Sponsored Summary - Budget Cost and Encumbrance

**Task:** Review Summary of a Sponsored Project Inception to Date

**Report Description:** Sponsored Projects Summary Balances by Expenditure Type Category: This report displays Project number, Description, Associated contract number, PI, Project State Date & End Date, Project Inception to date total budget, Raw costs, Indirect costs, Actual Balance, Encumbrance and Balances with and without encumbrance.

**Navigation Path to Report:** Tools -> Reports & Analytics -> Shared Folders -> Custom -> RU Saved Queries -> Projects

**Change Oracle Settings to Allow Grant Report Visualization**

1. Use Firefox to change these settings. Make sure to disable popup blockers in any browsers used for Oracle. The recommended browser is Firefox.

2. Login to myRutgers portal.

3. Find the “Financial Management (Oracle Cloud)” icon in the “Finance and Purchasing” Section (Click on the heart to add to your favorites.)
4. Click on the “Tools” icon

5. Click on the “Reports and Analytics” icon
6. Click on the “Browse Catalog” button in top right corner below the icon banner

7. Click on your name in the top right corner and select “My Account.”

8. On the Preferences Tab, change the Currency setting to “Ledger Currency,” then click OK.
9. Log out and then click [this link](#) to go to a summary report. Please note: you’ll be prompted for your NetID login (CAS) to access the query.

10. Enter your project number in the project field and click “Apply.”

The report will look like this with an account balance, which includes indirect costs, in the top panel and a category summary in the bottom panel.

11. This report can be found on the [Go-To Reports Page](#).