The Business Objects repository contains reports which users can use to retrieve data to which they have access. The reports available vary by data collection and business use, as listed below.

To import reports for your own use:

Using InfoView:

The InfoView web page allows you to view the list of corporate documents in the Business Objects repository and refresh and download those documents via the web. To access the corporate documents using InfoView (Business Objects users only):

1. Point your browser to https://zinc.isc-seo.upenn.edu/wi
2. Click the blue "Log In" button. Enter your Business Objects ID and password in the User Name and Password fields that appear. Click OK to continue to the InfoView Welcome page. You should not click the "Remember my password" box, as this would allow anyone using your browser to access the Data Warehouse under your ID.
3. Click the Corporate Documents link. You may then click on a document name to view the structure and then refresh it, or download it, or edit it using Business Objects.

Using the Business Objects client software:

1. Log on to Business Objects.
2. From the File menu, click "Retrieve From", and then "Corporate Documents".
3. Click on the name of the file you'd like to retrieve, and then click the Retrieve button. You may choose whether to open the document upon retrieval.
4. Retrieved files are saved in your UserDocs directory by default. You may wish to relocate and/or rename them.

General Use

- **FINQRCM - Budget and Actuals**
- **FINQRCM - Previous comparison**
- **FINQUERY - Encumbrances by Org**
- **FINQUERY - Year over year comparison**
- **FINQUERY Template Universe - RCM 210**
- **ISC Billing Detail**
- **Penn IDs by Home Org**: Retrieves, for a given Home Dept Org, a list of employees whose employment status is active and displays Name, Penn ID, Employment Status/Date, and primary appointment information (class, title, dates).
- **RSALMG - Payments and Encumbrances**
- **1000 Hours Report**: Uses the RSALMG universe to retrieve payroll audit record (PAR) data for temporary employees only, including earnings amounts and hours, along with basic employee attributes (name, Penn ID, home org information and primary appointment title). Amounts are totaled for the fiscal year, with regular hours totalled separately as well. When the employee's hours total for the fiscal year is greater than or equal to 1000, the total hours will be represented in red text. Note that this report retrieves results only for temporary employees (those with a job grade of...
‘TEM’ associated with the job class for the earnings.

- **Weekly Employees’ Payments and Hours**: Uses the RSALMGT universe to retrieve payroll audit record (PAR) data for for weekly employees (based on a deduction schedule of "W1"), including earnings amounts and hours, along with basic employee attributes (name, Penn ID, home org information and primary appointment title). Amounts are totaled for the fiscal year, with regular hours totalled separately as well. Shift hours (where earnings type is in ("SHF", "S10", "S15", "S20", "S30", "SUP", "SHV", "UCM")) are excluded from the hours totals, although shift payments are included in payment totals.

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**Financial Management**

These are Budget Office-prepared Business Objects reports available in a dedicated “Financial Management” category of the Corporate Documents repository.

- All-Funds FYTD Actuals, by RCM Category (1) or RCM Row (2)
- Fund Group FYTD Actuals across fiscal years, by RCM Category (3) or RCM Row (4)
- Actuals vs. Original Budget Variance across fiscal years, by RCM Category (5) or RCM Row (6)
- Monthly Actuals across fiscal years, by RCM Category (7) or RCM Row (8)
- Current Expense FYTD Actuals across fiscal years, by RCM row and object code (9)
- Gross Sponsored Program ICR across fiscal years, by org (10)
- Cash Position change and balance, by year and fund group (11)
- Capital project spending, funding, and borrowing summary (12)

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**Grants Management**

**Fund Summary** *(fundsummary.rep)* gives a summary of the entire grant fund similar to the BEN Financials 115 report (listing key attributes) and also lists totals by object code for Budget, Month, Fiscal Year, PJTD Actual Expenditures, Encumbrances and BBA. A separate tab is provided to break down expenditures further by ORG/CREF. Another tab is used to project what the unobligated balance as a percentage of the current year budget will be at the end of the current budget year. The calculation is based on the average expenditures per day. This report is useful for administrators preparing NIH noncompeting continuations since NIH will want to know if an unobligated balance greater than 25% exists. If the projection shows a balance greater than 25% of the current year’s budget, the administrator needs to investigate further before answering “no” to the question about whether an unobligated balance greater than 25% exists. This is the quickest way to look at any fund in its entirety. Additional queries are available to further break down the fund by ORG *(exptotorgrep)* or CREF *(exptotorgcref.rep)*. **

