Purpose: The Questionable Transaction Report (QTR) is a report of questionable transactions that have posted to sponsored program accounts on fund 46010000 and associated cost share funds. The report should be reviewed monthly by Business Managers or Business Office Account Manager staff. The commitment items that have been identified as questionable were determined to be questionable by reviewing 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and Purdue's Cost Accounting Standards (CAS) Classification of Cost Items.

CAUTIONS:

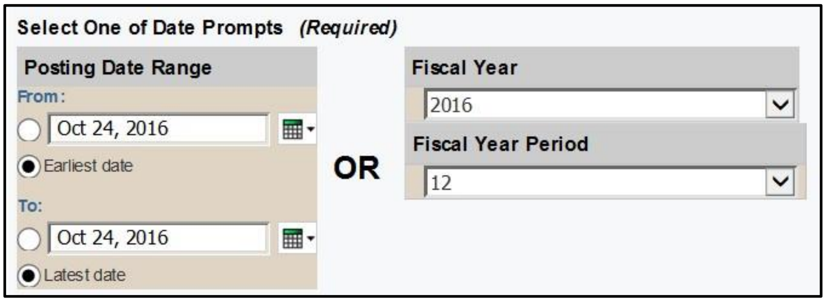
- Commitment items are filtered based on the CAS guidelines. These will periodically be reviewed and changed.
- Date prompts are not required, but highly recommended when running this report – selecting either of the date prompts will speed up the time it takes to return output.

Targeted Audience: Business Management Staff, Business Office Account Manager Staff and SPS Research Quality Assurance Staff

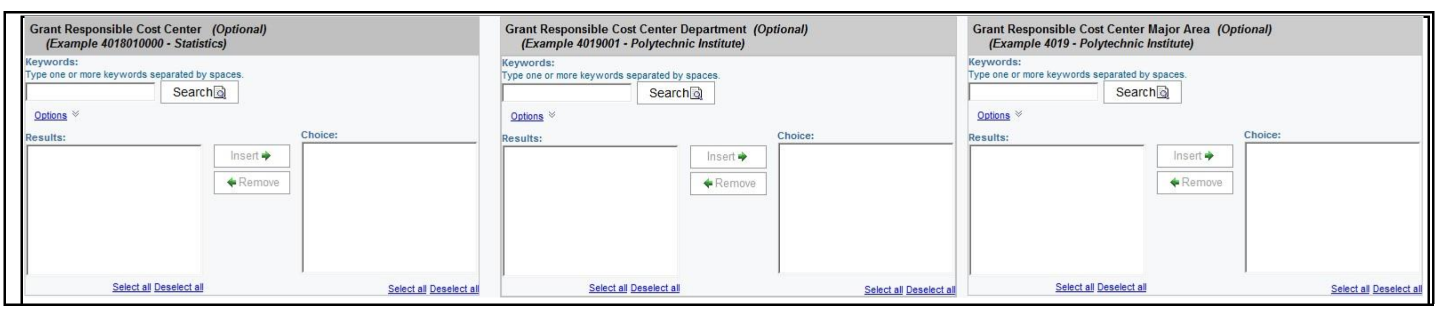
Additional Resources for SPS Research Quality Assurance: For more information on running the report, and a listing of QTR Commitment Items, visit the SPS – Post Award – Business & Regional Offices – Account Management Website.

Access the Report
Report is located at: **Public Folders - PROD** ⇨ **Boiler Insight** ⇨ **Standard Content** ⇨ **SPS** ⇨ **Questionable Transaction Report** Click any of the links within the path above, or log into **Cognos** via the OneCampus Portal or the BICC's Website
Complete the Prompt Page

