

Template F3: Grant Document for Expenditures

Example:

(Grant Document for Expenditures) is used to analyze all expenses on a given grant or sponsored program (SP) for a given "posting date" range.

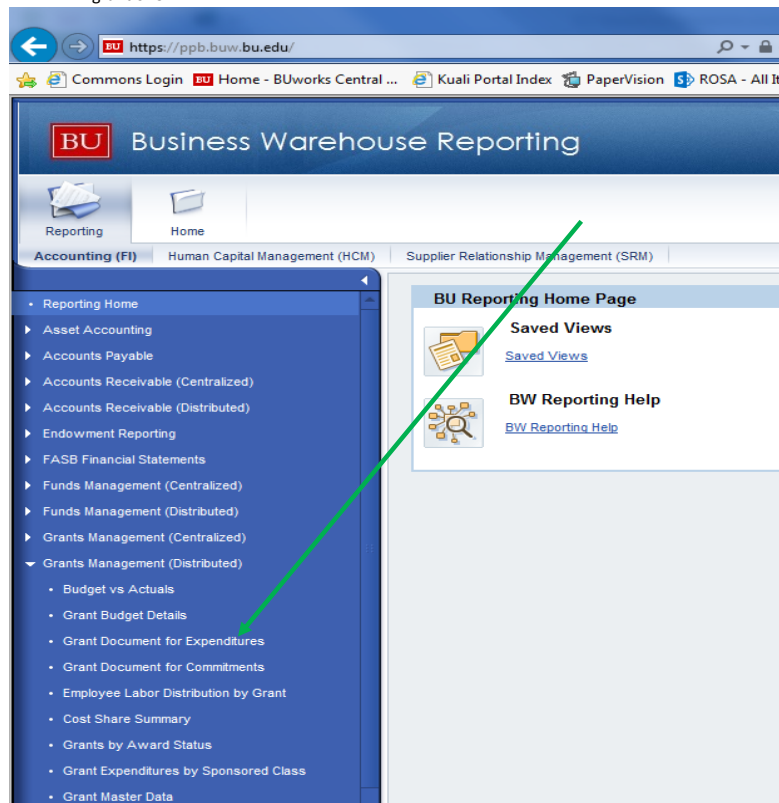
For condensed overview of potential issues with expenditures see *Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance)*

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 "Grants Management (Distributed)" dropdown, run "Grant Document for Expenditures" for your specified grant or SP



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2. Once you click on the report you will be prompted by the "variable screen" where you will be able to enter your desired date range and account details

Available Variants: Save Save As... Delete [Show Variable Personaliz...](#)

Variable	Current Selection	Description
* Posting Date	xx/xx/xxxx - xx/xx/xxxx	
Grant	XXXXXXXX	
Sponsored Program		
Sponsored Class		

OK Check

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3.

Below is an export to excel of the output that will be generated in BW. What you see in BW will be very similar to this. As the report stands now, columns are ordered: Grant number --> Sponsored program number --> Sponsored class --> GL Account Posting Date, and so on and so forth from left to right

During closeout of a grant, this arrangement is very useful because it narrows down, from least detail (grant), to most detail (document numbers), the expenses posted on the award.

The other most useful order would be to move posting date to the first column, and then to sort the charges from most recent, to least recent. This is important because you can identify the date the grant ended, and review all postings after that date for allowability. This should be done during all closeouts, as any charge after the end date must be verified as allowable.