**Fund Summaries for Resp ORG** *(fundsummararies for RESP ORG.rep)* allows a RESP ORG to print out fundsummary reports (described above) for every enabled fund it administers including subprojects it may have on other RESP ORG's funds. These specific tabs are provided: fundsummary - Resp Org (provides an individual fundsummary report for every enabled fund belonging to the RESP ORG(s) prompted); Detail by ORG/CREF (provides an break down by ORG/CREF for grants belonging to the RESP ORG(s) prompted); fundsummary - subprojects (provides an individual fundsummary report for every enabled fund charged by the Org(s) prompted where the grant fund belongs to another RESP ORG); Org Summary - Resp Org (provides a basic ORG Summary of grants of the RESP ORG by fund #); Org Summary - subprojects/waywards (provides a basic ORG Summary of grants belonging to other RESP ORGs that the prompted ORG's have charged); Org Summary - otherorgs,chgs/waywards (provides a basic ORG Summary of other ORG(s) that have charged the grants of the prompted RESP ORG(s)). **

**Fund Detail** *(Fund Detail.rep)* Provides accounting period summaries of all expenditures and payroll for a given fund and any period of time. Separate tabs provided for: Accounting Period Summary, Payroll Period Summary, Payroll by Object Code, Payroll by Person, Exp Detail by Obj, Detail by ORG, Detail by CREF, Detail by Acct Period, and Detail by PO/User. Similarly, **Fund Detail - by PI.rep** provides a "by
grant" matrix of expenses and/or personnel charged for any PI and time period selected. **Fund Detail - by CREF.rep** provides an alternate view of the report, this time prompted by CREF. [**Note:** This report is comprised of two separate queries, one of which queries the Salary Management data collection. If you do not have access to the Salary Management collection in the Data Warehouse, you will receive errors when trying to view the "Payroll" tabs of the report.]*

**Grant Reports** (GRANT REPORTS.rep) Provides a PI-friendly view of a grant fund (broad expense categories are provided instead of object codes) for a selected accounting period. Payroll and expense detail is also provided for each CNAC/ORG/PROGRAM/CREF combination. Original creation in the Dept of Medicine. Variations of this report include GRANT REPORTS - PI.rep and GRANT REPORTS - Resp Org.rep which allow mass runs of individual funds. [**Note:** These reports is comprised of four separate queries, which query the General Ledger, Salary Management and PennERA Proposals collections in the Data Warehouse. If you do not have access to all of these collections, you will not be able to fully utilize this report.]

**ORG Summary** (ORG Summary.rep) gives a summary of all grant funds for which the ORG is the RESP ORG. Results, listed by fund, include fund description, PI name, account end date, and balances for PBIL, Operating Budget, Sum Grant Expenditures, Surplus/(Deficit), Revenue, Receivable, and Cash Received. Separate tabs are provided to identify grants sorted by fund, PI, account end date, Receivables only, Overdrafts only, funds due to freeze in the next 90 days, analysis of expired funds, late or due FSRs, and a comparison of budgeted payroll to actual payments for each fund. This report can be used to identify a variety of potential problems (i.e. accounts with large overdrafts, receivables, revenue recognition, etc.) as well as provide the user with a quick summary of all his/her organization's grant funds. Additional tabs have been added for break by ORG and page breaks by PI. A fix has been made to segregate Late FSR's from Due FSR's. Enhancements have been made on the comparison of budgeted payroll to actual showing the percentage of the budget spent and the % of time elapsed on the grant. Additional queries have also been developed to list all funds where another ORG has charged funds of the RESP ORG (otherorgschgs.rep) and where the ORG has charged funds not under its RESP ORG (subbudgets.rep); when running those reports, the user should specify his/her own org at both prompts. [**Note:**]

**FY Grant ORG Expense Analysis** (FY Grant ORG Expense Analysis.rep) is a powerful analytical tool for all fiscal year grant expense posted to any range of selected ORGS. Simply provide a range of Posted ORGs, the first day of the fiscal year you are querying, and an Accounting Period. You will find out the sources and how the grant $ are being spent. This tool is a great starting place for determining future year grant budgets.*

