

Grants WorkCenter-PI Dashboard

First-time Navigation:

Please make sure you are signed in using VPN. If you do not have VPN, please reach out to Helpdesk@untdallas.edu

1. Go to **UNT System Employee Self Service** and sign in

Employee Self Service

EUID _____

Password _____

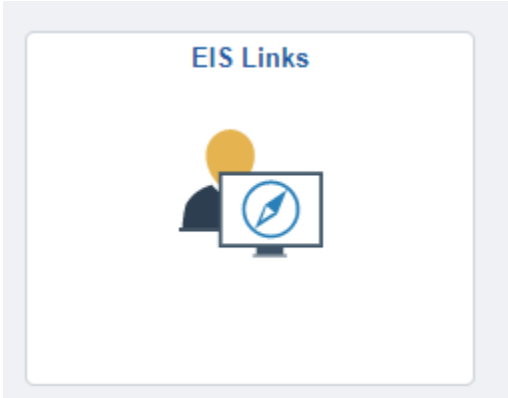
Sign in

[Can't sign in?](#) Clear your web browser cache or open a private browsing session. Check your EUID and password, or complete a [service request](#) for assistance.

Service interruptions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

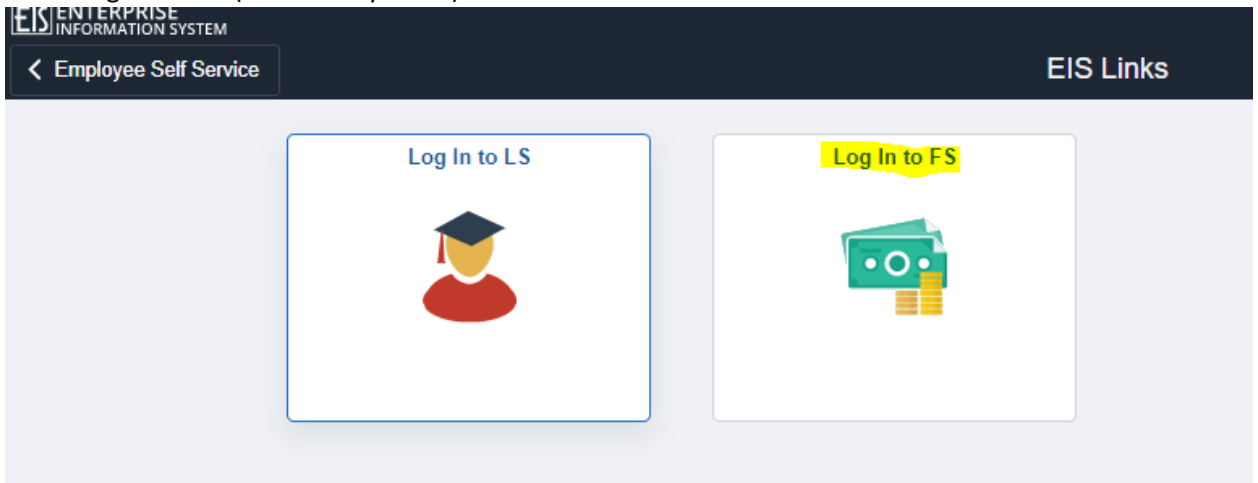
Last update: April 27, 2021 • Page corrections to: Webmaster
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2. From the Employee Self Service Home Page find EIS links.



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3. Click “Log in to FS” (Financial Systems)



4. Bookmark this page in your browser for future reference so you can go straight to the “FS” website when you sign in next time.



Financial Services

EUID

jb0796

Password

.....

