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Confidentiality Statement

This document has been checked and screen shots do not contain any confidential information (staff names, addresses, social security numbers).

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Introduction

The Finance Data Warehouse Dashboard and Report Guide provides detailed information about the content and layout of the dashboards and reports in the finance data warehouse (hereafter referred to as the “data warehouse”).

Related Documentation

In addition to this guide, users can review the following documents related to the data warehouse:

Dashboard and Report Guides

- FIRMS-GAAP
- Fund Attributes and Auxiliaries
- Manage My Budget
- Management Reporting
- Management Reporting Tree

Operations

- Training Guides
- Finance Data Warehouse Instructor Guide
- Finance Data Warehouse Student Activity Guide
- Finance Data Warehouse Quick Reference Guide

Definitions

The following (optional) icons may be used to draw attention to information in this guide:



Stop:



Warning:



Important:



Note:

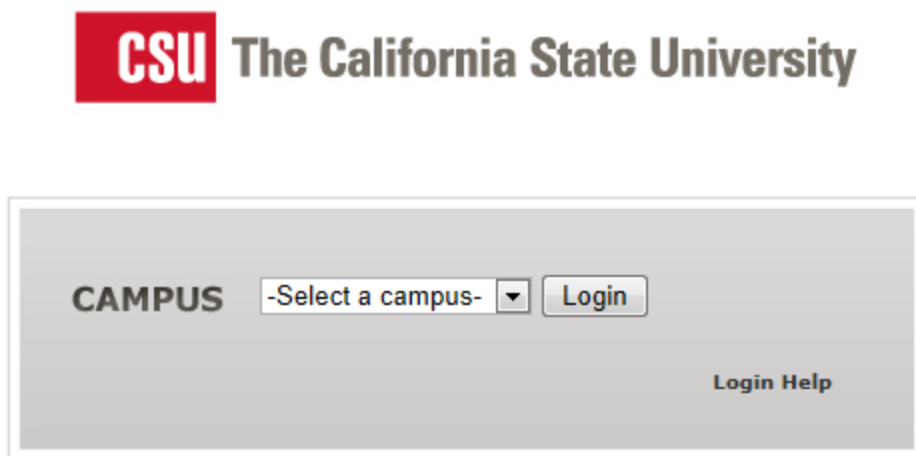
1.0 Getting Started

The Common Financial Reporting environment (referred to as the Finance Data Warehouse) contains reporting capabilities that provide campuses with a set of interactive dashboards containing common, core reporting capabilities required by campuses and the Chancellor's Office.

Log in to the Data Warehouse

The Finance Data Warehouse is accessed through the CSU Portal.

- Follow the correct navigation at your campus to go to the CSU Portal.
- Select your campus from the drop-down list.



- Click on CFS Data Warehouse Login.



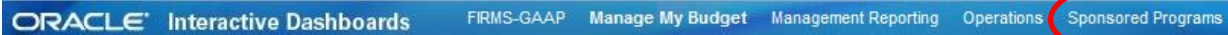
2.0 The Sponsored Programs Dashboard

Overview

The Sponsored Programs dashboard is designed to support the reporting needs of sponsored programs administrators, management and faculty/principal investigators (PIs) to effectively manage externally funded projects (sponsored programs).

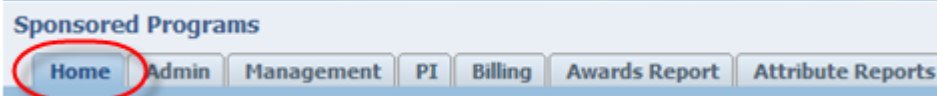
Every data warehouse dashboard contains Individual pages where reports are organized by type. When you log into the Finance Data Warehouse, one or more dashboards will be available to you based on your access privileges.

1. Click on the Sponsored Programs link to access that dashboard.



ORACLE Interactive Dashboards FIRMS-GAAP Manage My Budget Management Reporting Operations **Sponsored Programs**

2. The Sponsored Programs dashboard contains seven pages:



Sponsored Programs
Home Admin Management PI Billing Awards Report Attribute Reports

- Home Admin
- Management
- PI
- Billing
- Awards Report
- Attribute Reports

3.0 Home Page

Every dashboard contains a Home page. Whenever you click on the name of a dashboard, you go to the Home page for the associated dashboard.

The Home page contains:

- Hyperlinks that allow you to navigate quickly to the associated report page. Or, you can click the page tab to navigate to a specific report page.
- Dashboard settings that will apply to all reports within the active dashboard. These settings can be stored as a dashboard default. They can also be changed at any time.
- Dashboard settings are filters that will apply to ALL pages within a dashboard. Dashboard settings must be set for each available dashboard. You can also designate settings to be the default for the associated dashboard.

Set Dashboard Default Settings

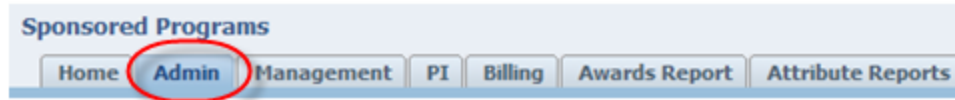
1. In the Default Settings for this Dashboard section, select your campus values, as appropriate.

DASHBOARD FIELD	VALUE
Primary business unit	Campus business unit for reporting
Primary budget	Campus primary budget ledger
Budget scenario	Campus original budget scenario (optional)

2. Click **Go** to execute your selection.

Save your Settings as Default

1. From the Page Options menu, choose **Save Current Selections > For Me**.
You can choose the default name or enter a name of your choice.
2. Choose Make this my default for this page.
3. Choose OK.

4.0 Admin**Overview**

The Admin page is designed for individuals with more knowledge about PeopleSoft chartfields, including grants and contracts administrators, grant accountants, and other finance staff.

The Admin page contains seven reports:

- SP Admin Report (2 Columns)
- SP Admin Report (3 Columns)
- SP Admin Report (4 Columns)
- SP Admin Report (5 Columns)
- SP Cash Report
- SP Trial Balance (2 Columns)
- SP Trial Balance (3 Columns)
- A133

4.1 Report: SP Administration

The SP Administration report provides many options for filtering data as well as presenting data in different formats, from a summarized budget-to-actual type of report, to a standard report with MTD or QTD actual and encumbrance information. There are four versions of the report with two, three, four, and five column selectors, respectively. The SP Administration reports are useful if there are certain funds, account categories, or accounts that you do not want displayed on a report.

Common Report Elements

Element	Values
Report Filters	Fiscal Year Period (as of) CSU Fund Account Type Fund / NOT Fund Fund CF Attribute Type Account Category / NOT Account Category Account / NOT Account Program Project Class Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5 Funding Source Sponsor Sponsor ID CFDA # Prime Awardee PI Name Cost Share Flg

Element	Values
Column Selectors	Acct Fdescr Acct Cat Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr SCO Subfund Fdescr Fiscal Year Period Class Fdescr Proj Fdescr Prog Fdescr Scenario Fdescr Bus Unit Fdescr Campus Fdescr FIRMS Proj Cd Fdescr Sponsor Award Start Date Award End Dt Spons Awrd Num Cfda Num PI Name Funding Source Prime Awardee Sefa Category Cost Share Flg Fund CF Descr Fund CF Fdescr Fund CF Value

Report Views

Summarized

User-selected columns plus:

	Budget	Tot Actuals	Tot Enc	BBA	% Used
		643,445.79	0.00	(643,445.79)	

Summarized with Pre-Enc

User-selected columns plus:

	Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
		643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

Standard

User-selected columns plus:

MTD Actuals	MTD Enc	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
49.51	0.00		643,444.05	1.74	643,445.79	0.00	(643,445.79)	

Standard with Original Budget

User-selected columns plus:

MTD Actuals	MTD Enc	Orig Budget	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
49.51	0.00			643,444.05	1.74	643,445.79	0.00	(643,445.79)	

Standard with Pre-Enc

User-selected columns plus:

MTD Actuals	MTD Enc	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
49.51	0.00		643,444.05	1.74	643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

Standard with Original Budget & Pre-Enc

User-selected columns plus:

MTD Actuals	MTD Enc	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
49.51	0.00		643,444.05	1.74	643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

QTD Actuals

Note: This view does NOT include encumbrances. The BBA is the net of budget and actual expenditures ONLY.

User-selected columns plus:

QTD Actuals	Budget	Tot Actuals	BBA	% Used
1.74		643,445.79	(643,445.79)	

QTD Actuals Summarized

User-selected columns plus:

QTD Actuals	Budget	Tot Actuals	Tot Enc	BBA	% Used
1.74		643,445.79	0.00	(643,445.79)	

QTD Actuals Summarized Pre-Enc

User-selected columns plus:

QTD Actuals	Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
1.74		643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

Filters

All reports have a Filters report view that shows the search criteria chosen to produce the displayed report data. For example:

Fiscal Year is equal to 2010
 and Bus Unit Fdescr is equal to COCSU - CSU Office of the Chancellor
 and CSU Fund Fdescr is equal to 465 - TF-Contracts and Grant Trust
 and Acct Type Fdescr is equal to 60 - Expenditures
 and Fund Fdescr is equal to 465FA - Sponsored Programs-Indirect


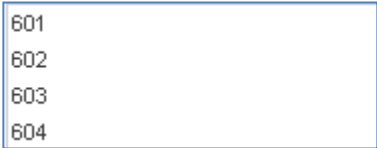
Report Notes

The SP Admin report filters allow you to exclude items in the fund, account, and account category fields.

- Example: Eliminate Salary and Benefits by adding 601 and 603 to the NOT Account Category field
- Example: Eliminate Reimbursed Activities by adding the appropriate fund number to the NOT fund field.



The same field cannot be used to identify criteria to be included AND excluded. Therefore, separate fields are used to identify the item to include and the item to exclude.

Description	Screenshot
The “Include” field is the Fdescr (code and description)	
The “NOT” field is the code only	

Fund CF Attribute Type

If you use the Fund CF Attribute Type for more than one purpose, you must select at least one (and only one) value—i.e., Program.

Customizing Report Content with Column Selectors

Certain reports contain the column selector feature. Use the column selector view to dynamically change which columns appear in a request. The user can choose what data to display in a specific column from a pre-defined list of choices.

For example, the Account Category (Acct Cat Fdescr) can be used to provide a subtotal of budget, actuals, and BBA at the Sponsored budget category level. A summary of account categories, including sponsored programs-specific account categories/FIRMS object codes can be found in [Appendix C](#).



Recommendation: Your first column selector should be Account Type. (Acct Typ Fdescr) If you do not default to Expense or make Acct Type Fdescr your first column, the report will provide you a net difference between revenue and expense as your total.

Show Column 1: Column 2:

Select Report View:

Acct Type Fdescr	Proj Fdescr	Budget	Tot Actuals	Tot Enc	BBA	% Used
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Recommendation: In the alternative, you could default your Account Type to 60 – Expenditures.

SP Admin Report (2 Columns)

This report format is good for a high level overview of Sponsored Program expenditures, budgets, and balance available at the fund and project level. From an administrator perspective, you can drill on budget or total actuals and get a full query on all the transactions in that fund or project.

COLUMN	VALUE
Column 1	Fund Fdescr
Column 2	Proj Fdescr

SP Admin Report (3 Columns)

Using this report format, you could bring in Acct Cat (see [Appendix C](#)) or SPA account tree for a category level budget to actual report.

COLUMN	VALUE
Column 1	Fund Fdescr
Column 2	Proj Fdescr
Column 3	Acct Cat Fdescr

This report format with these three columns might be used to support a monthly or quarterly invoice depending on the selected report view. For example, the Standard Report View provides a month-to-date actuals column and the QTD Actuals View gives a quarterly expenditure amount.

SP Admin Report (4 Columns)

Using this report format, you could bring in Account Fdescr for more a detailed financial report.

Example: Column Selectors

COLUMN	VALUE
Column 1	Project
Column 2	Acct Cat
Column 3	Class
Column 4	Acct Fdescr

SP Admin Report (5 Columns)

Using this report format, you could display the same level of detail as the four-column report for funds with multiple projects.

Example: Column Selectors

COLUMN	VALUE
Column 1	Fund
Column 2	Project
Column 3	Acct Cat
Column 4	Class
Column 5	Acct Fdescr

Drill Down Reports

Drill downs within the SP Admin reports follow the standard conventions for hierarchical and numeric drills. The detail that you see will depend on the source column you drill on; for example, budget, actuals, encumbrance, etc.)

4.2 Report: SP Cash Report

The SP Cash Report provides the following financial information: cash/investment balances, accounts receivable balances, other assets balances, liabilities balances and the total for all of the preceding balances. The report is useful for managing the overall cash position for the sponsored program activity, as well as at the individual grant fund level. It also assists in monitoring the timeliness of the billing process. You may also find the billing report useful. See also, [Billing](#).



If you use an unbilled account, this report gives you an option to exclude the unbilled account to look at your cash position.

Report Elements

Element	Values
Report Filters	Fiscal Year Period Fund CSU Fund NOT Account
Column Selectors	Acct Fdescr Acct Cat Fdescr CSU Fund Fdescr Fund Fdescr Proj Fdescr

Report Views

SP Cash Report

User-selected columns plus:

Cash/Invest	Receivables	Other Assets	Liabilities	Total
-1,912.50				-1,912.50

Report Notes

The SP Cash Report contains two user-defined columns (see Column Selectors attributes, above) and five static columns:

Column 1: Column 2:

CSU Fund Fdescr	Acct Fdescr	Cash/Invest	Receivables	Other Assets	Liabilities	Total
-----------------	-------------	-------------	-------------	--------------	-------------	-------

- **Cash/Invest** shows cash on hand. It includes Account Cat 101, 102, and 108
- **Receivables** includes Account Acct 103.
- **Other Assets** is all other assets in Account Type 10.
- **Liabilities** is everything in Account Type 20.
- **Total** is the net of all four columns.

4.3 Report: SP Trial Balance

The SP Trial Balance report provides a net balance for each fund with columns for Acct Type. There are two versions of the SP Administration report with two and three column selectors, respectively.

Report Elements

Element	Value
Report Filters	Fiscal Year Period (as of) CSU Fund Fund / NOT Fund

Element	Value
Column Selectors	Acct Fdescr Acct Cat Fdescr Acct Type Fdescr Dept Fdescr Fund Fdescr CSU Fund Fdescr SCO Fund Fdescr Class Fdescr Proj Fdescr Prog Fdescr

Report Views

Trial Balance

User-selected columns plus:

Tot Actuals					
10 - Assets	20 - Liabilities	30 - Fund Equity and Reserves	50 - Revenues	60 - Expenditures	Tot Actuals
(1,912.50)	(9.47)	(78,865.23)	(1,594,710.64)	1,596,632.61	(78,865.23)

Report Notes

Since the fund chartfield is the only chartfield with a true trial balance, it is the only chartfield that is available in the report filter.

SP Trial Balance (2 Columns)

This report is modeled after the Enhanced Trial Balance report available in the Operations dashboard; however it offers a different view of the trial balance providing a net trial balance for each fund in a row.

SP Trial Balance (3 Columns)

Use the three columns report if the SP Trial Balance (2 Columns) query indicates a need for further troubleshooting.

Example: Column Selectors

COLUMN	VALUE
Column 1	Fund
Column 2	Acct Cat
Column 3	Acct Fdescr

4.4 Report: A133

The A133 report provides the federal agency and fiscal year expenditure information for your annual SEFA (Schedule of Expenditures of Federal Awards) which is a requirement under OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The report is provided to your independent auditors as part of the requirement of the Annual Single Audit. The information from this report is also required by the Chancellor’s Office Systemwide Financial Operations via the TM1 data collection process for the annual consolidated Single Audit. This report captures all the data elements required in your SEFA.

Report Elements

Element	Value
Report Filters	Fiscal Year Period (as of) Fund CSU Fund Funding Source CFDA Number Prime Awardee PI Name Sponsor Sponsor ID
Report Views	A133 Report A133-TM1 (No Drill Downs) Filters

Report Views

A133 Report

Select Report View:

Fiscal Year	Bus Unit Fdescr	Funding Source	Sefa Category	Cfda Num	Cfda Num Descr	Sponsor	Prime Awardee	Sponsor Type	Prime Sponsor	Spons Awrd Num	Fund Fdescr	Proj Fdescr	PI Name	Actuals	Subrecipient Amount
-------------	-----------------	----------------	---------------	----------	----------------	---------	---------------	--------------	---------------	----------------	-------------	-------------	---------	---------	---------------------

- This view provides additional data that is not required in the SEFA but may be useful in reconciling your annual federal expenditures by fund.
- The drill on the actuals amount provides you account level detail by fiscal period. You can drill down to the transaction level detail by period.
- Subrecipient amount is derived from fiscal year expenditures posted to Acct Cat 620.

A133-TM1 (No Drill Downs)

Fiscal Year	Bus Unit Fdescr	Funding Source	Sefa Category	Cfda Num	Cfda Num Descr	Sponsor	Prime Awardee	Sponsor Type	Prime Sponsor	Spons Awrd Num	Actuals	Subrecipient Amount
-------------	-----------------	----------------	---------------	----------	----------------	---------	---------------	--------------	---------------	----------------	---------	---------------------

- This report can be used to upload data in TM1 for the Chancellor’s Office systemwide data collection effort. This applies only to University federal expenditures (not Auxiliaries).
- This report also contains all the required elements for any external auditors and for the upload to the Federal Audit Clearinghouse.

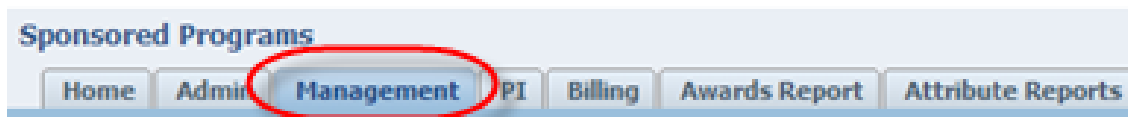
- While there is a link on the actuals and subrecipients amounts, the drill will return all data collected in the report and not just the item selected. Because the report view does not have the fund, all the data is brought into the report. This may be useful if you want to view fiscal year expenditures for all of your sponsored program fund or a particular funding source.

Report Notes

You can run this report with just the CSU Fund used for Sponsored Programs. The results will return all of your Sponsored Programs expenditures for the current fiscal year. If you want only federal expenditures, select the appropriate funding source(s) in the filter.

5.0 Management

Overview



The Management page is designed for high-level managers with basic knowledge about PeopleSoft, chartfields, or financial reports, including deans, department chairs, vice presidents/vice chancellors and other administrators.

The Management page contains two reports:

- Expense Summary by Project
- SP Available Balance



If you enter criteria in your filter on these reports that combine GL financial data and SPA attributes, you must also include the CSU Fund or Fund code in your filter. This is true for all reports on the Admin, Management, PI, and Billing pages.

5.1 Report: Expense Summary by Project

The Expense Summary by Project report provides deans or department administrators a high level summarized or standard view of project expenditures and balances. This report defaults account type to 60 – Expenditures. The report also compares actuals to budget and provides the balance available in the sponsored and the percent of budget used.

Report Elements

Element	Value
Report Filters	Fiscal Year Period (as of) CSU Fund Account Type Fund / NOT Fund Project Class Acct Cat Fdescr Program Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5 PI Name Sponsor Sponsor ID
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr CSU Fund Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr Scenario Fdescr FIRMS Proj Cd Fdescr PI Name Prime Sponsor Sponsor Award Descr

Report Views

This report contains the common report views. See [Appendix A](#).

Report Notes

If an appropriate filter is chosen you can view summarized or standard project expenditure information by a specific fund or project, by a specific department code, by all departments within a college or division, PI Name or by Sponsor. Drilldown capability available on Budget and Total Actuals entries

This is a four-column report with subtotals at the first and second column. For additional options in number of column selectors (i.e., 2 columns, 3 columns) use the PI tab. See also, PI at p. 16

5.2 Report: SP Available Balance

The SP Available Balance report is to give the dean or department administrator a high-level view of direct expenditures and indirect expenditures and also the direct and indirect BBA. This report also provides the effective indirect cost recovery percentage at the project level.

Report Views

Available Balance

User-selected columns plus:

Budget	Direct Expense to Date	Tot Enc	F&A/IDC Expense to Date	Effective F&A/IDC %	Direct BBA	F&A/IDC BBA	Total Budget Balance Avail
--------	------------------------	---------	-------------------------	---------------------	------------	-------------	----------------------------

Report Notes

If an appropriate filter is chosen you can view expenditures and the BBA by a specific fund or project, by a specific department code, by all departments within a college or division, PI Name or by Sponsor. Drill down capability available on Budget and Direct Expense to Date entries.

6.0 PI

Overview

Sponsored Programs

[Home](#)[Admin](#)[Management](#)[PI](#)[Billing](#)[Awards Report](#)[Attribute Reports](#)

The PI page is designed for faculty or staff Principal Investigators (PIs) who have responsibility for managing their grant/contract portfolio, including having a basic understanding of the approved budget for each project, budget flexibility, management of project expenditures and budget balance available.

The PI page contains four reports:

- Expense Summary by Project (2 Columns)
- Expense Summary by Project (3 Columns)
- Expense Summary by Project (4 Columns)
- Expense Summary by Project (5 Columns)



If you enter criteria in your filter on these reports that combine GL financial data and SPA attributes, you must also include the CSU Fund or Fund code in your filter. This is true for all reports on the Admin, Management, PI, and Billing pages.

Report Elements

Element	Value
Report Filters	Fiscal Year Period (as of) CSU Fund Fund Project Class Program Department PI Name Sponsor Sponsor ID Cost Share Flg
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Fund Fdescr Prog Fdescr Proj Fdescr PI Name Prime Sponsor Long Descr Sponsor Long Descr Descr Cost Share Flg

Report Views

This report uses the common report views. See [Appendix A](#).

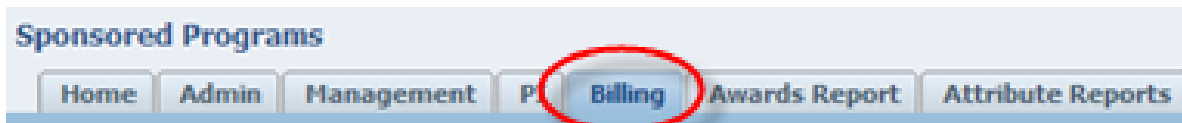
Report Notes

- This report is Identical to admin tab of 2, 3, 4, 5 column reports with limited filter options. All these reports are defaulted to expenditures only.
- **Expense Summary by Project (2 Columns):** A PI could select in the filter all of their funds, projects and run this report. Use this format to get a high level summary of all of active projects with Budget, Actuals, and BBA.

- **Expense Summary by Project (3 Columns):** Copy 3, 4, 5, column from admin.
- If class is used to summarize expenditures within a project, put class code in the filter and just get those expenses.
- A PI could select their name in the PI filter and get all of expenditures for their funds/projects.
- If more filter options are desired, use the Admin tab.

7.0 Billing

Overview



The Billing page contains two reports:

- Billing Report by Fund
- Billing Report by Fund and Project

The report used will be determined by what level budgets are recorded. If you include the project chartfield in your budget entries, then use the Report by Fund and project; otherwise use the Report by Fund.



If you don't have criteria in your filter on these reports that combine financial report and SPA attributes, you have to have a CSU Fund or Fund code in your filter. This is true for all reports on the Admin, Management, PI, and Billing pages.



This report will not be as useful if the campus uses an "Unbilled" account which automatically balances revenues and expenses. See also, Report: SP Cash Report, at p. 10.

7.1 Report: Billing Report by Fund

Report Elements

Element	Value
Report Filters	Fiscal Year Period (as of) CSU Fund Fund Fdescr Fund Not Project

Report Views

Billing Report by Fund

User-selected columns plus:

Fund Fdescr	Billing Freq Descr	Billing Method	Invoice Format	Final Due Dt	Coll Comment	Award Start Date	Award End Dt	Sponsor	Sponsor Id	Post Awd Admin	Budget Expense	Actual Revenue	Actual Expense	Net Rev/Exp	BBA
-------------	--------------------	----------------	----------------	--------------	--------------	------------------	--------------	---------	------------	----------------	----------------	----------------	----------------	-------------	-----

Report Notes

The Billing Report provides useful information by Fund to assist Project Administrators, Project Analysts, and Billing Analyst to manage billing and drawdowns. In addition to the attribute data from the CFS SP Mod, Project Collection panel, the report also presents financial data at a summary level. The difference (Net Rev/Exp) between Actual Revenues and Actual Expense should, theoretically, be the amount to bill/drawdown. The BBA column in this report is the difference between Budget Expense and Actual Expenses.

Report may be run at CSU Fund [code] level or for a certain group of funds/projects. You can also exclude specific funds from this report.

7.2 Report: Billing Report by Fund and Project

Element	Value
Report Filters	Fiscal Year Period CSU Fund Fund Fdescr / NOT Fund Project
Report Views	Billing Report by Fund and Project Filters

Report Views

Billing Report by Fund and Project

Fund Fdescr	Proj Fdescr	Billing Freq Descr	Billing Method	Invoice Format	Final Due Dt	Coll Comment	Prj Start Date	Prj End Date	Sponsor	Sponsor Id	Post Awd Admin	Budget Expense	Actual Revenue	Actual Expense	Net Rev/Exp	BBA
-------------	-------------	--------------------	----------------	----------------	--------------	--------------	----------------	--------------	---------	------------	----------------	----------------	----------------	----------------	-------------	-----

Report Notes

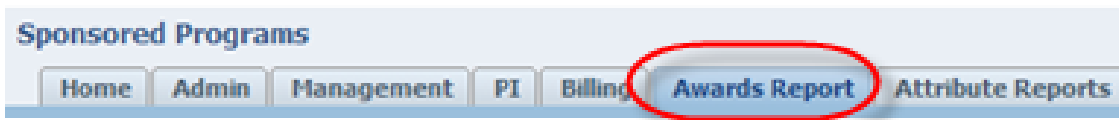
The Billing Report provides useful information by Project to assist Project Administrators, Project Analysts, and Billing Analyst to manage billing and drawdowns. In addition to the attribute data from the CFS SP Mod, Project Collection panel, the report also presents financial data at a summary level. The difference (Net Rev/Exp) between Actual Revenues and Actual Expense should, theoretically, be the amount to bill/drawdown. The BBA column in this report is the difference between Budget Expense and Actual Expenses.



Use the billing report by fund and project if you are capturing the project chartfield in your AR entry.

8.0 Awards Report

Overview



The Awards Report is designed to report the most common award attributes by fiscal year or by award status. The report may be useful for monthly, quarterly, and fiscal year awards reports for deans and university administration. This report only retrieves Sponsored Programs attributes from the Sponsored Programs modification and contains no general ledger financial data.

Report Elements

Element	Value
Report Filters	Fiscal Year Award Status Funding Source Fund Fdescr Sponsor PI Name Idc Na Flag
Report Views	Awards Report Filters

Report Views

Awards Report

Proposal Num	Effdt	PI Name	Sponsor	Spons Award Num	Fund Fdescr	Award Start Date	Award End Dt	Award Status	Funding Source	Sponsor Type	Post Award Admin	Award Descr	Exec Summary	Dept ID	Dept Descr	Proposal Amt	Award Amt	Dir Cost Amt	Indir Cost Amt	Idc Rate	Idc Base Type
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Report Notes

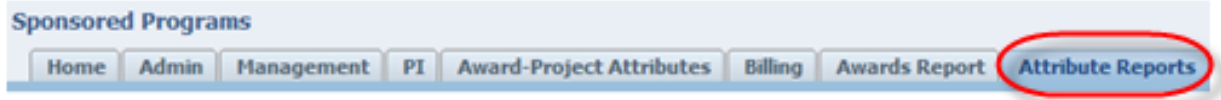
For fiscal year award report, select the fiscal year in the filter. That will return all awards with an effective date in the selected fiscal year. If you want to report monthly awards, you can download the report to Excel and sort by effective date.



If you want to look at your active awards, select Open in the Awards status filter.

9.0 Attribute Reports

Overview



The Attribute Reports page is designed for grant and contract administrators, faculty or staff Principal Investigators (PIs) who have responsibility for managing their grant/contract portfolio, including having a basic understanding of the approved budget for each project, budget flexibility, management of project expenditures and budget balance available.

These reports retrieve only Sponsored Programs attributes from the Sponsored Programs modification and contain no general ledger financial data.

If you don't choose any filters, you'll get all applicable data.

The Attribute Reports page contains five reports:

- Award Project Attributes
- Compliance
- Cost Share Report
- Reporting Attributes
- Subrecipient Report

9.1 Report: Award Project Attributes

This report returns 49 award attributes for each award in the CFS SP Mod. It is expected that this report will be downloaded to Excel and manipulated according to the user's needs. This report may be used to validate data recorded in the CFS SP Mod and to prepare reports organized by specific attributes. This report does not return financial information from the general ledger.

This report can be used to merge SP attributes with financial data based on fund code.

Report Elements

Element	Value
Report Filters	Fiscal Year Award Status Funding Source Fund Fdescr Sponsor PI Name Idc Na Flag

Report Views**Award Project Attributes**

This report view has too many columns to display graphically. It contains the following columns:

Element	Value
Report View: Award Project Attributes	Proposal Num Sp Award Key Descr Award Status Sponsor Id Sponsor Name Spons Awrd Num Agreement Type Award Type Award Start Date Award End Dt Proposal Amt Award Amt Dir Cost Amt Indir Cost Amt Nocost Allow Nocost Approve Post Awd Admin Post Awd Email Budg Rev Appr Budg Flex Budg Flex Type Funding Source Sponsor Type Pgm Offic Name Grnt Offic Nam Cfda Num Cfda Num Descr Sefa Category Prime Awardee Prime Sponsor

Report Notes

The most common way to run this report will be with no filters so that you are returned all attributes from SP mod. You can run this report on award status if you want to view attributes from open awards only.

9.2 Report: Compliance

This report returns compliance information from the CFS Sponsored Programs modification along with selected attributes for each award/project. The compliance information is presented as responses to compliance flags in the CFS SP Mod. “Y” indicates that the compliance requirement is applicable or, in the case of PI Acceptance of Responsibility, “Y” means the PI Acceptance of Responsibility has been completed. This report does not return financial information from the general ledger.

Report Elements

Element	Value
Report Filters	PI Name Sponsor Post Awd Admin Fund Cost Share Flg Hum Subj Flg Anim Subj Flg Confl Int Flg Exp Cntrl Flg Int Travel Flg Ins Req Flg Recomb Dna Flg PI Accept Resp

Report Views

Compliance Report

Post Awd Admin	PI Name	Sponsor	Fund	Proj Fdescr	Prj Start Date	Prj End Date	Award Start Date	Award End Dt	PI Acpt Resp	Cost Share Flg	Hum Subj Flg	Anim Subj Flg	Confl Int Flg	Exp Cntrl Flg	Int Travel Flg	Ins Req Flg	Recomb Dna Flg
----------------	---------	---------	------	-------------	----------------	--------------	------------------	--------------	--------------	----------------	--------------	---------------	---------------	---------------	----------------	-------------	----------------

Report Notes

Filters allow for the report to be run by the different types of compliance requirements. Alternatively, no filters gives you a report of everything.

9.3 Report: Cost Share Report

This report returns cost share committed at the award/fund level. The report provides cost share information including cost share type, cost share amount, and cost share ratio. This report does not return financial information from the general ledger.

Report Elements

Element	Value
Report Filters	Cost Share Flg Cost Share Typ Sponsor Name Sponsor ID Fund Fdescr

Report Views

Cost Share Report

Bus Unit Fdescr	Fund Fdescr	Cost Share Flg	Cost Share Typ	Cost Share Desc	Sponsor Name	Spons Awrd Num	Award Start Date	Award End Dt	Award Amt	Cost Share Amt	Cost Shr Ratio
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Report Notes

Filters may be used to limit the number of awards returned based on the user’s needs.

10.0 Report: Reporting Attributes

This report returns reporting attributes for each award along with selected attributes from CFS SP Mod panels. This report may assist Project Administrators and Principal Investigators in managing financial and technical reporting requirements and deadlines. This report does not return any financial information from the general ledger.



Unless filters are used, all Report Categories, Report Types, and Report Frequencies will be returned for each award. The result will be multiple report lines for each award.

Report Elements

Element	Value
Report Filters	Fund Post Awd Admin Sponsor Cost Share Flg Rpt Category Rpt Type Rpt Freq Due Dt Between [START DATE] and [END DATE]

Report Views

Reporting Attributes

Fund Fdescr	Post Awd Admin	Sponsor	Spons Awrd Num	Award Descr	Award Start Date	Award End Dt	Cost Share Flg	Due Dt	Rpt Category	Rpt Type	Rpt Type Descr	Rpt Freq Descr	Rpt Format	Award Comments
-------------	----------------	---------	----------------	-------------	------------------	--------------	----------------	--------	--------------	----------	----------------	----------------	------------	----------------

Report Notes

- Filters allow the number of awards returned to be limited based on the user’s needs.
- The Due Date filters within these reports allow the user to identify a Begin and End period as part of report search criteria.

10.1 Report: Subrecipient Report

This report returns subrecipient information for each award. This award may assist in administering subrecipient agreements and in providing information to upload to <http://usaspending.gov/>.¹

Selected attributes and all attributes from the CFS SP Mod Subrecipients panel are included in this report which is organized by fund. This report does not return any information from the general ledger.



Subrecipient refers to awards where the CSU campus or auxiliary organization is the prime recipient and is passing funds to subrecipients (as defined OMB Circular A133) for work they are performing.

Report Elements

Element	Value
Report Filters	Fund Sponsor Sub Type Sub Name Vendor ID Sub PI Name Sub Cost Share Subawd Amt Subawd Start Date Subawd End Date

Report Views

Subrecipient Report

Bus Unit Fdescr	Fund Fdescr	Sponsor Id	Sponsor	Spons Awrd Num	Award Start Date	Award End Dt	Subrec Type	Subrec Name	Vendor Fdescr	Subawd Agr Num	Subrec PI Num	Subawd St Dt	Subawd End Dt	Cost Share Fig	Subawd Amt	Sub Cost Share Amt
-----------------	-------------	------------	---------	----------------	------------------	--------------	-------------	-------------	---------------	----------------	---------------	--------------	---------------	----------------	------------	--------------------

Report Notes

The number of awards returned may be limited using filters based on the user's needs.

¹ <http://www.ffata.org/ffata/ffataact.html>

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. The legislation does not require inclusion of individual transactions below \$25,000 or credit card transactions before October 1, 2008.

Appendix A – Common Report Views

Common Report Views

Report views present query results in a variety of different formats that contain different data columns. The following report views will present the following columns, as well as the columns chosen by the user through the column select feature. Any report-specific view will be listed by report throughout this Guide.

Summarized

User-selected columns plus:

Budget	Tot Actuals	Tot Enc	BBA	% Used
	643,445.79	0.00	(643,445.79)	

Summarized with Pre-Enc

User-selected columns plus:

Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
	643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

Standard

User-selected columns plus:

MTD Actuals	MTD Enc	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
49.51	0.00		643,444.05	1.74	643,445.79	0.00	(643,445.79)	

Standard with Original Budget

User-selected columns plus:

MTD Actuals	MTD Enc	Orig Budget	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
49.51	0.00			643,444.05	1.74	643,445.79	0.00	(643,445.79)	

Standard with Pre-Enc

User-selected columns plus:

MTD Actuals	MTD Enc	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
49.51	0.00		643,444.05	1.74	643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

Standard with Original Budget & Pre-Enc

User-selected columns plus:

MTD Actuals	MTD Enc	Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
49.51	0.00		643,444.05	1.74	643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

QTD Actuals

User-selected columns plus:

QTD Actuals	Budget	Tot Actuals	BBA	% Used
1.74		643,445.79	(643,445.79)	

QTD Actuals Summarized

User-selected columns plus:

QTD Actuals	Budget	Tot Actuals	Tot Enc	BBA	% Used
1.74		643,445.79	0.00	(643,445.79)	

QTD Actuals Summarized Pre-Enc

User-selected columns plus:

QTD Actuals	Budget	Tot Actuals	Tot Enc	BBA	% Used	Tot Pre-Enc	BBA w/Pre-Enc
1.74		643,445.79	0.00	(643,445.79)		0.00	(643,445.79)

Filters

All reports have a Filters report view that shows the search criteria chosen to produce the displayed report data. For example:

Fiscal Year is equal to 2010 and Bus Unit Fdescr is equal to COCSU - CSU Office of the Chancellor and CSU Fund Fdescr is equal to 465 - TF-Contracts and Grant Trust and Acct Type Fdescr is equal to 60 - Expenditures and Fund Fdescr is equal to 465FA - Sponsored Programs-Indirect

Appendix B – Field Glossary -- TO BE COMPLETED

This appendix will contain an alphabetic listing of all fields in the SPA dashboard. It will also indicate which fields derive from the Sponsored Programs modification versus General Ledger.

Element	Financial Filters/Fields	SP Mod Filters/Fields (common)
Report Filters	Fiscal Year Period (as of) CSU Fund Account Type Fund NOT Fund Fund CF Attribute Type* Project Class Acct Cat Fdescr Program Department Dept Level 1 Dept Level 2 Dept Level 3 Dept Level 4 Dept Level 5	Sponsor Sponsor ID PI Name Funding Source Less common: CFDA # Prime Awardee Cost Share Flg Other compliance flgs Dates? (if they work)
Column Selectors	Acct Fdescr Acct Cat Fdescr Class Fdescr Dept Fdescr Fund Fdescr Prog Fdescr Proj Fdescr Lvl 1 Fdescr Lvl 2 Fdescr Lvl 3 Fdescr Lvl 4 Fdescr Lvl 5 Fdescr CSU Fund Fdescr Acct Type Fdescr FIRMS Obj Cd Fdescr FIRMS Proj Cd Fdescr	Sponsor Sponsor ID PI Name Funding Source CFDA # Prime Awardee Cost Share Flg And more

* Filter on Admin page ONLY

If you use the Fund CF Attribute Type for more than one purpose, you must select at least one (and only one) value – i.e. “Program”

The fields that will be included in this Appendix will be pulled from the Report Filters, Report Views, Column Selectors, and drill downs. The list will contain only one entry for each occurrence of a unique field.

Standard

Column Label	Column Full Name
Column Selectors	User-Selected Columns
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Budget	Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Standard with Original Budget

Column Label	Column Full Name
Column Selectors	User-Selected Columns
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Orig Budget	Original Budget
Budget	Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

Standard with Pre-Enc

Column Label	Column Full Name
Column Selectors	User-Selected Columns
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Budget	Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available

Column Label	Column Full Name
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/Pre-Enc	Budget Balance Available

Standard with Original Budget & Pre-Enc

Column Label	Column Full Name
Column Selectors	User-Selected Columns
MTD Actuals	Month-to-Date Actuals
MTD Enc	Month-to-Date Encumbrance
Orig Budget	Original Budget
Budget	Budget
PY Actuals (Period 0)	Prior Year Actuals (Period 0)
YTD Actuals	Year-to-Date Actuals
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/Pre-Enc	Budget Balance Available with Pre-Encumbrance

QTD Actuals

Column Label	Column Full Name
Column Selectors	User-Selected Columns
QTD Actuals	Quarter-to-Date Actuals
Budget	Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

QTD Actuals Summarized

Column Label	Column Full Name
Column Selectors	User-Selected Columns
QTD Actuals	Quarter-to-Date Actuals
Budget	Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used

QTD Actuals Summarized w/ Pre-Enc

Column Label	Column Full Name
Column Selectors	User-Selected Columns
QTD Actuals	Quarter-to-Date Actuals
Budget	Budget
Tot Actuals	Total Actuals
Tot Enc	Total Encumbrance
BBA	Budget Balance Available
% Used	Percent Used
Tot Pre-Enc	Total Pre-Encumbrance
BBA w/ Pre-Enc	Budget Balance Available with Pre-Encumbrance

Report View: A133 Report

Column Label	Column Full Name
Fiscal Year	Fiscal Year
Bus Unit Fdescr	Business Unit Full Description
Funding Source	Funding Source
Sefa Category	SEFA Category
Cfda Num	CFDA Number
Cfda Num Descr	CFDA Number Description
Sponsor	Sponsor
Prime Awardee	Prime Awardee
Sponsor Type	Sponsor Type
Prime Sponsor	Prime Sponsor
Spons Awrd Num	Sponsor Award Number
Fund Fdescr	Fund Full Description
Proj Fdescr	Project Full Description
PI Name	PI Name
Actuals	Actuals
Subrecipient Amount	Subrecipient Amount

Report View: A133-TM1 (No Drill Downs)

- This report can be used to upload data in TM1 for the Chancellor's Office systemwide data collection effort. This applies only to University federal expenditures (not Auxiliaries).
- This report also contains all the required elements for any external auditors and for the upload to the Federal Audit Clearinghouse.
- While there is a link on the actuals and subrecipients amounts, the drill will return all data collected in the report and not just the item selected. Because the report view does not have the fund, all the data is brought into the report. This may be useful if you want to view fiscal year expenditures for all of your sponsored program fund or a particular funding source.

Column Label	Column Full Name
Fiscal Year	Fiscal Year
Bus Unit Fdescr	Business Unit Full Description
Funding Source	Funding Source
Sefa Category	SEFA Category
Cfda Num	CFDA Number
Cfda Num Descr	CFDA Number Description
Sponsor	Sponsor
Prime Awardee	Prime Awardee
Sponsor Type	Sponsor Type
Prime Sponsor	Prime Sponsor
Spons Awrd Num	Sponsor Award Number
Actuals	Fund Full Description
Subrecipient Amount	Project Full Description

Report View: Trial Balance

Column Label	Column Full Name
Column Selectors	User-Selected Columns
10 – Assets	10 – Assets
20 – Liabilities	20 – Liabilities
30 – Fund Equity and Reserves	30 – Fund Equity and Reserves
50 – Revenues	50 – Revenues
60 – Expenditures	60 – Expenditures
Tot Actuals	Total Actuals

Report View: A133 Report

Column Label	Column Full Name
Fiscal Year	Fiscal Year
Bus Unit Fdescr	Business Unit Full Description
Funding Source	Funding Source
Sefa Category	SEFA Category
Cfda Num	CFDA Number
Cfda Num Descr	CFDA Number Description
Sponsor	Sponsor
Prime Awardee	Prime Awardee
Sponsor Type	Sponsor Type
Prime Sponsor	Prime Sponsor
Spons Awrd Num	Sponsor Award Number
Fund Fdescr	Fund Full Description
Proj Fdescr	Project Full Description
PI Name	PI Name

Column Label	Column Full Name
Actuals	Actuals
Subrecipient Amount	Subrecipient Amount

Report View: A133-TM1 (No Drill Downs)

Column Label	Column Full Name
Fiscal Year	Fiscal Year
Bus Unit Fdescr	Business Unit Full Description
Funding Source	Funding Source
Sefa Category	SEFA Category
Cfda Num	CFDA Number
Cfda Num Descr	CFDA Number Description
Sponsor	Sponsor
Prime Awardee	Prime Awardee
Sponsor Type	Sponsor Type
Prime Sponsor	Prime Sponsor
Spons Awrd Num	Sponsor Award Number
Actuals	Fund Full Description
Subrecipient Amount	Project Full Description

Report View: Billing Report by Fund

Column Label	Column Description
Fund Fdescr	Fund Number with Fund Description
Billing Freq	Billing Frequency
Billing Method	Billing Method
Award Start Date	Award Start Date
Award End Dt	Award End Date
Sponsor	Sponsor Name
Post Awd Admin	Post Award Administrator
Budget Expense	Budget Expense
Actual Revenue	Actual Revenue
Actual Expense	Actual Expense
Net Rev/Exp	Net Difference between Revenues and Expense
BBA	Budget Balance Available – Expenses

Report View: Billing Report by Fund and Project

Same as above plus:

Column Label	Column Full Name
Proj Fdescr	Project Full Description

Report View: Awards Report

Column Label	Column Full Name
Proposal Num	Proposal Number
Effdt	Effective Date
PI Name	Principal Investigator Name
Sponsor	Sponsor
Spons Awr Num	Sponsor Award Number
Fund Fdescr	Fund Full Description
Award Start Date	Award Start Date
Award End Dt	Award End Date
Award Status	Award Status
Funding Source	Funding Source
Sponsor Type	Sponsor Type
Post Awd Admin	Post Award Administrator
Award Descr	Award Description
Exec Summary	Executive Summary
Dept ID	Department ID
Dept Descr	Department Description
Proposal Amt	Proposal Amount
Award Amt	Award Amount
Dir Cost Amt	Direct Cost Amount
Indir Cost Amt	Indirect Cost Amount
Idc Rate	IDC Rate
Idc Base Type	IDC Base Type

Report View: Award Project Attributes

Column Label	Column Full Name
Proposal Num	Proposal Number
Sp Award Key	Sponsor Award Key
Descr	Award Description
Award Status	Award Status
Sponsor Id	Sponsor ID
Descr 100	Sponsor Name
Spons Awr Num	Sponsor Award Number
Agreement Type	Agreement Type
Award Type	Award Type
Award Start Date	Award Start Date
Award End Dt	Award End Date
Proposal Amt	Proposal Amount
Award Amt	Award Amount
Dir Cost Amt	Direct Cost Amount
Indir Cost Amt	Indirect Cost Amount

Column Label	Column Full Name
Nocost Allow	No Cost Extension Allowed?
Nocost Approve	No Cost Extension Approval Required?
Post Awd Admin	Post Award Administrator
Post Awd Email	Post Award Administrator's E-mail Address
Budg Rev Appr	Budget Revision Approval Required?
Budg Flex	Is there Budget Flexibility?
Budg Flex Type	What type of Budget Flexibility?
Funding Source	Funding Source
Sponsor Type	Sponsor Type
Pgm Offic Name	Program Officer Name
Grnt Offic Nam	Grant Officer Name
Cfda Num	CFDA Number
Cfda Num Descr	CFDA Number Description
Sefa Category	SEFA Category
Prime Awardee	Prime Awardee?
Prime Sponsor	Prime Sponsor
Prime Spons Aw	Prime Awardee Name
Cost Share Flg	Cost Share Applicable?
PI Name	Principal Investigator Name
PI Email	Principal Investigator Email
Proj Fdescr	Project Number and Project Name
Prj Start Date	Project Start Date
Prj End Date	Project End Date
Budg Flex Pct	Percent of Budget Flexibility
Project Amt	Project Amount
Idc Na Flag	Is IDC Not Applicable to this Project?
Idc Rate	IDC Rate
Idc Base Type	IDC Base Type
Idc Max Amt	IDC Maximum Amount
Cip Code	CIP Code
College	College
Secondary Contact	Secondary Contact
Secondary Email	Secondary Email

Report View: Compliance Report

Column Label	Column Full Name
Post Awd Admin	Post Award Administrator
PI Name	Principal Investigator Name
Sponsor	Sponsor Name
Fund	Fund Number
Proj Fdescr	Project Number and Project Name

Column Label	Column Full Name
Prj Start Date	Project Start Date
Prj End Date	Project End Date
Award Start Date	Award Start Date
Award End Dt	Award End Date
Pi Accpt Resp	Principal Investigator Acceptance of Responsibility
Cost Share Fig	Cost Share
Hum Subj Flg	Human Subjects
Anim Subj Flg	Animal Subjects
Confl Int Flg	Conflict of Interest
Exp Cntrl Flg	Export Controls
Int Travel Flg	International Travel
Ins Reg Flg	Insurance Requirements
Recomb Dna Flg	Recombinant DNA

Report View: Cost Share Report

Column Label	Column Full Name
Bus Unit Fdescr	Business Unit Code and Business Unit Name
Fund Fdescr	Fund Number and Fund Name
Cost Share Flg	Cost Share Flag (Is Cost Share Applicable?)
Cost Share Typ	Cost Share type
Cost Share Type Desc	Cost Share Description
Sponsor Name	Sponsor Name
Spons Awr Num	Sponsor Award Number
Award Start Date	Award Start Date
Award End Dt	Award End Date
Award Amt	Award Amount
Cost Share Amt	Cost Share Amount
Cost Shr Ratio	Cost Share Ratio

Report View: Reporting Attributes

Column Label	Column Full Name
Fund Fdescr	Fund Full Description
Post Awd Admin	Post Award Administrator
Sponsor	Sponsor
Spons Awr Num	Sponsor Award Number
Award Descr	Award Description
Award Start Date	Award Start Date
Award End Dt	Award End Date
Cost Share Flg	Cost Share Flag
Due Dt	Due Date
Rpt Category	Report Category

Column Label	Column Full Name
Rpt Type	Report Type
Rpt Type Descr	Report Type Description
Rpt Freq	Report Frequency
Rpt Freq Descr	Report Frequency Description
Rpt Format	Report Format
Award Comments	Award Comments

Report View: Subrecipient Report

Column Label	Column Full Name
Bus Unit Fdescr	Business Unit Code and Business Unit Name
Fund Fdescr	Fund Number and Fund Name
Sponsor Id	Sponsor ID
Sponsor	Sponsor Name
Spons Awrd Num	Sponsor Award Number
Award Start Date	Award Start Date
Award End Dt	Award End Date
Subrec Type	Subrecipient Type
Subrec Name	Subrecipient Name
Vendor Fdescr	Vendor and Vendor Name
Subawd Agr Num	Subaward Agreement Number
Subrec Pi Nm	Subrecipient Principal Investigator Name
Subawd St Dt	Subaward Start Date
Subawrd End Dt	Subaward End Date
Cost Share Flg	Cost Share Flag (Does Cost Share apply To Subaward?)
Subawd Amt	Subaward amount
Sub Cost Share Amt	Subaward Cost Share Amount

Appendix C – Account Category Codes

For Budget-to-Actual Reporting – by Typical Sponsor Budget Categories* –useful on the following reports:

- Admin Tab: SP Admin 2-column – 5-column reports
- Mgmt Tab: Expense Summary by Project
- PI Tab: Expense Summary 2-column – 5-column reports

The Acct Cat column selector will organize and provide subtotals at the Acct Cat/budget category level.

Note: Obj Fdescs provided are just examples and not a complete list.

6_EXPENSE

Acct Cat Cd	Obj Fdescr
601	601... (appropriate salary obj/acct code)
603	603... (appropriate benefit obj/acct code)
604	604001-Telephone Usage 604090-Other Communications
606	606001-Travel-In State 606002-Travel-Out of State
613	613001-Contractual Services
616	616001-I/T Communications 616002-I/T Hardware 616003-I/T Software 616005-Misc Info Tech Costs
619	619001-Other Equipment
620	620001-SP-Subrecipient -w/F&A 620002-SP-Subrecipient -NOF&A 620101-SP-InterAgency Subrecipient -w/F&A 620102-SP-InterAgency Subrecipient -NO F&A
621	621001-SP-Off-campus Space Rental -NO F&A
622	622001-SP-Participant Support -w/F&A 622002-SP-Participant Support -NO F&A
623	623001-SP-Materials & Supplies 623101-SP-InterAgency Materials, Supplies & Svcs –w/F&A 623102-SP-InterAgency Materials, Supplies & Svcs -NO F&A
624	624001-SP-Scholarship -w/F&A 624002-SP-Scholarship -NO F&A

Acct Cat Cd	Obj Fdescr
660	660001-Postage and Freight 660002-Printing 660003-Supplies and Services 660009-Specialized Training 660010-Insurance Premium Expense 660090-Expenses-Other
662	662001-Sponsored Program F&A Indirect Cost

** SP Acct Trees are not available in the Sponsored Programs Dashboard, but may be an option in the Management Reporting Dashboard.*