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

Documents
Approve/Disapprove Documents
Create Expense or Budget Transfer
View Document
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)
Grant Attributes

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

**Username:** Schneider R. Tamera-W004TRS

Submit  Cancel

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 frequently.

Grant Fund List for: Schneider R. Tamera/W004TRS

**Fund Code:** [665706] Quality of Life/Human-Animal Bond

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

<table>
<thead>
<tr>
<th></th>
<th>Fund Attributes:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fund Code: 667978</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title: HPW Human Effectiveness Directorate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fund Type: 2D: University Federal Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Code: 20060: SBR-Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fund Resp Orgn: 262508: Research-Wayne Shebilske</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start Date: 13-APR-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Grant Attributes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Code: 667978</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long Title: Research and Analytical Support for the 711th HPW Human Effectiveness Directorate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Responsible Orgn: 262519: Research-Tamera Schneider</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PI: Schneider, Tamera R.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Grant Accountant: Davis, Elaine</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alternate Desc: Proposal no. 13-501-54</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category: C:Cost Reimbursable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFDA Number: 12.800</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: ONCAMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ind Cost Basis: MTDC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ind Cost Charge Code: ICCC: Indirect Cost Charge Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost Share Type: VNS: Voluntary - Non Salary(No F&amp;A Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Default FO_P</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Grants Accountant to contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Category type of award</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Cost Share requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Start and End date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Grant Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. F&amp;A rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Type of Sponsor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The grant attributes include:

- **Fund Code**: 667978
- **Title**: HPW Human Effectiveness Directorate
- **Fund Type**: 2D: University Federal Restricted
- **Program Code**: 20060: SBR-Psychology
- **Fund Resp Orgn**: 262508: Research-Wayne Shebilske
- **Start Date**: 13-APR-10
- **End Date**: 12-JUL-11
- **Grant Code**: 667978
- **Long Title**: Research and Analytical Support for the 711th HPW Human Effectiveness Directorate
- **Responsible Orgn**: 262519: Research-Tamera Schneider
- **PI**: Schneider, Tamera R.
- **Grant Accountant**: Davis, Elaine
- **Alternate Desc**: Proposal no. 13-501-54
- **Category**: C:Cost Reimbursable
- **CFDA Number**: 12.800
- **Location**: ONCAMP
- **Ind Cost Basis**: MTDC
- **Ind Cost Charge Code**: ICCC: Indirect Cost Charge Code
- **Cost Share Type**: VNS: Voluntary - Non Salary(No F&A Only)
- **Title**: HPW Human Effectiveness Directorate
- **Agency**: Air Force Research Laboratory (AFRL)
- **Passthrough Agency**: Active
- **Grant Type**: G:Grants
- **Sub Category**: R:Research
- **Sponsor ID**: FA8650-10-2-6132
- **Entire Project End Date**: 12-OCT-14
- **Ind Cost Rate**: 45%
- **Ind Cost Dist Code**: FRMAIN: F&A Federal Research - Main Campus
- **Research Type**: BA: Basic Research
Grant Attributes

**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.

---

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

<table>
<thead>
<tr>
<th>Grant Code</th>
<th>337546</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Title</td>
<td>STEM Degrees and Careers for Ohio NSF-Funded Regional Alliance in D</td>
</tr>
<tr>
<td>Responsible Orgn</td>
<td>262504: Residuals-John Flach</td>
</tr>
<tr>
<td>PI</td>
<td>Flach, John M.</td>
</tr>
<tr>
<td>Grant Accountant</td>
<td>Davis, Elaine</td>
</tr>
<tr>
<td>Start Date</td>
<td>01-JUL-09</td>
</tr>
<tr>
<td>Alternate Desc</td>
<td>Proposal No. 11-259-43</td>
</tr>
</tbody>
</table>

### Grants Accountants:

- **Christopher Spohn**  x 2529  christopher.spohn@wright.edu
- **Gene Florkey**  x3418  gene.florkey@wright.edu
- **Kim Owens**  x2426  kim.owens@wright.edu

