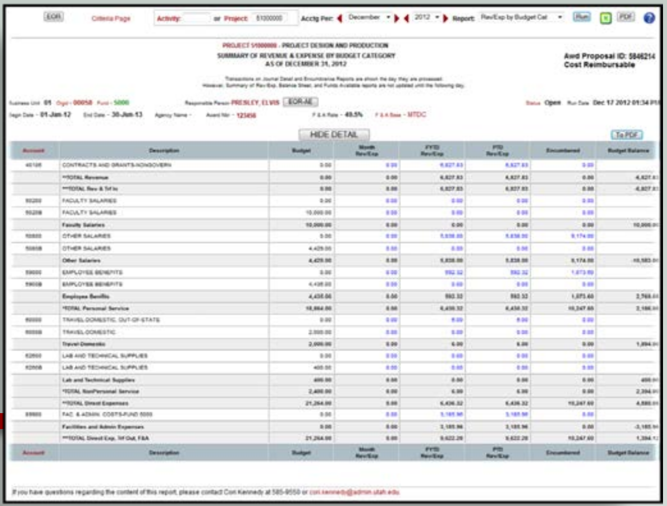
PI’s Management Report

Roadmap & Monthly Review

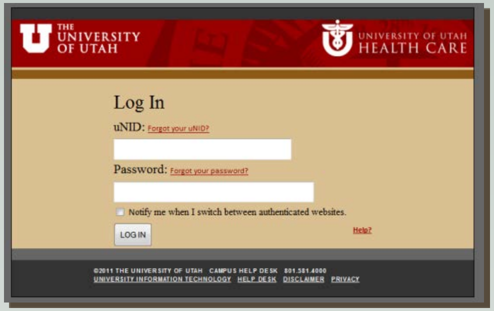


What and Why?

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



Log In

uNID: Forgot your uNID?

Password: Forgot your password?

☐ Notify me when I switch between authenticated websites.

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UNIVERSITY INFORMATION TECHNOLOGY HELP DESK DISCLAIMER PRIVACY

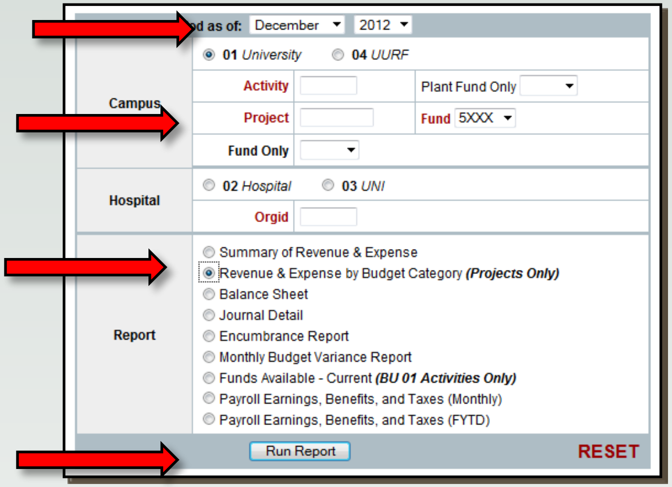
- Click on Management Reports

Financial & Business Services

REPORTS
- Endowment Market Report
- Financial Information Library
- Management Reports
  - Evidence of Review (EOR)
  - PDF Bundle

TRANSACTION DETAIL SEARCH
- Journals
- Purchase Orders
- UPAY Credit Card Detail
- WFG Credit Card Detail
- Vendor Search

- Select report by
  - Selecting desired month & year
  - Type in your Project Number
  - Click the "Revenue & Expense by Budget Category" button
  - Click "Run Report"



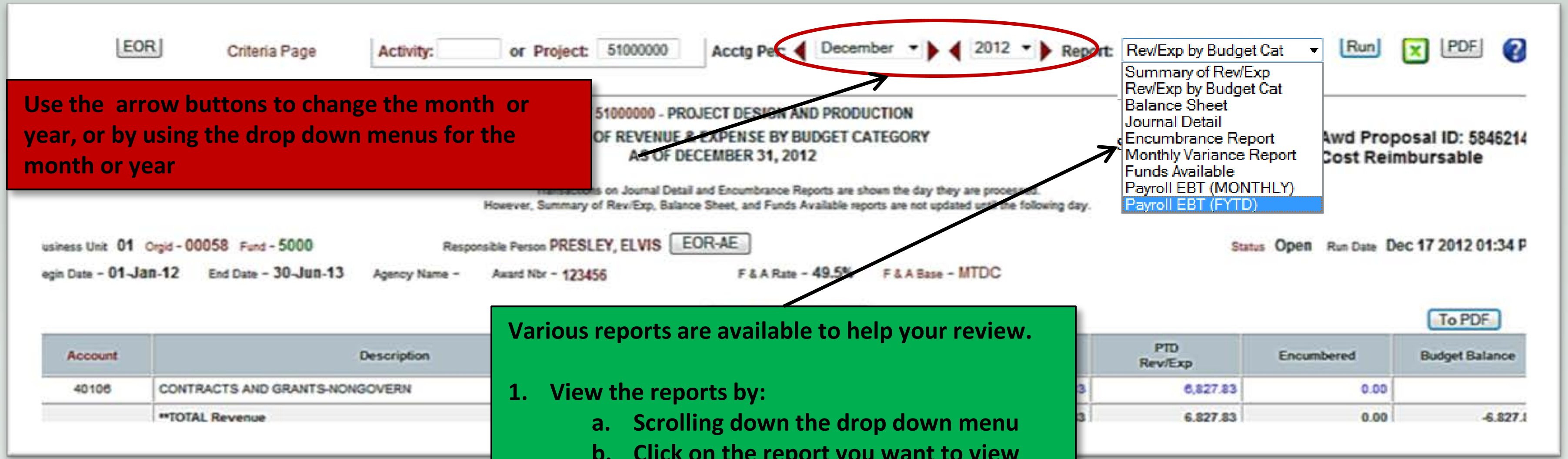
od as of: December 2012

Campus
● 01 *University* ○ 04 *UURF*
Activity
Plant Fund Only
Project
Fund 5XXX
Fund Only

Hospital
○ 02 *Hospital* ○ 03 *UNI*
Orgid

Report
○ Summary of Revenue & Expense
● Revenue & Expense by Budget Category ***(Projects Only)***
○ Balance Sheet
○ Journal Detail
○ Encumbrance Report
○ Monthly Budget Variance Report
○ Funds Available - Current ***(BU 01 Activities Only)***
○ Payroll Earnings, Benefits, and Taxes (Monthly)
○ Payroll Earnings, Benefits, and Taxes (FYTD)

Management Report Header



EOR Criteria Page Activity: or Project: 51000000 Acctg Per December 2012 Report: Rev/Exp by Budget Cat Run PDF

51000000 - PROJECT DESIGN AND PRODUCTION
OF REVENUE & EXPENSE BY BUDGET CATEGORY
AS OF DECEMBER 31, 2012

Awd Proposal ID: 5846214
Cost Reimbursable

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
However, Summary of Rev/Exp, Balance Sheet, and Funds Available reports are not updated until the following day.

usiness Unit 01 Orgid - 00058 Fund - 5000 Responsible Person PRESLEY, ELVIS EOR-AE Status Open Run Date Dec 17 2012 01:34 P

egin Date - 01-Jan-12 End Date - 30-Jun-13 Agency Name - Award Nbr - 123456 F & A Rate - 49.5% F & A Base - MTDC

To PDF

Account	Description	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS-NONGOVERN	6,827.83	0.00	
	**TOTAL Revenue	6,827.83	0.00	-6,827.

