Grants Management

Managing Projects & Awards

&

Creating Transactions in the Grants Management module of the Integrated System
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GM-Grants Management

After completing this course, online help is available within the Integrated System and the printed guide can be found in the toolkit (http://www.hr.virginia.edu/other-hr-services/employee-development/sys/gm-tk/) for the module.

GM Projects and Awards

Grants Management and Grants Accounting

The first thing to know is that there is no cash in the grants module. Grants Management is the name of the module in the Integrated System used for budgeting and tracking expenditures associated with PTAEOs (Project, Task, Award, Expenditure, and Organization). All projects and awards are created in the Grants Management module.

It can be a bit confusing, because when we think of grants we often think of work that is funded for research by an outside entity, but our use of the grants module is more like the dictionary definition.

OED Definition: An authoritative bestowal or conferment of a privilege, right, or possession; a gift or assignment of money, etc. by the act of an administrative body or of a person in control of a fund or the like.

The grants module of the Integrated System is used for grants accounting, keeping track of spending and budgets, for all types of funding.

Retrieving Data from the Grants Module

There are two fundamental purposes for a database: to put data in and get data out. This section will illustrate retrieving data from the Grants module using the following tools:

- **Expenditure Inquiry / View Actuals** for reviewing a project's expenditures and drilling down to payables or general ledger.
- **Funding Inquiry** to learn which awards fund a project
- **Project Status Inquiry** for investigating the status of a project.
- **Award Status Inquiry** for investigating the status of an award, including outstanding commitments.
- **Setup / View Burden Cost** used when you need to calculate fringe benefit or overhead amounts for an award.

As with other modules, there are many useful Discoverer reports that pull data from the Grants module. You will learn about a few of them in this section, but if you explore the reports yourself you will learn much more than is covered here.

- **Discoverer reports**
Finding Actual Expenditures in GA

Use *Expenditure Inquiry, Actuals* to review a project’s expenditure items:

- to see the amount and type of expenditure items charged to a project
- the date an expenditure item occurred
- accrued revenue, and other information
- drill down to Payables to view the Invoice Overview form
- drill down to General Ledger to view T-accounts.

**Procedure**

Expenditure Inquiry, Actuals.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>When logged in as a GM Viewer you see Expenditure Inquiry as shown here. Press [Enter]. to continue.</td>
</tr>
<tr>
<td>2.</td>
<td>GM responsibilities other than Viewers will see Expenditure Inquiry listed under Expenditures as shown here in the GM Award Manager's view. Press [Enter]. to continue.</td>
</tr>
<tr>
<td>3.</td>
<td>The project number has been entered for you. Press [Tab].</td>
</tr>
<tr>
<td>4.</td>
<td>The project name populates. You could specify a search term for any of the other fields on the window, but the project number is required. Press [Enter] to continue.</td>
</tr>
<tr>
<td>5.</td>
<td>If you want to search for payments to a specific employee you would select the Resource horizontal tab.</td>
</tr>
<tr>
<td>6.</td>
<td>In this example we illustrate finding payments to a particular supplier. Click the Supplier horizontal tab.</td>
</tr>
</tbody>
</table>
7. The supplier name was found and selected.

Click the OK button.

8. Click the Find button.

---

9. If the query will return more than 100 entries you get this warning and the option of canceling the query.

Press [Enter] to continue.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | The Totals button calculates a total for all lines returned.  
In this example the Totals button has been clicked.  
Press [Enter] to continue. |
| 11.  | The first row is selected.  
Click the Item Details button. |
| 12.  | AP Invoice is selected.  
Click the OK button. |
### Step 13

The invoice overview opens.

Click in the **Actual Payments: Paid By** field.

**151209 - Check**

### Step 14

Click the **Payment Overview** button.
15. You can review the payment including the cleared date.

   Click the Close button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Click the <strong>Tools</strong> menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Tools" /></td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>View Accounting</strong> menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="View Accounting" /></td>
</tr>
</tbody>
</table>
18. Click the **T Accounts** button.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Click the <strong>T Accounts</strong> button.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
19. | Click the **Options** button.  ![Options Button](options_button.png)
20. | Click the **Activity Summary** button.  ![Activity Summary Button](activity_summary_button.png)

21. | Click the **Close** button.  ![Close Button](close_button.png)

22. | Expenditure Inquiry, Actuals is very useful for forensic accounting.
This concludes the topic.  
**End of Procedure.**

---

**Funding Inquiry**

Use **Funding Inquiry** to see which awards provide funding for a project and to see the history of the funding.

**Procedure**
Projects can be funded from many different awards.

You can find a list of awards that fund the project using Billing Funding Inquiry.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the funding inquiry window by expanding the <strong>Billing folder</strong>. Click the <strong>Funding Inquiry</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>GM Viewers access the Funding Inquiry form directly.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 3.   | The Project Number has been entered for you.  
      Press [Tab] to populate the Project Name.  
      NOTE: The Project Name must be populated in order to complete the query. |
| 4.   | The Project Name populates.  
      Note: when a field is colored yellow it must be completed.  
      Click the **Find** button.  
      ![Find button](image) |
| 5.   | Note: Summary Amounts shows the total funded from **all** awards  
      Summary by Installment shows funding from each installment  
      To see the Funding History for an individual installment click the **Award Number** to select the row.  
      ![Award Number](image) |
| 6.   | Click the **Funding History** button.  
      ![Funding History button](image) |
Step | Action
--- | ---
7. | You see when, by whom, and how much was allocated from a particular installment. Click the **Close** button.
8. Close the window to return to the Navigator.

   Click the Close button.

9. This concludes the topic.

   End of Procedure.

Using Award Status Inquiry

Award Status Inquiry (ASI)

All commitments on Grants & Contract type awards should be relieved before the award is closed at the end of the grant period. Award Status Inquiry (ASI) makes it easy to find all commitments on an award.

Procedure

Award Status Inquiry is also referred to as ASI.

Use ASI to find the budget, spending and commitments against an award.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Double-click the <strong>Awards Status</strong> list item.</td>
</tr>
</tbody>
</table>
### Step 2

You can use the LOV and/or wildcards to search on any of the fields shown.

You can also limit your search by a key member (employee name or name and role).

You can limit your search by funding source - useful for G&C awards.

In this case we are searching by award number.

Enter the desired information into the **Number** field. Enter "LS00295".

### Step 3

You can execute a query in ASI by clicking the Find button or the enter key on the keyboard.

Press **[Enter]**.

### Step 4

Probably the most frequently used aspect of ASI is inquiring on commitments against an award.

Click the **Commitments** button.
### Step 5

You can limit the inquiry using any of the fields in the Find Commitments window. In this case all commitment types are included.

Click the **Find** button.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>You can limit the inquiry using any of the fields in the Find Commitments window. In this case all commitment types are included.</td>
</tr>
</tbody>
</table>

**Find**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the <strong>Scrollbar</strong>.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Totals</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8.</td>
<td>You can scroll to the right to see the totals. When you close windows in ASI you do not terminate the query, instead you can continue to explore other aspects of the award. Press [Enter] to continue.</td>
</tr>
<tr>
<td>9.</td>
<td>Note: [Invoice Review] is only available to GM Billing Specialist and GM Administrator responsibilities. Click the Award Inquiry button.</td>
</tr>
</tbody>
</table>

Award Inquiry
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the <strong>Personnel</strong> tab.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Personnel Tab" /></td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Budgetary Control</strong> tab.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Budgetary Control Tab" /></td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Installments</strong> tab.</td>
</tr>
<tr>
<td></td>
<td><img src="image3.png" alt="Installments Tab" /></td>
</tr>
</tbody>
</table>
| 13.  | You can find the revenue project for the award by opening the flexfield.  
Click in the **Flex** field. |
<p>|      | <img src="image4.png" alt="Flex Field" /> |
| 14.  | Click the <strong>OK</strong> button. |
|      | <img src="image5.png" alt="OK Button" /> |
| 15.  | Click the <strong>Funding Summary</strong> button. |
|      | <img src="image6.png" alt="Funding Summary Button" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Funding Summary shows all projects funded by the award from each of its installments. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>17.</td>
<td>Use your imagination with ASI. Because it is a view only form you are not able to make any changes, so it is safe to explore. This concludes the topic. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Calculating Burden Cost**

**View Burdened Cost**

Burdened cost refers to overhead costs. (In the Integrated System this includes: Fringe Benefits, UVA Temp Svcs fees, and F&A Costs.) They are calculated by applying a burden multiplier as defined in the Burden Schedule of the Award to applicable raw costs.

Burden Schedule Establishes the burden multipliers used to calculate burden costs. Also referred to as the Indirect Cost Rate Schedule on the award.

You can find out the amount of the fringe benefit for a personnel line/ F&A Costs (G&C Awards) by going to the View Burdened Costs window and entering your information.

Note: Entering your project or award information into the View Burdened Costs window does not affect your budget. It is simply a query that you may do to assist you in calculating burdens for your budget.
The website for the Office of Sponsored Programs posts the Rates for several fiscal years.

Procedure

The burden schedule or percentage rate for overhead and fringe benefits is loaded into the Grants module as a modifier.

When the raw cost occurs the system calculates the amount added for fringe benefits (FB) and facilities and administrative (F&A) charges.

Sounds complicated, and it is. This is one instance where the calculations done by the Integrated System save a lot of headache and painstaking work for us. Remember, each type of pay has a slightly different FB rate.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Double-click the <strong>Costing</strong> list item.</td>
</tr>
<tr>
<td>2.</td>
<td>View (Award) is selected. Click the <strong>Open</strong> button.</td>
</tr>
</tbody>
</table>

![Image of the interface with fields for Award Number, Project Number, and Expenditure Type.](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Enter the Award Number into the <strong>Award Number</strong> field. Enter &quot;GA10670&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>After the Award Number is entered use the List of Values to select the Project and Task numbers. Click the <strong>Project Number</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the LOV for Expenditure Type, the button to the right of the <strong>Expenditure Type</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6.</td>
<td>This illustrates searching for Salaries using the wildcard, the percent (%) sign. Sal% returned quite a few Salary expenditure types; Salary, Faculty, T&amp;R FT (teaching &amp; research full time) is selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>The Organization is selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>Select the date field LOV to see the calendar. The current date is selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>The raw cost of 50,000 has been entered for you. Click the <strong>Burden</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Burden</strong> button.</td>
</tr>
</tbody>
</table>
11. The system has calculated the burdened total and given a breakdown of the costs. Press [Enter] to continue.

12. When you are preparing a budget this function can be very useful. This concludes the topic. **End of Procedure.**

**PTAEO**

**PTAEO**

Grants Accounting is at the heart of the Integrated System. All expenditure projects and awards are budgeted in the Grants Accounting module regardless of whether they are actual grants or state funding or gifts. It can be a bit confusing. The image below is an active link to the interactive graphic showing how data flows among the modules of IS.

Whenever we make a purchase, pay an employee, or transact business among University departments we charge a PTAEO. PTAEO is the acronym for:

- **Project**
  A project is an activity or event with a single purpose executed over a specified period of time (such as a conference, a research project, a course, etc.) with specific funding sources (designated by the award(s) in GA) and a predetermined budget. A project may cross fiscal years. A project is not an organization or an employee. The project number is a 6 digit numeric value (example: 100001)

- **Task**
  A further breakdown of project. All projects have at least one task (101). You may create
additional tasks. The task number cannot be more than ten (10) digits, alpha/numeric. Please note if the task is greater than 10 characters the task will fail the system interface during the batch import process from internal service providers.

- **Award**
  Source of Funds - Award numbers are always 7 alphanumeric values; the first 2 values will be letters, the remainder will always be numbers (examples: GN45762, SG79840) The interactive graphic, Processing Funds (http://www.virginia.edu/finance/funds/Fr_RevenueProcess.htm), gives explicit information about the various sources of funds.

- **Expenditure Type**
  Purchasable items are organized into Expenditure Categories and the categories are further broken down into Expenditure Types. Expenditure types are up to 30 character alpha values created in tables linked to the Award and accessible to you when you create a distribution for a purchase, a transaction with another department within the University or for labor.

