Introduction to Preparing Financial Status Reports (FSRs) & Final Invoices Using the Award Review Tool (ART) **Rebranded from ARRT**

Facilitator:
Martha Lopez, Training Manager
Finance: Grants & Contracts (FGC)
Research Administration Services (RAS)
Welcome

• Introductions
  – Name
  – Role
  – Department
  – Length of service with Emory
  – Time in Research Administration

• Logistics
  – Restrooms
  – Breaks
  – Mobile Phones
ART Learning Objectives

As a result of participating in this course, you will be able to:

- **Describe** the overall FSR/Final Invoice process for Emory University.

- **Define** the role of both Research Administration Services (RAS) and Finance: Grants and Contracts (FGC) in the FSR/Final Invoice process.

- **Identify** the timelines associated with processing both FSRs and Final Invoices.
Agenda

• **Overview**
  - Financial Status Reports
  - Final Invoices
  - PMS Transition
  - OMB Circulars
  - Award Review Tool (ART)

• **Roles and Responsibilities**
  - RAS and FGC
  - Process Map
  - High-level Review of the Process

• **Sample Timelines for Processing**

• **Using the Tool**
  - Hands-On Demonstration
  - Participant Practice
Emory University’s total sponsored revenue ($372.8m) including indirect cost recoveries ($113.9m), as well as government and other grants and contracts has increased to $486.7 million over the prior year.

During FY15 Emory received 2,923 sponsored awards totaling $572.4 million.
Where does that fit into the award lifecycle?
Financial Management of Awards at Emory

- Pre-award and non-financial post-award setup
- Post-award set up in Compass and maintenance

FGC Post Award Setup

FGC Post Award Operations/RAS

- Award Management, Billing, Financial Reporting, Closeout
Definition/Description

- A **Financial Status Report (FSR)** is a statement of expenditures sent to the sponsor of a grant or contract.
- A **Federal Financial Report (FFR)** is required for recipients of federal funds to report the status of funds for grants or assistance agreements.
- Both are prepared in collaboration with the RAS/department and submitted by the Office of Finance: Grants & Contracts (FGC) on behalf of the Principal Investigator (PI).

*The schedule for submitting required financial reports is generally specified in the award documents of a grant or contract.*

FSRs may be due at the end of the Budget Period, Project Period and/or Award Period, are normally due within 90 to 120 days after the expiration date, and may be required at interim times as well.
## FSR Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Who is responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim FSR (IFSR)</td>
<td>An Interim FSR is a financial report that covers a specified period (i.e., monthly, semi-annually). Sponsor dictated.</td>
<td>RAS is responsible for preparing the IFSR package and submitting the FSR to the sponsor.</td>
</tr>
<tr>
<td>Quarterly FSR (QFSR)</td>
<td>A Quarterly FSR is a financial report that covers a three-month period. Can be calendar quarters or budget quarters and is defined by the agency.</td>
<td>RAS is responsible for preparing the QFSR package and submitting the FSR to the sponsor.</td>
</tr>
<tr>
<td>Annual FSR (AFSR)</td>
<td>An Annual FSR is a financial report that typically covers a one-year period. Can be calendar year or budget year and is defined by agency.</td>
<td>RAS is responsible for preparing the AFSR package and the FFR tab within ART, or notifying FGC to report off the GL. FGC is responsible for submitting the FSR to the sponsor.</td>
</tr>
<tr>
<td>Final FSR (FFSR)</td>
<td>A Final FSR is a financial report that is prepared at the end of an award.</td>
<td>RAS is responsible for preparing the FFSR package and the FFR tab within the ART. FGC is responsible for submitting the FSR to the sponsor.</td>
</tr>
</tbody>
</table>
FINAL INVOICES
Definition/Description

- A **Final Invoice** is a request for final payment of expenditures sent to the sponsor of a grant or contract.
- It is prepared in collaboration with the RAS/department and submitted by the Office of Finance: Grants & Contracts (FGC) on behalf of the Principal Investigator (PI).
  - The due date for submitting a final invoice is generally specified in the award documents of a grant or contract.
  - It is the last chance to request reimbursement for allowable and allocable expenditures incurred during a budget period.
COMPASS

