

## Report Parameters

### Report Type

- Recap** All posted non-\$0 transactions are tallied up by the unique combination of references (Description, Requisition #, PO #, Invoice #, Check #, Ref, Posted Date) within PTA & Period.
- Details** Lists all journal lines at the level of detail they were originally posted to the Oracle Grants Accounting module.
- Balances** Provides budget awarded, spent and balance/availability information by expenditure type.

### Output Type

- Excel** Report is generated as an Excel file available for download from the UAB Report Viewer responsibility in Oracle. *Data can be manipulated within Excel.*
- PDF** Report is generated as a PDF file available for download from the UAB Report Viewer responsibility in Oracle. *PDF is view-only and data cannot be manipulated.*

### Begin/End Period

- Begin Period** Choose the appropriate Begin Period date (MMM-YYYY). Enter the value directly into the field, or use the Search option by clicking the magnifying glass button .
- \* End Period** Choose the appropriate End Period date (MMM-YYYY). Enter the value directly into the field, or use the Search option by clicking the magnifying glass button .  
*\* End Period defaults to the current period if left blank.*  
**NOTE:** For Balances report, only End Period is required.

### Award Manager / Principal Investigator

**Award Manager** and/or **Principal Investigator** are not required, but may be useful in returning the exact results you need. Enter the name directly into the field, or use the magnifying glass button to search by Name or Primary Assignment Org.

### Submit Request

To run a MAS report for the specified parameters, click the **Submit Request** button.

**NOTE:** Never run the GA MAS Report with only Report Type and Output Type. This will cause the system to error due to the large volume of PTAs in the system.

## Add PTA, Top Task Org, and Expenditure Type

**Add Proj, Task, and Award Parameters**

[Hide Add Rows Region](#)

PTA String : Begin    PTA String : End

Begin Proj	Begin Task	Begin Award	End Proj	End Task	End Award	Delete
No parameters selected.						

**Add Top Task Org Parameters**

[Hide Add Rows Region](#)

Begin   End

Begin Top Task Org	End Top Task Org	Delete
No parameters selected.		

**Add Expenditure Type Parameters**

[Hide Add Rows Region](#)

Begin   End

Begin Exp Type	End Exp Type	Delete
No parameters selected.		

### Add Proj, Task, and Award Parameters



- Click the **Add Rows** button  to populate the PTA String Begin and End fields
- Enter any known segment (Project, Task, Award) in the **Begin** field(s)
  - o If report is for a single PTA, completing the End field is not necessary
- If reporting on a PTA range, enter the ending PTA in the **End** field(s)
- Click the **Add Row** button  to add the PTA parameters to the search form

**NOTE:** As GA End User does not have organizational subsetted security, the resulting report will include ALL PTA strings within a specified range, regardless of Org. To ensure only accounts within your desired Org are returned, continue to **Add Top Task Org Parameters**.

### Add Top Task Org Parameters

- Click the **Add Rows** button  to populate the Organization Begin and End fields
- Enter the desired Top Task Org number directly in the **Begin** field, or click the magnifying glass button to open the Search box, and search by Org Name or Org ID
  - o If report is for a single Org, completing the End field is not necessary
- If reporting for an Org range, enter the ending Org number in the **End** field
- Click the **Add Row** button  to add the Top Task Org parameters to the search form

