Contents

Send Us Your Comments .............................................................................................................. xxxi

Preface ........................................................................................................................................... xxxiii
  Audience for this Guide ............................................................................................................. xxxiv
  Conventions ............................................................................................................................. xxxv
    Special Conventions .............................................................................................................. xxxv
    Usage Conventions ............................................................................................................... xxxvi
    References ........................................................................................................................... xxxvi
  Documentation Accessibility ................................................................................................. xxxvii
  Other Information Sources .................................................................................................... xxxviii
    MetaLink .............................................................................................................................. xxxviii
    Online Documentation ........................................................................................................ xxxviii
    Related User’s Guides .......................................................................................................... xxxix
    Guides Related to All Products ........................................................................................... xxxix
    User’s Guides Related to This Product ............................................................................... xxxix
    Installation and System Administration ............................................................................... xl
    Other Implementation Documentation ................................................................................ xli

Navigation Paths ......................................................................................................................... xlv

Training and Support ................................................................................................................ xlv
  Training .................................................................................................................................. xlv
  Support ................................................................................................................................. xlv

Do Not Use Database Tools to Modify Oracle Applications Data ............................................. xlvi

About Oracle ............................................................................................................................. xlvii

Documentation Sales ................................................................................................................ xlviii

Feedback ..................................................................................................................................... xlix
1 Product Overview

Definition.............................................................................................................................................. 1-2
Overview............................................................................................................................................... 1-2
Multifunded Projects............................................................................................................................ 1-3
Award Management .............................................................................................................................. 1-3
Flexible Funds Control by Award ....................................................................................................... 1-3
Powerful Indirect Costing .................................................................................................................... 1-4
Online Invoice Review and Approval .................................................................................................. 1-4
Simplified Billing ................................................................................................................................. 1-4
Award Status Inquiry ............................................................................................................................ 1-4
Integration with Oracle Financials ..................................................................................................... 1-4
Award Security .................................................................................................................................... 1-5
Government Reporting ....................................................................................................................... 1-5
Award Distributions ............................................................................................................................ 1-5
Multiple Organization Support .......................................................................................................... 1-5
Multi-Currency .................................................................................................................................... 1-5
Integration with Oracle Labor Distribution ...................................................................................... 1-5
Integration with Grants Proposal ....................................................................................................... 1-6
Functionality Differences Between Projects and Grants Accounting ............................................ 1-7
New Features....................................................................................................................................... 1-9
Award Distributions............................................................................................................................ 1-9
Enhanced Budgetary Control ............................................................................................................... 1-9
GMS Workflow ................................................................................................................................. 1-10
Award Notifications ............................................................................................................................ 1-10

Part I Setting Up Oracle Grants Accounting

2 Oracle Grants Accounting Setup Overview

Overview ............................................................................................................................................... 2-2
Grants Accounting Setup Checklist .................................................................................................. 2-3
Grants Accounting Setup Steps ......................................................................................................... 2-9
  1. Run GMS: Install Extensions Process ....................................................................................... 2-9
  2. Specify Site-Level and Application-Level Profile Options ....................................................... 2-9
  3. Define a Set of Books. Assign a Calendar, Functional Currency, and
Account Structure to the Set of Books .......................................................................................... 2-14
4. Define Encumbrance Types .................................................................................................. 2-14
5. Define Payables Financials Options .................................................................................... 2-15
6. Define Purchasing Options ................................................................................................ 2-15
7. Define Purchasing Financials Options .............................................................................. 2-15
8. Define Customers ................................................................................................................ 2-16
9. Set Up Order Management Parameters ............................................................................. 2-16
10. Set Up Oracle Assets ........................................................................................................ 2-16
11. Set Up Locations ................................................................................................................ 2-16
12. Create Organizations .......................................................................................................... 2-17
13. Define Organization Hierarchies ...................................................................................... 2-17
14. Define Jobs ........................................................................................................................ 2-17
15. Enter Employee Information ............................................................................................ 2-18
16. Set Up Projects Implementation Options ........................................................................ 2-18
17. Define Project Accounting Periods ................................................................................... 2-18
18. Set Up Grants Implementation Options ............................................................................ 2-18
19. Define Expenditure Categories ......................................................................................... 2-18
20. Define Revenue Categories ............................................................................................... 2-19
21. Define Units of Measure .................................................................................................... 2-19
22. Define Expenditure Types ................................................................................................. 2-19
23. Define Non-Labor Resources ............................................................................................ 2-20
24. Define Transaction Sources ............................................................................................... 2-20
25. Define Compensation Rules .............................................................................................. 2-20
26. Define Employee Cost Rates ............................................................................................. 2-20
27. Define Labor Cost Multipliers ........................................................................................... 2-20
28. Define Cost Bases and Cost Base Types .......................................................................... 2-21
29. Define Burden Cost Codes ................................................................................................. 2-21
30. Define Burden Structures .................................................................................................. 2-21
31. Define Burden Schedules .................................................................................................. 2-21
32. Define Payment Terms ....................................................................................................... 2-21
33. Define Credit Types ........................................................................................................... 2-22
34. Define Event Types ............................................................................................................ 2-22
35. Set Up Billing Extensions ................................................................................................... 2-22
36. Set Up Billing Cycles ......................................................................................................... 2-22
37. Define Budget Types .......................................................................................................... 2-22
38. Define Budget Change Reasons .......................................................................................... 2-23
39. Define Budget Entry Methods .......................................................................................... 2-23
40. Define Resource Lists .................................................................................................... 2-24
41. Define Project Status ...................................................................................................... 2-24
42. Define Project Classifications ....................................................................................... 2-24
43. Define Project Service Types ........................................................................................ 2-24
44. Define Project Role Types ............................................................................................. 2-25
45. Define Project Types .................................................................................................... 2-25
46. Define Project Templates ............................................................................................... 2-25
47. Set Up Sponsored Project Types ................................................................................... 2-25
48. Set Up Award Purpose Codes ...................................................................................... 2-25
49. Set Up Award Terms and Conditions .......................................................................... 2-26
50. Set Up Award Roles ..................................................................................................... 2-26
51. Set Up Reports ............................................................................................................. 2-26
52. Set Up Billing Forms .................................................................................................... 2-26
53. Set Up References ........................................................................................................ 2-26
54. Set Up Allowed Cost Schedule ................................................................................... 2-26
55. Set Up Award Types .................................................................................................... 2-27
56. Set Up Award Templates ............................................................................................... 2-27
57. Set Up Accounting for Labor Costs .............................................................................. 2-27
58. Set Up Accounting for Expense Report Costs ............................................................ 2-27
59. Set Up Accounting for Usage Costs ............................................................................. 2-27
60. Set Up Accounting for Supplier Invoice Adjustment Costs ....................................... 2-27
61. Set Up Accounting for Total Burdened Costs ............................................................. 2-28
62. Set Up Accounting for Event Revenue ....................................................................... 2-28
63. Set Up Accounting for Revenue and Invoice Amounts .............................................. 2-30
64. Set Up Accounting for Miscellaneous Transaction Costs ........................................ 2-31
65. Set Up Accounting for Burden Costs .......................................................................... 2-32
66. Implement Transaction Control Extensions ............................................................... 2-32
67. Implement Commitments from External Systems ....................................................... 2-32
68. Set Up the Account Generator to Generate the Supplier Invoice Account ................ 2-32
69. Define Project-Related Distribution Sets ...................................................................... 2-33
70. Set Up the Account Generator to Generate Project-Related Accounts in Purchasing 2-33
71. Set Up Oracle Workflow ............................................................................................... 2-33
72. Set Up Award Distributions .......................................................................................... 2-33
3 Implementation Options Setup

Definition ........................................................................................................................................ 3-2
Overview ........................................................................................................................................ 3-2
  Award Numbering .......................................................................................................................... 3-2
  Award Distribution Option ............................................................................................................ 3-2
  References ..................................................................................................................................... 3-3
Prerequisites .................................................................................................................................... 3-3
Specifying Award Numbering Procedure ........................................................................................ 3-4
Activating Award Distribution Option Procedure .......................................................................... 3-5

4 Project Types Setup

Definition ........................................................................................................................................ 4-2
Overview ........................................................................................................................................ 4-2
  Defining Project Types .................................................................................................................. 4-3
  Creating Sponsored Project Types ............................................................................................... 4-3
  References .................................................................................................................................... 4-3
Defining Project Types Procedure ................................................................................................. 4-4
Creating Sponsored Project Types Procedure .......................................................................... 4-6
Find Sponsored Project Types Window ......................................................................................... 4-7
Find Sponsored Project Types Window Description ...................................................................... 4-8
Sponsored Project Types Window ................................................................................................. 4-9
Sponsored Project Types Window Description ............................................................................... 4-10

5 Project Templates Setup

Definition ........................................................................................................................................ 5-2
Overview ........................................................................................................................................ 5-2
  Project Classes and Project Types Diagram ................................................................................. 5-2
  Quick Entry Feature ..................................................................................................................... 5-3
  Reference ..................................................................................................................................... 5-3
Prerequisites .................................................................................................................................... 5-4
Creating Project Templates Procedure ................................................................. 5-5
Projects, Templates Window .................................................................................. 5-7
Projects, Templates Window Description ............................................................ 5-8

6 Award Purpose Codes Setup
Definition .................................................................................................................. 6-2
Overview .................................................................................................................. 6-2
    Lookups Windows .................................................................................................. 6-2
    References ............................................................................................................ 6-3
Setting Up Award Purpose Codes Procedure ....................................................... 6-4
Award Purpose Code Lookups Window ................................................................. 6-5
Award Purpose Code Lookups Window Description ............................................... 6-6

7 Award Terms and Conditions Setup
Definition .................................................................................................................. 7-2
Overview .................................................................................................................. 7-2
Setting Up Award Terms and Conditions Procedure ............................................. 7-3
Terms and Conditions Setup Form Window ......................................................... 7-4
Terms and Conditions Setup Form Window Description ........................................ 7-5

8 Award Roles Setup
Definition .................................................................................................................. 8-2
Overview .................................................................................................................. 8-2
Setting Up Award Roles Procedure ...................................................................... 8-3
Award Role Lookups Window .................................................................................. 8-4
Award Role Lookups Window Description ............................................................ 8-5

9 Reports Setup
Definition .................................................................................................................. 9-2
Overview .................................................................................................................. 9-2
Setting Up Reports Procedure .............................................................................. 9-3
Report Template Setup Window ............................................................................. 9-4
Report Template Setup Window Description ......................................................... 9-5
10  Billing Forms Setup
Definition ......................................................................................................................... 10-2
Overview ....................................................................................................................... 10-2
Specifying Billing Forms Procedure ......................................................................... 10-3
Billing Setup Form Window ....................................................................................... 10-4
Billing Setup Form Window Description ................................................................. 10-5

11  Billing Cycle Setup
Definition ......................................................................................................................... 11-2
Overview ....................................................................................................................... 11-2
Reference ....................................................................................................................... 11-2
Setting Up Billing Cycles Procedure ......................................................................... 11-3
Billing Cycles Window ............................................................................................... 11-4
Billing Cycles Window Description ........................................................................... 11-5

12  References Setup
Definition ......................................................................................................................... 12-2
Overview ....................................................................................................................... 12-2
Setting Up References Procedure ............................................................................... 12-3
Reference Numbers Lookups Window ....................................................................... 12-4
Reference Numbers Lookups Window Description ................................................... 12-5

13  Allowed Cost Schedules Setup
Definition ......................................................................................................................... 13-2
Overview ....................................................................................................................... 13-2
Prerequisites ................................................................................................................ 13-2
Setting Up Allowed Cost Schedules Procedure ....................................................... 13-3
Allowed Cost Schedules Window .............................................................................. 13-4
Allowed Cost Schedules Window Description ......................................................... 13-5
Creating a New Allowed Cost Schedule Procedure .............................................. 13-6
Copy Allowed Cost Schedule Window .................................................................... 13-7
Copy Allowed Cost Schedule Window Description ................................................. 13-8
14  Burdening Setup

Definition............................................................................................................................................ 14-2
Overview............................................................................................................................................... 14-2
    Burden Cost Bases and Cost Base Types........................................................................................... 14-2
    Burden Cost Codes............................................................................................................................. 14-3
    Burden Structure............................................................................................................................... 14-3
    Burden Schedule............................................................................................................................... 14-3
    Burden Multiplier ............................................................................................................................... 14-3
    Viewing Burdened Costs .................................................................................................................... 14-3
    Burden Schedule Overrides .............................................................................................................. 14-4
References ............................................................................................................................................ 14-4
Prerequisites........................................................................................................................................ 14-5
Defining Expenditure Types for Burden Costs Procedure ................................................................. 14-6
Defining Burden Details for Burden Expenditure Types Procedure .................................................... 14-7
Defining Burden Cost Bases Procedure ............................................................................................... 14-8
Defining Burden Cost Codes Procedure ............................................................................................. 14-9
Defining Burden Structures Procedure ................................................................................................ 14-10
Defining Burden Schedules Procedure ............................................................................................... 14-11
Viewing Project or Award Burdened Costs Procedure ....................................................................... 14-12
View Burdened Costs (Project) Window............................................................................................... 14-13
View Burdened Costs (Project) Window Description ........................................................................... 14-14
View Burdened Costs (Award) Window ............................................................................................... 14-15
View Burdened Costs (Award) Window Description ........................................................................... 14-16
Setting Up Override Schedules Procedure ........................................................................................ 14-17
Override Schedules Window................................................................................................................ 14-18
Override Schedules Window Description .......................................................................................... 14-19

15  Award Types Setup

Definition............................................................................................................................................... 15-2
Overview............................................................................................................................................... 15-2
Setting Up Award Types Procedure .................................................................................................... 15-3
Agreement Types Window.................................................................................................................... 15-4
Agreement Types Window Description ............................................................................................... 15-5
16  Award Distributions Setup

Definition ................................................................................................................................................. 16-2
Overview .................................................................................................................................................. 16-2
  Award Distributions .................................................................................................................. 16-2
  Funding Patterns .................................................................................................................... 16-2
  Implementation Options for Award Distributions ................................................................. 16-3
  Award Distributions with Transaction Import ......................................................................... 16-3
  Award Distributions Funds Checking ....................................................................................... 16-4
Prerequisites ....................................................................................................................................... 16-5
Creating Funding Patterns Procedure ...................................................................................... 16-6
Funding Pattern Window .................................................................................................................. 16-7
Funding Pattern Window Description ........................................................................................... 16-8
Enabling Transaction Import for Award Distributions Procedure ........................................ 16-9

Part II  Award Management

17  Award Entry Procedures

Definition .................................................................................................................................................. 17-4
Overview .................................................................................................................................................. 17-4
  Award Information .................................................................................................................... 17-4
  Award Rules .............................................................................................................................. 17-5
  Events ........................................................................................................................................... 17-5
  References ..................................................................................................................................... 17-6
Prerequisites ....................................................................................................................................... 17-6
Entering An Award Procedure ......................................................................................................... 17-7
  Basic Award Information ........................................................................................................ 17-8
  Installments Tab ...................................................................................................................... 17-8
  Terms and Conditions Tab ........................................................................................................ 17-8
  Budgetary Control Tab ............................................................................................................. 17-8
  Customer Address Tab ............................................................................................................ 17-8
  Contacts Tab .............................................................................................................................. 17-9
  Personnel Tab ............................................................................................................................ 17-9
  Compliances Tab ..................................................................................................................... 17-9
  Reports Tab ............................................................................................................................... 17-10
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>References Tab</td>
<td>17-10</td>
</tr>
<tr>
<td>Credit Receivers Tab</td>
<td>17-10</td>
</tr>
<tr>
<td>Tax and Currency Tab</td>
<td>17-11</td>
</tr>
<tr>
<td>Deleting An Award Procedure</td>
<td>17-12</td>
</tr>
<tr>
<td>Find Award Window</td>
<td>17-13</td>
</tr>
<tr>
<td>Find Award Window Description</td>
<td>17-14</td>
</tr>
<tr>
<td>Award Management Folder Window</td>
<td>17-15</td>
</tr>
<tr>
<td>Award Management Folder Window Description</td>
<td>17-16</td>
</tr>
<tr>
<td>Award Quick Entry Window</td>
<td>17-17</td>
</tr>
<tr>
<td>Award Quick Entry Window Description</td>
<td>17-18</td>
</tr>
<tr>
<td>Award Management Window</td>
<td>17-21</td>
</tr>
<tr>
<td>Award Management Window Description</td>
<td>17-22</td>
</tr>
<tr>
<td>Award Management Window, Installments Tab</td>
<td>17-24</td>
</tr>
<tr>
<td>Award Management Window Description, Installments Tab</td>
<td>17-25</td>
</tr>
<tr>
<td>Award Management Window, Terms and Conditions Tab</td>
<td>17-26</td>
</tr>
<tr>
<td>Award Management Window Description, Terms and Conditions Tab</td>
<td>17-27</td>
</tr>
<tr>
<td>Award Management Window, Budgetary Control Tab</td>
<td>17-28</td>
</tr>
<tr>
<td>Award Management Window Description, Budgetary Control Tab</td>
<td>17-29</td>
</tr>
<tr>
<td>Award Management Window, Customer Address Tab</td>
<td>17-30</td>
</tr>
<tr>
<td>Award Management Window, Customer Address Tab</td>
<td>17-31</td>
</tr>
<tr>
<td>Award Management Window, Contacts Tab</td>
<td>17-32</td>
</tr>
<tr>
<td>Award Management Window Description, Contacts Tab</td>
<td>17-33</td>
</tr>
<tr>
<td>Award Management Window, Personnel Tab</td>
<td>17-34</td>
</tr>
<tr>
<td>Award Management Window Description, Personnel Tab</td>
<td>17-35</td>
</tr>
<tr>
<td>Award Management Window, Compliances Tab</td>
<td>17-36</td>
</tr>
<tr>
<td>Award Management Window Description, Compliances Tab</td>
<td>17-37</td>
</tr>
<tr>
<td>Award Management Window, Reports Tab</td>
<td>17-38</td>
</tr>
<tr>
<td>Award Management Window Description, Reports Tab</td>
<td>17-39</td>
</tr>
<tr>
<td>Award Management Window, References Tab</td>
<td>17-40</td>
</tr>
<tr>
<td>Award Management Window Description, References Tab</td>
<td>17-41</td>
</tr>
<tr>
<td>Award Management Window, Credit Receivers Tab</td>
<td>17-42</td>
</tr>
<tr>
<td>Award Management Window Description, Credit Receivers Tab</td>
<td>17-43</td>
</tr>
<tr>
<td>Award Management Window, Tax and Currency Tab</td>
<td>17-44</td>
</tr>
<tr>
<td>Award Management Window Description, Tax and Currency Tab</td>
<td>17-45</td>
</tr>
<tr>
<td>Creating Events for Billing and Revenue Procedure</td>
<td>17-46</td>
</tr>
</tbody>
</table>
Create Events for Billing and Revenue ................................................................. 17-46
View Event Revenue Distribution Lines .............................................................. 17-47
Events Window, Event Tab .................................................................................. 17-48
Events Window, Amount Tab .............................................................................. 17-49
Events Window, Description Tab ....................................................................... 17-50
Events Window Description ................................................................................ 17-51
Event Revenue Distribution Lines Window ......................................................... 17-53
Event Revenue Distribution Lines Window Description ...................................... 17-54
Specifying Billing Format Procedure .................................................................. 17-55
Billing Format Window ........................................................................................ 17-57
Billing Format Window Description .................................................................... 17-58
Letter of Credit Contacts Window ....................................................................... 17-59
Letter of Credit Contacts Window Description ................................................. 17-59
LOC Address Window .......................................................................................... 17-60
LOC Address Window Description ...................................................................... 17-60

18  Award Template Entry Procedures

Definition ................................................................................................................. 18-2
Overview ................................................................................................................. 18-2
References ............................................................................................................... 18-2
Prerequisites .......................................................................................................... 18-3
Entering an Award Template Procedure ............................................................. 18-4
Deleting An Award Template Procedure ............................................................ 18-6
Template Quick Entry Window .............................................................................. 18-7
Template Quick Entry Window Description ....................................................... 18-8
Award Template Management Window .............................................................. 18-9
Award Template Management Window Description .......................................... 18-10

19  Installment Entry Procedures

Definition ................................................................................................................. 19-2
Overview ................................................................................................................. 19-2
Award Installment Entry ...................................................................................... 19-2
Pre-Award Spending ............................................................................................ 19-3
References .............................................................................................................. 19-3
Prerequisites .......................................................................................................... 19-4
Part III  Budgets, Transactions, and Billing

21  Budget Entry Method, Budgetary Control, and Funds Check

Definition .................................................................................................................. 21-2
Overview .................................................................................................................. 21-2
    Budget Entry Method.......................................................................................... 21-3
    Budgetary Control ............................................................................................ 21-3
    Funds Check ..................................................................................................... 21-3
    Budgetary Control Settings and Time Intervals .............................................. 21-4
    Default Budgetary Control Settings ................................................................. 21-4
22 Budget Entry Procedures

Definition ........................................................................................................................................... 22-3
Overview ............................................................................................................................................ 22-3
   Budget Versions ................................................................................................................................. 22-3
   Budgetary Control Default Settings ................................................................................................. 22-4
   Viewing Funds Check Results of Award Budget ............................................................................ 22-4
   Project Budgets ................................................................................................................................. 22-4
   Budgets and Workflow ....................................................................................................................... 22-5
   References ......................................................................................................................................... 22-5
Prerequisites ...................................................................................................................................... 22-6
Entering Award Budgets Procedure ..................................................................................................... 22-7
   Entering an Original Award Budget ................................................................................................. 22-7
   Finding a Draft Award Budget .......................................................................................................... 22-8
   Entering Award Budget Lines .......................................................................................................... 22-9
   Copying Actuals to Award Budget Amounts ..................................................................................... 22-10
   Submitting a Draft Award Budget ................................................................................................... 22-11
   Changing Draft Award Budget Status from Submitted to Working ................................................. 22-12
   Baselining a Draft Award Budget ................................................................................................... 22-12
   Revising a Baselined Award Budget ................................................................................................. 22-14
   Reviewing Historical Baselined Award Budget Versions ............................................................... 22-15
Award Budgets Window ........................................................................................................................ 22-16
Award Budgets Window Description .................................................................................................. 22-17
<table>
<thead>
<tr>
<th>Task Budgets Window</th>
<th>22-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Budgets Window Description</td>
<td>22-20</td>
</tr>
<tr>
<td>Budget Lines Window</td>
<td>22-21</td>
</tr>
<tr>
<td>Budget Lines Window Description</td>
<td>22-22</td>
</tr>
<tr>
<td>Viewing Funds Check Results of Award Budget Procedure</td>
<td>22-23</td>
</tr>
<tr>
<td>Find Budget Funds Check Details Window</td>
<td>22-24</td>
</tr>
<tr>
<td>Find Budget Funds Check Details Window Description</td>
<td>22-25</td>
</tr>
<tr>
<td>Budget Funds Check Results Window, Award Tab</td>
<td>22-26</td>
</tr>
<tr>
<td>Budget Funds Check Results Window Description, Award Tab</td>
<td>22-27</td>
</tr>
<tr>
<td>Budget Funds Check Results Window, Top Task Tab</td>
<td>22-28</td>
</tr>
<tr>
<td>Budget Funds Check Results Window Description, Top Task Tab</td>
<td>22-29</td>
</tr>
<tr>
<td>Budget Funds Check Results Window, Task Tab</td>
<td>22-30</td>
</tr>
<tr>
<td>Budget Funds Check Results Window Description, Task Tab</td>
<td>22-31</td>
</tr>
<tr>
<td>Budget Funds Check Results Window, Resource Group Tab</td>
<td>22-32</td>
</tr>
<tr>
<td>Budget Funds Check Results Window Description, Resource Group Tab</td>
<td>22-33</td>
</tr>
<tr>
<td>Budget Funds Check Results Window, Resource Tab</td>
<td>22-34</td>
</tr>
<tr>
<td>Budget Funds Check Results Window Description, Resource Tab</td>
<td>22-35</td>
</tr>
<tr>
<td>Viewing a Project Budget Procedure</td>
<td>22-36</td>
</tr>
<tr>
<td>Project Budgets Window</td>
<td>22-37</td>
</tr>
<tr>
<td>Project Budgets Window Description</td>
<td>22-38</td>
</tr>
</tbody>
</table>

### 23 Non-Sponsored Project Budget Procedure

| Definition | 23-2 |
| Overview | 23-2 |
| Functionality Differences Between Sponsored and Non-Sponsored Projects | 23-2 |
| References | 23-4 |

| Prerequisites | 23-5 |

| Creating a Non-Sponsored Project Budget Procedure | 23-6 |

### 24 Changing Budgetary Control Settings Procedures

| Definition | 24-2 |
| Overview | 24-2 |
| Changing Budgetary Control Settings | 24-2 |
| Changing Budgetary Control Settings and Funds Check | 24-3 |
| Reference | 24-3 |
### Prerequisites

24-4

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

24-5

### Budgetary Control Window

24-6

### Budgetary Control Window Description

24-7

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

24-8

### Budgetary Control - Resources Window

24-9

### Budgetary Control - Resources Window Description

24-10

### Updating Budgetary Control Default Settings

24-11

### Adding or Deleting Resources or Resource Groups Procedure

24-13

---

#### 25  Transaction Entry Procedures

**Definition** ........................................................................................................................................... 25-2

**Overview** ............................................................................................................................................ 25-2

  **References** ..................................................................................................................................... 25-2

  **Prerequisites** ................................................................................................................................. 25-3

    **Award Distributions Prerequisites** ......................................................................................... 25-3

**Entering Requisitions Procedure** ................................................................................................. 25-4

**Entering Purchase Orders Procedure** .......................................................................................... 25-6

**Entering Supplier Invoices Procedure** .......................................................................................... 25-8

**Entering Expenditures Procedure** ................................................................................................. 25-10

**Entering Encumbrances Procedure** .............................................................................................. 25-12

**Expenditure Batches Window** ....................................................................................................... 25-14

**Expenditure Batches Window Description** .................................................................................... 25-15

**Expenditures Window** ................................................................................................................... 25-17

**Expenditures Window Description** ............................................................................................... 25-18

**Encumbrance Batches Window** .................................................................................................... 25-20

**Encumbrance Batches Window Description** .................................................................................. 25-21

**Encumbrances Window** .................................................................................................................. 25-23

**Encumbrances Window Description** .............................................................................................. 25-24

---

#### 26  Transaction Processing and Funds Check Activation Procedures

**Definition** ........................................................................................................................................... 26-3

**Overview** ....................................................................................................................................... 26-3

  **Funds Check Activation in Purchasing** ....................................................................................... 26-7

---
Funds Check Activation in Payables .............................................................. 26-8
Funds Check Activation in Grants Accounting ............................................ 26-8
Funds Check Results ................................................................................... 26-9
References ................................................................................................. 26-9
Prerequisites .............................................................................................. 26-11
Activating Funds Check Procedure .............................................................. 26-12
Activating Funds Check for Requisitions in Purchasing Procedure .......... 26-12
Activating Funds Check for Purchase Orders in Purchasing Procedure ...... 26-13
Activating Funds Check for Invoices in Payables Procedure ...................... 26-13
Activating Funds Check for Expenditures in Grants Accounting Procedure ... 26-14
Activating Funds Check for Encumbrances in Grants Accounting Procedure ... 26-15
Viewing Funds Check Results Procedure .................................................... 26-16
Find Funds Check Details Window ............................................................... 26-17
Find Funds Check Details Window Description ......................................... 26-18
Funds Check Results Window, Award Tab .................................................. 26-19
Funds Check Results Window, Top Task Tab ............................................. 26-20
Funds Check Results Window, Task Tab .................................................... 26-21
Funds Check Results Window, Resource Group Tab ................................. 26-22
Funds Check Results Window, Resource Tab ............................................. 26-23
Funds Check Results Window Description ................................................ 26-24
Viewing Funds Check Results Report Procedure ....................................... 26-27
Funds Check Results Failure Report .......................................................... 26-28
Funds Check Results Failure Report Description ....................................... 26-29
Funds Check Results Success Report ........................................................ 26-30
Funds Check Results Success Report Description ...................................... 26-31

27 Transaction Adjustment Procedures

Definition ...................................................................................................... 27-2
Overview .................................................................................................... 27-2
Expenditure Adjustments .......................................................................... 27-2
Encumbrance Adjustments ...................................................................... 27-4
References ............................................................................................... 27-4
Prerequisites .............................................................................................. 27-4
Transferring All Expenditures Procedure .................................................. 27-6
Transferring Selected Expenditures Procedure ........................................... 27-8
28 Revenue and Invoice Procedures

Definition ........................................................................................................................................... 28-2
Overview ........................................................................................................................................... 28-2
  Generating Revenue and Invoices ................................................................. 28-2
  Revenue and Invoicing Formats ........................................................................ 28-3
  Revenue and Invoicing Requirements .............................................................. 28-4
  Billable and Active Check Boxes ................................................................. 28-4
  Billable Status on a Task .................................................................................. 28-5
  Cost and Event Distribution Rules ................................................................... 28-5
  Controlling Billing by Top Task ....................................................................... 28-5
  AutoAccounting Parameters ............................................................................ 28-6
References ......................................................................................................................... 28-7
Prerequisites ......................................................................................................................... 28-8
Reviewing Revenue Procedure ............................................................................... 28-9
Reviewing Invoices Procedure ............................................................................... 28-10
Adjusting Revenue Procedure ............................................................................... 28-11
Adjusting Invoices Procedure ............................................................................... 28-12
Controlling Billing by Top Task Procedure ....................................................... 28-13
Control Billing by Top Task Window ...................................................................... 28-14
Control Billing by Top Task Window Description .................................................. 28-15

Part IV View Award Status

29 Award Status Inquiry Procedures

Definition ........................................................................................................................................... 29-3
## Overview

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Status Inquiry Features</td>
<td>29-3</td>
</tr>
<tr>
<td>Award Status Inquiry Procedure and Grants Accounting Processes</td>
<td>29-3</td>
</tr>
<tr>
<td>Expenditures and Commitments Viewable in Award Status Inquiry</td>
<td>29-4</td>
</tr>
<tr>
<td>Resources in Award Status Inquiry</td>
<td>29-5</td>
</tr>
<tr>
<td><strong>Award Status Inquiry Procedure</strong></td>
<td>29-6</td>
</tr>
<tr>
<td>Finding and Viewing Award Status</td>
<td>29-6</td>
</tr>
<tr>
<td>Viewing Resource Status Information at the Award Level</td>
<td>29-6</td>
</tr>
<tr>
<td>Viewing Actual Transactions at the Award Level</td>
<td>29-7</td>
</tr>
<tr>
<td>Viewing Commitment Transactions at the Award Level</td>
<td>29-7</td>
</tr>
<tr>
<td>Viewing Award Information</td>
<td>29-7</td>
</tr>
<tr>
<td>Viewing Invoice Summary Information</td>
<td>29-8</td>
</tr>
<tr>
<td>Viewing Project Status Information</td>
<td>29-8</td>
</tr>
<tr>
<td>Viewing Resource Status Information at the Project Level</td>
<td>29-8</td>
</tr>
<tr>
<td>Viewing Actual Transactions at the Project Level</td>
<td>29-9</td>
</tr>
<tr>
<td>Viewing Commitment Transactions at the Project Level</td>
<td>29-9</td>
</tr>
<tr>
<td><strong>Find Award Status Window</strong></td>
<td>29-10</td>
</tr>
<tr>
<td><strong>Find Award Status Window Description</strong></td>
<td>29-11</td>
</tr>
<tr>
<td>Award Status Window</td>
<td>29-12</td>
</tr>
<tr>
<td>Award Status Window Description</td>
<td>29-13</td>
</tr>
<tr>
<td><strong>Resource Status Window</strong></td>
<td>29-14</td>
</tr>
<tr>
<td>Resource Status Window Description</td>
<td>29-15</td>
</tr>
<tr>
<td><strong>Find Expenditure Items Window</strong></td>
<td>29-16</td>
</tr>
<tr>
<td>Find Expenditure Items Window Description</td>
<td>29-17</td>
</tr>
<tr>
<td>Expenditure Item Details: Actuals Window</td>
<td>29-18</td>
</tr>
<tr>
<td>Expenditure Item Details: Actuals Window Description</td>
<td>29-19</td>
</tr>
<tr>
<td><strong>Find Commitments Window</strong></td>
<td>29-20</td>
</tr>
<tr>
<td>Find Commitments Window</td>
<td>29-21</td>
</tr>
<tr>
<td>Expenditure Item Details: Commitments Window</td>
<td>29-22</td>
</tr>
<tr>
<td>Expenditure Item Details: Commitments Window Description</td>
<td>29-23</td>
</tr>
<tr>
<td><strong>Invoice Summary Window</strong></td>
<td>29-24</td>
</tr>
<tr>
<td>Invoice Summary Window</td>
<td>29-25</td>
</tr>
<tr>
<td><strong>Project Status Window</strong></td>
<td>29-28</td>
</tr>
<tr>
<td>Project Status Window</td>
<td>29-29</td>
</tr>
<tr>
<td>Task Status Window</td>
<td>29-30</td>
</tr>
</tbody>
</table>
Part V  Workflow

30  Using Oracle Workflow in Oracle Grants Accounting Procedure

Definition ........................................................................................................................................ 30-2
Overview ...................................................................................................................................... 30-2
  Setting Up Notification Recipients ........................................................................................... 30-2
  Setting Up Notification Method ............................................................................................... 30-2
  Scheduling Report Notifications ............................................................................................. 30-2
  Using Workflow ......................................................................................................................... 30-3
  Viewing Notifications ................................................................................................................ 30-3
  Approving Notifications ........................................................................................................... 30-4
  Reference ................................................................................................................................. 30-4
Prerequisites ................................................................................................................................ 30-4
Setting Up Notification Recipients Procedure ........................................................................... 30-5
Notification Control Window ...................................................................................................... 30-6
Notification Control Window Description .................................................................................. 30-7
Viewing Notifications Procedure ............................................................................................. 30-8
Approving Notifications Procedure .......................................................................................... 30-9
Sample Notifications ................................................................................................................ 30-10

Part VI  Processes and Reports

31  Government Report Procedures

Definition ........................................................................................................................................ 31-3
Overview ...................................................................................................................................... 31-3
  SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal.. 31-3
  SF 269 Financial Status Report ................................................................................................. 31-3
  SF 270 Request for Advance or Reimbursement ..................................................................... 31-4
  SF 272 Federal Cash Transactions Report ................................................................................ 31-4
  References ............................................................................................................................... 31-4
Prerequisites ................................................................................................................................ 31-4
SF 1034 and SF 1035 Public Voucher for Purchases and Services
Other Than Personal Report Procedure ................................................................. 31-5
SF 269 Financial Status Report Procedure ............................................................... 31-6
  Create Draft Report ............................................................................................. 31-6
  View Existing Report ......................................................................................... 31-7
  View Report History ......................................................................................... 31-7
  Delete Report ..................................................................................................... 31-9
Government Report SF269 Window ........................................................................ 31-10
Government Report SF269 Window Description ..................................................... 31-10
REPORTDETAILSF269current Report Details for Award Window .......................... 31-12
HISTORYSF269 Report History for Award Window .................................................. 31-15
HISTORYSF269 Report History for Award Window Description ............................ 31-15
SF 270 Request for Advance or Reimbursement Report Procedure ......................... 31-17
  Create Draft Report ............................................................................................. 31-17
  View Existing Report ......................................................................................... 31-18
  View Report History ......................................................................................... 31-18
  Delete Report ..................................................................................................... 31-19
Government Report SF270 Window ........................................................................ 31-20
Government Report SF270 Window Description ..................................................... 31-20
REPORTDETAILSF270current Report Details for Award Window .......................... 31-22
HISTORYSF270 Report History for Award Window .................................................. 31-23
HISTORYSF270 Report History for Award Window Description ............................ 31-23
SF 272 Federal Cash Transactions Report Procedure .............................................. 31-25
  Create Draft Report ............................................................................................. 31-25
  View Existing Report ......................................................................................... 31-26
  View Report History ......................................................................................... 31-26
  Delete Report ..................................................................................................... 31-26
Government Report SF272 Window ........................................................................ 31-27
Government Report SF272 Window Description ..................................................... 31-27
REPORTDETAILSF272current Report Details for Award Window .......................... 31-29
HISTORYSF272 Report History for Award Window .................................................. 31-30
HISTORYSF272 Report History for Award Window Description ............................ 31-31

32 Processes and Reports Procedures

Definition .................................................................................................................. 32-3
Overview ............................................................................................................... 32-3
GMS: Award Overdraft Status Report ................................................................. 32-4
GMS: Costing and Funds Check on Expense Reports ......................................... 32-4
GMS: Costing and Funds Check on Straight Time Labor ..................................... 32-4
GMS: Costing and Funds Check on Usages and Miscellaneous Costs ................. 32-5
GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check ............... 32-7
GMS: Encumbrance Funds Check ...................................................................... 32-7
GMS: Generate Draft Invoices for a Range of Awards ........................................ 32-7
GMS: Generate Draft Invoices for a Single Award .............................................. 32-8
GMS: Generate Draft Revenue for a Range of Awards ....................................... 32-8
GMS: Generate Draft Revenue for a Single Award .............................................. 32-9
GMS: Installment Closeout Notification ............................................................. 32-9
GMS: Interface Invoices to Receivables ............................................................. 32-9
GMS: Interface Revenue to General Ledger ...................................................... 32-10
GMS: Report Notification Scheduler ................................................................. 32-10
GMS: Report on Award Listings ...................................................................... 32-10
GMS: Report on Project Listings ...................................................................... 32-10
GMS: Submit Interface streamline process ....................................................... 32-10
GMS: Unbilled Receivables Aging .................................................................... 32-15
GMS: Update Actual and Encumbrance Balance ............................................. 32-16
Required Processes and Reports in Oracle Projects .......................................... 32-16
GMS: Award Overdraft Status Report Procedure ............................................. 32-17
GMS: Costing and Funds Check on Expense Reports Procedure ....................... 32-19
GMS: Costing and Funds Check on Straight Time Labor Procedure ................ 32-21
GMS: Costing and Funds Check on Usages and Miscellaneous Costs Procedure .................................................. 32-23
GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check Procedure .................................................. 32-25
GMS: Encumbrance Funds Check Procedure .................................................. 32-27
GMS: Generate Draft Invoices for a Range of Awards Procedure ...................... 32-28
GMS: Generate Draft Invoices for a Single Award Procedure .......................... 32-30
GMS: Generate Draft Revenue for a Range of Awards Procedure ..................... 32-31
GMS: Generate Draft Revenue for a Single Award Procedure .......................... 32-33
GMS: Installment Closeout Notification Procedure ........................................... 32-34
GMS: Interface Invoices to Receivables Procedure .......................................... 32-36
GMS: Interface Revenue to General Ledger Procedure ...................................... 32-38
GMS: Report Notification Scheduler Procedure .............................................. 32-40
GMS: Report on Award Listings Procedure ..................................................... 32-42
Part VII  Topical Essays

A  Multifunding Process

Definition ..............................................................................................................................................  A-2
Features ..............................................................................................................................................  A-2
Multiple Awards Funding Multiple Projects Diagram .................................................................  A-3
Multifunding Process ....................................................................................................................  A-4
  Enter Projects ...............................................................................................................................  A-5
  Enter Awards .................................................................................................................................  A-5
  Enter Installments .........................................................................................................................  A-5
  Fund Projects ...............................................................................................................................  A-5
  Enter, Submit, and Baseline Award Budgets ..............................................................................  A-6
  Enter Transactions .........................................................................................................................  A-6
  Distribute Costs and Check Funds ..............................................................................................  A-6
  Generate Draft Revenue ..............................................................................................................  A-6
  Generate Draft Invoices ..............................................................................................................  A-6
Multifunding Flow Chart .............................................................................................................  A-8

B  Oracle Grants Accounting Integration with Other Oracle Applications

Definition ..............................................................................................................................................  B-2
Overview ............................................................................................................................................  B-2
Grants Accounting Integration with Purchasing ........................................................................  B-3
  Entering Requisitions ..................................................................................................................  B-3
  AutoCreate .....................................................................................................................................  B-3
  Entering Purchase Orders ............................................................................................................  B-4
  Entering Releases ........................................................................................................................  B-4
Grants Accounting Integration with Payables ............................................................................  B-5
  Matching Invoices ......................................................................................................................  B-5
Entering Invoices .......................................................................................................................... B-6
Using Distribution Sets ................................................................................................................ B-6
Integrating Expense Reports ....................................................................................................... B-6
Importing Payables Invoices ....................................................................................................... B-7
Invoice Gateway ............................................................................................................................ B-7
Payables Open Interface Import .................................................................................................. B-7

Award Information Changes ....................................................................................................... B-8
  Award Information in Purchasing and Payables ....................................................................... B-8
  Award Information in Projects .................................................................................................. B-8

Account Generator in Purchasing and Payables ....................................................................... B-13
  Account Generator in Purchasing .......................................................................................... B-13
  Account Generator in Payables ............................................................................................. B-13

Grants Accounting Integration with HRMS Position Control and Labor Distribution .......... B-14
Grants Accounting Integration with Internet Procurement ...................................................... B-15
Grants Accounting Integration with Internet Expenses ......................................................... B-16

C Oracle Grants Accounting Workflow Process
  Overview ........................................................................................................................................ C-2
    Notifications ............................................................................................................................. C-2
    Grants Accounting Workflow Process .................................................................................. C-3
    Budget Subprocess ................................................................................................................ C-6
  GMS Workflow Item Type ........................................................................................................ C-7
  Grants Accounting Workflow Diagram ..................................................................................... C-10
  Grants Accounting Workflow Process ..................................................................................... C-11
    Start (Node 1) ......................................................................................................................... C-11
    WF Process Selector (Node 2) ............................................................................................... C-11
    Notify: Installment Activated (Node 3) ................................................................................. C-11
    End (Node 4) .......................................................................................................................... C-12
    Notify: Report Due (Node 5) ................................................................................................. C-12
    Check Baselined Budget Exists (Node 6) .............................................................................. C-12
    Funds Checking (Node 7) ....................................................................................................... C-13
    Notify: Funds Checking Failed (S) (Node 8) ........................................................................ C-13
    Reset Budget Status to Rejected (Node 9) ............................................................................. C-13
    End (Node 10) ....................................................................................................................... C-13
    Select Budget Approver (Node 11) ..................................................................................... C-14
Notify: Budget Approver Not Found. Resubmit? (Node 12) ......................................................... C-14
Reset Budget Status to Rejected (Node 13) .............................................................................. C-14
End (Node 14) .......................................................................................................................... C-15
Budget Subprocess (Node 15) .................................................................................................. C-15
Notify: Budget Rejected. Resubmit? (Node 16) ........................................................................ C-15
Verify Budget Rules (Node 17) ............................................................................................... C-16
Notify: Budget Failed Verification Rules. Resubmit? (Node 18) ........................................ C-16
Reset Budget Status to Rejected (Node 19) ............................................................................ C-16
End (Node 20) ........................................................................................................................ C-17
Reset Budget Status to Rejected (Node 21) ............................................................................ C-17
End (Node 22) ........................................................................................................................ C-17
Baseline Approved Budget (Node 23) ..................................................................................... C-17
Notify: Budget Baseline Failed (Node 24) ............................................................................. C-18
Reset Budget Status to Rejected (Node 25) ............................................................................ C-18
End (Node 26) ........................................................................................................................ C-18
Funds Checking (Node 27) ..................................................................................................... C-18
Notify: Funds Checking Failed (B) (Node 28) ...................................................................... C-19
Reset Budget Status to Rejected (Node 29) ............................................................................ C-19
End (Node 30) ........................................................................................................................ C-19
Notify: Budget Approved and Baselined (Node 31) ............................................................. C-19
Notify: Budget Approved and Baselined (Notify Only) (Node 32) .................................... C-20
Notify: Installment Closeout (Node 33) ................................................................................ C-20
Budget Subprocess Diagram ................................................................................................. C-21
Budget Subprocess ................................................................................................................ C-22
Start (Node 1) ........................................................................................................................ C-22
Notify: Budget Approval Required. Approve? (Node 2) ...................................................... C-22
End (Node 3) ........................................................................................................................ C-22
End (Node 4) ........................................................................................................................ C-23
Notify: Reminder Budget Approval Required. Approve? (Node 5) .................................... C-23
Loop Counter (Node 6) ......................................................................................................... C-24
Customizing Grants Accounting Workflow .............................................................................. C-25
Required Modifications ........................................................................................................ C-25
Optional Customizations ...................................................................................................... C-25
Creating a New Custom Process .......................................................................................... C-25
Part VIII  References

D  Award Security Feature
Definition ........................................................................................................................................... D-2
Overview ........................................................................................................................................ D-2
Writing the Award Security Extension .......................................................................................... D-3
Award Security Client Extension Parameters ............................................................................. D-4
Windows Affected by Award Security ....................................................................................... D-5

E  Public APIs
Definition ........................................................................................................................................ 2
Overview ....................................................................................................................................... 3
  Budget API Procedures .............................................................................................................. 3
  Budget API Rules ..................................................................................................................... 3
  Budget API Prerequisites ......................................................................................................... 4
Budget API Process ................................................................................................................... 5
Budget API Parameters .............................................................................................................. 6
Budget API Process Flowchart .................................................................................................. 28
Award ID APIs ............................................................................................................................ 29
  API to Derive AWARD_ID from Workflow ........................................................................ 29
  API to Derive AWARD_ID from AWARD_SET_ID ......................................................... 29
  API to derive AWARD_ID from EXPENDITURE_ITEM_ID .................................... 30

F  Oracle Grants Accounting Navigation Paths
Navigation ......................................................................................................................................... E-2

Glossary

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

- Did you find any errors?
- 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?

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

- Electronic mail: your_product@us.oracle.com
- FAX: telephone number  Attn: Oracle Your Product Name Here
- Postal service:
  Oracle Corporation
  Oracle Your Product Name Here Documentation
  Street Address, Mailstop
  City, State Postal Code
  Country

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact your local Oracle Support Services.
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 for this Guide
- Conventions
- Documentation Accessibility
- Other Information Sources
- Navigation Paths
- Training and Support
- Do Not Use Database Tools to Modify Oracle Applications Data
- About Oracle
- Documentation Sales
- Feedback
Audience for this Guide


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

- principles and customary practices of the business area
- Oracle Projects
- Oracle Financials
  
  Oracle suggests that users who have never used Oracle Projects and Oracle Financials attend one or more of the Oracle Projects and Oracle Financials training classes available through Oracle University.

- Oracle Applications graphical user interface
  
  To learn more about the Oracle Applications graphical user interface, read the Oracle Applications User's Guide.

See Other Information Sources for more information about Oracle Applications product information.
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:

\[ 2\%/ (100\%-2\%) \times 360/ ((30- (10-0)) = 0.367 \]

**<>**

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]

**Note:**

Notes alert users to the following type of information in this guide:

**Note:** Notes alert users to key points to consider when using a feature.

**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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach file</td>
<td>Indicates that users should click the Attachment icon to attach a document to a record. For information on attachments, see About Attachments and Attachments Window, <em>Oracle Applications User’s Guide</em>.</td>
</tr>
<tr>
<td>Close the window.</td>
<td>Indicates users should close the window using either the <strong>File - Close Form</strong> command or by clicking on the x in the upper right-hand corner. <strong>Note:</strong> The <strong>File - Close Form</strong> 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.</td>
</tr>
<tr>
<td>Descriptions of Graphics</td>
<td>Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.</td>
</tr>
<tr>
<td>Query appropriate data.</td>
<td>Indicates users should query data in the window using <strong>View - Find</strong> or <strong>View - Query By Example - Enter</strong>. For information on entering and querying data, see Entering and Querying Data, <em>Oracle Applications User’s Guide</em>.</td>
</tr>
</tbody>
</table>

**References**

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

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

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

When this guide refers to other Oracle Applications documentation, use only the Release 11i versions of those guides.

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.

MetaLink

Oracle MetaLink is Oracle Support Services’ premier web support service and offers technical support, information, and a wide variety of product documentation online. Included on the MetaLink site are new release features, user’s and administrator’s guides, error message manuals, eTRMs (electronic technical reference manuals), upgrade information, and articles on product functionality, current issues, setup and installation, and troubleshooting.

MetaLink is available at http://metalink.oracle.com/.

Online Documentation

All Oracle Applications documentation is available online in HTML or PDF.

- **Online Help** - The new features section, located in the product overview chapter in the HTML help, describes new features in 11i. This information is updated for each new release of Grants Accounting. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if the system administrator installs software from mini-packs or an upgrade, this section describes the new features.

  Online help patches with the latest help are available on MetaLink.

- **11i Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.
About Oracle Grants Accounting Document - Refer to the About Oracle Grants Accounting document on MetaLink to learn about new documentation or documentation patches available for download.

Related User’s Guides

Oracle Grants Accounting shares business and setup information with other Oracle Applications products. Users may want to refer to other user’s guides when setting up and using Oracle Grants Accounting.

Read the guides online by choosing Library from the expandable menu on the HTML help window, by reading from the Oracle Applications Document Library CD included in the media pack, or using a Web browser with a URL provided by the system administrator.


Guides Related to All Products

Oracle Applications User’s Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface available with this release of Oracle Grants Accounting and any other Oracle Applications products. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

Access this user’s guide by choosing Getting Started with Oracle Applications from any Oracle Applications help file.

User’s Guides Related to This Product

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
Installation and System Administration

Oracle Applications Concepts
This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications, Release 11i. It is a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self Service Web Applications.

Installing Oracle Applications
This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8i Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks needed to complete an installation. Use this guide in conjunction with individual product user’s guides and implementation guides.

Upgrading Oracle Applications
Refer to this guide when upgrading Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process and lists database and product-specific upgrade tasks. To upgrade to Release 11i, users must be at Release 10.7, in NCA, SmartClient, or character mode, or Release 11.0. Users cannot upgrade to Release 11i directly from releases prior to 10.7.
Maintaining Oracle Applications
Use this guide to run various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. The guide contains how-to steps, screenshots, and other information needed to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

Oracle Applications System Administrator’s Guide
The guide provides planning and reference information for the Oracle Applications system administrator. The guide contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User’s Guide
This guide explains how to define periodic and event alerts to monitor the status of Oracle Applications data.

Oracle Applications Developer’s Guide
This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface (UI) described in the Oracle Applications User Interface Standards for Forms-Based Products. It also provides information to help users build custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products
This guide contains the UI standards followed by the Oracle Applications development staff. It describes the UI for Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes
Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11i. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.
Multiple Organizations in Oracle Applications
This guide describes how to set up and use Grants Accounting with the Oracle Applications multiple organization support feature, so users can define and support different organization structures when running a single installation of Grants Accounting.

Oracle Workflow Administrator’s Guide
This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer’s Guide
This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User’s Guide
This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference
This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide
This guide provides flexfields planning, setup, and reference information for the Oracle Grants Accounting implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals
Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps users convert data from existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on MetaLink.
Oracle Manufacturing APIs and Open Interfaces Manual
This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual
The manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual
This manual describes all Oracle Applications messages. The guide is available in HTML format on the documentation CD-ROM for Release 11i.
Navigation Paths

Navigation paths for windows in Oracle Grants Accounting are documented for the system as they are shipped. If responsibilities are changed after installation the documented navigation paths may not be correct.
Training and Support

Training
Oracle offers a complete set of training courses to help users and their staffs master Oracle Grants Accounting and reach full productivity quickly. These courses are organized into functional learning paths, so users take only those courses appropriate to their jobs or areas of responsibility.

Users have a choice of educational environments. They can attend courses offered by Oracle University at any one of our many Education Centers, or can arrange for our trainers to teach at their facility, or can employ the Oracle Learning Network (OLN), Oracle University’s online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet users’ needs. For example, users can employ their own organizational structure, terminology, and data as examples in a customized training session delivered at their own facility.

Support
From on-site support to central support, our team of experienced professionals provides the help and information needed to keep Oracle Grants Accounting working for all users. This team includes the technical representative, account manager, and Oracle’s large staff of consultants and support specialists with expertise in users’ specific business areas, managing an Oracle server, and users’ hardware and software environments.
Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless otherwise instructed.

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 Applications data, they risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Applications tables are interrelated, any change made using Oracle Applications can update many tables at once. But when users modify Oracle Applications data using anything other than Oracle Applications, 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 Applications.

When users employ Oracle Applications to modify the data, Oracle Applications automatically checks that the changes are valid. Oracle 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 Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and customer relationship 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.
Documentation Sales

To order hard copy documentation, go to the Oracle Store at http://oraclestore.oracle.com.

Support sales contact information by region and country is available at http://www.oracle.com/support/index.html?contact.html.
Feedback

Thank you for using Oracle Grants Accounting and this user’s guide.

Oracle values comments and feedback. At the end of this guide is a Reader’s Comment Form that users can employ to explain what they like or dislike about Oracle Grants Accounting or this user’s guide. Mail comments to the following address or call us directly at (650) 506-7000.

Oracle Public Sector Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A
Or, send electronic mail to appsdoc_us@oracle.com.
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 provides organizations with the ability to completely track grants and funded projects from inception to final reporting.

Overview

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

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

- Multifunded Projects
- Award Management
- Flexible Funds Control by Award
- Powerful Indirect Costing
- Online Invoice Review and Approval
- Simplified Billing
- Award Status Inquiry
- Integration with Oracle Financials
- Award Security
- Government Reporting
- Award Distributions
- Multiple Organization Support
- Multi-Currency
- Integration with Oracle Labor Distribution
- Integration with Grants Proposal
**Multifunded Projects**

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

**Award Management**

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

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

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

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

**Flexible Funds Control by Award**

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

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

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

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

Online Invoice Review and Approval

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

Simplified Billing

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

Award Status Inquiry

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

Integration with Oracle Financials

Grants Accounting integrates with Purchasing, Payables, and Projects to allow the entry of grants-related requisitions, purchase orders, and supplier invoices using those products.
Award Security
Grants Accounting provides award-based security to protect data ownership and sensitivity in relation to a given award. Users can define who can access, query, and update award information.

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

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

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

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

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

Grants Accounting integrates with Oracle Grants Proposal to create awards and budgets from funded proposals.
## Functionality Differences Between Projects and Grants Accounting

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Grants Accounting</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Costs</td>
<td>supported</td>
<td>not supported</td>
</tr>
<tr>
<td>Award Distribution</td>
<td>supported</td>
<td>not supported</td>
</tr>
<tr>
<td>Award Status Inquiry</td>
<td>supported</td>
<td>not supported</td>
</tr>
<tr>
<td>Billing Extensions</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Bill Rate Schedules</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Borrowed and Lent Cross-Charges</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Budgeting</td>
<td>budgeting is by burdened cost only</td>
<td>budgeting by burdened cost, raw cost, or quantity</td>
</tr>
<tr>
<td>Burden Client Extension</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Burden Cost</td>
<td>burden cost must be accounted as a separate expenditure item</td>
<td>burden cost does not have to be a separate expenditure item</td>
</tr>
<tr>
<td>Burden Limits</td>
<td>supported</td>
<td>not supported</td>
</tr>
<tr>
<td>Contract Projects</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Encumbrance Batches</td>
<td>supported</td>
<td>not supported</td>
</tr>
<tr>
<td>Event Types</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Funding</td>
<td>funding by award</td>
<td>funding by agreement</td>
</tr>
<tr>
<td>Funds Check</td>
<td>supported</td>
<td>supported for commitments</td>
</tr>
<tr>
<td>Government Reports</td>
<td>supports government reports SF 1034, SF 1035, SF 269, SF 270, SF 272</td>
<td>not supported</td>
</tr>
<tr>
<td>Interproject and Intercompany Billing</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Invoice and Revenue for Capital and Indirect Projects through Award</td>
<td>supported</td>
<td>not supported</td>
</tr>
</tbody>
</table>
### Table 1–1  Functionality Differences Between Projects and Grants Accounting

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Grants Accounting</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multifunding</td>
<td>multifunding (one award funding multiple projects or multiple awards funding one project) is a feature supported in Grants Accounting</td>
<td>multifunding not supported in Projects</td>
</tr>
<tr>
<td>Project Allocations</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>Purge Transaction Interface Table</td>
<td>not supported</td>
<td>supported</td>
</tr>
<tr>
<td>User-Defined Revenue Budgets</td>
<td>not supported</td>
<td>supports user-defined revenue budgets for agreements</td>
</tr>
<tr>
<td>User-Defined Transaction Sources</td>
<td>see <a href="#">Oracle Grants Accounting Integration with Other Oracle Applications</a>, page B-8 for information on non-supported transaction source options</td>
<td>supported</td>
</tr>
</tbody>
</table>
New Features

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

- Award Distributions
- Enhanced Budgetary Control
- GMS Workflow
- Award Notifications

Award Distributions

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

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

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

Enhanced Budgetary Control

The budgetary control feature allows users to control spending against an award. 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.

GMS Workflow

Grants Accounting has enabled Oracle Workflow within specific Grants Accounting functional areas to allow award personnel to receive notifications of items that require attention.

The award budget workflow feature notifies award personnel 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 award personnel receive notifications.

Award Notifications

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

Workflow also sends notifications to award personnel when an installment nears its end date. If any open Oracle Purchasing and Oracle Payables commitments exist when the notification is generated, they will be listed in the notification.

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

Setting Up Oracle Grants Accounting
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 General Ledger
- Oracle Payables
- Oracle Purchasing
- Oracle Receivables
- Oracle Assets
  
  **Note:** Oracle Assets is required if capital projects are used and assets are to be capitalized.
- Oracle Workflow
Grants Accounting Setup Checklist

Table 2–1 shows the Grants Accounting setup checklist.

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

All required setup steps in this checklist must be completed. Specific information for each setup step is described in the following section, Grants Accounting Setup Steps, page 2-9.

Table 2–1 Oracle Grants Accounting Setup Checklist

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Setup Step</th>
<th>Step Type</th>
<th>Oracle Application</th>
</tr>
</thead>
</table>
| Oracle Grants Accounting Post-Installation | Run GMS: Install Extensions Process  
**Warning:** The GMS: Install Extensions process must be run each time an Oracle Projects patch is applied. | required          | Grants Accounting           |
| Oracle Applications System Administration | Specify Site-Level and Application-Level Profile Options | required with defaults | System Administration |
|                | Define Encumbrance Types                                                   | required          | General Ledger               |
| Oracle Payables | Define Payables Financials Options                                          | required          | Payables                     |
Table 2–1  **Oracle Grants Accounting Setup Checklist**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Setup Step</th>
<th>Step Type</th>
<th>Oracle Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oracle Purchasing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Define Purchasing Options</td>
<td>required</td>
<td>Purchasing</td>
</tr>
<tr>
<td>7.</td>
<td>Define Purchasing Financial Options</td>
<td>required</td>
<td>Purchasing</td>
</tr>
<tr>
<td><strong>Oracle Receivables</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Define Customers</td>
<td>required</td>
<td>Receivables</td>
</tr>
<tr>
<td><strong>Oracle Order Management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Set Up Order Management Parameters</td>
<td>required if billing is used</td>
<td>Order Management</td>
</tr>
<tr>
<td><strong>Oracle Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Set Up Oracle Assets</td>
<td>required if capital projects are used</td>
<td>Assets</td>
</tr>
<tr>
<td><strong>Oracle Human Resource Management Systems</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Set Up Locations</td>
<td>required</td>
<td>HRMS</td>
</tr>
<tr>
<td>12.</td>
<td>Create Organizations</td>
<td>required</td>
<td>HRMS</td>
</tr>
<tr>
<td>13.</td>
<td>Define Organization Hierarchies</td>
<td>required</td>
<td>HRMS</td>
</tr>
<tr>
<td>14.</td>
<td>Define Jobs</td>
<td>required</td>
<td>HRMS</td>
</tr>
<tr>
<td>15.</td>
<td>Enter Employee Information</td>
<td>required</td>
<td>HRMS</td>
</tr>
<tr>
<td><strong>Oracle Grants Accounting</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Set Up Projects Implementation Options</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>17.</td>
<td>Define Project Accounting Periods</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>18.</td>
<td>Set Up Grants Implementation Options</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>Step Number</td>
<td>Setup Step</td>
<td>Step Type</td>
<td>Oracle Application</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------</td>
<td>-----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>19.</td>
<td>Define Expenditure Categories</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>20.</td>
<td>Define Revenue Categories</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>21.</td>
<td>Define Units of Measure</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>22.</td>
<td>Define Expenditure Types</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>23.</td>
<td>Define Non-Labor Resources</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>24.</td>
<td>Define Transaction Sources</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>25.</td>
<td>Define Compensation Rules</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>26.</td>
<td>Define Employee Cost Rates</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>27.</td>
<td>Define Labor Cost Multipliers</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>28.</td>
<td>Define Cost Bases and Cost Base Types</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>29.</td>
<td>Define Burden Cost Codes</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>30.</td>
<td>Define Burden Structures</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>31.</td>
<td>Define Burden Schedules</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>32.</td>
<td>Define Payment Terms</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>33.</td>
<td>Define Credit Types</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>34.</td>
<td>Define Event Types</td>
<td>not applicable</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>Step Number</td>
<td>Setup Step</td>
<td>Step Type</td>
<td>Oracle Application</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------</td>
<td>-------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>35.</td>
<td>Set Up Billing Extensions</td>
<td>predefined, cannot be modified</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>36.</td>
<td>Set Up Billing Cycles</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>37.</td>
<td>Define Budget Types</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>38.</td>
<td>Define Budget Change Reasons</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>39.</td>
<td>Define Budget Entry Methods</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>40</td>
<td>Define Resource Lists</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>41.</td>
<td>Define Project Status</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>42.</td>
<td>Define Project Classifications</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>43.</td>
<td>Define Project Service Types</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>44.</td>
<td>Define Project Role Types</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>45.</td>
<td>Define Project Types</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>46.</td>
<td>Define Project Templates</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>47.</td>
<td>Set Up Sponsored Project Types</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>48.</td>
<td>Set Up Award Purpose Codes</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>49.</td>
<td>Set Up Award Terms and Conditions</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>50.</td>
<td>Set Up Award Roles</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
</tbody>
</table>
### Table 2–1  *Oracle Grants Accounting Setup Checklist*

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Setup Step</th>
<th>Step Type</th>
<th>Oracle Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>51.</td>
<td>Set Up Reports</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>52.</td>
<td>Set Up Billing Forms</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>53.</td>
<td>Set Up References</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>54.</td>
<td>Set Up Allowed Cost Schedules</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>55.</td>
<td>Set Up Award Types</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>56.</td>
<td>Set Up Award Templates</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>57.</td>
<td>Set Up Accounting for Labor Costs</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>58.</td>
<td>Set Up Accounting for Expense Report Costs</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>59.</td>
<td>Set Up Accounting for Usage Costs</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>60.</td>
<td>Set Up Accounting for Supplier Invoice Adjustment Costs</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>61.</td>
<td>Set Up Accounting for Total Burdened Costs</td>
<td>required if using fixed assets</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>62.</td>
<td>Set Up Accounting for Event Revenue</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>63.</td>
<td>Set Up Accounting for Revenue and Invoice Amounts</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>64.</td>
<td>Set Up Accounting for Miscellaneous Transaction Costs</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>65.</td>
<td>Set Up Accounting for Burden Costs</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>66.</td>
<td>Implement Transaction Control Extensions</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
</tbody>
</table>
### Oracle Grants Accounting Setup Checklist

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Setup Step</th>
<th>Step Type</th>
<th>Oracle Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>67.</td>
<td>Implement Commitments from External Systems</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>68.</td>
<td>Set Up the Account Generator to Generate the Supplier Invoice Account</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>69.</td>
<td>Define Project-Related Distribution Sets</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>70.</td>
<td>Set Up the Account Generator to Generate Project-Related Accounts in Purchasing</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>71.</td>
<td>Set Up Oracle Workflow</td>
<td>required</td>
<td>Workflow</td>
</tr>
<tr>
<td>72.</td>
<td>Set Up Award Distributions</td>
<td>optional</td>
<td>Grants Accounting</td>
</tr>
<tr>
<td>73.</td>
<td>Define Project Status Inquiry Columns</td>
<td>required</td>
<td>Grants Accounting</td>
</tr>
</tbody>
</table>
Grants Accounting Setup Steps

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

1. Run GMS: Install Extensions Process

   **Warning:** The GMS: Install Extensions process must be run each time an Oracle Projects patch is applied.

   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.
      **Note:** This process will submit six concurrent request processes. Verify that all six processes are run successfully and examine log and output files for any errors.
   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

   Profile options specify default values that affect system processes, system controls, and data entry. 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*. 
For information on Oracle Projects profile options, see Profile Options in Oracle Projects, *Oracle Projects User’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 2–2 describes the profile option levels.

