UNIVERSITY of ROCHESTER

# Non Company Level Grant Reporting

River Rats Presentation February 17, 2016

UR Financials

# Grant Reporting *(Summarized)*

- Report Organization Prompting
- Grant Reporting
  - View FAO by Grant Attributes URF0313
  - Award Line Summary of Funds (NCL) URF0983
  - Award Budgetary Balance Summary Printable (NCL) URF0987
  - Transaction Details Printable (NCL) URF0985
- Wrap Up

# Grant Report Descriptions

| Report Name | Report Description and Use | When to Run |
|---|---|---|
| View FAO by Grant Attributes (Grant Only) URF0313 | Returns grants and award numbers based on your security. Use this report to view a listing of grants and award numbers to use in reporting and transactions. | When NOGA is received, on change or as needed |
| Award Line Summary of Funds (NCL) URF0983 | Activity summarized by grant (award line) with award line amount and balance remaining. | After monthly close |
| Award Budgetary Balance Summary Printable (NCL) URF0987 | Budget-to-actual summary for an Award/Grant by Object Class by Award Period. Must be scheduled using the Schedule a Report task.<br><br>*Tip: Useful to provide to Principal Investigators* | After monthly close |
| Transaction Details Printable (NCL) URF0985 | Transaction details for exporting to PDF with subtotals and page breaks.<br>*Tip: Useful to provide to Principal Investigators* | After monthly close |

