UVAFinance

# Grants Management (GM) Training Guide

**Finance Outreach & Compliance**
http://foc.virginia.edu

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# GM-Grants Management

## Transaction Specialist

### Grants Management Module (GM)

The first thing to know is that there is ***no cash in the grants module***. Grants Management is the name of the module in the Integrated System used for budgeting and tracking expenditures associated with PTAEOs (Project, Task, Award, Expenditure, Organization). All projects and awards are created in the Grants Management module. You may see it called Grants Management (GM) or Grants Accounting (GA). GM and GA are the same thing.

Often when we think of *grants,* we think of work that is funded for research by an outside entity, such as a research grant awarded to a professor to study cancer. However, our use of fund accounting at UVA follows the dictionary definition:

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

The Grants Management module of the Integrated System is used for keeping track of project & award attributes and spending for funding from all sources - not just from sponsors of research.

### PTAEO

The University's accounting structure for the Grants Management module is the PTAEO.

Whenever we make a purchase, pay an employee, or transact business among University departments we charge a PTAEO. PTAEO (Pah-tay-o) is the acronym for:

> **Project**
> A six digit number that uniquely identifies a project within the Integrated System. The Project Types spreadsheet provides information on the different types of projects that can be created in the Integrated System and the appropriate expenditure function codes that can be assigned to each type of project. It also contains information on project numbering. A project may cross fiscal years. A project is not an organization or an employee.
>
> **Task**
> User-defined (flexible) alpha-numeric field that identifies the Task within a Project. Using the same Task Number across multiple projects can facilitate reporting across projects of fund sources (Awards). All projects have at least one task (101). You may create additional tasks. The task number cannot be more than ***ten*** (10) digits, alpha/numeric. **NOTE: If the task is greater than 10 characters, the task will fail the system interface during the batch import process from internal service providers.**

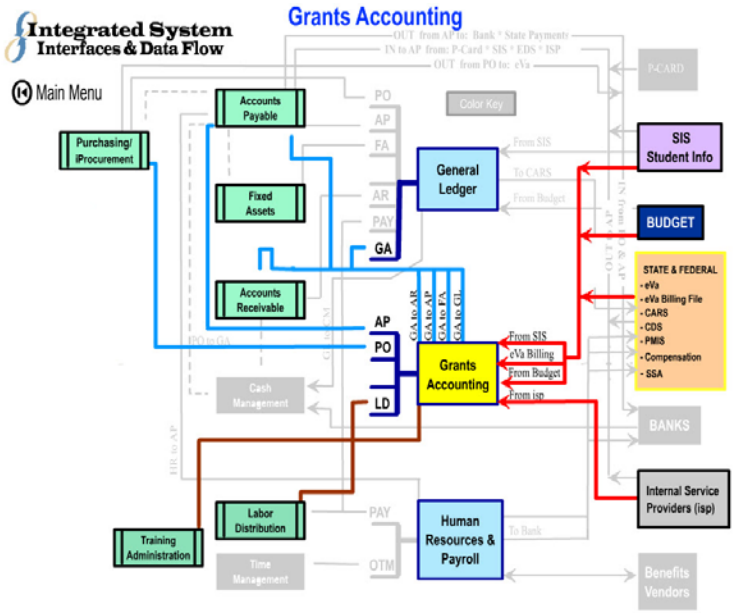
**Award**
a seven digit alpha-numeric field in the University's Integrated System which represents a source of funds owned by a responsible organization. The type of funds is indicated by the first two characters, which are known as the Award Type. The Mapping Award Prefixes to Award Types document provides information on the relationship between the two-character award prefix and the award types that may be assigned to each award prefix. Sponsored program awards will have a "G" followed by another letter that indicates describes the sponsor or sponsor type (e.g., GC = National Institutes of Health; GI = Industry; and GF = Foundation). The interactive graphic, Processing Funds, gives explicit information about the various sources of funds.

**Expenditure Type**
A field in the Integrated System used to describe a specific type of expense. Purchasable items are organized into Expenditure Categories and the categories are further broken down into Expenditure Types.

**Organization**
A five digit numeric field in the Integrated System that identifies the organizational subunit of the institution responsible for the funds.

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

PTAEO combinations are quite long, so to avoid confusion you can generate bar codes using the PTAEO Card Generator for the many combinations that will be in use for Internal Service Providers like the bookstore, printing and copying services, and mail services.



## Internal Service Provider Billing

### Internal Service Provider Billing

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

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

A document that lists all the Internal Service Providers, contact information, and the letters assigned to each can be found on the ReconUVA Website, under GA Reconciliation Procedures.

# Working with the PTAO Card Generator

The PTAO Card Generator creates a bar code for the PTAO you enter. You can print out the PTAO bar code and use it to purchase items from internal service providers. Examples of spending include postage (mailroom), and purchasing items from the UVA Bookstore and Cavalier Computers. It can also be is used to verify that the PTAO is valid for spending.

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

The **PTAO Card Generator** link is located on the ITS Login Links page.

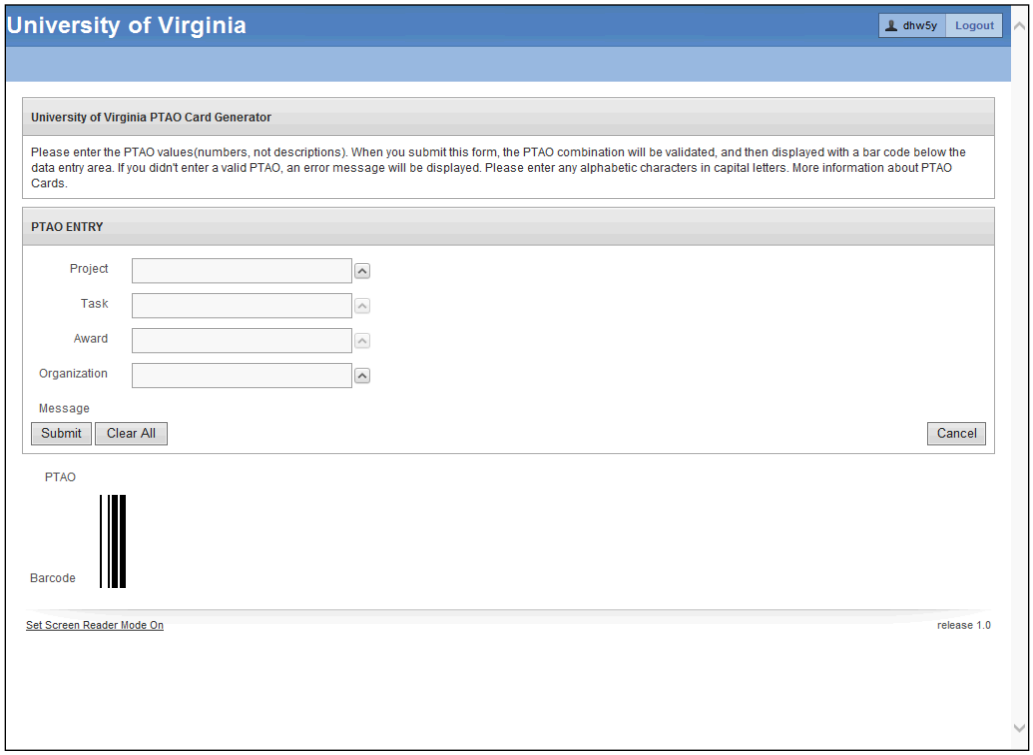
## Validating a PTAO using the PTAO Card Generator

### Procedure

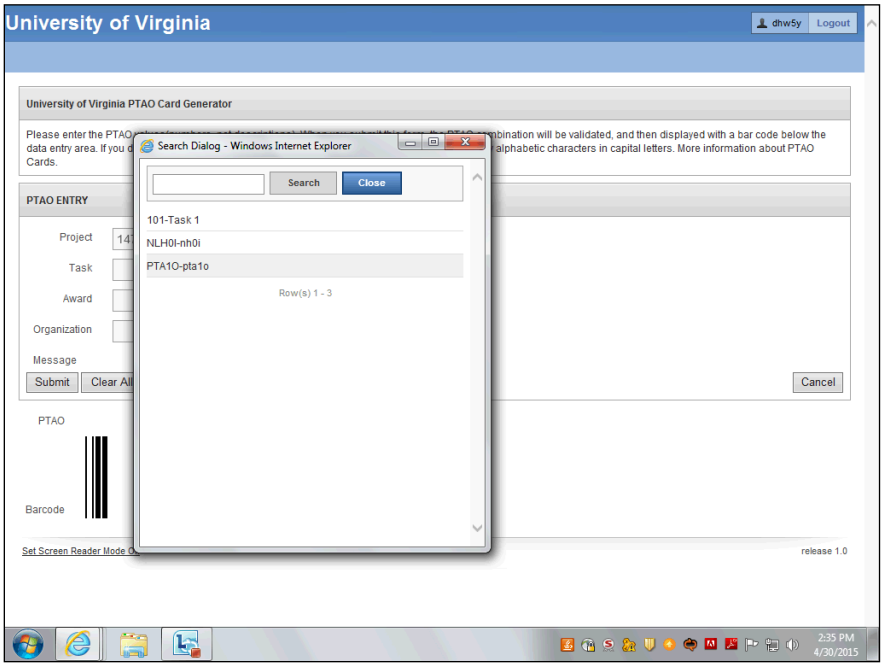
In this simulation, you will see how to use the PTAO Card Generator to validate a PTAO.

| Step | Action |
|---|---|
| 1. | Click the **PTAO Card Generator** link. |
| 2. | You will need to log in to NetBadge. If your computer has the digital certificate downloaded, you can click the Log In button.<br><br>If you are on a public computer or your computer does not have the digital certificate downloaded, you will need to log in with your UVA computing ID and your password.<br><br>Type the desired information into the **UVA computing ID** box. Type "**tj1va**". |

| Step | Action |
|---|---|
| 3. | After entering your password, you can log in.<br><br>Click the **Log In** button.<br>Log In |




| Step | Action |
|---|---|
| 4. | The University of Virginia PTAO Card Generator page displays.<br><br>Note the information at the top of the page.<br><br>Press ENTER. |
| 5. | Let's practice validating a PTAO.<br><br>Enter a **Project** number.<br>Type "**147895**". |
| 6. | Press TAB. |
| 7. | Search for the associated **Task** number(s) from the list of values. |




| Step | Action |
|---|---|
| 8. | There are three **Tasks** associated with this project. Select the appropriate **Task** number.<br><br>Click the **PTA1O-pta1o** link. |
| 9. | Search for the associated **Award** or manually enter the award information.<br><br>When manually entering PTAO information, the Award Number is case sensitive (use upper case).<br><br>Click the **List of Values: Award** button.<br> |
| 10. | Click the **DR12345** link. |
| 11. | Enter the appropriate **Organization** code.<br><br>Type the desired information into the **Organization** box. Type "**20030**". |
| 12. | Click the **Submit** button. |
| 13. | The PTAO Card Generator validated the information you entered and created a Barcode.<br><br>**Note:** For those individuals with a purchasing responsibility, you may print this page. |
| 14. | Congratulations! You have successfully validated a PTAO using the PTAO Card Generator.<br>**End of Procedure.** |

# Working with an Expenditure Batch (Cost Transfer)

## Creating Transactions

While managing project/award expenditures and reconciling your accounts, you may need to transfer a charge from the PTAEO to which it was originally charged to a different PTAEO.

All the information you need for the cost transfer of this kind is provided in the *Recon@* reports or in the University Business Intelligence (UBI) module GA Analysis Actuals or GA Analysis Actuals-Commits. You will use the Expenditure Batch form in the GM module for the transaction.

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

### Naming Expenditure Batches

UVA's naming convention for Expenditure Batches is:

A USERID DDMMYY 001

- A - Stand for Actuals
- USERID - This is your computing id
- DDMMYY - Today's date
- 001 - Sequential numbers for batches completed on the same day

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

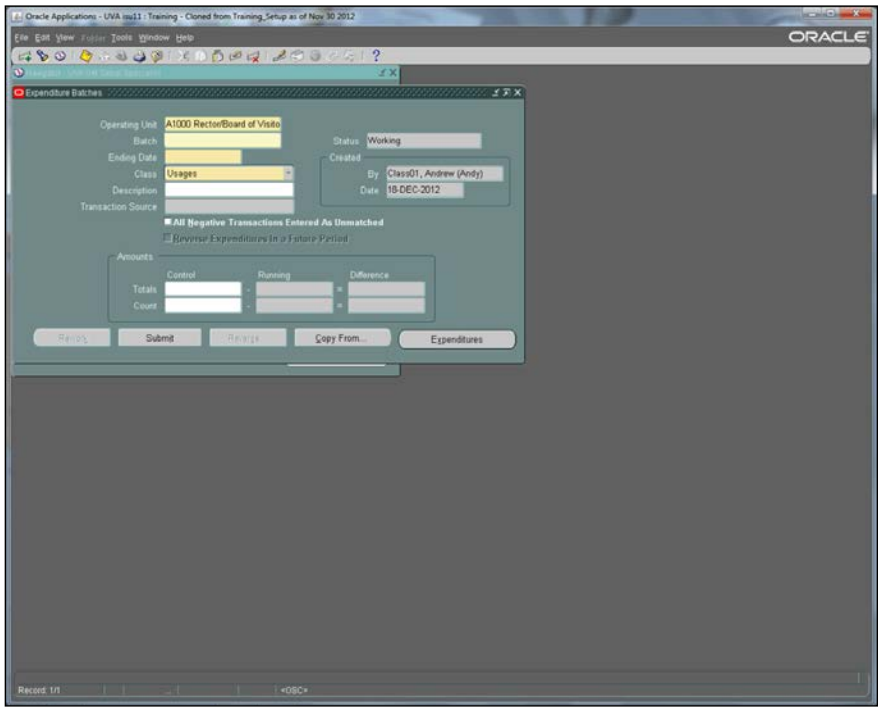
**Procedure**

Departmental employees with the following Integrated System responsibilities can create transactions (Cost Transfers):

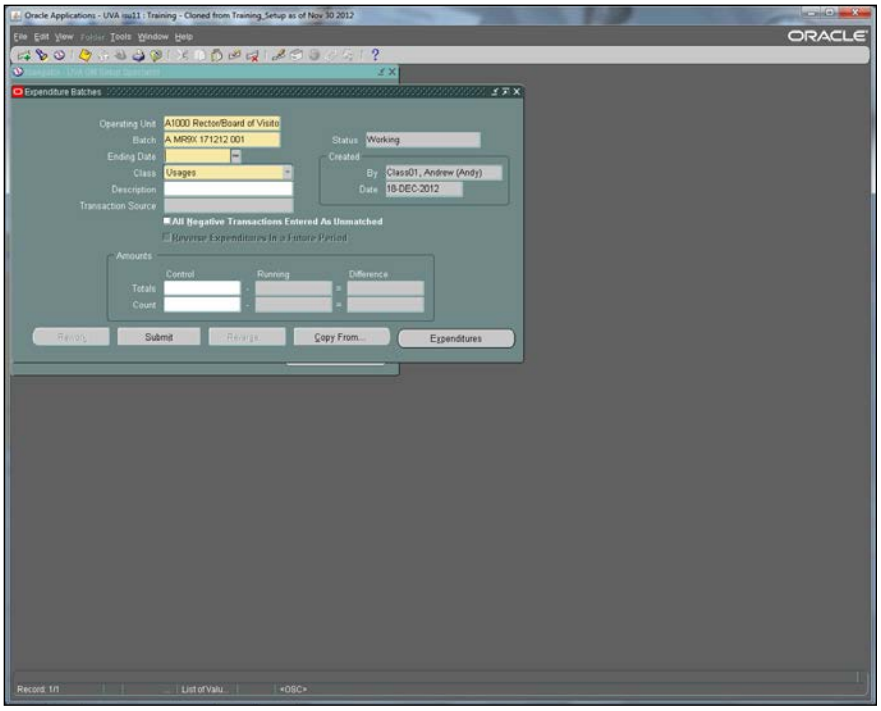
GM Transaction Specialist
GM Project Manager
GM Award Manager

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

| Step | Action |
|---|---|
| 1. | In order to create a Cost Transfer, you need to find the Expenditure Batch form.<br><br>Click the **UVA GM Transaction Specialist** list item.<br><br> |
| 2. | Click the **Expenditures** list item.<br><br> |
| 3. | Click the **Pre-Approved Batches** list item.<br><br> |
| 4. | Click the **Enter Actuals** list item.<br><br> |
| 5. | The UVA convention for Batch names is:<br>**A USERID DDMMYY 001**<br><br>**A** stands for Actuals (never changes)<br>**USERID** your user id in upper case (ex. DLH5BD)<br>**DDMMYY** date using 2 digit day, 2 digit month, 2 digit year<br>**001** sequence of your batches for the day - 001 would be for your first batch of the day.<br><br>Subsequent batches on the same day end in 002, 003, 004, etc. |



| Step | Action |
|---|---|
| 6. | Enter the batch name into the **Batch** field.<br><br>Enter "**A USERID DDMMYY 001**". |
| 7. | Check to make sure the name follows UVA conventions. Incorrectly named batches will be rejected.<br><br>Batch names cannot be changed once saved.<br><br>Press **[Enter]** to continue. |




| Step | Action |
|---|---|
| 8. | Click the list of values button for the **Ending Date** field. |
| 9. | The calendar appears with the current date selected. Do not change the date.<br><br>Click the **OK** button. |
| 10. | The date always changes to the Sunday following the current date. |

| Step | Action |
|---|---|
| 11. | While it seems simple, mastery of naming expenditure batches will prevent headaches later.<br><br>***Remember, incorrectly named batches will be rejected.***<br>**End of Procedure.** |

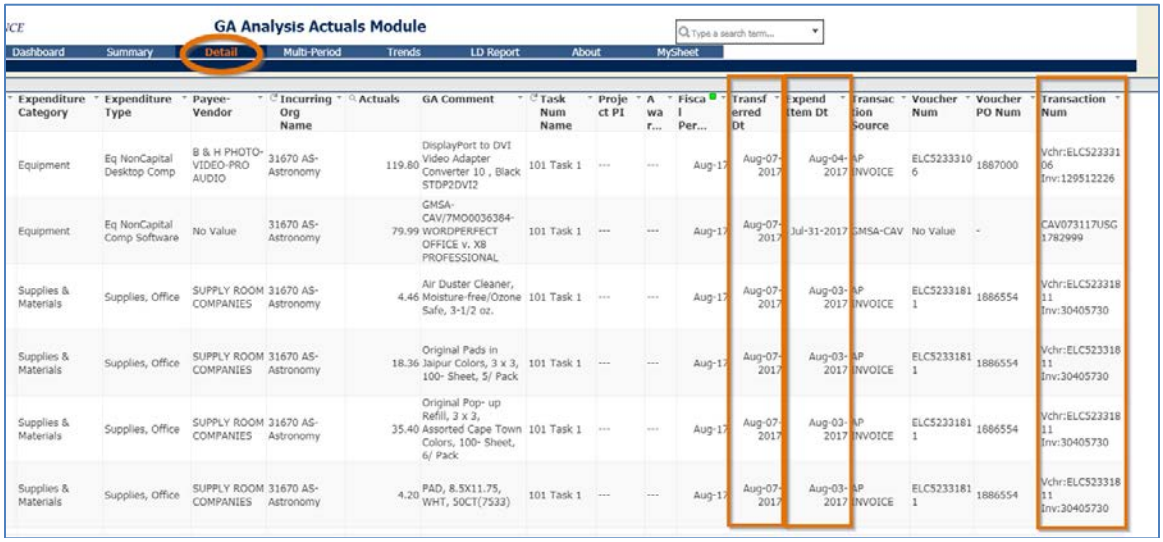
## Transferring a Charge for One Organization

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

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

All the information you need for the cost transfer is provided in the *Recon@* reports or in the UBI module, *GA_Analysis_Actuals, Detail Tab*

The image below shows the UBI Module containing the report, *GA_Analysis_Actuals, Detail Tab*.




| Expenditure Category | Expenditure Type | Payee-Vendor | Incurring Org Name | Actuals | GA Comment | Task Num Name | Project PI | Awar... | Fiscal Per... | Transferred Dt | Expend Item Dt | Transaction Source | Voucher Num | Voucher PO Num | Transaction Num |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Equipment | Eq NonCapital Desktop Comp | B & H PHOTO-VIDEO-PRO AUDIO | 31670 AS-Astronomy | 119.80 | DisplayPort to DVI Video Adapter Converter 10 , Black STDP2DVI2 | 101 Task 1 | --- | --- | Aug-17 | Aug-07-2017 | Aug-04-2017 | AP INVOICE | ELC5233310 6 | 1887000 | Vchr:ELC523331 06 Inv:129512226 |
| Equipment | Eq NonCapital Comp Software | No Value | 31670 AS-Astronomy | 79.99 | GMSA-CAV/7MO0036384-WORDPERFECT OFFICE v. X8 PROFESSIONAL | 101 Task 1 | --- | --- | Aug-17 | Aug-07-2017 | Jul-31-2017 | GMSA-CAV | No Value | - | CAV073117USG 1782999 |
| Supplies & Materials | Supplies, Office | SUPPLY ROOM COMPANIES | 31670 AS-Astronomy | 4.46 | Air Duster Cleaner, Moisture-free/Ozone Safe, 3-1/2 oz. | 101 Task 1 | --- | --- | Aug-17 | Aug-07-2017 | Aug-03-2017 | AP INVOICE | ELC5233181 1 | 1886554 | Vchr:ELC523318 11 Inv:30405730 |
| Supplies & Materials | Supplies, Office | SUPPLY ROOM COMPANIES | 31670 AS-Astronomy | 18.36 | Original Pads in Jaipur Colors, 3 x 3, 100- Sheet, 5/ Pack | 101 Task 1 | --- | --- | Aug-17 | Aug-07-2017 | Aug-03-2017 | AP INVOICE | ELC5233181 1 | 1886554 | Vchr:ELC523318 11 Inv:30405730 |
| Supplies & Materials | Supplies, Office | SUPPLY ROOM COMPANIES | 31670 AS-Astronomy | 35.40 | Original Pop- up Refill, 3 x 3, Assorted Cape Town Colors, 100- Sheet, 6/ Pack | 101 Task 1 | --- | --- | Aug-17 | Aug-07-2017 | Aug-03-2017 | AP INVOICE | ELC5233181 1 | 1886554 | Vchr:ELC523318 11 Inv:30405730 |
| Supplies & Materials | Supplies, Office | SUPPLY ROOM COMPANIES | 31670 AS-Astronomy | 4.20 | PAD, 8.5X11.75, WHT, 50CT(7533) | 101 Task 1 | --- | --- | Aug-17 | Aug-07-2017 | Aug-03-2017 | AP INVOICE | ELC5233181 1 | 1886554 | Vchr:ELC523318 11 Inv:30405730 |

**Procedure**

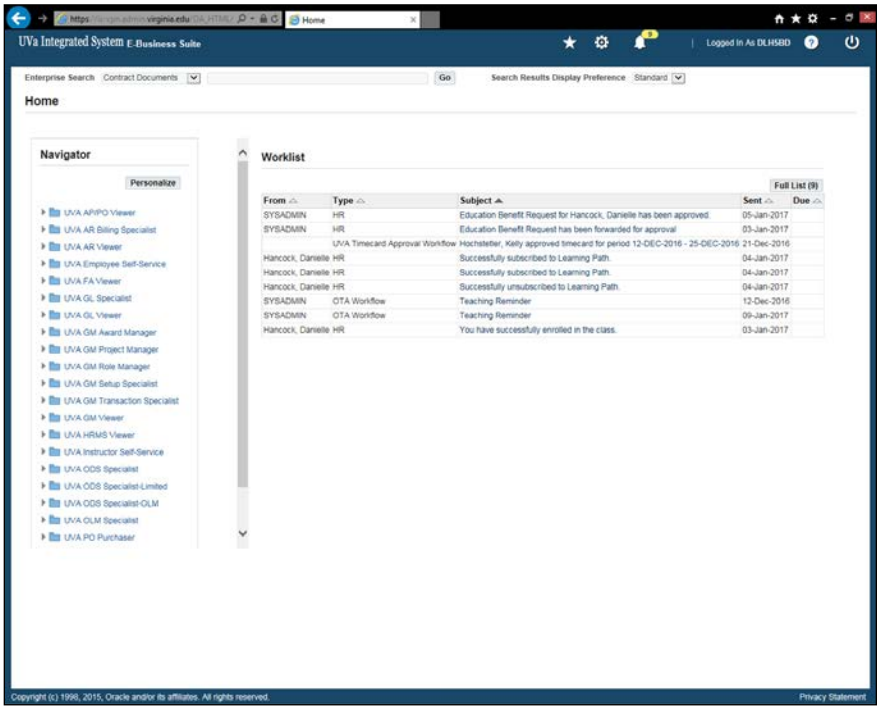
These are the steps you should follow if you are transferring charges from one PTAEO to another PTAEO within the same Organization (Org). In other words, the last five digits (the org number) should be the same in both PTAEOs.

Before you begin, gather the information you need:
EID (expenditure item date)
PTAEO that incurred the charge & PTAEO you will transfer the charge to

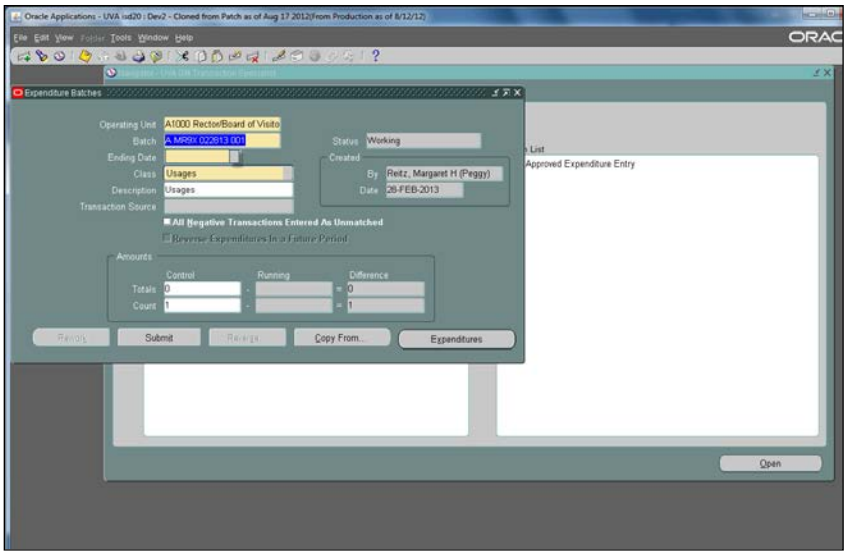
Transfer Date (payment entered)
Transaction Number (voucher, Purchase Order & matched invoice #, and if the original transaction was a batch include batch name)

The Integrated System GM Expenditure Batch form **does capture,** through your data entry into required fields, the Expenditure Item Date (EID) and the PTAEOs for both the original and new transaction.

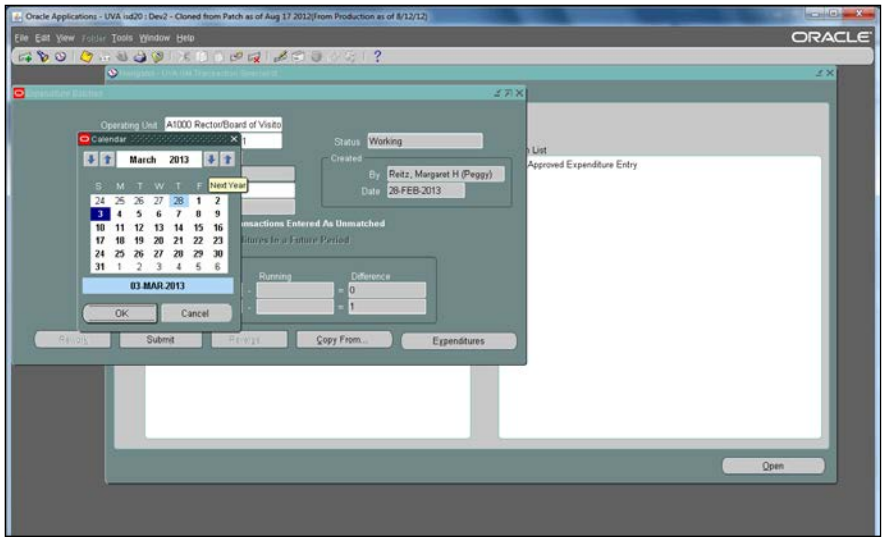
The Integrated System GM Expenditure Batch form **does not capture** either the original transaction number or your reason for changing it. You must enter this information in the comment field. It is required by policy; not by the system.