Grant Attributes

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

**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.
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.

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

Grant Type:

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: 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.
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

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 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

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.
Example of F&A calculation using MTDC.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>MTDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairs-Other Equipment</td>
<td>0.00</td>
<td>99.23</td>
</tr>
<tr>
<td>Procurement Card Maintenance &amp; Repair</td>
<td>0.00</td>
<td>5,002.87</td>
</tr>
<tr>
<td>Subcontracts-F&amp;A Charge</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td>Subcontracts-No F&amp;A Charge</td>
<td>22,762.00</td>
<td>2,483.43</td>
</tr>
<tr>
<td>Excess &amp; Surplus Property Management</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Budget Pool-Capital Equipment</td>
<td>25,552.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>0.00</td>
<td>25,596.67</td>
</tr>
<tr>
<td>Facilities &amp; Admin-Sponsored Progs</td>
<td>266,876.63</td>
<td>230,061.59</td>
</tr>
<tr>
<td><strong>Report Total (of all records)</strong></td>
<td>895,746.99</td>
<td>758,275.08</td>
</tr>
</tbody>
</table>

\[
\text{MTDC} = \left( \frac{25,000.00 + 22,762.00}{2} \right) = 23,881.00
\]

\[
\text{F&A = MTDC} \times .46
\]

\[
\text{F&A} = 23,881.00 \times .46 = 10,893.16
\]

\[
\text{Adjusted Total} = \$758,275.08 - 230,061.59 - 25,596.67 - 2,483.43 = \$500,133.39
\]

\[
\text{F&A} = 10,893.16 \times .46 = \$230,061.36
\]
Grant Attributes

8. Type of Sponsor

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

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

Documents
- Approve/Disapprove Documents
- Create Expense or Budget Transfer
- View Document
- WrightBuy Services

Queries & Reports
- Balance Available Report
- Balance Available Report **Updated**
- General Ledger Report
- Query Budget
- Query Encumbrance
- Transaction Detail

FOAPAL Codes
- Code Lookup
- FOAPAL Hierarchies Report
- Fund/Orgn Access List
- Translator

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

Targeted Services
How to query your grant budget

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
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance

Save Query as: [ ]

[ ] Shared

[ ] Continue

Select these four radio buttons.
How to query your grant budget

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

- **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
  
  \[ \text{Available balance} = \$77,000.00 - \$1,479.50 - \$6,865.50 = \$68,655.00 \]

Want this in excel? Hit the **Download Selected Ledger Columns** button.
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

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

\[
\text{Available Balance} = \frac{\text{Actual Balance}}{1.10}
\]

**Example:**

- Actual Balance: $77,000.00
- F&A (10%): $1,479.50

\[
\text{Available Balance} = \frac{77,000.00 - 1,479.50}{1.10} = \frac{75,520.50}{1.10} = 68,655.00
\]
How to read your grant budget

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)
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:

  \[ \text{Budget F&A} - \text{Year to Date F&A} = \text{Encumbrance for F&A}. \]

- 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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- 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 Finance textbox and select the name from the list.) You may type a single asterisk "*" into the textbox to:

Username: Start typing in name to select user.
Fiscal year: 2017...07/01/2016 to 06/30/2017

Submit  Cancel

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

Username: Black G Donerik
Fiscal year: 2017...07/01/2016 to 06/30/2017

Submit  Cancel
Select the fund(s) you would like to view, then Submit.
Balance Available Report

Fiscal Year: 2017 / Fiscal Period: 10 / Report Mode: Detail

<table>
<thead>
<tr>
<th>Fund - 670383 ODSA ITAC FY17</th>
<th>Orgn - 240000 Dean’s Office-Business Admin</th>
<th>Grant - 670382 Small Business Development FY17</th>
</tr>
</thead>
</table>

