

## SUNY Oswego ORSP “HOW-TO DOCUMENT”

### How do I interpret an APT/MAS Report, and what other monthly report options are available?

#### Summary

Principal Investigators (PIs) and other authorized personnel will receive automated monthly reports providing information on the financial status of his/her awarded sponsored program (i.e., contract, grants) administered by the Research Foundation for SUNY/Office of Research and Sponsored Programs. An Award Project Task (APT)/Monthly Award Summary (MAS) report providing top-level information relating to account balance is the default financial view provided. However, more detailed automated reports are available upon request. Moreover, if a PI is seeking to obtain the highest level of detail and the most up-to-date information on a particular sponsored program account, he/she can request access to Report Center, an electronic dashboard available through the Oracle financial software platform.

#### Basic Report Type: APT Analysis

The first section of an APT/MAS report is “Overview of Totals by Award”. It details the budgets, expenses, encumbrances, and balance by budget categories for the life of the award. The award name and number information is found above the table. A table is generated for each task.

##### Example APT Analysis

Overview of Totals by Award

Award# 12m45		Project# 12m4567		Task# 1		Award Name	Sample Award	Award PI	Project, Director I.
Task Name	Task START Date	Task END Date	Expenditure Category	Current Budget	Expense Amount	Encumbrance Amount	Available Balance		
Task 1 Participant Funds	01-Jul-2019	30-Jun-2020	Conference and Training	2,000.00	321.00	0.00	1,679.00		
			Fellows and Part Support	5,000.00	3,587.00	0.00	1,413.00		
			General Services	500.00	55.00	0.00	445.00		
<b>Grand Total</b>				<b>7,500.00</b>	<b>3,963.00</b>	<b>0.00</b>	<b>3,537.00</b>		
Award# 2m456		Project# 112m987		Task# 5		Award Name	Test Award	Award PI	Project, Director I.
Task Name	Task START Date	Task END Date	Expenditure Category	Current Budget	Expense Amount	Encumbrance Amount	Available Balance		
Task 5	01-Jan-2020	31-Dec-2022	F and A Costs	5,441.63	5,441.63	0.00	0.00		
			Fringe Benefits Summer	900.00	900.00	0.00	0.00		
			Fringe Benefits Undergrad	165.00	165.00	0.00	0.00		
			General Services	1,000.00	200.00	0.00	800.00		
			Other Expenses	1,000.00	1,000.00	0.00	0.00		
			Postage and Publishing	2,500.00	2,500.00	0.00	0.00		
			Salaries and Wages Summer	6,000.00	6,000.00	0.00	0.00		
			Salaries and Wages Undergrad	3,300.00	3,300.00	0.00	0.00		
			Supplies	2,000.00	2,000.00	0.00	0.00		
			Travel	4,693.37	4,693.37	0.00	0.00		
<b>Grand Total</b>				<b>27,000.00</b>	<b>26,200.00</b>	<b>0.00</b>	<b>800.00</b>		

The second section of an APT/MAS report is “Breakdown of Expenditure Categories by Year & Month”. This table shows spending by month and year of the grant. If a year, month, or budget category is “missing”, there was no spending in that period/category.

**Example APT Analysis**

Breakdown of Expenditure Categories by Year & Month

Award# 12m45		Project# 12m4567		Task# 1		Award Name	Sample Award	Award PI	Project, Director I.
Calendar Year	Month Name	Expenditure Category	Current Budget	Expense Amount	Encumbrance Amount	Available Balance			
2020	JAN	Fellows and Part Support	5,000.00	587.00	0.00	4,413.00			
	FEB	Conference and Training	2,000.00	100.00	0.00	1,900.00			
	MAR	General Services	500.00	10.00	0.00	490.00			
2019	JUL	Fellows and Part Support	0.00	1,000.00	0.00	-1,000.00			
	AUG	Fellows and Part Support	0.00	1,000.00	0.00	-1,000.00			
	SEP	General Services	0.00	25.00	0.00	-25.00			
		Conference and Training	0.00	121.00	0.00	-121.00			
	OCT	Fellows and Part Support	0.00	1,000.00	0.00	-1,000.00			
		Conference and Training	0.00	100.00	0.00	-100.00			
	NOV	General Services	0.00	20.00	0.00	-20.00			
<b>Grand Total</b>			<b>7,500.00</b>	<b>3,963.00</b>	<b>0.00</b>	<b>3,537.00</b>			

