

Reporting Updates

New Features

1. The ability to drill down from category totals to a transaction list.
2. The ability to drill down from the transaction list to a document.
3. The ability to sort by column headers in the Budget Category Review and Detail of Cost reports.

RCUH Reports

Budget Status Report

Clicking on a link in this report will open up a new window which will display a list of transactions for the category selected in the Budget Category Report:

Budget Status Report Summary (03/2018) Download								
Project	0012345	SAMPLE PROJECT				Period	07/01/17-06/30/18	
Principal Investigator	WRIGHT, KAINOA				Index			
Type	Category	Description	Awarded	Current Month Expended	Total Expended	Outstanding PO	Total Cost	Available Balance
A	0001	SALARIES	\$0.00	\$41,389.79	\$353,236.71	\$0.00	\$353,236.71	(\$353,236.71)
B	0002	FRINGE BENEFITS	\$0.00	\$11,777.11	\$98,512.46	\$0.00	\$98,512.46	(\$98,512.46)
I	0003	CONTROLLED PROPERTY		\$0.00	\$1,721.93	\$0.00	\$1,721.93	(\$1,721.93)
D	0004	MATERIALS & SUPPLIES		\$1,710.55	\$9,119.08	\$1,998.18	\$11,117.26	(\$11,117.26)
E	0005	EMPLOYEE DOMESTIC TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F	0006	CONSULTANT/FEE FOR SERVICE	\$0.00	\$656.89	(\$5,787.22)	\$1,970.69	(\$3,816.53)	\$3,816.53
G	0007	PRINTING/PUBLICATION	\$0.00	\$0.00	\$0.00	\$		
H	0008	COMMUNICATION	\$0.00	\$477.85	\$3,528.54	\$1.08		
K	0010	INCOME (UH)	\$0.00	(\$3,680.82)	(\$26,809.45)	\$		

Clicking here...

...will open up a new window with a list of transactions.

Budget Category Report (03/2018 - 03/2018) Download											
Project	0012345	SAMPLE PROJECT						Period	07/01/17 - 06/30/18		
Principal Investigator	WRIGHT, KAINOA						Index				
Trans Code	Sub Project	B/C	Sub B/C	PO Number	Vendor Name	Description	Document Date	Check Date	Check #	Amount	
21		0004			FIRST HAWAIIAN BANK BAN	Washer & Dry	02/27/18	03/12/18	1578685	\$1,199.97	
21		0004			DISH NETWORK LLC	March 2018 -	03/03/18	03/13/18	1578908	\$116.68	
22		0004		AFP-12345	COSTCO WHOLESALE		03/01/18	03/13/18	1578906	\$177.88	
21		0004			FIRST HAWAIIAN BANK BAN	Subscription	02/10/18	03/15/18	1579391	\$37.00	
21		0004			SHOES FOR CREWS, LLC	Shoes receiv	09/26/17	03/28/18	1581007	\$128.92	
22		0004		AFP-12352	COSTCO WHOLESALE		03/29/18	03/29/18	1581221	\$50.10	
					MATERIALS & SUPPLIES	Category 0004 Total		\$1,710.55			
						Report Total		\$1,710.55			

Clicking on a link in the Budget Status Report - Current Month Expended column will produce a list of transactions for the current month.

Clicking on a link in the Budget Status Report - Total Expended column will produce a cumulative list of transactions for the entire project period from the project start date through the current date. However, the RCUH Financial Portal only has transactions approved from July 1, 2012 to the present date, so the drill down function will only include transactions as of July 1, 2012. Projects with start dates before July 1, 2012 will not have complete results in the list of transactions.

Budget Category Review

Clicking on a PO Number or Check # in this report will open up a new window which will display the payment document:

Budget Category Report (03/2018 - 03/2018) Download											
Project		0012345		SAMPLE PROJECT				Period		07/01/17 - 06/30/18	
Principal Investigator		WRIGHT, KAINOA						Index			
Trans Code	Sub Project	B/C	Sub B/C	PO Number	Vendor Name	Description	Document Date	Check Date	Check #	Amount	
21		0004			FIRST HAWAIIAN BANK BAN	Washer & Dry	02/27/18	03/12/18	1578685	\$1,199.97	
21					DISH NETWORK LLC	March 2018 -	03/03/18	03/13/18	1578908	\$116.68	
22				AFP-12345	COSTCO WHOLESALE		03/01/18	03/13/18	1578906	\$177.88	
21		0004			FIRST HAWAIIAN BANK BAN	Subscription	02/10/18	03/15/18	1579391	\$37.00	
21		0004			SHOES FOR CREWS, LLC	Shoes receiv	09/26/17	03/28/18	1581007	\$128.92	
22		0004		AFP-12352	COSTCO WHOLESALE		03/29/18	0			
MATERIALS & SUPPLIES							Category 0004 Total				
							Report Total				

Clicking here...