### Table 2–2 Profile Option Levels

<table>
<thead>
<tr>
<th>Feature</th>
<th>Profile Option Name</th>
<th>Site</th>
<th>Application</th>
<th>Responsibility</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL: Set of Books Name</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>GMS: Enable Debug Mode</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>GMS: Default Distribution</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Award in Transaction Entry</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>GMS: Check Funds for Award</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Distribution</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>GMS: Notification Offset Days</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS: Purge Funds Check Results</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR: Cross Business Group</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initialization SQL Statement</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Custom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple Organization</td>
<td>MO: Operating Unit</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Cost Distribution Lines</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Cross-Project User - Update</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Cross-Project User - View</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Debug Mode</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>PA: Enable Enhanced Period</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 2–2  Profile Option Levels

<table>
<thead>
<tr>
<th>Feature</th>
<th>Profile Option Name</th>
<th>Site</th>
<th>Application</th>
<th>Responsibility</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Expenditure Items Per Set</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Expenditures Per Set</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Expense Report Invoices Per Set</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>PA: Licensed to Use AMG</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Licensed to Use Project Billing</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Projects Per Set</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Selective Flexfield Segment for AutoAccounting</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Summarize Expense Report Lines</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple Organization Support</td>
<td>MO: Operating Unit</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
Set Profile Option Values

Table 2–3 describes the profile option values.

<table>
<thead>
<tr>
<th>Profile Option Name</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL: Set of Books Name</td>
<td>name for set of books</td>
<td>specifies set of books and associates set of books with a responsibility</td>
</tr>
<tr>
<td>GMS: Enable Debug Mode</td>
<td>yes or no; list of values; default value is no</td>
<td>set to Yes to debug Grants Accounting concurrent processes; must be set to No for normal use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: When set to Yes, GMS concurrent processes generate debug messages in the concurrent process log file.</td>
</tr>
<tr>
<td>GMS: Default Distribution Award in Transaction Entry</td>
<td>yes or no; default value is no</td>
<td>automatically populates default award in the award field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If award distributions is enabled and a funding pattern exists, then the default award number appears in the award field following project and task entry.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: For more information on GMS: Default Distribution Award in Transaction Entry, see Award Distributions Funds Checking, page 16-4.</td>
</tr>
<tr>
<td>GMS: Check Funds for Award Distribution</td>
<td>yes or no; default value is no</td>
<td>enables funds checking before selecting the pattern for award distributions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For more information on GMS: Check Funds for Award Distribution, see Implementation Options for Award Distributions, page 16-3.</td>
</tr>
<tr>
<td>GMS: Notification Offset Days</td>
<td>number of days</td>
<td>sets default number of days for Offset Days field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: The number of days entered becomes the defaulted value in the Offset Days field of the Parameters window.</td>
</tr>
<tr>
<td>GMS: Purge Funds Check Results</td>
<td>number of days</td>
<td>indicates number of days for which funds check results are retained for online viewing; value must be greater than or equal to one</td>
</tr>
<tr>
<td>HR: Cross Business Group</td>
<td>yes or no; list of values</td>
<td>set to No to use Grants Accounting. Grants Accounting does not support cross business group functionality.</td>
</tr>
<tr>
<td>Initialization SQL Statement - Custom</td>
<td>no default value</td>
<td>custom SQL statement for system initialization; must be set at the Application level for Grants Accounting with the following value: begin mo_global.init; end;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: This setting is required to view Payables invoices from the Expenditure Inquiry window.</td>
</tr>
</tbody>
</table>
Table 2–3  Profile Option Values

<table>
<thead>
<tr>
<th>Profile Option Name</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
</table>
| MO: Operating Unit                  | organization name; list of values         | set the multiple organization profile option for users who have multiple organization environments  
  Note: Each organization linked to a particular responsibility appears on the Responsibilities menu. When logging in, the user selects the responsibility that corresponds to the appropriate organization. Each unique organization ID must be associated with a responsibility. |
| PA: Cost Distribution Lines Per Set | number of cost distribution lines         | indicates number of cost distribution lines to process in each set                                                                           |
| PA: Cross-Project User - Update     | yes or no; list of values                 | set to Yes to create and maintain award for any user other than Award Manager                                                                 |
| PA: Cross-Project User - View       | yes or no; list of values                 | set to Yes to view award for user other than Award Personnel                                                                                   |
| PA: Debug Mode                      | yes or no                                  | indicates if reports and processes are run in debug mode; must be set to Yes or No, cannot be set to Null                                          |
| PA: Enable Enhanced Period Processing| yes or no; default value is no             | provides enhanced period maintenance features                                                                                               |
| PA: Expenditure Items Per Set       | number of expenditure items               | indicates number of expenditure items to process in each set                                                                                   |
| PA: Expenditures Per Set            | number of expenditures                     | indicates number of expenditures to process in each set                                                                                       |
| PA: Expense Report Invoices Per Set | number of expense report invoices          | indicates number of expense report invoices to process in each set                                                                             |
| PA: Licensed to Use AMG             | yes or no                                  | indicates whether you are a licensed user of Activity Management Gateway                                                                        |
| PA: Licensed to Use Project Billing | yes or no                                  | indicates Project Billing is licensed  
  Note: Grants Accounting requires Project billing to be set.                                                                                   |
| PA: Projects Per Set                | number of projects per set                 | indicates number of projects to process in each call to AutoAccounting                                                                      |
| PA: Selective Flexfield Segment for AutoAccounting | flexfield segment number | represents segment number to be picked when building the flexfield select segment that queries the combination table |
| PA: Summarize Expense Report Lines  | yes or no                                  | indicates whether expense report lines in an expense report are summarized by code combination ID when you transfer expense reports to Payables |

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.

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

**Note:** Users who do not want to use the budgetary control option features in 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 General Ledger User’s Guide.

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

4. Define Encumbrance Types

To use Grants Accounting with General Ledger and to enable encumbrance accounting, 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 General Ledger User’s Guide.
5. Define Payables 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. Distinct encumbrance types must be used for requisitions, purchase orders, and invoices.

To enable the requisition encumbrance and purchase order encumbrance options, see Encumbrance Financials Options, Oracle Payables User’s Guide.

6. 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.

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

To use Grants Accounting with Purchasing, users must define purchasing options. To define Purchasing options, see Defining Purchasing Options, Oracle Purchasing User’s Guide.

7. Define Purchasing Financials Options

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

To enable the requisition encumbrance and purchase order encumbrance options, see Encumbrance Financials Options, Oracle Purchasing User’s Guide.
8. Define Customers

To use Grants Accounting with Receivables, users must specify a contact person for each primary bill-to and ship-to address for invoicing purposes. The contacts are required when setting up awards and when interfacing invoices to receivables.

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

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

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

For information on defining customers, see Step 40, *Oracle Receivables User’s Guide*.

9. Set Up Order Management Parameters

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

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

10. Set Up Oracle Assets

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

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

11. Set Up Locations

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

To set up locations, perform the following steps.

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

   **Setup - Human Resources - Locations**
2. To set up locations, see Setting Up Locations, Using Oracle HRMS - The Fundamentals.

12. Create Organizations

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

To create organizations, perform the following steps.

1. In Grants Accounting, navigate to the Organization window as follows:
   
   Setup - Human Resources - Organizations - Define

2. To create organizations, see Creating an Organization, Using Oracle HRMS - The Fundamentals (US).

Note: For any award owning organization, the project type class of Allow Entry of Control Projects must be set to Yes.

13. Define Organization Hierarchies

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

To define organization hierarchies, perform the following steps.

1. In Grants Accounting, navigate to the Find Organization Hierarchy window as follows:
   
   Setup - Human Resources - Organizations - Hierarchies

2. To define organization hierarchies, see Creating Organization Hierarchies, Using Oracle HRMS - The Fundamentals (US).

14. Define Jobs

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

To define jobs, perform the following steps.

1. In Grants Accounting, navigate to the Job window as follows:
   
   Setup - Human Resources - Jobs

2. To define jobs, see Defining a Job, Using Oracle HRMS - The Fundamentals (US).
15. Enter Employee Information

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

To enter employee information, perform the following steps.

1. In Grants Accounting, navigate to the Find Person window as follows:
   
   **Setup - Human Resources - Employees**

2. To enter employee information, see Entering a New Person, Managing People Using Oracle HRMS.

16. Set Up Projects Implementation Options

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

**Setup - System - Projects Implementation Options**

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

17. Define Project Accounting Periods

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

**Setup - System - PA Periods**

To define project accounting periods, see PA Periods, Oracle Projects User’s Guide.

18. Set Up Grants Implementation Options

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

To set up grants implementation options, see Implementation Options Setup, page 3-1.

19. Define Expenditure Categories

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

To define expenditure categories, see Expenditure Categories, Oracle Projects User’s Guide.

20. Define Revenue Categories

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

Setup - Expenditures - Revenue Categories

To define revenue categories, see Revenue Categories, Oracle Projects User’s Guide.

21. Define Units of Measure

A unit of measure records quantities or amounts of an expenditure item. Units of measure are defined in Grants Accounting from the following navigation path:

Setup - Expenditures - Units

To define units of measure, see Units, Oracle Projects User’s Guide.

22. Define Expenditure Types

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

Grants Accounting does not support the following expenditure type classes.

- Overtime
- Work In Process
- Inventory

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

Setup - Expenditures - Expenditure Types

To define expenditure types, see Defining Expenditure Types, Oracle Projects User’s Guide.
23. Define Non-Labor Resources

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

**Setup - Expenditures - Non-Labor Resources**

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

24. Define Transaction Sources

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

**Setup - Expenditures - Transaction Sources**

To define transaction sources, see Transaction Sources, *Oracle Projects User’s Guide*.

25. Define Compensation Rules

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

**Setup - Costing - Labor - Compensation Rules**

To define compensation rules, see Compensation Rules, *Oracle Projects User’s Guide*.

26. Define Employee Cost Rates

An employee cost rate is the hourly rate paid to an employee. Employee cost rates are defined in Grants Accounting from the following navigation path:

**Setup - Costing - Labor - Employee Cost Rates**

To define employee cost rates, see Employee Cost Rates, *Oracle Projects User’s Guide*.

27. Define Labor Cost Multipliers

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

**Setup - Costing - Labor - Cost Multipliers**
To define labor cost multipliers, see Labor Cost Multipliers, Oracle Projects User’s Guide.

28. Define Cost Bases and Cost Base Types
A cost base is a grouping of raw costs to which burden costs are applied. A cost base type refers to uses of the cost bases.
To define cost bases and cost base types, see Defining Burden Cost Bases Procedure, page 14-8.

29. Define Burden Cost Codes
A burden cost code is a classification of overhead costs.
To define burden cost codes, see Defining Burden Cost Codes Procedure, page 14-9.

30. Define Burden Structures
A burden structure determines how cost bases are grouped and establishes the method of applying burden costs to raw costs.
To define burden structures, see Defining Burden Structures Procedure, page 14-9.

31. Define Burden Schedules
A burden schedule, or indirect cost rate schedule on the award level, is an implementation-defined set of multipliers maintained for use across multiple awards.
To define burden schedules, see Defining Burden Schedules Procedure, page 14-11.

32. Define Payment Terms
Payment terms are associated with customer invoices to determine a customer’s payment schedule. Payment terms are defined in Grants Accounting from the following navigation path:
Setup - Billing - Payment Terms
To define payment terms, see Payment Terms, Oracle Projects User’s Guide.
33. Define Credit Types

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

**Setup - Billing - Credit Types**

To define credit types, see Credit Types, *Oracle Projects User’s Guide*.

34. 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.

35. Set Up Billing Extensions

Billing extensions allow the implementation and automation of company-specific billing methods. Billing extensions are set up in Grants Accounting from the following navigation path:

**Setup - Billing - Extensions**

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

36. Set Up Billing Cycles

A billing cycle is a billing period for an award.

To set up billing cycles, see Billing Cycle Setup, page 11-1.

37. Define Budget Types

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

**Setup - Budgets - Budget Types**

To define budget types, see Budget Types, *Oracle Projects User’s Guide*. 
38. Define Budget Change Reasons

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

**Setup - Budgets - Change Reasons**

To define budget change reasons, see Budget Change Reasons, *Oracle Projects User’s Guide*.

39. Define Budget Entry Methods

Grants Accounting processes cost budgets only. 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 21-1.

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 where the budget is entered.

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

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

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

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

8. Select the time period to use for budgeting by selecting from the list of values in the Time Phased By field.
For information on budget entry methods, see Budget Entry Methods, Oracle Projects User’s Guide.

40. Define Resource Lists

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

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

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

2. To define a resource list, see Resource Lists Window Reference and Defining Resource Lists, Oracle Projects User’s Guide.

41. Define Project Status

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

   Setup - Projects - Statuses

To define project statuses, see Project Statuses, Oracle Projects User’s Guide.

42. Define Project Classifications

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

   Setup - Projects - Classifications

To define project classifications, see Project Classifications, Oracle Projects User’s Guide.

43. Define Project Service Types

A Project service type is a category of work that employees perform during the life of a Project. Project service types are defined in Grants Accounting from the following navigation path:

   Setup - Projects - Service Types
To define project service types, see Oracle Projects Lookups, Oracle Projects User’s Guide.

44. Define Project Role Types

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

Setup - Projects - Role Types

To define project role types, see Project Role Types, Oracle Projects User’s Guide.

45. Define Project Types

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

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

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

46. Define Project Templates

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

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

To define project templates, see Project Templates Setup, page 5-1.

47. Set Up Sponsored Project Types

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

To create sponsored project types, see Creating Sponsored Project Types Procedure, page 4-6.

48. Set Up Award Purpose Codes

A purpose code is a user-defined description of an activity that an award is funding. Each award has one corresponding purpose code.
To set up purpose codes, see Award Purpose Codes Setup, page 6-1.

49. Set Up Award Terms and Conditions
Terms and conditions are written stipulations specified by the grantor, which are indicated in an agreement or contract.
To set up award terms and conditions, see Award Terms and Conditions Setup, page 7-1.

50. Set Up Award Roles
Award roles are user-defined positions or functions that people perform in activities funded by an award. Each award role is linked to an individual.
To set up award roles, see Award Roles Setup, page 8-1.

51. Set Up Reports
A report is an organized display of information specific to an award. The content of a report can range from summary data to a complete listing of values. Reports can be for internal or external purposes.
To set up reports, see Reports Setup, page 9-1.

52. Set Up Billing Forms
Grants Accounting allows users to define agency-specific forms for billing.
To specify agency-specific billing forms for invoicing, see Billing Forms Setup, page 10-1.

53. Set Up References
References are user-defined values or descriptions that are assigned to each award during setup.
To set up references, see References Setup, page 12-1.

54. Set Up Allowed Cost Schedule
An allowed cost schedule is a user-defined listing of the types of expenses that can be charged to an award.
To set up allowed cost schedules, see Allowed Cost Schedules Setup, page 13-1.

55. Set Up Award Types

Award types are implementation-defined classifications of awards.

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

56. Set Up Award Templates

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

To set up award templates, see Award Template Entry Procedures, page 18-1.

57. 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.

58. 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.

59. 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.

60. 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.
61. Set Up Accounting for Total Burdened Costs

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

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

62. Set Up Accounting for Event Revenue

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

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

For more information on AutoAccounting parameters in Grants Accounting, see AutoAccounting Parameters, page 28-6.

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**

<table>
<thead>
<tr>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbilled Receivable</td>
<td>Revenue</td>
</tr>
<tr>
<td>$R</td>
<td>$R</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>$U</td>
<td>$R-$U</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>Revenue</td>
</tr>
<tr>
<td>$R-$U</td>
<td>$R</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>$R</td>
<td>$R</td>
</tr>
</tbody>
</table>

63. **Set Up Accounting for Revenue and Invoice Amounts**

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

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

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

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

   **Setup - AutoAccounting - Assign Rules**

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

   The Description field is populated.

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

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

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

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

<table>
<thead>
<tr>
<th>DR</th>
<th>Receivable</th>
<th>$I</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Unbilled Receivable</td>
<td>$I</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DR</th>
<th>Receivable</th>
<th>$I</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Unbilled Receivable</td>
<td>$U</td>
</tr>
<tr>
<td>CR</td>
<td>Unearned Revenue</td>
<td>$I-$U</td>
</tr>
</tbody>
</table>

**Case 3: Unbilled receivable for an award = $0**

<table>
<thead>
<tr>
<th>DR</th>
<th>Receivable</th>
<th>$I</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Unearned Revenue</td>
<td>$I</td>
</tr>
</tbody>
</table>

**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.

**64. Set Up Accounting for Miscellaneous Transaction Costs**

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

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

66. Implement Transaction Control Extensions

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

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

67. 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.

68. 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.
69. 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 Payables User’s Guide.

70. 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.

71. Set Up Oracle Workflow

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

72. Set Up Award Distributions

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

To set up award distributions, see Award Distributions Setup, page 16-1.
73. Define Project Status Inquiry Columns

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

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

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

   **Setup - Project Status Columns**

2. Locate Cst Bgt in the Prompt field.

   Cst Bgt is an abbreviation for Cost Budget.

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

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

5. Repeat Steps 2 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.*
This chapter describes the implementation options required in Oracle Grants Accounting. The following sections are in this chapter:

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

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

Overview

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

The Implementation Options window contains the following two tabs:
- Award Numbering
- Award Distribution Option

Award Numbering

Specifying the method and type of award numbering is a setup procedure. Award numbering can be set to manual or automatic and the numbering can be alphanumeric or numeric.

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

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

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

Award Distribution Option

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

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

For information on award distribution, see Award Distributions Setup, page 3-1.

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 Award Numbering Procedure

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

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

   **Setup - System - Grants Implementation Options**

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

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

3. Select the Award Numbering tab.

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

   The Type region appears.

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

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

6. Save or save and continue as follows:

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

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

   The Next Number region appears with a number displayed.

8. Save or save and continue as follows:

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

9. Close the window.
Activating Award Distribution Option Procedure

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

1. In Grants Accounting, navigate to the Implementation Options window as follows:
   
   **Setup - System - Grants Implementation Options**

2. Select the Award Distribution Option tab.

3. To activate the award distribution feature, select the Enable Automatic Award Distribution check box.
   
   The Default Distribution Award Number field is enabled.

4. Enter a default award number in the Default Distribution Award Number field.
   
   **Note:** This step is required to enable the award distribution feature.

5. Save or save and continue as follows:
   
   **File - Save or Save and Proceed**

6. Close the window.
Implementation Options Window

Figure 3–1  Implementation Options Window, Award Numbering Tab, Manual Award Numbering
Figure 3–2  Implementation Options Window, Award Numbering Tab, Automatic Award Numbering

Figure 3–3  Implementation Options Window, Award Distribution Option Tab
# Implementation Options Window Description

Table 3–1  Implementation Options Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Numbering Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Method Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual</td>
<td>optional</td>
<td>radio button</td>
<td>specifies that awards are numbered manually</td>
</tr>
<tr>
<td>Automatic</td>
<td>optional</td>
<td>radio button</td>
<td>specifies that awards are numbered automatically by the system</td>
</tr>
<tr>
<td>Type Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alphanumeric</td>
<td>optional</td>
<td>radio button</td>
<td>specifies that award numbering consists of letters, digits, and other characters</td>
</tr>
<tr>
<td>Numeric</td>
<td>optional</td>
<td>radio button</td>
<td>specifies that award numbering consists of numeric values</td>
</tr>
<tr>
<td>Next Number Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Next Number]</td>
<td>display only</td>
<td></td>
<td>system automatically assigns a number to the next award created</td>
</tr>
<tr>
<td><strong>Award Distribution Option Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable Automatic Award Distribution</td>
<td>optional</td>
<td>check box</td>
<td>activates the award distribution feature when selected</td>
</tr>
<tr>
<td>Default Distribution Award Number</td>
<td>required</td>
<td></td>
<td>creates a default award number to enable the award distribution feature</td>
</tr>
</tbody>
</table>
This chapter describes how to create sponsored and nonsponsored project types. The following sections are in this chapter:

- Definition
- Overview
- Defining Project Types Procedure
- Creating Sponsored Project Types Procedure
- Find Sponsored Project Types Window
- Find Sponsored Project Types Window Description
- Sponsored Project Types Window
- Sponsored Project Types Window Description
**Definition**

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

**Overview**

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

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

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

- Indirect
- Capital

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

This section includes the following topics:

- Defining Project Types
- Creating Sponsored Project Types
- References
Defining Project Types

Defining project types serves the following purposes:

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

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

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

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

Creating Sponsored Project Types

After project types have been defined and a project class of Capital or Indirect has been designated, users must specify that the project is sponsored, thereby allowing the projects to be funded by awards. Projects are typically sponsored or funded externally by a government agency, company, or nonprofit organization.

Sponsored projects allow users to accrue revenue or bill the funding source by award.

References

For information on defining 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.
Defining Project Types Procedure

Defining project types in Grants Accounting follows the same procedure as in Oracle Projects, with Grants-related exceptions as noted in Step 6.

To define 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 field, enter the project type name.

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

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

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

6. To define project types, see Defining Project Types, Oracle Projects User’s Guide.

   **WARNING**: In Grants Accounting, for Indirect or Capital project classes, the following steps must be performed in the Costing Information tab:
   - Select the Burdened check box to burden raw costs.
   - Select the Burden Cost as separate expenditure item radio button so burden amounts are stored in separate expenditure items from the raw cost.

   **WARNING**: To allow the creation of award budgets for sponsored projects, the Use Wkflow For Budget Status checkbox in the Project Status Workflow tab should not be selected.

   **Note**: In Grants Accounting, the following features from the Project Types window are not applicable:
   - Intercompany Billing
   - Allow Schedule Override
     **Note**: This feature is not supported for sponsored projects.
   - Burden cost on same expenditure item
   - Account for Burden Cost components
   - Burden Cost Project
- Burden Cost Task
- Allow Revenue Budget Entry

7. Save or save and continue as follows:
   File - Save or Save and Proceed

8. Close the window.
Creating Sponsored Project Types Procedure

To create a sponsored project type, perform the following steps.

1. In Grants Accounting, navigate to the Sponsored Project Types window as follows:
   - Setup - Projects - Sponsored Project Types
   The Find Sponsored Project Types window appears.

2. Enter data in each field of the Find Sponsored Project Types window as described in Table 4-1.

3. Click Find.
   The Sponsored Project Types window appears.

4. To modify a project type so that it becomes a Sponsored Project Type, select the Sponsored check box.

5. Save or save and continue as follows:
   - File - Save or Save and Proceed

6. Close the window.
Find Sponsored Project Types Window

Figure 4–1  Find Sponsored Project Types Window
### Find Sponsored Project Types Window Description

#### Table 4–1 Find Sponsored Project Types Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Project Types Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>optional</td>
<td>list of values</td>
<td>project type</td>
</tr>
<tr>
<td>Class</td>
<td>optional</td>
<td>drop-down list</td>
<td>project class</td>
</tr>
<tr>
<td>Sponsored</td>
<td>optional</td>
<td>drop-down list</td>
<td>indicates whether a project type is sponsored or nonsponsored</td>
</tr>
<tr>
<td>Clear</td>
<td></td>
<td>button</td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td></td>
<td>button</td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>
Sponsored Project Types Window

Figure 4–2  Sponsored Project Types Window

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Class</th>
<th>Sponsored</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.project type1</td>
<td>Testing 10.7 upgrade issue with BURDEN_AMT_DISPLAY_ME</td>
<td>INDIRECT</td>
<td>✓</td>
</tr>
<tr>
<td>Grants 1</td>
<td></td>
<td>CAPITAL</td>
<td>✓</td>
</tr>
<tr>
<td>LD type</td>
<td></td>
<td>INDIRECT</td>
<td>✓</td>
</tr>
<tr>
<td>OGA Spon Capital</td>
<td></td>
<td>CAPITAL</td>
<td>✓</td>
</tr>
<tr>
<td>OGA Spon Indirect</td>
<td></td>
<td>INDIRECT</td>
<td>✓</td>
</tr>
<tr>
<td>OGP Capital Type</td>
<td>For testing transaction Control</td>
<td>CAPITAL</td>
<td>✓</td>
</tr>
<tr>
<td>OGP Non Burden</td>
<td>non burdened prj type</td>
<td>CAPITAL</td>
<td>✓</td>
</tr>
<tr>
<td>OGP Project Type</td>
<td>OGP Project Type</td>
<td>INDIRECT</td>
<td>✓</td>
</tr>
<tr>
<td>TEST01</td>
<td></td>
<td>INDIRECT</td>
<td>✓</td>
</tr>
<tr>
<td>new</td>
<td>test</td>
<td>INDIRECT</td>
<td>✓</td>
</tr>
</tbody>
</table>
Sponsored Project Types Window Description

Table 4–2  Sponsored Project Types Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Types Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>default</td>
<td></td>
<td>project type name</td>
</tr>
<tr>
<td>Description</td>
<td>default</td>
<td></td>
<td>project type description</td>
</tr>
<tr>
<td>Class</td>
<td>default</td>
<td></td>
<td>project class</td>
</tr>
<tr>
<td>Sponsored</td>
<td>optional</td>
<td>check box</td>
<td>indicates whether a project type is sponsored or nonsponsored</td>
</tr>
</tbody>
</table>
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 5-1 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.
Overview

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

A project template includes the following data:
- basic project data
- variable project data
- work breakdown structure
- project options
- task options

Quick Entry Feature

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

Reference

For information on creating project templates and on template design considerations, see Creating a Project Template and Project Template Design Considerations, Oracle Projects User’s Guide.
Prerequisites

- Before creating project templates, users must create project types.
  To create project types, see Project Types Setup, page 4-1.
Creating Project Templates Procedure

To create a project template, perform the following steps.

1. In Grants Accounting, navigate to the Projects, Templates window as follows:
   - **Setup - Projects - Project Templates**
     The Find Projects window appears.

2. Click **New**.
   The Projects, Templates window appears

3. Enter data in each field of the Projects, Templates window as described in Table 5–1, page 5-8.

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, the following options are not applicable:
   - Customers and Contacts
   - Burden Multipliers
   - Burden Schedule Overrides
   - Billing Information
   - Billing Rates and Overrides

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

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

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

6. To display the Project Quick Entry Setup window, click Setup Quick Entry. This window allows users to set up Quick Entry fields. Quick Entry fields are fields that the user must complete each time a project is created.

For information on Quick Entry, see Defining Quick Entry Fields, Oracle Projects User’s Guide.

7. Enter or modify tasks for the template.

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

For information on entering or modifying tasks for a template, see Entering Tasks (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 transaction controls.

For information on configuring transaction controls, see Transaction Controls, 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 5–2  Projects, Templates Window

![Projects, Templates Window](image)

- Number: Oracle
- Type: Oracle Capital Proj
- Organization: Information Systems
- Duration: 01-JAN-2000 - 31-DEC-2000
- Status: Approved
- Template Dates: 01-JAN-2000 - 31-DEC-2000
- Options:
  - Tasks
  - Classifications
  - Customers and Contacts
  - Cross Charge
  - Key Members
  - Organization Overrides
  - Resource List Assignments
  - Transaction Controls

Setup Quick Entry  Detail
## Projects, Templates Window Description

### Table 5–1 Projects, Templates Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>required</td>
<td>list of values</td>
<td>template number. Project templates are always numbered manually.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">Note: The project template number cannot duplicate any project number or project template number within the system.</a></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>required</td>
<td>list of values</td>
<td>template name</td>
</tr>
<tr>
<td>Type</td>
<td>required</td>
<td>list of values</td>
<td>project type; list of values also indicates corresponding project description and Project Class</td>
</tr>
<tr>
<td>Organization</td>
<td>required</td>
<td>list of values</td>
<td>organization associated with project</td>
</tr>
<tr>
<td>Duration</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>project start date</td>
</tr>
<tr>
<td>-</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>project end date; required if start date is specified</td>
</tr>
<tr>
<td>Status</td>
<td>required</td>
<td>drop-down list</td>
<td>specifies whether project is Active or Closed</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>project description</td>
</tr>
<tr>
<td>Workflow in Process</td>
<td>optional</td>
<td>check box</td>
<td>if selected, specifies that Oracle Workflow is enabled for project status and project type</td>
</tr>
<tr>
<td>Public Sector</td>
<td>optional</td>
<td>check box</td>
<td>select if project is a public sector project rather than a private sector project</td>
</tr>
<tr>
<td>Template</td>
<td>optional</td>
<td>check box</td>
<td>select to specify creation of a template rather than a project</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Template Dates</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>beginning and ending template effective dates</td>
</tr>
<tr>
<td>Change Status</td>
<td>button</td>
<td></td>
<td>changes project status</td>
</tr>
</tbody>
</table>

[Note: The project template number cannot duplicate any project number or project template number within the system.]
### Table 5–1  Projects, Templates Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Options Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option Name</td>
<td>optional</td>
<td></td>
<td>accounting and data-related activities and tasks that user chooses to include or exclude from project</td>
</tr>
<tr>
<td>Show</td>
<td>optional</td>
<td>check box</td>
<td>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.</td>
</tr>
<tr>
<td>Setup Quick Entry</td>
<td>button</td>
<td></td>
<td>opens Project Quick Entry Setup window</td>
</tr>
<tr>
<td>Detail</td>
<td>button</td>
<td></td>
<td>opens Options window based on Option Name selected</td>
</tr>
</tbody>
</table>
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
- Award Purpose Code Lookups Window
- Award Purpose Code Lookups Window Description
Definition

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

Overview

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

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

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

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

Lookups Windows

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

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

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

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

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

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

For information on lookups windows, see Oracle Projects Lookups, Oracle Projects User’s Guide.

For information on lookups sets and codes, see Lookups, 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 18-1.

For information on entering awards, see Award Entry Procedures, page 17-1.
Setting Up Award Purpose Codes Procedure

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

1. In Grants Accounting, navigate to the Award Purpose Code Lookups window as follows:
   
   **Setup - Awards - Purpose Codes**

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

3. Save or save and continue as follows:

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

4. Close the window.
## Award Purpose Code Lookups Window

*Figure 6-1 Award Purpose Code Lookups Window*

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
<th>Description</th>
<th>Tag</th>
<th>From</th>
<th>To</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>123 Purpose</td>
<td>123 Purpose</td>
<td>09-JAN-2001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456</td>
<td>456</td>
<td>456</td>
<td>11-JAN-2001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLINICAL TRIAL</td>
<td>Clinical Trial</td>
<td>11-JAN-2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAS</td>
<td>EAS Test</td>
<td>EAS Test</td>
<td>11-JAN-2001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTION</td>
<td>Instruction</td>
<td>01-JAN-1990</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSA</td>
<td>OSA</td>
<td>Other Sponsored Activity</td>
<td>11-JAN-2001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESEARCH</td>
<td>Research</td>
<td>Research</td>
<td>01-JAN-1990</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESEARCH2</td>
<td>Research2</td>
<td>Research2</td>
<td>11-JAN-2001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPON RES</td>
<td>Sponsored Research</td>
<td>Sponsored Research</td>
<td>01-JAN-1999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAINING</td>
<td>Training</td>
<td>Training</td>
<td>01-JAN-1990</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Award Purpose Code Lookups Window Description

## Table 6–1  Award Purpose Code Lookups Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>display only</td>
<td>lookup code type</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td>display only</td>
<td>award purpose code</td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>display only</td>
<td>application in use</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td>purpose code description</td>
<td></td>
</tr>
<tr>
<td>Access Level</td>
<td>display only</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>required</td>
<td>description of activity an award is funding</td>
<td></td>
</tr>
<tr>
<td>Meaning</td>
<td>required</td>
<td>purpose code name</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>required</td>
<td>purpose code description</td>
<td></td>
</tr>
<tr>
<td>Tag</td>
<td>optional</td>
<td>additional description value</td>
<td></td>
</tr>
</tbody>
</table>

### Effective Dates Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>beginning purpose code effective date</td>
</tr>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>ending purpose code effective date</td>
</tr>
<tr>
<td>Enabled</td>
<td>optional</td>
<td>check box</td>
<td>enables purpose code for list of values</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td>user customization field</td>
<td></td>
</tr>
</tbody>
</table>
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 remaining fields of the Terms and Conditions Setup Form window as described in Table 7–1, page 7-5.

4. Save or save and continue as follows:

   **File - Save or Save and Proceed**

5. Close the window.
Terms and Conditions Setup Form Window

Figure 7–1  Terms and Conditions Setup Form Window

<table>
<thead>
<tr>
<th>Category</th>
<th>Term Name</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>No Equipment</td>
<td>No equipment purchases allowed</td>
<td>01 JAN 1990</td>
<td>27 AUG 2002</td>
</tr>
<tr>
<td></td>
<td>Sponsor Approval</td>
<td>Equipment Purchases require sponsor approval</td>
<td>01 JAN 1990</td>
<td>27 JUN 2001</td>
</tr>
</tbody>
</table>
# Terms and Conditions Setup Form Window Description

## Table 7–1  Terms and Conditions Setup Form Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>required</td>
<td></td>
<td>award terms and conditions category</td>
</tr>
<tr>
<td>Term Name</td>
<td>optional</td>
<td></td>
<td>award terms and conditions name</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>award terms and conditions description</td>
</tr>
<tr>
<td>Start Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>award terms and conditions start date. If the system date is before the award terms and conditions start date, the terms and conditions are not displayed on the list of values in the Award Management or the Award Template Management windows.</td>
</tr>
<tr>
<td>End Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>award terms and conditions end date. If the system date is after the award terms and conditions end date, the terms and conditions are not displayed on the list of values in the Award Management or the Award Template Management windows.</td>
</tr>
</tbody>
</table>
This chapter describes how to set up award roles. The following sections are in this chapter:

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

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

Overview

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

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

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

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

For information on lookups windows, see Lookups Windows, page 6-2.
Setting Up Award Roles Procedure

To set up award roles, perform the following steps.

1. In Grants Accounting, navigate to the Award Role Lookups window as follows:
   
   **Setup - Awards - Roles**

2. Enter data in each field of the Award Role Lookups window as described in Table 8–1, page 8-5.

3. Save or save and continue as follows:
   
   **File - Save or Save and Proceed**

4. Close the window.
### Award Role Lookups Window

**Figure 8–1  Award Role Lookups Window**

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
<th>Description</th>
<th>Tag</th>
<th>From</th>
<th>To</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Award Manager</td>
<td>Award Manager</td>
<td></td>
<td>01 JUL 1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO_PI</td>
<td>Co-Principal Investigator</td>
<td>Co-Principal Investigator</td>
<td></td>
<td>30 MAY 1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGW_TBA</td>
<td>To be assigned</td>
<td>Pre-seeded role for principal investigator</td>
<td></td>
<td>30 MAY 1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
<td>Principal Investigator</td>
<td></td>
<td>30 MAY 1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Research Assistant</td>
<td>Research Assistant</td>
<td></td>
<td>30 MAY 1997</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Award Role Lookups Window Description

#### Table 8–1 Award Role Lookups Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>lookup code type</td>
</tr>
<tr>
<td>User Name</td>
<td>display only</td>
<td></td>
<td>award role</td>
</tr>
<tr>
<td>Application</td>
<td>display only</td>
<td></td>
<td>application in use</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>award role description</td>
</tr>
<tr>
<td>Access Level</td>
<td>display only</td>
<td>radio button</td>
<td>access levels: User allows entry, modification, and deletion; Extensible allows entry but no modification or deletion; System does not allow entry, modification, or deletion</td>
</tr>
<tr>
<td>Code</td>
<td>required</td>
<td></td>
<td>description of award role for individual</td>
</tr>
<tr>
<td>Meaning</td>
<td>required</td>
<td></td>
<td>award role name</td>
</tr>
<tr>
<td>Description</td>
<td>required</td>
<td></td>
<td>award role description</td>
</tr>
<tr>
<td>Tag</td>
<td>optional</td>
<td></td>
<td>additional description value</td>
</tr>
</tbody>
</table>

#### Effective Dates Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>beginning award role effective date</td>
</tr>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>ending award role effective date</td>
</tr>
<tr>
<td>Enabled</td>
<td>optional</td>
<td>check box</td>
<td>enables award role for list of values</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>user customization field</td>
</tr>
</tbody>
</table>
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 9–1, page 9-5.

3. Save or save and continue as follows:
   
   **File - Save or Save and Proceed**

4. Close the window.
Report Template Setup Window

Figure 9–1  Report Template Setup Window
## Report Template Setup Window Description

**Table 9–1 Report Template Setup Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>required</td>
<td></td>
<td>report name</td>
</tr>
<tr>
<td>Type</td>
<td>required</td>
<td>list of values</td>
<td>report type: Electronic Data Interchange, Agency Specific Form, Others</td>
</tr>
<tr>
<td>EDI Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction No.</td>
<td>optional</td>
<td></td>
<td>Electronic Data Interchange transaction number</td>
</tr>
<tr>
<td>Agency Specific Form and Others Regions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>required</td>
<td>list of values</td>
<td>report starting effective date</td>
</tr>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values</td>
<td>report ending effective date</td>
</tr>
<tr>
<td>Template</td>
<td>optional</td>
<td></td>
<td>specifies computer path where report template resides</td>
</tr>
</tbody>
</table>
This chapter describes how to set up billing forms. The following sections are in this chapter:

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

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

Overview

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

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

To set up billing forms, perform the following steps.

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

2. Enter data in each field of the Billing Setup Form window as described in
   **Table 10–1**, page 10-5.

3. Save or save and continue as follows:
   
   **File - Save** or **Save and Proceed**

4. Close the window.
## Billing Setup Form Window

*Figure 10-1  Billing Setup Form Window*

<table>
<thead>
<tr>
<th>Billing Form Name</th>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>
### Billing Setup Form Window Description

**Table 10–1  Billing Setup Form Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Form Name</td>
<td>required</td>
<td></td>
<td>billing form name</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>billing form description</td>
</tr>
</tbody>
</table>

**Effective Dates**

**Region**

<table>
<thead>
<tr>
<th>From</th>
<th>required</th>
<th>list of values: pop-up calendar</th>
<th>beginning effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>ending effective date</td>
</tr>
</tbody>
</table>
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 defines the billing frequency for an award.

Overview

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

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

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

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

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

Reference

For information on billing cycles, see 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 11-1, page 11-5.

3. Save or save and continue as follows:
   - **File - Save** or **Save and Proceed**

4. Close the window.
### Billing Cycles Window

#### Figure 11–1  Billing Cycles Window

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Value</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th of the month</td>
<td>Date of the month</td>
<td>15th</td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Completion of Project</td>
<td>Project Completion</td>
<td></td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Completion of the Project</td>
<td>Project Completion</td>
<td></td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Daily</td>
<td>Billing cycle</td>
<td>Daily</td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>First Day of the Month</td>
<td>First day of the month</td>
<td></td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Last day of the month</td>
<td>Last day of the month</td>
<td></td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Last weekday of the month</td>
<td>Last weekday of the month</td>
<td></td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>Last day of the month</td>
<td></td>
<td>01-JAN-2000</td>
<td></td>
</tr>
<tr>
<td>Weekly (Friday)</td>
<td>Weekday each week</td>
<td>Weekly</td>
<td>01-JAN-2000</td>
<td></td>
</tr>
</tbody>
</table>

Description
## Billing Cycles Window Description

**Table 11-1  Billing Cycles Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>required</td>
<td></td>
<td>descriptive name of billing cycle</td>
</tr>
<tr>
<td>Type</td>
<td>required</td>
<td>list of values</td>
<td>system-defined billing cycle types; user selects the billing cycle type</td>
</tr>
<tr>
<td>Value</td>
<td>required</td>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>

**Effective Dates Region**

<table>
<thead>
<tr>
<th>From</th>
<th>required</th>
<th>list of values: pop-up calendar</th>
<th>effective begin date of billing cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>effective end date of billing cycle</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>user customization field</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>descriptive text pertaining to the billing cycle</td>
</tr>
</tbody>
</table>
This chapter describes how to set up references. The following sections are in this chapter:

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

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

Overview

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

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

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

To set up references, perform the following steps.

1. In Grants Accounting, navigate to the Reference Numbers Lookups window as follows:
   
   **Setup - Awards - References**

2. Enter data in each field of the Reference Numbers Lookups window as described in Table 12–1, page 12-5.

3. Save or save and continue as follows:
   
   **File - Save or Save and Proceed**

4. Close the window.
Figure 12–1 Reference Numbers Lookups Window

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
<th>Description</th>
<th>Tag</th>
<th>From</th>
<th>To</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFDA</td>
<td>CFDA Number</td>
<td>CFDA Number</td>
<td></td>
<td>30-May-1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOC</td>
<td>Document Number</td>
<td>Document Number</td>
<td></td>
<td>30-May-1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPONH1</td>
<td>Sponsor Reference</td>
<td>Reference 1</td>
<td></td>
<td>01-May-2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Reference Numbers Lookups Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>lookup code type</td>
</tr>
<tr>
<td>User Name</td>
<td>display only</td>
<td></td>
<td>reference number</td>
</tr>
<tr>
<td>Application</td>
<td>display only</td>
<td></td>
<td>application in use</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>reference description</td>
</tr>
<tr>
<td>Access Level</td>
<td>display only</td>
<td>radio button</td>
<td>access levels: User allows entry, modification, and deletion; Extensible allows entry but no modification or deletion; System does not allow entry, modification, or deletion</td>
</tr>
<tr>
<td>Code</td>
<td>required</td>
<td></td>
<td>reference code</td>
</tr>
<tr>
<td>Meaning</td>
<td>required</td>
<td></td>
<td>reference name</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>reference description</td>
</tr>
<tr>
<td>Tag</td>
<td>optional</td>
<td></td>
<td>additional description value</td>
</tr>
</tbody>
</table>

### Effective Dates Region

<table>
<thead>
<tr>
<th>From</th>
<th>optional</th>
<th>list of values: pop-up calendar</th>
<th>beginning reference effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>ending reference effective date</td>
</tr>
<tr>
<td>Enabled</td>
<td>optional</td>
<td>check box</td>
<td>enables reference for list of values</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>user customization field</td>
</tr>
</tbody>
</table>
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. The expenditure type list of values during transaction entry is limited to the expenditure types listed on the award’s allowed cost schedule. Users can create a master cost schedule from which to copy or delete expense types applied to awards.

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

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

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

**Prerequisites**

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

  To set up expenditure types, see Defining Expenditure Types, Oracle Grants Accounting Setup Overview, page 2-1.
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 13–1  Allowed Cost Schedules Window

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Max Indirect Base</th>
<th>MTDC Exempted?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 IDC LIMIT PREPAY TST</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ADM Administrative Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM Administrative Overtime Pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM Craft Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM Equipment Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADM Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare Foreign</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Burgermiester labor</td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>
### Allowed Cost Schedules Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>required</td>
<td></td>
<td>allowed cost schedule name</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>allowed cost schedule description</td>
</tr>
<tr>
<td>Effective</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>allowed cost schedule effective begin and end date</td>
</tr>
</tbody>
</table>

**Allowable Expenditures Region**

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Indirect Base</td>
<td>optional</td>
<td>list of values</td>
<td>total maximum reimbursable indirect cost associated with this expenditure type</td>
</tr>
<tr>
<td>MTDC Exempted; Yes</td>
<td>optional</td>
<td>radio button</td>
<td>expenditure types excluded in calculation of Modified Total Direct Cost (MTDC) for government reporting purposes</td>
</tr>
<tr>
<td>MTDC Exempted; No</td>
<td>default</td>
<td>radio button</td>
<td>expenditure types included in calculation of Modified Total Direct Cost (MTDC) for government reporting purposes</td>
</tr>
<tr>
<td>Copy</td>
<td>button</td>
<td></td>
<td>opens Copy Allowed Cost Schedule window</td>
</tr>
</tbody>
</table>
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 13–1, page 13-5:
   - 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 on the right side of the From field of the Copy Allowed Cost Schedule window.
   - The To field is populated with the name entered in the Name field of the Allowed Cost Schedules window.

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

7. Save or save and continue as follows:
   - File - Save or Save and Proceed

8. Close the window.
Copy Allowed Cost Schedule Window

*Figure 13–2  Copy Allowed Cost Schedule Window*
## Copy Allowed Cost Schedule Window Description

*Table 13–2  Copy Allowed Cost Schedule Window Description*

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>required</td>
<td>list of values</td>
<td>name of existing allowed cost schedule being copied</td>
</tr>
<tr>
<td>To</td>
<td>display only</td>
<td></td>
<td>name of new allowed cost schedule being created</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes window without copying</td>
</tr>
<tr>
<td>OK</td>
<td>button</td>
<td></td>
<td>copies allowed cost schedule</td>
</tr>
</tbody>
</table>
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
- Setting Up Override Schedules Procedure
- Override Schedules Window
- Override Schedules Window Description
Definition

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

Overview

In equation form, raw cost plus burden cost equals burdened cost. The public sector expresses this concept using different terminology: direct cost plus indirect cost, or overhead, equals total cost.

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

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

This section includes the following topics:

- Burden Cost Bases and Cost Base Types
- Burden Cost Codes
- Burden Structure
- Burden Schedule
- Burden Multiplier
- Viewing Burdened Costs
- Burden Schedule Overrides
- 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 predefines the cost base types of Burden Cost and Other. Burden Cost types are used in burden calculations. Cost base types of Other are not included in burden calculations, but are used for grouping expenditure types for different purposes.
**Burden Cost Codes**

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

**Burden Structure**

A burden structure determines how cost bases are grouped and establishes the method of applying burden costs to raw costs. The expenditure types classify raw costs. Burden cost codes classify burden costs. The relationship between expenditure types and burden cost codes within cost bases determines what burden costs are applied to specific raw costs and the order in which they are applied.

**Burden Schedule**

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

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

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

**Burden Multiplier**

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

**Viewing Burdened Costs**

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

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

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

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

**Burden Schedule Overrides**

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

During setup, a default burden schedule is assigned to an award. The defaulted burden schedule can be replaced using the Setting Up Override Schedules procedure.

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

**References**

For information on cost bases, see *Cost Bases and Cost Base 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 2-1.
Defining Expenditure Types for Burden Costs Procedure

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

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

   The Expenditure Types window appears with the Classifications tab selected.

2. Enter data in each field of the Classifications tab as described in Defining Expenditure Types, Oracle Projects 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 Accounting, navigate to the Burden Schedules window as follows:
   
   **Setup - Costing - Burden - Schedules**

2. Enter data in the Burden Schedules window as described in *Defining Burden Schedules, Oracle Projects User’s Guide.*
Viewing Project or Award Burdened Costs Procedure

To view burdened costs, perform the following steps.

1. In Grants Accounting, navigate to the View Burdened Costs windows as follows:
   
   **Setup - Costing - Burden - View (Project) or View (Award)**

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

3. Click **Burden**.
   
   The View Burdened Costs windows display the burden cost and the project or award burden schedules.

4. Close the window.
View Burdened Costs (Project) Window

Figure 14–1 View Burdened Costs (Project) Window

- Project Number: GMS_AP_PROJECT
- Expenditure Type: Administrative
- Date: 27-SEP-2001
- Task Number: 1
- Organization: ABC Training Ltd.
- Raw Cost: 100.00

Burdened Totals
Costing 100.00
Revenue
Invoice

Details

- Name: General
- Version: Initial
- Type: Provisional
- Effective: 01-JUL-1999

B Burden Schedule

<table>
<thead>
<tr>
<th>Burden Cost Code</th>
<th>Precedence</th>
<th>Input Multiplier</th>
<th>Compiled Multiplier</th>
<th>Burden Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## View Burdened Costs (Project) Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Task Number</td>
<td>required</td>
<td>list of values</td>
<td>task number</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>required</td>
<td>list of values</td>
<td>expenditure category</td>
</tr>
<tr>
<td>Organization</td>
<td>required</td>
<td>list of values</td>
<td>burden organization name</td>
</tr>
<tr>
<td>Date</td>
<td>required</td>
<td>list of values: pop-up</td>
<td>burden date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>calendar</td>
<td></td>
</tr>
<tr>
<td>Raw Cost</td>
<td>required</td>
<td></td>
<td>amount to burden</td>
</tr>
<tr>
<td>Burden</td>
<td>button</td>
<td></td>
<td>populates total burden cost field</td>
</tr>
</tbody>
</table>

### Burdened Totals Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costing</td>
<td>display only</td>
<td></td>
<td>displays burden total cost</td>
</tr>
</tbody>
</table>

### Burden Schedule Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>display only</td>
<td></td>
<td>burden schedule name</td>
</tr>
<tr>
<td>Version</td>
<td>display only</td>
<td></td>
<td>burden schedule version</td>
</tr>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>burden schedule type</td>
</tr>
<tr>
<td>Effective</td>
<td>display only</td>
<td></td>
<td>burden schedule start date</td>
</tr>
<tr>
<td>-</td>
<td>display only</td>
<td></td>
<td>burden schedule end date</td>
</tr>
</tbody>
</table>

### Details Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burden Cost Code</td>
<td>display only</td>
<td></td>
<td>burden item name</td>
</tr>
<tr>
<td>Precedence</td>
<td>display only</td>
<td></td>
<td>order of a precedence burden structure</td>
</tr>
<tr>
<td>Input Multiplier</td>
<td>display only</td>
<td></td>
<td>input multiplier</td>
</tr>
<tr>
<td>Compiled Multiplier</td>
<td>display only</td>
<td></td>
<td>compiled multiplier</td>
</tr>
<tr>
<td>Burden Cost</td>
<td>display only</td>
<td></td>
<td>burdened cost</td>
</tr>
</tbody>
</table>
View Burdened Costs (Award) Window

Figure 14–2 View Burdened Costs (Award) Window

- Award Number: NOAA
- Expenditure Type: ADM Craft Labor
- Date: 22-AUG-2001
- Organization: PRG Field Warehouse 1
- Raw Cost: 100.00
- Costing: 200.00

Details

- Name: General
- Version: Initial
- Effective: 01-JUL-1999
- Type: Provisional

Burden Cost Code

<table>
<thead>
<tr>
<th>Burden Cost Code</th>
<th>Precedence</th>
<th>Input Multiplier</th>
<th>Compiled Multiplier</th>
<th>Burden Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefit Alloc.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>100.00</td>
</tr>
</tbody>
</table>
View Burdened Costs (Award) Window Description

**Table 14–2  View Burdened Costs (Award) Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>required</td>
<td>list of values</td>
<td>award name</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>required</td>
<td>list of values</td>
<td>expenditure category</td>
</tr>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Task Number</td>
<td>required</td>
<td>list of values</td>
<td>task number</td>
</tr>
<tr>
<td>Organization</td>
<td>required</td>
<td>list of values</td>
<td>burden organization name</td>
</tr>
<tr>
<td>Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>burden date</td>
</tr>
<tr>
<td>Raw Cost</td>
<td>required</td>
<td></td>
<td>amount to burden</td>
</tr>
<tr>
<td>Burden</td>
<td>button</td>
<td></td>
<td>populates total burden cost field</td>
</tr>
</tbody>
</table>

**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                           |
Setting Up Override Schedules Procedure

To set up schedule overrides, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:
   Awards
   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in Table 17–1, page 17-14.
   Note: To start over, click Clear.

3. Click Find to execute the search for the item selected from the drop-down list in the Search For field.
   The Award Management Folder window appears.

4. Select Tools - Override Schedules from the menu.
   The Override Schedules window appears

5. Enter data in each field of the Override Schedules window as described in Table 14–3, page 14-19.

6. Save or save and continue as follows:
   File - Save or Save and Proceed

7. Close the window.
Override Schedules Window

Figure 14–3  Override Schedules Window
Override Schedules Window Description

Table 14–3 Override Schedules Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Indirect Cost Schedule</td>
<td>display only</td>
<td></td>
<td>burden schedule for award</td>
</tr>
</tbody>
</table>

**Schedule Override Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>task number</td>
</tr>
<tr>
<td>Schedule</td>
<td>required</td>
<td>list of values</td>
<td>override burden schedule</td>
</tr>
<tr>
<td>Fixed Date</td>
<td>optional</td>
<td>list of values; pop-up calendar</td>
<td>date burden schedule fixed for award; enter only if burden schedule is firm, not provisional</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>top task name, if schedule is at the task level</td>
</tr>
</tbody>
</table>
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 - Award Types
   
   Note: Grants Accounting uses the Agreement Types window to define award types.

2. Enter data in each field of the Agreement Types window as described in Table 15–1, page 15-5.

3. Save or save and continue as follows:
   
   File - Save or Save and Proceed

4. Close the window.
Agreement Types Window

Figure 15–1   Agreement Types Window
## Agreement Types Window Description

**Table 15–1  Agreement Types Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>required</td>
<td></td>
<td>award type name</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>award type description</td>
</tr>
<tr>
<td>Default Terms</td>
<td>optional</td>
<td>list of values</td>
<td>if selected, payment terms default when award of this type is entered</td>
</tr>
<tr>
<td>Default Revenue Limit</td>
<td>optional</td>
<td>check box</td>
<td>not applicable to Grants Accounting</td>
</tr>
</tbody>
</table>

**Effective Dates Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>award type starting date</td>
</tr>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>award type ending date</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>user customization field</td>
</tr>
</tbody>
</table>
This chapter describes how to create funding patterns used for automatic award distributions. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Creating Funding Patterns Procedure
- Funding Pattern Window
- Funding Pattern Window Description
- Enabling Transaction Import for Award Distributions Procedure
**Definition**

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

**Overview**

This section includes the following topics:

- Award Distributions
- Funding Patterns
- Implementation Options for Award Distributions
- Award Distributions with Transaction Import
- Award Distributions Funds Checking

**Award Distributions**

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

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

**Funding Patterns**

The Funding Pattern window sets up cost distribution rules for sponsored projects and top tasks, which are used for transaction distribution when transactions, such as requisitions, purchase orders, supplier invoices, manual encumbrance batches, and imported transactions are entered for the project. 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 Oracle Payables and Oracle Purchasing. Award Distributions selects the active funding pattern based on the following parameters:
- funding pattern has Active status
- expenditure item date of the transaction
- effective dates on the funding pattern
- sequence number

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

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

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

**Implementation Options for Award Distributions**

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

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

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

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

**Award Distributions with Transaction Import**

Award distributions can be set up for transaction import by creating or modifying the transaction source. The transaction source must have GMS_AWARD_DIST_ENG.PRE_IMPORT defined in the PRE_PROCESS column to enable transaction import for Award Distributions.
The GMS_AWARD_DIST_ENG.PRE_IMPORT process reads all records in the PA_TRANSACTION_INTERFACE_ALL table that have DEFAULT_DIST_AWARD_ID populated in the GMS_TRANSACTION_INTERFACE_ALL table. All records in the GMS_TRANSACTION_INTERFACE_ALL table having the DEFAULT_DIST_AWARD_ID are enabled for Award Distributions.

The transaction source determines whether to search for the GMS_TRANSACTION_INTERFACE_ALL table or not. The first four characters of any outside interface transaction source created or modified must be GMSA. The GMSA- prefix indicates actuals from an external source.

When setting up the transaction source, the Allow Duplicate Reference check box in the Transaction Sources window must be selected.

When using the award distributions functionality with transaction import, in addition to entering a value for the FUNDING_PATTERN_ID on the GMS_TRANSACTION_INTERFACE_ALL table, the value to be entered in the AWARD_ID field on the GMS_TRANSACTION_INTERFACE_ALL table is the value that can be found in the DEFAULT_DIST_AWARD_ID field in the GMS_IMPLEMENTATION_ALL table.

For information on Transaction Import, see Oracle Grants Accounting Integration with Other Oracle Applications, page B-9.

**Award Distributions Funds Checking**

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

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

- enables a funds check against the funding pattern sequence to find a funding pattern with enough available balance
- selects the first valid funding pattern that passes funds check
- enables a funds check against the award budget balances to determine if a transaction is likely to pass
- creates the award distributions
If the first funding pattern fails the funds check, the program cycles to the next available pattern. If the transaction cannot fit in any funding pattern, then no distributions are generated.

**Prerequisites**

- A project must be entered to be included in the funding pattern.  
  To enter projects, see *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 17-1. 
- The entered award must be funding the project to be included in the funding pattern.  
  To fund projects, see *Project Funding Procedures*, page 20-1. 
- The entered award must have a baselined budget.  
  To enter budgets for awards, see *Budget Entry Procedures*, page 16-1. 
- The Enable Automatic Award Distribution check box must be selected in the Award Distribution Option tab of the Implementation Options window.  
  To set profile options, see *Oracle Grants Accounting Setup Overview*, page 2-9, and *Setting User Profile Options and System Profile Values Window, Oracle Applications System Administrator’s Guide*. 
- The GMS: Check Funds for Award Distribution profile option must be enabled to activate funds checking for award distributions.  
  To set profile options, see *Oracle Grants Accounting Setup Overview*, page 2-9, and *Setting User Profile Options and System Profile Values Window, Oracle Applications System Administrator’s Guide*. 

**Award Distributions Setup** 16-5
Creating Funding Patterns Procedure

To create a funding pattern, perform the following steps.

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

2. In the Number field of the Funding Pattern window, enter or select the project number from the list of values.

3. Optionally, in the Task Number field, enter or select the task number from the list of values.

4. Enter data in the Funding Pattern region as described in Table 16–1, page 16-8.
   
   **Note**: The Funding Sequence Number field is automatically populated but can be modified.

5. Select the Active check box to activate the funding pattern.

6. In the Award Number field, enter an award number.

7. In the Distribution Value field, enter the distribution percentage.
   
   **WARNING**: The total percentage of distributions entered must equal 100%.

8. Repeat steps 6 and 7 to enter additional distributions for a funding pattern.

9. Save or save and continue as follows:
   
   **File - Save** or **Save and Proceed**

10. Close the window.
Funding Pattern Window

Figure 16–1  Funding Pattern Window

Project

- Number: TRICARE Region 11
- Task Number: 
- Project Name: TRICARE Region 11
- Task Name: 

Funding Pattern

- Funding Sequence
- Funding Name
- Start Date: 01 OCT 2000
- End Date: 30 SEP 2001
- Active

Funding Distribution By Award

- Distribution Value: 25, 25, 40, 5

Total: 100
## Funding Pattern Window Description

### Table 16–1  Funding Pattern Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>project task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>project task name</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for existing funding patterns for project</td>
</tr>
<tr>
<td><strong>Funding Pattern Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Sequence</td>
<td>required</td>
<td></td>
<td>funding sequence; automatically populated but can be modified</td>
</tr>
<tr>
<td>Funding Name</td>
<td>required</td>
<td></td>
<td>funding sequence name</td>
</tr>
<tr>
<td>Start Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>funding sequence start date</td>
</tr>
<tr>
<td>End Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>funding sequence end date</td>
</tr>
<tr>
<td>Active</td>
<td>check box</td>
<td></td>
<td>if selected, activates a funding pattern</td>
</tr>
<tr>
<td><strong>Funding Distribution By Award Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Distribution Value</td>
<td>required</td>
<td></td>
<td>award distribution percentage</td>
</tr>
<tr>
<td>Total</td>
<td>display only</td>
<td></td>
<td>total percentage of award distributions</td>
</tr>
</tbody>
</table>
Enabling Transaction Import for Award Distributions Procedure

To enable transaction import for award distributions, perform the following steps.

