The purpose of the Sponsored Accounts Query/Report is to allow users to create a report of staff paid from sponsored accounts and grant end dates. This information is important in order to correctly account for payroll expenses and encumbrances on sponsored accounts. For more information on the requirements please refer to the Commitment Accounting website at http://www.asu.edu/fs/commitment_accounting.html and click on Position Management.

This query will generate a report by sponsored account with the grant end date and a listing of employees paid on the account by position number. From this report departments can identify accounts that are ending in the current fiscal year and update the positions in PeopleSoft with a new effective date and funding source.

Note…when utilizing the Department Ld and/or Vp College Description filter, please remember that there may be employees who are paid out of a sponsored account that do NOT reside on your department code.

Using Sponsored Accounts Query

- Query Locatation: Root >click + sign next to Human Resources to open the HR folders >Content Under Development >Sponsored Accounts.bqy
- Double-click on Sponsored Accounts.bqy to open the query

- Double-click “Produce Sponsored Accounts Report” for the report view
On the toolbar, select the **down arrow** next to the **Process** button to utilize the drop-down menu

Choose “**Process All**”

Enter the following information to narrow your search criteria

- **Grant End Date**
- **Vp College Description**
- **Account Code**
- **Department Ld (HR Department Name)**

You may choose “**Ignore**” if you want ALL data related to each search filter returned

Examples of the four Filter View are on the next page

The Sponsored Accounts Report will be produced once the process is complete

A Pivot report is available in the “**Merge PS HR and Account Data**” section