Research Administration Forum

December 2013
A busy year!

- Continued enhancement of KFS and associated reporting
- NSF audit
- Workday deployment
- and more audits

Today’s discussion will address some of what we learned from all of the above
NSF Audit: Analytic Approach

- Grantee supplies the population (either in its entirety, or the desired segment)
- Auditor examines and data mines population
- Auditor selects either judgmentally or statistically from the population
- Grantee supplies detail from the selection
- Audit reviews selection, iterates with grantee, and reports findings

Auditor has an opportunity to examine more transactions
Why us?

• FY12 OIG Work Plan: “Audits of Various Universities, Non-Profits, and For-Profit Entities

  “Ongoing and planned audits in FY 2012 will focus on whether costs charged to NSF awards are allowable, allocable, and reasonable and the adequacy of awardees’ internal controls over the administration of NSF funds in compliance with Federal and NSF requirements.”

• Cornell was third highest recipient of NSF funds in FY11
NSF Audit by the Numbers

- **Universe**
  - April 1, 2008 – June 30, 2011
  - $422,000,000
  - 466,000 transactions

- **“Examined” per HHS**
  - $116,000,000 direct cost dollars
  - 94,000 direct cost transactions

- **Findings**
  - $76,825 in direct cost dollars
  - Cornell concurs only on $23,665 and disputes extrapolation
  - $794,221 HHS extrapolation inclusive of F&A
Audit Next Steps

• Implement corrective action for areas where we feel improvement is necessary
  – Policies
  – Training
  – Quality assurance
• Audit resolution
  – This process will determine our actual disallowance. This amount will not be generally publicized.
Business Purpose: Audit process has shown we need to do better

- If not already clear from the incorporated documentation each “business purpose” statement should provide the transaction’s narrative and relate the activity to the award
  - What was bought (in plain English)
  - Why was it bought
  - How will it be used
- Do not simply rewrite information already in the document
- Remember, we need to demonstrate:
  - Reasonable
  - Necessary
  - Allocable
  - Consistent with award and regulations
Business Purpose Examples

• Rules of thumb:
  – A business purpose can usually be said in 12 words or less
  – It should fill in the missing pieces of the document
  – Special emphasis should be given to costs that would not normally appear on an award because they could be indirect or unallowable
  – Where costs are split the documentation can substantiate the allocation

• Specific examples on the following page.
## Business Purpose Examples for Sponsored Awards

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies</td>
<td>Reagents for USDA fungus project</td>
<td>The inclusion of title or sponsor helps tie it to a particular award.</td>
</tr>
<tr>
<td>Notebook</td>
<td>Lab notebook to record results of NOAA rainfall study</td>
<td>Additional description may be needed where item would normally be unallowable or indirect.</td>
</tr>
<tr>
<td>750ml Jack Daniels</td>
<td>Alcohol for administration to mice as part of NIH-funded fetal alcohol study</td>
<td></td>
</tr>
<tr>
<td>Towels for Lab</td>
<td>Paper towels to preserve samples for NSF project</td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>Membership for American Microbiology Society to allow presentation of NIH-funded results</td>
<td>Memberships are normally indirect. Can only be charged directly in accordance with policy 3.18.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch for Prof. Li of MIT, assisting on DOE grant</td>
<td>Meals generally limited to travel status.</td>
</tr>
<tr>
<td>Honorarium</td>
<td>Speaker fee for NSF-funded conference per attached letter</td>
<td>Honoraria are not allowable. Use object code 6731 for speaker fees.</td>
</tr>
<tr>
<td>Travel to Japan</td>
<td>Travel to attend Nanotechnology Symposium in support of NSF facility</td>
<td>Demonstrates the relevance of the travel.</td>
</tr>
</tbody>
</table>
Workshops and Participation Programs

• Workshops and other participant programs
  – Must document attendance for classroom programs.
    • This can be done with daily sign-in sheets or a statement at the end of the program signed by the instructor stating that the named individuals attended and completed the program. Information can be uploaded with DV.
  – For programs such as REUs, the PI should document the successful completion of the program as part of the final payment, or other contemporaneous documentation
  – Subsistence allowances, where receipts are required they must be retained
Speaker Fees, Participation Fees

• Questions for miscellaneous payments for services (e.g. speaker fees, other fee-type payments)
  – Is the payment mechanism the proper one (i.e. should it be payroll, rather than DV or Bursar)
  – There must be a documented agreement (letter or contract), and a documented statement that the work was completed.
  – Documentation of a “standard rate,” e.g. $200/participant, should be retained as well.
  – New Object codes: 6731, 9094
Administrative/Clerical Salaries

