My Grant Expenses
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Introduction to *My Grant Expenses*

The *My Grant Expenses* report is a consolidated presentation of the data currently available in three separate BUworks Business Warehouse reports. The report provides a straightforward display of data via an intuitive interface. It is important to note, though, that only the presentation of data has changed; no new data has been added to the report.

The report is available to any Principal or Co-Principal Investigator.

Once you have run the report, any grant for which you are listed as a PI or Co-PI will be displayed. All financial activity associated with your grants through the present day will be included in the report (strictly speaking, report data drawn from the data warehouse underlying the report is only through the evening prior to the present day).

**How to Run *My Grant Expenses***

To run the report: click the *My Grant Expenses* link on the Boston University Research Web page (http://www.bu.edu/research/). Alternatively, you can navigate directly to the *My Grant Expenses* report here: http://www.bu.edu/research/my-grant-expenses.

If you have not yet logged in via the Web Login screen, the login window will display and prompt you to enter your user name and Kerberos password.

Once you have been authenticated, the report runs.

![Login Window](image)

This report works best with specific browsers and browser versions. For a full list of supported browsers and versions, refer to the *My Grant Expenses* help page, http://www.bu.edu/tech/support/buworks/my-grant-expenses/.
Report Overview

Here is a brief overview of the My Grant Expenses landscape, including both the data displayed and the navigational tools available.

### Grants by Investigator report panel

Lists all grants to which the person running the report has access. Access is typically granted when an individual is given a PI or Co-I role on a grant or sponsored program. Sponsored Program budget, expense, and commitment data are presented at the summary level.

### Grant Expenses by Budget Category report panel

Displays expenses and commitments broken out by budget category for the Sponsored Program selected in the Grants by Investigator panel.
3. **Fiscal Period/Year**: when you first run the report, data for the entire life of each grant is displayed through the evening prior to the date the report is executed. For example: If you run the report today, it will only include expenditures posted through yesterday. Note that it is possible to display data as of a prior date. The details of this process are explained in the document section Changing the Reporting Period.

4. **Help** hyperlink: click on this link to navigate to the help Web page for this report.
   **Contact** hyperlink: click on this link to display a pop-up window to submit a ticket to the IS&T Help system. Your question/issue will be triaged by Help Desk personnel.
   **Logout** hyperlink: click the Logout link to end your reporting session. It’s important to always logout after viewing this report.

5. **Export** hyperlinks: click to export some or all of the data displayed in one of the report panels. Refer to Exporting Report Data to Excel for more information on data export.

6. **Scroll bar(s)**: depending upon the volume of data displayed, it may be necessary to move up or down within a report pane by dragging the corresponding scroll bar up or down.

7. **Pagination** hyperlinks: again, depending upon the amount of data displayed, it may be necessary to navigate to another page to view all data associated with a particular sponsored program (or budget category).

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**Report Panel 1: Grants by Investigator**

This section of the My Grant Expenses report provides a summary list of grants by investigator and is designed to provide a snapshot view of the financial status – the total budget, total expenses, total Accounts Payable or sub-award commitments, and available balance$^1$ - for all your grants and associated Sponsored Programs except those in closed status.

Notice that hyperlinks are present for the Sponsored Program column header and each individual Sponsored Program. Clicking on any one of these hyperlinks affects the data displayed in the second report panel, Grant Expenses by Budget Category.

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$^1$ As indicated in the report panel footnote, commitments are encumbrances that have not yet posted as actual expenses. As a result, unexpensed salary, fringe and F&A are typically not accounted for in the available balances of the My Grant Expenses report.
1. If you click on the column heading hyperlink, Budget Category detail information for all of your Sponsored Programs will be displayed in the **Grant Expenses by Budget Category** panel.

2. Clicking on an individual Sponsored Program link results in a data display for only the selected Sponsored Program in the **Grant Expenses by Budget Category** panel.

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**Report Panel 2: Grant Expenses by Budget Category**

This panel displays expenses broken out by budget category\(^2\) for one or more Sponsored Programs selected in the Grants by Investigator panel. The panel consists of two sections:

1. The heading section includes some of the same information provided in the top report panel - PI, grant number and grant title, for example – as well as new information including the F&A Rate and the Sponsor Award number.

2. The detail section shows Cost Category – Direct or F&A – and Budget Category – Salaries and Wages, Research Supplies, Capital Equipment, and so forth - for each Sponsored Program selected.

