SPONSORED PROGRAMS

Accounting
Information
On WebFM

FINANCIAL MANAGEMENT SYSTEM
Available thru AccessPlus

Sponsored Programs Accounting, Controller's Department
March, 2009
# Sponsored Programs-WebFM

## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>WebFM - Financial Management System</td>
<td>3</td>
</tr>
<tr>
<td>WebFM – Sponsored Programs Menu</td>
<td>3</td>
</tr>
<tr>
<td>Financial Report</td>
<td>4</td>
</tr>
<tr>
<td>Account Totals</td>
<td>5</td>
</tr>
<tr>
<td>Award Budget Browse</td>
<td>6</td>
</tr>
<tr>
<td>Award Budgets</td>
<td>7</td>
</tr>
<tr>
<td>Award Listing</td>
<td>8</td>
</tr>
<tr>
<td>Award Summary</td>
<td>9</td>
</tr>
<tr>
<td>Class Totals by Budget Code</td>
<td>10</td>
</tr>
<tr>
<td>Indirect Cost Detail</td>
<td>11</td>
</tr>
<tr>
<td>RMM IDC Distribution</td>
<td>12</td>
</tr>
<tr>
<td>RMM IDC Summary</td>
<td>13</td>
</tr>
<tr>
<td>Terms and Conditions</td>
<td>15</td>
</tr>
<tr>
<td>Browse - Sponsored Programs</td>
<td>16</td>
</tr>
<tr>
<td>Browse PI Example</td>
<td>17</td>
</tr>
<tr>
<td>Browse SP Budget Codes Example</td>
<td>18</td>
</tr>
<tr>
<td>User Notes</td>
<td>19</td>
</tr>
</tbody>
</table>
Introduction

This manual is a guide to the Sponsored Programs screens on WebFM, the financial management system available through AccessPlus. The Sponsored Programs screens are available for accounts starting with “4”. Accounts in the “4xx” fund series represent external funds awarded to Iowa State as contracts, grants, cooperative agreements, and gifts.

Because of the various requirements associated with sponsored funding, the format of this system is designed to assist departments, colleges, and research units in the administration and monitoring of their awards.

All general information, i.e. sponsor names, award period, budgets, etc. are input by the Sponsored Programs Accounting (SPA) Office based on information in the award documents and may be subject to interpretation. Personnel addresses and financial information are derived from databases maintained by Human Resources and the Controller’s Department.

Sponsored Programs Screens

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Report</td>
<td>Displays the Sponsored Programs Financial Report for a specific fund account</td>
</tr>
<tr>
<td>Account Totals</td>
<td>Displays expenditure information by SP budget code categories</td>
</tr>
<tr>
<td>Award Bdgt Browse</td>
<td>Displays a listing of budgets that have been entered for an account</td>
</tr>
<tr>
<td>Award Budgets</td>
<td>Displays the budgets that have been entered for an account</td>
</tr>
<tr>
<td>Award Listing</td>
<td>Displays listing of sponsored programs accounts using various sorts</td>
</tr>
<tr>
<td>Award Summary</td>
<td>Displays general award information on a specific (4xx) fund account at a summarized level</td>
</tr>
<tr>
<td>Class Tot by Bdgt Cd</td>
<td>Displays accounting class code expenditure totals for a specific SP budget code category</td>
</tr>
<tr>
<td>Indirect Cost Detail</td>
<td>Displays information on how indirect costs (aka facilities &amp; administrative costs) are calculated</td>
</tr>
<tr>
<td>RMM IDC Distributn</td>
<td>Displays information on how indirect costs are distributed, identifies subaccounts - only available for Admin accounts</td>
</tr>
<tr>
<td>RMM IDC Summary</td>
<td>Displays summary information on RMM IDC Distributions based on indirect, incentive and budget home</td>
</tr>
<tr>
<td>Terms &amp; Conditions</td>
<td>Displays some of the terms and conditions on a specific award</td>
</tr>
<tr>
<td>Browse – Sponsored Programs</td>
<td>Displays browse information available for PIs, sponsors, reference numbers, SP budget codes and indirect codes</td>
</tr>
</tbody>
</table>
WebFM - Financial Management System

To access WebFM from your AccessPlus homepage, first click on the uBusiness tab. Next click on WebFM in the area on the left.

