Grant Administration Workshop

Research and Sponsored Programs

Grant Administration Workshop

1. Grant attributes and what this means
2. How to read your budget
3. How to see expense details
4. How to correctly write a JV
5. Grant Closeout

Grant Attributes

Search [   ] [Go]

Finance

💬 Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

Grant Attributes

Personal Information | **Alumni and Friends** | **Student and Financial Aid** | **Employee** | **Finance**

Search [＿＿＿＿＿＿] [Go]

Wsu Finance Extensions

Balance Available Report

Code Lookup

Translator ** Updated **

FOAPAL Hierarchies

Fund/Orgn Access List

General Ledger Report

Grant Attributes List

Open Accounting Period(s)

Grant Attributes

Fund Attributes:			
Fund Code:	667978	**Title:**	HPW Human Effectiveness Directorate
Fund Type:	2D: University Federal Restricted	**Financial Manager:**	Shebilske, Wayne L. ← PI
Program Code:	20060: SBR-Psychology		
Fund Resp Orgn:	262508: Research-Wayne Shebilske		
Start Date:	13-APR-10	**End Date:**	12-JUL-11

Grant Attributes:			
Grant Code:	667978	**Title:**	HPW Human Effectiveness Directorate
Long Title:	Research and Analytical Support for the 711th HPW Human Effectiveness Directorate		
Responsible Orgn:	262519: Research-Tamera Schneider	**Agency:**	Air Force Research Laboratory (AFRL)
PI:	Schneider, Tamera R.	**Passthrough Agency:**	
Grant Accountant:	Davis, Elaine	**Status:**	Active
Alternate Desc:	Proposal no. 13-501-54	**Grant Type:**	G:Grants
Category:	C:Cost Reimbursable	**Sub Category:**	R:Research
CFDA Number:	12.800	**Sponsor ID:**	FA8650-10-2-6132
Location:	ONCAMP	**Entire Project End Date:**	12-OCT-14
Ind Cost Basis:	MTDC	**Ind Cost Rate:**	45%
Ind Cost Charge Code:	ICCC: Indirect Cost Charge Code	**Ind Cost Dist Code:**	FRMAIN: F&A Federal Research - Main Campus
Cost Share Type:	VNS: Voluntary - Non Salary(No F&A Only)	**Research Type:**	BA: Basic Research

1. Default FO_P
2. Grants Accountant to contact
3. Category type of award
4. Cost Share requirement

5. Start and End date
6. Grant Type
7. F&A rate
8. Type of Sponsor

Grant Attributes

1. Default FO_P

Fund Attributes:	
Fund Code:	669215
Fund Type:	2D: University Federal Restricted
Program Code:	20060: SBR-Psychology
Fund Resp Orgn:	262519: Research-Tamera Schneider
Start Date:	01-AUG-13

Grant Attributes:	
Grant Code:	667978
Long Title:	Research and Analytical Support for the 71
Responsible Orgn:	262519: Research-Tamera Schneider
PI:	Schneider, Tamera R.
Grant Accountant:	Davis, Elaine

When a fund number is assigned under a grant, this is one way that you can view this.

<u>Why a fund number is assigned:</u>
1. There is a co-PI that is to monitor their assigned budget.
2. There is a definite start date and end date.
3. If there is a change in PI and the org will be different.
4. Research Challenge grants.
5. House Bill grants.
6. Change in F&A rate.

Grant Attributes

Grant Code:	007940
Long Title:	STEM Degrees and Careers for Oh NSF-Funded Regional Alliance in D
Responsible Orgn:	262504: Residuals-John Flach
PI:	Flach, John M.
Grant Accountant:	Davis, Elaine
Start Date:	01-JUL-09
Alternate Desc:	Proposal No. 11-259-43

Grants Accountants:

Christopher Spohn   x 2529   christopher.spohn@wright.edu
Elaine Davis   x2659   elaine.davis@wright.edu
Gene Florkey   x3418   gene.florkey@wright.edu
Kim Owens   x2426   kim.owens@wright.edu

http://www.wright.edu/research/research-and-sponsored-programs/post-award/post-award-services

Grant Attributes

Category: C:Cost Reimbursable

<u>Cost Reimbursable</u> is based on expenses. An invoice and/or fiscal report is submitted to the sponsor detailing the expenses such as: salaries, benefits, supplies, travel, F&A, etc. *In other words, the sponsor cares how the money is spent.*

Grant Attributes

Category: F:Fixed Price

Fixed Price is based on the specified tasks, deliverables, or units. The award gives the direction of how WSU will be paid. Detail of the expenses posted to the grant are not submitted to the sponsor.

Grant Attributes

Category:	T:Time & Materials

Time & Materials is based on a rate as noted on the award. The rate is negotiated upfront between the PI, Pre-Award and the sponsor.

- This type of award could be either cost reimbursable or fixed price.

Grant Attributes

Cost Share Type:	MNS: Mandatory - Non Salary(No F&A Only)

If there are any expenses that are being cost shared *(i.e. WSU is paying costs for the project in addition to the sponsor)* then the activity code MUST be used on the FOAP<u>A</u> (for JVs, Invoices, Salaries, Travel, any other types of expenses) and the program code must <u>match</u> the grant's program code.

<div align="center">

F   O   A   P   **A**

Example: 190000-262519-746600-<u>20060</u>-<u>669215</u>

</div>

Grant Attributes

Start Date: 01-SEP-13
End Date: 31-AUG-14

Entire Project End Date: 31-AUG-17

Start Date and End Date is the *current* period of performance and budget authorized.

If the award states the actual length of the whole project, RSP inputs 'Entire Project End Date'. This is to assist with planning purposes; such as obtaining a credit card, staffing, or supplies needed to carry out the activities of the entire project.

Grant Attributes

Grant Type: G:Grants

- *Grants* are to be used when no substantial involvement is anticipated between the government and the recipient, during performance of the contemplated activity. Basically, the sponsor does not require results but is hopeful of a result that benefits the public from the financial assistance. A federal grant does not permit buying property or services directly for the federal government's direct use.

Grant Attributes

Grant Type: C: Contracts

- *Contracts* are awarded to support a project with a defined scope of work under the direction of a principal investigator, from whom the sponsor expects certain performance objectives to be achieved. Usually, a specific period of performance is provided, and use of the funds may be reviewed by or on behalf of the sponsor.

