# ACCESSING REPORTS

To assist administrators with the management of effort reporting, ecrt includes numerous reports and queries that can be used by effort coordinators during the reporting cycle and throughout the year. Standard reports return results that are formatted on the screen and in print format; queries are lists of data that satisfy the parameters entered and are not formatted as extensively. Queries are differentiated from standard reports by the wrench icon following the query name.



Rights to run and view individual reports and queries are assigned to users based on their role.  Users are allowed to run reports only for those departments and people to whom they have been granted access to. The results of the reports are limited to those same relationships, ensuring users do not have access to data throughout the institution unless specifically granted that right.

The Reports page contains three window panes across the top that show the report category (Management, Monitoring, Payroll/Cost Share) the list of reports associated to the selected category, and a description of the selected report.
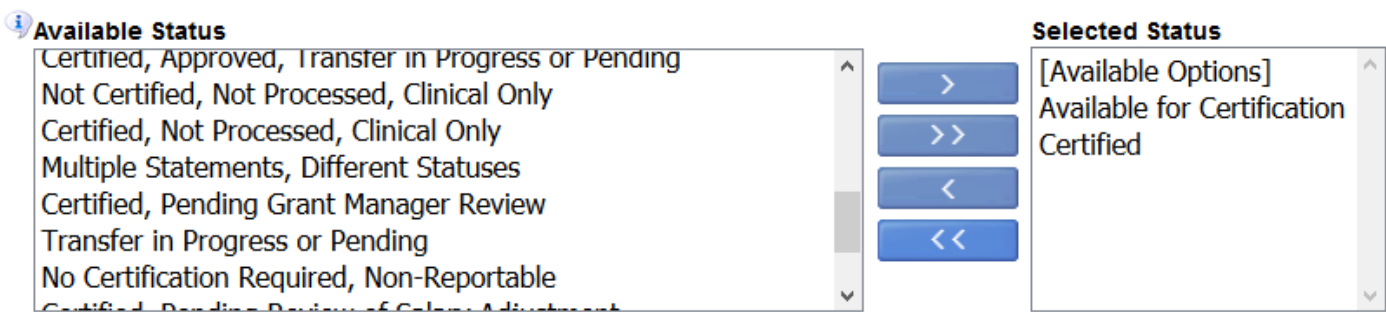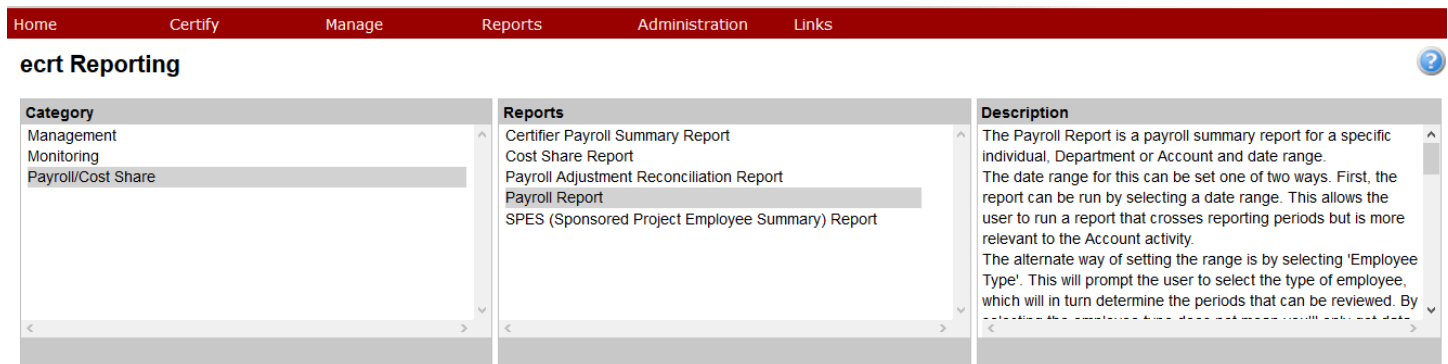


