

Account Explorer (AE)

What is Account Explorer?

Account Explorer is an award management tool developed and maintained by Contract and Grant Administration. Account Explorer gives users a central location for all project related information, including data pulled from KFS and SAP.

How do I access Account Explorer?

Account Explorer can be accessed from either CGA's or OSP's website, in the Frequently Used Tools section. (show in drop downs as well). Like other MSU systems, two factor identification is necessary for access.



How do I locate an award in AE?

Search By:

Information in Account Explorer is displayed by MSU Account Number, however there are several search options available to locate that account information including PI name, award title, grantor, and number.

Main Screen:

The top section of Account Explorer will provide a snapshot of key information, including account and app number, source of funds, award amount, expenses, and spendable balance.

Regardless of where you click in Account Explorer, as you navigate to areas this section will remain at the top of the screen.

Users may click on any of the financial numbers in this top section for more detailed information on how the amounts were calculated and where they are stored in the financial system.

Account Explorer



Search By:

Account Information

Account:	RC110155	KC IP:	430525	Award:	<u>\$160,811.12</u>
Source of Funds:	FEDERAL	Expenses:	<u>\$161,304.87</u>	Encumbrances:	<u>\$0.00</u>
		Spendable/Encumb Bal:	<u>(\$483.75)</u>		

Additional Information - [hide/show](#)

Project Title:	Technical Support for Michigan Safe Routes to School - FY2020		
Project Dates:	10/1/2019 - 9/30/2020	F&A Rate / Base:	55 / MODIFIED TOTAL DIRECT COST +
Obligation Period:	10/1/2019 - 9/30/2020	Costshare Required?:	No ()
KFS CO Account Type:	GRANT - eVerify (LOC: No)	PI List:	Gates, Timothy ; Sevolainen, Peter
Acct Grantor:	Michigan Fitness Foundation (110811P)	Department:	UNIVERSITY RESEARCH ORGANIZATION (40000621)
Prime Grantor:	Michigan Dept of Transportation (2029511)	Department Contact:	Hoten, Brenda
Award B:	HSUAR01-022	Acct Name:	111 FITNESS-HSUAR01-022-Gates

Account Detail | Project Detail | Exp. Summary | Subaward | Billing
 Budget To Actual | Payroll | Effort | Closeout | Mailings | Post Audit

Agency Prior approval is required for the following actions:

- Budget deviations (Explained below)
- Pre-Award costs
- Administrative/Clerical Staff not budgeted
- Equipment not budgeted
- Subaward not budgeted
- International travel
- Change in Scope of Work
- Reduction in PI effort (25% or more)
- No-cost extension (up to 1st 12 months)
- No-cost extension (after 1st 12 months)
- Carry-Forward of unexpended balance
- Rebudgeting of Participant Support Costs to other categories

Additional items that require prior approval not listed above:

For questions regarding additional details on actions that require prior approval or required documentation needed for prior approval submission, please contact the Awards Group at awards@ega.msu.edu.

IRB ID: _____ IRB Expiration Date: _____

Compliance Notes: (* = Internal Only)

Compliance Type	Note	Date Created	Created By
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Alert Notes: (* = Internal Only)

Note Type	Note	Date Created	Created By
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Account Notes: (* = Internal Only)

Note Type	Note	Date Created	Created By
Award/Modifications	New award in the amount of \$180,811.12; Funding through 09/30/2020. Award is More...	9/10/2019 1:20:24 PM	Rivers, Jenny
Department Responsibilities	News releases and public relations communications and / or product intended More...	9/10/2019 1:29:22 PM	Rivers, Jenny
Reporting	Submit Invoices and progress reports in accordance with the schedule presented More...	9/10/2019 1:29:23 PM	Rivers, Jenny
Terms & Conditions	Record retention is three years from the later of final payment or until the More...	9/10/2019 1:29:48 PM	Rivers, Jenny

Function Code: Interest Bearing?: No

KPS Fiscal Officer: KPS Account Manager:
 Agency Code: CPDA:
 CBA Contacts: [Awards](#) | [Transactions](#) | [Reports](#) | [Cash Management](#)

Account Detail:

First, you see the Agency Prior Approval section. Which gives a snapshot of scenarios or expenses that may require prior agency approval for this specific award.

Next, is applicable compliance information to the award including human subject or animal use approvals and completed conflict of interest disclosures.

Further down this tab, you will find Account Notes which provides text organized by note type. Award specific details, such as technical reporting due dates, terms and conditions, and financial reporting requirements will be listed here. These notes will include all award actions, such as modifications, terms and conditions, and department responsibilities, in addition to other information.

Expense Summary:

The expense summary tab shows expenses incurred during a set period. AE defaults to the previous month of expenses. However, the dates at the bottom of this tab can be changed to show expenses for any period.

If you click on the details link on the right side of the sections, you will see expanded detail of those charges.

