

# 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  $\rightarrow$ Reporting  $\rightarrow$ Accounting (FI)  $\rightarrow$  Grants Management (Distributed)  $\rightarrow$  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:



• 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 <b>Grant Document for Commitments</b> 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 <b>Grant Document for Expenditures</b> 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.

Gei	General Variables								
	Variable≟ <sup>∓</sup>	Current Selection	Description						
*	Posting Date	06/30/2011 - 05/06/2015 🗇	06/30/2011 - 05/06/2015						
	Grant	<b></b>							
	Sponsored Program	<b>1</b>							
	Sponsored Class	<b>n</b>							
OF	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) <u>must</u> 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.



	es for sponsored class (or	SMSPNCL)						
how	tool: Single values 💌 SI	now view: All 👻						
All					Selections			
ма	ximum Records: 1000	Retresh						
					Туре	Description		
	Sponsored Class: Texta*	Class Billable: Text 1	Sponsored Class Type: Textar					
P	*SUD* X							
	42_COST_SHARE_TRANSF	Not Billable	Revenue					
	ADP/Computer Service	Dillable Not Billable	Expense					
_	Animal Care	Billable	Expense					
_	Capital & Fabricated	Billable	Expense	Add	•			
	Consultant Services	Billable	Expense	Rem	iove			
			1 .					
alue	s for Sponsored Class (00	SMSPNCL)						
how	tool: Single values 💌 SI	now view: All 🔻	]					
All					Selections			
						-		
Max	ximum Records: 1000	Refresh				•		
U S	elect All				Type Des	scription		
	Sponsored Class: Text≟ <sup>∓</sup>	Class Billable: Text 1	Sponsored Class Type: Texta*					
F	*sub*							
	Subawards	Billable	Expense					
_				Add 🕨				
_				Remove				
Ente	r a value for:							
Spor	nsored Class:							
					🔳 🔺 Change	Order 💌 🔳		
						OK C	ancel	
							5	
eral	Variables							
eral	Variables						0.	
e <b>ra</b> l Var	i Variables ∵iable≟ <sup>≑</sup>		Current Selection		Description		0.	

- Use the Filter feature to search for sub-awards. To filter, enter \**sub*\* in the filter field (the wild-card chacters, "\*" 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.

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.

Subawards

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MARCHINE MA

08\ SUBAWARDS

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

Grant

OK Check

Sponsored Program

Sponsored Class



# Organize the Report Output

Here's what the initial display looks like when the report runs:

Grant ≞	Sponso	уре≞	Reference Doc.Number	
	950024		4500001468	
	9500?*		4500001246	
		2	4500001247	
			4500001248	
			4500001249	

The **Reference Doc.Number** field contains Funds Reservation Numbers (note that the numbers all begin with "45"). To group and sort the report by FRN, move the **Reference Doc.Number** field to the left-most column. If you are unsure how to do this, refer to the document <u>BW How to - Add, Remove, or Move a Column in a Report</u>.

Once you move this column to the left, the report will look like this:

Reference Doc.Number .	Grant ≞					rogram (IO)≟ <sup>≑</sup>	GL Account / Commitment item =		
4500001246	TREASE A REAL PROPERTY AND		Primary Account		517510	SUBCONTRACTS <\$25,00			
					517520	SUBCONTRACTS >\$25,00			
	Result								
4500001247	-	ADDA A REAL COMMON COMMON COMMON OF			517510	SUBCONTRACTS <\$25,00			
							517520	SUBCONTRACTS >\$25,00	

With the report now ordered by Funds Reservation Numbers, you may want to edit the report output to simplify the display in order to develop an accurate picture of each FRN. Here are suggested actions:

- 1. Remove superfluous Characteristics, including **Sponsored Class** (this is the only Sponsored Class displayed), **DocumentType**, **Reference Post.Line**, **Vendor Invoice**, **PO Number**, and **SC #**.
- 2. Change Grant and Sponsored Program display characteristics so only the number is displayed.
- 3. Remove the **Vendor** subtotal: click directly on the "Result" label and drag it out of your report.

In general, a positive commitment value indicates an initial sub-award setup amount or a later addition to the sub-award. Similarly, a negative commitment is typically associated with an invoice (but not always). Placing the **Created on** Characteristic in the second column from the left organizes the report chronologically, and transactions are ordered from set-up through the most recent invoice paid as a result. The **Created by** Characteristic provides additional detail. This data field indicates the employee (or system) responsible for an individual entry, but using this information may prove a little tedious. We can use the BU directory (www.bu.edu/directory) to look up the names in the **Created by** field to help us determine who entered sub-award amounts.

Once you have reorganized the report, there is still more work to do to understand the result. The following two examples demonstrate how you might further modify report output to aid the analysis of your data.

