

GM097 “Sponsored Project Actuals Balance Report”

ASRSP Formatting Recommendations

9/24/2019

- Please note related job aids:
 - How to Schedule Cognos Reports for Recurring Delivery
 - GM097 Guide to Understanding the GM097 Sponsored Project Actuals Balance Report in Cognos
- Based on the above delivery job aid, departments will receive the GM097 based on their own schedule.
- The Cognos email will arrive with an Excel GM097 attached.
- The Excel file has three possible worksheets:
 - Non-clinical Portfolio
 - (610, 620, 630, and 650 non-clinical sponsored projects and associated 191, 192, and 193 cost share accounts)
 - Clinical Portfolio (640 clinical trials)
 - Appendix Page (summary of run parameters)
- Save an unedited version of the Excel file for potential future reference. Then save a “working copy” to be edited for ease of use and potential further distribution. Further steps are on the “working copy”.
- On both Non-clinical Portfolio and Clinical Portfolio tabs delete the “headers” (rows 1-9).

The screenshot shows an Excel spreadsheet titled "GM097 - Sponsored Project Actuals Balance Report [Read-Only] - Excel". The spreadsheet has a header section (rows 1-9) and a data section (rows 10-23). The header section contains the following information:

1			Fiscal Year:	Current Period			
2			Accounting Period:	Current Period			
3			Manager/Reviewer:	All			
4			GCFA:	All			
5			Contract Status:	ACTIVE, PENDING			
6			Fund:	All			
7			Department:	5302000 - Allergy			
8			Project Status:	Active Projects Only			
9							

The data section (rows 10-23) contains the following information:

ASRSP GCFA	Award ID	Fund	Department ID	Department Description	Project ID	Activity
Colleen Hull	SP0035121	192	5302000	Allergy	60046489	01
Colleen Hull	SP0035121	610	5302000	Allergy	60046489	01
Colleen Hull	SP0035121	192	5302000	Allergy	60046489	02
Colleen Hull	SP0035121	192	5302000	Allergy	60046489	03
Colleen Hull	SP0035121	192	5302000	Allergy	60046489	04
Damon Mui	SP0040135	610	5302000	Allergy	60045831	01
Jacky Sancen	SP0030944	192	5302000	Allergy	60042054	01
Jacky Sancen	SP0030944	620	5302000	Allergy	60042054	01
Jacky Sancen	SP0036383	650	5302000	Allergy	60044283	01
Jacky Sancen	SP0038161	192	5302000	Allergy	60043703	01
Jacky Sancen	SP0038161	620	5302000	Allergy	60043703	01
Jacky Sancen	SP0043414	650	5302000	Allergy	60047149	01
Jacky Sancen	SP0040777	620	5302000	Allergy	60047149	01

- Note the final row on each Portfolio worksheet data: “The ‘Total Invoiced for Award’ amount reflects the current invoiced total regardless of the fiscal year and accounting period selected. All other amounts reflect the selected period.” ASRSP recommend use “Current Period” run date parameters anyway. Stipulating that: delete that row.

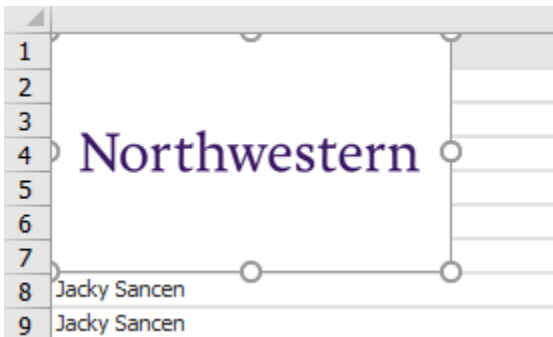
The screenshot shows an Excel spreadsheet with a note in row 82. The note reads:

