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Send Us Your Comments

Oracle Grants Accounting User Guide, Release 12.1

Part No. E13567-04

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.

Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle Grants Accounting User Guide.*

This guide assumes users have a working knowledge of the following:

1. principles and customary practices of the business area
2. Oracle Financials
3. Oracle Projects

   Oracle suggests that users who have never used Oracle Financials and Oracle Projects attend one or more of the Oracle Financials and Oracle Projects training classes available through Oracle University.
4. Oracle Applications graphical user interface

   To learn more about the Oracle E-Business Suite's graphical user interface, read the *Oracle E-Business Suite User's Guide.*

See Related Information Sources on page xxviii for more Oracle E-Business Suite product information.

Deaf/Hard of Hearing Access to Oracle Support Services

To reach Oracle Support Services, use a telecommunications relay service (TRS) to call Oracle Support at 1.800.223.1711. An Oracle Support Services engineer will handle technical issues and provide customer support according to the Oracle service request process. Information about TRS is available at http://www.fcc.gov/cgb/consumerfacts/trs.html, and a list of phone numbers is available at http://www.fcc.gov/cgb/dro/trsphonebk.html.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible to all users, including users that are disabled. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at http://www.oracle.com/accessibility/.

Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

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This chapter contains the product overview.

2 Oracle Grants Accounting Setup Overview

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3 Implementation Options Setup

This chapter contains the implementation options setup.

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This chapter project types setup.

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This chapter contains the project templates setup.

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C Transaction Import for Oracle Grants Accounting

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D Oracle Grants Accounting Workflow Process

This appendix describes the Oracle Grants Accounting workflow process.

E Client Extensions

This appendix describes the client extensions

F Public APIs

This appendix describes the public APIs in Oracle Grants Accounting.

G Oracle Grants Accounting Navigation Paths

This appendix describes the navigation paths in Oracle Grants Accounting.

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Related Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Grants Accounting.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for

integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Online Documentation

All Oracle E-Business Suite documentation is available online (HTML or PDF).

- **PDF** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release. The Oracle E-Business Suite Documentation Library is also available on My Oracle Support and is updated frequently.
- **Online Help** - Online help patches (HTML) are available on My Oracle Support.
- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.
- **Oracle Electronic Technical Reference Manual -** The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

Guides Related to All Products

Oracle E-Business Suite User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Projects (and any other Oracle E-Business Suite products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent programs.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Oracle Projects Documentation Set

Oracle Projects Implementation Guide

Use this guide to implement Oracle Projects. This guide also includes appendixes covering function security, menus and responsibilities, and profile options.

Oracle Projects Fundamentals

Oracle Project Fundamentals provides the common foundation shared across the Oracle Projects products (Project Costing, Project Billing, Project Resource Management, Project Management, and Project Portfolio Analysis). Use this guide to learn fundamental information about the Oracle Projects solution.

This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.

Oracle Project Costing User Guide

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the General Ledger accounts to which the costs are posted.

Oracle Project Billing User Guide

This guide shows you how to use Oracle Project Billing to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices, process client invoicing, and measure the profitability of your contract projects.

Oracle Project Management User Guide

This guide shows you how to use Oracle Project Management to manage projects through their lifecycle - from planning, through execution, to completion.

Oracle Project Resource Management User Guide

This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

Oracle Projects Glossary

The Oracle Projects glossary provides definitions of terms that are shared by all Oracle Projects applications. If you are unsure of the meaning of a term you see in an Oracle Projects guide, please refer to the glossary for clarification. You can find the glossary in the online help for Oracle Projects, and in *Oracle Projects Fundamentals*.

User Guides Related to This Product

Oracle U.S. Federal Financials Implementation Guide

This guide provides information on how to implement Oracle U.S. Federal Financials. Use this guide to learn about the steps required to set up account codes, Federal

reporting, subledger accounting, and other features used by U.S. Federal agencies and businesses that work with U.S. Federal agencies.

Oracle U.S. Federal Financials User Guide

This guide gives instructions for using Oracle U.S. Federal Financials. This product provides the basis for an integrated financial management solution for Federal agencies, providing features such as budgetary control, fund accounting, online funds checking, cost accumulation and allocation, United States Standard General Ledger (US SGL) accounts, Treasury cash accounts, regulatory and ad hoc reporting, multiple fund receivables accounting, and multiple organization capabilities.

Oracle Financials Implementation Guide

This guide describes how to implement the Oracle Financials E-Business Suite. It takes you through the steps of setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. You can find information on intercompany accounting and sequencing of accounting entries with relevant examples.

Oracle General Ledger Implementation Guide

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

Oracle General Ledger User's Guide

This guide provides you with information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

Oracle HRMS Documentation Set

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows. Specifically, the following manuals will help you set up employees and operating units:

- **Oracle HRMS Enterprise and Workforce Management Guide**

  This user guide explains how to set up and use enterprise modeling, organization management, and cost analysis.

- **Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide**

  Use this guide to find out about setting up employees and managing your people resources.

Oracle Internet Expenses Implementation and Administration Guide

This guide explains how to configure Oracle Internet Expenses and describes its integration with other applications in the E-Business Suite, such as Oracle Payables and Oracle Projects. It describes the implementation steps required for application use, including how to set up policy and rate schedules, credit card policies, audit automation, and the expenses spreadsheet. You can also learn about the client extensions that you can use to extend the Oracle Internet Expenses functionality.

Oracle Inventory User's Guide

If you install Oracle Inventory, refer to this manual to learn how to define project-related inventory transaction types and how to enter transactions in Oracle Inventory. This manual also describes how to transfer transactions from Oracle Inventory to Oracle General Ledger.

Oracle Payables Implementation Guide

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

Oracle Payables User's Guide

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

Oracle Payments Implementation Guide

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how to use it with external payment systems.

Oracle Project Manufacturing Implementation Manual

Oracle Project Manufacturing allows your company to associate manufacturing costs and inventory with a project and task. Use this manual as your first source of information if you are implementing Oracle Project Manufacturing.

Oracle Public Sector Financials User Guide

Oracle Public Sector Financials is an overlay of features that extend the existing functionality of Oracle Financials for the specific needs of the public sector. This guide provides information about setting up and using Oracle Public Sector Financials. These features include multi-fund accounts receivable, encumbrance reconciliation reports, Governmental Accounting Standards Board (GASB) 34/35 asset accounting, enhanced funds available inquiry, the Funds Available Detail report, and the Funds Check API.

Oracle Purchasing User's Guide

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Receivables User Guide

This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

Oracle Subledger Accounting Implementation Guide

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

Oracle Time & Labor Implementation and User Guide

This guide describes how to capture work patterns such as shift hours so that this information can be used by other applications such as Oracle General Ledger and Oracle Projects.

Installation and System Administration

Maintaining Oracle E-Business Suite Documentation Set

This documentation set provides maintenance and patching information for the Oracle

E-Business Suite DBA. *Oracle E-Business Suite Maintenance Procedures* provides a description of the strategies, related tasks, and troubleshooting activities that will help ensure the continued smooth running of an Oracle E-Business Suite system. *Oracle E-Business Suite Maintenance Utilities* describes the Oracle E-Business Suite utilities that are supplied with Oracle E-Business Suite and used to maintain the application file system and database. It also provides a detailed description of the numerous options available to meet specific operational requirements. *Oracle E-Business Suite Patching Procedures* explains how to patch an Oracle E-Business Suite system, covering the key concepts and strategies. Also included are recommendations for optimizing typical patching operations and reducing downtime.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle E-Business Suite data.

Oracle E-Business Suite Concepts

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle E-Business Suite Developer's Guide

This guide contains the coding standards followed by the Oracle E-Business Suite development staff. It describes the Oracle Application Object Library components needed to implement the Oracle E-Business Suite user interface described in the *Oracle E-Business Suite User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle E-Business Suite. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

Oracle E-Business Suite Installation Guide: Using Rapid Install

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite Release 12, or as part of an upgrade from Release 11*i* to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

Oracle E-Business Suite System Administrator's Guide Documentation Set

This documentation set provides planning and reference information for the Oracle E-Business Suite System Administrator. *Oracle E-Business Suite System Administrator's Guide - Configuration* contains information on system configuration steps, including

defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help. *Oracle E-Business Suite System Administrator's Guide - Maintenance* provides information for frequent tasks such as monitoring your system with Oracle Applications Manager, administering Oracle E-Business Suite Secure Enterprise Search, managing concurrent managers and reports, using diagnostic utilities including logging, managing profile options, and using alerts. *Oracle E-Business Suite System Administrator's Guide - Security* describes User Management, data security, function security, auditing, and security configurations.

Oracle E-Business Suite User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle E-Business Suite development staff. It describes the UI for the Oracle E-Business Suite products and tells you how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Diagnostics Framework User's Guide

This manual contains information on implementing and administering diagnostics tests for Oracle E-Business Suite using the Oracle Diagnostics Framework.

Oracle E-Business Suite Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Projects implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

Oracle E-Business Suite Integrated SOA Gateway Implementation Guide

This guide explains the details of how integration repository administrators can manage and administer the entire service enablement process based on the service-oriented architecture (SOA) for both native packaged public integration interfaces and composite services - BPEL type. It also describes how to invoke Web services from Oracle E-Business Suite by working with Oracle Workflow Business Event System, manage Web service security, and monitor SOAP messages.

Oracle E-Business Suite Integrated SOA Gateway User's Guide

This guide describes how users can browse and view the integration interface definitions and services that reside in Oracle Integration Repository.

Oracle E-Business Suite Multiple Organizations Implementation Guide

This guide describes how to set up and use Oracle Projects with the Multiple

Organization feature for Oracle E-Business Suite, so you can define and support different organization structures when running a single installation of Oracle Projects.

Oracle iSetup User's Guide

This guide describes how to use Oracle iSetup to migrate data between different instances of the Oracle E-Business Suite and generate reports. It also includes configuration information, instance mapping, and seeded templates used for data migration.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing workflow processes embedded in Oracle E-Business Suite. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle E-Business Suite users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle XML Publisher Administration and Developer's Guide

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and EFT transactions). Oracle XML Publisher can be used to generate reports based on existing Oracle E-Business Suite report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP, printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions. This guide is available through the Oracle E-Business Suite online help.

Oracle XML Publisher Report Designer's Guide

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Using Microsoft Word or Adobe Acrobat as the design tool, you can

create pixel-perfect reports from the Oracle E-Business Suite. Use this guide to design your report layouts. This guide is available through the Oracle E-Business Suite online help.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master Oracle Projects and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Projects working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite

automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

1

Product Overview

This chapter contains the product overview.

This chapter covers the following topics:

- Definition
- Overview
- Functionality Differences Between Projects and Grants Accounting

Definition

Grants Accounting provides organizations with the ability to completely track grants and funded projects from inception to final reporting.

Overview

Grants Accounting extends the functionality of Oracle Projects to provide an integrated award and project management solution for grant receiving organizations. Grants Accounting tracks multi-funded projects and the required compliance terms and conditions by award.

Grants Accounting supports the validation of allowable costs and effective dates, as well as budgetary control, to ensure compliance. Grants Accounting supports the following features to meet the functional requirements of grants management:

- Multifunded Projects, page 1-2
- Award Management, page 1-2
- Flexible Funds Control by Award, page 1-3
- Powerful Indirect Costing, page 1-3
- Online Invoice Review and Approval, page 1-3

- Simplified Billing, page 1-3
- Award Status Inquiry, page 1-4
- Integration with Oracle Financials, page 1-4
- Award Security, page 1-4
- Government Reporting, page 1-4
- Award Distributions, page 1-4
- Multiple Organization Support, page 1-4
- Multi-Currency, page 1-4
- Integration with Oracle Subledger Accounting, page 1-5
- Integration with Oracle Labor Distribution, page 1-5
- Integration with Oracle Grants Proposal, page 1-5

Multifunded Projects

The multifunding projects feature allows users to manage complex relationships such as where one award can fund multiple projects, or where one project is funded by multiple awards. Grants Accounting manages complex billing requirements where each award funding the same project can have different indirect cost recovery rates, different billing cycles, and different funding periods. Multi-funding also allows users to control spending against each award.

Award Management

Grants Accounting enables organizations to keep track of award attributes by storing the award name, multiple award references, the original proposal number, CFDA number, budget rules, and other administrative requirements. Data entry of award information is simplified by using user-defined award templates or by copying an existing award.

Grants Accounting stores the start, end, close, and pre-award dates for the award. Users can store attachments on awards to record extraneous information.

Grants Accounting provides users with the ability to keep track of all installments, supplements, and amendments to an award. Users can record both the actual installments received and future commitments, which enables the production of future funding forecasts. Grants Accounting stores the start, end, and close dates for each installment.

Grants Accounting also stores the contacts, reporting requirements, key personnel, and compliance parameters.

Workflow sends notifications to award personnel when an installment is activated.

Workflow also sends notifications to award personnel when an installment nears its end date. The notification lists open Oracle Purchasing and Oracle Payables commitments.

In addition, Grants Accounting sends report notifications to notify recipients that a report due date is pending. This feature ensures the timely submission of required reports.

Flexible Funds Control by Award

Users can specify the interval for which Grants Accounting must perform funds control. Users can specify whether to check funds available for a period, year, or life of the award.

Grants Accounting allows users to define the level of control for an award and to decide whether to allow transactions that exceed available funds. Users can define the funds control level at the award, task, resource group, or individual resource levels. Grants Accounting supports more than one control level, allows users to define funds control for each award, and vary funds control from one award to another.

Powerful Indirect Costing

Grants Accounting calculates and accounts for the cost of each transaction based on user-defined rates and rules. Total project costs can be tracked by applying a buildup of indirect costs to the direct costs, thus eliminating the need for month-end indirect cost allocations.

Grants Accounting includes indirect cost features that allows users to post indirect cost components such as fringe, overhead, and surcharges to separate general ledger accounts.

Online Invoice Review and Approval

Grants Accounting creates draft invoices for online review and approval based on user-defined billing cycles and invoice formats. When invoices are adjusted online, the source transactions are automatically updated. Reviewing and adjusting invoices online simplifies and shortens the reconciliation process. Grant invoices are interfaced to Accounts Receivables.

Simplified Billing

Award billing cycles can be automated to streamline the process. Invoices based on detail transactions charged to the award are automatically generated using user-defined billing cycles or by using performance milestones. Retroactive rate changes automatically result in credits of new invoices while Grants Accounting maintains an

audit trail of previously billed invoices.

Award Status Inquiry

Grants Accounting provides online status of awards using the award status inquiry. For each award, users can view all actual and encumbrance expenditures in total. Grants Accounting provides a complete view of budget and expenditures by resource group across the entire award.

Integration with Oracle Financials

Grants Accounting integrates with Purchasing, Payables, and Projects to allow the entry of grants-related requisitions, purchase orders, and supplier invoices using those products.

Award Security

Grants Accounting provides award-based security to protect data ownership and sensitivity in relation to a given award. Users can define who can access, query, and update award information.

Government Reporting

Grants Accounting provides the standard forms to satisfy government reporting requirements and financial management of awards. The standard forms included are SF1034, SF1035, SF269, SF270, and SF272.

Award Distributions

Award distributions allows users to determine transaction charging instructions for expenditure items based on a predefined funding pattern for cost distribution.

Multiple Organization Support

Grants Accounting manages projects and awards from multiple organizations within a single installation. Security features ensure that each operating unit views and processes its own project or award costs and billings, yet the higher level operating unit can view all project costs across operating units and further process those costs and billings.

Multi-Currency

Grants Accounting supports multi-currency transactions. Data can be viewed at the transaction, summary, and manual encumbrance levels. At the transaction level, both actual and functional currency are viewable. At the summary levels, such as Budget, Award Status, and Project Status, only functional currency is viewable. At the manual

encumbrance level, only functional currency is viewable.

Integration with Oracle Subledger Accounting

Oracle Subledger Accounting is an intermediate step in the accounting flow between subledger applications and Oracle General Ledger. Grants Accounting generates accounting events for costs and revenue and creates accounting for the accounting events in Oracle Subledger Accounting. Oracle Subledger Accounting stores a complete and balanced subledger journal entry in a common data model for each accounting event that requires accounting. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

You have the option of defining your detailed accounting rules for Grants Accounting in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

Integration with Oracle Labor Distribution

Grants Accounting interfaces with Oracle Labor Distribution to accept summarized distribution lines that capture charging instructions for each employee and apply the labor costs to projects and awards.

Integration with Oracle Grants Proposal

Grants Accounting integrates with Oracle Grants Proposal to create awards and budgets from funded proposals.

Functionality Differences Between Projects and Grants Accounting

Functionality Differences Between Projects and Grants Accounting

Functionality	Grants Accounting	Projects
Allowed Costs	supported	not supported
Award Distribution	supported	not supported
Award Status Inquiry	supported	not supported
Billing Extensions	not supported	supported

Functionality	Grants Accounting	Projects
Bill Rate Schedules	not supported	supported
Borrowed and Lent Cross-Charges	not supported	supported
Budgeting	budgeting is by burdened cost only	budgeting by burdened cost, raw cost, or quantity
Burden Client Extension	not supported	supported
Burden Cost	burden cost must be accounted as a separate expenditure item	burden cost does not have to be a separate expenditure item
Burden Limits	supported	not supported
Capitalized Interest	supported for non-sponsored projects only	supported
Contract Projects	not supported	supported
Encumbrance Batches	supported	not supported
Event Types	not supported	supported
Funding	funding by award	funding by agreement
Funds Check	supported	supported for commitments
Government Reports	supports government reports SF 1034, SF 1035, SF 269, SF 270, SF 272	not supported
Interproject and Intercompany Billing	not supported	supported
Invoice and Revenue for Capital and Indirect Projects through Award	supported	not supported

Functionality	Grants Accounting	Projects
Multifunding	multifunding (one award funding multiple projects or multiple awards funding one project) is a feature supported in Grants Accounting	multifunding not supported in Projects
Project Allocations	not supported	supported
Purge Transaction Interface Table	not supported	supported
User-Defined Revenue Budgets	not supported	supports user-defined revenue budgets for agreements
User-Defined Transaction Sources	see Oracle Grants Accounting Integration with Other Oracle Applications, page B-1 for information on non-supported transaction source options	supported

2

Oracle Grants Accounting Setup Overview

This chapter gives you an overview of Oracle Grants Accounting Setup.

This chapter covers the following topics:

- Overview
- Grants Accounting Setup Checklist
- Grants Accounting Setup Steps

Overview

This chapter provides a setup checklist for Grants Accounting and describes the setup steps.

Complete all required setup steps for the following applications before beginning the Grants Accounting setup steps:

- Oracle Applications System Administration
- Oracle General Ledger
- Oracle Payables
- Oracle Purchasing
- Oracle Receivables
- Oracle Assets

  Note: Oracle Assets is required if capital projects are used and assets are to be capitalized.

- Oracle Workflow

Grants Accounting Setup Checklist

The table below shows the Grants Accounting setup checklist.

The sequence indicated in the setup checklist applies to the Grants Accounting setup process only. For each application installed, consult the manuals for that application to determine the sequence of setup steps.

All required setup steps in this checklist must be completed. Specific information for each setup step is described in the following section, Grants Accounting Setup Steps, page 2-7.

Oracle Grants Accounting Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
1.	Define Responsibilities	optional	System Administration
2.	Specify Site-Level and Application-Level Profile Options	required with defaults	System Administration
3.	Define a Ledger. Assign a Calendar, Functional Currency, and Account Structure to the Ledger	required	General Ledger
4.	Define Payables Financials Options	required	Payables
5.	Define Purchasing Options	required	Purchasing
6.	Define Purchasing Financial Options	required	Purchasing
7.	Define Customers	required	Receivables
8.	Set Up Order Management Parameters	required if billing is used	Order Management
9.	Set Up Oracle Assets	required if capital projects are used	Assets
10.	Set Up Locations	required	HRMS

Step Number	Setup Step	Step Type	Oracle Application
11.	Create Organizations	required	HRMS
12.	Define Organization Hierarchies	required	HRMS
13.	Define Jobs	required	HRMS
14.	Enter Employee Information	required	HRMS
15.	Set Up Projects Implementation Options	required	Grants Accounting
16.	Define Project Accounting Periods	required	Grants Accounting
17.	Set Up Grants Implementation Options	required	Grants Accounting
18.	Define Expenditure Categories	required	Grants Accounting
19.	Define Units of Measure	required	Grants Accounting
20.	Define Expenditure Types	required	Grants Accounting
21.	Define Non-Labor Resources	optional	Grants Accounting
22.	Define Transaction Sources	optional	Grants Accounting
23.	Define Labor Costing Rules	optional	Grants Accounting
24.	Define Labor Costing Overrides	optional	Grants Accounting
25.	Define Labor Cost Multipliers	optional	Grants Accounting

Step Number	Setup Step	Step Type	Oracle Application
26.	Define Cost Bases and Cost Base Types	required	Grants Accounting
27.	Define Burden Cost Codes	required	Grants Accounting
28.	Define Burden Structures	required	Grants Accounting
29.	Define Burden Schedules	required	Grants Accounting
30.	Define Payment Terms	required	Grants Accounting
31.	Define Credit Types	optional	Grants Accounting
32.	Define Event Types	not applicable	Grants Accounting
33.	Set Up Billing Cycles	required	Grants Accounting
34.	Define Budget Types	optional	Grants Accounting
35.	Define Budget Change Reasons	optional	Grants Accounting
36.	Define Budget Entry Methods	required	Grants Accounting
37.	Define Resource Lists	required	Grants Accounting
38.	Define Project Status	optional	Grants Accounting
39.	Define Project Classifications	optional	Grants Accounting
40.	Define Project Service Types	required	Grants Accounting
41.	Define Project Role Types	optional	Grants Accounting
42.	Define Project Types	required	Grants Accounting
43.	Define Project Templates	required	Grants Accounting

Step Number	Setup Step	Step Type	Oracle Application
44.	Set Up Award Purpose Codes	required	Grants Accounting
45.	Set Up Award Terms and Conditions	optional	Grants Accounting
46.	Set Up Award Roles	required	Grants Accounting
47.	Set Up Reports	optional	Grants Accounting
48.	Set Up Billing Forms	required	Grants Accounting
49.	Set Up References	optional	Grants Accounting
50.	Set Up Allowed Cost Schedules	required	Grants Accounting
51.	Set Up Award Types	required	Grants Accounting
52.	Set Up Award Templates	required	Grants Accounting
53.	Set Up Subledger Accounting	optional	Subledger Accounting (from a Grants Accounting responsibility)
54.	Set Up Accounting for Labor Costs	required	Grants Accounting
55.	Set Up Accounting for Expense Report Costs	required	Grants Accounting
56.	Set Up Accounting for Usage Costs	required	Grants Accounting
57.	Set Up Accounting for Supplier Cost Adjustments	required	Grants Accounting
58.	Set Up Accounting for Total Burdened Costs	required if using fixed assets	Grants Accounting

Step Number	Setup Step	Step Type	Oracle Application
59.	Set Up Accounting for Event Revenue	required	Grants Accounting
60.	Set Up Accounting for Revenue and Invoice Amounts	required	Grants Accounting
61.	Set Up Accounting for Miscellaneous Transaction Costs	required	Grants Accounting
62.	Set Up Accounting for Burden Costs	required	Grants Accounting
63.	Implement Transaction Control Extensions	optional	Grants Accounting
64.	Implement Commitments from External Systems	optional	Grants Accounting
65.	Set Up the Account Generator to Generate the Supplier Invoice Account	required	Grants Accounting
66.	Define Project-Related Distribution Sets	optional	Grants Accounting
67.	Specify the Default Supplier Cost Credit Account	optional	Grants Accounting
68.	Set Up the Account Generator to Generate Project-Related Accounts in Purchasing	required	Grants Accounting
69.	Implement Oracle Grants Accounting client extensions	optional	Grants Accounting
70.	Set Up Oracle Workflow	required	Workflow

Step Number	Setup Step	Step Type	Oracle Application
71.	Set Up Award Distributions	optional	Grants Accounting
72.	Define Project Status Inquiry Columns	required	Grants Accounting

Grants Accounting Setup Steps

To set up Grants Accounting, perform the following setup steps in the order listed.

1. Define Responsibilities

Oracle Grants Accounting provides a predefined responsibility named *Grants Accounting Super User*. You can optionally define your own additional responsibilities. For information on defining responsibilities, see Defining a Responsibility, *Oracle Applications System Administrators Guide - Security*.

When you define a responsibility for Oracle Grants Accounting, you must exclude the following functions from the responsibility:

- Expenditure Inquiry: Run Project Streamline
- Expenditure Inquiry: Adjustments: Change Functional Rate Attributes
- Expenditure Inquiry: Adjustments: Change Project Rate Attributes
- Expenditure Inquiry: Adjustments: Reprocess Cross Charge
- Expenditure Inquiry: Adjustments: Change Transfer Price Currency Attributes
- Expenditure Inquiry: Adjustments: Mark for no Cross Charge Processing
- Pre-Approved Expenditure Entry: Enter Inventory Transactions
- Pre-Approved Expenditure Entry: Enter Work in Process
- Pre-Approved Expenditure Entry: Enter Burden Transactions

For information on excluding functions from responsibilities, see Function and Menu Exclusions, *Oracle Applications System Administrators Guide - Security*.

Important: The Oracle Subledger Accounting setup for Oracle Grants

Accounting is defined under the Oracle Projects application. You can use responsibilities owned by either Oracle Grants Accounting or Oracle Projects to view and maintain this setup.

2. Specify Site-Level and Application-Level Profile Options

Profile options specify default values that affect system programs, system controls, and data entry. This section includes the following parts:

- Set Profile Option Levels, page 2-8
- Set Profile Option Values, page 2-12

For information on setting profile options, see User Profiles, *Oracle Applications System Administrators Guide - Maintenance*.

For information on Oracle Projects profile options, see Profile Options in Oracle Projects, *Oracle Projects Implementation Guide*.

Set Profile Option Levels

The common user profile options for Oracle Applications must be specified as part of System Administration setup. There are a maximum of four levels at which a profile can be set: Site, Application, Responsibility, and User. Most profiles are seeded with default values at the site-level that serve as the defaults until they are overridden at other levels.

The table below describes the profile option levels.

Profile Option Levels

Feature	Profile Option Name	Site	Application	Responsibility	User
	Concurrent: Sequential Requests	x			
	GL: Ledger Name	x	x	x	
	GMS: Check Funds for Award Distribution	x	x	x	x

Feature	Profile Option Name	Site	Application	Responsibility	User
	GMS: Default Distribution Award in Transaction Entry	x	x	x	x
	GMS: Enable Debug Mode	x.	x	x	x
	GMS: Enable Funds Check for Budget Submission	x	x	x	x
	GMS: Notification Offset Days	x			
	GMS: Project Budget Entry Method - Uncategorized	x	x	x	
	GMS: Project Budget Entry Method - Categorized by Resource	x	x	x	
	GMS: Purge Funds Check Results	x			
	GMS: Tab to Budget Matrix Comment Fields	x	x	x	x
	HR: Cross Business Group	x			

Feature	Profile Option Name	Site	Application	Responsibility	User
	Initialization SQL Statement - Custom	x	x	x	x
Multiple Organization Support	MO: Operating Unit	x		x	
	PA: AP Discounts Interface Start Date (mm/dd/yyyy)	x			
	PA: Cost Distribution Lines Per Set		x		
	PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation	x			
	PA: Cross-Project User - Update			x	
	PA: Cross-Project User - View	x		x	
	PA: Debug Mode		x	x	x
	PA: Default Expenditure Item Date for Supplier Cost	x			

Feature	Profile Option Name	Site	Application	Responsibility	User
	PA: Enable Enhanced Period Processing	x			
	PA: Expenditure Items Per Set		x		
	PA: Expense Report Invoices Per Set	x	x	x	
	PA: Licensed to Use AMG		x		
	PA: Licensed to Use Project Resource Management	x			
	PA: Licensed to Use Project Billing	x			
	PA: Projects Per Set		x		
	PA: Require Work Type for Expenditures	x			
	PA: Selective Flexfield Segment for AutoAccounting		x		
	PA: Transaction Billability Derived by Work Type	x			

Feature	Profile Option Name	Site	Application	Responsibility	User
Budgetary Control	PSA: Budgetary Control Report Template	x	x	x	x

Set Profile Option Values

The table below describes the profile option values.

Profile Option Values

Profile Option Name	Value	Description
Concurrent: Sequential Requests	yes or no	this profile option must be set to No to ensure successful running of GMS: Costing concurrent programs
GL: Ledger Name	name for ledger	specifies ledger and associates ledger with a responsibility
GMS: Check Funds for Award Distribution	yes or no; default value is no	enables funds checking before selecting the pattern for award distributions For more information on GMS: Check Funds for Award Distribution, see Implementation Options for Award Distributions, page 16-3.
GMS: Default Distribution Award in Transaction Entry	yes or no; default value is no	automatically populates default award in the award field. If award distributions is enabled and a funding pattern exists, then the default award number appears in the award field following project and task entry. For more information on GMS: Default Distribution Award in Transaction Entry, see Award Distributions Funds Checking, page 16-4.

Profile Option Name	Value	Description
GMS: Enable Debug Mode	yes or no; list of values; default value is no	set to Yes to debug Grants Accounting concurrent programs; must be set to No for normal use **Note:** When set to Yes, GMS concurrent programs generate debug messages in the concurrent program log file.
GMS: Enable Funds Check for Budget Submission	yes or no; default value is Yes	indicates whether funds checking is enabled when a budget is submitted
GMS: Notification Offset Days	number of days	sets default number of days for Offset Days field **Note:** The number of days entered becomes the defaulted value in the Offset Days field of the Parameters window.
GMS: Project Budget Entry Method - Uncategorized	budget entry method; list of values **Note:** List of values displays budget entry methods that meet the following criteria: • Entry level = Project • Time Phase = None • Categorize by Resource = No	determines the budget entry method that the award budget baseline process uses to summarize a project budget when: • multiple awards fund the project • award budgets for the project use different budget entry methods and resource lists

Profile Option Name	Value	Description
GMS: Project Budget Entry Method - Categorized by Resource	budget entry method; list of values **Note:** List of values displays budget entry methods that meet the following criteria: • Entry Level = Project • Time Phase = None • Categorized by Resource = Yes	determines the budget entry method to use while summarizing a project budget that is funded by multiple awards and the award budgets use distinct budget entry methods and have the same resource list determines the budget entry method that the award budget baseline process uses to summarize a project budget when: • multiple awards fund the project • award budgets for the project use different budget entry methods • award budgets for the project use the same resource list
GMS: Purge Funds Check Results	number of days	indicates number of days for which funds check results are retained for online viewing; value must be greater than or equal to one
GMS: Tab to Budget Matrix Comment Fields	yes or no; default value is no	determines navigation path in the Award Budget window. When set to Yes, navigation will include the Change Reason, Comments, and Descriptive Flexfields before entering the next budget period.
HR: Cross Business Group	yes or no; list of values	set to No to use Grants Accounting. Grants Accounting does not support cross business group functionality.

Profile Option Name	Value	Description
Initialization SQL Statement - Custom	no default value	custom SQL statement for system initialization; must be set at the Application level for Grants Accounting with the following value: begin mo_global.init; end; **Note:** This setting is required to view Payables invoices from the Expenditure Inquiry window.
MO: Operating Unit	organization name; list of values	set the multiple organization profile option for users who have multiple organization environments **Note:** Each organization linked to a particular responsibility appears on the Responsibilities menu. When logging in, the user selects the responsibility that corresponds to the appropriate organization. Each unique organization ID must be associated with a responsibility.
PA: AP Discounts Interface Start Date (mm/dd/yyyy)	date; default is 01/01/2051	a start date must be set to interface Payables discounts. The date entered determines when Projects will begin retrieving and interfacing payment discounts.
PA: Cost Distribution Lines Per Set	number of cost distribution lines	indicates number of cost distribution lines to process in each set
PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation	yes or no	this profile option is not supported by Grants Accounting and must be set to No
PA: Cross-Project User - Update	yes or no; list of values	set to Yes to create and maintain award for any user other than Award Manager

Profile Option Name	Value	Description
PA: Cross-Project User - View	yes or no; list of values	set to Yes to view award for user other than Award Personnel
PA: Debug Mode	yes or no	indicates if reports and concurrent programs are run in debug mode; must be set to Yes or No, cannot be set to Null
PA: Default Expenditure Item Date for Supplier Cost	Source Document Exp Item Date; transaction date; transaction GL date; transaction system date	Oracle Grants Accounting uses this profile option when you run the concurrent program PRC: Interface Supplier Costs to determine the expenditure item date for invoice payments and discounts. Oracle Payables uses this profile option during the invoice match process, and when you enter unmatched invoices, to determine the default expenditure item date for supplier invoice distribution lines.
PA: Enable Enhanced Period Processing	yes or no; default value is no	provides enhanced period maintenance features
PA: Expenditure Items Per Set	number of expenditure items	indicates the number of expense report invoices (entered in Oracle Internet Expenses or Oracle Payables) for the concurrent program PRC: Interface Expense Reports from Payables to process in each set
PA: Expense Report Invoices Per Set	number of expense report invoices	indicates number of expense report invoices to process in each set
PA: Licensed to Use AMG	yes or no	indicates whether you are a licensed user of Activity Management Gateway
PA: Licensed to Use Project Billing	yes or no	indicates Project Billing is licensed **Note:** Grants Accounting requires Project billing to be set.

Profile Option Name	Value	Description
PA: Licensed to Use Project Resource Management	yes or no	set to No to use Grants Accounting. This functionality is not supported by Grants Accounting.
PA: Projects Per Set	number of projects per set	indicates number of projects to process in each call to AutoAccounting
PA: Require Work Type for Expenditures	yes or no	set to No to use Grants Accounting. Grants Accounting does not use Work Types.
PA: Selective Flexfield Segment for AutoAccounting	flexfield segment number	represents segment number to be picked when building the flexfield select segment that queries the combination table
PA: Transaction Billability Derived by Work Type	yes or no	set to No to use Grants Accounting. Grants Accounting does not use Work Types.
PSA: Budgetary Control Report Template	Budgetary Control Results Template	enables you to view funds check results from Oracle Purchasing and Oracle Payables after a funds check

3. Define a Ledger. Assign a Calendar, Functional Currency, and Account Structure to the Ledger

To use Oracle Grants Accounting with Oracle General Ledger, you must enable the budgetary control option in Oracle General Ledger to allow the burdening process and the funds checking features to operate. You must enable this option even if you do not intend to use the budgetary control functionality.

Oracle General Ledger periods must be set up starting prior to the earliest project, award start, or pre-award dates and must run until after the latest project, award end, or award close dates.

Note: Users who do not want to use the budgetary control option features in Oracle General Ledger must set the budgetary control setting to None in Oracle General Ledger.

To enable the budgetary control option, select the Enable Budgetary Control check box in the Ledger window.

For information on enabling the budgetary control option and setting the budgetary control option to None in Oracle General Ledger, see *Oracle General Ledger User's Guide*.

4. Define Payables Financials Options

To use Oracle Grants Accounting with Oracle Payables, users must enable the requisition encumbrance and purchase order encumbrance options. Enabling these options allows users to employ encumbrance accounting. Encumbrance accounting creates encumbrances automatically for requisitions, purchase orders, and invoices.

To enable the requisition encumbrance and purchase order encumbrance options, see *Oracle Payables Implementation Guide*.

5. Define Purchasing Options

To use Oracle Grants Accounting with Oracle Purchasing, users must define purchasing options. To define Purchasing options, see *Oracle Purchasing User's Guide*.

> **Important:** If you enable the perpetual accrual feature at the system level in the Purchasing Options by selecting At Receipt from the drop-down box for Accrue Expense Items, the Accrue on Receipt check box in the Shipments window is selected by default. If the Accrue on Receipt check box is selected in the Shipments window, you must deselect it to ensure that burdening and funds checking are performed on a matching invoice. If the Accrue on Receipt check box is selected in the Shipments window, the system cannot perform burdening and funds checking on a matching invoice.

> **Note:** Oracle Grants Accounting does not currently support the use of internal requisitions.

6. Define Purchasing Financials Options

To use Grants Accounting with Purchasing, users must enable the requisition encumbrance and purchase order encumbrance options. Enabling these options allows users to employ encumbrance accounting. Encumbrance accounting creates encumbrances automatically for requisitions, purchase orders, and invoices.

To enable the requisition encumbrance and purchase order encumbrance options, see *Oracle Payables Implementation Guide*.

7. Define Customers

To use Grants Accounting with Receivables, users must specify a contact person for each primary bill-to and ship-to address for invoicing purposes. The contacts are

required when setting up awards and when interfacing invoices to receivables.

To specify a contact person for each primary bill-to and ship-to address, enter information in the Customers window and Customer Addresses window.

> **Important:** Users must also define a contact in the Contact field of the Business Purposes window for the Usages of Bill To or Ship To, or an award cannot be created for that customer.

> **Note:** Users can define contacts at either the customer level in the Customers window or at the address level in the Customer Addresses window.

For information on defining customers, see *Oracle Receivables User Guide*.

8. Set Up Order Management Parameters

If billing is to be used in Grants Accounting, users must enable parameters in Order Management.

To enable parameters, see Enabling Order Management Parameters, *Oracle Order Management Suite Implementation Manual*.

9. Set Up Oracle Assets

Oracle Assets set up is required if capital projects are to be used in Grants Accounting.

To set up Oracle Assets, see *Oracle Assets User's Guide*.

10. Set Up Locations

If HRMS is installed, complete this step in the HRMS responsibility. If HRMS is not installed, users must set up locations. Locations are physical sites where employees work.

To set up locations, perform the following steps.

1. In Grants Accounting, navigate to the Location window as follows:

   Setup - Human Resources - Locations

2. To set up locations, see *Oracle HRMS Enterprise and Workforce Management Guide*.

11. Create Organizations

If HRMS is installed, complete this step in the HRMS responsibility. If HRMS is not installed, users must create organizations.

Creating Organizations

To create organizations, perform the following steps.

1. Navigate to the Organization window as follows:

   If Oracle HRMS is not installed, in an Oracle Grants Accounting responsibility navigate to the Find Organization window as follows:

   Setup - Human Resources - Organizations - Define

   If Oracle HRMS is fully installed, in an Oracle HRMS, responsibility navigate to the Find Organization window as follows:

   Work Structures - Organization - Description

2. In the Find Organizations window, select the New button to navigate to the Organization window.

3. Enter a name for your organization in the Name field. A check is performed to see if organizations with the same name already exist.

4. Optionally, select an organization type in the Type field. Organization types do not classify your organization, you use them for reporting purposes only.

5. Enter a start date in the From field. This date must be early enough to include any historical information you need to enter.

6. Enter a location, if one exists. You can also enter an internal address to add more details such as floor or office number.

7. Enter internal or external in the Internal or External field. You cannot assign people to an external organization.

8. Save the basic organization details.

Entering Organization Classifications

To enter Organization Classifications for an organization perform the following steps.

1. Navigate to the Organization window as follows:

   If Oracle HRMS is not installed, in an Oracle Grants Accounting responsibility navigate to the Find Organization window as follows:

   Setup - Human Resources - Organizations - Define

   If Oracle HRMS is fully installed, in an Oracle HRMS, responsibility navigate to the Find Organization window as follows:

   Work Structures - Organization - Description

2. In the Find Organizations window, enter the find criteria and select the Find button to query the organization.

3. In the Organization Classifications region, you can select and enable the following organization classifications related to Oracle Grants Accounting:

   Note: You must save each classification after you enter and enable it.

   - **HR Organization:** Enables you to assign employees to an organization.
   - **Project Expenditure/Event Organization:** Enables the organization to own project billing events (labor and non-labor), incur expenses, and hold budgets for projects.
   - **Project Task Owning Organization:** Enables the organization to own projects, tasks, and awards.
   - **Project Invoice Collection Organization:** Enables you to process invoices in this organization if the operating unit is set up to use decentralized invoice collection. For more information, see: Defining Organizations, *Oracle Projects Fundamentals*.

4. If you enable the *Project Task Owning Organization* classification, you must also specify the additional organization information for the classification as follows:

   1. Place your cursor on the Project Task Owning Organization classification.
   2. Select the Others button.
   3. In the Additional Organization Information window, place your cursor in the Project Type Class Information field.
   4. In the Project Type Class Information window, enter information for the following fields:
      - **Allow Entry Of Indirect Projects:** Select Yes from if you want this organization to own indirect projects.
      - **Allow Entry of Capital Projects:** Select Yes from if you want this organization to own capital projects.
      - **Allow Entry of Contract Projects:** You must select Yes.

        Note: You must select Yes, even though you cannot create

contract projects in Oracle Grants Accounting. Oracle Grants Accounting uses contract projects to process revenue and invoices for awards. Oracle Grants Accounting uses an underlying award project to process revenue and invoices. The award project is a contract class project.

5. In the Project Type Class Information window, select the OK button.
6. In the Additional Organization Information window, select the OK button.
7. In the Forms dialog box that asks you if you want to save the changes you have made, select the Yes button to save your work.

12. Define Organization Hierarchies

If HRMS is installed, complete this step in the HRMS responsibility. If HRMS is not installed, users must define organization hierarchies.

To define organization hierarchies, perform the following steps.

1. In Grants Accounting, navigate to the Find Organization Hierarchy window as follows:

   Setup - Human Resources - Organizations - **Hierarchies**

2. To define organization hierarchies, see *Oracle HRMS Enterprise and Workforce Management Guide*.

13. Define Jobs

If HRMS is installed, complete this step in the HRMS responsibility. If HRMS is not installed, users must define jobs.

To define jobs, perform the following steps.

1. In Grants Accounting, navigate to the Job window as follows:

   Setup - Human Resources - Jobs

2. To define jobs, see *Oracle HRMS Enterprise and Workforce Management Guide*.

14. Enter Employee Information

If HRMS is installed, complete this step in the HRMS responsibility. If HRMS is not installed, users must enter employee information.

To enter employee information, perform the following steps.

1. In Grants Accounting, navigate to the Find Person window as follows:

   Setup - Human Resources - Employees

2. To enter employee information, see *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*.

15. Set Up Projects Implementation Options

Projects implementation options are set up in Grants Accounting from the following navigation path:

Setup - System - Projects Implementation Options

To set up project implementation options, see Project Setup Implementation Options, *Oracle Projects Implementation Guide*.

16. Define Project Accounting Periods

Project Accounting Periods are defined in Grants Accounting from the following navigation path:

Setup - System - PA Periods

To define project accounting periods, see PA Periods, *Oracle Projects Implementation Guide*.

17. Set Up Grants Implementation Options

Grants implementation options are setup options where users specify the method and type of award numbering and enable the award distribution option.

See Implementation Options Setup, page 3-1.

18. Define Expenditure Categories

An expenditure category is an implementation-defined grouping of expenditure types by type of cost. Expenditure categories are defined in Grants Accounting from the following navigation path:

Setup - Expenditures - Expenditure Categories

To define expenditure categories, see Expenditure Categories, *Oracle Projects Implementation Guide*.

19. Define Units of Measure

A unit of measure records quantities or amounts of an expenditure item. Units of

measure are defined in Grants Accounting from the following navigation path:

Setup - Expenditures - Units

To define units of measure, see Units, *Oracle Projects Implementation Guide*.

20. Define Expenditure Types

An expenditure type is a classification of cost that is assigned to each expenditure item. An expenditure type class determines how an expenditure item is processed.

Grants Accounting does not support the following expenditure type classes.

- Overtime
- Work In Process
- Inventory

Expenditure types are defined in Grants Accounting from the following navigation path:

Setup - Expenditures - Expenditure Types

To define expenditure types, see Defining Expenditure Types, *Oracle Projects Implementation Guide*.

21. Define Non-Labor Resources

A non-labor resource is an implementation-defined asset or pool of assets. Non-labor resources are defined in Grants Accounting from the following navigation path:

Setup - Expenditures - Non-Labor Resources

To define non-labor resources, see Non-Labor Resources, *Oracle Projects Implementation Guide*.

22. Define Transaction Sources

Transaction Sources identify the source of external transactions imported using Transaction Import. Transaction sources are defined in Grants Accounting from the following navigation path:

Setup - Expenditures - Transaction Sources

To define transaction sources, see Transaction Sources, *Oracle Projects Implementation Guide*.

Related Topics

Setting Up Transaction Sources to Import Actual Transactions, page C-3

Setting Up Transaction Sources to Import Encumbrance Transactions, page C-4

23. Define Labor Costing Rules

A labor costing rule determines how an employee is paid. Labor costing rules are defined in Grants Accounting from the following navigation path:

Setup - Costing - Labor - Compensation Rules

To define labor costing rules, see Labor Costing Rules, *Oracle Projects Implementation Guide*.

24. Define Labor Costing Overrides

A labor costing override is the hourly rate paid to an employee. Labor costing overrides are defined in Grants Accounting from the following navigation path:

Setup - Costing - Labor - Employee Cost Rates

To define labor costing overrides, see Labor Costing Overrides, *Oracle Projects Implementation Guide*.

25. Define Labor Cost Multipliers

A labor cost multiplier is applied to labor costs to determine the premium cost for overtime or other factors. Labor cost multipliers are defined in Grants Accounting from the following navigation path:

Setup - Costing - Labor - Cost Multipliers

To define labor cost multipliers, see Labor Cost Multipliers, *Oracle Projects Implementation Guide*.

26. Define Cost Bases and Cost Base Types

A cost base is a grouping of raw costs to which burden costs are applied. A cost base type refers to uses of the cost bases.

To define cost bases and cost base types, see Defining Burden Cost Bases Procedure, page 14-5.

27. Define Burden Cost Codes

A burden cost code is a classification of overhead costs.

To define burden cost codes, see Defining Burden Cost Codes Procedure, page 14-5.

28. Define Burden Structures

A burden structure determines how cost bases are grouped and establishes the method of applying burden costs to raw costs.

To define burden structures, see Defining Burden Structures Procedure, page 14-5.

29. Define Burden Schedules

A burden schedule, or indirect cost rate schedule on the award level, is an implementation-defined set of multipliers maintained for use across multiple awards.

To define burden schedules, see Defining Burden Schedules Procedure, page 14-6.

30. Define Payment Terms

Payment terms are associated with customer invoices to determine a customer's payment schedule. Payment terms are defined in Grants Accounting from the following navigation path:

Setup - Billing - Payment Terms

To define payment terms, see Payment Terms, *Oracle Projects Implementation Guide*.

31. Define Credit Types

Credit types are classifications of the credit received by a person for revenue a project earns. Credit types are defined in Grants Accounting from the following navigation path:

Setup - Billing - Credit Types

To define credit types, see Credit Types, *Oracle Projects Implementation Guide*.

32. Define Event Types

An event is an entry assigned to a top task or project that generates revenue or billing activity, but it is not directly related to any expenditure items.

> **Important:** Grants Accounting provides users with the seeded event types of Manual and Award_Billing. Do not modify or delete the seeded event types. Additionally, creating new event types does not add functionality to the application since the system recognizes only the seeded event types.

33. Set Up Billing Cycles

A billing cycle is a billing period for an award.

To set up billing cycles, see Billing Cycle Setup, page 11-2.

34. Define Budget Types

Budget types identify the different types of budgets that can be entered for an award or project. Budget types are defined in Grants Accounting from the following navigation path:

Setup - Budgets - Budget Types

To define budget types, see Budget Types, *Oracle Projects Implementation Guide*.

35. Define Budget Change Reasons

Budget change reasons record why a budget has changed. Budget change reasons are defined in Grants Accounting from the following navigation path:

Setup - Budgets - Change Reasons

To define budget change reasons, see Budget Change Reasons, *Oracle Projects Implementation Guide*.

36. Define Budget Entry Methods

Grants Accounting processes cost budgets only. Only burdened costs, rather than raw costs or quantities, are recognized.

> **Important:** The budget entry methods defined by the user affect funds checking. For information on the compatibility of budget entry method variables with funds control settings and the compatibility of budget entry method time phase with funds control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

To define the budget entry method, perform the following steps.

1. In Grants Accounting, navigate to the Budget Entry Methods window as follows:

   Setup - Budgets - Entry Methods

2. In the Budget Entry Method field, enter the name of the budget entry method.

3. In the Effective fields, select a starting and ending date for the budget entry method from the list of values.

4. In the Entry Level region, select the level in the work breakdown structure where the budget is entered.

5. In the Cost Enterable Fields region, select the Burdened Cost check box.

6. Deselect the Raw Cost check box and the Quantity check box.

Note: Grants Accounting supports burdened cost-based budgeting but does not support raw cost and quantity-based budgeting.

7. If the user wants to budget by resources, select the Categorized By Resources check box.

8. Select the time period to use for budgeting by selecting from the list of values in the Time Phased By field.

For information on budget entry methods, see Budget Entry Methods, *Oracle Projects Implementation Guide*.

37. Define Resource Lists

Note: This step must be repeated for each operating unit if the new operating unit is associated with a new business group

Resource lists are sets of similar resources used on specific kinds of project work. To define a resource list, perform the following steps.

1. In Grants Accounting, navigate to the Resource Lists window as follows:

   Setup - Budgets - Resource Lists

2. To define a resource list, see Resource Lists Window Reference and Defining Resource Lists, *Oracle Projects Implementation Guide*.

38. Define Project Status

A Project Status is an implementation-defined classification of the status of a project. Project statuses are defined in Grants Accounting from the following navigation path:

Setup - Projects - Statuses

To define project statuses, see Project Statuses, *Oracle Projects Implementation Guide*.

39. Define Project Classifications

Project classifications group projects according to defined categories. A project classification includes a class category and a class code. Project classifications are defined in Grants Accounting from the following navigation path:

Setup - Projects - Classifications

To define project classifications, see Project Classifications, *Oracle Projects Implementation Guide*.

40. Define Project Service Types

You define service types to represent activities that you want to track for financial

purposes. You assign a service type to each financial task. You can use service types in your AutoAccounting setup and to group tasks for custom reporting.

Oracle Project service types are defined in Oracle Grants Accounting from the following navigation path:

Setup - Projects - Service Types

To define project service types, see Service Types, *Oracle Projects Implementation Guide*.

41. Define Project Role Types

Project role types determine which employees can view and update project information. Project role types are defined in Grants Accounting from the following navigation path:

Setup - Projects - Role Types

To define project role types, see Project Roles, *Oracle Projects Implementation Guide*.

42. Define Project Types

Note: This step must be repeated for each operating unit.

A project type is a project classification defined during implementation that specifies essential project attributes and determines how that project's costs are processed.

To define projects types, see Project Types Setup, page 4-1.

43. Define Project Templates

Note: This step must be repeated for each operating unit.

A project template is predefined project data. Users can create new projects quickly and accurately by copying a project template that contains data common to a project class.

To define project templates, see Project Templates Setup, page 5-4.

44. Set Up Award Purpose Codes

A purpose code is a user-defined description of an activity that an award is funding. Each award has one corresponding purpose code.

To set up purpose codes, see Award Purpose Codes Setup, page 6-3.

45. Set Up Award Terms and Conditions

Terms and conditions are written stipulations specified by the grantor, which are indicated in an agreement or contract.

To set up award terms and conditions, see Award Terms and Conditions Setup, page 7-2.

46. Set Up Award Roles

Award roles are user-defined positions or functions that people perform in activities funded by an award. Each award role is linked to an individual.

To set up award roles, see Award Roles Setup, page 8-2.

47. Set Up Reports

A report is an organized display of information specific to an award. The content of a report can range from summary data to a complete listing of values. Reports can be for internal or external purposes.

To set up reports, see Reports, page 9-2.

48. Set Up Billing Forms

Grants Accounting allows users to define agency-specific forms for billing.

To specify agency-specific billing forms for invoicing, see Billing Forms Setup, page 10-2.

49. Set Up References

References are user-defined values or descriptions that are assigned to each award during setup.

To set up references, see References Setup, page 12-2.

50. Set Up Allowed Cost Schedule

An allowed cost schedule is a user-defined listing of the types of expenses that can be charged to an award.

To set up allowed cost schedules, see Allowed Cost Schedules Setup, page 13-3.

51. Set Up Award Types

Award types are implementation-defined classifications of awards.

To set up award types, see Award Types Setup, page 15-1.

52. Set Up Award Templates

Award templates contain predefined award data and are used to simplify and standardize award entry.

To set up award templates, see Award Template Entry Procedures, page 18-3.

53. Set Up Subledger Accounting

Oracle Subledger Accounting is an intermediate step in the accounting flow between subledger applications, such as Grants Accounting, and Oracle General Ledger.

Grants Accounting uses AutoAccounting to create default accounts for costs and revenue that it sends to Oracle Subledger Accounting. You run processes in Grants Accounting to generate accounting events for costs and revenue and to create accounting for the accounting events in Oracle Subledger Accounting. When you run the create accounting process, Oracle Subledger accounting uses predefined setup in Oracle Subledger Accounting to accept the default accounts from Grants Accounting and transfer them to Oracle General Ledger without change. Oracle Projects provides the predefined setup that Grants Accounting uses to create subledger accounting entries.

If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

For billing, Grants Accounting interfaces the accounting that it creates using AutoAccounting to Oracle Receivables along with the associated customer invoice. In turn, Oracle Receivables creates accounting in Oracle Subledger Accounting. You can set up your own Oracle Receivables rules in Oracle Subledger Accounting to overwrite the accounts.

Step	Description
53.1	Define custom sources, page 2-32
53.2	Define journal line types, page 2-33
53.3	Define journal entry descriptions, page 2-34
53.4	Define mapping steps, page 2-34
53.5	Define account derivation rules, page 2-35
53.6	Define journal lines definitions, page 2-36
53.7	Define application accounting definitions, page 2-37
53.8	Define subledger accounting methods, page 2-38
53.9	Assign application accounting definitions to a subledger accounting method, page 2-38

Step	Description
53.10	Assign a subledger accounting method to a ledger, page 2-39
53.11	Define post-accounting program assignments, page 2-39

Note: You associate user-defined subledger accounting setup for Grants Accounting with the application *Projects*.

In Grants Accounting, navigate to the windows for setting up Oracle Subledger Accounting as follows: **Setup - Subledger Accounting**.

Note: If you define your own setup for Oracle Subledger Accounting, you cannot directly modify the predefined data. Instead, you must copy the predefined data and make changes to the copy.

Related Topics

Data that Oracle Projects Predefines for Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Understanding Subledger Accounting Setup for Oracle Projects, *Oracle Projects Fundamentals*

AutoAccounting and Subledger Accounting, *Oracle Projects Implementation Guide*

Comparing AutoAcounting and Subledger Accounting, *Oracle Projects Implementation Guide*

Intercompany and Intracompany Balancing, *Oracle Financials Implementation Guide*

Using Accounting Setup Manager, *Oracle Financials Implementation Guide*

53.1. Define Custom Sources

Sources are pieces of information Oracle Subledger Accounting uses to determine how to create accounting for an accounting event. You use sources to provide information from transactions to Oracle Subledger Accounting. Grants Accounting uses the comprehensive set of sources that Oracle Projects predefines. For example, predefined sources include project name, task number, expenditure organization, award number, award organization, award type, and award purpose.

You can optionally define custom sources to extend the list of sources available to application accounting definitions.

To create custom sources, you write PL/SQL functions that use the predefined sources and constant values as parameters. For example, if you capture the geographic region to which each organization belongs in a descriptive flexfield segment, then you can create a custom source to use the information in your application accounting definitions. You use the expenditure organization (a predefined source) as a parameter in the definition of the custom source.

To set up custom sources, perform the following steps.

1. In Grants Accounting, navigate to the Find Custom Sources window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Sources - Custom Sources

2. For information about how to define custom sources, see the *Oracle Subledger Accounting Implementation Guide*.

53.2. Define Journal Line Types

A journal line type determines the characteristics of subledger journal entry lines. These characteristics include whether the line is used to create actual, budget, or encumbrance entries, whether the line is a debit or a credit, whether matching lines are merged, and whether data is transferred to the general ledger in summary or detail form. You can optionally set up your own journal line types.

You set up journal line types for a particular event class. Event classes represent the actions possible for a particular transaction type or document. For example, some of the event classes that Oracle Projects predefines include Labor Cost, Usage Cost, and Revenue.

You can also set up conditions for use of the journal line type. For example, the journal line type determines if a particular journal line is a debit or a credit. It also determines the account class and the balance type for journal lines associated with the journal line type.

Grants Accounting uses the predefined journal line types that Oracle Projects provides in Oracle Subledger Accounting. For example, Oracle Projects predefines a journal line type for the event class *Labor Cost* named *Raw Cost*. Journal lines associated with this journal line type are debits with a balance type of *Actual*. Similarly, Oracle Projects predefines a second journal line type for the *Labor Cost* event class named *Raw Cost Clearing*. Journal lines associated with this journal line type are credits with a balance type of *Actual*.

> **Important:** Oracle Grants Accounting recommends that you do not modify the predefined journal line types for encumbrance entries or define additional journal line types for encumbrance entries. Adding or modifying these journal line types can cause the funds check process to create additional encumbrance entries. The additional encumbrance entries can cause the funds check process to fail.

To set up journal line types, perform the following steps.

1. In Grants Accounting, navigate to the Find Journal Line Types window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Journal Entry Setups - Journal Line Types

2. For information about how to define journal line types, see the *Oracle Subledger Accounting Implementation Guide*.

53.3. Define Journal Entry Descriptions

Journal entry descriptions define both the content and sequence in which the elements of a journal entry header or journal entry line description appear. Oracle Subledger Accounting assigns the descriptions to the journal header and lines when it creates draft or final accounting.

Grants Accounting and Oracle Projects do not provide any predefined journal entry descriptions. You can optionally define your own journal entry descriptions. You can build descriptions using any of the sources for Grants Accounting.

You assign journal entry descriptions to headers and lines in application accounting definitions.

To set up journal entry descriptions, perform the following steps.

1. In Grants Accounting, navigate to the Find Journal Entry Descriptions window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Journal Entry Setups - Journal Entry Descriptions

2. For information about how to define journal entry descriptions, see the *Oracle Subledger Accounting Implementation Guide*.

53.4. Define Mapping Sets

Mapping sets enable you to assign a specific output value to an Accounting Flexfield or Accounting Flexfield segment. You use mapping sets when you set up account derivation rules. Account derivation rules determine the Accounting Flexfield values for subledger journal entries.

Grants Accounting and Oracle Projects do not provide any predefined mapping sets. You can optionally define your own mapping sets. When you enter input values for mapping sets, you can select from a list of values based on either an existing lookup set or value set. You also specify the Accounting Flexfield segment and select segment values from a list of values.

For example, you can select a lookup type of *service type* for the input and the Accounting Flexfield segment *program* as the output. You then select the service type and program segment values from lists of values as you define each pair. The following

table shows you examples of the service type input values in the first column and the program segment output values in the second column.

Input Value	Output Value
Administration	1110
Business Development	1120
Inventory Control	1130
Security	1140

Note: You can map multiple input values to the same output value.

To set up mapping sets, perform the following steps.

1. In Grants Accounting, navigate to the Find Mapping Sets window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Journal Entry Setups - Mapping Sets

2. For information about how to define mapping sets, see the *Oracle Subledger Accounting Implementation Guide*.

53.5. Define Account Derivation Rules

An account derivation rule specifies how the Accounting Flexfield is derived on subledger journal entry lines. You can specify the conditions under which a rule apply. Using these capabilities, you can develop complex rules for defining accounts under different circumstances.

Grants Accounting uses the predefined account derivation rules that Oracle Projects provides so that Oracle Subledger Accounting accepts the default accounts from Grants Accounting and creates the draft or final accounting without any changes.

You can optionally set up your own account derivation rules. If you define an account derivation rule by Accounting Flexfield, then the rule determines the entire Accounting Flexfield combination. If you define an account derivation rule by segment, then the rule determines the value of a single Accounting Flexfield segment. You can use both segment-based and flexfield-based rules to derive a single account. If you assign both types of account derivation rules to a single journal line definition, then Oracle Subledger Accounting uses segment-specific rules first and then takes the remaining values from a flexfield-based rule.

Important: If you define your own account derivation rules for costs, then you must define a condition for each account derivation rules as follows:

- For non-adjustment account derivation rules, the source *Allow Account Override Flag* must equal *Yes*
- For adjustment account derivation rules, the source *Allow Account Override Flag* must equal *No*

To set up account derivation rules, perform the following steps.

1. In Grants Accounting, navigate to the Find Account Derivation Rules window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Journal Entry Setups - Account Derivation Rules

2. For information about how to define account derivation rules, see the *Oracle Subledger Accounting Implementation Guide*.

Related Topics

Comparing AutoAcounting and Subledger Accounting, *Oracle Projects Implementation Guide*

53.6. Define Journal Lines Definitions

A journal lines definition groups journal line types, account derivation rules, and journal entry descriptions into a complete set of journal entries within an event class or event type. Event classes represent the actions possible for a particular transaction type or document. Event classes group similar event types. Event types represent the business operations that you can perform on an event class. For example, the Grants Accounting event class Supplier Cost Adjustment is subject to two types of business operations, represented by the following event types: *Expense Report Cost Adjustment* and *Supplier Cost Adjustment*.

Grants Accounting uses the predefined journal lines definitions that Oracle Projects provides for each event class. For example, a predefined journal lines definition exists for the event class *Miscellaneous Cost* and event type *All* combination. This journal lines definition assigns the account derivation rule *Cost Account Rule* to the journal line type *Raw Cost*. It also assigns the account derivation rule *Cost Clearing Account Rule* to the journal line type *Raw Cost Clearing*.

You can optionally define your own journal lines definitions. You can share journal lines definitions across application accounting definitions for the same application.

To set up journal lines definitions, perform the following steps.

1. In Grants Accounting, navigate to the Find Journal Lines Definitions window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Methods and Definitions - Journal Lines Definitions

2. For information about how to define journal lines definitions, see the *Oracle Subledger Accounting Implementation Guide*.

Related Topics

Comparing AutoAccounting and Subledger Accounting, *Oracle Projects Implementation Guide*

53.7. Define Application Accounting Definitions

An application accounting definition is a collection of components or rules that determine how Oracle Subledger Accounting processes accounting events to create subledger and general ledger journal entries. You can also indicate whether to create accounting for a particular event class or event type.

Each event class and event type assignment consists of a header assignment and one or more journal lines definition assignments. A header assignment includes a journal entry description. A journal lines definition assignment defines how Oracle Subledger Accounting processes accounting events to create journal entries.

Grants Accounting uses the predefined application accounting definition that Oracle Projects provides. The predefined application accounting definition groups together all of the predefined event class and event type assignments. You can optionally define your own application accounting definitions.

> **Note:** An application accounting definition can either be specific to a particular chart of accounts, or not specific to any particular chart of accounts. If a lower-level component, such as a journal lines definition, is not chart of accounts specific, then you can assign it to a higher-level component that is specific to a chart of accounts. However, you cannot assign a lower-level component that is specific to a chart of accounts to a higher-level component that is not specific to a chart of accounts.
>
> For example, you can assign a journal lines definition that is not chart of account specific to an application accounting definition that is chart of accounts specific. However, you cannot assign a journal lines definition that is chart of accounts specific to an application accounting definition that is not chart of accounts specific.

To set up application accounting definitions, perform the following steps.

1. In Grants Accounting, navigate to the Find Application Accounting Definitions window as follows:

Setup - Subledger Accounting - Accounting Methods Builder - Methods and Definitions - Application Accounting Definitions

2. For information about how to define application accounting definitions, see the *Oracle Subledger Accounting Implementation Guide*.

53.8. Define Subledger Accounting Methods

A subledger accounting method is a group of common application accounting definitions that determines how Oracle Subledger Accounting processes accounting events. The subledger accounting method groups application accounting definitions from subledger applications. This grouping enables you to assign a set of application accounting definitions collectively to a ledger.

Oracle Subledger Accounting provides predefined subledger accounting methods that group the predefined application accounting definitions for the subledger applications. You can optionally create your own subledger accounting methods.

To set up subledger accounting methods, perform the following steps.

1. In Grants Accounting, navigate to the Find Subledger Accounting Methods window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Methods and Definitions - Subledger Accounting Methods

2. For information about how to define subledger accounting methods, see the *Oracle Subledger Accounting Implementation Guide*.

53.9. Assign Application Accounting Definitions to a Subledger Accounting Method

You must assign each application accounting definition that you create to a subledger accounting method.

For example, you can define a subledger accounting method to assign to a ledger. You assign application accounting definitions for Oracle Payables, Oracle Assets, Oracle Projects, and other subledger applications to the subledger accounting method.

To set up subledger accounting methods, perform the following steps.

1. In Grants Accounting, navigate to the Find Subledger Accounting Methods window as follows:

   Setup - Subledger Accounting - Accounting Methods Builder - Methods and Definitions - Subledger Accounting Methods

2. For information about how to assign application accounting definitions to subledger accounting methods, see the *Oracle Subledger Accounting Implementation Guide*.

53.10. Assign a Subledger Accounting Method to a Ledger

You must assign a subledger accounting method to a ledger. Assigning different subledger accounting methods to different ledgers enables you to create multiple accounting representations of transactions.

For information about how to assign a subledger accounting method to a ledger, see the *Oracle Subledger Accounting Implementation Guide* and the discussion about the Accounting Setup Manager in the *Oracle Financials Implementation Guide*.

53.11. Define Post-Accounting Program Assignments

Subledger applications use post-accounting programs to transfer transaction data between subledgers based on the accounting generated from the transaction data. Oracle Subledger Accounting uses accounting classes to classify journal entry lines. The post-accounting programs distinguish journal lines for processing based on the accounting class assigned to each journal entry line.

Oracle Grants Accounting also uses two post-accounting programs that Oracle Projects provides, one for debits and one for credits. Oracle Projects provides the post-accounting programs to obtain final accounting information from Oracle Subledger Accounting because the accounting that Grants Accounting creates using AutoAccounting may not be the same as the final accounting that Oracle Subledger Accounting transfers to Oracle General Ledger.

Oracle Grants Accounting uses post-accounting programs to determine which journal entry lines to retrieve from Oracle Subledger Accounting when Oracle Grants Accounting performs the following activities:

- Groups asset lines on capital projects
- Generates audit reports
- Creates a reversing entry for expenditure items that you imported into Oracle Grants Accounting from other applications, such as Oracle Purchasing and Oracle Payables
- Creates a reversing entry for expenditure items when you split an expenditure item, transfer an expenditure item, or change transaction attributes for an expenditure item (for example, change whether the expenditure item is billable or capitalizable)

The predefined setup for the post-accounting programs consists of the program code and a list of the accounting classes assigned to each respective program. If you modify the accounting class for a journal line type, or add a new accounting class and journal line type pair, then you must also update the accounting classes assigned to each of the predefined post-accounting programs. This update ensures that the asset generation process, audit reports, and expenditure item splits and transfers in Oracle Grants Accounting continue to work accurately.

To set up define post-accounting program assignments, perform the following steps.

1. In Oracle Grants Accounting, navigate to the Post-Accounting Programs window as follows:

   Setup - Subledger Accounting - Post-Accounting Programs

2. Update the accounting classes assigned to each of the predefined post-accounting programs.

   Important: Do not add the same accounting class to both the debit and the credit journal line types.

   Important: Oracle Projects predefines post-accounting program assignments for the PA post-accounting debit program and the PA post-accounting credit program. Do *not* remove the predefined accounting classes even if you define your own journal lines definitions and add accounting class assignments to the programs. In this case, Oracle Grants Accounting uses the predefined accounting classes to process and report on existing historical journals and new user-defined accounting classes that you add to process and report on new journals.

54. Set Up Accounting for Labor Costs

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in the AutoAccounting rule to derive an award-related account segment.

55. Set Up Accounting for Expense Report Costs

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in the AutoAccounting rule to derive an award-related account segment.

56. Set Up Accounting for Usage Costs

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in the AutoAccounting rule to derive an award-related account segment.

57. Set Up Accounting for Supplier Cost Adjustments

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in

the AutoAccounting rule to derive an award-related account segment.

58. Set Up Accounting for Total Burdened Costs

Note: This step is only required if using fixed assets and capitalizing burdened CIP costs on capital projects.

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in the AutoAccounting rule to derive an award-related account segment.

59. Set Up Accounting for Event Revenue

> **Note:** Because Grants Accounting uses award projects to accrue revenue and generate invoices, the project number in the Event Revenue Account and the Revenue and Invoice Accounts AutoAccounting functions is the award project number. The project number AutoAccounting parameter can be used to derive award-related information.

When users run the GMS: Generate Draft Revenue for a Single Award process or the GMS: Generate Draft Revenue for a Range of Awards process, Grants Accounting credits the event revenue account.

For more information on AutoAccounting parameters in Grants Accounting, see AutoAccounting Parameters, page 28-7.

To set up the event revenue account, perform the following steps.

1. In Grants Accounting, navigate to the Assign AutoAccounting Rules window as follows:

   Setup - AutoAccounting - Assign Rules

2. In the Name field under the Function region, select Event Revenue Account from the list of values.

   The Description field is populated.

3. Click **Find**.

   Data populates the Name and Description fields of the Function Transactions region. By default, the associated Enabled check boxes are selected.

4. In the Name field of the Function Transactions region, select Revenue Write-On Events.

5. Define the segment rule pairings based on the data displayed in the Function Transactions region.

For information on defining segment rule pairings, see AutoAccounting Segment Rule Pairings Listing, *Oracle Projects Fundamentals*.

When users run the GMS: Generate Revenue Accounting Events process, Grants Accounting debits the unbilled receivable account or the unearned revenue account.

To set up the revenue and invoice accounts, perform the following steps.

1. In Grants Accounting, navigate to the Assign AutoAccounting Rules window as follows:

   Setup - AutoAccounting - Assign Rules

2. In the Name field under the Function region, select Revenue and Invoice Accounts from the list of values.

   The Description field is populated.

3. Click **Find**.

   Data populates the Name and Description fields of the Function Transactions region. By default, the associated Enabled check boxes are selected.

4. In the Name field of the Function Transactions region, select Unbilled Receivable Account.

5. Define the segment rule pairings based on the data displayed in the Function Transactions region.

   For information on defining segment rule pairings, see AutoAccounting Segment Rule Pairings Listing, *Oracle Projects Fundamentals*.

6. Save as follows:

   File - Save or **Save and Proceed**

7. In the Name field of the Function Transactions region, select Unearned Revenue Account.

8. Define the segment rule pairings based on the data displayed in the Function Transactions region.

   For information on defining segment rule pairings, see AutoAccounting Segment Rule Pairings Listing, *Oracle Projects Fundamentals*.

9. Save as follows:

   File - Save or **Save and Proceed**

You run the following processes in sequence to transfer the revenue accounting to Oracle General Ledger:

1. GMS: Generate Draft Revenue for a Single Award or GMS: Generate Draft Revenue for a Range of Awards

2. GMS: Generate Revenue Accounting Events

3. PRC: Create Accounting

   When you run the process PRC: Create Accounting in final mode, you can choose to transfer the final accounting from Oracle Subledger Accounting to Oracle General Ledger. If you select *Yes* for the *Transfer to GL* parameter, then the process transfers the accounting to the GL interface tables and automatically initiates the Journal Import process in Oracle General Ledger. For additional information, see: Create Accounting, *Oracle Projects Fundamentals*.

   > **Note:** If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting. For additional information, see: Set Up Subledger Accounting, page 2-31.

4. Journal Import (Oracle General Ledger)

The following mutually exclusive transactions occur in Oracle General Ledger, depending upon the case.

Case 1: Unearned revenue for an award = $0

Debit or Credit	Account Name	Amount
Debit	Unbilled Receivable	Revenue to Accrue
Credit	Revenue	Revenue to Accrue

Case 2: Revenue is greater than Unearned Revenue for an award

Debit or Credit	Account Name	Amount
Debit	Unearned Revenue	Unearned Revenue
Debit	Unbilled Receivable	Revenue to Accrue minus Unearned Revenue

Debit or Credit	Account Name	Amount
Credit	Revenue	Revenue to Accrue

Case 3: Revenue to Accrue is less than, or equal to, the Unearned Revenue

Debit or Credit	Account Name	Amount
Debit	Unearned Revenue	Revenue to Accrue
Credit	Revenue	Revenue to Accrue

60. Set Up Accounting for Revenue and Invoice Amounts

Note: Because Grants Accounting uses award projects to accrue revenue and generate invoices, the project number in the Event Revenue Account and the Revenue and Invoice Accounts AutoAccounting functions is the award project number. The project number AutoAccounting parameter can be used to derive award-related information.

When users run the GMS: Interface Invoices to Receivables process, Grants Accounting debits the receivables account and credits the unbilled receivables or unearned revenue account.

To set up accounting for unbilled receivables, unearned revenue, and receivables, perform the following steps.

1. In Grants Accounting, navigate to the AutoAccounting Lookup Sets window as follows:

   Setup - AutoAccounting - Assign Rules

2. In the Name field under the Function region, select Revenue and Invoice Accounts from the list of values.

   The Description field is populated.

3. Click **Find**.

   Data populates the Name and Description fields of the Function Transactions region. By default, the associated Enabled check boxes are selected.

4. In the Name field of the Function Transactions region, select Receivable Account.

5. Define the segment rule pairings based on the data displayed in the Function Transactions region.

For information on defining segment rule pairings, see AutoAccounting Segment Rule Pairings Listing, *Oracle Projects Fundamentals*.

Depending on the case, Grants Accounting generates the following transactions:

Case 1: Invoice amount is less than, or equal to, the Unbilled Receivable for an award

Debit or Credit	Account Name	Amount
Debit	Receivable	Invoice Amount
Credit	Unbilled Receivable	Invoice Amount

Case 2: Invoice Amount is greater than the Unbilled Receivable

Debit or Credit	Account Name	Amount
Debit	Receivable	Invoice Amount
Credit	Unbilled Receivable	Unbilled Receivable
Credit	Unearned Revenue	Invoice Amount minus Unbilled Receivable

Case 3: Unbilled Receivable for an award = $0

Debit or Credit	Account Name	Amount
Debit	Receivable	Invoice Amount
Credit	Unearned Revenue	Invoice Amount

Note: Because Grants Accounting uses award projects to accrue revenue and generate invoices, the project number in the Event Revenue Account and the Revenue and Invoice Accounts' AutoAccounting functions is the award project number. Users can employ the project number AutoAccounting parameter to derive award-related information.

61. Set Up Accounting for Miscellaneous Transaction Costs

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in the AutoAccounting rule to derive an award-related account segment.

62. Set Up Accounting for Burden Costs

Grants Accounting maintains award information for each expenditure item in the GMS_AWARD_DISTRIBUTIONS table. Users can write a SQL statement on the table in the AutoAccounting rule to derive an award-related account segment.

63. Implement Transaction Control Extensions

Grants Accounting supports all the transaction control extensions in Project Accounting. Grants Accounting also supports transaction controls for manual encumbrances and Oracle Labor Distribution actuals and encumbrances.

For information on implementing transaction control extensions, see Transaction Control Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

64. Implement Commitments from External Systems

Grants Accounting stores Award ID in the following table column: pa_commitment_txns.original_txn_reference. Consequently, users cannot store any data in this column.

For information on implementing commitments from external systems, see Planning Your Implementation, *Oracle Projects Implementation Guide*.

65. Set Up the Account Generator to Generate the Supplier Invoice Account

The Account Generator uses Oracle Workflow to derive default account code combinations. Oracle Payables uses the Account Generator to determine the default account code combinations for supplier invoices based on the project information entered. Award information is stored in the Award ID. The Award ID is an internally generated award identification number that can be used as a parameter to derive the accounting flexfield.

You define functions and processes to derive the Accounting Flexfield combinations. You can optionally customize the Account Generator for each set of defined ledgers.

For information on implementing the Account Generator for Oracle Projects, see Using the Account Generator in Oracle Projects, *Oracle Projects Implementation Guide*, *Oracle Applications Flexfields Guide*, and *Oracle Workflow Guide*.

You run the Create Accounting process in Oracle Payables to create accounting in Oracle Subledger Accounting. If you define your own detailed accounting rules in

Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Payables derives using the Account Generator. To define your own Oracle Subledger Accounting setup for Oracle Payables, you must access the Accounting Methods Builder from an Oracle Payables responsibility. For more information, see the *Oracle Subledger Accounting Implementation Guide*.

66. Define Project-Related Distribution Sets

A distribution set is a Payables feature that allows users to assign a name to a predefined expense distribution or combination of distributions by percentage. Users can associate a distribution with a project by entering project information on invoice distributions. The system uses the project information to build the distribution accounts.

In Grants Accounting, users can distribute charges to an award, as well as to an account.

For information on defining project-related distribution sets, see *Oracle Payables Implementation Guide*.

67. Specify the Default Supplier Cost Credit Account

Specify a default supplier cost credit account in Oracle Projects implementation options. The process PRC: Generate Cost Accounting Events uses the specified account as the default account for supplier cost adjustments and expense report cost adjustments performed in Grants Accounting.

If you allow adjustments to supplier cost expenditure items in Grants Accounting, then you must either specify a default supplier cost credit account in Oracle Projects implementation options or set up a rule to derive the account in Oracle Subledger Accounting.

For more information, see: Implementation Options, *Oracle Projects Implementation Guide* .

68. Set Up the Account Generator to Generate Project-Related Accounts in Purchasing

The Account Generator uses Oracle Workflow to derive default account code combinations. Oracle Purchasing uses the Account Generator to determine the default account code combinations for requisitions and purchase orders based on the project information entered. Award information is stored in the Award ID. The Award ID is an internally generated award identification number that can be used as a parameter to derive the accounting flexfield.

You define functions and processes to derive the Accounting Flexfield combinations. You can optionally customize the Account Generator for each set of defined ledgers.

For information on implementing the Account Generator for Oracle Projects, see Using

the Account Generator in Oracle Projects, *Oracle Projects Implementation Guide*, *Oracle Applications Flexfields Guide*, and *Oracle Workflow Guide*.

You can optionally define detailed accounting rules for requisitions and purchase orders in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Purchasing derives using the Account Generator. To define your own Oracle Subledger Accounting setup for Oracle Purchasing, you must access the Accounting Methods Builder from an Oracle Purchasing responsibility. For more information, see the *Oracle Subledger Accounting Implementation Guide*.

69. Implement Oracle Grants Accounting Client Extensions

Oracle Grants Accounting provides three client extensions that you can use to extend the functionality of Oracle Grants Accounting:

- Allow Internal Requisitions Extension
- Override Installment Date Validation Extension
- Award Security Feature

To implement Oracle Grants Accounting client extensions, see Client Extensions for Oracle Grants Accounting, page E-1.

70. Set Up Oracle Workflow

To set up Oracle Workflow, see Overview of Setting Up, *Oracle Workflow Guide*.

71. Set Up Award Distributions

Award distributions allow users to determine transaction charging instructions for expenditure items based on a predefined funding pattern for cost distribution.

To set up award distributions, see Award Distributions Setup, page 16-1.

72. Define Project Status Inquiry Columns

To use Grants Accounting with Projects, users must modify the Definition column of the Project Status Inquiry window to reflect burdened cost, which Grants Accounting recognizes, rather than raw cost. The Definition column contains seeded formulas that define the values that appear in the Project Status Inquiry report columns.

To define data in the Definition column, perform the following steps.

1. In Grants Accounting, navigate to the Project Status Inquiry Columns window as follows:

Setup - Project Status Columns

2. Locate Cst Bgt in the Prompt field.

   Cst Bgt is an abbreviation for Cost Budget.

3. Change Cst Bgt to Bur Cst Bgt to reflect a burdened cost budget.

4. In the Definition field, change RAW COST to BURDENED COST.

5. Repeat Steps 2, page 2-49 and 3, where necessary, in the Project Status Inquiry Columns window.

For information on defining derived columns, see Default Configuration for Project Status Inquiry, *Oracle Projects Implementation Guide*.

3

Implementation Options Setup

This chapter contains the implementation options setup.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Specifying Award Numbering Procedure
- Activating Award Distribution Option Procedure
- Implementation Options Window Description

Definition

In Grants Accounting, implementation options are setup options where users specify the award numbering types and enable the award distribution option.

Overview

When implementing Grants Accounting, users must perform the implementation option setup steps properly to enable the multiple organizations feature for both single and multiple organizations.

The Implementation Options window contains the following two tabs:

- Award Numbering
- Award Distribution Option

Award Numbering

Specifying the method and type of award numbering is a setup procedure. Award

numbering can be set to manual or automatic and the numbering can be alphanumeric or numeric.

Grants Accounting supports AutoNumbering of both projects and awards. If implementation requires AutoNumbering of projects and awards, the range of the Next Number field must be entered for both awards and projects separately.

The Next Number range for projects should be beyond the maximum estimated number of awards. For example, if the award number selected is 1 and the maximum estimated number of projects is 1,000,000, then the entered project Next Number should be over 1,000,000. It makes no difference whether the project Next Number or the award Next Number is entered first.

If project AutoNumbering is set to manual, users can enter any award Next Number in the Grants Accounting Implementation Options window.

Award Distribution Option

The award distribution option determines whether the award distribution feature is enabled or not enabled. Selecting the Enable Automatic Award Distribution check box activates the award distribution feature.

When the award distribution feature is activated a default award number must be entered in the Default Distribution Award Number field. This award number is used as the default value for award numbers before distributing the transactions according to the award distribution pattern.

