Oracle® Grants Accounting

User's Guide

Release 11*i*

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Send Us Your Comments

Oracle Grants Accounting User's Guide, Release 11*i*

Part Number A85357-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Oracle Grants Accounting User's Guide

- Is the information clearly presented?

- Do you need more information? If so, where?

- Are the examples correct? Do you need more examples?

- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number if available. You can send comments to us in the following ways:

- Electronic mail: gepddoc@us.oracle.com

- FAX: 650-506-7800 Attn: Documentation Manager, Oracle Public Sector Applications Development

- Postal service:

  Oracle Corporation
  Documentation Manager, Oracle Public Sector Applications Development
  500 Oracle Parkway, Mailstop 3op7
  Redwood City, CA 94065
  USA

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact Oracle Support Services.

Preface

The *Oracle Grants Accounting User's Guide* provides information on how to use Oracle Grants Accounting.

The following sections are included in this preface:

- Audience
- New Features
- Online Documentation
- Related Publications
- Document Conventions
- Training
- Do Not Use Database Tools to Modify Oracle Public Sector Applications Data
- About Oracle
- Customer Support
- Documentation Sales and Client Relations

Audience

The *Oracle Grants Accounting User's Guide* provides information about Grants Accounting, describes how to use each feature, provides illustrations of windows and reports, and includes detailed process diagrams and descriptions. It is designed to assist the following:

- accountants

- accounting managers

- controllers

- data entry clerks

- auditors

- departmental administrators

This guide assumes users have a basic familiarity with Oracle Projects and Oracle Public Sector Financials.

New Features

Users can find out about new features by selecting the Product Overview from the HTML help window for Grants Accounting. This section describes:

- New features in 11*i*. The information is updated for each new release of Grants Accounting.

- Information about any features that were not yet available when this user guide was printed. For example, if the system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Online Documentation

All Oracle Applications documentation is available online in HTML and PDF. The technical reference guides are available in paper format only.

The HTML version of this guide is optimized for on screen reading, and users can follow hypertext links for easy access to other HTML guides in the library. When the HTML window is open, users can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

Note: The HTML help may contain information that was not available when this guide was printed. If there is a discrepancy between product functionality and this guide, check the online help. The system administrator must install the most recent updates to ensure that online help is current.

Related Publications

This guide contains references to the following Oracle publications. Use the Release 11i versions of these guides, unless otherwise specified.

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle Assets User's Guide*
- *Oracle Projects User's Guide*
- *Oracle Public Sector General Ledger User's Guide*
- *Oracle Public Sector Payables User's Guide*
- *Oracle Public Sector Purchasing User's Guide*
- *Oracle Public Sector Receivables User's Guide*
- *Oracle Workflow Guide*

Document Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

bold	Bold type denotes buttons or menu paths, as in the following example:
	Submit and **File** - **New** - **Open**
UPPERCASE	Uppercase text denotes Oracle keywords, statements, and statuses, as in the following example:
	CONFIRMED
Courier	Courier font denotes a mathematical formula, as in the following example:
	`2%/(100%-2%) x 360/((30-(10-0)) = 0.367`
<>	Angle brackets denote a user-selected value, as in the following example:
	<Pagebreak 1>
[ ]	Square brackets denote a description that assists the user, but is not actually a part of the application, as in the following example:
	[field not available]
WARNING:	Warnings alert users to the following type of information in this guide:
	WARNING: Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Close the window.	Indicates users should close the window using either the **File** - **Close Form** command or by clicking on the x in the upper right-hand corner.
	Note: The **File** - **Close Form** command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Training

Oracle Corporation offers a complete set of training courses to help users master Oracle Applications. We can help users develop a training plan that provides thorough training for both the project team and end users. We can work with users to organize courses appropriate to the particular user's job or area of responsibility.

Training professionals can show users how to plan training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. Users can attend courses at any of the Oracle Educational Centers, or Oracle trainers can teach at the users' facility. We also offer Net classes, deliver training over the Internet, and provide many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet users' needs.

Do Not Use Database Tools to Modify Oracle Public Sector Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Public Sector Applications tables, unless users are told to do so in the guide.

Oracle Corporation provides powerful tools users can employ to create, store, change, retrieve, and maintain information in an Oracle database. But if users employ tools such as SQL*Plus to modify Oracle Public Sector Applications data, users risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Public Sector Applications tables are interrelated, any change made using an Oracle Public Sector Applications window can update many tables at once. But when users modify Oracle Public Sector Applications data using anything other than Oracle Applications windows, users might change a row in one table without making corresponding changes in related tables. If the tables get out of synchronization with each other, users risk retrieving erroneous information and unpredictable results throughout Oracle Public Sector Applications.

When users employ Oracle Public Sector Applications windows to modify the data, Oracle Public Sector Applications automatically checks that the changes are valid. Oracle Public Sector Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Public Sector Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education, and support services, in over 145 countries around the world.

Customer Support

From on-site support to central support, a team of experienced professionals provides the help and information that users need to keep Oracle Public Sector Applications working for its users. This team includes the Technical Representative, Account Manager, and Oracle Corporation's large staff of consultants, and support specialists with expertise in the user's business area, managing an Oracle server, and the user's hardware and software environment.

Oracle Support Services can be reached 24 hours a day. To obtain assistance, please call one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 1344.860160**

You will be asked a series of questions that help direct you to the correct Oracle product support group. Be prepared to supply the following information:

- your CSI number, which helps Oracle Support Services track problems recorded for each customer and identifies you as a supported customer

- version numbers of the Oracle products

- operating system name and version number

- details of error numbers and descriptions, which help Oracle Support Services track down the problem more quickly

- a description of the problem

Documentation Sales and Client Relations

To order hard copy documentation, call Documentation Sales at one of the following numbers:

In the USA: **1.800.252.0303**

In Europe: **+44 0990.332200**

For shipping inquiries, product exchanges, or returns, call Client Relations at one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 0990.622300**

1

Product Overview

This chapter provides an overview of Oracle Grants Accounting. The following sections are in this chapter:

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

Definition

Grants Accounting is a public sector application that 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 public sector 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 adds the following additional features to Oracle Projects to meet the functional requirements of grant and contract management:

- Multi-funded Projects
- Award Management
- Flexible Funds Control by Award
- Powerful Indirect Costing
- Online Invoice Review and Proposal
- Simplified Billing
- Award Status Inquiry
- Award Segment in Payables Distribution Sets
- Award Security
- Government Reporting
- Electronic Reporting
- Multi-Organization Support
- Integration with Oracle Labor Distribution

Multi-funded Projects

The multi-funding 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, and compliance parameters.

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 month, year, grant period, 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.

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.

Award Segment in Payables Distribution Sets

Oracle Public Sector Payables uses distribution sets to generate invoice distributions for invoices that are not matching purchase orders. When a distribution set is entered for an invoice, Payables uses that set to automatically create invoice distribution lines for the expenses. For project-related distribution sets, the award segment is added to the project information to create the accounting flexfield for the distribution set line.

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.

Electronic Reporting

Using Electronic Data Interchange (EDI) technology, Grants Accounting provides for the electronic transfer of invoices to the appropriate agency. Grants Accounting includes the appropriate award information in the EDI 810 outbound invoice.

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.

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.

Functionality Differences Between Projects and Grants Accounting

Table 1–1   Functionality Differences Between Projects and Grants Accounting

Functionality	Grants Accounting	Projects
Allowed Costs	supported	not supported
Bill Rate Schedules	not supported	supported
Budgeting	budgeting is by burdened cost only	budgeting by burdened cost, raw cost, or quantity
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
Contract Projects	not supported	supported
Encumbrance Batches	featured in Grants Accounting	encumbrance batches are not featured in Projects
Funding	funding by award	funding by agreement
Funds Check	featured in Grants Accounting	funds check is not featured in Projects
Government Reports	supports government reports 1034, 1035, SF 269, SF 270, SF 272	not supported
Multi-funding	multi-funding (one award funding multiple projects or multiple awards funding one project) is a feature supported in Grants Accounting	multi-funding not supported in Projects
User-Defined Revenue Budgets	not supported	supports user-defined revenue budgets for awards

New Features

Release 11*i* of Oracle Grants Accounting includes the following new features:

- Enhanced Budgetary Control
- Workflow

Enhanced Budgetary Control

The Budgetary Control feature allows users to control spending against an award. Oracle Grants Accounting includes the following new attributes:

- Funds Check Results Reports
- Funds Check Enhancements for Payables and Purchasing

Funds Check Results Reports

The Funds Check Results Report provide funds check results in a report format after the costing and funds check processes are run. This report enhances access to funds check results from Grants Accounting, Payables, and Purchasing.

Funds Check Enhancements for Payables and Purchasing

The Special Menu - Check Funds command in Payables and Purchasing is enabled to allow the user to check whether funds are available for an award before reserving or approving a transaction. If funds are not available, the user has the option to change or cancel the transaction.

Workflow

Grants Accounting has enabled Oracle Workflow within specific Grants Accounting functional areas to allow supervisors, principal investigators, and other key members to receive notifications of items that require attention.

The new award budget workflow feature notifies the supervisor or award manager that an award budget has been submitted and is ready for approval. Supervisors have the flexibility to modify, approve, or return the budget to the originator for rework. Upon approval, the budget is automatically baselined and key award members receive notifications. Additionally, Workflow sends notifications to principal investigators and other key members when a new installment is entered or funding changes are made to an existing installment.

Grants Accounting also includes report notifications, that notify recipients that a report due date is pending. This feature ensures the timely submission of required reports.

2

Introduction

This chapter is an introduction to the features in the *Oracle Grants Accounting User's Guide.* The following sections are in this chapter:

- Overview
- Setting Up Oracle Grants Accounting
- Award Management
- Budgets, Transactions, and Billing
- View Award Status
- Workflow
- Processes and Reports
- Topical Essays
- References

Overview

The *Oracle Grants Accounting User's Guide* contains information users need to understand and use Oracle Grants Accounting.

The guide is divided into the following parts:

- Setting Up Oracle Grants Accounting
- Award Management
- Budgets, Transactions, and Billing
- View Award Status
- Workflow
- Processes and Reports
- Topical Essays
- References

WARNING: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

Setting Up Oracle Grants Accounting

Implementation of Grants Accounting requires setup of the following Oracle applications:

- Oracle Public Sector General Ledger
- Oracle Public Sector Payables
- Oracle Public Sector Purchasing
- Oracle Public Sector Receivables
- Oracle Assets, if capital projects are used in Grants Accounting
- Projects
- Oracle Grants Accounting
- Oracle Workflow

The following guides must be used with the *Oracle Grants Accounting User's Guide* to set up Oracle Applications:

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle Public Sector General Ledger User's Guide*
- *Oracle Public Sector Payables User's Guide*
- *Oracle Public Sector Purchasing User's Guide*
- *Oracle Public Sector Receivables User's Guide*
- *Oracle Assets User's Guide*
- *Oracle Projects User's Guide*
- *Oracle Workflow Guide*

Detailed descriptions of setup steps required for implementation of Grants Accounting are included in this guide.

Setup should be reviewed annually, or as needed, to update system security, reflect changes in the organization's structure, or accommodate new requirements.

The following setup chapters describe how to set up Grants Accounting:

- Implementation Options Setup
- Project Types Setup
- Project Templates Setup
- Award Purpose Codes Setup
- Award Terms and Conditions Setup
- Award Roles Setup
- Reports Setup
- Billing Forms Setup
- Billing Cycle Setup
- References Setup
- Allowed Cost Schedules Setup
- Burdening Setup

- Award Types Setup
- Award Distributions Setup

Award Management

The following chapters describe how to manage awards:

- Award Entry Procedures
- Award Template Entry Procedures
- Installment Entry Procedures
- Project Funding Procedures

Budgets, Transactions, and Billing

The following chapters describe how to enter budgets and transactions, cost expenditures and check funds, make adjustments, and accrue revenue and generate invoices:

- Budget Entry Method, Budgetary Control, and Funds Check
- Budget Entry Procedures
- Non-Sponsored Project Budget Procedure
- Changing Budgetary Control Settings Procedure
- Transaction Entry Procedures
- Transaction Processing and Funds Checking Activation Procedures
- Transaction Adjustment Procedures
- Revenue and Invoice Review Procedures

View Award Status

The following chapter describes how to view award status:

- Award Status Inquiry Procedures

Workflow

The following chapter describes Oracle Workflow:

- Using Oracle Workflow in Oracle Grants Accounting Procedure

Processes and Reports

The following chapters describe how to generate government reports and run processes and reports:

- Government Report Procedures

- Processes and Reports Procedures

Topical Essays

The following processes are described in topical essays:

- Multi-Funding Process

- Multiple Reporting Currencies Feature

- Oracle Grants Accounting Workflow Process

References

The following topics are included in the references section:

- Award Security Feature

- Oracle Grants Accounting Navigation Paths

- Windows Used by Oracle Grants Accounting

Setting Up Oracle Grants Accounting

This section describes the setup procedures in Oracle Applications and Grants Accounting that are required for implementation of Grants Accounting.

Oracle Grants Accounting Setup Overview

The Grants Accounting setup overview checklist is a guide for setting up Grants Accounting. Refer to this checklist for the suggested order to perform each setup step.

Information on the Grants Accounting setup checklist is provided in the following chapter:

- Oracle Grants Accounting Setup Overview, page 3-1

Implementation Options Setup

Implementation options are setup options that users specify. Users specify the method and type of award numbering.

Details on implementation options are provided in the following chapter:

- Implementation Options Setup, page 4-1

Project Types Setup

A project type is a project classification that is defined during implementation that specifies essential project attributes. A project type is associated with each project.

Details on creating project types are provided in the following chapter:

- Project Types Setup, page 5-1

Project Templates Setup

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

Details on creating project templates are provided in the following chapter:

- Project Templates Setup, page 6-1

Award Purpose Codes Setup

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

Details on setting up award purpose codes are provided in the following chapter:

- Award Purpose Codes Setup, page 7-1

Award Terms and Conditions Setup

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

Details on setting up award terms and conditions are provided in the following chapter:

- Award Terms and Conditions Setup, page 8-1

Award Roles Setup

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

Details on setting up award roles are provided in the following chapter:

- Award Roles Setup, page 9-1

Reports Setup

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.

Details on setting up reports are provided in the following chapter:

- Reports Setup, page 10-1

Billing Forms Setup

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

Details on specifying billing forms are provided in the following chapter:

- Billing Forms Setup, page 11-1

Billing Cycle Setup

A billing cycle is a billing period for an award.

Details on setting up billing cycles are provided in the following chapter:

- Billing Cycle Setup, page 12-1

References Setup

References are user-defined values or characters that are assigned to an award for identification purposes. Each award can have various references assigned to it.

Details on setting up references are provided in the following chapter:

- References Setup, page 13-1

Allowed Cost Schedules Setup

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

Details on setting up allowed cost schedules are provided in the following chapter:

- Allowed Cost Schedules Setup, page 14-1

Burdening Setup

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

Details on setting up burdening are provided in the following chapter:

- Burdening Setup, page 15-1

Award Types Setup

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

Details on setting up award types are provided in the following chapter:

- Award Types Setup, page 16-1

Award Distributions Setup

Award distributions allow users to determine transaction charging instructions for expenditure items based on a predefined funding pattern for cost distribution. Funding patterns must be created to enable this feature.

Details on setting up automatic award distributions are provided in the following chapter:

- Award Distributions Setup, page 17-7

Award Management

This section describes how to manage awards.

Award Entry Procedures

An award represents the grant or contract received by an organization to fund one or more projects.

Details on entering awards are provided in the following chapter:

- Award Entry Procedures, page 18-1

Award Template Entry Procedures

An award template contains predefined award data that repeats from award to award and is used to simplify and standardize award entry.

Details on entering award templates are provided in the following chapter:

- Award Template Entry Procedures, page 19-1

Installment Entry Procedures

An installment is a portion of the total award funding and is received in fixed amounts at specified intervals. An installment typically represents a budget year.

Details on entering installments are provided in the following chapter:

- Installment Entry Procedures, page 20-1

Project Funding Procedures

Project funding is an allocation of funding from an award to a project or top task.

Details on funding projects are provided in the following chapter:

- Project Funding Procedures, page 21-1

Budgets, Transactions, and Billing

This section describes how to enter budgets and transactions, cost expenditures and check funds, make adjustments, accrue revenue, and generate invoices.

Budget Entry Method, Budgetary Control, and Funds Check

The budget entry method is a combination of three user-defined budgeting variables that determine how users enter a cost budget.

Budgetary control is the process of applying actual and encumbrance transactions against a funding budget to determine funds available and perform automatic funds checking.

Funds check is the process of verifying that sufficient funds are available to cover an expenditure.

Details on 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 are provided in the following chapter:

- Budget Entry Method, Budgetary Control, and Funds Check, page 22-1

Budget Entry Procedures

A budget is an estimate of cost for a task or project. Project status and performance are tracked by comparing budgeted amounts to actual expenditures. Grants Accounting allows users to track award budgets, as well as the project budget, which is a summation of the award budgets.

Details on entering budgets are provided in the following chapter:

- Budget Entry Procedures, page 23-1

Non-Sponsored Project Budget Procedure

A non-sponsored project is a project that is not funded by an award, either internally or externally. An example of a non-sponsored project is an internal costing project that tracks overhead.

Details on setting up non-sponsored projects are provided in the following chapter:

- Non-Sponsored Project Budget Procedure, page 24-1

Changing Budgetary Control Settings Procedures

Budgetary control settings are parameters for awards, tasks, resources, and resource groups in a project.

Details on changing budgetary control settings are provided in the following chapter:

■ Changing Budgetary Control Settings Procedures, page 25-1

Transaction Entry Procedures

Transactions are actual or encumbrance expenditures charged against a project-award combination. Transaction types include requisitions, purchase orders, supplier invoices, timecards or labor transactions, usages, and expense reports.

Details on entering transactions are provided in the following chapter:

■ Transaction Entry Procedures, page 26-1

Transaction Processing and Funds Check Activation Procedures

Funds check is the process of verifying that sufficient funds are available to cover an expenditure.

Details on funds check activation are provided in the following chapter:

■ Transaction Processing and Funds Check Activation Procedures, page 27-1

Transaction Adjustment Procedures

Adjustments are changes to expenditures or encumbrances. Expenditures and encumbrances can be reversed and transferred from one award to another.

Details on adjusting expenditures and encumbrances are provided in the following chapter:

■ Transaction Adjustment Procedures, page 28-1

Revenue and Invoice Review Procedures

In Grants Accounting, revenue is accrued and invoices are generated by award, whether a project is funded by multiple awards from the same or different funding sources or a single award is funding multiple projects.

Details on accruing revenue and generating invoices are provided in the following chapter:

■ Revenue and Invoice Review Procedures, page 29-1

View Award Status

Award Status Inquiry Procedures

The Award Status window and its subsidiary windows enable users to quickly review summary amounts by award, project, resource, or task.

Details on the Award Status Inquiry windows are provided in the following chapter:

- Award Status Inquiry Procedures, page 30-1

Workflow

Using Oracle Workflow in Oracle Grants Accounting Procedure

Grants Accounting uses Workflow to route information for the budget approval process and to manage the notification process for installments, reports, and budgets.

Details on using Oracle Workflow are provided in the following chapter:

■   Using Oracle Workflow in Oracle Grants Accounting Procedure, page 2-1

Processes and Reports

This section describes how to generate government reports and run processes and reports.

Government Report Procedures

Grants Accounting provides standard reports that the government requires users to submit for reporting.

Details on completing the government reports are provided in the following chapter:

- Government Report Procedures, page 32-1

Processes and Reports Procedures

Grants Accounting runs processes and provides summary reports. A process is a set of activities that runs in the background to accomplish a specific goal. A report is an organized display of Grants Accounting information. 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.

Details on running processes and reports are provided in the following chapter:

- Processes and Reports Procedures, page 33-1

Topical Essays

This section describes the topical essays included in this user's guide.

Multi-Funding Process

Multi-Funding is a feature unique to Grants Accounting that allows users to fund multiple projects from a single award or to fund a single project from multiple awards.

Details on the multi-funding process are provided in the following chapter:

- Multi-Funding Process, page A-1

Multiple Reporting Currencies Feature

Oracle Multiple Reporting Currencies (MRC) is an Oracle Public Sector General Ledger feature that allows users to report and maintain accounting records at the transaction level, in more than one functional currency.

Details on Multiple Reporting Currencies are provided in the following chapter:

- Multiple Reporting Currencies Feature, page B-1

Oracle Grants Accounting Workflow Process

Grants Accounting uses Oracle Workflow to manage the notification process for installments, reports, and budgets.

Details on Oracle Workflow are provided in the following chapter:

- Oracle Grants Accounting Workflow Process, page C-1

References

This section describes the reference topics included in this user's guide.

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.

Details on award security are provided in the following chapter:

- Award Security Feature, page D-1

Oracle Grants Accounting Navigation Paths

Oracle Grants Accounting Navigation Paths lists navigation paths for windows in Grants Accounting.

Details on navigation paths are provided in the following chapter:

- Oracle Grants Accounting Navigation Paths, page E-1

Part I

Setting Up Oracle Grants Accounting

3

Oracle Grants Accounting Setup Overview

This chapter describes the Oracle Grants Accounting setup steps. The following sections are in this chapter:

- 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 Public Sector General Ledger

- Oracle Public Sector Payables

- Oracle Public Sector Purchasing

- Oracle Public Sector Receivables

- Oracle Assets

  Note: Assets is required if capital projects are used.

- Oracle Projects

  Note: Projects is required if Projects Costing or both Projects Costing and Projects Billing are used.

- Oracle Workflow

Grants Accounting Setup Checklist

Table 3–1 shows the Grants Accounting setup checklist.

Note: The sequence indicated for 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 3-7.

Table 3–1   Oracle Grants Accounting Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
Oracle Grants Accounting Post-Installation			
1.	Run GMS: Install Extensions Process	required	Grants Accounting
Oracle Applications System Administration			
2.	Specify Site-Level and Application-Level Profile Options	required with defaults	System Administration
Oracle Public Sector General Ledger			
3.	Define a Set of Books. Assign a Calendar, Functional Currency, and Account Structure to the Set of Books	required	General Ledger
4.	Define Encumbrance Types	required	General Ledger
Oracle Public Sector Payables			
5.	Define Financials Options	required	Payables
6.	Define Payables Options	required	Payables

Table 3–1   Oracle Grants Accounting Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
Oracle Public Sector Purchasing			
7.	Define Purchasing Options	required	Purchasing
8.	Define Financial Options	required	Purchasing
Oracle Public Sector Receivables			
9.	Define Customers	required	Receivables
Oracle Assets			
10.	Set Up Oracle Assets	required if capital projects are used	Assets
Oracle Projects			
11.	Define Set of Books: Enable Budgetary Control	required	Projects
12.	Define Billing Cycles	required	Projects
13.	Define Agreement Types	required	Projects
14.	Define Event Types	not applicable	Projects
15.	Define Budget Entry Methods	required	Projects
16.	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	required	Projects
17.	Define Project Types **Note:** This step must be repeated for each operating unit.	required	Projects
18.	Define Derived Columns	required	Projects
19.	Set Up Accounting for Labor Costs	required	Projects
20.	Set Up Accounting for Expense Report Costs	required	Projects
21.	Set Up Accounting for Usage Costs	required	Projects

Table 3–1   Oracle Grants Accounting Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
22.	Set Up Accounting for Supplier Invoice Adjustment Costs	required	Projects
23.	Set Up Accounting for Total Burdened Costs	not applicable	Projects
24.	Set Up Accounting for Labor Revenue	not applicable	Projects
25.	Set Up Accounting for Expense Report Revenue	not applicable	Projects
26.	Set Up Accounting for Usage Revenue	not applicable	Projects
27.	Set Up Accounting for Supplier Invoice Revenue	not applicable	Projects
28.	Set Up Accounting for Event Revenue	required	Projects
29.	Set Up Accounting for Unbilled Receivables, Unearned Revenue, and Receivables	required	Projects
Oracle Projects Advanced Setup			
30.	Implement Transaction Control Extension	optional	Projects
31.	Implement Billing Extensions	optional	Projects
32.	Implement Commitments from External Systems	optional	Projects
Oracle Projects Integration Setup			
33.	Set Up the Account Generator to Generate the Supplier Invoice Account	required	Projects
34.	Define Project-Related Distribution Sets	optional	Projects
35.	Set Up the Account Generator to Generate Project-Related Accounts in Purchasing	required	Projects
Oracle Workflow			
36.	Set Up Oracle Workflow	required	Workflow
Oracle Grants Accounting			
37.	Set Up Implementation Options	required	Grants Accounting
38.	Set Up Project Types	required	Grants Accounting

Table 3–1   Oracle Grants Accounting Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application
39.	Set Up Project Templates	required	Grants Accounting
40.	Set Up Award Purpose Codes	required	Grants Accounting
41.	Set Up Award Terms and Conditions	required	Grants Accounting
42.	Set Up Award Roles	required	Grants Accounting
43.	Set Up Reports	required	Grants Accounting
44.	Set Up Billing Forms	required	Grants Accounting
45.	Set Up Billing Cycles	required	Grants Accounting
46.	Set Up References	optional	Grants Accounting
47.	Set Up Allowed Cost Schedule	required	Grants Accounting
48.	Set Up Burdening	required	Grants Accounting
49.	Set Up Award Types	required	Grants Accounting
50.	Set Up Award Distributions	optional	Grants Accounting

Grants Accounting Setup Steps

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

1. Run GMS: Install Extensions Process

To run the GMS: Install Extensions process, perform the following steps.

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

   Other - **Requests** - **Run**

2. Select the Single Request button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Install Extensions from the list of values.

5. Click **OK**.

6. To send the request to the concurrent manager, click **Submit**.

7. View the request in the concurrent manager as follows:

   View - **Requests**

8. Close the window.

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

This section includes the following parts:

- Set Profile Option Levels

- Set Profile Option Values

For information on setting profile options, see Setting User Profile Options and System Profile Values Window, *Oracle Applications System Administrator's 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.

Table 3–2 describes the profile option levels.

Table 3–2   Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Applica-tion	Respon-sibility	User
	PA: Cross-Project Responsibility	x		x	
Multiple Organization Support	MO: Operating Unit	x		x	
	GMS: Enable Debug Mode	x	x	x	x

Set Profile Option Values

Table 3–3 describes the profile option values.

Table 3–3   Grants Accounting Profile Option Values

Profile Option Name	Value	Description
PA: Cross-Project Responsibility	yes or no; list of values	set to assign cross-project privileges to a responsibility. The cross-project responsibility feature allows users to view projects other than ones they are key members of.
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.
GMS: Enable Debug Mode	yes or no; list of values; default value is no	set to yes to debug Grants Accounting concurrent processes

3. Define a Set of Books. Assign a Calendar, Functional Currency, and Account Structure to the Set of Books

To use Grants Accounting with General Ledger, all users, including those who do not want to use the budgetary control functionality, must enable the budgetary

control option in General Ledger to allow the burdening process and the funds checking features to operate in Grants Accounting.

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

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

For information on enabling the budgetary control option, see Defining Sets of Books, *Oracle Public Sector General Ledger User's Guide.*

For information on setting the budgetary control option to None in General Ledger, see Funds Check Level, *Oracle Public Sector General Ledger User's Guide.*

4. Define Encumbrance Types

To use Grants Accounting with General Ledger and to enable funds checking, users must define the following distinct encumbrance types:

- invoices

- requisitions

- purchase orders

Encumbrance types enable the user to classify and track expenditures according to the purchasing approval process. Users can use the seeded encumbrance types of Commitment for requisitions and Obligation for purchase orders. Additional encumbrance types can also be defined.

To define encumbrance types, see Defining Encumbrance Types, *Oracle Public Sector General Ledger User's Guide.*

5. Define Financials Options

To use Grants Accounting with 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 Encumbrance Financials Options, *Oracle Public Sector Payables User's Guide.*

6. Define Payables Options

Users must set an option in Payables to ensure that the Award ID and other award-related data is transferred when interfacing data from Payables to Grants Accounting.

To ensure that award-related data is transferred from Payables to Grants Accounting, select the Transfer PO Descriptive Flexfield Information check box in the Payables Options window.

To define payables options, see Defining Payables Options, *Oracle Public Sector Payables User's Guide.*

7. Define Purchasing Options

WARNING: If users enable the accrue on receipt feature at the system level in the Purchasing Options window 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, users 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.

To define Purchasing options, see Defining Purchasing Options, *Oracle Public Sector Purchasing User's Guide.*

8. Define Financial 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 Encumbrance Financials Options, *Oracle Public Sector Purchasing User's Guide.*

9. Define Customers

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

Note: Users must define both a bill-to and a ship-to address in the Customer Addresses window.

Note: Users can define bill-to 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 Step 40, *Oracle Public Sector Receivables User's Guide.*

10. Set Up Oracle Assets

To set up Oracle Assets, see Overview of Setting Up and Setup Checklist, *Oracle Assets User's Guide.*

11. Define Set of Books: Enable Budgetary Control

To use Grants Accounting with General Ledger, all users, including those who do not want to use the budgetary control functionality, must enable the budgetary control option in General Ledger to allow the burdening process and the funds checking features to operate in Grants Accounting.

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

To enable the budgetary control option, perform the following steps.

1. In Grants Accounting, navigate to the Set of Books window as follows:

    Setup - **Financials** - **Books**

2. Select the Budgetary Control Options tab.

3. Select the Enable Budgetary Control check box.

For information on enabling the budgetary control option, see Defining Sets of Books, *Oracle Public Sector General Ledger User's Guide.*

For information on setting the budgetary control option to None in General Ledger, see Funds Check Level, *Oracle Public Sector General Ledger User's Guide.*

12. Define Billing Cycles

To define billing cycles, see Billing Cycle Setup, page 12-1.

13. Define Agreement Types

Note: Users of Grants Accounting currently define award types using the Agreement Types window in Projects.

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

Setup - **Billing** - **Agreement Types**

2. For information on defining agreement types, see Agreement Types, *Oracle Projects User's Guide.*

14. 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.

WARNING: 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.

15. Define Budget Entry Methods

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

WARNING: 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 22-1.

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 that the budget is entered.

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

6. Deselect the Raw Cost check box.

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 User's Guide.*

16. Define Resource Lists

To use Grants Accounting with Grants Proposal, users must define resource lists.

Overhead amounts in Grants Proposal are summed for all budget lines and exported to the overhead expenditure category or expenditure type selected in Grants Proposal during implementation options setup.

The successful transfer of a budget from Grants Proposal to Grants Accounting requires common expenditure types and expenditure categories. Users can budget on expenditure types or expenditure categories for a given budget.

