

Introduction

Description

This document describes how to modify a Business Warehouse Funds Management report in order to focus on Funds Reservation Numbers (FRNs) associated with grants under examination.

Prerequisites

None

Menu Path

BUworks Central → Reporting → Accounting (FI) → Grants Management (Distributed) → Grant Document for Commitments

Transaction

None

Tips and Tricks

- Assumptions in this Help guide:
 - You are familiar with Funds Reservation Numbers and how they are used in monitoring grant activity.
 - You know how to run and understand the Business Warehouse (BW) reports described in this document.
- If you need help viewing/understanding FRN activity, contact your Sponsored Programs Post-Award (SP- Post) administrator.
- The **FMX3** WebGUI transaction provides detail on individual Funds Reservation Numbers. Output includes Vendor associated with a given FRN.
- When an invoice is received, SP-Post sends a scanned copy of that invoice to the appropriate principal investigator and department administrator. These invoices can be used to reconcile data provided in the Business Warehouse.
- Starting July 20, 2015, new sub-awards set up by SP-Post contain both an FRN number and the associated vendor. The vendor data is contained in the **Text** field. Here is an example, in which both the FRN (#1) and the vendor (#2) are visible:

Sponsored Class	GL Account / Commitment item	Posting date	DocumentType	Reference Doc.Number	Reference Post.Line	Text	Vendor Invoice
Subawards	517510 SUBCONTRACTS <\$25,00	07/20/2015	S	4500001825	1	Icahn School of Medi	#

- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Referenced Online Help Documents

- [BW How to - Add, Remove, or Move a Column in a Report](#)
- [BW How to - Export Report Data to Excel](#)
- [BW How to - Save and Use a View](#)

Instructions

The following instructions will enable you to view Funds Reservation Numbers associated with one or more Sponsored Programs. The techniques described make use of several Business Warehouse (BW) reporting features, so it's important that the user has a solid grounding in how to use the reporting tool and in understanding the data presented in BW reports.

The following steps are involved in reaching the final goal of being able to view all FRNs associated with the Sponsored Program(s) being investigated:

Process Step	Description
Execute the report	Run the Grant Document for Commitments report (in the Grants Management (Distributed) folder)
Organize the result	Organize the report results to view data by Funds Reservation Number and, optionally, by other report Characteristics.
Develop a list of FRNs and vendors (optional)	Run the Grant Document for Expenditures report (in the Grants Management (Distributed) folder) and organize the report to view results by Funds Reservation Number and vendor

Execute the Report

Run the **Grant Document for Commitments** report in the **Funds Management (Distributed)** folder.

1. Click on the Portal link to execute the report. The *Variable Entry* screen is displayed.
2. Enter selection criteria via the *Variable Entry* screen.

General Variables		
Variable	Current Selection	Description
* Posting Date	06/30/2011 - 05/06/2015	06/30/2011 - 05/06/2015
Grant		
Sponsored Program		
Sponsored Class		

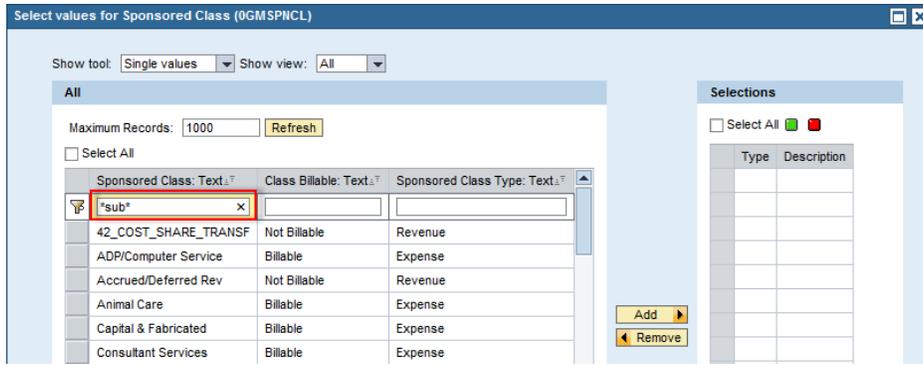
OK Check

Input is required only for **Posting Date** in order to run the report.

