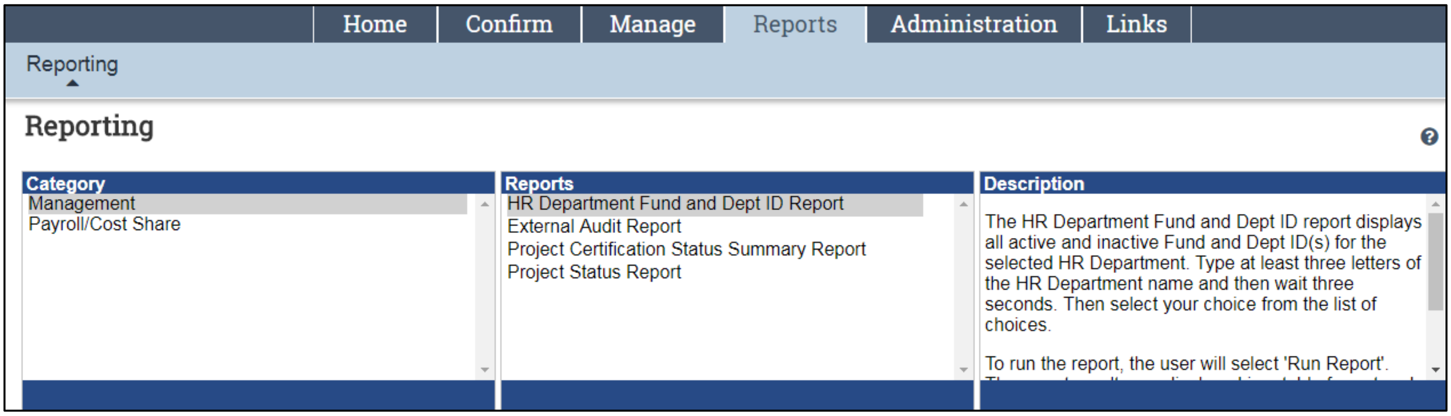
Western Michigan University

Monitoring Reports

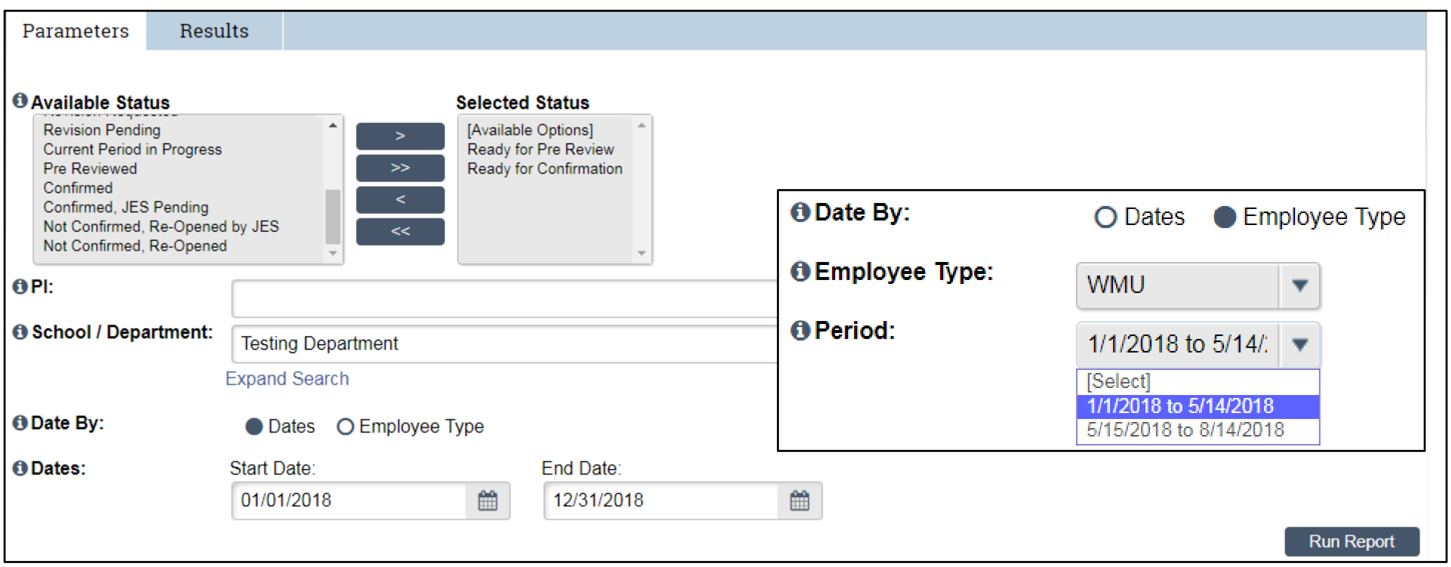
ecrt contains several reports to monitor the confirmation process. From the Navigation Menu, click Reports, and click Reporting.