Salaries and wages: \$7,704.38 [Details](#)

Date	KPS Object Code	KPS Object Code Name	Doc Number	Amount	Payee Name	Description	Audit Status
8/11/2020	6591	STUDENT	1000052750	\$1,125.00			
8/24/2020	6591	STUDENT	1000052872	\$2,745.00			
8/26/2020	6506	SUMMER SCHOOL	1000052854	\$2,332.30			
8/26/2020	6507	ACADEMIC STAFF	1000052854	\$1,502.08			

Account Detail | Project Detail | **Exp. Summary** | Subaward | Billing
 Budget To Actual | Payroll | Effort | Closeout | Mailings | Post Audit

[Edit Expense Categories](#)
[Download Expense Report](#)

Expense Summary for 8/1/2020 through 8/31/2020

Salaries and wages: \$7,704.38	Details
Fringes: \$741.89	Details
Grad Tuition and Fees: \$0.00	Details
Fellowships: \$0.00	Details
Travel: \$0.00	Details
Consultant Services: \$0.00	Details
Materials/Supplies: \$0.00	Details
Equipment/Renovations: \$0.00	Details
Other: \$0.00	Details
Subawards: \$0.00	Details
F&A: \$4,645.41	Details
Total: \$13,091.68	

Budget Start Date: Budget End Date:

Account Detail Project Detail Exp. Summary **Subaward** Billing
 Budget To Actual Payroll Effort Closeout Mailings Post Audit

Add New Subaward

Account #	Recipient	Unpaid Balance <= \$25,000	Unpaid Balance > \$25,000	Unpaid Balance	Subaward Amount
RC107768WSU	Wayne State Univ (W00550)	\$1,245.47	\$0.00	\$1,245.47	\$20,000.00
		\$1,245.47	\$0.00	\$1,245.47	\$20,000.00

Subaward:

The subaward tab shows information about all subawards on the account. The main screen in this section will provide basic information such as subaward amount and unpaid balance by object code for each subrecipient. By selecting a specific subaward, you can access more detailed information, including payments, advances and reconciliations, reported cost share, A-133 expiration date and risk level.

Account Detail Project Detail Exp. Summary Subaward **Billing**
 Budget To Actual Payroll Effort Closeout Mailings Post Audit

Rept Freq/ Bill Code: Monthly Days Due: 30

Email: [Send Email \(MFulkerson@Michiganfitness.org\)](mailto:MFulkerson@Michiganfitness.org) [Edit](#) [Email Editor](#)

Billing Address: [Save](#) [Edit](#)

Award Amount:	\$160,811.12	Balance:	\$0.00
Cash Received (AB):	\$120,226.60	Unpaid Invoices:	\$20,574.52
Cash Received (KFS):	\$120,226.60	Total Adjustments:	\$0.00

Billing:

The billing tab will show all funds received.

CGA either submits an invoice for payment or draws funds from a federal letter of credit system, depending on the award conditions.

When CGA submits invoices or receives funds, information is recorded in the Billing tab.

In this section, clicking on “show KFS deposits” will display the KFS document numbers for each payment received by the grantor.

Invoices:

*-Indicates autopayment.

Voucher #	Invoice Nbr	Invoice Date	Invoice Amt	Date Paid	Amount Paid	Adj Amt	Adj Code	Balance
1	07124	12/16/2019	\$12,126.06	2/10/2020	\$12,126.06			\$0.00
2	07904	2/12/2020	\$21,166.14	4/14/2020	\$21,166.14			\$0.00
3	A7322	3/26/2020	\$10,156.16	5/22/2020	\$10,156.16			\$0.00
4	B9762	4/24/2020	\$10,156.16	5/22/2020	\$10,156.16			\$0.00
5	G8172	5/12/2020	\$19,085.25	6/22/2020	\$19,085.25			\$0.00
6	A7512	6/16/2020	\$16,627.29	7/30/2020	\$16,627.29			\$0.00
7	G8241	7/16/2020	\$28,909.44	8/21/2020	\$28,909.44			\$0.00
8	G8412	8/10/2020	\$17,976.59					\$17,976.59
9	G8495	9/10/2020	\$12,597.62					\$12,597.62
Total			\$160,811.12		\$120,226.60	\$0.00		\$20,574.52

[KFS Deposits - hide/show](#)

If the payment was against an invoice, the invoice will be attached to the KFS document. This may help you assess how quickly the grantor is paying for project expenses, identify a collection issue, and determine a cash position.

Budget to Actual:

This tab shows the award budget, expenses in each budget category, and any encumbrances in each category.

Account Detail	Project Detail	Exp. Summary	Subaward	Billing	
Budget To Actual	Payroll	Effort	Closeout	Mallings	Post Audit

Showing:

Category	Budget	Expenses	Unencum Balance	Encumbrances	Encum Balance
Salaries and wages	\$50,950.82	\$53,295.27	(\$2,314.65)	\$0.00	(\$2,314.65)
Fringes	\$5,405.90	\$10,193.12	(\$1,787.22)	\$0.00	(\$1,787.22)
Grad Tuition and Fees	\$20,092.02	\$18,245.72	\$2,846.30	\$0.00	\$2,846.30
Fellowships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$1,400.00	\$28.25	\$1,301.85	\$0.00	\$1,301.85
Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Materials/Suppl...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment/Ren...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subawards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PSA	\$49,922.55	\$51,472.41	(\$1,529.83)	\$0.00	(\$1,529.83)
Total as of 9/29/2020	\$160,511.12	\$161,304.87	(\$493.75)	\$0.00	(\$493.75)