Project End date: 30-SEP-2017

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Adjusted Budget</th>
<th>GTD</th>
<th>Open Commitmts</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages-Unclassified</td>
<td>$53,829.00</td>
<td>$53,829.00</td>
<td>$22,321.85</td>
<td>$13,747.21</td>
<td>$17,759.94</td>
</tr>
<tr>
<td>Benefits</td>
<td>$17,171.00</td>
<td>$17,171.00</td>
<td>$7,120.67</td>
<td>$4,385.36</td>
<td>$5,664.97</td>
</tr>
<tr>
<td>Subtotal Labor</td>
<td>$71,000.00</td>
<td>$71,000.00</td>
<td>$29,442.52</td>
<td>$18,132.57</td>
<td>$23,424.91</td>
</tr>
<tr>
<td>Subtotal Direct Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total fund-org</td>
<td>$71,000.00</td>
<td>$71,000.00</td>
<td>$29,442.52</td>
<td>$18,132.57</td>
<td>$23,424.91</td>
</tr>
</tbody>
</table>

GTD = amount spent

Open Commitmts = encumbrances
How to determine if a fund number has been assigned

Create a New Query
Type

Retrieved 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
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance

Save Query as:  

- Shared

Continue
How to determine if a fund number has been assigned

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>Account Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>669087</td>
<td>610005</td>
<td>Unclassified-Budg</td>
</tr>
<tr>
<td>669087</td>
<td>611100</td>
<td>Unclassified-Contr</td>
</tr>
<tr>
<td>669087</td>
<td>611800</td>
<td>Graduate Research Assistants</td>
</tr>
<tr>
<td>669087</td>
<td>621100</td>
<td>Staff Benefits-Unc</td>
</tr>
<tr>
<td>669087</td>
<td>731200</td>
<td>Lab Supplies-Res</td>
</tr>
<tr>
<td>669087</td>
<td>731400</td>
<td>Lab Animal Research: Internal Charge</td>
</tr>
<tr>
<td>669087</td>
<td>799000</td>
<td>Facilities &amp; Admin: Sponsored Progs</td>
</tr>
<tr>
<td>669088</td>
<td>610005</td>
<td>Unclassified-Budg</td>
</tr>
<tr>
<td>669088</td>
<td>612200</td>
<td>NonExempt: Unclassified Hourly</td>
</tr>
<tr>
<td>669088</td>
<td>621100</td>
<td>Staff Benefits-Unc</td>
</tr>
<tr>
<td>669088</td>
<td>717000</td>
<td>Budget Pool-Contr: Services</td>
</tr>
<tr>
<td>669088</td>
<td>740000</td>
<td>Budget Pool-Travel:</td>
</tr>
<tr>
<td>669088</td>
<td>799000</td>
<td>Facilities &amp; Admin: Sponsored Progs</td>
</tr>
<tr>
<td>669089</td>
<td>610005</td>
<td>Unclassified-Budg</td>
</tr>
<tr>
<td>669089</td>
<td>611100</td>
<td>Unclassified-Contr</td>
</tr>
</tbody>
</table>

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

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

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

Can anyone tell me what these charges are for?

How do these expenses benefit the grant?

If you can’t, no one can.

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

<table>
<thead>
<tr>
<th>Journal</th>
<th>Sub#</th>
<th>Status</th>
<th>Trans date</th>
<th>Activity date</th>
<th>User ID</th>
<th>Doc Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>J0153446</td>
<td></td>
<td>Posted</td>
<td>Oct 18, 2013</td>
<td>Nov 04, 2013</td>
<td></td>
<td>600.00</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Description</th>
<th>COA FY</th>
<th>Pd</th>
<th>Rucl Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Ref</th>
<th>Accr</th>
<th>Bank</th>
<th>Total</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transfer PR-131 Walmart 6/24</td>
<td>1</td>
<td>4</td>
<td>16</td>
<td>190002</td>
<td>717308</td>
<td>04</td>
<td>20053</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td>300.00</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Transfer PR-131 Walmart 6/24</td>
<td>1</td>
<td>4</td>
<td>16</td>
<td>667455</td>
<td>717305</td>
<td>04</td>
<td>30070</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td>40.00</td>
<td>+</td>
</tr>
<tr>
<td>3</td>
<td>Transfer PR-131 Walmart 6/24</td>
<td>1</td>
<td>4</td>
<td>16</td>
<td>667456</td>
<td>717305</td>
<td>04</td>
<td>30070</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01</td>
<td>40.00</td>
<td>+</td>
</tr>
</tbody>
</table>
The proper JV

