AWARD ADMINISTRATION IV:

Balances, Data Warehouse & Zzusis

Application Sign-on

AIS sign on using NetPass, Basic Mobility (Function Keys)

Business Objects (Data Warehouse) sign on
(Data Warehouse is available at http://infotech.wsu.edu/datawarehouse)

Components of an Account

145-01-11D-4180-1700

Fund	145	Grants & Contracts
SubFund	01	Federal
Program	11	Federal Sponsored Research
SubProgram	D	Department of Agriculture (USDA)
Budget	4180	Western Center for Risk Management Education
Project	1700	Unique Code for Specific Project

Codes

Balances PF6 Code Titles

Example: Finding the Code Title for a Fund-Subfund 145

Business Objects

Example: WSU Codes

Finding Accounts

Balances PF5
Reasons to do so: PI asks you about a new award that he received, you know you just got a new grant, but don't know the account number.

Example: Investigator Name

Budget

Account Title Keyword

Business Objects

Example: PI Account List with Balance
List of PI's grant accounts with their balances.

Master Account Table

Balances Main Menu Report 15
Reasons to use: To find who's authorized to sign documents related to the account (ETR's, EAA's, Effort Certifications, etc), F&A rate, see open object codes, exception codes, project period, related accounts.

> Note on project period: LEAD date is usually set to be one month after the end of the project unless final reports need to be submitted earlier than 90 days. The LEAD date is the cut-off date for allowing expenditures to post to the account.

Example: Report 15

Balances Main Menu Report 15X
Reasons to use: To find out what reports SPS needs to submit & other comment info, see open objects, OGRD number, Agg. Code, campus restriction (for c/s, F&A), cost share amount.

Example: Report 15X

Business Objects

Example: Account Information (Master Account Table)

Budget Statement

Balances Main Menu Report 01
When to use: To find the balance of an account quickly, for fiscal information from the last 20 months.

Example: Report 01

Begin-to-date Totals

FY Totals

Month End Totals

Last 4 year Totals (All)

Balances PF2 Account Detail Menu
Report 01 Budget Statement Detail
When to use: For specific expenditure and revenue detail, this is where to find information to complete ETR's (Expenditure Transfer Requests) and to find out when revenue was last received.

Example: Report 01

Expenditure Detail

Revenue Detail

Business Objects Budget Statement
When to use: For current and historical fiscal data, when you want to email a budget statement to another user, when you want to save the budget statement as an excel file to work with the data (SPAR rebudget).

Example: Budget Statement

Operations Encumbrances by Account
To identify specific encumbrances by name and dollar amount

Pcard + CTA Card Expenditure Detail for Account
For detailed info on p-card transactions

Example: Saving Business Objects Reports (Budget Statement)
PDF
Excel

Expenditure
Transfer Request

What reports are helpful to use when preparing an ETR?

Balances PF1 Account Detail Menu Report 01B Budget Statement Detail
Restrict date range and object, print out page to attach to ETR

Business Objects Budget Statement
Restrict date range and print out page to attach to ETR

Transactions Over Previous 90 days by Object Code
To identify eligible expenditures to transfer.
Transfer of grant expenditures over 90 days old require an Exception Request be routed with ETR to SPS for approval.

SPS- F&A Reconciliation
For use with an account that is overdraft and termed to do an 03-WV ETR. Report takes into account F&A adjustments to calculate the actual amount of overdraft to list on ETR.

Grant Revenue

Departments should monitor revenue and work with SPS to resolve problems. Billing Instructions which detail how and when revenue is collected are listed in the OGRD database (usually the last transaction on the activity log.)

Note on revenue: RPA & LOC accounts always show revenue equal to expenses even if WSU has not yet billed for some of the expenditures or if the funds aren't available to draw. To determine if an account is RPA or LOC go to Balances Main Menu Report 15. Contact SPS if you have questions about your RPA or LOC revenue accounts.

Business Objects

When to use: To monitor grant revenue for area/department/unit.