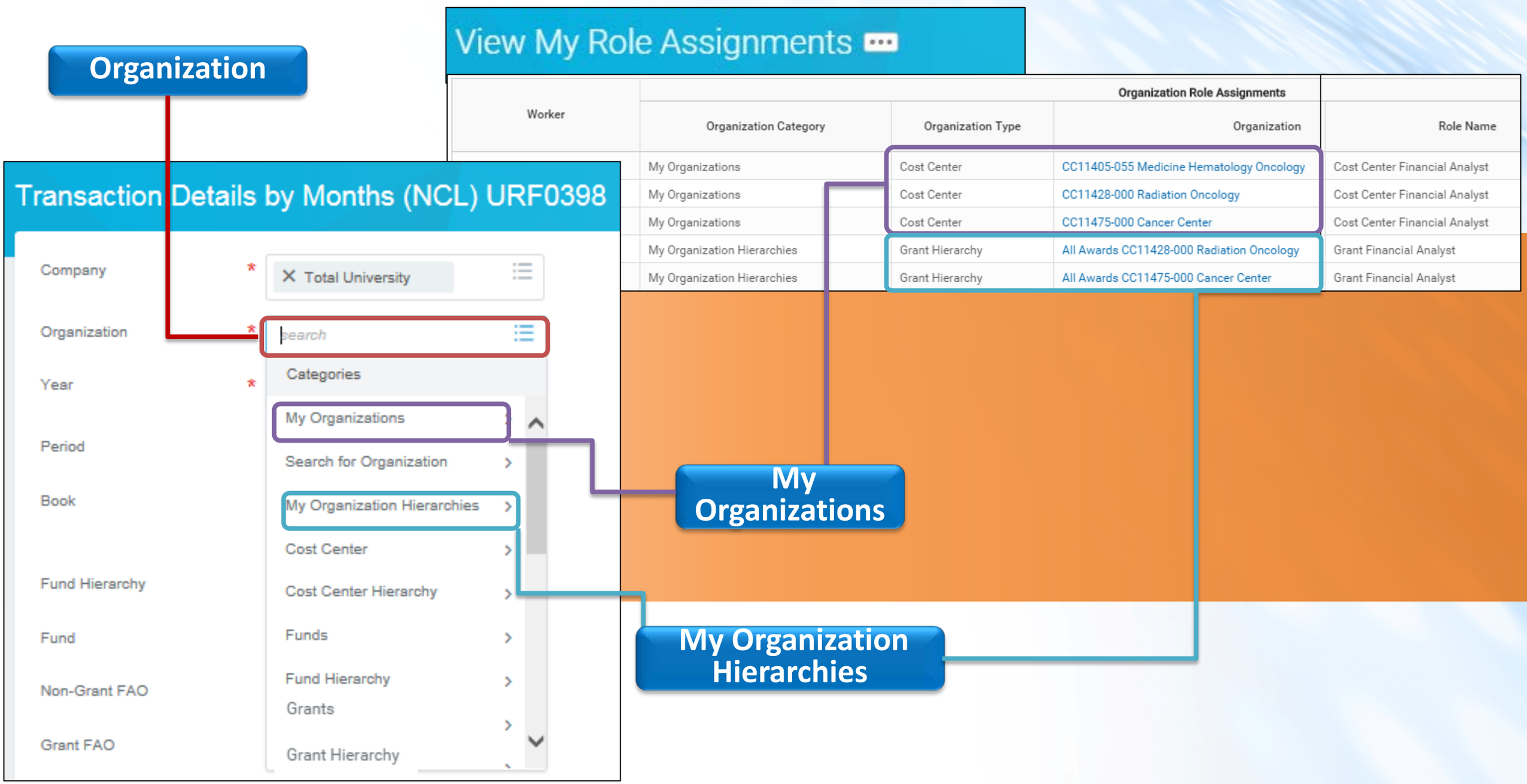
UNIVERSITY of ROCHESTER

# Report Organization Prompting

UR Financials

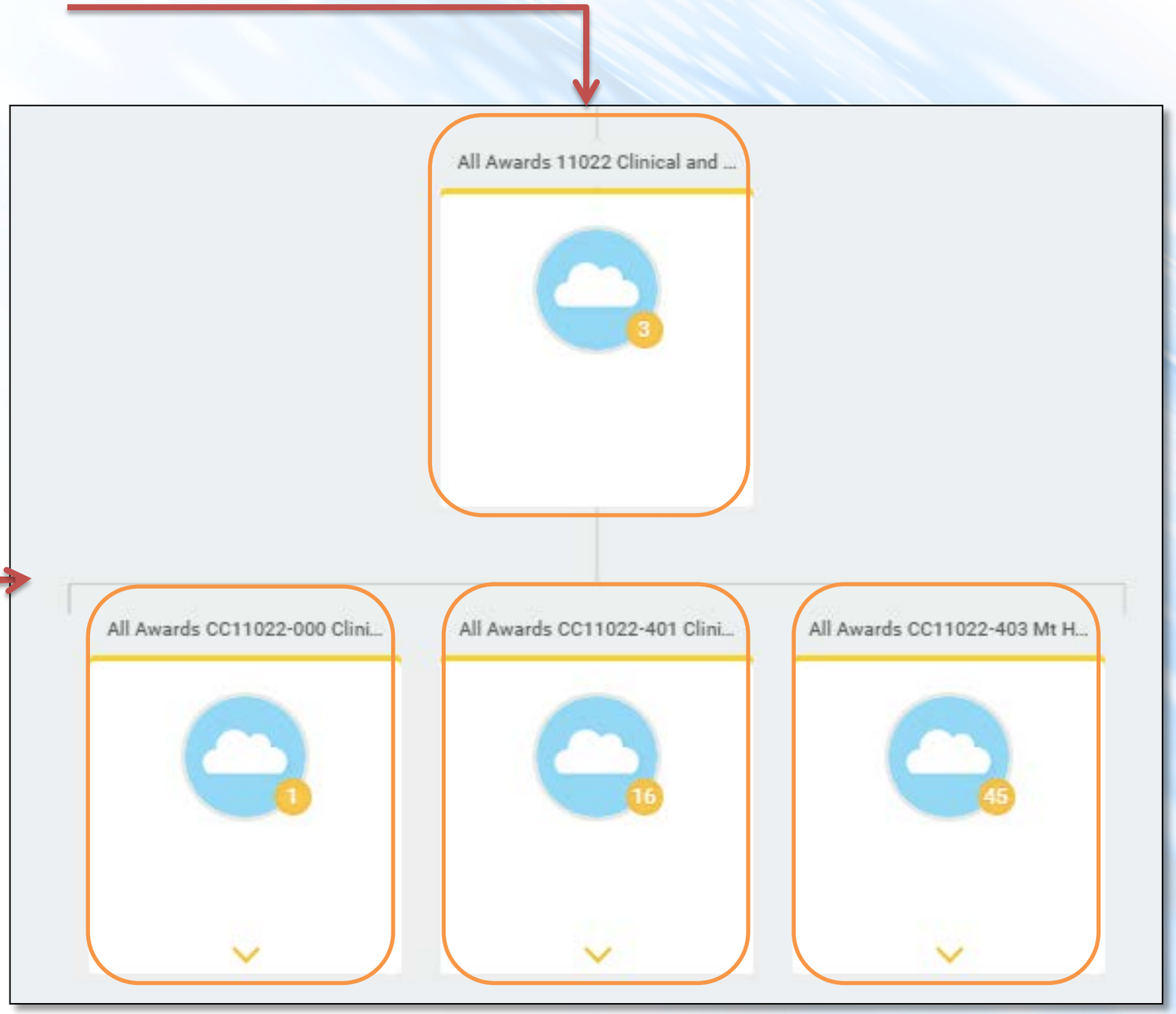
# View My Role Assignments and Organizations

- Use the View My Role Assignment report to show user organizations needed for report prompting



# Grant Hierarchy Structure

- All Awards 11022 Clinical and Social Psychology
  - CC11022-000 Clinical and Social…
  - CC11022-401 Clinical…Main
  - CC11022-403 Mt. Hope Family