Below the three panes are two tabs – Parameters and Results.
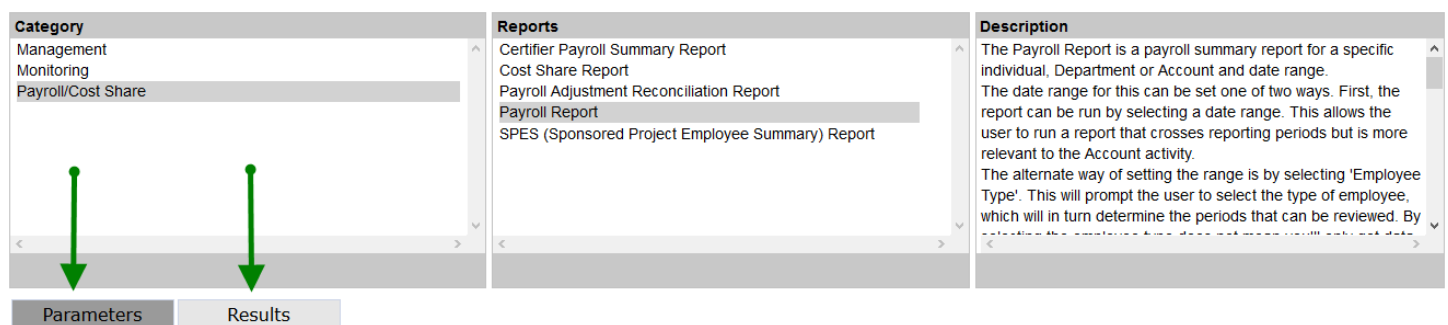
## Common Parameter Fields

On the Parameters tab the user inputs the variables influencing the report such as the status date range, the employee types, the department or person's name, or other fields relevant to the report.

For reports requiring the status, a user must identify at least one statement status. To do this, the user can use the right arrow to move a status from the 'Available Status' box into the 'Selected Status' box. The user can move all statuses into the 'Selected Status' to provide a broad list of results or can move individual statuses to provide a more refined results list. Please note that the status list that is available is a list of all statuses included in the system and not all are relevant to Harvard statements.
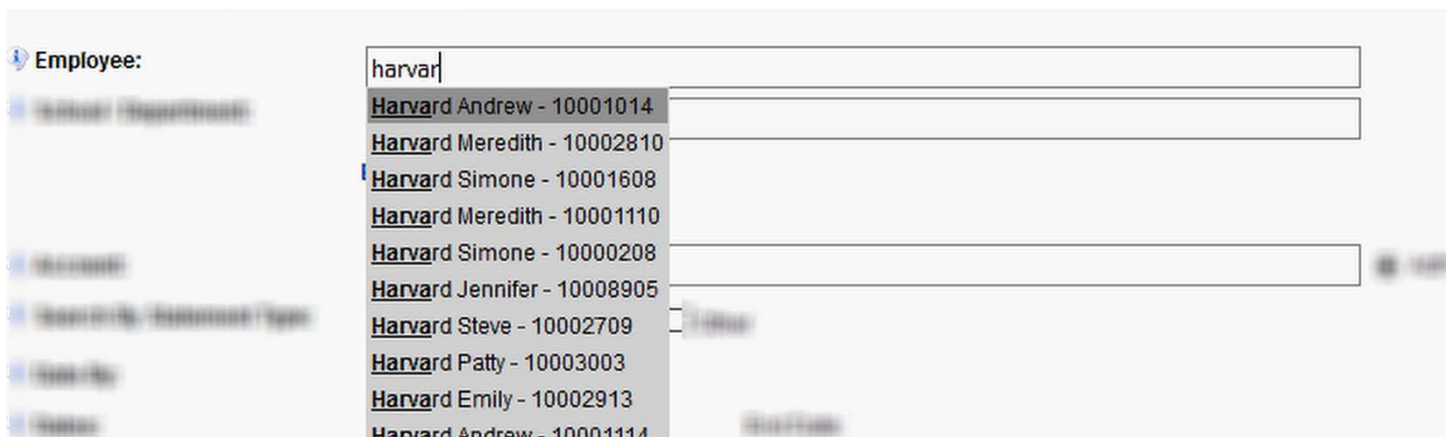


