Grant Reporting for Faculty – A Guide to the Specialized Reports

At the request of faculty and department administrators, a set of specialized grant reports has been created. These reports have been streamlined to make them more intuitive and to provide quick access to grant financial status. The result is a series of three distinct reports that are linked to support navigation to finer detail, similar to My Grants in the UIS/Legacy system. The new reports are listed individually below:

A. Grants by Investigator

This report provides a summary list of grants by investigator and is designed to provide a snapshot view of the financial status of grants and associated sponsored programs. This report also allows you to drill down to a report with more detailed expenditure information.

B. Grant Expenses by Sponsored Class

This report provides a summary of the expenses for a single sponsored program by Sponsored Class. The Sponsored Class is a summary grouping of expense categories such as Salaries & Wages, Capital Equipment, Sub awards, and Research Supplies. This report allows you to drill down to view specific line item detail expenses.

C. Grant Expense Detail

This report provides line item detail expenses per sponsored program. This report allows faculty and department administrators to more easily reconcile individual grant accounts and verify accurate posting of expenses, including payroll expenses by name. You can also access this report directly. Online help instructions are available.

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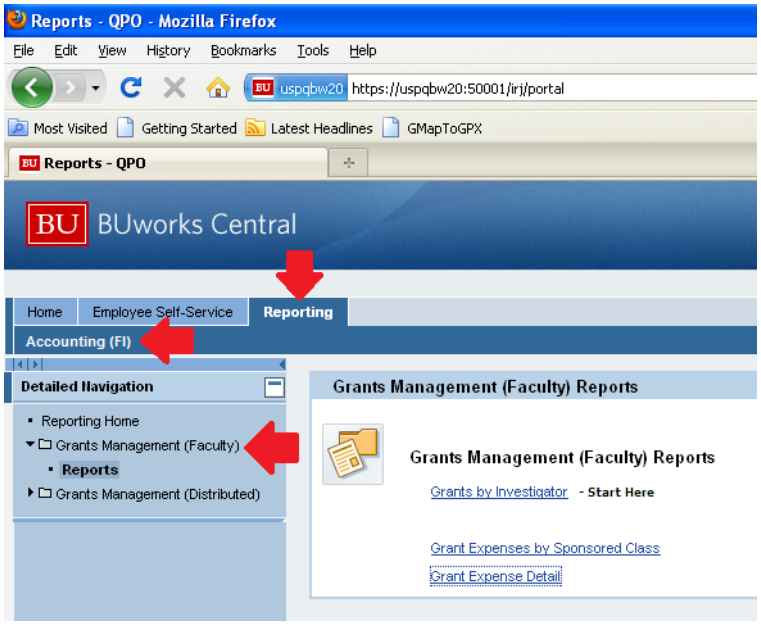
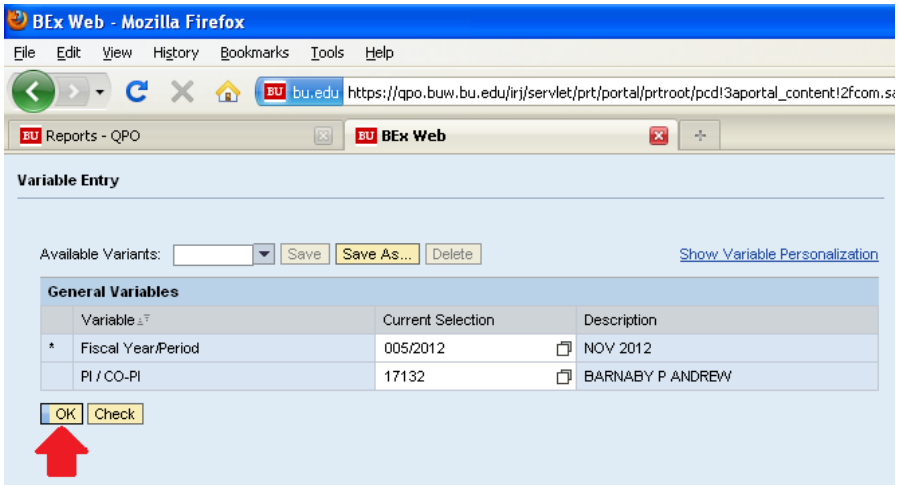
Directions



1. Navigate to the Grants Management (Faculty) folder

Go to **http://www.bu.edu/buworkscentral**, Click on "Reporting", then "Accounting (FI)", "Grants Management (Faculty)" folder and there you will see three reports.

