

# XSEDE Finance Portal

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## To Initially Gain Access to the XSEDE Finance Portal

- Please go to <http://www.xsede.org>
- Select “User Portal”
- Click SIGN IN (in the upper-right hand corner)
- Click Create Account (under the SIGN IN button)
- Complete the form and click SUBMIT
- Once you have your registration set up, if you are not already logged in, please log in by clicking in the upper-right hand corner on <http://www.xsede.org>
- Verify your account via email
- Set up username and password
- Email [xsede-admin@ncsa.illinois.edu](mailto:xsede-admin@ncsa.illinois.edu) to request access to the Financial Portal. Be sure to include your name, institution, and portal username.

\* If you have any questions, please contact [xsede-admin@ncsa.illinois.edu](mailto:xsede-admin@ncsa.illinois.edu)



# XSEDE Finance Portal

## Logging Into the XSEDE Finance Portal

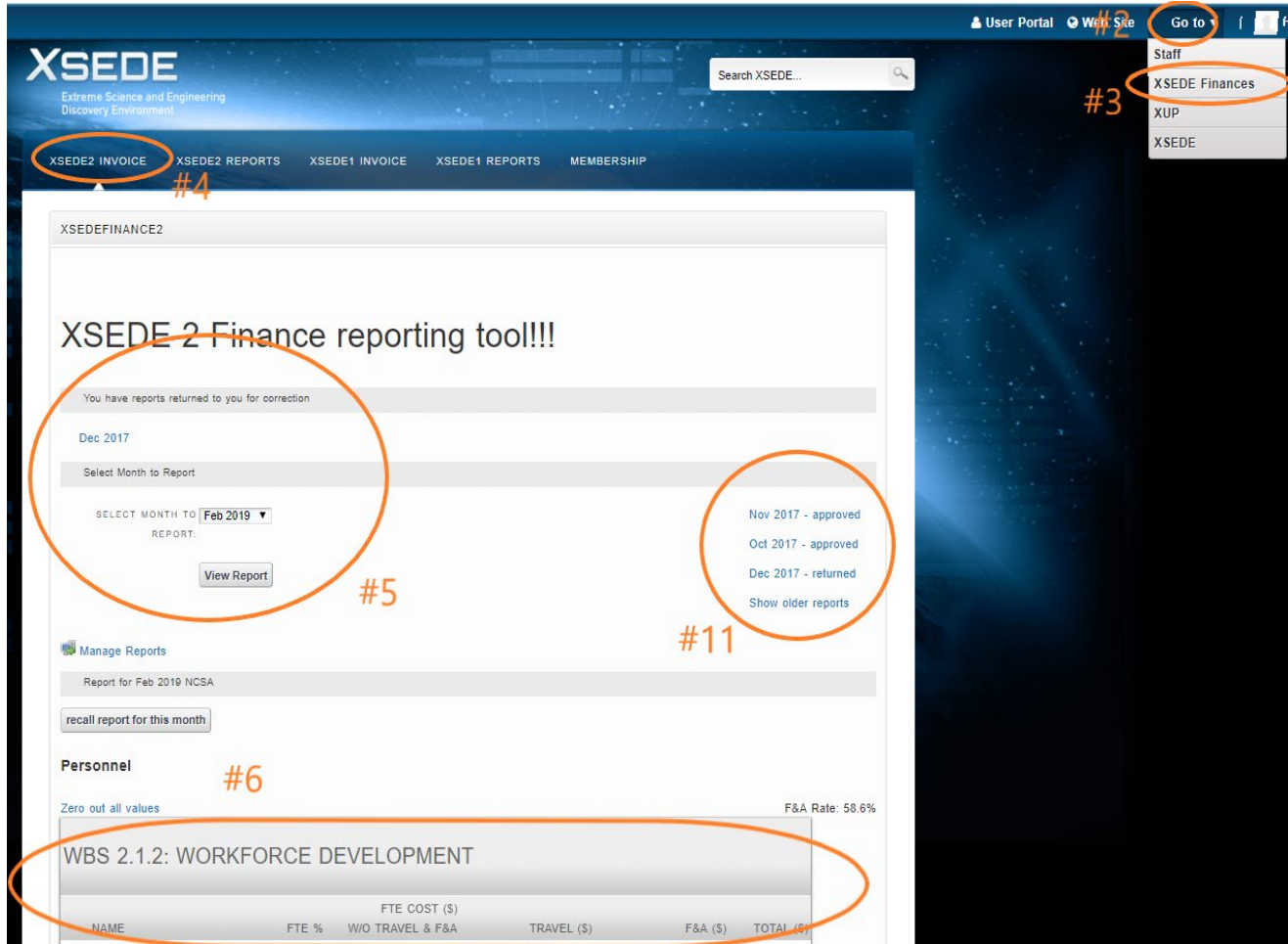
1. Log into xsede.org
2. Choose the "Go to" drop down menu
3. Select "XSEDE Finances"



