**PAFO Quick Reference Guide:**  
**How & When to Use Post Award GM Reports**

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<th>GM Report</th>
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| **Budget v Actuals**                   | Budget vs. Actuals is used to create a useful overview of a grant, or if desired, a number of grants. The report provides a snapshot of budget, expense actuals, payroll actuals, and commitments and includes unexpended budget and percent of budget expended. | • Regular review of accounts (data is always a day behind)  
• Used to view available spend at a point in time  | • Run at the Grant level (50, 55)  
• Commitments do not include payroll, fringe, or F&A  
• [How to Run – GM Budget vs Actual](#)  
• [Budget v Actuals (after the fact review template)](#)  |
| **Employee Labor Distribution by Grant** | The Employee Labor Distribution by Grant is a report that will show all payroll postings and associated details for a given grant.  | • Analyzing salary on a grant  
• Useful when checking accuracy of the PAR for particular Grant(s)  | • Can be run on more than one grant at a time (won't show unrestricted accounts)  
• [Guide: How to use this report (after the fact review)](#)  |
| **Grant Document for Expenditures**    | Used to analyze all expenses on a given grant or sponsored program (SP) for a given "posting date" range.  | • Regular review of accounts  | • AFR review  
• Can drill down to this detail from Budget v Actuals  
• [Guide: How to use this report (after the fact review)](#)  |
| **Grant Document for Commitments**     | This report is used to view open commitments (also called encumbrances) on a given award.  | • You will know to run this report when you see open commitments in the Budget vs. Actuals report  
• Use to find remaining balance on an outgoing subaward  | • Work with Service Provider, Sourcing, or PAFO to close open commitments  
• Can drill down to this detail from Budget v Actuals  
• [Guide: How to use this report (after the fact review)](#)  |
| GM Master Data – Revenue & AR | The report provides total budget, expense, revenue and open AR on an award for the sponsor portion only. Accounts Receivable (money owed to BU from a Sponsor) on Grants. | • Reviewing the health of an account  
• See open AR (awaiting payment from sponsor), e.g. checking clinical trial payments  
• For awards where budget is based on revenue, check if budget needs to be increased accordingly | • Always run at Grant level  
• [How to Run – GM Master Data – Revenue and AR](#) |
| GM Grant Reporting For Faculty | • Grant Expenses by Sponsored Class  
• Grant Expense Detail  
• Grant Commitment Detail | Similar to Budget v Actuals, but lacks filtering and free characteristic functionality | • Use this report to get a summary of expenses by sponsored class category | • This view is at Sponsored Program level only, for Grant level see Budget v Actuals  
• Right click FI Doc number, select FB03 to get additional details  
• [How to Run – GM Grant-Reporting-For-Faculty](#)  
• [How to Run – GM Grant-Reporting-For-Faculty Grant-Expense-Detail](#) |