SCHOOL OF DENTAL MEDICINE

CASE WESTERN RESERVE UNIVERSITY

Reading an Expense Statement

Reference Guide for the School of Dental Medicine

Updated February 2, 2011

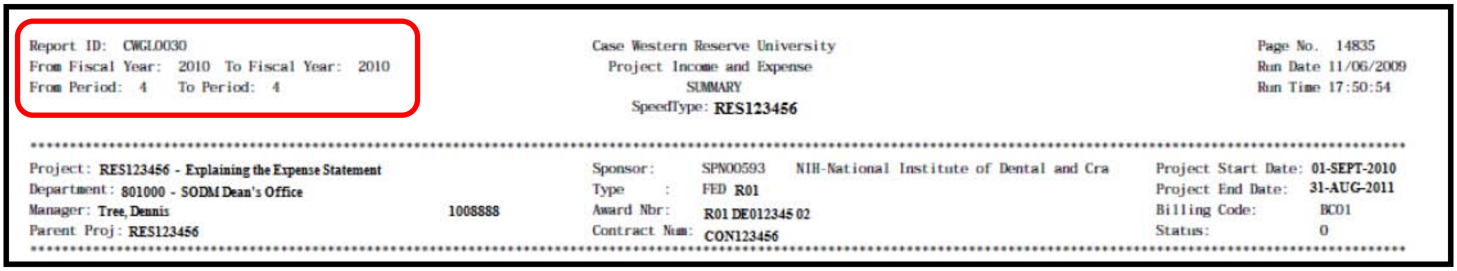
This guide is created for School of Dental Medicine personnel who are responsible for the administration of sponsored project speedtypes. This guide is intended to be a general overview of what is included in the monthly expense statement produced by Peoplesoft.

How to Read an Expense Statement

Let's look at the expense statement in detail by section.

Header

The header will give you general information for the speedtype and what type of report you have.



Report ID: CWGL0030
From Fiscal Year: 2010 To Fiscal Year: 2010
From Period: 4 To Period: 4

Case Western Reserve University
Project Income and Expense
SUMMARY
SpeedType: RES123456

Page No. 14835
Run Date 11/06/2009
Run Time 17:50:54

Project: RES123456 - Explaining the Expense Statement
Department: 801000 - SODM Dean's Office
Manager: Tree, Dennis 1008888
Parent Proj: RES123456

Sponsor: SPN00593 NIH-National Institute of Dental and Cra
Type : FED R01
Award Nbr: R01 DE012345 02
Contract Num: CON123456

Project Start Date: 01-SEPT-2010
Project End Date: 31-AUG-2011
Billing Code: BC01
Status: 0

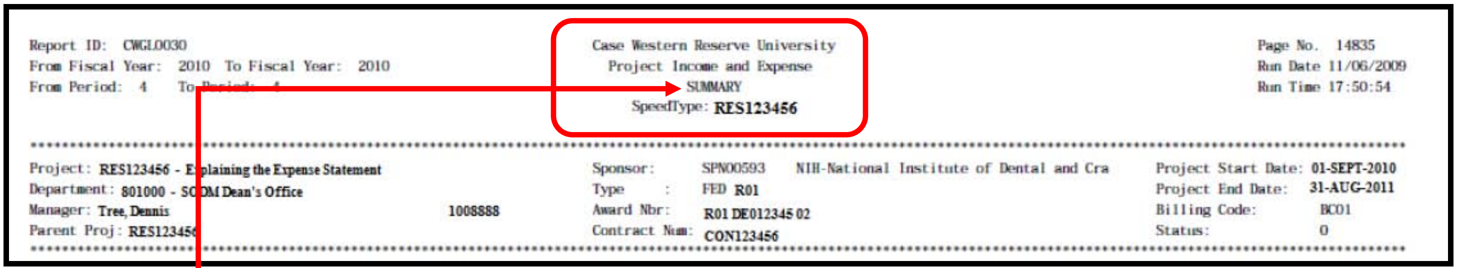
<u>Report ID</u>: Lists the specific Peoplesoft identification number for the report you are looking at.

<u>From Fiscal Year: ___ To Fiscal Year: ____</u> : Lists the fiscal year of the report. Remember that the fiscal year number represents the year in which the fiscal year ends. The sample report above is for fiscal year 2010. Depending on the period, that could mean 2009 or 2010, since fiscal year 2010 runs from July 1, 2009 to June 30, 2010.

<u>From Period: __ To Period: __:</u> This will tell you what month or range of months is included in the reports. These numbers follow the fiscal calendar:

January	7	May	11	September	3
February	8	June	12	October	4
March	9	July	1	November	5
April	10	August	2	December	6

You can see the sample statement above is Period 4 of fiscal year 2010 – it represents expenses that were paid in October 2009.



