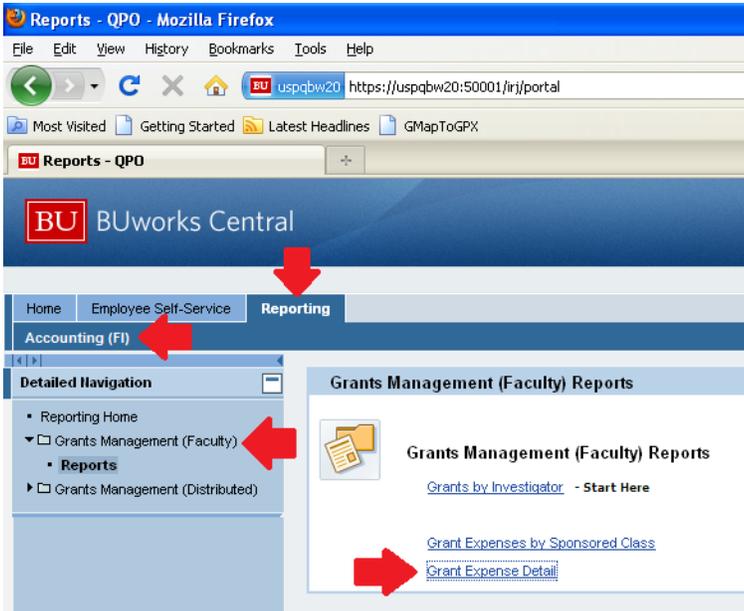


Grant Reporting for Faculty – Grant Expense Detail

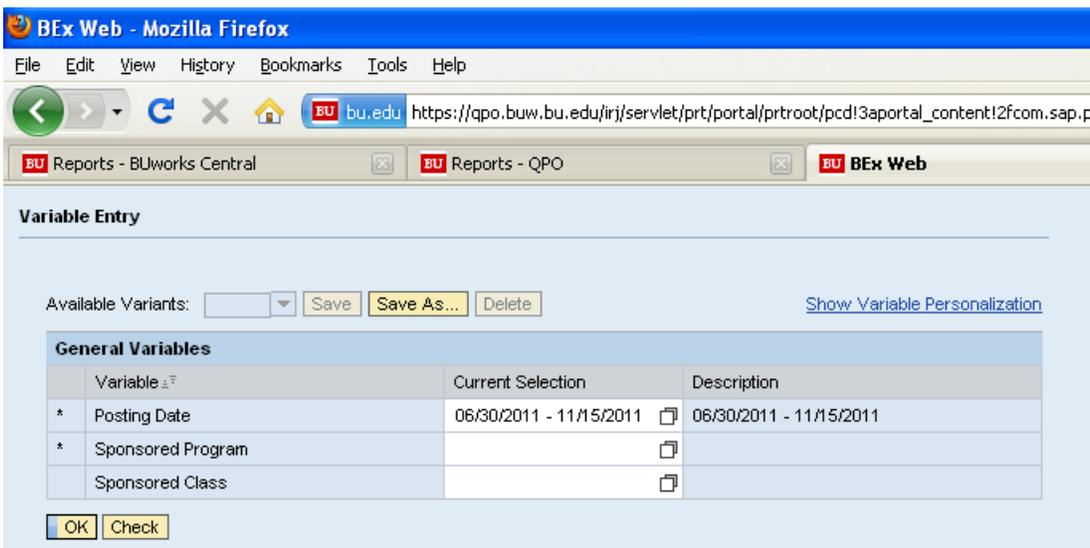
This report provides line item detail expenses for a user-specified Sponsored Program. The report allows faculty and department administrators to more easily reconcile individual grant accounts and verify accurate posting of expense transactions, including payroll expenses by name. It can also be accessed through the [Grants by Investigator](#) report.

