The **Project Reporting Jump Page** and the **Sponsored Project Quarterly Reporting Jump Page** are ways for you to quickly obtain the most commonly used financial reports for each project. Both of the Jump Page reports provide direct access to frequently used project reports without requiring you to enter specific report parameters.

The Project Reporting Jump Page is generated by UNI and provides a listing of all projects associated with an individual and the individual's level of affiliation with the project.

The Sponsored Project Quarterly Reporting Jump Page is also generated by UNI as well as Fiscal Year and Quarter and provides options to filter by Project and Owning Department. This report provides a listing of projects similar to the Project Reporting Jump Page, but limits the list to Government Grants, Private Grants and Industry Clinical Trial projects.

There are three levels of affiliation an individual can have with a project:

- **You are the Project Manager for the Project(s)**: this category indicates all projects for which an individual is designated as the manager of the project.
- **You are on the Project Team, but not the Project Manager for the Project(s)**: this category indicates all projects for which an individual is listed on the project team but not primarily responsible for managing the project.
- **You have access to the Project, but you are not on the Project Team for the Project(s)**: this category is associated with projects where your security role allows you administrative access to project information.

Only projects that are currently active, or were active within the prior nine months of running the Jump Page reports, will be included.

To be able to run any reports associated with the projects listed in the Jump Page reports, you must have the appropriate security access for data to be returned. If you select "Run" for a particular report, but a blank report is returned, you may not have the appropriate security to view that data. You can review all of your ARC security roles by running a query in ARC – refer to the Viewing Your Security Role(s) in ARC job aid:

To apply for addition roles, or for access to additional departments, projects or segments, you will need to complete the Financial Systems Security Application, which can be found in Service Now at https://columbia.service-now-com .

Accessing the Jump Page reports?

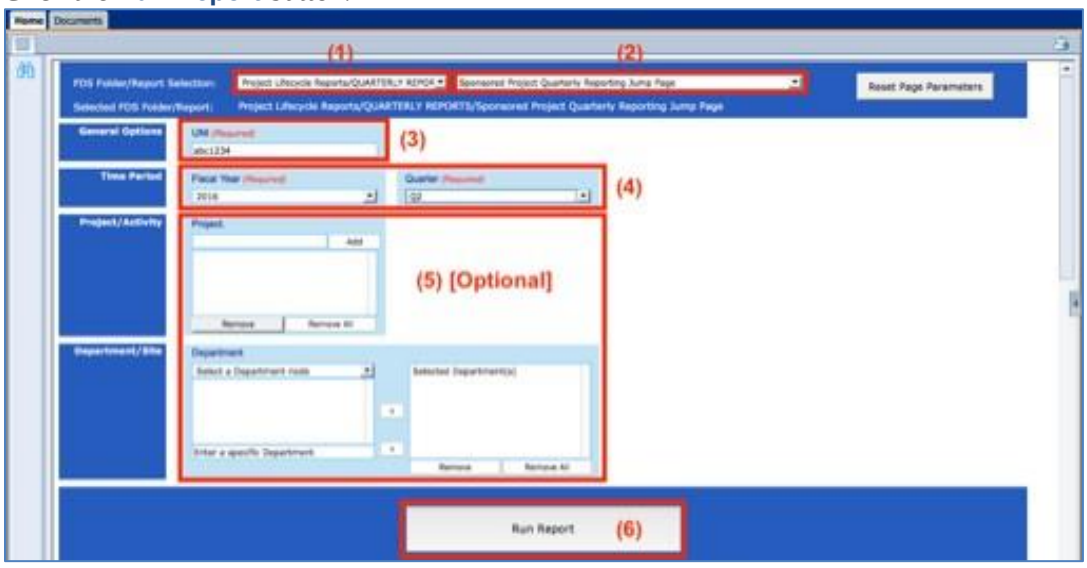
The Project Reporting Jump Page and Sponsored Project Quarterly Reporting Jump Page reports are accessed from the FDS (Financial Data Store), a link to which can be found on the ARC Portal. See the Job Aid: FDS On Demand Reporting http://finance.columbia.edu/content/fds-demand-reporting. When in FDS, click the **FDS on Demand** tile.