Sign in

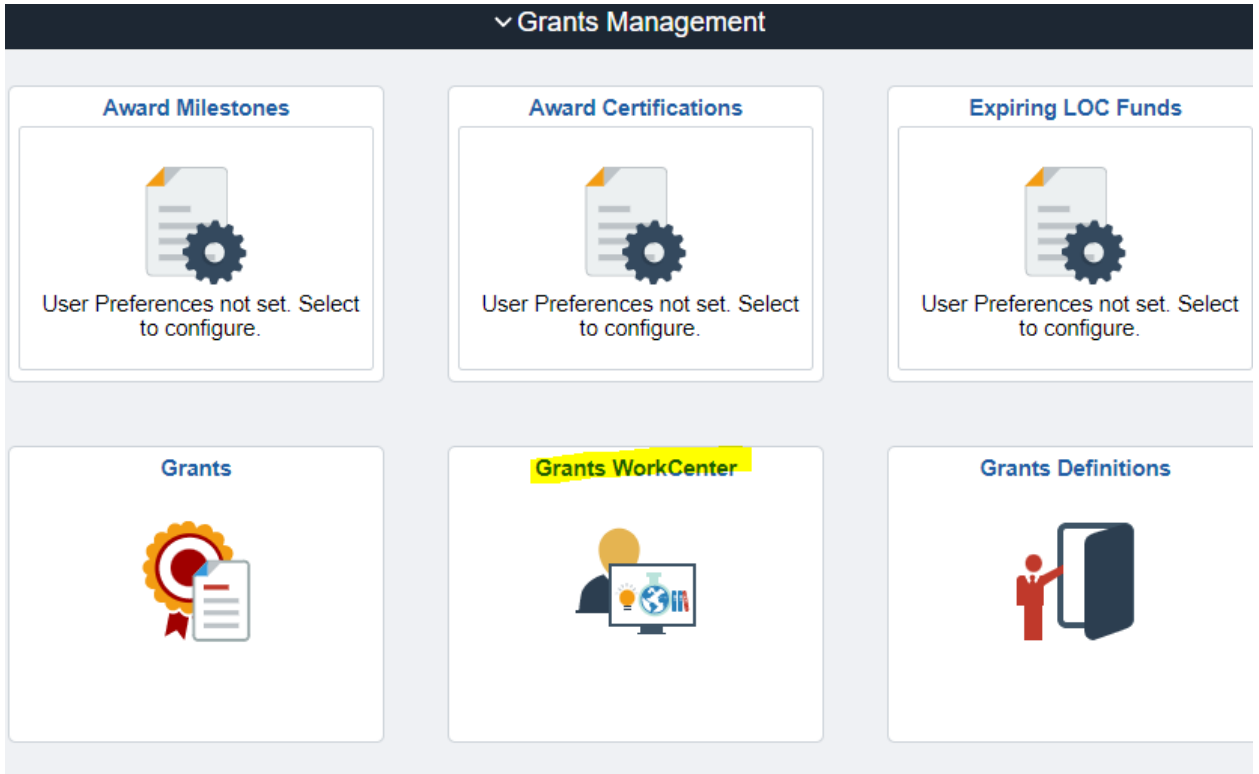
- 5.

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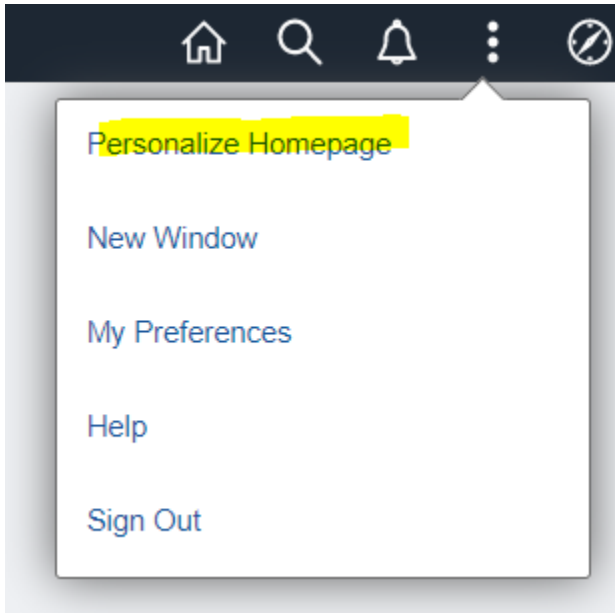
- From the Employee Self Service Home Page in the Financial Systems environment “FS” click on the drop down arrow to locate Grants Management.(highlighted below)