If the expenditure types or expenditure categories budgeted on in Grants Proposal do not match those in the applicable project's resource list in Grants Accounting, the amounts of the unmatched expenditure types or expenditure categories are summed and exported to the unmatched expenditure type or expenditure category selected in Grants Proposal.

To ensure the transfer of proposal budgets from Grants Proposal to Grants Accounting, Grants Proposal recommends that users add the selected unmatched expenditure category or expenditure type to each resource list in Grants Accounting.

To create 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 User's Guide.*

17. Define Project Types

To enable Grants Accounting to recognize and process a project, the user must select the Sponsor Program check box in the Project Types window. Selecting the Sponsor Program check box indicates that all projects of this project type are sponsored, which enables subsequent linking of the project to one or more awards. The user must select the Sponsor Program check box every time a project type is created for internally or externally funded projects.

To select the Sponsor Program check box, perform the following steps.

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

    Setup - **Projects** - **Project Types**

2. Select the Sponsor Program check box.

3. Continue completing the fields in the Project Types window as described in Project Types Setup, page 5-1.

Note: Users must choose a sponsored project type from the list of values in the Type field of the Projects, Templates window.

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

18. Define Derived Columns

To use Grants Accounting with Projects, the user must modify the Definition column 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 modify 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 and 3, where necessary, in the Project Status Inquiry Columns window.

For information on defining derived columns, see Non-Default Configuration for Project Status Inquiry, *Oracle Projects User's Guide.*

19. 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.

20. 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.

21. 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.

22. Set Up Accounting for Supplier Invoice Adjustment 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.

23. Set Up Accounting for Total Burdened Costs

The total burdened cost processes available in Projects have been redesigned in Grants Accounting. Grants Accounting allows users to distribute user-defined burdened cost code amounts to different General Ledger accounts, rather than to a single General Ledger account as in Projects. The Grants Accounting user must not use total burdened cost processes to calculate burdened cost.

For information on setting up burdening in Grants Accounting, see Burdening Setup, page 15-1.

To specify the General Ledger accounts to distribute the burden cost codes to, perform the following steps.

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

    Setup - **AutoAccounting** - **Lookup Sets**

2. Enter the account name in the Intermediate Value column.

3. Enter the corresponding General Ledger account number in the Segment Value column.

For information on setting up accounting for total burdened costs, see Overview of AutoAccounting, *Oracle Projects User's Guide.*

24. Set Up Accounting for Labor Revenue

This step is not applicable to Grants Accounting users. Grants Accounting creates revenue events on award projects. To define revenue events, see 28. Set Up Accounting for Event Revenue.

For information on creating revenue events, see Multi-Funding Process, page A-1.

25. Set Up Accounting for Expense Report Revenue

This step is not applicable to Grants Accounting users. Grants Accounting creates revenue events on award projects. To define revenue events, see 28. Set Up Accounting for Event Revenue.

For information on creating revenue events, see Multi-Funding Process, page A-1.

26. Set Up Accounting for Usage Revenue

This step is not applicable to Grants Accounting users. Grants Accounting creates revenue events on award projects. To define revenue events, see 28. Set Up Accounting for Event Revenue.

For information on creating revenue events, see Multi-Funding Process, page A-1.

27. Set Up Accounting for Supplier Invoice Revenue

This step is not applicable to Grants Accounting users. Grants Accounting creates revenue events on award projects. To define revenue events, see 28. Set Up Accounting for Event Revenue.

For information on creating revenue events, see Multi-Funding Process, page A-1.

28. Set Up Accounting for Event Revenue

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.

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 User's Guide.*

When users run the GMS: Interface Revenue to General Ledger 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 User's Guide.*

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 User's Guide.*

9. Save as follows:

   File - **Save** or **Save and Proceed**

After running the GMS: Generate Draft Revenue for a Single Award process or the GMS: Generate Draft Revenue for a Range of Awards process and the GMS: Interface Revenue to General Ledger process, the following mutually exclusive transactions occur in General Ledger depending upon the case.

Case 1: Unearned revenue for an award = $0. Revenue to accrue = $R

DR   Unbilled Receivable $R

      CR Revenue $R

Case 2: Revenue ($R) > Unearned revenue for an award ($U)

DR   Unearned Revenue $U

DR   Unbilled Receivable $R-$U

      CR Revenue $R

Case 3: Revenue ($R) <= Unearned revenue ($U)

DR   Unearned Revenue $R

       CR Revenue $R

29. Set Up Accounting for Unbilled Receivables, Unearned Revenue, and Receivables

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 User's Guide.*

After running the GMS: Interface Invoices to Receivables process, the following mutually exclusive transactions occur in General Ledger depending upon the case.

Case 1: Invoice amount ($I) <= Unbilled receivable for an award ($U)

DR   Receivable $I

       CR Unbilled Receivable $I

Case 2: Invoice amount ($I) > Unbilled receivable ($U)

DR   Receivable $I

    CR Unbilled Receivable $U

    CR Unearned Revenue $I-$U

Case 3: Unbilled receivable for an award = $0

DR   Receivable $I

    CR Unearned Revenue $I

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.

30. Implement Transaction Control Extension

Transaction control extensions allow users to define rules to implement organization-specific expenditure entry policies. Grants Accounting uses transaction control extensions. Users can define transaction control client extensions, which must be merged with Grants Accounting extensions.

For information on implementing transaction control extensions, see Transaction Control Extensions, *Oracle Projects User's Guide*.

31. Implement Billing Extensions

Billing extensions allow users to implement and automate organization-specific billing methods. Grants Accounting uses billing extensions. Users can define billing extensions, which must be merged with Grants Accounting extensions.

For information on implementing billing extensions, see Billing Extensions, *Oracle Projects User's Guide*.

32. 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 User's Guide.*

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

The Account Generator uses Oracle Workflow to derive account code combinations. Payables uses the Account Generator to determine the 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.

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

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

34. 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 Creating a Project Related Distribution Set, *Oracle Public Sector Payables User's Guide.*

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

The Account Generator uses Oracle Workflow to derive account code combinations. Purchasing uses the Account Generator to determine the 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.

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

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

36. Set Up Oracle Workflow

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

37. Set Up Implementation Options

Implementation options are setup options that users specify. Users specify the method and type of award numbering.

To specify implementation options, see Implementation Options Setup, page 4-1.

38. Set Up Project Types

A project type is a classification that is defined during implementation that specifies essential project attributes. The users define a project type for each project.

To create project types, see Project Types Setup, page 5-1.

39. Set Up Project Templates

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

To create project templates, see Project Templates Setup, page 6-1.

40. 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 7-1.

41. 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 8-1.

42. 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 9-1.

43. Set Up Reports

A report is an organized display of information that is 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 Setup, page 10-1.

44. Set Up Billing Forms

Grants Accounting allows users to specify agency specific forms for billing.

To specify agency-specific billing forms for invoicing, see Billing Forms Setup, page 11-1.

45. Set Up Billing Cycles

A billing cycle is a billing period for an award.

To set up billing cycles, see Billing Cycle Setup, page 12-1.

46. 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 13-1.

47. 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 14-1.

48. Set Up Burdening

Grants Accounting uses burden accounting. To set up burden accounting, users must define expenditure types for every burdened item, define a non-labor resource for each expenditure type with a class of usages, and link the expenditure type to the burden cost code.

To set up burden accounting, see Burdening Setup, page 15-1.

49. Set Up Award Types

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

To set up award types, see Award Types Setup, page 16-1.

50. 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 17-1.

4

Implementation Options Setup

This chapter describes the implementation options required in Oracle Grants Accounting. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Specifying Implementation Options Procedure
- Implementation Options Window
- Implementation Options Window Description

Definition

In Grants Accounting, implementation options are setup options where users specify the following:

- manual or automatic award numbering

- alphanumeric or numeric award numbering

Overview

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.

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.

References

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

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

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

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

Prerequisites

❏ Users must perform Projects' implementation options setup steps.

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

Specifying Implementation Options 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**

2. Select the Award Numbering tab.

   Note: The Award Distribution Option tab is not used in this release.

3. 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.

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

5. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

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

   The Next Number region appears with a number displayed.

7. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

8. Close the window.

Implementation Options Window

Figure 4–1   Implementation Options Window, Award Numbering Tab, Manual Award Numbering

Figure 4–2   Implementation Options Window, Award Numbering Tab, Automatic Award Numbering
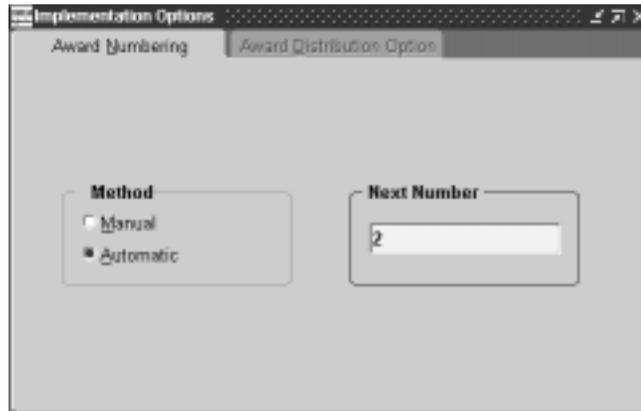
Implementation Options Window Description

Table 4–1   Implementation Options Window Description

Field Name	Type	Features	Description
Award Number Tab			
Method Region			
Manual	optional	radio button	specifies that awards are numbered manually
Automatic	optional	radio button	specifies that awards are numbered automatically by the system
Type Region			
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 Region			
[blank field]	display only		system automatically assigns a number to the next award created
Award Distribution Option Tab			
[For future use]			

5

Project Types Setup

This chapter describes how to create project types. The following sections are in this chapter:

Definition

Creating project types is a setup procedure in Grants Accounting. A project type is a project classification that is defined during implementation that specifies essential project attributes. A project type is associated with each project.

Overview

When setting up 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.

The project class is selected from the tabs in the Project Types window. The project class selected determines the list of tabs available. The Indirect and Capital project classes both display the Costing Information and Budget Control tabs. Selecting the capital class adds a Capitalization tab. The Capitalization tab only displays when the project class is Capital.

The project type serves as a link between a project and the project class. Within each project class, users can define an unlimited number of project types.

Setting up project types allows users to specify that the project is sponsored, thereby linking the project to a particular award or awards. Projects are typically sponsored or funded externally by an individual, company, or non-profit organization. Sponsored projects allow users to accrue revenue or bill the funding source by award.

This section includes the following topics:

- Oracle Workflow
- Creating a Project Type
- References

Oracle Workflow

Users can use Oracle Workflow in Grants Accounting to route the project status changes or budget approvals to the appropriate person. The approval process updates the project or budget status as approvals are obtained or denied.

Users decide which projects or budgets need to be routed through Oracle Workflow, what the approval chain is, and what business rules must be met before the transaction can be approved.

Oracle Workflow parameters are specified in the Project Types window.

Creating a Project Type

Defining project types serves the following purposes:

- links the project to a project class
- establishes processing for a project
- establishes defaults for a project

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

- project class
- whether the project is sponsored
- 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 setting up project types, see Defining Project Types, *Oracle Projects User's Guide.*

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

For information on integrating with Oracle Workflow, see Integrating with Oracle Workflow, *Oracle Projects User's Guide.*

For information on Oracle Workflow, see *Oracle Workflow Guide.*

Creating Project Types Procedure

To create a project type, perform the following steps.

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

    Setup - **Projects** - **Project Types**

2. In the Name region, enter the project type name.

3. In the Class field, select a class of Indirect or Capital from the drop-down list.

4. In the Service Type field, select a service type that the project is providing from the list of values.

5. In the Description field, optionally enter descriptive text regarding the project type.

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

    The default date is the current date.

7. In the - field, optionally select the date the project ends from the list of values.

8. If the project is sponsored, select the Sponsor Program check box.

9. Select the Costing Information tab.

10. To burden raw costs, select the Burdened check box.

    The Burden Cost Display and Accounting region appears.

11. Select the Burden Cost as separate expenditure item radio button so burden amounts are stored in separate expenditure items from the raw cost.

12. Select the Budget Control tab.

    WARNING: The budget entry method selected by users affects funds checking. For information on 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 22-1.

13. Continue entering data in each field of the Project Types window as described in Table 5–1, page 5-10.

    Note: If the project class is capital, data must be entered in the Capitalization Information tab as described in Table 5–1, page 5-10.

14. Save or save and continue as follows:

File - **Save** or **Save and Proceed**

15. Close the window.

Project Types Window

Figure 5–1   Project Types Window, Costing Information Tab

Figure 5–2   Project Types Window, Budget Control Tab

Figure 5–3   Project Types Window, Capitalization Information Tab

Figure 5–4   Project Types Window, Project Status, Workflow Tab

Project Types Window Description

Table 5–1   Project Types Window Description

Field Name	Type	Features	Description
Name	required		project type name
Class	required	drop-down list	project class; Indirect, Contract, or Capital
Service Type	required	list of values	service type that the project is providing
Description	optional		project type description
Effective	required	list of values: pop-up calendar	date project type begins. Default date is the current date.
-	optional	list of values: pop-up calendar	date project type ends
Intercompany Billing	optional	check box	This feature is not supported in Grants Accounting.
Sponsor Program	optional	check box	select to indicate that the project is sponsored, which provides the ability to link the project to a particular award or awards.
Descriptive Flexfield	optional		user customization field
Costing Information Tab			
Burdened	optional	check box	select to burden the raw costs; links a burden schedule to this project type
Schedule	optional	list of values	burden schedule name **Note:** If the Burdened check box is selected, users must choose a Burden Schedule from the list of values.
Allow Schedule Override	optional	check box	select to allow an override of the default cost burden schedule

Table 5–1   Project Types Window Description

Field Name	Type	Features	Description
Burden Cost Display and Accounting Region			
Burden cost on same expenditure item	default	radio button	if selected, indicates burden amounts stored in the same expenditure item as the raw cost; if deselected, indicates burden amounts not stored in the same expenditure item as the raw cost **Note:** Users must select the Burden Cost as separate expenditure item radio button.
Account for Burden Cost components	optional	check box	if selected, burden amounts accounted for in a separate project or task; available if Burden Cost on same expenditure item is selected
Burden Cost Project	required	list of values	project where burden amounts are accounted for; required if Account for Burden Cost components is selected
Burden Cost Task	required	list of values	task where burden amounts are accounted for; required if Account for Burden Cost components is selected
Burden Cost as separate expenditure item	required	radio button	if selected, indicates burden amounts stored in separate expenditure items from the raw cost; if deselected, indicates burden amounts not stored in separate expenditure items from the raw cost
Budget Control Tab			
Allow Cost Budget Entry Region			
Allow Cost Budget Entry	required	check box	tracks project costs by allowing Cost Budget entries **Note:** To use the funds check feature, this check box must be selected.
Entry Method	optional	list of values	method used to enter costs on a Cost Budget **Note:** A burden cost budget entry method is required to use funds check.
Resource List	required	list of values	list of the types of resources for which the organization is budgeting

Table 5–1   Project Types Window Description

Field Name	Type	Features	Description
Allow Revenue Budget Entry Region			
Allow Revenue Budget Entry	optional	check box	tracks project revenue by allowing Revenue Budget entries. Public sector organizations must not select this check box.
Entry Method	optional	list of values	method used to enter revenue on a Revenue Budget. Public sector organizations should not use this field. **Note:** If the Allow Revenue Budget Entry check box is selected, select a revenue budget entry method from the list of values.
Resource List	optional	list of values	list of the types of resources that the organization is budgeting for. Public sector organizations must not use this field. **Note:** If the Allow Revenue Budget Entry check box is selected, select a resource list from the list of values.
Status Reporting Region			
Resource List	required	list of values	specifies the resource list that the system uses for reporting
Capitalization Information Tab			
CIP Region			
Cost Type	required	drop-down list	specifies whether to capitalize construction-in-process costs at their burdened or raw cost amounts for a Capital Project only
Require Complete Asset Definition	optional	check box	specifies whether an asset definition must be completed in Oracle Projects before sending the capitalized costs to Oracle Assets
Override Asset Assignment	optional	check box	interacts with the assignment status of the asset to either call or disregard the Asset Assignment client extension

Table 5–1   Project Types Window Description

Field Name	Type	Features	Description
Grouping Method	required	drop-down list	specifies the construction-in-process grouping method for a Capital Project only; choose All; CIP grouped by client extension; Expenditure Category; Expenditure Category, Non Labor Resource; Expenditure Type; Expenditure Type, Non Labor Resource
Group Supplier Invoices		check box	This feature is not supported in Grants Accounting.
Interface Supplier Invoices Region			
As New Mass Additions		check box	This feature is not supported in Grants Accounting.
As Merged Mass Additions		check box	This feature is not supported in Grants Accounting.
Project Status, Workflow Tab			
Starting Project Status	required	list of values	predefined project statuses that indicate the starting status of the project
Use Workflow for Project Status changes	optional	check box	if selected, projects with this project type initiate Workflow for all workflow-eligible project statuses
Use Workflow for Budget Status changes	optional	check box	if selected, projects with this project type initiate Workflow for all workflow-eligible project budgets

6

Project Templates Setup

This chapter describes how to create project templates. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Creating Project Templates Procedure

- Projects, Templates Window

- 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
- Quick Entry Feature
- Reference

Project Classes and Project Types Diagram

Figure 6–1 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.

Figure 6–1   Examples of Project Classes and Corresponding Project Types
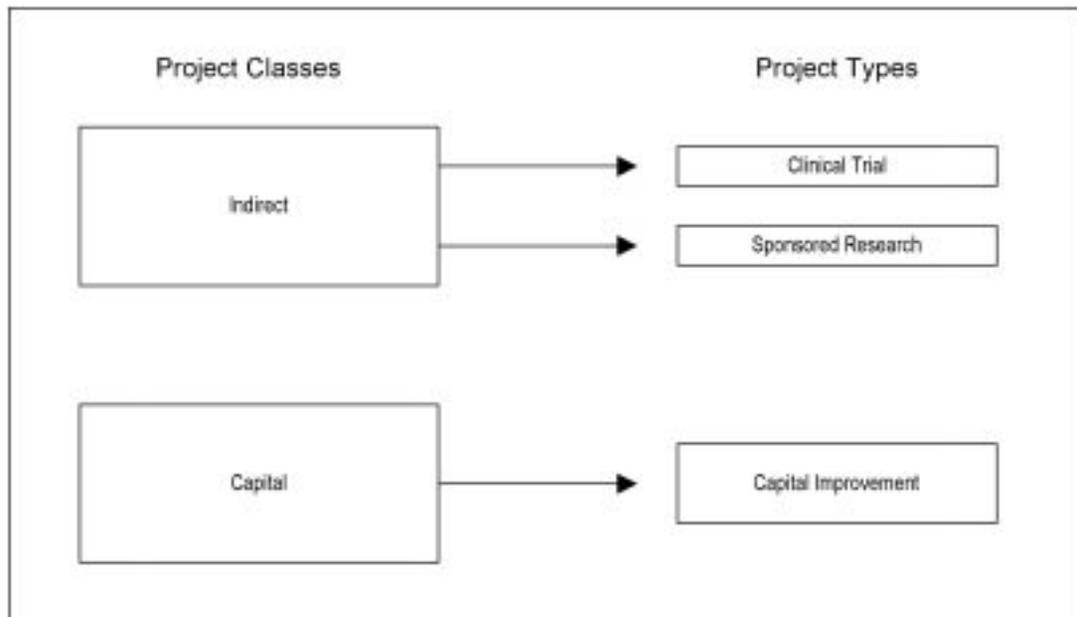
Users may find it more efficient to create a project template for each project type used by the organization.

A project template includes the following data:

- basic project data
- variable project data
- work breakdown structure
- project options
- task options
- funding, which is optional
- budgets, which are optional

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 and Project Template Design Considerations, *Oracle Projects User's Guide.*

Prerequisites

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

To create project templates, see Project Types Setup, page 5-1.

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 Table 6–1, page 6-8.

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 Projects Window Reference, *Oracle Projects User's Guide.*

5. If the project type is sponsored, regardless of project class, deselect the Show check box for the following options:

    - 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 5-1.

    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 User's Guide.*

7. Enter or modify tasks for the template.

    For information on entering or modifying tasks for a template, see Entering Tasks (WBS) for a Project, *Oracle Projects User's Guide.*

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 User's Guide.*

9. Enter or modify the budget.

    For information on entering or modifying the budget, see Entering a Budget Draft, *Oracle Projects User's Guide.*

10. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

11. Close the window.

Projects, Templates Window

Figure 6–2   Projects, Templates Window

Projects, Templates Window Description

Table 6–1   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
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

Table 6–1   Projects, Templates Window Description

Field Name	Type	Features	Description
Options Region			
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

7

Award Purpose Codes Setup

This chapter describes how to set up award purpose codes. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Award Purpose Codes Procedure
- Oracle Grants Accounting: Award Purpose Code Lookups Window
- Oracle Grants Accounting: Award Purpose Code Lookups Window Description

Definition

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

Overview

Award purpose codes identify the purpose of award funds. They are defined in the Oracle Grants Accounting: 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 Oracle Grants Accounting: 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 Oracle Grants Accounting: 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 User's Guide.*

For information on lookups sets and codes, see Define Lookup Sets and Enter Lookup Codes, *Oracle Applications System Administrator's 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 19-1.

For information on entering awards, see Award Entry Procedures, page 18-1.

Setting Up Award Purpose Codes Procedure

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

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

    Setup - **Awards** - **Purpose Codes**

2. Enter or modify data in each field of the Oracle Grants Accounting: Award Purpose Code Lookups window as described in Table 7–1, page 7-6.

3. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

4. Close the window.

Oracle Grants Accounting: Award Purpose Code Lookups Window

Figure 7–1 Oracle Grants Accounting: Award Purpose Code Lookups Window

Oracle Grants Accounting: Award Purpose Code Lookups Window Description

Table 7–1   Oracle Grants Accounting: Award Purpose Code Lookups Window Description

Field Name	Type	Features	Description
Type	display only		lookup code type
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
Effective Dates Region			
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

8

Award Terms and Conditions Setup

This chapter describes how to set up award terms and conditions. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Award Terms and Conditions Procedure
- Terms and Conditions Setup Form Window
- 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 Term Name field.

4. Enter data in the Description field.

5. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

6. Close the window.

Terms and Conditions Setup Form Window

Figure 8–1   Terms and Conditions Setup Form Window

Terms and Conditions Setup Form Window Description

Table 8–1   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 window.
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 window.

9

Award Roles Setup

This chapter describes how to set up award roles. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Award Roles Procedure
- Oracle Grants Accounting: Award Role Lookups Window
- Oracle Grants Accounting: 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 Oracle Grants Accounting: 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 Oracle Grants Accounting: 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 Oracle Grants Accounting: 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 7-2.

Setting Up Award Roles Procedure

To set up award roles, perform the following steps.

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

   Setup - **Awards** - **Roles**

2. Enter data in each field of the Oracle Grants Accounting: Award Role Lookups window as described in Table 9–1, page 9-5.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Oracle Grants Accounting: Award Role Lookups Window

Figure 9–1   Oracle Grants Accounting: Award Role Lookups Window
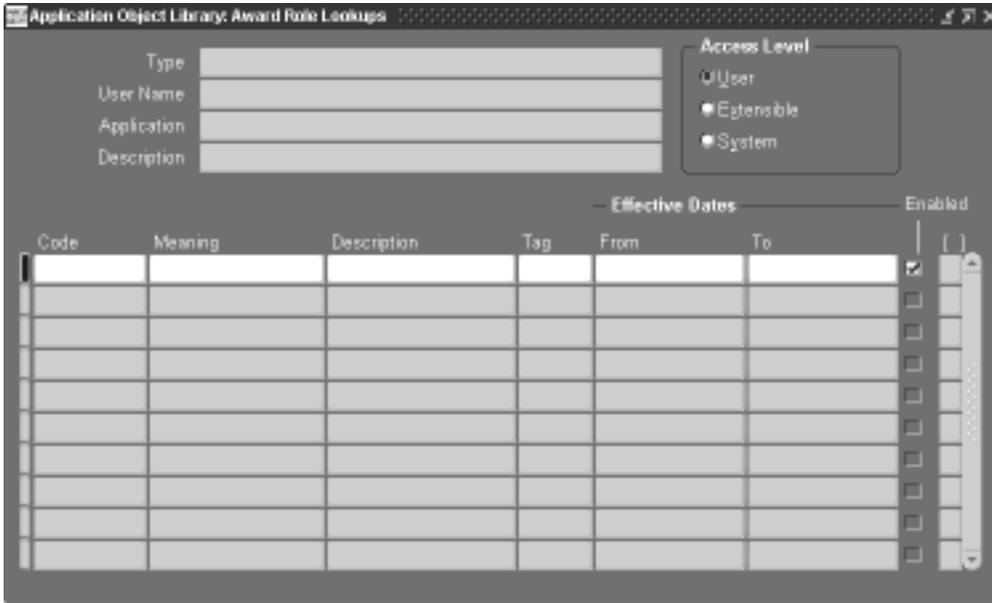
Oracle Grants Accounting: Award Role Lookups Window Description

Table 9–1   Oracle Grants Accounting: Award Role Lookups Window Description

Field Name	Type	Features	Description
Type	display only		lookup code type
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
Effective Dates Region			
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

10

Reports Setup

This chapter describes how to set up reports. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Reports Procedure
- Report Template Setup Window
- 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 Table 10–1.

    Note: If users do not indicate report starting dates in the From field of the Report Template Setup window, the report options are not available in the list of values in the Report field of the Reports tab in the Award Management window or the Award Template Management window.

3. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

4. Close the window.

Report Template Setup Window

Figure 10–1   Report Template Setup Window

Report Template Setup Window Description

Table 10–1   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
EDI Region			
Transaction No.	optional		Electronic Data Interchange transaction number
Agency Specific Form and Others Regions			
From	optional	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

11

Billing Forms Setup

This chapter describes how to set up billing forms. The following sections are in this chapter:

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 Table 11–1.

3. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

4. Close the window.

Billing Setup Form Window

Figure 11–1   Billing Setup Form Window
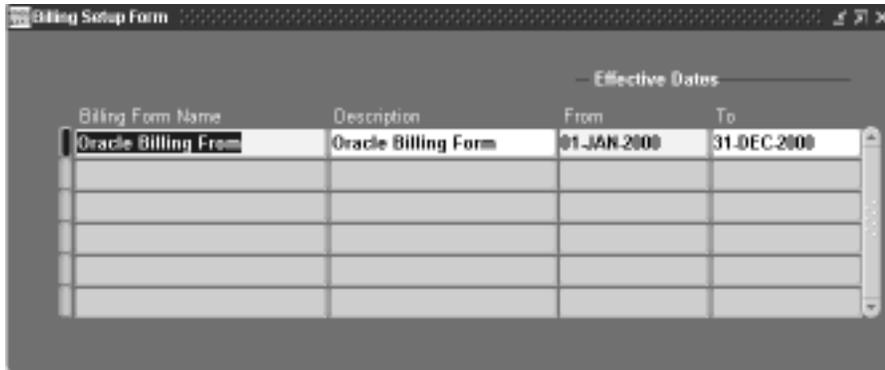
Billing Setup Form Window Description

Table 11–1   Billing Setup Form Window Description

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

12

Billing Cycle Setup

This chapter describes how to set up billing cycles. The following sections are in this chapter:

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

Definition

A billing cycle is a billing period for an award.

Overview

Users can define and maintain as many billing cycles as needed. Examples of definable billing cycles include a set number of days or the same day each week or month.

A factor that impacts invoice generation is how often and on what dates a project is billed. A project's billing schedule is determined by the organization's business rules, as well as the agreement between the user and the customer.

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.

Reference

For information on billing cycles, see Billing Cycles, *Oracle Projects User's 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 Table 12–1.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Billing Cycles Window

Figure 12–1   Billing Cycles Window

Billing Cycles Window Description

Table 12–1   Billing Cycles Window Description

Field Name	Type	Features	Description
Name	required		descriptive name of the 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
Effective Dates Region			
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

13

References Setup

This chapter describes how to set up references. The following sections are in this chapter:

- Definition
- Overview
- Setting Up References Procedure
- Oracle Grants Accounting: Reference Number Lookups Window
- Oracle Grants Accounting: Reference Number 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 Oracle Grants Accounting: Reference Number 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 Oracle Grants Accounting: Reference Number Lookups window is a lookups window. For information on lookups windows, see Lookups Windows, page 7-2.

Setting Up References Procedure

To set up references, perform the following steps.

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

   Setup - **Awards** - **References**

2. Enter data in each field of the Oracle Grants Accounting: Reference Number Lookups window as described in Table 13–1.

3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Oracle Grants Accounting: Reference Number Lookups Window

Figure 13–1   Oracle Grants Accounting: Reference Number Lookups Window
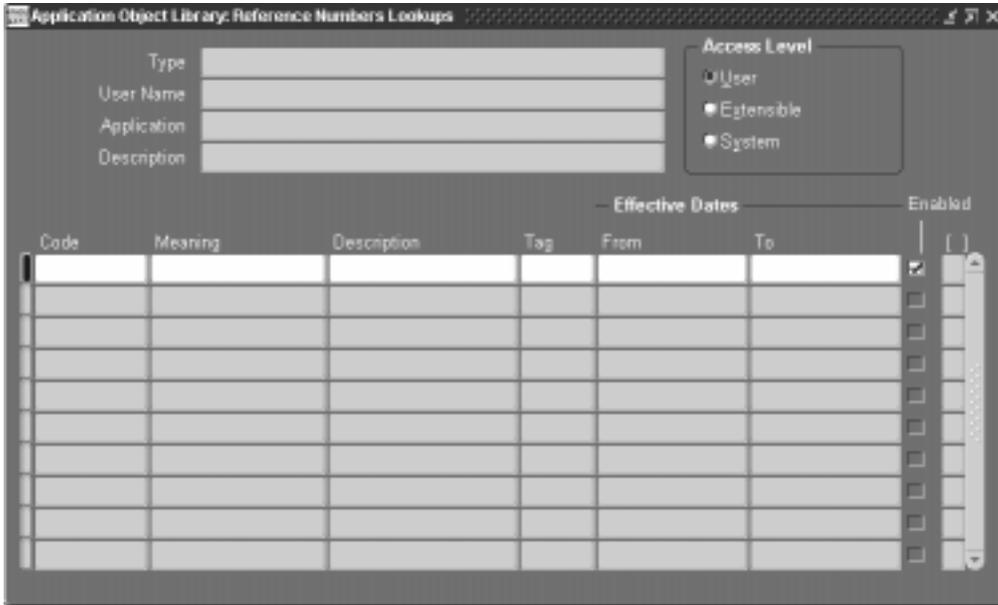
Oracle Grants Accounting: Reference Number Lookups Window Description

Table 13–1   Oracle Grants Accounting: Reference Number Lookups Window Description

Field Name	Type	Features	Description
Type	display only		lookup code type
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		description of activity an award is funding
Meaning	required		reference name
Description	required		reference number description
Tag	optional		additional description value
Effective Dates Region			
From	required	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

14

Allowed Cost Schedules Setup

This chapter describes how to set up allowed cost schedules. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Setting Up Allowed Cost Schedules Procedure
- Allowed Cost Schedules Window
- Allowed Cost Schedules Window Description
- Creating a New Allowed Cost Schedule Procedure
- Copy Allowed Cost Schedule Window
- 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. 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 Defining Expenditure Types, Oracle Grants Accounting Setup Overview, page 3-1.

