

# VISION FINANCIALS

## Sub-Recipient Delinquent Reports (VTGRDEL2)

### Report Information

#### **Purpose of the Report**

This report lists all subrecipients for a given business unit whose Certificate of Audit and/or Schedule of Federal Expenditures is delinquent

#### **Type of Report**

Crystal



#### **Navigation (Path) to the Report**

Vt Subrecipient Grants > Vt Subrecipient Grants Reports > SubRecipient Delinquent Report

## Report Execution Procedure

### Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID name that can be easily identified (e.g. Run\_VTGRDEL2\_Sub-Recipient\_Del)

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
Business Unit	Enter desired Business Unit	Use magnifying glass to lookup Business Unit; enter % to select all Business Units
Fiscal Year	Enter desired Fiscal Year	Enter % to select all fiscal years
End Month	Enter end month for the subrecipients to be reported on	Enter % to select all end months
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">vtgrdel2 #####.PDF</a>	Click this link for the PDF file	This opens the report.

# Run Control ID Page

SubRecipient Delinquent Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmprweb1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/VT\_SUB\_GRANT\_RPTS.VT\_RUN\_GRANT\_DEL2.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.VT\_SUBRECIP...

PeopleSoft. Home Worklist Add to Favorites Sign out

Menu

- Packaging
- VT Interfaces
- VT SubRecipient Grants
  - VT SubRecipient Grants Reports
    - Grants Awarded By Subrecipient
    - Grant Awards by B.U.
    - Grant Tracking Pass Through
    - Grant Tracking Dlnqnt Audit
    - Grant OutStanding Audit Review
    - SubRecipient Delinquent Report
      - Grants Annual Reminder Letter
      - Grants Delinquent Rpt Letter
      - Grantee Expenditure Report
      - Grantee Summary Report
      - Grantee Summary Report - CFDA
  - VT SubRecipient Grants
  - Tax Center
  - Treasury Management Center
  - Treasury Processing Center
  - Treasury Definitions Center
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

VT\_RUN\_GRANT\_DEL2

Find an Existing Value Add a New Value

Run Control ID: Run\_VTGRDEL2\_Sub-Recipient\_Del

Add

Find an Existing Value Add a New Value

Done

Start SnagIt SubRecipient Delinqu... Sub-Recipient Delinquent... http://fmprweb1.finma... 27 12:16 PM

# Report Request Parameters Page

SubRecipient Delinquent Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmprweb1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/VT\_SUB\_GRANT\_RPTS.VT\_RUN\_GRANT\_DEL2.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.VT\_SUBRECIP...

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Sub-Recipient Delinquent Report

Run Control ID: Run\_VTGRDEL2\_Sub-Recipient\_Del Report Manager Process Monitor Run

Sub-Recipient Delinquent Report

Business Unit: 01130 (% = ALL) Libraries

Fiscal Year: 2006 (% = ALL)

End Month: 6 (% = ALL)

Save Notify Add Update/Display

Start SnagIt SubRecipient Delinqu... Sub-Recipient Delinquent... http://fmprweb1.finma... 27 12:17 PM

# Process Scheduler Request Page

SubRecipient Delinquent Report - Microsoft Internet Explorer

Address: http://fmpdweb1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/VT\_SUB\_GRANT\_RPTS.VT\_RUN\_GRANT\_DEL2.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.VT\_SUBRECIPI...

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[New Window](#) | [Help](#) | [Customize Page](#)

**Process Scheduler Request**

User ID: JHARRIS      Run Control ID: Run\_VTGRDEL2\_Sub-Recipient\_Del

Server Name: PSNTCR      Run Date: 02/21/2007

Recurrence:      Run Time: 12:17:44PM      [Reset to Current Date/Time](#)

Time Zone:     

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Sub-Recipient Delinquent Rpts	VTGRDEL2	Crystal	Web	PDF	<a href="#">Distribution</a>

[OK](#)      [Cancel](#)

Start | Snagit | SubRecipient Delinqu... | Sub-Recipient Delinquent... | http://fmpdweb1.finma... | 27 | 12:17 PM

# Process Monitor Page

SubRecipient Delinquent Report - Microsoft Internet Explorer

Address: http://fmpdweb1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/VT\_SUB\_GRANT\_RPTS.VT\_RUN\_GRANT\_DEL2.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.VT\_SUBRECIPI...

