

OSU Grant Reporting System (GRS)

Navigate to: MyOSU → Admin Tools → Grant Reporting

Direct Link: <https://bfpsystems.oregonstate.edu/bfponline/Default.aspx>

The screenshot shows the top navigation bar with links for OSU, Calendar, Library, Maps, and Online Services, along with a search box. The main content area includes several sections:

- Grant Reporting**: Provides principal investigators (PI's), co-PI's, grant account managers, and business managers with the current financial status of grant funds. Includes links for [Announcements](#), [Non-FIS Encumbrance Accounting \(opens in new window\)](#), [PI Email Notification](#), [Grant Report by Grant Code](#), and [Help](#).
- OSU Reimbursement and Scholarship System**: FS Index Foundation Reimbursement Requests. Scholarship award and approvals. Includes a [Help](#) link.
- Report Center**: Other reports published by the Office of Budget and Fiscal Planning.
- Help**: Help resources for the Grant Reporting System, Reimbursement System, Scholarship System, OSU Foundation, GRRS user administration, and reporting in general.

The **Index Search** section is highlighted, showing options to view budgeted and actual finance activity by Index. It includes radio buttons for **CORE Index Search (opens in new window)**, **Grant Reports**, and **Index Account Reports**. Below are input fields for Fiscal Year (set to 2018), Index, and Activity, with a **Search** button.

Cooperative Open Reporting Environment (CORE)

Navigate to: MyOSU → Admin Tools → CORE Reports → uReports

Direct Link: <https://core.oregonstate.edu/reports>

Select uReports, scroll to bottom to find this interface:

The screenshot shows the **Index Search** interface for the Cooperative Open Reporting Environment (CORE). It includes the following elements:

- Index Search**: View budgeted and actual finance activity by Index or Activity Code.
- Search**: Radio buttons for **CORE** (selected) and **GRS**.
- Fiscal Year**: Input field set to 2018, with a range of (1996-Present).
- Index**: Empty input field.
- Activity**: Empty input field.
- Search**: Button to execute the search.
- ORGs under Oregon State University**: A list of organizational units with links:
 - [Executive & Administrative Offices](#)
 - [Colleges & Branch Campuses](#)



GRRS Simple Report

Grant Reporting System, How to Read the Grant Summary Report

****GRRS can be found through My OSU under Admin Tools or by visiting <https://bfpsystems.oregonstate.edu/bfponline/>**

Project Start:	7/1/2009	Current End:	1/1/2012
Index:	F0000A - SES APSF Grwth Pro Sci Degr	Agency:	Alfred P. Sloan Foundation
Fund:	F0000A - SES APSF 010112 Bechert Grwth Prof	OPAA Accountant:	Courtney A Clark
Organization:	250000 - SES - Environmntl Sci Undergrd Prog	IC Rate:	12%
Program:	18103 - Othr Spon Acty On campus Domestic	IC Basis:	MTDC

As Of 11/2/2011 Available Balance: \$17,445.69

	Budget	Beginning Balance as of July 1	Actual Inception-to-Date	Current Balance	Encumb	Non-FIS Encumb	Projected Balance	
Salaries/OPE								
Unclassified Salaries	\$54,000.00	\$56,357.85	\$65,759.85	(\$11,759.85)	\$5,276.00	\$0.00	(\$27,035.85)	
Other Payroll Expenses	\$24,840.00	\$210,172.8	\$25,328.92	(\$488.92)	\$7,140.21	\$0.00	(\$7,629.13)	
Subtotal Salaries/OPE	\$78,840.00	\$77,375.13	\$91,088.77	(\$12,248.77)	\$22,416.21	\$0.00	(\$34,664.98)	
Services & Supplies Expense								
Supplies Expense	\$3,200.00	\$179.23	\$249.99	\$2,980.01	\$0.00	\$0.00	\$2,980.01	
Communications	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	
Postage & Shipping	\$0.00	\$95.63	\$95.63	(\$95.63)	\$0.00	\$0.00	(\$95.63)	
Rentals & Leases	\$0.00	\$146.70	\$146.70	(\$146.70)	\$0.00	\$0.00	(\$146.70)	
Fees & Services	\$17,300.00	\$11,988.52	\$13,993.27	\$3,306.73	\$0.00	\$0.00	\$3,306.73	
Other Services & Supplies	\$7,400.00	\$3,578.76	\$3,762.43	\$3,637.82	\$0.00	\$0.00	\$3,637.82	
Subtotal Services &	\$30,100.00	\$15,988.84	\$18,217.77	\$11,882.23	\$0.00	\$0.00	\$11,882.23	
Travel								
Travel	\$16,900.00	\$5,781.48	\$6,320.52	\$10,579.48	\$0.00	\$181.56	\$10,397.92	
Subtotal Travel	\$16,900.00	\$5,781.48	\$6,320.52	\$10,579.48	\$0.00	\$181.56	\$10,397.92	
Subcont/Subgrnt up to/incl								
Subcont/Subgrnt up to/incl \$25K	\$60,000.00	\$5,309.31	\$5,309.31	\$54,690.69	\$22,766.69	\$0.00	\$31,924.00	
Subtotal	\$60,000.00	\$5,309.31	\$5,309.31	\$54,690.69	\$22,766.69	\$0.00	\$31,924.00	
F0642A Totals:								
Expense	\$185,840.00		120,936.37	64,903.63	45,182.90	181.56	\$19,539.17	
							**Projected F&A Cost:	\$2,093.48
							Projected Available Balance:	\$17,445.69

