The PeopleSoft Research Administration System (RAS) is the system of record for post-award contracts and grants including expense processing, budgeting, revenue recognition, billing, and payment. This guide describes key data in PeopleSoft RAS that are relevant to understanding an award.

**Navigating to the Award Profile**

1. Login to MyAccess at https://myaccess.ucsf.edu (not shown). Locate and select PeopleSoft from the applications menu. For help using MyAccess, see the MyAccess Single Sign-On page.

2. Click on Main Menu > Grants > Awards > Award Profile to navigate to the Award Profile Search page.

3. On the Award Profile Search page, enter the award number and click the Search button. OR Enter the Award search criteria and click Search. The symbol may display on the top right corner of the screen to indicate the search is in progress. Search criteria values are explained under the Award Profile on the next page.

   a. If an exact match is found you will navigate directly to the Award Profile (shown on next page).

   b. If multiple values match your search criteria, click on the link for your desired award (not shown).
Award Profile (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile)

The Award Profile contains basic information about the award. Some of the data on the Award Profile is transferred directly from the proposal record upon award generation, while other data is populated by Contracts & Grants Accounting (CGA). Key data include:

- **Award ID** - UCSF’s unique award identifier for the competitive segment
- **Reference Award Number** - Sponsor’s unique award identifier for the competitive segment
- **FAIN #** - if applicable, is the Federal Award Identification Number (FAIN) assigned to the award
- **Award PI** - Primary (Contact) UCSF Principal Investigator (PI) on the award
- **Award Modifications** link – Click to access the list of changes to the award (see page 9 for more information)
- **Award Title / Long Description** – Unique name assigned to the award in the Proposal
- **Reporting Role** link - Click to view the Office of Sponsored Research (OSR) analyst and/or multiple PIs assigned to this award
- **Sponsor** - Organization granting the immediate funding to UCSF
- **Purpose** – The primary award purpose which drives external reporting and related to financial functional classification of expenses; for more information, see Valid Award Purpose/Function Combinations Job Aid
- **Status** - Identifies the status of the award: Accepted (active), Advance, Closed
- **Agreement Type** - Identifies the type of agreement/defines reporting and transaction processing; for more information, see UCSF Research Administration Glossary
- **Proposal ID** - UCSF’s unique award identifier for the Proposal related to the competitive segment
- **Award From/Award Thru** - Overall project period dates, based on Notice of Award/Contract
- **RSA** – Primary Research Services Analyst (RSA) responsible for assisting the PI with post award administration; the RSA displayed here is the RSA attached to the primary Project; to update, see Updating RAS Project Details
- **Dept ID** - Cost Center responsible for the award transactions; established at proposal submission and can only be modified by agreement of affected Chairs; to update, see UCSF Sponsored Project Award Setup Change Request. Note, the Control Pt and Rept Dept are auto populated from the DeptID tree.
- **Previous Award** – Award ID of the previous competitive renewal
- **Renewal Award** – Award ID of the next competitive renewal
- **Fund Code** - Identifies general source of funding

Use the arrow icons to view more entries if necessary.
Other pertinent information is accessed from the Award Profile page via the following tabs/links, which are explained in the subsequent sections of this guide except as noted below:

The Subrecipients tab allows for the management of the subawards issued under an Award, and provides visibility into the amounts authorized, invoiced, and paid on the subaward. For more information about this tab, see Viewing Outgoing Subawards in RAS job aid.

The Other Documents tab functions similarly to the Award Documents tab and contains links to pertinent documents other than award agreements, FSRs and final invoices.

Links in the middle of the screen: Award Modifications, Award Details, and Additional Information.

Links across the bottom of the screen: Project Information, Project F&A Information, Invoice/Payment Recon, Subcontract Summary, ARRA Reporting, and Cost Sharing.

These links are only active if the area is pertinent to the Award.

ARRA Reporting is no longer required for Federal Awards but the historical information is retained in PeopleSoft RAS to comply with record retention policies; for more information about this information, contact Contracts and Grants Accounting.

