This ORSP Sponsored Programs Dashboard Guide intended for Dept. 3080 Grants & Contract users group to set up standard Financial Data reports page.

Please refer to CSU User Documentation - The Sponsored Programs Dashboard Guide for detailed information about the Financial Data Warehouse Sponsored Programs dashboard reports and features.

The Sponsored Programs dashboard is designed to support the reporting needs of sponsored programs administrators, management and faculty/principal investigators (PIs) to effectively manage externally funded projects (sponsored programs).

User Documentation

https://csyou.calstate.edu/Divisions-Orgs/bus-fin/it/BI-DW/CFSDW/Pages/BI-DW-User-Documentation.aspx

• Sponsored Programs Dashboard Guide

• Financial Reporting Dashboard Guide

• Transaction Inquiry Dashboard Guide

• Labor Cost Distribution (LCD) Dashboard Guide
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Steps to Sponsor Program Module tabs

1. Go to Fiscal Affair Website – Quick Links – Finance Data Warehouse (FDW)
2. Select “San Francisco “on the dropdown list
3. Login with your UIN & password
4. Click on “CFS Data Warehouse” button, located on the top right

http://fiscaff.sfsu.edu/content/quick-links

5. Go to top right header – click on “Dashboards”

6. Select “Sponsored Programs”
Also, the Finance Data Warehouse can be accessed through CSYou and is available as a button in the Quick Links section.

https://csyou.calstate.edu/Divisions-Orgs/bus-fin/it/BI-DW/CFSDW/Pages/default.aspx
The Data Warehouse Home Page

The Finance Data Warehouse contains a main Home page that displays recently used dashboards and reports. The Recent area allows you to open any of the six most recently accessed reports. The reports that display will shift as you open and use different dashboards and reports.

![Recently Opened Reports Section](image)

Recently Opened Reports Section

Click **Home** to return to the main Home page from anywhere in the data warehouse.

![The Data Warehouse Main Home Page Link](image)

The Data Warehouse Main Home Page Link

The Sponsored Programs dashboard is part of the “core” Data Warehouse dashboard set. All users with access to the core dashboards will have selected access to the following dashboards:

- BI/DW Message Board
- Financial Reporting
- FIRMS/GAAP
- Sponsored Programs
- Transaction Inquiry
- Tree Reporting
- Use the **Dashboard dropdown menu** in the upper right to view the available dashboards and navigation options.
Go to the Sponsored Programs Dashboard

1. From the data warehouse main Home page, choose the Dashboards drop down menu to display a list of available dashboards.

2. Click on Sponsored Programs to go to the Financial Reporting dashboard Home page.

Four Pages (Tabs) in the Sponsored Programs Dashboard

Each dashboard is divided into content areas organized by pages. Click on the page (tab) at the top of any dashboard to go the associated page. The Manage My Grant page contains only one report. The Grant Admin and Award Attributes pages contain links to multiple reports.

3. Dashboard Home Tab
One Time Setup – most dashboards

Set default Business Unit and Budget Ledger - SFCMP and Standard Budget Group

- Select Primary Business unit for campus level reporting: SFCMP-San Francisco State University
- Select primary budget ledger: Standard Budget
- Select original budget scenario only: INITL_BUD
- Click Apply
- Save Current Customization - Default values:
  
  Go to top right corner, click on the drop down arrow, select “Save Current Customization”

  Name: SFCMP-StandardBudget

  Save for: Me

  Select “Make this my default for this page”

