



**Weill Cornell Medicine**

# Single Use WBS

Melissa Paray

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# Single Use Accounts

## What is changing:

For specific types of awards a Single WBS will be created for the entire project period

Example: NIH R01

Awards that require annual financial reporting are excluded

Example: New York State Contract

## Benefits of single WBS:

Easier to create and close out accounts

No need to complete soft-close for non-competing accounts until FFR is due

Commitments can be made throughout the life of the Sponsored Program, including Change of Funding

# Enhanced BI Reporting

- Grant Statement and Grant Detail Statement data will be merged into a single report called the “Sponsored Program Report”
- This new report will be available on BI Launch Pad → Analysis for Excel

## **There are total 5 tabs in the Report:**

**Summary Tab** – The overview of Budget , Expense and Commitments.

**SP Statement Tab** – Sponsor Program activity displayed by Direct Expenses versus Indirect Expenses

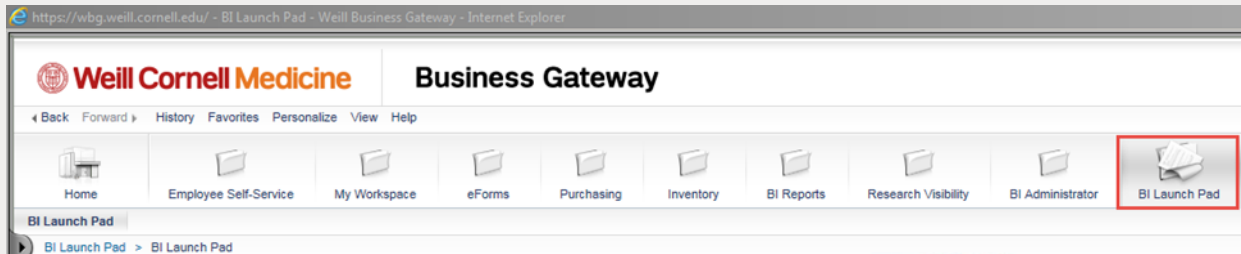
**SP Detail Statement** – Sponsor Program activity displayed at the detailed transaction level

**Receipts** – Cash receipt details starting from FY18.

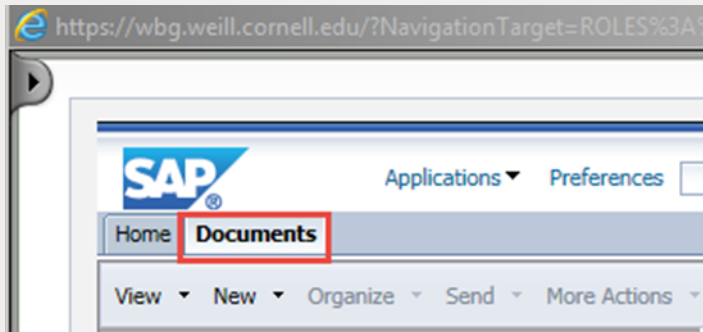
**Information** - Report properties, variables and help files

# BI Reporting

After Login you can see the Tab – BI Launch Pad – Click on it.



A Pop up window will appear where you need to click on Tab - Documents



# BI Reporting

Public Folders – Enterprise Service – Finance – Grant Management: The report-Sponsor Program Statement

https://wbqqa.hec.weill.cornell.edu/?NavigationTarget=navurl%3A%2F%2Fd7ae802855d9c6aeb92b6d6cc2 - Internet Explorer

**Weill Cornell Medicine**

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Folders

- Public Folders
- Enterprise Services
  - Finance
    - Funds Management
    - General Ledger
    - Grants Management
    - Space Management
    - SRM
  - Human Resources

Title ^	Type
Grant Detail Statement	Analysis Workbook
Sponsor Program Statement	Analysis Workbook

# BI Reporting

Click on the report - > Prompt screen will come up where Grant Valid To Period (Mandatory) and Sponsor Program (Mandatory), need to be put as input - > Click Ok

