

Sponsored Award Budget to Actuals Report

The Sponsored Awards Budget to Actuals report gives users a life-to-date view of either the entire award (can contain multiple grants), or an individual grant.

Key Report Details

The report returns the project budget, current month expenses, fiscal-to-date, and project-to-date expenditures in the report view. It also includes cost sharing expenses, outstanding obligations, and balance available.

Available to the Following Users:

Grant Manager
Grant Financial Analyst
Lead Principal Investigator
Principal Investigator

1. Type **Sponsored Award Budget to Actuals** in the search bar, or open the Supplemental Financial Reporting dashboard available on **Your Home Landing Page** to access the executable report link



2. Filter by:

Filter Option	Description
Accounting Period	Required prompt, is used to control the fiscal/accounting period up to which the report returns data on.
Award	Optional prompt, allows the user to run the report for any award they have a role for. Note: Select Corresponding Award when running on a grant for optimal performance.
Grant	Optional prompt, allows the user to run the report for any award they have a role for.

3. To expand the report click the arrow next to rows to allow user to 1) Expand each grouped ledger account summary section to individual ledger accounts, or 2) Expand further down to spend categories (where applicable)

Supplies and Services									
▶	Office Services	182,783	349,000	5,109,221	434,891.95	0.00	252,129.95	0.00	434,891.95
▶	Postage Services	2,212,700	2,980,000	114,257.30	1,925,177.12	136,599.80	99,212.12	0.00	1,975,177.12
▶	Travel Expenses	2,212,700	2,980,000	114,257.30	1,925,177.12	136,599.80	99,212.12	0.00	1,975,177.12
▶	Travel Expenses - Domestic	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
▶	Travel Expenses - International	17,943	0.00	0.00	0.00	0.00	17,943.00	0.00	17,943.00
▶	Travel Expenses - Local	1,800,757	2,980,000	114,257.30	1,925,177.12	136,599.80	95,269.12	0.00	1,960,000.00

- Drill to access detailed data about underlying transactions by clicking on any blue number, or numbers in the **Total Expenses** row at the bottom of the report

Ledger Account	Sponsored Award Budget	2015 - 06 Dec Monthly Expenses	2015 - 06 Dec Fiscal Year to Date Expenses	2015 - 06 Dec Project to Date Expenses	0.00
Other Student Support	0.00	0.00	0.00	0.00	0.00
Total Student Support	118,913.00	300.00	5,179.76	21,665.47	0.00
Supplies and Services					
Internal Services	43,110	2,655.80	89,689.81	196,143.27	0.00
Purchased Services	171,825	79,648.00	32,432.58	117,019.98	43,021.42
Supplies and General	109,995	2,297.65	62,890.51	171,201.58	2,522.93
Subcontract	0	0.00	0.00	0.00	0.00

Note: Expansion functionality is limited when this report is exported to Excel. It is expected this functionality will be enhanced at a later date

- View by clicking the arrow that appears when the cursor hovers over a drillable number

Ledger Account	Sponsored Award Budget	2015 - 06 Dec Monthly Expenses	2015 - 06 Dec Project to Date Expenses	0.00	Balance Sponsored Award Budget Less Project to Date Expenses Less (Obligations)	Cost Share (expenditure)	Total Project Costs, including Cost Sharing if any
Total Student Support	118,913.00	300.00	21,665.47	0.00	97,247.53	0.00	21,665.47
Supplies and Services							
Internal Services	43,110	2,655.80	196,143.27	0.00	153,033.27	0.00	196,143.27

- The user is able to summarize the number in a variety of ways.

Criteria	View by	Grant	Amount
2015 - Month	Grant		
		GR527132 Center for Central Nervous System Function Project 4	1,588.80
		GR527131 Center for Central Nervous System Function Project 3	1,040.00
		GR527129 Center for Central Nervous System Function Project 1	25.00
		GR527128 Center for Central Nervous System Function Core B	2.00
		Total	2,655.80
		2,655.80	89,689.81
		79,648.00	117,019.98

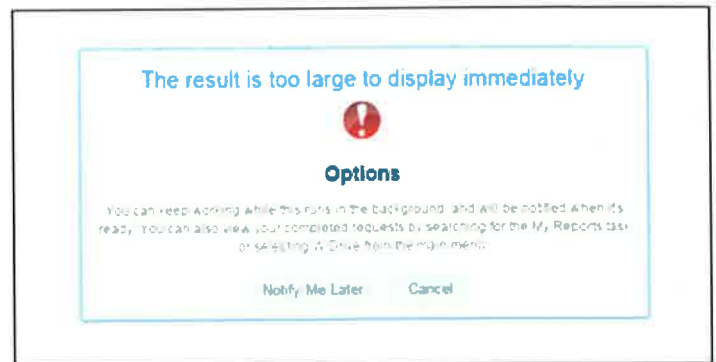
To Export to Excel:

The Sponsored Award Budget to Actuals report will export to your Workday W: Drive as an excel document, with all expansions intact. To do so, run the report and then:

- Click the Excel icon in the top right corner of your screen
- Click **Notify Me Later** when given the option to run the report in the background



- Click **OK** to send the excel output to your Workday W: Drive



- To retrieve the file, click on your name in the top, right corner of Workday, and then select the W: Drive

