

# My Grant Expenses

September 9, 2020



## Contents

Introduction to <i>My Grant Expenses</i> .....	3
How to Run <i>My Grant Expenses</i> .....	3
Report Overview .....	4
Report Panel 1: Grants by Investigator .....	5
Report Panel 2: Grant Expenses by Budget Category .....	6
Report Panel 3: Grant Expense Detail .....	7
Displaying the Panel .....	7
Filtering Panel Data .....	8
Changing the Reporting Period .....	9
Exporting Report Data to Excel .....	9
Glossary.....	10

## Introduction to *My Grant Expenses*

The **My Grant Expenses** report is a consolidated presentation of the data currently available in three separate BUworks Business Warehouse reports. The report provides a straightforward display of data via an intuitive interface. It is important to note, though, that only the presentation of data has changed; no new data has been added to the report.

The report is available to any Principal or Co-Principal Investigator.

Once you have run the report, any grant for which you are listed as a PI or Co-PI will be displayed. All financial activity associated with your grants through the present day will be included in the report (strictly speaking, report data drawn from the data warehouse underlying the report is only through the evening prior to the present day).

## How to Run *My Grant Expenses*

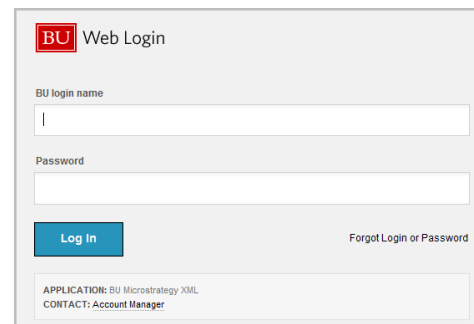
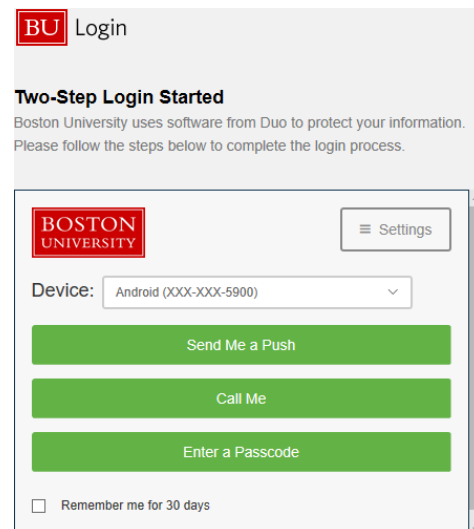
To run the report: click the **My Grant Expenses** link on the Boston University Research Web page (<http://www.bu.edu/research/>). Alternatively, you can navigate directly to the **My Grant Expenses** report here: <http://www.bu.edu/research/my-grant-expenses>.

If you have not yet logged in via the Web Login screen, the login window will display and prompt you to enter your user name and Kerberos password.

After entering your user name and password you will then be prompted to confirm your identify via DUO two factor authentication.

(for more information on DUO click [here](#))

Once you have been authenticated, the report runs.

The image shows the 'BU Web Login' interface. It features a red 'BU' logo and the text 'Web Login'. Below this are two input fields: 'BU login name' and 'Password'. A blue 'Log In' button is positioned below the password field. To the right of the button is a link that says 'Forgot Login or Password'. At the bottom, there is a box containing the text 'APPLICATION: BU Microstrategy XML' and 'CONTACT: Account Manager'.The image shows the 'BU Login' interface with the heading 'Two-Step Login Started'. It states 'Boston University uses software from Duo to protect your information. Please follow the steps below to complete the login process.' Below this is a 'BOSTON UNIVERSITY' logo and a 'Settings' button. A 'Device:' dropdown menu is set to 'Android (XXX-XXX-5900)'. There are three green buttons: 'Send Me a Push', 'Call Me', and 'Enter a Passcode'. At the bottom, there is a checkbox labeled 'Remember me for 30 days'.