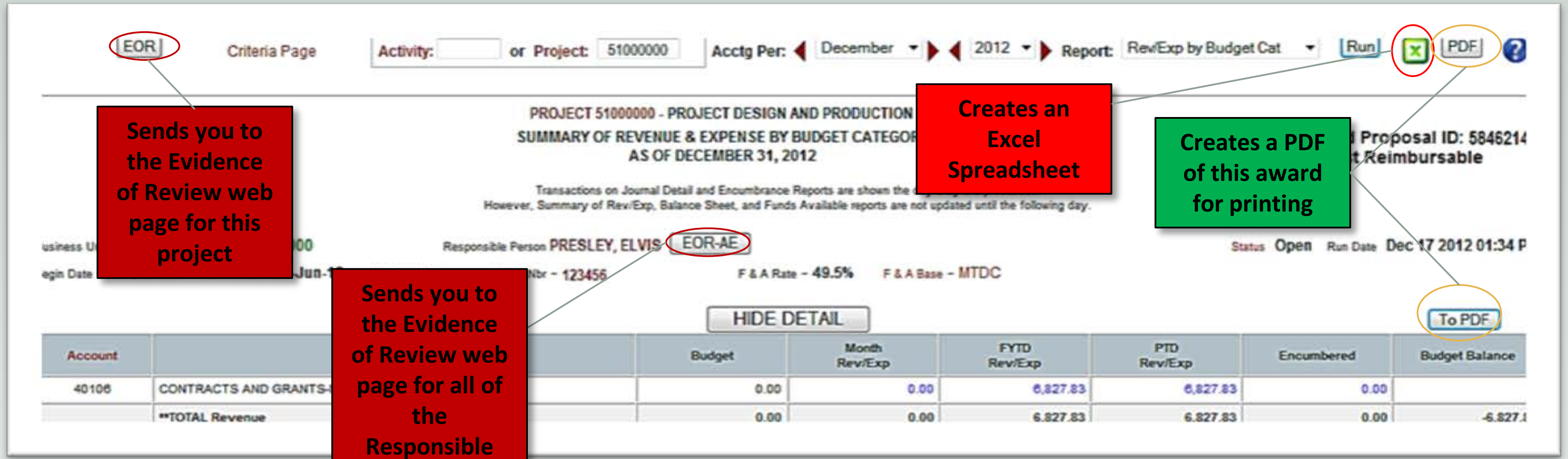
Use the arrow buttons to change the month or year, or by using the drop down menus for the month or year

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/

Management Report Header



EOR Criteria Page **Activity:** ☐ or **Project:** 51000000 **Acctg Per:** December 2012 **Report:** Rev/Exp by Budget Cat Run PDF

PROJECT 51000000 - PROJECT DESIGN AND PRODUCTION

SUMMARY OF REVENUE & EXPENSE BY BUDGET CATEGOR

AS OF DECEMBER 31, 2012

Proposal ID: 5846214

t Reimbursable

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HIDE DETAIL To PDF

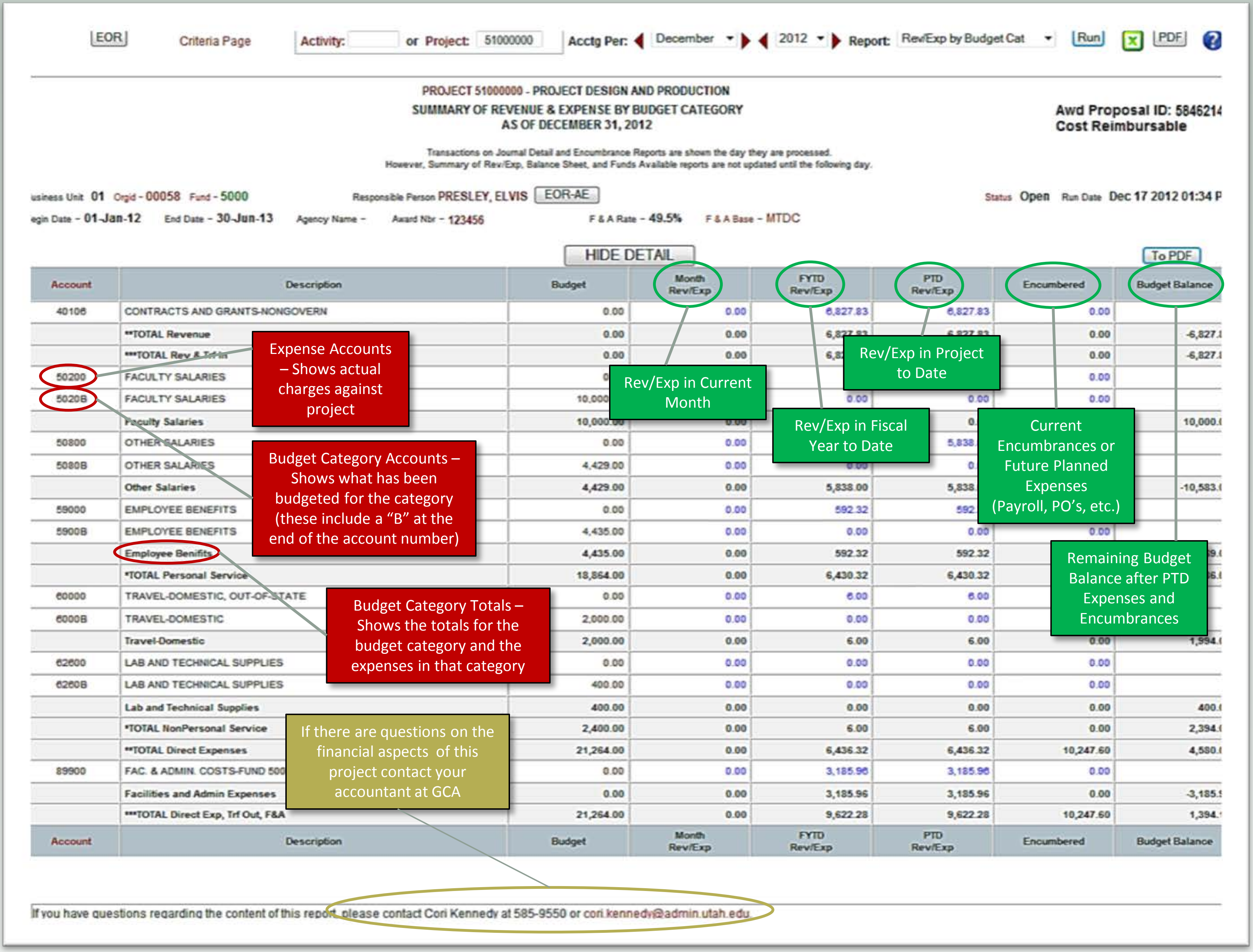
Account		Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS-	0.00	0.00	6,827.83	6,827.83	0.00	
	**TOTAL Revenue	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.

Sends you to the Evidence of Review web page for this project

Sends you to the Evidence of Review web page for all of the Responsible Person’s projects AND shows if EOR has been completed.