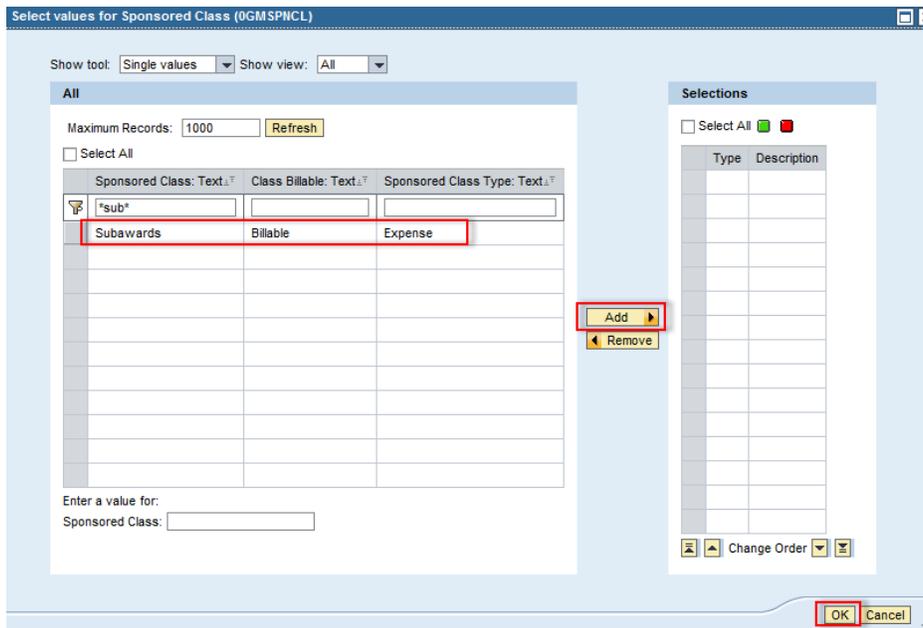
The **Posting Date** field is set by default to select all data related to the Sponsored Program(s) you specify from the start of the SP through the current date, so no change to this field is required.

Enter the **Grant** or **Sponsored Program** number(s) to be investigated Note that the text string “; “ (a semi-colon followed by a space) must separate Sponsored Program numbers if entering more than one.

Funds Reservation Numbers are associated with sub-awards, so it is recommended to restrict the data displayed in the report to show only sub-awards. Click the white **Sponsored Class** matchcode box to the right of the field.



3. Use the Filter feature to search for sub-awards. To filter, enter ***sub*** in the filter field (the wild-card characters, "*" must be included). Hit the **Return/Enter** key on your keyboard to initiate the search.



4. Any Sponsored Class containing the text "sub" will be displayed. In this case, only a single item is listed. Click on the **Subawards** Sponsored Class, click the **Add** button to move the item to the Selections column, then click the **OK** button.

General Variables			
	Variable	Current Selection	Description
*	Posting Date	06/30/2011 - 05/06/2015	06/30/2011 - 05/06/2015
	Grant		
	Sponsored Program		
	Sponsored Class	08\ SUBAWARDS	Subawards

OK Check

5. The **Sponsored Class** field now contains the data needed to restrict data to that involving subawards.

Note: an alternative to the filter process described here is simply entering **08\ SUBAWARDS** in the **Sponsored Class** variable field.

6. Click the **OK** button to run the report.

amounts are entered by the Accounts Payable office. All transactions created by DLOW, an AP employee, are therefore invoices.

Reference Doc.Number	Created on	Created by	Grant	Sponsored Program (IO)	GL Account / Commitment item	Posting date	Commitments
4500	02/26/2013	PROKORYM			517520 SUBCONTRACTS >\$25.00	02/26/2013	89,032.00
	07/02/2013	DLOW			517520 SUBCONTRACTS >\$25.00	07/02/2013	-136.45
	09/11/2013	DLOW			517520 SUBCONTRACTS >\$25.00	09/11/2013	-1,581.16
	10/23/2013	DLOW			517520 SUBCONTRACTS >\$25.00	10/23/2013	-2,768.19
	12/10/2013	DLOW			517520 SUBCONTRACTS >\$25.00	12/10/2013	-16,181.47
	06/17/2014	DLOW			517520 SUBCONTRACTS >\$25.00	06/17/2014	-3,611.68
	07/25/2014	DLOW			517520 SUBCONTRACTS >\$25.00	07/25/2014	-37,043.10
	09/11/2014	DLOW			517520 SUBCONTRACTS >\$25.00	09/11/2014	-4,015.29
	09/24/2014	BRYCEKEL			517520 SUBCONTRACTS >\$25.00	09/24/2014	85,250.00
	10/15/2014	DLOW			517520 SUBCONTRACTS >\$25.00	10/15/2014	-25,890.70
	11/10/2014	DLOW			517520 SUBCONTRACTS >\$25.00	11/10/2014	-37,101.27
	11/18/2014	DLOW			517520 SUBCONTRACTS >\$25.00	11/18/2014	-2,827.60
	03/11/2015	DLOW			517520 SUBCONTRACTS >\$25.00	03/11/2015	-2,588.98
	03/26/2015	DLOW			517520 SUBCONTRACTS >\$25.00	03/26/2015	-11,171.96
	03/27/2015	DLOW			517520 SUBCONTRACTS >\$25.00	03/27/2015	-9,703.94
Result							19,660.21

