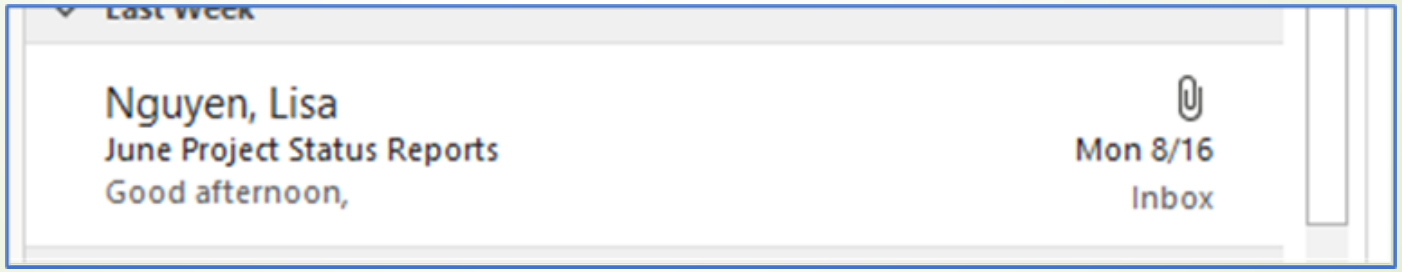
Project Status Report

What is it saying?

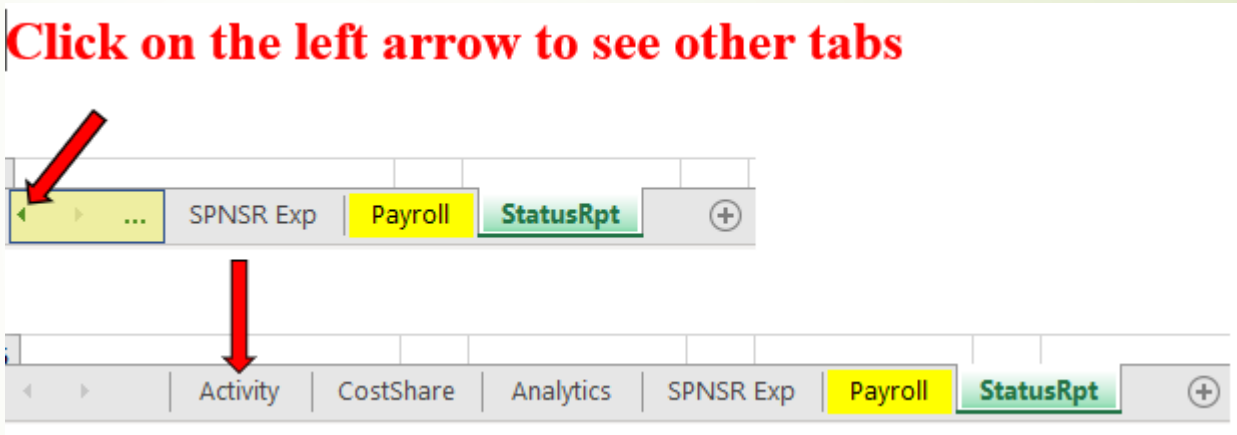
Project Status Report

- Delivered by email
- Sent by Research Financial Services
- Sent within three to five days after Financial Services closes the SPNSR accounting period
- Email example is below



Project Status Report Workbook

- The workbook contains 6 reports on separate Excel tabs
- When the Excel file is opened, there are only 3 tabs visible
- To open the additional tabs, click on the left arrow



StatusRpt

University of Oklahoma
Grants and Contracts Accounting
Project Status Report

Chartfield: SPNSR MED30250 00000 00013 20007462			
Award Number	20230177		
Expenses as of:	December 31, 2023		
Commitments as of:	January 08, 2024		
Title:	FY24: CANS Project - DHS		
Principal Investigator	Carisa Wilsie	**Sponsor**	Oklahoma Department of Human Services
Department	Peds - Dev Behavioral Ped 2	**Reference No.**	8309026806
Award Period	09/01/2023-06/30/2024	**Contract Type**	Cost Reimb - Non LOC
Budget Period	09/01/2023-06/30/2024	**Financial Coordinator**	Garrett Tyler Houston