  Click OK

Select Sponsored Programs Report Index
<table>
<thead>
<tr>
<th>Page Name</th>
<th>Page Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage My Grant</td>
<td>This link takes the user directly to the “Budget-to-Actual” report which provides a grant/contract Budget-to-Actual report (financial information and grant attributes) to facilitate the financial management of externally funded awards. The report filter contains defaults to account type 60-Expenditures (ideal for budget management), reporting as of fiscal period 12 (ending June 30th of each FY) AND Active funds – so that the information returned for additional filters provided (like PI Name, Fund, etc.) is always up-to-date on all current (active) funds. All filters may be changed – defaults are provided to limit information to what is needed to manage grant/contract budgets and expenditures. The default column headers for this report are designed with the PI end user in mind in the following order: Fund, Project, Project End Date, Department, Account w/full description (Fdescr). Of course column headers may be changed and the results may be stored as the user’s default.</td>
</tr>
<tr>
<td>Grant Admin</td>
<td>Reports designed for the grant administrator or more seasoned report generator with a general knowledge of PeopleSoft and the SP Mod attributes. Provides another option for the Budget-to-Actual report at the summary level and additional administrative reports to facilitate grant administration including, trial balance, billing report, cash report, SEFA and more.</td>
</tr>
<tr>
<td>Award Attributes</td>
<td>Reports on specific SP Mod attributes, including the Award-Project Attribute report (all of the SP mod attributes) and reports on other attributes including, awards, cost sharing, subrecipients, reporting, compliance, conflict of interest, etc. These reports DO NOT include any financial information from PeopleSoft GL. The Award-Project Attribute report can be used to bring additional SP attributes not available on other tabs into a report to merge with financial/GL data.</td>
</tr>
</tbody>
</table>

**Note:** To Select other tab or return to Home tab, click “Home” on the top right header or Click Dashboards - select other tab – and return to Dashboards – select “Sponsored Program”
Manage My Grant

- Select Manage My Grant tab
- Clear the x in the fund field
- Set Default values (see below listed)
- Select the PI name and/or Project if desired
- Apply Filters

Default values:
- Business Unit - “SFCMP-San Francisco”
- Fiscal Year - select Current year (e.g. 2017)
- Period (as of): “12” so report is always current
- Accounting Type: Expenditures (add Revenue if applicable)
- Budget Ledger - Standard Budget (default)
- Fund: Clear the x in the fund field
- Dept: 3080 – Grants and Contracts
- Fund CF Status: A (Active Grants)
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Select the PI name and/or Project if desired
- Project CF Status: A (Active)

Apply Filters

There are 6 Report Views options (*Report for ORSP general use):

- Summarized (*Default Page) - include all ORSP (3080) projects
- Summarized with Pre-Enc
- Standard
- Standard with Pre-Enc
- Standard with Original Budget
- Standard with Original Budget & Pre-Enc (*ORSP projection reporting)

Note: Pre-Enc = Requisition (REQ) (Active REQ)

Note: Encumbrances = Purchase Order (PO) (remain Active PO balance)
Default Page – Summarized

- Select Column Header:
  
  Column 1: Project Fedescr  
  Column 2: Project CF Start Dt  
  Column 3: Project End Dt  
  Column 4: Sponsor Name  
  Column 5: PI Name  
  Column 6: Post Awd Admin

- Click OK

- Select Report View: Summarized

- Select entire project "Project Fdescr" Column - Right click - select "Show Subtotal" - "None"

- Select entire project "CF Start Dt" Column - Right click - select "Show Subtotal" - "None"

- Add Project Status column
  Select entire project "Post Awd Admin" Column - Right click – select “Include Column” - "Project Status"
Save Current Customization

Go to top right corner, click on the drop down arrow, select “Save Current Customization”

Name: “ORSP-Summarized”

Save for : Me

Select “Make this my default for this page”

Cickc OK
Customized – Standard with Original Budget & Pre-Enc

Go to top right corner Page Options - Clear My Customization

- Go to top right corner : Page Options - Clear My Customization

- Set Default values (see below listed)
- Select the PI name and/or Project if desired
- Select Apply Filters

- Default values:
  - Business Unit - "SFCMP-San Francisco"
  - Fiscal Year - select Current year (e.g. 2017)
  - Period (as of): “12” so report is always current
  - Accounting Type: Expenditures (add Revenue if applicable)
  - Budget Ledger - Standard Budget (default)
  - Fund: Clear the x in the fund field
  - Dept: 3080 – Grants and Contracts
  - Fund CF Status: A (Active Grants)
  - CSU Fund: 465 - TF-Contracts and Grant Trust
  - Select the PI name and/or Project if desired
  - Project CF Status: A (Active)

- Apply Filters

- Select Column Header:
  
