Routing to a Cost Center Project Statement

From the ecrt homepage, hover over “Manage” on the menu bar, and select “LookUp”.

From the look up page, start entering the cost center number in the search field (blue arrow).

Begin typing the account number in the search field above; grants will begin to populate under “Active Award/Account” (green arrow). From there a grant can be selected from this area. If the account number is unique, ecrt will open a new window and route you to the Account Summary page automatically.
Select any statement by clicking on the Quarter under “Period” (red arrow) or selecting the status icon (purple arrow) for the associated statement. This will route to the selected project statement page.

The statement can be reviewed, including the employees paid from the cost center. Additional payroll information can be found using the Payroll Report (yellow icon) and the 100% Payroll (scroll icon) in the Payroll Info column on the right side of the project statement. Hovering over the scroll icon will show the total of all payroll paid during the quarter; selecting the yellow icon will pull the payroll report for the individual.
Payroll Report by Account –

To run the payroll report, go to the menu bar, and select “Reports”. Under Category, select Payroll/Cost share, and under Reports select Payroll Report.

To view payroll for an account, enter the cost center/WBS element number in the Account field. The account will auto populate as it’s being entered and can be selected.
The report will show the list of employees paid from the account during the date range selected. The report also shows the total payroll dollar amount paid from the account for the date range selected.

The Active radio button (green arrow above) should be used for project’s that have not ended. The Inactive radio button should be used for projects with end dates past the current date. Click “Run Report” and a separate page will open showing the applicable payroll details.