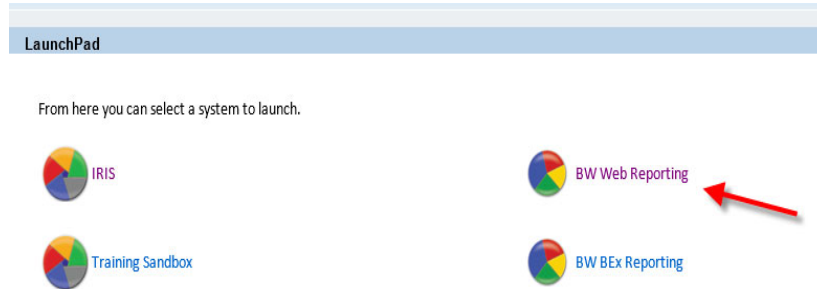## How to view expenses that have posted to the cost share fund
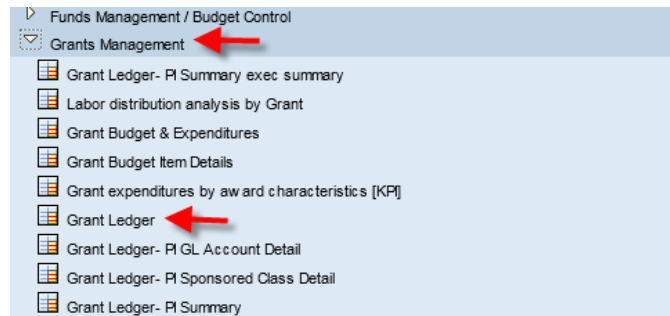
Purpose: Running either BW Grant Ledger or the BW Grant Line Item Detail will provide a detailed view of expenses that have posted to the cost share fund, as well as pending and/or encumbered expenses.

Procedures	
Select BW Web Reporting from the IRIS Launchpad	
First, select Grants Management. Then select Grant Ledger	

You will need to enter the Fiscal Period/Year, as well as the Grant number and cost share fund. Delete the E5999999 that populates in the Sponsored Class field.

Variables for Ad Hoc Report

Field		Value		Description
Statistical indicator (*)		R		Real Posting
Fiscal Year				
Fiscal Period/Year (Required) (*)		005/2018		NOV 2018
Company Code (Required) (*)		UK00		University of Kentucky
G/L Account		#		UK00/Not assigned To 0000
Business Area	=			
Functional Area	=			
Fund Department	=			
Prime Grant	=			
Grant	=			
Grant Responsibility type	=			
Grant Sponsor	=			
Sponsored Program	=			
Sponsored Class	=			
Funds Center	=			
Fund	=	0011890200		MED CTR COST SHARE

