

# Euna Grants Calculations Guide

This guide details how various values and dates are generated in Euna Grants.

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# Activity

## Events

Field/Date	Calculation/Source	Additional Information
<b>Event Dates</b>	Grant Details	Event dates, such as Letter of Intent Due Date, Proposal Open Date, Proposal Close Date, Projected Receipt Date, and Close Out Date, are automatically generated from the dates listed in grant details.

## Expenses

Field/Date	Calculation/Source	Additional Information
<b>Cash Match Amount</b>	= Percentage Cash Match x Direct Cost	
<b>In-Kind Amount</b>	= Percentage In-Kind Match x Direct Cost	
<b>Other Funding Amount</b>	= Percentage Other Funding x Direct Cost	
<b>Total Budgeted</b>	Sum of direct cost of all line items on grant budget	
<b>Total Expensed</b>	Sum of Direct Cost of all expenses against line item	
<b>Total Remaining</b>	= Total Budgeted – Total Expensed	

## Reporting Periods

Field/Date	Calculation/Source	Additional Information
<b>Due Dates</b>	Grant Details	Due dates for Reporting Periods are set in the grant's <i>Post-Award tab&gt;Settings&gt;Grant Settings</i> .
<b>Reminders</b>	Grant Details	Reminders for Reporting Periods are set in the grant's <i>Post-Award tab&gt;Settings&gt;Reminders</i> .
<b>Reporting Achievements</b>		

Field/Date	Calculation/Source	Additional Information
<b>Achieved Period To Date</b>	Number of achievements for period	
<b>Number of Goals With No Achievements</b>	Number of goals without achievements for period	
<b>Total Achieved To Date</b>	Number of achievements for grant	
<b>Variance</b>	= planned goals – actual achievements	
<b>Reporting Expenses</b>		
<b>Actual Grant Funded</b>	Sum of all grant-funded expenses for period	
<b>Actual Match</b>	Sum of all match and other funding for period	
<b>Actual Total</b>	= Actual Grant Funded + Actual Match + Actual In-Kind + Actual Other Funding	
<b>Budgeted Amount</b>	Allocated amount for period -- OR -- Prorated amount for period if no allocation	
<b>Budgeted Grant Funded</b>	Budgeted grant-funded amount for period	
<b>Budgeted Match</b>	Budgeted match and other funding amount for period	
<b>Budgeted Total</b>	= Budgeted Grant Funded + Budgeted Match + Budgeted In-Kind + Budgeted Other Funding	
<b>Number of Categories Over Budget</b>	Number of budget categories with expenses over the budget with a variance of more than 10% for the period	
<b>Number of Categories Under Budget</b>	Number of budget categories with expenses under the budget with a variance of more than 10% for the period	

Field/Date	Calculation/Source	Additional Information
<b>Number of Categories Within 10% of Budget</b>	Number of budget categories with a variance of +/- 10% for the period	
<b>Number of Unreviewed Expenses</b>	Number of expenses with a <i>New</i> status within the period	
<b>Total Amount</b>	Sum of all expenses that have been reviewed before period end date	
<b>Total Awarded Amount</b>	Sum of all Funding Sources	
<b>Total Expense Amount To Date</b>	Sum of all expenses up to the last day of the period	
<b>Variance</b>	= Budgeted Total – Actual Total	
<b>Variance for Period</b>	= Budgeted Amount for period – Expenses for period	
<b>Variance Grant To Date</b>	= Budgeted Amount – Expenses	

## Tasks

Field/Date	Calculation/Source	Additional Information
<b>Task Reminders</b>	Grant Details	Task reminders are automatically generated based on the preferences selected in a grant's <i>Post-Award tab&gt;Settings&gt;Reminders</i> . Organizational Admin and Grant Managers can schedule up to three reminders for tasks, budget, and performance. Once a task has been completed, the user will no longer receive reminders for the task. If the task is past due, users will receive reminders in their daily or weekly email digests until the task is complete.

## Timesheets

Field/Date	Calculation/Source	Additional Information
<b>Total Funded Hours (by Percentage)</b>	= % of Hours x Total Hours Worked This Month	Funded Hours are hours being charged to a grant for an employee's compensation and benefits.
<b>Total Hours</b>	= Total Funded Hours + Total Unfunded Hours	
<b>Total Unfunded Hours (by Percentage)</b>	= % of Hours x Total Hours Worked This Month	Unfunded Hours are hours a staff member works outside of grants.

