REPORT PURPOSE:
Run this report to view transactions related to an Award or a Grant. Activity summarized by FAO, Ledger Account, and Financial Account Category trended by month.

UR Financials Terminology for Grant Reporting

<table>
<thead>
<tr>
<th>Grant Hierarchy</th>
<th>Award Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>GR5XXXXX</td>
</tr>
<tr>
<td>Fund</td>
<td>Identifies source of funding or financial support</td>
</tr>
<tr>
<td>Budget Date</td>
<td>Date of activity or service provided</td>
</tr>
<tr>
<td>Accounting Period</td>
<td>Duration of time Financial books are prepared</td>
</tr>
</tbody>
</table>

"View By" feature and the FAO Activity Summary by Months report

Use this feature to pivot (summarized) activity by categories such as Budget Date or Object Class

1. Run the “FAO Activity Summary by Months report (NCL) URF0392 or Company Level URF0279
2. Hover the mouse over any value from the Fiscal Year column(s) or Total to see the View By triangle.
3. Click Object Class or another view in the View By prompt

Note: When viewing by Object Class, this value may not match the results of the Award Budgetary Balance Summary for the following reasons:
1. If using suggested prompts in this QRC the FAO Activity Summary by Months report will exclude cost sharing.
2. The FAO Activity Summary by Months report includes transactions outside of the award schedule and line dates.

FAO Activity Summary by Months Summary report for NCL URF0392 and Company Level URF0279

Accessible via the Grant Management Dashboard.
Applies to WORKDAY Role: Grant Financial Analyst

How to Run the Activity Summary by Months report

1. From your Grants Managements Dashboard, Select the “FAO Activity Summary by Months (NCL) URF0392 or URF0279 for Company Level users
2. Click the prompt icon in Company to select the appropriate company or use the default value provided
3. 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
4. Click prompt icon in Year, and select the year needed
5. Click the prompt icon in Period to select the "Accounting Period" needed. Select one or multiple months
6. Click the prompt icon in Fund Hierarchy and select Sponsor Funded
7. Accept default values in prompt for Ledger Account or Summary

Note: To only view expenses, click the X preceding UR Chart of Accounts: All Revenues default option. This will remove the option from the search results. Revenue can be added back if needed for a different view.

Tip: To see converted amounts for GLTD, click prompt icon in Ledger Account or Summary and enter in 92200:Other Changes Net and press enter on Keyboard.

Resources

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