Creates an Excel Spreadsheet

Creates a PDF of this award for printing



PROJECT 51000000 - PROJECT DESIGN AND PRODUCTION
SUMMARY OF REVENUE & EXPENSE BY BUDGET CATEGORY
AS OF DECEMBER 31, 2012

Awd Proposal ID: 5846214
Cost Reimbursable

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usiness Unit 01 Orgid - 00058 Fund - 5000
Responsible Person PRESLEY, ELVIS
Status Open Run Date Dec 17 2012 01:34 P
egin Date - 01-Jan-12 End Date - 30-Jun-13 Agency Name - Award Nbr - 123456 F & A Rate - 49.5% F & A Base - MTDC

Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS-NONGOVERN	0.00	0.00	6,827.83	6,827.83	0.00	
	**TOTAL Revenue	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.
	***TOTAL Rev & Trf In	0.00	0.00	6,82		0.00	-6,827.
50200	FACULTY SALARIES	0				0.00	
5020B	FACULTY SALARIES	10,000		0.00	0.00	0.00	
	Faculty Salaries	10,000.00	0.00		0.		10,000.
50800	OTHER SALARIES	0.00	0.00		5,838.		
5080B	OTHER SALARIES	4,429.00	0.00	0.00	0.		
	Other Salaries	4,429.00	0.00	5,838.00	5,838.		-10,583.
59000	EMPLOYEE BENEFITS	0.00	0.00	592.32	592.		
5900B	EMPLOYEE BENEFITS	4,435.00	0.00	0.00	0.00	0.00	
	Employee Benifits	4,435.00	0.00	592.32	592.32		
	*TOTAL Personal Service	18,864.00	0.00	6,430.32	6,430.32		
60000	TRAVEL-DOMESTIC, OUT-OF-STATE	0.00	0.00	6.00	6.00		
6000B	TRAVEL-DOMESTIC	2,000.00	0.00	0.00	0.00		
	Travel-Domestic	2,000.00	0.00	6.00	6.00	0.00	1,994.
62600	LAB AND TECHNICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
6260B	LAB AND TECHNICAL SUPPLIES	400.00	0.00	0.00	0.00	0.00	
	Lab and Technical Supplies	400.00	0.00	0.00	0.00	0.00	400.
	*TOTAL NonPersonal Service	2,400.00	0.00	6.00	6.00	0.00	2,394.
	**TOTAL Direct Expenses	21,264.00	0.00	6,436.32	6,436.32	10,247.60	4,580.
89900	FAC. & ADMIN. COSTS-FUND 500	0.00	0.00	3,185.96	3,185.96	0.00	
	Facilities and Admin Expenses	0.00	0.00	3,185.96	3,185.96	0.00	-3,185.
	***TOTAL Direct Exp, Trf Out, F&A	21,264.00	0.00	9,622.28	9,622.28	10,247.60	1,394.
Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance

If you have questions regarding the content of this report, please contact Cori Kennedy at 585-9550 or cori.kennedy@admin.utah.edu.

Expense Accounts – Shows actual charges against project

Budget Category Accounts – Shows what has been budgeted for the category (these include a "B" at the end of the account number)

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

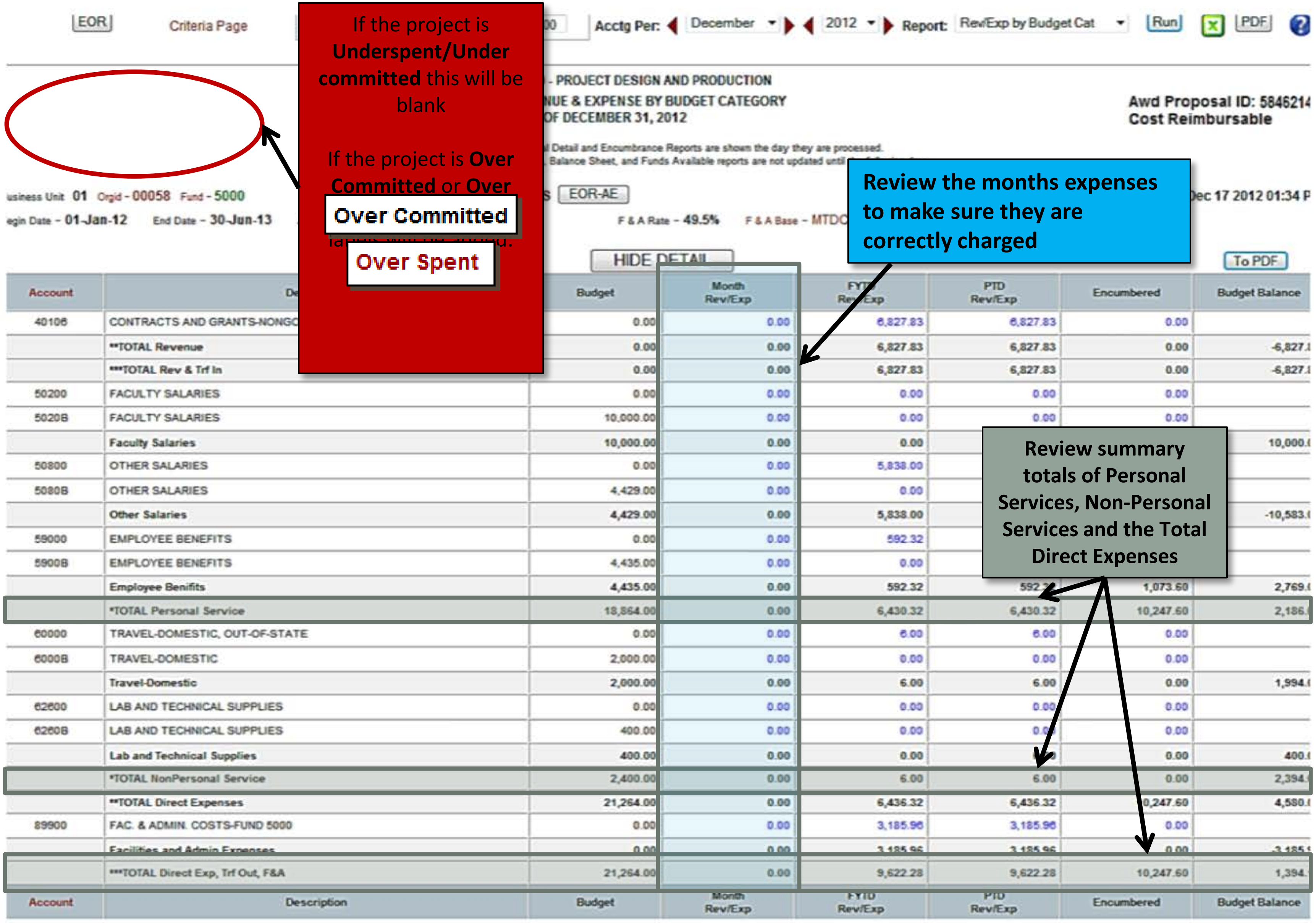
Rev/Exp in Current Month

Rev/Exp in Fiscal Year to Date

Rev/Exp in Project to Date

Current Encumbrances or Future Planned Expenses (Payroll, PO's, etc.)

Remaining Budget Balance after PTD Expenses and Encumbrances



If the project is **Underspent/Under committed** this will be blank

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

Over Committed

Over Spent

- PROJECT DESIGN AND PRODUCTION
NUE & EXPENSE BY BUDGET CATEGORY
OF DECEMBER 31, 2012

Detail and Encumbrance Reports are shown the day they are processed.
Balance Sheet, and Funds Available reports are not updated until

Awd Proposal ID: 5846214
Cost Reimbursable

usiness Unit 01 Orgid - 00058 Fund - 5000
egin Date - 01-Jan-12 End Date - 30-Jun-13

ec 17 2012 01:34 P

F & A Rate - 49.5% F & A Base - MTDC

Review the months expenses to make sure they are correctly charged

Review summary totals of Personal Services, Non-Personal Services and the Total Direct Expenses