## Report Overview

Here is a brief overview of the **My Grant Expenses** landscape, including both the data displayed and the navigational tools available.

**Boston University** Sponsored Programs  
My Grant Expenses

[Help](#)
[Contact](#)
[Logout](#)

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Change Fiscal Period/Year    001/2015    July 2015
(3)

### Grants By Investigator (1)

Grant	Sponsored Program (Select All)	Sponsored Program End Date	PI	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
50	9500228239 <a href="#">VBS 1 MANAGEMENT</a>	02/28/2014	STEWARDS D MICHELLE	NASA	1,680,980.09	1,728,506.26	0.00	(47,526.17)
	9500228248 <a href="#">VBS 2 SYSTEMS ENGINEERING</a>	02/28/2014	STEWARDS D MICHELLE	NASA	57,503.00	57,502.94	0.00	0.06
	9500228249 <a href="#">VBS 3 INSTRUMENT DEVELOPMENT</a>	02/28/2014	STEWARDS D MICHELLE	NASA	1,078,378.00	1,078,378.35	0.00	(0.35)
	9500228321 <a href="#">AEROSPACE SUBCONTRACT</a>	02/28/2014	STEWARDS D MICHELLE	NASA	1,744,856.00	1,711,074.39	32,389.82	1,401.79
	9500228380 <a href="#">MIT SUBCONTRACT: COSMIC RAY T</a>	06/17/2010	STEWARDS D MICHELLE	NASA	3,821,773.00	3,821,772.13	0.00	0.87
	9500228381 <a href="#">UTK SUBCONTRACT</a>	02/28/2014	STEWARDS D MICHELLE	NASA	433,212.00	429,864.50	0.00	3,347.50
	9500228470 <a href="#">VBS 5 EPO</a>	02/28/2014	STEWARDS D MICHELLE	NASA	229,162.92	229,162.92	0.00	0.00

\* This number will typically not include salaries, fringe or F&A, unless your department administrator has created fund reservations for these budget categories. Commitments include encumbrances that have not yet posted as actual expenses.

To retrieve additional expenditure details for a sponsored program: (1) select the sponsored program in the top panel, and (2) click the link that will appear to the right of this message. Please note that it will take several seconds to refresh the information and display your data in a new third panel below.

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### Grant Expenses By Budget Category (2)

Export All (5)

Grant Number: [REDACTED]

Sponsor Award #: [REDACTED]

Grant Start Date: 09/25/2006

F&A Rate: 62.50 %

Grant Title: [REDACTED]

PI: [REDACTED]

Grant End Date: 08/23/2010

Sponsored Program End Date: 12/15/2011

Sponsored Program	Cost Category	Budget Category (Show All)	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
9500	Direct	<a href="#">Travel Domestic</a>	16,740.00	1,728.75	0.00	15,011.25
		<a href="#">Travel Foreign</a>	0.00	19,325.96	0.00	(19,325.96)
		<a href="#">Other Directs</a>	9,090.00	0.00	0.00	9,090.00
	F&A	<a href="#">F&amp;A</a>	16,144.00	13,159.20	0.00	2,984.80
	<b>Total Cost</b>		<b>41,974.00</b>	<b>34,213.91</b>	<b>0.00</b>	<b>7,760.09</b>
9500	Salaries and Wages	<a href="#">Salaries and Wages</a>	7,575.00	11,090.07	0.00	(3,515.07)
		<a href="#">Fringe Benefits</a>	1,262.00	1,589.96	0.00	(327.96)
		<a href="#">Other Directs</a>	6,244.08	0.00	0.00	6,244.08
	F&A	<a href="#">F&amp;A</a>	5,524.00	7,925.05	0.00	(2,401.05)
	<b>Total Cost</b>		<b>20,605.08</b>	<b>20,605.08</b>	<b>0.00</b>	<b>0.00</b>
9500	Direct	<a href="#">Salaries and Wages</a>	13,189.00	26,579.95	0.00	(13,390.95)
		<a href="#">Fringe Benefits</a>	2,380.00	3,523.17	0.00	(1,143.17)
		<a href="#">Travel Domestic</a>	9,157.00	498.71	0.00	8,658.29
	<a href="#">Other Directs</a>	9,547.97	0.00	0.00	9,547.97	
	F&A	<a href="#">F&amp;A</a>	15,454.00	19,126.14	0.00	(3,672.14)

< 1 2 3 4 5 of 5 pages >

\* This number will typically not include salaries, fringe or F&A, unless your department administrator has created fund reservations for these budget categories. Commitments include encumbrances that have not yet posted as actual expenses.