When a report requires an employee's name to be entered as a parameter, the user can enter the employee's first name only, last name only, last name and first name combined, or HUID. Entering the first name followed by the last name will not produce results. The user must type at least three letters of the name and pause for the system to suggest employees based on the letters entered. The more letters entered, the narrower the resulting suggestions will be. The user will then select the employee from the list of suggestions.



The School/Department field enables users to search for results by entering either the department name or org number for the certifier or the statement department. To select a department, a user should type at least three characters of the department name or the org number and then select a choice from the list of suggestions.

For reports that allow you to search results by account (also referred to as grant number) a user should enter at least three digits of the corresponding fund activity and sub activity combination (xxxxxx-xxxxxx-xxxx) and select the desired choice. In order to return the appropriate result, a user must identify whether or not the account is "Active" or 'Inactive". Please note that theses statuses relate to the dates of the account and not the status of the account in GMAS.



For those reports that require a date range, reports can be run either by a user-defined date range or by a Period of Performance for an Employee Type. When the user elects to run reports by date and enters start and end dates using the calendar functionality or by directly entering the dates in the mm/dd/yyyy format, the reports return results that are contained within the configured date range.

If the user selects the "Employee Type" method of running the report, the user will select the desired employee type and period of performance. Please note that this method is not applicable to all reports that contain the date field.



Some reports contain the "Search by Statement Type" field. This is applicable only to results relating to individuals statements and in general only the annual check box should be selected. However, in FY13 certification for supplemental salary was completed separately at applicable schools so this may be selected if performing a historical query.



Several reports also contain a role selector field. This is not used at Harvard and should be left blank.
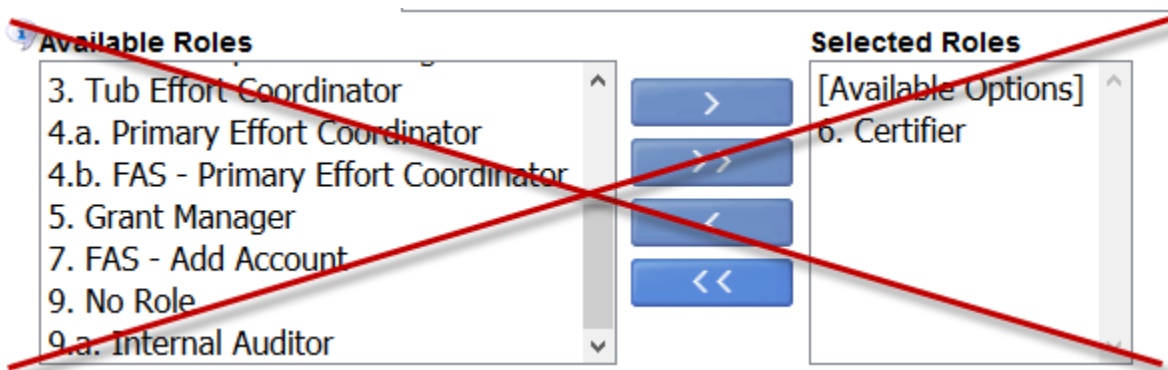


**KEY REPORTS**

Below are some of the key reports in ecrt that all effort coordinators should be familiar with instruction for running them

**The Certification Status Report**

The Certification Status Report can be used by administrators to see a list of all certification statements that have a specified status at the time the report is run.