WebFM - Sponsored Programs Menu

The menu shown below should now be displayed on your monitor. This menu lists all the screens available in WebFM, the Financial Management System.

TRANSACTION DETAIL:

Some intramural transactions provide links to actual billing tickets. Until now all intramurals were listed under ACTG-Intramural Billing Tickets in e-reports. The naming of intramural reports will change on Jan 1, 2009. Any intramural available prior to Jan 1, 2009, will be grouped under ACTG-Intl-Intramural. Each report type (Bookstore, Central Store, Printing, etc.) is also listed separately. As new intramural report types become available on e-reports, they will be listed as separate report options.
Financial Report

The Financial Report screen is an online view of the Sponsored Programs Financial Report. Enter an account number in the fund (4xx), main (xx) and acct (xx) boxes and click on Financial Report in the Sponsored Programs menu.

Clicking on Acct Info will display the account’s title, award period, sponsor and other information.

Clicking on Print View will display a version of the report that can be printed on two pages in portrait orientation.

The Financial Report screen is available for all active 4xx accounts, and for 4xx accounts that were deleted in the past two fiscal years.
**Account Totals (Under Sponsored Programs)**

The Account Totals screen displays expenditure information by Sponsored Programs (SP) budget cost categories. Two views are available. The Monthly Periodic view shows expenditure totals for each month. These totals represent only expenses incurred for that month. The Monthly Incept-Date view shows the cumulative totals for the account at the end of each month. Each month’s expenses are added to the previous month’s total.

Account Totals screens are available for the current fiscal year and the previous two fiscal years.

Clicking on Print View will display a version of the report that can be printed on two pages in landscape orientation.

**Account Totals - Drill downs**

A standard feature in WebFM is the ability to drill down on underlined items.

From either of the views for Account Totals, it is possible to drill down to the Class Tot by Bdgt Cd screen by clicking on a budget category.
Award Bdgt Browse

The Award Bdgt (Budget) Browse screen displays a listing of budgets entered for an account. More than one budget will be listed for awards with incremental funding or rebudgets.

From the Award Bdgt Browse screen it is possible to drill down to the individual budgets for an account. Clicking on an underlined date will take you to the Award Budgets screen.
Award Budgets

The Award Budgets screen provides individual budget information by SP budget code category. This screen also contains indirect cost information for the entered budget.

A separate budget will be entered for each piece of incremental funding received. Also, a separate budget will be entered for approved rebudgets (like above example) and any budget reductions.
**Award Listing**

The Award Listing screen displays award information that can be sorted in various ways.

The left/right scroll bar is used to view all information on this screen, and the account number is listed in both the first and last columns.

The Start Browse box can be used to further define your sort by reference number, sponsor name or PI name. The underlined column headings can also be clicked to re-sort the information. The column highlighted in blue is always the current sort display.
Award Summary

The Award Summary screen provides general information on a specific 4xx account at a summarized level. Each account is designated as an Admin or Sub Account.

The Costshare Amt field is underlined, and an amount will be listed if the award has mandatory or voluntary committed costshare. A drill down on this field provides detail on the cost share that has been documented to date in the EASE effort reporting system.
### Class Tot by Bdgt Cd

The Class Tot by Bdgt Cd (Class Totals by Budget Code) screen will provide listings of class codes for a selected SP budget code category. The listing below is for code OS – Other Supplies.

#### Each SP budget code category can be selected under the “View” drop down box. Class code information can be viewed for the current fiscal year and the previous two fiscal years, which are selected under the “Year” drop down box.

