Carnegie Mellon University
Sponsored Projects Accounting
PA20 - Task Funding Report Analysis—Procedures

Frequency: Monthly
Responsible Staff: Post Award Manager
Approval Required: None

Summary: Each month the Post Award Manager performs various analyses on the Task Funding report to determine such items as which PTAs can be corrected and therefore billed, which awards are overspent and most likely awaiting funding increments and which awards can be partially corrected to have some revenue generate.

Procedure:

To Determine which awards are overspent in total:

To Determine which non-overspent awards have funding available to adjust:
1. Run DW query “Task Funding – nonoverspent awards with funding to move” in the Sponsored Projects Accounting folder in the in the DW.
2. Filter the Task Funding Report by awards that are not overspent (see above procedure) and PTAs that have had a task funding issue for at least three months. Copy the results into a new worksheet within the workbook created with the DW query results in step 1.
3. Create a pivot table on the worksheet created in step 2 to list the awards with the current month task funding amount. This will provide a list of awards that have PTAs with task funding issues.
4. Paste value this pivot table.
5. Add a column within the data results from step 1 and v-lookup the award numbers into this column from the pivot table created in steps 3 & 4. The awards that do not have an “#N/A” as a result are the awards that are NOT overspent, but have had PTAs with task funding issues for at least three months.
6. Add another column to this data spreadsheet and enter a ‘yes’ for every award that has a value in the column added in step 5 and a ‘no’ for every award that has a ‘#N/A’.
7. Create a pivot table to show the available funding on all of the awards:
   a. The pivot table rows should be the following in this order:
      i. Award – enable total
      ii. Project – disable total
      iii. Task – disable total
   b. The pivot table columns should include the column created in step 6 with the yes/no values.
   c. The pivot data should be the “funding vs. expense variance” column.
8. Within the pivot table, filter to include only the column with the ‘yes’ value. This will give you a list of the PTA combinations for only the awards that are not overspent in total but have had task funding issues for at least three consecutive months.
9. Review the data and highlight and/or mark in an adjacent column which awards have PTAs with positive balances. These awards are the ones that have funding available to partially correct the task funding issues associated with these awards.
10. The final step is for the Post Award Manager to share this information with the Post Award staff so that the appropriate funding adjustments can be made.