2. Click on "Grants by Investigator"



When a PI or CO-PI uses this report, their name will be displayed automatically in the **PI / CO-PI** field and they will simply need to click the **OK** button to see their grants with budget and expenses to the current date. To specify a different date, refer to this table, which shows the correspondence between Fiscal Year/Period and calendar month/year.

If you are a department administrator and leave the PI / CO-PI field blank you will see all grants in your purview by default. Department administrators with broad responsibilities for many PIs and / or fund centers may prefer to execute this report by individual PI. You will need to add a PI through the selection screen if you want to narrow the report to a single PI. A help file describing how to search for a particular PI / CO-PI is available online.

3. Click the **OK** button.

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The resulting report provides a list of grants and sponsored programs like the one below (data has been deliberately obscured). You may need to scroll to the right to see all the information.

Grants by Investigator

Print Version | Export to Microsoft Excel

Right-Click on a Sponsored Program to see Grant Expenses by Sponsored Class

					Cum Budget	Cum Commitments	Cum Expenditures 005/2012	Balance	Current Expenditures-005/2012
Grant	Sponsored Program (IO)		SP End Dt	PI	Sponsor	$	$	$	$	$
50200211	9500300256		07/31/2014			250,000.00			250,000.00	
50102351	9500224371		08/14/2008			299,955.55		299,955.55	0.00	
50100911	9500228746		10/04/2010			5,955.62		5,955.62	0.00	
50100905	9500223068		08/01/2011			113,219.00		112,589.70	629.30	
50100715	9500232945		08/31/2014			714,501.00		109,532.71	604,968.29	7,422.38
50100661	9500222623		08/31/2012			12,000.00	54.95	5,920.23	6,024.82	
	9500230725		08/31/2012			456,731.00	0.00	214,791.60	241,939.40	3,778.58
50100520	9500236666		09/30/2011			12,000.00		12,000.00	0.00	
	9500239873		09/30/2011			280,000.00	0.00	279,571.18	428.82	
50100511	9500239667		08/31/2010			199,999.98		199,999.98	0.00	
50100298	9500237503		08/31/2009			600,000.00		600,000.00	0.00	
	9500238149		08/31/2009			10,311.76		10,311.76	0.00	
Overall Result						2,954,673.91	54.95	1,850,628.33	1,103,990.63	11,200.96

Hint: Want a narrower report? Don't need a column? Click on a column header, hold the left mouse button down, and drag the column into the blue bar above to make it disappear.

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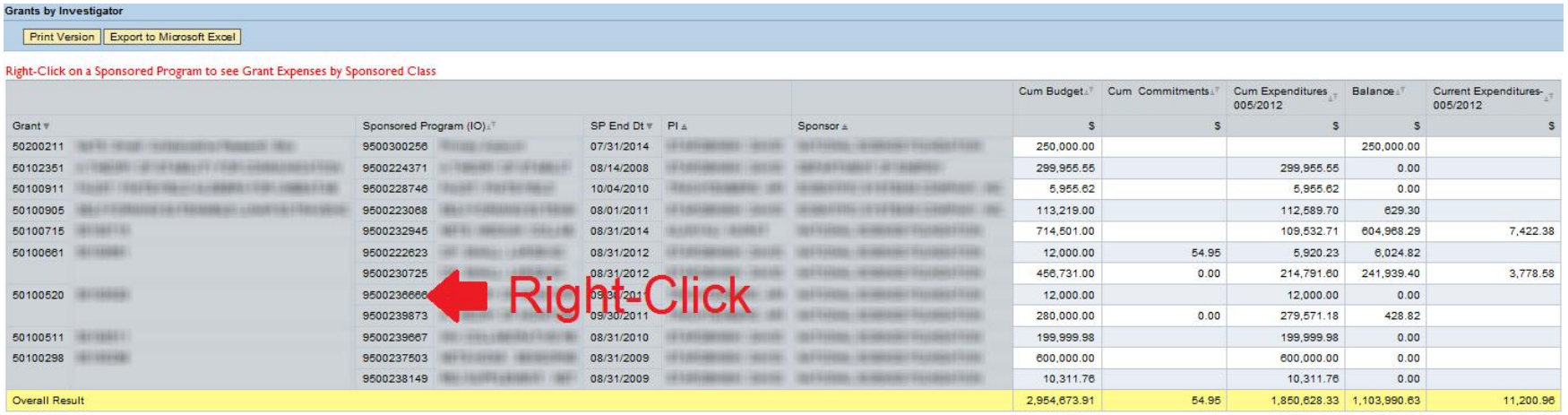
Drill to Summary of Grant Expenses by Sponsored Class