**Prompts**

Use Variant Save the document on the server to enable use of variants

**Prompt Summary**

- \* Grant Valid To Period: JAN 2018
- \* FM Area (Single Value): Weill Cornell Med.Coll
- ✓ \* Sponsored Program: SINGLE WBS TESTING1
- Grant:
- Sponsored Class Hierarchy (Single Value): GMSP
- Sponsor:
- Funds Center:
- Functional Area:
- External Reference:

**Specify Value for Prompts**

- \* Grant Valid To Period: 01/2018
- \* FM Area (Single Value): WCMC
- \* Sponsored Program: = 5250053000
- Grant: =
- Sponsored Class Hierarchy (Single Value): Sponsored Class Reporting

Grant Valid To Period (Calmonth/Year) is mandatory Input.  
The report logic will determine the valid Grant Year for a Specific Sponsor Program by Comparing the user input with Grant Year Start Date and End Date.

Display OK Cancel

# BI Reporting

The default view will be the summary tab.

The screenshot shows the Microsoft Excel interface with the 'ANALYSIS' ribbon selected. The ribbon contains several groups of icons: Data Source (Insert Data, Refresh, Reload, Add), Actions (Undo, Redo, Messages), Data Analysis (Prompts, Filter, Sort, Hierarchy, Calculations), Combine (Combine, Display), Measures (Members, Measures, Totals), Format (Conditional Formatting, New Lines, Format Cells, Styles), Crosstab, Chart, Info Field, Filter, Convert to Formula, Launch Query Designer, Smart Copy, Smart Paste, and Save View. A red box highlights the 'Display' icon in the 'Tools' group, which has a dropdown menu with options: 'Display Design Panel', 'Show Property View', and 'Show Technical Names'.

	A	B	C	D	E	F	G	H	I	J	K
1							PTD Budget	PTD Expense	PTD Outstanding Commitments	PTD Balance Available	PTD Balance %
2	Grant	Sponsored Program		Sponsored Class		Years of Validity	\$	\$	\$	\$	
3	52500530	5250053000	SINGLE WBS TESTING1	[+] DIRECT	Direct Expense	7	281,000.00	23,782.50	65,500.00	191,717.50	68
4				[+] INDIRECT	Indirect Expense	7	2,000.00	1,112.00		888.00	44
5				[+] PAYMENTS	Payment Received	7					0
6				Result			283,000.00	24,894.50	65,500.00	192,605.50	68
7											

# BI Reporting

The second tab will be the SP Statement Tab

Sponsor Program Statement.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA

Insert Data Refresh Source All Add Data Source

Create Reload Undo Redo Messages Actions

124

This Column will display the count of Grant Years for which a Sponsor Program is Valid.

This KF will display Budget upto the Entry period/Grant Year based on user input.

This KF will display Total of Labor, PO & Fund Reservation commitment upto the Entry period/Grant Year based on user input.

This column will display Current MTD expenses as per user input.

This column will display Fiscal YTD expenses as per user

	A	B	C	D	E	F	G	H	I	J	K	L
					[+] PTD Budget	[+] PTD Expense	[+] PTD Outstanding Commitments	PTD Balance Available	PTD Balance %	CM Expenses	FYTD Expenses	[+] Future Commitments
	Sponsored Program	Sponsored Class		Years of Validity	\$	\$	\$	\$		\$	\$	\$
3	5250053000	[+] DIRECT	Direct Expense	7	279,000.00	26,263.27	127,519.32	125,217.41	45	21,202.50	26,263.27	258,992.62
4		G6500	Indirect Cost	7	1,000.00	1,112.00		-112.00	-11	1,112.00	1,112.00	
5		G6501	Indirect Cost Subsidy	7	1,000.00			1,000.00	100			
6		[-] INDIRECT	Indirect Expense	7	2,000.00	1,112.00		888.00	44	1,112.00	1,112.00	
7		G4100	Revenue	7					0	-2,712.00		
8		[-] PAYMENTS	Payment Received	7					0	-2,712.00		
9		Result			281,000.00	27,375.27	127,519.32	126,105.41	45	19,602.50	27,375.27	258,992.62

This KF will display Expense upto Posting Period/Grant Year based on User Input. Once expanded, Expenses are broken down by Grant Years (including future).

