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: 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.

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

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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	Grant	Spon	sored Program (Select All)	Sponsored Program End Date	PI	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance	1
		<u>9500228239</u>	WBS 1 MANAGEMENT	02/28/2014	STEWARDS	IASA	1,680,980.09	1,728,506.26	0.00	(47,526.17)
		9500228248	WBS 2 SYSTEMS ENGINEERING	02/28/2014	D N MICHELLE	IASA	57,503.00	57,502.94	0.00	0.0	3
		9500228249	WBS 3 INSTRUMENT DEVELOPMENT	02/28/2014	D N MICHELLE	IASA	1,078,378.00	1,078,378.35	0.00	(0.35)
		<u>9500228321</u>	AEROSPACE SUBCONTRACT	02/28/2014	D N MICHELLE	IASA	1,744,868.00	1,711,074.39	32,389.82	1,401.7	
		<u>9500228380</u>	MIT SUBCONTRACT: COSMIC RAY T	06/17/2010	D N MICHELLE	IASA	3,821,773.00	3,821,772.13	0.00	0.8	7
- 1	Case of Section 199	<u>9500228381</u>	UTK SUBCONTRACT	02/28/2014	D N MICHELLE	IASA	433,212.00	429,864.50	0.00	3,347.5	
		9500228470	WBS 5 E PO	02/28/2014	STEWARDS D N MICHELLE	IASA	229,162.92	229,162.92	0.00	0.0	2
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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).

Grants By	Grants By Investigator Export										
	Grant	Spon	sored Program (Select All)	Sponsored Program End Date	PI	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance	•
		<u>9500228239</u>	WBS 1 MANAGEMENT	02/28/2014	STEWARDS	NASA	1,680,980.09	1,728,506.26	0.00	(47,526.17)	
		<u>9500228248</u>	WBS 2 SYSTEMS ENGINEERING	02/28/2014	STEWARDS	NASA	57,503.00	57,502.94	0.00	0.08	
		<u>9500228249</u>	WBS 3 IN STRUMENT DEVELOPMENT	02/28/2014	STEWARDS	NASA	1,078,378.00	1,078,378.35	0.00	(0.35)	
		<u>9500228321</u>	AEROSPACE SUBCONTRACT	02/28/2014	STEWARDS	NASA	1,744,866.00	1,711,074.39	32,389.82	1,401.79	
		<u>9500228380</u>	MIT SUBCONTRACT: COSMIC RAY T	06/17/2010	STEWARDS	NASA	3,821,773.00	3,821,772.13	0.00	0.87	
50103323	WBS 1.0 MANAGEMENT: COSMIC RAY TELESCOPE FOR THE EFFECTS OF	<u>9500228381</u>	UTK SUBCONTRACT	02/28/2014	STEWARDS	NASA	433,212.00	429,864.50	0.00	3,347.50	
		<u>9500228470</u>	WBS 5 E PO	02/28/2014	STEWARDS	NASA	229,162.92	229,162.92	0.00	0.00	
			WRS & PRE LAUNCH		STEWARD S						-

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 balance¹ - 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.**

¹ 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:		Grant Title:		oug - balleting	C Protection and the		
Sponsor Award #	100000		PI:		ER 1 4427621		
Grant Start Date:	09/25/2006		Grant End Date:	08/23/	2010		
F&A Rate:	62.50%		Sponsored Program	m End Date: 12/15/	/2011		
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
	and the second s	Direct	Travel Foreign	0.00	19,325.96	0.00	(19,325.96)
9500		Other Directs	9,090.00	0.00	0.00	9,090.00	
		F&A	<u>F&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)
	No. of column 2 and column 2 and column 2	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&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	Revised Street Street and		Iravel Domestic	9,157.00	498.71	0.00	8,658.29
		50.4		9,547.97	0.00	0.00	9,547.97
		F&A	<u>roa</u>	15,454.00	19,126.14	0.00	(3,672.14)
I ≤ 1 ≥ 3 4 5 0	f 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 category² 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.

² 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.