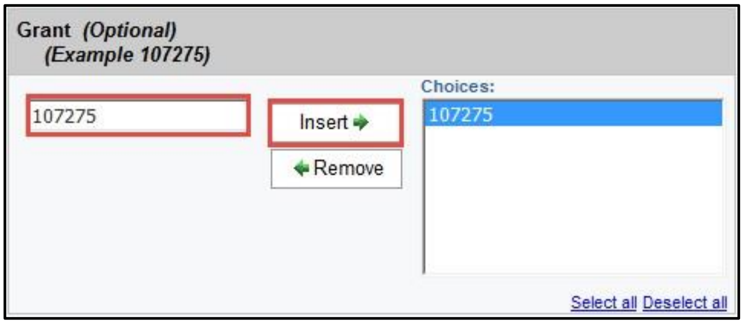
1. Select of one of the following date prompts:
   - **Posting Date Range** – Select a **From** and a **To** date using the calendar buttons, or enter dates (mm/dd/yyyy) into the text boxes (*Note:* Do NOT leave both defaults of **Earliest date** and **Latest date** selected – it is strongly recommended that you change at least one of the posting dates or make a fiscal year selection)
   - OR, select a **Fiscal Year** from the drop-down
   - OR, select a **Fiscal Year** AND a **Fiscal Year Period** from the drop-downs provided



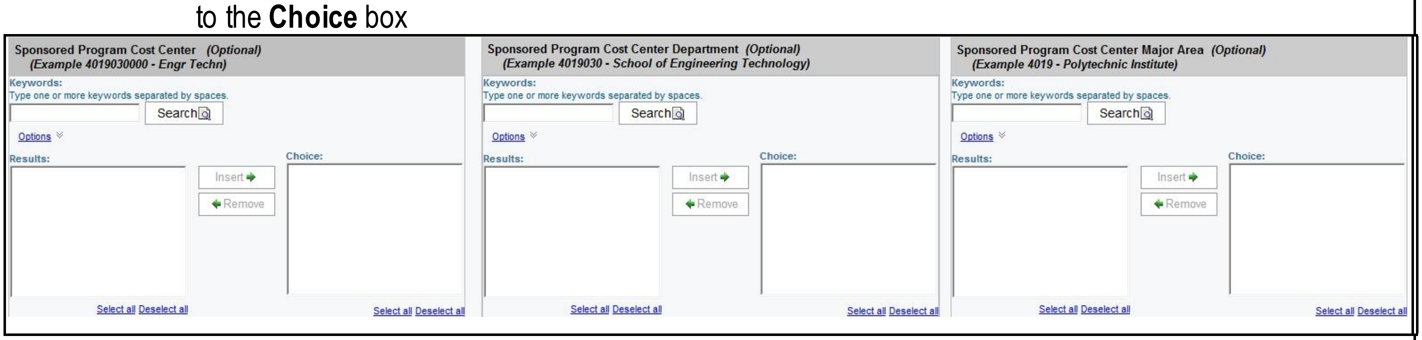
2. To search by **Grant RCC**, move to the Grant Prompt tab and enter at least one of the following:
   - **Grant Responsible Cost Center *(Optional)*** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box o **Grant Responsible Cost Center Department *(Optional)*** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box
     Grant Responsible Cost Center Major Area *(Optional)* – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box



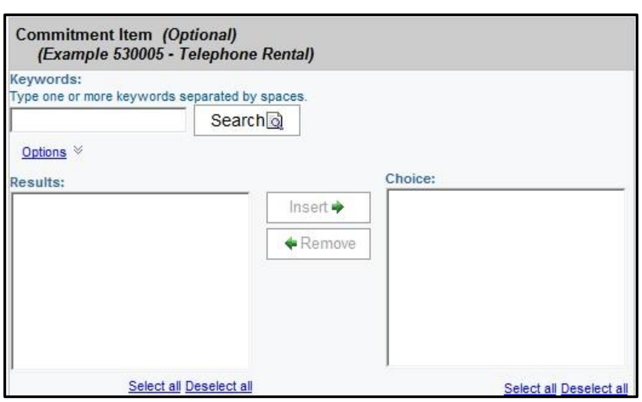
3. To directly enter a Grant (Optional) – In the text box, enter a grant number (eight digits), and then click the Insert button to move the result to the Choice box



