

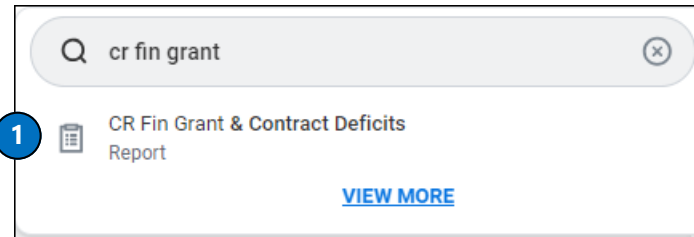


CR Fin Grant & Contract Deficits Report

The CR Fin Grant & Contract Deficits report is to be utilized for regular, at least monthly, monitoring of award deficits in Workday. This report is accessible to all users with grant based roles in Workday, including Grant Managers and Grant Financial Analysts. The report presents a remaining balance calculation at the award line level. This calculation is the award line budget (set by OSP) less the actual expenditures for the grant worktag associated with the same award line. This report is used to monitor deficits for sponsored grants and contracts. It does not include VU grants or VA IPAs.

Open Report

1. Search for and select the **CR Fin Grant & Contract Deficits Report**.



REPORT PROMPTS

You may run this report without entering any prompts. If you do not select a prompt, the results will return all grants with deficits within your security purview.

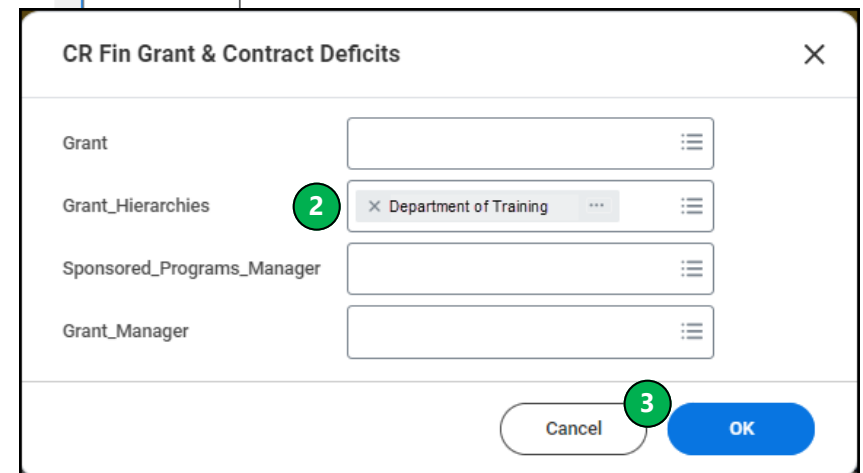
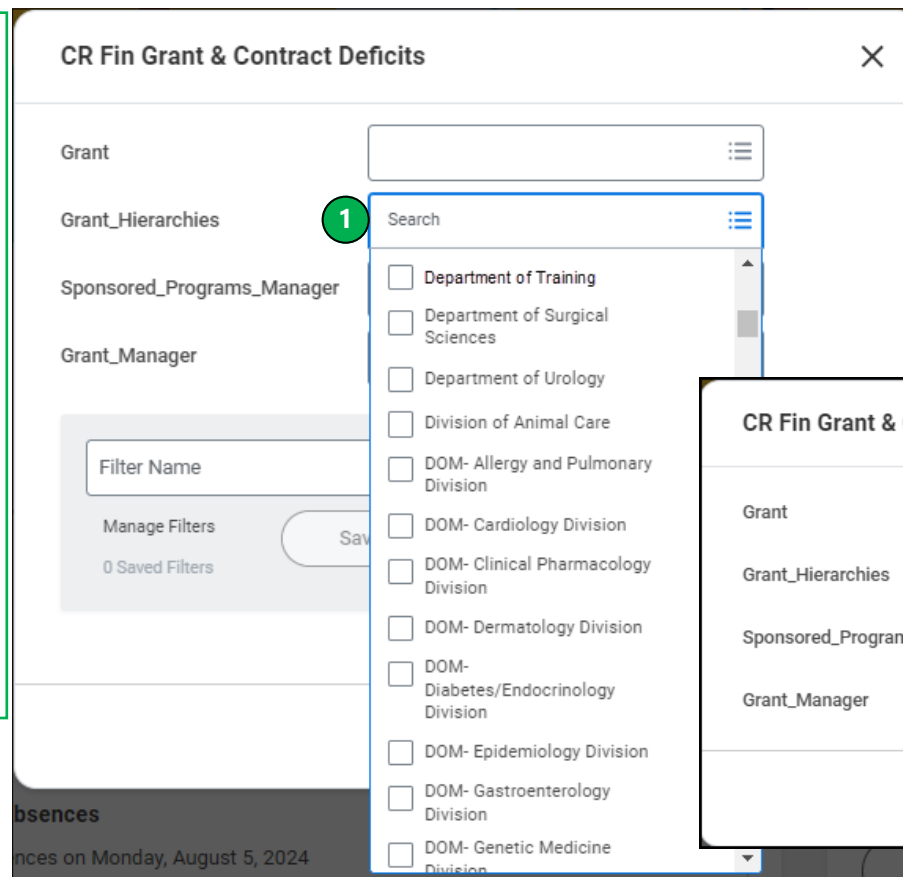
In this example:

1. Search for your **Grant Hierarchy**.

Note: the Grant Hierarchy prompt contains many choices. You may select your Department/Division or scroll down to choose a Cost Center Grant Hierarchy.

2. Select the correct hierarchy.

3. Select **OK**.



CR Fin Grant & Contract Deficits Report

This is a wide report. Each column contains the following information:

REPORT COLUMNS

- | | | |
|---|---|---|
| 1. Grant worktag (GR) and name | 4. Inactive is an award status indicator
(No means the award is Active) | 7. Cost Center associated with the Award |
| 2. Grant Principal Investigator (PI) | 5. Award Notes (see more information below) | 8. Workday Grant Managers listed on GR or GR hierarchy |
| 3. Award Line associated with the GR | 6. Award # and name the GR is associated with | 9. Sponsored Programs Manager (see below) |

CR Fin Grant & Contract Deficits									
Grant_Hierarchies Department of Training									
28 items	1	2	3	4	5	6	7	8	9
Grant	Grant PI	Award Line	Inactive	Award Notes	Award	Cost Center	Grant Manager	Sponsored Programs Manager (Cost Center)	
GR098765 4041234567 RCA251758-01A1:ADD RESSING RACIAL DISPARITIES IN LUNG CANCER	Carrie Oakey (0097893)	AWD012345 Federal Grant Revenue (Line 1)	No	REALLOCATE SM 7/11/24 Deficit on GR010603 is due to \$265K in subcontract expenses and associated F&A. Sam to create journal to reallocate subcontract expenses.	AWD012345: Addressing racial disparities in lung cancer scree 04/05/2021 (version 0)	CC098989 - Department of Training	Holly Wood (0095123) Jack Pott (0014785)	Dinah Mite (0095014)	
GR012345 4049876543 RDK129793-01:IMPACT OF METABOLIC ACIDOSIS ON MUSCLE MITOCHON	Walter Mellon (0088762)	AWD009875 Federal Grant Revenue (Line 1)	No	PENDING SM 7/2/24 Deficit of \$155K on GR011905 is to be cleared when department works with OSP to increase budget upon receipt of new increment of funding for new year.	AWD009875: Impact of metabolic acidosis on muscle mitochondri 08/18/2021 (version 0)	CC098989 - Department of Training	Holly Wood (0095123) Jack Pott (0014785)	Dinah Mite (0095014)	
GR0122445 4041478523 RAG076785- 01:COMMON INFLAMMATION PATHWAYS BETWEEN	Anita Knapp (0098956)	AWD014789 Federal Grant Revenue (Line 1)	No	JULY EXPENSES SM 7/22/2024 No deficit as of	AWD014789: Common Inflammation Pathways between	CC098989 - Department of Training	Holly Wood (0095123)	Dinah Mite (0095014)	

Award Notes are entered (and regularly maintained) by the **Sponsored Programs Manager**, or a department's primary contact in Post Award Finance. The award notes contain documentation about the award deficit during the life of the award. They may also contain reporting requirements. Award notes may be overwritten as new updates are made. Contact your Sponsor Programs Manager if additional notes should be added to the record.