• Admin/Clerical Salaries
  – Policy 3.18 must be followed, including review by OSP, SFS, etc.
  – Program officer approval, even agency approval, does not guarantee that it will survive an audit.
  – Just because it is in the budget, doesn’t mean it is allowable. Must have genuine unlike circumstances.
    • A project must have significantly above-average needs to be unlike. More details and a decision tree in policy 3.18
  – The bar for “major project” has been set very high by our cognizant agency
Travel

• “Proof of use” on prepaid travel: hotels, car rentals
• We will clarify the $75 non-receipted threshold
• We saw too many instances of “missing” documentation only supported by credit card bills.
• Avoid per diem errors (amounts, number of days, personal time), including laundry on foreign travel
• Business class travel – requires documentation at time of reservation to obtain unallowable portion
• “Wasted” tickets or reissue fees: are they allocable?
Office Supplies and Computers

• Pens, pencils, toner, etc. are almost never allowable to an awards
• Computers need to be clearly allocable to the award charged, and this must be documented
• Anything dual use, i.e. could be either an office or laboratory supply, must be clearly documented
• Postage and memberships continue to be seen on awards
Meals

• Meals are normally a personal expense and are not allowed on grants. Limited exceptions exist:
  – Meals during grant-related travel status, either on a per diem or actual cost basis, are allowable if reasonable.
  – Meals for visitors, including job candidates, are allowable, to the extent that they are in travel status and the visit is for the purpose of the award.
  – Meals during hosted conferences are allowable, providing they meet the definition of conferences and the terms of the agency and award.
Account Monitoring

• Continues to be a concern
• Late cost transfers (i.e. greater than 90 days after initial posting) may result from lack of monitoring
• Is monitoring being documented?
  – Policy 3.20 discusses the requirements and suggests methods of documentation
Cost Transfers

• In November there were 412 Salary Transfers and 255 General Error Corrections involving sponsored funds.
• We need to reduce cost transfers. With KFS now “routine” we need to be back to a 90 day limit, with exceptions being rare.
• Cost Transfers – labor or non-labor – need to have the appropriately documented reasons for transfer. Attaching documentation of original transaction is ideal, and must be done if not already in system. Requirements are stated in policy 3.20.
Non-employee appointments

• Employee, Visitor, Fellow or Student?
• Need to get appointment correct
  – Employee appointments are made in Workday
    • GRA and assistantships paid through Payroll
  – Student appointments are through PeopleSoft
    • Grad fellowships and items paid through Bursar
  – Fellow (non-student) get paid through KFS
  – Can’t mix and match. Very hard to fix.
  – Visa limitations may exist
Pre-award account reminders

• Can’t use grant accounts to hold expenses for a different award.
• Grant-to-grant transfers are the most risky
• Pre-award accounts solve the two problems above
• Be careful for the gotcha on contracts (i.e. no pre-award authority)
• An account should normally only be in pre-award status (subfund group CGPREA) for a few months. Departments must monitor this and work with OSP to assess award status
• Unallowable costs are a departmental responsibility, whether on a pre-award account or an award.
Award Close-outs

• Close out process should begin 90 days before, and ends no later than 90 days, after the end of the award
• Extensions need to be requested timely, which means before the award expires
• 30 day rule: Financial activity needs to be done 30 days before the final report due date
• May lose access to funds if we don’t close properly
• Reclosing awards and revising reports is a red flag
• Close out details are on both the OSP and SFS web sites
Other items of note

• Relaunched FIN 114
• SFS Lean Process
  – Initial process focused on invoicing
  – Enhanced communication with campus is an outcome as well
• 2% F&A return to faculty
• Faculty effort certification training
OBIEE Dashboards

- OBIEE Dashboards
  - Sponsored Institutional
  - General Ledger Basic
  - Account
  - Financial Reference Guide
Setting Default Dashboard
Starting Page
Dashboards Available to You

Page Descriptions

Project Cash Position Page
The purpose of this page is to provide an overall summary of a sponsored project's cash position at a given point in time. This includes cumulative budget, expenditures, income, budget balance, and account receivable (A/R) balance. The option to view the summary by date (YTD) expense or to-date expense with encumbrances is available. A project's cash position equals cumulative income less cumulative expenditures up to the authorized obligation (budget). The true position equals cumulative budgeted expenditures less cumulative expenditures. Selectors are available to analyze data in various ways, such as grant number, active awards, account org, accounts expired, etc. There are two views available on this page. The first is the project cash position with options to analyze by account and view project transactions for the fiscal period selected. The view summarizes data by the contract control account. There is an option to analyze by Account, Account by Transaction, Labor Detail or Student Bursar Detail. The transaction detail is available for the Fiscal Period Selected. The second view is a project account detail, which lists all accounts based on the criteria selected. This view includes the option to analyze in further detail as well. The Project Cash Position defaults to Active Awards and excluding Awarded (SubFund CODRIG) and Program Income (SubFund CODRIOX) Accounts. These Subfunds can be included by modifying the selectors as necessary. We do not invoice the agency expenses related to Project Award or Program Income account activity. On the Account Detail view, the KFS Account Cash Position is included as a row to identify accounts with zero budget balances, but other activity that is impacting the KFS Account Balance. This could be activity for an employee travel advance or prepa. These specific types of activity will not affect the project budget, but may impact the unit's spending plan.