CONTRACT TYPES

AUTO_SCHED_PAY
CR_LOC
SCHED_PAY
CR_CONTRACT
CR_NON_LOC
# Compass Contract Types

<table>
<thead>
<tr>
<th>CR_LOC</th>
<th>Cost-Reimbursable Letter of Credit</th>
<th>Require Emory to incur costs before being reimbursed. No invoice required, draw down of funds from sponsor system. FSR generally required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR_NON_LOC</td>
<td>Cost Reimbursable NON Letter of Credit</td>
<td>Require Emory to incur costs before being reimbursed. Invoice required. FSR generally not required.</td>
</tr>
<tr>
<td>CR_CONTRACT</td>
<td>Cost Reimbursable NON Letter of Credit for Federal Contracts</td>
<td>Awards that require Emory to incur costs before being reimbursed. An invoice is required for costs incurred within time period and is often based on task order. Invoice frequency is determined by funding source. Expenditures are generally on ledger to be included in invoice. Annual or entire award budget is added during Set Up process. Financial Report is generally NOT required.</td>
</tr>
<tr>
<td>AUTO SCHED PAY</td>
<td>Auto Scheduled Payment</td>
<td>DO NOT require Emory to incur costs before being reimbursed. No invoice required, payments made on pre-determined schedule. FSR may be required.</td>
</tr>
<tr>
<td>SCHED PAY</td>
<td>Scheduled Payment</td>
<td>DO NOT require Emory to incur costs before being reimbursed. Invoice IS required, but predetermined frequency and amount by funding source. FSR generally not required.</td>
</tr>
<tr>
<td>Compass Contract Types (cont.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>SCHED PAY TASK</strong></td>
<td>Scheduled Payments – Task</td>
<td>DO NOT require Emory to incur costs before being reimbursed. Invoice IS required, but predetermined frequency and amount by funding source. FSR generally not required.</td>
</tr>
<tr>
<td><strong>HYBRIDS</strong></td>
<td>Part FIXED fee and Part Cost Reimbursable (CR)</td>
<td>Require Emory to incur costs before being reimbursed for the CR portion. Fixed Fee invoiced by RAS/Dept based on award requirements. FSR may be required.</td>
</tr>
<tr>
<td><strong>CLINICAL TRIALS</strong></td>
<td>Used for all awards where the research purpose has been defined as Clinical Trial.</td>
<td>DO NOT require Emory to incur costs before being reimbursed. Industry Sponsored - Invoiced and submitted to sponsor by OCR/RAS/Dept. with copy to FGC. Federal – Invoice generated and submitted to sponsor by FGC. FSR is required for federal awards. FSR may be required for industry sponsored awards.</td>
</tr>
<tr>
<td><strong>DEPT TO INVOICE</strong></td>
<td>Used for awards where the Department is responsible to bill for items, not on ledger.</td>
<td>May require Emory to incur costs before being reimbursed. Invoice created by RAS/Dept and submitted to sponsor with copy to FGC. FSR may be required.</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>This type represents all other contracts not identified above; generally used infrequently.</td>
<td>Sponsor invoicing requirements will be outlined in the award.</td>
</tr>
</tbody>
</table>
PAYMENT MANAGEMENT SYSTEM (PMS) TRANSITION
PMS System Transition

• NIH issued all new awards under the new subaccount system – currently referred to as ‘P docs’.

• Between October 1, 2015 and September 30, 2016, all remaining DHHS Letter of Credit (LOC) awards transitioned to subaccounts (P docs) as their budget year ended:
  • HHS has visibility of draws by award
  • In most cases, the ability to draw will be turned off 120 days after award end date
  • All awards transitioned by September 30, 2016
  • Total population was just over 150 awards

• Generally, funds must be drawn down within 90 days of the end of the award.
  — FFRs must be submitted on time to avoid loss of reimbursement
  — Funds will not be available after 120 days
PMS System Transition (cont.)

