



Quick Reference Card

Enhanced Reporting: Report Usage Grid

Purpose: To give details on each report including its name, t-code used to run the report, brief description, what funds are used in it and what type of data can be found.

<u>Distribution Report Number</u>	<u>Report Name</u>	<u>T-Code</u>	<u>Report Description</u>	<u>Type of Fund</u>	<u>Data</u>
SMUR1	SMUR Operating Statement	zfi_smur_oper_stmt	A summary report of revenue and expense by commitment item with month vs. previous year month and year to date vs. previous year to date variance comparison.	Any	Revenue, Expense, Current Month Comparison, FY Comparison, YTD Comparison, Cash Balance
SMUR2	SMUR Monthly Transaction Listing	zsmur_monthly_trans	Listing of all transaction for the current month with detail including vendor name and product description.	Any	Detailed transaction listing. Includes vendor name and product description.
SMUR3	SMUR Monthly Budget Changes Listing	zsmur_bud_changes	A listing of all budget transactions including original, changes, carry forward and cost share items.	Budgeted	Detailed listing of budget transactions. This report is currently ALWAYS based on the ENTIRE FISCAL YEAR.
SMUR4	SMUR Income Statement	zsmur_income_stmt	This report is most useful for comparing budget vs. actuals on budgeted funds. Report includes transactions on a fiscal year basis. While revenue is shown on this report, revenue is not taken into account in bottom line balance.	Budgeted	Budget less Actuals: Reserves, S&W, Fringe Benefits, S&E, and Commitments with ending available budget balance. Revenue is not included in ending balance.
SMUR5	SMUR Balance Sheet	zfi_smur_balsheet	A report that provides asset and liability balances. The report includes cash balance as well as management balance.	Other Funds	This report is most useful for those funds where cash is held at the fund level.
SMUR6	Account Balance Listing	zsmur_acct_balance	List of all accounts within a unit with detail on PI, CoPI, management balance, cash balance (if applicable), title and project period.	Any	Cash Balance, Management Balance



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RIO1*	RIO Monthly Budget Changes	zrio_bud_changes	A listing of all budget transactions including original, changes, carry forward and cost share items by RIO.		Detailed listing of budget transactions at an RIO level. This report is currently ALWAYS based on the ENTIRE FISCAL YEAR.
RIO2*	RIO Monthly Transaction	zrio_monthly_trans	Listing of all transaction for the current month with detail including vendor name and product description by RIO.		Detailed transaction listing at an RIO level. Includes vendor name and product description.
RIO3*	RIO Income Statement	zrio_income_stmt	This report is most useful for comparing budget vs. actuals on budgeted funds by RIO. Report includes transactions on a fiscal year basis. While revenue is shown on this report, revenue is not taken into account in bottom line balance.		Budget less Actuals: Reserves, S&W, Fringe Benefits, S&E, and Commitments with ending available budget balance at an RIO level. Revenue is not included in ending balance.
RIO4*	RIO Monthly Operating Statement	zfi_rio_oper_stmt	A summary report of revenue and expense by commitment item with month vs. previous year month and year to date vs. previous year to date variance comparison by RIO.		Revenue, Expense, Current Month Comparison, FY Comparison, YTD Comparison, Cash Balance at an RIO level.
* Use these reports when looking at RIO data only. Use SMUR reports when looking for non RIO data.					



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<i>The FSSR reports will be automatically sent to PI's, CoPI's and Responsible Personnel based on GM Aims logic. There are three different views available for each report.</i>					
Grant View		This is a consolidated view from the grant perspective. Includes data from all sponsored programs associated with this grant.			
Sponsored Program View		This report contains data for just the sponsored program listed in the selection criteria. If there is more than one sponsored program listed, a separate report for each sponsored program would appear.			
Both		This will produce both the Grant View and Sponsored Program View for each selected grant/sponsored program. The order will be Grant 1, Sponsored Program 1, Sponsored Program 2, Grant 2, Sponsored Program 3, Sponsored Program 4, etc.			
<u>Distribution Report Number</u>	<u>Report Name</u>	<u>T-Code</u>	<u>Report Description</u>		<u>Data</u>
FSSR1	Project Financial Report Monthly Transactions	zfi_fssr_mnthly_trns	Listing of all transaction for the current month with detail including vendor name and product description by grant or sponsored program		Detailed transaction listing at a grant or sponsored program level. Includes vendor name and product description.
FSSR2	Project Financial Report	z_fssr_projfin	Includes header data about the grant, budget, current month expenses, life to date expenses, commitments and available balance for a grant or sponsored program.		
FSSR3	Project Financial Report Monthly Budget Changes	z_fssr_monthlybud	A listing of all budget transactions including original, changes, carry forward and cost share items.		