Go to BW Web Reporting on the IRIS Launch Pad

UK UNIVERSITY OF KENTUCKY	
✓ User Favorites and Roles	
Velcome Patricia P Brown	
 Favorites FI Accounts Payable (Sensitive Vendor Information) FI Budget FI Financial Accounting Endowment Reporting Master data analysis Special Ledger Funds Management / Budget Control Grants Management 	
Grant Ledger- PI Summary exec summary Labor distribution analysis by Grant Grant Budget & Expenditures Grant Budget Item Details Grant expenditures by award characteristics [KPI] Grant Ledger Grant Ledger PI GL Account Detail Grant Ledger- PI Sponsored Class Detail	~

- 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 D APR 2014	
G/L Account	# DUK00/Not assigned To 0000999999 DUK00/00009999	99
Business Area	= >	Include V Insert Row
Hunctional Area	= V	Include 🗸 Insert Row
Hund Department		Include 🗸 Insert Row
Prime Grant		Include 🗸 Insert Row
(¹) Grant	3048105923 FELLOWSHIP FOR LEI C	Insert Row
🗇 Grant Sponsor	= >	Include 🗸 Insert Row
🗇 Sponsored Program		Include 🗸 Insert Row
Donsored Class	<= V E999999 DE999999	Include 🗸 Insert Row

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

	U K UNIVERSITY OF KENTUCKY
Open View Grant Ledger- PI Summary exec summary	
Data Analysis Graphical display Info	

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)

Choose a View									
Display: History									
PPBROW2: COST SHARE FUNDING REPORT									
ppbrow2: Cost Share Report	t	(Δ)							
ppbrow2: NSF FFR Selection	Report								
PPBROW2: OVERTIME LABO	R								
PPBROW2: REFUND FUND R	ECON								
ppbrow2: Labor Distribution									
ppbrow2: Labor Distribution	Report								
TLMCIN2: Labor Distribution I	Report								
ppbrow2: Christy Anderson	Labor								
MARK PITTMAN COST SHAR	E REPORT	Щ							
PPBROW2: TERMINAL VACA	TION PAY								
ppbrow2: Payroll Accruals									
ppbrow2: Labor									
PPBROW2:NSF ARRA Awar	ds 12/09	\mathbf{x}							
nnhrow2: NSE Quarterly Rec	conciliation								
Selected Object:	ZPPBROW2_3000								
Description: PPBROW2: COST SHARE FUNDING									
Transfer Cancel									

Click the Variable Screen to enter specific information for your unit

	UK UNIVERSITY OF KENTUCKY
Open View	
Grant Ledger- PI Summary exec summary	
Data Analysis Graphical display Info	
	Last Data Update: 05/13/2014 00:12:32
Save View Variable Screen Exceptions and Conditions Comments Exceptions	ort to Microsoft Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts
Rows No Applicable Data Found.	

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

Drop down should be = for single department number reports

/ariables for Ad Hoc Report									
Statistical indicator (*)		R	Real Posting						
Company Code (Required) (*)		UK00	University of Kent	tucky					
🗇 Fiscal Year			D						
Fiscal Period/Year (Required) (*)	010/2015	PR 2015						
G/L Account		#	UK00/Not assigne	d	То 0000999999	О икоо/оооо	999999		
Business Area	- 🗸		đ				Include	~	Insert Row
Functional Area	- 🗸		đ				Include	~	Insert Row
Hund Department	[] 🗸	8E000	ARTS & SCIENCE	S ADMINISTRATION	To 8E999	D 8E999	Include	~	Insert Row
Prime Grant	- 🗸		٥				Include	~	Insert Row
Grant			D						Insert Row
Grant Sponsor	- 🗸		D				Include	~	Insert Row
DSponsored Program	= 🗸		D				Include	~	Insert Row
D Sponsored Class	- 🗸		ð				Include	~	Insert Row
Hunds Center	- 🗸		ð				Include	~	Insert Row
Fund [• •	001189*	D				Include	~	Insert Row
Discipline	- ~		D				Include	~	Insert Row
GM budget value type(optional)	= 🗸		0				Include	~	Insert Row
LifeCycle Status	<= 🗸	15616	GMAW Award				Include	~	Insert Row

- Click on Execute to run the report
- As this is a high level cumulative report, it may take a few minutes to complete Save View Variable Screen Exceptions and Conditions Comments Export to Microsoft Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

