**Audit Details Tab**

- **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

- 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.