Report ID: CWGL0030
From Fiscal Year: 2010 To Fiscal Year: 2010
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Case Western Reserve University
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Type : FED R01
Award Nbr: R01 DE012345 02
Contract Num: CON123456

Project Start Date: 01-SEPT-2010
Project End Date: 31-AUG-2011
Billing Code: BC01
Status: 0

Report Type: This will show you what part of the report you are looking at. The different types include:

- Summary: Shows overall totals of expenses paid by sponsor funds by account code.
- Detail: Shows line item detail on each expense within an account code
- Encumbrances: Lists open encumbrances on the speedtype. Only included for a speedtype where encumbrances exist
  - Open Purchase Orders and Blanket Purchase Orders
  - Active Independent Contractor or Service Agreements
- Cost Share Summary: Shows overall totals of cost shared expenses. Only included for speedtypes that have mandatory cost sharing or have incurred cost share expenses.
- Cost Share Detail: Shows line item detail on each cost shared expense within an account code. Only included for speedtypes that have mandatory cost sharing or have incurred cost share expenses.

SpeedType: Reflects the speedtype of the report you are looking at. For cost share speedtypes (CSRxxxxx), this will be the only place you will see the CSR number.

Report ID: CWGL0030	Case Western Reserve University	Page No. 14835
From Fiscal Year: 2010 To Fiscal Year: 2010	Project Income and Expense	Run Date 11/06/2009
From Period: 4 To Period: 4	SUMMARY	Run Time 17:50:54
	SpeedType: **RES123456**	
Project: **RES123456 - Explaining the Expense Statement**	Sponsor: SPN00593 NIH-National Institute of Dental and Cra	Project Start Date: **01-SEPT-2010**
Department: **801000 - SODM Dean's Office**	Type : FED **R01**	Project End Date: **31-AUG-2011**
Manager: **Tree, Dennis** 1008888	Award Nbr: **R01 DE012345 02**	Billing Code: BC01
Parent Proj: **RES123456**	Contract Num: **CON123456**	Status: 0

Note the section between the asterisk lines. The information contained here will remain the same for the entire speedtype's report, including the CSR, if applicable.

Report ID: CWGL0030	Case Western Reserve University	Page No. 14835
From Fiscal Year: 2010 To Fiscal Year: 2010	Project Income and Expense	Run Date 11/06/2009
From Period: 4 To Period: 4	SUMMARY	Run Time 17:50:54
	SpeedType: **RES123456**	
Project: **RES123456 - Explaining the Expense Statement**	Sponsor: SPN00593 NIH-National Institute of Dental and Cra	Project Start Date: **01-SEPT-2010**
Department: **801000 - SODM Dean's Office**	Type : FED **R01**	Project End Date: **31-AUG-2011**
Manager: **Tree, Dennis** 1008888	Award Nbr: **R01 DE012345 02**	Billing Code: BC01
Parent Proj: **RES123456**	Contract Num: **CON123456**	Status: 0

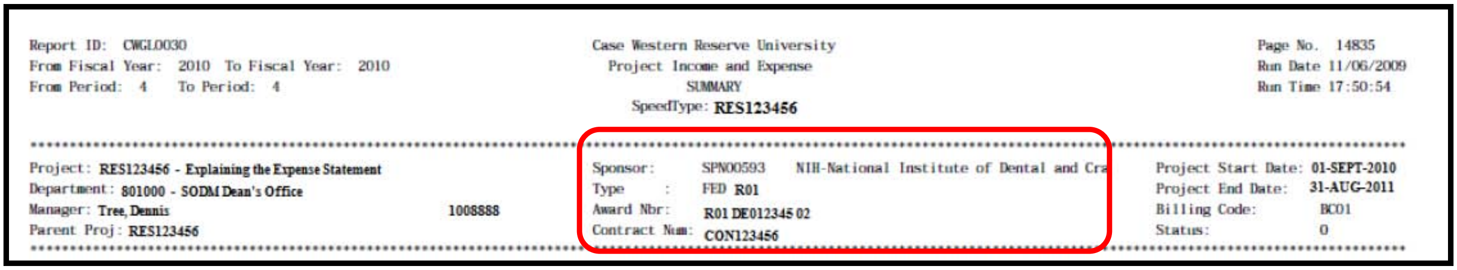
Project: Lists the speedtype and the short title of the speedtype you are looking at.

Department: Shows the DeptID and the name of the department where the speedtype is based.

Manager: Lists the name and the EmplID of the person who has responsibility for the speedtype. In most cases, this is the person listed on the sponsor notice of award.

