Reports & Queries Guide

Goal: To provide basic, best practice, information on the various reports and queries available to USF research administrators.

Resources: TRAIN® Depot: http://www.research.usf.edu/TRAIN/finanAdminTech.asp

MyUSF Portal site: https://my.usf.edu/

COS/Pivot: http://pivot.cos.com/

USF Finance Mart: https://eusf.admin.usf.edu/Topics/Applications/Queryland/Pages/default.aspx

Research Reports: https://reports.research.usf.edu/Report/

Payroll Bi-Weekly Schedule: http://www.usf.edu/business-finance/controller/payroll/payrollcertsschedules.aspx

TRAIN® HelpOne Service Center: 813-97-HELP1 (813-974-3571); TRAIN@usf.edu

Purpose: The USF Research Roles and Responsibilities require Department Research Administrators (Administrative Staff) to provide a variety of information and monthly financial reports to Principal Investigators, central administration, and auditors.

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GEMS & FAST Queries Overview:

There are several ways to retrieve data from the PeopleSoft/Oracle databases. One method of retrieving data is by running a Public Query. Using this method you can run a query to an EXCEL spreadsheet. Once the data has been run to EXCEL you can review the fields and modify the data to fit your needs.

> **Note:** Most USF public queries begin with "**U_**" to indicate that the query was developed by USF. In FAST, USF developed public queries beginning with "**U_GM**" report information for the Grants Module.

To find a public query, navigate to the Query Manager in either GEMS or FAST via MyUSF:

<div align="center">

Reporting Tools > **Query** > **Query Manager**

</div>

To short cut through the alphabetized search results, enter the **Query Name** or partial name, for example, "**U_**" in the **Search By:** begins with field. Click the **Search** button.

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Search Results are displayed with various "run" options. Click the link on the row of the query for the desired run option:

- HTML: Click to generate an HTML version of the query.

- Excel: Click to download the query to a Microsoft Excel spreadsheet.

- XML: Click to download query result to browser as webrowset format. There are options that enable you to open, save, or cancel the downloaded file.

- Schedule: Click to schedule a time for the query to run.

Choose the desired run option.

Many public queries are designed to prompt the user for additional information to complete the query criteria (date parameters, department/chartfield information, etc.). Once the required information is provided, the query can be run. Click View Results.

Enter the prompted values.

Click View Results.

Note: Many queries allow the use of the % wildcard for all/multiple values.

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The [GEMS/Payroll Bi-Weekly Schedule](#) provides Pay Period, GEMS RSA Check, Pay Distribution, and FAST payroll posting dates.

		Pay Period Dates		Pay Dates	Appointment Guarantee	Payroll Certifications			Payroll Confirm	GEMS RSA Check	Pay Distribution	Posting to FAST!!
Notes	Pay Period #	Pay Period Begin Date	Pay Period End Date	Pay Date	Deadline to Submit Appointment Forms to HR	On-line Certs made available	Mini-Certs 10:00-10:30 (Certs Not Available), and 3:00 PM Certs final deadline	Last Day to Submit Payroll Adjustment Forms, 5:00 PM deadline	Payroll Confirm (Target Time 9:00 AM)	Start GEMS RSA Check & Account Code Validation (After Payroll is	Pay Distribution, RSA Check & Account Code Validation	FAST!! Posting Viewable by Depts / Pay Data Available for Effort
APC	1627	06/17/1	06/30/16	07/08/16	05/24/16	06/27/16	06/23/16	06/30/16	07/05/16	07/05/16	07/06/16	07/11/16
	1701	07/01/1	07/14/16	07/22/16	06/24/16	07/11/16	07/14/16	07/15/16	07/19/16	07/19/16	07/20/16	07/25/16
	1702	07/15/1	07/28/16	08/05/16	07/01/16	07/25/16	07/28/16	07/29/16	08/02/16	08/02/16	08/03/16	08/08/16
	1703	07/29/1	08/11/16	08/19/16	07/01/16	08/08/16	08/11/16	08/12/16	08/16/16	08/16/16	08/17/16	08/22/16
	1704	08/12/1	08/25/16	09/02/16	07/29/16	08/22/16	08/25/16	08/26/16	08/30/16	08/30/16	08/31/16	09/05/16
*	1705	08/26/1	09/08/16	09/16/16	08/19/16	09/06/16	09/08/16	09/09/16	09/13/16	09/13/16	09/14/16	09/19/16
	1706	09/09/1	09/22/16	09/30/16	09/02/16	09/19/16	09/22/16	09/23/16	09/27/16	09/27/16	09/28/16	10/03/16
	1707	09/23/1	10/06/16	10/14/16	09/16/16	10/03/16	10/06/16	10/07/16	10/11/16	10/11/16	10/12/16	10/17/16
	1708	10/07/1	10/20/16	10/28/16	09/30/16	10/17/16	10/20/16	10/21/16	10/25/16	10/25/16	10/26/16	10/31/16
	1709	10/21/1	11/03/16	11/10/16	10/14/16	10/31/16	11/03/16	11/04/16	11/08/16	11/08/16	11/09/16	11/14/16
APC	1710	11/04/1	11/17/16	11/23/16	10/28/16	11/10/16	11/15/16	11/16/16	11/18/16	11/18/16	11/19/16	11/28/16
	1711	11/18/16	12/01/16	12/09/16	11/11/16	11/28/16	12/01/16	12/02/16	12/06/16	12/06/16	12/07/16	12/12/16
APC	1712	12/02/1	12/15/16	12/23/16	11/16/16	12/08/16	12/13/16	12/14/16	12/16/16	12/16/16	12/19/16	12/22/16
APC	1713	12/16/1	12/29/16	01/06/17	11/16/16	12/19/16	12/21/16	12/22/16	01/03/17	01/03/17	01/04/17	01/09/17
APC	1714	12/30/1	01/12/17	01/20/17	12/15/16	01/09/17	01/11/17	01/12/17	01/17/17	01/17/17	01/18/17	01/23/17
	1715	01/13/1	01/26/17	02/03/17	01/06/17	01/23/17	01/26/17				02/01/17	02/06/17
	1716	01/27/1	02/09/17	02/17/17	01/20/17	02/06/17					02/15/17	02/20/17
	1717	02/10/1	02/23/17	03/03/17	02/03/17	02/20/17						03/06/17
	1718	02/24/1	03/09/17	03/17/17	02/17/17	03/06/17						03/20/17
	1719	03/10/1	03/23/17	03/31/17	03/03/17	03/20/17						04/03/17
	1720	03/24/1	04/06/17	04/14/17	03/17/17	04/03/17						04/17/17
	1721	04/07/1	04/20/17	04/28/17	03/31/17	04/17/17	04/2				04/26/17	05/01/17
	1722	04/21/1	05/04/17	05/12/17	04/11/17	05/01/17	05/04/17	05/05/17	05/09/17	05/09/17	05/10/17	05/15/17
	1723	05/05/1	05/18/17	05/26/17	04/11/17	05/15/17	05/18/17	05/19/17	05/23/17	05/23/17	05/24/17	05/29/17
*	1724	05/19/1	06/01/17	06/09/17	05/12/17	05/30/17	06/01/17	06/02/17	06/06/17	06/06/17	06/07/17	06/12/17
	1725	06/02/1	06/15/17	06/23/17	05/23/17	06/12/17	06/15/17	06/16/17	06/20/17	06/20/17	06/21/17	06/26/17
	1726	06/16/1	06/29/17	07/07/17	05/23/17	06/26/17	06/28/17	06/29/17	07/03/17	07/03/17	07/05/17	07/10/17

Refer to the appropriate GEMS/ Payroll Bi-Weekly Schedule to obtain the Pay Period End Dates.

