# **My Grant Expenses**

September 9, 2020



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#### 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: <a href="http://www.bu.edu/research/my-grant-expenses">http://www.bu.edu/research/my-grant-expenses</a>.

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.

BU Web Login	
BU login name	
1	
Password	
Log In	Forgot Login or Passwor
APPLICATION: BU Microstrategy XML CONTACT: Account Manager	

#### BU Login

#### Two-Step Login Started

Boston University uses software from Duo to protect your information. Please follow the steps below to complete the login process.

BOST		■ Settings
Device:	Android (XXX-XXX-5900)	~
	Send Me a Push	
	Call Me	
	Enter a Passcode	
Remem	ber 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.

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		<u>9500228249</u>	WBS 3 INSTRUMENT	02/28/2014	STEWARD St	NASA	1,078,378.00	1,078,378.35	0.00	(0.3	5)
		<u>9500228321</u>	AERO SPACE SUBCONTRACT	02/28/2014	STEWARDS	NASA	1,744,868.00	1,711,074.39	32,389.82	1,401.7	9
		<u>9500228380</u>	MIT SUBCONTRACT: COSMIC RAY T	06/17/2010	MICHELLE	NASA	3,821,773.00	3,821,772.13	0.00	0.8	7
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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 <u>Changing the Reporting Period</u>.
- 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).

<u>9500221</u> <u>9500221</u> <u>9500221</u> 9500221	WB 2 S Y STEMS           28248         WB 2 S Y STEMS           ENGINEERING         WB 3 IN STRUMENT           DEVELOPMENT         DEVELOPMENT	02/28/2014 02/28/2014 02/28/2014	STEWARDS D MICHELLE STEWARDS D MICHELLE STEWARDS D MICHELLE	NASA NASA NASA	57,503.00	Expenses 1,728,506.28 57,502.94 1,078,378.35	Commitments* 0.00 0.00 0.00	Available Balance (47,526.17 0.0 (0.35
<u>950022</u>	28248 ENGINEERING 28249 WBS 3 INSTRUMENT DEVELOPMENT		D MICHELLE STEWARDS D MICHELLE	NASA				
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950022	AFROSPACE							
	28321 SUBCONTRACT	02/28/2014	STEWARDS D MICHELLE	NASA	1,744,866.00	1,711,074.39	32,389.82	1,401.7
950022	28380 MIT SUBCONTRACT: COSMIC RAY T	06/17/2010	STEWARDS D MICHELLE	NASA	3,821,773.00	3,821,772.13	0.00	0.8
ENT: SCOPE FOR <u>950022</u>	28381 UTK SUBCONTRACT	02/28/2014	STEWARDS D MICHELLE	NASA	433,212.00	429,864.50	0.00	3,347.5
950022	28470 WBS 5 E PO	02/28/2014	STEWARDS	NASA	229,162.92	229,162.92	0.00	0.0
	INT: COPE FOR <u>95002</u>	INT: COPE FOR <u>9500228381</u> UTK SUBCONTRACT	3500228380         COSMIC RAY I         06/17/2010           INT: COPE FOR         9500228381         UTK SUBCONTRACT         02/28/2014           9500228470         WBS 5 E PO         02/28/2014	3500228380         COSMIC RAY T         06/17/2010         D           NT: COPE FOR         9500228381         UTK SUBCONTRACT         02/28/2014         D           MICHELLE         STEWARDS: D         MICHELLE         STEWARDS: D           9500228470         WBS 5 E PO         02/28/2014         D           MICHELLE         STEWARDS: D         D	3500228380         COSMIC RAY T         06/17/2010         D         Introduct           NT: COPE FOR         9500228381         UTK SUBCONTRACT         02/28/2014         D         NASA           9500228470         WBS 5 E PO         02/28/2014         D         NASA           9500228470         WBS 5 E PO         02/28/2014         D         NASA	SOUZZ8380         COSMIC RAY T         06/17/2010         D         INSA         S.821,77300           INT: COPE FOR         9500228381         UTK SUBCONTRACT         02/28/2014         D         NASA         433,212.00           9500228470         WBS 5 E PO         02/28/2014         D         NASA         229,162.92           MICHELLE         STEWARDSI         D         NASA         229,162.92	Statistic         Statistic <t< td=""><td>SOUZZASBU         COSMIC RAY T         OB/17/2010         D         INSA         S.821,77.300         S.821,77.213         O.000           INTE:         9500228381         UTK SUBCONTRACT         02/28/2014         STEWARDS NASA         433,212.00         429,864.50         0.00           9500228470         WBS 5 E PO         02/28/2014         STEWARDS NASA         229,162.82         229,162.82         0.00</td></t<>	SOUZZASBU         COSMIC RAY T         OB/17/2010         D         INSA         S.821,77.300         S.821,77.213         O.000           INTE:         9500228381         UTK SUBCONTRACT         02/28/2014         STEWARDS NASA         433,212.00         429,864.50         0.00           9500228470         WBS 5 E PO         02/28/2014         STEWARDS NASA         229,162.82         229,162.82         0.00

