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RESEARCH  
ADMINISTRATORS

NOV 13, 2025



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# Grant Reporting Essentials

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In Workday

# Agenda/Learning Objectives

- Understand fundamental details about Workday conversion and journal sources to consider when running Grant related reports
- Understand why reports that were designed for different purposes may return different results for the same Award or Grant
- Learn how the Award Billing Summary report provides insight into how Cost Reimbursable invoices are produced by RSP Staff in Workday
- Become familiar with report that shows transactions by object class
- See a preview on an upcoming Worksheet reporting option

# Workday Reporting Resources

## Reporting in Workday

- [Finding a Report](#)
- [Run and View a Report](#)
- [Take Available Actions on a Report](#)
- [Exporting a Report](#)
- [Running a Report](#)
- [Scheduling a Report](#)
- [Report Output](#)
- [Sharing a Report](#)
- [Viewing Reports](#)
- [How to Save a Prompt](#)
- [Basics of Reporting in Workday How-To Video](#)
- [Additional Resources](#)

## Finance Reporting Tips

- Journal Entry Matrix
- Journal Sources
- Book Codes
- Funds & Fund Hierarchy
- Ledger Accounts
- Spend and Revenue Categories

# What are Journal Sources?

- Journal sources identify the origin of every journal posted in Workday, helping to identify how and why the entry was created
- Operational journals are automatically generated by operational transactions such as Payroll, Procurement, Expense Reports, or Customer Invoice
- Manual Journal Sources are user defined, typically for month-end adjustments

# What do Journal Sources do?

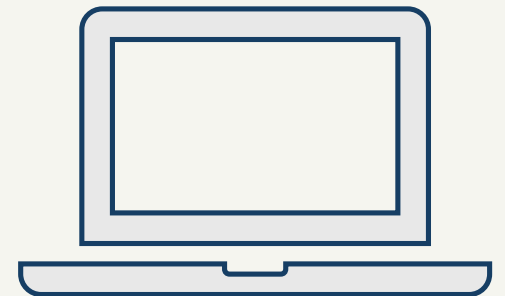
- Journal Sources help organizations trace the origin of financial entries. Users can filter and analyze financial data based on journal sources
- Operational transactions use **posting rules** tied to journal sources to automatically convert business events into debits and credits in the appropriate ledger accounts
- Some Journal Sources include **Award Cost Processing**, others do not



# Award Cost Processing

**Award Cost Processing (ACP)** is triggered by spend transactions posting with a sponsored fund on a Grant worktag.

- It maps grant spend by Spend Category to an Object Class
- **It calculates and posts F&A expense and revenue** as transactions post
- **It recognizes revenue** for direct and F&A costs as transactions post
- Several criteria determine when Cost Reimbursable Transactions are Ready to Bill



# Operational Grants Journal Sources

Journal Source	Description
Customer Invoice	Invoices requesting payment, sent to entities external to the University of Wisconsin System.
Customer Invoice Payment	Payments received related to a customer invoice.
Facilities and Administration Expense	Workday ACP produces facilities & administration entries for spend transactions that post to grants.
Grant Revenue	Workday ACP produces grant revenue recognition entries for spend transactions that post to grant that are on Cost Reimbursable Award Lines.

"ACP" Award Cost Processing

# Key Manual Grants Journal Sources

Journal Source	Description
Manual Journal - Cost Share Only	To record Cost Share F&A expenses, Third Party, and Waived Facilities & Administration Cost Share entries.
Manual Journal - F&A Adjustments	To make changes to the F&A expense/revenue posted to a grant.
Manual Journal - No Award Costs	To make adjustments to grants that should not process award costs.
Residual Balance Transfer	To transfer the remaining cash balance to a Residual Balance Program if the award permits.
Grants LTD Conversion	Grants Life to Date for all Grants associated with a converted Award in Workday - includes Award Cost Processing
Grants LTD Conversion - Reversal ACP OFF	Reversal of Grants LTD Conversion journal WITHOUT ACP
General Ledger Conversion	FY23-25 General Ledger Conversion for all Worktags - No ACP

