



Finance: PI Expense Validation Report



All expenses for sponsored projects, including payroll, must be validated by the Principal Investigator (PI), in Workday, on a frequent basis and should be completed within the month immediately following the end of the period. For Principal Investigators with multiple grants these will all be included into one validation report. This validation replaces the Effort Certifications and allows for related financial data to be reviewed on a consistent basis.

Table of Contents

- Expense Validation Report..... 1
- Confirm Validation and Upload Report..... 2
- Create Request: 3
- How do I Download/Upload the Expense Validation Report?..... 5
- Save for Later Functionality..... 5
- Run the R134 Grant Summary by Ledger Account..... 6
- Viewing data by Budget Period. 6

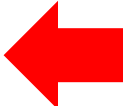
Expense Validation Report

In the month following the calendar year end, an announcement will appear on the PI’s Workday homepage.

- 1. Click the **Grants – Expense Validation Report** to initiate the process.



Grants - Expense Validation Report



- 1. Click on the hyperlink to run Expense Validation report 2....

An announcement displays containing two links. Each link must be completed to conclude this process.

Grants - Expense Validation Report

- 1. Click on the hyperlink to run [Expense Validation](#) report
- 2. Click on the hyperlink [Create Request](#) and attach the report in there for validation.

2. Click the **Expense Validation** link to initiate the process.

1. Click on the hyperlink to run [Expense Validation](#) report

3. Review the Expense Validation report for accuracy.

Grant	Current Budget	03 Sep	04 Oct	05 Nov	06 Dec	Life to Date	Obligation	Commitment	\$ Available to Spend	% Available to Spend	Cost Sharing
			Period	Period	Period						
Direct Cost	\$4,308,766.79	\$46,963.78	\$24,774.13	\$23,381.94	\$46,963.78	\$3,044,165.33	\$203,182.96	\$0.00	\$1,061,416.50	24.63%	\$3,044,165.33
GR00007 City of Orange Proposal to the U.S. Department of Education: University Assisted Full Service Community Schools Program	\$2,315,279.28	0.00	0.00	0.00	0.00	\$2,298,586.27	\$0.00	0.00	\$16,693.01	0.72%	\$2,298,586.27
GR000751 Subaward- Childrens Aid Society - City of Orange Proposal to the U.S. Department of Education: University Assisted Full Service Community Schools Program	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%	0.00
