

# GRANTS & CONTRACTS: KEY REPORTS

Introduction to Grant Management

# Budget Management

- Helpful IRIS Reports:
  - ZDEPT\_LEDGER – Restricted Account Ledger for Interim Periods
  - ZFM\_UT\_LEDGER – University Ledger
  - CJI3 – Line Item Report
  - ZPR\_CC\_WBS\_DIST – Payroll Distribution Report

# Who are We?



- Virginia Moore – Director of Accounting Services (Ext. 4191)
- Ashley Murray– Accounting Specialist (Ext. 4530)
- Nikki Bonnington – Assistant Director of Accounting Services (Ext. 1768)

Accounting Services  
207 Race Hall, Dept. 5905

The screenshot shows the University Ledger application interface. The main window has a menu bar with a printer icon circled in green. Below the menu bar, there are sections for Report Period (Fiscal Year: 2014, Period: 8), General Selections (Fund: R041526003, Funds Center: [blank]), Project Selections, and Output (E-mail Address: [blank]@tennessee.edu). Two printer settings windows are overlaid. The first window, titled 'Print Screen List', shows 'Output Device' set to 'Local' (circled in green) and 'Number of pages' set to 'Print all'. The second window, titled 'Output Device (Print Parameters) (1)', shows 'Restrictions' with 'Output Device' set to 'Local' and a list of five entries: Local, Local2, Local3, Local4, and Local5. A large black arrow points from the printer icon in the main window to the 'Print Screen List' window, and another arrow points from the 'Local' selection in that window to the 'Output Device (Print Parameters) (1)' window. A third arrow points from the 'Local4' entry in the list to the bottom right of the image.

**ZFM\_UT\_LEDGER\***

Contains more detailed information about payroll charges.

Ledger used for monthly reconciliation and approval by PI

\*Set printer setting to Local 4 to adjust document to fit printed page

U04:  
R04:

The University of Tennessee  
LEDGER

Reporting Period: 02-01-2012 to 02-29-2012  
Reporting Status: Final

Principa:	Invoice Type: Cost reimbursement	Project Status: Open
Sponsor:		Project Start: 07-01-2011
Sponsor's Obligation: 493,480	Net F&A:15.0% of Total direct costs	Project End: 06-30-2012

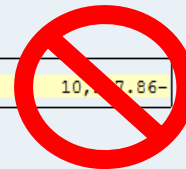
SOURCES & USES OF FUNDS

SOURCES OF FUNDING	Current Month	Budget	Cumlatv Actuals	Remaining
Sponsored Projects Billings	33,348.19	493,480	228,099.59	265,380.41
TOTAL SOURCES OF FUNDING	33,348.19	493,480	228,099.59	265,380.41

USES OF FUNDS	Current Month	Budget	Commitments	Cumlatv Actuals	Remaining
DIRECT COSTS	28,214.44	429,113	212,768.99	226,561.91	10,217.90-
Facilities & Administrative Cost	4,232.17	64,367	77,034.35	33,984.29	46,651.64-
Facilities & Administrative Cost-Sharing			45,119.00-		45,119.00
NET FACILITIES AND ADMINISTRATIVE COST	4,232.17	64,367	31,915.35	33,984.29	1,532.64-
TOTAL DIRECT AND F&A COSTS	32,446.61	493,480	244,684.34	260,546.20	11,750.54-