"ACP" Award Cost Processing

# Conversion approach comparison

## General Ledger Conversion

- ALL Driver Worktag types
- FY 23, 24 and 25 only
- Summary by month

### **Journal Source:**

General Ledger Conversion

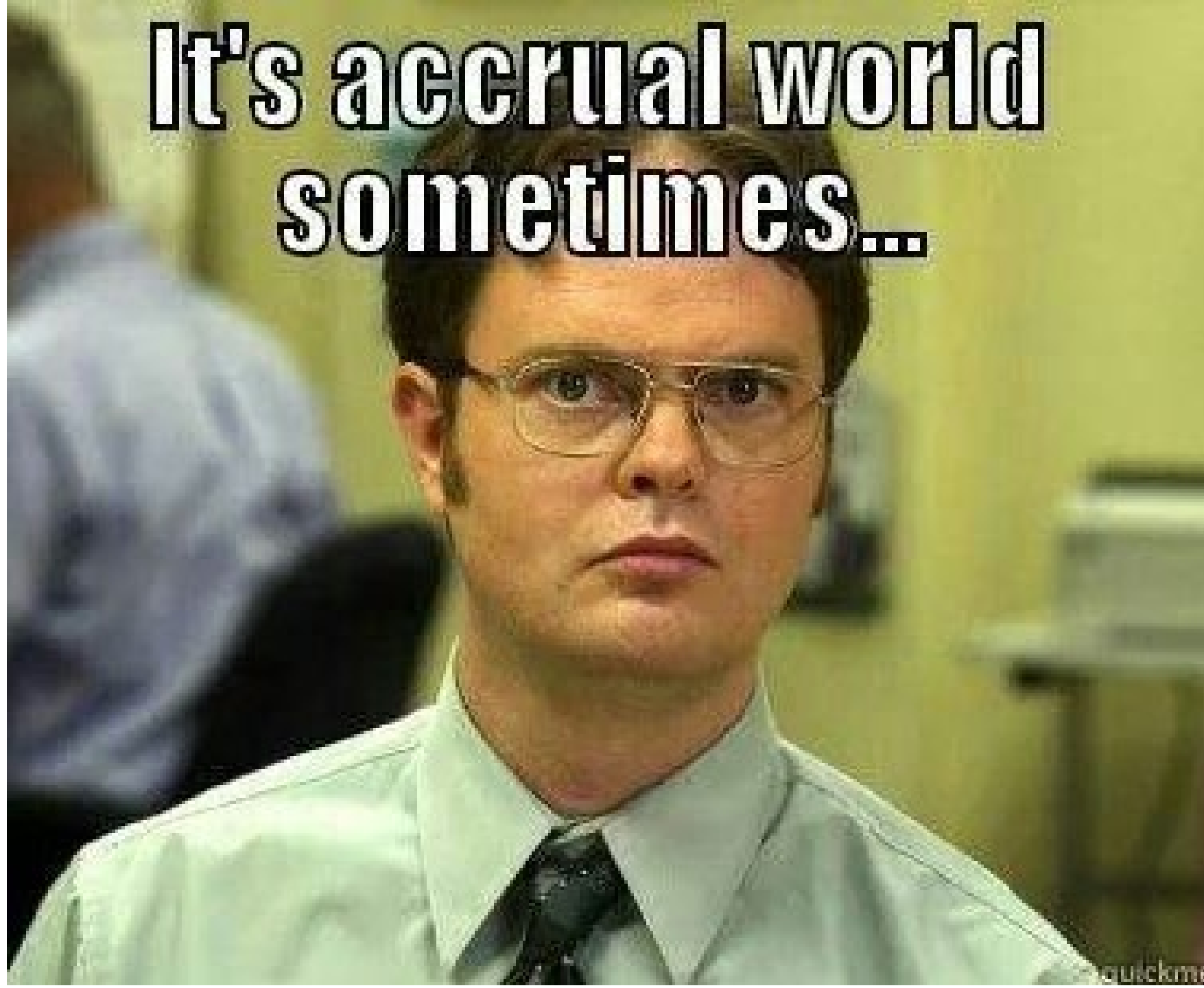
## Grants LTD Conversion

- Grants on converted Awards only
- Complete SFS transaction history
- Summarized by worktag combination in total

### **Journal Sources:**

Grants LTD – Conversion and  
Grants LTD Conversion - Reversal ACP  
OFF

**It's accrual world  
sometimes...**



# Comparison of Accounting Methods

## Cash Basis

Record when cash is received or paid

Benefit: Simple

Example: Record salary expense when paid

## Accrual Basis

Record when expense is incurred or income is earned

Benefit: Accuracy

Example: Record salary expense in the period the employee worked

# Accrual Journal Sources

## **Payroll Forward Accrual**

Payroll earned, but not paid in a period

Excluded from Award Budget to Actuals

## **Fringe Benefit Forward Accrual**

Fringe benefits attributed to pay earned, but not paid in a period

Excluded from Award Budget to Actuals

## **Receipt Accrual**

Goods or services recorded as received but not paid in a period

Not yet excluded from Award Budget to Actuals

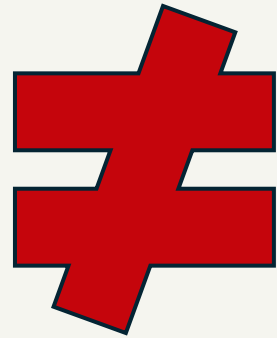
# Knowledge Check

True or False?

The results displayed on financial report depend on which Journal Sources are included or excluded.