Project Status Report

Management>Project Status Report

The Project Status Report shows a list of all Project Statements that have a specified status at the time the report is run. Select the status(es) for which to run the report by using the right arrow to move a status from the Available Status box into the Selected Status box. Next, enter the PI and/or department or school for which to run the report. Finally, enter the date parameters or select Employee Type. If Employee Type is selected, select "WMU" from the drop-down menu.



When the parameters are entered, select Run Report and the results will appear. The report generates a list of all Project Statements that match the parameters. The results display the Project's Nickname, Project Number, Grant Department, Grant Manager, PI Certifier, PI Department, (Period) Nickname, and the Current Status of the project statement for the period. These results can be exported to EXCEL.

WESTERN MICHIGAN UNIVERSITY

Parameters | Results

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

Project Nickname	Project Number	Grant Department	Grant Manager	PI Certifier	PI Department	Nickname	Current Status
Molecular Electronics	25-7021430	Testing Department	Jordan, Michael - 123456	Meadows, Steve - 357211	Training Department	Spring 2018	Ready for Pre Review
Wildcat Fusion Therapy	25-7024810	Testing Department	Jordan, Michael - 123456	Meadows, Steve - 357211	Training Department	Spring 2018	Ready for Confirmation

Excel | XML | PDF | RTF

PI and Staff Report

Payroll/Cost Share>PI and Staff Report

The PI and Staff Report displays a list of all individuals with all individuals charging a PI's account(s) and their monthly salary charges on every account they are charging. The first input field is the name of the PI for whom the report is being generated. Select the IBS checkbox in the "Search by Statement Type" field. Then, enter the date parameters or select Employee Type. If Employee Type is selected, select "WMU" from the drop-down menu.

Parameters | Results

PI: Meadows Steve - 357211

Search By Statement Type: ☑ IBS ☐ Non-IBS ☐ Other

Date By: ● Dates ○ Employee Type

Dates: Start Date: 01/01/2018 End Date: 03/31/2018

Date By: ○ Dates ● Employee Type

Employee Type: WMU

Period: 1/1/2018 to 5/14/...

[Select]
1/1/2018 to 5/14/2018
5/15/2018 to 8/14/2018

Run Report

When the parameters are entered, select Run Report and the results will appear. The Name of the PI and his/her staff are listed with their corresponding payroll information for the dates entered in the parameters. The payroll information includes all accounts the person was paid from for the period. These results can be exported to EXCEL.