U_PAYROLL_POSTING_LEDGER - Must use % in any blank field

Earliest Pay-End-Date: 07/14/16

Latest Pay-End-Date: 07/14/16

HR Department LIKE (use %): 0-1725-000

GL DeptID LIKE (use %): %

Proj/Grt LIKE (use %): %

Initiative LIKE (use %): %

Product LIKE (use %): %

Fund LIKE (use %): %

and EmplID LIKE (use %): %

[View Results]

Pay Period No.	Pay Period End Date	HR Department	Last Name	First Name	ID	Empl Record	Position	Job Code	Sal Plan	Pay Group on Job	Sep Check Nbr	Off Cycle	RET Seq#	RET Status	RET BC Date	Check CorrectedDt	Operating Unit	Dept ID	Fund	Product	Chartfield1	Project	M St R N

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GEMS Query:
COMBINATION_CODE_LOOK_UP

Descr: Look up combo cds by CFVs

About this query:

This query returns the list of GEMS Combination Codes associated with the prompted information, used for salary distributions. User is prompted for FAST Dept ID, Project/Grant number, Product, Fund, Operating Unit, Initiative, and State Reporting Number. Requires the wildcard (%) for any non-defined prompts.

Example:

COMBINATION_CODE_LOOK_UP - Look up combo cds by CFVs

FAST Dept ID: %
Proj/Grt Like: 1725104100
Prod Like: %
Fund Like: %
Oper Unit Like: %
Initiative Like: %
State Rpt Num: %

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (4 kb)

View All   First ◄ 1-13 of 13 ► Last

	Eff Date	Status	State Rpt Num	Combo Code	Descr	Acct	Acct Description	Dept ID	Project	Product	Fund	Oper Unit	Chartfield1
1	07/20/2009	A	1725124L0	000180570	TOOLS OF THE MIND: PROMOTING	50021	Administration	172500	1725104100	000000	20000	TPA	0000000
2	07/20/2009	A	1725124L0	000180571	TOOLS OF THE MIND: PROMOTING	50700	Health	172500	1725104100	000000	20000	TPA	0000000
3	07/20/2009	A	1725124L0	000180572	TOOLS OF THE MIND: PROMOTING	50710	Retirement	172500	1725104100	000000	20000	TPA	0000000
4	07/20/2009	A	1725124L0	000180573	TOOLS OF THE MIND: PROMOTING	50720	Life	172500	1725104100	000000	20000	TPA	0000000
5	07/20/2009	A	1725124L0	000180574	TOOLS OF THE MIND: PROMOTING	50725	Other	172500	1725104100	000000	20000	TPA	0000000
6	07/20/2009	A	1725124L0	000180575	TOOLS OF THE MIND: PROMOTING	50730	Taxes	172500	1725104100	000000	20000	TPA	0000000
7	07/20/2009	A	1725124L0	000180576	TOOLS OF THE MIND: PROMOTING	50022	Faculty	172500	1725104100	000000	20000	TPA	0000000
8	07/20/2009	A	1725124L0	000180577	TOOLS OF THE MIND: PROMOTING	50023	Staff	172500	1725104100	000000	20000	TPA	0000000
9	07/20/2009	A	1725124L0	000180578	TOOLS OF THE MIND: PROMOTING	50040	OPS	172500	1725104100	000000	20000	TPA	0000000
10	07/20/2009	A	1725124L0	000180579	TOOLS OF THE MIND: PROMOTING	50735	OPS Taxes	172500	1725104100	000000	20000	TPA	0000000
11	07/20/2009	A	1725124L0	000180580	TOOLS OF THE MIND: PROMOTING	50041	Grad Asst	172500	1725104100	000000	20000	TPA	0000000

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GEMS Query:
U_PAYACTUALS

Descr: Must use % in any blank field

About this query:

This query provides comprehensive payroll reporting using versatile prompt values, serves as a highly detailed USF Payroll Register. The query can be run for multiple pay periods or just one. The query returns the biweekly payroll expense information as posted to FAST and any Retro Distribution (RET) related information, along with the GEMS Combo Codes and their associated Chartfield values. User is prompted for Min Pay Period End Date, Max Pay Period End Date, Pay Group, Empl ID, Empl Record, Operating Unit, Fund Code, Account (GL Account Code), FAST-GL DeptID, Product, Chartfield 1 (Initiative), Project/Grant number, Budget Entity, Fund Id, Job Code, Salary Administration Plan, and GEMS DeptID. Requires the wildcard (%) for any non-defined prompts.

Example:

Continued:

Reports & Queries Guide

GEMS Query:
U_PAYROLL_POSTING_ABRIDGED

Descr: Must use % in any blank field

About this query:

This query provides abbreviated information on posted salary expenses. The query can be run for multiple pay periods or just one. The query returns the biweekly payroll expense information as posted to FAST and any Retro Distribution (RET) related information. User is prompted for Earliest Pay End Date, Latest Pay End Date, HR Department (GEMS DeptID), GL DeptID (FAST DeptID), Project/Grant number, Initiative, Product, Fund, and Empl ID. Requires the wildcard (%) for any non-defined prompts.