# View FAO by Grant Attributes (Grant Only) URF0313

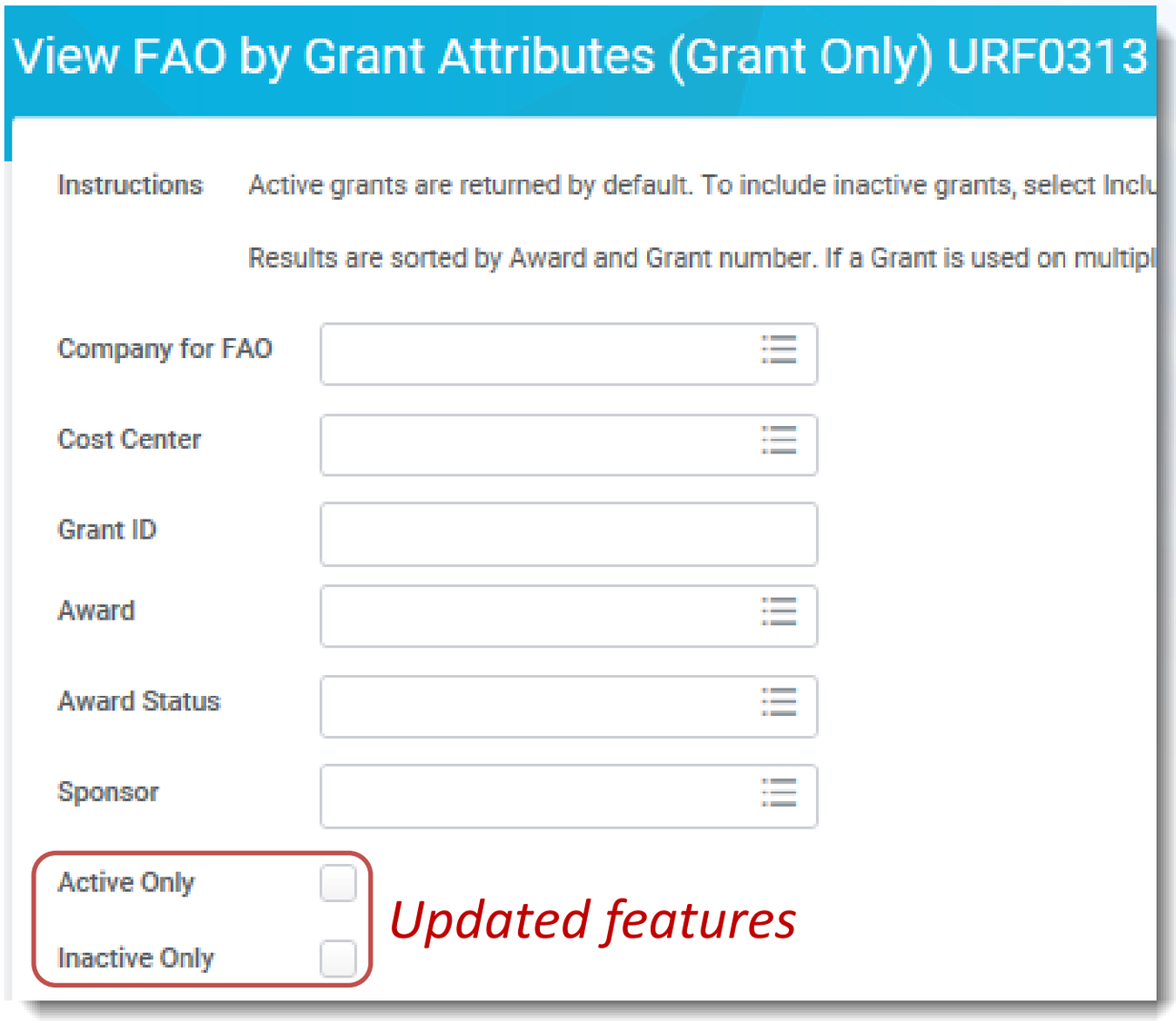
UR Financials

# Report Purpose

View FAO by Grant Attributes (Grant Only) URF0313

- Use this report to view a listing of grants and award numbers to use in reporting and transactions.
- Returns grants and award numbers based on your security.
- Frequency: Run when receiving NOGA as needed

# Prompt Field Definitions




## Prompt Field Definitions

*Note: Blank prompt fields will select all values based on your security profile*

- Company for FAO: Type in Your company
- Cost Center: Enter in Cost Center(s), i.e. Cost Center ##### department_name, or Cost Center Hierarchy: ##### department_name
- Grant ID: The Grant unique identifier used in Workday GR5#####
- Award: The Award unique identifier used in Workday with a prefix of “AWD0”, “AWDC”
- Award Status: Identifies the status of the Award (i e , Amended, Approval in Process, Billed, Final, New, etc )
- Sponsor: Entity responsible for the Award Each award has one Sponsor
- Include Active Grants: Checkbox to output only active grants if selected. If neither box (Active/Inactive) is checked, all grants are returned.
- Include Inactive Grants: Checkbox to output only inactive grants if selected. If neither box (Active/Inactive) is checked, all grants are returned.

