

UAB GA End User Reports Overview

Several reporting mechanisms are available to users of the Administrative System's GA End User responsibilities. Official monthly reports are issued (bursted) to Award Managers. Additionally, users with UAB GA End User responsibilities can also run ad-hoc reports as needed.

In general, there are two types of reports available to users of the **UAB GA END USER** responsibility: Bursted Reports and Ad-Hoc Reports.

Bursted Reports

Bursted reports are those reports that are automatically sent to the designated recipient, usually the Award Manager. However, some reports are bursted using a unique recipient listing, and secondary distributions may also be set up for monthly account statements at the Award Manager's discretion. Bursted reports for the **UAB GA END USER** responsibility are generally sent in PDF format. Some ad-hoc versions are also available that can be exported into Excel. Reports vary based on account type, but typically include the following:

- **Monthly Account Statement (MAS) Reports-** consist of Monthly Account Statement Balances (MASB) Reports and Monthly Account Statement Transactions (MAST) Reports
- **PTA Download-** Excel format
- **Award Download-** Excel format
- **Protected Health Information (PHI) GA Transaction Reconciliation Report-** provides patient names used to reconcile account statements where the names were replaced with "Study Patient" in compliance with HIPAA regulation
- **GA Encumbrance Detail Report-** listing of encumbrance activity for the current month
- **Awards Ending in 65 Days-** listing of all grant and contract awards with an end date occurring within 65 days of the date of the report
- **Indirect cost (IDC) Recovery Report-** delivered to a manually maintained list of recipients
- **Payroll Default Account Details Report-** provides detail of salary entries that have posted to the departmental default payroll account

Ad-Hoc Reports

Ad-hoc reports are available to any user with UAB GA End User or UAB GL End User responsibilities. These reports can be run at will; they do not have to be run as of month-end. Resulting reports are subject to the parameters defined by the user at the time of submission. Results are returned in the Concurrent Manager, and some can be exported into excel. Many of the bursted reports, such as the MAS reports, can also be run on an ad-hoc basis. Other ad-hoc reports include the following:

- **GAUAB Report Invoice and Cash Detail by Award**
- **GMUAB Report Awards Ending Within 65 Days**
- **GMUAB Report Budget History**
- **GMUAB Report GA Encumbrance**
- **GMUAB Report Payroll Default Account Details**

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In addition to the bursted and ad-hoc reports, there are several tools available to assist users in collecting, managing, and reporting transactional data: the **Transaction Download** and the **Expenditure Inquiry** form.

Transaction Download

The Transaction Download is available on the UAB GA End User menu. It provides the “detail” version of the Account Statement transactions in an Excel format. As the design is very similar to that of the MAST report, parameters are entered the same way. The resulting report is accessed through the Concurrent Manager, where it can be exported into an excel file. Click [here](#) to learn more about this download.

Expenditure Inquiry Form

Expenditure Inquiry is a feature available on the UAB GA End User menu. It provides a powerful search function to query expenditures for a project using the project number and various parameters. Search results can easily be exported into Excel. Click [here](#) to learn more about this form.

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