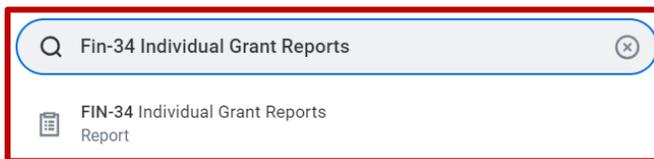


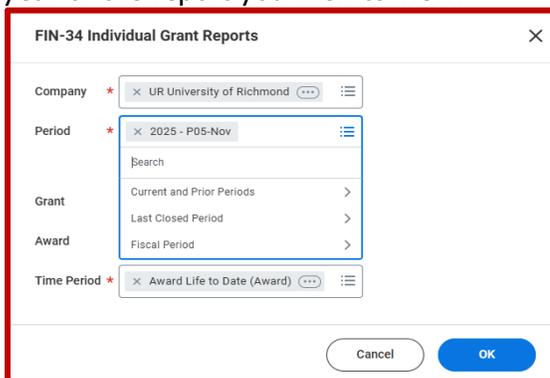
Individual Grant Report

This guide provides step-by-step instructions on how to run a report to review the spending and balances on a grant.

1. In the Workday homepage search bar, type in *Individual Grant Report* and then select *Fin-34 Individual Grant Reports*.

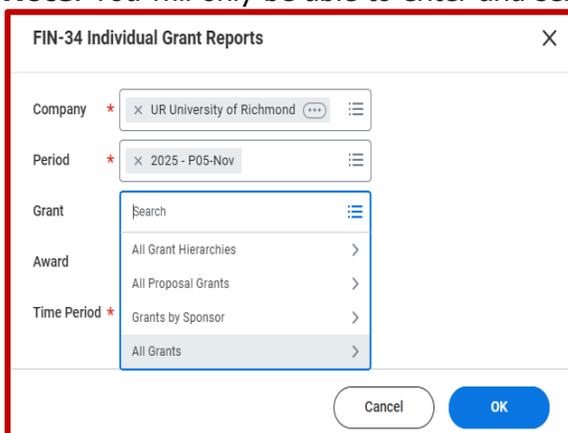


2. Enter **University of Richmond** in the **Company** field.
3. For **Period** - select **Fiscal Period** from the dropdown menu to select the month and year of the report you wish to view.



4. Enter the grant number (e.g., GRXXXXX) for the **Grant** field. Alternatively, you can click the dropdown menu for the Grant field, select **All Grants** for a list of all your grants. Select the grant you wish to view.

Note: You will only be able to enter and select grant numbers assigned to you.



- Since these instructions are to view an individual grant, leave the **Award** field blank. **Note:** each grant is assigned to an award. An award can have one or many grants assigned to it. A cost share is also considered a grant. Therefore the grant and cost share are both assigned to the same award. If you enter the award number, the report will be the total of both the grant, the cost share, and any additional grants under the same award like subawards and participant support.
- Select **Award Life to Date (Award)** in Time Period field.

- Select **OK**.
- You will receive a screen like below. Use arrows under ledger account summary to expand rows.

Ledger Account Summary	Original Budget	Revised Budget	Cost Share Budget	YTD Actuals	LTD Actuals	Commitments and Obligations	Total Spend YTD	Total Spend LTD	Available Balance	Percent Budget Used
Salary & Wages	141,257.00	141,257.00	0	4,617.91	25,091.45	17,467	22,105	43,579	97,678	20.85%
Other Expenses	58,027.00	58,027.00	0	4,200.00	10,249.35	9,500	13,700	19,749	38,278	34.03%
Total Direct Expenses	199,284.00	199,284.00	0	8,817.91	36,340.80	26,967	35,805	63,328	135,956	31.78%
Facilities & Administration Expense	73,454.00	73,454.00	0	2,141.31	13,307.56	0	2,141	13,308	60,146	18.12%
Total Direct & Indirect	272,738.00	272,738.00	0	10,959.22	49,648.36	26,967	37,947	76,636	196,102	28.10%

- Once all rows are expanded, your report will look similar to the report below, depending on budgeted lines within your grant. You can drill into the amounts for details by clicking on amounts in blue. Amounts in black are not drillable.
 - Obligations are funds obligated as salary to those you have hired on your grant.
 - Commitments are purchase orders for items you have ordered but have not yet been charged to your grant.
 - Actuals are expenses charged to your grant.

> Details

13 items

Ledger Account Summary	Original Budget	Revised Budget	Cost Share Budget	YTD Actuals	LTD Actuals	Commitments and Obligations	Total Spend YTD	Total Spend LTD	Available Balance	Percent Budget Used
Salary & Wages	141,257.00	141,257.00	0	4,617.91	26,091.45	17,487	22,105	43,579	97,678	30.85%
Parent: GR GR Faculty Salary	61,500.00	61,500.00	0	4,617.91	15,441.49	13,726	18,344	29,168	32,332	47.43%
Parent: GR GR Fringe Benefits	12,257.00	12,257.00	0	0	2,695.51	3,761	3,761	6,457	5,800	52.66%
Parent: GR GR Staff Salary	27,000.00	27,000.00	0	0	6,954.45	0	0	6,954	20,046	25.76%
Parent: GR GR Student Salary	40,500.00	40,500.00	0	0	1,000.00	0	0	1,000	39,500	2.47%
Other Expenses	58,027.00	58,027.00	0	4,200.00	10,249.35	9,500	13,700	19,749	38,278	34.03%
Parent: GR GR Equipment	21,187.00	21,187.00	0	0	0	0	0	0	21,187	0.00%
Parent: GR GR Supplies	29,000.00	29,000.00	0	2,900.00	3,949.35	0	2,900	3,949	25,051	13.62%
Parent: GR Professional and Contract Services	1,500.00	1,500.00	0	0	0	9,500	9,500	9,500	-8,000	633.33%
Parent: GR Travel	6,340.00	6,340.00	0	1,300.00	6,300.00	0	1,300	6,300	40	99.37%
Total Direct Expenses	199,284.00	199,284.00	0	8,817.91	36,340.80	26,987	35,805	63,328	135,956	31.78%
Facilities & Administration Expense	73,454.00	73,454.00	0	2,141.31	13,307.56	0	2,141	13,308	60,146	18.12%
Total Direct & Indirect	272,738.00	272,738.00	0	10,959.22	49,648.36	26,987	37,947	76,636	196,102	28.10%

Need more help? [Get in touch with support.](#)