# **SUNY RF Report Center/PI Dashboard**

# You must have a Security Record created prior to accessing the Report Center:

Click here to fill out user form if you do not have this: <u>Campus User Access Form</u>

If you are unsure or have questions please contact Lisa Gatti: gattila@buffalostate.edu

### If you already have security access click on this link:

Monitoring Expenditures | Sponsored Programs | SUNY Buffalo State University



The Principal Investigator (PI) is accountable for project expenditures and must approve all of the charges processed against an award. The RF Report Center PI Dashboard allows the PI (or key personnel on the project) to view award expenditure information quickly and easily and provides both summary and detailed financial information on an award. It provides information related to:

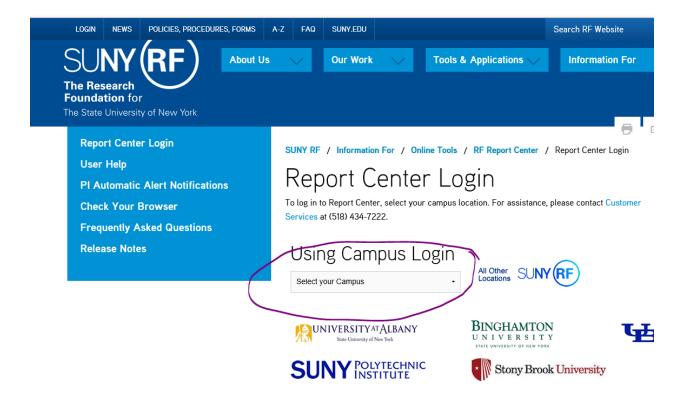
- account balances
- · cash receipts
- vendor encumbrances and payments, and indicates which checks have been reconciled
- personnel activity, listing individuals who are being paid and their status on the award.

Award balances and other information will be representative of data in the Oracle Business system as of the previous day.

Access to the RF Report Center PI Dashboard is automatic for PIs. A PI may choose to delegate access to their award information by completing the RF User Access Form and submitting it to Lisa Gatti. The PI can also designate access to key members of the project staff and customize their access to only view portions of the information. For example, one staff member may be permitted access to accounts payable and purchasing information, but not to personnel information. Or, a staff member may be allowed access to a project but not to the associated award. For more information about accessing these tools, please contact your Grants Management Administrator, Lisa Gatti at gattila@buffalostate.edu.

Then click on the link provided to access RC (Report Center)

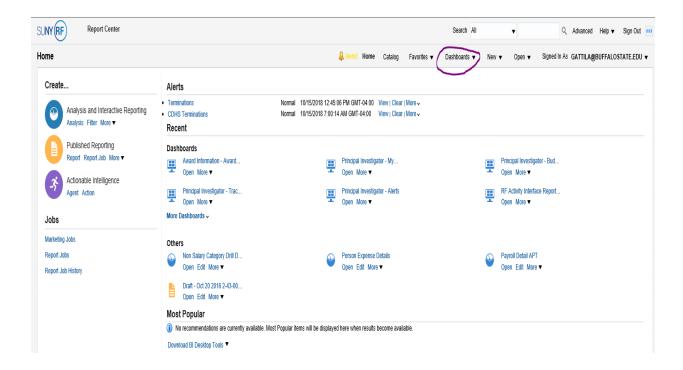
#### **Select Buffalo State:**



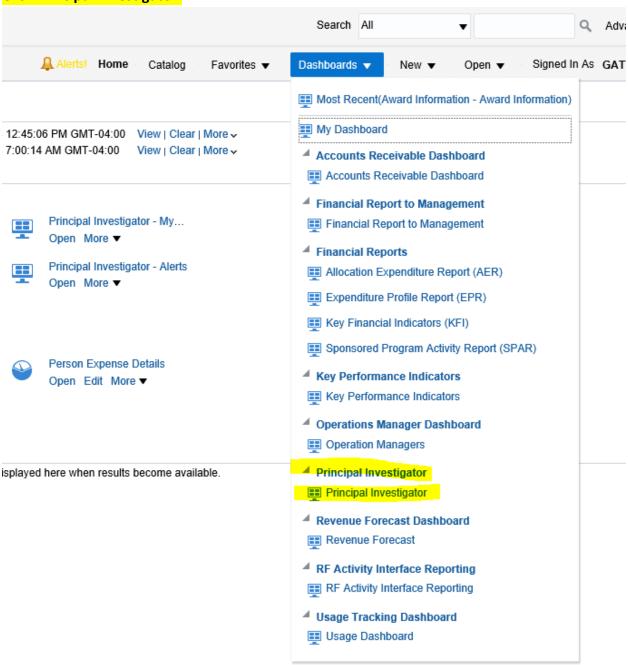
## **Enter your Buffalo State logon ID and password to sign in:**