- A new Emory contract number was issued in the Peoplesoft Financial system (COMPASS) prior to the budget year end date.
  - First priority – clear deficits on affected awards
  - RAS Central Team worked with OSP to request PANs
- Subawards may be terminated and reissued under new award.
  - Core Facility and other feeder charges need to ensure that their charges are processed timely and correctly (within 30 days).
- A Subaccount Transition FFR was required for each award.
  - Most FFRs for awards with automatic carryover were prepared by RAS Central team.
  - Unobligated balances on awards with automatic carryover were transferred to new award by RAS Central team.
  - Carryover requests to the funding agency are required for awards without automatic carryover (no change).
- No change in Progress Report due dates.
OMB CIRCULARS
The Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule” was released in the Federal Register on December 26, 2013 (2 CFR Chapter I, Chapter II, Part 200, et al.). Per the OMB webpage this guidance “will supersede requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.”
OMB Circulars

Agency Implementation of Uniform Guidance

• National Institutes of Health (NIH)
  – NIH Interim Grant General Conditions (effective December 26, 2014)
  – See also: FAQs on Uniform Guidance and NIH Interim Grant Conditions

• National Science Foundation (NSF)
  – See Also: NSF’s Document library for the PAPPG for proposals due and awards made before January 1, 2017.
  – NSF's Summary of Significant Changes and Clarifications to the PAPPG

OMB Circulars

• https://obamawhitehouse.archives.gov/omb/circulars_default/
• A-21 - Cost Principles for Educational Institutions
  – Relocated to 2 CFR, Part 220
• A-110 - Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
  – Relocated to 2 CFR, Part 215
• A-133 - Audits of States, Local Governments and Non-Profit Organizations
OVERVIEW OF AWARD REVIEW TOOL

ART
The Award Review Tool (ART) template is designed to streamline the final award review process and is available to central, departmental, and RAS research administrators across campus. It is prepared by the RAS unit on behalf of the Principal Investigator (PI), and submitted to the Office of Finance: Grants & Contracts (FGC) as part of the Final FSR/Final Invoice package.

- As of April 1, 2014, an ART is required for final review of all sponsored awards (invoiced, reported, or otherwise) and is required as a part of the final package that is reviewed and approved by authorized university officials.
How Does the ART Work?

An Excel template with the following tabs:

- A **TOTAL AWARD** tab that aggregates every project, including manual adjustments.
- A tab for each **PROJECT.ACTIVITY**.
- A tab that shows **SUBTOTALS BY ACCOUNT CODE** for each project on the award.
- Each line will also be tagged with the account code summary description.
- A tab with **ALL TRANSACTIONS** on the award, for reference.
How Does the ART Work?

Project.Activity tabs have the following features:

• A filter that lists expense account codes that are **NORMALLY DISALLOWED AS DIRECT CHARGES** to federal grants. 
  *(e.g., alcohol, employee parking, facilities, general office supplies, etc.)*
  The list of account codes ‘normally disallowed’ will be stored in the template and easily edited by the user.
  Any expenses on the list of normally disallowed will be displayed on each project tab.

• A filter that lists direct expenses **NORMALLY EXCLUDED FROM F&A CALCULATION**.
  The list of account codes ‘normally excluded’ will be stored in the template and easily edited by the user.
  Any expenses on the list of normally excluded will be displayed on each project tab.

• Columns for **MANUAL ADJUSTMENTS** on each project tab, with automatic roll-up to the Award tab.

• Manual adjustments are clearly identified so that corresponding **JOURNAL ENTRIES** can be made in Compass.
ROLES AND RESPONSIBILITIES
RAS Steps in ART Process

1. Identify Monthly Workload
   • Monthly Deadlines
   • RAS/FGC deliverables
   • Final FSR/FFR
   • Final Invoice

2. Prepare the ART Template
   • Download ART template
   • Run 16A & 16B
   • Import into ART template
   • Analyze ART tabs
   • Complete FSR Tab

3. Analyze Awards
   • FSR Checklist
   • eNOA/NGA
   • Contracts Workbench
   • Cash
   • Milestones and Notes
   • Prior FSR/FFR
   • Agency forms

4. Prepare and submit adjustments

5. Submit completed, approved package to RAS Director for approval

6. Submit completed, approved package to FGC via Salesforce.

7. Update RAS Milestone
FGC Steps in ART Process

1. Identify Monthly Workload
   • Monthly Deadlines
   • RAS/FGC deliverables
   • Final FSR/FFR
   • Final Invoice

2. Verify ART package is received
   • PI confirmation of Final Expenses, Budget and Remaining Balance
   • Copies of all pending Journals, RSTs, Subcontract Invoices, etc.