Award# 2m456		Project# 112m987		Task# 5		Award Name	Test Award	Award PI	Project, Director I.
Calendar Year	Month Name	Expenditure Category	Current Budget	Expense Amount	Encumbrance Amount	Available Balance			
2022	JAN	General Services	0.00	100.00	0.00	-100.00			
	MAR	Other Expenses	0.00	500.00	0.00	-500.00			
		Postage and Publishing	0.00	1,300.00	0.00	-1,300.00			
	JUL	Supplies	0.00	1,100.00	0.00	-1,100.00			
	AUG	F and A Costs	0.00	1,813.88	0.00	-1,813.88			
		Fringe Benefits Summer	0.00	300.00	0.00	-300.00			
		Fringe Benefits Undergrad	0.00	55.00	0.00	-55.00			
		Salaries and Wages Summer	0.00	2,000.00	0.00	-2,000.00			
		Salaries and Wages Undergrad	0.00	1,100.00	0.00	-1,100.00			
		Supplies	2,000.00	900.00	0.00	1,100.00			
Travel		0.00	2,596.32	0.00	-2,596.32				
2021	FEB	Travel	0.00	500.00	0.00	-500.00			
	AUG	F and A Costs	0.00	1,813.88	0.00	-1,813.88			
		Fringe Benefits Summer	0.00	300.00	0.00	-300.00			
		Fringe Benefits Undergrad	0.00	55.00	0.00	-55.00			
		Salaries and Wages Summer	0.00	2,000.00	0.00	-2,000.00			
Salaries and Wages Undergrad	0.00	1,100.00	0.00	-1,100.00					
2020	JAN	Other Expenses	0.00	400.00	0.00	-400.00			
	MAR	Postage and Publishing	2,500.00	1,200.00	0.00	1,300.00			
		Other Expenses	1,000.00	100.00	0.00	900.00			
	JUL	F and A Costs	5,441.63	1,813.88	0.00	3,627.76			
		Fringe Benefits Summer	900.00	300.00	0.00	600.00			
		Fringe Benefits Undergrad	165.00	55.00	0.00	110.00			
		General Services	1,000.00	100.00	0.00	900.00			
		Salaries and Wages Summer	6,000.00	2,000.00	0.00	4,000.00			
		Salaries and Wages Undergrad	3,300.00	1,100.00	0.00	2,200.00			
		Travel	4,693.37	1,597.05	0.00	3,096.32			
	DEC	Travel	4,693.37	1,597.05	0.00	3,096.32			
<b>Grand Total</b>			<b>27,000.00</b>	<b>26,200.00</b>	<b>0.00</b>	<b>800.01</b>			

In addition to this basic monthly report format, customized formats are available to provide more account subcategory/transaction-level detail.

### Additional Report Type Available: Invoice Detail

The Invoice Detail report contains a list, broken down by year and month, of individual invoices/requisitions that have been fully processed. The award name and number information can be found above the table. A table will be generated for each task. However, these tables will not break down Salary, Fringe, or F&A costs where they apply.

Example invoice detail

Award# 12m45 Project# 12m4567 Task# 1 Award Name Sample Award Award PI									Project, Director I.	
Calendar Year	Month Name	Vendor Name	Invoice Num	Expenditure Type	Invoice Date	Check Number	Check Date	Invoice Amount		
2020	JAN	Jane B. Doe	2020project-spring	FPS Participant Support	20-Jan-2020	ck012345	05-Feb-2020	293.00		
	JAN	Johnnie A. Roe	2020project-spring	FPS Participant Support	20-Jan-2020	ck012346	05-Feb-2020	294.00		
	<b>JAN Total</b>								<b>587.00</b>	
	FEB	American Candy Society	2020candyconf	CFR Conf Registration Fees	06-Feb-2020	ck012357	14-Mar-2020	100.00		
	<b>FEB Total</b>								<b>100.00</b>	
	MAR	John Q. Public	inv01234	GNS Consultant Services	31-Mar-2020	ck012368	17-Apr-2020	10.00		
<b>MAR Total</b>								<b>10.00</b>		
2019	JUL	Jane B. Doe	2019project-summer1	FPS Participant Support	31-Jul-2019	ck012312	05-Aug-2019	500.00		
	JUL	Johnnie A. Roe	2019project-summer1	FPS Participant Support	31-Jul-2019	ck012313	05-Aug-2019	500.00		
	<b>JUL Total</b>								<b>1,000.00</b>	
	AUG	Jane B. Doe	2019project-summer2	FPS Participant Support	31-Aug-2019	ck012314	10-Sep-2019	500.00		
	AUG	Johnnie A. Roe	2019project-summer2	FPS Participant Support	31-Aug-2019	ck012315	10-Sep-2019	500.00		
	<b>AUG Total</b>								<b>1,000.00</b>	
	SEP	John Q. Public	inv01245	GNS General	30-Sep-2019	ck012316	15-Oct-2019	25.00		
	<b>SEP Total</b>								<b>25.00</b>	
	OCT	College Auxiliary Services	inv0001-2019-10	CFR Food Services	17-Oct-2019	ck012317	31-Oct-2019	100.00		
	OCT	Director I. Project	21Oct19meeting	CFR Meeting Expenses	21-Oct-2019	ck012318	02-Nov-2019	21.00		
	OCT	Jane B. Doe	2019project-fall	FPS Participant Support	31-Oct-2019	ck012319	10-Nov-2019	500.00		
	OCT	Johnnie A. Roe	2019project-fall	FPS Participant Support	31-Oct-2019	ck012320	10-Nov-2019	500.00		
	<b>OCT Total</b>								<b>1,121.00</b>	
	NOV	College Auxiliary Services	inv0002-2019-11	CFR Food Services	29-Nov-2019	ck012321	19-Dec-2019	100.00		
NOV	John Q. Public	inv01256	GNS General	31-Dec-2019	ck012322	15-Jan-2020	20.00			
<b>NOV Total</b>								<b>120.00</b>		