As you navigate through the tabs of the Award Profile, each tab will contain an Award Header — which displays key award identifiers from the Award Profile to facilitate PeopleSoft RAS navigation (Award ID, Award Title, Reference Award Number, Award PI, and other relevant information for the tab).
Award Periods (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Award Periods Tab)

The **Award Periods** tab tracks all award periods assigned an award and identifies the period begin end and date, processing begin end and date, and period status. Key data include:

- **Activity Period** - Identifies unique activity periods assigned to the award; generally, there is one activity period per budget period of the award. Exceptions are for SNAP and similar cumulative reporting awards

- **Period Begin Date/Period End Date** - Identifies the start and end date of the activity period per the award agreement

- **Processing Begin Date/Processing End Date** - Identifies the start and end date of the activity period allowed in PeopleSoft Financials. The start date may be earlier than the Period Begin Date if the award agreement authorized preaward spending. The end date is generally only populated for federal funding or when an activity period is closed out. The time span between the Period End Date and the Processing End Date is the Trail Out Period; for more information about the Trail Out Period, see the Final Reporting, Final Invoicing, and Closeout of Federal Awards How-to Guide.

- **Status** - Identifies the system status of the activity period: A (Active), I (Inactive), P (Pending/Future)

- **Project** - Identifies the unique Project assigned to the Award; see Project Information section below
Salary Cap (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Salary Cap Tab)

The Salary Cap tab indicates if the award has any salary restrictions, the threshold, and effective. Key data include:

- **Customer ID** – Identifies the Sponsor ID for the Award Sponsor displayed on the Award Profile

- **Fund Code** – Displays the Fund Code or general source of funding from the Award Profile

- **Salary Cap Rate** – Displays the maximum amount of direct salary per person that can be paid on this Award

- **Salary Cap Effective Date** – The date salary cap rate is effective

Terms (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Terms Tab)

The Terms discloses the major unique restrictions or statuses of the award (such as, Sponsor Prior Approvals); the explanation section of the term states the unique requirements specific to the award. For a list of Terms, see RAS Terms Glossary. Key data include:

- **Project Details** – Identifies the Projects on the Award. Note, at this time, USCF records all Terms to all Projects

- **Terms & Conditions** – Displays the Term Code or unique identifier assigned by PeopleSoft RAS

- **Descriptions** – Displays the Term Description or unique identifier assigned by PeopleSoft RAS; provides a category for the Term

- **Explanation** – This is unique information for the Term on the particular Award; generally, the explanation is an excerpt of the relevant award agreement clause related to the Term
**Milestones** (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Milestones Tab)

Milestones include deadlines, deliverables, and reporting requirements that drive award processing. The following fields are used by CGA:

- **Milestone Type** - Category of milestone (closeout, invoicing/billing, reporting, etc.). See the [RAS Award Milestones Glossary](#) for a list of codes, descriptions and usages.
- **Milestone Code** – Further categorization of the milestone (frequency of deliverable, type of invoicing, etc.)
- **Milestone Status** - Transitions from PND (Pending) to PRG (in Progress) to COM (Completed) when user finishes the task; CAN (Cancelled) is used when a modification or other event causes a milestone to no longer be necessary
- **Due Date** - Sponsor deadline or UCSF policy by which the milestone must be completed
- **Completion Date** – Date which the CGA Analyst completes the milestone
- **Completed By** – The CGA Analyst who completed the milestone
- **Comments** – Notes related to the milestone

**Attributes** (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Attributes Tab)

The Attributes discloses information for reporting purposes (such as, CFDA numbers); for a list of Attributes, see [RAS Attributes Glossary](#). Key data include:

- **Attribute Type** – Attribute Code and Description or unique identifier assigned by PeopleSoft RAS; provides a category for the Attribute
- **Attribute Value** – Depending on the type of Attribute, displays the value of the unique to the particular Award; some Attribute Values are blank which simply are indicative that the attribute exists for the Award
- **Comments** – This is unique information for the Attribute on the particular Award; generally, the explanation is an excerpt of or reference to the relevant award agreement clause related to the Attribute
Documents relevant to an award or award modification are uploaded to the **Award Documents** tab.