1. In Grants Accounting, navigate to the Transaction Sources window as follows:
   
   Setup - Expenditures - Transaction Sources

2. In the Transaction Source field, select a transaction source to be modified or select Edit - Clear - Record to create a new transaction source.

   Note: Any new or modified transaction source must contain the prefix GMSA- to enable transaction import for award distributions.

3. In the Default Expenditure Type Class field, select an expenditure type class from the list of values.

   Note: For all Grants Accounting GMSA- transaction sources, the expenditure type class must be one of the following:

   - Straight Time
   - Usages
   - Expense Reports
   - Miscellaneous Transaction

4. Optionally, select all appropriate check boxes.

   WARNING: The Allow Duplicate Reference check box must be selected.

   WARNING: The following check boxes must be left unselected:

   - Raw Cost GL Accounted
   - Import Burdened Amounts
   - Import MRC Amounts
   - Allow Interface Modifications
   - Process Cross Charge

   For information on transaction source check boxes, see Transaction Source Options, Oracle Projects User’s Guide.

5. In the Pre Processing Extension field, enter the following definition:

   GMS_AWARD_DIST_ENG.PRE_IMPORT.
Note: Data in the interface table follows the same guidelines of having a one-to-one relationship with the GMS_TRANSACTION_INTERFACE_ALL table.

Note: The transaction to be distributed must have the Default Distribution Award Number defined in the Grants Accounting Implementation Option window.

6. Save or save and continue as follows:
   File - Save or Save and Proceed

7. Close the window.
This chapter describes how to enter awards. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering An Award Procedure
- Deleting An Award Procedure
- Find Award Window
- Find Award Window Description
- Award Management Folder Window
- Award Management Folder Window Description
- Award Quick Entry Window
- Award Quick Entry Window Description
- Award Management Window
- Award Management Window Description
- 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, 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 received by an organization that is used to fund one or more projects.

Overview

Users can enter, update, and maintain award information in the Award Management window. A new award can be created by copying an existing award or by copying an existing award template and modifying or adding award data as necessary.

Once an award is created it can be deleted provided there is no baselined budget or events. Awards with baselined budgets or manual billing and revenue events cannot be deleted.

**WARNING:** Deleting an award is an irreversible action. Once an award is deleted the associated information, such as installments, project funding, draft budgets, award key members, etc. cannot be retrieved.

Award templates are created in the Award Template Management window. To create an award template, see Award Template Entry Procedures, page 18-1.

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

This section includes the following topics:

- Award Information
- Award Rules
- Events
- References

Award Information

Users can enter and track the following award information in the Award Management window:
Award Entry Procedures

- basic award information
- installments
- terms and conditions
- budgetary control settings
- customer address
- funding source contacts
- award personnel
- compliances
- required reports
- references
- credit receivers
- tax and currency code information

Award Rules

When entering an award, the following rules apply:
- single award number can be used throughout the life of an award
- multiple projects can be funded from a single award
- same number cannot be used to identify a project and an award
- costing rate changes can be made during the life of an award
- once an award is entered and saved, the funding source cannot be changed
- once an award is entered and saved, the award number cannot be changed
- dates entered on an award must be within a defined Projects/General Ledger period

Events

Events are used to bill based on milestones or events in a project, rather than based on actual costs.

After entering awards, users can create manual events for revenue and billing generation and review event revenue distribution lines.
Prerequisites

References

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-1.

For information on changing budgetary control settings, see Changing Budgetary Control Settings Procedures, page 24-1.

For information on setting up award terms and conditions, see Award Terms and Conditions Setup, page 7-1.

For information on entering customer contacts in Receivables, see Entering Customer Contacts, Oracle 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 Receivables, see Entering Customers, Oracle Receivables User’s Guide.

For information on credit receivers, see Credit Receivers, Oracle Projects User’s Guide.

Prerequisites

- A suitable award template must be created.
  To create an award template, see Award Template Entry Procedures, page 18-1.

- Bill-to and ship-to contacts of the funding source must be set up in Oracle Receivables. The contacts must be primary and active. Contacts must be defined at the customer address, business purpose, bill-to, and ship-to levels.
  To set up contacts, see Entering Customer Contacts, Oracle Receivables User’s Guide.
Enter 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 17–1, page 17-14.
   
   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 17–3, page 17-18.
   
   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 17–4, page 17-14.

**Installments Tab**

11. Select the Installments tab.

12. Enter or modify data in each field of the Installments tab as described in Table 17–5, page 17-25.

To enter installments, see Installment Entry Procedures, page 19-1.

**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 17–6, page 17-27.

**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 21-1.

16. Enter or modify data in each field of the Budgetary Control tab as described in Table 17–7, page 17-29.

**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. The LOC funding source does not need to
match the funding source on the award. If an LOC funding source is entered, the invoice will be associated with the LOC funding source and not the award funding source.

**Contacts Tab**

18. Select the Contacts tab.

19. Select data in the available Contacts tab fields as described in Table 17–9, page 17-33.

   **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 who have access to Grants Accounting responsibility can modify award security to limit access to award information based on role. For information on award security, see *Award Security Feature*, page D-1.

21. Enter data in each field of the Personnel tab as described in Table 17–10, page 17-35.

   **Note:** When attempting to change the Award Manager, first save the change before moving to the next line.

   **Note:** Employees can be associated with an award even if they do not have a User ID. Non-employees can be listed on an award by establishing an acceptable person type, user name, and system name in HRMS. For example, a visiting scientist who is not an employee could be assigned a user name of Adjunct Staff with a system name of Employee. Other non-employees could then be entered in HRMS under the new person type. For information on person types, see *Defining Person Types, Managing People Using Oracle HRMS (US)*.

**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 17–11, page 17-37.

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


**Reports Tab**

26. Select the Reports tab.

27. Enter data in each field of the Reports tab as described in Table 17–12, page 17-39.

  Note: Reports are installment driven. Generated due dates are driven by frequency, due within days, and the start and end date of the installment.

**References Tab**

28. Select the References tab.

29. Enter data in each field of the References tab as described in Table 17–13, page 17-41.

**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 17–14, page 17-43.

  Note: Employees who are credit receivers must be defined as salespersons in Oracle Receivables to be entitled to sales credit. The employee name must match the salesperson name.

  To set up credit receivers, see Credit Receivers, Oracle Projects User’s Guide.
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 17–15, page 17-45.

34. Save or save and continue as follows:

   File - Save or Save and Proceed

35. Close the window.
Deleting An Award Procedure

To delete an award, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:
   - Awards
     The Find Award window appears.
2. Enter the award to be deleted.
3. Click on the Find button.
   The Award Management Folder window appears.
4. To delete the award and its related information, choose **Edit - Delete** from the Menu option.
Find Award Window

**Figure 17–1  Find Award Window**
## Find Award Window Description

### Table 17–1 Find Award Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search For</td>
<td>required</td>
<td>drop-down list</td>
<td>record type for which to search; default is Templates, Awards</td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>award or template number</td>
</tr>
<tr>
<td>Short Name</td>
<td>optional</td>
<td>list of values</td>
<td>award or template short name</td>
</tr>
<tr>
<td>Type</td>
<td>optional</td>
<td>list of values</td>
<td>award type</td>
</tr>
<tr>
<td>Status</td>
<td>optional</td>
<td>list of values</td>
<td>award status</td>
</tr>
<tr>
<td>Organization</td>
<td>optional</td>
<td>list of values</td>
<td>organization that owns the award</td>
</tr>
<tr>
<td><strong>Funding Source Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>funding source customer number</td>
</tr>
<tr>
<td>Name</td>
<td>optional</td>
<td>list of values</td>
<td>funding source customer name</td>
</tr>
<tr>
<td><strong>Key Member Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>optional</td>
<td>list of values</td>
<td>key member name</td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>key member number; automatically appears when key member name is entered in the Name field</td>
</tr>
<tr>
<td>Role</td>
<td>optional</td>
<td>list of values</td>
<td>key member award role</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>New</td>
<td>button</td>
<td></td>
<td>new template; only exists in Award Template Management window</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>
Award Management Folder Window

Figure 17–2  Award Management Folder Window

<table>
<thead>
<tr>
<th>Number</th>
<th>Short Name</th>
<th>Type</th>
<th>Status</th>
<th>Funding Source Name</th>
<th>Start Date</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>Award</td>
<td>Federal Agency</td>
<td>Active</td>
<td>National Institute</td>
<td>01-JAN-2000</td>
<td></td>
</tr>
</tbody>
</table>
## Award Management Folder Window Description

### Table 17–2  Award Management Folder Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>display only</td>
<td></td>
<td>award or template number</td>
</tr>
<tr>
<td>Short Name</td>
<td>display only</td>
<td></td>
<td>award or template short name</td>
</tr>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>award type</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>award status</td>
</tr>
<tr>
<td>Funding Source Name</td>
<td>display only</td>
<td></td>
<td>funding source name</td>
</tr>
<tr>
<td>Start Date</td>
<td>display only</td>
<td></td>
<td>award start date</td>
</tr>
<tr>
<td>Template</td>
<td>display only</td>
<td>check box</td>
<td>if selected, indicates record is an award template; if deselected, indicates record is an award</td>
</tr>
<tr>
<td>Copy To</td>
<td>button</td>
<td></td>
<td>opens Award Quick Entry window</td>
</tr>
<tr>
<td>Open</td>
<td>button</td>
<td></td>
<td>retrieves data on selected award</td>
</tr>
</tbody>
</table>
Award Quick Entry Window

Figure 17–3  Award Quick Entry Window

Award Number: 27.4234  
Award Short Name: NIHSS  
Full Name: NIHSS Award  
End Date: 31 DEC 2002  
Award Type: Federal Grant  
Organization: PRG Progress Public  
Award Manager: Beyer, Mr. Andre  
Terms: 30 NET  
Billing Cycle: Weekday Each Week  
Labor Invoice Format: Job by Task  
Amount Type: Project to Date  
Allowed Cost Schedule: Helix  
Funding Source Name: National Science F  
Funding Source Award Number: 163543437  
Start Date: 01 JAN 2000  
Close Date: 31 DEC 2002  
Purpose: Research  
Status: Active  
Revenue Distribution Rule:  
Billing Distribution Rule:  
Non-Labor Invoice Format:  
Indirect Cost Rate Schedule:  
Boundary Code:  
Expenditure Type by  
General  
Project  
[ ]
## Award Quick Entry Window Description

### Table 17–3 Award Quick Entry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>required</td>
<td></td>
<td>award number. Award number cannot duplicate an existing award or project number.</td>
</tr>
<tr>
<td>Funding Source Name</td>
<td>required</td>
<td>list of values</td>
<td>funding source name</td>
</tr>
<tr>
<td>Award Short Name</td>
<td>required</td>
<td></td>
<td>award or template short name</td>
</tr>
<tr>
<td>Funding Source</td>
<td>required</td>
<td></td>
<td>sponsor-determined award number</td>
</tr>
<tr>
<td>Award Number</td>
<td>required</td>
<td></td>
<td>required sponsor-determined award number</td>
</tr>
<tr>
<td>Full Name</td>
<td>required</td>
<td></td>
<td>award title, 240 characters maximum. Click Edit to view full field.</td>
</tr>
</tbody>
</table>
| Start Date          | required   | list of values: pop-up calendar | award start date  
**Note:** The start date entered on an award must be a date that is within a defined Projects and General Ledger period. |
| End Date            | required   | list of values: pop-up calendar | date award no longer active. Users cannot charge an expenditure item to an award if expenditure item date is after the award end date. Users can perform adjustments on existing transactions between the end and close date.  
**Note:** The end date entered on an award must be a date that is within a defined Projects and General Ledger period. |
| Close Date          | required   | list of values: pop-up calendar | award close date, which is typically 90 days past the award end date. When the system date is after the close date, users cannot charge expenditures to the award. |
| Award Type          | required   | list of values         | award type                                                                   |
| Purpose             | required   | list of values         | award purpose                                                                |
| Organization        | required   | list of values         | organization to which award is assigned  
**Note:** The organization cannot be changed once costs, revenue, or invoices exist. |
### Award Quick Entry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>required</td>
<td>list of values</td>
<td>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.</td>
</tr>
<tr>
<td>Award Manager</td>
<td>required</td>
<td>list of values</td>
<td>person who provides administrative and financial management for award</td>
</tr>
<tr>
<td>Revenue Distribution Rule</td>
<td>required</td>
<td>drop-down list</td>
<td>revenue distribution rule used for this award. Select Cost or Event. Note: The revenue distribution rule cannot be changed once draft revenue exists.</td>
</tr>
<tr>
<td>Terms</td>
<td>required</td>
<td>list of values</td>
<td>billing terms</td>
</tr>
<tr>
<td>Billing Distribution Rule</td>
<td>required</td>
<td>drop-down list</td>
<td>billing distribution rule used for this award. Select Cost or Event. Note: The billing distribution rule cannot be changed after invoice(s) are generated for the award.</td>
</tr>
<tr>
<td>Billing Cycle</td>
<td>required</td>
<td>list of values</td>
<td>descriptive name of the billing cycle</td>
</tr>
<tr>
<td>Non-Labor Invoice Format</td>
<td>required</td>
<td>list of values</td>
<td>format used for non-labor invoices</td>
</tr>
<tr>
<td>Labor Invoice Format</td>
<td>required</td>
<td>list of values</td>
<td>format used for labor invoices</td>
</tr>
<tr>
<td>Indirect Cost Rate Schedule</td>
<td>required</td>
<td>list of values</td>
<td>burden schedule used for this award</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: The Indirect Cost Rate Schedule can be changed, but Grants Accounting will not automatically recalculate previously burdened transactions. The new schedule will only be used for existing transactions that have not yet been cost distributed or marked for recosting.</td>
</tr>
<tr>
<td>Amount Type</td>
<td>required</td>
<td>list of values</td>
<td>beginning period used for funds checking</td>
</tr>
<tr>
<td>Indirect Cost Rate Fixed Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>date burden schedule fixed for this award; entry made only if burden schedule is firm, not provisional. If used, fixed date overrides expenditure item date in selecting Burden Schedule versions.</td>
</tr>
<tr>
<td>Boundary Code</td>
<td>required</td>
<td>list of values</td>
<td>ending period used for funds checking</td>
</tr>
</tbody>
</table>
Award Quick Entry Window Description

Table 17-3 Award Quick Entry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Cost</td>
<td>required</td>
<td>list of values</td>
<td>allowed cost schedule used for this award</td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
<td></td>
<td>Note: The allowed cost schedule cannot be changed once expenditure items have been created.</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes window without saving</td>
</tr>
<tr>
<td>OK</td>
<td>button</td>
<td></td>
<td>confirms action and closes window</td>
</tr>
</tbody>
</table>
Figure 17–4 Award Management Window

- Award Number: 40 NTSB Award
- Funding Source Name: National Institutes of Health
- Short Name: 40 Airbag Study
- Funding Source Award Number: 40-1234
- Full Name: 40 NTSB Airbag Effects Study Award
- Pre-Award Date: 
- End Date: 31 DEC 2001
- Close Date: 31 MAR 2002
- Award Type: Federal Grant
- Status: Active
- Purpose: Research
- Organization: PRG Finance
- Award Amount: 750,000.00
  - Hard Limit
  - Funding Amount: 750,000.00

<table>
<thead>
<tr>
<th>Number</th>
<th>Issue Date</th>
<th>Type</th>
<th>Direct Cost</th>
<th>Indirect Cost</th>
<th>Total</th>
<th>Active</th>
<th>Billable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 JAN 2000</td>
<td>Award</td>
<td>600,000.00</td>
<td>150,000.00</td>
<td>750,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 17–4 Award Management Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>required</td>
<td></td>
<td>award or template number; award number cannot duplicate an existing project number</td>
</tr>
<tr>
<td>Template</td>
<td>default</td>
<td>check box</td>
<td>if selected, indicates record is an award template; if deselected, indicates record is an award. Field is not updateable.</td>
</tr>
<tr>
<td>Funding Source Name</td>
<td>required</td>
<td>list of values</td>
<td>funding source name</td>
</tr>
<tr>
<td>Short Name</td>
<td>required</td>
<td></td>
<td>award or template name</td>
</tr>
<tr>
<td>Funding Source Award Number</td>
<td>required</td>
<td></td>
<td>sponsor-determined award number</td>
</tr>
<tr>
<td>Full Name</td>
<td>required</td>
<td></td>
<td>award title, 240 characters maximum. Click Edit button to view full field.</td>
</tr>
<tr>
<td>Pre-Award Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date that enables users to charge expenditure items against an award that has not been formally received. If used, replaces start date for transaction validation. \n\textbf{Note:} The pre-award date entered on an award must be a date that is within a defined Projects and General Ledger period.</td>
</tr>
<tr>
<td>Start Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>award start date \n\textbf{Note:} The start date entered on an award must be a date that is within a defined Projects and General Ledger period.</td>
</tr>
<tr>
<td>End Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>date award no longer active; incurred date of expenditure must be on or before end date \n\textbf{Note:} The end date entered on an award must be a date that is within a defined Projects and General Ledger period.</td>
</tr>
<tr>
<td>Close Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>award close date. An expenditure cannot be entered or adjusted after the close date.</td>
</tr>
<tr>
<td>Award Type</td>
<td>required</td>
<td>list of values</td>
<td>award type</td>
</tr>
<tr>
<td>Purpose</td>
<td>required</td>
<td>list of values</td>
<td>award purpose</td>
</tr>
</tbody>
</table>

Award Management Window Description

Award Entry Procedures

17-23

Status required list of values award status; seeded in system. Select Approved, At Risk, Closed, or On Hold. Approved allows users to enter and adjust expenditures, accrue revenue, and bill. At Risk allows users to enter and adjust expenditures, but not to accrue revenue or bill. Closed indicates users cannot enter or adjust expenditures, accrue revenue, or bill. On Hold allows users to accrue revenue and bill, but not to enter or adjust expenditures.

Note: Burden is based on date of expenditure item. Burden transactions ignore status of award. For example, if expenditure item is created when award status is Active, then award status changes to Closed, and burden can still be calculated on expenditure item.

Organization required list of values organization to which award is assigned; must be set up as a project-owning organization in Human Resources

Funded Amount display only total of all active installments; calculated from installment lines

Award Amount display only total of all installments; calculated from installment lines

Hard Limit optional check box if selected, revenue accrual and invoice generation will not exceed the total funding amount for the project/task combination across all installments for a particular award

Funding Summary optional button opens Funding Summary window

Descriptive Flexfield optional field for user customization

Table 17–4 Award Management Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>required</td>
<td>list of values</td>
<td>award status; seeded in system. Select Approved, At Risk, Closed, or On Hold. Approved allows users to enter and adjust expenditures, accrue revenue, and bill. At Risk allows users to enter and adjust expenditures, but not to accrue revenue or bill. Closed indicates users cannot enter or adjust expenditures, accrue revenue, or bill. On Hold allows users to accrue revenue and bill, but not to enter or adjust expenditures. Note: Burden is based on date of expenditure item. Burden transactions ignore status of award. For example, if expenditure item is created when award status is Active, then award status changes to Closed, and burden can still be calculated on expenditure item.</td>
</tr>
<tr>
<td>Organization</td>
<td>required</td>
<td>list of values</td>
<td>organization to which award is assigned; must be set up as a project-owning organization in Human Resources</td>
</tr>
<tr>
<td>Funded Amount</td>
<td>display only</td>
<td></td>
<td>total of all active installments; calculated from installment lines</td>
</tr>
<tr>
<td>Award Amount</td>
<td>display only</td>
<td></td>
<td>total of all installments; calculated from installment lines</td>
</tr>
<tr>
<td>Hard Limit</td>
<td>optional</td>
<td>check box</td>
<td>if selected, revenue accrual and invoice generation will not exceed the total funding amount for the project/task combination across all installments for a particular award</td>
</tr>
<tr>
<td>Funding Summary</td>
<td>optional</td>
<td>button</td>
<td>opens Funding Summary window</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
</tbody>
</table>
Award Management Window, Installments Tab

Figure 17–5  Award Management Window, Installments Tab
**Award Management Window Description, Installsments Tab**

**Table 17–5  Award Management Window Description, Installsments Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>required</td>
<td></td>
<td>installment number</td>
</tr>
<tr>
<td>Issue Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date installment issued</td>
</tr>
<tr>
<td>Type</td>
<td>required</td>
<td>list of values</td>
<td>installment type; Amendment, Award, or Supplement. Amendment is a non-financial charge to an award which doesn’t allow users to enter an amount or check the Active or Billable check boxes. Award is the original funding. Supplement is additional award funds.</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>installment purpose</td>
</tr>
<tr>
<td>Start Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>installment start date</td>
</tr>
<tr>
<td>End Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>date installment no longer active</td>
</tr>
<tr>
<td>Close Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>installment close date; installment record cannot be billed against after this date</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>required</td>
<td></td>
<td>direct cost portion of installment</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>required</td>
<td></td>
<td>indirect cost portion of installment</td>
</tr>
<tr>
<td>Total</td>
<td>display only</td>
<td></td>
<td>direct and indirect cost portions total</td>
</tr>
<tr>
<td>Active</td>
<td>optional</td>
<td>check box</td>
<td>if selected, installment can be used to fund projects</td>
</tr>
<tr>
<td>Billable</td>
<td>optional</td>
<td>check box</td>
<td>if selected, installment can be used for revenue and invoice generation</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Reports</td>
<td>button</td>
<td></td>
<td>opens View Award Reports window</td>
</tr>
<tr>
<td>Project Funding</td>
<td>button</td>
<td></td>
<td>opens Fund Projects window</td>
</tr>
</tbody>
</table>
Figure 17–6  Award Management Window, Terms and Conditions Tab

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
<th>Operand</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Sponsor Approval</td>
<td>Travel requires sponsor approval</td>
<td>Greater Than</td>
<td>$400.00</td>
</tr>
</tbody>
</table>
# Award Management Window Description, Terms and Conditions Tab

## Table 17-6  Award Management Window Description, Terms and Conditions Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>optional</td>
<td>list of values</td>
<td>terms and conditions category; items listed in category list of values are defined when users set up award terms and conditions</td>
</tr>
<tr>
<td>Code</td>
<td>optional</td>
<td>list of values</td>
<td>terms and conditions name</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>terms and conditions description</td>
</tr>
<tr>
<td>Operand</td>
<td>optional</td>
<td>drop-down list</td>
<td>operand for terms and conditions; select Less than, Greater than, Equal, Not equal, or N/A</td>
</tr>
<tr>
<td>Values</td>
<td>optional</td>
<td></td>
<td>value for terms and conditions; numeric field</td>
</tr>
</tbody>
</table>

**Note:** This field is for information only.
Figure 17–7 Award Management Window, Budgetary Control Tab
### Award Management Window Description, Budgetary Control Tab

#### Table 17–7  Award Management Window Description, Budgetary Control Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Levels Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td>required</td>
<td>list of values</td>
<td>default budgetary control setting for award</td>
</tr>
<tr>
<td>Tasks</td>
<td>required</td>
<td>list of values</td>
<td>default budgetary control setting for tasks funded by award</td>
</tr>
<tr>
<td>Resource Groups</td>
<td>required</td>
<td>list of values</td>
<td>default budgetary control setting for resource groups funded by award</td>
</tr>
<tr>
<td>Resources</td>
<td>required</td>
<td>list of values</td>
<td>default budgetary control setting for resources funded by award</td>
</tr>
<tr>
<td><strong>Workflow Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable Workflow for Budgets</td>
<td>optional</td>
<td>check box</td>
<td>if selected, activates Workflow</td>
</tr>
<tr>
<td><strong>Time Phase Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount Type</td>
<td>required</td>
<td>list of values</td>
<td>beginning period used for funds checking</td>
</tr>
<tr>
<td>Boundary Code</td>
<td>required</td>
<td>list of values</td>
<td>ending period used for funds checking</td>
</tr>
</tbody>
</table>
Award Management Window, Customer Address Tab

Figure 17–8  Award Management Window, Customer Address Tab
# Award Management Window Description, Customer Address Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill to Address</td>
<td>default</td>
<td></td>
<td>address to bill; defaulted based on funding source</td>
</tr>
<tr>
<td>Ship to Address</td>
<td>default</td>
<td></td>
<td>address to ship; defaulted based on funding source</td>
</tr>
</tbody>
</table>
Award Management Window, Contacts Tab

**Figure 17–9  Award Management Window, Contacts Tab**
# Award Management Window Description, Contacts Tab

## Table 17–9 Award Management Window Description, Contacts Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Award Template Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contacts Region</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact last name</td>
</tr>
<tr>
<td>First</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact first name</td>
</tr>
<tr>
<td>Title</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact title</td>
</tr>
<tr>
<td>Job</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact job function</td>
</tr>
<tr>
<td>Mail Stop</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact mail stop</td>
</tr>
<tr>
<td>Reference</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact employee reference number</td>
</tr>
<tr>
<td>Usage</td>
<td>required</td>
<td>optional list of values</td>
<td>list of values</td>
<td>business purpose usage type, such as bill-to contact or ship-to contact</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
<td>check box</td>
<td></td>
<td>if selected, primary contact</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td>check box</td>
<td></td>
<td>if selected, active contact</td>
</tr>
<tr>
<td><strong>Phones Region</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Code</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact area code</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact telephone number</td>
</tr>
<tr>
<td>Extension</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact extension</td>
</tr>
<tr>
<td>Type</td>
<td>display only</td>
<td>display only</td>
<td></td>
<td>contact type</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
<td>check box</td>
<td></td>
<td>if selected, primary contact</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td>check box</td>
<td></td>
<td>if selected, active contact</td>
</tr>
</tbody>
</table>
Award Management Window, Personnel Tab

Figure 17–10 Award Management Window, Personnel Tab
## Award Management Window Description, Personnel Tab

### Table 17–10  Award Management Window Description, Personnel Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Award Template Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>required</td>
<td>optional</td>
<td>list of values</td>
<td>employee name</td>
</tr>
<tr>
<td>Award Role</td>
<td>required</td>
<td>display only</td>
<td>list of values</td>
<td>role in projects funded by award</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Note:</strong> When attempting to change the Award Manager, first save the change</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>before moving to the next line.</td>
</tr>
</tbody>
</table>

#### Effective Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date employee’s association with award starts</td>
</tr>
<tr>
<td>To</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date employee’s association with award ends</td>
</tr>
<tr>
<td>Required</td>
<td>optional</td>
<td>check box</td>
<td>if selected, users must enter name and award role of personnel associated with award when creating an award</td>
</tr>
</tbody>
</table>
Award Management Window, Compliances Tab

Figure 17–11  Award Management Window, Compliances Tab
## Award Management Window Description, Compliances Tab

### Table 17–11 Award Management Window Description, Compliances Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Award Template Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Region</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Cost Rate</td>
<td>required</td>
<td>optional</td>
<td>list of values</td>
<td>burden schedule used for this award</td>
</tr>
<tr>
<td>Indirect Cost Rate Fixed Date</td>
<td>required unless burden schedule is provisional</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date burden schedule fixed for this award; entry made only if burden schedule is firm, not provisional. If used, fixed date overrides expenditure item date in selecting Burden Schedule versions.</td>
</tr>
<tr>
<td>Allowed Cost Schedule</td>
<td>required</td>
<td>optional</td>
<td>list of values</td>
<td>allowed cost schedule used for this award</td>
</tr>
<tr>
<td><strong>Rules Region</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Distribution Rule</td>
<td>required</td>
<td>optional</td>
<td>drop-down list</td>
<td>billing distribution rule used for this award. Select Cost or Event. <strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Revenue Distribution Rule</td>
<td>required</td>
<td>optional</td>
<td>drop-down list</td>
<td>revenue distribution rule used for this award. Select Cost or Event.</td>
</tr>
<tr>
<td><strong>Billing Region</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Cycle</td>
<td>required</td>
<td>required</td>
<td>list of values</td>
<td>descriptive name of billing cycle</td>
</tr>
<tr>
<td>Terms</td>
<td>required</td>
<td>optional</td>
<td>list of values</td>
<td>billing terms</td>
</tr>
<tr>
<td>First Billing Offset Days</td>
<td>required</td>
<td>required</td>
<td></td>
<td>number of days that elapse between award start date and date of the award’s first invoice</td>
</tr>
<tr>
<td>Events</td>
<td></td>
<td></td>
<td>button</td>
<td>opens Events window</td>
</tr>
<tr>
<td>Billing Format</td>
<td></td>
<td></td>
<td>button</td>
<td>opens Billing Format window</td>
</tr>
</tbody>
</table>
Award Management Window, Reports Tab

Figure 17–12 Award Management Window, Reports Tab
Award Management Window Description, Reports Tab

Table 17–12  Award Management Window Description, Reports Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>optional</td>
<td>list of values</td>
<td>report name</td>
</tr>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>report type</td>
</tr>
<tr>
<td>Frequency</td>
<td>required</td>
<td>list of values</td>
<td>indicates how often report is submitted</td>
</tr>
<tr>
<td>Due Within Days</td>
<td>required</td>
<td></td>
<td>days after event indicated in Frequency field that report is due</td>
</tr>
<tr>
<td>Send To</td>
<td>required</td>
<td>list of values</td>
<td>identifies location of sponsor</td>
</tr>
<tr>
<td>No. of Copies</td>
<td>required</td>
<td></td>
<td>number of copies required</td>
</tr>
</tbody>
</table>
Award Management Window, References Tab

Figure 17–13 Award Management Window, References Tab
## Award Management Window Description, References Tab

*Table 17–13  Award Management Window Description, References Tab*

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>optional</td>
<td>list of values</td>
<td>award reference number type</td>
</tr>
<tr>
<td>Value</td>
<td>optional</td>
<td></td>
<td>award reference number value</td>
</tr>
<tr>
<td>Required Flag</td>
<td>optional</td>
<td>check box</td>
<td>if selected, users must enter value as a reference when creating an award</td>
</tr>
</tbody>
</table>
## Award Management Window, Credit Receivers Tab

**Figure 17–14 Award Management Window, Credit Receivers Tab**

<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Name</th>
<th>Number</th>
<th>Credit %</th>
<th>Transfer to AR From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quota</td>
<td>Anderson, Mrs C</td>
<td>46</td>
<td>20</td>
<td>22-Aug-2001</td>
<td>27-Aug-2002</td>
</tr>
</tbody>
</table>
## Award Management Window Description, Credit Receivers Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Type</td>
<td>optional</td>
<td>list of values</td>
<td>specifies type of revenue credit awarded to employees</td>
</tr>
<tr>
<td>Name</td>
<td>optional</td>
<td>list of values</td>
<td>employee name</td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>employee number appears automatically when users choose employee name in Name field</td>
</tr>
<tr>
<td>Credit %</td>
<td>optional</td>
<td></td>
<td>specifies bonus percentage due employee</td>
</tr>
<tr>
<td>Transfer to AR</td>
<td>optional</td>
<td>check box</td>
<td>if selected, data entered in the Credit Receivers tab is transferred to Receivables</td>
</tr>
<tr>
<td>From</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>system date appears automatically when cursor in Credit Type field</td>
</tr>
<tr>
<td>To</td>
<td>optional</td>
<td></td>
<td>ending date that employee receives credit</td>
</tr>
</tbody>
</table>
Award Management Window, Tax and Currency Tab

Figure 17–15  Award Management Window, Tax and Currency Tab

<table>
<thead>
<tr>
<th>Award Management Window, Tax and Currency Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number: KM-0272001A</td>
</tr>
<tr>
<td>Short Name: Human Genome Study</td>
</tr>
<tr>
<td>Full Name: High Resolution SNP Map of the Human Genome</td>
</tr>
<tr>
<td>Start Date: 01-JAN-2000</td>
</tr>
<tr>
<td>Close Date: 31-DEC-2002</td>
</tr>
<tr>
<td>Purpose: Sponsored Research</td>
</tr>
<tr>
<td>Organization: PRG Progress Public</td>
</tr>
<tr>
<td>Award Amount: $75,000.00</td>
</tr>
</tbody>
</table>

Invoice Currency

| Code: USD | Rate Date: 30-AUG-2001 |
| Rate Type: Corporate |

Retention

| Output Tax Code: PS EXEMPT |
| Invoice |

| Output Tax Code: PS TEST TAX |
## Award Management Window Description, Tax and Currency Tab

### Table 17–15 Award Management Window, Tax and Currency Tab Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice Currency Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow Rate Type &quot;User&quot;</td>
<td>optional</td>
<td>check box</td>
<td>if selected, allows users to override rate type</td>
</tr>
<tr>
<td>Code</td>
<td>optional</td>
<td>list of values</td>
<td>currency code</td>
</tr>
<tr>
<td>Rate Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>rate date</td>
</tr>
<tr>
<td>Rate Type</td>
<td>optional</td>
<td>list of values</td>
<td>rate type</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>optional</td>
<td></td>
<td>exchange rate</td>
</tr>
<tr>
<td><strong>Retention Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output Tax Code</td>
<td>optional</td>
<td>list of values</td>
<td>retention default output tax code; PS Exempt or PS Test Tax</td>
</tr>
<tr>
<td><strong>Invoice Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output Tax Code</td>
<td>optional</td>
<td>list of values</td>
<td>invoice default output tax code; PS Exempt or PS Test Tax</td>
</tr>
</tbody>
</table>
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 17–16.

Table 17–16  Billing Distribution Rule and Revenue Distribution Rule Settings

<table>
<thead>
<tr>
<th>Billing Distribution Rule</th>
<th>Revenue Distribution Rule</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Event</td>
<td>Event button enabled</td>
</tr>
<tr>
<td>Event</td>
<td>Cost</td>
<td>Event button enabled</td>
</tr>
<tr>
<td>Cost</td>
<td>Cost</td>
<td>Event button not enabled</td>
</tr>
<tr>
<td>Cost</td>
<td>Event</td>
<td>not allowed in Oracle Grants Accounting</td>
</tr>
</tbody>
</table>

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 17–17, page 17-51.

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 Procedure, page 32-19.

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 17–18, page 17-54.

4. Close the window.
Events Window, Event Tab

**Figure 17–16  Events Window, Event Tab**

<table>
<thead>
<tr>
<th>Num</th>
<th>Date</th>
<th>Install</th>
<th>Project</th>
<th>Task</th>
<th>Exp. Type</th>
<th>Exp. Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>01 JAN 2000</td>
<td>1</td>
<td>KM02720</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Revenue Distributed**
- **Billed**

Revenue Distribution Lines
Events Window, Amount Tab

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

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

**Table 17–17  Events Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Num</td>
<td>required</td>
<td></td>
<td>event number</td>
</tr>
<tr>
<td>Date</td>
<td>required</td>
<td>list of values: pop-up calendar</td>
<td>event date</td>
</tr>
<tr>
<td>Installment Num</td>
<td>required</td>
<td></td>
<td>installment number</td>
</tr>
<tr>
<td>Project Num</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Task Num</td>
<td>conditionally required</td>
<td>list of values</td>
<td>task number&lt;br&gt;<strong>Note:</strong> Task number is required if funding is at the top task level. Task number is not required if funding is at project level only.</td>
</tr>
<tr>
<td>Exp. Type</td>
<td>optional</td>
<td></td>
<td>expenditure type; used only when Revenue Distribution Rule is Event</td>
</tr>
<tr>
<td>Exp. Org</td>
<td>optional</td>
<td></td>
<td>expenditure organization; used only when Revenue Distribution Rule is Event</td>
</tr>
<tr>
<td>Revenue Distributed</td>
<td>default, display only</td>
<td>check box</td>
<td>if selected, indicates revenue distributed</td>
</tr>
<tr>
<td>Billed</td>
<td>default, display only</td>
<td>check box</td>
<td>if selected, indicates event billed</td>
</tr>
<tr>
<td>Distribution Lines</td>
<td>button</td>
<td></td>
<td>opens Event Revenue Distribution Lines window</td>
</tr>
<tr>
<td><strong>Amount Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Amount</td>
<td>conditionally required</td>
<td></td>
<td>revenue amount; required only if Revenue Distribution Rule is Event</td>
</tr>
<tr>
<td>Bill Amount</td>
<td>conditionally required</td>
<td></td>
<td>bill amount; required only if Billing Distribution Rule is Event</td>
</tr>
<tr>
<td>Bill Hold</td>
<td>required</td>
<td>drop-down list</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Table 17–17  Events Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description Tab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>required</td>
<td></td>
<td>event description</td>
</tr>
<tr>
<td>Organization</td>
<td>required</td>
<td>list of values</td>
<td>organization name</td>
</tr>
</tbody>
</table>
Event Revenue Distribution Lines Window

Figure 17–19  Event Revenue Distribution Lines Window
## Event Revenue Distribution Lines Window Description

### Table 17–18 Event Revenue Distribution Lines Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Number</td>
<td>display only</td>
<td></td>
<td>event number</td>
</tr>
<tr>
<td>Event Type</td>
<td>display only</td>
<td></td>
<td>event type; Manual</td>
</tr>
</tbody>
</table>

### Distribution Lines Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>display only</td>
<td></td>
<td>distribution line; can only have one distribution line</td>
</tr>
<tr>
<td>Amount</td>
<td>display only</td>
<td></td>
<td>distribution line amount</td>
</tr>
<tr>
<td>GL Account</td>
<td>display only</td>
<td></td>
<td>General Ledger account that revenue distribution is charged to</td>
</tr>
<tr>
<td>PA Date</td>
<td>display only</td>
<td></td>
<td>Projects date that event date corresponds to</td>
</tr>
<tr>
<td>PA Period</td>
<td>display only</td>
<td></td>
<td>Projects period that event date corresponds to</td>
</tr>
<tr>
<td>GL Date</td>
<td>display only</td>
<td></td>
<td>General Ledger date that event date corresponds to</td>
</tr>
<tr>
<td>GL Period</td>
<td>display only</td>
<td></td>
<td>General Ledger period that event date corresponds to</td>
</tr>
<tr>
<td>Account Description</td>
<td>display only</td>
<td></td>
<td>description of General Ledger account that revenue distribution is charged to</td>
</tr>
<tr>
<td>[Date]</td>
<td>display only</td>
<td></td>
<td>date that event revenue distribution lines generated</td>
</tr>
</tbody>
</table>
Specifying Billing Format Procedure

The Billing Format window allows users to invoice by printing invoices and mailing them, sending them by Electronic Data Interchange, or using a letter of credit drawdown.

By default, invoices are addressed to the award funding source. If users are participating in a letter of credit drawdown, the letter of credit source may be different than the funding source. The Billing Format window allows users to specify the letter of credit address and contact information so that invoices are addressed to the letter of credit customer instead of the award funding source.

To specify billing format, perform the following steps.

1. In Grants Accounting, navigate to the Billing Format window as follows:
   - Awards

2. In the Search For field, select the appropriate option from the drop-down list and click **Find**.
   - The Award Management Folder window appears.

3. Select an award or template and click **Open**.
   - The Award Management window appears.

4. Select the Compliances tab and click **Billing Format**.
   - The Billing Format window appears.

5. In the Labor Invoice Format field, select a format for labor invoices from the list of values.

6. In the Non-Labor Invoice Format field, select a format for non-labor invoices from the list of values.

7. If no invoices are printed for this award, select the No Print radio button.

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 17–20  Billing Format Window
# Billing Format Window Description

## Table 17–19  Billing Format Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Invoice Format</td>
<td>required</td>
<td>list of values</td>
<td>labor invoices format</td>
</tr>
<tr>
<td>Non-Labor Invoice Format</td>
<td>required</td>
<td>list of values</td>
<td>non-labor invoices format</td>
</tr>
<tr>
<td>No Print</td>
<td>optional</td>
<td>radio button</td>
<td>if selected, indicates invoices are not printed for this award</td>
</tr>
<tr>
<td>Print Invoice</td>
<td>optional</td>
<td>radio button</td>
<td>if selected, indicates invoices are printed for this award</td>
</tr>
<tr>
<td>EDI</td>
<td>optional</td>
<td>radio button</td>
<td>if selected, indicates electronic data interchange is used for this award; display only</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>optional</td>
<td></td>
<td>EDI transaction number used; enabled only if EDI radio button is selected; display only</td>
</tr>
<tr>
<td>Letter of Credit Drawdown</td>
<td>optional</td>
<td>radio button</td>
<td>indicates letter of credit drawdowns used for this award; selecting the radio button activates the LOC Account field</td>
</tr>
<tr>
<td>LOC Account</td>
<td>optional</td>
<td>list of values</td>
<td>name of funding source that letter of credit invoices are sent to; enabled only if Letter of Credit Drawdown radio button is selected</td>
</tr>
<tr>
<td>LOC Address</td>
<td>button</td>
<td></td>
<td>opens LOC Address window</td>
</tr>
<tr>
<td>LOC Contacts</td>
<td>button</td>
<td></td>
<td>opens Letter of Credit Contacts window</td>
</tr>
<tr>
<td>Agency Specific Form</td>
<td>optional</td>
<td>radio button</td>
<td>indicates agency specific invoice form used for this award</td>
</tr>
<tr>
<td>Form Name</td>
<td>optional</td>
<td>list of values</td>
<td>agency specific invoice form name; enabled only if Agency Specific Form radio button is selected</td>
</tr>
</tbody>
</table>
Letter of Credit Contacts Window

Figure 17–21  Letter of Credit Contacts Window

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>required</td>
<td>list of values</td>
<td>letter of credit contact last name</td>
</tr>
<tr>
<td>First</td>
<td>required</td>
<td>list of values</td>
<td>letter of credit contact first name</td>
</tr>
<tr>
<td>Title</td>
<td>display only</td>
<td></td>
<td>letter of credit contact title</td>
</tr>
<tr>
<td>Job</td>
<td>display only</td>
<td></td>
<td>letter of credit contact job function</td>
</tr>
<tr>
<td>Mail Stop</td>
<td>display only</td>
<td></td>
<td>letter of credit contact mail stop</td>
</tr>
<tr>
<td>Reference</td>
<td>display only</td>
<td></td>
<td>employee reference number</td>
</tr>
<tr>
<td>Usage</td>
<td>display only</td>
<td></td>
<td>business purpose usage type, such as bill-to contact or ship-to contact</td>
</tr>
<tr>
<td>Primary</td>
<td>display only</td>
<td>check box</td>
<td>if selected, letter of credit contact is a primary contact</td>
</tr>
<tr>
<td>Active</td>
<td>display only</td>
<td>check box</td>
<td>if a contact’s name appears in the Letter of Credit Contacts window, the check box is selected and the contact is Active.</td>
</tr>
</tbody>
</table>
LOC Address Window

Figure 17–22  LOC Address Window

LOC Address Window Description

Table 17–21  LOC Address Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill To</td>
<td>display only</td>
<td></td>
<td>billing contact address</td>
</tr>
<tr>
<td>Ship To</td>
<td>display only</td>
<td></td>
<td>shipping address</td>
</tr>
</tbody>
</table>
This chapter describes how to enter award templates. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering an Award Template Procedure
- Deleting 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.

Overview

In the Award Template Management window, users define templates containing information that repeats from award to award. Templates reduce the amount of data entry required because repeated information is included in the template. The more information defined on the award template, the more data entry time saved later when users create an award.

Users typically create an award template for each funding source.

Once an award template is created, it can be deleted.

**WARNING:** Deleting an award template is an irreversible action. Once an award template is deleted, the associated information cannot be retrieved.

Information entered on an award template can be overridden when the award is created using the Quick Entry feature.

References

For information on setting up award terms and conditions, see *Award Terms and Conditions Setup*, page 7-1.

For information on budgetary control settings, see *Budget Entry Method, Budgetary Control, and Funds Check*, page 21-1.

For information on changing budgetary control settings, see *Changing Budgetary Control Settings Procedures*, page 24-1.

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

For information on entering customer contacts in Receivables, see *Entering Customer Contacts, Oracle 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.
  To set up purpose codes, see Award Purpose Codes Setup, page 6-1.

- Award terms and conditions must be set up, if required.
  To set up award terms and conditions, see Award Terms and Conditions Setup, page 7-1.

- Award roles must be set up, if required.
  To set up award roles, see Award Roles Setup, page 8-1.

- Burden schedules must be set up.
  To set up burden schedules, see Defining Burden Schedules, Oracle Projects User’s Guide.

- Allowed cost schedules must be set up.
  To set up allowed cost schedules, see Allowed Cost Schedules Setup, page 13-1.

- Report templates must be set up, if required.
  To set up report templates, see Reports Setup, page 9-1.

- References must be set up, if required.
  To set up references, see References Setup, page 12-1.

- 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 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 18–1, page 18-8.

   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 17–2, page 17-16.

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 18–1, page 18-8.
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 18–2, page 18-10.

10. To complete this procedure by entering or modifying data contained in the Award Template Management tabs, see Entering An Award Procedure, page 17-7, starting at Terms and Conditions tab.
Deleting An Award Template Procedure

To delete an award template, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:
   
   **Setup - Awards - Award Template**
   
   The Find Award window appears.

2. Enter the award template to be deleted.

3. Click on the **Find** button.

   The Award Management Folder window appears.

4. To delete the award template and its related information, choose **Edit - Delete** from the Menu option.
Template Quick Entry Window

Figure 18–1  Template Quick Entry Window

[Image of the Template Quick Entry Window with fields for Award Template Number, Award Template Short Name, Funding Source Short Name, and buttons for Cancel and OK]
Template Quick Entry Window Description

Table 18–1  Template Quick Entry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Template Number</td>
<td>required</td>
<td></td>
<td>award template number</td>
</tr>
<tr>
<td>Award Template Short Name</td>
<td>required</td>
<td></td>
<td>award template short name</td>
</tr>
<tr>
<td>Funding Source Short Name</td>
<td>default</td>
<td></td>
<td>funding source short name</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes window without saving</td>
</tr>
<tr>
<td>OK</td>
<td>button</td>
<td></td>
<td>confirms action and closes window</td>
</tr>
</tbody>
</table>
Award Template Management Window

Figure 18–2  Award Template Management Window
## Award Template Management Window Description

### Table 18–2 Award Template Management Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>required</td>
<td></td>
<td>award or template number; award number cannot duplicate an existing project number</td>
</tr>
<tr>
<td>Template</td>
<td>default</td>
<td>check box</td>
<td>if selected, indicates record is an award template; if deselected, indicates record is an award. Field is not updateable.</td>
</tr>
<tr>
<td>Funding Source Name</td>
<td>optional</td>
<td>list of values</td>
<td>funding source name&lt;br&gt;Note: Funding source is only required when copying from an existing award. Funding source is not required when setting up a new award template.</td>
</tr>
<tr>
<td>Short Name</td>
<td>required</td>
<td></td>
<td>award or template name</td>
</tr>
<tr>
<td>Funding Source Award Number</td>
<td>optional</td>
<td></td>
<td>sponsor-determined award number</td>
</tr>
<tr>
<td>Full Name</td>
<td>optional</td>
<td></td>
<td>award title, 240 characters maximum. Click Edit button to view full field.</td>
</tr>
<tr>
<td>Pre-Award Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date that enables users to charge expenditure items against an award that has not been formally received&lt;br&gt;Note: The pre-award date entered on an award must be a date that is within a defined Projects and General Ledger period.</td>
</tr>
<tr>
<td>Start Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>award start date&lt;br&gt;Note: The start date entered on an award must be a date that is within a defined Projects and General Ledger period.</td>
</tr>
<tr>
<td>End Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date award no longer active; incurred date of expenditure must be on or before end date&lt;br&gt;Note: The end date entered on an award must be a date that is within a defined Projects/General Ledger period.</td>
</tr>
<tr>
<td>Close Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>award close date; award record cannot be modified after this date. An expenditure cannot be entered after the close date.</td>
</tr>
</tbody>
</table>
**Table 18–2  Award Template Management Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Type</td>
<td>optional</td>
<td>list of values</td>
<td>type of award agreement; defaults from template</td>
</tr>
<tr>
<td>Purpose</td>
<td>optional</td>
<td>list of values</td>
<td>award purpose</td>
</tr>
<tr>
<td>Status</td>
<td>optional</td>
<td>list of values</td>
<td>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.</td>
</tr>
<tr>
<td>Organization</td>
<td>optional</td>
<td>list of values</td>
<td>organization to which award is assigned</td>
</tr>
<tr>
<td>Funded Amount</td>
<td>display only</td>
<td></td>
<td>total of all active installments; calculated from installment lines</td>
</tr>
<tr>
<td>Award Amount</td>
<td>display only</td>
<td></td>
<td>total of all installments; calculated from installment lines</td>
</tr>
<tr>
<td>Hard Limit</td>
<td>optional</td>
<td>check box</td>
<td>if checked, invoice generation will not exceed the total funding amount of award</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
</tbody>
</table>
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 should also select At Risk from the list of values in the Status field of the Award Management window. The At Risk award status option allows users to charge expenditures to the forthcoming award, but does not allow the accrual of revenue or the generation of invoices.

To use pre-award spending, users follow the normal process of entering an award and an installment and then funding the project. The installment can cover the amount of funding users want to authorize for the pre-award period or the full installment amount. In all cases, the start and end dates of the installment must fall between the start and end dates of the award.

When users create award budgets, the pre-award date replaces the award start date for determining the budget start date. Users enter a budget for the pre-award period and then create a new budget when the actual award is received.

References
For information on the Reports tab of the Award Management window, see Award Entry Procedures, page 17-1.
Prerequisites

- The award for which an installment was received must be entered.
  To enter awards, see Award Entry Procedures, page 17-1.
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, Table 17–1, page 17-14.
   **Note:** To start over, click Clear.

3. Click Find to execute the search.
   The Award Management Folder window appears.
   To use the Award Management Folder window, see Award Management Folder Window Description, page 17-16.

4. Select the award for which an installment has been received, and click Open.
   The Award Management window appears with the Installments tab selected.
   To use the Installments tab, see Award Management Window Description, Installments Tab, page 17-25.

5. Enter date, amount, and description information relative to installments.

6. To activate the installment, select the Active check box. To make the installment inactive deselect the Active check box.
   **Note:** Selecting the Active check box to activate an installment automatically selects the Billable check box to enable billing for that installment. To discontinue the Billable status of the installment, deselect the Billable check box. Deselecting the Billable check box means revenue and invoices cannot be generated on that installment. Deselecting the Active check box means additional funding cannot be created on that installment.

7. Save or save and continue as follows:
   **File - Save or Save and Proceed**

8. Close the window.
Entering Filed Reports Procedure

To enter award reports information, perform the following steps.

1. In Grants Accounting, navigate to the Award Management window as follows:
   
   **Awards**
   
   The Find Award window appears.

2. Enter data in each field of the Find Award window as described in, Award Entry Procedures, Table 17–1, page 17-14.

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

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

   The Award Management Folder window appears.

   To use the Award Management Folder window, see Award Management Folder Window Description, page 17-16.

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 19–1, page 19-8.

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 19–1 View Award Reports Due and Filed Window*

<table>
<thead>
<tr>
<th>Report</th>
<th>Type</th>
<th>Due Date</th>
<th>Date Filed</th>
<th>Filed By</th>
<th>No. of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Report</td>
<td>Agency Spec.</td>
<td>31 OCT 2000</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Agency Spec.</td>
<td>31 JAN 2001</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Agency Spec.</td>
<td>01 MAY 2001</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Agency Spec.</td>
<td>31 JUL 2001</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Agency Spec.</td>
<td>31 OCT 2001</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Agency Spec.</td>
<td>31 JAN 2002</td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
## View Award Reports Due and Filed Window Description

### Table 19–1  View Award Reports Due and Filed Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>required</td>
<td>list of values</td>
<td>report name; defaults from entry made in Reports tab of Award Management window</td>
</tr>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>report type; defaults from entry made in Reports tab of Award Management window</td>
</tr>
<tr>
<td>Due Date</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date report due; default calculated from entries made in Reports tab of Award Management window</td>
</tr>
<tr>
<td>Date Filed</td>
<td>optional</td>
<td>list of values: pop-up calendar</td>
<td>date report filed</td>
</tr>
<tr>
<td>Filed By</td>
<td>optional</td>
<td>list of values</td>
<td>user responsible for report</td>
</tr>
<tr>
<td>No. of Copies</td>
<td>required</td>
<td></td>
<td>number of copies required; defaults from entry made in Reports tab of Award Management window</td>
</tr>
<tr>
<td>Send To</td>
<td>required</td>
<td>list of values</td>
<td>identifies where to send report; defaults from entry made in Reports tab of Award Management window</td>
</tr>
</tbody>
</table>
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 active installment must be entered in the Award Management window.

  To use the Award Management window to enter awards and installments, see *Award Management Window Description*, page 17-22.

- 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 *Fund Projects Window Description, Table 20–1*, page 20-5.

- To view the revenue amount, users must run the GMS: Generate Draft Revenue for a Single Award process or the GMS: Generate Draft Revenue for a Range of Awards process.

  To run these processes, see *GMS: Costing and Funds Check on Expense Reports Procedure*, page 32-19.

- 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 Procedure*, page 32-19.
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, Table 17–1, page 17-14.
   
   Note: To start over, click Clear.

3. Click Find to execute the search.
   
   The Award Management Folder window appears as described in Award Entry Procedures, page 17-1.

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 20–1, page 20-5.

7. Save or save and continue as follows:
   
   File - Save or Save and Proceed

8. Close the window.
Fund Projects Window

Figure 20–1 Fund Projects Window

Table 20–1 Fund Projects Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number being funded</td>
</tr>
<tr>
<td>Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>top task number being funded, if funding at that level</td>
</tr>
<tr>
<td>Amount</td>
<td>required</td>
<td></td>
<td>funding amount</td>
</tr>
<tr>
<td>Date</td>
<td>default, display only</td>
<td></td>
<td>current date</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name being funded</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>top task name being funded, if funding at that level</td>
</tr>
</tbody>
</table>
Viewing Funding Summary Procedure

To view summary funding information for all projects funded by an award, perform the following steps:

1. In Grants Accounting, navigate to the Find Award window as follows:
   - **Awards**
     The Find Award window appears.

2. Enter data in each field of the Find Award window as described in Award Entry Procedures, page 17-1.
   - **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 17-1.

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 20–2, page 20-7.

6. Close the window.
Funding Summary Window

Table 20–2  Funding Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>display only</td>
<td></td>
<td>project number funded by award</td>
</tr>
<tr>
<td>Task Number</td>
<td>display only</td>
<td></td>
<td>top task number funded by award, if project funded at that level</td>
</tr>
<tr>
<td>Total Funding Amt</td>
<td>display only</td>
<td></td>
<td>total funding for project or top task</td>
</tr>
<tr>
<td>Net Revenue</td>
<td>display only</td>
<td></td>
<td>total accrued revenue for project or top task</td>
</tr>
<tr>
<td>Invoiced Amount</td>
<td>display only</td>
<td></td>
<td>total invoiced amount for project or top task</td>
</tr>
<tr>
<td>Total</td>
<td>display only</td>
<td></td>
<td>total funding amount, total net revenue, and total invoiced amount for all projects funded by award</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name for selected record</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>top task name for selected record</td>
</tr>
</tbody>
</table>
Viewing Project Funding Procedure

To view project funding, perform the following steps.

1. In Grants Accounting, navigate to the Project Funding Summary window as follows:
   Billing - Funding Inquiry

2. In the Project Number field, select a project number from the list of values.

3. Optionally, in the Top Task Number field, select a top task from the list of values.

4. Click Find.
   
   The remaining fields of the Project Funding Summary window are populated with data as described in Table 20–3, page 20-10.

   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 20–4, page 20-12.

6. Close the window.
Figure 20–3  Project Funding Summary Window

<table>
<thead>
<tr>
<th>Award</th>
<th>Installment</th>
<th>Task</th>
<th>Funding</th>
<th>Invoiced</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP_Burden</td>
<td>1</td>
<td>1</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP_Burden</td>
<td>1</td>
<td>2</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KM-0272001A</td>
<td>1</td>
<td></td>
<td>10000</td>
<td>1000</td>
<td>1576.9</td>
</tr>
<tr>
<td>Aw3-5</td>
<td>1a</td>
<td></td>
<td>20000</td>
<td>1000</td>
<td>1000</td>
</tr>
</tbody>
</table>

Summary Amounts

- Funding Amount: 2100100
- Invoiced Amount: 1000
- Revenue Amount: 2576.9
Project Funding Summary Window Description

Table 20–3 Project Funding Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>required</td>
<td>list of values</td>
<td>project name</td>
</tr>
<tr>
<td>Top Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>top task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>optional</td>
<td>list of values</td>
<td>top task name</td>
</tr>
<tr>
<td>Find</td>
<td></td>
<td>button</td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>

Summary Amounts Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Amount</td>
<td>display only</td>
<td></td>
<td>total amount of funding allocated to this project or top task</td>
</tr>
<tr>
<td>Invoiced Amount</td>
<td>display only</td>
<td></td>
<td>total amount invoiced for this project</td>
</tr>
<tr>
<td>Revenue Amount</td>
<td>display only</td>
<td></td>
<td>total revenue accrued for this project</td>
</tr>
</tbody>
</table>

Summary by Installment Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Installment</td>
<td>display only</td>
<td></td>
<td>installment number</td>
</tr>
<tr>
<td>Task</td>
<td>display only</td>
<td></td>
<td>top task number</td>
</tr>
<tr>
<td>Funding</td>
<td>display only</td>
<td></td>
<td>total amount of funding allocated to this top task</td>
</tr>
<tr>
<td>Invoiced</td>
<td>display only</td>
<td></td>
<td>total amount invoiced for this top task</td>
</tr>
<tr>
<td>Revenue</td>
<td>display only</td>
<td></td>
<td>total revenue accrued for this top task</td>
</tr>
<tr>
<td>Funding History</td>
<td></td>
<td>button</td>
<td>opens Funding History window</td>
</tr>
</tbody>
</table>
Funding History Window

Figure 20–4  Funding History Window
## Funding History Window Description

*Table 20–4  Funding History Window Description*

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allocated Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date [Allocated]</td>
<td>display only</td>
<td></td>
<td>date funding allocated to project or top task</td>
</tr>
<tr>
<td>By [Allocated]</td>
<td>display only</td>
<td></td>
<td>user who allocated funding to project or top task</td>
</tr>
<tr>
<td>Amount</td>
<td>display only</td>
<td></td>
<td>amount allocated to project or top task</td>
</tr>
<tr>
<td>Installment Num</td>
<td>display only</td>
<td></td>
<td>installment number</td>
</tr>
<tr>
<td>Task Num</td>
<td>display only</td>
<td></td>
<td>top task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>top task name</td>
</tr>
</tbody>
</table>
Part III

Budgets, Transactions, and Billing
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
- managing awards
- 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
Budget Entry Method

At the project level, users define default budget entry methods and assign them to project types. Project types are assigned to projects.

Users define a budget entry method as a setup step when setting up Projects. The budget entry method is defined in the Budget Entry Methods window. Users select the following parameters in this window:

- budget level
- whether to budget by resource
- budget time period

Project types are created by users as a setup step when setting up Grants Accounting. Users assign a budget entry method to the project type. To use funds check, users must assign the Burden Cost budget entry method to the project type. This occurs in the Budget Control tab of the Project Types window. The budget entry method assigned to the project type is the default budget entry method for award budgets and project budgets.

Budget entry methods can be changed in the Award Budgets window. To change budget entry methods, see Budget Entry Procedures, page 22-1.

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.

**None** If None is entered, all transactions are approved and there is no funds check.

Default Budgetary Control Settings

Default budgetary control settings are automatically created the first time a budget is baselined in Grants Accounting. When users enter budgetary control settings in
the Award Template Management or Award Management windows, they are defined as temporary default settings only and are not set.

Grants Accounting supports more than one budgetary control setting. For example, users can select the Absolute setting at the award level and the Advisory setting at the resource level. Users define budgetary control settings for each award. Budgetary control settings can vary between awards.

If a resource list changes after the first time the award budget is baselined, then the award budget must be rebaselined to reflect those changes. Rebaselining a budget due to resource list changes does not update data in the budgetary control tab. Budgetary control settings can be changed from their original defaults.

To change default budgetary settings or resources and resource groups, see Changing Budgetary Control Settings Procedure, page 25-1.

**Budgeting**

At the budget level, users can change the default budget entry method initially assigned to the project type at the project level. For award budgets and project budgets, the budget entry method that defaults into the Award Budgets and Project Budgets windows, respectively, is the one assigned to the project type for that project.

**Multifunding**

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

**References**

For information on defining budget entry methods, see Oracle Grants Accounting Setup Overview, page 2-1.

For information on creating a project type, see Project Types Setup, page 4-1.

For information on entering default budgetary control settings, see Award Template Entry Procedures, page 18-1.
For information on setting budgetary control time interval parameters, see Award Template Entry Procedures, page 18-1.

For information on entering an award, see Award Entry Procedures, page 17-1.

For information on entering an original award budget, see Budget Entry Procedures, page 22-1.

