



Non Company Level Grant Reporting

RARA Presentation January 19, 2016



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. <i>Tip: Useful to provide to Principal Investigators</i>	After monthly close
Transaction Details Printable (NCL) URF0985	Transaction details for exporting to PDF with subtotals and page breaks. <i>Tip: Useful to provide to Principal Investigators</i>	After monthly close



Report Organization Prompting



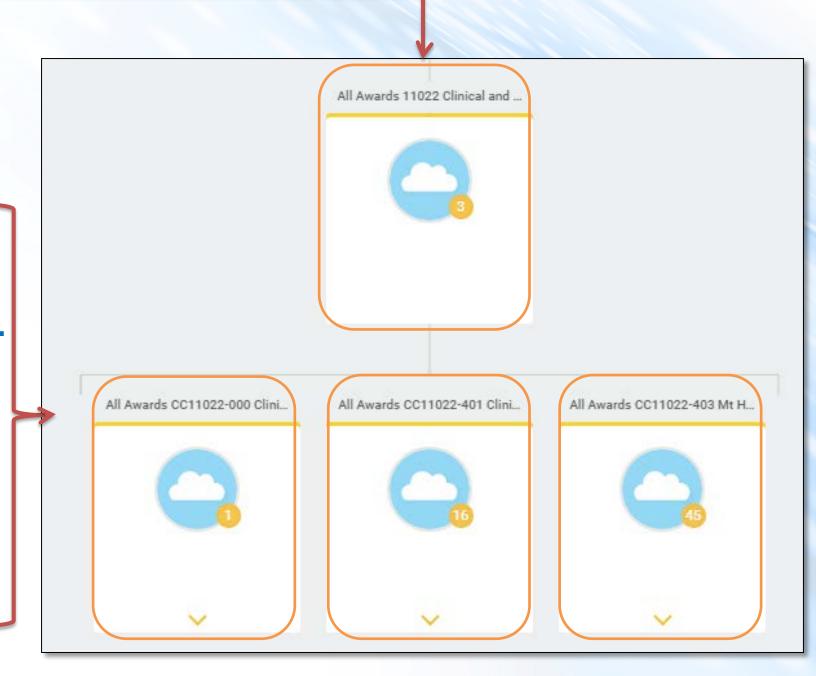
View My Role Assignments and Organizations

Use the <u>View My Role Assignment</u> report to show user organizations needed for report prompting

Organ	Organization		le Assignments			
OIBUI		Worker			Organization Role Assignments	
			Organization Category	Organization Type	Organization	Role Name
			My Organizations	Cost Center	CC11405-055 Medicine Hematology Oncology	Cost Center Financial Analyst
Transaction	Details by Months (NC	L) URF0398	My Organizations	Cost Center	CC11428-000 Radiation Oncology	Cost Center Financial Analyst
			My Organizations	Cost Center	CC11475-000 Cancer Center	Cost Center Financial Analyst
			My Organization Hierarchies	Grant Hierarchy	All Awards CC11428-000 Radiation Oncology	Grant Financial Analyst
Company	* X Total University	=	My Organization Hierarchies	Grant Hierarchy	All Awards CC11475-000 Cancer Center	Grant Financial Analyst
Organization Year Period Book Fund Hierarchy	* Categories * Categories My Organizations Search for Organization My Organization Hierard Cost Center Cost Center Hierarchy		My Organizatio	ns		
Fund Non-Grant FAO Grant FAO	Funds Fund Hierarchy Grants Grant Hierarchy	> > >	My Organiza Hierarchie	tion s		

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



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





- 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

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



Prompt Field Definitions

View FAO by Grant Attributes (Grant Only) URF0313

Instructions Active grants are returned by default. To include inactive grants, select Inc

Results are sorted by Award and Grant number. If a Grant is used on multip

Company for FAO	0 voge 9 source 9 source 9 source	
Cost Center	1 mm, 1 dan 1 mm	
Grant ID		
Award	i mari	
Award Status	1 mm 1 dan 1 mm	
Sponsor	i mar i mar i mar	
Include Active Grants		
Include Inactive Grants		

Prompt Field Definitions

<u>Note:</u> 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 "AWDO", "AWDC"
- <u>Award Status</u>: 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: check box used to include only active Grants in report results
- Include inactive Grants : check box used to include only inactive Grants in report results