# Inactive Grants

- Run reports to view inactive Grants
  - View FAO by Grant Attributes (Grant Only) **URF0313**
- Grants can be reactivated to allow for additional expenses, if needed

***Note:*** *FRS converted Delete 1 and Frozen Grants are Inactive in UR Financials*

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***Note:*** *Used to control spend on Grants ending, final financial report submitted*

# View FAO by Grant Attributes (Grant Only) URF0313

← View FAO by Grant Attributes (Grant Only) URF0313 ⋯

Include Active Grants Yes Include Inactive Grants No

4339 items

| Principal Investigator | Grant ID | Grant | Latest Approved Award Lines | | Award for Grant | | A21 | On / Off Campus | Grant Inactive Flag | Award | Award for Grant | CT | Award Status | Award for Grant | Company for FAO | Cost Center | Cost Ce |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Grant Date From | Grant Date To | Award Schedule Start Date for Award Contract | Award Schedule End Date for Award Contract | | | | | Sponsor | | | Company | | | |
| | GR500000 | GR500000 CALM-FIM_US | 11/25/2014 | 11/24/2018 | 11/25/2014 | 11/24/2018 | 16 Clinical Trials (Non-Federal) | GR ON CAMPUS | | AWD00000009: CALM-FIM_US - Controlling and Lowering Blood Press 11/25/2014 (version 1) | Vascular Dynamics Inc | Yes | Approved | 040 School of Medicine and Dentistry | 040 | CC11405-054 Medicine Heart and Vascular | 1140 |
| | GR500007 | GR500007 GS-US-361-1157 | 11/06/2014 | 11/05/2019 | 11/06/2014 | 11/05/2019 | 03 Organized Research | GR ON CAMPUS | | AWD00000010: A phase 2/3 randomized dbl-blind placebo-controlle 11/06/2014 (version 1) | Gilead Sciences Inc | No | Approved | 040 School of Medicine and Dentistry | 040 | CC11405-054 Medicine Heart and Vascular | 1140 |
| | GR500008 | GR500008 GS-US-361-1157 - Pass Through | 11/06/2014 | 11/05/2019 | 11/06/2014 | 11/05/2019 | 03 Organized Research | GR ON CAMPUS | | AWD00000010: A phase 2/3 randomized dbl-blind placebo-controlle 11/06/2014 (version 1) | Gilead Sciences Inc | No | Approved | 040 School of Medicine and Dentistry | 040 | CC11405-054 Medicine Heart and Vascular | 1140 |