DIRECT COST REDUCTION TO BE WITHIN BUDGET	10,217.86-
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```
*****
*          W A R N I N G          *
*****
* 000 Project is overcommitted    *
*****
```



In accordance with university policy, I have reviewed the charges shown on this ledger and either verified their accuracy and appropriateness to this fund or identified and reported discrepancies for correction through proper channels.

\_\_\_\_\_

(signature of principal investigator)

Date: \_\_\_\_\_

Program Edit Goto System Help

Departmental Ledger Report

Single Fund Selection

Fund z04

Multiple Fund Selection

Fund to

Funds Center to

Funds application to

Business Area to

All Postable WBSe

All Non-Postable WBSe

User Defined Statuses WBSe

System status (WBSe)

User status (WBSe)

Report Definition

Fiscal Year 2014

Posting period (1 - 12) 9 - OR -  Final Posting for periods greater than 12

Number of Sub Total Levels 4

Only Print Sources and Uses

Printer Options

Printer Local

Print Immediately

Delete after printing

New spool request

## ZDEPT\_LEDGER

Good for reviewing charges before close of a current period  
 More of a summary ledger than providing details.



### Departmental Ledger Report

Print Ledger

R04: PI: OBLIG AMT: 250,331.00 BEG: 06/01/2013  
 U04: RES: NET F&A: 8.0 END: 05/31/2014

Information for Period: 009 Year: 2014

INTERIM Released //

SOURCES & USES OF FUNDS

**Budget - (Encumbrances + Cumulative Act.) = Budget Variance**  
 $231,788 - (28,292.73 + 201,028.09) = 2,467.18$

Description	Cur. Activity	YTD Activity	Budget	Encumbrances	Cumulative Act.	Budget Variance
***Direct Expenses Before Direct Cost Sharing	15,909.53	176,856.00	231,788	28,292.73	201,028.09	2,467.18
**NET DIRECT COST	15,909.53	176,856.00	231,788	28,292.73	201,028.09	2,467.18
***Facilities & Administrative (F&A) Costs	0.00	12,875.71	18,543	0.00	14,809.47	3,733.53
**NET F&A COST	0.00	12,875.71	18,543	0.00	14,809.47	3,733.53
*TOTAL USES OF FUNDS	15,909.53	189,731.71	250,331	28,292.73	215,837.56	6,200.71
**Receipts & Interest	22,693.82-	182,529.91-	0	0.00	199,928.03-	199,928.03
**Sponsored Project Billings	0.00	0.00	250,331-	0.00	0.00	250,331.00-
**Activity before 1984 and/or allocated to other R's	0.00	0.00	0	0.00	0.00	0.00
*TOTAL SOURCES OF FUNDS	22,693.82-	182,529.91-	250,331-	0.00	199,928.03-	50,402.97-