For information on award distribution, see Award Distributions Setup, page 16-1.

References

For information on system implementation options, see System Implementation Options, *Oracle Projects Implementation Guide*.

For information on project setup implementation options, see Project Setup Implementation Options, *Oracle Projects Implementation Guide*.

For information on costing implementation options, see Costing Implementation Options, *Oracle Projects Implementation Guide*.

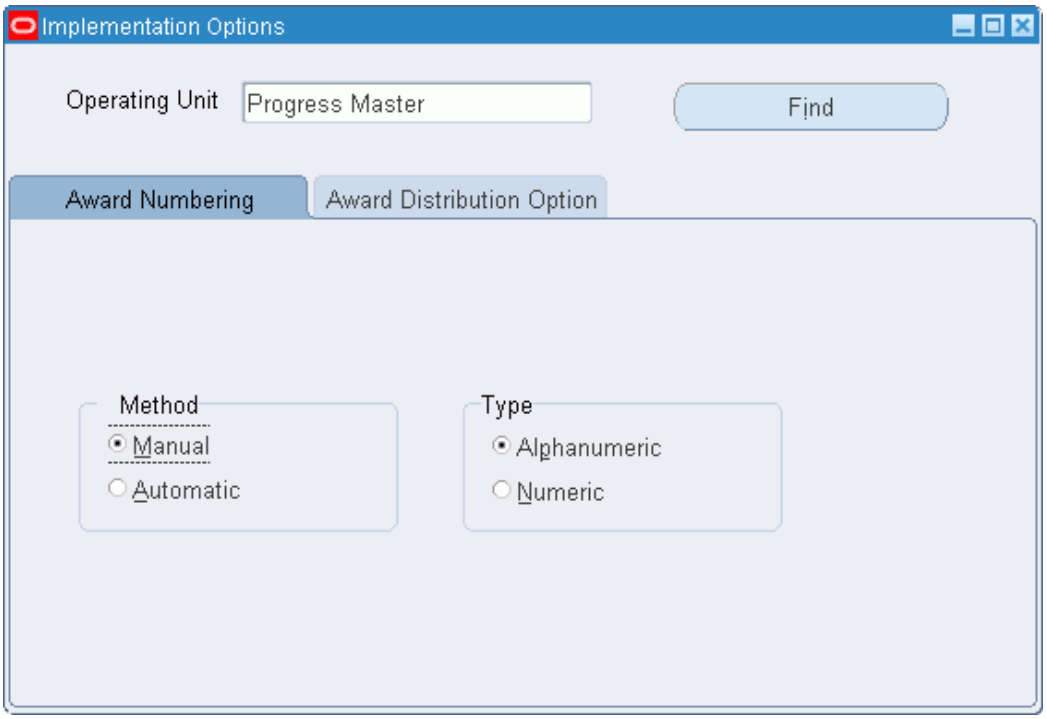
For information on billing implementation options, see Billing Implementation Options, *Oracle Projects Implementation Guide*.

Prerequisites

- Users must perform Projects' implementation options setup steps.

  To set up Project implementation options, see Project Setup Implementation Options, *Oracle Projects Implementation Guide*.

Specifying Award Numbering Procedure



To specify method and type of award numbering and to enable the multiple organizations feature, perform the following steps.

1. In Grants Accounting, navigate to the Implementation Options window as follows:

   Setup - System - Grants Implementation Options

   A Decision window appears asking the following: Do you want to implement Oracle Grants Accounting for Organization?

2. Click **Yes** to implement Grants Accounting or **No** if Grants Accounting is not to be implemented.

3. Select the Award Numbering tab.

4. To specify the manual award numbering method, select the Manual radio button.

   The Type region appears.

   Note: To enable the multiple organizations feature, select the Manual radio button and then select the Automatic radio button.

5. To specify the award numbering type, select the Alphanumeric or Numeric radio button.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. To specify the automatic award numbering method, select the Automatic radio button.

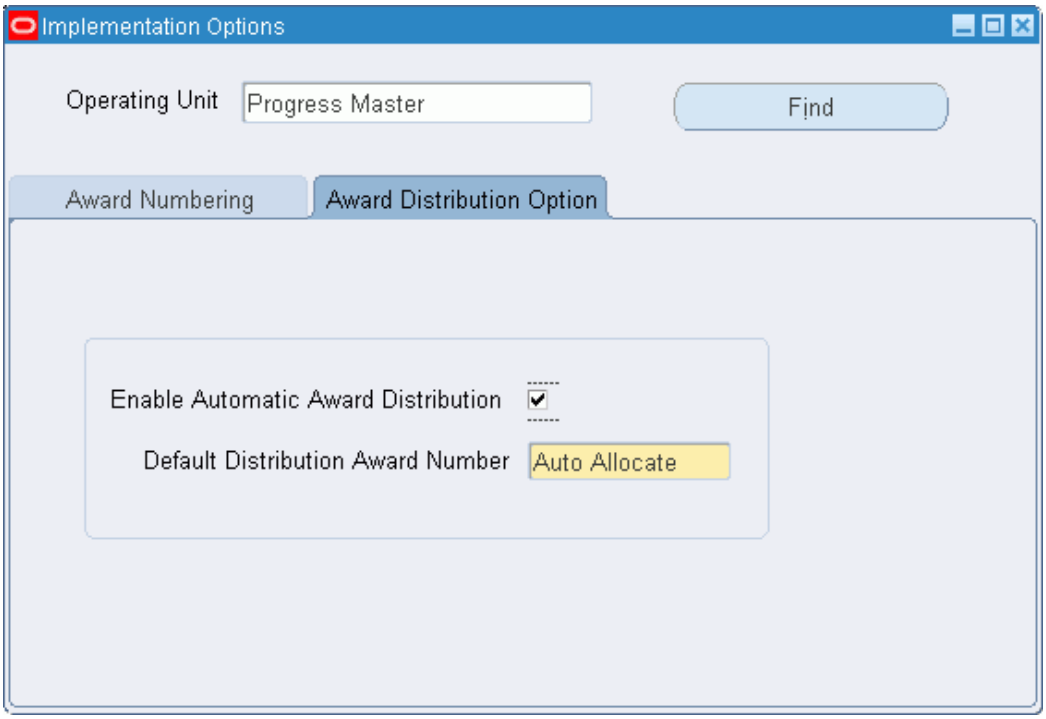
   The Next Number region appears with a number displayed.

8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

9. Close the window.

Activating Award Distribution Option Procedure



To activate the award distribution option, perform the following steps.

1. In Grants Accounting, navigate to the Implementation Options window as follows:

   Setup - System - Grants Implementation Options

2. Select the Award Distribution Option tab.

3. To activate the award distribution feature, select the Enable Automatic Award Distribution check box.

The Default Distribution Award Number field is enabled.

4. Enter a default award number in the Default Distribution Award Number field.

   Note: This step is required to enable the award distribution feature.

5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Implementation Options Window Description

Implementation Options Window Description, Award Numbering Tab

Field Name	Type	Features	Description
Operating Unit	required		specifies the operating unit to which the award belongs
Manual	optional	radio button	specifies that awards are numbered manually
Automatic	optional	radio button	specifies that awards are numbered automatically by the system
Alphanumeric	optional	radio button	specifies that award numbering consists of letters, digits, and other characters
Numeric	optional	radio button	specifies that award numbering consists of numeric values
[Next Number]	display only		system automatically assigns a number to the next award created

Implementation Options Window Description, Award Distribution Option Tab

Field Name	Type	Features	Description
Enable Automatic Award Distribution	optional	check box	activates the award distribution feature when selected
Default Distribution Award Number	required		creates a default award number to enable the award distribution feature

4

Project Types Setup

This chapter project types setup.

This chapter covers the following topics:

- Definition
- Overview
- Defining Project Types Procedure

Definition

A project type is a project classification defined during implementation that specifies essential project attributes and determines how that project's costs are processed.

Overview

In Oracle Grants Accounting, projects must be designated as either sponsored or nonsponsored. Only sponsored projects can be funded by awards.

A project type is associated with each project. The project type serves as a link between a project and the project class. The project class is selected in the Project Types window.

Within each project class, users can define an unlimited number of project types. In Grants Accounting, the two project type classes are as follows:

- Indirect
- Capital

When defining project types, users specify whether the project class is Indirect or Capital. Project classes are predefined and cannot be changed. An Indirect project class tracks overhead activities and costs. A Capital project class tracks asset development activities and costs and capitalizes costs.

If you want to fund a project with an award, you must associate the project with a

sponsored project type. Projects are typically sponsored or funded externally by a government agency, company, or nonprofit organization. Sponsored projects allow users to accrue revenue or bill the funding source by award.

This section includes the following topics:

- Defining Project Types, page 4-2
- References, page 4-2

Defining Project Types

Defining project types serves the following purposes:

- links the project to a project class
- establishes processing for a project
- establishes defaults for a project
- determines if the project is a sponsored project

The project type controls processing for a project by specifying the project class and whether to budget for an indirect or capital project class.

The project type controls defaults for a project by specifying the following:

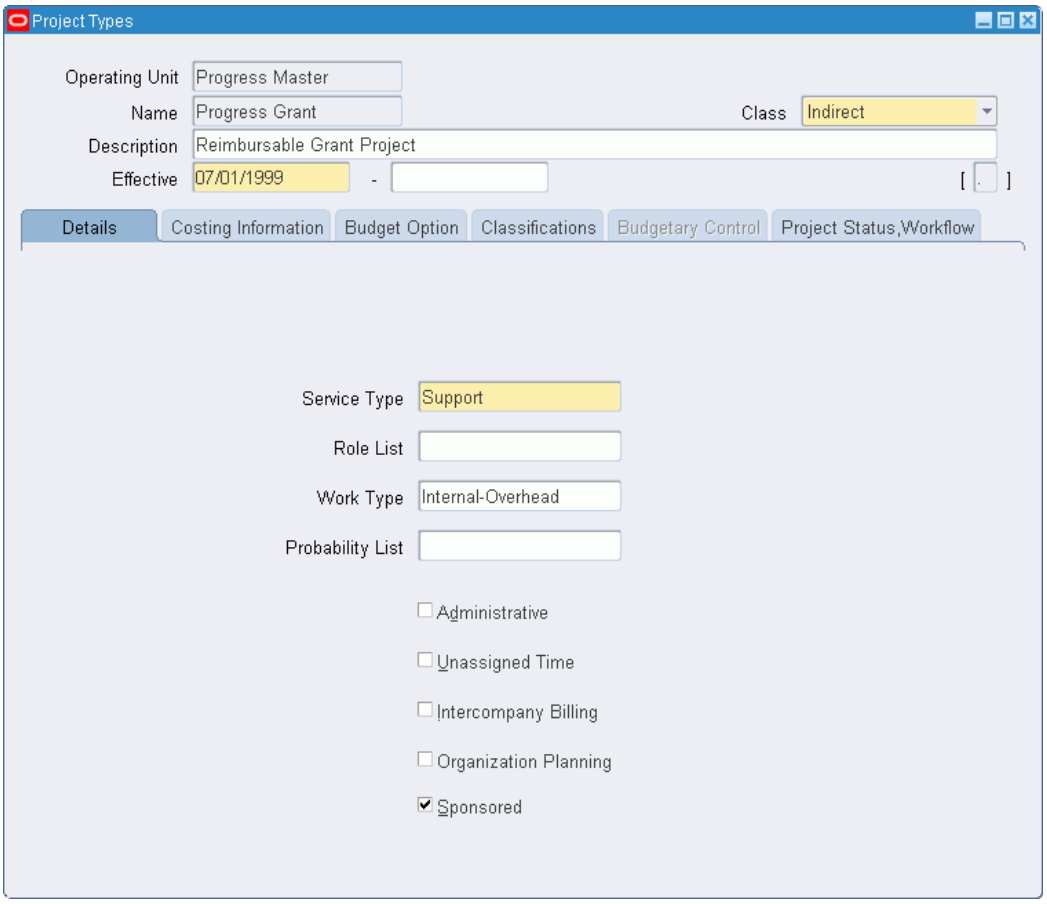
- type of service or work the project is providing
- burden options, if project costs are burdened
- budget control options, if a budget is used

References

For information on defining project types, see Defining Project Types, *Oracle Projects Implementation Guide*.

For information on project types' workflow parameters, see Project Types, *Oracle Projects Implementation Guide*.

Defining Project Types Procedure



Defining project types in Oracle Grants Accounting follows the same procedure as in Oracle Projects, with grants-related exceptions as noted in Steps 7 and 8.

To define a project type, perform the following steps.

1. In Oracle Grants Accounting, navigate to the Project Types window as follows:

   Setup - Projects - Project Types

2. In the Operating Unit field, select the appropriate operating unit.

3. In the Name field, enter the project type name.

4. In the Class field, select either Indirect or Capital as the project type class from the drop-down list.

5. Optionally, in the Description field, enter descriptive text regarding the project type.

6. In the Effective field, select the date the project type begins and ends from the list of values.

7. On the Details tab, enable the Sponsored check box if you want to define a sponsored project type.

8. To define the remaining setup for project types, see Defining Project Types, *Oracle Projects Implementation Guide*.

Important: In Oracle Grants Accounting, for Indirect or Capital project classes, the following steps must be performed in the Costing Information tab:

- Select the Burdened check box to burden raw costs.
- Select the Burden Cost as separate expenditure item radio button so burden amounts are stored in separate expenditure items from the raw cost.

Important: To allow the creation of award budgets for sponsored projects, the Use Workflow For Budget Status Changes check box in the Project Status Workflow tab should not be selected.

Note: In Oracle Grants Accounting, the following features from the Project Types window are not applicable:

- Intercompany Billing
- Allow Schedule Override

  Note: This feature is not supported for sponsored projects.

- Burden cost on same expenditure item
- Account for Burden Cost components
- Burden Cost Project
- Burden Cost Task
- Allow Revenue Budget Entry

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. Close the window.

5

Project Templates Setup

This chapter contains the project templates setup.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Creating Project Templates Procedure
- Projects, Templates Window Description

Definition

A project template is predefined project data. Users can create new projects quickly and accurately by copying a project template that contains data common to a project class.

Overview

In a multiple organization environment, project templates are typically maintained and copied by a single operating unit. Templates can be simple or detailed. Detailed project templates assist in achieving project consistency and standardization.

Users create new projects by copying a project template or an existing project. Before the first project can be created, a project template must be defined. Users must create at least one project template for each project class used by the organization. This is because users cannot change the project class after copying a template to create a new project.

In addition to project class, a project template also specifies a project type. Users can change a project type after copying a project template, as long as the new project type corresponds to the project class assigned to the project.

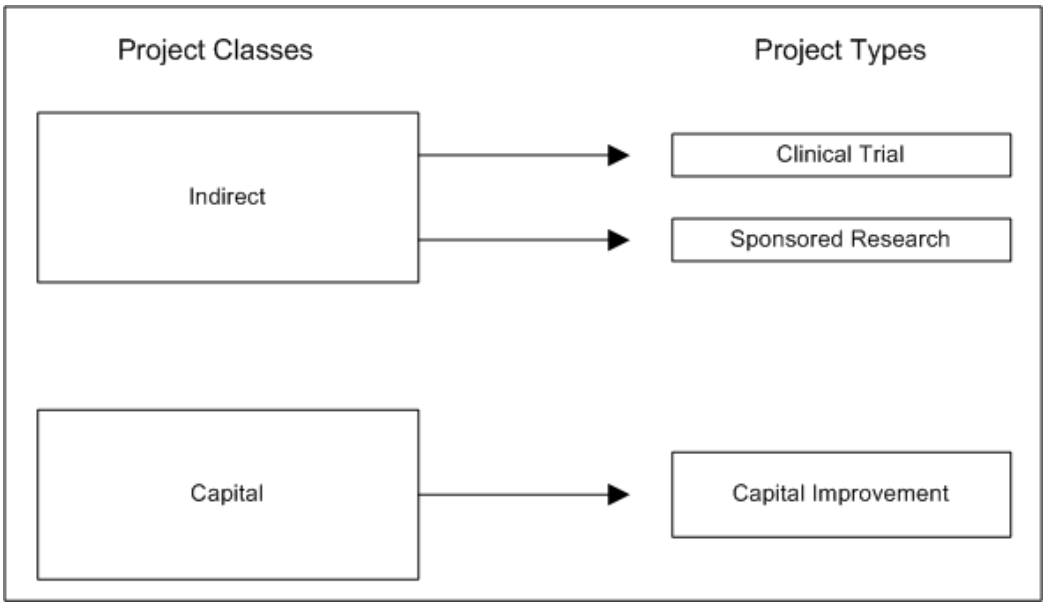
This section includes the following topics:

- Project Classes and Project Types Diagram, page 5-2
- Quick Entry Feature, page 5-3
- Reference, page 5-3

Project Classes and Project Types Diagram

The following diagram shows examples of project classes and corresponding project types. The project class Indirect has the project types Clinical Trial and Sponsored Research. The project class Capital has the project type Capital Improvement.

Examples of Project Classes and Corresponding Project Types



Users may find it more efficient to create a project template for each project type used by the organization.

A project template includes the following data:

- basic project data
- variable project data
- work breakdown structure
- project options
- task options

Quick Entry Feature

When creating a project template, variable project data that changes from project to project can be specified by using the Quick Entry feature.

Reference

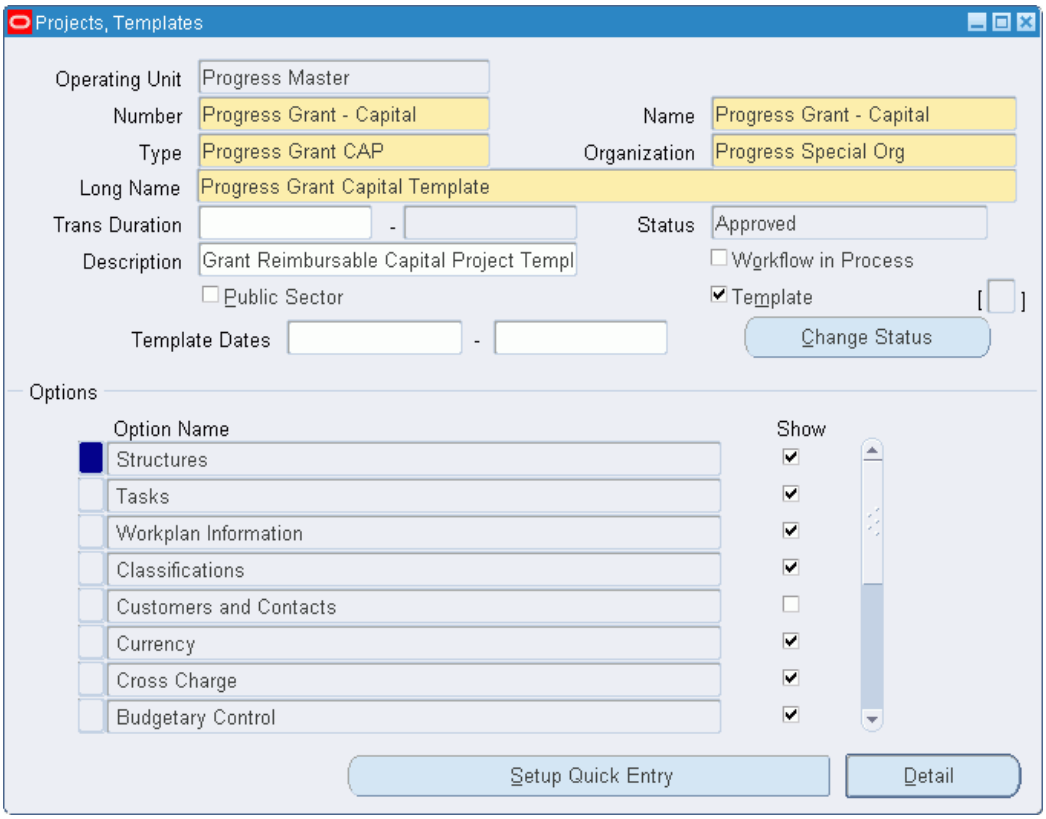
For information on creating project templates and on template design considerations, see Creating a Project Template, *Oracle Projects Fundamentals* and Project Template Design Considerations, *Oracle Projects Fundamentals*.

Prerequisites

- Before creating project templates, users must create project types.

  To create project types, see Project Types Setup, page 4-1.

Creating Project Templates Procedure



To create a project template, perform the following steps.

1. In Grants Accounting, navigate to the Projects, Templates window as follows:

   Setup - Projects - Project Templates

   The Find Projects window appears.

2. Click **New**.

   The Projects, Templates window appears

3. Enter data in each field of the Projects, Templates window as described in the Projects, Templates Window Description, page 5-6.

4. To change the status of a project, click **Change Status**.

   A project status indicates the status of a project and controls what processing is allowed at various stages of a project. Every project must have a valid status. When a status change is entered, the system uses a series of rules to determine if the status change is allowed.

For information on changing status, see Basic Information, *Oracle Projects Fundamentals*.

5. If the project type is sponsored, regardless of project class, the following options are not applicable:

   - Customers and Contacts
   - Burden Multipliers
   - Burden Schedule Overrides
   - Billing Information
   - Billing Rates and Overrides

   Deselecting a Show check box indicates that the corresponding data is not available when the template is copied to create a new project. These options are not currently selected because they are managed at the award level. The user is currently entering setup data at the project level.

   For information on sponsored project types, see Project Types Setup, page 4-1.

   Note: If the project class is Capital, select the Show check boxes for Asset Information, Assets, and Asset Assignments. If the project class is Indirect, deselect the Show check boxes for Asset Information, Assets, and Asset Assignments.

6. To display the Project Quick Entry Setup window, click **Setup Quick Entry**.

   This window allows users to set up Quick Entry fields. Quick Entry fields are fields that the user must complete each time a project is created.

   For information on Quick Entry, see Defining Quick Entry Fields, *Oracle Projects Fundamentals*.

7. Enter or modify tasks for the template.

   Note: To ensure that billing occurs for projects created from this template, select the Billable check box.

   For information on entering or modifying tasks for a template, see Entering Tasks for a Financial Structure, *Oracle Projects Fundamentals*.

8. Enter or modify the appropriate project and task options.

   For information on entering or modifying the appropriate project and task options, see Project and Task Options, *Oracle Projects Fundamentals*.

9. Enter or modify the transaction controls.

   For information on configuring transaction controls, see Transaction Controls, *Oracle Project Costing User Guide*.

10. Save or save and continue as follows:

    File - Save or **Save and Proceed**

11. Close the window.

Projects, Templates Window Description

Projects, Templates Window Description

Field Name	Type	Features	Description
Number	required		template number. Project templates are always numbered manually. **Note:** The project template number cannot duplicate any project number or project template number within the system.
Name	required		template name
Type	required	list of values	project type; list of values also indicates corresponding project description and Project Class
Organization	required	list of values	organization associated with project
Duration	optional	list of values: pop-up calendar	project start date
-	optional	list of values: pop-up calendar	project end date; required if start date is specified
Status	required	drop-down list	specifies whether project is Active or Closed
Description	optional		project description

Field Name	Type	Features	Description
Workflow in Process	optional	check box	if selected, specifies that Oracle Workflow is enabled for project status and project type
Public Sector	optional	check box	select if project is a public sector project rather than a private sector project
Template	optional	check box	select to specify creation of a template rather than a project
Descriptive Flexfield	optional		field for user customization
Template Dates	optional	list of values: pop-up calendar	beginning and ending template effective dates
Change Status		button	changes project status
Option Name	optional		accounting and data-related activities and tasks that user chooses to include or exclude from project
Show	optional	check box	select to specify that corresponding option is available when template is copied to create a new project. Deselect to specify that corresponding option is not available when template is copied to create a new project.
Setup Quick Entry		button	opens Project Quick Entry Setup window
Detail		button	opens Options window based on Option Name selected

6

Award Purpose Codes Setup

This chapter contains award purpose codes setup.

This chapter covers the following topics:

- Definition
- Overview
- Lookups Windows
- References
- Setting Up Award Purpose Codes Procedure
- Award Purpose Code Lookups Window Description

Definition

An award purpose code is a user-defined description of an activity that an award is funding. Every award has a corresponding purpose code.

Overview

Award purpose codes identify the purpose of award funds. They are defined in the Award Purpose Code Lookups window. This window is used to do the following:

- enter the name, meaning, and description of the award purpose codes
- specify the effective dates of the award purpose codes

The award purpose codes entered in the Award Purpose Code Lookups window appear as the list of values for the Purpose field in the Award Management, Award Template Management, and Award Quick Entry windows when setting up award templates or creating awards.

Examples of award purpose codes include descriptions such as Research, Clinical Trial, Instruction, and Sponsored Training.

Lookups Windows

The Award Purpose Code Lookups window is a lookups window. A lookup is a predefined value not defined in a setup window. Lookups windows allow users to review and maintain sets of values, or lookups, that are used in Grants Accounting.

Some fields in the lookups windows require users to select a value from a predefined list of values. Some values on the list are items defined in a setup window. Other predefined sets of values are lookups that are viewed, and in some cases, modified or updated in the appropriate lookups window.

A lookup category is identified by its lookup type. Allowable values for lookup types are called lookup names. For the Award Purpose Code lookup type, examples of lookup names are Clinical Trial, Capital, Research, and Instruction.

The Access Level region in the lookups windows indicate at what level each lookup type is maintained. The Access Levels are as follows:

- User
- Extensible
- System

If the lookup type Access Level is User, then users can add, modify, or delete lookup names. An Access Level of Extensible indicates that lookup names can be added to that lookup type, but not deleted or modified. An Access Level of System indicates that lookup names cannot be added, deleted or modified.

Once a lookup name value is saved, it cannot be changed. Obsolete lookups can be removed by disabling the code, entering an end date, or changing the meaning and description to match a replacement code.

For information on lookups windows, see Oracle Projects Lookups, *Oracle Projects Implementation Guide*.

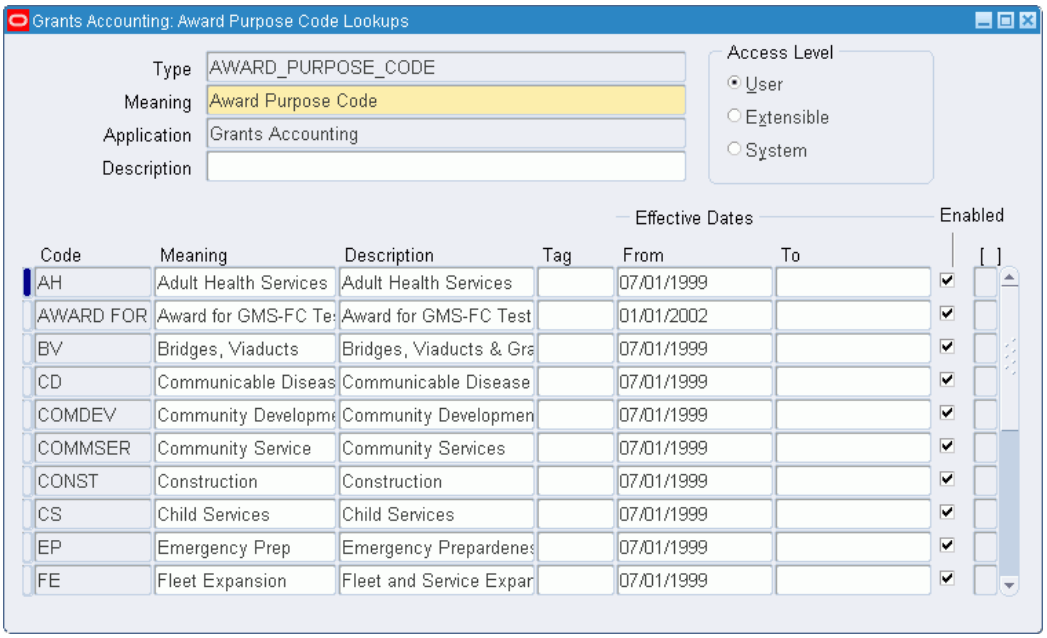
For general information on lookups, see *Oracle Applications Developer's Guide*.

References

For information on setting up award templates, see Award Template Entry Procedures, page 18-3.

For information on entering awards, see Award Entry Procedures, page 17-5.

Setting Up Award Purpose Codes Procedure



To set up award purpose codes, perform the following steps.

1. In Grants Accounting, navigate to the Award Purpose Code Lookups window as follows:

   Setup - Awards - Purpose Codes

2. Enter or modify data in the Award Purpose Code Lookups window as described in the Award Purpose Code Lookups Window Description table, page 6-3.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Award Purpose Code Lookups Window Description

Award Purpose Code Lookups Window Description

Field Name	Type	Features	Description
Type	display only		lookup code type

Field Name	Type	Features	Description
User Name	display only		award purpose code
Application	display only		application in use
Description	optional		purpose code description
Access Level	display only	radio button	access levels: User allows entry, modification, and deletion; Extensible allows entry but no modification or deletion; System does not allow entry, modification, or deletion
Code	required		description of activity an award is funding
Meaning	required		purpose code name
Description	required		purpose code description
Tag	optional		additional description value
From	required	list of values: pop-up calendar	beginning purpose code effective date
To	optional	list of values: pop-up calendar	ending purpose code effective date
Enabled	optional	check box	enables purpose code for list of values
Descriptive Flexfield	optional		user customization field

7

Award Terms and Conditions Setup

This chapter describes the award terms and conditions setup.

This chapter covers the following topics:

- Definition
- Overview
- Setting Up Award Terms and Conditions Procedure
- Terms and Conditions Setup Form Window Description

Definition

Terms and conditions are written stipulations specified by the grantor that are indicated in an agreement or contract. The grantee is obligated to conform to the terms and conditions specified by the grantor.

Overview

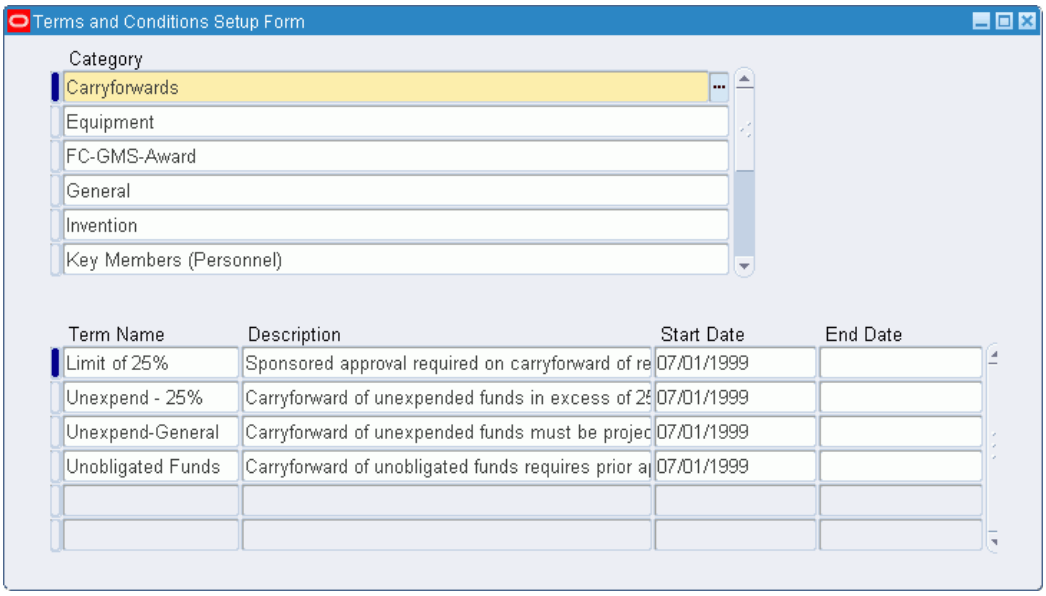
Terms and conditions monitor activities associated with an award. In Grants Accounting, the Terms and Conditions Setup Form window specifies the following:

- categories to which the terms and conditions apply
- names and descriptions of the terms and conditions

Examples of categories of terms and conditions are confidentiality, equipment, intellectual property, and salaries.

The categories, terms, and conditions entered in the Terms and Conditions Setup Form window appear in the Terms and Conditions tab of the Award Template Management window.

Setting Up Award Terms and Conditions Procedure



To set up award categories, terms, and conditions, perform the following steps.

1. In Grants Accounting, navigate to the Terms and Conditions Setup Form window as follows:

   Setup - Awards - Terms and Conditions

2. Enter data in the Category field.

   Note: Users must define a category before entering corresponding data in the Term Name and Description fields. Alternatively, users can define multiple categories before entering corresponding data in the Term Name and Description fields.

3. Enter data in the remaining fields of the Terms and Conditions Setup Form window as described in the Terms and Conditions Setup Form Window Description table, page 7-3.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Terms and Conditions Setup Form Window Description

Terms and Conditions Setup Form Window Description

Field Name	Type	Features	Description
Category	required		award terms and conditions category
Term Name	optional		award terms and conditions name
Description	optional		award terms and conditions description
Start Date	optional	list of values: pop-up calendar	award terms and conditions start date. If the system date is before the award terms and conditions start date, the terms and conditions are not displayed on the list of values in the Award Management or the Award Template Management windows.
End Date	optional	list of values: pop-up calendar	award terms and conditions end date. If the system date is after the award terms and conditions end date, the terms and conditions are not displayed on the list of values in the Award Management or the Award Template Management windows.

8

Award Roles Setup

This chapter contains the award roles setup.

This chapter covers the following topics:

- Definition
- Overview
- Setting Up Award Roles Procedure
- Award Role Lookups Window Description

Definition

Award roles are user-defined positions or functions that people perform in activities funded by an award. Each award role is linked to an individual.

Overview

All award roles assigned to an award are entered in the Award Role Lookups window. This window is used to name and describe the award roles and to specify their effective dates.

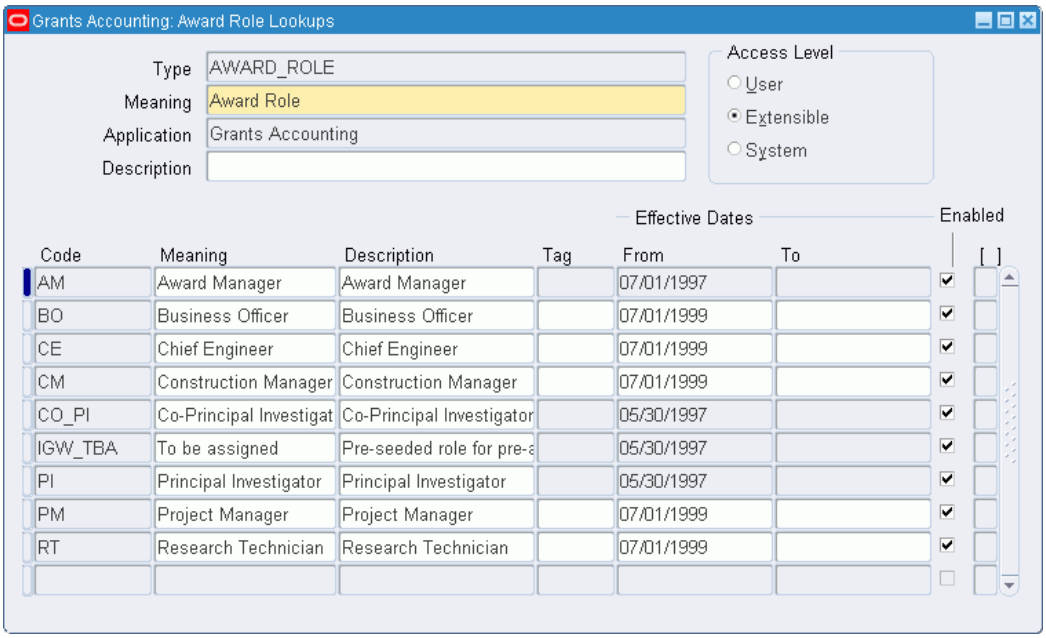
The award roles entered in the Award Role Lookups window appear as the Award Role list of values in the Personnel tab of the Award Management and Award Template Management windows when setting up award templates.

In the Award Role Lookups window users can perform the following tasks:

- define an unlimited number of roles
- assign more than one role to an individual

For information on lookups windows, see Lookups Windows, page 6-2.

Setting Up Award Roles Procedure



To set up award roles, perform the following steps.

1. In Grants Accounting, navigate to the Award Role Lookups window as follows:

   Setup - Awards - Roles

2. Enter data in each field of the Award Role Lookups window as described in the Award Hole Lookups Window Description table, page 8-2.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Award Role Lookups Window Description

Award Role Lookups Window Description

Field Name	Type	Features	Description
Type	display only		lookup code type

Field Name	Type	Features	Description
User Name	display only		award role
Application	display only		application in use
Description	optional		award role description
Access Level	display only	radio button	access levels: User allows entry, modification, and deletion; Extensible allows entry but no modification or deletion; System does not allow entry, modification, or deletion
Code	required		description of award role for individual
Meaning	required		award role name
Description	required		award role description
Tag	optional		additional description value
From	required	list of values: pop-up calendar	beginning award role effective date
To	optional	list of values: pop-up calendar	ending award role effective date
Enabled	optional	check box	enables award role for list of values
Descriptive Flexfield	optional		user customization field

9

Reports

This chapter describes reports.

This chapter covers the following topics:

- Definition
- Overview
- Setting Up Reports Procedure
- Report Template Setup Window Description

Definition

A report is an organized display of information that is associated with an award. The content of a report can range from summary data to a complete listing of values. Reports can be for internal or external purposes.

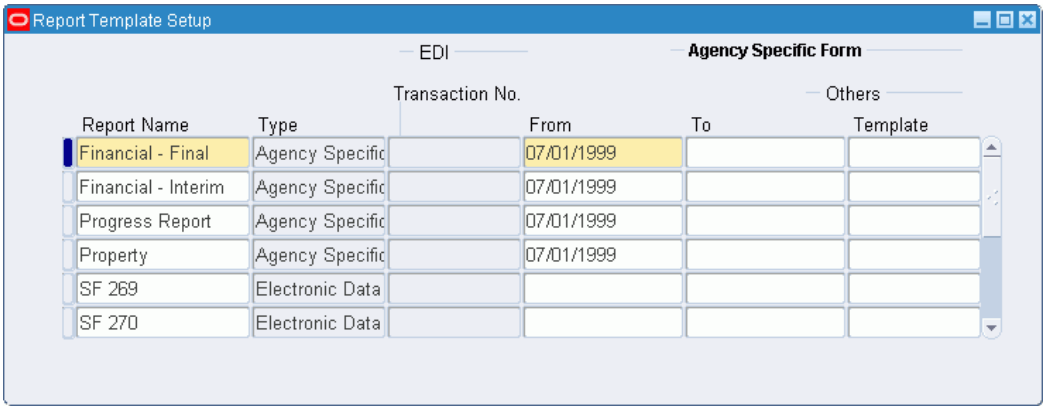
Overview

The Report Template Setup window is used to specify internal or external reports that are filed under a specific award. Users can perform the following tasks in the Report Template Setup window:

- determine the set of report templates that must be used when entering awards and award templates
- assign report effective dates

Report types can be specified as agency specific, such as reports that are submitted to the federal government, Electronic Data Interchange, or Others. Required reports can be specified for each award.

Setting Up Reports Procedure



To set up reports, perform the following steps.

1. In Grants Accounting, navigate to the Report Template Setup window as follows:

   Setup - Awards - Report Templates

2. Enter data in each field of the Report Template Setup window as described in the Report Template Setup Window Description table, page 9-2.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Report Template Setup Window Description

Report Template Setup Window Description

Field Name	Type	Features	Description
Report Name	required		report name
Type	required	list of values	report type: Electronic Data Interchange, Agency Specific Form, Others

Field Name	Type	Features	Description
Transaction No.	optional		Electronic Data Interchange transaction number
From	required	list of values	report starting effective date
To	optional	list of values	report ending effective date
Template	optional		specifies computer path where report template resides

10

Billing Forms Setup

This chapter describes the billing forms setup.

This chapter covers the following topics:

- Definition
- Overview
- Specifying Billing Forms Procedure
- Billing Setup Form Window Description

Definition

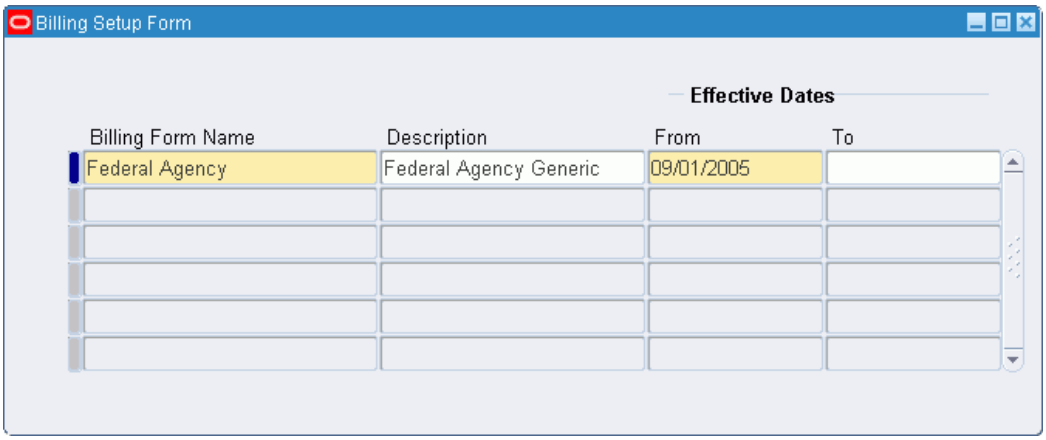
A billing form is a document sent to the funding source for billing purposes.

Overview

The Billing Setup Form window specifies agency-specific billing forms for invoicing by award. Users can perform the following tasks in the Billing Setup Form window:

- specify billing forms that must be used when entering awards and award templates
- name and describe the billing forms
- specify the effective dates of the billing forms

Specifying Billing Forms Procedure



To set up billing forms, perform the following steps.

1. In Grants Accounting, navigate to the Billing Setup Form window as follows:

   Setup - Awards - Billing Forms

2. Enter data in each field of the Billing Setup Form window as described in the Billing Setup Form Window Description, page 10-2.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Billing Setup Form Window Description

Billing Setup Form Window Description

Field Name	Type	Features	Description
Billing Form Name	required		billing form name
Description	optional		billing form description
From	required	list of values: pop-up calendar	beginning effective date

Field Name	Type	Features	Description
To	optional	list of values: pop-up calendar	ending effective date

11

Billing Cycle Setup

This chapter describes billing cycle setup.

This chapter covers the following topics:

- Definition
- Overview
- Setting Up Billing Cycles Procedure
- Billing Cycles Window Description

Definition

A billing cycle defines the billing frequency for an award.

Overview

One of the factors impacting invoice generation is how often and on what dates an award is billed. An award's billing schedule is determined by the organization's business rules, as well as the agreement entered between the user and the sponsor.

Users can define and maintain as many billing cycles as needed. Some examples of defined billing cycles are as follows:

- set number of days
- same day each week
- project completion date

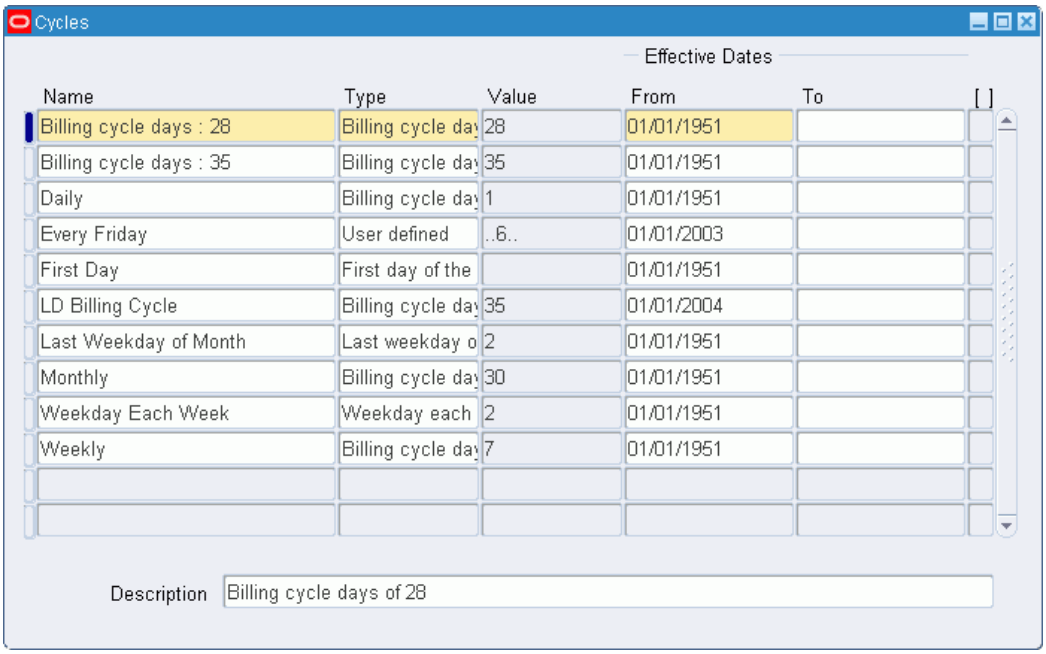
Users must define billing cycles that fulfill their business needs and assign a billing cycle to each award. The billing processes derive the next billing date based on the billing cycle definition.

A client extension can optionally be used to define a billing cycle.

Reference

For information on billing cycles, see Cycles, *Oracle Projects Implementation Guide*.

Setting Up Billing Cycles Procedure



To set up billing cycles, perform the following steps.

1. In Grants Accounting, navigate to the Billing Cycles window as follows:

   Setup - Billing - Billing Cycles

2. Enter data in each field of the Billing Cycles window as described in the Billing Cycles Window Description table, page 11-3.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Billing Cycles Window Description

Billing Cycles Window Description

Field Name	Type	Features	Description
Name	required		descriptive name of billing cycle
Type	required	list of values	system-defined billing cycle types; user selects the billing cycle type to associate with the billing cycle
Value	required		an integer greater than or equal to zero if the billing cycle type is Bill Cycle Days; an integer in the range of 1-31 if the billing cycle type is Date of Month; any day of the week if the billing cycle type is Last Weekday of Month, First Weekday of Month, or Weekday Each Week; anything meaningful for the user if the billing cycle type is User-Defined
From	required	list of values: pop-up calendar	effective begin date of billing cycle
To	optional	list of values: pop-up calendar	effective end date of billing cycle
Descriptive Flexfield	optional		user customization field
Description	optional		descriptive text pertaining to the billing cycle

12

References Setup

This chapter describes references setup.

This chapter covers the following topics:

- Definition
- Overview
- Setting Up References Procedure
- Reference Numbers Lookups Window Description

Definition

References are user-defined values or characters assigned to an award for identification purposes.

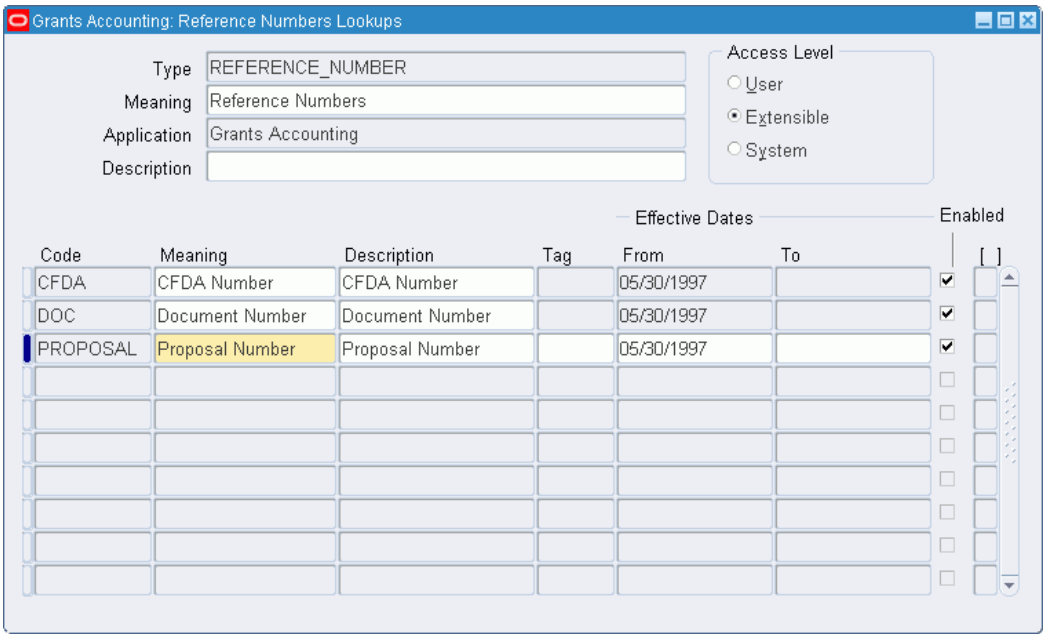
Overview

Users can define and describe as many references as needed for each award. In the Reference Numbers Lookups window, users can perform the following tasks:

- determine set of reference types to use when entering awards and award templates
- describe reference types
- determine effective dates of reference types

The Reference Numbers Lookups window is a lookups window. For information on lookups windows, see Lookups Windows, page 6-2.

Setting Up References Procedure



To set up references, perform the following steps.

1. In Grants Accounting, navigate to the Reference Numbers Lookups window as follows:

   Setup - Awards - References

2. Enter data in each field of the Reference Numbers Lookups window as described in the Reference Numbers Lookups Window Description, page 12-2.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Reference Numbers Lookups Window Description

Reference Numbers Lookups Window Description

Field Name	Type	Features	Description
Type	display only		lookup code type

Field Name	Type	Features	Description
User Name	display only		reference number
Application	display only		application in use
Description	optional		reference description
Access Level	display only	radio button	access levels: User allows entry, modification, and deletion; Extensible allows entry but no modification or deletion; System does not allow entry, modification, or deletion
Code	required		reference code
Meaning	required		reference name
Description	optional		reference description
Tag	optional		additional description value
From	optional	list of values: pop-up calendar	beginning reference effective date
To	optional	list of values: pop-up calendar	ending reference effective date
Enabled	optional	check box	enables reference for list of values
Descriptive Flexfield	optional		user customization field

13

Allowed Cost Schedules Setup

This chapter describes allowed cost schedules setup.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Setting Up Allowed Cost Schedules Procedure
- Allowed Cost Schedules Window Description
- Creating a New Allowed Cost Schedule Procedure
- Copy Allowed Cost Schedule Window Description

Definition

An allowed cost schedule is a user-defined listing of the types of expenses that can be charged to an award.

Overview

Every award is associated with an allowed cost schedule. The expenditure type list of values during transaction entry is limited to the expenditure types listed on the award's allowed cost schedule. Users can create a master cost schedule from which to copy or delete expense types applied to awards.

In addition to listing expenses allowed by a sponsor, the allowed cost schedule specifies, where applicable, a limit on reimbursable indirect costs. For example, ceilings on reimbursable indirect costs usually apply to subcontracts.

The Allowed Cost Schedules window allows users to perform the following tasks:

- create a new allowed cost schedule by copying data from an existing one

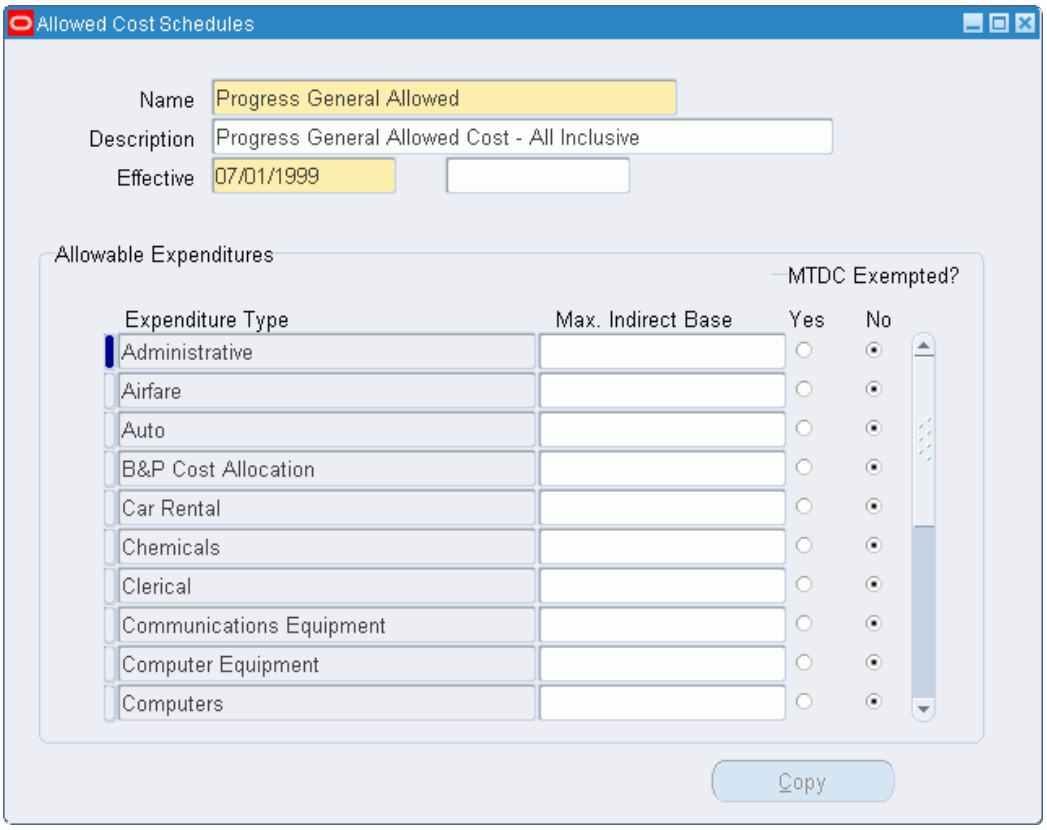
- specify the set of allowed costs that must be used when entering awards and award templates
- name and describe a cost schedule
- specify the effective dates of a cost schedule
- specify, where applicable, the sponsor-imposed maximum reimbursable indirect cost associated with an expenditure type

Prerequisites

- Before setting up the Allowed Cost Schedule, users must set up expenditure types so that the user can select them from the list of values in the Allowed Cost Schedules window.

  To set up expenditure types, see Define Expenditure Types, page 2-24.

Setting Up Allowed Cost Schedules Procedure



To set up allowed cost schedules, perform the following steps.

1. In Grants Accounting, navigate to the Allowed Cost Schedules window as follows:

   Setup - Expenditures - Allowed Cost

2. In the Name field, enter a name for the Allowed Cost Schedule.

3. Optionally, in the Description field, enter a description of the Allowed Cost Schedule.

4. In the Effective fields, enter the beginning and ending effective dates for the Allowed Cost Schedule.

5. Save the identifying cost schedule information as follows:

   File - Save

6. In the Expenditure Type field, select an expenditure type from the list of values.

   Note: The list of values shows valid expenditure types only. As users select

expenditure types from the list of values and save, the selected expenditure types are eliminated as choices from the list of values for that Allowed Cost Schedule.

7. In the Max. Indirect Base field, enter a value if applicable.

8. Select the Yes radio button if the expenditure type is to be excluded in the calculation of the Modified Total Direct Cost (MTDC) for government reporting purposes.

   Select the No radio button if the expenditure type is to be included in the calculation of the Modified Total Direct Cost (MTDC) for government reporting purposes.

   The default is No.

9. Continue entering expenditure types and, where applicable, values representing the total maximum reimbursable indirect costs.

10. Save or save and continue as follows:

    File - Save or **Save and Proceed**

11. Close the window.

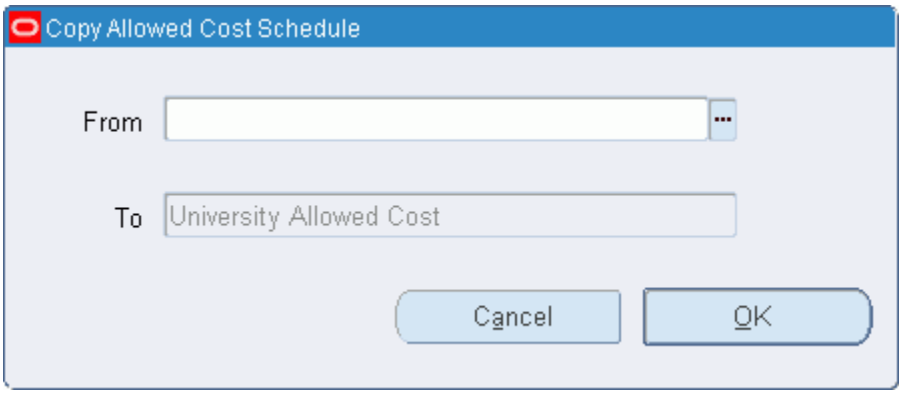
Allowed Cost Schedules Window Description

Allowed Cost Schedules Window Description

Field Name	Type	Features	Description
Name	required		allowed cost schedule name
Description	optional		allowed cost schedule description
Effective	required (only begin date)	list of values: pop-up calendar	allowed cost schedule effective begin and end date
Expenditure Type	required	list of values	expenditure type

Field Name	Type	Features	Description
Max. Indirect Base	optional		total maximum reimbursable indirect cost associated with this expenditure type
MTDC Exempted; Yes	optional	radio button	expenditure types excluded in calculation of Modified Total Direct Cost (MTDC) for government reporting purposes
MTDC Exempted; No	default	radio button	expenditure types included in calculation of Modified Total Direct Cost (MTDC) for government reporting purposes
Copy		button	opens Copy Allowed Cost Schedule window

Creating a New Allowed Cost Schedule Procedure



To use an existing Allowed Cost Schedule as the basis for creating a new cost schedule, perform the following steps.

1. In Grants Accounting, navigate to the Allowed Cost Schedules window as follows:

   Setup - Expenditures - Allowed Cost

2. Enter data in the following fields as described in the Allowed Cost Schedules Window Description, page 13-4:

- Name
- Description
- Effective

3. Save as follows:

   File - Save

4. Click **Copy**.

   The Copy Allowed Cost Schedule window appears.

5. In the From field, select an existing Allowed Cost Schedule from the list of values located on the right side of the From field of the Copy Allowed Cost Schedule window.

   The To field is populated with the name entered in the Name field of the Allowed Cost Schedules window.

6. Click **OK**.

   The Allowable Expenditures region in the Allowed Cost Schedules window is populated with data from the copied Allowed Cost Schedule.

7. Save or save and continue as follows:

   File - Save or **Save and Proceed**

8. Close the window.

Copy Allowed Cost Schedule Window Description

Copy Allowed Cost Schedule Window Description

Field Name	Type	Features	Description
From	required	list of values	name of existing allowed cost schedule being copied
To	display only		name of new allowed cost schedule being created
Cancel		button	closes window without copying

Field Name	Type	Features	Description
OK		button	copies schedule

14

Burdening Setup

This chapter describes the burdening setup.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Defining Expenditure Types for Burden Costs Procedure
- Defining Burden Details for Burden Expenditure Types Procedure
- Defining Burden Cost Bases Procedure
- Defining Burden Cost Codes Procedure
- Defining Burden Structures Procedure
- Defining Burden Schedules Procedure
- Viewing Project or Award Burdened Costs Procedure
- View Burdened Costs (Project) Window Description
- View Burdened Costs (Award) Window Description
- Setting Up Override Schedules Procedure
- Override Schedules Window Description

Definition

Burden accounting is a method of applying burden costs to raw costs to arrive at the total burdened cost of a project.

Overview

In equation form, raw cost plus burden cost equals burdened cost. The public sector

expresses this concept using different terminology: direct cost plus indirect cost, or overhead, equals total cost.

The purpose of burdening is to provide users with a schedule of raw and burden costs so that the total cost of a project is accurately represented. To accomplish this, users define a burden structure and a burden schedule.

Burdened costs in Grants Accounting can be viewed by award as well as by project and task.

This section includes the following topics:

- Burden Cost Bases and Cost Base Types, page 14-2
- Burden Cost Codes, page 14-2
- Burden Structure, page 14-2
- Burden Schedule, page 14-3
- Burden Multiplier, page 14-3
- Viewing Burdened Costs, page 14-3
- Burden Schedule Overrides, page 14-3
- References, page 14-4

Burden Cost Bases and Cost Base Types

A cost base is a grouping of raw costs to which burden costs are applied. Cost bases are assigned to burden structures. Generally, a cost base is created for every burden expenditure type that users define.

A cost base type refers to the use of cost bases. Oracle predefines the cost base types of Burden Cost and Other. Burden Cost types are used in burden calculations. Cost base types of Other are not included in burden calculations, but are used for grouping expenditure types for different purposes.

Burden Cost Codes

A burden cost code is a classification of overhead costs. It represents the type of burden cost to apply to raw costs. Burden cost codes are associated with an expenditure type.

Burden Structure

A burden structure determines how cost bases are grouped and establishes the method of applying burden costs to raw costs. The expenditure types classify raw costs. Burden cost codes classify burden costs. The relationship between expenditure types and

burden cost codes within cost bases determines what burden costs are applied to specific raw costs and the order in which they are applied.

Burden Schedule

A burden schedule, also referred to as an indirect cost rate schedule on the award level, is an implementation-defined set of multipliers maintained for use across multiple awards. Users can define one or more schedules for use in costing and invoicing.

Burden schedules establish the burden multipliers used to calculate the burdened costs of each expenditure item charged to a project. When burden schedules are defined, users specify the burden structure on which the schedule is based.

Users can test the functionality of the burden schedule in the two View Burdened Costs windows.

Burden Multiplier

When users create a burden schedule, a burden multiplier is assigned to an organization and to a burden cost code. The burden multiplier specifies the amount by which to multiply the raw cost to obtain the burden cost amount.

Viewing Burdened Costs

Users can view burdened costs in the View Burdened Costs (Project) and View Burdened Cost (Award) windows.

The View Burdened Costs (Project) window shows burdened cost details for non-sponsored projects and uses the burden schedule associated with that project type.

The View Burdened Costs (Award) window shows burdened cost details for sponsored projects and uses burden schedules associated with the award.

Before viewing the transactions, verify that the following steps have been taken.

- Add the new expenditure types to the allowed costs schedules.
- Verify the auto-accounting rules for the new expenditure type. If using a lookup set for the natural account segment that is tied to expenditures types, users must add the new expenditure types to that lookup set.
- Modify the resource lists to include the new expenditure types.

Burden Schedule Overrides

Burden schedule overrides enable users to associate multiple burden schedules to an award thus allowing the flexibility to burden costs at different burden rates on the same award.

During setup, a default burden schedule is assigned to an award. The defaulted burden

schedule can be replaced using the Setting Up Override Schedules procedure.

In the Override Schedules window, different burden schedules can be attached to different awards. Selected burden schedules are associated with corresponding awards at the project, task, or project/task combination levels. Two or more awards can fund the same project and task combination and have different burden rates.

References

For information on cost bases, see Cost Bases and Cost Base Types, *Oracle Projects Implementation Guide*.

For information on defining burden cost bases, see Burden Costing Definitions, *Oracle Projects Implementation Guide*.

For information on burden cost codes, see Burden Cost Codes, *Oracle Projects Implementation Guide*.

For information on burden structures, see Burden Structures, *Oracle Projects Implementation Guide*.

For information on burden schedules, see Burden Schedules, Oracle Projects Implementation Guide, and Using Burden Schedules for Cost Plus, *Oracle Project Costing User Guide*.

For information on viewing burdened costs, see View Burdened Costs Window, *Oracle Projects Implementation Guide*.

Prerequisites

- Before setting up burden accounting, users must select the Burdened check box in the Costing Information tab of the Project Types window, and select the Burden Cost on Separate Expenditure Item check box from the Burden Cost Display and Accounting region.

  To set up project types, see Oracle Grants Accounting Setup Overview, page 2-1.

Defining Expenditure Types for Burden Costs Procedure

To define expenditure types for burden costs, perform the following steps.

1. In Grants Accounting, navigate to the Expenditure Types window as follows:

   Setup - Expenditures - Expenditure Types

   The Expenditure Types window appears with the Classifications tab selected.

2. Enter data in each field of the Classifications tab as described in Defining Expenditure Types, *Oracle Projects Implementation Guide*.

Defining Burden Details for Burden Expenditure Types Procedure

To define burden details for burden expenditure types, perform the following steps.

1. In Grants Accounting, navigate to the Expenditure Types window as follows:

   Setup - Expenditures - Expenditure Types

   The Expenditure Types window appears with the Classifications tab selected.

2. Enter data in the Classifications tab and Expenditure Type Class region as described in Expenditure Definitions, *Oracle Projects Implementation Guide*.

Defining Burden Cost Bases Procedure

To define cost bases in Grants Accounting, perform the following steps.

1. In Grants Accounting, navigate to the Cost Bases window as follows:

   Setup - Costing - Burden - Bases

2. Enter data in the Cost Bases window as described in Cost Bases and Cost Base Types, *Oracle Projects Implementation Guide*.

Defining Burden Cost Codes Procedure

To define burden expenditure types with burden cost codes in Grants Accounting, perform the following steps.

1. In Grants Accounting, navigate to the Burden Cost Codes window as follows:

   Setup - Costing - Burden - Cost Codes

2. Enter data in each field of the Burden Cost Codes window as described in Burden Cost Codes, *Oracle Projects Implementation Guide*.

Defining Burden Structures Procedure

To define a burden structure, perform the following steps.

1. In Grants Accounting, navigate to the Burden Structures window as follows:

   Setup - Costing - Burden - Structures

2. Enter data in the Burden Structures window as described in Burden Structures, *Oracle Projects Implementation Guide*.

Defining Burden Schedules Procedure

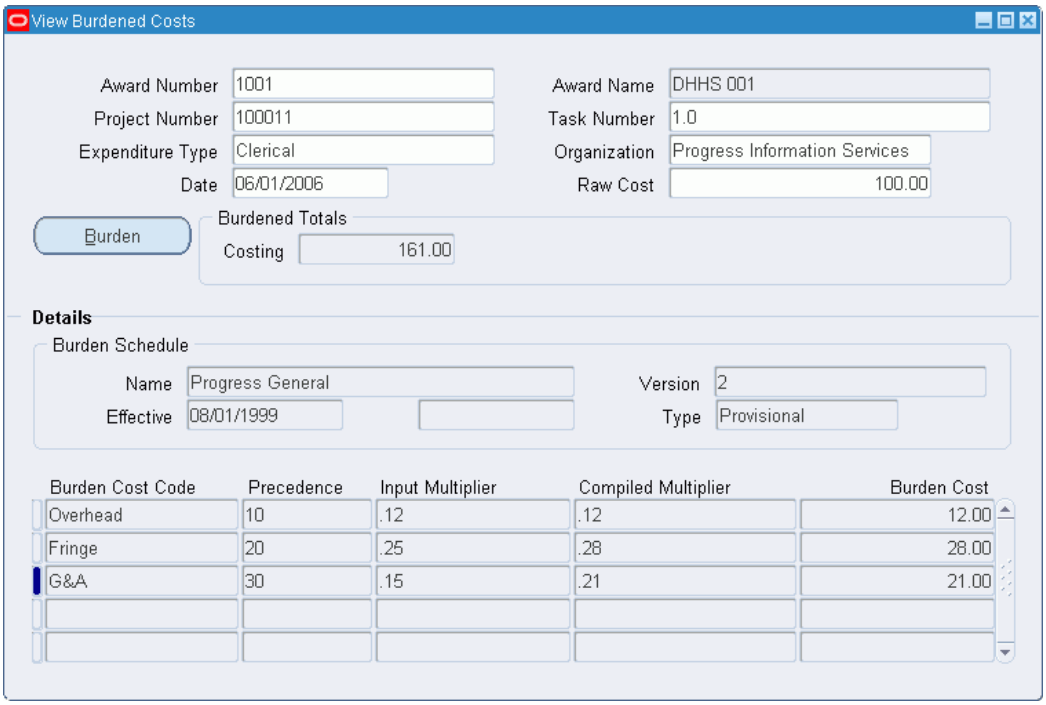
To define a burden schedule, perform the following steps.

1. In Grants Accounting, navigate to the Burden Schedules window as follows:

   Setup - Costing - Burden - Schedules

2. Enter data in the Burden Schedules window as described in Defining Burden Schedules, *Oracle Projects Implementation Guide*.

Viewing Project or Award Burdened Costs Procedure



To view burdened costs, perform the following steps.

1. In Grants Accounting, navigate to the View Burdened Costs windows as follows:

   Setup - Costing - Burden - View (Project) or View (Award)

2. Enter the project or award number or name, the expenditure, organization, date, and the raw cost amount.

3. Click **Burden**.

   The View Burdened Costs windows display the burden cost and the project or award burden schedules.

4. Close the window.

View Burdened Costs (Project) Window Description

View Burdened Costs (Project) Window Description

Field Name	Type	Features	Description
Project Number	required	list of values	project number
Task Number	required	list of values	task number
Expenditure Type	required	list of values	expenditure category
Organization	required	list of values	burden organization name
Date	required	list of values: pop-up calendar	burden date
Raw Cost	required		amount to burden
Burden		button	populates total burden cost field
Costing	display only		displays burden total cost
Name	display only		burden schedule name
Version	display only		burden schedule version
Type	display only		burden schedule type
Effective	display only		burden schedule start date
-	display only		burden schedule end date
Burden Cost Code	display only		burden item name
Precedence	display only		order of a precedence burden structure
Input Multiplier	display only		input multiplier

Field Name	Type	Features	Description
Compiled Multiplier	display only		compiled multiplier
Burden Cost	display only		burdened cost

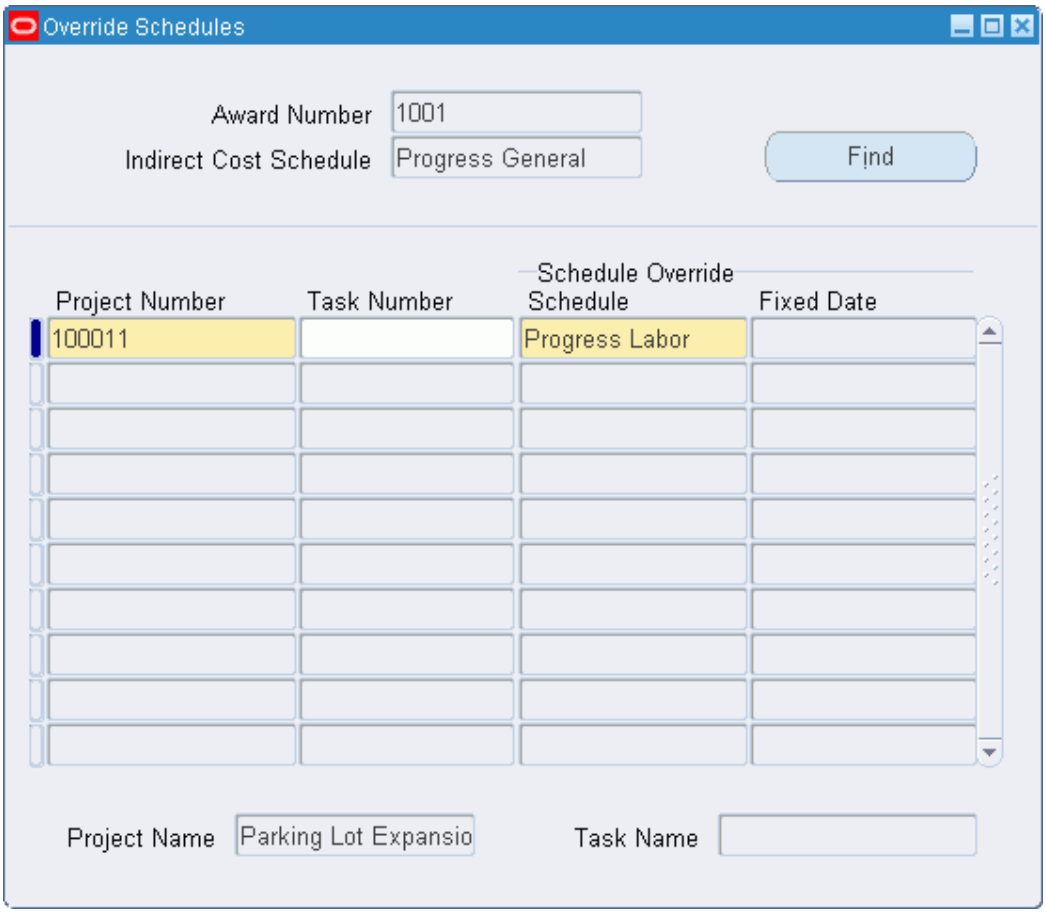
View Burdened Costs (Award) Window Description

View Burdened Costs (Award) Window Description

Field Name	Type	Features	Description
Award Number	required	list of values	award number
Award Name	required	list of values	award name
Expenditure Type	required	list of values	expenditure category
Project Number	required	list of values	project number
Task Number	required	list of values	task number
Organization	required	list of values	burden organization name
Date	required	list of values: pop-up calendar	burden date
Raw Cost	required		amount to burden
Burden		button	populates total burden cost field
Burdened Totals Region			
Costing	display only		displays burden total cost
Burden Schedule Region			
Name	display only		burden schedule name

Field Name	Type	Features	Description
Version	display only		burden schedule version
Type	display only		burden schedule type
Effective	display only		burden schedule start date
-	display only		burden schedule end date
Details Region			
Burden Cost Code	display only		burden item name
Precedence	display only		order of a precedence burden structure
Input Multiplier	display only		input multiplier
Compiled Multiplier	display only		compiled multiplier
Burden Cost	display only		burdened cost

Setting Up Override Schedules Procedure



To set up schedule overrides, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in the Find Award Window Description table.

   Note: To start over, click **Clear**.

3. Click **Find** to execute the search for the item selected from the drop-down list in the Search For field.

   The Award Management Folder window appears.

4. Select **Tools - Override Schedules** from the menu.

The Override Schedules window appears

5. Enter data in each field of the Override Schedules window as described in the Override Schedules Window Description, page 14-11.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

   On update, insertion or deletion of records,

   - Select Yes, to mark all unliquidated encumbrance items associated with the award, project and task combination for recalculation.

   - Select No, to use the burden schedule only for encumbrance items created after this change.

   If the Fixed Date is not specified, then only the encumbrances with dates that align with dates of any of the revisions of the burden schedule are marked for recalculation.

7. Close the window.

Override Schedules Window Description

Override Schedules Window Description

Field Name	Type	Features	Description
Award Number	display only		award number
Indirect Cost Schedule	display only		burden schedule for award
Schedule Override Region			
Project Number	required	list of values	project number
Task Number	optional	list of values	task number
Schedule	required	list of values	override burden schedule
Fixed Date	optional	list of values; pop-up calendar	date burden schedule fixed for award; enter only if burden schedule is firm, not provisional

Field Name	Type	Features	Description
Project Name	display only		project name
Task Name	display only		top task name, if schedule is at the task level

15

Award Types Setup

This chapter describes the award types setup.

This chapter covers the following topics:

- Definition
- Overview
- Setting Up Award Types Procedure
- Agreement Types Window Description

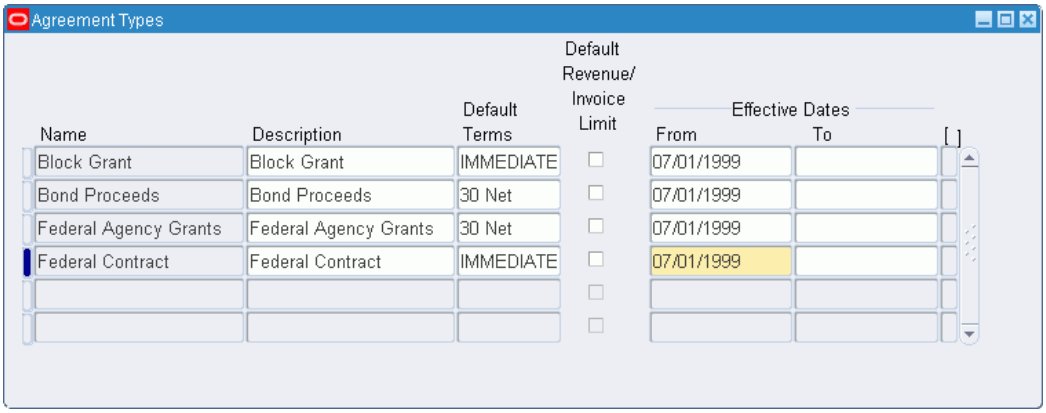
Definition

Award types are an implementation-defined classification of awards. Typical award types include federal grants and private grants.

Overview

Defining award types is a mandatory setup step for Grants Accounting and is completed before setting up award templates.

Setting Up Award Types Procedure



To set up an award type, perform the following steps.

1. In Grants Accounting, navigate to the Agreement Types window as follows:

   Setup - Billing - Award Types

   Note: Grants Accounting uses the Agreement Types window to define award types.

2. Enter data in each field of the Agreement Types window as described in the Agreement Types Window Description table, page 15-2.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Agreement Types Window Description

Agreement Types Window Description

Field Name	Type	Features	Description
Name	required		award type name
Description	optional		award type description

Field Name	Type	Features	Description
Default Terms	optional	list of values	if selected, payment terms defaultwhen award of this type is entered
Default Revenue Limit	optional	check box	not applicable to Grants Accounting
From	required	list of values: pop-up calendar	award type starting date
To	optional	list of values: pop-up calendar	award type ending date
Descriptive Flexfield	optional		user customization field

16

Award Distributions Setup

This chapter describes the award distributions setup.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Creating Funding Patterns Procedure
- Funding Pattern Window Description

Definition

Award distributions allows users to determine transaction charging instructions for expenditure items based on a predefined funding pattern for cost distribution.

Overview

This section includes the following topics:

- Award Distributions, page 16-2
- Funding Patterns, page 16-2
- Implementation Options for Award Distributions, page 16-3
- Award Distributions with Transaction Import, page 16-3
- Award Distributions Funds Checking, page 16-3

Award Distributions

In Oracle Grants Accounting, sponsored projects can be funded from any number of awards, creating complex multifunding and cost-sharing scenarios. Replacing the manual entry method of cost distribution, award distributions enable users to predefine the distribution of costs charged to sponsored projects and to automatically distribute transactions to the awards.

Costs are distributed to the project, task, and award combination using an allocation basis. The distribution can be based on a proportion of funding, percentage of total project budget, or other factors. When a sponsored project-related transaction is charged, the program looks at the award distributions funding pattern to determine the award distribution.

Funding Patterns

The Funding Pattern window sets up cost distribution rules to automatically allocate charges to sponsored projects across funding awards. Funding patterns are used for transaction distribution when transactions, such as requisitions, purchase orders, supplier invoices, manual encumbrance batches, and imported transactions are entered for the project. Funding patterns are defined by Project, Top Task, or both.

> **Important:** If you enter purchase orders for a project using Oracle Purchasing Buyer WorkCenter, you cannot use the Tools-Award Distribution option to distribute the transactions. You must manually distribute the cost among the awards that fund the project.

Users can create multiple funding patterns for a project. Funding patterns are used to determine the award distributions across applications supported by Grants Accounting, including Oracle Payables and Oracle Purchasing. Award Distributions selects the active funding pattern based on the following parameters:

- funding pattern has Active status
- expenditure item date of the transaction between effective dates on the funding pattern
- sequence number

If more than one active funding pattern exists, Grants Accounting selects the first active funding pattern of the sequence.

Only awards sharing the same allowed cost schedule can be in a funding pattern. If an award exists in a funding pattern, the allowed cost schedule for that award cannot be changed.

When a funding pattern has been deactivated, it cannot be reactivated.

Implementation Options for Award Distributions

If the Enable Automatic Award Distribution check box in the Grants Accounting Implementation Options window is selected, award distributions can be initiated from the Encumbrances window in Grants Accounting, from the Payables Invoice Workbench, from the Purchasing Requisition Distribution, Purchase Order Distribution, and Purchase Order Release Distribution windows, and from the Transaction Import process for actual expenditures.

Setting the GMS: Default Distribution Award in Transaction Entry profile option to Yes populates the default Distribution Award Number in the award field when transactions are being entered. Selecting Tools - Award Distribution from the menu initiates the award distributions feature.

> **Important:** If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, the default award name does not appear in the award number field and the default award value must be selected from the list of values.

For information on implementation options for award distributions, see Implementation Options Setup, page 3-1.

Award Distributions with Transaction Import

You can use the Award Distribution feature for Transaction Import. This feature enables allow you to enter transactions for a specific project and task and use the defined funding patterns to distribute these transactions to the appropriate awards.

> **Note:** You can use the award distributions feature when you import actual transactions, but **not** when you import encumbrance transactions.

For information about award distributions and Transaction Import, see: Using Award Distributions for Transaction Import, page C-7.

Award Distributions Funds Checking

If the GMS: Check Funds for Award Distribution profile option is enabled, then distributions can be funds checked against applicable award budgets. Funds checking cycles through all available active funding patterns for a grants-related transaction and the process finds where the transaction fits, within the available balance, for an award budget in the distribution.

When a transaction is entered, the award distributions program performs the following:

- enables a funds check against the funding pattern sequence to find a funding

pattern with enough available balance

- selects the first valid funding pattern that passes funds check
- enables a funds check against the award budget balances to determine if a transaction is likely to pass
- creates the award distributions

If the first funding pattern fails the funds check, the program cycles to the next available pattern. If the transaction cannot fit in any funding pattern, then no distributions are generated.