81 Sara Baciak

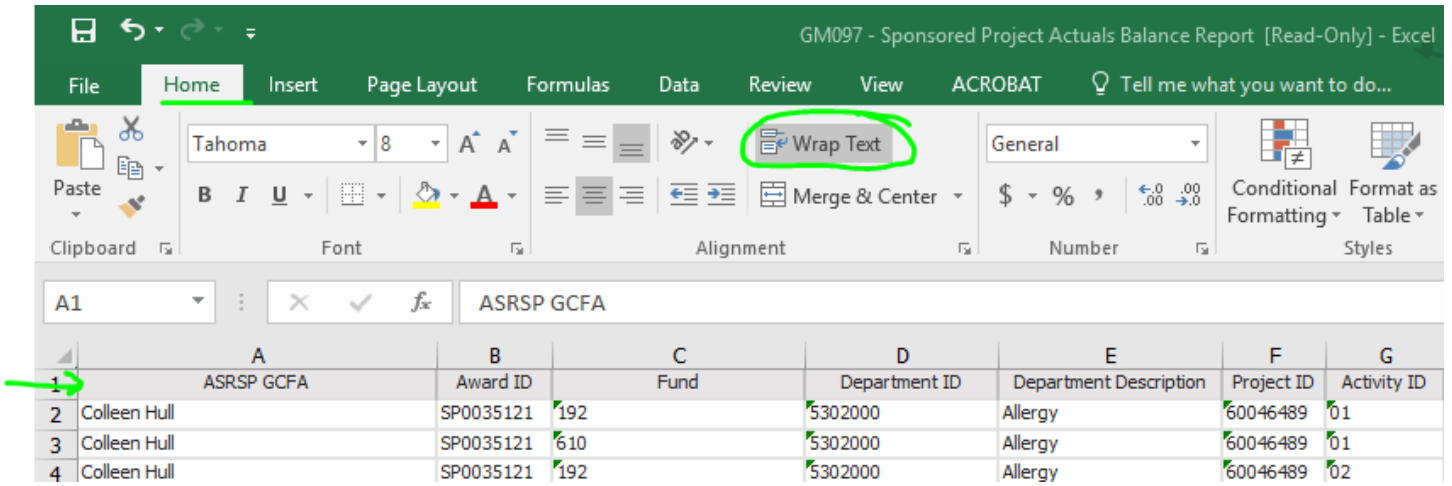
82 * The ‘Total Invoiced for Award’ amount reflects the current invoiced total regardless of the fiscal year and accounting period selected. All other amounts reflect the selected period.

83

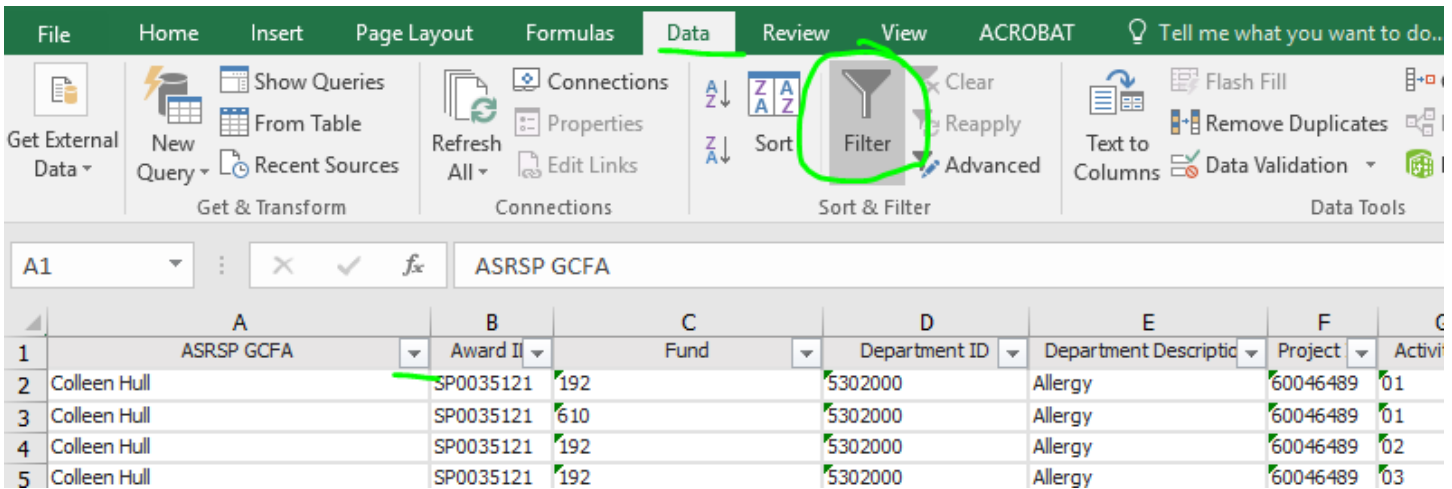
- Select and delete the Northwestern Icon covering the data.



- Select row 1, which is now the column headers, and on the Excel Home tab select “Wrap Text”.



- Then select the Data tab and Filter.



- Widen row 1 vertically: we’re about to reduce column widths and want to give the columns headers space to wrap and still be visible.

	A	B	C	D
1	ASRSP GCFA	Award ID	Fund	Department ID
2	Colleen Hull	SP0035121	192	5302000
3	Colleen Hull	SP0035121	610	5302000
4	Colleen Hull	SP0035121	192	5302000
5	Colleen Hull	SP0035121	192	5302000
6	Colleen Hull	SP0035121	192	5302000

- With Row 1 selected go the View menu and select Freeze Panes and Freeze Top Row.

