Level 2 – To Be – Managing Financial Reporting

SME: Mary Gorder

**Initiator**
- Can be either the Sponsor or Management or Academic Unit

**Academic Unit**
- Reviewed
- Summary Report
- and submit changes

**Initiator**
- GPC_021_2
- GPC_142_1

**SFR Workbench**
- PS MODIFICATION
- review for Report
- Due dates
- Access an Award
- GPC_320

**Narrative**

**A SFR Workbench** is not delivered in PS – this will be a Modification. This workbench will serve three business processes. It will be the central location for the SFR Accountant to monitor their Reporting and Invoices “due” for the Managing Financial Reporting process and Managing Award Billing process and it will aid in gathering of statistical information for the Reporting and Invoicing Oversight Report process.

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**Reporting Workfile**
- Used as a “Staging” area to evaluate transactions and make corrections to what is included on the Trans Summary Report and the Draft/Final report creation.

**Transaction Summary Report** will show which transactions will be included on report and also show those transactions not included. This Report is sent to the Academic Unit for review and will aid in communicating the financial report details to the Academic Unit. GPC_142_1 and GPC_231

**Transaction** correction?
- Yes
- No

**Report Forms** that will be mapped
- There are currently 34 Financial Reports that will be mapped. See Functional Design Configuration Document GPC_021_1 for a list.
- Reporting trees will be used for all Financial Reports to establish reporting files.

**Stop**

**Report Creation**
- The Report Creation is a modification utilizing the Reporting Workfile, App Engine and mapped forms. A Copy of the Report is sent to the Sponsor, PI and Academic Department Accountant.

**Quarterly 272 Report** – will be created using data store in Grants/Project/Contracts tables, based on quarterly cumulative information of daily LOC Draws.
- GPC_136 and GPC_137

**Electronic submission – L3** process where the accountant goes online and completes/ submits form (i.e. eCommons)

**Purpose**
- Only 2 delivered PS report forms (SF 269/SF 272) Both are Federal forms and are “AS OF” reporting tools. Currently our business process is to report at the transaction level. There are no delivered PS reports for Non-Federal, Sponsored, Contracts.

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**Report Creation and Plug in Table**
- Modification
- The creation of the report begins with the reporting workfile evaluation and ends with the storage of the finalized invoice. Plug in values (Sponsor Specific data not retrievable from PeopleSoft) will be enterable directly into the form body.

**EDMS** has been identified as the Data Storage tool for financial reports.