PI Report by Month Range

*Windows Users: If this is your first time accessing the PI Report, go to PI Report Initial Set-up Instructions.

Enter the following url:  http://discoverer.gmu.edu/pireports/

Select PI Reports by Month Range for your system.

User Name: e.g., psperry
Password: * See initial Set-up directions
Other fields will default to appropriate values
Select Go
**Initial View** Report: Display of awards for which you have access. *(Data refreshed daily at noon)*

**Pooled Budget Summary by Fund:** A summary of selected award in budget categories

1. Select the arrow to the left of the blue fund #
2. Click on the pop-up box

**Edit Parameter Values**

Select values for the following parameters:
- Enter Fund*: 200009
- Enter PI*: Contra Grant
- Enter Begin Month (Mon-YYYY)*: Oct-2009
- Enter End Month (Mon-YYYY)*: Dec-2009

**Description**
No description available

* indicates required field.

1. Select the parameters:
   Begin Month will include first day of month.
   End Month will include last day of month.

**Dates:** Oct. 1, 2009 – Dec. 31, 2009
2. Click “OK”
Pooled Budget Summary by Fund Report

Note: New funding, expenses, and commitments posted as of January 1, 2010 will not be included on this sample report. (End date selected was Dec. 31, 2009)

![Pooled Budget Summary by Fund Report](image)

- **Funded Amount Thru End Month**
- **Expenses Between Begin Month and End Month**
- **Expenses Thru End Month**
- **Commitments Thru End Month**
- **Available Balance**

### Funded Amount Thru End Month
- 61100 Faculty Salaries: 355,559.00
- 61130 Faculty Special Payments: 171,994.00
- 61190 Graduate Assistants: 326,522.00
- 61400 Wages: 54,040.00
- 61500 Other Personnel Payments: 0.00
- 61900 Fringe Benefits: 128,180.00
- 73400 Consulting Services: 6,400.00
- 73800 Travel: 56,960.00
- 76000 Equipment: 2,200.00
- 73600 Subcontracts (25K or Less): 50,000.00
- 73700 Subcontracts (GT 25K): 204,997.00
- 70000 Other Direct Expenditures: 42,492.00
- 79500 Tuition and Stipend: 229,473.00
- 78525 Graduate Health Subsidy: 2,732.00

### Expenses Between Begin Month and End Month
- 61100 Faculty Salaries: 10,557.49
- 61130 Faculty Special Payments: 0.00
- 61190 Graduate Assistants: 11,533.26
- 61400 Wages: 2,570.75
- 61500 Other Personnel Payments: 0.00
- 61900 Fringe Benefits: 4,371.26
- 73400 Consulting Services: 0.00
- 73800 Travel: 155.10
- 76000 Equipment: 0.00
- 73600 Subcontracts (25K or Less): 0.00
- 73700 Subcontracts (GT 25K): 88,549.69
- 70000 Other Direct Expenditures: 0.00
- 79500 Tuition and Stipend: 0.00
- 78525 Graduate Health Subsidy: 0.00

### Expenses Thru End Month
- 61100 Faculty Salaries: 333,686.11
- 61130 Faculty Special Payments: 137,494.46
- 61190 Graduate Assistants: 302,705.92
- 61400 Wages: 56,832.14
- 61500 Other Personnel Payments: 0.00
- 61900 Fringe Benefits: 108,429.15
- 73400 Consulting Services: 0.00
- 73800 Travel: 41,791.74
- 76000 Equipment: 1,975.43
- 73600 Subcontracts (25K or Less): 66,445.71
- 73700 Subcontracts (GT 25K): 88,549.69
- 70000 Other Direct Expenditures: 8,691.39
- 79500 Tuition and Stipend: 136,611.50
- 78525 Graduate Health Subsidy: 0.00

### Commitments Thru End Month
- 61100 Faculty Salaries: 37,631.98
- 61130 Faculty Special Payments: 0.00
- 61190 Graduate Assistants: 19,222.10
- 61400 Wages: 0.00
- 61500 Other Personnel Payments: 0.00
- 61900 Fringe Benefits: 11,549.26
- 73400 Consulting Services: 0.00
- 73800 Travel: 0.00
- 76000 Equipment: 0.00
- 73600 Subcontracts (25K or Less): 1,725.00
- 73700 Subcontracts (GT 25K): 0.00
- 70000 Other Direct Expenditures: 0.00
- 79500 Tuition and Stipend: 92,961.50
- 78525 Graduate Health Subsidy: 0.00

