NUFIN Principal Investigator Dashboard Overview and Configuration

Description: This guide provides a brief overview of the available reports on the NUFIN Principal Investigator Dashboard and how to configure the settings for each report. This will allow the PI to review charges that are hitting their awards and grants, review salaries, review remaining balances and much more.

Summary: Access the **NUFIN Principal Investigator Dashboard** by using the Search bar in Workday. There are 6 main dashboard tabs with reports embedded into each. *Note that users may only access information related to grants they have access to.*

Dashboard Tab	Reports Available on Tab
Award Summary	• NUFIN-RF013 Award Budget vs Actuals – Grant Summary
Award Status w/AR Detail	• NUFIN-RF016 Budget vs Actual by Award – Dashboard Displays Unbilled, Billed and Open AR balances
Personnel	• NUFIN-RF010 Personnel Expenditures by Month – By Accounting Date • Lists of employees and amounts by month charged to an award
Subrecipient Reports	• NUFIN-RF006 Subrecipient Budget vs Actuals • NUFIN Subrecipient Processes Awaiting Me
Designations and Gifts	• NUFIN Designation Balances NEW • NUFIN Gift Budget to Actuals
More Reports and Resources	• NUFIN-RF011 Grant Expenditures by Month • Additional report links and resources

Workday Grants Key Terms

- **Award** – *(Formerly known as "G#" in Banner Finance),* represents the formal agreement between Northeastern University and a sponsor to fund specific research or project activities. It serves as the overarching structure that links all financial components, such as budgets, award schedules, and related grant worktags. Ex. AWD1234

- **Grant (Worktag)** – A worktag is used to track financial transactions and reporting related to a specific sponsored Award. In the Foundational Data Model (FDM), the Grant worktag identifies transactions tied to externally funded research and ensures proper attribution to the corresponding Award. Ex. GR9876

- **For more information on Workday Grants, review the** [Grants Overview Reference Guide](#)

General Reporting Tips and Tricks: Review these tips and tricks below on how to navigate reports in Workday.

- Training session on reports is here: Report Training Video
- **Configuring Dashboard Reports:** Each report on the dashboard contains a small gear icon that provides access to the report prompts. Click the gear icon and select "Edit Settings" from the drop down menu.
- **The header columns of each report** allow users to sort and filter data as needed. Click the header column name, such as "Award" or "Worker to open up options.
- **Blue text** indicates hyperlinks. There are two types of hyperlinks in the reports:
    - Budget, Actuals, and Obligation amounts – These are "drillable" totals. Clicking into each amount will open a popup window and show detailed transactions supporting the total amount.
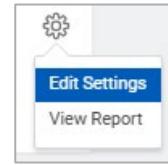
Current Budget	Actuals Current Period	Actuals LTD	Obligations
25,108,466.00	0	24,306,237.08	802,237.92

    - Award, Grant, Employee, etc. – If the information is not an amount, the hyperlink will take you directly to that instance in Workday. For example, clicking the Award (ie, AWD#) will bring you to the Award Contract.
    - Left click on the hyperlink and click "See in new tab" to open as separate window to avoid losing dashboard view.

Dashboard Report Tab Details

Dashboard Tab	Reports Available on Tab
Budget vs Actuals	• NUFIN-RF013 Award Budget vs Actuals – Grant Summary

This report provides summarized budget to actuals data for each grant the PI is for, showing the bottom line total for each grant.

If you are the lead PI or a Co-PI with your own grant worktag it will display on this report. The report can be filtered further. For example, Organization (used to identify specific Grants) or Award could be filtered.

Sample Output

Prompts are filled in with default parameters. Additional prompts include:

- **Grant PI**: This will default to your security settings
- **Organization**: If your grants are housed in various DIVs, you can filter here, but recommend that you leave this blank.
- **Grant**: Specific GR#s can be selected to narrow down the report list if you have a large portfolio with many GR#s
- **Object Class:** This is a categorical mapping of your budget and where the spending roles up. Example: Sponsored Programs: 01 – Salary
- **Worktags:** Worktags that can be identified here to filter your results. Drop down has many possibilities.
- **Award:** Specific AWD# can be selected to narrow down the report list if you have a large portfolio with many AWD#s
- **Award Lifecycle Status:** Allows you to filter by Active, Closeout Final, Closeout Pending, Active-Advance and many other status.

