**Grant Report Quick Tips Sheet**

BudCast delivers interactive reports to PI’s to give an up-to-date snapshot of current and projected spending on a single grant.

1. **Navigation**. Hover over a row and double-click when the cursor appears as a  sign to expand rows to lower levels. Double-click when the cursor appears as a  sign to collapse rows of data. Shortcuts to expand all  and collapse all  rows of data are located in the toolbar.


3. **Date Parameters**. Date parameters and run date displayed. In this example the report contains data through 1/12/15, because that is the run date and the report parameters selected were through the end of 01/2015.

4. **Exclusions**. Cost share, agency revenues, and F&A data excluded from the report to give a more accurate representation of the amount available to spend on the grant.

5. **Principal Investigator**. Primary PI name listed.

6. **Salaries & Fringes**. Salary rows grouped together with a subtotal displayed for reference.

7. **Other Operating Expenses (OOE)**. OOE expenses grouped at the bottom with subtotals.

8. **Total**. The overall project total for each column.

9. **Project Start & End Dates**. Project start and end dates are listed for the life of the grant.

10. **Current Month Actuals**. Current month expenses segregated to display spending patterns for the current month.

11. **Total-to-Date Budget**. The budget set up for the award by KUCR is listed with an overall total at the bottom. This may be less than the total award amount, because F&A is removed.

12. **BudCast Reallocations**. Temporary/unofficial transactions that the SSC has entered into BudCast. In this example $11,318.59 was added to the Supplies & Expense budget.

13. **Total-to-Date Actuals/Encumbrances**. All historical expenses paid or encumbrances contracted to be paid (and their releases) on a project to date. This balance includes the ‘Current Month Actuals’ data. The user can drill down into the data to see specific transactions.

14. **Current Balance**. Remaining balance on the grant before any projections have been deducted.

15. **Projected OOE/Salary & Fringes**. Projected salary/non-salary expenses that the SSC has entered into BudCast. These projections are entered based on communication between the PI and SSC on the future plans of the grant.

16. **Projected Balance**. Remaining balance after all historical and projected expenses have been deducted. In this example, there is $138,248.83 left to spend in the grant.