Grants Reporting

Workday provides several Grants reports which are available through the Grants application on the Workday homepage. These reports are available to those with the role of Grant Financial Analyst and Principal Investigator/Grant Manager.

- Grant Financial Analyst – View only access
- Principle Investigator/Grant Manager – Initiator role to create requests, View data, and approval access

How to Access Grant Reports

On the homepage, under the Applications section, click the Grants icon.
Grants Dashboard

The Grants Dashboard includes the following tabs:

- **Reports & Tasks**: Contains the following Reports – *R134 Grant Summary by Ledger Account* and *Workday Effort Certification Status Report*. As well as the following Workday Tasks – *View Grant* and *Tasks for My Awards*.
- **Budget**: Includes the *Funding for Grants* report.
- **Procurement Transactions**: Displays the *Requisitions, Purchase Orders, Receipts* and *Supplier Invoices* worklets.
- **Other Transactions**: Displays the *Expense Reports, Internal Service Delivery* and *Spend Authorizations* worklets.
- **Obligations**: Displays the *PO Obligations* report.
- **Personnel**: Includes the *Position Budget to Actual for Grants* report.

---

**Reports & Tasks**

**Reports**

The *R134 Grant Summary by Ledger Account* report contains all transactional activity for the selected grant’s lifecycle by parent and child account.
Select criteria to filter this data by clicking on the **prompt** icon in the associated search field.

- The **Organization** field contains the Grant, Cost Center, Division & Hierarchies data which act as the driver worktag for specific budget data.
- The **Spend Category as Worktag** field allows you to filter the data down to a specific ledger area.
- Select **F16** from the **Fund** option in the **Worktags** field in order to view the Cost Share Budget and Actual Data related to the grant which was selected.

![R134 Grant Summary by Ledger Account](image)

Report results for the R134 Grant Summary by Ledger Account report.
The R134 Grant Summary by Grant report shows the financial overview for the grants for which you have access.

From the criteria screen, click the OK button to view the data.

Report results for the R134 Grant Summary by Grant report. Note- The start date of the grant is listed in the award name column, and the end date of the grant is indicated in the End Date column.

The Effort Certification Status Report shows the overall estimated percentage allocations, by semester, for time and effort spent on sponsored projects and non-sponsored time. The effort certification process is a method for confirming that charges made to sponsored awards are reasonable in relation to the work performed, and is processed every semester. The certification request is sent out to the PI/Grant Manager’s Inbox as well as an email.
**Note** - This status report is for review only – no certifications on time and effort can be made from this report. PIs/Grant Managers will still receive a notification in Workday when certifications are due.

The results display the certifications for the selected grants have been completed for the specified time period.

**Workday Tasks**

The **View Grant** report displays the details of a grant, the related worktags and the assigned roles. Filter the data for a specific Grant by clicking the **prompt** icon and selecting the Grant.
The Details tab displays overview information about the grant, such as the grant name, ID number, activity status, and classification groups.

The specific worktags associated to the grant ID number are found on the Related Worktags tab. These are the Cost Center, Division, Fund, and Program.

The individuals with access to the Grant are listed, along with their system role, on the Roles tab.
**Tasks for My Awards** displays a list of tasks that need to be completed for an Award. For example; end of Award reporting, technical reports due, invoice reviews, etc. Grant Accounting will assign tasks to the Principle Investigator/Grant Manager on an as-needed basis.

![Tasks for My Awards](image)

**PCards** – The PCard information will display for those individuals who are associated with a procurement card.

The **Find Procurement Card Transaction Verification** link allows the card holder to check the status of card transactions within Workday. These statuses include draft, in process, and approved.

The link to the **Bank of America Works** site allows the card holder to view the current open balance available on their card, as well as provides a venue to dispute charges.