Budget Categories	Current Operating Budget	December Expenses	Cumulative Expenses	Unexpended Balance	Commitments	Uncommitted Balance
Salary & Wages	665,743.00	58,815.81	179,779.64	485,963.36	345,305.72	140,657.64
Fringe Benefits	225,023.00	19,938.56	60,945.29	164,077.71	117,058.64	47,019.07
Supplies	2,500.00	0.00	146.34	2,353.66	0.00	2,353.66
Travel - Domestic	5,000.00	120.00	120.00	4,880.00	0.00	4,880.00
Other	250.00	20.51	101.46	148.54	0.00	148.54
F&A 26%	233,614.00	20,512.67	62,684.11	170,929.89	120,214.73	50,715.16
Total	**1,132,130.00**	**99,407.55**	**303,776.84**	**828,353.16**	**582,579.09**	**245,774.07**

Current Budget

- This outlines the current budget for the project broken out into the University's defined budget categories
- If this does not look accurate, reach out to your Grants and Contracts Contact.

Budget Categories	Current Operating Budget
Salary & Wages	665,743.00
Fringe Benefits	225,023.00
Supplies	2,500.00
Travel - Domestic	5,000.00
Other	250.00
F&A 26%	233,614.00
Total	**1,132,130.00**

Expense Column

- The expense column shows the expenditures that were transacted during the identified month.
- These totals align to the individual expenditures on SPNSR Exp tab.

Budget Categories	December Expenses
Salary & Wages	58,815.81
Fringe Benefits	19,938.56
Supplies	0.00
Travel - Domestic	120.00
Other	20.51
F&A 26%	20,512.67
Total	**99,407.55**

Corresponding Expenditures

Date	Budget Cat	Pur	GL Acct	Descr	Vendor	Jrnl Descr	Amount
12/06/2023	SP_FAD		870000	F&A		F & A Calculation	5,095.44
12/15/2023	SP_FAD		870000	F&A		F & A Calculation	5,098.99
12/31/2023	SP_FAD		870000	F&A		F & A Calculation	10,318.24
	SP_FAD Total						**20,512.67**
12/31/2023	SP_FRG		540000	FR BEN ALL		430 FB ALLOCATION	19,938.56
	SP_FRG Total						**19,938.56**
12/31/2023	SP_OTH		860100	UTILITIES-	Telecommunications	LINE/OTHER RECURRING	10.00
12/31/2023	SP_OTH		860100	UTILITIES-	Telecommunications	LINE/OTHER RECURRING	9.66
12/31/2023	SP_OTH		860100	UTILITIES-	Telecommunications	LONG DISTANCE	0.85
	SP_OTH Total						**20.51**
12/01/2023	SP_SAL		511011	SALARY-STA		SALARY-STAFF FULL TIME	9,082.54
12/01/2023	SP_SAL		521511	WAGES-HOUR		WAGES-HOURLY FULL TIME	10,515.29
12/08/2023	SP_SAL		511011	SALARY-STA		SALARY-STAFF FULL TIME	9,082.53
12/08/2023	SP_SAL		521511	WAGES-HOUR		WAGES-HOURLY FULL TIME	10,528.98
12/20/2023	SP_SAL		511011	SALARY-STA		SALARY-STAFF FULL TIME	9,082.54
12/20/2023	SP_SAL		521511	WAGES-HOUR		WAGES-HOURLY FULL TIME	10,523.93
	SP_SAL Total						**58,815.81**
12/17/2023	SP_TRV		701227	TRVL-DIREC	PRAED FOUNDATION	TCOM TRAINING FOR 10	120.00
	SP_TRV Total						**120.00**
	Grand Total						**99,407.55**

Cumulative Expenses

- This is the expenses from inception to date of the project
- Matches expenditures to date on the SPNSR Expense Query
- Some expenditures only post once a month, so if the expense was occurred late in the month, it may not post until the next month.