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

Figure 14–1   Allowed Cost Schedules Window

Allowed Cost Schedules Window Description

Table 14–1   Allowed Cost Schedules Window Description

Field Name	Type	Features	Description
Name	required		allowed cost schedule name
Description	optional		allowed cost schedule description
Effective	required	list of values: pop-up calendar	allowed cost schedule effective begin and end date
Allowable Expenditures Region			
Expenditure Type	required	list of values	expenditure type
Max. Indirect Base	optional		total maximum reimbursable indirect cost associated with this expenditure type
MTDC Exempted; Yes	default	radio button	expenditure types excluded in calculation of Modified Total Direct Cost (MTDC) for government reporting purposes
MTDC Exempted; No	optional	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 Table 14–1, page 14-5:

   - 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 in the upper left corner 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

Figure 14–2   Copy Allowed Cost Schedule Window
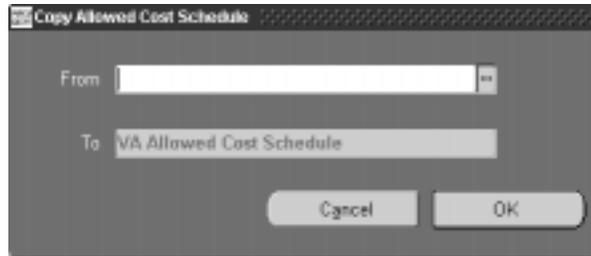
Copy Allowed Cost Schedule Window Description

Table 14–2   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
OK		button	copies allowed cost schedule

15

Burdening Setup

This chapter describes how to set up burden accounting. The following sections are in this chapter:

- 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
- View Burdened Costs (Project) Window Description
- View Burdened Costs (Award) Window
- View Burdened Costs (Award) 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 instead of by project and task.

This section includes the following topics:

- Burden Cost Bases and Cost Base Types
- Burden Cost Codes
- Burden Structure
- Burden Schedule
- Burden Multiplier
- Viewing Burdened Costs
- References

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 Projects 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. 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 internal costing, revenue accrual, 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.

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.

References

For information on cost bases, see Cost Bases and Cost Base Amount Types, *Oracle Projects User's Guide.*

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

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

For information on burden structures, see Burden Structures, *Oracle Projects User's Guide.*

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

For information on viewing burdened costs, see View Burdened Costs Window, *Oracle Projects User's 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 3-1.

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 User's 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 User's 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 User's 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 User's 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 User's Guide.*

Defining Burden Schedules Procedure

To define a burden schedule, perform the following steps.

1. In Grants Management, 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 User's Guide*.

Viewing Project or Award Burdened Costs Procedure

To view burdened costs, perform the following steps.

1. In Grants Management, 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

Figure 15–1   View Burdened Costs (Project) Window

View Burdened Costs (Project) Window Description

Table 15–1   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
Burdened Totals Region			
Costing	display only		displays burden total cost
Burden Schedule Region			
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
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

View Burdened Costs (Award) Window

Figure 15–2   View Burdened Costs (Award) Window

View Burdened Costs (Award) Window Description

Table 15–2   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
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
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

16

Award Types Setup

This chapter describes how to set up award types. The following sections are in this chapter:

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

2. In the Name field, enter a name for the award type.

3. Optionally, in the Description field enter a description of the award type.

4. In the From field, select a starting date for the award type from the list of values.

5. In the To field, optionally select an ending date for the award type from the list of values.

6. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

7. Close the window.

Agreement Types Window

Figure 16–1   Agreement Types Window

Agreement Types Window Description

Table 16–1   Agreement Types Window Description

Field Name	Type	Features	Description
Name	required		award type name
Description	optional		award type description
Default Terms	optional	list of values	if selected, payment terms default when award of this type is entered
Default Revenue Limit	optional	check box	if selected, any project funded by this award type stops accruing revenue and generating invoices when it reaches revenue limit
Effective Dates Region			
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

17

Award Distributions Setup

This chapter describes how to create award distributions. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Creating Allocation Funding Patterns Procedure
- Creating Retroactive Funding Patterns Procedure
- Copying Funding Patterns Procedure
- Funding Pattern Window
- Funding Pattern Window Description

Definition

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

Overview

The Funding Pattern window is used to create award distributions. Award distributions are defined by Project, Top Task, or both.

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 Payables and Purchasing. Award distributions select the active pattern based on the following parameters:

- expenditure item date of the transaction
- effective dates on the pattern
- sequence number

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

If a funding pattern is used in a transaction it cannot be modified or deleted.

Users can create the following two types of funding patterns:

- Allocation Funding Patterns
- Retroactive Funding Patterns

Allocation Funding Patterns

Allocation funding patterns that determine an award distribution are used for transaction entry.

Retroactive Funding Patterns

To retroactively adjust award distributions for a given date range, retroactive funding patterns are used. Retroactive adjustments are performed through a concurrent process. For each created funding pattern, users must identify the awards for distribution, the distribution order, and the distribution percentage.

Adjustments for the new retroactive funding pattern must be made based on the date range of the funding pattern and the expenditure item date of the transaction.

Note: The retroactive adjustment feature applies only to actual costs and not to commitments.

Prerequisites

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

To enter projects, see Project Entry, *Oracle Projects User's Guide.*

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

To enter awards, see Award Entry Procedures, page 18-1.

❏ The entered award must be associated with a funded project to be included in the funding pattern.

To fund projects, see Project Funding Procedures, page 21-1.

Creating Allocation Funding Patterns Procedure

To create an allocation funding pattern, perform the following steps.

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

   Setup - **Funding Pattern**

2. Enter the project number and, optionally, the task number in the Funding Pattern window.

3. Click **Find**.

4. Enter data in the Funding Pattern region as described in Table 17–1, page 17-8.

   Note: The Funding Sequence Number field is automatically populated, but can be modified.

5. Select the Status checkbox to activate the funding pattern.

6. In the Funding Distribution By Award region, enter an award number.

7. In the Distribution field, enter the percentage of the distribution.

   Warning: The total percentage of distributions entered must equal to 100%.

8. Repeat steps 6 and 7 to enter additional allocation funding patterns.

9. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

10. Close the window.

Creating Retroactive Funding Patterns Procedure

To create a retroactive funding pattern, perform the following steps.

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

    Setup - **Funding Pattern**

2. Enter the project number and, optionally, the task number in the Funding Pattern window.

3. Click **Find**.

4. Enter data in the Funding Pattern region as described in Table 17–1, page 17-8.

    Note: The Funding Sequence Number field is automatically populated, but can be modified.

5. Select the Retroactive checkbox.

6. Select the Status checkbox to activate the funding pattern.

7. In the Funding Distribution By Award region, enter an award number.

8. In the Distribution field enter the percentage of the distribution.

    Warning: The total percentage of distributions entered must equal 100%.

9. Repeat steps 6 and 7 to enter additional allocation funding patterns.

10. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

11. Close the window.

Copying Funding Patterns Procedure

To copy existing funding patterns, perform the following steps:

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

   Setup - **Funding Pattern**

2. Enter the project number and, optionally, the task number in the Funding Pattern window.

3. Click **Find**.

4. Select the funding patterns to be copied.

5. Click **Copy**.

6. Optionally, modify copied funding pattern.

7. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

8. Close the window.

Funding Pattern Window

Figure 17–1   Funding Pattern Window
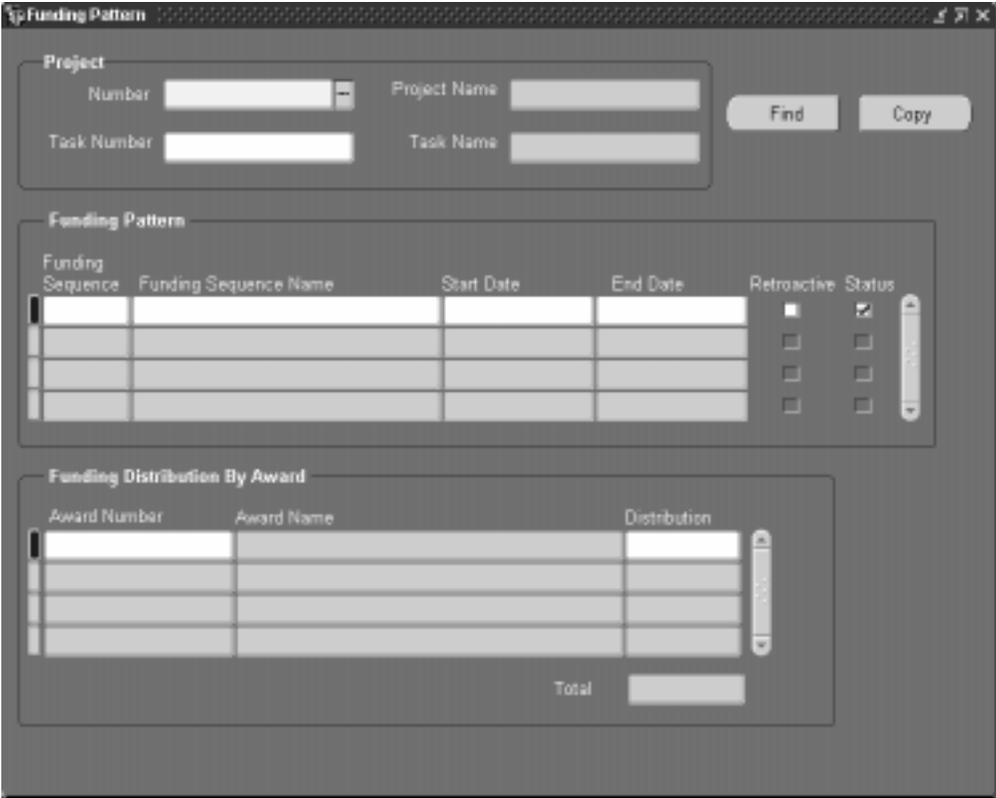
Funding Pattern Window Description

Table 17–1   Funding Pattern Window Description

Region	Type	Features	Description
Project Region			
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
Copy		button	copies selected funding pattern
Funding Pattern Region			
Funding Sequence	required		funding sequence; automatically populated, but can be modified
Funding Sequence Name	required		funding sequence name
Start Date	required	list of values: pop-up calendar	funding sequence start date
End Date	optional	list of values: pop-up calendar	funding sequence end date
Retroactive		check box	if selected, activates a retroactive funding pattern
Status		check box	if selected, activates an allocation funding pattern
[Change Sequence]		button	changes funding pattern sequence
Funding Distribution By Award Region			
Award Number	required	list of values	award number
Award Name	display only		award name
Distribution	required		percentage of award distribution
Total	display only		total percentage of award distributions

Part II

Award Management

18

Award Entry Procedures

This chapter describes how to enter awards. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering an Award Procedure
- Find Award Window
- Find Award Window Description
- Award Management Folder Window
- Award Management Folder Window Description
- Award Management Window
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- Award Management Window, Installments Tab
- Award Management Window Description, Installments Tab
- Award Management Window, Terms and Conditions Tab
- Award Management Window Description, Terms and Conditions Tab
- Award Management Window, Budgetary Control Tab
- Award Management Window Description, Budgetary Control Tab

- Award Management Window, Customer Address Tab
- Award Management Window Description, Customer Address Tab
- Award Management Window, Contacts Tab
- Award Management Window Description, Contacts Tab
- Award Management Window, Personnel Tab
- Award Management Window Description, Personnel Tab
- Award Management Window, Compliances Tab
- Award Management Window Description, Compliances Tab
- Award Management Window, Reports Tab
- Award Management Window Description, Reports Tab
- Award Management Window, References Tab
- Award Management Window Description, References Tab
- Award Management Window Description, Credit Receivers Tab
- Award Management Window Description, Credit Receivers Tab
- Award Management Window, Tax and Currency Tab
- Award Management Window Description, Tax and Currency Tab
- Creating Events for Billing and Revenue Procedure
- Events Window, Event Tab
- Events Window, Amount Tab
- Events Window, Description Tab
- Events Window Description
- Event Revenue Distribution Lines Window
- Event Revenue Distribution Lines Window Description
- Specifying Billing Format Procedure
- Billing Format Window
- Billing Format Window Description
- Letter of Credit Contacts Window
- Letter of Credit Contacts Window Description

- LOC Address Window
- LOC Address Window Description

Definition

An award represents the grant or contract 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.

Award templates are created in the Award Template Management window. To create an award template, see Award Template Entry Procedures, page 19-1.

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 only an Award column because these tabs are not in the Award Template Management window.

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
- project personnel
- compliances
- required reports
- references

- credit receivers
- tax and currency code information

Award Rules

When entering an award, the following rules apply:

- a single award number can be used throughout the life of an award
- multiple projects can be funded from a single award
- the same number cannot be used to identify a project and an award
- costing rate changes can be made during the life of an award

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 22-1.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 25-1.

For information on setting up award terms and conditions, see Award Terms and Conditions Setup, page 8-1.

For information on entering customer contacts in Receivables, see Entering Customer Contacts, *Oracle Public Sector Receivables User's Guide.*

For information on award security, see Award Security Feature, page D-1.

For information on setting up burden schedules, see Defining Burden Schedules, *Oracle Projects User's Guide.*

For information on entering customers in Oracle Public Sector Receivables, see Entering Customers, *Oracle Public Sector Receivables User's Guide.*

Prerequisites

❏ A suitable award template must be created.

To create an award template, see Award Template Entry Procedures, page 19-1.

❏ Bill-to and ship-to contacts of the funding source must be set up in Oracle Public Sector Receivables. The contacts must be primary and active.

To set up contacts, see Entering Customer Contacts, *Oracle Public Sector Receivables User's 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 Table 18–1, page 18-12.

   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 Table 18–3, page 18-16.

   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

10. Enter or modify data as required in each field of the upper region of the Award Management window as described in Table 18–4, page 18-19.

Installments Tab

11. Select the Installments tab.

12. Enter or modify data in each field of the Installments tab as described in Table 18–5, page 18-22.

To enter installments, see Installment Entry Procedures, page 20-1.

Terms and Conditions Tab

13. Select the Terms and Conditions tab.

14. Enter or modify data in each field of the Terms and Conditions tab as described in Table 18–6, page 18-24.

Budgetary Control Tab

15. Select the Budgetary Control tab.

WARNING: 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, page 22-1.

16. Enter or modify data in each field of the Budgetary Control tab as described in Table 18–7, page 18-26.

Customer Address Tab

17. Select the Customer Address 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.

Contacts Tab

18. Select the Contacts tab.

19. Select data in the available Contacts tab fields as described in Table 18–9, page 18-30.

Note: Users can only select data in the Contacts tab that has been defined in the Customers window in Receivables.

Personnel Tab

20. 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 can modify award security to limit access to award information based on role. For information on award security, see Award Security Feature, page D-1.

21. Enter data in each field of the Personnel tab as described in Table 18–10, page 18-32.

Compliances Tab

22. 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.

23. Enter data in each field of the Compliances tab as described in Table 18–11, page 18-34.

24. From the Compliances tab, click **Billing Format** to open the Billing Format window.

25. Enter data in the Billing Format window as described in Table 18–19, page 18-55. To specify billing formats, see Specifying Billing Format Procedure, page 18-52.

Reports Tab

26. Select the Reports tab.

27. Enter data in each field of the Reports tab as described in Table 18–12, page 18-36.

References Tab

28. Select the References tab.

29. Enter data in each field of the References tab as described in Table 18–13, page 18-38.

Credit Receivers Tab

30. To enter employee data and the percentage of revenue received by an individual for revenue an award earns, select the Credit Receivers tab.

31. Enter data in each field of the Credit Receivers tab as described in Table 18–14, page 18-40.

Tax and Currency Tab

32. To enter tax and currency data, select the Tax and Currency tab.

33. Enter data in each field of the Tax and Currency tab as described in Table 18–15, page 18-42.

34. Save or save and continue as follows:

File - **Save** or **Save and Proceed**

35. Close the window.

Find Award Window

Figure 18–1   Find Award Window

Find Award Window Description

Table 18–1   Find Award Window Description

Field Name	Type	Features	Description
Award Region			
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
Funding Source Region			
Number	optional	list of values	funding source number
Name	optional	list of values	funding source name
Key Member Region			
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
Find		button	searches for data based on parameters entered

Award Management Folder Window

Figure 18–2   Award Management Folder Window

Award Management Folder Window Description

Table 18–2   Award Management Folder Window Description

Field Name	Type	Features	Description
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

Figure 18–3   Award Quick Entry Window

Award Quick Entry Window Description

Table 18–3   Award Quick Entry Window Description

Field Name	Type	Features	Description
Award Number	required		award number. Award number cannot duplicate an existing 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
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.
Close Date	required	list of values: pop-up calendar	award close date, which is typically 90 days past the award end date. Award record cannot be modified after this 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 agreement; defaults from template
Purpose	required	list of values	award purpose
Organization	required	list of values	organization to which award is assigned
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 entering expenditures, 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.

Table 18–3   Award Quick Entry Window Description

Field Name	Type	Features	Description
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.
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
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
Boundary Code	required	list of values	ending period used for funds checking
Allowed Cost Schedule	required	list of values	allowed cost schedule used for this award
Cancel		button	closes window without saving
OK		button	confirms action and closes window

Award Management Window

Figure 18–4   Award Management Window

Award Management Window Description

Table 18–4   Award Management Window Description

Field Name	Type Award	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
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
Start Date	required	list of values: pop-up calendar	award start date
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
Close Date	required	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	required	list of values	type of award agreement; defaults from template
Purpose	required	list of values	award purpose

Table 18–4   Award Management Window Description

Field Name	Type Award	Features	Description
Status	required	list of values	award status; seeded in system. Select Approved, At Risk, Closed, or On Hold. Approved 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	required	list of values	organization to which award is assigned
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
Hard Limit	optional	check box	if selected, invoice generation will not exceed the total funding amount of award
Funding Summary	optional	button	opens Funding Summary window
Descriptive Flexfield	optional		field for user customization

Award Management Window, Installments Tab

Figure 18–5   Award Management Window, Installments Tab

Award Management Window Description, Installments Tab

Table 18–5   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
Type	required	list of values	installment type; Amendment, Award, or Supplement
Description	optional		installment purpose
Start Date	required	list of values: pop-up calendar	installment start date
End Date	required	list of values: pop-up calendar	date installment no longer active
Close Date	required	list of values: pop-up calendar	installment close date; installment record cannot be billed against after this date
Direct Cost	required		direct cost portion of installment
Indirect Cost	required		indirect cost portion of installment
Total	display only		direct and indirect cost portions total
Active	optional	check box	active if selected, inactive if deselected
Descriptive Flexfield	optional		field for user customization
Reports		button	opens View Award Reports window
Project Funding		button	opens Fund Projects window

Award Management Window, Terms and Conditions Tab

Figure 18–6   Award Management Window, Terms and Conditions Tab

Award Management Window Description, Terms and Conditions Tab

Table 18–6   Award Management Window Description, Terms and Conditions Tab

| Field Name | Type | | Features | Description |
	Award	Template		
Category	display only	display only	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	display only	display only	list of values	terms and conditions name
Description	optional	optional		terms and conditions description
Operand	optional	optional	drop-down list	operand for terms and conditions; select Less than, Greater than, Equal, Not equal, or N/A
Values	optional	optional		value for terms and conditions; numeric field

Award Management Window, Budgetary Control Tab

Figure 18–7   Award Management Window, Budgetary Control Tab

Award Management Window Description, Budgetary Control Tab

Table 18–7   Award Management Window Description, Budgetary Control Tab

Field Name	Type		Features	Description
	Award	**Template**		
Levels Region				
Award	required	optional	list of values	default budgetary control setting for award
Tasks	required	optional	list of values	default budgetary control setting for tasks funded by award
Resource Groups	required	optional	list of values	default budgetary control setting for resource groups funded by award
Resources	required	optional	list of values	default budgetary control setting for resources funded by award
Workflow Region				
Enable Workflow for Budgets	optional	optional	check box	if selected, activates Workflow
Time Phase Region				
Amount Type	required	optional	list of values	beginning period used for funds checking
Boundary Code	required	optional	list of values	ending period used for funds checking

Award Management Window, Customer Address Tab

Figure 18–8   Award Management Window, Customer Address Tab

Award Management Window Description, Customer Address Tab

Table 18–8   Award Management Window Description, Customer Address Tab

Field Name	Type		Features	Description
	Award	Template		
Bill to Address	optional	optional		address to bill
Ship to Address	optional	optional		address to ship

Award Management Window, Contacts Tab

Figure 18–9   Award Management Window, Contacts Tab

Award Management Window Description, Contacts Tab

Table 18–9   Award Management Window Description, Contacts Tab

Field Name	Type		Features	Description
	Award	**Template**		
Contacts Region				
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
Primary			check box	if selected, primary contact
Active			check box	if selected, active contact
Phones Region				
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, Personnel Tab

Figure 18–10   Award Management Window, Personnel Tab

Award Management Window Description, Personnel Tab

Table 18–10   Award Management Window Description, Personnel Tab

Field Name	Type Award	Template	Features	Description
Full Name	required	required	list of values	employee name
Award Role	required	display only	list of values	role in projects funded by award
Effective Region				
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, Compliances Tab

Figure 18–11   Award Management Window, Compliances Tab

Award Management Window Description, Compliances Tab

Table 18–11   Award Management Window Description, Compliances Tab

Field Name	Type		Features	Description
	Award	Template		
Cost Region				
Indirect Cost Rate	required	optional	list of values	burden schedule used for this award
Indirect Cost Rate Fixed Date	required unless burden schedule is provisional	optional	list of values: pop-up calendar	date burden schedule fixed for this award; entry made only if burden schedule is firm, not provisional
Allowed Cost Schedule	required	optional	list of values	allowed cost schedule used for this award
Rules Region				
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 Region				
Billing Cycle	required	optional	list of values	descriptive name of billing cycle
Terms	required	optional	list of values	billing terms
First Billing Offset Days	required	optional		number of days that elapse between award start date and date of the award's first invoice
Events			button	opens Events window
Billing Format			button	opens Billing Format window

Award Management Window, Reports Tab

Figure 18–12   Award Management Window, Reports Tab

Award Management Window Description, Reports Tab

Table 18–12   Award Management Window Description, Reports Tab

| Field Name | Type | | Features | Description |
	Award	Template		
Report	required	required	list of values	report name
Type	display only	display only		report type
Frequency	required	required	list of values	indicates how often report is submitted
Due Within Days	required	required		days after event indicated in Frequency field that report is due
Site Code	optional	optional	list of values	identifies location of sponsor; required if Funding Source Name is defined on award template
No. of Copies	required	required		number of copies required

Award Management Window, References Tab

Figure 18–13   Award Management Window, References Tab

Award Management Window Description, References Tab

Table 18–13   Award Management Window Description, References Tab

Field Name	Type	Features	Description
References	required	list of values	award reference number type
Value	required		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, Credit Receivers Tab

Figure 18–14   Award Management Window, Credit Receivers Tab

Award Management Window Description, Credit Receivers Tab

Table 18–14   Award Management Window Description, Credit Receivers Tab

Field Name	Type	Features	Description
Credit Type	required	list of values	specifies type of revenue credit awarded to employees
Name	required	list of values	employee name
Number	required	list of values	employee number appears automatically when users choose employee name in Name field
Credit %	required		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	required	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, Tax and Currency Tab

Figure 18–15   Award Management Window, Tax and Currency Tab

Award Management Window Description, Tax and Currency Tab

Table 18–15   Award Management Window, Tax and Currency Tab Description

Field Name	Type	Features	Description
Invoice Currency Region			
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
Retention Region			
Output Tax Code	optional	list of values	retention default output tax code; PS Exempt or PS Test Tax
Invoice Region			
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.

    The Award Management Folder window appears.

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 Table 18–16.

Table 18–16   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
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.

8. Enter data in each field of the Events window as described in Table 18–17.

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 or GMS: Generate Draft Revenue for a Single Award process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

2. In the Events window, click **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 Table 18–18.

4. Close the window.

Events Window, Event Tab

Figure 18–16   Events Window, Event Tab
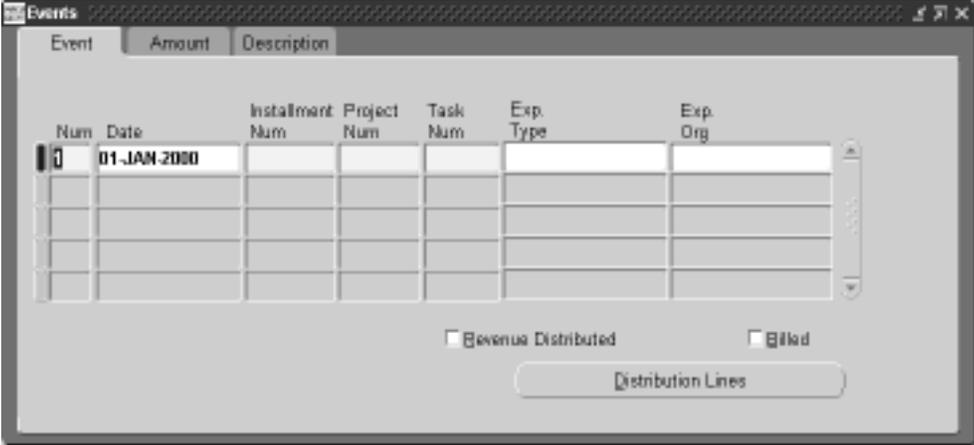
Events Window, Amount Tab

Figure 18–17   Events Window, Amount Tab
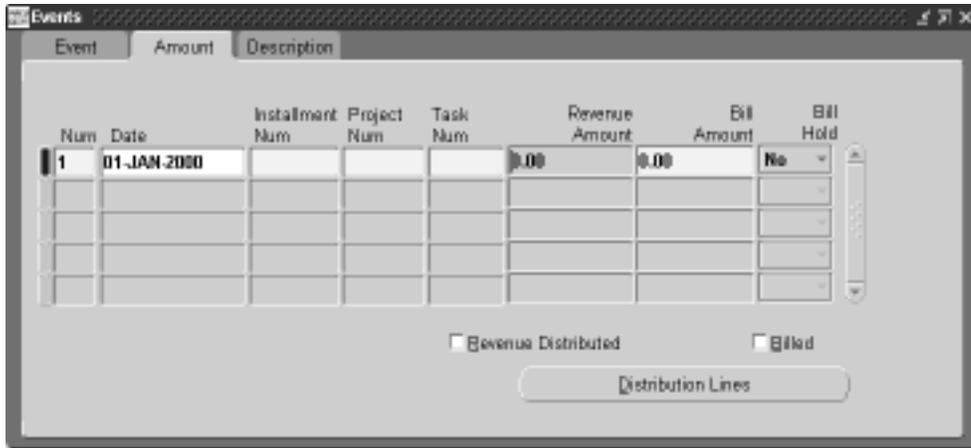
Events Window, Description Tab

Figure 18–18   Events Window, Description Tab
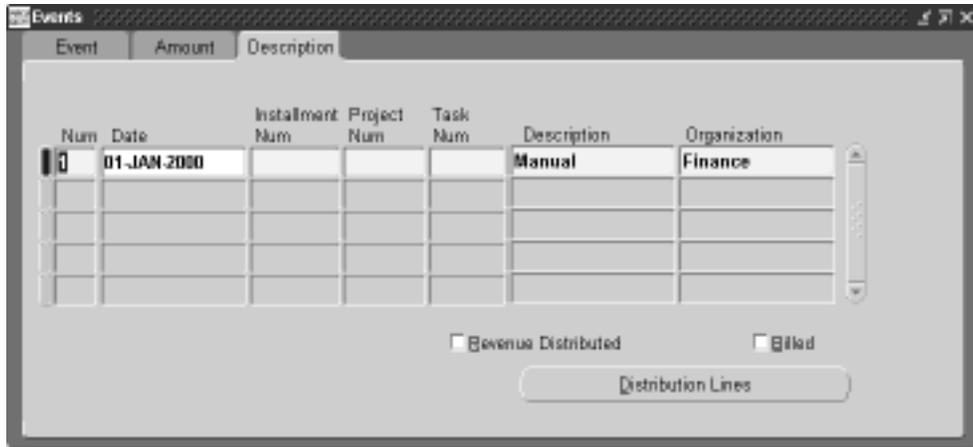
Events Window Description

Table 18–17   Events Window Description

Field Name	Type	Features	Description
Event Tab			
Num	required		event number
Date	required	list of values: pop-up calendar	event date
Installment Num	required		installment number
Project Num	required	list of values	project number
Task Num	conditionally required	list of values	task number **Note:** Task number is required if funding is at the project and top task level. Task number is not required if funding is at project level only.
Exp. Type	optional		expenditure type; used only when Revenue Distribution Rule is Event
Exp. Org	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
Distribution Lines		button	opens Event Revenue Distribution Lines window
Amount Tab			
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.

Table 18–17   Events Window Description

Field Name	Type	Features	Description
Description Tab			
Description	required		event description
Organization	required	list of values	organization name

Event Revenue Distribution Lines Window

Figure 18–19   Event Revenue Distribution Lines Window

Event Revenue Distribution Lines Window Description

Table 18–18   Event Revenue Distribution Lines Window Description

Field Name	Type	Features	Description
Event Number	display only		event number
Event Type	display only		event type; Manual
Distribution Lines Region			
Line	display only		distribution line; can only have one distribution line
Amount	display only		distribution line amount
GL Account	display only		Oracle Public Sector General Ledger account that revenue distribution is charged to
PA Date	display only		Projects date that event date corresponds to
PA Period	display only		Projects 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
Account Description	display only		description of General Ledger 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 from 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.

