRRS**) is the *Grant Reporting System*. A separate system but with linkage to CORE.

<sup>1</sup>Good look up system for hands-on interested PI's and Co-PI's

<sup>2</sup>MY reports are specifically for PI's and Co-PI's. Data based on user ID.