3. High-Level Analysis of Awards
   • Identify all variances between ART and Contracts Workbench especially where Contracts Workbench expenses ≠ ART expenses ≠ PMS disbursed

4. Submit completed package to FGC Financial Manager for review and submission

5. Scan ART package to I drive

6. Update FGC Milestone
RAS/FGC FSR Transition Timeline

RAS Responsibilities **one year after launch:**

- Prepare and submit all quarterly/interim FSRs
- Complete FSR tab in ART when submitting package to FGC
- FGC completing high level review of ART package before submission of Annual and Final FSRs and Final Invoices

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1, 2015</td>
<td>Peds, DOM, C &amp; I, PHN</td>
</tr>
<tr>
<td>Feb 1, 2016</td>
<td>Basic Sciences, Yerkes</td>
</tr>
<tr>
<td>Sept 1, 2016</td>
<td>ABOSS</td>
</tr>
<tr>
<td>May 1, 2017</td>
<td>CAPS</td>
</tr>
<tr>
<td>June 1, 2017</td>
<td>HSS</td>
</tr>
</tbody>
</table>
COMMON SUBMISSION TIMELINES
Submission Due Dates to Funding Agencies

- **RAS Pre-Work and Review**
  - 60 days ART submission to FGC
  - 90-day (due to agency) Federal Financial Reports

- **RAS Pre-Work and Review**
  - 30 day ART submission to FGC
  - 60-day (due to agency) Billings, Foundations, NSF

- **RAS Pre-Work and Review**
  - 15 days ART submission to FGC
  - 30-day (due to agency) Billings, Foundations

- **RAS Pre-Work and Review**
  - ART due to FGC the last day of the month it ends
  - 10-15 days (due to agency) State of GA Awards

*Please note:* Research Administration leadership at Emory has determined the milestones for existing awards will remain at **90 days** for filing financial reports. This also applies to all new awards with greater than 90-day reporting.
ART Objectives Revisited

- **Describe** the overall FSR/Final Invoice process for Emory University.

- **Define** the role of both Research Administration Services (RAS) and Finance: Grants and Contracts (FGC) in the FSR/Final Invoice process.

- **Identify** the timelines associated with processing both FSRs and Final Invoices.
Questions?
Quick Break – 10 minutes
HANDS-ON DEMONSTRATION & PARTICIPATION

AWARD 0000035257 (NIH R01 FINAL FFR)
RAS Steps in the ART Process

1. Run FSR
   Milestone Query/ Invoice Milestone Report

2. Run Compass
   Reports 16A and 16B

3. Save Reports to Working Folder

4. Complete ART Template

5. Make Adjusting Entries

6. Send Completed, Approved ART Package to FGC via Salesforce

7. Update Milestone as Appropriate
Where to find ART Training Materials?

Visit FGC’s Website at:
fgc.emory.edu

Click on the Training menu.

Click on Training Documents in the side menu.

Click on ART Training Material to expand the section and access ART Training resources.
ART Training Materials & Job Aids

Visit FGC’s Website at: fgc.emory.edu

Click on the Training menu.

Click on Training Documents in the side menu.

Click on ART Training Materials to expand the section and view the listed Job Aids available.
Determine FSRs/Final Invoices Due

Run the FSR Milestone Query and/or Invoice Milestone Report and follow the steps outlined in the Job Aids:

Located at:
fgc.emory.edu > Training > Training Documents > ART Training Materials >
Run Compass Reports - 16A & 16B

Review Job Aid: ART and follow steps beginning on page 4:

Job Aid: Award Review Tool (ART)

Located at:
fgc.emory.edu > Training > Training Documents > ART Training Materials >
Download ART Template

FGC.EMORY.EDU > Award Management Tools > ART

Using Chrome, Internet Explorer, or Firefox download the most current version of the ART template below.

**Please Note:** Prior to using the ART template you should attend training. A current checklist is provided below as well and will assist you in preparing the ART.