Account	De	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS-NONGO	0.00	0.00	6,827.83	6,827.83	0.00	
	**TOTAL Revenue	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.
	***TOTAL Rev & Trf In	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.
50200	FACULTY SALARIES	0.00	0.00	0.00	0.00	0.00	
5020B	FACULTY SALARIES	10,000.00	0.00	0.00	0.00	0.00	
	Faculty Salaries	10,000.00	0.00	0.00	[illegible]	[illegible]	10,000.
50800	OTHER SALARIES	0.00	0.00	5,838.00	[illegible]	[illegible]	
5080B	OTHER SALARIES	4,429.00	0.00	0.00	[illegible]	[illegible]	
	Other Salaries	4,429.00	0.00	5,838.00	[illegible]	[illegible]	-10,583.
59000	EMPLOYEE BENEFITS	0.00	0.00	592.32	[illegible]	[illegible]	
5900B	EMPLOYEE BENEFITS	4,435.00	0.00	0.00	[illegible]	[illegible]	
	Employee Benifits	4,435.00	0.00	592.32	592.[illegible]	1,073.60	2,769.
	*TOTAL Personal Service	18,864.00	0.00	6,430.32	6,430.32	10,247.60	2,186.
60000	TRAVEL-DOMESTIC, OUT-OF-STATE	0.00	0.00	6.00	6.00	0.00	
6000B	TRAVEL-DOMESTIC	2,000.00	0.00	0.00	0.00	0.00	
	Travel-Domestic	2,000.00	0.00	6.00	6.00	0.00	1,994.
62600	LAB AND TECHNICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
6260B	LAB AND TECHNICAL SUPPLIES	400.00	0.00	0.00	0.0	0.00	
	Lab and Technical Supplies	400.00	0.00	0.00	[illegible]	0.00	400.
	*TOTAL NonPersonal Service	2,400.00	0.00	6.00	6.00	0.00	2,394.
	**TOTAL Direct Expenses	21,264.00	0.00	6,436.32	6,436.32	0,247.60	4,580.
89900	FAC. & ADMIN. COSTS-FUND 5000	0.00	0.00	3,185.96	3,185.96	0.00	
	Facilities and Admin Expenses	0.00	0.00	3,185.96	3,185.96	0.00	-3,185.
	***TOTAL Direct Exp, Trf Out, F&A	21,264.00	0.00	9,622.28	9,622.28	10,247.60	1,394.
Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance

High Level Review

High Level Review Points

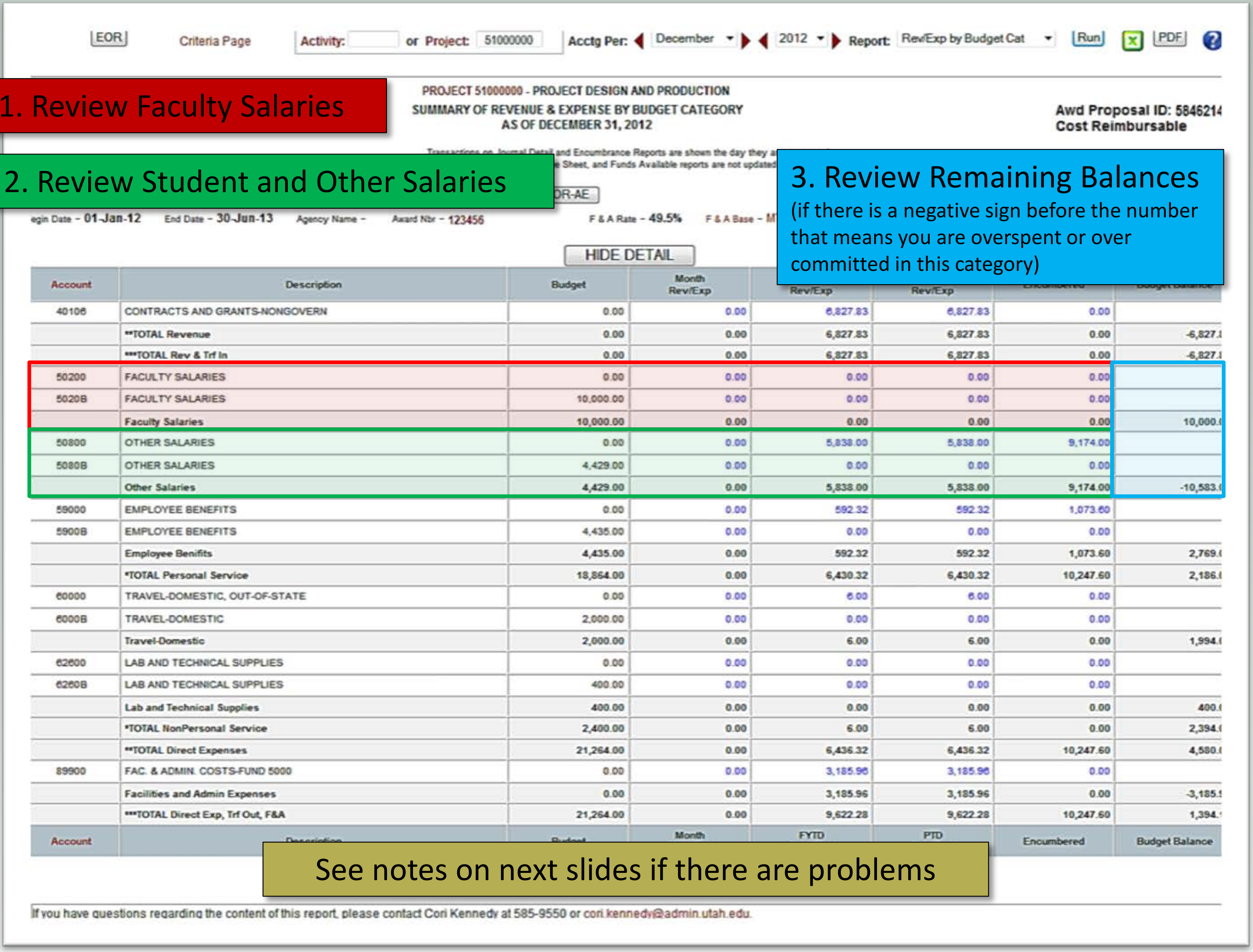
- Review monthly expenses to be sure they are correctly charged.

- 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)

EOR | Criteria Page | Activity: | or Project: 51000000 | Acctg Per: December 2012 | Report: RevExp by Budget Cat | Run | PDF

PROJECT 51000000 - PROJECT DESIGN AND PRODUCTION
SUMMARY OF REVENUE & EXPENSE BY BUDGET CATEGORY
AS OF DECEMBER 31, 2012

Awd Proposal ID: 5846214
Cost Reimbursable

Transactions on Journal Detail and Encumbrance Reports are shown the day they a
Sheet, and Funds Available reports are not updated

OR-AE

egin Date - 01-Jan-12 End Date - 30-Jun-13 Agency Name - Award Nbr - 123456 F & A Rate - 49.5% F & A Base - M

HIDE DETAIL

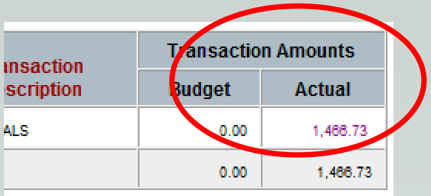
Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS-NONGOVERN	0.00	0.00	6,827.83	6,827.83	0.00	
	**TOTAL Revenue	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.
	***TOTAL Rev & Trf In	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.
50200	FACULTY SALARIES	0.00	0.00	0.00	0.00	0.00	
5020B	FACULTY SALARIES	10,000.00	0.00	0.00	0.00	0.00	
	Faculty Salaries	10,000.00	0.00	0.00	0.00	0.00	10,000.
50800	OTHER SALARIES	0.00	0.00	5,838.00	5,838.00	9,174.00	
5080B	OTHER SALARIES	4,429.00	0.00	0.00	0.00	0.00	
	Other Salaries	4,429.00	0.00	5,838.00	5,838.00	9,174.00	-10,583.
59000	EMPLOYEE BENEFITS	0.00	0.00	592.32	592.32	1,073.60	
5900B	EMPLOYEE BENEFITS	4,435.00	0.00	0.00	0.00	0.00	
	Employee Benifits	4,435.00	0.00	592.32	592.32	1,073.60	2,769.
	*TOTAL Personal Service	18,864.00	0.00	6,430.32	6,430.32	10,247.60	2,186.
60000	TRAVEL-DOMESTIC, OUT-OF-STATE	0.00	0.00	6.00	6.00	0.00	
6000B	TRAVEL-DOMESTIC	2,000.00	0.00	0.00	0.00	0.00	
	Travel-Domestic	2,000.00	0.00	6.00	6.00	0.00	1,994.
62600	LAB AND TECHNICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
6260B	LAB AND TECHNICAL SUPPLIES	400.00	0.00	0.00	0.00	0.00	
	Lab and Technical Supplies	400.00	0.00	0.00	0.00	0.00	400.
	*TOTAL NonPersonal Service	2,400.00	0.00	6.00	6.00	0.00	2,394.
	**TOTAL Direct Expenses	21,264.00	0.00	6,436.32	6,436.32	10,247.60	4,580.
89900	FAC. & ADMIN. COSTS-FUND 5000	0.00	0.00	3,185.96	3,185.96	0.00	
	Facilities and Admin Expenses	0.00	0.00	3,185.96	3,185.96	0.00	-3,185.
	***TOTAL Direct Exp, Trf Out, F&A	21,264.00	0.00	9,622.28	9,622.28	10,247.60	1,394.
Account			Month	FYTD	PTD	Encumbered	Budget Balance