Budget Categories	Cumulative Expenses
Salary & Wages	179,779.64
Fringe Benefits	60,945.29
Supplies	146.34
Travel - Domestic	120.00
Other	101.46
F&A 26%	62,684.11
Total	**303,776.84**

Unexpended Balance

- This column is the funds left to spend but **does not** include any encumbered future expenses
- Remember some expenditures only post once a month, so if the expense was occurred late in the month, it may not post until the next month
- Grants and Contracts does not track commintments. You must consider what items are in process and not just what the balance is

Budget Categories	Unexpended Balance
Salary & Wages	485,963.36
Fringe Benefits	164,077.71
Supplies	2,353.66
Travel - Domestic	4,880.00
Other	148.54
F&A 26%	170,929.89
Total	**828,353.16**

Commitments – Uncommitted Balance

- Payments that need to be made, but haven't yet
- Pcard, Travel, Personal reimbursement, Recharge Centers only post one time per month
- Salary/Fringe commitment – **this is a formula**. Takes the current month salary and fringe and projects it out through the end of the project.
- Purchase order balances and pending vouchers will post in the commitment's column
- F&A is populated based on the projected expenditures
- Commitment column can be updated by department if they have additional commitment information

Budget Categories	Commitments	Uncommitted Balance
Salary & Wages	345,305.72	140,657.64
Fringe Benefits	117,058.64	47,019.07
Supplies	0.00	2,353.66
Travel - Domestic	0.00	4,880.00
Other	0.00	148.54
F&A 26%	120,214.73	50,715.16
Total	**582,579.09**	**245,774.07**

University of Oklahoma

Grants and Contracts Accounting

Project Status Report



Chartfield: SPNSR MED30250 00000 00013 20007462

Award Number	20230177
Expenses as of:	December 31, 2023
Commitments as of:	January 08, 2024

Title: FY24: CANS Project - DHS

Principal Investigator	Carisa Wilsie	**Sponsor**	Oklahoma Department of Human Services
Department	Peds - Dev Behavioral Ped 2	**Reference No.**	8309026806
Award Period	09/01/2023-06/30/2024	**Contract Type**	Cost Reimb - Non LOC
Budget Period	09/01/2023-06/30/2024	**Financial Coordinator**	Garrett Tyler Houston

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Supplies	2,500.00	0.00	146.34	2,353.66	0.00	2,353.66
Travel - Domestic	5,000.00	120.00	120.00	4,880.00	0.00	4,880.00
Other	250.00	20.51	101.46	148.54	0.00	148.54
F&A 26%	233,614.00	20,512.67	62,684.11	170,929.89	120,214.73	50,715.16
Total	**1,132,130.00**	**99,407.55**	**303,776.84**	**828,353.16**	**582,579.09**	**245,774.07**

