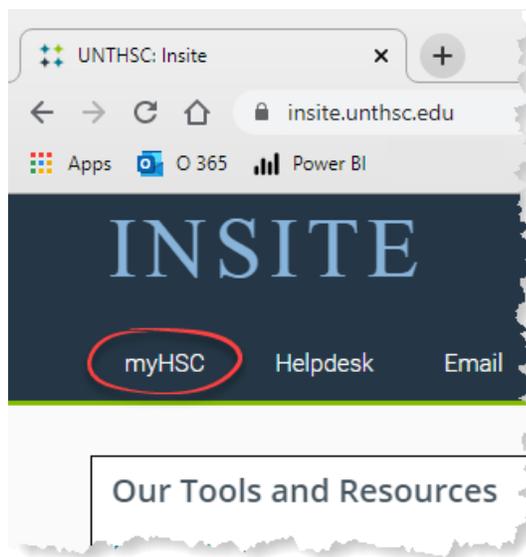


Grants WorkCenter (GWC) Guide

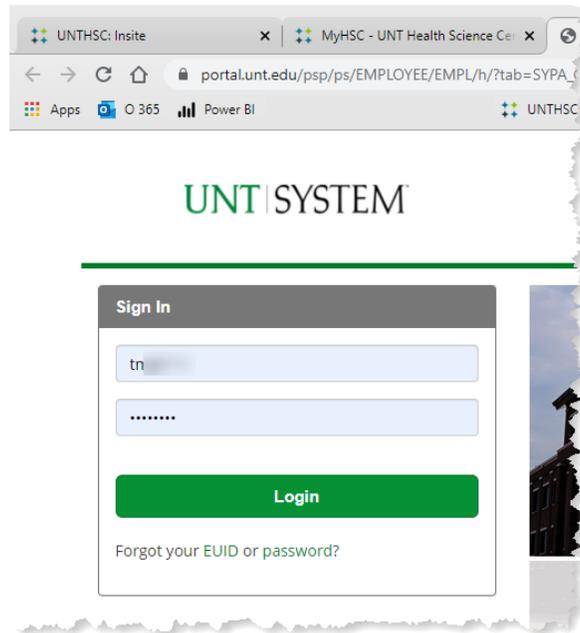
Faculty and staff who assist their Faculty with sponsored projects have access to Financial Reports in Grants WorkCenter. This tool allows real-time reporting of budget, expenditures, encumbrances, pre-encumbrances, balances and burn rates for sponsored projects. Grants WorkCenter provides high-level demographics of the PIs active sponsored research portfolio. It also provides the ability to drill down to the transaction detail level. Instructions on how to access it are below. If you find that you do not have access to Grants WorkCenter but feel that you should, please reach out to your [Post-Award Analyst](#) for assistance.

Accessing GWC

1. Login to EIS – From [Insite](#) select the “myHSC” link at the top left of the screen



2. In the new tab it opens, go to the “Employee Portal” option and login with your EUID and Password – the same ID and password you use to access your work computer