1. Go to <http://www.bu.edu/buworkscentral>, Click on “Reporting”, then “Accounting (FI)”, “Grants Management (Faculty)” folder and there you will see the first two reports.



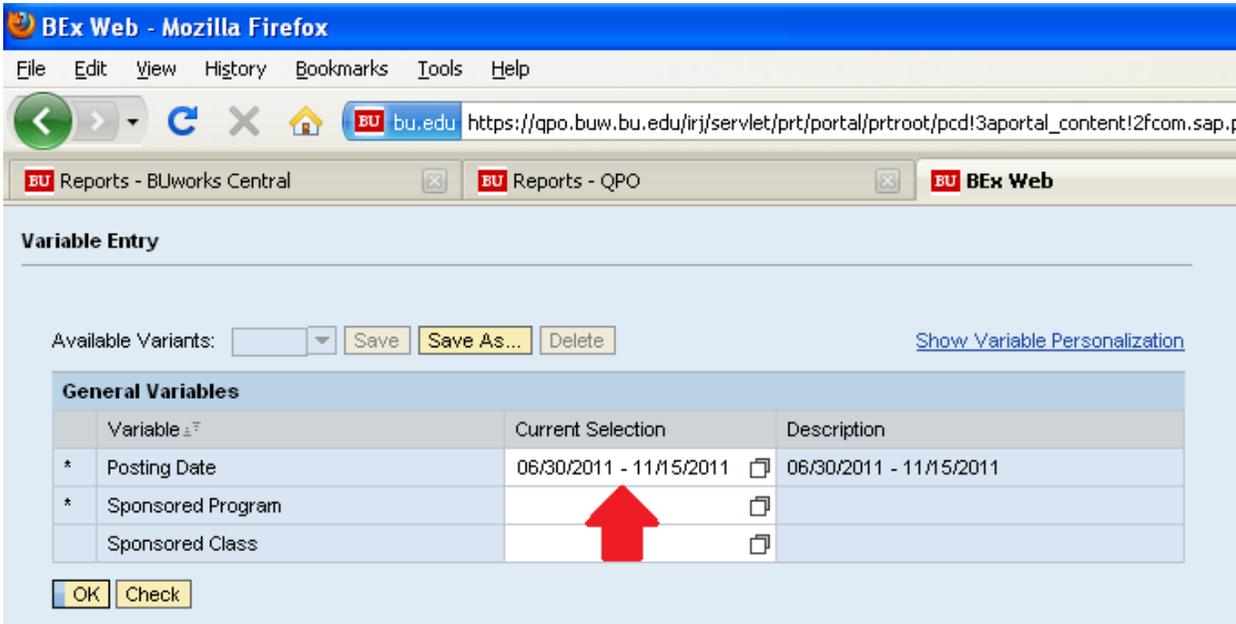
2. Click on “Grant Expense Detail”.

You will now see the variable selection screen:



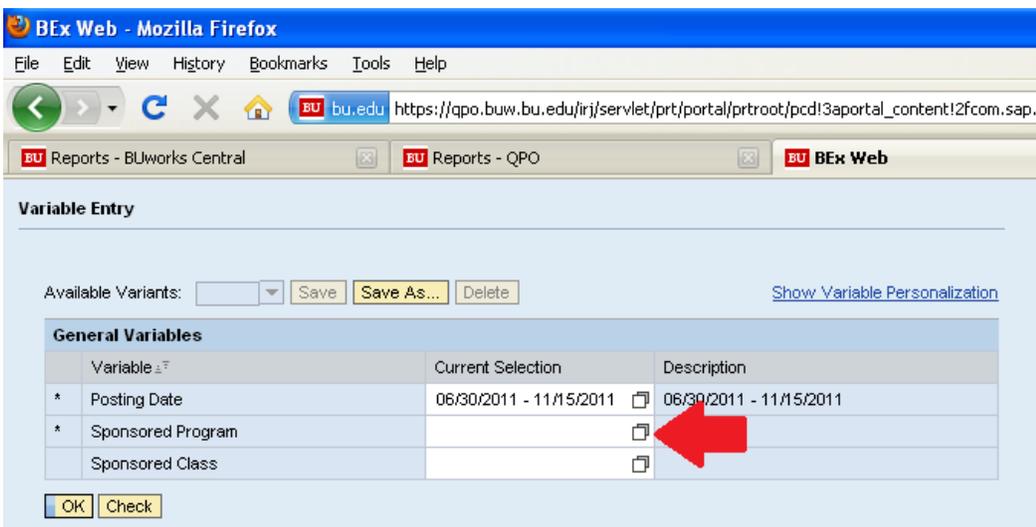
By default the "Posting Date" range is set to include all transactions from SAP at the beginning of Fiscal 2012 to the current date. If you wish to be more specific, you may adjust the date range.