# **Sponsor Invoicing in Workday**

Transaction Posted on a Grant



Always a Billable Transaction



# Transaction Billing Method Overview



Award and Billing Plan Setup is complete

Charges post to Grants on Award Lines associated with Billing Schedule

Revenue Recognition  
F&A Calculation and Posting

**Transaction Billing Status**

Create Invoices for Cost Reimbursable Award Transactions task

Deliver to the Sponsor

Payment deposited in US Bank Account

Payment matched to Workday invoice



# The Billing Schedule

The **Billing Schedule** defines invoicing details for selected award lines. Bill-to contact information, billing method, invoice type, frequency, and billing limits are stored in Billing Schedules.

- Most award lines eligible for billing should have a billing schedule
  - Not true for **Cost Share Grant** award lines
- The billing schedule defines *how* and *to whom* invoices will be sent for associated award lines
- Billing Schedules can be shared across award lines on multi-line grants/awards, *or* separate billing schedules can be established for some or all award lines





# Billing Schedule types

## Fixed

- Clinical trials
- No pre-determined funded amount or invoice schedule
- Revenue recognized as invoices are generated

**Award Line Type:  
Fixed**

**Billing Type:  
Installment**

## Prepaid

- Pre-determined schedule or when a deliverable is complete
- Deferred Revenue Accounting
- Revenue recognized as expenses are incurred

**Award Line Type:  
Cost Reimbursable**

**Billing Type:  
Installment**

## Letter of Credit

- Awards that will be reimbursed by LOC draw in Sponsor system
- Revenue recognized as expenses are incurred

**Award Line Type:  
Cost Reimbursable**

**Billing Type:  
Transaction**

## Cost Reimbursable

- Invoices that detail expenditures incurred through a specific period
- Revenue recognized as expenses are incurred

**Award Line Type:  
Cost Reimbursable**

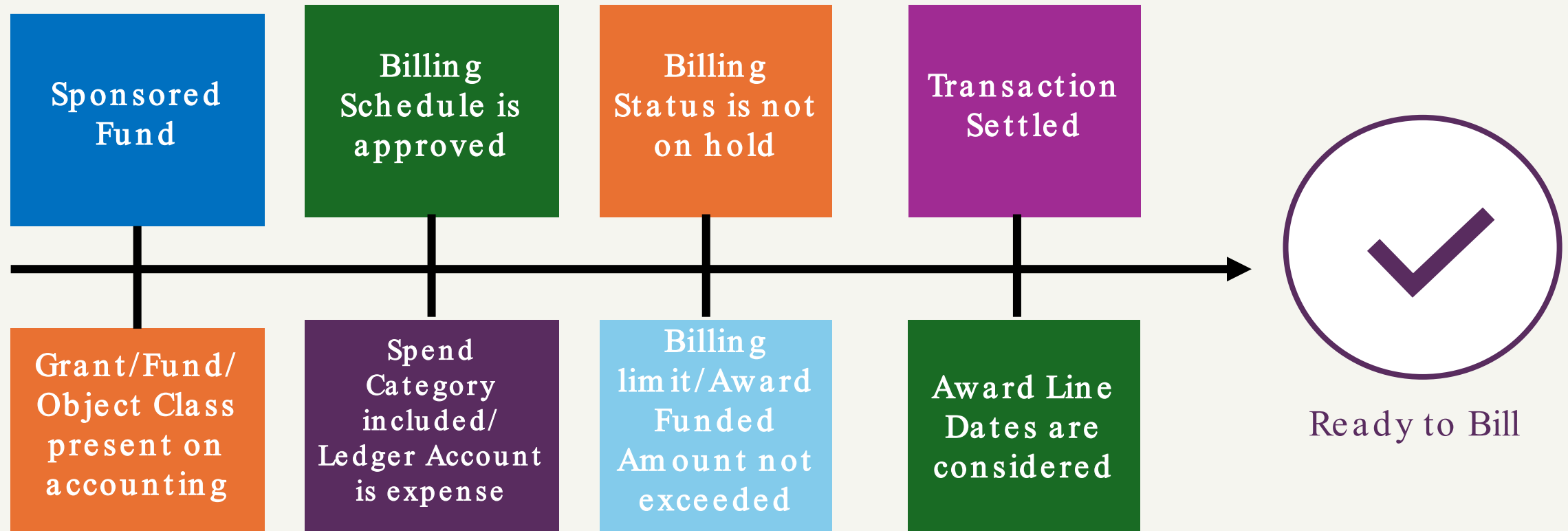
**Billing Type:  
Transaction**



# Transaction-Based Billing

Sponsor reimburses for actual direct and F&A expense transactions

Requirements for **Transaction based** billing method





## Cost Reimbursable Line Statuses

Transactions that appear on the Award Budget to Actuals and other Workday reports **may or may not** be Ready to Bill based on several factors.