Dashboard Tab	Reports Available on Tab
My Awards	• NUFIN-RF016 Budget vs Actual by Award - Dashboard

This report organizes the PI's award portfolio by the current status of the award. This data is organized from a hierarchical view. This report also gives you Open AR data and payment information. Click into the arrow icons to the left of each award name to expand the view and display the grant worktags assigned to each.

By default, this report will pull in budget vs actuals based on the grants the user is the PI or Co-PI for. The report can be filtered further. For example, Organization (used to identify specific Grants) or Award could be filtered.

Sample Output

Award/Grant	Award Budget Start Date	Award Budget End Date	Award Line F&A Rate	Award Line From Date	Award Line To Date	Current Budget	Actuals Current	Actuals for Time Period	Commitments	Obligations	Commitments & Obligations	Actuals & Commitments	Remaining Budget	Unbilled AR	Billed Amount	Open AR
AWD9999: HHS/1R01LM	9/1/2023	5/31/2026	0.00%			1,139,154.00	0	683,386.46	0	33,696.63	33,696.63	717,083.09	422,070.91	61,206.77	622,179.69	74,211.91
GR0223 HHS/1R01L			60.00%	9/1/2023	5/31/2026	585,312.00	0	340,242.09	0	0.00	0.00	340,242.09	245,069.91	48,100.64	292,141.45	34,845.84
GR2429 HHS/1R01L			0.00%	9/1/2023	5/31/2026	482,782.00	0	298,980.40	0	6,925.60	6,925.60	305,906.00	176,876.00	13,106.13	285,874.27	34,098.31
GR2430			0.00%	9/1/2023	5/31/2026	71,060.00	0	44,163.97	0	26,771.03	26,771.03	70,935.00	125.00	0.00	44,163.97	5,267.76

Prompts are filled in with default parameters. Additional prompts include:

Edit Worklet Settings ✕

NUFIN-RF016 Budget vs Actual by Award - Dashboard

Edit Settings

Display Burn Rates? ☐

Grant PI [☰]

Company * [✕ NU USA Northeastern University ⋯ ☰]

Organization [☰]

Award Lifecycle Status [☰]
  ✕ Active
  ✕ Active - Advance Account
  ✕ Active - Ending Within 60 Days
  ✕ Active - Pre-Award Period
  ✕ Closeout Final
  MORE (3)

Object Class [☰]

Time Period * [✕ Award LTD (Award) ☰]

Worktags [☰]

Award [☰]

Additional Options [☰]

[OK] [Cancel]

- **Display Burn Rates?:** If you click on this box, it will apply logic that applies a burn rate to your commitments and obligations to give you an estimate of what remaining budget you will have at the end of the budget period.
- **Grant PI:** This will default to your security settings
- **Organization:** If your grants are housed in various DIVs, you can filter here, but recommend that you leave this blank.
- **Award Lifecycle Status:** Allows you to filter by Active, Closeout Final, Closeout Pending, Active-Advance and many other status.
- **Object Class:** This is a categorical mapping of your budget and where the spending roles up. **Example:** Sponsored Programs: 01 – Salary
- **Worktags:** Worktags that can be identified here to filter your results. Drop down has many possibilities.
- **Award:** Specific AWD# can be selected to narrow down the report list if you have a large portfolio with many AWD#s

Dashboard Tab	Reports Available on Tab
Personnel	• NUFIN-RF010 Personnel Expenditures by Month – By Accounting Date

By default, this report will pull in salary expenses for personnel on the grants the user is the PI for. The report can be filtered further or sorted. For example, if you click into the WORKER header, you can sort by Ascending order in order to see all employees alphabetically that are charged across your grant worktags. This report will allow you to see who is being charged to your projects and how much. If changes are needed, a PCA (Payroll Costing Allocation) or a PAA (Payroll Accounting Adjustment) may be needed to change distributions of an employee.