Notes:
 ** Less F&A calculation: $((\$19,539.17 / (1 + 12/100)) * (12/100)) = \$2,093.48$

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 Inception to Date_No_Income_G1

Grant Reporting and Foundation Reimbursement Systems (GRRS) Overview Tricks and Tips

How to get to GRRS:

1. Go to Budget and Fiscal Planning- use the online systems link or
2. Go to My OSU Portal- to Admin Tools

You will log in with your ONID information

Once you are logged in: **Click on Grant Reporting (on the main page)**-this will take you to a list of your grants (indexes)

Select an index. You will then notice tabs at the top of the page.



1. Summary:

- a. **Budget**- original budget
- b. **Actual spending to date**
- c. **Current balance**
- d. **Encumb**- Drill down to see what/who is encumbered.
- e. **Non-FIS Encumb** – BC can add encumbrances that aren't automatically created (i.e. fee remission, pending purchases)
- f. **Projected Balance**

2. Period Detail: Shows what is has been spent by the month.

- a. **Each category has a plus button**- Select the plus to see the activity in each category

<input type="checkbox"/> Grad Asst/Res Phys/Dent/Clin Fellws	\$70,236.00	\$2,736.00	0.00	0.00	0.00	1,127.40	1,127.40	1,127.40	0.00	0.00	\$6,118.20
LFM Name			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	FY14 Total
Armstrong, Jessica Lynn			0.00	0.00	0.00	1,127.40	1,127.40	1,127.40	0.00	0.00	3,382.20

b. Under the Supplies and travel- See what has been purchased

- i. **Doc Code Column**- Drill down to see information about each purchase
- ii. **Nolij Column**- See the actual documentation/receipts

<input type="checkbox"/> Supplies Expense	\$10,993.00	\$698.88	518.34	
Date	DocCode	Nolij	TRANSACTION DESCRIPTION	JUL
7/17/2013	Z0225421		AMAZON.COM	41.01

3. **Legacy:** another way to see the summary
4. **Transactions:** See transaction by Fiscal year and month
5. **Documents:** Links to all Proposal and Award information for the grant

Summary	Period Detail	Legacy	Transactions	Documents
Grant Document		Nolij Create Date		
Grant S14530 Award		2012-04-16		
Grant S14530 Award		2013-06-06		
Grant S14530 Proposal		2012-04-16		
Grant S14530 Proposal		2013-06-06		

Back on the main page:

1. Index Search Box: E&G funds (start-up, discretionary balances)

In the index search box you and put the EXX205 or EXX040- and an Activity code- Use your activity code EXXX. This will be similar to what you see when looking at your grants. **Note: You can ignore account codes 10951 and 10994 the amount on these will be reimbursed .**

Index Search
View budgeted and actual finance activity by Index. Public Budget Reports are available only while you are on the OSU network or VPN.

Search: Public Budget Reports (opens in new window) Grant Reports **Index Account Reports**

Fiscal Year: (1996-Present) Index: Activity:

2. Grant Report By Grant Code

a. For grants with more than one index:

- i.** Grant Code: enter the index number replace the last letter with a zero- this will give you all the indexes; the overall budget and spending on the grant.

Grant Search
View budgeted and actual finance activity by grant.

Search:

Fiscal Year: (1996-Present) Grant Code:

GRRS: Is updated daily