- **Organization**
  Each unit of UVa is designated by a 5-digit numeric value. 10000 is the President's Organization.

A complete PTAEO might read as follows: 100001.101.GN45762.supplies, office.10100

PTAEO combinations are quite long, so to avoid confusion you can generate bar codes using the PTAEO Card Generator (http://www.virginia.edu/integratedsystem/index.html) for the many combinations that will be in use for Internal Service Providers like the bookstore or printing and copying services.

Creating Projects

*You create a new project:*

- When you receive funding, such as a gift, for a new activity for which no account exists. Creating New Gift Projects (http://www.virginia.edu/finance/polproc/proc/9-42.html)
When you receive funding for a new type of activity.

Also, a new expenditure project must be created using Grants Accounting when none of the projects within your unit contains the proper *expenditure function code* that will allow the correct classification of expenditures for the new activity.

For example, imagine that your department has two projects:

- The first one has expenditure function code **2000: general academic**;
- The second one has expenditure function code **2700: research, projects and individual**.
- Then your department makes plans and receives funding for work providing community service code **2800: community service**.

**NOTE:** As of April, 2013, Projects must include the names of the following key members including:

- Project Manager
- Fiscal Contact
- Approver (non-sponsored)
- Principle Investigator (sponsored)

*Optional* key members:

- Examiner
- Fiscal Officer

**When should I NOT create a new project?**

- You need not create a new project just because you received additional funding from a new award. For example, new funding provided by the provost's or dean's office for a departmental program can be put into an existing departmental project as long as the project bears an appropriate expenditure function code.
- When you receive notification of funding for a grant proposal. **Note:** *All Grants & Contracts projects* are created by Office of Sponsored Programs (OSP) staff.
- A new revenue project for depositing State E&G or Local General monies should be coordinated through the University *Budget Office*. In these cases the new project is used to deposit revenue into the general ledger. To spend any of the revenue deposited to the new project, an award would have to be created by a central department GM Setup Specialist, and the project to which funds are deposited in the general ledger would serve as that award's sponsoring revenue project.

Complete the Project Create Request Form ([http://www.virginia.edu/integratedsystem/forms/index.html](http://www.virginia.edu/integratedsystem/forms/index.html)) found on Integrated System homepage under "FORMS. " Save as your own document on your computer before you log in and begin the project creation process. Completing the form will ensure that you have all the information you need for the process before you begin.

Your form responses should justify the expenditure function you choose when creating the project. It will be reviewed during the workflow process, as one of the factors determining approval or rejection of the newly linked Project / Award combination.

*Expenditure Function Codes are used to categorize a project’s primary reason for existence. They are derived from the *Financial Accounting and Reporting Manual for Higher Education*. Expenditure functions include "core missions" of the University (Instruction, Research, and Public Service), as well as "support" functions. In their financial statements, public institutions are required to classify expenditures by function.

**Procedure**

A project is an activity or event with:
- *a single purpose*
- *executed over a specified period of time*
- *with specific funding sources*
- *and a predetermined budget.*

A project may cross fiscal years.

A project is not an organization nor an employee.

This simulation will demonstrate creating a new project in IS.

Select **Try It** on the menu bar to view the simulation.
### Step 1

**TIP:** Before you login to create the new project, complete the UVa *Project Create Form* and save it on your desktop.

Log in with your GM responsibility

**Departmental:**
- GM Award Manager
- GM Project Manager
- GM Limited Setup Specialist

**Central Offices:**
- GM Setup Specialist
- GM OSP Setup Specialist

Expand the Grants Accounting folder by clicking the + sign.

Click the **Projects** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | Projects are created by copying a template.  

Click the **Project, Templates** drop-down.
Step | Action
--- | ---
3. | Select **Templates**.
### Step 4

**ALWAYS** create projects by copying the **General Operating Template**.

Other templates are for central offices, for example:
- *OSP* use G&C templates
- *Budget Office* sometimes uses Capital Template, etc.

**NEVER** copy an existing project.

Click the **Copy To...** button.

#### Step 5

Note: Check marks indicate fields that are required.

---

![Image of a Oracle interface showing the Copy To button and other elements.](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | The project name must be unique, Preceeded by your area's prefix and be less than 30 spaces long.  
AR- SCHOOL OF ARCHITECTURE  
AS- COLLEGE OF ARTS & SCIENCES  
AT- ATHLETICS  
BA- BATTEN SCHOOL  
BU- BUSINESS OPERATIONS  
CO- EXECUTIVE VP & COO  
CP- SCHOOL OF CONTINUING & PROFESSIONAL STUDIES  
CU- CURRY SCHOOL  
DA- DARDEN SCHOOL  
DE- VP, DIVERSITY & EQUITY  
DV- VP, DEVELOPMENT & UNIVERSITY RELATIONS  
EN- ENGINEERING SCHOOL  
FI- VP, FINANCE (EXCEPT BUSINESS OPERATIONS)  
FM- FACILITIES MANAGEMENT  
HR- VP, HUMAN RESOURCES  
HS- HEALTH SYSTEM (INCLUDES HS LIBRARY, HSF, & MED CENTER  
IT- VP, CIO  
LB- LIBRARY  
LW- LAW SCHOOL  
MB- VP, MANAGEMENT & BUDGET (EXCEPT FACILITIES MANAGEMENT)  
MC- MCINTIRE SCHOOL  
MD- SCHOOL OF MEDICINE  
NR- SCHOOL OF NURSING  
PR- PRESIDENT'S OFFICE (EXCEPT VP, DEVELOPMENT & UNIV. RELATIONS)  
PV- VP & PROVOST AREAS (EXCEPT VP, RESEARCH & PUBLIC SERVICE)  
RS- VP, RESEARCH & PUBLIC SERVICE  
SA- VP, STUDENT AFFAIRS  
SW- SOUTHWEST HIGHER EDUCATION CENTER  
WS- COLLEGE AT WISE |
|      | Enter the prefix for human resources into the Project Name field. Enter "HR-". |
| 7.   | The complete project name has been entered for you.  
The Project Name field is limited to 30 spaces, so you might need to abbreviate the name. |
| 8.   | The Project Description field can hold 240 characters, so you do not need to abbreviate.  
Press the [Tab] key to go to the next field. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | In this example we illustrate a project beginning on the first day of the fiscal year.  

*Check with your department guidance.*  
Press **[Tab]** to go to the next field. |
| 10.  | The Project Completion date is the last day of the fiscal year far in the future.  
The convention at UVa is to use the year 2026.  
Press **[Tab]** to continue |
| 11.  | You search for your Project Manager's name by entering:  
the **last name**, a **comma**, and then the **tab key**.  

*NOTE:* If the your Project's Manager was not a UVa employee on the date your project starts the search will not find the name, since it searches the HR table and validates by date. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Search for employee names for the other required roles the same way. The fiscal contact has been found and selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>The approver has been selected. Note: Examiner is not a required role. There is no check mark in the box. Press <strong>[Enter]</strong> to continue.</td>
</tr>
<tr>
<td>14.</td>
<td>You will select the expenditure function that most closely matches the work that will be done under this project. In this case 2000, Instruction, General Academic. The Code is selected. Press <strong>[Tab]</strong>.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 15. | F&A stands for Facilities and Administrative costs. It is the current federal government, Office of Management and Budget Circular A-21.  
The Facilities and Administrative Code (F&A) Cost Code must correlate with the Expenditure Function.  
When creating *General Operating* projects **NEVER** select an F&A code designated as "*Sponsored*" unless you work in OSP.  
"*Sponsored*" refers to actual grants and contracts. Those projects are created by OSP staff. |
| 16. | The F&A code, 10, Direct Costs: Instruction, is selected from the [F&A Code](#) list of values.  
Click the **OK** button. |
| 17. | Enter the Organization number and press tab.  
The system will complete the org name and assign a project number.  
Make a note of the project number so that you can find it and attach the project create form.  
Click the **OK Button** button. |
| 18. | This concludes the topic, but there is more to *Creating Projects*.  
Next you will learn to attach a Project Create Form to your project.  
**End of Procedure.** |

**Finding a Project & Attaching a Project Create Form**

The image below is a link to the IS website Forms page.
Procedure

Search for your project by:

- Number
- Name
- Organization
- Status
- Key Member

Or by a combination of query parameters.
### Step 1
This simulation illustrates navigation from the Navigator screen.

Double-click the **Expand All** (++) button to see all the windows available for your responsibility.

### Step 2
Open the Project Form.
### Step 3

**Search for your Project on the Find Projects window.**

You can efficiently search by *one or more* of the following elements:

- **Number**
- **Name** (or a part of the name followed by the %)
  - the % is the wildcard for searches
- **Organization** (or the number followed by the %)
- **Status**
- **Key Member**

Click the **Find** button to execute the search.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Search for your Project on the Find Projects window. You can efficiently search by <em>one or more</em> of the following elements: <strong>Number</strong> <strong>Name</strong> (or a part of the name followed by the %) the % is the wildcard for searches <strong>Organization</strong> (or the number followed by the %) <strong>Status</strong> <strong>Key Member</strong> Click the <strong>Find</strong> button to execute the search.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Open</strong> button on the Project, Templates Summary window.</td>
</tr>
</tbody>
</table>

![Open button on Project, Templates Summary window](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>The paperclip icon on the menu bar is the attachment button. You attach the project create form to your general operating type projects. On the Projects, Templates window with the cursor in the project <strong>number</strong> double-click the <strong>Attachments...</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Attachments...</strong> button.</td>
</tr>
</tbody>
</table>
### Step 7

On the **Main** tab enter the Category.

*Tip: You can key in the letter **M** then the tab key for quick entry of "Miscellaneous."*

The title and description are "Project Create Form."

Enter the desired information into the **Title** field. Enter "Project Create Form".

### Step 8

Press **[Enter]** to continue.

### Step 9

The Source tab is selected.

Use the list of values to select **File** as the data type.

Click the **OK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | You will browse to find the *Project Create* form that you saved on your computer.  
Click the **Browse** button. |
| 11.  | Find your document on your computer.  
Press [**Enter**] to continue. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>The decision box appears. Click the <strong>Yes</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
14. | If you search for your project again you will see the attachment indicator, the paperclip icon, now contains a yellow slip.

The attachment process was successful.

Press [Enter] to continue.

15. | This concludes the topic, Finding Your New Project & Attaching the Project Create Form. End of Procedure.

Revising Projects & Reviewing Project Options

**What can’t you change on your projects?**

- Neither the project number,
- the type,
- the Organization
- nor can the status be changed, except by a few people with GM Administrator or GM Setup Specialist responsibility
- key members (can be changed by GM Role Manager and GM Limited Setup Specialist in departments or by central users with GM Limited Setup Specialist, GM Setup Specialist, GM OSP Setup Specialist and GM Administrator responsibility.)
- Transaction Controls are used extensively on sponsored projects (grants & contracts) and cannot be changed by anyone outside of OSP.

**What can you change on your General Operating projects?**
• You can change the name; however, each project must have a unique name.
• You can change the Trans Duration dates
• you will have to Baseline the Budget after changing this (you will get a reminder message)
• open the award budget and click the submit button.
• Description
• You can change existing Tasks and new peer and tasks can be added
• you will have to Baseline the Budget after changing this, and you will get a reminder message on the screen
• open the award budget and click the submit button
• Key members can be changed by GM Role Managers and GM Limited Setup Specialists, GM Setup Specialists, GM OSP Setup Specialists and GM Administrators.

• You may set transaction controls for your general operating projects, but even if you do not...
...... it is important to know how to check for them on projects you use for spending.
• A PTAEO may not be chosen for an expenditure transaction in GA, for purchasing, nor labor distribution when the expenditure type is not allowed through
• Transaction controls set in the Options area, Transaction Controls.
• An expenditure type is not allowed when the Limit to box is not checked.
Procedure

You can change some properties of your General Operating projects!

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Neither the project number, the type, the Organization nor the status can be edited. GM Project Managers and GM Award managers can change general operating projects’ names long names dates descriptions tasks and transaction controls. <strong>Key Members</strong> on general operating projects can be changed by departmental employees with the responsibility <strong>UVA GM Role Manager or GM Limited Setup Specialist.</strong></td>
</tr>
</tbody>
</table>

**NOTES:**
Unless you are responsible for a project do not change it.

**OSP staff maintain G&C Reportable projects.**
### Step 2

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | You simply key the new information to the field to change the name, long name, duration or description.  

