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| Title: Grants and Projects Financial Summary Report User Guide | | | |
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1. Purpose

The Grants and Projects Financial Summary Report provides the budget, actual, commitment and available balance information for Grants and Projects. The report also has interactive reporting and ability to drill down to the details level in addition to the export/download option.

2. Definitions

Within the framework of this user guide, the following definitions apply.

- OGC: The Office of Grants and Contracts
- REP: The Regional External Programs office
- FPDU: The Facilities Planning and Development unit
- Prompts: provide filtering parameters for the data in a report
- GL Date: It represents that actual accounting date.

3. Target Audience

This report is for Principle Investigators (PI), Project Managers, Research Assistants and Financial Officers that are in charge of grants and projects at the university.

4. Access and Security

To access OBIEE OGA the following responsibilities should be granted to the user:

- **OBIEE OGA USER**


To access these responsibilities the Oracle Access Request Form, which is available on Oracle EBS webpage needs to be filled.

After accessing the OBIEE, the following rules apply to each responsibility:

- **OBIEE OGA USER:** By default, a user can only view information for the awards and projects that he is a member on them. Users can request access to their Grants / Projects by filling the Award number and projects number on the Oracle Access Request Form, which is available on Oracle EBS webpage and send it to office in charge of the project (OGC, REP, FPDU...). Access to additional organizations needs to be approved by the project manager or principal investigator.

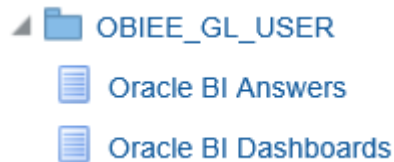
Accordingly to access the **RESTRICTED GRANTS AND PROJECTS FINANCIAL SUMMARY REPORT** requires an access form to be filled for the related projects.

In case of Problems or further information kindly contact it.helpdesk@aub.edu.lb or log in an incident on: <https://ithelpdesk.aub.edu.lb/SitePages/Service%20Catalog.aspx>

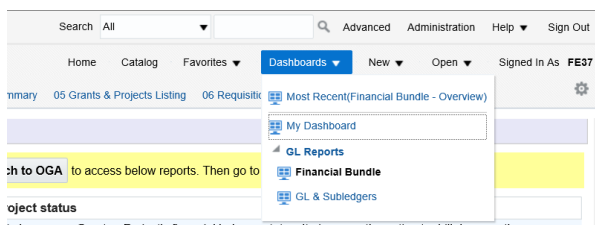
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5. How to Navigate the Report

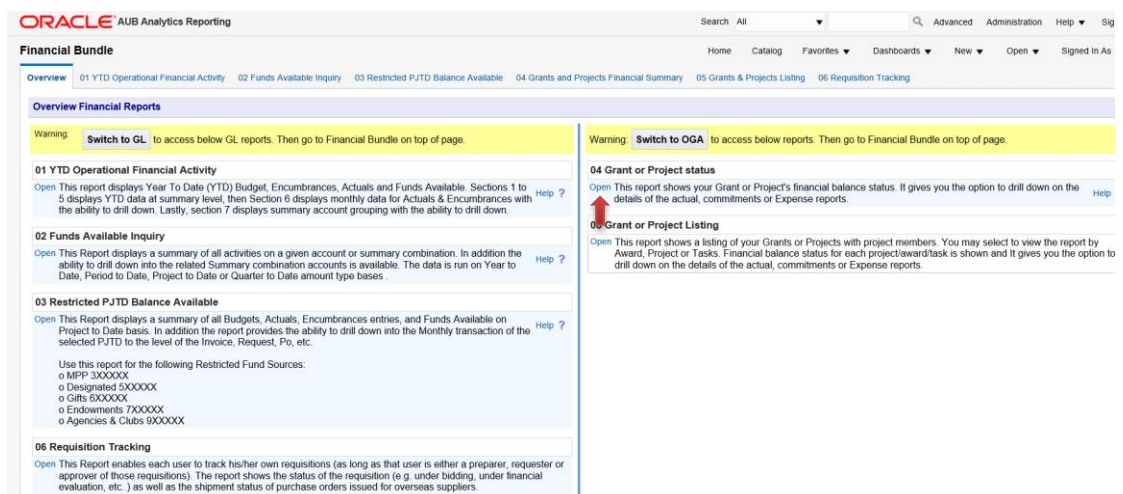
1. Log in to the ORACLE E-Business R12 with the user name and password provided by the system administrator.
2. Click on the OBIEE OGA USER responsibility
3. Navigate to Oracle BI Dashboards.