Grant Attributes

Passthrough Agency:	Army Research Office
Grant Type:	S:Sub-Contract

- *Subcontracts/Subawards* are awards received from an institution (usually from Universities or the State) that are passing down some of the award from another source (usually Federal) called the prime. WSU is only privy to that subagreement and not to the prime.

Grant Attributes

- *Sponsored program/activities* are defined as those activities, sponsored whole or in part, by sources external to the University (federal and/or non-federal) for which there is an expectation (implied or specifically stated) on the part of the sponsor for performance, deliverable(s) or outcome(s).

  Examples:

  ◦ Generally conducted by faculty, but may be conducted by staff or members of the University administration.

Grant Attributes

- *Sponsored program/activities continued:*
  - Awarded through various mechanisms - grants, contracts, cooperative agreements, and/or other legally binding means of transfer.
  - May support instruction, research and/or public service activities.
  - Includes fee-for-service activities, community service programs, seminars, symposiums, and conferences, etc. that is funded by third parties.
  - Includes activities supported by cost share requirements.

Grant Attributes

What is F&A? Facilities and Administrative

- These are expenses that benefit the grant/contract funded activities but are of such a nature that it would not be practical or cost-effective to try to calculate what the actual benefit is to the particular projects.

- Typical expenses are maintenance, building depreciation, library costs, and various kinds of administrative functions (purchasing, payroll, RSP, etc.) that are employed indirectly to support your research and scholarly efforts.

- At WSU we have four negotiated rates depending on whether a project is research or something else, and depending on whether it is conducted on or off campus *(see the F&A Cost Rate at http://www.wright.edu/research/research-and-sponsored-programs/pre-award/budget-development#current)*.

Grant Attributes

What is F&A? Facilities and Administrative

- There are two types **most often** used:
  - Modified Total Direct Costs (MTDC)
  - Total Direct Costs (TDC)

Grant Attributes

Facilities and Administrative (F&A) Cost Rates

Rates are to be applied with MTDC consist of:

- All salaries and wages, fringe benefits
- Materials
- Supplies
- Services
- Travel
- Subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract).

Grant Attributes

Facilities and Administrative (F&A) Cost Rates

MTDC shall <u>exclude</u>

- Equipment - means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

- Capital expenditures

- Charges for patient care

- Participant support costs

- Tuition remission

- Rental costs for off-site facilities

- Scholarships and fellowships

- Portion of each subgrant and subcontract in excess of $25,000

Grant Attributes

<u>Facilities and Administrative (F&A) Cost Rates</u>

- Total Direct Costs (TDC) means that F&A will be calculated on all direct charges posted to the grant.

How to read your grant budget

762600	Repairs-Other Equipment	0.00	86.25
769850	Procuremnt Card Maintenance& Repair	0.00	5,002.87
770600	Subcontracts-F&A Charge	25,000.00	25,000.00
770610	Subcontracts-No F&A Charge	22,762.00	→ 2,483.43
778200	Excess & Surplus Property Managemnt	0.00	0.00
794000	Budget Pool-Capital Equipment	25,552.00	0.00
794500	Capital Equipment	0.00	→ 25,596.67
799000	Facilities & Admin-Sponsored Progs	266,876.63	→ 230,061.59
Report Total (of all records)		895,746.99	758,275.08

Example of F&A
calculation using MTDC.

*This grant is assessing
46% on modified total
direct costs (MTDC).*

$758,275.08
-230,061.59
-25,596.67
-2,483.43
$500,133.39
x .46
$230,061.36

Grant Attributes

Ind Cost Dist Code:	SOMAIN: F&A State Other - Main Campus
Ind Cost Dist Code:	FRMAIN: F&A Federal Research - Main Campus
Ind Cost Dist Code:	NOSOMD: F&A Non- Gov't Other - Sch of Med
Ind Cost Dist Code:	LOSOMD: F&A Local Other - School of Med

The type of sponsor lets us know which set of guidelines to use for determining the cost principles.

Federal follows Uniform Guidance .

State awards follow the institution with the strictest rules, many times it is WSU's Wright Way Policy. But, mileage reimbursements typically follow the State's policy.

Local and Non-Gov't most often uses Wright Way Policies to administer the award.

How to query your grant budget

Search [ ] [Go]

Finance

Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

How to query your grant budget

Personal Information **Alumni and Friends** **Student and Financial Aid** **Employee** **Finance**

Search [   ] [Go]

💬 To create a new query choose a query type and select Create Query. To retrieve an existing query ch

Create a New Query

Type   [Budget Status by Account   ▼]

[Create Query]

1. Create a New Query Type
2. Budget Status by Account
3. Create Query

How to query your grant budget

Select the Operating Ledger Data columns to display on the report.

☐	Adopted Budget	☑	Year to Date
☐	Budget Adjustment	☑	Encumbrances
☐	Adjusted Budget	☐	Reservations
☐	Temporary Budget	☐	Commitments
☑	Accounted Budget	☑	Available Balance

Save Query as: [   ]

☐ Shared

[Continue]

Select these four radio buttons.

How to query your grant budget

1 → **Fiscal year:** 2014 ▾   **Fiscal period:** 14 ▾

Comparison Fiscal year: None ▾   **Comparison Fiscal period:** None ▾

Commitment Type: All ▾

Chart of Accounts	W	Index	
Fund		Activity	
Organization		Location	

2 → | Grant | 669184 | Fund Type | |
| Account | | Account Type | |
| Program | | | |

☐ **Include Revenue Accounts**

Save Query as: [   ]

☐ **Shared**

3 → Submit Query

1. Select the fiscal year and period (to see everything to date select 14).
2. Input grant number only (*omit org and program code*).
3. Submit Query.

