

A thick black L-shaped frame surrounds the text. The top horizontal bar is on the left, the left vertical bar is on the left, and the bottom horizontal bar is on the right, with a vertical bar on the right side.

# PENDING CLOSEOUT SNAPSHOT REPORT

SPONSORED PROGRAM ACCOUNTING,  
LOYOLA UNIVERSITY CHICAGO

# Closeout Snapshot Report: Possible Uses

- Identify overdrawn accounting units by department at-a-glance, regardless of end date, that may require resolution
- Complete listing of grant AUs by department that have end dates within 90 days of report run date
- Highlight payroll posting to an AU that has a closeout date in Lawson within 90 days of report run date
- Compare grant budget vs actual ledger expense with an easy-to-read variance column showing the over/under of grant budget as compared to ledger expense

# Potential Overdraft Section: Display

- Current Overdraft column shows the current AU balance. Positive values are positive balances, negative values are actual overdraft
  - *Current Overdraft column is a calculation: Budget – Prior Year Expense – Current Year Expense = Current Overdraft*
  - *This is the same figure that can be calculated from the AU Summary Report*
  - *Several factors may influence this number including a budget pending (not yet loaded by SPA), commitments (usually not-yet-paid POs, dollars allocated for a subcontract, and/or advanced travel or gift cards), Check Requests & Expense Reimbursements routed to AP but not yet paid, ProCard charges not yet posted to the grant by the ProCard office, etc.*
- Commitments column represents expense expected to charge to the grant, but not yet paid
  - *Typical commitments are subcontracts, purchase orders, and advanced funds such as a travel advance or order of gift cards*
- Potential Total Overdraft column is a calculation: Current Overdraft – Commitments = Potential Total Overdraft
  - *Operates under the assumption that all items in the commitments column will pay out on the AU*

# Potential Overdraft Section: Possible Use

- Determine quickly which accounting units are currently overdrawn and may require attention and resolution
- Determine quickly which accounting units are currently NOT overdrawn but may overdraw after committed expense posts to the ledger as actual expense
- Determine quickly which accounting units are currently overdrawn and may further overdraw after committed expense posts to the ledger as actual expense
- In general, aids departmental project planning and can be a quick indicator of an overspend that should be addressed

# Potential Overdraft Section: Comparison to Current Grant Reports & Notifications



Preparing people to lead extraordinary lives

Loyola University Chicago  
Pending Closeout Snapshot  
6xxx - SAMPLE DEPARTMENT  
As of August 16, 2016

## POTENTIAL OVERDRAFT:

Please review detail reports to verify overdraft amount.

AU	Description	Current Overdraft	Commitments	Potential Total Cost
598765	NIH R01 CAxxxx MILL SAMPLE PI	370,060.34	428,976.97	(58,916.63)
598764	NIH R01 CAxxxx CORE 2 SAMPLE	(58,916.63)	58,916.63	0.00
598763	U OF HANOVER SAMPLE 12345 PI	886.60	1,042.15	(155.55)
598762	DOD W81XWH-99-X-0000 SAMPLE	2,380.63	2,008.00	(372.63)

## Loyola University Chicago Grant Summary For - SAMPLE PI as of 08/16/2016

F/A Rate: 49.5%  
F/A Base: 4  
End Date: 08/31/2017  
Grant Administrator: Example 1  
Status: Active

Budget	Prior Years Expenditures	Commitments	Current MTD	Current YTD	Available Balance
<b>ACCOUNT SUMMARY</b>					
<b>598765-NIH R01 CAxxxxMILL SAMPLE PI</b>					
<b>Direct Non-Salary Expense</b>					
6580 SUBCONTRACTS <\$25,000	25,000.00	25,000.00	.00	.00	.00
6581 SUBCONTRACTS >\$25,000	4,443,260.00	4,014,283.03	.00	58,916.63	(58,916.63)
<b>Total Direct Non-Salary Expense</b>	<b>4,468,260.00</b>	<b>4,039,283.03</b>	<b>.00</b>	<b>58,916.63</b>	<b>(58,916.63)</b>
<b>Indirect Expense</b>					
7030 INDIRECT COSTS	12,375.00	12,375.00	.00	.00	.00
<b>Total Indirect Expense</b>	<b>12,375.00</b>	<b>12,375.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL 511875</b>	<b>4,480,635.00</b>	<b>4,051,658.03</b>	<b>.00</b>	<b>58,916.63</b>	<b>(58,916.63)</b>

