Effort Certification Summary Reporting
in Argos

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Grants Accounting

Grants Accounting at the University of Toledo is responsible for post-award grant administration and accounting functions. Effort reporting is a federally-mandated process used to confirm that the salaries and wages charged to each sponsored agreement are reasonable in relation to the actual work performed.

The actual *Online Effort Certification* system is where the reports are actually certified. The Online Effort Certification system is a web-based application that is integrated with and can be accessed from the Self-Service portal in MyUT.

Grants Accounting and the University's IT department have partnered to provide a *resource for tracking and reporting* Effort Report completion thru *Effort Certification Summary Reporting in Argos.* This Argos report is a tool that provides summary information on the report states (*Changes Saved; Changes Submitted; Locked; or Unlocked*) and report statuses (*Awaiting Certification; Awaiting Refresh; Certified; or Completed*) of effort reports and should be very instrumental in tracking and accounting for what effort reports are completed or are still awaiting action by either the Certifier or the PI.

How To Access Argos Reporting

You may access Argos Reporting by going to the link: https://myreports.utoledo.edu .

Select the folder for "Effort Certification" and the report titled: "Effort Certification Summary."

We have also provided a direct link the Effort Certification Summary report from the Grants Accounting website from to locations:

Forms and Directions (Link on Left Side Panel Menu on Grants Accounting Pages) OR from the "**Summary Reports**" (Link on the Online Effort Certification Page).

From "Forms and Directions" link:

OR From "Effort Reporting" link (scroll down the page):

How To Sign In To Argos Reporting

The Sign-In Screen for Argos Reporting:

Use your UTAD credentials to sign into Argos.
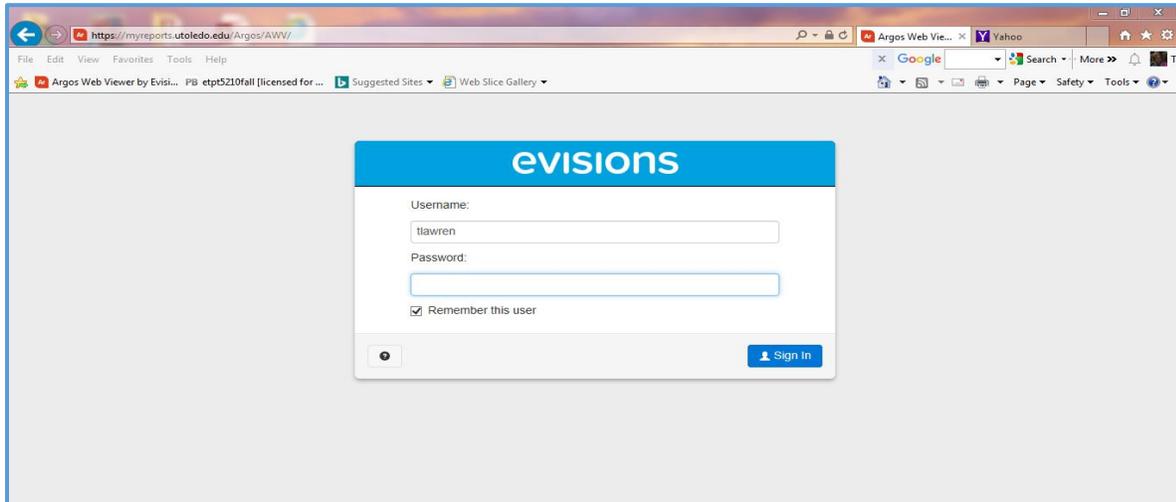
Choosing Effort Certification Report Summary

🌐 English   ❓ Help   ⚙ Settings   ⏻ Sign Out
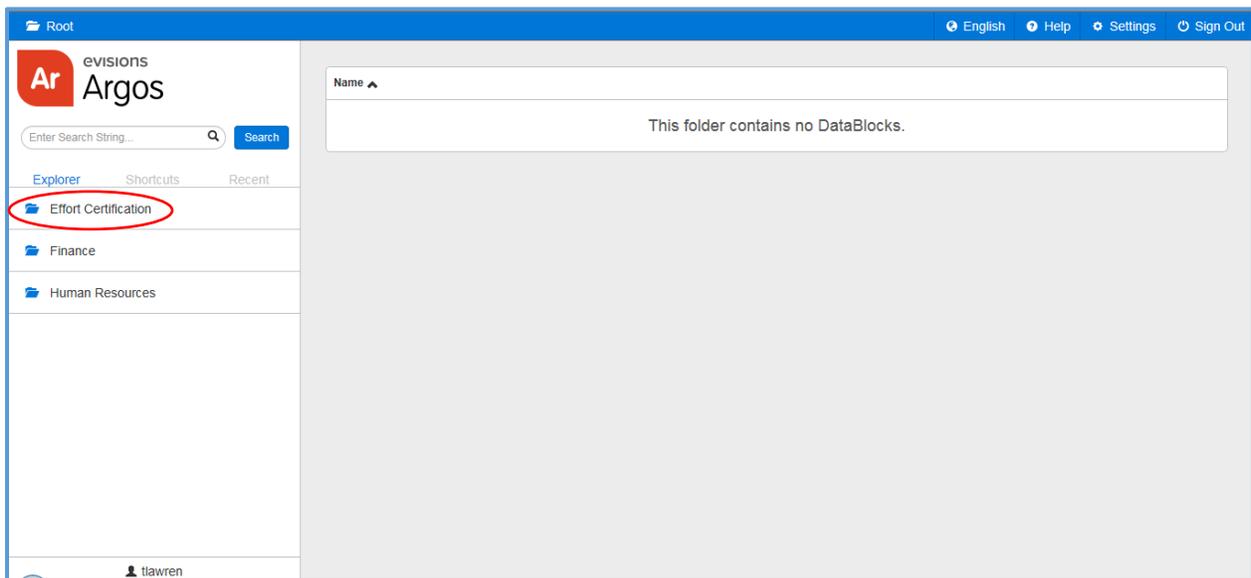
evisions
Argos