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

Figure 18–20   Billing Format Window

Billing Format Window Description

Table 18–19   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
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
Transaction Number	optional		EDI transaction number used; enabled only if EDI radio button is selected
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
LOC Address		button	opens LOC Adress window
LOC Contacts		button	opens Letter of Credit Contacts window
Agency Specific Form	optional	radio button	indicates agency specific invoice form is 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

Figure 18–21   Letter of Credit Contacts Window
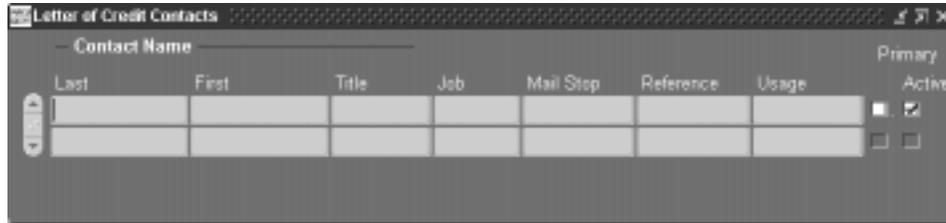
Letter of Credit Contacts Window Description

Table 18–20   Letter of Credit Contacts Window Description

Field Name	Type	Features	Description
Contact Name Region			
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
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

Figure 18–22   LOC Address Window

LOC Address Window Description

Table 18–21   LOC Address Window Description

Field Name	Type	Features	Description
Bill To	display only		billing contact address
Ship To	display only		shipping address

19

Award Template Entry Procedures

This chapter describes how to enter award templates. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Entering an Award Template Procedure

- Template Quick Entry Window

- Template Quick Entry Window Description

- Award Template Management Window

- 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. Users typically create an award template for each funding source.

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.

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 8-1.

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 22-1.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 25-1.

For information on entering customers in Oracle Public Sector Receivables, see Entering Customers, *Oracle Public Sector Receivables User's Guide.*

For information on entering customer contacts in Receivables, see Entering Customer Contacts, *Oracle Public Sector Receivables User's Guide.*

For information on award security, see Award Security Feature, page D-1.

For information on setting up burden schedules, see Defining Burden Schedules, *Oracle Projects User's Guide.*

Prerequisites

❑ Purpose codes must be set up, if required.

To set up purpose codes, see Award Purpose Codes Setup, page 7-1.

❑ Award terms and conditions must be set up, if required.

To set up award terms and conditions, see Award Terms and Conditions Setup, page 8-1.

❑ Award roles must be set up, if required.

To set up award roles, see Award Roles Setup, page 9-1.

❑ Burden schedules must be set up, if required.

To set up burden schedules, see Defining Burden Schedules, *Oracle Projects User's Guide.*

❑ Allowed Cost Schedules must be set up, if required.

To set up Allowed Cost Schedules, see Allowed Cost Schedules Setup, page 14-1.

❑ Invoice forms must be set up, if required.

To set up invoice forms, see Billing Forms Setup, page 11-1.

❑ Report templates must be set up, if required.

To set up report templates, see Reports Setup, page 10-1.

❑ References must be set up, if required.

To set up references, see References Setup, page 13-1.

❑ 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 Entering Customer Contact Roles, *Oracle Public Sector Receivables User's Guide.*

❑ Invoice formats must be set up.

To define invoice formats, see Invoice Formats, *Oracle Projects User's 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.

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 Table 19–1, page 19-7.

   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.

   The Award Management Folder window appears as described in Table 18–2, page 18-14.

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 Table 19–1, page 19-7.

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 Table 19–2, page 19-9.

10. To complete this procedure by entering or modifying data contained in the Award Template Management tabs, see Entering an Award Procedure, page 18-7, starting at step 13.

Template Quick Entry Window

Figure 19–1   Template Quick Entry Window
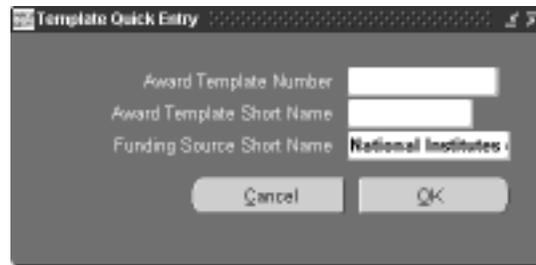
Template Quick Entry Window Description

Table 19–1   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
Cancel		button	closes window without saving
OK		button	confirms action and closes window

Award Template Management Window

Figure 19–2   Award Template Management Window

Award Template Management Window Description

Table 19–2   Award Template 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	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
Start Date	optional	list of values: pop-up calendar	award start date
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
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

Table 19–2   Award Template Management Window Description

Field Name	Type	Features	Description
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
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
Hard Limit	optional	check box	if checked, invoice generation will not exceed the total funding amount of award
Descriptive Flexfield	optional		field for user customization

20

Installment Entry Procedures

This chapter describes how to enter installments and pre-award spending. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Entering Installments Procedure

- Entering Filed Reports Procedure

- View Award Reports Due and Filed Window

- 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
- Pre-Award Spending
- References

Award Installment Entry

This section describes the following:

- Award Management Installments Tab
- View Award Reports Due and Filed
- Installment Entry Functions

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 must 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 submission of required government reports, see Government Report Procedures, page 32-1.

For information on the Reports tab of the Award Management window, see Award Entry Procedures, page 18-1.

Prerequisites

❏ The award for which an installment was received must be entered.

To enter awards, see Award Entry Procedures, page 18-1.

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 18-1.

    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 18-1.

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, Installments Tab, page 18-21.

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.

7. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

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 Chapter 18, Award Entry Procedures.

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

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

   The Award Management Folder window appears as described in Chapter 18, Award Entry Procedures.

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 Table 20–1, page 20-8.

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

Figure 20–1   View Award Reports Due and Filed Window

View Award Reports Due and Filed Window Description

Table 20–1   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
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 ofAward Management window
Site Code	required	list of values	identifies where to send report; defaults from entry made in Reports tab of Award Management window

21

Project Funding Procedures

This chapter describes how to fund projects and view project funding. The following sections are in this chapter:

- **Definition**
- **Overview**
- **Prerequisites**
- **Funding Projects Procedure**
- **Fund Projects Window**
- **Fund Projects Window Description**
- **Viewing Funding Summary Procedure**
- **Funding Summary Window**
- **Funding Summary Window Description**
- **Viewing Project Funding Procedure**
- **Project Funding Summary Window**
- **Project Funding Summary Window Description**
- **Funding History Window**
- **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
- Viewing Project Funding

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 installment must be entered in the Award Management window.

To use the Award Management window to enter awards and installments, see Award Entry Procedures, page 18-1.

❏ A project must be entered.

To enter projects, see Project Entry, *Oracle Projects User's Guide.*

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 Award Management in this chapter.

❏ 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: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

❏ 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: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

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 18-1.

   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 18-1.

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 Table 21–1, page 21-5.

7. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

8. Close the window.

Fund Projects Window

Figure 21–1   Fund Projects Window
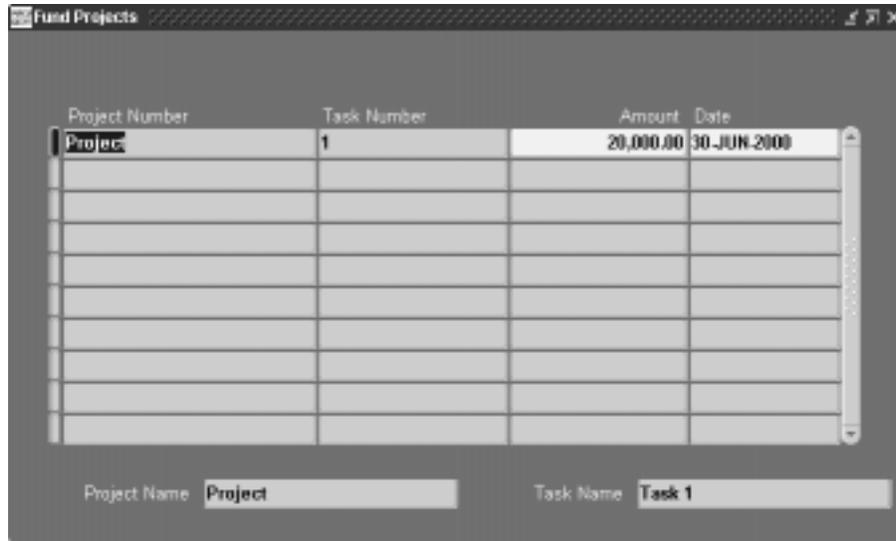
Fund Projects Window Description

Table 21–1   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 18-1.

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 18-1.

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 Table 21–2, page 21-7.

6. Close the window.

Funding Summary Window

Figure 21–2   Funding Summary Window
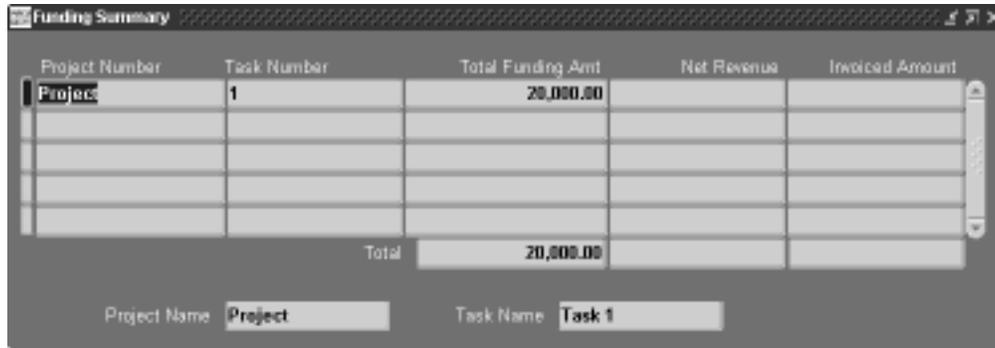
Funding Summary Window Description

Table 21–2   Funding Summary Window Description

Field Name	Type	Features	Description
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 Management, 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 Table 21–3, page 21-10.

   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 Table 21–4, page 21-12.

6. Exit the window as follows:

   File - **Close Form**

Project Funding Summary Window

Figure 21–3   Project Funding Summary Window

Project Funding Summary Window Description

Table 21–3   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
Summary Amounts Region			
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
Revenue Amount	display only		total revenue accrued for this project
Summary by Installment Region			
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

Figure 21–4   Funding History Window
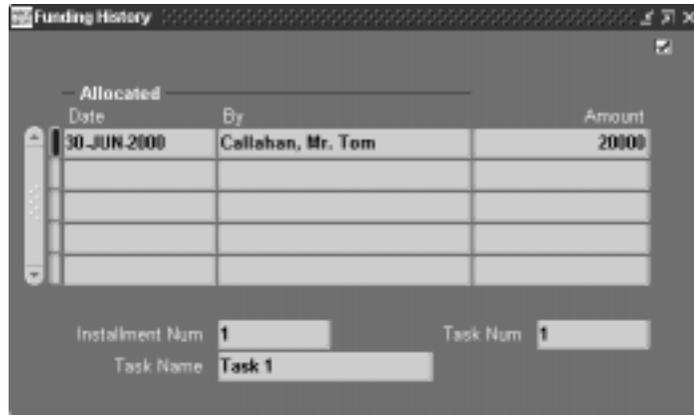
Funding History Window Description

Table 21–4   Funding History Window Description

Field Name	Type	Features	Description
Allocated Region			
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
Task Num	display only		top task number
Task Name	display only		top task name

Part III

Budgets, Transactions, and Billing

22

Budget Entry Method, Budgetary Control, and Funds Check

This chapter describes budget entry method, budgetary control, and funds check. The following sections are in this chapter:

- Definition

- Overview

- Budget Entry Method and Budgetary Control Compatibility Diagram

- 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
- entering an award when managing awards
- entering an original award budget when managing award budgets

This section includes the following topics:

- Budget Entry Method
- Budgetary Control
- Funds Check
- Budgetary Control Settings and Time Intervals
- Default Budgetary Control Settings
- Budgeting

- [Multi-Funding](#)

- [References](#)

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 23-1.

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, and users are advised of the transaction status.

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.

Budgetary control settings can be changed from their original defaults. To change default budgetary settings, 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.

Multi-Funding

When multiple awards fund a single project, all award budgets must have the same budget entry method to summarize the project budget. In the multi-funding environment, the budget entry method from the first baselined award budget becomes the mandatory default for all other budgets funding that project. The defaulted budget entry method cannot be changed.

References

For information on defining budget entry methods, see Oracle Grants Accounting Setup Overview, page 3-1.

For information on creating a project type, see Project Types Setup, page 5-1.

For information on entering default budgetary control settings, see Award Template Entry Procedures, page 19-1.

For information on setting budgetary control time interval parameters, see Award Template Entry Procedures, page 19-1.

For information on entering an award, see Award Entry Procedures, page 18-1.

For information on entering an original award budget, see Budget Entry Procedures, page 23-1.

For information on changing the budgetary control settings in the Budgetary Control window, see Changing Budgetary Control Settings Procedures, page 25-1.

Budget Entry Method and Budgetary Control Compatibility Diagram

Figure 22–1   Budget Entry Method and Budgetary Control Compatibility Diagram
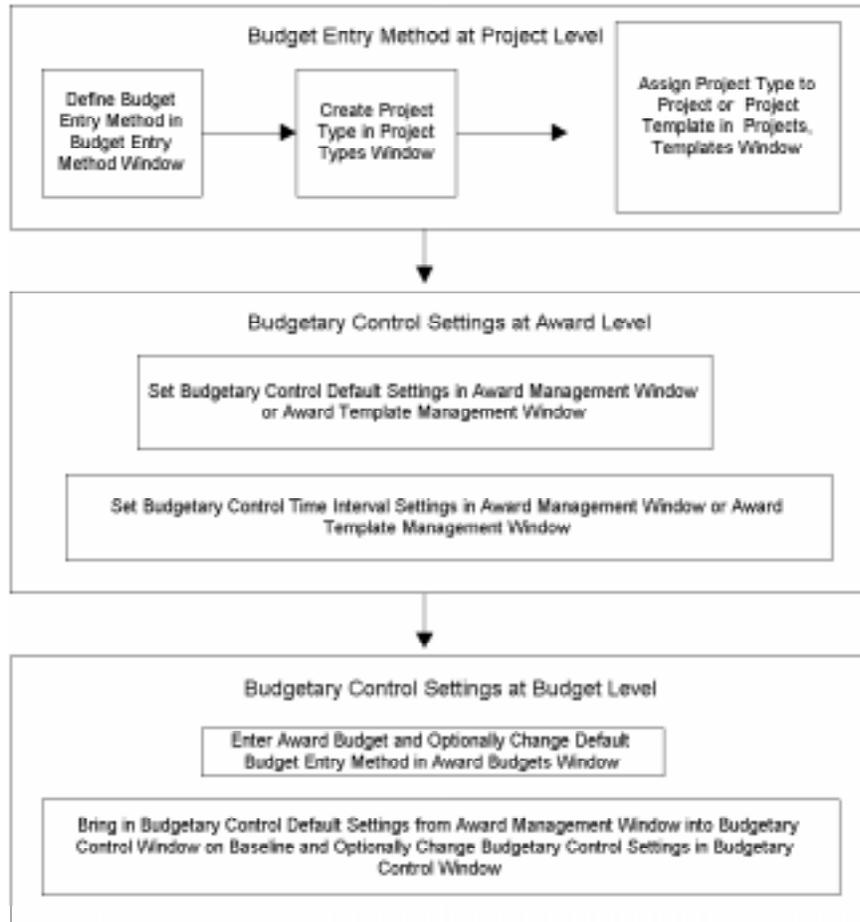
Budget Entry Method Parameter Combinations

Table 22–1   Budget Entry Method 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
	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

Table 22–1   Budget Entry Method Combinations

Level	Categorized by Resources	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 Table 22–2 consolidates data in Table 22–1. Table 22–2 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.

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.

Table 22–2   Compatibility of Budget Entry Method Parameters with Budgetary Control Settings

Budget Entry Method Parameter Combinations		Budgetary Control Settings of Absolute or Advisory			
Level	Categorized by Resources	Award	Task	Resource Group	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 Table 22–2: 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.

WARNING: At the resource group or resource level, users must budget for burden costs, such as overhead or fringe benefits, in addition to raw costs. If the budgetary

control setting is at Absolute or Advisory, with no budget amount entered for a particular resource or resource group, 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.

For example, 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 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.

Figure 23-2 on the following page shows a diagram of funds check rollup levels for a sample award.

Figure 22–2   Funds Check Rollup Levels
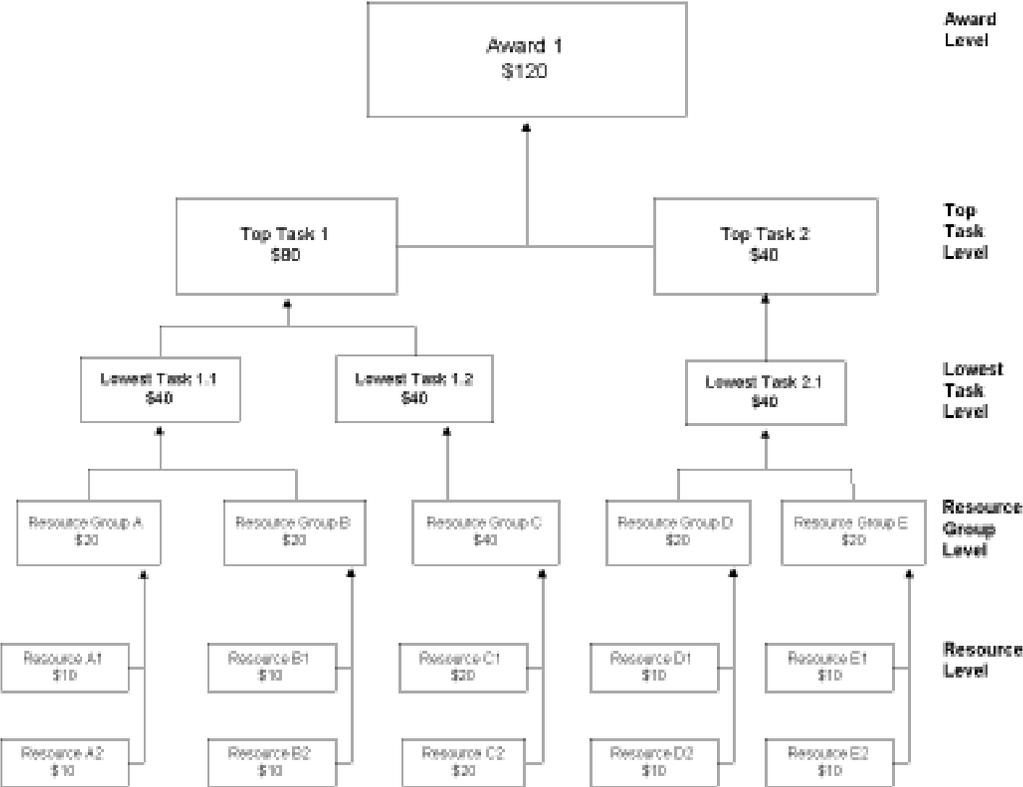
At the Resource level, the available budgets for resources are rolled up into the available budget for the Resource Group level. The available budgets for the resource groups roll up into the available budget for the Lowest Task level. The available budgets for the lowest tasks then roll up into the 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

Table 23-3 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.

Table 22–3   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

Table 23-4 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.

Table 22–4   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

Table 22–5 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.

Table 22–5   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

Note: Following is the interpretation for the fourth row of Table 22–5: 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.

***WARNING:** 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.

WARNING: 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 tables 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 tables shows the expenditure item amount for the example

Tables also include asterisks before the beginning time period, representing the amount type, and asterisks after the ending time period, representing the boundary code.

Table 22–6 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.

Table 22–6   Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Project

	Year 1												Year 2											
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**																							

Table 22–7 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.

Table 22–7   Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Project

	Year 1												Year 2											
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**																							

Table 22–8 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.

Table 22–8   Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Year

	Year 1												Year 2											
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***												

Table 22–9 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.

Table 22–9   Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Year

	Year 1												Year 2											
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**											

Table 22–10 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.

Table 22–10   Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Period

	Year 1												Year 2											
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***	

Table 22–11 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.

Table 22–11   Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Period

	Year 1												Year 2											
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***

Table 22–12 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.

Table 22–12 Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Year-to-Date/Year

	Year 1												Year 2											
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**											

Table 22–13 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.

Table 22–13 Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Year-to-Date/Year

	Year 1												Year 2											
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**											

Table 22–14 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.

Table 22–14   Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Year-to-Date/Period

	Year 1												Year 2											
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***	

Table 22–15 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.

Table 22–15   Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Year-to-Date/Period

	Year 1												Year 2											
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***	

Table 22–16 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.

Table 22–16   Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Period-to-Date/Period

	Year 1												Year 2											
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***

Table 22–17 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.

Table 22–17   Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Period-to-Date/Period

	Year 1												Year 2											
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***

23

Budget Entry Procedures

This chapter describes how to enter award budgets and view the funds check results of submitted or baselined award budgets. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Entering Award Budgets Procedure

- Award Budgets Window

- Award Budgets Window Description

- Task Budgets Window

- Task Budgets Window Description

- Budget Lines Window

- Budget Lines Window Description

- Viewing Funds Check Results of Award Budget Procedure

- Find Funds Check Details (Budget) Window

- Find Funds Check Details (Budget) Window Description

- Budget Funds Check Results Window, Award Tab

- Budget Funds Check Results Window Description, Award Tab

- Budget Funds Check Results Window, Top Task Tab

- Budget Funds Check Results Window Description, Top Task Tab

- Budget Funds Check Results Window, Task Tab

- Budget Funds Check Results Window Description, Task Tab

- Budget Funds Check Results Window, Resource Group Tab

- Budget Funds Check Results Window Description, Resource Group Tab

- Budget Funds Check Results Window, Resource Tab

- Budget Funds Check Results Window Description, Resource Tab

- Viewing a Project Budget Procedure

- Project Budgets Window

- 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. 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.

Overview

When users enter an award budget in the Award Budget window, a budget entry method is defaulted in from project types. Users can change these defaulted budget entry methods 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
    - a user-defined date range with any start and end dates
    - None, which is no time phase

This section includes the following topics:

- Budget Versions
- Budgetary Control Default Settings
- Viewing Funds Check Results of Award Budget
- Project Budgets
- Budgets and Workflow
- References

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 25-1.

Viewing Funds Check Results of Award Budget

If an award budget fails funds check during the submit or baseline processes, users can view the Funds Check Results (Budget) window to determine why funds check failed.

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 an Approved Cost Budget for the non-sponsored project.

Budgets and Workflow

If Workflow is enabled, after a budget is submitted, it is forwarded to the award manager for approval. All key members are also notified. 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 and Copying Actuals to Budget Amounts, *Oracle Projects User's Guide.*

For information on entering budget lines, see Entering Budget Lines, *Oracle Projects User's Guide.*

For information on revising a budget, see Revising a Baselined Budget and Revising an Original Budget, *Oracle Projects User's Guide.*

For information on budget versions and budget history, see Budget Versions and Draft Budget History, *Oracle Projects User's Guide.*

For information on viewing budget history, see Reviewing a Budget, *Oracle Projects User's Guide.*

For information on budgeting levels of detail, see Project Budgeting Levels of Detail, *Oracle Projects User's Guide.*

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 22-1.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 25-1.

For information on Workflow, see Using Oracle Workflow in Oracle Grants Accounting Procedure, page 31-1.

For information on Project Budgets, see Non-Sponsored Project Budget Procedure, page 24-1.

Prerequisites

❏ A project must be entered.

To enter projects, see Project Entry, *Oracle Projects User's Guide.*

❏ An award must be entered.

To enter awards, see Award Entry Procedures, page 18-1.

❏ The entered award must be associated with a funded project.

To fund projects, see Project Funding Procedures, page 21-1.

Entering Award Budgets Procedure

The following tasks can be performed in or accessed from the Award Budget window:

- Entering an Original Award Budget
- Finding a Draft Award Budget
- Entering Award Budget Lines
- Copying Actuals to Award Budget Amounts
- Submitting a Draft Award Budget
- Changing Draft Award Budget Status from Submitted to Working

  Note: This is possible only when Workflow is not enabled.

- Baselining a Draft Award Budget
- Revising a Baselined Award Budget
- Reviewing Historical Baselined Award Budget Versions

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.

   WARNING: Users can accept or change the default budget entry method. The budget entry method selected by users affect funds check. If the budget entry

method and budgetary control settings are not compatible, funds check does not function. 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 22-1.

WARNING: When multiple awards fund a single project, the budget entry method from the first baselined award budget becomes the mandatory default for all other award budgets funding that project. The defaulted budget entry method cannot be changed.

WARNING: 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.

WARNING: Users can accept or change the default budget entry method. The budget entry method selected by users affects funds check. If the budget entry method and budgetary control settings are not compatible, funds check does not function. 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 22-1. Changing the default budget entry method may also change the resource list.

WARNING: 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.

   WARNING: 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 Projects User's Guide.*

For information on budget entry, see Budget Entry Method, Budgetary Control, and Funds Check, page 22-1.

Copying Actuals to Award Budget Amounts

Users can create a draft award budget for a period-based budget based upon actual past expenditures.

Note: 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.

Note: This functionality copies the data for all awards associated with the project, rather than for a single award.

To copy actuals to budget amounts, perform the following steps.

1. From the Award Budgets window, click **Copy Actual...**

The Copy Actual Budget window appears.

To copy actuals to award budget amounts, see Copying Actuals to Budget Amounts, *Oracle Projects User's 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 23-7, to find the draft award budget wanted to submit.

2. From the Award Budgets window, click **Submit**.

   Note: When the budget is submitted, a pop-up notification window appears assigning a concurrent process 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.

   For information on approving a budget with Workflow enabled, see Using Oracle Workflow in Oracle Grants Accounting Procedure, page 31-1.

   For information on submitting a draft award budget, see Submitting a Draft, *Oracle Projects User's 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 23-9.

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 Projects User's 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 23-7, 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 pop-up notification window appears assigning a concurrent process 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 Projects User's Guide*.

    To approve a budget in Workflow, see Approving Notifications Procedure, page 31-9.

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 23-9 in this chapter.

5. From the Award Budgets window, click **Submit**.

   Note: When the budget is submitted, a pop-up notification window appears assigning a concurrent process identification number. If the window is requeried without Workflow enabled, the Submit button is replaced by Baseline, 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 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.

6. From the Award Budgets window, click **Baseline**.

   Note: When the budget is baselined, a pop-up notification window appears assigning a concurrent process identification number. If the window is requeried without Workflow enabled, the Baseline button is replaced by the Submit button, 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 Projects User's Guide.*

To approve a budget in Workflow, see Approving Notifications Procedure, page 31-9.

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

Figure 23–1   Award Budgets Window

Award Budgets Window Description

Table 23–1   Award Budgets Window Description

Field Name	Type	Features	Description
Find Budget Region			
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
Draft Budget Region			
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
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 Options Region			
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

Table 23–1   Award Budgets Window Description

Field Name	Type	Features	Description
Totals Region			
Labor Region			
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
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

Figure 23–2   Task Budgets Window

Task Budgets Window Description

Table 23–2   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
Labor Region			
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 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

Figure 23–3   Budget Lines Window

Budget Lines Window Description

Table 23–3   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.
Amount Type	required	list of values	allows user to select an amount type allowed by budget entry method. Amount types available for selection are controlled by selection made in the View Lines For field. If All is selected in the View Lines For field, user can select any amount type allowed by the budget entry method. If the View Lines For field specifies a specific amount type, then user can only enter budget lines for amount type specified.
[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.

Table 23–3   Budget Lines Window Description

Field Name	Type	Features	Description
Period Totals	read only		total of all displayed budget periods for a resource and amount type
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

Users can access funds check results to determine why a budget failed baselining. To view the funds check results of an award budget that failed the baselining 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 each field of the Find Funds Check Details (Budget) window as described in Table 23–4, page 23-25.

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 Table 23–5, page 23-27.

5. Close the window.

Find Funds Check Details (Budget) Window

Figure 23–4   Find Funds Check Details (Budget) Window

Find Funds Check Details (Budget) Window Description

Table 23–4   Find Funds Check Details (Budget) 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; Submitted or Baselined
Clear		button	erases data from fields
Find		button	opens Budget Funds Check Results window

Budget Funds Check Results Window, Award Tab

Figure 23–5   Budget Funds Check Results Window, Award Tab

Budget Funds Check Results Window Description, Award Tab

Table 23–5   Budget Funds Check Results Window Description, Award Tab

Field Name	Type	Features	Description
Project	display only		project name
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 Tab			
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, Top Task Tab

Figure 23–6   Budget Funds Check Results Window, Top Task Tab

Budget Funds Check Results Window Description, Top Task Tab

Table 23–6   Budget Funds Check Results Window Description, Top Task Tab

Top Task Tab			
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
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of task budget funds available

Budget Funds Check Results Window, Task Tab

Figure 23–7   Budget Funds Check Results Window, Task Tab

Budget Funds Check Results Window Description, Task Tab

Table 23–7   Budget Funds Check Results Window Description, Task Tab

Task Tab			
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
Encumbrance	display only		encumbrance amount
Funds Available	display only		amount of task budget funds available

Budget Funds Check Results Window, Resource Group Tab

Figure 23–8   Budget Funds Check Results Window, Resource Group Tab

Budget Funds Check Results Window Description, Resource Group Tab

Table 23–8   Budget Funds Check Results Window Description, Resource Group Tab

Resource Group Tab			
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, Resource Tab

Figure 23–9   Budget Funds Check Results Window, Resource Tab

Budget Funds Check Results Window Description, Resource Tab

Table 23–9   Budget Funds Check Results Window Description, Resource Tab

Resource Tab			
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.

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 and Budget Type fields.

3. Click **Find Draft** to view consolidated budget information.

    For information on defining the budget entry method, see Oracle Grants Accounting Setup Overview, page 3-1.

4. Close the window.

Project Budgets Window

Figure 23–10   Project Budgets Window

Project Budgets Window Description

Table 23–10   Project Budgets Window Description

Field Name	Type	Features	Description
Find Budget Region			
Project Number	required		project number
Project Name	required		project name
Budget Type	required	list of values	budget name
Find Draft		button	searches for data based on parameters entered
Draft Budget Region			
Version Name	required	list of values	budget version
Status	optional		active or inactive
Change Reason	optional		reason for change
Description	optional		budget description
New Original	optional	check box	select to create a new original
Descriptive Flexfield	optional		field for user customization
Entry Options Region			
Entry Method	display only		summary information
Resource List	display only		summary information
Totals Region			
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

Table 23–10   Project Budgets Window Description

Field Name	Type	Features	Description
Find Budget Region			
Current Burdened Cost	display only		summary information for current baselined budget
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

24

Non-Sponsored Project Budget Procedure

This chapter describes how to create a non-sponsored project budget. The following sections are in this chapter:

- 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

Table 24–1   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
Creating Project Types	select Sponsor Program check box in the Project Types window	deselect Sponsor Program check box in the Project Types window
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

Table 24–1   Functionality Differences Between Sponsored and Non-Sponsored Projects

Functionality	Sponsored Project	Non-Sponsored Project
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 5-1.

