Run all reports using BAIRS for PI portfolio of current use funds and C&G funds.

If expenditures are not correct, make corrections using Financial Journals or Payroll Expense Transfer.

Reconcile projections and payroll lien report to actual BAIRS detail report noting any discrepancies and verifying the discrepancies with HR.

Make adjustment to projections/liens.

Update previous month’s summary sheet with new direct cost data from BAIRS and projections.

Compile report.

SAS 115 review completed and signed off by RA.

Review report and report errors and/or ask questions within 30 days.

Correct errors and make adjustments noted during report review within 30 days of notification.

In SmartSheet upload reports, enter date summary report was provided to each PI, and the date the SAS 115 was signed.

Monthly Financial Reporting

• This process document is current effective 1/20/2015
• If you have questions about this document please contact ptimaps@lists.berkeley.edu
**Monthly Financial Reporting**

**CSS RA**

| Responsible: owner of the task. |
| Accountable: the one ultimately answerable for the correct and thorough completion of the task. |
| Consulted: provides information and/or expertise necessary to complete the task. |
| Informed: needs to be notified of results |

**CSS RA**

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<th>A/R</th>
<th>CSS RA</th>
<th>CSS HR</th>
<th>PI</th>
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**Run all reports using BAIRS for PI portfolio of current use funds and C&G funds.**

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**If expenditures are not correct, make corrections in Financial Journals.**

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**Reconcile projections and payroll lien report to actual BAIRS detail report noting any discrepancies and verifying the discrepancies with HR.**

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**Make adjustment to projections/liens.**

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**Update previous month's summary sheet with new direct cost data from BAIRS and projections.**

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**Compile Report and send to PI.**

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**SAS 115 review completed and signed off by RA.**

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**Review report and report errors and/or ask questions within 30 days.**

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**Correct errors and make adjustments noted during report review within 30 days of notification.**

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**In SmartSheet upload reports, enter date summary report was provided to each PI, and the date the SAS 115 was signed.**

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CSS RA – Monthly Financial Reporting

Daily/Weekly

- Award Management
- Update working document as new allocations/liens happen or changes occur
- Pull salary projections or salary liens report
- Evaluate and determine correct report parameters
- Check expenditures for accuracy
- Run all reports using BAIRS for PI portfolio of current use funds and C&G funds
- Expenditures correct?
- Yes
- No
- Expenditure corrections:
  - Use Financial journals for incorrect codes used or payroll expense transfer.
  - If other, then CGA must correct.
- Reconcile projections report to actual BAIRS detail report noting any discrepancies
- Verify discrepancies with HR
- Make adjustment to projections/liens
- Update previous month’s summary sheet with new direct cost data from BAIRS and projections
- Compile Report, add comments for communication to PI, scan to PDF, send to reviewers/PI, and store according to dept standards
- SAS 115 Review completed and signed off by RA
- Correct errors and make adjustments noted during report review within 30 days of notification
- Log in to Smartsheet (http://www.smartsheet.com), upload all reports (BAIRS reports, Summary reports, and Projections), enter the date the summary report was provided to each PI, and the date the SAS 115 was signed

Monthly

- Review report
- Report errors and/or ask questions within 30 days

Legend

- Start/End
- Process Step
- Subprocess Step
- Decision Point
- CSS
- Unit
- Central Campus Unit (Disbursements, Procurement etc.)
- Faculty (Customer)
- 3rd Party

Guidelines

- Common Smartsheet online repository
- Form
- Notification sent via Email