# Award Line Summary of Funds (NCL) URF0983

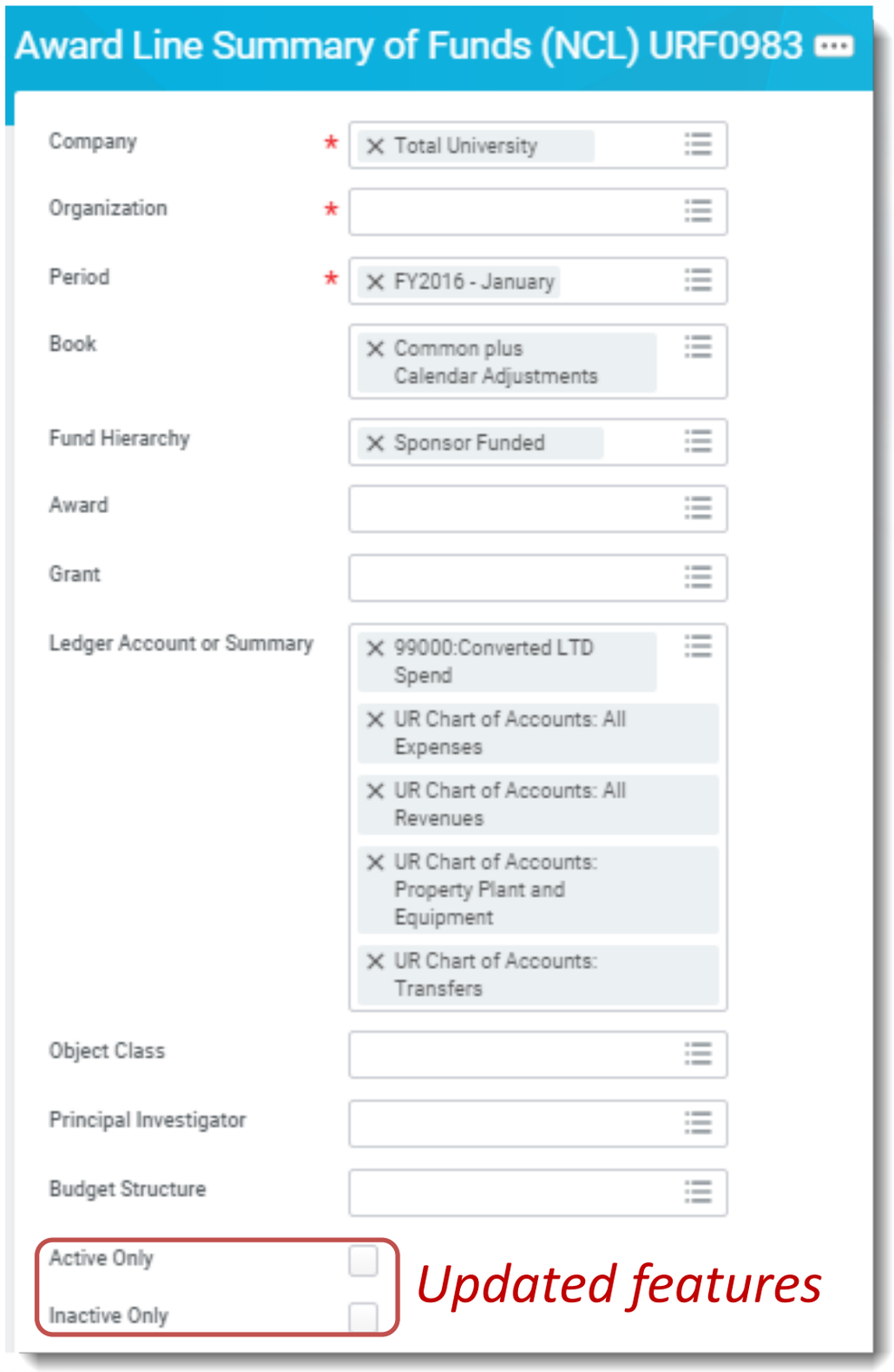
UR Financials

# Report Purpose

## Award Line Summary of Funds (NCL) URF0983

- Activity summarized by grant (award line) with award line amount and balance remaining.
- Frequency: Run after monthly close

# Prompt Field Definitions




*Updated features*

## Prompt Field Definitions

*Note: Blank prompt fields will select all values based on your security profile*

- Company: Defaults to "Total University"
- Organization: Either Grant (see *My Organizations)* i.e. *GR5#####* or Grant Hierarchy (see *My Organization Hierarchies ie Grant Hierarchy: All Awards ##### department_name*)
- Period: Enter Fiscal year and accounting period. Default *FY2016-November*
- Book: Common book code are any transactions posted when the financial close is declared final Post Closing Adjustments generally don't impact FAOs
- Fund Hierarchy: Allows you to select one of more fund hierarchy Defaults to Sponsor Funded transaction which excludes university cost share funds.
- Award Number: Award identifier
- Grant FAO: Grant Identifier
- Ledger Account or Summary: Defaults to the 5 listed Includes only P&L accounts and converted LTD Spend. If you want to see only spend remove UR Chart of Accounts: All Revenue by selecting the X on that item.
- Object Class: Grouping of Spend/Revenue Categories
- Do Not Use: Select Award Budget, Project Budget Structure, or UR Monthly Budget
- Include Active Grants: Checkbox to output only active grants if selected. If neither box (Active/Inactive) is checked, all grants are returned.
- Include Inactive Grants: Checkbox to output only inactive grants if selected. If neither box (Active/Inactive) is checked, all grants are returned.

# Award Line Summary of Funds (NCL) URF0983

## Award Line Summary of Funds (NCL) URF0983

Details

120 items

| Award | Grant | Grant Name | Award Line End Date | CT | Inactive | Principal Investigator | Sponsor | NIH or DHHS | Award Line Amount | Month Actual | FYTD Actual | GLTD Actual | Balanc |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (Blank) | GR524308 | GR524308 BRIGHAM AND WOMENS | | No | No | | | | 188.01 | 0.00 | 0.00 | 0.00 | 1 |
| AWD00000023: Research to assess the biologic barriers to transp 10/15/2014 (version 2) | GR503007 | 118433 | 07/31/2015 | No | No | | Johns Hopkins University | | 33,654.54 | 0.00 | 0.00 | 0.00 | 33,( |
| AWD00000028: A Phase 1 Clinical Trial of the Safety and Immunog 12/30/2014 (version 5) | GR503012 | OPP1033091 | 12/31/2016 | Yes | No | | Beth Israel Deaconess Medical Center | | 582,317.85 | 34,379.89 | 193,220.95 | 474,898.95 | 107,4 |
| AWD00000083: Targeting IgM Memory to Establish Protective B Cel 03/01/2015 (version 1) | GR503037 | R01AI117787 | 02/29/2016 | No | No | | National Institute of Allergy & Infectious Diseases (NIAID) | National Institutes of Health (NIH) | 500,149.00 | 48,642.08 | 157,692.81 | 247,248.09 | 252,9 |

