Research, *Grants* & Contracts

BUDGET REDUCTIONS FOR FINANCIAL STATUS REPORTS (FSRS)

Current Standard Operating Procedure

➢RAS submits *"FSR Submission Package"* ticket to RGC Operations via Salesforce to start the FSR submission process

➢Compass budget should already be reduced in terms of unobligated balance at time of Salesforce submission to match FSR sent to Operations (Refer to FSR Toolkit provided from Original FSR Transition to RAS from 2018)

➢Reduction of budget by RAS should be done via *"Financial Summary Report"* Budget Entry type ONLY not *"RAS Adjustment"*

➢RGC Operations will continue to reduce final budgets for non-FSR awards

This process is not new….

➢Noted in FSR Toolkit from 2018:

❖***Compass Job Aid***: ***How to adjust Project budgets:*** *"The Budget Entry Type **MUST** be selected. RAS Adjustment should be used for all adjustments <u>netting to zero</u> between budget items. <u>Financial Summary Report</u> is used ONLY when finalizing the Financial Report and closing the project."*

➢RAS Weekly Announcement# 209 July 12, 2018

❖"We are sharing a friendly reminder on RAS Budget Adjustments. The attached job aid documents the COMPASS steps necessary to complete RAS budget adjustments. For any budget adjustments processed by RAS within an award, the amounts must net to zero and the budget entry type used is RAS ADJUSTMENT. RAS staff are also responsible for <u>adjusting the budget to equal expenditures when the FSR is submitted</u>. These budget adjustments must use the Financial Summary Report budget entry type."

What we see (Demo Example)

▶ Final FSR as submitted in Salesforce to RGC Operations has not yet been reduced to match- Full award budget still available
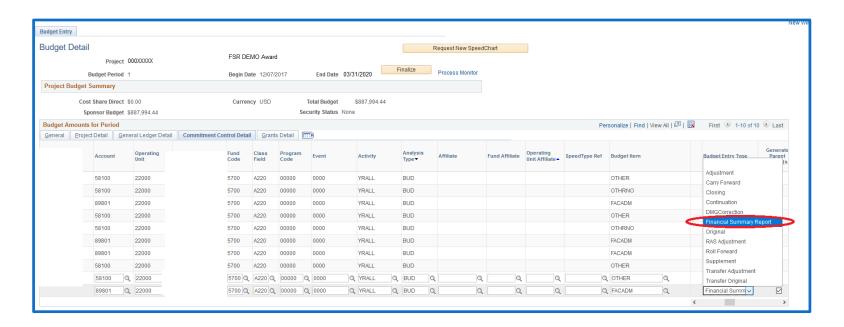

▶ FSR example shows $55,067.56 in unobligated balance however this does not reconcile to Compass. Positive balance still shown. Projected corrections pending.

Completion of FSR Entry reduction

➢ Completion of FSR budget entry is simple just follow existing Job Aids. Takeaway is budget entry type *"Financial Summary Report"* must be used for this action
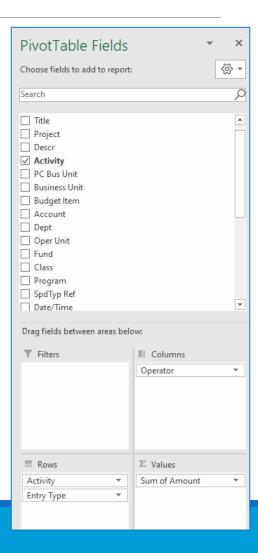
How do I know if my entry posted & is correct?

▶ Utilize a quick review via Contact Workbench: Balances
  - o Budget has been correctly reduced to match FSR
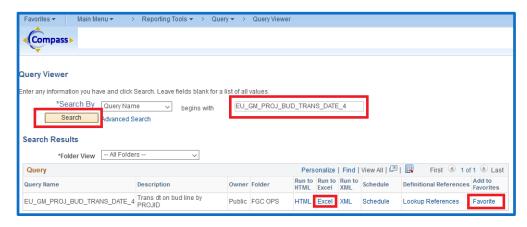 - o Balance is truly reflective to FSR amount reported

▶ Utilize Public Query: EU_GM_PROJ_BUD_TRANS_DATE_4
  - o Create a simple pivot table
  - o Summaries of entry type, activity year & Operator (NetID) quickly obtained

Budget Entry Types: Public Query

▶ Query can be found in *Reporting Tools- Query- Query Viewer* in Compass
   ○ Complete a search using the query name: EU_GM_PROJ_BUD_TRANS_DATE_4
   ○ Query can be ran to Excel & also saved to your list of favorite queries for future use

▶ For best results run by Contract/Emory Award Number
   ○ Project field can be left blank to pull all projects

Best Practices

➢Delay in RAS budget reduction to submitted FSR can lead to overstated budgets, unmaterialized deficits & prevent RGC Operations application of Carryforward budgets

➢Utilize public query of budget entries to ensure RAS budget entries net to zero if for *RAS Adjustments*

➢*RAS Adjustment* budget entry type should not be used to reduce awards in Compass for FSR purposes (not a net zero entry). *"Financial Summary Report"* is the correct budget entry type for this action

➢Awards that contain restricted funding years or have multiple budget activities extra caution must be taken. *RAS adjustments* (even those that net to zero) typically should not be done between years/activities. That is indicative of carryforward action that should be done by Operations

➢Collaboration between RAS & RGC Operations is required on NIH T-Awards: Unliquidated balances reported cannot be added until the new Emory project for the unliquidated balance for the new year has been created & prior year's unobligated budget has been reduced to FSR (This is to ensure budgets are not overstated)

Questions?