  Column 1: Project Fedescr
  Column 2: Project CF Start Dt
  Column 3: Sponsor Name
  Column 4: PI Name
  Column 5: Acct Cat Fdescr
  Column 6: Acct Fdescr
- Click OK

- Select Report View: Standard with Original Budget & Pre-Enc

- Select entire project "CF Start Dt" Column - Right click - select "Show Subtotal" - "None"

- Add project "Project End Dt" Column - Select entire project "CF Start Dt" Column - Right click - select "Include column" - "Project End Dt"

- Select entire project "Acct Ca Fdescr" Column - Right click - select "Show Subtotal" - "After Values"
• Select entire project "Month to Data Encumbrance" Column - Right click - select "Exclude Column"

• Save Current Customization
• Name “ORSP-Standard with Original Budget & Pre-Enc”
• Save for “me” only
• Click “OK”
- Scroll down to the bottom of the report - **Export Report**

Export Data

Excel - Excel format (Summary of Award Key)

or

Data - CSV Format (detail line by line data)

**For Customization page update, please make sure the Customization Name is the same as the old one:**
Customized – Standard with Original Budget & Pre-Enc with Header above the Financial Summary

- Go to Sponsor Dashboard

- Manage My Grant Tab

*Regular User: Go to top right corner: Page Options - Clear My Customization

- Set Default values (see below listed)
- Select the PI name and/or Project if desired
- Select Apply Filters

Default values:
- Business Unit - "SFCMP-San Francisco"
- Fiscal Year - select Current year (e.g. 2017)
- Period (as of): “12” so report is always current
- Accounting Type: Expenditures (add Revenue if applicable)
- Budget Ledger - Standard Budget (default)
- Fund: Clear the x in the fund field
- Dept: 3080 – Grants and Contracts
- Fund CF Status: A (Active Grants)
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Select the PI name and/or Project if desired
- Project CF Status: A (Active)

- Apply Filters

- Column 1: Project CF Start
- Column 2: Sponsor Name
- Column 3: PI Name
- Column 4: Post Adw Admin
- Column 5: Account Cat Fdescr
- Column 6: Account Fdescr

Click OK

1. Point to Project CF Start Dt Column Header, right click, select Include Column - Project Fdescr

2. Right click Project Fdescr column header, Select Include Column – Project End Dt
3. Move Project Fdescr, Project CF Start Dt, ProjectEnd Dt, Sponsor Name, PI Name, Post Adw Admin above the Financial Summary.
   - Point the mouse cursor to the Project Fdescr column header until the pointer turns into the 4 arrow appearance.
   - Drag the Project Fdescr column header over the Financial Summary table.

   • Same step for Project CF Start Dt, ProjectEnd Dt, Sponsor Name, PI Name

   • Select entire project "Acct Ca Fdescr" Column - Right click - select "Show Subtotal" - "After Values"
• Save Current Customization

• Name “ORSP-Financial Summary”
• Save for “me” only
• Click “OK”

Scroll down to the bottom of the report - Export Report

Export Data

Excel - Excel format (Summary of Award Key)

or

Data - CSV Format (detail line by line data)
Funding Source /Sponsor Type Summary

- Select Manage My Grant tab
- Clear the x in the fund field
- Set Default values (see below listed)
- Apply Filters

Default values:
- Business Unit - “SFCMP-San Francisco”
- Fiscal Year - select Current year (e.g. 2017)
- Period (as of): “12” so report is always current
- Accounting Type: Expenditures (add “Revenue” if applicable)
- Budget Ledger - Standard Budget (default)
- Fund: Clear the x in the fund field
- Dept: 3080 – Grants and Contracts
- Fund CF Status: “-“, “A”, “I”
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Project CF Status: “NULL”, “-“, “A”, “I”
- Select the PI name and/or Project if desired
- Sponsor Name: blank (select “Cost Share” if desired)
- Sponsor Type: blank (select “Cost Share Project” if desired)
- Advance Filter:
  NOT Account: 601826, 603826, 660849, 660837, 660848 (to exclude Cost Share Credit Accounts)
  NOT Project: Start with 9 (Move all >>)
• Select Column Header:
  Column 1: Funding Source
  Column 2: Sponsor Type
  Column 3: Hide
  Column 4: Hide
  Column 5: Hide
  Column 6: Hide