See notes on next slides if there are problems

If you have questions regarding the content of this report, please contact Cori Kennedy at 585-9550 or cori.kennedy@admin.utah.edu.

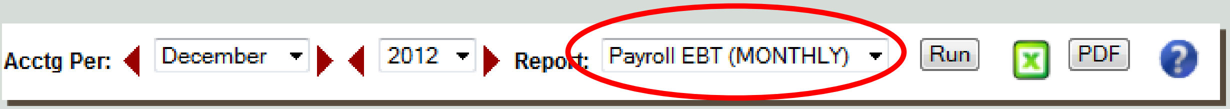
Salary Review Points

- 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"



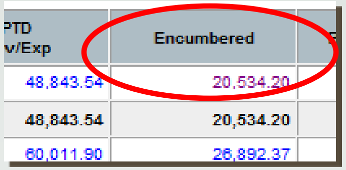
ansaction scription	Transaction Amounts	
	Budget	Actual
ALS	0.00	1,466.73
	0.00	1,466.73

  - To view who is being paid from the project, and the amounts, go to the "Payroll EBT Report" and click "Run"



Acctg Per: December 2012 Report: Payroll EBT (MONTHLY)

  - 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".

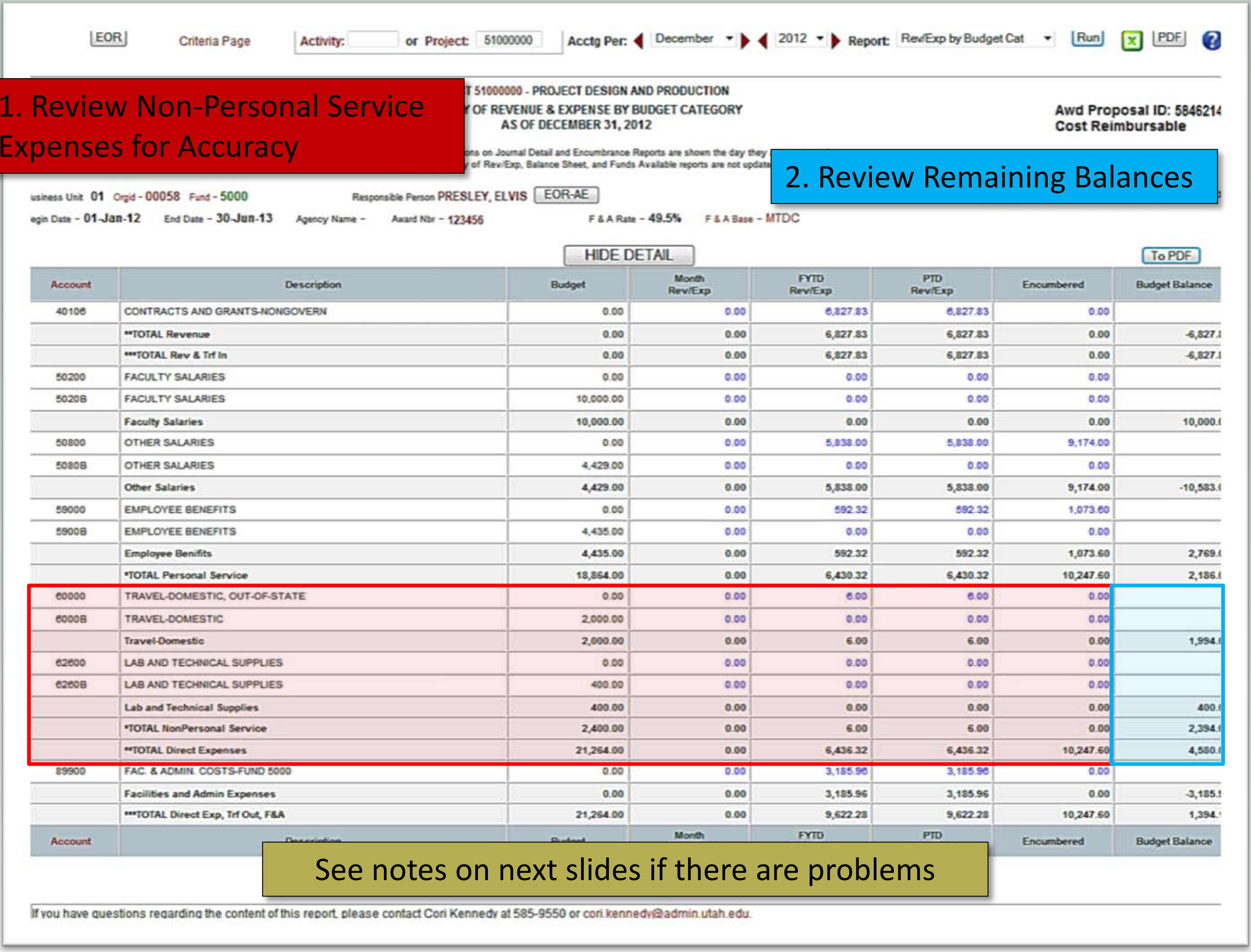


PTD v/Exp	Encumbered
48,843.54	20,534.20
48,843.54	20,534.20
60,011.90	26,892.37

ber 2012 Report: 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
  - 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

T 51000000 - PROJECT DESIGN AND PRODUCTION
Y OF REVENUE & EXPENSE BY BUDGET CATEGORY
AS OF DECEMBER 31, 2012

Awd Proposal ID: 5846214
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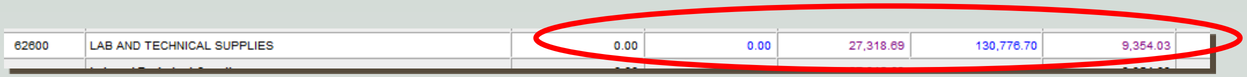
	***TOTAL Direct Exp, Trf Out, F&A	21,264.00	0.00	9,622.28	9,622.28	10,247.60	1,394.
Account	Description	Budget	Month	FYTD	PTD	Encumbered	Budget Balance

If you have questions regarding the content of this report, please contact Cori Kennedy at 585-9550 or cori.kennedy@admin.utah.edu

Non-Personal Services Review Points

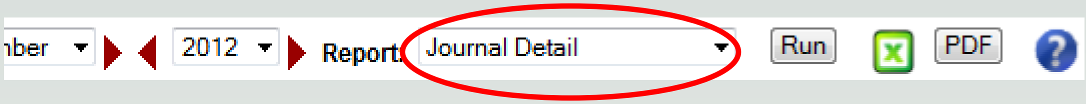
- Review all non-personal service expenses
  - Pay special attention to subcontracts (are they being billed and paid on a regular basis?)