**ecrt Reporting**

| Category | Reports | Description |
|---|---|---|
| Management | Department Account Report | The Certification Status Report displays a list of all certification statements that have a specified status at the time the report is run. |
| Monitoring | Certification Status Report | You must choose the status(es) to be included, employee type or date range, Department and/or roles to be included. |
| Payroll/Cost Share | Certification Status Summary Report | |
| | Effort Statements On Hold | |
| | External Audit Report | |
| | Project Certification Status Summary Report | |
| | Project Statements on Hold | |
| | Project Status Report | |
| | Sponsored Project Activity Report | |

To run the Certification Status Report, there are a total of five input fields that a user may complete to return results

The first section is required and sets the status(es) for which the user would like to run the report. To do this, the user can use the right arrow to move a status from the 'Available Status' box into the 'Selected Status' box. The user can move all statuses into the 'Selected Status' to provide a broad list of results or can move only one status to provide a more refined results list.

**Available Status**
Certified, Approved, Transfer in Progress or Pending
Not Certified, Not Processed, Clinical Only
Certified, Not Processed, Clinical Only
Multiple Statements, Different Statuses
Certified, Pending Grant Manager Review
Transfer in Progress or Pending
No Certification Required, Non-Reportable
Certified, Pending Review of Salary Adjustment

**Selected Status**
[Available Options]
Available for Certification
Certified

Next the user may enter the department or school for which the report will be run. TEC users can select a tub level department and receive a report that rolls up the results for all associated departments if the reporting roll up setting is enabled.

**School / Department:**     HMS Reporting

**Expand Search**

**Department / Sub Department:**
HMS^Harv Med School
HSDM^Harv School of Dental Med

The "Role" fields do not need to be selected and are not used for this report
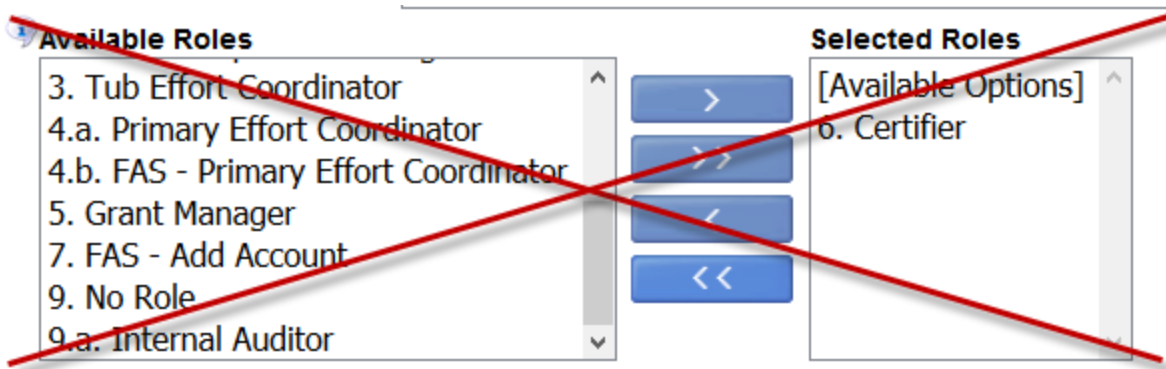
The statement type must be selected. The user marks the checkbox for one or more of the payroll types Annual, Supplemental/Summer, or Other. The user can select any combination of these options. Please note that after 2013, certification of Supplemental/Summer effort as a separate statement at applicable schools was stopped and is now a part of the individual's annual effort. Other is not a statement type used by Harvard.

**ⓘ Search By Statement Type:**    ☑ Annual  ☐ Supplemental/Summer  ☐ Other

Finally, the user enters the date parameters. The first input field is the "Date By" field. The range for this can be set in one of two ways. The first way is to input the dates, where the user enters a specified date range. This allows the user to run a report that crosses reporting periods.

**ⓘ Date By:**    ⦿ Dates  ○ Employee Type

**ⓘ Dates:**    Start Date:    End Date:
                07/01/2015      06/30/2016

Alternatively this report can be run by "Employee Type" where a specified period of performance can be identified.

