Western Michigan University – Grants and Contracts

CUSTOM BUDGET REPORTING SYSTEM

**Presenters:** Shellie Mosher, Senior Grant and Contract Specialist and Melissa Hess, Systems Specialist

**Director:** Betty McKain
WHY WAS SYSTEM DEVELOPED?

- Feedback over the years received about GLOW not meeting grant expenditure/budget tracking needs
- Many departments were using alternative systems to track grant expenditures/budgets to line up with grant award
SURVEY

- Survey disseminated to faculty and administrative staff involved with grants and contracts
- Sample of survey questions:
  + Satisfaction of GLOW or alternative system
  + Why satisfied or unsatisfied
  + What attributes would you like to see in a new system
- Survey responses confirmed, those tracking grant budgets were looking for a more integrated system
- System developed based on survey responses
A focus group comprised of various departments within the University community was put together to test and provide feedback regarding this system.

As a result of that feedback, modifications were made to the system.
WHAT IS IT?

- The Custom Budget Reporting System is an online budgeting tool that can be used to track your project budget.
- This will allow you to track your project budget and expenses using budget categories that are more specific to your project.
- This system will also allow you to track user-defined commitments.
- This system can be used as an alternative to spreadsheets or other budget tracking systems.
WHAT FUNDS CAN BE USED?

- The Custom Budget Reporting System may be used with grant funds.
  - Fund 25
  - Fund 26
  - Fund 27
  - Fund 28
  - Fund 29
  - Fund 30
## BENEFITS OF THE SYSTEM - BUDGET

- Option to import current GLOW budget, to use as is
- Option to import current GLOW budget and modify to better fit the actual project budget
- Option to create a custom budget from scratch, without direct import from GLOW
- Option to create various budget report types
  - Report Type Examples: By year, activity, task, principal investigator, etc.
- Budgets are checked to verify that the total budget always ties to GLOW

### Table Example

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
<th>Show Summary Only</th>
<th>Budget Category Order</th>
<th>Budget Report Type</th>
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</thead>
<tbody>
<tr>
<td>25</td>
<td>7015276</td>
<td>S&amp;W-Dr. Joe Smith</td>
<td>Personal</td>
<td>$50,200.00</td>
<td>☑</td>
<td>1</td>
<td>Year 1</td>
</tr>
<tr>
<td>25</td>
<td>7015276</td>
<td>S&amp;W-Dr. Frances Bronco</td>
<td>Personal</td>
<td>$99,000.00</td>
<td>☑</td>
<td>2</td>
<td>Year 2</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Fringe Benefits</td>
<td>Fringe Benefits</td>
<td>$21,935.00</td>
<td>☑</td>
<td>3</td>
<td>Year 1</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Fringe Benefits</td>
<td>Fringe Benefits</td>
<td>$26,353.00</td>
<td>☑</td>
<td>4</td>
<td>Year 2</td>
</tr>
<tr>
<td>25</td>
<td>7015276</td>
<td>Student-Tammy Johnson</td>
<td>Personal</td>
<td>$9,000.00</td>
<td>☑</td>
<td>5</td>
<td>Year 1</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Student-Ricky Phillips</td>
<td>Personal</td>
<td>$10,043.00</td>
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<td>6</td>
<td>Year 2</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Tution-Tammy Johnson</td>
<td>Tution/ Fees</td>
<td>$5,500.00</td>
<td>☑</td>
<td>7</td>
<td>Year 1</td>
</tr>
<tr>
<td>25</td>
<td>7015276</td>
<td>Tution-Ricky Phillips</td>
<td>Tution/ Fees</td>
<td>$5,500.00</td>
<td>☑</td>
<td>8</td>
<td>Year 2</td>
</tr>
<tr>
<td>25</td>
<td>7015276</td>
<td>Conference Trip</td>
<td>Travel</td>
<td>$3,000.00</td>
<td>☑</td>
<td>9</td>
<td>Year 2</td>
</tr>
<tr>
<td>25</td>
<td>7015276</td>
<td>Additional Miscellaneous Travel</td>
<td>Travel</td>
<td>$6,000.00</td>
<td>☑</td>
<td>10</td>
<td>Year 1</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Supplies</td>
<td>Supplies</td>
<td>$2,000.00</td>
<td>☑</td>
<td>11</td>
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<tr>
<td>25</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Printing</td>
<td>Printing and Duplicating</td>
<td>$500.00</td>
<td>☑</td>
<td>13</td>
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<tr>
<td>25</td>
<td>7015276</td>
<td>Other</td>
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<td>Glow FSA</td>
<td>Glow FSA</td>
<td>$15,453.00</td>
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<td>999</td>
<td>FSA</td>
</tr>
</tbody>
</table>