### Available Balance
- 61100 Faculty Salaries: -15,759.09
- 61130 Faculty Special Payments: 34,499.54
- 61190 Graduate Assistants: 4,593.98
- 61400 Wages: -2,792.14
- 61500 Other Personnel Payments: 0.00
- 61900 Fringe Benefits: 8,201.59
- 73400 Consulting Services: 6,400.00
- 73800 Travel: 15,168.26
- 76000 Equipment: 224.57
- 73600 Subcontracts (25K or Less): -18,170.71
- 73700 Subcontracts (GT 25K): 116,447.31
- 70000 Other Direct Expenditures: 33,800.61
- 79500 Tuition and Stipend: 92,961.50
- 78525 Graduate Health Subsidy: 0.00

### Direct Subtotal
- 61100 Faculty Salaries: 1,631,549.00
- 61130 Faculty Special Payments: 514,790.00
- 61190 Graduate Assistants: 1,283,213.24
- 61400 Wages: 41,855.42
- 61500 Other Personnel Payments: 12,667.55
- 61900 Fringe Benefits: 1,741,559.57
- 73400 Consulting Services: 458,337.33
- 73800 Travel: 0.00
- 76000 Equipment: 0.00
- 73600 Subcontracts (25K or Less): 1,725.00
- 73700 Subcontracts (GT 25K): 0.00
- 70000 Other Direct Expenditures: 0.00
- 79500 Tuition and Stipend: 0.00
- 78525 Graduate Health Subsidy: 0.00

### Grand Total
- 2,146,339.00
- 41,855.42
- 1,741,559.57
- 70,128.34
- 334,660.09

### Funded amount 1\textsuperscript{st} day of award through Dec. 31, 2009

### Expenses Oct. 1, 2009 through Dec. 31, 2009 ONLY

### Expenses 1\textsuperscript{st} day of award through Dec. 31, 2009

### Commitments posted through Dec. 31, 2009

### Balance through Dec. 31, 2009
**Labor by Pooled Budget**: Detail of selected Labor Pooled budget (e.g. Graduate Assistants)

**Labor (ALL)**: Detail of All Labor (all accounts that begin with “6”)

---

<table>
<thead>
<tr>
<th>Pooled Budget Level</th>
<th>Pooled Budget Desc</th>
<th>Funded Amount Thru End Month</th>
<th>Expenses Between Begin Month and End Month</th>
<th>Expenses Thru End Month</th>
<th>Commitments Thru End Month</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>61100</td>
<td>Faculty Salaries</td>
<td>355,559.00</td>
<td>10,557.46</td>
<td>333,658.11</td>
<td>37,633.98</td>
<td>-15,769.09</td>
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<tr>
<td>61300</td>
<td>Faculty Special Payments</td>
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<td>137,494.45</td>
<td>0.00</td>
<td>34,499.54</td>
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</tr>
<tr>
<td>61500</td>
<td>Graduate Assistants</td>
<td>326,522.00</td>
<td>11,533.26</td>
<td>302,705.92</td>
<td>19,222.10</td>
<td>4,593.98</td>
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<tr>
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<td>Wages</td>
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<td>66,632.14</td>
<td>0.00</td>
<td>-2,702.14</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>61920</td>
<td>Fringe Benefits</td>
<td>128,190.00</td>
<td>4,371.28</td>
<td>108,429.15</td>
<td>11,549.26</td>
<td>8,261.59</td>
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<td>73400</td>
<td>Consulting Services</td>
<td>6,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,400.00</td>
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<tr>
<td>73000</td>
<td>Travel</td>
<td>56,960.00</td>
<td>155.10</td>
<td>41,791.74</td>
<td>0.00</td>
<td>15,168.26</td>
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<tr>
<td>76000</td>
<td>Equipment</td>
<td>2,200.00</td>
<td>0.00</td>
<td>1,275.43</td>
<td>0.00</td>
<td>224.57</td>
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<tr>
<td>73600</td>
<td>Subcontracts (25k or Less)</td>
<td>50,000.00</td>
<td>66,445.71</td>
<td>1,725.00</td>
<td>-10,170.71</td>
<td></td>
</tr>
<tr>
<td>73700</td>
<td>Subcontracts (GT 25k)</td>
<td>204,097.00</td>
<td>88,549.69</td>
<td>0.00</td>
<td>116,447.31</td>
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<tr>
<td>70000</td>
<td>Other Direct Expenditures</td>
<td>42,492.00</td>
<td>8,691.39</td>
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<td>33,800.61</td>
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<td>70900</td>
<td>Tuition and Stipends</td>
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<td>136,611.50</td>
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<td>92,961.50</td>
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<tr>
<td>78525</td>
<td>Graduate Health Subsidy</td>
<td>2,732.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,732.00</td>
<td></td>
</tr>
</tbody>
</table>

**Direct Subtotal**: 1,631,549.00

| Grand Total         | 2,146,339.00        |

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1. Select the **arrow** to the left of account code (e.g., Wages)
2. Select **Labor by Pooled Budget** to see only Wages or Select **Labor (ALL)** to see all labor and fringe detail (e.g., Faculty Salaries, Grad Assts, Wages, & Fringe)
**Labor by Pooled Budget** Report (Wages only)