**ⓘ Employee Type:**    Annual

**ⓘ Period:**    7/1/2015 to 6/30/2016

When the correct parameters are entered, select Run Report and the results will appear below the input fields

**Run Report**

The report generates a list of all the individuals with effort statements that match the parameters of the user's search. The results display the user's name, primary department, primary effort coordinator, email address, proxy assignment (if applicable), certifier's email address, period of performance dates, and the effort statement status.

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

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| Name | Department | Effort Coordinator | Effort Coordinator Email | Proxy Assignment | Certifier Email | Certification Period | Current Status |
|------|-----------|-------------------|-------------------------|------------------|-----------------|---------------------|----------------|
| Harvard, John - 10000101 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | N/A | johnharvard@test.net | 07/01/2013 to 06/30/2014 | Certified |
| Harvard, Patty - 10000103 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | N/A | pattyharvard@test.net | 07/01/2013 to 06/30/2014 | Certified |
| Harvard, Marty - 10000105 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | John Harvard - 10000101 | martyharvard@test.net | 07/01/2013 to 06/30/2014 | Certified |
| Harvard, John - 10000101 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | N/A | johnharvard@test.net | 07/01/2014 to 06/30/2015 | Available for Certification |
| Harvard, Patty - 10000103 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | N/A | pattyharvard@test.net | 07/01/2014 to 06/30/2015 | Available for Certification |
| Harvard, Marty - 10000105 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | John Harvard - 10000101 | martyharvard@test.net | 07/01/2014 to 06/30/2015 | Certified |
| Harvard, John - 10000101 | Training Department 01-1 | Sarah Harvard - 10000115 | sarahharvard@test.net | N/A | johnharvard@test.net | 07/01/2015 to 06/30/2016 | Available for Certification |

This report can be exported to the corresponding formats using the links at the bottom of the page.

| Harvard, Marty - 10003105 | Unassigned | N/A | N/A | N/A | martyharvard@test.net | 06/30/2016 | Available for Certification |
|---------------------------|-----------|-----|-----|-----|----------------------|-----------|-----------------------------|
| Harvard, Marty - 10003405 | Unassigned | N/A | N/A | N/A | martyharvard@test.net | 07/01/2015 to 06/30/2016 | Available for Certification |
| Harvard, Patty - 10003103 | Unassigned | N/A | N/A | N/A | pattyharvard@test.net | 07/01/2015 to 06/30/2016 | Available for Certification |
| Harvard, Patty - 10003403 | Unassigned | N/A | N/A | N/A | pattyharvard@test.net | 07/01/2015 to 06/30/2016 | Available for Certification |

Excel | XML | PDF | RTF

## The Project Status Report

The Project Status Report can be used by administrators to see a list of all quarterly project statements that have a specified status at the time the report is run.

**ecrt Reporting**

| Category | Reports | Description |
|----------|---------|-------------|
| Commitments | List of Global Settings - (Commitment Role Types through Applicatio... | The Project Status Report displays a list of all project statements that have |
| Management | List of Global Settings - (Template through Cost Sharing Types) | a specified status at the time the report is run. |
| Monitoring | Potential Certification Conflict Report | You must choose the status(es) to be included, employee type or date |
| Payroll/Cost Share | Project Certification Status Summary Report | range, Department or certifier. |
| | Project Status Report | |
| | Roles and Rights | |
| | School-Level Certification Statistics | |
| | Sponsored Project Activity Report | |
| | TPE Report | |

To run the Project Status Report, there are a total of five input fields that a user may complete to return results.

The first section is required and sets the status(es) for which the user would like to run the report. To do this, the user can use the right arrow to move a status from the 'Available Status' box into the 'Selected Status' box. The user can move all statuses into the 'Selected Status' to provide a broad list of results or can move only one status to provide a more refined results list.

Available Status | Selected Status
Manual Certification, Payroll Pending
In Progress
Ready for Pre Review
Pre Reviewed
Certified, Pending Review of Salary Adjustment
Available for Certification, Re-Opened by Salary Adjustment
Available for Certification, Re-Opened

[Available Options]
Certified
Available for Certification

Next the user may enter the PI and or department or school for which the report will be run.

