GA Monthly Account Statements (GA MAS) Submission Form

The GA Monthly Accounts Statements (GA MAS) Submission Form allows users of the UAB GA End User responsibility to run the monthly transactions and balances reports ad hoc. Like the monthly system-delivered reports, users can run a PDF version of the report. But additionally, an excel version of the reports can also be run. These reports can be run at any point in time (ad hoc); they do not have to be run as of the current month-end.

UAB GA End User → Reports → GA MAS Submission Form

Important Note: The Excel version of this report is not considered an official version of the report, as it can be changed. As such, it cannot be submitted to Grants and Contracts Accounting as acceptable backup documentation. The official PDF version must be used.

To run the GA MAS, several parameters must first be selected:

1. Select the desired Report Type. Options are Recap, Details, and Balances.

   - **Recap** - This will probably be the most frequently run ad hoc version, since it retains all of the references which the user might need to track or reconcile transactions by document. All posted non-$0.00 transactions are tallied up by the unique combination of references (Description/Requisition#/PO#/Invoice#/Check#/Ref/Posted Date) within PTA & Period.

   - **Details** - This version is helpful when doing very detailed analysis or problem-solving, because for Purchasing/Payables transactions it is down at the Requisition/PO/Invoice line level. Since it is so detailed, it would normally be run on only on one specific account string at a time. This version lists all journal lines at exactly the level of detail in which they were originally posted to the Oracle Grants Accounting module.

   - **Balances** - This version does not provide information on specific transactions (see Recap and Detail); rather, it provides budget awarded, spent and balance/availability information by expenditure type.
2. Select the desired **Output Type**. Options are **Excel** and **PDF**.

![Image of Output Type options]

3. Select the desired **Begin Period** and **End Period**. The **End Period** defaults to the current period, but can be changed to a previous period. Dates can be entered directly into the submission window in the appropriate format (MMM-YYYY). Or, to search for the appropriate period using the list of values, click the **Find** icon. **Note:** For the Balances report type, only the **End Period** is required.

![Image of Begin Period and End Period]

If the **Find** icon is activated, the **Search and Select List of Values** window will appear. Enter a portion of the period name in the **Search By** field, then click the **Go** button.

![Image of Search and Select List of Values]

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When the search results are returned, select the desired period by clicking the appropriate radial button and then clicking the Select button, or by clicking the Quick Select button.

Repeat this process for the End Period, if needed.

4. Select the desired Award Manager and/or Principal Investigator. Note: These parameters are NOT required; they can be left blank. Enter the names directly into the fields.

Or, to search for the appropriate name using the list of values, click the Find icon.

Search for the Award Manager by choosing Award Manager Name or Primary Assignment Org from the Search By field.
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If searching by **Award Manager Name**, enter all or a portion of the Award Manager’s name, then click the Go button. If searching by the **Primary Assignment Org**, enter all or a portion of the organization number or the organization name, then click the Go button. **Important Note:** If searching using any portion of the **Primary Assignment Org** besides the number, the wildcard symbol (%) **must** be used, or no results will be found.

Choose the appropriate Award Manager’s name from the resulting list by clicking the Select radial button next to the desired name, then clicking the Select button. Or, simply click the **Quick Select** icon next to the desired name.

The name will now populate the **Award Manager** field.
Search for the Principal Investigator by choosing *PI Name* or *Primary Assignment Org* from the *Search By* field.

If searching by *PI Name*, enter all or a portion of the Principal Investigator’s name, then click the *Go* button. If searching by the *Primary Assignment Org*, enter all or a portion of the organization number or the organization name, then click the *Go* button. **Important Note:** If searching using any portion of the *Primary Assignment Org* besides the number, the *wildcard symbol (%) must be used, or no results will be found.*

Choose the appropriate Principal Investigator’s name from the resulting list by clicking the *Select* radial button next to the desired name, then clicking the *Select* button. Or, simply click the *Quick Select* icon next to the desired name.
The name will now populate the Principal Investigator (PI) field.

5. To run the specified MAS on all PTAs that meet the selected criteria, click the Submit Request button.

**Important Note:** This report should **NEVER** be run using only the Report Type and Output Type. Because the GA End User responsibility does not have organizational subsetted security, submitting the request at this point will run a MAS for all PTAs meeting the selected criteria unless an Award Manager and/or Principal Investigator is specified. This will cause the system to error due to the large number of PTAs in the system. To specify account strings, continue to the Add Proj, Task, and Award Parameters region of the form.

It is possible to specify specific PTA strings for which to run the MAS. Additionally, the MAS can be run for all accounts in a specified org, and/or the information on the MAS can be limited to specified Expenditure Types.

**Specifying PTA Account Strings**

To specify a PTA account string(s):

1. Click the Add Rows link for the Add Proj, Task, and Award Parameters section of the form.
2. Enter any known segment of the desired PTA account string (i.e. project number, award number, PTA, etc.). If running the report only for a single PTA, it is not necessary to enter an account string in the **PTA String: End** field. The system will default to the PTA information used in the **PTA String: Begin** field.