• Click OK

• Select Report View: Standard
• Right click “Funding Source” - “Show Subtotal” – “NONE”
• Right click “Sponsor Type” - “Show Subtotal” – “NONE”
• Right click to “Exclude Column” (s) : “Month to Date Actuals”, “Current Budget”, “Prior Year(s) Actuals”, “Inception to Date Actuals”, “Encumbrances”, “Balance Available”, “% Used”
• Drag column “Sponsor Type” on the “Year to Date Actuals” row header (until a gray row appear)
• Drag “Year to Date Actuals” vertically above the header between Select Report View: Standard (until a gray row appear)
• Right click “Fund Source” column header, select “Show Column level Grand Total”, “After Values”

• Save Current Customization
• Name “YTD - Fund Source/Sponsor Type”
• Save for “me” only
• Click “OK”
Cost Share Project

- Select Manage My Grant tab
- Clear the x in the fund field
- Set Default values (see below listed)
- Select the PI name and/or Project if desired
- Apply Filters

Default values:
- Business Unit - "SFCMP-San Francisco"
- Fiscal Year - select Current year (e.g. 2017)
- Period (as of): “12” so report is always current
- Accounting Type: Revenue, Expenditures (remove “Revenue” if applicable)
- Budget Ledger - Standard Budget (default)
- Fund: Clear the x in the fund field
- Dept: 3080 – Grants and Contracts
- Fund CF Status: “-”, “A”, “I”
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Project CF Status: “NULL”, “-”, “A”, “I”
- Sponsor Name: blank (select “Cost Share” if desired)
- Advance Filter:
  - NOT Account: 601826, 603826, 660849, 660837, 660848

Apply Filter

Select Column Header:
- Column 1: Post Awd Admin
- Column 2: Project CF Start Dt
- Column 3: Sponsor Name
- Column 4: PI Name
- Column 5: Acct Cat Fdescr
- Column 6: Acct Fdescr
- Click OK
- Select Report View: Standard
- Right click “Post Awd Admin” header – “Include Column” – “Project Fdescr”
- Right click “Project Fedscr” - “Show Subtotal” – “After Values”
- Right click “Post Awd Admin” - “Show Subtotal” – “NONE”
- Drag “Post Awd Admin” column after “Acct Cat Fdescr” column
- Right click “Project CF Start Dt” - “Include Column” – “Project End Dt”
- Right click “Acct Cat Fdescr” - “Show Subtotal” – “After Values”

![Report View](image)

- **Save Current Customization**
- **Name “Standard (CostShare) exlude C/S Credit accounts”**
- **Save for “me” only**
- **Click “OK”**
- Budget reports are similar to those found in the financial reporting tab but they also contain the same Grant filter selections found on Manage my Grant
- Most reports have all of the great DW P2 functionality found in the other dashboards.
Budget to Actuals Summary between Periods  --- all users

Select Budget to Actual Summary Between Periods

- Filters similar to Manage my Grant but have the ability to choose the beginning period so you can look at specific quarters or months if necessary.
- Default settings produce a similar formatted report to Manage my Grant that can be modified.

Default values:
- Business Unit - “SFCMP-San Francisco”
- Fiscal Year - select Current year (e.g. 2017)
- Period From: "0"
- Period to: “12” so report is always current
- Accounting Type: Expenditures (add Revenue if applicable)
- Budget Ledger - Standard Budget (default)
- Fund: Clear the x in the fund field
- Dept: 3080 – Grants and Contracts
- Fund CF Status: A (Active Grants)
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Project CF Status: A (Active)

- Apply Filters
- Select Column Header:
  - Column 1: Project Fedescr
  - Column 2: Project CF Start Dt
  - Column 3: Project CF End Dt
  - Column 4: Sponsor Name
  - Column 5: Acct Cat Fdescr
  - Column 6: Acct Fdescr

- Click OK
- Select Report View : Activity Summary by Period

  ![Activity Summary by Period](image)

