

Introduction

Process and Trigger

Execute this report to obtain a snapshot of a grant as of the date the report is run. Data displayed includes cumulative obligated amount to date and the amount of additional funding that is anticipated for each selected grant.

Note: This report displays data aggregated at the SAP Grant level.

Prerequisites

- [Introduction to BW Reporting at Boston University](#) (video)
- [Working with BW Reporting](#) (video)

Menu Path

BUworks Central → Reporting → Accounting (FI) → Grants Management (Distributed) Reports → Cumulative Award Report

Transaction

None

Tips and Tricks

- Regardless of search values entered on the Variable Entry Screen, users will only see grant award data based on their SAP security access.
- The current Business Warehouse limit for text fields is 60 characters. For cases in which titles are longer than the **Award Title** field, the title is segmented and assigned to the fields **Award Title 2, 3, and 4**. Users can view the complete title by bringing these free characteristics into the report.
- In order to search by PI or Co-PI name, you should use the matchcode box and follow the instructions in the help document [BW How to - Use the Matchcode or Search Box](#).
- The Obligated and Anticipated amount columns on this report always reflect the most recent cumulative obligated and anticipated data available as of the run date of the report. Budget start and end date data entered prior to 3/1/2013 may reflect the full obligation period to date, rather than the current budget period.
- It is possible to use the **Variable Screen** button to return to the Variable Entry panel in order to specify new parameters and re-run the report. Keep in mind, though, that any modifications to the report made prior to using this button – columns moved or filters applied, for example - will still be in effect when the report is re-run. In addition, when returning to the Variable Entry panel via the Variable Screen button, the Funds Center and Funds Center Group variables will no longer be available.
- For all proposals and awards submitted through funds centers beginning with a 255* prefix, the amounts displayed in these key figures are halved to reflect the fact that clinical costs are shared with Boston Medical Center.
- At times you may need to use your scrollbar to view additional information.
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

How-to guides useful when executing a BW report

- [BW How to Run - Award Activity – Sponsored Program \(Distributed\) report](#)

- [BW How to - Use the Matchcode or Search Box](#)
- [How to - Specify Report Dates](#)
- [How to Save and Use a View](#)
- [How to Filter Report Data](#)
- [How to Add a Result-Subtotal Line](#)
- [How to Export BW Report Data to Excel](#)
- [How to Save and Use a Variant](#)

Procedure

Executing the Report

1. Click on the Portal link to start the report. The **Variable Entry** screen is displayed.
2. Enter selection criteria via the Variable Entry screen.

General Variables		
Variable	Current Selection	Description
Funds Center	<input type="text"/>	
Sponsor	<input type="text"/>	
Sponsor Type	<input type="text"/>	
Activity Type	<input type="text"/>	
Award Type	<input type="text"/>	
Award Status	<input type="text"/>	
PI	<input type="text"/>	
SAP Grant Number	<input type="text"/>	
<input type="button" value="OK"/> <input type="button" value="Check"/>		

No fields are required. If you do not enter any variables, the report will return all available results based on your individual role and security settings.

Refer to [Tips and Tricks](#) for more information on specifying other variables.

Click **OK** to run the report.

Understanding the Report's Key Figures¹

Note that for all proposals submitted through funds centers beginning with a 255* prefix, the amounts displayed in these key figures are halved to reflect the fact that clinical costs are shared with Boston Medical Center.

Key Figure	Definition	Data Source
Obligated to Date - Direct	The total direct costs authorized for spending over the life of the award to date (as of the run date of the report).	KCRM
Obligated to Date – F&A	The total F&A costs authorized for spending over the life of the award to date (as of the run date of the report).	KCRM
Obligated to Date - Total	The total costs authorized for spending over the life of the award to date (as of the run date of the report).	KCRM
Remaining Anticipated - Total Direct	The difference between the total direct costs anticipated over the life of the award and the total direct costs authorized for spending to date.	Calculation

¹ Key Figures are concrete, measurable quantities that are objects of business analysis and are described by characteristics within the report.

Key Figure	Definition	Data Source
Remaining Anticipated - Total F&A	The difference between the total F&A costs anticipated over the life of the award and the total F&A costs authorized for spending to date.	Calculation
Remaining Anticipated - Total	The difference between the total costs anticipated over the life of the award and the total costs authorized for spending to date.	Calculation
Total Anticipated Direct	Total direct costs anticipated over the life of the award, inclusive of funds already obligated (as of the run date of the report).	KCRM
Total Anticipated F&A	Total F&A costs anticipated over the life of the award, inclusive of funds already obligated (as of the run date of the report).	KCRM
Total Anticipated	Total costs anticipated over the life of the award, inclusive of funds already obligated (as of the run date of the report).	KCRM

Report Characteristics

It is possible to add characteristics to, or remove characteristics from, the initial display by dragging them in or out of the report. Refer to the online help document [BW How to - Add, Remove, or Move a Column in a Report](#) for details on bringing in or removing characteristics from a report.

Characteristics Displayed in the Initial View	
Characteristic	Definition
SAP Grant Number	The unique identifier generated by SAP for this award. Can be viewed as a number and/or award name.
Grant Funds Center	The name and number for the funds center in which the award is set up.
PI	The full name and UID of the PI(s) listed on the award
Award Title	The formal title of the award, as it appears on the Notice of Grant Award.
PI Home Fund Center	The number and name of the Fund Center through which the PI is paid.
Sponsor	Sponsor (direct sponsor) listed on the Notice of Grant Award
Sponsor Type	Corresponding sponsor type for sponsor (direct sponsor) listed on the Notice of Grant Award; for example, Federal, Foundation/Association/Society, Industry.
Award Type	The type of funding instrument used by the sponsor; for example, grant, contract, etc.
Activity Type	The type of activity supported by the award; for example, research, training, other sponsored activity.
Project Start Date	The start date of the award (competing segment), including any pre-award authorization period.
Project End Date	The end date of the award (competing segment), defined as the current budget period plus any unfunded periods, including possible option years, unless the submission of a proposal is required to trigger the option years.

Characteristics Displayed in the Initial View	
Current Budget Start Date	The award's current budget period start date.
Current Budget End date	The award's current budget period end date.

Free Characteristics	
Characteristic	Definition
Award Status	The status of the award; for example, approved award, pre-close, closed.
Campus	The campus with which the award funds center is associated (CRC, MED, NEIDL).
Fiscal Period/Year	Fiscal year and month (<i>not</i> calendar month and year) associated with the creation date of the award within KCRM.
Fund Center Group	A grouping identified and maintained by the business owners or their delegates to allow reporting of award data by a combination of funds centers. For detailed information on the use of this characteristic by schools that have chosen to use it, please see BW QRG - Funds Center Group Definitions .
Funds Center Group Type	An additional grouping attribute associated with each fund center, defined by the business owners and maintained by the business owners or their delegates. For detailed information on the use of this characteristic by schools that have chosen to use it, please see BW QRG - Funds Center Group Definitions .
Prime Sponsor	If applicable, the prime (originating) sponsor.
Prime Sponsor Type	If applicable, the corresponding sponsor type for the prime (originating) sponsor.
School	The school or college with which the award funds center is associated.
Secondary Award Fund Center	If applicable, the name and number of an additional fund center associated with the award.

Results and Next Steps

None