Report Description
The Subaward Detail report includes subaward details, budget and expenditures, attachments and drills to invoice detail and invoice attachments.

Purpose
The Subaward Detail report gives departmental users a list of all subawards in their department. This report also provides ORPA and SRA users with a list of all subawards at the University.

Key Information
- Select “Total by Project” to see totals for subawards by project. Run as Excel (instead of Excel data) when using this option.
- The default is to run by Subaward Status “Fully Executed”. Select all statuses to return all subawards regardless of status.
### Column Definitions

- **PS Award Number**: A unique internal award number assigned by PeopleSoft for the internal tracking and monitoring of the Princeton award.
- **Subrecipient**: A collaborating organization that has responsibility for programmatic decision-making towards the University’s SOW, could develop its own intellectual property or publications, and must adhere to all applicable sponsored award compliance requirements.
- **Subaward Start/End Date**: Start or end date of period of performance for subaward.
- **Subaward Closeout Date**: Date when all invoices and progress reports are received from subawardee (60 days after Subaward End Date).
- **Obligated Amount (C)**: Total obligated funding awarded to subrecipient to date.
- **Anticipated Amount (D)**: Total funding amount expected to be obligated to subrecipient over the full period of performance.
- **Released Amount (E) = (C - G)**: Obligated Amount in column C minus the Available Balance in column G. This calculation includes vouchers entered and approved pre-Prime.
- **Encumbrance Balance (F)**: The Encumbrance Balance on the PO.
- **Available Balance**: Encumbrance Balance on the PO minus the sum of any pending postable vouchers listed on the Subaward Invoices Drill.
- **Total % Expensed (H) = (C – F) / (C)**: Obligated Amount in column C minus the Encumbrance Balance on the PO in column F, divided by the Obligated Amount times 100.
- **Attachments**: Award and subaward attachments.

![Sample Report Output](image-url)

**Amounts with a blue underline are drillable, and will open a new tab containing a more detailed report.**
The Subaward Invoices Drill displays details for all subaward invoice activity associated with that PO.

### Column Definitions

- **Voucher**: Accounts Payable voucher number.
- **Invoice Number**: Subrecipient’s invoice number.
- **Invoice Date**: Date on subrecipient’s invoice.
- **Accounting Date**: Date the invoice was entered into PS. If the invoice is not approved within the month it was entered, the accounting date defaults to the first of the current month.
- **Total Amount**: Subrecipient’s invoice amount.
- **Entry Status**: Voucher entry status (e.g. Postable or Deleted). Postable is the status for vouchers that can be or have been approved or can be or have been paid. Deleted vouchers have been deleted, will not be paid, and are not included in the Total Amount Released.

### Table

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Accounting Date</th>
<th>Total Amount</th>
<th>Entry Status</th>
<th>Approval Status</th>
<th>Payment Status</th>
<th>Payment Date</th>
<th>Payment Number</th>
<th>Check Cashed?</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
<td></td>
<td></td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
<td></td>
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<td>No</td>
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<tr>
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<td></td>
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<td>15,000.00</td>
<td>Postable</td>
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<td>Paid</td>
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<td>19,378.00</td>
<td>Postable</td>
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<td></td>
<td>20,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
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<td>15,000.00</td>
<td>Postable</td>
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<td>15,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
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<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

*The Total Amount Released excludes subaward invoice amounts that were approved in Coeus prior to June 20, 2014. Invoices that were approved in Coeus were not converted and do not appear in the list above. Please see Coeus for subaward invoices that were approved in Coeus prior to June 20, 2014.*
• **Approval Status**: Voucher approval status (e.g. Pending or Approved). Pending is waiting for ORPA or Invoice Approver approval. Approved has been approved by ORPA and the Invoice Approver.

• **Payment Status**: Not selected for payment (waiting to be approved or has been deleted), paid, or canceled (payment was approved but later canceled and not paid).

• **Payment Date**: Payment date. Displays as blank if voucher has not been paid yet or the voucher was deleted.

• **Payment Number**: Payment number (check, ACH, or wire number). Displays as blank if voucher has not been paid yet or the voucher was deleted.

• **Check Cashed**: If payment is a check and the check has been cashed, this is yes; if check has not been cashed, this is no. If ACH or wire, or the invoice is pending approval and it will be paid by check, this displays as N/A.

• **Attachments**: Link to invoice image and invoice related documents.