

# Running Cost Share Funding Report in BW

- Go to BW Web Reporting on the IRIS Launch Pad



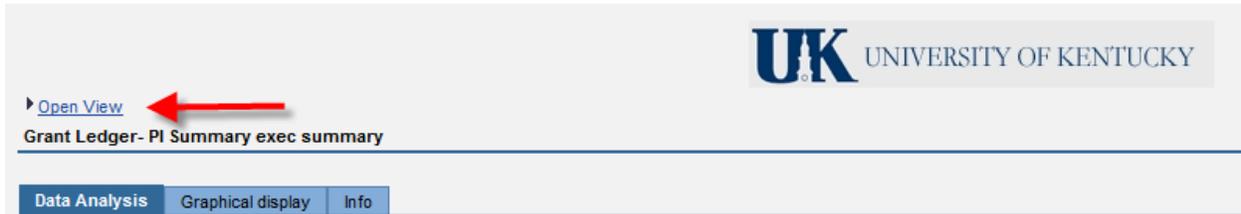
- Using the Grant Ledger-PI Summary exec summary report, enter the fiscal year and period (i.e. 010/2014)
- Enter a single grant number, just to pull the report

**Variables for Ad Hoc Report**

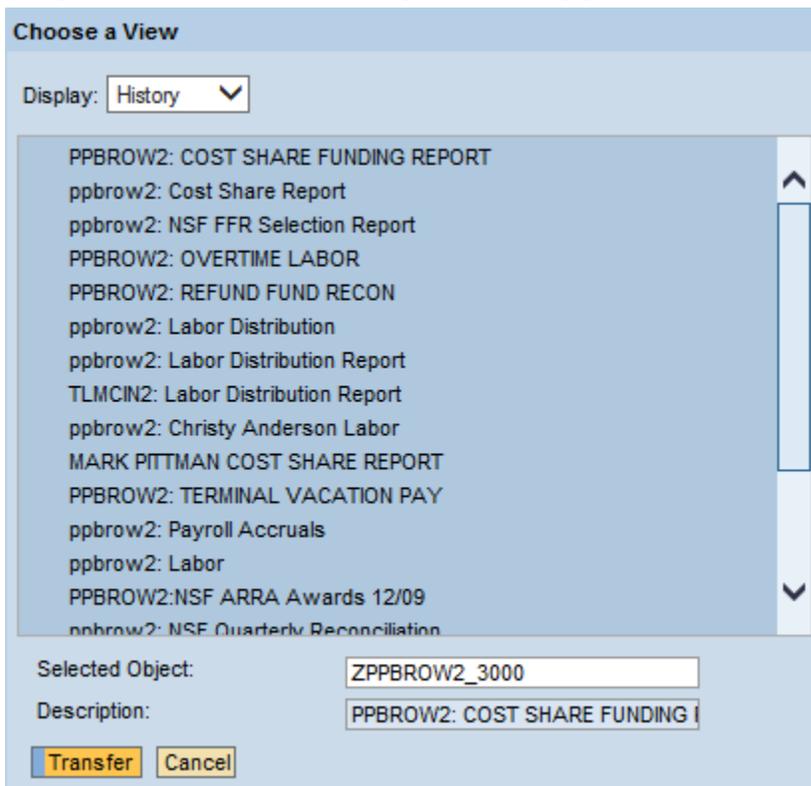
Statistical indicator (*)	R	Real Posting
Company Code (Required) (*)	UK00	University of Kentucky
Fiscal Year		
Fiscal Period/Year (Required) (*)	010/2014	APR 2014
G/L Account	#	UK00/Not assigned To 0000999999 UK00/0000999999
Business Area	=	Include Insert Row
Functional Area	=	Include Insert Row
Fund Department	=	Include Insert Row
Prime Grant	=	Include Insert Row
Grant	3048105923	FELLOWSHIP FOR LEI C Insert Row
Grant Sponsor	=	Include Insert Row
Sponsored Program	=	Include Insert Row
Sponsored Class	<=	E999999 E999999 Include Insert Row

# Running Cost Share Funding Report in BW

- Click the execute button at the bottom of the screen **Execute**
- Click on Open View



