

Sponsored Accounts Query/Report

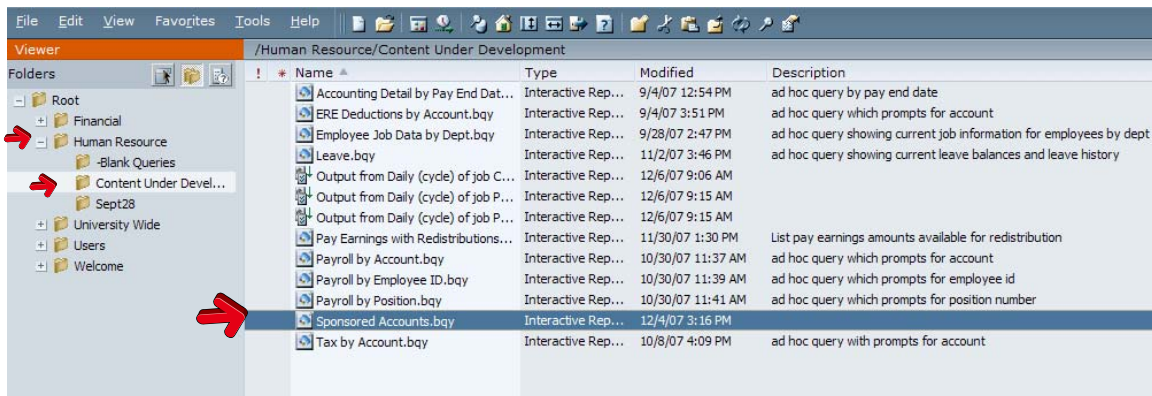
The purpose of the Sponsored Accounts Query/Report is to allow users to create a report of staff paid from sponsored accounts and grant end dates. This information is important in order to correctly account for payroll expenses and encumbrances on sponsored accounts. For more information on the requirements please refer to the Commitment Accounting website at http://www.asu.edu/fs/commitment_accounting.html and click on Position Management.

This query will generate a report by sponsored account with the grant end date and a listing of employees paid on the account by position number. From this report departments can identify accounts that are ending in the current fiscal year and update the positions in PeopleSoft with a new effective date and funding source.

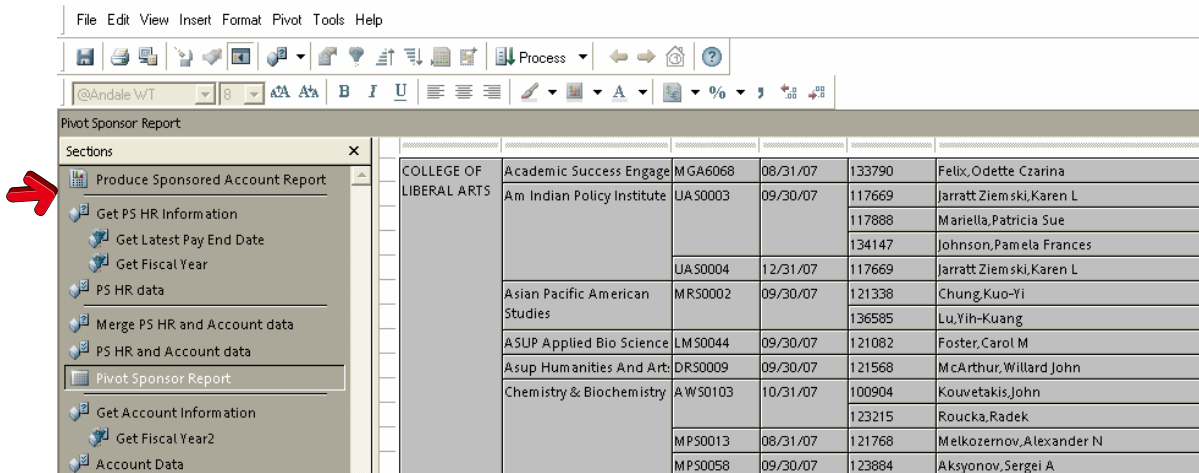
Note...when utilizing the **Department Ld and/or Vp College Description** filter, please remember that there may be employees who are paid out of a sponsored account that do NOT reside on your department code.