Example 2

Examination of the data in this example reveals the following:

- The FRN was set up on September 19 by user ZACCARIA in SP-Post.
- On March 7, BRYCEKEL (in SP-Post) made an adjustment to the FRN, moving \$13K from GL 517520 to GL 517510. This also points out that a negative commitment does not always indicate an invoice amount.
- The remainder of the entries represent invoice amounts entered by user DLOW in the AP department.

Reference Doc.Number	Created on	Created by	Grant	Sponsored Program (IO)	GL Account / Commitment item	Posting date	Commitments
4500	09/19/2013	ZACCARIA			517520 SUBCONTRACTS >\$25.00	09/19/2013	43,635.00
	03/07/2014	BRYCEKEL			517510 SUBCONTRACTS <\$25.00	03/07/2014	13,127.45
					517520 SUBCONTRACTS >\$25.00	03/07/2014	-13,127.45
	05/14/2014	DLOW			517510 SUBCONTRACTS <\$25.00	05/14/2014	-13,127.45
					517520 SUBCONTRACTS >\$25.00	05/14/2014	-1,931.07
	07/30/2014	DLOW			517520 SUBCONTRACTS >\$25.00	07/30/2014	-18,552.96
	09/16/2014	DLOW			517520 SUBCONTRACTS >\$25.00	09/16/2014	-7,421.21
Result							2,602.31

Optional: Develop a List of FRNs and Vendors

No report is currently available to provide a display of FRNs and the vendors to which they correspond.¹ However, it is possible to run another Grants Management report to display this data. As before, the data requires some manipulation after running the report, but a list of FRNs and vendors can be developed with a minimal amount of work.

Run the Grants Management (Distributed) / **Grant Document for Expenditures** report.

General Variables			
Variable		Current Selection	Description
* Posting Date	1	06/30/2011 - 04/19/2014	06/30/2011 - 04/19/2014
Grant			
Sponsored Program			
Sponsored Class	2	08 SUBAWARDS	Subawards

1. Make sure the **Posting Date** matches whatever date was used when running the **Grant Document for Commitments** report.
2. Enter the “subawards” Sponsored Class in the **Sponsored Class** field.

3. Click the **OK** button to run the report.

The data returned includes the **Text** field, which contains Funds Reservation Numbers, and **Vendor**. At this point, you may want to export the report results to Excel to develop a list of FRNs and vendors.

Grant	Posting date	Text	Doc	Post.Line	Vendor
	2/2012	*frn 4500000000	K		30013428 Franklin W. Olin College of Enginee
	2/2012	*frn 4500000000	KR		30013428 Franklin W. Olin College of Enginee
	6/2012	*frn 4500000000	KF		30014281 Franklin W. Olin College of Enginee
	3/2011	Not assigned	K		30002677 Raytheon BBN Technologies Corporati
	9/2012	*frn 4500000008	KR		30002677 Raytheon BBN Technologies Corporati
	3/2014	*frn 4500000008	KP		30002677 Raytheon BBN Technologies Corporati
	12/2014	*frn 4500000008	KR		30002677 Raytheon BBN Technologies Corporati

Results and Next Steps

You may want to save the modified **Grant Document for Commitments** report as a **View**, a template you can use again to examine FRN activity without having to repeat the steps outlined in this document. Keep in mind, though, that you should adjust the **Posting Date** when running your saved **View**. The document [BW How to - Save and Use a View](#) provides step-by-step instructions for saving and running a **View**.

¹ The exception is FRNs created after July 20, 2015. Refer to Tips and Tricks for instructions on viewing vendor for FRNs created after that date.