Parent Proj: Shows the parent speedtype if the speedtype listed above in the "Project" line is a subaccount. For those projects with no subaccounts, this number will be the same as the Project.

- For some projects, it may be necessary to divide the funding into separate speedtypes. There will always be one speedtype that is designated as the "Parent". This is typically the main core of the project headed by the PI listed on the sponsor's notice of award.
- Reasons for multiple project speedtypes:
    - Large program projects with individual projects under one umbrella award;
    - Involvement of faculty from other Management Centers
    - Portion of funding that has been restricted by the sponsor
        - ARRA supplemental funds
        - Minority Supplements
    - Subcontracts to external institutions under a Case prime award



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Report ID:  CWGL0030                                  Case Western Reserve University                         Page No.  14835
From Fiscal Year:  2010  To Fiscal Year:  2010          Project Income and Expense                            Run Date 11/06/2009
From Period:  4    To Period:  4                              SUMMARY                                         Run Time 17:50:54
                                                        SpeedType: RES123456
**********************************************************************************************************************************
Project: RES123456 - Explaining the Expense Statement     Sponsor:      SPN00593   NIH-National Institute of Dental and Cra   Project Start Date: 01-SEPT-2010
Department: 801000 - SODM Dean's Office                   Type     :    FED  R01                                            Project End Date:   31-AUG-2011
Manager: Tree, Dennis                        1008888      Award Nbr:    R01 DE012345 02                                     Billing Code:       BC01
Parent Proj: RES123456                                    Contract Num: CON123456                                           Status:             0
**********************************************************************************************************************************
```

Sponsor: Lists the Peoplesoft Sponsor ID and name

Type: Shows the type of award. For some, as in the case above, a more specific type will be added in. It seems that this distinction is not very well controlled.

How the system works: The project type is determined by the sponsor chosen at the eURF stage and confirmed by OSPA when the speedtype is set up. This designation drives the fund code, which drives the automatic fringe calculation. So if this is incorrect, at least between federal and non-federal, your fringe calculation will be incorrect.

- Types of Projects
    - INDU: Industry sponsored
        - This seems to be a catch-all for a lot of the older projects. There may even be Case sponsored projects listed as industry.
    - FED: Federally sponsored
        - For NIH projects, the NIH type (R01, T32, R21, etc.) will also be listed.
    - NONP: Non-profit sponsor
        - Mainly foundations, but can include other Universities if the prime award is not federal.
    - CASE: Internally funded by Case.
    - OGOV: Other governmental sponsor. This includes state, county, or municipal sponsors.

Award Number: The award identifier assigned by the sponsor. If the sponsor does not assign a specific identifier, the sponsor name may be repeated.

Contract Number: This is a Peoplesoft identifier that links all speedtypes that make up a single project. It is assigned when the eURF is created. This number will remain the same over all subaccounts and renewal speedtypes.

How the system works: The CON number is actually the eURF number from the eURF submitted for that project. That eURF number will also serve as the original parent speedtype number for the account that is established. If your eURF number is 875412, then your first speedtype will be RES875412 (or TRN875412/SPC875412/OSA875412) and your contract number will be CON875412.

Report ID: CWGL0030
From Fiscal Year: 2010 To Fiscal Year: 2010
From Period: 4 To Period: 4

Case Western Reserve University
Project Income and Expense
SUMMARY
SpeedType: **RES123456**

Page No. 14835
Run Date 11/06/2009
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Project: **RES123456 - Explaining the Expense Statement**		Sponsor: SPN00593 NIH-National Institute of Dental and Cra	Project Start Date: **01-SEPT-2010**
Department: **801000 - SODM Dean's Office**		Type : FED **R01**	Project End Date: **31-AUG-2011**
Manager: **Tree, Dennis**	**1008888**	Award Nbr: **R01 DE012345 02**	Billing Code: BC01
Parent Proj: **RES123456**		Contract Num: **CON123456**	Status: 0

Project Start Date: The start date for the current competitive segment.

Project End Date: The end date of the current competitive segment.

Billing Code: Shows the code that tells how Case will receive funds under the award

- BC01 – Letter of Credit – Used for Federal sponsors where Case draws down funds monthly for expenses incurred.
- BC02 – Cost Reimbursable – Invoices are required as detailed in the award notice/contract.
- BC03 – Automatic Payment – Case does not need to do anything to receive payment. Sponsor will send payment on a set schedule.
- BC04 – Fixed Price – Case will receive payments on a fixed schedule based on the award/contract. May or may not require an invoice.
- BC05 – No Firm Commitment – A total budget is unknown and will be based on income received.
- BC06 – Scholarship/Fellowship – Not common for sponsored projects. Budget based on funds received.
- BC07 – Department Bill – Invoices are sent by the department since payments are based on patients seen or some other project-specific metric.

