

GM AIMS Reports — Frequently Asked Questions

Where can I find QRC's for the GM Aims Reports

http://www.purdue.edu/business/bstraining/Catalog/GM_AIMS.html

How can I see the balance of my grant over time?

Balance Trends Grant View

What report would I use to see my grant or sponsored program expenses over time?

Expenditure History (either grant or sponsored program view)

Where would I go to find a PO # or vendor name on a transaction?

Transaction Listing (either grant or sponsored program view)

Where would I find details of the people I have paid on my grant or sponsored program?

Payroll Summary (Grant or Sponsored Program View) for summarized data for the life of the grant or sponsored program. Payroll Transaction Listing (Grant or Sponsored Program View) for detailed payroll transactions for a given period of time.

Why doesn't my Payroll Summary report match the S&W expenses or the Account Summary or Expenditure History Report?

The Payroll Summary Report contains data from the SAP HR module. Only expenses posted in this module (for items posted after 7/1/07) are included. Some grants or sponsored programs may precede this date. In addition, any transactions posting to a payroll commitment item, but happening outside the payroll system will not show on the Payroll Summary or Payroll Transaction Listing reports.

Why doesn't my transaction list show vendor details on my human subjects' payments?

By design, commitment item 533210 (Human Subjects) will never have a vendor shown. These items are often complex payments which would cause incorrect data to be returned if vendor was included.

I've noticed that sometimes my transaction listing shows payroll transactions and sometimes it doesn't. Why is this?

The Transaction Listing will only show S&W transactions if it is a link from within the Account Summary or Expenditure History. The top link Transaction Listing will never show S&W (unless the grant is a voluntary support grant).

Why don't the salary numbers on my Account Summary equal my Payroll Summary report?

These reports may not match for several reasons including the following?

- Posting variances (After payroll posts, transaction are in payroll but not FI)
- Vendor Payments (doc type KR) with S&W or FB commitment items
- Conversion Balances (doc type CV)
- Payroll posted in legacy but corrected in SAP
- Legacy payroll correction process via JV (doc type SA)

I am missing some sponsored programs on my Account List report. Why?

Only sponsored programs with budget and/or expense transactions are included. Income-only sponsored programs or other sponsored programs with no budget or expense will not show.

Why does my Account Summary Report not match my Project Financial Report in ECC?

One reason these reports may not match is that the GM AIMS Grant View report shows sponsor and cost sharing dollars combined. On the Project Financial Report, sponsor dollars and cost sharing dollars are separated.

What technical reports do I have that are due? Where should I send it?

The Faculty Technical Notification (FTN) report will show technical reports due in the next 90 days. (This date range can be changed.) The FTN Address Report link will show the addresses and other report particulars, such as method.

The grants on my Summarized Account List (or Account List) do not match my Current Awards & Pending Proposals report. What causes this?

Data for the Current Awards and Pending Proposals report is pulled from Coeus where the Summarized Account List is pulled from SAP. There are times that the data in both systems do not match. This could account for the difference.

Can I export my GM AIMS reports to Excel or other report options?

Yes. Follow instructions on [GM Aims Exporting and Printing Reports QRC](#) . Follow the instructions below to set your machine up to make exporting possible.

Add Cognos website to Local Intranet Sites

- In Internet Explorer browser go to Tools>Internet Options>Security
- Click Custom Level
- Scroll to Downloads section and ensure "Automatic prompting for file downloads" is enabled
- Enter following web address in under Local Intranet Sites <https://erp-reporting-prd.itap.purdue.edu/cognos8>

Turn Scripting On

- In Internet Explorer browser go to Tools>Internet Options>Security
- Select Local intranet
- Click Custom Level
- In Scripting section make sure Active Scripting is enabled

Enable First Party Cookies

- In Internet Explorer browser go to Tools>Internet Options>Privacy and make sure the privacy level is Medium, or use the Advanced button to override the cookie settings and ensure First Party cookies are enabled

When will grants and sponsored programs stop showing up in GM AIMS> Faculty New! ?

Grants will no longer show in the Summarized Account List when the lifecycle status is changed from AWARDED in ECC.

I received an IBM Cognos 8 error SBW-ERR-0020 after entering data in the prompt

screen. What does this error mean?

This error is received when data is entered incorrectly in the Business Office prompt page. For instance, if a grant number was entered with seven digits instead of six, you would receive the error. Reading the message after the large red X may give you the details of what was entered incorrectly.

I am seeing several scroll bars on the right hand side of my reports. Is there anything I can do to minimize this?

Maximizing your window may help reduce multiple scroll bars.

How do I set up my internet browser so I can export reports to Excel or PDF?