The initial **My Grant Expenses** display includes two report panels that contain different levels of grant and sponsored program detail. More information about each of these panels is provided in document sections that follow.

1. **Grants by Investigator** report panel: lists all grants to which the person running the report has access. Access is typically granted when an individual is given a PI or Co-I role on a grant or sponsored program. Sponsored Program budget, expense and commitment data is presented at the summary level.
2. **Grant Expenses by Budget Category** report panel: displays expenses and commitments broken out by budget category for the Sponsored Program selected in the **Grants by Investigator** panel.

3. **Fiscal Period/Year:** when you first run the report, data for the entire life of each grant is displayed through the evening prior to the date the report is executed. For example: If you run the report today, it will only include expenditures posted through yesterday. Note that it is possible to display data as of a prior date. The details of this process are explained in the document section [Changing the Reporting Period](#).
4. **Help** hyperlink: click on this link to navigate to the help Web page for this report.  
**Contact** hyperlink: click on this link to display a pop-up window to submit a ticket to the IS&T Help system. Your question/issue will be triaged by Help Desk personnel.  
**Logout** hyperlink: click the Logout link to end your reporting session. It's important to always logout after viewing this report. To complete the logout process please close your browser in order to clear the cache of your credentials.
5. **Export** hyperlinks: click to export some or all of the data displayed in one of the report panels. Refer to [Exporting Report Data to Excel](#) for more information on data export.
6. **Scroll bar(s):** depending upon the volume of data displayed, it may be necessary to move up or down within a report pane by dragging the corresponding scroll bar up or down.
7. **Pagination** hyperlinks: again, depending upon the amount of data displayed, it may be necessary to navigate to another page to view all data associated with a particular sponsored program (or budget category).

## Report Panel 1: Grants by Investigator

Grant	Sponsored Program (Select All)	Sponsored Program End Date	PI	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
50103323	<a href="#">9500228239</a> <a href="#">WBS 1 MANAGEMENT</a>	02/28/2014	STEWARDS; D MICHELLE	NASA	1,680,880.09	1,728,506.26	0.00	(47,526.17)
	<a href="#">9500228248</a> <a href="#">WBS 2 SYSTEMS ENGINEERING</a>	02/28/2014	STEWARDS; D MICHELLE	NASA	57,503.00	57,502.94	0.00	0.06
	<a href="#">9500228249</a> <a href="#">WBS 3 INSTRUMENT DEVELOPMENT</a>	02/28/2014	STEWARDS; D MICHELLE	NASA	1,078,378.00	1,078,378.35	0.00	(0.35)
	<a href="#">9500228321</a> <a href="#">AEROSPACE SUBCONTRACT</a>	02/28/2014	STEWARDS; D MICHELLE	NASA	1,744,806.00	1,711,074.39	32,389.82	1,401.79
	<a href="#">9500228380</a> <a href="#">MIT SUBCONTRACT: COSMIC RAY T</a>	06/17/2010	STEWARDS; D MICHELLE	NASA	3,821,773.00	3,821,772.13	0.00	0.87
	<a href="#">9500228381</a> <a href="#">UTK SUBCONTRACT</a>	02/28/2014	STEWARDS; D MICHELLE	NASA	433,212.00	429,864.50	0.00	3,347.50
	<a href="#">9500228470</a> <a href="#">WBS 5 EPO</a>	02/28/2014	STEWARDS; D MICHELLE	NASA	229,162.92	229,162.92	0.00	0.00
	<a href="#">WBS 6 PRELIMINARY</a>		STEWARDS; D MICHELLE					

\* This number will typically not include salaries, fringe or F&A, unless your department administrator has created fund reservations for these budget categories. Commitments include encumbrances that have not yet posted as actual expenses.