For information on changing the budgetary control settings in the Budgetary Control window, see Changing Budgetary Control Settings Procedures, page 24-1.
Budget Entry Method and Budgetary Control Compatibility Diagram

Figure 21–1  Budget Entry Method and Budgetary Control Compatibility Diagram

Budget Entry Method at Project Level
- Define Budget Entry Method in Budget Entry Method Window
- Create Project Type in Project Types Window
- Assign Project Type to Project or Project Template in Projects, Templates Window

Budgetary Control Settings at Award Level
- Set Budgetary Control Default Settings in Award Management Window or Award Template Management Window
- Set Budgetary Control Time Interval Settings in Award Management Window or Award Template Management Window

Budgetary Control Settings at Budget Level
- Enter Award Budget and Optionally Change Default Budget Entry Method in Award Budgets Window
- Bring in Budgetary Control Default Settings from Award Management Window into Budgetary Control Window on Baseline and Optionally Change Budgetary Control Settings in Budgetary Control Window
## Budget Entry Method Parameter Combinations

<table>
<thead>
<tr>
<th>Level</th>
<th>Categorized by Resources</th>
<th>Time Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Categorized by Resources</td>
<td>GL Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>PA Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>Date Range</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>No Time Phase</td>
</tr>
<tr>
<td>Top Task</td>
<td>Categorized by Resources</td>
<td>GL Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>PA Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>Date Range</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>No Time Phase</td>
</tr>
<tr>
<td>Lowest Task</td>
<td>Categorized by Resources</td>
<td>GL Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>PA Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>Date Range</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>No Time Phase</td>
</tr>
</tbody>
</table>

Table 21–1  *Budget Entry Method Parameter Combinations*
Table 21-1  
**Budget Entry Method Parameter Combinations**

<table>
<thead>
<tr>
<th>Level</th>
<th>Categorized by Resources</th>
<th>Time Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top and Lowest Task</td>
<td>Categorized by Resources</td>
<td>GL Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>PA Period</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>Date Range</td>
</tr>
<tr>
<td></td>
<td>Categorized by Resources</td>
<td>No Time Phase</td>
</tr>
<tr>
<td>Not Categorized by Resources</td>
<td>GL Period</td>
<td></td>
</tr>
<tr>
<td>Not Categorized by Resources</td>
<td>PA Period</td>
<td></td>
</tr>
<tr>
<td>Not Categorized by Resources</td>
<td>Date Range</td>
<td></td>
</tr>
<tr>
<td>Not Categorized by Resources</td>
<td>No Time Phase</td>
<td></td>
</tr>
</tbody>
</table>
Compatibility of Budget Entry Method Parameters with Budgetary Control Settings

The budget entry method parameter combinations portion of Table 21–2 consolidates data in Table 21–1. Table 21–2 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 21–2  Compatibility of Budget Entry Method Parameters with Budgetary Control Settings

<table>
<thead>
<tr>
<th>BEM Parameter Combinations for Level</th>
<th>BEM Parameter Combinations for Resources</th>
<th>BCS of Absolute or Advisory for Award</th>
<th>BCS of Absolute or Advisory for Task</th>
<th>BCS of Absolute or Advisory for Resource Group</th>
<th>BCS of Absolute or Advisory for Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Categorized by Resources</td>
<td>Available</td>
<td>Unavailable</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td></td>
<td>Not Categorized by Resources</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Top Task</td>
<td>Categorized by Resources</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td></td>
<td>Not Categorized by Resources</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Lowest Task</td>
<td>Categorized by Resources</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td></td>
<td>Not Categorized by Resources</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
<tr>
<td>Top and Lowest Task</td>
<td>Categorized by Resources</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td></td>
<td>Not Categorized by Resources</td>
<td>Available</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

Note: Following is the interpretation for the first row of Table 21–2: 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. Burden costs must be budgeted for because funds check accounts for the total cost of a transaction by deriving and including the burden cost(s) associated with a raw cost transaction.

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 22-2 on the following page shows a diagram of funds check rollup levels for a sample award.
Figure 21–2  Funds Check Rollup Levels

Award 1
$120

Top Task 1
$80

Top Task 2
$40

Lowest Task 1.1
$40

Lowest Task 1.2
$40

Lowest Task 2.1
$40

Resource Group A
$20

Resource B1
$10

Resource B2
$10

Resource C1
$20

Resource D1
$10

Resource E1
$10

Resource A1
$10

Resource A2
$10

Resource Group B
$20

Resource C2
$20

Resource D2
$10

Resource E2
$10

Resource Group C
$40

Resource Group D
$20

Resource Group E
$20

Resource Group Level

Resource Level

Lowest Task Level

Top Task Level

Award Level
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 22-3 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 21–3  Funds Check Rollup Example, Resource Level

<table>
<thead>
<tr>
<th></th>
<th>Resource A1</th>
<th>Resource A2</th>
<th>Resource Funds Check Result</th>
<th>Resource Group A</th>
<th>Resource Group Funds Check Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgetary Control Setting</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Absolute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budget</td>
<td>$10</td>
<td>$10</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction 1</td>
<td>$15</td>
<td>Passed</td>
<td>Passed</td>
<td>$15</td>
<td>Passed</td>
</tr>
<tr>
<td>Available Budget</td>
<td>$ -5</td>
<td>$10</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction 2</td>
<td></td>
<td>$10</td>
<td>Passed</td>
<td>$10</td>
<td>Failed</td>
</tr>
</tbody>
</table>
**Task Level Rollup Example**

Table 22-4 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 21–4  Funds Check Rollup Example, Task Level**

<table>
<thead>
<tr>
<th></th>
<th>Lowest Task 1.1</th>
<th>Lowest Task 1.2</th>
<th>Task Funds Check Result</th>
<th>Top Task 1</th>
<th>Top Task Funds Check Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgetary Control Setting</td>
<td>Advisory</td>
<td>Advisory</td>
<td></td>
<td>Absolute</td>
<td></td>
</tr>
<tr>
<td>Total Budget</td>
<td>$40</td>
<td>$40</td>
<td></td>
<td>$80</td>
<td></td>
</tr>
<tr>
<td>Transaction 1</td>
<td>$45</td>
<td></td>
<td>Passed at Advisory level</td>
<td>$45</td>
<td>Passed</td>
</tr>
<tr>
<td>Available Budget</td>
<td>$ -5</td>
<td>$40</td>
<td></td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Transaction 2</td>
<td></td>
<td>$40</td>
<td>Passed</td>
<td>$40</td>
<td>Failed</td>
</tr>
</tbody>
</table>
Compatibility of Budget Entry Method Time Phase with Budgetary Control Time Intervals

Table 21–5 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>
<thead>
<tr>
<th>Time Phase</th>
<th>Project-to-Date/Project</th>
<th>Project-to-Date/Year</th>
<th>Project-to-Date/Period</th>
<th>Year-to-Date/Year</th>
<th>Year-to-Date/Period</th>
<th>Period-to-Date/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Period</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>PA Period</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>Date Range</td>
<td>Available</td>
<td>Available*</td>
<td>Available*</td>
<td>Available*</td>
<td>Available*</td>
<td>Available</td>
</tr>
<tr>
<td>No Time Phase</td>
<td>Available</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td>Unavailable</td>
</tr>
</tbody>
</table>

Note: Following is the interpretation for the fourth row of Table 21–5: 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 figures show funds check calculations based on the following conditions:

- two year award with 24 periods
- periods are GL, PA, or date range
- one dollar is budgeted per period for the duration of the award
- cumulative budget varies depending upon whether the amount type is project-to-date, year-to-date, or period-to-date
- last row of the each figure shows the expenditure item amount for the example

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

Y1 represents year one in the tables and Y2 represents year two.
Figure 21–3 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.

**Figure 21–3 Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Project-to-Date/Project**

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th>Y2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>1†</td>
<td>1‡</td>
</tr>
<tr>
<td>Budget</td>
<td>1†</td>
<td>1†</td>
</tr>
<tr>
<td>Cum. Budget</td>
<td>1†</td>
<td>1†</td>
</tr>
<tr>
<td>Exp.</td>
<td>*25</td>
<td></td>
</tr>
</tbody>
</table>

Figure 21–4 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.

**Figure 21–4 Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Project-to-Date/Project**

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th>Y2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>1†</td>
<td>1‡</td>
</tr>
<tr>
<td>Budget</td>
<td>1†</td>
<td>1†</td>
</tr>
<tr>
<td>Cum. Budget</td>
<td>1†</td>
<td>1†</td>
</tr>
<tr>
<td>Exp.</td>
<td>*24</td>
<td></td>
</tr>
</tbody>
</table>
Figure 21–5 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>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th></th>
<th>Y2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>‘1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Budget</td>
<td>‘1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cum. Budget</td>
<td>‘1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Exp.</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

Figure 21–6 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>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th></th>
<th>Y2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>‘1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Budget</td>
<td>‘1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cum. Budget</td>
<td>‘1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Exp.</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>
Figure 21–7 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.

Figure 21–8 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.
Figure 21–9 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.

**Figure 21–9  Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Year-to-Date/Year**

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th></th>
<th>Y2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Budget</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cum.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Budget Exp.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Figure 21–10 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.

**Figure 21–10  Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Year-to-Date/Year**

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th></th>
<th>Y2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Budget</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cum.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
| Budget Exp. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 12
Figure 21–11 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.

### Figure 21–11 Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Year-to-Date/Period

<table>
<thead>
<tr>
<th>Period</th>
<th>Y1</th>
<th>Y2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cum. Budget</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Exp.</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Figure 21–12 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.

### Figure 21–12 Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Year-to-Date/Period

<table>
<thead>
<tr>
<th>Period</th>
<th>Y1</th>
<th>Y2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cum. Budget</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Exp.</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Figure 21–13 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.

**Figure 21–13 Example of Funds Check Failed Using Amount Type/Boundary Code Parameters of Period-to-Date/Period**

|     | Y1 |     |     |     |     |     |     |     |     |     |     |     |     | Y2 |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| **Period** | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | *1 | 1* |
| **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  | 1  | 2* |
| **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  | 1* |
| **Exp.** | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1* |

Figure 21–14 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.

**Figure 21–14 Example of Funds Check Passed Using Amount Type/Boundary Code Parameters of Period-to-Date/Period**

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Y2</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>*1</td>
<td>1*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cum. Budget</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exp.</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1*</td>
<td>1*</td>
<td>1*</td>
<td></td>
</tr>
</tbody>
</table>
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 Budget Funds Check Details Window
- Find Budget Funds Check Details 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.

Overview

Award and project status and performance are tracked by comparing budgeted amounts to actual expenditures, as well as to commitments or encumbrances. A project budget summarizes all award budgets associated with that project.

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
  - 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 24-1.

**Viewing Funds Check Results of Award Budget**

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

**Note:** The first time an award budget is baselined, the funds check process is not necessary and thus is not activated.

Funds check results are dependent on budgetary control settings. If a budgetary control setting is Absolute, funds check will verify that the new budget amount is greater than or equal to the total amount of existing transactions. If the new budget amount is less than the total existing transactions, the budget will fail funds check.

**Project Budgets**

When baselining the award budget of a sponsored project, the project’s Approved Cost Budget is automatically summarized and baselined. Users can create other
project budgets with a different budget type, such as Forecast Cost, Forecast Revenue, or Approved Revenue.

For non-sponsored projects, there is no automatic summary or baselining of the project budget since there is no award. Users must enter budgets for non-sponsored projects.

**Budgets and Workflow**

If Workflow is enabled, after a budget is submitted, it is forwarded to the award manager for approval. Persons listed in the award notification for budget baseline will receive workflow notification once a budget is baselined. If the budget fails funds check when submitted, it is not forwarded to the award manager.

Approving also baselines the budget.

**References**

For information on copying budgets, see *Copying Budgets from Earlier Budget Versions* 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 21-1.

For information on changing budgetary control settings, see *Changing Budgetary Control Settings Procedures*, page 24-1.

For information on Workflow, see *Using Oracle Workflow in Oracle Grants Accounting Procedure*, page 30-1.

For information on Project Budgets, see *Non-Sponsored Project Budget Procedure*, page 23-1.
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 17-1.

- The entered award must be associated with a funded project.
  To fund projects, see Project Funding Procedures, page 20-1.
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. To verify the
compatibility of budget entry method and budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-1.

**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. To verify the compatibility of budget entry method and budgetary control settings and the compatibility of budget entry method time phase with budgetary control time intervals, see *Budget Entry Method, Budgetary Control, and Funds Check*, page 21-1. 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:
Entering Award Budgets Procedure

- 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 21-1.

Copying Actuals to Award Budget Amounts

Users can create a draft award budget for a period-based budget based upon actual past expenditures. The following rules apply to copying actuals:

- Only budgets that use time-phased Projects or General Ledger periods can be copied. Users cannot copy actuals for time-phased budgets that use date ranges or no-time-phased budgets.

- Grants Accounting copies the actuals amounts using the lowest resource list and task levels. Copying actuals is not allowed when a draft budget is defined at the resource group or top task level. Copying actuals is allowed if the default start and end dates are used in the Copy Actual Budget window.

- If a resource was budgeted but no actuals were incurred, the resource is not copied to the new draft budget. If actuals were incurred but not budgeted, then a new budget line is created in the draft budget to reflect the actual incurred.

- This functionality copies the actuals data associated with a single award. If the budget entry method associated with the draft budget has been changed, then the budget must be rebaselined before copying actuals.

- Before copying actuals, the GMS: Update Actual and Encumbrance concurrent process must be run. To run the GMS: Update Actual and Encumbrance process, see GMS: Update Actual and Encumbrance Balance Procedure, page 32-49.
To copy actuals to budget amounts, perform the following steps.

1. Update balances associated with the award by running the GMS: Update Actual and Encumbrance Balance process.
   
   To run the GMS: Update Actual and Encumbrance Balance process, see GMS: Update Actual and Encumbrance Balance Procedure, page 32-49.

2. From the Award Budgets window, click **Copy Actual...**
   
   The Copy Actual Budget window appears.

3. Enter the start and end dates or select the defaulted dates to override the draft budget with actuals incurred.

4. Click **OK**.

5. Revise the budget amounts as needed.

6. Save or save and continue as follows:

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

For information on copying actuals to award budget amounts, see Copying Actuals to Budget Amounts, Oracle 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 22-7, to find the draft award budget to submit.

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

   **Note:** When the budget is submitted, a notification window appears assigning a concurrent 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 30-1.

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 22-9.

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 22-7, to find the draft award budget that users want to baseline.

2. If necessary, from the Award Budgets window, click Submit.
3. From the Award Budgets window, click **Baseline**.

   **Note:** When the budget is baselined, a notification window appears assigning a concurrent 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 30-9.
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 22-9 in this chapter.

5. From the Award Budgets window, click Submit.

   **Note:** When the budget is submitted, a notification window appears assigning a concurrent process identification number. If the window is queried 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 queried 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 notification window appears assigning a concurrent process identification number. If the window is queried 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 30-9.
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 22–1 Award Budgets Window**

![Award Budgets Window](image)

### Find Budget
- **Award Number**: Award
- **Project Number**: Project
- **Budget Type**: Approved Cost Budget

### Draft Budget
- **Version Name**: 
- **Change Reason**: 
- **Description**: 
- **Status**: Working
- **New Original**: [ ]

### Entry Options
- **Entry Method**: Oracle Budget Entry Method
- **Resource List**: General

### Totals

<table>
<thead>
<tr>
<th></th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td></td>
</tr>
<tr>
<td>UD</td>
<td>Quantity</td>
</tr>
<tr>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**History**  **Copy Actual**  **Rework**  **Submit**  **Details**
## Award Budgets Window Description

### Table 22–1  Award Budgets Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Find Budget Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>required</td>
<td>list of values</td>
<td>award name</td>
</tr>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number will default in if project name is entered</td>
</tr>
<tr>
<td>Project Name</td>
<td>required</td>
<td>list of values</td>
<td>project name will default in if project number is entered</td>
</tr>
<tr>
<td>Budget Type</td>
<td>read only</td>
<td></td>
<td>budget type description; defaults in Approved Cost Budget</td>
</tr>
<tr>
<td>Find Draft</td>
<td></td>
<td>button</td>
<td>pulls in information from project and award budget combination</td>
</tr>
<tr>
<td><strong>Draft Budget Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Version Name</td>
<td>optional</td>
<td></td>
<td>budget version</td>
</tr>
<tr>
<td>Status</td>
<td>read only</td>
<td></td>
<td>When users enter or update a draft award budget, the field displays Working. When a draft award budget is submitted, the field displays Submitted.</td>
</tr>
<tr>
<td>Change Reason</td>
<td>optional</td>
<td></td>
<td>reason for change</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>budget description</td>
</tr>
<tr>
<td>New Original</td>
<td>optional</td>
<td>check box</td>
<td>if selected, this draft award budget, when baselined, becomes revised original budget</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td><strong>Entry Options Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry Method</td>
<td>required</td>
<td>list of values</td>
<td>determines budgeting level of work breakdown structure and whether budget is time-phased or non-time phased</td>
</tr>
<tr>
<td>Resource List</td>
<td>required</td>
<td>list of values</td>
<td>determines whether budget is by summary amounts or by detail budget lines categorized by resource</td>
</tr>
</tbody>
</table>
Table 22–1  Award Budgets Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Totals Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Labor Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft UOM</td>
<td>display only</td>
<td></td>
<td>displays unit of measurement for labor for working budget version that was not baselined</td>
</tr>
<tr>
<td>Draft Quantity</td>
<td>display only</td>
<td></td>
<td>displays sum of labor hours for working budget version that was not baselined</td>
</tr>
<tr>
<td>Draft Raw Cost</td>
<td>display only</td>
<td></td>
<td>displays sum of raw costs for working budget version that was not baselined</td>
</tr>
<tr>
<td>Draft Burdened Cost</td>
<td>display only</td>
<td></td>
<td>displays sum of burdened costs for working budget version that was not baselined</td>
</tr>
<tr>
<td>Draft Revised Date</td>
<td>display only</td>
<td></td>
<td>displays revision date for working budget version that was not baselined</td>
</tr>
<tr>
<td>Current UOM</td>
<td>display only</td>
<td></td>
<td>displays unit of measurement for labor for most recent baselined budget version</td>
</tr>
<tr>
<td>Current Quantity</td>
<td>display only</td>
<td></td>
<td>displays sum of labor hours for most recent baselined budget version</td>
</tr>
<tr>
<td>Current Raw Cost</td>
<td>display only</td>
<td></td>
<td>displays sum of raw costs for most recent baselined budget version</td>
</tr>
<tr>
<td>Current Burdened Cost</td>
<td>display only</td>
<td></td>
<td>displays sum of burdened costs for most recent baselined budget version</td>
</tr>
<tr>
<td>Current Revised Date</td>
<td>display only</td>
<td></td>
<td>displays revision date for most recent baselined budget version</td>
</tr>
<tr>
<td>History</td>
<td>button</td>
<td></td>
<td>displays prior award budget</td>
</tr>
<tr>
<td>Copy Actual</td>
<td>button</td>
<td></td>
<td>copies actual amounts to budget amounts</td>
</tr>
<tr>
<td>Rework</td>
<td>button</td>
<td></td>
<td>changes budget status from submitted to working</td>
</tr>
<tr>
<td>Submit</td>
<td>button</td>
<td></td>
<td>sends request to concurrent manager to run GMS: Submit/Baseline Award Budgets</td>
</tr>
<tr>
<td>Details</td>
<td>button</td>
<td></td>
<td>displays award budget details</td>
</tr>
</tbody>
</table>
## Task Budgets Window

### Figure 22–2 Task Budgets Window

![Task Budgets Window](image)

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>UOM</th>
<th>Quantity</th>
<th>Row Cost</th>
<th>Burdened Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task 1</td>
<td>Hours</td>
<td>0.00</td>
<td>0.00</td>
<td>90,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Task 2</td>
<td>Hours</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Task 3</td>
<td>Hours</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total       |Labor     |       |         |         | 90,000.00 |

[Click for Budget Lines]
Task Budgets Window Description

Table 22–2  Task Budgets Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version Number</td>
<td>display only</td>
<td></td>
<td>budget version number</td>
</tr>
<tr>
<td>Version Name</td>
<td>display only</td>
<td></td>
<td>budget version name</td>
</tr>
<tr>
<td>Task Number</td>
<td>display only</td>
<td></td>
<td>unique identification number of task within project</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>descriptive task name</td>
</tr>
</tbody>
</table>

**Labor Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOM</td>
<td>display only</td>
<td></td>
<td>labor unit of measure for task number and task name</td>
</tr>
<tr>
<td>Quantity</td>
<td>display only</td>
<td></td>
<td>quantity of labor unit of measure for task number and task name</td>
</tr>
<tr>
<td>Raw Cost</td>
<td>display only</td>
<td></td>
<td>total raw cost for task number and task name</td>
</tr>
<tr>
<td>Burdened Cost</td>
<td>display only</td>
<td></td>
<td>total burdened cost for task number and task name</td>
</tr>
<tr>
<td>[Quantity] Project Total</td>
<td>display only</td>
<td></td>
<td>total quantity of labor unit of measure for all project tasks</td>
</tr>
<tr>
<td>[Raw Cost] Project Total</td>
<td>display only</td>
<td></td>
<td>total raw costs for all project tasks</td>
</tr>
<tr>
<td>[Burdened Cost] Project Total</td>
<td>display only</td>
<td></td>
<td>total burdened costs for all project tasks</td>
</tr>
<tr>
<td>Budget Lines</td>
<td>button</td>
<td></td>
<td>opens Budget Lines window</td>
</tr>
</tbody>
</table>
**Budget Lines Window**

*Figure 22–3  Budget Lines Window*

<table>
<thead>
<tr>
<th>Resource</th>
<th>Amount Type</th>
<th>JAN 2000</th>
<th>FEB 2000</th>
<th>MAR 2000</th>
<th>APR 2000</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Burdened Cost</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>Burdened Cost</td>
<td>250.00</td>
<td>750.00</td>
<td>1,200.00</td>
<td>900.00</td>
<td>3,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>Burdened Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,250.00</td>
</tr>
</tbody>
</table>
## Budget Lines Window Description

### Table 22–3  Budget Lines Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version Number</td>
<td>display only</td>
<td></td>
<td>budget version number</td>
</tr>
<tr>
<td>Version Name</td>
<td>display only</td>
<td></td>
<td>budget version name</td>
</tr>
<tr>
<td>Task Number</td>
<td>display only</td>
<td>up and down arrows</td>
<td>unique identification number of task within project</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>descriptive name of task within project</td>
</tr>
<tr>
<td>View Lines For</td>
<td>read only</td>
<td></td>
<td>displays burdened cost</td>
</tr>
<tr>
<td>Period For Totals</td>
<td></td>
<td>list of values: pop-up</td>
<td>beginning and ending dates for budget periods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>calendar</td>
<td></td>
</tr>
<tr>
<td>Budget Periods Earliest</td>
<td>read only</td>
<td></td>
<td>earliest budget period date</td>
</tr>
<tr>
<td>Budget Periods First</td>
<td>required</td>
<td>list of values: pop-up</td>
<td>first budget period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>calendar</td>
<td></td>
</tr>
<tr>
<td>Budget Periods Latest</td>
<td>read only</td>
<td></td>
<td>latest budget period</td>
</tr>
<tr>
<td>Resource</td>
<td>required</td>
<td>list of values</td>
<td>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.</td>
</tr>
<tr>
<td>Amount Type</td>
<td>required</td>
<td>list of values</td>
<td>allows user to select an amount type allowed by budget entry method. In Grants Accounting, amount type must be Burdened Cost.</td>
</tr>
<tr>
<td>[Month--Year]</td>
<td>required</td>
<td>left and right arrow buttons</td>
<td>Budget amount for resource, amount type, and budget period displayed. Use left and right arrow buttons to change budget periods displayed.</td>
</tr>
<tr>
<td>Period Totals</td>
<td>read only</td>
<td></td>
<td>total of all displayed budget periods for a resource and amount type</td>
</tr>
<tr>
<td>Change Reason</td>
<td>optional</td>
<td>list of values</td>
<td>enabled by pressing Tab key on keyboard; user-defined reasons for revising budget lines for resource and budget period</td>
</tr>
<tr>
<td>Comments</td>
<td>optional</td>
<td></td>
<td>descriptive comments for revising budget lines for the resource and budget period</td>
</tr>
</tbody>
</table>
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 22–4, page 22-25.

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 22–5, page 22-27.

5. Close the window.
Find Budget Funds Check Details Window

Figure 22–4  Find Budget Funds Check Details Window

<table>
<thead>
<tr>
<th>Project Number</th>
<th>KM-0272001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>KM-0272001A</td>
</tr>
<tr>
<td>Budget Version</td>
<td>2</td>
</tr>
<tr>
<td>Project Name</td>
<td>NIH Research Project</td>
</tr>
<tr>
<td>Award Name</td>
<td>Human Genome Study</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Baselined</td>
</tr>
</tbody>
</table>

[Image of the Find Budget Funds Check Details Window]
## Find Budget Funds Check Details Window Description

*Table 22–4  Find Budget Funds Check Details Window Description*

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>default, display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Award Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>default, display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Budget Version</td>
<td>default, display only</td>
<td></td>
<td>budget version. Field populated after project number and award number entered.</td>
</tr>
<tr>
<td>Budget Status</td>
<td>default, display only</td>
<td></td>
<td>status of budget; Submitted or Baslined</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>opens Budget Funds Check Results window</td>
</tr>
</tbody>
</table>
Budget Funds Check Results Window, Award Tab

Figure 22–5  Budget Funds Check Results Window, Award Tab

<table>
<thead>
<tr>
<th>Project</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH Research</td>
<td>Human Genome</td>
</tr>
<tr>
<td>Project</td>
<td>Study</td>
</tr>
<tr>
<td>Budget Version</td>
<td>2</td>
</tr>
<tr>
<td>Status</td>
<td>Baselined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award</th>
<th>Budgetary Control Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Genome</td>
<td>Absolute</td>
<td>01 JAN 2000</td>
<td>31 JAN 2000</td>
<td>90,000.00</td>
<td>.00</td>
<td>.00</td>
<td>90,000.00</td>
</tr>
<tr>
<td>Human Genome</td>
<td>Absolute</td>
<td>01 DEC 2000</td>
<td>31 DEC 2000</td>
<td>.00</td>
<td>820.00</td>
<td>.00</td>
<td>820.00</td>
</tr>
<tr>
<td>Human Genome</td>
<td>Absolute</td>
<td>01 MAR 2001</td>
<td>31 MAR 2001</td>
<td>.00</td>
<td>756.90</td>
<td>1,625.00</td>
<td>2,381.90</td>
</tr>
<tr>
<td>Human Genome</td>
<td>Absolute</td>
<td>01 APR 2001</td>
<td>30 APR 2001</td>
<td>.00</td>
<td>.00</td>
<td>333.00</td>
<td>333.00</td>
</tr>
</tbody>
</table>
## Budget Funds Check Results Window Description, Award Tab

### Table 22–5  Budget Funds Check Results Window Description, Award Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Budget Version</td>
<td>display only</td>
<td></td>
<td>budget version</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>status of funds check; Pending, Approved, Rejected, or Fatal</td>
</tr>
<tr>
<td>Result</td>
<td>display only</td>
<td></td>
<td>result of funds check at task level; transaction passed or failed funds check at task level</td>
</tr>
</tbody>
</table>

**Award Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Budgetary Control Setting</td>
<td>display only</td>
<td></td>
<td>budgetary control setting; Absolute, Advisory, or None</td>
</tr>
<tr>
<td>Start Date</td>
<td>display only</td>
<td></td>
<td>award budget start date</td>
</tr>
<tr>
<td>End Date</td>
<td>display only</td>
<td></td>
<td>award budget end date</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>new budget amount</td>
</tr>
<tr>
<td>Actuals</td>
<td>display only</td>
<td></td>
<td>actuals amount</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>encumbrance amount</td>
</tr>
<tr>
<td>Funds Available</td>
<td>display only</td>
<td></td>
<td>amount of award budget funds available</td>
</tr>
</tbody>
</table>
### Budget Funds Check Results Window, Top Task Tab

**Figure 22–6  Budget Funds Check Results Window, Top Task Tab**

<table>
<thead>
<tr>
<th>Task</th>
<th>Budgetary Control Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Advisor</td>
<td>01 JAN 2000</td>
<td>31 JAN 2000</td>
<td>90,000.00</td>
<td>.00</td>
<td>.00</td>
<td>90,000.00</td>
</tr>
<tr>
<td>Task 1</td>
<td>Advisor</td>
<td>01 DEC 2000</td>
<td>31 DEC 2000</td>
<td>.00</td>
<td>820.00</td>
<td>.00</td>
<td>820.00</td>
</tr>
<tr>
<td>Task 1</td>
<td>Advisor</td>
<td>01 MAR 2001</td>
<td>31 MAR 2001</td>
<td>.00</td>
<td>.00</td>
<td>1,595.00</td>
<td>1,595.00</td>
</tr>
<tr>
<td>Task 1</td>
<td>Advisor</td>
<td>01 APR 2001</td>
<td>30 APR 2001</td>
<td>.00</td>
<td>.00</td>
<td>320.00</td>
<td>320.00</td>
</tr>
<tr>
<td>Task 2</td>
<td>Advisor</td>
<td>01 MAR 2001</td>
<td>31 MAR 2001</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Task 3</td>
<td>Advisor</td>
<td>01 APR 2001</td>
<td>30 APR 2001</td>
<td>.00</td>
<td>.00</td>
<td>13.00</td>
<td>13.00</td>
</tr>
<tr>
<td>Absolut</td>
<td>Advisor</td>
<td>01 MAR 2001</td>
<td>31 MAR 2001</td>
<td>.00</td>
<td>.00</td>
<td>.756.90</td>
<td>.756.90</td>
</tr>
</tbody>
</table>

*Project: NIH Research Project  Award: Human Genome Study  Status: Baslined*
### Budget Funds Check Results Window Description, Top Task Tab

**Table 22–6  Budget Funds Check Results Window Description, Top Task Tab**

<table>
<thead>
<tr>
<th>Top Task Tab</th>
<th>display only</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>display only</td>
<td>name of task that is budgeted</td>
</tr>
<tr>
<td>Budgetary Control Setting</td>
<td>display only</td>
<td>budgetary control setting; Absolute, Advisory, or None</td>
</tr>
<tr>
<td>Start Date</td>
<td>display only</td>
<td>task budget start date</td>
</tr>
<tr>
<td>End Date</td>
<td>display only</td>
<td>task budget end date</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td>new budget amount</td>
</tr>
<tr>
<td>Actuals</td>
<td>display only</td>
<td>actuals amount</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td>encumbrance amount</td>
</tr>
<tr>
<td>Funds Available</td>
<td>display only</td>
<td>amount of task budget funds available</td>
</tr>
</tbody>
</table>
Budget Funds Check Results Window, Task Tab

**Figure 22–7  Budget Funds Check Results Window, Task Tab**

<table>
<thead>
<tr>
<th>Task</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>90,000.00</td>
<td>.00</td>
<td>.00</td>
<td>90,000.00</td>
</tr>
<tr>
<td>Task 1</td>
<td>820.00</td>
<td>820.00</td>
<td>.00</td>
<td>-820.00</td>
</tr>
<tr>
<td>Task 1</td>
<td>755.90</td>
<td>1,595.00</td>
<td>-2,351.00</td>
<td></td>
</tr>
<tr>
<td>Task 1</td>
<td>320.00</td>
<td>320.00</td>
<td>-320.00</td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td>30.00</td>
<td>30.00</td>
<td>-30.00</td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td>13.00</td>
<td>13.00</td>
<td>-13.00</td>
<td></td>
</tr>
</tbody>
</table>
**Budget Funds Check Results Window Description, Task Tab**

<table>
<thead>
<tr>
<th>Task Tab</th>
<th>display only</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>display only</td>
<td>name of task that is budgeted</td>
</tr>
<tr>
<td>Budgetary Control Setting</td>
<td>display only</td>
<td>budgetary control setting; Absolute, Advisory, or None</td>
</tr>
<tr>
<td>Start Date</td>
<td>display only</td>
<td>task budget start date</td>
</tr>
<tr>
<td>End Date</td>
<td>display only</td>
<td>task budget end date</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td>new budget amount</td>
</tr>
<tr>
<td>Actuals</td>
<td>display only</td>
<td>actuals amount</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td>encumbrance amount</td>
</tr>
<tr>
<td>Funds Available</td>
<td>display only</td>
<td>amount of task budget funds available</td>
</tr>
</tbody>
</table>
## Budget Funds Check Results Window, Resource Group Tab

**Figure 22–8  Budget Funds Check Results Window, Resource Group Tab**

<table>
<thead>
<tr>
<th>Res. Group</th>
<th>Task</th>
<th>Budgetary Control Level Start Date</th>
<th>End Date</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Task 1</td>
<td>01-JAN-2000</td>
<td>31-JAN-2000</td>
<td>90,000.00</td>
<td>.00</td>
<td>.00</td>
<td>90,000.00</td>
</tr>
<tr>
<td>Admin</td>
<td>Task 1</td>
<td>01-DEC-2000</td>
<td>31-DEC-2000</td>
<td>.00</td>
<td>500.00</td>
<td>.00</td>
<td>-500.00</td>
</tr>
<tr>
<td>Public</td>
<td>Task 1</td>
<td>01-MAR-2001</td>
<td>31-MAR-2001</td>
<td>.00</td>
<td>.00</td>
<td>1,100.00</td>
<td>-1,100.00</td>
</tr>
<tr>
<td>Public</td>
<td>Task 1</td>
<td>01-APR-2001</td>
<td>30-APR-2001</td>
<td>.00</td>
<td>.00</td>
<td>190.00</td>
<td>-190.00</td>
</tr>
<tr>
<td>Indirect</td>
<td>Task 1</td>
<td>01-DEC-2000</td>
<td>31-DEC-2000</td>
<td>.00</td>
<td>320.00</td>
<td>.00</td>
<td>-320.00</td>
</tr>
<tr>
<td>Indirect</td>
<td>Task 1</td>
<td>01-MAR-2001</td>
<td>31-MAR-2001</td>
<td>.00</td>
<td>.00</td>
<td>495.00</td>
<td>-495.00</td>
</tr>
<tr>
<td>Indirect</td>
<td>Task 1</td>
<td>01-APR-2001</td>
<td>30-APR-2001</td>
<td>.00</td>
<td>.00</td>
<td>130.00</td>
<td>-130.00</td>
</tr>
</tbody>
</table>
# Budget Funds Check Results Window Description, Resource Group Tab

## Table 22–8: Budget Funds Check Results Window Description, Resource Group Tab

<table>
<thead>
<tr>
<th>Resource Group Tab</th>
<th>Display Only</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Group</td>
<td>display only</td>
<td>resource group name</td>
</tr>
<tr>
<td>Task</td>
<td>display only</td>
<td>task name</td>
</tr>
<tr>
<td>Budgetary Control Setting</td>
<td>display only</td>
<td>budgetary control setting; Absolute, Advisory, or None</td>
</tr>
<tr>
<td>Start Date</td>
<td>display only</td>
<td>resource group budget start date</td>
</tr>
<tr>
<td>End Date</td>
<td>display only</td>
<td>resource group budget end date</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td>new budget amount</td>
</tr>
<tr>
<td>Actuals</td>
<td>display only</td>
<td>actuals amount</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td>encumbrance amount</td>
</tr>
<tr>
<td>Funds Available</td>
<td>display only</td>
<td>amount of resource group budget funds available</td>
</tr>
</tbody>
</table>
**Budget Funds Check Results Window, Resource Tab**

*Figure 22–9  Budget Funds Check Results Window, Resource Tab*

| Resource          | Task | Budgetary Control Level | Start Date | End Date   | Budget  | Actuals | Encumbrances | Funds Available |
|-------------------|------|--------------------------|------------|------------|---------|---------|--------------|----------------|----------------|
| ADM Administrtion  | Task 1 | Advisor                  | 01-DEC-2000 | 31-DEC-2000 | .00     | 500.00  | .00          | -500.00         |
| PS Supplies       | Task 1 | Advisor                  | 01-APR-2001 | 30-APR-2001 | .00     | 70.00   | .00          | -70.00          |
| Fringe Benefit    | Task 1 | Advisor                  | 01-DEC-2000 | 31-DEC-2000 | .00     | 320.00  | .00          | -320.00         |
| Other Indirect    | Task 1 | Advisor                  | 01-MAR-2001 | 31-MAR-2001 | .00     | 495.00  | .00          | -495.00         |
| Other Indirect    | Task 1 | Advisor                  | 01-APR-2001 | 30-APR-2001 | .00     | 130.00  | .00          | -130.00         |
| Healthcare Se      | Task 1 | None                     | 01-MAR-2001 | 31-MAR-2001 | .00     | .00     | 1,100.00    | -1,100.00       |

---

22-34  Oracle Grants Accounting User’s Guide
## Budget Funds Check Results Window Description, Resource Tab

### Table 22–9  Budget Funds Check Results Window Description, Resource Tab

<table>
<thead>
<tr>
<th>Resource Tab</th>
<th>display only</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>resource name</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>task name</td>
<td></td>
</tr>
<tr>
<td>Budgetary Control</td>
<td>budgetary control setting; Absolute, Advisory, or None</td>
<td></td>
</tr>
<tr>
<td>Setting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>resource budget start date</td>
<td>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.</td>
</tr>
<tr>
<td>End Date</td>
<td>resource budget end date</td>
<td>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.</td>
</tr>
<tr>
<td>Budget</td>
<td>new budget amount</td>
<td></td>
</tr>
<tr>
<td>Actuals</td>
<td>actuals amount</td>
<td></td>
</tr>
<tr>
<td>Encumbrance</td>
<td>encumbrance amount</td>
<td></td>
</tr>
<tr>
<td>Funds Available</td>
<td>amount of resource budget funds available</td>
<td></td>
</tr>
</tbody>
</table>
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 field.

3. In the Budget Type field, select Approved Cost Budget from the list of values.
   - **Note:** For sponsored projects only, the Project Budgets window can be used to enter other budget types, such as Forecast Cost Budgets.

4. Click **Find Draft** to view consolidated budget information.
   - For information on defining the budget entry method, see Oracle Grants Accounting Setup Overview, page 2-1.

5. Close the window.
### Project Budgets Window

**Figure 22–10 Project Budgets Window**

![Project Budgets Window](image-url)

#### Find Budget
- **Project Number**: Oracle
- **Project Name**: Oracle
- **Budget Type**: Project Type

#### Draft Budget
- **Version Name**: [Input Field]
- **Status**: Working
- **Change Reason**: [Input Field]
- **Description**: [Input Field]
- **New Original**: [Check Box]

#### Entry Options
- **Entry Method**: Oracle Budget Entry Method
- **Resource List**: General

#### Totals

<table>
<thead>
<tr>
<th></th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UOM</td>
</tr>
<tr>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td></td>
</tr>
</tbody>
</table>

- **History**
- **Copy Actual**
- **Rework**
- **Submit**
- **Details**
# Project Budgets Window Description

## Table 22–10  Project Budgets Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Find Budget Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Number</td>
<td>required</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>required</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Budget Type</td>
<td>required</td>
<td>list of values</td>
<td>users must choose Approved Cost Budget from the list of values to view a consolidation of award budgets</td>
</tr>
<tr>
<td>Find Draft</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
<tr>
<td><strong>Draft Budget Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Version Name       | display only       | list of values | budget version  
  \*Note: display only for Approved Cost Budget; optional for all other budget types |
| Status             | display only       |          | active or inactive                                                          |
| Change Reason      | display only       |          | reason for change                                                           
  \*Note: display only for Approved Cost Budget; optional for all other budget types |
| Description        | display only       |          | budget description                                                           
  \*Note: display only for Approved Cost Budget; optional for all other budget types |
| New Original       | display only       | check box | select to create a new original                                              
  \*Note: display only for Approved Cost Budget; optional for all other budget types |
| Descriptive Flexfield | optional          |          | field for user customization                                                |
| **Entry 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                                |
### Table 22–10  Project Budgets Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Find Budget Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft Raw Cost</td>
<td>display only</td>
<td></td>
<td>summary information for current draft budget</td>
</tr>
<tr>
<td>Draft Burdened Cost</td>
<td>display only</td>
<td></td>
<td>summary information for current draft budget</td>
</tr>
<tr>
<td>Draft Revised Date</td>
<td>display only</td>
<td></td>
<td>summary information for current draft budget</td>
</tr>
<tr>
<td>Current Labor UOM</td>
<td>display only</td>
<td></td>
<td>summary information for current baselined budget</td>
</tr>
<tr>
<td>Current Labor Quantity</td>
<td>display only</td>
<td></td>
<td>summary information for current baselined budget</td>
</tr>
<tr>
<td>Current Raw Cost</td>
<td>display only</td>
<td></td>
<td>summary information for current baselined budget</td>
</tr>
<tr>
<td>Current Burdened Cost</td>
<td>display only</td>
<td></td>
<td>summary information for current baselined budget</td>
</tr>
<tr>
<td>Current Revised Date</td>
<td>display only</td>
<td></td>
<td>summary information for current baselined budget</td>
</tr>
<tr>
<td>History</td>
<td>button</td>
<td></td>
<td>displays prior project budget</td>
</tr>
<tr>
<td>Copy Actual...</td>
<td>button</td>
<td></td>
<td>copies actual amounts to budget amounts</td>
</tr>
<tr>
<td>Rework</td>
<td>button</td>
<td></td>
<td>changes budget status from submitted to working</td>
</tr>
<tr>
<td>Submit</td>
<td>button</td>
<td></td>
<td>submits budget for approval</td>
</tr>
<tr>
<td>Details</td>
<td>button</td>
<td></td>
<td>displays project budget details</td>
</tr>
</tbody>
</table>
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 23–1  Functionality Differences Between Sponsored and Non-Sponsored Projects*

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Sponsored Project</th>
<th>Non-Sponsored Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login Responsibility</td>
<td>users log in as Grants SuperUser GUI</td>
<td>users log in as Grants SuperUser GUI</td>
</tr>
<tr>
<td>Creating Project Types</td>
<td>to create a sponsored project type, see Creating Sponsored Project Types Procedure, page 4-6</td>
<td>no action required</td>
</tr>
<tr>
<td>Burdening</td>
<td>Grants Accounting uses award indirect cost rate schedule specified in Compliances tab of Award Management window</td>
<td>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</td>
</tr>
<tr>
<td>Accruing Revenue</td>
<td>yes; accruing revenue occurs at award level, not project level</td>
<td>no; revenue is not accrued for non-sponsored projects</td>
</tr>
<tr>
<td>Invoicing</td>
<td>yes; invoicing occurs at award level, not project level</td>
<td>no; invoicing is not available for non-sponsored projects</td>
</tr>
<tr>
<td>Budgeting</td>
<td>yes; award budgets are created and then summarized to create project budget</td>
<td>yes; users create a budget type for non-sponsored projects and a user-defined budget using budget type</td>
</tr>
</tbody>
</table>
Table 23–1  Functionality Differences Between Sponsored and Non-Sponsored Projects

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Sponsored Project</th>
<th>Non-Sponsored Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewing Project Status</td>
<td>yes; users review summary amounts, by project, in the Project Status window. Budget, actual amounts, and commitments can be viewed.</td>
<td>yes; users review summary amounts, by project, in the Project Status window. Budget amounts can be viewed after an adjustment is made.</td>
</tr>
<tr>
<td>Using Budgetary Control</td>
<td>yes; Grants Accounting funds checking available</td>
<td>no; Grants Accounting funds checking not available</td>
</tr>
</tbody>
</table>
References

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

For information on the indirect cost rate schedule specified in the Compliances region of the Award Management window, see Award Template Entry Procedures, page 18-1.

For information on accruing revenue and invoicing, see Revenue and Invoice Procedures, page 28-1.

For information on budgeting, see Budget Entry Procedures, page 22-1.

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 21-1
Prerequisites

- Set up Oracle Projects.
  To set up Oracle Projects, see Oracle Grants Accounting Setup Overview, page 2-1.

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

- Apply appropriate patches.
  To apply patches, see Installing Oracle Applications, Upgrading Oracle Applications, and Oracle Applications Release Notes.

- A project must be entered.
  To enter projects, see Project Entry, Oracle Projects User’s Guide.
Creating a Non-Sponsored Project Budget Procedure

To create a non-sponsored project budget, perform the following steps.

1. In Grants Accounting, navigate to the Project Budgets window as follows:
   
   **Budgets - Project Budgets**

2. In the Project Number field, select a project number from the list of values to enter or revise budget amounts for.
   
   The Project Name field automatically populates.

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

4. Click **Find Draft**.

5. Optionally, enter a version name, change reason, and description.
   
   For information on entering a project budget, see *Entering a Budget Draft*, Oracle Projects User’s Guide.

6. Click **Details**.
   
   The Task Budgets window appears.

7. In the Task Budgets window, click **Budget Lines**.
   
   The Budget Lines window appears.

8. In the Budget Lines window, enter budget applicable budget lines and save.
   
   To enter budget lines, see *Entering Budget Lines*, Oracle Projects User’s Guide.

9. Submit and Baseline the project budget.
   
   To submit a draft award budget, see *Submitting a Draft*, Oracle Projects User’s Guide.

   To baseline a draft award budget, see *Baselining a Draft*, Oracle Projects User’s Guide.

To view project budgets window and table, see *Project Budgets Window Description*, page 22-38.
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
- Updating Budgetary Control Default Settings
- Adding or Deleting Resources or Resource Groups Procedure
Definition

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

Overview

This section explains the following:
- Changing Budgetary Control Settings
- Changing Budgetary Control Settings and Funds Check

Changing Budgetary Control Settings

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.

Default budgetary control settings can be changed by the following means:
- Changing Budgetary Control Settings at the Award or Task Levels Procedure
- Changing Budgetary Control Settings at the Resource Groups or Resource
  Levels Procedure
- Updating Budgetary Control Default Settings Procedure

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

When switching from a budgetary control setting of Advisory or None to a budgetary control setting of Absolute, if expenditures are greater than the budget, award budget re-baselining will fail. Users must adjust either the expenditures or the budget amount to avoid this failure. At budgetary control settings of Advisory or None, transactions will pass funds check even if the expenditure amounts exceed the budget limit.

Table 25-1 shows an example of funds check results when changing a budgetary control setting from Advisory or None to Absolute. For both the Advisory and None settings, if an expenditure of $150 exceeds a budget limit of $100, the transaction will still pass funds check.

But when the budgetary control setting is changed from Advisory or None to Absolute, and the expenditure of $150 exceeds the budget limit of $100, the transaction will fail funds check.

For more information on budgetary control and funds check, see Viewing Funds Check Results of Award Budget, page 22-4.

Table 24–1 Changing Budgetary Control Settings from Advisory or None to Absolute

<table>
<thead>
<tr>
<th>Budgetary Control Setting</th>
<th>Budget Limit</th>
<th>Expenditure Amount</th>
<th>Funds Check Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>$100</td>
<td>$150</td>
<td>Pass</td>
</tr>
<tr>
<td>Advisory</td>
<td>$100</td>
<td>$150</td>
<td>Pass</td>
</tr>
<tr>
<td>Absolute</td>
<td>$100</td>
<td>$150</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Reference

For information on budgetary control settings, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-1.
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 17-1.

- Award funding must be allocated to the project.
  To allocate award funding to projects, see Project Funding Procedures, page 20-1.

- An award budget must be entered, submitted, and baselined.
  To enter, submit, and baseline an award budget, see Budget Entry Procedures, page 22-1.
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 21-1.

4. Save changes to budgetary control settings as follows:

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

5. Close the window.
Budgetary Control Window

Figure 24–1  Budgetary Control Window

Project Number: KM.0272001  Project Name: NIH Research Project

Award

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Budgetary Control Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>KM.0272001A</td>
<td>Human Genome Study</td>
<td>Absolute</td>
</tr>
<tr>
<td>Aw3.5</td>
<td>award test 3.5</td>
<td>Absolute</td>
</tr>
<tr>
<td>AP_Burden</td>
<td>Test AP Burdening</td>
<td>Absolute</td>
</tr>
</tbody>
</table>

Clear All Data

Task

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Budgetary Control Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task 1</td>
<td>Advisory</td>
</tr>
<tr>
<td>2</td>
<td>Task 2</td>
<td>Advisory</td>
</tr>
<tr>
<td>3</td>
<td>Task 3</td>
<td>Advisory</td>
</tr>
</tbody>
</table>
**Budgetary Control Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>required</td>
<td>list of values</td>
<td>project name</td>
</tr>
<tr>
<td><strong>Award Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Name</td>
<td>required</td>
<td>list of values</td>
<td>award name</td>
</tr>
<tr>
<td>Budgetary Control Setting</td>
<td>required</td>
<td>drop-down list</td>
<td>budgetary control setting for award; Absolute, Advisory, None</td>
</tr>
<tr>
<td>Clear All Data</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td><strong>Task Region</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>task number</td>
</tr>
<tr>
<td>Name</td>
<td>optional</td>
<td>list of values</td>
<td>task name</td>
</tr>
<tr>
<td>Budgetary Control Settings</td>
<td>optional</td>
<td>drop-down list</td>
<td>budgetary control setting for task; Absolute, Advisory, None</td>
</tr>
<tr>
<td>Resources</td>
<td>button</td>
<td></td>
<td>opens Budgetary Control - Resources window</td>
</tr>
</tbody>
</table>
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 21-1.

5. Save changes to budgetary control settings as follows:
   **File - Save** or **Save and Proceed**

6. Close the window.
Budgetary Control - Resources Window

*Figure 24–2  Budgetary Control - Resources Window*

![Budgetary Control - Resources Window](image)

- **Resource Groups**
  - **Group**: Administration, Improvement, Operations
  - **Alias**: Administration, Improvement, Operations
  - **Budgetary Control Settings**: Advisory

- **Resources**
  - **Name**: ADM Supplies, ADM Services, ADM Interorg Dollars, ADM Interorg Charges Hourly
  - **Alias**: ADM Supplies, ADM Services, ADM Interorg Dollars, ADM Interorg Charges Hourly
  - **Budgetary Control Settings**: Advisory
# Budgetary Control - Resources Window Description

**Table 24–3  Budgetary Control - Resources Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>display only</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Award Number</td>
<td>display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Task Number</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>task name</td>
</tr>
<tr>
<td>Resource List</td>
<td>display only</td>
<td></td>
<td>resource list used by this project and award</td>
</tr>
<tr>
<td>[Data Coordination Check Box]</td>
<td>optional</td>
<td>check box</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Resource Groups Region**

<table>
<thead>
<tr>
<th>Group</th>
<th>optional</th>
<th>list of values</th>
<th>resource group name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias</td>
<td>optional</td>
<td>list of values</td>
<td>resource group alias</td>
</tr>
<tr>
<td>Budgetary Control Settings</td>
<td>optional</td>
<td>drop-down list</td>
<td>budgetary control setting for resource group; Absolute, Advisory, None</td>
</tr>
</tbody>
</table>

**Resources Region**

<table>
<thead>
<tr>
<th>Name</th>
<th>optional</th>
<th>list of values</th>
<th>resource name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias</td>
<td>optional</td>
<td>list of values</td>
<td>resource alias</td>
</tr>
<tr>
<td>Budgetary Control Settings</td>
<td>optional</td>
<td>drop-down list</td>
<td>budgetary control setting for resource; Absolute, Advisory, None</td>
</tr>
</tbody>
</table>
Updating Budgetary Control Default Settings

To update budgetary control default settings due to a resource list change or a change of the budgetary control settings in the Award Management window, perform the following steps.

1. In Grants Accounting, navigate to the Budgetary Control window as follows:
   
   **Budgets - Budgetary Control**

2. In the Project Number field, select a project number from the list of values or in the Project Name field, select a project name from the list of values.
   
   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 **Find**.

4. Click **Clear All Data**.
   
   The Decision pop-up window will appear asking: Do you want to perform the default button action?

5. Click **Yes**.
   
   A Note pop-up window will appear stating: Default or current budgetary controls setup has been deleted from the database.

6. Click **OK**.

7. In the Number field of the Award region of the Budgetary Control window, enter the award number.

8. Press the Tab key.

9. Click **Default Setup**.

   The Decision pop-up window appears asking: Do you want to perform the default button action?

10. Click **Yes**.

    The Note pop-up window appears stating: Default budgetary control setup for the current award has been created in the database.

11. Click **OK**.

12. Save changes to budgetary control settings as follows:
File - Save or Save and Proceed

13. Close the window.
Adding or Deleting Resources or Resource Groups Procedure

To add or delete resources or resource groups after making changes to a resource list and rebaselining an award budget, 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 **Find**.

4. Click **Resources**.
   The Budgetary Control - Resources window appears.

5. Optionally, to add a resource or resource group, enter the resource in the Name field of the Resources region, or enter the resource group in the Group field of the Resource Group region.

6. Optionally, to delete a resource or resource group, delete the unwanted resource in the Name field of the Resources region, or delete the unwanted resource group in the Group field of the Resource Group region.

7. Save changes to budgetary control settings as follows:
   **File - Save** or **Save and Proceed**

8. Close the window.
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 Purchasing.
- Purchase orders are entered or automatically created in Purchasing.
- Supplier invoices are entered in Oracle Payables and can be matched to purchase orders.
- Expenditures are entered, costed, and funds checked in Grants Accounting.
- Encumbrances are entered and funds checked in Grants Accounting to cover anticipated expenditures.

References

For information on Grants Accounting integration with Purchasing and Payables, see Oracle Grants Accounting Integration with Other Oracle Applications, page B-1.

For information on entering requisitions and purchase orders, see Entering Requisition Headers and Entering Purchase Order Headers, Oracle Purchasing User’s Guide.

For information on entering supplier invoices, see Entering Invoices, Oracle 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 26-1.

For information on funds check, see Budget Entry Method, Budgetary Control, and Funds Check, page 21-1.
Prerequisites

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

  To enter budgets and define budgetary control settings in Grants Accounting, see *Budget Entry Procedures*, page 22-1, and *Changing Budgetary Control Settings Procedures*, page 24-1.

- Budgetary control must be set up in Oracle General Ledger, Purchasing, and Payables.

  For information on setting up budgetary control in General Ledger, Purchasing, and Payables, see *Oracle Grants Accounting Setup Overview*, page 2-1.

- By default, after installation the award number field is not displayed in the Payables Invoices and Distributions windows. Users must add the award number field, to both the Invoices and Distributions windows, after the Task field and before the Expenditure Type field.

  **Note:** When the award number field is added, users must select the Open as Default Folder radio button in the Create New Folder window and save the new folder.

  To add fields that are currently not displayed, see *Customizing the Presentation of Data in a Folder*, *Oracle Applications User’s Guide*.

Award Distributions Prerequisites

- The GMS: Default Distribution Award in Transaction Entry profile option can be selected to initiate the award distributions feature.

  To set profile options, see *Oracle Grants Accounting Setup Overview*, page 2-9, and *Setting User Profile Options and System Profile Values Window*, *Oracle Applications System Administrator’s Guide*.

- The GMS: Check Funds for Award Distribution profile option must be selected to activate funds checking for award distributions.

  To set profile options, see *Oracle Grants Accounting Setup Overview*, page 2-9, and *Setting User Profile Options and System Profile Values Window*, *Oracle Applications System Administrator’s Guide*. 

Entering Requisitions Procedure

To enter requisitions, perform the following steps:

1. In Purchasing, navigate to the Requisitions window as follows:
   - **Requisitions - Requisitions**
     
     The Requisitions window appears with the Items tab as the default.

2. In the Requisitions window, enter requisitions data.

3. Click **Distributions**.
   
   The Distributions window appears.

4. Select the Project tab.

5. In the Project field, enter or select a project from the list of values to charge the expense to, and in the Task field, enter or select a task from the list of values to charge the expense to.

6. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

   **Note:** For information on the GMS: Default Distribution Award in Transaction Entry profile option, see Activating Award Distribution Option Procedure, page 25-2.

7. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, in the Award field, select an award from the list of values to charge the expense to.

8. Enter data in the remaining required fields.

9. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu to distribute the transactions.

   **Note:** This step is required only once after all distribution lines have been entered.

10. Save or save and continue as follows:

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

    The requisition is ready for reserving, approving and funds check.
Note: Grants Accounting only supports the use of purchase requisitions. Internal requisitions are not supported for funds checking.

To enter requisitions, see Entering Requisition Lines, Oracle Purchasing User’s Guide.

To cost and funds check expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-1.
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. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

   **Note:** For information on the GMS: Default Distribution Award in Transaction Entry profile option, see Activating Award Distribution Option Procedure, page 25-2.

14. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, in the Award field, select an award from the list of values to charge the expense to.

15. Enter data in the remaining required fields.

16. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu to distribute the transactions.

   **Note:** This step is required only once after all distribution lines have been entered.

17. Save or save and continue as follows:

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

   The purchase order is ready for reserving, approving and funds check.

To enter purchase order lines, see *Entering Purchase Order Lines*, Oracle Purchasing User’s Guide.

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


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

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

To enable the accru on receipt feature at the system level, see *Defining Accrual Options*, Oracle Purchasing User’s Guide.

To cost and funds check expenditures, see *Transaction Processing and Funds Check Activation Procedures*, page 26-1.
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.
   **Note:** To add the award number field, users must select the Open as Default Folder radio button in the Create New Folder window and save the new folder.

   To add the award number field, see Customizing the Presentation of Data in a Folder, Oracle Applications User’s Guide.

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. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.
   **Note:** For information on the GMS: Default Distribution Award in Transaction Entry profile option, see Activating Award Distribution Option Procedure, page 25-2.

6. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, in the Award field, select an award from the list of values to charge the expense to.

7. Click **Distributions**.
   The Distributions window appears.

8. Enter data in the remaining required fields.

9. Optionally, if the default value is used to initiate the award distributions feature, select **Tools - Award Distribution** from the menu.
   **Note:** This step is required only once after all distribution lines have been entered.

10. 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 Payables User’s Guide*.

To cost and funds check expenditures, see *Transaction Processing and Funds Check Activation Procedures*, page 26-1.
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 25–1.
   Note: Create a separate batch for each class.
   Note: Optionally, for timecard batches only, users can click Copy From to copy
   from an existing batch.

3. After entering data in the Expenditure Batches window, click Expenditures.

   The Expenditures window appears.
   Note: To add the award number field, users must select the Open as Default
   Folder radio button in the Create New Folder window and save the new folder.

   To add the award number field, see Customizing the Presentation of Data in a
   Folder, Oracle Applications User’s Guide.

4. If the GMS: Default Distribution Award in Transaction Entry profile option is
   enabled, the value in the award field of the Expenditure Items region defaults
   in. Users have the option of initiating the award distributions feature with the
   default value or overriding the default value from the list of values.

   Note: For information on the GMS: Default Distribution Award in Transaction
   Entry profile option, see Activating Award Distribution Option Procedure, page
   25-2.

5. If the GMS: Default Distribution Award in Transaction Entry profile option is
   not enabled, in the Award field, select an award from the list of values to charge
   the expense to.

6. Enter data in each field of the Expenditures window as described in Table 25–2.

7. Optionally, if the default value is used to initiate the award distributions
   feature, select Tools - Award Distribution from the menu.

   Note: This step is required only once after all expenditure item lines have been
   entered.

   Note: The Expenditures window is a folder form that can be customized as
   needed. Use scroll bars to view all fields.
8. Save as follows:
   **File - Save**


10. To submit and release the batches, click **Submit** and **Release** in the Expenditure Batches window.

    The expenditures are now ready for costing and funds check


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 26-1.
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 25–1, page 25-15.
   
   **Note:** Create a separate batch for each class.

   **Note:** Optionally, for timecard batches only, users can click Copy From to copy from an existing batch.

3. After entering data in the Encumbrance Batches window, click Encumbrances. The Encumbrances window appears.

4. If the GMS: Default Distribution Award in Transaction Entry profile option is enabled, the value in the award field of the Expenditure Items region defaults in. Users have the option of initiating the award distributions feature with the default value or overriding the default value from the list of values.

   **Note:** For information on the GMS: Default Distribution Award in Transaction Entry profile option, see Activating Award Distribution Option Procedure, page 25-2.

5. If the GMS: Default Distribution Award in Transaction Entry profile option is not enabled, in the Award field, select an award from the list of values to charge the expense to.

6. Enter data in the remaining required fields as described in Table 25–2, page 25-18.

7. Optionally, if the default value is used to initiate the award distributions feature, select Tools - Award Distribution from the menu.

   **Note:** This step is required only once after all expenditure item lines have been entered.

8. Save as follows:
   - File - Save or Save and Proceed

10. To submit and release the batches, click **Submit** and **Release** in the Encumbrance Batches window.

   The encumbrances are now ready for reserving and funds check.