Enter Search String... 🔍   Search

Explorer   Shortcuts   Recent

❮ Parent Folder

Name ⌃				
★	🔗 Activity Code Labor Distribution Audit		⤲	Details
★	🔗 Effort Certification Summary	②	⤲	Details
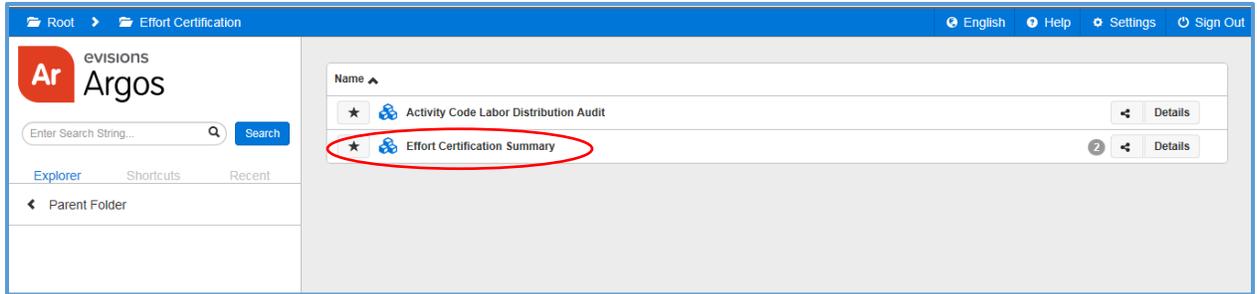
Choosing Effort Certification Summary Report Parameters

1) For each parameter choose either '**Select All**' or and **click on the specific selections required** while holding down the 'Ctrl' key to choose multiple selections in a group.
   a. For specific selections make sure that '**Select All**' is **not checked;**
   b. If you know a single selection you want you may optionally type it in the parameter box.

Understanding Report Parameters

- ➢ Effort Period
  - o The **Effort Period** represents the Year & Quarter of the effort evaluation period and it is the actual time period in which the work was done.
- ➢ Grant Title
  - o The **Grant Title** is the title of the sponsored project or award
- ➢ Fund
  - o The **Fund** is represents the index or accounting entity.
- ➢ Organization
  - o **Organization** represents the departmental/college/budgetary subdivision.
- ➢ Activity
  - o **Activity** is another element in the accounting FOAPAL string and is used in Effort Report to represent Cost Share activity contributions. It should always begin with 'G' followed by the award number and ending in 'M' (Mandatory Cost Share) or 'C' (Voluntary Committed).
- ➢ Certifier Name
  - o The **Certifier** is the individual who performed the work effort.
- ➢ Pre-Reviewer(s)
  - o **Pre_Reviewers** often represent an administrative function on the sponsored project and could be an Award Coordinator, a Budget Manager, or the Grant Analyst on the award.
- ➢ Post-Reviewer(s)
  - o A **Post-Reviewer** is the PI on the sponsored project. If an individual has multiple award assignments they may have more the one PI on the reports who needs to perform a post-review.
- ➢ Report Status
  - o *Awaiting Certification*
  - o *Awaiting Refresh*
  - o *Certified*
  - o *Completed*
- ➢ Report State
  - o *Changes Saved*
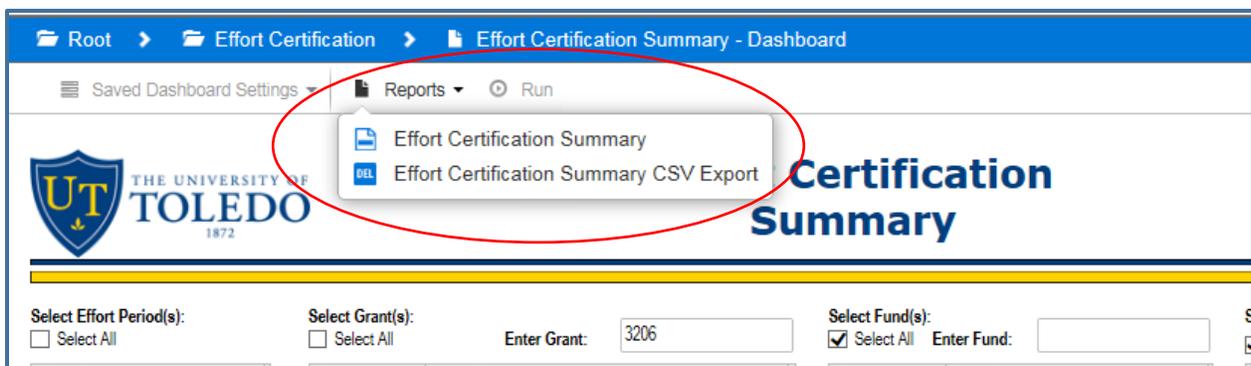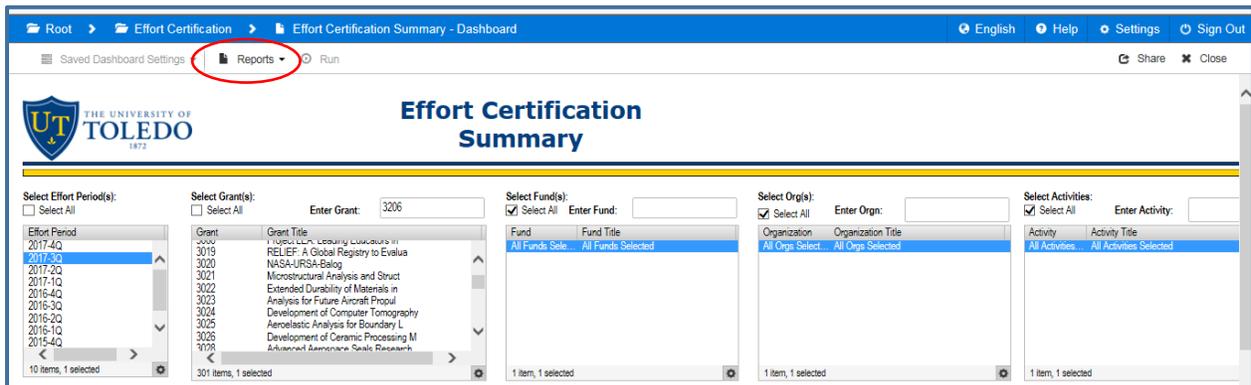 - o *Changes Submitted*
  - o *Unlocked*
  - o *Locked*