- Type ZPPBROW2\_3000 in the Selected Object field then click the Transfer button (required for first time only; should appear in the list as History for future reports)



- Click the Variable Screen to enter specific information for your unit



- Update Fiscal Period/Year
- Update the drop-down for Fund Department to [] and enter the range for your unit

# Running Cost Share Funding Report in BW

- Drop down should be = for single department number reports

**Variables for Ad Hoc Report**

Statistical indicator (\*)  Real Posting  
 Company Code (Required) (\*)  University of Kentucky  
 Fiscal Year   
 Fiscal Period/Year (Required) (\*)  APR 2015  
 G/L Account  UK00/Not assigned To   UK00/0000999999  
 Business Area     
 Functional Area     
 Fund Department  8E000  ARTS & SCIENCES ADMINISTRATION To   8E999    
 Prime Grant     
 Grant    
 Grant Sponsor     
 Sponsored Program     
 Sponsored Class     
 Funds Center     
 Fund  001189\*     
 Discipline     
 GM budget value type(optional)     
 LifeCycle Status  I5616  GMAW Award

- Click on **Execute** to run the report

- As this is a high level cumulative report, it may take a few minutes to complete

**Exceptions:**

Available Budget	<input type="checkbox"/>	Active
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**Conditions:**

Underfunded and Commitments	<input type="checkbox"/>	Active
Underfunded w/o Commitments	<input type="checkbox"/>	Not Active

Rows	Grant Department	GM budget from date	GM budget to date	Cumulative PTD Expense	Commitments PTD	Available Balance (Released)
<b>Overall Result</b>				\$ (13,375.67)	\$ 18,720.44	\$ (5,431.59)
8E030 CHEMISTRY		10/01/2012	10/01/2015	\$ 0.00	\$ 5,726.25	\$ (5,726.25)
▶ 3048110034 ELASTIC/INELASTIC ME				\$ 0.00	\$ 1,585.80	\$ (1,585.80)
▶ 3048110597 KSEF RDE: SPECTROSCO		07/01/2013	06/30/2015	\$ 0.00	\$ 216.40	\$ (216.40)
▶ 3048111574 KSEF RDE: S. AUREUS		07/01/2014	06/30/2015	\$ 0.00	\$ 190.81	\$ (190.81)
▶ 3048111578 KSEF RDE: SYNTHESIS		07/01/2014	06/30/2015	\$ 0.00	\$ 168.36	\$ (168.36)
▶ 3049025394 NASA EPSCOR: IN SIT		05/01/2014	05/31/2015	\$ 0.00	\$ 3,564.88	\$ (3,564.88)
8E031 BIOLOGICAL CHEMISTRY-RCTF				\$ 0.00	\$ 104.65	\$ (104.65)
▶ 3048111381 REAL-TIME IMAGING OF		05/01/2014	04/30/2015	\$ 0.00	\$ 104.65	\$ (104.65)
8E052 GEOGRAPHY-RCTF				\$ 0.00	\$ 1,288.66	\$ (1,288.66)
▶ 3048107167 IMPACTS OF OFF-HIGHW		09/14/2009	09/30/2015	\$ 0.00	\$ 1,288.66	\$ (1,288.66)
8E060 EARTH & ENVIRONMENTAL SCIENCES				\$ 75.00	\$ 1,903.70	\$ (2,065.52)
▶ 3048109366 SCEC4 - DEVELOPMENT		02/01/2012	01/31/2016	\$ 0.00	\$ 148.36	\$ (148.36)
▶ 3048111464 BEDROCK GEOLOGIC MAP		05/12/2014	05/11/2015	\$ 75.00	\$ 1,606.98	\$ (1,768.80)
▶ 3048111464 COLL ABORATIVE RESEAR		05/20/2014	01/31/2016	\$ 0.00	\$ 148.36	\$ (148.36)

- The report results include two optional conditions

# Running Cost Share Funding Report in BW

- The Underfunded and Commitments condition limits the report to active grant accounts that require cost share funding entries and/or have commitments yet to post; which is the default condition shown above
- The Underfunded w/o Commitments condition limits the report to active grant accounts that require cost share funding entries based on posted expenses only
- The conditions are shown as Active or Not Active and can be changed

The screenshot shows the 'Conditions' configuration screen in the BW system. The 'Conditions' table is as follows:

Condition	Status
Underfunded and Commitments	Active
Underfunded w/o Commitments	Not Active

Other visible elements include the 'Exceptions' table with 'Available Budget' set to 'Active', and various utility buttons like 'Save View', 'Export to Microsoft Excel', and 'Print (Portrait)'.