For information on the indirect cost rate schedule specified in the Compliances region of the Award Management window, see Award Template Entry Procedures, page 19-1.

For information on accruing revenue and invoicing, see Revenue and Invoice Review Procedures, page 29-1.

For information on budgeting, see Budget Entry Procedures, page 23-1.

For information on Project Status Inquiry, PSI, see Project Status Inquiry Overview, *Oracle Projects User's Guide.*

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 22-1

Prerequisites

❏ Set up Oracle Projects.

To set up Oracle Projects, see Oracle Grants Accounting Setup Overview, page 3-1.

❏ Set up Grants Accounting.

To set up Grants Accounting, see Oracle Grants Accounting Setup Overview, page 3-1.

❏ Apply appropriate patches.

To apply patches, see *Installing Oracle Applications, Upgrading Oracle Applications,* and *Oracle Applications Release Notes.*

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 and project name from the list of values to enter or revise budget amounts for.

3. In the Budget Type field, select the appropriate budget type name from the list of values.

4. To complete this procedure, see Budget Entry Procedures, page 23-1, starting at step 4.

To enter a budget, see Entering a Budget Draft, *Oracle Projects User's Guide.*

To enter budget lines, see Entering Budget Lines, *Oracle Projects User's Guide.*

To view project budgets window and table, see Project Budgets Window, page 23-37.

25

Changing Budgetary Control Settings Procedures

This chapter describes how to change budgetary control settings. The following sections are in this chapter:

- **Definition**

- **Overview**

- **Prerequisites**

- **Changing Budgetary Control Settings at the Award or Task Levels Procedure**

- **Budgetary Control Window**

- **Budgetary Control Window Description**

- **Changing Budgetary Control Settings at the Resource Groups or Resource Levels Procedure**

- **Budgetary Control - Resources Window**

- **Budgetary Control - Resources Window Description**

Definition

Budgetary control settings determine spending limits at the award, task, resource groups, and resource levels in a project.

Overview

Grants Accounting default budgetary control settings are automatically created the first time a budget is baselined. When users define budgetary control settings in the Award Template Management or Award Management windows, they are defined as default settings only and are set when the budget is baselined. Budgetary control settings are defaulted in only the first time a budget is baselined. If a budget is re-baselined, Grants Accounting operates on the users' existing settings.

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 23-1.

 Default budgetary control settings can be changed by the following procedures:

- Changing Budgetary Control Settings at the Award or Task Levels Procedure

- Changing Budgetary Control Settings at the Resource Groups or Resource Levels Procedure

Reference

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 22-1.

Prerequisites

❏ A project must be entered.

To enter a project, see Project Entry, *Oracle Projects User's Guide.*

❏ An award that funds this project must be entered.

To enter an award, see Award Entry Procedures, page 18-1.

❏ Award funding must be allocated to the project.

To allocate award funding to projects, see Project Funding Procedures, page 21-1.

❏ An award budget must be entered, submitted, and baselined.

To enter, submit, and baseline an award budget, see Budget Entry Procedures, page 23-1.

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: Users must have baselined an award budget for the selected project. If the award budget is not baselined, 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 22-1.

4. Save changes to budgetary control settings as follows:

   File - **Save** or **Save and Proceed**

5. Close the window.

Budgetary Control Window

Figure 25–1   Budgetary Control Window

Budgetary Control Window Description

Table 25–1   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
Award Region			
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
Task Region			
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
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: Users must have baselined an award budget for the selected project. If the award budget is not baselined, 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 22-1.

5. Save changes to budgetary control settings as follows:

    File - **Save** or **Save and Proceed**

6. Close the window.

Budgetary Control - Resources Window

Figure 25–2   Budgetary Control - Resources Window

Budgetary Control - Resources Window Description

Table 25–2   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
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.
Resource Groups Region			
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
Resources Region			
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

26

Transaction Entry Procedures

This chapter describes how to enter transactions. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering Requisitions Procedure
- Entering Purchase Orders Procedure
- Entering Supplier Invoices Procedure
- Entering Expenditures Procedure
- Entering Encumbrances Procedure
- Expenditure Batches Window
- Expenditure Batches Window Description
- Expenditures Window
- Expenditures Window Description
- Encumbrance Batches Window
- Encumbrance Batches Window Description
- Encumbrances Window
- 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 Public Sector Purchasing.

- Purchase orders are entered or automatically created in Purchasing.

- Supplier invoices are entered in Oracle Public Sector 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 entering requisitions and purchase orders, see Entering Requisition Headers and Entering Purchase Order Headers, *Oracle Public Sector Purchasing User's Guide.*

For information on entering supplier invoices, see Entering Invoices, *Oracle Public Sector Payables User's Guide.*

For information on entering expenditures, see Creating a Pre-Approved Expenditure Batch, *Oracle Projects User's Guide.*

For information on costing and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

For information on funds check, see Budget Entry Method, Budgetary Control, and Funds Check, page 22-1.

Prerequisites

❏ Budgets must be entered and baselined and budgetary control options must be set for affected awards.

To enter budgets and define budgetary control settings in Grants Accounting, see Budget Entry Procedures, page 23-1, and Changing Budgetary Control Settings Procedures, page 25-1.

❏ Budgetary control must be set up in Oracle Public Sector 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 3-1.

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. In the Award field, select an award from the list of values to charge the expense to.

7. Enter data in the remaining required fields.

8. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

   The requisition is ready for reserving, approving and funds check.

To enter requisitions, see Entering Requisition Lines, *Oracle Public Sector Purchasing User's Guide.*

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

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.

    WARNING: 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. In the Award field, enter or select an award from the list of values.

14. Enter expenditure data in the remaining required fields.

15. 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 lines, see Entering Purchase Order Lines, *Oracle Public Sector Purchasing User's Guide.*

To enter purchase order price reference information, see Entering Purchase Order Price Reference Information, *Oracle Public Sector Purchasing User's Guide.*

To enter purchase order reference document information, see Entering Purchase Order Reference Document Information, *Oracle Public Sector Purchasing User's Guide.*

To enter purchase order miscellaneous information, see, Entering Purchase Order Miscellaneous Information, *Oracle Public Sector Purchasing User's Guide.*

To enter purchase order shipment information, see Entering Purchase Order Shipments, *Oracle Public Sector Purchasing User's Guide.*

To enable the accrue on receipt feature at the system level, see Defining Accrual Options, *Oracle Public Sector Purchasing User's Guide.*

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

Entering Supplier Invoices Procedure

To enter supplier invoices, perform the following steps.

1. In Payables, navigate to the Invoices window as follows:

    Invoices - **Entry** - **Invoices**

2. Enter data in the Invoices window.

3. In the Project field, enter or select a project from the list of values.

    Note: This step can be performed at the Header or Distribution levels.

4. In the Task field, enter or select a task from the list of values.

5. In the Award field, enter or select an award from the list of values.

6. Click **Distributions**.

    The Distributions window appears.

7. Enter data in the Distributions window.

8. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

    The invoice is ready for approving and funds check.

To enter invoices, see Entering Invoices, *Oracle Public Sector Payables User's Guide.*

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

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 Table 26–1.

    Note: Create a separate batch for each class.

    Note: Optionally, 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.

4. Enter data in each field of the Expenditures window as described in Table 26–2.

5. In the Expenditure Items region of the Expenditures window, enter or select an award from the list of values in the Award Number field.

    Note: The Expenditures window is a folder form that can be customized as needed. Use scroll bars to view all fields.

6. Save as follows:

    File - **Save**

7. Close the Expenditures window.

8. Click **Submit** and **Release** in the Expenditure Batches window.

    The expenditures are now ready for costing and funds check

9. Close the Expenditure Batches window.

To enter expenditures, see Expenditure Entry Methods, *Oracle Projects User's Guide.*

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

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 Table 26–1, page 26-11.

    Note: Create a separate batch for each class.

    Note: Optionally, the user 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. Enter data in each field of the Encumbrances window as described in Table 26–2, page 26-14.

5. In the Expenditure Items region of the Encumbrances window, enter or select an award from the list of values in the Award Number field.

    Note: The Encumbrances window is a folder form that can be customized as needed. Use scroll bars to view all fields.

6. Save as follows:

    File - **Save or Save and Proceed**

7. Close the Encumbrances window.

8. 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.

9. Close the Encumbrance Batches window.

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

Expenditure Batches Window

Figure 26–1   Expenditure Batches Window

Expenditure Batches Window Description

Table 26–1   Expenditure Batches Window Description

Field Name	Type	Features	Description
Batch	required	list of values	batch number
Status	display only		working or nonworking
Ending Date	required	list of values	expenditure batch ending date
Class	required	drop-down list	expenditure batch class type; select Timecards, Usages, or Expense Reports 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.
Created Region			
By	display only		individual who created expenditure batches
Date	display only		date expenditure batches created
Amounts Region			
Control Totals	optional		users specify total dollar amount of expenditures 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 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 dollar 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

Table 26–1   Expenditure Batches Window Description

Field Name	Type	Features	Description
Release		button	After clicking **Submit**, the button changes to **Release**; releases all the expenditures and expenditure items in the batch for cost distribution.
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 expenditure batch
Expenditures		button	opens expenditures window

Expenditures Window

Figure 26–2   Expenditures Window

Expenditures Window Description

Table 26–2   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
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
Expenditure Items Region			
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 or expense reports.

Table 26–2   Expenditures Window Description

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 or expense reports.
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

Figure 26–3   Encumbrance Batches Window

Encumbrance Batches Window Description

Table 26–3   Encumbrance Batches Window Description

Field Name	Type	Features	Description
Batch	required	list of values	batch number
Status	display only		working or nonworking
Ending Date	required	list of values	encumbrance batch ending date
Class	required	drop-down list	encumbrance batch class type; select Timecards, Usages, or Expense Reports 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.
Created Region			
By	display only		individual who created encumbrance batches
Date	display only		date encumbrance batches were created
Amounts Region			
Control Totals	optional		Users specify total dollar 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 dollar amount of encumbrances within a batch
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

Table 26–3   Encumbrance Batches Window Description

Field Name	Type	Features	Description
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 encumbrance batch
Encumbrances		button	opens encumbrances window

Encumbrances Window

Figure 26–4   Encumbrances Window

Encumbrances Window Description

Table 26–4   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
Batch Control Total	display only		batch control total
Batch Running Total	display only		batch running total
Expenditure Items Region			
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

Table 26–4   Encumbrances Window Description

Field Name	Type	Features	Description
Comment	optional		comments
Descriptive Flexfield	optional		field for user customization
Reverse Original		button	reverses original encumbrance items

27

Transaction Processing and Funds Check Activation Procedures

This chapter describes transaction processing, activating funds check, and accessing funds check results. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Activating Funds Check Procedure
- Viewing Funds Check Results Procedure
- Find Funds Check Details Window
- Find Funds Check Details Window Description
- Funds Check Results Window, Award Tab
- Funds Check Results Window, Top Task Tab
- Funds Check Results Window, Task Tab
- Funds Check Results Window, Resource Group Tab
- Funds Check Results Window, Resource Tab
- Funds Check Results Window Description
- Viewing Funds Check Results Report Procedure
- Funds Check Results Failure Report
- Funds Check Results Failure Report Description
- Funds Check Results Success Report

- **Funds Check Results Success Report Description**

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 22-1.

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
- Funds Check Activation in Payables
- Funds Check Activation in Grants Accounting
- Funds Check Results

Figure 27–1 and Figure 27–2 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.

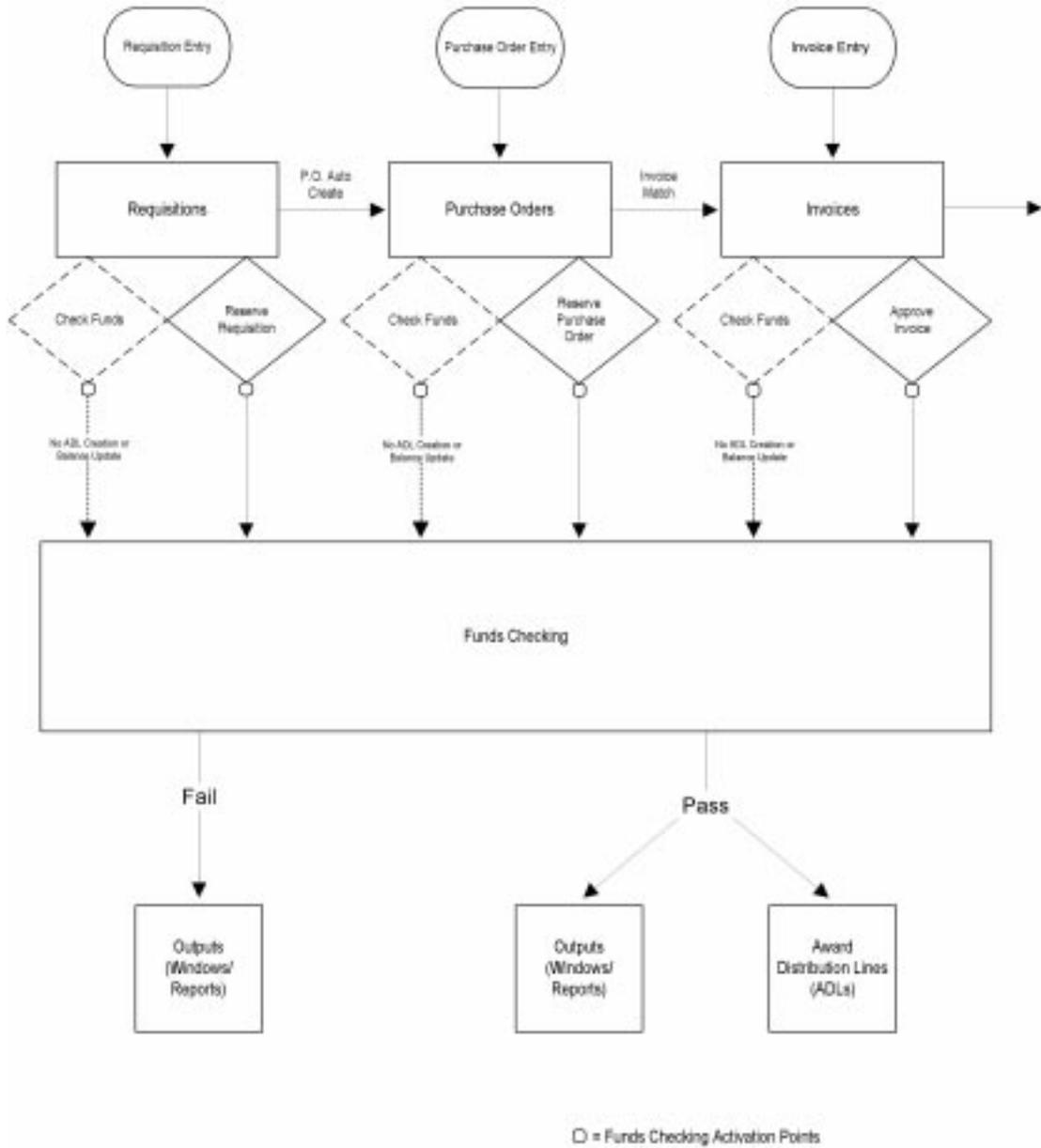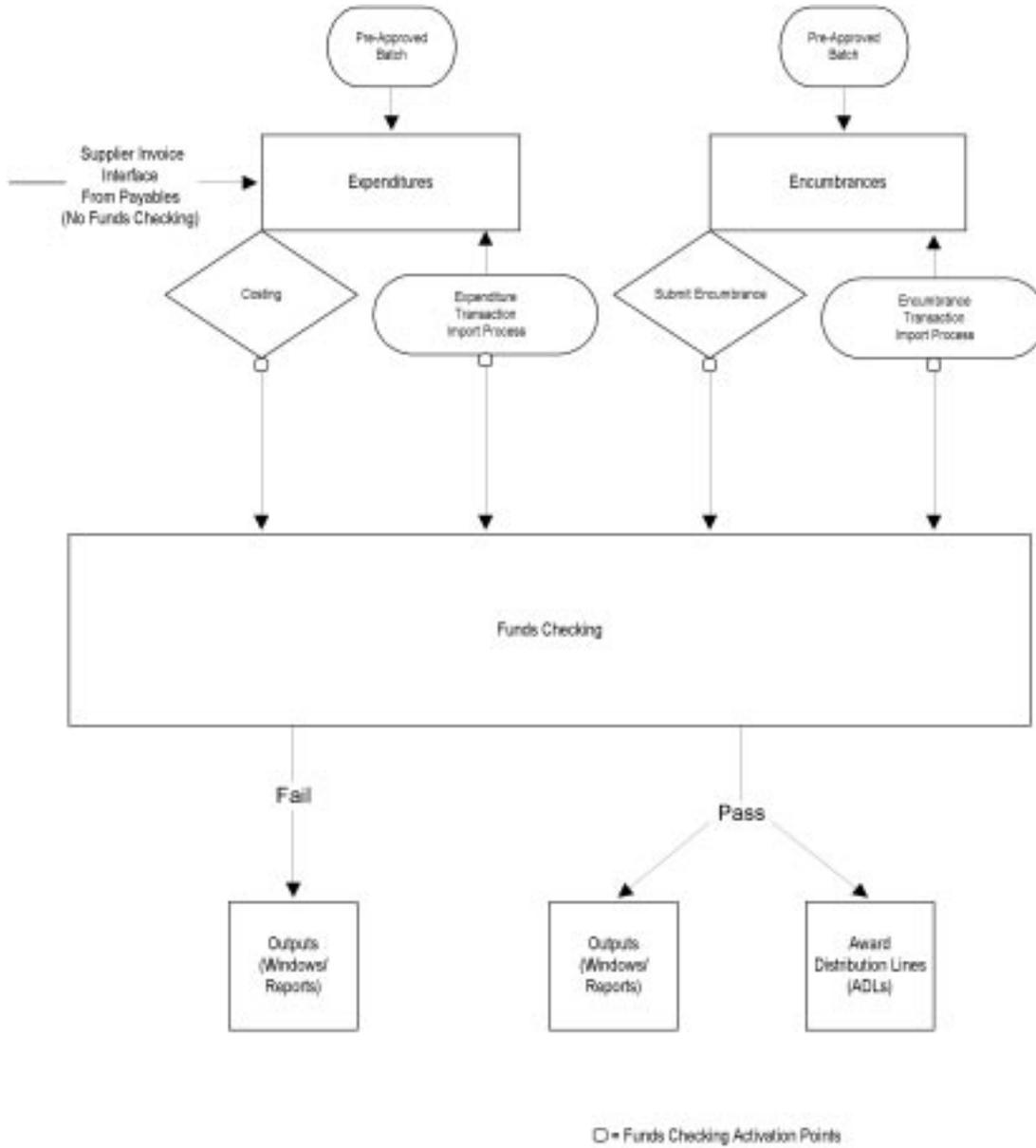**Figure 27–1   Funds Check Activation in Purchasing and Payables**

Figure 27–2   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.

Transactions are funds checked from the following activation points in Purchasing:

- Requisition Entry
- Purchase Order Entry

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

- Expenditure Transaction Import

- Encumbrance Entry

- Encumbrance Transaction Import

Expenditure Costing and Recosting

Expenditure costing in Grants Accounting occurs when preapproved batches of expenditures are costed by submitting one of the following concurrent requests:

- GMS: Costing and Funds Checking on Expense Reports

- GMS: Costing and Funds Checking on Straight Time Labor

- GMS: Costing and Funds Checking on Usages

The costing process automatically activates funds check.

For information on expenditure adjustments, see Expenditure Adjustments, *Oracle Projects User's Guide.*

Note: After adjusting an invoice from Payables the following concurrent request must be submitted:

- GMS: Distribute Supplier Invoice Adjustment Costs and Funds Checking

For more information on adjusting supplier invoices, see Adjustments to Supplier Invoices, *Oracle Projects User's Guide.*

Recosting is the redistribution of expenditures or adjusted expenditure amounts. Resubmitting the costing process automatically activates funds check.

For more information on recosting, see Transaction Adjustment Procedures, page 28-1.

Expenditure Transaction Import

Expenditure transaction import occurs when third party expenditure data is imported into Grants Accounting. The act of importing the expenditure data automatically activates funds check. Expenditures are imported by submitting the following concurrent request:

- PRC: Transaction Import Process

Encumbrance Entry

After entering a pre-approved encumbrance batch, the encumbrance batch is reserved and funds checked by submitting the following concurrent process:

- GMS: Encumbrance Funds Check

Encumbrance Transaction Import

Encumbrance transaction import occurs when encumbrances from other applications are imported into Grants Accounting. The act of importing the encumbrances automatically activates funds check. Encumbrances are imported by submitting the following concurrent request:

- PRC: Transaction Import Process

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 and from Funds Check Results Success and Failure reports.

The Funds Check Results window details funds check results by the budgetary control levels of Award, Top Task, Task, Resource Group, and Resource.

The Funds Check Results Reports determine if a transaction passed or failed funds check and explain the reason for a funds check failure.

The following reports are available:

- Funds Check Results Failure Report
- Funds Check Results Success Report

References

For information on calculating costs in Oracle Projects, see Calculating Costs, *Oracle Projects User's Guide.*

For information on setting budgetary control options in Grants Accounting, see Changing Budgetary Control Settings Procedures, page 25-1.

For information on establishing a funding budget in Grants Accounting, see Budget Entry Procedures, page 23-1.

For information on reviewing the results of funds check requests in General Ledger, see Reviewing Budgetary Control Transactions, *Oracle Public Sector 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 26-1.

❏ Expenditures must be ready for costing.

To ready expenditures for costing, see Reviewing and Releasing Expenditure Batches, *Oracle Projects User's Guide*.

❏ Transactions from Purchasing and Payables must be entered.

To enter transactions in Purchasing, see Entering Requisition Lines, *Oracle Purchasing User's Guide* and Entering Purchase Order Lines, *Oracle Purchasing User's Guide*.

To enter transactions in Payables, see Entering Invoices Overview, *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
- Activating Funds Check for Purchase Orders in Purchasing Procedure
- Activating Funds Check for Invoices in Payables Procedure
- Activating Funds Check for Expenditures in Grants Accounting Procedure
- Activating Funds Check for Encumbrances in Grants Accounting Procedure

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 26-1.

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 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 27-17.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 27-28.

   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 27-17.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 27-28.

For information on reserving requisitions, see Reserving Funds for Requisitions, *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 27-17.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 27-28.

   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 27-17.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 27-28.

   For information on reserving and approving purchase orders, see Approving Purchase Orders, *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 27-17.

To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 27-28.

Note: At this point funds check does not update the balance.

2. The supplier invoice is now ready for approval. Approving the invoice automatically activates funds check and updates the award balance. After the invoice is approved, funds check results are generated.

To view the funds check results, see Viewing Funds Check Results Procedure, page 27-17.

To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 27-28.

For information on approving invoices, see Approval, *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 processes:

■ Costing

■ Transaction Import

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: Costing and Funds Checking on Expense Reports replaces PRC: Distribute Expense Report Costs.

■ GMS: Costing and Funds Checking on Straight Time Labor replaces PRC: Distribute Labor Costs.

■ GMS: Costing and Funds Checking on Usages replaces PRC: Distribute Usage Costs.

■ GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check replaces PRC: Distribute Supplier Invoice Adjustment Costs

For information on how to submit the GMS: Costing and Funds Check on Expense Reports process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

For information on how to submit the GMS: Costing and Funds Check on Straight Time Labor process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

For information on how to submit the GMS: Costing and Funds Check on Usages process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

For information on how to submit the GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

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.

Transaction Import

Expenditure transaction import in Grants Accounting is the same process as expenditure transaction import in Projects.

For information on transaction import, see Overview of Transaction Import, *Oracle Projects User's Guide.*

Activating Funds Check for Encumbrances in Grants Accounting Procedure

Funds check for encumbrances in Grants Accounting is activated by the following processes:

■   Reserving

■   Transaction Import

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 process.

■ GMS: Encumbrance Funds Check

Transaction Import

Encumbrance transaction import in Grants Accounting is the same process as expenditure transaction import in Projects.

For information on transaction import, see Overview of Transaction Import, *Oracle Projects User's Guide.*

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 Table 27–1.

3. Click **Find**.

    The Funds Check Results window appears as described in Table 27–2.

4. Close the window.

Find Funds Check Details Window

Figure 27–3   Find Funds Check Details Window

Find Funds Check Details Window Description

Table 27–1   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
JE Source	display only		journal entry source
JE Category	optional	list of values	journal entry category
Budget Version	display only		budget version
Budget Status	display only		budget source
Expenditure Type	optional	list of values	expenditure type
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered
Status Region			
GL Status	optional	drop-down list	status of funds check request in General Ledger; Passed or Failed
GMS Status	optional	drop-down list	status of funds check request in Grants Accounting; Passed or Failed

Funds Check Results Window, Award Tab

Figure 27–4   Funds Check Results Window, Award Tab

Funds Check Results Window, Top Task Tab

Figure 27–5   Funds Check Results Window, Top Task Tab

Funds Check Results Window, Task Tab

Figure 27–6   Funds Check Results Window, Task Tab

Funds Check Results Window, Resource Group Tab

Figure 27–7   Funds Check Results Window, Resource Group Tab
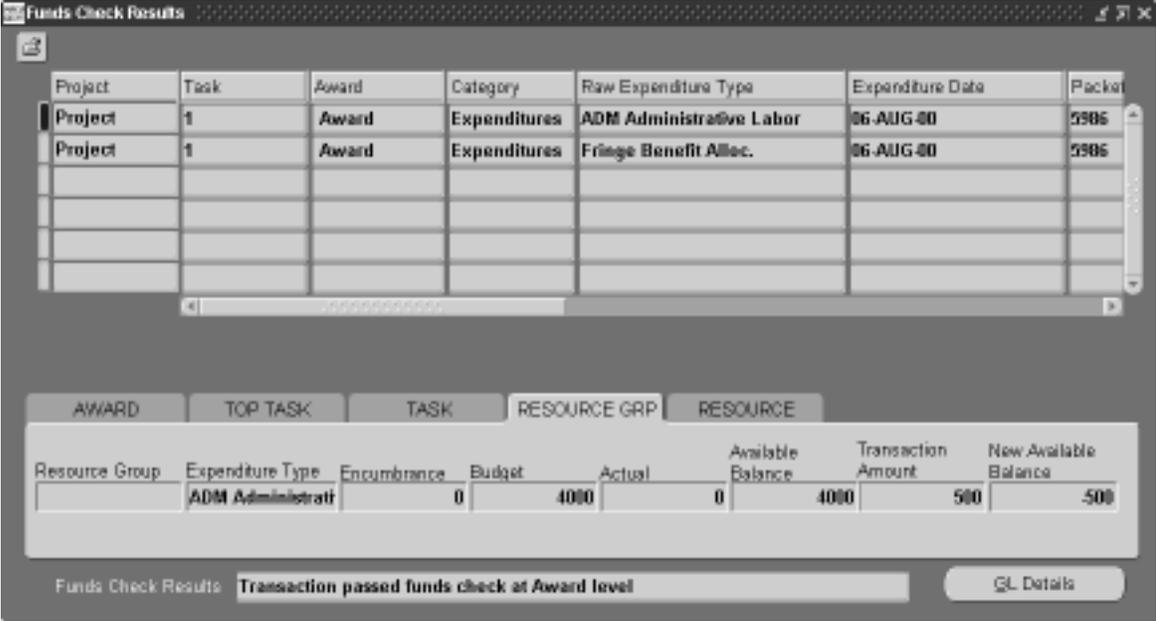
Funds Check Results Window, Resource Tab

Figure 27–8   Funds Check Results Window, Resource Tab

Funds Check Results Window Description

Table 27–2   Funds Check Results Window Description

Field Name	Type	Features	Description
Project	display only		project number
Task	display only		task number
Award	display only		award number
Category	display only		journal entry category
Raw Expenditure Type	display only		expenditure type of raw cost
Expenditure Date	display only		expenditure date
Packet Number	display only		identifier assigned to the budgetary control packet
GMS Status	display only		status of funds check request in Grants Accounting; Passed or Failed
GL Status	display only		status of funds check request in General Ledger; Passed or Failed
Source	display only		expenditure item source
Document Type	display only		document type
Amount	display only		expenditure amount
Budget Version	display only		budget funds checked against
Budget Status	display only		budget source
Source Document	display only		source document
Fund Check Results	display only		report on whether transaction passed or failed funds check
GL Details		button	searches for General Ledger funds check details
Award Tab			
Expenditure Type	display only		expenditure type
Budget	display only		budget funds checked against
Encumbrance	display only		encumbrance balance
Actual	display only		actual balance
Available Balance	display only		funds available balance

Table 27–2   Funds Check Results Window Description

Field Name	Type	Features	Description
Transaction Amount	display only		transaction amount
New Available Balance	display only		new available balance
Top Task Tab			
Expenditure Type	display only		expenditure type
Budget	display only		budget funds checked against
Encumbrance	display only		encumbrance balance
Actual	display only		actual balance
Available Balance	display only		funds available balance
Transaction Amount	display only		transaction amount
New Available Balance	display only		new available balance
Task Tab			
Expenditure Type	display only		expenditure type
Budget	display only		budget funds checked against
Encumbrance	display only		encumbrance balance
Actual	display only		actual balance
Available Balance	display only		funds available balance
Transaction Amount	display only		transaction amount
New Available Balance	display only		new available balance
Resource Group Tab			
Resource Group	display only		resource group
Expenditure Type	display only		expenditure type
Budget	display only		budget funds checked against
Encumbrance	display only		encumbrance balance
Actual	display only		actual balance
Available Balance	display only		funds available balance

Table 27–2   Funds Check Results Window Description

Field Name	Type	Features	Description
Transaction Amount	display only		transaction amount
New Available Balance	display only		new available balance
Resource Tab			
Resource	display only		resource type
Expenditure Type	display only		expenditure type
Budget	display only		budget funds checked against
Encumbrance	display only		encumbrance balance
Actual	display only		actual balance
Available Balance	display only		funds available balance
Transaction Amount	display only		transaction amount
New Available Balance	display only		new available balance

Viewing Funds Check Results Report Procedure

To view funds check results reports after running the costing and funds check process in Grants Accounting, perform the following steps.