3. Once the left hand navigation menu, click EIS to expand the menu then select "Financials"

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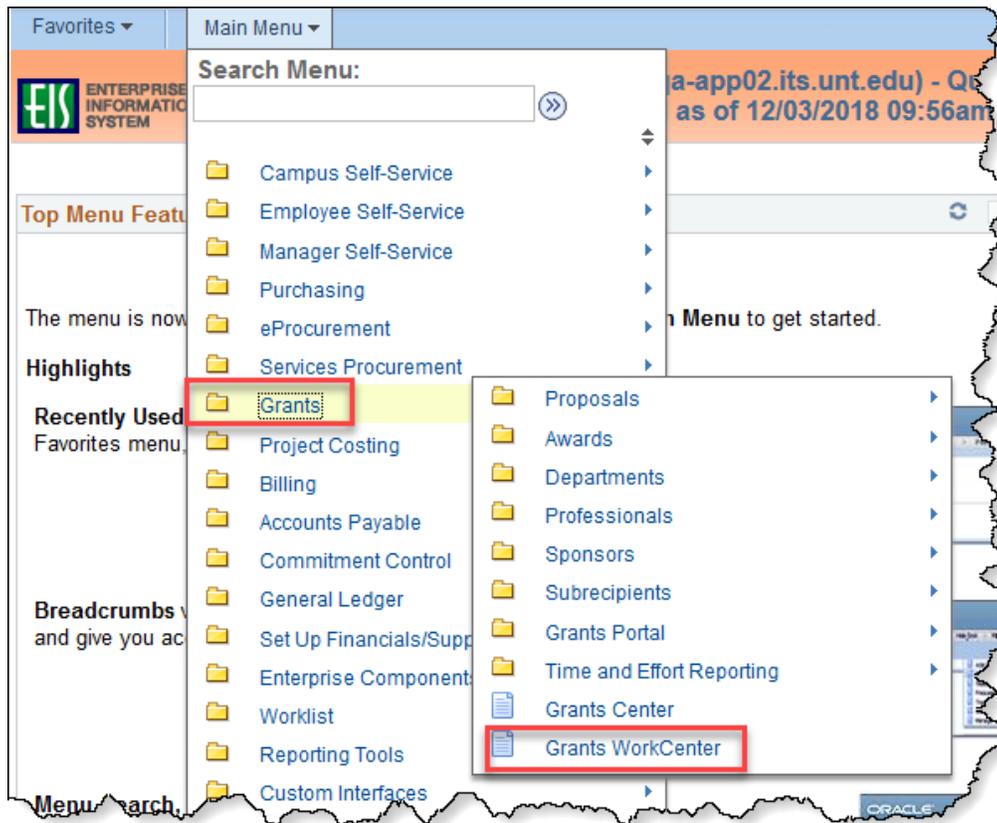
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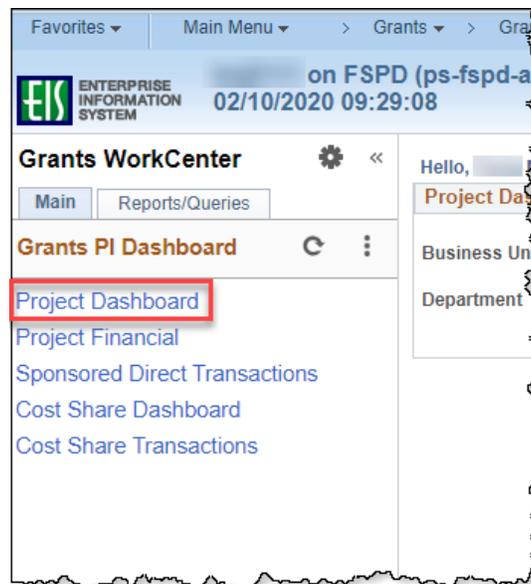
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4. Once in EIS Financials, navigate to the Main Menu > Grants > Grants WorkCenter



5. Once there, select Project Dashboard, if it does not default there, from the left hand navigation pane



6. Search by your preferred method (i.e. PI EMPLID, Dept ID, or Project ID) and select the "View" option
 - a. Please note, it may take a while for the system to retrieve the data for larger Departments or PI's with a large number of active Projects



7. Once the list of projects is returned, you can drill through to a specific project by selecting the Project ID in the list

Click to drill through

Sponsored Project Dashboard

Total Active Projects: 4 As Of Date: 04/05/2019 [Print](#)

Business Unit	Project	Date	Authorized End Date	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
HGRCT	RF00020	05/01/2017	03/31/2020	401,500.00	333,673.22	15,674.33	2,068.23	50,084.22	87.53%
HGRCT	RN0076	07/16/2012	05/31/2018	920,834.28	920,834.28	0.00	0.00	0.00	100.00%
HGRCT	RN0121	05/15/2014	04/30/2020	2,496,803.73	2,243,375.07	34,253.17	18,566.73	200,608.76	91.97%
HGRCT	RN0137	08/01/2015	07/31/2019	1,383,532.00	1,072,219.07	12,633.43	10,765.78	287,913.72	79.19%

Sponsored Project Summary

RF00020 - Targeting Latent HIV Astroglial Reservoirs without Reactivation

Sponsor:	National Institutes of Health	Sponsored Award #:	1R21MH113452-01 NCE
Department:	Microbiology, Immunology & Gene	Project Dates:	05/01/2017 - 03/31/2020
Project Status:	Approved	Authorized End Date:	03/31/2020
PI Name:	Ghorpade, Anuja	Budget Period:	2 of 2
Department Admin:	Ranker, Deanna L	FA Rate/Base:	46% MTDC
Total Sponsored Amt:	\$401,500.00	Total Cost Share:	\$0.00

- From there you can review high level details, or drill through further to view Expense transactions

[Favorites](#) > [Main Menu](#) > [Grants](#) > [Grants WorkCenter](#) > [Grants Dashboard](#)
 on FSPD (ps-fspd-app02.its.unt.edu) - Production
 02/10/2020 11:14:25

Hello, [User] Project ID: [ID] As Of Date 02/10/2020

Project Financial Summary

Category	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
Sponsored Direct Total	772,297.64	527,793.38	102,575.05	10,195.50	131,733.71	82.94%
Sponsored Indirect Total	347,926.36	238,431.70	0.00	0.00	109,494.66	68.53%
Sponsored Project Total	1,120,224.00	766,225.08	102,575.05	10,195.50	241,228.37	78.47%
Cost Share Total	0.00	0.00	0.00	0.00	0.00	None
Project Total	1,120,224.00	766,225.08	102,575.05	10,195.50	241,228.37	78.47%