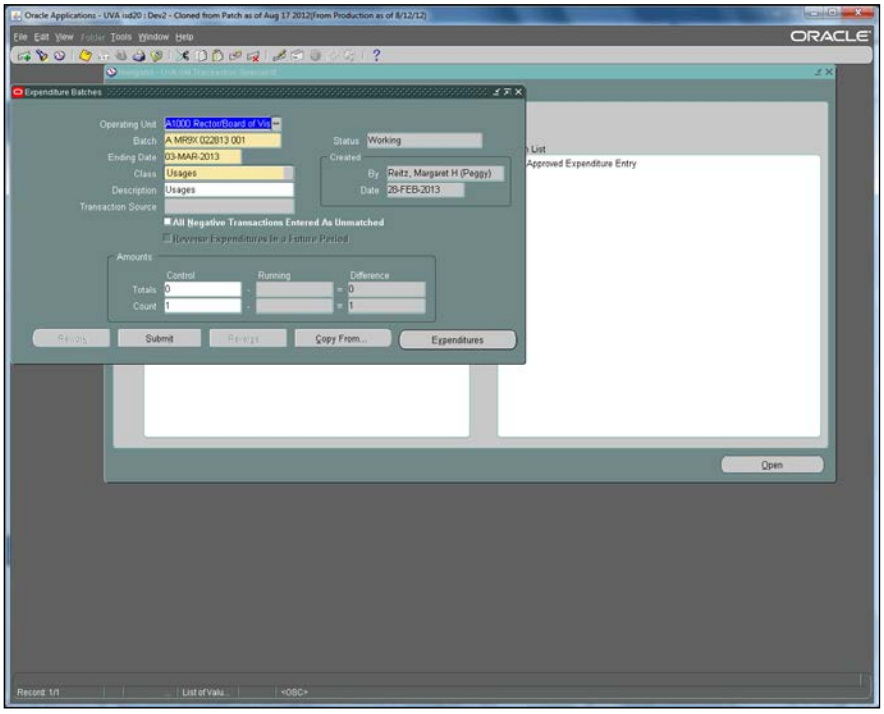

| Step | Action |
|---|---|
| 1. | Let's start by making our way to the Expenditure Batch Form.<br><br>Click the **UVA GM Transaction Specialist** list item.<br>UVA GM Transaction Specialist |
| 2. | Click the **Expenditures** list item.<br>Expenditures |
| 3. | Click the **Pre-Approved Batches** list item.<br>Pre-Approved Batches |
| 4. | Click the **Enter Actuals** list item.<br>Enter Actuals |



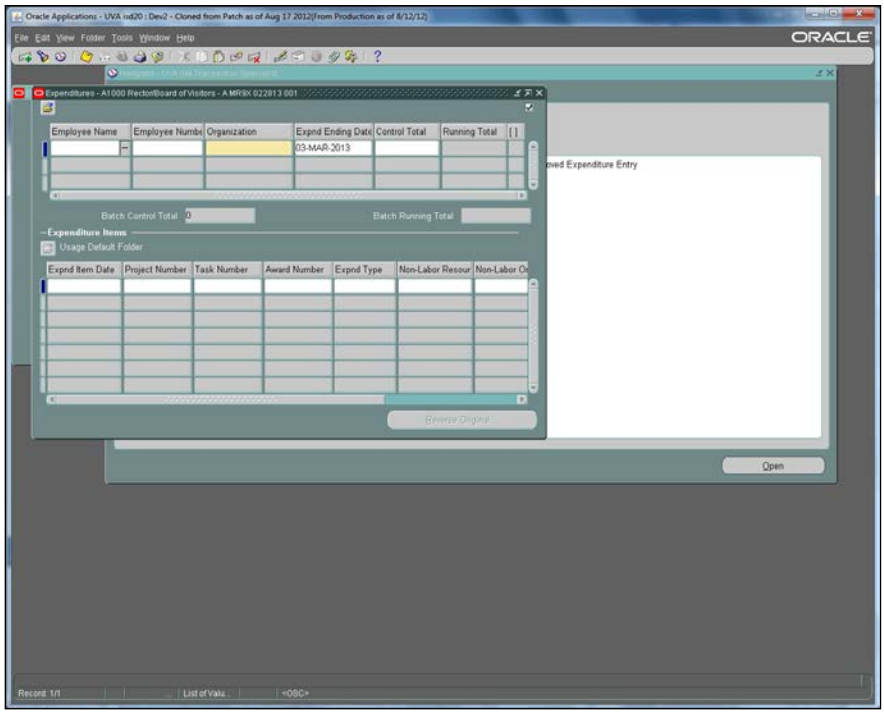

| Step | Action |
|---|---|
| 5. | The batch name has been entered for you in this example.<br><br>Click the **Ending Date** list of values ellipsis (...).<br> |



| Step | Action |
|---|---|
| 6. | Do **not** change the date.<br><br>Click the **OK** button.<br> |

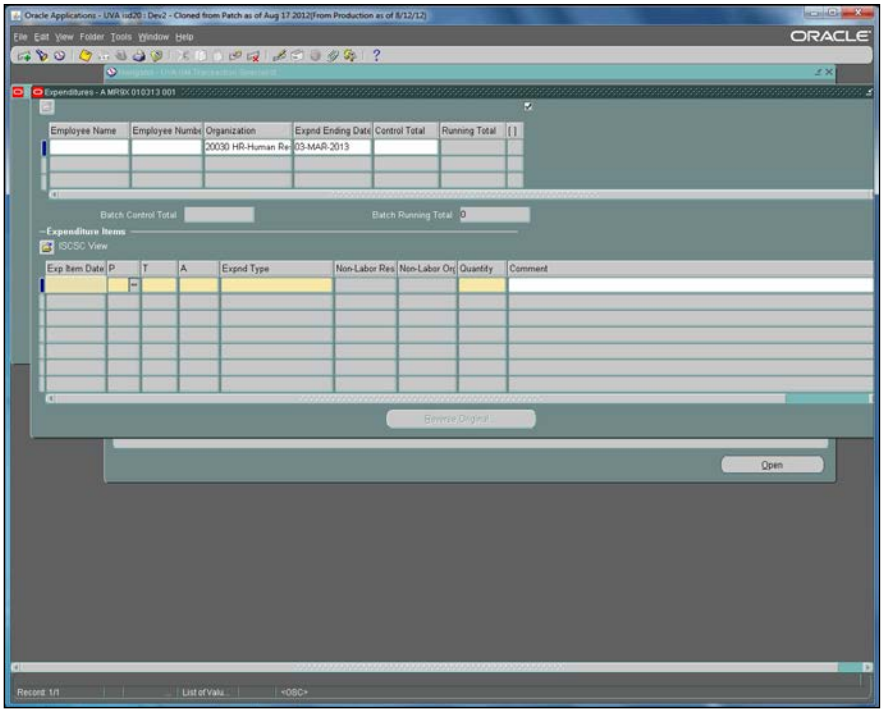



| Step | Action |
|---|---|
| 7. | Departmental users always enter matching debits and credits...<br><br>...so the Control Total is always 0 (zero).<br><br>Enter the desired information into the **Control Total** field. Enter "**0**". |
| 8. | In this example, the cost transfer is from one PTA to another within the same ***Organization***.<br><br>Because one ***Organization*** is involved, the Count is 1.<br><br>Enter the desired information into the **Count** field. Enter "**1**". |
| 9. | Click the **Expenditures** button.<br><br> |

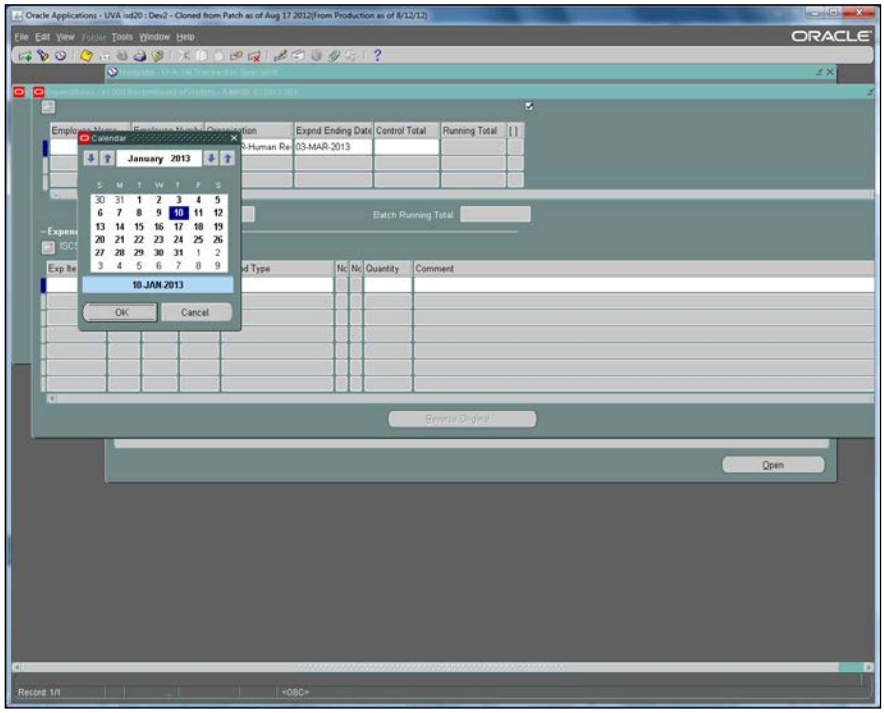



| Step | Action |
|---|---|
| 10. | Enter the Organization number into the **Organization** field.<br><br>Enter "**20030**".<br><br>Note: Do not enter your name or employee number. |
| 11. | Press **[Tab]**. |
| 12. | When you press the tab key the Organization ***name*** and the ***Expnd Ending Date*** populate.<br><br>Do not enter any other information in this part of the window. |
| 13. | Move to the Expenditure Items region of the window.<br><br>Click in the **Expnd Item Date** field. |
| 14. | Enter the correct Expenditure Item Date (EID).<br><br>Press **[Enter]** to continue. |

| Step | Action |
|---|---|
| 15. | For a better view of all the columns in the Expenditure Items region of the window, you may open a folder.<br><br>The ISCSC view allows you to see all the columns. The rest of this simulation will be using the ISCSC view which is not the view you automatically see.<br><br>Click the **OK** button.<br> |



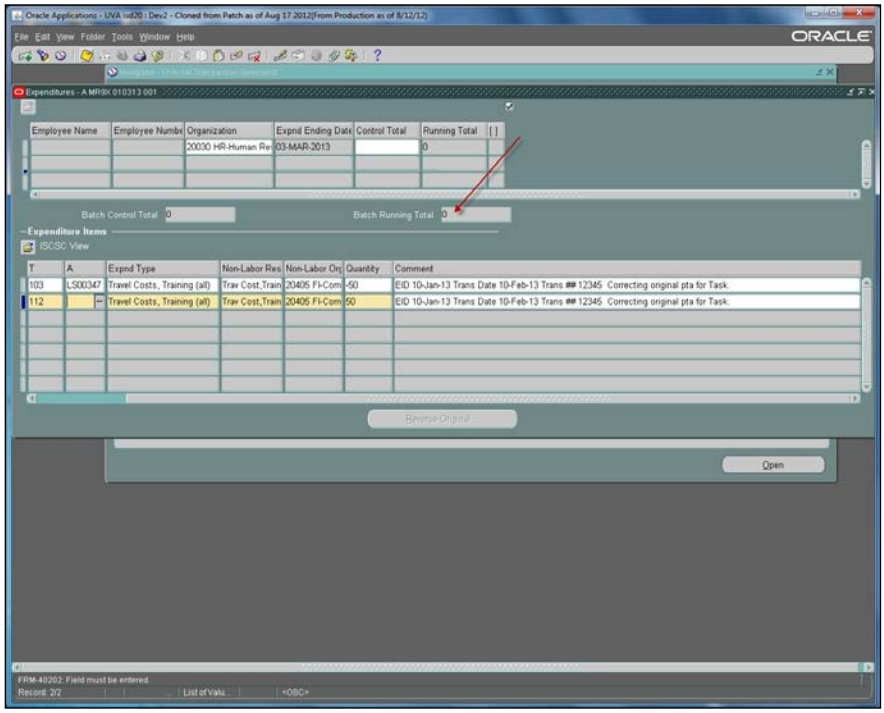

| Step | Action |
|---|---|
| 16. | Enter the expenditure item date.<br><br>Click the **List of Values** button. |




| Step | Action |
|---|---|
| 17. | Select the date of the expenditure, (EID), in this case 10-Jan-2013 has been selected for you.<br><br>You can find the EID on your reconciliation report or from UBI (GA_Analysis_Actuals Module).<br><br>Click the **Date** button. |
| 18. | Enter the project number for the PTAEO that was incorrectly charged into the **Project** field.<br><br>Enter "**129924**". |
| 19. | Either enter the task number or select the task from the List of Values menu.<br><br>Click the **List of values** button in the Task field.<br> |
| 20. | Select the task that incurred the original charge. In this case Task 103 has been selected for you.<br><br>Click the **OK** button.<br> |
| 21. | Click in the **Award** field. |

| Step | Action |
|---|---|
| 22. | Since only one award funds project 129924 the award populated. If you have more than one award that funds a project, you will need to enter the award number.<br><br>Enter a partial value into the **Expenditure Type** field. In this example, the expenditure was for travel costs.<br><br>Enter "**Trav**". |
| 23. | The next two fields populate with default values when you click the list of values.<br><br>Click the **Non-Labor Resource** list of values button. |
| 24. | Click the **Non-Labor Org** list of values button. |
| 25. | Enter the amount of the expenditure that needs to be transferred into the **Quantity** field. In this example, the travel cost was $50.00.<br><br>The cost was incorrectly put onto the PTAEO listed in this row. We want to credit that account and charge the correct account. In order to credit the account, you include a minus sign in front of the dollar amount.<br><br>Enter "**-50**". |
| 26. | The running total matches the quantity you entered.<br><br>Press **[Enter]** to continue. |
| 27. | The comment has been entered for you. The following elements are required:<br><br>EID (Must match the EID field)<br>Trans Date<br>Transaction #<br>Reason for transfer<br><br>GM Transaction batches with inadequate comments will be rejected.<br><br>After completing the comment Press **[Tab]** to copy the line. |
| 28. | When you push the Tab button after the comment, the first line is copied.<br><br>You will need to change all the parts of the PTAO that is different in the account you are charging. In this example, the charge is being transferred to a different task number, so all you have to do is change the task number.<br><br>Click the **Task List of Values** button. |

| Step | Action |
|---|---|
| 29. | This illustrates the list of all tasks existing in project 129924.<br><br>The correct task has been selected.<br><br>Click the **OK** button. |
| 30. | Click the **Award list of values** button. |
| 31. | Enter the amount of the charge to this PTAEO in the **Quantity** field.<br><br>Enter "**50**". |
| 32. | With the cursor in the Comment field...<br><br>...Press **[Shift+F5]** to copy the field above. |
| 33. | Click the **Save** button.<br> |



| Step | Action |
|---|---|
| 34. | Note the Running total is zero.<br><br>The credit is -50.<br>The debit is 50.<br>Their sum is zero.<br><br>Press **[Enter]** to continue. |
| 35. | Click the **Submit** button.<br> |
| 36. | The control total of the ***debits and credits must equal zero.***<br><br>***Now that the batch status is Submitted the Rework button is lit.***<br>***If you need to make a change to a submitted batch, click Rework.***<br><br>This concludes the topic.<br>**End of Procedure.** |

## Transferring a Charge to Another Organization

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

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

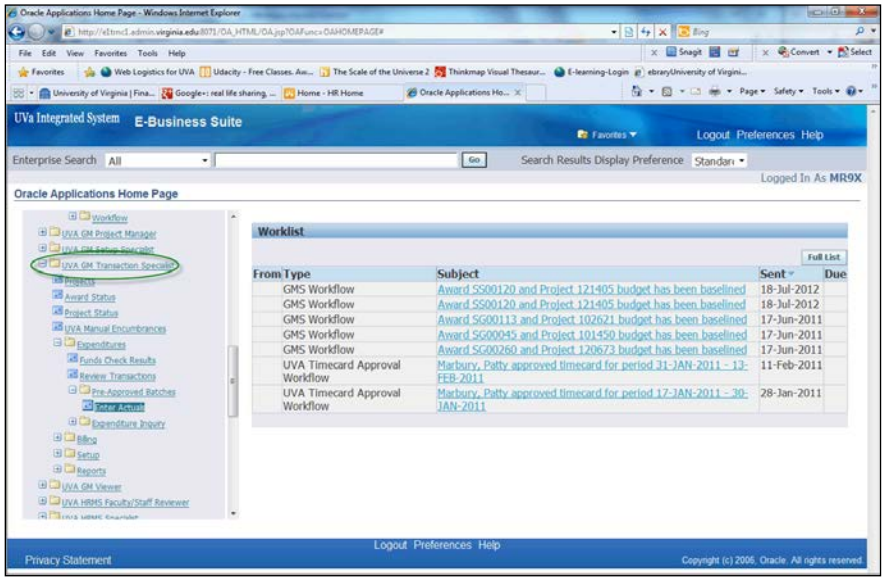
**Procedure**

These are the steps you should follow if you are transferring charges from one PTAEO to another PTAEO where the PTAEOs come from two or more Organizations (Orgs). In other words, the last five digits (the org number) should be different from the PTAEO that was originally charged.

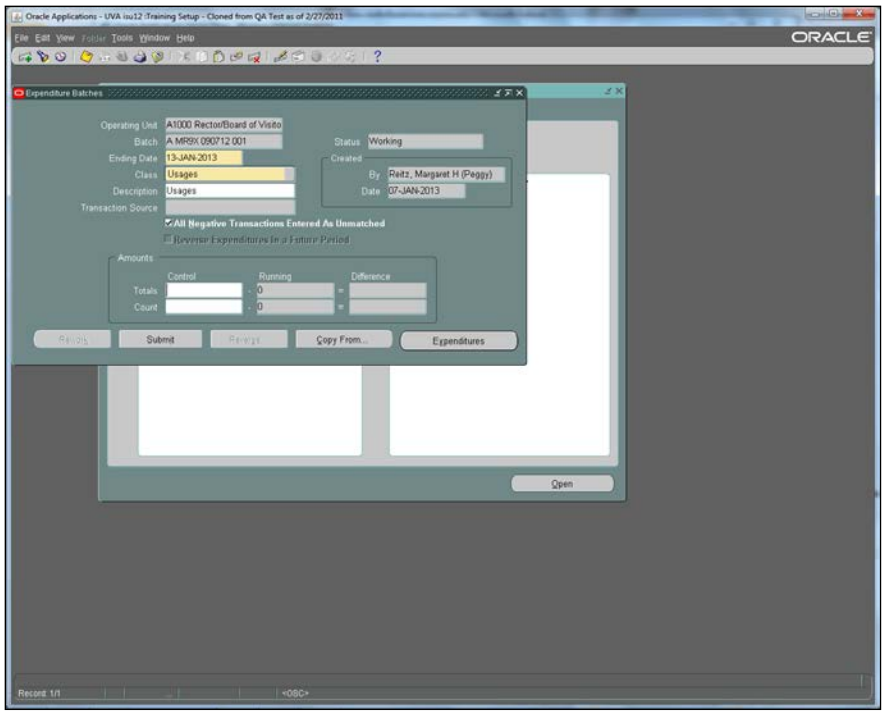
Before you begin, gather the information you need:
EID (expenditure item date)
PTAEO that incurred the charge & PTAEO you will transfer the charge to
Transfer Date (payment entered)
Transaction Number (voucher, Purchase Order & matched invoice #, and if the original transaction was a batch include batch name)

The Integrated System GM Expenditure Batch form **does capture,** through your data entry into required fields, the Expenditure Item Date (EID) and the PTAEOs for both the original and new transaction.

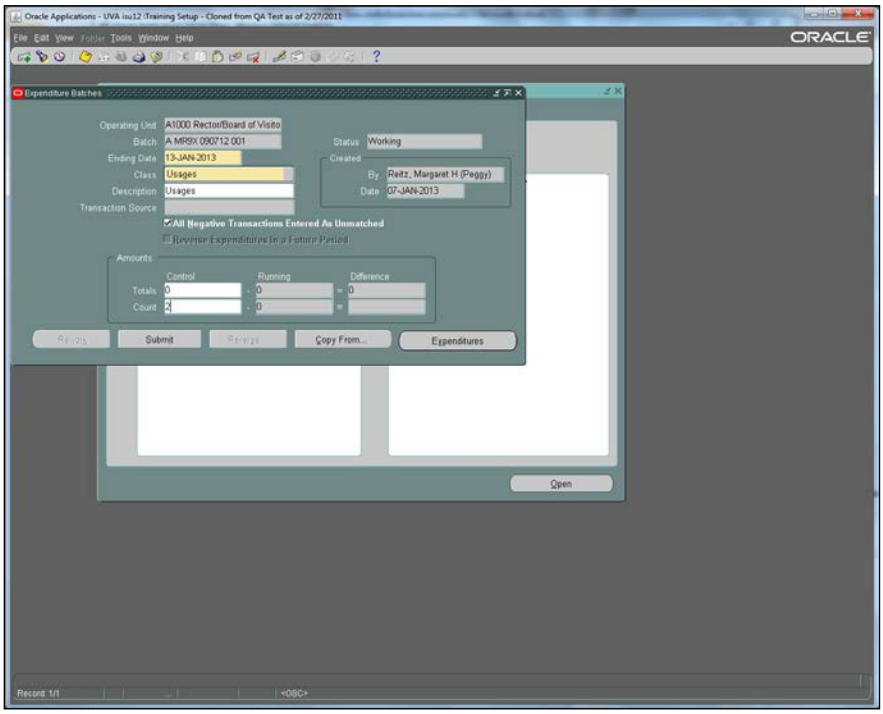
The Integrated System GM Expenditure Batch form **does not capture** either the original transaction number or your reason for changing it. You must enter this information in the comment field. It is required by policy; not by the system.

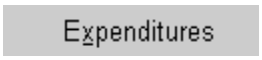


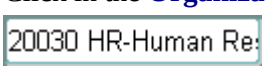

| Step | Action |
|---|---|
| 1. | Double-click the **Enter Actuals** link. |



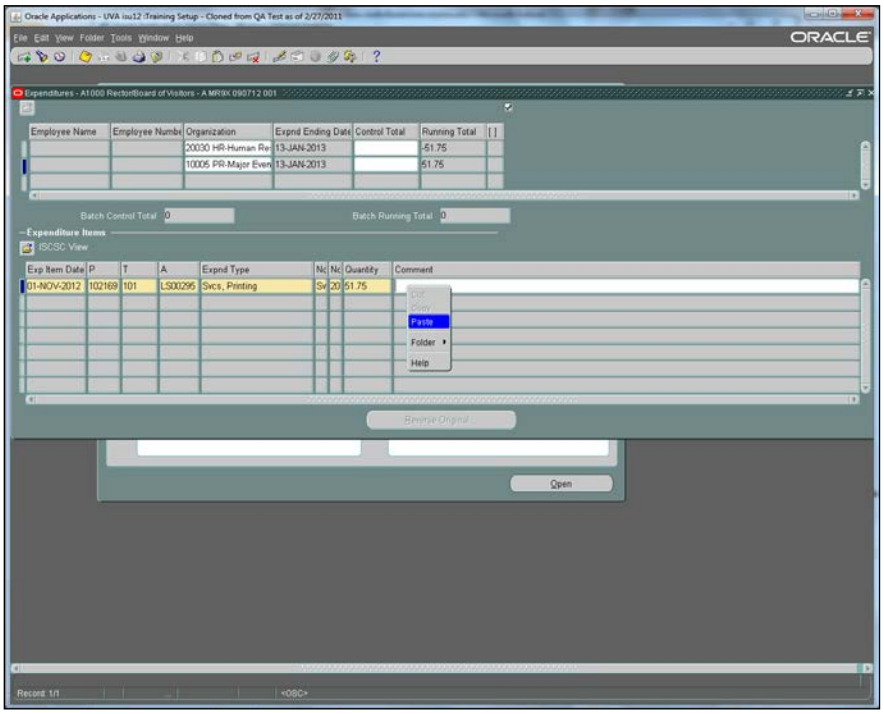
| Step | Action |
|---|---|
| 2. | The Control Total is always **0** (zero) for departmental users of Integrated System, because the debits and credits combined must equal zero.<br><br>Enter the **Control Totals** field. Enter "**0**". |
| 3. | The **Count** is equal to the number of Organizations involved the batch.<br><br>For this example two organizations are involved.<br><br>Enter the desired information into the **Control Count** field. Enter "**2**". |



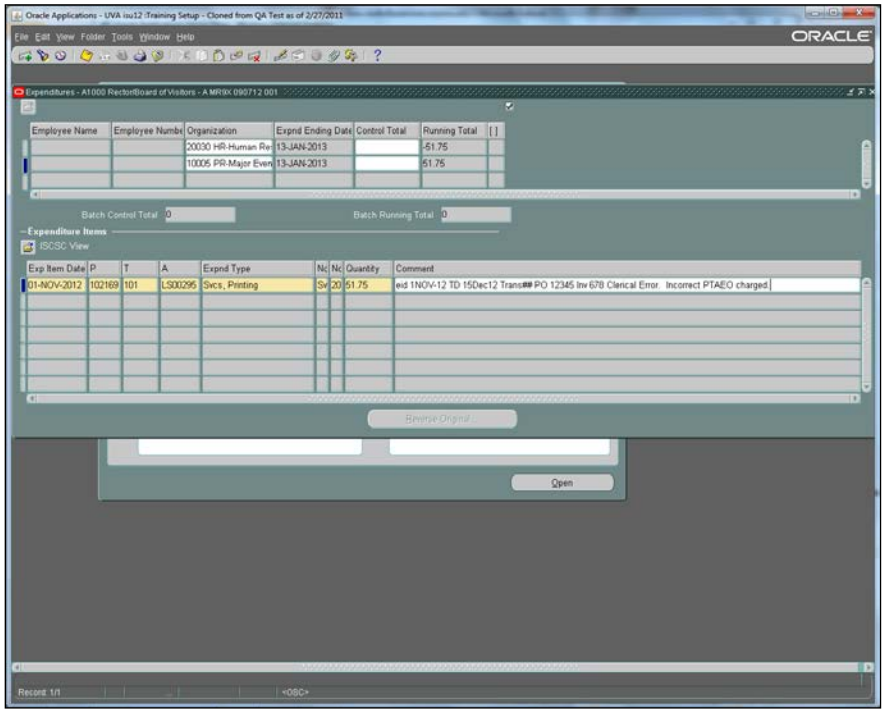

| Step | Action |
|---|---|
| 4. | Click the **Expenditures** button.<br><br>  <br> |
| 5. | Enter the organization number into **Organization** field. Enter "**20030**".<br><br>Note: Do not enter your name or employee number. |
| 6. | Press **[Tab]** and the system will complete the Org Name. |

| Step | Action |
|---|---|
| 7. | The Org name completes automatically.<br><br>The expenditure ending date populates automatically.<br><br>Do not enter data into any other fields in the row. |
| 8. | The information including the PTAEO that incurred the charge originally has been entered for you.<br><br>Check to make sure the EID in the Exp Item Date field and the Comment field are the same. If they do not match, your batch will be rejected.<br><br>Press **[Enter]** to continue. |
| 9. | Click the **Save** button.<br> |
| 10. | Enter the organization number you want to charge the expenditure to in the **Organization** field.<br><br>Enter "**10000**". |
| 11. | NOTE:<br>When you enter the second organization the expenditure items block of the form is empty. The information you entered for the first organization is not lost; it will reappear when you select the first organization.<br><br>For each Organization there is a separate Expenditure Items block for its PTAE, amount and comment.<br><br>Press **[Enter]** to continue. |
| 12. | The information for the correct PTAEO has been entered for you.<br><br>Notice because we are charging this PTAEO the amount does NOT have a minus sign in front of it.<br><br>Enter the Click the **Save** button.<br> |
| 13. | It can save time to copy your original comment. Here is how.<br><br>Click in the **Organization** field on the first row.<br>  |

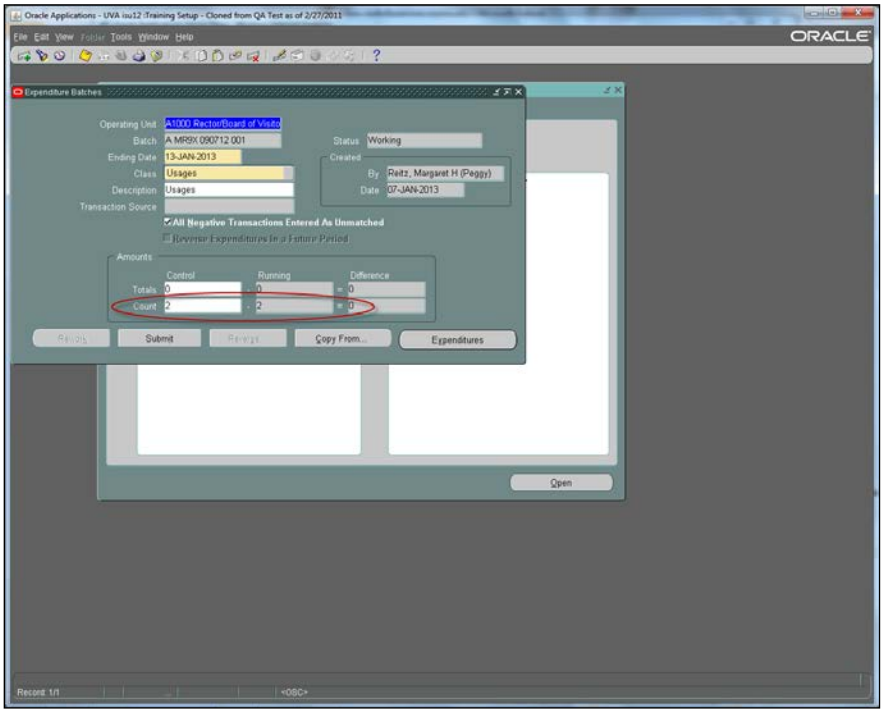
| Step | Action |
|---|---|
| 14. | Select the original **Comment**. |
| 15. | Right-click in the comment field and select **Copy**. |
| 16. | Click in the **Organization** **row 2.** |
| 17. | Right-click in the **Comment** field. |




| Step | Action |
|---|---|
| 18. | Click the **Paste** menu. |




| Step | Action |
|---|---|
| 19. | Click the **Save** button. |
| 20. | You will save your work then close the window.<br><br>Click the **Close** button. |




| Step | Action |
|---|---|
| 21. | Note the control Count is 2 and the running Count is 2.<br><br>***If the difference was other than zero for either the Totals or the Count, you would not be able to submit the batch.***<br><br>Click the **Submit** button.<br> |
| 22. | The control total of the ***debits and credits must equal zero.***<br><br>***Now that the batch status is Submitted the Rework button is lit.***<br>***If you need to make a change to a submitted batch, click Rework.***<br><br>This concludes the topic.<br>**End of Procedure.** |

## GM Transaction Comment Examples

**The Comment Field**
Many batches are rejected because the comment is inadequate for audit requirements.

Accounting Services and the Office of Sponsored Programs both have important guidelines regarding cost transfers including the requirements for the comments field.

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

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

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

**Example** comment where a **grant** is involved in the debit side of the transaction. Refer to Procedure 8-20: Preparations of Cost Transfers Involving Sponsored Accounts

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

**Example Grant Retro** comment where the transaction being transferred is over 90 days old. Request a retro number from OSP before you create the cost transfer. Refer to Procedure 8-21: Retroactive Cost Transfers for Expenditures

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

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

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

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

2. ***Type of charge (i.e. testing/analysis of protein samples) for the month of MMM-YYYY***
3. ***Type of Service performed by _____ for _____ on DD-MMM-YYYY***

Note: OSP may require the exact date of service to be entered in the Expenditure Item Date field or the last day of the billing period.

**Surplus Property Transfers**

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

## Working with Transactions

Entering and correcting transactions follow the same procedure. Changes can be made only to batches in ***Working Status***.