As described previously, the data displayed in this detail section is determined by which hyperlink you clicked on in the **Grants by Investigator** panel. Similar to that panel, this report panel contains hyperlinked text.

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\(^2\) **Budget Category** is also referred to as **Sponsored Class**. It is a grouping mechanism of like General Ledger (GL) accounts to reflect reporting needs and individual views.
3. In this case, the Budget Category column header and individual Budget Category elements are hyperlinked. Clicking on *Show All* displays all budget category elements. Clicking on a single category restricts, or filters, the data displayed in both the **Grant Expenses by Budget Category** and the **Grant Expense Detail** panels.

**Report Panel 3: Grant Expense Detail**

The third panel, **Grant Expense Detail**, is not included in the initial **My Grant Expenses** display. This section of the report displays transaction-level detail for expenses associated with the budget category or categories selected in the **Grant Expenses by Budget Category** panel. The data in this third panel allows one to more easily reconcile individual grant accounts and verify accurate posting of expenses, including payroll expenses by payee name.

**Displaying the Panel**

Instructions are provided in the blue band below the **Grants by Investigator** report panel ("A" in the following image). Prior to selecting a Sponsored Program, the area to the right of the instructions is blank.

Once you click to select a specific Sponsored Program within **Grants by Investigator**, this hyperlink is displayed:

Click the link to display transaction details for the selected Sponsored Program within the Grant Expense Detail report panel (it may take a few seconds to load the data). Here’s an example:
Each of the Budget Category items is broken out at the transaction level. Note that the Expense Type and Vendor fields are not populated for the Salaries and Wages, Fringe, and F&A categories.

To view panel detail for a different Sponsored Program, you must repeat the process of selecting the Sponsored Program in Grants by Investigator, then clicking the Retrieve Expense Details link.

Filtering Panel Data

It is possible to restrict, or filter, data displayed in the Grant Expense Detail panel by clicking on a single Budget Category item in the Grant Expenses by Budget Category panel. The example below shows, for the selected Subawards category, the transactions that collectively account for the total displayed in the expenses column in the Grant Expenses by Budget Category panel.
Changing the Reporting Period

As previously mentioned, when the report runs initially, award data displayed includes life-to-date activity through the current month (July, 2015 in the example below). There may be times, though, when you want to view activity from the award start through a prior date.

In that case, click the *Change Fiscal Period/Year* hyperlink above the **Grants By Investigator** report panel.

Clicking the link results in a display like this, in which the table of dates represents all months during which any of your grants had financial activity recorded against them.

As the text on the selection page explains, although grants are measured in calendar months and years, the basis for accounting in BUworks is Fiscal Years and periods. The Boston University Fiscal Year runs from July through June. Fiscal period notation derives from the numbered periods in the Fiscal Year. Thus, the first fiscal period corresponds to July, the second to August, and so forth. The year notation is a little less obvious due to the fact that the BU Fiscal Year crosses a calendar year boundary. For example, consider Fiscal Year 2014, which runs from July of 2013 through June of 2014. The convention is to draw the year portion of a Fiscal Year from the later calendar year.

The expenses, commitments and available balance all reflect the new date selected. However, the budget information remains unchanged. That’s an important thing to keep in mind: the budget data always displays all actions added to an account to date.

Exporting Report Data to Excel

Several *Export* buttons are available to enable you to export report data to Excel. How much data is exported is determined by which report panel and which button is selected. Note that some buttons are visible only when specific conditions are met, e.g., a single Sponsored Program has been selected or the **Grant Expense Detail** panel is displayed.

**Grants by Investigator** Report Panel

*Export: summary data for all Sponsored Programs is exported*

**Grant Expenses by Budget Category** Report Panel

*Export Current: data for the Sponsored Program currently selected in the **Grants by Investigator** panel is exported (budget category detail-level)*
Export All: data for all Sponsored Programs is exported (budget category detail-level)

**Grant Expense Detail Report Panel**
- **Export Current:** data for the Budget Category currently selected in the **Grant Expenses by Budget Category** panel is exported (transaction detail-level)
- **Export All:** data for all Budget Categories for the currently selected Sponsored Program in the **Grant Expenses by Budget Category** panel is exported (transaction detail-level)

Note that file names for the exported data reflect both the level of detail and the name of the panel from which the export occurred.