Prerequisites

- A project must be entered to be included in the funding pattern.

  To enter projects, see Creating Projects, *Oracle Projects Fundamentals*.

- One or more awards must be entered to be included in the funding pattern.

  To enter awards, see Award Entry Procedures, page 17-5.

- The entered award must be funding the project to be included in the funding pattern.

  To fund projects, see Project Funding Procedures, page 20-4.

- The entered award must have a baselined budget.

  To enter budgets for awards, see Budget Entry Procedures, page 22-5.

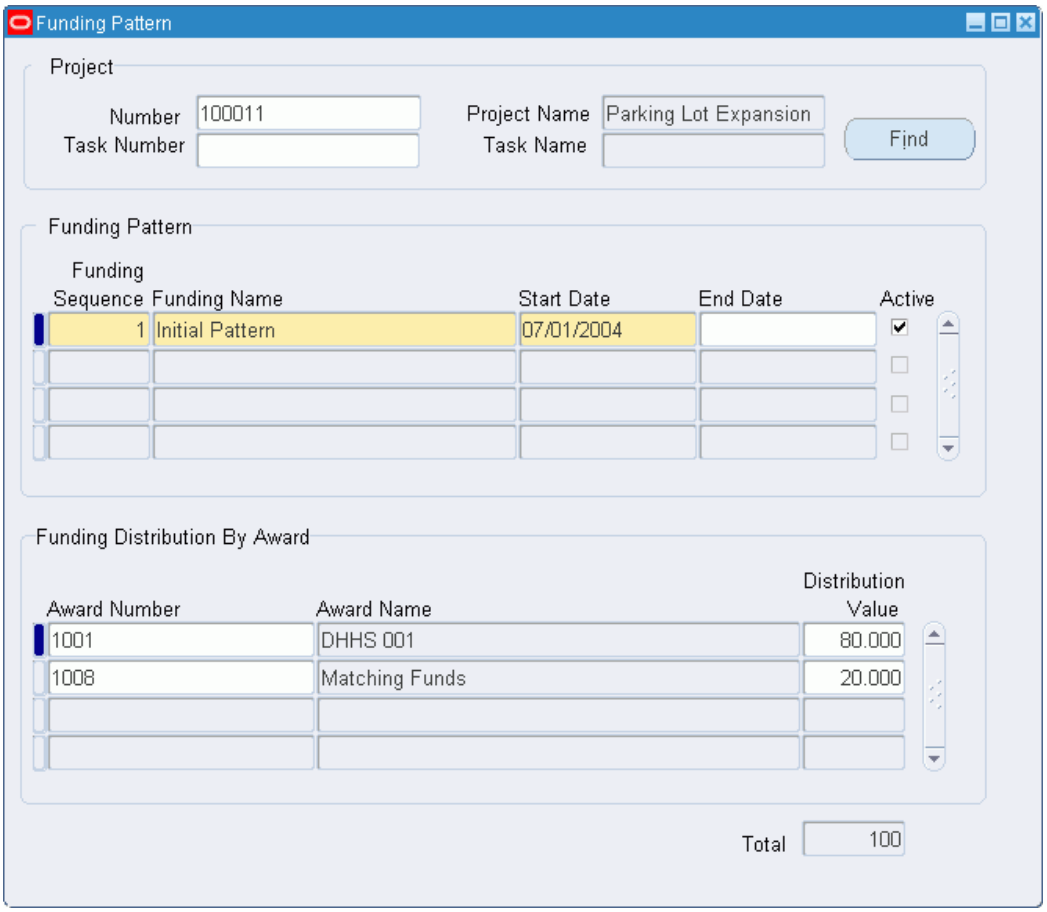
- The Enable Automatic Award Distribution check box must be selected in the Award Distribution Option tab of the Implementation Options window.

  To set profile options, see Oracle Grants Accounting Setup Overview, page 2-7.

- The GMS: Check Funds for Award Distribution profile option must be enabled to activate funds checking for award distributions.

  To set profile options, see Oracle Grants Accounting Setup Overview, page 2-7.

Creating Funding Patterns Procedure



To create a funding pattern, perform the following steps.

1. In Grants Accounting, navigate to the Funding Pattern window as follows:

   Setup - Funding Pattern

2. In the Number field of the Funding Pattern window, enter or select the project number from the list of values.

3. Optionally, in the Task Number field, enter or select the task number from the list of values.

4. Enter data in the Funding Pattern region as described in the Funding Pattern Window Description, page 16-6.

   Note: The Funding Sequence Number field is automatically populated but can be modified.

5. Select the Active check box to activate the funding pattern.
6. In the Award Number field, enter an award number.
7. In the Distribution Value field, enter the distribution percentage.

   Warning: The total percentage of distributions entered must equal 100%.

8. Repeat steps 6 and 7 to enter additional distributions for a funding pattern.
9. Save or save and continue as follows:

   File - Save or **Save and Proceed**
10. Close the window.

Funding Pattern Window Description

Funding Pattern Window Description

Field Name	Type	Features	Description
Number	required	list of values	project number
Project Name	display only		project name
Task Number	optional	list of values	project task number
Task Name	display only		project task name
Find		button	searches for existing funding patterns for project
Funding Sequence	required		funding sequence; automatically populated but can be modified
Funding Name	required		funding sequence name
Start Date	required	list of values: pop-up calendar	funding sequence start date

Field Name	Type	Features	Description
End Date	optional	list of values: pop-up calendar	funding sequence end date
Active		check box	if selected, activates a funding pattern
Award Number	required	list of values	award number
Award Name	display only		award name
Distribution Value	required		award distribution percentage
Total	display only		total percentage of award distributions

17

Award Entry Procedures

This chapter describes award entry procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Entering An Award Procedure
- Deleting An Award Procedure
- Find Award Window Description
- Award Management Folder Window Description
- Award Quick Entry Window Description
- Award Management Window Description
- Award Management Window Description, Installments Tab
- Award Management Window Description, Terms and Conditions Tab
- Award Management Window Description, Budgetary Control Tab
- Award Management Window Description, Funding Source Details Tab
- Award Management Window Description, Contacts Tab
- Award Management Window Description, Personnel Tab
- Award Management Window Description, Compliances Tab
- Award Management Window Description, Reports Tab
- Award Management Window Description, References Tab
- Award Management Window Description, Credit Receivers Tab
- Award Management Window Description, Tax and Currency Tab
- Creating Events for Billing and Revenue Procedure

- Events Window Description
- Event Revenue Distribution Lines Window Description
- Specifying Billing Format Procedure
- Billing Format Window Description
- Letter of Credit Contacts Window Description
- LOC Address Window Description

Definition

An award represents the grant received by an organization that is used to fund one or more projects.

Overview

Users can enter, update, and maintain award information in the Award Management window. A new award can be created by copying an existing award or by copying an existing award template and modifying or adding award data as necessary.

Once an award is created it can be deleted provided there is no baselined budget or events. Awards with baselined budgets or manual billing and revenue events cannot be deleted.

> **Important:** Deleting an award is an irreversible action. Once an award is deleted the associated information, such as installments, project funding, draft budgets, award key members, etc. cannot be retrieved.

Award templates are created in the Award Template Management window. To create an award template, see Award Template Entry Procedures, page 18-3.

The tables in this chapter describing the Award Management window and tabs contain two columns under the Type heading. The Award column pertains to the Award Management window, and the Template column pertains to the Award Template Management window.

The Installments, Credit Receivers, and Tax and Currency tab window descriptions contain an Award column only, because these tabs are not in the Award Template Management window.

This section includes the following topics:

- Award Information, page 17-3
- Award Rules, page 17-3
- Events, page 17-4

- References, page 17-4

Award Information

Users can enter and track the following award information in the Award Management window:

- basic award information
- installments
- terms and conditions
- budgetary control settings
- customer address
- funding source contacts
- award personnel
- compliances
- required reports
- references
- credit receivers
- tax and currency code information

Award Rules

When entering an award, the following rules apply:

- single award number can be used throughout the life of an award
- multiple projects can be funded from a single award
- same number cannot be used to identify a project and an award
- costing rate changes can be made during the life of an award
- once an invoice or revenue is generated, the funding source cannot be changed
- once an award is entered and saved, the award number cannot be changed
- dates entered on an award must be within a defined Projects/General Ledger period

Events

Events are used to bill based on milestones or events in a project, rather than based on actual costs.

After entering awards, users can create manual events for revenue and billing generation and review event revenue distribution lines.

References

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 24-1.

For information on setting up award terms and conditions, see Award Terms and Conditions Setup, page 7-2.

For information on entering customer contacts in Receivables, see *Oracle Receivables User Guide*.

For information on award security, see Award Security Feature, page E-3.

For information on setting up burden schedules, see Defining Burden Schedules, *Oracle Projects Implementation Guide*.

For information on entering customers in Oracle Receivables, see *Oracle Receivables User Guide*.

For information on credit receivers, see Credit Receivers, *Oracle Projects Fundamentals*.

Prerequisites

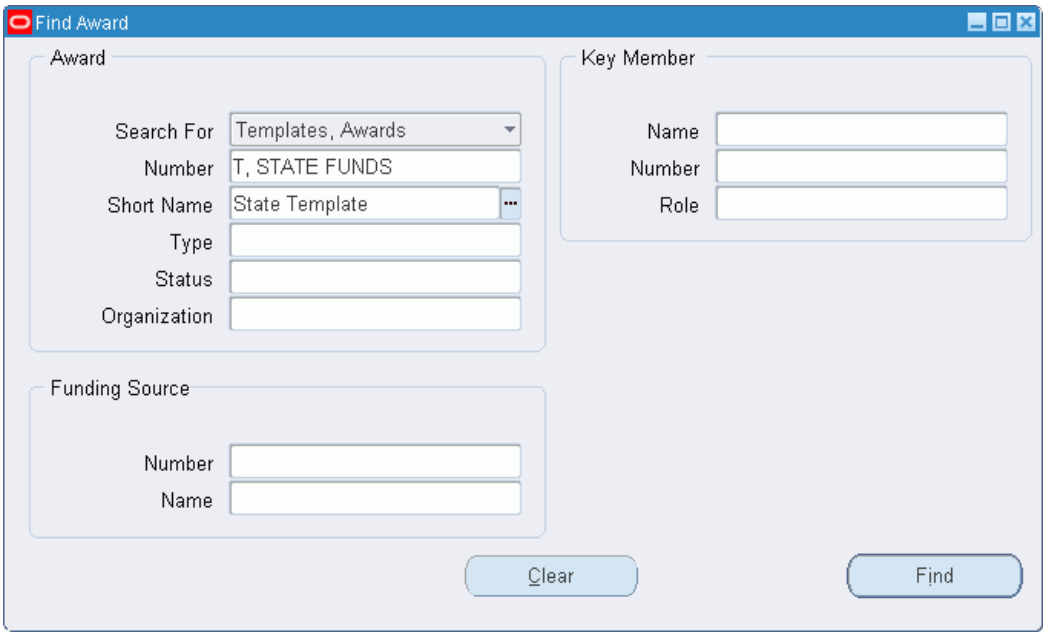
- A suitable award template must be created.

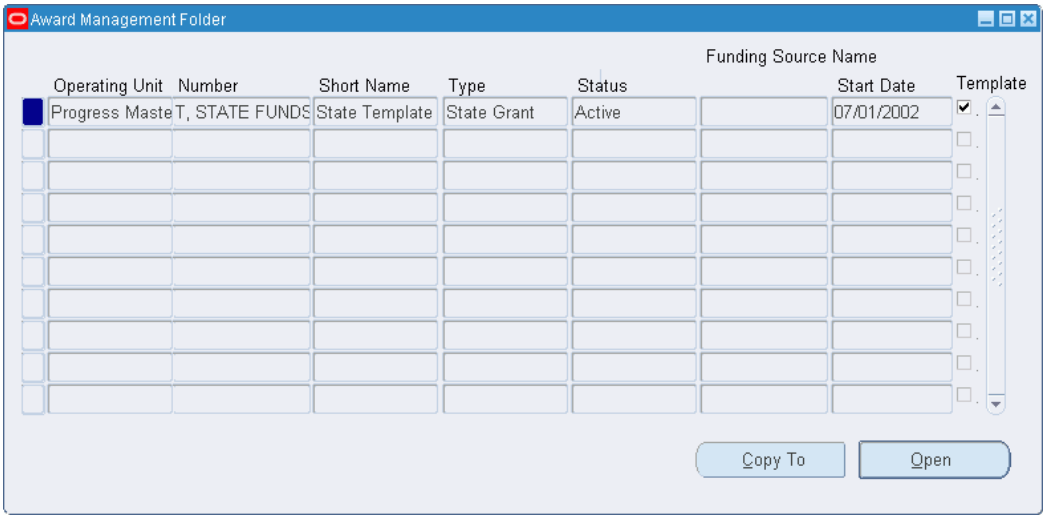
  To create an award template, see Award Template Entry Procedures, page 18-3.

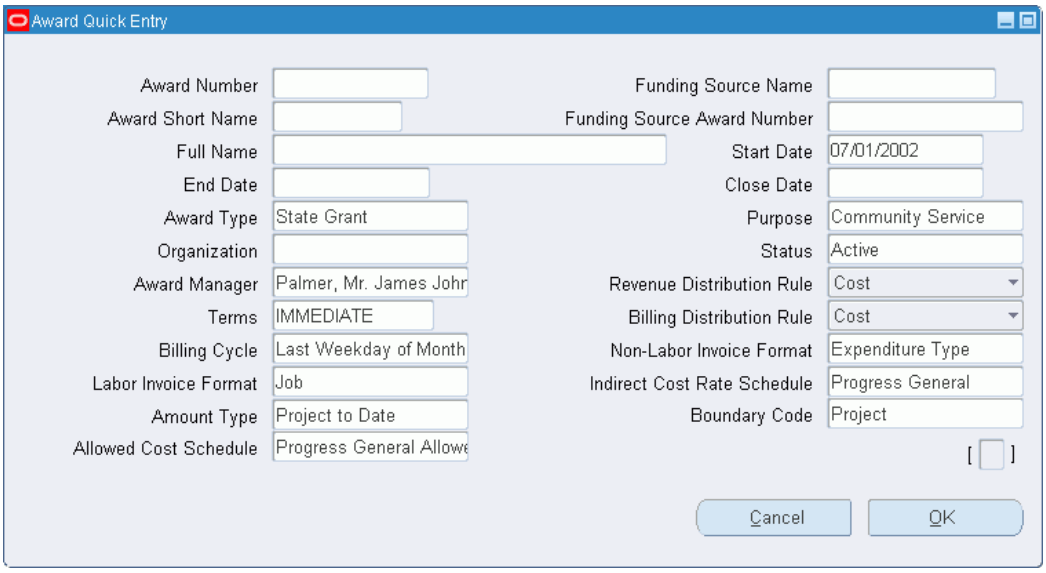
- Bill-to and ship-to contacts of the funding source must be set up in Oracle Receivables. The contacts must be primary and active. Contacts must be defined at the customer address, business purpose, bill-to, and ship-to levels.

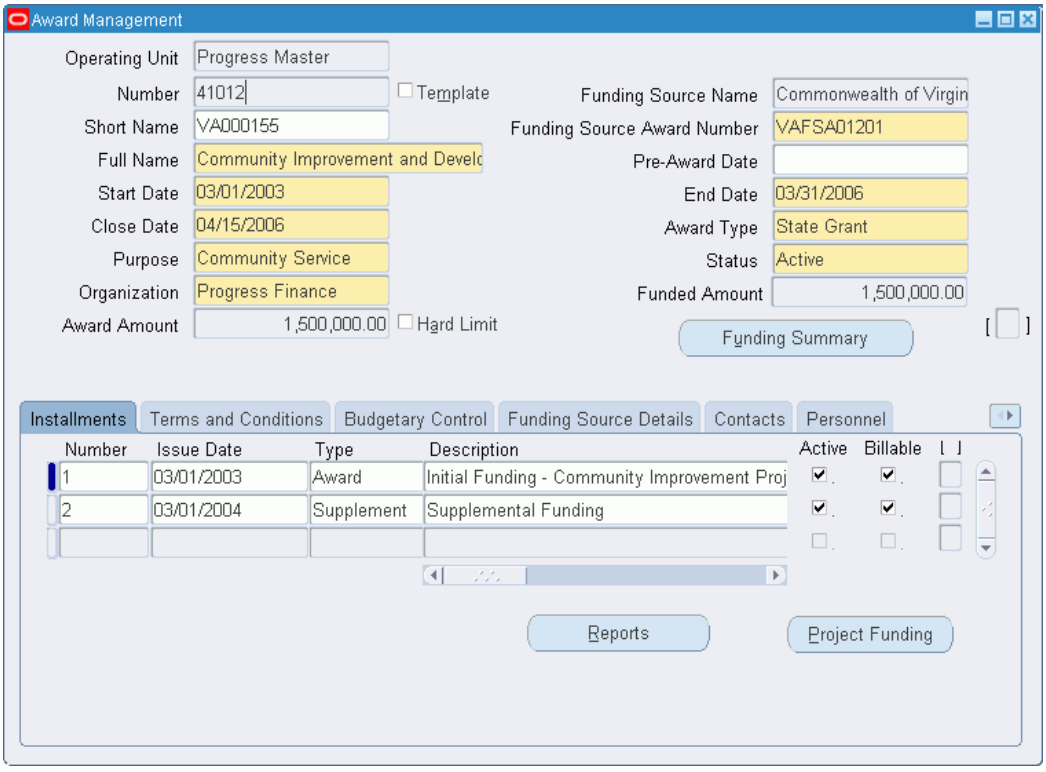
  To set up contacts, see *Oracle Receivables User Guide*.

Entering An Award Procedure









To enter an award, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.

2. To create a new award based on an existing template or an existing award, choose one of the following from the drop-down list in the Search For field:

   - Templates
   - Awards
   - Templates, Awards

3. Enter data in each field of the Find Award window as described in the Find Award Window Description, page 17-12.

   Note: To start over, click **Clear**.

4. Click **Find** to execute the search for the item selected from the drop-down list in the Search For field.

   The Award Management Folder window appears.

5. To enter a new award, select a template or award to copy as the basis for the new award.

6. Click **Copy To**.

   The Award Quick Entry window appears, which contains all the information required to set up an award.

7. Enter or modify data in each field of the Award Quick Entry window as described in the Award Quick Entry Window Description, page 17-14.

   Note: Entries made in the Award Quick Entry window appear in the Budgetary Control, Personnel, and Compliances tabs of the Award Template Management window, as well as the Billing Format window.

8. Click **OK**.

   The Award Management window appears. If there is no need to view or modify the existing award, go to step 10.

9. To view or modify an existing award, select the award and click **Open**.

   The Award Management window appears.

Basic Award Information

1. Enter or modify data as required in each field of the upper region of the Award Management window as described in the Award Management Window Description, page 17-18.

Installments Tab

1. Select the Installments tab.

2. Enter or modify data in each field of the Installments tab as described in the Award Management Window Description, Installment Tab table, page 17-21.

   To enter installments, see Installment Entry Procedures, page 19-3.

Terms and Conditions Tab

1. Select the Terms and Conditions tab.

2. Enter or modify data in each field of the Terms and Conditions tab as described in the Award Management Window Description, Terms and Conditions Tab table, page 17-23.

Budgetary Control Tab

1. Select the Budgetary Control tab.

   Important: The default budgetary control setting and the budgetary control time interval parameters selected by users affect funds checking. To verify the compatibility of budget entry method variables with budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check.

2. Enter or modify data in each field of the Budgetary Control tab as described in the Award Management Window Description, Budgetary Control Tab table, page 17-24.

Funding Source Details Tab

1. Select the Funding Source Details tab.

   The funding source bill-to and ship-to addresses default from the Customers window in Receivables. Users can change either the bill-to or the ship-to address for the funding source. The LOC funding source does not need to match the funding source on the award. If an LOC funding source is entered, the invoice will be associated with the LOC funding source and not the award funding source.

Contacts Tab

1. Select the Contacts tab.

2. Select data in the available Contacts tab fields as described in the Award Management Window Description, Contacts Tab table, page 17-25.

   Note: Users can only select data in the Contacts tab that has been defined in the Customers window in Receivables.

Personnel Tab

1. Select the Personnel tab.

   The Personnel tab tracks the history of personnel associated with the award.

   Note: By default, Grants Accounting allows all users to query and update award information. Users who have access to Grants Accounting responsibility can modify award security to limit access to award information based on role. For information on award security, see Award Security Feature, page E-3.

2. Enter data in each field of the Personnel tab as described in the Award Management Window Description, Personnel Tab table, page 17-26.

   Note: When attempting to change the Award Manager, first save the change before moving to the next line.

   Note: Employees can be associated with an award even if they do not have a User ID. Non-employees can be listed on an award by establishing an acceptable person type, user name, and system name in HRMS. For example, a visiting scientist who is not an employee could be assigned a user name of Adjunct Staff with a system name of Employee. Other non-employees could then be entered in HRMS under the new person type. For information on person types, see *Oracle HRMS Enterprise and Workforce Management*.

Compliances Tab

1. Select the Compliances tab.

   Note: Entering an indirect cost rate fixed date for firm schedules causes the system to use the rate in effect on that date, rather than the expenditure item date, throughout the life of the award to calculate indirect costs, such as fringe benefits and overhead.

2. Enter data in each field of the Compliances tab as described in the Award Management Window Description, Compliances Tab table, page 17-27.

   When you update the Indirect Cost Schedule or the Fixed Date,

- Select Yes, to mark all unliquidated encumbrance items, which are associated with the award for recalculation.

  However, the unliquidated encumbrance items, belonging to any of the award, project and task combinations defined while setting up schedule overrides will not be marked for recalculation.

- Select No, to use the burden schedule only for encumbrance items created after this change.

If the Fixed Date is not specified, then only the encumbrances with dates that align with dates of any of the revisions of the burden schedule are marked for recalculation.

When you update, if the value that you enter in the Indirect Cost Schedule field is the same as the original value, then also the encumbrance items are marked for recalculation.

3. From the Compliances tab, click **Billing Format** to open the Billing Format window.

4. Enter data in the Billing Format window as described in the Billing Format Window Description table, page 17-41. To specify billing formats, see Specifying Billing Format Procedure, page 17-39.

Reports Tab

1. Select the Reports tab.

2. Enter data in each field of the Reports tab as described in the Award Management Window Description, Reports Tab table, page 17-29.

   Note: Reports are installment driven. Generated due dates are driven by frequency, due within days, and the start and end date of the installment.

References Tab

1. Select the References tab.

2. Enter data in each field of the References tab as described in the Award Management Window Description, References Tab table, page 17-29.

Credit Receivers Tab

1. To enter employee data and the percentage of revenue received by an individual for revenue an award earns, select the Credit Receivers tab.

2. Enter data in each field of the Credit Receivers tab as described in the Award

Management Window Description, Credit Receivers Tab table, page 17-30.

Note: Employees who are credit receivers must be defined as salespersons in Oracle Receivables to be entitled to sales credit. The employee name must match the salesperson name.

To set up credit receivers, see Credit Receivers, *Oracle Projects Fundamentals*.

Tax and Currency Tab

1. To enter tax and currency data, select the Tax and Currency tab.
2. Enter data in each field of the Tax and Currency tab as described in the Award Management Window Description, Tax and Currency Tab table, page 17-31.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**
4. Close the window.

Deleting An Award Procedure

To delete an award, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.
2. Enter the award to be deleted.
3. Click on the **Find** button.

   The Award Management Folder window appears.
4. To delete the award and its related information, choose **Edit - Delete** from the Menu option.

Find Award Window Description

Find Award Window Description

Field Name	Type	Features	Description
Search For	required	drop-down list	record type for which to search; default is Templates, Awards
Number	optional	list of values	award or template number
Short Name	optional	list of values	award or template short name
Type	optional	list of values	award type
Status	optional	list of values	award status
Organization	optional	list of values	organization that owns the award
Number	optional	list of values	funding source customer number
Name	optional	list of values	funding source customer name
Name	optional	list of values	key member name
Number	optional	list of values	key member number; automatically appears when key member name is entered in the Name field
Role	optional	list of values	key member award role
Clear		button	erases data from fields
New		button	new template; only exists in Award Template Management window

Field Name	Type	Features	Description
Find		button	searches for data based on parameters entered

Award Management Folder Window Description

Award Management Folder Window Description

Field Name	Type	Features	Description
Operating Unit	display only		name of the operating unit to which the award belongs
Number	display only		award or template number
Short Name	display only		award or template short name
Type	display only		award type
Status	display only		award status
Funding Source Name	display only		funding source name
Start Date	display only		award start date
Template	display only	check box	if selected, indicates record is an award template; if deselected, indicates record is an award
Copy To		button	opens Award Quick Entry window
Open		button	retrieves data on selected award

Award Quick Entry Window Description

Award Quick Entry Window Description

Field Name	Type	Features	Description
Award Number	required		award number. Award number cannot duplicate an existing award or project number.
Funding Source Name	required	list of values	funding source name
Award Short Name	required		award or template short name
Funding Source Award Number	required		sponsor-determined award number
Full Name	required		award title, 240 characters maximum. Click Edit to view full field.
Start Date	required	list of values: pop-up calendar	award start date **Note**: The start date entered on an award must be a date that is within a defined Projects and General Ledger period.

Field Name	Type	Features	Description
End Date	required	list of values: pop-up calendar	date award no longer active. Users cannot charge an expenditure item to an award if expenditure item date is after the award end date. Users can perform adjustments on existing transactions between the end and close date. **Note**: The end date entered on an award must be a date that is within a defined Projects and General Ledger period.
Close Date	required	list of values: pop-up calendar	award close date, which is typically 90 days past the award end date. When the system date is after the close date, users cannot charge expenditures to the award.
Award Type	required	list of values	award type
Purpose	required	list of values	award purpose
Organization	required	list of values	organization to which award is assigned **Note**: The organization cannot be changed once costs, revenue, or invoices exist.

Field Name	Type	Features	Description
Status	required	list of values	award status; seeded in system. Select Active, At Risk, Closed, or On Hold. Active allows the user to enter expenditures, accrue revenue, and bill. At Risk allows the user to enter expenditures, but not to accrue revenue or bill. Closed prevents users from adding funding, entering expenditures and events, accruing revenue, and billing. On Hold allows users to accrue revenue and bill, but not to enter expenditures.
Award Manager	required	list of values	person who provides administrative and financial management for award
Revenue Distribution Rule	required	drop-down list	revenue distribution rule used for this award. Select Cost or Event. **Note**: The revenue distribution rule cannot be changed once draft revenue exists.
Terms	required	list of values	billing terms
Billing Distribution Rule	required	drop-down list	billing distribution rule used for this award. Select Cost or Event. **Note**: The billing distribution rule cannot be changed after invoice(s) are generated for the award.

Field Name	Type	Features	Description
Billing Cycle	required	list of values	descriptive name of the billing cycle
Non-Labor Invoice Format	required	list of values	format used for non-labor invoices
Labor Invoice Format	required	list of values	format used for labor invoices
Indirect Cost Rate Schedule	required	list of values	burden schedule used for this award **Note**: The Indirect Cost Rate Schedule can be changed, but Grants Accounting will not automatically recalculate previously burdened transactions. The new schedule will only be used for existing transactions that have not yet been cost distributed or marked for recosting.
Amount Type	required	list of values	beginning period used for funds checking
Indirect Cost Rate Fixed Date	required	list of values: pop-up calendar	date burden schedule fixed for this award; entry made only if burden schedule is firm, not provisional. If used, fixed date overrides expenditure item date in selecting Burden Schedule versions.
Boundary Code	required	list of values	ending period used for funds checking

Field Name	Type	Features	Description
Allowed Cost Schedule	required	list of values	allowed cost schedule used for this award **Note**: The allowed cost schedule cannot be changed once expenditure items have been created.
Descriptive Flexfield	optional		field for user customization
Cancel		button	closes window without saving
OK		button	confirms action and closes window

Award Management Window Description

Award Management Window Description

Field Name	Type	Features	Description
Number	required		award or template number; award number cannot duplicate an existing project number
Template	default	check box	if selected, indicates record is an award template; if deselected, indicates record is an award. Field is not updateable.
Funding Source Name	required	list of values	funding source name
Short Name	required		award or template name
Funding Source Award Number	required		sponsor-determined award number

Field Name	Type	Features	Description
Full Name	required		award title, 240 characters maximum. Click Edit button to view full field.
Pre-Award Date	optional	list of values: pop-up calendar	date that enables users to charge expenditure items against an award that has not been formally received. If used, replaces start date for transaction validation. **Note**: The pre-award date entered on an award must be a date that is within a defined Projects and General Ledger period.
Start Date	required	list of values: pop-up calendar	award start date **Note**: The start date entered on an award must be a date that is within a defined Projects and General Ledger period.
End Date	required	list of values: pop-up calendar	date award no longer active; incurred date of expenditure must be on or before end date **Note**: The end date entered on an award must be a date that is within a defined Projects and General Ledger period.
Close Date	required	list of values: pop-up calendar	award close date. An expenditure cannot be entered or adjusted after the close date.
Award Type	required	list of values	award type
Purpose	required	list of values	award purpose

Field Name	Type	Features	Description
Status	required	list of values	award status; seeded in system. Select Approved, At Risk, Closed, or On Hold. Approved allows users to enter and adjust expenditures, accrue revenue, and bill. At Risk allows users to enter and adjust expenditures, but not to accrue revenue or bill. Closed prevents users from adding funding, entering expenditures and events, accruing revenue, and billing. On Hold allows users to accrue revenue and bill, but not to enter or adjust expenditures. **Note**: Burden is based on date of expenditure item. Burden transactions ignore status of award. For example, if expenditure item is created when award status is Active, then award status changes to Closed, and burden can still be calculated on expenditure item.
Organization	required	list of values	organization to which award is assigned; must be set up as a project-owning organization in Human Resources
Funded Amount	display only		total of all active installments; calculated from installment lines
Award Amount	display only		total of all installments; calculated from installment lines

Field Name	Type	Features	Description
Revenue Hard Limit	optional	check box	if selected, revenue accrual will not exceed the total funding amount for the project/task combination across all installments for a particular award
Invoice Hard Limit	optional	check box	if selected, invoice generation will not exceed the total funding amount for the project/task combination across all installments for a particular award
Funding Summary	optional	button	opens Funding Summary window
Descriptive Flexfield	optional		field for user customization

Award Management Window Description, Installments Tab

Award Management Window Description, Installments Tab

Field Name	Type	Features	Description
Number	required		installment number
Issue Date	optional	list of values: pop-up calendar	date installment issued

Field Name	Type	Features	Description
Type	required	list of values	installment type; Amendment, Award, or Supplement. Amendment is a non-financial charge to an award which doesn't allow users to enter an amount or check the Active or Billable check boxes. Award is the original funding. Supplement is additional award funds.
Description	optional		installment purpose
Start Date	required	list of values: pop-up calendar	installment start date; expenditure items or events must have a date on or after the installment start date to be billed against the installment
End Date	required	list of values: pop-up calendar	installment end date; expenditure items or events must have a date on or before the installment end date to be billed against the installment
Close Date	required	list of values: pop-up calendar	installment close date; documents the final completion date of the installment
Direct Cost	required		direct cost portion
Indirect Cost	required		indirect cost portion
Total	display only		direct and indirect cost portions total
Active	optional	check box	if selected, installment can be used to fund projects

Field Name	Type	Features	Description
Billable	optional	check box	if selected, installment can be used for revenue and invoice generation
Descriptive Flexfield	optional		field for user customization
Reports		button	opens View Award Reports window
Project Funding		button	opens Fund Projects window

Award Management Window Description, Terms and Conditions Tab

Award Management Window Description, Terms and Conditions Tab

Field Name	Type	Features	Description
Category	optional	list of values	terms and conditions category; items listed in category list of values are defined when users set up award terms and conditions
Code	optional	list of values	terms and conditions name
Description	optional		terms and conditions description
Operand	optional	drop-down list	operand for terms and conditions; select Less than, Greater than, Equal, Not equal, or N/A **Note**: This field is for information only.

Field Name	Type	Features	Description
Values	optional		value for terms and conditions; numeric field

Award Management Window Description, Budgetary Control Tab

Award Management Window Description, Budgetary Control Tab

Field Name	Type	Features	Description
Award	required	list of values	default budgetary control setting for award
Tasks	required	list of values	default budgetary control setting for tasks funded by award
Resource Groups	required	list of values	default budgetary control setting for resource groups funded by award
Resources	required	list of values	default budgetary control setting for resources funded by award
Enable Workflow for Budgets	optional	check box	activates Workflow
Amount Type	required	list of values	beginning period used for funds checking
Boundary Code	required	list of values	ending period used for funds checking

Award Management Window Description, Funding Source Details Tab

Award Management Window Description, Funding Source Details Tab

Field Name	Type	Features	Description
Funding Source Name	default		funding source name
Funding Source Number	default		funding source number
Bill to Address	default		address to bill; defaulted based on funding source
Ship to Address	default		address to ship; defaulted based on funding source

Award Management Window Description, Contacts Tab

Award Management Window Description, Contacts Tab

Field Name	Type	Award Template Type	Features	Description
Last	display only	display only		contact last name
First	display only	display only		contact first name
Title	display only	display only		contact title
Job	display only	display only		contact job function
Mail Stop	display only	display only		contact mail stop
Reference	display only	display only		contact employee reference number
Usage	required	optional	list of values	business purpose usage type, such as bill-to contact or ship-to contact

Field Name	Type	Award Template Type	Features	Description
Primary			check box	if selected, primary contact
Active			check box	if selected, active contact
Area Code	display only	display only		contact area code
Telephone Number	display only	display only		contact telephone number
Extension	display only	display only		contact extension
Type	display only	display only		contact type
Primary			check box	if selected, primary contact
Active			check box	if selected, active contact

Award Management Window Description, Personnel Tab

Award Management Window Description, Personnel Tab

Field Name	Type	Award Template Type	Features	Description
Full Name	required	optional	list of values	employee name
Award Role	required	display only	list of values	role in projects funded by award **Note**: When attempting to change the Award Manager, first save the change before moving to the next line.

Field Name	Type	Award Template Type	Features	Description
From	optional	optional	list of values: pop-up calendar	date employee's association with award starts
To	optional	optional	list of values: pop-up calendar	date employee's association with award ends
Required	optional	optional	check box	if selected, users must enter name and award role of personnel associated with award when creating an award

Award Management Window Description, Compliances Tab

Award Management Window Description, Compliances Tab

Field Name	Type	Award Template Type	Features	Description
Indirect Cost Rate	required	optional	list of values	burden schedule used for this award
Indirect Cost Rate Fixed Date	optional	optional	list of values: pop-up calendar	date burden schedule fixed for this award; entry made only if burden schedule is firm, not provisional. If used, fixed date overrides expenditure item date in selecting Burden Schedule versions.

Field Name	Type	Award Template Type	Features	Description
Allowed Cost Schedule	required	optional	list of values	allowed cost schedule used for this award **Note**: The allowed cost schedule name cannot be changed if the award is part of an active funding pattern, or once costs have been incurred.
Billing Distribution Rule	required	optional	drop-down list	billing distribution rule used for this award. Select Cost or Event.**Note**: if billing on cost, billings accrue revenue based on costs incurred. If billing on events, events can be predetermined amounts with set dates, or they can be milestones representing work completed by specified dates.
Revenue Distribution Rule	required	optional	drop-down list	revenue distribution rule used for this award. Select Cost or Event.
Billing Cycle	required	required	list of values	descriptive name of billing cycle
Terms	required	optional	list of values	billing terms
First Billing Offset Days	required	required		number of days that elapse between award start date and date of the award's first invoice
Events			button	opens Events window

Field Name	Type	Award Template Type	Features	Description
Billing Format			button	opens Billing Format window

Award Management Window Description, Reports Tab

Award Management Window Description, Reports Tab

Field Name	Type	Features	Description
Report	optional	list of values	report name
Type	display only		report type
Frequency	required	list of values	indicates how often report is submitted
Due Within Days	required		days after event indicated in Frequency field that report is due
Send To	required	list of values	identifies location of sponsor
No. of Copies	required		number of copies required

Award Management Window Description, References Tab

Award Management Window Description, References Tab

Field Name	Type	Features	Description
References	optional	list of values	award reference number type

Field Name	Type	Features	Description
Value	optional		award reference number value
Required Flag	optional	check box	if selected, users must enter value as a reference when creating an award

Award Management Window Description, Credit Receivers Tab

Award Management Window Description, Credit Receivers Tab

Field Name	Type	Features	Description
Credit Type	optional	list of values	specifies type of revenue credit awarded to employees
Name	optional	list of values	employee name
Number	optional	list of values	employee number appears automatically when users choose employee name in Name field
Credit %	optional		specifies bonus percentage due employee
Transfer to AR	optional	check box	if selected, data entered in the Credit Receivers tab is transferred to Receivables
From	optional	list of values: pop-up calendar	system date appears automatically when cursor in Credit Type field
To	optional		ending date that employee receives credit

Award Management Window Description, Tax and Currency Tab

Award Management Window, Tax and Currency Tab Description

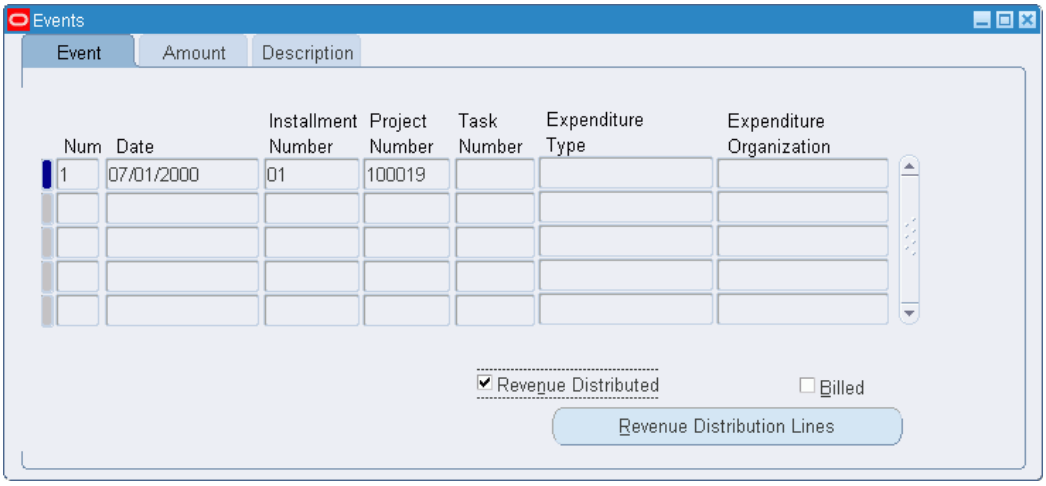
Field Name	Type	Features	Description
Allow Rate Type "User"	optional	check box	if selected, allows users to override rate type
Code	optional	list of values	currency code
Rate Date	optional	list of values: pop-up calendar	rate date
Rate Type	optional	list of values	rate type
Exchange Rate	optional		exchange rate
Output Tax Code	optional	list of vaues	retention default output tax code; PS Exempt or PS Test Tax
Output Tax Code	optional	list of values	invoice default output tax code; PS Exempt or PS Test Tax

Creating Events for Billing and Revenue Procedure

Creating Events for Billing and Revenue Procedure includes the following parts:

- Create Events for Billing and Revenue
- View Event Revenue Distribution Lines

Create Events for Billing and Revenue



To create events for billing and revenue, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.

2. Click **Find** to execute the search for the item selected from the drop-down list in the Search For field.

3. Select an award.

4. Click **Open** to access the Award Management window.

5. Select the Compliances Tab.

6. To create events, the Billing Distribution Rule and Revenue Distribution Rule must be set as shown in the table below.

Billing Distribution Rule and Revenue Distribution Rule Settings

Billing Distribution Rule	Revenue Distribution Rule	Events
Event	Event	Event button enabled
Event	Cost	Event button enabled

Billing Distribution Rule	Revenue Distribution Rule	Events
Cost	Cost	Event button not enabled
Cost	Event	not allowed in Oracle Grants Accounting

Note: The settings for the Billing Distribution Rule field and Revenue Distribution Rule field default from the settings in the Award Quick Entry window.

7. Click **Events** to open the Events window.

   Note: The Event button is enabled only if a project has been funded by an award installment and the Billing or Revenue Distribution Rules are either Event/Event or Cost/Event.

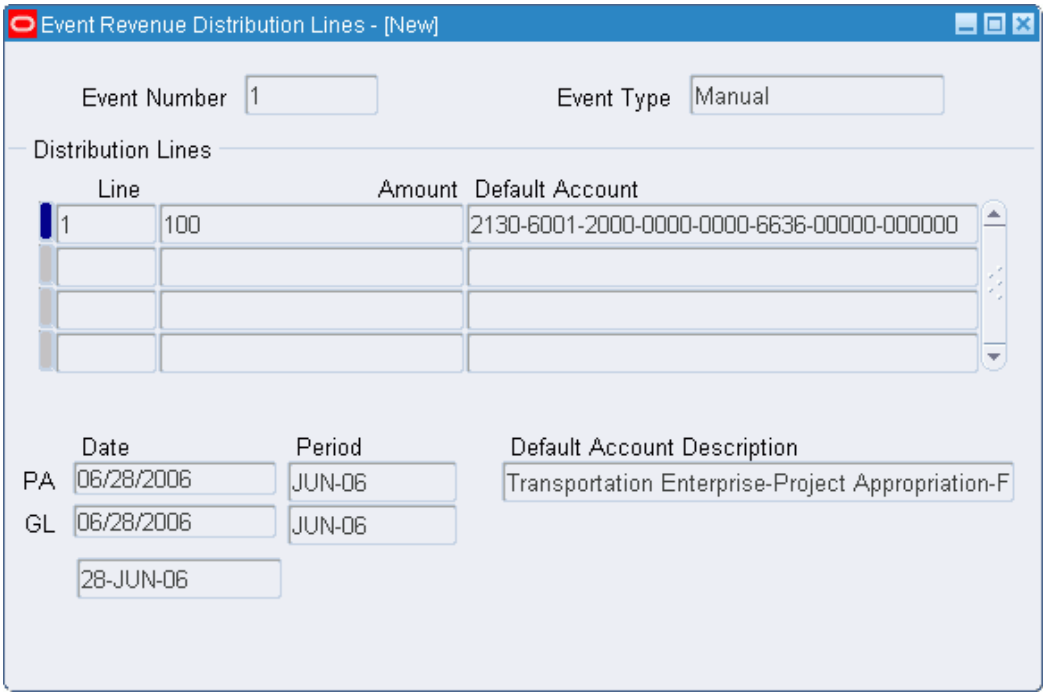
8. Enter data in each field of the Events window as described in the Events Window Description, Event Tab table, page 17-35.

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. Close the window.

View Event Revenue Distribution Lines



To view event revenue distribution lines, perform the following steps:

1. Run the GMS: Generate Draft Revenue for a Range of Awards process or GMS: Generate Draft Revenue for a Single Award process to generate revenue for the event.

   To run the GMS: Generate Draft Revenue for a Range of Awards process, see: GMS: Generate Draft Revenue for a Range of Awards Procedure, page 32-31.

   To run the GMS: Generate Draft Revenue for a Single Award process, see: GMS: Generate Draft Revenue for a Single Award Procedure, page 32-30

2. In the Events window, click **Revenue Distribution Lines** to open the Event Revenue Distribution Lines window.

3. Review data in each field of the Event Revenue Distribution Lines window as described in Event Revenue Distribution Lines Window Description table, page 17-38.

4. Close the window.

Events Window Description

Events Window Description, Event Tab

Field Name	Type	Features	Description
Num	required		event number
Date	required	list of values: pop-up calendar	event date
Installment Number	required		installment number
Project Number	required	list of values	project number
Task Number	conditionally required	list of values	task number **Note:** Task number is required if funding is at the top task level. Task number is not enabled if funding is at project level only.
Expenditure Type	optional		expenditure type; used only when Revenue Distribution Rule is Event
Expenditure Organization	optional		expenditure organization; used only when Revenue Distribution Rule is Event
Revenue Distributed	default, display only	check box	if selected, indicates revenue distributed
Billed	default, display only	check box	if selected, indicates event billed
Revenue Distribution Lines		button	opens Event Revenue Distribution Lines window

Events Window Description, Amount Tab

Field Name	Type	Features	Description
Num	required		event number
Date	required	list of values: pop-up calendar	event date
Installment Number	required		installment number
Project Number	required	list of values	project number
Task Number	conditionally required	list of values	task number **Note:** Task number is required if funding is at the top task level. Task number is not enabled if funding is at project level only.
Revenue Amount	conditionally required		revenue amount; required only if Revenue Distribution Rule is Event
Bill Amount	conditionally required		bill amount; required only if Billing Distribution Rule is Event
Bill Hold	required	drop-down list	Yes indicates event billing is on hold; No indicates event billing is not placed on hold; Once indicates event billing on hold the first time revenue is generated and billed the next time revenue is generated.
Total			total for Revenue Amounts and Bill Amounts

Field Name	Type	Features	Description
Revenue Amount	conditionally required		revenue amount; required only if Revenue Distribution Rule is Event
Revenue Distributed	default, display only	check box	if selected, indicates revenue distributed
Billed	default, display only	check box	if selected, indicates event billed
Revenue Distribution Lines		button	opens Event Revenue Distribution Lines window

Events Window Description, Description Tab

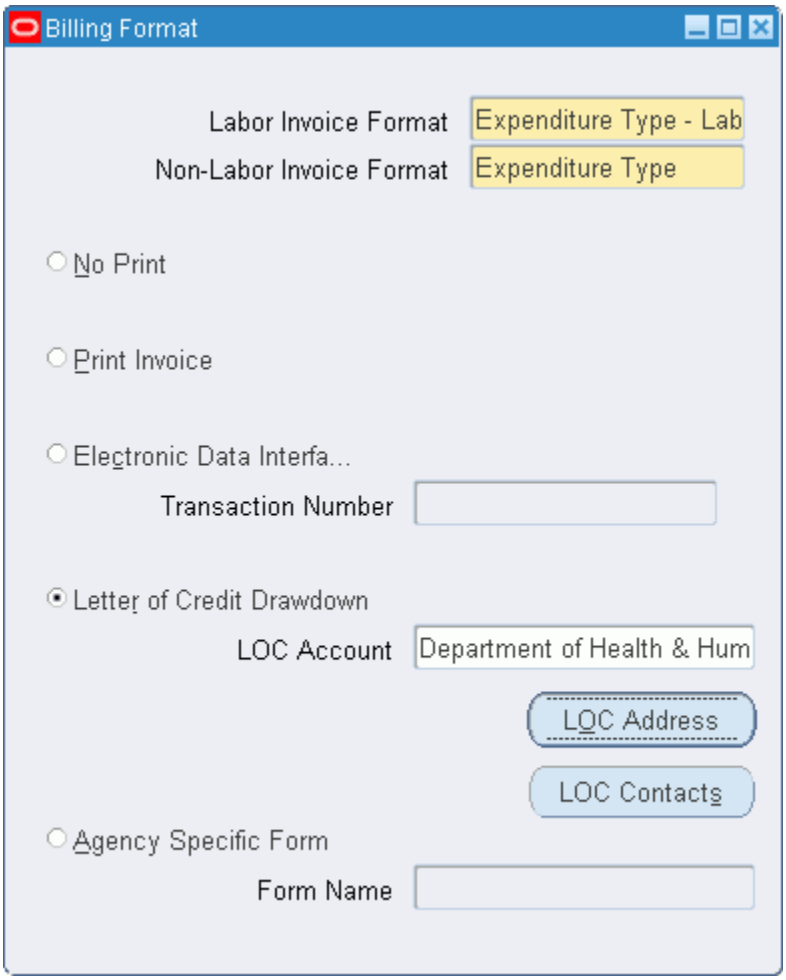
Field Name	Type	Features	Description
Num	required		event number
Date	required	list of values: pop-up calendar	event date
Installment Number	required		installment number
Project Number	required	list of values	project number
Description	required		event description
Organization	required	list of values	organization name
Revenue Distributed	default, display only	check box	if selected, indicates revenue distributed
Billed	default, display only	check box	if selected, indicates event billed
Revenue Distribution Lines		button	opens Event Revenue Distribution Lines window

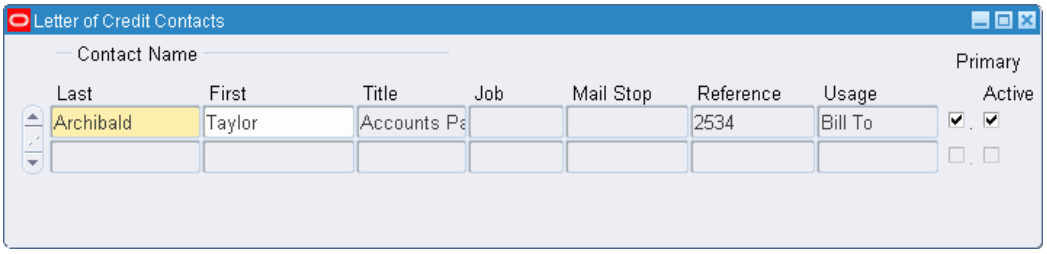
Event Revenue Distribution Lines Window Description

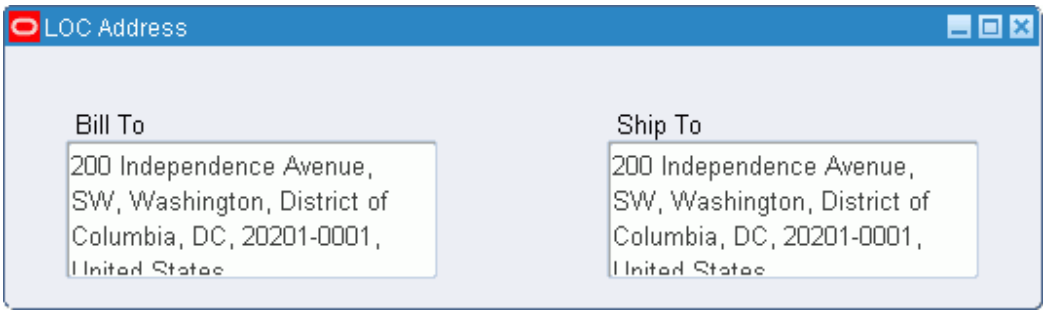
Event Revenue Distribution Lines Window Description

Field Name	Type	Features	Description
Event Number	display only		event number
Event Type	display only		event type; Manual
Line	display only		distribution line; can only have one distribution line
Amount	display only		distribution line amount
Default Account	display only		default account that revenue distribution is charged to
PA Date	display only		PA date that event date corresponds to
PA Period	display only		PA period that event date corresponds to
GL Date	display only		General Ledger date that event date corresponds to
GL Period	display only		General Ledger period that event date corresponds to
Default Account Description	display only		description of default account that revenue distribution is charged to
[Date]	display only		date that event revenue distribution lines generated

Specifying Billing Format Procedure







The Billing Format window allows users to invoice by printing invoices and mailing them, sending them by Electronic Data Interchange, or using a letter of credit drawdown.

By default, invoices are addressed to the award funding source. If users are participating in a letter of credit drawdown, the letter of credit source may be different than the funding source. The Billing Format window allows users to specify the letter of credit address and contact information so that invoices are addressed to the letter of credit customer instead of the award funding source.

To specify billing format, perform the following steps.

1. In Grants Accounting, navigate to the Billing Format window as follows:

   Awards

2. In the Search For field, select the appropriate option from the drop-down list and click **Find**.

   The Award Management Folder window appears.

3. Select an award or template and click **Open**.

   The Award Management window appears.

4. Select the Compliances tab and click **Billing Format**.

   The Billing Format window appears.

5. In the Labor Invoice Format field, select a format for labor invoices from the list of values.

6. In the Non-Labor Invoice Format field, select a format for non-labor invoices from the list of values.

7. If no invoices are printed for this award, select the No Print radio button.

   Note: The No Print button applies only to invoices in Grants Accounting.

8. If invoices are printed for this award, select the Print Invoice radio button.

9. If electronic data interchange (EDI) is used for this award, select the EDI radio button.

10. If the EDI radio button is selected, enter an EDI transaction number in the Transaction Number field.

11. If letter of credit drawdowns are used for this award, select the Letter of Credit Drawdown radio button.

12. If the Letter of Credit Drawdown radio button is selected, select the funding source name that the invoices are sent to from the list of values in the LOC Account field.

13. Save or save and continue as follows:

    File - Save or **Save and Proceed**

14. For letter of credit customers, click **LOC Address** and select the appropriate address from the list of values.

    The LOC Address window appears. The bill-to and ship-to addresses for the LOC customer default in.

15. Save or save and continue as follows:

    File - Save or **Save and Proceed**

    Note: Users must save or else the letter of credit contact names do not default in the Letter of Credit Contacts window when users click LOC Contacts.

16. For letter of credit customers, click **LOC Contacts** and select the appropriate contact from the list of values.

Billing Format Window Description

Billing Format Window Description

Field Name	Type	Features	Description
Labor Invoice Format	required	list of values	labor invoices format
Non-Labor Invoice Format	required	list of values	non-labor invoices format

Field Name	Type	Features	Description
No Print	optional	radio button	if selected, indicates invoices are not printed for this award
Print Invoice	optional	radio button	if selected, indicates invoices are printed for this award
EDI	optional	radio button	if selected, indicates electronic data interchange is used for this award; display only
Transaction Number	optional		EDI transaction number used; enabled only if EDI radio button is selected; display only
Letter of Credit Drawdown	optional	radio button	indicates letter of credit drawdowns used for this award; selecting the radio button activates the LOC Account field
LOC Account	optional	list of values	name of funding source that letter of credit invoices are sent to; enabled only if Letter of Credit Drawdown radio button is selected; valid LOC accounts are determined by the Customer Relationship Option in the Projects Implementation window
LOC Address		button	opens LOC Address window
LOC Contacts		button	opens Letter of Credit Contacts window

Field Name	Type	Features	Description
Agency Specific Form	optional	radio button	indicates agency specific invoice form used for this award
Form Name	optional	list of values	agency specific invoice form name; enabled only if Agency Specific Form radio button is selected

Letter of Credit Contacts Window Description

Letter of Credit Contacts Window Description

Field Name	Type	Features	Description
Last	required	list of values	letter of credit contact last name
First	required	list of values	letter of credit contact first name
Title	display only		letter of credit contact title
Job	display only		letter of credit contact job function
Mail Stop	display only		letter of credit contact mail stop
Reference	display only		employee reference number
Usage	display only		business purpose usage type, such as bill-to contact or ship-to contact
Primary	display only	check box	if selected, letter of credit contact is a primary contact

Field Name	Type	Features	Description
Active	display only	check box	if a contact's name appears in the Letter of Credit Contacts window, the check box is selected and the contact is Active.

LOC Address Window Description

LOC Address Window Description

Field Name	Type	Features	Description
Bill To	display only		billing contact address
Ship To	display only		shipping address

18

Award Template Entry Procedures

This chapter describes the award template entry procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Entering an Award Template Procedure
- Deleting An Award Template Procedure
- Template Quick Entry Window Description
- Award Template Management Window Description

Definition

An award template contains predefined award data that repeats from award to award and is used to simplify and standardize award entry.

Overview

In the Award Template Management window, users define templates containing information that repeats from award to award. Templates reduce the amount of data entry required because repeated information is included in the template. The more information defined on the award template, the more data entry time saved later when users create an award.

Users typically create an award template for each funding source.

Once an award template is created, it can be deleted.

Important: Deleting an award template is an irreversible action. Once

an award template is deleted, the associated information cannot be retrieved.

Information entered on an award template can be overridden when the award is created using the Quick Entry feature.

References

For information on setting up award terms and conditions, see Award Terms and Conditions Setup, page 7-2.

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 24-1.

For information on entering customers and customer contacts in Oracle Receivables, see *Oracle Receivables User Guide*.

For information on award security, see Award Security Feature, page E-3.

For information on setting up burden schedules, see Defining Burden Schedules, *Oracle Projects Implementation Guide*.

Prerequisites

- Purpose codes must be set up.

  To set up purpose codes, see Award Purpose Codes Setup, page 6-3.

- Award terms and conditions must be set up, if required.

  To set up award terms and conditions, see Award Terms and Conditions Setup, page 7-2.

- Award roles must be set up, if required.

  To set up award roles, see Award Roles Setup, page 8-2.

- Burden schedules must be set up.

  To set up burden schedules, see Defining Burden Schedules, *Oracle Projects Implementation Guide*.

- Allowed cost schedules must be set up.

  To set up allowed cost schedules, see Allowed Cost Schedules Setup, page 13-3.

- Report templates must be set up, if required.

To set up report templates, see Reports, page 9-2.

- References must be set up, if required.

  To set up references, see References Setup, page 12-2.

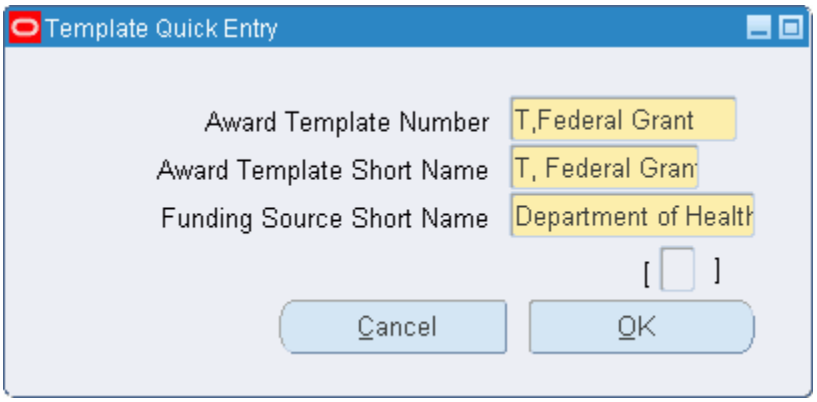
- Bill-to and ship-to contacts of the funding source must be set up in Receivables. The contacts must be primary and active.

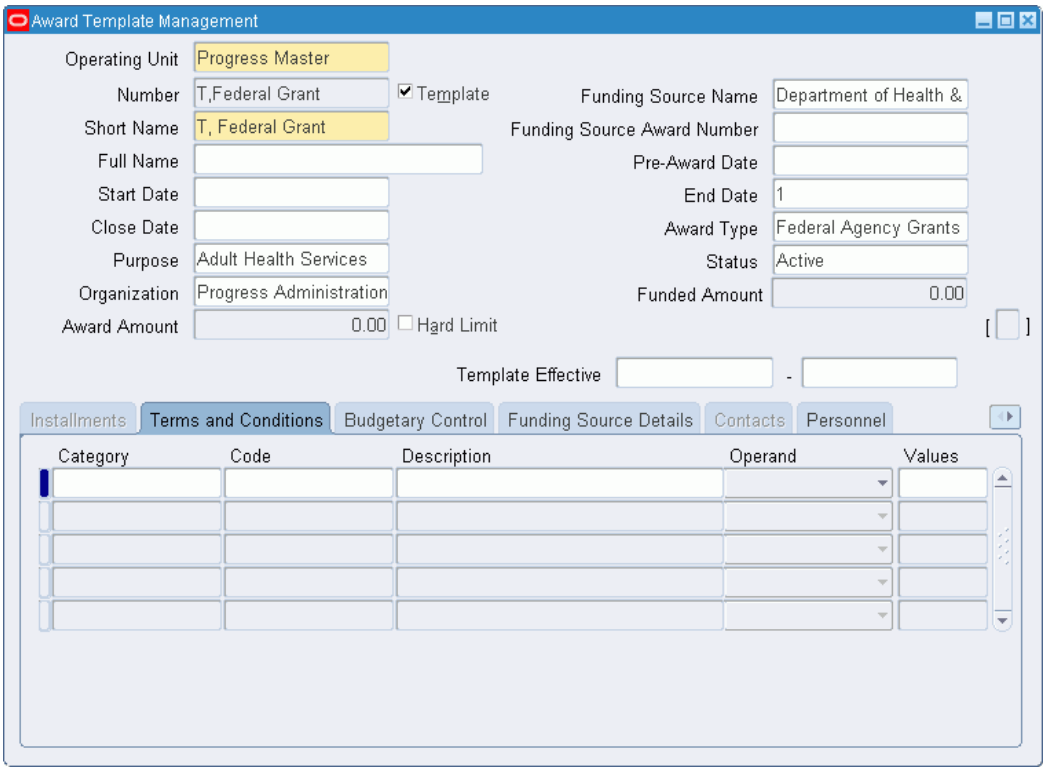
  To enter customer contact information, see *Oracle Receivables User Guide*.

- Invoice formats must be set up.

  To define invoice formats, see Invoice Formats, *Oracle Projects Implementation Guide*.

Entering an Award Template Procedure





To enter an award template, perform the following steps.

Note: The Award Template Management window is identical to the Award Management window except that it lacks the following features:

- Funding Summary button
- Installments tab
- Credit Receivers tab
- Tax and Currency tab

1. In Grants Accounting, navigate to the Award Template Management window as follows:

   Setup - Awards - Award Template

   The Find Award window appears.

2. To enter a new award template, click **New** and go to Step 9, page 18-5.

3. To create a new award based on an existing template or an existing award, choose one of the following from the drop-down list in the Search For field:

   - Templates

- Awards
- Templates, Awards

4. Enter data in each field of the Find Award window as described in the Template Quick Entry Window Description table, page 18-6.

   Note: To start over, click **Clear**.

5. Click **Find** to execute a search for the item selected from the drop-down list in the Search For field.

6. Select a template or award to copy as the basis for the new award template, and click **Copy To**.

   The Template Quick Entry window appears.

7. Modify the value of the Award Template Number and Award Template Short Name fields as described in the Template Quick Entry Window Description table, page 18-6.

8. Optionally, modify the value of the Funding Source Short Name field and click **OK**.

   The Award Template Management window appears.

9. Enter or modify data in each field of the Award Template Management window as described in the Award Template Management Window Description table, page 18-6.

10. To complete this procedure by entering or modifying data contained in the Award Template Management tabs, see Entering An Award Procedure, page 17-5, starting at Terms and Conditions tab.

Deleting An Award Template Procedure

To delete an award template, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Setup - Awards - **Award Template**

   The Find Award window appears.

2. Enter the award template to be deleted.

3. Click on the **Find** button.

   The Award Management Folder window appears.

4. To delete the award template and its related information, choose **Edit - Delete** from the Menu option.

Template Quick Entry Window Description

Template Quick Entry Window Description

Field Name	Type	Features	Description
Award Template Number	required		award template number
Award Template Short Name	required		award template short name
Funding Source Short Name	default		funding source short name
Descriptive Flexfield	optional		field for user customization
Cancel		button	closes window without saving
OK		button	confirms action and closes window

Award Template Management Window Description

Award Template Management Window Description

Field Name	Type	Features	Description
Operating Unit	required		name of the operating unit to which the award template belongs
Number	required		award or template number; award number cannot duplicate an existing project number

Field Name	Type	Features	Description
Template	default	check box	if selected, indicates record is an award template; if deselected, indicates record is an award. Field is not updateable.
Funding Source Name	optional	list of values	funding source name **Note**: Funding source is only required when copying from an existing award. Funding source is not required when setting up a new award template.
Short Name	required		award or template name
Funding Source Award Number	optional		sponsor-determined award number
Full Name	optional		award title, 240 characters maximum. Click Edit button to view full field.
Pre-Award Date	optional	list of values: pop-up calendar	date that enables users to charge expenditure items against an award that has not been formally received **Note**: The pre-award date entered on an award must be a date that is within a defined Projects and General Ledger period.
Start Date	optional	list of values: pop-up calendar	award start date **Note**: The start date entered on an award must be a date that is within a defined Projects and General Ledger period.

Field Name	Type	Features	Description
End Date	optional	list of values: pop-up calendar	date award no longer active; incurred date of expenditure must be on or before end date **Note**: The end date entered on an award must be a date that is within a defined Projects/General Ledger period.
Close Date	optional	list of values: pop-up calendar	award close date; award record cannot be modified after this date. An expenditure cannot be entered after the close date.
Award Type	optional	list of values	type of award agreement; defaults from template
Purpose	optional	list of values	award purpose
Status	optional	list of values	award status; seeded in system. Select Active, At Risk, Closed, or On Hold. Active allows user to enter expenditures, accrue revenue, and bill. At Risk allows user to enter expenditures, but not to accrue revenue or bill. Closed indicates users cannot enter expenditures, accrue revenue, or bill. On Hold allows users to accrue revenue and bill, but not to enter expenditures.
Organization	optional	list of values	organization to which award is assigned

Field Name	Type	Features	Description
Funded Amount	display only		total of all active installments; calculated from installment lines
Award Amount	display only		total of all installments; calculated from installment lines
Invoice Hard Limit	optional	check box	if selected, invoice generation will not exceed the total funding amount of award
Template Effective	optional	list of values: pop-up calendar	dates template effective
Descriptive Flexfield	optional		field for user customization

19

Installment Entry Procedures

This chapter describes the installment entry procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Entering Installments Procedure
- Entering Filed Reports Procedure
- View Award Reports Due and Filed Window Description

Definition

An installment is all or a portion of the total award funding which is received in fixed amounts at specified intervals, or all at once if the amount is the total award. In multi-year awards, an installment typically represents a budget year.

Overview

This section consists of the following parts:

- Award Installment Entry, page 19-1
- Pre-Award Spending, page 19-2
- References, page 19-3

Award Installment Entry

This section describes the following:

- Award Management Installments Tab, page 19-2
- View Award Reports Due and Filed, page 19-2
- Installment Entry Functions, page 19-2

Award Management Installments Tab

Users can enter and track the following information in the Installments tab of the Award Management window:

- installment number, issue date, and type
- installment start date, end date, and close date
- installment direct costs, indirect costs, and total amount

View Award Reports Due and Filed

Users can enter and track the following information in the View Award Reports Due and Filed window:

- name and type of internal or external report to file
- date report is due, date report was filed, and who it was filed by
- number of report copies filed and where they were sent

Installment Entry Functions

The Installments tab of the Award Management window and the View Award Reports Due and Filed window enable users to do the following:

- control the budget and generate reports by installment
- make funding changes during the life of an award
- automatically assign reports to installments

Pre-Award Spending

Pre-award spending is charging expenditure items against an award not yet formally received. Pre-award spending is initiated by entering a date in the Pre-award Date field in the Award Management window.

When an award is approved for pre-award spending, transactions can be charged to the award that have an expenditure date between the pre-award date and the award end date. Transaction controls validate that any expenditure item dates fall between the

pre-award date and the award end date. When the Pre-award Date field is left empty, the transaction controls use the award start and end dates.

When specifying a pre-award date, users should also select At Risk from the list of values in the Status field of the Award Management window. The At Risk award status option allows users to charge expenditures to the forthcoming award, but does not allow the accrual of revenue or the generation of invoices.

To use pre-award spending, users follow the normal process of entering an award and an installment and then funding the project. The installment can cover the amount of funding users want to authorize for the pre-award period or the full installment amount. In all cases, the start and end dates of the installment must fall between the start and end dates of the award.

When users create award budgets, the pre-award date replaces the award start date for determining the budget start date. Users enter a budget for the pre-award period and then create a new budget when the actual award is received.

References

For information on the Reports tab of the Award Management window, see Award Entry Procedures, page 17-5.

Prerequisites

- The award for which an installment was received must be entered.

  To enter awards, see Award Entry Procedures, page 17-5.

Entering Installments Procedure

To enter award installments, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in Award Entry Procedures, page 17-5.

   Note: To start over, click **Clear**.

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

   The Award Management Folder window appears.

   To use the Award Management Folder window, see Award Management Folder Window Description, page 17-13.

4. Select the award for which an installment has been received, and click **Open**.

   The Award Management window appears with the Installments tab selected.

   To use the Installments tab, see Award Management Window Description, Installments Tab, page 17-21.

5. Enter date, amount, and description information relative to installments.

6. To activate the installment, select the Active check box. To make the installment inactive deselect the Active check box.

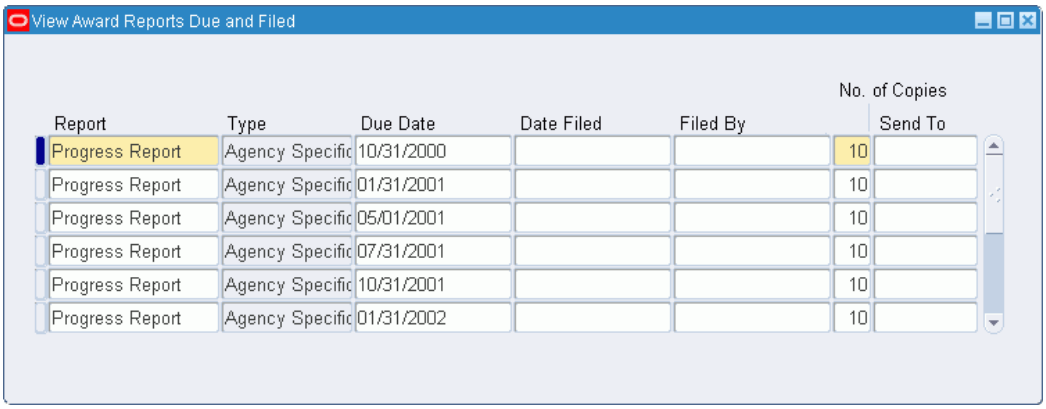
   Note: Selecting the Active check box to activate an installment automatically selects the Billable check box to enable billing for that installment. To discontinue the Billable status of the installment, deselect the Billable check box. Deselecting the Billable check box means revenue and invoices cannot be generated on that installment. Deselecting the Active check box means additional funding cannot be created on that installment.

7. Save or save and continue as follows:

   File - Save or **Save and Proceed**

8. Close the window.

Entering Filed Reports Procedure



To enter award reports information, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in Award Entry Procedures, page 17-5.

Note: To start over, click **Clear**.

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

   The Award Management Folder window appears.

   To use the Award Management Folder window, see Award Management Folder Window Description, page 17-13.

4. Select the award for which a report was filed, and click **Open**.

   The Award Management window appears.

5. Select the Installments tab.

6. Click **Reports**.

   The View Award Reports Due and Filed window appears. This window is used to view and enter report data. The form is populated from the Reports tab of the Award Management window. Users can also enter additional report data as necessary.

7. Enter data in the View Award Reports Due and Filed window as described in the View Award Reports Due and Filed Window Description, page 19-5.

8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

9. Close the window.

View Award Reports Due and Filed Window Description

View Award Reports Due and Filed Window Description

Field Name	Type	Features	Description
Report	required	list of values	report name; defaults from entry made in Reports tab of Award Management window
Type	display only		report type; defaults from entry made in Reports tab of Award Management window

Field Name	Type	Features	Description
Due Date	optional	list of values: pop-up calendar	date report due; default calculated from entries made in Reports tab of Award Management window
Date Filed	optional	list of values: pop-up calendar	date report filed
Filed By	optional	list of values	user responsible for report
No. of Copies	required		number of copies required; defaults from entry made in Reports tab of Award Management window
Send To	required	list of values	identifies where to send report; defaults from entry made in Reports tab of Award Management window

20

Project Funding Procedures

This chapter describes the project funding procedures,

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Funding Projects Procedure
- Fund Projects Window Description
- Viewing Funding Summary Procedure
- Funding Summary Window Description
- Viewing Project Funding Procedure
- Project Funding Summary Window Description
- Funding History Window Description

Definition

Project funding is an allocation of funding from an award to a project or top task. Viewing project funding is examining the allocation of funds, generated revenue amounts, and invoiced amounts from an award to a project or top task.

Overview

This section describes the following:

- Project Funding, page 20-2
- Viewing Project Funding, page 20-2

Project Funding

The Fund Projects window allocates award funding to projects. The Fund Projects window allows users to do the following:

- fund at the project or top task level
- fund projects or tasks up to the amount of the installment

An installment must always fund a project at the same level. For example, if an installment funds the project at the project level, the subsequent funding for that installment must also fund at the project level, not at the task level.

Viewing Project Funding

Project funding information can be viewed from the following windows:

- Funding Summary
- Project Funding Summary
- Funding History

The Funding Summary window displays history and summary information, including a table of all entered projects, their tasks, total funding amounts, how much revenue each has accrued, and how much is invoiced.

The Project Funding Summary and Funding History windows are used to view information on funding that projects received. Users can perform the following functions in the Project Funding Summary and Funding History windows:

- view the total amount of project funding
- view the award installments that have funded a project and how much each award installment has contributed to project funding
- view the invoice and revenue amounts for the project by award and installment
- view the users who allocated funding to a project, when they did so, and the amount of funding they allocated

Prerequisites

- An award and active installment must be entered in the Award Management window.

  To use the Award Management window to enter awards and installments, see Award Management Window Description, page 17-18.

- A project must be entered.

  To enter projects, see Creating Projects, *Oracle Projects Fundamentals*.

Project Funding Prerequisites

- Award funding must be allocated to a project using the Fund Projects window.

  To use the Fund Projects window to allocate award funding to projects, see the Fund Projects Window Description, page 20-5.

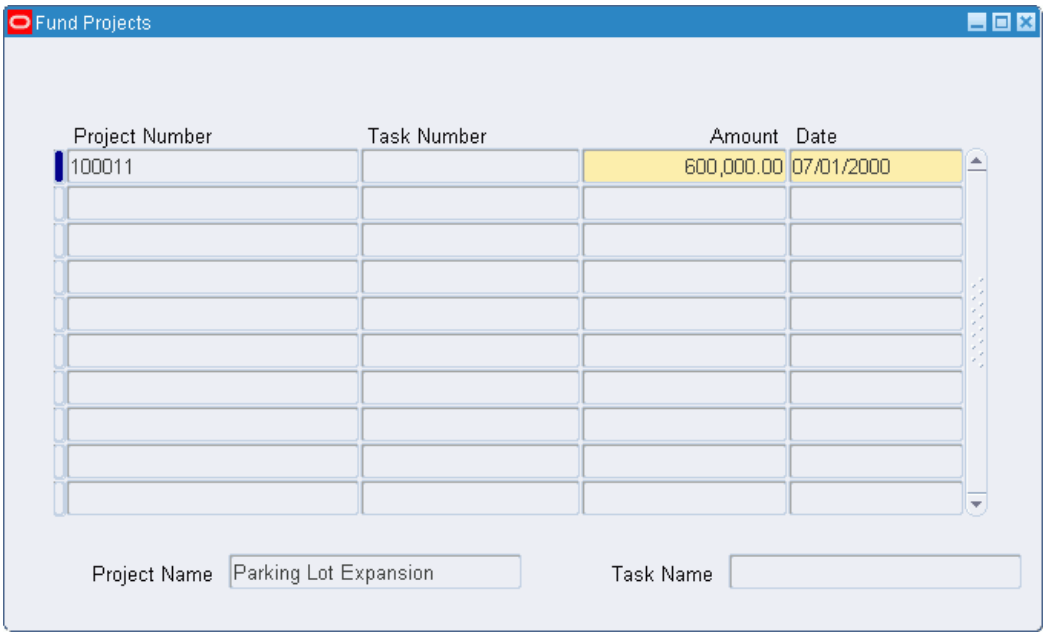
- To view the revenue amount, users must run the GMS: Generate Draft Revenue for a Single Award process or the GMS: Generate Draft Revenue for a Range of Awards process.

  To run these processes, see GMS: Generate Draft Revenue for a Single Award Procedure, page 32-32 or GMS: Generate Draft Revenue for a Range of Awards Procedure, page 32-31.

- To view the invoice amount, users must run the GMS: Generate Draft Invoices for a Single Award process or the GMS: Generate Draft Invoices for a Range of Awards process.

  To run these processes, see GMS: Generate Draft Invoices for a Single Award Procedure, page 32-30 or GMS: Generate Draft Invoices for a Range of Awards Procedure, page 32-29.

Funding Projects Procedure



To fund projects, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:

   Awards

   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in Award Entry Procedures, page 17-5.

   Note: To start over, click **Clear**.

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

   The Award Management Folder window appears as described in Award Entry Procedures, page 17-5.

4. Select the award that is funding the project and click **Open**.

   The Award Management window appears.

5. In the Installments tab, select the installment that is funding the project, and click **Project Funding**.

   The Fund Projects window appears.

Note: Button is enabled only when the installment is active.

6. Enter data in each field of the Fund Projects window as described in the Fund Projects Window Description, page 20-5.

   Note: If a baseline award budget version exists for a project, then you cannot delete the project from the Fund Projects window. This restriction applies even when the total burdened cost for the current award budget baseline version is zero. In this case, a link still exists between the award and the project. You can enter an amount of zero for the project on the Fund Projects window.

7. Save or save and continue as follows:

   File - Save or **Save and Proceed**

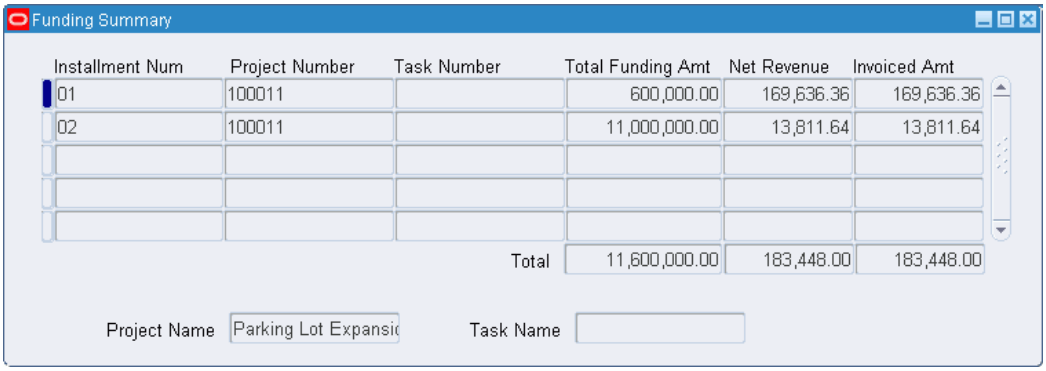
8. Close the window.

Fund Projects Window Description

Fund Projects Window Description

Field Name	Type	Features	Description
Project Number	required	list of values	project number being funded
Task Number	optional	list of values	top task number being funded, if funding at that level
Amount	required		funding amount
Date	default, display only		current date
Project Name	display only		project name being funded
Task Name	display only		top task name being funded, if funding at that level

Viewing Funding Summary Procedure



To view summary funding information for all projects funded by an award, perform the following steps.

1. In Grants Accounting, navigate to the Find Award window as follows:

   Awards

   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in Award Entry Procedures, page 17-5.

   Note: To start over, click **Clear**.

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

   The Award Management Folder window appears as described in Award Entry Procedures, page 17-5.

4. Select the award and click **Open**.

   The Award Management window appears.

5. To view a table of all entered projects, their tasks, how much revenue each has accrued, and how much has been invoiced, click **Funding Summary**.

   The Funding Summary window appears as described in theFunding Summary Window Description, page 20-7.

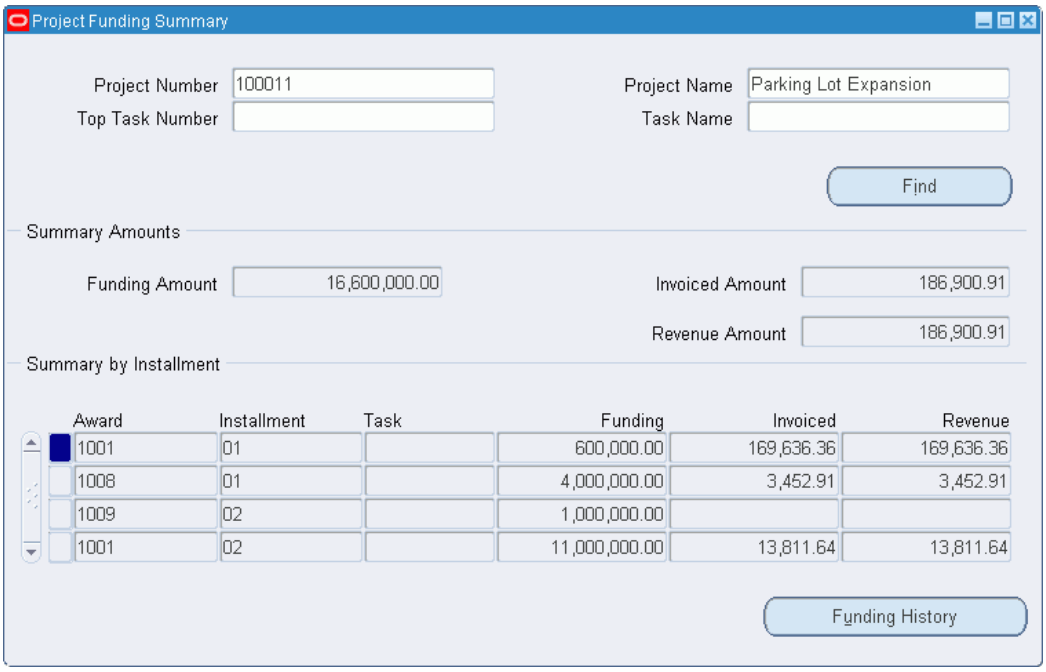
6. Close the window.