- To View Details
  - To view specific charges either click in the expense in any of the expense account rows Including encumbrances



62600	LAB AND TECHNICAL SUPPLIES	0.00	0.00	27,318.69	130,776.70	9,354.03

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



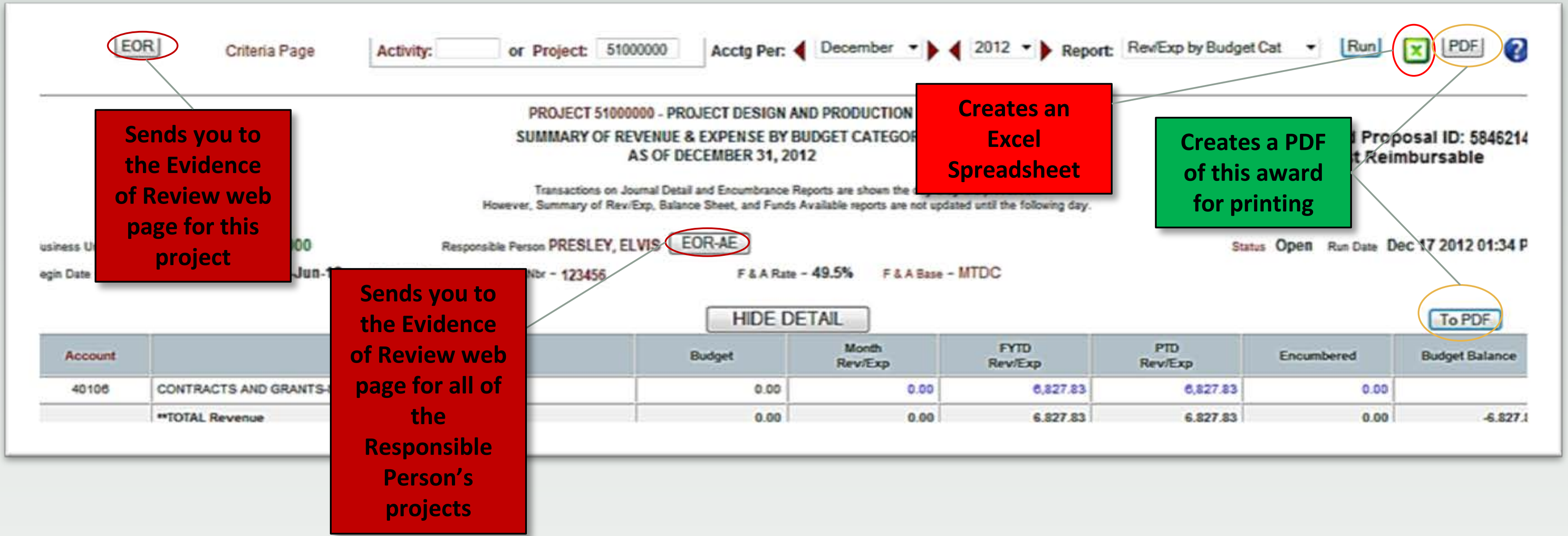
2012 Report: Journal Detail

2012 Report: Encumbrance Report

  - Use a Cost Transfer Form to move any expense off of a project. See you 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.



Activity: or Project: 51000000 Acctg Per: December 2012 Report: Rev/Exp by Budget Cat

PROJECT 51000000 - PROJECT DESIGN AND PRODUCTION
SUMMARY OF REVENUE & EXPENSE BY BUDGET CATEGOR
AS OF DECEMBER 31, 2012

Transactions on Journal Detail and Encumbrance Reports are shown the
However, Summary of Rev/Exp, Balance Sheet, and Funds Available reports are not updated until the following day.

Proposal ID: 584621
Reimbursable

usiness U 00

egin Date Jun-1

Responsible Person PRESLEY, ELVIS

Nbr - 123456

F & A Rate - 49.5% F & A Base - MTDC

Status Open Run Date Dec 17 2012 01:34 P

Account		Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS-	0.00	0.00	6,827.83	6,827.83	0.00	
	**TOTAL Revenue	0.00	0.00	6,827.83	6,827.83	0.00	-6,827.

Sends you to the Evidence of Review web page for this project

Creates an Excel Spreadsheet

Creates a PDF of this award for printing

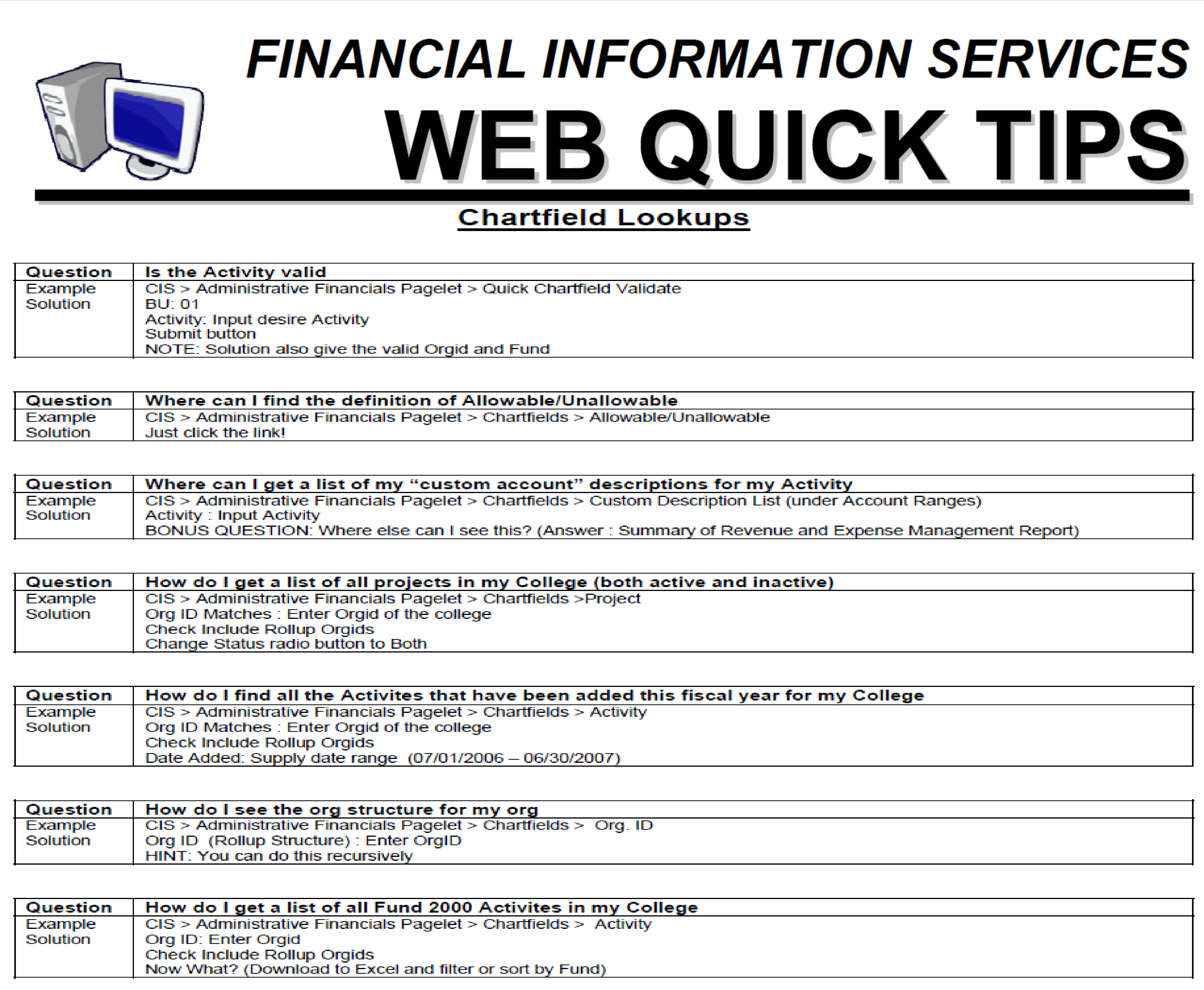
Sends you to the Evidence of Review web page for all of the Responsible Person's projects

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!