This KF will display Balance available (PTD Budget - PTD Expense - PTD Outstanding Commitment)

Percentage Of Balance Available

This KF will display Total of Labor, PO & Fund Reservation commitment beyond the Entry period/Grant Year based on user input.



# BI Reporting

The Budget can be expanded to display the following breakdown.

1. PTD Notice of Award
2. PTD Budget Revision
3. Carry Forward
4. Total Budget

The budget can then by further breakdown by the budget years.

The screenshot shows a BI Reporting interface with a table displaying budget data. The table has columns for various budget components and their values. Callouts provide additional context for specific columns.

	B	C	D	E	F	G	H	I	J
1					[-] PTD Budget	[+] PTD Notice Of Award	Carry Forward	[+] PTD Budget Revision	[+] Total Budget
2	<b>Sponsored Program</b>	<b>Sponsored Class</b>		<b>Years of Validity</b>	\$	\$		\$	\$
3	5250053000	[+] DIRECT	Direct Expense	7	279,000.00	281,000.00		-2,000.00	279,000.00
4		[+] INDIRECT	Indirect Expense	7	2,000.00	2,000.00			2,000.00
5		[+] PAYMENTS	Payment Received	7					
6		<b>Result</b>			<b>281,000.00</b>	<b>283,000.00</b>		<b>-2,000.00</b>	<b>281,000.00</b>

**Callouts:**

- Once expanded, the following columns are displayed:**
  1. PTD NOA
  2. PTD Budget Revision
  3. Carry Forward
- This KF will display Notice Of Award upto the Entry period/Grant Year based on user input. Once expanded, NOA is broken down by Grant Years (including future)**
- This KF will display Carry Forward amount for Non-Single WBS**
- This KF will display below Budget Components upto the Entry period/Grant Year based on user input.**
  - 1)Returned Budget
  - 2)Supplemental Budget
- This KF will display Total Budget (including Future)**

# BI Reporting

Commitment field can be expanded to display the following types of commitments

1. Fund Reservation
2. PO Commitments
3. Labor Commitments

**PTD Outstanding Commitments:**  
Once expanded, the following columns are displayed:  
1. Fund Reservation  
2. PO Commitments  
3. Labor Commitments

**Commitment for Fund Reservation**  
upto Entry period/Grant Year based on user input

**Commitment for Purchase Order valid upto**  
Entry Period/Grant Year based on user input

**Labor Commitment**  
valid upto Entry Period/Grant Year based on user input

[-] PTD Outstanding Commitments	Fund Reservation/Parked	PO Commitment	Labor Commitment
\$	\$	\$	\$
127,519.32	1,000.00	0.00	126,519.32
127,519.32	1,000.00	0.00	126,519.32

# Training & Go-Live

There were 4 webinars (webinars are recorded to future reference).

Tuesday, January 30th: 10:00am – 11:00am

Wednesday, January 31st: 2:00pm – 3:00pm

Monday, February 5th: 2:00pm – 3:00pm

Wednesday, February 7th: 10:00am – 11:00am

Coaching labs are scheduled at 1300 York Avenue in the ITS Suite, Room LC-02

Monday, February 12<sup>th</sup> at 2:00pm - 4:00pm

Wednesday, February 14<sup>th</sup> 2:00pm - 4:00pm

Monday, February 26<sup>th</sup> at 2:00pm - 4:00pm

Effective Monday, **February 12, 2018**, single WBS will be implemented.

Grant Statement and Grant Detail Statement to be retired **March 12, 2018**.

# Questions