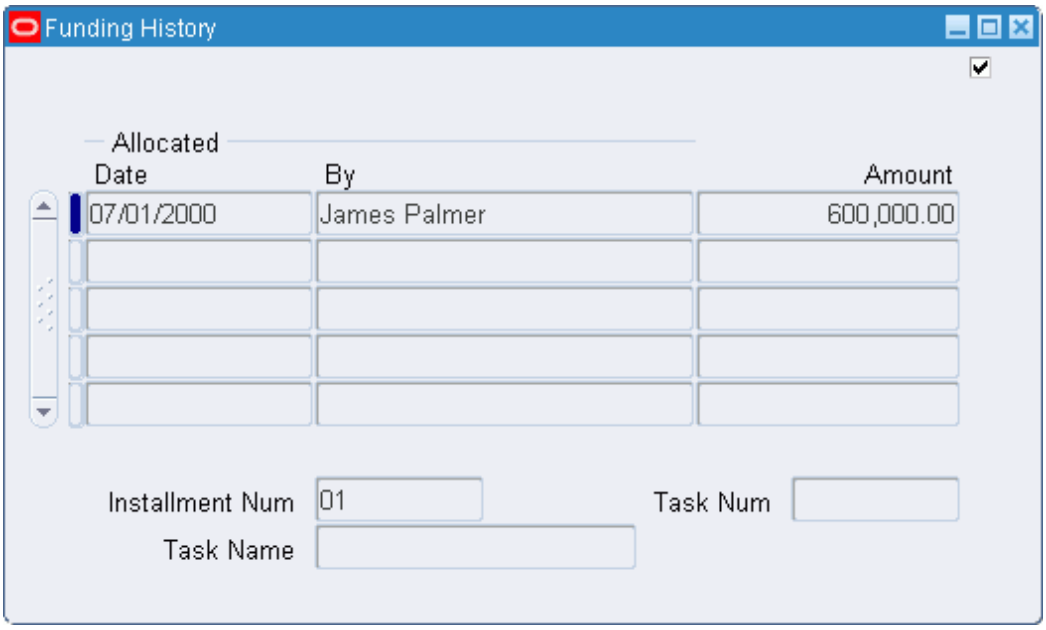
Funding Summary Window Description

Funding Summary Window Description

Field Name	Type	Features	Description
Installment Number	display only		installment number funding the project or task
Project Number	display only		project number funded by award
Task Number	display only		top task number funded by award, if project funded at that level
Total Funding Amt	display only		total funding for project or top task
Net Revenue	display only		total accrued revenue for project or top task
Invoiced Amount	display only		total invoiced amount for project or top task
Total	display only		total funding amount, total net revenue, and total invoiced amount for all projects funded by award
Project Name	display only		project name for selected record
Task Name	display only		top task name for selected record

Viewing Project Funding Procedure





To view project funding, perform the following steps.

1. In Grants Accounting, navigate to the Project Funding Summary window as follows:

Billing - Funding Inquiry

2. In the Project Number field, select a project number from the list of values.

3. Optionally, in the Top Task Number field, select a top task from the list of values.

4. Click **Find**.

   The remaining fields of the Project Funding Summary window are populated with data as described in the Project Funding Summary Window Description, page 20-9.

   Note: An award can fund more than one task.

5. To view the funding history for an installment record, select the record and click **Funding History**.

   The Funding History window appears as described in Funding History Window Description, page 20-10.

6. Close the window.

Project Funding Summary Window Description

Project Funding Summary Window Description

Field Name	Type	Features	Description
Project Number	required	list of values	project number
Project Name	required	list of values	project name
Top Task Number	optional	list of values	top task number
Task Name	optional	list of values	top task name
Find		button	searches for data based on parameters entered
Funding Amount	display only		total amount of funding allocated to this project or top task
Invoiced Amount	display only		total amount invoiced for this project

Field Name	Type	Features	Description
Revenue Amount	display only		total revenue accrued for this project
Award	display only		award number
Installment	display only		installment number
Task	display only		top task number
Funding	display only		total amount of funding allocated to this top task
Invoiced	display only		total amount invoiced for this top task
Revenue	display only		total revenue accrued for this top task
Funding History		button	opens Funding History window

Funding History Window Description

Funding History Window Description

Field Name	Type	Features	Description
Date [Allocated]	display only		date funding allocated to project or top task
By [Allocated]	display only		user who allocated funding to project or top task
Amount	display only		amount allocated to project or top task
Installment Num	display only		installment number

Field Name	Type	Features	Description
Task Num	display only		top task number
Task Name	display only		top task name

21

Budget Entry Method, Budgetary Control, and Funds Check

This chapter describes the budget entry method, budgetary control, and funds check.

This chapter covers the following topics:

- Definition
- Overview
- Budget Entry Method Parameter Combinations
- Compatibility of Budget Entry Method Parameters with Budgetary Control Settings
- Budget Rollup for Funds Check
- Compatibility of Budget Entry Method Time Phase with Budgetary Control Time Intervals
- Funds Check Calculations Based Upon Amount Type/Boundary Code Parameters

Definition

The budget entry method is a combination of three budgeting parameters that users set to determine how to enter a cost budget. The budget entry method parameters include specifying the level at which users want to budget, whether to budget by resource, and the time period used for budgeting.

Budgetary control is the process of applying actual and encumbrance transactions against a funding budget to determine funds available to control spending on an award budget.

Funds check is a feature of budgetary control that verifies if sufficient funds are available in a budget to cover an expenditure and determines whether spending is allowed.

Overview

To ensure that funds check operates properly in Oracle Grants Accounting, users must specify budgetary control settings that are compatible with the defined budget entry method. Mismatches in budgetary control settings and budget entry methods result in the negation of the funds check feature.

Grants Accounting recommends that users consult the tables in this section before performing the following procedures that require specification of budget entry method parameters or budgetary control settings:

- defining budget entry methods when setting up Oracle Projects
- creating a project type when setting up Grants Accounting
- setting up award templates when setting up Grants Accounting
- managing awards
- managing award budgets

This section includes the following topics:

- Budget Entry Method, page 21-2
- Budgetary Control, page 21-3
- Funds Check, page 21-3
- Budgetary Control Settings and Time Intervals, page 21-3
- Default Budgetary Control Settings, page 21-4
- Budgeting, page 21-5
- Multifunding, page 21-5
- References, page 21-5

Budget Entry Method

At the project level, users define default budget entry methods and assign them to project types. Project types are assigned to projects.

Users define a budget entry method as a setup step when setting up Projects. The budget entry method is defined in the Budget Entry Methods window. Users select the following parameters in this window:

- budget level
- whether to budget by resource
- budget time period

Project types are created by users as a setup step when setting up Grants Accounting. Users assign a budget entry method to the project type. To use funds check, users must assign the Burden Cost budget entry method to the project type. This occurs in the Budget Control tab of the Project Types window. The budget entry method assigned to the project type is the default budget entry method for award budgets and project budgets.

Budget entry methods can be changed in the Award Budgets window. To change budget entry methods, see Budget Entry Procedures, page 22-5.

Budgetary Control

Budgetary control is the process of applying actual and encumbrance transactions against a funding budget to determine funds available in order to control spending on an award budget.

Funds Check

Funds check is a feature of budgetary control that is used to verify available funds against a budget before processing a transaction. Funds check immediately updates funds available for approved transactions.

The funds available amount is calculated by subtracting actual expenditures and encumbrances from the budget amount. Funds check operation is based on the specified budgetary control settings and designated beginning and ending periods known as the amount type and boundary code.

Budgetary Control Settings and Time Intervals

Budgetary control settings determine spending limits at the award, task, resource group, and resource levels in a project. In Grants Accounting, budgetary control settings are based on the following parameters:

- Time Intervals
- Budgetary Control Settings

Time Intervals

Time interval settings are specified in the Budgetary Control tab of the Award Management or Award Template Management windows when entering an award or an award template. Time interval settings specify a beginning period, which is known as

an amount type, and an ending period, which is known as a boundary code. The amount type and boundary code in Grants Accounting enable funds check to calculate the available budget.

Budgetary Control Settings

Budgetary control settings regulate how funds are reserved for transactions. Default budgetary control settings are entered in the Budgetary Control tab of the Award Template Management window when creating a template or in the Award Management window when creating an award.

The options for budgetary control settings are as follows:

- Absolute
- Advisory
- None

Absolute

If Absolute is entered, the transaction is rejected unless funds are available.

Advisory

If Advisory is entered, the transaction is approved even when no funds or insufficient funds are available.

None

If None is entered, all transactions are approved and there is no funds check.

Default Budgetary Control Settings

Default budgetary control settings are automatically created the first time a budget is baselined in Grants Accounting. When users enter budgetary control settings in the Award Template Management or Award Management windows, they are defined as temporary default settings only and are not set.

Grants Accounting supports more than one budgetary control setting. For example, users can select the Absolute setting at the award level and the Advisory setting at the resource level. Users define budgetary control settings for each award. Budgetary control settings can vary between awards.

If a resource list changes after the first time the award budget is baselined, then the award budget must be rebaselined to reflect those changes. Rebaselining a budget due to resource list changes does not update data in the budgetary control tab.

Budgetary control settings can be changed from their original defaults.

To change default budgetary settings or resources and resource groups, see Changing Budgetary Control Settings Procedure, page 25-1.

Budgeting

At the budget level, users can change the default budget entry method initially assigned to the project type at the project level. For award budgets and project budgets, the budget entry method that defaults into the Award Budgets and Project Budgets windows, respectively, is the one assigned to the project type for that project.

Multifunding

When multiple awards fund a single project, you can select any budget entry method for an award. If you previously funded your project with another award and created an award budget, and you select a different budget entry method for another award budget, then the award budget baseline process may summarize the project budget at a higher level than the award budget.

If the award budgets have distinct budget entry methods but use the same resource list, or if the award budgets have the same budget entry method and resource list and are time phased by date rate, then Oracle Grants Accounting uses the budget entry method specified in the profile option GMS: Project Budget Entry Method - Categorized by Resource.

If the award budgets have distinct budget entry methods and distinct resource lists, or if the award budgets use any budget entry method with different resource lists and are time phased by date range, then Oracle Grants Accounting uses the budget entry method specified in the profile option GMS: Project Budget Entry Method - Uncategorized.

References

For information on defining budget entry methods, see Oracle Grants Accounting Setup Overview, page 2-1.

For information on creating a project type, see Project Types Setup, page 4-1.

For information on entering default budgetary control settings, see Award Template Entry Procedures, page 18-3.

For information on setting budgetary control time interval parameters, see Award Template Entry Procedures, page 18-3.

For information on entering an award, see Award Entry Procedures, page 17-5.

For information on entering an original award budget, see Budget Entry Procedures, page 22-5.

For information on changing the budgetary control settings in the Budgetary Control window, see Changing Budgetary Control Settings Procedures, page 24-1.

Budget Entry Method Parameter Combinations

Budget Entry Method Parameter Combinations

Level	Categorized by Resources	Time Phase
Project	Categorized by Resources	GL Period
	Categorized by Resources	PA Period
	Categorized by Resources	Date Range
	Categorized by Resources	No Time Phase
	Not Categorized by Resources	GL Period
	Not Categorized by Resources	PA Period
	Not Categorized by Resources	Date Range
	Not Categorized by Resources	No Time Phase
Top Task	Categorized by Resources	GL Period
	Categorized by Resources	PA Period
	Categorized by Resources	Date Range
	Categorized by Resources	No Time Phase
	Not Categorized by Resources	GL Period
	Not Categorized by Resources	PA Period
	Not Categorized by Resources	Date Range
	Not Categorized by Resources	No Time Phase
Lowest Task	Categorized by Resources	GL Period
	Categorized by Resources	PA Period

Level	Categorized by Resources	Time Phase
	Categorized by Resources	Date Range
	Categorized by Resources	No Time Phase
	Not Categorized by Resources	GL Period
	Not Categorized by Resources	PA Period
	Not Categorized by Resources	Date Range
	Not Categorized by Resources	No Time Phase
Top and Lowest Task	Categorized by Resources	GL Period
	Categorized by Resources	PA Period
	Categorized by Resources	Date Range
	Categorized by Resources	No Time Phase
	Not Categorized by Resources	GL Period
	Not Categorized by Resources	PA Period
	Not Categorized by Resources	Date Range
	Not Categorized by Resources	No Time Phase

Compatibility of Budget Entry Method Parameters with Budgetary Control Settings

The budget entry method parameter combinations portion of the table below consolidates data in the Budget Entry Method Parameter Combinations table, page 21-6. The table below shows the budget entry method parameters of level and resource that are compatible with the budgetary control settings of Absolute or Advisory at the award, task, resource group, and resource levels.

Important: At the resource group or resource level, users must budget for burden costs, such as overhead or fringe benefits, in addition to raw

costs. Burden costs must be budgeted for because funds check accounts for the total cost of a transaction by deriving and including the burden cost(s) associated with a raw cost transaction.

Note: When allowed by the existing budget entry method, budgetary control settings are available at the award, task, resource group, or resource level only if users have budgeted at that level.

Compatibility of Budget Entry Method Parameters with Budgetary Control Settings

BEM Parameter Combinations for Level	BEM Parameter Combinations for Resources	BCS of Absolute or Advisory for Award	BCS of Absolute or Advisory for Task	BCS of Absolute or Advisory for Resource Group	BCS of Absolute or Advisory for Resource
Project	Categorized by Resources	Available	Unavailable	Available	Available
	Not Categorized by Resources	Available	Unavailable	Unavailable	Unavailable
Top Task	Categorized by Resources	Available	Available	Available	Available
	Not Categorized by Resources	Available	Available	Unavailable	Unavailable
Lowest Task	Categorized by Resources	Available	Available	Available	Available
	Not Categorized by Resources	Available	Available	Unavailable	Unavailable
Top and Lowest Task	Categorized by Resources	Available	Available	Available	Available
	Not Categorized by Resources	Available	Available	Unavailable	Unavailable

Note: Following is the interpretation for the first row of the table above: If users budget at the project level by resource, then funds check is

available at the award level, unavailable at the task level, and available at the resource group and resource levels.

If the budgetary control setting is at Absolute or Advisory, with no budget amount entered for a particular resource or resource group, Oracle Grants Accounting treats this as an entered budget of zero for that particular resource or resource group. This causes the transaction to fail funds check at an Absolute setting and pass funds check with an advisory notice at an Advisory setting.

If the budgetary control setting for all resources is Absolute, but the budget includes only raw cost resources and not burden cost resources, then the transaction will fail funds check because Oracle Grants Accounting considers the budget amount for burden cost resources to be zero.

You need to coordinate the entry of budget amounts with the budgetary control settings. Consider the following examples that demonstrate this coordination:

- If you budget for a resource group and assign a budgetary control setting of *Absolute* to a resource that is a member of the resource group, then all transactions for that resource will fail funds check. Oracle Grants Accounting considers the budget amount for the resource to be zero.

- If you budget for a top task and assign a budgetary control setting of *Absolute* to a lowest task that is subordinate to the top task, then all transactions for that lowest task will fail funds check. Oracle Grants Accounting considers the budget amount for the lowest task to be zero.

- If you budget for only raw cost resources, and not for burden cost resources, and assign a budgetary control setting of *Absolute* for all resources, then transactions with burden cost will fail funds check. Oracle Grants Accounting considers the budget amount for burden cost resources to be zero.

Budget Rollup for Funds Check

When budgetary control settings are at either Absolute or Advisory, funds check examines the lowest budget level to determine the availability of funds. If funds are available for a transaction at the lowest level, funds check rolls up to the next level in the budgetary control hierarchy and continues rolling up until the transaction passes all levels successfully or fails at any one level. If a transaction fails funds check at any level, the process is discontinued.

The hierarchal succession of rollup levels, from lowest to highest level, is as follows:

1. Resource

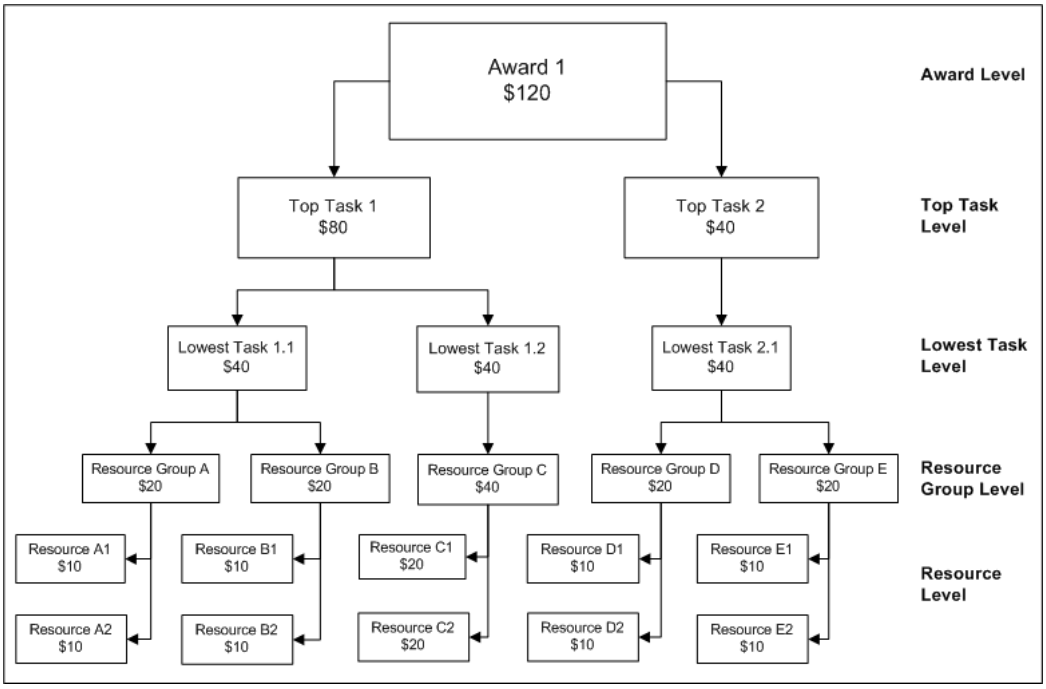
2. Resource Group

3. Lowest Task
4. Top Task
5. Award

Note: Middle level tasks are not included in the rollup succession.

The figure on the following page shows a diagram of funds check rollup levels for a sample award.

Funds Check Rollup Levels



At the Resource level, the available budgets for resources are rolled up into the available budget for the Resource Group level. The available budgets for the resource groups roll up into the available budget for the Lowest Task level. The available budgets for the lowest tasks then roll up into the available budget for the Top Task level. Finally, the available budgets for the top tasks roll up into the available budget for the Award level.

For example, as illustrated for Top Task 1 in the diagram above, Resource A1 and Resource A2 each have a total available budget of $10. Combined, the total budgets of Resource A1 and A2 roll up into the available budget of $20 at the Resource Group A level. The total available budgets of Resource Group A and Resource Group B roll up into the available budget of Lowest Task 1.1, which equals $40. The total available budgets of Lowest Task 1.1 plus Lowest Task 1.2 roll up into the available budget of Top Task 1, which equals $80. The total available budget of Top Task 1, $80, plus the total available budget of Top Task 2, $40, roll up into the available budget of Award 1,

which equals $120.

Resource Level Rollup Example

The Funds Check Rollup Example shows two examples of resource level rollups.

Transaction 1 for $15, charged against Resource A1 with a total budget of $10, is funds checked with a budgetary control setting of Advisory. The transaction passes with an advisory notice and is then rolled up to Resource Group A. At the Resource Group A level, with a budgetary control setting of Absolute, and a total budget of $20, Transaction 1 passes funds check without an advisory notice.

Since Transaction 1 passes funds check, the available budget for Resource A1 is updated to $ -5. The available budget for Resource A2 remains $10. The rolled up available budget for Resource Group A is updated to $5.

Transaction 2 for $10, charged against Resource A2 with a total budget of $10, is funds checked with a budgetary control setting of Advisory. Transaction 2 passes funds check without an advisory notice. However, Transaction 2 fails funds check when it is rolled up to the Resource Group A level because the available budget, after Transaction 1 passed, of $5 is insufficient to cover the $10 transaction.

Due to the budgetary control settings, Transaction 1 used a portion of the available Resource A2 budget at the Resource Group A level.

Funds Check Rollup Example, Resource Level

	Resource A1	Resource A2	Resource Funds Check Result	Resource Group A	Resource Group Funds Check Result
Budgetary Control Setting	Advisory	Advisory		Absolute	
Total Budget	$10	$10		$20	
Transaction 1	$15		Passed at Advisory level	$15	Passed
Available Budget	$ -5	$10		$5	
Transaction 2		$10	Passed	$10	Failed

Task Level Rollup Example

The following table shows two examples of Task Level rollups.

Transaction 1 for $45, charged against Lowest Task 1.1 with a total budget of $40, is funds checked with a budgetary control setting of Advisory. The transaction passes with an advisory notice and is then rolled up to Top Task 1. At the Top Task 1 level, with a budgetary control setting of Absolute, and a total budget of $80, Transaction 1 passes funds check without an advisory notice.

Since Transaction 1 passes funds check, the available budget for Lowest Task 1.1 is updated to $ -5. The available budget for Lowest Task 1.2 remains $40. The rolled up available budget for Top Task 1 is updated to $35.

Transaction 2 for $40, charged against Lowest Task 1.1 with a total budget of $40, is then funds checked with a budgetary control setting of Advisory. Transaction 2 passes funds check without an advisory notice. However, Transaction 2 fails funds check when it is rolled up to the Top Task 1 level because the available budget of $35, after Transaction 1 passed, is insufficient to cover the $40 cost.

Due to the budgetary control settings, Transaction 1 used a portion of the available Lowest Task 1.2 budget at the Top Task 1 level.

Funds Check Rollup Example, Task Level

	Lowest Task 1.1	Lowest Task 1.2	Task Funds Check Result	Top Task 1	Top Task Funds Check Result
Budgetary Control Setting	Advisory	Advisory		Absolute	
Total Budget	$40	$40		$80	
Transaction 1	$45		Passed at Advisory level	$45	Passed
Available Budget	$ -5	$40		$35	
Transaction 2		$40	Passed	$40	Failed

Compatibility of Budget Entry Method Time Phase with Budgetary Control Time Intervals

The table below shows the compatibility of the budget entry method parameter of time phase with the budgetary control time interval combinations of amount type/boundary code. Amount type is the beginning period that Grants Accounting uses for funds check, and boundary code is the ending period that Grants Accounting uses for funds

check.

Note: Following is the interpretation for the fourth row of the table: If users select No Time Phase as the time phase option in the budget entry method, then funds check is available for the amount type/boundary code combination of Project-to-Date/Project, but unavailable for the amount type/boundary code combinations of Project-to-Date/Year, Project-to-Date/Period, Year-to-Date/Year, Year-to-Date/Period, and Period-to-Date/Period.

Compatibility of Budget Entry Method Time Phase with Budgetary Control Time Intervals

Time Phase	Project - to - Date / Project	Project - to - Date / Year	Project - to - Date / Period	Year - to - Date / Year	Year - to - Date / Period	Period - to - Date / Period
GL Period	Available	Available	Available	Available	Available	Available
PA Period	Available	Available	Available	Available	Available	Available
Date Range	Available	Available*	Available	Available*	Available*	Available
No Time Phase	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

Important: * If users select Date Range as the time period used for budgeting when defining the budget entry method, and users select amount type/boundary code combinations of Project-to-Date/Year, Year-to-Date/Year, or Year-to-Date/Period, and if the date range period crosses a fiscal year, then funds check ignores the amount budgeted for that date range period, and it is not included in the cumulative budget. Grants Accounting does not support the amount type/boundary code combinations of Project-to-Date/Year, Year-to-Date/Year, or Year-to-Date/Period when Date Range periods cross fiscal years. Grants Accounting recommends that users define date ranges so the beginning date of a date range is the same as the beginning date of the fiscal year, and the ending date of the same or a different date range is the same as the ending date of the fiscal year.

Important: Date Range is a user-defined budgeting period. When users define a budget entry method, they specify the level at which they want to budget, whether to budget by resource, and the budgeting time period. The time periods that users select from when defining the budget entry method include Date Range, General Ledger Period, Projects Period, and None. Grants Accounting recommends users adopt the following guidelines when entering budgets in the Budget Lines window that are time phased by Date Range:

- Do not overlap beginning and ending budgeting time periods.
- Plan budgeting time periods and test to confirm that the system accepts the specified date ranges.

The following is an example of acceptable date ranges:

- Resource 1 is budgeted for date range 01/01/99 - 06/30/99
- Resource 2 is budgeted for date range 01/01/99 - 06/30/99
- Resource 1 is budgeted for date range 07/01/99 - 12/31/99

The following is an example of unacceptable date ranges:

- Resource 1 is budgeted for date range 01/01/99 - 12/31/99
- Resource 2 is budgeted for date range 01/01/99 - 06/30/99

Funds Check Calculations Based Upon Amount Type/Boundary Code Parameters

Funds check calculations are based upon the following variables:

- beginning time period called amount type
- ending time period called boundary code
- expenditure item date

Funds check calculations are not based upon the system date, which is the current date. They are based upon the expenditure item date. The funds check process determines the available budget by summing budget periods based on the time interval parameters of amount type and boundary code and then subtracting actual and encumbrance amounts.

The following figures show funds check calculations based on the following conditions:

- two year award with 24 periods
- periods are GL, PA, or date range
- one dollar is budgeted per period for the duration of the award
- cumulative budget varies depending upon whether the amount type is project-to-date, year-to-date, or period-to-date
- last row of the each figure shows the expenditure item amount for the example

Figures also include asterisks before the beginning time period, representing the amount type, and asterisks after the ending time period, representing the boundary code.

Y1 represents year one in the tables and Y2 represents year two.

The example below shows a failed example of funds check based upon an amount type/boundary code of Project-to-Date/Project. Funds check failed because the sum of the budget, $24, from the project start to the project end, is less than the expenditure of $25.

Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Project

	Y1												Y2											
Period	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24*
Budget	*1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1*
Cum. Budget	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	**24***
Exp.	*25																							

The example below shows a passed example of funds check based upon an amount type/boundary code of Project-to-Date/Project. Funds check passed because the sum of the budget, $24, from the project start to the project end, is equal to or greater than the expenditure of $24.

Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Project

	Y1												Y2											
Period	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24*
Budget	*1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1*
Cum. Budget	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	**24***
Exp.	**24**																							

The example below shows a failed example of funds check based upon an amount type/boundary code of Project-to-Date/Year. Funds check failed because the sum of the budget, $12, from the project start to the fiscal year end in which the expenditure item occurs, is less than the expenditure of $24.

Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Year

	Y1												Y2											
Period	*1	2	3	4	5	6	7	8	9	10	11	12*	13	14	15	16	17	18	19	20	21	22	23	24
Budget	*1	1	1	1	1	1	1	1	1	1	1	1*	1	1	1	1	1	1	1	1	1	1	1	1
Cum. Budget	*1	2	3	4	5	6	7	8	9	10	11	**12***	13	14	15	16	17	18	19	20	21	22	23	24*
Exp.												**24**												

The example below shows a passed example of funds check based upon an amount type/boundary code of Project-to-Date/Year. Funds check passed because the sum of the budget, $24, from the project start to the fiscal year end in which the expenditure item occurs, is equal to or greater than the expenditure of $24.

Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Year

	Y1												Y2											
Period	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24*
Budget	*1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1*
Cum. Budget	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	**24***
Exp.													24											

The example below shows a failed example of funds check based upon an amount type/boundary code of Project-to-Date/Period. Funds check failed because the sum of the budget, $23, from the project start to the period end in which the expenditure item occurs, is less than the expenditure of $24.

Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Period

	Y1												Y2											
Period	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23*	24
Budget	*1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1*	1
Cum. Budget	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	**23***	24
Exp.																							**24***	

The example below shows a passed example of funds check based upon an amount type/boundary code of Project-to-Date/Period. Funds check passed because the sum of the budget, $24, from the project start to the period end in which the expenditure item occurs, is equal to or greater than the expenditure of $24.

Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Period

	Y1												Y2											
Period	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24*
Budget	*1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1*
Cum. Budget	*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	**24***
Exp.																								**24***

The example below shows a failed example of funds check based upon an amount type/boundary code of Year-to-Date/Year. Funds check failed because the sum of the budget, $12, from the fiscal year start to the fiscal year end in which the expenditure item occurs, is less than the expenditure of $13.

Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Year-to-Date/Year

	Y1												Y2											
Period	1	2	3	4	5	6	7	8	9	10	11	*12	13	14	15	16	17	18	19	20	21	22	23	24*
Budget	1	1	1	1	1	1	1	1	1	1	1	*1	1	1	1	1	1	1	1	1	1	1	1	1*
Cum. Budget	1	2	3	4	5	6	7	8	9	10	11	*12	1	2	3	4	5	6	7	8	9	10	11	**12***
Exp.													13											

The example below shows a passed example of funds check based upon an amount type/boundary code of Year-to-Date/Year. Funds check passed because the sum of the budget, $12, from the fiscal year start to the fiscal year end in which the expenditure item occurs, is equal to or greater than the expenditure of $12.

Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Year-to-Date/Year

	Y1												Y2											
Period	1	2	3	4	5	6	7	8	9	10	11	*12	13	14	15	16	17	18	19	20	21	22	23	24*
Budget	1	1	1	1	1	1	1	1	1	1	1	*1	1	1	1	1	1	1	1	1	1	1	1	1*
Cum. Budget	1	2	3	4	5	6	7	8	9	10	11	*12	1	2	3	4	5	6	7	8	9	10	11	**12***
Exp.													**12**											

The example below shows a failed example of funds check based upon an amount type/boundary code of Year-to-Date/Period. Funds check failed because the sum of the budget, $11, from the fiscal year start to the period end in which the expenditure item occurs, is less than the expenditure of $12.

Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Year-to-Date/Period

	Y1												Y2											
Period	1	2	3	4	5	6	7	8	9	10	11	*12	13	14	15	16	17	18	19	20	21	22	23*	24
Budget	1	1	1	1	1	1	1	1	1	1	1	*1	1	1	1	1	1	1	1	1	1	1	1*	1
Cum. Budget	1	2	3	4	5	6	7	8	9	10	11	*12	1	2	3	4	5	6	7	8	9	10	**11***	12
Exp.																							**12***	

The example below shows a passed example of funds check based upon an amount type/boundary code of Year-to-Date/Period. Funds check passed because the sum of the budget, $11, from the fiscal year start to the period end in which the expenditure item occurs, is equal to or greater than the expenditure of $10.

Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Year-to-Date/Period

	Y1												Y2											
Period	1	2	3	4	5	6	7	8	9	10	11	*12	13	14	15	16	17	18	19	20	21	22	23*	24
Budget	1	1	1	1	1	1	1	1	1	1	1	*1	1	1	1	1	1	1	1	1	1	1	1*	1
Cum. Budget	1	2	3	4	5	6	7	8	9	10	11	*12	1	2	3	4	5	6	7	8	9	10	**11***	12
Exp.																							**10***	

The example below shows a failed example of funds check based upon an amount type/boundary code of Period-to-Date/Period. Funds check failed because the sum of the budget, $1, from the period start to the period end in which the expenditure item occurs, is less than the expenditure of $2.

Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Period-to-Date/Period

	Y1												Y2											
Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	*23	24*
Budget	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	*1	1*
Cum. Budget	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	*1	**1***
Exp.																								**2***

The example below shows a passed example of funds check based upon an amount type/boundary code of Period-to-Date/Period. Funds check passed because the sum of the budget, $1, from the period start to the period end in which the expenditure item occurs, is equal to or greater than the expenditure of $1.

Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Period-to-Date/Period

	Y1												Y2											
Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	*23	24*
Budget	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	*1	1*
Cum. Budget	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	*1	**1***
Exp.																								**1***

22

Budget Entry Procedures

This chapter describes the budget entry procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Entering Award Budgets Procedure
- Award Budgets Window Description
- Task Budgets Window Description
- Budget Lines Window Description
- Viewing Funds Check Results of Award Budget Procedure
- Find Budget Funds Check Details Window Description
- Budget Funds Check Results Window Description, Award Tab
- Budget Funds Check Results Window Description, Top Task Tab
- Budget Funds Check Results Window Description, Task Tab
- Budget Funds Check Results Window Description, Resource Group Tab
- Budget Funds Check Results Window Description, Resource Tab
- Viewing a Project Budget Procedure
- Project Budgets Window Description

Definition

An award budget is a detailed estimate of the cost of that portion of a project funded by a particular award.

Overview

Award and project status and performance are tracked by comparing budgeted amounts to actual expenditures, as well as to commitments or encumbrances. A project budget summarizes all award budgets associated with that project.

If users fund a single project with multiple awards and the award budgets have different budget entry methods, then Oracle Grants Accounting uses the budget entry method specified in the profile option GMS: Project Budget Entry Method – Categorized by Resource, or GMS: Project Budget Entry Method – Uncategorized to determine the project budget summary amounts.

When users enter an award budget in the Award Budget window, a budget entry method is defaulted in from the project type. Users can change the default budget entry method from the Award Budgets window. The budget entry method selected determines the level of detail for the budget in the following areas:

- level at which the budget is entered, such as project, task, resource group, or resource
- whether the budget is delineated by one of the following time periods:
    - General Ledger period, such as a monthly basis
    - Projects period, such as a weekly basis
    - user-defined date range with any start and end dates
    - None, which is no time phase

This section includes the following topics:

- Budget Versions, page 22-2
- Budgetary Control Default Settings, page 22-3
- Viewing Funds Check Results of Award Budget, page 22-3
- Project Budgets, page 22-3
- Budgets and Workflow, page 22-4
- References, page 22-4

Budget Versions

Users can create and save multiple budget versions. Each time a draft budget is baselined, a current budget is created. To help identify budget versions, users can give

each version a unique name and specify a reason for the change. Summary and detail information can be viewed for all budget versions, including the current baselined budget, in the budget history.

Each budget version has one of the following classifications:

- original budget: the first baselined budget
- revised original budget: a revised original budget
- draft budget: a working budget version that has not been baselined
- current budget: the most recent baselined version
- historical baselined version: any baselined version other than the current budget

Budgetary Control Default Settings

When a budget is baselined the first time, default budgetary control settings from the Award Management window are automatically set in the Budgetary Control window. These default settings can be changed by users or set for a specific resource in the Budgetary Control window.

Rebaselining a budget does not reset default budgetary control settings.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 24-1.

Viewing Funds Check Results of Award Budget

If an award budget fails funds check during the submit or baseline processes, users can view the Budget Funds Check Results window to determine why funds check failed.

Note: The first time an award budget is baselined, the funds check process is not necessary and thus is not activated.

Funds check results are dependent on budgetary control settings. If a budgetary control setting is Absolute, funds check will verify that the new budget amount is greater than or equal to the total amount of existing transactions. If the new budget amount is less than the total existing transactions, the budget will fail funds check.

Project Budgets

When baselining the award budget of a sponsored project, the project's Approved Cost Budget is automatically summarized and baselined. Users can create other project budgets with a different budget type, such as Forecast Cost, Forecast Revenue, or Approved Revenue.

For non-sponsored projects, there is no automatic summary or baselining of the project budget since there is no award. Users must enter budgets for non-sponsored projects.

Budgets and Workflow

If Workflow is enabled, after a budget is submitted, it is forwarded to the award manager for approval. Persons listed in the award notification for budget baseline will receive workflow notification once a budget is baselined. If the budget fails funds check when submitted, it is not forwarded to the award manager.

Approving also baselines the budget.

References

For information on copying budgets, see Copying Budgets from Earlier Budget Versions, *Oracle Project Management User Guide* and Copying Actuals to Budget Amounts, *Oracle Project Management User Guide*.

For information on entering budget lines, see Entering Budget Lines, *Oracle Project Management User Guide*.

For information on revising a budget, see Revising a Baselined Budget, *Oracle Project Management User Guide* and Revising an Original Budget, *Oracle Project Management User Guide*.

For information on budget versions and budget history, see Understanding Plan Types and Plan Versions, *Oracle Project Management User Guide*.

For information on viewing budget history, see Reviewing a Budget, *Oracle Project Management User Guide*.

For information on budgeting levels of detail, see Budgeting and Forecasting Levels of Detail, *Oracle Project Management User Guide*.

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 24-1.

For information on Workflow, see Using Oracle Workflow in Oracle Grants Accounting Procedure, page 30-1.

For information on Project Budgets, see Non-Sponsored Project Budget Procedure, page 23-3.

Prerequisites

- A project must be entered.

  To enter projects, see Creating Projects, *Oracle Projects Fundamentals*.

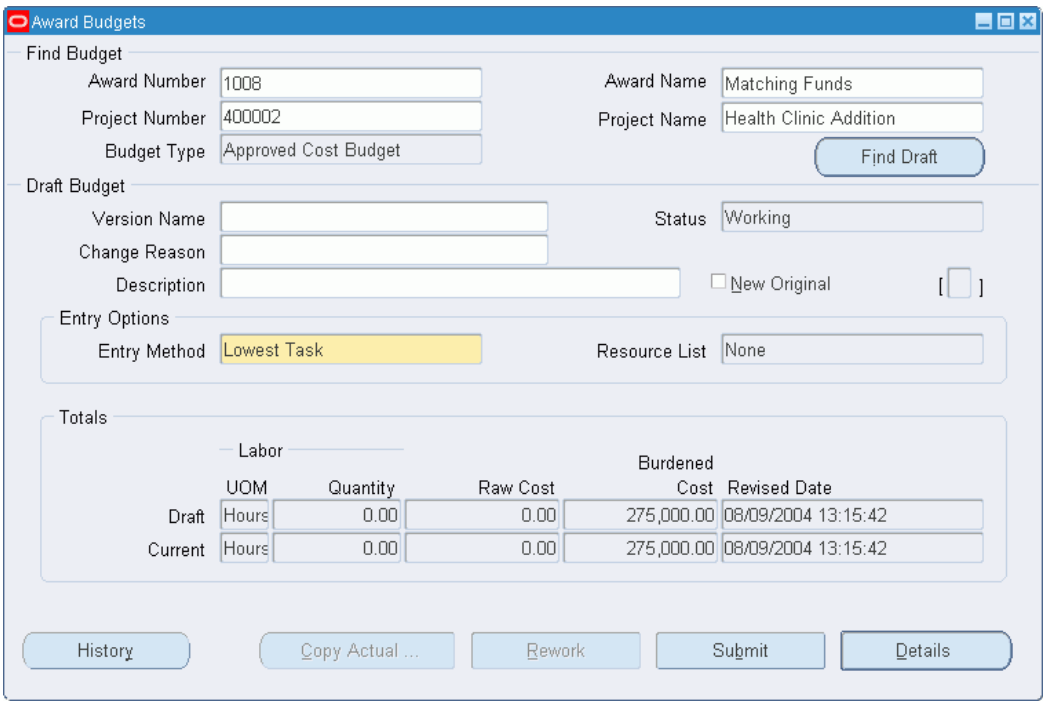
- An award must be entered.

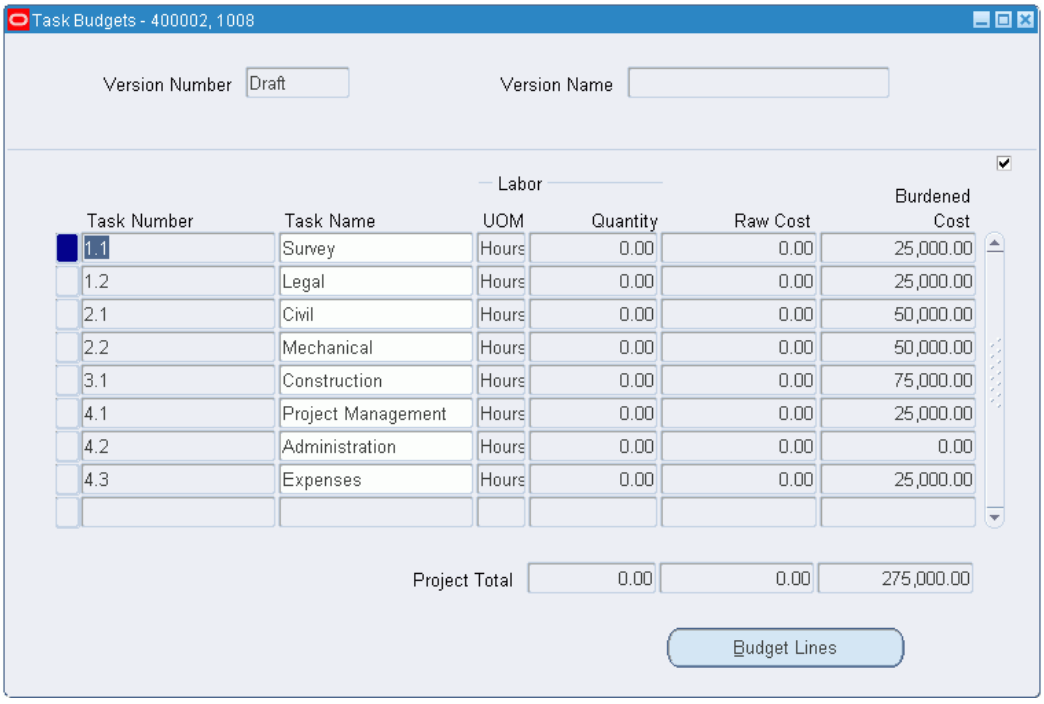
To enter awards, see Award Entry Procedures, page 17-5.

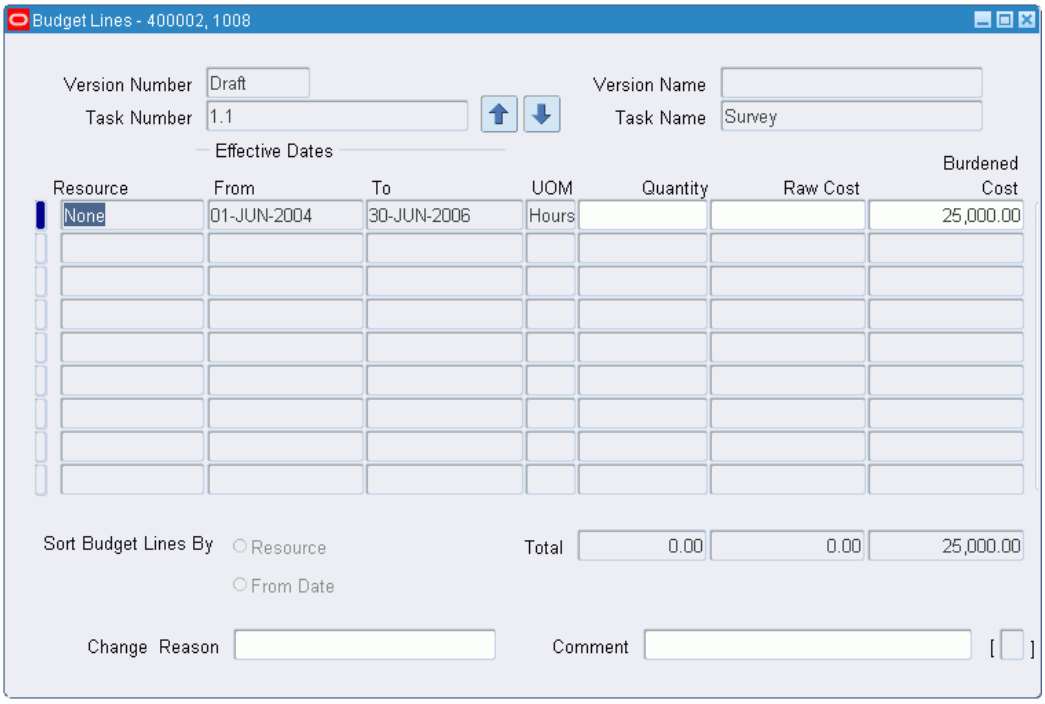
- The entered award must be associated with a funded project.

  To fund projects, see Project Funding Procedures, page 20-4.

Entering Award Budgets Procedure







The following tasks can be performed in or accessed from the Award Budget window:

- Entering an Original Award Budget, page 22-7
- Finding a Draft Award Budget, page 22-8

- Entering Award Budget Lines, page 22-8
- Copying Actuals to Award Budget Amounts, page 22-10
- Submitting a Draft Award Budget, page 22-11
- Changing Draft Award Budget Status from Submitted to Working, page 22-12

  Note: This is possible only when Workflow is not enabled.
- Baselining a Draft Award Budget, page 22-12
- Revising a Baselined Award Budget, page 22-13
- Reviewing Historical Baselined Award Budget Versions, page 22-14

Entering an Original Award Budget

To enter an original award budget, perform the following steps.

1. In Grants Accounting, navigate to the Award Budgets window as follows:

   Budgets - Award Budgets

2. In the Award field, select an award from the list of values.

   Note: To select a particular award from the list of values, the award must already be entered and associated with a project.

3. In the Project Number field, enter a project number or in the Project Name field, enter a project name, or select the project number or project name from the list of values.

4. Click **Find Draft**.

   The fields in the Entry Options region are populated, the Status field displays a status of Working, and the Draft fields in the Totals region displays only the current date in the Revised Date field.

   Note: Users can accept or change the default budget entry method. The budget entry method selected by users affect funds check. To verify the compatibility of budget entry method and budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

   Note: Users can accept or change the default resource list when entering an original draft budget for the award. Select the correct resource list before entering budget lines. If the resource list is changed after entering budget lines for the draft budget, Grants Accounting deletes the draft lines, and users must reenter the budget lines. Resource lists cannot be changed after the budget version is baselined.

5. Optionally, enter the version name in the Version Name field.

6. Optionally, enter a description for the budget version in the Description field.

Finding a Draft Award Budget

To find a draft award budget, perform the following steps.

1. In Grants Accounting, navigate to the Award Budgets window as follows:

   Budgets - Award Budgets

2. In the Award field, select an award from the list of values.

3. In the Project Number field, select a project number and a project name from the list of values.

4. To find an existing draft award budget, click **Find Draft**.

   Note: Draft budgets are present under the following conditions:

   - budget data is entered and saved without submitting or baselining
   - budget data is entered and submitted
   - budget data is entered, submitted, and baselined

   When a draft budget is baselined, an exact duplicate of the draft budget becomes the current budget. The data in the current baselined budget is the basis for the new draft budget.

   Note: Users can accept or change the default budget entry method. The budget entry method selected by users affects funds check. To verify the compatibility of budget entry method and budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2. Changing the default budget entry method may also change the resource list.

   Note: Users can accept or change the default resource list if modifying a draft budget for the award. Select the correct resource list before entering budget lines. If the resource list is changed after entering budget lines for the draft budget, Grants Accounting deletes the draft lines and users must reenter the budget lines. Resource lists cannot be changed after the budget version is baselined.

Entering Award Budget Lines

A budget line contains information regarding required project resources.

To enter budget lines, perform the following steps.

1. From the Award Budgets window, click **Details**.

   Note: If entering an award budget at the project level, the Budget Lines window appears.

   Note: If entering an award budget at the task level, the Task Budgets window appears.

2. From the Task Budgets window, click **Budget Lines** to open the Budget Lines window.

   Note: Date Range is a user-defined budgeting period. When users define a budget entry method, they specify the level at which they want to budget, whether to budget by resource, and the budgeting time period. The time periods that users select from when defining the budget entry method include Date Range, General Ledger Period, Projects Period, and None. Grants Accounting recommends users adopt the following guidelines when entering budgets in the Budget Lines window that are time phased by Date Range:

   - Do not overlap beginning and ending budgeting time periods.
   - Plan budgeting time periods and test to confirm that the system accepts the specified date ranges.

   The following is an example of acceptable date ranges:

   - Resource 1 is budgeted for date range 01/01/99 - 06/30/99
   - Resource 2 is budgeted for date range 01/01/99 - 06/30/99
   - Resource 1 is budgeted for date range 07/01/99 - 12/31/99

   The following is an example of unacceptable date ranges:

   - Resource 1 is budgeted for date range 01/01/99 - 12/31/99
   - Resource 2 is budgeted for date range 01/01/99 - 06/30/99

3. Enter budget lines.

   For information on entering budget lines, see Entering Budget Lines, *Oracle Project Management User Guide*.

   For information on budget entry, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

Project and Task Date Change Restrictions

Oracle Grants Accounting validates changes to start and finish dates when a project is associated with an award budget that has PA Period, GL Period, or Date Range budgeting time periods. This validation ensures that project and task date changes do

not cause Oracle Grants Accounting to exclude existing budget amounts from future funds checks. The restrictions are as follows:

- Task-level budgeting
  - You cannot move the task start date to a date later than the first budget start date for that task.
  - You cannot move the task end date to a date earlier than the last budget end date for that task.
- Project-level budgeting
  - You cannot move the project start date to a date later than the first budget start date.
  - You cannot move the task end date to a date earlier than the last budget end date.

Copying Actuals to Award Budget Amounts

Users can create a draft award budget for a period-based budget based upon actual past expenditures. The following rules apply to copying actuals:

- Only budgets that use time-phased Projects or General Ledger periods can be copied. Users cannot copy actuals for time-phased budgets that use date ranges or no-time-phased budgets.
- Grants Accounting copies the actuals amounts using the lowest resource list and task levels. Copying actuals is not allowed when a draft budget is defined at the resource group or top task level. Copying actuals is allowed if the default start and end dates are used in the Copy Actual Budget window.
- If a resource was budgeted but no actuals were incurred, the resource is not copied to the new draft budget. If actuals were incurred but not budgeted, then a new budget line is created in the draft budget to reflect the actual incurred.
- This functionality copies the actuals data associated with a single award. If the budget entry method associated with the draft budget has been changed, then the budget must be rebaselined before copying actuals.
- Before copying actuals, the GMS: Update Actual and Encumbrance concurrent process must be run. To run the GMS: Update Actual and Encumbrance process, see GMS: Update Actual and Encumbrance Balance Procedure, page 32-42.

To copy actuals to budget amounts, perform the following steps.

1. Update balances associated with the award by running the GMS: Update Actual

and Encumbrance Balance process.

To run the GMS: Update Actual and Encumbrance Balance process, see GMS: Update Actual and Encumbrance Balance Procedure, page 32-42.

2. From the Award Budgets window, click **Copy Actual...**

   The Copy Actual Budget window appears.

3. Enter the start and end dates or select the defaulted dates to override the draft budget with actuals incurred.

4. Click **OK**.

5. Revise the budget amounts as needed.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

For information on copying actuals to award budget amounts, see Copying Actuals to Budget Amounts, *Oracle Project Management User Guide*.

Submitting a Draft Award Budget

When budget entry is completed, users can submit the draft award budget for review and baselining, or if Workflow is enabled, submit the budget for approval.

To submit a draft award budget for review, perform the following steps.

1. If necessary, perform Steps 1 - 4 as described in the Entering an Original Award Budget, page 22-7, to find the draft award budget to submit.

2. From the Award Budgets window, click **Submit**.

   Note: When the budget is submitted, a notification window appears assigning a concurrent program identification number. If the window is requeried without Workflow enabled, the Submit button is replaced by the Baseline button, the budget status changes from Working to Submitted, and the budget is ready for baselining. If the window is requeried with Workflow enabled, the Submit button is grayed out and the award budget is ready for approval in Workflow.

   Note: If the budget fails funds check, the Submit button remains. If Workflow is enabled when the budget fails funds check, the budget is not forwarded to Workflow for approval. If the budget does not fail funds check and Workflow is enabled, the Submit button is grayed out.

   Note: If Workflow is not enabled and the GMS: Enable Funds Check for Budget Submission profile option is set to No, then budget submission will skip funds checking.

For information on approving a budget with Workflow enabled, see Using Oracle Workflow in Oracle Grants Accounting Procedure, page 30-1.

For information on submitting a draft award budget, see Submitting a Draft, *Oracle Project Management User Guide*.

Changing Draft Award Budget Status from Submitted to Working

To update or add data, users must reverse the status of a draft award budget from a status of Submitted to a status of Working.

To change a draft award budget status from Submitted to Working, perform the following steps.

Note: This procedure is not available if Workflow is enabled.

1. From the Award Budgets window, click **Rework**.

   The Status field changes from Submitted to Working.

   Note: If the status is not changed to Working, no modifications can be made to the draft award budget.

2. Update the draft award budget.

   To update the draft award budget, see Entering Award Budget Lines, page 22-8.

3. Save the current budget for future revision or resubmit for review and baselining.

   For information on changing a draft award budget status from Submitted to Working, see Submitting a Draft, *Oracle Project Management User Guide*.

Baselining a Draft Award Budget

Baselining is the process of approving a budget for use in reporting and accounting. When the baselining function is used, Grants Accounting copies the draft award budget amounts into a new current baselined budget.

Baselining as described here is not possible when Workflow is enabled. With Workflow enabled, baselining occurs when an award budget is approved.

To baseline a draft award budget, perform the following steps.

1. If necessary, perform Steps 1 - 4 as described in the Entering an Original Award Budget, page 22-7, to find the draft award budget that users want to baseline.

2. If necessary, from the Award Budgets window, click **Submit**.

3. From the Award Budgets window, click **Baseline**.

   Note: When the budget is baselined, a notification window appears assigning a concurrent program identification number. If the window is requeried without

Workflow enabled, the Baseline button is replaced by the Submit button and the budget status changes from Submitted to Working.

Note: If the budget fails funds check, the button remains Baseline.

For information on baselining a draft award budget, see Baselining a Draft, *Oracle Project Management User Guide*.

To approve a budget in Workflow, see Approving Notifications Procedure, page 30-7.

Revising a Baselined Award Budget

Users cannot directly change the amounts or structure of a baselined budget. If changes to a baselined budget must be made, users must update the draft award budget and baseline that version as the new current budget.

To revise a baselined award budget, perform the following steps.

1. From the Award Budgets window, change the award budget version name in the Version Name field.

2. In the Change Reason field, enter a reason for changing the award budget version from a previous version.

3. In the Description field, enter a description for the new award budget version.

4. Update the draft.

   To update the draft award budget, see Entering Award Budget Lines, page 22-8 in this chapter.

5. From the Award Budgets window, click **Submit**.

   Note: If you delete all budget lines from the current working version, then you cannot submit the budget version for approval and baseline processing. You must enter at least one budget line for a burdened cost of zero before you can submit the version.

   Note: When the budget is submitted, a notification window appears assigning a concurrent program identification number. If you requery the window without Workflow enabled, then the Submit button is replaced by Baseline, the budget status changes from Working to Submitted, and the budget is ready for you to create a baseline version. If you requery with Workflow enabled, then the Submit button is grayed out and the award budget is ready for approval in Workflow.

Note: If the budget fails funds check, the button remains Submit. If Workflow is enabled when the budget fails funds check, the budget is not forwarded to Workflow for approval. If the budget does not fail funds check and Workflow is enabled, the Submit button is grayed out.

Note: If Workflow is not enabled and the GMS: Enable Funds Check for Budget Submission profile option is set to No, then budget submission will skip funds checking.

6. From the Award Budgets window, click **Baseline**.

   Note: When you create a baseline budget version, a notification window appears assigning a concurrent program identification number. If you requery the window without Workflow enabled, then the Baseline button is replaced by the Submit button and the budget status changes from Submitted to Working.

   Note: If the budget fails funds check, the button remains Baseline.

For information on baselining a draft award budget, see Baselining a Draft, *Oracle Project Management User Guide*.

To approve a budget in Workflow, see Approving Notifications Procedure, page 30-7.

Reviewing Historical Baselined Award Budget Versions

Users can review budget lines from historical baselined award budgets.

To review historical baselined award budget versions, perform the following steps.

Note: Users cannot make changes to task entries or to the budget lines.

1. From the Award Budgets window, click **History**.

   The Budget Version History window appears.

2. Select the project number and budget version to view, and click **Details**.

   The Budget Lines window appears.

   If users are viewing a task level budget, the Task Budgets window opens.

3. Select a task number and click **Budget Lines**.

The Budget Lines window appears.

4. Close the window.

Award Budgets Window Description

Award Budgets Window Description

Field Name	Type	Features	Description
Award Number	required	list of values	award number
Award Name	required	list of values	award name
Project Number	required	list of values	project number will default in if project name is entered
Project Name	required	list of values	project name will default in if project number is entered
Budget Type	read only		budget type description; defaults in Approved Cost Budget
Find Draft		button	pulls in information from project and award budget combination
Version Name	optional		budget version
Status	read only		When users enter or update a draft award budget, the field displays Working. When a draft award budget is submitted, the field displays Submitted.
Change Reason	optional		reason for change
Description	optional		budget description

Field Name	Type	Features	Description
New Original	optional	check box	if selected, this draft award budget, when baselined, becomes revised original budget
Descriptive Flexfield	optional		field for user customization
Entry Method	required	list of values	determines budgeting level of work breakdown structure and whether budget is time-phased or non-time phased
Resource List	required	list of values	determines whether budget is by summary amounts or by detail budget lines categorized by resource
Draft UOM	display only		displays unit of measurement for labor for working budget version that was not baselined
Draft Quantity	display only		displays sum of labor hours for working budget version that was not baselined
Draft Raw Cost	display only		displays sum of raw costs for working budget version that was not baselined
Draft Burdened Cost	display only		displays sum of burdened costs for working budget version that was not baselined
Draft Revised Date	display only		displays revision date for working budget version that was not baselined

Field Name	Type	Features	Description
Current UOM	display only		displays unit of measurement for labor for most recent baselined budget version
Current Quantity	display only		displays sum of labor hours for most recent baselined budget version
Current Raw Cost	display only		displays sum of raw costs for most recent baselined budget version
Current Burdened Cost	display only		displays sum of burdened costs for most recent baselined budget version
Current Revised Date	display only		displays revision date for most recent baselined budget version
History		button	displays prior award budget
Copy Actual		button	copies actual amounts to budget amounts
Rework		button	changes budget status from submitted to working
Submit		button	sends request to concurrent manager to run GMS: Submit/Baseline Award Budgets
Details		button	displays award budget details

Task Budgets Window Description

Task Budgets Window Description

Field Name	Type	Features	Description
Version Number	display only		budget version number
Version Name	display only		budget version name
Task Number	display only		unique identification number of task within project
Task Name	display only		descriptive task name
UOM	display only		labor unit of measure for task number and task name
Quantity	display only		quantity of labor unit of measure for task number and task name
Raw Cost	display only		total raw cost for task number and task name
Burdened Cost	display only		total burdened cost for task number and task name
[Quantity] Project Total	display only		total quantity of labor unit of measure for all project tasks
[Raw Cost] Project Total	display only		total raw costs for all project tasks
[Burdened Cost] Project Total	display only		total burdened costs for all project tasks
Budget Lines		button	opens Budget Lines window

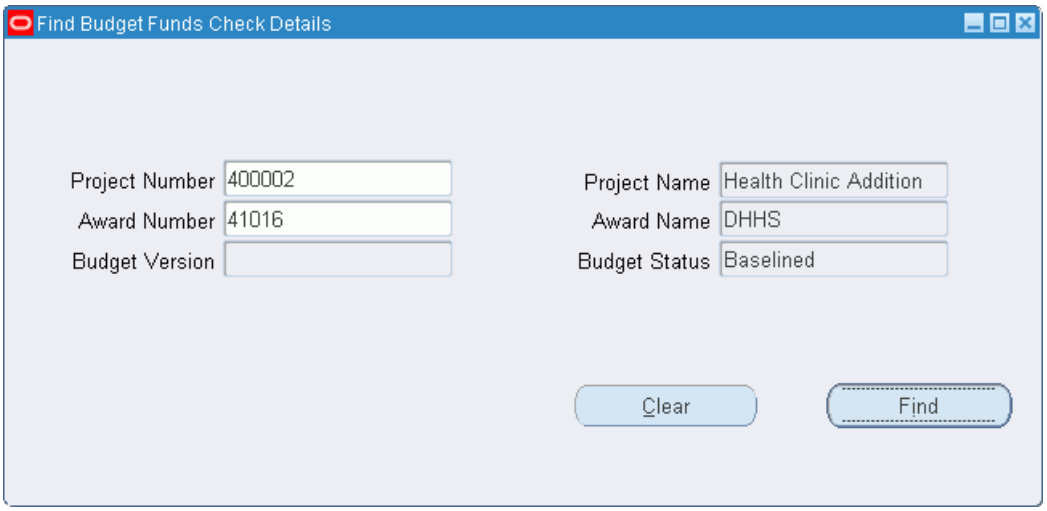
Budget Lines Window Description

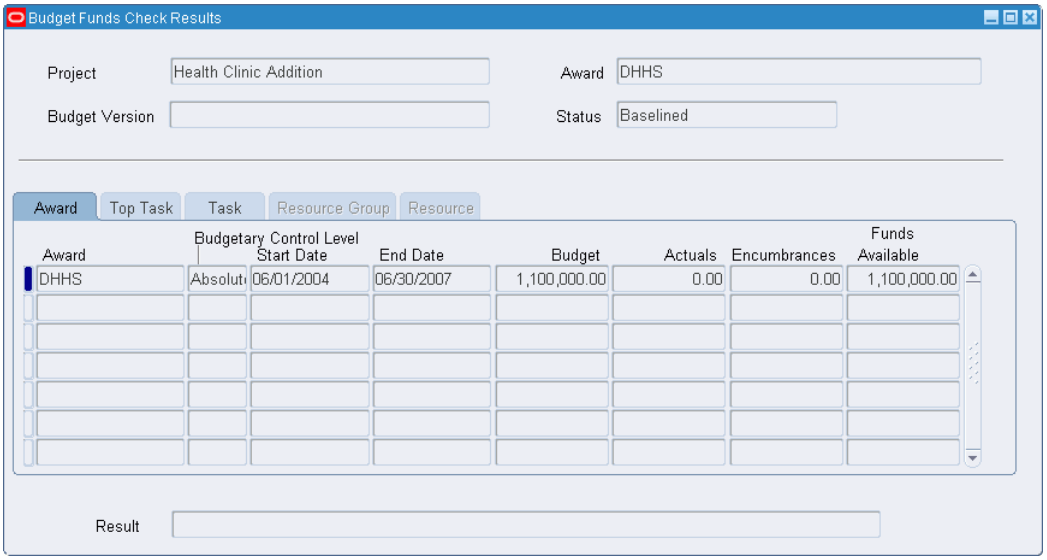
Budget Lines Window Description

Field Name	Type	Features	Description
Version Number	display only		budget version number
Version Name	display only		budget version name
Task Number	display only	up and down arrows	unique identification number of task within project
Task Name	display only		descriptive name of task within project
View Lines For	read only		displays burdened cost
Period For Totals		list of values: pop-up calendar	beginning and ending dates for budget periods
Budget Periods Earliest	read only		earliest budget period date
Budget Periods First	required	list of values: pop-up calendar	first budget period
Budget Periods Latest	read only		latest budget period
Resource	required	list of values	allows users to select resource that users want to budget. Resources are user-defined categories of labor, services, materials, and equipment needed to track, complete, and account for project work.

Field Name	Type	Features	Description
Amount Type	required	list of values	allows user to select an amount type allowed by budget entry method. In Grants Accounting, amount type must be Burdened Cost.
[Month--Year]	required	left and right arrow buttons	Budget amount for resource, amount type, and budget period displayed. Use left and right arrow buttons to change budget periods displayed.
Period Totals	read only		total of all displayed budget periods for a resource and amount type
Sort Budget Lines By	optional	option button	Enables user to select an option to order budget lines by resource or by period start date. This option is only available if the time phase is Date Range.
Change Reason	optional	list of values	enabled by pressing Tab key on keyboard; user-defined reasons for revising budget lines for resource and budget period
Comments	optional		descriptive comments for revising budget lines for the resource and budget period

Viewing Funds Check Results of Award Budget Procedure





To view the funds check results of an award budget that failed the budget baseline process, perform the following steps.

1. In Grants Accounting, navigate to the Find Funds Check Details (Budget) window as follows:

   Budgets - Funds Check Results (Budget)

2. Enter data in the Find Funds Check Details (Budget) window as described in the Find Budget Funds Check Details Window Description table, page 22-22.

3. Click **Find** to open the Budget Funds Check Results window.

4. Review each field of the Budget Funds Check Results window as described in the Budget Funds Check Results Window Description, Awards Tab table, page 22-22.

5. Close the window.

Find Budget Funds Check Details Window Description

Find Budget Funds Check Details Window Description

Field Name	Type	Features	Description
Project Number	required	list of values	project number
Project Name	default, display only		project name
Award Number	required	list of values	award number
Award Name	default, display only		award name
Budget Version	default, display only		budget version. Field populated after project number and award number entered.
Budget Status	default, display only		status of budget
Clear		button	erases data from fields
Find		button	opens Budget Funds Check Results window

Budget Funds Check Results Window Description, Award Tab

Budget Funds Check Results Window Description, Award Tab

Field Name	Type	Features	Description
Project	display only		project name

Field Name	Type	Features	Description
Award	display only		award name
Budget Version	display only		budget version
Status	display only		status of funds check; Pending, Approved, Rejected, or Fatal
Result	display only		result of funds check at task level; transaction passed or failed funds check at task level
Award	display only		award name
Budgetary Control Setting	display only		budgetary control setting; Absolute, Advisory, or None
Start Date	display only		award budget start date
End Date	display only		award budget end date
Budget	display only		new budget amount
Actuals	display only		actuals amount
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of award budget funds available

Budget Funds Check Results Window Description, Top Task Tab

Budget Funds Check Results Window Description, Top Task Tab

Field Name	Type	Features	Description
Task	display only		name of task that is budgeted

Field Name	Type	Features	Description
Budgetary Control Setting	display only		budgetary control setting; Absolute, Advisory, or None
Start Date	display only		task budget start date
End Date	display only		task budget end date
Budget	display only		new budget amount
Actuals	display only		actuals amount
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of task budget funds available

Budget Funds Check Results Window Description, Task Tab

Budget Funds Check Results Window Description, Task Tab

Field Name	Type	Features	Description
Task	display only		name of task that is budgeted
Budgetary Control Setting	display only		budgetary control setting; Absolute, Advisory, or None
Start Date	display only		task budget start date
End Date	display only		task budget end date
Budget	display only		new budget amount
Actuals	display only		actuals amount

Field Name	Type	Features	Description
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of task budget funds available

Budget Funds Check Results Window Description, Resource Group Tab

Budget Funds Check Results Window Description, Resource Group Tab

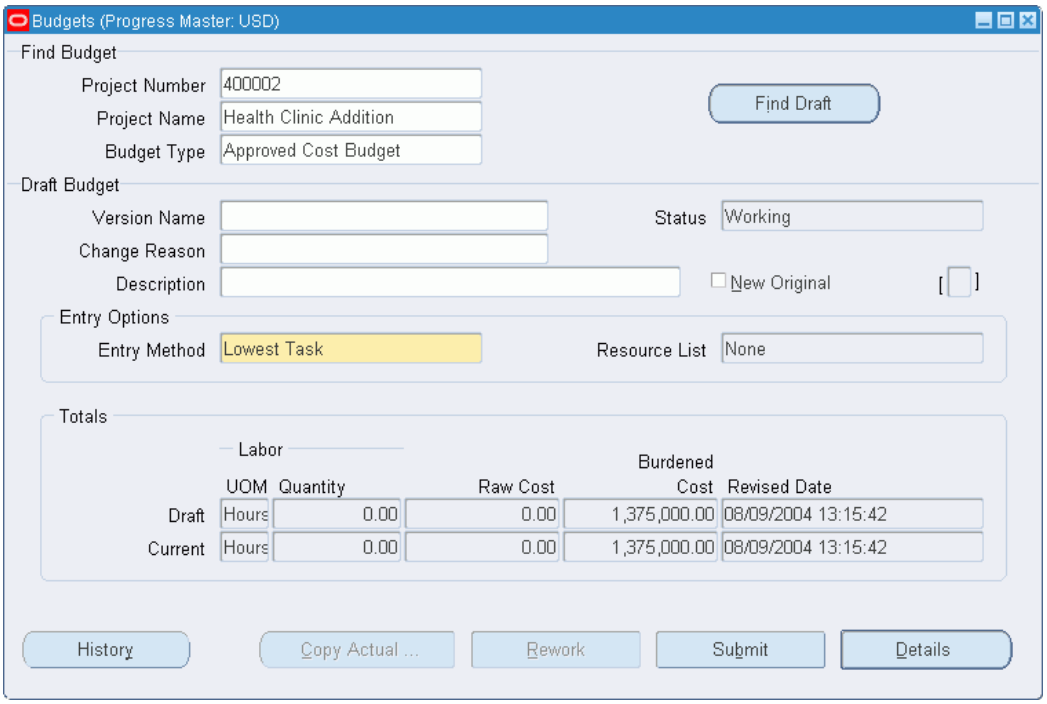
Field Name	Type	Features	Description
Resource Group	display only		resource group name
Task	display only		task name
Budgetary Control Setting	display only		budgetary control setting; Absolute, Advisory, or None
Start Date	display only		resource group budget start date
End Date	display only		resource group budget end date
Budget	display only		new budget amount
Actuals	display only		actuals amount
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of resource group budget funds available

Budget Funds Check Results Window Description, Resource Tab

Budget Funds Check Results Window Description, Resource Tab

Field Name	Type	Features	Description
Resource	display only		resource name
Task	display only		task name
Budgetary Control Setting	display only		budgetary control setting; Absolute, Advisory, or None
Start Date	display only		resource budget start date **Note:** If General Ledger periods are used, start and end dates match General Ledger period dates **Note:** If there is no budget for the task, start date is date of transaction.
End Date	display only		resource budget end date **Note:** If General Ledger periods are used, start and end dates match General Ledger period dates. **Note:** If there is no budget for the task, end date is date of transaction.
Budget	display only		new budget amount
Actuals	display only		actuals amount
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of resource budget funds available

Viewing a Project Budget Procedure



The project budget is a consolidation or summary of all the award budgets funding a project. When an award budget is baselined, the project budget is automatically summarized.

Oracle Grants Accounting determines summary amounts for the Project Approved Cost Budget when you submit the process to create a baseline. If multiple award budgets fund a single project, then this process automatically determines the budget entry method to use for the project budget. The following business rules determine the budget entry method that Oracle Grants Accounting uses during the baseline process:

- If the award budgets for the project use the same budget entry method, resource list and period type, then Oracle Grants Accounting uses the specified budget entry method and resource list for the project budget.

- Using the profile option: GMS: Project Budget Entry Method - Categorized by Resource

  Oracle Grants Accounting uses the budget entry method specified in this profile option when either of the following conditions exist:

  - The award budgets use different budget entry methods, but the same resource list

  - The award budgets use the same budget entry method and resource list, and

are time phased by date range

If this profile option is not defined, the user will receive an error message when attempting to submit the award budget.

- Using the profile option: GMS: Project Budget Entry Method - Uncategorized

  Oracle Grants Accounting uses the budget entry method specified in this profile option when either of the following conditions exist:

  - The award budgets use different budget entry methods and different resource lists
  - The award budgets use budget entry methods with different resource lists and are time phased by date range

  If this profile option is not defined, the user will receive an error message when attempting to submit the award budget.

In Grants Accounting, a project budget is available for viewing only. To view a project budget, perform the following steps.

1. In Grants Accounting, navigate to the Project Budgets window as follows:

   Budgets - Project Budgets

   The Project Budgets window appears.

2. In the Project Number field, enter the project number and press the Tab key on the keyboard to populate the Project Name field.

3. In the Budget Type field, select Approved Cost Budget from the list of values.

   Note: For sponsored projects only, the Project Budgets window can be used to enter other budget types, such as Forecast Cost Budgets.

4. Click **Find Draft** to view consolidated budget information.

   For information on defining the budget entry method, see Oracle Grants Accounting Setup Overview, page 2-1.

5. Close the window.

Project Budgets Window Description

Project Budgets Window Description

Field Name	Type	Features	Description
Project Number	required		project number
Project Name	required		project name
Budget Type	required	list of values	users must choose Approved Cost Budget from the list of values to view a consolidation of award budgets
Find Draft		button	searches for data based on parameters entered
Version Name	display only	list of values	budget version **Note**: display only for Approved Cost Budget; optional for all other budget types
Status	display only		active or inactive
Change Reason	display only		reason for change **Note**: display only for Approved Cost Budget; optional for all other budget types
Description	display only		budget description **Note**: display only for Approved Cost Budget; optional for all other budget types

Field Name	Type	Features	Description
New Original	display only	check box	select to create a new original **Note**: display only for Approved Cost Budget; optional for all other budget types
Descriptive Flexfield	optional		field for user customization
Entry Method	display only		summary information
Resource List	display only		summary information
Draft Labor UOM	display only		summary information for current draft budget
Draft Labor Quantity	display only		summary information for current draft budget
Draft Raw Cost	display only		summary information for current draft budget
Draft Burdened Cost	display only		summary information for current draft budget
Draft Revised Date	display only		summary information for current draft budget
Current Labor UOM	display only		summary information for current baselined budget
Current Labor Quantity	display only		summary information for current baselined budget
Current Raw Cost	display only		summary information for current baselined budget
Current Burdened Cost	display only		summary information for current baselined budget

Field Name	Type	Features	Description
Current Revised Date	display only		summary information for current baselined budget
History		button	displays prior project budget
Copy Actual...		button	copies actual amounts to budget amounts
Rework		button	changes budget status from submitted to working
Submit		button	submits budget for approval
Details		button	displays project budget details

23

Non-Sponsored Project Budget Procedure

This chapter describes the non-sponsored project budget procedure.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Creating a Non-Sponsored Project Budget Procedure

Definition

A non-sponsored project is a project that is not funded by an award.

Overview

Since non-sponsored projects are not funded by an award and do not have an award budget, there is no automatic summary or baselining of the project budget. Users must enter an Approved Cost Budget for the non-sponsored project.

Functionality Differences Between Sponsored and Non-Sponsored Projects

Functionality Differences Between Sponsored and Non-Sponsored Projects

Functionality	Sponsored Project	Non-Sponsored Project
Login Responsibility	users log in as Grants SuperUser GUI	users log in as Grants SuperUser GUI

Functionality	Sponsored Project	Non-Sponsored Project
Creating Project Types	to create a sponsored project type, see Project Types Setup, page 4-1	no action required
Burdening	Grants Accounting uses award indirect cost rate schedule specified in Compliances tab of Award Management window	because an award does not fund a non-sponsored project, Grants Accounting uses the burden schedule for project type specified in Costing Information tab of Project Types window
Accruing Revenue	yes; accruing revenue occurs at award level, not project level	no; revenue is not accrued for non-sponsored projects
Invoicing	yes; invoicing occurs at award level, not project level	no; invoicing is not available for non-sponsored projects
Budgeting	yes; award budgets are created and then summarized to create project budget	yes; users create a budget type for non-sponsored projects and a user-defined budget using budget type
Viewing Project Status	yes; users review summary amounts, by project, in the Project Status window. Budget, actual amounts, and commitments can be viewed.	yes; users review summary amounts, by project, in the Project Status window. Budget amounts can be viewed after an adjustment is made.
Using Budgetary Control	yes; Grants Accounting funds checking available	no; Grants Accounting funds checking not available

References

For information on setting up project types, see Project Types Setup, page 4-1.

For information on the indirect cost rate schedule specified in the Compliances region of the Award Management window, see Award Template Entry Procedures, page 18-3.

For information on accruing revenue and invoicing, see Revenue and Invoice Procedures, page 28-1.

For information on budgeting, see Budget Entry Procedures, page 22-5.

For information on Project Status Inquiry, PSI, see Project Status Inquiry Overview, *Oracle Project Management User Guide*.

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

Prerequisites

- Set up Oracle Projects.

  To set up Oracle Projects, see Oracle Grants Accounting Setup Overview, page 2-1.

- Set up Grants Accounting.

  To set up Grants Accounting, see Oracle Grants Accounting Setup Overview, page 2-1.

- Apply appropriate patches.

  To apply patches, see *Installing Oracle Applications, Upgrading Oracle Applications,* and *Oracle Applications Release Notes*.

- A project must be entered.

  To enter projects, see Creating Projects, *Oracle Projects Fundamentals*.

Creating a Non-Sponsored Project Budget Procedure

To create a non-sponsored project budget, perform the following steps.

1. In Grants Accounting, navigate to the Project Budgets window as follows:

   Budgets - Project Budgets

2. In the Project Number field, select a project number from the list of values to enter or revise budget amounts for.

   The Project Name field automatically populates.

3. In the Budget Type field, select the appropriate budget type name from the list of values.

4. Click **Find Draft**.

5. Optionally, enter a version name, change reason, and description.

   For information on entering a project budget, see Entering a Budget Draft, *Oracle Project Management User Guide*.

6. Click **Details**.

The Task Budgets window appears.

7. In the Task Budgets window, click **Budget Lines**.

   The Budget Lines window appears.

8. In the Budget Lines window, enter budget applicable budget lines and save.

   To enter budget lines, see Entering Budget Lines, *Oracle Project Management User Guide*.

9. Submit and Baseline the project budget.

   To submit a draft award budget, see Submitting a Draft, *Oracle Project Management User Guide*.

   To baseline a draft award budget, see Baselining a Draft, *Oracle Project Management User Guide*.

To view project budgets window and table, see Project Budgets Window Description, page 22-29.

24

Changing Budgetary Control Settings Procedures

This chapter describes the changing budgetary control setting procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Changing Budgetary Control Settings at the Award or Task Levels Procedure
- Budgetary Control Window Description
- Changing Budgetary Control Settings at the Resource Groups or Resource Levels Procedure
- Budgetary Control - Resources Window Description
- Updating Budgetary Control Default Settings
- Adding or Deleting Resources or Resource Groups Procedure

Definition

Budgetary control settings determine spending limits at the award, task, resource groups, and resource levels in a project.

Overview

This section explains the following:

- Changing Budgetary Control Settings, page 24-2
- Changing Budgetary Control Settings and Funds Check, page 24-2

Changing Budgetary Control Settings

When you create a baseline for an award budget for the first time, Grants Accounting creates default budgetary control level settings for each budget level based on the values in the Award Management window. You can override the default control level values for the baseline budget version. When you create subsequent baselines for the award budget, Grants Accounting uses the revised budgetary control level settings and not the default settings. For example, if you override the budgetary control level for a task, Grants Accounting does not reset the task to the default value the next time that you create a baseline for the budget.

If you add new tasks to the project or new resource groups or resources to the resource list assigned to the budget, the next time you create a baseline for the award budget, Grants Accounting automatically creates default budgetary control settings for the new tasks, resource groups, or resources. You can override the default control level values for the baseline budget version.

You can use the following procedures to change default budgetary control settings:

- Changing Budgetary Control Settings at the Award or Task Levels Procedure
- Changing Budgetary Control Settings at the Resource Groups or Resource Levels Procedure
- Updating Budgetary Control Default Settings Procedure

Default Budgetary Controls and Changing the Budget Entry Method

You can change the budget entry method for an award budget after you create a baseline version. If the budget entry level for the new budget entry method is different from the budget entry level for the current budget entry method, then Grants Accounting resets the budgetary controls to the default budgetary control level settings when you create the next budget baseline.

For example, if the budget entry level of the current budget entry method is *Top Tasks* and the budget entry level for the new budget entry method is *Lowest Tasks*, Grants Accounting resets the budgetary controls to the default budgetary control level settings when you create the next budget baseline.

Changing Budgetary Control Settings and Funds Check

When switching from a budgetary control setting of Advisory or None to a budgetary control setting of Absolute, if expenditures are greater than the budget, award budget re-baselining will fail. Users must adjust either the expenditures or the budget amount to avoid this failure. At budgetary control settings of Advisory or None, transactions will pass funds check even if the expenditure amounts exceed the budget limit.

The following table shows an example of funds check results when changing a

budgetary control setting from Advisory or None to Absolute. For both the Advisory and None settings, if an expenditure of $150 exceeds a budget limit of $100, the transaction will still pass funds check.

But when the budgetary control setting is changed from Advisory or None to Absolute, and the expenditure of $150 exceeds the budget limit of $100, the transaction will fail funds check.

For more information on budgetary control and funds check, see Viewing Funds Check Results of Award Budget, page 22-3.

Changing Budgetary Control Settings from Advisory or None to Absolute

Budgetary Control Setting	Budget Limit	Expenditure Amount	Funds Check Result
None	$100	$150	Pass
Advisory	$100	$150	Pass
Absolute	$100	$150	Fail

Reference

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

Prerequisites

- A project must be entered.

  To enter a project, see Creating Projects, *Oracle Projects Fundamentals*.

- An award that funds this project must be entered.

  To enter an award, see Award Entry Procedures, page 17-5.

