

CSS Monthly PI Portfolio Reporting Process

Step 1: Monthly Review

RA logs into PI Portfolio with selected PI “applied”

1. RA reviews projections
 - a. Verify projections with activities in last closed month (i.e. PETs not yet posted, significant expenses not yet encumbered/posted, regular occurring expenses) vs. actuals
 - b. Review personnel tab (in projection view) for projection vs. actuals variances
 - c. Update and adjust projections as applicable.

2. RA reviews Portfolio Tab
 - a. Verify budget and total expenses to date and pay special attention to the following if applicable:
 - i. Overdrafts
 - ii. Closed Awards
 - iii. Encumbrances
 - b. Review funds via “My Allocations-Projection” filter (expanded view)
 - i. Check if balances are in overdraft with current projections
 - c. Review funds via “Total Award” filter (expanded view)
 - i. Check for missing Dept ID/CF1/CF2 allocations
 - ii. Check for expenses in other Dept ID/CF1/CF2 that may not appear in “My Allocation - Projection” view

3. RA reviews Fund Summary Tab
(Only necessary for new awards, funds in overdraft, or awards with categorical budget limit)
 - a. Verify accuracy of Fund information
 - b. Identify funds where expenses exceed budgeted amount (total amount and categorical budget)
 - c. Verify where sponsor requires approval for exceeding budget

4. RA reviews Transactions Tab
 - a. Select start & end month, then click “apply”
 - b. RA should review by:
 - i. “My Allocations” and/or;
 - ii. “Total Award” (if applicable)
 - c. If there are no new awards, or awards that received additional funding, skip to “Step 3: Monthly Reporting”

Step 2: Projections Setup **

(Only necessary for new awards, awards that received additional funding or when RA receives information from PI)

1. RA creates Projections within PIP Projections tool for all applicable funds/awards of PI for present month forward (duration of projection contingent upon current available budget, or confirmation of anticipated funding)
 - a. RA selects data from PIP (i.e. Burn Rate for average non-compensation expenses) or inserts (i.e. tuition or other significant expenses) as well as inserting existing
 - b. Also using information from Notice of Award or PI's input (i.e. anticipated hirings)
2. RA should "apply" any projection lines created in order to save
 - a. If RA needs to leave Projection tools, as long as projection lines are "applied," they are saved
 - b. Once projections are completed for all funds/awards, the RA will share with the PI in the Monthly Reporting email (see step 3)

Step 3: Monthly Reporting

Following:

Step 1: Monthly Review

Step 2: Projections Setup (if applicable)

1. RA crafts email:
 - a. Utilizing CSS RA template as text of email covering (if applicable):
 - i. Overdrafts
 - ii. Rate of spending
 - iii. Closed funds
 - iv. Funds that will be expiring soon (at least 60 days before)
 - v. Active funds (i.e. PET, major cost transfers, major projections)
 - vi. Non-sponsored funds
 - vii. New/pending awards
 - viii. Any errors or corrections
 - b. Including link to PI portfolio (use bookmarked link to share customized view)
2. Discuss exceptional reporting with supervisor
3. RA sends email to PI

Step 4: Documenting Internal Key Controls

Following:

Step 1: Monthly Review

Step 2: Projections Setup (if applicable)

Step 3: Monthly Reporting

1. RA uses monthly SmartSheet (or Intranet) to document monthly review and reporting
 - a. RA filters RA's name or by PI's name
 - b. Enters date Monthly Reporting email sent to PI
 - c. Enters date Internal Key Controls completed
 - d. Uploads a copy of email & any PDF or other documents sent to PI as part of monthly review/reporting