- ART Template - 10 Projects or Less (Updated 11-14-2016)
- ART Template - 200 Projects or less (Updated 11-14-2016)
- ART Template - 300 Projects or less (Updated 11-14-2016) *(The 300 project template uses a large amount of your computer storage and should only be used when the number of projects exceeds 200.)*
- FSR Checklist
Preparing the ART

Import the 16A & 16B Compass Reports saved on your workspace
- See JOB AID: ART, beginning on page 13

Welcome to the ARRT Template - your tool to assist in FFR reconciliation - THIS VERSION IS FOR AWARDS WITH 10 PROJECTS OR LESS. There is a different version for up to 200 projects

Refer to the SOPs and training notes for guidance on how to use this template

Legend of Data by Color
Data from Compass General Ledger by importing reports - do not edit these cells directly
User input - for adjustments to budget data
User input - for adjustments to actual or expenses

In Compass
1. Run two reports to generate the data needed by the template
2. Go to Excel (See SOP for details)
   a) Open Template
   b) Import the two Compass reports using the buttons in the template
   c) Go to the first Project Tab, inspect and reconcile
   d) Add adjustments (if necessary)
   e) Import for each project
   f) Go to the Award Tab and inspect for completeness
   g) Go to FFR form page to draft output
   h) Use the list of adjustments to determine journal entries required

In Excel
1. Save the reports to your working folder

Import: EUOGC16A
(supports by project)

Import: EUOGC16B
(all transactions on the award for the selected projects)

Rename project tabs
(from "P1" etc. to actual project #)
This is optional

Projects in this report = 0

This button will change the labels on the project tabs to be the actual project number.
ONLY PRESS THIS BUTTON ONCE!
If you want to change them back to "P1" etc. you will have to do that on each & every tab individually.
Preparing the ART

The 16A & 16B Compass Reports imported into the tool – notice the change to Project.Activity.

| Project ID | Contract ID | Project ID | Expense Category | Account Code | Account Description | Budget Thru 05/31/2013 | Expense Between 05/31/2013 and 08/31/2013 | Expense Between 08/31/2013 and 05/31/2014 | Encumbrance Thru 05/31/2013 | Encumbrance Between 05/31/2013 and 08/31/2013 | Proj Resource Thru 05/31/2013 | Proj Resource Between 05/31/2013 and 08/31/2014 |
|------------|-------------|------------|------------------|--------------|----------------------|--------------------------|---------------------------------------------|-------------------------------------------|-------------------------------------------|--------------------------------|-------------------------------------------|
| R1         | 0000000000 | GS404800   | Salary Expense   | 5000000000 | BOD-Salary Expense   | 635.63                   | -                            | -                                         | -                                         | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5101000000 | Sal - Faculty-Tenured | 100,606.25               | -                            | -                                         | -                                         | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5110000000 | Sal - Faculty-Tenured | 61,691.18                | -                            | -                                         | 61,691.18                                | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5120000000 | Sal - Faculty - Tenured | 2,465.75                | -                            | -                                         | 2,465.75                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5201000000 | Sal - Ingst Staf Fix Exp | 50,541.71                | -                            | -                                         | 50,541.71                                | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5202000000 | Sal - Grad Student Fix Exp | 26,706.16                | -                            | -                                         | 26,706.16                                | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5203000000 | Sal - Work Study Fix Exp | 16,102.34                | -                            | -                                         | 16,102.34                                | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5204000000 | Sal - Post Doc Fix Exp  | 151,877.18               | -                            | -                                         | 151,877.18                               | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Salary Expense   | 5205000000 | Sal - Prof Nondoc Fix Exp| 271,017.64               | -                            | -                                         | 271,017.64                               | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 41,645.50                | -                            | -                                         | 41,645.50                                | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 2,421.28                 | -                            | -                                         | 2,421.28                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 13,171.60                | -                            | -                                         | 13,171.60                                | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 1,718.25                 | -                            | -                                         | 1,718.25                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 5,365.07                 | -                            | -                                         | 5,365.07                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 220.00                   | -                            | -                                         | 220.00                                   | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 4,330.20                 | -                            | -                                         | 4,330.20                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 1,258.69                 | -                            | -                                         | 1,258.69                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 3,520.28                 | -                            | -                                         | 3,520.28                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 180.14                   | -                            | -                                         | 180.14                                   | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 46,32.00                 | -                            | -                                         | 46,32.00                                 | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 151.16                   | -                            | -                                         | 151.16                                   | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 47.96                    | -                            | -                                         | 47.96                                    | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 38.75                    | -                            | -                                         | 38.75                                    | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 38.75                    | -                            | -                                         | 38.75                                    | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 171.00                   | -                            | -                                         | 171.00                                   | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 180.14                   | -                            | -                                         | 180.14                                   | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 287.25                   | -                            | -                                         | 287.25                                   | -                                         | -                                         | -                                         |
| R1         | 0000000000 | GS404800   | Supplies         | 5330000000 | Supplies - Lab/Technical | 180.14                   | -                            | -                                         | 180.14                                   | -                                         | -                                         | -                                         |