3. If running the report on a range of PTA account strings, enter the PTA at the end of the range in the **PTA String: End** field.

**Important Note:** Because the UAB GA End User responsibility does not have organizational subsetted security, the resulting reports will include **ALL** PTA strings within the specified range, even if they are not in the desired org. To ensure only accounts within the desired org are returned, also specify the org using the Add Top Task Org Parameters fields.

4. Click the **Add Row** button to add the PTA parameters to the search form.

The selected PTA string or range is now added. To add additional PTAs, repeat the process.
Specifying the Top Task Org

In order to narrow search results to a specific organizational unit(s), use the Top Task Org parameter.

1. Click the **Add Rows** link for the **Add Proj, Task, and Award Parameters** section of the form.

2. Enter the desired top task org in the **Begin** field. If running the report only for a single org, it is not necessary to enter a top task org in the **End** field. The system will default to the org information used in the **Begin** field.

To search for an org number, click on the **Search** icon.

Search for the org number using the **Top Task Org Id** (number) or the **Top Task Org Name** from the **Search By** field.

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If searching by **Top Task Org Id (number)**, enter all or a portion of the Top Task Org number, then click the **Go** button. If searching by the **Top Task Org Name**, enter all or a portion of the organization’s name, then click the **Go** button. **Important note:** If searching using a portion of the **Top Task Org Name**, the wildcard symbol (%) **must** be used, or no results will be found.

Choose the appropriate Top Task Org from the resulting list by clicking the **Select** radial button next to the desired name, then clicking the **Select** button. Or, simply click the **Quick Select** icon next to the desired name.

3. If running the report on a range of Top Task Orgs, repeat the above process to enter the Top Task org at the end of the range in the **End** field.

**Important Note:** Because the UAB GA End User responsibility does not have organizational subsetted security, the resulting reports will include **ALL** PTA strings within the specified org range.

4. Click the **Add Row** button to add the Top Task Org parameters to the search form.
The selected Top Task Org or org range is now added. To add additional Top Task orgs, repeat the process.

**Specifying the Expenditure Type**

Account data returned on the MAS can be limited to specific expenditure types. To specify what expenditure types should be displayed:

1. Click the **Add Rows** link for the **Add Expenditure Type Parameters** section of the form.

2. Enter the expenditure type desired in the **Begin** field. If running the report only for a single expenditure type, it is not necessary to enter an expenditure type in the **End** field. The system will default to the expenditure type information used in the **Begin** field.

   **To search for an expenditure type**, click on the **Search** icon.

Search for the expenditure type using the **Expenditure Code** (number) or the **Expenditure Type** (name) from the **Search By** field.
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If searching by **Expenditure Code (number)**, enter all or a portion of the number, then click the **Go** button. If searching by the **Expenditure Type (name)**, enter all or a portion of the expenditure type’s name, then click the **Go** button. **Important note:** If searching using a portion of the **Expenditure Type**, the *wildcard symbol (%) must be used, or no results will be found.*

Choose the appropriate Expenditure Type from the resulting list by clicking the **Select** radial button next to the desired name, then clicking the **Select** button. Or, simply click the **Quick Select** icon next to the desired name.

3. If running the report on a range of expenditure types, repeat the above process to enter the expenditure types at the end of the range in the **End** field.

4. Click the **Add Row** button to add the expenditure type to the search form.

The selected expenditure type or expenditure type range is now added. To add additional expenditure types, repeat the process.
Submitting the Form and Viewing the MAS Report

1. Once all desired search parameters have been defined, click the **Submit Request** button to submit the form and run the desired report(s).

2. A confirmation will appear at the top of the form, indicating the Request ID for the report and the submit status if the report. Once the report has run successfully, an email notification will be sent. Click **CLOSE WINDOW** to exit the form.
3. Once the email notification is received indicating that the report has been completed, access the UAB Report Viewer using the email link or from the Administrative Systems website, www.uab.edu/adminsystems.

4. To log into the UAB Report Viewer, enter your BlazerId and strong password. Then, click on the I Agree button.
5. The Report Viewer Default view includes all reports received within the last 30 days. Locate the **GAUAB MAS** report in the list of reports for the specified Request ID. Click on the link in the **File Name** field.

6a. If the **Output Type** selected was PDF, a PDF report will appear, based on the requested parameters. Page 1 will be the **Parameter List** and will display the parameters selected to run the report.

The remaining pages will display the actual **GAUAB MAS** report results.
6b. If the **Output Type** selected was Excel, a **File Download** box will appear. Click **Open** to open the report immediately, or click **Save** to save the report to your computer.

![File Download](image)

If you are running Office 2007 or later versions of Office on your computer, you will get the following message:

![Microsoft Office Excel](image)

Click the **Yes** button to continue to the report.

The report will consist of two tabs. The **Summary** tab will list all parameters selected to be included in the report.

![Summary Tab](image)
The **GA UAB MAS** tab will display the resulting report, based on the parameters provided.