

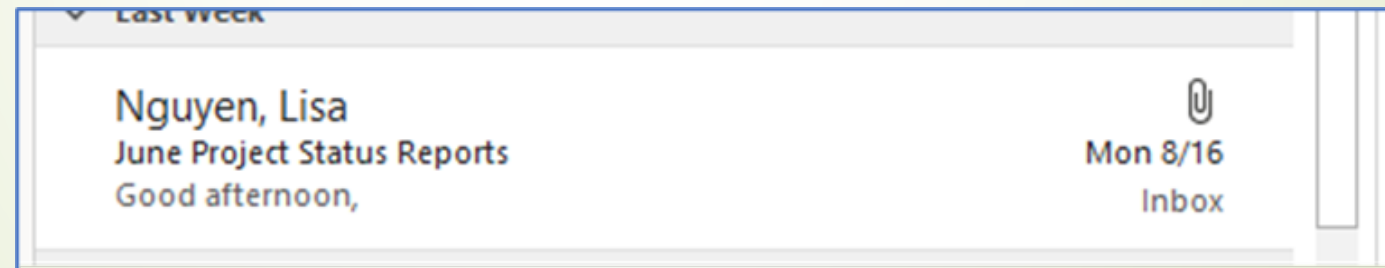


Project Status Report

What is it saying?

Project Status Report

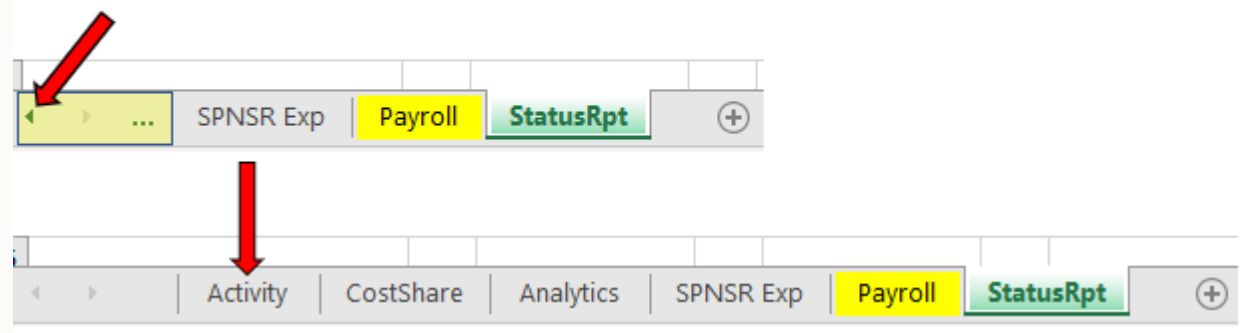
- Delivered by email
- Sent by Research Financial Services
- Sent within three days after Financial Services closes the accounting period
- Email example is below



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

Click on the left arrow to see other tabs



StatusRpt

University of Oklahoma
Research Financial Services
Project Status Report



Chartfield: SPNSR CAS12003 00000 00012 10558110
Award Number 19001099
Expenses as of: September 30, 2023
Commitments as of: October 05, 2023

Title: HOW TO SAVE THE WORLD

Principal Investigator	Harley Quinn	Sponsor	Stark Enterprises
Department	ENTERPRISE RISK	Reference No.	G6411202
Award Period	04/15/2020-03/31/2025	Contract Type	Cost Reimb - Non LOC
Budget Period	04/15/2020-03/31/2024	Financial Coordinator	Hope Full

Budget Categories	Current Operating Budget	September Expenses	Cumulative Expenses	Unexpended Balance	Commitments	Exp+Com	Uncommitted Balance
Salary & Wages	299,793.00	7,469.40	231,013.88	68,779.12	44,816.40	275,830.28	23,962.72
Fringe Benefits	76,504.00	1,428.90	51,674.69	24,829.31	8,573.40	60,248.09	16,255.91
Supplies	99,303.00	0.00	34,862.58	64,440.42	0.00	34,862.58	64,440.42
Travel - Domestic	7,000.00	0.00	88.50	6,911.50	0.00	88.50	6,911.50
Other	29,490.00	0.00	14,800.37	14,689.63	0.00	14,800.37	14,689.63
Tuition	18,918.00	0.00	0.00	18,918.00	0.00	0.00	18,918.00
F&A 55%	281,648.00	4,894.08	182,842.07	98,805.93	29,364.39	212,206.46	69,441.54
Total	812,656.00	13,792.38	515,282.09	297,373.91	82,754.19	598,036.28	214,619.72

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 RFS Financial Coordinator

Budget Categories	Current Operating Budget
Salary & Wages	299,793.00
Fringe Benefits	76,504.00
Supplies	99,303.00
Travel - Domestic	7,000.00
Other	29,490.00
Tuition	18,918.00
F&A 55%	281,648.00
Total	812,656.00