Press [Enter] to continue. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>To change or add a task select the Task option name then... Click the <strong>Detail</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>You can change the details on existing tasks exactly as you would change other fields by keying in the text that you want. To create a new task click the <strong>Create Peer Task</strong> button.</td>
</tr>
</tbody>
</table>

**NOTE:** U.Va. does not currently use Subtasks.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | The EXAMPLE task was entered.  
Note: The default for start and finish dates for the task are the transaction duration of the project.  
Press [Enter] to continue. |
| 6.   | You can enter up to nine (9) alpha-numeric digits for the task number.  
Transaction dates can be changed, but they must be within the transaction duration of the project.  
You will save your work when you make changes.  
Press [Enter] to continue. |
| 7.   | When you save your work after making changes you will get a message from the system reminding you to REBUDGET. You will not be able to use the new task in an active PTAEO until you rebudget.  
Open the Award Budget and click SUBMIT. That is all you have to do.  
Click the Close button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Select Classifications and click the <strong>Detail</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>You cannot change the Project Classifications. Click to <strong>Close the window</strong>.</td>
</tr>
<tr>
<td>10.</td>
<td>Key members can be changed by departmental employees with the responsibility <strong>GM Role Manager or GM Limited Setup Specialist</strong>. Click the <strong>Detail</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 11.  | Project Manager is a required role for every project. The person in that role might change from time to time.  
When a person is no longer responsible for a project their *Effective To* date is entered.  
The succeeding project manager must be named and entered with the next day's date in the *Effective From* field.  
The role of Project Manager *cannot be vacant for even one day.*  
Press [Enter] to continue. |
| 12.  | An exception to the rule regarding Sponsored Projects is the role of Fiscal Contact.  
*GM Role Managers* and *GM Limited Setup Specialists* are responsible for keeping the Fiscal Contact information up to date on sponsored projects.  
Press [Enter] to continue. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13.  | You may set transaction controls for your projects, but even if you do not...
|      | ..... it is important to know how to check for them on projects you use for spending. |
|      | Click the **Detail** button. |

![Image of Oracle interface with the Detail button highlighted.](image-url)
### Step 14
Transaction Controls are used extensively on sponsored projects (grants & contracts) and cannot be changed by anyone outside of OSP.
GM Project Managers and GM Award Managers can set Transaction Controls for their for general operating projects.

An expenditure type is **not allowed** when the Limit to box is **not checked**.

A PTAEO **may not be chosen** for an expenditure transaction in GA, for purchasing, nor labor distribution when the expenditure type is not allowed through transaction controls set here.

Press [Enter] to continue.

### Step 15
It is not possible to show every conceivable revision to projects.

Use your imagination and the flexibility of the IS to serve your area's particular business needs.

This concludes the topic, Revising Projects.

**End of Procedure.**

---

**Adding and Modifying Tasks**

**Logic of Adding Tasks, Modifying Existing Tasks, and Transactions**

**Start Dates:**
The **Transaction Start Date** can be changed from the default start date which is always the beginning of the project. Obviously, the start date of a task cannot be before the start of the project. *No* transactions can be processed *before* the task’s Transaction Start Date.

**Finish Dates:**
The task’s Transaction Finish Date can be left open. The default is the end date for the project. You can prevent future charges on a task with previous transactions by entering a Transaction Finish Date on the task.
Tasks cannot be charged if they are past their Transaction Finish Date.

**Deleting Tasks:**
You cannot delete a task if there are transactions, or commitments on the task.

**NOTE:** Tasks are a further breakdown of the project. All projects have at least one task (101). You may create additional tasks up to 10 characters alpha/numeric on non-G&C projects (Sponsored Programs maintains all G&C Reportable projects). **Please note if the task is greater than 10 characters the task will fail the system interface during the batch import process from internal service providers.**

**Procedure**

**REVIEW:**

Existing tasks can be modified and new tasks can be added to meet your business needs. Task numbers cannot be modified once there are transactions on the task.

When tasks are modified or new tasks are added you must **baseline the budget.**

You will get a system reminder to resubmit the budget when you save.
Step | Action
--- | ---
1. | To change or add a task select Task in the options region.
   
   Click the **Detail** button.

2. | To add a task click the **Create Peer Task** button.
   
   NOTE: We do not use subtasks at UVa.

3. | You may use up to **ten** alpha, numeric or a combination of alpha/numeric characters for the task number.
   
   *(If you try to use more than 10 digits the task will fail the system interface during the batch import process from internal service providers.)*

   In this example the task "number" is not a number, rather it is all alpha characters. The "number" and the task name have been entered for you.

   Click in the **Date** field.

   `01-JUL-2012`
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | The new task number, name and description have been entered.  
The Transaction Start Date can be changed from the default start date which is always the beginning of the project. However, the beginning date can't be before the start date of the project.  
No transactions can be processed before the task's Transaction Start Date.  
The task's Transaction Finish Date can be left open, but the default is the end date for the project.  
*You cannot delete a task if* there are transactions or commitments on the task, but you can prevent future charges on a task with previous transactions by entering a Transaction Finish Date on the task.  
Tasks cannot be charged if they are past their Transaction Finish Date.  
Click the Save button. |
| 5.   | After you save you will get a reminder to **Baseline the budget**. That means to open the award budget and click the submit button.  
In the case of adding new tasks the baseline must complete before the new task can be used in a PTAEO distribution.  
Press [Enter] to continue. |
| 6.   | This screenshot illustrates all numeric task numbers, however, you may use up to **ten** alpha, numeric or a combination of alpha/numeric characters for the task number.  
For example, **120ISTraining** would be an allowable task number. |
### Step 7: REVIEW:

This is an example of a peer task numbered with alpha numeric characters, task number, task name, and task description.

The default start and finish dates are the same as for the project, however those can be changed. The end date for the task cannot be beyond the end date for the project.

You cannot delete a task if it has transactions or commitments, but you can prevent future charges on a task with existing transactions by entering a Transaction Finish Date on the task.

Tasks cannot be charged if they are past their Transaction Finish Date.

### Step 8: You can add options to a task, but it is not required.

Here we show adding options to task 107.

Click the **Options** button.

![Options Button](image)
Step | Action
--- | ---
9. | Double-click in the **Task Detail** field in the Task Options window.

![Task Detail field in Task Options window]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>You can add or change details, it is not required, and it is not the practice at UVa. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>
12. **Click the Save icon.**

13. **Close** the window.

14. The system will remind you to resubmit your budget. That means to open the award budget and click the **Submit** button.

This concludes the Projects section of the class. **End of Procedure.**

**Working with the PTAO Card Generator**

The PTAO Card Generator is used to verify that the PTAO is valid for spending. Examples of spending are; postage (mailroom), and purchasing items from the UVA Bookstore and Cavalier Computers.

In order to use the PTAO Card Generator you must have access to NetBadge and Employee Self-Service within the Integrated System.

The **PTAO Card Generator** icon is located on the Integrated System home page (under the Launch and Discoverer sections) and looks like this:
Accessing the PTAO Card Generator

Procedure

In this simulation you will see how to access the PTAO Card Generator through NetBadge.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The NetBadge Web Login page displays. Begin by entering your UVa computing ID and Password information.</td>
</tr>
</tbody>
</table>
Training Guide

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>For this example, the UVa computing ID and Password have been entered for you. Click the <strong>Log In</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>The <strong>University of Virginia PTAO Card Generator</strong> page displays. Note the information at the top of the page.</td>
</tr>
<tr>
<td>4.</td>
<td>Congratulations! You have successfully accessed the PTAO Card Generator through NetBadge. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Validating a PTAO using the PTAO Card Generator**

**Procedure**

In this simulation you will see how to use the PTAO Card Generator to validate a PTAO.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>When manually entering PTAO information, the Award Number case sensitive (use upper case). All fields are required in order to generate a PTAO Card Barcode.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Enter a **Project** number.

Type the desired information into the **Project** box. Type "**147895**".

3. | Press **TAB**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Search for the associated <strong>Task</strong> number(s) from the list of values.</td>
</tr>
<tr>
<td>5.</td>
<td>There are three <strong>Task</strong> associated with this project. Select the appropriate <strong>Task</strong> number. Click the <strong>PTA10-pta10</strong> link.</td>
</tr>
</tbody>
</table>

**PTA10-pta10**
6. Search for the associated **Award**.

Click the **Popup List of Values: Award** button.
Step | Action
--- | ---
7. | Click the **DR12345 - IT-EA PTAO Card Generator** link.

8. | Enter the appropriate **Organization** code.
Type the desired information into the **Organization** box. Type "**20030**".

9. | Click the **Submit** button.

10. | The PTAO Card Generator validated the information you entered and created a Barcode.

**Note:** For those individuals with a purchasing responsibility, you may print this page.

11. | Congratulations! You have successfully validated a PTAO using the PTAO Card Generator.
**End of Procedure.**

**Resubmitting Budgets**
Whenever you change a project or task date or add a new task the system will show a reminder message to baseline the budget. Simply open the award budget and click the Submit button.
Newly created tasks cannot be used in transactions until the budget is baselined in this way.

Maintaining Roles on Projects & Awards

**When to change personnel or key members on Awards and Projects?**

- Employee is leaving the Department to transfer to another Department
- Employee is leaving the University
- Employee is taking another position in the Department and will not be responsible for Projects or Awards

If the employee is listed 50 or more times as any of the below key elements on any combination of project and/or awards, the department or business unit may request that the Integrated System Deployment and Support (ISDS) auto-update the data elements.

Please fill out the Key Member Data Form located on the Integrated System website under forms. Here is a link to the form:

Key Member Data Form  
([http://www.virginia.edu/integratedsystem/forms/AwardProjectKeyMemberDataForm.doc](http://www.virginia.edu/integratedsystem/forms/AwardProjectKeyMemberDataForm.doc)) Email the completed form to ISDS-FM@virginia.edu.

Recon@UvA Role Maintainers as of March 2013.

([http://www.virginia.edu/recon/contactus/team.html#Contacts](http://www.virginia.edu/recon/contactus/team.html#Contacts))

Maintaining Roles on Projects

**GM Role Managers or GM Limited Setup Specialists** can maintain the following key members on Grant & Contracts (G&C Reportable) Project Types:

- Fiscal Contact (called Preparer in Recon@UvA)
- Fiscal Officer
- Examiner (optional role)

**GM Role Managers or GM Limited Setup Specialists** can maintain the following key members on **non-G&C** Reportable Project Types:
Training Guide

- Project Manager
- Fiscal Contact (called Preparer in Recon@Uva)
- Approver
- Fiscal Officer
- Examiner (optional role)

**G&C reportable Projects and Awards**
Sponsored projects and awards are maintained by staff in OSP except for select key member roles on projects noted above.


**Procedure**

Log in to your UVA GM Setup Specialist or UVA GM Role Manager responsibility.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Employees with **UVA GM Role Manager** responsibility or **UVA GM Limited Setup Specialist** responsibility can maintain **Key Member** roles on projects.  
This example illustrates what you see if you are logged in as a **UVA GM Role Manager**.  
Click the **expand** button on the UVA GM Role Manager. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Double-click on <strong>Projects</strong>.</td>
</tr>
</tbody>
</table>
| 3.   | There are many ways to query Projects.  
You can search for one particular Project or all projects that meet certain criteria.  
This example illustrates finding all the **Active** Projects on which one employee holds the active Key Member role of ‘Fiscal Contact’. In this example ‘Roberts, Lynda M’ has been entered in the Key Member field (the employee number is populated automatically).  
In this example the Status field LOV has been selected and the ‘**All Except CLOSED**’ status has been selected.  
In this example we are searching for Roberts, Lynda M in the Fiscal Contact role in all statuses ‘**All Except CLOSED**’.  
Click the **Find** button.  
The Projects, Templates Summary window lists all the projects, except those with status "closed," on which Lynda M Roberts is the current Fiscal Contact. |
Step | Action
--- | ---
4. | The Projects, Templates Summary window lists all the projects, except those with status "closed," on which Lynda M Roberts is the current Fiscal Contact.