## **Report Panel 1: Grants by Investigator**

\* 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>&</sup>lt;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 <u>not</u> accounted for in the available balances of the **My Grant Expenses** report.



- 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 Expense	es By Budget Category					Export All	
Grant Number:	10100		Grant Title:		off a feature of	C Provincial Control	to many tax
Sponsor Award #:	and the second sec		PI:		1 million - march		
Grant Start Date:	09/25/2006		Grant End Date:	08/23/	2010		
F&A Rate:	62.50%		Sponsored Program				
Sponsored Progr	am	Cost Category	Budget Category (Show All)	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
			Travel Domestic	16,740.00	1,728.75	0.00	15,011.25
		Direct	Travel Foreign	0.00	19,325.96	0.00	(19,325.96)
9500	ALC: NAME OF TAXABLE PARTY.		Other Directs	9,090.00	0.00	0.00	9,090.00
		F&A	<u>F&amp;A</u>	16,144.00	13,159.20	0.00	2,984.80
		Total Cost		41,974.00	34,213.91	0.00	7,760.09
			Salaries and Wages	7,575.00	11,090.07	0.00	(3,515.07)
	and the second sec	Direct	Fringe Benefits	1,262.00	1,589.96	0.00	(327.96)
9500			Other Directs	6,244.08	0.00	0.00	6,244.08
		F&A	<u>F&amp;A</u>	5,524.00	7,925.05	0.00	(2,401.05)
		Total Cost		20,605.08	20,605.08	0.00	0.00
			Salaries and Wages	13,189.00	26,579.95	0.00	(13,390.95)
		Direct	Fringe Benefits	2,380.00	3,523.17	0.00	(1,143.17)
9500	NAMES OF TAXABLE PARTY.	Direct	Travel Domestic	9,157.00	498.71	0.00	8,658.29
3000			Other Directs	9,547.97	0.00	0.00	9,547.97
		F&A	F&A	15,454.00	19,126.14	0.00	(3,672.14)

\* 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>&</sup>lt;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.