Project Financial Details Expand All Details:

Sponsored Direct [View Spns.Direct Transactions](#)

Click to expand →

Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance (A)-(B)-(C)-(D)= (E)	%Available
B500 - Salaries & Wages ▶ Details	476,280.89	27,400.50	52,173.13	0.00	65,907.13	13.84%
B5050 - Payroll Related Costs ▶ Details	135,789.11	0.00	0.00	0.00	9,115.00	6.71%
B5100 - Professional Fees and ▶ Details	150,000.00	6,266.88	0.00	0.00	143,733.12	95.82%
B5500 - Othr Operating Exp ▶ Details	0.00	8,979.76	0.00	0.00	-8,979.76	None
Sponsored Direct Total	772,297.64	527,793.38	102,575.05	10,195.50	131,733.71	17.06%
Sponsored Indirect Total	347,926.36	238,431.70	0.00	0.00	109,494.66	31.47%
Sponsored Project Total	1,120,224.00	766,225.08	102,575.05	10,195.50	241,228.37	21.53%

Click to drill through to Expense, Encumbrance, PreEncumbrance Detail →

Cost Share [View Cost Share Transactions](#)

Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance (A)-(B)-(C)-(D)= (E)	%Available
Cost Share Total	0.00	0.00	0.00	0.00	0.00	None

[Return to Search](#)

9. In the Transaction Detail screen, use the filter options at the top to select the desired range, select the Amount to get the detail behind the row, or choose the grid icon to export to Excel

Favorites ▾ Main Menu ▾ > Grants ▾ > Grants WorkCenter > Grants Dashboard
 on FSPD (ps-fspd-app02.its.unt.edu) - Production
 02/10/2020 11:22:15 All Search >> Advanced Search

Hello, [redacted]

***NOTE: -- If your project began prior to 3/1/16 and you need inception to date detailed transactions, please contact your respective University Office:
 UNT Denton: Office of Grants & Contracts Administration 940-565-3940 or your respective College Research Officer.
 UNT Dallas: Sponsored Projects Accounting UNT-DallasSPA@untDallas.edu.
 UNT Health Science Center : Office of Sponsored Programs 817-735-5073 or ospint@unthsc.edu.

Use these filter options to change your filter. Then select "View Transactions" to get more than the last 30 days.

Sponsored Direct Transaction Filter Criteria

Business Unit: HGRCT Project: [redacted] Document Type: [dropdown] Voucher ID: [input] Requisition ID: [input]
 Date Range: Last 30 Days Fiscal Year: [input] Transaction type: [dropdown] Journal ID: [input] PO Number: [input]
 Account: [input] From Acctg. Period: [input] To Acctg. Period: [input] View Transactions

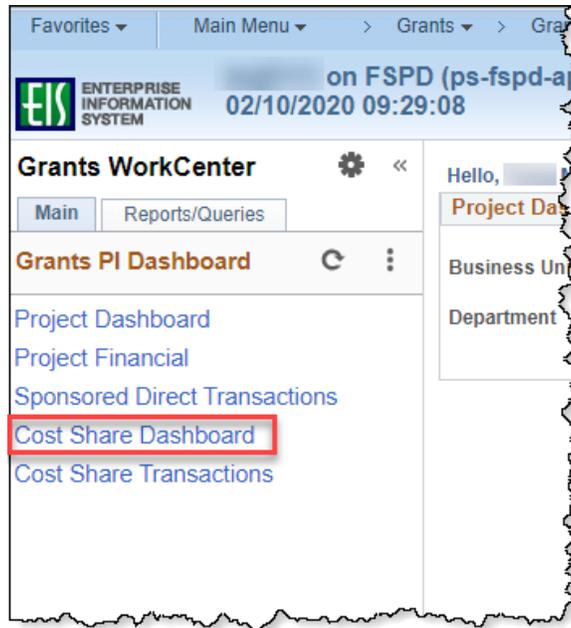
Sponsored Direct Transaction Details

Business Unit	Project	Account	Transaction Type	ID Type	ID	Expense Amount	Encumbered Amount	PreEncumbered Amount	Accounting Date	Fiscal Year	Accounting Period
HGRCT	[redacted]	C5300-General Supplies Exp	PREENC	REQUISITION	0000142858	0.00	0.00	783.86	01/29/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	PREENC	REQUISITION	0000142858	0.00	0.00	-783.86	01/30/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	PREENC	REQUISITION	0000142749	0.00	0.00	809.42	01/21/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	PREENC	REQUISITION	0000142749	0.00	0.00	-809.42	01/21/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155271	0.00	809.42	0.00	01/21/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155076	0.00	-1,201.35	0.00	01/28/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155401	0.00	783.86	0.00	01/30/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155271	0.00	-809.42	0.00	02/06/2020	2020	6
HGRCT	[redacted]	C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155401	0.00	-783.86	0.00	02/07/2020	2020	6
HGRCT	[redacted]	C5300-General Supplies Exp	EXPENSE	VOUCHER	00437848	783.86	0.00	0.00	02/07/2020	2020	6
HGRCT	[redacted]	C5300-General Supplies Exp	EXPENSE	VOUCHER	00437246	1,201.35	0.00	0.00	01/28/2020	2020	5
HGRCT	[redacted]	C5300-General Supplies Exp	EXPENSE	VOUCHER	00437714	809.42	0.00	0.00	02/06/2020	2020	6
HGRCT	[redacted]	C5014-Staff Salaries	PREENC	JOURNAL	HP00128379	0.00	0.00	-1,456.50	02/03/2020	2020	6