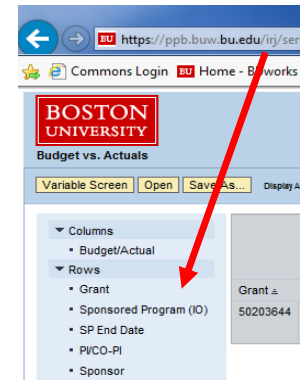
Other than these (2) orders, columns can be arranged as needed to organize the data for a given purpose by "narrowing down" the data from left to right. Also, there are always numerous free characteristics that can be added and removed to customize the detail of the report as you see fit

The Grant Document for Expenditures report should generally be used after review of the Budget vs. Actuals report, as the Grant Document for Expenditures report provides a more detailed view of the expenses on the account. Once the Budget vs. Actuals account is reviewed, you will have a better idea of any potential problems related to expenses that you can then investigate using the Grant Document for Expenditures report. If there are 10,000 individual expense postings to a grant, review without knowing what to look for will not be very useful. Questions that should be asked:

- A. Are the correct account codes being used (e.g.: internal order, and general ledger)
- B. Are the transactions recorded in compliance with University and sponsor regulations, and with the terms of the particular grant?
- C. Is the timing of the charges appropriate to the period of performance
- D. Are there any "High Risk Transactions" present. If so, extra effort should be made to ensure allowability, reasonableness, and timeliness*

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).

*Please reference Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance) for examples of "High Risk Transactions"



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Grant Document for Expenditures