## Tracking Periods

Field/Date	Calculation/Source	Additional Information
<b>Due Dates</b>	Grant Details	Due dates for Tracking Periods are set in the grant's <i>Post-Award tab&gt;Settings&gt;Grant Settings</i> .
<b>Reminders</b>	Grant Details	Reminders for Tracking Periods are set in the grant's <i>Post-Award tab&gt;Settings&gt;Reminders</i> .

### Tracking Achievements

<b>Achieved Period To Date</b>	Number of achievements for period	
<b>Number of Goals With No Achievements</b>	Number of goals without achievements for period	
<b>Total Achieved To Date</b>	Number of achievements for grant	
<b>Variance</b>	= planned goals - actual achievements	

### Tracking Expenses

<b>Actual Grant Funded</b>	Sum of all grant-funded expenses for period	
<b>Actual Match</b>	Sum of all match and other funding for period	
<b>Actual Total</b>	= Actual Grant Funded + Actual Match + Actual In-Kind + Actual Other Funding	

Field/Date	Calculation/Source	Additional Information
<b>Budgeted Amount</b>	Allocated amount for period -- OR -- Prorated amount for period if no allocation	
<b>Budgeted Grant Funded</b>	Budgeted grant-funded amount for period	
<b>Budgeted Match</b>	Budgeted match and other funding for period	
<b>Budgeted Total</b>	= Budgeted Grant Funded + Budgeted Match + Budgeted In-Kind + Budgeted Other Funding	
<b>Number of Categories Over Budget</b>	Number of budget categories with expenses over the budget with a variance of more than 10% for the period	
<b>Number of Categories Under Budget</b>	Number of budget categories with expenses under the budget with a variance of more than 10% for the period	
<b>Number of Categories Within 10% of Budget</b>	Number of budget categories with a variance of +/- 10% for the period	
<b>Number of Unreviewed Expenses</b>	Number of expenses with a <i>New</i> status within the period	
<b>Total Amount</b>	Sum of all expenses that have been reviewed before period end date	
<b>Total Awarded Amount</b>	Sum of all Funding Sources	
<b>Total Expense Amount To Date</b>	Sum of all expenses up to the last day of the period	
<b>Variance</b>	= Budgeted Total - Actual Total	
<b>Variance for Period</b>	= Budgeted Amount for period - Expenses for period	
<b>Variance Grant To Date</b>	= Budgeted Amount - Expenses	

# Award Management

## Award Details

Field/Date	Calculation/Source	Additional Information
<b>Approved Invoices</b>	Sum of all approved payment requests	This information pulls from an award record's <i>Post-Award tab&gt;Cash Flow&gt;Payment Requests</i> .
<b>End Date</b>	= Start Date + Length of Award	
<b>Grant-Funded Amount</b>	Awarded amount including any approved amendments	
<b>Invoiced To Date</b>	Sum of all submitted payment requests, including rejected	This information pulls from an award record's <i>Post-Award tab&gt;Cash Flow&gt;Payment Requests</i> .
<b>Funding Sources Available</b>	= Total Committed - Total Awarded - Current Amount	
<b>Length of Award</b>	Years, months, and days from the Start Date to End Date or Extended Date	
<b>Match Contributions To Date</b>	Sum of all match and other funding on expenses that have not been denied or deleted	
<b>Match Requirement</b>	Total required match and other funding for award	
<b>Payments Made To Date</b>	Sum of all payment authorizations with Paid status	This information pulls from an award record's <i>Post-Award tab&gt;Cash Flow&gt;Payment Authorizations</i> .
<b>Pending Invoices</b>	Sum of all payment requests that have not been paid or decided on	This information pulls from an award record's <i>Post-Award tab&gt;Cash Flow&gt;Payment Requests</i> .
<b>Remaining Available Budget</b>	=Remaining Available Grant-Funded Amount + Remaining Match Requirement	
<b>Remaining Available Grant-Funded Amount</b>	=Total Awarded Amount - payment requests with approved or pending status	
<b>Remaining Match Requirement</b>	=Match Requirement -Match Contributions To Date	

Field/Date	Calculation/Source	Additional Information
<b>Total Awarded Amount</b>	Sum of all funding sources	
<b>Total Budget</b>	= Awarded Amount + Cash Match + In-Kind Match + Other Funding	

## Opportunity Details

Field/Date	Calculation/Source	Additional Information
<b>Total Program Funding</b>	Sum of all Commitments	This information pulls from a fund record's <i>Fund Management tab</i> >Commitments.

