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
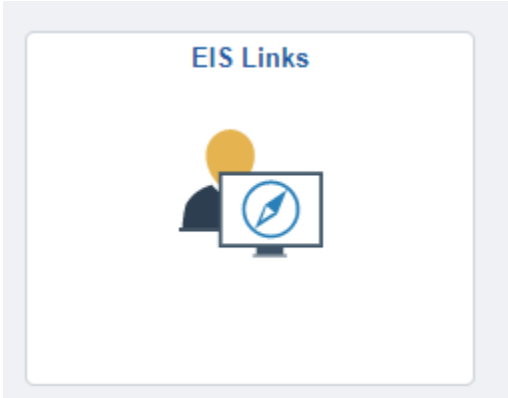

2. From the Employee Self Service Home Page find EIS links.

3. Click "Log in to FS" (Financial Systems)
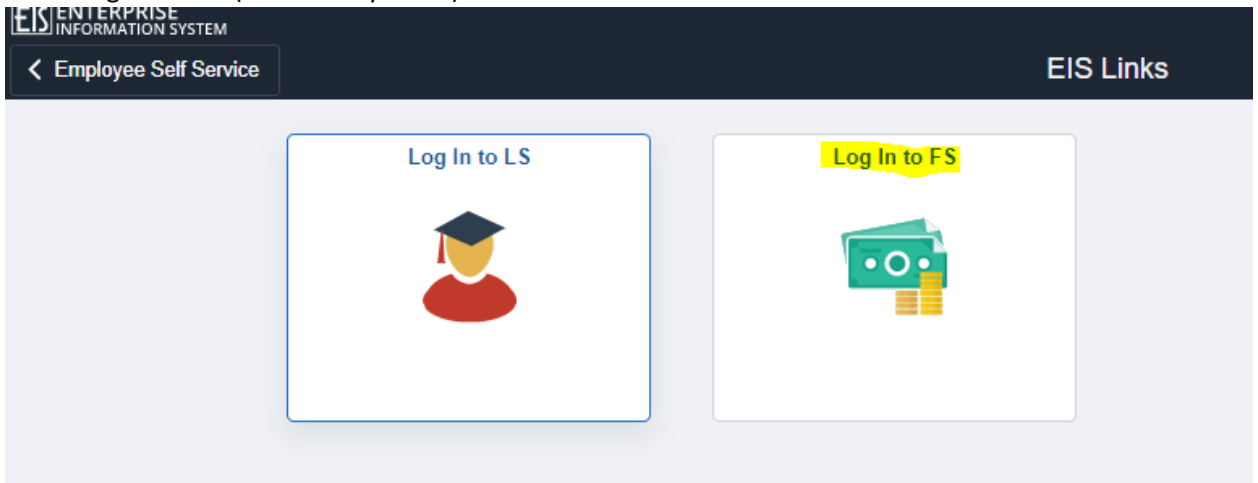
4. Bookmark this page in your browser for future reference so you can go straight to the "FS" website when you sign in next time.

5.

6. 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)