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

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

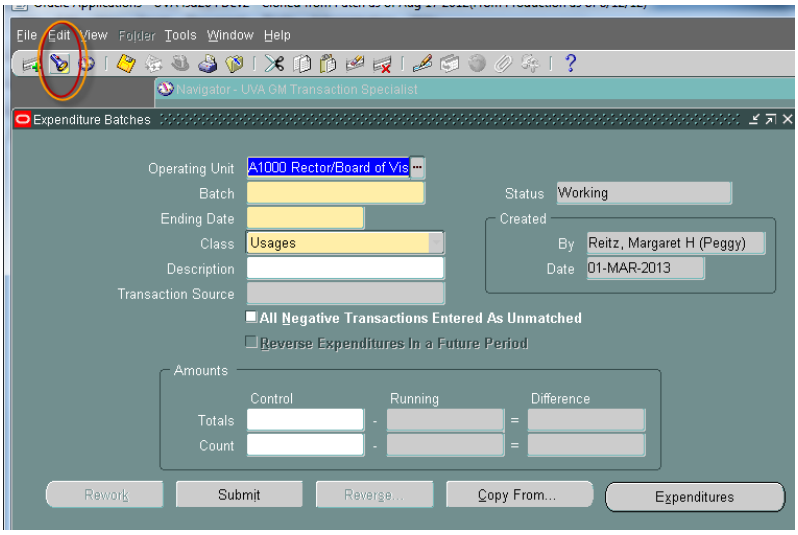
Usually a rejected batch is put into **Working** status before the notice is sent to the batch creator, but if you receive a notice and the batch is not in Working status simply:

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

### Finding Expenditure Batches

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

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

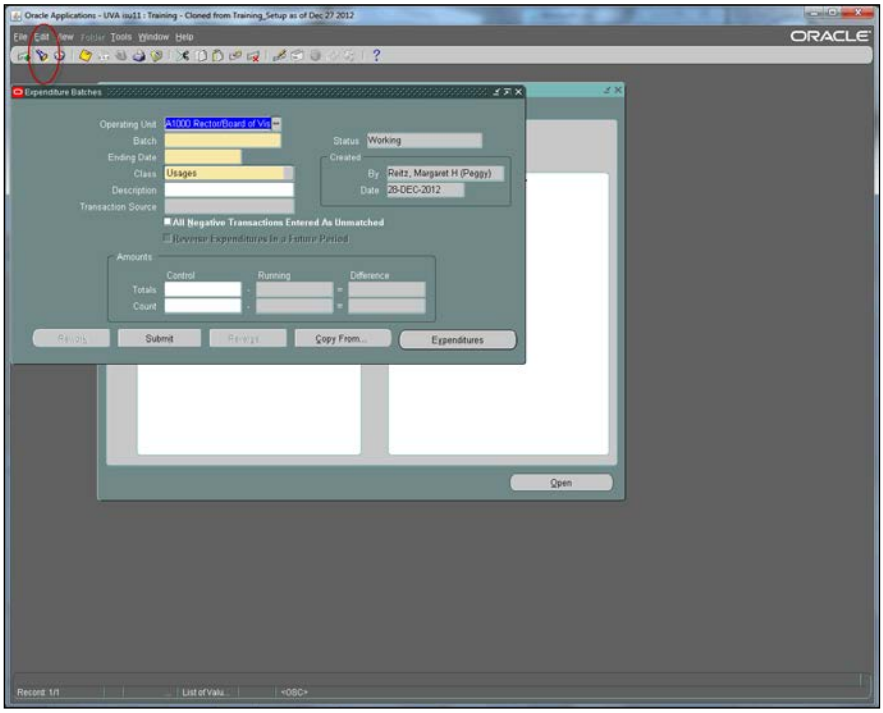



**Procedure**

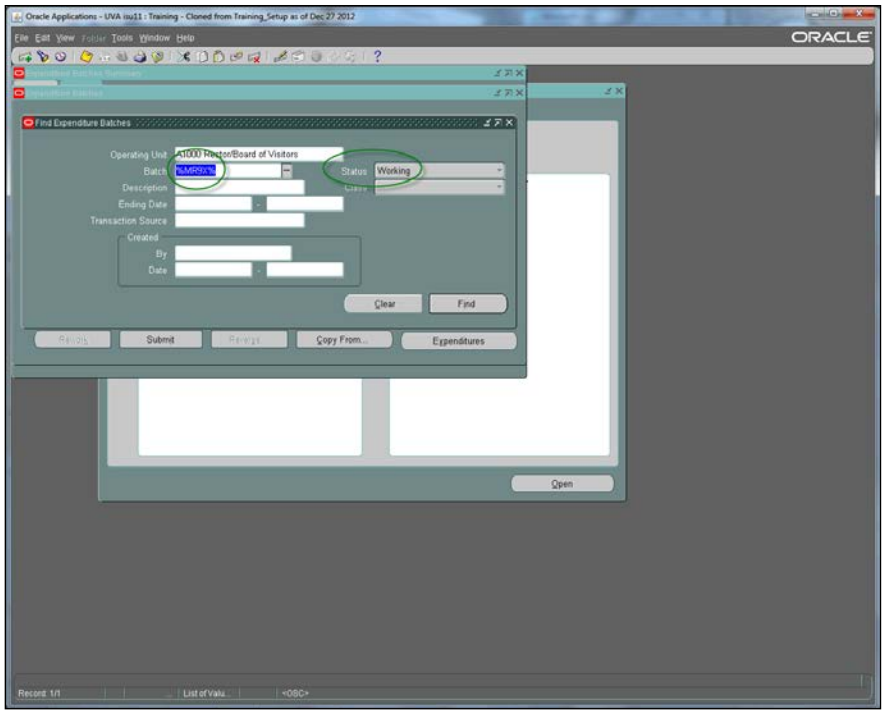
When a GM Transaction is rejected, the person who created the batch has to find it and make required corrections.

To make changes to a batch, its status has to be **Working**. Submitted batches can be put into working status by clicking the **REWORK** button.

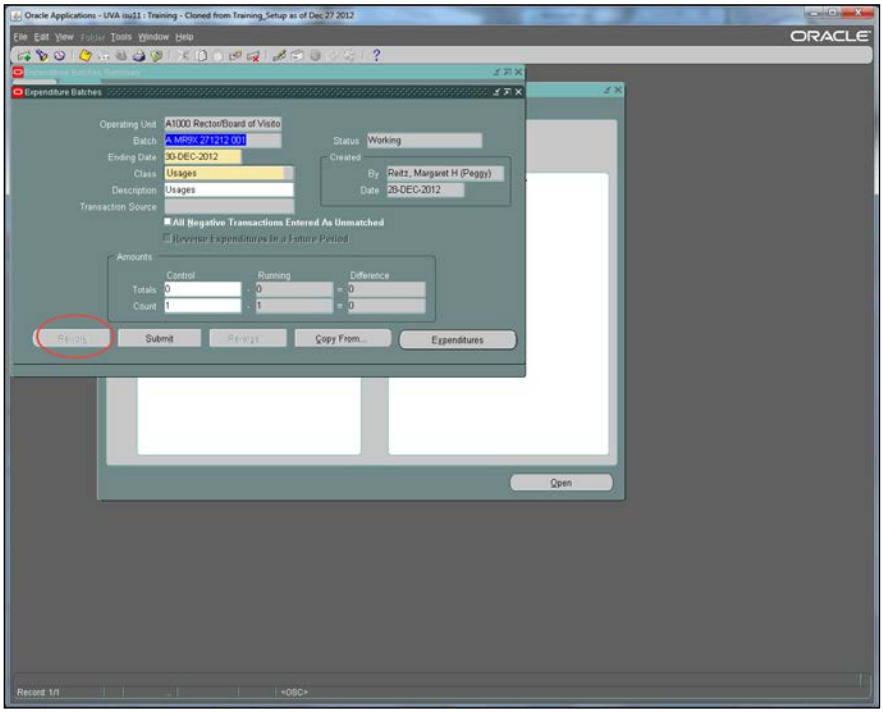
| Step | Action |
|---|---|
| 1. | Access the expenditure batch form by expanding the Expenditures folder and the Pre-Approved Batches folder to find Enter Actuals.<br><br>Click the **Enter Actuals** link.<br><br>Enter Actuals |




| Step | Action |
|---|---|
| 2. | You have a batch that needs to be reworked. The first thing you must do is find the batch. The flashlight tool in the toolbar will help you find that batch.<br><br>**Immediately** click the flashlight icon on the toolbar.<br><br>If you click in any field before clicking the flashlight, you will get the message<br><br>FRM-40202: ***Field must be entered***<br><br>If you get this message, you can initiate a query by clicking [F11], entering search parameters and clicking [Ctrl F11] to run the query.<br><br>Click the **Flashlight** to continue.<br><br> |
| 3. | This query will find ALL expenditure batches where the batch name contains "MR9X" and the status is **working**.<br><br>To find batches that are Submitted or Released, use the drop down to change the Status.<br><br>You can query by the name of the person who created the batch, last name first, and you can limit by dates. |




| Step | Action |
|---|---|
| 4. | In this example, the wild card [%] is entered both before and after the user id. This will show all batches with MR9X in the batch name that is in working status.<br><br>Click the **Find** button.<br> |
| 5. | This view shows the Expenditure Ending Date.<br><br>Click the scrollbar to change the view. |
| 6. | This view shows the status.<br><br>Click the **Open** button.<br> |




| Step | Action |
|---|---|
| 7. | When the status is working you can change the batch.<br><br>If the status is Submitted, you can REWORK.<br><br>In this example REWORK is not available because it is already in working status.<br><br>Now that you have found the batch and it is in working status, you can make the necessary changes.<br><br>Press **[Enter]** to continue. |
| 8. | You have found an existing batch which will allow you to make the necessary changes.<br><br>This completes the topic, Finding Batches to Rework.<br>**End of Procedure.** |

## Copying Expenditure Batches

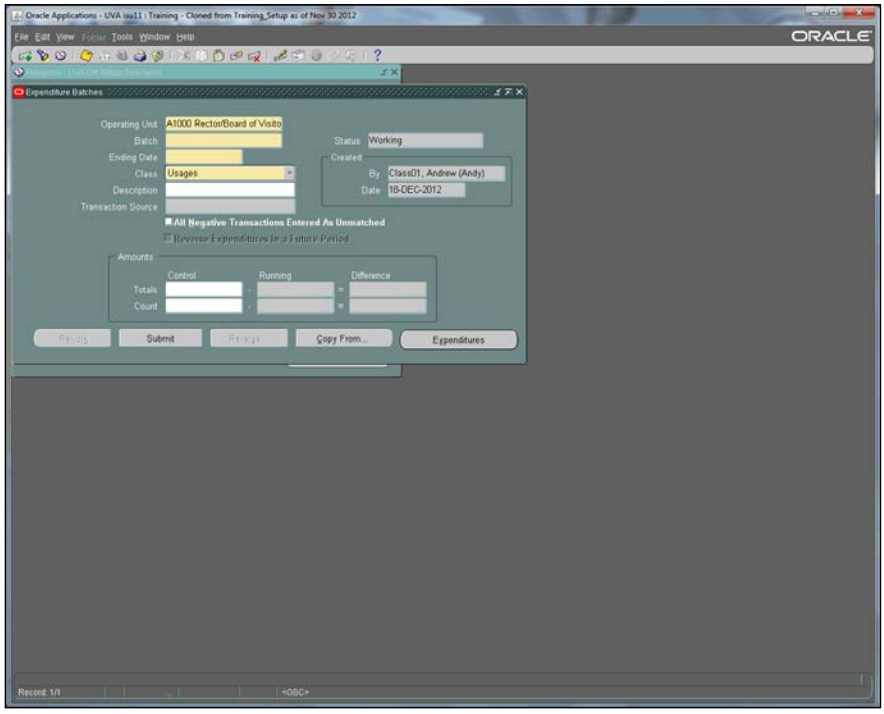
There are times when you will need to create an expenditure batch very similar to another created previously. The Integrated System makes it possible to copy an expenditure batch. So, you will only need to make the necessary changes instead of creating a completely new batch.

### Procedure

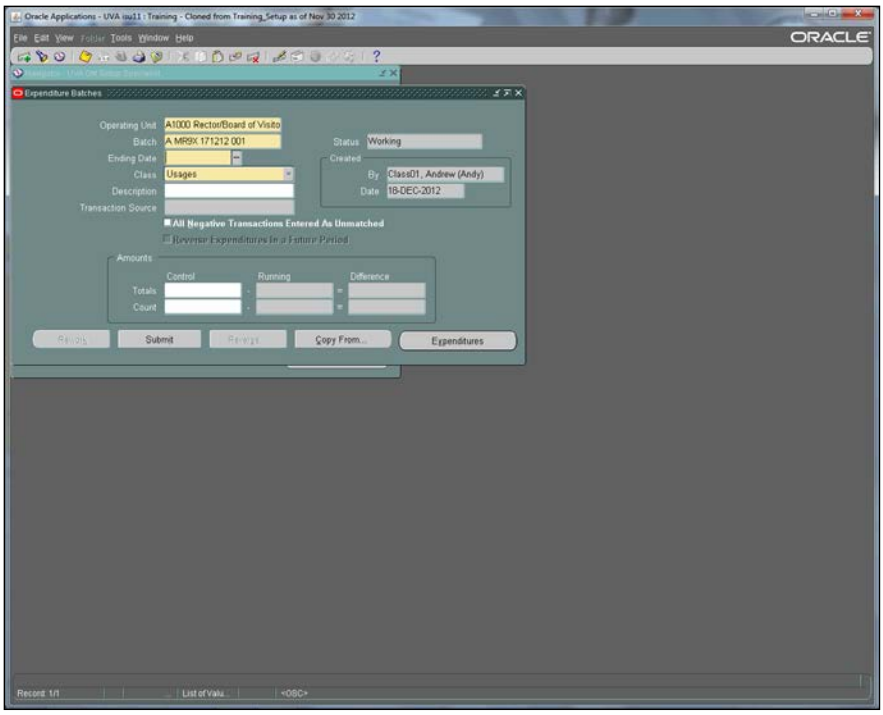
Similar transactions occur often and copying could save you from additional work.

The Integrated System makes it easy to copy an expenditure batch.

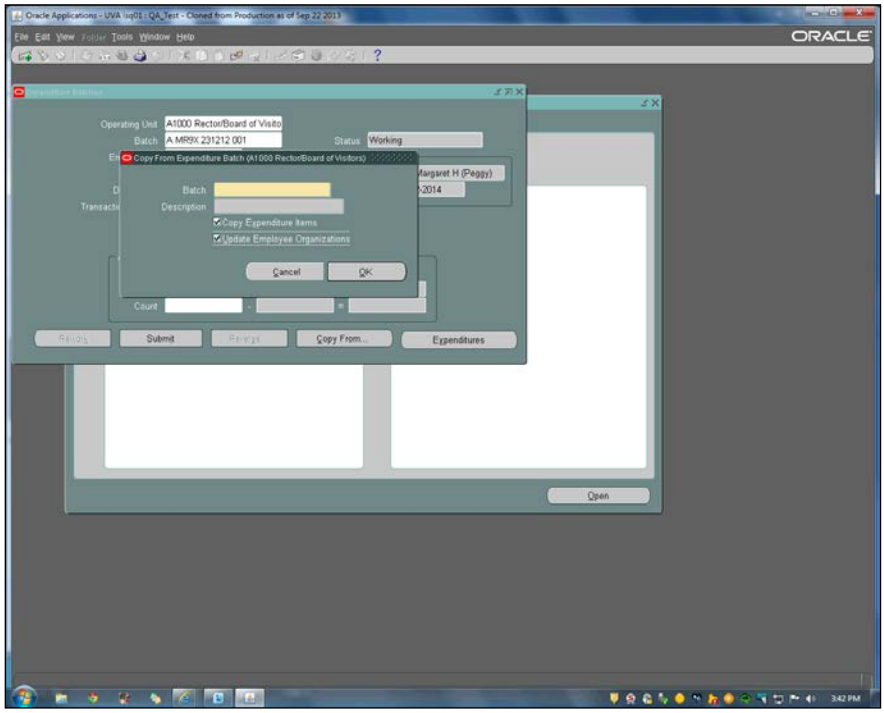
| Step | Action |
|---|---|
| 1. | The UVA convention for naming batches is:<br><br>**A USERID DDMMYY 001**<br><br>If a batch name does not follow this convention, it will be rejected.<br><br>In this example, the batch was misnamed. The batch was submitted and rejected. We can't change the name, but we don't want to lose all the work we did creating this cost transfer. |



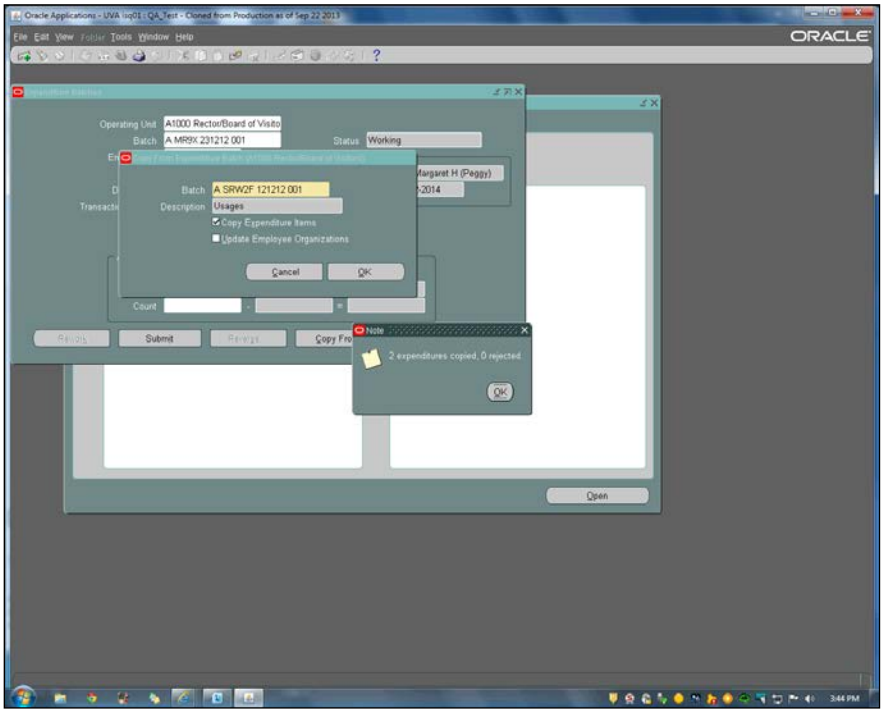
| Step | Action |
|---|---|
| 2. | You will create a new **Batch** and follow the correct naming convention.<br><br>Enter "**A USERID DDMMYY 001**". |



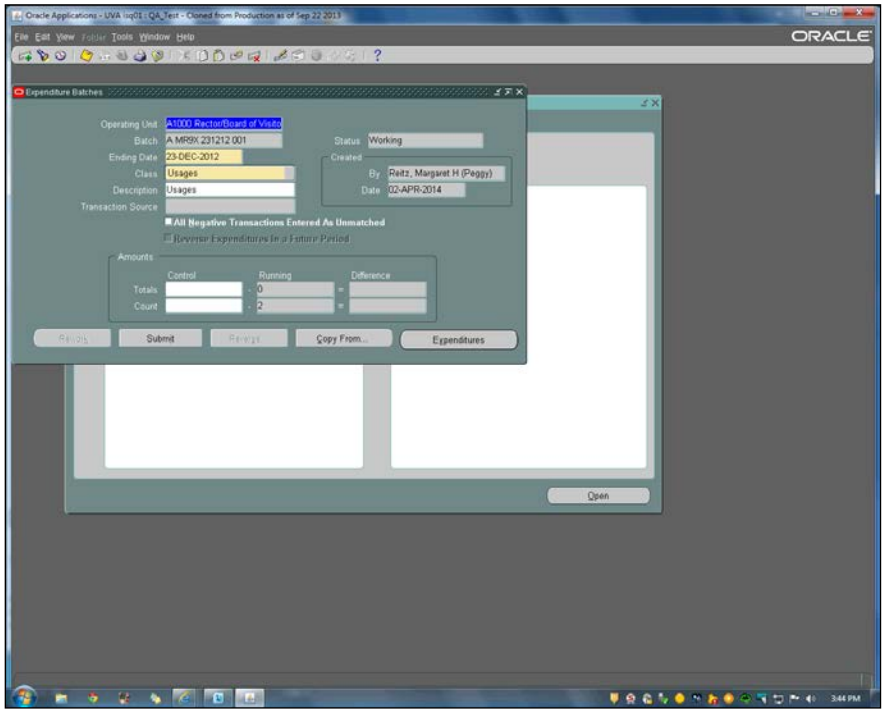

| Step | Action |
|---|---|
| 3. | Click the list of values button for the **Ending Date** field. |
| 4. | The calendar appears with the current date selected. Do **NOT** change the date.<br><br>Click the **OK** button.<br> |
| 5. | Click the **Copy From** button. |




| Step | Action |
|---|---|
| 6. | The Copy From Expenditure Batch window appears.<br><br>Click to **Uncheck** the **Update Employee Organizations** option. |
| 7. | Enter search criteria for the batch you want to copy from.<br><br>Press **[Tab] to execute the search.** |
| 8. | Select the batch you want to copy from and Click the **OK** button. |
| 9. | Click the **OK** button on the Copy From window. |




| Step | Action |
|---|---|
| 10. | The note confirms the copy.<br><br>Click the **OK** button. |
| 11. | Check the copied information.<br><br>**Be sure to change any information that is not the same.**<br><br>If you need to change the Expenditure Item Date, make sure the same date is in the comment field.<br><br>Click the **Close** button. |




| Step | Action |
|---|---|
| 12. | Click the **Submit** button.<br> |
| 13. | Whenever you copy a batch make sure to review your expenditure item date and comment fields, since the expenditure item date will populate with the date you create your new batch.<br><br>This concludes the topic.<br>**End of Procedure.** |

# Retrieving Data from the Grants Module

**Retrieving Data from the Grants Module**

This section will illustrate retrieving data from the Grants module (in Oracle) using the following tools:

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

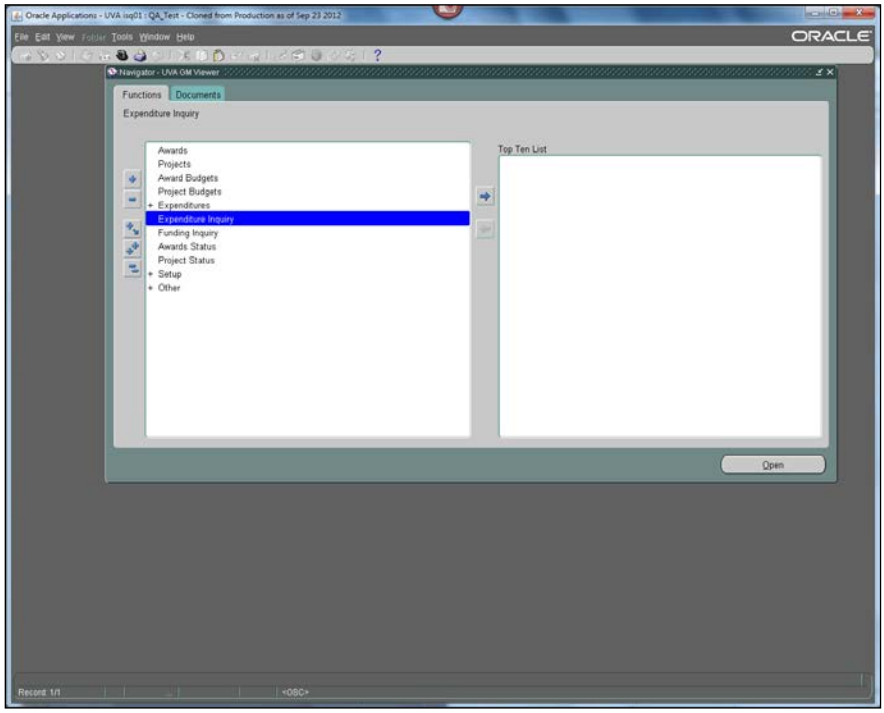
## Finding Actual Expenditures in GA

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

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

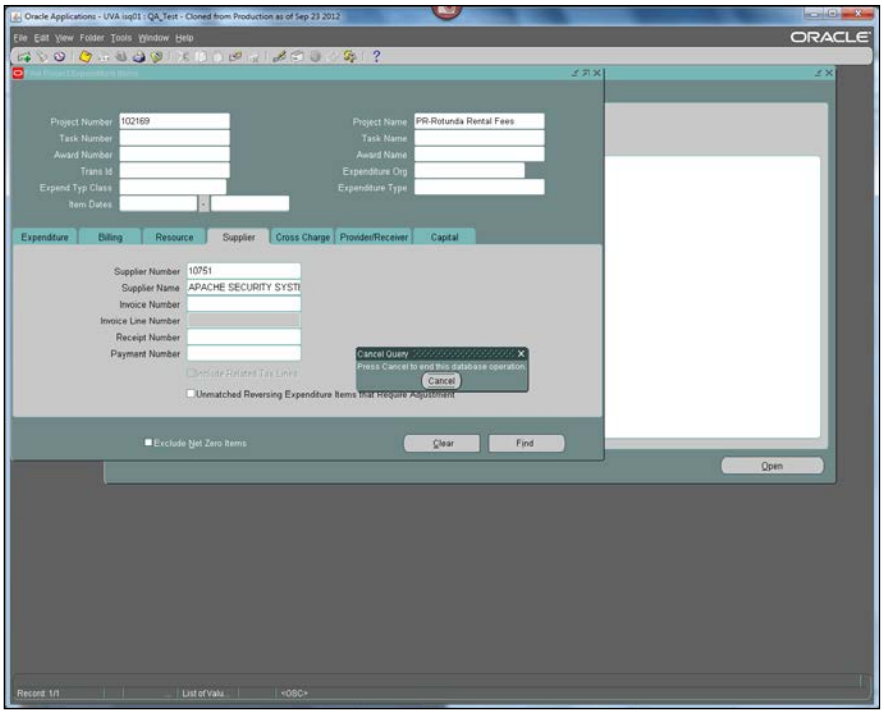
**Procedure**

Expenditure Inquiry, Actuals.

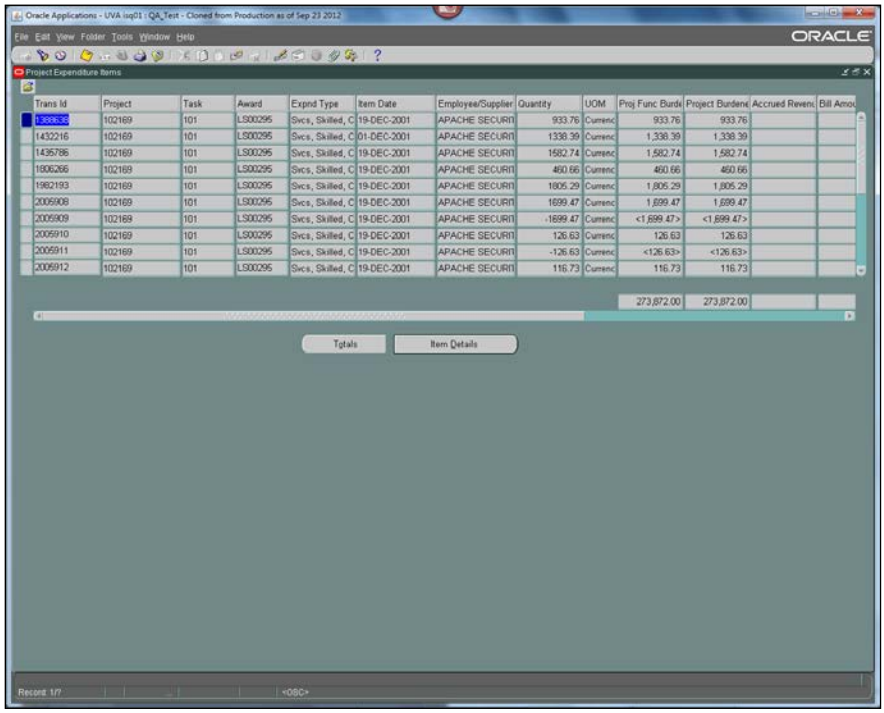


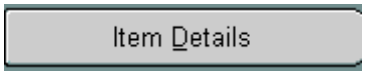

| Step | Action |
|---|---|
| 1. | When logged in as a GM Viewer, you see Expenditure Inquiry as shown here.<br><br>Double-click the **Expenditure Inquiry** list item.<br>Expenditure Inquiry |
| 2. | GM responsibilities other than Viewers will see ***Expenditure Inquiry*** listed under ***Expenditures*** as shown here in the GM Award Manager's view.<br><br>Double-click in the **Actuals** field.<br>Actuals |
| 3. | The project number has been entered for you.<br><br>Press **[Tab]**. |

| Step | Action |
|---|---|
| 4. | The project name populates.<br><br>You could specify a search term for any of the other fields on the window, but the project number is required.<br><br>Press **[Enter]** to continue. |
| 5. | If you want to search for payments to a specific employee you would select the Resource horizontal tab. |
| 6. | In this example, we illustrate finding payments to a particular supplier.<br><br>Click the **Supplier** horizontal tab. |
| 7. | The supplier name was found and selected.<br><br>Click the **OK** button.<br> |
| 8. | Click the **Find** button.<br> |

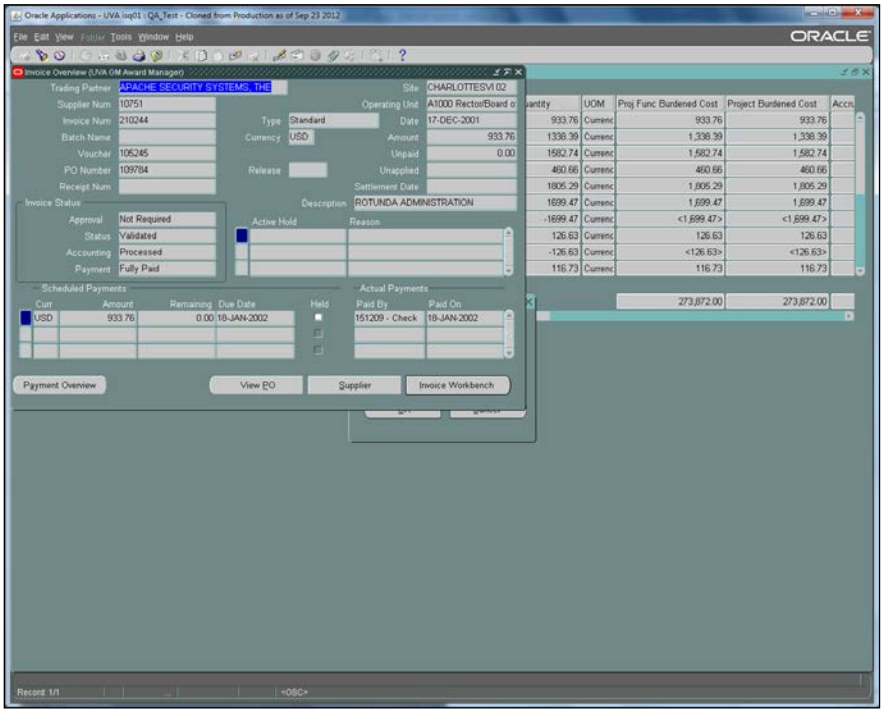


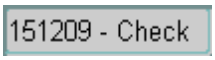
| Step | Action |
|---|---|
| 9. | If the query will return more than 100 entries, you get this warning and the option of canceling the query. If you don't cancel, it will take some time to return the data you asked for.<br><br>Press **[Enter]** to continue. |

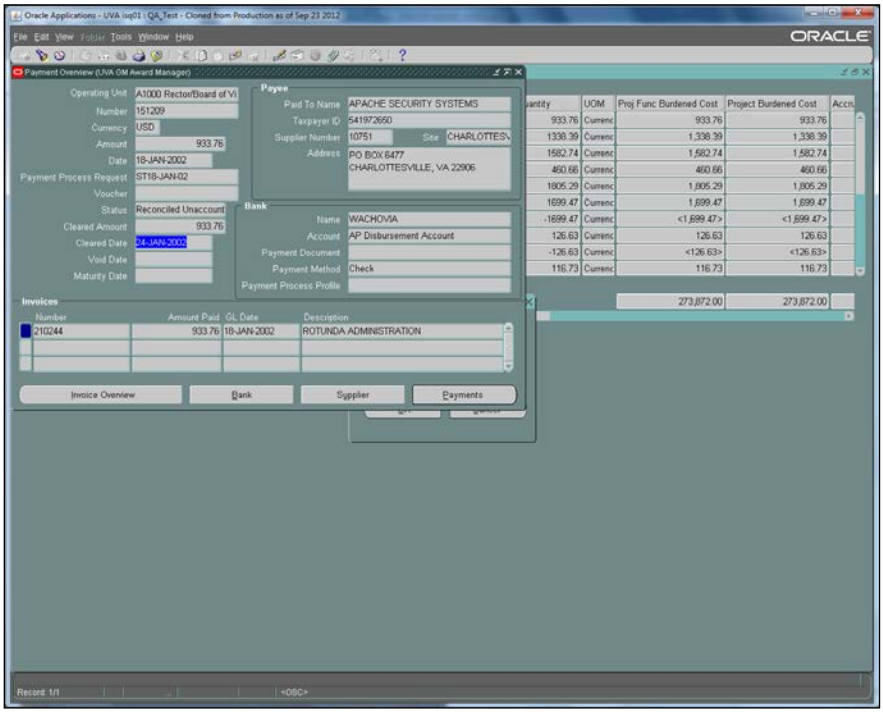



| Step | Action |
|---|---|
| 10. | The Totals button calculates a total for all lines returned.<br><br>In this example the Totals button has been clicked.<br><br>Press **[Enter]** to continue**.** |
| 11. | The first row is selected.<br><br>Click the **Item Details** button.<br><br>  |