Example:

U_PAYROLL_POSTING_ABRIDGED - Must use % in any blank field

Earliest Pay-End-Date:	07/07/2011
Latest Pay-End-Date:	07/07/2011
HR Department LIKE (use %):	%
GL DeptID LIKE (use %):	%
Proj/Grt LIKE (use %):	1725104100
Initiative LIKE (use %):	%
Product LIKE (use %):	%
Fund LIKE (use %):	%
and EmplID LIKE (use %):	%

View Results

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	PP#	PP End Date	Last Name	First Name	ID	Empl Record	Position	Job Code	Sal Plan	FTE	Fund	Product	Initiative	Project	% Dist	Comp Rate	Total pay	Total Fringes	Total Amt	Operating Unit	Dept ID
1	1201	07/07/2011	Arango	Liza	00000071955	1		9182	05	0.500000	20000	000000	0000000	1725104100	100	793.046154	793.05	0.00	793.05	TPA	172500
2	1201	07/07/2011	Da Silva	Anna Paula	00000068119	2		9190	09	0.500000	20000	000000	0000000	1725104100	100	30.000000	1087.50	0.00	1087.50	TPA	172500
3	1201	07/07/2011	Lopez	Lisa	00000052776	600	00013486	9003	22	0.600000	20000	000000	0000000	1725104100	62	2041.076923	1700.58	264.78	1965.36	TPA	172500
4	1201	07/07/2011	Melanson	Megan	00000083660	1		9190	09	0.500000	20000	000000	0000000	1725104100	100	10.000000	400.00	5.80	405.80	TPA	172500

Reports & Queries Guide

GEMS Query:
U_PAYROLL_POSTING_LEDGER

Descr: Must use % in any blank field

About this query:

This query provides moderately detailed information on posted salary expenses. The query can be run for multiple pay periods or just one. The query returns the biweekly payroll expense information as posted to FAST and any Retro Distribution (RET) related information. User is prompted for Earliest Pay End Date, Latest Pay End Date, HR Department (GEMS DeptID), GL DeptID (FAST DeptID), Project/Grant number, Initiative, Product, Fund, and Empl ID. Requires the wildcard (%) for any non-defined prompts.

Example:

Continued:

Reports & Queries Guide

GEMS Query:
U_PAY_DISTRIBUTION_DETAILS

Descr: Pay Dist Info w/ prompts

About this query:

This query provides detailed pay distribution information. The query can be run for multiple fiscal years. User is prompted for From Date, To Date, GEMS DeptID, Operating Unit, Fund Code, FAST DeptID, Product, Initiative, Project/Grant number, Position#, Empl ID, Beginning Empl Record#, and Ending Empl Record#. Requires the wildcard (%) for most non-defined prompts, "0" and "999" should be used for non-specific Empl Rcd#, as appropriate.

Example:

U_PAY_DISTRIBUTION_DETAILS - Pay Dist Info w/ prompts

From Date:	08/01/2011	
To Date:	09/01/2011	
GEMS DeptID Like (%-All):	0-1725-000	
Op Unit Like (%-All):	%	
Fund Like Like (%-All):	%	
DeptID Like (%-All):	%	
Prod Like (%-All):	%	
Initiative Like (%-All):	%	
Proj/Grt Like (%-All):	%	
Position # Like (%-All):	%	
Emplid Like (%-All):	%	
Beg Empl Rcd# (Use 0 for All):	0	
End Empl Rcd#(Use 999 for All):	999	
Name Like (%-All):	%	

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (283 kb)

View All

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	Dept ID	Year	Name	ID	Empl Record	Position	Bdgt Level	Pay Status	Dist Eff Dt	Combo Code	Distrb %	Project	Operating Unit	Fund	Dept ID	Product	Initiative
1	0-1725-000	2012	Adair,Andrea Leigh-Lesley	00000084212	1		A	A	08/07/2011	000102426	100.000		TPA	10000	172500	000000	0000000
2	0-1725-000	2012	Adams,Carolyn D	00000085329	1		A	A	07/22/2011	000102429	100.000		TPA	13000	172500	000000	0000000
3	0-1725-000	2012	Adams,Carolyn D	00000085329	1		A	A	08/05/2011	000102426	92.000		TPA	10000	172500	000000	0000000
4	0-1725-000	2012	Adams,Carolyn D	00000085329	1		A	A	08/05/2011	000102429	8.000		TPA	13000	172500	000000	0000000
5	0-1725-000	2012	Adams,Carolyn D	00000085329	1		A	A	08/19/2011	000102426	100.000		TPA	10000	172500	000000	0000000

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GEMS Query:
U_ER_ADMIN_DEPT_DETAIL

Descr: PI INFO BY DEPT FOR UNCERT RPT

About this query:

This query provides PI Information for all "uncertified" effort reports (PERT reports) for a specified department and effort reporting period. User is prompted for DeptID (GEMS), Report Begin Date, and Report End Date. Use the % wildcard for multiple departments.

Example:

U_ER_ADMIN_DEPT_DETAIL - PI INFO BY DEPT FOR UNCERT RPT

DeptID Like: 0-1213-000
Report Begin Date: 12/22/2010
Report End Date: 05/06/2011
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-3 of 3 Last

	Effort Report DeptID	ID	Name	Empl Record	Sal Plan	Year	Pay Bgn Dt	Pay Period End	Eff Date	Certify	Changed	DA Change	Employee Change	Reject	Due Date	Project	Team	Name	Proj Role
1	0-1213-000	00000040486	Patel,Rekha S	5	00	2011	12/22/2010	05/06/2011	07/01/2011	N	N	N	N	N	08/26/2011	1213107600	00000017559	Acevedo Duncan,Mildred E	PI
2	0-1213-000	00000040486	Patel,Rekha S	5	00	2011	12/22/2010	05/06/2011	07/01/2011	N	N	N	N	N	08/26/2011	1213109600	00000017559	Acevedo Duncan,Mildred E	PI
3	0-1213-000	00000040486	Patel,Rekha S	5	00	2011	12/22/2010	05/06/2011	07/01/2011	N	N	N	N	N	08/26/2011	1213110500	00000017559	Acevedo Duncan,Mildred E	PI

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GEMS Query:
U_ER_ADMIN_REVIEW

Descr: Eff Rpts by Dept and Term

About this query:

This query returns a list of all generated effort reports (PERT reports) for a specified department and effort reporting period. User is prompted for DeptID (GEMS), Report Begin Date. Use the % wildcard for multiple departments.

Example:

U_ER_ADMIN_REVIEW - Eff Rpts by Dept and Term

Dept ID: 0-1213-000
Report Bgn Dt: 12/22/2010

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (12 kb)

View All

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	Dept ID	ID	Name	Empl Record	Pay Bgn Dt	Pay Period End	Sal Plan	Certify	Changed	DA Change	Reject
1	0-1213-000	00000019851	Ostermann,Sharon D	5	12/22/2010	05/06/2011	00	Y	N	Y	N
2	0-1213-000	00000030730	Zaworotko,Michael	0	12/22/2010	05/06/2011	22	Y	N	Y	N
3	0-1213-000	00000034377	Space,Brian	0	12/22/2010	05/06/2011	22	Y	N	Y	N

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GEMS Query:
U_ER_ALT_CERTS_FOR_DEPT

Descr: CERTIFIERS FOR DEPT

About this query:

This query displays the current Allowable Certifier information for a specified department. User is prompted for DeptID (GEMS).