Click to download to Excel
Click on the total to see the detail behind the row

Reviewing Departmental Cost Share

- From the main Grants WorkCenter landing page, select Cost Share Dashboard from the list to the left.



- Enter a Department ID in the Department field to get a list of projects on which your department has committed Cost Share funds, and to see available balances by project

The screenshot displays the Cost Share Dashboard with the following data:

Cost Share Dashboard Filter Criteria

Business Unit: HGRCT, Project: [Empty], Major Subdivision ID: [Empty]
 Department: 303000, PI Empl ID: [Empty]

Cost Share Details

RF40

Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance A-B-C-D= (E)	%Available
B5010 - Salaries & Wages	5,981.87	450.00	0.00	0.00	5,531.87	92.48%
B5300 - Materials & Supplies	50.00	0.00	0.00	5.00	45.00	90.00%
Cost Share Subtotal	6,031.87	450.00	0.00	5.00	5,576.87	92.46%

RF0 and

Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance A-B-C-D= (E)	%Available
B5300 - Materials & Supplies	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
Cost Share Subtotal	1,000.00	0.00	0.00	0.00	1,000.00	100.00%

Total Cost Share

Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance A-B-C-D= (E)	%Available
7,031.87	450.00	0.00	5.00	6,576.87	93.53%

3. The navigation in the View Transaction screen for Cost Share detail is the same as for Project Transactions

***NOTE: -- If your project began prior to 3/1/16 and you need inception to date detailed transactions, please contact your respective University Office:
 UNT Denton: Office of Grants & Contracts Administration 940-565-3940 or your respective College Research Officer.
 UNT Dallas: Sponsored Projects Accounting UNT-DallasSPA@untdallas.edu.
 UNT Health Science Center : Office of Sponsored Programs 817-735-5073 or ospint@unthsc.edu.

Sponsored Direct Transaction Filter Criteria

Business Unit: HGRCT Project: Document Type: Voucher ID: Requisition ID:
 Date Range: Last 30 Days Fiscal Year: Transaction type: Journal ID: PO Number:
 Account: From Acctg. Period: To Acctg. Period: View Transactions

Sponsored Direct Transaction Details

Business Unit	Project	Account	Transaction Type	ID Type	ID	Expense Amount	Encumbered Amount	PreEncumbered Amount	Accounting Date	Fiscal Year	Accounting Period
HGRCT		C5300-General Supplies Exp	PREENC	REQUISITION	0000142858	0.00	0.00	783.86	01/29/2020	2020	5
HGRCT		C5300-General Supplies Exp	PREENC	REQUISITION	0000142858	0.00	0.00	-783.86	01/30/2020	2020	5
HGRCT		C5300-General Supplies Exp	PREENC	REQUISITION	0000142749	0.00	0.00	809.42	01/21/2020	2020	5
HGRCT		C5300-General Supplies Exp	PREENC	REQUISITION	0000142749	0.00	0.00	-809.42	01/21/2020	2020	5
HGRCT		C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155271	0.00	809.42	0.00	01/21/2020	2020	5
HGRCT		C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155076	0.00	-1,201.35	0.00	01/28/2020	2020	5
HGRCT		C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155401	0.00	783.86	0.00	01/30/2020	2020	5
HGRCT		C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155271	0.00	-809.42	0.00	02/06/2020	2020	6
HGRCT		C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	0000155401	0.00	-783.86	0.00	02/07/2020	2020	6
HGRCT		C5300-General Supplies Exp	EXPENSE	VOUCHER	00437848	783.86	0.00	0.00	02/07/2020	2020	6
HGRCT		C5300-General Supplies Exp	EXPENSE	VOUCHER	00437246	1,201.35	0.00	0.00	01/28/2020	2020	5
HGRCT		C5300-General Supplies Exp	EXPENSE	VOUCHER	00437714	809.42	0.00	0.00	02/06/2020	2020	6
HGRCT		C5014-Staff Salaries	PREENC	JOURNAL	HP00128379	0.00	0.00	-1,456.50	02/03/2020	2020	6