



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

Finance

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

Documents

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WrightBuy Services

Queries & Reports

Balance Available Report
Balance Available Report **** Updated ****
General Ledger Report
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Query Encumbrance
Transaction Detail

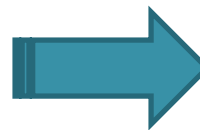
Targeted Services

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Code Lookup
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Fund/Orgn Access List
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Misc Services

Delete Finance Template
Grant Attributes List
Open Accounting Period(s)



Grant Attributes

 Select a username from the list of active WINGS Express Finance users.

Username: 

The drop down arrow will list all users with access to Wings Express Finance. Users with access to all funds, and users with no access, are not listed. You will only see users associated with your organization code access.

Select the user you would like to view and Submit.

Grant Attributes

Active grant funds the selected user can view, based on their user profile. This information is updated

Grant Fund List for: Schneider R. Tamera/W004TRS

Fund Code:

The drop down arrow will list all funds associated with the selected person. Select the fund you want to view, then Submit.

Grant Attributes

1	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			
5	Fund Resp Orgn:	262508: Research-Wayne Shebilske			
→	Start Date:	13-APR-10	End Date:	12-JUL-11	← 5
1	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)	
2	PI:	Schneider, Tamera R.	Passthrough Agency:		
→	Grant Accountant:	Davis, Elaine	Status:	Active	
3	Alternate Desc:	Proposal no. 13-501-54	Grant Type:	G:Grants	← 6
→	Category:	C:Cost Reimbursable	Sub Category:	R:Research	
	CFDA Number:	12.800	Sponsor ID:	FA8650-10-2-6132	← 5
	Location:	ONCAMP	Entire Project End Date:	12-OCT-14	← 7
	Ind Cost Basis:	MTDC	Ind Cost Rate:	45%	← 7
4	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	← 8

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.

Why an additional fund number is assigned:

1. There is a co-PI that is to monitor their assigned budget.
2. There is a definite start date and end date for incremental funding.
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 within the project period of performance.

Grant Attributes

2. Grants Accountant to contact

Grant Code:	007510
Long Title:	STEM Degrees and Careers for Ohio 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
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

3. Category type of award

Category:

C:Cost Reimbursable

Cost Reimbursable 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

3. Category type of award

Category:	F:Fixed Price
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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

3. Category type of award

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

4. Cost Share requirement

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 FOAPA (for JVs, Invoices, Salaries, Travel, any other types of expenses) and the program code must match the grant's program code.

F O A P **A**

Example: 190000-262519-746600-20060-669215

Grant Attributes

5. Start and End date

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

6. Grant Type

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

6. Grant Type

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

6. Grant Type

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

6. Grant Type

- *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

6. Grant Type

- *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

7. F&A rate

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

7. F&A rate

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

7. F&A rate

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

7. F&A rate

Facilities and Administrative (F&A) Cost Rates

MTDC shall exclude

- 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

7. F&A rate

Facilities and Administrative (F&A) Cost Rates

- 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

702000	Repairs-Other Equipment	<u>0.00</u>		<u>00.23</u>
769850	Procuremnt Card Maintenance& Repair	<u>0.00</u>		<u>5,002.87</u>
770600	Subcontracts-F&A Charge	<u>25,000.00</u>		<u>25,000.00</u>
770610	Subcontracts-No F&A Charge	<u>22,762.00</u>	→	<u>2,483.43</u>
778200	Excess & Surplus Property Managemnt	<u>0.00</u>		<u>0.00</u>
794000	Budget Pool-Capital Equipment	<u>25,552.00</u>		<u>0.00</u>
794500	Capital Equipment	<u>0.00</u>	→	<u>25,596.67</u>
799000	Facilities & Admin-Sponsored Progs	<u>266,876.63</u>	→	<u>230,061.59</u>
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).*

$$\begin{array}{r}
 \$758,275.08 \\
 -230,061.59 \\
 -25,596.67 \\
 \underline{-2,483.43} \\
 \$500,133.39 \\
 \underline{\quad \times .46} \\
 \$230,061.36
 \end{array}$$

Grant Attributes

8. Type of Sponsor

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


Finance

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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.