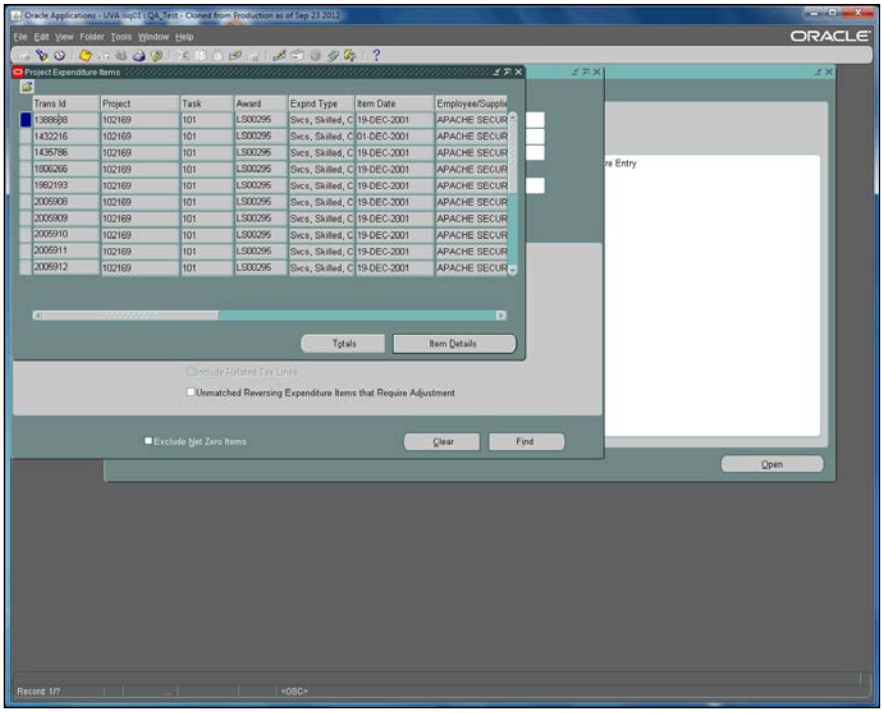
| Step | Action |
|---|---|
| 12. | AP Invoice is selected.<br><br>Click the **OK** button.<br> |

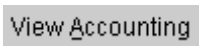


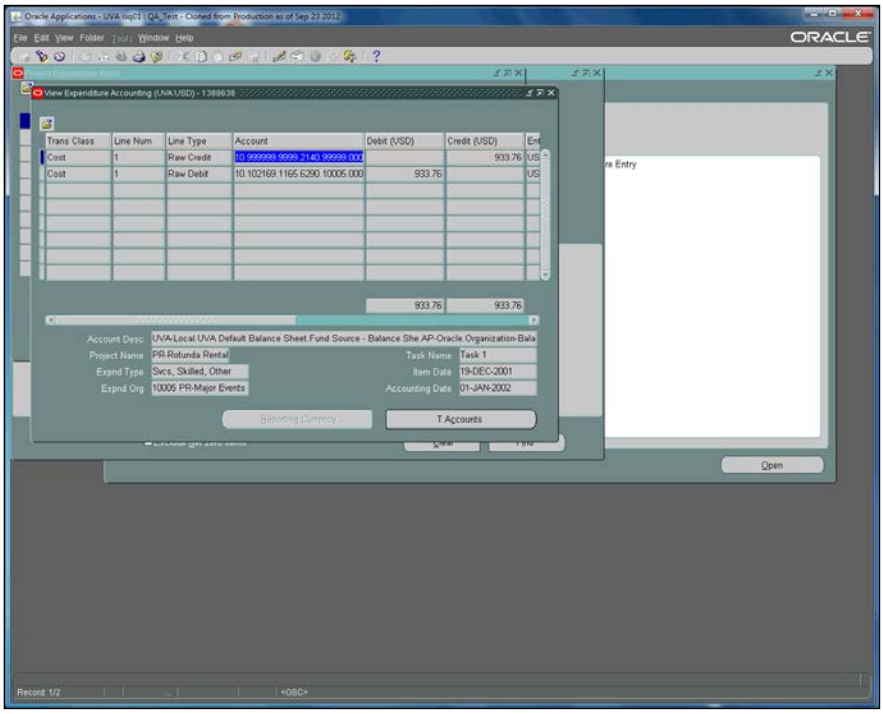

| Step | Action |
|---|---|
| 13. | The invoice overview opens.<br><br>Click in the **Actual Payments: Paid By** field.<br>  |
| 14. | Click the **Payment Overview** button.<br><br> |



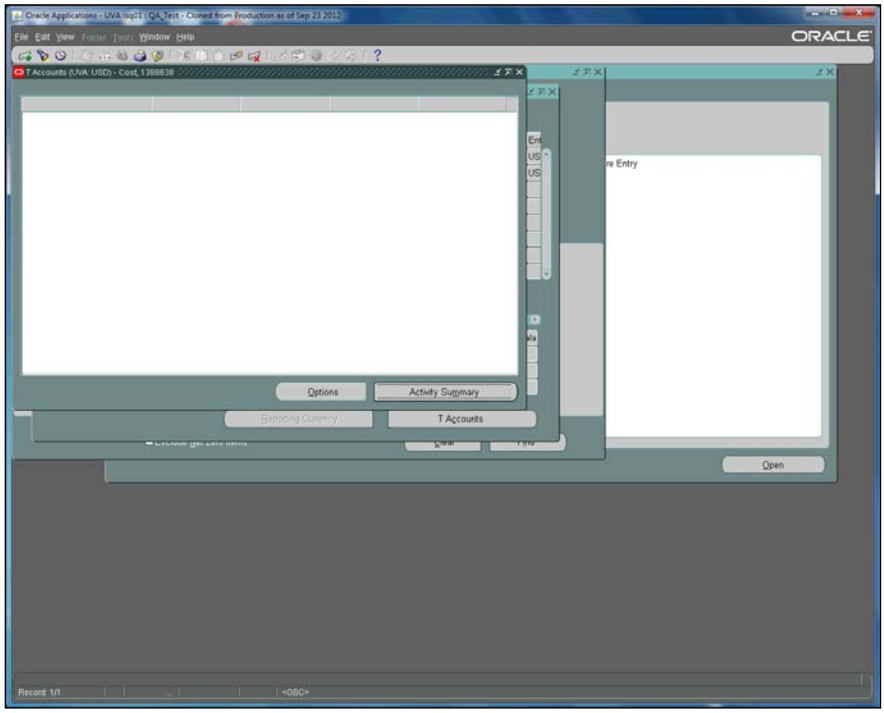

| Step | Action |
|---|---|
| 15. | You can review the payment including the cleared date.<br><br>Click the **Close** button. |



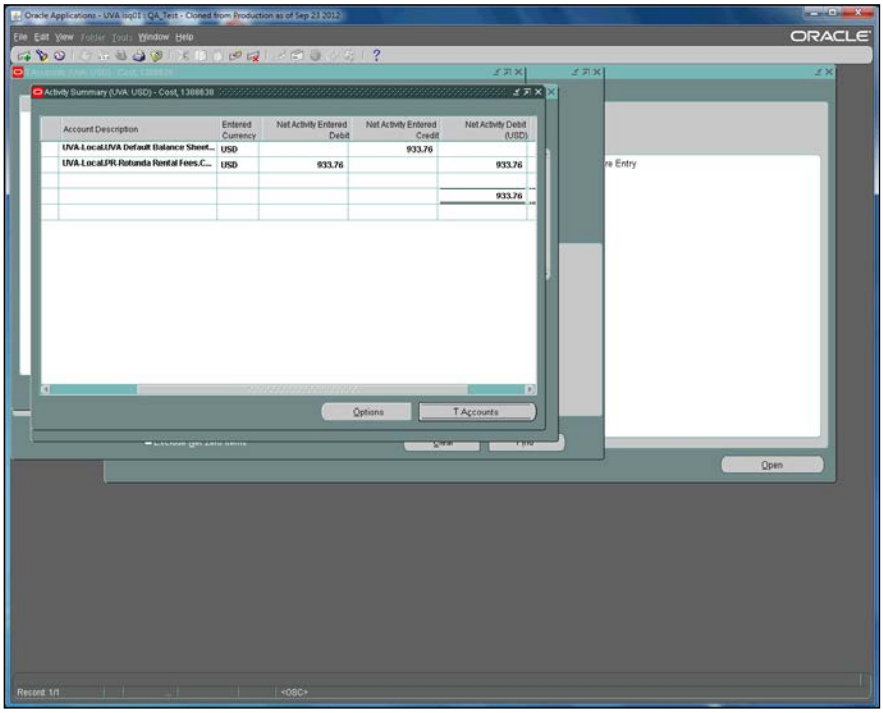
| Step | Action |
|---|---|
| 16. | Click the **Tools** menu.<br> |
| 17. | Click the **View Accounting** menu.<br>  |




| Step | Action |
|---|---|
| 18. | Click the **T Accounts** button.<br> |




| Step | Action |
|---|---|
| 19. | Click the **Options** button.<br> |
| 20. | Click the **Activity Summary** button.<br> |




| Step | Action |
|---|---|
| 21. | Click the **Close** button. |
| 22. | Expenditure Inquiry, Actuals is very useful for forensic accounting.<br><br>This concludes the topic.<br>**End of Procedure.** |

## Funding Inquiry

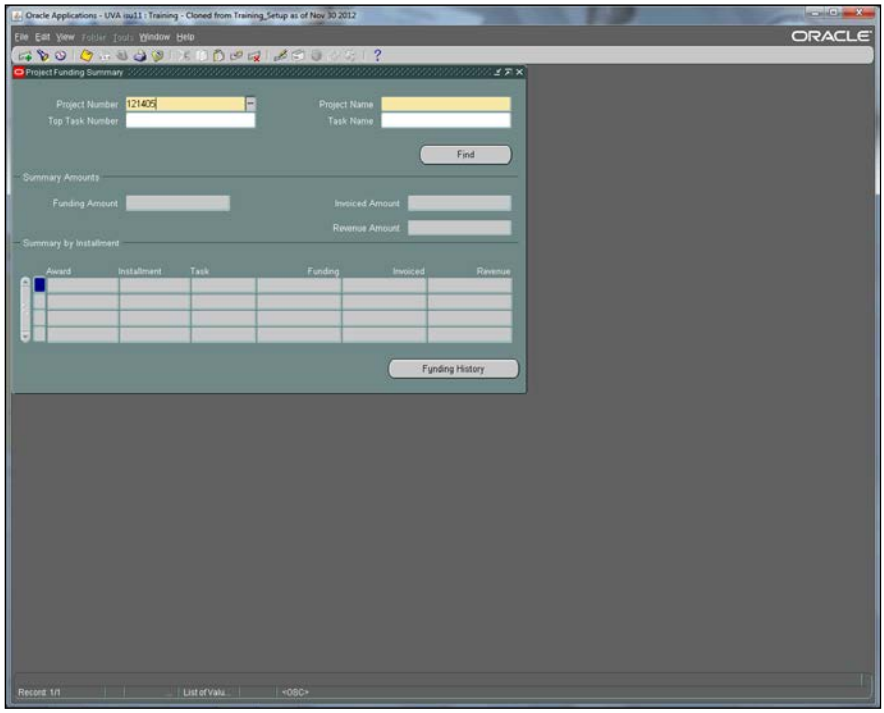
Use ***Funding Inquiry*** to see which awards provide funding for a project and to see the history of the funding. As of 7/1/2018, all funding will be done in the BudgetUVA web form. Therefore, this information will be historical only.

**Procedure**

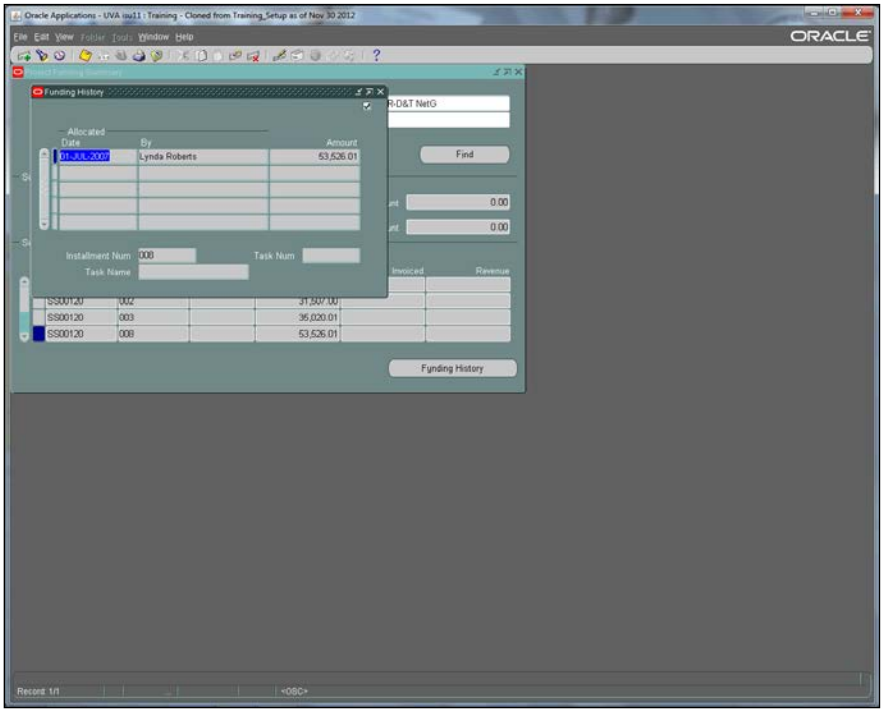
Projects can be funded from many different awards.

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

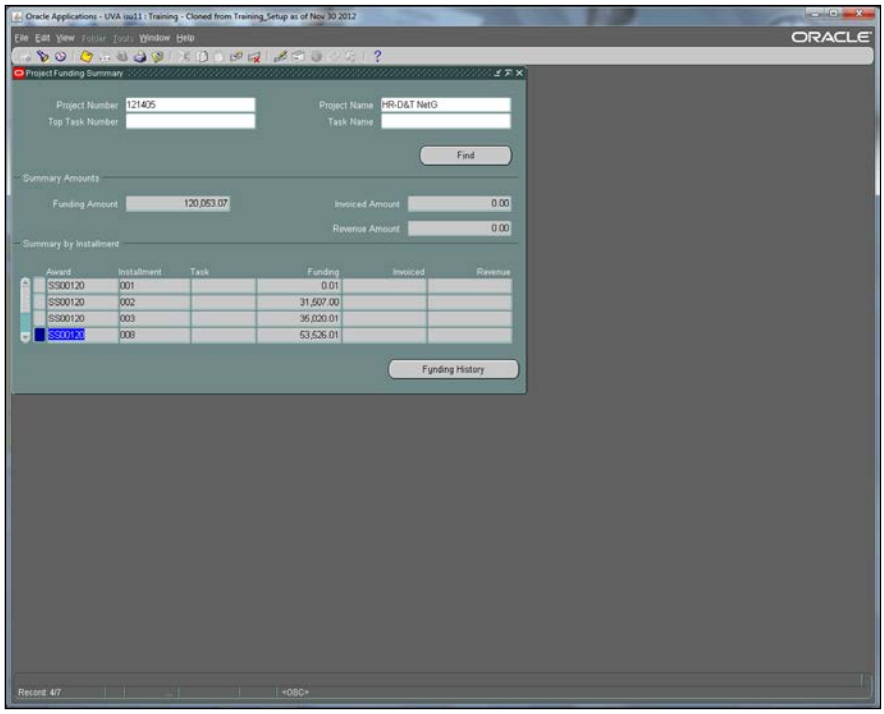
| Step | Action |
|---|---|
| 1. | Access the funding inquiry window by expanding the ***Billing folder***.<br><br>Click the **Funding Inquiry** link.<br><br>NOTE: GM Viewers access the Funding Inquiry form directly.<br>Funding Inquiry |



| Step | Action |
|---|---|
| 2. | The Project Number has been entered for you.<br><br>Press **[Tab]** to populate the Project Name.<br><br>NOTE: The Project Name must be populated in order to complete the query. |
| 3. | The Project Name populates.<br><br>Note: when a field is colored yellow it must be completed.<br><br>Click the **Find** button.<br> |
| 4. | Note: Summary Amounts shows the total funded from **all** awards<br><br>Summary by Installment shows funding from each installment<br><br>To see the Funding History for an individual installment click **Award Number SS00120** that corresponds to Installment 008 to select the row. |
| 5. | Click the **Funding History** button.<br> |



| Step | Action |
|---|---|
| 6. | You see when, by whom, and how much was allocated from a particular installment.<br><br>Click the **Close** button. |




| Step | Action |
|---|---|
| 7. | Close the window to return to the Navigator.<br><br>Click the **Close** button. |
| 8. | This concludes the topic.<br>**End of Procedure.** |

## Using Award Status Inquiry

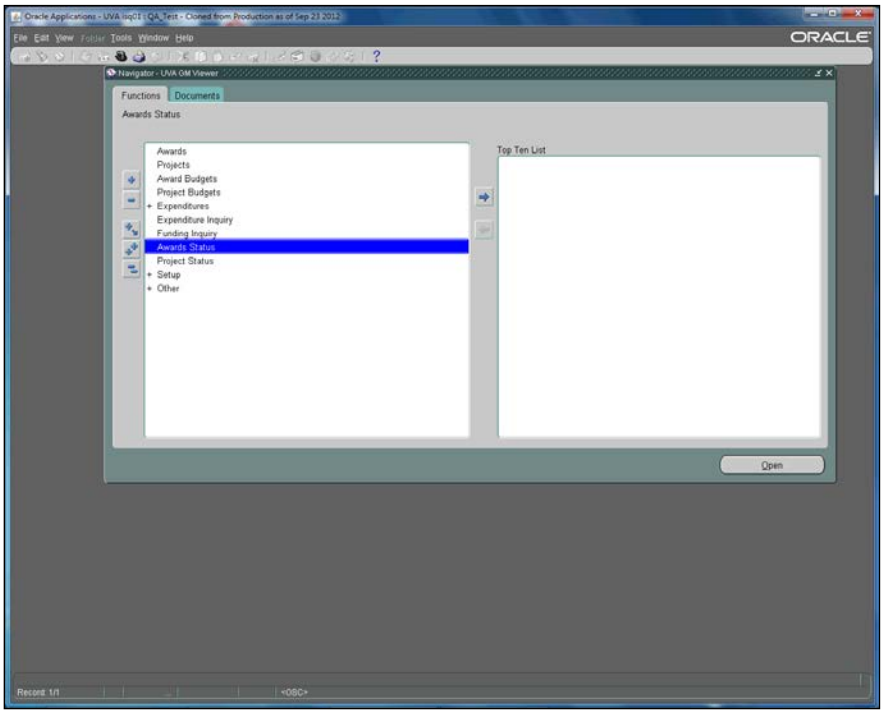
### Award Status Inquiry (ASI)

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

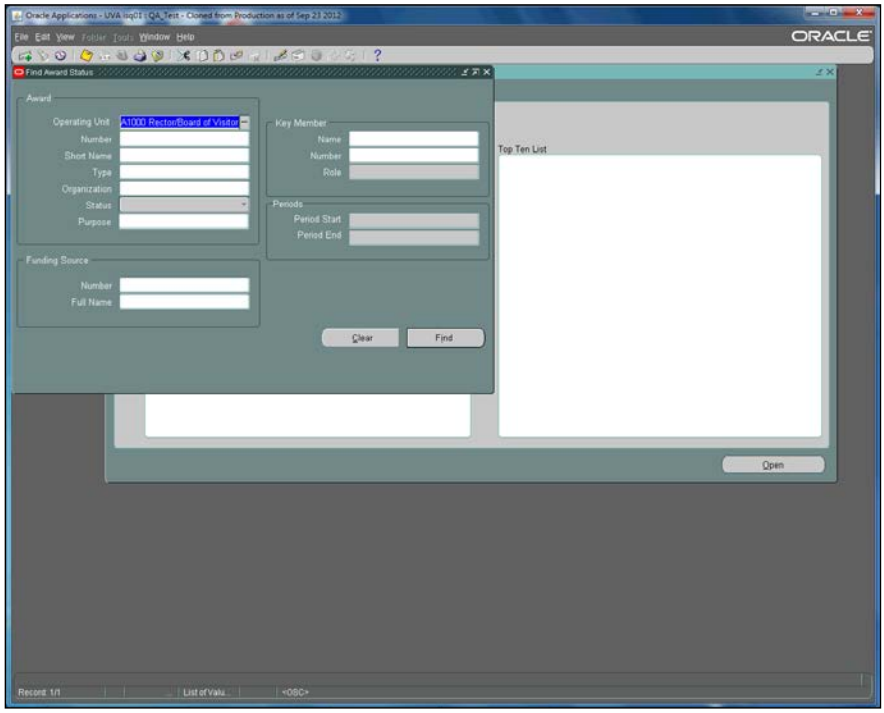
### Procedure

Award Status Inquiry is also referred to as **ASI**.

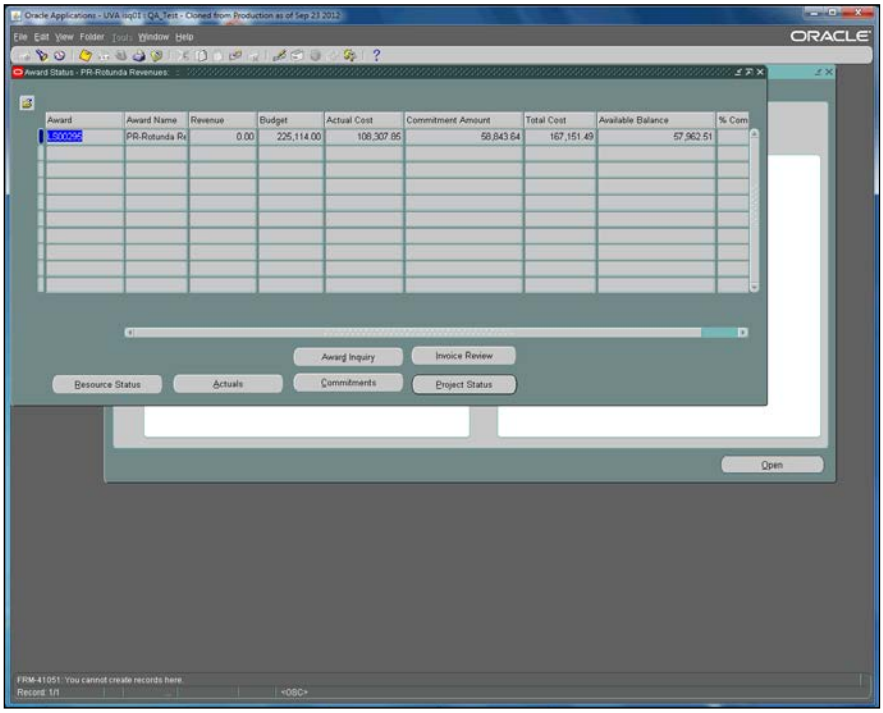
Use ASI to find the budget, spending and commitments against an award.



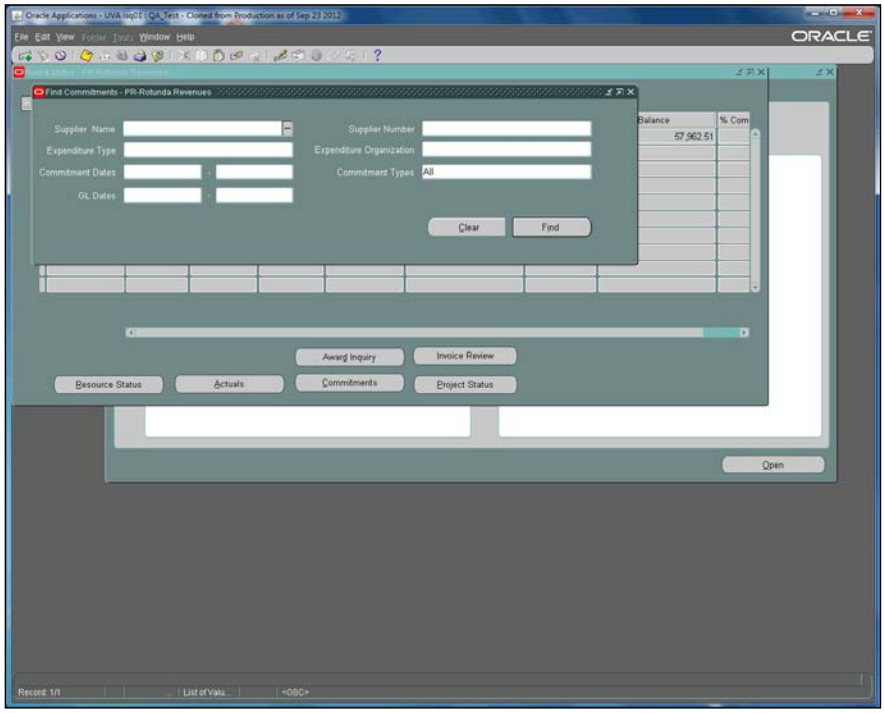

| Step | Action |
|---|---|
| 1. | Double-click the **Awards Status** list item.<br>Awards Status |



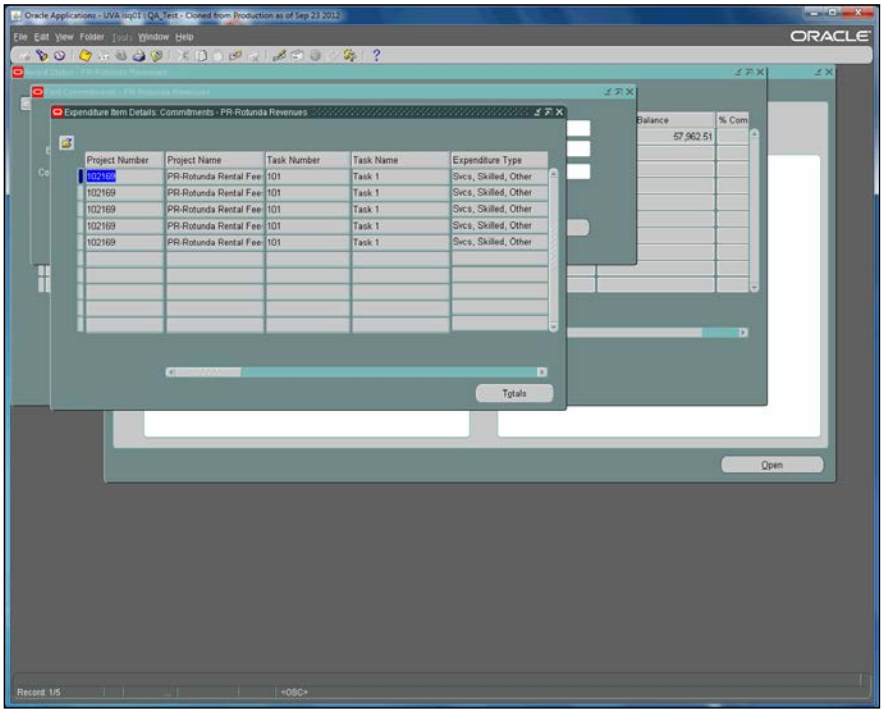

| Step | Action |
|---|---|
| 2. | You can use the LOV and/or wildcards to search on any of the fields shown.<br><br>You can also limit your search by a key member (employee name or name and role).<br><br>You can limit your search by funding source - useful for G&C awards.<br><br>In this case we are searching by award number.<br><br>Enter the desired information into the **Number** field. Enter "**LS00295**". |
| 3. | You can execute a query in ASI by clicking the Find button or the enter key on the keyboard.<br><br>Press **[Enter]**. |



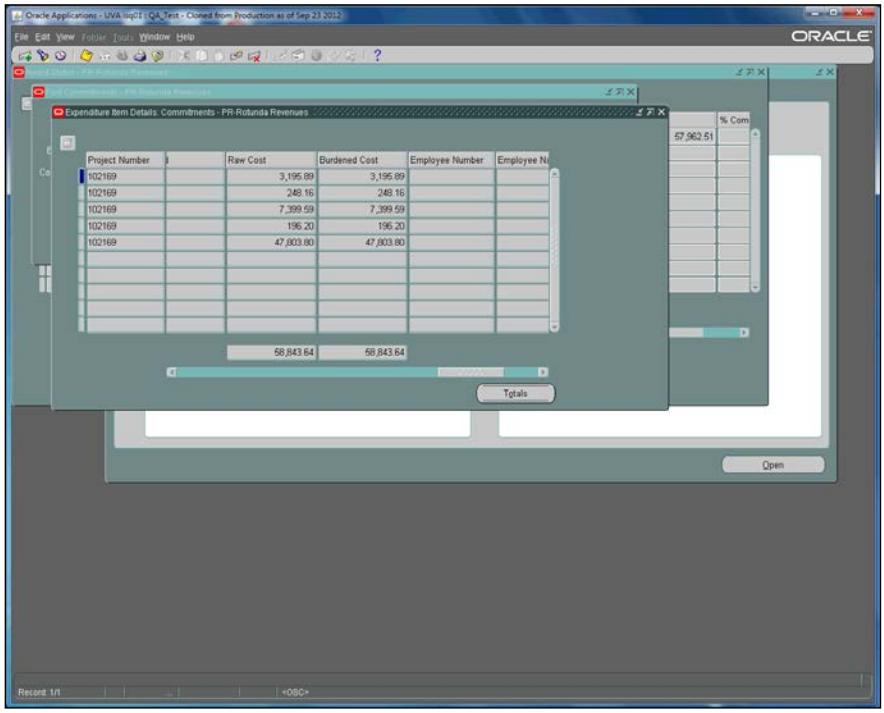

| Step | Action |
|---|---|
| 4. | Probably the most frequently used aspect of ASI is inquiring on commitments against an award.<br><br>Click the **Commitments** button.<br> |



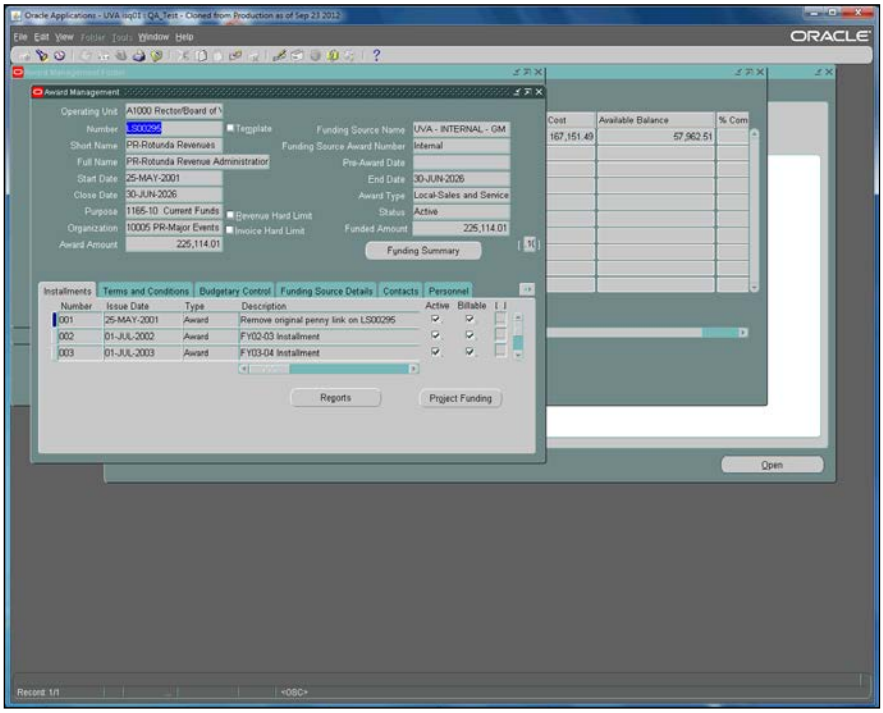

| Step | Action |
|---|---|
| 5. | You can limit the inquiry using any of the fields in the Find Commitments window. In this case, all commitment types are included.<br><br>Click the **Find** button.<br> |



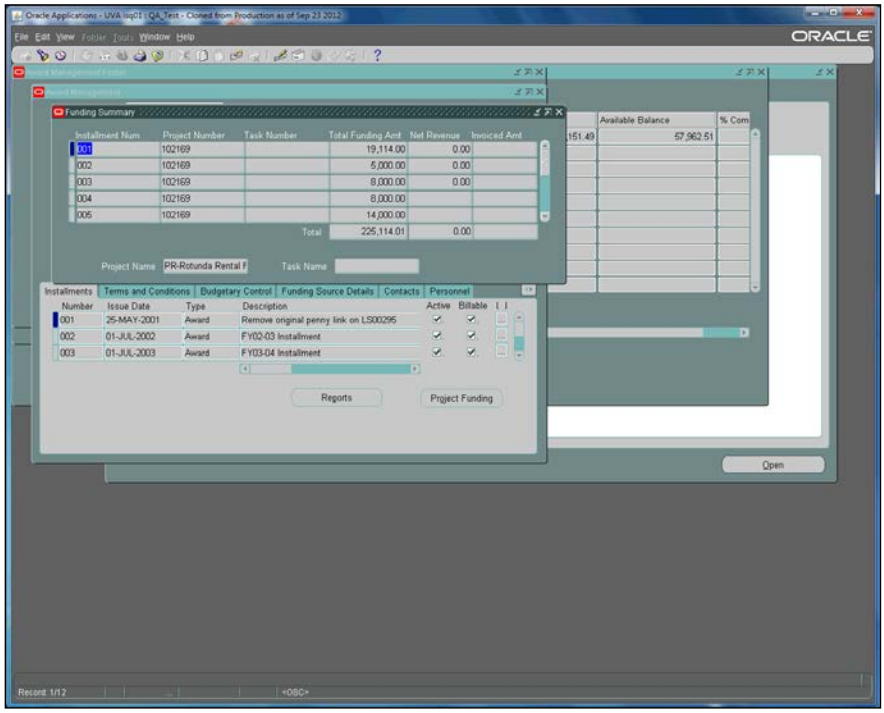

| Step | Action |
|---|---|
| 6. | Click the **Scrollbar**. |
| 7. | Click the **Totals** button.<br><br> |




| Step | Action |
|---|---|
| 8. | You can scroll to the right to see the totals.<br><br>When you close windows in ASI you do not terminate the query, instead you can continue to explore other aspects of the award.<br><br>Press **[Enter]** to continue. |
| 9. | Click the **Award Inquiry** button.<br><br>Note: [Invoice Review] is only available to GM Billing Specialist and GM Administrator responsibilities.<br> |




| Step | Action |
|---|---|
| 10. | Click the **Personnel** tab.<br> |
| 11. | Click the **Budgetary Control** tab.<br> |
| 12. | Click the **Installments** tab.<br> |
| 13. | You can find the revenue project for the award by opening the flexfield.<br><br>Click in the **Flex** field.<br><br> |
| 14. | Click the **OK** button.<br> |
| 15. | Click the **Funding Summary** button.<br> |




| Step | Action |
|---|---|
| 16. | Funding Summary shows all projects funded by the award from each of its installments.<br><br>Click the **Close** button. |
| 17. | Use your imagination with ASI. Because it is a view only form you are not able to make any changes, so it is safe to explore.<br><br>This concludes the topic.<br>**End of Procedure.** |

# Calculating Burden Cost

## View Burdened Cost

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

Burden Schedule, Indirect Cost Rate Schedule, establishes the burden multipliers used to calculate burden costs.