Award# 2m456 Project# 112m987 Task# 5 Award Name Test Award Award PI									Project, Director I.	
Calendar Year	Month Name	Vendor Name	Invoice Num	Expenditure Type	Invoice Date	Check Number	Check Date	Invoice Amount		
2022	JAN	Jane B. Doe	stuff-12345	GNS Consultant Services	08-Jan-2022	ck012459	22-Mar-2022	100.00		
	<b>JAN Total</b>								<b>100.00</b>	
	MAR	Johnnie A. Roe	03MAR22-05MAR22	OTR Miscellaneous Other	05-Mar-2022	ck012472	30-Mar-2022	300.00		
	MAR	Johnnie A. Roe	2022postageMAR	PPP Postage	05-Mar-2022	ck012473	30-Mar-2022	200.00		
	<b>MAR Total</b>								<b>500.00</b>	
	JUL	Staples Advantage	9876543210	SUP Books and Periodicals	06-Jul-2022	ck012494	17-May-2013	280.00		
	JUL	Rabys Ace Homecenter	2022-99	SUP Other Supplies	19-Jul-2022	ck012495	15-Jul-2009	820.00		
	<b>JUL Total</b>								<b>1,100.00</b>	
	AUG	Amazon.com	amz989876765	SUP Office Supplies	15-Aug-2022	ck012508	01-Sep-2022	115.00		
	AUG	Jane B. Doe	ATT2010IPhone	SUP IT Supplies	20-Aug-2022	ck012515	22-Aug-2022	290.00		
AUG	Hotel Motel	2022travel01236	TRV Domestic Travel	30-Aug-2022	ck012518	14-Sep-2022	495.00			
<b>AUG Total</b>								<b>900.00</b>		
2021	FEB	Jane B. Doe	02FEB21-10FEB21NYC	TRV Domestic Travel	10-Feb-2021	ck012404	21-Feb-2021	180.00		
	FEB	Johnnie A. Roe	15FEB21-20FEB21LA	TRV Domestic Travel	20-Feb-2021	ck012405	01-Mar-2021	320.00		
<b>FEB Total</b>								<b>500.00</b>		
2020	JAN	Johnnie A. Roe	CampusPark	OTR Miscellaneous Other	30-Jan-2020	ck012334	02-Feb-2020	400.00		
	<b>JAN Total</b>								<b>400.00</b>	
	MAR	John Q. Public	02MAR20-07MAR20	OTR Miscellaneous Other	07-Mar-2020	ck012360	17-Mar-2020	100.00		
	MAR	Johnnie A. Roe	2020postageMAR	PPP Postage	05-Mar-2020	ck012362	30-Mar-2020	500.00		
	MAR	Jane B. Doe	2020publishing	PPP Publishing	30-Mar-2020	ck012365	04-Apr-2020	700.00		
	<b>MAR Total</b>								<b>1,300.00</b>	
	JUL	Jane B. Doe	stuff-12367	GNS General	15-Jul-2020	ck012381	20-Jul-2020	100.00		
	<b>JUL Total</b>								<b>100.00</b>	
DEC	John Q. Public	12DEC20-18DEC20DC	TRV Domestic Travel	18-Dec-2020	ck012398	27-Dec-2020	1,597.05			
<b>DEC Total</b>								<b>1,597.05</b>		