Grants B	Grants By Investigator Export										
	Grant	Spons	ored Program Select All)	Sponsored Program End Date	РІ	Sponsor	Total Budget	Total Expenses	AP/Subaward Commitments*	Available Balance	•
	9500228	<u>9500228321</u>	AEROSPACE SUBCONTRACT	02/28/2014	STEWARD D MICHELLE	NASA	1,744,866.00	1,711,074.3	32,389.82	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	
	95	<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	Ŧ
* This num not yet pos	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. Co	mmitments include e	encumbrances that ha	ve
To retrie	ve additional expenditu	ire details fo	or a sponsored p	rogram:							
Step 1: S Step 2: C Step 3: V	elect a sponsored prog lick the retrieve expensive your expensive detail	ram from th se details bi Is in the par	e panel above. utton that will app iels below. Pleas	pear to the righ e note that it n	nt. nay take s	everal seconds to refr	esh the 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	Grant Expense Detail Export All									
Spo	nsored Program	Budget Category	GL Account	Posting Date	Expense Amount	Description	Reference Doc	Expense Type	Vendor	Î
	Printers in cases	Salaries and Wages	OVERBASE COMP	06/28/2013	\$ 3,900.00	-	-			I
	Personal Accounts	Salaries and Wages	SUMMER SALARY OB	07/31/2013	\$ 2,000.00	Martine A	-			
	Presson in case	Fringe Benefits	FRINGE ALLOC EXTERNL	06/26/2013	\$ 1,010.10	Not assigned	3000648634			l
	Press No. of Concession, No. of	Fringe Benefits	FRINGE ALLOC EXTERNL	07/29/2013	\$ 560.00	Not assigned	3000673322			1
	Presson in cases	Research Supplies & Minor Equi	CONS SUPPL-RES LAB	07/12/2013	\$ 235.65	Not assigned	1900273931	Vendor Invoice		l
	Press, No. 10	Travel Domestic	TRAVEL - DOMESTIC	06/20/2013	\$ 803.80	HZRSIP	1000986677	Oth IntrnI Srv Prov	-	l
	Presson in case of	F&A	F&A EXTERNAL	06/20/2013	\$ 512.02	Not assigned	3000642530			
	Press No. of Concession, Name of Concession, N	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 Expe	nses By Budget Cat	tegory							Export All	Export Current
Grant Number		-		Grant Tit	le:		to include linear		Contra team?	
Sponsor Awar	rd #·			PI:			the second second			
Grant Start Da	te:			Grant En	d Date:					
ERA Pato:		P/		Sponsor	od Drogram End F	lato:				
Tota Nate.	63.70	70		3001301		ate.				
Sp	onsored Program	Cost	Category Bu	udget Category (Show All)	otal Budget	Total Expenses	AP/Subaward (Commitments*	Available Balance
			Sala	aries and vvag	es	18,226.08	16,025.93		0.00	2,200.15
			Res	earch Sunnlie	s.8.	4,923.00	4,140.39		0.00	774.01
			Mine	or Equi	3 04	797.00	0.00		0.00	797.00
		Direct	Trav	vel Domestic		1,400.00	0.00		0.00	1,400.00
9500	10.00	Dirott	Sub	awards		19,999.00	9,436.21		10,564.79	(2.00)
			Con	sultant Servic	es	23,625.00	23,687.50		0.00	(62.50)
			Othe	er Contracted	Services	0.00	2,785.12		0.00	(2,785.12)
			Offic	ce Supplies		0.00	1,555.99		0.00	(1,555.99)
		E 8 A		erDirects		(0.02)	27.000.12		0.00	(090.02)
		Sponsored Pr	poram Total			99 577 00	95 325 76		10 564 79	(6 313 55)
Total		oponsoreurn				99,577.00	95,325.76		10,564.79	(6,313.55)
Grant Expen	xpensi às actuد يxpensi nse Detail	es.							Export All	Export Current
Sponsored Pro	gram	Budget	GL Account F	Posting Date	Description	Evenence Amount	Description	Deference Dec	Evenence Ture	Vander
_	_	Category		_	_	Expense Amount	Description	Reference Doc	Expense Type	vendor
9500	Course on the	Subawards	SUBCONTRACTS <\$25,00	03/05/2013	-	\$ 427.35	-		Vendor Invoice	Second St.
9500	COLUMN DOCUMENT	Subawards	SUBCONTRACTS <\$25,00	03/08/2013	<u>~</u>	\$ 427.40	-	-	Vendor Invoice	and the second second
9500	COLUMN DOCUME	Subawards	SUBCONTRACTS <\$25,00	03/08/2013	<u>~</u>	\$ 427.33	-	-	Vendor Invoice	
9500	Locar Decision in the local division of the	Subawards	SUBCONTRACTS <\$25,00	03/08/2013	-	\$ 1,822.39	-	-	Vendor Invoice	annes an an
9500	CONTRACTOR OF THE OWNER.	Subawards	SUBCONTRACTS <\$25,00	04/02/2013		\$ 4,999.68		-	Vendor Invoice	1111.1
9500	Litter Decision	Subawards	SUBCONTRACTS <\$25,00	06/14/2013		\$ 477.39		-	Vendor Invoice	Company of

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 Univers My Grant Expenses	ity Sponsored Pro	ograms			
Change Fiscal P	eriod/Year 0	01/2015 July 2	2015		
Grants By Inves	stigator	<u> </u>			
		Sponso	red Program		
G	rant	(Select All)		
		05000007720	BU PHASE B/C/D		
		9500222150	ASS		
		0500222004	BUP		
		9300222904	(WB		
		_			
Select Fiscal Peri	od / Fiscal Year				I
001/2015 Ju	ily 2015	Note	e: Fiscal Period/Fis	cal Years are shown	
005/2014 No	ovember	here	if expense activit	y has taken place	
002/2014 Au	jaust 2014	duri	ng the period		
001/2014 Ju	Ilv 2014				I
012/2013 Ju	ine 2013				
011/2013 M	ay 2013	Fier	al Voar 2014 k	(ov	
010/2013 Ar	oril 2013	FISC		teγ	I
009/2013 Ma	arch 2013	Whi	e grants are meas	sured in calendar mo	onths and years, the
008/2013 Fe	ebruary 2013	from	n July through Jur	ne. Fiscal period not	ation derives from th
007/2013 Ja	anuary 2013	Aug	ust, and so forth.	The year notation u	ised with Fiscal Years
006/2013 De	ecember 013	risco	ii fedi 2014. This	runs nom suly or 20	
005/2013 No	ovember 013		Fiscal Period	Calendar Mo	ont
004/2013 0	ctober 2013				
003/2013 20	eptember 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. Caution: 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.					
	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; <u>P. Card</u> : amounts paid through P. Card					
	purchase; <u>Vendor Invoice</u> : Non-Purchase Order related expenses paid directly through					
	Accounts Payable. <u>Note</u> : 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 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	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.