Grant Reporting for Faculty – A Guide to the New Reports

At the request of faculty and department administrators, a new set of 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 creates 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 creates 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, Subawards, 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.

Directions

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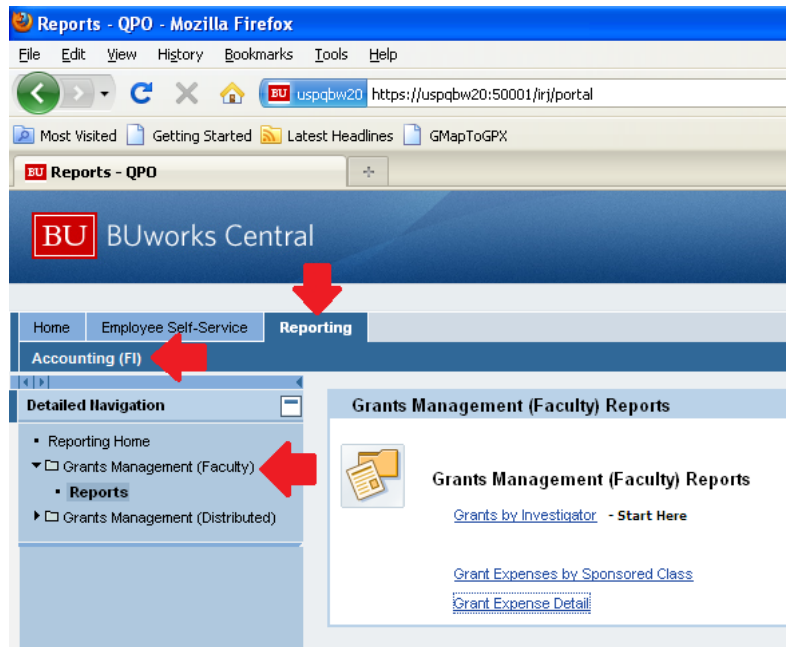
2. Click on "Grants by Investigator".

When a PI 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. 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.

3. Click "OK".
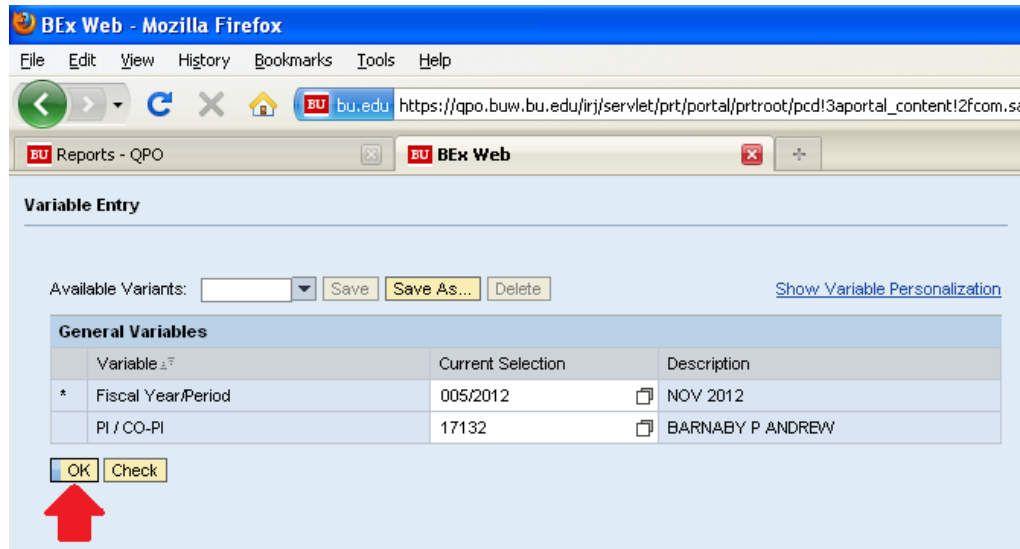
The report will then provide a list of grants and sponsored programs like the one below. You may need to scroll to the right to see all the information.

Grant ▼		Sponsored Program (IO)↓▼	SP End Dt ▼	PI ▲	Sponsor ▲	Cum Budget↓▼ $	Cum Commitments↓▼ $	Cum Expenditures 005/2012 $	Balance↓▼ $	Current Expenditures- 005/2012 $
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 like a column? Drag it into the blue bar above to make it disappear.

4. To view "Summary of Grant Expenses by Sponsored Class", Right-click on the Sponsored Program you wish to examine.

Grants by Investigator

Print Version | Export to Microsoft Excel

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

Grant ▼	Sponsored Program (IO)⬇ᵀ	SP End Dt ▼	PI ⬆	Sponsor ⬆	Cum Budget⬇ᵀ $	Cum Commitments⬇ᵀ $	Cum Expenditures 005/2012 $	Balance⬇ᵀ $	Current Expenditures-005/2012 $
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	09/3			12,000.00		12,000.00	0.00	
		9500239873	09/30/2012			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

← Right-Click

Hint: If you right-click on a grant instead of a sponsored program you will see all sponsored programs for that grant in the next 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"

Grants by Investigator

Print Version | Export to Microsoft Excel

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

Grant ▼	Sponsored Program (IO)⬇ᵀ	SP End Dt ▼	PI ⬆	Sponsor ⬆	Cum Budget⬇ᵀ $	Cum Commitments⬇ᵀ $	Cum Expenditures 005/2012 $	Balance⬇ᵀ $	Current Expenditures-005/2012 $
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				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

Goto ▶ | Summary of Grant Expense by Sponsored Class

That will take you to the "Grant Expenses by Sponsored Class" for the selected Sponsored Program, and provide the following view:

The last three rows contain summary information by Sponsored Program.   The first Result 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 based on the original budget contained in the notice of grant award.

6. To view "Grant Expense Detail", 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 only contain expenses for the selected Sponsored Class. To view all expenses for the 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 give you a "No Data" error. The Grant Expense Detail report is for expenses only.

7. Roll over "Goto" and click "Grant Expense Detail"

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

Most Visited   Getting Started   Latest Headlines   Free Hotmail   Suggested Sites   Web Slice Gallery

Reports - QPO | BEx Web - Grants by Investigator | BEx Web - Grant Expenses by Sp...

BOSTON UNIVERSITY

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

Sponsored Program ▽		SP End date ▲	F & A Rate ▲	SC Category ▲	Sponsored Class ▲▽	Cum Budget $	Cum Commitments $	Cum Expenditures 005/2012 $	Balance 005/2012 $	Current Expenditures-005/2012
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			

Goto ▶   Grant Expense Detail

That will take you to the "Grant Expense Detail" for the selected expense, and provide the following view:

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 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 periods in a fiscal year. For instance, calendar month October 2011 (fiscal period 4 in Fiscal Year 2012) is displayed as 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 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. The salary commitment feature is not currently scheduled to be implemented.

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.