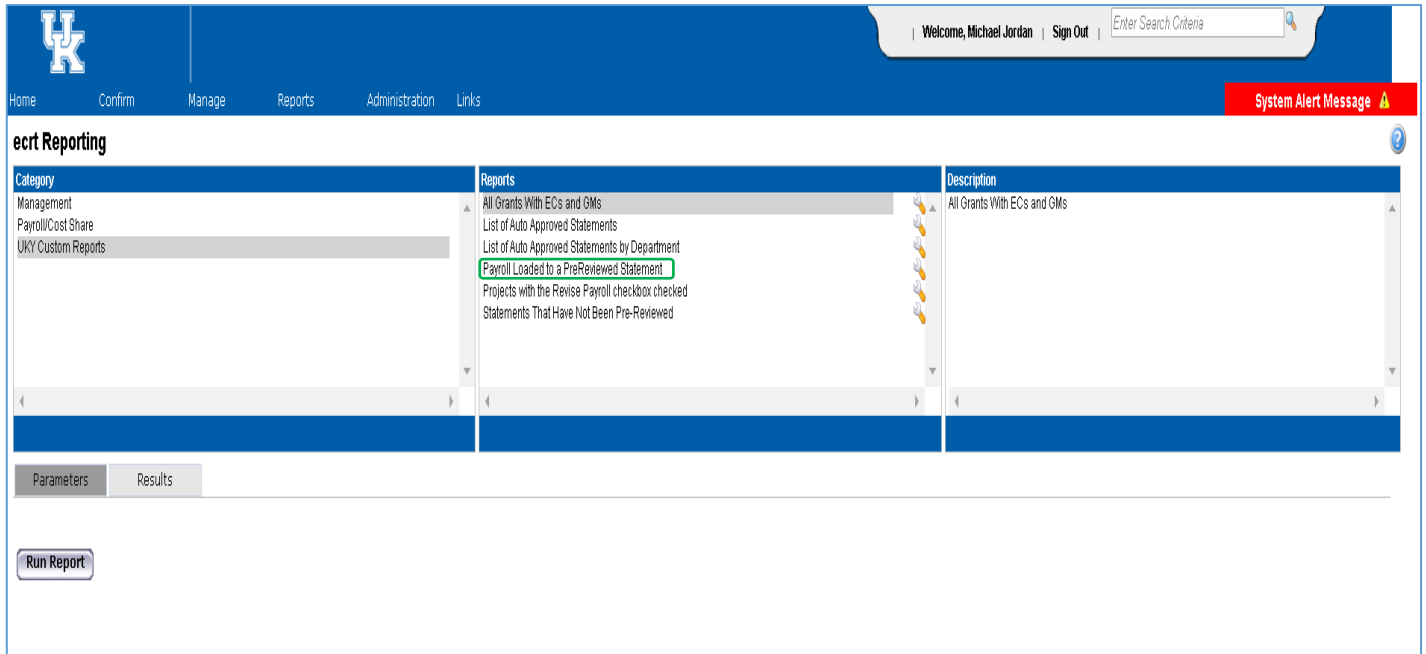


Payroll Loaded to a PreReviewed Statement

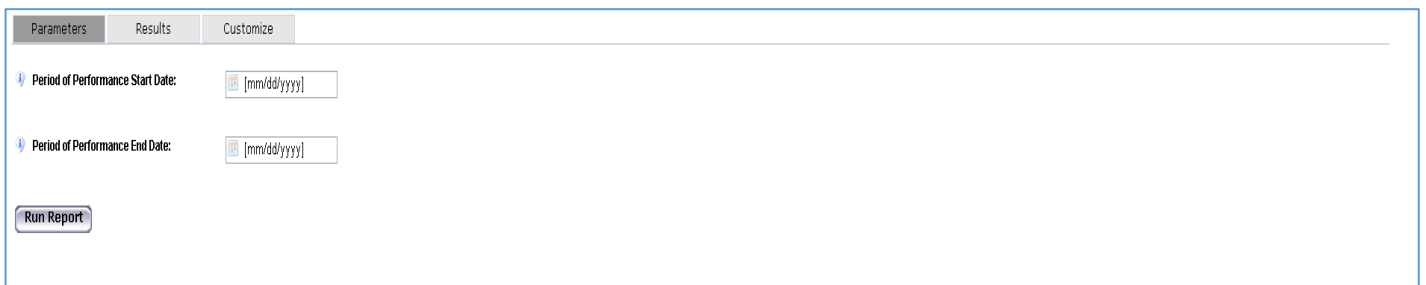
This report was designed in order to help identify any transactions that have been posted to a project statement once it has been Pre Reviewed. Use this report after notification of payroll loads in order to ensure the accuracy and integrity of the Pre review of the project statement.

1. From the reports menu, select “UKY Custom Reports” under the Category. Then select “Payroll loaded to a PreReviewed Statement” under Reports.



The screenshot shows the UKY Reporting interface. At the top, there is a navigation bar with the UKY logo, a search bar, and a 'System Alert Message' button. Below the navigation bar, the 'ecrt Reporting' section is visible. It contains three columns: 'Category', 'Reports', and 'Description'. The 'Category' column has 'UKY Custom Reports' selected. The 'Reports' column has 'Payroll Loaded to a PreReviewed Statement' highlighted. The 'Description' column shows 'All Grants With ECs and GMs'. Below the columns, there are 'Parameters' and 'Results' tabs, and a 'Run Report' button.

2. Use the parameters screen to choose the period of performance dates for the quarter that you would like to review.



The screenshot shows the 'Parameters' screen for the report. It has three tabs: 'Parameters', 'Results', and 'Customize'. The 'Parameters' tab is active. It contains two fields: 'Period of Performance Start Date' and 'Period of Performance End Date', both with date pickers. Below the fields, there is a 'Run Report' button.

Note: Period of Performance refers to standard quarters based on our current fiscal year. For example, quarter 1 for Fiscal year 2022 would be Period of Performance Start Date 07/01/2021 and Period of Performance End Date 09/30/2021.

3. Click Run Report
4. The report will generate on the results tab, and you will automatically be routed there. This will provide you with the Employee that was affected, grant number, department code, grant name, the payroll amount loaded, the period start and end dates, the payroll load date, and the date that the statement was pre reviewed. Please note that the report shows each transaction per individual that had payroll post after the statement was Pre Reviewed.