

# Grant Budget Dashboard

## Quick Start Guide



### Overview

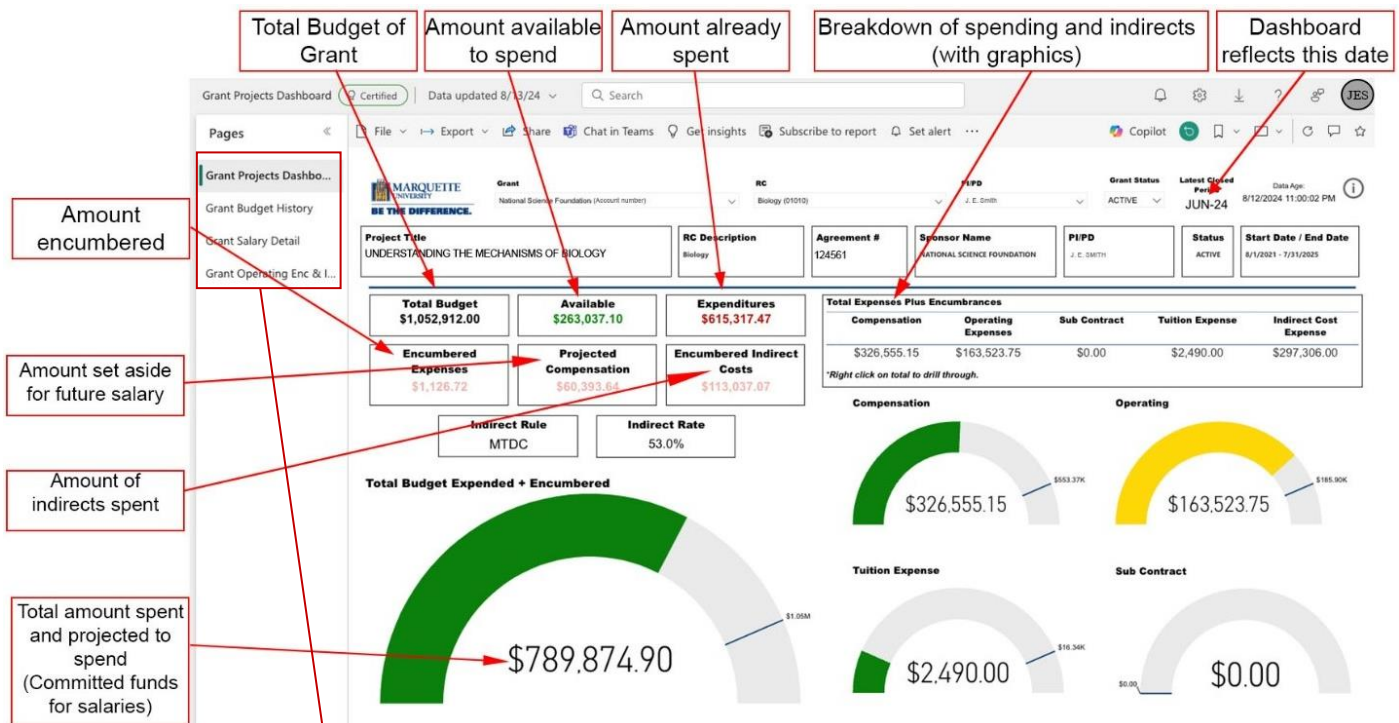
This dashboard is a budget tool that provides an overview of your current grant accounts. The dashboard includes a graphic analyzer of spending, detailed budget history, who has been paid from the grant, and funds that are encumbered. The dashboard pulls budget data from the Business Intelligence (BI) reports into a user-friendly format that has been designed with input from faculty and staff across campus.

### Accessing the Grant Budget Dashboard:

1. Go to dataMarq at [www.marquette.edu/datamarq/](http://www.marquette.edu/datamarq/)
2. Go to the “By Category” list approximately halfway 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* [ $>85\%$ ] (**yellow**), *overdrawn* (**red**, not shown), or *general good health* (**green**).



The top left-hand side tabs are a **quick link guide** to other information:

1. **Grant 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.

This dashboard should be utilized frequently over the lifetime of an award and is helpful to track funds as the grant end date nears. For salary or report questions, please contact the college business manager/director. For budget adjustments/ transfers, please contact [postaward@marquette.edu](mailto:postaward@marquette.edu). Also note that July and August reports will be impacted by temporary budgets that are in place due to the close of the fiscal year. Please contact your college business manager/director with concerns or questions regarding fiscal year changes.