## Opportunity Scorecard

Field/Date	Calculation/Source	Additional Information
<b>Application form score</b>	= Sum of all submitted scores for form / number of reviewers that submitted scores for form	
<b>Average Total Score</b>	= Sum of all submitted scores / number of reviewers that submitted scores	

# Contacts

## Staff Compensation

Field/Date	Calculation/Source	Additional Information
<b>Benefit Amount</b>	= Dollar amount or percentage of Annual Salary -- OR -- = Dollar amount or percentage of Hourly Rate x Hours Per Week x 52 weeks per year	

# Grant Management

## Amendments

Field/Date	Calculation/Source	Additional Information
<b>Approved End Date</b>	= Award Start Date + Approved Length of Award	

## Budget

Field/Date	Calculation/Source	Additional Information
<b>Category Subtotal</b>	Sum of all line items in category	
<b>Grant-Funded Actuals</b>	Sum of all grant-funded expenses that are not in a Denied or New status	
<b>Grant-Funded Budgeted</b>	<ul style="list-style-type: none"> <li>Personnel Line Item = Salary + Benefits</li> <li>Non-Personnel Line Item = Direct Cost - Match - Other Funding</li> <li>Benefit Type Line Item = Direct Cost - Match - Other Funding</li> </ul>	Direct Cost = Grant Funded + Cash Match Amount+ In-Kind Amount
<b>Grant-Funded Remaining</b>	= Grant-Funded Budgeted - Grant-Funded Actuals	
<b>Indirect</b>	= Total Expense Budget Cost x Indirect Rate	The Indirect Rate is set on <i>Post-Award&gt;Settings&gt;Budget Settings</i> . It may vary throughout the life of the grant.
<b>Match Actuals</b>	Sum of all match and other funding expenses that are not in a Denied or New status	
<b>Match Budgeted</b>	= Cash Match Amount + In-Kind Amount + Other Funding Amount	
<b>Total Actuals</b>	= Grant-Funded Expenses + Match Expenses + Other Funding Expenses	

Field/Date	Calculation/Source	Additional Information
<b>Total Budgeted</b>	= Grant-Funded Budgeted + Match Budgeted + Other Funding Budgeted	
<b>Total Expense Budget Cost</b>	Sum of all line items in the expense budget	
<b>Total Overall Budget Cost</b>	= Total Expense Budget Cost – Total Revenue	
<b>Total Remaining</b>	= Total Budgeted – Total Actuals	
<b>Total Revenue</b>	Sum of all grant funding	
<b>Total Revenue Budget Cost</b>	= Total Revenue + Match + Other Funding	
<b>Benefit Type Budget Line Items</b>		
<b>Spread Evenly</b>	= Direct Cost / Length of Award in Months	This spreads the Direct Cost evenly per month/year for the duration of the grant. If the duration starts at a partway through a month, the first and last month will be prorated.
<b>Non-Personnel Budget Line Items</b>		
<b>Spread Evenly</b>	= Direct Cost / Length of Award in Months	This spreads the Direct Cost evenly per month/year for the duration of the grant. If the duration starts at a partway through a month, the first and last month will be prorated.
<b>Personnel Budget Line Items</b>		
<b>Benefits</b>	= Staff Benefits x Designation To This Grant	
<b>Designation to Awarded Grants</b>	Sum of <i>Designation To This Grant</i> fields on all grants with Awarded status	
<b>Designation to Pending Grants</b>	Sum of <i>Designation To This Grant</i> fields on all grants with Pending status	
<b>Designation to This Grant</b>	= 100% – (Designation To Awarded Grants + Designation To Pending Grants)	

Field/Date	Calculation/Source	Additional Information
<b>Direct Cost</b>	= Salary + Benefits	
<b>Salary</b>	= Annual Salary x Designation To This Grant	
<b>Spread Evenly</b>	= Direct Cost / Salary Duration in Months	This spreads the Direct Cost evenly per month for the duration of the staff's compensation history. If the duration starts at a partway through a month, the first and last month will be prorated.

