Sponsored Projects Expenditure Report System

OVERVIEW

The *Sponsored Projects Expenditure Report* is designed to facilitate the Principal Investigator's (PI) financial oversight and efficient management of sponsored awards.

The PI should review regularly (e.g. monthly) award expenditures to confirm that costs are correctly posted and to allow any errors or omissions identified to be corrected in a timely manner.

The financial report presents expenditures by **project number**, which is embedded in the chartstring provided on award documents the PI receives from Office of Sponsored Programs:

13	**D D D D D**	**0 0 0 0 1 3**	**A A A A A A**	**P P P P P**	**A A A**	**B B**
Fund	**Department**	**Program**	**Account**	**Project**	**Activity**	**Bud Ref**

The *Sponsored Project Expenditure Report* presents financial data at three levels:

1. **Summary level – presents**
    - *The 'bottom line'* - funds available to spend, but excluding expenditures that are being processed and so have not yet 'hit the system' (NOTE: the amounts encumbered are for the current fiscal year only)
    - *Amounts ($) in budgeted categories*
    - *Expenditures ($) by budgeted categories*

    This level also allows you to track the *'burn rate'* or expenditures per month by downloading the monthly expenditure totals into an Excel spreadsheet for tracking purposes.

2. **Mid-level detail – this 1^{st} drill-down level**
    - Can be used to check for errors or confirm that expenditures have been posted.
    - Provides more specific information about the expenditures associated with an expenditure budget line category presented in the 'Summary Level'

        NOTE: The type of information presented will vary with the expenditure category (see Mid-level section for more information)

3. **Chart-string detail – this 2^{nd} drill-down level**
    - Provides the specific information needed for budget managers to correct any errors
    - Includes the date expenditures were posted to a specific chartstring
    - Includes the chartstring and account number for the expenditure

All data can be exported to excel spread sheets!

What's required to access the Sponsored Project Expenditure Report?

1. **NetID** and **Password**
2. **Sponsored Awards on the Prod PS8.8 FAB - Campus Use template; this allows payroll detail access for your award.**
   - **Contact your Information Coordinator for assistance**
     - PIs and Budget Managers will automatically receive access to this report when their privilege is assigned under Sponsored Awards on the Prod PS8.8 FAB - Campus Use template.
     - Department Administrators - need to request the **Project Expenditures Rept. privilege under** Sponsored Awards on the Prod PS8.8 FAB - Campus Use template.
3. Your award's **CON number**, and **Project Number(s)** (also called Project ID) presented on your Award Brief

For Mac Users:

- Please refer to the MySlice page/ Browser information pagelet.

Who can access the Sponsored Project Expenditure Report?

- PIs have access only to those projects on which they are PI
- Budget managers and departmental administrators have access to projects based on departmental security as it exists in the General Ledger

What do I need to do to access my Sponsored Projects Expenditure Reports?

1. Access People Soft System
2. Define the end date for the expenditure activity of interest (e.g. **current month's expenditures)** in the **Sponsored Projects Date Input report.**
   - The system does not default to the current date; you must manually change the end date corresponding to the month's expenditure activity of interest.
3. Access the expenditure report

NOTE: To regularly monitor your expenditures, change the end date for the period of activity of interest in the Sponsored Projects Date Input screen.

Accessing People Soft System

1. Log on to myslice.syr.edu with your SU NetId and password

2. Under **Administrative applications,** click on the **Peoplesoft Financials** link.

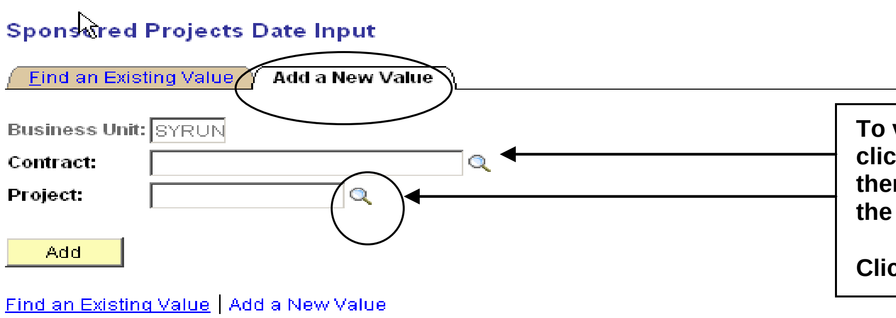
3. Click on **Syracuse Applications** link

You will see at least one folder in **Syracuse Applications** including **Grants,** which is where the *Sponsored Projects Expenditure Report* is located

Define the end date for the expenditure activity of interest

4. Click on **Sponsored Projects Date Input**

5. Select **Add a New Value** tab.



To view your contract numbers, click on the magnifying glass and then select the contract. Then do the same for the project id.