PI: Harvard, John - 10000235

School / Department: Training Department 29-2

Finally, the user enters the date parameters. The first input field is the "Date By" field. The range for this can be set in one of two ways. The first way is to input the dates, where the user enters a date range of all the desired quarters. This enable a user to search results that span reporting periods. All periods that fall within the dates entered with be included in the results.

Date By: ◉ Dates ○ Employee Type

Dates: Start Date: 07/01/2015    End Date: 06/30/2016

The second is to select by "Employee Type" where a user can search result for a specific reporting quarter by selecting "Quarterly Personnel" from the employee type dropdown and the desired period for the next.

Date By: ○ Dates ◉ Employee Type

Employee Type: Quarterly Personnel

Period: 1/1/2016 to 3/31/2016

When the correct parameters are entered, select Run Report and the results will appear below the input fields

**Run Report**

The report generates a list of all the quarterly project statements that match the parameters of the user's search. The results display the project nickname, project number, grant department, grant manager, PI certifier, PI department, reporting quarter, and current statement status.

This report can be exported to the following formats using the links at the bottom of the page.



## The Payroll Report

The Payroll Report is a list of all salary transactions for an individual, department or account for a given date range. All payroll, salary journals (if the PWP is included) and companion cost sharing transactions, that are charged to reportable object codes are included in this report.



To run this report, the user will first enter the employee's name, department and /or desired account.



Followed by the date. As is the case with many other reports, the date range can be set in one of two ways. First, the report can be run by selecting a Start Date and an End Date. If the user selects this option, the report will return results for all salary transactions that falls within the dates entered.

**Date By:** ⦿ Dates ○ Employee Type

**Dates:**

Start Date:
📅 07/01/2010

End Date:
📅 06/30/2011

The alternate way of setting the range is by selecting 'Employee Type'. Which can only be used for annual certifiers on this report.

**Date By:** ○ Dates ⦿ Employee Type

**Employee Type:** Annual ⌄

**Period:** 7/1/2012 to 6/30/2013 ⌄

The report displays the name of the employee, the employee's primary department name and number, the account (here named "Grant"), the pay period, the payroll amount, the percentage of the total statement payroll for the range selected, the pay type (the full 33 digit string), and the employee type of the individual at the time the statement was created.

For an individual, the report will show the pay that was charged to each account during each pay period within the certification period, the total amounts charged to each account during the period, and the percent of total pay during the period for each account.

| Certifier | Department | Department Number | Grant | Pay Period | Payroll | Pay % | Pay Type | Employee Type | Statement Type |
|---|---|---|---|---|---|---|---|---|---|
| Harvard, John - 10000101 | Training Department 01-1 | Train01-1 | 000000-000000-00000 - Non Sponsored | 07/01/2012 to 07/31/2012 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 08/01/2012 to 08/31/2012 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 09/01/2012 to 09/30/2012 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 10/01/2012 to 10/31/2012 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 11/01/2012 to 11/30/2012 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 12/01/2012 to 12/31/2012 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 01/01/2013 to 01/31/2013 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 02/01/2013 to 02/28/2013 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 03/01/2013 to 03/31/2013 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |
| | | | | 04/01/2013 to 04/30/2013 | $10,000.00 | 1 % | 370-31330-6050-000001-600100-0000-00000 (Training) | Annual Certifier | Annual |

The results will default to display in pay period view where they will be listed in date sequence. Any adjustment journal transactions will have a date range that reflects the period of work performed entered.

A user also has the option to view results by account view where they will be aggregated by the fund-activity-subactivity combination found in the grant column.



Cost share transactions can be identified in the pay type column by the companion account that is listed.

In addition to running this report from the reporting menu, a user can also access this report from an individual line or the list of reports located on both an annual effort statement and a quarterly project statement. When launched off of these points, parameter presets will default.

Clicking on the $ icon on any statement will launch the report to display results that make up the effort percentage displaying on that line and will show the payroll for the associated account on an annual statement or the payroll for an individual on a quarterly statement within the statement period of performance.



