

## Template F1: Grant Budgets vs Actuals

### Example: Budget vs. Actual

Budget vs. actuals is used to create a useful overview of a grant, or if desired, a number of grants  
For condensed overview of potential issues with expenditures see [Checklist for Common Transactions and Document Types \(Attachment A of the After the Fact Review Guidance\)](#)

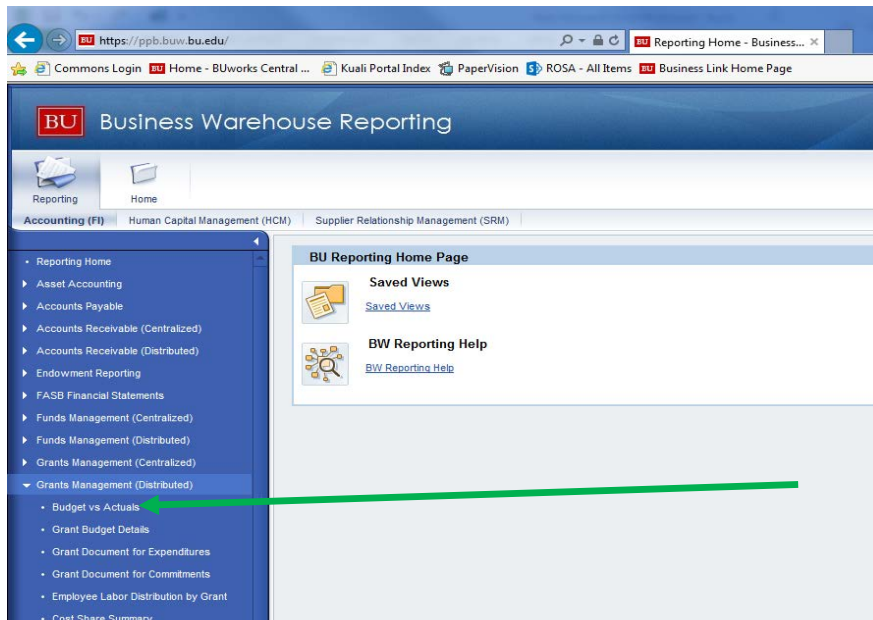
**NOTE:** Knowing how to use the Business Warehouse to its full capability is vital to saving you time, and avoiding mistakes that can cost your department money. If anything in this template is something you cannot do, is unclear or difficult for you to do, Business Warehouse training is available. BUworks offers training courses (See link below) on how to use the Business Warehouse with courses designed for beginners, intermediate and expert users. Even the most experienced user benefits from such training courses as there are typically subject matter experts at the sessions and the group dynamic can facilitate additional learning.

### Procedures:

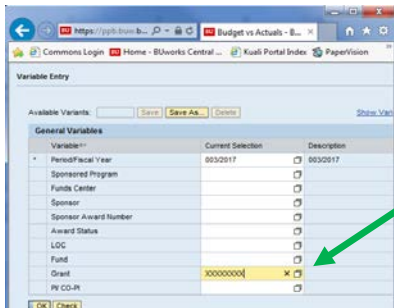
[\(Training Link\)](#)

1.

Through the "Accounting (FI)" Reports Folder, "Grants Management (Distributed)" dropdown, run "Budget vs Actuals" for your specified grant.



At the "variable screen" (shown below) enter your (8) digit SAP grant number (this will start with a 55 or 50).



### IMPORTANT NOTES

A grant number may have **multiple** sponsored program (SP) numbers associated with it; entering the **grant** number (**as opposed to the SP number**) will return a useful overview of the entire grant and ALL associated SP's.

**This is important because** separate SP's may be displaying information necessary for a proper assessment of the grant overall, such as:

- The cumulative budget for all grant years
- An overexpenditure (OE) on a previous year
- Expenses applicable to the current year that have hit a previously reported year

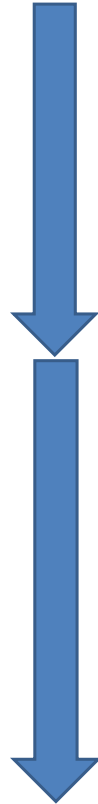
## Template F1: Grant Budgets vs Actuals

2.