Additional Information

- 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/



FINANCIAL INFORMATION SERVICES

WEB QUICK TIPS

Chartfield Lookups

Question	**Is the Activity valid**
Example Solution	CIS > Administrative Financials Pagelet > Quick Chartfield Validate BU: 01 Activity: Input desire Activity Submit button NOTE: Solution also give the valid Orgid and Fund

Question	**Where can I find the definition of Allowable/Unallowable**
Example Solution	CIS > Administrative Financials Pagelet > Chartfields > Allowable/Unallowable Just click the link!

Question	**Where can I get a list of my “custom account” descriptions for my Activity**
Example Solution	CIS > Administrative Financials Pagelet > Chartfields > Custom Description List (under Account Ranges) Activity : Input Activity BONUS QUESTION: Where else can I see this? (Answer : Summary of Revenue and Expense Management Report)

Question	**How do I get a list of all projects in my College (both active and inactive)**
Example Solution	CIS > Administrative Financials Pagelet > Chartfields >Project Org ID Matches : Enter Orgid of the college Check Include Rollup Orgids Change Status radio button to Both

Question	**How do I find all the Activites that have been added this fiscal year for my College**
Example Solution	CIS > Administrative Financials Pagelet > Chartfields > Activity Org ID Matches : Enter Orgid of the college Check Include Rollup Orgids Date Added: Supply date range (07/01/2006 – 06/30/2007)

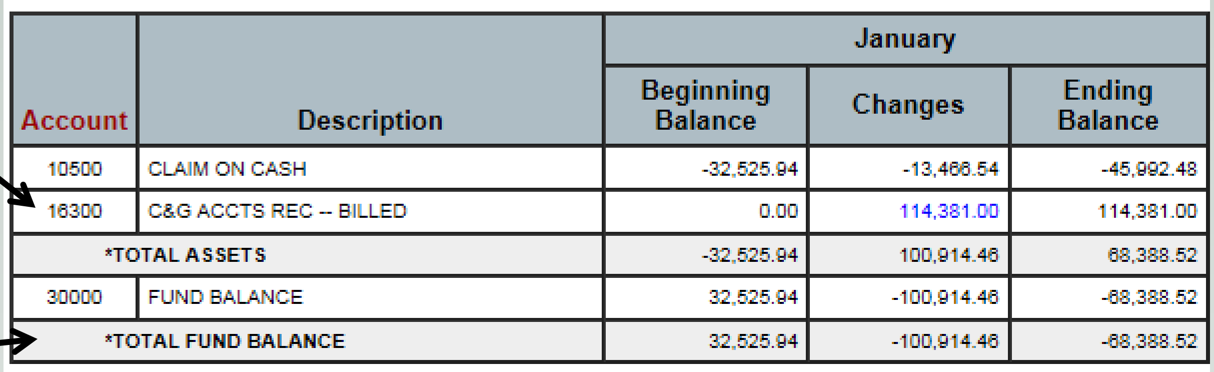
Question	**How do I see the org structure for my org**
Example Solution	CIS > Administrative Financials Pagelet > Chartfields > Org. ID Org ID (Rollup Structure) : Enter OrgID HINT: You can do this recursively

Question	**How do I get a list of all Fund 2000 Activites in my College**
Example Solution	CIS > Administrative Financials Pagelet > Chartfields > Activity Org ID: Enter Orgid Check Include Rollup Orgids Now What? (Download to Excel and filter or sort by Fund)

Balance Sheet Report (FP)

Invoiced Expenses

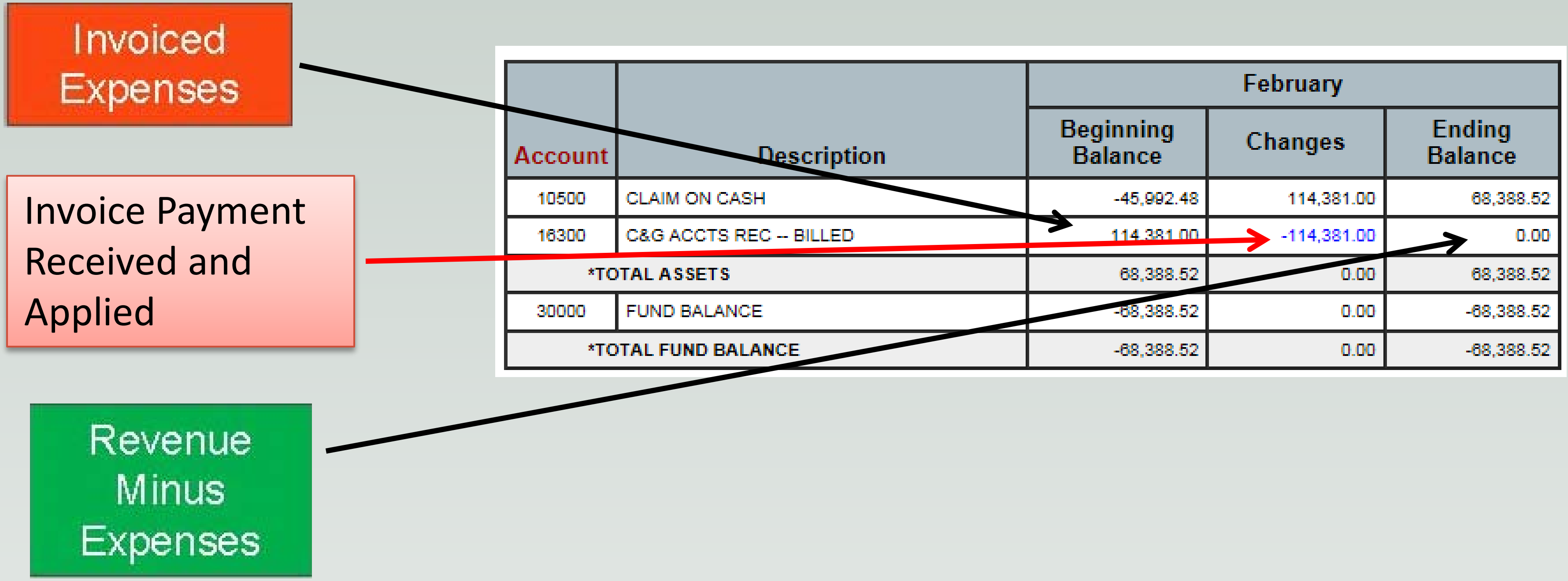
Revenue Minus Expenses



Account	Description	January		
		Beginning Balance	Changes	Ending Balance
10500	CLAIM ON CASH	-32,525.94	-13,466.54	-45,992.48
16300	C&G ACCTS REC -- BILLED	0.00	114,381.00	114,381.00
***TOTAL ASSETS**		-32,525.94	100,914.46	68,388.52
30000	FUND BALANCE	32,525.94	-100,914.46	-68,388.52
***TOTAL FUND BALANCE**		32,525.94	-100,914.46	-68,388.52

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.