[Manage Statuses Impacting Award Transactions tip sheet](#)



## Knowledge Check

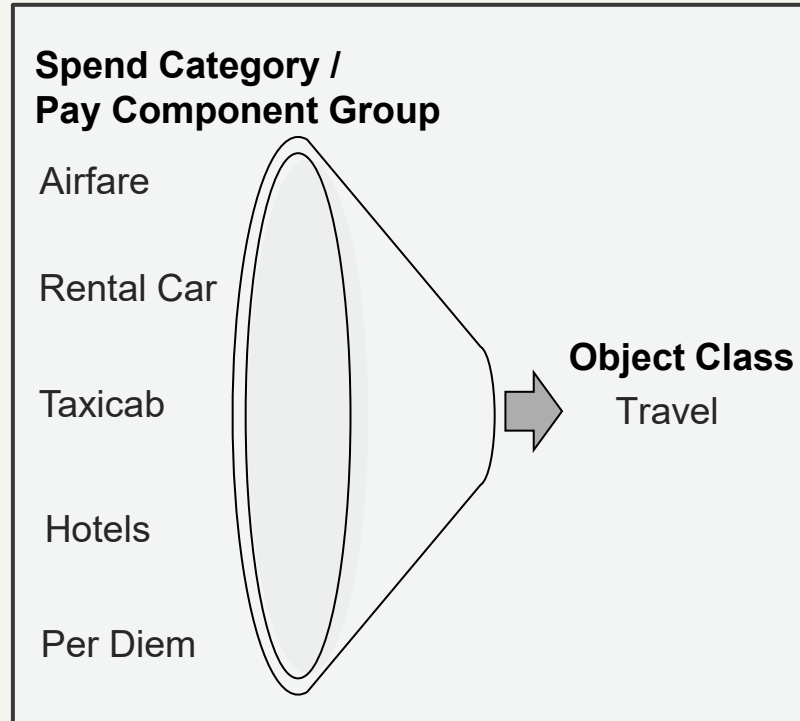
Which are factors in determining if a transaction on a grant can be billed to the sponsor?

- A. Settlement status
- B. Award Line Dates
- C. Billing Schedule Status
- D. Award Funding Totals/Billing Limits
- E. All of the above

# What is Object Class?

- **Object Class Set** defines budget and expenditure categories according to your sponsors terms.
- **Object Class Mapping** maps internal spend categories and pay component groups to Object Class.
- Workday uses **Basis Type** to determine if expenses are eligible for F&A calculation.
  - Modified Total Direct Cost
  - Total Direct Cost

## Object Class Mapping



## Cost Basis Types



# Object Class Highlights

- Maps spend categories, spend category hierarchies, and pay component groups to the object classes established in the Object Class Set
- One group of mappings per Object Class Set
- Default Object Class of Non-Standard is established for anything that doesn't otherwise map (for the UW this maps to the non-standard object class)
- Expenditure Treatment is used as the exception worktag to allow for more mappings not possible with spend categories alone (currently used for foreign travel and equipment)

# Basis Types

- Basis Types in Workday are used to help determine what specific expenses (object classes) are included in the base for calculating facilities and administration costs

Basis Type
Salaries and Wages
Salaries Wages and Fringe
Total Direct Costs
Modified Total Direct Costs
NIH Training
NIFA

# Object Classes

Object Class	Description	Basis Types
Personnel	Salary and wages for employees working on grant funding	S&W, SW&F, MIDC, TDC, NIFA, NIH Training
Stipend	Payments made to individuals such as students or trainees in a fixed amount for educational or training activities not considered as salary.	NIFA, NIH Training, TDC, MIDC
Fringe Benefits	Employee compensation beyond regular wages, such as health insurance, leave, and pensions	NIFA, NIH Training, SW&F, TDC, MIDC
Tuition Remission	Benefit to graduate and professional students holding specific positions to help alleviate the cost of tuition.	TDC
Supplies	The purchase of good like lab supplies, materials, and other expendable items.	NIFA, NIH Training, TDC, MIDC
Domestic Travel	Expenses related to domestic travel.	NIFA, NIH Training, TDC, MIDC
Foreign Travel	Expenses related to foreign travel.	NIFA, NIH Training, TDC, MIDC
Tuition	Expenditures for tuition payments	TDC
Equipment	Purchase of equipment that meets the threshold for capitalization.	TDC