3. Adjust the "Posting Date" range. (OPTIONAL)



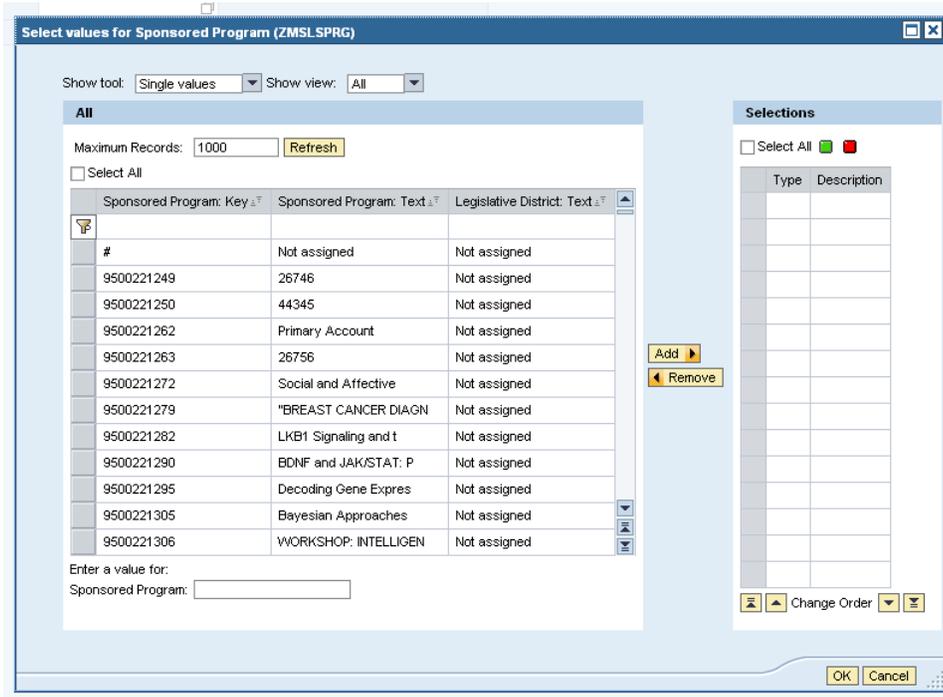
If you choose to change the date range, it is recommended that you type your preferred date range into the "Posting Date" box. Please note the exact format is "MM/DD/YYYY - MM/DD/YYYY". The space before and after the "-" is critical to avoid errors.