Current Overdraft = Budget - Prior Years Expenditures - Current YTD

\$4,480,635.00 - \$4,051,658.03 - \$58,916.63 = \$370,060.34

\*ESTIMATED Available Direct Cost / (Deficit) :

(\$39,409.12) \*

This represents the estimated available amount of direct expenditures remaining in the grant. (Total Cost divided by 1 plus the F/A Rate above)

# AUs Scheduled to End/Close Section: Possible Use

- At-a-glance departmental grant analysis and sunset planning for project closeout
- Early alert of a project end date that can be used for other departmental closeout reviews such as:
  - *Send notifications to other offices to move animal cages, core facility charges, etc. to a different AU*
  - *Review staff charged to directly project and start transfer to a new project*
  - *Review grant balance and expense on project to be sure charged appropriately*
- Includes a reminder to work with either ORS or SPA to initiate an Advance Account Form, if needed, to update the end date of the project pending an extension and/or additional funding

# AUs Scheduled to End/Close Section: Display

- Listed Accounting Units are counted 90 days from the end of the month the report is run.
  - *A Pending Closeout Snapshot Report run on 8/16/16 would display AUs Scheduled to End/Close 90 days into the future using 8/31/16 as the starting point to count days, essentially 3 months from the end of the month in which the report is generated*
- Scheduled End Date is the date keyed into the University general ledger system and is based on documentation for the specific grant
  - *If this date is incorrect please work with SPA to update the date*
  - *If this date is correct and project is ending, SPA will perform various grant reviews & analyses in expectation of project closeout*

# AUs Scheduled to End/Close Section: Comparison to Current Grant Reports & Notifications

## GRANTS SCHEDULED TO END/CLOSE:

AUs shown are counted 90 days from 08/31/2016. Work with ORS/SPA to initiate an Advanced Account Form if needed.

AU	Description	Scheduled End Date
588333	ACS RSG-XX-999-01-NKG SAMPLE	06/30/2016
588332	MOA LUMC SAMPLE 33333 PI Y	06/30/2016
588331	NIH SUB NORTHWESTERN PI SAMPL	06/30/2016
588330	NIH SUB THERAPY CTR SAMPLE	06/30/2016
588329	LOLLY FOUNDATION SAMPLE	06/30/2016
598762	DOD W81XWH-99-X-0000 SAMPLE	08/31/2016

**From:** [gmitron@luc.edu](mailto:gmitron@luc.edu)  
**To:** [ORS\\_CONTACT](#); [GRNTCON](#) Grant  
**Subject:** 598762 End Date Notification Friday,  
**Date:** July 15, 2016 11:45:42 AM [Grants](#)  
**Attachments:** [End\\_Notification\\_598762.pdf](#)

Please see the attachment regarding a grant account that is scheduled to end within 45 days.

July 15, 2016

The project 598762 - DOD W81XWH-99-X-0000 SAMPLE scheduled to end on 08/31/2016. Please inform Sponsored Program Accounting if you have received a request to plan to request an extension. The current available total cost budget (deficit) of this accounting unit is \$ 8,400.82 as of June 30, 2016. Request for a no-cost extension should be submitted through Research Services.

If applicable, please process employee information forms to terminate or change the funding for salaries currently being charged against your grant, and forward any outstanding expenditure requests (check requisitions, expense reports, etc.) as soon as possible.

Please contact your Grant Administrator, SAMPLE 2, for any further questions.