Accessing the Project Reporting Jump Page

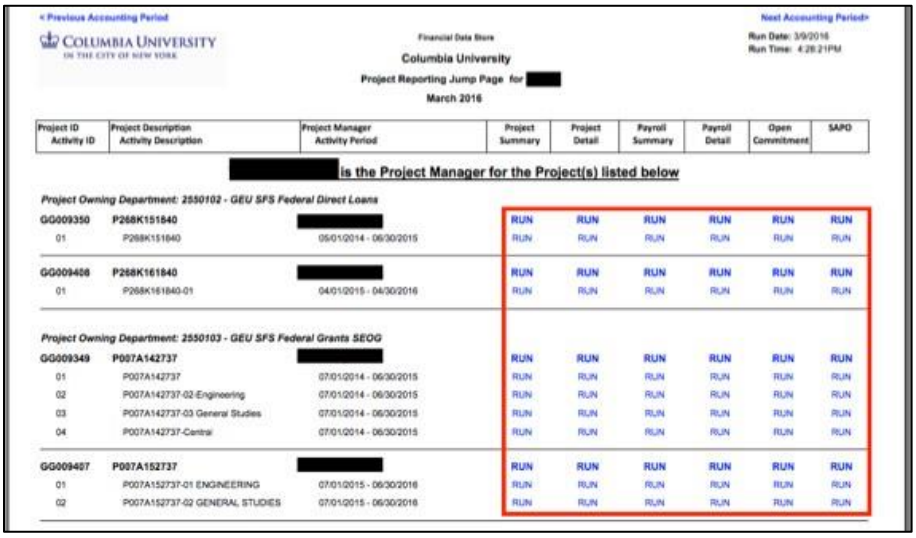
1. Select the **Project Lifecycle Reports** folder
2. Select the **Project Reporting Jump Page** from the list of reports in that folder
3. Enter the **UNI** of the individual whose Projects you would like to review
4. Click the **Run Report** button.

Accessing the Sponsored Project Quarterly Reporting Jump Page

1. Select the **Project Lifecycle Reports/QUARTERLY REPORTS** folder
2. Select the **Sponsored Project Quarterly Reporting Jump Page** from the list of reports in that folder
3. Enter the **UNI** of the individual whose Projects you would like to review
4. Select the **Fiscal Year** and **Quarter** that you would like to review.
   Optionally, you can enter Project(s) and/or Owning Department(s) to apply as filters.
5, Click the **Run Report** button.



The Project Reporting Jump Page



A breakdown of all projects associated with the UNI and the level at which the individual is affiliated with the project appears with three levels of association:

- You are the Project Manager for the Project(s) listed below
- You are on the Project Team, but not the Project Manager for the Project(s) listed below
- You have access to the Project, but you are not on the Project Team for the Project(s) listed below

Each project is separated by a line. For each project, you have a choice of which reports to run:

- Anything in bold (Project ID, Project Description, Project Manager) reflects the roll-up of all Activities for that project.
- Anything that is not in bold (Activity ID, Activity Description, Activity Period) reflects detail just for that particular Activity.

To access the financial reports associated with each project, click "Run" for the report you are looking to generate. The report options for each project are as follows:

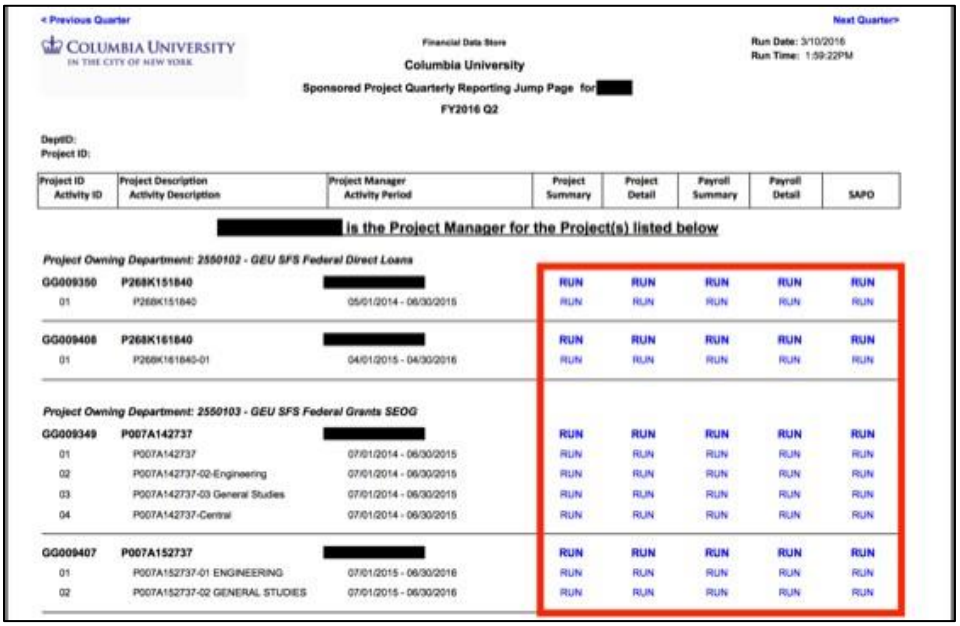
- Project Summary Report
- Project Detail Report
- Payroll Summary Report
- Payroll Detail Report
- Open Commitment Report (includes SAPO's)
- SAPO Report