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**Process List**      **Server List**

**View Process Request For**

User ID: JHARRIS      Type:      Last: 14 Minutes      [Refresh](#)

Server:      Name:      Instance:      to     

Run Status:      Distribution Status:       Save On Refresh

**Process List**      [Customize](#) | [Find](#) | [View All](#)      First 1 of 1      Last

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490959	Crystal	VTGRDEL2	JHARRIS	02/21/2007 12:17:44PM PST	Success	Posted	<a href="#">Details</a>

[Go back to VT\\_RUN\\_GRANT\\_DEL2](#)

[Save](#)      [Notify](#)

[Process List](#) | [Server List](#)

Process Instance:2490959      Start | Snagit | SubRecipient Delinqu... | Sub-Recipient Delinquent... | http://fmpdweb1.finma... | 27 | 12:19 PM

# Process Detail Page

SubRecipient Delinquent Report - Microsoft Internet Explorer

Address: http://fmpdrweb1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/VT\_SUB\_GRANT\_RPTS.VT\_RUN\_GRANT\_DEL2.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.VT\_SUBRECIPI...

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### Process Detail

**Process**

**Instance:** 2490959      **Type:** Crystal  
**Name:** VTGRDEL2      **Description:** Sub-Recipient Delinquent Rpts  
**Run Status:** Success      **Distribution Status:** Posted

**Run**      **Update Process**

**Run Control ID:** Run\_VTGRDEL2\_Sub-Recipient\_Del  
**Location:** Server       Hold Request  
**Server:** PSNTCR       Queue Request  
**Recurrence:**       Cancel Request  
                                   Delete Request  
                                   Restart Request

**Date/Time**      **Actions**

**Request Created On:** 02/21/2007 12:18:08PM PST      [Parameters](#)      Transfer  
**Run Anytime After:** 02/21/2007 12:17:44PM PST      [Message Log](#)  
**Began Process At:** 02/21/2007 12:18:41PM PST      Batch Timings  
**Ended Process At:** 02/21/2007 12:18:53PM PST      [View Log/Trace](#)

OK      Cancel

Process Instance:2490959

Start      Snagit      SubRecipient Delinqu...      Sub-Recipient Delinquent...      http://fmpdrweb1.finma...      27 12:20 PM

# View Log/Trace Page

SubRecipient Delinquent Report - Microsoft Internet Explorer

Address: http://fmpdrweb1.finman.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/VT\_SUB\_GRANT\_RPTS.VT\_RUN\_GRANT\_DEL2.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.VT\_SUBRECIPI...

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[New Window](#) [Help](#) [Customize Page](#)

### View Log/Trace

**Report**

**Report ID:** 4413      **Process Instance:** 2490959      [Message Log](#)  
**Name:** VTGRDEL2      **Process Type:** Crystal  
**Run Status:** Success

Sub-Recipient Delinquent Rpts

**Distribution Details**

**Distribution Node:** FDMWEBCR      **Expiration Date:** 11/16/2009

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	02/21/2007 12:18:53.000000PM PST
<a href="#">VTGRDEL2_2490959.PDF</a>	61,361	02/21/2007 12:18:53.000000PM PST
<a href="#">PeopleSoft Trace File</a>	324	02/21/2007 12:18:53.000000PM PST

**Distribute To**

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Process Instance:2490959

Start      Snagit      SubRecipient Delinqu...      Sub-Recipient Delinquent...      http://fmpdrweb1.finma...      27 12:20 PM

# Example of Report Output

http://fmprdweb1.finman.state.vt.us/psreports/FMTST/4413/VTGRDEL2\_2490959.PDF - Microsoft Internet Explorer

Address: http://fmprdweb1.finman.state.vt.us/psreports/FMTST/4413/VTGRDEL2\_2490959.PDF

Vtgrdel2.Rpt

**State of Vermont**  
**Department of Finance and Management**  
**Sub-Recipient Delinquent Reports**  
 Business Unit: 01130 Libraries  
 Fiscal Year: 2006

Sub-Recipient	Vendor #	FY Ending Month	Certification of Audit		Schedule of Federal Expenditures	
			Received	Delinquent	Received	Delinquent
Joslin Memorial Library	0000042634	6	No	Yes	No	Yes
Rochester Public Library	0000040735	6	No	Yes	No	Yes
Wardsboro Town Treasurer	0000040672	6	No	Yes	No	Yes

11.00 x 8.50 in | 1 of 1 | Done | Unknown Zone

Start | Snagit | SubRecipient Delinquent ... | Sub-Recipient Delinquent ... | http://fmprdweb1.fin... | 27 | 12:20 PM