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	September Expenses
Salary & Wages	7,469.40
Fringe Benefits	1,428.90
Supplies	0.00
Travel - Domestic	0.00
Other	0.00
Tuition	0.00
F&A 55%	4,894.08
Total	13,792.38

Corresponding Expenditures

Date	Budget Cat	Project	Descr	Vendor	Jrnl Descr	Amount
09/12/2023	SP_FAD	10558110	F&A		F & A Calculation	917.79
09/18/2023	SP_FAD	10558110	F&A		F & A Calculation	917.79
09/26/2023	SP_FAD	10558110	F&A		F & A Calculation	2,272.60
09/30/2023	SP_FAD	10558110	F&A		F & A Calculation	785.90
09/30/2023	SP_FRG	10558110	FR BEN ALL		SPNSR FB ALLOCATION	1,428.90
09/08/2023	SP_SAL	10558110	SALARY-FAC		SALARY-FACULTY LIMITED BENEFIT	1,668.70
09/22/2023	SP_SAL	10558110	SALARY-FAC		SALARY-FACULTY LIMITED BENEFIT	1,668.70
09/30/2023	SP_SAL	10558110	SALARY-FAC		SALARY-FACULTY LIMITED BENEFIT	4,132.00

Cumulative Expenses

- This is the expenses from inception to date of the project
- Matches expenditures to date on the SPNSR Exp tab
- 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	231,013.88
Fringe Benefits	51,674.69
Supplies	34,862.58
Travel - Domestic	88.50
Other	14,800.37
Tuition	0.00
F&A 55%	182,842.07
Total	515,282.09

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
- RFS does not manually track commitments. You must consider what items are in process and not just what the balance is

Budget Categories	Unexpended Balance
Salary & Wages	68,779.12
Fringe Benefits	24,829.31
Supplies	64,440.42
Travel - Domestic	6,911.50
Other	14,689.63
Tuition	18,918.00
F&A 55%	98,805.93
Total	297,373.91

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	Exp+Com	Uncommitted Balance
Salary & Wages	44,816.40	275,830.28	23,962.72
Fringe Benefits	8,573.40	60,248.09	16,255.91
Supplies	0.00	34,862.58	64,440.42
Travel - Domestic	0.00	88.50	6,911.50
Other	0.00	14,800.37	14,689.63
Tuition	0.00	0.00	18,918.00
F&A 55%	29,364.39	212,206.46	69,441.54
Total	82,754.19	598,036.28	214,619.72

Payroll

- This is the Labor Certification tab
- 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/Shared Business Service staff **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
- This page **must be signed by the PI and returned to RFS once all corrections are identified**

Labor Certification

Labor Certification

Review and notate any items that are incorrect.

Please submit payroll transfer to correct inaccuracies within 90 days of original post date.

Completed form must be submitted to refsdocs@ou.edu

In accordance with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, I have used suitable means to verify that the distribution of direct labor as shown, are reasonable and accurate. I certify to the best of my knowledge and belief that the expenditures are true, complete, accurate, and are for the purposes and objectives set forth in the terms and conditions of the award.