To cost and funds check expenditures, see *Transaction Processing and Funds Check Activation Procedures*, page 26-1.
Expenditure Batches Window

Figure 25–1 Expenditure Batches Window

- **Batch**: 0271.02
- **Ending Date**: 30 SEP 2001
- **Class**: Timecards
- **Description**: Timecards
- **Status**: Working
- **Created By**: Allison, Mrs. Mary Anne
- **Date**: 14 SEP 2001

**Amounts**
- **Totals**: 270
- **Control**
- **Running**
- **Difference**: 270

**Transaction Source**

- **Expenditures**

- **Submit**
- **Reverse**
- **Copy From**

---

Oracle Grants Accounting User's Guide
### Expenditure Batches Window Description

**Table 25–1  Expenditure Batches Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>required</td>
<td>list of values</td>
<td>batch number</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>Working, Submitted, or Released</td>
</tr>
<tr>
<td>Ending Date</td>
<td>required</td>
<td>list of values</td>
<td>expenditure batch ending date</td>
</tr>
<tr>
<td>Class</td>
<td>required</td>
<td>drop-down list</td>
<td>expenditure batch class type; select Timecards, Usages, Expense Reports, or Miscellaneous Transactions when entering actuals</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>expenditure batch description</td>
</tr>
<tr>
<td>Transaction Source</td>
<td>display only</td>
<td></td>
<td>source of transaction</td>
</tr>
<tr>
<td>All Negative Transactions Entered As Unmatched</td>
<td>optional</td>
<td>check box</td>
<td>If selected, users can enter transactions with negative amounts and Projects does not search for corresponding existing transactions.</td>
</tr>
</tbody>
</table>

**Created Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By</td>
<td>display only</td>
<td></td>
<td>individual who created expenditure batches</td>
</tr>
<tr>
<td>Date</td>
<td>display only</td>
<td></td>
<td>date expenditure batches created</td>
</tr>
</tbody>
</table>

**Amounts Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Totals</td>
<td>optional</td>
<td></td>
<td>users specify total amount of expenditures within a batch. If users do not enter control totals, Grants Accounting does not verify control totals.</td>
</tr>
<tr>
<td>Control Count</td>
<td>optional</td>
<td></td>
<td>users specify total number of expenditures within a batch. If users do not enter a control count, Grants Accounting does not verify control count.</td>
</tr>
<tr>
<td>Running Totals</td>
<td>display only</td>
<td></td>
<td>running total amount of expenditures within a batch</td>
</tr>
<tr>
<td>Running Count</td>
<td>display only</td>
<td></td>
<td>running count of expenditures within a batch</td>
</tr>
<tr>
<td>Difference Totals</td>
<td>display only</td>
<td></td>
<td>difference between control totals and running totals</td>
</tr>
<tr>
<td>Difference Count</td>
<td>display only</td>
<td></td>
<td>difference between control count and running count</td>
</tr>
<tr>
<td>Rework</td>
<td>button</td>
<td></td>
<td>allows users to make corrections to any expenditure or expenditure items in the batch; reworks a submitted or returned expenditure batch</td>
</tr>
<tr>
<td>Submit</td>
<td>button</td>
<td></td>
<td>submits expenditure batch for review</td>
</tr>
</tbody>
</table>
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 timecard expenditure batch

Expenditures button opens expenditures window

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release</td>
<td>button</td>
<td></td>
<td>After clicking <strong>Submit</strong>, the button changes to <strong>Release</strong>; releases all the expenditures and expenditure items in the batch for cost distribution.</td>
</tr>
<tr>
<td>Reverse</td>
<td>button</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Copy From...</td>
<td>button</td>
<td></td>
<td>copies an existing timecard expenditure batch</td>
</tr>
<tr>
<td>Expenditures</td>
<td>button</td>
<td></td>
<td>opens expenditures window</td>
</tr>
</tbody>
</table>
Expenditures Window

Figure 25–2  Expenditures Window
### Expenditures Window Description

#### Table 25–2  Expenditures Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
</table>
| [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**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expnd Item Date</td>
<td>required</td>
<td>list of values</td>
<td>expenditure date</td>
</tr>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number expenditure is charged to</td>
</tr>
<tr>
<td>Task Number</td>
<td>required</td>
<td>list of values</td>
<td>task number expenditure is charged to</td>
</tr>
<tr>
<td>Award Number</td>
<td>required</td>
<td>list of values</td>
<td>award number expenditure is charged to</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>required</td>
<td>list of values</td>
<td>expenditure type</td>
</tr>
<tr>
<td>Non-Labor Resource</td>
<td>required</td>
<td>list of values</td>
<td>specifies a user-defined asset or pool of assets. This field appears for a class of usages only. It does not appear for classes of timecards, expense reports, or miscellaneous transactions.</td>
</tr>
</tbody>
</table>
Table 25–2  Expenditures Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Labor Org</td>
<td>required</td>
<td>list of values</td>
<td>specifies organization that owns non-labor resource. This field appears for a class of usages only. It does not appear for classes of timecards, expense reports, or miscellaneous transactions.</td>
</tr>
<tr>
<td>UOM</td>
<td>display only</td>
<td></td>
<td>unit of measure</td>
</tr>
<tr>
<td>Quantity</td>
<td>required</td>
<td></td>
<td>expenditure amount</td>
</tr>
<tr>
<td>Comment</td>
<td>optional</td>
<td></td>
<td>comments</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Reverse Original</td>
<td></td>
<td>button</td>
<td>reverses original expenditures and activates funds check</td>
</tr>
</tbody>
</table>
Encumbrance Batches Window

Figure 25–3 Encumbrance Batches Window

Batch: A27.01
Ending Date: 30 SEP 2001
Class: Timecards
Description: Timecards
Transaction Source:

Status: Working
Created:
By: Allison, Mrs. Mary Anne
Date: 14 SEP 2001

All Negative Transactions Entered As Unmatched

Amounts

<table>
<thead>
<tr>
<th>Control</th>
<th>Running</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>650</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>45</td>
<td>1</td>
</tr>
</tbody>
</table>

Rewind | Submit | Reverse | Copy From | Encumbrances
## Encumbrance Batches Window Description

### Table 25–3  Encumbrance Batches Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>required</td>
<td>list of values</td>
<td>batch number</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>Working, Submitted, or Released</td>
</tr>
<tr>
<td>Ending Date</td>
<td>required</td>
<td>list of values</td>
<td>encumbrance batch ending date</td>
</tr>
<tr>
<td>Class</td>
<td>required</td>
<td>drop-down list</td>
<td>encumbrance batch class type; select Timecards, Usages, Expense Reports, or Miscellaneous Transactions when entering actuals</td>
</tr>
<tr>
<td>Description</td>
<td>optional</td>
<td></td>
<td>encumbrance batch description</td>
</tr>
<tr>
<td>Transaction Source</td>
<td>display only</td>
<td></td>
<td>displays source of transaction</td>
</tr>
<tr>
<td>All Negative Transactions Entered As Unmatched</td>
<td>optional</td>
<td>check box</td>
<td>If selected, users can enter transactions with negative amounts, and Projects does not search for corresponding existing transactions.</td>
</tr>
</tbody>
</table>

### Created Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By</td>
<td>display only</td>
<td></td>
<td>individual who created encumbrance batches</td>
</tr>
<tr>
<td>Date</td>
<td>display only</td>
<td></td>
<td>date encumbrance batches were created</td>
</tr>
</tbody>
</table>

### Amounts Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Totals</td>
<td>optional</td>
<td></td>
<td>Users specify total amount of encumbrances within a batch. If users do not enter control totals, Grants Accounting does not verify control totals.</td>
</tr>
<tr>
<td>Control Count</td>
<td>optional</td>
<td></td>
<td>Users specify total number of encumbrances within a batch. If users do not enter a control count, Grants Accounting does not verify control count.</td>
</tr>
<tr>
<td>Running Totals</td>
<td>display only</td>
<td></td>
<td>running total amount of encumbrances within a batch</td>
</tr>
<tr>
<td>Running Count</td>
<td>display only</td>
<td></td>
<td>running count of encumbrances within a batch</td>
</tr>
<tr>
<td>Difference Totals</td>
<td>display only</td>
<td></td>
<td>difference between control totals and running totals</td>
</tr>
<tr>
<td>Difference Count</td>
<td>display only</td>
<td></td>
<td>difference between control count and running count</td>
</tr>
<tr>
<td>Rework</td>
<td>button</td>
<td></td>
<td>allows users to make corrections to an encumbrance in the batch; reworks a submitted or returned encumbrance batch</td>
</tr>
<tr>
<td>Submit</td>
<td>button</td>
<td></td>
<td>submits an encumbrance batch for review</td>
</tr>
</tbody>
</table>
Table 25–3  Encumbrance Batches Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release</td>
<td>button</td>
<td></td>
<td>releases all the encumbrances in the batch for cost distribution; after clicking <strong>Submit</strong>, the button changes to <strong>Release</strong></td>
</tr>
<tr>
<td>Reverse</td>
<td>button</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Copy From...</td>
<td>button</td>
<td></td>
<td>copies an existing timecard encumbrance batch</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>button</td>
<td></td>
<td>opens encumbrances window</td>
</tr>
</tbody>
</table>
Encumbrances Window

Figure 25–4  Encumbrances Window
## Encumbrances Window Description

### Table 25–4 Encumbrances Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Data Coordination Check Box]</td>
<td>optional</td>
<td>check box</td>
<td>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.</td>
</tr>
<tr>
<td>Employee Name</td>
<td>required</td>
<td>list of values</td>
<td>employee name for encumbrance; number field automatically populates</td>
</tr>
<tr>
<td>Employee Number</td>
<td>required</td>
<td>list of values</td>
<td>employee number for encumbrance; name field automatically populates</td>
</tr>
<tr>
<td>Organization</td>
<td>display only</td>
<td></td>
<td>organization name for encumbrance</td>
</tr>
<tr>
<td>Encumbrance End Date</td>
<td>required</td>
<td>list of values</td>
<td>encumbrance ending date</td>
</tr>
<tr>
<td>Control Total</td>
<td>display only</td>
<td></td>
<td>control total</td>
</tr>
<tr>
<td>Running Total</td>
<td>display only</td>
<td></td>
<td>rolls over from quantity in Expenditure Item region</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Batch Control Total</td>
<td>display only</td>
<td></td>
<td>batch control total</td>
</tr>
<tr>
<td>Batch Running Total</td>
<td>display only</td>
<td></td>
<td>batch running total</td>
</tr>
</tbody>
</table>

**Expenditure Items Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance Item Date</td>
<td>required</td>
<td>list of values</td>
<td>encumbrance date</td>
</tr>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number encumbrance is charged to</td>
</tr>
<tr>
<td>Task Number</td>
<td>required</td>
<td>list of values</td>
<td>task number encumbrance is charged to</td>
</tr>
<tr>
<td>Award Number</td>
<td>required</td>
<td>list of values</td>
<td>award number encumbrance is charged to</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>required</td>
<td>list of values</td>
<td>encumbrance type</td>
</tr>
<tr>
<td>Amount</td>
<td>required</td>
<td></td>
<td>encumbrance amount</td>
</tr>
</tbody>
</table>
### Table 25-4  Encumbrances Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment</td>
<td>optional</td>
<td></td>
<td>comments</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>field for user customization</td>
</tr>
<tr>
<td>Reverse Original</td>
<td>button</td>
<td></td>
<td>reverses original encumbrance items</td>
</tr>
</tbody>
</table>
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 21-1.

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 26–1 and Figure 26–2 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 26–1 Funds Check Activation in Purchasing and Payables

Overview
Transaction Processing and Funds Check Activation Procedures 26-5
Figure 26–2 Funds Check Activation in Grants Accounting

Supplier Invoice Interface From Payables (No Funds Checking) → Expenditures

Costing → Funds Checking

Funds Checking → Fail
Outputs (V/Windows/Reports)

Funds Checking Activation Points

Funds Checking → Pass
Outputs (V/Windows/Reports)
Award Distribution Lines (ADLs)
Funds Check Activation in Purchasing

In Purchasing, after entering Requisitions or Purchase Orders, users have the option of checking the availability of funds before reserving a transaction. Checking the availability of funds before reserving a transaction results in funds checking that does not commit the transaction or update the balance of the award budget. Checking the availability of funds can be at the detail or summary level.

If users elect not to check the availability of funds at this point, funds check is still automatically activated by the reserve action in Purchasing. Reserving a requisition or purchase order transaction results in funds checking that both commits the transaction and updates the balance of the award budget. Reserving a transaction is successful only if the transaction passes funds check.

Note: In Purchasing, if one distribution line fails funds check, then all distribution lines fail funds check. This applies to both General Ledger and Grants Accounting-related distributions.

In Grants Accounting, check the available budget in the Funds Check Results window for the project/award distributions that have failed funds check in Purchasing.

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

- Requisition Entry
- 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
- Encumbrance Funds Check

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 27-1.

**Encumbrance Funds Check**

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

**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 24-1.

For information on establishing a funding budget in Grants Accounting, see Budget Entry Procedures, page 22-1.
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 25-1.

- 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 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 25-1.

Activating Funds Check for Requisitions in Purchasing Procedure

To activate funds check for Requisitions, perform the following steps.

1. After entering and saving a requisition in Purchasing, check the availability of funds as follows:
   
   **Tools - Check Funds**

   A funds check status message appears stating whether the transaction passed, passed at an advisory level, or failed.

   To view the funds check results, see Viewing Funds Check Results Procedure, page 26-16.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 26-27.

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

2. The requisition is now ready to reserve. Reserving the requisition automatically activates funds check and updates the budget balance.

   To view the funds check results after a requisition is reserved, see Viewing Funds Check Results Procedure, page 26-16.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 26-27.
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 26-16.
   
   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 26-27.
   
   **Note:** At this point funds check does not update the balance.

2. The purchase order is now ready to reserve and approve. Reserving the purchase order automatically activates funds check and updates the award balance. After the purchase order is reserved, funds check results are generated.

   To view the funds check results, see Viewing Funds Check Results Procedure, page 26-16.

   To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 26-27.

   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 26-16.

To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 26-27.

**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 26-16.

To view the funds check results reports, see Viewing Funds Check Results Report Procedure, page 26-27.

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 process:

- **Costing**

### 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 Procedure, page 32-19.

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 Procedure, page 32-19.

For information on how to submit the GMS: Costing and Funds Check on Usages process, see GMS: Costing and Funds Check on Expense Reports Procedure, page 32-19.

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 Procedure, page 32-19.

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.

### Activating Funds Check for Encumbrances in Grants Accounting Procedure

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

- **Reserving**

### 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**
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 26–1.

3. Click **Find**.
   
   The Funds Check Results window appears as described in Table 26–2.

4. Close the window.

**Note**: After the GMS: Update Actual and Encumbrance Balance process is run, transactions that previously had an Approved GMS Status in the Funds Check Results window will have an "X" GMS Status. This signifies that the transactions have been updated to the balances table.
Find Funds Check Details Window

**Figure 26–3  Find Funds Check Details Window**

![Find Funds Check Details Window](image)

- **Project Number**: KM.0272001
- **Task Number**: 1
- **Award Number**: KM.0272001A
- **JE Source**: 2
- **Budget Version**: 2
- **Project Name**: NIH Research Project
- **Task Name**: Task 1
- **Award Name**: Human Genome Study
- **JE Category**: 112
- **Budget Status**: Baselined
- **GL Status**: Passed
- **GMS Status**: Passed

**Expenditure Type**: ADM Administrative Line
Find Funds Check Details Window Description

Table 26–1  Find Funds Check Details Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>optional</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>task name</td>
</tr>
<tr>
<td>Award Number</td>
<td>optional</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>JE Source</td>
<td>display only</td>
<td></td>
<td>journal entry source</td>
</tr>
<tr>
<td>JE Category</td>
<td>optional</td>
<td>list of values</td>
<td>journal entry category</td>
</tr>
<tr>
<td>Budget Version</td>
<td>display only</td>
<td></td>
<td>budget version</td>
</tr>
<tr>
<td>Budget Status</td>
<td>display only</td>
<td></td>
<td>budget source</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>optional</td>
<td>list of values</td>
<td>expenditure type</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>

Status Region

<table>
<thead>
<tr>
<th></th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Status</td>
<td>optional</td>
<td>drop-down list</td>
<td>status of funds check request in General Ledger; Passed or Failed</td>
</tr>
<tr>
<td>GMS Status</td>
<td>optional</td>
<td>drop-down list</td>
<td>status of funds check request in Grants Accounting; Passed or Failed</td>
</tr>
</tbody>
</table>
### Funds Check Results Window, Award Tab

#### Figure 26-4  Funds Check Results Window, Award Tab

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Category</th>
<th>Raw Expenditure Type</th>
<th>Expenditure Date</th>
<th>Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>1</td>
<td>Award</td>
<td>Expenditures</td>
<td>ADM Administrative Labor</td>
<td>06.AUG.00</td>
<td>5988</td>
</tr>
<tr>
<td>Project</td>
<td>1</td>
<td>Award</td>
<td>Expenditures</td>
<td>Fringe Benefit Alloc.</td>
<td>06.AUG.00</td>
<td>5988</td>
</tr>
</tbody>
</table>

#### Award Details

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Budget</th>
<th>Encumbrance</th>
<th>Actual</th>
<th>Available Balance</th>
<th>Transaction Amount</th>
<th>New Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM Administrative Labor</td>
<td>7100</td>
<td>0</td>
<td>0</td>
<td>7100</td>
<td>500</td>
<td>6600</td>
</tr>
</tbody>
</table>

**Funds Check Results:** Transaction passed funds check at Award level

**GL Details**
Funds Check Results Window, Top Task Tab

Figure 26–5 Funds Check Results Window, Top Task Tab

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Category</th>
<th>Raw Expenditure Type</th>
<th>Expenditure Date</th>
<th>Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>fc_po_p</td>
<td>1</td>
<td>fc_po_a</td>
<td>Purchases</td>
<td>ADM Supplies</td>
<td>01 JAN 00</td>
<td>5068</td>
</tr>
<tr>
<td>fc_po_p</td>
<td>1</td>
<td>fc_po_a</td>
<td>Purchases</td>
<td>Other Indirect Alloc.</td>
<td>01 JAN 00</td>
<td>5068</td>
</tr>
<tr>
<td>42_ksb_p</td>
<td>1</td>
<td>42_ksb_a</td>
<td>Expenditures</td>
<td>ADM Administrative Labor</td>
<td>02 JUL 00</td>
<td>5066</td>
</tr>
<tr>
<td>42_ksb_p</td>
<td>1</td>
<td>42_ksb_a</td>
<td>Expenditures</td>
<td>Fringe Benefit Alloc.</td>
<td>02 JUL 00</td>
<td>5066</td>
</tr>
<tr>
<td>42_ksb_p</td>
<td>1</td>
<td>42_ksb_a</td>
<td>Expenditures</td>
<td>Other Indirect Alloc.</td>
<td>02 JUL 00</td>
<td>5066</td>
</tr>
<tr>
<td>fc_po_p</td>
<td>1</td>
<td>fc_po_a</td>
<td>Purchases</td>
<td>ADM Supplies</td>
<td>01 JAN 00</td>
<td>5085</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Budget</th>
<th>Encumbrance</th>
<th>Actual</th>
<th>Available Balance</th>
<th>Transaction Amount</th>
<th>New Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM Supplies</td>
<td>1500</td>
<td>47.25</td>
<td>0</td>
<td>1452.75</td>
<td>2.1</td>
<td>1450.65</td>
</tr>
</tbody>
</table>

Funds Check Results: Transaction passed funds check at Award level

GL Details
Funds Check Results Window, Task Tab

Figure 26-6 Funds Check Results Window, Task Tab
Funds Check Results Window, Resource Group Tab

Figure 26–7  Funds Check Results Window, Resource Group Tab

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Category</th>
<th>Raw Expenditure Type</th>
<th>Expenditure Date</th>
<th>Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Award</td>
<td>Expenditures</td>
<td>ADM Administrative Labor</td>
<td>06 AUG 00</td>
<td>5365</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Award</td>
<td>Expenditures</td>
<td>Fringe Benefit Alloc.</td>
<td>06 AUG 00</td>
<td>5365</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Group</th>
<th>Expenditure Type</th>
<th>Encumbrance</th>
<th>Budget</th>
<th>Available Balance</th>
<th>Transaction Amount</th>
<th>New Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM Administrative</td>
<td>0</td>
<td>4000</td>
<td>0</td>
<td>4000</td>
<td>500</td>
<td>-500</td>
</tr>
</tbody>
</table>

Funds Check Results  Transaction passed funds check at Award level  GL Details
Funds Check Results Window, Resource Tab

Figure 26–8  Funds Check Results Window, Resource Tab

Transaction passed funds check at Award level
### Funds Check Results Window Description

#### Table 26–2  Funds Check Results Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>display only</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Task</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Category</td>
<td>display only</td>
<td></td>
<td>journal entry category</td>
</tr>
<tr>
<td>Raw Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type of raw cost</td>
</tr>
<tr>
<td>Expenditure Date</td>
<td>display only</td>
<td></td>
<td>expenditure date</td>
</tr>
<tr>
<td>Packet Number</td>
<td>display only</td>
<td></td>
<td>identifier assigned to the budgetary control packet</td>
</tr>
<tr>
<td>GMS Status</td>
<td>display only</td>
<td></td>
<td>status of funds check request in Grants Accounting; Approved, Rejected, or &quot;X&quot;</td>
</tr>
<tr>
<td>GL Status</td>
<td>display only</td>
<td></td>
<td>status of funds check request in General Ledger; Approved or Rejected</td>
</tr>
<tr>
<td>Source</td>
<td>display only</td>
<td></td>
<td>expenditure item source</td>
</tr>
<tr>
<td>Document Type</td>
<td>display only</td>
<td></td>
<td>document type</td>
</tr>
<tr>
<td>Amount</td>
<td>display only</td>
<td></td>
<td>expenditure amount</td>
</tr>
<tr>
<td>Budget Version</td>
<td>display only</td>
<td></td>
<td>budget funds checked against</td>
</tr>
<tr>
<td>Budget Status</td>
<td>display only</td>
<td></td>
<td>budget source</td>
</tr>
<tr>
<td>Source Document</td>
<td>display only</td>
<td></td>
<td>source document</td>
</tr>
<tr>
<td>Fund Check Results</td>
<td>display only</td>
<td></td>
<td>report on whether transaction passed or failed funds check</td>
</tr>
<tr>
<td>GL Details button</td>
<td>button</td>
<td></td>
<td>searches for General Ledger funds check</td>
</tr>
</tbody>
</table>

#### Award Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>budget funds checked against</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>encumbrance balance</td>
</tr>
<tr>
<td>Actual</td>
<td>display only</td>
<td></td>
<td>actual balance</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>funds available balance</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>display only</td>
<td></td>
<td>transaction amount</td>
</tr>
</tbody>
</table>
### Table 26–2 Funds Check Results Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Available Balance</td>
<td>display only</td>
<td></td>
<td>new available balance</td>
</tr>
<tr>
<td><strong>Top Task Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>budget funds checked against</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>encumbrance balance</td>
</tr>
<tr>
<td>Actual</td>
<td>display only</td>
<td></td>
<td>actual balance</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>funds available balance</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>display only</td>
<td></td>
<td>transaction amount</td>
</tr>
<tr>
<td>New Available Balance</td>
<td>display only</td>
<td></td>
<td>new available balance</td>
</tr>
<tr>
<td><strong>Task Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>budget funds checked against</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>encumbrance balance</td>
</tr>
<tr>
<td>Actual</td>
<td>display only</td>
<td></td>
<td>actual balance</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>funds available balance</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>display only</td>
<td></td>
<td>transaction amount</td>
</tr>
<tr>
<td>New Available Balance</td>
<td>display only</td>
<td></td>
<td>new available balance</td>
</tr>
<tr>
<td><strong>Resource Group Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Group</td>
<td>display only</td>
<td></td>
<td>resource group</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>budget funds checked against</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>encumbrance balance</td>
</tr>
<tr>
<td>Actual</td>
<td>display only</td>
<td></td>
<td>actual balance</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>funds available balance</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>display only</td>
<td></td>
<td>transaction amount</td>
</tr>
</tbody>
</table>
### Table 26–2  Funds Check Results Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Available Balance</td>
<td>display only</td>
<td></td>
<td>new available balance</td>
</tr>
<tr>
<td>Resource Tab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource</td>
<td>display only</td>
<td></td>
<td>resource type</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>budget funds checked against</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>encumbrance balance</td>
</tr>
<tr>
<td>Actual</td>
<td>display only</td>
<td></td>
<td>actual balance</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>funds available balance</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>display only</td>
<td></td>
<td>transaction amount</td>
</tr>
<tr>
<td>New Available Balance</td>
<td>display only</td>
<td></td>
<td>new available balance</td>
</tr>
</tbody>
</table>
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 26–9  Funds Check Results Failure Report**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Task</th>
<th>Exp. Type</th>
<th>Exp. Item Date</th>
<th>Amount</th>
<th>Reason Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award 1</td>
<td>Admin</td>
<td>03 SEP 2000</td>
<td>10,000.00</td>
<td>Labor  of burden txns</td>
<td></td>
</tr>
</tbody>
</table>
# Funds Check Results Failure Report Description

**Table 26–3  Funds Check Results Failure Report Description**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>award number</td>
</tr>
<tr>
<td>Task</td>
<td>task number</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>expenditure type</td>
</tr>
<tr>
<td>Expenditure Item Date</td>
<td>expenditure item date</td>
</tr>
<tr>
<td>Amount</td>
<td>transaction amount</td>
</tr>
<tr>
<td>Reason Rejected</td>
<td>reasons for funds check failure</td>
</tr>
</tbody>
</table>
**Funds Check Results Success Report**

*Figure 26–10  Funds Check Results Success Report*

![Image of Funds Check Results Success Report](image-url)
### Funds Check Results Success Report Description

**Table 26–4  Funds Check Results Success Report Description**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>award number</td>
</tr>
<tr>
<td>Task</td>
<td>task number</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>expenditure type</td>
</tr>
<tr>
<td>Expenditure Item Date</td>
<td>expenditure item date</td>
</tr>
<tr>
<td>Amount</td>
<td>transaction amount</td>
</tr>
</tbody>
</table>
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:

- Recalculating Raw Cost
- Recalculating Burden Cost
- Recompling 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 or usage cost for that award based on the new rate.

Recompiling a burden schedule automatically deselects the Cost Distributed check box so that the expenditure can be resubmitted for costing and funds checking.

For information on compiling burden schedules, see Using Burden Schedules for Cost Plus 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
Prerequisites

- expenditures that have already been reversed
- reversing items, or net zero adjusted items
- expenditure items that were created as a result of a transfer adjustment

Other Adjustments
The following other types of adjustments can be made to expenditures in Grants Accounting:
- mark a billable expenditure as nonbillable, or a nonbillable item as billable
- place an expenditure on billing hold
- place an expenditure on one-time billing hold
- release a hold on an expenditure so the item can be billed
- recalculate revenue
- recalculate cost and revenue
  
  **Note:** The cost and revenue of a supplier invoice line cannot be recalculated.

Encumbrance Adjustments
The following adjustments can be made to encumbrances in Grants Accounting:
- Reversing Encumbrance Batches
- Reversing Encumbrance Items

The Reverse Encumbrance Items window is identical to the Reverse Expenditure Items window. For information on Reversing, see Expenditure Adjustments above.

References
For information on making adjustments, see *Expenditure Adjustments, Oracle 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 25-1.
Transferring All Expenditures Procedure

To transfer all expenditures charged to one award to another award, perform the following steps.

1. In Grants Accounting, navigate to the Find Project Expenditure Items window as follows:
   - **Expenditures - Expenditure Inquiry - Actuals**

2. In the Find Project Expenditure Items window, enter or select a project number from the list of values.
   - The project name appears automatically in the associated Name field.

3. Enter a task number.

4. Click **Mass Adjust**.
   - The Mass Adjust pop-up window appears.

5. Select Transfer and click **OK**.
   - The Transfer Items to Project/Task window appears.

6. In the Project Number field, select the project number from the list of values.
   - The project name appears automatically in the associated Name field.

7. In the Task Number field, select the task number from the list of values.
   - The task name appears automatically in the associated Name field.

8. In the Award Number field, select the award number from the list of values to transfer the expenditure items to.
   - The award name appears automatically in the associated Name field.

9. Click **OK**.

**Note:** This procedure transfers raw costs only. Users must run the costing and funds check process to check funds available for the adjusted expenditure items. The costing and funds check processes include the following:

- GMS: Costing and Funds Checking on Expense Reports
- GMS: Costing and Funds Checking on Straight Time Labor
- GMS: Costing and Funds Checking on Usages
- GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check
To run the costing and funds check process, see GMS: Costing and Funds Check on Expense Reports Procedure, page 32-19.

**Note:** After running the costing and funds check process, users must run the PRC: Create Summarized Burden Expenditure Items process to adjust the burden expenditure items.

To run the PRC: Create Summarized Burden Expenditure Items process, see Create and Distribute Burden Transactions, Oracle Projects User’s Guide.
Transferring Selected Expenditures Procedure

To transfer selected expenditures charged to one award to another award, perform the following steps.

1. In Grants Accounting, navigate to the Find Project Expenditure Items window as follows:
   
   Expenditures - Expenditure Inquiry - Actuals

2. In the Find Project Expenditure Items window, enter a project number and a task number.

3. Click Find.

   The Project Expenditure Items window appears.

4. Select one or more raw cost transactions by placing the cursor in the Project field, pressing the Control key on the keyboard, and clicking the mouse.

   The selected transaction is highlighted.

5. Navigate to the Transfer Items to Project/Task window as follows:

   Tools - Transfer

6. In the Project Number field, select the project number from the list of values.

   The project name appears automatically in the associated Name field.

7. In the Task Number field, select the task number from the list of values.

   The task name appears automatically in the associated Name field.

8. In the Award Number field, select the award number from the list of values to transfer the selected expenditure items to.

   The award name appears automatically in the associated Name field.

9. Click OK.

Note: This procedure transfers raw costs only. Users must run the costing and funds check process to check funds available for the adjusted expenditure items. The costing and funds check processes include the following:

   - GMS: Costing and Funds Checking on Expense Reports
   - GMS: Costing and Funds Checking on Straight Time Labor
   - GMS: Costing and Funds Checking on Usages
   - GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check
To run the costing and funds check process, see GMS: Costing and Funds Check on Expense Reports Procedure, page 32-19.

Note: After running the costing and funds check process, users must run the PRC: Create Summarized Burden Expenditure Items process to adjust the burden expenditure items.

To run the PRC: Create Summarized Burden Expenditure Items process, see Create and Distribute Burden Transactions, Oracle Projects User’s Guide.
Reversing Expenditure Batches Procedure

To reverse an expenditure batch, perform the following steps:

1. In Grants Accounting, navigate to the Expenditure Batches window as follows:
   
   Expenditures - Pre-Approved Batches - Enter Actuals

2. Enter data in the Expenditure Batches window as described in Transaction Entry Procedures, page 25-1.
   
   Note: Create a separate batch for each expenditure class.
   
   Note: Optionally, users can click Copy From to copy from an existing timecard batch.

3. After entering data in the Expenditure Batches window, click Submit.
   
   The Rework button is activated.

4. Optionally, to add, delete, or modify expenditures items within the expenditure batch, click Rework.
   
   Note: If no additions, deletions, or modifications are necessary, go to step 8.

5. Click Expenditures.
   
   The Expenditures window appears.

6. Add, delete, or modify expenditure items as needed and save.

7. Close the Expenditures window and resubmit the expenditure batch.

8. In the Expenditure Batches window, click Release.
   
   The Reverse button is activated.

9. Click Reverse.
   
   The Reverse An Expenditure Batch window appears.

10. Enter the new name of the reversed expenditure batch.

11. Click OK.

12. In the Expenditures window, save as follows:
   
   File - Save or Save and Proceed


The expenditures are now ready for costing and funds check.

15. Close the Expenditure Batches window.

For information on reversing expenditure items, see Correcting Expenditure Batches, Oracle Projects User’s Guide.

For information on costing and funds check procedures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.
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 25-1.
   Note: Create a separate batch for each expenditure class.
   Note: Optionally, users can click Copy From to copy from an existing timecard batch.

3. After entering data in the Expenditure Batches window, click Expenditures.
   The Expenditures window appears.

4. Enter an employee name, employee number or organization.

5. Click Reverse Original.
   The Reverse Expenditure Items window appears.

6. Enter the project and task numbers.

7. Click Find.

8. Select expenditure items to be reversed.

9. Click Reverse.


11. In the Expenditures window, save as follows:
    File - Save or Save and Proceed


13. In the Expenditure Batches window, click Submit and Release.
    The expenditures are now ready for costing and funds check.


For information on reversing expenditure items, see Correcting Expenditure Batches, Oracle Projects User’s Guide.
Reverse Expenditure Items Window

Figure 27–1  Reverse Expenditure Items Window

[Diagram of the Reverse Expenditure Items Window showing fields for Employees, Project Number, Expnd Type, Task Number, Item Date, Resource, Org, and buttons for Clear, Find, Cancel Reversal, and Reverse 1.]
Reverse Expenditure Items Window Description

Table 27–1  Reverse Expenditure Items Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>display only</td>
<td></td>
<td>employee name; automatically populates</td>
</tr>
<tr>
<td>Org</td>
<td>display only</td>
<td></td>
<td>organization name for expenditure</td>
</tr>
<tr>
<td>Project Number</td>
<td>optional</td>
<td>list of values</td>
<td>project number expenditure is charged to</td>
</tr>
<tr>
<td>Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>task number expenditure is charged to</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>optional</td>
<td>list of values</td>
<td>expenditure type</td>
</tr>
<tr>
<td>Item Date</td>
<td>optional</td>
<td>list of values</td>
<td>expenditure date</td>
</tr>
</tbody>
</table>

Non-Labor Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>optional</td>
<td></td>
<td>specifies a user-defined asset or pool of assets</td>
</tr>
<tr>
<td>Org</td>
<td>optional</td>
<td>list of values</td>
<td>specifies organization that owns non-labor resource</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>

Expenditure Items Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Item Date</td>
<td>display only</td>
<td></td>
<td>expenditure item date</td>
</tr>
<tr>
<td>Project</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Quantity</td>
<td>display only</td>
<td></td>
<td>expenditure amount</td>
</tr>
<tr>
<td>Comments</td>
<td>display only</td>
<td></td>
<td>comments</td>
</tr>
<tr>
<td>Batch</td>
<td>display only</td>
<td></td>
<td>expenditure item batch</td>
</tr>
<tr>
<td>Cancel Reversal</td>
<td>button</td>
<td></td>
<td>stop reversal</td>
</tr>
<tr>
<td>Reverse</td>
<td>button</td>
<td></td>
<td>reverses expenditure items selected</td>
</tr>
</tbody>
</table>
Reversing Encumbrance Batches Procedure

To reverse an encumbrance batch, perform the following steps.

1. In Grants Accounting, navigate to the Encumbrance Batches window as follows:
   Expenditures - Pre-Approved Batches - Enter Encumbrances

2. Enter data in the Encumbrance Batches window as described in Transaction Entry Procedures, page 25-1.
   
   **Note:** Create a separate batch for each expenditure class.

   **Note:** Optionally, users can click **Copy From** to copy from an existing timecard batch.

3. After entering data in the Encumbrance Batches window, click **Submit**.
   The Rework button is activated.

4. Optionally, to add, delete, or modify expenditures items within the encumbrance batch, click **Rework**.
   
   **Note:** If no additions, deletions, or modifications are necessary, go to step 8.

5. Click **Encumbrances**.
   The Encumbrances window appears.

6. Add, delete, or modify expenditure items as needed and save.

7. Close the Encumbrances window and resubmit the encumbrance batch.

8. In the Encumbrance Batches window, click **Release**.
   The Reverse button is activated.

9. Click **Reverse**.
   The Reverse an Encumbrance Batch window appears.

10. Enter the new name of the reversed encumbrance batch.

11. Click **OK**.

12. Close the Reverse an Encumbrance Batch window.

13. In the Expenditures window, save as follows:
   **File - Save** or **Save and Proceed**

15. In the Expenditure Batches window, click **Submit and Release**. The expenditures are now ready for costing and funds check.


For information on reversing expenditure items, see *Correcting Expenditure Batches*.

For information on costing and funds check procedures, see *Transaction Processing and Funds Check Activation Procedures*, page 27-1.
Reversing Encumbrance Items Procedure

To reverse an encumbrance item, perform the following steps:

1. In Grants Accounting, navigate to the Encumbrance Batches window as follows:
   - Expenditures - Pre-Approved Batches - Enter Encumbrances

2. Enter data in the Encumbrance Batches window as described in Transaction Entry Procedures, page 25-1.
   - Note: Create a separate batch for each expenditure class.
   - Note: Optionally, users can click Copy From to copy from an existing timecard batch.

3. After entering data in the Encumbrance Batches window, click Encumbrances. The Expenditures window appears.

4. Enter an employee name, employee number, or organization.

5. Click Reverse Original. The Reverse Expenditure Items window appears.

6. Enter the project and task numbers.

7. Click Find.

8. Select encumbrances items to be reversed.

9. Click Reverse.

10. In the Expenditures window, save as follows:
    - File - Save or Save and Proceed


12. In the Expenditure Batches window, click Submit and Release. The expenditures are now ready for costing and funds check.


For information on reversing expenditure items, see Correcting Expenditure Batches, Oracle Projects User’s Guide.

For information on costing and funds check procedures, see Transaction Processing and Funds Check Activation Procedures, page 27-1.
Reverse Encumbrance Items Window

*Figure 27–2  Reverse Encumbrance Items Window*

The image shows a window with fields for employee, org, project number, expenditure type, and a table listing expenditure items with dates, project numbers, tasks, award numbers, expenditure types, and amounts. The window also includes buttons for clearing, finding, and reversing.
Reverse Encumbrance Items Window Description

Table 27–2  Reverse Encumbrance Items Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>display only</td>
<td></td>
<td>employee name; automatically populates</td>
</tr>
<tr>
<td>Org</td>
<td>display only</td>
<td></td>
<td>organization name for expenditure</td>
</tr>
<tr>
<td>Project Number</td>
<td>optional</td>
<td>list of values</td>
<td>project number expenditure is charged to</td>
</tr>
<tr>
<td>Task Number</td>
<td>optional</td>
<td>list of values</td>
<td>task number expenditure is charged to</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>optional</td>
<td>list of values</td>
<td>expenditure type</td>
</tr>
<tr>
<td>Item Date</td>
<td>optional</td>
<td>list of values</td>
<td>expenditure date</td>
</tr>
</tbody>
</table>

Non-Labor Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>optional</td>
<td></td>
<td>specifies a user-defined asset or pool of assets</td>
</tr>
<tr>
<td>Org</td>
<td>optional</td>
<td>list of values</td>
<td>specifies organization that owns non-labor resource</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>

Expenditure Items Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Item Date</td>
<td>display only</td>
<td></td>
<td>expenditure item date</td>
</tr>
<tr>
<td>Project</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Amount</td>
<td>display only</td>
<td></td>
<td>expenditure amount</td>
</tr>
<tr>
<td>Comments</td>
<td>display only</td>
<td></td>
<td>comments</td>
</tr>
<tr>
<td>Batch</td>
<td>display only</td>
<td></td>
<td>encumbrance item batch</td>
</tr>
<tr>
<td>Cancel Reversal</td>
<td>button</td>
<td></td>
<td>stop reversal</td>
</tr>
<tr>
<td>Reverse</td>
<td>button</td>
<td></td>
<td>reverses encumbrance items selected</td>
</tr>
</tbody>
</table>
This chapter describes how to review and generate revenue and invoices, and control billing by top task. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Reviewing Revenue Procedure
- Reviewing Invoices Procedure
- Adjusting Revenue Procedure
- Adjusting Invoices Procedure
- Controlling Billing by Top Task Procedure
- Control Billing by Top Task Window
- Control Billing by Top Task Window Description
Definition

In Oracle Grants Accounting, revenue is accrued and invoices are generated at the award and installment levels.

Overview

This section describes the following:

- Generating Revenue and Invoices
- Revenue and Invoicing Formats
- Revenue and Invoicing Requirements
- Billable and Active Check Boxes
- Billable Status on a Task
- Cost and Event Distribution Rules
- Controlling Billing by Top Task
- AutoAccounting Parameters

Generating Revenue and Invoices

In Grants Accounting, when generating revenue and invoices for an award, the revenue item and invoice are associated with one or more installments. The total amount available for revenue or invoicing depends on whether the award is set for a hard or soft limit.

A hard limit prevents revenue accrual and invoice generation beyond the total installment amount allocated to a project or task, even if eligible expenditures or events exist.

A soft limit issues a warning when revenue accrual and invoice generation exceed the installment amount funded to a project or task.

If the Hard Limit check box in the Award Management window is selected, a hard limit is activated. If the Hard Limit check box is deselected, a soft limit is in effect.

Hard Limit Example

The Hard Limit check box in the Award Management window is selected for Award A which has two installments, Installment A1 and Installment A2.

Installment A1 funds Project 1 (P1), Task 1 (T1), and Task 2 (T2):
- A1 funds P1/T1 = $50
- A1 funds P1/T2 = $50

Installment A2 funds Project 1 (P1), Task 2 (T2), and Task 3 (T3)
- A2 funds P1/T2 = $50
- A2 funds P1/T3 = $50

In this example, revenue and invoices can be generated on the following:
- Project 1 (P1) and Task 1 (T1) up to $50
- Project 1 (P1) and Task 2 (T2) up to $100
- Project 1 (P1) and Task 3 (T3) up to $50

If the Hard Limit check box is not selected, a soft limit is in effect and revenue and invoices can be generated for all eligible expenditures and events regardless of installment funding amounts.

Note: Total costs are generated for revenue and invoices. If the amount of the raw cost item is less than the hard limit, but the burden cost(s) associated with the raw cost takes the total cost over the hard limit, then neither revenue nor invoices will be generated for the raw or burden cost.

Revenue and Invoicing Formats

In Grants Accounting, invoice formats use the standard functionality in Oracle Projects for labor and nonlabor items.

The format for revenue lines is system-defined and cannot be modified. Revenue lines are grouped by the following:
- project
- task
- expenditure type
- expenditure organization

The Grants Accounting revenue and billing process does not use the invoice formats set up in the Award Management window for an award’s burden lines. Burden lines for revenue and invoices are grouped by the following:
- installment
- project
- task
- burden cost code
- expenditure organization

**Revenue and Invoicing Requirements**

In order to generate revenue and invoices, the following conditions must apply:

- There must be an available installment.
- The installment must be billable.
- For a cost based installment, the expenditure item date must be between the start and end dates of the installment.
- For an event based installment, the manual event date must be between the start and end dates of the installment.
- When the Hard Limit check box is selected, the amount of the transaction or event must fit within the available funded installment amounts by project or top task.
- An expenditure item must be costed and pass funds check.
- For invoicing and revenue accrual, there can be no bill hold.
- For invoicing and revenue accrual, task must be ready-to-accrue.
- For revenue accrual of expenditures, there can be no accrual hold on the top task of the expenditure items task.

**Billable and Active Check Boxes**

The Installments tab of the Award Management window has Active and Billable check boxes to enable billing and revenue and invoice generation use.

If selected, the Active check box enables an installment to be used for funding.

If the Billable check box is selected, an installment can be used to generate revenue and invoicing. To fund projects with an installment but prevent billing against that installment, the Billable check box must be deselected. A deselected Billable check box deactivates that installment from generating revenue and invoice.

**Note:** The Billable check box cannot be deselected if pending manual events exist for that particular installment. The events must be processed or deleted for an installment before the Billable check box can be deselected.
Billable Status on a Task

If the Billable check box on a task is not checked and an expenditure item is created and successfully cost distributed and funds checked, the invoicing process will not pick up the expenditure item for billing. Subsequently checking the Billable check box only affects future transactions.

To retroactively change the billable status of an expenditure item, the user must set the expenditure item to billable at the expenditure item level in the Expenditure Inquiry window.

Cost and Event Distribution Rules

The two methods of generating revenue and invoices are as follows:

- Cost Distribution Rule
- Event Distribution Rule

Cost and event distribution rules are set in the Rules region of the Compliances tab in the Award Management and Award Template Management windows.

Cost Distribution Rule

The cost distribution method for generating revenue and invoices creates a revenue or invoice item for all eligible actual costs incurred, as well as the associated burden costs. It is not necessary to create burden lines for actual costs because Grants Accounting does this automatically for all actual costs processed.

Event Distribution Rule

The event distribution method for generating revenue and invoices creates manual events to generate revenue and invoices regardless of costs incurred. The event distribution method can be useful when a predetermined billing schedule is defined or when billing on milestones.

Controlling Billing by Top Task

Revenue and invoicing can be controlled by using the Control Billing by Top Task window. Grants Accounting allows users the option to refrain from accruing revenue and invoicing at the top task level for a project.
AutoAccounting Parameters

In Grants Accounting, AutoAccounting parameters for functions Event Revenue Account and Revenue and Invoice Account differ from those of Projects. The Event Revenue Account function determines revenue account for revenue events. The Revenue and Invoice Account function determines accounts to track revenue and receivables.

The differences in the AutoAccounting parameters for these functions are listed in Table 28–1 and Table 28–2.

Note: In Grants Accounting, when the Projects AutoAccounting parameters of Project Organization, Project Organization ID, Project Number, and Project ID are selected, the corresponding Grants Accounting AutoAccounting parameters of Award Organization, Award Organization ID, Award Number, and Award Project ID are passed.

Table 28–1  AutoAccounting Differences Between Projects and Grants Accounting for Event Revenue Account

<table>
<thead>
<tr>
<th>Projects AutoAccounting Parameter</th>
<th>Corresponding Grants Accounting AutoAccounting Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Code</td>
<td>not supported</td>
</tr>
<tr>
<td>Project Organization</td>
<td>Award Organization</td>
</tr>
<tr>
<td>Project Organization ID</td>
<td>Award Organization ID</td>
</tr>
<tr>
<td>Project Type</td>
<td>not supported</td>
</tr>
<tr>
<td>Event Type</td>
<td>not supported</td>
</tr>
<tr>
<td>Project Number</td>
<td>Award Number</td>
</tr>
<tr>
<td>Project ID</td>
<td>Award Project ID</td>
</tr>
<tr>
<td>Event Organization ID</td>
<td>supported for manual events only</td>
</tr>
<tr>
<td>Event Organization</td>
<td>supported for manual events only</td>
</tr>
<tr>
<td>Revenue Category</td>
<td>not supported</td>
</tr>
<tr>
<td>Top Task ID</td>
<td>not supported</td>
</tr>
<tr>
<td>Top Task Number</td>
<td>not supported</td>
</tr>
</tbody>
</table>
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 Multifunding Process, page A-1.
Prerequisites

- Expenditures for an award must be costed and funds check passed.
  
To cost expenditures, see Transaction Processing and Funds Check Activation Procedures, page 26-1.

- 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.
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.

In Grants Accounting, navigate to the Find Revenue window as follows:

Billing - Revenue Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.
Reviewing Invoices Procedure

Reviewing invoices follows the same procedure in Grants Accounting as in Projects.

For information on reviewing invoices, see Reviewing Invoices, Oracle Projects User’s Guide.

In Grants Accounting, navigate to the Find Invoices window as follows:

Billing - Invoice Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.

Note: No adjustments can be made to the Invoice Line Details window.
Adjusting Revenue Procedure

Adjusting revenue follows the same procedure in Grants Accounting as in Oracle Projects.

For information on adjusting revenue, see Adjusting Revenue, Oracle Projects User's Guide.

In Grants Accounting, navigate to the Find Revenue window as follows:

Billing - Revenue Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.
Adjusting Invoices Procedure

Adjusting invoices follows the same procedure in Grants Accounting as in Oracle Projects.

For information on adjusting invoices, see Adjusting Project Invoices, Oracle Projects User’s Guide.

In Grants Accounting, navigate to the Find Revenue window as follows:

Billing - Invoice Review

Note: Grants Accounting is based on awards rather than Projects and consequently Project field names are generally replaced by Award field names.
Controlling Billing by Top Task Procedure

To control revenue accrual and invoices by the top task of a project, perform the following steps.

1. In Grants Accounting, navigate to the Control Billing by Top Task window as follows:

   Billing - Control Billing by Top Task

2. In the Project Number field, enter the project number.

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

4. Click Find.

   Note: One or more fields in the Top Tasks region are populated. The Ready to Accrue and Ready to Bill check boxes are automatically selected when the top tasks’ fields populate. Do not deselect these check boxes.

5. To hold revenue accrual for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click Hold Accrual.

6. To hold invoicing for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click Hold Billing.

7. To accrue revenue for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click Ready to Accrue.

8. To invoice for a top task, select the appropriate row by placing the cursor in the row, press the Ctrl key on the keyboard, and click Ready to Bill.

9. Save or save and continue as follows:

   File - Save or Save and Proceed

10. Close the window.
Control Billing by Top Task Window

Figure 28–1  Control Billing by Top Task Window

Project Number: OGP 02082001
Project Name: EC Research Project

Top Tasks

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Description</th>
<th>Ready to Accrue</th>
<th>Ready to Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task 1</td>
<td>Task 1</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Task 2</td>
<td>Task 2</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>Task 3</td>
<td>Task 3</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Ready to Accrue 1  Hold Accrual 1  Ready to Bill 1  Hold Billing 1
## Control Billing by Top Task Window Description

**Table 28–3 Control Billing by Top Task Window**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>required</td>
<td>list of values</td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>required</td>
<td>list of values</td>
<td>project name</td>
</tr>
<tr>
<td>Clear</td>
<td></td>
<td>button</td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td></td>
<td>button</td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>

**Top Tasks Region**

<table>
<thead>
<tr>
<th>Task Number</th>
<th>display only</th>
<th>task number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Name</td>
<td>display only</td>
<td>task name</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td>task description</td>
</tr>
<tr>
<td>Ready to Accrue</td>
<td>check box</td>
<td>accrues revenue for top task</td>
</tr>
<tr>
<td>Ready to Bill</td>
<td>check box</td>
<td>invoices for top task</td>
</tr>
<tr>
<td>Ready to Accrue 1</td>
<td>button</td>
<td>accrues revenue for top task based on top task number</td>
</tr>
<tr>
<td>Hold Accrual 1</td>
<td>button</td>
<td>holds revenue accrual based on top task number</td>
</tr>
<tr>
<td>Ready to Bill 1</td>
<td>button</td>
<td>invoices for top task based on top task number</td>
</tr>
<tr>
<td>Hold Billing 1</td>
<td>button</td>
<td>holds invoices for top task based on top task number</td>
</tr>
</tbody>
</table>
Part IV

View Award Status
This chapter describes the award status inquiry procedure. The following sections are in this chapter:

- Definition
- Overview
- 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
• Task Status Window
• Task Status Window Description
Definition

Award status inquiry enables users to quickly review actual and commitment transactions, invoices, and budget and expenditure data at the award, project, resource, or task level.

Overview

This section includes the following:

- Award Status Inquiry Features
- Award Status Inquiry Procedure and Grants Accounting Processes
- Expenditures and Commitments Viewable in Award Status Inquiry
- Resources in Award Status Inquiry

Award Status Inquiry Features

The award status inquiry feature allows users to view financial data at the award and project levels. Users can view actual and commitment data for all projects funded by an award, in addition to viewing award budget and expenditure data at the resource level for all projects funded by an award.

The Award Status window and its subsidiary windows allow users to view the following:

- award information
- summary amounts by award
- summary amounts by project
- detailed resource information at the award level and by project
- actual cost and detailed commitment information at the award level and by project
- detailed task information by project
- invoice summary information by award

The Find windows for both actual and commitment options allow users to view actual and commitment data based on query parameters.

Note: Users can view award budget and expenditure data at the resource level for all projects funded by an award only when the resource list is the same for all
projects funded by the award. If projects funded by an award use different resource lists, a warning message appears and no data is displayed.

Award Status Inquiry Procedure and Grants Accounting Processes

Typically, the Award Status Inquiry procedure is performed after all other Grants Accounting processes are complete, so that relevant amounts are available. Grants Accounting processes that must be completed before the Award Status Inquiry procedure include the following:

- costing
- funds check
- burdening
- interface of supplier invoices and expense reports from Payables
- revenue and invoice generation

Expenditures and Commitments Viewable in Award Status Inquiry

The following appropriately validated expenditures and commitments are viewable in status inquiry, provided they have passed funds check.

- expenditures that have been cost distributed
- raw and burden commitments associated with purchase requisitions and purchase orders
- raw and burden commitments associated with labor distribution and manual encumbrance batches

When a purchase requisition or purchase requisition lines are auto-created to a purchase order, the commitment associated with the purchase requisition or purchase requisition lines will be relieved and a commitment associated with the purchase order will be generated.

When a purchase requisition is either cancelled or closed, the commitment will be relieved.

When a purchase order is matched to a supplier invoice, the purchase order commitment will be reduced by the amount being matched on the supplier invoice, and a supplier invoice commitment of the same amount will be visible in status inquiry.

When a purchase order is finally closed, the commitment will be relieved.
When a reversing encumbrance batch from labor distribution is interfaced to Grants Accounting, and has passed funds check, the commitment will be relieved.

When a reversing manual encumbrance batch has passed funds check, the commitment will be relieved.

Resources in Award Status Inquiry

The award status inquiry feature accumulates all appropriately validated expenditures and commitments and produces properly labeled resource lines only for resources that are Enabled on the award budget resource list. If the resources are not enabled or do not exist in the resource list, the lines produced in award status inquiry will be Unclassified.
Award Status Inquiry Procedure

The award status inquiry procedure consists of the following:

- Finding and Viewing Award Status
- 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 29–1.
   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 29–2.

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 29–3.

**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 29–4.
4. Click **Find**.
   The Expenditure Item Details: Actuals window appears.
5. View information in the Expenditure Item Details: Actuals window as described in Table 29–5.

**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 29–6.
4. Click **Find**.
   The Expenditure Item Details: Commitments window appears.
5. View information in the Expenditure Item Details: Commitments window as described in Table 29–7.

**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 window appears.

3. View award information in the Award Management window.

**Viewing Invoice Summary Information**

To view invoice summary information for an award, perform the following steps.

1. From the Award Status window, select an award.
2. Click **Invoice Review**.

   The Find Invoices window appears.

3. Select an award number and click **Find**.

   The Invoice Summary window appears.

4. View information in the Invoice Summary window as described in Table 29–8.

**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 29–9.

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 29–10.

**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 29–3.

**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 29–4.
4. Click **Find**.

   The Expenditure Item Details: Actuals window appears.
5. View information in the Expenditure Item Details: Actuals window as described in Table 29–5.