Select a Project.

Click the **Open** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click on <strong>Key Member</strong> in the options region.</td>
</tr>
</tbody>
</table>

```
Key Members
```
## Step 6
Click the **Detail** button.

![Detail button]

## Step 7
The Effective To date, 31-Mar-2013, has been entered for Lynda Roberts as Fiscal Contact.

Please note you may be changing more than one role in a session depending on the circumstances.

Press **[Enter]** to continue.

## Step 8
The Employee Name, 'Marbury, Patricia A (Patty)' has been selected.

Click the list of values (LOV) ellipsis in the **Role** cell to choose Fiscal Contact.

NOTE: The Fiscal Contact and the Approver cannot be the same person for non-G&C reportable project types. If this was a G&C reportable project type the Fiscal Contact and Principal Investigator cannot be the same person.

## Step 9
Select 'Fiscal Contact'.

Click the **OK** button.

![OK button]

## Step 10
Enter the effective **FROM** date for the new role holder.

The day after the previous employee's **TO** date is the correct entry.

Enter a valid date e.g. a valid value e.g. "**01-APR-2013**".

**NOTE:** The required roles may not be vacant for even one day. Project Managers cannot have overlapping effective dates.

Select Save icon.

Recon@ will reflect changes the day after the **Effective From** date.

In this example above, a Recon@ role, the changes would be reflected in Recon@ the next day (02-April-2013).

Press **[Enter]** to continue.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Save your work then close.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>13.</td>
<td>REMEMBER</td>
</tr>
</tbody>
</table>

Required roles for **non-G&C** Reportable Projects:
- Project Manager
- Fiscal Contact
- Approver

**NOTE:** The Fiscal Contact and the Approver cannot be the same person.

Required roles for **G&C** Reportable Projects:
- Fiscal Contact

**NOTE:** Project Manager and Principal Investigator (PI) are also required but can only be changed by OSP, therefore won’t be shown in the role list of values for you to select.

**NOTE:** The Fiscal Contact and Principal Investigator cannot be the same person.

The required roles should not be vacant for even one day.

When a person is no longer responsible for a project their **Effective To** date is entered. The succeeding person must be named and entered with the next day’s date in the **Effective From** field.

Optional roles for all project types:
- Examiner
- Fiscal Officer

**NOTE:** On a G&C Reportable Project, if you tab to the Principal Investigator or Project Manager row and attempt to add a new record using the green plus sign icon (+) the message ‘This role cannot be updated on a sponsored program award, contact OSP’ will appear.

If you need to add a new key member to a G&C Reportable project, click on the Fiscal Contact row, then click the **New Record** icon.

When key member changes are required on 50 or more awards and/or projects you can request a mass update by completing the Key Member Data Element Change Request Form ([http://www.virginia.edu/integratedsystem/forms/AwardProjectKeyMemberDataForm.doc](http://www.virginia.edu/integratedsystem/forms/AwardProjectKeyMemberDataForm.doc)) found at the forms link on the IS website.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>This concludes the topic, Revising Key Members on Projects. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Maintaining Roles on Awards**

If you have the responsibility and Log in as **UVA GM Role Manager** your access will allow you to maintain the Personnel, and only Personnel, on non-G&C Awards even if you are **not** named on the award.
If you have the responsibility and Log in as **UVA GM Limited Setup Specialist** your access will allow you to maintain the Personnel, Installments, and Project Funding, on non-G&C Awards if you are named on the award in the role **Limited Setup Specialist**.

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Employees with **UVA GM Role Manager** responsibility or **UVA GM Limited Setup Specialist** responsibility can maintain **Key Member** roles on projects.  
This example illustrates what you see if you are logged in as **UVA GM Role Manager**.  
Double-click on **Awards**. |

![Image of UVA Integrated System E-Business Suite](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>There are many ways to query Awards. You can search for one particular Award or all awards that meet certain criteria. This example illustrates finding all the <strong>Active</strong> Awards on which one employee holds an active Key Member role. In this example ‘Doherty, Marquita L (Marty)’ has been entered in the Key Member field (the employee number is populated automatically). In this example the Status field LOV has been selected and the Active status has been selected. Click the <strong>OK</strong> button to select Active for the award status.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Find</strong> button. The Award Management Folder opens showing all of the active awards Doherty, Marquita L (Marty) has an active role on.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Select the first Award number returned by the query. Click in the <strong>Number</strong> field. DR00078</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Open</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>The Award Management form opens. Click the <strong>Personnel</strong> tab.</td>
</tr>
<tr>
<td>7.</td>
<td>This employee left their position on 31-Mar-2013. Enter the desired information into the <strong>To</strong> field. Enter &quot;31-MAR-2013&quot;.</td>
</tr>
</tbody>
</table>
### Step 8
The green **plus sign** is the icon for new record.

Click the **New Record** icon on the menu bar.

### Step 9
The employee name, "Schwab, Vicki Lynn" has been selected.

Search for the **Award Role** by clicking the field and entering an "a" then TAB. The Award Roles page displays. Select the appropriate Role from the list of values (LOV).

In this example, the Award Oversight 1 has been selected.

Click the **OK** button.

### Step 10
Enter the effective **FROM** date for the new role holder.

The day after the previous employee's **TO** date is the correct entry.

Enter a valid date e.g. "01-APR-2013".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Always save before closing. Click the <strong>Save</strong> icon.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Close</strong> icon.</td>
</tr>
</tbody>
</table>


### Training Guide

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13.  | **Remember:**  
The required Role on an Award is Award Manager and it **should not be vacant for even one day and there can be no overlap.**  
To change personnel on an Award you need to be either a **UVA GM Role Manager**  
OR  
A **UVA GM Limited Setup Specialist** who is **named** on the Award in the Limited Setup Specialist role.  
**Note:** When key member changes are required on 50 or more awards and/or projects you can request a mass update by completing the Key Member Data Element Change Request Form ([http://www.virginia.edu/integratedsystem/forms/AwardProjectKeyMemberDataForm.doc](http://www.virginia.edu/integratedsystem/forms/AwardProjectKeyMemberDataForm.doc)) found at the forms link on the IS website.  
This concludes the topic, Maintaining Roles on Awards.  

**End of Procedure.** |

### Closing Projects

**Closing Projects**

Projects can only be closed in Grants Accounting, revenue projects are never closed.

In order to close an IS Project the following conditions must be met:

- cash and balance sheet object code balances must be equal to zero  
- all labor and purchasing commitments should be closed  
- Internal Service Providers notified of the change.

If the project has any fixed asset activity, please contact the Fixed Assets Accounting Group ([http://www.virginia.edu/finance/finanalysis/prop.html](http://www.virginia.edu/finance/finanalysis/prop.html))

Please contact the Office of Sponsored Programs (OSP ([http://www.virginia.edu/sponsoredprograms/](http://www.virginia.edu/sponsoredprograms/))) if you have a grant or contract that needs to be closed.

This form is used for **non-sponsored projects only.**

Navigate to the Forms Directory ([http://uvaforms.virginia.edu/uvaforms/servlet/search/form](http://uvaforms.virginia.edu/uvaforms/servlet/search/form)) and use the search term, "close," and limit your search to "Accounting Services."
Once your new project has been created it is ready to fund and budget. Projects aren't useful until they are:

- funded,
- budgeted and
- receive the approval of the Workflow Approver.
The Workflow Approver is a person in the central accounting office or the budget office who approves or rejects your Project/Award combination. They review your description of the project on the project create form you attached to the project for consistency with the expenditure function you chose and the appropriateness of the award fund type with the project.

In some ways this is a complicated concept, but it boils down to this:

*Money from different sources must be kept separate.*

The interactive graphic, Processing Funds, at the following webpage is extremely useful in understanding this concept. Check it out!

http://www.virginia.edu/finance/funds/Fr_RevenueProcess.htm

Funding Projects

To find out whether you have any unfunded installment run the Discoverer report:

*GA Analysis: Installment vs. Funding*
This result shows that one penny is funded but $25,000 is available to fund to the project.

Procedure

Employees with Award Manager responsibility access, and who are named on the award may fund projects.

Installments on awards are created and modified by GM Setup Specialists or by GM Limited Setup Specialists who are named on the award. It isn't surprising that giving permission to spend is a central department prerogative.

When an award installment is funded or modified the award manager receives a system notification.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open the <em>Find Award</em> window and enter your search criteria. In this example we searched for an award number. Press [Enter] to continue.</td>
</tr>
<tr>
<td>2.</td>
<td>A list of awards that match your search criteria will appear in the Award Management Folder. Since we searched for a specific award number our list contains one award. You will open the award. Press [Enter] to continue.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Personnel</strong> tab.</td>
</tr>
</tbody>
</table>

![Image of the Find Award window and Award Management Folder](image-url)
4. **Award Manager** is a required role on awards.

There can be no overlap of effective dates for award managers and no period without a person in the award manager role.

GM Limited Setup Specialists, GM Role Managers, GM Setup Specialists or GM Administrators are able to make a change in award personnel.

Press [Enter] to continue.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Budgetary Control</strong> tab.</td>
</tr>
</tbody>
</table>
| 6.   | Budgetary Control shows that this award is **Year to Date**. The budget will not automatically "roll over" into the next fiscal year.  

The rule is if the funding is for the fiscal year, July 1 - June 30, the Budgetary Control will be Year to Date. Otherwise it will be Project to Date.  

Budget Balance Available (BBA) reports in Discoverer differentiate between Year to Date and Project to Date as follows:  

**once created, budgets for **Project to Date** Awards will always show on the BBA report.**  

**a new budget must be created after July 1 each year for **Year to Date** awards, or no budget will appear on the BBA report for the fiscal year.** |
<p>| 7.   | Click the <strong>Installments</strong> tab. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8.   | GM Setup Specialists, GM Administrators or GM Limited Setup Specialists who are named on the award are able to make a change on the installments screen.  
You need to know who updates your installments. One way to find out is to look at the record history.  
To find out who made the last edit on the award select the last installment...  
In the Help menu ...  
Click the **Record History** menu item. |
| 9.   | **About This Record** shows the computing ID of the person who created and last updated the record.  
You can use the computing ID to find who the person is by doing a people search on UVa's homepage.  
Click the **OK** button to close. |
| 10.  | Note the installments are for succeeding fiscal years.  
This is typical of an Award that is *Year to Date*.  
You scroll to the right to see the dates and the amount of the installments.  
Click the **Scrollbar.** |
11. To fund a project you select the installment for the open installment, the last one in the list. (Remember, each installment in a *Year to Date* award is for one fiscal year.)

Click the **Project Funding** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>You enter the Project number you are funding.</td>
</tr>
<tr>
<td></td>
<td>Tab <em>past</em> the task number field.</td>
</tr>
<tr>
<td></td>
<td><strong>Do not enter a task number.</strong></td>
</tr>
<tr>
<td></td>
<td>Enter the amount.</td>
</tr>
<tr>
<td></td>
<td>More than one project can be funded from an award, but the total amount funded to projects from an installment <em>cannot</em> exceed the total amount of that installment by even one penny.</td>
</tr>
<tr>
<td></td>
<td>You will save your work after funding a project. [Ctrl S] is the quick way to save.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Close Window</strong> button.</td>
</tr>
</tbody>
</table>
13. Funding summary is not a data entry area, rather it is for information and it is searchable. On opening, funding summary shows all funding to projects from the award.

Sometimes you need to search and check specifics.

To initiate a search press [F11]. Enter a search criteria such as an installment number or a project number. Press [Control F11] to execute the search.

This can be helpful if you need to know how much has been funded from a particular installment or to a particular project.