1. In Internet Explorer 7 (IE 7) browser go to Tools > Internet Options > Security
2. Select Local intranet
3. Click Custom Level
4. Scroll to Downloads section and ensure "Automatic prompting for file downloads" is enabled
5. Enter following web address in under Local Intranet Sites <https://erp-reporting-prd.itap.purdue.edu/cognos8>

How do I register for a Cognos license to run GM Aims reports?

Cognos license registration is handled through the portal. By clicking the Register button, after entering GM Aims, your registration will be automatically processed.

Will my Cognos license expire?

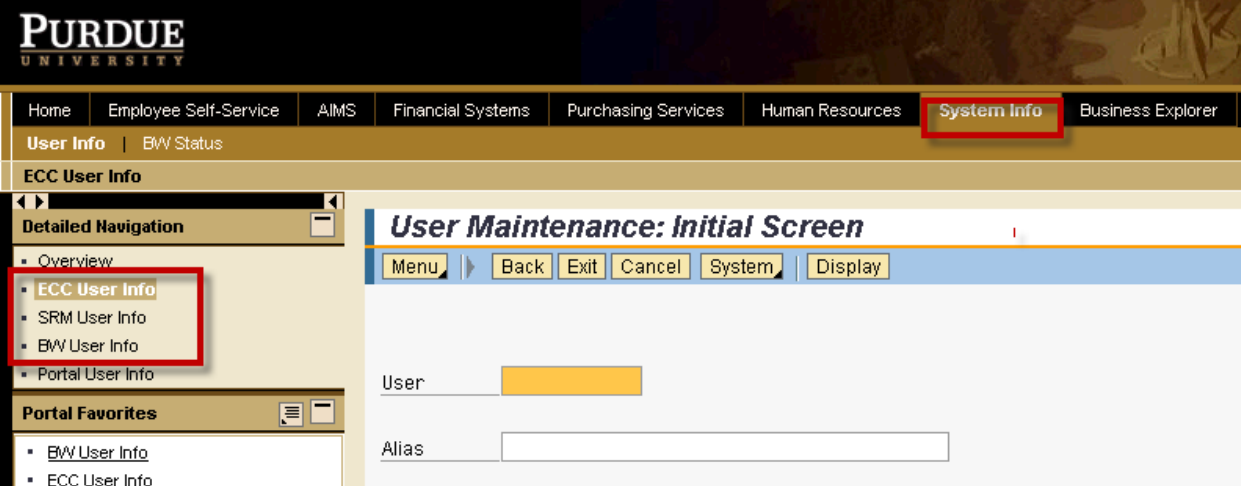
Your Cognos license will expire after 120 days of not being used. The portal will prompt you to register again if you have not entered the system in 120 days or more.

How do I know how often I have to change my career account password?

University policy requires everyone to change their Purdue career account password on a regular basis; your role(s) will determine how often you need to do so. If your role(s) is one of the four basic roles listed below, your password will expire and need to be changed every 120 days.

- HR280_000_EMPLOYEE_SELF_SERVICE
- R3:COMMON_ALL_USERS
- RV200_000_TRAVELLER
- FI900)000)END_USERS_GENERAL (Under BW user info)

If you have a role other than those listed above, your password will expire every 30 days. Anyone can view their role(s) in the SAP portal. After logging in, click on the "system info" tab. Under "user info," select either "ECC user info," "SRM user info," or "BW user info."



The screenshot displays the Purdue University AIMS web application interface. At the top, a navigation bar includes links for Home, Employee Self-Service, AIMS, Financial Systems, Purchasing Services, Human Resources, **System Info** (highlighted with a red box), and Business Explorer. Below this, a sub-menu shows 'User Info' and 'BW Status'. The main content area is titled 'User Maintenance: Initial Screen' and features a 'Menu' button and several action buttons: 'Back', 'Exit', 'Cancel', 'System', and 'Display'. On the left, a 'Detailed Navigation' sidebar lists 'Overview', 'ECC User Info' (highlighted with a red box), 'SRM User Info', 'BW User Info', and 'Portal User Info'. Below this is a 'Portal Favorites' section with links for 'BW User Info' and 'ECC User Info'. The main form area contains two input fields: 'User' (with a yellow background) and 'Alias'.

For more specifics on your own career account, check the article located at the following website which gives instructions for checking your password information.
<https://www.purdue.edu/goldanswers/app/portlets/results/viewsolution.jsp?solutionid=040967644926605>

The information in the Sponsored Program Description does not help identify the sponsored program. Can this be changed?

Yes. Email the SPS Account Manager for the grant and request a change.