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

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

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Description</th>
<th>COA FY</th>
<th>Pd</th>
<th>Rucl</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>BudPd</th>
<th>Curr</th>
<th>Doc Ref</th>
<th>Accr</th>
<th>Proj</th>
<th>Bank</th>
<th>Total</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify labels for research</td>
<td>08</td>
<td>12</td>
<td>08</td>
<td>J16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>143.22</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Identify labels for research</td>
<td>08</td>
<td>12</td>
<td>08</td>
<td>J16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>143.22</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Total of displayed sequences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>286.44</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to WINGS Express Finance! Click the HELP link in the upper right while you are using any of the services provided on this page.

Documents
- Approve/Disapprove Documents
- Create Expense or Budget Transfer
- View Document
- 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)
The proper JV

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Description: Budget Period: 01

Save as Template: [ ] Shared

[Complete]
1. Enter JJCOSTTR in the ‘Use Copy’ template.
2. Select ‘Retrieve’
3. Select the correct transaction date (keep in mind - month end)
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

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

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
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Encumbrances
- Reservations
- Commitments
- Available Balance

Save Query as: [Input field]

Select only ‘Year to Date’

Continue
How to compare periods for expenses

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

Period 03 is September
Period 02 is August
How to compare periods for expenses

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

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

Save Query as:  

Shared

Compute Additional Columns for the query

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Operator</th>
<th>Column 2</th>
<th>Display After Column</th>
<th>New Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GY13/PD03 Year to Date</td>
<td>minus</td>
<td>GY13/PD02 Year to Date</td>
<td></td>
<td>September 2013</td>
</tr>
</tbody>
</table>

Perform Computation
How to compare periods for expenses

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Operator</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GY13/PD03 Year to Date</td>
<td>percent of</td>
<td>GY13/PD03 Year to Date</td>
</tr>
<tr>
<td>GY13/PD02 Year to Date</td>
<td>plus</td>
<td>GY13/PD03 Encumbrances</td>
</tr>
<tr>
<td>GY13/PD03 Encumbrances</td>
<td>minus</td>
<td>GY13/PD02 Encumbrances</td>
</tr>
<tr>
<td>GY13/PD02 Encumbrances</td>
<td>times</td>
<td>GY13/PD03 Reservations</td>
</tr>
<tr>
<td>GY13/PD03 Reservations</td>
<td>divided by</td>
<td>GY13/PD02 Reservations</td>
</tr>
<tr>
<td>GY13/PD02 Reservations</td>
<td>percent of</td>
<td>GY13/PD03 Commitments</td>
</tr>
<tr>
<td>GY13/PD03 Commitments</td>
<td>plus</td>
<td>GY13/PD02 Commitments</td>
</tr>
<tr>
<td>GY13/PD03 Available Balance</td>
<td>minus</td>
<td>GY13/PD03 Available Balance</td>
</tr>
<tr>
<td>GY13/PD02 Available Balance</td>
<td>times</td>
<td>GY13/PD02 Available Balance</td>
</tr>
<tr>
<td>GY13/PD03 Available Balance</td>
<td>divided by</td>
<td>GY13/PD02 Available Balance</td>
</tr>
</tbody>
</table>

These are the options within the drop down. When comparing expenses you are selecting **Year to Date**.
How to compare periods for expenses

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

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.