The data shown is for the last 12 months by fiscal year. Salary data is organized by accounting date. For salary organized by paycheck date, please run the NUFIN-RF010 Personnel Expenditures by Month – By Pay Check Date

Sample Output

NUFIN Principal Investigator Dashboard

Budget vs Actuals   My Awards   Personnel   Subrecipient Reports   Additional Resources   Additional Reports

NUFIN-RF010 Personnel Expenditures by Month - By Accounting Date

| Award | Grant | Award Line From Date | Award Line To Date | Worker | Position | Spend Category | FY26 | | | | | FY25 |
							01 Jul	02 Aug	03 Sep	04 Oct	05 Nov	12 Jun
AWD HHS/1R01	GR HHS/1R01	04/23/2021	04/01/2025	John Smith	136965 Stipend Graduate Assistant	SC012 Research & Teaching Assistant	$2,136	$2,136	0	-$4,271	0	0

Prompts are filled in with default parameters. Additional prompts include:

Edit Worklet Settings ✕

NUFIN-RF010 Personnel Expenditures by Month - By Accounting Date

Edit Settings

Grant PI or CoPI	✕ Timothy Bickmore ⋯	≡
Company *	✕ All NU Companies ⋯	≡
Time Period *	✕ Last 12 Periods ⋯	≡
Worktags		≡
Award		≡
Award Groups		≡
Grant		≡
Journal Source		≡

OK   Cancel

• **Grant PI:** This will default to your security settings

• **Worktags:** Worktags that can be identified here to filter your results. Drop down has many possibilities.

• **Award:** Specific AWD# can be selected to narrow down the report list if you have a large portfolio with many AWD#s

• **Award Groups:** Award groups are created by Research Finance for Federal Uniform Guidance audit requirements and to assist in portfolio management.

• **Grant:** Specific GR#s can be selected to narrow down the report list if you have a large portfolio with many GR#s

• **Journal Source:** There are many different journal source options that you can use to filter your list down to such as Allocation or Supplier Invoice.

If you prefer to see salary based on the month it was paid to the employee versus the accounting view, please run **NUFIN-RF010 Personnel Expenditures by Month – By Pay Check Date

Dashboard Tab	Reports Available on Tab
Subrecipient Reports	• NUFIN-RF006 Subrecipient Budget vs Actuals • NUFIN Subrecipient Processes Awaiting Me

Note: If you do not have any outgoing subcontracts with other institutions, then there may not be any data on this tab in the PI Dashboard.

NUFIN-RF006 Subrecipient Budget vs Actuals: By default, this report provides budget vs actuals data for the subcontracts the user is the PI for. The report can be filtered further. For example, Organization (used to identify specific Grants) or Award could be filtered.

NUFIN Subrecipient Processes Awaiting Me: This report lists all the pending subrecipient invoices requiring approval that are pending with the PI. The approval task can be launched via this report or in My Tasks. We do not recommend modifying the settings on this report to retain the report's data pull on the current status of pending processes.

Sample Output

Award	Grant	Subrecipient	Award Line From Date	Award Line To Date	Current Budget	Actuals for Time Period	Obligations	Actuals & Obligations	Remaining Budget
AWD████ T 08/29/2023 (version 1)	GR24████ re, T/Res Sub-Contract 1	Tufts Medical Center	09/01/2023	05/31/2026	482,782.00	304,126.14	1,779.86	305,906.00	481,002.14
AWD████ T 08/29/2023 (version 1)	GR24████ re, T/Res Sub-Contract 2	Boston University	09/01/2023	05/31/2026	71,060.00	54,034.72	16,900.28	70,935.00	54,159.72
Total					553,842.00	358,160.86	18,680.14	376,841.00	535,161.86

Edit Worklet Settings

NUFIN-RF006 Subrecipient Budget vs Actuals

Edit Settings

Grant PI or CoPI	
Company *	× NU USA Northeastern University
Grant	
Award Lifecycle Status	
Object Class	
Time Period *	× Award LTD (Award)
Worktags	
Award	
Additional Options	

OK   Cancel

Prompts are filled in with default parameters. Additional prompts include:

• **Grant PI:** This will default to your security settings

• **Grant:** Specific GR#s can be selected to narrow down the report list if you have a large portfolio with many GR#s

• **Award Lifecycle Status:** Allows you to filter by Active, Closeout Final, Closeout Pending, Active-Advance and many other status.