## Budget Settings

Field/Date	Calculation/Source	Additional Information
<b>Post-Award Cash Match Amount</b>	Grant Details	This pulls from the <i>Cash Match Amount</i> field in the <i>Post-Award Budget</i> section.
<b>Post-Award In-Kind Match Amount</b>	Grant Details	This pulls from the <i>In-Kind Match Amount</i> field in the <i>Post-Award Budget</i> section.
<b>Rate Type Start and End Dates</b>	Grant Start Date and Length of Award	The first Rate Type start date is the start date of the grant. The next start date is the day after the previous rate's end date, so that there are no gaps for the grant.
<b>Use Match Percentage As</b>	<ul style="list-style-type: none"> <li>Percentage of Total Grant Budget = Match / Total Cost</li> <li>Percentage of Grant-Funded Amount = Match / Grant Funded</li> </ul>	

## Expenses

Field/Date	Calculation/Source	Additional Information
<b>Cash Match</b>	= Percentage Cash Match x Direct Cost	
<b>In Kind</b>	= Percentage In-Kind Match x Direct Cost	
<b>Other Funding</b>	= Percentage Other Funding x Direct Cost	
<b>Total Budgeted</b>	Total Cost for line item on grant budget	

Field/Date	Calculation/Source	Additional Information
<b>Total Expensed</b>	= total of Direct Cost of all expenses against line item	
<b>Total Remaining</b>	= Total Budgeted – Total Expensed	

## Grant Details

Field/Date	Calculation/Source	Additional Information
<b>Approved Invoices</b>	Sum of all approved payment requests	This information pulls from <i>Post-Award tab &gt;Cash Flow&gt;Payment Requests</i> .
<b>Cash Received To Date</b>	Sum of all cash receipts	This information pulls from <i>Post-Award tab &gt;Cash Flow&gt;Cash Receipts</i> .
<b>Close Out Date</b>	= End Date + 6 months	
<b>Grant Budget</b>	Sum of awarded amount and post-award match	
<b>Grant-Funded Amount</b>	Awarded amount including any approved amendments	
<b>Invoiced To Date</b>	Sum of submitted payment requests, including rejected	This information pulls from <i>Post-Award tab &gt;Cash Flow&gt;Payment Requests</i> .
<b>Length of Award</b>	Years, months, and days from the Start Date to End Date or Extended Date	
<b>Match Contributions To Date</b>	Sum of all match and other funding on expenses that have not been denied or deleted	
<b>Match Requirement</b>	Total required match and other funding for grant	
<b>Payments Made To Date</b>	Sum of all payment authorizations with Paid status	This information pulls from <i>Post-Award tab &gt;Cash Flow&gt;Payment Authorizations</i> .
<b>Pending Invoices</b>	Sum of all payment requests that have not been paid or decided on	This information pulls from <i>Post-Award tab &gt;Cash Flow&gt;Payment Requests</i> .
<b>Proposed Length of Award</b>	Full years and months	The proposed length of award is calculated by the number of years (12 months) and any additional months. For example, a proposed length of award of 18 months is 1 year and 6 months.
<b>Remaining Available Budget</b>	= Remaining Available Grant-Funded Amount + Remaining Match Requirement	

Field/Date	Calculation/Source	Additional Information
<b>Remaining Available Grant-Funded Amount</b>	= Total Awarded Amount - payment requests with approved or pending status	
<b>Remaining Match Requirement</b>	= Total Match Requirement - Match Contributions To Date	
<b>Total Budget</b>	= Total Awarded Amount + Cash Match Amount + In-Kind Match Amount + Other Funding Amount	
<b>Total Expenses</b>	Sum of expenses that have not been deleted or denied	
<b>Total Projected Budget</b>	= Requested Amount + Cash Match Requirement + In-Kind Match Requirement + Other Funding Requirement	

## Payment Authorizations

Field/Date	Calculation/Source	Additional Information
<b>Total Amount Approved</b>	Total Amount Approved on payment request	This information pulls from <i>Post-Award tab &gt;Cash Flow&gt;Payment Requests.</i>

## Payment Requests

Field/Date	Calculation/Source	Additional Information
<b>Cash Match</b>	Sum of cash match expenses on the payment request for the category	
<b>Expensed</b>	Sum of grant-funded, match, and other funding expenses on the payment request for the category	
<b>Grant Funded</b>	Sum of grant-funded expenses on the payment request for the category	

Field/Date	Calculation/Source	Additional Information
<b>Grant-Funded Remaining</b>	= sum of category grant-funded budgeted line item amounts - sum of approved and pending category grant-funded expenses - sum of category expenses on this payment request	
<b>In-Kind Match</b>	Sum of in-kind match expenses on the payment request for the category	
<b>Match</b>	Sum of cash and in-kind match and other funding expenses on the payment request for the category	
<b>Other Funding</b>	Sum of other funding expenses on the payment request for the category	
<b>Remaining Grant Balance</b>	Remaining Available Budget from Grant Details	