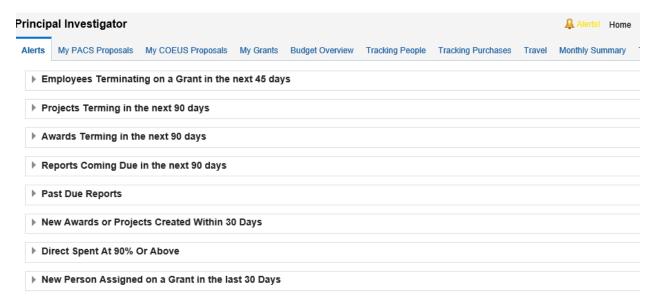
### **Click on Dashboards:**



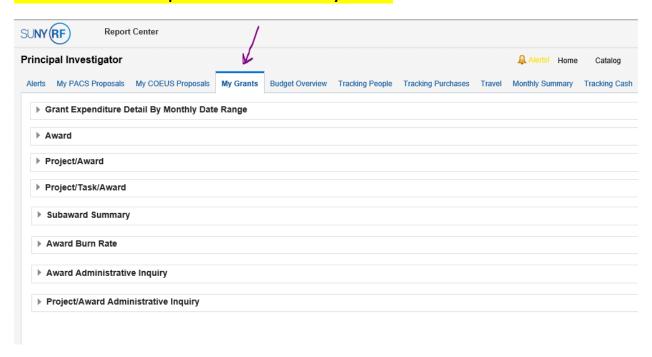
#### **Click Principal Investigator:**



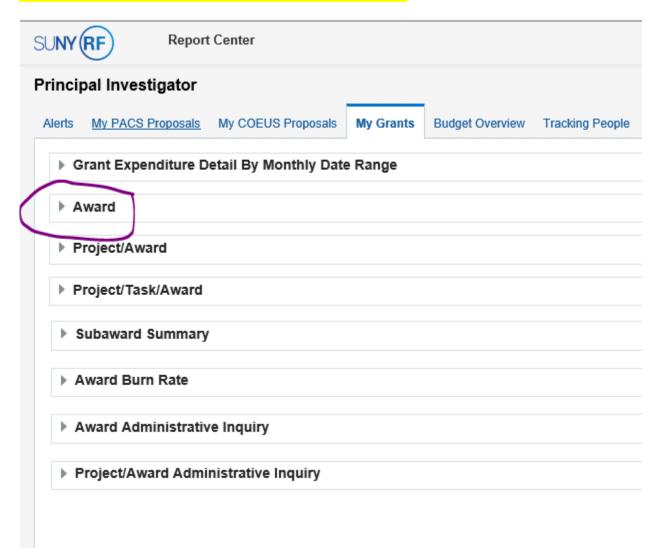
### Fields you can access for more info:



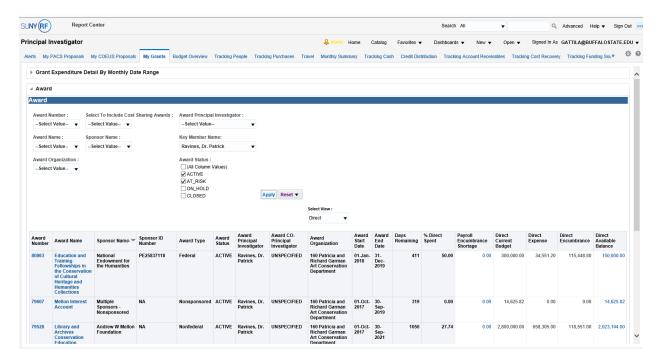
### For balance info and expenditure review click My Grants:



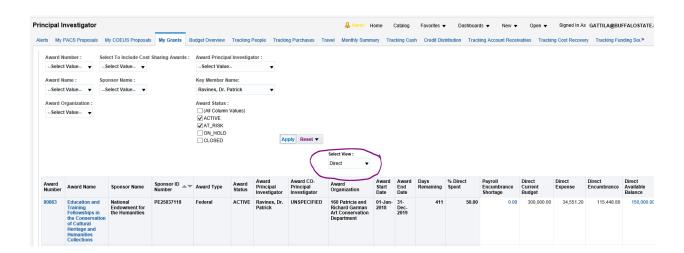
## Click on Award or project (if you only have project access):



#### Your accounts will pop up that you have access to:



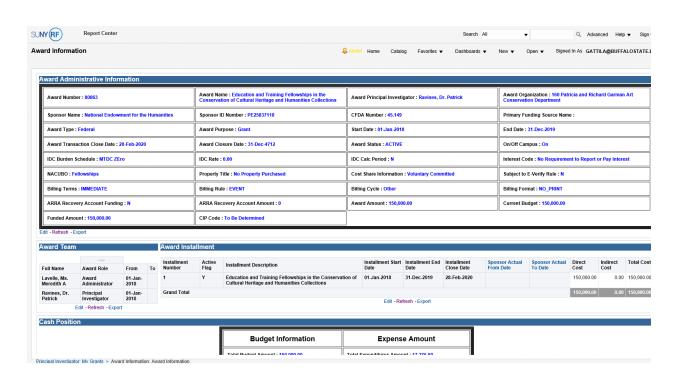
#### You can just see your direct costs, or you can change this to indirect, or both:



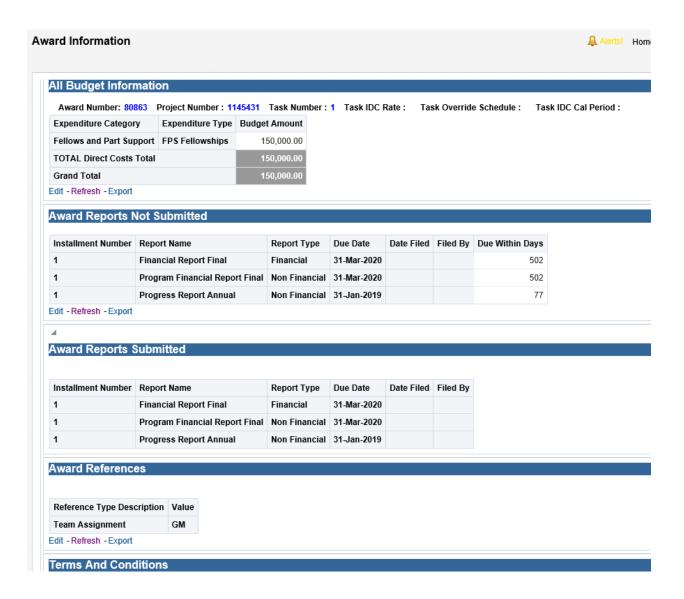
### To see more details for expenditures drill down on blue fields:

				CLOSED		Ар	ply Reset ▼										
	$\wedge$							Select View : Direct & Indirect									
													$\checkmark$				4
Award Number	Award Name	Sponsor Nam	Sponsor ID Number	Award Type	Award Status	Award Principal Investigator	Award CO- Principal Investigator	Award Organization	Award Start Date	Award End Date	Days Remaining	% Spent	Payroll Encumbrance Shortage	Current Budget	Expense Amount	Encumbrance Amount	Available Balance
80863	Education and Training Fellowships in the Conservation of Cultural Heritage and Humanities Collections	National Endowment for the Humanities	PE25837118	Federal	ACTIVE	Ravines, Dr. Patrick	UNSPECIFIED	160 Patricia and Richard Garman Art Conservation Department	01-Jan- 2018	31- Dec- 2019	411	50.00	0.00	300,000.00	34,551.20	115,448.80	150,000.00
79607	Mellon Interest Account	Multiple Sponsors - Nonsponsored	NA	Nonsponsored	ACTIVE	Ravines, Dr. Patrick	UNSPECIFIED	160 Patricia and Richard Garman Art Conservation Department	01-Oct- 2017	30- Sep- 2019	319	0.00	0.00	14,625.82	0.00	0.00	14,625.82
79528	Library and Archives Conservation Education	Andrew W Mellon Foundation	NA	Nonfederal	ACTIVE	Ravines, Dr. Patrick	UNSPECIFIED	160 Patricia and Richard Garman Art Conservation Department	01-Oct- 2017	30- Sep- 2021	1050	27.74	0.00	2,800,000.00	658,305.00	118,551.00	2,023,144.0
74028	Graduate Conservation Education and Training Fellowships	National Endowment for the Humanities	PE23364016	Federal	ACTIVE	Ravines, Dr. Patrick	UNSPECIFIED	160 Patricia and Richard Garman Art Conservation Department	01-Jan- 2016	31- Dec- 2018	46	100.00	0.00	350,000.00	350,000.00	0.00	0.00
55573	Art Conservation Fellowships FY 2011-2012	Buffalo State College Foundation	N/A	Nonfederal	ACTIVE	LeVine, Mr. Michael F	UNSPECIFIED	160 Sponsored Programs	01- Sep- 2010	31- Dec- 2019	411	115.72	0.00	694,624.70	803,837.05	0.00	-109,212.3
Grand To	tal												0.00	4,159,250.52	1,846,693.25	233,999.80	2,078,557.4

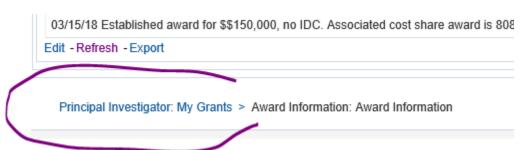
## **Click award number for more details:**



#### **Details to help you manage awards:**



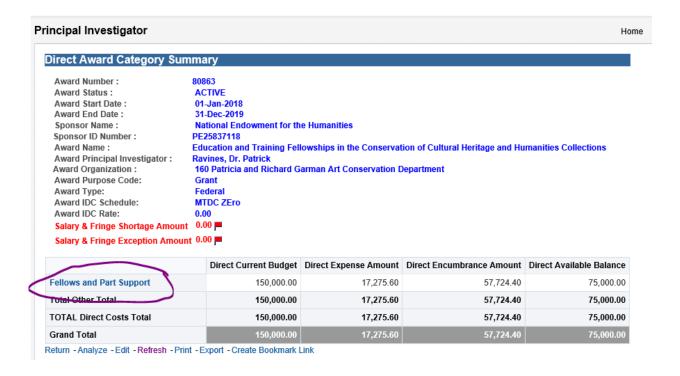
#### Scroll down and click breadcrumbs to go back to previous pages:



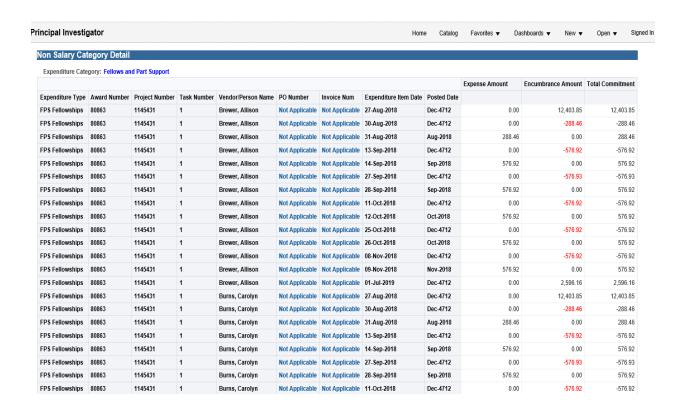
#### **Click here for expenses:**



#### **Drill down into category for more details:**



### **Details:**



Please contact Lisa Gatti if you have questions or need assistance: gattila@buffalostate.edu