

# Sponsored Projects Reporting Tools

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### What is the status of grants reporting?

There are tools available to find project balances and expenditures; these are outlined below. We have received excellent user feedback on some of these reporting tools. We are using this feedback to discover how and when we can make additional enhancements to grants and sponsored projects reporting.

### What is the status of historical budget and expenditure data?

All historical project budget and expenditure data has been converted. The only remaining elements to convert are the “restricted account” balance sheet beginning balances, such as cash and accounts receivable. These elements will be converted on a schedule as determined by the Accounting Department and the timing of this conversion should not have a critical impact on day-to-day management of project budgets and expenditures. SPA and Accounting are aware that these beginning balance sheet amounts are not yet converted and will take that historical information into account when billing and closing accounts.

### How current are the transactions I’m seeing?

July has officially closed, so all the transactions with July accounting dates are updated in the source system, UGA Financial Management. Starting with August accounting dates, transactions are posted and available in the Project Status Report at least weekly, with three exceptions. Travel expenses, payroll encumbrances, and payroll expenses are the exceptions.

1. We must make a change to the UGA Financial Management system before travel expenses can be posted regularly. Any travel expenses with July accounting dates are currently viewable in the Project Status Reports. We will update travel expenses at least monthly until the system change can be implemented to increase the frequency.
2. We are not currently able to encumber salaries on chartstrings that contain projects without introducing other issues and problems. Therefore, personal services budget balances will be overstated on chartstrings with projects. We are exploring corrections to this “known issue” but do not expect them to be reasonable to implement prior to the OneUSGConnect go-live in December. Users should take into account personal services encumbrances values from legacy reports, such as

the Simpler Personal Services Detail report, when determining the correct personal services budget balance for projects.

3. The split-implementation period (July – December) requires that we map legacy account numbers used in payroll processing to new PeopleSoft chartfields. With the regular addition of new legacy account numbers for new grants and other complicating factors, it is a challenge to have payroll journal entries pass budget checking, etc. and post in rapid succession behind a payroll run. We currently post all payroll for a given month during the monthly close process. The teams continue to work to improve the timing for posting payroll entries.

### Will transactions be updated more frequently at some point?

Yes. We are optimistic that automated processes will be in place for daily updates no later than October, including travel expenses. More information will follow soon on this increased frequency. It is our goal to have the Project Status Report include the most timely information possible.

### What tools are available now to see project balances and which one do I use?

We recommend a few key tools, depending on the level of detail you are looking for and where transactions are in the processing lifecycle. You can think of the Project Status Report like the former Account Status Report; it shows transactions that have been fully processed and finalized. The same is true for the Grants WorkCenter queries and the Project Status Cube.

But, you may also wish to see project balances with pending transactions factored in. This information is accessible in the system as well. You can use the UGA\_KK\_PROJECT\_BUDGET\_BALANCE query to show project balances including any transactions that have passed budget check, even if they have not yet fully processed through the system.

Name	Type	Timing	Why use?
UGA_KK_PROJECT_BUDGET_BALANCE	Query	Includes pending transactions	For the most current snapshot of balances including pending transactions
Project Status Report	Report	Fully processed transactions	Fully processed transactions in Power BI report format.
Project Status Cube	Pivot Table	Fully processed transactions	Fully processed transactions in pivot table format (can manipulate data).
Grants WorkCenter Queries	Query	Fully processed transactions	Shows detail-level transactions.

#### UGA\_KK\_PROJECT\_BUDGET\_BALANCE Query

- *What:* This UGA Financial Management System query shows summary level budget to actuals.
- *When:* Shows transactions that pass budget checking, even if workflow approvals aren't complete.
- *Why:* Will give access to the data earlier than other reports that only show fully processed transactions.
- *Access:* Training and user guide [here](#).

#### Project Status Report

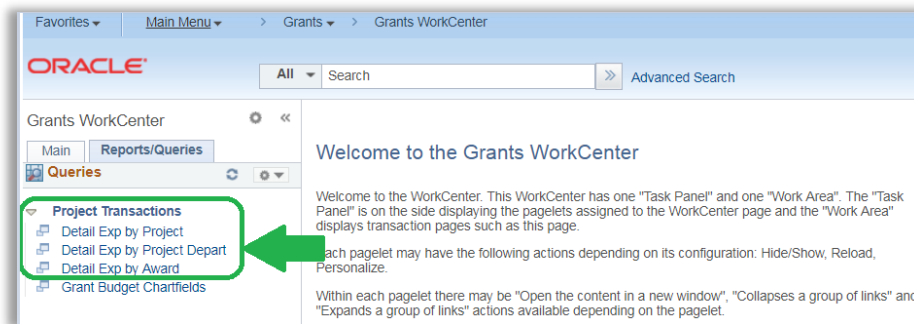
- *What:* Power BI report in the Data Warehouse that shows summary level budget to actuals.
- *When:* Shows only transactions that are fully processed.
- *Why:* Will show fully processed transactions that have also posted to the General Ledger.
- *Access:* Training and user guide [here](#).

## Project Status Cube

- *What: Similar to a pivot table and available in the Data Warehouse, this shows summary level budget to actuals.*
- *When: Shows only transactions that are fully processed.*
- *Why: Same data as the Project Status Report in that it includes fully processed transactions that have also posted to the General Ledger, but allows for analysis, manipulation and calculation using Excel.*
- *Access: Available from the Data Warehouse, same as Project Status Report. Training and user guide [here](#).*

## Grants WorkCenter Queries

- *What: Show detail-level transactions.*
- *When: Shows only transactions that are fully processed.*
- *Why: Shows detailed transactions rather than summary level.*
- *Access: From UGA Financials menu, select Grants > Grants WorkCenter > Reports/Queries*



## Budgets Overview

- *What: Starts with summary balances with drill-down to detail-level transactions to the source document.*
- *When: Shows transactions that pass budget checking, even if workflow approvals aren't complete.*
- *Why: Shows detailed source transactions by narrowing down from certain chartfield combinations. Can be used to answer questions about what makes up an amount.*
- *Access: UGA Financial Management System navigation: Employee Self-Service>UGA Financials> General Ledger>Commitment Control>Budgets Overview (select Project\_Child as the Ledger Group)*

## What tools are available to assist in confirming final transactions on a project?

Both the Project Status Cube and Grants WorkCenter queries, listed above, can be used to confirm final project transactions. The Sponsored Projects Administration invoicing team will provide specific guidance to units via email when reaching out to confirm final expenses.

## Can I use the Budget Status Report (BSR) to find sponsored projects balances?

While some project data can be found in the Budget Status Report, our recommendation is not to use this for grants reporting, as it can quickly become convoluted and confusing. The Budget Status Report uses a different ledger, and is organized by fiscal year, neither of which work for grants reporting.

## What reporting enhancements are in the pipeline?

The Project Status Report in the Data Warehouse is ultimately envisioned to be as close to a one-stop resource as possible. We have received requests for the following enhancements and the team is in discovery to determine how and when these may be available. The OneSource team will provide additional information when these enhancements are ready for release. Status can also be seen on the [Known Issues and Feature Releases Resource Page](#).

- Ability to drill down to detail-level transactions.
- Ability to show both budget and actuals on the same summary line.
- New filters/slicers for accounting period and activity code.
- Ability to export to Excel.

Thank you very much for your questions, suggestions and engagement as we work together to build a comprehensive reporting solution for grants and sponsored projects. As always, please reach out to the OneSource Service Desk with any questions you may have. They can be reached by emailing [onesource@uga.edu](mailto:onesource@uga.edu) or by phone at 2-0202.