**My Grant Expenses Quick Reference Guide**

**My Grant Expenses** is available at: [http://www.bu.edu/research/my-grant-expenses](http://www.bu.edu/research/my-grant-expenses).

**Report Panel 1: Grants by Investigator**

This panel shows high-level budget, expenditure, commitment and available balance detail for each sponsored program.

Click **Select All** to show all details in Panel 2.

Click a sponsored program to filter the information in Panel 2.

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

This panel shows budget, expenditure, commitment and balance information at the budget category level.

Click a budget category to filter the information in Panel 2 and 3.

Click **Show All** to display all categories in Panel 2 and 3.

**Report Panel 3: Grant Expense Detail**

The third panel, which contains transaction-level detail, is not included in the initial report display. To add the panel:

1. Select a sponsored program in panel 1
2. Click the **Retrieve Expense Details** button that appears
3. View expense details in panel 3

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

**Additional information is available**

Refer to the **User’s Guide**, available on the **My Grant Expenses** Web site ([http://www.bu.edu/buworks/my-grant-expenses/](http://www.bu.edu/buworks/my-grant-expenses/)) for full description of the report, including detailed information on filtering data, exporting report results to Excel, and changing the reporting period under examination.