**Budget Tab**

The following columns are included in the **Funding for Grants** report:

- **Grant** – Grant name and grant number.
- **Award** – Award name and award number. Click on the award to view the corresponding start and end dates.
- **Award Principal Investigator** – Name of Principal Investigator for the grant.
- **Lifecycle Status** – Displays the current phase for the Grant and includes the following statuses: Active, Closed, Closed or 30, 60, 90 Days Prior to Performance End Date.
- **End Date** – End date of the grant.
- **Budget** – Budget for the entire grant lifecycle.
- **Actuals** – Actual revenues for the entire grant lifecycle.
- **Obligations** – Purchase Order encumbrances against the budget.
- **Commitments** – Purchase Requisition pre-encumbrances against the budget.
- **Reserved Journals** – Actual journals created, that are pending approval.
- **$ Available** – Remaining revised Budget, after subtracting Actuals, Obligations, Commitments and Reserved Journals for the entire grant lifecycle.
- **% Available** – Available Budget as a % of Revised Budget.
- **Grant Cost Sharing Fund** – University’s contribution to the Grant.
To customize what is displayed, click the **Settings** icon and select **Edit Settings**.

To filter the data by fields, click the **prompt** icon and select the specific criteria. For example, Principle Investigators/Grant Managers should select their grant number(s) from the Grant field to view the related data.

---

**Export to Excel**

To export the data from the Grants reports into Excel, click the **Settings** icon in the upper right corner of the report, select **Edit Settings** and click **Download to Excel**.
Drill into Data

1) To view detailed information on a specific item or amount in a report, click on a blue item/amount to bring up additional details.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Award</th>
<th>Award Principal Investigator</th>
<th>Lifecycle Status</th>
<th>End Date</th>
<th>Budget</th>
<th>Actuals</th>
<th>Obligations</th>
<th>Commitments</th>
<th>Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR00233 Prospective Elementary Teachers Making for Mathematical Learning</td>
<td>AWD-00000072: Prospective Elementary Teachers Making for Mathema</td>
<td>Steven Greenstein</td>
<td>Active</td>
<td>08/31/2020</td>
<td>826,360.00</td>
<td>39,442.42</td>
<td>0.00</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>GR00229 Noyce at Montclair: Preparing the Effective Elementary Mathematics Teacher Scholarship Program</td>
<td>AWD-00000023: Noyce at Montclair: Preparing the Effective Elementar</td>
<td>Steven Greenstein</td>
<td>Active</td>
<td>03/31/2022</td>
<td>2,134,798.00</td>
<td>196,472.38</td>
<td>82,000.00</td>
<td>35,800.00</td>
<td></td>
</tr>
</tbody>
</table>

The system opens the detail information for the item/amount selected.

2) Click the drop down in the View by field to select the criteria to filter the data. An additional filter can be added by selecting another field in the And then by field.

3) Click Refresh to view the details of the filters applied.

Procurement Transactions and Other Transactions Tabs

The Procurement Transactions tab contains worklets which display Requisitions, Purchase Orders, Receipts, Supplier Invoices, and PCard data for Grant transactions.
The **Other Transactions** tab contains additional worklets with transactional information on **Spend Authorizations**, **Expense Reports**, and **Internal Service Delivery** requests.

Each worklet is comprised of the specific item for each type of transaction, and can be filtered upon for viewing more specific data. Values in the summary table that are in **blue** font are, in Workday terms, “Drillable” meaning you can drill down into greater levels of detail.

To customize what is displayed in each worklet, click the **Settings** icon in the upper right corner of the worklet, and select **Edit Settings**.

To view detailed information on a specific item or amount, click a blue item/number to bring up additional details.

**Obligations Tab**

The Obligations tab captures all of the open encumbrances for a grant. This allows for better management of purchases and the current available budget.
Click the column header “Status” to sort the PO data by its current approval activity.

To customize what is displayed in the **Obligations** report, click the **Settings** icon and select **Edit Settings**.

To view detailed information on a specific item or amount, click on a blue item/number to bring up additional details.

**Personnel Tab**

Displays the salary and associated costs for the grant related personnel.

To customize what is displayed in this report, click on the **Settings** icon (gear in upper right corner) and select **Edit Settings**.

To view detailed information on a specific item or amount, click on a blue item/number to bring up additional details.