SURPLUS / (DEFICIT)	6,784.29-	7,201.80	0	28,292.73	15,909.53	44,202.26-

# Charges

Helpful IRIS Reports:

CJ13 – R account line items



Report Edit Goto Extras System Help

Display Project Actual Cost Line Items

DB profile DB profile Status Further selection criteria...

Project Management Selections (DB profile: 000000000001)

Project  to

WBS Element  to

Network/order  to

Activity  to

Materials in network  to

Cost Elements

Cost Element  to

Or

Cost Element Group

Posting Data

Posting date  to

Settings

Layout  UT line item report with CE subtotals

Further Settings...

## CJ13 – Line Item Report for R-Accounts

### Features:

- Can limit G/L Codes
- Can leave Beginning date blank to capture all charges
- Can Export to Excel

RefDocNo	Posting Date	Doc. Date	Cost elem.name	Cos...	Σ	ValCOArCur	Document Header Text	D...	Offset. acct name	Name	Per
44317	02/28/2014	02/21/2014	ADMIN SALARIES	411100		4,038.24	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>ADMIN SALARI...</b>	<b>411...</b>		<b>4,038.24</b>					
44317	02/28/2014	02/21/2014	FAC SAL EX SRV	412200		1,200.00	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>FAC SAL EX SRV</b>	<b>412...</b>		<b>1,200.00</b>					
44317	02/28/2014	02/21/2014	PROF/OTHER AC...	414100		5,895.61	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>PROF/OTHER A...</b>	<b>414...</b>		<b>5,895.61</b>					
44317	02/28/2014	02/21/2014	RETIREMNT ORP/B	421100		403.82	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>RETIREMNT OR...</b>	<b>421...</b>		<b>403.82</b>					
44317	02/28/2014	02/21/2014	RETIREMNT STA...	421200		931.20	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>RETIREMNT STA...</b>	<b>421...</b>		<b>931.20</b>					
44317	02/28/2014	02/21/2014	SOCIAL SECURITY	421400		784.66	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>SOCIAL SECURI...</b>	<b>421...</b>		<b>784.66</b>					
44317	02/28/2014	02/21/2014	UNEMPLYMNT C...	421500		37.57	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>UNEMPLYMNT C...</b>	<b>421...</b>		<b>37.57</b>					