Balance Sheet Report (FP)



Invoiced Expenses

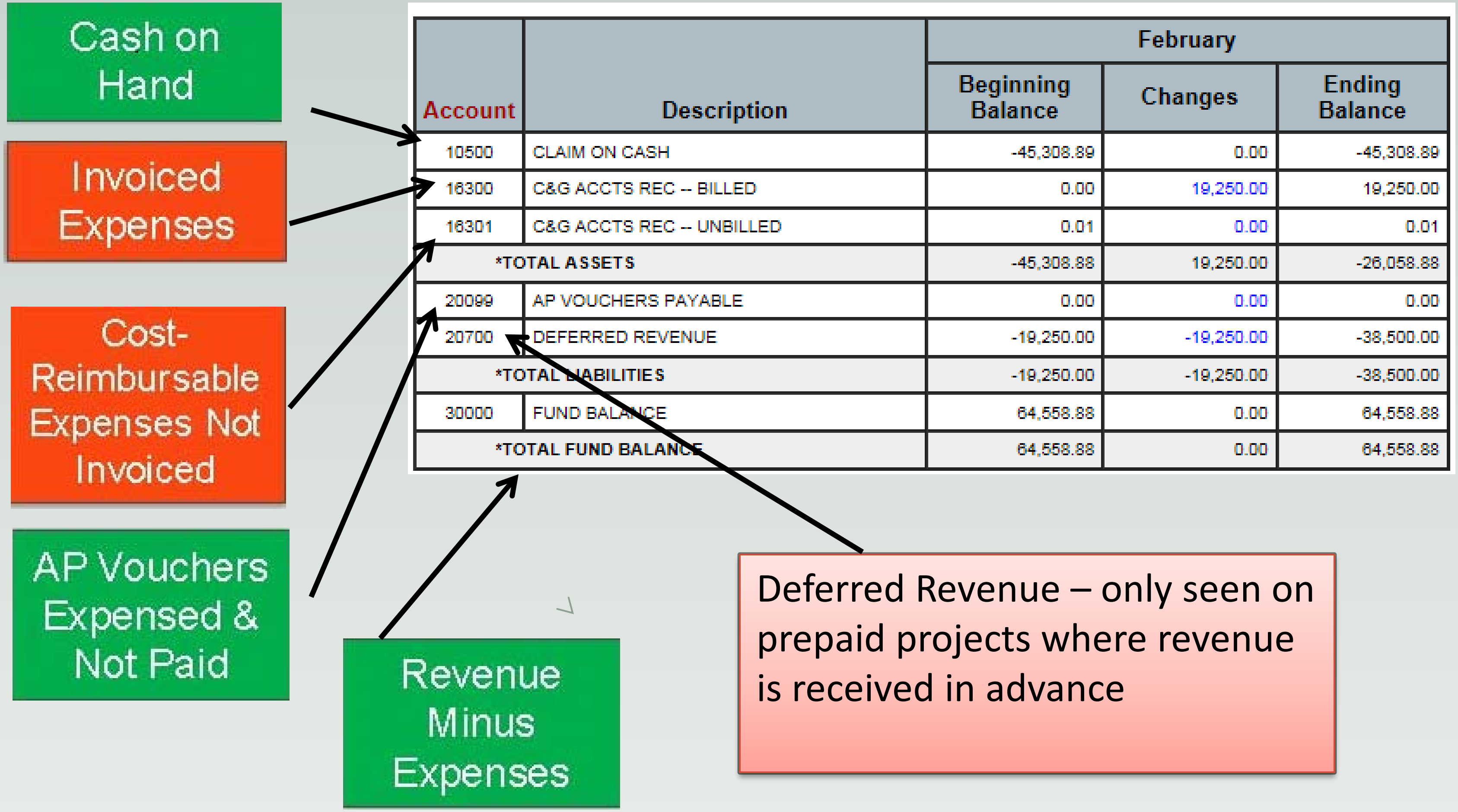
Invoice Payment Received and Applied

Revenue Minus Expenses

Account	Description	February		
		Beginning Balance	Changes	Ending Balance
10500	CLAIM ON CASH	-45,992.48	114,381.00	68,388.52
16300	C&G ACCTS REC -- BILLED	114,381.00	-114,381.00	0.00
	*TOTAL ASSETS	68,388.52	0.00	68,388.52
30000	FUND BALANCE	-68,388.52	0.00	-68,388.52
	*TOTAL FUND BALANCE	-68,388.52	0.00	-68,388.52

Fixed Price, Billed and payment received. Note, billed ending balance is now a 0.

Balance Sheet Report (CR/Prepaid))



Cash on Hand

Invoiced Expenses

Cost-Reimbursable Expenses Not Invoiced

AP Vouchers Expensed & Not Paid

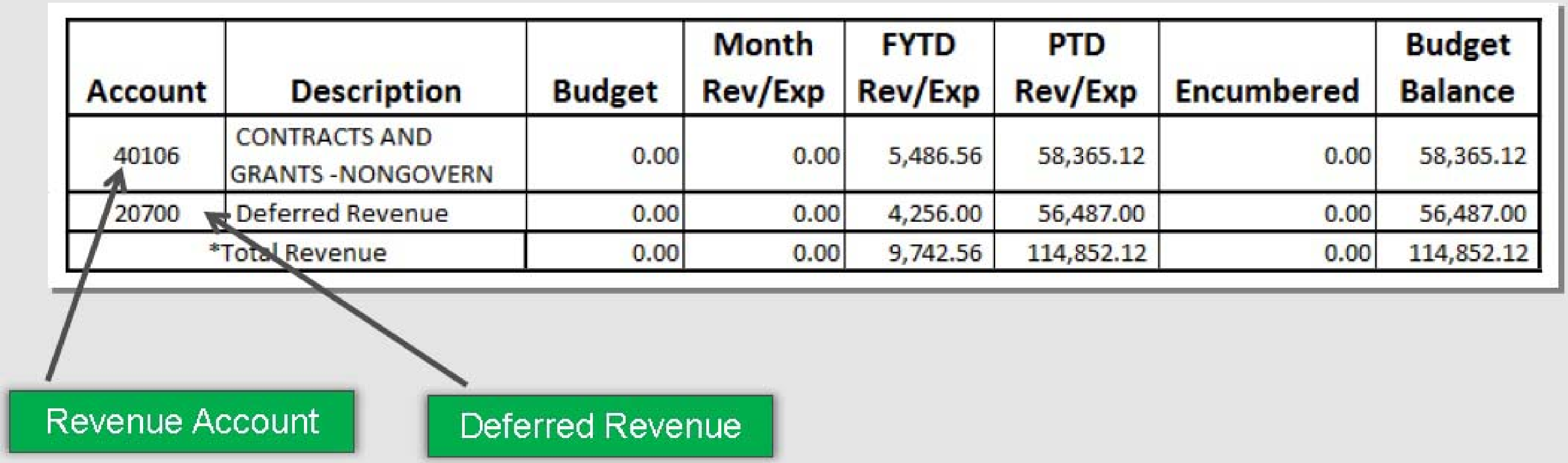
Revenue Minus Expenses

Account	Description	February		
		Beginning Balance	Changes	Ending Balance
10500	CLAIM ON CASH	-45,308.89	0.00	-45,308.89
16300	C&G ACCTS REC -- BILLED	0.00	19,250.00	19,250.00
16301	C&G ACCTS REC -- UNBILLED	0.01	0.00	0.01
	*TOTAL ASSETS	-45,308.88	19,250.00	-26,058.88
20099	AP VOUCHERS PAYABLE	0.00	0.00	0.00
20700	DEFERRED REVENUE	-19,250.00	-19,250.00	-38,500.00
	*TOTAL LIABILITIES	-19,250.00	-19,250.00	-38,500.00
30000	FUND BALANCE	64,558.88	0.00	64,558.88
	*TOTAL FUND BALANCE	64,558.88	0.00	64,558.88

Deferred Revenue – only seen on prepaid projects where revenue is received in advance

To calculate actual funds received from a sponsor, subtract the Billed and Unbilled Account Receivable from the Revenue Account, and add any Deferred Revenue

Tracking Revenue on The Balance Sheet



Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40106	CONTRACTS AND GRANTS -NONGOVERN	0.00	0.00	5,486.56	58,365.12	0.00	58,365.12
20700	Deferred Revenue	0.00	0.00	4,256.00	56,487.00	0.00	56,487.00
	*Total Revenue	0.00	0.00	9,742.56	114,852.12	0.00	114,852.12

Revenue Account

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.