# Object Classes

Object Class	Description	Bases
Other Direct Costs	Expenditures that don't fit into a specific object class and are subject to facilities and administration costs.	MTDC, NIFA, NIH Training, TDC
Other Direct Costs-No IDC	Expenditures that don't fit into a specific object class and are not subject to facilities and administration costs.	NIH Training, TDC
Subcontracts	Expenditures services or activities related to subcontracted work on a research project.	NIH Training, TDC
Patient Care Costs	Expenditures tracking the costs of routine and ancillary services provided by hospitals to individuals participating in research programs.	NIH Training, TDC, MTDC
Indirect Costs	Expenditures for tracking in-direct expenses that are necessary for doing business but are not specifically tied to an award or grant.	N/A
Program Income	Expenditures tracking gross income earned by a grant recipient that is directly generated by a grant-supported activity or earned as a result of the award during the period of performance	N/A
Waived F&A	Expenditures tracking the manually calculated difference between the full F&A rate and the Sponsor funded rate recorded as Cost Share."	N/A
3rd Party Cost Share	Expenditures for tracking cost share expenses that are provided by a third party. Such as by a subrecipient to help an awards cost share commitment.	N/A
Non-Standard	Expenditures for tracking transactions that post to an award that we would traditionally not expense to see directly charged to a grant.	TDC

# Examples of Object Class Mapping

## Object Class Mapping by Spend Category


Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	<a href="#">SC00083 - Laboratory - Supplies</a>
Object Class	<a href="#">Sponsored Programs: 2000 Supplies</a>

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	<a href="#">SC00363 - Tuition Remission</a>
Object Class	<a href="#">Sponsored Programs: 1700 Tuition Remission</a>

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	<a href="#">SC00071 - Lodging</a>
Worktags	<a href="#">Expenditure Treatment: Foreign Travel</a>
Object Class	<a href="#">Sponsored Programs: 2700 Foreign Travel</a>

## Object Class Mapping by Pay Component

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Pay Component	<a href="#">Regular Hours</a>
Object Class	<a href="#">Sponsored Programs: 1000 Personnel</a>

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Pay Component	<a href="#">Regular Salary</a>
Object Class	<a href="#">Sponsored Programs: 1000 Personnel</a>

# Knowledge Check: Which one of these object classes is not subject to F&A on an MTDC basis?

## A. Supplies

Test Object Class Mapping	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	SC00083 - Laboratory - Supplies
Object Class	Sponsored Programs: 2000 Supplies

## B. Tuition Remission

Test Object Class Mapping	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	SC00363 - Tuition Remission
Object Class	Sponsored Programs: 1700 Tuition Remission

## C. Foreign Travel

Test Object Class Mapping	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	SC00071 - Lodging
Worktags	Expenditure Treatment: Foreign Travel
Object Class	Sponsored Programs: 2700 Foreign Travel

## D. Personnel

Test Object Class Mapping	
Object Class Set	Sponsored Programs
Pay Component	Regular Hours
Object Class	Sponsored Programs: 1000 Personnel


Test Object Class Mapping	
Object Class Set	Sponsored Programs
Pay Component	Regular Salary
Object Class	Sponsored Programs: 1000 Personnel

# Knowledge Check: Which one of these object classes is not subject to F&A on an MTDC basis?


## A. Supplies

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	<a href="#">SC00083 - Laboratory - Supplies</a>
Object Class	<a href="#">Sponsored Programs: 2000 Supplies</a>

## B. Tuition Remission


Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	<a href="#">SC00363 - Tuition Remission</a>
Object Class	<a href="#">Sponsored Programs: 1700 Tuition Remission</a>

## C. Foreign Travel

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Spend Category / Hierarchy	<a href="#">SC00071 - Lodging</a>
Worktags	<a href="#">Expenditure Treatment: Foreign Travel</a>
Object Class	<a href="#">Sponsored Programs: 2700 Foreign Travel</a>

## D. Personnel

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Pay Component	<a href="#">Regular Hours</a>
Object Class	<a href="#">Sponsored Programs: 1000 Personnel</a>

Test Object Class Mapping 	
Object Class Set	Sponsored Programs
Pay Component	<a href="#">Regular Salary</a>
Object Class	<a href="#">Sponsored Programs: 1000 Personnel</a>



# Grant reports and intended usage

**Award Budget to Actuals** – Monitor Award Budgets

**Transactions by Object Class** – Manage transactions that posted to specific object class on a Grant/Award. Can flag non-standard transactions that posted to your grant/award.

**Award Billing Summary Report**– See the status of Cost Reimbursable lines to answer billing questions

**Find Grant Journal Lines** – See selected GL transactions with Sponsored Programs data elements like Award and Object Class

# Award Budget to ACTUALS (UW)

## Prompt:

### Company for Financials Report:

UWMSN University of Wisconsin-Madison

**Award:** AWD-004896 DoD team grant 8/15/2025 (version 0)

### Accounting Date on or Before:

10/31/2025

**Add Obligations:** Checked

Award Budget to Actuals (UW)