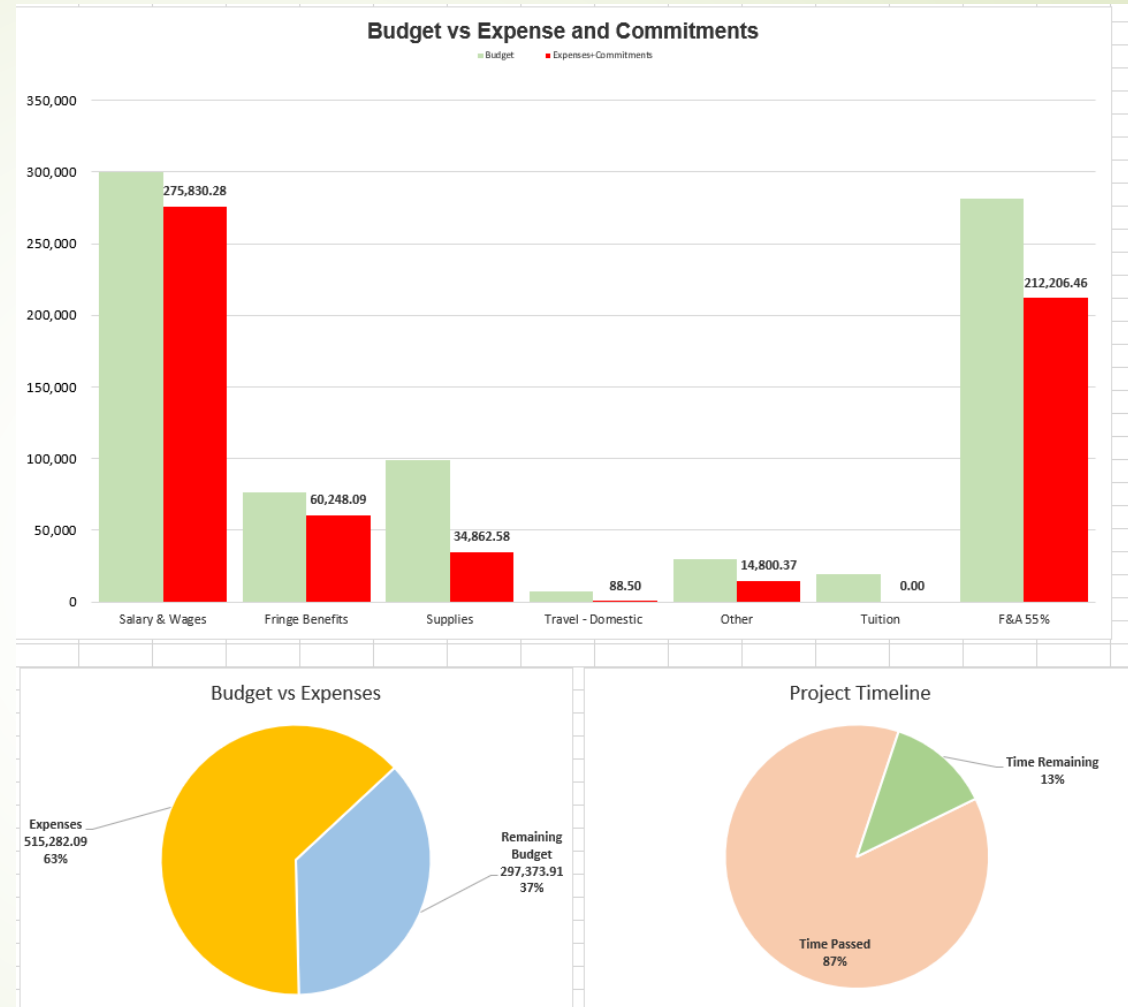
PI Signature

Date

Pay End Date	Posted Date	ID	Name	Title	Account	Project	Amount
09/30/2023	09/30/2023	477380	Lee, Tony	Postdoctoral Research Assoc.	511031	10558110	4,132.00
08/25/2023	09/08/2023	610756	Smith, Susan	Postdoctoral Research Assoc	511031	10558110	1,668.70
09/08/2023	09/22/2023	610756	Smith, Susan	Postdoctoral Research Assoc	511031	10558110	1,668.70

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.
- University is required to track cost share commitments and include in reporting to the sponsor and F&A calculation.
- As of 7/1/2023, 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.

RFS has processed an invoice for \$25,217.26.

Org	Fund	Funcio	Entit	Project	Accou	Descr	Journal ID	Jrnl Descr	Type	Date	Amount
CAS12003	SPNSR	00012	00000	10558110	150100	ACCOUNTS R	BI00031504	BI Billing	ASSET	07/14/2023	25,217.26

RFS has received a payment for \$25,217.26.

Org	Fund	Funcio	Entit	Project	Accou	Descr	Journal ID	Jrnl Descr	Type	Date	Amount
CAS12003	SPNSR	00012	00000	10558110	111430	430 CASH	AR00033879	AR Payments	ASSET	09/27/2023	25,217.26