4. Right-click on the Sponsored Program you wish to examine.



Grant	Sponsored Program (IO)	SP End Dt	PI	Sponsor	Cum Budget	Cum Commitments	Cum Expenditures 005/2012	Balance	Current Expenditures-005/2012
					$	$	$	$	$
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50100715	9500232945	08/31/2014			714,501.00		109,532.71	604,968.29	7,422.38
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	9500230725	08/31/2012			456,731.00	0.00	214,791.60	241,939.40	3,778.58
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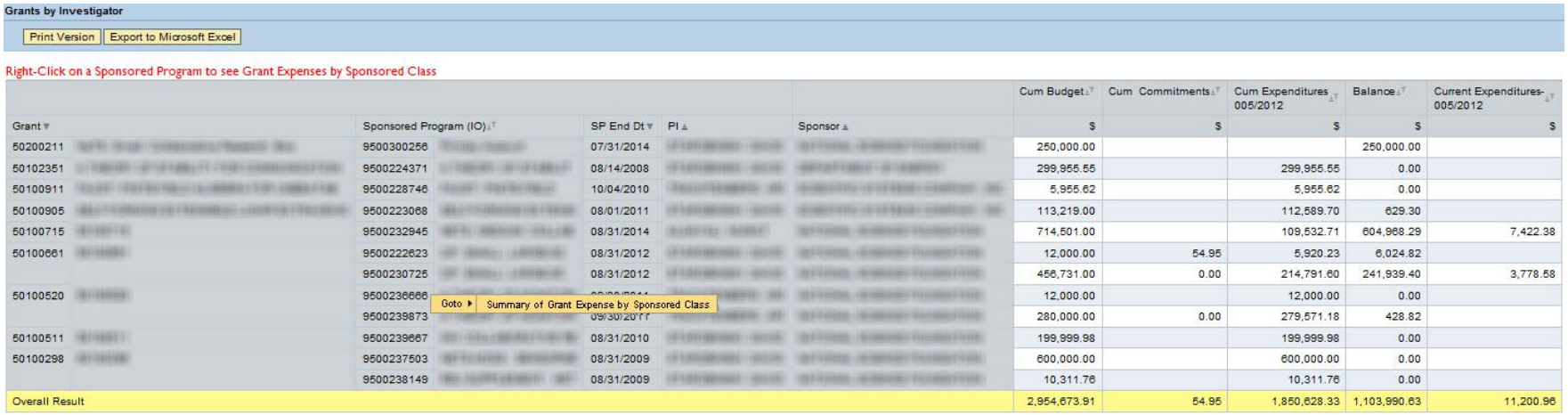
	9500238149	08/31/2009			10,311.76		10,311.76	0.00	
Overall Result					2,954,673.91	54.95	1,850,628.33	1,103,990.63	11,200.96

Hint: If you right-click on a grant instead of a sponsored program you will see detail for all sponsored programs for that grant in the drill-down report.

Mac Hint: If you have a one-button mouse you will need to press the "control" key and click at the same time.