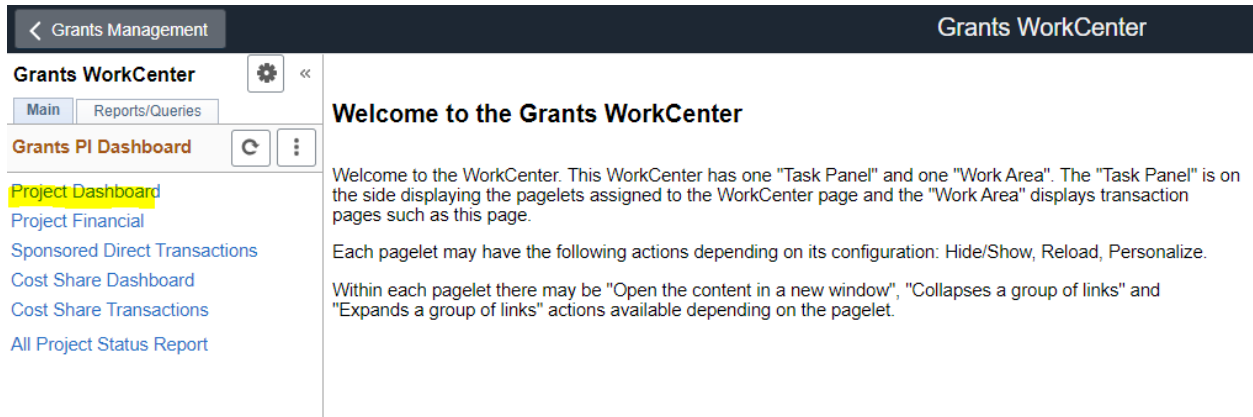
- From the Grants Management Home Page click on Grants WorkCenter.(highlighted below)



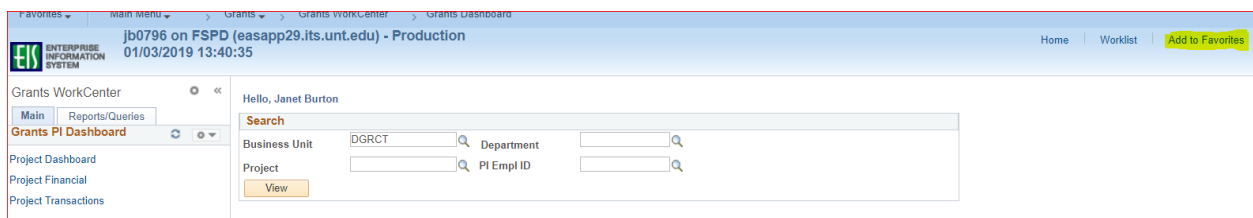
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8. Select Project Dashboard on left panel



Project Dashboard will appear. You can save this page as a favorite using the hyperlink at the top right.



Enter Business Unit as **DGRCT**, then enter Project or PI search criteria then click View to see results.

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Results appear below the search parameters.

The Project List shows summarized information about the project(s), including start/end date, authorized funding, spending information, and burn rate. Each project has a hyperlink to drill to further details. The Print button will put the information in a printable format.