Company for Financial Reports \*

Award \*

Grant

Accounting Date on or After

Accounting Date on or Before

Add Obligations

Filter Name

Manage Filters

0 Saved Filters

# Award Budget to actuals (Uw)

Award Budget to Actuals (UW) <span>...</span> <span>01/15/2025</span>										
Company for Financial Reports		UWMSN University of Wisconsin Madison		Accounting Date on or Before		10/31/2025				
Award		<a href="#">AWD-004896: DoD team grant 08/15/2020 (version 0)</a> <span>...</span>		Add Obligations		Yes				
Please note: When using the accounting date prompt to pull data thru month end you may notice the revenue totals on the report will include payroll forward accruals if month end accounting date prompts are populated.										
The deviation % column displays how much an object class has deviated within the total authorized/budget amount. The total authorized amount is cumulative and includes carryover balances. The calculation is as follows per object class: (Authorized Amount Budget - Actuals) / Total Authorized Amount Budget.										
17 items <span style="float: right;">🔍 📄 🗨️ 📊 🏠</span>										
Object Class	Authorized Amount					Cost Share				
	Authorized Amount Budget	Actuals	Obligations	Remaining Authorized Amount Budget	Deviation %	Cost Share Budget	Cost Share Actuals	Cost Share Obligations	Remaining Cost Share Budget	
Sponsored Programs: 1000 Personnel	0.00	1,244,518.42	5,018.61	▶ (1,249,537.03)	(20.1%)	0.00	0.00	0.00	0.00	
Sponsored Programs: 1500 Fringe Benefits	0.00	356,302.01	1,706.41	▶ (358,008.42)	(5.8%)	0.00	0.00	0.00	0.00	
Sponsored Programs: 1700 Tuition Remission	0.00	96,662.84	0.00	▶ (96,662.84)	(1.6%)	0.00	0.00	0.00	0.00	
Sponsored Programs: 2000 Supplies	0.00	441,434.16	3,990.00	▶ (445,424.16)	(7.1%)	0.00	0.00	0.00	0.00	
Sponsored Programs: 2500 Domestic Travel	0.00	26,320.41	0.00	▶ (26,320.41)	(0.4%)	0.00	0.00	0.00	0.00	
Sponsored Programs: 4000 Other Direct Costs	4,245,662.70	138,988.44	0.00	4,106,674.26	66.4%	0.00	0.00	0.00	0.00	
Sponsored Programs: 4200 Other Direct - No IDC	0.00	5,642.08	0.00	▶ (5,642.08)	(0.1%)	0.00	0.00	0.00	0.00	
Sponsored Programs: 4500 Subcontracts	704,643.30	2,555,323.82	82,637.58	(1,933,318.10)	(29.9%)	0.00	0.00	0.00	0.00	
Direct Cost	4,950,306.00	4,865,192.18	93,352.60	(8,238.78)	1.4%	0	0	0	0.00	
Indirect Cost	1,237,403.00	1,251,312.43	0	(13,909.43)	(0.2%)	0	0	0	0.00	
<b>Total</b>	<b>6,187,709.00</b>	<b>6,116,504.61</b>	<b>93,352.60</b>	<b>-22,148.21</b>	<b>1.2%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Award Revenue	6,116,504.61									



# Find transactions by object class

Transactions by Object Class (UW)

Transactions by Object Class (UW)

Company: UWMSN University of Wisconsin Madison

Award: AWD-004896: DoD team grant 08/15/2020 (version 0)

Cost Center: [Empty]

Cost Center Hierarchies: Search

Award Lifecycle Status: [Empty]

Sponsor: [Empty]

Prime Sponsor: [Empty]

Fund: [Empty]

Award Grant Management Employee: [Empty]

Spend Category: [Empty]

Grant: [Empty]

Object Class: Sponsored Programs: 7000 Non-Standard (Requires Review)

Accounting Date On or After: MM/DD/YYYY

Cancel OK

Prompts:  
Award: AWD-004896  
Object Class: Non-Standard

Transactions by Object Class (UW)

Transactions by Object Class (UW)

Company: UWMSN University of Wisconsin Madison

Award: [Empty]

Cost Center: [Empty]

Cost Center Hierarchies: UWMSN | CCHL5 | OVCR | Office of the Vice Chancellor for Research

Award Lifecycle Status: [Empty]

Sponsor: [Empty]

Prime Sponsor: [Empty]

Fund: [Empty]

Award Grant Management Employee: [Empty]

Spend Category: [Empty]

Grant: [Empty]

Object Class: Sponsored Programs: 7000 Non-Standard (Requires Review)

Accounting Date On or After: MM/DD/YYYY

Cancel OK

Prompts:  
Award: UWMSN|CCHL5|OVCR|Office of the Vice Chancellor for Research  
Object Class: Non-Standard



# Find transactions by object class

**Transactions by Object Class (UW)** ⋮ 10/19/25

Company [UWMSN University of Wisconsin Madison](#)      Object Class [Sponsored Programs: 7000 Non-Standard \(Requires Review\)](#)

Award [AWD-004896: DoD team grant 08/15/2020 \(version 0\)](#)

