Grant Summary by Ledger Account (R134) Report.

This report is integral to managing grant expenses and revenue. It provides an overview of the financial status of the grant or award. This guide illustrates the steps for reviewing the *Grant Summary by Ledger Account (R134)* report - and provides some understanding of the budget structure for Awards on which this report is based. This is a real time report.

Contents

Budget Structure - Award

The Award budget structure is the basis for award budgets, such as grant awards for sponsored research. Award budgets are used to control spend during spend and staffing transactions. Award budgets use Ledger Account Summaries for setting up a budget on a grant.

There are several Object Classes which align with Ledger Account Summaries into which budget may be distributed;

01 | Salaries & Wages

02 | Graduate Assistantship

03 | Fringe Benefits

04 | Supplies / Other Operating Expense

05 | Contractual Services

06 | Stipend

07 | Travel Domestic

08 | Travel International

09 | Subawards

10 | Participant Costs

11 | Scholarships, Fellowships, Tuition

12 | Rental Costs

13 | Equipment

Other Direct Costs – unusual ledger accounts

These Ledger Account Summaries are the basis for the *Grants Ledger Account Summary Report (R134)*. For some grants there is also **Indirect Costs** for which budget should be distributed if there is F&A charges on the grant/award.

Some background regarding awards and grants.

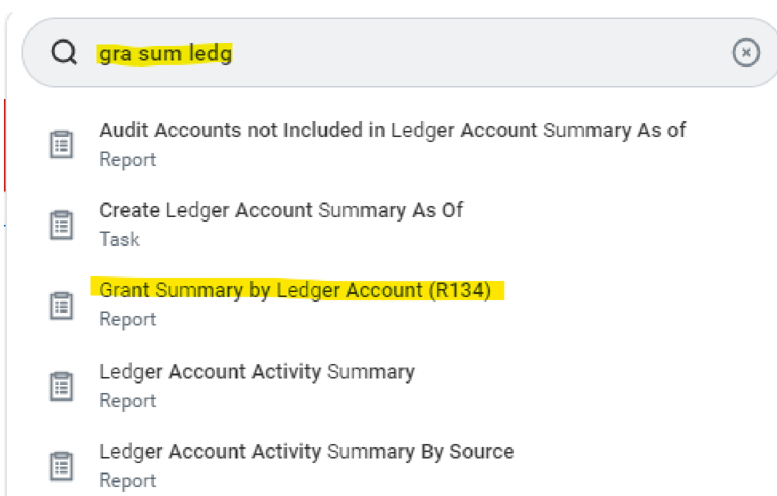
Workday uses the **Award** to define the business rules necessary to capture cost, calculate facilities and administration expenses, recognize revenue, bill your sponsor, and manage the award schedule, or calendar. **Grants** are on the award line of an award and there may be more than one grant on an award. There can *Never* be a grant without an Award – if a grant is used that does not have an approved award a critical error message is generated.

Grant ID is the primary costing worktag for Workday transactions. A grant may be linked to one and only one award. Grant ID is used on all transaction lines for reporting purposes.

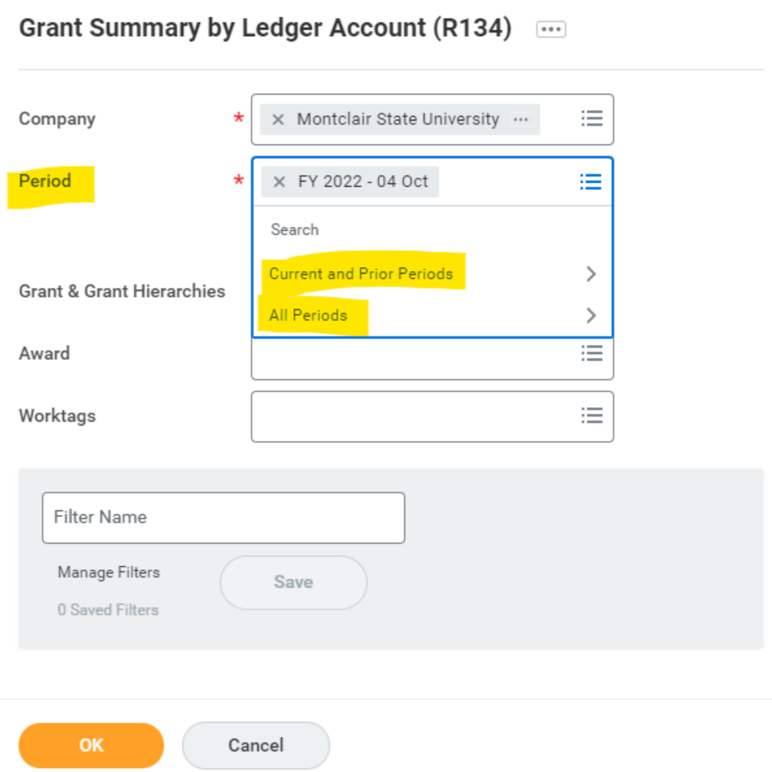
Therefore, you may use the grant ID or the award ID to run the **Grant Summary by Ledger Account (R134)** report. In some cases, there may be more than one grant on the award so it may be easier to enter the award ID instead of the Grant ID to get all data for the various grants on the award.

