Sponsored Project Detail Reference Guide

Report Description
The Sponsored Project Detail Report provides a detailed transaction-level view of financial data for a chartstring(s). This report displays all actual transactions posted to the general ledger and excludes revenue and encumbrance activity. It displays both accounting and transactional information. This report shows actual financial transactions from all source systems impacting the general ledger, including Accounts Payable, Concur, Department Charges (DC), Labor Accounting, and Prime Journals. It will display attachments if/when they were loaded to the source system.

Purpose
The Sponsored Project Detail Report is used to review actual transactional detail, and therefore, it is a helpful tool for completing reconciliations and composing journal entries. This report is also used to identify chartstrings that have been flagged as potentially-unallowable on a sponsored award and may require further action. We recommend using this report, as necessary, after a higher-level summary review has been completed. Generally, it should not be the first report run for sponsored research financial review as it’s a very granular view of data.

Key Information
- Displays the beginning and ending balances of a sponsored project for a specified time period.
- Displays the individual transactions that posted to a sponsored project during a specified time period.
- Shows any transactions that posted to a sponsored project before the start date or after the end date.
- Any potentially-unallowable expenses posted to a sponsored project (if the “Potentially Unallowable Only” option on the prompts page is checked).
- Any attachments loaded into the source system for an individual transaction (if the “” icon is clicked).
Sample Report Output *(This sample uses default ‘customize output appearance’ prompts)*

- **Project** *(blue underline)* is drillable and will open a new tab with the Sponsored Project Summary.
- Amounts with a page icon *( ) are drillable, and will open a new tab with backup for the transaction.

**Column Definitions**
- **Department**: Department number responsible for maintaining the project.
- **Fund**: G0001 for government funds, G0002 for non-government funds.
• **Program**: A program is used to track financial activities that have either and/or both multiple sources of funding or expense. Common examples may include senior theses, conferences, or a specific individual’s activities (e.g. a faculty member).

• **Account**: The account code used in the Chartstring for an encumbrance or an expense. You can select one or more Accounts. When no selection is made, the report returns for all Accounts.

• **Fiscal Year**: The 12-month period used for Princeton financial reporting beginning July 1 and ending June 30. The report will return data from the “From Fiscal Year” through the “Through Fiscal Year” selected in the prompt. If “From Fiscal Year” and “Through Fiscal Year” are not selected, the report will return Inception to Date data.

• **Accounting Period**: The month in which certain financial events took place. July is period 1, August is period 2, September is period 3, and so forth. The report will return data from the “From Accounting Period” through the “Through Accounting Period” selected in the prompt only if “From Fiscal Year” and “Through Fiscal Year” have been selected.

• **Actuals**: Actual amount posted for the fiscal year and accounting period.

• **Transaction Origin**: Transaction’s source system, i.e. where the transaction originated.

• **Transaction**: Type of transaction. When the transaction origin has multiple transaction types, this field will contain the Journal Class (JC) and JC Description (J##### - Description). This is the case with transaction origins including Departmental Charges, Departmental Systems, and Labor Accounting.

• **Transaction ID**: Transaction’s origin (source system) unique identifier. The format will vary depending on origin, or may be blank if Journal ID is the only identifier.

• **Journal ID**: Every transaction that posts to the general ledger has an associated Journal ID. While some Journal IDs have a two or three character prefix (e.g. LA, APL, CPC), they are always ten alpha/numeric characters in length.

• **Ledger Date**: The date the transaction posts to the ledger.

• **Transaction Creator**: The individual who performed the original transaction and/or the person responsible for processing the transaction (contact person). This will return “Batch Process” for source system mass data load transactions (e.g. for Labor Accounting transactions).

• **Description**: Description of the transaction.

• **Attachments**: Icon will be present if related documentation has been attached to the transaction. Click on the icon to view the attachment(s).