Letter of Credit – Cash Position Page
The purpose of this page is to provide an overall summary of a sponsored project's cash position for the express purpose of processing letter of credit drawdowns. This includes cumulative budget, expenditures, income, budget balance, and account receivable (A/R) balance. A project's cash position equals cumulative income less cumulative expenditures up to the authorized obligation (budget). To data expense and income budget, data income and expense, cash position (up to authorized obligation), letter of credit account id and grant number are displayed with the option to view transactions for the fiscal period selected.

Project Summary Page
The purpose of this page is to provide a project summary at the Contract and Grant (CO) reporting code level for Sponsored Financial Services’ invoice and reporting responsibilities. Selectors are available to provide data by project (OSP #), contract control account, account, or Subaccount level. There are four sections: one to display cash position, a second to display indirect cost rate for each project account, a third to provide a summary of expenses by CO reporting code (drill to object code is available), and a fourth to provide cost share activity summarized by CO reporting code. Cost Share activity is provided represents expenditures housed in a cost share.
Sponsored Institutional Dashboard

Cash Position Page

• Link to Sponsored Portal available (View / Print)
• Project Cash Position
• Summary by Contract Control Account
  • Budget Balance
  • Cash Position
  • Accounts Receivable Balance
• Options to Analyze Data
  – Transactions
  – Labor Summary
  – Student Detail
• Project Account Detail Cash Position
  • Same views as Project Cash Position, only by account
Sponsored Institutional Dashboard
Cash Position Page / Project Cash Position
### Sponsored Institutional Dashboard

#### Cash Position Page / Project Account Detail Cash Position

![Image of the document page with a table and a chart](image)

<table>
<thead>
<tr>
<th>Agency Full Name</th>
<th>CUSE# (Print View)</th>
<th>Grant Number</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Contract Account</th>
<th>Sub Fund</th>
<th>Act Exp Start Date</th>
<th>Act Expiration Date</th>
<th>To Date Expense</th>
<th>To Date Income</th>
<th>To Date Expense</th>
<th>To Date Income</th>
<th>Budget</th>
<th>Balance</th>
<th>Cash Position (Up to authorized obligations)</th>
<th>True Position</th>
<th>All Balance</th>
<th>KFS Account Cash Position</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREIGN AGRICULTURAL SERVICE USA</td>
<td>57230</td>
<td>PCC-008-2009-0030</td>
<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
<td>08/26/2014</td>
<td>N</td>
<td>844,635.00</td>
<td>844,635.00</td>
<td>992,540.52</td>
<td>1,497,053.74</td>
<td>($48,313.52)</td>
<td>1,033,324.74</td>
<td>104,711.27</td>
<td>94,088.31</td>
<td>104,711.27</td>
</tr>
<tr>
<td>FOREIGN AGRICULTURAL SERVICE USA</td>
<td>57230</td>
<td>PCC-008-2009-0030</td>
<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
<td>08/26/2014</td>
<td>N</td>
<td>1,024,029.00</td>
<td>1,024,029.00</td>
<td>992,540.52</td>
<td>1,497,053.74</td>
<td>1,314,414.65</td>
<td>($505,347.45)</td>
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<td>0.00</td>
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<tr>
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<td>57230</td>
<td>PCC-008-2009-0030</td>
<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
<td>08/26/2014</td>
<td>N</td>
<td>1,533,429.94</td>
<td>1,532,429.94</td>
<td>977,481.98</td>
<td>3,710,831.12</td>
<td>378,927.98</td>
<td>2,953,219.06</td>
<td>2,953,219.06</td>
<td>0.00</td>
<td>2,953,219.06</td>
</tr>
<tr>
<td>FOREIGN AGRICULTURAL SERVICE USA</td>
<td>57230</td>
<td>PCC-008-2009-0030</td>
<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
<td>08/26/2014</td>
<td>N</td>
<td>14,398.55</td>
<td>14,398.55</td>
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<tr>
<td>FOREIGN AGRICULTURAL SERVICE USA</td>
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<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
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<td>192,023.00</td>
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<td>3,710,831.12</td>
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<td>2,953,219.06</td>
<td>2,953,219.06</td>
<td>0.00</td>
<td>($24,194.25)</td>
</tr>
<tr>
<td>FOREIGN AGRICULTURAL SERVICE USA</td>
<td>57230</td>
<td>PCC-008-2009-0030</td>
<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
<td>08/26/2014</td>
<td>N</td>
<td>676,026.00</td>
<td>676,026.00</td>
<td>423,037.05</td>
<td>775,482.02</td>
<td>118,089.00</td>
<td>($263,174.99)</td>
<td>($263,174.99)</td>
<td>0.00</td>
<td>($9,081.55)</td>
</tr>
<tr>
<td>FOREIGN AGRICULTURAL SERVICE USA</td>
<td>57230</td>
<td>PCC-008-2009-0030</td>
<td>08/27/2009</td>
<td>08/26/2014</td>
<td>1208520</td>
<td>1208520</td>
<td>37250 USDA POOL PROGRESS- KANABE</td>
<td>CUSE</td>
<td>12/01/2013</td>
<td>N</td>
<td>233,494.00</td>
<td>233,494.00</td>
<td>201,311.32</td>
<td>72,676.34</td>
<td>32,162.68</td>
<td>($188,649.98)</td>
<td>($188,649.98)</td>
<td>0.00</td>
<td>($188,649.98)</td>
</tr>
</tbody>
</table>

