PI ARTICLE: GT Reports for Managing Sponsored Funds

This article highlights four reports you can use to help you manage your sponsored awards. Please review these reports <u>at least every month</u> to ensure that you maintain familiarity with our systems/reports AND that you stay on top of your spending. Your grant/financial administrator can assist you as needed.

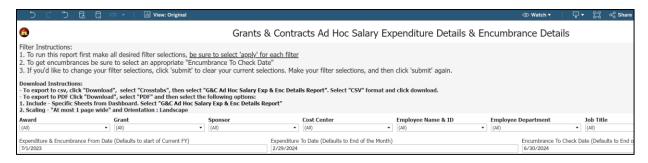
Sponsored Billing Activity (Found in Webwise/CIS: https://gtcrossroads.gatech.edu/main/reports): this will provide award demographics, and details on charges, invoices, collections, expenses, and activity by month.



SABER Suite (Found in Workday: https://wd5.myworkday.com/gatech/d/home.htmld): a suite of four SABER reports housed in Sponsored Reports in the Campus Reporting Dashboard in Workday and providing information on budget, actuals, obligations, commitments, and available balances. "SABER – Sponsored Award Budget Expense Report" is a great starting point.



Grants & Contracts Ad Hoc Salary Expenditure Details & Encumbrances Details (Found in LITE: <u>lite.gatech.edu</u>): provides salary details on individuals paid off of your awards over specific periods of time.



PI Award Health Check (LITE and Workday Financials): a one-stop report providing award demographics and details on grant spending/budgets, open purchase orders, open sub-awards, and individuals paid.



If you have any questions, please contact Josh Rosenberg at josh.rosenberg@business.gatech.edu.