5. Roll over "Goto" and click "Grant Expenses by Sponsored Class"



Grant	Sponsored Program (IO)	SP End Dt	PI	Sponsor	Cum Budget	Cum Commitments	Cum Expenditures 005/2012	Balance	Current Expenditures-005/2012
					$	$	$	$	$
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50102351	9500224371	08/14/2008			299,955.55		299,955.55	0.00	
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50100661	9500222623	08/31/2012			12,000.00	54.95	5,920.23	6,024.82	
	9500230725	08/31/2012			456,731.00	0.00	214,791.60	241,939.40	3,778.58
50100520	9500236666				12,000.00		12,000.00	0.00	
	9500239873	09/30/2011			280,000.00	0.00	279,571.18	428.82	
50100511	9500239667	08/31/2010			199,999.98		199,999.98	0.00	
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	9500238149	08/31/2009			10,311.76		10,311.76	0.00	
Overall Result					2,954,673.91	54.95	1,850,628.33	1,103,990.63	11,200.96

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The **Grant Expenses by Sponsored Class** report is run for the selected Sponsored Program. The report output looks like the following:

BEx Web - Grant Expenses by Sponsored Class - Mozilla Firefox

File Edit View History Bookmarks Tools Help

bu.edu https://qpo.buw.bu.edu/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fcom.sap.pct!2fplatform_add_ons!2fcom.sap.ip.bi!2fiViews!2fcom.sap.ip.bi.bex

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Grant Expenses by Sponsored Class

Print Version | Export to Microsoft Excel

Right-Click on an Expense to see Grant Expense Detail

				Grant	50100520				
					A THEORY: MOTION				
				PI	REDDY HARITHA				
				Sponsor Award #	CCF-0729158				
				Grant Start date	10/01/2007				
				Grant End date	09/30/2011				
				Project Start date	10/01/2007				
				Project End date	09/30/2011				
					Cum Budget	Cum Commitments	Cum Expenditures 005/2012	Balance	Current Expenditures-005/2012
Sponsored Program		SP End date	F & A Rate	SC Category	Sponsored Class	$	$	$	$
9500239873	A THEORY: MOTION	09/30/2011	062.50	Direct	Salaries and Wages	262,728.00		139,656.58	123,071.42
					Fringe Benefits	38,352.00		21,184.72	17,167.28
					Research Supplies &	16,536.00		1,759.22	14,776.78
					Travel Domestic	15,000.00		6,483.42	8,516.58
					Travel Foreign	12,000.00		1,569.53	10,430.47
					Office Supplies			199.68	(199.68)
					Other Directs	0.00	149.97	1,190.67	(1,340.64)
					Result	344,616.00	149.97	172,043.82	172,422.21
				F&A	F&A	107,692.00		107,527.36	164.64
				Result		452,308.00	149.97	279,571.18	172,586.85

The last three rows contain summary information by Sponsored Program. The first **Result** ("Result" is the SAP term for subtotal or grand total) provides a sum of the direct costs, followed in the row below by the total F&A. The second **Result** in the last row provides a sum of the direct costs and the F&A.

Note: The balance on the top **Result** line is the remaining direct funds available to spend[1] based on the original budget contained in the notice of grant award.

[1] The balance does not include unexpended salary. Refer to this description of Commitments for more information.