- Report View—Activity Summary by Period
- Select entire project "CF Start Dt" Column - Right click - select "Show Subtotal" - "None"
Select entire project "Acct Ca Fdescr" Column - Right click - select "Show Subtotal" - "After Values"

- Save Current Customization
- Name “Activity Summary by Period (ORSP)”
- Save for “me” only
- Select “Make this my default for this page”
- Click “OK”
- Scroll down to the bottom of the report - **Export Report**

  Export Data

  Excel - Excel format (Summary of Award Key)

  Excel - Excel format (Summary of Award Key)

  or

  Data - CSV Format (detail line by line data)
To access to other tabs

Click **Home** to return to the main Home page from anywhere in the data warehouse.

Select “Dashboard” > “Sponsor Programs” > “Grant Admin”

Or

Select the recent access report – Sponsored Programs – Grant A…

**Recently Opened Reports Section**

**Note:** The Recent area allows you to open any of the six most recently accessed reports. The reports that display will shift as you open and use different dashboards and reports.
Budget to Actuals - as of Period

Optional

Same set up as the "Manage My Grant" tab, but will include financial information from PeopleSoft for funds that are NOT stored or associated with a project/award in the SP mod.

This report may be used if you have a grant project and an associated cost match project - where cost match expenditures are not posted to or associated with the PS Fund code associated with the award/grant expenditures. This report includes project inception-to-date expenditures (includes balance forward entries posted to period 0).
SEFA

Optional

The SEFA report makes assumptions based on response to the “Prime Recipient” question in the SP Mod and uses that information to identify the federal funding agency (as a prime recipient or as a subrecipient). Also assumes that account/FIRMS object code category is equal to “620” for the expenditures accumulated under the “Subrecipient Expenditures” column.

The SEFA report defaults From period to “1” To period to “12” as the SEFA is a fiscal year expenditures report. You may change the starting period to “0” for grant inception to date reporting, but do NOT use that for your SEFA.

The SEFA report includes case statements to determine Federal Grantor Agency, Pass-Through Agency and Pass-Through Entity Identification Number (new columns). Based on answer to question in the SP Mod, Gen2 screen “Prime Awardee?” – (check mark for “Y”, blank for “N”) – the following case statements are included in the report (see below for example of report results):

- Federal Grantor Agency: If Prime Awardee = “Y”, then use “Sponsor Name” – else use “Prime Sponsor Name”
- Pass-Through Agency: If Prime Awardee = “N”, then use “Sponsor Name” – else “NONE”
- Pass-Through Entity Identification Number: If Prime Awardee = “N”, then use “Sponsor Ref #” – else “NONE”

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Program Title</th>
<th>Sponsor</th>
<th>Prime Awardee</th>
<th>Sponsor Type</th>
<th>Prime Sponsor</th>
<th>Sponsor Award Num</th>
<th>Federal Grantor Agency</th>
<th>Pass-Through Agency</th>
<th>Pass-Through Entity Identifying Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>84.016</td>
<td>Undergraduate International Studies and Foreign Language Programs</td>
<td>Virginia Commonwealth University</td>
<td>N</td>
<td>FEDPASS</td>
<td>Department of Education</td>
<td>PT:00273-SC104765</td>
<td>Department of Education</td>
<td>Virginia Commonwealth University</td>
<td>PT:00273-SC104765</td>
</tr>
<tr>
<td>94.005</td>
<td>Learn and Serve America, Higher Education</td>
<td>Corporation for National &amp; Community Service</td>
<td>Y</td>
<td>DIRECT</td>
<td>-</td>
<td>10UHPC001</td>
<td>Corporation for National &amp; Community Service</td>
<td>NONE</td>
<td>NONE</td>
</tr>
</tbody>
</table>

- Includes columns that separate direct and F&A expenditures – keeping Total Actual and Subrecipient Amounts
- Drill downs only on Total Actual and Subrecipient Amounts
Select appropriate filters. Default is per 1-12 for 12 mo of activity.

- Move columns or pull columns up to Pivot or Sections for easier reporting
- All the same functionality as the rest of the DW.
- Advanced filters too
- **SP Available Balance -- PI or RA or Admin good for Dean or Chair summary**

All the same functionality is available along with advanced filters.