GR00028 Bonner Leader Program	\$34,982.57	\$1,034.61	\$1,121.77	\$1,300.48	\$1,034.61	\$43,711.30	\$463.00	\$0.00	\$10,808.27	19.66%	\$43,711.30
GR00009 Partners for Health-Montclair Community Farms	\$154,804.30	\$26,230.30	\$3,432.75	\$2,142.05	\$26,230.30	\$198,334.07	\$0.00	\$0.00	\$15,470.43	10.64%	\$198,334.07
GR00014 Montclair State University EEC O Project	\$335,127.00	0.00	0.00	0.00	0.00	\$237,838.78	0.00	0.00	\$237,288.22	55.55%	\$237,838.78
GR00402 FY20 Montclair State University EEC O Project	\$415,944.60	\$3,364.34	\$3,264.96	\$5,025.40	\$3,364.34	\$217,472.60	\$0.00	0.00	\$198,072.00	47.67%	\$217,472.60
GR00426 Deepening the Commitment: Advancing Civic and Community Engagement at Montclair State University	\$30,000.00	0.00	(\$1,588.61)	0.00	0.00	\$6,120.27	0.00	0.00	\$23,879.73	79.60%	\$6,120.27
GR00410 SCALE- Service Learning Trip	\$40,497.84	0.00	0.00	0.00	0.00	\$40,418.88	0.00	0.00	\$76.96	0.16%	\$40,418.88
GR00499 EECO AmeriCorps Program 2020 (FY21)	\$235,598.00	\$8,654.16	\$8,278.02	\$7,901.70	\$8,654.16	\$29,725.44	\$48,915.36	0.00	\$136,957.20	66.62%	\$29,725.44
GR00534 New Jersey Covid-19 Service Corps (NJCSC)	\$307,538.00	\$7,680.17	\$8,265.54	\$7,012.31	\$7,680.17	\$22,957.72	\$43,409.60	0.00	\$241,170.68	78.42%	\$22,957.72
GR0050451 New Jersey COVID-19 Service Corps (NJCSC) - Subaward - TCNJ	\$83,233.00	0.00	0.00	0.00	0.00	0.00	\$83,233.00	0.00	\$0.00	0.00%	0.00
GR0050452 New Jersey COVID-19 Service Corps (NJCSC) - Subaward Rutgers, Camden	\$27,142.00	0.00	0.00	0.00	0.00	0.00	\$27,142.00	0.00	\$0.00	0.00%	0.00
GR00544 Establishing the New Jersey COVID-19 Service Corps to build the state's capacity to address and ameliorate the public health impact of the pandemic	\$100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100,000.00	100.00%	0.00
Total Direct Cost	\$4,308,766.79	\$46,963.78	\$24,774.13	\$23,381.94	\$46,963.78	\$3,044,165.33	\$203,182.96	\$0.00	\$1,061,416.50	24.63%	\$3,044,165.33
Indirect Costs	\$148,822.92	0.00	0.00	0.00	0.00	\$153,644.37	0.00	0.00	(\$4,821.45)	(3.24%)	\$153,644.37
GR00007 City of Orange Proposal to the U.S. Department of Education: University Assisted Full Service Community Schools Program	\$148,822.92	0.00	0.00	0.00	0.00	\$153,644.37	0.00	0.00	(\$4,821.45)	(3.24%)	\$153,644.37
Total Indirect Cost	\$148,822.92	0.00	0.00	0.00	0.00	\$153,644.37	0.00	0.00	(\$4,821.45)	(3.24%)	\$153,644.37