**a. EUOGC16A** - By account code for each project/activity, budget, actual, encumbrances, resources

**b. EUOGC16B** - All transactions on the award – can be filtered & sorted as required
Tabs Within the Tool

- FFR SF425 Form
- Summary Instructions (where you also import the two reports from Compass – 16A & 16B)
- Account Codes
- EUOGC16A – Subtotals by project
- EUOGC16B – All Transactions on the award for the selected project
- Award Summary
- Project Summary
- Project Breakdown
- Project Test Sheet
- Separate Tabs for each Project.Activity
Analyze ART Project Tabs

Review each **Project.Activity** tab – analyze, reconcile, add adjustments as needed.
Project.Activity tabs present data aggregated by “expense category”

categories that are [bracketed] will be in catch-all

The expense categories are stored, and maintained, within Compass.

- Salary Expense
- Fringe
- Consulting Services
- [Computer Services]
- Supplies
- Travel
- Other Expense
- [Publications]
- [Patient Care Costs]
- Subcontracts
- Human Subject Expenses (a/c code 68715 only)
- [Participant support costs]
- Animal Costs
- [Alterations/renovations]
- Equipment
- [Tech services]
### Analysis of the Project. Activity tabs (top section)

#### Header
- **Project**: 00 GRANT
- **Sponsor**: NIH/NATL INSTITUTE OF HEALTH
- **Award Description**: [Details not visible]
- **Award No.**: [Details not visible]
- **Award Department ID**: [Details not visible]
- **Department**: [Details not visible]
- **PI**: [Details not visible]

#### Direct costs per MTDC Base
- **Account Codes included in the row**
- **Description**
- **Cumulative Authorized Budget as of Award End Date**
- **Manual Budget Adjustment**
- **Adjusted Budget**
- **Project Cumulative Expenses as of Award End Date**
- **Manual Expense Adjustments**
- **Adjusted Project Expenses to Date from Award End Date**
- **Variance to Budget (G/L Env) (%)**
- **Cumulative Project Resources to GL Env**
- **Total Cumulative Encumbrances as of Award End Date**
- **Project Expenses after Award End Date**
- **Budget Changes after Award End Date**

#### Costs not in MTDC Base
- **Account Codes tab**
- **Description**
- **Cumulative Authorized Budget as of Award End Date**
- **Manual Budget Adjustment**
- **Adjusted Budget**
- **Project Cumulative Expenses as of Award End Date**
- **Manual Expense Adjustments**
- **Adjusted Project Expenses to Date from Award End Date**
- **Variance to Budget (G/L Env) (%)**
- **Cumulative Project Resources to GL Env**
- **Total Cumulative Encumbrances as of Award End Date**
- **Project Expenses after Award End Date**
- **Budget Changes after Award End Date**

#### F&A Calcs
- **Account Codes tab**
- **Description**
- **F&A Cost**
- **Total F&A Costs**

#### Total Direct Budget
- **137,244.00**
- **137,244.00**
- **137,244.00**
- **137,244.00**

#### Total Project Budget
- **147,304.00**
- **147,304.00**
- **147,304.00**
- **147,304.00**
Analysis of the Project.Activity tabs

Reconciling F&A calculation on projects that do not use the MTDC cost base will require manually adjusting between these two regions of the tab.
### Analysis of the Project: Activity tabs (bottom section)

<table>
<thead>
<tr>
<th>ADJUSTMENTS AND NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Notes on Budget Adjustments (Column D)</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Enter Notes on Expense Adjustments (Column G)</td>
</tr>
<tr>
<td>Transaction ID</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### Questionable Account Codes:

<table>
<thead>
<tr>
<th>Project</th>
<th>Account code</th>
<th>Description</th>
<th>Amount</th>
<th>Expense (or Notes of removing charge)</th>
<th>Call on file?</th>
<th>Documentation attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000005-GRANT</td>
<td>58510</td>
<td>Alcohol Beverage</td>
<td>22.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000005-GRANT</td>
<td>58212</td>
<td>Reparation</td>
<td>250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make a note of each adjustment - useful if you need to revisit the reconciliation and to have a list for journal entries into Compass. This will also inform others.