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

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

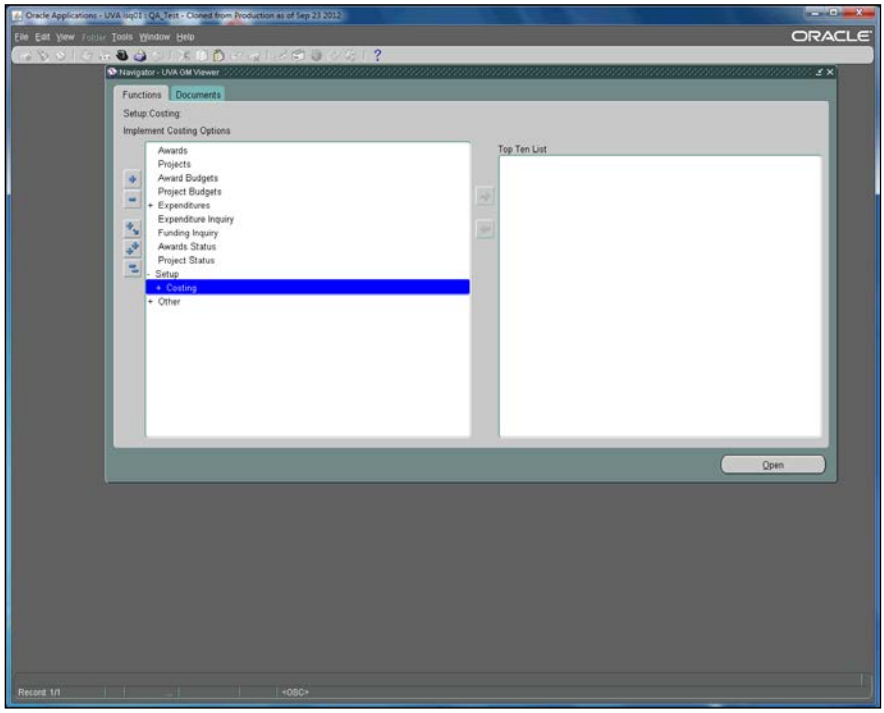
The website for the Office of Sponsored Programs posts the Rates for several fiscal years.

**Procedure**

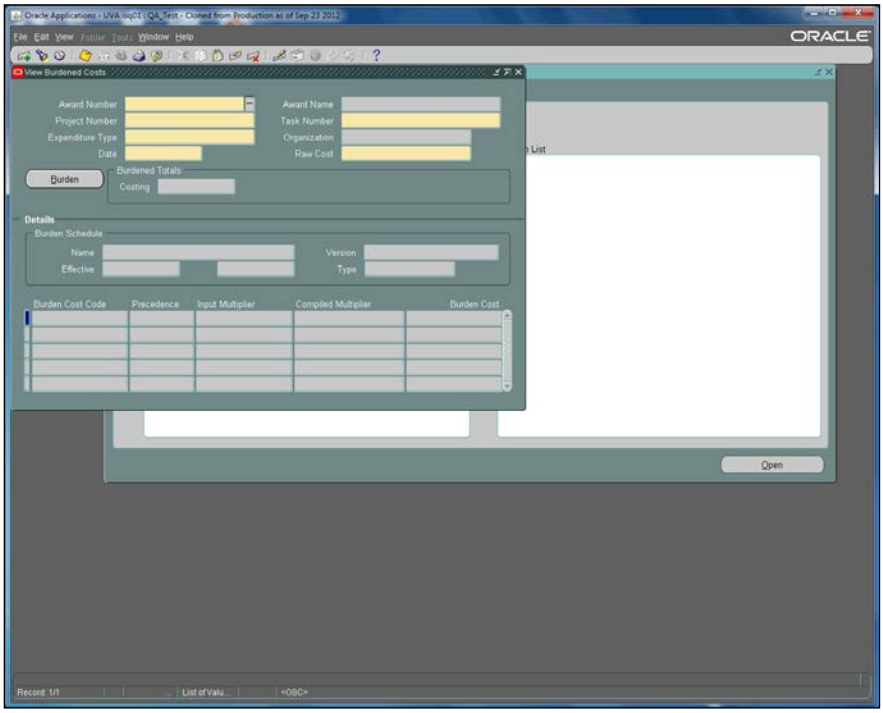
The burden schedule (percentage rate for the overhead and fringe benefits) is loaded into the Grants module as a modifier.

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

Sounds complicated, and it is. This is one instance where the calculations done by the Integrated System save a lot of headache and painstaking work for us. Remember, each type of pay has a slightly different FB rate.

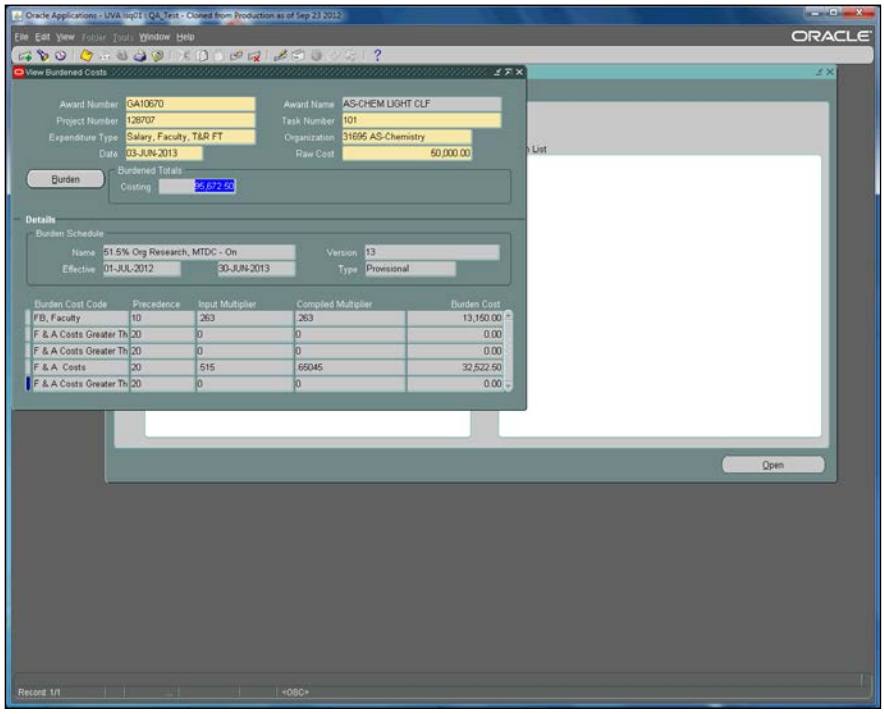



| Step | Action |
|---|---|
| 1. | Double-click the **Costing** list item.<br>+ Costing |
| 2. | View (Award) is selected.<br><br>Click the **Open** button.<br>Open |




| Step | Action |
|---|---|
| 3. | Enter the Award Number into the **Award Number** field.<br><br>Enter "**GA10670**". |
| 4. | After the Award Number is entered use the List of Values to select the Project and Task numbers.<br><br>Click the **Project Number** button. |
| 5. | Click the LOV for Expenditure Type, the button to the right of the **Expenditure Type** field. |
| 6. | This illustrates searching for Salaries using the wildcard, the percent (%) sign.<br><br>Sal% returned quite a few Salary expenditure types; Salary, Faculty, T&R FT (teaching & research full time) is selected.<br><br>Click the **OK** button. |
| 7. | The Organization is selected.<br><br>Click the **OK** button. |
| 8. | Select the date field LOV to see the calendar.<br><br>The current date is selected.<br><br>Click the **OK** button. |

| Step | Action |
|---|---|
| 9. | You would like to know the total cost for a tenure track faculty member whose salary is $50,000.00.<br><br>The raw cost of 50,000 has been entered for you.<br><br>Click the **Burden** button.<br> |




| Step | Action |
|---|---|
| 10. | The system has calculated the burdened total and given a breakdown of the costs.<br><br>Press **[Enter]** to continue. |
| 11. | When you are preparing a budget this function can be very useful.<br><br>This concludes the topic.<br>**End of Procedure.** |

# Project and Award Management

## Working with Projects

### Creating Projects

**When will you create a Project?**

***You create a new project:***

- When you receive funding, such as a gift, for a new activity for which no account exists. Creating New Gift Projects Procedure
- When you receive funding for a new type of activity.
- When none of the projects within your unit contains the proper ***expenditure function code*** that will allow the correct classification of expenditures for the new activity.

  For example, imagine that your department has two projects:

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

**You should NOT create a new project:**

- When you received additional funding from a new award. For example, new funding provided by the provost's or dean's office for a departmental program can be put into an existing departmental project as long as the project bears an appropriate expenditure function code.
- When you receive notification of funding for a grant proposal. All Grants & Contracts projects are created by Office of Sponsored Programs (OSP) staff.
- A new revenue project for depositing State E&G or Local General monies should be coordinated through the University Budget Office. In these cases, the new project is used to deposit revenue into the general ledger. To spend any of the revenue deposited to the new project, an award would have to be created by a central department GM Setup Specialist, and the project to which funds are deposited in the general ledger would serve as that award's sponsoring revenue project.

**You are ready to create a new project:**

Complete the **Project Create Request Form** found on Integrated System homepage under "FORMS. *Save as* your own document on your computer before you log in and begin the project creation process. Completing the form will ensure that you have all the information you need for the process before you begin.

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

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

The main Integrated System web page has a link to a Word doc, Expenditure Function Codes. There are corresponding F&A Codes to the Expenditure Functions Codes in the matrix archived on the IS website.

**Procedure**

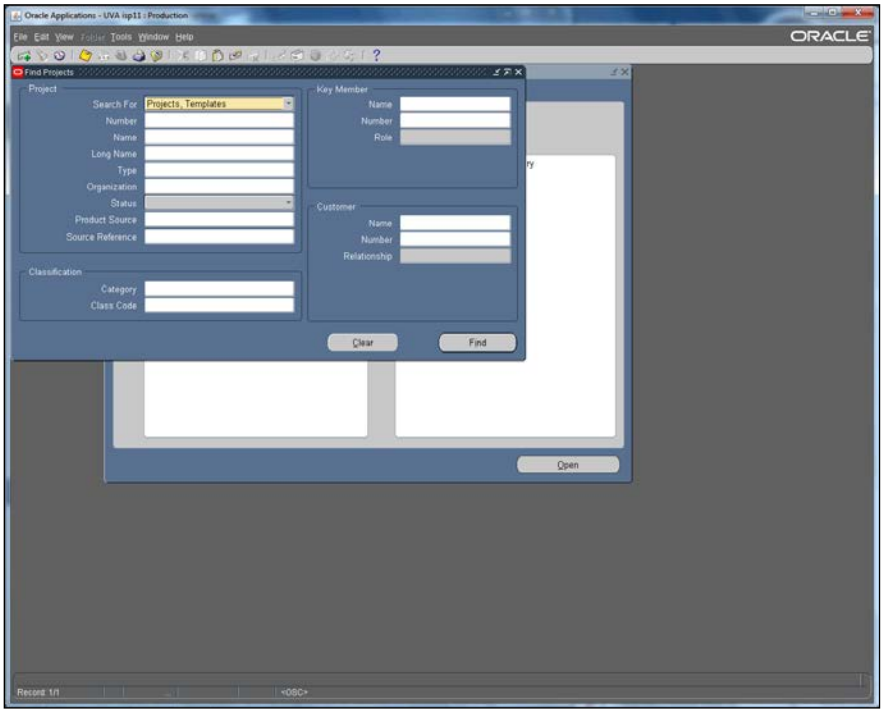
A project is an activity or event with:
**** a single purpose***
**** executed over a specified period of time***
**** with specific funding sources***
**** and a predetermined budget.***

A project may cross fiscal years.

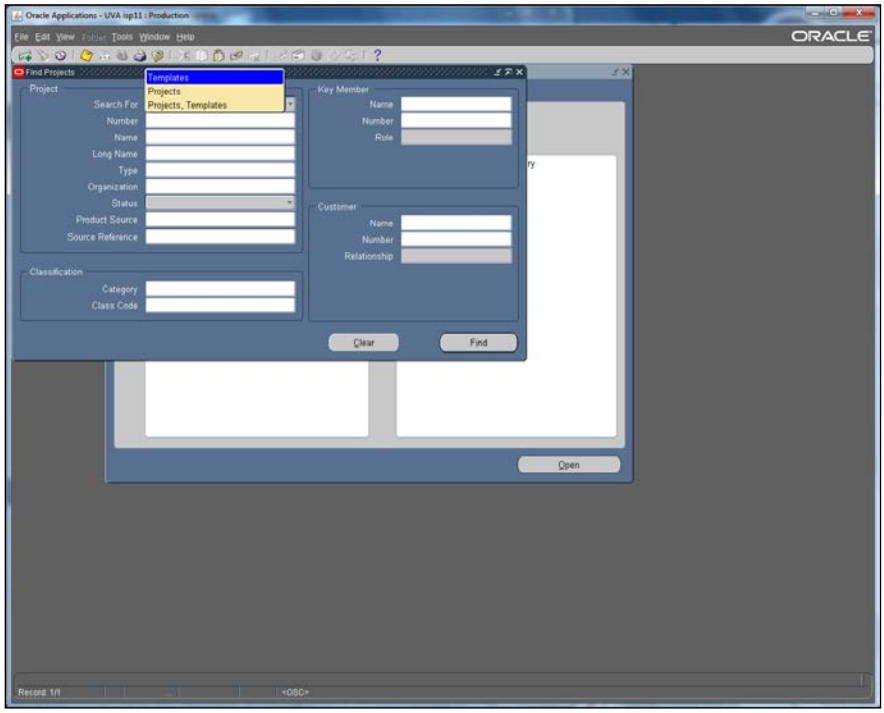
A project is not an organization nor an employee.

This simulation will demonstrate creating a new project in the Integrated System.

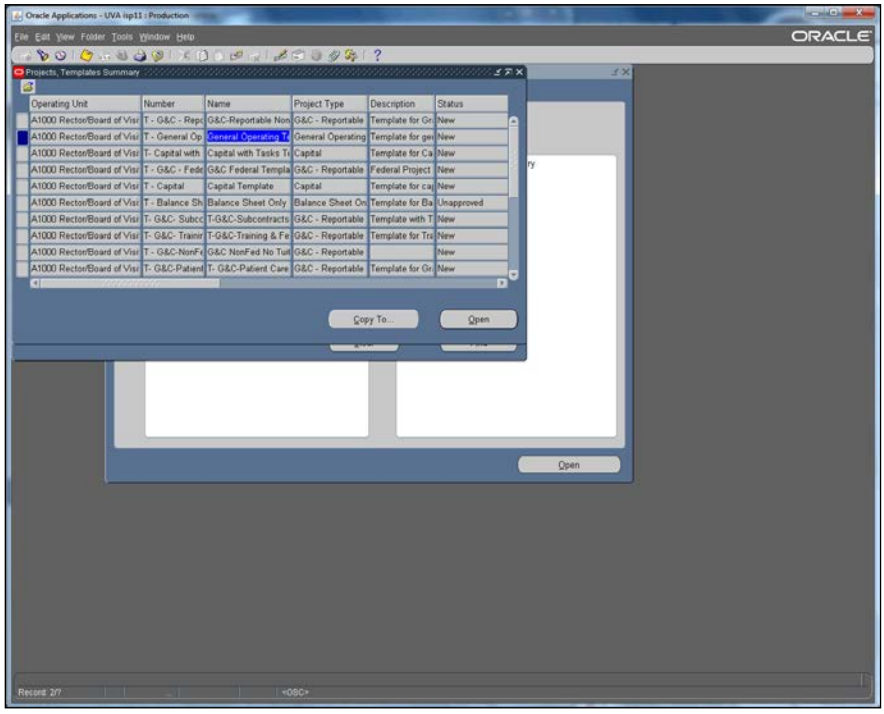
| Step | Action |
|---|---|
| 1. | **TIP:**<br><br>Before you login to create the new project, complete the ***UVA Project Create Form*** and save it on your desktop.<br><br>Log in with your GM responsibility<br><br>**Departmental:**<br>**GM Award Manager**<br>**GM Project Manager**<br>**GM Limited Setup Specialist**<br><br>**Central Offices:**<br>**GM Setup Specialist**<br>**GM OSP Setup Specialist**<br><br>Expand the Grants Accounting folder by clicking the + sign.<br><br>Click the **Projects** button. |

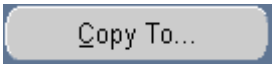


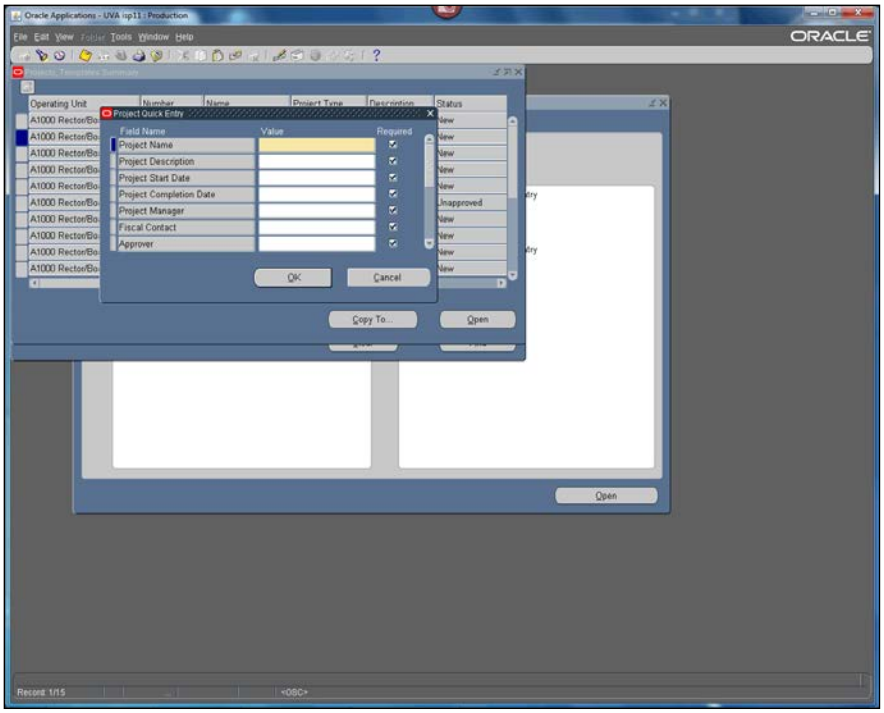

| Step | Action |
|---|---|
| 2. | Projects are created by copying a template.<br><br>Click the **Project, Templates** drop-down. |



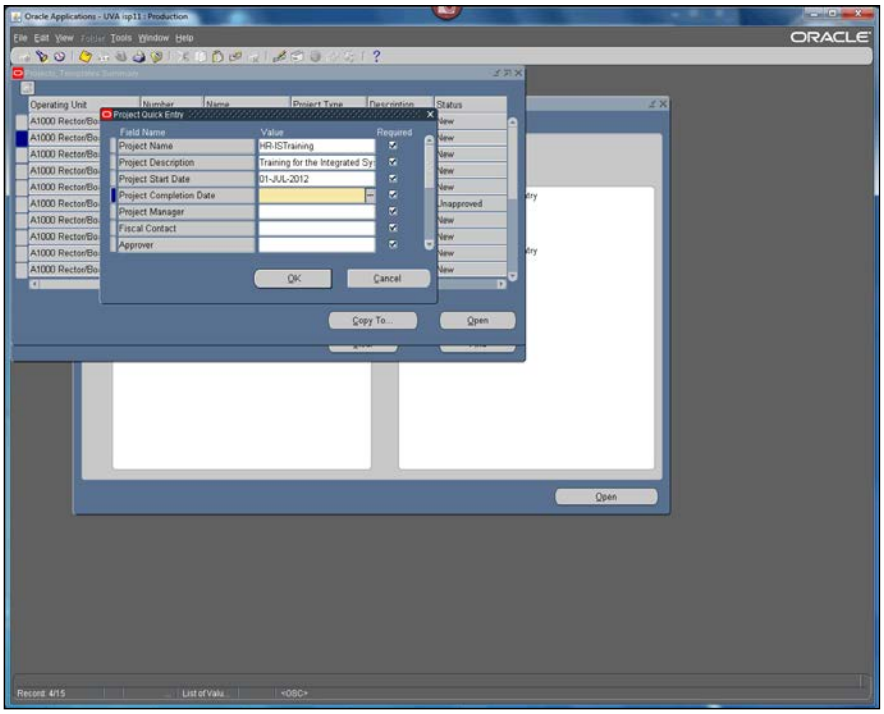

| Step | Action |
|---|---|
| 3. | Select **Templates**.<br>Templates |



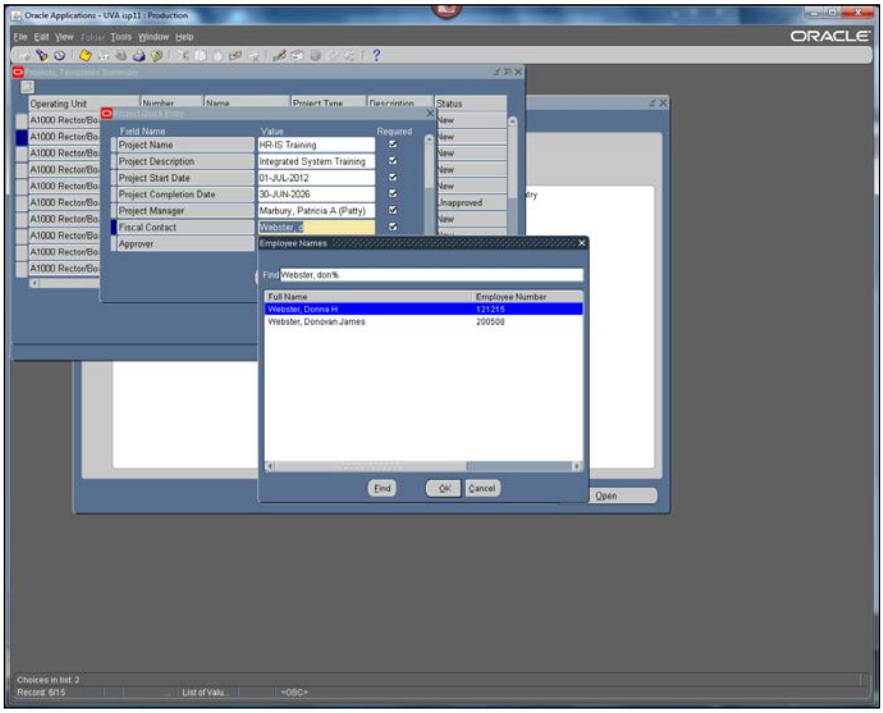
| Step | Action |
|---|---|
| 4. | **ALWAYS** create projects by copying the **General Operating Template.**<br><br>Other templates are for central offices, for example:<br>*OSP use G&C templates<br>*Budget Office sometimes uses Capital Template, etc.<br><br>**NEVER** copy an existing project.<br><br>Click the **Copy To...** button.<br>  |
| 5. | Note: Check marks indicate fields that are required. |

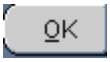
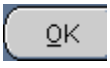


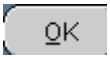
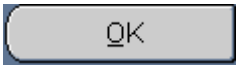
| Step | Action |
|---|---|
| 6. | The project name must be unique, preceded by your area's prefix and be less than 30 spaces long.<br><br>AR- SCHOOL OF ARCHITECTURE<br>AS- COLLEGE OF ARTS & SCIENCES<br>AT- ATHLETICS<br>BA- BATTEN SCHOOL<br>BU- BUSINESS OPERATIONS<br>CO- EXECUTIVE VP & COO<br>CP- SCHOOL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




| Step | Action |
|---|---|
| 9. | In this example, we illustrate a project beginning on the first day of the fiscal year.<br><br>***Check with your department guidance.***<br><br>Press **[Tab]** to go to the next field. |
| 10. | The Project Completion date, for non-Grants & Contracts projects, is the last day of the fiscal year far in the future.<br><br>The convention at UVA is to use the year 2026.<br><br>Press **[Tab]** to continue |
| 11. | You search for your Project Manager's name by entering:<br><br>the **last name**, **a comma**, and then the **tab key**.<br><br>*NOTE: If the your Project's Manager was not a UVA employee on the date your project starts the search will not find the name, since it searches the HR table and validates by date.* |



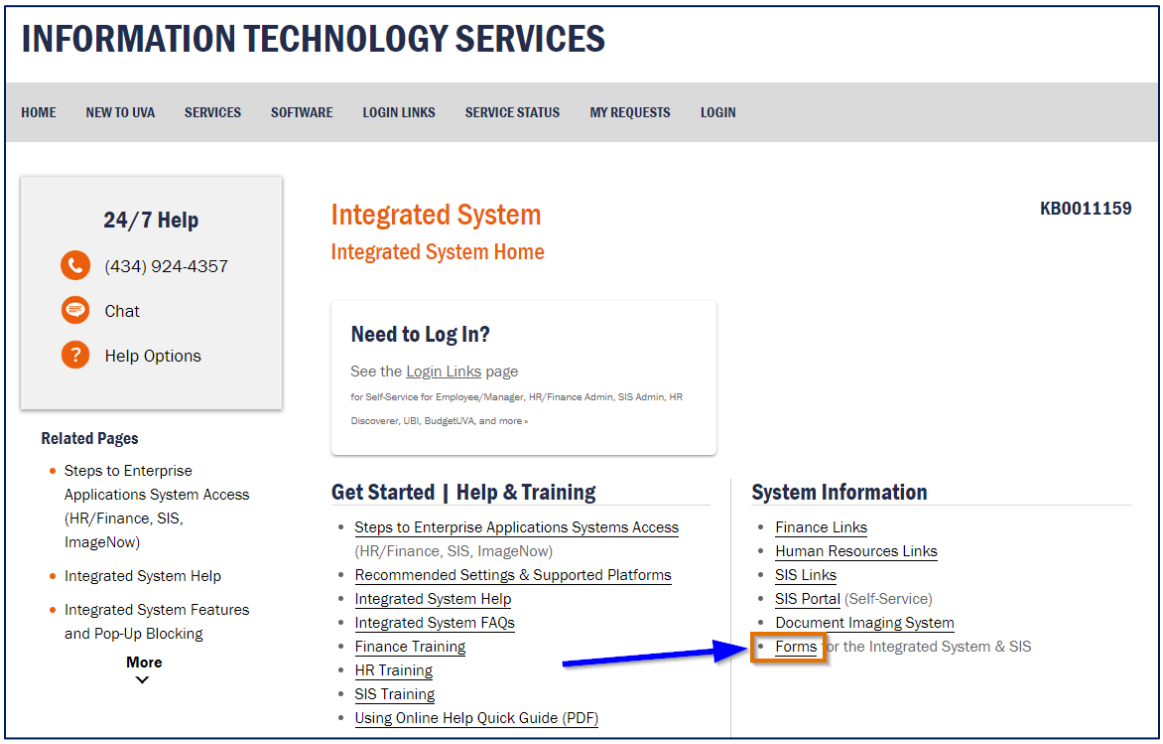

| Step | Action |
|---|---|
| 12. | Search for employee names for the other required roles the same way.<br><br>The fiscal contact has been found and selected.<br><br>Click the **OK** button.<br><br>  |
| 13. | The approver has been selected.<br><br>Note: Examiner is not a required role. There is no check mark in the box. It is up to your department to decide if you want to have an examiner on the project. The examiner will have access to the project to assist in the review and approval process.<br><br>Press **[Enter]** to continue. |
| 14. | You will select the expenditure function that most closely matches the work that will be done under this project.<br><br>In this case, code 2000, Instruction, General Academic code is selected.<br><br>Click the **OK** button.<br>  |

| Step | Action |
|---|---|
| 15. | F&A stands for Facilities and Administrative costs.<br><br>The Facilities and Administrative (F&A) Cost Code must correlate with the Expenditure Function.<br><br>When creating *General Operating* projects, **NEVER** select an F&A code designated as "*Sponsored*" unless you work in OSP.<br><br>*"Sponsored"* refers to actual grants and contracts. Those projects are created by OSP staff. |
| 16. | The F&A code, 10, Direct Costs: Instruction, is selected from the **F&A Code** list of values.<br><br>Click the **OK** button.<br>  |
| 17. | Enter the Organization number and press tab.<br><br>The system will complete the org name and assign a project number.<br><br>Press **[Tab]**. |
| 18. | You can see the completed the org name and project number.<br><br>Make a note of the project number so you can find the project and attach the project create form.<br><br>Click the **OK** button.<br>  |
| 19. | This concludes the topic, but there is more to *Creating Projects.*<br><br>Next you will learn to attach a Project Create Form to your project.<br><br>**End of Procedure.** |

## Finding a Project & Attaching a Project Create Form

The project create forms can be found on the Integrated System webpage.