**Grand Total:**

| 6,048,629.07 | 6,048,629.07 | 4,817,693.79 | 6,048,353.13 | 1,238,935.28 | 1,250,118.76 | 1,191,665.52 | 94,088.31 | 1,191,665.52 | 0.00 | 1,191,665.52 |

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**Notes:**
- CUSE # is equal to 57230.
- Fiscal Year Long Name is equal to FY-2014.
- Fiscal Year Name is equal to FY-2014.
- All sub account codes are not equal to / or not equal to CUSEA - Prev Award, CUSEB - Program Income.
- Fund Name is equal to / or not in CUSE - Contract & Grants.
- or Sub Fund Code is equal to / is in APREED.
Sponsored Institutional Dashboard
Cash Position Page / Program Income

- Lists program income accounts, if applicable
  - To Date Expense
  - To Date Income
  - Cash Position and Receivable Balance
  - Options to Analyze Data

No Results
The specified criteria didn't result in any data. This is often caused by applying filters and/or selecti

OSP # is equal to Please make a selection....
and Fiscal Year Long Descr is equal to FY2014
and Fiscal Per/Month Name is equal to 06 - December
and A21 Sub Acct Type Cd is not equal to / is not in CS
and Sub Fund Grp And Name is equal to / is in CGPROG - Program Income
and Active Ind is equal to Y
Sponsored Institutional Dashboard
Project Summary Page

- Selectors by OSP, Contract Control Account, Sub-Account
- Cash Position Snapshot
- Project Summary (Budget Balance)
  - By Sponsored Reporting Category
  - Drill down to Object Code
- Account listing – IDC Rate Detail
- Cost Share Summary
  - Cumulative expenditures by Sponsored Reporting Category
## Sponsored Institutional Dashboard

### Project Summary Page

<table>
<thead>
<tr>
<th>Cash Position (Up to authorized obligation)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cash Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,142,683.32</td>
</tr>
</tbody>
</table>

GSP # is equal to 57239
and Fiscal Year Long Desc is equal to FY2015
and Fiscal Year Month Name is equal to 04 - October
and 421 Sub Acct Type C is not equal to / is not in C5
and Fund Group Name is equal to / is in CG0 - Contract & Grants
or Sub Fund Group Name is equal to / is in APPECDL - Federal Appropriations
and Active Ind is equal to Y

### Cornell University Project Summary Information

Sponsor: FOREIGN AGRICULTURAL SERVICE USDA

<table>
<thead>
<tr>
<th>CG Reporting Description</th>
<th>Tu Date Budget</th>
<th>Period Expenses</th>
<th>Tu Date Expenses</th>
<th>Tu Date Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>276,723.00</td>
<td>0.00</td>
<td>592,326.70</td>
<td>(26,503.70)</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>102,897.00</td>
<td>0.00</td>
<td>247,720.28</td>
<td>(50,223.28)</td>
</tr>
<tr>
<td>Capital Equip &amp; Materials in Progress</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel - Connection</td>
<td>0.00</td>
<td>0.00</td>
<td>16,243.05</td>
<td>(16,243.05)</td>
</tr>
<tr>
<td>Tu Date Position</td>
<td>151,387.00</td>
<td>0.00</td>
<td>77,035.44</td>
<td>74,351.56</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>16,472.20</td>
<td>(16,472.20)</td>
</tr>
<tr>
<td>Publication Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>574.74</td>
<td>(574.74)</td>
</tr>
<tr>
<td>Services</td>
<td>610,332.00</td>
<td>6,244.00</td>
<td>422,789.72</td>
<td>181,542.28</td>
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<tr>
<td>Subcontracts</td>
<td>0.00</td>
<td>0.00</td>
<td>2,714,255.43</td>
<td>(2,714,255.43)</td>
</tr>
<tr>
<td>Other Direct Expenses</td>
<td>2,694,417.76</td>
<td>0.00</td>
<td>3,377.31</td>
<td>2,691,039.45</td>
</tr>
<tr>
<td>Indirect Expenses</td>
<td>2,045,781.09</td>
<td>1,575.04</td>
<td>564,419.05</td>
<td>1,371,362.04</td>
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<tr>
<td>Grand Total</td>
<td>6,048,026.97</td>
<td>9,416.04</td>
<td>4,617,653.79</td>
<td>1,330,373.20</td>
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</tbody>
</table>
## Sponsored Institutional Dashboard