1. From any window in Grants Accounting, navigate to the Funds Check Results Report window as follows:

   View - **Requests**

   The Find Requests window appears.

2. In the Find Requests window, enter parameters.

3. Click **Find**.

   The Requests window appears.

4. In the Requests window select item to be viewed and click **View Output**.

   The Funds Check Results report appears either as a Funds Check Failure Report, for a failed funds check, or a Funds Check Success Report for a passed funds check.

5. Close the window.

Funds Check Results Failure Report

Figure 27–9   Funds Check Results Failure Report

Funds Check Results Failure Report Description

Table 27–3   Funds Check Results Failure Report Description

Column	Description
Award Number	award number
Task	task number
Expenditure Type	expenditure type
Expenditure Item Date	expenditure item date
Amount	transaction amount
Reason Rejected	reasons for funds check failure

Funds Check Results Success Report

Figure 27–10   Funds Check Results Success Report

Funds Check Results Success Report Description

Table 27–4   Funds Check ResultsSuccess Report Description

Column	Description
Award Number	award number
Task	task number
Expenditure Type	expenditure type
Expenditure Item Date	expenditure item date
Amount	transaction amount

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Transaction Adjustment Procedures

This chapter describes how to make transaction adjustments for both expenditures and encumbrances. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Transferring All Expenditures Procedure
- Transferring Selected Expenditures Procedure
- Reversing Expenditure Batches Procedure
- Reversing Expenditure Items Procedure
- Reverse Expenditure Items Window
- Reverse Expenditure Items Window Description
- Reversing Encumbrance Batches Procedure
- Reversing Encumbrance Items Procedure
- Reverse Encumbrance Items Window
- 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
- Encumbrance Adjustments

Expenditure Adjustments

The following adjustments can be made to expenditures in Grants Accounting:

- Recosting
- Splitting and Transferring
- Reversing
  - Reversing Expenditure Batches
  - Reversing Expenditure Items
- Other Adjustments

Recosting

Recosting is the redistribution of expenditures or adjusted expenditure amounts. Recosting involves adjusting expenditures using one of the following methods:

- recalculate raw cost
- recalculate 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 Projects User's 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 requests, which activates funds checking. This is necessary, for example, if a labor cost rate has changed and users want to recalculate the labor 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 and Changing Burden Schedules, *Oracle Projects User's 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 requests which activates funds checking.

For information on splitting expenditure items, see Splitting Expenditure Items, *Oracle Projects User's Guide.*

For information on transferring expenditure items see, Transferring Expenditure Items, *Oracle Projects User's Guide.*

For information on splitting and transferring expenditure items, see New Expenditure Items Resulting from Transfer and Split, *Oracle Projects User's 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

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 Projects User's Guide.*

For information on transferring expenditures, see Transferring Expenditure Items, *Oracle Projects User's 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 26-1.

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 a project number and a task number.

3. Click **Mass Adjust**.

    The Mass Adjust pop-up window appears.

4. Select Transfer and click **OK**.

    The Transfer Items to Project/Task window appears.

5. In the Project Number field, select the project number from the list of values.

    The project name appears automatically in the associated Name field.

6. In the Task Number field, select the task number from the list of values.

    The task name appears automatically in the associated Name field.

7. 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.

8. 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.

To run the costing and funds check process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

Note: After running the costing and funds check process, users must run the Create Summarized Burden Expenditure Items process to adjust the burden expenditure items.

To run the Create Summarized Burden Expenditure Items process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

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 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 applicable costing and funds check processes to check funds available for the adjusted expenditure items. The costing and funds check processes include the GMS: Costing and Funds Check on Expense Reports process, the GMS: Costing and Funds Check on Straight Time Labor process, the GMS: Costing and Funds Check on Usages process, and the GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process. After running the applicable processes, users must then run the PRC: Create and Distribute Burden Transaction process.

To run these processes, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

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.

    Note: Create a separate batch for each expenditure class.

    Note: Optionally, users can click **Copy From** to copy from an existing 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. Close the window.

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, page 26-1.

   Note: Create a separate batch for each class.

   Note: Optionally, 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.

4. Enter the employee name or employee number.

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 window.

For information on reversing expenditure items, see Correcting Expenditure Batches, *Oracle Projects User's Guide.*

Reverse Expenditure Items Window

Figure 28–1   Reverse Expenditure Items Window

Reverse Expenditure Items Window Description

Table 28–1   Reverse Expenditure Items Window Description

Field Name	Type	Features	Description
Employee	display only		employee name; automatically populates
Org	display only		organization name for expenditure
Project Number	required	list of values	project number expenditure is charged to
Task Number	required	list of values	task number expenditure is charged to
Expnd Type	required	list of values	expenditure type
Item Date	display only	list of values	expenditure date
Non-Labor Region			
Resource	display only		specifies a user-defined asset or pool of assets
Org	display only	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 Items Region			
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.

   Note: Create a separate batch for each expenditure class.

   Note: Optionally, users can click **Copy From** to copy from an existing 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 window.

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.

    Note: Create a separate batch for each class.

    Note: Optionally, users can click **Copy From** to copy from an existing batch.

3. After entering data in the Encumbrance Batches window, click **Encumbrances**.

    The Expenditures window appears.

4. Enter the employee name or employee number.

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. Close the window.

Reverse Encumbrance Items Window

Figure 28–2   Reverse Encumbrance Items Window

Reverse Encumbrance Items Window Description

Table 28–2   Reverse Encumbrance Items Window Description

Field Name	Type	Features	Description
Employee	display only		employee name; automatically populates
Org	display only		organization name for expenditure
Project Number	required	list of values	project number expenditure is charged to
Task Number	required	list of values	task number expenditure is charged to
Expnd Type	required	list of values	expenditure type
Item Date	display only	list of values	expenditure date
Non-Labor Region			
Resource	display only		specifies a user-defined asset or pool of assets
Org	display only	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 Items Region			
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

29

Revenue and Invoice Review Procedures

This chapter describes how to review revenue and invoices, view invoices in Oracle Public Sector Receivables, and control billing by top task. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Reviewing Revenue Procedure

- Reviewing Invoices Procedure

- Controlling Billing by Top Task Procedure

- Viewing Invoices in Receivables Procedure

Definition

In Oracle Grants Accounting, revenue is accrued and invoices are generated by award, whether a project is funded by multiple awards from the same or different funding sources, or a single award is funding multiple projects.

Overview

This chapter describes how to review revenue and invoices, control billing by top task, and view invoices in Receivables before transmitting them electronically to an outside organization.

References

For information on viewing and adjusting invoices, see Viewing Invoices and Adjusting Project Invoices, *Oracle Projects User's Guide.*

For information on accruing revenue and generating invoices, see Multi-Funding Process, page A-1.

Prerequisites

❏   Expenditures for an award must be costed.

To cost expenditures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

❏   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.

❏   To use the EDI 810 outbound invoice feature, users must have installed and implemented Oracle EDI Gateway.

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 Projects User's Guide.*

Navigate to the Find Revenue window as follows:

Billing - **Revenue Review**

The following regions and fields are changed in Grants Accounting.

- In the Find Revenue window, an Award region replaces the Project region used in Projects. The Number, Name, and Organization fields in this region refer to awards rather than projects. The Type and Status fields are eliminated.

- In the Revenue Summary window, an Award Number field replaces the Project Number field used in Projects. The Agreement field is eliminated.

- In the Revenue window, Award Number and Award Name fields replace the Project Number and Project Name fields used in Projects.

- These fields retain the same types and features as the Projects fields they replace.

Reviewing Invoices Procedure

Reviewing invoices follows the same procedure in Grants Accounting as in Projects.

For information on reviewing invoices, see Reviewing Invoices, *Oracle Projects User's Guide.*

Navigate to the Find Invoices window as follows:

Billing - **Invoice Review**

The following regions and fields are changed in Grants Accounting.

- In the Find Invoices window, an Award region replaces the Project region used in Projects. The Number, Name, and Organization fields in this region refer to awards rather than projects. The Type and Status fields are eliminated.

- In the Invoice Summary window, an Award Number field replaces the Project Number field used in Projects. The Agreement field is eliminated.

- In the Invoice window, Award Number and Award Name fields replace the Project Number and Project Name fields used in Projects.

- These fields retain the same types and features as the Projects fields they replace.

Controlling Billing by Top Task Procedure

Grants Accounting allows users to refrain from accruing revenue and invoicing specific top tasks. 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.

Viewing Invoices in Receivables Procedure

Electronic Data Interchange (EDI) is the electronic transmission of routine business documents in a standard electronic format from one computer to another. Grants Accounting supports the transmission of the 810 outbound invoice from Receivables to the receiving organization.

To view invoices in Receivables before transmitting invoices electronically, perform the following steps.

1. In Receivables, navigate to the Transaction Summary window as follows:

    Transactions - **Transactions Summary**

    Invoices generated by Grants Accounting appear as PA Invoice in the Source field.

2. Select the invoice to be transmitted outbound and click **Open**.

    The Transactions window appears and displays the selected invoice.

For information on transmitting the invoice from Receivables to the receiving organization, see *Oracle EDI Gateway User's Guides.*

Part IV

View Award Status

30

Award Status Inquiry Procedures

This chapter describes the Award Status Inquiry procedure. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Award Status Inquiry Procedure
- Find Award Status Window
- Find Award Status Window Description
- Award Status Window
- Award Status Window Description
- Resource Status Window
- Resource Status Window Description
- Find Expenditure Items Window
- Find Expenditure Items Window Description
- Expenditure Item Details: Actuals Window
- Expenditure Item Details: Actuals Window Description
- Find Commitments Window
- Find Commitments Window Description
- Expenditure Item Details: Commitments Window
- Expenditure Item Details: Commitments Window Description

- Invoice Summary Window
- Invoice Summary Window Description
- Project Status Window
- Project Status Window Description
- Resource Status Window
- Resource Status Window Description
- Expenditure Item Details: Actuals Window
- Expenditure Item Details: Actuals Window Description
- Expenditure Item Details: Commitments Window
- Expenditure Item Details: Commitments Window Description
- Task Status Window
- Task Status Window Description

Definition

Award Status Inquiry is a feature that enables users to quickly review actual and commitment transactions, invoices, and budget and expenditure data at the award, project, resource, or task level.

Overview

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.

This section includes the following:

- Features
- Process

Features

The Award Status window and its subsidiary windows allow users to perform the following functions:

- view summary amounts by award
- view summary amounts by project
- view detailed resource information at the award level and by project
- view actual cost and detailed commitment information at the award level and by project
- view detailed task information by project
- view invoice summary information by award

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.

Process

To populate the Award Status window and its subsidiary windows with summary amounts for an award, users must run GMS: Update Actual and Encumbrance Balance concurrent process.

Typically, the Award Status Inquiry procedure is performed after all other Grants Accounting processes are complete, such as costing, funds checking, and burdening, so that relevant amounts are available.

Prerequisites

❏ The GMS: Update Actual and Encumbrance Balance process must be run.

For information on the GMS: Update Actual and Encumbrance Balance process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

Award Status Inquiry Procedure

The award status inquiry procedure consists of the following:

- Finding and Viewing Award Status
- Viewing Resource Status Information at the Award Level
- Viewing Actual Transactions at the Award Level
- Viewing Commitment Transactions at the Award Level
- Viewing Award Information
- Viewing Invoice Summary Information
- Viewing Project Status Information
- Viewing Resource Status Information at the Project Level
- Viewing Actual Transactions at the Project Level
- Viewing Commitment Transactions at the Project Level

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 Table 30–1.

   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 Table 30–2.

Viewing Resource Status Information at the Award Level

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 Table 30–3.

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 Table 30–4.

4. Click **Find**.

   The Expenditure Item Details: Actuals window appears.

5. View information in the Expenditure Item Details: Actuals window as described in Table 30–5.

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 Table 30–6.

4. Click **Find**.

   The Expenditure Item Details: Commitments window appears.

5. View information in the Expenditure Item Details: Commitments window as described in Table 30–7.

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 Folder window appears.

3. Select an award and click **Open**.

The Award Management window appears.

4. 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 Invoice Summary window appears.

3. View information in the Invoice Summary window as described in Table 30–8.

Viewing Project Status Information

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 Table 30–9.

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 Table 30–13.

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 Table 30–10.

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 Table 30–4.

4. Click **Find**.

   The Expenditure Item Details: Actuals window appears.

5. View information in the Expenditure Item Details: Actuals window as described in Table 30–11.

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 Table 30–6.

4. Click **Find**.

   The Expenditure Item Details: Commitments window appears.

5. View information in the Expenditure Item Details: Commitments window as described in Table 30–12.

6. Close the window.

Find Award Status Window

Figure 30–1   Find Award Status Window

Find Award Status Window Description

Table 30–1   Find Award Status Window Description

Field Name	Type	Features	Description
Award Region			
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
Funding Source Region			
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
Key Member Region			
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
Clear		button	erases data from fields
Find		button	searches for data based upon parameters entered

Award Status Window

Figure 30–2   Award Status Window

Award Status Window Description

Table 30–2   Award Status Window Description

Field Name	Type	Features	Description
Award	display only		award number
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
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
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 Folder window so users can select an award to view in the subsequent Award Management window
Invoice Review		button	allows users to view invoice details for an award

Resource Status Window

Figure 30–3   Resource Status Window

Resource Status Window Description

Table 30–3   Resource Status Window Description
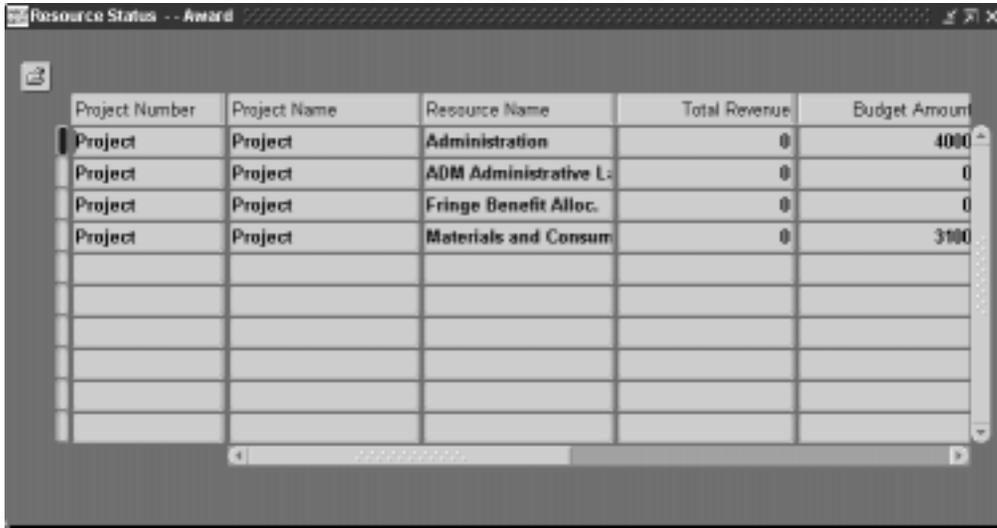
Field Name	Type	Features	Description
Project Number	display only		project number
Project Name	display only		project name
Resource Name	display only		resource name
Total Revenue	display only		total accrued revenue for resource
Budget Amount	display only		total resource budget
Actual Cost	display only		total amount of actuals for resource
Commitment Amt	display only		total amount of commitments for resource
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

Figure 30–4   Find Expenditure Items Window
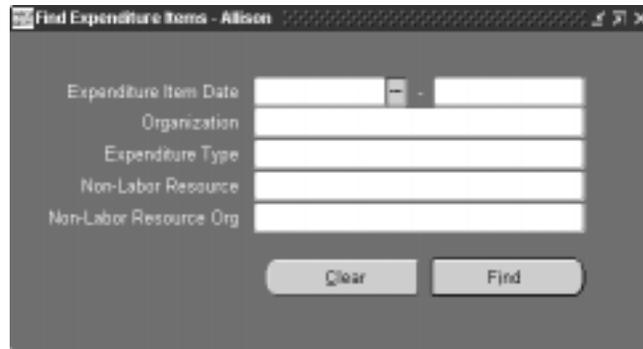
Find Expenditure Items Window Description

Table 30–4   Find Expenditure Items Window Description

Field Name	Type	Features	Description
Expenditure Item Date	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
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Expenditure Item Details: Actuals Window

Figure 30–5   Expenditure Item Details: Actuals Window

Expenditure Item Details: Actuals Window Description

Table 30–5   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		name to track pre-approved 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
Original Transaction Ref	display only		original transaction reference number
PA Period	display only		project accounting period
Raw Cost	display only		expenditure item direct cost
Burdened Cost	display only		burdened cost or indirect cost
Revenue Amount	display only		amount of revenue received
Billed Amount	display only		amount billed

Find Commitments Window

Figure 30–6   Find Commitments Window

Find Commitments Window Description

Table 30–6   Find Commitments Window Description

Field Name	Type	Features	Description
Supplier Name	optional		vendor name
Supplier Number	optional		vendor number
Expenditure Organization	optional		department or group associated with the expenditure item
Expenditure Type	optional		expenditure type
Expenditure Item Date	optional		starting search date of expenditure items
-	optional		ending search date of expenditure items
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Expenditure Item Details: Commitments Window

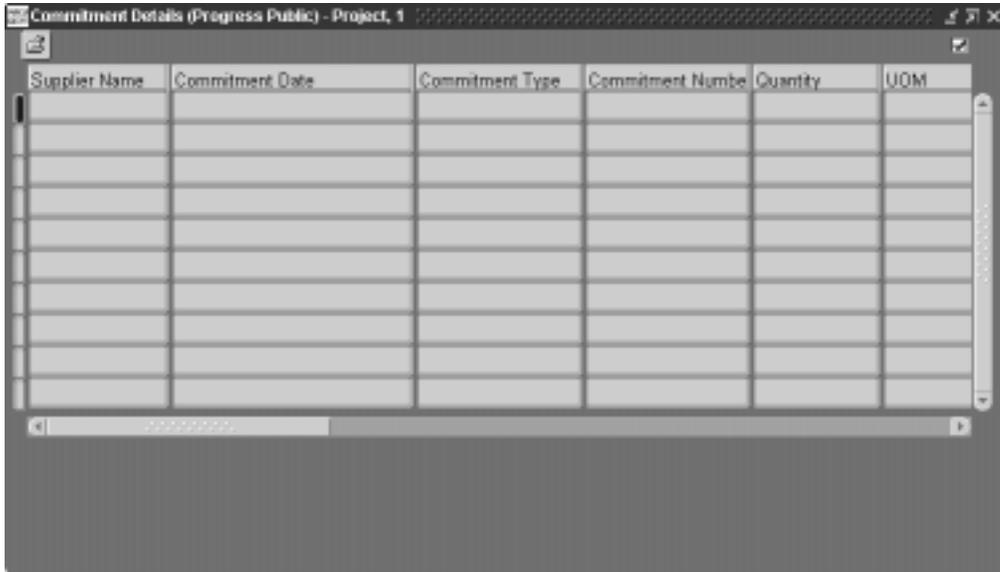*Figure 30–7   Expenditure Item Details: Commitments Window*

Expenditure Item Details: Commitments Window Description

Table 30–7   Expenditure Item Details: Commitments 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		expected date of incurring commitment costs
Expenditure Organization	display only		organization incurring expenditure
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
Raw Cost	display only		commitment direct cost
Burdened Cost	display only		burdened cost or indirect cost

Invoice Summary Window

Figure 30–8   Invoice Summary Window

Invoice Summary Window Description

Table 30–8   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 Projects. Draft invoices require approval, transfer, and acceptance before they are officially accounted for in other Oracle applications.
Customer	display only		sponsor name
Agreement	display only		invoice agreement
Invoice Currency	display only		invoice currency
Invoice Amount	display only		invoice amount
Invoice Status	display only		invoice status; Unapproved, Approved, Released, or Accepted
Bill Through	display only		date through which Projects picks up events and expenditure items to be billed on a particular invoice
Invoice Comment	display only		defaults from the invoice comment entered for a project
Credited Number	display only		identifier associated with a credit amount
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 Public Sector 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 in Projects.
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

Table 30–8   Invoice Summary Window Description

Field Name	Type	Features	Description
Award Organization	display only		award organization
Award Type	display only		award type
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
Project Amount	display only		project amount
Language	display only		invoice language
Project Curr Code	display only		project currency code
AR Curr Code	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
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

Table 30–8   Invoice Summary Window Description

Field Name	Type	Features	Description
Totals		button	places sum of invoices against the award in the bottom-most field in the Invoice Amount column
AR Invoice		button	opens to Transaction Overview window in Receivables
Lines		button	opens to Invoice Lines window
Open		button	opens to Invoice window

Project Status Window

Figure 30–9   Project Status Window

Project Status Window Description

Table 30–9   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
Commitment Amt	display only		total amount of commitments for project
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
Task Status		button	allows users to view actual and commitment transactions at the task level

Resource Status Window

Figure 30–10   Resource Status Window

Resource Status Window Description

Table 30–10   Resource Status Window Description

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
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

Expenditure Item Details: Actuals Window

Figure 30–11   Expenditure Item Details: Actuals Window

Expenditure Item Details: Actuals Window Description

Table 30–11   Expenditure Item Details: Actuals Window Description

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		expenditure date
Expenditure Group	display only		name to track pre-approved 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
Original Transaction Ref	display only		original transaction reference number
PA Period	display only		project accounting period
Raw Cost	display only		expenditure item direct cost
Burdened Cost	display only		burdened cost or indirect cost
Revenue Amount	display only		amount of revenue received
Billed Amount	display only		amount billed

Expenditure Item Details: Commitments Window

Figure 30–12   Expenditure Item Details: Commitments Window

Expenditure Item Details: Commitments Window Description

Table 30–12   Expenditure Item Details: Commitments Window Description

Field Name	Type	Features	Description
Supplier Name	display only		supplier name
Commitment Date	display only		commitment date
Commitment Type	display only		commitment type
Commitment Number	display only		commitment number
UOM	display only		commitment unit of measure
Project Raw Cost	display only		project raw cost
Project Burden Cost	display only		project burden cost
Task Number	display only		task number
Task Name	display only		task name
Expenditure Type	display only		expenditure type
Need By Date	display only		date needed by
Requestor	display only		requestor
Promised Date	display only		date promised by
Approved	optional	check box	indicates approval
Expenditure Item Date	display only		expected date of incurring commitment costs
Expenditure Organization	display only		organization incurring expenditure
Commitment Number	display only		commitment unique identifier
Description	display only		commitment description
Quantity	display only		quantity ordered for commitment
Transaction Source	display only		commitment transaction source
PA Period	display only		project accounting period
Raw Cost	display only		commitment direct cost
Burdened Cost	display only		burdened cost or indirect cost

Task Status Window

Figure 30–13   Task Status Window

Task Status Window Description

Table 30–13   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
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

Part V

Workflow

31

Using Oracle Workflow in Oracle Grants Accounting Procedure

This chapter describes how to use Oracle Workflow in Oracle Grants Accounting. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Setting Up Notification Recipients Procedure
- Notification Control Window
- Notification Control Window Description
- Viewing Notifications Procedure
- Approving Notifications Procedure
- Sample Notifications

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
- Setting Up Notification Method
- Scheduling Report Notifications
- Using Workflow
- Viewing Notifications
- Approving Notifications

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 31-5.

Setting Up 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.*

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: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

Using Workflow

Workflow is used for the following:

- installments
- reports
- budgets

Installments

Workflow is always enabled for installments and is initiated when an award installment is activated or saved. All key members defined in the Notification Control window are notified.

Reports

Workflow is always enabled for reports and is initiated when a report is due. All key members defined in the Notification Control window are notified. The GMS: Report Notification Scheduler is used to schedule the notifications.

Budgets

Workflow notifications and approvals for budgets must be enabled for each award. Workflow is initiated when an award budget is submitted. All key members and the award manager are notified. Only the award manager can approve the budget or forward the budget to another user for approval.

Viewing Notifications

The Find Notifications window is used to view notifications.

To view notifications, see .

Approving Notifications

Users can approve notifications from the Notification Details window. The approved budget is baselined.

To approve notifications, see .

Reference

For information on the Grants Accounting Workflow process, see Oracle Grants Accounting Workflow Process, page C-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 18-1.

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 Table 31–1.

   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

Figure 31–1   Notification Control Window
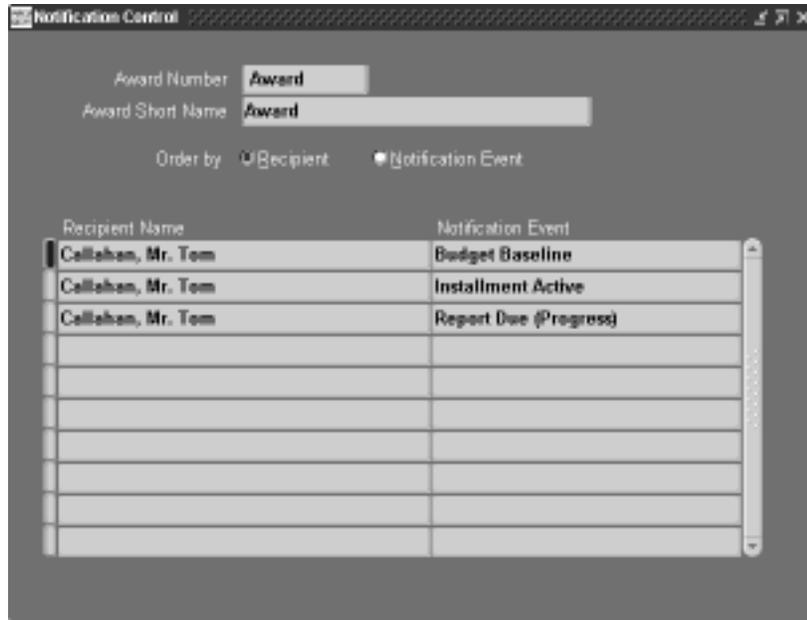
Notification Control Window Description

Table 31–1   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.
Recipient Name	required	list of values	name of key member or other person that should receive Workflow notification. Users can add or delete recipients. **Note:** Key members for an award are automatically entered and assigned to each event. For example, if there are 2 key members and 5 events, the 2 key members are each assigned to all 5 events so that 10 entries appear in the window. Users can add or delete recipients. **Note:** Key members 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 and Viewing Notifications from a Web Browser, *Oracle Workflow 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. To approve the notification, click **Approve**.

5. To reject the notification, click **Reject**.

6. To reassign a notification, click **Reassign...**.

7. Close the window.

Sample Notifications

Figure 31–2 shows a sample Installment Active notification. The notification indicates that Installment 1 for Award_1 has been activated. No response is required.

Figure 31–2   Installment Active Notification
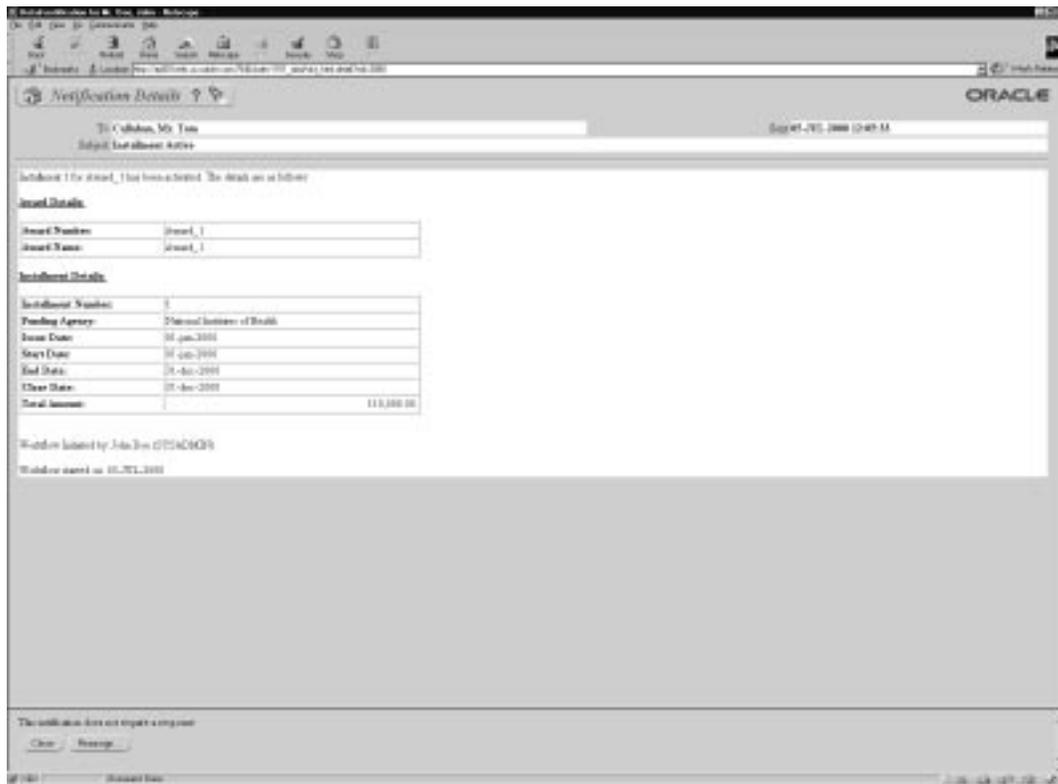
Figure 31–3 shows a sample Report Due notification. The notification indicates that the report for Award_1 is due on 02-August-2000. No response is required.