4. Specify Sponsored Programs for Review.



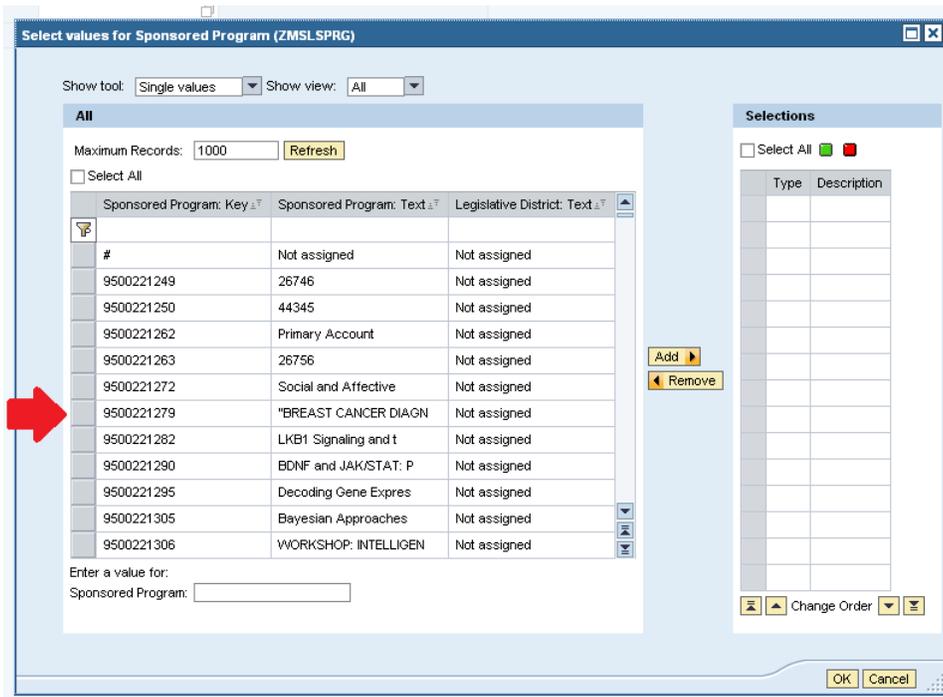
You will need to select at least one Sponsored Program in order to run the report. You have the option of hand typing a sponsored program into the "Sponsored Program" text field or selecting a Sponsored Program from a list. To select a Sponsored Program from a list, please **click on the Selection Icon**.

Note: You will only see the Sponsored Programs that you have access to based on your security profile.