The output below (follow arrows) is ultimately what is desired. You will need to add "Sponsor Award #", "Sponsored Class", and "Overhead Key" from the vertical navigation pane on the left of the output that is generated. There are numerous free characteristics that can be added to the output as needed, but generally, the (3) just mentioned are some of the most useful.

The screenshot shows the 'Budget vs. Actuals' interface. The left navigation pane lists various characteristics, with three highlighted in red boxes: 'Over Head Key', 'Sponsor Award #', and 'Sponsored Class'. The main table area shows a single row for 'Grant Δ' with two columns of values, both set to 950.

| Grant Δ | Spo |
|---------|-----|
|         | 950 |
|         | 950 |



**Template F1: Grant Budgets vs Actuals**

The output below has been exported to excel from BW, but still represents the data as you will see it in the BW.

**Budget vs. Actuals**

| Grant                 | Sponsor Award #  | Sponsored Program (IO) | Over head Key    | SP End Date     | PI/CO-PI         | Sponsor         | Sponsored Class        | Cum Budget           | Cum Commitments (excluding salary) | FY 2017 Cum Direct Expenditures Per. 03 | FY 2017 Cum Indirect Expenditures Per. 03 | FY 2017 Cum Expenditures Per. 03 | Total(Exp+Comm)  | Balance         | FY 2017 Current Expenditures Per. 03 |                 |
|-----------------------|------------------|------------------------|------------------|-----------------|------------------|-----------------|------------------------|----------------------|------------------------------------|---|---|----------------------------------|------------------|-----------------|--------------------------------------|-----------------|
|                       |                  |                        |                  |                 |                  |                 |                        | \$                   | \$                                 | \$                                      |   | \$                               | \$               | \$              | \$                                   |                 |
| 50xxxxx               | 123456           | 950xxxxx               | Project YR1      | 000.00          | 08/31/2015       | Professor Smith | U.S. Department of XYZ | 02 SALARIES & WAGES  | 10,000.00                          |   | 10,000.00                                 |                                  | 10,000.00        | 10,000.00       | 0.00                                 |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 03 FRINGE            | 2,500.00                           |   | 2,500.00                                  |                                  | 2,500.00         | 2,500.00        | 0.00                                 |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 04 RES SUP & MIN EQU | 1,000.00                           | 1,000.00                                | 1,000.00                                  |                                  | 1,000.00         | 2,000.00        | (1,000.00)                           |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 13 OTHER CONT SVS    | 5,000.00                           |   | 5,000.00                                  |                                  | 5,000.00         | 5,000.00        | 0.00                                 |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 22 ANIMAL CARE       |                                    |   |   |                                  |                  |                 |                                      |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 33 OTHER DIRECTS     | 2,500.00                           |   | 2,500.00                                  |                                  | 2,500.00         | 2,500.00        | 0.00                                 |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 46 CLOSEOUT BTM LINE | (1,000.00)                         |   |   |                                  |                  | 0.00            | 0.00                                 | (1,000.00)      |
|                       |                  | <b>Result</b>          | <b>20,000.00</b> | <b>1,000.00</b> | <b>21,000.00</b> | <b>0.00</b>     | <b>21,000.00</b>       | <b>22,000.00</b>     | <b>(2,000.00)</b>                  | <b>0.00</b>                             |   |                                  |                  |                 |                                      |                 |
|                       |                  | 950xxxxx               | Project YR2      | 000.00          | 08/31/2016       | Professor Smith | U.S. Department of XYZ | 02 SALARIES & WAGES  | 12,483.00                          |   | 312.50                                    |                                  | 312.50           | 312.50          | 12,170.50                            |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 03 FRINGE            | 3,645.00                           |   | 84.38                                     |                                  | 84.38            | 3,560.62        |                                      |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 04 RES SUP & MIN EQU | 5,265.00                           | 0.00                                    | 1,736.07                                  |                                  | 1,736.07         | 3,528.93        | 1,176.30                             |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | 22 ANIMAL CARE       |                                    | 2,539.45                                | 844.08                                    |                                  | 844.08           | 3,383.53        | (3,383.53)                           | 274.58          |
|                       |                  |                        |                  |                 |                  |                 |                        | 33 OTHER DIRECTS     | 8,607.00                           |   |   |                                  |                  | 8,607.00        |                                      |                 |
|                       |                  |                        |                  |                 |                  |                 |                        | <b>Result</b>        | <b>30,000.00</b>                   | <b>2,539.45</b>                         | <b>2,977.03</b>                           | <b>0.00</b>                      | <b>2,977.03</b>  | <b>5,516.48</b> | <b>24,483.52</b>                     | <b>1,450.88</b> |
| <b>Overall Result</b> | <b>50,000.00</b> |                        |                  |                 |                  |                 |                        | <b>3,539.45</b>      | <b>23,977.03</b>                   | <b>0.00</b>                             | <b>23,977.03</b>                          | <b>27,516.48</b>                 | <b>22,483.52</b> | <b>1,450.88</b> |                                      |                 |