44317	02/28/2014	02/21/2014	WORKERS COMP...	421600		27.84	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>WORKERS COM...</b>	<b>421...</b>		<b>27.84</b>					
100007280	02/28/2014	03/04/2014	SOC SEC FLEX	421800		67.05	CORR GLACCT	SA	SOC SEC FLEX	CORR GL DOC 44317 M12014...	8
44317	02/28/2014	02/21/2014	SOC SEC FLEX			67.05	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>SOC SEC FLEX</b>	<b>421...</b>		<b>0.00</b>					
44317	02/28/2014	02/21/2014	GROUP INSURAN...	422100		2,411.62	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>GROUP INSURA...</b>	<b>422...</b>		<b>2,411.62</b>					
44317	02/28/2014	02/21/2014	401-K MATCHING	422400		125.00	PP0000010224	ZH	PAYROLL BANK CLEARNG	M120140228	8
			<b>401-K MATCHING</b>	<b>422...</b>		<b>125.00</b>					
100389458	02/27/2014	02/05/2014	TRAVL OUT STA...	431200		1,177.53		ZT	Brownlee, Belinda	*Trip: Brownlee, Belin New Orlean...	8
			<b>TRAVL OUT STA...</b>	<b>431...</b>		<b>1,177.53</b>					
900566899	02/27/2014	02/27/2014	DUPLICATING	433200		7.70	Feb copy charges	ZD	SERV DEPT RECOV UC02	Feb copy charges	8
			<b>DUPLICATING</b>	<b>433...</b>		<b>7.70</b>					
100007080	02/25/2014	01/28/2013	OPERATING SUPPL	439100		2.51	BOA CREDIT-PCARD	SA	REVOLVING ACCOUNTS	WAL-MART #1606 HIXSON TN ZC...	8
100007080	02/25/2014	01/28/2013	OPERATING SUPPL			25.91	BOA CREDIT-PCARD	SA	REVOLVING ACCOUNTS	PROSOURCE SPECIALTIES L 9 ZC ...	8
800520913	02/25/2014	01/28/2014	OPERATING SUPPL			137.68	BROWNLEE, BELINDA	ZC	PROCURE CARD CLEAR	WAL-MART #1606 HIXSON TN	8
800520913	02/25/2014	01/28/2014	OPERATING SUPPL			1,423.50	BROWNLEE, BELINDA	ZC	PROCURE CARD CLEAR	PROSOURCE SPECIALTIES L 972...	8
900566946	02/27/2014	02/27/2014	OPERATING SUPPL			0.61		ZD	SERV DEPT RECOV UC08	B & W Paper Clicks - Feb	8
			<b>OPERATING SUP...</b>	<b>439...</b>		<b>1,533.37</b>					
	02/28/2014	03/05/2014	FACILITIES & AD...	501000		1,681.02	SPL DOC =3371799				8
			<b>FACILITIES &amp; A...</b>	<b>501...</b>		<b>1,681.02</b>					

# Timeliness of charges



- Procurement card reconciliation to grant account done monthly
- Posting of charges in a timely manner is very important due to the impact on billing and budget monitoring