Any of the underlined class codes can be clicked to drill down to the description of the class code. Any of the monthly amounts listed can be drilled down to transaction level detail, which includes the monthly transactions for the selected class code. Other transactions with class codes larger than the selected class code will also be listed.
Indirect Cost Detail

The Indirect Cost Detail screen will provide users with detailed information about indirect costs, a.k.a. facilities & administrative costs or IDC.

The base is the amount on which indirect costs are calculated. The rate listed is the indirect cost rate. The budgeted amount, spent amount and unspent balance of indirect costs are also shown. The indirect code specifies how indirect costs are calculated on incurred expenditures.

Indirect Codes:
01 Indirect costs calculated on actual salaries, wages and benefits
02 Indirect costs calculated on total direct costs incurred (includes equipment, tuition and subcontracts)
03 Indirect costs calculated on total direct costs less equipment, tuition, and each subcontract’s costs exceeding $25,000 (referred to as Modified Total Direct Costs or MTDC)
08 Indirect costs calculated on costs incurred with designated SP Budget Codes (the two characters bolded for each budget category on the SP financial report, or see page 18 of this handout for SP two character definitions)
09 Indirect costs calculated the same way as Indirect Code 03 LESS costs incurred with designated SP Budget Codes

The most common indirect codes are 02 and 03. Indirect costs are recalculated at the end of each month during the month end closing process. Please contact your assigned Sponsored Programs Accountant if you need assistance in understanding this detail.
RMM IDC Distributn

The RMM IDC Distribution screen will provide users with detailed information about indirect costs distributions to PI Incentive accounts, Resource Responsibility Center (RRC) Admin Units, RRC PI/Co-PI Budget Homes, and will list any Sub Accounts related to the Administrative Account number. This information is only available for Admin Accounts (Award Summary screen shows whether account is classed as an Admin or Sub Acct).
RMM IDC Summary

The RMM IDC Summary screen will provide users with summary information based on Indirect, Incentive and Budget Home. This information is only available for Admin Accounts (Award Summary screen shows whether account is classed as an Admin or Sub Acct). The Sub Acct posting information will be displayed for each Admin Acct.

Screen shot showing browse by IDC
Screen shot showing browse by Incentive Distribution

Screen shot showing browse by Budget Home Distribution
**Terms and Conditions**

Sponsored Programs Accounting has programmed specific terms and conditions to automatically appear for some (mostly federal) sponsors. In other cases the terms and conditions are individually tailored and entered by the SPA accountants based on information contained in the award documents.

Please note that NOT ALL of an award’s terms and conditions will be listed. The award documents should be reviewed for determining all applicable restrictions and regulations for an award.
Browse - Sponsored Programs

WebFM also has a Browse screen for Sponsored Programs to assist users in finding information in the SPA data tables. Browses are available by PI name, sponsor name, and sponsor reference number for both active awards and awards “historied” in the last 10 years. A browse is also available for Sponsored Programs budget codes and indirect codes.

The Start Browse field is not case sensitive and allows the user to quickly obtain information.
Browse PI (Principal Investigator) Example

In this example we are trying to determine the account number for an award of Dr. Hegland’s. The browse by PI will be selected, and “heg” will be keyed into the Start Browse field and hit enter. The following listing of PIs is shown. We will then click on Dr. Hegland’s name.

A listing of Dr. Hegland’s active accounts will be shown. Information on any of the awards listed can be assessed by clicking on the radial button underneath the select column and also clicking on any of the WebFM screens listed to the left (e.g. Financial Report).
Browse SP Budget Codes Example

This browse lists the SP budget code categories.

Browse SP Budget Codes Example

This browse lists the SP budget code categories.
User Notes

All WebFM users can add notes for all fund accounts. WebFM users can only edit their own notes.

Three sets of information may be displayed. The first item listed is the purpose from the Account Title (AT) system that was entered when the account was established. The second set is comments added to the AT system by the Controller's Department staff. The third set of information displayed is the WebFM user notes.

Contact Information

Please contact your assigned SPA accountant if you have any questions regarding the information available in WebFM or on any of your sponsored programs accounts.