Click Add

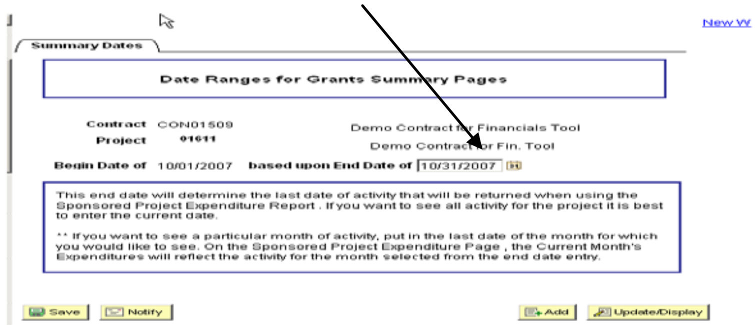
6. Select the Contract and Projects of interest:
   CONTRACT:
   - *Recommended* - Click on the magnifying glass to identify your Contract (CON) number, then
   - Click **Lookup** and select the applicable CON

   or

   - Enter your award's CONXXXXX number from your award brief in space provided: (Format: CONXXXXX – CON plus 5 digits no spaces)

   PROJECT:
   - Click on the magnifying glass to identify your Project number.
   - Click **Lookup** to begin the search.
     The search results will display a list of projects associated with the specific CON number.
   - Click the desired PROJ number.

7. The **Add a New Value** screen will have data in the Contract and Project fields.
   - Click **Add**.
8. The resulting **Summary Dates** screen presents the project selected and the period that will be used for **current months' expenditures** in the expenditures report.
   - To change the month for which expenditure data are reported, change the **Based upon end date of field.**



Note: This date will determine the last date of activity returned on the SPER. It will also define the activity presented in the *Current Month's Expenditures*

To see <u>all</u> activity for the project to date, it is best to enter the current date

To see a particular month of activity, put in the end date of the month of interest.

1. Click **Save**.
2. This completes the setup *for this project. Repeat setup for other existing projects and when you receive a new award.*

Accessing the expenditure report

1. Select **Sponsored Project Expense Report** (Rpt).

The SPER **Summary level** display has two tabs:
1- Expense, 2- Cost Share

NOTE: The header detail will contain the
- contract number (CONXXXXX),
- brief contract name,
- reporting period (based on the end date selection on **Sponsored Project Date Input**),
- contract begin and end dates,
- project id, project name,
- PI name,
- project begin and end dates (These are usually the same as the contract begin and end dates, but may differ)
- and the department.

Summary Level

Note: Cost Share is on separate tab

Click on Glossary for explanation of terms.

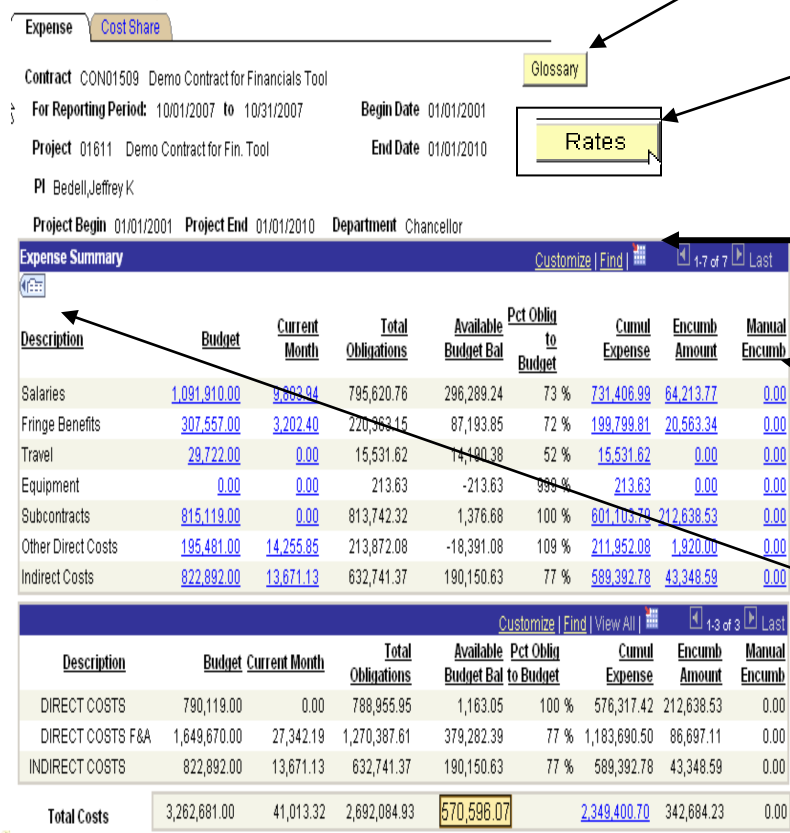
Click on Rates to see F&A and fringe rates for the project.

By clicking on the grids you can download directly to Excel.

Click on headers to sort the view.

Click on any underlined value to drill down to more detail.

Click to compress or expand columns.