## **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.

	Grant		sored Program Select All)	Sponsored Program End Date	РІ	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance
	Grant	<u>9500228321</u>	AEROSPACE SUBCONTRACT	02/28/2014	STEWARD D MICHELLE		1,744,866.00		32,389.82	Available Balance 1,401.79
		<u>9500228380</u>	MIT SUBCONTRACT: COSMIC RAY T	06/17/2010	STEWARD D MICHELLE	NASA	3,821,773.00	3,821,772.1:	0.00	0.87
50103323	WBS 1.0 MANAGEMENT: COSMIC RAY TELESCOPE FOR THE EFFECTS OF	<u>9500228381</u>	UTK SUBCONTRACT	02/28/2014	STEWARD D MICHELLE	NASA	433,212.00	429,864.50	0.00	3,347.50
		<u>9500228470</u>	WBS 5 E PO	02/28/2014	STEWARD D MICHELLE	NASA	229,162.92	229,162.92	0.00	0.00
		<u>9500228539</u>	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	NASA	808,987.00	799,128.83	0.00	9,858.17
	ber will typically not include s ted as actual expenses.	alaries, fringe	or F&A, unless your	department admir	nistrator has	created fund reservations	for these budget c	ategories. Cor	nmitments include e	encumbrances that h
Step 1: S Step 2: C	ve additional expenditu elect a sponsored prog lick the retrieve expen iew your expense detai	ram from the	e panel above. utton that will app	ear to the righ		A	ach tha inform	ation		

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.	Retrieve expense details

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 Expen	se Detail						Ex	port All	
Spo	nsored Program	Budget Category	GL Account	Posting Date	Expense Amount	Description	Reference Doc	Expense Type	Vendor
	Press, increase	Salaries and Wages	OVERBASE COMP	06/28/2013	\$ 3,900.00	Rotan R	-		
	Personal Advanced	Salaries and Wages	SUMMER SALARY OB	07/31/2013	\$ 2,000.00	Marrison M.	-		
	Presson in cases	Fringe Benefits	FRINGE ALLOC EXTERNL	06/26/2013	\$ 1,010.10	Not assigned	3000648634		
	Press in case	Fringe Benefits	FRINGE ALLOC EXTERNL	07/29/2013	\$ 560.00	Not assigned	3000673322		
	Presson in case	Research Supplies & Minor Equi	CONS SUPPL-RES LAB	07/12/2013	\$ 235.65	Not assigned	1900273931	Vendor Invoice	
	Press, Access	Travel Domestic	TRAVEL - DOMESTIC	06/20/2013	\$ 803.80	HZRSIP	1000986677	Oth Intrnl Srv Prov	-
	Presson in cases	F&A	F&A EXTERNAL	06/20/2013	\$ 512.02	Not assigned	3000642530		
	Press in case	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.

	nses By Budget						Export All	Export Currer
Grant Number	r. 👘			Grant Title:		do mark long	er hending have top	c#
Sponsor Awa	rd #:	-		PI:		and a local		
Grant Start Da	ate:			Grant End Dat	e:			
F&A Rate:	62	70 %		Sponsored Pr	ogram End Date:			
					-	Tetal Fundada		Ausilable Dalaase
Sp	oonsored Program	Cost		Budget Category (Show alaries and Wages	All) Total Budget 18,226.08	Total Expenses 16.025.93	AP/Subaward Commitments <sup>4</sup> 0.00	
				ringe Benefits	4.923.00	4.148.39	0.00	
			R	esearch Supplies &	797.00	0.00	0.00	
				ravel Domestic	1,400.00	0.00	0.00	1.400.00
	10000	Direct		ubawards	19,999.00	9,436.21	10,564.79	
500	Supplement.			onsultant Services	23,625.00	23,687.50	0.00	
				ther Contracted Servi		2,785.12	0.00	
			0	ffice Supplies	0.00	1,555.99	0.00	(1,555.99
			0	ther Directs	(0.02)	596.50	0.00	(596.52
		F&A	E	<u>8A</u>	30,606.94	37,090.12	0.00	
otal		Sponsored Pro	ogram Total		99,577.00 99,577.00	95,325.76 95,325.76	10,564.79	
have not yet p	Sand de dette app	inses.	f					
have not yet p Grant Exper		mses.					Export All	Export Curre
Frant Exper	nse Detail	Budget 1	GL Account	Posting Date Des	scription Expense Amou	nt Description		
	nse Detail		GL Account SUBCONTRACTS <\$25,00	-	scription Expense Amou \$ 427:		Export All Reference Doc Expense T Vendor Irr	vpe Vendor
Frant Exper ponsored Pro	nse Detail	Budget Category	SUBCONTRACTS	03/05/2013	Expense Amou	35	Reference Doc Expense T	voice
Grant Exper	nse Detail	Budget Category Subawards	SUBCONTRACTS <\$25,00 SUBCONTRACTS	03/05/2013	\$ 427.3	10	Reference Doc Expense T Vendor Ir	rpe Vendor waice waice
rant Exper ponsored Pre 500	nse Detail	Budget Category Subawards Subawards	SUBCONTRACTS <\$25,00 SUBCONTRACTS <\$25,00 SUBCONTRACTS	03/05/2013 03/08/2013 03/08/2013	\$ 427.3 \$ 427.3	15 10 33	Reference Doc Expense T Vendor Ir Vendor Ir	voice
rant Exper ponsored Pro 500 500	nse Detail	Budget Category Subawards Subawards Subawards	SUBCONTRACTS <\$25,00 SUBCONTRACTS <\$25,00 SUBCONTRACTS <\$25,00 SUBCONTRACTS	03/05/2013 03/08/2013 03/08/2013 03/08/2013 03/08/2013	Expense Amou           \$ 427.1           \$ 427.1           \$ 427.1           \$ 427.2           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 427.1           \$ 5 1822.1	95 10 19	Reference Doc Expense T Vendor Ir Vendor Ir Vendor Ir	rpe Vendor woice woice woice