Name	HR Department	Type	Fund and Dept ID	CostShare	Jan ($) 2018	Jan (%) 2018	Feb ($) 2018	Feb (%) 2018	Mar ($) 2018	Mar (%) 2018	Total	% of Total
Steve Meadows - 357211	Training Department	IBS	25-7024810		$6,000.00	29 %	$6,000.00	29 %	$6,000.00	29 %	$18,000.00	29 %
			11-1001001		$7,500.00	36 %	$7,500.00	36 %	$7,500.00	36 %	$22,500.00	36 %
			11-2002002		$7,500.00	36 %	$7,500.00	36 %	$7,500.00	36 %	$22,500.00	36 %
Steve Meadows - 357211 Totals:					$21,000.00	100 %	$21,000.00	100 %	$21,000.00	100 %	$63,000.00	100 %
Molly Hanada - 357298	Training Department	IBS	25-7019820		$1,250.00	50 %	$1,250.00	50 %	$1,250.00	50 %	$3,750.00	50 %
			25-7024810		$1,250.00	50 %	$1,250.00	50 %	$1,250.00	50 %	$3,750.00	50 %
			25-7024810	True	$1,000.00	40 %	$0.00	0 %	$0.00	0 %	$1,000.00	13 %
			11-2002002	True	$-1,000.00	-40 %	$0.00	0 %	$0.00	0 %	($1,000.00)	-13 %
Molly Hanada - 357298 Totals:					$2,500.00	100 %	$2,500.00	100 %	$2,500.00	100 %	$7,500.00	100 %
Tim Karoli - 357295	Training Department	IBS	25-7019820		$1,000.00	50 %	$1,000.00	50 %	$1,000.00	50 %	$3,000.00	50 %
			25-7024810		$1,000.00	50 %	$1,000.00	50 %	$1,000.00	50 %	$3,000.00	50 %
Tim Karoli - 357295 Totals:					$2,000.00	100 %	$2,000.00	100 %	$2,000.00	100 %	$6,000.00	100 %