Example:

U_ER_ALT_CERTS_FOR_DEPT - CERTIFIERS FOR DEPT

Dept ID: 0-1213-000

View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-3 of 3 Last

	Dept ID	ID	Employee Name	Empl Record	Sal Plan	Effort Report Begin Date	Effort Report End Date	Year	Certifier's ID	Certifier Name	Certifier Descr
1	0-1213-000	00000040486	Patel,Rekha S	5	00	12/22/2010	05/06/2011	2011	00000017559	Acevedo Duncan,Mildred E	PI-CPI
2	0-1213-000	00000040486	Patel,Rekha S	5	00	12/22/2010	05/06/2011	2011	00000017559	Acevedo Duncan,Mildred E	SUPERVISOR
3	0-1213-000	00000040486	Patel,Rekha S	5	00	12/22/2010	05/06/2011	2011	00000041669	Larsen,Randy W	DEPARTMENT CHAIR

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GEMS Query:
U_RET_STATUS_ERN_DETAIL

Descr: Status plus of RETs on Earns

About this query:

This query displays the Payroll Retroactive Expenditure Transfer (RET) Process Status and the amount of payroll earnings being transferred between combination codes, per the RET request. Additionally the query details the RET Process Date, the Updated by user ID and Pay Date for Posting. User is prompted for Earliest Date Created, Run Control ID, Earliest PP Affected, Latest PP Affected, Empl ID, and GEMS DeptID. Requires the wildcard (%) for any non-defined prompts.

Example:

U_RET_STATUS_ERN_DETAIL - Status plus of RETs on Earns

Earliest Date Created: 09/01/2011
Run Cntl LIKE (use %): %
Earliest PP Affected: 07/07/2011
Latest PP Affected: 07/07/2011
EmplID LIKE (use %): %
GEMS DeptID LIKE (use %): 0-2117-000

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (2 kb)

View All

First 1-4 of 4 Last

	Created	Run Cntl	Process State	Pay Period End	EmplID	Name	Empl Record	Sep Check Nbr	Off Cycle	Period	Earn Code	OLD Acct Code	OLD Earnings	New Acct Code	New Amount	Selected for B.C.	Error	Earns End	Year	Fiscal Year	New Acct Period	RETdist PayDt	RET Process Dt	Updated By	PayDt for Posting	GEMS DeptID
1	09/12/2011	0000003234	Editing	07/07/2011	00000011671	Kramer,Jeffrey H	0	0	N	2	REG	000213693	424.38	000203271	31.76	Y	OK	06/30/2011	2012	2012	3	09/01/2011	09/12/2011	JHEATLEY	09/01/2011	0-2117-000
2	09/12/2011	0000003234	Editing	07/07/2011	00000011671	Kramer,Jeffrey H	0	0	N	2	REG	000213693	0.00	000213693	392.62	Y	OK	06/30/2011	2012	2012	3	09/01/2011	09/12/2011	JHEATLEY	09/01/2011	0-2117-000

Reports & Queries Guide

FAST Query:
U_GM_ACT_DIRECT_INDIRECT_COSTS

Descr: Prompt by Dept

About this query:

This query returns the PI, Sponsor, Award Begin Date, Award End Date, Direct and Indirect Costs. The user is prompted for a FAST DeptID.

Example:

Enter DeptID (%): 210700

View Results

Download results in :   Excel SpreadSheet   CSV Text File   (47 kb)

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	Project	Descr	Status	Award Begin Date	Award End Date	Award PI Name	Sponsor Name	Direct Costs	Indirect Costs	Total Costs	Contract
1	1028100301	Mathematics & Science Teach	A	01/31/2005	07/31/2006	Meisels,Gerhard G	Florida Department of Education	20764.80	1038.24	21803.04	10281003
2	2107003900	CHEMICAL ENGINEERING EIES-	I	08/15/1986	01/31/1989	Garcia-Rubio,Luis H	National Science Foundation	15180.00	2280.00	17460.00	21070039
3	2107004700	CHEMICAL ENGINEERING INT-8	I	02/15/1989	01/31/1992	Garcia-Rubio,Luis H	National Science Foundation	14180.00	1555.00	15735.00	21070047
4	2107005000	CHEMICAL ENGINEERING FIBER	I	09/01/1989	08/31/1990	Garcia-Rubio,Luis H	248 Source Agency Conversion Customer	7486.09	13.91	7500.00	21070050

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FAST Query:
AWARDS_BY_ENDDATE4

Descr: AWARD & BUDGET STATUS BY ENDDT

About this query:

This query lists all awards that will reach the end date (from contract line) within a given date range.
The query returns Project (Project ID), Project Title, Principal Investigator, Sponsor, Award Begin Date, Award End Date, the associated FAST chartfields, Budget, Pre-Encumbrances, Encumbrances, Expenses RSA-Budget Balance and Status.
The user is prompted for Project (Project ID) like (use the % wildcard for multiple projects), Beginning and Ending End Dates, and Operating Unit (use the % wildcard for all).

Example:

AWARDS_BY_ENDDATE4 - AWARD & BUDGET STATUS BY ENDDT

Project like (use % for all): %
Beginning End Date: 12/01/2011
Ending End Date: 03/01/2012
Oper Unit like (use % for all): TPA

View Results

Download results in : Excel SpreadSheet CSV Text File (154 kb)

View All

First ◀ 1-100 of 207 ▶ Last

	Project	Project Title	Principal Investigator	Sponsor	Awd Begin Date	Awd End Date	Unit	Oper Unit	Fund	DeptID	Product	Initiative	Budget	Pre-Encumbrances	Encumbrances	Expenses	RSA-Budget Balance	Status
1	1001100700	KnowHow2Go Implementation Peri	Dosal,Paul J	The Lumina Foundation	01/01/2010	12/31/2011	USF01	TPA	22000	100100	000000	0000000	515600.00	0.00	42906.00	433571.63	39122.37	A
2	1001100700	KnowHow2Go Implementation Peri	Dosal,Paul J	The Lumina Foundation	01/01/2010	12/31/2011	USF01	TPA	22000	100100	SUB00L	0000000	6000.00	0.00	0.00	0.00	6000.00	A

Reports & Queries Guide

FAST Query:
U_AM_PROPERTY_LIST

Descr: List My Assets by FAST Dept ID

About this query:

This query can be used to track department assets and assist Asset Management with annual inventories. The query returns associated FAST chartfield information, Tag #, Manu (Manufacturer), Descr (Description), Serial #, Location,

Example:

U_AM_PROPERTY_LIST - List My Assets by FAST Dept ID

DeptID: 211700

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (14 kb)