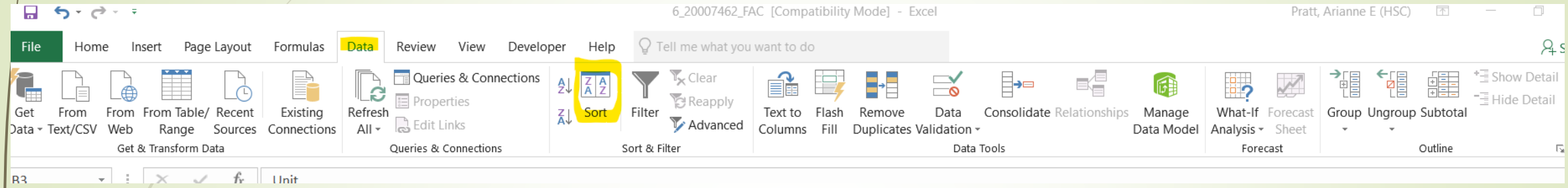
Expenditure Review

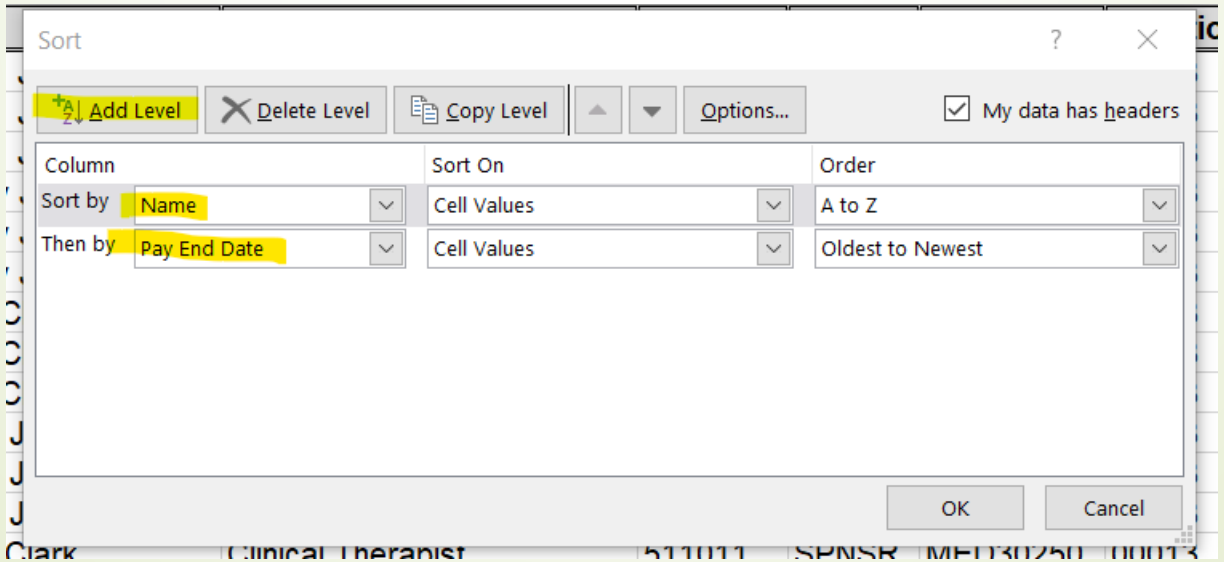
- University Guidelines state expenditures are required to be reviewed monthly.
- Must be reviewed by a person with first-hand knowledge.
- Must be maintained for audit purposes for 7 years.