The screenshot displays the Grants WorkCenter-PI Dashboard. At the top, it shows the user 'jb0796 on FSPD (easapp29.its.unt.edu) - Production' with a timestamp of '01/03/2019 13:40:35'. The interface includes a navigation menu on the left with options like 'Main', 'Reports/Queries', 'Grants PI Dashboard', 'Project Dashboard', 'Project Financial', and 'Project Transactions'. A search section is present with filters for 'Business Unit' (DGRCT), 'Department' (500300), and 'Pre-Collegiate Programs'. Below the search is a 'Sponsored Project Dashboard' showing 'Total Active Projects: 3' as of '01/03/2019'. A 'Print' button is visible. The main section is a 'Project List' table with columns for Business Unit, Project, Start Date, Authorized End Date, Authorized Funding, Expenses, Encumbrance, Pre Encumbrance, Balance, and Burn Rate.

Business Unit	Project	Start Date	Authorized End Date	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
DGRCT	PF20001	09/01/2017	08/31/2019	579,079.00	244,744.30	74,082.29	54,150.00	206,102.41	64.41%
DGRCT	PF20002	09/01/2017	08/31/2019	579,079.00	243,421.71	26,370.13	91,483.36	217,803.80	62.39%
DGRCT	PF20005	10/01/2017	09/30/2019	174,401.00	216,184.83	84,350.72	0.00	173,865.45	63.35%

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Below the Project List is a Sponsored Project Summary that contains additional details about each project.

Sponsored Project Summary		Find	View 1	First	1-3 of 3	Last
PF20001 - UNT Dallas Upward Bound Classic 1						
Sponsor:	U.S. Department of Education	Sponsored Award #:	P047A170437			
Department:	Pre-Collegiate Programs	Project Dates:	09/01/2017 - 08/31/2022			
Project Status:	Approved	Authorized End Date:	08/31/2019			
PI Name:	Douglas,Nakia	Budget Period:	2 of 5			
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC			
Total Sponsored Amt:	\$1,351,579.00	Total Cost Share:	\$0.00			
PF20002 - UNT Dallas Upward Bound Classic 2						
Sponsor:	U.S. Department of Education	Sponsored Award #:	P047A170456			
Department:	Pre-Collegiate Programs	Project Dates:	09/01/2017 - 08/31/2022			
Project Status:	Approved	Authorized End Date:	08/31/2019			
PI Name:	Douglas,Nakia	Budget Period:	2 of 5			
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC			
Total Sponsored Amt:	\$1,351,579.00	Total Cost Share:	\$0.00			
PF20005 - UNT Dallas McNair Program						
Sponsor:	U.S. Department of Education	Sponsored Award #:	P217A170348			
Department:	Pre-Collegiate Programs	Project Dates:	10/01/2017 - 09/30/2022			
Project Status:	Approved	Authorized End Date:	09/30/2019			
PI Name:	Douglas,Nakia	Budget Period:	2 of 5			
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC			
Total Sponsored Amt:	\$1,171,196.00	Total Cost Share:	\$0.00			

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Clicking on a project hyperlink takes you to the Project Financial page, which includes summary and detailed information for project financial information. Categories can be expanded for a more detailed view, or you can click the View Transactions button to see further transaction details.

Favorites ▾ Main Menu ▾ > Grants ▾ > Grants WorkCenter > Project Financials

jb0796 on FSPD (easapp29.its.unt.edu) - Production
 01/03/2019 14:00:46

Home

Grants WorkCenter

Main Reports/Queries

Grants PI Dashboard

Project Dashboard

Project Financial

Project Transactions

My Work

Links

Hello, Janet Burton

Project ID: PF20001

As Of Date 01/03/2019

Project Financial Summary

Category	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
Sponsored Direct Total	540,802.00	232,646.29	74,082.29	54,150.00	179,923.42	66.73%
Sponsored Indirect Total	38,277.00	12,098.01			26,178.99	31.61%
Sponsored Project Total	579,079.00	244,744.30	74,082.29	54,150.00	206,102.41	64.41%

[View Transactions](#)