Thank You,  
Sponsored Program Accounting



# Payroll Posting on Scheduled to End/Close: Display

- 3 report views, varies by individual department policy & not managed by Sponsored Program Accounting
  - *All payroll access*
    - User generating report has been granted access to view all payroll posting to grant AUs for the department
  - *Partial payroll access*
    - User generating report has been granted access to view some payroll posting to grant AUs for the department. He/she can view payroll for only certain AUs.
  - *No payroll access*
    - User generating report does not have any access to view payroll for any grant AUs within the department
- To check your personal user rights if unsure of personal access levels, log into WebFocus and navigate to Detail Reports then Security Access Check
  - *If WebFocus access is needed complete the access request form at [http://www.luc.edu/media/lucedu/finance/pdfs/System\\_Access\\_Form.pdf](http://www.luc.edu/media/lucedu/finance/pdfs/System_Access_Form.pdf)*

# Payroll Posting on Scheduled to End/Close: Display

- Accounting Units with upcoming end dates are organized from lowest AU number to highest
  - *Start and end dates stored in University general ledger are noted to the right of the AU*
  - *The listing of AUs should be the same or fewer than the AUs included in the Grants Scheduled to End/Close section*
    - If there are fewer AUs in this section vs the Grants Scheduled to End/Close it is because some AUs from Grants Scheduled to End/Close do not have payroll posting to the project as of report run date
- Employee is listed by Lawson ID (LID)

# Payroll Posting on Scheduled to End/Close: Possible Use

- Determine quickly which AUs scheduled to end/close have payroll posting to the project
- Assists in faculty and staff transition to different AUs if AU is ending
  - *Salary cannot be charged to a project after the project end date*
  - *Salaries can be moved through submission of an updated EIF or PAF via the Portal for HSD projects*
  - *Salaries can be moved through submission of an updated PAF for faculty via Faculty Administration, ePAF, or PAF for staff via .pdf for Lakeside employees*
- Payroll is one of the more complex expense types to manage and this allows for earlier planning
  - *Changes to the AU being charged requires multiple approvers which takes time*
  - *Adjustments are uploaded and posted according to the schedule set by the Payroll department (governed by the payroll calendar) and therefore do not post as quickly to the ledger as adjustments to other expense types*

# Payroll Posting on Scheduled to End/Close: Comparison of 3 Views Based on User Rights

## PAYROLL POSTING ON SCHEDULED TO END/CLOSE

588329 LOLLY FOUNDATION SAMPLE (07/01/2014 - 06/30/2016)

133333 SAMPLE, PERSON 3

144444 SAMPLE, PERSON 4

598762 DOD W81XWH-99-X-0000 SAMPLE (09/01/2014 - 08/31/2016)

133333 SAMPLE, PERSON 3

155555 SAMPLE, PERSON 5

144444 SAMPLE, PERSON 4

*View: Full Payroll Access*

Please note that the payroll detail below may have been limited due to your Webfocus payroll access level. You can review your access by running Financial Reports > Detail Reports > Security Access Check.

## PAYROLL POSTING ON SCHEDULED TO END/CLOSE

Employee   Employee Name

588329 - LOLLY FOUNDATION SAMPLE (07/01/2014 - 06/30/2016)

133333 SAMPLE, PERSON 3

144444 SAMPLE, PERSON 4

*View: Partial Payroll Access*  
*--Notification of limited payroll access*  
*--Instructions to review user access*

Run on: August 16, 2016

Page 1

## PAYROLL POSTING ON SCHEDULED TO END/CLOSE

Please note that payroll detail has been excluded due to your Webfocus payroll access level. You can review your access by running Financial Reports > Detail Reports > Security Access Check.

*View: No Payroll Access*  
*--Notification of payroll access restriction*  
*--Instructions to review user access*

# Budget Variance-Payroll Section: Display

- Listing of AUs ending within 90 days of report run date
- Budget column shows budget as loaded into University system, based on budget received from the Office of Research Services or HSD Finance
  - *Is subtotaled by major cost category E.g. Total Faculty Salaries is a sum of all Faculty Salary account codes & Total Student Salaries is a sum of all student salary account codes*
  - *The University's Chart of Accounts is the framework for determining category subtotals <http://www.luc.edu/finance/chartofaccounts.shtml>*
- Expense column shows current expense as posted to the University general ledger for each AU
  - *Is subtotaled by major cost category*
  - *The University's Chart of Accounts is the framework for determining category subtotals <http://www.luc.edu/finance/chartofaccounts.shtml>*
- Variance column shows positive or negative (over or under) variance between budget loaded into University Systems and current expense as posted to the University general ledger for each AU