XSEDE User Portal

USER NAME

PASSWORD



The screenshot shows the XSEDE Finance Portal interface. The top navigation bar includes "XSEDE INVOICE" (circled #4), "XSEDE2 REPORTS", "XSEDE1 INVOICE", "XSEDE1 REPORTS", and "MEMBERSHIP". A search bar is present. The right sidebar contains a "Go to" dropdown menu (circled #3) with options: "Staff", "XSEDE Finances" (circled #3), "XUP", and "XSEDE". The main content area displays "XSEDEFINANCE2" and "XSEDE 2 Finance reporting tool!!!". A message states "You have reports returned to you for correction". A "Select Month to Report" section (circled #5) shows "Feb 2019" selected. A "View Report" button is visible. A list of reports (circled #11) includes "Nov 2017 - approved", "Oct 2017 - approved", and "Dec 2017 - returned". A "Manage Reports" section (circled #6) shows "Report for Feb 2019 NCSA" and a "recall report for this month" button. The "Personnel" section (circled #6) shows "Zero out all values" and "F&A Rate: 58.6%". A table header for "WBS 2.1.2: WORKFORCE DEVELOPMENT" is circled #6, with columns for NAME, FTE %, FTE COST (\$), W/O TRAVEL & F&A, TRAVEL (\$), F&A (\$), and TOTAL (\$).

# XSEDE Finance Portal

## Monthly Finance Submissions

- The Reporting Tool automatically opens to the XSEDE2 INVOICE screen. Please use this screen to enter invoice reports. *To access the L2 and L3 Financial reports, please select the XSEDE2 Reports option from the menu bar.*
- Click the “Select Month to Report” drop-down menu and select the month that corresponds to the invoice for which you are submitting. Click the “View Report” button to open the reporting page. (In this section of the screen, you will also see the reports that have been returned, which is discussed in #10 below.)
- The report will contain a separate section for each WBS category for which your institution receives funding. Each section will have a line to report direct costs for each person from your institution known to have funding from that WBS area. There are 4 fillable fields per person per WBS area:

FTE COST (\$)				
FTE %	W/O TRAVEL & F&A	TRAVEL (\$)	F&A (\$)	TOTAL (\$)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	0
Total:		0	0	0

- FTE %:** please enter numbers only for the percent effort each person worked in each WBS category. For example, if Bob Smith worked 65% in WBS 2.1.2 enter only 65. *If there is no FTE Cost associated with a person in the reported month, please enter “0” for the FTE %.*
  - FTE Cost (\$) (w/o travel & F&A):** in this field, please enter the total cost (labor, benefits, any labor driven costs for your institution) for each person. For example, Bob Smith worked 65% on WBS 2.1.2 in July 2016. 100% of his effort for the month of July 2016 is \$6,500 (salary \$4385, benefits \$1973.25, labor driven communication costs \$141.75). In this field enter \$4225 for 65% of \$6500.
  - Travel (\$):** In this field enter the direct cost for travel for the month per person per WBS area. This amount should include registration fees, if applicable.
  - F&A (\$):** In this field enter the total F&A for FTE Cost + Travel.
  - Total (\$):** This field will automatically calculate the total costs for the associated person.
  - Please notice the subtotal per WBS will automatically calculate, along with the Total FTE. See “FTE Total” located at the bottom of the Personnel section.
- If you need to add a person who is not listed:
    - At each WBS level you can add a person, then going forward the tool should save that name.
    - Currently there is not a method to remove a name. If there is an error you wish to correct, please contact [xsede-admin@ncsa.illinois.edu](mailto:xsede-admin@ncsa.illinois.edu)

