Using Business Intelligence (BI) as a Tool for Managing Grant Awards

What is BI (Business Intelligence)?

       BI is one of Marquette University's financial reporting tools that provides financial information to Principal Investigators regarding their sponsored projects accounts. There are several reports available for each sponsored project account that provide budget and expenditure information, open order (encumbrance) information and information on wages paid from each grant account. The various reports provide as close to real-time information as possible to ensure good stewardship of third-party funding.

How do I access BI?

       Open a web browser and navigate to the reporting site https://bi.mu.edu
- Mac users please note that the most recent version of Chrome or Firefox is recommended to execute monthly reports
- PC users should try a different browser if they are encountering problems with one.

       All Principal Investigators (PIs) are given access to BI reports for each of their grant accounts once the account has been established in MyJob, Marquette's financial accounting system. PIs are responsible to the funding agency to ensure expenditures fall within the "Terms and Conditions" of the project. Through the BI reports, PIs are able to review budget and expenditure information on a regular basis for accuracy and completeness.

What is the best time to check BI (beginning of month, mid-month, end of month)?

       Accounts can be reviewed at any time during the month, but at minimum PIs should review their accounts each month after the monthly accounting is complete. Monthly review of the accounts allows for any errors posted to an account to be corrected in a timely fashion.

       Monthly, the Comptroller's Office sends an e-mail when the monthly management reports are finalized and available. The e-mail is sent out typically 5 business days after the end of the month (e.g., notification of December report being available would be emailed January 7-10th). The subject line of the email has the name of current month that has been finalized, followed by

People working on grants must be paid during the same time frame in which effort is being devoted. Wages and effort need to occur in the same time period. One cannot work during the academic year and be paid in the summer or vice versa. **Effort promised b**