- **Attached File** - Actual file name received from Office of Research Component (ORC) contracting offices
- **Description** - CGA’s naming conventions per the table at the right, which reference the actions on the Award Modifications page

  **Note:** these naming conventions were instituted in December, 2015; awards existing prior to this time may not follow this structure.

- Click the icon to view the documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Award</td>
<td>New Award</td>
</tr>
<tr>
<td>Transfer In</td>
<td>Transfer In</td>
</tr>
<tr>
<td>Continuation</td>
<td>Continuation (Period #)</td>
</tr>
<tr>
<td>Supplement</td>
<td>Supplement (Period #)</td>
</tr>
<tr>
<td>No Cost Extension</td>
<td>NCE (Period #)</td>
</tr>
<tr>
<td>Carry forward</td>
<td>CF Auth (Period #, #)</td>
</tr>
<tr>
<td>Advance</td>
<td>Advance Request</td>
</tr>
<tr>
<td>Admin Mod</td>
<td>Admin Mod (Period #)</td>
</tr>
<tr>
<td>Budget</td>
<td>X – budget where X is the related mod’s description</td>
</tr>
<tr>
<td>Other Document</td>
<td>X – additional info where X is the related mod’s description</td>
</tr>
</tbody>
</table>

**Award Documents (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Award Documents Tab)**

- **Award:** A124118
- **Ref Awd #:** K99CA187460
- **PI:** Popova, Lyudmila
- **Sponsor:** NIH Nati Cancer Institute
- **Dept ID:** M_MED-DGIM-CORE

<table>
<thead>
<tr>
<th>Document Attachments</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th><strong>First</strong></th>
<th><strong>1-3 of 3</strong></th>
<th><strong>Last</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached File</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>NEW_P0061966_Popova,_L_NIH-NCI_K99CA187460.pdf</td>
<td>New Award</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A124118__Popova, L.pdf</td>
<td>Admin Mod (Period 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CON_A124118_POPOVA,L_NIH-NCI_5K99CA187460-02.pdf</td>
<td>Continuation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FSR Documents (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > FSR Documents Tab)

The **FSR Documents** tab stores all FSRs and final invoices for the **Award**. Note, CGA uses this tab for both FSR and Final Invoices despite the tab name.

- **Due Date** – Sponsor’s due date for specific deliverable
- **Attached File** – Actual file name; naming convention: “AXXXXXX-XX FSR” or “AXXXXXX-XX FIN_INV” for FSR or Final Invoices, respectively, where the XX after the Award # is the **Activity Period**; the item is a revision then the name will be followed by REV#
- **FSR Type** – Denotes whether the item is “Interim”, “Final”, “Revised Interim”, or “Revised Final”
  - Note, CGA uses this tab for both FSR and Invoices despite the field name.
- **Description** – CGA populates the Activity Period number for interim item (e.g., “AP01”) and leaves blank for final items
- **Reported Amount** – The total amount filed on the item; if an item has been revised, the amount on the original report is zero
- **Reported Date** – The date the item was submitted to the sponsor
- **Click the icon to view the documents**
- **Cumulative Total** – Cumulative total for all FSR and Final Invoices filed

<table>
<thead>
<tr>
<th>Document Attachments</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>FSR Documents</th>
<th>Other Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award</strong>: A124118</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund</strong>: 4000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sponsor</strong>: NIH Natl Cancer Institute</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ref Awd #</strong>: K99CA187460</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PI</strong>: Popova.Lyudmila</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awd Begin Dt</strong>: 09/12/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awd End Dt</strong>: 08/31/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dept ID</strong>: M_MED-DGIM-CORE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Attached File</th>
<th>FSR Type</th>
<th>Description</th>
<th>Reported Amount</th>
<th>Reported Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2015</td>
<td>A124118-01.pdf</td>
<td>Interim</td>
<td>AP01</td>
<td>0.00</td>
<td>11/30/2015</td>
</tr>
<tr>
<td>11/30/2015</td>
<td>A124118-01 REV.pdf</td>
<td>Revised Interim</td>
<td>AP01</td>
<td>21,698,516.64</td>
<td>2/26/2016</td>
</tr>
</tbody>
</table>