Account Budget Notes: (* = Internal Only)

Note Type	Note	Date Created	Created By
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Created by Rivers, Jenny on 9/10/2019

Category	Budget
Salaries and wages	\$50,950.82
Fringes	\$5,405.90
Grad Tuition and Fees	\$20,092.02
Fellowships	\$0.00
Travel	\$1,400.00
Consultant Services	\$0.00
Materials/Supplies	\$0.00
Equipment/Renovations	\$0.00
Other	\$0.00
Subawards	\$0.00
PSA	\$49,922.55
Total	\$160,511.12

Description	Budget
EB Salaries and wages	\$50,950.82
EB Fringes	\$5,405.90
EB Grad Tuition and Fees	\$20,092.02
EB Fellowships	\$0.00
EB Travel	\$1,400.00
EB Consultant Services	\$0.00
EB Materials/Supplies	\$0.00
EB Equipment/Renovat...	\$0.00
EB Other	\$0.00
EB Subawards	\$0.00
EB PSA	\$49,922.55
Total	\$160,511.12

Account Detail	Project Detail	Exp. Summary	Subaward	Billing	
Budget To Actual	Payroll	Effort	Closeout	Mallings	Post Audit

[SAP/KFS Payroll By Account](#)
[SAP/KFS Payroll By Employee Name](#)

Name	Object Code	Period End Date	Doc Post Date / Pay Date	Earning Type	Earnings	% Paid	Hours Worked
[REDACTED]	STUDENT(6591)	8/1/2020	8/14/2020	Student Hourly(2020)	\$800.00	11	40
[REDACTED]	STUDENT(6591)	8/15/2020	8/28/2020	Student Hourly(2020)	\$800.00	11	40
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	(\$100.00)	25	-5
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	\$100.00	30	5
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	\$100.00	25	5
[REDACTED]	STUDENT(6591)	8/1/2020	8/14/2020	Student Hourly(2020)	\$100.00	25	5
[REDACTED]	SUMMER SCHOLAR(6506)	8/31/2020	8/31/2020	Summer Pay-Res(1070)	\$2,322.30*	34.32	0
[REDACTED]	ACADEMIC STAFF(6507)	8/31/2020	8/31/2020	Pay Period Salary(1000)	\$1,502.05	25	0
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	\$570.00	12.50	30
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	\$225.00	15	15
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	(\$225.00)	15	-15
[REDACTED]	STUDENT(6591)	8/1/2020	8/28/2020	Student Hourly(2020)	\$275.00	25	22
[REDACTED]	STUDENT(6591)	8/1/2020	8/14/2020	Student Hourly(2020)	\$225.00	15	15
[REDACTED]	STUDENT(6591)	8/15/2020	8/28/2020	Student Hourly(2020)	\$1,000.00	25	50

Total: \$7,704.38

*****SUMMARY ONLY

Payroll:

You can see who was paid on your account *without* using SAP or Business Intelligence via AE's Payroll Tab. The dates are customizable, and all individuals paid on the account will be listed, in addition to the object code, amount paid and either the percentage of their salary or the number of hours paid by the account.

You can also access a more detailed report if you use the [SAP/KFS Payroll By Account](#) or [SAP/KFS Payroll By Employee Name](#) links above the payroll report.

Effort:

The Effort tab shows the faculty that is providing effort for the current project as well as the percent of effort paid to the employee from the project.

Additional effort detail can be located by selecting the *CostShare Commitment* or *CostShare Summary* links.

Account Detail Project Detail Exp. Summary Subaward Billing
Budget To Actual Payroll **Effort** Closeout Mailings Post Audit

[See Effort Detail](#)

Current Effort Delegates For RC110155:
Gates, Timothy

Add/Delete Delegates:
430525:
Gates, Timothy ([Delete](#))
Savolainen, Peter ([Add](#))

[Costshare Management](#) [CostShare Commitment](#)
[CostShare Summary](#)

Results for account # 'RC110155'
Between 10/1/2019 and 9/30/2020:
Note:

Name	Grant	Grantor	Date Range	Effort	Pay Code
Gates, Timothy	RC110155	MICHIGAN FITNESS FOUNDATION	10/1/2019 - 9/30/2020	10 % (Total/PI or Key Person)	D
Name	Grant	Grantor	Date Range	Effort	Pay Code
Savolainen, Peter	RC110155	MICHIGAN FITNESS FOUNDATION	10/1/2019 - 9/30/2020	2 % (Total/PI or Key Person)	D

Project Start Date: Project End Date:

Account Detail Project Detail Exp. Summary Subaward Billing
Budget To Actual Payroll Effort **Closeout** Mailings Post Audit

[Account Destroy Dates](#)

Final Financial Report Due:	10/30/2020	Submit Date:	
Destroy Date:		Close out assigned?:	No

Closeout:

If your project has ended and CGA has begun to close out the project, the specific CGA staff member responsible for the closeout can be found in Account Explorer. Any closeout questions can be sent to this individual directly.