<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

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

Query Results

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](#)

- Accounted budget represents the current budget approved by the sponsor
- Year to Date represents expenses that have posted to the grant
- Encumbrances are future obligations that are planned to be expensed
- Available balance 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 Download Selected Ledger Columns button

How to query your grant budget

Query Results

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

Query Results

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 direct available, take the actual balance and divide out the F&A. *10% F&A is assessed 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	<u>0.00</u>	<u>178.56</u>	<u>0.00</u>	(178.56)
613100	Classified-Overtime	<u>0.00</u>	<u>2,514.43</u>	<u>0.00</u>	(2,514.43)
621100	Staff Benefits-Unclassified	<u>0.00</u>	<u>532.69</u>	<u>0.00</u>	(532.69)
717000	Budget Pool-Contracted Services	<u>5,750.00</u>	<u>0.00</u>	<u>0.00</u>	5,750.00
717150	Professional Fees	<u>0.00</u>	<u>51.20</u>	<u>0.00</u>	(51.20)
717305	Human Subjects - IRB	<u>0.00</u>	<u>1,351.85</u>	<u>0.00</u>	(1,351.85)
717308	Participant Costs - NonIRB	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>	(100.00)
730000	Budget Pool-Supplies	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	250.00
746600	Conferences/Meetings/Local	<u>0.00</u>	<u>1,120.90</u>	<u>0.00</u>	(1,120.90)
746900	Travel-Foreign	<u>3,000.00</u>	<u>3,000.37</u>	<u>0.00</u>	(0.37)
753300	Composition	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
799000	Facilities & Admin-Sponsored Progs	<u>1,000.00</u>	<u>983.25</u>	<u>16.75</u>	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
<u>610005</u>	Unclassified-Budget Pool	<u>91,381.00</u>	<u>0.00</u>	<u>0.00</u>	91,381.00
<u>614000</u>	Faculty-Budget Pool	<u>16,780.00</u>	<u>0.00</u>	<u>0.00</u>	16,780.00
<u>614200</u>	Faculty-Fiscal Year	<u>0.00</u>	<u>98,054.85</u>	<u>33,916.24</u>	(131,971.09)
<u>621100</u>	Staff Benefits-Unclassified	<u>29,037.00</u>	<u>0.00</u>	<u>0.00</u>	29,037.00
<u>623100</u>	Staff Benefits-Faculty	<u>4,043.00</u>	<u>24,468.96</u>	<u>9,632.21</u>	(30,058.17)
731200	Lab Supplies-Research	<u>14,690.00</u>	<u>908.40</u>	<u>0.00</u>	13,781.60
731400	Lab Animal Research- Internal Charge	<u>5,590.00</u>	<u>5,250.65</u>	<u>0.00</u>	339.35
735100	Paper Stock	<u>0.00</u>	<u>31.70</u>	<u>0.00</u>	(31.70)
740000	Budget Pool-Travel	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	2,000.00
777000	Budget Pool-Other Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
777980	Reduce Budget Per Sponsor Mod	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
799000	Facilities & Admin- Sponsored Progs	<u>75,220.00</u>	<u>59,208.67</u>	<u>16,011.33</u>	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

Finance

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Balance Available Report **** Updated ****
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Transaction Detail

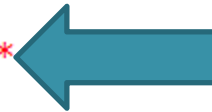
Targeted Services

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FOAPAL Hierarchies Report
Fund/Orgn Access List
Translator

Misc Services

Delete Finance Template
Grant Attributes List
Open Accounting Period(s)



Balance Available Report

(Please select criteria and click 'Submit Query' button. Click [HELP](#)

This Username search page appears for Financial Managers and Super Users. Search the Finan
textbox and select the name from the list.) You may type a single asterisk '*' into the textbox to :

Username:

Fiscal year:

This Username search page appears for Financial Managers and Super Users. Search
textbox and select the name from the list.) You may type a single asterisk '*' into the t

Username:

Fiscal year:

Balance Available Report

Fiscal period: 10...April ▼ Sort By: Report Type: Detail ▼

Submit Reset Search/Filter any Column:

Active Fund-Org List for Fiscal Year 2017...07/01/2016 to 06/30/2017 : Black G Donerik

<input type="checkbox"/> Select or Deselect All	Fund	Fund Description	Org	Org Description	Org Level 5
<input type="checkbox"/>	100610	Accts Recbl-Raj Soin College of Bus	240000	Dean's Office-Business Admin	RSCB5
<input type="checkbox"/>	190000	Unallocated Current General Fund	240000	Dean's Office-Business Admin	RSCB5
<input type="checkbox"/>	190000	Unallocated Current General Fund	240011	R/E SBDC Residuals	RSCB5
<input type="checkbox"/>	190000	Unallocated Current General Fund	240013	R/E Small Business Devt Ctr Income	RSCB5
<input type="checkbox"/>	190000	Unallocated Current General Fund	240015	ITAC Program Income	RSCB5
<input type="checkbox"/>	510052	Walker George Faculty Development	240000	Dean's Office-Business Admin	RSCB5
<input type="checkbox"/>	510060	Friends from Armco	240000	Dean's Office-Business Admin	RSCB5
<input type="checkbox"/>	510065	Kirby Jerry L Fifth Third Bank Sch	240000	Dean's Office-Business Admin	RSCB5
<input type="checkbox"/>	510337	Outrides David & Maggie Endow Schl	240000	Dean's Office-Business Admin	RSCB5

Select the fund(s) you would like to view, then Submit.