- All charges should post within 60 days of the grant end date per fiscal policy and sometimes sooner depending on funder guidelines

# Payroll and Grants

Helpful IRIS Reports:

ZPR\_CC\_WBS\_DIST – Payroll Distribution

PA20 – Review Pay Distribution

Program Edit Goto System Help

**Payroll Distribution Report - UT**

Selection Options

Company Code UT

Selection Period 07/01/2009 to 08/01/2009

Funds Center to

Cost Center to

WBS Element to

GL Account 00004114\*

Employee to

Wage Type Selections

Wage type application

Description

Wage Type to

Adhoc WT Selection

Other Selections

Display Year-to-Date values

Exclude Accruals

Output Options

Display variant /UTSTANDARD

Multiple Selection for GL Account

Select Single Values Select Ranges Exclude Single Values (5) Exclude Ranges (1)

O.	Lower limit	Upper limit
	0000421*	0000429*

## Payroll Distribution Report – ZPR\_CC\_WBS\_DIST

1. Enter R# into WBS Element
2. Enter in your selections period – beginning and end dates
3. Correct settings to run with benefits (see above steps)
4. Execute Report by clicking on the clock.

# Payroll Distribution Report - UT



## Payroll Distribution Report - UT

Payroll Distribution Report from 02/28/2017 to 02/28/2017



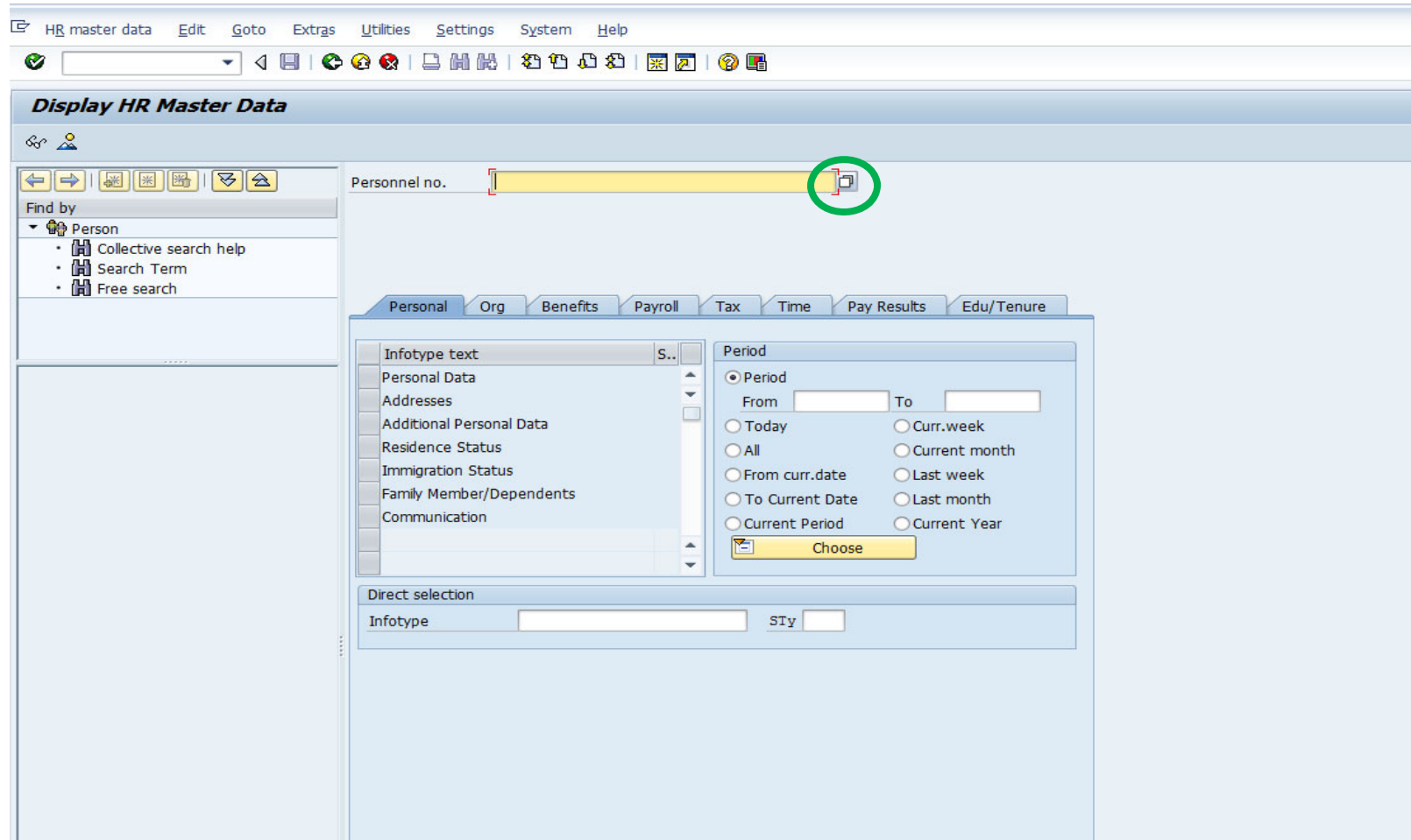
	Pay Begin	Pay End	Pay Date	Hours	Amount
▼ Payroll Distribution Report - UT					
▶ Wb R041526009 - DEG P047A121649-16 U	02/01/2017	02/28/2017	02/28/2017		

Payroll Distribution Report from 02/28/2017 to 02/28/2017



	Pay Begin	Pay End	Pay Date	Hours	Amount
▼ Payroll Distribution Report - UT					
▼ Wb R041526009 - DEG P047A121649-16 U	02/01/2017	02/28/2017	02/28/2017		
▼ Ee 0	02/01/2017	02/28/2017	02/28/2017		
▶ C	02/01/2017	02/28/2017	02/28/2017		
▶ C	02/01/2017	02/28/2017	02/28/2017		
▶ C	02/01/2017	02/28/2017	02/28/2017		
▶ Ce 0000421500 - UNEMPLYMNT COMP	02/01/2017	02/28/2017	02/28/2017		
▶ Ce 0000421600 - WORKERS COMPENS	02/01/2017	02/28/2017	02/28/2017		
▼ Ee 00132476	02/01/2017	02/28/2017	02/28/2017		
▶ Ce 0000412200 - FAC SAL EX SRV	02/01/2017	02/28/2017	02/28/2017		
▶ Ce 0000421400 - SOCIAL SECURITY	02/01/2017	02/28/2017	02/28/2017		
▶ Ce 0000421500 - UNEMPLYMNT COMP	02/01/2017	02/28/2017	02/28/2017		
▶ Ce 0000421600 - WORKERS COMPENS	02/01/2017	02/28/2017	02/28/2017		