- See below for changing the default condition
- The report hierarchy is first by Grant Department, then by grant
  - The Grant Department is not a results row of the grant entries
- This is filtered on the variable entry screen to include Award lifecycle status only (I5616) and will not include accounts in closing or closed status
- Cumulative PTD Expense includes the account balance based on posted expenses
- Commitments PTD includes the balance of open items that have not yet posted, such as PBC encumbrances and JVs
- Available Balance (Released) includes the balance to be funded once all commitments post in SAP – When this column is a negative balance, funding is required
- As explained previously, there is a default condition on the report to exclude any accounts with an Available Balance (Released) of zero or with excess funding to date

# Running Cost Share Funding Report in BW

- As the condition is on the grant level, there could be a balance on the department level that is not listed in the grant level as it was filtered out by the condition

Grant Department		GM budget from date	GM budget to date	Cumulative PTD Expense	Commitments PTD	Available Balance (Released)
▼ 8E080	MATHEMATICS			\$ (105.08)	\$ 453.51	\$ (348.43)
▷ 3048110143	KENTUCKY ONLINE TEST	07/01/2012	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
▷ 3048111099	SB1 - UNIVERSITY OF	11/01/2013	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
▷ 3048111461	SIMONS FOUNDATION CO	09/01/2014	08/31/2015	\$ 0.00	\$ 220.51	\$ (220.51)

- To deactivate the condition, click on activation button  next to the condition name to change from Active to Not Active or vice versa (again, this make take a few minutes to recalculate the report)



▶ [Open View](#)  
Grant Ledger- PI Summary exec summary

Data Analysis Graphical display Info

Last Data Update: 04/22/2015 00:31:51

Save View Variable Screen Exceptions and Conditions Comments Export to Microsoft Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

▼ Exceptions:

Available Budget		Active
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Create

▼ Conditions:

Underfunded and Commitments		Active
Underfunded w/o Commitments		Not Active

Create

Close

Grant Department		GM budget from date	GM budget to date	Cumulative PTD Expense	Commitments PTD	Available Balance (Released)
▼ 8E080	MATHEMATICS			\$ (105.08)	\$ 453.51	\$ (348.43)
▷ 3048110143	KENTUCKY ONLINE TEST	07/01/2012	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
▷ 3048111099	SB1 - UNIVERSITY OF	11/01/2013	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
▷ 3048111461	SIMONS FOUNDATION CO	09/01/2014	08/31/2015	\$ 0.00	\$ 220.51	\$ (220.51)

# Running Cost Share Funding Report in BW

- This gives you all balances, including those that have more funding than expenses or those that have pending JVs to fund the balance

Save View Variable Screen Exceptions and Conditions Comments Export to Microsoft Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