This section of the **My Grant Expenses** report provides a summary list of grants by investigator and is designed to provide a snapshot view of the financial status – the total budget, total expenses, total Accounts Payable or sub-award commitments, and available balance<sup>1</sup> - for all your grants and associated Sponsored Programs except those in closed status.

Notice that hyperlinks are present for the Sponsored Program column header and each individual Sponsored Program. Clicking on any one of these hyperlinks affects the data displayed in the second report panel, **Grant Expenses by Budget Category**.

<sup>1</sup> As indicated in the report panel footnote, commitments are encumbrances that have not yet posted as actual expenses. As a result, unexpensed salary, fringe and F&A are typically not accounted for in the available balances of the **My Grant Expenses** report.

**Grants By Investigator**

Grant	Sponsored Program (Select All)	Start Date
50103323	9500228233 <a href="#">WBS 1 MANAGEMENT</a>	02/28/
	9500228248 <a href="#">WBS 2 SYSTEMS ENGINEERING</a>	02/28/
	9500228249 <a href="#">WBS 3 INSTRUMENT DEVELOPMENT</a>	02/28/
	9500228321 <a href="#">AEROSPACE SUBCONTRACT</a>	02/28/
	9500228380 <a href="#">MIT SUBCONTRACT, COSMIC RAY T</a>	06/17/
	9500228381 <a href="#">UTK SU</a>	
	9500228470 <a href="#">WBS 5 E</a>	
	<a href="#">WBS 6 D</a>	

1. If you click on the column heading hyperlink, Budget Category detail information for all of your Sponsored Programs will be displayed in the **Grant Expenses by Budget Category** panel.
2. Clicking on an individual Sponsored Program link results in a data display for only the selected Sponsored Program in the **Grant Expenses by Budget Category** panel.

## Report Panel 2: Grant Expenses by Budget Category

Grant Expenses By Budget Category

Export All

Grant Number:

Sponsor Award #:

Grant Start Date:

F&A Rate:

Grant Title:

PI:

Grant End Date:

Sponsored Program End Date:

09/25/2006

08/23/2010

62.50 %

12/15/2011

Sponsored Program	Cost Category	Budget Category (Show All)	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
9500	Direct	Travel Domestic	16,740.00	1,728.75	0.00	15,011.25
		Travel Foreign	0.00	19,325.96	0.00	(19,325.96)
		Other Directs	9,090.00	0.00	0.00	9,090.00
		F&A	16,144.00	13,159.20	0.00	2,984.80
	Total Cost		41,974.00	34,213.91	0.00	7,760.09
9500	Direct	Salaries and Wages	7,575.00	11,090.07	0.00	(3,515.07)
		Fringe Benefits	1,262.00	1,589.96	0.00	(327.96)
		Other Directs	6,244.08	0.00	0.00	6,244.08
		F&A	5,524.00	7,925.05	0.00	(2,401.05)
	Total Cost		20,605.08	20,605.08	0.00	0.00
9500	Direct	Salaries and Wages	13,189.00	26,579.95	0.00	(13,390.95)
		Fringe Benefits	2,380.00	3,523.17	0.00	(1,143.17)
		Travel Domestic	9,157.00	498.71	0.00	8,658.29
		Other Directs	9,547.97	0.00	0.00	9,547.97
	F&A	15,454.00	19,126.14	0.00	(3,672.14)	

1 2 3 4 5 of 5 pages

\* This number will typically not include salaries, fringe or F&A, unless your department administrator has created fund reservations for these budget categories. Commitments include encumbrances that have not yet posted as actual expenses.