14. Click the Funding Summary button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
The blue color indicates you are in query mode. |
| 16.  | Enter the desired information into the Installment Number field. Enter "012". |
| 17.  | Should you want to abandon a query you must cancel it.  
**F4 is the cancel query key.**  
Press [Ctrl+F11] to execute the search. |
| 18.  | Review the results of the query. In this example installment 012 funds one project, 129924, for 50,000.  
Click the Close button. |
| 19.  | This concludes the topic Funding Projects.  
The next step is budgeting.  
**End of Procedure.** |
Budgeting Your PTA - Award Budget & Project Budget

Funding & Budgeting

Funding projects is sometimes referred to as linking a project to an award. After funding the project from an award:

1. Open the Award Budget window
2. Find the Award and Project combination
3. Click Find Draft
4. Click Details
5. Click Budget Lines
6. Enter the Budget
7. Submit

**NOTE:** If a project or task date is changed or a new task is added to an approved PTA remember to **Resubmit the Budget.** That means to open the award budget and click the **Submit** button.

This is necessary to create an approved **PTAO** that can be used in a **distribution** for any expenditure.

- The first award budget for a Project and Award combination must be approved through workflow.
  - Subsequent award budgets do not have to go through workflow.

- The system automatically updates the project budget.
  - Since a project can be funded and budgeted from more than one award the project budget combines all funding to the project from all of its linked and budgeted awards.

**NOTE:** Occasionally, the system will hit a snag when automatically updating the project budget and the status will be in process. In that case you can open the project budget and manually submit. If you run into a problem with a PTAO and have checked everything you can think of to find the cause, without success, this is something to try.
Budget: Initial PTA Budget

A wealth of information is available to you on the IS website. The following images are active links to the websites they illustrate.
and on the Budget Office website.

**Mission Statement**

The University Budget Office will support the University’s highest priorities by identifying, projecting, allocating, and managing the financial resources available for operating and capital expenses. We will employ sound budget preparation and allocation practices, ensure appropriate resource utilization recommendations, and provide financial planning that informs executive management decision-making and strategic planning processes. We will work with University and administrative units to guide the annual budgetary process, embrace efforts of process simplification, create an open budget environment, and develop innovative solutions.

We will provide high-quality, team-oriented service that anticipates needs, provides appropriate guidance, and produces accurate and timely information, while maintaining a courteous and professional attitude.

View the ‘2012 Budget Office Customer Survey Results’

**Budget News**

- FY14-15 Alternative Budget Summary
- FY14-15 Revised Tobacco and Fees
- FY14-15 Mandatory Fees
- FY14-15 Budget Instructions & Forms
- FY13-14 Minimum Entry Level
- Updated Major Capital Project Plan
- ICOMS Due by the 10th of each month

ICOMS (Invoice Creation & Modification Request Form) - New Award Request Form now available

**Procedure**
Before entering a budget you need to check the award's Budgetary Control to determine the period for the entry.

The boundary code is set at either
- **fiscal year to date**
- **project to date**

For example:
State awards are set at fiscal year to date. The budget is entered in the July period.
Grant awards are set at project to date, so the budget is entered in the appropriate period for the beginning of the project.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You can access the Award Budget directly or from the Award Management window. Press [Enter] to continue.</td>
</tr>
</tbody>
</table>
### Table: Steps and Actions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>This illustrates opening the Award Budget directly. Enter your award number. Press [Tab].</td>
</tr>
<tr>
<td>3.</td>
<td>When only one project is funded by the award whose number you entered, that project number will populate. If more than one project is funded by the award you will choose from a dropdown list. After entering your award and project combination you will Click the <strong>Find Draft</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>The Version Name has been entered for you. Leave change reason blank. You will enter a Description for your own information. Press [Enter] to continue.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Details</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image of a details button" /></td>
</tr>
<tr>
<td>6.</td>
<td>Budgets are entered at the task level.</td>
</tr>
<tr>
<td></td>
<td>You will enter budget lines for the active task noted by the blue square to the left of the task number.</td>
</tr>
<tr>
<td></td>
<td>Managers decide whether to enter the whole budget on one task or to distribute the budget among all tasks. In either event you can spend on any of the project's tasks once the budget is approved.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Budget Lines</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Image of a budget lines button" /></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>7.</td>
<td>Budgets must fall within the dates of the project, task and award installment. <strong>Budgets cannot exceed the amount of the funding for the project.</strong> You can create a budget with no dollars, but even in that case there must be funding of at least $.01.</td>
</tr>
<tr>
<td>8.</td>
<td>It is recommended that you budget at the <strong>Resource</strong> level (indented), otherwise referred to as the &quot;expenditure type.&quot; Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
### Step 9
**Action**

9. Amount type *Burdened Cost* automatically populates then you will enter the budget amount.

Because the award is Year to Date the amount is entered in the first month of the fiscal year, July.

Click in the **Jul-12** field.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Amount type <em>Burdened Cost</em> automatically populates then you will enter the budget amount. Because the award is Year to Date the amount is entered in the first month of the fiscal year, July. Click in the <strong>Jul-12</strong> field.</td>
</tr>
</tbody>
</table>

### Step 10
**Action**

10. The amount has been entered for you.

Click the **Save** icon on the toolbar.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>The amount has been entered for you. Click the <strong>Save</strong> icon on the toolbar.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Task 102</strong> menu.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Budget Lines</strong> button.</td>
</tr>
</tbody>
</table>
| 13.  | The Resource and the Amount Type have been selected for you.  
     Press `[Tab]`. |
| 14.  | The amount has been entered in the correct column, Jul-12.  
     Click the **Save** button. |
| 15.  | **Close** the budget lines window. |
16. **Close** the Task Budgets window.

17. You initiate Workflow the first time a project & award combination budget is submitted.
   Click the **Submit** menu.

18. Click **Tools> Monitor Budget Workflows**.
Step | Action
--- | ---
19. | Review the workflow. The next topic will go into detail regarding the workflow process. Click the **Close Window** button.

20. | The award manager will receive a notification when the budget is either rejected or approved. **End of Procedure.**

**Workflow for GA Award Budgets**

Workflow is an ingenious feature of the electronic age. Database developers set up a notice (email and system notification) to go to those who have oversight responsibilities on awards and those who have the Workflow Approver responsibilities. The notice includes:

- Award number
- Award Name
- Award Purpose Code
- Award Purpose Code description
- Project Number
- Project Name
- Project Description
- Project Type
- Project owning Organization
Expenditure Function code and the description
F&A Class code and description
Funding amount

PLUS a link to the Project create form.

Approvers are able to determine whether the correct Expenditure Function and F&A codes have been chosen for the project as described in the Project Create form and whether the award type and source are appropriate for the project.

WHEW!! I'm impressed.

From the notification they can approve or reject the combination of project and award. If they reject they must give a reason so that the preparer of the budget knows what to do to correct the problem.

Remember, workflow is for NON-Sponsored projects and awards.

<table>
<thead>
<tr>
<th>Budget Submitted By</th>
<th>Notification to First Approver</th>
<th>Notification to Second Approver</th>
<th>Result/Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Manager</td>
<td>Approves P/A combination</td>
<td>N/A</td>
<td>Valid PTA/Notification of approval sent to Award Manager &amp; Project Manager</td>
</tr>
<tr>
<td>Project Manager</td>
<td>No response after 24 hours notification is sent to next approver</td>
<td>Approves P/A combination</td>
<td>Apprues P/A combination &amp; baseline &amp; budget</td>
</tr>
<tr>
<td>Setup Specialist</td>
<td>Approves P/A combination</td>
<td>N/A</td>
<td>Rejection notification sent to initiator of workflow</td>
</tr>
</tbody>
</table>

IF P/A is Rejected:
Initiator terminates workflow & follows instructions to delete budget & funding

Below is a chart of the process when a project is funded at the task level. It isn't "wrong" but it has to be justified before the budget passes workflow.

<table>
<thead>
<tr>
<th>Originator of Funding</th>
<th>FYI Notice</th>
<th>No Justification</th>
<th>Notification to Award Manager to Delete Budget</th>
<th>Justification Approved</th>
<th>FYI Notification to Initiator of Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification to Award Manager</td>
<td>Workflow initiator (Project Manager)</td>
<td></td>
<td>Award Manager justifies funding at the Task Level and selects [Approved] Workflow continues through the approval process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification to Award Manager</td>
<td>Workflow initiator (Award Manager)</td>
<td>Award Manager rejects funding at the Task Level workflow notification.</td>
<td>Award Manager selects [Y/n] to delete the budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification to Award Manager</td>
<td>Workflow initiator (Project Manager)</td>
<td>Award Manager rejects funding at the Task Level workflow notification.</td>
<td>Award Manager selects [Y/n] to delete the budget.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Procedure

You initiate Workflow the first time a project & award combination budget is submitted.

Workflow allows departmental and central accounting personnel to review the project & award combination for compatibility.
1. Monitor workflow from the Award Budget or from the Workflow link.

Double-click the Award Budgets list item.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>After the initial Award Budget is submitted and before workflow has completed there is a Draft budget but the Current budget is blank. The Status of this budget is <em>Submitted</em>. Click the <strong>Tools/ Monitor Budget Workflows</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Workflow shows the name of the Award Oversight approver(s), a departmental role named on the award personnel tab. These departmental approvers have 24 hours each to act, approve or reject, before moving on the next step in the workflow. The most recent notification is at the top of the list.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Note: the status of the Oversight1 is Notified. Click the <strong>Open</strong> link to review the notification. <strong>Open</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>This shows the notification that Oversight1 receives. All pertinent details are listed. Her action, Approve or Reject, send the notification to the Award Manager. Click the <strong>Activity History</strong> button.</td>
</tr>
</tbody>
</table>

![Activity History](image-url)
6. Click the **Status Diagram** link.

**Status Diagram**
### Step 7
**Action**
Here is a simple status diagram.

Click the **Workflow Details** link.

**Workflow Details**

---

### Step 8
**Action**
Approvers receive this notification. They can approve or reject the project/award combination.

*If they reject they must include a comment to explain the reason.*

Award managers have the option of deleting a rejected budget

Click the **Approve** button.
9. This shows a complete workflow process.

Click the Close button.

Close Window
10. After the workflow completes the Award Budget Status is Working.

The Draft and Current budgets rows are both populated with the same burdened cost amounts.

Click the **History** button.

**History**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11.  | Observe the Version Name and Description and the Baselined By and Date of the completed budget.  
Click the **Close** button. |
12. Only first Award Budget for an Award/Project combination initiates workflow.

Subsequent budgets will complete without review.

Click the Close button.

13. This concludes the Workflow topic.

**End of Procedure.**

### Revising Budgets & Funding

*Award budgets and funding of projects can be increased or decreased, *but the processes are opposite.*

The logic is perfect.

When you **Increase**

- **Increase Funding first**
  - Find the award, Scroll to the right in the installments to see the amount available
  - Open the Project Funding
  - **Funding may not exceed the total of the installment**
    - key the new amount over the old amount
    - Save
- Open Tools, Award Budget
- Find Draft
- Enter the version name and the description.
- Open Details, Budget Lines.

**NOTE:** You cannot budget more than you have available in funding for your project.

When you **decrease**

- **Decrease Budgets first** -
  - Find the award budget
  - Enter a Version Name and Description
  - Click DETAILS

- Open **Budget lines** from the Details screen.
Note: You key the lower amount over the original amount. Do not put in negative numbers.
- Submit the budget.
- Open the award and reduce the funding.

**NOTE:** You cannot reduce the funding below the budgeted amount

**Increasing Funding & Budgets**

Award budgets and funding of projects can be increased or decreased, *but the processes are opposite.* The logic is perfect.

+ **When you Increase**

  - **Increase Funding first**
    - Find the award, Scroll to the right in the installments to see the amount available
    - Open the Project Funding
    - **Funding may not exceed the total of the installment**
      - Key the new amount over the old amount
      - Save
Open Tools, Award Budget
Find Draft
Enter the version name and the description.
Open Details, Budget Lines.

**NOTE:** You cannot budget more than you have available in funding for your project.

When you **decrease**

- **Decrease Budgets first** -
  - Find the award budget
  - Enter a Version Name and Description
  - Click DETAILS

- Open **Budget lines** from the Details screen.

  Note: You key the lower amount over the original amount. Do not put in negative numbers.
- Submit the budget.
- Open the award and reduce the funding.

