First-time Navigation:
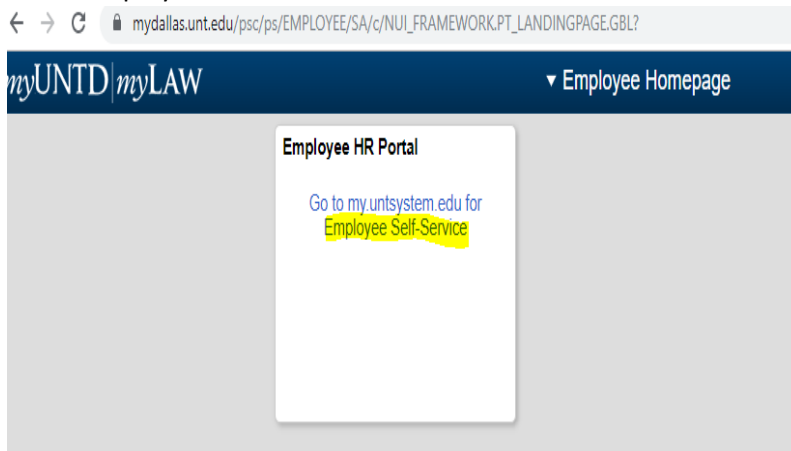
1. Navigate to my.untdallas.edu and log in using your EUID and password.
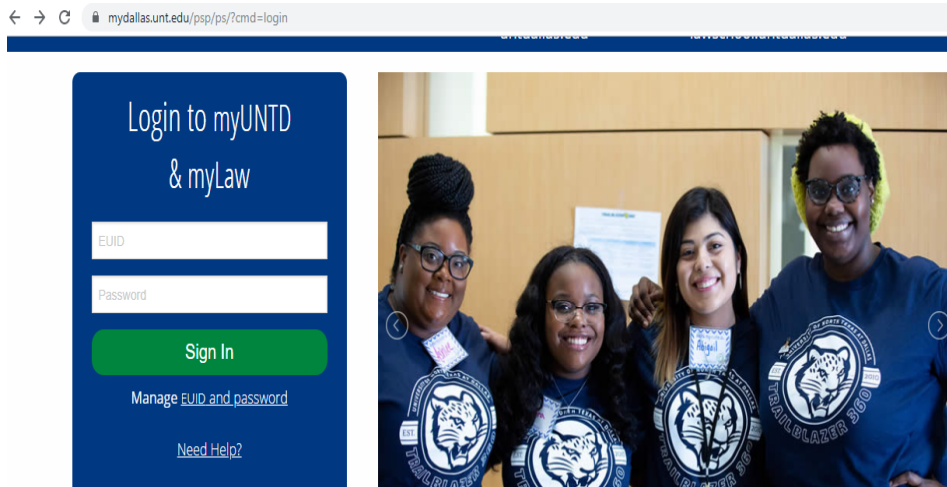
2. Select Campus Solutions Administrator>Employee Homepage
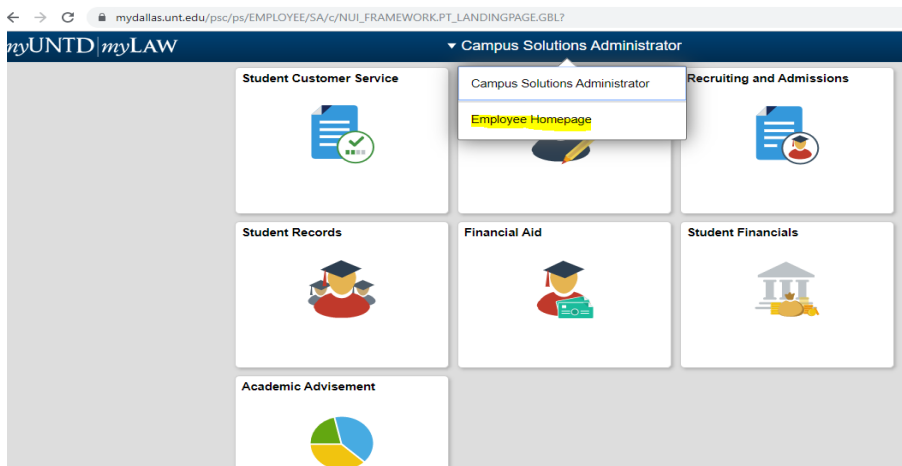
3. Select Employee Self-Service