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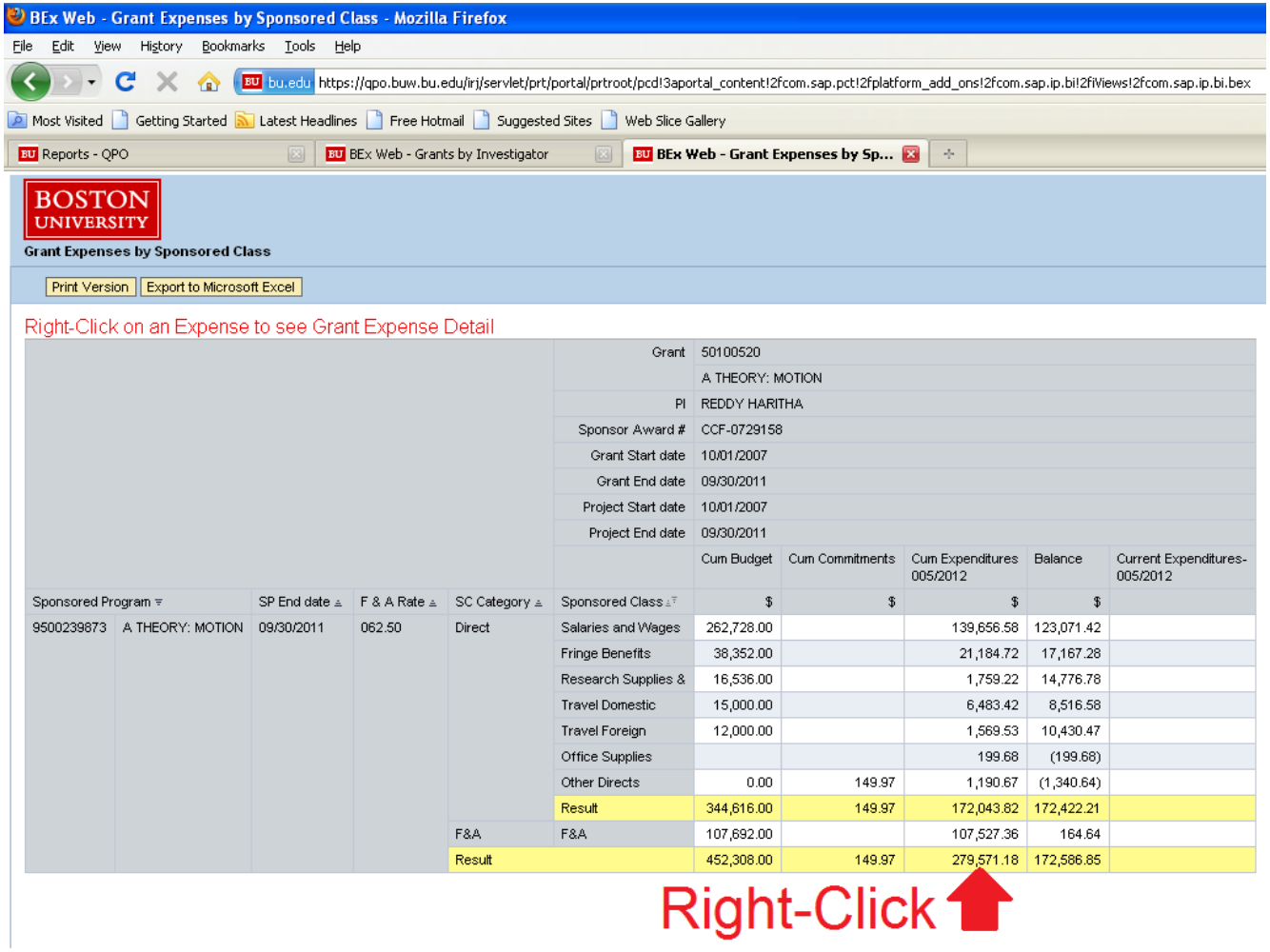
Drill to Grant Expense Detail



6. Right-click on the expense you wish to examine.

Note: If you click on an expense for an individual Sponsored Class instead of a Result, the drill-down report will contain only expenses for the selected Sponsored Class. To view all expenses for a Sponsored Program, right click on the “Cum Expenditures” cell in the bottom “Result” row.

Warning: Right-clicking on a budget, cumulative, or balance column will yield a “No Data” error. The **Grant Expense Detail** report is for expenses only.