This panel displays expenses broken out by budget category<sup>2</sup> for one or more Sponsored Programs selected in the Grants by Investigator panel. The panel consists of two sections:

1. The heading section includes some of the same information provided in the top report panel - PI, grant number and grant title, for example – as well as new information including the F&A Rate and the Sponsor Award number.
2. The detail section shows Cost Category – Direct or F&A – and Budget Category – Salaries and Wages, Research Supplies, Capital Equipment, and so forth - for each Sponsored Program selected.

As described previously, the data displayed in this detail section is determined by which hyperlink you clicked on in the **Grants by Investigator** panel. Similar to that panel, this report panel contains hyperlinked text.

<sup>2</sup> Budget Category is also referred to as *Sponsored Class*. It is a grouping mechanism of like General Ledger (GL) accounts to reflect reporting needs and individual views.

- In this case, the Budget Category column header and individual Budget Category elements are hyperlinked. Clicking on *Show All* displays all budget category elements. Clicking on a single category restricts, or filters, the data displayed in both the **Grant Expenses by Budget Category** and the **Grant Expense Detail** panels.

Cost Category	Budget Category (Show All)	Total
Direct	<a href="#">Travel Domestic</a>	
	<a href="#">Travel Foreign</a>	
	<a href="#">Other Directs</a>	
F&A	<a href="#">F&amp;A</a>	
Total Cost		
Direct	<a href="#">Salaries and Wages</a>	
	<a href="#">Fringe Benefits</a>	
	<a href="#">Other Directs</a>	
F&A	<a href="#">F&amp;A</a>	
Total Cost		
Direct	<a href="#">Salaries and Wages</a>	
	<a href="#">Fringe Benefits</a>	
	<a href="#">Travel Domestic</a>	
	<a href="#">Other Directs</a>	
F&A	<a href="#">F&amp;A</a>	

## Report Panel 3: Grant Expense Detail

The third panel, **Grant Expense Detail**, is not included in the initial **My Grant Expenses** display. This section of the report displays transaction-level detail for expenses associated with the budget category or categories selected in the **Grant Expenses by Budget Category** panel. The data in this third panel allows one to more easily reconcile individual grant accounts and verify accurate posting of expenses, including payroll expenses by payee name.

### Displaying the Panel

Instructions are provided in the blue band below the **Grants by Investigator** report panel (“A” in the following image). Prior to selecting a Sponsored Program, the area to the right of the instructions is blank.

Grants By Investigator

Export

Grant	Sponsored Program (Select All)	Sponsored Program End Date	PI	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
50103323	9500228321 AEROSPACE SUBCONTRACT	02/28/2014	STEWARD D MICHELLE	NASA	1,744,866.00	1,711,074.38	32,389.82	1,401.79
	9500228380 MIT SUBCONTRACT: COSMIC RAY T	06/17/2010	STEWARD D MICHELLE	NASA	3,821,773.00	3,821,772.10	0.00	0.87
	9500228381 UTK SUBCONTRACT	02/28/2014	STEWARD D MICHELLE	NASA	433,212.00	429,864.50	0.00	3,347.50
	9500228470 WBS 5 E PO	02/28/2014	STEWARD D MICHELLE	NASA	229,162.92	229,162.92	0.00	0.00
	9500228539 WBS 6 PRE LAUNCH GDS COS	02/28/2014	STEWARD D MICHELLE	NASA	306,832.00	306,832.36	0.00	(0.36)
	9500228540 WBS 8 MDP	02/28/2014	STEWARD D MICHELLE	NASA	808,987.00	799,128.83	0.00	9,858.17

\* This number will typically not include salaries, fringe or F&A, unless your department administrator has created fund reservations for these budget categories. Commitments include encumbrances that have not yet posted as actual expenses.

To retrieve additional expenditure details for a sponsored program:

A

Step 1: Select a sponsored program from the panel above.

Step 2: Click the retrieve expense details button that will appear to the right.

Step 3: View your expense details in the panels below. Please note that it may take several seconds to refresh the information.