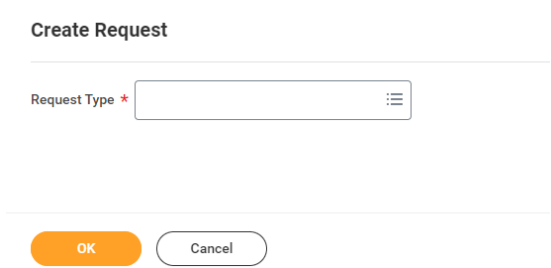
Confirm Validation and Upload Report

- Once the report is reviewed, go back to the Workday homepage, click the **Grants – Expense Validation Report**.
- Click the **Create Request** link to bring up the questionnaire for acknowledging costs associated with your grant(s) and to attach the report for audit purposes.

2. Click on the hyperlink [Create Request](#) and attach the report in there for validation.

Create Request:

1. The Create Request screen displays.

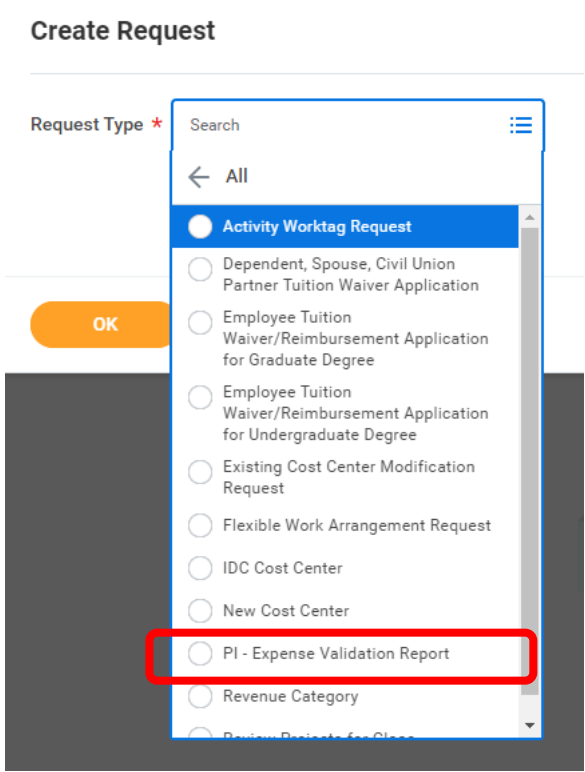


Create Request

Request Type *

OK Cancel

2. In the *Request Type* field, select the **PI - Expense Validation** option.



Create Request

Request Type *

Search

All

- Activity Worktag Request
- Dependent, Spouse, Civil Union Partner Tuition Waiver Application
- Employee Tuition Waiver/Reimbursement Application for Graduate Degree
- Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree
- Existing Cost Center Modification Request
- Flexible Work Arrangement Request
- IDC Cost Center
- New Cost Center
- PI - Expense Validation Report
- Revenue Category
- Review Projects for Close

OK

3. Click the **OK** button.

4. Expense Validation report questionnaire displays. Complete the questions after reviewing your Expense Validation Report.

After review of the Expense Validation Report please respond accordingly to the following questions:

Note: If your response to any of the questions is 'no' please reach out to your grant accountant as well as provide an explanation in the appropriate text box.

Do you acknowledge that all compensation costs charged to this grant/award are reasonable for the work performed, necessary for the performance of the grant/award, allowable per sponsor terms and conditions, and are allocable to this grant? (Required)

☐ Yes

☐ No

Do you acknowledge that all other costs charged to this grant/award are reasonable, necessary for the performance of the grant/award, allowable per sponsor terms and conditions, and are allocable to this grant? (Required)

☐ Yes

☐ No

Do you acknowledge that the portion of the grant/award costs mandated by the conditions of the grant/award for cost share are accurate?

☐ Yes

☐ No

Did you answer 'Yes' to the two top questions (related to compensation and other costs) ? (Required)

☒ Yes

☐ No

Please attach a PDF copy of the Expense Validation Report which you reviewed.
(Required)

Drop files here

or

Select files

OK

Cancel

If you respond **YES** to **the first two** questions, upload a pdf of the report to the questionnaire to confirm your acknowledgements. This is required for audit purposes.

If you respond **NO** to **any** of the questions, kindly provide an explanation in the text box associated with the question, which will appear once a question is answered with a 'no', AND reach out to the grant accountant team with any issues.

How do I Download/Upload the Expense Validation Report?

On the far right of the Expense Validation Report header bar are two icons.



1. Click the **PDF icon** to download the report as a pdf.
2. Either drag-and-drop the document into the questionnaire, or click the **Select Files** button and select the document from your computer.

Please attach a PDF copy of the Expense Validation Report which you reviewed.
(Required)

Drop files here

or

Select files

3. Once uploaded click the Submit button to complete the process.
4. The questionnaire routes to Grant Accounting for review and retention.

NOTE: By submitting this report, you are acknowledging that all expenses, within the calendar year, for your grants are reasonable, allowable and allocable per the terms and conditions of the grant.

Save for Later Functionality

If there is a need for additional time when completing the Request (for acknowledgements), please use the Save for Later button. This will enable you to go back into your inbox to revise or edit the questionnaire without having to create multiple Requests.

The Revise Request will be available in the Archive section of your Inbox for reference.

Run the R134 Grant Summary by Ledger Account

Run the R134 Grant Summary by Ledger Account report to compare the data for validation.

1. In the *Search* field, enter **R134 Grant Summary by Ledger Account**.
2. Enter the grant into the **Grant & Grant Hierarchies** field or the award number using the **Award** field. Please note the **Worktags** field should NOT be used for searching a grant by using Grant ID.
3. The period you select should coincide with the period of the Annual Expense Validation Report.

×

Grant Summary by Ledger Account (R134) ...