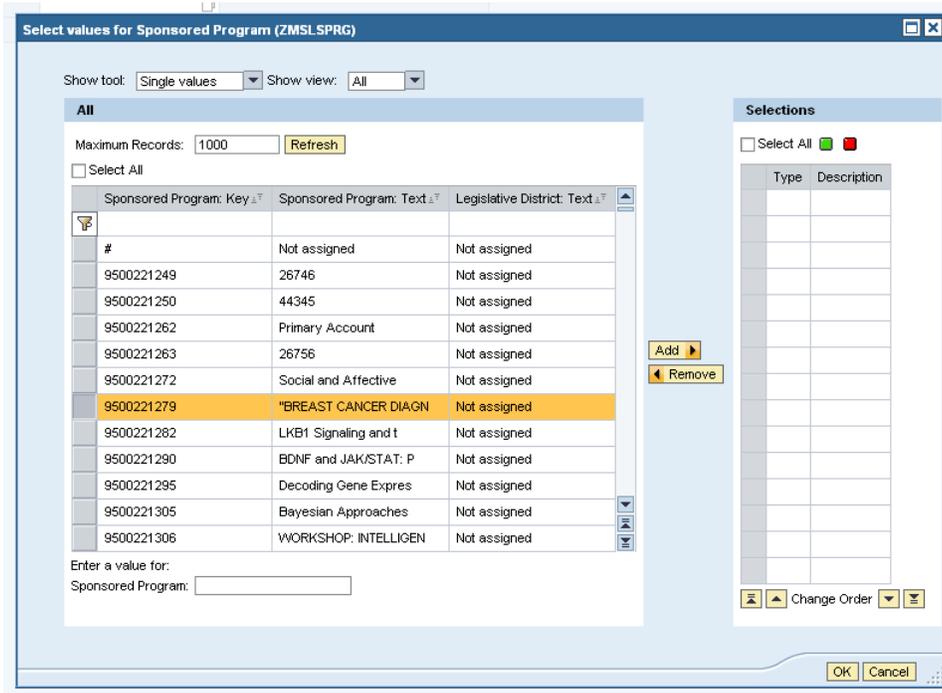


5. Find the Sponsored Program you would like to review and press the button to the left of it.

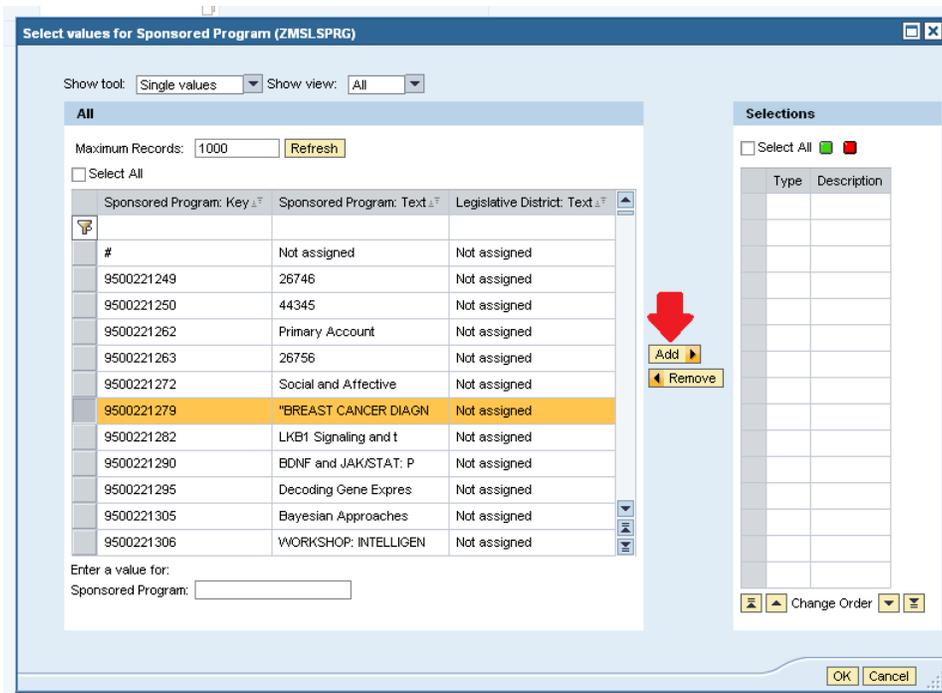
You may need to use the vertical scroll bar to find it.



You will see your selection highlighted:



5. Press “Add”.



You will now see your selected Sponsored Program added to the selection list to the right. You can add more if you would like.

Select values for Sponsored Program (ZMSLSPRG)

Show tool: Show view:

All

Maximum Records:

Select All

Sponsored Program: Key	Sponsored Program: Text	Legislative District: Text
#	Not assigned	Not assigned
9500221249	26746	Not assigned
9500221250	44345	Not assigned
9500221262	Primary Account	Not assigned
9500221263	26756	Not assigned
9500221272	Social and Affective	Not assigned
9500221279	"BREAST CANCER DIAGN	Not assigned
9500221282	LKB1 Signaling and t	Not assigned
9500221290	BDNF and JAK/STAT: P	Not assigned
9500221295	Decoding Gene Expres	Not assigned
9500221305	Bayesian Approaches	Not assigned
9500221306	WORKSHOP: INTELLIGEN	Not assigned

Enter a value for:
Sponsored Program:

Selections

Select All

Type	Description
<input checked="" type="checkbox"/>	9500221279 "BREAST CANCER DIAGN

6. Press "OK".

Select values for Sponsored Program (ZMSLSPRG)

Show tool: Show view:

All

Maximum Records:

Select All

Sponsored Program: Key	Sponsored Program: Text	Legislative District: Text
#	Not assigned	Not assigned
9500221249	26746	Not assigned
9500221250	44345	Not assigned
9500221262	Primary Account	Not assigned
9500221263	26756	Not assigned
9500221272	Social and Affective	Not assigned
9500221279	"BREAST CANCER DIAGN	Not assigned
9500221282	LKB1 Signaling and t	Not assigned
9500221290	BDNF and JAK/STAT: P	Not assigned
9500221295	Decoding Gene Expres	Not assigned
9500221305	Bayesian Approaches	Not assigned
9500221306	WORKSHOP: INTELLIGEN	Not assigned

Enter a value for:
Sponsored Program:

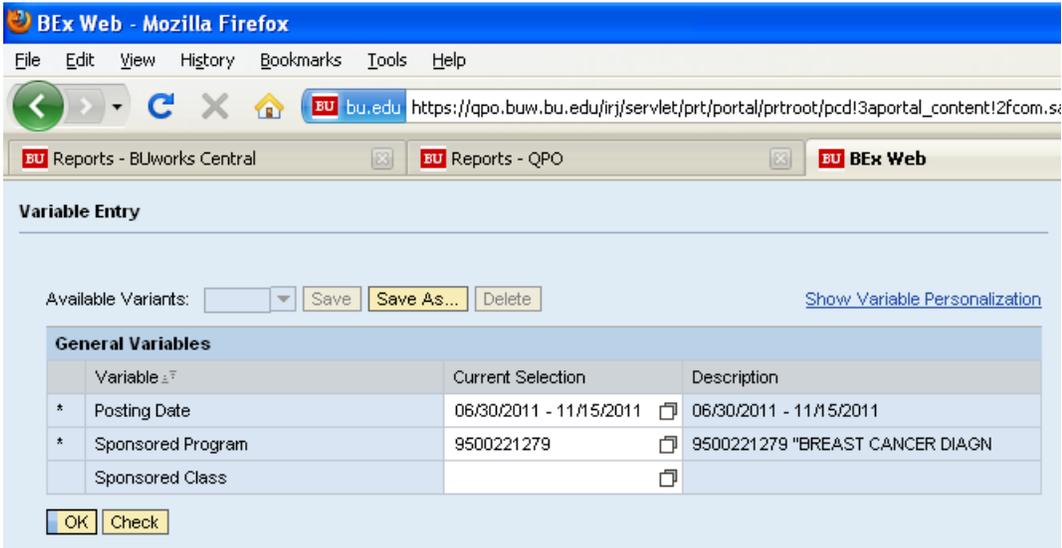
Selections

Select All

Type	Description
<input checked="" type="checkbox"/>	9500221279 "BREAST CANCER DIAGN