Great report for dean or chair for their college.

**Default values:**
- Business Unit - “SFCMP-San Francisco”
- Fiscal Year - select Current year (e.g. 2017)
- Period From: “0”
- Period to: “12” so report is always current
- Accounting Type: Expenditures (add Revenue if applicable)
- Budget Ledger - Standard Budget (default)
- Dept: 3080 – Grants and Contracts
- Fund CF Status: select all (-; A; I)
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Project CF Status: select all (NULL; -; A; I)
- Funding Source:
  - ARRA;
  - FED
  - STATE
  - LOCAL
  - NONGOV
  - BUSINESS
  - NONPROFIT
  - OTHER-DOM
  - OTHER-FOR
- Sponsor Type: Check
  - Blank (-)
  - DIRECT AWARD
  - FEDERAL PASS THROUGH
  - OTHER PASS THROUGH
  - COST SHARE
  - STATE PASS-THROUGH
  - LOCAL GOV PASS-THROUGH
  - HIGHER-ED PASS-THROUGH
  - BUSINESS PASS-THROUGH
  - NONPROFIT PASS-THROUGH
  - OTHER PASS-THROUGHPT-BUS
- Advance Filters

Exclude Account:

601826, 603826, 660837, 660848, 660849 (Exclude Cost share Credit Accounts)
Not Project:
Exclude project start with "9" (90000000- 99999999)

Rearrange the Header Column titles
Move Project Fdescr, Fund Fdescr to the front column,
Move Fiscal Year before Direct Expense column
- Save Current Customization
- Name “SEFA (ORSP)”
- Save for “me” only
- Click “OK”

- Scroll down to the bottom of the report - Export Report

Export Data

Excel - Excel format (Summary of Award Key)

or

Data - CSV Format (detail line by line data)

Cost Share

Default values:
- Business Unit - “SFCMP-San Francisco”
- Fiscal Year - select Current year (e.g. 2017)
- Period From: “0”
- Period to: “12” so report is always current
- Accounting Type: Expenditures (add Revenue if applicable)
- Budget Ledger - Standard Budget (default)
- Dept: 3080 – Grants and Contracts
- Fund CF Status: select all ( - ; A; I)
- CSU Fund: 465 - TF-Contracts and Grant Trust
- Project CF Status: select all (NULL; -; A; I)
- Funding Source:
  - COSTSHARE
- Sponsor Type: check
  - COSTSHARE
- Advance Filters
Not Account:
601826, 603826, 660837, 660848, 660849 (Exclude Cost share Credit Accounts)

Not Project:
Exclude project start with 9 (91, 92, 93, 94, 95, 96, 97)

Rearrange the Header Column titles
Move Project Fdescr, Fund Fdescr to the front column,
Move Fiscal Year before Direct Expense column

- Save Current Customization
- Name “SEFA-CostShare (ORSP)”
- Save for “me” only
- Click “OK”

Click Home to return to the main Home page from anywhere in the data warehouse. Select “Dashboard” > “Sponsor Programs”
As with any of the reports, these reports are useful depending on how your campus fills out the Grant Module pages.

TIP--Use the Award-Project Attributes report to see almost all attributes contained in the Grant Module for the selected grants.

These are attribute reports and contain no financial information.

Most are in an Excel grid format without the use of yellow columns. Essentially queries on the selected data.

Useful as a download to Excel.
**Award-Project Attributes**

Select Award-Project Attributes tab

Use this report to identify fields missing from the Grant Module or incorrect information on a grant

- Select Award-Project Attributes
- Clear the x in the fund field
- Apply Filters

Save Current Customization

Name “Award Project Attributes (ORSP)”
Save for “Me”
Make this my default for this page
OK

- Scroll down to the bottom of the report
- Export Data
  CSV Format (detail line by line data)

  or

  Excel format (Summary of Award Key )

Return to Sponsor Programs – Award Attributes tab or Home tab

Click **Home** to return to the main Home page from anywhere in the data warehouse. Select “Resent” > “Sponsor Programs – Award-P…”