**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 29–6.
4. Click **Find**.

   The Expenditure Item Details: Commitments window appears.
5. View information in the Expenditure Item Details: Commitments window as described in Table 29–7.
6. Close the window.
Figure 29–1  Find Award Status Window

Find Award Status Window
Find Award Status Window Description

Table 29–1  Find Award Status Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Short Name</td>
<td>optional</td>
<td>list of values</td>
<td>award short name</td>
</tr>
<tr>
<td>Type</td>
<td>optional</td>
<td>list of values</td>
<td>award type</td>
</tr>
<tr>
<td>Organization</td>
<td>optional</td>
<td>list of values</td>
<td>organization receiving award</td>
</tr>
<tr>
<td>Status</td>
<td>optional</td>
<td>list of values</td>
<td>award status; Active, At Risk, Closed, On Hold</td>
</tr>
<tr>
<td>Purpose</td>
<td>optional</td>
<td>list of values</td>
<td>award purpose</td>
</tr>
<tr>
<td>Funding Source Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>funding source number; automatically populated when Full Name entered</td>
</tr>
<tr>
<td>Full Name</td>
<td>optional</td>
<td>list of values</td>
<td>funding source name; automatically populated when Number entered</td>
</tr>
<tr>
<td>Key Member Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>optional</td>
<td>list of values</td>
<td>key member name; automatically populated when Number entered</td>
</tr>
<tr>
<td>Number</td>
<td>optional</td>
<td>list of values</td>
<td>key member number; automatically populated when Name entered</td>
</tr>
<tr>
<td>Role</td>
<td>optional</td>
<td>list of values</td>
<td>key member role; available only if Name field entered</td>
</tr>
<tr>
<td>Clear</td>
<td></td>
<td>button</td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td></td>
<td>button</td>
<td>searches for data based upon parameters entered</td>
</tr>
</tbody>
</table>
Figure 29–2  Award Status Window

<table>
<thead>
<tr>
<th>Award</th>
<th>Award Name</th>
<th>Revenue</th>
<th>Budget</th>
<th>Actual Cost</th>
<th>Commitment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KM-0272001A</td>
<td>Human Genome</td>
<td>1,576.50</td>
<td>90,000.00</td>
<td>1,576.50</td>
<td>1,958.00</td>
</tr>
<tr>
<td>KM-04302001B</td>
<td>Center of Excell</td>
<td>0.00</td>
<td>100,000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KM-04302001C</td>
<td>Cancer Research</td>
<td>0.00</td>
<td>100,000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>LAXMI_A1</td>
<td>LAXMI_A1</td>
<td>0.00</td>
<td>100,000.00</td>
<td>0.00</td>
<td>250.00</td>
</tr>
<tr>
<td>LAXMI_A2</td>
<td>LAXMI_A2</td>
<td>0.00</td>
<td>100,000.00</td>
<td>125.00</td>
<td>125.00</td>
</tr>
<tr>
<td>MM_06_22_A3</td>
<td>MM_06_22_A3</td>
<td>12.00</td>
<td>22.00</td>
<td>12.00</td>
<td>0.00</td>
</tr>
<tr>
<td>MM_11_9_A1</td>
<td>MM_11_9_A1</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>MM_11_9_A2</td>
<td>MM_11_9_A2</td>
<td>0.00</td>
<td>100.00</td>
<td>7.50</td>
<td>0.00</td>
</tr>
<tr>
<td>MM_13_8_A2</td>
<td>MM_13_8_A2</td>
<td>&lt;7.00&gt;</td>
<td>50.00</td>
<td>9.80</td>
<td>0.00</td>
</tr>
<tr>
<td>MM_26_6_A1</td>
<td>MM_26_6_A1</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
## Award Status Window Description

### Table 29–2 Award Status Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Award Name</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Revenue</td>
<td>display only</td>
<td></td>
<td>total accrued revenue for award</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>total award budget</td>
</tr>
<tr>
<td>Actual Cost</td>
<td>display only</td>
<td></td>
<td>total amount of actuals for award</td>
</tr>
<tr>
<td>Commitment Amt</td>
<td>display only</td>
<td></td>
<td>total amount of commitments for award</td>
</tr>
<tr>
<td>Total Cost</td>
<td>display only</td>
<td></td>
<td>total amount of expenditures for award, sum of Actual Cost and Commitment Amt</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>amount of award budget remaining; Budget minus Total Cost</td>
</tr>
<tr>
<td>% Complete</td>
<td>display only</td>
<td></td>
<td>percent of award budget used</td>
</tr>
<tr>
<td>Resource Status</td>
<td>button</td>
<td></td>
<td>allows users to view award budget and expenditure data at the resource level for all projects funded by an award</td>
</tr>
<tr>
<td>Actuals</td>
<td>button</td>
<td></td>
<td>allows users to view actual transactions for all projects funded by an award</td>
</tr>
<tr>
<td>Commitments</td>
<td>button</td>
<td></td>
<td>allows users to view commitment transactions against an award across all projects</td>
</tr>
<tr>
<td>Project Status</td>
<td>button</td>
<td></td>
<td>allows users to view actual and commitment transactions at the project level</td>
</tr>
<tr>
<td>Award Inquiry</td>
<td>button</td>
<td></td>
<td>opens the Award Management window</td>
</tr>
<tr>
<td>Invoice Review</td>
<td>button</td>
<td></td>
<td>opens the Find Invoices window so users can select an award to view in the Invoice Summary window</td>
</tr>
</tbody>
</table>
## Resource Status Window

*Figure 29–3  Resource Status Window*

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Resource Name</th>
<th>Total Revenue</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KM-0272001</td>
<td>NIH Research Project</td>
<td>ADM Administrative L.</td>
<td>820.00</td>
<td>90,000.00</td>
</tr>
<tr>
<td>KM-0272001</td>
<td>NIH Research Project</td>
<td>PS Supplies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KM-0272001</td>
<td>NIH Research Project</td>
<td>Fringe Benefit Alloc.</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KM-0272001</td>
<td>NIH Research Project</td>
<td>Other Indirect Alloc.</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KM-0272001</td>
<td>NIH Research Project</td>
<td>Healthcare Services</td>
<td>756.90</td>
<td>0.00</td>
</tr>
</tbody>
</table>
## Resource Status Window Description

**Table 29–3  Resource Status Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>display only</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Resource Name</td>
<td>display only</td>
<td></td>
<td>resource name</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>display only</td>
<td></td>
<td>total accrued revenue for resource</td>
</tr>
<tr>
<td>Budget Amount</td>
<td>display only</td>
<td></td>
<td>total resource budget</td>
</tr>
<tr>
<td>Actual Cost</td>
<td>display only</td>
<td></td>
<td>total amount of actuals for resource</td>
</tr>
<tr>
<td>Commitment Amt</td>
<td>display only</td>
<td></td>
<td>total amount of commitments for resource</td>
</tr>
<tr>
<td>Total Cost</td>
<td>display only</td>
<td></td>
<td>total amount of expenditures for resource; sum of Actual Cost and Commitment Amt</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>amount of resource budget remaining; Budget Amount minus Total Cost</td>
</tr>
<tr>
<td>% Complete</td>
<td>display only</td>
<td></td>
<td>percent of resource budget used</td>
</tr>
</tbody>
</table>
Find Expenditure Items Window

Figure 29–4  Find Expenditure Items Window

Expenditure Item Date: 26-SEP-2001 - 26-SEP-2002
Organization: PRG Accounting
Expenditure Type: ADM Exempt Labor
Non-Labor Resource: Miscellaneous
Non-Labor Resource Org: PRG Information Systems

Clear  Find
Find Expenditure Items Window Description

Table 29–4  Find Expenditure Items Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Item Date</td>
<td>optional</td>
<td></td>
<td>starting date range of expenditure items search</td>
</tr>
<tr>
<td>-</td>
<td>optional</td>
<td></td>
<td>ending date range of expenditure items search</td>
</tr>
<tr>
<td>Organization</td>
<td>optional</td>
<td></td>
<td>department or group associated with the expenditure item</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>optional</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Non-Labor Resource</td>
<td>optional</td>
<td></td>
<td>non-labor resource</td>
</tr>
<tr>
<td>Non-Labor Resource Org</td>
<td>optional</td>
<td></td>
<td>organization providing non-labor resource</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>
Expenditure Item Details: Actuals Window

Figure 29–5  Expenditure Item Details: Actuals Window

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Task Number</th>
<th>Task Name</th>
<th>Expenditure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>KM.0272001</td>
<td>NIH Research Project</td>
<td>1</td>
<td>Task 1</td>
<td>ADM Administrative</td>
</tr>
<tr>
<td>KM.0272001</td>
<td>NIH Research Project</td>
<td>1</td>
<td>Task 1</td>
<td>Healthcare Services</td>
</tr>
<tr>
<td>KM.0272001</td>
<td>NIH Research Project</td>
<td>1</td>
<td>Task 1</td>
<td>Fringe Benefit Alloc.</td>
</tr>
<tr>
<td>KM.0272001</td>
<td>NIH Research Project</td>
<td>1</td>
<td>Task 1</td>
<td>Healthcare Services</td>
</tr>
</tbody>
</table>
# Expenditure Item Details: Actuals Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>display only</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task Number</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>task name</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Expenditure Item Date</td>
<td>display only</td>
<td></td>
<td>expenditure date</td>
</tr>
<tr>
<td>Expenditure Group</td>
<td>display only</td>
<td></td>
<td>expenditures groups</td>
</tr>
<tr>
<td>Expenditure Organization</td>
<td>display only</td>
<td></td>
<td>organization incurring expenditure</td>
</tr>
<tr>
<td>Quantity</td>
<td>display only</td>
<td></td>
<td>expenditure items quantity</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>display only</td>
<td></td>
<td>expenditure items unit of measure</td>
</tr>
<tr>
<td>NL Resource</td>
<td>display only</td>
<td></td>
<td>non-labor resource</td>
</tr>
<tr>
<td>NLR Org</td>
<td>display only</td>
<td></td>
<td>organization providing non-labor resource</td>
</tr>
<tr>
<td>Transaction Source</td>
<td>display only</td>
<td></td>
<td>transaction source</td>
</tr>
<tr>
<td>Original Transaction Ref</td>
<td>display only</td>
<td></td>
<td>original transaction reference number</td>
</tr>
<tr>
<td>PA Period</td>
<td>display only</td>
<td></td>
<td>project accounting period</td>
</tr>
<tr>
<td>Raw Cost</td>
<td>display only</td>
<td></td>
<td>expenditure item direct cost</td>
</tr>
<tr>
<td>Burdened Cost</td>
<td>display only</td>
<td></td>
<td>burdened cost or indirect cost</td>
</tr>
<tr>
<td>Revenue Amount</td>
<td>display only</td>
<td></td>
<td>total accrued revenue for the actual cost (raw cost plus burden cost appears on the raw cost line; revenue amount for burden costs is zero)</td>
</tr>
<tr>
<td>Billed Amount</td>
<td>display only</td>
<td></td>
<td>total amount billed for the actual cost (raw cost plus burden cost appears on the raw cost line; revenue amount for burden costs is zero)</td>
</tr>
</tbody>
</table>
Find Commitments Window

Figure 29–6  Find Commitments Window

Supplier Name: CF Supplier 2
Supplier Number: 6000025
Expenditure Organization: PRG Human Resources
Expenditure Type: ADM Services
Expenditure Item Date: 26-SEP-2001 - 26-SEP-2002

[Find and Clear buttons]
# Find Commitments Window Description

## Table 29–6  Find Commitments Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
<td>optional</td>
<td></td>
<td>vendor name</td>
</tr>
<tr>
<td>Supplier Number</td>
<td>optional</td>
<td></td>
<td>vendor number</td>
</tr>
<tr>
<td>Expenditure Organization</td>
<td>optional</td>
<td></td>
<td>department or group associated with the expenditure item</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>optional</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Expenditure Item Date</td>
<td>optional</td>
<td></td>
<td>starting search date of expenditure items</td>
</tr>
<tr>
<td>-</td>
<td>optional</td>
<td></td>
<td>ending search date of expenditure items</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>
## Expenditure Item Details: Commitments Window

**Figure 29–7  Expenditure Item Details: Commitments Window**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Task Number</th>
<th>Task Name</th>
<th>Expenditure Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>ADM Administrative L</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>Fringe Benefit Alloc.</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>ADM Administrative L</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>Fringe Benefit Alloc.</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>ADM Administrative L</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>Fringe Benefit Alloc.</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>ADM Administrative L</td>
</tr>
<tr>
<td>40 DOT</td>
<td>40 Highway Study Pro</td>
<td>1.0</td>
<td>Preliminary</td>
<td>Fringe Benefit Alloc.</td>
</tr>
</tbody>
</table>
Expenditure Item Details: Commitments Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>display only</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Task Number</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>task name</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>display only</td>
<td></td>
<td>expenditure type</td>
</tr>
<tr>
<td>Expenditure Item Date</td>
<td>display only</td>
<td></td>
<td>expected date of incurring commitment costs</td>
</tr>
<tr>
<td>Expenditure Organization</td>
<td>display only</td>
<td></td>
<td>organization incurring expenditure</td>
</tr>
<tr>
<td>Commitment Number</td>
<td>display only</td>
<td></td>
<td>commitment unique identifier</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>commitment description</td>
</tr>
<tr>
<td>Quantity</td>
<td>display only</td>
<td></td>
<td>quantity ordered for commitment</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>display only</td>
<td></td>
<td>commitment unit of measure</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>display only</td>
<td></td>
<td>supplier name</td>
</tr>
<tr>
<td>Transaction Source</td>
<td>display only</td>
<td></td>
<td>commitment transaction source</td>
</tr>
<tr>
<td>PA Period</td>
<td>display only</td>
<td></td>
<td>project accounting period</td>
</tr>
<tr>
<td>Raw Cost</td>
<td>display only</td>
<td></td>
<td>commitment direct cost</td>
</tr>
<tr>
<td>Burdened Cost</td>
<td>display only</td>
<td></td>
<td>burdened cost or indirect cost</td>
</tr>
</tbody>
</table>
### Invoice Summary Window

**Figure 29–8 Invoice Summary Window**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Draft Invoice</th>
<th>Customer</th>
<th>Invoice Currency</th>
<th>Agreement</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000007</td>
<td>1</td>
<td>National Institutes of Health</td>
<td>USD</td>
<td>1000007</td>
<td>750</td>
</tr>
<tr>
<td>1000007</td>
<td>2</td>
<td>National Institutes of Health</td>
<td>USD</td>
<td>1000007</td>
<td>&lt;1,500.0</td>
</tr>
<tr>
<td>A-1154</td>
<td>1</td>
<td>National Science Foundation</td>
<td>USD</td>
<td>A-1154</td>
<td>100</td>
</tr>
<tr>
<td>A1_fintest</td>
<td>1</td>
<td>National Institutes of Health</td>
<td>USD</td>
<td>A1_fintest</td>
<td>174</td>
</tr>
<tr>
<td>AL_06_A1</td>
<td>1</td>
<td>National Institutes of Health</td>
<td>USD</td>
<td>AL_06_A1</td>
<td>120</td>
</tr>
<tr>
<td>AR_05_11_A</td>
<td>1</td>
<td>American Heart Association</td>
<td>USD</td>
<td>AR_05_11</td>
<td>75</td>
</tr>
<tr>
<td>AR_05_17_A</td>
<td>1</td>
<td>American Heart Association</td>
<td>USD</td>
<td>AR_05_17</td>
<td>225</td>
</tr>
<tr>
<td>AR_05_17_TASK_</td>
<td>1</td>
<td>American Heart Association</td>
<td>USD</td>
<td>AR_05_17</td>
<td>29</td>
</tr>
<tr>
<td>Aw3-5</td>
<td>1</td>
<td>National Science Foundation</td>
<td>USD</td>
<td>Aw3-5</td>
<td>1,000</td>
</tr>
<tr>
<td>DG_02_20_A1</td>
<td>1</td>
<td>National Institutes of Health</td>
<td>USD</td>
<td>DG_02_20</td>
<td>&lt;100,340,500.00</td>
</tr>
</tbody>
</table>

- **Run Request...**
- **Print 1**
- **Approve 1**
- **Release...**
- **Credit...**
- **AR Invoice**
- **Lines**
- **Open**
### Invoice Summary Window Description

**Table 29–8 Invoice Summary Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Draft Invoice</td>
<td>display only</td>
<td></td>
<td>potential award invoice that is created, adjusted, and stored in Grants Accounting. Draft invoices require approval, release, transfer, and acceptance before they are officially accounted for in other Oracle applications.</td>
</tr>
<tr>
<td>Customer</td>
<td>display only</td>
<td></td>
<td>sponsor name</td>
</tr>
<tr>
<td>Award Curr Code</td>
<td>display only</td>
<td></td>
<td>award currency</td>
</tr>
<tr>
<td>Invoice Currency</td>
<td>display only</td>
<td></td>
<td>invoice currency</td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>display only</td>
<td></td>
<td>invoice amount</td>
</tr>
<tr>
<td>Invoice Status</td>
<td>display only</td>
<td></td>
<td>invoice status; Unapproved, Approved, Released, Transferred, Accepted, or Rejected</td>
</tr>
<tr>
<td>Bill Through</td>
<td>display only</td>
<td></td>
<td>date through which Grants Accounting picks up events and expenditure items to be billed on a particular invoice</td>
</tr>
<tr>
<td>Invoice Comment</td>
<td>display only</td>
<td></td>
<td>defaults from the invoice comment entered for a project</td>
</tr>
<tr>
<td>Credited Number</td>
<td>display only</td>
<td></td>
<td>identifier associated with a draft invoice that has been credited</td>
</tr>
<tr>
<td>Invoice Class</td>
<td>display only</td>
<td></td>
<td>identifies the kind of invoice</td>
</tr>
<tr>
<td>AR Invoice Num</td>
<td>display only</td>
<td></td>
<td>invoice number printed on an invoice; number can be tracked in Oracle Receivables. This number can be system-generated or an entered number that uniquely identifies the invoice in Receivables, depending upon the invoice numbering system implemented.</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>display only</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Balance Due</td>
<td>display only</td>
<td></td>
<td>amount owed on invoice</td>
</tr>
<tr>
<td>Award Name</td>
<td>display only</td>
<td></td>
<td>award name</td>
</tr>
<tr>
<td>Award Distribution</td>
<td>display only</td>
<td></td>
<td>award distribution</td>
</tr>
</tbody>
</table>
Table 29–8  Invoice Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Status</td>
<td>display only</td>
<td></td>
<td>award status</td>
</tr>
<tr>
<td>Project Type</td>
<td>display only</td>
<td></td>
<td>project type</td>
</tr>
<tr>
<td>Award Organization</td>
<td>display only</td>
<td></td>
<td>award organization</td>
</tr>
<tr>
<td>Award Type</td>
<td>display only</td>
<td></td>
<td>award type</td>
</tr>
<tr>
<td>Approved Date</td>
<td>display only</td>
<td></td>
<td>date invoice approved</td>
</tr>
<tr>
<td>Approved by Person Name</td>
<td>display only</td>
<td></td>
<td>name of person approving invoice</td>
</tr>
<tr>
<td>Release Date</td>
<td>display only</td>
<td></td>
<td>invoice release date</td>
</tr>
<tr>
<td>Released by Person Name</td>
<td>display only</td>
<td></td>
<td>name of person releasing invoice</td>
</tr>
<tr>
<td>GL Date</td>
<td>display only</td>
<td></td>
<td>General Ledger date</td>
</tr>
<tr>
<td>Creation Date</td>
<td>display only</td>
<td></td>
<td>creation date</td>
</tr>
<tr>
<td>Desc Flex</td>
<td>display only</td>
<td></td>
<td>descriptive flexfield</td>
</tr>
<tr>
<td>Interface Date</td>
<td>display only</td>
<td></td>
<td>interface date</td>
</tr>
<tr>
<td>AR Exception Reason</td>
<td>display only</td>
<td></td>
<td>Accounts Receivable exception reason</td>
</tr>
<tr>
<td>Invoice Set Number</td>
<td>display only</td>
<td></td>
<td>invoice set number</td>
</tr>
<tr>
<td>Award Amount</td>
<td>display only</td>
<td></td>
<td>award amount</td>
</tr>
<tr>
<td>Language</td>
<td>display only</td>
<td></td>
<td>invoice language</td>
</tr>
<tr>
<td>AR Invoice Currency</td>
<td>display only</td>
<td></td>
<td>Accounts Receivable currency code</td>
</tr>
<tr>
<td>Invoice Rate Type</td>
<td>display only</td>
<td></td>
<td>invoice rate type</td>
</tr>
<tr>
<td>Invoice Rate Date</td>
<td>display only</td>
<td></td>
<td>invoice rate date</td>
</tr>
<tr>
<td>Invoice Exchange Rate</td>
<td>display only</td>
<td></td>
<td>invoice exchange rate</td>
</tr>
<tr>
<td>Print 1</td>
<td>button</td>
<td>button disabled; view only through Award Status Inquiry</td>
<td></td>
</tr>
<tr>
<td>Approve 1</td>
<td>button</td>
<td>button disabled; view only through Award Status Inquiry</td>
<td></td>
</tr>
<tr>
<td>Release...</td>
<td>button</td>
<td>button disabled; view only through Award Status Inquiry</td>
<td></td>
</tr>
<tr>
<td>Credit...</td>
<td>button</td>
<td>button disabled; view only through Award Status Inquiry</td>
<td></td>
</tr>
</tbody>
</table>
Table 29–8  Invoice Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Invoice</td>
<td>display only</td>
<td>button</td>
<td>button disabled; view only through Award Status Inquiry</td>
</tr>
<tr>
<td>Lines</td>
<td></td>
<td>button</td>
<td>opens to Invoice Lines window</td>
</tr>
<tr>
<td>Open</td>
<td></td>
<td>button</td>
<td>opens to Invoice window</td>
</tr>
</tbody>
</table>
Figure 29–9  Project Status Window

![Project Status Window](image-url)
## Project Status Window Description

### Table 29–9 Project Status Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>display only</td>
<td></td>
<td>project number</td>
</tr>
<tr>
<td>Project Name</td>
<td>display only</td>
<td></td>
<td>project name</td>
</tr>
<tr>
<td>Revenue</td>
<td>display only</td>
<td></td>
<td>total accrued revenue for project</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>total project budget</td>
</tr>
<tr>
<td>Actual Cost</td>
<td>display only</td>
<td></td>
<td>total amount of actuals for project</td>
</tr>
<tr>
<td>Commitment Amt</td>
<td>display only</td>
<td></td>
<td>total amount of commitments for project</td>
</tr>
<tr>
<td>Total Cost</td>
<td>display only</td>
<td></td>
<td>total amount of expenditures for project; sum of Actual Cost and Commitment Amt</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>amount of project budget remaining; Budget minus Total Cost</td>
</tr>
<tr>
<td>% Complete</td>
<td>display only</td>
<td></td>
<td>percent of project budget used</td>
</tr>
<tr>
<td>Resource Status</td>
<td>button</td>
<td></td>
<td>allows users to view budget and expenditure data at the resource level for the selected project</td>
</tr>
<tr>
<td>Actuals</td>
<td>button</td>
<td></td>
<td>allows users to view actual transactions for the selected project</td>
</tr>
<tr>
<td>Commitments</td>
<td>button</td>
<td></td>
<td>allows users to view commitment transactions for the selected project</td>
</tr>
<tr>
<td>Task Status</td>
<td>button</td>
<td></td>
<td>allows users to view actual and commitment transactions at the task level</td>
</tr>
</tbody>
</table>
### Task Status Window

**Figure 29–10  Task Status Window**

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Name</th>
<th>Revenue</th>
<th>Budget</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task 1</td>
<td>1,576.90</td>
<td>90,000.00</td>
<td>1,576.90</td>
</tr>
<tr>
<td>2</td>
<td>Task 2</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Task 3</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

![Task Status Window Image](image_url)
## Task Status Window Description

### Table 29–10 Task Status Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>display only</td>
<td></td>
<td>task number</td>
</tr>
<tr>
<td>Task Name</td>
<td>display only</td>
<td></td>
<td>task name</td>
</tr>
<tr>
<td>Revenue</td>
<td>display only</td>
<td></td>
<td>task total accrued revenue</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>total task budget</td>
</tr>
<tr>
<td>Actual Cost</td>
<td>display only</td>
<td></td>
<td>task total amount of actuals</td>
</tr>
<tr>
<td>Commitment Amt</td>
<td>display only</td>
<td></td>
<td>task total amount of commitments</td>
</tr>
<tr>
<td>Total Cost</td>
<td>display only</td>
<td></td>
<td>total amount of expenditures for task; sum of Actual Cost and Commitment Amt</td>
</tr>
<tr>
<td>Available Balance</td>
<td>display only</td>
<td></td>
<td>amount of task budget remaining; Budget minus Total Cost</td>
</tr>
<tr>
<td>% Complete</td>
<td>display only</td>
<td></td>
<td>percent of task budget used</td>
</tr>
</tbody>
</table>
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 30-5.

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.

Using Workflow

Workflow is used for the following:

■ installments
■ reports
■ budgets

Installsments
Workflow is initiated when an award installment is activated. All personnel defined in the Notification Control window are notified.

Workflow can also be enabled for installment closeout by running the GMS: Installment Closeout Notification process. If this process is run, all personnel defined in the Notification Control window are notified when an installment end date approaches.

Reports
Workflow can be enabled for reports and is initiated when a report is due. All personnel defined in the Notification Control window are notified. The GMS: Report Notification Scheduler is used to schedule the notifications.

Budgets
Grants Accounting contains the following types of workflows for award budgets:

■ a notification for baselined budgets
■ a workflow process that can be enabled for budget baselining

If Workflow is enabled for award budget baselining/approval, the budget is sent via Workflow to the award manager for approval once it has been submitted.

The award manager can approve the budget, forward the budget to another user for approval, or reject the budget. Once an award budget has been baselined, a notification is sent to persons listed in the award’s Notification Control window with the budget baseline notification event.

Viewing Notifications

The Find Notifications window is used to view notifications.

To view notifications, see Viewing Notifications Procedure, page 30-8.
Approving Notifications

Users can approve notifications from the Notification Details window. The approved budget is baselined.

To approve notifications, see Approving Notifications Procedure, page 30-9.

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 17-1.

- An award must be entered.

  To enter an award, see Award Entry Procedures, page 17-1.

- A report must be entered.

  To enter a report, see Award Entry Procedures, page 17-1.
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 30–1.
   
   **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 30–1  Notification Control Window*

```
<table>
<thead>
<tr>
<th>Recipient Name</th>
<th>Notification Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callahan, Mr. Tom</td>
<td>Budget Baseline</td>
</tr>
<tr>
<td>Callahan, Mr. Tom</td>
<td>Installment Active</td>
</tr>
<tr>
<td>Callahan, Mr. Tom</td>
<td>Report Due (Progress)</td>
</tr>
</tbody>
</table>
```

30-6  Oracle Grants Accounting User's Guide
## Notification Control Window Description

### Table 30–1 Notification Control Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>default, display only</td>
<td></td>
<td>award number</td>
</tr>
<tr>
<td>Award Short Name</td>
<td>default, display only</td>
<td></td>
<td>award short name</td>
</tr>
<tr>
<td>Order by</td>
<td>default, required</td>
<td>radio button</td>
<td>specifies order that recipients are listed; ordered by Recipient or Notification Event. Default selection is Recipient.</td>
</tr>
<tr>
<td>Recipient Name</td>
<td>required</td>
<td>list of values</td>
<td>name of award personnel that should receive Workflow notification. Users can add or delete recipients.</td>
</tr>
<tr>
<td>Note: Award personnel for an award are automatically entered and assigned to each event. For example, if there are 2 award personnel and 5 events, the 2 award personnel are each assigned to all 5 events so that 10 entries appear in the window. Users can add or delete recipients.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Award personnel are defined in the Personnel Tab region of the Award Management window.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification Event</td>
<td>required</td>
<td>list of values</td>
<td>event that the recipient should receive notifications for. Recipient event options are for installments, reports, and budgets.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. For events that require an Approval action, click on the highlighted event in the Subject column of the Worklist window.

5. In the Notification Details window, click **Approve** to approve the notification, click **Reject** to reject the notification, or click **Reassign** to reassign the notification. Click **Return** if no action is desired.

6. To close or reassign a notification, select the Select checkbox in the Worklist window for the event or events to be closed or reassigned. Click **Close** to close the notification and clear it from the Worklist or click **Reassign** to reassign the notification.

7. Close the window.
Sample Notifications

Figure 30–2 shows a sample Installment Active notification. The notification indicates that Installment 1 for Award_1 has been activated. No response is required.

Figure 30–2  Installment Active Notification
Figure 30–3 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 30–3 Report Due Notification
Figure 30–4 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 30–4  Budget Approval Required Notification**
Figure 30–5 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 30–5  Budget Approved and Baselined Notification**
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
- REPORTDETAILSF-269 Current Report Details for Award Window
- HISTORYSF 269 Report History for Award Window
- HISTORYSF 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
- REPORTDETAILSF-270 Current Report Details for Award Window
- HISTORYSF 270 Report History for Award Window
- HISTORYSF 270 Report History for Award Window Description
- SF 272 Federal Cash Transactions Report Procedure
- Government Report SF272 Window
- Government Report SF272 Window Description
- REPORTDETAILS-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 19-1.

**Prerequisites**

- It is recommended that users run these reports after transferring all the invoices associated with the award to Oracle Receivables to ensure that invoice amounts are reconciled with the government reports.

For information on transferring invoices to Receivables, see GMS: Interface Invoices to Receivables Procedure, page 32-36.
SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal Report Procedure

To print the SF 1034 and SF 1035 Public Voucher for Purchases and Services Other Than Personal reports, perform the following steps.

1. In Grants Accounting, navigate to the Submit Requests window as follows:
   - Other - Requests - Run
   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click OK.
   The Submit Requests window appears.
4. In the Name field, select GMS: Government Report SF 1034 and SF 1035 from the list of values.
5. Click OK.
   The Parameters window appears.
6. In the Award Number field, select an award number from the list of values.
7. In the Draft Number field, enter a draft number.
8. Click OK to apply the parameters.
9. Click Submit to send the print request to the concurrent manager.
10. View the request in the concurrent manager as follows:
    - View - Requests
11. Close the window.
**SF 269 Financial Status Report Procedure**

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 31–1.

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 31–2 through Figure 31–5.

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
   - Federal Grant or Other Identifying Number assigned by Federal Agency field
   - Line K, Total Unliquidated Obligations
   - Line L, Recipient’s Share of Unliquidated Obligations
5. Click **Run (Long Form)** to generate the SF 269 Financial Status Report, Long Form.

   To view the request, go to Step 7.

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 31-2**.
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 31–1 Government Report SF269 Window

Table 31–1 Government Report SF269 Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Short Name</td>
<td>display only</td>
<td></td>
<td>award short name; populated when Number is entered</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>award status; populated when Number is entered</td>
</tr>
<tr>
<td>Report Start Date</td>
<td>required</td>
<td>list of values</td>
<td>first date to include in report</td>
</tr>
<tr>
<td>Report End Date</td>
<td>required</td>
<td>list of values</td>
<td>last date to include in report</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>click to view an existing report; navigates to REPORTDETAILS-SF 269 Current Report Details for Award window</td>
</tr>
</tbody>
</table>

Oracle Grants Accounting User’s Guide
### Table 31–1  Government Report SF269 Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Draft</td>
<td>button</td>
<td></td>
<td>click to create new draft of report; navigates to REPORTDETAILS-SF 269 Current Report Details for Award window</td>
</tr>
<tr>
<td>History</td>
<td>button</td>
<td></td>
<td>click to view report submission history; navigates to HISTORY-SF 269 Report History for Award window</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes window without saving</td>
</tr>
</tbody>
</table>
Figure 31–2  REPORT_DETAILS-SF 269 Current Report Details for Award Window
### Figure 31–3  REPORTDETAILS-SF 269 Current Report Details for Award Window (continued)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>g. Program income used in accordance with the matching of cash sharing alternative</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>h. All other recipient outlays not shown on lines e for g</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>i. Total recipient share of net outlays (sum of e, f, g, and h)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>j. Federal share of net outlays (line d less line i)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>k. Total unliquidated obligations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Recipient's share of unliquidated obligations</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>m. Federal share of unliquidated obligations</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Figure 31–4  REPORTDETAILS-SF 269 Current Report Details for Award Window (continued)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>n. Total Federal share (sum of lines j and m)</td>
<td>0.00</td>
</tr>
<tr>
<td>o. Total Federal funds authorized for this funding period</td>
<td>20,000.00</td>
</tr>
<tr>
<td>p. Unobligated balance of Federal funds</td>
<td>20,000.00</td>
</tr>
<tr>
<td>q. Disbursed program income shown on line c and/or g above</td>
<td>0.00</td>
</tr>
<tr>
<td>r. Disbursed program income using the addition alternative</td>
<td>0.00</td>
</tr>
<tr>
<td>s. Undisbursed program income</td>
<td>0.00</td>
</tr>
<tr>
<td>t. Total program income realized (Sum of lines q, r, and s)</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Figure 31–5  REPORT_DETAILS-SF 269 Current Report Details for Award Window**

(continued)

<table>
<thead>
<tr>
<th>11. Indirect Expense</th>
<th>a. Type of Rate</th>
<th>b. Rate</th>
<th>c. Base</th>
<th>d. Total Amount</th>
<th>e. Federal share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provisional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Predetermined</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fixed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 12. Remarks | |
|-------------|
HISTORY-SF 269 Report History for Award Window

**Figure 31–6  HISTORY-SF 269 Report History for Award Window**

<table>
<thead>
<tr>
<th>Version</th>
<th>Created date</th>
<th>Status</th>
<th>Period start date</th>
<th>Period end date</th>
</tr>
</thead>
</table>

1. Federal Agency and Organizational Element to which Report is Submitted
   **National Institutes of Health**

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
   **xxxxxxxx**

3. Recipient Organization (Name and Address)
   **Progress Public, 1000 Easy Street, Reston, VA, 20190**

4. Employer Identification Number
   **67-3499302**

5. Recipient Account Number
   **Award**

6. Final Report
   ☐ Yes ☐ No

7. Accounting Basis
   ☐ Cash ☐ Accrual

8. Funding/Grant Period
   From **31 DEC 2000** To **01 JAN 2000**

9. Period Covered by this Report
   From **01 JAN 2000** To **31 DEC 2000**

10. Transactions

<table>
<thead>
<tr>
<th>Description</th>
<th>I</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total outlays</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>b. Refunds, rebates, etc.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>c. Program income used in accordance with the deduction alternative</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Table 31–2  HISTORY-SF 269 Report History for Award Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Status Report History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Version</td>
<td>display only</td>
<td></td>
<td>version of report; each version can have multiple drafts associated with it</td>
</tr>
<tr>
<td>Created date</td>
<td>display only</td>
<td></td>
<td>date version of report created</td>
</tr>
</tbody>
</table>
### Table 31–2  HISTORY-SF 269 Report History for Award Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>version status</td>
</tr>
<tr>
<td>Period start date</td>
<td>display only</td>
<td></td>
<td>report start date</td>
</tr>
<tr>
<td>Period end date</td>
<td>display only</td>
<td></td>
<td>report end date</td>
</tr>
<tr>
<td>Close</td>
<td>button</td>
<td></td>
<td>closes window</td>
</tr>
</tbody>
</table>
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 31–3.

3. To create a new draft of the SF 270 Request for Advance or Reimbursement report, click **Create New Draft**.

   The REPORT_DDETAILS-SF 270 Current Report Details for Award window appears as shown in **Figure 31–8**.

4. Enter or modify the following data as necessary in the REPORT_DDETAILS-SF 270 Current Report Details for Award window:

   - Type of Payment Requested radio buttons
   - Basis of Request radio button
   - Federal Grant or other Identifying Number assigned by Federal Agency field
   - Line A, Total Program Outlay to date field
   - Line B, Cumulative Program Income field
   - Line D, Estimated Net Cash Outlays for Advance Period field
   - Line F, Non Federal Share of Amount on line e field
   - Payee Address field
5. Click Run to generate the SF 270 Request for Advance or Reimbursement report.

6. Query the request in the concurrent manager as follows:
   View - Requests

7. Close the window.

8. Optionally, click Approve to approve the draft.
   When the report is approved, the Status field is set to Final.

View Existing Report
To view an existing report, perform the following steps.
1. Enter data in the Government Report SF270 window and click Find to open the REPORTDETAILSF-SF 270 Current Report Details for Award window.
2. View data in the REPORTDETAILSF-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 REPORTDETAILSF-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 31–4.
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 REPORTDETAILS-SF 270 Current Report Details for Award window, click Delete.
2. Click OK confirm the deletion.
Government Report SF270 Window

**Figure 31–7  Government Report SF270 Window**

![Government Report SF270 Window](image)

**Government Report SF270 Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Short Name</td>
<td>display only</td>
<td></td>
<td>award short name; populated when Number is entered</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>award status; populated when Number is entered</td>
</tr>
<tr>
<td>Report Start Date</td>
<td>required</td>
<td>list of values</td>
<td>first date to include in report</td>
</tr>
<tr>
<td>Report End Date</td>
<td>required</td>
<td>list of values</td>
<td>last date to include in report</td>
</tr>
<tr>
<td>Create New Draft</td>
<td>button</td>
<td></td>
<td>click to create new draft of report; navigates to REPORTDETAILS-SF 270 Current Report Details for Award window</td>
</tr>
</tbody>
</table>

31-20  Oracle Grants Accounting User's Guide
### Table 31–3  Government Report SF270 Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>click to view an existing report; navigates to REPORT_DETAILS-SF 270 Current Report Details for Award window</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes window without saving</td>
</tr>
<tr>
<td>History</td>
<td>button</td>
<td></td>
<td>click to view report submission history; navigates to HISTORY-SF 270 Report History for Award window</td>
</tr>
</tbody>
</table>
### REPORT DETAILS-SF 270 Current Report Details for Award Window

#### Figure 31–8  REPORT DETAILS-SF 270 Current Report Details for Award Window

<table>
<thead>
<tr>
<th>Request for Advance or Reimbursement</th>
<th>1. Type of Payment Requested</th>
<th>2. Basis of Request</th>
<th>3. Federal Sponsoring Agency and Organizational Element to which this report is submitted</th>
<th>4. Federal Grant or other Identifying Number assigned by Federal Agency</th>
<th>5. Partial Payment Request Number for this Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advance</td>
<td>Cash</td>
<td>National Institutes of Health</td>
<td>Award</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Employee Identification Number</th>
<th>7. Recipient's Account No. or Identifying Number</th>
<th>8. Period Covered By this Request</th>
<th>Run Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>873499302</td>
<td>Award</td>
<td>Report Start Date</td>
<td>05-JUL-2000</td>
<td>Draft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report End Date</td>
<td>31-DEC-2000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Recipient Organization</th>
<th>10. PAYEE (Where check is to be sent if different than item 9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Progress Public</td>
<td>Name: Progress Public</td>
</tr>
<tr>
<td>Address: 1000 Easy Street, Reston, VA, 20190</td>
<td>Address: 1000 Easy Street, Reston, VA, 20190, US</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a. Total Program Outlay To date</th>
<th>f. Non Federal Share of Amount on line e</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Cumulative Program Income</td>
<td></td>
</tr>
<tr>
<td>c. Net Program Outlays (Line a minus Line b)</td>
<td></td>
</tr>
<tr>
<td>d. Estimated Net Cash Outlays for Advance Period</td>
<td></td>
</tr>
<tr>
<td>e. Total (Sum of lines c &amp; d)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>g. Federal Share of Amount on line e (line e minus line f)</th>
<th>h. Federal Payments previously requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>i. Federal share now requested</td>
</tr>
<tr>
<td></td>
<td>(Line g minus line h)</td>
</tr>
</tbody>
</table>
HISTORY-SF 270 Report History for Award Window

Figure 31–9  HISTORY-SF 270 Report History for Award Window

Table 31–4  HISTORY-SF 270 Report History for Award Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>display only</td>
<td></td>
<td>report version; each version can have multiple drafts associated with it</td>
</tr>
<tr>
<td>Run Date</td>
<td>display only</td>
<td></td>
<td>date report run</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>status of version: Original, Draft, Final</td>
</tr>
</tbody>
</table>
Table 31–4  HISTORY-SF 270 Report History for Award Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Start Date</td>
<td>display only</td>
<td></td>
<td>report start date</td>
</tr>
<tr>
<td>Report End Date</td>
<td>display only</td>
<td></td>
<td>report end date</td>
</tr>
<tr>
<td>Close</td>
<td>button</td>
<td></td>
<td>closes window</td>
</tr>
</tbody>
</table>
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 31–5.


   The REPORT_DETAILS-SF 272 Current Report Details for Award window appears as shown in Figure 31–11 through Figure 31–13.

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
   - Federal Grant or Other Identifying Number assigned by Federal Agency field

5. Click Run to generate the SF 272 Federal Cash Transactions Report.

6. Query the request in the concurrent manager as follows:

   View - Requests

7. Close the window.

8. Optionally, click Approve to approve the draft.

   When the report is approved, the Status field is set to Final.
**View Existing Report**

To view an existing report, perform the following steps.

1. Enter data in the Government Report SF272 window and click **Find** to open the REPORT_DETAILS-SF 272 Current Report Details for Award window.
2. View data in the REPORT_DETAILS-SF 272 Current Report Details for Award window.
3. Optionally, run the SF 272 Federal Cash Transactions Report, approve the report, view the report submission history, or delete the report as described in this procedure section.

**View Report History**

To view a report submission history, perform the following steps.

1. In the Government Report SF272 window, click **History**.
   The HISTORY-SF 272 Report History for Award window appears.
2. Alternatively, in the REPORT_DETAILS-SF 272 Current Report Details for Award window, click **History** to open the HISTORY-SF 272 Report History for Award window.
3. View data in the HISTORY-SF 272 Report History for Award window as described in Table 31–6.
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 31–10  Government Report SF272 Window

Table 31–5  Government Report SF272 Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>required</td>
<td>list of values</td>
<td>award number</td>
</tr>
<tr>
<td>Short Name</td>
<td>display only</td>
<td></td>
<td>award short name; populated when Number is entered</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>award status; populated when Number is entered</td>
</tr>
<tr>
<td>Report Start Date</td>
<td>required</td>
<td>list of values</td>
<td>first date to include in report</td>
</tr>
<tr>
<td>Report End Date</td>
<td>required</td>
<td>list of values</td>
<td>last date to include in report</td>
</tr>
<tr>
<td>Create New Draft</td>
<td>button</td>
<td></td>
<td>click to create new draft of report; navigates to REPORT_DETAILS-SF 272 Current Report Details for Award window</td>
</tr>
</tbody>
</table>

Government Report SF272 Window Description
### Table 31–5  Government Report SF272 Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>click to view an existing report; navigates to REPORT_DETAILS-SF 272 Current Report Details for Award window</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes window without saving</td>
</tr>
<tr>
<td>History</td>
<td>button</td>
<td></td>
<td>click to view report submission history; navigates to HISTORY-SF 272 Report History for Award window</td>
</tr>
</tbody>
</table>
**Figure 31–11  REPORTDETAILS-SF 272 Current Report Details for Award Window**

<table>
<thead>
<tr>
<th>Status</th>
<th>Run Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>05-JUL-2000</td>
</tr>
</tbody>
</table>

**FEDERAL CASH TRANSACTION REPORT**

1. Federal sponsoring agency and organizational element to which the report is submitted
2. Recipient organization
   - Name: Progress Public, 1000 Easy Street, Reston, VA, 20190

**OMB APPROVAL NO. 0348-0003**

<table>
<thead>
<tr>
<th>National Institutes of Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
</tr>
</tbody>
</table>

**PERIOD COVERED BY THIS REPORT**

<table>
<thead>
<tr>
<th>From (month/day/year)</th>
<th>To (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jan-2000</td>
<td>31-Dec-2000</td>
</tr>
</tbody>
</table>

11. STATUS OF FEDERAL CASH
   - a. Cash in hand beginning of reporting period
   - b. Letter of credit withdrawals
   - c. Treasury check payments
   - d. Total receipts (Sum of lines b and c)
   - e. Total cash available (Sum of lines d and e)

12. THE AMOUNT SHOWN ON LINE 11J, ABOVE,
Figure 31–13 REPORT_DETAILS-SF 272 Current Report Details for Award Window (continued)

12. THE AMOUNT SHOWN ON LINE 11J, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING
   Days

13. OTHER INFORMATION
   a. Interest Income
      0.00
   b. Advances to subgrantees or subcontractors
      0.00

14. REMARK

Run  History  Approve  Delete  Cancel

HISTORY-SF 272 Report History for Award Window

Figure 31–14 HISTORY-SF 272 Report History for Award Window

<table>
<thead>
<tr>
<th>Version</th>
<th>Run Date</th>
<th>Status</th>
<th>Report Start Date</th>
<th>Report End Date</th>
</tr>
</thead>
</table>

FEDERAL CASH TRANSACTION REPORT

2. RECIPIENT ORGANIZATION
   Name
   Address

Progress Public, 1000 Easy Street, Reston, VA, 20190

3. FEDERAL EMPLOYER IDENTIFICATION NUMBER
   67-3499302

4. Federal grant or other identification number
   xxxxxxxxx

5. Recipient's account number or identifying number
   Award

6. Letter or credit number
   0

7. Last payment voucher number
   .00

OMB APPROVAL NO. 0348-0003

1. Federal sponsoring agency and organizational element to which the report is submitted
   National Institutes of Health

2. Recipient's organization

4. Federal grant or other identification number

5. Recipient's account number or identifying number

6. Letter or credit number

7. Last payment voucher number

8. Payment vouchers credited to your account
   0.00

9. Treasury checks received (whether or not deposited)
   0.00

10. PERIOD COVERED BY THIS REPORT
    FROM (month/day/year) TO (month/day/year)
    01-JAN-2000 TO 31-DEC-2000

Close
# HISTORY-SF 272 Report History for Award Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>display only</td>
<td></td>
<td>report version; each version can have multiple drafts associated with it</td>
</tr>
<tr>
<td>Run Date</td>
<td>display only</td>
<td></td>
<td>date report run</td>
</tr>
<tr>
<td>Status</td>
<td>display only</td>
<td></td>
<td>version status</td>
</tr>
<tr>
<td>Report Start Date</td>
<td>display only</td>
<td></td>
<td>report start date</td>
</tr>
<tr>
<td>Report End Date</td>
<td>display only</td>
<td></td>
<td>report end date</td>
</tr>
<tr>
<td>Close</td>
<td>button</td>
<td></td>
<td>closes window</td>
</tr>
</tbody>
</table>
This chapter describes how to run processes and generate reports. The following sections are in this chapter:

- Definition
- Overview
- GMS: Award Overdraft Status Report Procedure
- GMS: Costing and Funds Check on Expense Reports 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 Procedure
- GMS: Generate Draft Invoices for a Range of Awards Procedure
- GMS: Generate Draft Invoices for a Single Award Procedure
- GMS: Generate Draft Revenue for a Range of Awards Procedure
- GMS: Generate Draft Revenue for a Single Award Procedure
- GMS: Installment Closeout Notification 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: Unbilled Receivables Aging Procedure
■ GMS: Update Actual and Encumbrance Balance Procedure
■ Required Processes and Reports in Oracle Projects
Definition

A process is a set of non-interactive tasks run in the background to accomplish a specific goal. A report is an organized display of Grants Accounting information.

Overview

Oracle Grants Accounting runs processes and provides summary reports.

A report can be viewed online or sent to a printer. The content in a report can range from a summary to a complete listing of values.

This chapter describes the following processes and reports:

- GMS: Award Overdraft Status Report
- GMS: Costing and Funds Check on Expense Reports
- GMS: Costing and Funds Check on Straight Time Labor
- GMS: Costing and Funds Check on Usages and Miscellaneous Costs
- 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: Installment Closeout Notification
- 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: Unbilled Receivables Aging
- GMS: Update Actual and Encumbrance Balance
Required Processes and Reports in Oracle Projects

GMS: Award Overdraft Status Report

The GMS: Award Overdraft Status Report process alerts award personnel when the balance status of an award is in deficit. The balance status represents the difference of the approved budget minus commitments and minus actual expenditures. If the combination of commitments and actual expenditures are over the approved budget, the award will be listed on the Award Overdraft Report.

GMS: Costing and Funds Check on Expense Reports

The GMS: Costing and Funds Check on Expense Reports 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 process runs the following processes:

- GMS: Costing and Funds Check on Expense Reports
- PRC: Distribute Expense Report Costs

The PRC: Distribute Expense Report Costs process generates the following reports:

- Batch Expense Reports Report
- Batch Expense Reports Exception Report

The GMS: Costing and Funds Check on Expense Reports process generates the following reports:

- Funds Check Success Report
- Funds Check Failure 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 PRC: Distribute Labor Costs 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)

The GMS: Costing and Funds Check on Straight Time Labor process generates the following reports:

- Funds Check Success Report
- Funds Check Failure Report

**GMS: Costing and Funds Check on Usages and Miscellaneous Costs**

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process computes the raw costs 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 and Miscellaneous Costs

The PRC: Distribute Usage Costs and Miscellaneous Costs process generates the following reports:

- Usage and Miscellaneous Costs Report
Usage and Miscellaneous Costs Exception Report

The GMS: Costing and Funds Check on Usages and Miscellaneous Costs process generates the following reports:

- Funds Check Success Report
- Funds Check Failure 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 PRC: Distribute Supplier Invoice Adjustment Costs process generates the following reports:

- Vendor Invoice Adjustment Cost Report
- Vendor Invoice Adjustment Cost Exception Report

The GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check process generates the following reports:

- Funds Check Success Report
- Funds Check Failure Report

GMS: Encumbrance Funds Check

The GMS: Encumbrance Funds Check process reserves funds for manual encumbrances. This process is also used to encumber Oracle Labor Distribution encumbrance transactions that interface to Grants Accounting.

The GMS: Encumbrance Funds Check process generates the following reports:

- Funds Check Failure Report
- Funds Check Success Report

GMS: 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: Installment Closeout Notification**

The GMS: Installment Closeout Notification process alerts award personnel that an award is nearing the installment end date. If open commitments exist when the notification is generated, they are listed in the notification.

**GMS: Interface Invoices to Receivables**

The GMS: Interface Invoices to Receivables process collects all eligible draft invoices in Grants Accounting, and interfaces them to Oracle Public Sector Receivables receivables interface tables. The process also maintains the balances of unbilled receivables and unearned revenue and creates accounting transactions for these amounts.

Once interfaced to these interface tables, the draft invoices await further processing by Receivables’ AutoInvoice process. If any of the draft invoices are rejected during the interface to Receivables, then the interface status for these invoices is set to Rejected in Transfer. Draft invoices that successfully interface have the transfer status set to Transferred to Receivables.

The 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 provided the projects are sponsored, funded by an award, and have a baselined budget.

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 32-1 shows the processes submitted and reports generated by each streamline option in the GMS: Submit Interface streamline process.

<table>
<thead>
<tr>
<th>Streamline Option</th>
<th>Processes Submitted</th>
<th>Reports Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTE: Distribute and Transfer Expense Report Costs to AP</td>
<td>GMS: Submit Interface streamline process</td>
<td>Batch Expense Reports Report</td>
</tr>
<tr>
<td></td>
<td>GMS: Costing and Funds Check on Expense Reports Expenditure Items</td>
<td>Batch Expense Reports Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Distribute Expense Report Costs</td>
<td>Transfer Expense Reports Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Expense Reports to Payables</td>
<td>Transfer Expense Reports Exception Report (Transfer to Payables)</td>
</tr>
<tr>
<td>DXA: Distribute and Interface Vendor Invoice Adjustments to AP</td>
<td>GMS: Submit Interface streamline process</td>
<td>Vendor Invoice Adjustment Cost Report</td>
</tr>
<tr>
<td></td>
<td>GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check</td>
<td>Vendor Invoice Adjustment Cost Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Distribute Supplier Invoice Adjustment Costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Supplier Invoice Adjustment Costs to Payables</td>
<td></td>
</tr>
</tbody>
</table>
### Table 32–1   **GMS: Submit Interface streamline process Processes and Reports**

<table>
<thead>
<tr>
<th>Streamline Option</th>
<th>Processes Submitted</th>
<th>Reports Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>DXES: Distribute and Interface Expense Report Costs to AP (Summarized report)</td>
<td>GMS: Submit Interface streamline process</td>
<td>Batch Expense Reports Report</td>
</tr>
<tr>
<td></td>
<td>GMS: Costing and Funds Check on Expense Reports Expenditure Items</td>
<td>Batch Expense Reports Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Distribute Expense Report Costs</td>
<td>Transfer Expense Reports Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Expense Reports to Payables</td>
<td>Transfer Expense Reports Exception Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>Payables Invoice Import</td>
<td>Tieback Expense Report Costs Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Expense Reports from Payables</td>
<td>Tieback Expense Report Costs Exception Report</td>
</tr>
<tr>
<td>DXEU: Distribute and Interface Expense Report Costs to AP (Unsummarized report)</td>
<td>GMS: Submit Interface streamline process</td>
<td>Batch Expense Reports Report</td>
</tr>
<tr>
<td></td>
<td>GMS: Costing and Funds Check on Expense Reports Expenditure Items</td>
<td>Batch Expense Reports Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Distribute Expense Report Costs</td>
<td>Transfer Expense Reports Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Expense Reports to Payables</td>
<td>Transfer Expense Reports Exception Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>Payables Invoice Import</td>
<td>Tieback Expense Report Costs Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Expense Reports from Payables</td>
<td>Tieback Expense Report Costs Exception Report</td>
</tr>
</tbody>
</table>
Table 32–1  **GMS: Submit Interface streamline process Processes and Reports**

<table>
<thead>
<tr>
<th>Streamline Option</th>
<th>Processes Submitted</th>
<th>Reports Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>DXL: Distribute and Interface Labor Costs To GL</td>
<td>GMS: Submit Interface streamline process</td>
<td>Labor Cost Report (Straight-time)</td>
</tr>
<tr>
<td></td>
<td>GMS: Costing and Funds Check on Straight Time Labor</td>
<td>Labor Cost Exception Report (Straight-time)</td>
</tr>
<tr>
<td></td>
<td>PRC: Distribute Labor Costs</td>
<td>Transfer Labor to General Ledger Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Labor Costs to General Ledger</td>
<td>Transfer Labor to General Ledger Expense Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Labor Costs to General Ledger</td>
<td>Tieback Labor Costs Report</td>
</tr>
<tr>
<td></td>
<td>Journal Import</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Labor Costs from General Ledger</td>
<td></td>
</tr>
<tr>
<td>DXU: Distribute and Interface Usage Costs To GL</td>
<td>GMS: Submit Interface streamline process</td>
<td>Usage Cost Report</td>
</tr>
<tr>
<td></td>
<td>GMS: Costing and Funds Check on Usages and Miscellaneous Costs</td>
<td>Usage Cost Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Distribute Usage Costs</td>
<td>Transfer Usage to General Ledger Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Usage and Miscellaneous Costs to General Ledger</td>
<td>Transfer Usage to General Ledger Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Usage and Miscellaneous Costs to General Ledger</td>
<td>Tieback Usage Costs Report</td>
</tr>
<tr>
<td></td>
<td>Journal Import</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Labor Costs from General Ledger</td>
<td></td>
</tr>
<tr>
<td>ITES: AP Invoice import (Summarized report) and Tieback Expense Reports</td>
<td>GMS: Submit Interface streamline process</td>
<td>Tieback Expense Report Costs Report</td>
</tr>
<tr>
<td></td>
<td>Payables Invoice Import</td>
<td>Tieback Expense Report Costs Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Expense Reports from Payables</td>
<td></td>
</tr>
<tr>
<td>Streamline Option</td>
<td>Processes Submitted</td>
<td>Reports Generated</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>ITEU: AP Invoice import (Unsummarized report) and Tieback Expense Reports</td>
<td>GMS: Submit Interface streamline process</td>
<td>Tieback Expense Report Costs Report</td>
</tr>
<tr>
<td></td>
<td>Payables Invoice Import</td>
<td>Tieback Expense Report Costs Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Expense Reports from Payables</td>
<td></td>
</tr>
<tr>
<td>XES: Interface Expense Report Costs to AP (Summarized Report)</td>
<td>GMS: Submit Interface streamline process</td>
<td>Transfer Expense Reports Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Expense Reports to Payables</td>
<td>Transfer Expense Reports Exception Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>Payables Invoice Import</td>
<td>Tieback Expense Report Costs Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Expense Reports from Payables</td>
<td>Tieback Expense Report Costs Exception Report</td>
</tr>
<tr>
<td>XEU: Interface Expense Report Costs to AP (Unsummarized report)</td>
<td>GMS: Submit Interface streamline process</td>
<td>Transfer Expense Reports Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Expense Reports to Payables</td>
<td>Transfer Expense Reports Exception Report (Transfer to Payables)</td>
</tr>
<tr>
<td></td>
<td>Payables Invoice Import</td>
<td>Tieback Expense Report Costs Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Expense Reports from Payables</td>
<td>Tieback Expense Report Costs Exception Report</td>
</tr>
</tbody>
</table>
Processes and Reports Procedures

Table 32–1  GMS: Submit Interface streamline process Processes and Reports

<table>
<thead>
<tr>
<th>Streamline Option</th>
<th>Processes Submitted</th>
<th>Reports Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>XL: Interface Labor Costs To GL</td>
<td>GMS: Submit Interface streamline process</td>
<td>Transfer Labor to General Ledger Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Labor Costs to General Ledger</td>
<td>Transfer Labor to General Ledger Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Labor Costs to General Ledger</td>
<td>Tieback Labor Costs Report</td>
</tr>
<tr>
<td></td>
<td>Journal Import</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Labor Costs from General Ledger</td>
<td></td>
</tr>
<tr>
<td>XU: Interface Usage Costs To GL</td>
<td>GMS: Submit Interface streamline process</td>
<td>Transfer Usage to General Ledger Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Usage and Miscellaneous Costs to General Ledger</td>
<td>Transfer Usage to General Ledger Exception Report</td>
</tr>
<tr>
<td></td>
<td>PRC: Interface Usage and Miscellaneous Costs to General Ledger</td>
<td>Tieback Usage Costs Report</td>
</tr>
<tr>
<td></td>
<td>Journal Import</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRC: Tieback Usage Costs from General Ledger</td>
<td></td>
</tr>
</tbody>
</table>

### GMS: Unbilled Receivables Aging

The GMS: Unbilled Receivables Aging process allows users to review, by award, eligible revenue items that have not yet been invoiced, or those revenue items not included on a released draft invoice. The report generated by this process lists the receivables in 4-Bucket Aging. Aging buckets are time periods you can use to review and report on your open receivables.

For more information on Aging buckets, see *Aging Buckets, Oracle Receivables User’s Guide*.

The GMS: Unbilled Receivables Aging process runs the following process:

- **GMS: Unbilled Receivables Aging**

The GMS: Unbilled Receivables Aging process generates the following report:

- **The GMS: Unbilled Receivables Aging Process Report**
GMS: Update Actual and Encumbrance Balance

The GMS: Update Actual and Encumbrance Balance process improves the performance of funds check by updating actuals and encumbrance balances every two hours. This process is automatically started when Grants Accounting is installed. If the database is shut down, this process must be manually started after bringing the database back online. Only one GMS: Update Actual and Encumbrance Balance process should be running at a time. Running more than one consumes resources unnecessarily.

The GMS: Update Actual and Encumbrance Balance process runs the following process:

- GMS: Update Actual and Encumbrance Balance

Required Processes and Reports in Oracle Projects

Grants Accounting uses processes and reports in Projects. To run Projects processes and reports, see Oracle Projects User’s Guide.
GMS: Award Overdraft Status Report Procedure

To run the GMS: Award Overdraft Status Report process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - Reports - Run
   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click OK.
   The Submit Request window appears.
4. In the Name field, select GMS: Award Overdraft Status Report from the list of values.
5. Click OK.
   The Parameters pop-up window appears.
6. In the Key Member field, select a key member from the list of values, or leave the field empty to select all key members.
7. In the Award Role field, select an award role from the list of values, or leave the field empty to select all award managers.
8. In the Organization Name field, select an organization name from the list of values, or leave the field empty to select all organizations.
9. In the Funding Source field, select a funding source from the list of values, or leave the field empty to select all funding sources.
10. In the Award Type field, select an award type from the list of values, or leave the field empty to select all types.
11. In the Award Status field, select an award status from the list of values, or leave the field empty to select all active awards.
12. In the Purpose Code field, select a purpose code from the list of values, or leave the field empty to select all purpose codes.
13. In the Through Date field, enter a date which falls within the active award date range, or leave the field empty to select all awards with a date falling within the active award date range.
14. Click OK to apply the parameters.
15. Click **Submit** to send the request to the concurrent manager.

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

   **View - Requests**

17. Close the window.
GMS: Costing and Funds Check on Expense Reports Procedure

To run the GMS: Costing and Funds Check on Expense Reports process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   
   **Reports - Run**
   
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.

   The Submit Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Expense Reports from the list of values.

5. Click OK.

   The Parameters pop-up window appears.

6. In the Expenditure Batch field, select an expenditure batch from the list of values, or leave the field empty to select all expenditure batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the Employee Name field, select an employee name from the list of values, or leave the field empty to select all employees.

9. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the through week ending date.

10. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

12. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.
13. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

14. Click **OK** to apply the parameters.

15. Click **Submit** to send the request to the concurrent manager.

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

   - **View - Requests**

17. Close the window.
GMS: Costing and Funds Check on Straight Time Labor Procedure

To run the GMS: Costing and Funds Check on Straight Time Labor process, perform the following steps:

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - Reports - Run
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   The Submit Request window appears.

4. In the Name field, select GMS: Costing and Funds Check on Straight Time Labor from the list of values.

5. Click OK.
   The Parameters pop-up window appears.

6. In the Expenditure Batch field, select an expenditure batch from the list of values, or leave the field empty to select all expenditure batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the Employee Name field, select an employee name from the list of values, or leave the field empty to select all employee names.

9. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the end date.

10. In the Incurred by Organization field, select an organization from the list of values, or leave the field empty to select all organizations.

11. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

13. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.
14. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

15. Click OK to apply the parameters.

16. Click Submit to send the request to the concurrent manager.

17. View the request in the concurrent manager as follows:
   
   **View - Requests**

18. Close the window.
GMS: Costing and Funds Check on Usages and Miscellaneous Costs Procedure

To run the GMS: Costing and Funds Check on Usages and Miscellaneous Costs process, perform the following steps:

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - **Reports - Run**
     The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click OK.
   The Submit Request window appears.
4. In the Name field, select GMS: Costing and Funds Check on Usages and Miscellaneous Costs from the list of values.
5. Click OK.
   The Parameters pop-up window appears.
6. In the Expenditure Batch field, select an expenditure batch from the list of values, or leave the field empty to select all expenditure batches.
7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.
8. In the End Date field, enter a date through which costing and funds checking are performed, or leave the field empty to use the current date as the through date.
9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.
10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.
11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.
12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.
13. Click OK to apply the parameters.
14. Click Submit to send the request to the concurrent manager.
15. View the request in the concurrent manager as follows:
   View - Requests
16. Close the window.
GMS: 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:
   - **Reports - Run**
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.
   The Submit Request window appears.

4. In the Name field, select GMS: Distribute Supplier Invoice Adjustment Costs and Funds Check from the list of values.

5. Click **OK**.
   The Parameters pop-up window appears.

6. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

7. In the End Date field, enter a date through which supplier invoices are distributed and funds checking is performed, or leave the field empty to use the current date as the end date.

8. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

9. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

10. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

12. Click **OK** to apply the parameters.
13. Click **Submit** to send the request to the concurrent manager.

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

   **View - Requests**

15. Close the window.
GMS: Encumbrance Funds Check Procedure

To run the GMS: Encumbrance Funds Check process, perform the following steps:

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - **Reports - Run**
     The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.
   The Submit Request window appears.

4. In the Name field, select GMS: Encumbrance Funds Check from the list of values.

5. Click **OK**.
   The Parameters pop-up window appears.

6. In the Encumbrance Batch field, select an encumbrance batch from the list of values, or leave the field empty to select all encumbrance batches.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the End Date field, select enter an encumbrance end date, or leave the date empty to use the current date as the end date.

9. In the Incurred by Organization field, select an organization from the list of values, or leave the field empty to select all organizations.

10. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

11. Click **OK** to apply the parameters.

12. Click **Submit** to send the request to the concurrent manager.

13. View the request in the concurrent manager as follows:
   - **View - Requests**

14. Close the window.
GMS: Generate Draft Invoices for a Range of Awards Procedure

To run the GMS: Generate Draft Invoices for a Range of Awards process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   
   Reports - Run
   
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.

   The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Invoices for a Range of Awards from the list of values.

5. Click OK.

   The Parameters pop-up window appears.

6. In the Bill Through Date field, enter a date through which the process creates invoices using expenditure items and events, or leave the field empty to use the current date as the bill through date.

7. In the From Award Number field, select an award number from the list of values to use as the low end of the award number range within which awards are processed, or leave the field empty to select all eligible awards whose award numbers come before the award number entered in the To Award Number field.

   Optionally, leave both the From Award Number field and To Award Number field empty to select all eligible awards.

8. In the To Award Number field, select an award number from the list of values to use as the high end of the award number range within which awards are processed, or leave the field empty to select all eligible awards whose award numbers come after the award number entered in the From Award Number field.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.
10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.

11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. 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:
   - **Reports - Run**
     The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.
   The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Invoices for a Single Award from the list of values.

5. Click **OK**.
   The Parameters pop-up window appears.

6. In the Award Number field, select an award number from the list of values.

7. In the Bill Through Date field, enter a date through which the process creates invoices using expenditure items and events, or leave the field empty to use the current date as the bill through date.

8. 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:

   **Reports - Run**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.

   The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Revenue for a Range of Awards from the list of values.

5. Click OK.

   The Parameters pop-up window appears.

6. In the Accrue Through Date field, enter a date through which the process selects expenditure items and events, or leave the field empty to use the current date as the accrue through date.

7. In the From Award Number field, select an award number from the list of values, or leave the field empty to select all eligible awards whose award numbers come before the award number entered in the To Award Number field.

   Optionally, leave both the From Award Number field and To Award Number field empty to select all eligible awards.

8. In the To Award Number field, select an award number from the list of values, or leave the field empty to select all eligible awards whose award numbers come after the award number entered in the From Award Number field.

9. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.

10. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.
11. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.

12. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.

13. 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:
   
   Reports - Run
   
The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   
The Submit Request window appears.

4. In the Name field, select GMS: Generate Draft Revenue for a Single Award from the list of values.

5. Click OK.
   
The Parameters pop-up window appears.

6. In the Award Number field, select an award number from the list of values.

7. In the Accrue Through Date field, enter a date through which the process selects expenditure items and events, or leave the field empty to use the current date as the accrue through date.
   
   Note: The accrue through date is the date through which the system accrues revenue for a project. When accruing revenue, the system includes expenditure items having an expenditure item date on or before the accrue through date.

8. Click OK to apply the parameters.

9. Click Submit to send the request to the concurrent manager.

10. View the request in the concurrent manager as follows:
    
    View - Requests

11. Close the window.
GMS: Installment Closeout Notification Procedure

**Note:** A default value in the Offset Days field of the Parameters window can be set using the profile option GMS: Notification Offset Days.

To set profile options, see 2. Specify Site-Level and Application-Level Profile Options, page 2-9.

To run the GMS: Installment Closeout Notification process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - **Reports - Run**
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.
   The Submit Request window appears.

4. In the Name field, select GMS: Installment Closeout Notification from the list of values.

5. Click **OK**.
   The Parameters pop-up window appears.

6. In the Offset Days field, use the default value or enter the number of days from the current date that installments should end on.
   **Note:** The current date, or date on which the process is run, plus the number of Offset Days entered, add up to the end date of the installments for which notifications are sent.

   For example, if the current date is November 7 and the process is run with the number of Offset Days entered as 20, then notifications for all installments with an end date of November 27 will be sent.

7. Click **OK** to apply the parameters.

8. Click **Submit** to send the request to the concurrent manager.

9. View the request in the concurrent manager as follows:
   - **View - Requests**

10. Close the window.
For information on Installment Closeout Notification, see Installment Closeout Notification, page C-3.
GMS: Interface Invoices to Receivables Procedure

To run the GMS: Interface Invoices to Receivables process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - **Reports - Run**
   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.
   The Submit Request window appears.
4. In the Name field, select GMS: Interface Invoices to Receivables from the list of values.
5. Click **OK**.
   The Parameters pop-up window appears.
6. In the From Award Number field, select an award number from the list of values, or leave the field empty to select all eligible draft invoices for all awards.
7. In the To Award Number field, select an award number from the list of values, or leave the field empty to select all eligible draft invoices for all awards.
8. In the Reschedule Interval (Days) field, enter a number to indicate the number of days between automatic submission of the report, or leave the field empty if automatic report submission is not in use.
9. In the Reschedule Time of Day field, enter the time of day to automatically submit the report, or leave the field empty if automatic report submission is not in use.
10. In the Stop Rescheduling Date field, enter the date to stop automatic submission of the report, or leave the field empty if automatic report submission is not in use.
11. In the Adjust Dates When Rescheduling field, select Yes or No from the list of values, or leave the field empty if automatic report submission is not in use.
12. Click **OK** to apply the parameters.
13. Click **Submit** to send the request to the concurrent manager.
14. View the request in the concurrent manager as follows:
   View - Requests
15. Close the window.
GMS: 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:
   - Reports - Run
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   The Submit Request window appears.

4. In the Name field, select GMS: Interface 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

Note: A default value in the Offset Days field of the Parameters window can be set using the profile option GMS: Notification Offset Days.

To set profile options, see 2. Specify Site-Level and Application-Level Profile Options, page 2-9.