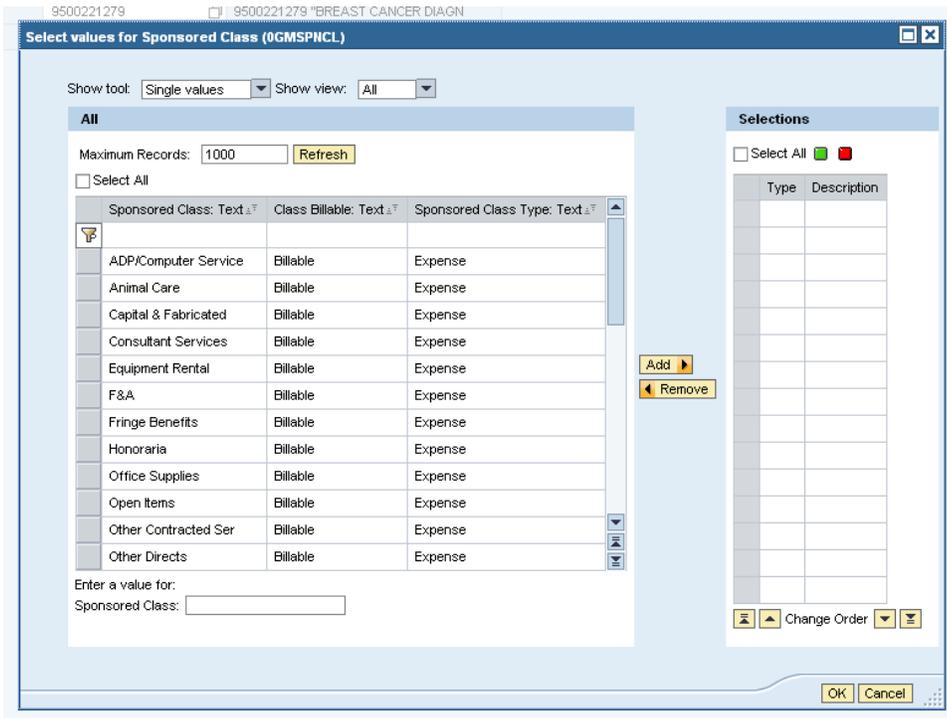


You will see that your Sponsored Program has been added to your selection screen.

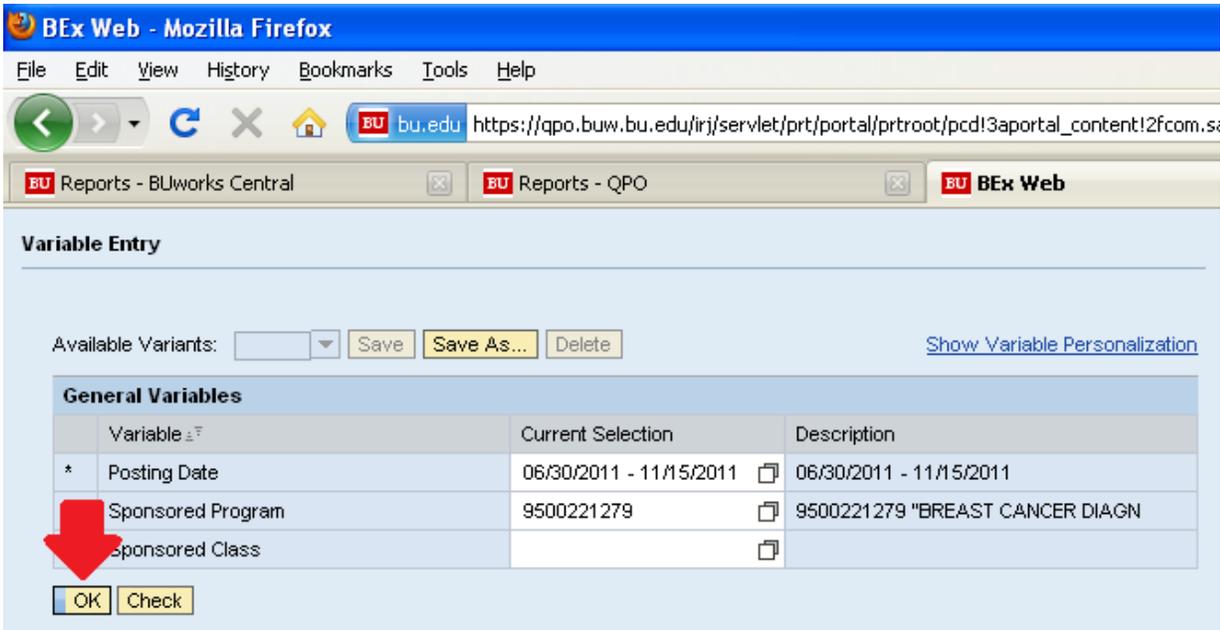


By default this report will show you all Sponsored Classes. If you wish to limit your report to a specific Sponsored Class, please follow step 7.