4. Once the Oracle BI Dashboards are selected, the personal dashboard **My Dashboard** will appear (screen below). Notice that another dashboard is available: the Financial Bundle shared dashboard. Click on Financial Bundle to open it.



5. A list of the available reports is displayed. Click on the [Open](#) link to open the report.




6. The report will open and the different parameters will appear. Parameters allow you to constrain a request (filter results). Click on the ▾ next to each parameter to specify the values to use when applying filters.

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You are required to select only one award and one project. By selecting the award first the project parameter will be automatically filled with the projects that have been budgeted by the selected award and you have been mentioned as a member on the project as per the security access rules mentioned above.

At this point you can click the **Apply** button to run the report including all the transactions processed on Oracle.

In addition to the Award and Project prompts, a “From GI Date” and “To GI Date” prompts are available for the user to choose a date criteria to limit the report transactions detail and summary. By clicking on the  calendar button and selecting the dates values or dates can be typed in in the format of MM/DD/YYYY (example: 12/01/2000).

| | |
|----------------------------|------------------------------|
| Award Number - Name | Project Number - Name |
| 100017 - Leadership ▼ | 20002 - Leadership Program ▼ |
| From Date: | To Date: |
| <input type="text"/> | <input type="text"/> |

When you have made your final selections, click **Apply**.

| | |
|--------------|----------------|
| Apply | Reset ▼ |
|--------------|----------------|

7. The results are displayed as per the below print screen:

Grant / Project Balance Status - Budget, Actuals, Commitments, Expense Reports and Available Balance

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:50:28 PM

Project Long Name : Leadership Development Program for Middle Managers (Award# 100017 ; Project# 20002)

Funding Agency : NATIONAL BANK OF KUWAIT

PI Name:

Project Start Date : 12-Aug-2010


Project End Date : 11-Aug-2013

Project Organization Name: 11810 Suliman S. Olayan School of Business - Dean's Office

Award Administrator : Regional External Programs

Award Manager : Jurayj, Ms. Iman Jubran

| Task Number | Task Name | Overhead Schedule | Budget \$ | Actual Expenditures \$ | Commitments \$ | Expense Reports \$ | Remaining Budget \$ |
|----------------|--------------------|-------------------|------------|------------------------|----------------|--------------------|---------------------|
| S0101 | C-Program Planning | REP-TDC 0% (A) | 12,500.00 | 12,500.00 | 0.00 | 0.00 | 0.00 |
| S0201 | C-Module Delivery | REP-TDC 0% (A) | 350,000.00 | 350,000.00 | 0.00 | 0.00 | 0.00 |
| S0301 | C-Case Study | REP-TDC 0% (A) | 60,000.00 | 60,000.00 | 0.00 | 0.00 | 0.00 |
| S0401 | C-Overseeing | REP-TDC 0% (A) | 48,250.00 | 48,250.00 | 0.00 | 0.00 | 0.00 |
| S0501 | Return Air tkts | REP-TDC 0% (A) | 47,353.74 | 47,353.74 | 0.00 | 0.00 | 0.00 |
| S0601 | Logistics & Misc | REP-TDC 0% (A) | 2,577.38 | 2,577.39 | 0.00 | 0.00 | (0.01) |
| Total | | | 520,681.12 | 520,681.13 | 0.00 | 0.00 | (0.01) |
| Total Overhead | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Total | | | 520,681.12 | 520,681.13 | 0.00 | 0.00 | (0.01) |

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6. Report Layout and Components

This report is composed of two main sections.

The narrative section that displays different information about the project like the project name and the start and end date of the project. The tabular section which is a pivot table showing the different budget line of the project (tasks) with their financial information like budget and expenditures.