On the Integrated System webpage, click on the forms menu list item.



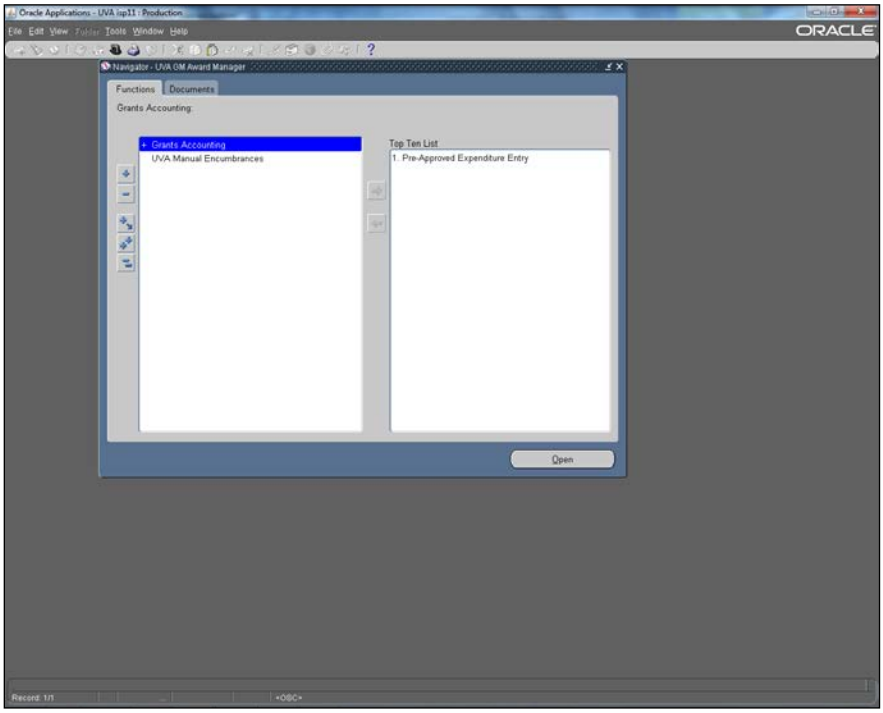

Then, click on the Project Create Request form.

### Procedure

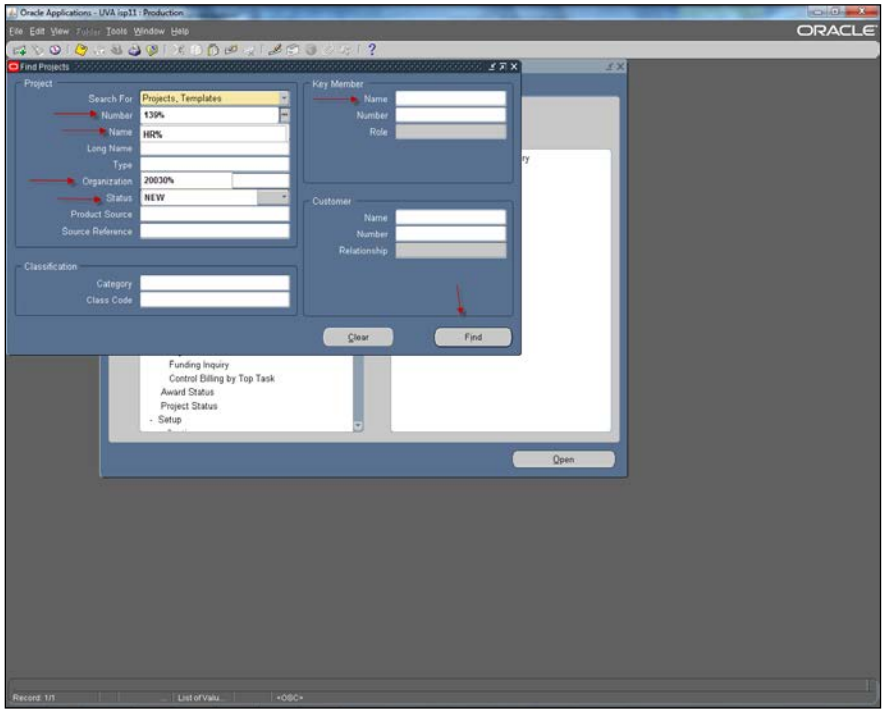
### Search for your project by:

**Number**
**Name**
**Organization**
**Status**
**Key Member**

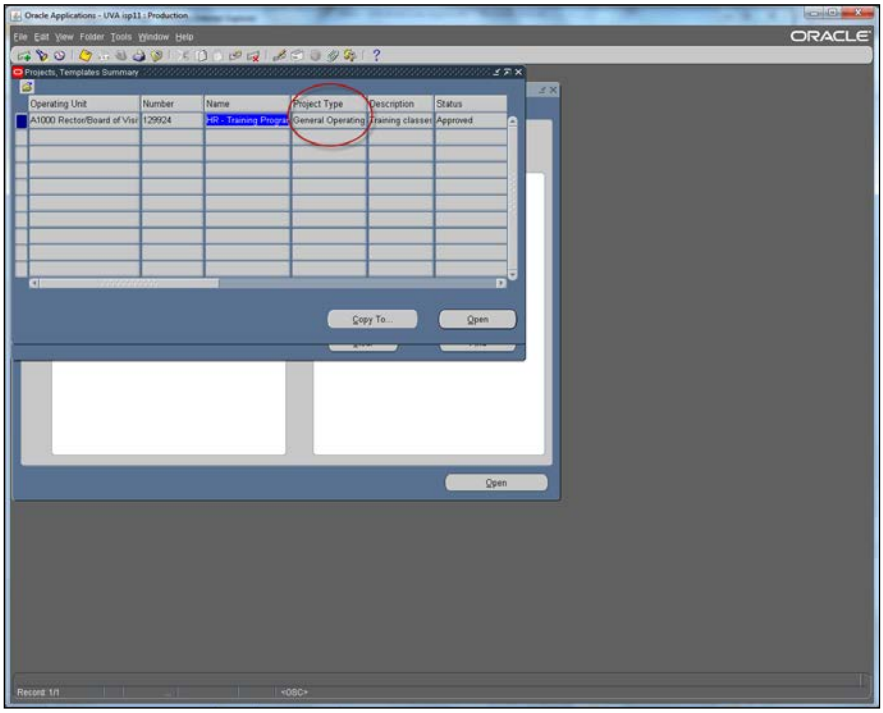
Or by a combination of query parameters.

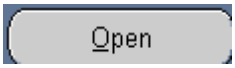



| Step | Action |
|---|---|
| 1. | This simulation illustrates navigation from the Navigator screen.<br><br>Double-click the **Expand All**, (++), button to see all the windows available for your responsibility.<br><br> |
| 2. | Open the Project Form. |

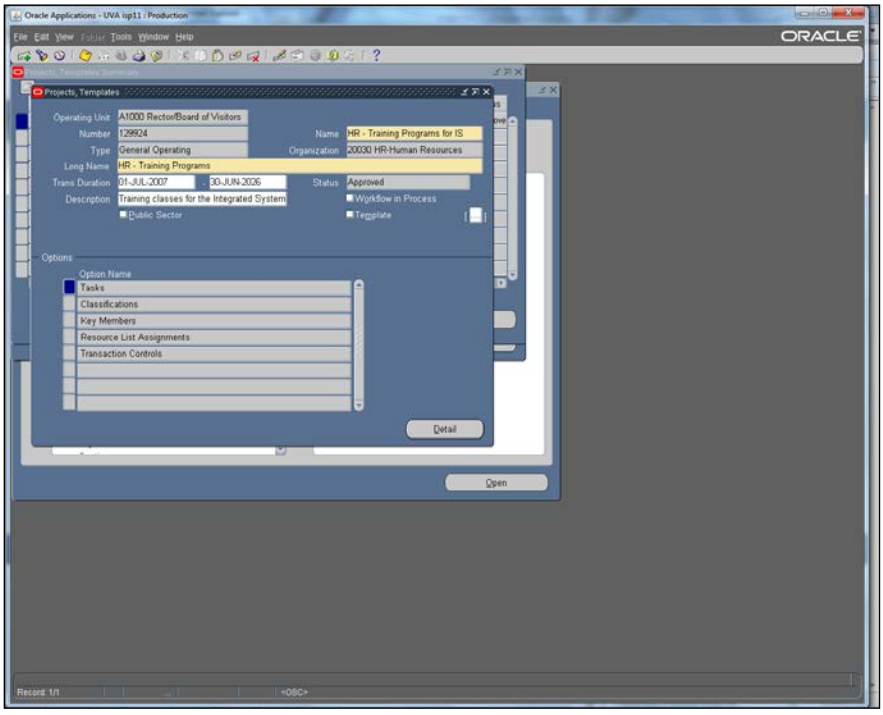



| Step | Action |
|---|---|
| 3. | Search for your Project in the Find Projects window.<br><br>You can efficiently search by ***one or more*** of the following elements:<br>**Number**<br>**Name** (or a part of the name followed by the %)<br>**Organization**<br>**Status**<br>**Key Member**<br><br>Click the **Find** button to execute the search.<br> |

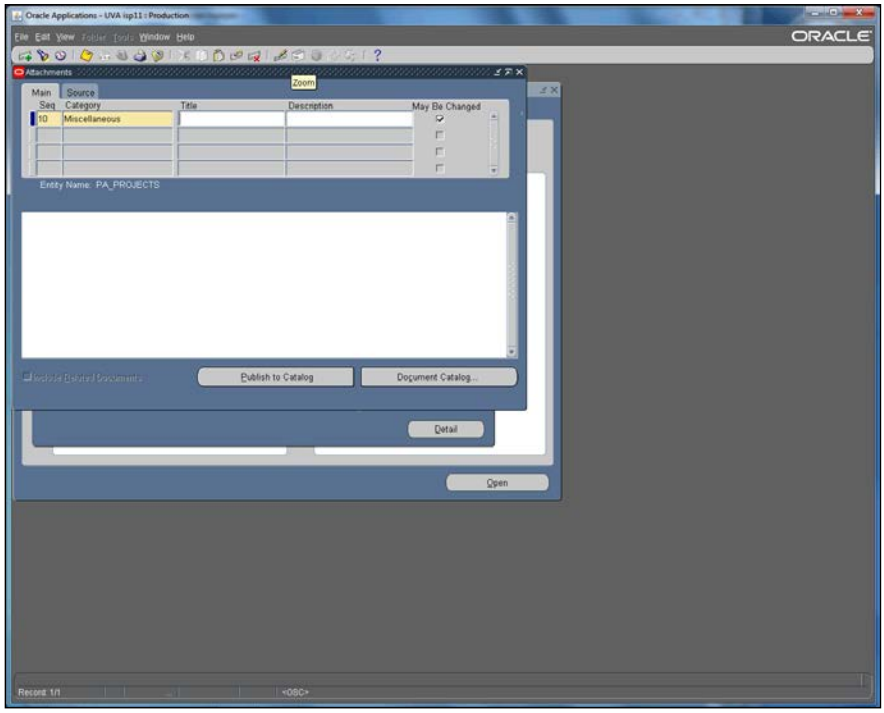



| Step | Action |
|---|---|
| 4. | Click the **Open** button on the Project, Templates Summary window.<br>  |



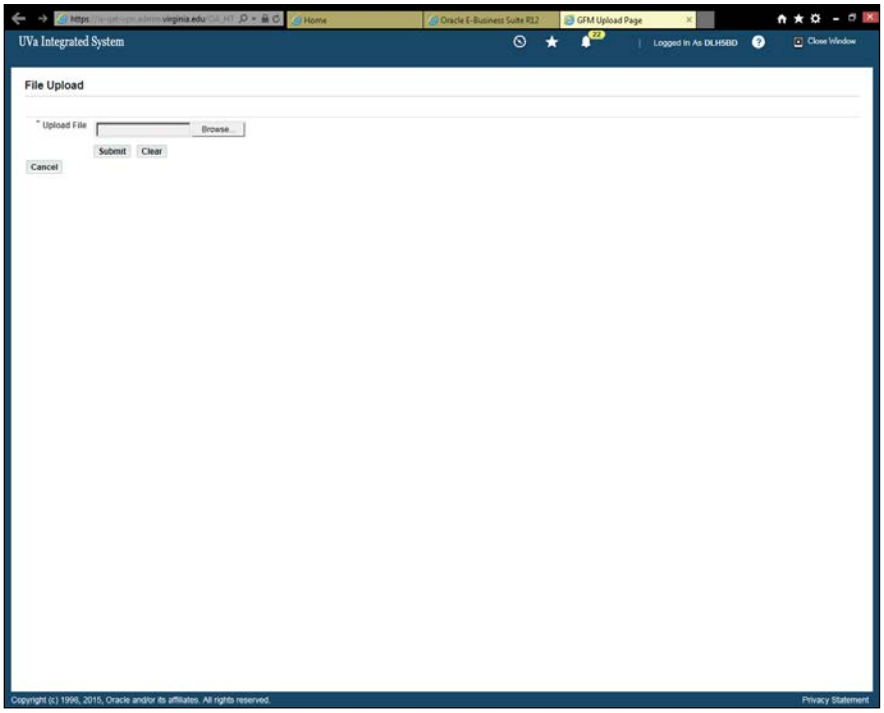


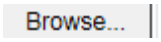
| Step | Action |
|---|---|
| 5. | The paperclip icon on the menu bar is how you can attach documents and text to the project.<br><br>You will need to attach the project create form to your general operating type projects.<br><br>In the Projects, Templates window with the cursor in the project ...<br><br>Click the **Paperclip** button.<br> |

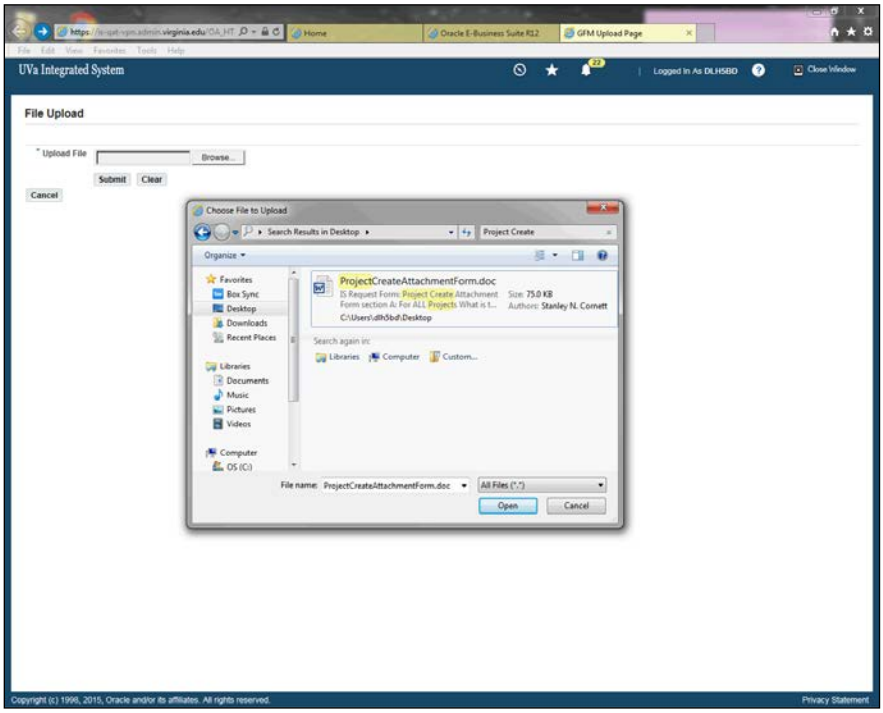



| Step | Action |
|---|---|
| 6. | In the ***Main*** tab, enter the Category.<br><br>*Tip: You can key in the letter **M** then the tab key for quick entry of "Miscellaneous."*<br><br>The title and description are "Project Create Form."<br><br>Enter "**Project Create Form**" into the Title field. |

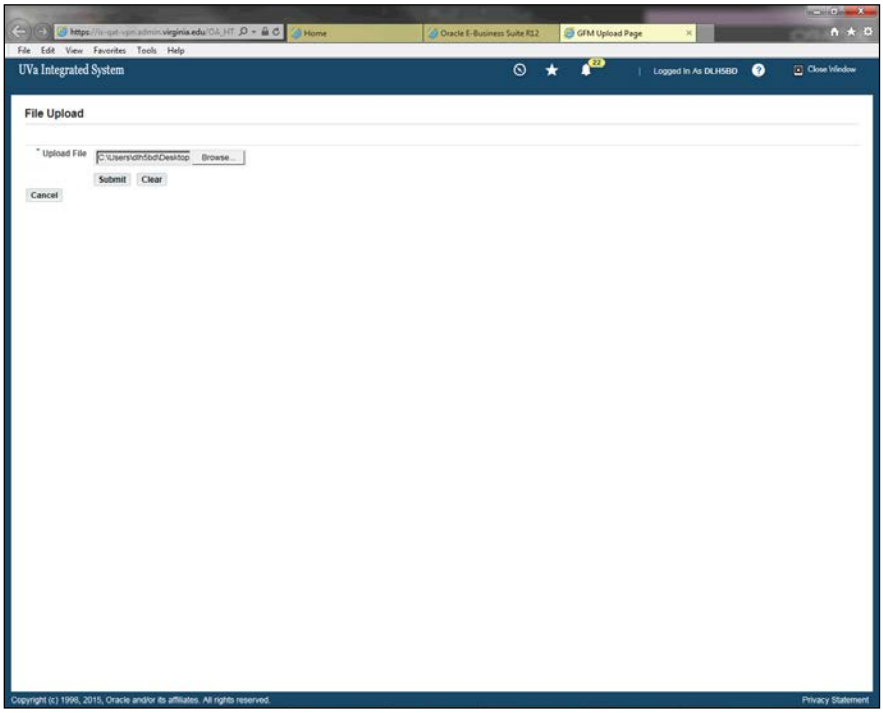
| Step | Action |
|---|---|
| 7. | "Project Create Form" has been entered in the Description field for you.<br><br>Press **[Enter]** to continue. |
| 8. | Select the Source tab.<br><br>Use the list of values to select ***File*** as the data type because you will be attaching a file (word doc).<br><br>Click the **OK** button.<br> |



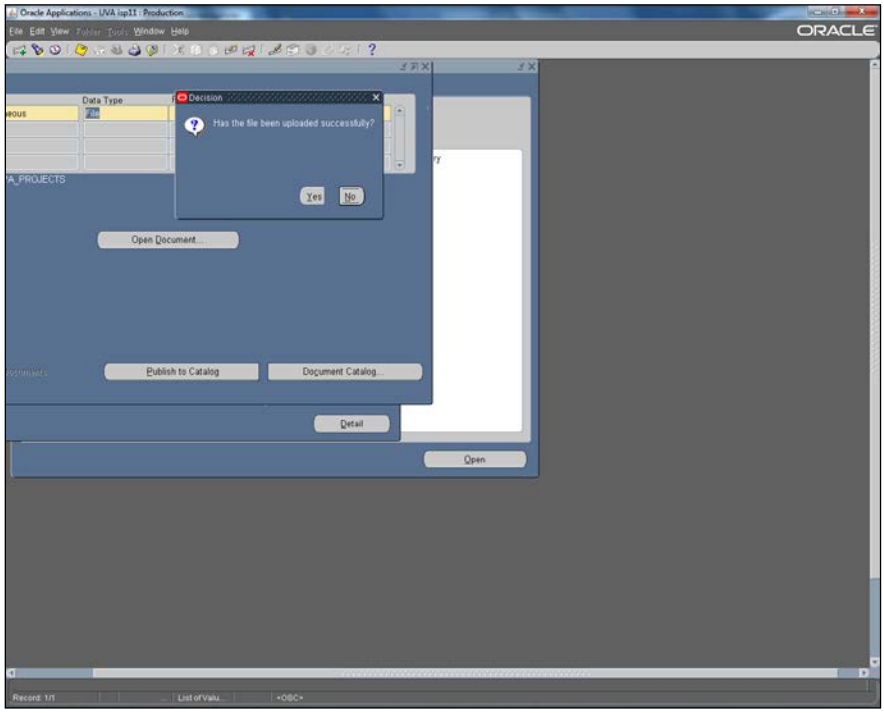

| Step | Action |
|---|---|
| 9. | You will browse to find the *Project Create Form* you saved on your computer.<br><br>Note: If you don't see this window, check the dock at the bottom of your computer screen (look for a tab with "GFM Upload Page"). It may be open, but behind your current screen.<br><br>Click the **Browse** button.<br>  |



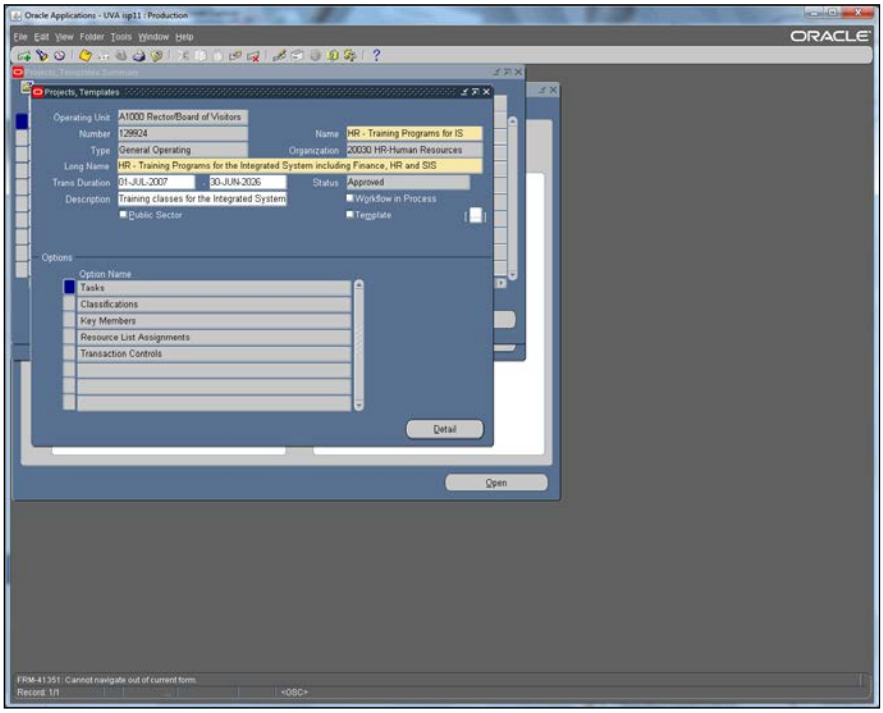

| Step | Action |
|---|---|
| 10. | Find your document on your computer and open it.<br><br>Press the **Open** to continue.<br>Open |




| Step | Action |
|---|---|
| 11. | Click the object.<br>Submit |
| 12. | Follow the instructions on the screen:<br><br>-Close the web browser (or web browser tab) called GFM Upload Page<br><br>-Go back into Oracle, to the Attachment form, and click the "Yes" button to indicate the file upload is complete. |
| 13. | Click the **Close Tab (Ctrl+W)** button. |
| 14. | Click the **Oracle Application**.<br>Oracle Applicatio... |




| Step | Action |
|---|---|
| 15. | The decision box appears.<br><br>Click the **Yes** button.<br> |
| 16. | Click the **Save** button.<br><br> |




| Step | Action |
|---|---|
| 17. | If you search for your project again, you will see the paperclip icon now contains a yellow slip. This means there is an attachment.<br><br>The attachment process was successful.<br><br>Press **[Enter]** to continue. |
| 18. | This concludes the topic, ***Finding Your New Project & Attaching the Project Create Form.***<br>**End of Procedure.** |

# Revising Projects & Reviewing Project Options

### Revising Projects & Reviewing Project Options

When revising a project, there are some things that you will have the ability to change, but you will not be able to change everything.

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

- Project number
- Type (General Operating vs. G&C)
- Organization
- Status (except by a few people with GM Administrator or GM Setup Specialist responsibility)
- Key members (can be changed by GM Role Manager and GM Limited Setup Specialist in departments or by central users with GM Limited Setup Specialist, GM Setup Specialist, GM OSP Setup Specialist and GM Administrator responsibility.)
- Transaction controls in G&C projects - They are used extensively on sponsored projects (grants & contracts) and cannot be changed by anyone outside of OSP.

***What can you change on your General Operating projects?***

- Name - Remember each project must have a *unique* name.
- Trans duration dates

  You will have to *baseline the budget* after changing this. You will get a reminder message.
  You can *baseline the budget* by opening the award budget and clicking the Submit button.

- Description
- Tasks and new peer and tasks can be added

  You will have to b*aseline the budget* after changing this just as you did with the Trans duration dates.

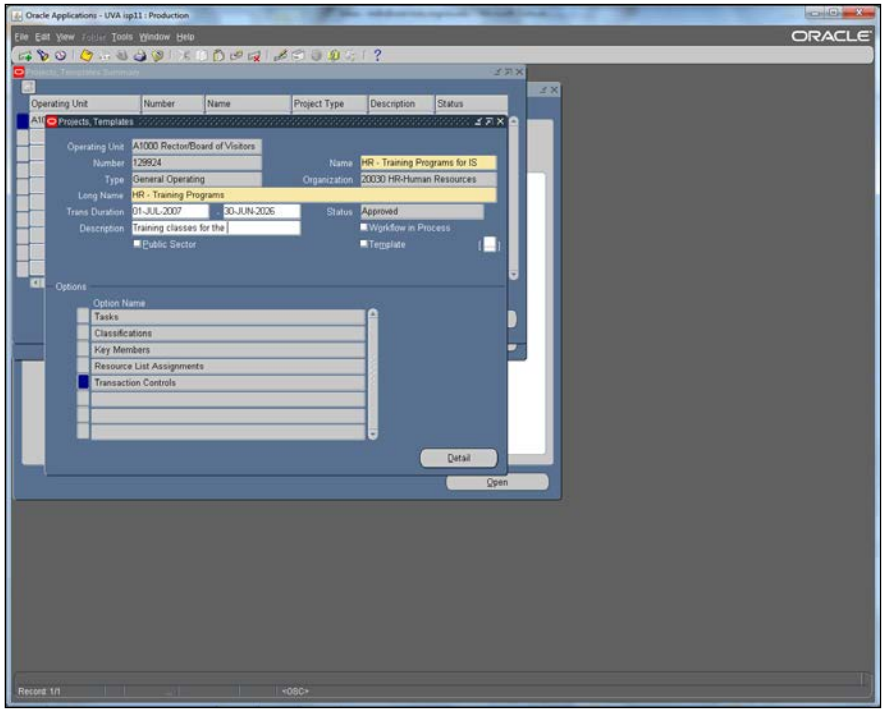
- Transaction Controls in General Operating Projects.

## Procedure

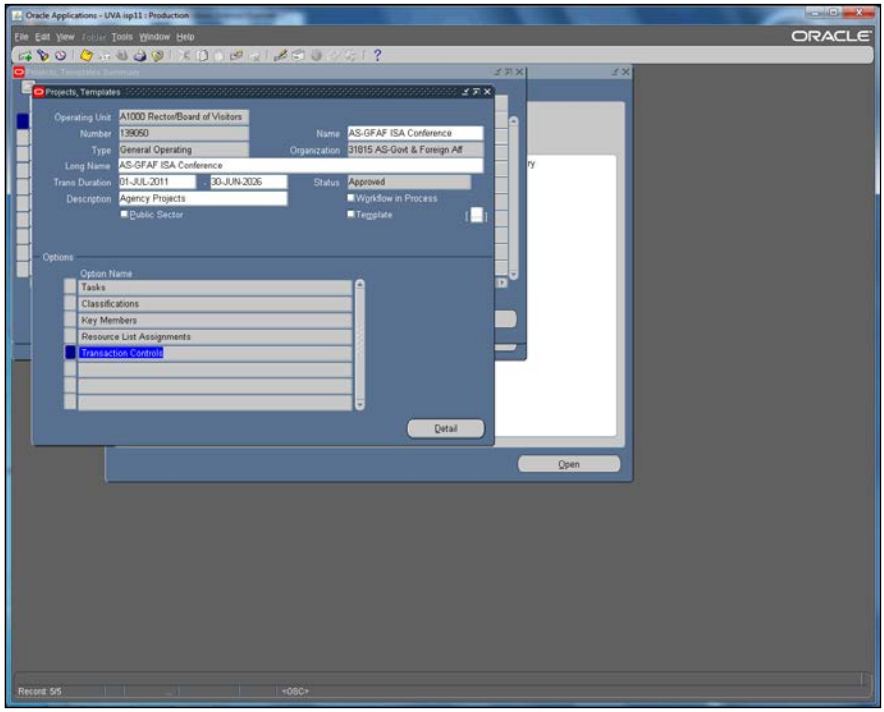
You can change some properties of your General Operating projects. This simulation will take you through how to make those changes.

We are starting from the Projects, Templates Screen. You can get there by going to your GM Responsibility and clicking on Projects in Grants Management folder. Once that screen comes up in Oracle, you can search for the project using the search methods you learned in the last topic.