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**Glossary**

Definition of terms used in *My Grant Expenses*:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Balance</td>
<td>Total amount you have available to spend as of the date run. <strong>Caution:</strong> salary, fringe, and F&amp;A commitments are not included.</td>
</tr>
<tr>
<td>B001</td>
<td>B001 is used to reference Boston University’s negotiated F&amp;A Rate for research activity for the period of 07/01/2010 through 06/30/2014.</td>
</tr>
<tr>
<td></td>
<td>07/01/2010 – 06/30/2011   62.5</td>
</tr>
<tr>
<td></td>
<td>07/01/2011 – 06/30/2012   63.5</td>
</tr>
<tr>
<td></td>
<td>07/01/2012 – 06/30/2014   63.7</td>
</tr>
<tr>
<td>Budget Category</td>
<td>Also referred to as <strong>Sponsored Class</strong>. It is a grouping mechanism of like General Ledger (GL) accounts to reflect reporting needs and individual views.</td>
</tr>
<tr>
<td>Cost Category</td>
<td>Cost category is divided into two areas: Direct and F&amp;A. <strong>Direct</strong> are those costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity; or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Examples include salary, fringe, lab supplies, and equipment. <strong>F&amp;A</strong> (also known as Indirect or Overhead), are those costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular activity. Examples include rent, lease, utilities, and central staff.</td>
</tr>
<tr>
<td>Description</td>
<td>Short text of item charged to the account.</td>
</tr>
<tr>
<td>Expense Amount</td>
<td>Amount charged to the account.</td>
</tr>
<tr>
<td>Expense Type</td>
<td>Describes how an expense is posted to the account.  Examples include: Invoice-Gross: amounts paid to vendors via Purchase Order; P. Card: amounts paid through P. Card purchase; Vendor Invoice: Non-Purchase Order related expenses paid directly through Accounts Payable. <strong>Note:</strong> This section will be greyed out when expense in question is salary, fringe, or F&amp;A.</td>
</tr>
<tr>
<td>F&amp;A Rate</td>
<td>Percentage Rate that Indirect is charged to your account as depicted in the Notice of Award.</td>
</tr>
<tr>
<td>GL Account</td>
<td>Objects used for accounting transactions which form the basis for creating balance sheets and income statements.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Grant</td>
<td>SAP term also referred to as Parent; this does not reflect the awarding instrument. It is an 8-digit number sequence beginning with 50xxxxxx (federal sponsor) or 55xxxxxx (non-federal sponsor). Records all pertinent data associated with an award and tracks the status of the award or project. The Grant relationship to Sponsored Program can be one to many.</td>
</tr>
<tr>
<td>Grant End Date</td>
<td>The project end date of the award.</td>
</tr>
<tr>
<td>Grant Start Date</td>
<td>The project start date of the award.</td>
</tr>
<tr>
<td>Grant Title</td>
<td>Title of the award as depicted in the Notice of Award.</td>
</tr>
<tr>
<td>Posting Date</td>
<td>Date that the corresponding expense was paid.</td>
</tr>
<tr>
<td>Principal Investigator (PI)</td>
<td>Name of the individual responsible for the financial and scientific oversight as named in the Notice of Award.</td>
</tr>
<tr>
<td>Reference Doc</td>
<td>10 digit number assigned to individual expenses (non-salary) within SAP.</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Funding Agency that awarded Boston University these funds.</td>
</tr>
<tr>
<td>Sponsor Award Number</td>
<td>Award number assigned by the Sponsor.</td>
</tr>
<tr>
<td>Sponsored Program</td>
<td>Also referred to as Internal Order, IO, or child. 10-digit number sequence used to separately track budgeted activities within a grant. Sponsored Programs may be used to differentiate Principal Investigator and co-Investigator, required cost share, subcontracts or tasks. Accounts starting with 950xxxxxx are federally funded; accounts starting with 955xxxxxx are non-federally funded; accounts starting with 954xxxxxx are federal fabricated equipment and; accounts starting with 959xxxxxx are non-federal fabricated equipment.</td>
</tr>
<tr>
<td>Sponsored Program End Date</td>
<td>The budget end date of the award.</td>
</tr>
<tr>
<td>Total Budget</td>
<td>All budget actions, direct and F&amp;A, added to an account to date.</td>
</tr>
<tr>
<td>Total Commitments</td>
<td>Items which have been accounted for but not expensed. Caution: salary, fringe, and F&amp;A commitments are not included.</td>
</tr>
<tr>
<td>Total Expense</td>
<td>Amount paid.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Name of merchant that payment was made to. Note: This section will be greyed out when expense in question is salary, fringe, or F&amp;A.</td>
</tr>
</tbody>
</table>