Balance Available Report

Fiscal Year: [2017] / Fiscal Period:[10] / Report Mode: [Detail]			[Fund - 100610]	[Orgn - 240000]	Query retrieved no records
Fiscal Year: 2017 / Fiscal Period:10 / Report Mode: Detail					
Fund - 670383 ODSA ITAC FY17					
Orgn - 240000 Dean's Office-Business Admin					
Grant - 670382 Small Business Development FY17					
Project End date: 30-SEP-2017					
	Adopted Budget	Adjusted Budget	GTD	Open Commitmts	Available Balance
Salaries & Wages-Unclassified	\$53,829.00	\$53,829.00	\$22,321.85	\$13,747.21	\$17,759.94
Benefits	\$17,171.00	\$17,171.00	\$7,120.67	\$4,385.36	\$5,664.97
Subtotal Labor	\$71,000.00	\$71,000.00	\$29,442.52	\$18,132.57	\$23,424.91
Subtotal Direct Expenditures					
Total fund-org	\$71,000.00	\$71,000.00	\$29,442.52	\$18,132.57	\$23,424.91
Download Download All "Notes: If using Internet Explorer browser when exporting, please save the file using the default .xls extension and .html filename. Then, open the saved document using Excel					

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.

<input type="checkbox"/>	Adopted Budget	<input checked="" type="checkbox"/>	Year to Date
<input type="checkbox"/>	Budget Adjustment	<input checked="" type="checkbox"/>	Encumbrances
<input type="checkbox"/>	Adjusted Budget	<input type="checkbox"/>	Reservations
<input type="checkbox"/>	Temporary Budget	<input type="checkbox"/>	Commitments
<input checked="" type="checkbox"/>	Accounted Budget	<input checked="" type="checkbox"/>	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 Uncla 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](#)

Search

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Misc Services

Delete Finance Template
Grant Attributes List
Open Accounting Period(s)



Journal Vouchers, Requisitions, Purchase Orders,
Salary Information, and Procards are required to use the FO_P
assigned

F = Fund

O = Org

P = Program

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	<input type="text" value="W"/>
Select a Type	<input type="text" value="account"/>
Code Criteria	<input type="text"/>
Title Criteria	<input type="text"/>
Maximum rows to return	<input type="text" value="10"/>
<input type="button" value="Execute Query"/>	

1. Type the grant/fund number in the Index Search; 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

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc	Total
J0035934		Posted	Jul 25, 2007	Jul 31, 2007	[REDACTED]	H	2,005.74
Document Text: correct fund/org procard with [REDACTED] 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							

Can anyone tell me what these charges are for?

How do these expenses benefit the grant?

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		6652992	[REDACTED]	739850	30070				1,002.87	-
2	correct fund/org procard - WR								01			01		
	W	08	01	J16		6652992		717305	30070				445.00	+
3	correct fund/org procard - WR								01			01		
	W	08	01	J16		6659682		717305	20053				500.00	+
4	correct fund/org procard - WR								01			01		
	W	08	01	J16		6666722		746600	30070				18.85	+
5	correct fund/org procard - WR								01			01		
	W	08	01	J16		6663842		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 [REDACTED]	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

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The proper JV

Use copy **Use template**
 ☒ Copy Text

Transaction Date
Journal Type
Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- ▾
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ ▾

Description **Budget Period** **Document Text**

Save as Template
☐ Shared

The proper JV

Use copy **Use template**

☒ Copy Text

Transaction Date

Journal Type

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 override.*
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

1. Add up the amounts for the document total
2. Select the correct Budget Period
3. 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.