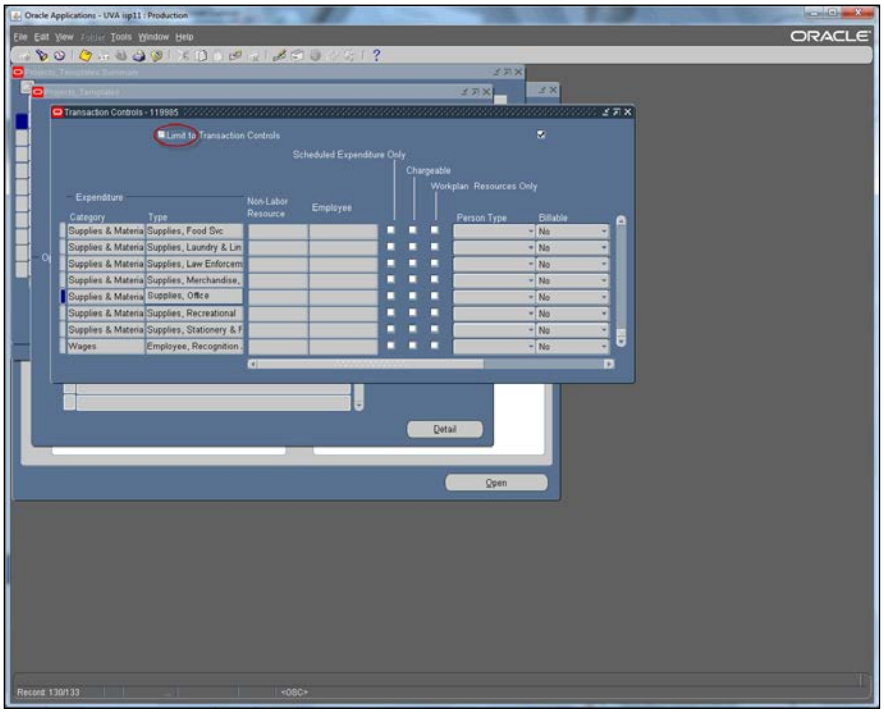
| Step | Action |
|---|---|
| 1. | GM Project Managers and GM Award Managers can change general operating projects'<br><br>Names<br>Long names<br>Dates<br>Descriptions<br>Tasks<br>Transaction controls.<br><br>**Key Members** on general operating projects can be changed by departmental employees with the responsibility **UVA GM Role Manager or GM Limited Setup Specialist.**<br><br>NOTE: Unless you are responsible for a project do NOT change it.<br><br>The project number, the type, the organization and the status cannot be edited.<br><br>**OSP staff maintain G&C Reportable projects.** |



| Step | Action |
|---|---|
| 2. | You simply key the new information into the field to change the<br><br>Name<br>Long name,<br>Duration<br>Description<br><br>In this example, the name was changed from HR- Training Programs to HR - Training Programs for IS to make the project purpose clearer.<br><br>Press **[Enter]** to continue. |
| 3. | Select Classifications and click the **Detail** button.<br> |
| 4. | You cannot change the Project Classifications, but you can see the Expenditure Function Code and the F&A Code for the project.<br><br>Click to C**lose the window**. |



| Step | Action |
|---|---|
| 5. | You may set transaction controls for your projects, but even if you don't it is important to know how to check for them on projects you are responsible for.<br><br>Click the **Detail** button.<br> |



| Step | Action |
|---|---|
| 6. | GM Project Managers and GM Award Managers can set Transaction Controls for their general operating projects.<br><br>An expenditure type is ***not allowed*** when the **Limit to** box is ***not checked.***<br><br>A PTAEO ***may not be used*** for an expenditure transaction in GA (for purchasing or labor distribution) when the expenditure type is not allowed through the transaction controls set here.<br><br>In this example, you would not be able to purchase any office supplies using this project because the *supplies, office* expenditure type is selected and does not have the *Limit to* box checked. If Office Supplies are allowed on this project, you can change that here.<br><br>Transaction Controls are used often on sponsored projects (grants & contracts) and cannot be changed by anyone outside of OSP.<br><br>Press **[Enter]** to continue. |
| 7. | It is not possible to show every conceivable revision to projects.<br><br>Use your imagination and the flexibility of the Integrated System to serve your area's particular business needs.<br><br>This concludes the topic, Revising Projects.<br>**End of Procedure.** |

## Adding and Modifying Tasks

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

Tasks are a further breakdown of the project. All projects have at least one task (101). You may create additional tasks up to 10 characters alpha/numeric on non-G&C projects.

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

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

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

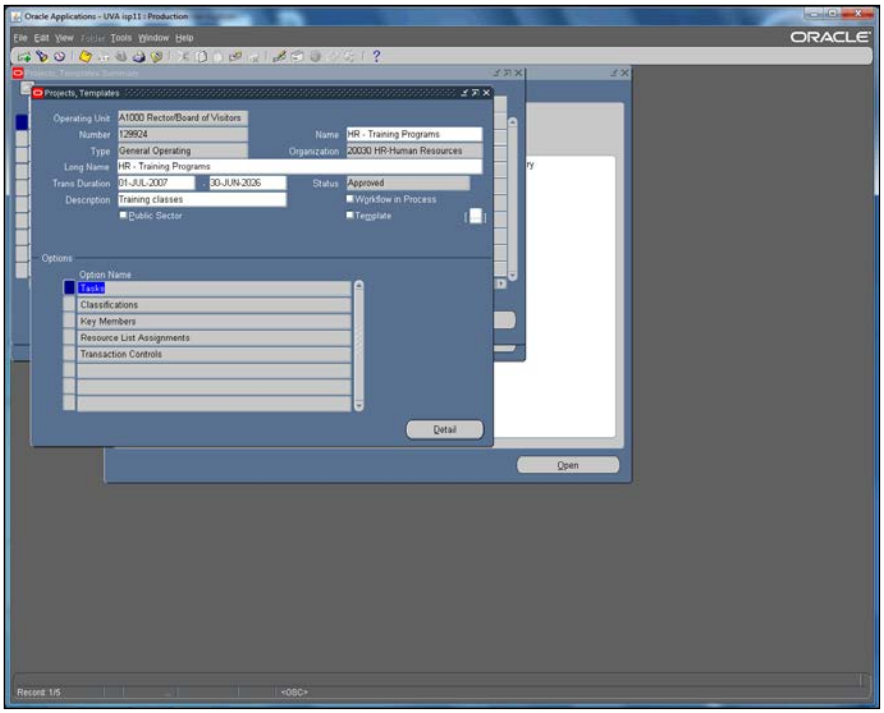
**Procedure**

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

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

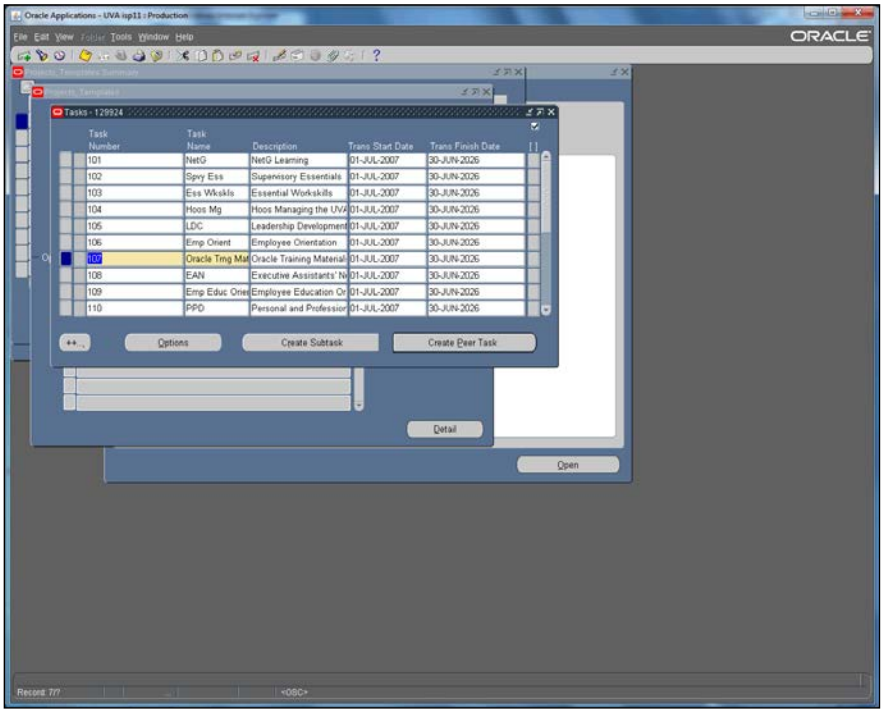
You will get a system reminder to resubmit the budget when you save.

We are starting from the Projects, Templates Screen. You can get there by going to your GM Responsibility and clicking on Projects in Grants Management folder. Once that screen comes up in Oracle, you can search for the project you would like to revise using the search methods you learned in a previous topic.

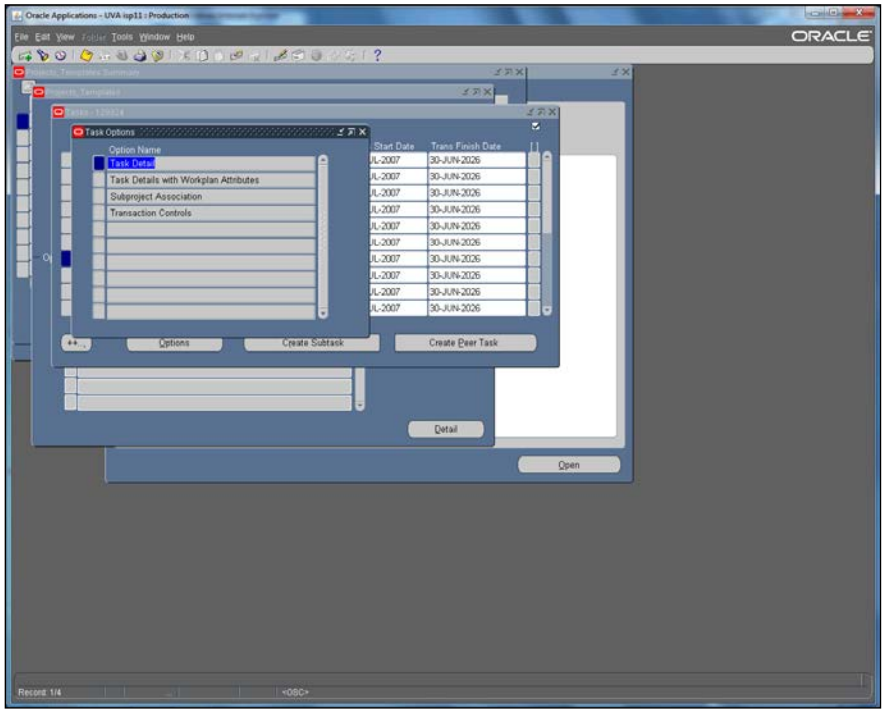



| Step | Action |
|---|---|
| 1. | Select Task in the options region.<br><br>Click the **Detail** button.<br><br> |
| 2. | To add a task, click the **Create Peer Task** button.<br><br>NOTE: We do not use subtasks at UVA.<br> |

| Step | Action |
|---|---|
| 3. | You may use up to ***ten*** alpha, numeric or a combination of alpha/numeric characters for the task number. **If you try to use more than 10 digits, the task will fail the system interface during the batch import process from internal service providers.**<br><br>In this example the task "number" is not a number, rather it is all alpha characters. The task "number" and the task name have been entered for you.<br><br>Press **[Enter]**. |
| 4. | The Transaction Start Date can be changed from the default start date which is always the beginning of the project. However, the beginning date can't be before the start date of the project.<br><br>No transactions can be processed before the task's Transaction Start Date.<br><br>The task's Transaction Finish Date ***can*** be left open, but the default is the end date for the project.<br><br>***You cannot delete a task if*** there are transactions or commitments on the task, but you can prevent future charges on a task with previous transactions by entering a Transaction Finish Date on the task.<br><br>Tasks cannot be charged if they are past their Transaction Finish Date.<br><br>The new task number, name and description have been entered.<br><br>Click the **Save** button.<br><br> |
| 5. | After you save you will get a reminder to **Baseline the budget**. That means to open the award budget and click the submit button.<br><br>In the case of adding new tasks the baseline must complete before the new task can be used in a PTAEO distribution.<br><br>Press [Enter] to continue. |

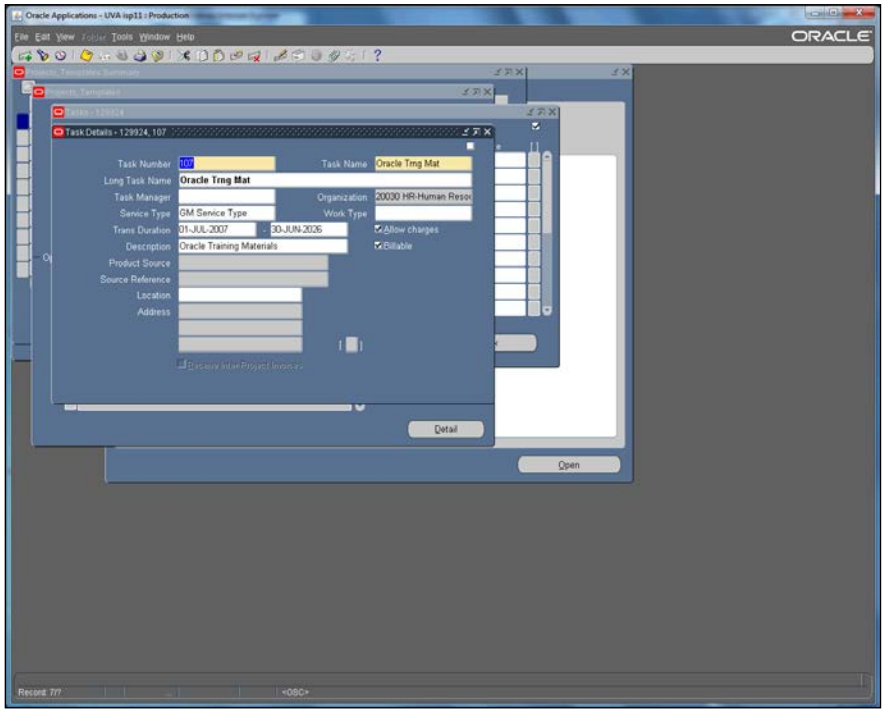



| Step | Action |
|---|---|
| 6. | You can add options to a task, but it is not required.<br><br>Here we show adding options to task 107.<br><br>Click the **Options** button.<br> |

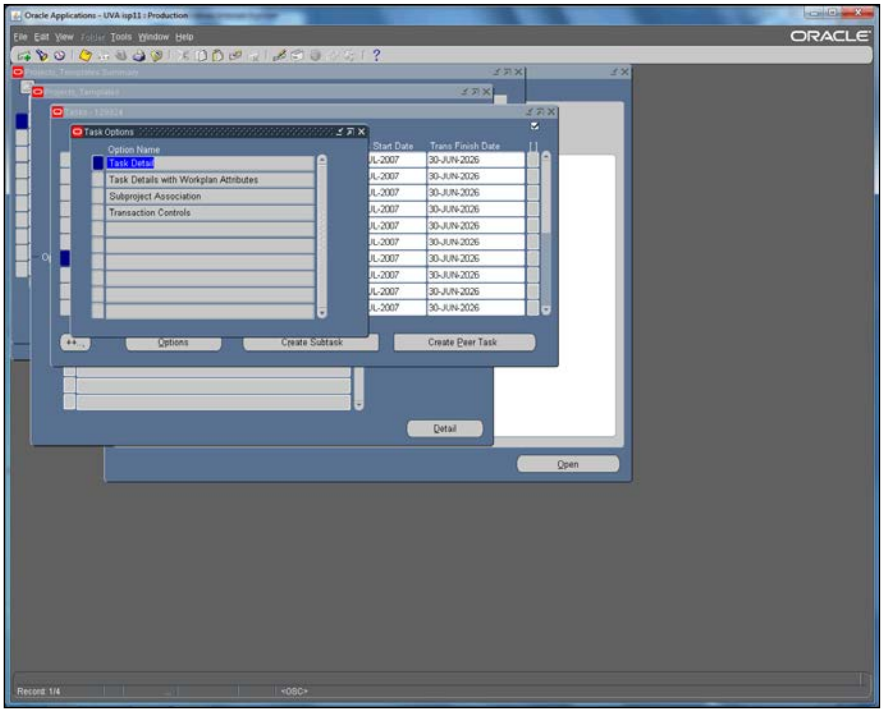



| Step | Action |
|---|---|
| 7. | Double-click in the **Task Detail** field in the Task Options window.<br> |

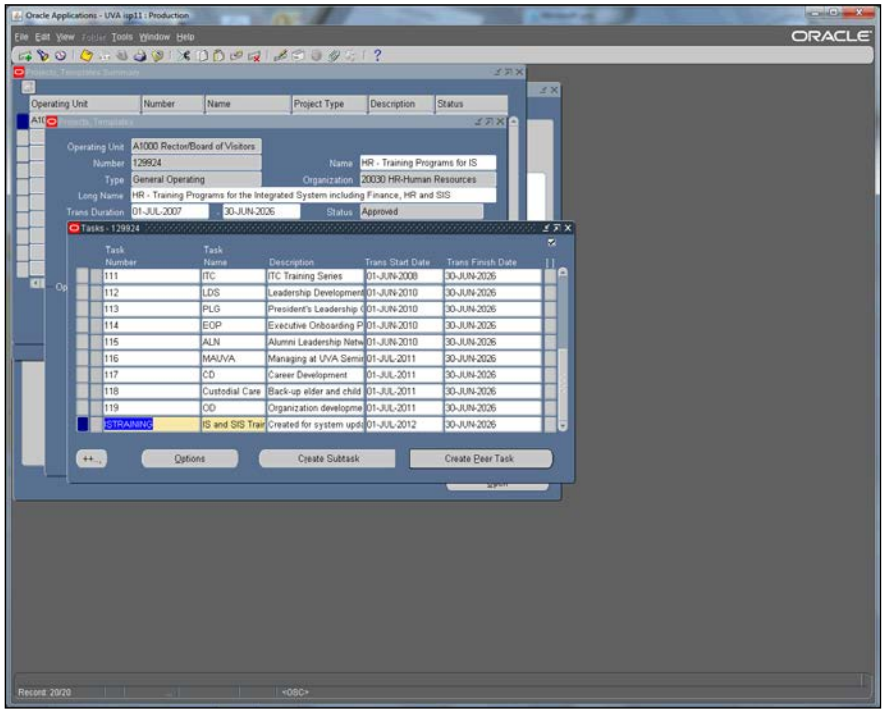




| Step | Action |
|---|---|
| 8. | You can add or change details, it is not required, and it is not the practice at UVA.<br><br>Click the **Close** button. |




| Step | Action |
|---|---|
| 9. | Click the **Close** button. |




| Step | Action |
|---|---|
| 10. | Click the **Save** icon.<br><br> |
| 11. | **Close** the window. |
| 12. | The system will remind you to resubmit your budget. That means to open the award budget and click the **Submit** button.<br><br>This concludes the Projects section of the class.<br>**End of Procedure.** |

## Closing Projects

### *Closing Projects*

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

In order to close a project the following conditions must be met:

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

If the project has any fixed asset activity, please contact the Fixed Assets Accounting Group.

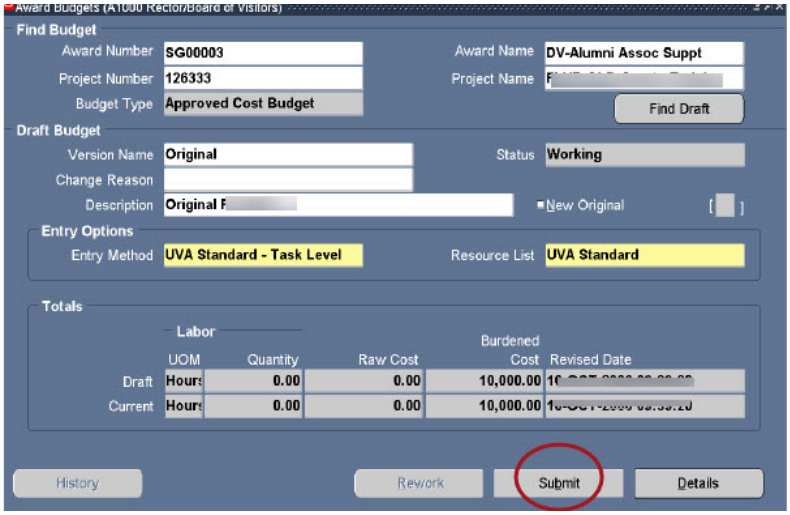
This form is used for **non-sponsored projects only**. Please contact the Office of Sponsored Programs if you have a grant or contract that needs to be closed.

The Close IS Project Request form can be found on the Financial Reporting & Operations website.

## Resubmitting Budgets

Whenever you change a project or task date or add a new task, the system will show a reminder message to baseline the budget. Open the award budget and click the Submit button.

Newly created tasks cannot be used in transactions until the budget is baselined in this way.




# Validating a PTAO

Once your new project has been created, it is ready to link to an award.

PTAOs aren't useful until they are:

- Funded
- Budgeted
- Receive the approval of the Workflow Approver.

Note: You will be funding and budgeting $0. This process is just to create a valid PTAO. The actual funding and budgeting occurs in BudgetUVA.

The Workflow Approver is a person in the central accounting office or the budget office who approves or rejects your Project/Award combination. They review your description of the project on the project create form you attached to the project for consistency with the

expenditure function you chose and the appropriateness of the award fund type with the project.

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

***Money from different sources must be kept separate.***

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

## Funding a PTAO

Funding a PTAO is sometimes referred to as linking a project to an award.

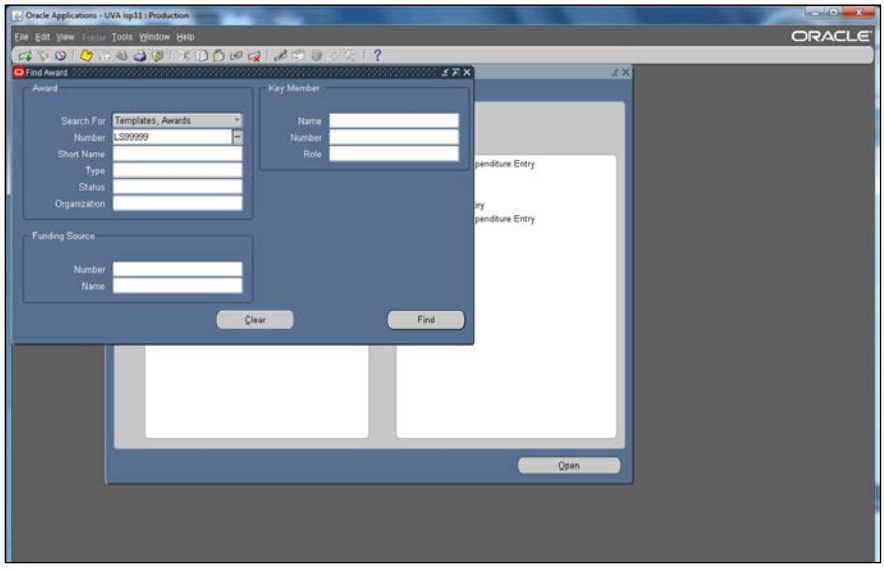
Funding a project is necessary to create an approved ***PTAO*** that can be used in a **distribution** for any expenditure.

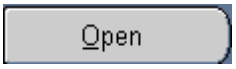
### Procedure

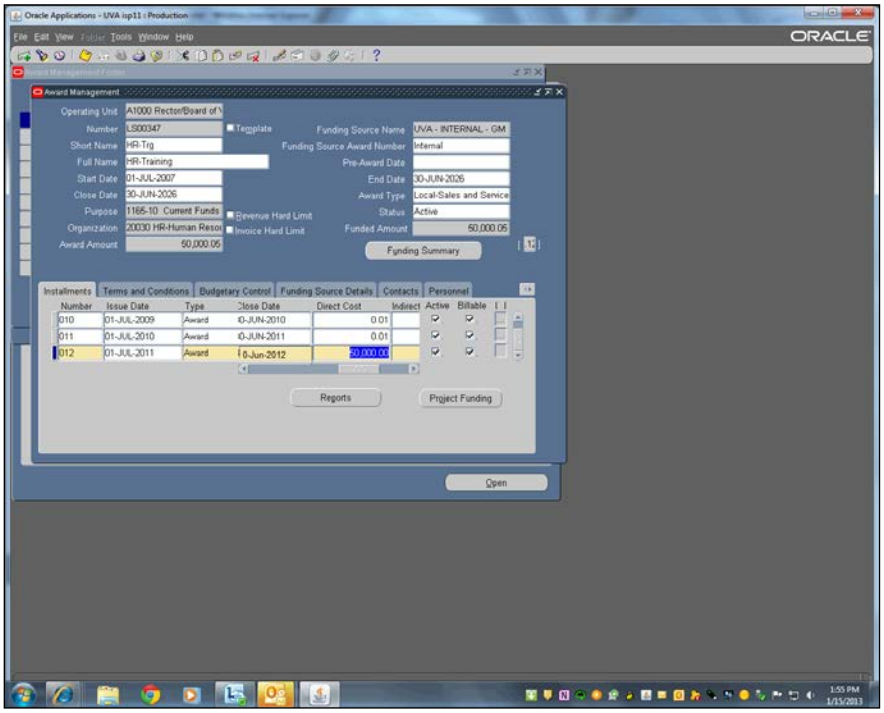
Employees with ***Award Manager*** access, and who are **named on the award** may fund projects.

Installments on awards are created by GM Setup Specialists.

When an award installment is funded the award manager receives a system notification.



| Step | Action |
|---|---|
| 1. | Open the *Find Award* window and enter your search criteria. In this example, we searched for the award number. "LS99999".<br><br>Press **[Enter]** to continue. |
| 2. | A list of awards that match your search criteria will appear in the Award Management Folder.<br><br>Since we searched for a specific award number our list contains one award.<br><br>Click the **Open** button.<br>  |
| 3. | Click the **Budgetary Control** tab.<br> |
| 4. | Click the **Installments** tab.<br> |



| Step | Action |
|---|---|
| 5. | Select the installment for the open installment, the last one in the list.<br><br>Click the **Project Funding** button.<br><br> |
| 6. | You enter the Project number you are funding.<br><br>Tab ***past*** the task number field.<br><br>**Do not enter a task number.**<br><br>You should see 0 in the amount field. The Installment was created with $0, so you can only fund $0.<br><br>Actual funding can be done in the BudgetUVA web form.<br><br>More than one project can be linked an award. You will save your work after funding a project.<br>[Ctrl S] is the quick way to save.<br><br>Click the **Close Window** button. |
| | This concludes the topic Funding Projects.<br><br>The next step is budgeting. |

## Budgeting a PTAO

After you fund the project, you must budget the project to create a valid PTAO.

The first award budget for a Project and Award combination must be approved through workflow.

All budget modification should be handled in BudgetUVA.

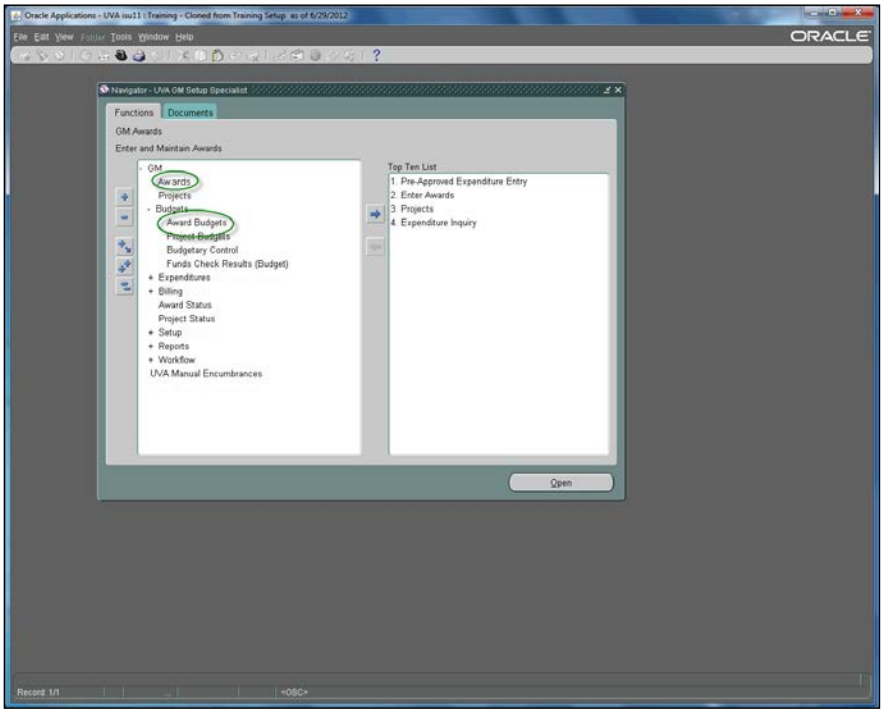
***NOTE:*** *Occasionally*, the system will hit a snag when automatically updating the project budget and the status will be in process. In that case you can open the project budget and manually submit. If you run into a problem with a PTAO and have checked everything you can think of to find the cause,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

- Find your project budget
- Find Draft
- Submit

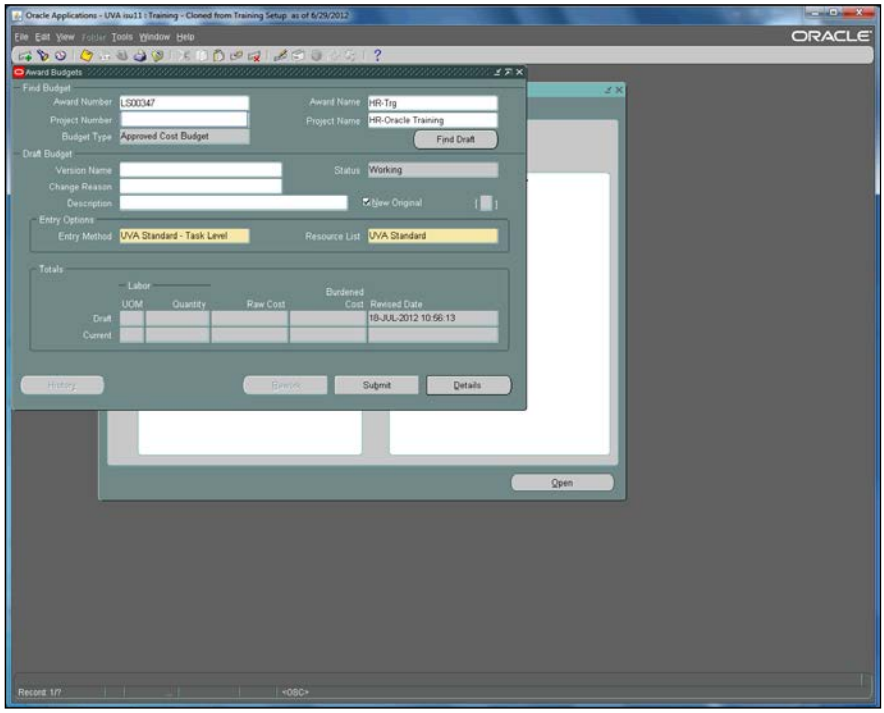
***NOTE:*** *If a project or task date is changed or a new task is added to an approved PTA remember to resubmit the Budget. That means to open the award budget and click the Submit button.*

**Procedure**

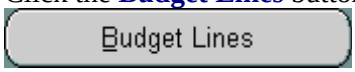
In this simulation, you demonstrate creating a budget, which is required to validate a new PTAO.