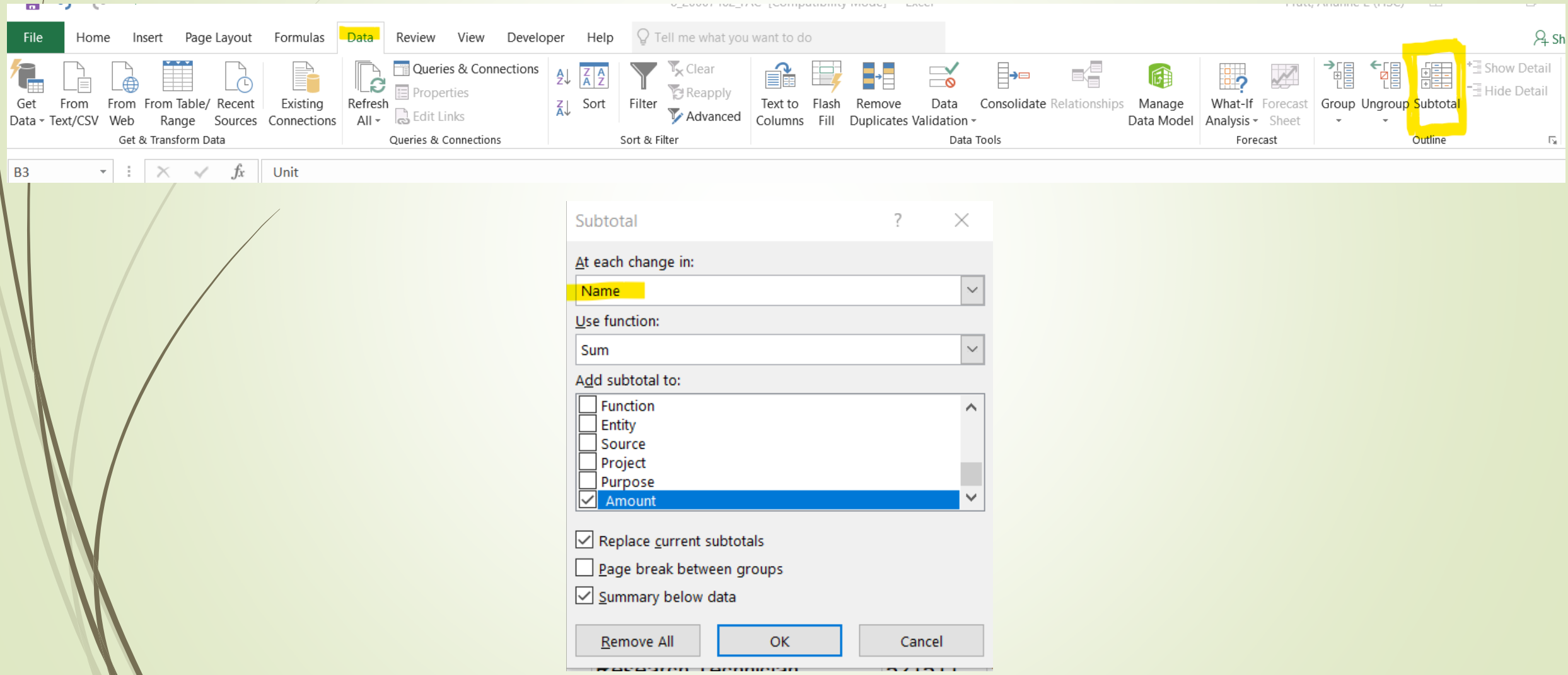
Payroll

- Includes payments for anyone who has been paid through the **payroll process** on the grant
- If there are persons missing, persons that should not be on there or the amounts are not correct, the department **must prepare a payroll cost transfer to correct**
- A payroll cost transfer requires that a copy of the correcting epaf be attached to ensure that future payroll posts on the correct project