• **Object Class:** This is a categorical mapping of your budget and where the spending roles up. **Example:** Sponsored Programs: 01 – Salary

• **Worktags:** Worktags that can be identified here to filter your results. Drop down has many possibilities.

• **Award:** Specific AWD# can be selected to narrow down the report list if you have a large portfolio with many AWD#s

Dashboard Tab	Reports Available on Tab
Designations and Gifts	• NUFIN Designations Balances NEW • NUFIN Gift Budget to Actuals

NUFIN Designations Balances NEW: This report lists designation balances for the PI's assigned cost center including prior year ending balance, beginning balance for the current FY, any current activity to date, and the ending balance.

NUFIN Gift Budget to Actuals: This report lists provides budget to actual results for your gifts.

These reports are made available on the dashboard to assist you in reviewing all your funding sources in one dashboard, questions on these reports should be addressed to your Department administrator.

NUFIN Designation Balances NEW

Fund	Designation	Prior Year Ending Balance	Beginning Balance	Activity	Ending Balance
15 UR Internal	DN⬛ OH Return ⬛	$759,450	$759,450	($783)	$758,667
15 UR Internal	DN⬛ Support FY1⬛	$108,971	$108,971	($4,343)	$104,628
15 UR Internal	DN⬛ Prgm Support Funds	$367,042	$367,042	($1,417)	$365,625
15 UR Internal	DN⬛ TIER2⬛	$6,420	$6,420	($758)	$5,662
15 UR Internal	DN⬛, A Discre	$350,000	$350,000	0	$350,000
15 UR Internal	DN2⬛	$606,094	$606,094	0	$606,094
15 UR Internal	DN⬛ Conference	$4,276	$4,276	0	$4,276
15 UR Internal	DN⬛ RP	$9,817	$9,817	0	$9,817
15 UR Internal	DN⬛ (DESIGNATED)	$313,758	$313,758	($4,976)	$308,782
	Grand Total	$2,525,827	$2,525,827	($12,277)	$2,513,550

View More …

Prompts are filled in with default parameters. Additional prompts include:

Edit Worklet Settings ✕

NUFIN Designation Balances NEW

Edit Settings

Company	*	✕ All NU Companies
Time Period	*	✕ Current Period YTD
Cost Center Hierarchies		
Worktags		

OK   Cancel

The prompts should default in order for you to view all designations. Entering the Cost Center Hierarchy or the Worktags will give you more specific data.

Edit Worklet Settings   ✕

NUFIN Gift Budget to Actuals

Edit Settings

Worktags		☰
Ledger Account Type		☰
Fund		☰
Company	*	✕ All NU Companies ⋯	☰
Organization	*	✕ All Gifts	☰
Worktags		☰
Account Translation Rule Set *	✕ NU Budget ⋯	☰
Translation Currency	*	✕ USD ⋯	☰

OK   Cancel

Dashboard Tab	Reports Available on Tab
More Reports and Resources	- NUFIN-RF011 Grant Expenditures by Month - Research Report Library-Inventory List - Various additional Reports

NUFIN-RF011 Grant Expenditures by Month: This report provides data on expenditures by object class and spend category on the grants the user is the PI for. The report can be filtered further. For example, Organization (used to identify specific Grants) or Award could be filtered. The report is helpful to see a 12 month snapshot of your non-salary spending.