View All

First ◄ 1-22 of 22 ► Last

	Unit	Op Unit	DeptID	Fund	Prod	Initiative	Proj	Tag #	Manu	Descr	Serial #	Location	Amount	Last Scan	Stat	Acq Dt	OCP	Custodian	3009 Doc	PO No.	Vouch	Asst ID
1	USF01	TPA	211700	10000	000000	0000000		495000218829	DELL	DELL 410 TOWER SERVER		CUT0205	0.000	01/01/2011	I	07/30/1999	N					000000209972
2	USF01	TPA	211700	10009	000000	0000000		495000219394	DELL	DELL POWEREDGE 4300 SERVER		ENC1003	0.000	04/30/2007	I	08/31/1999	N					000000210162
3	USF01	TPA	211700	18300	000000	0000000		495000233399	DELL	DELL M50 LAPTOP COMPUTER		CUT0245	0.000	06/30/2007	I	10/31/2002	N					000000217621
4	USF01	TPA	211700	18300	000000	0000000		495000235331	HEWLETT PACKARD	H.P. 5500 HDN LASERJET PRINTER		CUT0249	0.000	02/29/2012	I	03/31/2003	N					000000218833
5	USF01	TPA	211700	18300	000000	0000000		495000239676	HEWLETT PACKARD	HP DESIGNJET 1055CM PRINTER PA	SG3BL1311W	CUT0140	0.000	12/31/2008	I	04/15/2004	N			0000024444	00097691	000000221357
6	USF01	TPA	211700	18300	000000	ENGCT02		495000241639	DELL	LAPTOP COMPUTER	H3J5V51	CUT0138	0.000	10/29/2004	I	10/29/2004	N			0000045448	00159168	000000222463
7	USF01	TPA	211700	18300	000000	DEPTMNT		495000254900	DELL	SERVER	91YROF1	CUT0208	0.000	01/01/2008	I	01/01/2008	N			0000120369	00472921	000000229672
8	USF01	TPA	211700	18370	000000	0000000		495000264002	DELL	LAPTOP COMPUTER	J62H9K1	CUT0242	0.000	02/28/2012	I	06/03/2009	N		X			000000273441
9	USF01	TPA	211700	18370	000000	ENGCT02		495000266193	HEWLETT PACKARD	LASERJET PRINTER	JPRCB1WO1W	CUT0244	0.000	03/25/2010	I	03/25/2010	N					000000280264
10	USF01	TPA	211700	20000	000000	0000000		495000237117	DELL	SERVER	JZL0931	CUT0208	0.000	01/01/2011	I	08/08/2003	N			0000003517	00022953	000000219751

Reports & Queries Guide

FAST Query:
<mark>U_AM_PROPERTY_LIST_BY_PROJ</mark>

Descr: List My Assets by FAST Project

About this query:

This query can be used to track project assets and assist Asset Management with annual inventories. The query returns associated FAST chartfield information, Tag #, Manu (Manufacturer), Descr (Description), Serial #, Location,

Example:

U_AM_PROPERTY_LIST_BY_PROJ - List My Assets by FAST Project

Project # (%): 2107%

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All   First 1-3 of 3 Last

	Unit	Op Unit	DeptID	Fund	Prod	Initiative	Proj	Tag #	Manu	Descr	Serial #	Location	Amount	Last Scan	Stat	Acq Dt	OCP	Custodian	3009 Doc	PO No.	Vouch	Asst ID
1	USF01	TPA	210700	20000	000000	0000000	2107104700	495000270231	ULTRAPYC	ULTRAFOAM PYCNOMETER		ENC3000	9992.500	08/13/2010	I	07/30/2010	N			0000160531	00665011	000000300461
2	USF01	TPA	210700	20000	000000	0000000	2107104700	495000270231	ULTRAPYC	ULTRAFOAM PYCNOMETER		ENC3000	9992.500	08/13/2010	I	07/30/2010	N			0000160531		000000300461
3	USF01	TPA	210700	22000	000000	0000000	2107104200	495000270943	TELEDYNE ISCO	SYRINGE PUMP	210F20170	ENB0118	5108.170	07/28/2010	I		N			0000159224	00658150	000000300617

Reports & Queries Guide

FAST Query:
U_GM_AWARD_PI_CPI

Descr: PI and CoPI Project Info

About this query:

This query can be used to lookup all sponsored projects, where an employee has been assigned the Project Role of PI or CPI (CoPI). The query returns EmplID, Name, Project Role, Project ID, Award Title, Project Description (short), Award Begin Date, Award End Date, Sponsor Name, Funding Type, and Status (Project Status).
Requires the wildcard (%) for any non-defined or partially-defined prompts.

Example:

U_GM_AWARD_PI_CPI - PI and CoPI Project Info

Empl ID (use % for blank):   %
Last Name (use % for blank): MOHAPATRA
First Name (use % for blank): S%

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (31 kb)

View All   First ◄ 1-57 of 57 ► Last

	Empl ID	Name	Project Role	Project ID	Award Title	Project Description	Award Begin Date	Award End Date	Sponsor Name	Funding Type	Status
1	00000025184	Mohapatra,Shyam S	PI	6108100000	Differentiation of Stem Cells to Blood Cells Using	Differentation of Stem Cells t	06/01/2009	05/31/2012	Office of Naval Research	FED	Active
2	00000025184	Mohapatra,Shyam S	PI	6108100001	Differentiation of Stem Cells to Blood Cells Using	Differentation of Stem Cells t	06/01/2009	05/31/2012	Office of Naval Research	FED	Active
3	00000025184	Mohapatra,Shyam S	PI	6108100100	Nanomedicine Research Center Core (NRCC)	Nanomedicine Research Center C	09/30/2009	08/31/2012	Natl Heart Lung and Blood Inst	FED	Active
4	00000025184	Mohapatra,Shyam S	PI	6108100400	Micro-RNA Directed Generation of Blood Cells from Cord B	Micro-RNA Directed generation	09/01/2010	08/31/2012	Office of Naval Research	FED	Active

Reports & Queries Guide

FAST Query:
U_GM_FIND_MY_GFA

Descr: Find RFM Contacts for a Grant

About this query:

This query returns a list of Research Financial Management (RFM) contacts for all sponsored awards (contracts & grants). User is prompted for Contract Num / Project ID like (use the % wildcard for multiple projects).