Description	Budget	Current Month	Total Obligations	Available Budget Bal	Pct Oblig to Budget	Cumul Expense	Encumb Amount	Manual Encumb
Salaries	1,091,910.00	9,883.94	795,620.76	296,289.24	73 %	731,406.99	64,213.77	0.00
Fringe Benefits	307,557.00	3,202.40	220,363.15	87,193.85	72 %	199,799.81	20,563.34	0.00
Travel	29,722.00	0.00	15,531.62	14,190.38	52 %	15,531.62	0.00	0.00
Equipment	0.00	0.00	213.63	-213.63	999 %	213.63	0.00	0.00
Subcontracts	815,119.00	0.00	813,742.32	1,376.68	100 %	601,103.79	212,638.53	0.00
Other Direct Costs	195,481.00	14,255.85	213,872.08	-18,391.08	109 %	211,952.08	1,920.00	0.00
Indirect Costs	822,892.00	13,671.13	632,741.37	190,150.63	77 %	589,392.78	43,348.59	0.00

Description	Budget	Current Month	Total Obligations	Available Budget Bal	Pct Oblig to Budget	Cumul Expense	Encumb Amount	Manual Encumb
DIRECT COSTS	790,119.00	0.00	788,955.95	1,163.05	100 %	576,317.42	212,638.53	0.00
DIRECT COSTS F&A	1,649,670.00	27,342.19	1,270,387.61	379,282.39	77 %	1,183,690.50	86,697.11	0.00
INDIRECT COSTS	822,892.00	13,671.13	632,741.37	190,150.63	77 %	589,392.78	43,348.59	0.00
Total Costs	3,262,681.00	41,013.32	2,692,084.93	570,596.07		2,349,400.70	342,684.23	0.00

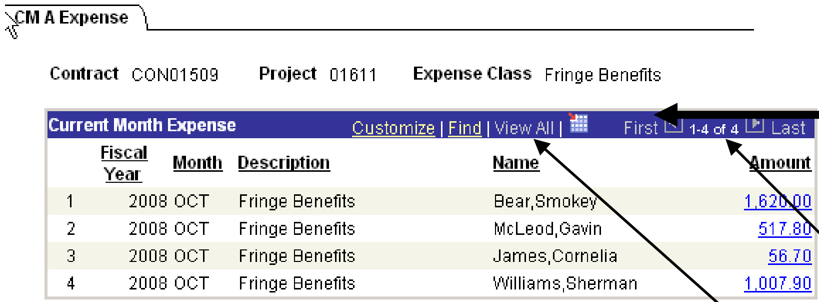
Click here to

Available Budget Balance is in bold.

see a monthly summary of expenditures.

2. Mid – Level Detail

Click on Current Month Expenditures for Fringe Benefits to see more detail (example: **3202.40**).



CM A Expense

Contract CON01509 Project 01611 Expense Class Fringe Benefits

Current Month Expense — Customize | Find | View All | First 1-4 of 4 Last

	Fiscal Year	Month	Description	Name	Amount
1	2008	OCT	Fringe Benefits	Bear,Smokey	1,620.00
2	2008	OCT	Fringe Benefits	McLeod,Gavin	517.80
3	2008	OCT	Fringe Benefits	James,Cornelia	56.70
4	2008	OCT	Fringe Benefits	Williams,Sherman	1,007.90

By clicking on the grids you can download directly to Excel.

Click on headers to sort the view.

Note: There is a limit on the number of rows to a page. If you do not see all of the rows (you can tell by looking at the referenced numbers), you may use the arrows to move to the next set, or click on "View All".

Cancel

Use Cancel button to move back one level.

At the Mid-level detail, the view can differ depending on the column and categories being reviewed.

<u>Budget:</u>
Budget Period / (Budget) Begin Date/ (Budget) End Date/ Description/ Amount

<u>Expenditures and Commitments:</u>

Salaries: Fiscal Year/ Month/ Description/ Employee Name/ Amount
Fringe: Fiscal Year/ Month/ Description/ Employee Name/ Amount
Equipment: Fiscal Year/ Month/ Journal Line Ref/ Line Descr/ Vendor/ PO No./ Amount
Travel: Fiscal Year/ Month/ Vendor/ Hdr Descr/ Amount
Other Direct Costs: Fiscal Year/ Month/ Description/ Jrnl Hdr Descr/ Vendor/ Amount
Subcontracts: Fiscal Year/ Month/ Vendor/ Hdr Descr/ Amount
Indirect Costs: Fiscal Year/ Month/ Journal Line Ref/ Line Descr/ Vendor/ PO No./ Amount

3. <u>Chart string Detail</u>

To see the chart string detail for Smokey Bear (from previous example), click on the amount in blue (**<u>1620.00</u>**).

The functionality is the same at this level as with the others:

1 Click on headers to sort
2 Click on the Grid to download to Excel
3 Use arrows or select "View All" to see additional rows.

RETURNING USERS

1. Select **Sponsored Projects Date Input**
2. Select **Search**

3. Select **CONXXXX** of interest
4. Modify **based upon end date of** MM/DD/YYYY to return month's expenditures of interest.
5. **Save**
6. Select **Sponsored Projects Expense Rpt**
7. Review ☺
8. Questions? Contact Cathy Hayduke, Office of Sponsored Accounting, cphayduk@syr.edu, Phone: 443-1765