**NOTE: You cannot reduce the funding below the budgeted amount**

**Procedure**

Review your award installment and current funding to determine the amount of the increase.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You can also determine unfunded and unbudgeted amounts for your awards run the <strong>Discoverer</strong> Report:</td>
</tr>
<tr>
<td></td>
<td><strong>GA_Analysis Reports</strong></td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td><strong>GA_Installment Funding Summary</strong></td>
</tr>
</tbody>
</table>
2. Compare the installment amount to the Project Funding amount.

Click the **Project Funding** button.

![Project Funding button](image)
Step | Action
--- | ---
3. | Enter the **Amount** field. Enter "**60,000**"
### Step 4
**Action:**
- Save.

### Step 5
**Action:**
- Click **Tools > Award Budgets.**

### Step 6
**Action:**
- When the Award and Project numbers are entered
- Click the **Find Draft** button.

### Step 7
**Action:**
- Make sure the version name and the Description are accurate.
- Click the **Details** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click the <strong>Budget Lines</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Budget Lines button" /></td>
</tr>
</tbody>
</table>
| 9.   | Enter the desired information into the **Jul-12** field.  
With the original amount highlighted Enter "60,000". |
| 10.  | Save your work.  
**Close** the window.  
![Close window](image) |
Step | Action
--- | ---
11. | **Close** the Task Budgets window.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
| 14.  | To find out when the process completes you can:  
Monitor the budget workflow [Tools>Monitor Budget Workflow]  
or you can  
View the concurrent process [View>Requests>All my requests]  
Both are optional. |

---

**Step**  
15.  
The workflow shows the status is complete.  

**Close Window**
16. This completes the simple process of increasing funding and budgets. **End of Procedure.**

**Reducing Budgets & Funding**

Usually you need to reduce Budgets and Funding for one of two reasons:

1. To "free up" a portion of an installment in order to fund another project
2. To allow the GM Setup Specialist to reduce the installment.

If the reduction is to allow you to fund another project you can fund and budget the other project immediately after the reduction.

If the reduction is to allow the GM Setup Specialist to reduce the installment follow your department's practice for notifying the GM Setup Specialist that the reduction has been made.

You can find the correct office for the GM Setup Specialist by consulting the "Processing steps by fund type" for your award in the Processing Funds interactive graphic (http://www.virginia.edu/finance/funds/Fr_RevenueProcess.htm).

**When you decrease**

- **Decrease Budgets first** -
  - Find the award budget
  - Enter a Version Name and Description
- Click DETAILS

Open **Budget lines** from the Details screen.  
Note: You key the lower amount over the original amount. Do not put in negative numbers.

Submit the budget.  
- Open the award and reduce the funding.

**NOTE: You cannot reduce the funding below the budgeted amount**

**Procedure**

The budget must not exceed the amount of the funding, so reduce the budget first.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Double-click the <strong>Award Budgets</strong> list item.</td>
</tr>
</tbody>
</table>

![Image of Oracle interface](image-url)
### Step 2
Search for your Award budget.

Click the **Find Draft** button.

![Find Draft Button](image1.png)

### Step 3
Click the **Details** button.

![Details Button](image2.png)
### Step 4

In this example task 101 is selected. It is your decision.

Click the **Budget Lines** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Amount</strong> you want to reduce.</td>
</tr>
</tbody>
</table>

<p>| 60,000.00 |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>In this example we are illustrating reducing the budget of 60,000 by 10,000. You highlight the amount and key in the new amount. Enter the desired information into the <strong>Amount</strong> field. Enter &quot;50000&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>9.</td>
<td>Note the new lower budget for task 101. Click the <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
10. | Note: The Draft budget is $10,000 less than the Current budget.

Click the **Submit** button.

11. | Click the **OK** button.
### Step 12
After the process completes the draft and current budgets will be the same.

**Close** the Award Budgets window.

### Step 13
Navigate to the Award.

Press **[Enter]** to continue.

### Step 14
Search for your award.

Click the **Find** button.
Step | Action
--- | ---
15. | Open your award.

Click the **Open** button.

![Open button](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td><strong>Scroll Down</strong> to the appropriate installment.</td>
</tr>
</tbody>
</table>
17. Select the current installment.

18. Open the **Project Funding window** button.

19. Highlight the amount you want to reduce.

   Click in the **Amount** field.

20. Highlight the amount and key in the lower amount.

   Enter the desired information into the **Amount** field. Enter "50000".

21. **Save**.

22. Click the **Close** button.
23. In this example the award installment has $10,000 available. You can either use the $10K for funding other projects or you can notify the GM Setup Specialist that the installment may be reduced.

Close the Award.

24. This concludes this topic. End of Procedure.

Budgetary Control

Budgetary control defaults for an award are set in the Budgetary Control region of the Award Management window.

Budgetary Control Prerequisites

- A project must be created.
- Award funding must be allocated to the project.
- Award Budget must be submitted and baselined.

You can view the Budgetary Control window by opening it from either the award budget or from the Navigator. Enter the Project Number, the name defaults in, then select the award.
Click Resources to review the settings.

UVA Manual Encumbrances

Some expected expenses, like wages, are not encumbered unless you create a Manual Encumbrance for them. It is convenient to do so, because Fringe Benefits, F & A and UVA Temp Service rates will be generated by the system depending on the PTA and expenditure type selected when you create the manual encumbrance.

You can keep track of manual encumbrances by running the UVA PA Encumbrance Preview Request from within the grants module.

Find step-by-step instructions in the following document. Note: It is also linked on the Grants Management Toolkit.

Manual Encumbrances
(http://www.hr.virginia.edu/uploads/documents/media/Manual_Encumbrances.pdf)

GM Transactions

PTAEO

Grants Accounting is at the heart of the Integrated System. All expenditure projects and awards are budgeted in the Grants Accounting module regardless of whether they are actual grants or state funding or gifts. It can be a bit confusing. The image below is an active link to the interactive graphic showing how data flows among the modules of IS.

Whenever we make a purchase, pay an employee, or transact business among University departments we charge a PTAEO. PTAEO is the acronym for:

- **Project**
  A project is an activity or event with a single purpose executed over a specified period of time (such as a conference, a research project, a course, etc.) with specific funding sources
(designated by the award(s) in GA) and a predetermined budget. A project may cross fiscal years. A project is not an organization or an employee. The project number is a 6 digit numeric value (example: 100001)

- **Task**
  A further breakdown of project. All projects have at least one task (101). You may create additional tasks. The task number cannot be more than ten (10) digits, alpha/numeric. **Please note if the task is greater than 10 characters the task will fail the system interface during the batch import process from internal service providers.**

- **Award**
  Source of Funds - Award numbers are always 7 alphanumeric values; the first 2 values will be letters, the remainder will always be numbers (examples: GN45762, SG79840) The interactive graphic, Processing Funds ([http://www.virginia.edu/finance/funds/Fr_RevenueProcess.htm](http://www.virginia.edu/finance/funds/Fr_RevenueProcess.htm)), gives explicit information about the various sources of funds.

- **Expenditure Type**
  Purchasable items are organized into Expenditure Categories and the categories are further broken down into Expenditure Types. Expenditure types are up to 30 character alpha values created in tables linked to the Award and accessible to you when you create a distribution for a purchase, a transaction with another department within the University or for labor.

- **Organization**
  Each unit of UVa is designated by a 5-digit numeric value. 10000 is the President's Organization.

A complete PTAEO might read as follows: 100001.101.GN45762.supplies, office.10100

PTAEO combinations are quite long, so to avoid confusion you can generate bar codes using the PTAEO Card Generator ([http://www.virginia.edu/integratedsystem/index.html](http://www.virginia.edu/integratedsystem/index.html)) for the many combinations that will be in use for Internal Service Providers like the bookstore or printing and copying services.
Internal Service Provider Billing

The billing mechanism for internal service suppliers (isps) is the **Expenditure Batch** within the Grants Accounting module. These expenditures are also referred to as **Cost Transfers**.

When you do business with an internal service supplier (isp) like Printing & Copying services, Facilities Management, or Cavalier Computing the isp requires a PTA_O so that they can bill your department. In the case of internal purchasing the E in PTAEO is supplied by the service provider.

Here are two examples of order forms found on the isps' web sites.
Naming & Finding Transactions

While managing projects' and awards' expenditures and reconciling your accounts you will, from time to time, recognize the need to transfer a charge from the PTAEO to which it was originally distributed to a different PTAEO.

All the information you need for the cost transfer of this kind is provided in the Recon@ reports or in the Discoverer report, GA_Project Reconciliation Report, Expenditure Detail by Project. You will use the Expenditure Batch form in the GA module for the transaction.

Transactions created in the Grants Management module are also used for expenditures among UVa departments.

Naming Expenditure Batches

UVa's naming convention for Expenditure Batches is:

A USERID DDMMYY 001

- A Actuals
- USERID This is your own userid
- DDMMYY Today's date
- 001 sequential numbers for batches completed on the same day

*The name of a saved batch cannot be changed.* If an error is made in naming and the batch is subsequently rejected, you will have to create a whole new batch with a correct name and copy...
the incorrectly named batch into the newly created correctly named batch. See copying batches for instructions.

**Procedure**

Departmental employees create transactions with access provided to the following IS Responsibilities:

- GM Transaction Specialist
- GM Project Manager or
- GM Award Manager

This simulation will demonstrate naming expenditure batches following the UVa naming convention.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Enter Actuals</strong> link.</td>
</tr>
</tbody>
</table>
| 2.   | The U.Va. convention for Batch names is:  
**A USERID DDMMYY 001**  
A for Actuals  
USERID your userid in upper case  
DATE DDMMYY  
Sequence 001 for your first batch of the day.  
Subsequent batches on the same day end in 002, 003, 004, etc. |
### Step 3

Enter the batch name into the **Batch** field.

Enter "**A USERID DDMYY 001**".

### Step 4

Check to make sure the name follows UVA conventions. Incorrectly named batches will be rejected.

Batch names cannot be changed once saved.

Press [Enter] to continue.
Step | Action
--- | ---
5. | Click the list of values button for the **Ending Date** field.

6. | The calendar appears with the current date selected. Do not change the date.

   Click the **OK** button.

7. | The date always changes to the Sunday following the current date.

8. | While it seems simple, mastery of naming expenditure batches will prevent headaches later.

   Go through this topic again to make sure you have absorbed it.

   *Remember, incorrectly named batches will be rejected.*

   **End of Procedure.**

**Finding Batches to Rework**

There is just one tricky thing about finding batches: You must **immediately** go into FIND mode after opening the Expenditure Batch window.

Clicking the Flashlight on the toolbar will bring up the Find window.
Procedure

When a GM Transaction is rejected, the person who created the batch has to find it and make required corrections.

To make changes to a batch its status has to be **Working**. Submitted batches can be put into working status by clicking the **REWORK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You will access the expenditures form by expanding the Expenditures folder. Click the <strong>Enter Actuals</strong> link.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td><strong>Immediately</strong> click the flashlight icon [Find] on the toolbar. Press <strong>[Enter]</strong> to continue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Sometimes the message, FRM-40202: <em>Field must be entered</em> appears on clicking the flashlight (find) icon and the <strong>find</strong> window will not open. To initiate a query you can click [F11], enter a search parameter and click [Ctrl F11] to run the query.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 4.   | **Immediately** click the flashlight icon [Find] on the toolbar.  
If you click in any field before clicking the flashlight you will be prompted to enter required data.  
This is a known issue in the GM module.  
Press [Enter] to continue. |
| 5.   | This query will find ALL expenditure batches where the batch name contains "MR9X" and the status is **working**.  
To find batches that are Submitted or Released, use the drop down to change the Status.  
You can query by the name of the person who created the batch, last name first, and you can limit by dates. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>In this example the wild card [%] is entered both before and after the user id. Click the <strong>Find</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>This view shows the Expenditure Ending Date. Click the scrollbar to change the view.</td>
</tr>
<tr>
<td>8.</td>
<td>This view shows the status. Click the <strong>Open</strong> button.</td>
</tr>
</tbody>
</table>
9. When the status is working you can change the batch.
   If the status is Submitted you can REWORK.
   In this example REWORK is not available.
   Press [Enter] to continue.