GM097 - Sponsored Project Actuals Balance Report [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Normal Page Break Preview Page Layout Custom Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split View Side by Side Hide Synchronous Scrolling Unhide Reset Window Position

A1 ASRSP GCFA

	A	B	C	D	E	F	G
1	ASRSP GCFA	Award ID	Fund	Department ID	Department Description	Project	Activity ID
2	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	01
3	Colleen Hull	SP0035121	610	5302000	Allergy	60046489	01

- Select all columns A through AM. If you reduce the width of one column now it will reduce all columns:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	ASRSP GCFA	Award ID	Fund	Department ID	Department Description	Project ID	Activity ID	PI	Activity Start Date	Activity End Date	Project Start Date	Project End Date	Award Start Date	Award End Date	Contract Start Date	Contract End Date	Sponsor Name	Reference Award #	FAI	Award Title	Project Title	Primary Project ID
2	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	01	Stevens	3/1/17	3/1/17	###	7/14/19	8/12/15	7/14/19	8/12/15	7/14/19	National	5KL2TRC	KL2TR0C	Northwe	Sub for	6004105
3	Colleen Hull	SP0035121	610	5302000	Allergy	60046489	01	Stevens	3/1/17	3/1/17	###	7/14/19	8/12/15	7/14/19	8/12/15	7/14/19	National	5KL2TRC	KL2TR0C	Northwe	Sub for	6004105
4	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	02	Stevens	3/1/17	3/31/17	###	7/14/19	8/12/15	7/14/19	8/12/15	7/14/19	National	5KL2TRC	KL2TR0C	Northwe	Sub for	6004105
5	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	03	Stevens	4/1/17	3/31/18	###	7/14/19	8/12/15	7/14/19	8/12/15	7/14/19	National	5KL2TRC	KL2TR0C	Northwe	Sub for	6004105
6	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	04	Stevens	4/1/18	7/14/19	###	7/14/19	8/12/15	7/14/19	8/12/15	7/14/19	National	5KL2TRC	KL2TR0C	Northwe	Sub for	6004105
7	Damon Mui	SP0040135	610	5302000	Allergy	60045831	01	Bochner	4/1/17	3/31/20	###	3/31/21	4/1/17	3/31/21	4/1/17	3/31/21	National	5F30AI1	F30AI12	Phenoty	Phenoty	6004583
8	Jacky Sancen	SP0030944	192	5302000	Allergy	60042054	01	Schleimer	9/3/15	2/29/20	###	2/29/20	9/3/15	2/29/20	9/3/15	2/29/20	9/3/15	5-53557	R01AI11	Influenz	Influenz	6004205

- Now with all columns A through AM still selected, hover over one of the column separators as though you're going to reduce the width again, but instead double-click it. This auto-fits all column widths to their data while also allow the top row (frozen and filtered) to wrap:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ASRSP GCFA	Award ID	Fund	Department ID	Department Description	Project ID	Activity ID	PI Name	Activity Start Date	Activity End Date	Project Start Date	Project End Date	Award Start Date	Award End Date	Contract Start Date
2	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	01	Stevens, Whitney Wyatt	3/1/17	3/1/17	3/1/2017	7/14/19	8/12/15	7/14/19	8/12/15
3	Colleen Hull	SP0035121	610	5302000	Allergy	60046489	01	Stevens, Whitney Wyatt	3/1/17	3/1/17	3/1/2017	7/14/19	8/12/15	7/14/19	8/12/15
4	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	02	Stevens, Whitney Wyatt	3/1/17	3/31/17	3/1/2017	7/14/19	8/12/15	7/14/19	8/12/15
5	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	03	Stevens, Whitney Wyatt	4/1/17	3/31/18	3/1/2017	7/14/19	8/12/15	7/14/19	8/12/15
6	Colleen Hull	SP0035121	192	5302000	Allergy	60046489	04	Stevens, Whitney Wyatt	4/1/18	7/14/19	3/1/2017	7/14/19	8/12/15	7/14/19	8/12/15
7	Damon Mui	SP0040135	610	5302000	Allergy	60045831	01	Bochner, Bruce Scott	4/1/17	3/31/20	4/1/2017	3/31/21	4/1/17	3/31/21	4/1/17
8	Jacky Sancen	SP0030944	192	5302000	Allergy	60042054	01	Schleimer, Robert P	9/3/15	2/29/20	9/3/2015	2/29/20	9/3/15	2/29/20	9/3/15
9	Jacky Sancen	SP0030944	620	5302000	Allergy	60042054	01	Schleimer, Robert P	9/3/15	2/29/20	9/3/2015	2/29/20	9/3/15	2/29/20	9/3/15

- Repeat the above formatting steps on the Clinical Portfolio worksheet.
- If the Non-clinical Portfolio worksheet is easier to use with sponsored funds (600s) and cost-share funds (190s) separated then make two copies of it.
 - Use the filter to show only 600s on one copy, delete all 600s rows, remove the filter exposing all the remaining 190s and rename the worksheet “Cost Share”.
 - Do the same for the other Non-clinical Portfolio worksheet, but delete all 190s rows.
- Finally go through the columns and hide or delete any which aren’t necessary for your review: right click on the lettered column area and select “Hide” or “Delete”.