Expand further by clicking on arrow.



## PA20 – Review pay distribution, additional pays

Click white box to search for employee by name.

# Payroll Tab

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. [ ] Name [ ] Monthly Active Not on Leave  
R Regular 01 Faculty - 9 month Subarea 1040 Chattanooga Empl. % 100.00  
Position [ ] Professor & Head Job Professor and Head E04 [ ]

Personal Org Benefits **Payroll** Tax Time Pay Results Edu/Tenure

Infotype text	S..
Cost Distribution by Positions	✓
Historical Cost Distri. by Position	✓
Encumbrances by Distribution	✓
Effort Certification	✓
Recurring Payments/Deductions	✓
Additional Payments	✓
Employee Remuneration Info	
Additional Off-Cycle Payments	✓
Payroll Results Adjustment	✓

Period

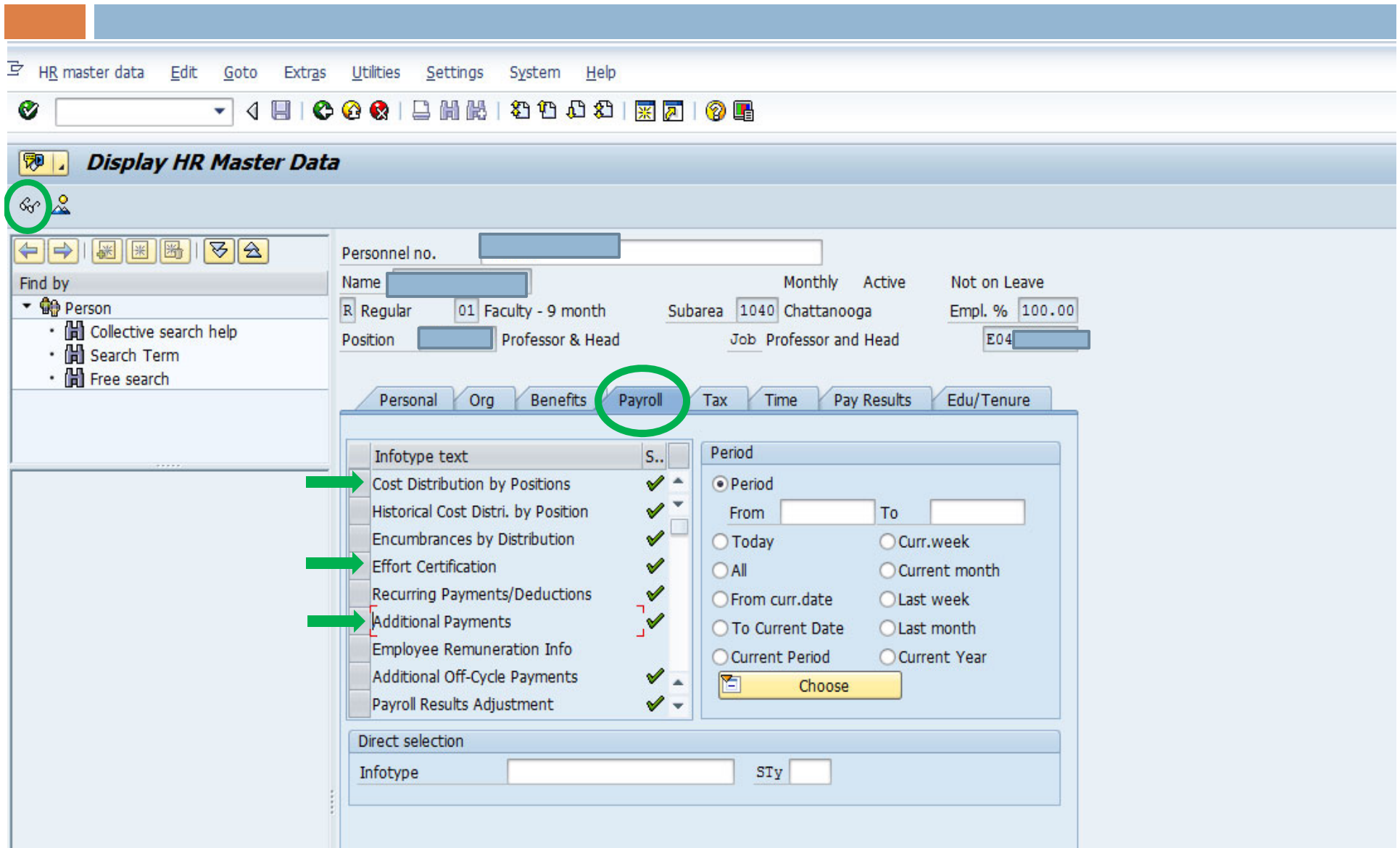
From [ ] To [ ]

Today  Curr.week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year

Choose

Direct selection

Infotype [ ] STy [ ]

The screenshot shows the 'Payroll' tab selected in the HR Master Data interface. A green circle highlights the 'Payroll' tab in the navigation bar. Three green arrows point to the 'Cost Distribution by Positions', 'Effort Certification', and 'Additional Payments' rows in the infotype list. The 'Period' section on the right contains several radio button options for selecting a time period, and a 'Choose' button is located below them. The 'Direct selection' section at the bottom has input fields for 'Infotype' and 'STy'.



# Cost Distribution

**Display Cost Distribution by Positions**

Use arrows to go to previous distribution periods

Regular    01 Faculty - 9 month    Subarea 1040 Chattanooga    Monthly Active    Not on Leave  
 Position  Professor & Head    Job Professor and Head    Empl. % 100.00  
 Start 01/01/2014    To 04/30/2014    Chng 02/10/2014    CBX676  
 Reason code  
 Reason 37 Change in Fund Source-No Inc

Position	Position Text	CoCd	BusA	Cost Ctr	WBS Element	W...	Amt/Rate	Cst Pct	Eff Pct	9M
<input type="text"/>	<input type="text"/>	T	1104	E04 <input type="text"/>	<input type="text"/>	1REG	<input type="text"/>	75.00	75.00	X
<input type="text"/>	<input type="text"/>	T	2104	<input type="text"/>	R04 <input type="text"/>	1REG	<input type="text"/>	25.00	25.00	X

