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 1st 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 2nd drill-down level
   - Provides the specific information needed for budget managers to correct any errors
   - Includes the date expenditures were posted to a specific chart string
   - 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?

- NetID and Password
- Access to FAB “Grants”
  - Contact your Information Coordinator for assistance
- Your award’s CON number, presented on your Award Brief
- The award’s Project number (also called Project ID), embedded in the chart string

For Mac Users:

- Operating System version 10.4.7 or above
- Web Browsers and versions:
  - Firefox 1.5
  - Mozilla 1.7
  - Netscape 7.2
  - Safari 2.0.4

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

FIRST TIME USERS - Define the end date for the expenditure activity of interest

4. Click on Sponsored Projects Date Input
5. Select **Add a New Value** tab.

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 all 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. You must repeat setup for existing project and new award.

Accessing the expenditure report


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.

Click here to see a monthly summary of expenditures.

2. **Mid – Level Detail**

Click on Current Month Expenditures for Fringe Benefits to see more detail (3202.40 from previous page).
At the Mid-level detail, the view can differ depending on the column and categories being reviewed.

**Budget:**
Budget Period / (Budget) Begin Date/ (Budget) End Date/ Description/ Amount

**Expenditures and Commitments:**

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. **Chart string Detail**

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

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 😊**