Once you click to select a specific Sponsored Program within **Grants by Investigator**, this hyperlink is displayed:

To retrieve additional expenditure details for a sponsored program:										
Step 1: Select a sponsored program from the panel above.										
Step 2: Click the retrieve expense details button that will appear to the right.										
Step 3: View your expense details in the panels below. Please note that it may take several seconds to refresh the information.										

Click the link to display transaction details for the selected Sponsored Program within the Grant Expense Detail report panel (it may take a few seconds to load the data). Here’s an example:

Grant Expense Detail							Export All	
Sponsored Program	Budget Category	GL Account	Posting Date	Expense Amount	Description	Reference Doc	Expense Type	Vendor
	Salaries and Wages	OVERBASE COMP	06/28/2013	\$ 3,900.00		-		
	Salaries and Wages	SUMMER SALARY OB	07/31/2013	\$ 2,000.00		-		
	Fringe Benefits	FRINGE ALLOC EXTERNL	06/26/2013	\$ 1,010.10	Not assigned	3000648634		
	Fringe Benefits	FRINGE ALLOC EXTERNL	07/29/2013	\$ 560.00	Not assigned	3000673322		
	Research Supplies & Minor Equi	CONS SUPPL-RES LAB	07/12/2013	\$ 235.65	Not assigned	1900273931	Vendor Invoice	
	Travel Domestic	TRAVEL - DOMESTIC	06/20/2013	\$ 803.80	HZRSIP	1000986677	Oth Intrnl Srv Prov	
	F&A	F&A EXTERNAL	06/20/2013	\$ 512.02	Not assigned	3000642530		
	F&A	F&A EXTERNAL	06/26/2013	\$ 3,127.73	Not assigned	3000648634		

Each of the Budget Category items is broken out at the transaction level. Note that the Expense Type and Vendor fields are not populated for the Salaries and Wages, Fringe, and F&A categories.



To view panel detail for a different Sponsored Program, you must repeat the process of selecting the Sponsored Program in **Grants by Investigator**, then clicking the *Retrieve Expense Details* link.

## Filtering Panel Data

It is possible to restrict, or filter, data displayed in the **Grant Expense Detail** panel by clicking on a single Budget Category item in the **Grant Expenses by Budget Category** panel. The example below shows, for the selected Subawards category, the transactions that collectively account for the total displayed in the expenses column in the **Grant Expenses by Budget Category** panel.

Grant Expenses By Budget Category

Grant Number:  
Sponsor Award #:  
Grant Start Date:  
F&A Rate: 63.70 %

Grant Title:  
PI:  
Grant End Date:  
Sponsored Program End Date:

Export All  
Export Current

Sponsored Program	Cost Category	Budget Category (Show All)	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
9500	Direct	Salaries and Wages	18,228.08	16,025.93	0.00	2,202.15
		Fringe Benefits	4,923.00	4,148.39	0.00	774.61
		Research Supplies & Minor Equip	797.00	0.00	0.00	797.00
		Travel Domestic	1,400.00	0.00	0.00	1,400.00
		Subawards	19,999.00	9,436.21	10,564.79	(2.00)
		Consultant Services	23,625.00	23,687.50	0.00	(62.50)
		Other Contracted Services	0.00	2,785.12	0.00	(2,785.12)
		Office Supplies	0.00	1,555.99	0.00	(1,555.99)
		Other Directs	(0.02)	596.50	0.00	(596.52)
	F&A	F&A	30,606.94	37,090.12	0.00	(6,483.18)
Sponsored Program Total			99,577.00	95,325.76	10,564.79	(6,313.59)
Total			99,577.00	95,325.76	10,564.79	(6,313.59)

have not yet posted actual expenses.

