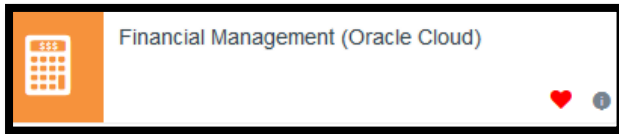


## 505 Report-

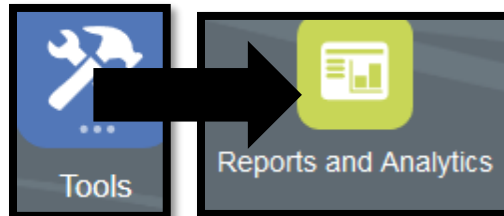
The 505 report is a report that allows you to see 9 aspects of project reports.

<https://my.rutgers.edu>



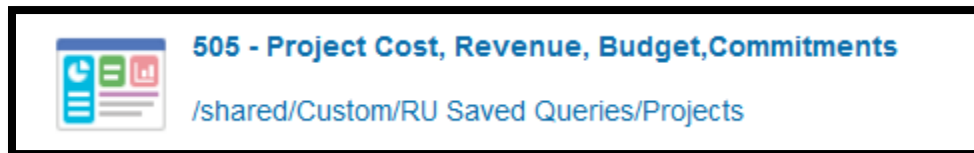
Log onto

Go to: "Tools" and then "Reports and Analytics"



Follow the following path:

All Folders → Shared → Custom → RU Saved Queries → Projects → 505 – Project Cost, Revenue Budget, Commitments



This will open up 9 report queries-

The screenshot shows the "Projects Consolidated View" interface. It features two sections: "Projects Consolidated View" and "Projects Consolidated view by Task". Each section contains a set of search filters:

- Project Number: --Select Value--
- Project Status: --Select Value--
- Principal Investigator: --Select Value--
- Project Manager: --Select Value--
- Fiscal Year: --Select Value--

Below the filters is a search input field with the placeholder text: "Enter the Project Organization (for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)".

Two callout boxes provide additional information:

- A box on the left states: "Project Organization is the UDO (Unit, Division, and Organization as 1 number)". A large black arrow points from this box to the search input field.
- A box on the right states: "You can enter your search criteria by either typing it in, or searching for the value". A black arrow points from this box to the search input field.

At the bottom right of each filter section are "OK" and "Reset" buttons.

**Project Consolidated View-**

**▲ Projects Consolidated View**

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

Project Manager

Fiscal Year

This report will show you project status, PI (if applicable), Project Manager, Budget (if applicable), Cost, F&A Cost (if applicable) Total Actual Costs), Commitments, Available Balance Without Commitments, Available Balance With Commitments, Revenue Amount, Invoiced Amount, Actual Balance Without Commitments, Actual Balance With Commitments.

If you run the report without a fiscal year, the Actual Balance without Commitments and Actual Balance with Commitments will show you what the balance in your project is.

Project Number	Project Name	Project Status	Project Organization	Principal Investigator	Project Manager	Budget	Raw Cost	F&A Cost	Total Actual Cost	Commitments	Available Balance Without Commitments	Available Balance With Commitments	Revenue Amount	Invoiced Amount	Actual Balance Without Commitments	Actual Balance With Commitments
								0.00			0.00	0.00	490.99		490.99	490.99

If you run the report by project organization (UDO), it will show you all of the reports within that organization

If you run the report by project number, it will show you the information per project.

**Project Consolidated View by Task-**

**▲ Projects Consolidated View By Task**

Project Number

Project Status

Task Number

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

Fiscal Year

This will show you the same as the Project Consolidated View, but will break apart the project by task.

**Projects Consolidated View with Task & Expenditure-**

**Projects Consolidated View With Task & Expenditure**

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

Project Manager

Task Number

Fiscal Year

Expenditure Type

OK

This will break apart the report by expenditure type and task. Please note, that these are total reports, so it will show you the totals for either project to date or conversion to date.

Expenditure Type	Expenditure Type Description	Task Number	Task Name	Budget	Raw Cost	F&A Cost	Total Actual Cost	Commitments	Available Balance Without Commitments	Available Balance With Commitments	Revenue Amount	Invoiced Amount	Actual Balance Without Commitments	Actual Balance With Commitments
		200				0.00			0.00	0.00	490.99		490.99	490.99
		200				0.00			0.00	0.00	0.28		0.28	0.28
70210	Recovery Transfer	200			-28,302.00	0.00	-28,302.00		28,302.00	28,302.00			28,302.00	28,302.00
90190	Transfers	200			28,302.28	0.00	28,302.28		-28,302.28	-28,302.28			-28,302.28	-28,302.28

**Project Detail with Expenditure Type-**

**Project Detail with Expenditure Type**

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

Project Manager

Fiscal Year

OK

This is a report that will show you items by the expenditure item date. Expenditure Item date is not the date where it hits the ledger, it is the date of purchase. This report will show you the transaction date, which is recognized in Cornerstone.