Running the Grant Summary by Ledger Account (R134) report.

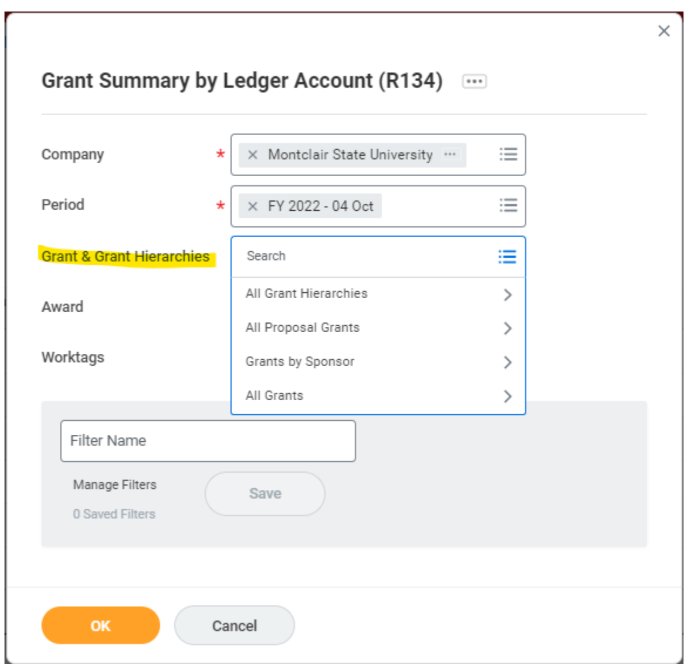
1) In the *Search* field, enter **Grant Summary by Ledger Account (R134)** or some part of the words, enough so Workday gets a sense of what you are searching. Select the report.



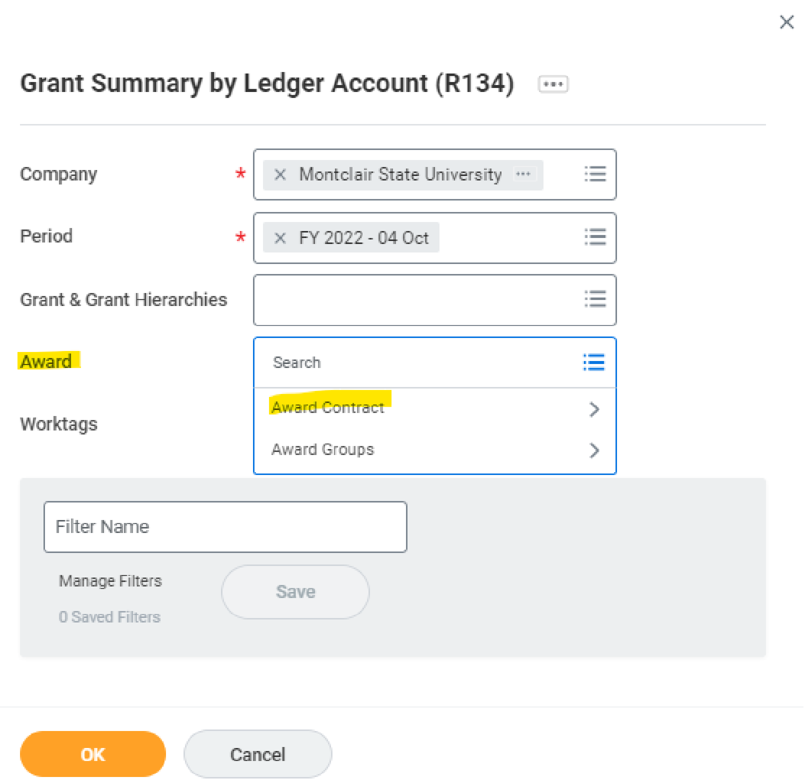
2) The report dialog box defaults with Montclair State University and the current period. Select for Current and Prior periods and/or All Periods for reviewing other fiscal years and periods.