2 items 🔍 📄 🗑️ 🏠 🔄 📱

Company	Award	Award Lifecycle Status	Grant	Cost Center	Ledger Type	Ledger Account	Spend Category	Operational Transaction	Object Class
UWMSN University of Wisconsin Madison	<a href="#">AWD-004896: DoD team grant 08/15/2020 (version 0)</a>	Award Ended	<a href="#">GR000011250 UWMSN   DoD Gamm Project 1</a>	<a href="#">CC005437 UWMSN   OVCR   Waisman Center (WC)</a>	Actuals	5099:Payroll Suspense	SC00117 - Unassigned Job Classification	<a href="#">Payroll Accounting Adjustment - Camille Parisel: 10/04/2025 (USA Regular) - Complete</a>	<a href="#">Sponsored Programs: 7000 Non-Standard (Requires Review)</a>
UWMSN University of Wisconsin Madison	<a href="#">AWD-004896: DoD team grant 08/15/2020 (version 0)</a>	Award Ended	<a href="#">GR000011251 UWMSN   DoD Ma and Gong Project 2</a>	<a href="#">CC005437 UWMSN   OVCR   Waisman Center (WC)</a>	Actuals	2020:Sales Tax Payable	SC00156 - Sales Tax Payable - State	<a href="#">Accounting Adjustment for Supplier Invoice: INV-00040595</a>	<a href="#">Sponsored Programs: 7000 Non-Standard (Requires Review)</a>

Prompts:  
 Award: [AWD-004896](#)  
 Object Class: [Non-Standard](#)



# Find transactions by object class

Transactions by Object Class (UW)

Company: UWMSN University of Wisconsin Madison      Object Class: Sponsored Programs: 7000 Non-Standard (Requires Review)

Cost Center Hierarchies: UWMSN | CCHL5 | OVCR | Office of the Vice Chancellor for Research

90 items

Company	Award	Award Lifecycle Status	Grant	Cost Center	Ledger Type	Ledger Account	Spend Category	Operational Transaction	Object Class
UWMSN University of Wisconsin Madison	AWD-004001: Primate Center P51 - Yr 64 05/01/2025 (version 0)	Advance Account	GR000039749 UWMSN   WNPRC Veterinary Svcs - Yr 64	CC005442 UWMSN   OVCR   Wisconsin National Primate Research Center (WNPRC)	Actuals	5010:Salaries - University Staff	SC00388 - Lump Sum	2025 07 12 - USA Regular - Complete	Sponsored Programs: 7000 Non-Standard (Requires Review)
UWMSN University of Wisconsin Madison	AWD-002673: Vilas Fellowships 2024-2025 07/01/2024 (version 0)	Award Ended	GR000035890 UWMSN   Vilas Fellowships 2024-2025 (AAN7336)	CC005286 UWMSN   OVCR   Research and Sponsored Programs (RSP)	Actuals	5500:Financial Aid	SC00400 - Scholarships/Fellowships w. Support (NRA)	2025 07 12 - USA Regular - Complete	Sponsored Programs: 7000 Non-Standard (Requires Review)
UWMSN University of Wisconsin Madison	AWD-002256: FMR1 R01 Zhao 05/01/2024 (version 0)	Open	GR000034630 UWMSN   FMR1 R01 (AAN4155)	CC005437 UWMSN   OVCR   Waisman Center (WC)	Actuals	5001:Salaries - Student	SC00380 - Work Study	2025 07 12 - USA Regular - Complete	Sponsored Programs: 7000 Non-Standard (Requires Review)

Prompts:  
 Award:  
 UWMSN|CCHL5|OVCR|Office of the  
 Vice Chancellor for Research  
 Object Class: Non-Standard



# Award Billing Summary Report (UW)

- See the complete Cost Reimbursable Billing picture for selected criteria
- Accounting Date prompts have a defect logged

Award Billing Summary Report (UW) [X]

Company	* x UWMSN University of Wisconsin Madison [...]
Sponsor	[...]
Bill-To Sponsor	[...]
Letter of Credit	[...]
Award Group	[...]
Billing Schedule Type	[...]
Billing Cycle	[...]
Award	x AWD-004896: DoD team grant 08/15/2020 (version 0) [...]
Cost Center Hierarchies	[...]
Cost Center	[...]
Award Principal Investigator	[...]
Central Award Accountant	[...]
Accounting Date On or After	MM/DD/YYYY [calendar icon]
Accounting Date On or Before	MM/DD/YYYY [calendar icon]

[Cancel] [OK]

# Award Billing Summary Report (UW)

## Award Billing Summary Report (UW) ⋮



Company UWMSN University of Wisconsin Madison

Award AWD-004896: DoD team grant 08/15/2020 (version 0)

1 item

Sponsor	Bill To Sponsor	Award	Billing Schedule	Award Status	Billing Schedule Status	Central Award Accountant	Award End Date	Last Invoice Date	Funded Amount	Billed Amount	Amount Due
DOD, ARMY	DOD, ARMY	AWD-004896: DoD team grant 08/15/2020 (version 0)	BIUWMSN_M SN232688_1_ B101	Approved	Approved	Amruta Kulkarni	08/14/2025	09/23/2025	6,187,709.00	6,012,516.95	\$0.00

