Grants Management PBC Payments

Query Technical Name: ZHR_ZHRPYMP05_Q0002

[Accessing BW Reports](#)

Location: External Grant PI Departmental Reports

Purpose: This report is designed to provide commitment figures for all employees paid from the grant. Figures are calculated by employee, based on their salary & working hours per pay period.

Standard View: By default this report provides columns detailing the following: Cost Center, G/L Account, & Employee. Key Figures are also displayed providing Original Commitment for Fiscal Year, Fiscal Year Change, & Current Fiscal Year Commitment.

			Original Commitment for Fiscal Year	Fiscal Year Change	Current Fiscal Year Commitment
Cost Center ≙	G/L Account ≙	Employee ≙	$	$	$

Variable Entry screen: Fiscal Year refers to the budget year for which users are seeking data. **Grant** must be populated with the corresponding grant number; these seven-digit numbers lead with **400**XXXX. **Fund/Cost Center Hierarchy** defaults to the funds center associated with a user's security access; the field will remain empty for those with access to all funds centers.

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the [reporting manual](#) for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
✳	Fiscal Year	🗗	
✳	Grant	🗗	
	Funds Center Hierarchy	🗗	
	Cost Centers (Selection Options, Optional)	🗗	
	Payroll area	🗗	
	Personnel Number (Selection Options, Opt...)	🗗	

Types of questions this report can answer beyond the standard view:

1. How do I see how much of the budget is committed by employee within my grant?
   a. Refer to the **Current Fiscal Year Commitment** column for the commitment by employee.

2. What is the timeframe for the commitment calculation?
   a. Commitments are estimates and are calculated on NKU Fiscal Year basis. Initial commitments will be posted as grant PAR's or reassigned time entries are completed.
   b. Commitment amounts are liquidated based on the full time equivalent (FTE) and salary per pay period.

3. Can I view the commitment by G/L account?
   a. Filter on the appropriate G/L account.

4. Can I view the committment by payroll area (bi-weekly vs. monthly)?
   a. Include the free characteristic "**Payroll Area**" and filter on the appropriate area.
      i. Overall totals for all positions, GL's, areas, etc. will be displayed on the last page.

5. An individual that no longer works on my grant has a commitment on my grant. What should I do next?
   a. If an individual is no longer employed by your grant, but a commitment still displays in the "**Current Fiscal Year Commitment**" column, submit a terminating PAR to inactivate the employee and liquidate the commitment. If the employee should be charged to another grant, complete a change PAR for the employee.

6. An individual is committed for an amount that is not equal to their expected remaining fiscal year salary. What should I do next?
   a. The "**Current Fiscal Year Commitment**" is the remaining fiscal year salary expenditure, as calculated by SAP. If the commitment is not equal to the expected remaining expense, ensure the PAR for the employee was submitted for the correct amount. If the PAR is correct, contact Human Resources regarding the discrepancy.