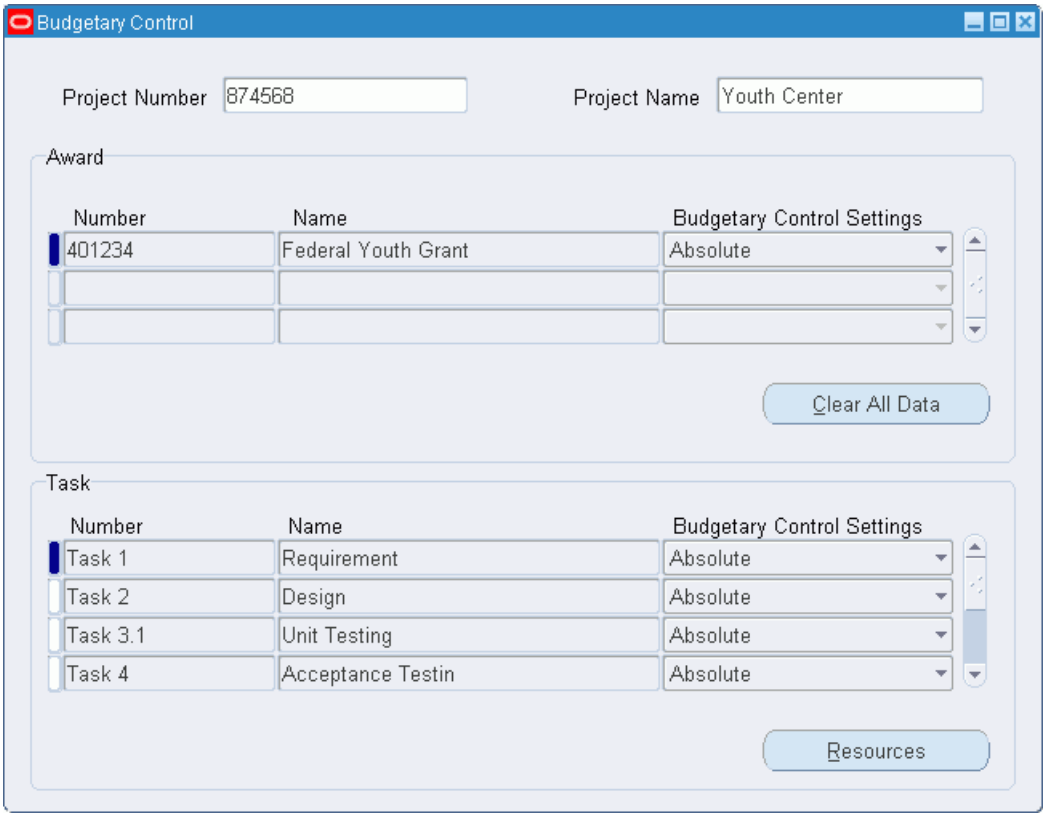
- Award funding must be allocated to the project.

  To allocate award funding to projects, see Project Funding Procedures, page 20-4.

- An award budget must be entered, submitted, and baselined.

  To enter, submit, and baseline an award budget, see Budget Entry Procedures, page 22-5.

Changing Budgetary Control Settings at the Award or Task Levels Procedure



To change budgetary control settings for a project at the Award or Task levels, perform the following steps.

1. In Grants Accounting, navigate to the Budgetary Control window as follows:

   Budgets - Budgetary Control

2. In the Project Number field, select a project number from the list of values or in the Project Name field, select a project name from the list of values.

   The Award Number, Award Name, and Budgetary Control Settings fields are defaulted in.

   > **Note:** You must first create a baseline version for the award budget. If the award budget does not have a baseline version, the project does not appear in the list of values.

3. To change budgetary control settings, in the Award or Task region select Absolute,

Advisory, or None from the Budgetary Control Settings field drop-down list.

The budgetary control settings selected by users affect funds check.

To verify the compatibility of budget entry method variables with budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

4. Save changes to budgetary control settings as follows:

   File - Save or **Save and Proceed**

5. Close the window.

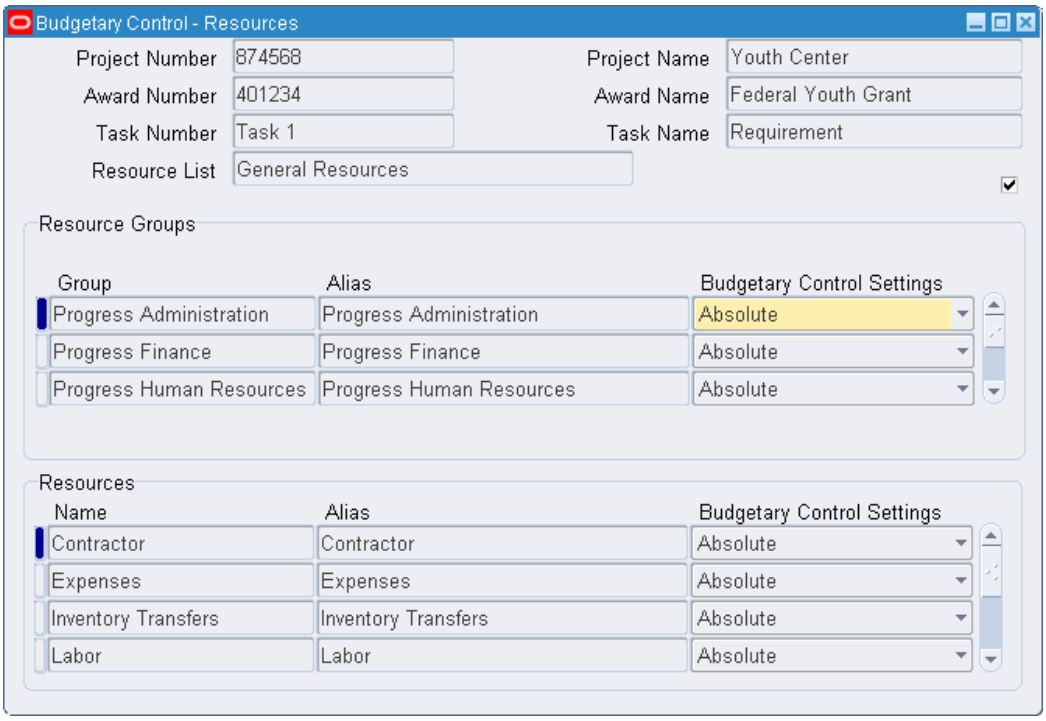
Budgetary Control Window Description

Budgetary Control Window Description

Field Name	Type	Features	Description
Project Number	required	list of values	project number
Project Name	required	list of values	project name
Number	required	list of values	award number
Name	required	list of values	award name
Budgetary Control Setting	required	drop-down list	budgetary control setting for award; Absolute, Advisory, None
Clear All Data		button	erases data from fields
Number	optional	list of values	task number
Name	optional	list of values	task name
Budgetary Control Settings	optional	drop-down list	budgetary control setting for task; Absolute, Advisory, None

Field Name	Type	Features	Description
Resources		button	opens Budgetary Control - Resources window

Changing Budgetary Control Settings at the Resource Groups or Resource Levels Procedure



To change budgetary control settings for a project at the Resource Groups or Resource levels, perform the following steps.

1. In Grants Accounting, navigate to the Budgetary Control window as follows:

   Budgets - Budgetary Control

2. In the Project Number field, select a project number from the list of values or in the Project Name field, select a project name from the list of values.

   The Award Number, Award Name, and Budgetary Control Settings fields are defaulted in.

   Note: You must first create a baseline version for the award budget.

If the award budget does not have a baseline version, the project does not appear in the list of values.

3. Click **Resources**.

   The Budgetary Control - Resources window appears.

4. In the Resource Groups or Resources region, change budgetary control settings as needed by selecting Absolute, Advisory, or None from the Budgetary Control Settings field drop-down list.

   The budgetary control settings selected by users affect funds check.

   To verify the compatibility of budget entry method variables with budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

5. Save changes to budgetary control settings as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Budgetary Control - Resources Window Description

Budgetary Control - Resources Window Description

Field Name	Type	Features	Description
Project Number	display only		project number
Project Name	display only		project name
Award Number	display only		award number
Award Name	display only		award name
Task Number	display only		task number
Task Name	display only		task name

Field Name	Type	Features	Description
Resource List	display only		resource list used by this project and award
[Data Coordination Check Box]	optional	check box	If selected, data in the Budgetary Control - Resources window is automatically updated and coordinated with data from the Budgetary Control window. If deselected, data in window is updated only when users click in the window. **Note:** Leave deselected to enhance performance when querying records in the Budgetary Control - Resources window.
Group	optional	list of values	resource group name
Alias	optional	list of values	resource group alias
Budgetary Control Settings	optional	drop-down list	budgetary control setting for resource group; Absolute, Advisory, None
Name	optional	list of values	resource name
Alias	optional	list of values	resource alias
Budgetary Control Settings	optional	drop-down list	budgetary control setting for resource; Absolute, Advisory, None

Updating Budgetary Control Default Settings

To update budgetary control default settings due to a change of the budgetary control settings in the Award Management window, perform the following steps.

1. In Grants Accounting, navigate to the Budgetary Control window as follows:

   Budgets - Budgetary Control

2. In the Project Number field, select a project number from the list of values or in the Project Name field, select a project name from the list of values.

   Grants Accounting shows the default settings for the Award Number, Award Name, and Budgetary Control Settings fields.

   > **Note:** You must first create a baseline version for the award budget. If the award budget does not have a baseline version, the project does not appear in the list of values.

3. Click **Find**.

4. Click **Clear All Data**.

   The Decision pop-up window will appear asking: Do you want to perform the default button action?

5. Click **Yes**.

   A Note pop-up window will appear stating: Default or current budgetary controls setup has been deleted from the database.

6. Click **OK**.

7. In the Number field of the Award region of the Budgetary Control window, enter the award number.

8. Press the Tab key.

9. Click **Default Setup**.

   The Decision pop-up window appears asking: Do you want to perform the default button action?

10. Click **Yes**.

    The Note pop-up window appears stating: Default budgetary control setup for the current award has been created in the database.

11. Click **OK**.

12. Save changes to budgetary control settings as follows:

    File - Save or **Save and Proceed**

13. Close the window.

Adding or Deleting Resources or Resource Groups Procedure

To add or delete resources or resource groups, perform the following steps.

1. In Grants Accounting, navigate to the Budgetary Control window as follows:

   Budgets - Budgetary Control

2. In the Project Number field, select a project number from the list of values or in the Project Name field, select a project name from the list of values.

   The Award Number, Award Name, and Budgetary Control Settings fields are defaulted in.

   > **Note:** You must first create a baseline version for the award budget. If the award budget does not have a baseline version, the project does not appear in the list of values.

3. Click **Find**.

4. Click **Resources**.

   The Budgetary Control - Resources window appears.

5. Optionally, to add a resource or resource group, enter the resource in the Name field of the Resources region, or enter the resource group in the Group field of the Resource Group region.

6. Optionally, to delete a resource or resource group, delete the unwanted resource in the Name field of the Resources region, or delete the unwanted resource group in the Group field of the Resource Group region.

7. Save changes to budgetary control settings as follows:

   File - Save or **Save and Proceed**

8. Close the window.

25

Transaction Entry Procedures

This chapter describes the transaction entry procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Entering Requisitions Procedure
- Entering Purchase Orders Procedure
- Entering Supplier Invoices Procedure
- Entering Expenditures Procedure
- Entering Encumbrances Procedure
- Expenditure Batches Window Description
- Expenditures Window Description
- Encumbrance Batches Window Description
- Encumbrances Window Description

Definition

Transactions are actual or encumbrance expenditure items for a particular project charged against an award.

Overview

Transaction types include requisitions, purchase orders, supplier invoices, timecards or labor transactions, usages, miscellaneous transactions, and expense reports. Budgetary control is used by encumbrances, requisitions, purchase orders, supplier invoices, and actuals to determine available funds.

Transactions are entered in Oracle Grants Accounting from the following areas:

- Requisitions are entered in Oracle Purchasing.
- Purchase orders are entered or automatically created in Purchasing.
- Supplier invoices are entered in Oracle Payables and can be matched to purchase orders.
- Expenditures are entered, costed, and funds checked in Grants Accounting.
- Encumbrances are entered and funds checked in Grants Accounting to cover anticipated expenditures.

References

For information on Grants Accounting integration with Purchasing and Payables, see Oracle Grants Accounting Integration with Other Oracle Applications, page B-1.

For information on entering requisitions and purchase orders, see *Oracle Purchasing User's Guide*.

For information on entering supplier invoices, see *Oracle Payables User's Guide*.

For information on entering expenditures, see Creating a Pre-Approved Expenditure Batch, *Oracle Project Costing User Guide*.

For information on costing and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

For information on funds check, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

Prerequisites

- Budgets must be entered and baselined and budgetary control options must be set for awards.

  To enter budgets and define budgetary control settings in Grants Accounting, see Budget Entry Procedures, page 22-5, and Changing Budgetary Control Settings Procedures, page 24-1.

- Budgetary control must be set up in Oracle General Ledger, Purchasing, and Payables.

  For information on setting up budgetary control in General Ledger, Purchasing, and Payables, see Oracle Grants Accounting Setup Overview, page 2-1.

- By default, after installation the award number field is not displayed in the Payables Invoices and Distributions windows. Users must add the award number

field, to both the Invoices and Distributions windows, after the Task field and before the Expenditure Type field.

Note: When the award number field is added, users must select the Open as Default Folder radio button in the Create New Folder window and save the new folder.

To add fields that are currently not displayed, see Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

Award Distributions Prerequisites

- The GMS: Default Distribution Award in Transaction Entry profile option can be selected to initiate the award distributions feature.

  To set profile options, see Oracle Grants Accounting Setup Overview, page 2-1.

- The GMS: Check Funds for Award Distribution profile option must be selected to activate funds checking for award distributions.

  To set profile options, see Oracle Grants Accounting Setup Overview, page 2-1.

Entering Requisitions Procedure

To enter requisitions, perform the following steps.

1. In Purchasing, navigate to the Requisitions window as follows:

   Requisitions - Requisitions

   The Requisitions window appears with the Items tab as the default.

2. In the Requisitions window, enter requisitions data.

3. Click **Distributions**.

   The Distributions window appears.

4. Select the Project tab.

5. In the Project field, enter or select a project from the list of values to charge the expense to, and in the Task field, enter or select a task from the list of values to charge the expense to.

6. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

7. If the GMS: Default Distribution Award in Transaction Entry profile option is not

enabled, in the Award field, select an award from the list of values to charge the expense to.

8. Enter data in the remaining required fields.

9. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu to distribute the transactions.

   Note: This step is required only once after all distribution lines have been entered.

   Important: If you enter purchase orders for a project using Oracle Purchasing Buyer WorkCenter, you cannot use the Tools-Award Distribution option to distribute the transactions. You must manually distribute the cost among the awards that fund the project.

10. Save or save and continue as follows:

    File - Save or **Save and Proceed**

    The requisition is ready for reserving, approving and funds check.

    Note: Grants Accounting only supports the use of purchase requisitions. Internal requisitions are not supported for funds checking.

To enter requisitions, see *Oracle Purchasing User's Guide*.

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Entering Purchase Orders Procedure

To enter purchase orders, perform the following steps.

1. In Purchasing, navigate to the Purchase Orders window as follows:

   Purchase Orders - Purchase Orders

   The Purchase Orders window appears with the Items tab as the default.

2. Enter data in the Purchase Orders window.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Click **Shipments**.

   The Shipments window appears.

5. Select the Shipments tab and enter data.

6. Select the More tab and enter data.

7. Deselect the Accrue on Receipt check box.

   Important: If users enable the accrue on receipt feature at the system level in the Purchasing Options window by selecting On Receipt from the drop-down box for Accrue Expense Items, the Accrue on Receipt check box in the Shipments window is selected by default. Deselect the Accrue on Receipt check box in the Shipments window to ensure that burdening and funds check are performed on the matching invoice. If the Accrue on Receipt check box is selected in the Shipments window, the system cannot perform burdening and funds check on the matching invoice.

8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

9. To display status information, select the Status tab.

10. Click **Distributions**.

    The Distributions window appears.

11. Select the Project tab.

12. In the Project field, enter or select a project from the list of values, and in the Task field, select a task from the list of values.

13. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

14. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, in the Award field, select an award from the list of values to charge the expense to.

15. Enter data in the remaining required fields.

16. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu to distribute the transactions.

Note: This step is required only once after all distribution lines have been entered.

17. Save or save and continue as follows:

    File - Save or **Save and Proceed**

    The purchase order is ready for reserving, approving and funds check.

To enter purchase order information, see *Oracle Purchasing User's Guide*.

To enable the accrue on receipt feature at the system level, see *Oracle Purchasing User's Guide*.

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Entering Supplier Invoices Procedure

To enter supplier invoices, perform the following steps.

Note: You can use folder tools to show the Award Number field at the invoice, invoice line, and invoice distribution line levels. Use the following steps at each level to add the Award Number field:

1. From the Tools menus, select Add field.
2. Select the Award Number field.
3. Select the OK button.

To save this folder as your default view, you must select the Open as Default Folder option in the Create New Folder window and save the new folder. For additional information, see Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

1. In Oracle Payables, navigate to the Invoices window as follows:

   Invoices - Entry - Invoices

2. Enter data in the Invoice Workbench window.
3. Optionally, enter the following grants-related information at the invoice level. This information provides the default values for each invoice line.
   - In the Project field, enter or select a project from the list of values.
   - In the Task field, enter or select a task from the list of values.

- In the Award Number field, enter or select an award from the list of values.

  If the *GMS: Default Distribution Award in Transaction Entry* profile option is enabled, then Oracle Payables automatically enters the default distribution award in the Award Number field. You have the option of initiating the award distributions feature for invoice distribution lines with the default value or overriding the default value from the list of values.

  If the *GMS: Default Distribution Award in Transaction Entry* profile option is not enabled, then select an award from the list of values in the Award Number field.

- In the Expenditure Item Date field, optionally override the default date. The value you specify for the profile option *PA: Default Expenditure Item Date for Supplier Cost* determines the default expenditure item date for supplier invoices.

- In the Expenditure Type field, enter or select and expenditure type from the list of values.

- In the Expenditure Organization field, enter or select an expenditure organization from the list of values. The organization you specify for the profile option *PA: Default Expenditure Organization in AP/PO* is the default value for the Expenditure Organization field.

4. Select the Lines tab in the Lines region.

5. Enter the information for each invoice line.

6. Optionally, enter grants-related information for each invoice line. If you entered grants-related information at the invoice level, then you can override the default values for each invoice line. Enter data in the remaining required fields.

   When you create a supplier invoice, if you enter grants-related information at the invoice line level, then Oracle Payables automatically generates the invoice distribution lines. In this case, Oracle Payables sets the value for the Generate Distributions field for the invoice line to Yes. Optionally, you can use folder tools to display the Generate Distributions field for invoice lines. For information about entering invoices, invoice lines, and invoice distributions, see the *Oracle Payables User's Guide*.

7. Select the **Distributions** button.

   The Distributions window appears.

8. If Oracle Payables did not generate the distribution lines, then enter grants-related information for each distribution line. You can override any default values. Enter data in the remaining required fields.

9. Optionally, if you are using the default value to initiate the award distributions

feature, then select **Tools - Award Distribution** from the menu.

> **Note:** Perform this step after you have entered all of the distribution lines.

10. Save or save and continue as follows:

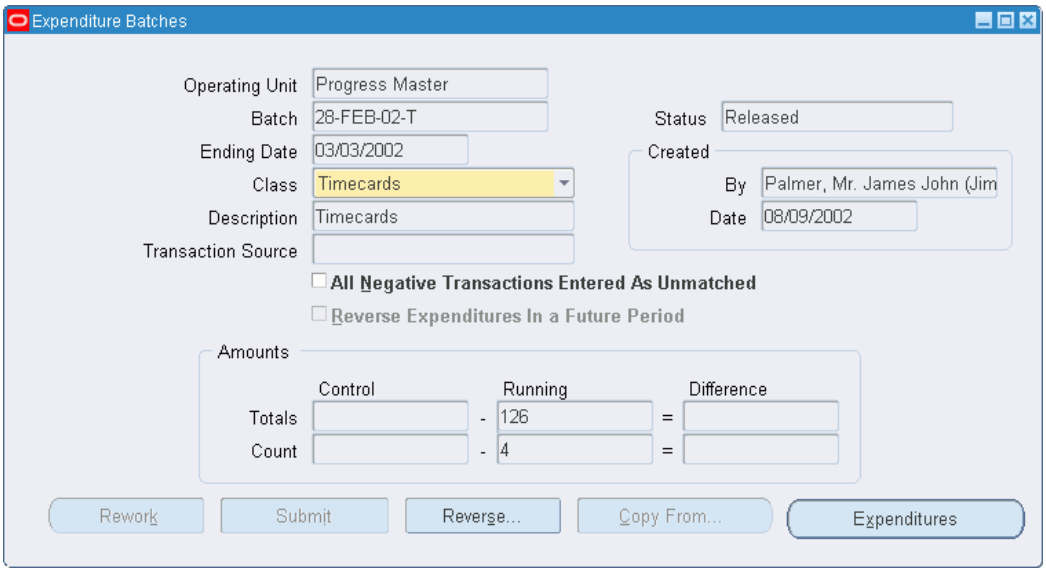
    File - Save or **Save and Proceed**

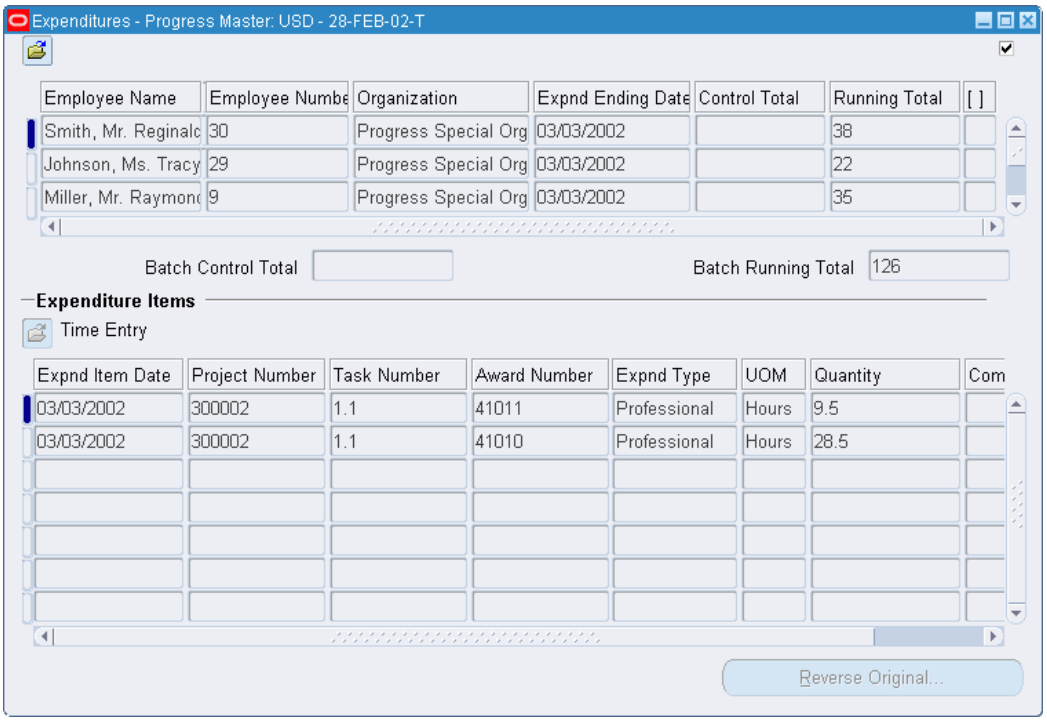
    The invoice is ready for approval and funds check.

To enter invoices, see: Entering Invoices, *Oracle Payables User's Guide*.

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Entering Expenditures Procedure





To enter expenditures, perform the following steps.

1. In Grants Accounting, navigate to the Expenditure Batches window as follows:

   Expenditures - Pre-Approved Batches - Enter Actuals

2. Enter data in the Expenditure Batches window as described in the Expenditure Batches Window Description, page 25-13.

   Note: Create a separate batch for each class.

   Note: Optionally, for timecard batches only, users can click **Copy From** to copy from an existing batch.

3. After entering data in the Expenditure Batches window, click **Expenditures**.

   The Expenditures window appears.

   Note: To add the award number field, users must select the Open as Default Folder radio button in the Create New Folder window and save the new folder.

   To add the award number field, see Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

4. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, then the profile provides the default value for the Award field of the Expenditure Items region. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

5. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, then, select an award from the list of values in the Award field.

6. Enter data in each field of the Expenditures window as described in the Expenditures Window Description, page 25-15.

7. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu.

   Note: This step is required only once after all expenditure item lines have been entered.

   Note: The Expenditures window is a folder form that can be customized as needed. Use scroll bars to view all fields.

8. Save as follows:

   File - Save

9. Close the Expenditures window.

10. To submit and release the batches, click **Submit** and **Release** in the Expenditure Batches window.

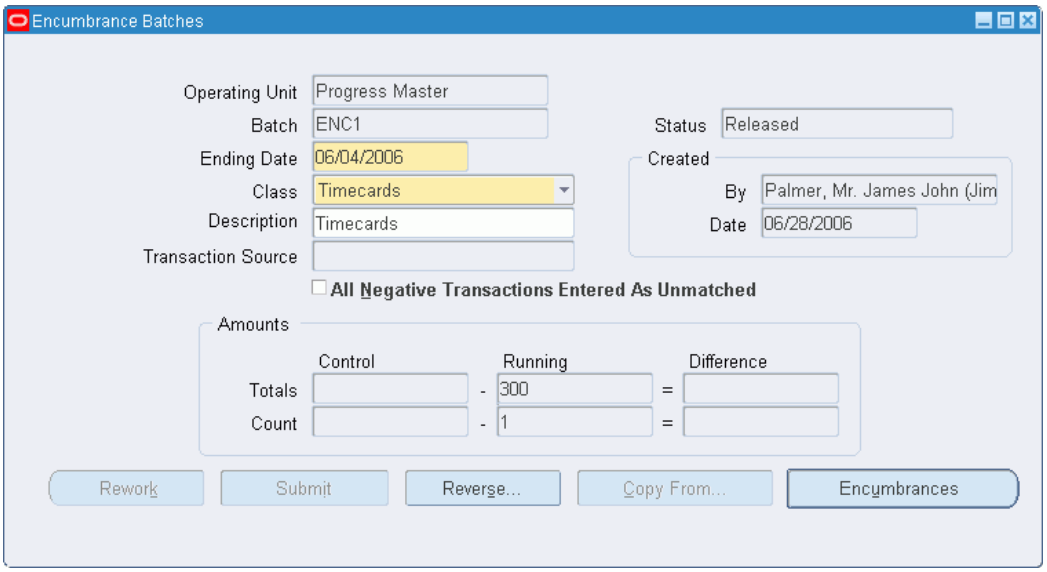
    The expenditures are now ready for costing and funds check

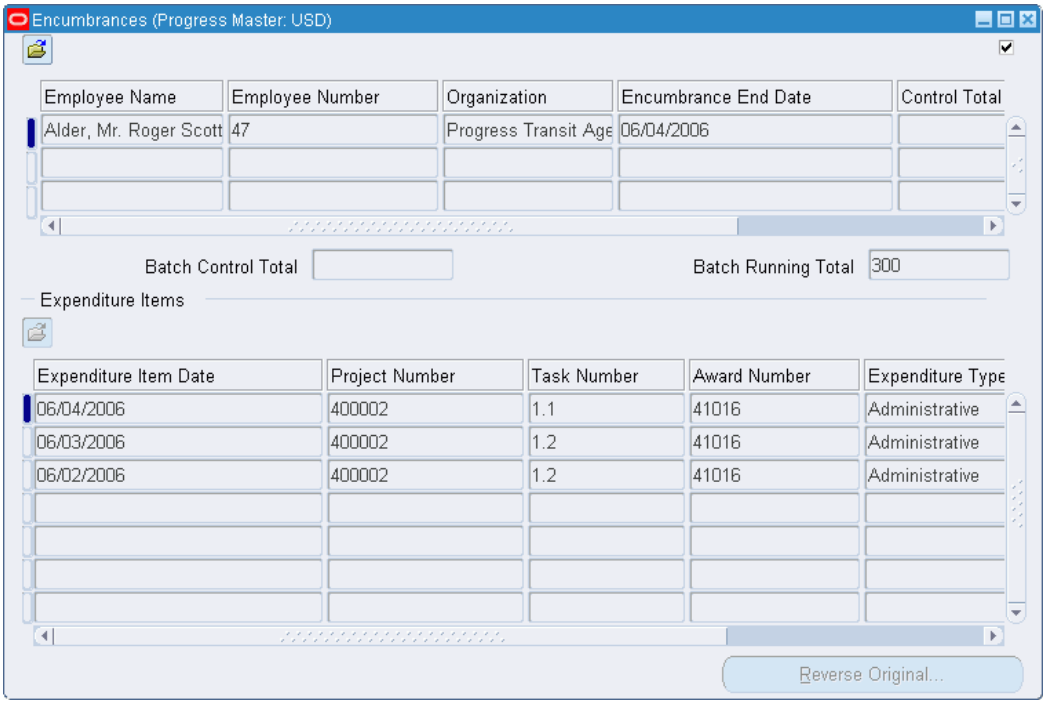
11. Close the Expenditure Batches window.

To enter expenditures, see Expenditure Entry Methods, *Oracle Project Costing User Guide*

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2

Entering Encumbrances Procedure





To enter encumbrances, perform the following steps.

1. In Grants Accounting, navigate to the Encumbrance Batches window as follows:

   Expenditures - Pre-Approved Batches - Enter Encumbrances

2. Enter data in the Encumbrance Batches window as described in the Encumbrance Batches Window Description, page 25-13.

   Note: Create a separate batch for each class.

   Note: Optionally, for timecard batches only, users can click **Copy From** to copy from an existing batch.

3. After entering data in the Encumbrance Batches window, click **Encumbrances**.

   The Encumbrances window appears.

4. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field of the Expenditure Items region defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

5. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, in the Award field, select an award from the list of values to charge the expense to.

6. Enter data in the remaining required fields as described in the Expenditures Window Description table, page 25-15.

7. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu.

   Note: This step is required only once after all expenditure item lines have been entered.

8. Save as follows:

   File - Save or Save and Proceed

9. Close the Encumbrances window.

10. To submit and release the batches, click **Submit** and **Release** in the Encumbrance Batches window.

    The encumbrances are now ready for reserving and funds check.

11. Close the Encumbrance Batches window.

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Expenditure Batches Window Description

Expenditure Batches Window Description

Field Name	Type	Features	Description
Batch	required	list of values	batch number
Status	display only		Working, Submitted, or Released
Ending Date	required	list of values	expenditure batch ending date
Class	required	drop-down list	expenditure batch class type; select Timecards, Usages, or Miscellaneous Transactions when entering actuals
Description	optional		expenditure batch description
Transaction Source	display only		source of transaction
All Negative Transactions Entered As Unmatched	optional	check box	If selected, users can enter transactions with negative amounts and Projects does not search for corresponding existing transactions.
By	display only		individual who created expenditure batches
Date	display only		date expenditure batches created
Control Totals	optional		users specify total amount of expenditures within a batch. If users do not enter control totals, Grants Accounting does not verify control totals.

Field Name	Type	Features	Description
Control Count	optional		users specify total number of expenditures within a batch. If users do not enter a control count, Grants Accounting does not verify control count.
Running Totals	display only		running total amount of expenditures within a batch
Running Count	display only		running count of expenditures within a batch
Difference Totals	display only		difference between control totals and running totals
Difference Count	display only		difference between control count and running count
Rework		button	allows users to make corrections to any expenditure or expenditure items in the batch; reworks a submitted or returned expenditure batch
Submit		button	submits expenditure batch for review
Release		button	After clicking **Submit**, the button changes to **Release**; releases all the expenditures and expenditure items in the batch for cost distribution.

Field Name	Type	Features	Description
Reverse		button	reverses the expenditure batch; enabled only if the current batch is released. An expenditure batch can be reversed only if the transaction source of the batch allows adjustments.
Copy From...		button	copies an existing timecard expenditure batch
Expenditures		button	opens expenditures window

Expenditures Window Description

Expenditures Window Description

Field Name	Type	Features	Description
[Data Coordination Check Box]	optional	check box	If selected, data in the Expenditures window is automatically refreshed and coordinated with data from the Expenditure Batches window; if not selected, data in window is refreshed only if users click in the window. **Note:** Leave unchecked to enhance performance when querying records in the Expenditures window.
Employee Name	required	list of values	employee name for expenditure; number field automatically populates

Field Name	Type	Features	Description
Employee Number	required	list of values	employee number for expenditure; name field automatically populates
Organization	display only		organization name for expenditure
Expnd End Date	required	list of values	expenditure ending date
Control Total	display only		control total
Running Total	display only		rolls over from quantity in Expenditure Items Region
Descriptive Flexfield	optional		field for user customization
Batch Control Total	display only		batch control total
Batch Running Total	display only		batch running total
Expnd Item Date	required	list of values	expenditure date
Project Number	required	list of values	project number expenditure is charged to
Task Number	required	list of values	task number expenditure is charged to
Award Number	required	list of values	award number expenditure is charged to
Expnd Type	required	list of values	expenditure type
Non-Labor Resource	required	list of values	specifies a user-defined asset or pool of assets. This field appears for a class of usages only. It does not appear for classes of timecards, expense reports, or miscellaneous transactions.

Field Name	Type	Features	Description
Non-Labor Org	required	list of values	specifies organization that owns non-labor resource. This field appears for a class of usages only. It does not appear for classes of timecards, expense reports, or miscellaneous transactions.
UOM	display only		unit of measure
Quantity	required		expenditure amount
Comment	optional		comments
Descriptive Flexfield	optional		field for user customization
Reverse Original		button	reverses original expenditures and activates funds check

Encumbrance Batches Window Description

Encumbrance Batches Window Description

Field Name	Type	Features	Description
Operating Unit	required		name of the operating unit to which the encumbrance batch belongs
Batch	required	list of values	batch number
Status	display only		Working, Submitted, or Released
Ending Date	required	list of values	encumbrance batch ending date

Field Name	Type	Features	Description
Class	required	drop-down list	encumbrance batch class type; select Timecards, Usages, Expense Reports, or Miscellaneous Transactions when entering actuals
Description	optional		encumbrance batch description
Transaction Source	display only		displays source of transaction
All Negative Transactions Entered As Unmatched	optional	check box	If selected, users can enter transactions with negative amounts, and Projects does not search for corresponding existing transactions.
By	display only		individual who created encumbrance batches
Date	display only		date encumbrance batches were created
Control Totals	optional		Users specify total amount of encumbrances within a batch. If users do not enter control totals, Grants Accounting does not verify control totals.
Control Count	optional		Users specify total number of encumbrances within a batch. If users do not enter a control count, Grants Accounting does not verify control count.
Running Totals	display only		running total amount of encumbrances within a batch

Field Name	Type	Features	Description
Running Count	display only		running count of encumbrances within a batch
Difference Totals	display only		difference between control totals and running totals
Difference Count	display only		difference between control count and running count
Rework		button	allows users to make corrections to an encumbrance in the batch; reworks a submitted or returned encumbrance batch
Submit		button	submits an encumbrance batch for review
Release		button	releases all the encumbrances in the batch for cost distribution; after clicking **Submit**, the button changes to **Release**
Reverse		button	reverses the encumbrance batch; enabled only if the current batch is released. An encumbrance batch can be reversed only if the transaction source of the batch allows adjustments.
Copy From...		button	copies an existing timecard encumbrance batch
Encumbrances		button	opens encumbrances window

Encumbrances Window Description

Encumbrances Window Description

Field Name	Type	Features	Description
[Data Coordination Check Box]	optional	check box	If selected, data in the Encumbrances window is automatically refreshed and coordinated with data from the Encumbrance Batches window; if not selected, data in window is refreshed only when users click in the window. **Note:** Leave unchecked to enhance performance when querying records in the Encumbrances window.
Employee Name	required	list of values	employee name for encumbrance; number field automatically populates
Employee Number	required	list of values	employee number for encumbrance; name field automatically populates
Organization	display only		organization name for encumbrance
Encumbrance End Date	required	list of values	encumbrance ending date
Control Total	display only		control total
Running Total	display only		rolls over from quantity in Expenditure Item region
Descriptive Flexfield	optional		field for user customization

Field Name	Type	Features	Description
Batch Control Total	display only		batch control total
Batch Running Total	display only		batch running total
Encumbrance Item Date	required	list of values	encumbrance date
Project Number	required	list of values	project number encumbrance is charged to
Task Number	required	list of values	task number encumbrance is charged to
Award Number	required	list of values	award number encumbrance is charged to
Expnd Type	required	list of values	encumbrance type
Amount	required		encumbrance amount
Comment	optional		comments
Descriptive Flexfield	optional		field for user customization
Reverse Original		button	reverses original encumbrance items

26

Transaction Processing and Funds Check Activation Procedures

This chapter describes the transaction processing and funds check activation procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Activating Funds Check Procedure
- Viewing Funds Check Results Procedure
- Find Funds Check Details Window Description
- Funds Check Results Window Description
- Funds Check Results Window Description, Award Tab
- Funds Check Results Window Description, Top Task Tab
- Funds Check Results Window Description, Task Tab
- Funds Check Results Window Description, Resource Group Tab
- Funds Check Results Window Description, Resource Tab

Definition

Funds checking is the process of verifying that the award budget to which a transaction is being charged has sufficient funds available to cover both the raw and burden costs of that transaction amount.

Overview

Funds checking is initiated in Grants Accounting, Purchasing, and Payables from several different activation points.

When a transaction is charged to an award, both General Ledger and Grants Accounting funds check processes are activated. If a transaction is not charged to an award, then only General Ledger funds check is activated.

Except as indicated in this overview, the activation of funds check commits the transaction, reserves funds, and updates the balance of the award budget. A transaction that fails funds check is not committed and the budget is not updated. Budgetary control settings determine whether a transaction passes or fails funds check.

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-2.

In Purchasing and Payables, users have the additional funds check option of verifying that there are sufficient funds available in the award budget without committing the transaction, reserving funds, and updating the budget.

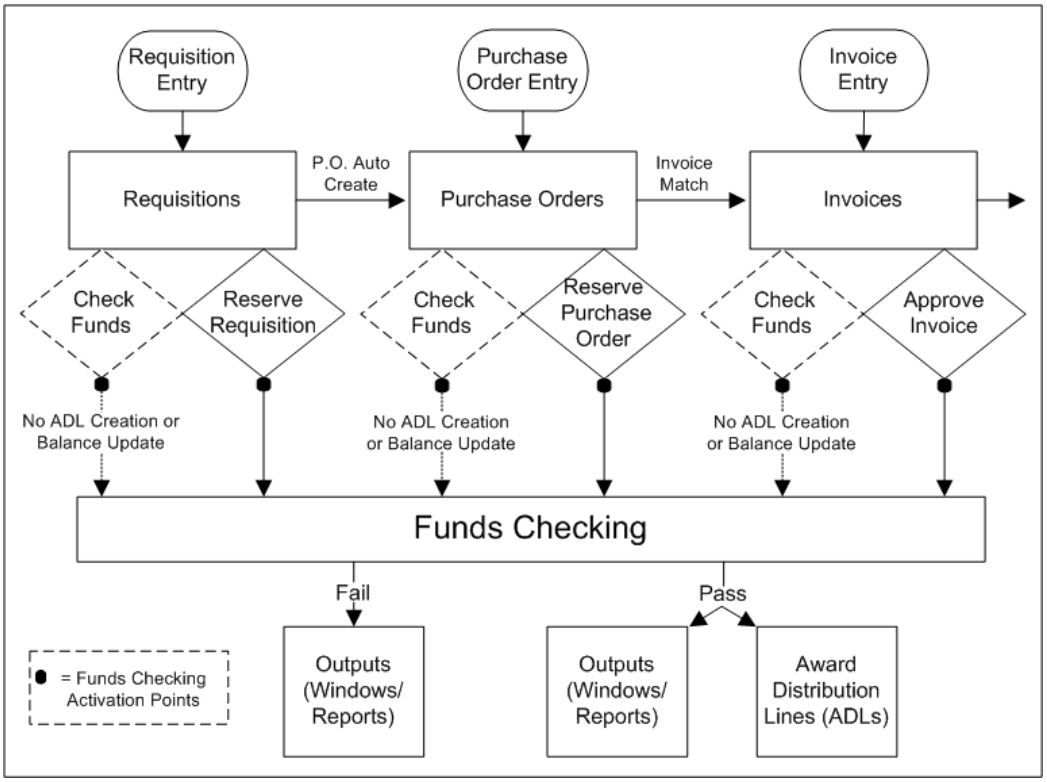
The initiation of funds check from the various activation points also creates funds check results that can be viewed from windows and generates reports that can be accessed for information on the transaction's status. The funds check results windows and the reports explain why a transaction passes, passes at an advisory level, or fails funds check.

This section explains the following funds check processes:

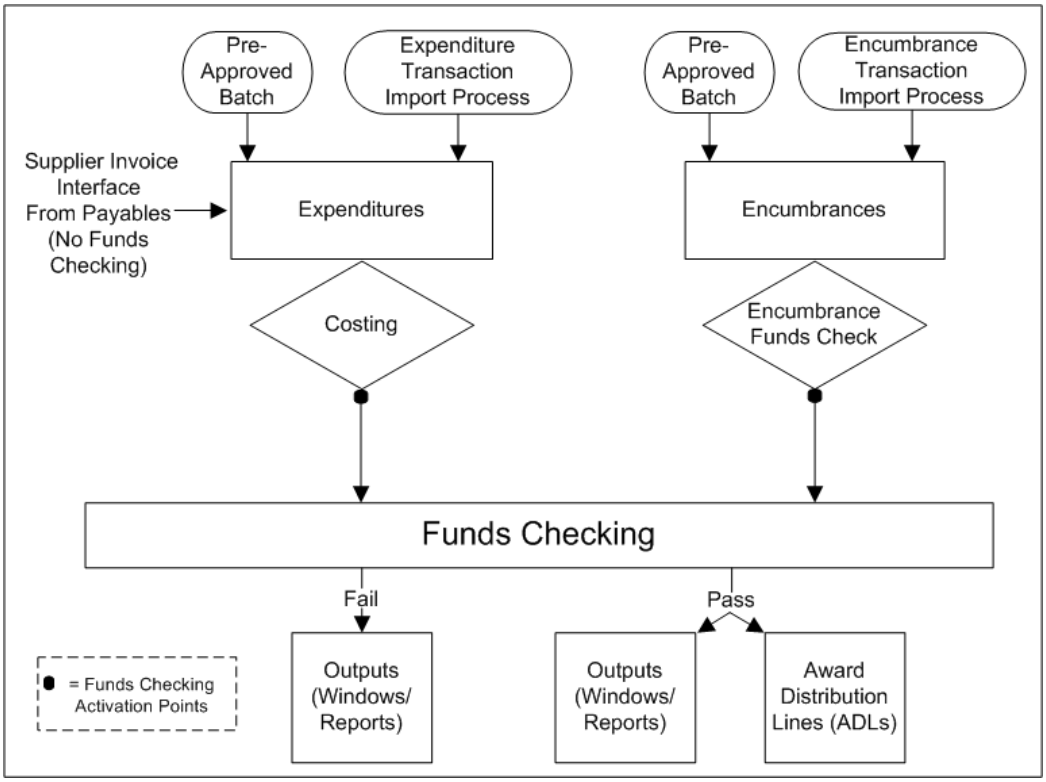
- Funds Check Activation in Purchasing, page 26-4
- Funds Check Activation in Payables, page 26-5
- Funds Check Activation in Grants Accounting, page 26-5
- Funds Check Results, page 26-7

The following figures show the funds check activation points in Purchasing, Payables, and Grants Accounting. The funds check flow shown in the diagram is described in the accompanying text.

Funds Check Activation in Purchasing and Payables



Funds Check Activation in Grants Accounting



Funds Check Activation in Purchasing

In Purchasing, after entering Requisitions or Purchase Orders, users have the option of checking the availability of funds before reserving a transaction. Checking the availability of funds before reserving a transaction results in funds checking that does not commit the transaction or update the balance of the award budget. Checking the availability of funds can be at the detail or summary level. If users elect not to check the availability of funds at this point, funds check is still automatically activated by the reserve action in Purchasing. Reserving a requisition or purchase order transaction results in funds checking that both commits the transaction and updates the balance of the award budget. Reserving a transaction is successful only if the transaction passes funds check.

Note: In Purchasing, if one distribution line fails funds check, then all distribution lines fail funds check. This applies to both General Ledger and Grants Accounting-related distributions.

In Grants Accounting, check the available budget in the Funds Check Results window for the project/award distributions that have failed funds check in Purchasing.

Transactions are funds checked from the following activation points in Purchasing:

- Requisition Entry, page 26-5
- Purchase Order Entry, page 26-5

Requisition Entry

After entering a requisition in Purchasing, users have the option of checking the availability of funds immediately or reserving the requisition which automatically activates the funds check process. Checking the availability of funds before reserving the requisition is possible at any level of a requisition.

Purchase Order Entry

After entering a purchase order in Purchasing, users have the option of checking the availability of funds immediately or reserving the purchase order which automatically activates the funds check process. Checking the availability of funds before reserving the purchase order is possible at the purchase order header, lines, shipments, distributions, and release levels.

Funds Check Activation in Payables

In Payables, after entering supplier invoices, users have the option of checking the availability of funds before approving a transaction. As in Purchasing, checking funds before approving a transaction results in funds checking that does not commit the transaction or update the balance of the award budget. If users elect not to check the availability of funds at this point, funds check is still automatically activated by the approval action. Approving the transaction in Payables results in funds checking that both commits the transaction and updates the balance of the award. Approving a transaction is successful only if the transaction passes funds check.

Transactions are funds checked from the Invoice Entry activation point in Payables.

Invoice Entry

After entering a supplier invoice in Payables, users have the option of checking funds immediately or approving the invoice which automatically activates the funds check process.

Funds Check Activation in Grants Accounting

In Grants Accounting, funds check is initiated from the following activation points:

- Expenditure Costing and Recosting
- Encumbrance Funds Check

Expenditure Costing and Recosting

You must submit one of the following concurrent programs to process a preapproved encumbrance batch:

- GMS: Costing and Funds Check on Expense Report Adjustments
- GMS: Costing and Funds Check on Straight Time Labor
- GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects
- GMS: Costing and Funds Check on Usage and Miscellaneous Costs

The costing concurrent programs automatically activates funds check. The output reports list funds check exceptions.

For information about expenditure adjustments, see: Expenditure Adjustments, *Oracle Project Costing User Guide*.

> **Note:** After you adjust a supplier cost expenditure item in Grants Accounting, you must submit one of the following concurrent programs:
>
> - GMS: Distribute Supplier Cost Adjustments and Funds Check
> - GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects
>
> For more information about adjusting supplier costs, see: Adjustments to Supplier Costs, *Oracle Project Costing User Guide*.

Recosting is the redistribution of expenditures or adjusted expenditure amounts. Resubmitting the costing concurrent program automatically activates funds check.

For more information on recosting, see: Transaction Adjustment Procedures, page 27-1.

Encumbrance Funds Check

After you enter a pre-approved encumbrance batch, you must submit one of the following concurrent programs for checking funds:

- GMS: Encumbrance Funds Check
- GMS: Encumbrance Funds Check for a Range of Encumbrance Groups
- GMS: Encumbrance Funds Check for a Range of Projects

Funds Check Results

After funds check is initiated from any of the activation points, the funds check results are accessed from the Funds Check Results window.

The Funds Check Results window details funds check results by the budgetary control levels of Award, Top Task, Task, Resource Group, and Resource.

References

For information on calculating costs in Oracle Projects, see Calculating Costs, *Oracle Project Costing User Guide*.

For information on setting budgetary control options in Grants Accounting, see Changing Budgetary Control Settings Procedures, page 24-1.

For information on establishing a funding budget in Grants Accounting, see Budget Entry Procedures, page 22-5.

For information on reviewing the results of funds check requests in Oracle General Ledger, see *Oracle General Ledger User's Guide*.

Prerequisites

- Expenditures must be entered in an expenditure batch.

  To enter expenditures in Grants Accounting, see Transaction Entry Procedures, page 25-1.

- Expenditures must be ready for costing.

  To ready expenditures for costing, see Reviewing and Releasing Expenditure Batches, *Oracle Project Costing User Guide*.

- Transactions from Purchasing and Payables must be entered.

  To enter transactions in Purchasing, see *Oracle Purchasing User's Guide*.

  To enter transactions in Payables, see *Oracle Payables User's Guide*.

Activating Funds Check Procedure

The following procedures are used to activate funds check in Purchasing, Payables, and Grants Accounting.

- Activating Funds Check for Requisitions in Purchasing Procedure, page 26-8
- Activating Funds Check for Purchase Orders in Purchasing Procedure, page 26-8

- Activating Funds Check for Invoices in Payables Procedure, page 26-9
- Activating Funds Check for Expenditures in Grants Accounting Procedure, page 26-9
- Activating Funds Check for Encumbrances in Grants Accounting Procedure, page 26-10

Note: All transaction entry procedures must be completed before funds check can be activated.

For information on transaction entry procedures, see Transaction Entry Procedures, page 25-1.

Activating Funds Check for Requisitions in Purchasing Procedure

To activate funds check for Requisitions, perform the following steps.

1. After entering and saving a requisition in Oracle Purchasing, check the availability of funds as follows:

   Tools - Check Funds

   A funds check status message appears stating whether the transaction passed, passed at an advisory level, or failed.

   To view the funds check results, see Viewing Funds Check Results Procedure, page 26-11.

   Note: At this point funds check does not update the balance.

2. The requisition is now ready to reserve. Reserving the requisition automatically activates funds check and updates the budget balance.

   To view the funds check results after a requisition is reserved, see Viewing Funds Check Results Procedure, page 26-11.

   For information on reserving requisitions, see *Oracle Purchasing User's Guide*.

Activating Funds Check for Purchase Orders in Purchasing Procedure

To activate funds check for Purchase Orders, perform the following steps.

1. After entering and saving a purchase order in Purchasing, check the availability of funds as follows:

   Tools - Check Funds

   A funds check status message appears stating whether the transaction passed, passed at an advisory level, or failed.

   To view the funds check results, see Viewing Funds Check Results Procedure, page

26-11.

Note: At this point funds check does not update the balance.

2. The purchase order is now ready to reserve and approve. Reserving the purchase order automatically activates funds check and updates the award balance. After the purchase order is reserved, funds check results are generated.

   To view the funds check results, see Viewing Funds Check Results Procedure, page 26-11.

   For information on reserving and approving purchase orders, see *Oracle Purchasing User's Guide*.

Activating Funds Check for Invoices in Payables Procedure

To activate funds check for invoices, perform the following steps.

1. After entering and saving a supplier invoice in Payables, check the availability of funds as follows:

   Tools - **Check Funds**

   A funds check status message appears stating whether the transaction passed, passed at an advisory level, or failed.

   To view the funds check results, see Viewing Funds Check Results Procedure, page 26-11.

   Note: At this point funds check does not update the balance.

2. The supplier invoice is now ready for validation. Validating the invoice automatically activates funds check and updates the award balance. After the invoice is validated, funds check results are generated.

   To view the funds check results, see Viewing Funds Check Results Procedure, page 26-11.

   For information on validating invoices, see *Oracle Payables User's Guide*.

Activating Funds Check for Expenditures in Grants Accounting Procedure

Funds check for expenditures in Grants Accounting is activated by the following process:

- Costing, page 26-9

Costing

Costing is the process of calculating costs and distributing them to the appropriate accounts. Costing expenditures and funds check in Grants Accounting is the same

procedure as costing expenditures in Oracle Projects. Grants Accounting uses the following costing and funds check processes:

- GMS: Encumbrance Funds Check
- GMS: Costing and Funds Check on Expense Report Adjustments replaces PRC: Distribute Expense Report Adjustments.
- GMS: Costing and Funds Check on Straight Time Labor replaces PRC: Distribute Labor Costs.
- GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects replaces PRC: Distribute Labor Costs for a Range of Projects.
- GMS: Costing and Funds Check on Usages and Miscellaneous Costs replaces PRC: Distribute Usage and Miscellaneous Costs.
- GMS: Distribute Supplier Cost Adjustments and Funds Check replaces PRC: Distribute Supplier Cost Adjustments
- GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects replaces PRC: Distribute Supplier Cost Adjustments

No additional information or parameters are required to submit these processes in Grants Accounting. The Grants Accounting processes differ from their Projects' counterparts only by the addition of funds check functionality.

Related Topics

GMS: Costing and Funds Check on Expense Report Adjustments Procedure, page 32-17

GMS: Costing and Funds Check on Straight Time Labor Procedure, page 32-18.

GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects Procedure, page 32-19

GMS: Costing and Funds Check on Usage and Miscellaneous Costs Procedure, page 32-21

GMS: Distribute Supplier Cost Adjustments and Funds Check Procedure, page 32-23

GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects Procedure, page 32-24

Activating Funds Check for Encumbrances in Grants Accounting Procedure

Funds check for encumbrances in Grants Accounting is activated by the following process:

- Reserving, page 26-11

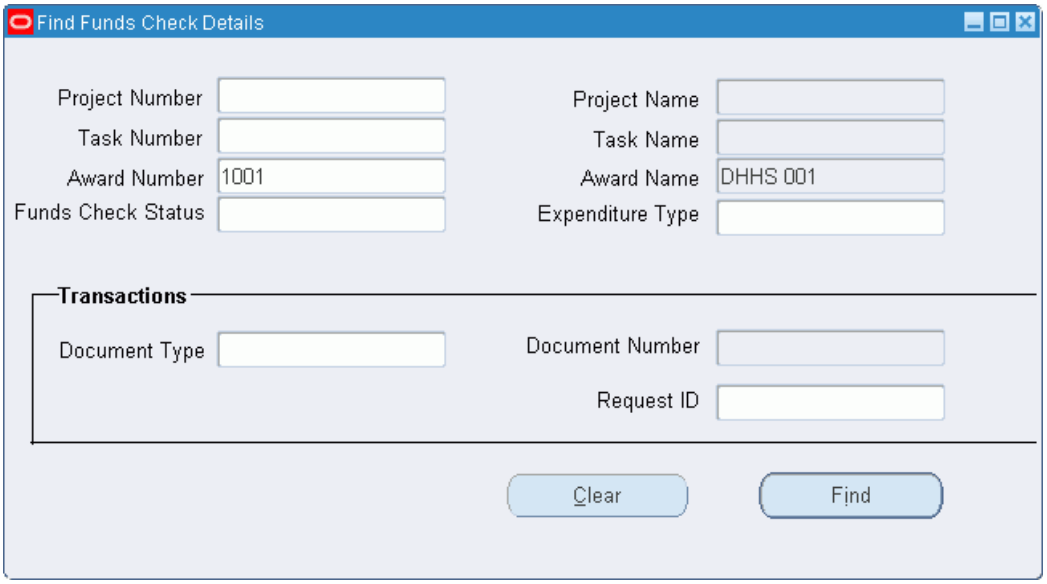
Reserving

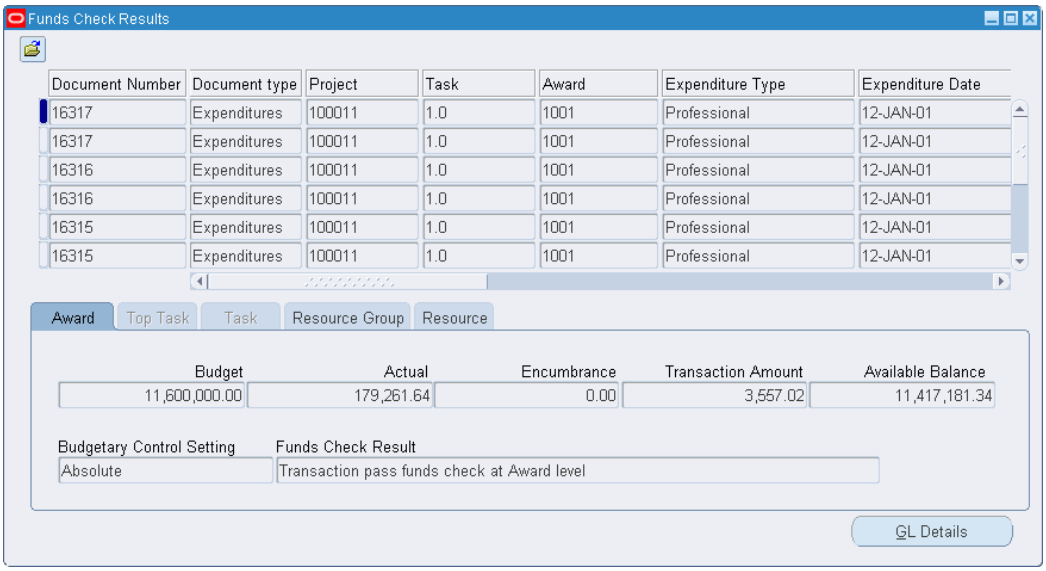
Reserving encumbrances sets aside a portion of the applicable award budget for actual expenditures to be accrued and subtracts the same amount from the available award budget.

To reserve and funds check an encumbrance after it has been entered, run the following concurrent program.

- GMS: Encumbrance Funds Check

Viewing Funds Check Results Procedure





To view funds check results in Grants Accounting, perform the following steps.

1. In Grants Accounting, navigate to the Find Funds Check Details window as follows:

   Expenditures - Funds Check Results

   The Find Funds Check Details window appears.

2. Enter data in each field of the Find Funds Check Details window as described in the Find Funds Check Details Window Description, page 26-13.

3. Click **Find**.

   The Funds Check Results window appears as described in the Funds Check Result Window Description, page 26-14.

4. Close the window.

Note: After the GMS: Update Actual and Encumbrance Balance process is run, transactions that previously had an Approved GMS Status in the Funds Check Results window will have an X GMS Status. This signifies that the transactions have been updated to the balances table.

Find Funds Check Details Window Description

Find Funds Check Details Window Description

Field Name	Type	Features	Description
Project Number	optional	list of values	project number
Project Name	display only		project name
Task Number	optional	list of values	task number
Task Name	display only		task name
Award Number	optional	list of values	award number
Award Name	display only		award name
Funds Check Status	optional	list of values	funds check status
Expenditure Type	optional	list of values	expenditure type
Document Type	optional	list of values	document type
Document Number	optional (must first select supplier invoice, purchase order, or requisition in the Document Type field)	list of values	document number
Request ID	optional		concurrent request ID
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Funds Check Results Window Description

Funds Check Results Window Description

Field Name	Type	Features	Description
Document Number	display only		document number
Document Type	display only		document type
Project	display only		project number
Task	display only		task number
Award	display only		award number
Expenditure Type	display only		expenditure type of cost
Expenditure Date	display only		expenditure date
Packet Number	display only		identifier assigned to the budgetary control packet
Funds Check Status	display only		status of funds check request
Amount	display only		expenditure amount
Source Document	display only		expenditure item source
Request ID	display only		concurrent request id
Shipment Number	display only		shipment number (purchase order)
Line Number	display only		line number (requisition or purchase order)
Burden Adjustment	display only	check box	indicates a burden adjustment when selected
Operating Unit	display only		operating unit

Funds Check Results Window Description, Award Tab

Funds Check Results Window Description, Award Tab

Field Name	Type	Description
Budget	display only	budget funds checked against
Actual	display only	actual balance
Encumbrance	display only	encumbrance balance
Transaction Amount	display only	transaction amount
Available Balance	display only	funds available balance
Budgetary Control Setting	display only	budgetary control setting at Award level
Fund Check Result	display only	report on whether transaction passed or failed funds check at Award level

Funds Check Results Window Description, Top Task Tab

Funds Check Results Window Description, Top Task Tab

Field Name	Type	Description
Budget	display only	budget funds checked against
Actual	display only	actual balance
Encumbrance	display only	encumbrance balance
Transaction Amount	display only	transaction amount
Available Balance	display only	funds available balance

Field Name	Type	Description
Budgetary Control Setting	display only	budgetary control setting at Top Task level
Fund Check Result	display only	report on whether transaction passed or failed funds check at Top Task level

Funds Check Results Window Description, Task Tab

Funds Check Results Window Description, Task Tab

Field Name	Type	Description
Budget	display only	budget funds checked against
Actual	display only	actual balance
Encumbrance	display only	encumbrance balance
Transaction Amount	display only	transaction amount
Available Balance	display only	funds available balance
Budgetary Control Setting	display only	budgetary control setting at Task level
Fund Check Result	display only	report on whether transaction passed or failed funds check at Task level

Funds Check Results Window Description, Resource Group Tab

Funds Check Results Window Description, Resource Group Tab

Field Name	Type	Description
Resource Group	display only	resource group
Budget	display only	budget funds checked against
Actual	display only	actual balance
Encumbrance	display only	encumbrance balance
Transaction Amount	display only	transaction amount
Available Balance	display only	funds available balance
Budgetary Control Setting	display only	budgetary control setting at Resource Group level
Fund Check Result	display only	report on whether transaction passed or failed funds check at Resource Group level

Funds Check Results Window Description, Resource Tab

Funds Check Results Window Description, Resource Tab

Field Name	Type	Description
Resource	display only	resource type
Budget	display only	budget funds checked against
Actual	display only	actual balance
Encumbrance	display only	encumbrance balance

Field Name	Type	Description
Transaction Amount	display only	transaction amount
Available Balance	display only	funds available balance
Budgetary Control Setting	display only	budgetary control setting at Resource level
Fund Check Result	display only	report on whether transaction passed or failed funds check at Resource level

27

Transaction Adjustment Procedures

This chapter describes the transaction adjustment procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Transferring All Expenditures Procedure
- Transferring Selected Expenditures Procedure
- Reversing Expenditure Batches Procedure
- Reversing Expenditure Items Procedure
- Reverse Expenditure Items Window Description
- Reversing Encumbrance Batches Procedure
- Reversing Encumbrance Items Procedure
- Reverse Encumbrance Items Window Description

Definition

Adjustments are changes to expenditures or encumbrances.

Overview

Oracle Grants Accounting allows users to adjust expenditure and encumbrance items on projects, automatically process the adjustments to other Oracle applications, and report the audit trail of these adjustments.

This chapter explains the following:

- Expenditure Adjustments, page 27-2

- Encumbrance Adjustments, page 27-4

Expenditure Adjustments

The following adjustments can be made to expenditures in Grants Accounting:

- Recosting, page 27-2
- Splitting and Transferring, page 27-3
- Reversing, page 27-3
  - Reversing Expenditure Batches
  - Reversing Expenditure Items
- Other Adjustments, page 27-3

Recosting

Recosting is the redistribution of expenditures or adjusted expenditure amounts. Recosting involves adjusting expenditures using one of the following methods:

- Recalculating Raw Cost
- Recalculating Burden Cost
- Recompiling A Burden Schedule

Expenditure items are marked for recosting in the Find Expenditure Items window by clicking the Mass Adjust button or by selecting Recalculate Raw Cost or Recalculate Burden Cost from the Tools menu in the Expenditure Items window.

For information on adjusting expenditures, see Expenditure Adjustments, *Oracle Project Costing User Guide*.

Recalculating raw and burden costs deselects the Cost Distributed check box and allows users to resubmit the transaction for costing using one of the concurrent programs, which activates funds checking. This is necessary, for example, if a labor cost rate has changed and users want to recalculate the labor cost or usage cost for that award based on the new rate.

Recompiling a burden schedule automatically deselects the Cost Distributed check box so that the expenditure can be resubmitted for costing and funds checking.

For information on compiling burden schedules, see Using Burden Schedules for Cost Plus, *Oracle Project Costing User Guide*.

For information on changing burden schedules, see Changing Burden Schedules, *Oracle Projects Implementation Guide*.

If an expenditure fails funds checking, it is not cost distributed, the check box remains deselected, and the expenditure's status is the same as if it had never been costed.

If there is no change in either a raw or burden expenditure amount after a previously successful funds check, then funds checking is bypassed, though the expenditure is still cost distributed. If a raw or burden cost expenditure amount does change, then it is funds checked again.

Splitting and Transferring

When expenditures are adjusted by splitting or transferring, the Cost Distributed check box is deselected and the expenditure must be resubmitted for costing using one of the concurrent programs which activates funds checking.

For information on splitting expenditure items, see Splitting Expenditure Items, *Oracle Project Costing User Guide*.

For information on transferring expenditure items see, Transferring Expenditure Items, *Oracle Project Costing User Guide*.

For information on splitting and transferring expenditure items, see New Expenditure Items Resulting from Transfer and Split, *Oracle Project Costing User Guide*.

Reversing

Reversing is the negation of existing expenditure batches or the negation of individual expenditure items. A reversed expenditure item is preceded by a negative sign.

When an expenditure batch is reversed, all expenditure items within the batch are negated except the following:

- related items
- expenditures that have already been reversed
- reversing items, or net zero adjusted items
- expenditure items that were created as a result of a transfer adjustment

Other Adjustments

The following other types of adjustments can be made to expenditures in Grants Accounting:

- mark a billable expenditure as nonbillable, or a nonbillable item as billable
- place an expenditure on billing hold
- place an expenditure on one-time billing hold
- release a hold on an expenditure so the item can be billed

- recalculate revenue
- recalculate cost and revenue

  Note: The cost and revenue of a supplier invoice line cannot be recalculated.

Encumbrance Adjustments

The following adjustments can be made to encumbrances in Grants Accounting:

- Reversing Encumbrance Batches
- Reversing Encumbrance Items

The Reverse Encumbrance Items window is identical to the Reverse Expenditure Items window. For information on Reversing, see Expenditure Adjustments above.

References

For information on making adjustments, see Expenditure Adjustments, *Oracle Project Costing User Guide*.

For information on transferring expenditures, see Transferring Expenditure Items, *Oracle Project Costing User Guide*.

Prerequisites

- Expenditures and encumbrances must be entered before they can be adjusted.

  To enter encumbrances and expenditures in Grants Accounting, see Transaction Entry Procedures, page 25-1.

Transferring All Expenditures Procedure

To transfer all expenditures charged to one award to another award, perform the following steps.

1. In Grants Accounting, navigate to the Find Project Expenditure Items window as follows:

   Expenditures - Expenditure Inquiry - Actuals

2. In the Find Project Expenditure Items window, enter or select a project number from the list of values.

   The project name appears automatically in the associated Name field.

3. Enter a task number.

4. Click **Mass Adjust**.

   The Mass Adjust pop-up window appears.

5. Select Transfer and click **OK**.

   The Transfer Items to Project/Task window appears.

6. In the Project Number field, select the project number from the list of values.

   The project name appears automatically in the associated Name field.

7. In the Task Number field, select the task number from the list of values.

   The task name appears automatically in the associated Name field.

8. In the Award Number field, select the award number from the list of values to transfer the expenditure items to.

   The award name appears automatically in the associated Name field.

9. Click **OK**.

Note: This procedure transfers raw costs only. Users must run the costing and funds check process to check funds available for the adjusted expenditure items. The costing and funds check processes include the following:

- GMS: Costing and Funds Checking on Expense Report Adjustments
- GMS: Costing and Funds Checking on Straight Time Labor
- GMS: Costing and Funds Checking on Usages
- GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check

To run the costing and funds check process, see GMS: Costing and Funds Check on Expense Report Adjustments Procedure, page 32-17.

Note: After running the costing and funds check process, users must run the PRC: Create Summarized Burden Expenditure Items process to adjust the burden expenditure items.

To run the PRC: Create Summarized Burden Expenditure Items process, see Create and Distribute Burden Transactions, *Oracle Projects Fundamentals*.

Transferring Selected Expenditures Procedure

To transfer selected expenditures charged to one award to another award, perform the following steps.

1. In Grants Accounting, navigate to the Find Project Expenditure Items window as

follows:

Expenditures - Expenditure Inquiry - Actuals

2. In the Find Project Expenditure Items window, enter a project number and a task number.

3. Click **Find**.

   The Project Expenditure Items window appears.

4. Select one or more raw cost transactions by placing the cursor in the Project field, pressing the Control key on the keyboard, and clicking the mouse.

   The selected transaction is highlighted.

5. Navigate to the Transfer Items to Project/Task window as follows:

   Tools - Transfer

6. In the Project Number field, select the project number from the list of values.

   The project name appears automatically in the associated Name field.

7. In the Task Number field, select the task number from the list of values.

   The task name appears automatically in the associated Name field.

8. In the Award Number field, select the award number from the list of values to transfer the selected expenditure items to.

   The award name appears automatically in the associated Name field.

9. Click **OK**.

Note: This procedure transfers raw costs only. Users must run the costing and funds check process to check funds available for the adjusted expenditure items. The costing and funds check processes include the following:

- GMS: Costing and Funds Checking on Expense Report Adjustments
- GMS: Costing and Funds Checking on Straight Time Labor
- GMS: Costing and Funds Checking on Usages
- GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check

To run the costing and funds check process, see GMS: Costing and Funds Check on Expense Report Adjustments Procedure, page 32-17.

Note: After running the costing and funds check process, users must run the PRC: Create Summarized Burden Expenditure Items process to adjust the burden expenditure items.

To run the PRC: Create Summarized Burden Expenditure Items process, see Create and Distribute Burden Transactions, *Oracle Projects Fundamentals*.

Reversing Expenditure Batches Procedure

To reverse an expenditure batch, perform the following steps:

1. In Grants Accounting, navigate to the Expenditure Batches window as follows:

   Expenditures - Pre-Approved Batches - Enter Actuals

2. Enter data in the Expenditure Batches window as described in Transaction Entry Procedures.

   Note: Create a separate batch for each expenditure class.

   Note: Optionally, users can click **Copy From** to copy from an existing timecard batch.

3. After entering data in the Expenditure Batches window, click **Submit**.

   The Rework button is activated.

4. Optionally, to add, delete, or modify expenditures items within the expenditure batch, click **Rework**.

   Note: If no additions, deletions, or modifications are necessary, go to step 8.

5. Click **Expenditures**.

   The Expenditures window appears.

6. Add, delete, or modify expenditure items as needed and save.

7. Close the Expenditures window and resubmit the expenditure batch.

8. In the Expenditure Batches window, click **Release**.

   The Reverse button is activated.

9. Click **Reverse**.

   The Reverse An Expenditure Batch window appears.

10. Enter the new name of the reversed expenditure batch.

11. Click **OK**.

12. In the Expenditures window, save as follows:

    File - Save or **Save and Proceed**

13. Close the Expenditures window.

14. In the Expenditure Batches window, click **Submit** and **Release**.

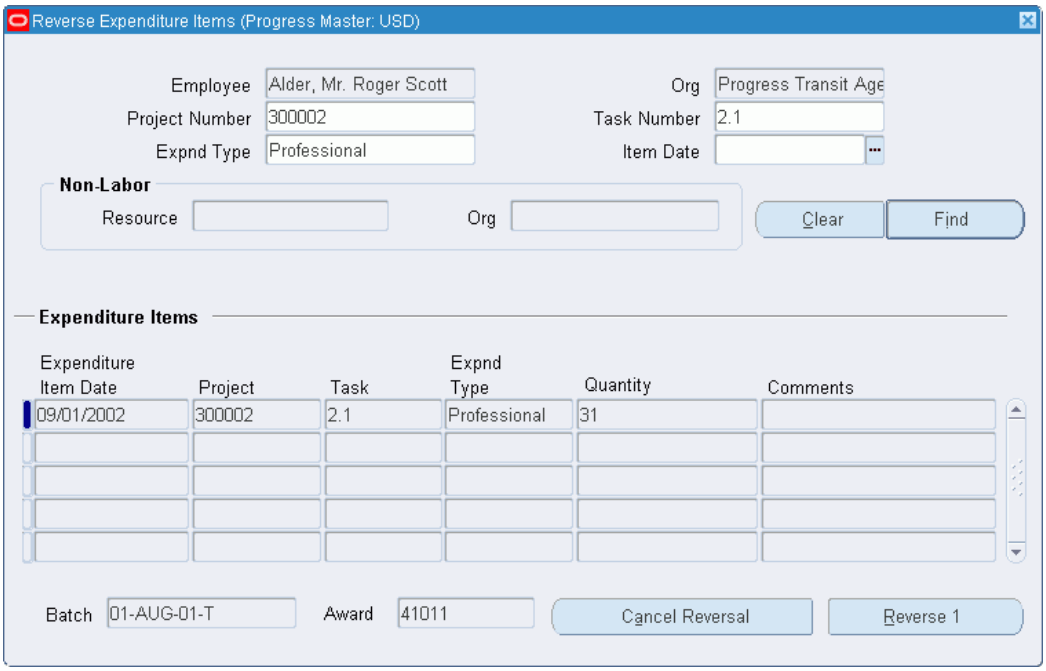
    The expenditures are now ready for costing and funds check.

15. Close the Expenditure Batches window.

For information on reversing expenditure items, see Correcting Expenditure Batches, *Oracle Project Costing User Guide*.

For information on costing and funds check procedures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Reversing Expenditure Items Procedure



To reverse expenditure items, perform the following steps:

1. In Grants Accounting, navigate to the Expenditure Batches window as follows:

   Expenditures - Pre-Approved Batches - Enter Actuals

2. Enter data in the Expenditure Batches window as described in Transaction Entry Procedures.

   Note: Create a separate batch for each expenditure class.

   Note: Optionally, users can click **Copy From** to copy from an existing timecard batch.

3. After entering data in the Expenditure Batches window, click **Expenditures**.

   The Expenditures window appears.

4. Enter an employee name, employee number or organization.

5. Click **Reverse Original**.

   The Reverse Expenditure Items window appears.

6. Enter the project and task numbers.

7. Click **Find**.

8. Select expenditure items to be reversed.

9. Click **Reverse**.

10. Close the Reverse Expenditure Items window.

11. In the Expenditures window, save as follows:

    File - Save or **Save and Proceed**

12. Close the Expenditures window.

13. In the Expenditure Batches window, click **Submit** and **Release**.

    The expenditures are now ready for costing and funds check.

14. Close the Expenditure Batches window.

For information on reversing expenditure items, see Correcting Expenditure Batches, *Oracle Project Costing User Guide*.

Reverse Expenditure Items Window Description

Reverse Expenditure Items Window Description

Field Name	Type	Features	Description
Employee	display only		employee name; automatically populates
Org	display only		organization name for expenditure

Field Name	Type	Features	Description
Project Number	optional	list of values	project number expenditure is charged to
Task Number	optional	list of values	task number expenditure is charged to
Expnd Type	optional	list of values	expenditure type
Item Date	optional	list of values	expenditure date
Resource	optional		specifies a user-defined asset or pool of assets
Org	optional	list of values	specifies organization that owns non-labor resource
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered
Expenditure Item Date	display only		expenditure item date
Project	display only		project name
Task	display only		task number
Award	display only		award name
Expnd Type	display only		expenditure type
Quantity	display only		expenditure amount
Comments	display only		comments
Batch	display only		expenditure item batch
Cancel Reversal		button	stop reversal
Reverse		button	reverses expenditure items selected

Reversing Encumbrance Batches Procedure

To reverse an encumbrance batch, perform the following steps.

1. In Grants Accounting, navigate to the Encumbrance Batches window as follows:

   Expenditures - Pre-Approved Batches - Enter Encumbrances

2. Enter data in the Encumbrance Batches window as described in Transaction Entry Procedures.

   Note: Create a separate batch for each expenditure class.

   Note: Optionally, users can click **Copy From** to copy from an existing timecard batch.

3. After entering data in the Encumbrance Batches window, click **Submit**.

   The Rework button is activated.

4. Optionally, to add, delete, or modify expenditures items within the encumbrance batch, click **Rework**.

   Note: If no additions, deletions, or modifications are necessary, go to step 8.

5. Click **Encumbrances**.

   The Encumbrances window appears.

6. Add, delete, or modify expenditure items as needed and save.

7. Close the Encumbrances window and resubmit the encumbrance batch.

8. In the Encumbrance Batches window, click **Release**.

   The Reverse button is activated.

9. Click **Reverse**.

   The Reverse an Encumbrance Batch window appears.

10. Enter the new name of the reversed encumbrance batch.

11. Click **OK**.

12. Close the Reverse an Encumbrance Batch window.

13. In the Expenditures window, save as follows:

    File - Save or **Save and Proceed**

14. Close the Expenditures window.

15. In the Expenditure Batches window, click **Submit** and **Release**.

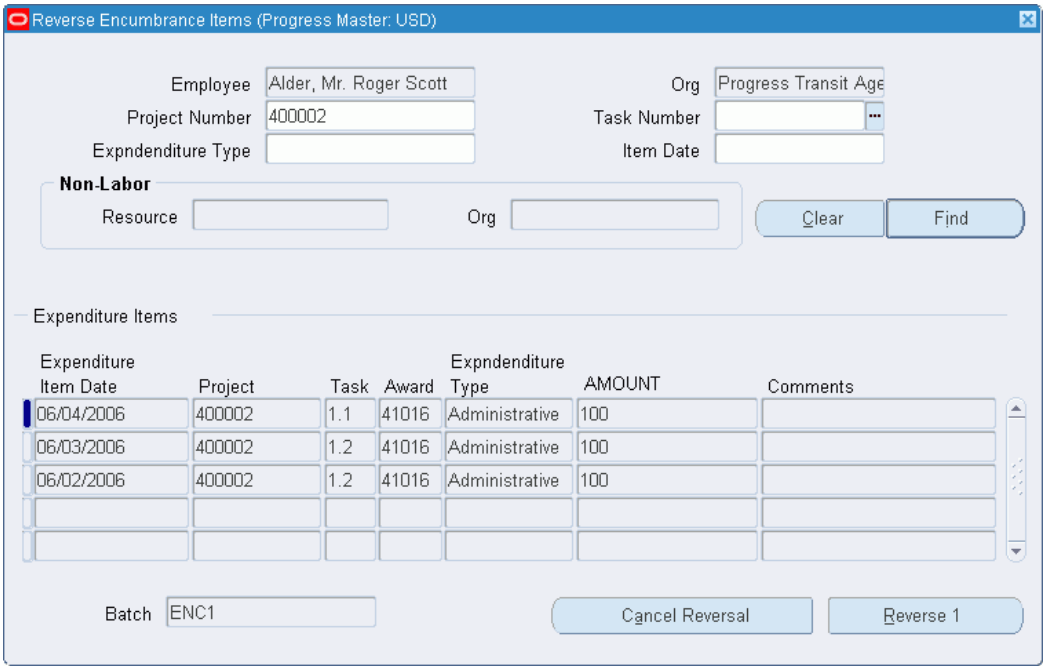
    The expenditures are now ready for costing and funds check.

16. Close the Expenditure Batches window.

For information on reversing expenditure items, see Correcting Expenditure Batches, *Oracle Project Costing User Guide*.

For information on costing and funds check procedures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Reversing Encumbrance Items Procedure



To reverse an encumbrance item, perform the following steps:

1. In Grants Accounting, navigate to the Encumbrance Batches window as follows:

   Expenditures - Pre-Approved Batches - Enter Encumbrances

2. Enter data in the Encumbrance Batches window as described in Transaction Entry Procedures.

   Note: Create a separate batch for each expenditure class.

   Note: Optionally, users can click **Copy From** to copy from an existing timecard batch.

3. After entering data in the Encumbrance Batches window, click **Encumbrances**.

The Expenditures window appears.

4. Enter an employee name, employee number, or organization.
5. Click **Reverse Original**.

   The Reverse Expenditure Items window appears.
6. Enter the project and task numbers.
7. Click **Find**.
8. Select encumbrances items to be reversed.
9. Click **Reverse**.
10. In the Expenditures window, save as follows:

    File - Save or **Save and Proceed**
11. Close the Expenditures window.
12. In the Expenditure Batches window, click **Submit** and **Release**.

    The expenditures are now ready for costing and funds check.
13. Close the Expenditure Batches window.

For information on reversing expenditure items, see Correcting Expenditure Batches, *Oracle Project Costing User Guide*.

For information on costing and funds check procedures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Reverse Encumbrance Items Window Description

Reverse Encumbrance Items Window Description

Field Name	Type	Features	Description
Employee	display only		employee name; automatically populates
Org	display only		organization name for expenditure

Field Name	Type	Features	Description
Project Number	optional	list of values	project number expenditure is charged to
Task Number	optional	list of values	task number expenditure is charged to
Expnd Type	optional	list of values	expenditure type
Item Date	optional	list of values	expenditure date
Resource	optional		specifies a user-defined asset or pool of assets
Org	optional	list of values	specifies organization that owns non-labor resource
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered
Expenditure Item Date	display only		expenditure item date
Project	display only		project name
Task	display only		task number
Award	display only		award name
Expnd Type	display only		expenditure type
Amount	display only		expenditure amount
Comments	display only		comments
Batch	display only		encumbrance item batch
Cancel Reversal		button	stop reversal
Reverse		button	reverses encumbrance items selected

28

Revenue and Invoice Procedures

This chapter describes the revenue and invoice procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Reviewing Revenue Procedure
- Reviewing Invoices Procedure
- Adjusting Revenue Procedure
- Adjusting Invoices Procedure
- Controlling Billing by Top Task Procedure
- Control Billing by Top Task Window Description

Definition

In Oracle Grants Accounting, revenue is accrued and invoices are generated at the award and installment levels.

Overview

This section describes the following:

- Generating Revenue and Invoices, page 28-2
- Revenue and Invoicing Formats, page 28-3
- Revenue and Invoicing Requirements, page 28-5

- Billable and Active Check Boxes, page 28-6
- Billable Status on a Task, page 28-6
- Cost and Event Distribution Rules, page 28-6
- Controlling Billing by Top Task, page 28-7
- AutoAccounting Parameters, page 28-7

Generating Revenue and Invoices

In Grants Accounting, when generating revenue and invoices for an award, the revenue item and invoice are associated with one or more installments. The total amount available for revenue or invoicing depends on whether the award is set for a hard or soft limit.