Partially Billed Remaining Amount to Bill	Ready to Bill Amount	Pending Award Line Date Review Amount	Awaiting Settlement Amount	On Hold Amount	Unbillable Amount	GL Unbilled Amount	Unbilled Reconciliation
0.00	<span style="color: red;">▶</span> 75,601.53	34,951.82	0.00	0.00	0.00	110,546.97	(6.38)



# Find Grant Journal Lines

- Journal Line focused report specifically for Sponsored Programs
- Includes Award, Object Class, Salary Cap, and ACP originating transaction details
- Send results to an Excel pivot table to analyze

Find Grant Journal Lines (UW)

Company	*	x UWMSN University of Wisconsin Madison	...	☰
Year	*	x 2025	...	☰
		x 2026	...	
		x 2023	...	
		x 2024	...	
Period	*	x Year	...	☰
Ledger				☰
Grant				☰
Award		x AWD-004896: DoD team grant 08/15/2020 (version 0)	...	☰
Book				☰
Journal Number				
External Reference ID				
Status				☰
Accounting Date On or After		MM/DD/YYYY	📅	
Accounting Date On or Before		MM/DD/YYYY	📅	
Journal Sources				☰
Originated by				☰
Approved by				☰
Worktags				☰
Ledger Account				☰

# Grants LTD Converted Amounts

Source	Grants LTD Conversion
Row Labels	Sum of Amount
Sponsored Programs: 1000 Personnel	1,234,492.96
Sponsored Programs: 1500 Fringe Benefits	352,860.60
Sponsored Programs: 1700 Tuition Remission	96,662.84
Sponsored Programs: 2000 Supplies	441,434.16
Sponsored Programs: 2500 Domestic Travel	26,320.41
Sponsored Programs: 4000 Other Direct Costs	120,063.01
Sponsored Programs: 4200 Other Direct - No IDC	5,476.48
Sponsored Programs: 4500 Subcontracts	2,485,993.10
Sponsored Programs: 6000 Indirect Costs	1,233,334.63
(blank)	(5,996,638.19)
<b>Grand Total</b>	-

Account	Budget	MTD	Actuals
<b>EXPENSES</b>			
Expenses			
Direct Expenses			
Salaries	\$0.00	\$0.00	\$1,234,492.96
Fringe Benefits	\$0.00	\$0.00	\$352,860.60
Supplies	\$0.00	\$0.00	\$442,934.16
Domestic Travel	\$0.00	\$0.00	\$26,289.66
Tuition and Fees	\$0.00	\$0.00	\$96,662.84
Subagreements	\$704,643.30	\$0.00	\$2,485,993.10
Other Expenditures	\$0.00	\$0.00	\$124,070.24
[ZDIRECT] All Direct Costs Projbud	\$4,245,662.70	\$0.00	\$0.00
<b>SUBTOTAL DIRECT AVAILABLE BALANCE</b>	<b>\$4,950,306.00</b>	<b>\$0.00</b>	<b>\$4,763,303.56</b>
<b>TOTAL INDIRECT COSTS (F&amp;A)</b>	<b>\$1,237,403.00</b>	<b>\$0.00</b>	<b>\$1,233,334.63</b>
<b>TOTAL INCLUDING F&amp;A</b>	<b>\$6,187,709.00</b>	<b>\$0.00</b>	<b>\$5,996,638.19</b>
Revenue (Non Sales Credit)			\$5,996,638.19
LESS: Unbilled Accounts Receivable			\$624,482.23
LESS: Accounts Receivable			\$20,052.27
<b>TOTAL CALCULATED CASH RECEIVED</b>			<b>\$5,352,103.69</b>

# Budget to Actuals Worksheet Template - Disclaimer

- This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions.
- Forward-looking statements include any comments regarding University of Wisconsin System design considerations or plans for future processes, as well as any comments concerning new features and configurations.
- Forward-looking statements are subject to change, and therefore, what is seen today could differ materially from results implied by the forward-looking statements.

# Budget to Actuals Worksheet Template

- Initial solution under development to address need for reporting on all four drivers at the same time
- Will use existing driver budget to actuals report as the base

# Budget to Actuals Worksheet Template

- Live Demo

# Larger WEST Worksheets rollout plan

- Worksheets job aid
- How-to video
- News article
- eLearning or Workshop
- Reporting Web Page

# Worksheet Sharing Consideration

When a Worksheet with live data is shared, it will display data with the security of the person who last refreshed the live data.

When the recipient refreshes the data, it will show them what they can see based on their own security roles.

Thank you!

Ben Biltz

Bridget Montour

Priya Rajani