**Waywards** (Waywards.rep) Wayward charges can occur anytime your ORG incorrectly charges another ORG or vice versa. subbudgets.rep and otherorgschgs.rep can be used to identify potential times this occurs. With this report, simply enter the FUND# and the ORG# charging the FUND (this could be your own org if you are concerned about your charges hitting another ORG's fund). The report will return a breakdown and detail of those charges. (Note that this query was designed to facilitate review of data for grant funds -- if you'd like to run it for another type of fund, or for a limited time period, be sure to add conditions for Transaction Date or Fiscal Year and Fiscal Month Sequence.)*

**Detail Reports** are used to provide transaction detail for any range of accounting periods after FY2000 for a given object code (DETAIL OBJECT RPT.rep) or for all objects (DETAIL RPT.Rep) for a particular fund. Separate queries are used for Operating (DETAIL OBJECT RPT(Operating Bdgt).rep) and Special Budget (DETAIL OBJECT RPT(Special Bdgt).rep), Cash (DETAILOBJRPTCASH.rep) and Subcontracts (DETAILsubcontract.rep) entries. Also available are reports by PI (DETAIL RPT (All grants of PI).rep) or RespOrg (DETAIL RPT (All grants of RESP ORG).rep), which are ideal for running monthly detail for all funds for a PI or RespOrg (since these queries bring back data for several funds we recommend that you run them for periods less than 3 months).*
Encumbrances *(Encumbrances(RESP ORG).rep)* identifies all currently open
encumbrances for your Resp Org. Separate tabs are provided for All Outstanding,
Outstanding on Unfrozen Funds, Outstanding on Frozen Funds, and Outstanding by
PI. All Encumbrances and PO’s need to be closed on frozen funds because a fund can
not be disabled unless there are no encumbrances remaining on the fund.
Encumbrances(FUND).rep provides all current outstanding encumbrances for one
particular fund.*

717 Report *(717 Org Report.rep)* is tailored after the BEN Financials 717 report used
by Research Services to identify funds that have been reported (or have no reporting
requirement), but have not yet been disabled due to varying reasons. ***

4822 Writeoffs *(4822writeoffs.rep)* is used to identify all grant funds (by ORG) for
which there has been a credit entry to object code 4822 during the current fiscal year
(both MTD and FYTD totals are provided). This report indicates funds where there
have been sharing entries or a write off of the direct cost overdraft (separate Object
Codes are not used to distinguish between the two). 4822 writeoffs are to departmental
unrestricted funds. *

Funds Reported includes two reports: Rptsissued.rep lists all funds (by ORG) that
have been reported on by Research Services, with the amount reported. FSRDI.rep
lists the current differences between actual Direct and Indirect amounts and what was
reported by Research Services. *

Funds Disabled *(disablebyorg.rep)* lists all funds (by ORG) that have been disabled by
Research Services. This report can be very helpful, as there is no option in BEN
Financials currently to print only enabled funds; BEN Financials will generate reports
for all active grants for each ORG. *

PBIL Violate *(PBIL Violate.rep)* can be used to identify all funds for which PBIL does
not equal PBUD. Accounts where PBUD has a value and PBIL doesn’t usually
indicates the existence of an advance account. *

Payroll/Personnel Reports:
Payroll.rep is used to identify all salary charges made on a specific fund (listed by
person or by object code) for any period of time.
Payroll(all grants of RESP ORG) is ideal for running monthly detail for all funds for a
RespOrg. Similarly, Payroll(all grants of PI) can be used for retrieving detail for all
funds for a PI. Since these queries can bring back data for several funds we
recommend that you run them for periods less than 3 months.
Personnel.rep is used to identify all payments made to a specific person for a period of
time, and provides a cumulative percentage of all payments over that period of time
that were charged to a specific fund. These reports are used extensively in reviewing
the validity of effort on non-competing proposals.
FUNDPersonnel.rep allows one to enter any fund and retrieve the current distribution
record for that particular fund. A separate tab lets you got a step further and verify
distributions to all funds for the same personnel. This is very helpful to compare effort
of an individual on the fund in relation to other funds.
ORGPersonnel.rep displays current payroll distributions, including percentages and
fund descriptions, for monthly and weekly paid employees for a given home
organization. When the salary is above the NIH cap (for NIH-sponsored funds only),
the report also displays the percentage the distribution contributes to the current cap.
Additionally, separate tabs are provided to display current allocations hitting expired
grants, as well as allocations hitting suspense because the grant is frozen. *
Note: you must have access to the Salary Management collection in the Data
Warehouse to retrieve results for these reports.