<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input type="checkbox"/> Available Balance

Save Query as:

☐ Shared

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:**
Grant: 669184 **Fund Type:**
Account: **Account Type:**
Program:

☐ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

2 

3 

Submit Query

Period 03 is September
Period 02 is August

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
<input type="button" value="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 not 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 ▼

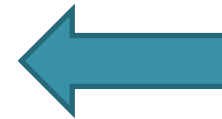
Create Query

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

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If you want to delete a template



How to compare periods for expenses

Personal Information

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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/templates/queries for the current user will be retrieved for deletion. Only users with Finance Data Tail

Enter Parameters

Template/Query Name:

Template/Query Type:

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	<input type="checkbox"/>
2	W010DMB	Monthly Expense	Budget Query	N	07-OCT-13	<input type="checkbox"/>
3	W010DMB	Monthly Expenses	Budget Query	N	10-NOV-10	<input checked="" type="checkbox"/>
4	W010DMB	Test	Budget Query	N	04-NOV-13	<input checked="" type="checkbox"/>

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. Transaction Detail is your tool.
3. Check the Encumbrances.

Grant Closeout

1. Finalize Expenses

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	<u>11,595.36</u>	<u>0.00</u>	<u>0.00</u>	11,595.36
614100	Faculty-Academic Year	<u>0.00</u>	<u>22,094.19</u>	<u>36,310.96</u>	(58,405.15)
615300	Faculty-Summer/Winter Intersession	<u>13,210.64</u>	<u>12,888.79</u>	<u>0.00</u>	321.85
623100	Staff Benefits-Faculty	<u>4,816.09</u>	<u>6,135.00</u>	<u>9,440.85</u>	(10,759.76)
623200	Staff Benefits-Faculty Part Time	<u>2,377.91</u>	<u>2,320.05</u>	<u>0.00</u>	57.86
746600	Conferences/Meetings/Local	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
777860	Cost Overruns	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
799000	Facilities & Admin-Sponsored Progs	<u>4,800.00</u>	<u>6,515.72</u>	<u>0.00</u>	(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? | <u>-49,953.75</u> |
| 2. Did payroll post after the grant end date? | (13,153.75) |
| 3. Did expenses post after the grant end date? | <u>-1,715.72</u> |
| <i>Expenses purchased after the end date of the grant are not permitted.</i> | (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

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Select Operating Ledger Column(s)

- | | |
|--|--|
| <input type="checkbox"/> Adopted Budget | <input checked="" type="checkbox"/> Year to Date |
| <input type="checkbox"/> Budget Adjustment | <input type="checkbox"/> Encumbrances |
| <input type="checkbox"/> Accounted Budget | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Temporary Budget | |

2. Check Expenses

Search Criteria:

Begin Fiscal Year

End Fiscal Year

Begin Fiscal Period

End Fiscal Period

☒ Include selected periods in range ☐ Include selected periods only

Fund

Activity

Organization

Location

Grant

Fund Type

Account

Account Type

Program

Document

Begin Activity Date
(mm/dd/yyyy)

End Activity Date
(mm/dd/yyyy)

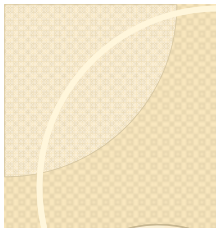
Begin Transaction Date
(mm/dd/yyyy)

End Transaction Date
(mm/dd/yyyy)

Rule Code

Description

☐ Include Revenue Accounts ☒ Suppress \$0 Rows ☐ Display Org Level 5



- 2014

Fiscal Period: 4 - 5

Grant: 667069

Suppress Zero: Yes

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	HGNL	667069	667069	225404	614200	30070				BEN10	002.12

3. Check Encumbrances

Encumbrance

Personal Information

Alumni and Friends

Student and Financial Aid

Employee

Finance

Search

[RETURN TO](#)

Finance

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

Documents

Approve/Disapprove Documents
Create Expense or Budget Transfer
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WrightBuy Services

Queries & Reports

Balance Available Report
Balance Available Report **** Updated ****
General Ledger Report
Query Budget
Query Encumbrance
Transaction Detail



Targeted Services

FOAPAL Codes

Code Lookup
FOAPAL Hierarchies Report
Fund/Orgn Access List
Translator

Misc Services

Delete Finance Template
Grant Attributes List
Open Accounting Period(s)

Encumbrance

3. Check Encumbrances

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'.

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

Encumbrance

3. Check Encumbrances

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

3. Check Encumbrances

Untitled - Message (HTML)

File Message Insert Options Format Text Review

Paste Cut Copy Format Painter Clipboard

Basic Text

Address Book Check Names Attach File Attach Item Signature

Follow Up High Importance Low Importance Tags Zoom

To... 'purchasing@wright.edu';

Cc...

Subject: Close: P0029375

Please close the following PO:

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
746600	P0029375	NADD	3,000.00	0.00	(3,000.00)	3,000.00	0.00	100.00	Uncommitted

Thank you,

Danielle Booth
Assistant Director, Post-Award
Wright State University
210 University Hall

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