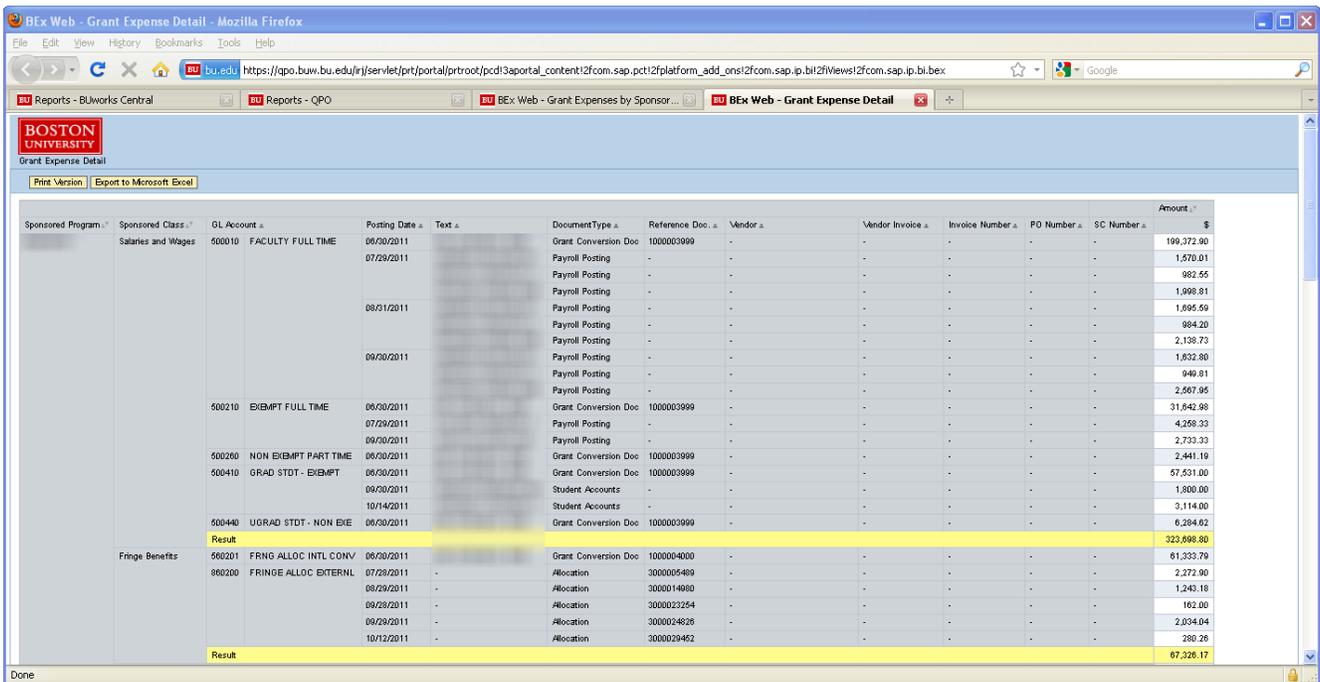
7. Select a Sponsored Class by clicking on the Selection Icon and following the same process as for selecting a Sponsored Program (OPTIONAL).



8. Click "OK" to generate the report.



That will take you to the "Grant Expense Detail" and provide the following view:



This report may be several pages in length.

Hint: If you want to export this report to Excel you may wish to 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:

- 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

Months in SAP are referred to by numbered month in a fiscal year. For instance, calendar month October 2011 becomes 004/2012 in SAP. Here is a full conversion chart for FY 12:

001/2012 = Jul 2011	002/2012 = Aug 2011	003/2012 = Sept 2011	004/2012 = Oct 2011
005/2012 = Nov 2011	006/2012 = Dec 2011	007/2012 = Jan 2012	008/2012 = Feb 2012
009/2012 = Mar 2012	010/2012 = Apr 2012	011/2012 = May 2012	012/2012 = Jun 2012

Transactions before 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. Further, F&A on salary and all other commitments is not recorded in the Cumulative Commitments balance at this time. The salary commitment feature is currently planned to be implemented in phase 3.

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.

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.