Seeing Preliminary Results List

1) Click the "Show Results" button right below the parameter selection area to a preliminary results list.
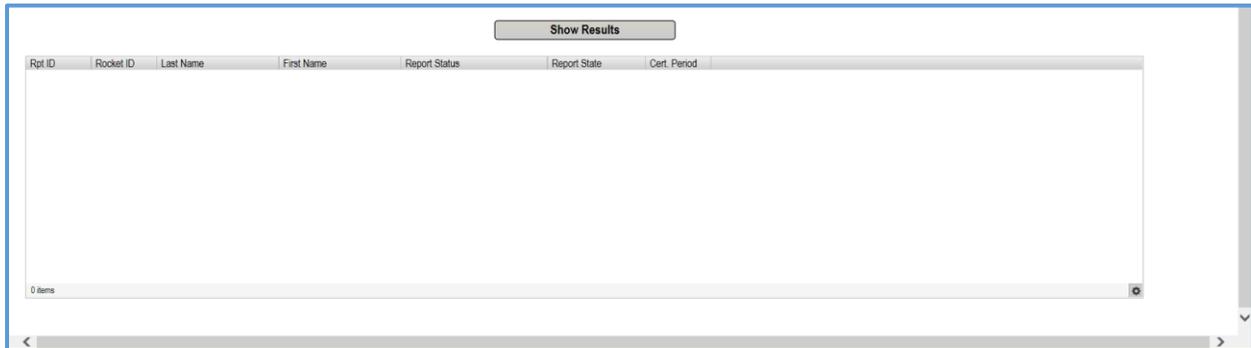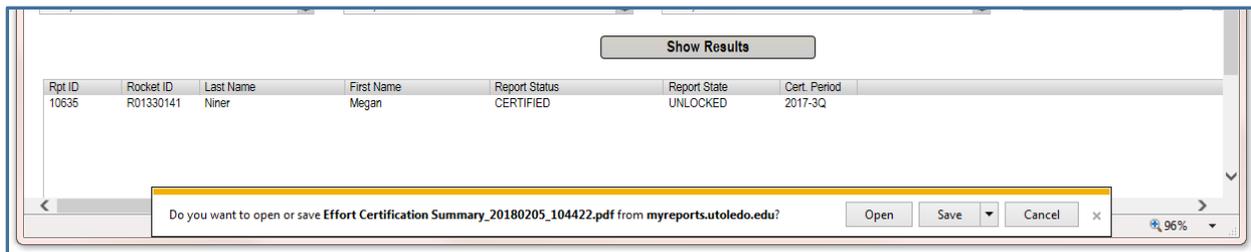

Running & Printing the Report

Click on the 'Reports' pull-down menu for your report options.

Click on 'Effort Certification Summary' for a PDF document or on 'Effort Certification Summary CSV Export' for a CSV file that can be used in Excel.

The PDF dialogue box:

The CSV dialogue box: