JOB AID

Frequently Used Project Lifecycle Financial Reports

Overview

Project Lifecycle Reports are used to provide information on Sponsored, Capital, and other projects that have Project Life budgets and activity.

ARC and FDS provide a number of useful reports available to assist with monthly, quarterly, yearly, and end-of-project financial reviews required for Sponsored, Capital, and other projects. These projects typically have time periods that span multiple fiscal years. This job aid provides guidance to Principal Investigators, project owning departments or project managers on the reports most frequently used for this work.

For additional information and resources, navigate to the following links: SPA website, SPF website, & Sponsored Projects Handbook..

At a Glance

Project Life Cycle Process	When	Primary Report(s) to Use
Comparison of budget to actuals to assess available balances and review any anomalies	Monthly, when Interim or Final Financial Reports are required, and at Project Expiration	**Sponsored Project Financial Summary by Budget Category** **Non-Sponsored Project Financial Report - Summary**
Reviewing appropriateness of transactions	Monthly, when Interim or Final Financial Reports are required, and at Project Expiration	**Sponsored Project Financial Detail** **Non-Sponsored Project Financial Detail**
Encumbrance Maintenance (i.e. Purchase Orders, SAPOs)	Monthly, when Interim or Final Financial Reports are required, and at Project Expiration	**Purchase Order Open Commitment**
Monitor all Projects at a high level for a Department or Principal Investigator	Monthly, quarterly and yearly	**Project Cost Summary/Overrun**
Monitor all Projects in a Cost Overrun (Expense Budget to Expense Actual)	Monthly, quarterly and yearly	**Project Cost Summary/Overrun**
Monitor F&A Recovery for a Department or Principal Investigator	Monthly, quarterly and yearly	**F&A Recovery**
Salary Monitoring	Monthly, quarterly and yearly	**Payroll Summary Statement** **Payroll Detail Statement**

Key Reports

Below you will find a brief explanation of these reports along with some tips on how to run and utilize them.

Sponsored Project Financial Summary by Budget Category & Non-Sponsored Project Financial Report - Summary

Description
The Sponsored and Non-Sponsored Project Financial Reports are DARTS like reports that are used to monitor Expense Budget

to Expense Actuals by Budget Account (for Sponsored Projects) and Natural Account (for Non-Sponsored Projects). These reports are used by a department administrator, Principal Investigator, Project Manager, or SPF Project Manager to monitor and report on projects that have Project Life budgets and activity. Two different view options include Budget View (a high level summary view of budget vs. spending) and Natural Account View (a more detailed breakdown by Budget Category – good for verifying F&A).

Comparable DARTS Report
Account Summary Statement

Key Data Needed to Run Report
This report is typically run by Project number. This report can optionally be run by Project Owning Department or Principal Investigator/Project Manager.

Where to Find Key Data
Crosswalk Tool or Query CU_GL_PROJ_BY_DEPT or the Project Reporting Jump Page. The Senior Business Officer in your group may also be able to provide this information.

Key Fields to Review after Running Report
Users should review demographic information for the Project. Users should also review the Project Life Budget, and Month, Fiscal, and Project to Date Actuals, and Open Commitments columns.

Tips and Advice
This report shows an overview of balances for a specific month. Users can navigate to next/previous month using links on top of the report page. Users can also utilize links at the top of the report to navigate to reports that will show payroll information and more detail on open commitments.

Sponsored Project Financial Detail/Non-Sponsored Project Financial Detail

Description
The Sponsored and Non-Sponsored Project Financial Detail reports can be used to review transaction details for a specific Project or across multiple projects. The report allows users to confirm the appropriateness of expenditures for reconciliation purposes. Month or Project to Date transactions are shown, as well as totals for an account.

Comparable DARTS Reports
The DARTS Detail Statement is the most similar to the Sponsored or Non-Sponsored Project Financial Detail reports. You may also have used the Data Warehouse FAS Sub-code Analysis report for similar results.

Key Data Needed to Run Report
This report is typically run by Project number. This report can optionally be run by Project Owning Department or Principal Investigator/Project Manager. The Non-Sponsored Project Financial Detail report can be further filtered by Initiative, Segment, Site, or any combination of these ChartFields. You can use the activity type filter to specify scope of a project.

Where to Find Key Data
Crosswalk Tool or Query CU_GL_PROJ_BY_DEPT or the Project Reporting Jump Page. The Senior Business Officer in your group may also be able to provide this information.

Key Fields to Review after Running Report
The header info shows useful information about a project. Also review the expenditures to verify correctness of data.

Tips and Advice
This report can be used for monthly reconciliation purposes by running for an entire department or by Principal Investigator. If this is run for multiple projects it will take longer to run, but this is more efficient than running the report Project by Project. You can

also try running "wide open", that is only entering in accounting periods. For info about journal codes found in these and other reports, view these helpful code descriptions.

Project Cost Summary/Overrun

Description
The Project Cost Summary/Overrun report provides a list and overview of all Projects owned by a Department, Principal Investigator, or Project Manager. The report can be run for all Projects or only those in an Expense Budget to Expense Actual cost overrun.

Comparable Legacy Report
FAS SL Budget Balance Overdraft Report

Key Data Needed to Run Report
This report is typically run by Project number. This report can optionally be run by Project Owning Department or Principal Investigator/Project Manager.

Where to Find Key Data
Crosswalk Tool or Query CU_GL_PROJ_BY_DEPT or the Project Reporting Jump Page. The Senior Business Officer in your group may also be able to provide this information.

Key Fields to Review after Running Report
This report shows an overview of Expense Budget, and Expense Actual for Month, Fiscal Year, and Project Life to Date Expenses.

Tips and Advice
This report shows an overview of balances for a specific month. Users can navigate to next/previous month using links on top of the report page.

F&A Recovery

Description
The F&A Recovery report is used to review total F&A (Facilities and Administration) recovery. The report can be run by Project Owning Department or by Principal Investigator.

Comparable Legacy Report
COB Eaten Report (used only by CUMC)

Key Data Needed to Run Report
This report is typically run by Project Owning Department or Principal Investigator.

Where to Find Key Data
Crosswalk Tool or Query CU_GL_PROJ_BY_DEPT

Key Fields to Review after Running Report

This report shows an overview of F&A Expense Budget, and F&A Expense Actual for Month, Fiscal Year, and Project Life to Date Expenses.

Tips and Advice
This report shows an overview of F&A recovery for a specific month. Users can navigate to next/previous month using links on top of the report page.

Purchase Order Open Commitment Report

Description
The Purchase Order Open Commitment Report enables user to see all PO open commitments for selected ChartFields. Use this report to review balances on individual purchase orders, outstanding open commitment amounts, YTD cumulative expenses and total merchandise amounts.

Comparable Legacy Reports/Info
FFE Open Commitments Report, DARTS Account Summary Statement, FinSys Change Order Module

Key Data Needed to Run Report
Department # or Department Roll-Up Info

Where to Find Key Data
Crosswalk Tool or Department Tree. The Senior Business Officer in your group may also be able to provide this information.

Key Fields to Review after Running Report
Users will find many fields useful, depending upon reason for running report but in particular, PO # will be helpful for searching in ARC for the actual Purchase Order, PO Merchandise Amount is helpful for determining progress state of purchase orders.

Tips and Advice
When entering report parameters, inconsistent information (i.e. entering a department # you don't have access to), will result in blank results.

Payroll Summary Statement

Description
The Payroll Summary Statement enables user to see a variety of salary related amount totals by individual employee within a requested parameter range. Use this report to review employee information, salary information by account (with description) and Combocode, as well as project activity, salary and fringe amounts to date both by fiscal year and project year (if applicable).

Comparable DARTS Reports
Payroll Summary Report, Payroll Detail Report, and Employee Reports

Key Data Needed to Run Report
You will need PAD access to run this report. Department # or Department Roll-Up info is required. You may want to specify a ChartField Filter by Project, Initiative, Segment, or Site. (The non-selected options will be ignored). For sponsored projects, Project number will be especially useful. You can also search by Combocode to view all salary payments for that field value.

Where to Find Key Data

Crosswalk Tool, ARC Segment, Initiative or Site Tree. Parameter entry data can also be found in PAC by navigating to a New Combo Code Request (MSS>New Combocode Request>Find an Existing Value). Run this request by Project number to obtain Project Activity code, Initiative, Segment and other potentially pertinent ChartFields.

Key Fields to Review after Running Report
Users will find many fields useful, depending upon reason for running report but in particular FTD and PTD columns to review cumulative Fringe, Salary, Encumbrances and Project Activity End. You will typically see one line per employee. To view further detail per employee, click on Payroll Detail Statement hyperlink at top of the page.

Tips and Advice
When entering report parameters, inconsistent information (i.e. entering a department # you don't have access to), will result in blank results.   If report comes up blank, verify with your DAF whether you have PAD access.

Payroll Detail Statement

Description
The Payroll Detail Statement enables user to see a variety of salary related amount for individual employees including a breakdown of payments and activity ranges per earn code. Use this report to review employee salary payments by Project, Combocode, Account, Project and Earn code. Period payments also show Transaction Start Date and End Date, Fringe breakouts by type (i.e. A1 & A2) and Project Activity ranges. This report is particularly useful when processing Cost Transfers in PAC.

Comparable DARTS/Legacy Reports
Payroll Summary Report, Payroll Detail Report, and Employee Reports. Also WebSAF Reports.

Key Data Needed to Run Report
You will need PAD access to run this report. Department Roll-Up and Department info is required. You may want to specify a ChartField Filter by Project, Initiative, Segment, or Site. (The non-selected options will be ignored). For sponsored projects, Project number will be especially useful.

Where to Find Key Data
Crosswalk Tool or ARC Toolkit trees. Project number will be useful for viewing grant salary info. The Senior Business Officer in your group may also be able to provide this information.

Key Fields to Review after Running Report
Users will find many fields useful, depending upon reason for running report but in particular Period Salary, Fringe breakouts, Transaction Start/ End Dates and Earn Codes.

Tips and Advice
When entering report parameters, inconsistent information (i.e. entering a department # you don't have access to), will result in blank results.   Remember to put in both "From" and "To" values for Accounting Period. When selecting a department, enter values in both the Department Rollup and Department sections. A print-friendly version of this report also exists, but you will need to select Payroll Detail Statement – Printable from your Document List to use.