The report will be generated for the **current accounting period**. If you want to generate reports for other accounting periods, you can use the **Previous Accounting Period** and **Next Accounting Period** links at the top of the report.

For the purpose of each report, please refer to the Frequently Used Project Lifecycle Financial Reports job aid.

Note: *if there is no activity on the Project Summary or Payroll Summary Reports for the accounting period, then the corresponding detail reports will be blank. In addition, the Open Commitment Report will be blank if there are no open purchase orders in the system.*

The Sponsored Project Quarterly Reporting Jump Page


< Previous Quarter Next Quarter>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

Financial Data Store
Columbia University
Sponsored Project Quarterly Reporting Jump Page for [redacted]
FY2016 Q2

Run Date: 3/10/2016
Run Time: 1:59:22PM

DeptID:
Project ID:

Project ID / Activity ID	Project Description / Activity Description	Project Manager / Activity Period	Project Summary	Project Detail	Payroll Summary	Payroll Detail	SAPO
[redacted] is the Project Manager for the Project(s) listed below							
Project Owning Department: 2550102 - GEU SFS Federal Direct Loans							
GG009350	P268K151840	[redacted]	RUN	RUN	RUN	RUN	RUN
01	P268K151840	05/01/2014 - 06/30/2015	RUN	RUN	RUN	RUN	RUN
GG009408	P268K161840	[redacted]	RUN	RUN	RUN	RUN	RUN
01	P268K161840-01	04/01/2015 - 04/30/2016	RUN	RUN	RUN	RUN	RUN
Project Owning Department: 2550103 - GEU SFS Federal Grants SEOG							
GG009349	P007A142737	[redacted]	RUN	RUN	RUN	RUN	RUN
01	P007A142737	07/01/2014 - 06/30/2015	RUN	RUN	RUN	RUN	RUN
02	P007A142737-02-Engineering	07/01/2014 - 06/30/2015	RUN	RUN	RUN	RUN	RUN
03	P007A142737-03 General Studies	07/01/2014 - 06/30/2015	RUN	RUN	RUN	RUN	RUN
04	P007A142737-Central	07/01/2014 - 06/30/2015	RUN	RUN	RUN	RUN	RUN
GG009407	P007A152737	[redacted]	RUN	RUN	RUN	RUN	RUN
01	P007A152737-01 ENGINEERING	07/01/2015 - 06/30/2016	RUN	RUN	RUN	RUN	RUN
02	P007A152737-02 GENERAL STUDIES	07/01/2015 - 06/30/2016	RUN	RUN	RUN	RUN	RUN

You will see a breakdown of all projects associated with the UNI and the level at which the individual is affiliated with the project. Again, there are three levels of association:

- You are the Project Manager for the Project(s) listed below
- You are on the Project Team, but not the Project Manager for the Project(s) listed below
- You have access to the Project, but you are not on the Project Team for the Project(s) listed below

Each project is separated by a line. For each project, you have a choice of which reports to run:

- Anything in bold (Project ID, Project Description, Project Manager) reflects the roll-up of all Activities for that project.
- Anything that is not in bold (Activity ID, Activity Description, Activity Period) reflects detail just for that particular Activity.

To access the financial reports associated with each project, click "Run" for the report you are looking to generate. The report options for each project are as follows:

- Project Quarterly Summary Report
- Project Quarterly Detail Report
- Payroll Quarterly Summary Report
- Payroll Quarterly Detail Report
- SAPO Report

The report will be generated for the **selected Fiscal Year/Quarter**. If you want to generate reports for other Quarters, you can use the **Previous Quarter** and **Next Quarter** links at the top of the report.

For the purpose of each report, please refer to the Frequently Used Project Lifecycle Financial Reports job aid.

Note: *If there is no activity on the Project Quarterly Summary or Payroll Quarterly Summary Reports for the Fiscal Year/Quarter, then the corresponding detail reports will be blank.*

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com