ADD PERSON

# XSEDE Finance Portal

8. Institutional funding non-FTE items can be entered at the bottom:
  - a. Choose the category that matches the expense.
  - b. Enter the direct cost amount in the first box, and the F&A cost in the second box. Categories that are exempt from F&A will be populated with "N/A." The Total will automatically calculate
  - c. Select the WBS associated with the expense from the drop down menu. Please select a level 3 WBS (i.e. 2.1.5), not a level 2 WBS (i.e. 2.0). If you have multiple WBS items then select the '+' to add multiple lines within the same category.
  - d. Please enter the description of the expense in the "Comments" field.

**Institution**

CATEGORY	AMOUNT	F&A	TOTAL (\$)	WBS	COMMENTS	
Non-FTE	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0	<input type="text" value="Choose here"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Equipment > \$5K	<input type="text" value="0.00"/>	N/A	0.00	<input type="text" value="2.1.6: Campus Engagement"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Participant support costs	<input type="text" value="0.00"/>	N/A	0.00	<input type="text" value="Choose here"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
			<b>Grand Total</b>			<b>18,278.05</b>

9. Please check the "Grand Total" at the bottom of the Institution section to confirm the total matches your campus/statement or invoice for that month. If the report amount is off by a small amount due to rounding differences, please select an entry to add/subtract the difference in order to match the totals.
10. Once the report is completed, please select "Submit Invoice" and the report will be routed to NCSA for approval.
  - a. The practice is once the invoice has been reviewed and approved by John Towns, the NCSA business office will then approve the invoice in the portal and submit the paper to campus for final payment. This process can take up to one month before payment is received. *Please note, the financial data contained in the invoice reports is required for NSF reporting. Invoices submitted for payment may be held back from processing, if the applicable monthly report(s) has not been submitted in the portal.*
  - b. If corrections are required on the report, the business office will return the report for revision. When the requested revisions have been completed, the report can be resubmitted for review and approval. When revising a report, please include a comment regarding the revision under the applicable WBS prior to resubmitting. *Please keep an eye out for returned reports. A report that has been returned may require immediate attention.*

# XSEDE Finance Portal

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## 11. Reviewing previous reports:

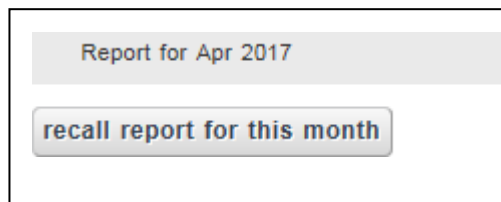
- a. The most recent reports appear on the right side of the screen, toward the top. Click “Show older reports” to view additional submissions

Sep 2016 - approved  
Nov 2016 - submitted  
Feb 2017 - submitted  
Show older reports

## 12. Recall report:

- a. If you submitted a report and noticed that a change is needed, you may recall the report. *If the report has already been approved by the NCSA business office, please email [xsede-admin@ncsa.illinois.edu](mailto:xsede-admin@ncsa.illinois.edu) and let us know the report has been recalled and resubmitted.*
- b. To recall a report, select the expense month and click view report. At the top left of the page will be a button to click to “recall report for this month.”
- c. When revising the report, please include a comment regarding the revision under the applicable WBS prior to resubmitting for review and approval.

Sep 2016 - approved  
Nov 2016 - submitted  
Feb 2017 - submitted  
Show older reports



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