Example:

Contract or Project like: 2107102100

View Results

Download results in : Excel SpreadSheet   CSV Text File   (1 kb)

View All

	Award / Contract Num	Award Title	Award PI	Sponsor	Award Begin Date	Award End Date	Status	Contract Admin	Transaction Setup Team	Trans Team Phone	Trans Team Email	Reporting Invoicing Team	Reporting Team Phone	Reporting Team Email	Closeout Team	Closeout Team Phone	Close
1	21071021	CAREER: Responsive, Surface Attached Networks with Built	Toomey,Ryan G	National Science Foundation	02/01/2007	01/31/2012	ACTIVE		Williams,Kevin	974-3998	kevinw@admin.usf.edu	Davis,Cheryl A	974-6089	cadavis@admin.usf.edu	Gordon,Lew-Anne	974-4918	lagordc

Continued:

First ◄ 1-1 of 1 ► Last

or	Award Begin Date	Award End Date	Status	Contract Admin	Transaction Setup Team	Trans Team Phone	Trans Team Email	Reporting Invoicing Team	Reporting Team Phone	Reporting Team Email	Closeout Team	Closeout Team Phone	Closeout Team Email	Team Status	Award Purpose	Funding Source
l tion	02/01/2007	01/31/2012	ACTIVE		Williams,Kevin	974-3998	kevinw@admin.usf.edu	Davis,Cheryl A	974-6089	cadavis@admin.usf.edu	Gordon,Lew-Anne	974-4918	lagordon@admin.usf.edu	Team Assigned	Research	Federal

Reports & Queries Guide

FAST Query:
U_GM_KK_ENDDT

Descr: Check the KK end date for Proj

About this query:

This query returns the budget definition information from commitment control for grant projects.
Query shows the Ledger Group, Project ID, Budget Level, Control Option, Begin Date, and End Date.
Search is based on a User prompt for a Project ID like (use the % wildcard for multiple projects).

Example:

Project ID like (use %): 2107%

View Results

Download results in : Excel SpreadSheet   CSV Text File   (38 kb)

View All   First ◄ 1-100 of 150 ► Last

	Ledger Grp	Project ID	Budget Level	Control Option	KK Begin Date	KK End Date	Status
1	CC_GM_PAR	2107003900	LEVEL_1	Control	08/15/1986	01/31/1989	Inactive
2	CC_GM_CHD	2107003900	LEVEL_1	Track w/BD	08/15/1986	01/31/1989	Inactive
3	CC_GM_PAR	2107004700	LEVEL_1	Control	02/15/1989	01/31/1992	Inactive
4	CC_GM_CHD	2107004700	LEVEL_1	Track w/BD	02/15/1989	01/31/1992	Inactive
5	CC_GM_PAR	2107005000	LEVEL_2	Control	09/01/1989	08/31/1990	Inactive

Reports & Queries Guide

FAST Query:
U_GM_LIST_UNDERWRITES

Descr:

About this query:

This query lists initial and bridge underwrite information. The query displays, Type, PI Name, Project Title, Proposal ID, Version (specific to central admin), Status, Sponsor Name, Contract ID, and Begin & End Dates.

Example:

U_GM_LIST_UNDERWRITES- Initial and Bridge Underwrites

Download results in : Excel SpreadSheet   CSV Text File   (148 kb)

View All   First ◄ 1-100 of 282 ► Last

	Type	Name	Title	Proposal	Version	Status	Customer	Name	Contract	Begin Date	End Date
1	INITIAL	Armstrong,Mary I	Child Welfare Technical Assistance Implementation Center	0900000109	V101	SUBM	61385	American Institutes for Research	58301300	10/01/2008	09/30/2009
2	INITIAL	Berry,Estrellita	Central Hillsborough Healthy Start Year Two Funding	0000012822	V2	AWD	09450	Health Resources and Srvcs Admin	63140056	06/01/2001	05/31/2005

Reports & Queries Guide

FAST Query:
U_GM_PAYMENTS_RECEIVED

Descr: Returns Payments rec'd on proj

About this query:

This query is used to identify payments received on a project.
User is prompted for a Project ID.

Example:

Project#: 2107102100

View Results

Download results in : Excel SpreadSheet   CSV Text File   (9 kb)

View All   First ◄ 1-26 of 26 ► Last

	Journal ID	Date	Period	Year	Source	Status	Oper Unit	Fund	DeptID	Project	Account	Amount	Line Descr	User
1	ARP0163765	10/24/2007	4	2008	AR	P	TPA	20000		2107102100	12100	-34346.980	AR Payments	batch
2	ARP0166371	11/19/2007	5	2008	AR	P	TPA	20000		2107102100	12100	-9319.200	AR Payments	batch

Reports & Queries Guide

FAST Query:
U_GM_RSCH_RIA_FUND_RSA

Descr: RSA- NEW RSH INITIATIVE AWARDS

About this query:

This query returns associated FAST chartfield information, Ledger Group, Year (Fiscal year), Initiative Name, Budget, Pre-Encumbrances, Encumbrances, Expense, and Commitment Control RSA.
The user is asked to provide the Fiscal Year, FAST DeptID (use the % wildcard for multiple departments), Fund (use the % wildcard for multiple fund codes), and the Initiative (use the % wildcard for all).

Example:

U_GM_RSCH_RIA_FUND_RSA - RSA- NEW RSH INITIATIVE AWARDS

Fiscal Year:	2012
DeptID like (use %, ex: 12%):	17%
Fund like, use % (e.g .183%):	183%
Initiative = (use % for all):	%

View Results

Download results in : Excel SpreadSheet   CSV Text File   (79 kb)

View All   First ◄ 1-100 of 155 ► Last

	Unit	Ledger Grp	Year	Oper Unit	Fund	DeptID	Product	Initiative	Initiative Name	Budget	Pre-Encumbrances	Encumbrances	Expense	Comm Cntrl RSA
1	USF01	CC_DRG	2012	LKL	18322	173500	000000	0043299	Terry, Paul	0.00	0.00	0.00	0.00	0.00
2	USF01	CC_DRG	2012	TPA	18300	170100	000000	0034563	RI - PHYSICAL EDUC - STEWART	567.76	0.00	0.00	0.00	567.76
3	USF01	CC_DRG	2012	TPA	18300	170100	000000	COLLEGE	College F&A Rebate	463307.11	0.00	32421.94	42901.92	387983.25

Reports & Queries Guide

FAST Query:
U_GM_VCHR_BUD_EXCPTN_BY_DEPT

Descr: Vchr bud excptns w dept prompt

About this query:

This query returns a list of current voucher budget exceptions (budget checking errors) related to grants.
Provided information includes accounting date, award end date, commitment control end date, received date, invoice date and gross amount for the entire voucher.
 The query prompts for a department using a 'like' expression (use a partial department number and %).