Instructions Please use the prompt "Grant & Grant Hierarchies" to search on grants. DO NOT use worktags to search on grants.

Company

*

× Montclair State University ...

⋮

Period

*

× FY 2022 - 10 Apr

⋮

Grant & Grant Hierarchies

⋮

Award

⋮

Worktags

⋮

Filter Name

Manage Filters

Save

0 Saved Filters

OK

Cancel

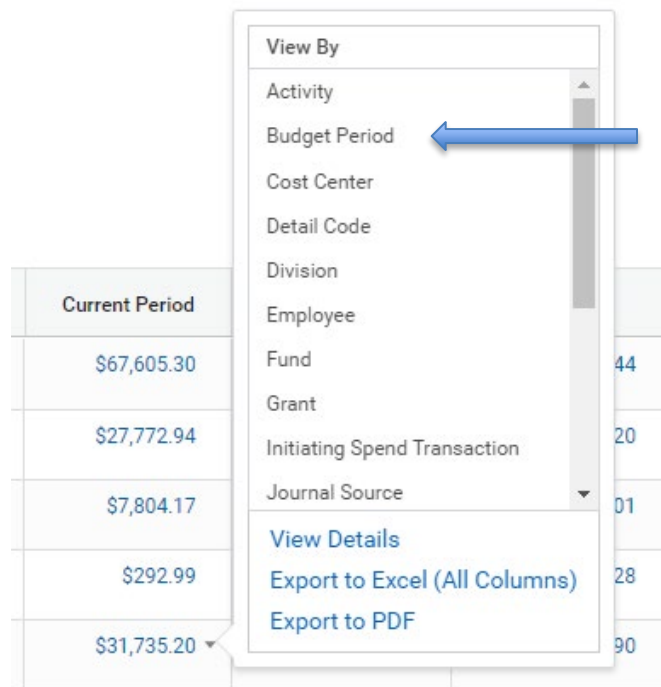
Viewing data by Budget Period.

Expenses in the Expense Validation Report is based on **Budget Period** and not Accounting Period. Therefore, to compare the data between the two reports there is the ability to view expenses in the Grant Summary by Ledger Account (R134) by Budget Period.

To do this hover to the right of any amount on the report - a small triangle will appear, click the triangle:

Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date
Direct Costs	\$2,470,387.00	(\$6,132.32)	\$2,464,254.68	\$67,605.30	\$394,506.96
01 Salaries & Wages	\$1,703,820.00	(\$189,225.00)	\$1,514,595.00	\$27,772.94	\$239,212.97
03 Fringe Benefits	\$440,636.00	(\$33,101.32)	\$407,534.68	\$7,804.17	\$64,223.20
04 Other Operating	\$29,983.00	(\$5,183.00)	\$24,800.00	\$292.99	\$7,076.14
05 Contractual Services	\$260,748.00	\$224,861.00	\$485,609.00	\$31,735.20	\$83,606.60
07 Travel Domestic	\$35,200.00	(\$5,000.00)	\$30,200.00	0.00	\$388.05
13 Equipment	0.00	\$1,516.00	\$1,516.00	0.00	0.00
Total Direct Costs	\$2,470,387.00	(\$6,132.32)	\$2,464,254.68	\$67,605.30	\$394,506.96
Total Indirect Costs	\$197,630.00	(\$491.68)	\$197,138.32	\$5,408.39	\$31,560.53
Total Direct & Indirect Costs	\$2,668,017.00	(\$6,624.00)	\$2,661,393.00	\$73,013.69	\$426,067.49

A dialog box with options to group the data appear. Select the **Budget Period** option to view the data by various budget periods.



Results can be viewed by Budget Period:

Criteria

View by: Budget Period ▼

and then by: Select a Field... ▼

Refresh

3 items

PDF XLS Grid Filter Bar

Budget Period	Amount
FY 2022 - 08 Feb	9,067.50
FY 2022 - 09 Mar	22,667.70
Total	31,735.20