Clicking on the report icon and selecting the Payroll Report will launch the report to display results for the reporting period of the statement.
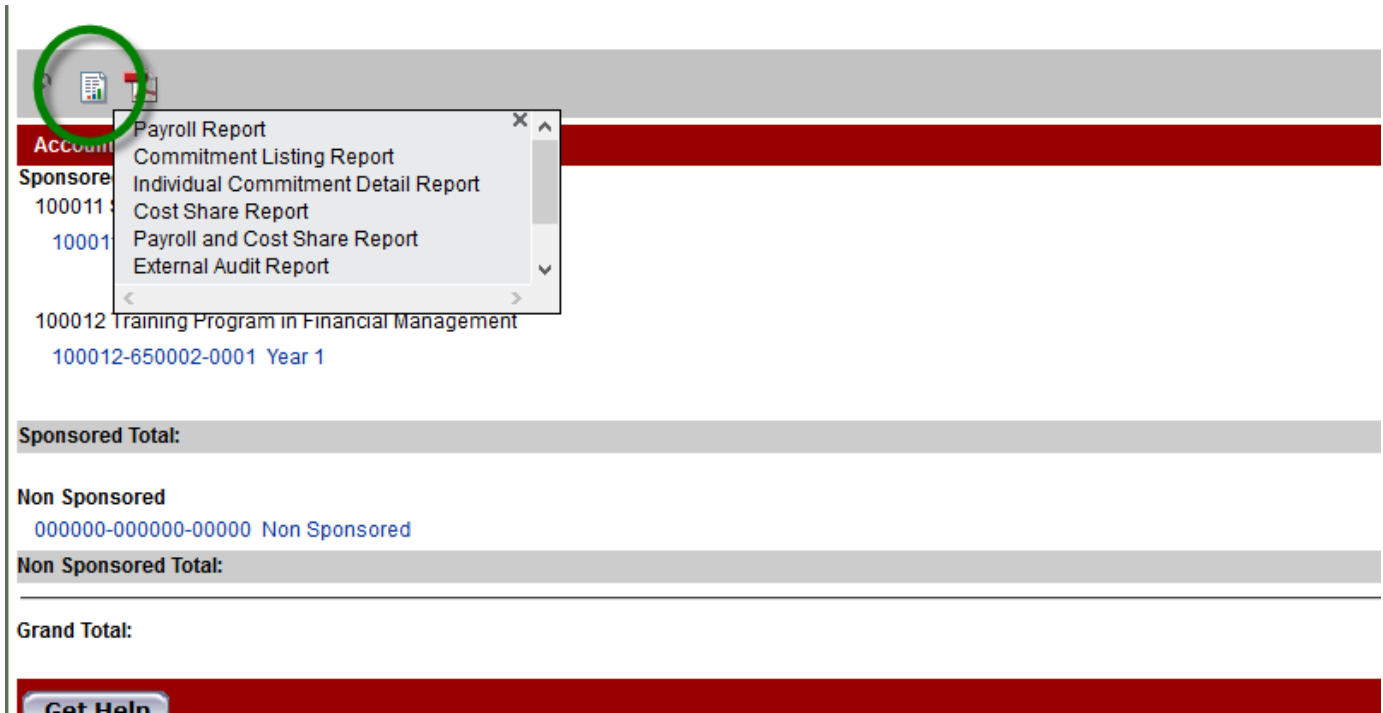
To expand the results of a report launched from these points a user can click on the parameters tab to remove or modify result restrictions it has created. Accessing the report from these points can be particularly helpful for viewing quarterly personnel who are not given department assignments in the system and cannot be searched for from the payroll report off of the reporting menu as a result.

## REPORTS MATRIX

The below matrix link below provides a list of all the reports that effort coordinators currently have access to. It provides the report name, description, roles that can access it, report menu category as well as guidance for when to run it and some additional notes. Questions about these reports can be directed ecrt@harvard.edu.

## ECRT REPORTS MATRIX