**Exceptions:**

Available Budget	Active
------------------	--------

Create

**Conditions:**

Underfunded and Commitments	Not Active
Underfunded w/o Commitments	Not Active

Create

Close

Grant Department	GM budget from date	GM budget to date	Cumulative PTD Expense	Commitments PTD	Available Balance (Released)
<b>Overall Result</b>			<b>\$ (13,450.67)</b>	<b>\$ 15,528.08</b>	<b>\$ (2,077.41)</b>
8E030	CHEMISTRY		\$ 0.00	\$ 5,726.25	\$ (5,726.25)
▷ 3048110034	ELASTIC/INELASTIC ME	10/01/2012	\$ 0.00	\$ 1,585.80	\$ (1,585.80)
▷ 3048110597	KSEF RDE: SPECTROSCO	07/01/2013	\$ 0.00	\$ 216.40	\$ (216.40)
▷ 3048111574	KSEF RDE: S. AUREUS	07/01/2014	\$ 0.00	\$ 190.81	\$ (190.81)
▷ 3048111578	KSEF RDE: SYNTHESIS	07/01/2014	\$ 0.00	\$ 168.36	\$ (168.36)
▷ 3049025394	NASA EPSCOR: IN SIT	05/01/2014	\$ 0.00	\$ 3,564.88	\$ (3,564.88)
8E031	BIOLOGICAL CHEMISTRY-RCTF		\$ 0.00	\$ 104.65	\$ (104.65)
▷ 3048111381	REAL-TIME IMAGING OF	05/01/2014	\$ 0.00	\$ 104.65	\$ (104.65)
8E080	MATHEMATICS		\$ (105.08)	\$ 453.51	\$ (348.43)
▷ 3048108308	APPLICATIONS OF FLAG	07/01/2011	\$ (105.08)	\$ 0.00	\$ 105.08
▷ 3048110143	KENTUCKY ONLINE TEST	07/01/2012	\$ 0.00	\$ 116.50	\$ (116.50)
▷ 3048111099	SB1 - UNIVERSITY OF	11/01/2013	\$ 0.00	\$ 116.50	\$ (116.50)
▷ 3048111461	SIMONS FOUNDATION CO	09/01/2014	\$ 0.00	\$ 220.51	\$ (220.51)

- The Underfunded w/o Commitments condition limits the report to active grant accounts that require cost share funding entries based on posted expenses only

**UK** UNIVERSITY OF KENTUCKY

Open View

Grant Ledger- PI Summary exec summary

Data Analysis Graphical display Info

Last Data Update: 04/22/2015 00:31:51

Save View Variable Screen Exceptions and Conditions Comments Export to Microsoft Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

**Exceptions:**

Available Budget	Active
------------------	--------

Create

**Conditions:**

Underfunded and Commitments	Not Active
Underfunded w/o Commitments	Active

Create

Close

Grant Department	GM budget from date	GM budget to date	Cumulative PTD Expense	Commitments PTD	Available Balance (Released)
<b>Overall Result</b>			<b>\$ (13,375.67)</b>	<b>\$ 18,720.44</b>	<b>\$ (5,431.59)</b>
8E060	EARTH & ENVIRONMENTAL SCIENCES		\$ 75.00	\$ 1,903.70	\$ (2,065.52)
▷ 3048111464	BEDROCK GEOLOGIC MAP	05/12/2014	\$ 75.00	\$ 1,606.98	\$ (1,768.80)
8E120	PSYCHOLOGY		\$ 1,585.78	\$ 296.17	\$ (1,881.95)
▷ 3049025513	CDART PROJECT 1A - C	07/01/2014	\$ 778.37		\$ (778.37)
▷ 3049025516	CDART PROJECT 3 - CE	07/01/2014	\$ 807.41		\$ (807.41)

- Just make sure only one condition is active at a time to ensure accuracy of the report results

# Running Cost Share Funding Report in BW

## Funding Cost Share Expenses

“FV50 – General Ledger – Document Entry – Edit or Park G/L Document”

- Several general ledger accounts are used to fund Cost Share via JV:
  - 740510 Transfer from Cost Share – Salary Only
  - 750510 Transfer to Cost Share – Salary Only
  - 740515 Transfer from Cost Share – Benefits Only
  - 750515 Transfer to Cost Share – Benefits Only
  - 740520 Transfer from Cost Share – Operating Expenses
  - 750520 Transfer to Cost Share – Operating Expenses
- The debit entry will be to the Cost Center from which you are moving funds (750XXX g/l accounts).
- The credit will be to the WBS Element and Cost Share Fund (740XXX g/l accounts).
- Type in both the WBS Element and Cost Share Fund on the JV to ensure accuracy

2 Items ( Screen Variant : Standard 1 )							
St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	WBS element	Fund
✓	750510	Tr to CS - Salary	Debit	60,000.00	1012003540		0011260100
✓	740510	Tr fm CS - Salary	Cred...	60,000.00		3046986300	0011890100