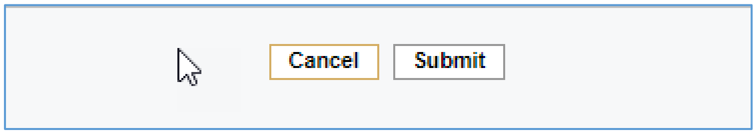
4. To search by Sponsored Program, move to the Sponsored Program Prompts and enter at least one of the following:
   - **Sponsored Program Cost Center *(Optional)*** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box o **Sponsored Program Cost Center Department *(Optional)*** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box
   - **Sponsored Program Cost Center Major Area *(Optional)*** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box



4. To further narrow down your results (if applicable), move to the Type of Transaction Prompts and search by **Commitment Item** (Optional) – In the Keywords text box, enter a number or name; click the Search button; Results are returned below; click the Insert button to move the result to the Choice box



5. Click the **Submit** button to run the report



View and Export Report

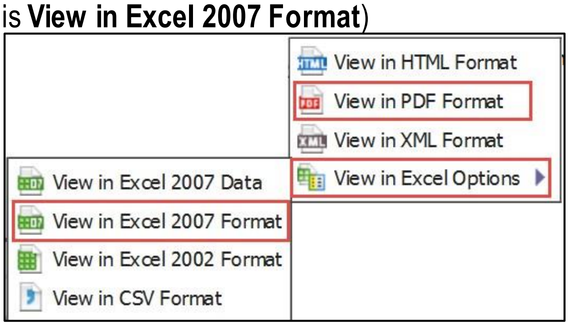
1. The report output will display the **Fiscal Year Period**, **Posting Date**, fund and cost center information, **Account Manager Name**, and information about the grant, class, **Commitment Item**, and **FI Accounting Document Number**

Fiscal Year Period	Posting Date	Fund	Account Manager Name	Grant Number	Grant Responsible Cost Center	Sponsored Program Number	Sponsored Program Responsible Cost Center	Co-PI Name	Sponsored Class	Sponsored Class Name	Commitment Item	Commitment Item Name Short	FI Accounting Document Number	Item Text	Total (Expense)
2016-02	8/11/2015	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	78420	Communications	530065	Cellular Rental	[illegible]	[illegible]	[illegible]
2016-03	9/15/2015	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	78420	Communications	530065	Cellular Rental	[illegible]	[illegible]	[illegible]
2016-04	10/27/2015	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	78420	Communications	530065	Cellular Rental	[illegible]	[illegible]	[illegible]
2016-06	12/1/2015	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	78420	Communications	530065	Cellular Rental	[illegible]	[illegible]	[illegible]
2016-01	7/27/2015	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	78420	Communications	530080	Postage	[illegible]	[illegible]	[illegible]
2016-02	8/7/2015	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	78420	Communications	530080	Postage	[illegible]		[illegible]

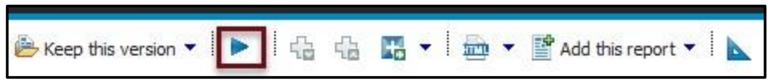
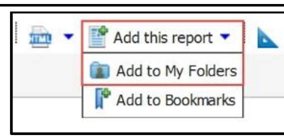
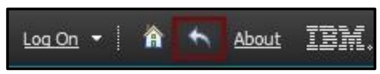
2. To export the report to Excel and/or PDF format:
   a. Click the **HTML** icon located on the top right corner of the Web page

   b. Select **View in PDF Format** or **View in Excel Options** (*Note:* The best Excel view/export for this report is **View in Excel 2007 Format**)

3. In the pop-up that appears along the bottom of the Web page, select either **Open**, to open the file, or **Save**, to save the file

Using the Menu Bar	
Click (**Run Report**) to go back to prompt page.	
Create a quick link to this report in **My Folders**, providing the ability to organize the reports in your own folder.	
Click (**Return**) to return to the Standard Report List.	
Click **Log Off** to log out of Cognos.