### Category Expenses Pop-Up

<b>Cash Match</b>	Expense Cash Match	
<b>Direct Cost</b>	Expense Direct Cost	
<b>In-Kind Match</b>	Expense In-Kind Match	
<b>Other Funding</b>	Expense Other Funding	
<b>Grant-Funded Remaining</b>	= line item grant-funded amount - sum of approved and pending line item grant-funded expenses - sum of grant-funded expenses on this payment request	

### Sub-Awards

Field/Date	Calculation/Source	Additional Information
<b>Length of Award</b>	Years, months, and days from the Start Date to End Date or Extended Date	

# Fund Management

## Award Details

Field/Date	Calculation/Source	Additional Information
<b>End Date</b>	= Start Date + Length of Award	
<b>Length of Award</b>	= Years + Months	The length of award is calculated by the number of years (12 months) and any additional months. For example, a length of award of 1 year and 6 months has a total length of 18 months.
<b>Total Awarded Amount</b>	Sum of all funding sources	This information pulls from a fund record's <i>Fund Management tab&gt;Awards</i> .

## Fund Details

Field/Date	Calculation/Source	Additional Information
<b>Total Funding Committed</b>	Sum of all Commitments	This information pulls from <i>Fund Management tab&gt;Commitments</i> .
<b>Total Income Received</b>	Sum of all Income	This information pulls from <i>Fund Management tab&gt;Income</i> .
<b>Total Disbursements</b>	Sum of all Payment Authorizations	This information pulls from <i>Grant Management&gt;Post-Award tab&gt;Payment Authorizations</i> .
<b>Current Fund Cash Balance</b>	= Total Income Received - Total Disbursements	
<b>Outstanding Obligations</b>	= Sum of all Awards - Total Disbursements	This information pulls from <i>Fund Management tab&gt;Awards</i> .
<b>Available Funds</b>	= Current Fund Cash Balance - Outstanding Obligations	
<b>Pending Opportunities</b>	Sum of all Opportunities not yet awarded	This information pulls from <i>Fund Management tab&gt;Opportunities</i> .

## Opportunity Details

Field/Date	Calculation/Source	Additional Information
<b>Total Program Funding</b>	Sum of Commitments	This information pulls from a fund record's <i>Fund Management tab&gt;Commitments</i> .

## Opportunity Scorecard

Field/Date	Calculation/Source	Additional Information
<b>Application form score</b>	= Sum of all submitted scores for form / number of reviewers that submitted scores for form	
<b>Average Total Score</b>	= Sum of all submitted scores / number of reviewers that submitted scores	

# Project Management

## Project Details

Field/Date	Calculation/Source	Additional Information
<b>Allocated Amount</b>	Sum of budgeted amount on project line items	
<b>Funded Amount</b>	Sum of grant awarded amounts linked to the project	

# Reports

## Federal

Field/Date	Calculation/Source	Additional Information
<b>SF-425 Template Report</b>		
<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>	<b>Federal Agency and Organizational Element</b> field on the grant record	
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	<b>Identifying Number Assigned by Federal Agency</b> field on grant record	
3. Recipient Organization Name	<b>Name</b> field on License Information	This information pulls from <i>Administration&gt;License Information</i>
3. Recipient Street1	<b>Address Line 1</b> field on License Information	This information pulls from <i>Administration&gt;License Information</i>
3. Recipient Street2	<b>Address Line 2</b> field on License Information	
3. Recipient City	<b>City</b> field on License Information	
3. Recipient State	<b>State</b> field on License Information	
3. Recipient Country	<b>Country</b> field on License Information	
3. Recipient ZIP / Postal Code	<b>Zip Code</b> field on License Information	
4a. DUNS Number	<b>DUNS Number</b> field on License Information	
4b. EIN	<b>EIN / Federal Tax ID</b> field on License Information	
5. Recipient Account Number or Identifying Number	<b>Recipient Account Number</b> field on the grant record	
8. Project/Grant Period From	<b>Grant Start Date</b> field on the grant record	
8. Project/Grant Period To	<b>Grant End Date</b> field on the grant record	
10a. Cash Receipts	Sum of all cash receipts for the grant.	