CR Fin Grant & Contract Deficits Report

Scroll right to see all columns. Each column contains the following information:

REPORT COLUMNS cont.

- 10. **Award Line Start Date**—Start Date as listed in Coeus and on the award in Workday.
- 11. **Award Line End Date**—End Date as listed in Coeus and on the award in Workday.
- 12. **Award Line Lifecycle Status** - Award is Active, Pending, Cancelled, Closed, etc.
- 13. **Award Line Amount**—Total award dollars as listed in Coeus and on the award line in Workday.
- 14. **Actuals**—Expenses that have posted to the GR worktag(s) associated with the award. This field is drillable.
- 15. **Remaining Balance**— Deficit amount, which is the difference between the Award Line Amount and Actuals.
- 16. **Remaining %** is the Remaining Balance as a percentage difference.

NEXT STEPS SUGGESTIONS

- Drill into the Actuals to view expenses by Ledger Account or Spend Transactions.
- Process PAAs, AAs or accounting journals immediately to remove expenses that do not belong on the grant worktag. Submit costing allocations and/or take appropriate action to ensure recurring non-labor charges are redirected to the updated funding source.

CR Fin Grant & Contract Deficits						
Grant_Hierarchies Department of Training						
10	11	12	13	14	15	16
Award Line Start Date	Award Line End Date	Award Line Lifecycle Status	Award Line Amount	Actuals	Remaining Balance	% Remaining
04/05/2021	03/31/2025	Active	1,005,147.00	1,051,011.64	(\$45,864.64)	(4.56%)
08/18/2021	06/30/2025	Pending	811,611.00	965,228.95	(\$153,617.95)	(18.93%)
05/15/2022	01/31/2025	Active	1,540,645.00	1,544,096.21	(\$3,451.21)	(0.22%)

- Look at the Award Line End Date to see if the date is approaching soon. Determine if that is correct or an extension is needed.
- If the award line lifecycle status is incorrect, contact the appropriate central office:
 - If it shows as Pending, but the award has been executed, please work with OSP.
 - If it shows Active but should be closed, work with the post award Sponsored Program Manager.

CR Fin Grant & Contract Deficits Report

After reviewing the CR Fin Grant & Contract Deficits report, determine what steps are needed to clear the deficit and prevent ongoing issues.

CHECK TOTAL BUDGET & AWARD LINE AMOUNTS

When investigating an award deficit, verify that Awards with more than one Award Line (GR worktag) each have the correct amounts distributed between them.

View the **Award Lines** on the Award to see the **Current Amount** (Budgeted) and the **Billed Amount** (expenses):

1a and 1b. In this case, a portion of the Current Amount from 1a needs to be re-distributed from the total Award budget to correct the deficit on 1b. Note: The award line amounts should be re-distributed, not the expenses.

2. Submit a **PEER Action Request: Change to Workday AWD or Worktag(s)** to instruct OSP to redistribute the award line amounts.

Award Lines Overview			From Date	To Date	Current Amount	Billed Amount
Contract Line	Line Number	Status				
Q	3	Active	09/01/2022	08/31/2024	\$644,347.27	\$543,620.30
Q	4	Active	09/01/2022	08/31/2024	\$220,744.73	\$233,673.35

After submitting the PEER Action Request, share the PEER ticket number with the Sponsored Programs Manager so it can be documented in the award notes.

[Home](#) > **Submit an Awards Ticket**

Awards Management Request Menu:

For Department of Finance Only:

[Final Financial Reports with Carry-Forward](#)
Use when an annual financial report is submitted with a request to carry-forward funds from one year to the next.

[VA-IPA Award Amount Adjustments](#)
Use when the contract amount for a VA-IPA is not sufficient to capture the billable charges, including when the personnel receive a salary in

Requests for Workday actions:

[New Workday Grants Worktags](#)
Request OSP create new Grant Worktag(s) in WorkDay. **DO NOT USE THIS FORM TO REQUEST A CHANGE TO EXISTING WORKTAG(S).**

2 [Change to Workday AWD or Worktag\(s\)](#)
Request changes to existing worktag(s).