Grant Expense Detail

Export All  
Export Current

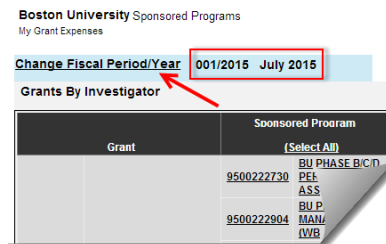
Sponsored Program	Budget Category	GL Account	Posting Date	Description	Expense Amount	Description	Reference Doc	Expense Type	Vendor
9500	Subawards	SUBCONTRACTS <\$25.00	03/05/2013		\$ 427.35			Vendor Invoice	
9500	Subawards	SUBCONTRACTS <\$25.00	03/08/2013		\$ 427.40			Vendor Invoice	
9500	Subawards	SUBCONTRACTS <\$25.00	03/08/2013		\$ 427.33			Vendor Invoice	
9500	Subawards	SUBCONTRACTS <\$25.00	03/08/2013		\$ 1,822.39			Vendor Invoice	
9500	Subawards	SUBCONTRACTS <\$25.00	04/02/2013		\$ 4,999.68			Vendor Invoice	
9500	Subawards	SUBCONTRACTS <\$25.00	06/14/2013		\$ 477.39			Vendor Invoice	



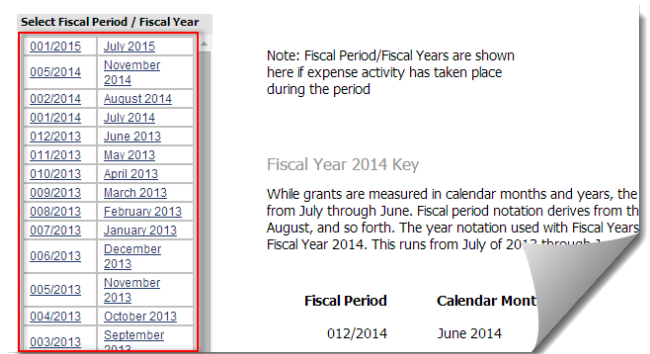
## Changing the Reporting Period

As previously mentioned, when the report runs initially, award data displayed includes life-to-date activity through the current month (July, 2015 in the example below). There may be times, though, when you want to view activity from the award start through a prior date.

In that case, click the *Change Fiscal Period/Year* hyperlink above the **Grants By Investigator** report panel.



Clicking the link results in a display like this, in which the table of dates represents all months during which any of your grants had financial activity recorded against them.



As the text on the selection page explains, although grants are measured in calendar months and years, the basis for accounting in BUworks is Fiscal Years and periods. The Boston University Fiscal Year runs from July through June. Fiscal period notation derives from the numbered periods in the Fiscal Year. Thus, the first fiscal period corresponds to July, the second to August, and so forth. The year notation is a little less obvious due to the fact that the BU Fiscal Year crosses a calendar year boundary. For example, consider Fiscal Year 2014, which runs from July of 2013 through June of 2014. The convention is to draw the year portion of a Fiscal Year from the later calendar year.



The expenses, commitments and available balance all reflect the new date selected. However, the budget information remains unchanged. That's an important thing to keep in mind: the budget data always displays all actions added to an account to date.

## Exporting Report Data to Excel

Several *Export* buttons are available to enable you to export report data to Excel. How much data is exported is determined by which report panel and which button is selected. Note that some buttons are visible only when specific conditions are met, e.g., a single Sponsored Program has been selected or the **Grant Expense Detail** panel is displayed.

### Grants by Investigator Report Panel

Export: summary data for all Sponsored Programs is exported

### Grant Expenses by Budget Category Report Panel

Export Current: data for the Sponsored Program currently selected in the **Grants by Investigator** panel is exported (budget category detail-level)

Export All: data for all Sponsored Programs is exported (budget category detail-level)

#### Grant Expense Detail Report Panel

Export Current: data for the Budget Category currently selected in the **Grant Expenses by Budget Category** panel is exported (transaction detail-level)

Export All: data for all Budget Categories for the currently selected Sponsored Program in the **Grant Expenses by Budget Category** panel is exported (transaction detail-level)

Note that file names for the exported data reflect both the level of detail and the name of the panel from which the export occurred.