Grant	Sponsored Program	Sponsored Class	GL Account / Commitment Item	Posting date	Text	Docum entType	Reference Doc.Number	Reference Post.Line	Vendor	Vendor Invoice	PO Number	SC Number	\$	Transa ction ok?	Status								
50xxxxxx	Professor X's Science Research Grant	Fundamentl Research Wavelength	02 SALARIES & WAGES	500010	FACULTY FULL TIME	09/30/2016	Professor X	Y2	Payroll Posting	-	#	#	-	#	#	#	5,912.69	Yes					
						03/31/2017	Professor X	Y2	Payroll Posting	-	#	#	-	#	#	#		0.00	Yes				
						03 FRINGE	860200	FRINGE ALLOC EXTE	09/28/2016	Not assigned	ZF	FICO Recon	300xxxxxxx	1	#	-	#	#	#		2,721.43	Yes	
									03/29/2017	Not assigned	ZF	FICO Recon	300xxxxxxx	1	#	-	#	#	#		2,307.31	Yes	
						04 RES SUP & MIN EQU	510040	CONS SUPPL-RES LA	02/01/2017	PGREEN 11/10/2016 13	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	Thorlabs, Inc.	0123	85xxxxxxx	1000xxxxx		978.39	Yes	
									02/01/2017	PGREEN 11/10/2016 13	RE	Invoice - Gross	511xxxxxxx	2	10000xxx	Thorlabs, Inc.	0124	85xxxxxxx	1000xxxxx		248.72	Yes	
									02/02/2017	PGREEN 11/10/2016 13	RE	Invoice - Gross	511xxxxxxx	2	10000xxx	Thorlabs, Inc.	0125	85xxxxxxx	1000xxxxx		-48.50	Yes	
									02/14/2017	Local Purchase Order	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	Lighel Technologies Inc	0126	85xxxxxxx	1000xxxxx		167.70	Yes	
									12/20/2016	Fiber Instruments -	YP	P. Card	100xxxxxxx	556	10000xxx	FIBER INST	#	#	#		0.12	Yes	
									12/20/2016	Fiber Instruments -	YP	P. Card	100xxxxxxx	555	10000xxx	FIBER INST	#	#	#		108.63	Yes	
						05 CAPITAL EQUIP	571400	MOVEABLE CAPITAL	07/20/2016	DUOSON 07/01/2016	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	Newark Corporation	0127	85xxxxxxx	1000xxxxx		2,787.62	Yes	
									08/26/2016	Local Purchase Order	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	Newark Corporation	0128	85xxxxxxx	1000xxxxx		1,400.13	Yes	
						06 TRAVEL DOMESTIC	513500	TRAVEL - DOMESTIC	08/12/2016	EEC STUDENT GUEST/F	KR	Vendor Invoice	190xxxxxxx	4	REIMBURS	Reimburse Vendor	0129	#	#		180.00	Yes	
									08/12/2016	EEC STUDENT GUEST/F	KR	Vendor Invoice	190xxxxxxx	7	REIMBURS	Reimburse Vendor	0130	#	#		419.20	Yes	
									02/03/2017	EEC STUDENT GUEST/F	YT	Concur Invoice	210xxxxxxx	2	#	-	0131	#	#		115.98	Yes	
									02/03/2017	EEC STUDENT GUEST/F	YT	Concur Invoice	210xxxxxxx	3	#	-	0132	#	#		331.20	Yes	
						07 TRAVEL FOREIGN	513700	TRAVEL-FOREIGN	01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	12	#	-	0133	#	#		47.00	No	Foreign travel not budgeted , check it's ok
									01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	17	#	-	0134	#	#		248.75	No	
									01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	18	#	-	0135	#	#		248.75	No	
									01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	19	#	-	0136	#	#		248.75	No	
									01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	20	#	-	0137	#	#		248.75	No	
									01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	21	#	-	0138	#	#		100.00	No	
									02/01/2017	EEC STUDENT GUEST/F	YT	Concur Invoice	210xxxxxxx	2	#	-	0139	#	#		616.00	No	
						30 OFFICE SUPPLIES	510010	SUPPLIES	08/17/2016	Research Equipment -	YP	P. Card	100xxxxxxx	300	10000xxx	AVRO INCOR	#	#	#		364.95	Yes	
							510030	CONS SUPPL-OFFICE	01/18/2017	C LINDO/Publicat	YT	Concur Invoice	210xxxxxxx	1	#	-	0140	#	#		1,904.00	Yes	
						33 OTHER DIRECTS	513900	CONF FEES PAID	08/12/2016	EEC STUDENT GUEST/F	KR	Vendor Invoice	190xxxxxxx	3	REIMBURS	Reimburse Vendor	0141	#	#		250.00	No	Conf fees not allowable on grant
									08/12/2016	EEC STUDENT GUEST/F	KR	Vendor Invoice	190xxxxxxx	13	#	-	0142	#	#		250.00	No	
									01/25/2017	Professor X	YT	Concur Invoice	210xxxxxxx	16	#	-	0143	#	#		782.43	No	
						04 RES SUP & MIN EQU	510100	NON-CAPITAL/MINOR	10/21/2016	Local Purchase Order	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	FIBER INST	0144	85xxxxxxx	1000xxxxx		60.92	Yes	
									10/21/2016	Local Purchase Order	RE	Invoice - Gross	511xxxxxxx	2	10000xxx	FIBER INST	0145	85xxxxxxx	1000xxxxx		126.56	Yes	
			12/20/2016	Multiwave - 3CN01344	YP	P. Card	100xxxxxxx	489	10000xxx	MULTIWAVE	#	#	#		875.00	No	Don't recognize this vendor						
05 CAPITAL EQUIP	571420	FABRICATED CAP EQ	02/16/2017	BMAS 02/13/2017 10	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	Thorlabs, Inc.	0146	85xxxxxxx	1000xxxxx		2,192.51	Yes							
			03/07/2017	BMAS 03/01/2017 13	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	Thorlabs, Inc.	0147	85xxxxxxx	1000xxxxx		732.00	Yes							
30 OFFICE SUPPLIES	510010	SUPPLIES	01/05/2017	BMAS 09/14/2016 14	RE	Invoice - Gross	511xxxxxxx	1	10000xxx	NEPTEC OS Inc	0148	85xxxxxxx	1000xxxxx		1,562.00	Yes							
			01/31/2017	BMAS 09/14/2016 14	RE	Invoice - Gross	511xxxxxxx	2	10000xxx	NEPTEC OS Inc	0149	85xxxxxxx	1000xxxxx		4,644.00	Yes							
			03/08/2017	BMAS 09/14/2016 14	RE	Invoice - Gross	511xxxxxxx	2	10000xxx	NEPTEC OS Inc	0150	85xxxxxxx	1000xxxxx		2,334.00	Yes							
Result													35,466.99										
Overall Result													25,466.99										