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

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

If you want to delete a template
How to compare periods for expenses

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 access can delete templates or queries.

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

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>W010DMB</td>
</tr>
<tr>
<td>Template/Query Name</td>
<td>All</td>
</tr>
<tr>
<td>Template/Query Type</td>
<td>All</td>
</tr>
<tr>
<td>Shared</td>
<td>N</td>
</tr>
</tbody>
</table>

Stored Template/Query List

<table>
<thead>
<tr>
<th>Count</th>
<th>USER ID</th>
<th>Template/Query Name</th>
<th>Template/Query Type</th>
<th>Shared</th>
<th>Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>W010DMB</td>
<td>DHHS Quarterly</td>
<td>Budget Query</td>
<td>N</td>
<td>08-NOV-13</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>W010DMB</td>
<td>Monthly Expense</td>
<td>Budget Query</td>
<td>N</td>
<td>07-OCT-13</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>W010DMB</td>
<td>Monthly Expenses</td>
<td>Budget Query</td>
<td>N</td>
<td>10-NOV-10</td>
<td>✔</td>
</tr>
<tr>
<td>4</td>
<td>W010DMB</td>
<td>Test</td>
<td>Budget Query</td>
<td>N</td>
<td>04-NOV-13</td>
<td>✔</td>
</tr>
</tbody>
</table>

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

### Check the expenses that posted in the ‘Year to Date’.

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

1. Are there charges that do not belong to this grant?  
2. Did payroll post after the grant end date?  
3. Did expenses post after the grant end date?  
   
   *Expenses purchased after the end date of the grant are not permitted.*

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

2. Check Expenses

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

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- Fund/Orgn Access List
- Translator

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

Targeted Services
2. Check Expenses

<table>
<thead>
<tr>
<th>Select Operating Ledger Column(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
</tr>
<tr>
<td>Budget Adjustment</td>
</tr>
<tr>
<td>Accounted Budget</td>
</tr>
<tr>
<td>Temporary Budget</td>
</tr>
<tr>
<td>Year to Date</td>
</tr>
<tr>
<td>Encumbrances</td>
</tr>
<tr>
<td>Reservations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search Criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Fiscal Year</td>
</tr>
<tr>
<td>End Fiscal Year</td>
</tr>
<tr>
<td>Begin Fiscal Period</td>
</tr>
<tr>
<td>End Fiscal Period</td>
</tr>
<tr>
<td>Include selected periods in range</td>
</tr>
<tr>
<td>Include selected periods only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Grant</td>
</tr>
<tr>
<td>667058</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Begin Activity Date</td>
</tr>
<tr>
<td>(mm/dd/yyyy)</td>
</tr>
<tr>
<td>End Activity Date</td>
</tr>
<tr>
<td>(mm/dd/yyyy)</td>
</tr>
<tr>
<td>Begin Transaction Date</td>
</tr>
<tr>
<td>(mm/dd/yyyy)</td>
</tr>
<tr>
<td>End Transaction Date</td>
</tr>
<tr>
<td>(mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Include Revenue Accounts</th>
</tr>
</thead>
<tbody>
<tr>
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Submit Query  Clear Criteria
### Fiscal Period: 4 - 5

**Grant: 667069**  
**Suppress Zero: Yes**

List As of Nov 08, 2013

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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

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<th>Account Code</th>
<th>Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Current Commitments</th>
<th>% Used</th>
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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

Please close the following PO:

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<tr>
<th>Account Code</th>
<th>Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Year to Date</th>
<th>Current Commitments</th>
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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.

  \[ \text{RSP can not transfer the charge to another grant.} \]

- 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

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<th>Evaluation Report for Healthier OH</th>
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### Grant Attributes

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Questions?

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

- Or you may contact the Director of Post-Award, Glen Jones.
  [glen.jones@wright.edu](mailto:glen.jones@wright.edu)