View FAO by Grant Attributes (Grant Only) URF0313 🚥

Company for FAO	021
Cost Center	CC11054-000 Earth and Environmental Science

Include Active Grants Yes
Include Inactive Grants No

51 items

			Latest Approved Awa		Award	for Grant					Award for	Grant		Award for Grant				
Principal Investigator	Grant ID	Grant	Grant Date From	Grant Date To	Award Schedule Start Date for Award Contract	Award Schedule End Date for Award Contract	A21	On / Off Campus	Grant Inactive Flag	Award	Sponsor	Budget	Award Status	Company	Company for FAO	Cost Center	Cost Center Hierarchy	Fund
	GR500033	GR500033 EAR- 1447404	11/03/2014	01/31/2018	11/03/2014	01/31/2018	03 Organized Research	GR ON CAMPUS		AWD00000057: Light Element Investigations of Natural and Experi 02/01/2015 (version 0)	National Science Foundation (NSF)	Yes	Approved	021 School of Arts and Sciences	021	CC11054-000 Earth and Environmental Science	11054 Earth and Environmental Science	Sponsored Awards - Unrestricted
	GR506027	GR506027 EAR- 1450907 GM	11/01/2014	01/31/2018	11/01/2014	01/31/2018	03 Organized Research	GR ON CAMPUS		AWD0000093: Collaborative Research: Characterizing the Region 02/01/2015 (version 0)	National Science Foundation (NSF)	Yes	Approved	021 School of Arts and Sciences	021	CC11054-000 Earth and Environmental Science	11054 Earth and Environmental Science	Sponsored Awards - Unrestricted
	GR506028	GR506028 EAR- 1450907	11/01/2014	01/31/2018	11/01/2014	01/31/2018	03 Organized Research	GR OFF CAMPUS		AWD00000093: Collaborative Research: Characterizing the Region 02/01/2015 (version 0)	National Science Foundation (NSF)	Yes	Approved	021 School of Arts and Sciences	021	CC11054-000 Earth and Environmental Science	11054 Earth and Environmental Science	Sponsored Awards - Unrestricted
	GR506049	GR506049 EAR- 1448227	12/01/2014	01/31/2018	12/01/2014	02/28/2015	03 Organized Research	GR ON CAMPUS		AWD00000094: Archeomagnetism of Southern Africa: Implications 03/01/2015 (version 0) AWD00000096: Archeomagnetism of Southern Africa: Implications 03/01/2015 (version 0)	National Science Foundation (NSF)		Approved Canceled	021 School of Arts and Sciences	021	CC11054-000 Earth and Environmental Science	11054 Earth and Environmental Science	Sponsored Awards - Unrestricted

M 🖯

1 9



Award Line Summary of Funds (NCL) URF0983



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



Company	*	× Total University	1 miles 1 miles 2 miles 2 miles
Organization	*		=
Period	*	× FY2016 - November	:=
Book	*	× Common plus Post Closing Adjustments	=
Fund Hierarchy		× Sponsor Funded	=
Award			:=
Grant FAO		- - -	:==
.edger Account or Su	mmary	× 99000:Converted LTD Spend	=
		× UR Chart of Accounts: All Expenses	
		× UR Chart of Accounts: All Revenues	
		× UR Chart of Accounts: Property Plant and Equipment	
		× UR Chart of Accounts: Transfers	
Object Class			1.000
Principal Investigator			=
Do Not Use			:=

Prompt Field Definitions

<u>Note:</u> Blank prompt fields will select all values based on your security profile

- <u>Company:</u> Defaults to "Total University"
- <u>Organization:</u> 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
- <u>Book:</u> 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
- <u>Do Not Use</u>: Select Award Budget, Project Budget Structure, or UR Monthly Budget
- Include Active Grants: Checkbox to have output only for active grants Defaults to checked
- Include Inactive Grants: Checkbox to have output include inactive grants