**Cumulative Total**: 21,698,516.64
The **Award Modifications** page tracks all changes to an award and identifies the budget per period and budget total. Key data include:

<table>
<thead>
<tr>
<th>Seq</th>
<th>Reference Award Number</th>
<th>Period</th>
<th>Issue Date</th>
<th>Date Added</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Direct Cost</th>
<th>Indirect Cost</th>
<th>Total Amount</th>
<th>Action</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>K99CA187460-01</td>
<td>01</td>
<td>09/12/2014</td>
<td>09/23/2014</td>
<td>09/12/2014</td>
<td>08/31/2015</td>
<td>100,647.00</td>
<td>8,000.00</td>
<td>108,947.00</td>
<td>New</td>
<td>2014</td>
</tr>
<tr>
<td>2</td>
<td>K99CA187460-02</td>
<td>02</td>
<td>09/09/2015</td>
<td>09/01/2015</td>
<td>08/31/2015</td>
<td>97,714.00</td>
<td>7,772.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Seq** – RAS’s unique identifier for the modification action; the Seq is important to understand which Award Synopsis version you are generating/viewing (see Award Synopsis on page 15)
- **Reference Award Number** – Unlike the similar item on the Award profile, this is the Sponsor’s unique award identifier for that line’s specific agreement action
- **Period** - Budget period for the agreement on that line
- **Issue Date** - Date the executed agreement was issued

- **Begin Date/End Date** - Budget period of the agreement executed on that line
- **Direct Cost/Indirect Cost** - Budgeted amount for the executed agreement on that line
- **Action** - Type of action executed on that line; for more information, see [UCSF Research Administration Glossary](#)
- **Fiscal Year** - Represents the sponsor’s fiscal year and is only populated for Federal or CCSF funds
Award Details (PeopleSoft Navigation: PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile Award Details Link)

Award Details provides additional detail about the sponsor, billing methodology, and other USCF information as follows:

- Sponsor Type – see RAS Sponsor Related Codes Glossary
- Sponsor Cd – Unique identifier assigned by PeopleSoft RAS to sponsor
- Federal Flow Through – Denotes whether the award involves federal funds: blank if sponsor is Federal; for options, see RAS Sponsor Related Codes Glossary
- Payment Method – Describes the billing methodology; for options, see RAS Sponsor Related Codes Glossary
- Division – ORC contracting office: RMS Team, GBC or ICD
- CGA Service Team Member – Responsible CGA Service Team, CGA Analyst, and email address; see the CGA website contacts page for a list of team members.
- Using this email link will automatically generate a ServiceNow ticket that indicates the CGA Team Member and award number in the subject for faster response
- UCOP Fund – Unique identifier assigned by PeopleSoft RAS to the award for University consolidated financial reporting purposes

Additional Information (PeopleSoft Navigation: PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Additional Information Link)

- Type – Displays a category for the additional information per the table
- Comments – Provides the additional value, such as the Faculty Mentor’s name, the previous A#, etc.

<table>
<thead>
<tr>
<th>Code</th>
<th>CGA Service Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGA_1##</td>
<td>Team 1</td>
</tr>
<tr>
<td>CGA_2##</td>
<td>Team 2</td>
</tr>
<tr>
<td>CGA_3##</td>
<td>Team 3</td>
</tr>
<tr>
<td>CGA_4##</td>
<td>Team 4</td>
</tr>
<tr>
<td>CGA_5##</td>
<td>Team 5</td>
</tr>
<tr>
<td>CGA_6##</td>
<td>Team 6</td>
</tr>
<tr>
<td>EMFBST#</td>
<td>Use Find Your CGA Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comment Type</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST</td>
<td>Cost Sharing</td>
<td>Displays the cost sharing information from the Proposal, for final Cost Sharing commitments, see the Cost Sharing link on the Award Profile</td>
</tr>
<tr>
<td>FLW</td>
<td>Flow Through</td>
<td>Denotes the type of Federal Flow-through</td>
</tr>
<tr>
<td>FM</td>
<td>Faculty Mentor</td>
<td>Identifies the Faculty Mentor on Fellowships</td>
</tr>
<tr>
<td>OTH</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>PI</td>
<td>PI Change</td>
<td>Denotes the previous PI</td>
</tr>
<tr>
<td>PRV</td>
<td>Previous Award</td>
<td>Denotes the previous A# for renewals or other transitions that result in new Award in RAS</td>
</tr>
<tr>
<td>SOL</td>
<td>Solicitation</td>
<td>Denotes whether the award was the result of a formal solicitation, as identified in the Proposal System</td>
</tr>
</tbody>
</table>
RAS User Reference