7. Roll over “Goto” and click “Grant Expense Detail”

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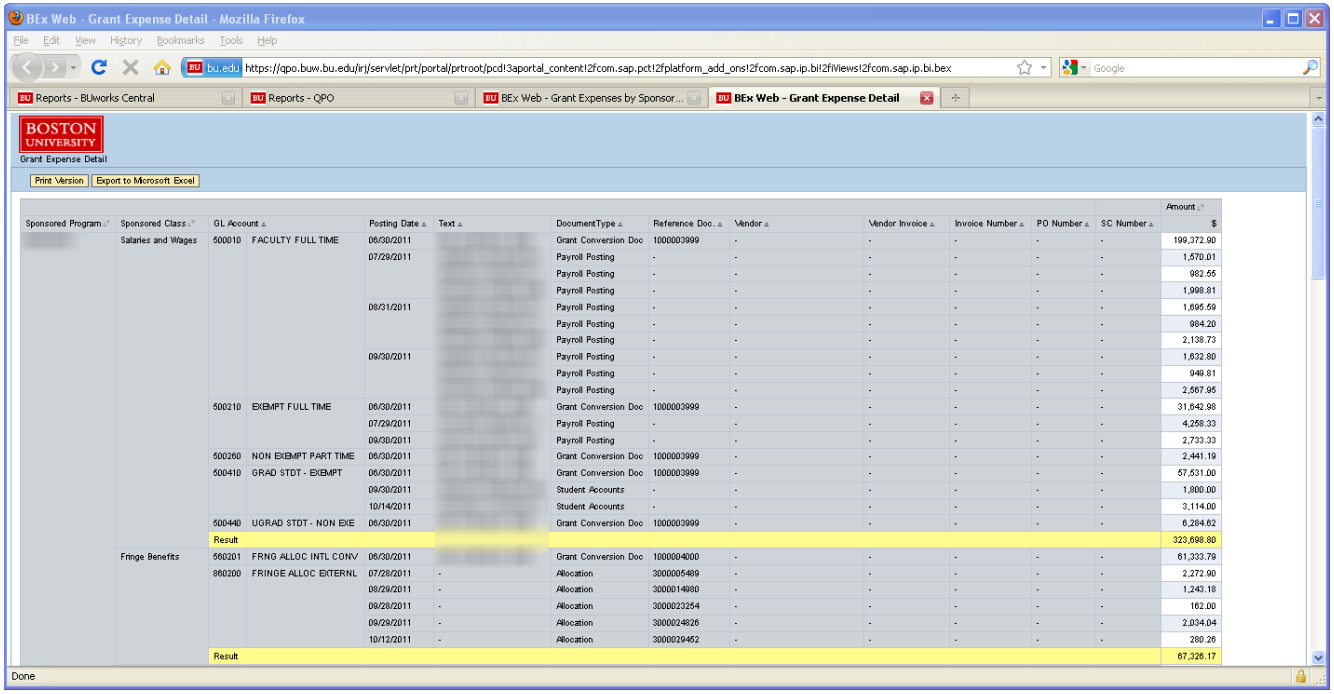
The **Grant Expense Detail** report is displayed for the selected expense, and provides the following view:



Sponsored Program	Sponsored Class	GL Account		Posting Date	Text	DocumentType	Reference Doc.	Vendor	Vendor Invoice	Invoice Number	PO Number	SC Number	Amount $
	Salaries and Wages	500010	FACULTY FULL TIME	06/30/2011		Grant Conversion Doc	1000003999	-	-	-	-	-	199,372.90
				07/29/2011		Payroll Posting	-	-	-	-	-	-	1,570.01
						Payroll Posting	-	-	-	-	-	-	982.55
						Payroll Posting	-	-	-	-	-	-	1,998.81
				08/31/2011		Payroll Posting	-	-	-	-	-	-	1,695.59
						Payroll Posting	-	-	-	-	-	-	984.20
						Payroll Posting	-	-	-	-	-	-	2,138.73
				09/30/2011		Payroll Posting	-	-	-	-	-	-	1,632.80
						Payroll Posting	-	-	-	-	-	-	949.81
						Payroll Posting	-	-	-	-	-	-	2,567.95
		500210	EXEMPT FULL TIME	06/30/2011		Grant Conversion Doc	1000003999	-	-	-	-	-	31,642.98
				07/29/2011		Payroll Posting	-	-	-	-	-	-	4,258.33
				09/30/2011		Payroll Posting	-	-	-	-	-	-	2,733.33
		500260	NON EXEMPT PART TIME	06/30/2011		Grant Conversion Doc	1000003999	-	-	-	-	-	2,441.19
		500410	GRAD STDT - EXEMPT	06/30/2011		Grant Conversion Doc	1000003999	-	-	-	-	-	57,531.00
				09/30/2011		Student Accounts	-	-	-	-	-	-	1,800.00
				10/14/2011		Student Accounts	-	-	-	-	-	-	3,114.00
		500440	UGRAD STDT - NON EXE	06/30/2011		Grant Conversion Doc	1000003999	-	-	-	-	-	6,284.62
		Result											323,698.80
	Fringe Benefits	560201	FRNG ALLOC INTL CONV	06/30/2011		Grant Conversion Doc	1000004000	-	-	-	-	-	61,333.79
		860200	FRINGE ALLOC EXTERNL	07/28/2011	-	Allocation	3000005489	-	-	-	-	-	2,272.90
				08/29/2011	-	Allocation	3000014980	-	-	-	-	-	1,243.18
				09/28/2011	-	Allocation	3000023254	-	-	-	-	-	162.00
				09/29/2011	-	Allocation	3000024826	-	-	-	-	-	2,034.04
				10/12/2011	-	Allocation	3000029452	-	-	-	-	-	280.26
		Result											67,326.17