A revenue hard limit or/and invoice hard limit prevents revenue accrual and invoice generation beyond the total installment amount allocated to a project or task, even if eligible expenditures or events exist.

A soft limit issues a warning when revenue accrual and invoice generation exceed the installment amount funded to a project or task.

If the Revenue Hard Limit or/and Invoice Hard Limit check box in the Award Management window is selected, a hard limit is activated. If the Revenue Hard Limit or/and Invoice Hard Limit check boxes are deselected, a soft limit is in effect..

Revenue Hard Limit Example

The Revenue Hard Limit check box in the Award Management window is selected for Award A which has two installments, Installment A1 and Installment A2.

Installment A1 funds Project 1 (P1), Task 1 (T1), and Task 2 (T2):

- A1 funds P1/T1 = $50
- A1 funds P1/T2 = $50

Installment A2 funds Project 1 (P1), Task 2 (T2), and Task 3 (T3)

- A2 funds P1/T2 = $50
- A2 funds P1/T3 = $50

In this example, revenue can be generated on the following:

- Project 1 (P1) and Task 1 (T1) up to $50
- Project 1 (P1) and Task 2 (T2) up to $100

- Project 1 (P1) and Task 3 (T3) up to $50

Invoice Hard Limit Example

The Invoice Hard Limit check box in the Award Management window is selected for Award A which has two installments, Installment A1 and Installment A2.

Installment A1 funds Project 1 (P1), Task 1 (T1), and Task 2 (T2):

- A1 funds P1/T1 = $50
- A1 funds P1/T2 = $50

Installment A2 funds Project 1 (P1), Task 2 (T2), and Task 3 (T3)

- A2 funds P1/T2 = $50
- A2 funds P1/T3 = $50

In this example, invoices can be generated on the following:

- Project 1 (P1) and Task 1 (T1) up to $50
- Project 1 (P1) and Task 2 (T2) up to $100
- Project 1 (P1) and Task 3 (T3) up to $50

If the Revenue Hard Limit or/and Invoice Hard Limit check boxes are not selected, a soft limit is in effect and revenue and invoices can be generated for all eligible expenditures and events regardless of installment funding amounts.

Note: Total costs are generated for revenue and invoices. If the amount of the raw cost item is less than the hard limit, but the burden costs associated with the raw cost takes the total cost over the hard limit, then neither revenue nor invoices will be generated for the raw or burden cost depending on the revenue hard limit or invoice hard limit respectively.

Revenue and Invoicing Formats

In Grants Accounting, invoice formats use the standard functionality in Oracle Projects for labor and nonlabor items only.

The format for revenue lines is system-defined and cannot be modified. Revenue lines are grouped by the following:

- project
- task
- expenditure type

- expenditure organization

The Grants Accounting revenue and billing process does not use the invoice formats set up in the Award Management window for an award's burden lines. Burden lines for revenue and invoices are grouped by the following:

- installment
- project
- task
- burden cost code
- expenditure organization

The following labor and nonlabor format type groupings are supported in Grants Accounting.

- All
- Employee
- Expenditure Category
- Expenditure Type
- Revenue Category, Expenditure Category, Expenditure Type
- Top Task, All
- Top Task, Employee
- Top Task, Expenditure Category
- Top Task, Expenditure Type
- Top Task, Revenue Category, Expenditure Category, Expenditure Type

The following fields in the Oracle Projects Invoice Format window are supported in Grants Accounting.

- Employee First Name
- Employee Full Name
- Employee Last Name
- Expenditure Category

- Expenditure Type
- Nonlabor Resource
- Organization
- Revenue Category
- Text
- Top Task Name
- Top Task Number
- Total Amount
- Total Hours
- Units

Revenue and Invoicing Requirements

In order to generate revenue and invoices, the following conditions must apply:

- There must be an available installment.
- The installment must be billable.
- For a cost based installment, the expenditure item date must be less than the end date of the installment.
- For an event based installment, the manual event date must be less than the end date of the installment.
- When the Revenue Hard Limit or/and Invoice Hard Limit check box is selected, the amount of the transaction or event must fit within the available funded installment amounts by project or top task.
- For an expenditure item the cost is determined and funds are available.
- For invoicing and revenue accrual, there can be no bill hold.
- For invoicing and revenue accrual, task must be ready-to-accrue.
- For revenue accrual of expenditures, there can be no accrual hold on the top task of the expenditure items task.

Billable and Active Check Boxes

The Installments tab of the Award Management window provides the Active and Billable check boxes, to enable funding and billing.

If selected, the Active check box enables an installment to be used for funding.

If selected, the Billable check box enables an installment to be used for revenue and invoice generation.

Both the check boxes are mutually exclusive. Therefore, you can create events for installments, which are billable but not active. Similarly, you can generate billing and revenue against installments even if these are not active.

To fund projects with an installment but prevent billing against that installment, you must deselect the Billable check box. This deactivates the installment from being used for generating revenue and invoices.

Note: The Billable check box cannot be deselected if pending manual events exist for that installment. The events must be processed or deleted for an installment before the Billable check box can be deselected.

Billable Status on a Task

If the Billable check box on a task is not checked and an expenditure item is created and successfully cost distributed and funds checked, the invoicing process will not pick up the expenditure item for billing. Subsequently checking the Billable check box only affects future transactions.

To retroactively change the billable status of an expenditure item, the user must set the expenditure item to billable at the expenditure item level in the Expenditure Inquiry window.

Cost and Event Distribution Rules

The two methods of generating revenue and invoices are as follows:

- Cost Distribution Rule
- Event Distribution Rule

Cost and event distribution rules are set in the Rules region of the Compliances tab in the Award Management and Award Template Management windows.

Cost Distribution Rule

The cost distribution method for generating revenue and invoices creates a revenue or invoice item for all eligible actual costs incurred, as well as the associated burden costs. It is not necessary to create burden lines for actual costs because Grants Accounting does this automatically for all actual costs processed.

Event Distribution Rule

The event distribution method for generating revenue and invoices creates manual events to generate revenue and invoices regardless of costs incurred. The event distribution method can be useful when a predetermined billing schedule is defined or when billing on milestones.

Controlling Billing by Top Task

Revenue and invoicing can be controlled by using the Control Billing by Top Task window. Grants Accounting allows users the option to refrain from accruing revenue and invoicing at the top task level for a project.

AutoAccounting Parameters

In Grants Accounting, AutoAccounting parameters for functions Event Revenue Account and Revenue and Invoice Account differ from those of Projects. The Event Revenue Account function determines revenue account for revenue events. The Revenue and Invoice Account function determines accounts to track revenue and receivables.

The differences in the AutoAccounting parameters for these functions are listed in the tables below.

> **Note:** In Grants Accounting, when the Projects AutoAccounting parameters of Project Organization, Project Organization ID, Project Number, and Project ID are selected, the corresponding Grants Accounting AutoAccounting parameters of Award Organization, Award Organization ID, Award Number, and Award Project ID are passed.

AutoAccounting Differences Between Projects and Grants Accounting for Event Revenue Account

Projects AutoAccounting Parameter	Corresponding Grants Accounting AutoAccounting Parameter
Class Code	not supported
Project Organization	Award Organization
Project Organization ID	Award Organization ID

Projects AutoAccounting Parameter	Corresponding Grants Accounting AutoAccounting Parameter
Project Type	not supported
Event Type	not supported
Project Number	Award Number
Project ID	Award Project ID
Event Organization ID	supported for manual events only
Event Organization	supported for manual events only
Revenue Category	not supported
Top Task ID	not supported
Top Task Number	not supported
Task ID	not supported
Task Number	not supported
Task Organization ID	not supported
Task Organization	not supported
Task Service Type	not supported
Event Number	Event Number

AutoAccounting Differences Between Projects and Grants Accounting for Revenue and Invoice Account

Projects AutoAccounting Parameter	Corresponding Grants Accounting AutoAccounting Parameter
Project Organization	Award Organization

Projects AutoAccounting Parameter	Corresponding Grants Accounting AutoAccounting Parameter
Project Organization ID	Award Organization ID
Class Code	not supported
Project Number	Award Number
Project ID	Award Project ID

Sources are pieces of information Oracle Subledger Accounting uses to determine how to create accounting for an accounting event. The process PRC: Create Accounting uses sources to create journal entries in Oracle Subledger Accounting. Sources are similar to parameters for AutoAccounting. The differences in AutoAccounting parameters between Oracle Projects and Oracle Grants Accounting also apply to sources in Oracle Subledger Accounting. For example, the source *Project Organization* for Oracle Projects corresponds with the source *Award Organization* when you define account derivation rules to determine revenue or invoice accounts for Oracle Grants Accounting.

Related Topics

Understanding Subledger Accounting Setup for Oracle Projects, *Oracle Projects Fundamentals*

References

For information on viewing and adjusting invoices, see Viewing Invoices, *Oracle Project Billing User Guide* and Adjusting Project Invoices, *Oracle Project Billing User Guide*.

For information on accruing revenue and generating invoices, see Multifunding Process, page A-1.

Prerequisites

- Expenditures for an award must be costed and funds check passed.

  To cost expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

- To view revenue, run either the GMS: Generate Draft Revenue for a Single Award process or the GMS: Generate Draft Revenue for a Range of Awards process.

- To view invoices, run either the GMS: Generate Draft Invoices for a Single Award process or the GMS: Generate Draft Invoices for a Range of Awards process.

Reviewing Revenue Procedure

Reviewing revenue follows the same procedure in Grants Accounting as in Oracle Projects.

For information on reviewing revenue, see Reviewing Revenue, *Oracle Project Billing User Guide*.

In Grants Accounting, navigate to the Find Revenue window as follows:

Billing - Revenue Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.

Reviewing Invoices Procedure

Reviewing invoices follows the same procedure in Grants Accounting as in Projects.

For information on reviewing invoices, see Reviewing Invoices, *Oracle Project Billing User Guide*.

In Grants Accounting, navigate to the Find Invoices window as follows:

Billing - Invoice Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.

Note: No adjustments can be made to the Invoice Line Details window.

Adjusting Revenue Procedure

Adjusting revenue follows the same procedure in Grants Accounting as in Oracle Projects.

For information on adjusting revenue, see Adjusting Revenue, *Oracle Project Billing User Guide*.

In Grants Accounting, navigate to the Find Revenue window as follows:

Billing - Revenue Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.

Adjusting Invoices Procedure

Adjusting invoices follows the same procedure in Grants Accounting as in Oracle Projects.

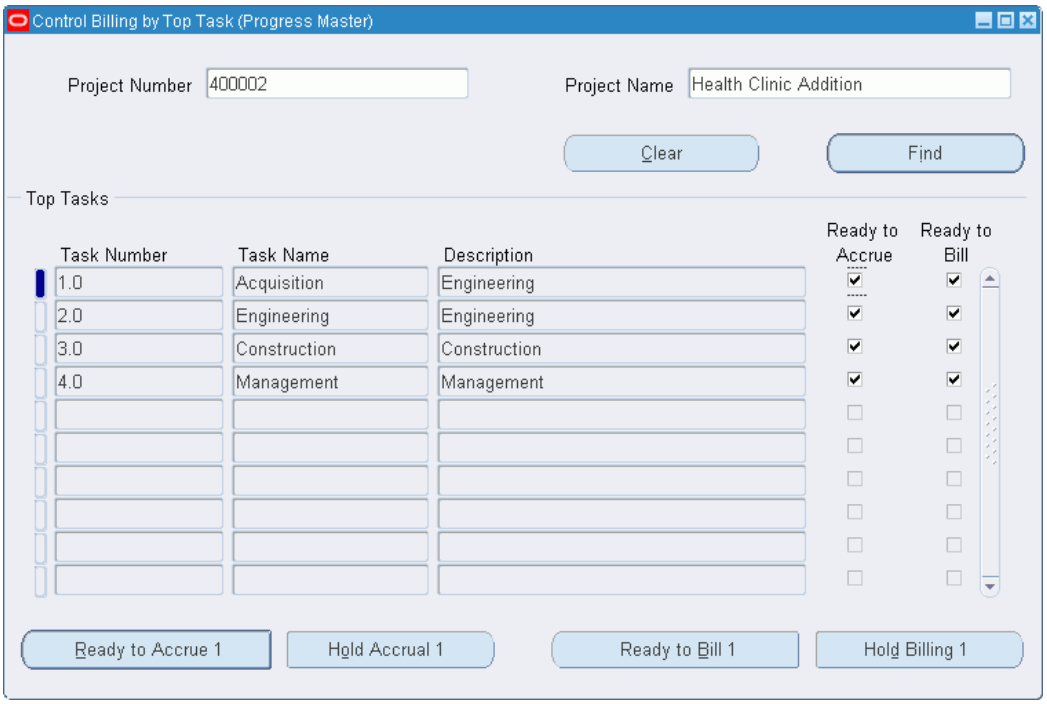
For information on adjusting invoices, see Adjusting Project Invoices, *Oracle Project Billing User Guide*.

In Grants Accounting, navigate to the Find Revenue window as follows:

Billing - Invoice Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.

Controlling Billing by Top Task Procedure



To control revenue accrual and invoices by the top task of a project, perform the following steps.

1. In Grants Accounting, navigate to the Control Billing by Top Task window as follows:

   Billing - Control Billing by Top Task

2. In the Project Number field, enter the project number.

3. In the Project Name field, enter the project name.

4. Click **Find**.

   Note: One or more fields in the Top Tasks region are populated. The Ready to Accrue and Ready to Bill check boxes are automatically selected when the top tasks'

fields populate. Do not deselect these check boxes.

5. To hold revenue accrual for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click **Hold Accrual**.

6. To hold invoicing for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click **Hold Billing**.

7. To accrue revenue for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click **Ready to Accrue**.

8. To invoice for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click **Ready to Bill**.

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. Close the window.

Control Billing by Top Task Window Description

Control Billing by Top Task Window

Field Name	Type	Features	Description
Project Number	required	list of values	project number
Project Name	required	list of values	project name
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered
Task Number	display only		task number
Task Name	display only		task name
Description	display only		task description
Ready to Accrue		check box	accrues revenue for top task

Field Name	Type	Features	Description
Ready to Bill		check box	invoices for top task
Ready to Accrue 1		button	accrues revenue for top task based on top task number
Hold Accrual 1		button	holds revenue accrual based on top task number
Ready to Bill 1		button	invoices for top task based on top task number
Hold Billing 1		button	holds invoices for top task based on top task number

29

Award Status Inquiry Procedures

This chapter describes the award status inquiry procedures.

This chapter covers the following topics:

- Definition
- Overview
- Award Status Inquiry Procedure
- Find Award Status Window Description
- Award Status Window Description
- Resource Status Window Description
- Find Expenditure Items Window Description
- Expenditure Item Details: Actuals Window Description
- Find Commitments Window Description
- Expenditure Item Details: Commitments Window Description
- Invoice Summary Window Description
- Project Status Window Description
- Task Status Window Description

Definition

Award status inquiry enables users to quickly review actual and commitment transactions, invoices, and budget and expenditure data at the award, project, resource, or task level.

Overview

This section includes the following:

- Award Status Inquiry Features, page 29-2
- Award Status Inquiry Procedure and Grants Accounting Processes, page 29-2
- Expenditures and Commitments Viewable in Award Status Inquiry, page 29-3
- Resources in Award Status Inquiry, page 29-3

Award Status Inquiry Features

The award status inquiry feature allows users to view financial data at the award and project levels. Users can view actual and commitment data for all projects funded by an award, in addition to viewing award budget and expenditure data at the resource level for all projects funded by an award.

The Award Status window and its subsidiary windows allow users to view the following:

- award information
- summary amounts by award
- summary amounts by project
- detailed resource information at the award level and by project
- actual cost and detailed commitment information at the award level and by project
- detailed task information by project
- invoice summary information by award

The Find windows for both actual and commitment options allow users to view actual and commitment data based on query parameters.

Note: Users can view award budget and expenditure data at the resource level for all projects funded by an award only when the resource list is the same for all projects funded by the award. If projects funded by an award use different resource lists, a warning message appears and no data is displayed.

Award Status Inquiry Procedure and Grants Accounting Processes

Typically, the Award Status Inquiry procedure is performed after all other Grants Accounting processes are complete, so that relevant amounts are available. Grants Accounting processes that must be completed before the Award Status Inquiry procedure include the following:

- costing

- funds check
- burdening
- interface of supplier invoices and expense reports from Payables
- revenue and invoice generation

Expenditures and Commitments Viewable in Award Status Inquiry

The following appropriately validated expenditures and commitments are viewable in status inquiry, provided they have passed funds check.

- expenditures that have been cost distributed
- raw and burden commitments associated with purchase requisitions and purchase orders
- raw and burden commitments associated with labor distribution and manual encumbrance batches

When a purchase requisition or purchase requisition lines are auto-created to a purchase order, the commitment associated with the purchase requisition or purchase requisition lines will be relieved and a commitment associated with the purchase order will be generated.

When a purchase requisition is either cancelled or closed, the commitment will be relieved.

When a purchase order is matched to a supplier invoice, the purchase order commitment will be reduced by the amount being matched on the supplier invoice, and a supplier invoice commitment of the same amount will be visible in status inquiry.

When a purchase order is finally closed, the commitment will be relieved.

When a reversing encumbrance batch from labor distribution is interfaced to Grants Accounting, and has passed funds check, the commitment will be relieved.

When a reversing manual encumbrance batch has passed funds check, the commitment will be relieved.

Resources in Award Status Inquiry

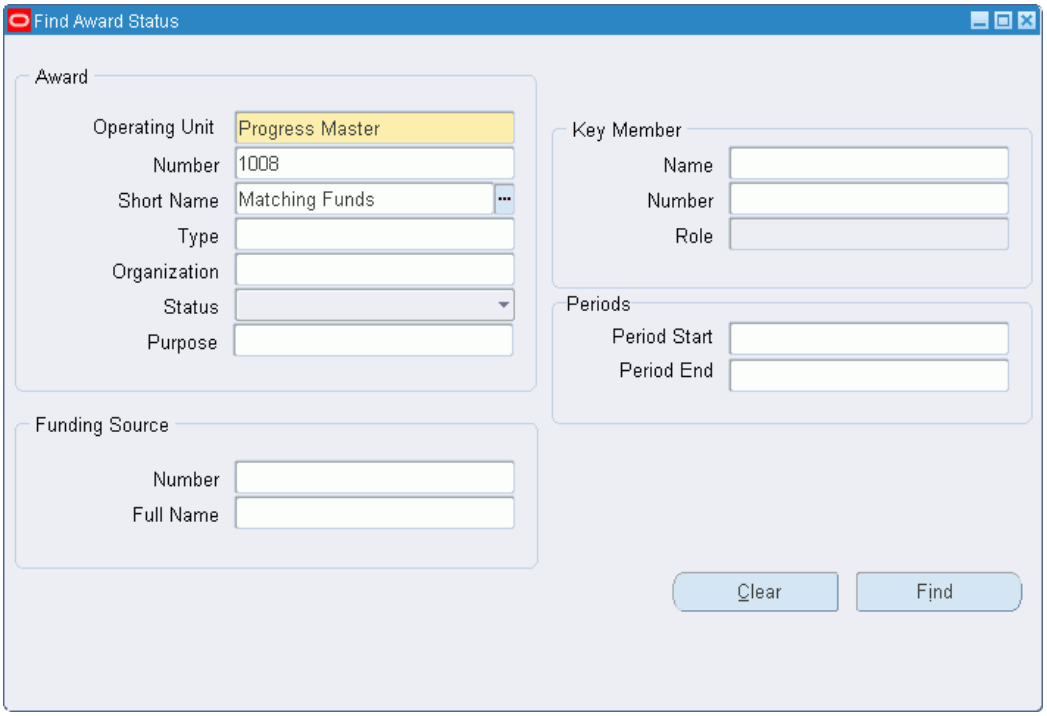
The award status inquiry feature accumulates all appropriately validated expenditures and commitments and produces properly labeled resource lines only for resources that are Enabled on the award budget resource list. If the resources are not enabled or do not exist in the resource list, the lines produced in award status inquiry will be Unclassified.

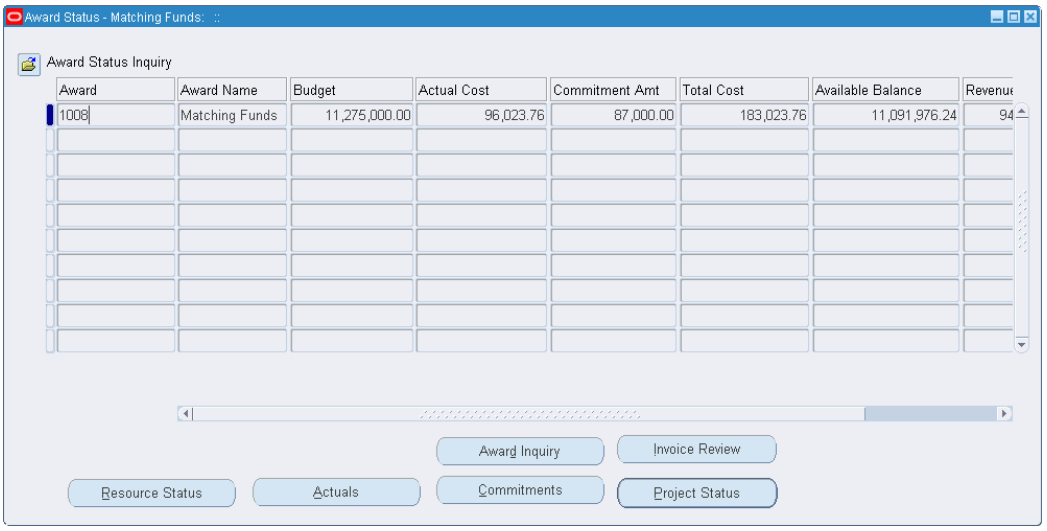
Award Status Inquiry Procedure

The award status inquiry procedure consists of the following:

- Finding and Viewing Award Status, page 29-5
- Viewing Resource Status Information at the Award Level, page 29-6
- Viewing Actual Transactions at the Award Level, page 29-7
- Viewing Commitment Transactions at the Award Level, page 29-8
- Viewing Award Information, page 29-9
- Viewing Invoice Summary Information, page 29-10
- Viewing Project Status Information, page 29-11
- Viewing Resource Status Information at the Project Level, page 29-12
- Viewing Actual Transactions at the Project Level, page 29-12
- Viewing Commitment Transactions at the Project Level, page 29-12

Finding and Viewing Award Status





To find and view award status, perform the following steps.

1. In Grants Accounting, navigate to the Find Award Status window as follows:

   Award Status

2. Enter data in the Find Award Status window as described in the Find Award Status

Window Description table, page 29-13.

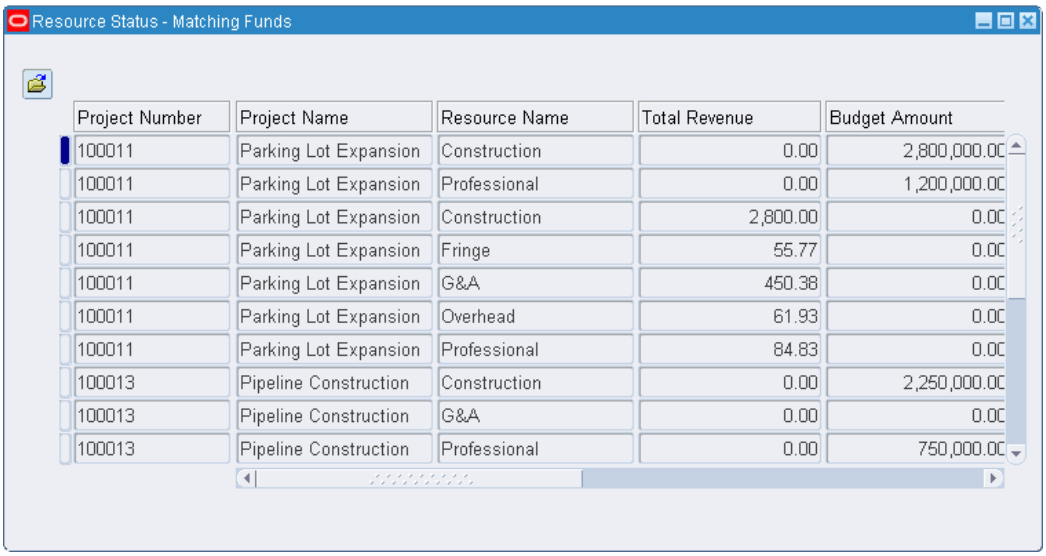
Note: To start over, click **Clear**.

3. Click **Find**.

   The Award Status window appears.

4. View information in the Award Status window as described in the Award Status Window Description table, page 29-14.

Viewing Resource Status Information at the Award Level



Project Number	Project Name	Resource Name	Total Revenue	Budget Amount
100011	Parking Lot Expansion	Construction	0.00	2,800,000.00
100011	Parking Lot Expansion	Professional	0.00	1,200,000.00
100011	Parking Lot Expansion	Construction	2,800.00	0.00
100011	Parking Lot Expansion	Fringe	55.77	0.00
100011	Parking Lot Expansion	G&A	450.38	0.00
100011	Parking Lot Expansion	Overhead	61.93	0.00
100011	Parking Lot Expansion	Professional	84.83	0.00
100013	Pipeline Construction	Construction	0.00	2,250,000.00
100013	Pipeline Construction	G&A	0.00	0.00
100013	Pipeline Construction	Professional	0.00	750,000.00

To view resource status information for all projects funded by an award, perform the following steps.

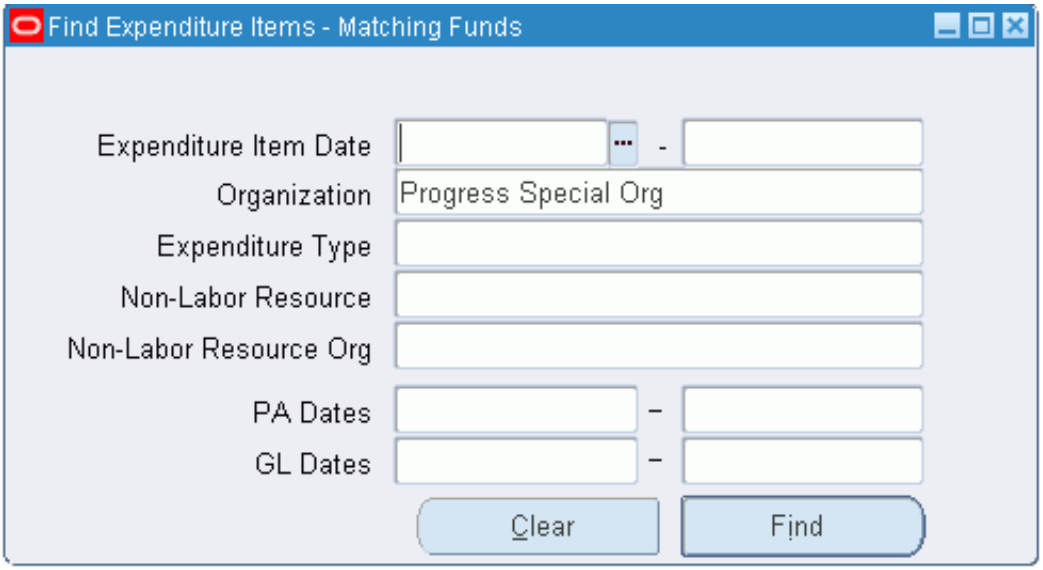
1. From the Award Status window, select an award.

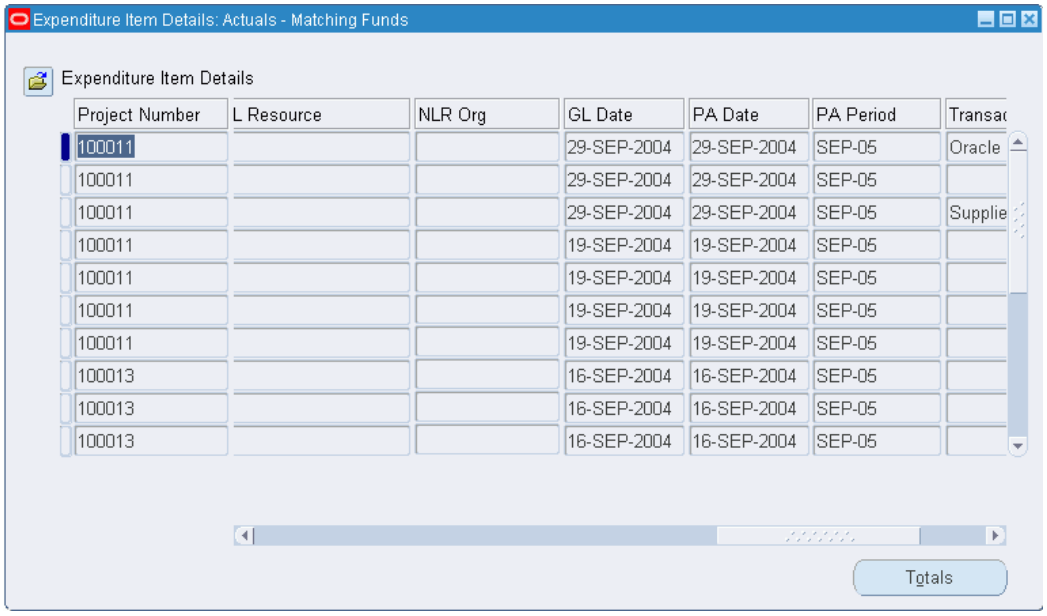
2. Click **Resource Status**.

   The Resource Status window appears.

3. View information in the Resource Status window as described in the Resource Status Window Description table, page 29-16.

Viewing Actual Transactions at the Award Level





To view actual transactions for all projects funded by an award, perform the following steps.

1. From the Award Status window, select an award.

2. Click **Actuals**.

   The Find Expenditure Items window appears.

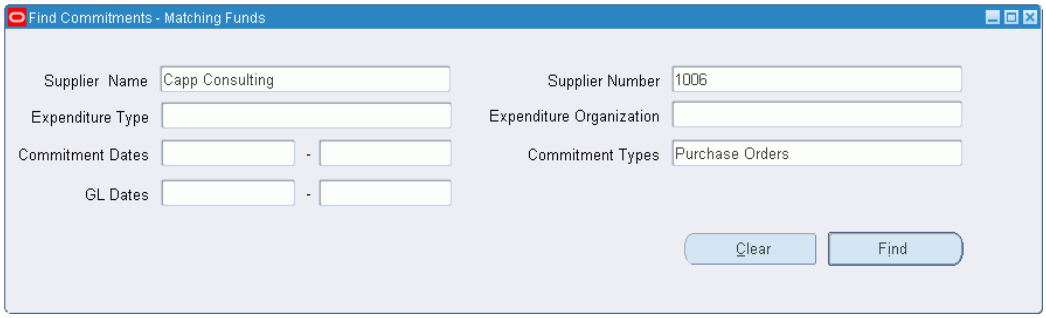
3. Enter data in the Find Expenditure Items window as described in the Find Expenditure Items Window Description table, page 29-18.

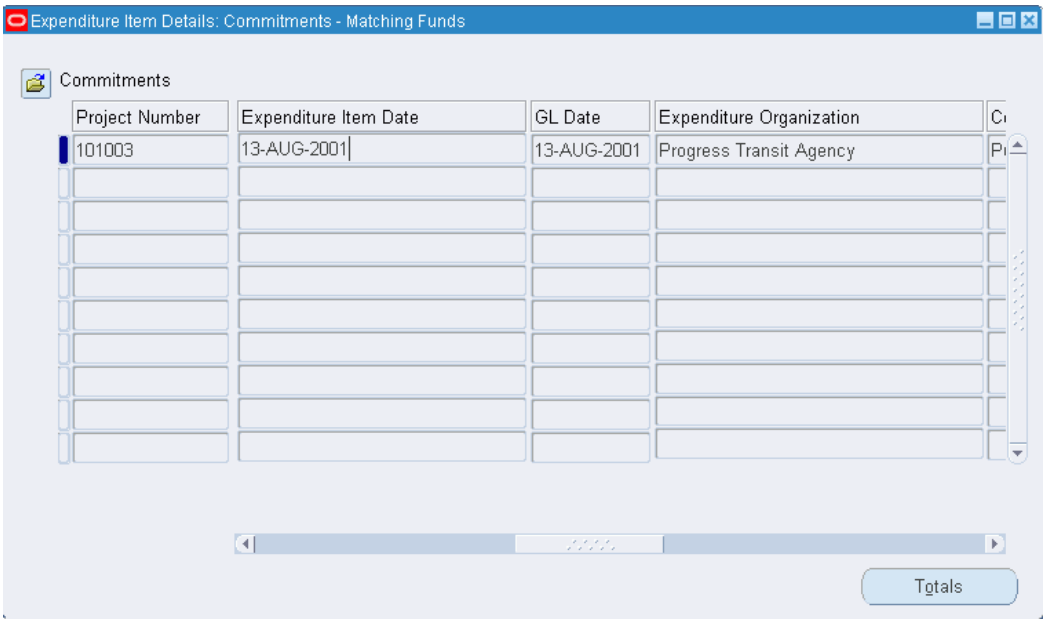
4. Click **Find**.

   The Expenditure Item Details: Actuals window appears.

5. View information in the Expenditure Item Details: Actuals window as described in theExpenditure Item Details: Actuals Window Description table, page 29-19.

Viewing Commitment Transactions at the Award Level





To view commitment transactions for all projects funded by an award, perform the following steps.

1. From the Award Status window, select an award.

2. Click **Commitments**.

The Find Commitments window appears.

3. Enter data in the Find Commitments window as described in the Find Commitments Window Description table, page 29-20.

4. Click **Find**.

   The Expenditure Item Details: Commitments window appears.

5. View information in the Expenditure Item Details: Commitments window as described in the Expenditure Item Details: Commitments Window Description table, page 29-21.

Viewing Award Information

To view award information, perform the following steps.

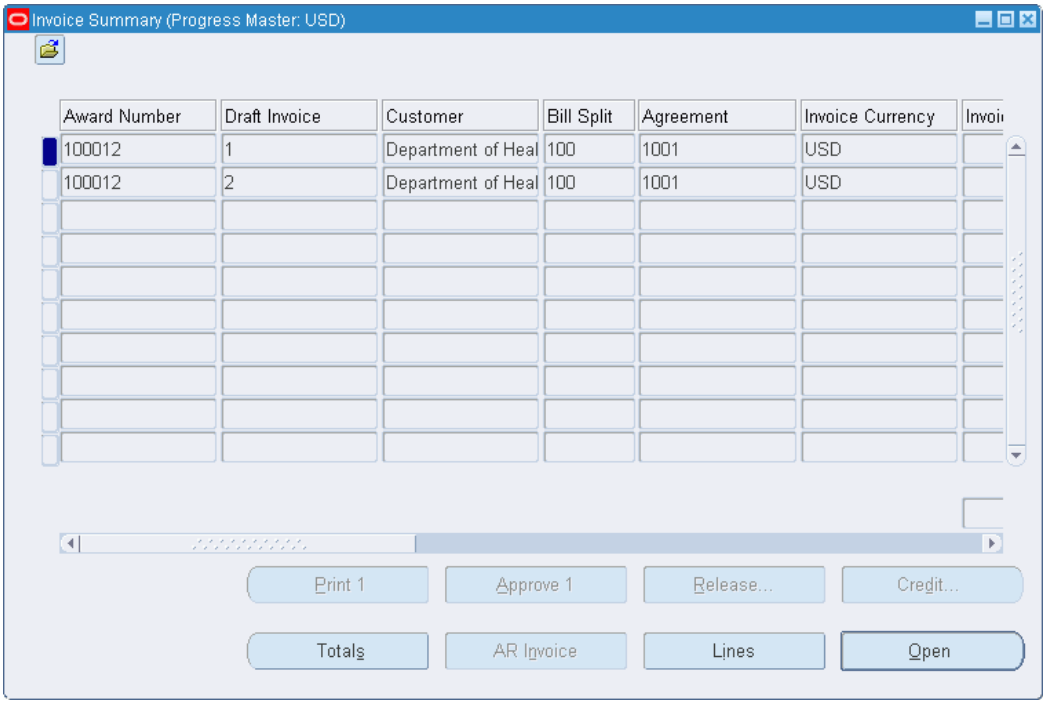
1. From the Award Status window, select an award.

2. Click **Award Inquiry**.

   The Award Management window appears.

3. View award information in the Award Management window.

Viewing Invoice Summary Information



To view invoice summary information for an award, perform the following steps.

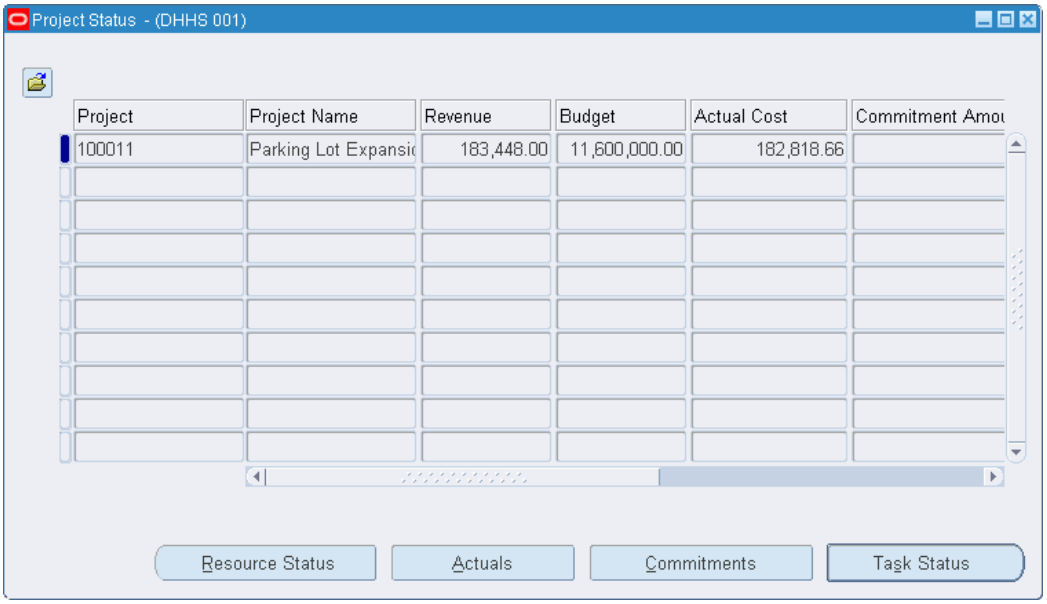
1. From the Award Status window, select an award.
2. Click **Invoice Review**.

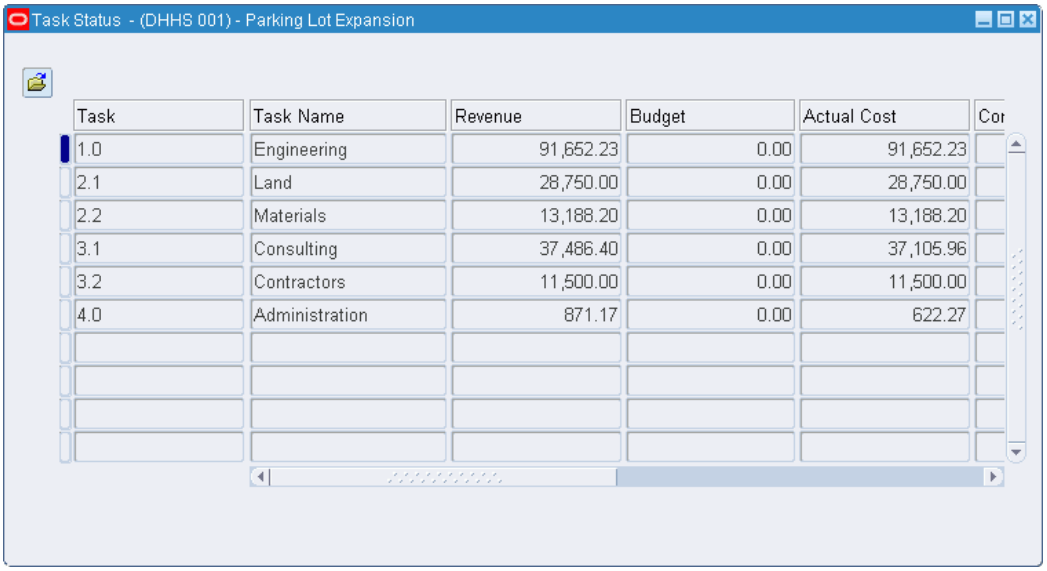
   The Find Invoices window appears.
3. Select an award number and click **Find**.

   The Invoice Summary window appears.
4. View information in the Invoice Summary window as described in the Invoice Summary Window Description table, page 29-23.

Viewing Project Status Information

Project Status Window





To view project level information, perform the following steps.

1. From the Award Status window, select an award.

2. Click **Project Status**.

   The Project Status window appears.

3. View information in the Project Status window as described in the Project Status Window Description table, page 29-26.

4. To view detailed task status information for a project, select a project and click **Task Status**.

   The Task Status window appears.

5. View information in the Task Status window as described in the Task Status Window Description table, page 29-28.

Viewing Resource Status Information at the Project Level

To view resource status information for a project funded by an award, perform the following steps.

1. From the Project Status window, select a project.

2. Click **Resource Status**.

   The Resource Status window appears.

3. View information in the Resource Status window as described in the Resource Status Window Description table, page 29-16.

Viewing Actual Transactions at the Project Level

To view actual transactions for a project funded by an award, perform the following steps.

1. From the Project Status window, select a project.

2. Click **Actuals**.

   The Find Expenditure Items window appears.

3. Enter data in the Find Expenditure Items window as described in the Find Expenditure Items Window Description table, page 29-18.

4. Click **Find**.

   The Expenditure Item Details: Actuals window appears.

5. View information in the Expenditure Item Details: Actuals window as described in the Expenditure Item Details: Actuals Window Description table, page 29-19.

Viewing Commitment Transactions at the Project Level

To view commitment transactions for a project funded by an award, perform the

following steps.

1. From the Project Status window, select a project.
2. Click **Commitments**.

   The Find Commitments window appears.
3. Enter data in the Find Commitments window as described in theFind Commitments Window Description table, page 29-20.
4. Click **Find**.

   The Expenditure Item Details: Commitments window appears.
5. View information in the Expenditure Item Details: Commitments window as described in theExpenditure Item Details: Commitments Window Description table, page 29-21.
6. Close the window.

Find Award Status Window Description

Find Award Status Window Description

Field Name	Type	Features	Description
Operating Unit	optional	list of values	operating unit to which the award belongs
Number	optional	list of values	award number
Short Name	optional	list of values	award short name
Type	optional	list of values	award type
Organization	optional	list of values	organization receiving award
Status	optional	list of values	award status; Active, At Risk, Closed, On Hold
Purpose	optional	list of values	award purpose

Field Name	Type	Features	Description
Number	optional	list of values	funding source number; automatically populated when Full Name entered
Full Name	optional	list of values	funding source name; automatically populated when Number entered
Name	optional	list of values	key member name; automatically populated when Number entered
Number	optional	list of values	key member number; automatically populated when Name entered
Role	optional	list of values	key member role; available only if Name field entered
Period Start	optional	list of values	period start date for the current baseline version of the award budget
Period End	optional	list of values	period end date for the current baseline version of the award budget
Clear		button	erases data from fields
Find		button	searches for data based upon parameters entered

Award Status Window Description

Award Status Window Description

Field Name	Type	Features	Description
Award	display only		award number

Field Name	Type	Features	Description
Award Name	display only		award name
Revenue	display only		total accrued revenue for award
Budget	display only		total award budget
Actual Cost	display only		total amount of actuals for award
Commitment Amt	display only		total amount of commitments for award
Requisition Amount	display only		total amount of encumbered requisitions
Purchase Order Amount	display only		total amount of encumbered purchase orders
Supplier Invoice Amount	display only		total amount of encumbered supplier invoices
Manual Encumbrance Amount	display only		total amount of manual encumbrances
Total Cost	display only		total amount of expenditures for award, sum of Actual Cost and Commitment Amt
Available Balance	display only		amount of award budget remaining; Budget minus Total Cost
% Complete	display only		percent of award budget used

Field Name	Type	Features	Description
Resource Status		button	allows users to view award budget and expenditure data at the resource level for all projects funded by an award
Actuals		button	allows users to view actual transactions for all projects funded by an award
Commitments		button	allows users to view commitment transactions against an award across all projects
Project Status		button	allows users to view actual and commitment transactions at the project level
Award Inquiry		button	opens the Award Management window
Invoice Review		button	opens the Find Invoices window so users can select an award to view in the Invoice Summary window

Resource Status Window Description

Resource Status Window Description

Field Name	Type	Features	Description
Project Number	display only		project number
Project Name	display only		project name

Field Name	Type	Features	Description
Resource Name	display only		resource name
Total Revenue	display only		total accrued revenue for resource
Budget Amount	display only		total resource budget
Actual Cost	display only		total amount of actuals for resource
Commitment Amt	display only		total amount of commitments for resource
Requisition Amount	display only		total amount of encumbered requisitions
Purchase Order Amount	display only		total amount of encumbered purchase orders
Supplier Invoice Amount	display only		total amount of encumbered supplier invoices
Manual Encumbrance Amount	display only		total amount of manual encumbrances
Total Cost	display only		total amount of expenditures for resource; sum of Actual Cost and Commitment Amt
Available Balance	display only		amount of resource budget remaining; Budget Amount minus Total Cost
% Complete	display only		percent of resource budget used

Find Expenditure Items Window Description

Find Expenditure Items Window Description

Field Name	Type	Features	Description
Expenditure Item Dates	optional		starting date range of expenditure items search
-	optional		ending date range of expenditure items search
Organization	optional		department or group associated with the expenditure item
Expenditure Type	optional		expenditure type
Non-Labor Resource	optional		non-labor resource
Non-Labor Resource Org	optional		organization providing non-labor resource
PA Dates	optional		starting date range of the Project Accounting period
-	optional		ending date range of the Project Accounting period
GL Dates	optional		starting date range of the GL period
-	optional		ending date range of the GL period
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Expenditure Item Details: Actuals Window Description

Expenditure Item Details: Actuals Window Description

Field Name	Type	Features	Description
Project Number	display only		project number
Project Name	display only		project name
Task Number	display only		task number
Task Name	display only		task name
Expenditure Type	display only		expenditure type
Expenditure Item Date	display only		expenditure date
Expenditure Group	display only		expenditures groups
Expenditure Organization	display only		organization incurring expenditure
Quantity	display only		expenditure items quantity
Unit of Measure	display only		expenditure items unit of measure
NL Resource	display only		non-labor resource
NLR Org	display only		organization providing non-labor resource
Transaction Source	display only		transaction source
Supplier Invoice Num	display only		number of supplier invoice
Original Transaction Ref	display only		original transaction reference number

Field Name	Type	Features	Description
PA Date	display only		project accounting date
PA Period	display only		project accounting period
GL Date	display only		General Ledger date
GL Period	display only		General Ledger period
Raw Cost	display only		expenditure item direct cost
Burdened Cost	display only		burdened cost or indirect cost
Revenue Amount	display only		total accrued revenue for the actual cost (raw cost plus burden cost appears on the raw cost line; revenue amount for burden costs is zero)
Billed Amount	display only		total amount billed for the actual cost (raw cost plus burden cost appears on the raw cost line; revenue amount for burden costs is zero)

Find Commitments Window Description

Find Commitments Window Description

Field Name	Type	Features	Description
Supplier Name	optional		vendor name
Supplier Number	optional		vendor number
Expenditure Type	optional		expenditure type

Field Name	Type	Features	Description
Expenditure Organization	optional		department or group associated with the expenditure item
Commitment Dates	optional		starting search date of commitment
-			ending search date of commitment
Commitment Type	optional		list of values contains five options for commitment types: Invoice, Requisition, Purchase Order, Manual Encumbrance, or All; default value is All for viewing all commitment types
GL Dates	optional		starting date range of the GL period
-	optional		ending date range of the GL period
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Expenditure Item Details: Commitments Window Description

Expenditure Item Details: Commitments Window Description

Field Name	Type	Features	Description
Project Number	display only		project number
Project Name	display only		project name

Field Name	Type	Features	Description
Task Number	display only		task number
Task Name	display only		task name
Expenditure Type	display only		expenditure type
Expenditure Item Date	display only		expected date of incurring commitment costs
Expenditure Organization	display only		organization incurring expenditure
Commitment Type	display only		type of commitment
Commitment Number	display only		commitment unique identifier
Description	display only		commitment description
Quantity	display only		quantity ordered for commitment
Unit of Measure	display only		commitment unit of measure
Supplier Name	display only		supplier name
Transaction Source	display only		commitment transaction source
PA Period	display only		project accounting period
PA Date	display only		project accounting date
GL Period	display only		General Ledger period
GL Date	display only		General Ledger date
Raw Cost	display only		commitment direct cost

Field Name	Type	Features	Description
Burdened Cost	display only		burdened cost or indirect cost

Invoice Summary Window Description

Invoice Summary Window Description

Field Name	Type	Features	Description
Award Number	display only		award number
Draft Invoice	display only		potential award invoice that is created, adjusted, and stored in Grants Accounting. Draft invoices require approval, release, transfer, and acceptance before they are officially accounted for in other Oracle applications.
Customer	display only		sponsor name
Award Curr Code	display only		award currency
Invoice Currency	display only		invoice currency
Invoice Amount	display only		invoice amount
Invoice Status	display only		invoice status; Unapproved, Approved, Released, Transferred, Accepted, or Rejected
Bill Through	display only		date through which Grants Accounting picks up events and expenditure items to be billed on a particular invoice

Field Name	Type	Features	Description
Invoice Comment	display only		defaults from the invoice comment entered for a project
Credited Number	display only		identifier associated with a draft invoice that has been credited
Invoice Class	display only		identifies the kind of invoice
AR Invoice Num	display only		invoice number printed on an invoice; number can be tracked in Oracle Receivables. This number can be system-generated or an entered number that uniquely identifies the invoice in Receivables, depending upon the invoice numbering system implemented.
Invoice Date	display only		date printed on the invoice and the date on which an invoice receivable's aging begins. The user specifies the invoice date when the invoice is released.
Balance Due	display only		amount owed on invoice
Award Name	display only		award name
Award Distribution	display only		award distribution
Award Status	display only		award status
Project Type	display only		project type
Award Organization	display only		award organization
Award Type	display only		award type

Field Name	Type	Features	Description
Approved Date	display only		date invoice approved
Approved by Person Name	display only		name of person approving invoice
Release Date	display only		invoice release date
Released by Person Name	display only		name of person releasing invoice
GL Date	display only		General Ledger date
Creation Date	display only		creation date
Desc Flex	display only		descriptive flexfield
Interface Date	display only		interface date
AR Exception Reason	display only		Accounts Receivable exception reason
Invoice Set Number	display only		invoice set number
Award Amount	display only		award amount
Language	display only		invoice language
AR Invoice Currency	display only		Accounts Receivable currency code
Invoice Rate Type	display only		invoice rate type
Invoice Rate Date	display only		invoice rate date
Invoice Exchange Rate	display only		invoice exchange rate
Print 1		button	button disabled; view only through Award Status Inquiry

Field Name	Type	Features	Description
Approve 1		button	button disabled; view only through Award Status Inquiry
Release...		button	button disabled; view only through Award Status Inquiry
Credit...		button	button disabled; view only through Award Status Inquiry
AR Invoice	display only	button	button disabled; view only through Award Status Inquiry
Lines		button	opens to Invoice Lines window
Open		button	opens to Invoice window

Project Status Window Description

Project Status Window Description

Field Name	Type	Features	Description
Project	display only		project number
Project Name	display only		project name
Revenue	display only		total accrued revenue for project
Budget	display only		total project budget
Actual Cost	display only		total amount of actuals for project

Field Name	Type	Features	Description
Commitment Amt	display only		total amount of commitments for project
Requisition Amount	display only		total amount of encumbered requisitions
Purchase Order Amount	display only		total amount of encumbered purchase orders
Supplier Invoice Amount	display only		total amount of encumbered supplier invoices
Manual Encumbrance Amount	display only		total amount of manual encumbrances
Total Cost	display only		total amount of expenditures for project; sum of Actual Cost and Commitment Amt
Available Balance	display only		amount of project budget remaining; Budget minus Total Cost
% Complete	display only		percent of project budget used
Resource Status		button	allows users to view budget and expenditure data at the resource level for the selected project
Actuals		button	allows users to view actual transactions for the selected project
Commitments		button	allows users to view commitment transactions for the selected project

Field Name	Type	Features	Description
Task Status		button	allows users to view actual and commitment transactions at the task level

Task Status Window Description

Task Status Window Description

Field Name	Type	Features	Description
Task	display only		task number
Task Name	display only		task name
Revenue	display only		task total accrued revenue
Budget	display only		total task budget
Actual Cost	display only		task total amount of actuals
Commitment Amt	display only		task total amount of commitments
Requisition Amount	display only		total amount of encumbered requisitions
Purchase Order Amount	display only		total amount of encumbered purchase orders
Supplier Invoice Amount	display only		total amount of encumbered supplier invoices
Manual Encumbrance Amount	display only		total amount of manual encumbrances

Field Name	Type	Features	Description
Total Cost	display only		total amount of expenditures for task; sum of Actual Cost and Commitment Amt
Available Balance	display only		amount of task budget remaining; Budget minus Total Cost
% Complete	display only		percent of task budget used

30

Using Oracle Workflow in Oracle Grants Accounting Procedure

This chapter describes how to use Oracle Workflow in Oracle Grants Accounting Procedure.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Setting Up Notification Recipients Procedure
- Notification Control Window Description
- Viewing Notifications Procedure
- Approving Notifications Procedure

Definition

Grants Accounting uses Workflow to route information for the budget approval process and to manage the notification process for installments, reports, and budgets.

Overview

Use of Workflow consists of the following:

- Setting Up Notification Recipients, page 30-2
- Setting Up Notification Method, page 30-2
- Scheduling Report Notifications, page 30-2

- Using Workflow, page 30-2
- Viewing Notifications, page 30-3
- Approving Notifications, page 30-3

Setting Up Notification Recipients

The Notification Control window is used to set up notification recipients for Workflow.

To set up notification recipients, see Setting Up Notification Recipients Procedure, page 30-4.

Setting Up Notification Method

Users can set up the Notification Mailer to receive Workflow notifications by email. Alternatively, users can check for notifications in the Notifications Worklist window.

To set up the Notification Mailer, see Implementing the Notification Mailer, *Oracle Workflow Guide*.

Scheduling Report Notifications

The GMS: Report Notification Scheduler allows users to schedule notifications for reports that are due. Users can run this process periodically or can set up the process to run automatically at specified intervals.

To run the GMS: Report Notification Scheduler process, see GMS: Report Notification Scheduler Procedure.

Using Workflow

Workflow is used for the following:

- installments
- reports
- budgets

Installments

Workflow is initiated when an award installment is activated. All personnel defined in the Notification Control window are notified.

Workflow can also be enabled for installment closeout by running the GMS: Installment Closeout Notification process. If this process is run, all personnel defined in the Notification Control window are notified when an installment end date approaches.

Reports

Workflow can be enabled for reports and is initiated when a report is due. All personnel defined in the Notification Control window are notified. The GMS: Report Notification Scheduler is used to schedule the notifications.

Budgets

Grants Accounting contains the following types of workflows for award budgets:

- a notification for baselined budgets
- a workflow process that can be enabled for budget baselining

If Workflow is enabled for award budget baselining/approval, the budget is sent via Workflow to the award manager for approval once it has been submitted.

The award manager can approve the budget, forward the budget to another user for approval, or reject the budget. Once an award budget has been baselined, a notification is sent to persons listed in the award's Notification Control window with the budget baseline notification event.

Viewing Notifications

The Find Notifications window is used to view notifications.

To view notifications, see Viewing Notifications Procedure, page 30-6.

Approving Notifications

Users can approve notifications from the Notification Details window. The approved budget is baselined.

To approve notifications, see Approving Notifications Procedure, page 30-7.

Reference

For information on the Grants Accounting Workflow process, see Oracle Grants Accounting Workflow Process, page D-1.

Prerequisites

- Workflow must be enabled for each award for budget notifications and approvals. Select the Enable Workflow for Budgets check box in the Budgetary Control tab of the Award Management window.

  To enable Workflow for budget notifications and approvals, see Award Entry Procedures, page 17-5.

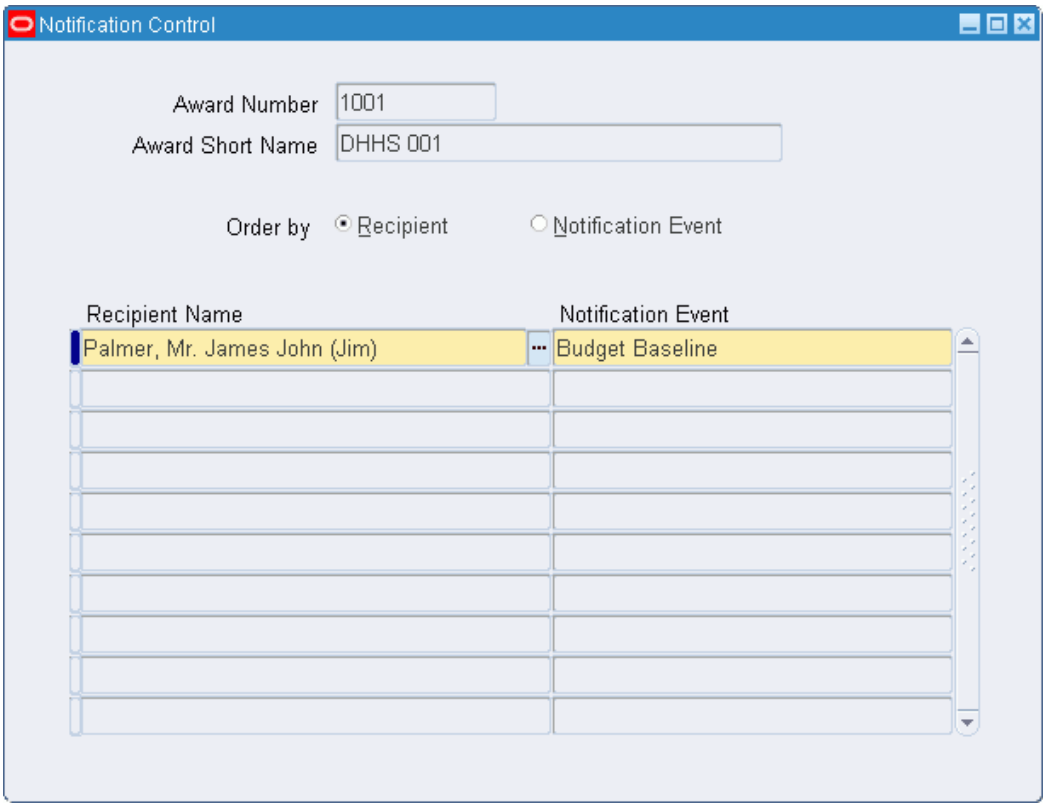
- An award must be entered.

  To enter an award, see Award Entry Procedures, page 17-5.

- A report must be entered.

  To enter a report, see Award Entry Procedures, page 17-5.

Setting Up Notification Recipients Procedure



To set up notification recipients for Workflow, perform the following steps.

1. In Grants Accounting, navigate to the Find Award window as follows:

   Awards

2. Enter search parameters for an award and click **Find** to execute the search.

   The Award Management Folder window appears.

3. Select the award and click **Open** to go to the Award Management window.

4. Navigate to the Notification Control window as follows:

   Tools - Notification Control

5. Enter data in each field of the Notification Control window as described in the Notification Control Window Description table, page 30-5.

   Note: Assign each event notification to a recipient separately.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

Notification Control Window Description

Notification Control Window Description

Field Name	Type	Features	Description
Award Number	default, display only		award number
Award Short Name	default, display only		award short name
Order by	default, required	radio button	specifies order that recipients are listed; ordered by Recipient or Notification Event. Default selection is Recipient.

Field Name	Type	Features	Description
Recipient Name	required	list of values	name of award personnel that should receive Workflow notification. Users can add or delete recipients. **Note:** Award personnel for an award are automatically entered and assigned to each event. For example, if there are 2 award personnel and 5 events, the 2 award personnel are each assigned to all 5 events so that 10 entries appear in the window. Users can add or delete recipients. **Note:** Award personnel are defined in the Personnel Tab region of the Award Management window.
Notification Event	required	list of values	event that the recipient should receive notifications for. Recipient event options are for installments, reports, and budgets. **Note:** Recipients must be assigned to each event separately. For example, if there are 40 events and a recipient should receive notifications for all 40 events, the recipient must be entered in this window 40 times.

Viewing Notifications Procedure

To view Workflow notifications, perform the following steps.

1. In Grants Accounting, navigate to the Find Notifications window as follows:

   Workflow - Find Notifications

2. Enter search criteria and click **Find** to query notifications.

   The Notifications Worklist window appears.

3. Click on a notification to view details.

For details on viewing notifications, see Overview of the Oracle Workflow Notification System, *Oracle Workflow User's Guide* and Viewing Notifications from a Web Browser, *Oracle Workflow User's Guide*.

Approving Notifications Procedure

To approve a Workflow notification, perform the following steps.

1. In Grants Accounting, navigate to the Find Notifications window as follows:

   Workflow - Find Notifications

2. Enter search criteria and click **Find** to query notifications.

   The Notifications Worklist window appears.

3. Click on a notification to view details.

   The Notification Details window appears.

4. For events that require an Approval action, click on the highlighted event in the Subject column of the Worklist window.

5. In the Notification Details window, click **Approve** to approve the notification, click **Reject** to reject the notification, or click **Reassign** to reassign the notification. Click **Return** if no action is desired.

6. To close or reassign a notification, select the Select check box in the Worklist window for the event or events to be closed or reassigned. Click **Close** to close the notification and clear it from the Worklist or click **Reassign** to reassign the notification.

7. Close the window.

31

Government Report Procedures

This chapter describes the government report procedures.

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal Report Procedure
- SF 269 Financial Status Report Procedure
- Government Report SF269 Window Description
- HISTORY-SF 269 Report History for Award Window Description
- SF 270 Request for Advance or Reimbursement Report Procedure
- Government Report SF270 Window Description
- HISTORY-SF 270 Report History for Award Window Description
- SF 272 Federal Cash Transactions Report Procedure
- Government Report SF272 Window Description
- HISTORY-SF 272 Report History for Award Window Description
- SF 425 Federal Financial Report Procedure

Definition

Oracle Grants Accounting provides standard reports that the government requires users to submit for reporting.

Overview

The following reports are described in this section:

- SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal, page 31-2
- SF 269 Financial Status Report, page 31-2
- SF 270 Request for Advance or Reimbursement, page 31-2
- SF 272 Federal Cash Transactions Report, page 31-3
- SF 425 Federal Financial Report, page 31-3

SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal

The SF 1034 Public Voucher for Purchases and Services Other Than Personal report is used by government contractors to bill or invoice the federal government.

The SF 1035 Public Voucher for Purchases and Services Other Than Personal, Continuation Sheet report is used by government contractors to provide a detailed continuation of SF 1034. This report contains the following information:

- detailed invoice lines divided by expenditure category, both current and project-to-date
- indirect costs and associated fees

SF 269 Financial Status Report

The SF 269 Financial Status Report is used by federal award recipients to report to the federal government the status of a federal award.

The SF 269 Financial Status Report reports on the status of funds for federally sponsored non-construction projects, showing aggregate figures for program income, project expenditures, unliquidated obligations, award amount, and unobligated balances. This report is due no later than 90 calendar days for annual and final reports.

Effective for both competing and non-competing grants with July 1, 1995 start dates, the SF 269 Financial Status Report is only required at the end of the competitive segment rather than annually. If the award was effective July 1, 1995 and is the final award for the competitive segment, the SF 269 Financial Status Report is required.

SF 270 Request for Advance or Reimbursement

The SF 270 Request for Advance or Reimbursement report is used by federal award

recipients to request an advance or reimbursement of funds.

SF 272 Federal Cash Transactions Report

The SF 272 Federal Cash Transactions Report contains a quarterly breakdown of cash transactions on a grant record basis that is used by the federal agency to review cash requirements and to ensure that funds advanced to grantees are not idle. The report is generally required for grantees receiving funds by advance through Letter of Credit, LOC, or direct Treasury checks on a predetermined automatic basis. The SF 272 Federal Cash Transactions Report contains data on advances of federal funds, the balance of federal cash on hand, and disbursements for each grant.

The SF 272 Federal Cash Transactions Report serves as the basis for entries into the grantor agency's accounting system and must be received promptly to meet deadlines for federal agency reports to the U.S. Treasury.

SF 425 Federal Financial Report

The SF 425 Federal Financial Report is used by federal award recipients to report cash transactions and financial status for one or multiple awards in a stated grant period. This includes cumulative cash disbursed for the reporting period, cash received, and cash remaining on-hand. If reporting on multiple awards, you can attach additional pages and mark the top of each of these pages with the following information:

- Recipient Organization
- Data Universal Numbering System (DUNS) number
- Employer Identification Number (EIN)
- Reporting period

Grantees can use this one report instead of the SF269 Financial Status Report and the SF 272 Federal Cash Transactions Report. You can submit this report on a quarterly, semi-annual, or annual basis with reporting end dates of 31st March, 30th June, 30th September, and 31st December, till the award agreement is complete. At the end of the award period, you can submit a final report for the award. The reporting end date of the final report is the same as the award agreement end date. You must submit quarterly and semi-annual reports within 30 days of the reporting period end date, annual reports within 90 days of the reporting period end date, and the final report within 90 days of the award agreement end date.

If you are reporting on a single award, you can enter the federal and recipient share of expenditures and unobligated balances, and details of program income earned, expended, and unexpended.

References

Information on government reports previously filed and due in the future is available in the View Award Reports Due and Filed window.

For information on the View Award Reports Due and Filed window, see Installment Entry Procedures, page 19-3.

Prerequisites

- It is recommended that users run these reports after transferring all the invoices associated with the award to Oracle Receivables to ensure that invoice amounts are reconciled with the government reports.

  For information on transferring invoices to Receivables, see GMS: Interface Invoices to Receivables Procedure, page 32-36.

SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal Report Procedure

To print the SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal reports, perform the following steps.

1. In Grants Accounting, navigate to the Submit Requests window as follows:

   Other - Requests - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Requests window appears.

4. In the Name field, select GMS: Government Report SF 1034 and SF 1035 from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Award Number field, select an award number from the list of values.

7. In the Draft Number field, enter a draft number.

8. Click **OK** to apply the parameters.

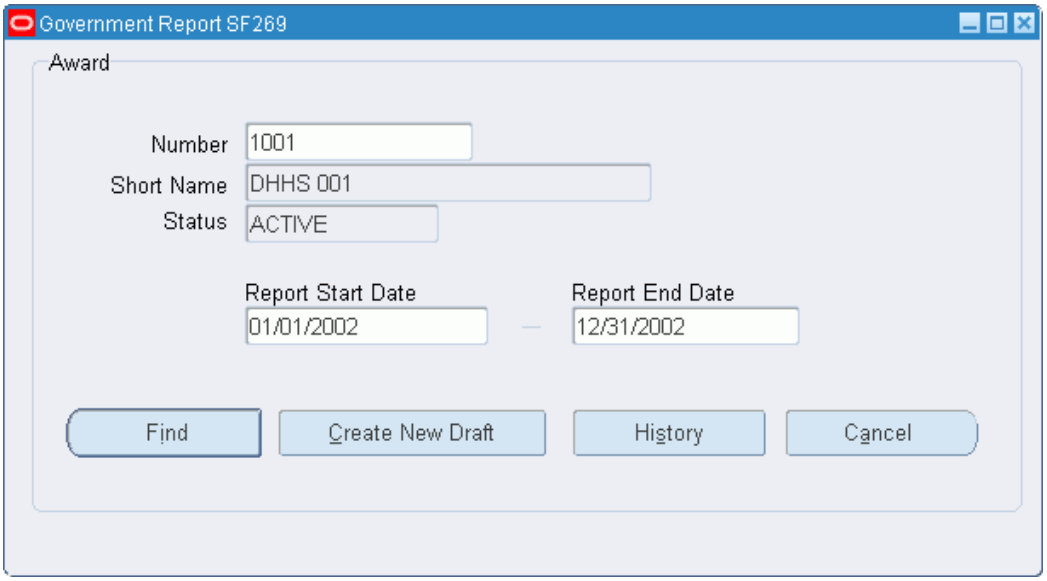
9. Click **Submit** to send the print request to the concurrent manager.

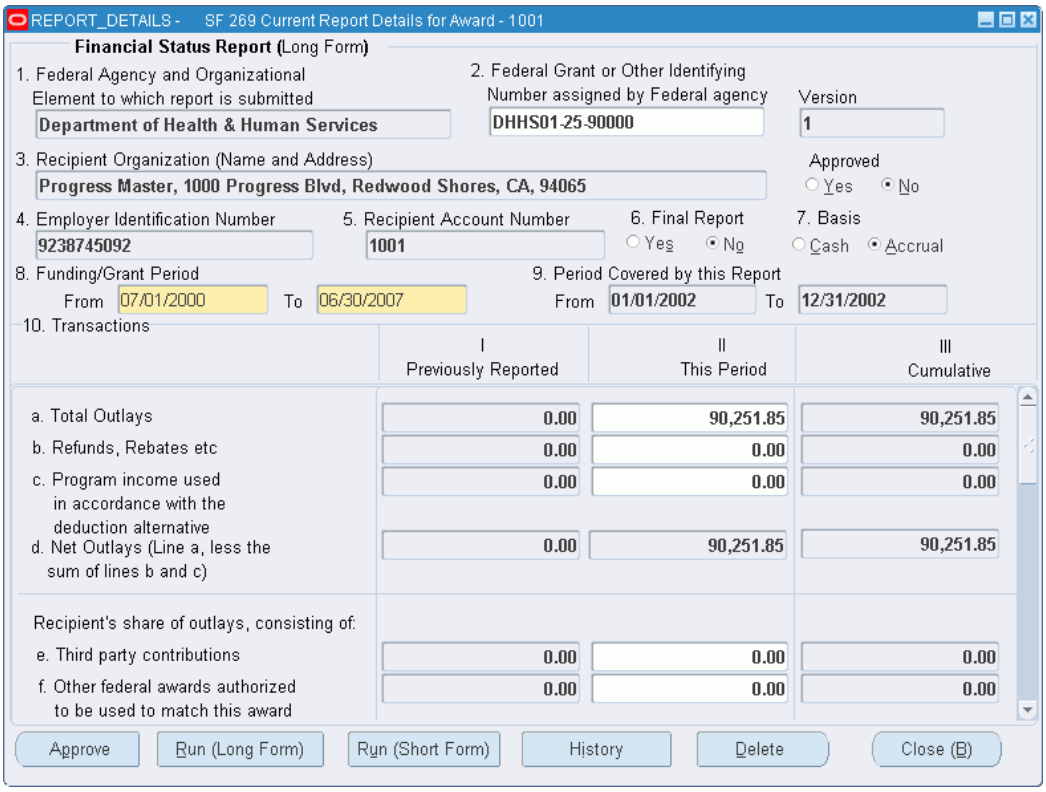
10. View the request in the concurrent manager as follows:

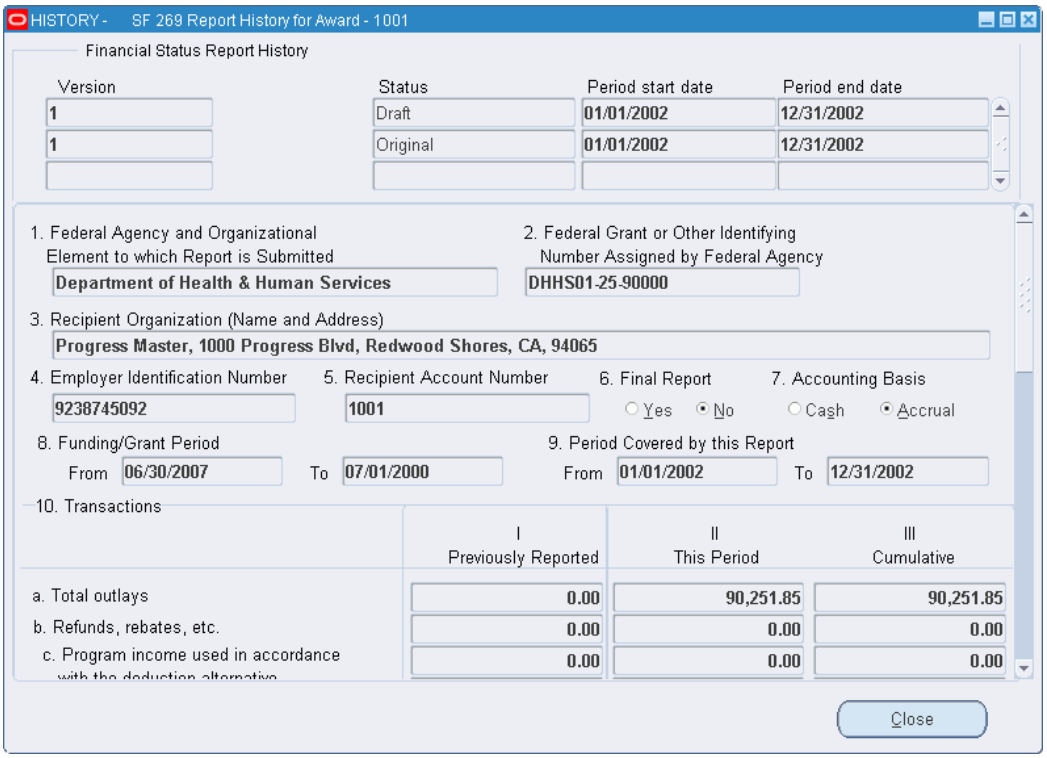
    View - Requests

11. Close the window.

SF 269 Financial Status Report Procedure




REPORT_DETAILS - SF 269 Current Report Details for Award - 1001
Financial Status Report (Long Form)
1. Federal Agency and Organizational Element to which report is submitted
Department of Health & Human Services
2. Federal Grant or Other Identifying Number assigned by Federal agency
DHHS01-25-90000
Version
1
3. Recipient Organization (Name and Address)
Progress Master, 1000 Progress Blvd, Redwood Shores, CA, 94065
Approved
Yes
No
4. Employer Identification Number
9238745092
5. Recipient Account Number
1001
6. Final Report
Yes
No
7. Basis
Cash
Accrual
8. Funding/Grant Period
From 07/01/2000 To 06/30/2007
9. Period Covered by this Report
From 01/01/2002 To 12/31/2002
10. Transactions
I Previously Reported
II This Period
III Cumulative
a. Total Outlays 0.00 90,251.85 90,251.85
b. Refunds, Rebates etc 0.00 0.00 0.00
c. Program income used in accordance with the deduction alternative 0.00 0.00 0.00
d. Net Outlays (Line a, less the sum of lines b and c) 0.00 90,251.85 90,251.85
Recipient's share of outlays, consisting of:
e. Third party contributions 0.00 0.00 0.00
f. Other federal awards authorized to be used to match this award 0.00 0.00 0.00
Approve
Run (Long Form)
Run (Short Form)
History
Delete
Close (B)



The following procedures are used to print, view, and delete the SF 269 Financial Status Report:

- Create Draft Report, page 31-7
- View Existing Report, page 31-8
- View Report History, page 31-9
- Delete Report, page 31-9

Create Draft Report

To create a draft of the SF 269 Financial Status Report, perform the following steps.

1. In Grants Accounting, navigate to the Government Report SF269 window as follows:

   Government Reports - SF 269

2. Enter data in the Government Report SF269 window as described in the Government Report SF269 Window Description, page 31-9.

3. To create a new draft of the SF 269 Financial Status Report, click **Create New Draft**.

   The REPORT_DETAILS-SF 269 Current Report Details for Award window appears.

4. Enter or modify the following data as necessary in the REPORT_DETAILS-SF 269 Current Report Details for Award window:
   - Transactions This Period column
   - Line R, Disbursed program income using the addition alternative field
   - Line S, Undisbursed program income field
   - Indirect Expense region radio button and fields
   - Remarks field
   - Federal Grant or Other Identifying Number assigned by Federal Agency field
   - Line K, Total Unliquidated Obligations
   - Line L, Recipient's Share of Unliquidated Obligations
5. Click **Run (Long Form)** to generate the SF 269 Financial Status Report, Long Form.

   To view the request, go to Step 7, page 31-8.
6. Click **Run (Short Form)** to generate the SF 269 Financial Status Report, Short Form.
7. Query the request in the concurrent manager as follows:

   View - Requests
8. Close the window.
9. Optionally, click **Approve** to approve the draft.

   When the report is approved, the Final Report radio button is set to Yes.

   Once approved, the report cannot be modified. Approved reports can be deleted.

View Existing Report

To view an existing report, perform the following steps.

1. Enter data in the Government Report SF269 window and click **Find** to open the REPORT_DETAILS-SF 269 Current Report Details for Award window.
2. View data in the REPORT_DETAILS-SF 269 Current Report Details for Award window.
3. Optionally, run the SF 269 Financial Status Report, Long Form or the SF 269 Financial Status Report, Short Form, approve the report, view the report submission history, or delete the report as described in this procedure section.

View Report History

To view a report submission history, perform the following steps.

1. In the Government Report SF269 window, click **History**.

   The HISTORY-SF 269 Report History for Award window appears.

2. Alternatively, in the REPORT_DETAILS-SF 269 Current Report Details for Award window, click **History** to open the HISTORY-SF 269 Report History for Award window.

3. View data in the HISTORY-SF 269 Report History for Award window as described in the History SF269 Report History for Award Window Description, page 31-10.

4. Click **Close** to exit the HISTORY-SF 269 Report History for Award window.

Delete Report

To delete a report, perform the following steps.

1. In the REPORT_DETAILS-SF 269 Current Report Details for Award window, click **Delete**.

2. Click **OK** to confirm the deletion.

   Note: Delete reports in order of the most recent to the oldest.

