

PAFO Quick Reference Guide: How & When to Use Post Award GM Reports

GM Report	Description	When to use	Helpful tips
Budget v Actuals	Budget vs. Actuals is used to create a useful overview of a grant, or if desired, a number of grants. The report provides a snapshot of budget, expense actuals, payroll actuals, and commitments and includes unexpended budget and percent of budget expended.	<ul style="list-style-type: none"> • Regular review of accounts (data is always a day behind) • Used to view available spend at a point in time 	<ul style="list-style-type: none"> • Run at the Grant level (50, 55) • Commitments do not include payroll, fringe, or F&A • How to Run – GM Budget vs Actual Budget v Actuals (after the fact review template)
Employee Labor Distribution by Grant	The Employee Labor Distribution by Grant is a report that will show all payroll postings and associated details for a given grant.	<ul style="list-style-type: none"> • Analyzing salary on a grant • Useful when checking accuracy of the PAR for particular Grant(s) 	<ul style="list-style-type: none"> • Can be run on more than one grant at a time (won't show unrestricted accounts) • Guide: How to use this report (after the fact review)
Grant Document for Expenditures	Used to analyze all expenses on a given grant or sponsored program (SP) for a given "posting date" range.	<ul style="list-style-type: none"> • Regular review of accounts 	<ul style="list-style-type: none"> • AFR review • Can drill down to this detail from Budget v Actuals • Guide: How to use this report (after the fact review)
Grant Document for Commitments	This report is used to view open commitments (also called encumbrances) on a given award.	<ul style="list-style-type: none"> • You will know to run this report when you see open commitments in the Budget vs. Actuals report • Use to find remaining balance on an outgoing subaward 	<ul style="list-style-type: none"> • Work with Service Provider, Sourcing, or PAFO to close open commitments • Can drill down to this detail from Budget v Actuals • Guide: How to use this report (after the fact review)

GM Master Data – Revenue & AR	<p>The report provides total budget, expense, revenue and open AR on an award for the sponsor portion only. Accounts Receivable (money owed to BU from a Sponsor) on Grants.</p>	<ul style="list-style-type: none"> • Reviewing the health of an account • See open AR (awaiting payment from sponsor), e.g. checking clinical trial payments • For awards where budget is based on revenue, check if budget needs to be increased accordingly 	<ul style="list-style-type: none"> • Always run at Grant level • How to Run – GM Master Data – Revenue and AR
GM Grant Reporting For Faculty <ul style="list-style-type: none"> • Grant Expenses by Sponsored Class • Grant Expense Detail • Grant Commitment Detail 	<p>Similar to Budget v Actuals, but lacks filtering and free characteristic functionality</p>	<ul style="list-style-type: none"> • Use this report to get a summary of expenses by sponsored class category 	<ul style="list-style-type: none"> • This view is at Sponsored Program level only, for Grant level see Budget v Actuals • Right click FI Doc number, select FB03 to get additional details • How to Run – GM Grant-Reporting-For-Faculty • How to Run – GM Grant-Reporting-For-Faculty Grant-Expense-Detail