How the system works: You may have noticed that all Case-sponsored projects are set up as a BC05 with a $0 budget on the internal NOA. The budget will increase on the expense statement only when income is moved to that speedtype. This is due to a large number of missing journals transferring income on internally funded speedtypes. By the time some departments realized an income journal was never done, the sponsoring department no longer had the funds to cover the expenses. By setting the accounts up as BC05, unfunded accounts shut down after 90 days in deficit.

Body – Summary

As stated above, the Summary shows overall totals of expenses paid by account code. It is split into four (4) distinct areas:

1. Salary and Fringe Expenses
2. Non-Salary Expenses
3. Overall Totals
4. Revenue (Income)

These first three items relate to expenses.

Let's take a closer look at how the Summary page is laid out.

Manager: Tree, Dennis   1008888   Award Nbr: R01 DE012345 02   Billing Code: BC01
Parent Proj: RES123456   Contract Num: CON123456   Status: 0

		Funded							Cost Share	
Account	Account Description	MTD Expenses	YTD Expenses	TTD Expenses	Budget	Balance	Encumbrance	Final Balance	MTD Expenses	TTD Expenses
511000	Faculty Control	819.58	3,210.84	3,210.84	9,565.00	6,354.16	0.00	6,354.16	133.33	600.80
515000	Admin & Clerical Control	1,466.67	2,933.34	2,933.34	23,110.00	20,176.66	0.00	20,176.66	0.00	0.00
517000	Fringe Benefit Control	514.41	1,382.45	1,382.45	7,514.00	6,131.55	0.00	6,131.55	30.00	135.18
TOTAL	Salary & Fringe	2,800.66	7,526.63	7,526.63	40,189.00	32,662.37	0.00	32,662.37	163.33	735.98

The leftmost column will list the account codes that were included in the budget set up on the internal NOA. This will list only the general account codes – ending in 000.

Manager: Tree, Dennis   1008888   Award Nbr: R01 DE012345 02   Billing Code: BC01
Parent Proj: RES123456   Contract Num: CON123456   Status: 0

		Funded							Cost Share	
Account	Account Description	MTD Expenses	YTD Expenses	TTD Expenses	Budget	Balance	Encumbrance	Final Balance	MTD Expenses	TTD Expenses
511000	Faculty Control	819.58	3,210.84	3,210.84	9,565.00	6,354.16	0.00	6,354.16	133.33	600.80
515000	Admin & Clerical Control	1,466.67	2,933.34	2,933.34	23,110.00	20,176.66	0.00	20,176.66	0.00	0.00
517000	Fringe Benefit Control	514.41	1,382.45	1,382.45	7,514.00	6,131.55	0.00	6,131.55	30.00	135.18
TOTAL	Salary & Fringe	2,800.66	7,526.63	7,526.63	40,189.00	32,662.37	0.00	32,662.37	163.33	735.98

The middle section of the Summary page under the **Funded** header will list expenses that are paid by sponsor funds. There are seven columns in this section.

1. MTD Expenses – Month-To-Date Expenses – Total expenses that were charged and cleared the statement in the given period
2. YTD Expenses –Year-To-Date Expenses – Total expenses for the entire **fiscal** year to date
3. TTD Expenses – Total-To-Date Expenses – Total expenses for the current competitive segment
4. Budget: Reflects the budget entered by OSPA when the internal NOA was created
5. Balance: A simple formula that subtracts TTD expenses from the Budget
6. Encumbrance: Lists approved Purchase Order totals that have not yet been invoiced by the supplier or paid by Case
7. Final Balance: Subtracts encumbrances from the Balance to show a more accurate figure of the funds remaining

How the system works: Many awards allow us to rebudget funds, or use them for things other than what we originally intended. As a result, the balance column often shows a deficit in individual account code lines. However, if the sponsor allows rebudgeting, OSPA generally does not reissue an NOA to reflect it unless you submit the required forms for a rebudget (IPAS). Just be sure that you are within sponsor guidelines.

Manager: Tree, Dennis 1008888 Award Nbr: R01 DE012345 02 Billing Code: BC01
Parent Proj: RES123456 Contract Num: CON123456 Status: 0

		Funded							Cost Share	
Account	Account Description	MTD Expenses	YTD Expenses	TTD Expenses	Budget	Balance	Encumbrance	Final Balance	MTD Expenses	TTD Expenses
511000	Faculty Control	819.58	3,210.84	3,210.84	9,565.00	6,354.16	0.00	6,354.16	133.33	600.80
515000	Admin & Clerical Control	1,466.67	2,933.34	2,933.34	23,110.00	20,176.66	0.00	20,176.66	0.00	0.00
517000	Fringe Benefit Control	514.41	1,382.45	1,382.45	7,514.00	6,131.55	0.00	6,131.55	30.00	135.18
TOTAL	Salary & Fringe	2,800.66	7,526.63	7,526.63	40,189.00	32,662.37	0.00	32,662.37	163.33	735.98

The final section of the summary page is the lists the costs share for the current month (MTD) and the total project (TTD). Note that this section will not appear on the Cost Share Summary page.

		Funded							Cost Share	
Account	Account Description	MTD Expenses	YTD Expenses	TTD Expenses	Budget	Balance	Encumbrance	Final Balance	MTD Expenses	TTD Expenses

		Revenue		
410010	Sponsored Projects Rev	-8,348.88	-15,868.02	-15,868.02
TOTAL	Revenue	-8,348.88	-15,868.02	-15,868.02

The bottom of the Summary page lists the revenue received. You will notice that it only has three columns under Month-to-Date, Year-to-Date, and Total-to-Date by account code. They sum the same way as the expenses, the only difference being that the signs are reversed – income is listed as a negative number – to indicate credit.

How the system works: This is one of the more confusing parts of the statement if you are unfamiliar with cost accounting. Logic seems to indicate that you should add a credit (income) and subtract a debit (expense), like you are balancing a checkbook. Unfortunately, the University and most businesses operate in the reverse order that most of us do in our checkbook. At home, you receive your salary from Case and enter it into your checking account, which gives you a positive balance. As you spend, you subtract money from the account. Case's system is the exact opposite – it adds together its expenses and then subtracts out its income. So remember, credits are negative and debits are positive. It's OK to make a cheat sheet. ☺

Body – Detail

After the Summary, the next section is the Detail. The detail will breakout the totals from the Summary page and allow you to see exactly what charges make up that total.

Report ID: CWGL0030 Case Western Reserve University Page No. 14836
From Fiscal Year: 2010 To Fiscal Year: 2010 Project Income and Expense Run Date 11/06/2009