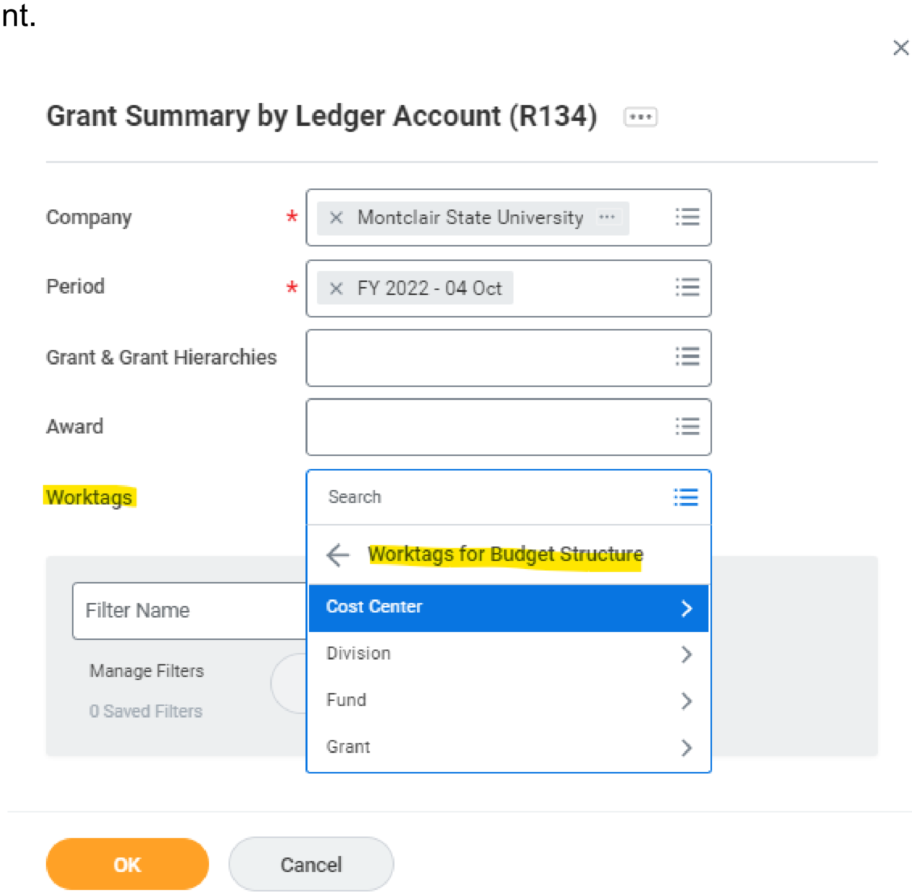
3) A prompt is provided for either Grant & Grant Hierarchies or Award. Search by the various grant groupings as shown below **or** enter the grant ID for which the report should be run, e.g. GR00001.



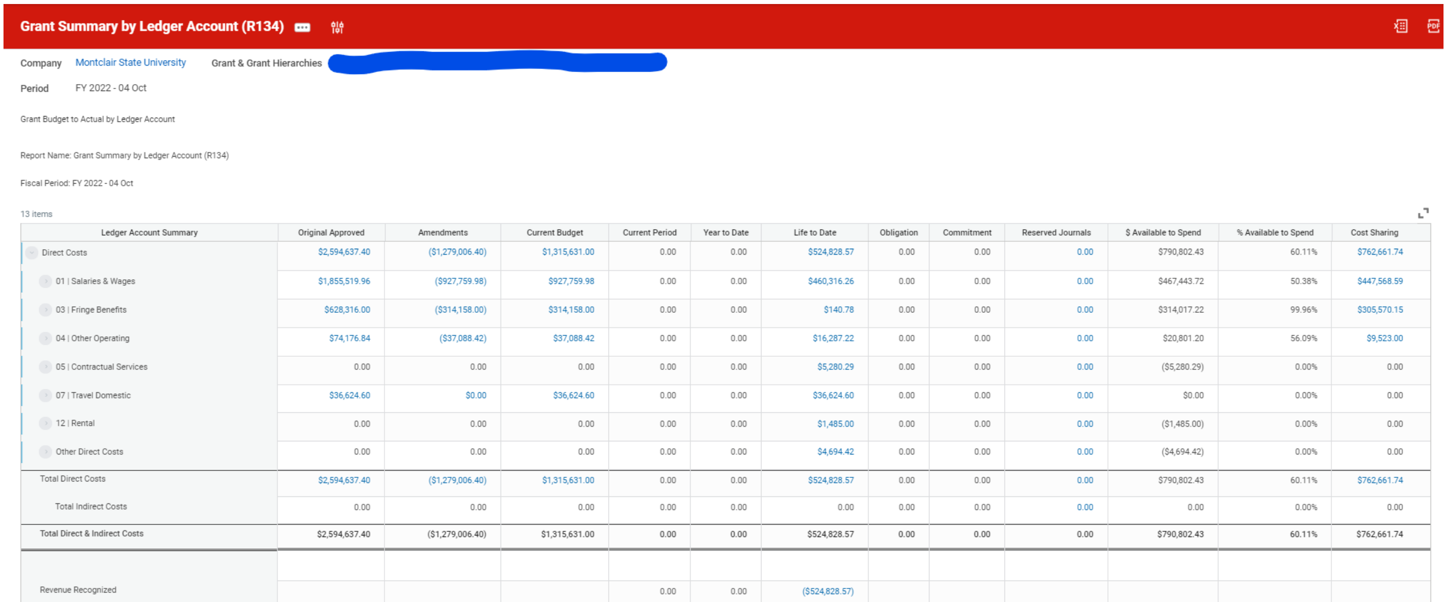
4) Or select the prompt for Award and search for the award number or enter the award ID:



5) The Worktags prompt allows for searching using other worktags, e.g. Fund, Cost Center Division or Grant.



6) Click **OK** to run the report.



Grant Summary by Ledger Account (R134)

Company Montclair State University Grant & Grant Hierarchies [redacted]

Period FY 2022 - 04 Oct

Grant Budget to Actual by Ledger Account

Report Name: Grant Summary by Ledger Account (R134)

Fiscal Period: FY 2022 - 04 Oct

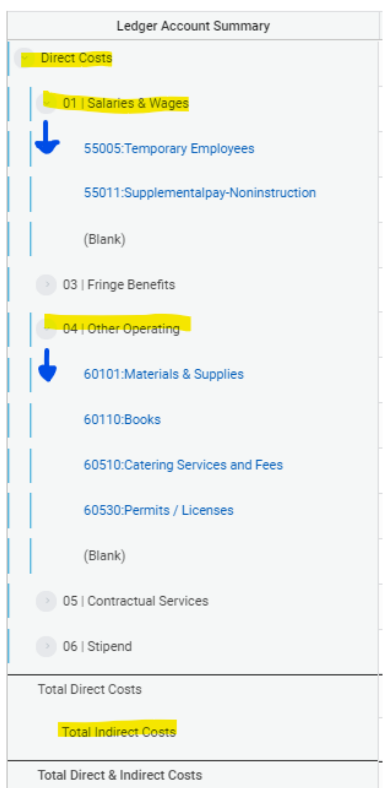
13 items

Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date	Life to Date	Obligation	Commitment	Reserved Journals	$ Available to Spend	% Available to Spend	Cost Sharing
Direct Costs	$2,594,637.40	($1,279,006.40)	$1,315,631.00	0.00	0.00	$524,828.57	0.00	0.00	0.00	$790,802.43	60.11%	$762,661.74
01 | Salaries & Wages	$1,855,519.96	($927,759.98)	$927,759.98	0.00	0.00	$460,316.26	0.00	0.00	0.00	$467,443.72	50.38%	$447,568.59
03 | Fringe Benefits	$628,316.00	($314,158.00)	$314,158.00	0.00	0.00	$140.78	0.00	0.00	0.00	$314,017.22	99.96%	$305,570.15
04 | Other Operating	$74,176.84	($37,088.42)	$37,088.42	0.00	0.00	$16,287.22	0.00	0.00	0.00	$20,801.20	56.09%	$9,523.00
05 | Contractual Services	0.00	0.00	0.00	0.00	0.00	$5,280.29	0.00	0.00	0.00	($5,280.29)	0.00%	0.00
07 | Travel Domestic	$36,624.60	$0.00	$36,624.60	0.00	0.00	$36,624.60	0.00	0.00	0.00	$0.00	0.00%	0.00
12 | Rental	0.00	0.00	0.00	0.00	0.00	$1,485.00	0.00	0.00	0.00	($1,485.00)	0.00%	0.00
Other Direct Costs	0.00	0.00	0.00	0.00	0.00	$4,694.42	0.00	0.00	0.00	($4,694.42)	0.00%	0.00
Total Direct Costs	$2,594,637.40	($1,279,006.40)	$1,315,631.00	0.00	0.00	$524,828.57	0.00	0.00	0.00	$790,802.43	60.11%	$762,661.74
Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Total Direct & Indirect Costs	$2,594,637.40	($1,279,006.40)	$1,315,631.00	0.00	0.00	$524,828.57	0.00	0.00	0.00	$790,802.43	60.11%	$762,661.74
Revenue Recognized				0.00	0.00	($524,828.57)						

Review important areas of the report.

- **Ledger Account Summary**.

There are two high level categories: **Direct Costs** and **Indirect Costs** – this is shown on the left panel of the report. It also shows the Ledger Account Summaries which, if selected, drop down to show ledger account numbers.