...will open up a new window which will display the document.

The Research Corporation of the University of Hawaii
Authorization for Payment Form *
Submit original invoice with this form

** = required to Save * = required to Submit [RCUH Policy 2.702](#)

Login Name	Kainoa_Wright	Date	05/03/2018	Payment Req. No.	1500689
Payee's Name **	COSTCO WHOLESALE	Vendor Code **	E4630	Document Number	AFP-12345
Payee's Permanent Address, Street/PO Box, City, State, Zip	BUSINESS DELIVERY 73-5600 MAIAU ST KAILUA-KONA, HI 96740	FA Staff to Review *	Mele Menehune		
Direct Inquiries on This Request To *	Kainoa Wright	Phone Number	808 956-5555		

Line	Project # **	Sub Project	Budget Category *	Sub Budget Category	Service Date	Description	Amount *
1	0012345		0004			Research Supplies	\$177.88
2							
TOTAL							\$177.88

NOTE: The drill down to document function only applies to transactions (Purchase Orders, PO Payments, Authorization for Payments, Travel Requests, etc.) created and approved in the Financial Portal.

Additional updates to the Budget Category Review Report:

- This report now includes current month transactions.
- This report will default to the current month when opened.
- The ability to sort by column headers.
- This report now includes a section for Payments Received (AA Transactions):

Payments Received										
Trans Code	Sub Project	B/C	Sub B/C	PO Number	Vendor Name	Description	Document Date	Check Date	Check #	Amount
55		AA			UHPL	UHPL 01/18	02/16/18			(\$469,841.58)
55		AA			UHPL	UHPL 02/18	03/14/18			(\$274,266.15)
Report Total										(\$744,107.73)

Detail of Cost

Clicking on a PO Number in the Detail of Cost Report will open up a new window which will display the PO document:

Detail of Cost Report Download												
Project		0012345 SAMPLE PROJECT					Period		07/01/17 - 06/30/18			
Principal Investigator		WRIGHT, KAINOA					Index					
	Code	Project	B/C	Sub B/C	Vendor	Description	Doc Date	Check #	Unpaid Start of Month	Current Transactions	Current Expenditures	Unpaid End of Month
Z10174580	11		0004		AIRGAS GASPRO		03/13/18		\$0.00	\$235.00	\$0.00	\$235.00
PO TOTAL									\$0.00	\$235.00	\$0.00	\$235.00
Sub Total - P.O. Transactions									\$0.00	\$235.00	\$0.00	\$235.00
Non-P.O. Transactions												
Doc #	Trans Code	Sub Project	B/C	Sub B/C	Vendor	Description	Doc Date	Check #			Current Expenditures	
AFP-12345	21		0004		COSTCO WHOLESALE	Research sup		1578906			\$177.88	
Sub Total Non-PO Transactions												
Grand Total												

Clicking here...

...will open up a new window which will display the document.

RCUH Purchase Requisition

Login Name	Kainoa_Wright	Date	03/13/18	Purchase Order No.	Z10174580
Project Title **	SAMPLE PROJECT <small>Use "Various" if you want to use multiple projects.</small>			Project # **	0012345
PI Name	WRIGHT, KAINOA	Project Period	07/01/2017 - 06/30/2018		
Vendor Name **	AIRGAS GASPRO			Vendor Code **	F2211
Vendor Address, Street/PO Box, City, State, Zip Code *	525 KALANIANA'OLE AVE HILO, HI 96720			Ship To Information (Name, Address) *	Sample Project 1234 Lili'oi Lane Hilo, HI 96720
Ship Via	Local Delivery	Ship Via Instructions			
Delivery Required By		Discount Terms		Quotation No.	
Direct Inquiries on This Request To *	Kainoa Wright	Phone Number	808 956-5555	FA Staff to Review *	Mele Menehune

Line	Sub Project	Budget Category *	Sub Budget Category	Description *	Quantity	Unit	Unit Price	Extension
1		0004		Dry Ice	100	lb	\$2.35	\$235.00

Confirming Purchase Order (Do not duplicate this order. This P.O. is a formal authorization for an order sent earlier.)