How to query your grant budget

Account	Account Title	GY13/PD02 Accounted Budget	GY13/PD02 Year to Date	GY13/PD02 Encumbrances	GY13/PD02 Available Balance
611800	Graduate Research Assistants	22,000.00	0.00	0.00	22,000.00
717000	Budget Pool-Contracted Services	1,000.00	0.00	0.00	1,000.00
731200	Lab Supplies-Research	41,000.00	0.00	0.00	41,000.00
739850	Procurement Card Supplies	0.00	1,345.00	0.00	(1,345.00)
740000	Budget Pool-Travel	2,000.00	0.00	0.00	2,000.00
750000	Budget Pool-Info & Communications	4,000.00	0.00	0.00	4,000.00
799000	Facilities & Admin-Sponsored Progs	7,000.00	134.50	6,865.50	0.00
Report Total (of all records)		77,000.00	1,479.50	6,865.50	68,655.00

Download All Ledger Columns	Download Selected Ledger Columns	View Payroll Expense Detail

- <u>Accounted budget</u> represents the current budget approved by the sponsor
- <u>Year to Date</u> represents expenses that have posted to the grant
- <u>Encumbrances</u> are future obligations that are planned to be expensed
- <u>Available balance</u> is the formula: Budget – Year to Date – Encumbrances

$77,000.00- $1,479.50- $6,865.50= $68,655.00

Want this in excel? Hit the <u>Download Selected Ledger Columns</u> button

How to query your grant budget

Account	Account Title	GY13/PD02 Accounted Budget	GY13/PD02 Year to Date	GY13/PD02 Encumbrances	GY13/PD02 Available Balance
611800	Graduate Research Assistants	22,000.00	0.00	0.00	22,000.00
717000	Budget Pool-Contracted Services	1,000.00	0.00	0.00	1,000.00
731200	Lab Supplies-Research	41,000.00	0.00	0.00	41,000.00
739850	Procurement Card Supplies	0.00	1,345.00	0.00	(1,345.00)
740000	Budget Pool-Travel	2,000.00	0.00	0.00	2,000.00
750000	Budget Pool-Info & Communications	4,000.00	0.00	0.00	4,000.00
799000	Facilities & Admin-Sponsored Progs	7,000.00	134.50	6,865.50	0.00
Report Total (of all records)		77,000.00	1,479.50	6,865.50	68,655.00

Download All Ledger Columns	Download Selected Ledger Columns	View Payroll Expense Detail

To calculate the actual balance remaining in your grant:
Accounted Budget minus Year-to-Date
$77,000.00 - $1,479.50= $75,520.50

The Year-to-Date column represents the expenses that RSP invoices and/or reports to the sponsor.

How to read your grant budget

Account	Account Title	GY13/PD02 Accounted Budget	GY13/PD02 Year to Date	GY13/PD02 Encumbrances	GY13/PD02 Available Balance
611800	Graduate Research Assistants	22,000.00	0.00	0.00	22,000.00
717000	Budget Pool-Contracted Services	1,000.00	0.00	0.00	1,000.00
731200	Lab Supplies-Research	41,000.00	0.00	0.00	41,000.00
739850	Procurement Card Supplies	0.00	1,345.00	0.00	(1,345.00)
740000	Budget Pool-Travel	2,000.00	0.00	0.00	2,000.00
750000	Budget Pool-Info & Communications	4,000.00	0.00	0.00	4,000.00
799000	Facilities & Admin-Sponsored Progs	7,000.00	134.50	6,865.50	0.00
Report Total (of all records)		77,000.00	1,479.50	6,865.50	68,655.00

Download All Ledger Columns	Download Selected Ledger Columns	View Payroll Expense Detail

To calculate the directs available, take the actual balance and divide out the F&A.   *10% F&A is assessing on this grant.*

$77,000.00 – 1,479.50 = $75,520.50 (available balance).

75,520.50 / 1.10 = $68,655.00

How to read your grant budget

Account	Account Title	GY12/PD06 Accounted Budget	GY12/PD06 Year to Date	GY12/PD06 Encumbrances	GY12/PD06 Available Balance
612100	Classified	0.00	178.56	0.00	(178.56)
613100	Classified-Overtime	0.00	2,514.43	0.00	(2,514.43)
621100	Staff Benefits-Unclassified	0.00	532.69	0.00	(532.69)
717000	Budget Pool-Contracted Services	5,750.00	0.00	0.00	5,750.00
717150	Professional Fees	0.00	51.20	0.00	(51.20)
717305	Human Subjects - IRB	0.00	1,351.85	0.00	(1,351.85)
717308	Participant Costs - NonIRB	0.00	100.00	0.00	(100.00)
730000	Budget Pool-Supplies	250.00	0.00	0.00	250.00
746600	Conferences/Meetings/Local	0.00	1,120.90	0.00	(1,120.90)
746900	Travel-Foreign	3,000.00	3,000.37	0.00	(0.37)
753300	Composition	0.00	0.00	0.00	0.00
799000	Facilities & Admin-Sponsored Progs	1,000.00	983.25	16.75	0.00
Report Total (of all records)		10,000.00	9,833.25	16.75	150.00

Another example for calculating the directs available.
10% F&A is assessing on this grant.

$10,000.00 – 9,833.25 = $166.75 (available balance)

$166.75 / 1.10 = $151.59 (directs available)

How to read your grant budget

Account	Account Title	GY14/PD05 Accounted Budget	GY14/PD05 Year to Date	GY14/PD05 Encumbrances	GY14/PD05 Available Balance
610005	Unclassified-Budget Pool	91,381.00	0.00	0.00	91,381.00
614000	Faculty-Budget Pool	16,780.00	0.00	0.00	16,780.00
614200	Faculty-Fiscal Year	0.00	98,054.85	33,916.24	(131,971.09)
621100	Staff Benefits-Unclassified	29,037.00	0.00	0.00	29,037.00
623100	Staff Benefits-Faculty	4,043.00	24,468.96	9,632.21	(30,058.17)
731200	Lab Supplies-Research	14,690.00	908.40	0.00	13,781.60
731400	Lab Animal Research-Internal Charge	5,590.00	5,250.65	0.00	339.35
735100	Paper Stock	0.00	31.70	0.00	(31.70)
740000	Budget Pool-Travel	2,000.00	0.00	0.00	2,000.00
777000	Budget Pool-Other Miscellaneous	0.00	0.00	0.00	0.00
777980	Reduce Budget Per Sponsor Mod	0.00	0.00	0.00	0.00
799000	Facilities & Admin-Sponsored Progs	75,220.00	59,208.67	16,011.33	0.00
Report Total (of all records)		238,741.00	187,923.23	59,559.78	(8,742.01)

Another example for calculating the directs available.
46% F&A is assessing on this grant.

$238,741.00 – 187,923.23= $50,817.77 (available balance)

$50,817.77 / 1.46= $34,806.69 (directs available)

How to read your grant budget

- This calculation is helpful when there is capital budgeted that is not spent exactly as planned or is spent without a budget; (the F&A encumbrance will distort the available balance of directs).