From Period: 4 To Period: 4 DETAIL Run Time 17:50:54
SpeedType:RES123456

The first section on the detail page is Salary charges.

Account	Line Description	Event	Amount	Transaction Date	Journal Number	Receipt	PO Number	A/P Vchr	SRC	Inv Number	Req Number	Vendor Name
511100	HCM Payroll Distribution		819.58									
515200	HCM Payroll Distribution		1,466.67									
517200	FRINGE BENEFIT 22.5%		514.41									
TOTAL Salary & Fringe			2,800.66									

You will notice that the headers are different from the Summary page. With regards to salaries, you will not see any of the columns other than Amount used. The other sections will be discussed further when we get to Non-Salary charges.

The difference from the Salary section on the detail page from the Summary page is that the Detail page will show totals from specific account codes (with a digit in the 3rd or 4th places) to further refine what type of salary is being paid. We know from the Summary page that we had faculty salary due to the 511000 account code and admin/clerical salary under the 515000 account.

Summary Page

Account	Account Description	MTD Expenses
511000	Faculty Control	819.58
515000	Admin & Clerical Control	1,466.67
517000	Fringe Benefit Control	514.41
TOTAL Salary & Fringe		2,800.66

Detail Page

Account	Line Description	Event	Amount
511100	HCM Payroll Distribution		819.58
515200	HCM Payroll Distribution		1,466.67
517200	FRINGE BENEFIT 22.5%		514.41

By looking at the Detail, we can tell that the faculty salary was for a full time professor (511100) and the admin/clerical salary was for a non-technical professional (515200).

Since payroll information is considered confidential and these reports are available to a wide audience, specific names are not included. To determine who was paid under an account code, you will need to consult additional reports that have a stricter security level – the Salary Analysis or the Salary Distribution report. If you need access to these, it can be requested through Finance and Operations.

How the system works: Remember "Type" from the header? Here's where you can see it in action and make sure your speedtype is set up correctly. If you look at the Fringe Benefit account (51Zxxx) you can see the percentage being charged. This should match the sponsor type on the header. If it doesn't you'll need to contact the Controller's Office to make the change and manually adjust the fringe. This is especially important for subcontracts, as they are easily confused on set up. It's the original source of funding that determines type – not where the subcontract comes from.

Account	Line Description	Event	Amount	D
511100	HCM Payroll Distribution		819.58	
515200	HCM Payroll Distribution		1,466.67	
51Z200	FRINGE BENEFIT 22.5%		514.41	

This 22.5% is the fringe rate applied. For FY2010, this indicates a Federal Sponsor. If it were non-federal, it would be 29.5% or at whatever cap the Sponsor mandated.

The next section is the Non-Salary Charges. Let's take a look at the columns on the Detail page – there are 13: Your statement may use all 13 fields or only four fields depending on what the expense is and who initiated it.

Account	Line Description	Event	Amount	Transaction Date	Journal Number	Receipt	PO Number	A/P Vchr	SRC	Inv Number	Req Number	Vendor Name
531260	Dell Computer: Latitude E6500;		1,517.90	08-OCT-2009	AP00196869		5000071706	05528963	AP	XDDKMF892	1000091892	DELL-001
531400	AW Tugizov planning dinner		196.86	13-OCT-2009	AP00197142			05530398	AP	0000212598		1003361
531400	AW - TUGIZOV LUNCH-PLANNING MT		19.50	13-OCT-2009	AP00197142			05530416	AP	0000212792		1003361
531400	Food Supplies		182.24	16-OCT-2009	AP00197448			05531709	AP	0000213904		1003361
531400	FOOD FOR THOUGHT		142.60	13-OCT-2009	0000199005				PCD			
531400	FOOD FOR THOUGHT		-0.40	15-OCT-2009	0000199005				PCD			
TOTAL -	General Supplies Control		2,058.70									
534200	Flite II Air Sept 09TUGIZOV/SH		25.00	30-OCT-2009	0000198883				XBL			
534200	Flite II Air Sept 09TUGIZOV/SH		433.40	30-OCT-2009	0000198883				XBL			
TOTAL -	Travel & Related Expenses Cont		458.40									

1. Account: Lists the account code of the expense
2. Line Description: Information about the item bought. This comes directly from the Peoplesoft requisition, journal, or purchase order that is entered by a user.
3. Event: A unique code that can be created by a user to add more detail to specific charges.
    a. A good example of this is a speedtype set up for a conference and you needed to know food costs for specific days. By creating an event field and using it on your requisition, that information will be printed on the expense statement for easy reference.
4. Amount: The amount of the line item
5. Transaction Date: The date the expense was paid by the Controller's Office. This is not the date that you did the original paperwork.
6. Journal Number: Lists the journal number if applicable.
7. Receipt:
8. PO Number: Lists the PO number to which the expense was charged
9. A/P Voucher: Lists the voucher number assigned by AP
10. SRC: Source – Indicates where the transaction was initiated. For most users, the SRC code will be your school – SODM users show up as DEN. Below are some common SRC codes you might encounter.

AS	Arts & Sciences	ENG	School of Engineering
AP	Accounts Payable	IDC	Indirect Cost
ARC	Animal Resource Center	INC	Income
CON	Controller's Office	MED	School of Medicine
DEN	School of Dental Medicine	PCD	P-Card
DEV	Development	UGN	University General – includes Flite II and parking charges

11. Invoice Number: This is a number provided by the user. If the request did not have an invoice number, this will be the Payment Request number.
12. Req Number: The Peoplesoft requisition number.
13. Vendor Name: Vendor short name from Peoplesoft.

Using these fields, you can identify charges that hit your speedtype. If you do not recognize the charges, the information in these fields will allow you to go back into Peoplesoft and get additional information.

The next section gives detail on the indirect costs. This is based on the total direct costs listed in the TOTAL lines.