10. This completes the topic.
    **End of Procedure.**

### Copying Expenditure Batches

There are times when you will need to create an expenditure batch very similar to another created previously. IS makes that possible.

1. First, name your batch accurately
2. Enter the date as you normally would
3. Click Copy From
4. Uncheck "Update Employee Organization"
5. Find the batch you want to copy
6. Click OK
7. **MAKE SURE** you correct the Expenditure Item Date and the comment on the new batch

---

Procedure

IS makes it easy to copy an expenditure batch.

A couple of reasons to copy a batch are:
A batch is rejected because it is named incorrectly. (Batch Names cannot be changed once they are saved.)
Very similar transactions occur often and copying could save work for you.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | The U.Va. convention for Batch names is:  
      | A USERID DDMMYY 001  
      | If a batch name does not follow this convention it will be rejected.  
      | In this example the batch was misnamed and the batch was submitted and rejected. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | You will create a new Batch and follow the correct naming convention.  
      | Enter "A USERID DDMMYY 001". |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click the list of values button for the Ending Date field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>The calendar appears with the current date selected. Do not change the date. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Copy From</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>The Copy From Expenditure Batch window appears. Click to <strong>Uncheck</strong> the <strong>Update Employee Organizations</strong> option.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter search criteria for the batch you want to copy from. Press <strong>[Tab]</strong> to execute the search.</td>
</tr>
<tr>
<td>8.</td>
<td>Find the batch you want to copy from and Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>OK</strong> button on the Copy From window.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>10.</td>
<td>The note confirms the copy. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="OK button" /></td>
</tr>
<tr>
<td>11.</td>
<td>Check the copied information. Change the Expenditure Item Date and make sure the same date is in the comment field. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Close button" /></td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
12. | Click the **Submit** button.

13. | Whenever you copy a batch make sure to **review your expenditure item date and comment fields**, since the expenditure item date will populate with the date you create your new batch.

This concludes the topic.

**End of Procedure.**

**Entering & Reworking Transactions**

Entering and correcting transactions follow the same procedure, and it is not confusing if you remember that changes can be made only to batches in *Working Status*.

In case you need to make a change to a submitted batch:

- find and open the batch
- click the REWORK button to change the status to **Working**
- open the Expenditures page and make the changes

Usually a rejected batch is put into **Working** status before the notice is sent to the batch creator, but if you receive a notice and the batch is not in Working status simply:

- find and open the batch
• click the REWORK button to change the status to Working
• open the Expenditures page and make the necessary changes

Transferring a Charge for One Organization

Transactions are sometimes referred to as Cost Transfers or Expenditure Batches. It is more accurate to say:

"Costs are transferred among University accounts (PTAOs) using the Expenditure Batch form in the Grants Management module of the Integrated System."

All the information you need for the cost transfer is provided in the Recon@ reports or in the Discoverer report, GA_Project Reconciliation Report, Expenditure Detail by Project. The image below shows the Discoverer workbook containing the report, GA_Project Reconciliation Reports, Expenditure Detail by Project.

Procedure

The Expenditure Batch form in the GA module does not include validated fields for every element of the transaction required for an audit trail. You enter the missing elements in the Comment field. The comment is required by policy.
The IS GA Expenditure Batch form **does capture, through your data entry into required fields**, the Expenditure Item Date (EID) and the PTAEOs for both the original and new transaction.

The IS GA Expenditure Batch form **does not capture** either the original transaction number or your reason for changing it. The comment is required by policy; not by the system.

Transferring a charge in Grants Accounting is pretty straightforward when just one organization is involved.

Before you begin, gather the information you need:
- EID (order date)
- PTAEO that incurred the charge
- Transfer Date (payment entered)
- Transaction Number (voucher, Purchase Order & matched invoice ##, and if the original transaction was a batch included its batch name)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>The batch name has been entered for you in this example. Click the <strong>Ending Date</strong> list of values elipsis (...).</td>
</tr>
<tr>
<td>3.</td>
<td>Do not change the date. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Departmental users of GA always enter matching debits and credits, ...&lt;br&gt; ... so the Control Total is always 0(zero).&lt;br&gt; Press <strong>[Enter]</strong> to continue.</td>
</tr>
<tr>
<td>5.</td>
<td>In this example the cost transfer is from one PTA to another within the same <em>Organization</em>.&lt;br&gt; Because one <em>Organization</em> is involved, the Count is 1.&lt;br&gt; Press <strong>[Enter]</strong> to continue.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Expenditures</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the Organization number into the <strong>Organization</strong> field. Enter &quot;20030&quot;.</td>
</tr>
<tr>
<td>8.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>9.</td>
<td>When you press the tab key the Organization name and the <strong>Expnd Ending Date</strong> populate. Do not enter any other information in this part of the window.</td>
</tr>
<tr>
<td>10.</td>
<td>Move to the Expenditure Items region of the window.</td>
</tr>
<tr>
<td></td>
<td>Click in the <strong>Expnd Item Date</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the correct Expenditure Item date.</td>
</tr>
<tr>
<td></td>
<td>Press [Enter] to continue.</td>
</tr>
<tr>
<td>12.</td>
<td>For a better view of all the columns in the Expenditure Items region of the window you may open a folder.</td>
</tr>
<tr>
<td></td>
<td>The ISCSC view allows you to see all the columns.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the expenditure item date. Click the <strong>List of Values</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 14. | Select the date of the expenditure, (the EID), in this case 10-Jan-2013 has been selected for you.  
You find the EID on your reconciliation report or from Discoverer.  
Press [Enter] to continue. |
| 15. | Enter the desired information into the **Project** field.  
Enter "129924". |
| 16. | Click the **List of values** button in the Task field. |
| 17. | You select the task that incurred the original charge. In this case Task 103 has been selected for you.  
Click the **OK** button. |
| 18. | Click in the **Award** field. |
## Step Action

19. Since only one award funds project 129924 the award populated
Enter a partial value into the **Expenditure Type** field. Enter "Trav".

20. The next two fields populate with default values when you click the list of values.
Click the **Non-Labor Resource** list of values button.

21. Click the **Non-Labor Org** list of values button.

22. Enter the desired information into the **Quantity** field.
Enter "-50".

23. The running total matches the quantity you entered.
Press **[Enter]** to continue.

24. The comment has been entered for you. Note the elements are all there:
- EID (expenditure item date)
- Trans Date
- Transaction ##
- Reason for transfer.

GM Transaction batches with inadequate comments will be rejected.

After completing the comment Press **[Tab]** to copy the line.

25. The first line has been copied.
The charge is being transferred to a different task number, so all you have to do is change the task number.
Click the **Task List of Values** button.

26. This illustrates the list of all tasks existing in project 129924.
The correct task has been selected.
Press **[Enter]** to continue.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Click the <strong>Award list of values</strong> button.</td>
</tr>
<tr>
<td>28.</td>
<td>Enter the amount of the charge to this PTAEO in the <strong>Quantity</strong> field. Enter &quot;50&quot;.</td>
</tr>
<tr>
<td>29.</td>
<td>With the cursor in the <strong>Comment</strong> field... Press [Shift+F5] to copy the field above.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
### Transferring a Charge to Another Organization

GM Transactions are sometimes referred to as Cost Transfers or Expenditure Batches. It is more accurate to say:

"Costs are transferred among University accounts (PTAOs) using the Expenditure Batch form in the Grants Management module of the Integrated System."

### Procedure

The Expenditure Batch form in the GA module does not include validated fields for every element of the transaction required for an audit trail. You enter the missing elements in the Comment field. The comment is required by policy.

The IS GA Expenditure Batch form **does capture, through your date entry into required fields**, the Expenditure Item Date (EID) and the PTAEOs for both the original and new transaction. The IS GA Expenditure Batch form **does not capture** either the original transaction number or your reason for changing it. That is why your comment is required by UVa policy.

Transferring a charge in Grants Accounting is pretty straightforward when just one organization is involved, but it becomes more interesting when the transfer involves more than one organization.

Before you begin, gather the information you need:
- EID (order date)
- PTAEO that incurred the charge
- Transfer Date (payment entered)
- Transaction Number (voucher, Purchase Order & matched invoice ##, and if the original transaction was a batch included its batch name)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 31. | Note the Running total is zero.  
The credit is -50.  
The debit is 50.  
Their sum is zero.  
Press [Enter] to continue. |
| 32. | Click the **Submit** button. |
| 33. | This concludes the topic.  
**End of Procedure.** |
### Step 1
Double-click the **Enter Actuals** link.

### Step 2
The Control Total is always 0 (zero) for departmental users of IS, because the debits and credits combined must equal zero.

Enter the **Amounts: Control Totals** field. Enter "0".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>The <strong>Count</strong> is equal to the number of Organizations involved in the batch. For this example two organizations are involved. Enter the desired information into the <strong>Amounts: Control Count</strong> field. Enter &quot;2&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Expenditures</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Note: Do not enter your name or employee number. Enter the organization number into <strong>Organization</strong> field. Enter &quot;20030&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Press <strong>[Tab]</strong> and the system will complete the Org Name.</td>
</tr>
<tr>
<td>7.</td>
<td>The Org name completes automatically. Do not enter data into any other fields in the row. The expenditure ending date populates automatically.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8.</td>
<td>Your distribution to credit the PTAEO that incurred the charge originally is complete. Check to make sure the EID in the Exp Item Date field and the Comment field are the same. If they do not match your batch will be rejected. Press [Enter] to continue.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the <strong>Organization</strong> field. Enter &quot;10000&quot;.</td>
</tr>
<tr>
<td>11.</td>
<td><strong>NOTE:</strong> When you enter the second organization the expenditure items block of the form is empty. The information you entered for the first organization is not lost; it will reappear when you select the first organization. For each Organization there is a separate expenditure items block for its PTAE, amount and comment. Press [Enter] to continue.</td>
</tr>
<tr>
<td>12.</td>
<td>The Distribution for the correct PTAE has been entered for you. Enter the Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>It can save time to copy your original comment. Here is how. Click in the <strong>Organization</strong> field on the first row. 20030 HR-Human Res:</td>
</tr>
<tr>
<td>14.</td>
<td>Select the original <strong>Comment</strong>.</td>
</tr>
<tr>
<td>15.</td>
<td>Right-click in the comment field and select <strong>Copy</strong>.</td>
</tr>
</tbody>
</table>
### Step 
### Action

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Click in the <strong>Organization</strong> row 2.</td>
</tr>
<tr>
<td>17.</td>
<td>Right-click in the <strong>Comment</strong> field.</td>
</tr>
</tbody>
</table>

**Step**

18.  Click the **Paste** menu.

**Paste**
Step | Action
--- | ---
19. | Click the **Save** button.

20. | You will save your work then close the window.

| Click the **Close** button. |
21. Note the control Count is 2 and the running Count is 2.

*If the difference was other than zero for either the Totals or the Count, you would not be able to submit the batch.*

Click the **Submit** button.

22. The control total of the **debits and credits must equal zero**.

*Now that the batch status is Submitted the Rework button is lit.*
*If you need to make a change to a submitted batch, click Rework.*

This concludes the topic.

**End of Procedure.**

---

**GM Transaction Comment Examples**

**The COMMENT Field**

Many batches are rejected because the comment is inadequate for audit requirements. We provide a printable version of these sample comments ([http://www.hr.virginia.edu/online/GMworkSmart/comments%20for%20GM%20transactions.pdf](http://www.hr.virginia.edu/online/GMworkSmart/comments%20for%20GM%20transactions.pdf)) for reference.

Accounting Services ([http://www.virginia.edu/finance/genacct/resources.html](http://www.virginia.edu/finance/genacct/resources.html)) and the Office of Sponsored Programs ([http://www.virginia.edu/sponsoredprograms/award.html](http://www.virginia.edu/sponsoredprograms/award.html)) both have important guidelines regarding cost transfers including the requirements for the comments field.

Note: A checklist for cost transfers involving Grant and Contract Awards (indicated by Awards beginning in G) is linked on the Office of Sponsored Programs website.

Note: The Expenditure Item Date (EID) on the expenditure line must be the same as the original EID on the report and in the comment.