Government Report SF269 Window Description

Government Report SF269 Window Description

Field Name	Type	Features	Description
Number	required	list of values	award number
Short Name	display only		award short name; populated when Number is entered
Status	display only		award status; populated when Number is entered

Field Name	Type	Features	Description
Report Start Date	required	list of values	first date to include in report
Report End Date	required	list of values	last date to include in report
Find		button	click to view an existing report; navigates to REPORT_DETAILS-SF 269 Current Report Details for Award window
Create New Draft		button	click to create new draft of report; navigates to REPORT_DETAILS-SF 269 Current Report Details for Award window
History		button	click to view report submission history; navigates to HISTORY-SF 269 Report History for Award window
Cancel		button	closes window without saving

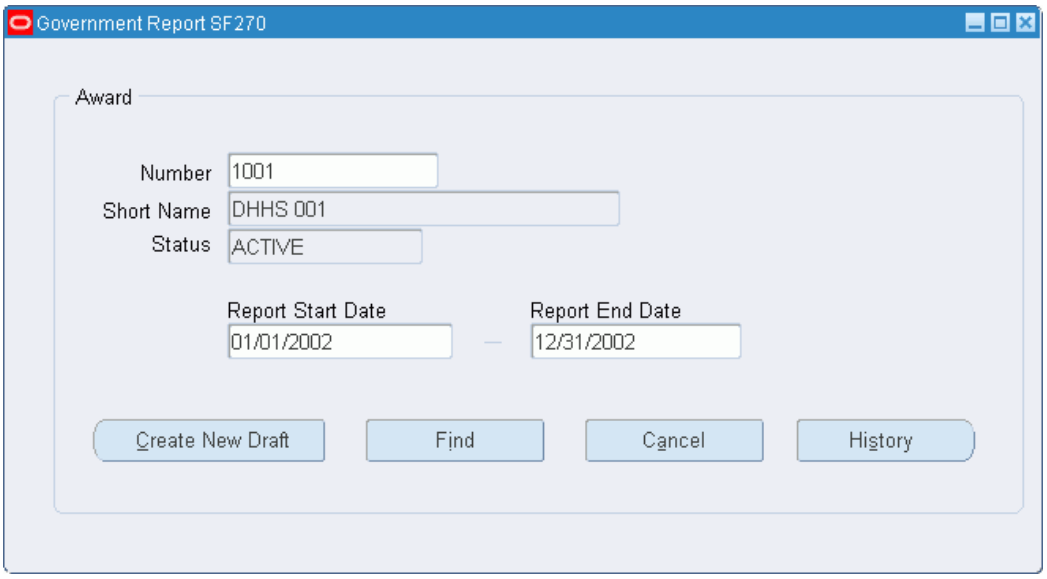
HISTORY-SF 269 Report History for Award Window Description

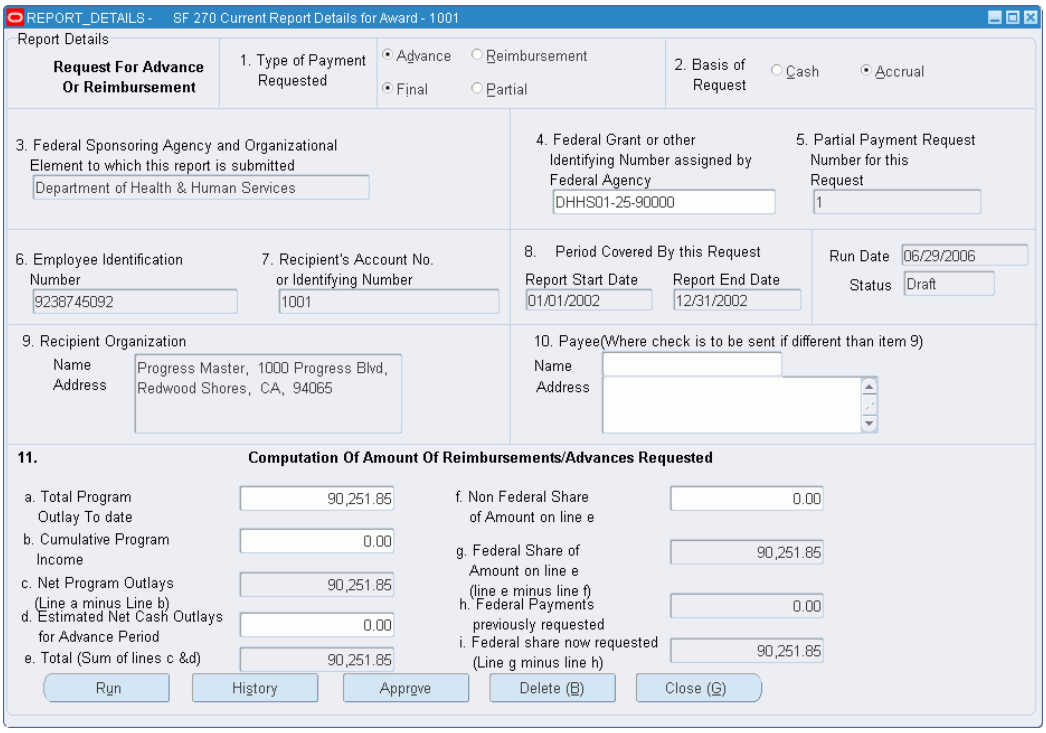
HISTORY-SF 269 Report History for Award Window Description

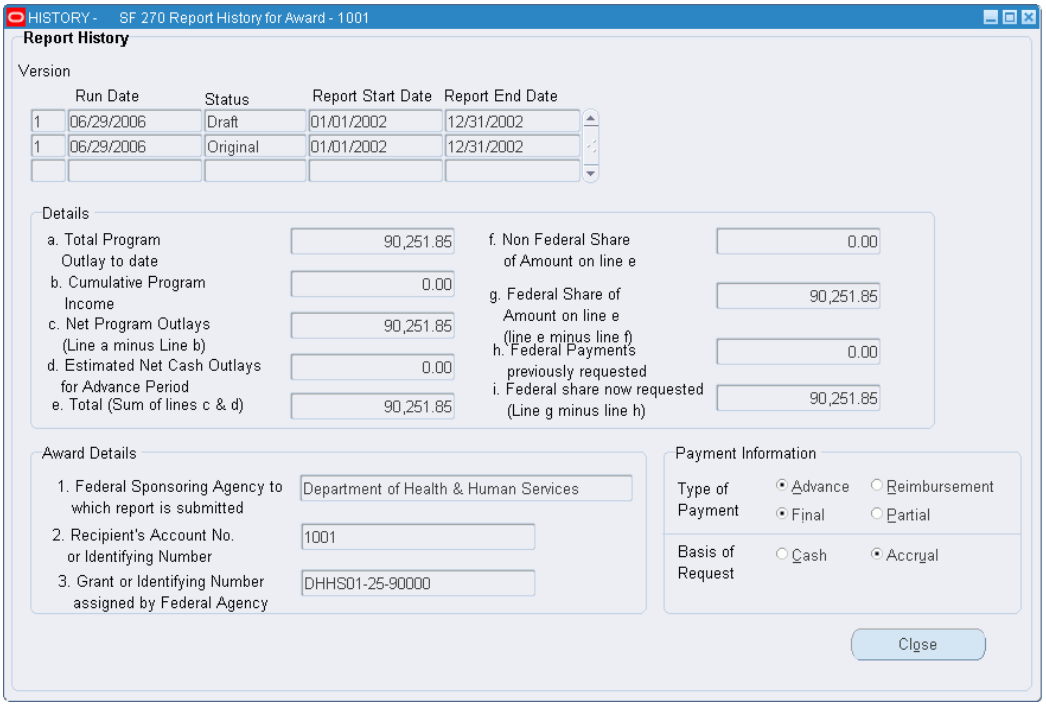
Field Name	Type	Features	Description
Version	display only		version of report; each version can have multiple drafts associated with it
Created date	display only		date version of report created

Field Name	Type	Features	Description
Status	display only		version status
Period start date	display only		report start date
Period end date	display only		report end date
Close		button	closes window

SF 270 Request for Advance or Reimbursement Report Procedure







The following procedures are used to print, view, and delete the SF 270 Request for Advance or Reimbursement report:

- Create Draft Report, page 31-13

- View Existing Report, page 31-14
- View Report History, page 31-14
- Delete Report, page 31-14

Create Draft Report

To print the SF 270 Request for Advance or Reimbursement report, perform the following steps.

1. In Grants Management, navigate to the Government Report SF270 window as follows:

   Government Reports - SF 270

2. Enter data in the Government Report SF270 window as described in the Government Report SF270 Window Description, page 31-15.

3. To create a new draft of the SF 270 Request for Advance or Reimbursement report, click **Create New Draft**.

   The REPORT_DETAILS-SF 270 Current Report Details for Award window appears.

4. Enter or modify the following data as necessary in the REPORT_DETAILS-SF 270 Current Report Details for Award window:

   - Type of Payment Requested radio buttons
   - Basis of Request radio button
   - Federal Grant or other Identifying Number assigned by Federal Agency field
   - Line A, Total Program Outlay to date field
   - Line B, Cumulative Program Income field
   - Line D, Estimated Net Cash Outlays for Advance Period field
   - Line F, Non Federal Share of Amount on line e field
   - Payee Address field

5. Click **Run** to generate the SF 270 Request for Advance or Reimbursement report.

6. Query the request in the concurrent manager as follows:

   View - Requests

7. Close the window.

8. Optionally, click **Approve** to approve the draft.

   When the report is approved, the Status field is set to Final.

View Existing Report

To view an existing report, perform the following steps.

1. Enter data in the Government Report SF270 window and click **Find** to open the REPORT_DETAILS-SF 270 Current Report Details for Award window.

2. View data in the REPORT_DETAILS-SF 270 Current Report Details for Award window.

3. Optionally, run the SF 270 Request for Advance or Reimbursement report, approve the report, view the report submission history, or delete the report as described in this procedure section.

View Report History

To view a report submission history, perform the following steps.

1. In the Government Report SF270 window, click **History**.

   The HISTORY-SF 270 Report History for Award window appears.

2. Alternatively, in the REPORT_DETAILS-SF 270 Current Report Details for Award window, click **History** to open the HISTORY-SF 270 Report History for Award window.

3. View data in the HISTORY-SF 270 Report History for Award window as described in the History SF270 Report History for Award Window Description table, page 31-16.

4. Click **Close** to exit the HISTORY-SF 270 Report History for Award window.

Delete Report

To delete a report, perform the following steps.

1. In the REPORT_DETAILS-SF 270 Current Report Details for Award window, click **Delete**.

2. Click **OK** confirm the deletion.

Government Report SF270 Window Description

Government Report SF270 Window Description

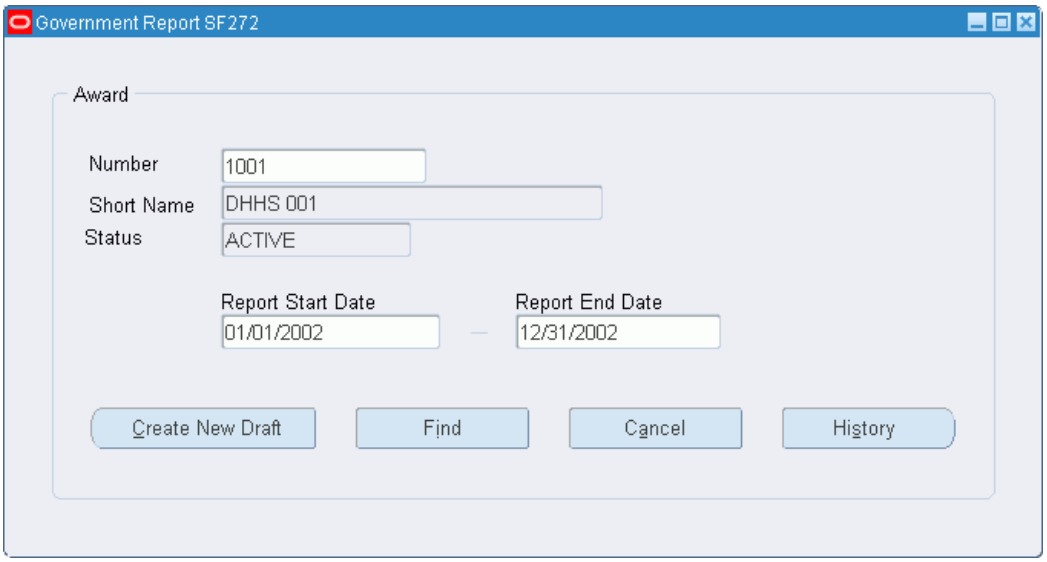
Field Name	Type	Features	Description
Number	required	list of values	award number
Short Name	display only		award short name; populated when Number is entered
Status	display only		award status; populated when Number is entered
Report Start Date	required	list of values	first date to include in report
Report End Date	required	list of values	last date to include in report
Create New Draft		button	click to create new draft of report; navigates to REPORT_DETAILS-SF 270 Current Report Details for Award window
Find		button	click to view an existing report; navigates to REPORT_DETAILS-SF 270 Current Report Details for Award window
Cancel		button	closes window without saving
History		button	click to view report submission history; navigates to HISTORY-SF 270 Report History for Award window

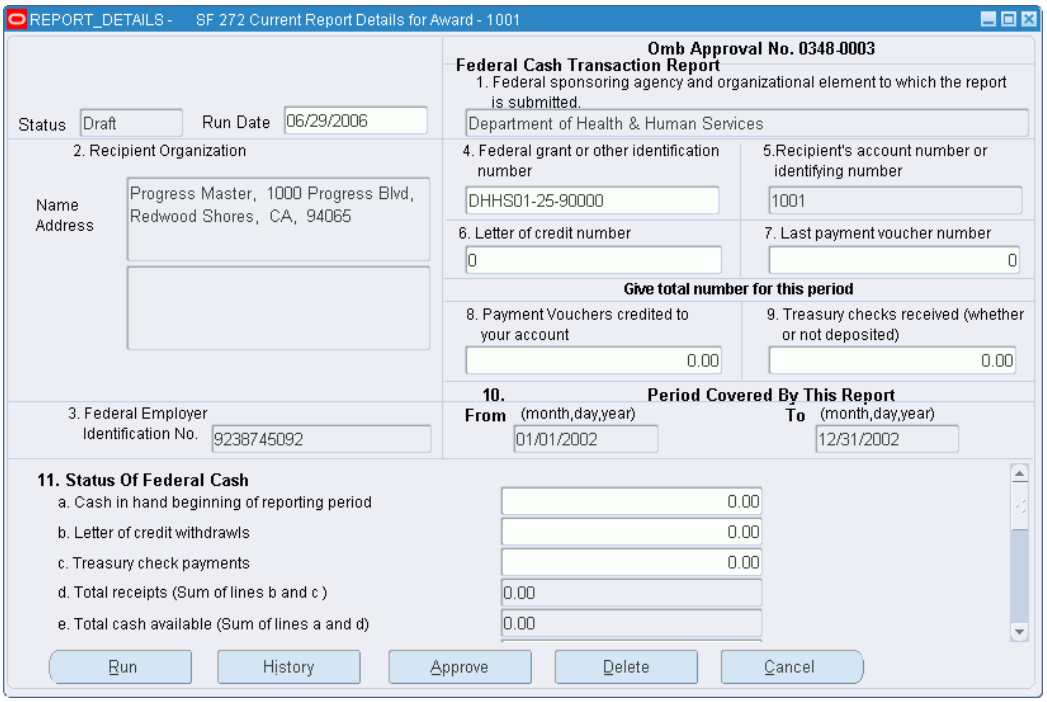
HISTORY-SF 270 Report History for Award Window Description

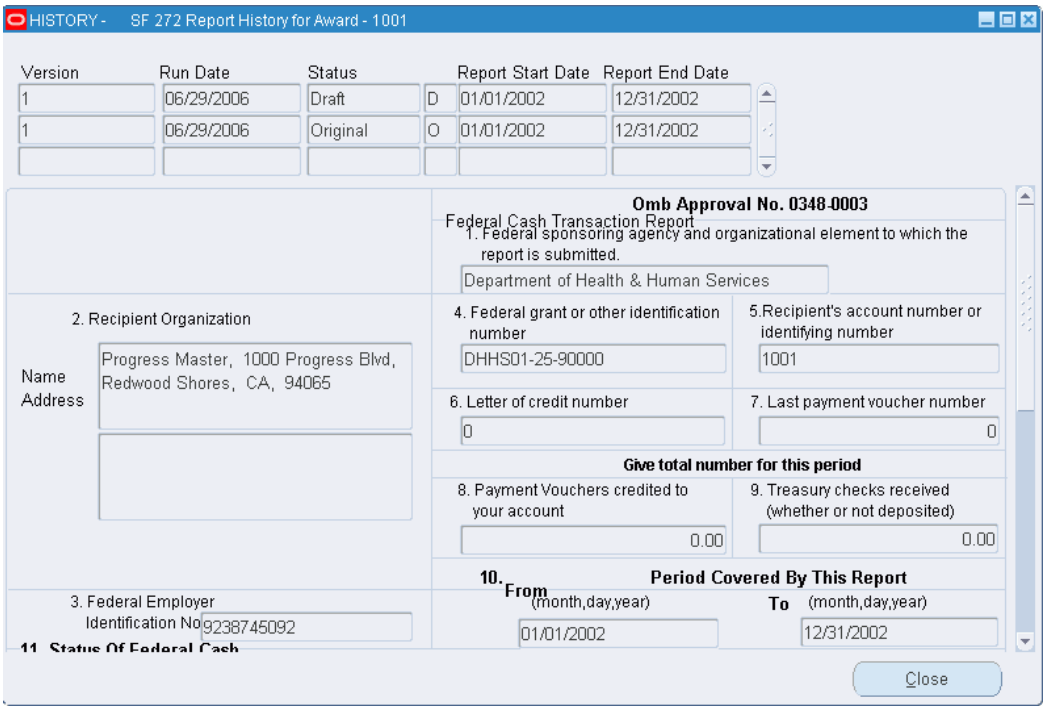
HISTORY-SF 270 Report History for Award Window Description

Field Name	Type	Features	Description
Version	display only		report version; each version can have multiple drafts associated with it
Run Date	display only		date report run
Status	display only		status of version: Original, Draft, Final
Report Start Date	display only		report start date
Report End Date	display only		report end date
Close		button	closes window

SF 272 Federal Cash Transactions Report Procedure







The following procedures are used to print, view, and delete the SF 272 Federal Cash Transactions Report:

- Create Draft Report, page 31-18
- View Existing Report, page 31-19
- View Report History, page 31-19
- Delete Report, page 31-20

Create Draft Report

To print the SF 272 Federal Cash Transactions Report, perform the following steps.

1. In Grants Management, navigate to the Government Report SF272 window as follows:

   Government Reports - SF 272

2. Enter data in the Government Report SF272 window as described in the Government Report SF272 Window Description table, page 31-20.

3. To create a new draft of the SF 272 Federal Cash Transactions Report, click **Create New Draft**.

   The REPORT_DETAILS-SF 272 Current Report Details for Award window appears.

4. Enter or modify the following data as necessary in the REPORT_DETAILS-SF 272 Current Report Details for Award window:
   - Sections 6 through 14 fields
   - Federal Grant or Other Identifying Number assigned by Federal Agency field
5. Click **Run** to generate the SF 272 Federal Cash Transactions Report.
6. Query the request in the concurrent manager as follows:

   View - Requests
7. Close the window.
8. Optionally, click **Approve** to approve the draft.

   When the report is approved, the Status field is set to Final.

View Existing Report

To view an existing report, perform the following steps.

1. Enter data in the Government Report SF272 window and click **Find** to open the REPORT_DETAILS-SF 272 Current Report Details for Award window.
2. View data in the REPORT_DETAILS-SF 272 Current Report Details for Award window.
3. Optionally, run the SF 272 Federal Cash Transactions Report, approve the report, view the report submission history, or delete the report as described in this procedure section.

View Report History

To view a report submission history, perform the following steps.

1. In the Government Report SF272 window, click **History**.

   The HISTORY-SF 272 Report History for Award window appears.
2. Alternatively, in the REPORT_DETAILS-SF 272 Current Report Details for Award window, click **History** to open the HISTORY-SF 272 Report History for Award window.
3. View data in the HISTORY-SF 272 Report History for Award window as described in the HISTORY SF272 Report History for Award Window Description table, page 31-21.

4. Click **Close** to exit the HISTORY-SF 272 Report History for Award window.

Delete Report

To delete a report, perform the following steps.

1. In the REPORT_DETAILS-SF 272 Current Report Details for Award window, click **Delete**.

2. Click **OK** to confirm the deletion.

Government Report SF272 Window Description

Government Report SF272 Window Description

Field Name	Type	Features	Description
Number	required	list of values	award number
Short Name	display only		award short name; populated when Number is entered
Status	display only		award status; populated when Number is entered
Report Start Date	required	list of values	first date to include in report
Report End Date	required	list of values	last date to include in report
Create New Draft		button	click to create new draft of report; navigates to REPORT_DETAILS-SF 272 Current Report Details for Award window
Find		button	click to view an existing report; navigates to REPORT_DETAILS-SF 272 Current Report Details for Award window

Field Name	Type	Features	Description
Cancel		button	closes window without saving
History		button	click to view report submission history; navigates to HISTORY-SF 272 Report History for Award window

HISTORY-SF 272 Report History for Award Window Description

HISTORY-SF 272 Report History for Award Window Description

Field Name	Type	Features	Description
Version	display only		report version; each version can have multiple drafts associated with it
Run Date	display only		date report run
Status	display only		version status
Report Start Date	display only		report start date
Report End Date	display only		report end date
Close		button	closes window

SF 425 Federal Financial Report Procedure

You can create a new draft Federal Financial Report for an award, find the latest draft report for this award, or review all submitted reports.

To find and view an existing draft report:

1. On the Oracle E-Business Suite Applications home page, navigate to the responsibility **Grants Accounting**.

2. Under Grants Accounting, click **Government Reports**.

3. Under Government reports, click on **SF425**.

4. The Government Report SF 425 window opens.

5. Enter an Award number and click on Find to find and view the latest draft report for this award. If the draft report has not been approved and is still in the Draft status, you can make changes to the report details and click Update. You can also delete an unapproved report using the Delete button on the Report Details window.

6. Alternatively, enter the award number and the reporting end date to find a particular report for the award.

To find and view all reports created and submitted for an award, use the following steps.

1. On the Oracle E-Business Suite Applications home page, navigate to the responsibility **Grants Accounting**.

2. Under Grants Accounting, click **Government Reports**.

3. Under Government reports, click on **SF425**.

4. The Government Report SF 425 window opens.

5. Enter the award number and click on History.

6. The History window displays all reports created for this award, their status if original, draft, updated, or final, and the run dates for the reports.

7. To view the details of a particular report, double click on the report to open it.

To create a new draft report, use the following steps.

1. On the Oracle E-Business Suite Applications home page, navigate to the responsibility **Grants Accounting**.

2. Under Grants Accounting, click **Government Reports**.

3. Under Government reports, click on **SF425**.

4. The Government Report SF 425 window opens.

5. Enter the award number and click on **Create New Draft**. You can also enter the reporting period for which you want to submit financial details to the Federal Agency.

Note: The reporting end date can only be either 31st March, 30th June, 30th September, and 31st December or the award agreement end date. You cannot create a new draft report for an award for which you have already created a final report.

6. Enter or modify report details for this reporting period as necessary in the REPORT_DETAILS-SF 425 Current Report Details for Award window. For line item instructions, see the table below.

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the *FFR* Attachment. *Do not complete this box if creating reports for multiple awards.*
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this information on the *FFR* Attachment. *Do not complete this box if creating reports for multiple awards*.

FFR Number	Reporting Item	Instructions
Cover Information		
6	Report Type	Mark appropriate box. *Do not complete this box if creating reports for multiple wards.*
7	Basis of Accounting (Cash/Accrual)	a Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. **Note:** Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. *Do not complete this line if creating reports for multiple awards.*
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final FFRs, the reporting period end date shall be the end date of the project or grant period.

FFR Number	Reporting Item	Instructions
Cover Information		
10		**Transactions** Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain *FFR* data.
Federal Cash (To report multiple grants, also use FFR Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the *FFR* Attachment. The sum of the cumulative cash disbursements on the *FFR* Attachment must equal the amount entered on Line 10b, *FFR*.

FFR Number	Reporting Item	Instructions
Cover Information		
10c	Cash On Hand (Line 10a Minus Line 10b	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.

FFR Number	Reporting Item	Instructions
Cover Information		
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)

FFR Number	Reporting Item	Instructions
Cover Information		
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. *Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.*
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if creating reports for multiple awards.		

FFR Number	Reporting Item	Instructions
Cover Information		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if creating reports for multiple awards.		

FFR Number	Reporting Item	Instructions
Cover Information		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line10j.
10m	Program Income Expended in Accordance With the Deduction Alternative Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	**Indirect Expense:** Complete this information only if required by the awarding agency and in accordance with agency instructions.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).

FFR Number	Reporting Item	Instructions
Cover Information		
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.
13e	Date Report Submitted (Month, Day, Year)	Enter the date the FFR is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

7. After you have filled in the report, you can either route it for approval, or approve the report yourself using the Approve button. An approved draft report has the

status of Final and cannot be updated any longer.

8. Next, click on the Run Report button to generate and submit the report.

9. Query the request in the concurrent manager using View - Requests

10. After report generation is complete, click on View Output to view the report that you submitted.

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Processes and Reports Procedures

This chapter describes the processes and reports procedures.

This chapter covers the following topics:

- Definition
- Overview
- GMS: Award Overdraft Status Report Procedure
- GMS: Costing and Funds Check on Expense Report Adjustments
- GMS: Costing and Funds Check on Straight Time Labor Procedure
- GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects Procedure
- GMS: Costing and Funds Check on Usages and Miscellaneous Costs Procedure
- GMS: Delete Unreleased Draft Invoices for a Range of Awards Procedure
- GMS: Distribute Supplier Cost Adjustments and Funds Check Procedure
- GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects Procedure
- GMS: Encumbrance Funds Check Procedure
- GMS: Encumbrance Funds Check for a Range of Encumbrance Groups Procedure
- GMS: Encumbrance Funds Check for a Range of Projects Procedure
- GMS: Generate Draft Invoices for a Range of Awards Procedure
- GMS: Generate Draft Invoices for a Single Award Procedure
- GMS: Generate Draft Revenue for a Range of Awards Procedure
- GMS: Generate Draft Revenue for a Single Award Procedure
- GMS: Generate Revenue Accounting Events Procedure
- GMS: Installment Closeout Notification Procedure

- GMS: Interface Invoices to Receivables Procedure
- GMS: Report Notification Scheduler Procedure
- GMS: Report on Award Listings Procedure
- GMS: Report on Project Listings Procedure
- GMS: Submit Interface Streamline Process Procedure
- GMS: Unbilled Receivables Aging Procedure
- GMS: Update Actual and Encumbrance Balance Procedure
- Additional Processes and Reports

Definition

A process is a set of non-interactive tasks run in the background to accomplish a specific goal. A report is an organized display of Grants Accounting information.

Overview

Oracle Grants Accounting runs processes and provides summary reports.

A report can be viewed online or sent to a printer. The content in a report can range from a summary to a complete listing of values.

This chapter describes the following processes and reports:

- GMS: Award Overdraft Status Report, page 32-3
- GMS: Costing and Funds Check on Expense Report Adjustments, page 32-3
- GMS: Costing and Funds Check on Straight Time Labor, page 32-4
- GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects, page 32-4
- GMS: Costing and Funds Check on Usages and Miscellaneous Costs, page 32-5
- GMS: Distribute Supplier Cost Adjustments and Funds Check, page 32-6
- GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects, page 32-6
- GMS: Encumbrance Funds Check, page 32-7
- GMS: Encumbrance Funds Check for a Range of Encumbrance Groups, page 32-7
- GMS: Encumbrance Funds Checks for a Range of Projects, page 32-7

- GMS: Generate Draft Invoices for a Range of Awards, page 32-8
- GMS: Generate Draft Invoices for a Single Award, page 32-8
- GMS: Generate Draft Revenue for a Range of Awards, page 32-9
- GMS: Generate Draft Revenue for a Single Award, page 32-9
- GMS: Installment Closeout Notification, page 32-10
- GMS: Interface Invoices to Receivables, page 32-10
- GMS: Report Notification Scheduler, page 32-11
- GMS: Report on Award Listings, page 32-11
- GMS: Report on Project Listings, page 32-11
- GMS: Submit Interface streamline process, page 32-11
- GMS: Unbilled Receivables Aging, page 32-15
- GMS: Update Actual and Encumbrance Balance, page 32-15
- Required Processes and Reports in Oracle Projects, page 32-16

GMS: Award Overdraft Status Report

The GMS: Award Overdraft Status Report process alerts award personnel when the balance status of an award is in deficit. The balance status represents the difference of the approved budget minus commitments and minus actual expenditures. If the combination of commitments and actual expenditures are over the approved budget, the award will be listed on the Award Overdraft Report.

GMS: Costing and Funds Check on Expense Report Adjustments

The GMS: Costing and Funds Check on Expense Report Adjustments process computes the burden costs associated with the adjusted expense report expenditure items. The process also determines the default account for the raw costs. In addition, it initiates a funds check to determine whether funds are available for transactions. You must run this process before you accrue revenue and generate invoices for adjusted expense report expenditure items.

> **Note:** This process does not recalculate raw costs for adjusted expense report expenditure items.

Note: If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Costing and Funds Check on Expense Report Adjustments process generates the following reports:

- Batch Expense Reports Report
- Batch Expense Reports Exception Report

GMS: Costing and Funds Check on Straight Time Labor

The GMS: Costing and Funds Check on Straight Time Labor process computes the raw labor costs for timecard hours. The process also determines the default accounts for the raw costs. In addition, it initiates a funds check to determine whether funds are available for transactions. You must submit and release expenditure batches before you run this process. You must run this process before you accrue revenue and generate invoices for labor expenditure items.

Note: If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Costing and Funds Checking on Straight Time Labor process generates the following reports:

- Labor Cost Exception Report (Straight-time)
- Labor Cost Report (Straight-time)
- Overtime Labor Calculations Report
- Labor Cost Exception Report (Overtime)
- Labor Cost Report (Overtime)

GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects

The GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects process computes the raw labor costs for timecard hours. The process also determines the default accounts for the raw costs. In addition, it initiates a funds check to determine whether funds are available for transactions. You must submit and release expenditure batches before you run this process. You must run this process before you accrue

revenue and generate invoices for labor expenditure items.

> **Note:** If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects process generates the following reports:

- Labor Cost Exception Report (Straight-time)
- Labor Cost Report (Straight-time)
- Overtime Labor Calculations Report
- Labor Cost Exception Report (Overtime)
- Labor Cost Report (Overtime)

GMS: Costing and Funds Check on Usages and Miscellaneous Costs

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process computes the raw costs for nonlabor assets usage. The process also determines the default accounts for the raw costs. In addition, it initiates a funds check to determine whether funds are available for transactions. You must submit and release expenditure batches before you run this process. You must run this process before you accrue revenue and generate invoices for assets usage expenditure items.

> **Note:** If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process generates the following reports:

- Usage and Miscellaneous Costs Report
- Usage and Miscellaneous Costs Exception Report

GMS: Delete Unreleased Draft Invoices for a Range of Awards

The GMS: Delete Unreleased Draft Invoices for a Range of Awards process enables users to delete unreleased invoices for a range of awards.

The GMS: Delete Unreleased Draft Invoices for a Range of Awards process generates

the following report:

- Draft Invoice Deletion Report

GMS: Distribute Supplier Cost Adjustments and Funds Check

The GMS: Distribute Supplier Cost Adjustments and Funds Check process computes the burden costs associated with the adjusted supplier cost expenditure items. The process also determines the default account for the raw costs. In addition, it initiates a funds check to determine whether funds are available for transactions. You must run this process before you accrue revenue and generate invoices for adjusted supplier expenditure items.

> **Note:** This process does not recalculate raw costs for adjusted supplier cost expenditure items.

After you run this process, you must rerun the process PRC: Create and Distribute Burden Transaction to ensure that the generation of burden expenditure items for adjusted supplier cost expenditure items is performed correctly.

> **Note:** If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Distribute Supplier Cost Adjustments and Funds Check process generates the following reports:

- Supplier Cost Adjustment Report
- Supplier Cost Adjustment Exception Report

GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects

The GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects process computes the burden costs associated with the adjusted supplier cost expenditure items. The process also determines the default account for the raw costs. In addition, it initiates a funds check to determine whether funds are available for transactions. You must run this process before you accrue revenue and generate invoices for adjusted supplier expenditure items.

> **Note:** This process does not recalculate raw costs for adjusted supplier cost expenditure items.

After you run this process, you must rerun the process PRC: Create and Distribute

Burden Transaction to ensure that the generation of burden expenditure items for adjusted supplier cost expenditure items is performed correctly.

> **Note:** If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects process generates the following reports:

- Supplier Cost Adjustment Report
- Supplier Cost Adjustment Exception Report

GMS: Encumbrance Funds Check

The GMS: Encumbrance Funds Check process reserves funds for manual encumbrances. This process is also used to encumber Oracle Labor Distribution encumbrance transactions that interface to Grants Accounting.

The GMS: Encumbrance Funds Check process generates the following reports:

- Funds Check Failure Report
- Funds Check Success Report

GMS: Encumbrance Funds Check for a Range of Encumbrance Groups

The GMS: Encumbrance Funds Check for a Range of Encumbrance Groups concurrent program reserves funds for manual encumbrances for a range of encumbrance batches. This program also reserves Oracle Labor Distribution encumbrance transactions that are interfaced to Oracle Grants Accounting.

This process generates the following reports:

- Funds Check Failure Report
- Funds Check Success Report

GMS: Encumbrance Funds Check for a Range of Projects

The GMS: Encumbrance Funds Check for a Range of Projects concurrent program reserves funds for manual encumbrances for a range of projects. This program also reserves Oracle Labor Distribution encumbrance transactions that are interfaced to Oracle Grants Accounting.

This process generates the following reports:

- Funds Check Failure Report
- Funds Check Success Report

GMS: Generate Draft Invoices for a Range of Awards

The GMS: Generate Draft Invoices for a Range of Awards process creates multiple invoices for multiple awards from expenditure items and events. This process also deletes unreleased draft invoices and creates invoice write-offs, credit memos, and invoice cancellations.

The GMS: Generate Draft Invoices for a Range of Awards process generates the following reports:

- Draft Invoice Generation Report
- Draft Invoice Generation Exception Report

> **Note:** If you submit this process with the Customer Merge process in Oracle Receivables, the process that you submit first runs. The other process runs after the first one completes.

GMS: Generate Draft Invoices for a Single Award

The GMS: Generate Draft Invoices for a Single Award process creates a single invoice for a single award from expenditure items and events. This process also deletes unreleased draft invoices and creates invoice write-offs, credit memos, and invoice cancellations.

The GMS: Generate Draft Invoices for a Single Award process generates the following reports:

- Draft Invoice Generation Report
- Draft Invoice Generation Exception Report
- Draft Invoice Generation Eligibility Report
- Draft Invoice Generation Eligibility Report (Unprocessed Expenditure Items Detail)
- Draft Invoice Generation Eligibility Report (Unprocessed Events Detail)

> **Note:** If you submit this process with the Customer Merge process in Oracle Receivables, the process that you submit first runs. The other process runs after the first one completes.

GMS: Generate Draft Revenue for a Range of Awards

The GMS: Generate Draft Revenue for a Range of Awards process calculates revenue for a range of awards.

The GMS: Generate Draft Revenue for a Range of Awards process generates the following reports:

- Draft Revenue Generation Exception Report
- Draft Revenue Generation Exception (Rejected Expenditure Items Detail) Report
- Draft Revenue Generation Exception Report (Rejected Event Detail)
- Draft Revenue Generation Report

GMS: Generate Draft Revenue for a Single Award

The GMS: Generate Draft Revenue for a Single Award process calculates revenue for a single award.

The GMS: Generate Draft Revenue for a Single Award process generates the following reports:

- Draft Revenue Generation Exception Report
- Draft Revenue Generation Report
- Draft Revenue Generation Eligibility Report
- Draft Revenue Generation Eligibility Report (Unprocessed Expenditure Items Detail)
- Draft Revenue Generation Eligibility Report (Unprocessed Events Detail)

GMS: Generate Revenue Accounting Events

The GMS: Generate Revenue Accounting Events process collects revenue distribution lines in Oracle Grants Accounting and uses AutoAccounting to determine the default unearned revenue and unbilled receivables accounts. It also calculates the amounts to be distributed to the default unearned revenue and unbilled receivables accounts. Finally, the process creates accounting events in Oracle Subledger Accounting.

If the process is able to successfully generate an accounting event, then it updates the status of the revenue distribution line to *Accepted*.

If the process cannot successfully determine an account or is unable to generate an accounting event, then it updates the status of the revenue distribution line to *Rejected*.

After the process generates revenue accounting events, you can run the process PRC: Create Accounting to create the draft or final accounting in Oracle Subledger Accounting.

The profile option PA: Interface Unreleased Revenue to GL determines whether this process includes unreleased draft revenue. See: PA: Interface Unreleased Revenue to GL, *Oracle Projects Implementation Guide*.

GMS: Installment Closeout Notification

The GMS: Installment Closeout Notification process alerts award personnel that an award is nearing the installment end date. If open commitments exist when the notification is generated, they are listed in the notification.

GMS: Interface Invoices to Receivables

The GMS: Interface Invoices to Receivables process collects all eligible draft invoices in Grants Accounting, and interfaces them to Oracle Public Sector Receivables receivables interface tables. The process also maintains the balances of unbilled receivables and unearned revenue and creates default accounting transactions for these amounts.

Once interfaced to these interface tables, the draft invoices await further processing by Receivables' AutoInvoice process. If any of the draft invoices are rejected during the interface to Receivables, then the interface status for these invoices is set to Rejected in Transfer. Draft invoices that successfully interface have the transfer status set to Transferred to Receivables.

The Interface Invoices to Receivables and the AutoInvoice Import processes can run in parallel when submitted in different operating units only if the Conflicts Domain for the AutoInvoice process has a value of Org ID. In this case the incompatibility between the processes is of type Domain. If the Conflicts Domain has a value other than Org ID, then the processes run in succession. In this case the incompatibility between the processes is of type Global.

> **Note:** If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Grants Accounting derives using AutoAccounting.

The GMS: Interface Invoices to Receivables process runs the following process:

- GMS: Interface Invoices to Receivables

The GMS: Interface Invoices to Receivables process generates the following reports:

- Accounts Receivable Transfer Report (Invoice Transactions)
- Accounts Receivable Transfer Exception Report (Invoice Transactions)

GMS: Report Notification Scheduler

The GMS: Report Notification Scheduler allows users to schedule notification. This process sends notifications to award personnel associated with an award for reports that are due.

GMS: Report on Award Listings

The GMS: Report on Award Listings provides a listing of all awards and their statuses.

GMS: Report on Project Listings

The GMS: Report on Project Listings provides a listing of all projects and their statuses provided the projects are sponsored, funded by an award, and have a baselined budget.

GMS: Submit Interface Streamline Process

Streamline processes submit and monitor a series of programs that must be run sequentially to complete a function. For example, cost and funds checking labor costs, generating cost accounting events, creating accounting in Oracle Subledger Accounting, and transferring the costs to Oracle General Ledger requires that you submit several programs. Instead of running the individual programs one at a time, you can choose to submit the program GMS: Submit Interface Streamline Process and select the streamline option DXL: Distribute and Interface Labor Costs to GL. The streamline process then submits and monitors the programs in sequence until all programs complete.

Important: Each streamline option parameter for costs enables you to run the process for one type of costs. To process more than one type of costs, you must run the interface streamline process separately for each type of cost. The streamline process option automatically sets the process category for both the PRC: Generate Cost Accounting Event and PRC: Create Accounting programs. For additional information, see the following topics:

- Generate Cost Accounting Events, *Oracle Projects Fundamentals*
- Create Accounting, *Oracle Projects Fundamentals*

Note: For the program PRC: Create Accounting , the interface streamline process automatically sets the Mode parameter to *Final*, Transfer to General Ledger parameter to *Yes*, and the Post in General Ledger parameter to *No*. As a result, the program PRC: Create Accounting initiates the journal import program in Oracle General Ledger.

You must select one of the following values for the *Streamline Option* parameter when you submit the program GMS: Submit Interface Streamline Process:

- **DXBC: Distribute and Interface Burden Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. GMS: Costing and Funds Check on Usages and Miscellaneous Costs

     Note: The streamline option sets the Expenditure Type Class parameter to *Burden Transaction*.

  2. PRC: Generate Cost Accounting Events
  3. PRC: Create Accounting

- **DXL: Distribute and Interface Labor Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Labor Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. GMS: Costing and Funds Check on Straight Time Labor
  2. PRC: Generate Cost Accounting Events
  3. PRC: Create Accounting

- **DXM: Distribute and Interface Miscellaneous Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Miscellaneous Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. GMS: Costing and Funds Check on Usages and Miscellaneous Costs

Note: The streamline option sets the Expenditure Type Class parameter to *Miscellaneous Transaction*.

2. PRC: Generate Cost Accounting Events
3. PRC: Create Accounting

- **DXB: Distribute and Interface Total Burdened Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Total Burdened Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Total Burdened Cost
  2. PRC: Generate Cost Accounting Events
  3. PRC: Create Accounting

- **DXS: Distribute and Interface Supplier Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Supplier Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. GMS: Distribute Supplier Cost Adjustments and Funds Check
  2. GMS: Costing and Funds Check on Expense Report Adjustments
  3. PRC: Generate Cost Accounting Events
  4. PRC: Create Accounting

- **DXU: Distribute and Interface Usage Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Usages* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

1. GMS: Costing and Funds Check on Usages and Miscellaneous Costs

   Note: The streamline option sets the Expenditure Type Class parameter to *Usages*.

2. PRC: Generate Cost Accounting Events
3. PRC: Create Accounting

- **XBC: Interface Burden Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XL: Interface Labor Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Labor Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XM: Interface Miscellaneous Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Miscellaneous Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XS: Interface Supplier Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Supplier Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XU: Interface Usage Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Usage Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

GMS: Unbilled Receivables Aging

The GMS: Unbilled Receivables Aging process allows users to review, by award, eligible revenue items that have not yet been invoiced, or those revenue items not included on a released draft invoice. The report generated by this process lists the receivables in 4-Bucket Aging. Aging buckets are time periods you can use to review and report on your open receivables.

For more information on Aging buckets, see *Oracle Receivables Implementation Guide*.

The GMS: Unbilled Receivables Aging process runs the following process:

- GMS: Unbilled Receivables Aging

The GMS: Unbilled Receivables Aging process generates the following report:

- The GMS: Unbilled Receivables Aging Process Report

GMS: Update Actual and Encumbrance Balance

The GMS: Update Actual and Encumbrance Balance process improves the performance of funds check by updating actuals and encumbrance balances every two hours. This process is automatically started when Grants Accounting is installed. If the database is

shut down, this process must be manually started after bringing the database back online. Only one GMS: Update Actual and Encumbrance Balance process should be running at a time. Running more than one consumes resources unnecessarily.

The GMS: Update Actual and Encumbrance Balance process runs the following process:

- GMS: Update Actual and Encumbrance Balance

Required Processes and Reports in Oracle Projects

Grants Accounting uses processes and reports in Projects. To run Projects processes and reports, see Processes, *Oracle Projects Fundamentals*.

GMS: Award Overdraft Status Report Procedure

To run the GMS: Award Overdraft Status Report process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Award Overdraft Status Report from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Key Member field, select a key member from the list of values, or leave the field empty to select all key members.

7. In the Award Role field, select an award role from the list of values, or leave the field empty to select all award managers.

8. In the Organization Name field, select an organization name from the list of values, or leave the field empty to select all organizations.

9. In the Funding Source field, select a funding source from the list of values, or leave the field empty to select all funding sources.

10. In the Award Type field, select an award type from the list of values, or leave the field empty to select all types.

11. In the Award Status field, select an award status from the list of values, or leave the field empty to select all active awards.

12. In the Purpose Code field, select a purpose code from the list of values, or leave the field empty to select all purpose codes.

13. In the Through Date field, enter a date which falls within the active award date range, or leave the field empty to select all awards with a date falling within the active award date range.

14. Click **OK** to apply the parameters.

15. Click **Submit** to send the request to the concurrent manager.

16. View the request in the concurrent manager as follows:

    View - Requests

17. Close the window.

GMS: Costing and Funds Check on Expense Report Adjustments

To run the GMS: Costing and Funds Check on Expense Report Adjustments process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Expense Report Adjustments from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Expenditure Batch field, select an expenditure batch from the list of values, or leave the field empty to select all expenditure batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the Employee Name field, select an employee name from the list of values, or leave the field empty to select all employees.

9. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the through week ending date.

10. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

12. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

13. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

14. Click **OK** to apply the parameters.

15. Click **Submit** to send the request to the concurrent manager.

16. View the request in the concurrent manager as follows:

    View - Requests

17. Close the window.

GMS: Costing and Funds Check on Straight Time Labor Procedure

To run the GMS: Costing and Funds Check on Straight Time Labor process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Straight Time Labor from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Expenditure Batch field, select an expenditure batch from the list of values, or leave the field empty to select all expenditure batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the Employee Name field, select an employee name from the list of values, or leave the field empty to select all employee names.

9. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the end date.

10. In the Incurred by Organization field, select an organization from the list of values, or leave the field empty to select all organizations.

11. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

13. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

14. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

15. Click **OK** to apply the parameters.

16. Click **Submit** to send the request to the concurrent manager.

17. View the request in the concurrent manager as follows:

    View - Requests

18. Close the window.

GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects Procedure

To run the GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Straight Time Labor for a Range of Projects from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the From Project Number field enter a project number to use as the low end of the project number range, or leave the field empty to select all eligible projects whose project numbers come before the project number entered in the To Project Number field.

   Optionally, leave both the From Project Number field and To Project Number field empty to select labor costs from all eligible projects.

7. In the To Project Number field, select a project number from the list of values to use as the high end of the project number range, or leave the field empty to select all eligible projects whose project numbers come after the project number entered in the From Project Number field.

8. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the end date.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. Click **OK** to apply the parameters.

14. Click **Submit** to send the request to the concurrent manager.

15. View the request in the concurrent manager as follows:

    View - Requests

16. Close the window.

GMS: Costing and Funds Check on Usages and Miscellaneous Costs Procedure

To run the GMS: Costing and Funds Check on Usages and Miscellaneous Costs process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Usages and Miscellaneous Costs from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Expenditure Batch field, select an expenditure batch from the list of values, or leave the field empty to select all expenditure batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the through date.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. Click **OK** to apply the parameters.

14. Click **Submit** to send the request to the concurrent manager.

15. View the request in the concurrent manager as follows:

    View - Requests

16. Close the window.

GMS: Delete Unreleased Draft Invoices for a Range of Awards Procedure

To run the GMS: Delete Unreleased Draft Invoices for a Range of Awards process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

    Reports - Run

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select GMS: Delete Unreleased Draft Invoices for a Range of Awards from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. In the From Award Number field, enter the lowest award number to be submitted for draft invoice deletion.

    If this field is left blank, all eligible awards with numbers less than the award number entered in the To Award Number field will be selected.

7. In the To Award Number field, enter the highest award number to be submitted for draft invoice deletion.

    If this field is left blank, all eligible awards with numbers greater than the award

number entered in the From Award Number field will be selected.

8. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

9. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

10. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

12. In the Award Organization field, enter the award organization for which draft invoices need to be deleted.

    If this field is left blank, all awards will be selected.

13. In the Sponsor Name field, enter the name of the sponsor for which draft invoices need to be deleted.

14. In the Delete Only Unapproved Invoice field, select Yes to delete only unapproved invoices or No to delete all unreleased invoices.

15. Click **OK** to apply the parameters.

16. Click **Submit** to send the request to the concurrent manager.

17. View the request in the concurrent manager as follows:

    View - Requests

18. Close the window.

GMS: Distribute Supplier Cost Adjustments and Funds Check Procedure

To run the GMS: Distribute Supplier Cost Adjustments and Funds Check process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

    Reports - Run

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

7. In the End Date field, enter a date through which supplier invoices are distributed and funds checking is performed, or leave the field empty to use the current date as the end date.

8. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

9. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

10. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

12. Click **OK** to apply the parameters.

13. Click **Submit** to send the request to the concurrent manager.

14. View the request in the concurrent manager as follows:

    View - Requests

15. Close the window.

GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects Procedure

To run the GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Distribute Supplier Cost Adjustments and Funds Check for a Range of Projects from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the From Project Number field enter a project number to use as the low end of the project number range, or leave the field empty to select all eligible projects whose project numbers come before the project number entered in the To Project Number field.

   Optionally, leave both the From Project Number field and To Project Number field empty to select supplier cost adjustments from all eligible projects.

7. In the To Project Number field, select a project number from the list of values to use as the high end of the project number range, or leave the field empty to select all eligible projects whose project numbers come after the project number entered in the From Project Number field.

8. In the End Date field, enter a date through which supplier invoices are distributed and funds checking is performed, or leave the field empty to use the current date as the end date.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. Click **OK** to apply the parameters.

14. Click **Submit** to send the request to the concurrent manager.

15. View the request in the concurrent manager as follows:

    View - Requests

16. Close the window.

GMS: Encumbrance Funds Check Procedure

To run the GMS: Encumbrance Funds Check process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Encumbrance Funds Check from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Encumbrance Batch field, select an encumbrance batch from the list of values, or leave the field empty to select all encumbrance batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the End Date field, select enter an encumbrance end date, or leave the date empty to use the current date as the end date.

9. In the Incurred by Organization field, select an organization from the list of values, or leave the field empty to select all organizations.

10. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. Click **OK** to apply the parameters.

12. Click **Submit** to send the request to the concurrent manager.

13. View the request in the concurrent manager as follows:

    View - Requests

14. Close the window.

GMS: Encumbrance Funds Check for a Range of Encumbrance Groups Procedure

To run the GMS: Encumbrance Funds Check for a Range of Encumbrance Groups process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request option.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Encumbrance Funds Check for a Range of Encumbrance Groups from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the From Encumbrance Batch field, select the starting encumbrance batch of the range from the list of values.

7. In the To Encumbrance Batch field, select the ending encumbrance batch of the range from the list of values.

8. In the End Date field, select enter an encumbrance end date, or leave the date empty to use the current date as the end date.

9. In the Incurred By Organization field, select an organization, for which encumbrances are charged from the list of values, or leave the field empty to select all organizations.

10. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submissions of the program, or leave the field empty if automatic program submission is not in use.

11. Click **OK** to apply the parameters you have entered.

12. Click **Submit** to send the request to the Concurrent Manager.

13. View the request in the Concurrent Manager as follows:

    View - Requests

14. Close the window.

GMS: Encumbrance Funds Check for a Range of Projects Procedure

To run the GMS: Encumbrance Funds Check for a Range of Projects concurrent program, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request option.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Encumbrance Funds Check for a Range of Projects from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the From Project Number field, select the starting project number of the range from the list of values.

7. In the To Project Number field, select the ending project number of the range from the list of values.

8. In the End Date field, select an encumbrance end date, or leave the date empty to use the current date as the end date.

9. In the Incurred by Organization field, select an organization from the list of values, or leave the field empty to select all organizations.

10. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submissions of the program, or leave the field empty if automatic program submission is not in use.

11. Click **OK** to apply the parameters you have entered.

12. Click **Submit** to send the request to the Concurrent Manager.

13. View the request in the Concurrent Manager as follows:

    View - Requests

14. Close the window.

GMS: Generate Draft Invoices for a Range of Awards Procedure

To run the GMS: Generate Draft Invoices for a Range of Awards process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Invoices for a Range of Awards from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Bill Through Date field, enter a date through which the process creates invoices using expenditure items and events, or leave the field empty to use the current date as the bill through date.

7. In the From Award Number field, select an award number from the list of values to use as the low end of the award number range within which awards are processed, or leave the field empty to select all eligible awards whose award numbers come before the award number entered in the To Award Number field.

   Optionally, leave both the From Award Number field and To Award Number field empty to select all eligible awards.

8. In the To Award Number field, select an award number from the list of values to use as the high end of the award number range within which awards are processed, or leave the field empty to select all eligible awards whose award numbers come after the award number entered in the From Award Number field.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of

days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. In the Award Organization field, enter the award organization for which draft invoices will be generated.

14. In the Sponsor Name field, enter the name of the sponsor for which draft invoices will be generated.

15. Click **OK** to apply the parameters.

16. Click **Submit** to send the request to the concurrent manager.

17. View the request in the concurrent manager as follows:

    View - Requests

18. Close the window.

GMS: Generate Draft Invoices for a Single Award Procedure

To run the GMS: Generate Draft Invoices for a Single Award process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Invoices for a Single Award from the list of values.

5. Click **OK**.

The Parameters pop-up window appears.

6. In the Award Number field, select an award number from the list of values.

7. In the Bill Through Date field, enter a date through which the process creates invoices using expenditure items and events, or leave the field empty to use the current date as the bill through date.

8. In the Delete Only Unapproved Invoice field, select Yes to delete only unapproved invoices or No to delete all unreleased invoices

9. Click **OK** to apply the parameters.

10. Click **Submit** to send the request to the concurrent manager.

11. View the request in the concurrent manager as follows:

    View - Requests

12. Close the window.

GMS: Generate Draft Revenue for a Range of Awards Procedure

To run the GMS: Generate Draft Revenue for a Range of Awards process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

    Reports - Run

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Revenue for a Range of Awards from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. In the Accrue Through Date field, enter a date through which the process selects expenditure items and events, or leave the field empty to use the current date as the accrue through date.

7. In the From Award Number field, select an award number from the list of values,

or leave the field empty to select all eligible awards whose award numbers come before the award number entered in the To Award Number field.

Optionally, leave both the From Award Number field and To Award Number field empty to select all eligible awards.

8. In the To Award Number field, select an award number from the list of values, or leave the field empty to select all eligible awards whose award numbers come after the award number entered in the From Award Number field.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. In the Award Organization field, enter the award organization for which draft revenue will be generated.

14. In the Sponsor Name field, enter the name of the sponsor for which draft revenue will be generated.

15. In the Release Draft Revenue field, select Yes to generate revenues as released.

16. Click **OK** to apply the parameters.

17. Click **Submit** to send the request to the concurrent manager.

18. View the request in the concurrent manager as follows:

    View - Requests

19. Close the window.

GMS: Generate Draft Revenue for a Single Award Procedure

To run the GMS: Generate Draft Revenue for a Single Award process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Revenue for a Single Award from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Award Number field, select an award number from the list of values.

7. In the Accrue Through Date field, enter a date through which the process selects expenditure items and events, or leave the field empty to use the current date as the accrue through date.

   Note: The accrue through date is the date through which the system accrues revenue for a project. When accruing revenue, the system includes expenditure items having an expenditure item date on or before the accrue through date.

8. Click **OK** to apply the parameters.

9. Click **Submit** to send the request to the concurrent manager.

10. View the request in the concurrent manager as follows:

    View - Requests

11. Close the window.

GMS: Generate Revenue Accounting Events Procedure

To run the GMS: Generate Revenue Accounting Events process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select GMS: Generate Revenue Accounting Events from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the From PA Date field, enter the start date for the PA Date Range for which you want the process to select draft revenues. If you leave this parameter blank, then the process selects all draft revenues having PA Dates before the date you enter in the To PA Date process parameter.

7. In the To PA Date field, enter the end date for the PA Date Range for within which you want the process to select draft revenues. If you leave this parameter blank, then the process selects all draft revenues having PA Dates after the date you enter in the From PA Date process parameter.

8. In the Award Number field, select an award number for which you want to generate revenue accounting events. If you leave this parameter blank, then the process selects all draft revenue across all awards.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. Click **OK** to apply the parameters.

14. Click **Submit** to send the request to the concurrent manager.

15. View the request in the concurrent manager as follows:

    View - Requests

16. Close the window.

GMS: Installment Closeout Notification Procedure

Note: A default value in the Offset Days field of the Parameters window can be set using the profile option GMS: Notification Offset Days.

To set profile options, see 1. Specify Site-Level and Application-Level Profile Options, page 2-8.

To run the GMS: Installment Closeout Notification process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Installment Closeout Notification from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Offset Days field, use the default value or enter the number of days from the current date that installments should end on.

   Note: The current date, or date on which the process is run, plus the number of Offset Days entered, add up to the end date of the installments for which notifications are sent.

   For example, if the current date is November 7 and the process is run with the number of Offset Days entered as 20, then notifications for all installments with an end date of November 27 will be sent.

7. Click **OK** to apply the parameters.

8. Click **Submit** to send the request to the concurrent manager.

9. View the request in the concurrent manager as follows:

   View - Requests

10. Close the window.

For information on Installment Closeout Notification, see Installment Closeout Notification, page D-3.

GMS: Interface Invoices to Receivables Procedure

To run the GMS: Interface Invoices to Receivables process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Interface Invoices to Receivables from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the From Award Number field, select an award number from the list of values, or leave the field empty to select all eligible draft invoices for all awards.

7. In the To Award Number field, select an award number from the list of values, or leave the field empty to select all eligible draft invoices for all awards.

8. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

9. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

10. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

12. Click **OK** to apply the parameters.

13. Click **Submit** to send the request to the concurrent manager.

14. View the request in the concurrent manager as follows:

    View - Requests

15. Close the window.

GMS: Report Notification Scheduler Procedure

Note: A default value in the Offset Days field of the Parameters window can be set using the profile option GMS: Notification Offset Days.

To set profile options, see 1. Specify Site-Level and Application-Level Profile Options, page 2-8.

To run the GMS: Report Notification Scheduler process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Report Notification Scheduler from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Offset Days field, use the default value or enter the number of days from the current date that the report should be due on.

   Note: The current date, or date on which the process is run, plus the number of Offset Days entered, add up to the due date for all reports for which notifications will be sent.

   For example, if the current date is November 7 and the process is run with the number of Offset Days entered as 20, then notifications for all reports with a due date of November 27 will be sent.

7. Click **OK** to apply the parameters.

8. Click **Submit** to send the request to the concurrent manager.

9. View the request in the concurrent manager as follows:

   View - Requests

10. Close the window.

For information on Report Notification, see Report Notification Scheduler, page D-2.

GMS: Report on Award Listings Procedure

To print the GMS: Report on Award Listings, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Report on Award Listings from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Organization Name field, select an organization from the list of values, or leave the field empty to select all organizations.

7. In the Award Number field, select an award number from the list of values, or leave the field empty to select all awards.

   If an award number is selected, the Award Name field is automatically populated when the list of values is accessed.

8. In the Award Name field, select an award name from the list of values, or leave the field empty to select all awards.

   If an award name is selected, the Award Number field does not need to be populated. If the award number selected from the list of values does not match the award name, the Award Name field is cleared and is populated with the award name that matches the selected award number when the list of values is accessed.

9. In the Sponsor field, select a sponsor from the list of values, or leave the field empty to select all sponsors.

10. In the Primary Member field, select a name from the list of values, or leave the field empty to select all investigators.

11. In the Award Status field, select an award status from the list of values, or leave the field empty to select all statuses.

12. In the Purpose field, select a purpose from the list of values, or leave the field empty to select all purposes.

13. In the Start Date field, enter a date for the low end of the date range within which the process selects awards, or leave the field empty to select all awards having start dates before the date entered in the End Date field.

    Optionally, leave both the Start Date field and End Date field empty to select all awards.

14. In the End Date field, enter a date for the high end of the date range within which the process selects awards, or leave the field empty to select all awards having end dates after the date entered in the Start Date field.

15. Click **OK** to apply the parameters.

16. Click **Submit** to send the print request to the concurrent manager.

17. View the request in the concurrent manager as follows:

    View - Requests

18. Close the window.

GMS: Report on Project Listings Procedure

To print the GMS: Report on Project Listings, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

    Reports - Run

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Submit Request window appears.

4. In the Name field, select GMS: Report on Project Listings from the list of values.

5. Click **OK**.

    The Parameters pop-up window appears.

6. In the Organization Name field, select an organization from the list of values, or leave the field empty to select all organizations.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

    If a project number is selected, the Project Name field is automatically populated

when the list of values is accessed.

8. In the Project Name field, select a project name from the list of values, or leave the field empty to select all projects.

   If a project name is selected, the Project Number field does not need to be populated. If the project number selected from the list of values does not match the project name, the Project Name field is cleared and is populated with the project name that matches the selected project number when the list of values is accessed.

9. In the Project Type field, select a type from the list of values, or leave blank to include all project types.

10. In the Project Manager field, select a project manager from the list of values, or leave the field empty to select all project managers.

11. In the Project Status field, select a project status from the list of values, or leave the field empty to select all statuses.

12. In the Start Date field, enter a date for the low end of the date range within which the process selects projects, or leave the field empty to select all projects having start dates before the date entered in the End Date field.

    Optionally, leave both the Start Date field and End Date field empty to select all projects.

13. In the End Date field, enter a date for the high end of the date range within which the process selects projects, or leave the field empty to select all projects having end dates after the date entered in the Start Date field.

14. Click **OK** to apply the parameters.

15. Click **Submit** to send the print request to the concurrent manager.

16. View the request in the concurrent manager as follows:

    View - Requests

17. Close the window.

GMS: Submit Interface Streamline Process Procedure

To run the program GMS: Submit Interface Streamline Process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Submit Interface streamline process from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Streamline Option field, select a streamline option from the list of values.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the Through Date field, enter a date through which to process, or leave the field empty to use the current date as the Through Date.

9. Click **OK** to apply the parameters.

10. Click **Submit** to send the request to the concurrent manager.

11. View the request in the concurrent manager as follows:

    View - Requests

12. Close the window.

GMS: Unbilled Receivables Aging Procedure

To run the GMS: Unbilled Receivables Aging process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Unbilled Receivables Aging from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Effective Date field, enter the date. The report generated will age unbilled receivables backwards, starting from the date entered here and running until the start date is reached. The start date is the date entered for the Age Unbilled Receivables From parameter.

   To use the current date, leave the Effective Date field empty.

7. In the Award Organization field, select an organization from the list of values.

   Note: All awards owned by the organization are grouped by their award manager. The Unbilled Receivables Aging Report displays summaries for each award manager.

   To select all organizations, leave the Award Organization field empty.

8. In the Award Manager field, select an employee from the list of values or leave the field empty to select all award managers.

   Note: If you specify an award manager in the report parameters, but do not specify an organization, the report will group all awards by award manager, regardless of the award-owning organization. This option provides the real total of unbilled receivables for a particular award manager.

9. In the Award Number field, select an award name from the list of values or leave the field empty to select all awards.

10. In the Age Receivables From field, enter the date to be used when aging unbilled receivables.

11. In the Number of Days in Buckets 1, 2, and 3 fields, enter the number of days intended for each bucket.

12. Click **OK** to apply the parameters.

13. Click **Submit** to send the request to the concurrent manager.

14. View the request in the concurrent manager as follows:

    View - Requests

15. Close the window.

GMS: Update Actual and Encumbrance Balance Procedure

To run the GMS: Update Actual and Encumbrance Balance process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Update Actual and Encumbrance Balance from the list of values.

5. Click **OK**.

6. Click **Submit** to send the request to the concurrent manager.

7. View the request in the concurrent manager as follows:

   View - Requests

8. Close the window.

Additional Processes and Reports

The following processes and reports in Oracle Projects can be used in Oracle Grants Accounting:

- AUD: Cost Audit Report
- AUD: Expenditure Batch Status
- AUD: Missing Timecards
- AUD: Pre-Approved Expenditures Entry Audit
- AUD: Project Configuration
- AUD: Project Expenditure Adjustment Activity
- AUD: Project Subledger Summary
- AUD: Project Subledger: Detail by Expenditure Type
- AUD: Project Subledger: Detail by Project
- AUD: Supplier Invoice Audit Report

- AUD: Supplier Cost Audit Report
- AUD: Task Details
- AUD: Work Breakdown Structure
- PRC: Add New Organization Compiled Burden Multipliers
- PRC: Adjust Expenditure Items
- PRC: Compile All Burden Schedule Revisions
- PRC: Create Accounting
- PRC: Create and Distribute Burden Transactions
- PRC: Distribute Total Burdened Costs
- PRC: Generate Asset Lines for a Range of Projects
- PRC: Generate Asset Lines for a Single Project
- PRC: Generate Cost Accounting Events
- PRC: Interface Assets to Oracle Assets
- PRC: Interface Expense Reports from Payables
- PRC: Interface Supplier Costs
- PRC: Refresh Project Summary Accounts
- PRC: Refresh Transaction Summary Accounts
- PRC: Sweep Transaction Accounting Events
- PRC: Tieback Asset Lines from Oracle Assets
- PRC: Tieback Invoices from Receivables
- PRC: Transaction Import
- PRC: Transfer Journal Entries to GL
- PRC: Update Project Summary Amounts
- PRC: Update Project Summary Amounts after Resource List Change

- PRC: Update Project Summary Amounts for a Single Project

To run these processes and reports, see Processes, *Oracle Projects Fundamentals*.

For information about Oracle Subledger Accounting concurrent programs that you can run from an Oracle Grants Accounting Super User responsibility, see: Subledger Accounting Concurrent Programs, *Oracle Projects Fundamentals*.

A

Multifunding Process

This appendix describes the multifunding process.

This appendix covers the following topics:

- Definition
- Features
- Multiple Awards Funding Multiple Projects Diagram
- Multifunding Flow Chart
- Multifunding Process

Definition

Multifunding is a feature unique to Grants Accounting that allows users to do the following:

- fund multiple projects from a single award
- fund a single project from multiple awards

Features

The Grants Accounting multifunding feature allows users to do the following:

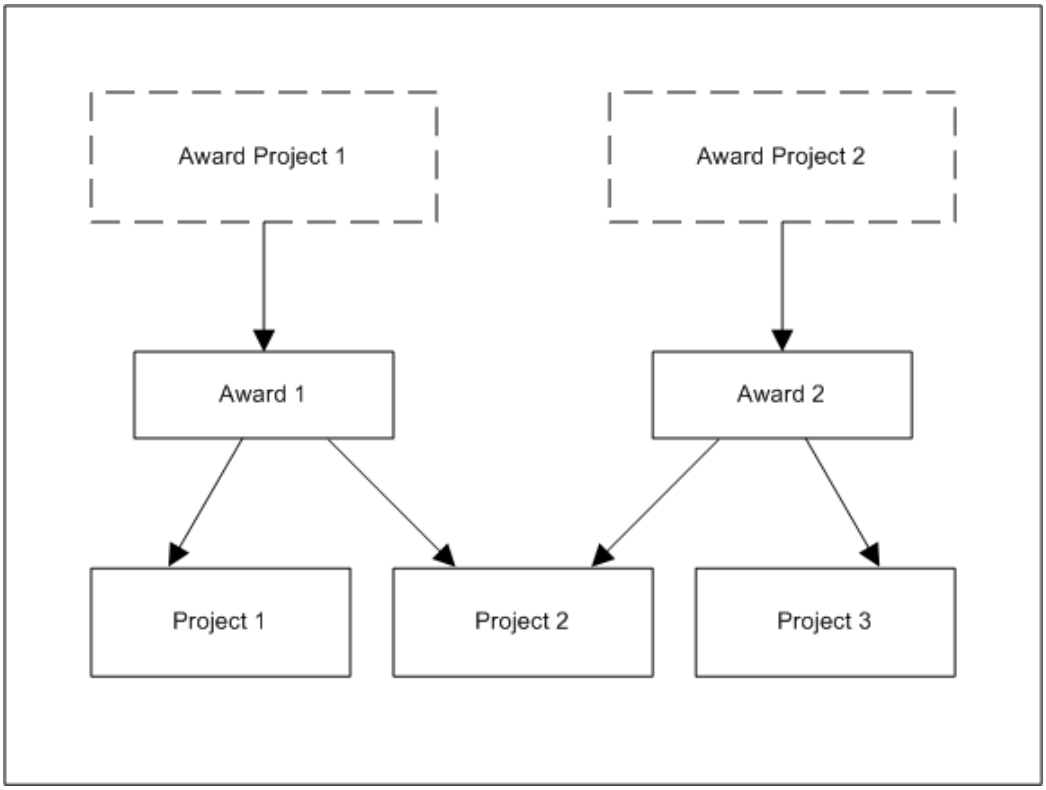
- manage complex relationships between awards and projects, where multiple awards fund multiple projects
- control spending against each award
- manage complex billing requirements to ensure compliance with terms and conditions, where multiple awards funding the same project may have different indirect cost recovery rates, different billing cycles, and different funding periods

Multiple Awards Funding Multiple Projects Diagram

The diagram below shows multiple awards funding multiple projects.

Award Project 1 funds Award 1, which is funding Projects 1 and part of Project 2. Award Project 2 funds Award 2, which is funding part of Project 2 and all of Project 3.

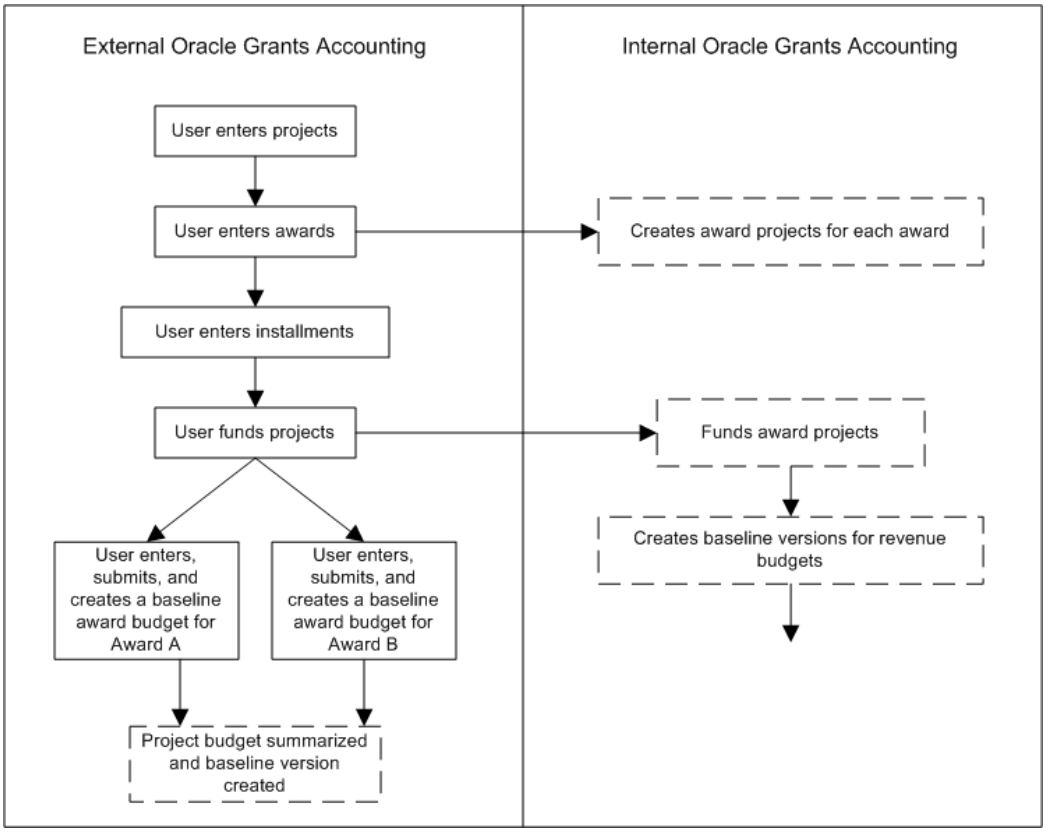
Multiple Awards Funding Multiple Projects Diagram



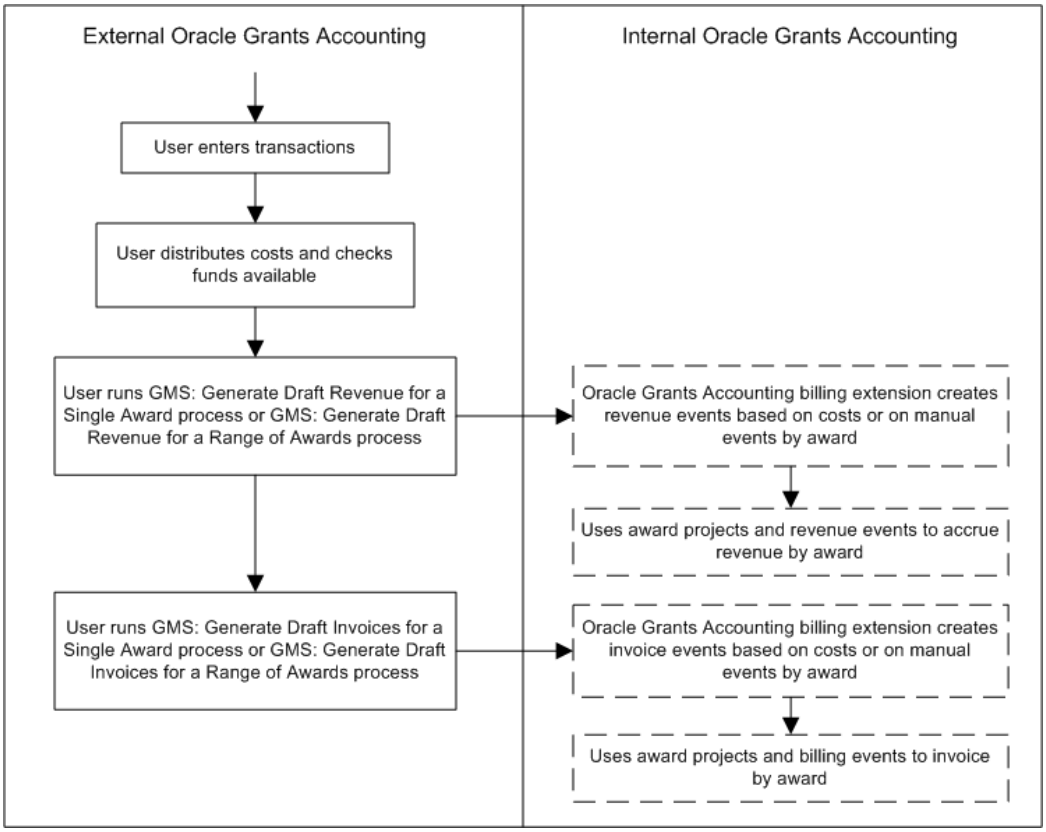
Multifunding Flow Chart

The following diagrams show the multifunding process as described in the Multifunding Process table, page A-4. Rectangles with solid lines indicate tasks that are viewed by the Grants Accounting user. Rectangles with dashed lines indicate tasks that are not viewed by the Grants Accounting user because they occur internally.

Multifunding Flow Chart



Multifunding Flow Chart (Continued)



Multifunding Process

The table below describes the sequence of events that occur in the Grants Accounting user interface and internally in Grants Accounting during the multifunding process.

Multifunding Process

Event	Description of Action that Occurs in the Oracle Grants Accounting User Interface	Description of Action that Occurs Internally in Oracle Grants Accounting
1.	The user enters projects.	No action occurs.

Event	Description of Action that Occurs in the Oracle Grants Accounting User Interface	Description of Action that Occurs Internally in Oracle Grants Accounting
2.	The user enters awards.	When a new award is created, the system automatically creates an award project. The award project is used to accrue revenue and invoice the award.
3.	The user enters installments.	No action occurs.
4.	The user funds the projects.	Award Projects are automatically funded, which result in the automatic creation of baselined revenue budgets.

Event	Description of Action that Occurs in the Oracle Grants Accounting User Interface	Description of Action that Occurs Internally in Oracle Grants Accounting
5.	The user enters, submits, and creates baseline versions for award budgets.	When you submit an award budget version for baseline processing, a process is activated that summarizes, submits, and creates a baseline version of the project budget. The first time you create a baseline version for an award budget, Grants Accounting automatically sets budgetary controls using the default settings. When you create subsequent baselines for the award budget, Grants Accounting sets budgetary controls using the default settings for: • Any new tasks that you add to project • Any new resources that you add to the resource list assigned to the budget In addition, you can change the budget entry method for an award budget after you create a baseline version. If the budget entry level for the new budget entry method is different from the budget entry level for the current budget entry method, then Grants Accounting resets the budgetary controls to the default budgetary control level settings when you create the next budget baseline.
6.	The user enters transactions against the project and award.	No action occurs.

Event	Description of Action that Occurs in the Oracle Grants Accounting User Interface	Description of Action that Occurs Internally in Oracle Grants Accounting
7.	The user distributes costs and checks funds available.	Transactions are committed, funds are reserved, and the award budget balance is updated when funds check is successful. When funds check fails, transactions are not committed and the award budget balance is not updated.
8.	The user runs GMS: Generate Draft Revenue for a Single Award process or GMS: Generate Draft Revenue for a Range of Awards process.	Grants Accounting's billing extension creates revenue events for the award project. The award project and revenue events are used to accrue revenue.
9.	The user runs GMS: Generate Draft Invoices for a Single Award process or GMS: Generate Draft Invoices for a Range of Awards process.	Grants Accounting's billing extension creates billing events for the award project. The award project and billing events are used to invoice by award.

The stages of the multifunding process are described in greater detail in the following sections.

Enter Projects

The user enters projects in Grants Accounting.

For information on entering projects, see Creating Projects, *Oracle Projects Fundamentals*.

Enter Awards

The user enters one or more awards in Grants Accounting.

The purpose of Oracle Projects is to accumulate costs and to control activity on a project. Projects recognizes that agreements fund projects, but it does not recognize awards as a source of funds.

The purpose of Grants Accounting, on the other hand, is to track awards and funded projects. Grants Accounting recognizes that awards fund projects, but it does not recognize agreements as a source of funds.

Grants Accounting is closely linked to Projects and uses its revenue generation and invoicing processes, in addition to other forms and tables.

To enable Projects to recognize awards created by Grants Accounting, an award project is automatically created in Projects for every award entered in Grants Accounting. These award projects are not visible to the Grants Accounting user.

For information on entering awards, see Award Entry Procedures.

Enter Installments

The user enters installments in Grants Accounting.

For information on entering installments, see Installment Entry Procedures.

Fund Projects

The user funds the projects in Grants Accounting, which results in the automatic funding of award projects in Projects. The funding of award projects in Projects results in the creation of revenue budgets in Projects, which are automatically baselined.

For information on funding projects, see Project Funding Procedures, page 20-4.

Enter, Submit, and Baseline Award Budgets

The user enters, submits, and baselines award budgets. An award budget is created. A project budget is summarized and baselined. Budgetary control settings based on award level defaults are activated

For information on entering, submitting, and baselining award budgets, see Budget Entry Procedures, page 22-5.

Enter Transactions

The user enters transactions against the project and the award.

For information on entering transactions, see Transaction Entry Procedures, page 25-1.

Distribute Costs and Check Funds

The user distributes costs by project, task, and award in Grants Accounting. Transactions are committed, funds are reserved, and the award budget balance is updated when funds check is successful. When funds check fails, transactions are not committed and the award budget balance is not updated.

Funds check accounts for the total cost of a transaction by deriving and including the burden cost(s) associated with the transaction.

For information on distributing costs, see Transaction Processing and Funds Check Activation Procedures, page 26-2.

Generate Draft Revenue

Grants Accounting uses Projects' revenue accrual process. Grants Accounting added a billing extension, which creates revenue events in Projects.

The user accrues revenue by award in Grants Accounting. Projects uses award projects and revenue events created for the award project by Grants Accounting's billing extension to accrue revenue by award.

For information on accruing revenue by award, see Revenue and Invoice Procedures, page 28-1.

Generate Draft Invoices

Grants Accounting uses Projects' billing process. Grants Accounting added a billing extension, which creates billing events in Projects.

The user generates an invoice by award in Grants Accounting. Projects uses award projects and billing events created for the award project by Grants Accounting's billing extension to invoice by award.

For information on invoicing by award, see Revenue and Invoice Procedures, page 28-1.

B

Oracle Grants Accounting Integration with Other Oracle Applications

This appendix describes the integration of Oracle Grants Accounting with other Oracle applications.

This appendix covers the following topics:

- Definition
- Integration with Oracle Purchasing and Oracle Payables
- Grants Accounting Integration with HRMS Position Control and Labor Distribution
- Grants Accounting Integration with Internet Procurement
- Grants Accounting Integration with Internet Expenses

Definition

Grants Accounting integrates with Purchasing, Payables, Projects, Human Resources Management Systems (HRMS), Internet Procurement, and Internet Expenses to allow the entry of grants-related requisitions, purchase orders, supplier invoices, and expense reports using those products.

Integration with Oracle Purchasing and Oracle Payables

The integration of Grants Accounting with Purchasing and Payables allows for grants-related transactions to be entered on the source document. Purchasing, Payables, and Grants Accounting interact to carry the award and project information through the document flow.

The source documents in Purchasing are requisitions and purchase orders. The source documents in Payables are supplier invoices. Supplier invoices become expenditures when interfaced with Grants Accounting.

When entering award and project information, all the standard features of Purchasing

and Payables, including encumbrance accounting and funds checking, can be utilized.

Grants Accounting integration with Purchasing and Payables enables the following features:

- capturing award information for requisitions, purchase orders, and supplier invoices
- funds checking against the grants award budget
- accounting transactions by award
- requisitions, purchase orders, and supplier invoices integrated into Award Status Inquiry

Purchasing and Payables use the Account Generator to determine the default account number for each distribution line based on the entered award and project information. You run the Create Accounting process in Oracle Purchasing and Oracle Payables to create accounting for the supplier costs in Oracle Subledger Accounting.

If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Purchasing and Oracle Payables derive using the Account Generator. To define your own Oracle Subledger Accounting setup for Oracle Purchasing, you must access the Accounting Methods Builder from an Oracle Purchasing responsibility. Similarly, to define your own Oracle Subledger Accounting setup for Oracle Payables, you must access the Accounting Methods Builder from an Oracle Payables responsibility. See: *Oracle Subledger Accounting Implementation Guide*.

Using Oracle Projects views, you can report committed costs of requisitions and purchase orders that are outstanding against your projects in Oracle Projects.

You can run the *AUD: Supplier Cost Audit Report* concurrent program to audit transactions between Oracle Grants Accounting, Oracle Purchasing, Oracle Payables, Oracle Subledger Accounting, and Oracle General Ledger. This report lists all supplier cost transactions in Oracle Grants Accounting for a selected operating unit. See: Supplier Cost Audit Report, *Oracle Projects Fundamentals*.

Award Information in Purchasing and Payables

In Oracle Purchasing and Oracle Payables distributions, the AWARD_ ID column stores the AWARD_SET_ID. AWARD_SET_ID is a sequence number generated by Grants Accounting for each distribution line for requisitions, purchase orders, and supplier invoices. The AWARD_SET_ID links the transaction records in the distribution tables to a unique record in the GMS_AWARD_DISTRIBUTIONS table that stores the AWARD_ID of the award and additional attributes.

Grants Accounting Integration with Purchasing

When entering grants-related transactions in Purchasing, you enter this information on the source document, which is either the requisition or the purchase order. When you use the AutoCreate features in Oracle Purchasing to create purchase orders created from requisitions, Oracle Purchasing automatically copies the award and project information from the requisition to the purchase order.

This section includes the following topics:

- Entering Requisitions, page B-3
- AutoCreate, page B-3
- Entering Purchase Orders, page B-3
- Entering Releases, page B-4

Entering Requisitions

Grants-related purchase requisitions are entered in the Requisitions window in Purchasing. Default award and project information can be entered in the Project Information tab of the Requisition Preferences window. This default information is used to populate newly-created requisition distribution lines. Use the Projects tab of the requisitions distribution line to enter award information. A requisition can have a combination of grants-related and non grants-related distribution lines. For information on entering requisitions, see the *Oracle Purchasing User's Guide*.

In addition, you can use the Buyer WorkCenter in Oracle Purchasing to review requisitions. For information about the Buyer WorkCenter, see the *Oracle Purchasing User's Guide*.

AutoCreate

The Purchasing AutoCreate feature automatically creates purchase orders from requisitions. Purchasing copies the award and project information and the accounting information from the requisition to the purchase order. No additional award or project information needs to be entered when the AutoCreate feature is used.

Award and project information on the purchase order that was copied from the requisition can be changed, but the award or project information on the requisition is not updated.

For information on the AutoCreate feature, see *Oracle Purchasing User's Guide*.