Example:

Department like (use %): 21%

View Results

Download results in : Excel SpreadSheet   CSV Text File   (7 kb)

View All   First ◄ 1-13 of 13 ► Last

	DeptID	Name	Project	Ledger Grp	Excptn Type	Tran ID	Voucher	Awd End Date	Acctg Date	KK End Date	Recv Date	Invoice Date	Status	Gross Amt
1	210500	Kumar,Ashok	2105103944	CC_GM_CHD	No Budget Exists	0001887842	00557767	08/31/2011	02/17/2009	08/31/2009		02/17/2009	Postable	0.000
2	210600	Bhansali,Shekhar	2106110544	CC_GM_CHD	No Budget Exists	0001887842	00557767	07/31/2009	02/17/2009	07/31/2009		02/17/2009	Postable	0.000

Reports & Queries Guide

FAST Query:
U_GM_VOUCHER_ACTIVITY

Descr: Voucher Activity for a Proj

About this query:

This query prompts for a date range of accounting dates and Project ID (use the % wildcard for multiple projects).

Example:

Acctg Date From: 01/01/2007
Acctg Date To: 01/01/2008
Project ID Like (add %): 2107%

View Results

Download results in : Excel SpreadSheet   CSV Text File   (409 kb)

View All

	Unit	Project	Acctg Date	Account	Account Descr	Fund	DeptID	Vendor ID	Vendor Name	Invoice	Vchr Amount	Freight	Misc Amt	Merch Amount	Type	Voucher	Lin
1	USF01	2107100600	01/01/2007	61000	PRINTING/REPRODUCTION SERVICES	20000	210700	0000033363	BAZHANG YU	10302006BYU	85.970	0.000	0.000	85.970	Regular	00372163	
2	USF01	2107100601	01/04/2007	53600	SUPPLY/EQUIP LAB & RESEARCH	20000	121300	0000046980	ROBERT GOSHERT/ SUNCOAST PIPETTE REPAIR	BG101706B	66.000	0.000	0.000	66.000	Regular	00382807	

First ◄ 1-100 of 432 ► Last

Vendor ID	Vendor Name	Invoice	Vchr Amount	Freight	Misc Amt	Merch Amount	Type	Voucher	Line	Related Voucher	PO No.	Item	Item Description	Recv Date	Payment Sel Status	Post Status
0000033363	BAZHANG YU	10302006BYU	85.970	0.000	0.000	85.970	Regular	00372163	1				D10302006EREIMB		Paid	Posted
0000046980	ROBERT GOSHERT/ SUNCOAST PIPETTE REPAIR	BG101706B	66.000	0.000	0.000	66.000	Regular	00382807	1		0000099384		pipette calibration	12/18/2006	Paid	Posted

Reports & Queries Guide

FAST Query:
U_GM_PRODUCTION_LIST

Descr: List of Award Milestones

About this query:

This query provides project financial milestone information (i.e., final invoice and report due dates, completion dates and comments). By prompt, the user is asked to provide the Project ID (use the % wildcard for multiple projects), FAST DeptID (use the % wildcard for multiple DeptIDs), and Campus (use the % wildcard for all campuses).

Example:

Reports & Queries Guide

FAST Query:
U_PCARD_CHGS_POSTED_PROJ

Descr: PCard charges posted by projec

About this query:

This query lists PCard charges and associated chartfield information for a specific Project. The user is prompted for Project (Project ID).

Example:

U_PCARD_CHGS_POSTED_PROJ - PCard charges posted by projec

Project #: 6123108600

View Results

Download results in : Excel SpreadSheet CSV Text File (189 kb)

View All   First ◄ 1-100 of 262 ► Last

	Merchant	Amount	Descript	Name	Tran Nbr	Trans Date	Approved By	Date	Voucher	Account	DeptID	Oper Unit	Fund	Project	PC Bus Unit	Activity ID	Product	Initiative
1	FISHER SCI ATL	50.560	Fisher lab supplies	Mohapatra,Shyam S	24164071286095131101766	10/13/2011	DMWASHING	11/02/2011	00755072	53600	610802	HSC	21000	6123108600	GRT01	BUDGET	000000	0000000
2	INVITROGEN*21245633	1433.290	Invitrogen lab supplies	Mohapatra,Shyam S	24692161285000586819228	10/12/2011	DMWASHING	11/02/2011	00755072	53600	610802	HSC	21000	6123108600	GRT01	BUDGET	000000	0000000
3	APPLIED BIOSYSTEMS	1041.950	Vector lab supplies 916103694WTO9FTLTTHUM	Mohapatra,Shyam S	24492801285118000101305	10/12/2011	DMWASHING	11/02/2011	00755072	53600	610802	HSC	21000	6123108600	GRT01	BUDGET	000000	0000000

Reports & Queries Guide

FAST Query:
U_WORKFLOW_ROUTING

Descr: Req Approvers & Managers

About this query:

This query lists all personnel assigned the Purchasing roles of Req_Approver or Req_Manager for a given Project ID. The user is prompted to provide a Project ID (use the % wildcard for multiple projects, %Chartfield%).

Example:

U_WORKFLOW_ROUTING - Req Approvers & Managers

Enter %Chartfield%: 1725104100

View Results

Download results in : Excel SpreadSheet CSV Text File (1 kb)

View All   First ◄ 1-4 of 4 ► Last

	Full Name	User ID	Role Name	Chartfield
1	Lisa M Lopez	LMLOPEZ	Req_Approver	1725104100
2	Robert Lugo	RLUGO	Req_Approver	1725104100
3	Lisa M Lopez	LMLOPEZ	Req_Manager	1725104100
4	Robert Lugo	RLUGO	Req_Manager	1725104100

Reports & Queries Guide

FAST Query:
U_YE_OPEN_POS_BY_DEPT

Descr: Open POs By Dept %

About this query:

This query, originally designed for year end processing, displays open Purchase Order information for a specific department.
The user is prompted for Oper U (Operating Unit) and Dept (FAST DeptID). Use the % wildcard for non-defined or partially-defined prompt values.

Example:

Reports & Queries Guide

FAST Query:
U_YE_OPEN_POS_BY_PROJECT

Descr: Open POs By Proj %

About this query:

This query, originally designed for year end processing, displays open Purchase Order information for a specific project. The user is prompted for Project (use the % wildcard for multiple projects).

Example:

U_YE_OPEN_POS_BY_PROJECT - Open POs By Proj %

Project %: 6123%

View Results

Download results in :   Excel SpreadSheet   CSV Text File   (44 kb)

View All   First ◄ 1-40 of 40 ► Last

	Name	PO Date	PO No.	PO Line #	Distribution Line	More Info	Original PO Amt	Encum Balance	Oper Unit	Fund	Account	DeptID	Product	Initiative	Project	Activity ID	Received Status	PO Match Status
1	H LEE MOFFITT CANCER CENTER	06/02/2009	0000144386	1	7	ITEM# FP2200100 5 PRIME MASTER MIX PCR MIN	127.960	127.960	HSC	20000	53600	612300	000000	0000000	6123106500	BUDGET	PO Not Received	To Match
2	PEPROTECH INC	06/19/2009	0000145030	1	7	ITEM# 300-07 SCF	195.000	195.000	HSC	20000	53600	612300	000000	0000000	6123107700	BUDGET	Fully Received	Matched

Reports & Queries Guide

GEMS Department Summary Report: The Department Summary Report provides a detailed view of how Department, Position and Appointment level pay distribution is setup within a department.