Subtotal \$235.00

NOTE: In the Detail of Cost Report, the drill down to document function for Purchase Orders (PO) and Purchase Order Change Forms (POCF) only applies to PO and POCF transactions approved during the current month.

Additional updates to the Detail of Cost Report:

- The ability to sort by column headers (but not all columns have the sort capability, such as PO # or Vendor).
- This report now includes a section for Payments Received (AA Transactions).

UH Project Fiscal Reports

KFS Budget Status Report

Clicking on a link in this report will open up a new window which will display a list of transactions for the category selected in the KFS Monthly Expenditures Report:

KFS Budget Status Report Download									
Project	6100001	SAMPLE PROJECT				Period	07/01/17-06/30/18		
Principal Investigator	WRIGHT, KAINOA				Award No.		Award Type	A	
Indirect Costs	Rate	0.04100			Base	MTDC			
Category	Description	Awarded	Current Month Expended	Total Expended	Outstanding PO	Total Cost	KFS Suspense	Available Balance	
C100	CGB SAL&WAGE	\$1,590,110.00	\$3,377.50	\$821,202.55	\$0.00	\$821,202.55	\$0.00	\$768,907.45	
C105	CGB FRINGE	\$489,482.00	\$1,911.78	\$215,901.06	\$0.00	\$215,901.06	\$0.00	\$273,580.94	
C106	CGB SVCS-FEE	\$814,804.00	\$17,378.12	\$554,095.05	\$105,466.33	\$659,561.38	\$0.00	\$155,242.62	
C107	CGB MAT&SUP	\$59,390.00	\$1,093.68	\$29,563.61	\$9,854.22	\$39,417.83	\$0.00	\$19,972.17	
C108	CGB TRVL-DOM	\$18,166.00	\$0.00	\$6,776.15	\$0.00	\$6,776.15	\$0.00	\$11,389.85	
C110	CGB PRINT		\$0.00	\$218.75	\$0.00	\$218.75	\$0.00	(\$218.75)	
C111	CGB UTIL&COM		\$1,410.11	\$21,115.09	\$1,400.00	\$22,515.09	\$0.00	\$9,294.91	
C112	CGB RENTALS	\$118,801.00	\$0.00	\$90,290.97	\$5.00	\$90,295.97	\$0.00	\$28,505.03	
C113	CGB REPAIRS	\$150,251.00	\$0.00	\$67,025.59	\$49,493.97	\$116,519.56	\$0.00	\$33,731.44	

Clicking here...

...will open up a new window with a list of transactions.

KFS Monthly Expenditures Report (04/2018) Download										
Project	6100001	SAMPLE PROJECT				Period	07/01/17-06/30/18			
Principal Investigator	WRIGHT, KAINOA									
Category	Sub Account	Object Code	Sub Object	Doc Type	Origin	Document Number	Description	Document Date	Amount	
C111		3700		ND	RC	1501164	FIRST HAWAIIAN BANK BAN 1501164	04/03/2018	\$24.99	
C111		3835		ND	RC	1501600	DISH NETWORK 1501600	04/05/2018	\$108.36	
C111		3835		ND	RC	1501601	AT&T MOBILITY 1501601	04/05/2018	\$131.25	
C111		3835		ND	RC	1501603	VERIZON WIRELESS 1501603	04/05/2018	\$360.09	
C111		3845		ND	RC	1501603	VERIZON WIRELESS 1501603	04/05/2018	\$785.42	
CGB UTIL&COM							Category C111 Total		\$1,410.11	
								Total	\$1,410.11	

KFS Monthly Expenditures Report

The drill down to document function has not been added to the KFS Monthly Expenditures report, so currently there are no links for documents in this report. However, adding the ability to drill down to RCUH transactions is a possible future enhancement.

Updates to the KFS Monthly Expenditures Report:

- A new column for Category (Contract and Grant Budget Code).
- Subtotals for each Category section.
- The ability to download a csv file.