## Glossary

Definition of terms used in **My Grant Expenses**:

Term	Definition						
Available Balance	Total amount you have available to spend as of the date run. <b>Caution</b> : salary, fringe, and F&A commitments are not included.						
B001	B001 is used to reference Boston University's negotiated F&A Rate for research activity for the period of 07/01/2010 through 06/30/2014. <table><tr><td>07/01/2010 – 06/30/2011</td><td>62.5</td></tr><tr><td>07/01/2011 – 06/30/2012</td><td>63.5</td></tr><tr><td>07/01/2012 – 06/30/2014</td><td>63.7</td></tr></table>	07/01/2010 – 06/30/2011	62.5	07/01/2011 – 06/30/2012	63.5	07/01/2012 – 06/30/2014	63.7
07/01/2010 – 06/30/2011	62.5						
07/01/2011 – 06/30/2012	63.5						
07/01/2012 – 06/30/2014	63.7						
Budget Category	Also referred to as <i>Sponsored Class</i> . It is a grouping mechanism of like General Ledger (GL) accounts to reflect reporting needs and individual views.						
Cost Category	Cost category is divided into two areas: Direct and F&A. <b>Direct</b> are those costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity; or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Examples include salary, fringe, lab supplies, and equipment. <b>F&amp;A</b> (also known as Indirect or Overhead), are those costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular activity. Examples include rent, lease, utilities, and central staff.						
Description	Short text of item charged to the account.						
Expense Amount	Amount charged to the account.						
Expense Type	Describes how an expense is posted to the account. Examples include: <u>Invoice-Gross</u> : amounts paid to vendors via Purchase Order; <u>P. Card</u> : amounts paid through P. Card purchase; <u>Vendor Invoice</u> : Non-Purchase Order related expenses paid directly through Accounts Payable. <b>Note</b> : This section will be greyed out when expense in question is salary, fringe, or F&A.						
F&A Rate	Percentage Rate that Indirect is charged to your account as depicted in the Notice of Award.						
GL Account	Objects used for accounting transactions which form the basis for creating balance sheets and income statements.						

Term	Definition
Grant	SAP term also referred to as <u>Parent</u> ; this does not reflect the awarding instrument. It is an 8-digit number sequence beginning with 50xxxxxx (federal sponsor) or 55xxxxxx (non-federal sponsor). Records all pertinent data associated with an award and tracks the status of the award or project. The <u>Grant</u> relationship to <u>Sponsored Program</u> can be one to many.
Grant End Date	The <i>project</i> end date of the award.
Grant Start Date	The <i>project</i> start date of the award.
Grant Title	Title of the award as depicted in the Notice of Award.
Posting Date	Date that the corresponding expense was paid.
Principal Investigator (PI)	Name of the individual responsible for the financial and scientific oversight as named in the Notice of Award.
Reference Doc	10 digit number assigned to individual expenses (non-salary) within SAP.
Sponsor	Funding Agency that awarded Boston University these funds.
Sponsor Award Number	Award number assigned by the Sponsor.
Sponsored Program	<i>Also referred to as <u>Internal Order</u>, <u>IO</u>, or <u>child</u>.</i> 10-digit number sequence used to separately track budgeted activities within a grant. Sponsored Programs may be used to differentiate Principal Investigator and co-Investigator, required cost share, sub-contracts or tasks. Accounts starting with 950xxxxxxx are federally funded; accounts starting with 955xxxxxxx are non-federally funded; accounts starting with 954xxxxxxx are federal fabricated equipment and; accounts starting with 959xxxxxxx are non-federal fabricated equipment.
Sponsored Program End Date	The <i>budget</i> end date of the award.
Total Budget	All budget actions, direct and F&A, added to an account to date.
Total Commitments	Items which have been accounted for but not expensed. <b><u>Caution:</u></b> salary, fringe, and F&A commitments are not included.
Total Expense	Amount paid.
Vendor	Name of merchant that payment was made to. <b><u>Note:</u></b> This section will be greyed out when expense in question is salary, fringe, or F&A.