

Department: **SAMPLE DEPARTMENT**

1 Project No 1000999 2 13000 FA00

3 Proj Desc: **SAMPLE DESCRIPTION**

17 18 19 20 21 22

Budget Category	Budget \$	Actual \$	Current Bal \$	Pre-Encumbr \$	Encumbr \$	Avail Bal \$
4 SALARIES	\$690,139	\$439,446	\$250,693	\$0	\$0	\$250,693
5 FRINGE BENEFIT	\$174,379	\$102,560	\$71,819	\$0	\$0	\$71,819
6 TRAVEL	\$214,608	\$117,630	\$96,978	\$0	\$10,079	\$86,898
7 CONTRACTUAL SVC	\$72,924	\$46,515	\$26,409	\$0	\$11,700	\$14,709
8 SUBAWARDS	\$84,518	\$43,357	\$41,161	\$7,911	\$6,244	\$27,006
9 FIXED CHARGES	\$59,762	\$116,789	(\$57,027)	\$0	\$0	(\$57,027)
10 SUPPLIES	\$43,370	\$49,828	(\$6,458)	\$0	\$0	(\$6,458)
11 EQUIPMENT	\$35,049	\$35,049	\$0	\$0	\$0	\$0
12 CAPITAL IMPROVEMENT	\$0	\$0	\$0	\$0	\$0	\$0
13 TRANSFER	\$0	\$0	\$0	\$0	\$0	\$0
14 OTHER	\$0	\$105	(\$105)	\$0	\$0	(\$105)
15 OTHER DIRECT COSTS	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal - Direct Costs:	\$1,374,749	\$951,280	\$423,469	\$7,911	\$28,023	\$387,535
16 INDIRECT COSTS	\$579,120	\$390,105	\$189,015	\$0	\$0	\$189,015
TOTAL:	\$1,953,869	\$1,341,385	\$612,484	\$7,911	\$28,023	\$576,550

End of Report

How to read the USCSP Project Summary Report

The Project summary report is based on financial data as of a month close. In our sample, the month close is 10/31/2018 as indicated in the upper right portion of the report.

I just want the bottom line:

The **green circle** reflects the available balance NOT including encumbered items. This figure might be helpful if you plan to cancel any encumbered items.
 The **red circle** includes the balance including encumbered items. This figure will be helpful if there are plans to fully expend encumbrances.

What do all of these categories mean?

Below you will find a description of each category in the report. If you are looking for the bottom line of the available balance, please refer to the green circle and the red circle.	
1	The Project number is the PeopleSoft project number
2	This is the legacy department and fund number
3	This is the project description assigned by a central office when the account is established
4	The salaries category includes all salaries i.e. faculty, temps, students (not tuition)
5	The fringe benefits category includes all fringe benefits i.e. workers comp, associated health, FICA, etc.
6	The travel category includes all travel i.e. student travel, faculty travel, non-employee travel
7	The contractual services (object codes beginning with 52) include items such as various monthly services (ex:phone) and data processing contracts.
8	Subawards includes all subaward amounts
9	The fixed charges category includes leases, rents, participant costs, and tuition supplements.
10	The supplies category includes data processing supplies, educational supplies, etc.
11	The equipment category (no IDC charged)
12	The capital improvement category includes object codes beginning with 57: permanent improvements, fees associated with architects/engineering, etc.
13	The Transfer category includes any overdraft entries from departmental funds to cover overages
14 - 15	The Other direct cost categories include contingencies and possibly new objects codes not assigned to other groupings.
16	The Indirect cost category reflects the indirect rate for the project collected against the eligible direct cost categories
17	The Budget \$ amount reflects the total budget for that particular category based on award and any approved rebudget requests
18	The Actual \$ amount reflects the total posted expenditures for that particular category
19	The current balance = Budget \$ less Actual \$
20	The Pre-encumbr \$= reflects transactions entered into PeopleSoft but not yet approved (Ex: Purchase requisition not yet approved)
21	The Encumbr \$= reflects fully approved commitments in PeopleSoft such as Purchase orders, Subawards, and Travel. Once the payment is executed, it will post as an Actual
22	The Avail Bal \$= Budget less Actual less Pre-Encumbrance less Encumbrance