Formatting the Payroll Query

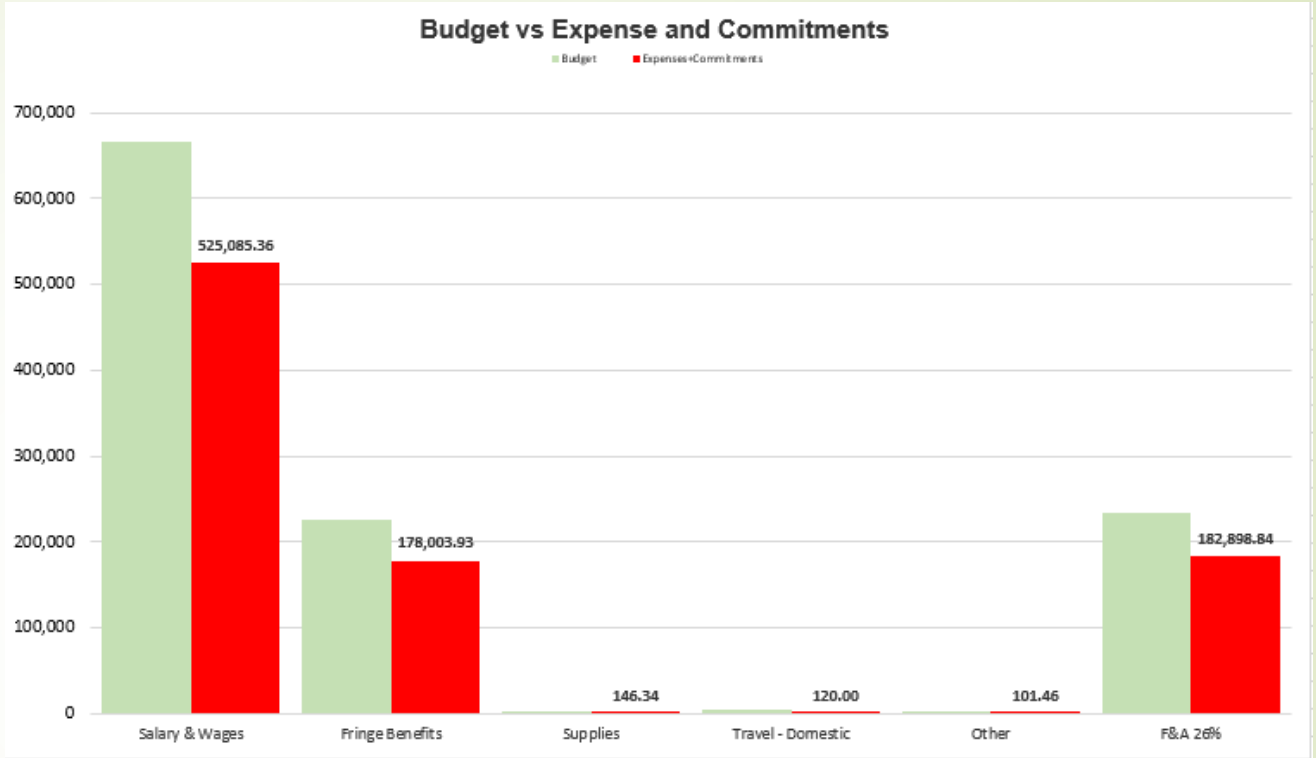


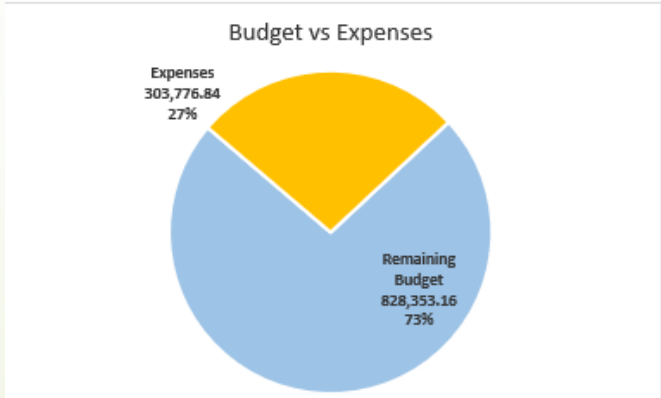


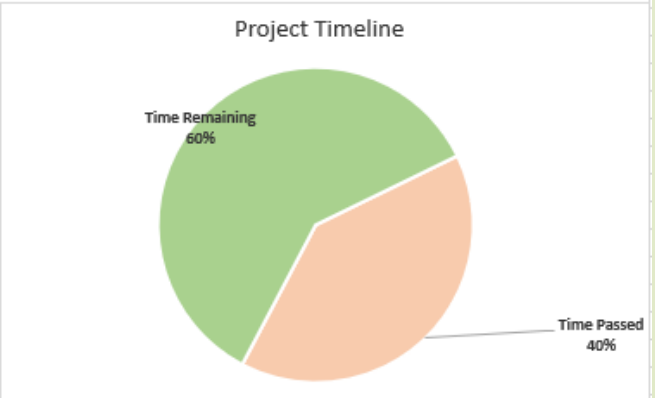

File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Help
Tell me what you want to do
Get Data
From Text/CSV
From Web
From Table/ Range
Recent Sources
Existing Connections
Refresh All
Queries & Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Consolidate
Relationships
Manage Data Model
What-If Analysis
Forecast Sheet
Group
Ungroup
Subtotal
Show Detail
Hide Detail
Get & Transform Data
Queries & Connections
Sort & Filter
Data Tools
Forecast
Outline
B3
Unit
Subtotal
At each change in:
Name
Use function:
Sum
Add subtotal to:
Function
Entity
Source
Project
Purpose
Amount
Replace current subtotals
Page break between groups
Summary below data
Remove All
OK
Cancel

Analytics

- This tab provides the following graphs:
  - Budget vs Expense & Commitments
  - Budget vs Expenses
  - Project Time Remaining







Cost Share

- Cost share is expenses required to complete the project that are not charged to the sponsor.
- The University is required to track cost share commitments and include in reporting to the sponsor and F&A calculation.
- Cost share commitments must be tracked in PeopleSoft.
- Cost share is identified by using a non-SPNSR chartfield with the corresponding sponsored project number.