- F&A encumbrance is a CaTS calculation, since Banner was unable to provide WSU with this feature. CaTS simply wrote the script as:

  Budget F&A – Year to Date F&A = Encumbrance for F&A.

- Please contact RSP for confirmation of the available balance.

  ◦ *Please note that this formula will not work when there are expenses that have not yet posted.*

Balance Available Report

Search [_____] [Go]

Finance

💬 Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

Balance Available Report

Personal Information | **Alumni and Friends** | **Student and Financial Aid** | **Employee** | **Finance**

Search [   ] [Go]

Wsu Finance Extensions

Balance Available Report
Code Lookup
Translator ** Updated **
FOAPAL Hierarchies
Fund/Orgn Access List
General Ledger Report
Grant Attributes List
Open Accounting Period(s)

Balance Available Report

Fiscal period: 04...October ▾   **Sort By:** Org Level 5 ▾   **Report Type:** Detail ▾   Back to Fiscal Year

[Submit]   [Cancel]   [Download List]

Fund List

Select	Fund	Fund Description	Org	Org Description	Org Level 5	Org Level 5 Desc	Grant
☐	190000	Unallocated Current General Fund	262504	Residuals-John Flach	PSY55	Psychology	
☐	190000	Unallocated Current General Fund	262549	Cost Share for 668021 RAD	PSY55	Psychology	
☐	666999	IGERT	262504	Residuals-John Flach	PSY55	Psychology	666306
☐	668021	RDE-RAD:Ohio STEM Ability Alliance	262504	Residuals-John Flach	PSY55	Psychology	667487
☐	668236	STEM for Ohioans with Disabilities	262504	Residuals-John Flach	PSY55	Psychology	667946
☐	668653	Sirius Program	262504	Residuals-John Flach	PSY55	Psychology	668653

[Select All]   [Deselect All]

[Submit]   [Cancel]   [Download List]

Balance Available Report

Fiscal Year: 2014 / Fiscal Period: 04 / Report Mode: Detail

Fund - 668653 Sirius Program
Orgn - 262504 Residuals-John Flach
Grant - 668653 Sirius Program
Project End date: 30-JUN-14

	Adopted Budget	Adjusted Budget	GTD	Open Commitmts	Available Balance
Salaries & Wages-Unclassified	1,631.00	4,417.00	9,417.33	0.00	(5,000.33)
Salaries & Wages-Graduates & Resid	69,431.00	65,809.00	48,506.90	3,198.26	14,103.84
Salaries & Wages-Faculty Part Time	11,218.00	11,218.00	11,219.48	0.00	(1.48)
Student Wages	0.00	0.00	1,500.00	0.00	(1,500.00)
Benefits	1,891.00	2,727.00	3,900.25	0.00	(1,173.25)
Subtotal Labor	84,171.00	84,171.00	74,543.96	3,198.26	6,428.78
Contracted Services	17,076.00	17,076.00	17,615.00	0.00	(539.00)
Supplies	7,000.00	7,000.00	4,176.26	0.00	2,823.74
Travel	8,205.00	8,205.00	4,484.14	0.00	3,720.86
Facilities & Administrative Costs	53,566.00	53,566.00	46,376.88	7,189.12	0.00
Subtotal Direct Expenditures	85,847.00	85,847.00	72,652.28	7,189.12	6,005.60
Total fund-org	170,018.00	170,018.00	147,196.24	10,387.38	12,434.38

Download

GTD = amount spent

Open Commitmts = encumbrances

How to determine if a fund number has been assigned

Create a New Query

Type

Budget Status by Account ▼

Create Query

Retrieve Existing Query

Saved Query

None ▼

Retrieve Query

How to determine if a fund number has been assigned

Select the Operating Ledger Data columns to display on the report.

☐	**Adopted Budget**	☑	**Year to Date**
☐	**Budget Adjustment**	☑	**Encumbrances**
☐	**Adjusted Budget**	☐	**Reservations**
☐	**Temporary Budget**	☐	**Commitments**
☑	**Accounted Budget**	☑	**Available Balance**

Save Query as: [   ]

☐ **Shared**

[Continue]

How to determine if a fund number has been assigned

Fiscal year:	2014 ▾		Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾		Comparison Fiscal period:	None ▾
Commitment Type:	All ▾			

Chart of Accounts	W	Index	
Fund	6%	Activity	
Organization		Location	
Grant	669087	Fund Type	
Account		Account Type	
Program			

☐ **Include Revenue Accounts**

Save Query as: [_____]

☐ **Shared**

[Submit Query]

1. Input the grant number
2. Input a 6% in the fund number (the % is the wildcard)
3. Use current fiscal year and best to use   Period 14
4. Submit Query

How to determine if a fund number has been assigned

Fund	Account	Account Title
669087	610005	Unclassified-Budg
669087	611100	Unclassified-Contr
669087	611800	Graduate Research Assistants
669087	621100	Staff Benefits-Unc
669087	731200	Lab Supplies-Rese
669087	731400	Lab Animal Resear Internal Charge
669087	799000	Facilities & Admin Sponsored Progs
669088	610005	Unclassified-Budg
669088	612200	NonExempt Unclas Hourly
669088	621100	Staff Benefits-Unc
669088	717000	Budget Pool-Contr Services
669088	740000	Budget Pool-Trave
669088	799000	Facilities & Admin Sponsored Progs
669089	610005	Unclassified-Budg
669089	611100	Unclassified-Contr

The 'Query Results' adds the column to the left of the 'Account'.

If there is a fund assigned under the grant this is where you will see it.

If there is no fund assigned, the 'Fund' column will remain the same number as the grant.

How to find your FO_P

Personal Information   **Alumni and Friends**   **Student and Financial Aid**   **Employee**   **Finance**

Search [   ] [Go]

Finance

💬 Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

Journal Vouchers
Requisitions
Purchase Orders
Salary
Procards

are required to use the
FO_P assigned

F = Fund   O = Org   P = Program

How to find your FO_P

Personal Information | **Alumni and Friends** | **Student and Financial Aid** | **Employee** | **Finance**

Search [ ] [Go]

Wsu Finance Extensions

Balance Available Report

Code Lookup

Translator ** Updated **

FOAPAL Hierarchies

Fund/Orgn Access List

General Ledger Report

Grant Attributes List

Open Accounting Period(s)

How to find your FO_P

Translator

"Translator helps you look up information for Index and other Code values. Click HELP link for more details."