List of questionable account codes that are normally disallowed as direct cost. Total found in Compass will be shown in red text.
Analysis of Project Breakdown tab

Review the **Project Breakdown** tab to reconcile the F&A charged to sponsor.

This pulls some key data from the project tabs and also summarizes by F&A rate.

<table>
<thead>
<tr>
<th>Award Number:</th>
<th>00000</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of Reporting Period Ending:</td>
<td>03/31/2019</td>
</tr>
</tbody>
</table>

The project F&A rate pulled from Compass is the current effective funded project F&A rate. If the F&A rate changed yearly, this rate will need to be checked & adjusted accordingly as there will be multiple F&A rates on the same project and this will only show the average rate.

These columns help you reconcile the F&A charged to the sponsor if there is more than one F&A rate. Sum up the Base and F&A charge for each agreed % rate by entering the % rate in the first column of the table at the bottom.

Before you make any adjustments, this column will show the difference between the IDC Expense in Compass and what the IDC expense should be for the Direct costs booked.

Once you start making adjustments in the project tabs they will be reflected here and these calculations become meaningless.

Enter the rates that you want to sum up in column j, rows 26 - 35.

Make sure the total line is the same as in row 20 - otherwise you are missing some rates in cells J26 thru J35.

The direct cost base and F&A charged in this table can be entered onto the FPR page. (Unless there are multiple rates on a single project, in which case you need to do manual calculations.)
Review the Project Summary tab to reconcile the F&A charged to sponsor.

One column for each project shows the actual expenses in Compass.
Analysis of Award Summary tab

Review the Award Summary tab and inspect for accuracy and completeness. Review all Budget lines and compare to NGA - Run Budget Query to confirm amounts.
Analysis of Award Summary tab

Review all Expense lines and compare to Contracts Workbench

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Cumulative Authorized Budget as of Award End Date</th>
<th>Budget Adjustment</th>
<th>Adjusted Budget</th>
<th>Award Cum. Expenditure as of Award End Date</th>
<th>Expense Adjustments</th>
<th>Adjusted Expenditure as of Award End Date</th>
<th>Variance</th>
<th>Cumulative Project Resources to GL Variance</th>
<th>Total Com. Encumbrance as of Award End Date</th>
<th>Award Expenditure after Award End Date</th>
<th>Budget Change after Award End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA-1234-5678</td>
<td>Salary Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SA-1234-5678</td>
<td>Fringe</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SA-1234-5678</td>
<td>Consulting Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**PERSONNEL:**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Cumulative Authorized Budget as of Award End Date</th>
<th>Budget Adjustment</th>
<th>Adjusted Budget</th>
<th>Award Cum. Expenditure as of Award End Date</th>
<th>Expense Adjustments</th>
<th>Adjusted Expenditure as of Award End Date</th>
<th>Variance</th>
<th>Cumulative Project Resources to GL Variance</th>
<th>Total Com. Encumbrance as of Award End Date</th>
<th>Award Expenditure after Award End Date</th>
<th>Budget Change after Award End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA-1234-5678</td>
<td>Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**MODIFIED TOTAL DIRECT COSTS:**

<table>
<thead>
<tr>
<th>Project expense not in MTDC:</th>
<th>Cumulative Authorized Budget as of Award End Date</th>
<th>Budget Adjustment</th>
<th>Adjusted Budget</th>
<th>Award Cum. Expenditure as of Award End Date</th>
<th>Expense Adjustments</th>
<th>Adjusted Expenditure as of Award End Date</th>
<th>Variance</th>
<th>Cumulative Project Resources to GL Variance</th>
<th>Total Com. Encumbrance as of Award End Date</th>
<th>Award Expenditure after Award End Date</th>
<th>Budget Change after Award End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA-1234-5678</td>
<td>Patient Care (not in MTDC)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SA-1234-5678</td>
<td>Space Lease</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SA-1234-5678</td>
<td>Student Aid Graduate Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SA-1234-5678</td>
<td>Subcontracts (Net in MTDC)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SA-1234-5678</td>
<td>Departmental Discretion (A-6)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**F&A Costs:**