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

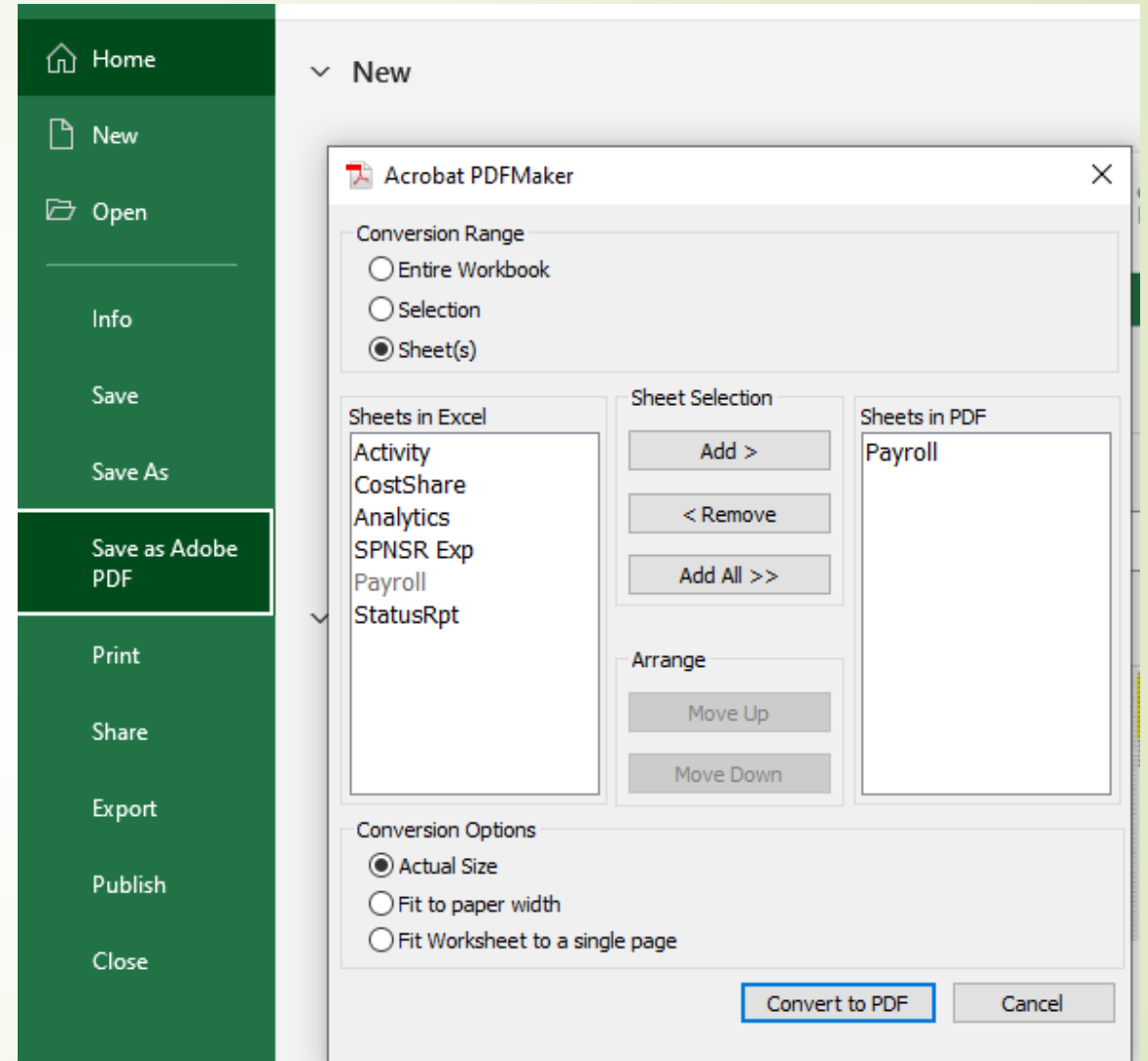
Real Time Data Options

- 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_NORMN (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	10558110	SPNSR	CAS12003	00012	EXPEND	812,656.00	-	-	(517,868.56)	294,787.44
CHILD	10558110	SPNSR	CAS12003	00012	SP_FAD	281,648.00	-	-	(183,759.85)	97,888.15
CHILD	10558110	SPNSR	CAS12003	00012	SP_FRG	76,504.00	-	-	(51,674.69)	24,829.31
CHILD	10558110	SPNSR	CAS12003	00012	SP_OTH	29,490.00	-	-	(14,800.37)	14,689.63
CHILD	10558110	SPNSR	CAS12003	00012	SP_SAL	299,793.00	-	-	(232,682.57)	67,110.43
CHILD	10558110	SPNSR	CAS12003	00012	SP_SUP	99,303.00	-	-	(34,862.58)	64,440.42
CHILD	10558110	SPNSR	CAS12003	00012	SP_TRV	7,000.00	-	-	(88.50)	6,911.50
CHILD	10558110	SPNSR	CAS12003	00012	SP_TUI	18,918.00	-	-	-	18,918.00
PARENT	10558110	NONSP	CAS12001	00011	EXPEND	-	-	-	(4,694.25)	(4,694.25)
CHILD	10558110	NONSP	CAS12001	00011	SP_FRG	-	-	-	(1,033.25)	(1,033.25)
CHILD	10558110	NONSP	CAS12001	00011	SP_SAL	-	-	-	(3,661.00)	(3,661.00)

How to Convert Excel to PDF

- Navigate to File in the upper lefthand corner
- Click on file and select Save as Adobe PDF
- When Acrobat PDFMaker screen opens select Convert to PDF at the bottom of the screen.





Reminders

- Monthly review of the PSRs is required by University policy
- PSR's must be reviewed, signed by the PI/Project Manager and filed in the department in case of audit
- Labor Certifications must be signed and returned to RFS.
- If you have any questions or concerns, please reach out to your RFS Accountant
- If you have complaints or recommendations, please contact Tamara Franklin at tamara-franklin@ou.edu or 325-1804.