**Report Inventory: https://transformation.gatech.edu/financials-transformation/workday-reports**

**WORKDAY GRANTS REPORT:**

**Find Awards:** This report provides a listing of awards, header attributes, line detail amounts, billing amounts, amendments, rate agreements, and award balances.  It should not be ran wide open but for specified parameters. Grants and Contracts will use this report to identify awards imported from OSP as well as for a master list of awards.

**G&C Participant Support Transaction – GTCR**: This report is designed to facilitate monitoring and reporting of participant support expenditures in compliance with 2CFR200 and sponsor program guides.  Users may run the report by desired award and period to produce a drillable report summarized by spend category. Report fields includes: Award, Grant, Grant Type, Sponsor, Spend Category, Period, Fiscal Year and Total.

**SABER:** This report provides visibility and flexibility to manage financial activity for awards and grants. The report presents real-time budget, spend, and remaining balance on awards and grants. You can drill down into transactions that originated in Workday, including supplier invoices, expense reports, purchase orders, requisitions, and accounting journals. SABER by Award is on the Award level and provides capability to quickly summarize Award costs by object class (cost category), cost center, and more. SABER by Object Class is similar that is provides financial data by Object Class.

**Award Audit Summary – GTCR:** This report is used to provide supporting detail to sponsors at the summary transaction level for expenses that have been billed. This report shows award master detail such as the sponsor, PI, award dates, budget, and amendments. The report also shows those transactions that have been billed or partially billed. As such, it is not intended to match the SABER, as the SABER shows all expenses including cost share, ready to bill, unbillable, etc. This report does not include transactions where the object class = Unallocated. User will be able to search by award, sponsor, period, and accounting date.

**GT Award Exception Report:** This report provides a summary view of awards in a PI or grant manager’s research portfolio. The report can be run by award PI, grant PI or grant manager and is designed to help users see how much of the current budget has been spent, what is pending expenditure, and what funds remain available for spending. Users may run the report to cover awards in specific time periods.  The fields shown include the award end date, months remaining on the award, budget details (original, amendment, current), actual expenditures, obligations (and estimated F&A), available balance, and percent remaining.

Please note that the cost center, grant manager, and G&C roles are at the grant level. Running this report at the grant level would therefore not provide all of the award information for awards with multiple grants.

**Extract Awards:** This report provides a listing of awards and award header attributes. It returns results quickly when run for all awards. It can be run by award, status, and award group. Grants and Contracts will use this report to identify awards imported from OSP as well as for a master list of awards.

**Extract Grants:** Provides a listing of all grants and related worktags. It can be run by grant, hierarchy, fund, cost center.

**GT Award Lines Extract – GTCR:** This report returns demographic information and creation dates on award and grant lines. This would be useful for departments to check the status of their new awards/ new subprojects to see if they are up and who they would contact if there were any errors in the setup. They could also use it to extract all their awards in an overview summary that doesn't include the financials like the Saber. Also, there is a filter for spend restrictions, that could help departments make sure they're managing awards with travel or equipment restrictions.

**GT RPT Cost Share Fund In progress Report:** This report is a cost share report which compares the total value of cost share needed and met as of the date entered against the sponsored costs within the same date range. This report rolls up all the grant lines for cost share and sponsored costs together, so that it's easier to compare, and perform a useful analysis of the spend rate for each. This would be useful to help departments manage their cost share projects to ensure that cost share is being met at the same rate as the sponsored costs, and reminds them of the time remaining to spend. This would also help you ensure that the cost share met in their records matches ours, and it lists the person who would assist them if there is an errors/discrepancies.

**LITE and External Reports:**

**Ad-Hoc Salary Details:** LITE report that display salary information by employee, cost center, or worktag for a selected date range.

**Commitment Accounting – Person Hours**: LITE Report that displays the amount of work performed on an Award. Displays Grant, Employee Name, Job Titles, FTE, Pay Month, Total Hours, Hourly Rate, Fulltime Annual Salary, Project Cost, and Fringe Benefits. Required by Federal Sponsors and Industry Sponsors.

**GRA by PI:** This LITE report allows users to report specifically on Graduate Research Assistants supported by Grants/Awards in Resident Instruction units. It allows users the ability to review GRAs charged to an award, grant, or sponsor by accounting period.

**Legacy PEB:** This report is our financial legacy report used for prior Fiscal Years before Workday.