+ **Index Search**

Index Criteria: [   ]
(Input Index Code or Title)

Index	Index Title	Fund	Fund Title	Org	Org Title	Program	Program Title

+ **Code Lookup**

Chart of Accounts Code	W ▾
Select a Type	account ▾
Code Criteria	[ ]
Title Criteria	[ ]
Maximum rows to return	10 ▾

[Execute Query]

1. Type the grant/fund number in the <u>Index Search;</u> dialogue box will provide requested information.
2. Or under Code Lookup, select Type and Code or Title; then Execute Query.

The proper JV

JVs (Journal Vouchers) need to include in the document text the document number(s), the description of the expense (vendor and type of expense may suffice), grant purpose to move the expense on/off the grant, and the date of the original transaction.

- *This detail allows for cross reference with each of the JVs created, in order to match up for documentation purposes.*

- *In an audit, the proper JV demonstrates that the charges are for the grant.*

Improper JV

Can anyone tell me what these charges are for?

How do these expenses benefit the grant?

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0035934		Posted	Jul 25, 2007	Jul 31, 2007	H	2,005.74
Document Text: correct fund/org procard wi⬛⬛en						
		1. 5/29/07 kroger 40.00				
		2. 5/29/07 target 45.00				
		3. 5/29/07 walmart 360.00				
		4. 6/7/07 kroger 200.00				
		5. 6/8/07 walmart 300.00				
		6. 6/4/07 walmart 18.85				
		7. 6/20/07 kroger 39.02				

Journal Voucher Accounting

Seq#				Description				BudPd	Curr	Doc Ref	Accr	Bank	
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C
1	correct fund/org procard - WR							01					01	
	W	08	01	J16		665299		739850	30070				1,002.87	-
2	correct fund/org procard - WR							01					01	
	W	08	01	J16		665299		717305	30070				445.00	+
3	correct fund/org procard - WR							01					01	
	W	08	01	J16		665968		717305	20053				500.00	+
4	correct fund/org procard - WR							01					01	
	W	08	01	J16		666672		746600	30070				18.85	+
5	correct fund/org procard - WR							01					01	
	W	08	01	J16		666384		746600	30070				39.02	+
Total of displayed sequences:													2,005.74	

If you can't, no one can.

ESPECIALLY the auditors (they are the eyes and ears of the grantor).

The proper JV

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0153446		Posted	Oct 18, 2013	Nov 04, 2013	▓▓▓▓	600.00
Document Text:	Transfer department pro-card (▓▓▓ 0580)					
	expense of $300.00 (partial amt of $2020.00 tran.					
	total) on 6/24/13 for 15 $20 gift cards from					
	Walmart given to participants after each visit as					
	follows:					
	$ 40 per SC protocol #3764 on grant 667455					
	$ 40 per SC protocol #3774 on grant 667456					
	$180 per SC protocol #4408 on grant 668163					
	$ 40 per SC protocol #4541 on grant 668179					

	Walmart order # 2677857441521					

Journal Voucher Accounting

Seq#				Description					BudPd	Curr	Doc Ref	Accr	Bank	
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C
1	Transfer PR-131 Walmart 6/24								04				01	
	W	14	04	J16		190002	▓▓▓▓	717308	20053				300.00	-
2	Transfer PR-131 Walmart 6/24								04				01	
	W	14	04	J16		667455	▓▓▓▓	717305	30070				40.00	+
3	Transfer PR-131 Walmart 6/24								04				01	
	W	14	04	J16		667456	▓▓▓▓	717305	30070				40.00	+

The proper JV

*Describe the research purpose for
what would appear to be office supplies.*

Journal		Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0122649			Posted	Feb 28, 2012	Feb 29, 2012	W██████	286.44
Document Text:	PR000085 ProCard 1/30/2012 Guy Brown $143.22 for						
	purchase of labels to be used to identify						
	research tubes and samples which are stored in						
	the minus eighty freezers. They are to only be						
	used for this purpose and, being mailable labels						
	(rather than "removable"), are expected to stay						
	on during the cold storage, not age or freeze						
	off.						

Journal Voucher Accounting

Seq#					Description				BudPd	Curr	Doc Ref	Accr	Bank	
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C
1	Identify labels for research								08				01	
	W	12	08	J16		667337	████	739850	20053				143.22	-
2	Identify labels for research								08				01	
	W	12	08	J16		667337	████	731200	20053				143.22	+
Total of displayed sequences:													286.44	

The proper JV

Personal Information | **Alumni and Friends** | **Student and Financial Aid** | **Employee** | **Finance**

Search [ ] Go

Finance

💬 Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

The proper JV

Use copy `Enter JV Number`   **Use template** `None ▼`

[Retrieve.] ☑ Copy Text   [Retrieve]

Transaction Date `7 ▼` `OCT ▼` `2013 ▼`

Journal Type `J16 (Expense/Revenue Transfer) ▼`

Document Amount `_____`

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1										- ▼
2										+ ▼
3										+ ▼
4										+ ▼
5										+ ▼

Description `_____`   **Budget Period** `01 ▼`   **Document Text**

Save as Template `_____`

☐ **Shared**

[Complete]

The proper JV

Use copy: JJCOSTTR   Use template: None

Retrieve. ☑ Copy Text   Retrieve

Transaction Date: 7 ▾ OCT ▾ 2013 ▾
Journal Type: J16 (Expense/Revenue Transfer) ▾
Document Amount:

1. Enter JJCOSTTR in the 'Use Copy' template.
2. Select 'Retrieve'
3. Select the correct transaction date (keep in mind - month end)

The proper JV

Transaction Date 7 ▼ OCT ▼ 2013 ▼

Journal Type J16 (Expense/Revenue Transfer) ▼

Document Amount 1

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	777900	60005	JJ		1	- ▼
2										+ ▼
3										+ ▼
4										+ ▼
5										+ ▼

Description Transfer (fill in) to (fill in)   **Budget Period** 04 ▼   **Document Text**

3. Enter in the 'Index' the grant/fund number or org for the first line.
4. Enter 'W' for the Chart on second line, and the org/grant/fund for the other side of the JV.
5. Then hit 'Complete' for the population. *The pre-populated FOAPA fields will be overrode.*
6. Enter the Account for the expense, the amount, and select either '-' or '+'.
7. Add the 'Activity' and correct Program if this entry is cost share for the grant.
8. Enter Brief description.
9. Select the 'Document Text'

The proper JV

Document/Commodity Text

Enter Document Text, Print:

Cost Transfer documentation.
Original source
document:_____
Original posting transaction
date:_____
Vendorname (if
applicable):_____
Briefly, how cost benefits FOAPAL being
charged:_____.

