What and Why?

1. Monthly review of project accounting
   a. Overall project status
   b. Faculty & other salaries
   c. All other expenses
2. Correct any problems that may be found
3. Sign off that the project has been reviewed
   a. Evidence of Review (EOR) process
Finding the Management Reports

- Go to CIS on the University Website and Log in using your uNID and password
- Click on Management Reports

Select report by
- Selecting desired month & year
- Type in your Project Number
- Click the “Revenue & Expense by Budget Category” button
- Click “Run Report”
Various reports are available to help your review.

1. View the reports by:
   a. Scrolling down the drop down menu
   b. Click on the report you want to view
   c. Click the “Run” button

2. Explanation of the reports can be found at: http://fbs.admin.utah.edu/help/reports/management/

Use the arrow buttons to change the month or year, or by using the drop down menus for the month or year.
Management Report Header

- Sends you to the Evidence of Review web page for this project
- Creates an Excel Spreadsheet
- Creates a PDF of this award for printing
- Sends you to the Evidence of Review web page for all of the Responsible Person’s projects AND shows if EOR has been completed.
**Budget Category Accounts** – Shows what has been budgeted for the category (these include a “B” at the end of the account number).

**Expense Accounts** – Shows actual charges against project.

**Budget Category Totals** – Shows the totals for the budget category and the expenses in that category.

If there are questions on the financial aspects of this project contact your accountant at GCA.

If you have questions regarding the content of this report, please contact Cori Kennedy at 585-9550 or cori.kennedy@admin.utah.edu.
If the project is **Underspent/Under committed** this will be blank.

If the project is **Over Committed or Over Spent**

- Review summary totals of Personal Services, Non-Personal Services and the Total Direct Expenses.
- Review the months expenses to make sure they are correctly charged.

**High Level Review**
High Level Review Points

• Review monthly expenses to be sure they are correctly charged.

• Review if the project has funds remaining or if it is:
  – Over Committed – That the overall expenses and encumbrances are more than the allotted budget.
  – Over Spent – That the overall expenses are more than the allotted budget.
  – If you are Over Committed or Over Spent you should review Personal Services and Non-Personal Services categories in more detail to see the reasons for the overages.

• Continue on to a more detailed review.
1. Review Faculty Salaries

2. Review Student and Other Salaries

3. Review Remaining Balances
   (if there is a negative sign before the number that means you are overspent or over committed in this category)

See notes on next slides if there are problems
Salary Review Points

- Review Faculty, Student & Other Salaries
- Review Salary Balances
- There are Several Ways to View the Details:
  - To view the details behind a salary figure, click on that figure, it will take you to the journal detail line, then click on the “Actual Transaction Amount”
  - To view who is being paid from the project, and the amounts, go to the “Payroll EBT Report” and click “Run”
  - To view the effort distribution for an individual on the project go either to the payroll reporter for your department or to the “Effort Distribution Report” at http://fbs.admin.utah.edu/download/fis/EDR_sneak_peak.pdf
  - To view the those individuals who will be paid from the project in the future either click on one of the salary totals in the “Encumbrances” column or go the “Encumbrance Report and click “Run”.

![Image of Payroll EBT Report]

![Image of Encumbrance Report]
Managing and Making Changes to Salaries

Any ongoing, significant changes between *actual* effort and the effort paid through salaries should be corrected *as soon as possible* as follows:

- For planned (future) payroll effort distributions, see the payroll reporter in your department.

- For payroll posted on the management reports in the current quarter consult with your department administrator and they can submit corrections using the EDR [http://fbs.admin.utah.edu/download/fis/EDR_sneak_peak.pdf](http://fbs.admin.utah.edu/download/fis/EDR_sneak_peak.pdf)

- For errors identified on the quarterly PAR, make the changes on the PAR itself, which are then certified for correctness.

- For errors identified after effort has been certified on the PAR or in Kronos, a cost transfer is required, see your department administrator for help with this process.
1. Review Non-Personal Service Expenses for Accuracy

2. Review Remaining Balances

See notes on next slides if there are problems
Non-Personal Services Review Points

• Review all non-personal service expenses
  – Pay special attention to subcontracts (are they being billed and paid on a regular basis?)

• To View Details
  – To view specific charges either click in the expense in any of the expense account rows including encumbrances

  or go to the “Journal Detail Report” or “Encumbrance Report” and click “Run”.