- **Budget columns.**
  This is where the budget is reported. The first column shows the original budget, the second shows any adjustments to the original budget and the third column is the combination of the original and adjustments.

Original Approved	Amendments	Current Budget
$140,656.00	$47,344.00	$188,000.00
$119,344.00	($6,750.00)	$112,594.00
$9,388.00	($1,937.00)	$7,451.00
$11,924.00	$4,646.00	$16,570.00
0.00	$50,385.00	$50,385.00
0.00	$1,000.00	$1,000.00
$140,656.00	$47,344.00	$188,000.00
0.00	0.00	0.00
$140,656.00	$47,344.00	$188,000.00

  Budgets control spend and will create an error if there is insufficient or no budget in that specific budget line. Expense transactions are budget checked against these ledger account summary budget lines. The budget amount on the ledger account summary line is the budget being checked, not any individual lines under the summary amount. If budget is required speak with your Grant Accountant regarding budget amendments. Budgets are also aligned with Object Classes.

- **Actual expenses – Current Period, Year to Date and Life to Date.**
  Current Period shows all actual expenses incurred during the current month (from prompt). Year-to-Date shows actual expenses incurred for the current year (from prompt). Life-to-Date shows actual expenses incurred for the life of the grant/award.

Current Period	Year to Date	Life to Date
0.00	$3,892.56	$143,702.35
0.00	0.00	$85,986.25
0.00	0.00	$6,598.32
0.00	$1,692.56	$11,226.78
0.00	$2,200.00	$39,891.00
0.00	0.00	0.00
0.00	$3,892.56	$143,702.35
0.00	0.00	0.00
0.00	$3,892.56	$143,702.35

- **Obligation, Commitment, Reserved Journals.**
  These amounts are from obligations (from Purchase Orders, Spend Authorizations) and commitments (from Requisitions). They hold part of the budget and are required to liquidate when the transaction becomes an actual expense. Reserved Journals are transactions from journals which are in process and are awaiting approval. Once the journal has been approved they will post to actual expenses. They reserve part of the budget until approved or canceled.

Obligation	Commitment	Reserved Journals
$0.00	$0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
$0.00	$0.00	0.00
$0.00	$0.00	0.00
0.00	0.00	0.00
$0.00	$0.00	0.00
0.00	0.00	0.00
$0.00	$0.00	0.00

- **$ Available to Spend, % Available to Spend and Cost Sharing.**
  These columns indicate the balance of budget left to spend and is shown in both amount and percentage. The Cost Sharing column shows actual expenses incurred using cost share funding (using fund F16).

  <u>NOTE:</u> If there is cost share on a grant the budget indicated may include cost share budget. To view cost share against the cost share budget please enter F16 in the worktags prompt when searching the grant/award. To view a grant/award without cost share enter F20 in the worktags prompt when searching the grant/award.

$ Available to Spend	% Available to Spend	Cost Sharing
$790,802.43	60.11%	$762,661.74
$467,443.72	50.38%	$447,568.59
$314,017.22	99.96%	$305,570.15
$20,801.20	56.09%	$9,523.00
($5,280.29)	0.00%	0.00
$0.00	0.00%	0.00
($1,485.00)	0.00%	0.00
($4,694.42)	0.00%	0.00
$790,802.43	60.11%	$762,661.74
0.00	0.00%	0.00
$790,802.43	60.11%	$762,661.74

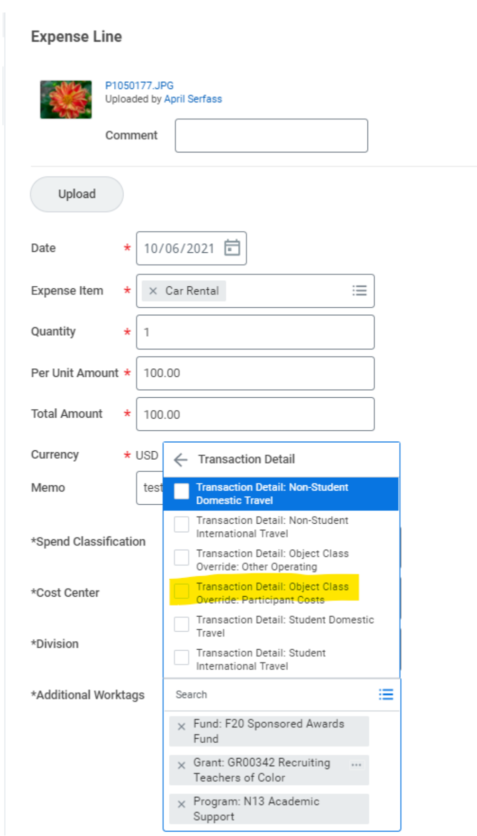
- **Revenue Recognized**
  Revenue recognized is the revenue created by award cost processing on a cost reimbursable grant/award. Revenue may be recognized for a fixed amount contract too. This is positioned at the very bottom of the report and shows under the Current Period, Year-to-Date and Life-to-Date columns.

