1. **Login to the RF Portal** at http://www.rfsuny.org. Use your registered email address and password (You should have been registered previously and given access to PIAI). If not, please complete the form at http://www.stonybrook.edu/research/forms/ogm/RFBusiness_Academic.shtml.

2. **Click "PI Award Interface"** in the list of Business Applications.

3. **Select "APT Inquiry"**

4. Enter either the **award number for a MAS report** or the **project number for the MPS report**. Do Not hit "Enter"

For MAS Report   or   **For MPS Report**

By Award/Project/Task				By Award/Project/Task		
Award Number:	12345	select	Entering A|	Award Number:		select	Entering A|
Project Number:		select	Entering P	Project Number:	1234567	select	Entering P
Task Number:		select		Task Number:		select	

5. **Scroll to bottom of Web page and select "MAS Inquiry" or "MPS Inquiry"**

○ **None**   MAS/MPS Inquiry by Organization requires organization selection at lowest organization level and a Month End Date Parameter.

◉ **MAS Inquiry** MAS/MPS Inquiry by PI/Key Member requires PI name selection and a Month End Date Parameter.

○ **MPS Inquiry** MAS/MPS Inquiry by Award or Project, the Month End Date is optional.

Select Month-End Date: [   ] select

Submit   Reset

6. **Click on "Select" and Choose date** from the list for the month-end for which you would like to see the report.

End Date	
31-OCT-2010	31-OCT-2010
30-SEP-2010	30-SEP-2010
31-AUG-2010	31-AUG-2010
31-JUL-2010	31-JUL-2010
30-JUN-2010	30-JUN-2010
31-MAY-2010	31-MAY-2010
30-APR-2010	30-APR-2010
31-MAR-2010	31-MAR-2010

7. **Click Submit**

8. You **can click on the PDF icon** to view the report.

MAS Inquiry for Award: 12345

Period Ending	Award Number	PI Name	Sponsor		Award Status	MAS Report
30-SEP-10	12345	K		Y	ACTIVE	📄

Notes: Data availability with this delivery method:

- You will see monthly reports from month-end July 2009 if the award or project was open at that time.
- If an award or project was established less than six months ago, you will only see reports for the months since the award or project was set up.
- Each month RF will add the latest reports until there is a 24-month history of MAS and MPS reports available for viewing.
- Active, At-Risk and On-Hold Awards: Monthly reports will be available for 24 months.
- Closed Awards: Monthly reports will be available for two months after the award is closed – unchanged from our current process for closed awards.

Understanding MAS and MPS Reports

Section Descriptions

The RF Monthly Award Summary (MAS) Report consists of seven sections, as described in the following table:

Section	Description of Section
Monthly Award Summary	A high level financial picture of the award as of the date of the report.
Category Summary	The award's overall financial picture by expenditure type and summarized at the expenditure category.
Transaction Detail	The amounts, by expenditure type, paid or encumbered during the month and the detail (for example, dates, purchase order (PO) number, invoice number) on these amounts.
Budget and Cash Balance	The total balances of budget and expenditures as of the end of the previous month and details of cash receipts and total cash and fund transfers during the month. Also displays budget balance due (for example, budget minus cash) and cash balance (for example, expenditures minus cash).
Outstanding Supplier Encumbrances	Lists by category the outstanding encumbered (unpaid) purchase orders as of the end of the month. The specifics of each purchase order are included, such as PO number, date of the PO, and supplier name.
Payroll Transaction Detail	Detailed payroll information for each employee or fellow assigned to the award. Subtotaled by each pay period and totals for the current month. Shows employee or fellowship pay, fringe benefits and title.
Payroll Encumbrances	For each employee or fellow assigned to the award, payroll encumbrance information is itemized by pay and fringe benefits. Information is grouped and subtotaled by expenditure type.

Understanding the Output

Definitions:

Column Heading	Description of Column
Balance	Balance of encumbrance by the purchase order or blanket release (total encumbrance minus payments), totaled for all purchase orders and blanket releases entered in the current month.
Budget	Award Budget, grouped by Expenditure Category.
Budget Balance Due	Total award budget, total of Cash Receipts and Fund Transfers, and total balance (budget minus total of cash receipts and fund transfers).
Cash Balance	Total expenditures as of the previous month, current month expenditures, total Cash Received and Fund Transfers, and total balance (total expenditures minus total of cash and fund transfers).
Cash Received	The amount of cash received during the current month and the total amount of cash received from the award start date to end of the current month.
Category	Expenditure Category or Resource Group.
Committed	The sum of the Cumulative Expended and Encumbered columns.

Column Heading	Description of Column
Cumulative Expended	The total expended, subtotaled by Expenditure Category, from the award start date to the end of the current month.
Current Month Expenditures	The subtotals at Expenditure Category of current month's expenditures. For example, payments made.
Distribution %	Percentage of the person's total pay allocated to the award.
Emp/Fellow Pay	Actual salary or stipend paid to the person in the pay period indicated.
Emp/Fellow Pay	Amount encumbered for salary or stipend payments, based on labor schedule or award terminate date, whichever is earlier.
Employee Fringe Benefits	Actual fringe benefit expenditures (based on the burden schedule applied to salaries) charged to the award for the pay period.
Employee Fringe Benefits	Amount encumbered for fringe benefits based on burden schedule applied to salaries.
Encumbered	The total encumbered (outstanding commitments) by Expenditure Category, from the award start date to the end of the current month.
Encumbered	Total encumbered by the purchase order or blanket release, totaled for all purchase orders and blanket releases entered in the current month.
Expenditures	Total expenditures as of the end of the previous month, total current month expenditures, and total expenditures from the award start date to the end of the current month.
FB Exception	Amount of fringe benefit encumbrance that could not be posted to Grants because of exception reason for this specific line of information.
FB Shortage	Amount of fringe benefit encumbrance that could not be posted to Grants because sufficient funds were not available for this specific line of information.
Fund Transfers	Amount of fund transfers processed during the month and the total amount of fund transfers.
Labor Schedule End Date	Labor schedule end date associated with salary encumbrance distribution for this specific line of information.
Labor Schedule Percent	Labor schedule percentage associated with salary encumbrance distribution for this specific line of information.
Pay Exception	Amount of salary encumbrance that could not be posted to Grants because of exception reason for this specific line of information.
Pay Shortage	Amount of salary encumbrance that could not be posted to Grants because sufficient funds were not available for this specific line of information.
References	Headings for Balance as of the previous month, current Month Expenditures, Cash Receipts, and Fund Transfer Detail for the current month.
Supplier	The name of the vendor from the supplier file.
Title	Job title of the employee or fellow.
Uncommitted Balance	Budget column minus Committed column.