			✓ Conditions:						
Available Budget	à A	Active	Underfunded and Committments	8 3	Active				
Create			Underfunded w/o Committments	23 N	ot Active				
			Create						
Close		L							
✓ Rows Budget Class	1 🖪 🗣	Grant Departmer	ıt		GM budget from date	GM budget to date	Cumulative PTD Expense	Commitments PTD	Available Balance (Released)
G/L Account	0 🖽 🔏	Overall Result					\$ (13,375.67)	\$ 18,720.44	\$ (5,431.59)
Grant 🕘	1 🖬 🧏		CHEMISTRY				\$ 0.00	\$ 5,726.25	\$ (5,726.25)
Grant Department		D 304811003	4 ELASTIC/INELASTIC	C ME	10/01/2012	10/01/2015	\$ 0.00	\$ 1,585.80	\$ (1,585.80)
Sponsored Class	1 🖽 🕅	₽ 304811059	7 KSEF RDE: SPECTR	OSCO	07/01/2013	06/30/2015	\$ 0.00	\$ 216.40	\$ (216.40)
		D 304811157	KSEF RDE: S. AUR	EUS	07/01/2014	06/30/2015	\$ 0.00	\$ 190.81	\$ (190.81)
GM Released Budget, Committments &		D 304811157	8 KSEF RDE: SYNTHE	ESIS	07/01/2014	06/30/2015	\$ 0.00	\$ 168.36	\$ (168.36)
Expenditures short		D 204002520	A NASA EPSCOR: IN	sп	05/01/2014	05/31/2015	\$ 0.00	\$ 3 564 88	\$ (3 564 88)
CumulativePTDExpense,	_	₽ 004302333	BIOLOGICAL CHEM	ISTRY-RCTF			\$ 0.00	\$ 104.65	\$ (104.65)
AvailableBalance(Released)		- 0E031	REAL-TIME IMAGIN	GOF	05/01/2014	04/30/2015	\$ 0.00	\$ 104.65	\$ (104.65)
✓ Free Characteristics		V 304811138		:		0.000.2010	\$ 0.00	\$ 104.00 C 4 000.00	\$ (104.03)
Business area	1 🖪 😨	✓ 8E052		ICHW	00/14/2000	00/20/2015	\$ 0.00	3 1,200.00	3 (1,200.00)
Commitment item	ÌBŸ	V 304810716			00/14/2005	00/00/2010	\$ 0.00	\$ 1,288.66	ə (1,288.66)
Company code	1 🖪 😨	✓ 8E060		MENTAL SUENCE			\$ 75.00	\$ 1,903.70	\$ (2,065.52)
Cost Center	1 🖪 🛛	304810936	6 SCEC4 - DEVELOPI	MENT	02/01/2012	01/31/2016	\$ 0.00	\$ 148.36	\$ (148.36)
Discipline] 🖽 🔽	▷ 304811146	4 BEDROCK GEOLOG	SIC MAP	05/12/2014	05/11/2015	\$ 75.00	\$ 1,606.98	\$ (1,768.80)
Finant waar/paried		N an inconstan	COLLABORATIVE F	RESEAR	05/20/2014	01/31/2016	e o oo	0 140 00	C /4 40 001

The report results include two optional conditions

- 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

		1	UK UNI	VERSITY OF	F KENTUCKY	
▶ <u>Open View</u> Grant Ledger- PI Summary exec summary						
Data Analysis Graphical display Info						
			Las	t Data Update: 04/	/22/2015 00:31:51	
Save View Variable Screen Exceptions and Conditions	Comments Export to N	licrosoft Ex	cel Export to CSV	Print (Portrait)	Print (Landscape)	Show Repeated Texts
	✓ Conditions:					
Available Budget 😢 Active	Underfunded and Committments	23	Active			
Create	Underfunded w/o Committments	83	Not Active			
	Create					
Close						

- 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

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)

		I	IK UNI	VERSITY OF	KENTUG	ЖY	
Open View							
Grant Ledger- PI Summary exec summary	у						
Data Analysis Graphical display Info							
			Las	st Data Update: 04/2	2/2015 00:31	:51	
Save View Variable Screen Exceptions	and Conditions Comments	Export to Microsoft Exce	Export to CSV	Print (Portrait)	rint (Landsca	ape) Show R	epeated Texts
✓ Exceptions:	✓ Condit	tions:					
Available Budget	ctive Underfun Committm	ided and thents	Active				
Create	Underfun Committm	nded w/o nents	Not Active				
	Create						
	<u>Croute</u>	/					
Close							
▽ Rows	Grant Department	GM t	oudget from date	GM budget to date	Cumulative	Commitments	Available
Budget Class 🖳 🛄 🔽					Expense	FID	(Released)
G/L Account		MATICS			\$ (105.08)	\$ 453.51	\$ (348.43)
Grant Exceptionation	D 3048110143 KENTU	CKY ONLINE TEST 07/01	/2012	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
	D 3048111099 SB1 - U	INIVERSITY OF 11/01	/2013	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
Sponsored Class	D 3048111461 SIMONS	S FOUNDATION CO 09/01	/2014	08/31/2015	\$ 0.00	\$ 220.51	\$ (220.51)