Effort Report - Fund: Effort Report - Fund.rep provides a summary of effort for
individuals paid off of a prompted grant fund. At the prompts, simply enter a Name in
CAPS utilizing a % wildcard and a range of pay period (closed) end dates (i.e. do not
enter future dates). If you have security level access to the fund, you can see all
personnel paid on the project, but you will only get accurate effort levels for personnel
in Home ORGs you have access to.*
Note: you must have access to the Salary Management collection in the Data
Warehouse.
Warehouse to retrieve results for this report.

**Effort Report - Home Dept ORG:** Effort Report - Home Dept ORG.rep provides a report similar to the effort report provided in PennERS with a few additional informational enhancements. At the prompts, simply enter a range of Home Dept ORGs and a range of pay period (closed) end dates (i.e. do not enter future dates). ORG security levels will restrict access to only the Home Dept ORGs to which you have access. 

*Note: you must have access to the Salary Management collection in the Data Warehouse to retrieve results for this report.*

**Effort Report - Individual:** Effort Report - Individual provides a report similar to the effort report provided in PennERS with a few additional informational enhancements. At the prompts, simply enter a Name in CAPS utilizing a % wildcard and a range of pay period (closed) end dates (i.e. do not enter future dates). ORG security levels will only allow for access to people in your own Home Dept ORG. 

*Note: you must have access to the Salary Management collection in the Data Warehouse to retrieve results for this report.*

**Proposal Reports:** PT-requests.rep is the PennERA version of the proposal.rep query run on the old SPONPROJ universe. One thing to be mindful of with this query is that under SPONPROJ one proposal reflected one budget period. Under PennERA, multiple future budget periods are also shown. This report can be used to identify all proposals processed for any given period of time, and whether they were awarded or are pending. This report can also be used to identify all advance account proposals processed. 

*Note: you must have access to the PennERA Proposals collection in the Data Warehouse to retrieve results for this report.*

**Award Analysis:** Award Analysis - Award Date.rep provides charts and reports on awards made during a specified time span to a specified range of RESP ORGs (responsible for the award Funds). The "Award Date (INCR)" is used to determine when an award was made. Awards (increments) in Awarded status are shown broken down by Award Type, Sponsor Type, Federal Sponsor, and NIH Program Type. Effective F&A Rates by Sponsor Type, NIH Program Type, RESP ORG, and PI, are also provided for increments in Awarded status. Information on increments in Advance Account status, and on account mappings, is provided in separate tabs. 

*Note: you must have access to the PennERA Proposals collection in the Data Warehouse to retrieve results for this report.*

**Grant Monitor** (GrantMonitor.rep) is a series of reports that alert the user of funds which may need attention, i.e., overdrafts, discrepancies between PBIL/PBUD and Budget, unallowable charges, NIH noncompeting continuations which are due, potential problems with clinical trial cash, clinical trials which may have residual balances, receivables, funds where AISs may need to be updated because the sponsor sends out one notice for multiyear awards, or funds sponsored by the federal government which may have problems with cash draw-down. Click here to view more detailed documentation of each report tab. 

**AIS (Full Search)** (AIS full search.rep) allows one to retrieve information about more than one award at a time from the PennERA Proposals data collection in the Data Warehouse. Records may be selected based on the Institution # (ID number for the proposal for the funding cycle), award fund number, Principal Investigator's name, project end date, proposal responsible org., or award org. This query includes several reports that provide much of the same information that is shown on the AIS, plus information such as awards by account, awards by fiscal year, and effective F&A rates. 

*Reports contributed by Marilyn Becker, Evelyn Ford and Rich Snyder, of the Office of Research Support Services in the School of Medicine.*

**Report contributed by Marilyn Becker, Evelyn Ford and Rich Snyder, of the Office of Research Support Services in the School of Medicine; original development by Jason Moli, of the Office of Research Services.*

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