### Project Summary Page

<table>
<thead>
<tr>
<th>Grant And Name</th>
<th>Sub Grant And Name</th>
<th>22 - Standard Modified Total Direct Cost</th>
<th>IDC Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1258303.5 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
<tr>
<td>1258321 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
<tr>
<td>1258322 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
<tr>
<td>1258323 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
<tr>
<td>1258324 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
<tr>
<td>1258325 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
<tr>
<td>1258326 - #57200 BANG-ROD, BANGALORE</td>
<td>- - - - - -</td>
<td>22 - Standard Modified Total Direct Cost</td>
<td>6% 7000%</td>
</tr>
</tbody>
</table>

### Cost Share Information

<table>
<thead>
<tr>
<th>Cost Share Item</th>
<th>To Date Budget</th>
<th>Period Expense</th>
<th>To Date Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>0.00</td>
<td>0.00</td>
<td>14,036.12</td>
</tr>
<tr>
<td>Grand Total</td>
<td>0.00</td>
<td>14,036.12</td>
<td>14,036.12</td>
</tr>
</tbody>
</table>
Sponsored Institutional Dashboard
Transaction Page

- Basic vs. Advanced
  - Basic Report - provides standard data
  - Advanced Report - drill down further
- Selectors by OSP, Contract Control Account, Sub-Account
- Link to KFS eDoc available (View/Print)
  - FY11 and Prior Transactions (Use Legacy Tools)
Sponsored Institutional Dashboard
Transaction Page

**NOTICE**: Starting 7/1/2012, all PIV2 transaction detail is provided in Financials Dashboards. Detailed transactions supporting all PIV2 activity are available in legacy reporting tools.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Period</th>
<th>OSP #</th>
<th>Account</th>
<th>Sub Acct</th>
<th>Sub Acct Type Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2014</td>
<td>9 - September</td>
<td>71572</td>
<td>Select Value</td>
<td>Select Value</td>
<td>NOT CS</td>
</tr>
</tbody>
</table>

**NOTICE**: Starting 7/1/2012, all PIV2 transaction detail is provided in Financials Dashboards. Detailed transactions supporting all PIV2 activity are available in legacy reporting tools.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Period</th>
<th>OSP #</th>
<th>Account</th>
<th>Sub Acct</th>
<th>Sub Acct Type Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2014</td>
<td>9 - September</td>
<td>71572</td>
<td>Select Value</td>
<td>Select Value</td>
<td>NOT CS</td>
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</table>

<table>
<thead>
<tr>
<th>Balance Type</th>
<th>Basic Acct Category</th>
<th>Object Code and Name</th>
<th>Contract Control Acct</th>
<th>Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>EX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTICE**: Starting 7/1/2012, all PIV2 transaction detail is provided in Financials Dashboards. Detailed transactions supporting all PIV2 activity are available in legacy reporting tools.
Sponsored Institutional Dashboard
Standard Reports Page

Enables quick access to data using minimal selectors

- eDoc Report
  - Lists transactions for an eDoc, all accounts
- Expense & Revenue Transactions
- Student Detail (access driven)
- Labor Detail (access driven)
- Deficit Accounts, PreAward Accounts
- Expired Account Listing
Sponsored Institutional Dashboard
Standard Reports Page

**NOTICE:** Starting 7/1/2011, all FY12 transaction detail is provided

- Sponsored Institutional
  - Deficit Account Listing
  - Edoc Search
  - Employee Pay Detail
  - Expense Transactions
  - Expiring Project Account Listing (Prior to Current Date + 60)
  - PreAward Account Listing
  - Revenue Transactions
  - Student Bursar Transactions
Account-Award Portfolio

- Staff must have ‘Act As’ for faculty (NetID)
- Account Balances
  - View by Account Manager or Project Director and/or Account Manager
  - Budget Balance (Summarized)
- Individual Accounts
  - Link to Sponsored Portal Available
  - Budget Balance (Cornell Cost Categories)
### Account-Award Portfolio