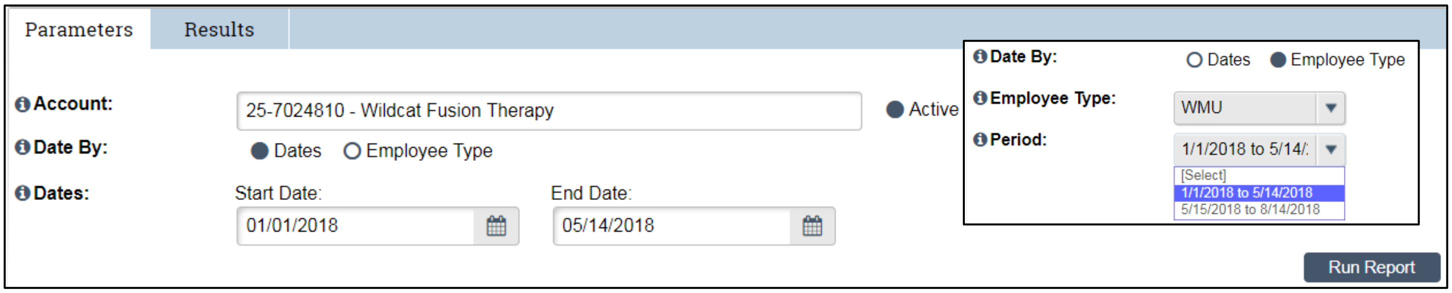
Excel | XML | PDF | RTF

WESTERN MICHIGAN UNIVERSITY

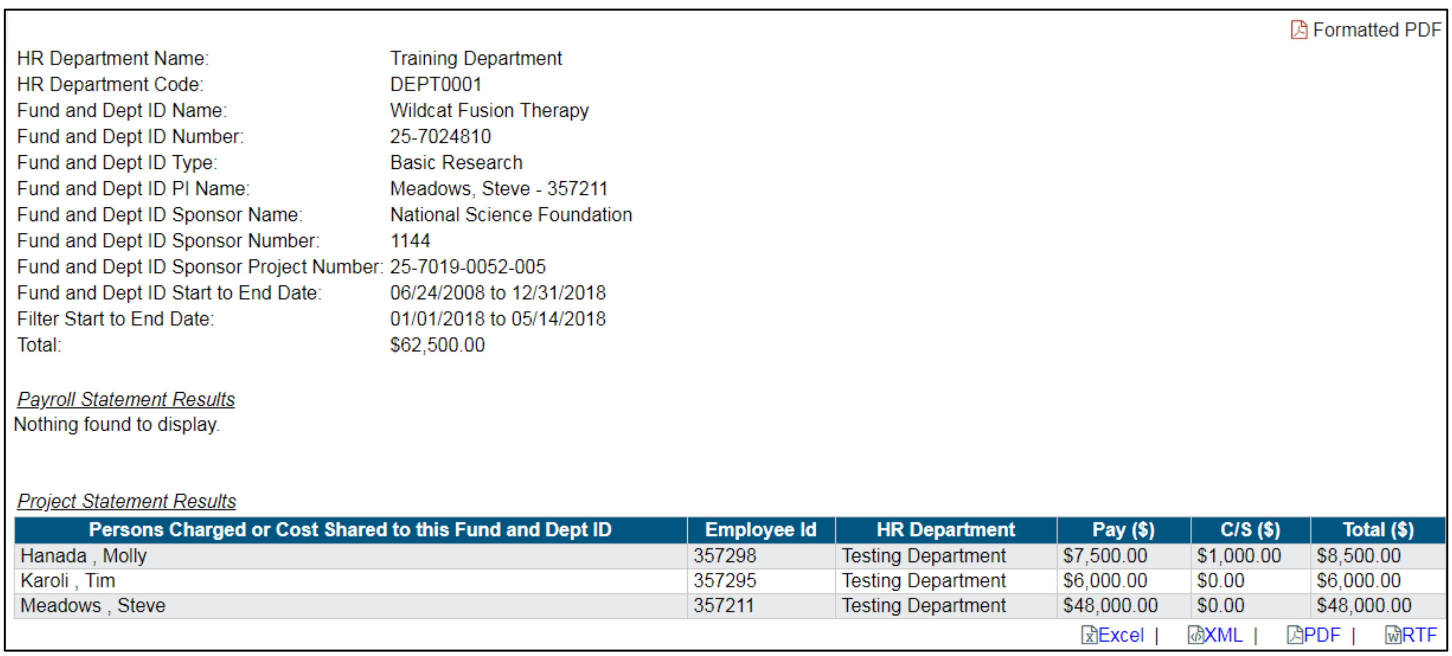
SPES Summary Report

Payroll/Cost Share> SPES Summary Report

The Sponsored Project Employee Summary (SPES) Summary report lists all employees that had salary charged or cost shared to a specific project for the specified date range selected. The first input field is the Account for which the report is being generated. Then, enter the date parameters or select Employee Type. If Employee Type is selected, select "WMU" from the drop-down menu.



When the parameters are entered, select Run Report and the results will appear. The report will show the employee's total payroll and cost share for the selected date range and selected account. These results can be exported to EXCEL.



Formatted PDF

HR Department Name:	Training Department
HR Department Code:	DEPT0001
Fund and Dept ID Name:	Wildcat Fusion Therapy
Fund and Dept ID Number:	25-7024810
Fund and Dept ID Type:	Basic Research
Fund and Dept ID PI Name:	Meadows, Steve - 357211
Fund and Dept ID Sponsor Name:	National Science Foundation
Fund and Dept ID Sponsor Number:	1144
Fund and Dept ID Sponsor Project Number:	25-7019-0052-005
Fund and Dept ID Start to End Date:	06/24/2008 to 12/31/2018
Filter Start to End Date:	01/01/2018 to 05/14/2018
Total:	$62,500.00

Payroll Statement Results

Nothing found to display.

Project Statement Results

Persons Charged or Cost Shared to this Fund and Dept ID	Employee Id	HR Department	Pay ($)	C/S ($)	Total ($)
Hanada , Molly	357298	Testing Department	$7,500.00	$1,000.00	$8,500.00
Karoli , Tim	357295	Testing Department	$6,000.00	$0.00	$6,000.00
Meadows , Steve	357211	Testing Department	$48,000.00	$0.00	$48,000.00

Excel | XML | PDF | RTF