



# EcrT Reports By Role

---

## Table of Contents

Each user role in **ecrt** has access to reports to utilize in the effort reporting and certification process. To view a report from the table of contents below, locate the section for your user role in **ecrt** and click on the name of the report. An overview of the report will appear in a new browser.

### PI

---

[Certifiers Over Commitment Settings Report](#) - can be used to display all of the individuals who have exceeded the institution-defined thresholds for commitments.

[Commitment Listing Report](#) - allows a user to see a complete list of all commitments a user has for a specific date range.

[Cost Share Report](#) - lists all cost share entries that are in the system.

[Edited Commitments Report](#) - is a helpful report for a user who would like to monitor commitments that have been changed in the **ecrt** system via the Edit Commitment feature.

[Monthly Commitment Summary Report](#) - allows a user to view a twelve (12) month summary of commitments for an individual.

[Payroll Report](#) - is a summary payroll report for an individual or department for a given date range.

[SPES Report](#) - lists all of the employees that had salary or cost sharing charged to a specific award or account.

[Sponsored Project Activity Report](#) - produces a list of all employees in the system whose total Certified, total Computed, or total Committed Effort for sponsored activity has exceeded a configurable threshold.

### Effort Coordinator

---

[Certification Status Report](#) - The Certification Status Report can be used by administrators to see a list of all certification statements that have a specified status at the time the report is run.

[Certifier Payroll Summary Report](#) – will produce a list of a certifier's grants and their activities.

[Certifier Salary Activity Report](#) - lists all individuals that had salary charged to awards or accounts that are associated with a given PI.

[Certifiers Over Commitment Settings Report](#) - can be used to display all of the individuals who have exceeded the institution-defined thresholds for commitments.

[Commitment Listing Report](#) - allows a user to see a complete list of all commitments a user has for a specific date range.

[Cost Share Report](#) - lists all cost share entries that are in the system.

[Department FOP Report](#) – displays all active and inactive FOPs for the selected department.

[External Audit Report](#) - lists the effort certifications for an employee, for all employees within a department or for all employees that had salary or cost sharing charged to a specific sponsored award.

[Labor Redistribution Report](#) – displays all of the Labor Redistributions that have taken place for a particular department, period and certifier type.

[Monthly Commitment Summary Report](#) - allows a user to view a twelve (12) month summary of commitments for an individual.

[Monthly Funding and Effort Information Report](#) - displays the distribution of labor charges for a certifier for a specific month.

[Payroll Report](#) - is a summary payroll report for an individual or department for a given date range.

[Payroll Adjustment Reconciliation Report](#) - provides a list of certifiers within a department that have effort certification statements that have outstanding payroll adjustments that have been loaded through the payroll data load and that apply to a certified effort statement.

## Central Administrator

---

[Certification Status Report](#) - The Certification Status Report can be used by administrators to see a list of all certification statements that have a specified status at the time the report is run.

[Certification Status Summary Report](#) – allows a user to see the status of certification statements across the institution grouped by department.

[Certifier Payroll Summary Report](#) – will produce a list of a certifier's grants and their activities.

[Certifier Salary Activity Report](#) - lists all individuals that had salary charged to awards or accounts that are associated with a given PI.

[Certifiers Over Commitment Settings Report](#) - can be used to display all of the individuals who have exceeded the institution-defined thresholds for commitments.



[Commitment Listing Report](#) - allows a user to see a complete list of all commitments a user has for a specific date range.

[Cost Share Report](#) - lists all cost share entries that are in the system.

[Department FOP Report](#) – displays all active and inactive FOPs for the selected department.

[Departments with No Primary Coordinators Report](#) - shows all departments that have sponsored certifiers in them and do not have a Primary Effort Coordinator assigned or have an inactive Primary Effort Coordinator assigned.

[Edited Commitment Report](#) - helpful report for a user who would like to monitor commitments that have been changed in the **ecrt** system via the Edit Commitment feature.

[External Audit Report](#) - lists the effort certifications for an employee, for all employees within a department, for all employees that had salary or cost sharing charged to a specific sponsored award or for all employees that worked for a specific Principal Investigator.

[FOP Without Principal Investigators Report](#) – lists all of the FOPs that do not have a PI assigned to them.

[Labor Redistribution Report](#) – displays all of the Labor Redistributions that have taken place for a particular department, period and certifier type.

[List of All Departments Report](#) - shows all of the departments that have been loaded into the system.

[List of All Users Report](#) - produces a list of all users in the system.

[List of New Users Since Last Certification Report](#) - generates a list of all users that were loaded into the system since the completion of the last certification period.

[Monthly Commitment Summary Report](#) - allows a user to view a twelve (12) month summary of commitments for an individual.

[Monthly Funding and Effort Information Report](#) - displays the distribution of labor charges for a certifier for a specific month.

[Payroll Report](#) - is a summary payroll report for an individual or department for a given date range.

[Payroll Adjustment Reconciliation Report](#) - provides a list of certifiers within a department that have effort certification statements that have outstanding payroll adjustments that have been loaded through the payroll data load and that apply to a certified effort statement.

[Potential Certification Conflict Report](#) - lists those effort certification statements with sponsored activity that were certified and processed by the same individual.



[Required Effort Greater Than 100% Report](#) - displays all accounts/awards for individuals where the required effort for the remaining period of the commitment is greater than 100% due to certified effort being significantly less than the committed effort.

[Required Effort Greater Than Available Effort Report](#) - displays all accounts/awards for individuals where the required effort for the remaining period of the commitment is greater than the available effort due to certified effort being significantly less than the committed effort and additional commitments for the individual that may have begun during that time period.

[SPES Report](#) - lists all of the employees that had salary or cost sharing charged to a specific award or account.

[Sponsored Project Activity Report](#) - produces a list of all employees in the system whose total Certified, total Computed, or total Committed Effort for sponsored activity has exceeded a configurable threshold.

## Reporting – Dean Level

---

[Certification Status Report](#) - The Certification Status Report can be used by administrators to see a list of all certification statements that have a specified status at the time the report is run.

[Certification Status Summary Report](#) – allows a user to see the status of certification statements across the institution grouped by Department.

[Certifier Payroll Summary Report](#) – will produce a list of a certifier's grants and their activities.

[Certifier Salary Activity Report](#) - lists all individuals that had salary charged to awards or accounts that are associated with a given PI.

[External Audit Report](#) - lists the effort certifications for an employee, for all employees within a department or for all employees that had salary or cost sharing charged to a specific sponsored award.

[Monthly Commitment Summary Report](#) - allows a user to view a twelve (12) month summary of commitments for an individual.

[Payroll Report](#) - is a summary payroll report for an individual or department for a given date range.

[Required Effort Greater Than 100% Report](#) - displays all accounts/awards for individuals where the required effort for the remaining period of the commitment is greater than 100% due to certified effort being significantly less than the committed effort.



[Required Effort Greater Than Available Effort Report](#) - displays all accounts/awards for individuals where the required effort for the remaining period of the commitment is greater than the available effort due to certified effort being significantly less than the committed effort and additional commitments for the individual that may have begun during that time period.

[Sponsored Project Activity Report](#) - produces a list of all employees in the system whose total Certified, total Computed or total Committed Effort for sponsored activity has exceeded a configurable threshold.

For help with ecr system navigation or questions regarding this training document, please contact the Central Administrator at [ECRTElp@ttuhsc.edu](mailto:ECRTElp@ttuhsc.edu).