#### Account Balances

**Account Information**
- **Project Director Name**: Dusbury, John M.
- **Account Manager**: Dusbury, John M.

**Projects and Account Details**
- **1258320 - #57230 USDA FOOD PROGRESS-BANGLADE**: Link to specific account details.
- **1258321 - #57231 USDA-BANGLADESH-OFF CAMPUS**: Link to specific account details.
- **1258322 - #57232 MONETIZATION-OFF CAMPUS**: Link to specific account details.
- **1258323 - #57233 MONETIZATION-OFF CAMPUS**: Link to specific account details.
- **1258324 - SUB OINT35230-9185 BSRHRAU**: Link to specific account details.
- **1258325 - SUB OINT35230-9186 DRRS**: Link to specific account details.
- **1258326 - SUB OINT35230-9187 RURAL DEV ACAD**: Link to specific account details.
- **1258400 - DOE OSP #45595 Methane Nitro Fixes**: Link to specific account details.

**Budget Balance by Account**

<table>
<thead>
<tr>
<th>Project Director Name</th>
<th>Acct Manager</th>
<th>Acct And Name</th>
<th>Account Attributes</th>
<th>ITD Expense Current Budget</th>
<th>ITD Expense</th>
<th>ITD Expense (Encum)</th>
<th>ITD Budget Available</th>
<th>ITD Budget Available with Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dusbury, John M.</td>
<td>Dusbury, John M.</td>
<td>1258320 - #57230 USDA FOOD PROGRESS-BANGLADE</td>
<td>Link</td>
<td>844,635.00</td>
<td>992,948.52</td>
<td>997,544.33</td>
<td>(148,313.52)</td>
<td>(152,079.33)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1258321 - #57231 USDA-BANGLADESH-OFF CAMPUS</td>
<td>Link</td>
<td>1,034,006.00</td>
<td>830,741.63</td>
<td>938,705.42</td>
<td>178,261.37</td>
<td>94,299.58</td>
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<tr>
<td></td>
<td></td>
<td>1258322 - #57232 MONETIZATION-OFF CAMPUS</td>
<td>Link</td>
<td>1,152,419.54</td>
<td>787,301.45</td>
<td>965,261.35</td>
<td>366,118.09</td>
<td>288,006.19</td>
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<tr>
<td></td>
<td></td>
<td>1258323 - #57233 MONETIZATION-OFF CAMPUS</td>
<td>Link</td>
<td>14,108.53</td>
<td>24,250.23</td>
<td>24,250.25</td>
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<td>(16,143.72)</td>
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<td></td>
<td>1258324 - SUB OINT35230-9185 BSRHRAU</td>
<td>Link</td>
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<td>1,532,101.10</td>
<td>1,532,101.60</td>
<td>609,961.46</td>
<td>609,961.40</td>
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<td>1258325 - SUB OINT35230-9186 DRRS</td>
<td>Link</td>
<td>576,956.00</td>
<td>430,817.00</td>
<td>438,817.09</td>
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<td>1258326 - SUB OINT35230-9187 RURAL DEV ACAD</td>
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<td>222,494.00</td>
<td>201,321.32</td>
<td>201,321.32</td>
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<td>32,162.68</td>
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<td>Mahowald, Natalie M.</td>
<td>Dusbury, John M.</td>
<td>1258400 - DOE OSP #45595 Methane Nitro Fixes</td>
<td>Link</td>
<td>67,469.00</td>
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<td>32,394.42</td>
<td>35,074.58</td>
<td>35,074.58</td>
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**Grand Total**

- **ITD Expense Current Budget**: 6,116,088.07
- **ITD Expense**: 4,864,886.19
- **ITD Expense (Encumbrance)**: 5,031,495.60
- **ITD Budget Available**: 1,251,211.88
- **ITD Budget Available with Encumbrance**: 1,084,602.38