**PI Reports by Month Range - Labor by Pooled Budget**

- **Fund:** 200009
- **Pooled Budget Level:** 61400
- **Begin Month:** Oct-2009
- **End Month:** Dec-2009

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Desc</th>
<th>Suff</th>
<th>First Name</th>
<th>Last Name</th>
<th>Gmu Id</th>
<th>Pay</th>
<th>Position</th>
<th>Year</th>
<th>Check Date</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>61410</td>
<td>Wages</td>
<td>01</td>
<td>Jess</td>
<td>Stage</td>
<td>G00412009</td>
<td>25</td>
<td>WGS193</td>
<td>2009</td>
<td>11-DEC-2009</td>
<td>689.00</td>
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<td></td>
<td></td>
<td>01</td>
<td></td>
<td></td>
<td>G00412009</td>
<td>25</td>
<td>WGS193</td>
<td>2009</td>
<td>13-NOV-2009</td>
<td>1010.75</td>
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<td></td>
<td>G00412009</td>
<td>25</td>
<td>WGS193</td>
<td>2009</td>
<td>30-OCT-2009</td>
<td>422.50</td>
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<td></td>
<td></td>
<td>01</td>
<td></td>
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<td>G00412009</td>
<td>25</td>
<td>WGS193</td>
<td>2009</td>
<td>16-OCT-2009</td>
<td>448.50</td>
</tr>
</tbody>
</table>

**Subtotal:** 2,570.75

**Grand Total:** 2,570.75

*Check date: Sorted in reverse chronological order*

**Note:** Expenses that are listed from the Begin Month to the End Month by the HR Transaction date (not the check date).
Labor Account Detail by Employee Report:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Desc</th>
<th>S/N</th>
<th>First Name</th>
<th>Last Name</th>
<th>GRN Id</th>
<th>Pay</th>
<th>Position</th>
<th>Year</th>
<th>Check Date</th>
<th>Expenses</th>
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<td>Stage</td>
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<td>2009</td>
<td>11-DEC-2009</td>
<td>689.00</td>
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<td>G0041</td>
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<td>2009</td>
<td>30-OCT-2009</td>
<td>422.50</td>
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<td></td>
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<td>01</td>
<td></td>
<td></td>
<td>G0041</td>
<td>25</td>
<td></td>
<td>2009</td>
<td>16-OCT-2009</td>
<td>448.50</td>
</tr>
</tbody>
</table>

Note: Expenses that are listed from the Begin Month to the End Month by the HR Transaction date (not the check date).

1. Select the arrow next to the G number of the employee
2. Click on the Labor Account Detail box
**Labor Account Detail by Employee** Report

Data will only include charges to selected fund (e.g. Wage employee paid $3,570.75, $2,570.75 on 200009 & $1,000 on 201737; only $2,570.75 will be included in report.)

<table>
<thead>
<tr>
<th>Account Desc</th>
<th>Position</th>
<th>Suff</th>
<th>Pay</th>
<th>Gmu Id</th>
<th>Pay No</th>
<th>Year</th>
<th>Check Date</th>
<th>Expenses to End Fiscal Period</th>
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</thead>
<tbody>
<tr>
<td>Wages</td>
<td>WG 9193</td>
<td>01</td>
<td>26</td>
<td>G00412009</td>
<td>25</td>
<td>2009</td>
<td>11-DEC-2009</td>
<td>689.00</td>
</tr>
<tr>
<td></td>
<td>WG 9193</td>
<td>01</td>
<td>26</td>
<td>G00412009</td>
<td>23</td>
<td>2009</td>
<td>13-NOV-2009</td>
<td>1,010.75</td>
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<td>30-OCT-2009</td>
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<td></td>
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<td>G00412009</td>
<td>21</td>
<td>2009</td>
<td>16-OCT-2009</td>
<td>34.32</td>
</tr>
</tbody>
</table>

Grand Total: 2,757.42

**Note:** Expenses that are listed from the Begin Month to the End Month by the HR Transaction date (not the check date).