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	Exceptio	ns and Conditions	omments	Export to Microsoft Exc	Export to CSV P	rint (Portrait) Print	Landscape)	now Repeated	Texts
✓ Exceptions:		<	Condition	ons:					
Available Budget		Active	Underfund Committme	ed and 😜	Not Active				
Create			Underfund Committme	ed w/o nts	Not Active				
			Create						
Close									
▽ Rows	_	Grant Departmen	t		GM budget from date	GM budget to date	e Cumulative	Commitments	Available
Budget Class	<u>r</u> 1						Expense		(Released)
G/L Account	<u>r</u>	Overall Result					\$ (13,450.67)	\$ 15,528.08	\$ (2,077.41)
Grant 🖳	1 T		CHEMIST	RY			\$ 0.00	\$ 5,726.25	\$ (5,726.25)
Grant Department	<u>₽</u> 7	D 304811003	ELASTIC/	INELASTIC ME	10/01/2012	10/01/2015	\$ 0.00	\$ 1 585 80	\$ (1.585.80)
8E300 DEPARTMENT OF		N 004011000	KSEE RDI	E- SPECTROSCO	07/01/2013	06/30/2015	E 0.00	\$ 246.40	£ (216.40)
RCTE 8E120 PSYCHOLOGY	- 🔟	V 304811059	KCEE DD		07/01/2014	06/20/2015	3 0.00	\$ 210.40	\$ (210.40)
Sponsored Class	1 T	₽ 3048111574	A NOEF RUI	E. S. AUREUS	0770172014	00/30/2015	\$ 0.00	\$ 190.81	\$ (190.81)
		3048111578	3 KSEF RD	E: SYNTHESIS	07/01/2014	06/30/2015	\$ 0.00	\$ 168.36	\$ (168.36)
Columns ON Delegeed Budget		D 304902539	NASA EP	SCOR: IN SIT	05/01/2014	05/31/2015	\$ 0.00	\$ 3,564.88	\$ (3,564.88)
Committments &	28		BIOLOGIC	CAL CHEMISTRY-RCTF			\$ 0.00	\$ 104.65	\$ (104.65)
Expenditures short		D 304811138	REAL-TIN	IE IMAGING OF	05/01/2014	04/30/2015	\$ 0.00	\$ 104.65	\$ (104.65)
CumulativePTDExpense,			MATHEM	ATICS			\$ (105.08)	\$ 453.51	\$ (348.43)
Commitments PTD,		✓ 8E080			07/01/2011	09/24/2016	\$ (105.00)	\$ 455.51	\$ (340.43)
AvailableDalance(Released)		₽ 3048108300	APPLICA		07/01/2011	00/51/2015	\$ (105.08)	\$ 0.00	\$ 105.08
✓ Free Characteristics		304811014	3 KENTUCK	Y ONLINE TEST	07/01/2012	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
Business area	<u> 목</u> / 조	▷ 304811109	SB1 - UN	IVERSITY OF	11/01/2013	06/30/2015	\$ 0.00	\$ 116.50	\$ (116.50)
Commitment item	<u>n</u> 🦉	D 304811146	SIMONS F	OUNDATION CO	09/01/2014	08/31/2015	\$ 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

		l U #	UNIVERSIT	Y OF KENTU(CKY		
▶ <u>Open View</u> Grant Ledger- PI Summary exec summar	v		_				
Data Analysis Graphical display Info							
			Last Data Upda	ate: 04/22/2015 00:31	1:51		
Save View Variable Screen Exceptions	and Conditions Co	mments Export to Microsoft Excel Ex	port to CSV Print (Por	trait) Print (Landsc	ape) Show R	epeated Texts]
	~	' Conditions:					
Available Budget 🚷 Ad	tive	Underfunded and Committments No	t Active				
Create	L C	Underfunded w/o Committments	Active				
		Create					
Close							
✓ Rows	Grant Department		GM budget from date	GM budget to date	Cumulative PTD	Commitments PTD	Available Balance
					Expense		(Released)
	Overall Result		1		\$ (13,375.67)	\$ 18,720.44	\$ (5,431.59)
Grant Department		EARTH & ENVIRONMENTAL SCIENCES			\$ 75.00	\$ 1,903.70	\$ (2,065.52)
	3048111464	BEDROCK GEOLOGIC MAP	05/12/2014	05/11/2015	\$ 75.00	\$ 1,606.98	\$ (1,768.80)
	▼ 8E120	PSYCHOLOGY			\$ 1,585.78	\$ 296.17	\$ (1,881.95)
CM Delegand Budget	▷ 3049025513	CDART PROJECT 1A - C	07/01/2014	06/30/2015	\$ 778.37		\$ (778.37)
Committments & II, B	▷ 3049025516	CDART PROJECT 3 - CE	07/01/2014	06/30/2015	\$ 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

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