**Example** comment for transactions where **no grant** is involved:

- **EID (Expenditure Item Date):** DD-MMM-YY, **TD (Transfer Date):** DD-MMM-YY, **Trans # (Transaction Number):** __________, enter reason for transferring cost: i.e. Misallocation of costs, transposition error, service provider error, or correcting an error in the original expenditure type.

**Example** comment where a **grant** is involved in the debit side of the transaction

Refer to this policy: [http://www.virginia.edu/finance/polproc/proc/8-20.html](http://www.virginia.edu/finance/polproc/proc/8-20.html)

- **EID (Expenditure Item Date):** DD-MMM-YY, **TD (Transfer Date):** DD-MMM-YY, **Trans # (Transaction Number):** __________, enter reason for transferring
cost: you are required to give an explanation as to the "allocation" of the costs to the project, and your explanation must relate to the technical goals of the project and/or the specific use of the items charged. For travel and student support costs, include the name of the person, travel destination and purpose of travel, when applicable.

Example Grant Retro comment where the transaction being transferred is over 90 days old
Request a retro number from OSP before you create the cost transfer. Refer to this policy: http://www.virginia.edu/finance/polproc/proc/8-21.html

Retro Number: AB-xxxxxx-xxx EID (Expenditure Item Date): DD-MMM-YY, TD (Transfer Date): DD-MMM-YY, Trans # (Transaction Number)__________, enter reason for transferring cost (Place retro number as first item in the comment field)

Example P-Card Charges *If you missed the window of opportunity to correct P-Card charges in AP you will need to create a cost transfer to correct the "PTAEO":

- EID (Expenditure Item Date): DD-MMM-YY, TD (Transfer Date): DD-MMM-YY: ____________, Trans # (Transaction Number): ____________, redistributing P-Card charges to the correct... (Expenditure Type/PTA /PTAE /PTAEO/Task or Org).

Two Examples for Internal Service Providers' (ISP) billing
Internal Service Proviers do not have an original transaction number to record, however they do require a comment.

2. Type of charge (i.e. testing/analysis of protein samples) for the month of MMM-YYYY

Type of Service performed by _____________ for _____________ on DD-MMM-YYYY
Note: OSP may require the exact date of service to be entered in the Expenditure Item Date field or the last day of the billing period.

Surplus Property Transfers

- Sales surplus property, Name of Item on DD-MMM-YYYY sold to Department Name.

Folders
Folder tools are active on the following windows in the GA module. You will recognize them by the lighted folder tools icon on the menu bar.

- Expenditure Items
- Invoice Summary
- Project Status
- Award Status

Select [Folder] from the window menu.
This opens the Folder menu.
In the Folder menu the following is available:
Retrieving Data from the Grants Module

There are two fundamental purposes for a database: to put data in and get data out. This section will illustrate retrieving data from the Grants module using the following tools:

- **Expenditure Inquiry / View Actuals** for reviewing a project's expenditures and drilling down to payables or general ledger.
- **Funding Inquiry** to learn which awards fund a project
- **Project Status Inquiry** for investigating the status of a project.
- **Award Status Inquiry** for investigating the status of an award, including outstanding commitments.
- **Setup / View Burden Cost** used when you need to calculate fringe benefit or overhead amounts for an award.

As with other modules, there are many useful Discoverer reports that pull data from the Grants module. You will learn about a few of them in this section, but if you explore the reports yourself you will learn much more than is covered here.

- **Discoverer reports**
Finding Actual Expenditures in GA

Use *Expenditure Inquiry, Actuals* to review a project’s expenditure items:

- to see the amount and type of expenditure items charged to a project
- the date an expenditure item occurred
- accrued revenue, and other information
- drill down to Payables to view the Invoice Overview form
- drill down to General Ledger to view T-accounts.

**Procedure**

Expenditure Inquiry, Actuals.
23. When logged in as a GM Viewer you see Expenditure Inquiry as shown here. Press [Enter], to continue.

24. GM responsibilities other than Viewers will see *Expenditure Inquiry* listed under *Expenditures* as shown here in the GM Award Manager's view.

Press [Enter], to continue.

25. The project number has been entered for you.

Press [Tab].

26. The project name populates.

You could specify a search term for any of the other fields on the window, but the project number is required.

Press [Enter] to continue.

27. If you want to search for payments to a specific employee you would select the Resource horizontal tab.

28. In this example we illustrate finding payments to a particular supplier.

Click the **Supplier** horizontal tab.

29. The supplier name was found and selected.

Click the **OK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>Click the <strong>Find</strong> button.</td>
</tr>
</tbody>
</table>

![Image of the Find button being clicked]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 31.  | If the query will return more than 100 entries you get this warning and the option of canceling the query.  
Press [Enter] to continue. |

![Image of the Find button with more than 100 entries warning]

![Table displaying query results with more than 100 entries]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>The Totals button calculates a total for all lines returned. In this example the Totals button has been clicked. Press [Enter] to continue.</td>
</tr>
<tr>
<td>33.</td>
<td>The first row is selected. Click the Item Details button.</td>
</tr>
<tr>
<td>34.</td>
<td>AP Invoice is selected. Click the OK button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 35. | The invoice overview opens.  
Click in the **Actual Payments: Paid By** field.  
151209 - Check |
| 36. | Click the **Payment Overview** button. |
| 37. | You can review the payment including the cleared date.  
Click the **Close** button. |
### Step 38
Click the **Tools** menu.

### Step 39
Click the **View Accounting** menu.

### Step 40
Click the **T Accounts** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.</td>
<td>Click the <strong>Options</strong> button.</td>
</tr>
<tr>
<td>42.</td>
<td>Click the <strong>Activity Summary</strong> button.</td>
</tr>
<tr>
<td>43.</td>
<td>Click the <strong>Close</strong> button.</td>
</tr>
</tbody>
</table>
Funding Inquiry

Use **Funding Inquiry** to see which awards provide funding for a project and to see the history of the funding.

**Procedure**

Projects can be funded from many different awards.

You can find a list of awards that fund the project using **Billing Funding Inquiry**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.</td>
<td>Expenditure Inquiry, Actuals is very useful for forensic accounting. This concludes the topic. <strong>End of Procedure.</strong></td>
</tr>
<tr>
<td>45.</td>
<td>Access the funding inquiry window by expanding the <em>Billing folder</em>. Click the <strong>Funding Inquiry</strong> link.</td>
</tr>
<tr>
<td>46.</td>
<td>GM Viewers access the Funding Inquiry form directly.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 47.  | The Project Number has been entered for you. Press [Tab] to populate the Project Name.  

**NOTE:** The Project Name must be populated in order to complete the query. |
| 48.  | The Project Name populates.  

Note: when a field is colored yellow it must be completed.  

Click the **Find** button. |
| 49.  | Note: Summary Amounts shows the total funded from **all** awards  

Summary by Installment shows funding from each installment  

To see the Funding History for an individual installment click the **Award Number** to select the row. |
| 50.  | Click the **Funding History** button. |
### Using Award Status Inquiry

**Award Status Inquiry (ASI)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| **51.** | You see when, by whom, and how much was allocated from a particular installment.  
Click the **Close** button. |
| **52.** | Close the window to return to the Navigator.  
Click the **Close** button. |
| **53.** | This concludes the topic.  
**End of Procedure**. |
All commitments on Grants & Contract type awards should be relieved before the award is closed at the end of the grant period. Award Status Inquiry (ASI) makes it easy to find all commitments on an award.

Procedure

Award Status Inquiry is also referred to as ASI.

Use ASI to find the budget, spending and commitments against an award.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>Double-click the <strong>Awards Status</strong> list item.</td>
</tr>
</tbody>
</table>
### Step 55
You can use the LOV and/or wildcards to search on any of the fields shown.

You can also limit your search by a key member (employee name or name and role).

You can limit your search by funding source - useful for G&C awards.

In this case we are searching by award number.

Enter the desired information into the **Number** field. Enter "**LS00295**".

### Step 56
You can execute a query in ASI by clicking the Find button or the enter key on the keyboard.

Press [**Enter**].
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 57.  | Probably the most frequently used aspect of ASI is inquiring on commitments against an award.  

Click the **Commitments** button. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 58.  | You can limit the inquiry using any of the fields in the Find Commitments window. In this case all commitment types are included.  

Click the **Find** button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>59.</td>
<td>Click the <strong>Scrollbar</strong>.</td>
</tr>
<tr>
<td>60.</td>
<td>Click the <strong>Totals</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 61.  | You can scroll to the right to see the totals.  
When you close windows in ASI you do not terminate the query, instead you can continue to explore other aspects of the award.  
Press [Enter] to continue. |
| 62.  | Note: [Invoice Review] is only available to GM Billing Specialist and GM Administrator responsibilities.  
Click the Award Inquiry button. |
<p>| 63.  | Click the Personnel tab. |
| 64.  | Click the Budgetary Control tab. |
| 65.  | Click the Installments tab. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>66.</td>
<td>You can find the revenue project for the award by opening the flexfield. Click in the <em>Flex</em> field.</td>
</tr>
<tr>
<td>67.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>68.</td>
<td>Click the <strong>Funding Summary</strong> button.</td>
</tr>
<tr>
<td></td>
<td>Funding Summary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.</td>
<td>Funding Summary shows all projects funded by the award from each of its installments. Click the <strong>Close</strong> button.</td>
</tr>
<tr>
<td>70.</td>
<td>Use your imagination with ASI. Because it is a view only form you are not able to make any changes, so it is safe to explore. This concludes the topic. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Calculating Burden Cost**

**View Burdened Cost**
Burdened cost refers to overhead costs. (In the Integrated System this includes: Fringe Benefits, UVA Temp Svcs fees, and F&A Costs.) They are calculated by applying a burden multiplier as defined in the Burden Schedule of the Award to applicable raw costs.

Burden Schedule Establishes the burden multipliers used to calculate burden costs. Also referred to as the Indirect Cost Rate Schedule on the award.

You can find out the amount of the fringe benefit for a personnel line/ F&A Costs (G&C Awards) by going to the View Burdened Costs window and entering your information.

Note: Entering your project or award information into the View Burdened Costs window does not affect your budget. It is simply a query that you may do to assist you in calculating burdens for your budget.

The website for the Office of Sponsored Programs posts the Rates for several fiscal years.

(http://www.virginia.edu/sponsoredprograms/)

Procedure

The burden schedule or percentage rate for overhead and fringe benefits is loaded into the Grants module as a modifier.

When the raw cost occurs the system calculates the amount added for fringe benefits (FB) and facilities and administrative (F&A) charges.

Sounds complicated, and it is. This is one instance where the calculations done by the Integrated System save a lot of headache and painstaking work for us. Remember, each type of pay has a slightly different FB rate.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>71.</td>
<td>Double-click the <strong>Costing</strong> list item.</td>
</tr>
<tr>
<td>72.</td>
<td>View (Award) is selected. Click the <strong>Open</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>73.</td>
<td>Enter the Award Number into the <strong>Award Number</strong> field. Enter &quot;GA10670&quot;.</td>
</tr>
<tr>
<td>74.</td>
<td>After the Award Number is entered use the List of Values to select the Project and Task numbers. Click the <strong>Project Number</strong> button.</td>
</tr>
<tr>
<td>75.</td>
<td>Click the LOV for Expenditure Type, the button to the right of the <strong>Expenditure Type</strong> field.</td>
</tr>
<tr>
<td>76.</td>
<td>This illustrates searching for Salaries using the wildcard, the percent (%) sign. Sal% returned quite a few Salary expenditure types; Salary, Faculty, T&amp;R FT (teaching &amp; research full time) is selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>77.</td>
<td>The Organization is selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>78.</td>
<td>Select the date field LOV to see the calendar. The current date is selected. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>79.</td>
<td>The raw cost of 50,000 has been entered for you. Click the <strong>Burden</strong> button.</td>
</tr>
<tr>
<td>80.</td>
<td>Click the <strong>Burden</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>81.</td>
<td>The system has calculated the burdened total and given a breakdown of the costs. Press [Enter] to continue.</td>
</tr>
<tr>
<td>82.</td>
<td>When you are preparing a budget this function can be very useful. This concludes the topic. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>