**Tip:** If available budget is incorrect, contact ORACS

**Note:** Run the Manager Financial report to see Contingent Grant spend.

UNIVERSITY of ROCHESTER

# Award Budgetary Balance Summary (NCL) URF0987

UR Financials

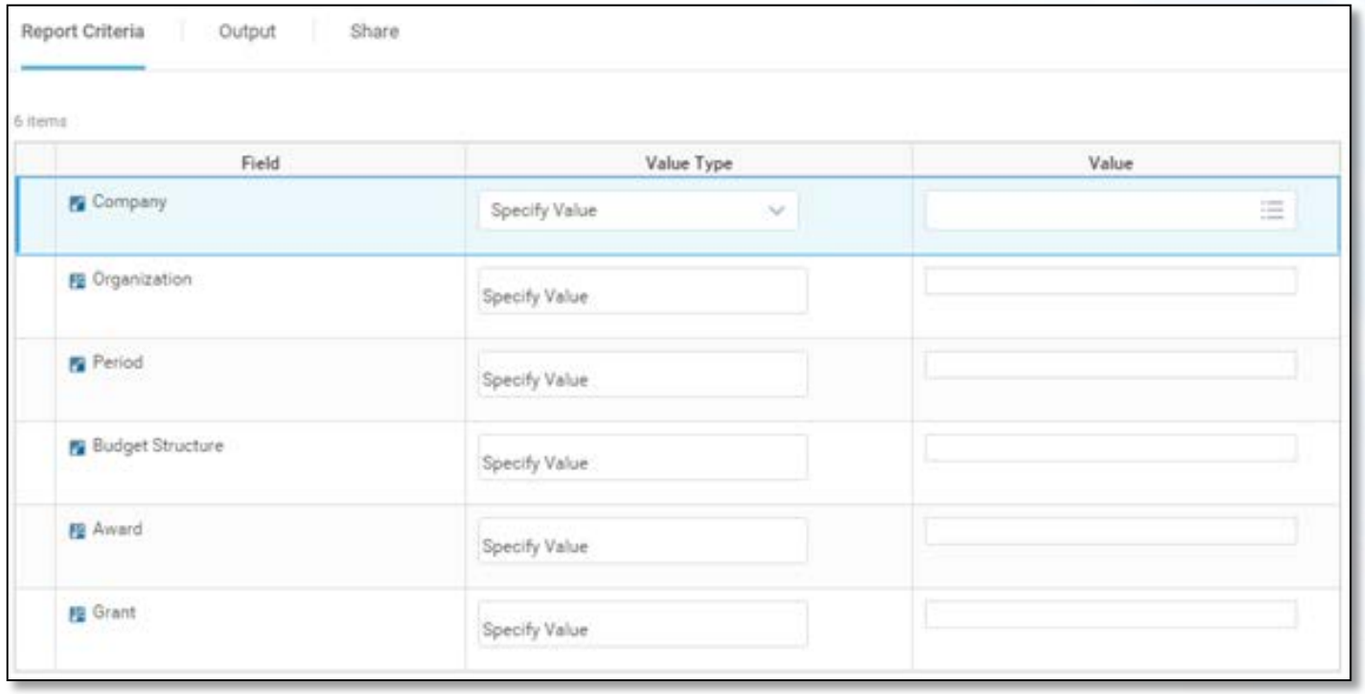
# Report Purpose

## Award Budgetary Balance Summary (NCL) URF0987

- Budget-to-actual summary for an Award/Grant by Object Class by Award Period.
- Must be scheduled using the Schedule a Report task. This report can be run for Awards with or without budgets.
- Frequency: Run as a scheduled report after monthly close

***Tip:*** *Useful to provide to Principal Investigators*

# Prompt Field Definitions




**Tip:** This is ONLY used as a Scheduled Printable Report

## Prompt Field Definitions

*Note: Blank prompt fields will select all values based on your security profile*

- Company: Defaults to "Total University"
- Organization: Either Grant (see *My Organizations)*, or Grant Hierarchy (see *My Organization Hierarchies*)
- Period: Enter Fiscal year and accounting period
- Budget Structure: Defaults to Award Budget
- Award: The Award unique identifier used in Workday with a prefix of "AWD0", "AWDC"
- Grant: The Grant unique identifier used in Workday GR5#####

# Award Budgetary Balance Summary (NCL) URF0987

## Award Budgetary Balance Summary Printable (NCL) URF0987

UNIVERSITY of ROCHESTER

| | | | |
|---|---|---|---|
| FAO | **GR506062 PLR-1443267** | Award | AWD00000175: Collaborative Research: Using Stable Isotopes to 03/15/2015 (version 0) |
| Company | 021 School of Arts and Sciences | Award Name | Collaborative Research: Using Stable Isotopes to Constrain the Atmospheric Carbon Monoxide Budget over the Last 20,000 Years |
| Fund | Sponsored Awards - Unrestricted | Award Line Period | Dec 15, 2014 to Feb 28, 2019 |
| Cost Center | CC11054-000 Earth and Environmental Science | Principal Investigator | |

| Object Class | Budget | Actual | | | | |
|---|---|---|---|---|---|---|
| | Current | Month | FYTD | GLTD | Balance Available | % Used |
| Direct | | | | | | |
| Salaries | 31,112.00 | 0.00 | 0.00 | 0.00 | 31,112.00 | 0.00% |
| Fringe Benefits | 1,255.00 | 0.00 | 0.00 | 0.00 | 1,255.00 | 0.00% |
| Travel | 10,700.00 | 1,254.69 | 1,254.69 | 1,254.69 | 9,445.31 | 11.73% |
| Other | 5,830.00 | 0.00 | 0.00 | 0.00 | 5,830.00 | 0.00% |
| **Direct Total** | **48,897.00** | **1,254.69** | **1,254.69** | **1,254.69** | **47,642.31** | **2.57%** |
| Indirect | | | | | | |
| Travel | 0.00 | 671.26 | 671.26 | 671.26 | (671.26) | 0.00% |
| | 26,160.00 | 0.00 | 0.00 | 0.00 | 26,160.00 | 0.00% |
| **Indirect Total** | **26,160.00** | **671.26** | **671.26** | **671.26** | **25,488.74** | **2.57%** |
| **GR506062 PLR-1443267 Total** | **75,057.00** | **1,925.95** | **1,925.95** | **1,925.95** | **73,131.05** | **2.57%** |

