

Audit Details Tab

PR No.	Hold	Request Type	Electronic Payment Request Date	Submitted Amount	Ineligible Project Cost	Committed Audit Adjustment	Eligible Project Cost	Eligible Grant	MSBA Last Payment Date	Audit Complete Date	Audit Review Date
<u>1</u>			3/13/2014	\$1,091,535	\$43,095	\$0	\$1,048,440	\$576,642	4/9/2014	4/2/2014	4/3/2014
<u>2</u>		R	3/17/2014	\$0	\$0	\$0	\$0	\$0	6/13/2014	6/6/2014	6/9/2014
<u>3</u>		F	8/13/2014	\$86,799	\$10,250	\$22,541	\$99,090	\$54,500	6/12/2015	3/10/2015	4/1/2015
Total				\$1,178,334	\$53,345	\$22,541	\$1,147,530	\$631,142			

- PR No.: System generated.
- Hold: If the request is placed on hold a check mark will show in column.
- Request type: 3 types. Blank is a standard monthly request; R is a reclassification request; F is a final request and indicates that the district is ready for the closeout audit process.
- Electronic Payment Request Date: System generated. It is the date that the district submits the request electronically.
- Submitted Amount: Is the total amount submitted for each request.
- Ineligible Project Cost: Is the amount of ineligible costs either submitted as ineligible or deemed ineligible during the audit.
- Committed Audit Adjustment: If an audit adjustment is made during the audit, it will show here. For example, if a cost is submitted to a category and allowed and then a scope exclusion is added causing the code to be over basis, auditors will make an adjustment to bring to code into basis.
- Eligible Project Cost: The amount of eligible costs submitted or deemed eligible during audit.
- Eligible Grant: Eligible project costs x the reimbursement rate for the district.
- MSBA Last Payment Date, Audit Complete Date, Audit Review Date: System generated dates for the action listed in the heading.



Audit Details Tab, Continued

Payment Request No. 3 [201202750005]			Submitted on 8/13/2014		
Eligible Grant	\$54,500	Submitted Amt	\$86,799		
Eligible Project Cost	\$99,090	Ineligible Project Cost	\$10,250		
MSBA Last Payment Date	6/12/2015	MSBA Payment Amt	\$54,500	Finance Adjustment	\$0
Audit Complete Date	3/10/2015	Audit Review Date	4/1/2015	Construction Review Date	4/2/2015
Finance Approved Date	6/11/2015	Finance Review Date	6/12/2015		

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Invoices Submitted By: Vicki Moro

Export To Excel Current Payment Request

Paper Submission Received Date: 08/21/2014

Request On Hold: Reason: --Please select--

Comments:

Invoice No.	Invoice Date	Vendor Name	Ineligible Project Cost	Eligible Project Cost	Submitted Amount	Status
Final	06/26/2014	Greenwood Industries, Inc.	\$3,063	\$68,349	\$71,412	Audited
Final	06/30/2014	Greenwood Industries, Inc.	\$7,187	\$0	\$7,187	Audited
4	10/30/2013	Reinhardt Associates, Inc.	\$0	\$5,400	\$5,400	Audited
5	07/30/2014	Reinhardt Associates, Inc.	\$0	\$2,800	\$2,800	Audited

Comment:

- Paper Submission Received Date: After the electronic submission is done and the forms printed and signed, the district is required to submit a full paper copy of all forms and supporting invoices including any backup. The date MSBA receives this package is entered into ProPay.
- Export to Excel: Allows district to export the current payment request, all payment requests, and all payment requests with adjustments.
- Comments (above invoice list): Overall comments about the project are placed here. For example, if a project is placed on hold, or if staff is waiting for information from the district.
- Costs should be submitted every calendar month
- Comment (under invoice list): Is for comments specific to this request, if needed.