*Fiscal Year Long Descrip is equal to FY2014*
### Account-Award Portfolio

#### Individual Accounts

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<tr>
<th>OSP #</th>
<th>Account # with Name</th>
<th>Linked Views</th>
<th>Sub Account # with Name</th>
<th>Account Expiration Date</th>
<th>Account Manager</th>
<th>IDC Rate</th>
<th>Consolidation Object Name</th>
<th>Guidelines</th>
<th>To Date Current Budget</th>
<th>To Date Expense</th>
<th>To Date Total Encum</th>
<th>Budget Available ($)</th>
<th>Budget Available (%)</th>
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<tbody>
<tr>
<td>57230</td>
<td>1258320 - 57230 USDA FOOD PROGRESS-BANGLADE</td>
<td>66/28/2014</td>
<td>Dudu, John H.</td>
<td>56.70%</td>
<td>Salary &amp; Wages</td>
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<td>94,555.00</td>
<td>165,766.88</td>
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<td>Capital</td>
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<td>General Expense</td>
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<td>875,500.72</td>
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<td>Indirect Cost Expense</td>
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<td>572,357.86</td>
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<td>(410,238.17)</td>
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<td>Total</td>
<td></td>
<td>844,635.00</td>
<td>992,948.52</td>
<td>0.00</td>
<td>(148,313.52)</td>
<td>(17.6%)</td>
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<tr>
<td></td>
<td>1258320 - 57230 USDA BANGLADESH-OFF CAMPUS</td>
<td>66/28/2014</td>
<td>Dudu, John H.</td>
<td>25.00%</td>
<td>Salary &amp; Wages</td>
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<td>Benefits</td>
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<tr>
<td></td>
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<td>Capital</td>
<td>N/A</td>
<td>73,900.00</td>
<td>73,900.00</td>
<td>0.00</td>
<td>73,900.00</td>
<td>100.0%</td>
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<tr>
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<td>General Expense</td>
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<td>167,210.00</td>
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<td>Utilities, Rents &amp; Taxes</td>
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<td>Indirect Cost Expense</td>
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<td>325,217.81</td>
<td>75.4%</td>
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<td>Total</td>
<td></td>
<td>1,034,085.00</td>
<td>855,741.63</td>
<td>83,963.79</td>
<td>94,299.58</td>
<td>9.1%</td>
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<tr>
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<td>1258322 - 57230 USDA BANGLADESH-OFF CAMPUS</td>
<td>66/28/2014</td>
<td>Dudu, John H.</td>
<td>55.70%</td>
<td>Salary &amp; Wages</td>
<td>N/A</td>
<td>0.00</td>
<td>81,398.36</td>
<td>16,402.83</td>
<td>97,799.21</td>
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<tr>
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<td></td>
<td></td>
<td>Benefits</td>
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<td>47,995.30</td>
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<td></td>
<td>General Expense</td>
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<td>(347,130.53)</td>
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<td>Utilities, Rents &amp; Taxes</td>
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<td>328.00</td>
<td>0.00</td>
<td>(328.00)</td>
<td>0.0%</td>
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</tr>
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</table>
Account-Award Portfolio (con’t)

- Cost Share Activity
- Employee Detail
- Transaction Detail
- Student Bursar Detail
- Sponsored Funding
  - Portfolio of Contract and Grant funding
  - Budget Balances
  - Direct/Indirect
- Award and Account Attributes
# Account-Award Portfolio

## Cost Share Activity

![Image of Oracle BI Interactive Dashboards](image_url)

### Page Selections

- **Fiscal Year**: FY2014
- **Fiscal Period**: 04 - October
- **OSP #**: [Data]
- **Account and Name**: [Data]
- **Sub Account and Name**: [Data]
- **Cost Share Funding Account**: [Data]

### Cost Share Activity

<table>
<thead>
<tr>
<th>OSP #</th>
<th>Acct And Name</th>
<th>Sub Acct And Name</th>
<th>Cost Share Funding Account</th>
<th>Details</th>
<th>CS Reporting Description</th>
<th>Object Cd And Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>57230</td>
<td>1256230 - 57230 USDA</td>
<td>Food Progress and Use</td>
<td>5601 - CS SubAcct 001</td>
<td>1254001</td>
<td>Salary &amp; Fringes</td>
<td>5000 - Academic Professor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>To Date Actuals</th>
<th>To Date Total Encum</th>
<th>To Date Actuals Encum</th>
<th>YTD Actuals</th>
<th>YTD Total Encum</th>
<th>YTD Expense Encum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object Cd is not equal to / is not in 1000, 3110, 2900, 0015</td>
<td>14,309.62</td>
<td>4,565.81</td>
<td>18,875.43</td>
<td>1,894.96</td>
<td>4,565.81</td>
<td>6,461</td>
</tr>
<tr>
<td>and YTD Account Req is equal to / is in Y</td>
<td>14,309.62</td>
<td>4,565.81</td>
<td>18,875.43</td>
<td>1,894.96</td>
<td>4,565.81</td>
<td>6,461</td>
</tr>
<tr>
<td>and Basic Acct Category is not equal to / is not in RE, IN</td>
<td>14,309.62</td>
<td>4,565.81</td>
<td>18,875.43</td>
<td>1,894.96</td>
<td>4,565.81</td>
<td>6,461</td>
</tr>
<tr>
<td>and Fiscal Year Long Desc is equal to FY2014</td>
<td>14,309.62</td>
<td>4,565.81</td>
<td>18,875.43</td>
<td>1,894.96</td>
<td>4,565.81</td>
<td>6,461</td>
</tr>
<tr>
<td>and Fiscal Per/Month Name is equal to 04 - October</td>
<td>14,309.62</td>
<td>4,565.81</td>
<td>18,875.43</td>
<td>1,894.96</td>
<td>4,565.81</td>
<td>6,461</td>
</tr>
</tbody>
</table>