# Example 1

In this example, PROKORYM and BYCEKEL were both employed in SP-Post so the transactions associated with them are related to set-up (on February 26) or a later adjustment to the funds reservation amount (on September 24). Invoice



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

										Commitments a*
Reference Doc.Number $\triangleq$	Created on $\triangleq$	Created by a	Grant≟₹		Sponsored Pr	rogram (IO) ≞	GL Acco	ount / Commitment item ≞	Posting date ±	S
4500	02/26/2013	PROKORYM		Million and Supplies Processors of 42 and Streeting	-	the local set logs	517520	SUBCONTRACTS >\$25,00	02/26/2013	89,032.00
	07/02/2013	DLOW		Mill Sends and Capiton Personants of All and Senarths	-	Million and ing	517520	SUBCONTRACTS >\$25,00	07/02/2013	-136.45
	09/11/2013	DLOW		Million and September 2011 and September	-	Million and the	517520	SUBCONTRACTS >\$25,00	09/11/2013	-1,581.16
	10/23/2013	DLOW		Million and Supplies Processors of 42 and Street R	-	Million and ing	517520	SUBCONTRACTS >\$25,00	10/23/2013	-2,768.19
	12/10/2013	DLOW		M. South and Speller Processors of 40 and Southing	-	Million and the	517520	SUBCONTRACTS >\$25,00	12/10/2013	-16,181.47
	06/17/2014	DLOW		M. South and Sapative Personals of 40 and Security	-	Million and Spin	517520	SUBCONTRACTS >\$25,00	06/17/2014	-3,611.68
	07/25/2014	DLOW		Mill Sends and Capitor Personant of All and Senarth	-	Million and the	517520	SUBCONTRACTS >\$25,00	07/25/2014	-37,043.10
	09/11/2014	DLOW		M. South and Speller Persons of 45 and Second	-	Million and the	517520	SUBCONTRACTS >\$25,00	09/11/2014	-4,015.29
	09/24/2014	BRYCEKEL		M. South and Speller Processors of 40 and Southing	-	Million and the	517520	SUBCONTRACTS >\$25,00	09/24/2014	85,250.00
	10/15/2014	DLOW		Million and September 2011 and September	-	Million and the	517520	SUBCONTRACTS >\$25,00	10/15/2014	-25,890.70
	11/10/2014	DLOW		Million and Supplies Processors of 42 and Sounds	-	Million and the	517520	SUBCONTRACTS >\$25,00	11/10/2014	-37,101.27
	11/18/2014	DLOW		M. South and Speller Persons of 45 and Second	-	Million and the	517520	SUBCONTRACTS >\$25,00	11/18/2014	-2,827.60
	03/11/2015	DLOW		Mill Sends and Capitor Personant of All and Senarth	-	Million and the	517520	SUBCONTRACTS >\$25,00	03/11/2015	-2,588.98
	03/26/2015	DLOW		Million and Spike Persons of the and Second	-	Statement of the	517520	SUBCONTRACTS >\$25,00	03/26/2015	-11,171.96
	03/27/2015	DLOW	-	Mill South and Supplies Processors of 65 and Southing	-	the local design of	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 <u>not</u> always indicate an invoice amount.
- The remainder of the entries represent invoice amounts entered by user DLOW in the AP department.

												$\textit{Commitments}{\scriptstyle\pm}^{\mp}$
Reference Doc.Number 🛓	Created on ${\scriptstyle \pm}$	Created by ${\scriptscriptstyle \pm}$	Grant≟∛				Sponsored Pro	ogram (IO) ≞	GL Acco	unt / Commitment item 🛎	Posting date $\doteq$	S
4500	09/19/2013	ZACCARIA	-	Barriel 1004-102	Two Name States	A restored in the second		1007-00304	517520	SUBCONTRACTS >\$25,00	09/19/2013	43,635.00
	03/07/2014	BRYCEKEL		Anna	Two lines in the	A subset of some	_	1000-00304	517510	SUBCONTRACTS <\$25,00	03/07/2014	13,127.45
									517520	SUBCONTRACTS >\$25,00	03/07/2014	-13,127.45
	05/14/2014	DLOW			Two lines in the	1.000			517510	SUBCONTRACTS <\$25,00	05/14/2014	-13,127.45
								517520	SUBCONTRACTS >\$25,00	05/14/2014	-1,931.07	
	07/30/2014	DLOW		Anna	Two lines in the				517520	SUBCONTRACTS >\$25,00	07/30/2014	-18,552.96
	09/16/2014	DLOW		Anna	Two lines in the	And in case of the local diversity of the loc		1000-00304	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.<sup>1</sup> 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.

Gei	General Variables									
	Variable 🚈	Current Selection	Description							
*	Posting Date	06/30/2011 - 04/19/2014 🎵	06/30/2011 - 04/19/2014							
	Grant	1								
	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≟∜	g date ≞	Text ≞	Doct	Post.Line ≟	Vendor ≞	
and the second second	/2012	*frn 4500000000	K'		30013428	Franklin W. Olin College of Enginee
	<b>*</b> <				30013428	Franklin W. Olin College of Enginee
	2012	*frn 4500000000	KR		30013428	Franklin W. Olin College of Enginee
	6/2012	*frn 4500000000	KF		30014281	Franklin W. Olin College of Enginee
source of	3/2011	Not assigned	Ki		30002677	Raytheon BBN Technologies Corporati
-	9/2012	*frn 450000008	KR		30002677	Raytheon BBN Technologies Corporati
	/31/2014	*frn 450000008	KP		30002677	Raytheon BBN Technologies Corporati
	12/2014	*frn 450000008	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 <u>BW How to - Save and Use a View</u> provides step-by-step instructions for saving and running a **View**.

<sup>&</sup>lt;sup>1</sup> 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.