**Tip:** Steps on how to print the entire workbook of a Scheduled Report found in Self Help (FAQs)

# Transaction Details Printable (NCL) URF0985

UR Financials

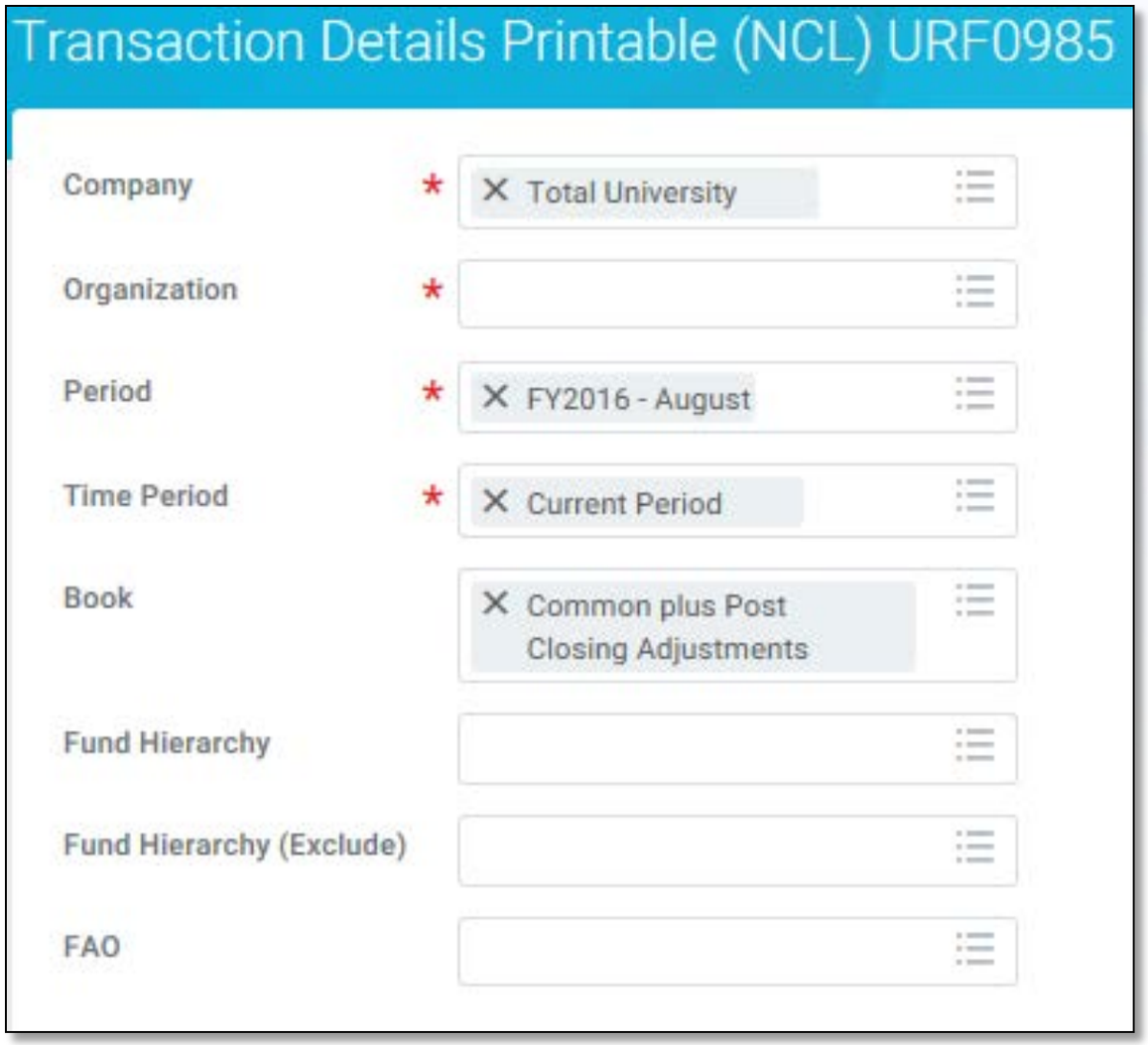
# Report Purpose

## Transaction Details Printable (NCL) URF0985

- Transaction details for exporting to PDF with subtotals and page breaks.
- This  can be used as a Scheduled Printable Report
- Frequency: Run after monthly close

***Tip:*** Useful to provide to Principal Investigators

# Prompt Field Definitions




**Tip:** This can be used as a Scheduled Printable Report

## Prompt Field Definitions

*Note: Blank prompt fields will select all values based on your security profile*