Field/Date	Calculation/Source	Additional Information
10d. Total Federal funds authorized	= Grant Awarded Amount - Cash Match	
10e. Federal share or expenditures	Sum of grant-funded amount of expenses	
10f. Federal share of unliquidated obligations	= Grant-funded amount - grant-funded expenses	
10i. Total recipient share required	= Cash Match + In-Kind Match	
10j. Recipient share of expenditures	Sum of match on expenses	

## Fund and Opportunity

Field/Date	Calculation/Source	Additional Information
<b>Opportunity Funding Report</b>		
<b>Awarded Amount</b>	Sum of awarded amounts for all awards	
<b>Total Actual</b>	Sum of direct cost from award expenses (that have not been rejected)	
<b>Total Award</b>	= Awarded Amount - Match - Other Funding	
<b>Total Remaining</b>	= Total Award - Total Actual	
<b>Sub-Award Funding Report</b>		
<b>Awarded Amount</b>	Sum of awarded amounts for all sub-awards	
<b>Total Actual</b>	Sum of direct cost from sub-award expenses (that have not been rejected)	
<b>Total Award</b>	= Awarded Amount - Match - Other Funding	

Field/Date	Calculation/Source	Additional Information
<b>Total Remaining</b>	= Total Award - Total Actual	

## Post-Award

Field/Date	Calculation/Source	Additional Information
<b>Grant Budget Variance Report</b>		
<b>Budget Variance</b>	= Total Actual - Total Budgeted	
<b>Cash Match</b>	Sum of budgeted cash match allocations from line items with end date within date range	
<b>Grant Funded</b>	Sum of budgeted grant-funded allocations from line items with end date within date range	
<b>In-Kind</b>	Sum of budgeted in-kind match allocations from line items with end date within date range	
<b>Other Funding</b>	Sum of budgeted other funding allocations from line items with end date within date range	
<b>Spend Down</b>	= Total Actual / Total Budgeted	
<b>Total Actual</b>	Sum of direct cost from expenses with expense date that falls within date range	All new, paid, payment requested, and reviewed expense statuses are included by default
<b>Total Budgeted</b>	Sum of budgeted direct cost from line items with end date within date range	
<b>Grant Expense Detail Report</b>		
<b>Amount</b>	Expense Direct Cost	
<b>Post-Award Status Report</b>		
<b>Total Actual</b>	Sum of Direct Cost of expenses	All new, paid, payment requested, and reviewed expense statuses are included by default
<b>Total Award</b>	= Awarded Amount + Cash Match	
<b>Total Remaining</b>	= Total Award - Total Actual	

## Recipient

Field/Date	Calculation/Source	Additional Information
<b>Recipient Expense Detail Report</b>		
<b>Amount</b>	Expense Direct Cost	
<b>Recipient Grant Budget Variance Report</b>		
<b>Budget Variance</b>	= Total Actual - Total Budgeted	
<b>Cash Match</b>	Sum of budgeted cash match allocations from line items with end date within date range	
<b>Grant Funded</b>	Sum of budgeted grant-funded allocations from line items with end date within date range	
<b>In-Kind</b>	Sum of budgeted in-kind match allocations from line items with end date within date range	
<b>Other Funding</b>	Sum of budgeted other funding allocations from line items with end date within date range	
<b>Spend Down</b>	= Total Actual / Total Budgeted	
<b>Total Actual</b>	Sum of direct cost from expenses with expense date that falls within date range	Expenses that have not been rejected
<b>Total Budgeted</b>	Sum of budgeted direct cost from line items with end date within date range	
<b>Sub-Recipient Expense Detail Report</b>		
<b>Amount</b>	Sum of direct cost for all sub-award expenses (that have not been rejected)	
<b>Sub-Recipient Grant Budget Variance Report</b>		
<b>Budget Variance</b>	= Total Actual - Total Budgeted	
<b>Cash Match</b>	Sum of budgeted cash match allocations from line items with end date within date range	
<b>In-Kind Match</b>	Sum of budgeted in-kind match allocations from line items with end date within date range	

Field/Date	Calculation/Source	Additional Information
<b>Grant Funded</b>	Sum of budgeted grant-funded allocations from line items with end date within date range	
<b>Other Funding</b>	Sum of budgeted other funding allocations from line items with end date within date range	
<b>Spend Down</b>	= Total Actual / Total Budgeted	
<b>Total Actual</b>	Sum of direct cost from expenses with expense date that falls within date range	All new, paid, payment requested, and reviewed expense statuses are included by default
<b>Total Budgeted</b>	Sum of budgeted direct cost from line items with end date within date range	