  – Use a Cost Transfer Form to move any expense off of a project. See your department administrator for assistance
Evidence of Review

- After reviewing any or all of your Management Reports (projects and activities are reviewed separately), you need to indicate that they have been reviewed in any of the following ways:
  - Use the new “Evidence of Review” (EOR) application provided as a link on the Management Reports
  - No need to print and sign – you are able to certify you have reviewed the reports on a monthly basis in EOR.

Sends you to the Evidence of Review web page for this project
Creates an Excel Spreadsheet
Creates a PDF of this award for printing
Sends you to the Evidence of Review web page for all of the Responsible Person’s projects
Chartfield Lookup

• Used to get to project header
  – You can change liaison
  – Get a snapshot of the project
  – See if there are multiple projects on an award
  – Link to useful information
  – One stop shopping!
• Management Reports
  – http://fbs.admin.utah.edu/help/reports/management/
• Evidence of Review (EOR)
  – http://fbs.admin.utah.edu/help/reports/management/#EOR
• Personal Activity Report (PAR)
  – http://fbs.admin.utah.edu/mgt/mgt-policies/mgt-par/
• Payroll Reallocation & Effort Distribution Report
  – http://fbs.admin.utah.edu/mgt/effort-distribution-report/
• Annotating PDF Documents
  – http://fbs.admin.utah.edu/knowledge/Annotate_PDF/Annotate_PDF.htm
• Updating Liaisons on Projects & Activities
  – http://fbs.admin.utah.edu/help/resources_info/liaison-update/
## Chartfield Lookups

<table>
<thead>
<tr>
<th>Question</th>
<th>Example Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Activity valid</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Quick Chartfield Validate &lt;br&gt; BU: 01 &lt;br&gt; Activity: Input desired Activity &lt;br&gt; Submit button &lt;br&gt; NOTE: Solution also give the valid OrgId and Fund</td>
</tr>
<tr>
<td>Where can I find the definition of Allowable/Unallowable</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Chartfields &gt; Allowable/Unallowable &lt;br&gt; Just click the link!</td>
</tr>
<tr>
<td>Where can I get a list of my “custom account” descriptions for my Activity</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Chartfields &gt; Custom Description List (under Account Ranges) &lt;br&gt; Activity: Input Activity &lt;br&gt; BONUS QUESTION: Where else can I see this? (Answer: Summary of Revenue and Expense Management Report)</td>
</tr>
<tr>
<td>How do I get a list of all projects in my College (both active and inactive)</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Chartfields &gt; Project &lt;br&gt; Org ID Matches: Enter OrgId of the college &lt;br&gt; Check Include Rollup Orgids &lt;br&gt; Change Status radio button to Both</td>
</tr>
<tr>
<td>How do I find all the Activities that have been added this fiscal year for my College</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Chartfields &gt; Activity &lt;br&gt; Org ID: Enter OrgId of the college &lt;br&gt; Check Include Rollup Orgids &lt;br&gt; Date Added: Supply date range (07/01/2006 – 06/30/2007)</td>
</tr>
<tr>
<td>How do I see the org structure for my org</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Chartfields &gt; Org ID &lt;br&gt; Org ID (Rollup Structure): Enter OrgID &lt;br&gt; HINT: You can do this recursively</td>
</tr>
<tr>
<td>How do I get a list of all Fund 2000 Activities in my College</td>
<td><strong>Solution</strong> &lt;br&gt; GIS &gt; Administrative Financials Pagelet &gt; Chartfields &gt; Activity &lt;br&gt; Org ID: Enter OrgId &lt;br&gt; Check Include Rollup Orgids &lt;br&gt; Now What? (Download to Excel and filter or sort by Fund)</td>
</tr>
</tbody>
</table>
Fixed Price, Billed but payment not received. Note, fund balance is negative. Next slide will show how the balance sheet changes once the billed payment is received.
Fixed Price, Billed and payment received. Note, billed ending balance is now a 0.
Balance Sheet Report (CR/Prepaid)

To calculate actual funds received from a sponsor, subtract the Billed and Unbilled Account Receivable from the Revenue Account, and add any Deferred Revenue.
Deferred revenue are funds that are prepaid by the sponsor at some point during the project.

The **Financial Information Library** has a two queries in GRANTS/CONTRACTS folder to get Project Cash information:

- **Actual Cash Received Project** is a FIL that can be used to find out the Actual Cash on Projects for a particular month.

- **Project Cash Position Change** is a FIL that can be used to calculate the change in the Cash position for projects in a time frame.