4. Select EIS>Financials on left side of page

5. Select Main Menu>Grants> Grants WorkCenter

6. Select Project Dashboard on left panel
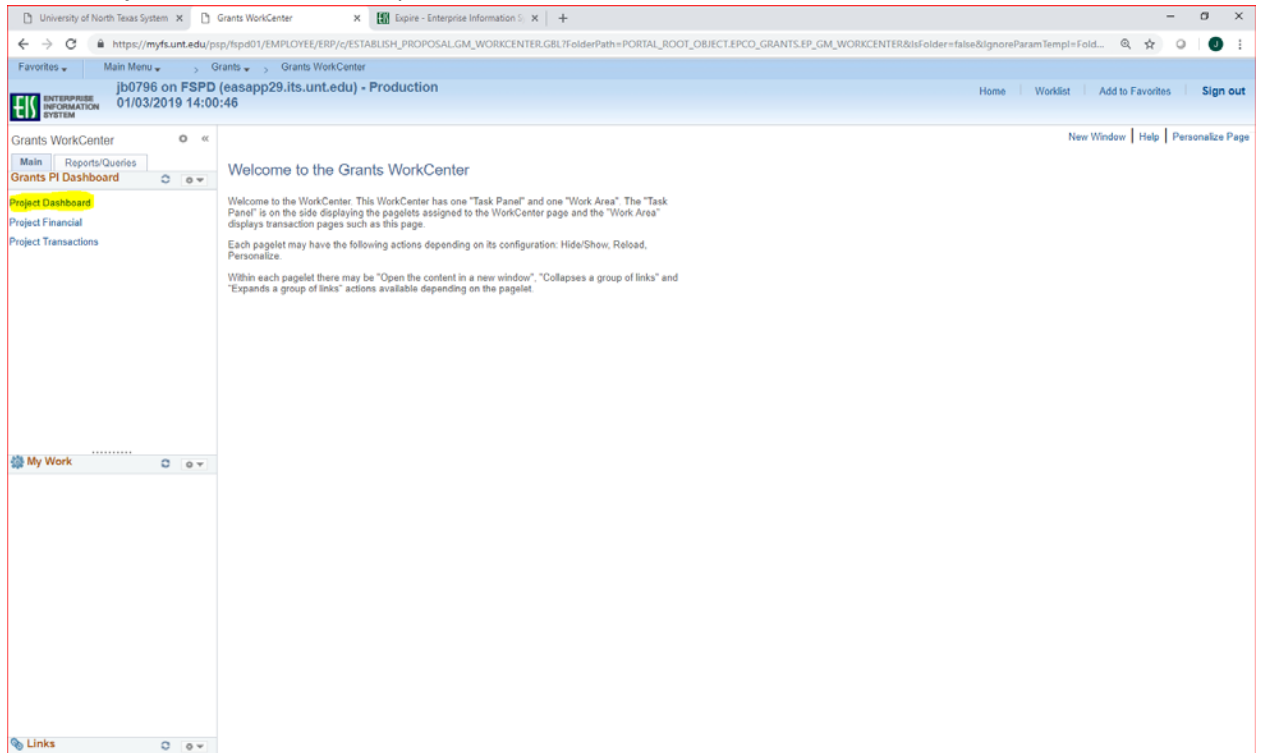
Project Dashboard will appear. You can save this page as a favorite using the hyperlink at the top right.
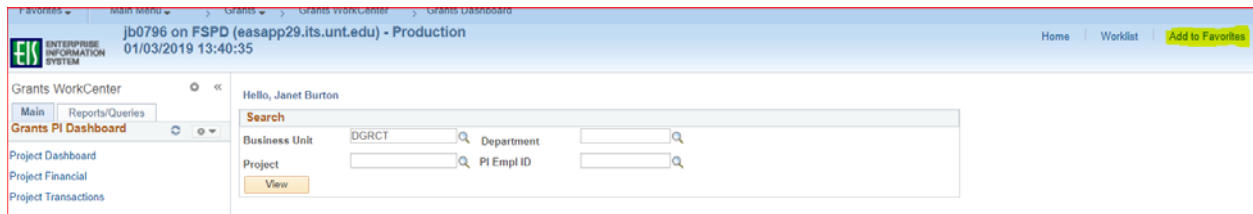
For a PI, the Dashboard should automatically load with their Project(s) information displayed.

Non-PIs can enter Department/Project/PI search criteria and 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.

Sponsored Project Dashboard

Total Active Projects: 3   As Of Date: 10/03/2019   Print

Project List   Personalize | Find | View All | 🔲 | 📇   First ◀ 1-3 of 3 ▶ Last

Business Unit	Department	Project	Start Date	Authorized End Date	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
DGRCT	500300	PF20001	09/01/2017	08/31/2020	866,616.00	505,658.59	80,548.97	24,376.09	256,032.35	70.46%
DGRCT	500300	PF20002	09/01/2017	08/31/2020	866,616.00	507,612.54	7,453.20	75,538.79	276,011.47	68.15%
DGRCT	500300	PF20005	10/01/2017	09/30/2020	727,433.00	364,716.14	85,086.56	39,282.44	238,347.86	67.23%

Sponsored Project Summary   Find | View All   First ◀ 1 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:	08/31/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	$1,381,616.00	Total Cost Share:	$0.00

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:	08/31/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	$1,381,616.00	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:	08/31/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	$1,381,616.00	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:	09/30/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	$1,191,963.00	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 Spns. Direct Transactions button to see further transaction details.