Enter Document Text, No Print:

1) On line 1 overwrite FOAPAL & $amount,with
that of the cost being transferred out.
2) On line 2,input FOAPAL where cost is being
transferred to.
3) Complete DocumentText Print box above.
4) Click Complete.

Save

[Exit document/item text page]

Provide description of the charges being posted on/off the grant here per the instructions.

The proper JV

Transaction Date	7 ▾	OCT ▾	2013 ▾
Journal Type	J16 (Expense/Revenue Transfer) ▾		
Document Amount	490.48		

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		669087	224608	739850	20053			245.24	- ▾
2	W		190002	224608	731200	20053	669087		245.24	+ ▾
3										+ ▾
4										+ ▾
5										+ ▾

Description Tfr PR000138:Fisher from 669087   **Budget Period**   04 ▾   **Document Text**

Save as Template [_____]

☐ **Shared**

[Complete]

11. Add up the amounts for the document total
12. Select the correct Budget Period
13. Select 'Complete'

To attach backup documentation to the JV:
https://support.wright.edu/financewiki/index.php?title=Finance_Documents
#Attaching_Source_Documents

How to compare periods for expenses

Select the Operating Ledger Data columns to display on the report.

☐	**Adopted Budget**	☑	**Year to Date**
☐	**Budget Adjustment**	☐	**Encumbrances**
☐	**Adjusted Budget**	☐	**Reservations**
☐	**Temporary Budget**	☐	**Commitments**
☐	**Accounted Budget**	☐	**Available Balance**

Save Query as:

☐ **Shared**

[Continue]

Select only 'Year to Date'

How to compare periods for expenses

1 → **Fiscal year:** [2014 ▾] **Fiscal period:** [03 ▾]

Comparison Fiscal year: [2014 ▾] **Comparison Fiscal period:** [02 ▾]

Commitment Type: [All ▾]

[Chart of Accounts]	W	[Index]	
[Fund]		[Activity]	
[Organization]		[Location]	
2 →	[Grant]	669184	[Fund Type]	
[Account]		[Account Type]	
[Program]			

☐ **Include Revenue Accounts**

Period 03 is September
Period 02 is August

Save Query as: [_____]

☐ **Shared**

3 → [Submit Query]

1. Select the fiscal year and period and also the comparison fiscal period
2. Input grant number.
3. Submit Query.

How to compare periods for expenses

		As of Sept 2013	As of Aug 2013

Account	Account Title	GY13/PD03 Year to Date	GY13/PD02 Year to Date
611800	Graduate Research Assistants	115.88	0.00
717000	Budget Pool-Contracted Services	0.00	0.00
731200	Lab Supplies-Research	0.00	0.00
739850	Procurement Card Supplies	5,980.06	1,345.00
740000	Budget Pool-Travel	0.00	0.00
750000	Budget Pool-Info & Communications	0.00	0.00
799000	Facilities & Admin-Sponsored Progs	609.60	134.50
Report Total (of all records)		6,705.54	1,479.50

Download All Ledger Columns	Download Selected Ledger Columns	View Payroll Expense Detail

Save Query as: [_____]

☐ **Shared**

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
GY13/PD03 Year to Date ▾	minus ▾	GY13/PD02 Year to Date ▾	GY13/PD02 Year to Date ▾	September 2013

Perform Computation

How to compare periods for expenses

Column 1	Operator	Column 2
GY13/PD03 Adopted Budget ▼	percent of ▼	GY13/PD03 Adopted Budget ▼
GY13/PD02 Adopted Budget	plus	GY13/PD02 Adopted Budget
GY13/PD03 Budget Adjustment	minus	GY13/PD03 Budget Adjustment
GY13/PD02 Budget Adjustment	times	GY13/PD02 Budget Adjustment
GY13/PD03 Adjusted Budget	divided by	GY13/PD03 Adjusted Budget
GY13/PD02 Adjusted Budget	percent of	GY13/PD02 Adjusted Budget
GY13/PD03 Temporary Budget		GY13/PD03 Temporary Budget
GY13/PD02 Temporary Budget		GY13/PD02 Temporary Budget
GY13/PD03 Accounted Budget		GY13/PD03 Accounted Budget
GY13/PD02 Accounted Budget		GY13/PD02 Accounted Budget
GY13/PD03 Year to Date		GY13/PD03 Year to Date
GY13/PD02 Year to Date		GY13/PD02 Year to Date
GY13/PD03 Encumbrances		GY13/PD03 Encumbrances
GY13/PD02 Encumbrances		GY13/PD02 Encumbrances
GY13/PD03 Reservations		GY13/PD03 Reservations
GY13/PD02 Reservations		GY13/PD02 Reservations
GY13/PD03 Commitments		GY13/PD03 Commitments
GY13/PD02 Commitments		GY13/PD02 Commitments
GY13/PD03 Available Balance		GY13/PD03 Available Balance
GY13/PD02 Available Balance		GY13/PD02 Available Balance

These are the options within the drop down.
When comparing expenses you are selecting
Year to Date.

How to compare periods for expenses

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
GY13/PD03 Year to Date ▾	minus ▾	GY13/PD02 Year to Date ▾	GY13/PD02 Year to Date ▾	September 2013

Perform Computation

Select in the drop down box the title as shown in your Query Results.

- •'GY13/PD03 Year to Date' as the column 1
- • 'Minus' as the operator
- •'GY13/PD02 Year to Date' as the column 2
- • Display After Column select 'GY13/PD02 Year to Date'
- • Give the new column (computation) a title
- • Then select 'Perform Computation'

How to compare periods for expenses

Query Results

Account	Account Title	GY13/PD03 Year to Date	GY13/PD02 Year to Date	September 2013
611800	Graduate Research Assistants	115.88	0.00	115.88
717000	Budget Pool-Contracted Services	0.00	0.00	0.00
731200	Lab Supplies-Research	0.00	0.00	0.00
739850	Procurement Card Supplies	5,980.06	1,345.00	4,635.06
740000	Budget Pool-Travel	0.00	0.00	0.00
750000	Budget Pool-Info & Communications	0.00	0.00	0.00
799000	Facilities & Admin-Sponsored Progs	609.60	134.50	475.10
Report Total (of all records)		6,705.54	1,479.50	5,226.04

Download All Ledger Columns	Download Selected Ledger Columns	View Payroll Expense Detail

Save Query as:	Monthly Expense

☐ **Shared**

To save this computation for future use, name the query and select the radio button 'Save Query as'.