Figure 31–3   Report Due Notification
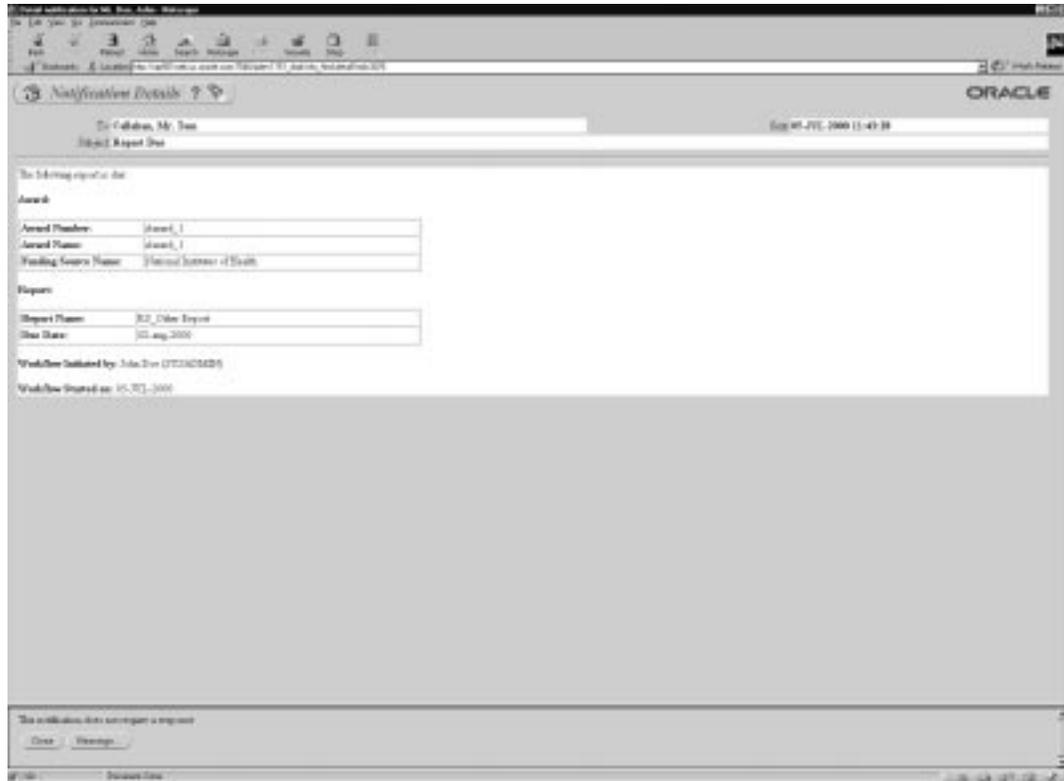
Figure 31–4 shows a sample Budget Approval Required notification. The notification indicates that the Award_1 budget has been submitted for approval and baselining. The award manager must approve, reject, or reassign the budget.

Figure 31–4   Budget Approval Required Notification

Figure 31–5 shows a sample Budget Approved and Baselined notification. The notification indicates that the Award_1 budget has been approved and baselined. No response is required.

Figure 31–5   Budget Approved and Baselined Notification

Part VI

Processes and Reports

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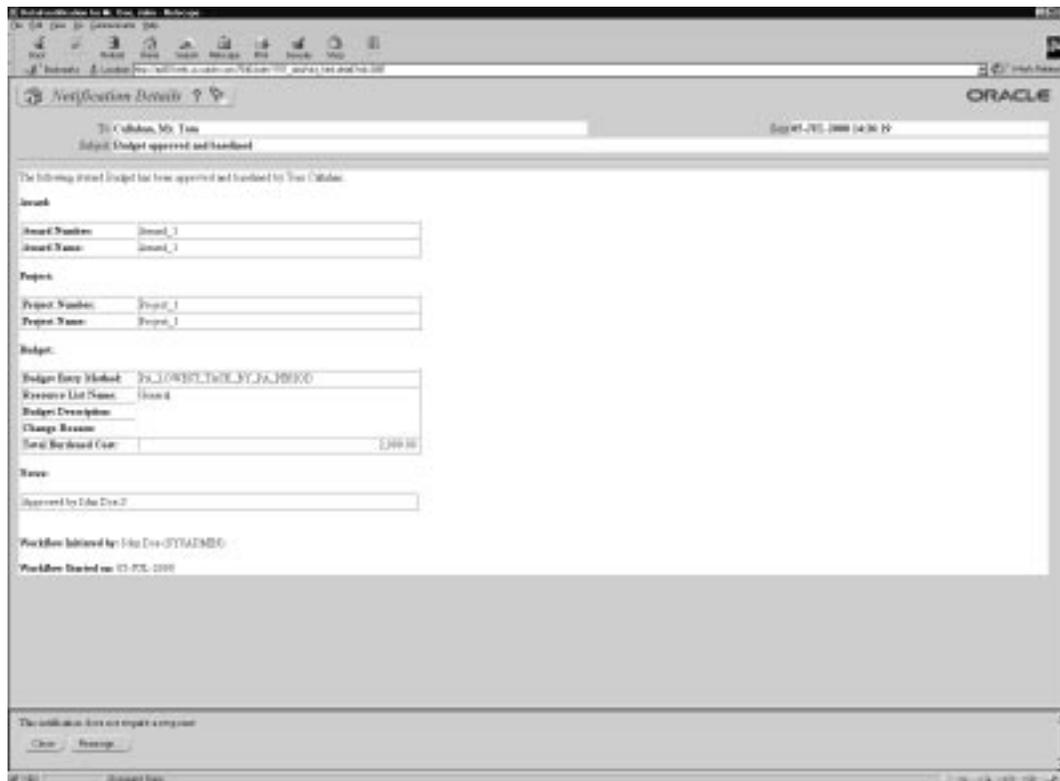
Government Report Procedures

This chapter describes how to generate reports for submission to the federal government. The following sections are in this chapter:

- 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
- Government Report SF269 Window Description
- REPORT_DETAILS-SF 269 Current Report Details for Award Window
- HISTORY-SF 269 Report History for Award Window
- HISTORY-SF 269 Report History for Award Window Description
- SF 270 Request for Advance or Reimbursement Report Procedure
- Government Report SF270 Window
- Government Report SF270 Window Description
- REPORT_DETAILS-SF 270 Current Report Details for Award Window
- HISTORY-SF 270 Report History for Award Window
- HISTORY-SF 270 Report History for Award Window Description
- SF 272 Federal Cash Transactions Report Procedure

- Government Report SF272 Window
- Government Report SF272 Window Description
- REPORT_DETAILS-SF 272 Current Report Details for Award Window
- HISTORY-SF 272 Report History for Award Window
- HISTORY-SF 272 Report History for Award Window Description

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

- SF 269 Financial Status Report

- SF 270 Request for Advance or Reimbursement

- SF 272 Federal Cash Transactions Report

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.

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 20-1.

Prerequisites

❑ Oracle Corporation recommends that users run these reports after transferring all the expenditure items associated with the award to Oracle Public Sector Receivables to ensure that invoice amounts are reconciled with the government reports.

For information on transferring expenditure items to Receivables, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

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 pop-up 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

The following procedures are used to print, view, and delete the SF 269 Financial Status Report:

- Create Draft Report
- View Existing Report
- View Report History
- Delete Report

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 Table 32–1.

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 as shown in Figure 32–2 through Figure 32–5.

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

5. Click **Run (Long Form)** to generate the SF 269 Financial Status Report, Long Form.

    To view the request, go to Step 7.

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 Table 32–2.

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

Figure 32–1   Government Report SF269 Window
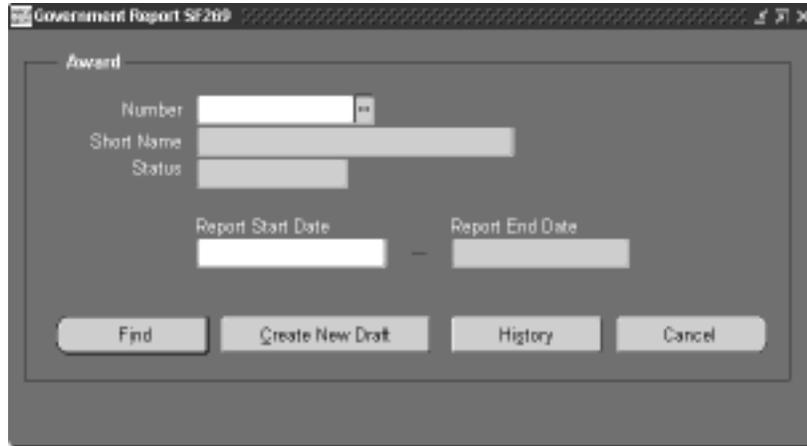
Government Report SF269 Window Description

Table 32–1   Government Report SF269 Window Description

Field Name	Type	Features	Description
Award Region			
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
Find		button	click to view an existing report; navigates to REPORT_DETAILS-SF 269 Current Report Details for Award window

Table 32–1   Government Report SF269 Window Description

Field Name	Type	Features	Description
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

REPORT_DETAILS-SF 269 Current Report Details for Award Window

Figure 32–2   REPORT_DETAILS-SF 269 Current Report Details for Award Window

Figure 32–3   REPORT_DETAILS-SF 269 Current Report Details for Award Window (continued)

Figure 32–4   REPORT_DETAILS-SF 269 Current Report Details for Award Window (continued)

Figure 32–5   REPORT_DETAILS-SF 269 Current Report Details for Award Window (continued)

HISTORY-SF 269 Report History for Award Window

Figure 32–6   HISTORY-SF 269 Report History for Award Window

HISTORY-SF 269 Report History for Award Window Description

Table 32–2   HISTORY-SF 269 Report History for Award Window Description

Field Name	Type	Features	Description
Financial Status Report History Region			
Version	display only		version of report; each version can have multiple drafts associated with it
Created date	display only		date version of report created

Table 32–2   HISTORY-SF 269 Report History for Award Window Description

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

- View Existing Report

- View Report History

- Delete Report

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 Table 32–3.

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 as shown in Figure 32–8.

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

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 Table 32–4.

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

Figure 32–7   Government Report SF270 Window
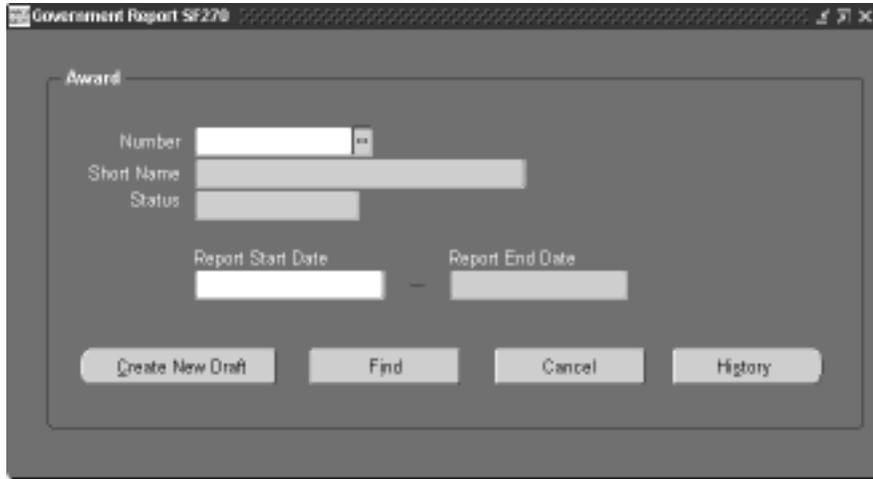
Government Report SF270 Window Description

Table 32–3   Government Report SF270 Window Description

Field Name	Type	Features	Description
Award Region			
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

Table 32–3   Government Report SF270 Window Description

Field Name	Type	Features	Description
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

REPORT_DETAILS-SF 270 Current Report Details for Award Window

Figure 32–8   REPORT_DETAILS-SF 270 Current Report Details for Award Window

HISTORY-SF 270 Report History for Award Window

Figure 32–9   HISTORY-SF 270 Report History for Award Window

HISTORY-SF 270 Report History for Award Window Description

Table 32–4   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

Table 32–4   HISTORY-SF 270 Report History for Award Window Description

Field Name	Type	Features	Description
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
- View Existing Report
- View Report History
- Delete Report

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 Table 32–5.

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 as shown in Figure 32–11 through Figure 32–13.

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

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 Table 32–6.

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

Figure 32–10   Government Report SF272 Window
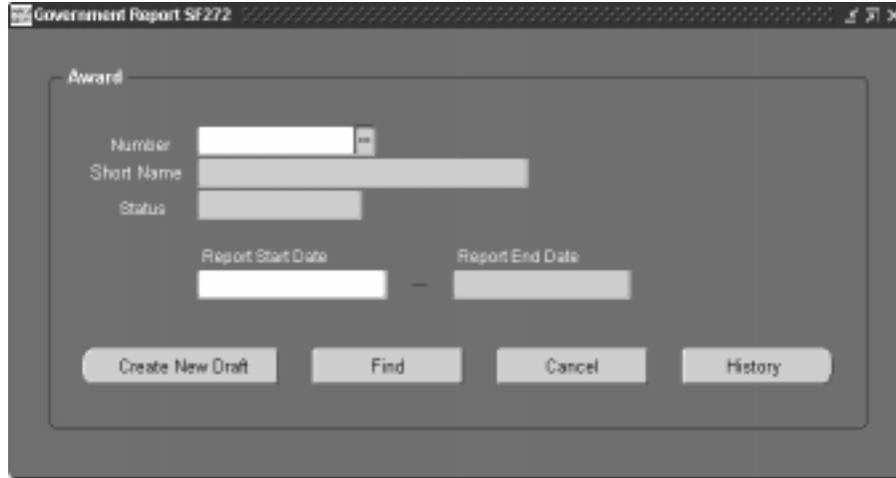
Government Report SF272 Window Description

Table 32–5   Government Report SF272 Window Description

Field Name	Type	Features	Description
Award Region			
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

Table 32–5   Government Report SF272 Window Description

Field Name	Type	Features	Description
Find		button	click to view an existing report; navigates to REPORT_DETAILS-SF 272 Current Report Details for Award window
Cancel		button	closes window without saving
History		button	click to view report submission history; navigates to HISTORY-SF 272 Report History for Award window

REPORT_DETAILS-SF 272 Current Report Details for Award Window

Figure 32–11   REPORT_DETAILS-SF 272 Current Report Details for Award Window

Figure 32–12   REPORT_DETAILS-SF 272 Current Report Details for Award Window (continued)

Figure 32–13   REPORT_DETAILS-SF 272 Current Report Details for Award Window (continued)

HISTORY-SF 272 Report History for Award Window

Figure 32–14   HISTORY-SF 272 Report History for Award Window

HISTORY-SF 272 Report History for Award Window Description

Table 32–6   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

33

Processes and Reports Procedures

This chapter describes how to run processes and generate reports. The following sections are in this chapter:

- Definition

- Overview

- GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure

- GMS: Costing and Funds Check on Straight Time Labor Procedure

- GMS: Costing and Funds Check on Usages and Miscellaneous Costs Procedure

- GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check Procedure

- GMS: Encumbrance Funds Check

- 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: Interface Invoices to Receivables Procedure

- GMS: Interface Revenue to General Ledger 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: Update Actual and Encumbrance Balance Procedure
- Required Processes and Reports in Oracle Projects

Definition

Oracle Grants Accounting runs processes and provides summary reports. A process is a set of activities that run in the background to accomplish a specific goal. A report is an organized display of Grants Accounting information. 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.

Overview

This chapter describes the following processes and reports:

- GMS: Costing and Funds Check on Expense Reports

- GMS: Costing and Funds Check on Straight Time Labor

- GMS: Costing and Funds Check on Usages

- GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check

- GMS: Encumbrance Funds Check

- GMS: Generate Draft Invoices for a Range of Awards

- GMS: Generate Draft Invoices for a Single Award

- GMS: Generate Draft Revenue for a Range of Awards

- GMS: Generate Draft Revenue for a Single Award

- GMS: Interface Invoices to Receivables

- GMS: Interface Revenue to General Ledger

- GMS: Report Notification Scheduler

- GMS: Report on Award Listings

- GMS: Report on Project Listings

- GMS: Submit Interface streamline process

- GMS: Update Actual and Encumbrance Balance

- Required Processes and Reports in Oracle Projects

GMS: Costing and Funds Check on Expense Reports

The GMS: Costing and Funds Check on Expense Reports Expenditure Items process computes the raw expense report costs of expenditure items, including adjustments, determines the accounts to post the costs to, and checks funds to determine if funds are available for transactions. Before running this process, the user must submit and release expenditure batches. Before accruing revenue and generating invoices for expense report expenditure items, the user must run this process.

The GMS: Costing and Funds Check on Expense Reports Expenditure Items process runs the following processes:

- GMS: Costing and Funds Check on Expense Reports Expenditure Items
- PRC: Distribute Expense Report Costs

The GMS: Costing and Funds Check on Expense Reports Expenditure Items 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, determines the Oracle Public Sector General Ledger accounts to post the costs to, and checks funds to determine if funds are available for transactions. Before running this process, the user must submit and release expenditure batches. Before accruing revenue and generating invoices for timecard items, the user must run this process.

The GMS: Costing and Funds Checking on Straight Time Labor process runs the following processes:

- GMS: Costing and Funds Check on Straight Time Labor
- PRC: Distribute Labor Costs

The GMS: Costing and Funds Check 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 Usages

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process computes the raw costs of non-labor assets usage, determines the General Ledger accounts to post the costs to, and checks funds to determine if funds are available for transactions. Before running this process, the user must submit and release expenditure batches. Before accruing revenue and generating invoices for assets usage expenditure items, the user must run this process.

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process runs the following processes:

■ GMS: Costing and Funds Check on Usages and Miscellaneous Costs

■ PRC: Distribute Usage Costs

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process generates the following reports:

■ Usage Cost Report

■ Usage Cost Exception Report

GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check

The GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process performs costing, distribution, and funds checking on adjustments made in Grants Accounting to Payables invoices. For example, if an invoice is charged to the wrong project and the user corrects the error, then the user runs this process. After running this process, the user must rerun the PRC: Create and Distribute Burden Transaction process to ensure that the generation of burden expenditure items for adjusted supplier invoice expenditure items is performed correctly.

The GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process runs the following processes:

■ GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check

■ PRC: Distribute Supplier Invoice Adjustment Costs

The GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process generates the following reports:

■ Vendor Invoice Adjustment Cost Report

■   Vendor Invoice Adjustment Cost 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.

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

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)

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: 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 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 Interface. Draft invoices that successfully interface have the transfer status set to Interfaced.

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: Interface Revenue to General Ledger

The GMS: Interface Revenue to General Ledger process collects all eligible revenue in Grants Accounting and interfaces it to the General Ledger interface tables. The interface process also maintains the balance for revenue, unbilled receivables, and unearned revenue, and creates accounting transactions for these amounts. Once interfaced, these revenue await further processing by General Ledger's Journal Import process.

The revenues that successfully interface are updated with the interface status of Accepted. If any of the revenues are rejected during interface to General Ledger, then the interface status for these revenues is set to Rejected.

The GMS: Interface Revenue to General Ledger process runs the following process:

- GMS: Interface Revenue to General Ledger

The GMS: Interface Revenue to General Ledger process generates the following reports:

- Transfer Revenues to General Ledger Report (Revenue Transactions)

- Transfer Revenues to General Ledger Exception Report (Revenue 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.

GMS: Submit Interface streamline process

The GMS: Submit Interface streamline process submits and monitors a series of other processes that must be run sequentially to complete a function. For example, to interface labor costs between Grants Accounting and General Ledger, a user must submit the following separate processes:

- PRC: Interface Labor Costs to General Ledger
- Oracle Public Sector General Ledger's Journal Import
- Tieback Labor Costs from General Ledger

By using the GMS: Submit Interface streamline process, a user avoids having to run and track the status of these processes individually. Instead, the user submits one process using the XL: Interface Labor Costs To GL streamline option; this process then submits and monitors the progress of each separate process in sequence. When all processes required to complete a function are completed, the GMS: Submit Interface streamline process itself completes.

Table 33–1 shows the processes submitted and reports generated by each streamline option in the GMS: Submit Interface streamline process.

Table 33–1   GMS: Submit Interface streamline process Processes and Reports

Streamline Option	Processes Submitted	Reports Generated
DTE: Distribute and Transfer Expense Report Costs to AP	GMS: Submit Interface streamline process	Batch Expense Reports Report
	GMS: Costing and Funds Check on Expense Reports Expenditure Items	Batch Expense Reports Exception Report
	PRC: Distribute Expense Report Costs	Transfer Expense Reports Report (Transfer to Payables)
	PRC: Interface Expense Reports to Payables	Transfer Expense Reports Exception Report (Transfer to Payables)

Table 33–1   GMS: Submit Interface streamline process Processes and Reports

Streamline Option	Processes Submitted	Reports Generated
DXA: Distribute and Interface Vendor Invoice Adjustments to AP	GMS: Submit Interface streamline process	Vendor Invoice Adjustment Cost Report
	GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check	Vendor Invoice Adjustment Cost Exception Report
	PRC: Distribute Supplier Invoice Adjustment Costs	
	PRC: Interface Supplier Invoice Adjustment Costs to Payables	
DXES: Distribute and Interface Expense Report Costs to AP (Summarized report)	GMS: Submit Interface streamline process	Batch Expense Reports Report
	GMS: Costing and Funds Check on Expense Reports Expenditure Items	Batch Expense Reports Exception Report
	PRC: Distribute Expense Report Costs	Transfer Expense Reports Report (Transfer to Payables)
	PRC: Interface Expense Reports to Payables	Transfer Expense Reports Exception Report (Transfer to Payables)
	Payables Invoice Import	Tieback Expense Report Costs Report
	PRC: Tieback Expense Reports from Payables	Tieback Expense Report Costs Exception Report
DXEU: Distribute and Interface Expense Report Costs to AP (Unsummarized report)	GMS: Submit Interface streamline process	Batch Expense Reports Report
	GMS: Costing and Funds Check on Expense Reports Expenditure Items	Batch Expense Reports Exception Report
	PRC: Distribute Expense Report Costs	Transfer Expense Reports Report (Transfer to Payables)
	PRC: Interface Expense Reports to Payables	Transfer Expense Reports Exception Report (Transfer to Payables)

Table 33–1   GMS: Submit Interface streamline process Processes and Reports

Streamline Option	Processes Submitted	Reports Generated
	Payables Invoice Import	Tieback Expense Report Costs Report
	PRC: Tieback Expense Reports from Payables	Tieback Expense Report Costs Exception Report
DXL: Distribute and Interface Labor Costs To GL	GMS: Submit Interface streamline process	Labor Cost Report (Straight-time)
	GMS: Costing and Funds Check on Straight Time Labor	Labor Cost Exception Report (Straight-time)
	PRC: Distribute Labor Costs	Transfer Labor to General Ledger Report
	PRC: Interface Labor Costs to General Ledger	Transfer Labor to General Ledger Expense Report
	PRC: Interface Labor Costs to General Ledger	Tieback Labor Costs Report
	Journal Import	
	PRC: Tieback Labor Costs from General Ledger	
DXU: Distribute and Interface Usage Costs To GL	GMS: Submit Interface streamline process	Usage Cost Report
	GMS: Costing and Funds Check on Usages and Miscellaneous Costs	Usage Cost Exception Report
	PRC: Distribute Usage Costs	Transfer Usage to General Ledger Report
	PRC: Interface Usage and Miscellaneous Costs to General Ledger	Transfer Usage to General Ledger Exception Report
	PRC: Interface Usage and Miscellaneous Costs to General Ledger	Tieback Usage Costs Report
	Journal Import	
	PRC: Tieback Labor Costs from General Ledger	
ITES: AP Invoice import (Summarized report) and Tieback Expense Reports	GMS: Submit Interface streamline process	Tieback Expense Report Costs Report

Table 33–1   GMS: Submit Interface streamline process Processes and Reports

Streamline Option	Processes Submitted	Reports Generated
	Payables Invoice Import	Tieback Expense Report Costs Exception Report
	PRC: Tieback Expense Reports from Payables	
ITEU: AP Invoice import (Unsummarized report) and Tieback Expense Reports	GMS: Submit Interface streamline process	Tieback Expense Report Costs Report
	Payables Invoice Import	Tieback Expense Report Costs Exception Report
	PRC: Tieback Expense Reports from Payables	
XES: Interface Expense Report Costs to AP (Summarized Report)	GMS: Submit Interface streamline process	Transfer Expense Reports Report (Transfer to Payables)
	PRC: Interface Expense Reports to Payables	Transfer Expense Reports Exception Report (Transfer to Payables)
	Payables Invoice Import	Tieback Expense Report Costs Report
	PRC: Tieback Expense Reports from Payables	Tieback Expense Report Costs Exception Report
XEU: Interface Expense Report Costs to AP (Unsummarized report)	GMS: Submit Interface streamline process	Transfer Expense Reports Report (Transfer to Payables)
	PRC: Interface Expense Reports to Payables	Transfer Expense Reports Exception Report (Transfer to Payables)
	Payables Invoice Import	Tieback Expense Report Costs Report
	PRC: Tieback Expense Reports from Payables	Tieback Expense Report Costs Exception Report

Table 33–1   GMS: Submit Interface streamline process Processes and Reports

Streamline Option	Processes Submitted	Reports Generated
XL: Interface Labor Costs To GL	GMS: Submit Interface streamline process	Transfer Labor to General Ledger Report
	PRC: Interface Labor Costs to General Ledger	Transfer Labor to General Ledger Exception Report
	PRC: Interface Labor Costs to General Ledger	Tieback Labor Costs Report
	Journal Import	
	PRC: Tieback Labor Costs from General Ledger	
XU: Interface Usage Costs To GL	GMS: Submit Interface streamline process	Transfer Usage to General Ledger Report
	PRC: Interface Usage and Miscellaneous Costs to General Ledger	Transfer Usage to General Ledger Exception Report
	PRC: Interface Usage and Miscellaneous Costs to General Ledger	Tieback Usage Costs Report
	Journal Import	
	PRC: Tieback Usage Costs from General Ledger	

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 *Oracle Projects User's Guide.*

GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure

To run the GMS: Costing and Funds Check on Expense Reports Expenditure Items process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request 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 Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Expense Reports Expenditure Items 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:

    Other - **Requests** - **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 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:

   Other - **Requests** - **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: Distribute Supplier Invoice Adjustment Costs and Funds Check Procedure

To run the GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request 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 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: Encumbrance Funds Check

To run the GMS: Encumbrance Funds Check process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request 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 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: 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:

   Other - **Requests** - **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. 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: 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:

    Other - **Requests** - **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. 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 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:

    Other - **Requests** - **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. 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: 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:

   Other - **Requests** - **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: 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:

   Other - **Requests** - **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: Interface Revenue to General Ledger Procedure

To run the GMS: Interface Revenue to General Ledger process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request 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 Request window appears.

4. In the Name field, select GMS: Interface Revenue to General Ledger from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the From PA Date field, enter a date for the low end of the PA Date range within which the process selects eligible draft revenues, or leave the field empty to select all eligible draft revenues having PA Dates before the date entered in the End PA Date field.

   Optionally, leave both the From PA Date field and To PA Date field empty to select all eligible draft revenues.

7. In the To PA Date field, enter a date for the high end of the PA Date range within which the process selects eligible draft revenues, or leave the field empty to select all eligible draft revenues having PA Dates after the date entered in the Start PA Date field.

8. In the Award Number field, select an award number from the list of values, or leave the field empty to select all eligible 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: Report Notification Scheduler Procedure

To run the GMS: Report Notification Scheduler process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request 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 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, enter the number of days before the report is due that a notification should 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.

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:

    Other - **Requests** - **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:

   Other - **Requests** - **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 GMS: Submit Interface streamline process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request 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 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: 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:

   Other - **Requests** - **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.

Required Processes and Reports in Oracle Projects

The following processes and reports in Projects are required for Grants Accounting:

- AUD: Cost Audit Report
- AUD: Expenditure Batch Status
- AUD: Missing Timecards
- AUD: Payables Costs Interface Audit
- 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: Task Details
- AUD: Work Breakdown Structure
- MGT: Agreement Status By Customer
- MGT: Employee Activity By Organization
- MGT: Expenditures Detail
- MGT: Expenditures Summary
- MGT: Invoice Review
- MGT: Potential Revenue Summary
- MGT: Project Billing Status
- MGT: Revenue, Cost, Budgets by Resources (Project Level)
- MGT: Revenue, Cost, Budgets by Work Breakdown Structure
- MGT: Task - Revenue, Cost, Budgets by Resources
- MGT: Transfer Activity Report
- MGT: Unbilled Receivables Aging
- PRC: Add New Organization Compiled Burden Multipliers

- PRC: Compile All Burden Schedule Revisions
- PRC: Create and Distribute Burden Transactions
- PRC: Generate Asset Lines for a Range of Projects
- PRC: Generate Asset Lines for a Single Project
- PRC: Interface Assets to Oracle Assets
- PRC: Interface Expense Reports from Payables
- PRC: Interface Expense Reports to Payables
- PRC: Interface Labor Costs to General Ledger
- PRC: Interface Supplier Invoice Adjustment Costs to Payables
- PRC: Interface Supplier Invoices from Payables
- PRC: Interface Total Burdened Cost to GL
- PRC: Interface Usage and Miscellaneous Costs to General Ledger
- PRC: Tieback Expense Reports from Payables
- PRC: Tieback Invoices from Receivables
- PRC: Tieback Labor Costs from General Ledger
- PRC: Tieback Revenue from General Ledger
- PRC: Tieback Usage Costs from General Ledger
- 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 *Oracle Projects User's Guide.*

Part VII

Topical Essays

A

Multi-Funding Process

This appendix describes what multi-funding is and how it works in Oracle Grants Accounting. The following sections are in this appendix:

- Definition
- Features
- Multiple Awards Funding Multiple Projects Diagram
- Multi-Funding Process
- Multi-Funding Flow Chart

Definition

Multi-Funding 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 multi-funding 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

Figure 33–1 shows a diagram of 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.

Figure 33–1   Multiple Awards Funding Multiple Projects Diagram
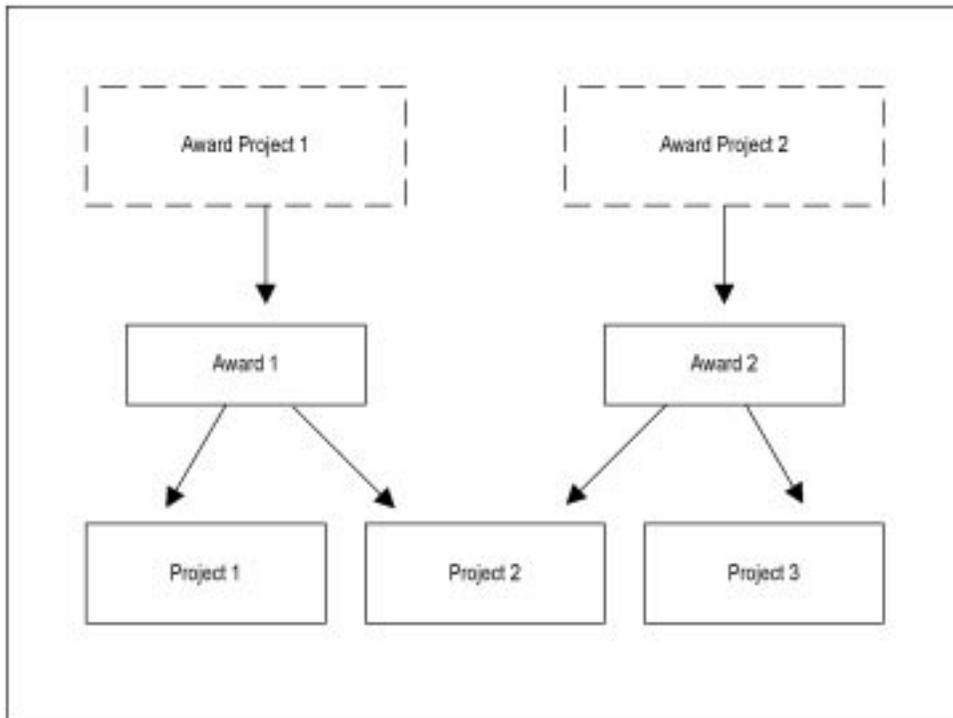
Multi-Funding Process

Table A–1 describes the sequence of events that occur in the Grants Accounting user interface and internally in Grants Accounting during the multi-funding process.