Additional reports are available for you to run if you choose. These are all linked within the worklet "Additional Reports and Resources. Once you click on the MORE link, it will expand and give you several additional reports available to you. You will be prompted for parameters in order for each report to be run.

Additional Reporting Tips and Tricks

Scheduling Reports

In Workday, you can set up schedules to run reports to you automatically at selectable time interval and time frame. You can do this by:

- Searching in the main Workday search bar "Schedule a Report" and selecting the task that shows.
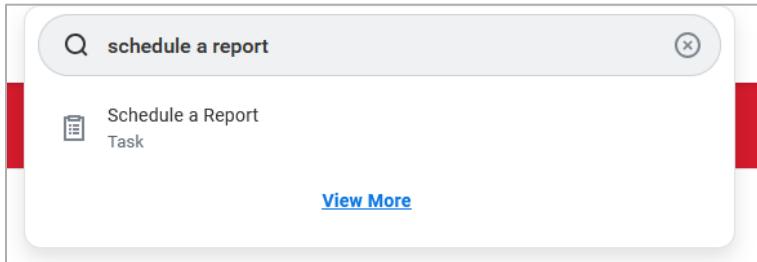
- In the menu that pops up, enter the report you want to schedule in the "Report" field. In the "Run Frequency" field, select the frequency you'd like the report to run to you. For this example, Weekly Recurrence was selected, but other frequencies are available. Also be sure to check the checkbox next to "Populate Default Prompt Values". Click "OK".
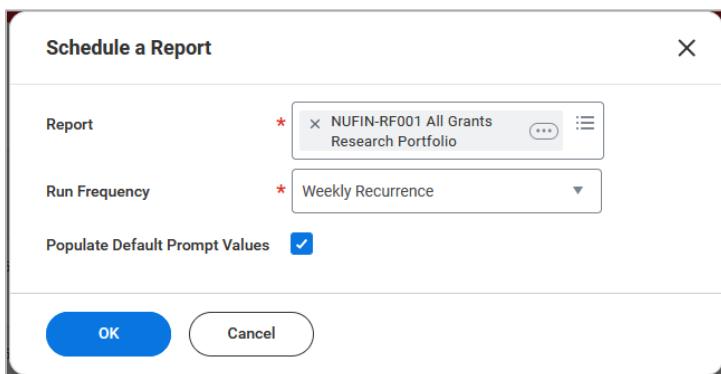
- In the next screen, you will have several tabs with options to refine your schedule. At the top, you can change the "Request Name" to something identifiable to you. This field defaults to the report name.
  - In the "Report Criteria" tab, you can adjust the prompts for your report.
  - The "Schedule" tab is used to choose when exactly you want the schedule to run using your previously selected frequency, and the range of the recurrence. Please note, you cannot schedule a process to run more than 5 times after the end of the next calendar year. As such, if you want a schedule to run longer than this limited range or recurrence, you will need to reschedule the report after it ends or extend the existing schedule prior to it ending.
  - In the "Output" tab, you can select your desired report output. The default is Excel.
- After all your selections have been made for the 3 tabs listed above, please select "OK" at the bottom to save the report schedule.

- To edit or delete reports you have schedule, you can run "Scheduled Future Processes" with the process type "Report" selected.

- This will bring up all reports you have scheduled. To edit an existing schedule, you can select the 3 dots next to the scheduled process, then navigate to Schedule Future Process, then "Edit".

- To delete a report schedule, you must first suspend the schedule, then delete it. You can do this by following the steps above, but selecting "Suspend" and then repeating with "Delete" on the schedule you would like to delete.

Saving Report Filters

On most reports, you can save filters you enter before running the report so that you can easy use the same filters again when you run the report later. You can do this by:

- First entering the filters you want to save into the prompts:

- Then entering a "Filter Name" at the bottom. This is the name you will use to select these filters again. After Entering a name, click "Save".

- Now, you will see your saved filter when clicking "Saved Filters". When you click the saved filter, it will automatically add in the filters you have saved to the prompts. Please note that the filters you save only apply to the report you saved them on. You can save multiple filters per report.