Project Information (PeopleSoft Navigation: PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Project Information Link)

Each award must have at least one Project per distinct F&A Rate location. Projects signify a discrete set of activities or initiatives for which spending must be separately tracked. Information about each Project is displayed on the Project Detail Page. Key data include:

- **Project** – Numerical characters of the Award ID followed by a letter in alphabetic order, excluding I and O.
- **Project Type** - Directly related to the Contract Type, which identifies how UCSF is reimbursed. Type effects transaction processing and billing.
- **Description** – Formal name for the project; naming convention is the Award Reference Number followed by the PI's Last Name
- **Project Primary Flag** – If checked = primary project on multiple project awards
- **Processing Status**: Denotes whether the project is Active or Inactive
- **Program Income**: Denotes a dedicated secondary Project of an Award that has program income. See Accounting for Program Income for more info.
- **Exception Project Dating**: When checked, sets exception dates of a Project whose start and end dates do not match the award performance period.
- **Principal Investigator Information** - For the primary project, matches the Award PI. If there are multiple projects, this may reflect the PI responsible for the specific project/core/site.
- **Department ID** – Represents the department owner of the Award, drives external reporting such as NIH rankings, and is established at time of proposal. Update requires the agreement of both affected chairs; see Sponsored Project Award Setup Change Request.
- **Dept Preferred Posting Level** - Determines the location of project budget; this information can be updated by the RSA (see Updating RAS Project Details)
- **Project RSA** - CGA’s point of contact for departmental questions. Can be updated by the RSA (see Updating RAS Project Details).
- **Project Nickname** – Informal name for the project which should be meaningful to the PI; this will display in MyReports. Can be updated by the RSA (see Updating RAS Project Details)
- **Location** – Represents the primary location for this project’s activities. Location is initially populated by the Proposal System and validated by CGA during award setup. There is 1-1 relationship between F&A locations and projects. If a project moves to another F&A location during the award lifecycle, this information will be updated with an effective date. See the Updating RAS Project Details for the Location listing.
- **Project F&A Information** – Summary F&A information is displayed here; see the section Project F&A Rate Information that follows for more details

1 For awards with more than 24 projects, the naming convention is further modified
The **Project F & A Setup** page displays Facilities & Administration (**F & A**), also known as indirect cost (**IDC**) recovery, details for each project on the **Award**.

### Project F & A Setup

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Description</th>
<th>Project Nickname</th>
<th>RAS Project F &amp; A Base Code</th>
<th>RAS Project Current F &amp; A Rate</th>
<th>RAS Project F &amp; A Rate Effective Date</th>
<th>Future Rate Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 100023A</td>
<td>Graduate Research Fellowship P</td>
<td>Graduate Research Fellowship P</td>
<td>D</td>
<td>58.50</td>
<td>01/01/1901</td>
<td>No</td>
</tr>
<tr>
<td>2 100023B</td>
<td>Graduate Research Fellowship P</td>
<td>Graduate Research Fellowship P</td>
<td>D</td>
<td>58.50</td>
<td>01/01/1901</td>
<td>No</td>
</tr>
<tr>
<td>3 100023C</td>
<td>Graduate Research Fellowship P</td>
<td>Graduate Research Fellowship P</td>
<td>D</td>
<td>58.50</td>
<td>01/01/1901</td>
<td>No</td>
</tr>
</tbody>
</table>

**Project ID** – Denotes the project; clicking on it to drill through to the **Project Information**

**RAS Project F & A Base Code** - Cost basis or different exclusions for IDC recovery per sponsor policy as indicated in award document (Details: [Inquiry Reports: F&A Base Codes and Rates](#))

**RAS Project Current F & A Rate** - Amount recovered per dollar spent based on the federally negotiated rate or sponsor policy

**RAS Project F & A Rate Effective Date** – Effective date of the current rate

**Future Rate Increase** - Indicates if an escalation in the rate is anticipated
# Invoice/Payment Reconciliation (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Invoice/Payment Recon Link)

The **Invoice/Payment Reconciliation** page provides details on invoices recorded and payments received.