Table A–1 Multi-Funding 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.
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.
5.	The user enters, submits, and baselines award budgets.	No action occurs.
6.	The user summarizes the award budgets, which creates a project budget.	No action occurs.
7.	The user baselines the project budget.	No action occurs.
8.	The user enters transactions against the project and award.	No action occurs.
9.	The user distributes costs and checks funds available.	No action occurs.
10.	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.
11.	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 multi-funding 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 Project Entry, *Oracle Projects User's Guide.*

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, page 18-1.

Enter Installments

The user enters installments in Grants Accounting.

For information on entering installments, see Installment Entry Procedures, page 20-1.

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 21-1.

Enter, Submit, and Baseline Award Budgets

The user enters, submits, and baselines award budgets.

For information on entering, submitting, and baselining award budgets, see Budget Entry Procedures, page 23-1.

Create Project Budget

The user summarizes the award budgets funding a project to create the project budget. The project budget is a summation of all the award budgets funding a particular project.

For information on summarizing award budgets to create the project budget, see Budget Entry Procedures, page 23-1.

Baseline Project Budget

The user submits and baselines the project budget in Grants Accounting.

For information on baselining the project budget, see Budget Entry Procedures, page 23-1.

Enter Transactions

The user enters transactions against the project and the award.

For information on entering transactions, see Transaction Entry Procedures, page 26-1.

Distribute Costs and Check Funds

The user distributes costs by project and by task in Grants Accounting.

For information on distributing costs, see Transaction Processing and Funds Check Activation Procedures, page 27-1.

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 Review Procedures, page 29-1.

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 Review Procedures, page 29-1.

Multi-Funding Flow Chart

Figure A–1 and Figure A –2 show the multi-funding process as described in Table A–1. 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.

Figure A–1   Multi-Funding Flow Chart
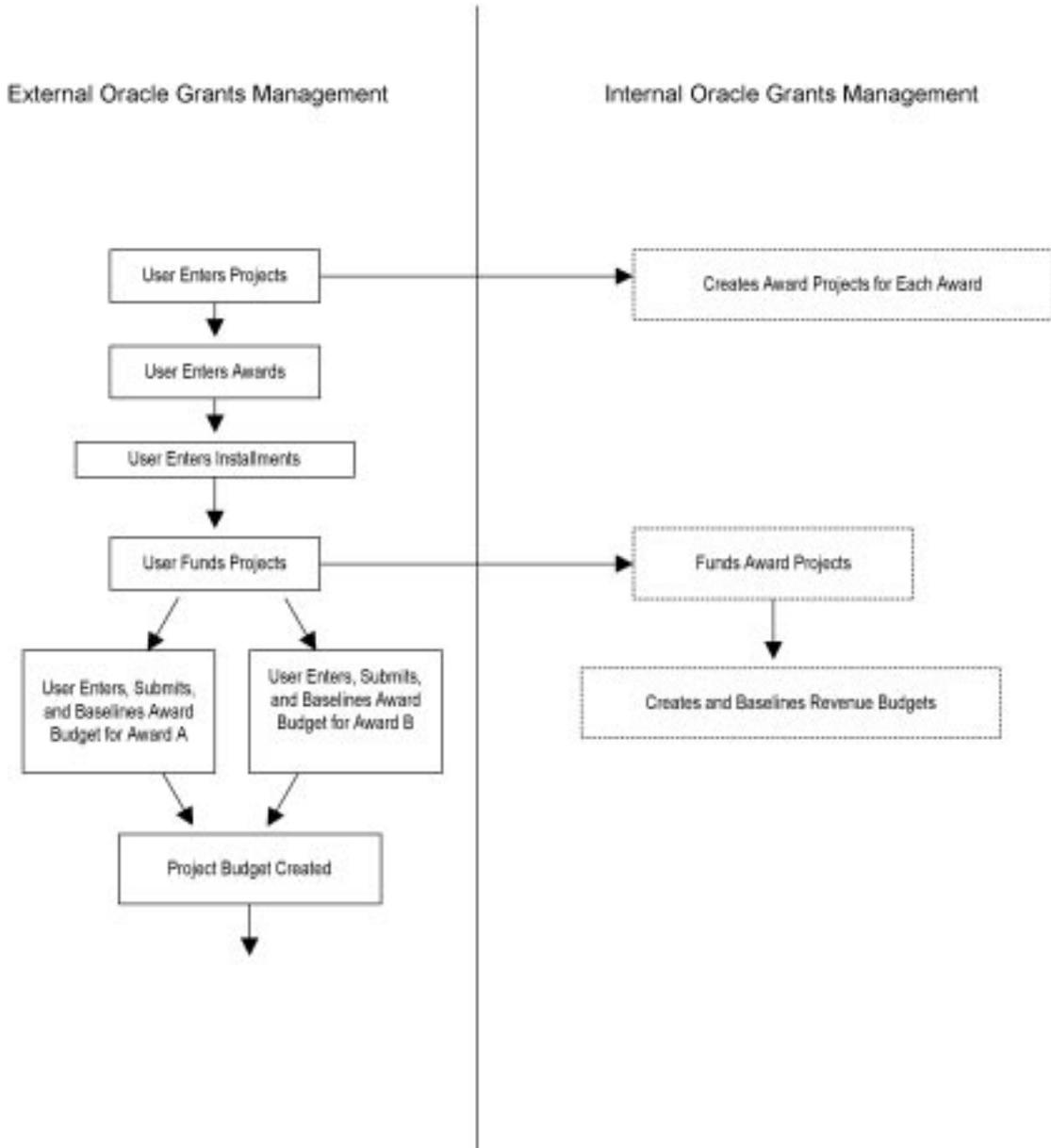
Figure A –2   Multi-Funding Flow Chart (Continued)

B
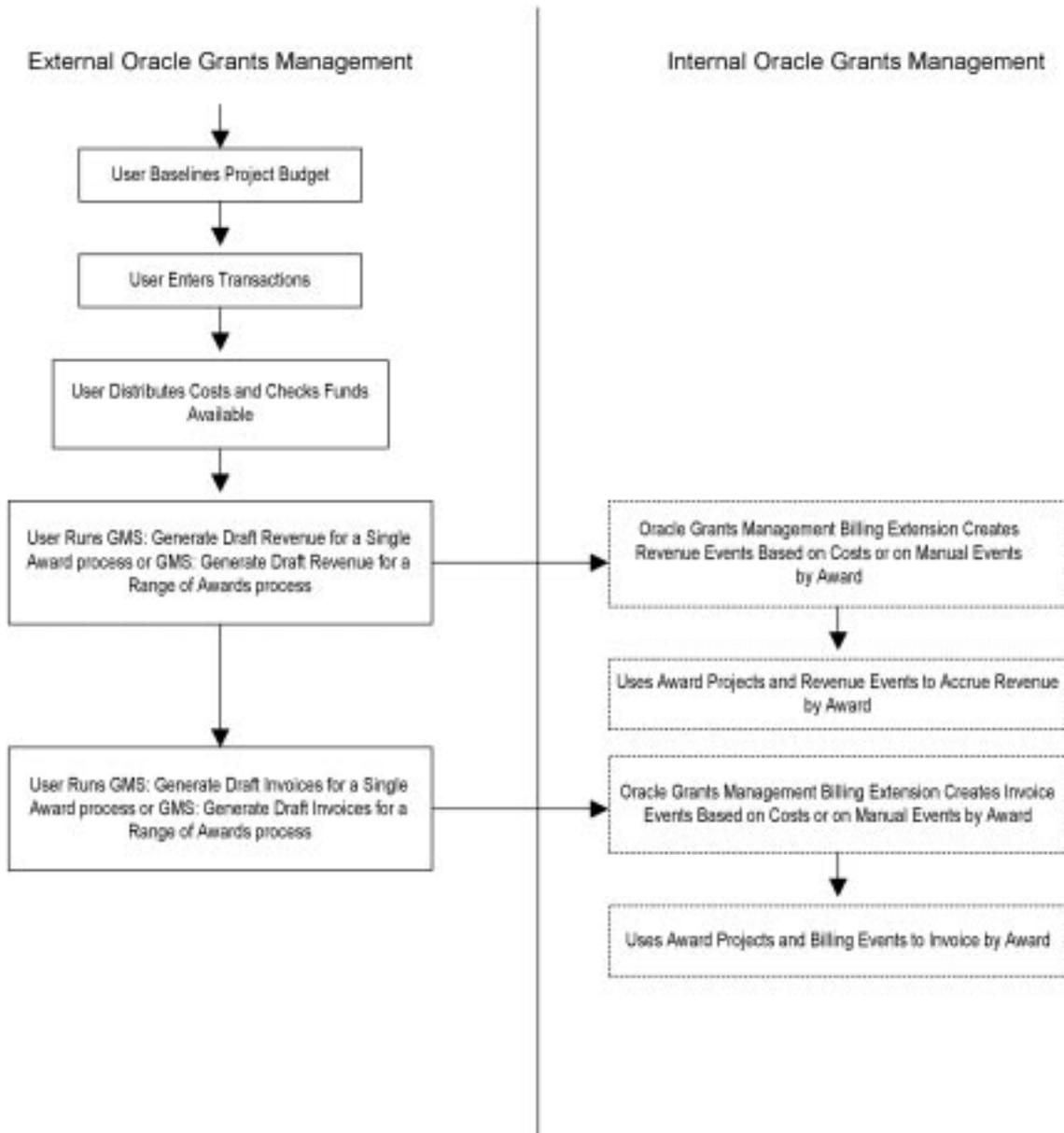
Multiple Reporting Currencies Feature

This appendix describes the use of the Oracle Multiple Reporting Currencies feature in Oracle Grants Accounting. The following sections are in this appendix:

- Definition
- Overview
- Prerequisites

Definition

Oracle Multiple Reporting Currencies (MRC) is an Oracle Public Sector General Ledger feature that allows the user to report and maintain accounting records at the transaction level, in more than one functional currency.

Overview

Grants Accounting supports the MRC feature for the following types of transactions:

- costs, including labor, expense reports, usages, supplier invoices, project journals, and burden transactions

- revenue

- customer invoices

MRC is specifically intended for use by organizations that must regularly and routinely report their financial results in multiple currencies. Consider using MRC when the following conditions exist:

- The user operates in a country where an unstable currency makes it unsuitable for managing the organization's business. Consequently, the user needs to manage the business in a more stable currency while reporting transactions and account balances in the unstable local currency.

- The user's organization is multinational and the user needs to report financial information in a common functional currency other than that of the transactions or the primary functional currency.

- The user operates in a country that is part of the Economic and Monetary Union and wants to concurrently report in Euro.

References

For an understanding of public sector needs met by MRC, see SFAS 52, Statement of Financial Accounting Standards number 52 issued by the Financial Accounting Standards Board.

Prerequisites

❑ To use MRC with General Ledger, the user must perform setup steps.

For information on performing setup steps, see MRC Setup Steps, *Multiple Reporting Currencies in Oracle Applications.*

C

Oracle Grants Accounting Workflow Process

This appendix contains a detailed discussion of the Oracle Grants Accounting Workflow process. The following sections are in this appendix:

- 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
- Grants Accounting Workflow Process
- Budget Subprocess

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
- Notification Method
- Report Notification Scheduler

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.

For information on the Notification Control window, see Using Oracle Workflow in Oracle Grants Accounting Procedure, page 31-1.

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. 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: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

Grants Accounting Workflow Process

The Grants Accounting Workflow process is initiated at the following points in Grants Accounting:

- Activating an Installment
- Report is Due
- Submitting a Budget

Activating an Installment

The Grants Accounting Workflow process is initiated when an award installment is activated and saved.

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 18-1.

2. Key members are notified that an installment has been activated.

Report is Due

The Grants Accounting Workflow process is automatically initiated when a report is due.

1. Users start the concurrent manager and set the notification frequency by running the GMS: Report Notification Scheduler concurrent process.

For example, users can set up Grants Accounting to initiate the workflow process every morning and to send notifications for all reports that are due within 30 days.

To run the GMS: Report Notification Scheduler process, see GMS: Costing and Funds Check on Expense Reports Expenditure Items Procedure, page 33-15.

2. Key members for an award are notified that a report is due on a specific date.

Submitting a Budget

The Grants Accounting Workflow process is 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 23-1.

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 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. Key members for an award 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.

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.

Table 33–2 describes the attributes associated with the GMS Workflow item type.

Table 33–2   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
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
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
Project Product Source	Project Product Source	Text	30
Project Description	Project Description	Text	250

Table 33–2   Attributes Associated with the GMS Workflow Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
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	
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

Table 33–2   Attributes Associated with the GMS Workflow Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
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
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

Figure 33–2 shows the Grants Accounting workflow nodes as described in the accompanying text.

Figure 33–2   Grants Accounting Workflow Diagram
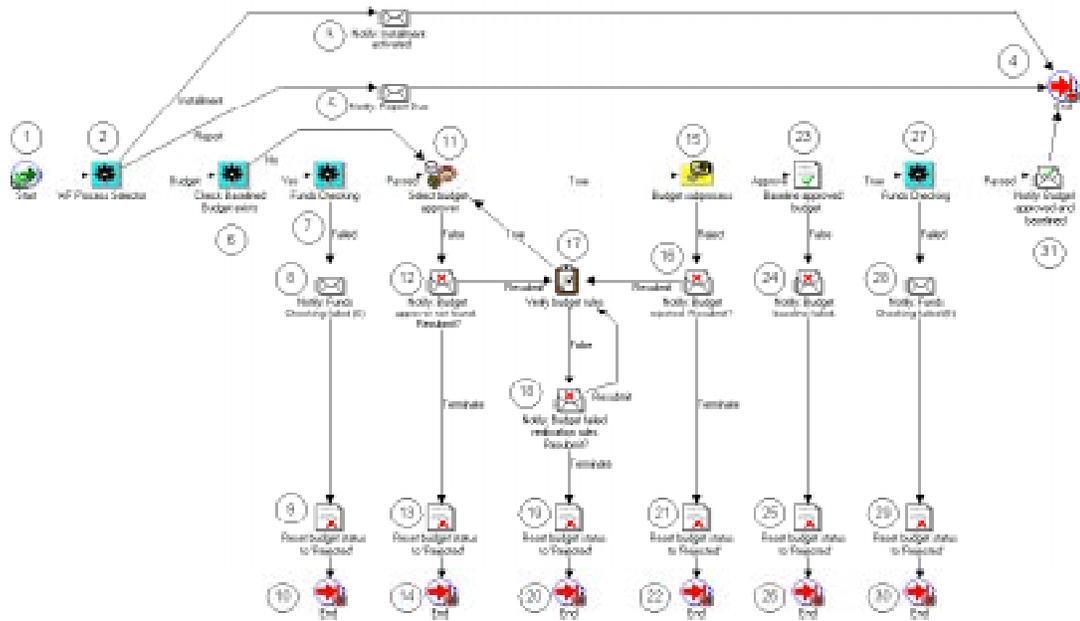
Grants Accounting Workflow Process

This section describes the Grants Accounting Workflow process.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite   None
Activities

WF Process Selector (Node 2)

This function activity determines whether the installment, report, or budget notification process is selected.

Function   GMS_WF_PKG.SELECT_WF_PROCESS

Result Type   GMS WF Process Selector

Prerequisite   Start
Activities

Notify: Installment Activated (Node 3)

This activity notifies key members that the installment is activated.

Message   Installment Active

Result Type   None

Prerequisite   WF Process Selector
Activities

End (Node 4)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite Activities   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.

Message   Report Due

Result Type   None

Prerequisite Activities   WF Process Selector

Check Baselined Budget Exists (Node 6)

This function activity checks whether a baseline budget exists.

Function   GMS_WF_PKG.CHK_BASELINED_BUDGET_EXISTS

Result Type   GMS Baselined Budget Exists [Yes or No]

Prerequisite Activities   WF Process Selector

Funds Checking (Node 7)

This function activity checks to see if funds are available.

Function   GMS_WF_PKG.FUNDS_CHECK

Result Type   Funds Checking Result [Passed or Failed]

Prerequisite Activities   Check Baselined Budget Exists

Notify: Funds Checking Failed (S) (Node 8)

This activity notifies the person that submitted the budget that funds checking failed during submit.

Message   Funds Checking failed (S)

Result Type   None

Prerequisite   Funds Checking
Activities

Reset Budget Status to Rejected (Node 9)

This function activity resets the budget status to rejected.

Function   GMS_WF_PKG.REJECT_BUDGET

Result Type   None

Prerequisite   Notify: Funds Checking Failed (S)
Activities

End (Node 10)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite   Reset Budget Status to Rejected
Activities

Select Budget Approver (Node 11)

This function activity selects a person that can approve the budget for baselining.

Function   GMS_WF_PKG.SELECT_BUDGET_APPROVER

Result Type   Boolean

Prerequisite Activities	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. The user can create an award manager and resubmit the budget or terminate the budget.

Message	Budget approver not found.
Result Type	Resubmission [Resubmit or Terminate]
Prerequisite Activities	Select Budget Approver

Reset Budget Status to Rejected (Node 13)

This function activity resets the budget status to rejected.

Function	GMS_WF_PKG.REJECT_BUDGET
Result Type	None
Prerequisite Activities	Notify: Budget Approver Not Found. Resubmit?

End (Node 14)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	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.

Result Type	Approval
Prerequisite Activities	Select Budget Approver

For information on the Budget Subprocess, see Budget Subprocess.

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.

Message	Budget rejected
Result Type	Resubmission
Prerequisite Activities	Budget Subprocess

Verify Budget Rules (Node 17)

This function activity checks to see whether any budget lines exist.

Function	GMS_WF_PKG.VERIFY_BUDGET_RULES
Result Type	Boolean
Prerequisite Activities	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.

Message   Budget failed verification rules

Result Type   Resubmission

Prerequisite Activities   Verify Budget Rules

Reset Budget Status to Rejected (Node 19)

This function activity resets the budget status to rejected.

Function   GMS_WF_PKG.REJECT_BUDGET

Result Type   None

Prerequisite Activities   Notify: Budget Failed Verification Rules. Resubmit?

End (Node 20)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite Activities   Reset Budget Status to Rejected

Reset Budget Status to Rejected (Node 21)

This function activity resets the budget status to rejected.

Function   GMS_WF_PKG.REJECT_BUDGET

Result Type   None

Prerequisite Activities   Notify: Budget Rejected. Resubmit?

End (Node 22)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Reset Budget Status to Rejected

Baseline Approved Budget (Node 23)

This function activity baselines the approved budget.

Function	GMS_WF_PKG.BASELINE_BUDGET
Result Type	Boolean
Prerequisite Activities	Budget Subprocess

Notify: Budget Baseline Failed (Node 24)

This activity notifies the person that approved the budget that the budget baseline failed.

Message	Budget baseline failed.
Result Type	None
Prerequisite Activities	Baseline Approved Budget

Reset Budget Status to Rejected (Node 25)

This function activity resets the budget status to rejected.

Function	GMS_WF_PKG.REJECT_BUDGET
Result Type	None
Prerequisite Activities	Notify: Budget Baseline Failed

End (Node 26)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite   Reset Budget Status to Rejected
Activities

Funds Checking (Node 27)

This function activity checks to see if funds are available.

Function   GMS_WF_PKG.FUNDS_CHECK

Result Type   Funds Checking Result

Prerequisite   Baseline Approved Budget
Activities

Notify: Funds Checking Failed (B) (Node 28)

This activity notifies the person that approved the budget that funds checking failed during baselining.

Message   Funds Checking failed (B)

Result Type   None

Prerequisite   Funds Checking
Activities

Reset Budget Status to Rejected (Node 29)

This function activity resets the budget status to rejected.

Function   GMS_WF_PKG.REJECT_BUDGET

Result Type   None

Prerequisite   Notify: Funds Checking Failed (B)
Activities

End (Node 30)

This function activity marks the end of the process.

Function   WF_STANDARD.NOOP

Result Type   None

Prerequisite   Reset Budget Status to Rejected
Activities

Notify: Budget Approved and Baselined (Node 31)

This activity notifies all key members that the budget is approved and baselined.

Message   Budget approved and baselined.

Result Type   None

Prerequisite   Funds Checking
Activities

Budget Subprocess Diagram

Figure 33–3 shows the budget subprocess nodes as described in the accompanying text.

Figure 33–3   Budget Subprocess Diagram
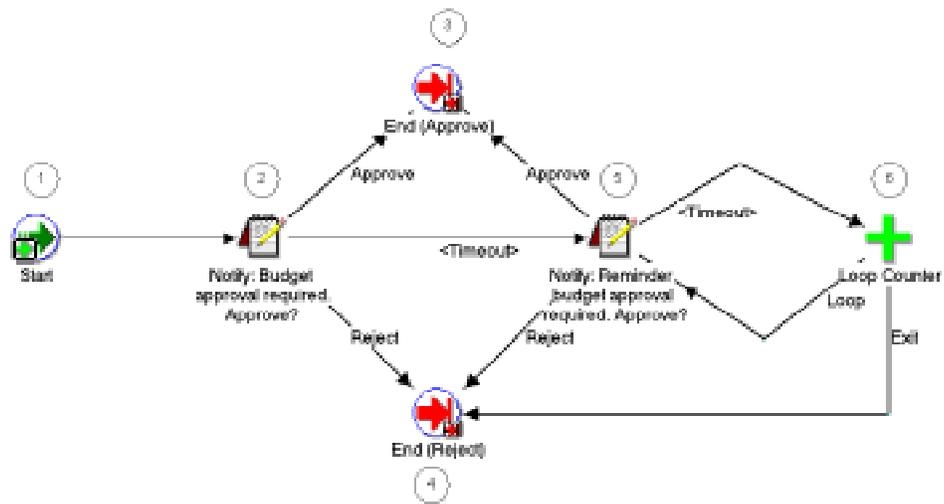
Budget Subprocess

This section describes the Budget Subprocess.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	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.

Message	Budget approval required.
Result Type	Approval
Prerequisite Activities	Start

End (Node 3)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Notify: Budget Approval Required. Approve?
or
Notify: Reminder Budget Approval Required. Approve?

End (Node 4)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None

Prerequisite Activities	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.

Message	Reminder: budget approval required.
Result Type	Approval
Prerequisite Activities	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.

Function	WF_STANDARD.LOOPCOUNTER
Result Type	Loop Counter
Prerequisite Activities	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.

Part VIII

References

D

Award Security Feature

This appendix describes what award security is and how it works in Oracle Grants Accounting. The following sections are in this appendix:

- Definition
- Overview
- Writing the Award Security Extension
- Award Security Client Extension Parameters
- Windows Affected by Award Security

Definition

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.

Overview

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.

Writing the Award Security Extension

Grants Accounting provides a template package that contains the procedure that users can modify to implement the award security extension. The name of the package is GMS_SECURITY_EXTN and the name of the procedure is CHECK_AWARD_ACCESS.

Before writing an award security client extension, print out and review the following files that are located in the $GMS_TOP/admin/sql directory:

- GMSSEEXB.pls.

- GMSSEEXS.pls.

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 Storing Your Procedures, *Oracle Projects User's Guide.*

Grants Accounting recommends that the user refer to the following documentation while defining procedures:

- *PL/SQL User's Guide and Reference Manual*

- *Oracle Grants Accounting Technical Reference Manual*

Award Security Client Extension Parameters

Table D–1 lists the parameters that Grants Accounting provides for the award security client extension, GMS_SECURITY_EXTN.CHECK_AWARD_ACCESS.

Table D–1   Award Security Client Extension Parameters

Parameter	Usage	Type	Description
X_award_id	IN	NUMBER	award or award template identifier
X_person_id	IN	NUMBER	person identifier
X_calling_module	IN	VARCHAR2	module in which the award security extension is called. Grants Accounting sets this value for each module in which it calls the security extension.
X_event	IN	VARCHAR2	type of query level to check on, for which user can define specific rules: ALLOW-QUERY ALLOW-UPDATE
X_value	OUT	VARCHAR2	values to specify the result of the event; Y or N. Y indicates event is allowed in the calling module for this person for the specific award. N indicates event is disallowed in the calling module for this person for the specific award.

Windows Affected by Award Security

Table D–2 shows the Grants Accounting windows that access award security and whether they allow the user to query or update award information.

Table D–2   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	

E

Oracle Grants Accounting Navigation Paths

This appendix lists navigation paths for windows in Oracle Grants Accounting. The following section is in this appendix:

- Navigation

Navigation

Table E–1 shows the navigation path for each window in Grants Accounting.

Table E–1   Navigation Paths

Window	Navigation Path
Allowed Cost Schedules	Setup - Expenditures - Allowed Cost
Agreement Types	Setup - Billing - Award Types
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
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
Award Budgets	Budgets - Award Budgets

Table E–1   Navigation Paths

Window	Navigation Path
Award Management	Awards Click Find Click Open
Award Management Folder	Awards Click Find or Setup - Awards - Award Template Click Find
Award Quick Entry	Awards Click Find Click Copy To
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

Table E–1   Navigation Paths

Window	Navigation Path
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 Funds Check Results	Budgets - Funds Checking Results (Budget) Click Find
Budget Entry Methods	Setup - Budgets - Entry Methods
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

Table E–1   Navigation Paths

Window	Navigation Path
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
Burden Cost Codes	Setup - Costing - Burden - Cost Codes
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

Table E–1 Navigation Paths

Window	Navigation Path
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
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...

Table E–1   Navigation Paths

Window	Navigation Path
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
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

Table E–1 Navigation Paths

Window	Navigation Path
Encumbrances	Expenditures - Pre-Approved Batches - Enter Encumbrances
	Click Encumbrances
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

Table E–1   Navigation Paths

Window	Navigation Path
Event Revenue Distribution Lines [Revenue Review]	Billing - Revenue Review Click Find Click Open Click Lines Click Details
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

Table E–1   Navigation Paths

Window	Navigation Path
Expenditure Item Details: Actuals	Award Status Click Project Status Click Actuals Click Find
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 Capital Projects	Capital Projects

Table E–1   Navigation Paths

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 Budget Funds Check Details	Budgets - Funds Check Results (Budget)
Find Invoices	Billing - Invoice Review
Find Project Expenditure Items	Expenditures - Expenditure Inquiry - Actuals

Table E–1   Navigation Paths

Window	Navigation Path
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
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

Table E–1   Navigation Paths

Window	Navigation Path
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
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

Table E–1   Navigation Paths

Window	Navigation Path
Invoices	Expenditures - Expenditure Inquiry - Actuals
	Click Find
	Click Item Details
	Select AP Invoice
	Click OK
	Click Invoices
Invoice Line Details [Invoice Review]	Billing - Invoice Review
	Click Find
	Click Lines
	Click Details
Invoice Summary	Billing - Invoice Review
	Click Find
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

Table E–1   Navigation Paths

Window	Navigation Path
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

Table E–1   Navigation Paths

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
Application Object Library: Award Purpose Code Lookups	Setup - Awards - Purpose Codes
Application Object Library: Award Role Lookups	Setup - Awards - Roles
Application Object Library: Reference Number Lookups	Setup - Awards - References

Table E–1 Navigation Paths

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] Budgets	Budgets - Budgets
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 Funding Summary	Billing - Funding Inquiry
Project Expenditure Items	Expenditures - Expenditure Inquiry - Actuals
	Click Find
Project Information	Project Status
	Click Find
	Click Project

Table E–1   Navigation Paths

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
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

Table E–1   Navigation Paths

Window	Navigation Path
Projects, Templates Summary	Projects Click Find or Setup - Projects - Project Templates Click Find
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
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

Table E–1   Navigation Paths

Window	Navigation Path
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
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

Table E–1   Navigation Paths

Window	Navigation Path
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
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...

Table E–1   Navigation Paths

Window	Navigation Path
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...
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

Table E–1   Navigation Paths

Window	Navigation Path
Task Budgets [Award Budgets]	Budgets - Award Budgets Click Details or Budgets - Award Budgets Click History Click Details
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

Table E–1   Navigation Paths

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
Template Quick Entry	Setup - Awards - Award Template Click Find Click Copy To

Table E–1   Navigation Paths

Window	Navigation Path
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)
View Burdened Costs [Project]	Setup - Costing - Burden - View (Project)

Glossary

For additional terms, see Glossary, *Oracle Projects User's Guide.*

accrue through date

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.

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 or contract 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 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.

baselining

The process of approving a budget for use in reporting and accounting.

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.

burden costs

Costs of doing business that cannot be directly attributed to work performed. Examples of burden costs are fringe benefits, office space, and general and administrative costs.

burdened cost

The cost of an expenditure item. A burdened cost includes raw cost plus burden cost.

burden schedule

An implementation-defined set of multipliers maintained for use across multiple awards. The user can define one or more schedules for use in internal costing, revenue accrual, and invoicing. Also referred to on the award level as an indirect cost rate schedule.

burden structure

A grouping of cost bases for a given use, which specifies what types of raw costs are included in each cost base and what burden costs are applied to the raw costs in each cost base.

capital project

A project that tracks asset development activities and costs and capitalizes costs when the asset is placed in service.

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.

contract project

A project that tracks activities and costs, accrues revenue, and bills the customer.

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. See *electronic data interchange.*

electronic data interchange (EDI)

The electronic transmission of routine business documents in a standard format from one computer to another. See *EDI.*

encumbrance

An entry made to record anticipated expenditures of any type.

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

Implementation-defined cost classifications that are assigned to each expenditure item. To set up burden accounting, the user must define expenditure types.

funded amount

The total of all active installments.

funds available

The budget amount, less actuals and encumbrances.

funding source

A governmental agency, a private firm, or an individual that provides funding for a project.

funds checking

The process of verifying that sufficient funds are available to cover an expenditure. Funds checking also refers to the entire funds checking 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 Public Sector 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. See *burden schedule*.

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

Predefined project data. A project template includes basic and variable project data, the work breakdown structure, project and task options, funding data, and budgets.

project type

A project classification that is defined during implementation that specifies essential project attributes. The user defines a project type for each project.

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.

report

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.

resource

Labor, services, materials, and equipment needed to track, complete, and account for project work.

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 governmental agency, a private firm, or an individual.

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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