Revenue Recognized				0.00	0.00	($524,828.57)

Spend Categories and Ledger Account Summaries.

1. All expense transactions in Workday are driven by the *Spend Category*. The spend category is mapped to a ledger account which posts against the ledger account summary in this report. Budget aligns with the ledger account summaries.

   In some situations, the budget may be set up for expenses that may not follow the University's usual posting for a specific ledger account. Below are two examples where this may occur:
   - **Example Participant Costs.** The Sponsor agreement indicates travel to be part of the Participant Cost budget. Because the spend classification would normally post to a travel expense ledger account and go against the Travel budget, by selecting the *Transaction Detail* worktag, ***Object Class Override: Participant Costs***, the transaction will now post to Participant Costs ledger account and go against the Participant Cost budget.
     For many grants this posting is significant as Participant Costs are normally separately budgeted, and not normally allowed to be re-budget without approval from the Sponsor. Which is why it is so important to be mindful of which budget the expense should be charged against.



On the **Grant Summary by Ledger Account** report the transaction is against Participant Cost and not Travel:

1 item

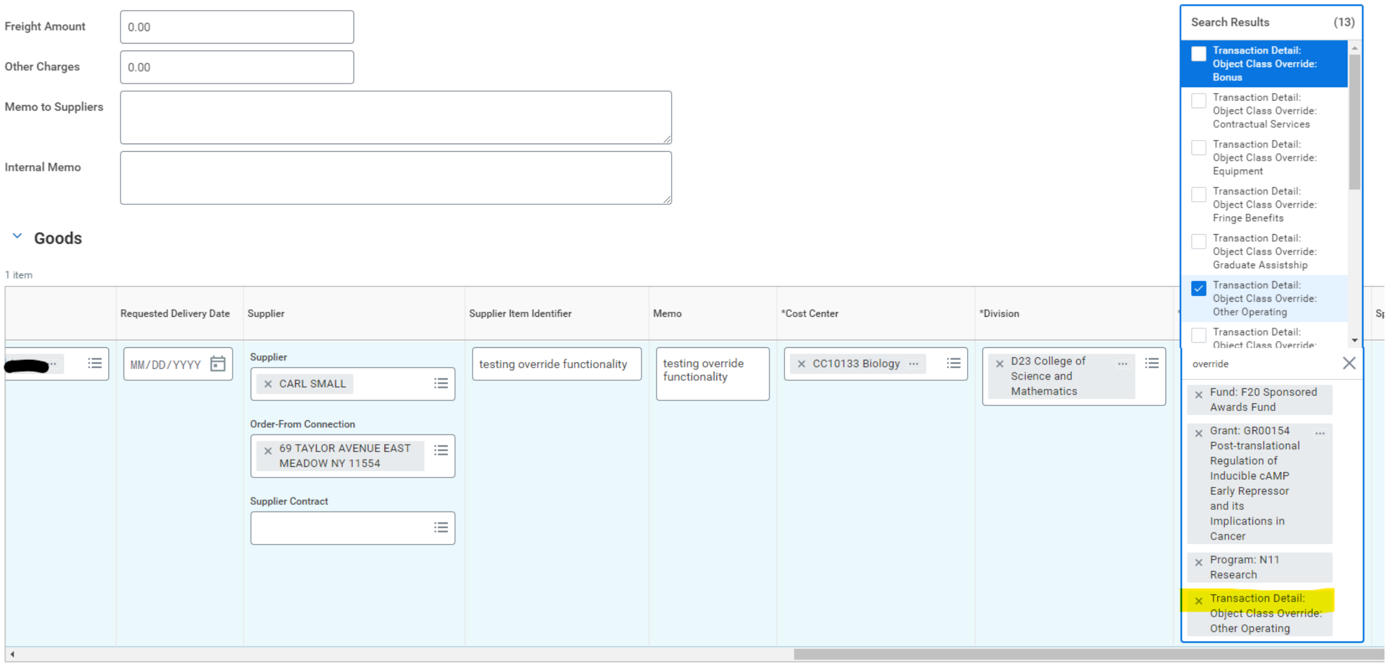
Year	Journal	Journal Source	Operational Transaction	Accounting Date	Budget Date	Ledger Account	Spend/Revenue Category	Debit	Credit	Division	Cost Center	Fund	Program	Grant	Detail Code	Term	Other Worktags	Header Memo	Line Memo
FY 2022		Expense Report	Expense Report: EXP-00005251	10/06/2021	10/06/2021	60801:Participant costs	SC0290 Car Rental	100.00	0.00	D21 College of Education and Human Services	[redacted]	F20 Sponsored Awards Fund	N13 Academic Support	[redacted]			[redacted] Car Rental Employee/Non-Worker Domestic Travel Object Class Override: Participant Costs Sponsored Programs: 10 | Participant Costs	TEST	test

Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date
03 | Fringe Benefits	$70,094.00	($38,848.63)	$31,245.37	0.00	0.00
04 | Other Operating	$179,290.00	($128,664.32)	$50,625.68	0.00	0.00
05 | Contractual Services	0.00	$36,806.28	$36,806.28	0.00	0.00
06 | Stipend	0.00	$4,700.00	$4,700.00	0.00	0.00
07 | Travel Domestic	0.00	$2,316.09	$2,316.09	0.00	0.00
10 | Participant Costs	$1,500.00	$16,838.11	$18,338.11	$100.00	$100.00
60565:Incentives	0.00	0.00	0.00	0.00	0.00
60801:Participant costs	0.00	0.00	0.00	$100.00	$100.00
(Blank)	$1,500.00	$16,838.11	$18,338.11	0.00	0.00
11 | Scholarships, Fellowships, Tuition	0.00	$3,250.00	$3,250.00	0.00	0.00
12 | Rental	0.00	0.00	0.00	0.00	0.00
13 | Equipment	0.00	$8,036.00	$8,036.00	0.00	0.00
Other Direct Costs	0.00	0.00	0.00	0.00	0.00
Total Direct Costs	$500,442.00	($125,442.00)	$375,000.00	$100.00	$100.00
Total Indirect Costs	0.00	0.00	0.00	0.00	0.00
Total Direct & Indirect Costs	$500,442.00	($125,442.00)	$375,000.00	$100.00	$100.00

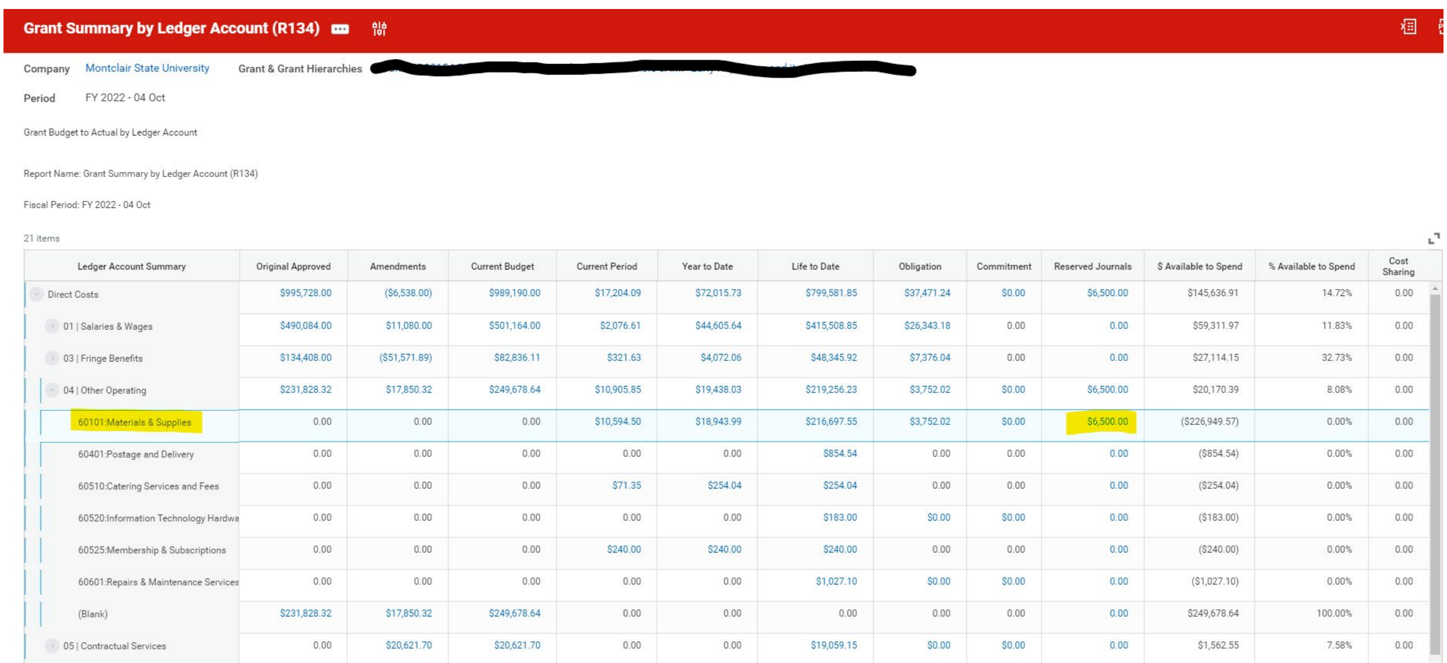
- **Example Equipment**: The Sponsor agreement indicates computer equipment to be part of the Other Operating budget as the cost is less than $5,000. Because the spend category for equipment would normally post to equipment ledger account, and go against the Equipment budget, by selecting the *Transaction Detail* worktag, Object Class Override: Other Operating, the transaction will now post to Materials & Supplies ledger account and go against the Other Operating budget.