Project Financial Details

Sponsored Direct

Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance (A)-(B)-(C)-(D)= (E)	%Available
B5010 - Salaries & Wages	267,800.00	114,848.25	57,163.39	0.00	95,788.36	35.77%
▶ Details						
B5050 - Payroll Related Costs	78,874.00	26,834.75	16,917.70	0.00	35,121.55	44.53%
▶ Details						
B5100 - Professional Fees and Svcs	62,338.00	70,015.91	0.00	54,150.00	-61,827.91	-99.18%
▶ Details						
B5250 - Travel	10,000.00	4,794.97	0.00	0.00	5,205.03	52.05%
▶ Details						
B5300 - Materials & Supplies	101,150.00	12,793.22	1.20	0.00	88,355.58	87.35%
▶ Details						
B5370 - Printing and Reproduction	2,600.00	120.07	0.00	0.00	2,479.93	95.38%
▶ Details						
B5500 - Othr Operating Exp	18,040.00	3,239.12	0.00	0.00	14,800.88	82.04%
▶ Details						
Sponsored Direct Total	540,802.00	232,646.29	74,082.29	54,150.00	179,923.42	33.27%
Sponsored Indirect Total	38,277.00	12,098.01	0.00	0.00	26,178.99	68.39%
Sponsored Project Total	579,079.00	244,744.30	74,082.29	54,150.00	206,102.41	35.59%

Cost Share

	0.00	0.00	0.00	0.00	0.00	None
Cost Share Total	0.00	0.00	0.00	0.00	0.00	None
Project Total:	579,079.00	244,744.30	74,082.29	54,150.00	206,102.41	35.59%

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Clicking the View Transactions button takes you to the Transaction Detail page, where you can enter search criteria to see further details, such as journal, voucher ID and amount

Transaction Detail

Filter Criteria

Business Unit: DGRCT Project: PF20001 Voucher ID: []

Date Range: Last 30 Days Fiscal Year: [] Journal ID: []

Account: [] Acctg. Period: [] [View Transactions](#)

Business Unit	Project	Account	Journal ID	Voucher ID	Amount	Accounting Date	Fiscal Year	Accounting Period
DGRCT	PF20001	C5250-Travel-Domestic		00021767	124.42	12/11/2018	2019	4
DGRCT	PF20001	C5540-Othr Operating Exp		00021760	800.00	12/11/2018	2019	4
DGRCT	PF20001	C5050-Payroll Related Costs	HR00092549		6.89	12/11/2018	2019	4
DGRCT	PF20001	C5050-Payroll Related Costs	HR00093607		2,207.84	12/31/2018	2019	4
DGRCT	PF20001	C5250-Travel-Domestic		0021344A	40.45	12/11/2018	2019	4
DGRCT	PF20001	C5014-Staff Salaries	HR00093607		7,132.06	12/31/2018	2019	4
DGRCT	PF20001	C5030-Wages	HR00092549		90.00	12/11/2018	2019	4
DGRCT	PF20001	C5030-Wages	HR00093607		1,003.32	12/31/2018	2019	4

Please Note: ITSS is in the process of adding UNT Dallas Sponsored Projects Accounting contact information to the top of this page.

Clicking on an amount Hyperlink will provide detail information for each expense, such as Payee and PO#.

VCHR_ACCTG_LINE

Business Unit: DGRCT Project: PF20001 Voucher ID: 00021760

Account: C5540 Amount: 800.00

Account	Journal ID	Supplier Name	Voucher ID	Voucher Reference	PO Number	Paid Date	Amount
55413- Books RefrNC Mtris-NonCap	AP00092784	Rock-T Holla Productions LLC	00021760	BK101	0000007708	12/13/2018	50.00
55413- Books RefrNC Mtris-NonCap	AP00092784	Rock-T Holla Productions LLC	00021760	BK101	0000007708	12/13/2018	750.00

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Other Items:

You can use the Hyperlinks on the left of the WorkCenter if you want to go directly to the Project Financial or Project Transactions pages. You can also collapse the Grants WorkCenter area on the left if desired by clicking <<.