**OSP# 57230 Total**

- 14,309.62
- 4,565.81
- 18,875.43
- 1,894.96
- 4,565.81
- 6,461
### Account-Award Portfolio

#### Transaction Detail

![Account-Award Portfolio Transaction Detail](image)

<table>
<thead>
<tr>
<th>Account And Name</th>
<th>Sub Account And Name</th>
<th>Object Code And Name</th>
<th>Object Code And Name</th>
<th>Project Code</th>
<th>Org Ref ID</th>
<th>Transaction Date</th>
<th>Post Date</th>
<th>Doc Type Label</th>
<th>eDoc #</th>
<th>GL Trans Descr</th>
<th>Normal Payroll</th>
<th>Normal Payroll</th>
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<tbody>
<tr>
<td>1258320 - #57230 USDA FOOD PROGRESS-BANGLADESH</td>
<td>---</td>
<td>5601 - CS SubAcct OSP#57230 Ctrl/11255601</td>
<td>5601 - CS SubAcct OSP#57230 Ctrl/11255601 Total</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Labor - Normal Payroll Activity</td>
<td>ENPLSM13101415</td>
<td>270.70</td>
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</tr>
<tr>
<td></td>
<td>5200 - Exempt - Other Professional</td>
<td>9657 - FFA Recovery - Expense</td>
<td>9657 - FFA Recovery - Expense</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Labor - Normal Payroll Activity</td>
<td>ENPLSM13101415</td>
<td>270.70</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>---</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Labor - Normal Payroll Activity</td>
<td>ENPLSM13101415</td>
<td>270.70</td>
<td>0.00</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>---</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Labor - Normal Payroll Activity</td>
<td>ENPLSM13101415</td>
<td>270.70</td>
<td>0.00</td>
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<tr>
<td></td>
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<td>6105 - Communication - Shipping</td>
<td>6105 - Communication - Shipping</td>
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<td>10/17/2013</td>
<td>Procurement Card</td>
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<td>24.08</td>
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<td>1258321 - #57230 USDA - BANGLADESH-OFF CAMPUS</td>
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<td>5601 - CS SubAcct OSP#57230 Ctrl/11255601 Total</td>
<td>5601 - CS SubAcct OSP#57230 Ctrl/11255601 Total</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Indirect Cost Recovery System Generated</td>
<td>20131017</td>
<td>636.84</td>
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<td>5625 - Employee Ben - Contract College - Fed</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Indirect Cost Recovery System Generated</td>
<td>20131017</td>
<td>636.84</td>
<td>0.00</td>
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<td>---</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>5625 - Employee Ben - Contract College - Fed</td>
<td>10/17/2013</td>
<td>10/17/2013</td>
<td>Indirect Cost Recovery System Generated</td>
<td>20131017</td>
<td>636.84</td>
<td>0.00</td>
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</tr>
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<td></td>
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<td>6105 - Communication - Shipping</td>
<td>6105 - Communication - Shipping</td>
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Total: 4,978.09
## Account-Award Portfolio

### Sponsored Funding

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<th>Cost Type</th>
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<th>To Date Current Budget</th>
<th>To Date Expense</th>
<th>To Date Total Encumbrance</th>
<th>Budget Available (TTO)</th>
<th>Budget Available (%)</th>
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<tr>
<td>57230</td>
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<td>Salary &amp; Wages</td>
<td>Salary &amp; Wages</td>
<td>376,733.00</td>
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<td>Benefits</td>
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<td>Indirect Cost Expense</td>
<td>Indirect Cost Expense</td>
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<td>694,999.04</td>
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<td>1,328,209.48</td>
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<td>2,068,781.69</td>
<td>694,999.04</td>
<td>45,678.13</td>
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<td>Indirect Cost Expense</td>
<td>Indirect Cost Expense</td>
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<td>11,390.63</td>
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<td>11,390.63</td>
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# Account-Award Portfolio
## Award and Account Attributes

![Image of the Cornell University Account Award Portfolio](image)

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<th>Account</th>
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<th>Sub Acct</th>
<th>Sub Acct Name</th>
<th>Project Director Name</th>
<th>Acct Manager</th>
<th>OGP</th>
<th>Agency Fallback Name</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Acct Expiration Dt</th>
<th>IDC Rate</th>
<th>Labor Benefits Rate</th>
<th>Category Code and Description</th>
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<td>06/28/2014</td>
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</table>
Other Dashboards

- Sponsored Organizational
- General Ledger Basic
  - Student Detail
- Labor Activity
  - Employee Detail
- Account
  - All object code activity (revenue/prepaid/receivables)
- Financial Reference Guide
  - Lists all accounts for a project regardless of ledger activity
- Web Fin2

NOTE: General Ledger dashboards present accounts once general ledger transactions post, which would include a budget. Use the Financial Reference Guide to see a listing of accounts regardless of GL activity.