  For many grants this posting is significant as the indirect costs for the grant are not calculated on Equipment however is charged on Other Operating expenses. Which is why it is so important to be mindful of which budget the expense should be charged against. Most equipment over $5,000 is considered equipment and is treated differently in the University Audit Reports, and should be in the Equipment budget of the grant. However, equipment under $5,000 is normally considered materials and supplies.

<u>See screenshot below for the Object Class override Transaction detail worktag</u>:



On the **Grant Summary by Ledger Account** report the transaction is against Materials & Supplies and not Equipment:



Grant Summary by Ledger Account (R134)

Company Montclair State University Grant & Grant Hierarchies [redacted]

Period FY 2022 - 04 Oct

Grant Budget to Actual by Ledger Account

Report Name: Grant Summary by Ledger Account (R134)

Fiscal Period: FY 2022 - 04 Oct

21 items

Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date	Life to Date	Obligation	Commitment	Reserved Journals	$ Available to Spend	% Available to Spend	Cost Sharing
Direct Costs	$995,728.00	($6,538.00)	$989,190.00	$17,204.09	$72,015.73	$799,581.85	$37,471.24	$0.00	$6,500.00	$145,636.91	14.72%	0.00
01 | Salaries & Wages	$490,084.00	$11,080.00	$501,164.00	$2,076.61	$44,605.64	$415,508.85	$26,343.18	0.00	0.00	$59,311.97	11.83%	0.00
03 | Fringe Benefits	$134,408.00	($51,571.89)	$82,836.11	$321.63	$4,072.06	$48,345.92	$7,376.04	0.00	0.00	$27,114.15	32.73%	0.00
04 | Other Operating	$231,828.32	$17,850.32	$249,678.64	$10,905.85	$19,438.03	$219,256.23	$3,752.02	$0.00	$6,500.00	$20,170.39	8.08%	0.00
60101:Materials & Supplies	0.00	0.00	0.00	$10,594.50	$18,943.99	$216,697.55	$3,752.02	$0.00	$6,500.00	($226,949.57)	0.00%	0.00
60401:Postage and Delivery	0.00	0.00	0.00	0.00	0.00	$854.54	0.00	0.00	0.00	($854.54)	0.00%	0.00
60510:Catering Services and Fees	0.00	0.00	0.00	$71.35	$254.04	$254.04	0.00	0.00	0.00	($254.04)	0.00%	0.00
60520:Information Technology Hardwa	0.00	0.00	0.00	0.00	0.00	$183.00	$0.00	$0.00	0.00	($183.00)	0.00%	0.00
60525:Membership & Subscriptions	0.00	0.00	0.00	$240.00	$240.00	$240.00	0.00	0.00	0.00	($240.00)	0.00%	0.00
60601:Repairs & Maintenance Services	0.00	0.00	0.00	0.00	0.00	$1,027.10	$0.00	$0.00	0.00	($1,027.10)	0.00%	0.00
(Blank)	$231,828.32	$17,850.32	$249,678.64	0.00	0.00	0.00	0.00	0.00	0.00	$249,678.64	100.00%	0.00
05 | Contractual Services	0.00	$20,621.70	$20,621.70	0.00	0.00	$19,059.15	$0.00	$0.00	0.00	$1,562.55	7.58%	0.00

2. When selecting worktags for expenses on any transaction with a grant worktag, there is the ability to use the *Transaction Detail* worktag - Object Class Override: to force the transaction to post to whatever budget line required.

Note on Indirect Cost (IDC) and distribution of revenue from IDC.

1) Indirect costs are generated automatically by the system based on the rate approved by the sponsor on the award and at the time the expense is generated. Grants Accounting Office do monthly distributions of these costs to department or principal investigator's IDC Cost Center's in the form of revenue using the University's standard distribution (in most cases). The Budget and Planning Office is responsible for the carry forward of these funds (usually in the form of budgets) each fiscal year.

2) To review financial data for an IDC Cost Center please refer to the **Operating Budget Variance for Cost Center (R002)** report. Or use the following link: https://impl.workday.com/montclair/d/inst/1$4296/1422$4003.htmld