You will see all of your expenses for the total that you right-clicked on. This report may be several pages in length.

Hint: If you want to export this report to Excel you may wish to first remove the GL Account subtotals by dragging the yellow "Result" bars to the header. This will allow for a cleaner spreadsheet when using the "Export to Microsoft Excel" functionality.

Important Concepts

Grants and Sponsored Programs

Grants represent the "Parent" sponsored program from the funding agency. These grants are broken out into one or more Sponsored Programs to represent different PIs, budget years or other subdivisions. Expenses are charged against a Sponsored Program, never a Grant. Sponsored Programs are analogous to "Source Numbers" in the pre-SAP legacy financial system.

Sponsored Classes and GL Accounts

Prior to SAP, we only had a limited number of expense Object Codes. Sources were budgeted based upon Object Code and charges were assigned to Sources based upon Object Code. Here are some changes that are new with SAP:

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- Object Codes are now known as General Ledger (GL) Accounts or Commitment Items.
- We now have several hundred expense GL Accounts to provide more detailed reporting capabilities.
- Expenses post to Sponsored Programs at the GL Account level.
- GL accounts have been grouped by Sponsored Classes – the level at which Sponsored Programs are budgeted.
- One or more GL accounts combined make up a single sponsored class.
- The list of GL Accounts and Sponsored Classes can be found on the PAFO Website.

Months and Years in SAP

While grants are measured in calendar months and years, the basis for financial accounting in SAP is fiscal years and months. Months in SAP are referred to by numbered periods in a fiscal year which, at Boston University, runs from July through June. Thus, the first fiscal period (month) is July, the second is August, and so forth. In SAP notation, October 2012 (fiscal period 4 in Fiscal Year 2013) is displayed as 004/2013. Here is a full conversion chart for FY 13:

001/2013 = Jul 2012	002/2013 = Aug 2012	003/2013 = Sept 2012	004/2013 = Oct 2012
005/2013 = Nov 2012	006/2013 = Dec 2012	007/2013 = Jan 2013	008/2013 = Feb 2013
009/2013 = Mar 2013	010/2013 = Apr 2013	011/2013 = May 2013	012/2013 = Jun 2013

Transactions prior to implementation of SAP

Transactions incurred prior to July 1, 2011 were converted in single lump-sum amounts by GL accounts. The posting date for these amounts will appear as June 30, 2011. For individual expenditure details included in these sums, please refer to **My Grants** in the Business Link.

Commitments

Currently only shopping cart and manual commitments will be shown in the commitment column. **Salary is not committed at this time unless it is done so by manual commitments ("funds reservations")**. Further, F&A on salary and all other commitments is not recorded in the Cumulative Commitments balance at this time.

Transaction Details

As you review the data in the "Grant Expense Detail" report you will note that some cells contain an "-", indicating that there is no data available. Instances of these occurrences include, but are not limited to:

- Payroll transactions which by nature do not have associated Invoices, Purchase Order numbers, or Customer numbers.
- Purchasing Card transactions which currently exclude vendor names. This is expected to be addressed in a future enhancement.

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Reference Document Number

The Reference Document Number (Reference Doc.) represents the unique transaction number assigned by SAP. It is used to identify and track the status of transactions in SAP and is often necessary to provide to central administrative offices (i.e. Procurement, AP, Payroll) when inquiring about specific transactions.

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