

## Office of the Vice President for Research

### How to Access Current Grant Finances & Balances

#### Introduction

The Office of the Vice President for Research (OVPR) has created a number of financial reports to help that faculty and their administrators to monitor and track their grant finances and balances easily. Below are description of these reports and instructions on how to access them. These reports are for grant funds (ledgers 5 and 6) only. The data are current as of the closing of the previous business day.

#### Pre-requisite

You must have access to KFS/KFDM in order to view these reports. If you are not sure, consult with your department administrator or contact the Help Desk (860-486-4357 or [helpcenter@uconn.edu](mailto:helpcenter@uconn.edu)) to request access.

#### Instructions

1. Go to <http://bi.uconn.edu> and login using your NetID and Password.
2. In the left panel, click the folder labeled **Standard Financial Reports → Shared Reports**, and scroll down and browse to **Jen Pelletier → Custom Reports → OSP Reports – for University-wide use**. This folder contains a number of reports you may find helpful (see Appendix A for a list of reports and descriptions). For example, to find out account balances, click the report named **OSP Transactions, Account (CUR)**. Please note that it might take up to two minutes to display the report page. Enter Account number, and select the fiscal year, fiscal period, and object code (use the HTML format) from the dropdown menus.

#### Support

For assistance or questions about the report, contact Jen Pelletier in the OVPR at 860-486-4858 or email [jennifer.pelletier@uconn.edu](mailto:jennifer.pelletier@uconn.edu)

## Appendix A – List of Grant Management Reports

Report Name	Description
<b>OSP Account Actuals by Month (CUR)</b>	For a selected account and fiscal year, provides actuals (no budget or encumbrance) by month. Option to select specific month(s).
<b>OSP Summary, Account (CUR)</b>	For a selected account, provides an object level summary with budget, actual, encumbrance and available balance columns. Object codes are grouped into OSP invoicing categories with totals for direct, indirect and total costs. (Expense object codes only).
<b>OSP Summary, Contract Control Acct (CUR)</b>	Same as <b>OSP Summary, Account (CUR)</b> except is run for a contract control account and returns one combined report for all accounts with the contract control account.
<b>OSP Summary, Contract Control Acct, Individual Rpts (CUR)</b>	Same as <b>OSP Summary, Account (CUR)</b> except is run for a contract control account and returns a separate report for each account with the contract control account.
<b>OSP Summary, Account, Sub Account (CUR)</b>	For a selected account & sub account, provides an object level summary with budget, actual, encumbrance and available balance columns. Object codes are grouped into OSP invoicing categories with totals for direct, indirect and total costs. (Expense object codes only).
<b>OSP Transactions, Account (CUR)</b>	For a selected account, returns transaction details (Expense object codes only). Options to select specific fiscal year(s), fiscal period(s) and/or object code(s)
<b>OSP Transactions, Account, Actuals Only (CUR)</b>	For a selected account, returns transaction details for Actual expenses (does not include budget or encumbrance transactions). Options to select specific fiscal year(s), fiscal period(s) and/or object code(s).
<b>OSP Transactions, Contract Control Acct (CUR)</b>	Same as <b>OSP Transactions (CUR)</b> except is run for a contract control account and returns one report with expense transactions for all account with the contract control account.
<b>OSP Transactions, Organization Code (CUR) –</b>	For a selected organization code, returns all transaction details (Expense object codes only). Options to select specific fiscal year(s), fiscal period(s) and/or object code(s)
<b>OSP Expenditure Report, Organization Code (CUR)</b>	For a selected organization code and fiscal year, lists all Restricted Sponsored Programs accounts with the Direct, Indirect and Total expenditures.
<b>OSP Account Attribute Changes</b>	For a selected account, returns a list of account attribute changes. You can use this report to identify when changes were made to account supervisor, for example.
<b>OSP List of Accounts by Contract Control Account (CUR)</b>	For a selected contract control accounts, lists all accounts with the contract control account.
<b>OSP List of Accounts by PI (CUR)</b>	For a selected PI Name, lists all accounts where the Account Supervisor’s name begins with the value entered
<b>OSP List of Accounts with Grad Assts (CUR) –</b>	For a selected organization code, provides a list of all accounts (identified as Tuition Eligible) with the Grad salary and Grad tuition expense details.
<b>OSP Labor Transactions by Account</b>	Provides all Labor Transactions for a selected account number. Option to select specific fiscal year(s), fiscal period(s) and/or salary only/fringe only.
<b>OSP Labor Transactions by Employee -</b>	Provides all Labor Transactions for a selected employee payroll ID. Option to select specific fiscal year(s), fiscal period(s) and/or salary only/fringe only.