To go back to Initial View, click on tab 1
To go back to Pooled Budget Summary by Fund, click on tab 2
Direct Expenses by Pooled Budget Report: Detail of selected Direct Expense Pooled budget (e.g. Travel)
Direct Expenses (ALL) Report: Detail of All Direct Expenses & Indirect (all accounts that begin with “7”)

<table>
<thead>
<tr>
<th>Pooled Budget Level</th>
<th>Pooled Budget Desc</th>
<th>Funded Amount Thru End Month</th>
<th>Expenses Between Begin Month and End Month</th>
<th>Expenses Thru End Month</th>
<th>Commitments Thru End Month</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>61100</td>
<td>Faculty Salaries</td>
<td>355,559.00</td>
<td>10,557.48</td>
<td>333,866.11</td>
<td>37,631.98</td>
<td>-15,769.08</td>
</tr>
<tr>
<td>61130</td>
<td>Faculty Special Payments</td>
<td>171,954.00</td>
<td>0.00</td>
<td>137,494.46</td>
<td>0.00</td>
<td>34,459.54</td>
</tr>
<tr>
<td>61190</td>
<td>Graduate Assistants</td>
<td>326,622.00</td>
<td>11,533.26</td>
<td>302,706.92</td>
<td>19,222.10</td>
<td>4,693.98</td>
</tr>
<tr>
<td>61400</td>
<td>Wages</td>
<td>54,040.00</td>
<td>2,570.75</td>
<td>56,632.14</td>
<td>0.00</td>
<td>-2,752.14</td>
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<tr>
<td>61500</td>
<td>Other Personnel Payments</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>61900</td>
<td>Fringe Benefits</td>
<td>128,180.00</td>
<td>4,371.28</td>
<td>108,429.15</td>
<td>11,640.26</td>
<td>8,201.69</td>
</tr>
<tr>
<td>73400</td>
<td>Consulting Services</td>
<td>6,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,400.00</td>
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<tr>
<td>73800</td>
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<td>155.10</td>
<td>41,791.74</td>
<td>0.00</td>
<td>15,168.26</td>
</tr>
<tr>
<td>76000</td>
<td>Equipment</td>
<td>2,200.00</td>
<td>0.00</td>
<td>1,975.43</td>
<td>0.00</td>
<td>224.57</td>
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<tr>
<td>73600</td>
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<td>66,445.71</td>
<td>1,725.00</td>
<td>-18,170.71</td>
</tr>
<tr>
<td>73700</td>
<td>Subcontracts (GT 25K)</td>
<td>204,597.00</td>
<td>0.00</td>
<td>88,549.69</td>
<td>0.00</td>
<td>116,447.31</td>
</tr>
<tr>
<td>70000</td>
<td>Other Direct Expenditures</td>
<td>42,452.00</td>
<td>0.00</td>
<td>8,691.39</td>
<td>0.00</td>
<td>33,760.61</td>
</tr>
<tr>
<td>78500</td>
<td>Tuition and Stipend</td>
<td>229,473.00</td>
<td>0.00</td>
<td>136,511.50</td>
<td>0.00</td>
<td>52,961.50</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,732.00</td>
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</table>

**Direct Subtotal**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>1,631,549.00</th>
<th>29,167.87</th>
<th>1,283,213.24</th>
<th>70,128.34</th>
<th>278,207.42</th>
</tr>
</thead>
</table>

**Grand Total**

|                  |                  | 2,146,339.00 | 41,655.42 | 1,741,558.57 | 70,128.34 | 334,660.89 |

1. Select the arrow to the left of account code (e.g., Travel)
2. Select Direct Expenses by Pooled Budget to see detail in selected account only
   or Select Direct Expenses (ALL) to see all direct account (e.g., Consulting, Travel, Other Direct Expenditures, & Indirect)
Direct Expenses by Pooled Budget Report
(e.g., Travel Account selected – Expenses Oct. 1, 2009 – Dec. 31, 2009)

**PI Reports by Month Range - Direct Expenses By Pooled Budget**

<table>
<thead>
<tr>
<th>Account Desc</th>
<th>Travel Budget Pool</th>
<th>Org Desc: &lt;All&gt;</th>
<th>Expenses</th>
<th>Commitments</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>73820</td>
<td>Travel-Personal Vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>1017362</td>
<td>10 OCT 2009</td>
<td>Stay, Car</td>
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<td>Grand Total</td>
<td></td>
<td></td>
<td>155.10</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Note: Expenses that are listed from the Begin Month to the End Month. Expenses that fall outside of that time range will not appear on this report.

Direct Expenses (ALL) Report
(All Direct Expenses posted between Oct. 1, 2009 through Dec. 31, 2009 by account, sorted in reverse chronological order)

**PI Reports by Month Range - Direct Expenses (ALL)**

<table>
<thead>
<tr>
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<th>Fund</th>
<th>Month</th>
<th>Account</th>
<th>Account Desc</th>
<th>Doc Id</th>
<th>Transaction Date</th>
<th>Transaction Desc</th>
<th>Expenses Prior to End Month</th>
<th>Expenses Prior To End Month</th>
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Note: Expenses that are listed from the Begin Month to the End Month. Expenses that fall outside of that time range will not appear on this report.
Navigation
Move within the report using the tabs at the bottom (best when selecting a tab to the left of open tab) or Select arrow next to blue text to go to tabs to the right of your open tab.

Printing
Click print - settings are preset

Export to Excel
Click File, Export, then follow screen prompts