7. From the Grants Management Home Page click on Grants WorkCenter.(highlighted below)
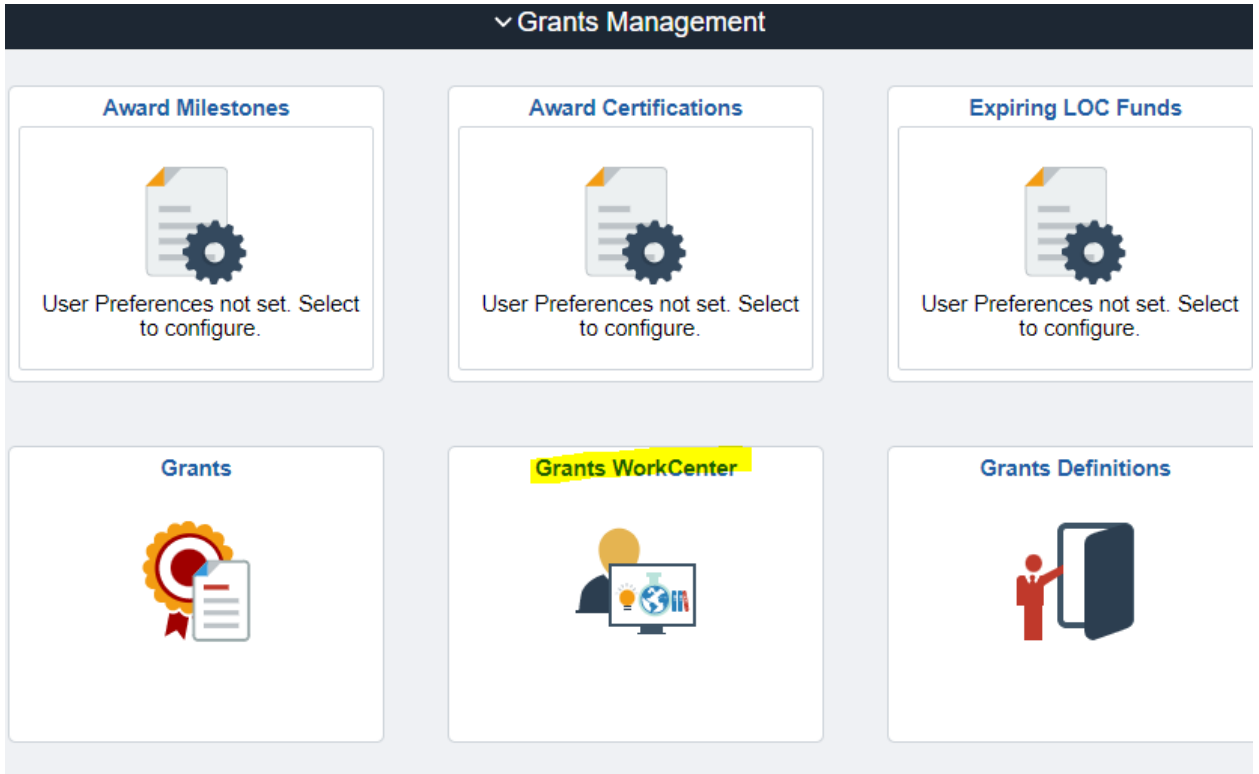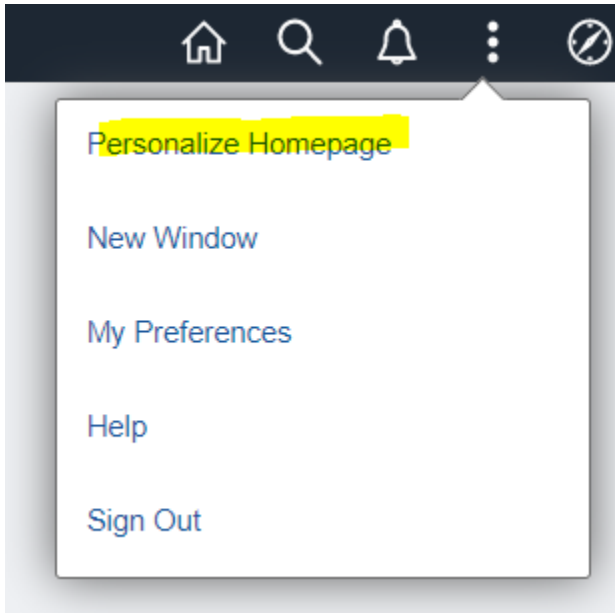
8. Select Project Dashboard on left panel
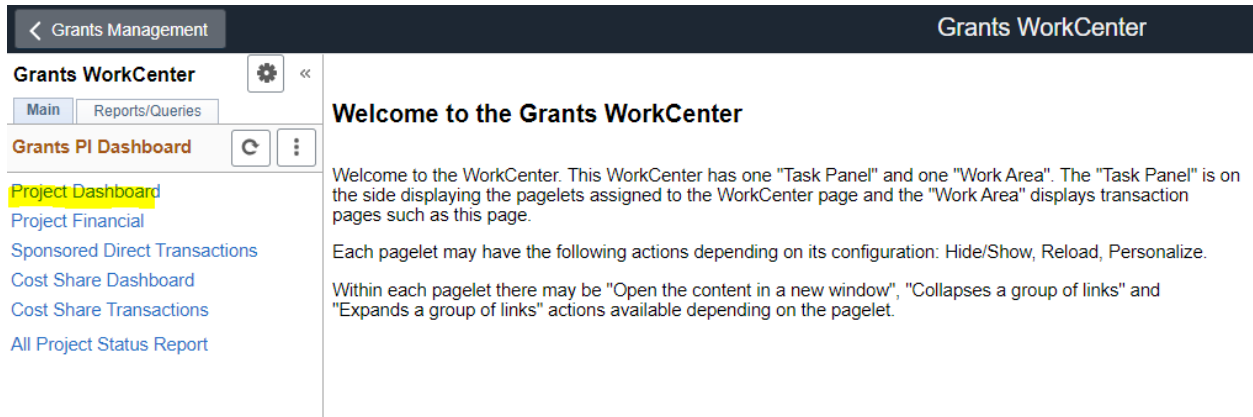
Project Dashboard will appear. You can save this page as a favorite using the hyperlink at the top right.
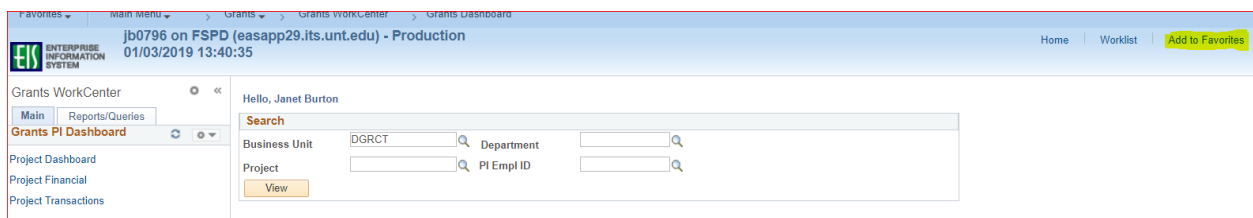
Enter Business Unit as **DGRCT**, then enter Project or PI search criteria then click View to see results.

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.

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

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

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 ▶ Details	267,800.00	114,848.25	57,163.39	0.00	95,788.36	35.77%
B5050 - Payroll Related Costs ▶ Details	78,874.00	26,834.75	16,917.70	0.00	35,121.55	44.53%
B5100 - Professional Fees and Svcs ▶ Details	62,338.00	70,015.91	0.00	54,150.00	-61,827.91	-99.18%
B5250 - Travel ▶ Details	10,000.00	4,794.97	0.00	0.00	5,205.03	52.05%
B5300 - Materials & Supplies ▶ Details	101,150.00	12,793.22	1.20	0.00	88,355.58	87.35%
B5370 - Printing and Reproduction ▶ Details	2,600.00	120.07	0.00	0.00	2,479.93	95.38%
B5500 - Othr Operating Exp ▶ Details	18,040.00	3,239.12	0.00	0.00	14,800.88	82.04%
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%

My Work ↻ ○▾

Cost Share

	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance	%Available
	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%

Links ↻ ○▾

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

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#.

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 <<.