Do <u>not</u> select the button 'Shared' as this query will be available to all WINGS users.

How to compare periods for expenses

Create a New Query

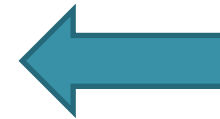**Type**   Budget Status by Account ▼

Create Query

Retrieve Existing Query

Saved Query   Monthly Expense (Personal) ▼

Retrieve Query

To retrieve your computation you just created, start at the beginning and select in your drop down the query you just saved.

How to compare periods for expenses

Create a New Query

Type   Budget Status by Account ▾

      Create Query

Retrieve Existing Query

Saved Query   Monthly Expense (Personal) ▾

      Retrieve Query

[Approve/Disapprove Documents | View Document | Create Expense or Budget Transfer
      Query Budget | Query Encumbrance | Delete Finance Template | Wsu Finance Ext

If you want to delete a template

How to compare periods for expenses

Personal Information | **Alumni and Friends** | **Student and Financial Aid** | **Employee** | **Finance**

Search [_____] [Go]

Delete Finance Template

💬 Enter parameters in any combination to retrieve templates or queries for deletion. Use a wildcard (% name is known. Use the Template/Query Type field pull-down list to limit the types of queries/templa templates/queries for the current user will be retrieved for deletion. Only users with Finance Data Taile

Enter Parameters

Template/Query Name: [_____]

Template/Query Type: [All ▾]

[Submit Query]

How to compare periods for expenses

Delete Finance Template

💬 Check the Delete checkbox for all templates/queries you wish to delete. Use the Select All button to mark a
Delete button to permanently delete your selections.

Parameters

User ID	W010DMB
Template/Query Name	All
Template/Query Type	All
Shared	N

Stored Template/Query List

Count	USER ID	Template/Query Name	Template/Query Type	Shared	Date	Delete
1	W010DMB	DHHS Quarterly	Budget Query	N	08-NOV-13	☐
2	W010DMB	Monthly Expense	Budget Query	N	07-OCT-13	☐
3	W010DMB	Monthly Expenses	Budget Query	N	10-NOV-10	☑
4	W010DMB	Test	Budget Query	N	04-NOV-13	☑

| Select All | Delete | Another Query |

Grant Closeout

1. Finalize expenses, within 30-45 days after the end date. *Final invoice and/or report are usually due to the sponsor within 60 to 90 days after the end date.*

2. Double check expenses that posted after the end date. <u>Transaction Detail</u> is your tool.

3. Check the Encumbrances.

Grant Closeout

Query Results

Account	Account Title	GY10/PD08 Accounted Budget	GY10/PD08 Year to Date	GY10/PD08 Encumbrances	GY10/PD08 Available Balance
614000	Faculty-Budget Pool	11,595.36	0.00	0.00	11,595.36
614100	Faculty-Academic Year	0.00	22,094.19	36,310.96	(58,405.15)
615300	Faculty-Summer/Winter Intersession	13,210.64	12,888.79	0.00	321.85
623100	Staff Benefits-Faculty	4,816.09	6,135.00	9,440.85	(10,759.76)
623200	Staff Benefits-Faculty Part Time	2,377.91	2,320.05	0.00	57.86
746600	Conferences/Meetings/Local	0.00	0.00	0.00	0.00
777860	Cost Overruns	0.00	0.00	0.00	0.00
799000	Facilities & Admin-Sponsored Progs	4,800.00	6,515.72	0.00	(1,715.72)
Report Total (of all records)		36,800.00	49,953.75	45,751.81	(58,905.56)

Check the expenses that posted in the 'Year to Date'.   36,800.00
1.   Are there charges that do not belong to this grant?   -49,953.75
2.   Did payroll post after the grant end date?   (13,153.75)
3.   Did expenses post after the grant end date?   -1,715.72
     Expenses purchased after the end date of the grant are not permitted. (11,438.03)

*Do not be confused with encumbrance column, especially with payroll encumbrances.
     These are removed after the payroll run.*

Transaction Detail

2. Check Expenses

Search [   ] [Go]

Finance

💬 Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

Select Operating Ledger Column(s)

☐	Adopted Budget	☑	Year to Date
☐	Budget Adjustment	☐	Encumbrances
☐	Accounted Budget	☐	Reservations
☐	Temporary Budget		

2. Check Expenses

Search Criteria:

Begin Fiscal Year	2014 ▼	End Fiscal Year	2014 ▼
Begin Fiscal Period	4 ▼	End Fiscal Period	5 ▼

◉ **Include selected periods in range**   ○ **Include selected periods only**

Fund		Activity	
Organization		Location	
Grant	667069	Fund Type	
Account		Account Type	
Program		Document	
Begin Activity Date	(mm/dd/yyyy)	End Activity Date	(mm/dd/yyyy)
Begin Transaction Date	(mm/dd/yyyy)	End Transaction Date	(mm/dd/yyyy)
Rule Code		Description	

☐ **Include Revenue Accounts**   ☑ **Suppress $0 Rows**   ☐ **Display Org Level 5**

