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”

Updated 10/11/2016
**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. anticipatedhirings)

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

Updated 10/11/2016
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