This will display Cumulative expenses by category that have posted to the grant's cost share fund, as well as any commitments that have been paid to date, but not yet posted to the account as of the report date. Additionally, if you scroll to the bottom you will see the current funding balance of the cost share fund. In this particular case, the department needs to fund the cost share.
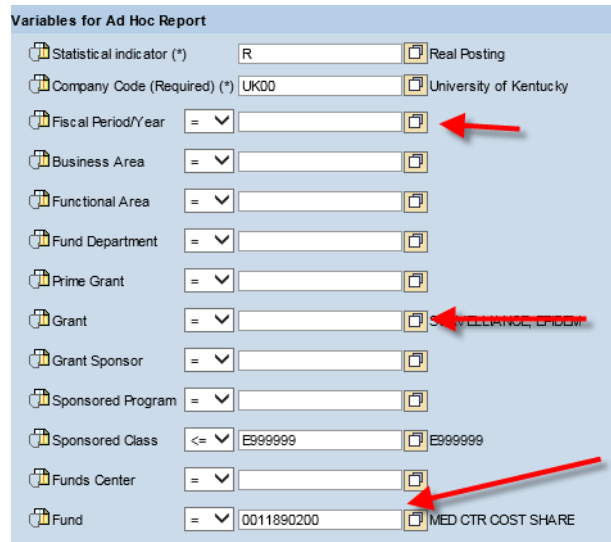
GM project from date	GM project to date	Budget Class	Sponsored Class		G/L Account		UnReleased Budget	Released Budget	Current Expense	Fiscal YTD Expense	Cumulative PTD Expense	Commitments PTD	Parked Documents PTD
05/01/2015	04/30/2018	Direct Salary & Bene	E511011	Faculty Salary	0000511011	Faculty-FT Regular					$ 983.55	$ 0.00	
					0000511012	Faculty- FT Nonprodu					$ 46.37		
					Result						$ 1,029.92	$ 0.00	
			E512071	Nonadmin/RN Staff Sa	0000512071	Prof Nonadmi-Regular					$ 84,191.48	$ 0.00	
					0000512072	Prof Nonadmi-Nproduc					$ 18,231.45		
					Result						$ 102,422.93	$ 0.00	
			E522000	Staff Benefits	0000520720	MFB - Staff					$ 7,091.87	$ 0.00	$ 0.00
			E522010	Faculty Benefits	0000520100	EHC-Faculty					$ 39.38	$ 0.00	
					0000520200	ELI-Faculty					$ 0.46	$ 0.00	
					0000520300	FS-Faculty					$ 0.12		
					0000520400	FICA-Faculty					$ 43.43	$ 0.00	
					0000520500	Retmt-Faculty					$ 103.02	$ 0.00	
					0000520710	MFB - Faculty					$ 36.40	$ 0.00	
					0000520762	ADD-Faculty					$ 0.10		
					Result						$ 222.91	$ 0.00	
			E522071	Nonadmin/RN Staff Be	0000520109	EHC-Prof NonAdmi					$ 2,203.20	$ 0.00	
					0000520209	ELI-Prof NonAdmi					$ 49.65	$ 0.00	
					0000520409	FICA-Prof NonAdmi					$ 7,781.47	$ 0.00	
					0000520509	Retmt-Prof NonAdmi					$ 10,242.40	$ 0.00	
					0000520771	ADD-Prof NonAdmi					$ 17.03		
					Result						$ 20,293.75	$ 0.00	
					Result						$ 131,061.38	$ 0.00	$ 0.00

Mand CS - Personnel	R619999	Mand CS - Personnel	0000740510	Tr fm CS - Salary						$ (50,112.30)	$ (81,496.82)		$ 0.00
			0000740515	Tr fm CS-Benefit						$ (13,253.72)	$ (21,462.07)		$ 0.00
			Result							$ (63,366.02)	$ (102,958.89)		$ 0.00
Mand CS Recharge	R639999	Mand CS Recharge	0000740520	Tr fm CS - Oper Exp						$ (13,380.28)	$ (23,187.96)		$ 0.00
Result								$ 4,357.26	$ 33,619.78	$ 33,423.78	$ 117,755.75	$ (145.86)

To view individual line item charges, you can run the Grant Line Item Detail report in BW.	
Enter the Fiscal Period/Year (or leave blank to run wide open), Grant, and cost share fund.	
This will display individual line item charges, sorted by Sponsored Class.	

| You can choose to add/remove information that is displayed on the far left side. | **Rows**
FI document
FI-SL DocumentType
G/L Account
Grant
Item Text
Payee name
Payee vendor
Posting date
Prime vendor
Sponsored Class

Columns
Key Figures

Free Characteristics
Acc doc header text
Assignment number
Awarded Date
Budget Class
Business area
Closely Rel Proj Flg
Commitment item
Company code
Cost Center
Cost Share Method
Document Category
Effective Date
FCTR Department
FCTR Discipline (NA)
FI Line item
Federal Award ID Num
Fiscal Report Format
Fiscal year of Grant
Fiscal year/period | |
| **Questions?**
Please contact the assigned FA for that grant found under the Responsibilities tab in GMGRANTD. | | General Data / Responsibilities

Responsibilities
Res... Description
FA Financial Administrator - RFS |