# Budget Variance-Payroll Section: Possible Use

- At-a-glance summary of budget, expense, and variance per AU
- Subtotaled by “major cost category” to quickly show budget, expense, and variance by major cost category which can assist with grant and departmental planning
- Variance can help to determine if a person or persons who SHOULD NOT be charged to the grant are being charged there
  - *The variance could be negative, or lower than expected, as more salary than was budgeted is being charged to the project in error*
- Variance can help to determine if a person or persons who SHOULD be charged to the grant are being charged there as planned
  - *The variance could be positive, or higher than expected, as not as much salary as was budgeted is being charged to the project*

# Budget Variance-Payroll Section: Comparison to Current Grant Reports & Notifications

## BUDGET VARIANCE - PAYROLL:

Total payroll category variance per grant.

Account	Description	Budget	Expense	Variance
<b>588333 ACS RSG-XX-999-01-NKG SAMPLE (07/01/2011 - 06/30/2016)</b>				
FACULTY SALARIES				
5010	TENURE TRACK FT FACULTY SAL	128,493.00	150,305.88	(21,812.88)
5210	RESEARCH ASSOCIATE SALARY- FT	49,500.00	.00	49,500.00
TOTAL FACULTY SALARIES		177,993.00	150,305.88	27,687.12
ADMINISTRATIVE STAFF SALARIES				
5110	STAFF SALARY- FT EXEMPT	25,002.00	19,439.20	5,562.80
STUDENT SALARIES				
5310	STUDENT WORKER	.00	307.33	(307.33)
5320	GRAD STUDENT STIPEND	105,833.00	136,291.75	(30,458.75)
TOTAL STUDENT SALARIES		105,833.00	136,599.08	(30,766.08)
<b>GRAND TOTAL 588333</b>		<b>308,828.00</b>	<b>306,344.16</b>	<b>2,483.84</b>

### Loyola University Chicago

**Grant Summary  
For - SAMPLE  
as of 08/31/2016**

F/A Rate: 20%  
F/A Base: 4  
End Date: 06/30/2016  
Grant Administrator: Sample 1  
Status: Active

	Budget	Prior Years Expenditures	Commitments	Current MTD	Current YTD	Available Balance
<b>ACCOUNT SUMMARY</b>						
<b>588333 - ACS RSG-XX-999-01-NKG SAMPLE</b>						
Salary Expense						
5010 TENURE TRACK FT FACULTY S	128,493.00	150,305.88	.00	.00	.00	(21,812.88)
5110 STAFF SALARY- FT EXEMPT	25,002.00	19,439.20	.00	.00	.00	5,562.80
5210 RESEARCH ASSOCIATE SALARY	49,500.00	.00	.00	.00	.00	49,500.00
5310 STUDENT WORKER	.00	307.33	.00	.00	.00	(307.33)
5320 GRAD STUDENT STIPEND	105,833.00	136,291.75	.00	.00	.00	(30,458.75)
<b>Total Salary Expense</b>	<b>308,828.00</b>	<b>306,344.16</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,483.84</b>
Benefit Expense						

# Budget Variance-Non Payroll Section: Display

- Budget column shows budget as loaded into University systems
  - *Is subtotaled by major cost category. E.g. Total Printing & Publications is a sum of all Printing & Publications account codes*
  - *The University's Chart of Accounts is the framework for determining category subtotals <http://www.luc.edu/finance/chartofaccounts.shtml>*
- Expense column shows current expense as posted to the University general ledger for each AU
  - *Is subtotaled by major cost category*
  - *The University's Chart of Accounts is the framework for determining category subtotals <http://www.luc.edu/finance/chartofaccounts.shtml>*
- Variance column shows positive or negative (over or under) variance between budget loaded into University Systems and current expense as posted to the University general ledger for each AU