## Template F1: Grant Budgets vs Actuals

3

|   |
|---|
| Viewing the grant this way (i.e. at the grant level) allows you to accurately assess its standing. Generally you should:  |
| - Check to see that overhead has calculated at the correct rate (In this scenario overhead is 0%)   |
| - Confirm the cumulative expenditure amount is correct (are there expenses that were supposed to be on the account that are not, or visa versa)   |
| - Verify there are no charges in a budget line not allowed on this project (Ex. is there "animal care" where none was budgeted and does the sponsor require prior approval for this expense)  |
| - Verify there aren't charges that belong somewhere other than this grant, or on a different SP on this grant *   |
| - Verify the salaries of key project personnel properly charged to this account in accordance actual level of effort and within the level of effort proposed to the awarding agency   |
| - Remind all project personnel to submit any last minute expenses so that they are processed as soon as possible  |
| - Verify that all required cost sharing has been met and properly documented  |
| - Ensure subcontract obligations are complete   |
| - Look into commitments (Do any exist that need to be closed or posted)   |
| - Contact OSP as soon as possible if you are planning a No Cost Extension (NCE)   |
| - Verify budgets from previous years are correct  |
| Per this example:   |
| 1. The \$1,000 open commitment in year 1 that was never addressed (could require closing, or could be a real commitment that never posted as expenses)  |
| 2. The \$1,000 OE in year 1 that may, or may not, be "real"***<br>a. If it is \$1,000 that needs to be transferred to year 2, that is \$1,000 fewer dollars ultimately available in that year   |
| 3. Was there an unspent balance in year 1 that the sponsor allows us to "carryforward" into year 2 ***<br>a. If yes, did you see a corresponding budget increase to the new competitive segment?<br>b. If yes, but contingent on approval from the sponsor; was a the request for carryover ever made through OSP?  |
| 4. There are expenses posting in September (fiscal per. 03), note the grant ended in August. What are these expenses and why are they posting after the end date?   |
| 5. There is \$2,539.45 in commitments for animal care in year 2, what is the status of that commitment?   |
| 6. There is \$844.08 in animal care expenses, when the budget for this is \$0.00, do these expenses belong here?  |
| If issues are identified they should be addressed with the appropriate office for guidance on how to resolve (For sponsored research this will be either the Post Award or Office of Sponsored Programs Administrator).   |
| Be aware of anything that would be indicative of a "High Risk Transaction"****  |
| *Can be achieved by reviewing expenses via the "Grant Document For Expenditure" (see separate instructions)   |
| **Calculated by taking the (\$2,000) balance in year 1 and removing the \$1,000 commitment; assuming that commitment simply needs to be closed  |
| ***In this case the answer is "maybe". This is because "closeout btm line" represents a reduction of an unspent balance in that year of the grant. If we were awarded \$30,000 in year 2, and carryforward is allowed without prior approval, or if approval was granted, then the budget should be \$31,000. If we were awarded \$29,000, then the \$1,000 was correctly added. The sponsor may also simply not allow carryforward |
| ****Please reference <i>Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance)</i> for examples of "High Risk Transactions"  |