**Total GLOW Budget: $220,000.00**
**Total Custom Budget: $220,000.00**
### Benefits of the System - Expenses

- All expenses are directly imported from GLOW
- All expenses can be manually assigned by the user to any custom budget category that you may create
- Expenses may be split for reporting purposes
  - Split expenses are checked to verify that the sum of the split expenses always ties to the original expense from GLOW
- Additional descriptions may be added to expenses for reporting purposes

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**General Ledger Expenses Displayed From: FY - 2012 Period - 2 - Aug**

<table>
<thead>
<tr>
<th>Split Expense</th>
<th>Glow Budget Category</th>
<th>Account</th>
<th>Date</th>
<th>FY</th>
<th>Period</th>
<th>JournalID</th>
<th>Description</th>
<th>Amount</th>
<th>Reconciled</th>
<th>Category</th>
<th>User Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4701 - Personnel</td>
<td>3211</td>
<td>08-16-11 2012 2</td>
<td>0000251353</td>
<td>S06 X SERVING SS9 STU</td>
<td>$2,219.25</td>
<td></td>
<td></td>
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<td>Student-Ricky Phillips - Year 2</td>
<td></td>
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<tr>
<td>4701 - Personnel</td>
<td>3211</td>
<td>08-02-11 2012 2</td>
<td>0000250570</td>
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<td></td>
<td></td>
<td></td>
<td>S&amp;W-Dr. Frances Bronco - Year 2</td>
<td></td>
</tr>
</tbody>
</table>

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Grants and Contracts – [www.obf.wmich.edu/grants-contracts](http://www.obf.wmich.edu/grants-contracts)
Benefits of the System - Commitments

- Commitments may be added to your budget report in order to keep track of future expenses.
- Commitments will show as a separate column on the report.
Share your custom budget report with other individuals on your project

Optionally, share the full report or a specific report type

Shared reports are viewed by logging in with a bronco net id and password
BENEFITS OF THE SYSTEM - REPORTS

There are 2 reports available:

+ **Custom Budget Report** – shows you the budget categories, assigned expenses, including split expenses, and user-defined commitments, as defined by you within this system.

+ **GLOW Cross-Reference Budget Report** - shows the original GLOW budget categories and your assigned expenses, including split expenses, and user-defined commitments. This report will identify where budget adjustments to GLOW may need to be made through the Universities accounting system.
BENEFITS OF THIS SYSTEM - SECURITY

- System is backed up nightly
- Users will only have access to projects within their assigned business area(s)
SUMMARY OF SYSTEM VERSUS USER

- What’s automated?
  + Import of GLOW budget, if specified
  + Import of all expenses
  + Verification that the total budget and all expense splits tie to GLOW
  + Daily backup

- What does the user do?
  + Create custom budget categories
  + Assign expenses to budget categories
  + Split expenses
  + Add commitments
  + Print, email, export, or share reports within the system
EXPANDING THE SYSTEM

- Additional functionality will be added as we continue to use and grow the system
- All questions and feedback are welcome
HOW DO I ACCESS THIS SYSTEM?

- [ ] www.fs.wmich.edu/GrantsReporting
- Request access to your specific departmental area(s):
  - [ ] www.obf.wmich.edu/grants-contracts
- Download a copy of the manual from the login page
- Login using your existing bronco net id and password
- Attend a hands-on training session
TRAINING SESSION

- Date: Wednesday, October 12, 2011
- Time: 8:30 am – 10:00 am
- Location: Waldo Library, Classroom B
- Register online:
  - www.obf.wmich.edu/grants-contracts
- Future training sessions will be made available and will be listed on our web site
QUESTIONS AND COMMENTS

- You may always contact us by email at:
  + grants-services@wmich.edu
- You may call the Grants and Contracts office at:
  + 387-4707
- This presentation will be available on our web site:
  + www.obf.wmich.edu/grants-contracts