![Invoice/Payment Reconciliation](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsor</strong></td>
<td>UCSF numerical identifier for our award sponsor and name of sponsor</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Type of billing mechanism assigned to the award. Provides insight into how invoices are generated. See the <a href="#">RAS Contract Type Glossary</a> for a list of codes and descriptions.</td>
</tr>
<tr>
<td><strong>Invoice</strong></td>
<td>System assigned when an invoice is generated in RAS</td>
</tr>
<tr>
<td><strong>Invoice Dt</strong></td>
<td>Date the Invoice was generated in RAS</td>
</tr>
<tr>
<td><strong>Invoice Amt</strong></td>
<td>Total on corresponding Invoice</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Indicates the current standing of the invoice, either O (Open) or C (Complete)</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td>Unpaid amount on invoice</td>
</tr>
<tr>
<td><strong>Group Type</strong></td>
<td>Transaction type that was posted against the invoice; see the <a href="#">RAS Invoice Payment Reconciliation job aid</a> for a list of codes and descriptions</td>
</tr>
<tr>
<td><strong>Payment ID</strong></td>
<td>Transaction ID or Reference Number, e.g., check number</td>
</tr>
<tr>
<td><strong>Payment Amt</strong></td>
<td>Amount that was paid with corresponding transaction</td>
</tr>
<tr>
<td><strong>Remaining Amount</strong></td>
<td>Remaining balance for the invoice after payment is applied</td>
</tr>
<tr>
<td><strong>Total Invoiced</strong></td>
<td>Cumulative amount of invoices generated in RAS for this award segment</td>
</tr>
<tr>
<td><strong>Total Payment</strong></td>
<td>Payments posted against Invoices generated</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td>Total open amount on all invoices</td>
</tr>
<tr>
<td><strong>Billing Limit</strong></td>
<td>Threshold set for billing purposes based on executed award budget. Fixed Price Awards match Invoiced Amount</td>
</tr>
</tbody>
</table>
**RAS User Reference**

### Subcontract Summary Report (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Subcontract Summary link)

A summary of subcontracts executed during this segment with further links to more specific award and payment information. The link is only active if a subcontract has been issued. More detailed information can also be accessed via the Subrecipients tab at the top of the Award Profile Page; see the Viewing Outgoing Sub awards in RAS job aid.

<table>
<thead>
<tr>
<th>UCSF Project ID</th>
<th>Subcontract#</th>
<th>Subrecipient Institution</th>
<th>Subrecipient PI Name</th>
<th>Subcontract Begin Dt</th>
<th>Subcontract End Dt</th>
<th>Executed Thru Dt</th>
<th>Executed Amount</th>
<th>UCSF Project PI Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>120391J</td>
<td>74093C</td>
<td>UCS Los Angeles</td>
<td>Geschwind, Daniel</td>
<td>09/01/2012</td>
<td>08/31/2017</td>
<td>05/31/2016</td>
<td>$488,952.00</td>
<td>Miller, Bruce L</td>
</tr>
<tr>
<td>120391K</td>
<td>74448C</td>
<td>UC Berkeley</td>
<td>Levenson, Robert PHD</td>
<td>09/01/2012</td>
<td>08/03/2017</td>
<td>05/31/2016</td>
<td>$584,838.00</td>
<td>Miller, Bruce L</td>
</tr>
<tr>
<td>120391L</td>
<td>75065C</td>
<td>Lawrence Berkeley National Laboratory</td>
<td>Jagust, William</td>
<td>09/01/2012</td>
<td>08/13/2017</td>
<td>05/31/2016</td>
<td>$173,805.00</td>
<td>Miller, Bruce L</td>
</tr>
</tbody>
</table>