Submit Query   **Clear Criteria**

ist As of Nov 08, 2013

Doc Code	Transaction Description	Tran Date	Actv Date	Rule	Grant	Fund	Org	Account	Prog	Actv	Loc	Encumb #	Pred Acct	YTD
F0113039	HR Payroll 2013 MO 9 1	10/21/2013	10/24/2013	HGNL	667069	667069	225404	611100	30070				SWG10	(1,932.50)
F0113039	HR Payroll 2013 MO 9 2	10/21/2013	10/24/2013	HGNL	667069	667069	225404	611100	30070				SWG10	3,381.88
F0112699	HR Payroll 2013 MO 7 3	10/11/2013	10/11/2013	HGNL	667069	667069	225404	614200	30070				SWG40	(3,671.77)
F0112699	HR Payroll 2013 MO 7 4	10/11/2013	10/11/2013	HGNL	667069	667069	225404	614200	30070				SWG40	3,671.77
F0112700	HR Payroll 2013 MO 8 3	10/11/2013	10/11/2013	HGNL	667069	667069	225404	614200	30070				SWG40	(3,671.77)
F0113179	HR Payroll 2013 MO 9 4	10/11/2013	10/31/2013	HGNL	667069	667069	225404	614200	30070				SWG40	5,445.22
F0113179	HR Payroll 2013 MO 9 3	10/11/2013	10/31/2013	HGNL	667069	667069	225404	614200	30070				SWG40	(3,496.93)
F0112701	HR Payroll 2013 MO 9 2	10/11/2013	10/11/2013	HGNL	667069	667069	225404	614200	30070				SWG40	3,496.93
F0112701	HR Payroll 2013 MO 9 1	10/11/2013	10/11/2013	HGNL	667069	667069	225404	614200	30070				SWG40	(3,496.93)
F0112700	HR Payroll 2013 MO 8 4	10/11/2013	10/11/2013	HGNL	667069	667069	225404	614200	30070				SWG40	3,671.77
F0113039	HR Payroll 2013 MO 9 2	10/21/2013	10/24/2013	HGNL	667069	667069	225404	614200	30070				SWG40	(146.01)
F0113039	HR Payroll 2013 MO 9 1	10/21/2013	10/24/2013	HGNL	667069	667069	225404	614200	30070				SWG40	146.01
F0113039	HR Payroll 2013 MO 9 1	10/21/2013	10/24/2013	HGNL	667069	667069	225404	614200	30070				SWG40	(1,380.90)
F0113039	HR Payroll 2013 MO 9 2	10/21/2013	10/24/2013	HGNL	667069	667069	225404	614200	30070				SWG40	1,380.90
F0113039	HR Payroll 2013 MO 9 1	10/21/2013	10/24/2013	HFNL	667069	667069	225404	621100	30070				BEN10	(703.43)
F0113039	HR Payroll 2013 MO 9 2	10/21/2013	10/24/2013	HFNL	667069	667069	225404	621100	30070				BEN10	1,231.01
F0113179	HR Payroll 2013 MO 9 3	10/11/2013	10/31/2013	HFNL	667069	667069	225404	623100	30070				BEN10	(993.13)
F0112699	HR Payroll 2013 MO 7 4	10/11/2013	10/11/2013	HFNL	667069	667069	225404	623100	30070				BEN10	1,042.78
F0112699	HR Payroll 2013 MO 7 3	10/11/2013	10/11/2013	HFNL	667069	667069	225404	623100	30070				BEN10	(1,042.78)
F0112701	HR Payroll 2013 MO 9 2	10/11/2013	10/11/2013	HFNL	667069	667069	225404	623100	30070				BEN10	993.13

Encumbrance

Personal Information	Alumni and Friends	Student and Financial Aid	Employee	Finance

Search [_____] [Go]

Finance

💬 Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of t

Approve/Disapprove Documents

View Document

Create Expense or Budget Transfer

Create and Approve WrightBuy Requisitions

Query Budget

Query Encumbrance

Delete Finance Template

Transaction Detail ** Updated **
** click here for additional details **

Wsu Finance Extensions

Encumbrance

Existing Query None ▾

Retrieve Query

1 → **Fiscal year** 2014 ▾   **Fiscal period** 14 ▾

2 → **Encumbrance Status** Open ▾

Commitment Type All ▾

Chart of Accounts	W	Index	
Fund		Activity	
Organization		Location	
Grant	668983	Fund Type	
Account		Account Type	
Program			

Save Query as:

☐   **Shared**

4 → Submit Query

1. Select the current 'Fiscal Year' and 'Fiscal Period' should be 14.
2. Select for the 'Encumbrance Status' as 'Open'.
3. Input the Grant number only, unless there are funds under the grant.
4. Then 'Submit Query'.

Encumbrance

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
746600	P0029375	NADD	3,000.00	0.00	(3,000.00)	3,000.00	0.00	100.00
770600	P0027879	Ohio State University	13,000.00	0.00	(8,990.19)	2,908.13	4,009.81	69.16

1. Highlight and copy the row that shows the encumbrance that is open and needing to be closed.
2. Send an email to purchasing@wright.edu with the pasted line item asking 'please close and liquidate the following'.

Please note that any encumbrances regarding salaries, subcontracts and F&A cannot be requested of purchasing to close.

Encumbrance

Grant Closeout

- If a grant is overspent, and all the charges that posted to the grant are for the grant, then RSP will initiate a cost overrun JV to charge back to the dept org.

    RSP can not transfer the charge to another grant.

- If a grant is underspent, and all the charges that posted to the grant are final, then RSP will reduce the budget to equal the expenses.

- Either way the budget = expense.

Grant Terminated

Fund Attributes:			
Fund Code:	668990	**Title:**	Evaluation Report for Healthier OH
Fund Type:	2D: University Federal Restricted	**Financial Manager:**	Orlowski, Marietta A.
Program Code:	30070: Public Service Other		
Fund Resp Orgn:	225430: CGHSMP		
Start Date:	01-JUL-12	**End Date:**	30-JUN-13

Grant Attributes:			
Grant Code:	668990	**Title:**	Evaluation Report for Healthier OH
Long Title:	Evaluation Report for Healthier Ohio School Challenge Team Nutrition Projects		
Responsible Orgn:	225430: CGHSMP	**Agency:**	Ohio Department of Education
PI:	Orlowski, Marietta A.	**Passthrough Agency:**	U.S. Department of Agriculture
Grant Accountant:	Booth, Danielle	**Status:**	Inactive
Alternate Desc:		**Grant Type:**	S:Sub-Contract
Category:	F:Fixed Price	**Sub Category:**	O:Other Sponsored Programs
CFDA Number:	10.574	**Sponsor ID:**	EDUD201229500
Location:	ONCAMP	**Entire Project End Date:**	30-JUN-13
Ind Cost Basis:	MTDC	**Ind Cost Rate:**	35%
Ind Cost Charge Code:	ICCC: Indirect Cost Charge Code	**Ind Cost Dist Code:**	FOSOMD: F&A Federal Other - Sch of Med
Cost Share Type:	NCS: No Cost Share	**Research Type:**	

Questions?

- If you do not know what to do, call RSP. The grants accountant assigned to your grant is your first point of contact.

http://www.wright.edu/research/research-and-sponsored-programs/post-award/post-award-services

- Or you may contact the Director of Post-Award, Glen Jones.
  glen.jones@wright.edu