Entering Purchase Orders

When online requisitions or the AutoCreate feature are not used, award and project information can be directly entered on standard purchase orders in the Purchase Orders

window in Purchasing. Award and project information is entered in the Project tab of the distribution line. Account information is automatically created by the Account Generator based on the award and project information entered. Purchase order preferences are entered in the Purchase Order Preferences window in Oracle Purchasing. Main preference information is entered in the Main tab. Project information preferences are entered in the Project Information tab. For information on entering purchase orders, see the *Oracle Purchasing User's Guide*.

You can also use the Buyer WorkCenter in Oracle Purchasing to enter grant-related purchase requisitions. You can drill down to the details for a distribution line to enter and view grant-related information for a purchase order distribution. For information about the Buyer WorkCenter, see the *Oracle Purchasing User's Guide*.

Entering Releases

Grants-related releases against blanket purchase agreements and planned purchase orders are entered in the Enter Releases window of Oracle Purchasing. When entering releases, it must be specified if the release distribution line is grants-related. When a release is designated grants-related, award and project information for the line can be entered.

For information on releases, see *Oracle Purchasing User's Guide*.

Grants Accounting Integration with Payables

When you match an invoice to a purchase order, and the purchase order is associated with grants-related information, Oracle Payables copies the award and project information from the purchase order to the invoice. When you enter new grants-related invoices in Oracle Payables, you enter the award and project information on the invoice. If you use distribution sets with grants-related information, then Oracle Payables automatically supplies the award and project information for the supplier invoice distribution lines.

By default after installation, the award number field is not displayed in the Invoices and Distributions windows. You must add the award number field to both the Invoices and Distributions windows after the Task field and before the Expenditure Type field.

> **Note:** When you add the Award Number field, you must select the Open as Default Folder option in the Create New Folder window and save the new folder.

To add fields that are currently not displayed, see Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

This section includes the following topics:

- Matching Invoices, page B-5
- Entering Invoices, page B-5

- Using Distribution Sets, page B-5

Matching Invoices

In Oracle Purchasing, when grants-related information is associated with a purchase order and you match an invoice to the purchase order using the Invoices windows, Oracle Payables automatically copies the project information from the purchase order to the invoice.

Entering Invoices

You can enter grants-related invoices directly in the Invoices window in Oracle Payables. An invoice can have both grants-related and non-grants-related distributions. See: Entering Supplier Invoices Procedure, page 25-6.

> **Note:** Oracle Grants Accounting does not enforce budgetary controls for prepayments that are matched to purchase orders, or for the application of prepayments that are matched to purchase orders.

Using Distribution Sets

You can define distribution sets to make invoice entry easier. Use the Distribution Sets window to specify grants-related award and project information for the distribution set lines. When entering invoices, you can enter a distribution set. You can use distribution sets to create grants-related invoices in the following Oracle Payables windows:

- Invoices
- Recurring Invoices

For information about distribution sets, see: *Oracle Payables Implementation Guide*.

Account Generator in Purchasing and Payables

Purchasing and Payables use the Account Generator to determine the default account number for each grants-related distribution line based on the award and project information entered by users.

You run the Create Accounting process in Oracle Purchasing and Oracle Payables to create accounting for the supplier costs in Oracle Subledger Accounting. Oracle Projects, Oracle Purchasing, and Oracle Payables provide the predefined setup that the Create Accounting processes uses to determine the accounts for the accounting events.

If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Purchasing and Oracle Payables derive using the Account Generator. To define your own Oracle Subledger Accounting setup for Oracle Purchasing, you must access the Accounting Methods Builder from an Oracle

Purchasing responsibility. Similarly, to define your own Oracle Subledger Accounting setup for Oracle Payables, you must access the Accounting Methods Builder from an Oracle Payables responsibility. For more information, see the *Oracle Subledger Accounting Implementation Guide*.

Using Oracle Projects views, you can report committed costs of requisitions and purchase orders that are outstanding against your projects in Oracle Projects.

This section explains the following:

- Account Generator in Purchasing, page B-6
- Account Generator in Payables, page B-6

Related Topics

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Data the Oracle Projects Predefines for Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Account Generator in Purchasing

Purchasing builds the default account number for the charge, accrual, variance, and budget distribution accounts based on the Account Generator assignments users define during implementation. Account Generator processes can be defined so that grants-related requisitions and purchase orders use grants-related information in the Account Generator assignments predefined by Purchasing.

When Encumbrance Accounting is used, assignments can be defined for the budget account based on award and project information.

Account Generator in Payables

Payables builds the default expense account number for grants-related invoices using assignments defined by the users during implementation. You must enter the default account number for non-project-related invoices. Payables determines the default liability account for all invoices based on the liability account defaults provided by Payables.

You set the profile option PA: Allow Override of PA Distributions in AP/PO to determine whether Oracle Purchasing and Oracle Payables pass user-entered account segment values to the Account Generator workflow. If you want to enable users to override generated accounts, then you must set this profile option to *Yes* and also set the *Replace Existing Value* attribute in the Account Generator workflow to *False*. The default value for the *Replace Existing Value* attribute is *False*. For information about the Account Generator workflow, see *Oracle Projects Implementation Guide*.

Distribution

Grants Accounting integrates with Position Control functionality in Oracle HRMS to create and relieve position encumbrances created by Position Control before payroll encumbrances for employee assignments are sent by Oracle Labor Distribution. This feature allows users to manage budgets, encumbrances, and distribution of costs associated with positions and employee assignments.

For more information on Position Control, see: *Oracle HRMS Enterprise and Workforce Management Guide*.

Grants Accounting Integration with Internet Procurement

Grants Accounting integrates with Oracle Internet Procurement to support the entry of awards for sponsored projects. Internet Procurement provides a web-shopping solution that automates the finding and requisitioning of goods and services using self-guiding online catalogs with content management.

Oracle Internet Procurement is desktop requisitioning that automates the acquisition of all production, non-production, MRO (maintenance, repair, and operations), capital, administrative, and service purchases. Oracle Internet Procurement allows customers to replace the typical manual procurement process with a streamlined, decentralized, workflow-driven, electronic commerce process.

With a web browser, users quickly find goods and services, add them to a shopping cart, and check out. Order status is tracked and accessed on a real-time basis. Oracle Internet Procurement features a powerful search engine and multi-supplier self-guiding catalog capabilities which contribute to significantly lessen the search time involved in finding needed items.

For information on Oracle Internet Procurement, see *Oracle iProcurement Implementation Guide*.

Grants Accounting Integration with Internet Expenses

Grants Accounting integrates with Oracle Internet Expenses to support the processing and management of travel and entertainment expenses. Oracle Internet Expenses enables employees to submit expense reports and review the approval and payment status of their expense reports using a standard Web browser.

This integration enables employees to enter Grants Accounting award information for an expense report created in Oracle Internet Expenses. Remote or mobile employees can enter award information while disconnected using the expense spreadsheet.

After management approves the expense report, and the payables staff performs an audit as needed in Oracle Internet Expenses, you run the process Expense Report Export in Oracle Payables to send this information to the Oracle Payables invoice tables.

After the expense reports are in the Oracle Payables invoice tables, Oracle Payables creates the default accounting distributions for these project-related expense reports. Oracle Payables creates these project-related transactions based on business rules you define in the Projects Expense Report Account Generator.

After you validate the expense report invoice and create accounting in final mode for it in Oracle Payables, you run the process PRC: Interface Expense Reports from Payables to bring grants-related expense report costs into Grants Accounting.

Related Topics

Oracle Internet Expenses Implementation and Administration Guide.

Integrating Expense Reports with Oracle Payables and Oracle Internet Expenses, *Oracle Project Costing User Guide*

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Transaction Import for Oracle Grants Accounting

This appendix describes the transaction import feature for Oracle Grants Accounting.

This appendix covers the following topics:

- Using Transaction Import in Oracle Grants Accounting
- Setting Up Transaction Sources to Import Actual Transactions
- Setting Up Transaction Sources to Import Encumbrance Transactions
- Populating the Interface Tables and Importing Transactions
- Using Award Distributions for Transaction Import
- Using the Reversing Encumbrance Feature
- Validating Transactions
- Adjusting Imported Transactions
- GMS_TRANSACTION_INTERFACE_ALL Table

Using Transaction Import in Oracle Grants Accounting

You can use the Transaction Import feature in Oracle Grants Accounting to import transactions from Oracle and non-Oracle applications. You can import both actual and encumbrance transactions.

Oracle Grants Accounting provides a set of predefined transaction sources to import transactions from other Oracle applications. In addition, you can define your own transaction sources to import transactions from non-Oracle systems.

The possible grants-related transaction sources are designated as follows:

- GOLD is for actual transactions from Oracle Labor Distribution.
- GOLDE is for encumbrances from Oracle Labor Distribution.

- The GMSA- prefix indicates actual transactions from an external source.
- The GMSE- prefix indicates encumbrances from an external source.

> **Note:** You can import actual expenditures for both sponsored and nonsponsored projects. You can import encumbrances only for sponsored projects.

Transaction Import Process

The table below describes the Transaction Import Process.

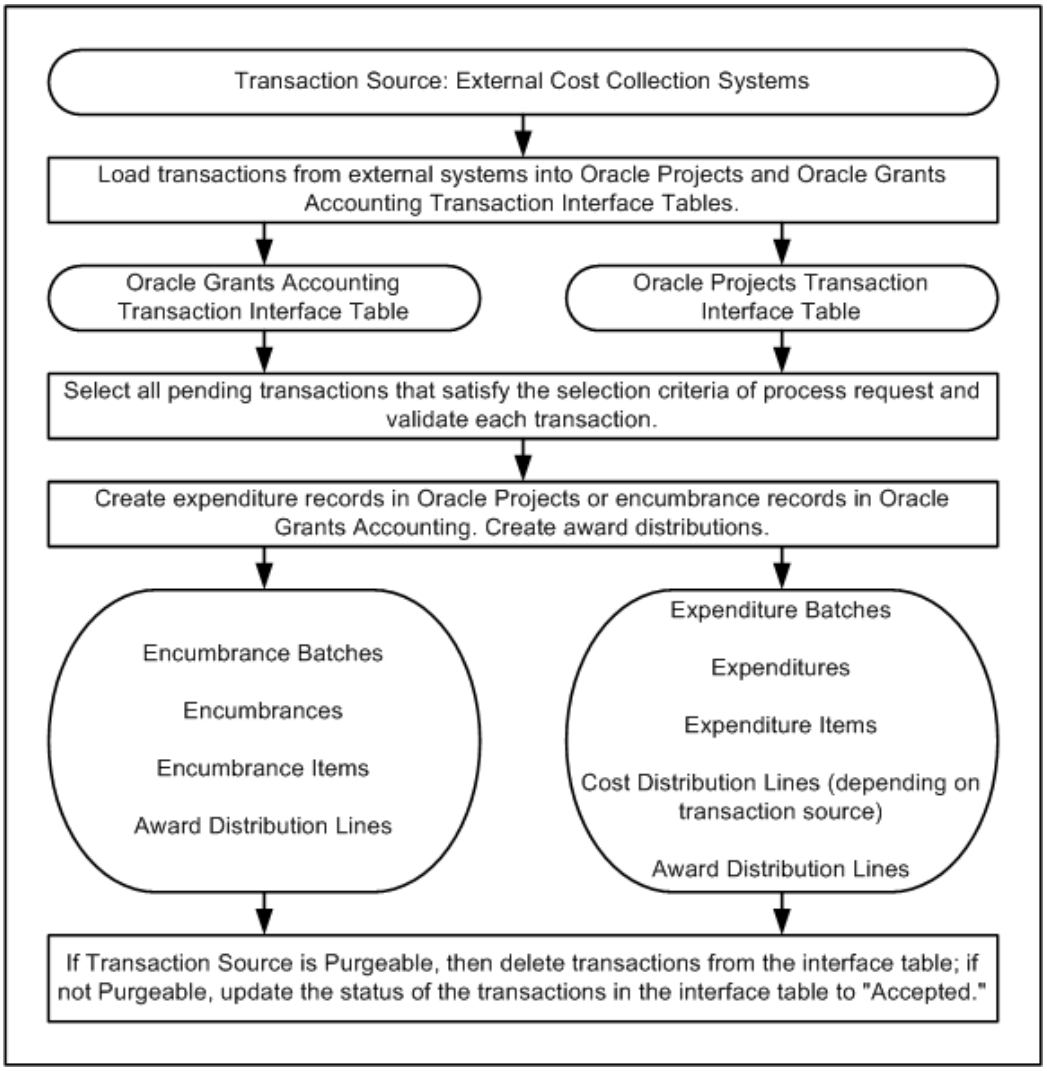
Transaction Import Process

Event	Description
1.	Identify transaction source
2.	Load transactions from external systems into the Oracle Projects or Oracle Grants Accounting Transaction Interface Tables
3.	Select all pending transactions that satisfy the selection criteria of process request and validate each transaction
4.	Create the following expenditure records in Oracle Projects: expenditure batches, expenditures, expenditure items, cost distribution lines, award distributions line; Create the following encumbrance records in Oracle Grants Accounting: encumbrance batches, encumbrances, encumbrance items, award distribution lines
5.	If Transaction Source is Purgeable, delete transactions from the interface table; if not Purgeable, update the status of the transactions in the interface table to Accepted

Transaction Import Process Diagram

The figure below shows the Transaction Import Process described in the Transaction Import Process table.

Transaction Import Process Diagram



Setting Up Transaction Sources to Import Actual Transactions

You can use the Transaction Import process to create actual expenditure batches. Transaction sources identify the source and determine how Transaction Import processes transactions from external systems. For example, you can import actual transactions from an external payroll system.

> **Note:** The existing integration with Oracle Payroll via Oracle Labor Distribution uses Transaction Import to import payroll charges. Oracle Grants Accounting predefines the source *GOLD* for importing actual labor costs from Oracle Labor Distribution.

When you define a transaction source to import grants-related actual transactions from non-Oracle applications, the name of the transaction source name must start with the prefix *GMSA*. You can use anything after GMSA, for example, *GMSAPAYROLL* or *GMSA-Purchases*.

For all GMSA-prefixed transaction sources, the expenditure type class must be one of the following:

- Straight Time
- Usages
- Miscellaneous Transactions

> **Note:** Oracle Grants Accounting does not support the Inventory, Work in Process, Burden Transaction, Expense Reports, or Supplier Invoices expenditure type classes for transaction import of actual transactions.

You must *not* enable the following check boxes when you define a transaction source for Oracle Grants Accounting:

- Raw Cost GL Accounted
- Import Burdened Amounts
- Process Cross Charge

In addition, you must enable the *Import Raw Cost Amounts* check box.

For information on how to set the remaining options, see: Transaction Sources, *Oracle Projects Implementation Guide*.

These restrictions apply only to sponsored projects. Nonsponsored projects do not contain award information and therefore do not populate the Oracle Grants Accounting transaction interface tables.

Setting Up Transaction Sources to Import Encumbrance Transactions

You can use the Transaction Import process to create encumbrance batches. Transaction Sources identify the source and determine how Transaction Import processes transactions from external systems. For example, you can import encumbrance transactions from an external payroll system.

> **Note:** The existing integration with Oracle Payroll via Labor Distribution uses Transaction Import to import payroll encumbrances. Oracle Grants Accounting predefines the source *GOLDE* for importing labor encumbrances from Oracle Labor Distribution.

When you define a transaction source to import grants-related actual transactions from non-Oracle applications, the name of the transaction source name must start with the prefix *GMSE*. You can use anything after GMSE, for example, *GMSEPAYROLL* or *GMSE-Purchases*.

For all GMSE-prefixed transaction sources, the expenditure type class must be one of the following:

- Straight Time
- Usages
- Miscellaneous Transactions

> **Note:** Oracle Grants Accounting does not support the Inventory, Work in Process, Burden Transaction, Expense Reports, or Supplier Invoices expenditure type classes for transaction import of encumbrance transactions.

You must *not* enable the following check boxes when you define a transaction source for Oracle Grants Accounting:

- Raw Cost GL Accounted
- Import Burdened Amounts
- Process Cross Charge

In addition, you must enable the *Import Raw Cost Amounts* check box and enter the following definition in the Pre-Processing Extension field: GMS_ENC_IMPORT_PKG.PRE_PROCESS.

For information on how to set the remaining options, see: Transaction Sources, *Oracle Projects Implementation Guide*.

> **Note:** Oracle Grants Accounting always creates burden cost for encumbrance items, regardless of the value of the *Import Burdened Amounts* option.

Populating the Interface Tables and Importing Transactions

After you define your Transaction Sources, you must populate the interface tables with the data that you want to import into Oracle Grants Accounting. You must populate data in the following two tables:

- **PA_TRANSACTION_INTERFACE_ALL**

This table holds the project, task, and expenditure information.

- **GMS_TRANSACTION_INTERFACE_ALL**

  This table holds the award information.

The GMS_TRANSACTION_INTERFACE_ALL table acts as an extension of the PA_TRANSACTION_INTERFACE table from Oracle Projects to store AWARD_ID and other award information. The TXN_INTERFACE_ID and the AWARD_NUMBER are the only required fields for the GMS_TRANSACTION_INTERFACE_ALL table. The GMS_TRANSACTION_INTERFACE_ALL table records correspond with the PA_TRANSACTION_INTERFACE table and the TXN_INTERFACE_ID links the two tables.

> **Note:** The Attribute1 field is no longer used to store AWARD_ID in the PA_TRANSACTION_INTERFACE_ALL table. Award details are stored in the GMS_TRANSACTION_INTERFACE_ALL table in the AWARD_ID field.

> **Note:** Transaction Import does *not* use the TRANSACTION_TYPE field to determine whether the transaction is an actual cost or an encumbrance. Transaction Import uses the prefix of for the Transaction Source name (GMSA or GMSE) to determine if it is importing an Actual or Encumbrance batch.

After you populate the interface tables, you run the process PRC: Transaction Import using appropriate Transaction Source as a parameter.

For actual transactions, you must approve and release the successfully imported batches and then run the appropriate costing and funds check process to complete the processing of the imported expenditures.

For encumbrance transactions, you must approve and release the successfully imported batches and then run one of the following concurrent programs to complete the processing of the imported transactions:

- GMS: Encumbrance Funds Check

Related Topics

GMS_TRANSACTION_INTERFACE_ALL Table, page C-9

Transaction Import Interface, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Using Award Distributions for Transaction Import

You can use the Award Distribution feature for Transaction Import. This feature enables allow you to enter transactions for a specific project and task and use the defined funding patterns to distribute these transactions to the appropriate awards.

> **Note:** You can use the award distributions feature when you import actual transactions, but **not** when you import encumbrance transactions.

To enable award distributions for transaction import, you must set up the following additional transaction source options for GMSA-prefixed transaction sources:

- Enable the *Allow Duplicate References* check box
- In the Pre-Processing Extension field, enter the following definition: GMS_AWARD_DIST_ENG.PRE_IMPORT

In addition, to use the award distribution functionality, you must define a default distribution award number in Oracle Grants Accounting implementation options. When you use the award distribution functionality with transaction import, you must enter the following values on the GMS_TRANSACTION_INTERFACE_ALL table:

- **FUNDING_PATTERN_ID**

  Enter the ID from the GMS_FUNDING_PATTERNS_ALL table of the funding pattern that you want to use to distribute the transaction.

- **AWARD_ID**

  Enter the value for the default distribution award. You can find this value in the DEFAULT_DIST_AWARD_ID field in the GMS_IMPLEMENTATIONS_ALL table.

Related Topics

Activating Award Distribution Option Procedure, page 3-4

Funding Patterns, page 16-2

Using the Reversing Encumbrance Feature

You can create reversing encumbrance entries to liquidate previously imported encumbrances. You populate the GMS_TRANSACTION_INTERFACE_ALL.ORIGINAL_ENCUMBRANCE_ITEM_ID field to indicate that an item reverses an existing encumbrance.

When you enter a reversing encumbrance, Oracle Grants Accounting determines if the

original encumbrance has been reversed, and verifies that the reversal amount is the same as the original amount. When you run the process GMS: Encumbrance Funds Check for the reversing encumbrance, the process uses the same burden rate as the original encumbrance to ensure that the encumbrance balances are correct, in case the burden rate has changed in the interim. Oracle Grants Accounting marks both transactions, the original and the reversal, as Net-Zero.

Oracle Labor Distribution uses this feature when it sends encumbrance liquidations to Oracle Grants Accounting.

Validating Transactions

Transaction import performs validations for each award transaction entry and award import. You can find these validations in the GMS_TRANSACTION_PUB API. The validations are defined in both the DIST_AWARD_VALIDATIONS procedure and the VALIDATE_TRANSACTION procedure as follows:

- **DIST_AWARD_VALIDATIONS**:
  - INVALID_FUNDING_PATTERN
  - INVALID_EXP_ITEM_DATE
- **VALIDATE_TRANSACTION**:
  - AWARD_IS_REQUIRED
  - NOT_FUNDING_AWARD
  - INVALID_AWARD_SCHEDULE
  - INVALID_EXP_TYPE
  - AWARD_NOT_ALLOWED
  - EXP_ITEM_DATE_INVALID
  - AWARD_NOT_ACTIVE

Adjusting Imported Transactions

You can use the Review Transactions window to review transactions in the Interface tables. If the *Allow Interface Modifications* option is enabled for the transaction source, you can make adjustments to the pending transactions and to transactions that failed import validations. You can also enter new transactions in this window.

Related Topics

Resolving Import Exceptions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

GMS_TRANSACTION_INTERFACE_ALL Table

The following table shows information about some of the columns in the GMS_TRANSACTION_INTERFACE_ALL table. For information about the PA_TRANSACTION_INTERFACE_ALL table, see: Transaction Import Interface, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Name	Type	Required?	Description
TXN_INTERFACE_ID	NUMBER(15)	Yes	System-generated unique identifier for a transaction to be interfaced. This identifier is the same as the TXN_INTERFACE_ID in PA_TRANSACTION_INTERFACE_ALL
AWARD_NUMBER	VARCHAR2(15)	Yes	Number identifying the award to which the transaction is charged
AWARD_ID	NUMBER(15)	No	Identifier of the award to which the transaction is charged. Either AWARD_NUMBER or AWARD_ID must be populated. If both are populated, then the value in the AWARD_NUMBER field is used.
BURDENABLE_RAW_COST	NUMBER(22)	No	Amount of raw cost eligible for burdening
FUNDING_PATTERN_ID	NUMBER(15)	No	Funding pattern identifier for the award distribution
ORIGINAL_ENCUMBRANCE_ITEM_ID	NUMBER(15)	No	Number identifying the Original Encumbrance Item which will be adjusted
CREATED_BY	NUMBER(15)	No	Standard Who column
CREATION_DATE	DATE	No	Standard Who column
LAST_UPDATED_BY	NUMBER(15)	No	Standard Who column

Name	Type	Required?	Description
LAST_UPDATE_DATE	DATE	No	Standard Who column

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Oracle Grants Accounting Workflow Process

This appendix describes the Oracle Grants Accounting workflow process.

This appendix covers the following topics:

- Overview
- GMS Workflow Item Type
- Grants Accounting Workflow Diagram
- Grants Accounting Workflow Process
- Budget Subprocess Diagram
- Budget Subprocess
- Customizing Grants Accounting Workflow

Overview

Grants Accounting uses Oracle Workflow to manage the notification process for installments, reports, and budgets.

Workflow features include the following:

- Oracle Workflow Builder, a graphical tool that allows users to create business process definitions
- Workflow Engine, which implements process definitions at runtime
- Notification System, which sends notifications and processes responses in a workflow

Grants Accounting provides the following Workflow functionality:

- Notifications, page D-2

- Grants Accounting Workflow Process, page D-3
- Budget Subprocess, page D-5

Use Oracle Workflow Builder to customize workflows or to create new workflows. For information on Workflow, see the *Oracle Workflow Guide*.

Notifications

Users can set up the following notification features:

- Notification Recipients, page D-2
- Notification Method, page D-2
- Report Notification Scheduler, page D-2
- Installment Closeout Notification, page D-3

Notification Recipients

All key members for an award are automatically entered in the Notification Control window and are included in the workflow notification process for installments, reports, and budgets. Key members are defined in the Personnel Tab region of the Award Management window.

Users can delete or add recipients in the Notification Control window. Notifications are sent only to personnel with active assignments. Though the Personnel tab might list several award managers, only one will be active for a given date.

For information on the Notification Control window, see Using Oracle Workflow in Oracle Grants Accounting Procedure, page 30-1.

Notification Method

Users can set up the Notification Mailer to receive Workflow notifications by e-mail. Alternatively, users can check for notifications in the Notifications Worklist window.

To set up the Notification Mailer, see Implementing the Notification Mailer, *Oracle Workflow Guide*.

Report Notification Scheduler

The GMS: Report Notification Scheduler allows users to schedule notifications for reports that are due. For best results, this process should be run daily.

To run the GMS: Report Notification Scheduler process, see GMS: Report Notification Scheduler Procedure, page 32-37.

Installment Closeout Notification

The GMS: Installment Closeout Notification process allows users to schedule notifications for installments that are due. For best results, this process should be run daily.

To run the GMS: Installment Closeout Notification process, see GMS: Installment Closeout Notification Procedure, page 32-35.

Grants Accounting Workflow Process

The Grants Accounting Workflow process is automatically initiated at the following points:

- Activating an Installment, page D-3
- Submitting a Budget, page D-3

The Grants Accounting Workflow process can be initiated by running concurrent programs at the following points:

- Report is Due, page D-4
- Installment Closeout, page D-4

Activating an Installment

The Grants Accounting Workflow process is initiated when an award installment is activated.

1. Users activate an installment by selecting the Active check box in the Installments Tab region of the Award Management window.

   For information on the Award Management window, see Award Entry Procedures, page 17-5.

2. Award personnel are notified that an installment has been activated.

Submitting a Budget

The Grants Accounting Workflow process is automatically initiated when an award budget is submitted.

Note: Workflow must be enabled for each award for budget notifications and approvals. To enable Workflow, select the Enable Workflow for Budgets check box in the Budgetary Control tab of the Award Management window.

1. Users submit a budget and initiate the workflow by clicking the **Submit** button in the Budgets window.

For information on the Budgets window, see Budget Entry Procedures, page 22-5.

2. The award manager is identified and the budget subprocess is initiated.

3. The award manager is notified that a budget has been submitted for approval.

4. The award manager can approve the budget, reject the budget, or forward the budget to another user for approval.

   Note: The award manager can forward the budget to any user, not just key members.

5. Workflow baselines the approved budget.

6. Award personnel are notified that the budget has been approved and baselined.

If any of the Workflow checks fail or the budget is not approved, Workflow sends a notification to the person who submitted or approved the budget. For details regarding each step of the Workflow process, see Grants Accounting Workflow Process, page D-3.

Report is Due

The Grants Accounting Workflow process can be initiated when a report is due.

1. Users run the GMS: Report Notification Scheduler concurrent program.

   The Offset Days parameter is provided as an input to the concurrent program or the offset days will be defaulted from the GMS Notification Offset Days profile option.

   The current date, or date on which the concurrent program is run, plus the number of Offset Days entered, add up to the due date for all reports for which notifications will be sent.

   For example, if the current date is November 7 and the concurrent program is run with the number of Offset Days entered as 20, then notifications for all reports with a due date of November 27 will be sent.

   To run the GMS: Report Notification Scheduler concurrent program, see GMS: Report Notification Scheduler Procedure, page 32-37.

2. Award personnel identified in the Notification Control window to receive notifications are notified that a report is due on a specific date.

Installment Closeout

The Grants Accounting Workflow process can be initiated when an active installment nears its end date.

1. Users run the GMS: Installment Closeout Notification concurrent program.

   The Offset Days parameter is provided as an input to the concurrent program or the

offset days will be defaulted from the GMS Notification Offset Days profile option.

The current date, or date on which the concurrent program is run, plus the number of Offset Days entered, add up to the end date of the installments for which notifications are sent.

For example, if the current date is November 7 and the concurrent program is run with the number of Offset Days entered as 20, then notifications for all installments with an end date of November 27 will be sent.

An Installment Closeout Notification is sent for each installment ending on the date set in the Offset Days field. The notification lists all open commitments, such as purchase orders, requisitions, and supplier invoices, associated with that award.

Note: Manual encumbrances are not included in the list of open commitments in the notification.

2. Award personnel identified in the Notification Control window for an Installment Closeout event are notified that an installment is due on a specific date.

Budget Subprocess

The Budget Subprocess is initiated during the budget workflow process when a budget approver or award manager for a budget is selected. The subprocess notifies the budget approver or award manager that a budget has been submitted for approval. The award manager can approve or reject the budget.

GMS Workflow Item Type

The Grants Accounting Workflow process is associated with the GMS Workflow item type. The GMS Workflow item type is associated with several Workflow attributes that reference information in the application tables. These attributes are used and maintained by function activities as well as notification activities throughout the process.

The table below describes the attributes associated with the GMS Workflow item type.

Attributes Associated with the GMS Workflow Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
GMS Workflow Process	GMS Workflow Process Used by WF_PROCESS_ SELECTOR	Text	15

Display Name	Description	Type	Length, Format, or Lookup Type
Budget Baseliner ID	Budget Baseliner ID	Number	
Budget Baseliner Full Name	Budget Baseliner Full Name	Text	250
Budget Baseliner Name	Budget Baseliner User Name	Text	250
Budget Description	Budget Description	Text	250
Budget Entry Method	Budget Entry Method	Text	30
Budget Rule Note	Budget Rule Note	Text	2000
Budget Type	Budget Type	Text	30
Budget Type Code	Budget Type Code	Text	30
Change Reason Code	Change Reason	Text	30
Closeout Message	Closeout Message	Window	4000
Document ID	Document ID	Number	15
Installment ID	Installment ID	Number	15
Mark As Original Budget	Mark As Original Budget	Text	1
Note	Note	Text	2000
Project Number	Project Number	Text	30
Budget Product Source	Budget Product Source	Text	30
Budget Source Reference	Budget Source Reference	Text	30

Display Name	Description	Type	Length, Format, or Lookup Type
Project Product Source	Project Product Source	Text	30
Project Description	Project Description	Text	250
Project ID	Project ID	Number	
Project Name	Project Name	Text	30
Resource List Description	Resource List Description	Text	255
Resource List ID	Resource List ID	Number	
Resource List Name	Resource List Name	Text	60
Total Burdened Cost	Total Burdened Cost	Number	
Total Labor Hours	Total Labor Hours	Number	
Total Raw Cost	Total Raw Cost	Number	
Workflow Started Date	Workflow Started Date	Date	
Workflow Starter ID	Workflow Starter ID	Number	
Workflow Starter Name	Workflow Starter User Name	Text	250
Workflow Starter Full Name	Workflow Starter Full Name	Text	250
Award_ID	Award_ID	Number	
Award Short Name	Award Short Name	Text	
Award Number	Award Number	Text	
Responsibility ID	Responsibility ID	Number	

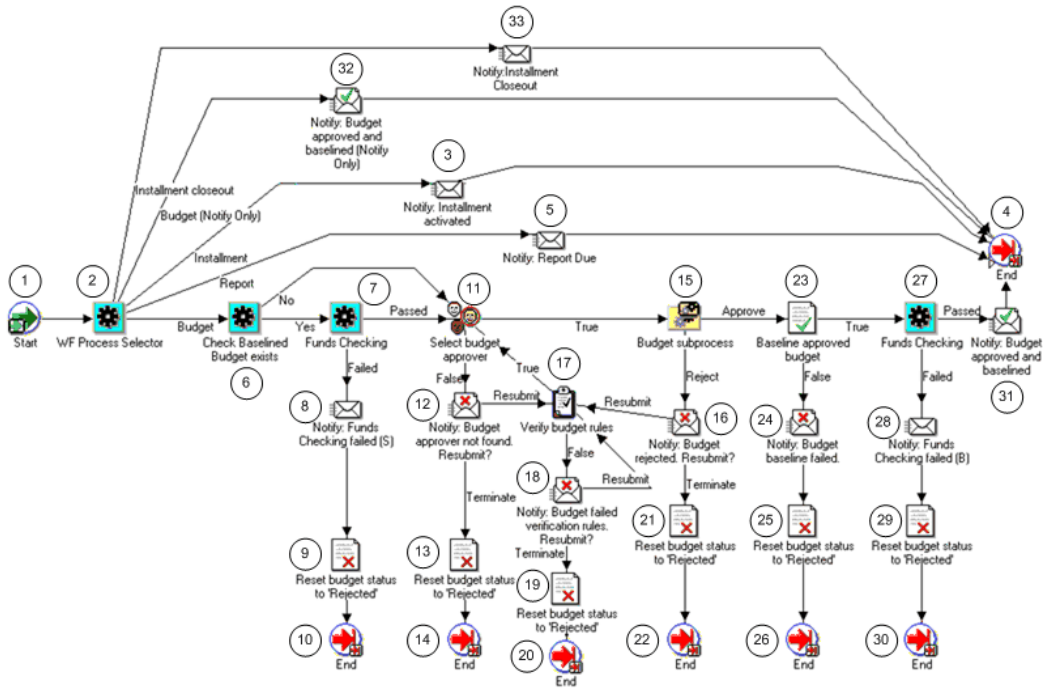
Display Name	Description	Type	Length, Format, or Lookup Type
Carrying-Out Organization ID	Carrying-Out Organization ID	Number	
Carrying-Out Organization Name	Responsible Organization	Text	60
Project Source Reference	Project Source Reference	Text	30
Project Type	Project Type	Text	20
Project Type Class Code	Project Type Class	Text	30
Total Revenue	Total Revenue	Number	
Rule Note 1	Rule Note 1	Text	2000
Rule Note 2	Rule Note 2	Text	2000
Rule Note 3	Rule Note 3	Text	2000
Rule Note 4	Rule Note 4	Text	2000
Rule Note 5	Rule Note 5	Text	2000
Rule Note 6	Rule Note 6	Text	2000
Rule Note 7	Rule Note 7	Text	2000
Rule Note 8	Rule Note 8	Text	2000
Rule Note 9	Rule Note 9	Text	2000
Rule Note 10	Rule Note 10	Text	2000
Installment Number	Installment Number	Text	
Installment Start Date	Installment Start Date	Date	dd-mon-yyyy

Display Name	Description	Type	Length, Format, or Lookup Type
Installment End Date	Installment End Date	Date	dd-mon-yyyy
Installment Issue Date	Installment Issue Date	Date	dd-mon-yyyy
Installment Close Date	Installment Close Date	Date	dd-mon-yyyy
Installment Direct Cost	Installment Direct Cost	Number	
Installment Indirect Cost	Installment Indirect Cost	Number	
Installment Total	Installment Total	Number	
Installment Description	Installment Description	Text	
Report Name	Report Name	Text	
Report Due Date	Report Due Date	Date	dd-mon-yyyy
FC Mode	Fundscheck Mode	Text	
Notification Recipient Role	Notification Recipient Role	Text	
Funding Source Name	Funding Source Name	Text	

Grants Accounting Workflow Diagram

The diagram below shows the Grants Accounting workflow nodes as described in the accompanying text.

Grants Accounting Workflow Diagram



Grants Accounting Workflow Process

This section describes the Grants Accounting Workflow process.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Start (Node 1)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	None

WF Process Selector (Node 2)

This function activity determines whether the installment, report, or budget notification

process is selected.

WF Process Selector (Node 2)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.SELECT_WF_PROCESS	GMS WF Process Selector	Start

Notify: Installment Activated (Node 3)

This activity notifies key members that the installment is activated.

Notify: Installment Activated (Node 3)

Message	Result Type	Prerequisite Activities
Installment Active	None	WF Process Selector

End (Node 4)

This function activity marks the end of the process.

End (Node 4)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Notify: Installment Activated or Notify: Report Due or Notify: Budget Approved and Baselined

Notify: Report Due (Node 5)

This activity automatically notifies key members, at a specified time period such as 30 days, that the report is due.

Notify: Report Due (Node 5)

Message	Result Type	Prerequisite Activities
Report Due	None	WF Process Selector

Check Baselined Budget Exists (Node 6)

This function activity checks whether a baseline budget exists.

Change Baselined Budget Exists (Node 6)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.CHK_ BASELINED_BUDGET_EXISTS	GMS Baselined Budget Exists [Yes or No]	WF Process Selector

Funds Checking (Node 7)

This function activity checks to see if funds are available.

Funds Checking (Node 7)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.FUNDS_CHECK	Funds Checking Result [Passed or Failed]	Check Baselined Budget Exists

Notify: Funds Checking Failed (S) (Node 8)

This activity notifies the person that submitted the budget that funds check failed.

Funds Checking Failed (S) (Node 8)

Message	Result Type	Prerequisite Activities
Funds Checking failed (S)	None	Funds Checking

Reset Budget Status to Rejected (Node 9)

This function activity resets the budget status to rejected.

Reset Status to Rejected (Node 9)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.REJECT_BUDGET	None	Notify: Funds Checking Failed (S)

End (Node 10)

This function activity marks the end of the process.

End (Node 10)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Reset Budget Status to Rejected

Select Budget Approver (Node 11)

This function activity selects a person that can approve the budget for baselining.

Select Budget Approver (Node 11)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.SELECT_ BUDGET_APPROVER	Boolean	Check Baselined Budget Exists or Funds Checking or Verify Budget Rules

Notify: Budget Approver Not Found. Resubmit? (Node 12)

This activity notifies the person that submitted the budget that the budget approver was

not found. You can create an award manager and resubmit or terminate the budget.

Budget Approver Not Found. Resubmit? (Node 12)

Message	Result Type	Prerequisite Activities
Budget approver not found.	Resubmission [Resubmit or Terminate]	Select Budget Approver

Reset Budget Status to Rejected (Node 13)

This function activity resets the budget status to rejected.

Reset Budget Status to Rejected (Node 13)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.REJECT_BUDGET	None	Notify: Budget Approver Not Found. Resubmit?

End (Node 14)

This function activity marks the end of the process.

End (Node 14)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Reset Budget Status to Rejected

Budget Subprocess (Node 15)

The budget subprocess notifies the budget approver or award manager that a budget is submitted for approval.

For information on the Budget Subprocess, see Budget Subprocess, page D-5.

Budget Subprocess (Node 15)

Result Type	Prerequisite Activities
Approval	Select Budget Approver

Notify: Budget Rejected. Resubmit? (Node 16)

This activity notifies the person that submitted the budget that the budget was rejected. The user can terminate or resubmit the budget.

Notify: Budget Rejected. Resubmit? (Node 16)

Message	Result Type	Prerequisite Activities
Budget rejected	Resubmission	Budget Subprocess

Verify Budget Rules (Node 17)

This function activity checks to see whether any budget lines exist.

Verify Budget Rules (Node 17)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.VERIFY_BUDGET_RULES	Boolean	Notify: Budget Approver Not Found. Resubmit? or Notify: Budget Rejected. Resubmit? or Notify: Budget Failed Verification Rules. Resubmit?

Notify: Budget Failed Verification Rules. Resubmit? (Node 18)

This activity notifies the person that submitted the budget that no budget lines exist. Users can create budget lines and resubmit the budget or terminate the budget.

Notify: Budget Failed Verification Rules. Resubmit? (Node 18)

Message	Result Type	Prerequisite Activities
Budget failed verification rules	Resubmission	Verify Budget Rules

Reset Budget Status to Rejected (Node 19)

This function activity resets the budget status to rejected.

Reset Budget Status to Rejected (Node 19)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.REJECT_BUDGET	None	Notify: Budget Failed Verification Rules. Resubmit?

End (Node 20)

This function activity marks the end of the process.

End (Node 20)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Reset Budget Status to Rejected

Reset Budget Status to Rejected (Node 21)

This function activity resets the budget status to rejected.

Reset Budget Status to Rejected (Node 21)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.REJECT_BUDGET	None	Notify: Budget Rejected. Resubmit?

End (Node 22)

This function activity marks the end of the process.

End (Node 22)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Reset Budget Status to Rejected

Baseline Approved Budget (Node 23)

This function activity baselines the approved budget.

Baseline Approved Budget (Node 23)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.BASELINE_ BUDGET	Boolean	Budget Subprocess

Notify: Budget Baseline Failed (Node 24)

This activity notifies the person that approved the budget that the budget baseline failed.

Notify: Budget Baseline Failed (Node 24)

Message	Result Type	Prerequisite Activities
Budget baseline failed.	None	Baseline Approved Budget

Reset Budget Status to Rejected (Node 25)

This function activity resets the budget status to rejected.

Reset Status to Rejected (Node 25)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.REJECT_BUDGET	None	Notify: Budget Baseline Failed

End (Node 26)

This function activity marks the end of the process.

End (Node 26)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Reset Budget Status to Rejected

Funds Checking (Node 27)

This function activity checks to see if funds are available.

Funds Checking (Node 27)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.FUNDS_CHECK	Funds Checking Result	Baseline Approved Budget

Notify: Funds Checking Failed (B) (Node 28)

This activity notifies the person that approved the budget that funds checking failed during baselining.

Notify: Funds Checking Failed (B) (Node 28)

Function	Result Type	Prerequisite Activities
Funds Checking failed (B)	None	Funds Checking

Reset Budget Status to Rejected (Node 29)

This function activity resets the budget status to rejected.

Reset Budget Status to Rejected (Node 29)

Function	Result Type	Prerequisite Activities
GMS_WF_PKG.REJECT_BUDGET	None	Notify: Funds Checking Failed (B)

End (Node 30)

This function activity marks the end of the process.

End (Node 30)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Reset Budget Status to Rejected

Notify: Budget Approved and Baselined (Node 31)

This activity notifies all key members that the budget is approved and baselined.

Notify: Budget Approved and Baselined (Node 31)

Message	Result Type	Prerequisite Activities
Budget approved and baselined.	None	Funds Checking

Notify: Budget Approved and Baselined (Notify Only) (Node 32)

This activity notifies all key members that the budget is approved and that the baseline processing has created a baseline version of the award budget.

Notify: Budget Approved and Baselined (Notify Only) (Node 32)

Message	Result Type	Prerequisite Activities
Budget approved and baselined.	None	WF Process Selector

Notify: Installment Closeout (Node 33)

This activity notifies all key members when an installment end date approaches.

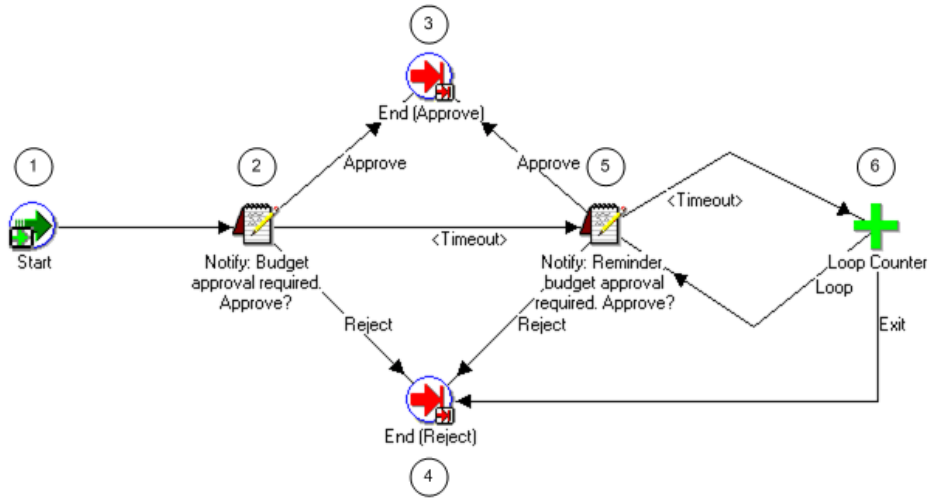
Notify: Installment Closeout (Node 33)

Message	Result Type	Prerequisite Activities
Installment Closeout	None	WF Process Selector

Budget Subprocess Diagram

The diagram below shows the budget subprocess nodes as described in the accompanying text.

Budget Subprocess Diagram



Budget Subprocess

This section describes the Budget Subprocess.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Start (Node 1)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	None

Notify: Budget Approval Required. Approve? (Node 2)

This activity notifies the budget approver or award manager that a budget is submitted for approval.

The award manager can approve or reject the budget.

Notify: Budget Approval Required. Approve? (Node 2)

Message	Result Type	Prerequisite Activities
Budget approval required.	Approval	Start

End (Node 3)

This function activity marks the end of the process.

End (Node 3)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Notify: Budget Approval Required. Approve? or Notify: Reminder Budget Approval Required. Approve?

End (Node 4)

This function activity marks the end of the process.

End (Node 4)

Function	Result Type	Prerequisite Activities
WF_STANDARD.NOOP	None	Notify: Budget Approval Required. Approve? or Notify: Reminder Budget Approval Required. Approve? or Loop Counter

Notify: Reminder Budget Approval Required. Approve? (Node 5)

This activity sends the budget approver or award manager a reminder that a budget is submitted for approval. The award manager can approve or reject the budget.

Notify: Reminder Budget Approval Required. Approve? (Node 5)

Message	Result Type	Prerequisite Activities
Reminder: budget approval required.	Approval	Notify: Budget Approval Required. Approve? or Loop Counter

Loop Counter (Node 6)

This function activity checks whether the budget is approved or rejected. If no action has been taken, the function activity initiates another notification to the budget approver or award manager. After a specified number of timeouts defined by users, the function activity exits the workflow.

Loop Counter (Node 6)

Message	Result Type	Prerequisite Activities
WF_STANDARD. LOOPCOUNTER	Loop Counter	Notify: Reminder Budget Approval Required. Approve?

Customizing Grants Accounting Workflow

The Grants Accounting Workflow can be customized as follows.

Required Modifications

No modifications are required to run the Grants Accounting Workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.

- Organizations can create new notifications and notification activities and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Grants Accounting Workflow process.

E

Client Extensions

This appendix describes the client extensions

This appendix covers the following topics:

- Client Extensions for Oracle Grants Accounting
- Allow Internal Requisitions Extension
- Override Installment Date Validation Extension
- Award Security Feature

Client Extensions for Oracle Grants Accounting

Oracle Grants Accounting provides three client extensions that you can use to extend the functionality of Oracle Grants Accounting. This section provides information about these extensions:

- Allow Internal Requisitions Extension
- Override Installment Date Validation Extension
- Award Security Feature

You use PL/SQL to modify procedures within the extensions. Oracle Grants Accounting calls these procedures during specific points in the standard processing.

The procedures that you write are extensions, not *customizations*. Extensions are supported features within the product and are easily upgraded between product releases. Customizations are changes to the base product which are not supported and are not easily upgraded.

For information about implementing client extensions, see Overview of Client Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Allow Internal Requisitions Extension

The allow internal requisitions extension enables you to determine whether to allow users to charge internal requisitions to Oracle Grants Accounting. Oracle iProcurement uses the function ALLOW_INTERNAL_REQ to determine whether to display the Award field when users enter distributions for internal requisitions.

Location and Package Name

The extension is identified by the following items:

Item	Name
Body Template	GMSPOCEB.pls
Specification template	GMSPOCES.pls
Package	GMS_CLIENT_EXTN_PO
Function	ALLOW_INTERNAL_REQ

Allow Internal Requisitions Function

The ALLOW_INTERNAL_REQ function returns a VARCHAR2 value that determines whether Oracle iProcurement displays the Award field. You can customize the procedure to return a value of Y. The default value is N. This procedure has no parameters.

> **Important:** Oracle Grants Accounting does *not* support the full flow for internal requisitions. If you have customizations in place to reduce the encumbrances that internal requisitions create and to import the costs into Oracle Grants Accounting from Oracle Inventory, then you can modify the function ALLOW_INTERNAL_REQ return a value of Y. Otherwise, do not modify the function.

Override Installment Date Validation Extension

This procedure enables you to override the award budget validation that does not allow users to enter budget amounts outside the installment date range.

Location and Package Name

The extension is identified by the following items:

Item	Name
Body Template	GMSBCECB.pls
Specification template	GMSBCECS.pls
Package	GMS_CLIENT_EXTN_BUDGET
Procedure	OVERRIDE_INST_DATE_VALIDATION

Override Installment Date Validation Procedure

The OVERRIDE_INST_DATE_VALIDATION procedure returns a VARCHAR2 value that determines whether to override the installment date validation. You can customize the procedure to enable users to enter award budget lines outside the date range of the installments that fund the project. You must specify the business logic to determine which budget lines can bypass the installment date validation.

You can view the parameters for this procedure in the Oracle Integration Repository.

Award Security Feature

Award security is a feature that allows users to access or update award information. Award security protects data ownership and sensitivity relative to a given award or award template.

By default, Grants Accounting allows all users to perform the following tasks:

- query award related information
- update award related information and perform tasks on an award

Grants Accounting provides users with a client extension, GMS_SECURITY_EXTN, that enables users to override the default award security or to add additional award security criteria by implementing customized award security business rules.

Examples of award security business rules are the following:

- Only personnel listed on the award can access award information.
- Only key members, such as the Award Manager and the Principal Investigator, can

update award information.

A key member is an employee who is assigned a role on an award. Key members are typically given permission to view and update award information and expenditure details for any award to which they are assigned.

Location and Package Name

The extension is identified by the following items:

Item	Name
Body Template	GMSSEEXB.pls.
Specification template	GMSSEEXS.pls
Package	GMS_SECURITY_EXTN
Procedure	CHECK_AWARD_ACCESS

Grants Accounting provides a template package that contains the procedure that users can modify to implement the award security extension. Before writing an award security client extension, print out and review the body template and specification template files that are located in the $GMS_TOP/admin/sql directory.

The file named GMSSEEXB.pls. is the Award Security Extension Package Body Template. This file contains the procedure that the user modifies to implement the award security extension. The user can define as many procedures as desired within this package or within the predefined procedure.

The file named GMSSEEXS.pls. is the Award Security Extension Package Specification Template. If the user creates procedures outside the predefined procedure within the GMS_SECURITY_EXTN package, the user must also modify this file to include those new procedures.

> **Note:** After writing the procedure, do not forget to compile it and store it in the database. For information on storing procedures, see Compiling and Storing Your Procedures, *Oracle Projects APIs, Client Extensions, and Open Interfaces Guide*.

Award Security Client Extension Parameters

You can view the parameters for this client extension in the Oracle Integration Repository.

Windows Affected by Award Security

The table below shows the Grants Accounting windows that access award security and indicates whether they allow the user to query or update award information.

Windows Affected by Award Security

Oracle Grants Accounting Window	Query	Update
Award Management	X	X
Award Budgets	X	X
Revenue Review	X	X
Invoice Review	X	X
Funding Inquiry	X	
Award Status Inquiry	X	

Related Topics

PL/SQL User's Guide and Reference Manual

Oracle eBusiness Suite Electronic Technical Reference Manual

F

Public APIs

This appendix describes the public APIs in Oracle Grants Accounting.

This appendix covers the following topics:

- Definition
- Overview
- Budget API Procedures
- Budget API Rules
- Budget API Prerequisites
- Budget API Process Flowchart
- Budget API Process
- Budget API Parameters

Definition

Oracle Grants Accounting provides public APIs to allow users to perform certain Grants Accounting functions from outside systems. Grants Accounting Budget APIs provide a set of procedures to create, modify, delete, and submit a draft award budget and to designate a draft award budget as the baseline budget.

Overview

This reference chapter assumes users have a familiarity with basic programming skills.

This section includes the following:

- Budget API Procedures
- Budget API Rules

- Budget API Prerequisites

Budget API Procedures

Budget APIs for uploading award budget data from external systems are included in the Grants Accounting system. This package of APIs is comprised of procedures for the following Grants Accounting tasks:

- add a line to a draft or working budget - ADD_BUDGET_LINE
- set a draft budget as the baseline budget - BASELINE_BUDGET
- create a draft budget version for an award and project - CREATE_DRAFT_BUDGET
- delete a budget line of a draft budget - DELETE_BUDGET_LINE
- delete a draft budget - DELETE_DRAFT_BUDGET
- submit the budget baseline concurrent process, which calls the BASELINE_BUDGET procedure - SUBMIT_BUDGET_CONC_PROCESS
- submit an award budget or set an award budget as the baseline budget - SUBMIT_BASELINE_BUDGET
- create a draft project budget from baseline award budgets - SUMMARIZE_PROJECT_TOTALS
- update the attributes of a budget version - UPDATE_BUDGET
- update a budget line of draft budget - UPDATE_BUDGET_LINE
- validate the award budget - VALIDATE_BUDGET

Budget API Rules

The following rules apply to Grants Accounting Budget API procedures:

- Procedures have been designed such that either the ID or the Number can be passed to them.

  For example, in the CREATE_DRAFT_BUDGET procedure, either P_PROJECT_ID or P_PROJECT_NUMBER can be passed in and the API will validate accordingly.

- Some of the procedure parameters may be required or not required based on the Budget Entry Method associated with the budget.

For example, if the budget is created at the Project level, then Task ID/Task Number need not be passed in.

- If the Budget Entry Method is based on the Projects or General Ledger period, then a valid value for a Projects or General Ledger period should be passed in.
- Award budgets can be created for BURDENED_COST only.

Budget API Prerequisites

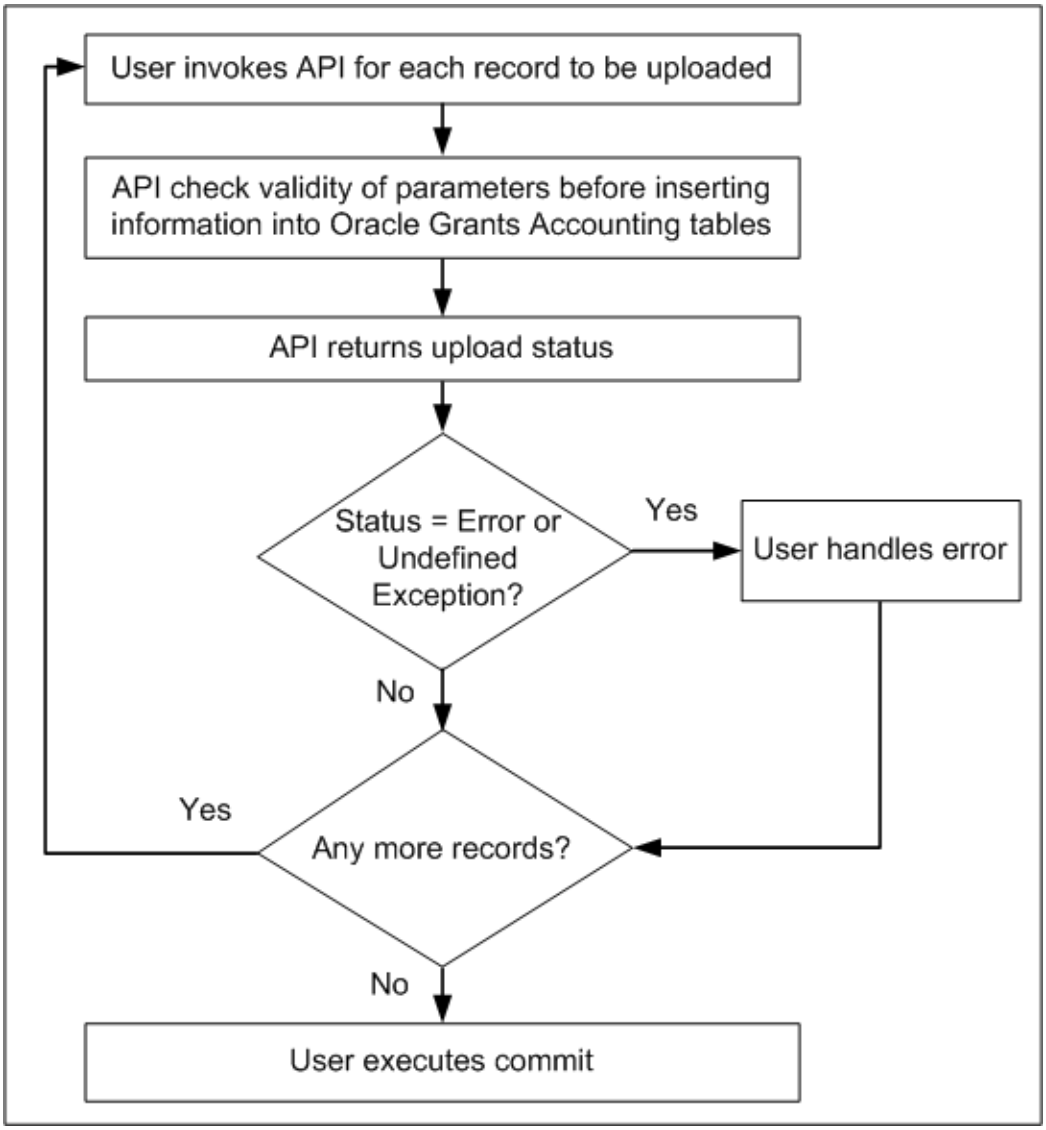
Before running Budget APIs in Grants Accounting, the following prerequisites should be met:

- User must have query and update privileges as dictated by GMS Security.
- Global Security context has to be set for the session if these procedures are being called outside of Forms or concurrent program sessions.
- If Workflow is to be used for approving a budget, then the BUDGET_WF_ENABLED_FLAG should be set to "Y" in the GMS_AWARDS_ALL table. It is recommended that BUDGET_WF_ENABLED_FLAG be set to "N" at the award level during data loading.

Budget API Process Flowchart

The Budget API Process Flowchart, page F-4 shows the Budget API process flowchart as described in the Budget API Process table, page F-5.

Budget API Process Flowchart



Budget API Process

The table below describes the Budget API process.

For additional information about budgets, see: Entering Award Budgets Procedure, page 22-5.

Budget API Process

Event	Description
1.	Users invoke API for each record to be uploaded.
2.	API checks validity of parameters before inserting information into Grants Accounting tables.
3.	API returns the status of the upload.
4.	An error or undefined exception message appears for each record that fails during the process.
5.	Users handle errors. If necessary, user corrects input parameters based on error message.
6.	Users re-execute APIs for failed records; events 1 - 3 repeat until all applicable records have been uploaded.
7.	Users execute commit.

Budget API Parameters

You can view descriptions of all of the parameters for these procedures in the Oracle Integration Repository.

ADD_BUDGET_LINE

The ADD_BUDGET_LINE procedure adds a line to a draft or working budget.

Note: Prior to this procedure, a draft budget must have been created.

BASELINE_BUDGET

The BASELINE_BUDGET procedure sets a draft budget as the baseline budget.

Note: Prior to this procedure, a draft budget with budget lines must have been created.

Note: It is recommended that SUBMIT_BUDGET_CONC_PROCESS be used to call this procedure so that the creation of a budget baseline can be carried out as a concurrent program.

CREATE_DRAFT_BUDGET

The CREATE_DRAFT_BUDGET procedure creates a draft budget version for an award and project. The API validates the input using business logic and returns either validation or error messages.

Note: If a draft budget already exists, then it will be deleted and recreated.

Note: Prior to this procedure, an award must have been created and must be funding the project.

DELETE_BUDGET_LINE

The DELETE_BUDGET_LINE procedure deletes a budget line of a draft budget.

Note: Prior to this procedure, a budget line must have been created.

DELETE_DRAFT_BUDGET

The DELETE_DRAFT_BUDGET procedure deletes a budget line of a draft budget.

Note: Prior to this procedure, a draft budget must have been created.

SUBMIT_BUDGET_CONC_PROCESS

The SUBMIT_BUDGET_CONC_PROCESS procedure submits the budget baseline concurrent program, which calls the BASELINE_BUDGET procedure.

SUBMIT_BASELINE_BUDGET

The SUBMIT_BASELINE_BUDGET procedure submits an award budget or sets an award budget as the baseline budget.

Note: This is a wrapper procedure for BASELINE_BUDGET.

SUMMARIZE_PROJECT_TOTALS

The SUMMARIZE_PROJECT_TOTALS procedure creates a draft project budget from baseline award budgets.

UPDATE_BUDGET

The UPDATE_BUDGET procedure updates the attributes of a budget version.

Note: Prior to this procedure, a draft budget must have been created.

UPDATE_BUDGET_LINE

The UPDATE_BUDGET_LINE procedure updates a budget line of draft budget.

Note: Prior to this procedure, a budget line must have been created.

VALIDATE_BUDGET

The VALIDATE_BUDGET procedure validates the award budget.

G

Oracle Grants Accounting Navigation Paths

This appendix describes the navigation paths in Oracle Grants Accounting.

This appendix covers the following topics:

- Navigation

Navigation

The table below shows the navigation path for each window in Grants Accounting.

Navigation Paths

Window	Navigation Path
Agreement Types	Setup - Billing - Award Types
Allowed Cost Schedules	Setup - Expenditures - Allowed Cost
Asset	Projects Click Find Click Open Select Asset Information - Assets in Options region or Setup - Projects - Project Templates Click Find Click Open Select Asset Information - Assets in Options region

Window	Navigation Path
Asset Assignments	Projects Click Find Click Open Select Asset Information - Asset Assignments in Options region or Setup - Projects - Project Templates Click Find Click Open Select Asset Information - Asset Assignments in Options region
Award Budgets	Budgets - Award Budgets
Award Management	Awards Click Find Click Open
Award Management Folder	Awards Click Find or Setup - Awards - Award Template Click Find
Award Purpose Code Lookups	Setup - Awards - Purpose Codes
Award Quick Entry	Awards Click Find Click Copy To
Award Role Lookups	Setup - Awards - Roles

Window	Navigation Path
Award Status	Award Status Click Find
Award Template Management	Setup - Awards - Award Template Click Find Click Open or Setup - Awards - Award Template Click New
Billing Cycles	Setup - Billing - Billing Cycles
Billing Format	Awards Click Find Click Open Select Compliances tab Click Billing Format or Setup - Awards - Award Template Click Find Click Open Select Compliances tab Click Billing Format
Billing Setup Form	Setup - Awards - Billing Forms
Budget Entry Methods	Setup - Budgets - Entry Methods
Budget Funds Check Results	Budgets - Funds Checking Results (Budget) Click Find

Window	Navigation Path
Budget Lines [Award Budgets]	Budgets - Award Budgets Click Details Click Budget Lines or Budgets - Award Budgets Click History Click Details
Budget Lines [Project Budgets]	Budgets - Project Budgets Click History Click Details Click Budget Lines
Budget Types	Setup - Budgets - Budget Types
Budget Version History [Award Budgets]	Budgets - Award Budgets Click History
Budget Version History [Project Budgets]	Budgets - Project Budgets Click History
Budgetary Control	Budgets - Budgetary Control
Budgetary Control - Resources	Budgets - Budgetary Control Click Resources
Budgetary Control Transactions	Expenditures - Funds Checking Results Click Find Click GL Details
[Project] Budgets	Budgets - Budgets
Burden Cost Codes	Setup - Costing - Burden - Cost Codes

Window	Navigation Path
Change Comment [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Find Tools - Change Comment
Change Comment [Invoice Review]	Billing - Invoice Review Click Find Click Lines Click Details Tools - Change Comments
Commitment Details	Project Status Click Find Click Commitments Click Find or Project Status Click Find Click Task Status Click Commitments Click Find or Project Status Click Find Click Task Status Click Resource Status Click Commitments Click Find
Control Billing by Top Task	Billing - Control Billing by Top Task

Window	Navigation Path
Copy Actual Budget [Award Budgets]	Budgets - Award Budgets Click Copy Actual...
Copy Actual Budget [Project Budgets]	Budgets - Project Budgets Click Copy Actual...
Copy Allowed Cost Schedule	Setup - Expenditures - Allowed Cost Click Copy
Copy Budget Version [Award Budgets]	Budgets - Award Budgets Click History Click Copy to...
Copy Budget Version [Project Budgets]	Budgets - Project Budgets Click History Click Copy to...
Copy From Encumbrance Batch	Expenditures - Pre-Approved Batches - Enter Encumbrances Click Copy From...
Copy From Expenditure Batch	Expenditures - Pre-Approved Batches - Enter Actuals Click Copy From...
Cost Budget Types	Project Status Click Find Tools - Cost Budget Types or Project Status Click Find Click Task Status Tools - Cost Budget Types

Window	Navigation Path
Cost Distribution Lines [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Find Click Item Details Select Cost Distribution Lines Click OK
Credit Invoice	Billing - Invoice Reviews Click Find Click Credit...
Encumbrance Batches	Expenditures - Pre-Approved Batches - Enter Encumbrances
Encumbrance Batches Summary	Expenditures - Pre-Approved Batches - Enter Encumbrances View - Summary/Detail
Encumbrances	Expenditures - Pre-Approved Batches - Enter Encumbrances Click Encumbrances

Window	Navigation Path
Event Details	Project Status Click Find Click Events or Project Status Click Find Click Task Status Click Events or Project Status Click Find Click Task Status Click Resource Status Click Events
Event Revenue Distribution Lines [Awards]	Awards Click Find Click Open Select Compliances tab Billing Distribution Rule must be Event Revenue Distribution Rule can be Event or Cost Click Events Click Revenue Distribution Lines
Event Revenue Distribution Lines [Revenue Review]	Billing - Revenue Review Click Find Click Open Click Lines Click Details

Window	Navigation Path
Event Types	Setup - Billing - Event Types
Events	Awards Click Find Click Open Select Compliances tab Billing Distribution Rule must be Event Revenue Distribution Rule can be Event or Cost Click Events
Expenditure Batches	Expenditures - Pre-Approved Batches - Enter Actuals
Expenditure Item Details	Project Status Click Find Click Task Status Click Actuals Click Find or Project Status Click Find Click Task Status Click Resource Status Click Actuals Click Find
Expenditure Item Details: Actuals	Award Status Click Project Status Click Actuals Click Find

Window	Navigation Path
Expenditure Item Details: Commitments	Award Status Click Project Status Click Commitments Click Find
Expenditure Types	Setup - Expenditures - Expenditure Types
Expenditures	Expenditures - Pre-Approved Batches- Enter Actuals Click Expenditures
Factor By	Project Status Click Find Tools - Factor By
Find Award	Awards or Setup - Awards - Award Template
Find Award Status	Award Status
Find Budget Funds Check Details	Budgets - Funds Check Results (Budget)
Find Capital Projects	Capital Projects

Window	Navigation Path
Find Commitments	Project Status Click Find Click Commitments or Project Status Click Find Click Task Status Click Commitments or Project Status Click Find Click Task Status Click Resource Status Click Commitments
Find Expenditure Items	Project Status Click Find Click Task Status Click Actuals or Project Status Click Find Click Task Status Click Resource Status Click Actuals
Find Funds Check Details	Expenditures - Funds Check Results
Find Invoices	Billing - Invoice Review

Window	Navigation Path
Find Project Expenditure Items	Expenditures - Expenditure Inquiry - Actuals
Find Project Status	Project Status
Find Projects	Projects or Setup - Projects - Project Templates
Find Revenue	Billing - Revenue Review
Find Tasks	Projects Click Find Click Open Select Tasks in Options region View - Find or Setup - Projects - Project Templates Click Find Click Open Select Tasks in Options region View - Find
Fund Projects	Awards Click Find Click Open (non-template) Click Project Funding
Funding History	Billing - Funding Inquiry Click Funding History

Window	Navigation Path
Funding Summary	Awards Click Find Click Open (non-template) Click Funding Summary
Funds Check Results	Expenditures - Funds Check Results Click Find
Government Report SF269	Government Reports - SF 269
Government Report SF270	Government Reports - SF 270
Government Report SF272	Government Reports - SF 272
HISTORY-SF 269 Report History for Award	Government Reports - SF 269 Click History or Government Reports - SF 269 Click Create New Draft or Find Click History
HISTORY-SF 270 Report History for Award	Government Reports - SF 270 Click History or Government Reports - SF 270 Click Create New Draft or Find Click History

Window	Navigation Path
HISTORY-SF 272 Report History for Award	Government Reports - SF 272 Click History or Government Reports - SF 272 Click Create New Draft or Find Click History
Implementation Options	Setup - System - Grants Implementation Options
Invoice	Billing - Invoice Review Click Find Click Open
Invoice Lines	Billing - Invoice Review Click Find Click Lines
Invoice Line Details [Invoice Review]	Billing - Invoice Review Click Find Click Lines Click Details
Invoice Summary	Billing - Invoice Review Click Find
Invoices	Expenditures - Expenditure Inquiry - Actuals Click Find Click Item Details Select AP Invoice Click OK Click Invoices

Window	Navigation Path
Item Details [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Find Click Item Details
Key Members	Projects Click Find Click Open Select Key Members in Options region or Setup - Projects - Project Templates Click Find Click Open Select Key Members in Options region
Letter of Credit Contacts	Awards Click Find Click Open Select Compliances tab Click Billing Format Select Letter of Credit Drawdown radio button Click LOC Contacts or Setup - Awards - Award Template Click Find Click Open Select Compliances tab Click Billing Format Select Letter of Credit Drawdown radio button Click LOC Contacts

Window	Navigation Path
LOC Address	Awards Click Find Click Open Select Compliances tab Click Billing Format Select Letter of Credit Drawdown radio button Click LOC Address or Setup - Awards - Award Template Click Find Click Open Select Compliances tab Click Billing Format Select Letter of Credit Drawdown radio button Click LOC Address
Mass Adjust [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Mass Adjust
Non-Labor Expenditure Cost Rates	Setup - Expenditures - Expenditure Types Click Cost Rates

Window	Navigation Path
Organization Overrides	Projects Click Find Click Open Select Organization Overrides in Options region or Setup - Projects - Project Templates Click Find Click Open Select Organization Overrides in Options region
Project Classifications	Projects Click Find Click Open Select Classifications in Options region or Setup - Projects - Project Templates Click Find Click Open Select Classifications in Options region
Project Expenditure Items	Expenditures - Expenditure Inquiry - Actuals Click Find
Project Funding Summary	Billing - Funding Inquiry
Project Information	Project Status Click Find Click Project

Window	Navigation Path
Project Quick Entry	Projects Click Find Click Copy To... or Setup - Projects - Project Templates Click Find Click Copy To...
Project Quick Entry Setup	Setup - Projects - Project Templates Click Find Click New Click Setup Quick Entry
Project Status	Project Status Click Find
Project Status [Award]	Award Status Click Find Click Project Status
Project Types	Setup - Projects - Project Types

Window	Navigation Path
Projects, Templates	Projects Click Find Click Open or Setup - Projects - Project Templates Click New or Setup - Projects - Project Templates Click Find Click Open or New
Projects, Templates Summary	Projects Click Find or Setup - Projects - Project Templates Click Find
Reference Number Lookups	Setup - Awards - References
Release Invoice	Billing - Invoice Review Click Find Click Release...
REPORT_DETAILS-SF 269 Current Report Details for Award	Government Reports - SF 269 Click Create New Draft or Find
REPORT_DETAILS-SF 270 Current Report Details for Award	Government Reports - SF 270 Click Create New Draft or Find
REPORT_DETAILS-SF 272 Current Report Details for Award	Government Reports - SF 272 Click Create New Draft or Find

Window	Navigation Path
Report Template Setup	Setup - Awards - Report Templates
Resource List Assignments	Projects Click Find Click Open Select Resource List Assignments in Options region or Setup - Projects - Project Templates Click Find Click Open Select Resource List Assignments in Options region
Resource Status	Project Status Click Find Click Resource Status or Project Status Click Find Click Task Status Click Resource Status
Resource Status [Award]	Award Status Click Find Click Project Status Click Resource Status
Revenue	Billing - Revenue Review Click Find Click Open

Window	Navigation Path
Revenue Budget Types	Project Status Click Find Tools - Revenue Budget Types or Project Status Click Find Click Task Status Tools - Revenue Budget Types
Revenue Distribution Lines [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Find Click Item Details Select Revenue Distribution Lines Click OK
Resource Drilldown List	Project Status Click Find Tools - Resource Drilldown List
Revenue Lines	Billing - Revenue Review Click Find Click Open Click Lines or Billing - Revenue Summary Click Find Click Lines
Revenue Summary	Billing - Revenue Review Click Find

Window	Navigation Path
Reverse An Encumbrance Batch	Expenditures - Pre-Approved Batches - Enter Encumbrances Click Reverse...
Reverse Encumbrance Items	Expenditures - Pre-Approved Batches - Enter Encumbrances Click Encumbrances Click Reverse Original...
Reverse Expenditure Items	Expenditure - Pre-Approved Batches - Enter Actuals Click Expenditures Click Reverse Original...
Run Process [Invoice Review]	Billing - Invoice Review Click Find Click Run Request...
Run Process [Revenue Review]	Billing - Revenue Review Click Find Click Run Request... or Billing - Revenue Review Click Find Click Open Click Run Request...
Run Project Streamline Requests	Expenditures - Expenditure Inquiry - Actuals Click Find Click Run Request...

Window	Navigation Path
Split Expenditure Item [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Find Tools - Split
Split Expenditure Item [Invoice Review]	Billing - Invoice Review Click Find Click Lines Click Details Tools - Split
Submit a New Request	Reports - Run
Suppliers	Expenditures - Expenditure Inquiry - Actuals Click Find Click Item Details Select AP Invoice Click OK Click Supplier
Task Budgets [Award Budgets]	Budgets - Award Budgets Click Details or Budgets - Award Budgets Click History Click Details

Window	Navigation Path
Task Budgets [Project Budgets]	Budgets - Project Budgets Click Details or Budgets - Project Budgets Click History Click Details
Task Details	Projects Click Find Click Open Select Tasks in Options region Click Options Select Task Detail or Setup - Projects - Project Templates Click Find Click Open Select Tasks in Options region Click Options Select Task Detail
Task Information	Project Status Click Find Click Task Status Click Task

Window	Navigation Path
Task Options	Projects Click Find Click Open Click Detail Click Options or Setup - Projects - Project Templates Click Find Click Open Click Detail Click Options
Task Status [Award]	Award Status Click Find Click Project Status Click Task Status
Task Status [Project]	Project Status Click Find Click Task Status
Tasks	Projects Click Find Click Open Click Detail or Setup - Projects - Project Templates Click Find Click Open Click Detail

Window	Navigation Path
Template Quick Entry	Setup - Awards - Award Template Click Find Click Copy To
Terms and Conditions Setup Form	Setup - Awards - Terms and Conditions
Transaction Controls	Projects Click Find Click Open Select Transaction Controls in Options region or Setup - Projects - Project Templates Click Find Click Open Select Transaction Controls in Options region
Transfer Items to Project/Task [Actuals]	Expenditures - Expenditure Inquiry - Actuals Click Find Tools - Transfer 1
Transfer Items to Project/Task [Invoice Review]	Billing - Invoice Review Click Find Click Lines Click Details Tools - Transfer
View Award Reports Due and Filed	Awards Click Find Click Open (non-template) Click Reports
View Burdened Costs [Award]	Setup - Costing - Burden - View (Award)

Window	Navigation Path
View Burdened Costs [Project]	Setup - Costing - Burden - View (Project)

Glossary

accrue through date

The date through which the system accrues revenue for an award. When accruing revenue, the system includes expenditure items having an expenditure item date on or before the accrue through date.

agreement type

An implementation-defined classification of agreements negotiated with sponsors. Typical agreement types include federal and state grants.

amendment

An installment type. A nonfinancial change to an award, such as a change to an installment start date or end date.

amount type

Beginning period that the system uses for funds checking.

award

Grant received by an organization, which is used to fund one or more projects. An award is a funding installment, which typically represents a budget year.

award amount

Total of all installments.

award budget

A detailed estimate of the cost of that portion of a project funded by a particular award.

award distributions

Award distributions allows users to determine transaction charging instructions for expenditure items based on a predefined funding pattern for cost distribution.

award roles

User-defined functions that people perform in activities funded by an award. Typical

award roles include Award Manager, Principal Investigator, Technician, Research Assistant, and Post-Doctoral Fellow.

award template

Predefined award data that repeats from award to award and is used to simplify and standardize award entry. Users typically create an award template for each funding source.

award terms and conditions

Sponsor-determined requirements for managing an award. Typical examples of award terms and conditions categories include confidentiality, intellectual property, publications, salaries, and travel.

award type

An implementation-defined classification of awards. Typical award types include federal grants and private grants.

billing cycle

The billing frequency for an award.

billing form

A document sent to the funding source for billing purposes.

boundary code

Ending period that the system uses for funds checking.

budget

An estimate of cost or revenue for a task or project.

budgetary control

The process of applying actual and encumbrance transactions against a funding budget to determine funds available and perform automatic funds checking.

burden accounting

A method of applying burden costs to raw costs to track the total burdened cost of a project.

burden cost code

An implementation-defined classification of overhead costs. A burden cost code represents the type of burden cost you want to apply to raw cost.

burden costs

Burden costs are legitimate costs of doing business that support raw costs and cannot be directly attributed to work performed.

burden schedule

An implementation-defined set of multipliers maintained for use across multiple awards. Also referred to on the award level as an indirect cost rate schedule.

burden structure

A burden structure determines how cost bases are grouped and what types of burden costs are applied to the cost bases. A burden structure defines relationships between cost bases and burden cost codes and between cost bases and expenditure types.

burdened cost

The cost of an expenditure item. A burdened cost includes raw cost plus burden cost.

capital project

A project in which you build one or more depreciable fixed assets.

close date

Typically 90 days past the award end date. The close date is specified by the funding source. When the system date is after the close date, the user cannot charge expenditures to the award.

contact

Funding source personnel. For example, a billing contact is someone at the funding organization who receives award invoices.

cost allowability schedule

A list of expenditure types with the maximum total indirect cost that a sponsor allows for each type.

cost base

A grouping of raw costs to which burden costs are applied.

credit type

An implementation-defined classification of the credit received by a person for revenue a project or award earns.

descriptive flexfield

A field that the user can extend to capture extra information not otherwise tracked by

Oracle Applications. A descriptive flexfield appears on a form as a single character, unnamed field. The user can customize this field to capture additional information unique to its business.

EDI (Electronic Data Interchange)

The electronic transmission of routine business documents in a standard electronic format from one computer to another.

electronic data interchange (EDI)

The electronic transmission of routine business documents in a standard format from one computer to another.

encumbrance

A journal entry to reserve funds for anticipated costs. The primary purpose for posting encumbrances is to avoid overspending a budget.

encumbrance accounting

A feature that creates encumbrances automatically for requisitions, purchase orders, and invoices.

end date

The date an award is no longer active. The user cannot charge an expenditure item to an award if the expenditure item date is after the award end date.

event

A milestone in a project that generates revenue or billing activity. An example of a billing event is completion of a portion of a project ahead of schedule.

expenditure type

An implementation-defined classification of cost that you assign to each expenditure item. Expenditure types are grouped into cost groups (expenditure categories) and revenue groups (revenue categories).

funded amount

The total of all active installments.

funding source

A government agency, a private firm, or an individual that provides funding for a project.

funds available

The budget amount, less actuals and encumbrances.

funds check

The process of verifying that sufficient funds are available to cover an expenditure. Funds check also refers to the entire funds check and reservation process.

funds reservation

The process of setting aside funds for an expenditure after it has passed funds checking and before it has been posted to Oracle General Ledger.

grantee

The receiver of a grant.

grantor

A person or organization that makes a grant.

indirect cost rate schedule

Same as a burden schedule, only for the award level, rather than the project level.

indirect project

A project that tracks overhead activities and costs.

installment

A portion of the total award funding that is received in fixed amounts at specified intervals.

key member

An employee who is assigned a role on a project. Key members can typically view and update award information and expenditure details for any project to which they are assigned.

multi-funding

A feature that allows users to fund multiple projects from a single award and a single project from multiple awards.

non-labor resources

An implementation-defined asset or group of assets. For example, the user may define a non-labor resource with a name such as PC to represent multiple personal computers the organization owns.

pre-award spending

Charging expenditure items against an award that has not been formally received.

precedence burden structure

A burden structure that is cumulative and applies each cost code to the running total of the raw costs burdened with all previous cost codes.

project budget

A detailed estimate of the cost of a project. A project budget is the aggregate of all the award budgets that fund a project.

project funding

An allocation of funds, generated revenue amounts, and invoiced amounts from an award to a project or top task.

project template

A standard project you create for use in creating other projects. You set up project templates that have features common in the projects you want to create.

purpose code

A user-defined description of an activity that an award is funding. Purpose codes are used to identify the purpose of award funds. Typical examples include descriptions such as research, clinical trial, and sponsored training.

Quick Entry

A feature in Grants Accounting that allows the user to specify variable project data that changes from project to project.

raw costs

Costs that are directly attributable to work performed. Examples of raw costs are salaries and travel expenses.

references

User-defined values or characters that are assigned to an award for identification purposes. Each award can have various references assigned to it.

resource

A user-defined group of employees, organizations, jobs, suppliers, expenditure categories, revenue categories, expenditure types, or event types for purposes of defining budgets or summarizing actuals.

resource list

A set of similar resources used on specific kinds of project work.

revenue accrual

The function of calculating and distributing revenue.

sponsor

A funding source. A sponsor can be a government agency, a private firm, or an individual.

subledger

A ledger that is subsidiary to the general ledger. In Oracle applications, a subledger represents the accounting for a single Oracle application. Transactions occur in Oracle applications such as Oracle Grants Accounting, Oracle Payables and Oracle Receivables. To represent the financial impact of these transactions, accounting is created as both subledger accounting entries and general ledger accounting entries.

supplement

An installment type. Additional award funds.

terms and conditions

Written stipulations specified by the grantor that are indicated in an agreement or contract.

transactions

Actual or encumbrance expenditure items for a particular project charged against an award.

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