Hello, Janet Burton   Project ID: PF20001   As Of Date 10/03/2019

Project Financial Summary

Category	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
Sponsored Direct Total	809,349.00	482,004.76	80,548.97	24,376.09	222,419.18	72.52%
Sponsored Indirect Total	57,267.00	23,653.83	0.00	0.00	33,613.17	41.30%
Sponsored Project Total	866,616.00	505,658.59	80,548.97	24,376.09	256,032.35	70.46%

Project Financial Details

Expand All Details: ☐

Sponsored Direct

View Spns.Direct Transactions

Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance (A)-(B)-(C)-(D)= (E)	%Available
B5010 - Salaries & Wages ▶ Details	401,700.00	198,753.50	60,892.73	24,071.09	117,982.68	29.37%
B5050 - Payroll Related Costs ▢ Details	118,311.00	49,436.28	19,655.04	0.00	49,219.68	41.60%
B5100 - Professional Fees and Svcs ▶ Details	93,507.00	179,830.59	0.00	305.00	-86,628.59	-92.64%
B5250 - Travel ▶ Details	15,000.00	7,521.29	0.00	0.00	7,478.71	49.86%
B5300 - Materials & Supplies ▶ Details	149,871.00	38,282.14	1.20	0.00	111,587.66	74.46%
B5370 - Printing and Reproduction ▶ Details	3,150.00	120.07	0.00	0.00	3,029.93	96.19%
B5500 - Othr Operating Exp ▶ Details	27,810.00	8,060.89	0.00	0.00	19,749.11	71.01%
Sponsored Direct Total	809,349.00	482,004.76	80,548.97	24,376.09	222,419.18	27.48%
Sponsored Indirect Total	57,267.00	23,653.83	0.00	0.00	33,613.17	58.70%
Sponsored Project Total	866,616.00	505,658.59	80,548.97	24,376.09	256,032.35	29.54%

Clicking the View Spns. Direct 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

Hello, Janet Burton

***NOTE: -- If your project began prior to 3/1/16 and you need inception to date detailed transactions, please contact your respective University Office:
UNT Denton: Office of Grants & Contracts Administration 940-565-3940 or your respective College Research Officer.
UNT Dallas: Sponsored Projects Accounting UNT-DallasSPA@untdallas.edu.
UNT Health Science Center : Office of Sponsored Programs 817-735-5073 or ospint@unthsc.edu.

Sponsored Direct Transaction Filter Criteria

Business Unit	DGRCT	Project	PF20001	Document Type		Voucher ID		Requisition ID	
Date Range	Last 30 Days	Fiscal Year		Transaction type		Journal ID		PO Number	
Account		From Acctg. Period		To Acctg Period				View Transactions	

Sponsored Direct Transaction Details   Personalize | Find | View All | 🖻 | 📊   First ◀ 1-13 of 20 ▶ Last

Business Unit	Project	Account	Transaction Type	ID Type	ID	Expense Amount	Encumbered Amount	PreEncumbered Amount	Accounting Date	Fiscal Year	Accounting Period
DGRCT	PF20001	C5014-Staff Salaries	ENCUM	JOURNAL	HE00115942	0.00	62,450.02	0.00	09/10/2019	2020	1
DGRCT	PF20001	C5014-Staff Salaries	PREENC	JOURNAL	HP00115941	0.00	0.00	23,143.34	09/10/2019	2020	1
DGRCT	PF20001	C5014-Staff Salaries	PREENC	JOURNAL	HP00118459	0.00	0.00	927.75	10/02/2019	2020	2
DGRCT	PF20001	C5014-Staff Salaries	EXPENSE	JOURNAL	HR00117938	5,385.89	0.00	0.00	09/30/2019	2020	1
DGRCT	PF20001	C5014-Staff Salaries	ENCUM	JOURNAL	HE00117941	0.00	-5,385.89	0.00	09/27/2019	2020	1
DGRCT	PF20001	C5014-Staff Salaries	ENCUM	JOURNAL	HE00118458	0.00	3,849.96	0.00	10/02/2019	2020	2
DGRCT	PF20001	C5030-Wages	ENCUM	JOURNAL	HE00117941	0.00	-33.33	0.00	09/27/2019	2020	1
DGRCT	PF20001	C5030-Wages	ENCUM	JOURNAL	HE00115942	0.00	253.33	0.00	09/10/2019	2020	1
DGRCT	PF20001	C5030-Wages	EXPENSE	JOURNAL	HR00117938	33.33	0.00	0.00	09/30/2019	2020	1
DGRCT	PF20001	C5030-Wages	ENCUM	JOURNAL	HE00118458	0.00	0.00	0.00	10/02/2019	2020	2
DGRCT	PF20001	C5030-Wages	EXPENSE	JOURNAL	HR00118358	171.00	0.00	0.00	09/30/2019	2020	1
DGRCT	PF20001	C5050-Payroll Related Costs	ENCUM	JOURNAL	HE00118458	0.00	583.44	0.00	10/02/2019	2020	2
DGRCT	PF20001	C5050-Payroll Related Costs	EXPENSE	JOURNAL	HR00118358	13.10	0.00	0.00	09/30/2019	2020	1

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 <<.