REPORT PURPOSE:
This is the only budget to actual report for sponsored awards available at this time. This report can be viewed at any point to review budget to actual expenditures on sponsored awards. Budgets have been loaded for awards ending after 6/30/2014. Nonfederal clinical trial budgets were excluded.

How to Access and Configure the Award Budgetary Balance Summary
Accessible via the Grant Management Dashboard.

Applies to WORKDAY Role: Grant Financial Analyst

How to Run the Award Budgetary Balance Summary report

1. From your Grants Management Dashboard, Select the “Award Budgetary Balance Summary (NCL) URF0840” report
2. Click prompt icon in Organization, and select either Grant or Grant Hierarchy > All Awards > to which you are assigned. Select an Award
   a. Selecting Grant Hierarchy will combine all the individual budgets and actuals of the related grants (use the “AWDC” or AWDO prefix)
   b. Selecting Grant will show the individual grant (use the “GR” prefix)
   c. These lists include only those grants or grant hierarchies on which you have a role
3. Click the prompt icon in Company to select the appropriate company
4. Click the prompt icon in Budget Structure and select Award Budget
5. Click the prompt icon in Fund Hierarchy and select Sponsor Funded
6. Click the prompt icon in Award to select the award. If too many results appear, type in the award number
7. Click the prompt icon in Years to select the award period, then select OK

Remember: The “Years” column contains spend based on the budget date on the transaction
Remember: Steps on how to Create and Manage Filters can be found on page 2 of the UR Financials Reporting Basics QRC

Resources

For assistance with understanding and analyzing report data, please contact ORACS directly.

For all other issues, please contact the Help Desk
Univ IT: (585) 275-2000 or email: UnivITHelp@ur.rochester.edu
URMC: (585) 275-3200 or email: HelpDesk_ISD@urmc.rochester.edu

UR Financials Terminology for Grant Reporting

<table>
<thead>
<tr>
<th>Grant Hierarchy</th>
<th>Award Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR5XXXXX</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years</th>
<th>Derived from Award Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Calendar Start Date</td>
<td>Award Budget Period</td>
</tr>
<tr>
<td>Award Calendar End Date</td>
<td>Award Budget Period</td>
</tr>
</tbody>
</table>

| Award Line From date       | Authorized Award Period |
| Award Line To date         | Authorized Award Period |
| Budget Date                | Date of activity or service provided |

Report Limitations

1. Does not include expenditures outside of the award period dates (see award line from and to dates). Use the “Out of Award Line Period Activity Summary (NCL)” to view these transactions. They must be reviewed and resolved
2. Rows are based on Object Class (sponsor categories)
3. Spend Category is not displayed on this report
4. Includes unsettled Supplier Invoice transactions (supplier invoices where the supplier has not been paid) for which no F&A has been recognized
5. Includes Cost Sharing (if Grant worktag was used for Cost Sharing) (Use the Manager Financial Report and display by fund to segregate cost sharing transactions.)