## Additional Report Type Available: Payroll Expenditure Detail

If other information is needed, such as salary or fringe expense detail, additional specialized reports can be requested, including the following:

### Employee Payroll Distribution

Award Number	Project Number	Task Number	Award Name	Award End Date	Task Completion Date	Employee Number	Employee Name	Expenditure Category	Payroll Shortage Amount	Payroll Expense Amount	Fringe Expense Amount	Payroll Encumbrance Amount	Fringe Encumbrance Amount	Total Committed Not Including Shortage	Total Including Shortage
2m456	112m987	5	Test Award	31-Dec-2022	31-Dec-2022	abc123	Doe, Jane B.	Salaries and Wages Summer	0.00	2,000.00	300.00	0.00	0.00	2,300.00	2,300.00
2m456	112m987	5	Test Award	31-Dec-2022	31-Dec-2022	def987	Project, Director I.	Salaries and Wages Summer	0.00	4,000.00	600.00	0.00	0.00	4,600.00	4,600.00
2m456	112m987	5	Test Award	31-Dec-2022	31-Dec-2022	jkl678	Public, John Q.	Salaries and Wages Undergrad	0.00	1,650.00	82.50	0.00	0.00	1,732.50	1,732.50
2m456	112m987	5	Test Award	31-Dec-2022	31-Dec-2022	ghi456	Roe, Johnnie A.	Salaries and Wages Undergrad	0.00	1,650.00	82.50	0.00	0.00	1,732.50	1,732.50
<b>Grand Total</b>									0.00	9,300.00	1,065.00	0.00	0.00	10,365.00	10,365.00

### Monthly Payroll Expenditure By Person

Employee Name	Employee Number	Award Number	Award Name	Award End Date	Expenditure Category	July - 2020	August - 2021	August - 2022	Total Expense Amount
Doe, Jane B.	abc123	2m456	Test Award	31-Dec-2022	Salaries and Wages Summer	666.67	666.67	666.66	2,000.00
<b>Doe, Jane B. Total</b>						<b>666.67</b>	<b>666.67</b>	<b>666.66</b>	<b>2,000.00</b>
Project, Director I.	def987	2m456	Test Award	31-Dec-2022	Salaries and Wages Summer	1,333.33	1,333.33	1,333.34	4,000.00
<b>Project, Director I. Total</b>						<b>1,333.33</b>	<b>1,333.33</b>	<b>1,333.34</b>	<b>4,000.00</b>
Public, John Q.	jkl678	2m456	Test Award	31-Dec-2022	Salaries and Wages Undergrad	550	550	550	1,650.00
<b>Public, John Q. Total</b>						<b>550.00</b>	<b>550.00</b>	<b>550.00</b>	<b>1,650.00</b>
Roe, Johnnie A.	ghi456	2m456	Test Award	31-Dec-2022	Salaries and Wages Undergrad	550	550	550	1,650.00
<b>Roe, Johnnie A. Total</b>						<b>550.00</b>	<b>550.00</b>	<b>550.00</b>	<b>1,650.00</b>
<b>Grand Total</b>						<b>3,100.00</b>	<b>3,100.00</b>	<b>3,100.00</b>	<b>9,300.00</b>

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## Report Center

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For the highest level of detail, PIs may request access (for themselves and for key personnell) to Report Center. This online interface allows access to the most detailed and current information on sponsored awards, including the following:

Employees Terminating on a Grant in the next 45 days	
Projects Terming in the next 90 days	
Awards Terming in the next 90 days	
Reports Coming Due in the next 90 days	Direct Deficits
Past Due Reports	Monthly Award Expenditure Trend
New Awards or Projects Created Within 30 Days	Monthly Project Expenditure Trend
Direct Spent At 90% Or Above	Monthly Task Expenditure Trend
New Person Assigned on a Grant in the last 30 Days	Cost Share Summary
Tracking People Search	Vendor Invoices By Award/Project/Task
Employee Payroll Distribution	Vendor Invoice Summary
Monthly Payroll Expenditure By Category	Vendor Payment Inquiry
Monthly Payroll Expenditure By Person	Open Purchase Orders
Fellow Distribution	PO Summary By Award/Project/Task
Labor Schedule Inquiry	Open Requisitions By Award/Project/Task

If you are interested in Report Center access, please contact Julie Marte ([julie.marte@oswego.edu](mailto:julie.marte@oswego.edu)), who will work with Research Foundation Central Office in Albany to request access on your behalf.

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## Contact Information

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