Award Line Summary of Funds (NCL) URF0983

Details

\$7 items

/ dems														No Y II
Award	Grant	Grant Name	Award Line End Date	Budget	Inactive	Principal Investigator	Sponsor	NIH or DHHS	Award Line Amount	Month Actual	FYTD Actual	GLTD Actual	Balance	% Used
AWD00000057: Light Element Investigations of Natural and Experi 02/01/2015 (version 0)	GR500033	EAR-1447404	01/31/2018	Yes	No		National Science Foundation (NSF)		96,102.00	3,361.23	35,842.69	59,102.91	36,999.09	61.50%
AWD00000093: Collaborative Research: Characterizing the Region 02/01/2015 (version 0)	GR506027	EAR-1450907 GM	01/31/2018	Yes	No		National Science Foundation (NSF)		118,183.00	3,571.46	29,408.60	43,108.82	75,074.18	36.48%
AWD00000093: Collaborative Research: Characterizing the Region 02/01/2015 (version 0)	GR506028	EAR-1450907	01/31/2018	Yes	No		National Science Foundation (NSF)		97,040.00	0.00	5,414.83	5,414.83	91,625.17	5.58%
AWD00000096: Archeomagnetism of Southern Africa: Implications 03/01/2015 (version 0)	GR506049	EAR-1448227	02/28/2017	Yes	No		National Science Foundation (NSF)		362,943.00	161.42	7,014.57	9,429.18	353,513.82	2.60%
AWD00000096: Archeomagnetism of Southern Africa: Implications 03/01/2015 (version 0)	GR506051	EAR-1448227 JT	02/28/2017	Yes	No		National Science Foundation (NSF)		257,055.00	4,943.99	33,488.70	37,293.10	219,761.90	14.51%
AWD00000175: Collaborative Research: Using Stable Isotopes to 03/15/2015 (version 0)	GR506062	PLR-1443267	02/28/2019	Yes	No		National Science Foundation (NSF)		75,057.00	0.00	1,925.95	1,925.95	73,131.05	2.57%
AWD00000175: Collaborative Research: Using Stable Isotopes to 03/15/2015 (version 0)	GR506102	PLR-1443267 Off Campus	02/28/2019	Yes	No		National Science Foundation (NSF)		44,943.00	0.00	0.00	0.00	44,943.00	0.00%
AWD00000290: Natural Trap Cave Revisited: Ancient DNA, Climate 06/01/2015 (version 0)	GR506157	Higgins Des Moines Univ 061215	05/31/2016	Yes	No		Des Moines University		10,763.00	0.00	8,030.77	8,030.77	2,732.23	74.61%
AWD00000398: The Nature of the Ediacaran to Early Cambrian Geom 08/01/2015 (version 0)	GR506211	EAR-1520681	07/31/2017	Yes	No		National Science Foundation (NSF)		295,465.00	5,363.69	23,664.85	23,664.85	271,800.15	8.01%
AWD00000565: PIRE: DUST stimulated drawn-down of atmospheric C0 10/01/2015 (version 1)	GR506270	OISE-1545859	09/30/2016	Yes	No		National Science Foundation (NSF)		791,570.00	0.00	0.00	0.00	791,570.00	0.00%

Tip: If available budget is incorrect, contact ORACS

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





Award Budgetary Balance Summary (NCL) URF0987



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





Field	Value Typ		Value
Company	Specify Value	- L	
ng Organization	Specify Value		
Period	Specify Value		
Budget Structure	Specify Value		
P Award	Specify Value		

Tip: This is ONLY used as a Scheduled Printable Report

Prompt Field Definitions

<u>Note:</u> Blank prompt fields will select all values based on your security profile

- <u>Company</u>: Defaults to "Total University"
- <u>Organization</u>: 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
- <u>Award</u>: The Award unique identifier used in Workday with a prefix of "AWDO", "AWDC"
- <u>Grant</u>: The Grant unique identifier used in Workday GR5#####

Award E	Budgetary Balance Sum	mary Printable	87	UNIV	/ERSITY of RO	OCHESTER					
FAO	GR506062 PLR-1443267		Award	AWD00000175: Collai 0)	03/15/2015 (version						
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 Environment	al Science	Principal Investigator								
		Budget		Actual							
	Object Class	Current	Month	FYTD	GLTD	Balance Available	% Used				
Direct											
Salaries		31,112.00	0.00	0.00	0.00	31,112.00	0.00%				
Fringe Bene	fits	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 To	tal	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 T	otal	26,160.00	671.26	671.26	671.26	25,488.74	2.57%				
GR50606	62 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 <u>Self Help (FAQs)</u>

Cores |



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

company	*	X Total University	; =
rganization	*		:=
Period	*	X FY2016 - August	:=
Time Period	*	× Current Period	:=
Book		X Common plus Post Closing Adjustments	=
und Hierarchy			:=
und Hierarchy (Exc	lude)		:=
FAO			:=

Tip: This can be used as a Scheduled Printable Report

Prompt Field Definitions

<u>Note:</u> 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
- <u>Book:</u> Common book code are any transactions posted when the financial close is declared final Post Closing Adjustments generally don't impact FAOs
- <u>Fund Hierarchy</u>: 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
- <u>FAO</u>: Type in an FAO, or multiple FAOs to refine report results (OP, GF, PR, LN, DS, GR)



M 🖶

Ø 9 h.

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	P0 Number	Accounting Date	Budget Date	Journal Source	Reference	Header Memo or External PO Number	Line Memo or Su Reference Nun
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	SP100293866	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	00000000667
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	00000000667
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

Self Help

- URF Security Access Form
- Supplier Invoice Viewing Form
- <u>Cognos Data Access</u>
- <u>Awards and Grants</u>
- <u>Report Matrixes</u>
- <u>Quick Reference Cards</u>
- <u>Student Guide from class</u>
- Project Champions



For Technical Issues

- UnivIT: 275-2000 or email <u>UnivITHelp@ur.rochester.edu</u>
- URMC: 275-3200 or email <u>HelpDesk_ISD@URMC.rochester.edu</u>

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) URF 0840: 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 Attributes (Grants Only) URF0313: Updated 6/25/15
- View Grants Management Dashboard_031615: Self Help
- Viewing a Grant and Award: Updated 5/16/15

Questions?



