

## Grant Budget Dashboard Quick Guide

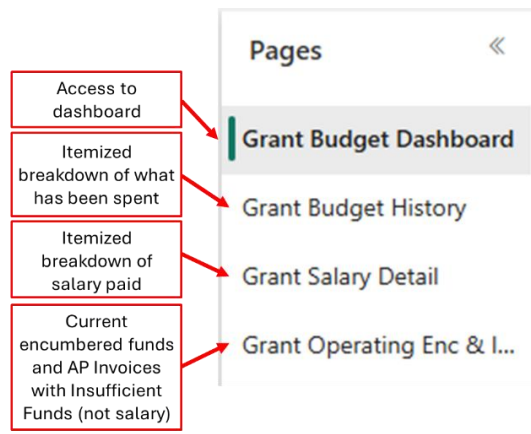
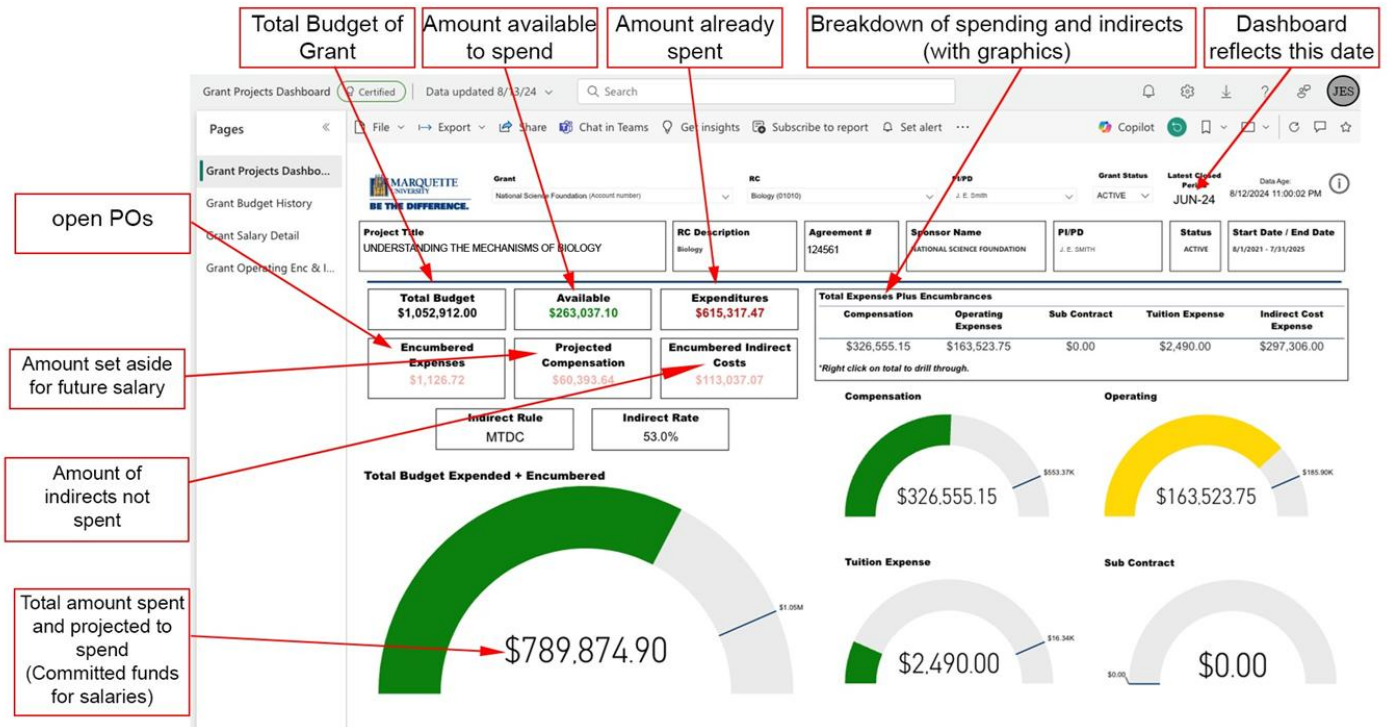
This dashboard is a budget tool that provides an overview of your current grants. This dashboard includes a graphic analyzer of your spending, detailed budget history, who has been paid from the grant, and funds that are encumbered. This dashboard pulls budget data from the Business Intelligence reports and are processed into a user-friendly format.

### Accessing the Grant Budget Dashboard

1. Goto datamarq at <https://www.marquette.edu/datamarq/>
2. Got to the “By Category” list approximately ½ way down the page.
3. Click “Grants”
4. Click “Grant Budget Dashboard”

### Products and Features

Below is a graphic of the dashboard and displayed features. You can look at a dashboard for each individual grant. The colors in the dashboard below indicate when funds are close to being spent out (yellow) or overdrawn (red, not shown).



The top right-hand side has a quick link guide to other information

1. Grants Budget Dashboard. Quick link back to graphic above (dashboard is reflective of month-end management reports).
2. Grant budget history. Itemized list and description of expenditures based on natural (entries are posted daily, indirects are posted at month-end).
3. Grant salary detail. Sortable list of salary spent, pulled from labor distribution reports. This report is helpful in calculating effort reporting (entries are posted with payroll close).
4. Grant operating encumbrances and invoices on hold. A list of items in which funds are currently encumbered and waiting to be paid. It is important that if invoices are on hold because of insufficient funds, please work with [postaward@marquette.edu](mailto:postaward@marquette.edu) to assist with budget transfers.

This dashboard is helpful to track funds as principal investigators are getting close to the grant end. If you have salary or report questions, please contact your college business manager/director. For budget adjustments/transfers, please contact [postaward@marquette.edu](mailto:postaward@marquette.edu).