To run the GMS: Report Notification Scheduler process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - Reports - Run
     The Submit a New Request window appears.
   2. Select the Single Request radio button.
   3. Click OK.
     The Submit Request window appears.
   4. In the Name field, select GMS: Report Notification Scheduler from the list of values.
   5. Click OK.
     The Parameters pop-up window appears.
   6. In the Offset Days field, use the default value or enter the number of days from the current date that the report should be due on.
     Note: The current date, or date on which the process is run, plus the number of Offset Days entered, add up to the due date for all reports for which notifications will be sent.
     For example, if the current date is November 7 and the process is run with the number of Offset Days entered as 20, then notifications for all reports with a due date of November 27 will be sent.
   7. Click OK to apply the parameters.
   8. Click Submit to send the request to the concurrent manager.
   9. View the request in the concurrent manager as follows:
     - View - Requests
   10. Close the window.
For information on Report Notification, see Report Notification Scheduler, page C-3.
GMS: Report on Award Listings Procedure

To print the GMS: Report on Award Listings, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   
   Reports - Run
   
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   
   The Submit Request window appears.

4. In the Name field, select GMS: Report on Award Listings from the list of values.

5. Click OK.
   
   The Parameters pop-up window appears.

6. In the Organization Name field, select an organization from the list of values, or leave the field empty to select all organizations.

7. In the Award Number field, select an award number from the list of values, or leave the field empty to select all awards.

   If an award number is selected, the Award Name field is automatically populated when the list of values is accessed.

8. In the Award Name field, select an award name from the list of values, or leave the field empty to select all awards.

   If an award name is selected, the Award Number field does not need to be populated. If the award number selected from the list of values does not match the award name, the Award Name field is cleared and is populated with the award name that matches the selected award number when the list of values is accessed.

9. In the Sponsor field, select a sponsor from the list of values, or leave the field empty to select all sponsors.

10. In the Primary Member field, select a name from the list of values, or leave the field empty to select all investigators.

11. In the Award Status field, select an award status from the list of values, or leave the field empty to select all statuses.
12. In the Purpose field, select a purpose from the list of values, or leave the field empty to select all purposes.

13. In the Start Date field, enter a date for the low end of the date range within which the process selects awards, or leave the field empty to select all awards having start dates before the date entered in the End Date field.

    Optionally, leave both the Start Date field and End Date field empty to select all awards.

14. In the End Date field, enter a date for the high end of the date range within which the process selects awards, or leave the field empty to select all awards having end dates after the date entered in the Start Date field.

15. Click **OK** to apply the parameters.

16. Click **Submit** to send the print request to the concurrent manager.

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

    **View - Requests**

18. Close the window.
GMS: Report on Project Listings Procedure

To print the GMS: Report on Project Listings, perform the following steps:

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

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.

   The Submit Request window appears.

4. In the Name field, select GMS: Report on Project Listings from the list of values.

5. Click OK.

   The Parameters pop-up window appears.

6. In the Organization Name field, select an organization from the list of values, or leave the field empty to select all organizations.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

   If a project number is selected, the Project Name field is automatically populated when the list of values is accessed.

8. In the Project Name field, select a project name from the list of values, or leave the field empty to select all projects.

   If a project name is selected, the Project Number field does not need to be populated. If the project number selected from the list of values does not match the project name, the Project Name field is cleared and is populated with the project name that matches the selected project number when the list of values is accessed.

9. In the Project Type field, select a type from the list of values, or leave blank to include all project types.

10. In the Project Manager field, select a project manager from the list of values, or leave the field empty to select all project managers.

11. In the Project Status field, select a project status from the list of values, or leave the field empty to select all statuses.
12. In the Start Date field, enter a date for the low end of the date range within which the process selects projects, or leave the field empty to select all projects having start dates before the date entered in the End Date field.

   Optionally, leave both the Start Date field and End Date field empty to select all projects.

13. In the End Date field, enter a date for the high end of the date range within which the process selects projects, or leave the field empty to select all projects having end dates after the date entered in the Start Date field.

14. Click **OK** to apply the parameters.

15. Click **Submit** to send the print request to the concurrent manager.

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

   **View - Requests**

17. Close the window.
GMS: Submit Interface Streamline Process Procedure

To run the GMS: Submit Interface streamline process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - **Reports - Run**
   
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select GMS: Submit Interface streamline process from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Streamline Option field, select a streamline option from the list of values.

7. In the Project Number field, select a project number from the list of values, or leave the field empty to select all projects.

8. In the Through Date field, enter a date through which to process, or leave the field empty to use the current date as the Through Date.

9. Click **OK** to apply the parameters.

10. Click **Submit** to send the request to the concurrent manager.

11. View the request in the concurrent manager as follows:
    - **View - Requests**

12. Close the window.
GMS: Unbilled Receivables Aging Procedure

To run the GMS: Unbilled Receivables Aging process, perform the following steps.

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

   Reports - Run
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   The Submit Request window appears.

4. In the Name field, select GMS: Unbilled Receivables Aging from the list of values.

5. Click OK.
   The Parameters pop-up window appears.

6. In the Effective Date field, enter the date. The report generated will age unbilled receivables backwards, starting from the date entered here and running until the start date is reached. The start date is the date entered for the Age Unbilled Receivables From parameter.

   To use the current date, leave the Effective Date field empty.

7. In the Award Organization field, select an organization from the list of values.

   Note: All awards owned by the organization are grouped by their award manager. The Unbilled Receivables Aging Report displays summaries for each award manager.

   To select all organizations, leave the Award Organization field empty.

8. In the Award Manager field, select an employee from the list of values or leave the field empty to select all award managers.

   Note: If you specify an award manager in the report parameters, but do not specify an organization, the report will group all awards by award manager, regardless of the award-owning organization. This option provides the real total of unbilled receivables for a particular award manager.

9. In the Award Number field, select an award name from the list of values or leave the field empty to select all awards.
10. In the Age Receivables From field, enter the date to be used when aging unbilled receivables.

11. In the Number of Days in Buckets 1, 2, and 3 fields, enter the number of days intended for each bucket.

12. Click **OK** to apply the parameters.

13. Click **Submit** to send the request to the concurrent manager.

14. View the request in the concurrent manager as follows:
   - **View - Requests**

15. Close the window.
GMS: Update Actual and Encumbrance Balance Procedure

To run the GMS: Update Actual and Encumbrance Balance process, perform the following steps.

1. In Grants Accounting, navigate to the Submit Request window as follows:
   - **Reports - Run**
     - The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click OK.
   - The Submit Request window appears.
4. In the Name field, select GMS: Update Actual and Encumbrance Balance from the list of values.
5. Click OK.
6. Click **Submit** to send the request to the concurrent manager.
7. View the request in the concurrent manager as follows:
   - **View - Requests**
8. Close the window.
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: Distribute Total Burdened Costs
■ 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 Costs to General Ledger
■ PRC: Interface Usage and Miscellaneous Costs to General Ledger
■ PRC: Refresh Project Summary Accounts
■ PRC: Refresh Transaction Summary Accounts
■ 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: Transaction Import
■ 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
This appendix describes multifunding and how it works in Oracle Grants Accounting. The following sections are in this appendix:

- Definition
- Features
- Multiple Awards Funding Multiple Projects Diagram
- Multifunding Process
- Multifunding Flow Chart
Definition

Multifunding is a feature unique to Grants Accounting that allows users to do the following:

■ fund multiple projects from a single award
■ fund a single project from multiple awards

Features

The Grants Accounting multifunding feature allows users to do the following:

■ manage complex relationships between awards and projects, where multiple awards fund multiple projects
■ control spending against each award
■ manage complex billing requirements to ensure compliance with terms and conditions, where multiple awards funding the same project may have different indirect cost recovery rates, different billing cycles, and different funding periods
Multiple Awards Funding Multiple Projects Diagram

Figure 32–1 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 32–1  Multiple Awards Funding Multiple Projects Diagram
Multifunding Process

Table A–1 describes the sequence of events that occur in the Grants Accounting user interface and internally in Grants Accounting during the multifunding process.

<table>
<thead>
<tr>
<th>Event</th>
<th>Description of Action that Occurs in the Oracle Grants Accounting User Interface</th>
<th>Description of Action that Occurs Internally in Oracle Grants Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The user enters projects.</td>
<td>No action occurs.</td>
</tr>
<tr>
<td>2.</td>
<td>The user enters awards.</td>
<td>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.</td>
</tr>
<tr>
<td>3.</td>
<td>The user enters installments.</td>
<td>No action occurs.</td>
</tr>
<tr>
<td>4.</td>
<td>The user funds the projects.</td>
<td>Award Projects are automatically funded, which result in the automatic creation of baselined revenue budgets.</td>
</tr>
<tr>
<td>5.</td>
<td>The user enters, submits, and baselines award budgets.</td>
<td>A backend process is activated when the award budget is baselined that summarizes, submits, and baselines the project budget. The first time an award budget is baselined, budgetary controls are automatically set using the default settings.</td>
</tr>
<tr>
<td>6.</td>
<td>The user enters transactions against the project and award.</td>
<td>No action occurs.</td>
</tr>
<tr>
<td>7.</td>
<td>The user distributes costs and checks funds available.</td>
<td>Transactions are committed, funds are reserved, and the award budget balance is updated when funds check is successful. When funds check fails, transactions are not committed and the award budget balance is not updated.</td>
</tr>
<tr>
<td>8.</td>
<td>The user runs GMS: Generate Draft Revenue for a Single Award process or GMS: Generate Draft Revenue for a Range of Awards process.</td>
<td>Grants Accounting’s billing extension creates revenue events for the award project. The award project and revenue events are used to accrue revenue.</td>
</tr>
<tr>
<td>9.</td>
<td>The user runs GMS: Generate Draft Invoices for a Single Award process or GMS: Generate Draft Invoices for a Range of Awards process.</td>
<td>Grants Accounting’s billing extension creates billing events for the award project. The award project and billing events are used to invoice by award.</td>
</tr>
</tbody>
</table>
The stages of the multifunding process are described in greater detail in the following sections.

**Enter Projects**

The user enters projects in Grants Accounting.

For information on entering projects, see *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 17-1.

**Enter Installments**

The user enters installments in Grants Accounting.

For information on entering installments, see *Installment Entry Procedures*, page 19-1.

**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 20-1.
Enter, Submit, and Baseline Award Budgets
The user enters, submits, and baselines award budgets. An award budget is created. A project budget is summarized and baselined. Budgetary control settings based on award level defaults are activated.

For information on entering, submitting, and baselining award budgets, see Budget Entry Procedures, page 22-1.

Enter Transactions
The user enters transactions against the project and the award.

For information on entering transactions, see Transaction Entry Procedures, page 25-1.

Distribute Costs and Check Funds
The user distributes costs by project, task, and award in Grants Accounting. Transactions are committed, funds are reserved, and the award budget balance is updated when funds check is successful. When funds check fails, transactions are not committed and the award budget balance is not updated.

Funds check accounts for the total cost of a transaction by deriving and including the burden cost(s) associated with the transaction.

For information on distributing costs, see Transaction Processing and Funds Check Activation Procedures, page 26-1.

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 Procedures, page 28-1.

Generate Draft Invoices
Grants Accounting uses Projects’ billing process. Grants Accounting added a billing extension, which creates billing events in Projects.
The user generates an invoice by award in Grants Accounting. Projects uses award projects and billing events created for the award project by Grants Accounting’s billing extension to invoice by award.

For information on invoicing by award, see Revenue and Invoice Procedures, page 28-1.
Figure A–1 and Figure A–2 show the multifunding 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-2  Multifunding Flow Chart (Continued)

External Oracle Grants Accounting

- User Enters Transactions
- User Distributes Costs and Checks Funds Available
- User Runs GLDS Generate Draft Revenue for a Single Award process or GLDS Generate Draft Revenue for a Range of Awards process

Internal Oracle Grants Accounting

- Oracle Grants Management Billing Extension Creates Revenue Events Based on Costs or on Internal Events by Award
- Uses Award Projects and Revenue Events to Acquire Revenue by Award
- Oracle Grants Management Billing Extension Creates Invoice Events Based on Costs or on Manual Events by Award
- Uses Award Projects and Billing Events to Invoice by Award
Oracle Grants Accounting Integration with Other Oracle Applications

This appendix describes how Oracle Grants Accounting integrates with other Oracle applications. The following sections are in this chapter:

- Definition
- Overview
- Grants Accounting Integration with Purchasing
- Grants Accounting Integration with Payables
- Award Information Changes
- Account Generator in Purchasing and Payables
- Grants Accounting Integration with HRMS Position Control and Labor Distribution
- Grants Accounting Integration with Internet Procurement
- Grants Accounting Integration with Internet Expenses
Definition

Grants Accounting integrates with Purchasing, Payables, Projects, Human Resources Management Systems (HRMS), Internet Procurement, and Internet Expenses to allow the entry of grants-related requisitions, purchase orders, supplier invoices, and expense reports using those products.

Overview

The integration of Grants Accounting with Purchasing and Payables allows for grants-related transactions to be entered on the source document. Purchasing, Payables, and Grants Accounting interact to carry the award and project information through the document flow.

The source documents in Purchasing are requisitions and purchase orders. The source documents in Payables are supplier invoices. Supplier invoices become expenditures when interfaced with Grants Accounting.

When entering award and project information, all the standard features of Purchasing and Payables, including encumbrance accounting and funds checking, can be utilized.

Grants Accounting integration with Purchasing and Payables enables the following features:

- capturing award information for requisitions, purchase orders, and supplier invoices
- funds checking against the grants award budget
- accounting transactions by award
- requisitions, purchase orders, and supplier invoices integrated into Award Status Inquiry

Purchasing and Payables use the Account Generator to determine the account number for each distribution line based on the entered award and project information.
Grants Accounting Integration with Purchasing

When entering grants-related transactions in Purchasing, users enter this information on the source document, which is either the requisition or the purchase order. When purchase orders are automatically created from requisitions, using the Purchasing AutoCreate feature, award or project information from the requisition is automatically copied to the purchase order.

This section includes the following topics:

- Entering Requisitions
- AutoCreate
- Entering Purchase Orders
- Entering Releases

Entering Requisitions

Grants-related purchase requisitions are entered in the Requisitions window in Purchasing. Default award and project information can be entered in the Project Information tab of the Requisition Preferences window. This default information is used to populate newly-created requisition distribution lines. Use the Projects tab of the requisitions distribution line to enter award information. A requisition can have a combination of grants-related and nongrants-related distribution lines.

For information on entering requisitions, see Entering Requisition Preferences, Oracle Purchasing User's Guide.

AutoCreate

The Purchasing AutoCreate feature automatically creates purchase orders from requisitions. Purchasing copies the award and project information and the accounting information from the requisition to the purchase order. No additional award or project information needs to be entered when the AutoCreate feature is used.

Award and project information on the purchase order that was copied from the requisition can be changed, but the award or project information on the requisition is not updated.

For information on the AutoCreate feature, see AutoCreate Documents Overview, Oracle Purchasing User’s Guide.
Entering Purchase Orders

When online requisitions or the AutoCreate feature are not used, award and project information can be directly entered on standard purchase orders in the Purchase Orders window in Purchasing. Award and project information is entered in the Project tab of the distribution line. Account information is automatically created by the Account Generator based on the award and project information entered.

For information on entering purchase orders, see Overview of Purchase Orders, Oracle Purchasing User’s Guide.

Purchase order preferences are entered in the Purchase Order Preferences window in Purchasing. Main preference information is entered in the Main tab. Project information preferences are entered in the Project Information tab.

To enter purchase order preferences, see Entering Purchase Order Preferences, Oracle Purchasing User’s Guide.

Entering Releases

Grants-related releases against blanket purchase agreements and planned purchase orders are entered in the Enter Releases window of Purchasing. When entering releases, it must be specified if the release distribution line is grants-related. When a release is designated grants-related, award and project information for the line can be entered.

For information on releases, see Entering Release Headers, Oracle Purchasing User’s Guide.
Grants Accounting Integration with Payables

When an invoice is matched to a purchase order in Payables, the award and project information from the purchase order is copied to the invoice. When new grants-related invoices are entered in Payables, it is only necessary to enter the award and project information on the invoice. If distribution sets are used with project information, Payables automatically supplies the award and project information for the supplier invoice distribution lines.

By default after installation, the award number field is not displayed in the Invoices and Distributions windows. Users must add the award number field to both the Invoices and Distributions windows after the Task field and before the Expenditure Type field.

Note: When the Award Number field is added, users must select the Open as Default Folder radio button in the Create New Folder window and save the new folder.

To add fields that are currently not displayed, see Customizing the Presentation of Data in a Folder, Oracle Applications User’s Guide.

This section includes the following topics:

- Matching Invoices
- Entering Invoices
- Using Distribution Sets
- Integrating Expense Reports
- Importing Payables Invoices
- Invoice Gateway
- Payables Open Interface Import

Matching Invoices

In Purchasing, when grants-related information is associated to a purchase order and an invoice is being matched to a purchase order using the Invoices windows instead of creating invoice distribution lines, Payables automatically copies the project information from the purchase order to the invoice.
**Entering Invoices**

Grants-related invoices can be entered directly in the Invoices windows in Payables. Grants-related information is entered in the Invoice Summary folder, which defaults to all distributions the user enters for the invoice. These values cannot be overridden.

Grants-related information can also be entered in the Distribution Summary window. A folder can be created with grants-related fields to be used for entering information. Invoices can have both grants-related and nongrants-related distribution lines.

For information on entering invoices, see Entering Standard Invoices, Oracle Payables User’s Guide.

**Using Distribution Sets**

Distribution sets can be defined to make invoice entry easier. The Distribution Sets window specifies grants-related award and project information for the distribution set lines. When entering invoices, users can also enter a distribution set. Distribution sets are used to create grants-related invoices in the following Payables windows:

- Invoices
- Recurring Invoices

For information on distribution sets, see Distribution Sets, Oracle Payables User’s Guide.

**Integrating Expense Reports**

Expense reports containing award, project, and task information can be entered in Grants Accounting and sent to Payables. Payables creates invoices from the expense reports, maintains and tracks payment, and then sends accounting transactions to Oracle General Ledger.

Grants Accounting also supports the entry of Expense Report invoices directly in Payables.

For information on expense reports, see Entering Project-Related Invoices and Expense Reports, Oracle Payables User’s Guide.
Importing Payables Invoices

Payables Invoice Import is a Payables program that creates invoices and invoice distribution lines from Grants Accounting expense report information that is loaded into Payables interface tables. Payables imports the expense report data into Payables invoice tables.

**Note:** Payables Invoice Import does not call Workflow. If invoice import tables are manually populated, accounting flexfield information must be supplied.

A program submitted from Payables must specify a source of Projects. One of the Projects streamline options can be used to submit the Payables Invoice Import program from Payables.

For information on Payables Invoice Import, see *Payables Invoice Import Program, Oracle Payables User’s Guide.*

Invoice Gateway

The Invoice Gateway in Payables is the quickest method to enter invoices. Invoice header and line information is entered in the Invoice Gateway window and this information is stored in the Payables Open Interface tables.

After invoice records are entered in the Invoice Gateway, a customized workflow program to automate business processes for invoice management can be submitted.

To enter invoices in the Invoice Gateway, see *Invoice Gateway, Oracle Payables User’s Guide.*

Payables Open Interface Import

Payables Open Interface Import program creates Payables invoices from invoice data in the Payables Open Interface tables. The Payables Open Interface tables are populated with data from the Invoice Gateway, supplier invoices, invoices loaded from other accounting systems, credit card transactions transferred using the Credit Card Invoice Interface Summary, and lease invoices transferred from Oracle Property Manager.

For information on creating invoices in Open Interface Import, see *Payables Open Interface Import, Oracle Payables User’s Guide.*
Award Information Changes

This section includes the following topics:

- Award Information in Purchasing and Payables
- Award Information in Projects

Award Information in Purchasing and Payables

Prior to Release 11i, Grants Accounting stored award information in Descriptive Flexfield Attributes 1 and 6 in Purchasing and Payables. With Release 11i, these attributes are replaced by the addition of the AWARD_ID column to the Purchasing and Payables base tables.

In Purchasing and Payables, the AWARD_ID column stores the AWARD_SET_ID. AWARD_SET_ID is a sequence number generated by Grants Accounting for each distribution line for requisitions, purchase orders, and supplier invoices. The AWARD_SET_ID links the transaction records in the distribution tables to a unique record in the GMS_AWARD_DISTRIBUTIONS table that stores the AWARD_ID of the award and additional attributes.

Award Information in Projects

This sections includes the following topics:

- Expenditure Batches
- Importing Transactions
- Adjusting Imported Transactions

Expenditure Batches

Prior to Release 11i, Grants Accounting stored award information in Descriptive Flexfield Attributes 1 through 7. Grants Accounting no longer stores award-related information in expenditure item attribute columns. When an expenditure item in a batch is created and saved, a corresponding record containing award information is simultaneously created in the GMS_AWARD_DISTRIBUTIONS table with the link being the EXPENDITURE_ITEM_ID. Additional attributes related to the award and expenditure item are also stored in this table.
Importing Transactions

A new table has been created in Grants Accounting to store award transaction information when importing transactions from an external source. The GMS_TRANSACTION_INTERFACE_ALL table acts as an extension of the PA_TRANSACTION INTERFACE table from Projects to store AWARD_ID and other award information for the same transaction identifier in TXN_INTERFACE_ID. The GMS_TRANSACTION_INTERFACE_ALL table records correspond with the PA TRANSACTION INTERFACE table and are linked by TXN_INTERFACE_ID.

Transaction Sources There are five possible Grants-related transaction sources, designated as follows:

- GOLD is for actuals from Labor Distribution.
- GOLDE is for encumbrances from Labor Distribution.
- PQHBC is for budget commitments from HRMS Position Control.
- PQHC is for GMS-PQH commitments from HRMS Position Control.
- The GMSA- prefix indicates actuals from an external source.

The GOLD, GOLDE, PQHBC, and PQHC transaction source designations are predefined. All external source transactions imported into Grants Accounting are user-defined. Users must define these transaction sources with a transaction source name beginning with the GMSA prefix.

WARNING: The following check boxes must be left unselected:

- Raw Cost GL Accounted
- Import Burdened Amounts
- Import MRC Amounts
- Allow Interface Modifications
- Process Cross Charge

Note: These changes apply only to sponsored projects. Nonsponsored projects do not contain award information and therefore do not populate Grants transaction interface tables.
Transaction Import Process

Table B–1 describes the Transaction Import Process.

Table B–1  Transaction Import Process

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify transaction source</td>
</tr>
<tr>
<td>2.</td>
<td>Load transactions from external systems into the Projects or Grants Accounting Transaction Interface Tables</td>
</tr>
<tr>
<td>3.</td>
<td>Select all pending transactions that satisfy the selection criteria of process request and validate each transaction</td>
</tr>
</tbody>
</table>
| 4.    | Create the following expenditure records in Projects: expenditure batches, expenditures, expenditure items, cost distribution lines, award distribution lines  
Create the following encumbrance records in Grants Accounting: encumbrance batches, encumbrances, encumbrance items, award distribution lines |
| 5.    | If Transaction Source is Purgeable, delete transactions from the interface table; if not Purgeable, update the status of the transactions in the interface table to "Accepted" |
Transaction Import Process Diagram

Figure B–1 shows the Transaction Import Process described in Table B–1.

**Figure B–1  Transaction Import Process Diagram**

Transaction Source: External Cost Collection Systems

Load transactions from external systems into Projects and Grants Accounting Transaction Interface Tables

GMS Transaction Interface Table

Projects Transaction Interface Table

Select all pending transactions that satisfy the selection criteria of process request and validate each transaction

Create expenditure records in Projects or encumbrance records in Grants Accounting. Create award distributions

Encumbrance Batches

Encumbrances

Encumbrance Items

Award Distribution Lines

Expenditure Batches

Expenditures

Expenditure Items

Cost Distribution Lines (depending on transaction source)

Award Distribution Lines

If Transaction Source is Purgeable, delete transactions from the interface table; if not Purgeable, update the status of the transactions in the interface table to “Accepted”
Adjusting Imported Transactions

Imported transactions can be reviewed and adjusted in the Review Transactions window. For information on adjusting imported transactions, see Resolving Import Exceptions, Oracle Projects User’s Guide.
**Account Generator in Purchasing and Payables**

Purchasing and Payables use the Account Generator to determine the General Ledger account number for each grants-related distribution line based on the award and project information entered by users.

This section explains the following:

- Account Generator in Purchasing
- Account Generator in Payables

**Account Generator in Purchasing**

Purchasing builds the account number for the charge, accrual, variance, and budget distribution accounts based on the Account Generator assignments users define during implementation. Account Generator processes can be defined so that grants-related requisitions and purchase orders use grants-related information in the Account Generator assignments predefined by Purchasing.

When Encumbrance Accounting is used, assignments can be defined for the budget account based on award and project information.

**Account Generator in Payables**

Payables builds the expense account number for grants-related invoices using assignments defined by the users during implementation. The account number for nonproject-related invoices must be entered. Payables determines the liability account for all invoices based on the liability account defaults provided by Payables.

Users can be allowed to override the account number determined by the Account Generator for grants-related distributions by using the profile option PA: Allow Override of PA Distributions in AP/PO.

For example, users may want only the Purchasing Manager and Payables Manager to have the ability to override the grants-related distributions. In this case, users set the profile to No at the Site level and Yes for the Purchasing Manager and Payables Manager responsibilities.
Grants Accounting integrates with Position Control functionality in Oracle HRMS to create and relieve position encumbrances created by Position Control before payroll encumbrances for employee assignments are sent by Oracle Labor Distribution. This feature allows users to manage budgets, encumbrances, and distribution of costs associated with positions and employee assignments.

For more information on Position Control, see Enterprise Modeling, *Using Oracle HRMS - The Fundamentals (US)*.
Grants Accounting integrates with Oracle Internet Procurement to support the entry of awards for sponsored projects. Internet Procurement provides a web-shopping solution that automates the finding and requisitioning of goods and services using self-guiding online catalogs with content management.

Internet Procurement is desktop requisitioning that automates the acquisition of all production, non-production, MRO (maintenance, repair, and operations), capital, administrative, and service purchases. Internet Procurement allows customers to replace the typical manual procurement process with a streamlined, decentralized, workflow-driven, electronic commerce process.

With a web browser, users quickly find goods and services, add them to a shopping cart, and check out. Order status is tracked and accessed on a real-time basis. Internet Procurement features a powerful search engine and multi-supplier self-guiding catalog capabilities which contribute to significantly lessen the search time involved in finding needed items.

For information on Oracle Internet Procurement, see Oracle iProcurement Implementation Guide.
Grants Accounting integrates with Oracle Internet Expenses to support the processing and management of travel and entertainment expenses. Internet Expenses enables employees to submit expense reports and review the approval and payment status of their expense reports using a standard Web browser.

Grants Accounting’s integration with Internet Expenses allows employees to enter Grants Accounting award information for an expense report created in Internet Expenses. Remote or mobile employees can enter award information while disconnected using the expense spreadsheet.

Once imported into Payables and posted to General Ledger, grants-related expense reports can be imported into Grants Accounting for further processing.

For information on Oracle Internet Expenses, see Oracle Internet Expenses Implementation and Administration Guide.
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
- Installment Closeout Notification

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 30-1.
Notification Method
Users can set up the Notification Mailer to receive Workflow notifications by e-mail. Alternatively, users can check for notifications in the Notifications Worklist window.

To set up the Notification Mailer, see Implementing the Notification Mailer, Oracle Workflow Guide.

Report Notification Scheduler
The GMS: Report Notification Scheduler allows users to schedule notifications for reports that are due. For best results, this process should be run daily.


Installment Closeout Notification
The GMS: Installment Closeout Notification process allows users to schedule notifications for installments that are due. For best results, this process should be run daily.

To run the GMS: Installment Closeout Notification process, see GMS: Installment Closeout Notification Procedure, page 32-34.

Grants Accounting Workflow Process
The Grants Accounting Workflow process is automatically initiated at the following points:

- Activating an Installment
- Submitting a Budget

The Grants Accounting Workflow process can be initiated by running concurrent processes at the following points:

- Report is Due
- Installment Closeout

Activating an Installment
The Grants Accounting Workflow process is initiated when an award installment is activated.

1. Users activate an installment by selecting the Active check box in the Installments Tab region of the Award Management window.
For information on the Award Management window, see Award Entry Procedures, page 17-1.

2. Award personnel are notified that an installment has been activated.

**Submitting a Budget**

The Grants Accounting Workflow process is automatically initiated when an award budget is submitted.

*Note:* Workflow must be enabled for each award for budget notifications and approvals. To enable Workflow, select the Enable Workflow for Budgets check box in the Budgetary Control tab of the Award Management window.

1. Users submit a budget and initiate the workflow by clicking the **Submit** button in the Budgets window.

   For information on the Budgets window, see Budget Entry Procedures, page 22-1.

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, reject the budget, or forward the budget to another user for approval.

   *Note:* The award manager can forward the budget to any user, not just key members.

5. Workflow baselines the approved budget.

6. Award personnel are notified that the budget has been approved and baselined.

If any of the Workflow checks fail or the budget is not approved, Workflow sends a notification to the person who submitted or approved the budget. For details regarding each step of the Workflow process, see Grants Accounting Workflow Process.

**Report is Due**

The Grants Accounting Workflow process can be initiated when a report is due.

1. Users run the GMS: Report Notification Scheduler concurrent process.

   The Offset Days parameter is provided as an input to the concurrent request or the offset days will be defaulted from the GMS Notification Offset Days profile option.
The current date, or date on which the process is run, plus the number of Offset Days entered, add up to the due date for all reports for which notifications will be sent.

For example, if the current date is November 7 and the process is run with the number of Offset Days entered as 20, then notifications for all reports with a due date of November 27 will be sent.


2. Award personnel identified in the Notification Control window to receive notifications are notified that a report is due on a specific date.

Installment Closeout

The Grants Accounting Workflow process can be initiated when an active installment nears its end date.

1. Users run the GMS: Installment Closeout Notification concurrent process.

   The Offset Days parameter is provided as an input to the concurrent request or the offset days will be defaulted from the GMS Notification Offset Days profile option.

   The current date, or date on which the process is run, plus the number of Offset Days entered, add up to the end date of the installments for which notifications are sent.

   For example, if the current date is November 7 and the process is run with the number of Offset Days entered as 20, then notifications for all installments with an end date of November 27 will be sent.

   An Installment Closeout Notification is sent for each installment ending on the date set in the Offset Days field. The notification lists all open commitments, such as purchase orders, requisitions, and supplier invoices, associated with that award.

   Note: Manual encumbrances are not included in the list of open commitments in the notification.

2. Award personnel identified in the Notification Control window for an Installment Closeout event are notified that an installment is due on a specific date.
**Budget Subprocess**

The Budget Subprocess is initiated during the budget workflow process when a budget approver or award manager for a budget is selected. The subprocess notifies the budget approver or award manager that a budget has been submitted for approval. The award manager can approve or reject the budget.
GMS Workflow Item Type

The Grants Accounting Workflow process is associated with the GMS Workflow item type. The GMS Workflow item type is associated with several Workflow attributes that reference information in the application tables. These attributes are used and maintained by function activities as well as notification activities throughout the process.

Table 32–2 describes the attributes associated with the GMS Workflow item type.

**Table 32–2  Attributes Associated with the GMS Workflow Item Type**

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
<th>Type</th>
<th>Length, Format, or Lookup Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS Workflow Process</td>
<td>GMS Workflow Process Used by WF_PROCESS_SELECTOR</td>
<td>Text</td>
<td>15</td>
</tr>
<tr>
<td>Budget Baseliner ID</td>
<td>Budget Baseliner ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Budget Baseliner Full Name</td>
<td>Budget Baseliner Full Name</td>
<td>Text</td>
<td>250</td>
</tr>
<tr>
<td>Budget Baseliner Name</td>
<td>Budget Baseliner User Name</td>
<td>Text</td>
<td>250</td>
</tr>
<tr>
<td>Budget Description</td>
<td>Budget Description</td>
<td>Text</td>
<td>250</td>
</tr>
<tr>
<td>Budget Entry Method</td>
<td>Budget Entry Method</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Budget Rule Note</td>
<td>Budget Rule Note</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Budget Type</td>
<td>Budget Type</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Budget Type Code</td>
<td>Budget Type Code</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Change Reason Code</td>
<td>Change Reason</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Closeout Message</td>
<td>Closeout Message</td>
<td>Window</td>
<td>4000</td>
</tr>
<tr>
<td>Document ID</td>
<td>Document ID</td>
<td>Number</td>
<td>15</td>
</tr>
<tr>
<td>Installment ID</td>
<td>Installment ID</td>
<td>Number</td>
<td>15</td>
</tr>
<tr>
<td>Mark As Original Budget</td>
<td>Mark As Original Budget</td>
<td>Text</td>
<td>1</td>
</tr>
<tr>
<td>Note</td>
<td>Note</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Project Number</td>
<td>Project Number</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Budget Product Source</td>
<td>Budget Product Source</td>
<td>Text</td>
<td>30</td>
</tr>
</tbody>
</table>
**Table 32-2  Attributes Associated with the GMS Workflow Item Type**

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
<th>Type</th>
<th>Length, Format, or Lookup Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Source Reference</td>
<td>Budget Source Reference</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Project Product Source</td>
<td>Project Product Source</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Project Description</td>
<td>Project Description</td>
<td>Text</td>
<td>250</td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Project Name</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Resource List Description</td>
<td>Resource List Description</td>
<td>Text</td>
<td>255</td>
</tr>
<tr>
<td>Resource List ID</td>
<td>Resource List ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Resource List Name</td>
<td>Resource List Name</td>
<td>Text</td>
<td>60</td>
</tr>
<tr>
<td>Total Burdened Cost</td>
<td>Total Burdened Cost</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Total Labor Hours</td>
<td>Total Labor Hours</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Total Raw Cost</td>
<td>Total Raw Cost</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Workflow Started Date</td>
<td>Workflow Started Date</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Workflow Starter ID</td>
<td>Workflow Starter ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Workflow Starter Name</td>
<td>Workflow Starter User Name</td>
<td>Text</td>
<td>250</td>
</tr>
<tr>
<td>Workflow Starter Full Name</td>
<td>Workflow Starter Full Name</td>
<td>Text</td>
<td>250</td>
</tr>
<tr>
<td>Award_ID</td>
<td>Award_ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Award Short Name</td>
<td>Award Short Name</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Award Number</td>
<td>Award Number</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Responsibility ID</td>
<td>Responsibility ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Carrying-Out Organization ID</td>
<td>Carrying-Out Organization ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Carrying-Out Organization Name</td>
<td>Responsible Organization</td>
<td>Text</td>
<td>60</td>
</tr>
<tr>
<td>Project Source Reference</td>
<td>Project Source Reference</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td>Project Type</td>
<td>Project Type</td>
<td>Text</td>
<td>20</td>
</tr>
<tr>
<td>Project Type Class Code</td>
<td>Project Type Class</td>
<td>Text</td>
<td>30</td>
</tr>
</tbody>
</table>
Table 32–2  Attributes Associated with the GMS Workflow Item Type

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
<th>Type</th>
<th>Length, Format, or Lookup Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td>Total Revenue</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Rule Note 1</td>
<td>Rule Note 1</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 2</td>
<td>Rule Note 2</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 3</td>
<td>Rule Note 3</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 4</td>
<td>Rule Note 4</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 5</td>
<td>Rule Note 5</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 6</td>
<td>Rule Note 6</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 7</td>
<td>Rule Note 7</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 8</td>
<td>Rule Note 8</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 9</td>
<td>Rule Note 9</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Rule Note 10</td>
<td>Rule Note 10</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td>Installment Number</td>
<td>Installment Number</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Installment Start Date</td>
<td>Installment Start Date</td>
<td>Date</td>
<td>dd-mon-yyyy</td>
</tr>
<tr>
<td>Installment End Date</td>
<td>Installment End Date</td>
<td>Date</td>
<td>dd-mon-yyyy</td>
</tr>
<tr>
<td>Installment Issue Date</td>
<td>Installment Issue Date</td>
<td>Date</td>
<td>dd-mon-yyyy</td>
</tr>
<tr>
<td>Installment Close Date</td>
<td>Installment Close Date</td>
<td>Date</td>
<td>dd-mon-yyyy</td>
</tr>
<tr>
<td>Installment Direct Cost</td>
<td>Installment Direct Cost</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Installment Indirect Cost</td>
<td>Installment Indirect Cost</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Installment Total</td>
<td>Installment Total</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Installment Description</td>
<td>Installment Description</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Report Name</td>
<td>Report Name</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Report Due Date</td>
<td>Report Due Date</td>
<td>Date</td>
<td>dd-mon-yyyy</td>
</tr>
<tr>
<td>FC Mode</td>
<td>Fundscheck Mode</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Notification Recipient Role</td>
<td>Notification Recipient Role</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Funding Source Name</td>
<td>Funding Source Name</td>
<td>Text</td>
<td></td>
</tr>
</tbody>
</table>
Figure 32–2 shows the Grants Accounting workflow nodes as described in the accompanying text.

Figure 32–2  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.

Table 32–3  Start (Node 1)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

WF Process Selector (Node 2)

This function activity determines whether the installment, report, or budget notification process is selected.

Table 32–4  WF Process Selector (Node 2)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.SELECT_WF_PROCESS</td>
<td>GMS WF Process Selector</td>
<td>Start</td>
</tr>
</tbody>
</table>

Notify: Installment Activated (Node 3)

This activity notifies key members that the installment is activated.

Table 32–5  Notify: Installment Activated (Node 3)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment Active</td>
<td>None</td>
<td>WF Process Selector</td>
</tr>
</tbody>
</table>
End (Node 4)

This function activity marks the end of the process.

Table 32–6  End (Node 4)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Notify: Installment Activated or Notify: Report Due or Notify: Budget Approved and Baselined</td>
</tr>
</tbody>
</table>

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.

Table 32–7  Notify: Report Due (Node 5)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Due</td>
<td>None</td>
<td>WF Process Selector</td>
</tr>
</tbody>
</table>

Check Baselined Budget Exists (Node 6)

This function activity checks whether a baseline budget exists.

Table 32–8  Change Baselined Budget Exists (Node 6)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.CHK_BASELINED_BUDGET_EXISTS</td>
<td>GMS Baselined Budget Exists [Yes or No]</td>
<td>WF Process Selector</td>
</tr>
</tbody>
</table>
Funds Checking (Node 7)

This function activity checks to see if funds are available.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.FUNDS_CHECK</td>
<td>Funds Checking Result [Passed or Failed]</td>
<td>Check Baselined Budget Exists</td>
</tr>
</tbody>
</table>

Notify: Funds Checking Failed (S) (Node 8)

This activity notifies the person that submitted the budget that funds checking failed during submit.

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Checking failed (S)</td>
<td>None</td>
<td>Funds Checking</td>
</tr>
</tbody>
</table>

Reset Budget Status to Rejected (Node 9)

This function activity resets the budget status to rejected.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.REJECT_BUDGET</td>
<td>None</td>
<td>Notify: Funds Checking Failed (S)</td>
</tr>
</tbody>
</table>

End (Node 10)

This function activity marks the end of the process.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Reset Budget Status to Rejected</td>
</tr>
</tbody>
</table>
Select Budget Approver (Node 11)

This function activity selects a person that can approve the budget for baselining.

Table 32–13 Select Budget Approver (Node 11)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.SELECT_BUDGET_APPROVER</td>
<td>Boolean</td>
<td>Check Baselined Budget Exists or Funds Checking or Verify Budget Rules</td>
</tr>
</tbody>
</table>

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.

Table 32–14 Budget Approver Not Found. Resubmit? (Node 12)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget approver not found.</td>
<td>Resubmission [Resubmit or Terminate]</td>
<td>Select Budget Approver</td>
</tr>
</tbody>
</table>

Reset Budget Status to Rejected (Node 13)

This function activity resets the budget status to rejected.

Table 32–15 Reset Budget Status to Rejected (Node 13)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.REJECT_BUDGET</td>
<td>None</td>
<td>Notify: Budget Approver Not Found. Resubmit?</td>
</tr>
</tbody>
</table>
End (Node 14)

This function activity marks the end of the process.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Reset Budget Status to Rejected</td>
</tr>
</tbody>
</table>

Budget Subprocess (Node 15)

The budget subprocess notifies the budget approver or award manager that a budget is submitted for approval.

<table>
<thead>
<tr>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Select Budget Approver</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget rejected</td>
<td>Resubmission</td>
<td>Budget Subprocess</td>
</tr>
</tbody>
</table>
Verify Budget Rules (Node 17)

This function activity checks to see whether any budget lines exist.

Table 32–19 Verify Budget Rules (Node 17)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
</table>

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.

Table 32–20 Notify: Budget Failed Verification Rules. Resubmit? (Node 18)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget failed verification rules</td>
<td>Resubmission</td>
<td>Verify Budget Rules</td>
</tr>
</tbody>
</table>

Reset Budget Status to Rejected (Node 19)

This function activity resets the budget status to rejected.

Table 32–21 Reset Budget Status to Rejected (Node 19)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.REJECT_BUDGET</td>
<td>None</td>
<td>Notify: Budget Failed Verification Rules. Resubmit?</td>
</tr>
</tbody>
</table>
End (Node 20)

This function activity marks the end of the process.

Table 32–22  End (Node 20)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Reset Budget Status to Rejected</td>
</tr>
</tbody>
</table>

Reset Budget Status to Rejected (Node 21)

This function activity resets the budget status to rejected.

Table 32–23  Reset Budget Status to Rejected (Node 21)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.REJECT_BUDGET</td>
<td>None</td>
<td>Notify: Budget Rejected. Resubmit?</td>
</tr>
</tbody>
</table>

End (Node 22)

This function activity marks the end of the process.

Table 32–24  End (Node 22)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Reset Budget Status to Rejected</td>
</tr>
</tbody>
</table>

Baseline Approved Budget (Node 23)

This function activity baselines the approved budget.

Table 32–25  Baseline Approved Budget (Node 23)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.BASELINE_BUDGET</td>
<td>Boolean</td>
<td>Budget Subprocess</td>
</tr>
</tbody>
</table>
Grants Accounting Workflow Process

**Notify: Budget Baseline Failed (Node 24)**

This activity notifies the person that approved the budget that the budget baseline failed.

**Table 32–26  Notify: Budget Baseline Failed (Node 24)**

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget baseline failed.</td>
<td>None</td>
<td>Baseline Approved Budget</td>
</tr>
</tbody>
</table>

**Reset Budget Status to Rejected (Node 25)**

This function activity resets the budget status to rejected.

**Table 32–27  Reset Status to Rejected (Node 25)**

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.REJECT_BUDGET</td>
<td>None</td>
<td>Notify: Budget Baseline Failed</td>
</tr>
</tbody>
</table>

**End (Node 26)**

This function activity marks the end of the process.

**Table 32–28  End (Node 26)**

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Reset Budget Status to Rejected</td>
</tr>
</tbody>
</table>

**Funds Checking (Node 27)**

This function activity checks to see if funds are available.

**Table 32–29  Funds Checking (Node 27)**

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.FUNDS_CHECK</td>
<td>Funds Checking Result</td>
<td>Baseline Approved Budget</td>
</tr>
</tbody>
</table>
Notify: Funds Checking Failed (B) (Node 28)

This activity notifies the person that approved the budget that funds checking failed during baselining.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Checking failed (B)</td>
<td>None</td>
<td>Funds Checking</td>
</tr>
</tbody>
</table>

Table 32–30  Notify: Funds Checking Failed (B) (Node 28)

Reset Budget Status to Rejected (Node 29)

This function activity resets the budget status to rejected.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS_WF_PKG.REJECT_BUDGET</td>
<td>None</td>
<td>Notify: Funds Checking Failed (B)</td>
</tr>
</tbody>
</table>

Table 32–31  Reset Budget Status to Rejected (Node 29)

End (Node 30)

This function activity marks the end of the process.

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Reset Budget Status to Rejected</td>
</tr>
</tbody>
</table>

Table 32–32  End (Node 30)

Notify: Budget Approved and Baselined (Node 31)

This activity notifies all key members that the budget is approved and baselined.

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget approved and baselined.</td>
<td>None</td>
<td>Funds Checking</td>
</tr>
</tbody>
</table>

Table 32–33  Notify: Budget Approved and Baselined (Node 31)
Notify: Budget Approved and Baselined (Notify Only) (Node 32)

This activity notifies all key members that the budget is approved and baselined.

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget approved and baselined.</td>
<td>None</td>
<td>WF Process Selector</td>
</tr>
</tbody>
</table>

Notify: Installment Closeout (Node 33)

This activity notifies all key members when an installment end date approaches.

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment Closeout</td>
<td>None</td>
<td>WF Process Selector</td>
</tr>
</tbody>
</table>
Budget Subprocess Diagram

Figure 32–3 shows the budget subprocess nodes as described in the accompanying text.

**Figure 32–3  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.

Table 32–36  Start (Node 1)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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.

Table 32–37  Notify: Budget Approval Required. Approve? (Node 2)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget approval required.</td>
<td>Approval</td>
<td>Start</td>
</tr>
</tbody>
</table>

End (Node 3)

This function activity marks the end of the process.

Table 32–38  End (Node 3)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Notify: Budget Approval Required. Approve? or Notify: Reminder Budget Approval Required. Approve?</td>
</tr>
</tbody>
</table>
End (Node 4)

This function activity marks the end of the process.

Table 32–39  End (Node 4)

<table>
<thead>
<tr>
<th>Function</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD.NOOP</td>
<td>None</td>
<td>Notify: Budget Approval Required. Approve? or Notify: Reminder Budget Approval Required. Approve? or Loop Counter</td>
</tr>
</tbody>
</table>

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.

Table 32–40  Notify: Reminder Budget Approval Required. Approve? (Node 5)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder: budget approval required.</td>
<td>Approval</td>
<td>Notify: Budget Approval Required. Approve? or Loop Counter</td>
</tr>
</tbody>
</table>
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.

Table 32–41  Loop Counter (Node 6)

<table>
<thead>
<tr>
<th>Message</th>
<th>Result Type</th>
<th>Prerequisite Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF_STANDARD. LOOPCOUNTER</td>
<td>Loop Counter</td>
<td>Notify: Reminder Budget Approval Required. Approve?</td>
</tr>
</tbody>
</table>
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:

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>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X_award_id</td>
<td>IN</td>
<td>NUMBER</td>
<td>award or award template identifier</td>
</tr>
<tr>
<td>X_person_id</td>
<td>IN</td>
<td>NUMBER</td>
<td>person identifier</td>
</tr>
<tr>
<td>X_calling_module</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>module in which the award security extension is called. Grants Accounting sets this value for each module in which it calls the security extension.</td>
</tr>
<tr>
<td>X_event</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>type of query level to check on, for which user can define specific rules: ALLOW-QUERY ALLOW-UPDATE</td>
</tr>
<tr>
<td>X_value</td>
<td>OUT</td>
<td>VARCHAR2</td>
<td>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.</td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>Oracle Grants Accounting Window</th>
<th>Query</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Management</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Award Budgets</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Revenue Review</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Invoice Review</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Funding Inquiry</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Award Status Inquiry</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
This appendix describes how to use Public APIs in Oracle Grants Accounting. The following sections are in this appendix:

- Definition
- Overview
- Budget API Process
- Budget API Parameters
- Budget API Process Flowchart
- Award ID APIs
Oracle Grants Accounting provides public APIs to allow users to perform certain Grants Accounting functions from outside systems. Grants Accounting provides the following APIs:

- Budget APIs
- Award ID APIs

Grants Accounting Budget APIs provide a set of PL/SQL package procedures to create, modify, delete, submit, and baseline draft award budget.

Award ID APIs give users the ability to get award information from transactions. These APIs can be used in the account generator workflow to derive an account segment value based on the award number.
Overview

This reference chapter assumes users have a familiarity with basic programming skills.

This section includes the following:

- Budget API Procedures
- Budget API Rules
- Budget API Prerequisites

Budget API Procedures

Budget APIs for uploading award budget data from external systems are included in the Grants Accounting system. This package of APIs is comprised of procedures for the following Grants Accounting tasks:

- create a draft budget version for award and project - CREATE_DRAFT_BUDGET
- create a draft budget - ADD_BUDGET_LINE
- update budget version attributes - UPDATE_BUDGET
- update existing budget line of draft budget - UPDATE_BUDGET_LINE
- delete an existing draft budget - DELETE_DRAFT_BUDGET
- delete a budget line of an existing draft budget - DELETE_BUDGET_LINE
- baseline a draft budget - BASELINE_BUDGET
- submit or baseline an award budget - SUBMIT_BASELINE_BUDGET
- create a draft project budget from baselined award budgets - SUMMARIZE_PROJECT_TOTALS
- submit the budget baseline concurrent process which calls baseline_budget procedure - SUBMIT_CONC_PROCESS

Budget API Rules

The following rules apply to Grants Accounting Budget API procedures:

- Procedures have been designed such that either the ID or the Number can be passed to them.
For example, in the CREATE_DRAFT_BUDGET procedure, either P_PROJECT_ID or P_PROJECT_NUMBER can be passed in and the API will validate accordingly.

- Some of the procedure parameters may be required or not required based on the Budget Entry Method associated with the budget.
  For example, if the budget is created at the Project level, then Task ID/Task Number need not be passed in.
- If the Budget Entry Method is based on the Projects or General Ledger period, then a valid value for a Projects or General Ledger period should be passed in.
- Award budgets can be created for BURDENED_COST only.

### Budget API Prerequisites

Before running Budget APIs in Grants Accounting, the following prerequisites should be met:

- User must have query and update privileges as dictated by GMS Security.
- Global Security context has to be set for the session if these procedures are being called outside of Forms or concurrent program sessions.
- If Workflow is to be used for approving a budget, then the BUDGET_WF_ENABLED_FLAG should be set to "Y" in the GMS_AWARDS_ALL table. It is recommended that BUDGET_WF_ENABLED_FLAG be set to "N" at the award level during data loading.
**Budget API Process**

Table E–1 describes the Budget API process.

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Users invoke API for each record to be uploaded.</td>
</tr>
<tr>
<td>2.</td>
<td>API checks validity of parameters before inserting information into Grants Accounting tables.</td>
</tr>
<tr>
<td>3.</td>
<td>API returns the status of the upload.</td>
</tr>
<tr>
<td>4.</td>
<td>An error or undefined exception message appears for each record that fails during the process.</td>
</tr>
<tr>
<td>5.</td>
<td>Users handle errors. If necessary, user corrects input parameters based on error message.</td>
</tr>
<tr>
<td>6.</td>
<td>Users re-execute APIs for failed records; events 1 - 3 repeat until all applicable records have been uploaded.</td>
</tr>
<tr>
<td>7.</td>
<td>Users execute commit.</td>
</tr>
</tbody>
</table>
Budget API Parameters

The CREATE_DRAFT_BUDGET procedure enables users to create a draft approved cost budget for an award funding or project. The API validates the input using business logic and returns either validation or error messages.

Table E–2 lists the parameters for the CREATE_DRAFT_BUDGET procedure.

**Note:** If a draft budget already exists, then it will be deleted and recreated.

**Note:** Prior to this procedure, an award must have been created and must be funding the project.

**Table E–2  Parameters for the CREATE_DRAFT_BUDGET Procedure**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PM_BUDGET_REFERENCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_BUDGET_VERSION_NAME</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>version name for draft budget user defined</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
</tbody>
</table>
**Table E–2  Parameters for the CREATE_DRAFT_BUDGET Procedure**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; &quot;AC&quot; for approved cost budget</td>
</tr>
<tr>
<td>P_CHANGE_REASON_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>change reason for budget</td>
</tr>
<tr>
<td>P_DESCRIPTION</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>description of budget</td>
</tr>
<tr>
<td>P_ENTRY_METHOD_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget entry method code</td>
</tr>
<tr>
<td>P_RESOURCE_LIST_NAME</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>resource list name for budget</td>
</tr>
<tr>
<td>P_RESOURCE_LIST_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>resource list ID for budget</td>
</tr>
<tr>
<td>P_ATTRIBUTE_CATEGORY</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield category at budget version</td>
</tr>
<tr>
<td>P_ATTRIBUTE1</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE2</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE3</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE4</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE5</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE6</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE7</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE8</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE9</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
</tbody>
</table>
Budget API Parameters

### Table E–2  Parameters for the CREATE_DRAFT_BUDGET Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_ATTRIBUTE10</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE11</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE12</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE13</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE14</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE15</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
</tbody>
</table>

E-8  Oracle Grants Accounting User’s Guide
Table E–3 lists the parameters for the ADD_BUDGET_LINE procedure.

**Note:** Prior to this procedure, a draft budget must have been created.

**Table E–3  Parameters for the ADD_BUDGET_LINE Procedure**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
</tbody>
</table>
### Table E–3 Parameters for the ADD_BUDGET_LINE Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; “AC” for approved cost budget</td>
</tr>
<tr>
<td>P_TASK_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>task ID</td>
</tr>
<tr>
<td>P_TASK_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>task number</td>
</tr>
<tr>
<td>P_RESOURCE_ALIAS</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>resource name for budget line</td>
</tr>
<tr>
<td>P_RESOURCE_LIST_MEMBER_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>resource list member ID</td>
</tr>
<tr>
<td>P_BUDGET_START_DATE</td>
<td>IN</td>
<td>DATE</td>
<td>start date of budget</td>
</tr>
<tr>
<td>P_BUDGET_END_DATE</td>
<td>IN</td>
<td>DATE</td>
<td>budget end date</td>
</tr>
<tr>
<td>P_PERIOD_NAME</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>General Ledger/Projects period name</td>
</tr>
<tr>
<td>P_DESCRIPTION</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_CHANGE_REASON_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_RAW_COST</td>
<td>IN</td>
<td>NUMBER</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_BURDENED_COST</td>
<td>IN</td>
<td>NUMBER</td>
<td>budget burdened cost</td>
</tr>
<tr>
<td>P_QUANTITY</td>
<td>IN</td>
<td>NUMBER</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_UNIT_OF_MEASURE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>unit of measure for budget</td>
</tr>
<tr>
<td>P_TRACK_AS_LABOR_FLAG</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PM_BUDGET_LINE_REFERENCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_ATTRIBUTE_CATEGORY</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield category at budget version</td>
</tr>
<tr>
<td>P_ATTRIBUTE1</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE2</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
</tbody>
</table>
### Table E–3 Parameters for the ADD_BUDGET_LINE Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_ATTRIBUTE3</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE4</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE5</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE6</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE7</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE8</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE9</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE10</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE11</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE12</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE13</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE14</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE15</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_RAW_COST_SOURCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_BURDENED_COST_SOURCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_QUANTITY_SOURCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
</tbody>
</table>
Table E–4 lists the parameters for the UPDATE_BUDGET procedure.

Note: Prior to this procedure, a draft budget must have been created.

Table E–4  Parameters for the UPDATE_BUDGET Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
</tbody>
</table>
### Table E–4 Parameters for the `UPDATE_BUDGET` Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; &quot;AC&quot; for approved cost budget</td>
</tr>
<tr>
<td>P_CHANGE_REASON_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>change reason for budget</td>
</tr>
<tr>
<td>P_DESCRIPTION</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>description of budget</td>
</tr>
<tr>
<td>P_BUDGET_STATUS_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>status of budget</td>
</tr>
<tr>
<td>P_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of budget</td>
</tr>
<tr>
<td>P_CURRENT_FLAG</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>flag indicating whether the budget version is the current baselined budget; &quot;yes&quot; or &quot;no&quot;</td>
</tr>
<tr>
<td>P_ORIGINAL_FLAG</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>flag indicating whether the budget version was an original budget at any time; &quot;yes&quot; or &quot;no&quot;</td>
</tr>
<tr>
<td>P_CURRENT_ORIGINAL_FLAG</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>flag indicating whether the budget version is the current original budget; &quot;yes&quot; or &quot;no&quot;</td>
</tr>
</tbody>
</table>
### Table E–4 Parameters for the UPDATE_BUDGET Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| P_RESOURCE_ACCUMULATED_FLAG           | IN    | VARCHAR2     | flag indicating whether the budget version is summarized by resource accumulation in the project summary amount; "yes" or "no"
| PRESOURCE_LIST_ID                     | IN    | NUMBER       | resource list ID for budget                                                  |
| P_VERSION_NAME                        | IN    | VARCHAR2     | budget version name                                                          |
| P_BUDGET_ENTRY_METHOD_CODE            | IN    | VARCHAR2     | budget entry method code                                                     |
| P_BASELINED_BY_PERSON_ID              | IN    | NUMBER       | ID of person who baselined                                                    |
| P_BASELINED_DATE                      | IN    | DATE         | baselined date                                                               |
| P_QUANTITY                            | IN    | NUMBER       | quantity                                                                     |
| P_UNIT_OF_MEASURE                     | IN    | VARCHAR2     | unit of measure for budget                                                   |
| P_RAW_COST                            | IN    | NUMBER       | raw cost                                                                     |
| P_BURDENED_COST                       | IN    | NUMBER       | burdened cost                                                                |
| P_ATTRIBUTE_CATEGORY                  | IN    | VARCHAR2     | descriptive flexfield category at budget version                             |
| P_ATTRIBUTE1                          | IN    | VARCHAR2     | descriptive flexfield attribute                                              |
| P_ATTRIBUTE2                          | IN    | VARCHAR2     | descriptive flexfield attribute                                              |
| P_ATTRIBUTE3                          | IN    | VARCHAR2     | descriptive flexfield attribute                                              |
Table E–4  Parameters for the UPDATE_BUDGET Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_ATTRIBUTE4</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE5</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE6</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE7</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE8</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE9</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE10</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE11</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE12</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE13</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE14</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE15</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
</tbody>
</table>
Table E–4  Parameters for the UPDATE_BUDGET Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_FIRST_BUDGET_PERIOD</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>first period for which to display amounts in budget matrix window</td>
</tr>
<tr>
<td>P_WF_STATUS_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>This column stores the workflow status code for Budget Approval windows.</td>
</tr>
</tbody>
</table>
Table E–5 lists the parameters for the UPDATE_BUDGET_LINE procedure.

Note: Prior to this procedure, a budget line must have been created.

**Table E–5  Parameters for the UPDATE_BUDGET_LINE Procedure**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; &quot;AC&quot; for approved cost budget</td>
</tr>
<tr>
<td>P_TASK_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>task ID</td>
</tr>
<tr>
<td>P_TASK_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>task number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
<tr>
<td>P_RESOURCE_ALIAS</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>resource name for budget line</td>
</tr>
</tbody>
</table>
### Table E–5  Parameters for the UPDATE_BUDGET_LINE Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_RESOURCE_LIST_MEMBER_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>resource list member ID</td>
</tr>
<tr>
<td>P_BUDGET_START_DATE</td>
<td>IN</td>
<td>DATE</td>
<td>start date of budget</td>
</tr>
<tr>
<td>P_BUDGET_END_DATE</td>
<td>IN</td>
<td>DATE</td>
<td>budget end date</td>
</tr>
<tr>
<td>P_PERIOD_NAME</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>General Ledger/Projects period name</td>
</tr>
<tr>
<td>P_DESCRIPTION</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget line description</td>
</tr>
<tr>
<td>P_CHANGE_REASON_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>change reason</td>
</tr>
<tr>
<td>P_RAW_COST</td>
<td>IN</td>
<td>NUMBER</td>
<td>budget raw cost</td>
</tr>
<tr>
<td>P_BURDENED_COST</td>
<td>IN</td>
<td>NUMBER</td>
<td>budget burdened cost</td>
</tr>
<tr>
<td>P_QUANTITY</td>
<td>IN</td>
<td>NUMBER</td>
<td>budget quantity</td>
</tr>
<tr>
<td>P_UNIT_OF_MEASURE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>unit of measure for budget</td>
</tr>
<tr>
<td>P_TRACK_AS_LABOR_FLAG</td>
<td>IN</td>
<td>VARCHAR2</td>
<td></td>
</tr>
<tr>
<td>P_ATTRIBUTE_CATEGORY</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield category at budget version</td>
</tr>
<tr>
<td>P_ATTRIBUTE1</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE2</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE3</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE4</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE5</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE6</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE7</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE8</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>Parameter</td>
<td>Usage</td>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>--------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>P_ATTRIBUTE9</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE10</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE11</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE12</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE13</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE14</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_ATTRIBUTE15</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_RAW_COST_SOURCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>descriptive flexfield attribute</td>
</tr>
<tr>
<td>P_BURDENED_COST_SOURCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_QUANTITY_SOURCE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
</tbody>
</table>
Table E–6 lists the parameters for the DELETE_DRAFT_BUDGET procedure.

**Note**: Prior to this procedure, a draft budget must have been created.

**Table E–6  Parameters for the DELETE_DRAFT_BUDGET Procedure**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; &quot;AC&quot; for approved cost budget</td>
</tr>
</tbody>
</table>
Table E–7 lists the parameters for the DELETE_BUDGET_LINE procedure.

**Note**: Prior to this procedure, a budget line must have been created.

### Table E–7 Parameters for the DELETE_BUDGET_LINE Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; &quot;AC&quot; for approved cost budget</td>
</tr>
<tr>
<td>P_TASK_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>task ID</td>
</tr>
<tr>
<td>P_TASK_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>task number</td>
</tr>
</tbody>
</table>
### Table E–7  Parameters for the DELETE_BUDGET_LINE Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESOURCE_ALIAS</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>resource name for budget line</td>
</tr>
<tr>
<td>PRESOURCE_LIST_MEMBER_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>resource list member ID</td>
</tr>
<tr>
<td>PSTART_DATE</td>
<td>IN</td>
<td>DATE</td>
<td>start date</td>
</tr>
<tr>
<td>P_PERIOD_NAME</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>period name</td>
</tr>
</tbody>
</table>
Table E–8 lists the parameters for the BASELINE_BUDGET procedure.