Detail Expenditures	Expenditure Type Description	Task Number	Task Name	Accounting Period Name	Transaction Number	Expenditure Item Date	Budget	Commitments	Invoiced Amount	Raw Cost	F&A Cost	Total Actual Cost
70210	Recovery Transfer	200		JUN-17	1068412	6/22/17				-28,302.00	0.00	-28,302.00
<b>70210 Total</b>										<b>-28,302.00</b>	<b>0.00</b>	<b>-28,302.00</b>
90190	Transfers	200		MAY-17	954783	5/30/17				2,895.00	0.00	2,895.00
				JUN-17	1021018	6/9/17				2,300.00	0.00	2,300.00
					1021020	6/9/17				2,500.00	0.00	2,500.00
					1021022	6/9/17				76,000.00	0.00	76,000.00
					1021024	6/9/17				3,000.00	0.00	3,000.00
					1021026	6/9/17				21,000.00	0.00	21,000.00
					1021028	6/9/17				6,500.00	0.00	6,500.00
					1021030	6/9/17				9,000.00	0.00	9,000.00
					1021032	6/9/17				4,500.00	0.00	4,500.00
					1021034	6/9/17				5,000.00	0.00	5,000.00

**Project Cost & Revenue Report-**

**Project Cost & Revenue Report**

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

Project Manager

Fiscal Year

This report will show you the same information as the project detail with expenditure type, however, it will add in revenue if applicable. Please not, the revenue will show with no expenditure type, transaction number, or expenditure type description.

Task Number	Task Name	Expenditure Type	Transaction Number	Expenditure Type Description	Accounting Period	Transaction Date	Revenue Amount	Raw Cost	F&A Cost	Total Actual Cost
200					SEP-18	9/11/17	490.99		0.00	
		<b>Total</b>					<b>490.99</b>		<b>0.00</b>	
200					SEP-17	9/30/16	0.28		0.00	
					MAR-17	9/30/16	-0.28		0.00	
					APR-17	9/30/16	0.28		0.00	
					JUN-17	9/30/16	0.00		0.00	
		<b>Total</b>					<b>0.28</b>		<b>0.00</b>	
		70210	1068412	Recovery Transfer	JUN-17			-28,302.00	0.00	-28,302.00
		<b>70210 Total</b>						<b>-28,302.00</b>	<b>0.00</b>	<b>-28,302.00</b>
		90190	1021018	Transfers	JUN-17			2,300.00	0.00	2,300.00
			1021020	Transfers	JUN-17			2,500.00	0.00	2,500.00
			1021022	Transfers	JUN-17			76,000.00	0.00	76,000.00

**Project Revenue Section-**

**Project Revenue Section**

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

Accounting Period

Fiscal Year

This report will show you what revenue that hits your project-

Project Number	Project Name	Project Status	Task Number	Task Name	Project Organization	Principal Investigator	Project Manager	Revenue Event Type	Revenue Accounting Period	Contract Customer Account Name	Contract Customer Account Number	Event Number	Event Invoice Status	Revenue Amount
		Approved	200					Non Sponsored Funding	SEP-18		EXT0011	1	Uninvoiced	490.99
		Closed	200					Revenue Balance Conversion	APR-17		EXT0011	1	Uninvoiced	0.28
									JUN-17		EXT0011	1	Uninvoiced	0.00

## Project Budget Section-

### Project Budget Section

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Project Manager

Fiscal Year

Expenditure Type

This will show the sponsored budget (grants) for the projects

Project Number	Project Name	Project Status	Task Number	Task Name	Project Organization	Project Manager	Expenditure Type	Accounting Period	Budget Raw Cost	Budget F&A Cost	Total Budget
		Approved	800				50090	SEP-19	25,000.00	0.00	25,000.00
									<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>
		Approved	800				50090	SEP-19	25,000.00	0.00	25,000.00
									<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>
		Approved	900				50010	SEP-19	4,580.92	0.00	4,580.92
								OCT-19	4,580.92	0.00	4,580.92
								NOV-19	4,580.92	0.00	4,580.92

## Project Commitment Section-

### Project Commitment Section

Project Number

Project Status

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Expenditure Type

This report will show you the outstanding commitments against your project.

Expenditure Type	Expenditure Type Description	Period Name	Commitment Type	Supplier	Commitment Number	Committed Raw Cost	Committed Cost
52930	Office Supplies Computer	JUN-18	Purchase Order	CDW Government LLC.-p2508771	834316	144.42	144.42
					835496	144.42	144.42
		JUL-19		MRA International Inc-p10182419	870284	207.00	207.00
		DEC-19		CDW Government LLC.-p2508771	977540	46.67	46.67
		APR-19		Office Depot-p7591950	1051291	41.00	41.00
		AUG-20		Office Depot-p7591950	1152738	24.99	24.99

**Award Funding-**

**Award Funding**

Award Number

Project Number

Enter the Project Organization(for example 10035001080) or (Enter part for example 100%) is LIKE (pattern match)

Principal Investigator

This will give you the details regarding the grant.

Project Number	Project Name	Award Number	Award Name	Award Type	Principal Investigator	Project Manager	Project Owning Organization Name	Award Start Date	Award End Date	Award Direct Funding Amount	Award Indirect Funding Amount	Award Total Funding Amount	Project Funding Amount	Award Status	Award Description	Award Purpose	Award Project Burden Schedule	Federal Sponsor Indicator	Sponsor
				Grant				9/1/18	9/30/19	25,000.00	0.00	25,000.00	25,000.00	Active	Institute of Intl Education - Scholar Rescue Fund - Dr. Selin Bengi Gumrukcu	Fellowship/TRNG-Post	FA - M - 0%_y2	N	Institute for International Education
				Grant				9/1/18	9/30/19	25,000.00	0.00	25,000.00	25,000.00	Active	Institute of Intl Education - Scholar Rescue Fund - Dr. Gubad Ibadoghlu	Fellowship/TRNG-Post	FA - M - 0%_y2	N	Institute for International Education