# Budget Variance-Non Payroll Section: Possible Use

- At-a-glance summary of budget, expense, and variance per AU
- Subtotaled by major cost category to quickly show budget, expense, and variance by major cost category which can assist with grant and departmental planning
- Variance can help to determine if an expense that SHOULD NOT be charged to the grant is being charged there, or is being charged to an incorrect account code & should be updated
  - *The variance would be negative, or lower than expected, as more expense than was budgeted is being charged to the project or to an incorrect account code*
- Variance can help to determine if an expense that SHOULD be charged to the grant is being charged there as planned
  - *The variance would be positive, or higher than expected, as not as much expense as was budgeted is being charged to the project*

# Budget Variance-Non Payroll Section: Comparison to Current Grant Reports & Notifications

## BUDGET VARIANCE - NON-PAYROLL:

Grant has budget variance that may or may not be allowed per sponsor. Refer to grant agreement for budget variance tolerances.

AUs shown are counted 90 days from 08/31/2016. Work with ORS/SPA if a rebudget is needed from sponsor before grant end.

Account	Description	Budget	Expense	Variance	Variance %
<b>588333 ACS RSG-XX-999-01-NKG SAMPLE (07/01/2011 - 06/30/2016 )</b>					
SUPPLIES					
6110	SUPPLIES-INSTRUCT/PROGRAM	139,645.17	161,387.40	21,742.23	(15.6%)
PRINTING & PUBLICATIONS					
6200	PRINTING - INTERNAL	.00	90.00	90.00	100.0%
6201	PRINTING - EXTERNAL	1,500.00	2,075.56	575.56	(38.4%)
TOTAL PRINTING & PUBLICATIONS		1,500.00	2,165.56	665.56	(44.4%)
POSTAGE & SHIPPING					
6220	POSTAGE, SHIPPING, HANDLING	.00	51.97	51.97	100.0%
CONTRACTED SERVICES					
6253	CONTRACTED OUTSOURCED SERVICES	.00	1,000.00	1,000.00	100.0%
TRAVEL, CONFERENCES & CONVENTIONS					

University Chicago  
 Grant Summary  
 for - SAMPLE  
 of 08/31/2016

F/A Rate: 20%  
 F/A Base: 4  
 End Date: 06/30/2016  
 Grant Administrator: Sample 1  
 Status: Active

		Budget	Prior Years Expenditures	Commitments	Current MTD	Current YTD	Available Balance
<b>ACCOUNT SUMMARY</b>							
<b>588333 - ACS RSG-XX-999-01-NKG SAMPLE</b>							
<b>Salary Expense</b>							
5010	TENURE TRACK ET FACULTY S	128,493.00	150,305.88	.00	.00	.00	(21,812.88)
<b>Direct Non-Salary Expense</b>							
6110	SUPPLIES-INSTRUCT/PROGRAM	139,645.17	161,387.40	.00	.00	.00	(21,742.23)
6200	PRINTING - INTERNAL	.00	90.00	.00	.00	.00	(90.00)
6201	PRINTING - EXTERNAL	1,500.00	2,075.56	.00	.00	.00	(575.56)
6220	POSTAGE, SHIPPING, HANDLI	.00	51.97	.00	.00	.00	(51.97)
6253	CONTRACTED OUTSOURCED SER	.00	1,000.00	.00	.00	.00	(1,000.00)
6310	PROF DEVELOPMENT, MEETING	6,000.00	5,939.84	.00	.00	.00	60.16
6312	MEMBERSHIPS & DUES	.00	480.00	.00	.00	.00	(480.00)

# Additional Training & Questions

- If there is a need for additional training on this report or for any other SPA training requests, please complete the SPA Training Request web form found at <http://www.luc.edu/spa/index.shtml>
- If there are questions or feedback as to the design of the report or output, please contact your Grant Administrator directly. Grant Administrators manage grants by department, and the current listing can be found online at [http://www.luc.edu/spa/contact\\_us.shtml](http://www.luc.edu/spa/contact_us.shtml)

## SPA Training Request

Request training on grants and post-award grants management. We offer both broad and topic-specific training depending on your needs. Training can be in-person, via Skype or via Videoconference.

[SUBMIT A REQUEST](#)