Example: Negative Cash Balances

Lists accounts with negative cash balances and includes billing instructions from Balances Report 15X.

Zzusis

When to use: To check invoice status (information no longer available in AIS)

Navigate to: **Main Menu > Student Financials > View Corporate Accounts**

In the "External Org ID:" box, input the agency number with prefix (agency number is found in Balances Main Menu Report 01 or 15) and search

If agency number is six digits, input the following: 000######

If agency number is eight digits, input the following: 0#######

Select "Account Details" on the SPS line

Select "View All" to display all invoices (100 per page)

The account number is listed under the "Contract Number" column.

The Invoice Number will show in the "Reference Nbr" column, followed by the Invoice Amount in the "Amount" column.

Below the Invoice Amount is the Outstanding Balance. A balance of "0.00" indicates the invoice has been paid in full.

Selecting "Item Details" will show specific details of the invoice; including posting date and payment date(s).

Cost Sharing

When to use: To monitor and determine if cost share obligations have been met on an account. Cost share may include: waived F&A, faculty/staff effort (from Effort Certification Reports), third party cost share documentation or cost share from non-federal WSU accounts (manual entries required).

Balances

Example: PF7 Cost Share Inquiry Menu

Report 04 Qry Summary by Account
Cost share obligation and amount met to date

Report 01 Qry Detail by Account
Detail of cost share expenditures
(Detail limited by number of records)

Report 03 Qry Detail by WSU ID Number
Detail of cost share commitments for a specific person by account.

Business Objects

Example: Cost Sharing Detail Report by Account-Effort Date
Combines Balances PF7 Reports 01 & 04

Close Out

What should be reviewed before a grant account can be closed out?

- Were all goods and services received prior to the term date?
- Have all invoices (including subcontracts) been submitted and paid?
- Have all TEV's been submitted and paid? (travel for the last few days of the grant)
- Have all Sponsored Program Cash Advances been cleared?
    - Balances: Budget Statement Check 03WB Petty Cash
        - If there is a balance in 03WB the cash advance has not been cleared.
- Wages for time slip been paid?
    - Balances: Budget Statement
    - Business Objects: Budget Statement
- Have all Encumbrances cleared (including salary encumbrances)?
    - Business Objects: Encumbrances by Account
- Has cost share obligation been met?
    - Balances: PF7 Report 04
    - Business Objects: Cost Sharing Detail Report by Account-Effort Date
- Did the PI submit their final technical report to the funding agency?
- Was F&A calculated properly on the account?
    - Business Objects: SPS-F&A Reconciliation
- Has final invoice been submitted to funding agency by SPS?
    - Zzusis
- Has revenue been received?
    - Balances PF1 Report 01 Revenue to confirm receipt of revenue
    - Business Objects: Budget Statement
- Ask SPS to close out account
- Archive grant file for 6 years from end of grant activity

Other Helpful Reports

Balances

Example: PF5 Report 14
Exception Code Search

PF5 Report 30
Termination Date Search

PF4 Download Menu Report 26
For multiple account awards this report summarizes all of the expenditures made to the project. ie you can view the total expenses for the project without have to look up each account individually.

Business Objects

There are multiple useful reports in Business Objects. Here is a sample of reports that you may want to try:

Financial-Grants and Contracts Folder

Grant Account Exp-Rev Status
Summarizes grant activity by area/department/unit

Grant Activity for Specific PI
Provides grant expenditures for all of a PI’s accounts

Grants-Contracts 90% or More Expended-Encumbered
To obtain a list of accounts that are close to expending their budgets. Useful for preventing overdrafts

Guarantee Accounts by Area-Dept
List accounts that are on guarantee. Use as a reminder to check the status of pending awards.

Overdraft Accounts by Area or Dept
Overdrafts account for your department.

Assignment History for Account
Summarizes payroll assignments for account.

Financial Folder

Payroll Funding Alert-Assignments
Lists payroll assignments ending.

Questions??

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