- Company: Defaults to "Total University"
- Organization: Either Grant (see *My Organizations)*, or Grant Hierarchy (see *My Organization Hierarchies*)
- Period: Enter Fiscal year and accounting period
- Time Period: Defaults to Current Period
- Book: Common book code are any transactions posted when the financial close is declared final Post Closing Adjustments generally don't impact FAOs
- Fund Hierarchy: Allows you to select one of more fund hierarchy Choose *Sponsor Funded* to excludes university cost share funds.
- Fund Hierarchy (Exclude): Allows you to select one of more fund hierarchies to exclude from report results
- FAO: Type in an FAO, or multiple FAOs to refine report results (OP, GF, PR, LN, DS, GR)

# Transaction Details Printable (NCL) URF0985

Transaction Details Printable (NCL) URF0985

Details

549 items

| Company | Fund | Cost Center | FAO ID | FAO Name | Object Class Name | Object Class Sort Order | Ledger Account | Ledger Account Identifier | FAC ID | FAC Name | Supplier | PO Number | Accounting Date | Budget Date | Journal Source | Reference | Header Memo or External PO Number | Line Memo or Sup Reference Num |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 020 River Campus Colleges | Sponsored Awards - Unrestricted | CC11054-000 Earth and Environmental Science | GR528692 | GR528692 PLR-1406236 | Capitalized Equipment | 1z | 16250:Movable Equipment | 16250 | SC64100 | Equipment Fabricated (SC64100) | Cardinal Health Medical Products | | 10/02/2015 | 10/02/2015 | Supplier Invoice | SPI00293866 | U106815 | 704672057260 |
| 020 River Campus Colleges | Sponsored Awards - Unrestricted | CC11054-000 Earth and Environmental Science | GR528692 | GR528692 PLR-1406236 | Capitalized Equipment | 1z | 16250:Movable Equipment | 16250 | SC64100 | Equipment Fabricated (SC64100) | US Bank Corporate Payment Systems | | 10/20/2015 | 10/20/2015 | Supplier Invoice | SPI00327753 | IN *WES | 000000000667 |
| 020 River Campus Colleges | Sponsored Awards - Unrestricted | CC11054-000 Earth and Environmental Science | GR528692 | GR528692 PLR-1406236 | Capitalized Equipment | 1z | 16250:Movable Equipment | 16250 | SC64100 | Equipment Fabricated (SC64100) | US Bank Corporate Payment Systems | | 10/20/2015 | 10/20/2015 | Supplier Invoice | SPI00327755 | IN *WES | 000000000667 |
| 020 River Campus Colleges | Sponsored Awards - Unrestricted | CC11054-000 Earth and Environmental Science | GR528692 | GR528692 PLR-1406236 | Graduate Students | 1b | 50000:Salaries and Wages | 50000 | SC57850 | Graduate Student Services Required (SC57850) | | | 10/15/2015 | 10/15/2015 | Payroll Gross Pay | AJE000634611 | SEMI-MONTHLY - S10152015 | SEMI-MONTHL |
| 020 River Campus Colleges | Sponsored Awards - Unrestricted | CC11054-000 Earth and Environmental Science | GR528692 | GR528692 PLR-1406236 | Graduate Students | 1b | 50000:Salaries and Wages | 50000 | SC57850 | Graduate Student Services Required (SC57850) | | | 10/30/2015 | 10/31/2015 | Payroll Gross Pay | AJE000658487 | MONTHLY - MS10312015 | MONTHLY |

# If you need help

1. Self Help
   - URF Security Access Form
   - Supplier Invoice Viewing Form
   - Cognos Data Access
   - Awards and Grants →
   - Report Matrixes
   - Quick Reference Cards →
   - Student Guide from class
   - Project Champions

## Awards and Grants

The Job Aids listed below can assist you in processing Awards and Grants.

Award Attachment Category Function Job Aid- created on 09/14/15

Award Creation Job Aid – revised on 09/14/15
This functionality allows for tracking of the actual contractual start and end dates on the Award Calendar. This allows users to continue to add the periods outside of the real contractual dates required for budgeting and reporting (example: sponsor approved pre-award spending).

## Materials: Quick Reference Cards

**Grant Reporting:**

- Grants Terminology: Self Help
- Award Line Summary of Funds (NCL) URF0983: ***Updated*** *10/29/15*
- Award Budgetary Balance Report (NCL) URF0840: *Created 3/13/15*
- Expiring Award Term List (NCL) URF0973: *Created 4/14/15*
- FAO Activity Summary by Months Report (NCL) URF0392: *Updated 3/26/15*
- FAO Activity Summary by Months Report (CL) URF0279: *Updated 3/26/15*
- Find Supplier Invoice Lines (NCL) URF0992: *Created on 10/23/15* ***NEW***
- Manager Financial Report: *Updated 6/25/15*
- Monthly Transactions Printable (NCL) URF0943G: *Updated 6/25/15*
- View FAO by Grant Atrtributes (Grants Only) URF0313: *Updated 6/25/15*
- View Grants Management Dashboard_031615: *Self Help*
- Viewing a Grant and Award: *Updated 5/16/15*

2. For Technical Issues
   - UnivIT: 275-2000 or email UnivITHelp@ur.rochester.edu
   - URMC: 275-3200 or email HelpDesk_ISD@URMC.rochester.edu

# Questions?