

GR/IR Reports Dashboard Help

The GR/IR Reports Dashboard was designed as a tool to be used to monitor and maintain GR/IR account imbalances. The university's GR/IR clearing account was designed to track differences between **goods received** and **invoices received** for PO's that require a 3-way match (any > \$5,000, SPPO, PROJ, CAPP, inventory purchases-JHU supply store, and independent contractor PO's). Imbalances can occur in the form of unreconciled/hanging debits (indicating IR's exceed GR's) or credits (indicating GR's exceed IR's). Whether monitored by DBO's or departments, reviewing these imbalances should become a part of the normal reconciliation process and routinely be corrected—at least a quarterly review is recommended.

The GR/IR Reports Dashboard is designed similarly to other Office of Finance tools and is updated once a month during close with access being granted at the Business Area, department or cost center level.

Scorecards

Dashboards - GRIR

Scorecards
Reports

A

GRIR data current through April 2020

B
 Debit-Credit Summary

Click column header text to sort report.

Code	Department Name	Debit (Unreconciled Invoices)	Credit (Unreconciled Goods Receipts)	Total
100	Institution Wide	10,978	-74,540	-63,563
101	University Admin	615,795	-2,374,900	-1,759,105
109	Academic Investments	85,000	-290,447	-205,447
110	Homewood Stu. Affrs.	119,174	-649,633	-530,459
111	Business Area 111	5,663	-47,904	-42,241
115	Arts and Sciences	196,521	-1,992,092	-1,795,571
120	Engineering	418,434	-1,297,313	-878,879
125	Education	97,635	-26,638	70,996
126	Carey	13,914	-67,603	-53,688
130	Sheridan Library	0	-29,679	-29,679
135	Peabody Institute	70,127	-51,390	18,738
140	SAIS	20,464	-297,821	-277,357
141	Bologna Center	0	-75,330	-75,330
160	Public Health	550,093	-2,114,814	-1,564,722
165	Nursing	70,884	-135,501	-64,617
170	Medicine	5,227,266	-9,083,166	-3,855,900
172	Frederick NICU	0	-10,250	-10,250
175	JH All Childrens	88,056	-18,364	69,691
190	JH Technology Ventures	23,022	-25,171	-2,149
205	AICGS	0	-3,823	-3,823
215	CTY	20	-14,958	-14,938
216	CTY Hong Kong	0	-382	-382
235	JHPIEGO	7,798	-312,527	-304,729
240	Montgom. Co Ctr	0	-3,007	-3,007
250	JHU Press	12,346	-0	12,346
920	Hebcac	8,542	-13,940	-5,398
All	JHU	7,647,553	-19,059,786	-11,412,232

The GRIR Dashboard will open to the default view, Scorecards. The user can choose to change the view later to the Reports tab by clicking on it.

- A - The filter bars at the top are dependent upon user access and can provide views of Business Area, Department, Sponsored or Non-Sponsored, or Fiscal year. Once the data is filtered, click the Go button and the data will change. Click the Reset button to reset data to original view.
- B - The user can then further filter their view of the data, either by Debit-Credit Summary, the default, SP/NS Comparison or the Fiscal Year Comparison.
 - The Debit-Credit Summary provides a view of imbalances by Debit (Unreconciled Invoices), Credit (Unreconciled Goods Receipts), and Total.
 - The SP/NS Comparison shows imbalances first by Sponsored and Non-Sponsored and then by Debit, Credit and Total for each.
 - The Fiscal Year Comparison groups imbalances first by the current Fiscal Year, and then by Combined Prior Fiscal Years and further by Debits, Credits, and Totals and then shows the Net Total.
- C - The blue hyperlinks will allow the user to open the data in Excel, PDF, or view the details/raw data for the report.

Reports

The screenshot shows the 'Dashboards - GRIR' interface with the 'Reports' tab selected. At the top, there are filter bars for 'Business Areas (All)', 'Sponsored/Non Spon (All)', 'PO Type (All)' (with options ANPO, BLPO, CAPP), and 'Includes (All)' (with options FY 2020, FY 2019, FY 2018). There are 'Go' and 'Reset' buttons. Below the filters, a dropdown menu is set to 'Age Category Summary', with 'Excel' and 'PDF' links next to it. A table titled 'Unit - Entire University' displays aging category data.

Aging Category	Total Amount	Total Count	Count - Greater Than 1000 dollars	Total Dollars - Greater Than 1000 dollars	Count - Less Than 1000 dollars	Total Dollars - Less Than 1000 dollars
0-90 days	-10,779,676	1,754	1,046	-10,804,105	708	24,429
91-180 days	-384,946	340	141	-367,762	199	-17,185
181-365 days	-2,022,696	364	160	-2,009,225	204	-13,471
366+ days	1,775,085	67	36	1,775,079	31	7
Totals	-11,412,232	2,525	1,383	-11,406,013	1,142	-6,219

The GRIR Dashboard also provides a Reports Tab:

- A - The filter bars at the top can be used based on user access, Business Area, Department, Sponsored or Non-Sponsored, PO Type, or Fiscal year. Once the data is filtered, click the Go button and the data will change. Click the Reset button to reset data to original view.
- B - The user can then further filter their view of the data, Age Category Summary, Amount Category by Age Category and Detail Report.
 - The Age Category Summary shows Total Amount of imbalances, either greater or less than \$1,000, and the Total Count of imbalances, either greater or less than \$1,000. The data is also grouped in date ranges by number of days outstanding.

- The Amount Category by Age Category shows the user the number of imbalances by age category. Note that this report can be further filtered by amount or count.
 - The Detail Report will provide all detail for anything the user has access to.
- C - The blue hyperlinks will allow the user to open the data in Excel, PDF, or view the details/raw data for the report.