Total Salary          
 Total Cost Pct      
 Total Effort Pct

# Basic Pay

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. [ ] Name [ ] Monthly Active Not on Leave

R Regular 01 Faculty - 9 month Subarea 1040 Chattanooga Empl. % 100.00

Position [ ] Professor & Head Job Professor and Head E04 [ ]

Personal Org Benefits Payroll Tax Time Pay Results Edu/Tenure

Infotype text S..

Employee Remuneration Info

Additional Off-Cycle Payments ✓

Payroll Results Adjustment ✓

Bank Details ✓

Payroll Status ✓

Basic Pay ✓

Cost Distribution ✓

Garnishment Document

Garnish. Adjustment

Period

Period

From [ ] To [ ]

Today Curr.week

All Current month

From curr.date Last week

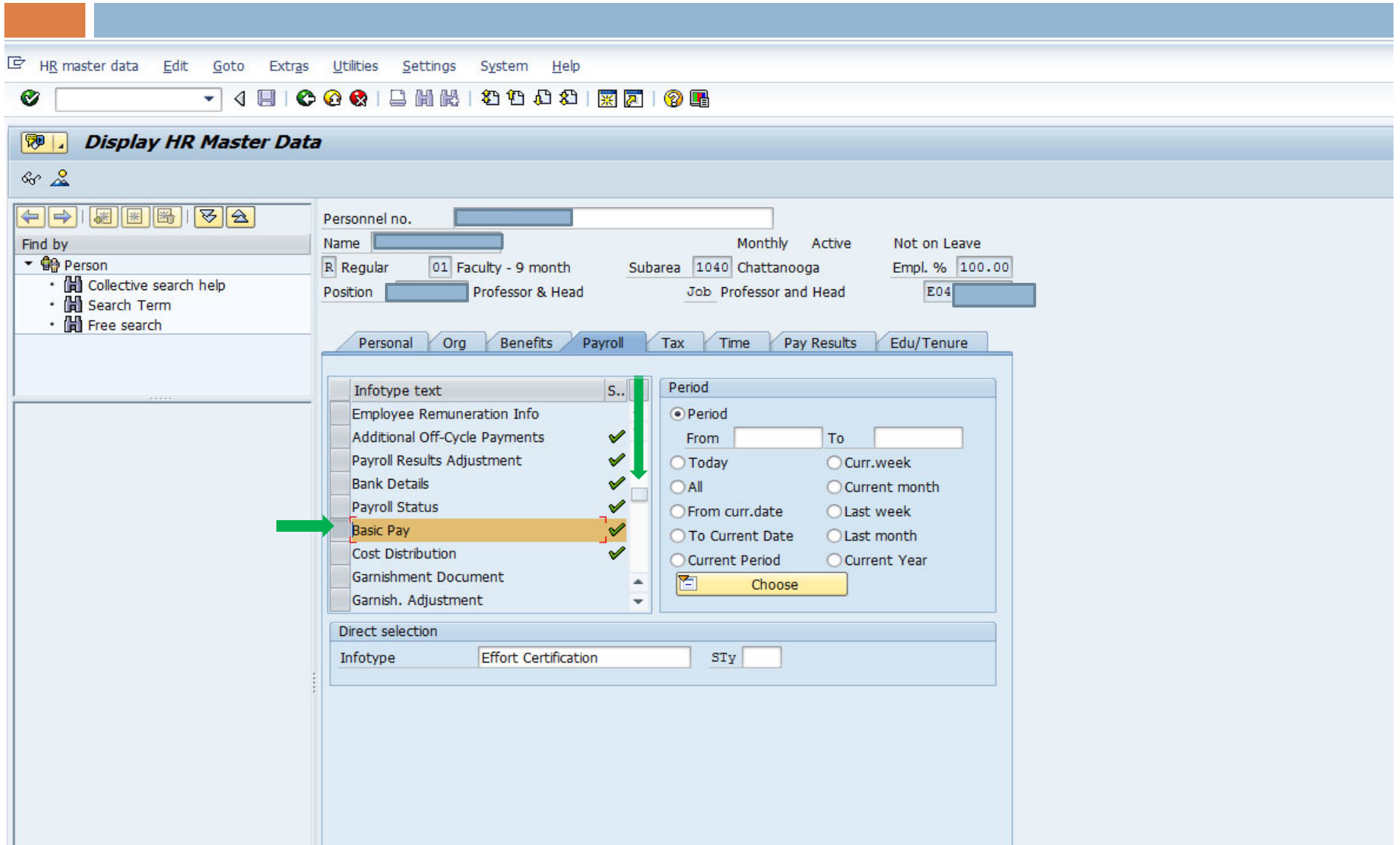
To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Effort Certification STy [ ]



# Basic Pay

MVA2

Infotype Edit Goto Wage types Extras System Help

Display Basic Pay

Salary amount

Do not use Salary Amount for hourly rate.

Monthly Active Not on Leave  
Subarea 1040 Chattanooga Empl. % 100.00  
& Head Job Professor and Head E04  
Start 05/01/2014 to 12/31/9999 Chng 02/10/2014 CBX676

Subtype 0 Basic contract

Salary

Reason	37	Change in Fund Source...	Cap.util.M	100.00
PS type	30	Faculty	WkHrs/period	173.33 Monthly
PS Area	44	Chattanooga Area	Next inc.	
PS group	65	Level 00	Ann.salary	USD

W...	Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
1REG	Regular Pay			USD		✓	0.00	

IV 05/01/2014 - 12/31/9999 USD



# Calculating Faculty Pay for Grants

How to calculate hourly rate for faculty:

1. For 9 month faculty divide annual salary by 1344 hours (168 days)
2. For 12 month faculty/staff divide annual salary by 1792 hours (224 days).

How to calculate additional pay for 9 month faculty:

1. Times hourly rate x # of hours worked.
2. 1 month is equal to  $1/9^{\text{th}}$  of annual salary.
3. 100% effort for one month is equal to 149.33 hours.

Maximum Allowance for Additional Pay for 9 month faculty is  $33 \frac{1}{3}\%$  of Annual Base Pay.

Link: <https://universitytennessee.policytech.com/dotNet/documents/?docid=397>

# Questions



- Please feel free to contact us if you have any additional questions.
- Thank you!