**Note**: Prior to this procedure, a draft budget with budget lines must have been created.

**Note**: It is recommended that SUBMIT_CONC_PROCESS be used to call this procedure so that baselining can be carried out as a concurrent process.

**Note**: This procedure will determine the current status of the Budget, either Submitted or Working, and submit and baseline accordingly.

**Table E–8 Parameters for the BASELINE_BUDGET Procedure**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_API_VERSION_NUMBER</td>
<td>IN</td>
<td>NUMBER</td>
<td>version number of API for compatibility purpose; current version is 1.0</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
<tr>
<td>P_COMMIT</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>commit flag to direct this procedure to commit. Allowed values are &quot;F&quot; - No commit - default, and &quot;T&quot; - Do commit.</td>
</tr>
<tr>
<td>P_INIT_MSG_LIST</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_WORKFLOW_STARTED</td>
<td>OUT</td>
<td></td>
<td>indicates whether Workflow has been started to baseline the budget; &quot;Y&quot; for yes, &quot;N&quot; for no</td>
</tr>
<tr>
<td>P_PM_PRODUCT_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_PROJECT_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>project number</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_AWARD_NUMBER</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>award number</td>
</tr>
</tbody>
</table>
### Table E-8 Parameters for the BASELINE_BUDGET Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_BUDGET_TYPE_CODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>budget type code; &quot;AC&quot; for approved cost budget</td>
</tr>
<tr>
<td>P_MARK_AS_ORIGINAL</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>marks budget as an original budget. &quot;Y&quot; for yes, &quot;N&quot; for no</td>
</tr>
</tbody>
</table>
Table E–9 lists the parameters for the SUBMIT_BASELINE_BUDGET procedure.

**Note:** This is a wrapper procedure for BASELINE_BUDGET.

*Table E–9  Parameters for the SUBMIT_BASELINE_BUDGET Procedure*

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERRBUFF</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>error message returned if any</td>
</tr>
<tr>
<td>RETCODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>Return Code; &quot;S&quot; for Success, &quot;E&quot; for Error</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_MARK_AS_ORIGINAL</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>marks budget as an original budget. &quot;Y&quot; for yes, &quot;N&quot; for no</td>
</tr>
</tbody>
</table>
Table E–10 lists the parameters for the SUMMARIZE_PROJECT_TOTALS procedure.

### Table E–10  Parameters for the SUMMARIZE_PROJECT_TOTALS Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X_BUDGET_VERSION_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>budget version ID</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>IN OUT</td>
<td>NUMBER</td>
<td>SQL error code returned by this API; 0 for Success, 1 for Expected Error, 2 for Unexpected Error</td>
</tr>
<tr>
<td>X_ERR_STAGE</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>location of error message in the API. Used for debugging purposes</td>
</tr>
<tr>
<td>X_ERR_STACK</td>
<td>IN OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
</tbody>
</table>
Table E–11 lists the parameters for the SUBMIT_CONC_PROCESS procedure.

**Note:** This procedure will submit the concurrent process to baseline the budget.

Table E–11 Parameters for the SUBMIT_CONC_PROCESS Procedure

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_REQUID</td>
<td>OUT</td>
<td>NUMBER</td>
<td>concurrent request ID</td>
</tr>
<tr>
<td>P_PROJECT_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>project ID</td>
</tr>
<tr>
<td>P_AWARD_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>award ID</td>
</tr>
<tr>
<td>P_MARK_AS_ORIGINAL</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>marks budget as an original budget. &quot;Y&quot; for yes, &quot;N&quot; for no</td>
</tr>
</tbody>
</table>


Budget API Process Flowchart

Figure E–1 shows the Budget API process flowchart as described in Table E–1.

Figure E–1  Budget API Process Flowchart

1. User Invokes API for Each Record to be Uploaded
2. API Checks Validity of Parameters Before Inserting Information into Grants Accounting Tables
3. API Returns Upload Status
4. Status = Error or Undefined Exception?
   - Yes: User Handles Error
   - No: Any More Records?
   - No: User Executes Commit
Award ID APIs

The following are Award ID APIs that derive award information for transactions in Account Generator Workflow.

API to Derive AWARD_ID from Workflow

Grants Accounting incorporated changes in the account generators used in Purchasing and Payables by providing the AWARD_SET_ID. The AWARD_SET_ID is the internal ID of an award distribution line, which is associated with a requisition distribution, purchase distribution, invoice distribution, expenditure item ID, and encumbrance item ID, as one of the attributes in the account generator Workflow. Users can derive the AWARD_ID of the award from the workflow during workflow customization using the following API. During customization of account workflow, users can use AWARD_ID to derive account segments.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEMTYPE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>internal name for the item type. Item types are defined in the Oracle Workflow Builder.</td>
</tr>
<tr>
<td>ITEMKEY</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>workflow item key</td>
</tr>
<tr>
<td>ACTID</td>
<td>IN</td>
<td>NUMBER</td>
<td>account ID</td>
</tr>
<tr>
<td>FUNCMODE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>workflow parameter</td>
</tr>
<tr>
<td>RESULTOUT</td>
<td>OUT</td>
<td>VARCHAR2</td>
<td>result returned by this API; ERROR, COMPLETE:FAILURE, or COMPLETE:SUCCESS</td>
</tr>
<tr>
<td>P_DOC_TYPE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>document types; valid values are &quot;REQ&quot;, &quot;PO&quot;, &quot;AP&quot;, &quot;APD&quot;, &quot;ENC&quot;, and &quot;OPT&quot;</td>
</tr>
</tbody>
</table>

API to Derive AWARD_ID from AWARD_SET_ID

Grants Accounting maintains an award distribution record for each requisition distribution, purchase distribution, invoice distribution, and cost distribution line for expenditure items and encumbrance items. The identifier for an award
distribution record is a combination of AWARD_SET_ID and document type for requisition distribution, purchase distribution, invoice distribution, and encumbrance items.

The following API can be used to get the AWARD_ID from the award distribution.

### Table E–13 Parameters for the GMS_ACC_GEN_API_GET_AWARD_ID Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X_AWARD_SET_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>ID for the award distribution</td>
</tr>
<tr>
<td>X_ATTR_AWARD_ID</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>not currently used</td>
</tr>
<tr>
<td>X_DOCUMENT_TYPE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>document type; allowed values are &quot;REQ&quot;, &quot;PO&quot;, &quot;AP&quot;, &quot;APD&quot;, &quot;ENC&quot;, and &quot;OPI&quot;</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>OUT</td>
<td>NUMBER</td>
<td>error code returned by this API; 0 for success, otherwise error</td>
</tr>
<tr>
<td>X_ERR_MSG</td>
<td>OUT</td>
<td>VARCHAR2</td>
<td>error message returned by this API</td>
</tr>
</tbody>
</table>

### API to derive AWARD_ID from EXPENDITURE_ITEM_ID

Grants accounting maintains an award distribution record for each requisition distribution, purchase distribution, invoice distribution, and cost distribution line for expenditure items and encumbrance items. For the cost distribution lines of expenditure items, the relation is established through EXPENDITURE_ITEM_ID and CDL_LINE_NUM.

The following API can be used to get the AWARD_ID for cost distributions lines.

### Table E–14 Parameters for the GMS_ACC_GEN_API_GET_AWARD_ID Function

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X_EXP_ITEM_ID</td>
<td>IN</td>
<td>NUMBER</td>
<td>ID for the award distribution</td>
</tr>
<tr>
<td>X_DOC_TYPE</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>document type; allowed values are &quot;EXP&quot; and &quot;ENC&quot;</td>
</tr>
<tr>
<td>Parameter</td>
<td>Usage</td>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>X_CDL_LINE_NUM</td>
<td>IN</td>
<td>NUMBER</td>
<td>line number of cost distribution line; 1 for encumbrance items</td>
</tr>
<tr>
<td>X_ERR_CODE</td>
<td>OUT</td>
<td>NUMBER</td>
<td>error code returned by this API; 0 for success, otherwise error</td>
</tr>
<tr>
<td>X_ERR_MSG</td>
<td>OUT</td>
<td>VARCHAR2</td>
<td>error message returned by the API</td>
</tr>
</tbody>
</table>
This appendix lists navigation paths for windows in Oracle Grants Accounting. The following section is in this appendix:

- Navigation
Navigation

Table F–1 shows the navigation path for each window in Grants Accounting.

Table F–1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Types</td>
<td>Setup - Billing - Award Types</td>
</tr>
<tr>
<td>Allowed Cost Schedules</td>
<td>Setup - Expenditures - Allowed Cost</td>
</tr>
<tr>
<td>Asset</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Asset Information - Assets in Options region</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Projects - Project Templates</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Asset Information - Assets in Options region</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Projects - Project Templates</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Asset Information - Asset Assignments in Options region</td>
</tr>
<tr>
<td>Asset Assignments</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Asset Information - Asset Assignments in Options region</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Projects - Project Templates</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Asset Information - Asset Assignments in Options region</td>
</tr>
<tr>
<td>Award Budgets</td>
<td>Budgets - Award Budgets</td>
</tr>
</tbody>
</table>
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Management</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td>Award Management Folder</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Awards - Award Template</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td>Award Purpose Code Lookups</td>
<td>Setup - Awards - Purpose Codes</td>
</tr>
<tr>
<td>Award Quick Entry</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Copy To</td>
</tr>
<tr>
<td>Award Role Lookups</td>
<td>Setup - Awards - Roles</td>
</tr>
<tr>
<td>Award Status</td>
<td>Award Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td>Award Template Management</td>
<td>Setup - Awards - Award Template</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Awards - Award Template</td>
</tr>
<tr>
<td></td>
<td>Click New</td>
</tr>
<tr>
<td>Billing Cycles</td>
<td>Setup - Billing - Billing Cycles</td>
</tr>
</tbody>
</table>
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Format</td>
<td>Awards&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Compliances tab&lt;br&gt;Click Billing Format&lt;br&gt;or&lt;br&gt;Setup - Awards - Award Template&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Compliances tab&lt;br&gt;Click Billing Format</td>
</tr>
<tr>
<td>Billing Setup Form</td>
<td>Setup - Awards - Billing Forms</td>
</tr>
<tr>
<td>Budget Entry Methods</td>
<td>Setup - Budgets - Entry Methods</td>
</tr>
<tr>
<td>Budget Funds Check Results</td>
<td>Budgets - Funds Checking Results (Budget)&lt;br&gt;Click Find</td>
</tr>
<tr>
<td>Budget Lines [Award Budgets]</td>
<td>Budgets - Award Budgets&lt;br&gt;Click Details&lt;br&gt;Click Budget Lines&lt;br&gt;or&lt;br&gt;Budgets - Award Budgets&lt;br&gt;Click History&lt;br&gt;Click Details</td>
</tr>
<tr>
<td>Budget Lines [Project Budgets]</td>
<td>Budgets - Project Budgets&lt;br&gt;Click History&lt;br&gt;Click Details&lt;br&gt;Click Budget Lines</td>
</tr>
<tr>
<td>Budget Types</td>
<td>Setup - Budgets - Budget Types</td>
</tr>
<tr>
<td>Budget Version History [Award Budgets]</td>
<td>Budgets - Award Budgets&lt;br&gt;Click History</td>
</tr>
</tbody>
</table>
Table F–1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Version History [Project Budgets]</td>
<td>Budgets - Project Budgets</td>
</tr>
<tr>
<td></td>
<td>Click History</td>
</tr>
<tr>
<td>Budgetary Control</td>
<td>Budgets - Budgetary Control</td>
</tr>
<tr>
<td>Budgetary Control - Resources</td>
<td>Budgets - Budgetary Control</td>
</tr>
<tr>
<td></td>
<td>Click Resources</td>
</tr>
<tr>
<td>Budgetary Control Transactions</td>
<td>Expenditures - Funds Checking Results</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click GL Details</td>
</tr>
<tr>
<td>[Project] Budgets</td>
<td>Budgets - Budgets</td>
</tr>
<tr>
<td>Burden Cost Codes</td>
<td>Setup - Costing - Burden - Cost Codes</td>
</tr>
<tr>
<td>Change Comment [Actuals]</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Tools - Change Comment</td>
</tr>
<tr>
<td>Change Comment [Invoice Review]</td>
<td>Billing - Invoice Review</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Lines</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td></td>
<td>Tools - Change Comments</td>
</tr>
<tr>
<td>Window</td>
<td>Navigation Path</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Commitment Details</td>
<td>Project Status&lt;br&gt;Click Find&lt;br&gt;Click Commitments&lt;br&gt;Click Find&lt;br&gt;or&lt;br&gt;Project Status&lt;br&gt;Click Find&lt;br&gt;Click Task Status&lt;br&gt;Click Commitments&lt;br&gt;Click Find&lt;br&gt;or&lt;br&gt;Project Status&lt;br&gt;Click Find&lt;br&gt;Click Task Status&lt;br&gt;Click Resource Status&lt;br&gt;Click Commitments&lt;br&gt;Click Find</td>
</tr>
<tr>
<td>Control Billing by Top Task</td>
<td>Billing - Control Billing by Top Task</td>
</tr>
<tr>
<td>Copy Actual Budget [Award Budgets]</td>
<td>Budgets - Award Budgets&lt;br&gt;Click Copy Actual...</td>
</tr>
<tr>
<td>Copy Actual Budget [Project Budgets]</td>
<td>Budgets - Project Budgets&lt;br&gt;Click Copy Actual...</td>
</tr>
<tr>
<td>Copy Allowed Cost Schedule</td>
<td>Setup - Expenditures - Allowed Cost&lt;br&gt;Click Copy</td>
</tr>
<tr>
<td>Copy Budget Version [Award Budgets]</td>
<td>Budgets - Award Budgets&lt;br&gt;Click History&lt;br&gt;Click Copy to...</td>
</tr>
<tr>
<td>Window</td>
<td>Navigation Path</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Copy Budget Version [Project Budgets]</td>
<td>Budgets - Project Budgets</td>
</tr>
<tr>
<td></td>
<td>Click History</td>
</tr>
<tr>
<td></td>
<td>Click Copy to...</td>
</tr>
<tr>
<td>Copy From Encumbrance Batch</td>
<td>Expenditures - Pre-Approved Batches - Enter Encumbrances</td>
</tr>
<tr>
<td></td>
<td>Click Copy From...</td>
</tr>
<tr>
<td>Copy From Expenditure Batch</td>
<td>Expenditures - Pre-Approved Batches - Enter Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Copy From...</td>
</tr>
<tr>
<td>Cost Budget Types</td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Tools - Cost Budget Types</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Task Status</td>
</tr>
<tr>
<td></td>
<td>Tools - Cost Budget Types</td>
</tr>
<tr>
<td>Cost Distribution Lines [Actuals]</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Item Details</td>
</tr>
<tr>
<td></td>
<td>Select Cost Distribution Lines</td>
</tr>
<tr>
<td></td>
<td>Click OK</td>
</tr>
<tr>
<td>Credit Invoice</td>
<td>Billing - Invoice Reviews</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Credit...</td>
</tr>
<tr>
<td>Encumbrance Batches</td>
<td>Expenditures - Pre-Approved Batches - Enter Encumbrances</td>
</tr>
<tr>
<td>Encumbrance Batches Summary</td>
<td>Expenditures - Pre-Approved Batches - Enter Encumbrances</td>
</tr>
<tr>
<td></td>
<td>View - Summary/Detail</td>
</tr>
</tbody>
</table>
**Table F–1  Navigation Paths**

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrances</td>
<td>Expenditures - Pre-Approved Batches - Enter Encumbrances</td>
</tr>
<tr>
<td></td>
<td>Click Encumbrances</td>
</tr>
<tr>
<td>Event Details</td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Events</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Task Status</td>
</tr>
<tr>
<td></td>
<td>Click Events</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Task Status</td>
</tr>
<tr>
<td></td>
<td>Click Resource Status</td>
</tr>
<tr>
<td></td>
<td>Click Events</td>
</tr>
<tr>
<td>Event Revenue Distribution Lines [Awards]</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Compliances tab</td>
</tr>
<tr>
<td></td>
<td>Billing Distribution Rule must be</td>
</tr>
<tr>
<td></td>
<td>Event</td>
</tr>
<tr>
<td></td>
<td>Revenue Distribution Rule can be</td>
</tr>
<tr>
<td></td>
<td>Event or Cost</td>
</tr>
<tr>
<td></td>
<td>Click Events</td>
</tr>
<tr>
<td></td>
<td>Click Revenue Distribution Lines</td>
</tr>
</tbody>
</table>
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| 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 |

**Oracle Grants Accounting Navigation Paths**
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Item Details: Actuals</td>
<td>Award Status</td>
</tr>
<tr>
<td></td>
<td>Click Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td>Expenditure Item Details: Commitments</td>
<td>Award Status</td>
</tr>
<tr>
<td></td>
<td>Click Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Commitments</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td>Expenditure Types</td>
<td>Setup - Expenditures - Expenditure Types</td>
</tr>
<tr>
<td>Expenditures</td>
<td>Expenditures - Pre-Approved Batches - Enter Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Expenditures</td>
</tr>
<tr>
<td>Factor By</td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Tools - Factor By</td>
</tr>
<tr>
<td>Find Award</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Awards - Award Template</td>
</tr>
<tr>
<td>Find Award Status</td>
<td>Award Status</td>
</tr>
<tr>
<td>Find Budget Funds Check Details</td>
<td>Budgets - Funds Check Results (Budget)</td>
</tr>
<tr>
<td>Find Capital Projects</td>
<td>Capital Projects</td>
</tr>
<tr>
<td>Window</td>
<td>Navigation Path</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Find Commitments               | Project Status
|                                | Click Find
|                                | Click Commitments
|                                | or
|                                | Project Status
|                                | Click Find
|                                | Click Task Status
|                                | Click Commitments
|                                | or
|                                | Project Status
|                                | Click Find
|                                | Click Task Status
|                                | Click Resource Status
|                                | Click Commitments
| Find Expenditure Items         | Project Status
|                                | Click Find
|                                | Click Task Status
|                                | Click Actuals
|                                | or
|                                | Project Status
|                                | Click Find
|                                | Click Task Status
|                                | Click Resource Status
|                                | Click Actuals
| Find Funds Check Details       | Expenditures - Funds Check Results |
| Find Invoices                  | Billing - Invoice Review                                                        |
| Find Project Expenditure Items | Expenditures - Expenditure Inquiry - Actuals                                    |
| Find Project Status            | Project Status                                                                  |
### Table F–1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find Projects</td>
<td>Projects or Setup - Projects - Project Templates</td>
</tr>
<tr>
<td>Find Revenue</td>
<td>Billing - Revenue Review</td>
</tr>
<tr>
<td>Find Tasks</td>
<td>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</td>
</tr>
<tr>
<td>Fund Projects</td>
<td>Awards Click Find Click Open (non-template) Click Project Funding</td>
</tr>
<tr>
<td>Funding History</td>
<td>Billing - Funding Inquiry Click Funding History</td>
</tr>
<tr>
<td>Funding Summary</td>
<td>Awards Click Find Click Open (non-template) Click Funding Summary</td>
</tr>
<tr>
<td>Funds Check Results</td>
<td>Expenditures - Funds Check Results Click Find</td>
</tr>
<tr>
<td>Government Report SF269</td>
<td>Government Reports - SF 269</td>
</tr>
<tr>
<td>Government Report SF270</td>
<td>Government Reports - SF 270</td>
</tr>
</tbody>
</table>
### Table F-1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Report SF272</td>
<td>Government Reports - SF 272</td>
</tr>
<tr>
<td>HISTORY-SF 269 Report History for Award</td>
<td>Government Reports - SF 269 Click History or Government Reports - SF 269 Click Create New Draft or Find Click History</td>
</tr>
<tr>
<td>HISTORY-SF 270 Report History for Award</td>
<td>Government Reports - SF 270 Click History or Government Reports - SF 270 Click Create New Draft or Find Click History</td>
</tr>
<tr>
<td>HISTORY-SF 272 Report History for Award</td>
<td>Government Reports - SF 272 Click History or Government Reports - SF 272 Click Create New Draft or Find Click History</td>
</tr>
<tr>
<td>Implementation Options</td>
<td>Setup - System - Grants Implementation Options</td>
</tr>
<tr>
<td>Invoice</td>
<td>Billing - Invoice Review Click Find Click Open</td>
</tr>
<tr>
<td>Invoice Lines</td>
<td>Billing - Invoice Review Click Find Click Lines</td>
</tr>
</tbody>
</table>
### Table F–1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Line Details [Invoice Review]</td>
<td>Billing - Invoice Review  &lt;br&gt; Click Find  &lt;br&gt; Click Lines  &lt;br&gt; Click Details</td>
</tr>
<tr>
<td>Invoice Summary</td>
<td>Billing - Invoice Review  &lt;br&gt; Click Find</td>
</tr>
<tr>
<td>Invoices</td>
<td>Expenditures - Expenditure Inquiry - Actuals  &lt;br&gt; Click Find  &lt;br&gt; Click Item Details  &lt;br&gt; Select AP Invoice  &lt;br&gt; Click OK  &lt;br&gt; Click Invoices</td>
</tr>
<tr>
<td>Item Details [Actuals]</td>
<td>Expenditures - Expenditure Inquiry - Actuals  &lt;br&gt; Click Find  &lt;br&gt; Click Item Details</td>
</tr>
<tr>
<td>Key Members</td>
<td>Projects  &lt;br&gt; Click Find  &lt;br&gt; Click Open  &lt;br&gt; Select Key Members in Options region  &lt;br&gt; or  &lt;br&gt; Setup - Projects - Project Templates  &lt;br&gt; Click Find  &lt;br&gt; Click Open  &lt;br&gt; Select Key Members in Options region</td>
</tr>
</tbody>
</table>
**Table F-1  Navigation Paths**

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| 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 |

Oracle Grants Accounting Navigation Paths  F-15
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOC Address</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Compliances tab</td>
</tr>
<tr>
<td></td>
<td>Click Billing Format</td>
</tr>
<tr>
<td></td>
<td>Select Letter of Credit Drawdown radio button</td>
</tr>
<tr>
<td></td>
<td>Click LOC Address</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Awards - Award Template</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Compliances tab</td>
</tr>
<tr>
<td></td>
<td>Click Billing Format</td>
</tr>
<tr>
<td></td>
<td>Select Letter of Credit Drawdown radio button</td>
</tr>
<tr>
<td></td>
<td>Click LOC Address</td>
</tr>
<tr>
<td>Mass Adjust [Actuals]</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Mass Adjust</td>
</tr>
<tr>
<td>Non-Labor Expenditure Cost Rates</td>
<td>Setup - Expenditures - Expenditure Types</td>
</tr>
<tr>
<td></td>
<td>Click Cost Rates</td>
</tr>
</tbody>
</table>
### Table F-1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Overrides</td>
<td>Projects&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Organization Overrides in Options region&lt;br&gt;or&lt;br&gt;Setup - Projects - Project Templates&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Organization Overrides in Options region</td>
</tr>
<tr>
<td>Project Classifications</td>
<td>Projects&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Classifications in Options region&lt;br&gt;or&lt;br&gt;Setup - Projects - Project Templates&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Classifications in Options region</td>
</tr>
<tr>
<td>Project Expenditure Items</td>
<td>Expenditures - Expenditure Inquiry - Actuals&lt;br&gt;Click Find</td>
</tr>
<tr>
<td>Project Funding Summary</td>
<td>Billing - Funding Inquiry</td>
</tr>
<tr>
<td>Project Information</td>
<td>Project Status&lt;br&gt;Click Find&lt;br&gt;Click Project</td>
</tr>
</tbody>
</table>
### Table F–1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Quick Entry</td>
<td>Projects Click Find Click Copy To... or Setup - Projects - Project Templates Click Find Click Copy To...</td>
</tr>
<tr>
<td>Project Quick Entry Setup</td>
<td>Setup - Projects - Project Templates Click Find Click New Click Setup Quick Entry</td>
</tr>
<tr>
<td>Project Status</td>
<td>Project Status Click Find</td>
</tr>
<tr>
<td>Project Status [Award]</td>
<td>Award Status Click Find Click Project Status</td>
</tr>
<tr>
<td>Project Types</td>
<td>Setup - Projects - Project Types</td>
</tr>
<tr>
<td>Projects, Templates</td>
<td>Projects Click Find Click Open or Setup - Projects - Project Templates Click New or Setup - Projects - Project Templates Click Find Click Open or New</td>
</tr>
<tr>
<td>Window</td>
<td>Navigation Path</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Projects, Templates Summary</td>
<td>Projects&lt;br&gt;Click Find&lt;br&gt;or&lt;br&gt;Setup - Projects - Project Templates&lt;br&gt;Click Find</td>
</tr>
<tr>
<td>Reference Number Lookups</td>
<td>Setup - Awards - References</td>
</tr>
<tr>
<td>Release Invoice</td>
<td>Billing - Invoice Review&lt;br&gt;Click Find&lt;br&gt;Click Release...</td>
</tr>
<tr>
<td>REPORT DETAILS-SF 269 Current Report Details for Award</td>
<td>Government Reports - SF 269&lt;br&gt;Click Create New Draft or Find</td>
</tr>
<tr>
<td>REPORT DETAILS-SF 270 Current Report Details for Award</td>
<td>Government Reports - SF 270&lt;br&gt;Click Create New Draft or Find</td>
</tr>
<tr>
<td>REPORT DETAILS-SF 272 Current Report Details for Award</td>
<td>Government Reports - SF 272&lt;br&gt;Click Create New Draft or Find</td>
</tr>
<tr>
<td>Report Template Setup</td>
<td>Setup - Awards - Report Templates</td>
</tr>
<tr>
<td>Resource List Assignments</td>
<td>Projects&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Resource List Assignments in Options region&lt;br&gt;or&lt;br&gt;Setup - Projects - Project Templates&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Select Resource List Assignments in Options region</td>
</tr>
</tbody>
</table>
### Table F-1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| 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 | Expenditures - Expenditure Inquiry - Actuals  
| [Actuals]                   | Click Find  
|                             | Click Item Details  
|                             | Select Revenue Distribution Lines  
|                             | Click OK  

F-20  Oracle Grants Accounting User's Guide
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Drilldown List</td>
<td>Project Status&lt;br&gt;Click Find&lt;br&gt;Tools - Resource Drilldown List</td>
</tr>
<tr>
<td>Revenue Lines</td>
<td>Billing - Revenue Review&lt;br&gt;Click Find&lt;br&gt;Click Open&lt;br&gt;Click Lines&lt;br&gt;or&lt;br&gt;</td>
</tr>
<tr>
<td>Revenue Summary</td>
<td>Billing - Revenue Summary&lt;br&gt;Click Find&lt;br&gt;Click Lines</td>
</tr>
<tr>
<td>Reverse An Encumbrance Batch</td>
<td>Expenditures - Pre-Approved Batches - Enter Encumbrances&lt;br&gt;Click Reverse...</td>
</tr>
<tr>
<td>Reverse Encumbrance Items</td>
<td>Expenditures - Pre-Approved Batches - Enter Encumbrances&lt;br&gt;Click Encumbrances&lt;br&gt;Click Reverse Original...</td>
</tr>
<tr>
<td>Reverse Expenditure Items</td>
<td>Expenditure - Pre-Approved Batches - Enter Actuals&lt;br&gt;Click Expenditures&lt;br&gt;</td>
</tr>
<tr>
<td>Run Process [Invoice Review]</td>
<td>Billing - Invoice Review&lt;br&gt;Click Find&lt;br&gt;Click Run Request...</td>
</tr>
</tbody>
</table>
### Table F-1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Process [Revenue Review]</td>
<td>Billing - Revenue Review</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Run Request...</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Billing - Revenue Review</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Click Run Request...</td>
</tr>
<tr>
<td>Run Project Streamline Requests</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Run Request...</td>
</tr>
<tr>
<td>Split Expenditure Item [Actuals]</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Tools - Split</td>
</tr>
<tr>
<td>Split Expenditure Item [Invoice Review]</td>
<td>Billing - Invoice Review</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Lines</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td></td>
<td>Tools - Split</td>
</tr>
<tr>
<td>Submit a New Request</td>
<td>Reports - Run</td>
</tr>
<tr>
<td>Suppliers</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Item Details</td>
</tr>
<tr>
<td></td>
<td>Select AP Invoice</td>
</tr>
<tr>
<td></td>
<td>Click OK</td>
</tr>
<tr>
<td></td>
<td>Click Supplier</td>
</tr>
</tbody>
</table>
### Table F-1  Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Budgets [Award Budgets]</td>
<td>Budgets - Award Budgets</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Budgets - Award Budgets</td>
</tr>
<tr>
<td></td>
<td>Click History</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td>Task Budgets [Project Budgets]</td>
<td>Budgets - Project Budgets</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Budgets - Project Budgets</td>
</tr>
<tr>
<td></td>
<td>Click History</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td>Task Details</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Tasks in Options region</td>
</tr>
<tr>
<td></td>
<td>Click Options</td>
</tr>
<tr>
<td></td>
<td>Select Task Detail</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Projects - Project Templates</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Tasks in Options region</td>
</tr>
<tr>
<td></td>
<td>Click Options</td>
</tr>
<tr>
<td></td>
<td>Select Task Detail</td>
</tr>
<tr>
<td>Task Information</td>
<td>Project Status</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Task Status</td>
</tr>
<tr>
<td></td>
<td>Click Task</td>
</tr>
</tbody>
</table>
### Table F–1 Navigation Paths

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| 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>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms and Conditions Setup Form</td>
<td>Setup - Awards - Terms and Conditions</td>
</tr>
<tr>
<td>Transaction Controls</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Transaction Controls in Options region</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Setup - Projects - Project Templates</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open</td>
</tr>
<tr>
<td></td>
<td>Select Transaction Controls in Options region</td>
</tr>
<tr>
<td>Transfer Items to Project/Task [Actuals]</td>
<td>Expenditures - Expenditure Inquiry - Actuals</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Tools - Transfer 1</td>
</tr>
<tr>
<td>Transfer Items to Project/Task [Invoice Review]</td>
<td>Billing - Invoice Review</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Lines</td>
</tr>
<tr>
<td></td>
<td>Click Details</td>
</tr>
<tr>
<td></td>
<td>Tools - Transfer</td>
</tr>
<tr>
<td>View Award Reports Due and Filed</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>Click Find</td>
</tr>
<tr>
<td></td>
<td>Click Open (non-template)</td>
</tr>
<tr>
<td></td>
<td>Click Reports</td>
</tr>
<tr>
<td>View Burdened Costs [Award]</td>
<td>Setup - Costing - Burden - View (Award)</td>
</tr>
<tr>
<td>View Burdened Costs [Project]</td>
<td>Setup - Costing - Burden - View (Project)</td>
</tr>
</tbody>
</table>
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 received by an organization, which is used to fund one or more projects. An award is a funding installment, which typically represents a budget year.

**award amount**
Total of all installments.

**award budget**
A detailed estimate of the cost of that portion of a project funded by a particular award.
**award distributions**
Award distributions allows users to determine transaction charging instructions for expenditure items based on a predefined funding pattern for cost distribution.

**award roles**
User-defined functions that people perform in activities funded by an award. Typical award roles include Award Manager, Principal Investigator, Technician, Research Assistant, and Post-Doctoral Fellow.

**award template**
Predefined award data that repeats from award to award and is used to simplify and standardize award entry. Users typically create an award template for each funding source.

**award terms and conditions**
Sponsor-determined requirements for managing an award. Typical examples of award terms and conditions categories include confidentiality, intellectual property, publications, salaries, and travel.

**award type**
An implementation-defined classification of awards. Typical award types include federal grants and private grants.

**baselining**
The process of approving a budget for use in reporting and accounting.

**billing cycle**
The billing frequency for an award.

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

**boundary code**
Ending period that the system uses for funds checking.

**budget**
An estimate of cost or revenue for a task or project.
**budgetary control**
The process of applying actual and encumbrance transactions against a funding budget to determine funds available and perform automatic funds checking.

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

**burden cost code**
An implementation-defined classification of overhead costs.

**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.

funding source
A government agency, a private firm, or an individual that provides funding for a project.

funds available
The budget amount, less actuals and encumbrances.

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

**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 government 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.
A

accounting
  encumbrance, Glossary-4
accrue through date, Glossary-1
agreement type, Glossary-1
Agreement Types window
  description, 15-5
  example, 15-4
allowed cost schedules setup
  Allowed Cost Schedules window
    description, 13-5
    example, 13-4
  Copy Allowed Cost Schedule window
    description, 13-8
    example, 13-7
creating new allowed cost schedule
  procedure, 13-6
  definition, 13-2
  overview, 13-2
  prerequisites, 13-2
setting up allowed cost schedules
  procedure, 13-3
Allowed Cost Schedules window
  description, 13-5
  example, 13-4
amendment, Glossary-1
amount type, Glossary-1
API
  process, 5
  API parameters
    uploading proposals from external systems, 6
  API process
    flowchart, 28

autoaccounting parameters
  revenue and invoice review, 28-6
award, Glossary-1
award amount, Glossary-1
award budget, Glossary-1
Award Budgets window
  description, 22-17
  example, 22-16
award distributions setup
  creating funding patterns procedure, 16-6
  definition, 16-2
  enabling transaction import for award distributions procedure, 16-9
Funding Pattern window
  description, 16-8
  example, 16-7
  overview, 16-2
  award distributions, 16-2
  funding patterns, 16-2
  funds checking, 16-4
  implementation options, 16-3
  transaction import, 16-3
  prerequisites, 16-5
award entry
  Award Management Folder window
    description, 17-16
    example, 17-15
  Award Management window
    Budgetary Control tab, 17-28
    Budgetary Control tab description, 17-29
    Compliances tab, 17-36
    Compliances tab description, 17-37
    Contacts tab, 17-32
    Contacts tab description, 17-33
Award Quick Entry window
description, 17-18
example, 17-17
Award Management Folder window
description, 17-16
example, 17-15
Award Management window
Budgetary Control tab, 17-28
Budgetary Control tab description, 17-29
Compliances tab, 17-36
Compliances tab description, 17-37
Contacts tab, 17-32
Contacts tab description, 17-33
Credit Receivers tab, 17-42
Credit Receivers tab description, 17-43
Customer Address tab, 17-30
Customer Address tab description, 17-31
description, 17-22
example, 17-21
Installments tab, 17-24
Installments tab description, 17-25
Personnel tab, 17-34
Personnel tab description, 17-35
References tab, 17-40
References tab description, 17-41
Reports tab, 17-38
Reports tab description, 17-39
Tax and Currency tab, 17-44
Tax and Currency tab description, 17-45
Terms and Conditions tab, 17-26
Terms and Conditions tab description, 17-27
Award Quick Entry window
description, 17-18
example, 17-17
creating events for billing and revenue
procedure, 17-46
definition, 17-4
deleting an award procedure, 17-12
entering an award procedure, 17-7
Event Revenue Distribution Lines window
description, 17-54
example, 17-53
Events window
Amount tab, 17-49
description, 17-51
Description tab, 17-50
Event tab, 17-48
Find Award window
description, 17-14
example, 17-13
Letter of Credit Contacts window
description, 17-59
example, 17-59
LOC Address window
description, 17-60
example, 17-60
overview, 17-4
award information, 17-4
award rules, 17-5
events, 17-5
prerequisites, 17-6
Oracle Grants Accounting Award Purpose Codes
Lookups window
description, 6-6
example, 6-5
overview, 6-2
lookups windows, 6-2
setting up award purpose codes procedure, 6-4
Award Quick Entry window
description, 17-18
example, 17-17
award roles, Glossary-2
award roles setup
definition, 8-2
Oracle Grants Accounting Award Role Lookups
window
description, 8-5
eexample, 8-4
overview, 8-2
setting up award roles procedure, 8-3
award security
award security client extension parameters, D-4
description, D-2
overview, D-2
windows affected by award security, D-5
writing the award security extension, D-3
award status inquiry
award status inquiry procedure, 29-6
Award Status window
description, 29-13
eexample, 29-12
description, 29-3
Expenditure Item Details Actuals window
description, 29-19
eexample, 29-18
Expenditure Item Details Commitments window
description, 29-23
eexample, 29-22
Find Award Status window
description, 29-11
eexample, 29-10
Find Commitments window
description, 29-21
eexample, 29-20
Find Expenditure Items window
description, 29-17
eexample, 29-16
Invoice Summary window
description, 29-25
eexample, 29-24
overview, 29-3
Project Status window
description, 29-29
eexample, 29-28
Resource Status window
description, 29-15
eexample, 29-14
Task Status window
description, 29-31
eexample, 29-30
Award Status window
description, 29-13
eexample, 29-12
award template, Glossary-2
award template entry
Award Template Management window, 18-9
description, 18-10
definition, 18-2
deleting an award template procedure, 18-6
entering an award template procedure, 18-4
overview, 18-2
prerequisites, 18-3
Template Quick Entry window
description, 18-8
eexample, 18-7
Award Template Management window
description, 18-10
eexample, 18-9
Award Templates Setup
Billing Format window
description, 17-58
eexample, 17-57
specifying billing format procedure, 17-55
award terms and conditions, Glossary-2
award terms and conditions setup
description, 7-2
overview, 7-2
setting up award terms and conditions
procedure, 7-3
Terms and Conditions Setup Form window
description, 7-5
eexample, 7-4
award type, Glossary-2
award types setup
Agreement Types window
description, 15-5
eexample, 15-4
definition, 15-2
overview, 15-2
setting up award types procedure, 15-3
baselining, Glossary-2
billable and active check boxes
  revenue and invoice review, 28-4
billing cycle setup
  Billing Cycles window
    description, 11-5
    example, 11-4
    definition, 11-2
    overview, 11-2
    setting up billing cycles procedure, 11-3
Billing Cycles window
  description, 11-5
  example, 11-4
billing form, Glossary-2
Billing Format window
  description, 17-58
  example, 17-57
billing forms setup
  Billing Setup Form window
    description, 10-5
    example, 10-4
    definition, 10-2
    overview, 10-2
    specifying billing forms procedure, 10-3
Billing Setup Form window
  description, 10-5
  example, 10-4
boundary code, Glossary-2
budget, Glossary-2
budget entry
  Award Budgets window
    description, 22-17
    example, 22-16
  Budget Funds Check Results window
    Award tab description, 22-27
    Award tab example, 22-26
    Resource Group tab description, 22-33
    Resource Group tab example, 22-32
    Resource tab description, 22-35
    Resource tab example, 22-34
    Task tab description, 22-30, 22-31
    Top Task tab description, 22-29
    Top Task tab example, 22-28
    Budget Lines window
      description, 22-22
      example, 22-21
      definition, 22-3
      entering award budgets procedure, 22-7
      baselining draft award budget, 22-12
      changing draft award status from Submitted to Working, 22-12
      copying actuals to award budget amounts, 22-10
      entering award budget lines, 22-9
      entering original award budget, 22-7
      finding draft award budget, 22-8
      reviewing historical baselined award budget versions, 22-15
      revising baselined award budget, 22-14
      submitting draft award budget, 22-11
  Find Funds Check Details (Budget) window
    description, 22-25
    example, 22-24
    overview, 22-3
    budget versions, 22-3
    budgetary control default settings, 22-4
    budgets and workflow, 22-5
    project budgets, 22-4
    viewing funds check results of award budget, 22-4
    prerequisites, 22-6
  Project Budgets window
    description, 22-38
    example, 22-37
  Task Budgets window
    description, 22-20
    example, 22-19
    viewing award budget funds check results procedure, 22-23
    viewing project budget procedure, 22-36
budget entry method, budgetary control, and funds check
  Budget Entry Method and Budgetary Control Compatibility Diagram, 21-7
  budget entry method parameter combinations, 21-8
  compatibility of budget entry method parameters with budgetary control settings, 21-10
compatibility of budget entry method with budgetary control time intervals, 21-17
definition, 21-2
funds check calculations based upon amount type/boundary code parameters, 21-19
funds check rollup, 21-12
overview, 21-2
  budget entry method, 21-3
  budgetary control, 21-3
  budgetary control settings and time intervals, 21-4
  budgeting, 21-5
default budgetary settings, 21-4
funds check, 21-3
multi-funding, 21-5
resource level rollup example, 21-14
task level rollup example, 21-16
Budget Funds Check Results window
  Award tab description, 22-27
  Award tab example, 22-26
  Resource Group tab description, 22-33
  Resource Group tab example, 22-32
  Resource tab description, 22-35
  Resource tab example, 22-34
  Task tab description, 22-30, 22-31
  Top Task tab description, 22-29
  Top Task tab example, 22-28
Budget Lines window
  description, 22-22
  example, 22-21
budgetary control, Glossary-3
Budgetary Control - Resources window
  description, 24-10
  example, 24-9
Budgetary Control window
  description, 24-7
  example, 24-6
burden accounting, Glossary-3
burden cost code, Glossary-3
burden costs, Glossary-3
burden schedule, Glossary-3
burden structure, Glossary-3
burdened cost, Glossary-3
burdening setup
  creating burden cost codes procedure, 14-9
creating burden schedules procedure, 14-11
creating burden structures procedure, 14-10
defining burden cost bases procedure, 14-8
defining burden costs expenditure types procedure, 14-6
defining burden expenditure types burden details procedure, 14-7
definition, 14-2
overview, 14-2
burden cost bases and cost base types, 14-2
burden cost codes, 14-3
burden multiplier, 14-3
burden schedule, 14-3
burden structure, 14-3
viewing burdened costs, 14-3
prerequisites, 14-5
View Burdened Costs (Award) window
  description, 14-16
  example, 14-15
View Burdened Costs (Project) window
  description, 14-14
  example, 14-13
viewing burdened costs procedure, 14-12

c
    capital project, Glossary-3
changing budgetary control settings
  Budgetary Control - Resources window
    description, 24-10
    example, 24-9
  Budgetary Control window
    description, 24-7
    example, 24-6
changing budgetary control settings at award or task levels procedure, 24-5
changing budgetary control settings at resource groups or resource levels procedure, 24-8
definition, 24-2
overview, 24-2
prerequisites, 24-4
close date, Glossary-3
compatibility of budget entry method variables with funds control settings, 21-10
conditions
award terms and conditions, Glossary-2
contact, Glossary-4
contract project, Glossary-4
Control Billing by Top Task window
description, 28-15
example, 28-14
conventions
angle brackets, xxxv
attach file, xxxvi
bold, xxxv
Close Form command, xxxvi
Courier font, xxxv
graphics descriptions, xxxvi
query data, xxxvi
square brackets, xxxv
uppercase, xxxv
warning symbol, xxxv
Copy Allowed Cost Schedule window
description, 13-8
example, 13-7
cost allowability schedule, Glossary-4
cost and event distribution rules
revenue and invoice review, 28-5
cost base, Glossary-4
credit type, Glossary-4

date
close, Glossary-3
define budget entry methods
Grants Accounting setup steps, 2-23
define customers
Grants Accounting setup steps, 2-16
define derived columns
Grants Accounting setup steps, 2-34
define encumbrance types
Grants Accounting setup steps, 2-14
define event types
Grants Accounting setup steps, 2-22
define Payables financials options
Grants Accounting setup steps, 2-15
define project types
Grants Accounting setup steps, 2-25
define project-related distribution sets
Grants Accounting setup steps, 2-33
define Purchasing financials options
Grants Accounting setup steps, 2-15
define Purchasing options
Grants Accounting setup steps, 2-15
define resource lists
Grants Accounting setup steps, 2-24
define set of books
Grants Accounting setup steps, 2-14
define sponsored project types
Grants Accounting setup steps, 2-25
descriptive flexfield, Glossary-4
diagrams
Budget Entry Method and Budgetary Control Compatibility, 21-7
Budget Subprocess, C-21
Multiple Awards Funding Multiple Projects, A-3
Oracle Grants Accounting Workflow, C-10

E
EDI
Electronic Data Interchange, Glossary-4
electronic data interchange
EDI, Glossary-4
encumbrance, Glossary-4
encumbrance accounting, Glossary-4
Encumbrance Batches window
description, 25-21
example, 25-20
Encumbrances window
description, 25-24
example, 25-23
end date, Glossary-5
event, Glossary-5
Event Revenue Distribution Lines window
description, 17-54
example, 17-53
Events window
Amount tab, 17-49
description, 17-51
Description tab, 17-50
Event tab, 17-48
Expenditure Batches window
Expenditure Item Details Actuals window
description, 29-19
example, 29-18
Expenditure Item Details Commitments window
description, 29-23
example, 29-22
Expenditure Item Details Commitments window
description, 29-23
example, 29-22
Expenditure type, Glossary-5
Expenditures window
description, 25-18
example, 25-17
F
Find Award Status window
description, 29-11
example, 29-10
Find Award window
description, 17-14
example, 17-13
Find Commitments window
description, 29-21
example, 29-20
Find Expenditure Items window
description, 29-17
example, 29-16
Find Funds Check Details (Budget) window
description, 22-25
example, 22-24
Find Funds Check Details window
description, 26-18
example, 26-17
Find Sponsored Project Types window
description, 4-8
example, 4-7
flexfield
descriptive, Glossary-4
flowchart
API process, 28
Fund Projects window
description, 20-5
example, 20-5
funded amount, Glossary-5
Funding History window
description, 20-12
example, 20-11
Funding Pattern window
description, 16-8
example, 16-7
funding source, Glossary-5
Funding Summary window
description, 20-7
example, 20-7
funds available, Glossary-5
Funds Check Results Failure Report
description, 26-29
example, 26-28
Funds Check Results Success Report
description, 26-31
example, 26-30
Funds Check Results window
Award tab, 26-19
description, 26-24
Resource Group tab, 26-22
Resource tab, 26-23
Task tab, 26-21
Top Task tab, 26-20
funds checking, Glossary-5
funds reservation, Glossary-5
G
generating revenue and invoices
revenue and invoice review, 28-2
Government Report SF269 window
description, 31-10
example, 31-10
Government Report SF270 window
description, 31-20
example, 31-20
Government Report SF272 window
description, 31-27
example, 31-27
government reports
definition, 31-3
Government Report SF269 window
description, 31-10
example, 31-10
Government Report SF270 window
description, 31-20
example, 31-20

Government Report SF272 window
description, 31-27
eexample, 31-27

HISTORY-SF 269 Report History for Award window
description, 31-15
eexample, 31-15

HISTORY-SF 270 Report History for Award window
description, 31-23
eexample, 31-23

HISTORY-SF 272 Report History for Award window
description, 31-31
eexample, 31-30

overview, 31-3
prerequisites, 31-4

REPORT_DETAILS-SF 269 Current Report Details for Award window
eexample, 31-12

REPORT_DETAILS-SF 270 Current Report Details for Award window
eexample, 31-22

REPORT_DETAILS-SF 272 Current Report Details for Award window
eexample, 31-29

SF 1034/1035 Public Voucher for Purchases and Services Other than Personal Report procedure, 31-5

SF 269 Financial Status Report procedure, 31-6

SF 270 Request for Advance or Reimbursement Report procedure, 31-17

SF 272 Federal Cash Transactions Report procedure, 31-25

grantee, Glossary-5
grantor, Glossary-5

Grants Accounting setup
checklist, 2-3
define budget entry methods, 2-23
define customers, 2-16
define derived columns, 2-34
define encumbrance types, 2-14
define event types, 2-22
define Payables financials options, 2-15
define project types, 2-25
define project-related distribution sets, 2-33
define Purchasing financials options, 2-15
define Purchasing options, 2-15
define resource lists, 2-24
define set of books, 2-14
define sponsored project types, 2-25
implement commitments from external systems, 2-32
implement transaction control extension, 2-32
overview, 2-2
run GMS install extensions process, 2-9
set up account generator to generate project-related purchasing accounts, 2-33
set up account generator to generate supplier invoice account, 2-32
set up allowed cost schedule, 2-26
set up award distributions, 2-33
set up award purpose codes, 2-25
set up award roles, 2-26
set up award terms and conditions, 2-26
set up award types, 2-27
set up billing cycles, 2-22
set up event revenue accounting, 2-28
set up expense report costs accounting, 2-27
set up implementation options, 2-18
set up labor costs accounting, 2-27
set up Oracle Assets, 2-16
set up Oracle Workflow, 2-33
set up references, 2-26
set up reports, 2-26
set up supplier invoice adjustment costs accounting, 2-27
set up total burdened costs accounting, 2-28
set up unbilled receivables, unearned revenue, and receivables accounting, 2-30
set up usage costs accounting, 2-27
setup billing forms, 2-26
specify site-level and application-level profile options, 2-9
steps, 2-9

Index-8
hard limit

revenue and invoice review, 28-2

HISTORY-SF 269 Report History for Award window
description, 31-15
example, 31-15

HISTORY-SF 270 Report History for Award window
description, 31-23
example, 31-23

HISTORY-SF 272 Report History for Award window
description, 31-31
example, 31-30

implement commitments from external systems

Grants Accounting setup steps, 2-32

implement transaction control extension

Grants Accounting setup steps, 2-32

Implementation Options Setup

prerequisites, 16-5

implementation options setup

activating award distribution option

procedure, 3-5

definition, 3-2

Implementation Options window
description, 3-8
example, 3-6

overview, 3-2

award distribution option, 3-2

award numbering, 3-2

prerequisites, 3-3

specifying implementation options

procedure, 3-4

Implementation Options window
description, 3-8
example, 3-6

indirect cost rate schedule, Glossary-5

indirect project, Glossary-6

installment, Glossary-6

installment entry

definition, 19-2

entering filed reports procedure, 19-6

entering installments procedure, 19-5

overview, 19-2

award installment entry, 19-2

pre-award spending, 19-3

prerequisites, 19-4

View Award Reports Due and Filed window
description, 19-8
example, 19-7

integration

account generator in Payables, B-13

account generator in Purchasing, B-13

award information changes, B-8

in Projects, B-8

in Purchasing and Payables, B-8

definition, B-2

Grants Accounting integrations with

Payables, B-5

entering invoices, B-6

importing Payables invoices, B-7

integrating expense reports, B-6

Invoice Gateway, B-7

matching invoices, B-5

Payables Open Interface Import, B-7

using distribution sets, B-6

Grants Accounting integrations with

Purchasing, B-3

AutoCreate, B-3

entering purchase orders, B-4

entering releases, B-4

entering requisitions, B-3

HRMS position control, B-14

internet expenses, B-16

internet procurement, B-15

overview, B-2

Invoice Summary window
description, 29-25
example, 29-24

key member, Glossary-6

Letter of Credit Contacts window
description, 17-59
example, 17-59
LOC Address window
description, 17-60
example, 17-60

M

multi-funding, Glossary-6
definition, A-2
features, A-2
Multi-Funding flow chart, A-8
multi-funding process, A-4
Multiple Awards Funding Multiple Projects
diagram, A-3

N

non-labor resources, Glossary-6
non-sponsored projects setup
creating project budget procedure, 23-6
definition, 23-2
overview, 23-2
  functionality differences between sponsored
  and non-sponsored projects, 23-2
prerequisites, 23-5
Notification Control window
description, 30-7
example, 30-6

O

Oracle Grants Accounting Award Purpose Codes
Lookups window
description, 6-6
example, 6-5
Oracle Grants Accounting Award Role Lookups
window
description, 8-5
example, 8-4
Oracle Grants Accounting navigation paths
navigation, E-2
Oracle Grants Accounting Reference Number
Lookups window
description, 12-5
example, 12-4
Oracle Grants Accounting Workflow
Budget Subprocess, C-22
Budget Subprocess diagram, C-21
customizing Grants Accounting
Workflow, C-25
creating new custom process, C-25
optional customizations, C-25
required modifications, C-25
GMS Workflow item type, C-7
Grants Accounting Workflow diagram, C-10
Grants Accounting Workflow process, C-11
overview, C-2
  Budget Subprocess, C-6
  Grants Accounting Workflow process, C-3
notifications, C-2

P

parameters
  API, 6
pre-award spending, Glossary-6
precedence burden structure, Glossary-6
process
  API, 5
processes and reports
  definition, 32-3
  GMS award listings report procedure, 32-42
  GMS award overdraft status report, 32-17
  GMS costing and funds check on expense reports
  expenditure items procedure, 32-19
  GMS costing and funds check on straight time
  labor procedure, 32-21
  GMS costing and funds check on usages and
  miscellaneous costs procedure, 32-23
  GMS distribute supplier invoice adjustment costs
  and funds check procedure, 32-25
  GMS encumbrance funds check, 32-27
  GMS generate draft invoices for range of awards
  procedure, 32-28, 32-31
  GMS generate draft invoices for single award
  procedure, 32-30, 32-33
  GMS installment closeout notification, 32-34
  GMS interface invoices to receivables
  procedure, 32-36
  GMS interface revenue to general ledger
procedure, 32-38
GMS project listings report procedure, 32-44
GMS report notification scheduler procedure, 32-40
GMS submit interface streamline process procedure, 32-46
GMS update actual and encumbrance balance procedure, 32-49
overview, 32-3
required processes and reports in Oracle Projects, 32-50

product overview
  definition, 1-2
  functionality differences between Projects and Grants Accounting, 1-7
new features, 1-9
overview, 1-2

project
  contract, Glossary-4
  project budget, Glossary-6
Project Budgets window
description, 22-38
example, 22-37

project funding, Glossary-6
definition, 20-2
Fund Projects window
description, 20-5
example, 20-5
Funding History window
description, 20-12
example, 20-11
funding projects procedure, 20-4
Funding Summary window
description, 20-7
example, 20-7
overview, 20-2
  project funding, 20-2
  viewing project funding, 20-2
prerequisites, 20-3
Project Funding Summary window
description, 20-10
example, 20-9
view funding summary procedure, 20-6
viewing project funding procedure, 20-8

Project Status window
description, 29-29
example, 29-28

project template, Glossary-6
project templates setup
  creating project templates procedure, 5-5
description, 5-2
overview, 5-2
  project classes and project types
    diagram, 5-2
    quick entry feature, 5-3
    prerequisites, 5-4
  Projects, Templates window
description, 5-8
example, 5-7

project type, Glossary-7
project types setup
  creating project types procedure, 4-4
creating sponsored project types procedure, 4-6
description, 4-2
Find Sponsored Project Types window, 4-7
overview, 4-2
  creating project types, 4-3
  creating sponsored project types, 4-3
Sponsored Project Types window
description, 4-10
example, 4-9
Projects, Templates window
description, 5-8
example, 5-7

purpose code, Glossary-7

Q
Quick Entry, Glossary-7

R
raw costs, Glossary-7
references, Glossary-7
references setup
description, 12-2

Oracle Grants Accounting Reference Number

Lookups window
description, 12-5
example, 12-4
overview, 12-2
setting up references procedure, 12-3
report, Glossary-7

Report Template Setup window
description, 9-5
example, 9-4

REPORT_DETAILS-SF 269 Current Report Details for Award window
description, 31-12
example, 31-12

REPORT_DETAILS-SF 270 Current Report Details for Award window
description, 31-22
example, 31-22

REPORT_DETAILS-SF 272 Current Report Details for Award window
description, 31-29
example, 31-29

reports
Funds Check Results Failure Report, 26-28
Funds Check Results Success Report, 26-30

reports setup
definition, 9-2
overview, 9-2
Report Template Setup window
description, 9-5
example, 9-4
setting up reports procedure, 9-3

resource, Glossary-7
resource list, Glossary-7

Resource Status window
description, 29-15
example, 29-14

revenue accrual, Glossary-7

revenue and invoice review
autoaccounting parameters, 28-6
billable and active check boxes, 28-4
Control Billing by Top Task window
description, 28-14
example, 28-14
controlling billing by top task procedure, 28-13
cost and event distribution rules, 28-5
definition, 28-2
generating revenue and invoices, 28-2
hard limit

example, 28-2
overview, 28-2
prerequisites, 28-8
revenue and invoicing formats, 28-3
revenue and invoicing requirements, 28-4
reviewing invoices procedure, 28-10
reviewing revenue procedure, 28-9
revenue and invoicing
Control Billing by Top Task window
description, 28-15
example, 27-18

Reverse Encumbrance Items window
description, 27-19
example, 27-19

Reverse Expenditure Items window
description, 27-14
example, 27-13

roles
award, Glossary-2

run GMS install extensions process
Grants Accounting setup steps, 2-9

S
schedule
cost allowability, Glossary-4
set up account generator to generate project-related purchasing accounts
Grants Accounting setup steps, 2-33
set up account generator to generate supplier invoice account
Grants Accounting setup steps, 2-32
set up allowed cost schedule
Grants Accounting setup steps, 2-26
set up award distributions
Grants Accounting setup steps, 2-33
set up award purpose codes
Grants Accounting setup steps, 2-25
set up award roles
Grants Accounting setup steps, 2-26
set up award terms and conditions
Grants Accounting setup steps, 2-26
set up award types
  Grants Accounting setup steps, 2-27
set up billing cycles
  Grants Accounting setup steps, 2-22
set up event revenue accounting
  Grants Accounting setup steps, 2-28
set up expense report costs accounting
  Grants Accounting setup steps, 2-27
set up implementation options
  Grants Accounting setup steps, 2-18
set up labor costs accounting
  Grants Accounting setup steps, 2-27
set up Oracle Assets
  Grants Accounting setup steps, 2-16
set up Oracle Workflow
  Grants Accounting setup steps, 2-33
set up references
  Grants Accounting setup steps, 2-26
set up reports
  Grants Accounting setup steps, 2-26
set up supplier invoice adjustment costs accounting
  Grants Accounting setup steps, 2-27
set up total burdened costs accounting
  Grants Accounting setup steps, 2-28
set up unbilled receivables, unearned revenue, and receivables accounting
  Grants Accounting setup steps, 2-30
set up usage costs accounting
  Grants Accounting setup, 2-27
setup billing forms
  Grants Accounting setup steps, 2-26
specify site-level and application-level profile options
  Grants Accounting setup steps, 2-9
sponsor, Glossary-8
Sponsored Project Types window
description, 4-10
example, 4-9
supplement, Glossary-8

T

Task Budgets window
description, 22-20
template
  award, Glossary-2
Template Quick Entry window
description, 18-8
terms and conditions, Glossary-8
  award, Glossary-2
Terms and Conditions Setup Form window
description, 7-5
transaction adjustment
definition, 27-2
  overview, 27-2
  encumbrance adjustments, 27-4
  expenditure adjustments, 27-2
  other expenditure adjustments, 27-4
  recosting expenditure adjustments, 27-2
  reversing expenditure adjustments, 27-3
  splitting and transferring expenditure adjustments, 27-3
  prerequisites, 27-4
Reverse Encumbrance Items window
description, 27-19
  example, 27-18
Reverse Expenditure Items window
description, 27-14
  example, 27-13
reversing encumbrance batches
  procedure, 27-15
reversing encumbrance items procedure, 27-17
reversing expenditure batches procedure, 27-10
reversing expenditure items procedure, 27-12
transferring all expenditures procedure, 27-6
transferring selected expenditures
  procedure, 27-8
transaction entry
definition, 25-2
Encumbrance Batches window
description, 25-21
  example, 25-20
Encumbrances window
description, 25-24
windows

Agreement Types, 15-4
Allowed Cost Schedules, 13-4
Award Budgets, 22-16
Award Management, 17-21
Award Management Folder, 17-15
Award Quick Entry, 17-17
Award Status, 29-12
Award Template Management, 18-9
Billing Cycles, 11-4
Billing Format, 17-57
Billing Setup Form, 10-4
Budget Funds Check Results, 22-26
Budget Lines, 22-21
Budgetary Control, 24-6
Budgetary Control - Resources, 24-9
Control Billing by Top Task, 28-14
Copy Allowed Cost Schedule, 13-7
Encumbrance Batches, 25-20
Encumbrances, 25-23
Event Revenue Distribution Lines, 17-53
Events, 17-48
Expenditure Batches, 25-14
Expenditure Item Details Actuals, 29-18
Expenditure Item Details Commitments, 29-22
Find Award, 17-13
Find Award Status, 29-10
Find Commitments, 29-20
Find Expenditure Items, 29-16
Find Funds Check Details, 26-17
Find Funds Check Details (Budget), 22-24
Find Sponsored Project Types, 4-9
Fund Projects, 20-5
Funding History, 20-11
Funding Pattern, 16-7
Funding Summary, 20-7
Funds Check Results, 26-19
Government Report SF269, 31-10
Government Report SF270, 31-20
Government Report SF272, 31-27
HISTORY-SF 269 Report History for Award, 31-15
HISTORY-SF 270 Report History for Award, 31-23
HISTORY-SF 272 Report History for Award, 31-30
Implementation Options, 3-6
Invoice Summary, 29-24
Letter of Credit Contacts, 17-59
LOC Address, 17-60
Notification Control, 30-6
Oracle Grants Accounting Award Purpose Codes Lookups, 6-5
Oracle Grants Accounting Award Role Lookups, 8-4
Oracle Grants Accounting Reference Number Lookups, 12-4
Project Budgets, 22-37
Project Funding Summary, 20-9
Project Status, 29-28
Projects, Templates window, 5-7
Report Template Setup, 9-4
REPORT_DETAILS-SF 269 Current Report Details for Award, 31-12
REPORT_DETAILS-SF 270 Current Report Details for Award, 31-22
REPORT_DETAILS-SF 272 Current Report Details for Award, 31-29
Resource Status, 29-14
Reverse Encumbrance Items, 27-18
Reverse Expenditure Items, 27-13
Sponsored Project Types, 4-9
Task Budgets, 22-19
Task Status, 29-30
Template Quick Entry, 18-7
Terms and Conditions Setup Form, 7-4
View Award Reports Due and Filed, 19-7
View Burdened Costs (Award), 14-15
View Burdened Costs (Project), 14-13