```
**********************************************************************************************************************************************
                                                             Transaction  Journal
Account Line Description              Event          Amount  Date         Number     Receipt  PO Number  A/P Vchr  SRC  Inv Number        Req Number  Vendor Name
------- ----------------------------  ---------  ----------  -----------  ---------  -------  ---------  --------  ---  ----------------  ----------  -----------
```

```
TOTAL Salary & Fringe                          2,800.66
```

```
TOTAL Non-Salary                               2,517.10
```

```
TOTAL Direct Cost                              5,317.76

538220  INDIRECT 5 57.0     5317.76            3,031.12  31-OCT-2009  0000199220                 IDC

TOTAL Indirect Cost Recovery                   3,031.12

TOTAL Direct & Indirect Cost                   8,348.88
```

The line for indirect costs will tell you a few important details. First is the indirect cost rate (red arrow). This is either the negotiated rate or the limit put in place by the sponsor. Consult your award/proposal documentation to ensure this is correct.

Second, you can see the base to which the indirect cost rate was applied (green arrow). You should make sure this is correct as well since there are a number of expenses that are not included in this base and at times they do not hit the system correctly.

The final section on the Detail page is the revenue received.

```
**********************************************************************************************************************************************
                                                             Transaction  Journal
Account Line Description              Event          Amount  Date         Number     Receipt  PO Number  A/P Vchr  SRC  Inv Number        Req Number  Vendor Name
------- ----------------------------  ---------  ----------  -----------  ---------  -------  ---------  --------  ---  ----------------  ----------  -----------
```

```
410010  DHHS      LOC DISTRIBUTION             -8,348.88  31-OCT-2009  0000199223                 INC
```

As previously stated, this will show as a negative number – a credit.

How the system works: For BC01 – Letter of Credit, the monthly revenue will always equal the expenses for the month.

Body – Encumbrance

The Encumbrance page will list out all of the items that have been requested via Peoplsoft eProcurement. These items have been approved for purchase but are in varying stages of the process. They are obligations that have not been paid for one reason or another. A few of the most common items that you will see on the Encumbrance page are:

- Anything ordered through eProcurement. This includes Smartcart (Staples, Dell, Biorad, Fisher, etc.).
- Service contracts for equipment
- Blanket POs for subcontracts and service agreements

Let’s take a closer look at the Encumbrance page.

Report ID: CWGL0030	Case Western Reserve University	Page No. 15826
From Fiscal Year: 2011 To Fiscal Year: 2011	Project Income and Expense	Run Date 01/05/2011
From Period: 6 To Period: 6	ENCUMBRANCES	Run Time 17:34:05
	Speedtype: RES123456	

****

Account	Line Description	Event	Pre-Encumbered Amount	Encumbered Amount	Req Number	PO Number	Vendor Name
531200	ETHANOL, ABSOLUTE, 200 PROOF,		0.00	156.00	1000136230	5000112379	SIGMA ALD-001
531200	SCHAEDLER BROTH 500G		0.00	114.08	1000130658	5000107050	FISHER SCI-001
531200	HEMIN, BOVINE, HEMIN, BOVINE		0.00	59.40	1000136230	5000112379	SIGMA ALD-001
531200	METHANOL, BIOTECH. GRADE, 99.9		0.00	63.00	1000136230	5000112379	SIGMA ALD-001
531200	ANTIBODY CLEAN-UP KIT 1EA		0.00	209.98	1000136237	5000112383	FISHER SCI-001
531200	WATER MOLECULAR BIOLOGY REAGEN		0.00	85.40	1000136230	5000112379	SIGMA ALD-001
531200	MENADIONE CRYSTALLINE, MENADIO		0.00	37.50	1000136230	5000112379	SIGMA ALD-001
531260	OYFP		0.00	3.60	1000136237	5000112382	INTEGR DNA-001
531260	OCMV		0.00	3.60	1000136237	5000112382	INTEGR DNA-001
543200	KONICA SRX-101						
SYSTEM ID #10		0.00	568.30	1000081222	ZLH0900806	MXR-001	
TOTAL Encumbrances			0.00	1,300.86			

You’ll notice that the column headers are a bit different. They are:

1. Account: The account number of the encumbered expense
2. Line Description: Description of the item entered by the Peoplesoft user when the original request was submitted.
3. Event: The event code created by the user, if one exists.
4. Pre-Encumbered Amount: Amount of the item that has been approved, but has not yet been ordered by Procurement and Distribution Services.
5. Encumbered Amount: Amount of the item that has been ordered but not paid for at the time of the statement.
6. Req Number: Original requisition number from Peoplesoft.
7. PO Number: Purchase Order number assigned by PDS used by the vendor for payment.
8. Vendor Name: Short vendor name as it appears in Peoplesoft.

The final two pages of the report are the Cost Share Summary and Cost Share Detail.

Report ID: CWGL0030	Case Western Reserve University	Page No. 14838
From Fiscal Year: 2010 To Fiscal Year: 2010	Project Income and Expense	Run Date 11/06/2009
From Period: 4 To Period: 4	COST SHARE SUMMARY	Run Time 17:50:54
	SpeedType: CSR123456	

Report ID: CWGL0030	Case Western Reserve University	Page No. 14839
From Fiscal Year: 2010 To Fiscal Year: 2010	Project Income and Expense	Run Date 11/06/2009
From Period: 4 To Period: 4	COST SHARE DETAIL	Run Time 17:50:54
	SpeedType: CSR123456	

These sheets are the same as the Summary and Detail sheets described above and will only be generated for your speedtype if there have been cost share expenses incurred, or cost share is mandatory in the sponsor's guidelines. There are a few unique points about the Cost Share Summary.

Cost Share

Account	Account Description	MTD Expenses	YTD Expenses	TTD Expenses	Budget	Balance	Encumbrance	Final Balance
511000	Faculty Control	133.33	600.80	600.80	0.00	-600.80	0.00	-600.80
512000	Fringe Benefit Control	30.00	135.18	135.18	0.00	-135.18	0.00	-135.18
TOTAL	Salary & Fringe	163.33	735.98	735.98	0.00	-735.98	0.00	-735.98
TOTAL	Non-Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	Direct Cost	163.33	735.98	735.98	0.00	-735.98	0.00	-735.98
TOTAL	Indirect Cost Recovery	93.10	419.51	419.51	0.00	-419.51	0.00	-419.51
TOTAL	Direct & Indirect Cost	256.43	1,155.49	1,155.49	0.00	-1,155.49	0.00	-1,155.49

Revenue

		MTD Expenses	YTD Expenses	TTD Expenses
		0.00	0.00	0.00
TOTAL	Revenue	0.00	0.00	0.00

The budget column one a cost share speedtype will always be zero unless cost share is mandated by the sponsor as part of the award. If you know that you will be cost sharing and would like a budget to be entered, you can request this through the Controller's Office. There is some evidence to suggest that adding a bottom line budget may be necessary at the end of a project to terminate the issuance of expense statements, but this has not been confirmed formally.

Your revenue line will also be zero, since cost share is usually paid out of institutional funds. The only way to increase this line is to transfer income from an OPR to cover cost share charges.

You should now be able to understand the fields on the expense statement. By knowing what the meaning behind them, you are in a better position to investigate and resolve any issues that may arise on your speedtype.

Spreadsheets

In addition to running the expense statement, each department should track expenses to ensure that costs are being charged correctly. A spreadsheet is suggested so that a history of expenses and a current balance is readily available. Ideally, these sheets will include a summary section where you can project out expenses to the end of the budget period. (If needed, Finance and Administration is able to provide a template with all the required formulas in place.) This allows any rogue expenses or overages to be quickly identified and corrected. A good spreadsheet should:

- Include requests for payment submitted through Peoplesoft be tracked when the request is submitted;
- Be updated monthly using the statement generated by Peoplesoft;
- Track a running balance so that potential overages are identifies quickly.

Example of a good spreadsheet

Date	Payee	Description	Cleared Stmt	Debit	Credit	Running Balance	
9/15/2010		Beginning Balance	9/2010		$200000	$200000	Reconciles with 9/10 stmt
10/12/2010	Dr. Tree	Travel – Ck Req 234567	10/2010	$157.43		$199842.57	
10/25/2010	Fisher Sci	Lab Supplies - Pipettes	10/2010	25.47		$199817.10	
10/31/2010		Salaries and Fringe 10/10	10/2010	$5693.28		$194123.82	
10/31/2010	Flite II	Sept 2010 – Dr. Tree Air	10/2010	$217.48		$193906.34	
10/31/2010	Airgas	Tank Rental	10/2010	$25.00		$193881.34	
10/31/2010		Indirect Costs 10/10	10/2010	$3487.64		$190393.70	Reconciles with 10/10 stmt
11/12/2010	BioRad	Equip PO 500012345		$7815.00		$182578.70	
11/25/2010	Staples	Supplies PO 500067890		47.52		$182531.18	
		YEAR 1 9/1/2010 – 8/31/2011	Salary	Non-Salary	Indirect	Balance	
		Beginning Balance				200000	
		September 2010	0	0	0	200000	Reconciles with 9/10 stmt
		October 2010	5693.28	425.38	3487.64	190393.70	Reconciles with 10/10 stmt
		Projected - November 2010	*5700.00*	*9000.00*	*4389.00*	*171304.70*	
		Projected - December 2010	*5700.00*	*2000.00*	*4389.00*	*159215.70*	
		Projected - January 2011	*5700.00*	*2000.00*	*4389.00*	*147126.70*	
		Projected -February 2011	*5700.00*	*2000.00*	*4389.00*	*135037.70*	
		Projected - March 2011	*5700.00*	*2000.00*	*4389.00*	*122948.70*	
		Projected - April 2011	*5700.00*	*2000.00*	*4389.00*	*110859.70*	
		Projected - May 2011	*5700.00*	*2000.00*	*4389.00*	*98770.70*	
		Projected - June 2011	*5700.00*	*2000.00*	*4389.00*	*86681.70*	
		Projected - July 2011	*5700.00*	*2000.00*	*4389.00*	*74592.70*	
		Projected - August 2011	*5700.00*	*2000.00*	*4389.00*	*62503.70*	

Lists charges that have not cleared

Shows a running balance

Has a summary projection of expenses based on spending history

It is up to the individual department to keep track of its speedtypes. A master spreadsheet is also maintained by Finance and Operations should it be needed for comparison purposes.

If you have any questions not covered by this guide, please feel free to contact Finance and Operations at dentres@case.edu.