Using Sponsored Accounts Query

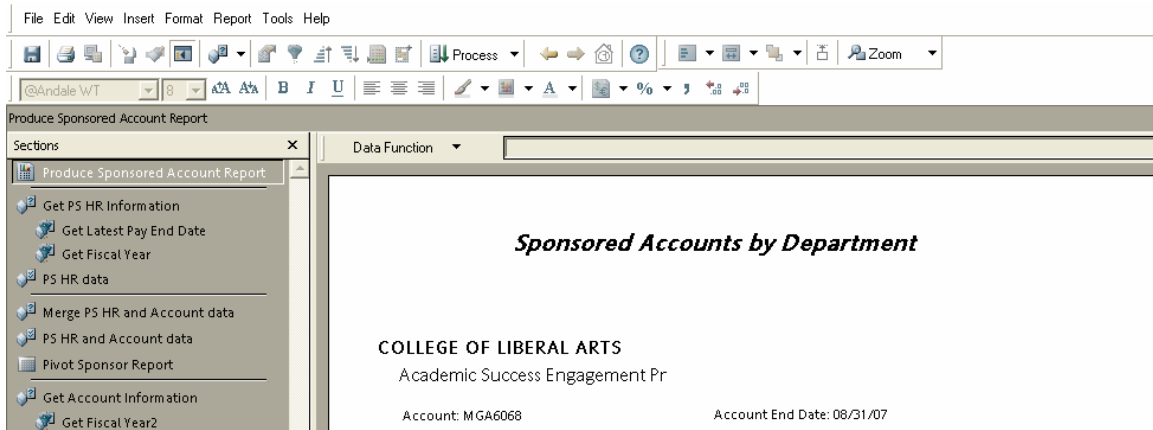
- Query Location: **Root >click + sign next to Human Resources to open the HR folders >Content Under Development >Sponsored Accounts.bqy**
- Double-click on **Sponsored Accounts.bqy** to open the query



- Double-click **“Produce Sponsored Accounts Report”** for the report view

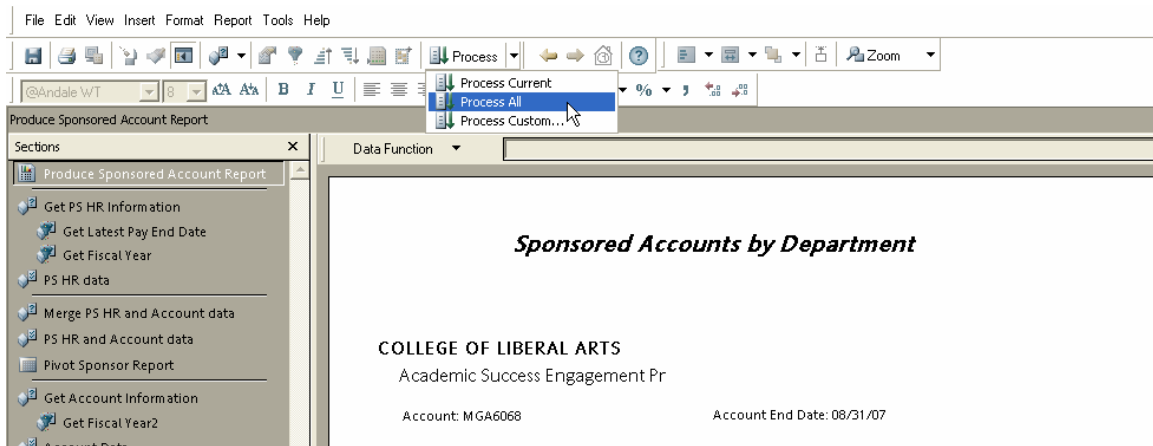


Report View Example



Processing View

- On the toolbar, select the **down arrow** next to the **Process** button to utilize the drop-down menu
- Choose **“Process All”**



Filtering

- Enter the following information to narrow your search criteria
 - **Grant End Date**
 - **Vp College Description**
 - **Account Code**
 - **Department Ld (HR Department Name)**
- You may choose “Ignore” if you want ALL data related to each search filter returned
- Examples of the four Filter View are on the next page
- The Sponsored Accounts Report will be produced once the process is complete
- A Pivot report is available in the **“Merge PS HR and Account Data”** section

Examples of the Four Filter Views

Filter: Grant End Date

Name:

Include Nulls

Not

Filter: Vp College Description

Name:

Include Nulls

Not

ACADEMIC AFFAIRS
ACCESS & WORKFORCE T
ADMINISTRATION & FINAN
ADMINISTRATIVE SERVIC
AGENCY ACCOUNTS
AGRIBUS & RESOURCE MI
ALUMNI ASSOCIATION
AMERICAN INDIAN PRGM
ASU POLYTECHNIC
ASU WEST

Filter: Acct Cd

Name:

Include Nulls

Not

AVS0008
CRS0081
JKS0015
MPS0064
RXS0008
VFS0006
YCS0004
YKS0027

Filter: Dept Ld

Name:

Include Nulls

Not

Acad & Prof Program Credit
Acad Prof Prog Non Credit
Acad Success Engagement
Acad Trans Artic Atao Polyte
Acad Trans Articulation Atac
Academic & Admin Documer
Academic Access Programs
Academic Advising Services
Academic Advising Svcs Dr
Academic Articulation