# Run the "Certification Status Report" to Monitor Effort Certifications

#### Purpose

The "Certification Status" report is used to monitor the progress of effort statement certifications and to identify statements that require certification.

#### Frequency

Run this report monthly during the year – you might want to coordinate running this report with your monthly SUNY IFR processing.

#### Note

On the first day of the campus certification period automatic processes are run in ecrt so that:

- Statements with federal, federal flow-through, state or state flow-through effort will change to a "Ready to be Certified" status and a system-generated e-mail will be sent automatically to individuals required to certify effort.
- Statements with 100 percent nonfederal or nonsponsored effort (or some combination thereof) will change to an "Automatically Processed" status.

#### **Roles with Access**

Primary Effort Coordinators, Effort Coordinators

#### ecrt Report Category

Management

## Run the "Certification Status Report"

1. Click Certification Status Report in the Reports column.

Category		Reports		Description	
Commitments Management Monitoring Payroll/Cost Share	^	Department Award Report Accountability Review Report Certification Activities Report Certification Status Report Certification Status Summary Report Effort Statements on Hold List of all Awards and their Associated Accounts Potential Certification Conflict Report Sponsored Project Activity Report	* E	The Certification Status Report displays a list of all certification statements that have a specified status at the time the report is run. You must choose the status(se) to be included, employee type or date range, Department and/or roles to be included.	*
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2. Parameter options appear below:

Parameters R	esults		
Available Status     [Ávailable Statuses]     [Ávailable Statuses]     Default, Incorrect     Building, Not Ready for Cert     Profile Generated     Manual Certification, Not Pr     Manual Certification, Procest     Manual Certification, Procest     Manual Certification, Procest	ification ocessed ised ised, Distribution Adjustment	Pending •	Selected Status [Selected Statuses]
Available Roles [Available Roles] Central Administrator Primary Effort Coordinator Self-Certifier Effort Coordinator Campus Administrator Restricted Effort Coordinato	Selected R Selected R Selected I	oles Roles]	
🐠 Search By Statement Type:	🗹 Base 🔲 Non-IBS 🗐 Othe	or	
🚸 Date By:	👁 Dates 🗢 Employee Type		
Dates:	Start Date: [Click to select date]	End Date: Click to select date	1
Run Report			

### 3. Enter the following fields:

Field	Action
Available Status	1. Click one of the statuses from the below list to select it.
	For Example: Click Ready to Be Certified in the Available Status column to select it.
	<ol> <li>Click the single right arrow (&gt;) to move that status to the Selected Status box.</li> <li>Repeat steps 1 and 2 until all of the below statuses appear in the Selected Status box.</li> </ol>
	Note: You can add as many statuses as you want to the <b>Selected Status</b> box.
	Run the report using these statuses:
	Manual Certification, Processed, Distribution Adjustment Pending
	No Certification Required, Processed, Distribution Adjustment Pending
	Ready to be Certified
	Certified, Ready for Administrator Review
	Certified (optional)     Cartified Einalized Distribution Adjustment Bending
	Vot Certified Not Finalized, Re-Opened
	<ul> <li>Not Certified, Not Finalized, Re-opened by Distribution Adjustment Reconciliation</li> </ul>
	Why use statuses other than Ready to be Certified?
	Distribution Adjustment Pending or Administrator Review Statuses:
	These statuses indicate that the primary effort coordinator needs to process an
	effort task.
	<ul> <li>Process the effort task to get the statement out of this status.</li> </ul>
	Completing the administrator review effort task will complete the certification
	process.
	will either:
	<ul> <li>Post the payroll without re-opening the statement for distribution</li> </ul>
	adjustments that are less than 5% - no further action needed.
	<ul> <li>Post the payroll and re-open the statement for distribution adjustments that</li> </ul>
	are 5% or more – this will require the statement to be recertified.
	<ul> <li>If you do not have a corresponding effort task, send an e-mail to <u>effort@rfsuny.org</u>.</li> </ul>
	Certified Status:
	This is optional.
	If you want to see the certified statements, we recommend that you run a separate
	Certification Status report to get just the certified statements.
	Re-opened Statuses:
	These statements require certification.
School /	Do not select any values for this field to return results for the entire campus.
Department:	
	If you want results just for a specific department, you may start typing the department name
Available Roles	Do not select any values for this field.
Search By	Click the Base checkbox to select it.
Statement Type:	• Base refers to an individual's institutional base salary (IBS) effort statement.
	• Non-IBS and Other refers to salary expenditures that the RF does not include on effort
	statements, e.g., extra service, vacation pay, severance, etc.
Date By:	Click the <b>Dates</b> radio button to select it.

Field	Action
Dates:	You can run this report for a specific period of performance, e.g., spring 2015, or for a whole year or longer.
	To run the report for a specific period of performance:
	<ol> <li>Click in the box under Start Date: to select the start date of the effort reporting period, e.g., the start date for the spring 2013 effort reporting period of performance:         <ul> <li>A pop-up calendar opens.</li> <li>Select the month from the month drop-down menu.</li> <li>Select the year from the year drop-down menu.</li> <li>Click the date on the calendar.</li> </ul> </li> <li>Click in the box under End Date: to select the end date of the effort reporting period, e.g., the end date for the spring 2013 effort reporting period of performance:             <ul> <li>A pop-up calendar opens.</li> <li>Select the month from the month drop-down menu.</li> <li>Select the spring 2013 effort reporting period of performance:                 <ul> <li>A pop-up calendar opens.</li> <li>Select the month from the month drop-down menu.</li> <li>Select the month from the month drop-down menu.</li> <li>Select the year from the year drop-down menu.</li> <li>Select the worth from the month drop-down menu.</li> <li>Select the year from the year drop-down menu.</li></ul></li></ul></li></ol>
	<ul> <li>d. Click the date on the calendar.</li> <li>To run the report for a longer time period: <ul> <li>For a calendar year: Enter January 1, XXXX in the Start Date field and December 31, XXXX in the End Date field (where XXXX indicates the year for which you want results).</li> <li>To check statements from when we started using ECRT: Enter January 1, 2013 in the Start Date field and select the current date for the End Date field.</li> <li>We recommend you do this at least once to make sure you don't have statements stuck in a distribution adjustment pending status without a corresponding effort task.</li> </ul> </li> <li>Alternatively, you can run the report for any dates you want.</li> </ul>

4. Click Run Report.

### 5. The report results are displayed:

Parameters	Results						
Based on your report sele	tion below are the results.	Please note that you can sort the results I	by clicking on the column heade	r.			
							Sormatted PDF
Name	Departmer	t Effort Coordinator	Effort Coordinator Email	Proxy Certifier Email	Certification	Current Status	
				Assignment		Period	

- 6. Click **Excel** in the lower right corner to export the report results and save them.7. Save the final report in your campus records.

# Query Results

Field	Description
Name	The last and first name of the person whose effort statement requires certification.
Department	The primary department of the person whose effort statement requires certification.
Effort Coordinator	The person responsible for coordination between the campus research or
	sponsored programs office and faculty/research staff in the departments to facilitate
	administration of the effort commitment, charging and certification process.
Effort Coordinator Email	The effort coordinator's e-mail address.
Proxy Assignment	The first and last name of the person who is assigned to be a proxy certifier for the
	person listed. This field will display <b>N/A</b> if there is no assigned proxy.
Certifier Email	The e-mail address of the person whose effort statement requires certification.
Certification Period	The timeframe included on the person's effort statement, i.e., the effort reporting
	period of performance
Current Status	The current status of the effort statement.
	For effort statement status descriptions refer to the "Effort Statement Statuses"
	guidance document.