## Add Expenditure Type Parameters

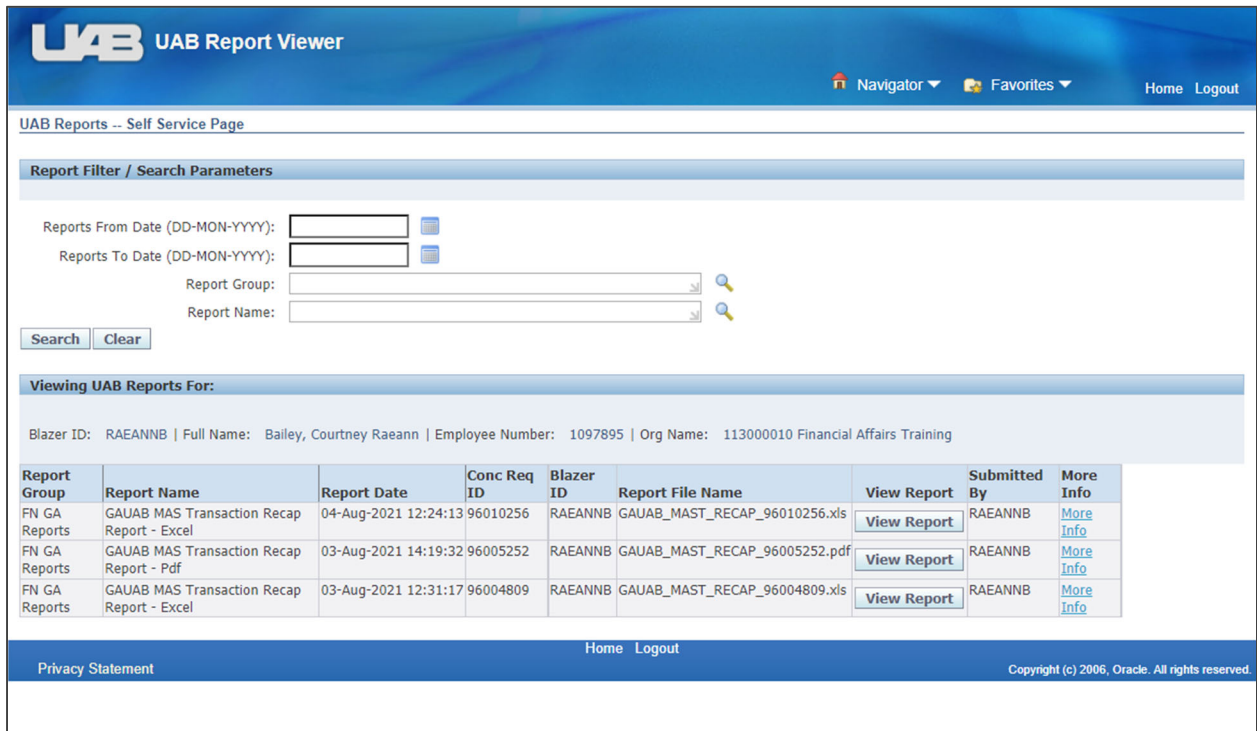
- Click the **Add Rows** button  to populate the Expenditure Type Begin and End fields
- Enter the desired Expenditure Type directly in the **Begin** field, or click the magnifying glass button to open the Search box, and search by Expenditure Code or Expenditure Type
  - o If report is for a single Expenditure Type, completing the End field is not necessary
- If reporting on a range of Expenditure Types, enter the ending type into the **End** field
- Click the **Add Row** button  to add the Expenditure Type parameters to the search form

## Submit Request

Once all search parameters have been defined, click the **Submit Request** button to run the GA MAS Report.

Report output will be available in the Oracle **UAB Report Viewer** responsibility.

For more information on **UAB Report Viewer**, visit: <https://www.uab.edu/it/home/tech-solutions/services/uab-report-viewer>



The screenshot shows the UAB Report Viewer interface. At the top, there is a navigation bar with the UAB logo and 'UAB Report Viewer' text. Below this, there are links for 'Navigator', 'Favorites', 'Home', and 'Logout'. The main content area is titled 'UAB Reports -- Self Service Page'. It features a 'Report Filter / Search Parameters' section with input fields for 'Reports From Date (DD-MON-YYYY)', 'Reports To Date (DD-MON-YYYY)', 'Report Group', and 'Report Name'. There are 'Search' and 'Clear' buttons. Below the filters, it says 'Viewing UAB Reports For:' followed by user information: 'Blazer ID: RAEANNB | Full Name: Bailey, Courtney Raeann | Employee Number: 1097895 | Org Name: 113000010 Financial Affairs Training'. A table lists reports with columns for Report Group, Report Name, Report Date, Conc Req ID, Blazer ID, Report File Name, View Report, Submitted By, and More Info. The table contains three rows of report data. At the bottom, there is a footer with 'Privacy Statement', 'Home Logout', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Report Group	Report Name	Report Date	Conc Req ID	Blazer ID	Report File Name	View Report	Submitted By	More Info
FN GA Reports	GAUAB MAS Transaction Recap Report - Excel	04-Aug-2021 12:24:13	96010256	RAEANNB	GAUAB_MAST_RECAP_96010256.xls	<a href="#">View Report</a>	RAEANNB	<a href="#">More Info</a>
FN GA Reports	GAUAB MAS Transaction Recap Report - Pdf	03-Aug-2021 14:19:32	96005252	RAEANNB	GAUAB_MAST_RECAP_96005252.pdf	<a href="#">View Report</a>	RAEANNB	<a href="#">More Info</a>
FN GA Reports	GAUAB MAS Transaction Recap Report - Excel	03-Aug-2021 12:31:17	96004809	RAEANNB	GAUAB_MAST_RECAP_96004809.xls	<a href="#">View Report</a>	RAEANNB	<a href="#">More Info</a>