<table>
<thead>
<tr>
<th>Cumulative Authorized Budget as of Award End Date</th>
<th>Budget Adjustment</th>
<th>Adjusted Budget</th>
<th>Total Expenditure for F&amp;A as of Award End Date</th>
<th>Expense Adjustments</th>
<th>Adjusted Expenditure for F&amp;A as of Award End Date</th>
<th>Variance</th>
<th>Cumulative Project Resources to GL F&amp;A</th>
<th>Total Com. Encumbrance for F&amp;A as of Award End Date</th>
<th>F&amp;A Expenditure after Award End Date</th>
<th>F&amp;A Budget Change after Award End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA-1234-5678</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Review the FFR tab information:

- Only some fields will auto-populate
- Refer to **Job Aid: Award Review Tool (ART)**, beginning on page 19
- When in doubt – refer to the Notice of Award information from the funding agency housed in Onbase:
  [https://login.emory.edu/idp/profile/SAML2/Redirect/SSO?execution=e3s1](https://login.emory.edu/idp/profile/SAML2/Redirect/SSO?execution=e3s1)
NOTE: A new feature in Compass 9.2 is the use of Activity ID Status to control charges posting to sponsored projects after the end date of the project.

- This feature is working as expected and stops transactions from posting to projects with an Activity ID Status of FINAL even if the PROJECT Status is OPEN.
- As you can see by the graphic below, this status impacts all forms of transactions (Journal Entries, RSTs, and Emory Express).

<table>
<thead>
<tr>
<th>Status</th>
<th>Level</th>
<th>Transaction</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Activity</td>
<td>Budget</td>
<td>Reject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Others</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>Project &amp; Activity</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Ended</td>
<td>Activity</td>
<td>New PO's</td>
<td>Reject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All others</td>
<td>Warning</td>
</tr>
<tr>
<td>Closed</td>
<td>Activity</td>
<td>PO, AP, EX, Payroll, RST</td>
<td>Reject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journals &amp; Budget</td>
<td>Warning</td>
</tr>
<tr>
<td>Hold &amp; Final</td>
<td>Activity</td>
<td>All</td>
<td>Reject</td>
</tr>
<tr>
<td>Archived</td>
<td>Project</td>
<td>All</td>
<td>Reject</td>
</tr>
</tbody>
</table>
RAS Steps in the ART Process

1. Run FSR Milestone Query/Invoice Milestone Report
2. Run Compass Reports 16A and 16B
3. Save Reports to Working Folder
4. Complete ART Template
5. Make Adjusting Entries
6. Send Completed, Approved ART Package to FGC via Salesforce
7. Update Milestone as Appropriate
FGC Steps in the ART Process

1. Run FSR Milestone Query/Invoice Milestone Report
2. Verify ART Package has been received from RAS Unit
3. Verify final ART numbers tie to Contracts Workbench numbers
4. Perform High Level Analysis of ART Package
5. Prepare FSR/Final Invoice Package for Submission
6. After Submission to Funding Agency, scan to the I: Drive and update the Milestone.
Preparing for Closeout

Try to resolve all outstanding issues as you prepare for closeout, including:

- Clear encumbrances
- Clear deficits
- Resolve salary issues
- Clear petty cash
- Document Cost Share
- Process Refunds/Residuals
Questions?
Quick Break – 10 minutes
HANDS-ON DEMONSTRATION & PARTICIPATION

AWARD 0000027413 (FINAL INVOICE)

FOLLOWING THE PREVIOUS STEPS ABOVE, GENERATE AN ART FOR THE FINAL INVOICE AS LISTED ABOVE
Participant Practice

Following the previous steps above, generate an ART for the FSR/Final Invoice Award brought to class.
Participant Practice

Following the previous steps above, generate an ART for the FSR/Final Invoice Award brought to class.
ADDITIONAL HANDS-ON DEMONSTRATION & PARTICIPATION

AWARD 0000027954 (NIH T32 AFSR)
AWARD 0000026378 (NIH U54 FFSR)
Questions?
Thank you!
PACT Class – Thursday, March 9th