GEMS Navigation: **(**Main Menu > USF Menu Items > Report > Department Summary Report**).**

Step 1   Enter your **Run Control ID** and click the **Search** button.

Note: To add a Run Control ID, click the Add a New Value tab. Type in your Run Control ID in the edit box (a Run Control ID may be up to 30 characters long with no spaces). Click the Add button.

Step 2   Enter the GEMS 10 character Dept ID in the **Department** box and leave the **As of Date** blank for current distribution. Click the **Run** button.

The report returns only active distributions unless this is checked and no date is entered (current distributions only).

Reports & Queries Guide

Step 3 The Process Scheduler Request page appears. The **Process List** reflects the requested report. Notice the Process Name, **U_PAYS1**. Ensure that the Server Name = **PSNT**, Type = **Web** and Format = **PDF**. Click the **OK** button.

Step 4 Once you've clicked OK on the Process Scheduler Request page, you'll return to the Process Request Dialog page. Notice the Process Instance number. Click the **Report Manager** hyperlink.

Reports & Queries Guide

Step 5 The Report Manager opens to the List page; this is the delivered PS default. Click the **Administration** tab.

Step 6 The Report Manager, Administration page displays the requested report's status. Once the report is finished, the Status will change to **Posted** and the Description (report name) becomes a live link to the report. Click the **Department Summary Report** hyperlink to view the report.

> **Note:** Before a report can be read (Posted) it travels through several different stages; to view the Status of a report, click the yellow **Refresh** button. The status "N/A" indicates the process has just been added to the report request but processing has not yet started, there is nothing to post.

Reports & Queries Guide

Step 7   The report appears as an Adobe document. The page can now be printed or saved to file.

```
                                                           GEMS
Report ID:  U_PAYS1                          DEPARTMENT PAY DISTRUBUTION SUMMARY                              Page No.  1
                                                                                                             Run Date 11/09/2011
                                                                                                             Run Time 17:08:20
                                            For Department 0-1725-000 Psych & Soc Foundation
                                                         Current Distrubution

        Pay
        Dist                                       Sal
        Lvl      Name                  Empl       Admin
        Acct CD    Pay Dist%  Dept     Stat   Op Unit  Plan   Position#    Emplid       RCD#     Jobcode  FTE     Comprate    Dept Budget
        D                              Account              Fund      Project     Product   Initiatve  SRN           Effdt       Status    FY
        000013560   100       172500   50040  TPA          10000                           000000   0000000    172500000   08/19/2011  A   2012

        P                                                  00000252                                            1.00         07/01/2011  A   2012
        000069931   66        172500   50022  TPA          20000     1725100300            000000   0000000    1725102L0
```

Reports & Queries Guide

USF Finance Mart: The Finance Mart is **USF's official reporting tool** for financial reconciliations.

Direct access to Finance Mart, official USF ledgers, click:
https://eusf.admin.usf.edu/Topics/Applications/Queryland/Pages/default.aspx (or go through eUSF Portal).

Finance Mart system related questions? Contact Mark Devore (813/974-2286).

Note: To receive UCO email notifications of official month close, click to subscribe to the FAST-LIST serv.

Direct access to Finance Mart, official USF ledgers, click:
https://eusf.admin.usf.edu/Topics/Applications/Queryland/Pages/default.aspx (or go through eUSF Portal).

Finance Mart system related questions? Contact Mark Devore (813/974-2286).

Note: For projects with cost share, the Fund code may be entered for a differentiated view. Entering only the Project ID, will return both project and cost share information. Entering Project and Fund will limit the results to return only project information associated with the specified fund code.
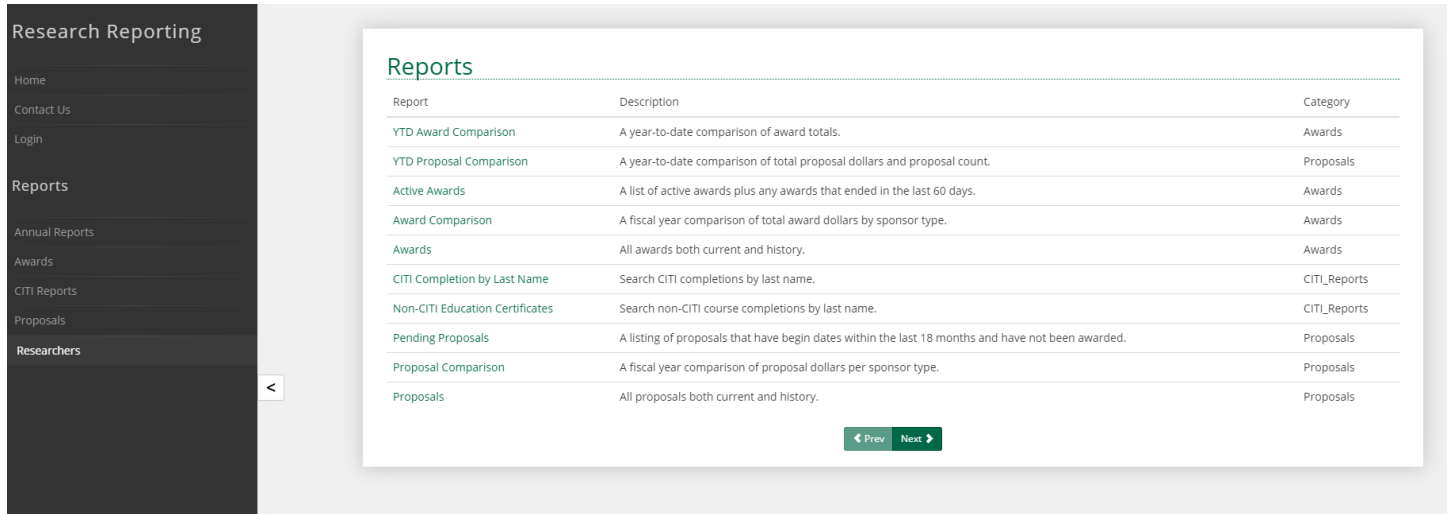
When reviewing award setup, it is recommended to run the RSA Summary report by Project only to ensure that information has been properly distributed across funds codes, as applicable.

For monthly reconciliation, be sure to check both the "Check to Include Starting Balance" and the "Check to enable period selection" boxes. Select the most recent "closed" month, as indicated in the UCO email notification, from both the Fiscal Period Start and End date drop down boxes.

Reports & Queries Guide

Research Reports:

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