



How to Access a Grant Expenditure Report (Inception-to-Date)

Each month, a grant Inception-to-Date report is delivered to the Principal Investigator (PI) of all grants. The report is delivered in Excel and displays numbers from Banner for these fields:

- Grant Budget
- Inception to Date Activity (actual expenditures to-date on the grant budget)
- Commitments (purchase orders issued but not invoiced)
- Available Budget

The dollar amounts displayed reflect all financial activity on the grant since the grant start date.

Although these reports are delivered monthly, PIs can access them directly any time by following these instructions:

1. Log on to WPCconnect
2. Click on Employee (Located top left of the screen)
3. Click on Finance (Located far left of the screen)
4. Click on "Principal Investigator Monthly Report" under the Reporting Category
5. Type your grant's fund code in the "Fund Code" box.
6. You have the option to view the report on screen or export to excel.

When viewed via excel the first tab illustrates the Grant Inception to Date report. The second tab will provide any applicable labor details, which should tie to the Salary and Fringe detail on the first tab.

Sample Inception-to-Date Report:

WPU GRANT INCEPTION TO DATE Report						
As of: 24-Jan-2020						
Grant:	(G3950)		Principle Investigator:			
Fund:	(3950)		Finance Manager:			
ORGN	Account	Account Title	Adjusted Budget	Inception to Date Activity	Commitments	Available Balance
573100	60000	Salary Pool	\$ 11,179.52	\$ -	\$ -	\$ 11,179.52
573100	62030	Part-time, Spec Purp Faculty	\$ -	\$ 7,500.00	\$ -	\$ (7,500.00)
573100	62350	Student Assistants-Other	\$ -	\$ 2,880.00	\$ -	\$ (2,880.00)
573100	65010	Social Security	\$ -	\$ 643.55	\$ -	\$ (643.55)
573100	65015	Medicare Benefit	\$ -	\$ 150.51	\$ -	\$ (150.51)
573100	65020	NJ UI/DI/WFD/HC Tax Benefit	\$ -	\$ 5.46	\$ -	\$ (5.46)
573100	G2200	Grant Other Supplies	\$ 2,123.87	\$ 2,123.87	\$ -	\$ -
573100	G3000	Grant Travel	\$ 3,111.27	\$ 3,111.27	\$ -	\$ -
573100	G6030	Grant Equipment Greater Than \$1000	\$ 6,586.84	\$ -	\$ 6,586.84	\$ -
573100	G6040	Grant Comp Equip Greater Than \$1000	\$ -	\$ -	\$ -	\$ -
TOTALS:			\$ 23,001.50	\$ 16,414.66	\$ 6,586.84	\$ 0.00