Cost Share

- Note the use of NONSP as the fund versus SPNSR. This denotes this is cost share.

Project	Fund	Org	Function	Entity	Source	Purpose	Account	Descr	Journal ID	Date	Amount
10558110	NONSP	CAS12001	00311	S0574		ARCAS047	511040	FAC-SUMM	HRME230930	9/30/2023	1,903.08
10558110	NONSP	CAS12001	00311	S0574		ARCAS047	540100	FR BEN ALL	FB00100014	9/30/2023	586.15

Activity Query

The SPNSR Activity report can be used to identify if sponsors have been invoiced and if payments have been received.

An invoice has been processed for $52,804.30.

Business Unit	Org	Fund	Account	Descr	Journal ID	Jrnl Descr	Req#	Type	Date	Amount
OUHSC	MED30250	SPNSR	150100	ACCOUNTS R	BI00035903	BI Billing		ASSET	12/4/2023	52,804.30

The payment has been received $52,804.30.

Business Unit	Org	Fund	Account	Descr	Journal ID	Jrnl Descr	Req#	Type	Date	Amount
OUHSC	MED30250	SPNSR	111430	430 CASH		AP Payment		ASSET	1/10/2024	52,804.30

If the cash balance(account 111430) is Negative, we either have not received payments or the project is overspent

Real Time Data Options

- The PSR is a snapshot of the project at the end of the previous month
- Queries can be run at anytime to get more up-to-date information
- OU_BUD_SPNSR (shown below) is a real time version of the PSR, but does not provide expense details
- OU_SPNSR_EXP query provides expense details
- PeopleSoft **does not** encumber payroll, so always keep in mind what salaries you have left to pay

Budget Type	Project	Fund	Org	Function	Account	Budget Amt	Pre-Encumbered Amt	Encumbered Amt	Expended Amt	Remaining Amt
PARENT	20007462	SPNSR	MED30250	00012	EXPEND	0.000	0.000	0.000	0.000	0.000
PARENT	20007462	SPNSR	MED30250	00013	EXPEND	1132130.000	0.000	0.000	-328489.460	803640.540
CHILD	20007462	SPNSR	MED30250	00012	SP_FAD	0.000	0.000	0.000	0.000	0.000
CHILD	20007462	SPNSR	MED30250	00013	SP_FAD	233614.000	0.000	0.000	-67783.540	165830.460
CHILD	20007462	SPNSR	MED30250	00013	SP_FRG	225023.000	0.000	0.000	-60945.290	164077.710
CHILD	20007462	SPNSR	MED30250	00013	SP_OTH	250.000	0.000	0.000	-101.460	148.540
CHILD	20007462	SPNSR	MED30250	00013	SP_SAL	665743.000	0.000	0.000	-199392.830	466350.170
CHILD	20007462	SPNSR	MED30250	00012	SP_SUP	0.000	0.000	0.000	0.000	0.000
CHILD	20007462	SPNSR	MED30250	00013	SP_SUP	2500.000	0.000	0.000	-146.340	2353.660
CHILD	20007462	SPNSR	MED30250	00013	SP_TRV	5000.000	0.000	0.000	-120.000	4880.000

Reminders

- Monthly Grant Reconciliation Guidelines
  - https://financialservices.ouhsc.edu/Portals/1354/assets/grants%20and%20contracts/Monthly%20Reconciliation%20Guideline.pdf
  - signed by the PI/Project Manager and filed in the department in case of audit
- If you have any questions or concerns, please reach out to your GCA Accountant

Questions?