I. Report Column Definitions- Narrative section:


The narrative section is composed of the below items with their description:

- I. Project Long Name: The project complete name as defined on Oracle
- II. Funding Agency: The sponsor or agency or source of the money received for funding the project
- III. PI Name: The Principal investigator of the award received or the project director. This field might appear empty in case no members are assigned the right role. You may check with the Award Manager to update the project accordingly.
- IV. Start Date: The start date of the project
- V. End Date: The End date of the project
- VI. Organization Name: The owning organization or department of the project
- VII. Award Administrator: The department or office that is administrating the project like the OGC, FPDU, REP and Comptroller's Office.
- VIII. Award Manager: The person in charge at the administrating department for managing the award agreement or project contract.

II. Report Column Definitions- Tabular section:

The tabular section is composed of three units each shows different totals differentiating between the burden values of each column with the Grand Total at the end. Below is the description of each column of the table:

|  |  |  |  |  |  |  |  |
|---|---|---|---|---|--|---|---|
| Task Number | Task Name | Overhead Schedule | Budget \$ | Actual Expenditures \$ | Commitments \$ | Expense Reports \$ | Remaining Budget \$ |
| S0101 | C-Program Planning | REP-TDC 0% (A) | 12,500.00 | 12,500.00 | 0.00 | 0.00 | 0.00 |
| S0201 | C-Module Delivery | REP-TDC 0% (A) | 350,000.00 | 350,000.00 | 0.00 | 0.00 | 0.00 |
| S0301 | C-Case Study | REP-TDC 0% (A) | 60,000.00 | 60,000.00 | 0.00 | 0.00 | 0.00 |
| S0401 | C-Overseeing | REP-TDC 0% (A) | 48,250.00 | 48,250.00 | 0.00 | 0.00 | 0.00 |
| S0501 | Return Air tkts | REP-TDC 0% (A) | 47,353.74 | 47,353.74 | 0.00 | 0.00 | 0.00 |
| S0601 | Logistics & Misc | REP-TDC 0% (A) | 2,577.38 | 2,577.39 | 0.00 | 0.00 | (0.01) |
| Total | | | 520,681.12 | 520,681.13 | 0.00 | 0.00 | (0.01) |

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- Task Number: The listing of tasks or budget line reference or activity for the project selected
- Task Name: The name of this activity of task
- Overhead Schedule: The percentage of burden to be calculated on incurred expenditures
- Budget \$: The budget amount allocated on the task excluding the burden portion
- Actual Expenditures \$: The actual expenditure on the project excluding the burden or overhead lines
- Commitments \$: Any open transaction that is still not billed or issue from the store like a requisition or purchase order. This includes also Payroll commitments
- Expense Reports \$: Expense reports allocations that are still in process or haven't been paid from the payables
- Remaining Budget \$: This is the total of available funds on the task by deduction all expenses from the budget. It is a formula on the previous columns where (h)= (d) - (e) - (f) - (g)

Under the first table two rows includes the overhead values of the above listed columns and the Grand total of each column. Below is a sample screenshot.

| | | | | | |
|----------------|------------|------------|------|------|--------|
| Total Overhead | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Total | 520,681.12 | 520,681.13 | 0.00 | 0.00 | (0.01) |


7. Review transactions details:

This report provides also the users the option to review the details of each figure showing on the report columns. The detailed report shows the lines processed with extra information that might be helpful for analyzing and reviewing the project or award balances.

The important columns that are included in the detail report are below with some description:

Financial Summary Detail Report - Non Overhead Actuals

| Award Number | Project Number | Task Number | Expenditure Category | Expenditure Type | Transaction Source | Transaction Reference | Orig Request Number | Item Description | Vendor | Accounting Date (GL) | Employee | Expense \$ |
|--------------|----------------|-------------|-------------------------|---------------------------|--------------------|-----------------------|---------------------|------------------|--------|----------------------|----------|------------|
| 100017 | 20002 | S0101 | ADMINISTRATIVE EXPENSES | 55312XX Consultation Fees | Conversion | | | Conversion FY11 | | 30-Jun-2011 | | 12,500.00 |
| | | S0101 Total | | | | | | | | | | 12,500.00 |
| 100017 Total | | | | | | | | | | | | 12,500.00 |

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8. To download or print the report

9. More help