## **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.

Boston Universi My Grant Expenses	ty Sponsored Pro	grams			
Change Fiscal Pe	eriod/Year 00	1/2015 July 2	015		
Grants By Inves	tigator				
		Sponso	red Program		
Gr	ant	(9	elect All)		
		9500222730	BU PHASE B/C/D	1	
		9500222750	ASS		
		9500222904	BU P MANA		
		<u>9500222904</u>	(WB		
					L
Select Fiscal Perio	d / Fiscal Year				
001/2015 Jul	v 2015	Note	· Fiscal Period/Fis	cal Years are shown	
005/2014 No	vember			y has taken place	
-	aust 2014	durir	ng the period		
	v 2014				
	ne 2013				I
011/2013 Ma	<u>v 2013</u>	Fier	Noar 2014	(a))	
010/2013 Apr	ril 2013	FISC	al Year 2014 H	Cey	
009/2013 Ma	rch 2013				onths and years, the
	bruary 2013				ation derives from th
007/2013 Jar	nuary 2013				used with Fiscal Years
006/2013 De 201	cember 13	FISCa	ii Year 2014. This	runs from July of 2	
005/2013 No	vember 13		Fiscal Period	Calendar M	ont
004/2013 Od	tober 2013				
003/2013 Sei	ptember 12		012/2014	June 2014	

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. <u><i>Caution</i></u> : salary, fringe, and F&A commitments are not included.
D001	
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.
	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 Sponsored Class. 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. Direct 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. F&A (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: Invoice-Gross:
	amounts paid to vendors via Purchase Order; P. Card: amounts paid through P. Card
	purchase; Vendor Invoice: Non-Purchase Order related expenses paid directly through
	Accounts Payable. Note: 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 Parent; 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 Grant relationship to Sponsored Program 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	Name of the individual responsible for the financial and scientific oversight as named
(PI)	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	Award number assigned by the Sponsor.
Number	
Sponsored Program	Also referred to as Internal Order, IO, or child. 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 950xxxxxx are federally funded; accounts
	starting with 955xxxxxx are non-federally funded; accounts starting with 954xxxxxx
	are federal fabricated equipment and; accounts starting with 959xxxxxxx are non-
	federal fabricated equipment.
Sponsored Program	The <i>budget</i> end date of the award.
End Date	
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. <u>Caution</u> : salary, fringe, and
	F&A commitments are not included.
Total Expense	Amount paid.
Vendor	Name of merchant that payment was made to. Note: This section will be greyed out
	when expense in question is salary, fringe, or F&A.