- **UCSF Project ID** - Project with which the subcontract is associated and where payments are posted
- **Subcontract#** - Unique identifier assigned by Accounts Payable when the award is issued for reference and payment purposes. Click the Subcontract# link of the desired project to see more detailed information.
- **Subrecipient Institution** - Organization we have contracted with
- **Subrecipient PI Name** - Investigator at contracted organization
- **Subcontract Begin Dt/ Subcontract End Dt** - Anticipated project period of subcontract
- **Executed Thru Dt** - Date through which subcontract has currently been awarded to subrecipient
- **Executed Amount** - Amount awarded to date under this subcontract
- **UCSF Project PI Name** - Researcher associated with the Project linked to the subcontract

### Cost Share (PeopleSoft Navigation: Main Menu > Grants > Awards > Award Profile > Cost Sharing link)

The compliance team tracks cost share budgets, where applicable, via the Cost Sharing link on the Award Profile. Key data include:

- **Cost Sharing Type** - Voluntary or Mandatory. Note, Voluntary uncommitted is not reportable and, therefore, not tracked here
- **Category** - The type of expenditures marked for cost share
- **CS Amount** - The amount of cost share required or committed
- **Fund/Dept ID/Function/Project ID** - The relevant chartstring covering the cost share commitment
Award Synopsis (PeopleSoft Navigation: Main Menu > Grants > UCSF Reports > Award Synopsis)

A system generated report that recap key data elements for an award, as established in RAS, as of the point in time or sequence that the report is created.

Designed to be used as a tool when a new award is established or after an award modification. It can also be used throughout the award lifecycle as reminder of key compliance requirements and milestones.

1. To generate an Award Synopsis:
   a. Enter the Award ID or Project that you wish to review on the Find an Existing Value tab
   - It is recommended that you run the report at the Award level
   b. Click Search

2. The Award Synopsis Tab displays
   - Select the Sequence that you want to review. The sequence refers to the sequence on the award modifications link from the Award Modifications. It is recommended that you run the report with the default or most recent sequence.

3. Click on Generate Form

   The report renders in PDF format and opens in Adobe Acrobat.

   The Award synopsis that is generated reflects the cumulative actions of all sequences to date including milestones, terms and attribute changes made to the award since set-up. Carefully review effective dates of these details to understand if they were in affect at the time being reviewed.

   Financial information is specific to that sequence action in the Funds Awarded by this Action section and cumulative in the Funds Awarded to Date section.
**RAS User Reference**

**Tips & Tricks**

In the upper right-hand corner of the **PeopleSoft** banner, use the New Window link to open a new browser window/tab within the same RAS instance.

- When linking a continuation proposal to an existing award, the second window helps ensure you are selecting the correct award before associating it with the proposal in the other window/tab.
- Opening multiple windows can cause clashes between data; remember to **close the tab when finished** using the X icon and **not** the Sign Out link. If you Sign Out, all open RAS windows/tabs are closed.

Every component has links on the bottom of the page that navigate to the same tabs as at the top of the page.

At the top of any **PeopleSoft** component where rows of data can be added, use the icons and links provided to:

- **Find** a particular search string
- **View All** available records on one scrolling page
- - Download the records to Excel
- - Move through pages of results

If you have trouble with a button or icon in **PeopleSoft**, ensure your pop-up blocker is **disabled**

Even if a field is not editable, you can still select and copy the data to paste into a search filter.

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Helpful Windows keyboard shortcuts:
- Double-click to select a word
- Triangle-click to select a paragraph or entire field
- Ctrl + C to copy selected data/
- Ctrl + V to paste selection
- Ctrl + Z to undo the previous action
- Ctrl + Y to repeat the last command/action

Helpful Mac keyboard shortcuts:
- Double-click to select a word
- Triangle-click to select a paragraph or entire field
- Command + C to copy selected data/
- Command + V to paste selection
- Command + Z to undo the previous action
- Command + Y to repeat the last command/action

If you have further questions about RAS or specific functionality, additional training can be found on the [Controller’s Office](#) website.