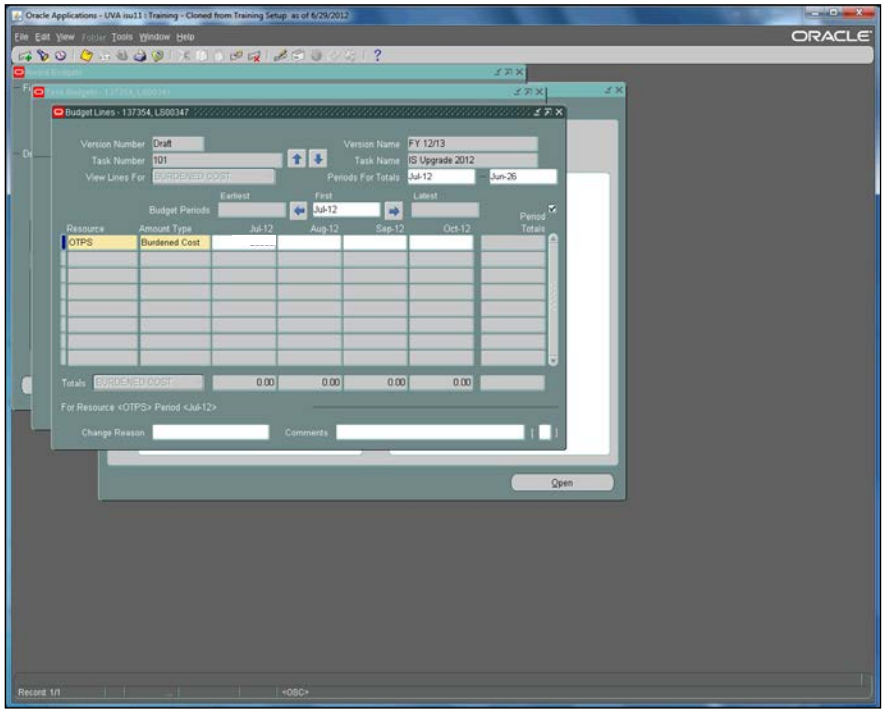



| Step | Action |
|---|---|
| 1. | You can access the Award Budget directly or from the Award Management window.<br><br>Press **[Enter]** to continue. |

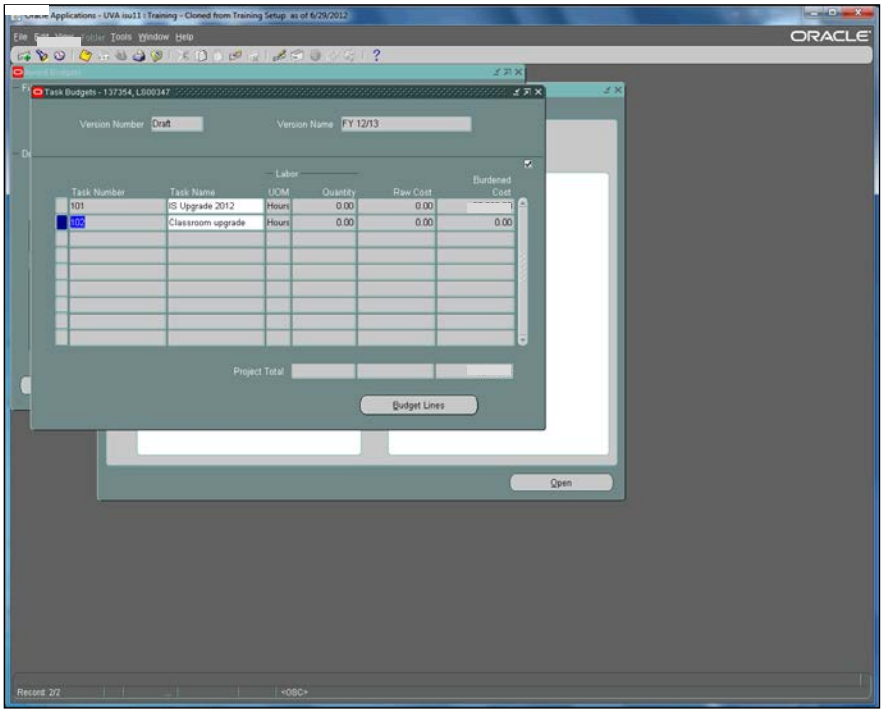


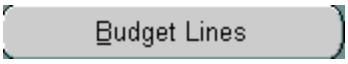

| Step | Action |
|---|---|
| 2. | This illustrates opening the Award Budget directly.<br><br>Enter your award number.<br><br>Press **[Tab]**. |
| 3. | When only one project is linked to the award whose number you entered, that project number will populate.<br><br>If more than one project is linked the award, choose from a dropdown list.<br><br>Click the **Find Draft** button.<br><br> |
| 4. | The Version Name, Initial Link, has been entered for you.<br><br>Leave the Change Reason field blank.<br><br>Press **[Enter]** to continue. |

| | |
|---|---|
| 5. | The description, upgrade preparations, has been added for you.<br><br>Click the **Details** button.<br><br> |
| 6. | Budgets are entered at the task level.<br><br>You will enter budget lines for the active task noted by the blue square to the left of the task number.<br><br>Enter $0 on each task to start the budget process. You can modify the budgets later in BudgetUVA.<br><br>Click the **Budget Lines** button.<br>  |
| 7. | Budgets must fall within the dates of the project, task and award installment. All installments end Jun-26. You will need to make sure the start date falls within the start date of the project & task. |
| 8. | It is recommended that you budget at the **Resource** level (indented), otherwise referred to as the "expenditure type."<br><br>To create the initial link, you only need to add one resource level. You can add the rest in BudgetUVA.<br><br>Click the **OK** button. |
| 9. | Amount type ***Burdened Cost*** automatically populates then you will enter the budget amount.<br><br>Click in the **Jul-12** field. |

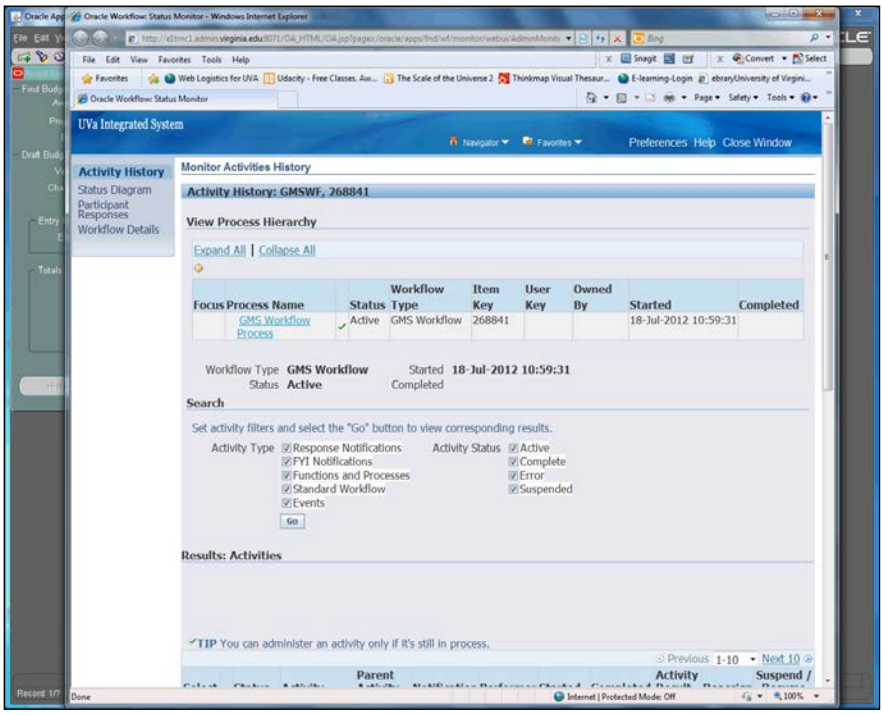



| Step | Action |
|---|---|
| 10. | The amount, 0, should appear in the box when you click on it. You don't need to do anything else.<br><br>Click the **Save** icon on the toolbar.<br><br> |




| Step | Action |
|---|---|
| 11. | After saving, close the budget line window. You are back on the Task Budgets window. You want to continue to budget all the tasks the same way.<br><br>Click the **Task 102** menu.<br><br> |
| 12. | We can tell that task 102 has been selected because the square to the left of the task number is blue.<br><br>The next step is to open the Budget Line Window.<br><br>Click the **Budget Lines** button.<br><br>  |
| 13. | The Resource and the Amount Type have been selected for you.<br><br>Press **[Tab]**. |

| Step | Action |
|---|---|
| 14. | The amount, $0, has been entered in the correct column, Jul-12.<br><br>Click the **Save** button.<br><br> |
| 15. | **Close** the budget lines window.<br> |
| 16. | **Close** the Task Budgets window. |
| 17. | You initiate Workflow the first time a project & award combination budget is submitted.<br><br>Click the **Submit** menu.<br> |
| 18. | Looking at the Workflow, can help you determine the status of the budget.<br><br>Click **Tools> Monitor Budget Workflows**.<br> |



| Step | Action |
|---|---|
| 19. | Review the workflow. The next topic will go into detail regarding the workflow process.<br><br>Click the **Close Window** button.<br><br> |
| 20. | The Award Manager will receive a notification when the budget is either rejected or approved.<br><br>**End of Procedure.** |

## Workflow for GA Award Budgets

### Workflow

With Workflow a notice (email and system notification) is produced to go to those who have oversight responsibilities on awards and those who have the Workflow Approver responsibilities. The notice includes:

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

**PLUS** a link to the Project Create Form.

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

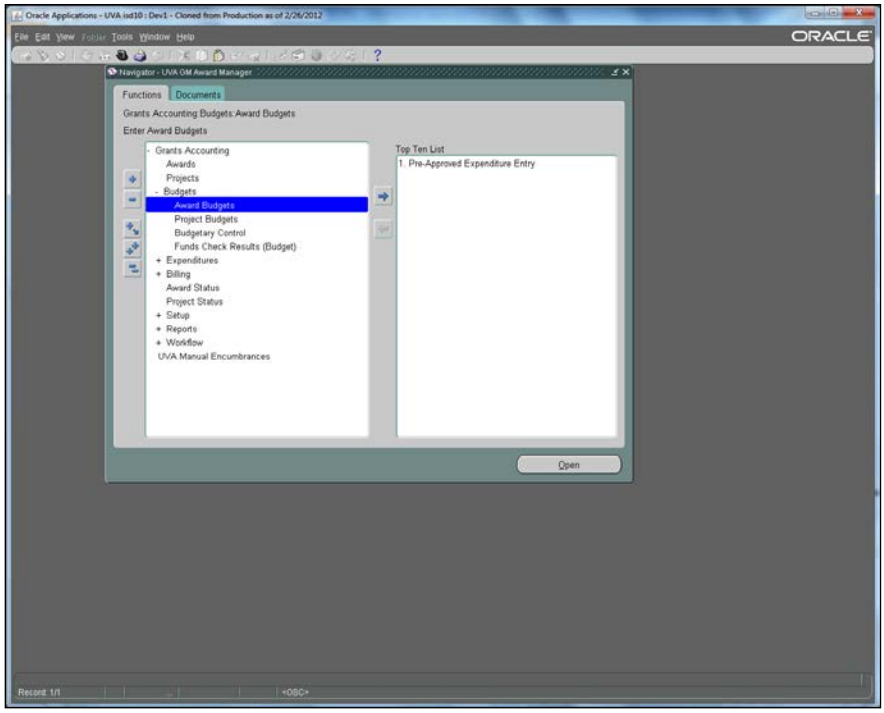
From the notification the approvers can approve or reject the combination of project and award. If they reject, they must give a reason so that the preparer of the budget knows what to do to correct the problem.

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

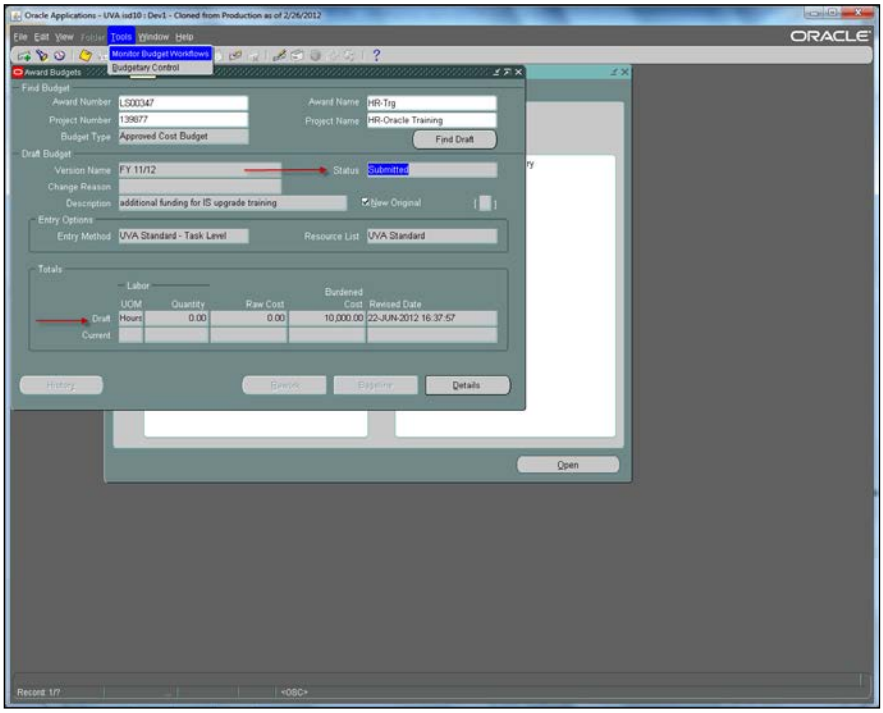
**Procedure**

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

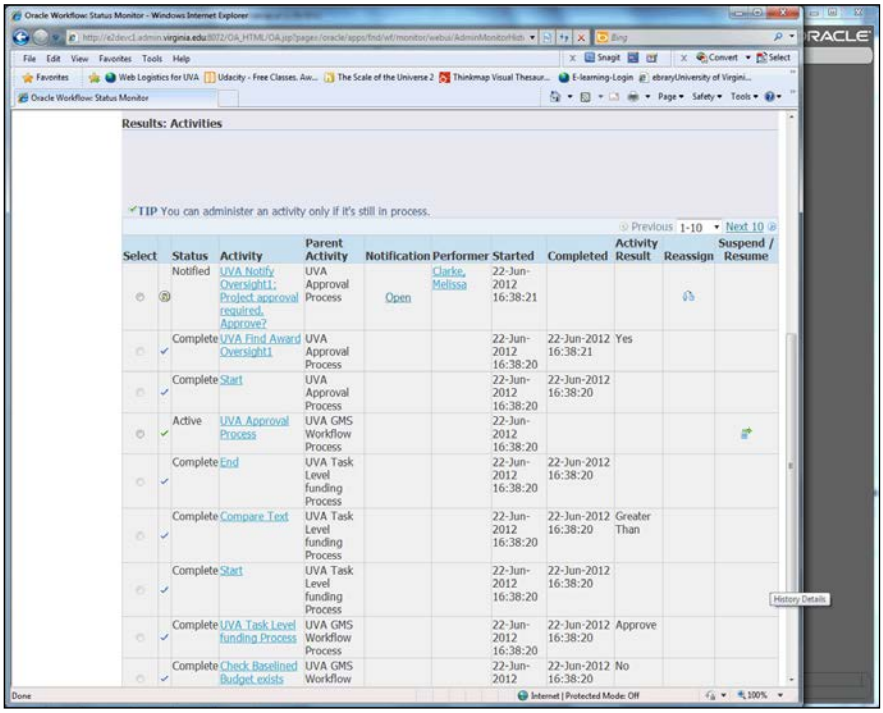
Workflow allows departmental and central accounting personnel to review the project & award combination for compatibility.



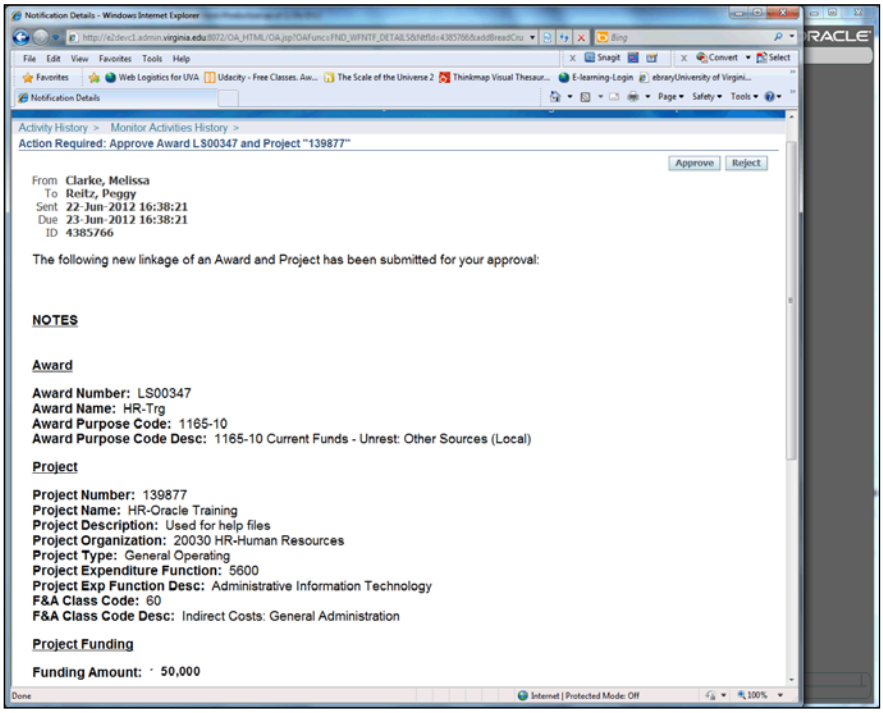

| Step | Action |
|---|---|
| 1. | Monitor workflow from the Award Budget or from the Workflow link.<br><br>Double-click the **Award Budgets** list item.<br>Award Budgets |



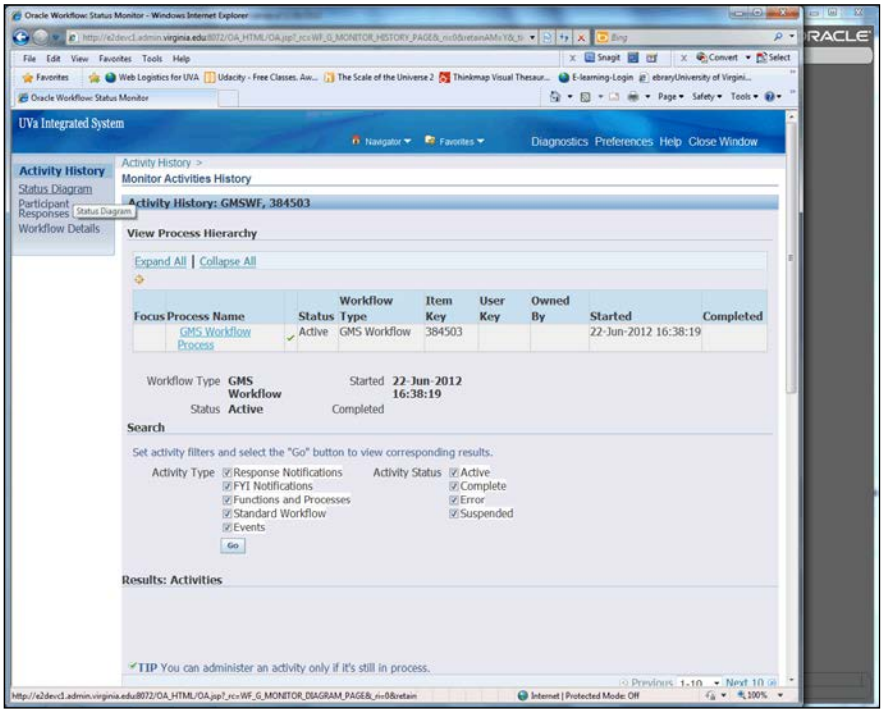

| Step | Action |
|---|---|
| 2. | After the initial Award Budget is submitted and before workflow has completed, there is a Draft budget but the Current budget is blank.<br><br>The Status of this budget is ***Submitted.***<br><br>Click the **Tools/ Monitor Budget Workflows**.<br><br> |



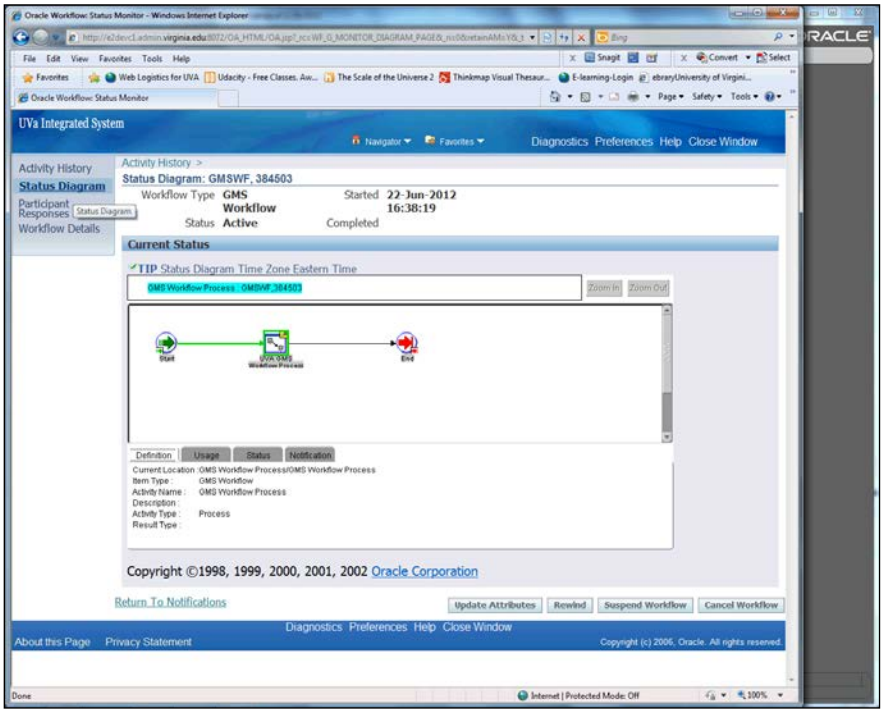

| Step | Action |
|---|---|
| 3. | Workflow shows the name of the Award Oversight approver(s), a departmental role named on the award personnel tab.<br><br>These departmental approvers have 24 hours each to act, approve or reject, before moving on the next step in the workflow.<br><br>The most recent notification is at the top of the list.<br><br>Note: the status of the Oversight1 is Notified.<br><br>Click the **Open** link to review the notification.<br><br>Open |



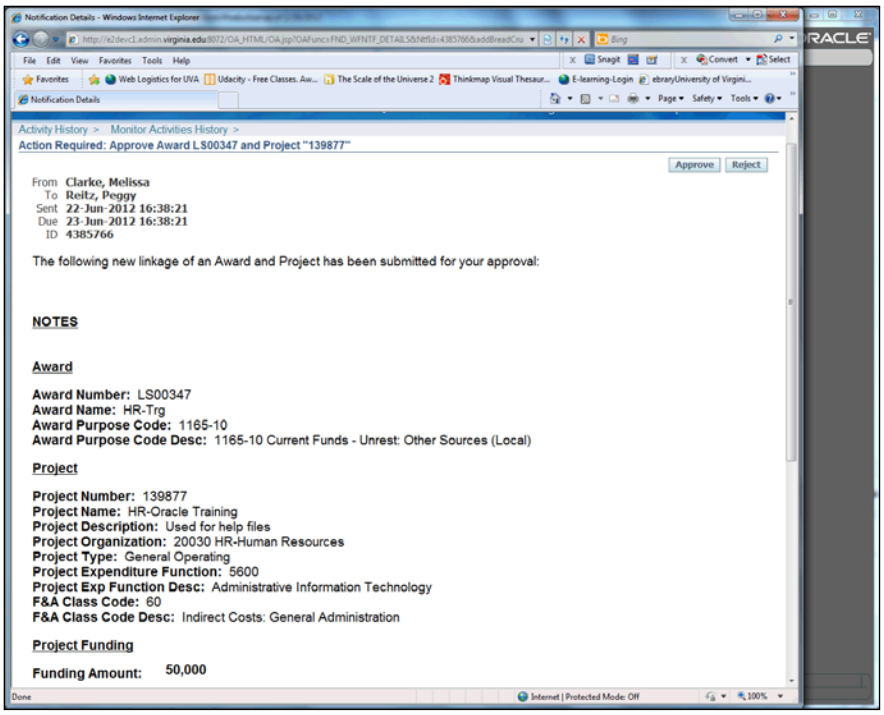

| Step | Action |
|---|---|
| 4. | This shows the notification that Oversight1 receives.<br>All pertinent details are listed.<br><br>Her action, Approve or Reject, send the notification to the Award Manager.<br><br>Click the **Activity History** button.<br><br> |



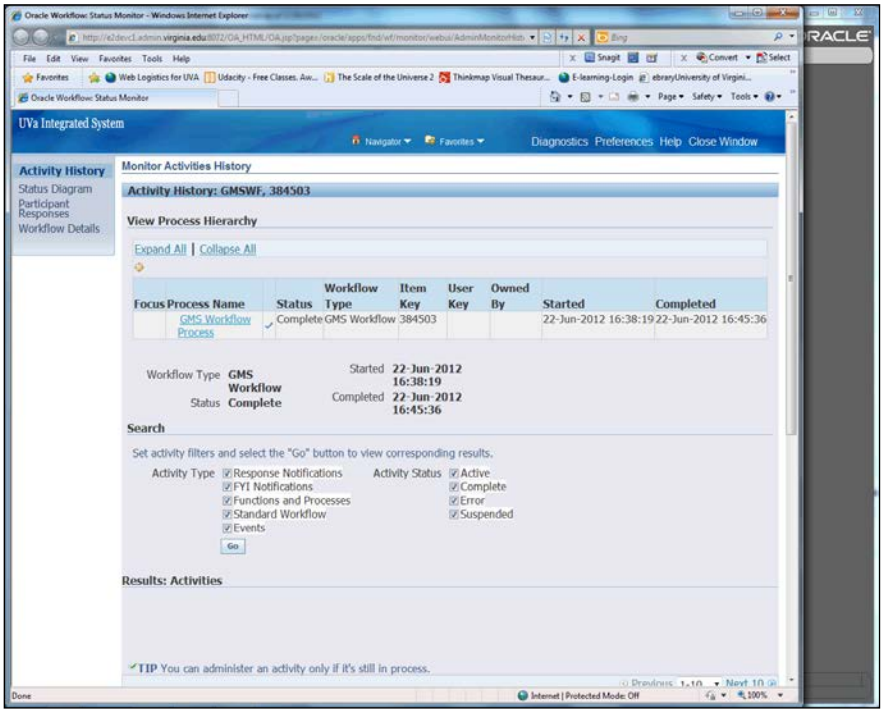

| Step | Action |
|---|---|
| 5. | Click the **Status Diagram** link.<br>Status Diagram |



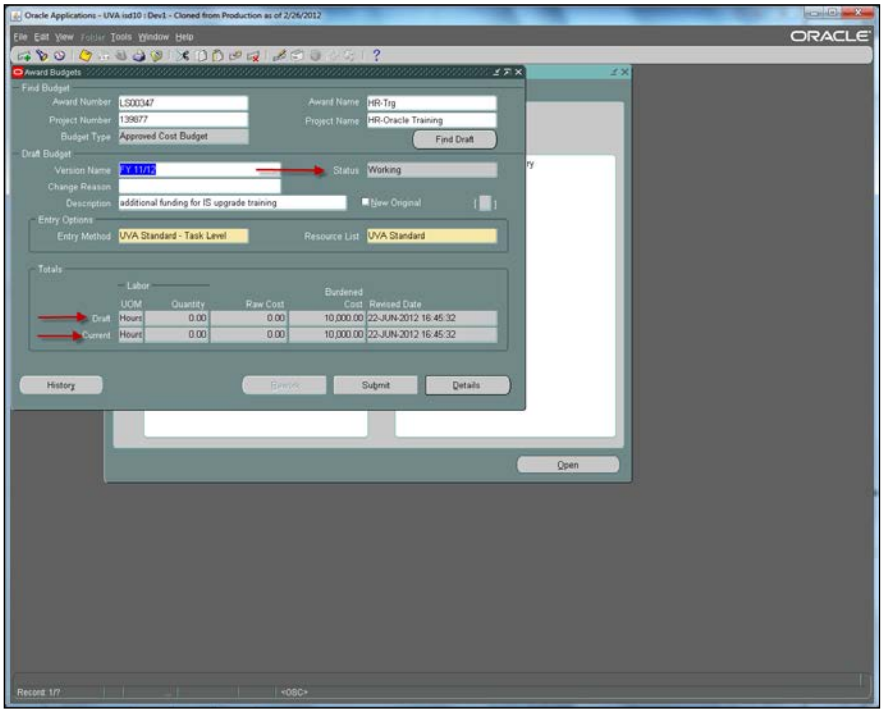
| Step | Action |
|---|---|
| 6. | Here is a simple status diagram.<br><br>Click the **Workflow Details** link.<br>Workflow Details |



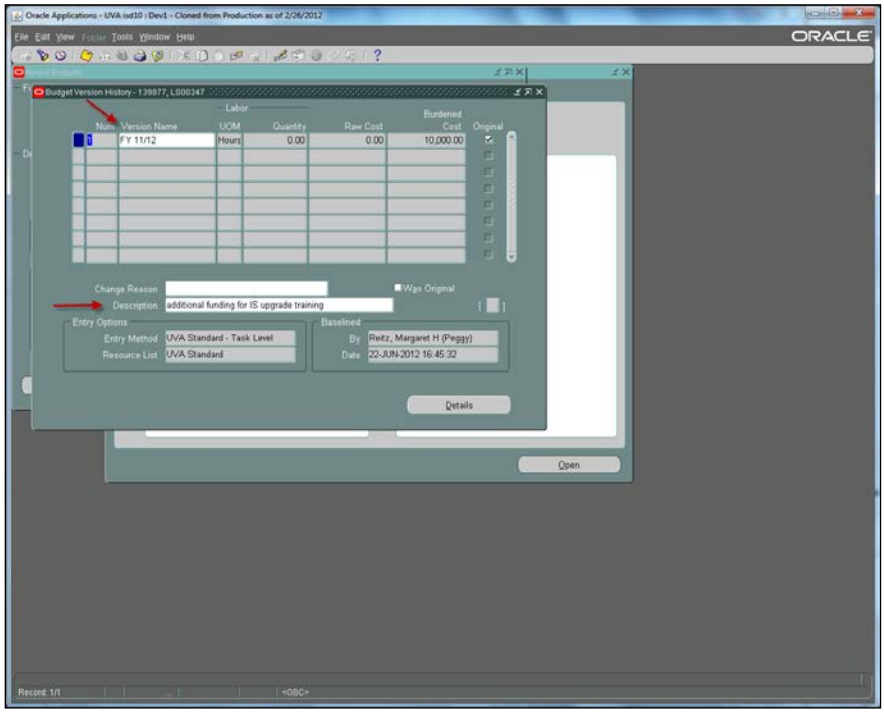

| Step | Action |
|---|---|
| 7. | Approvers receive this notification. They can approve or reject the project/award combination.<br><br>***If they reject they must include a comment to explain the reason.***<br><br>Award managers have the option of deleting a rejected budget<br><br>Click the **Approve** button.<br><br>Approve |



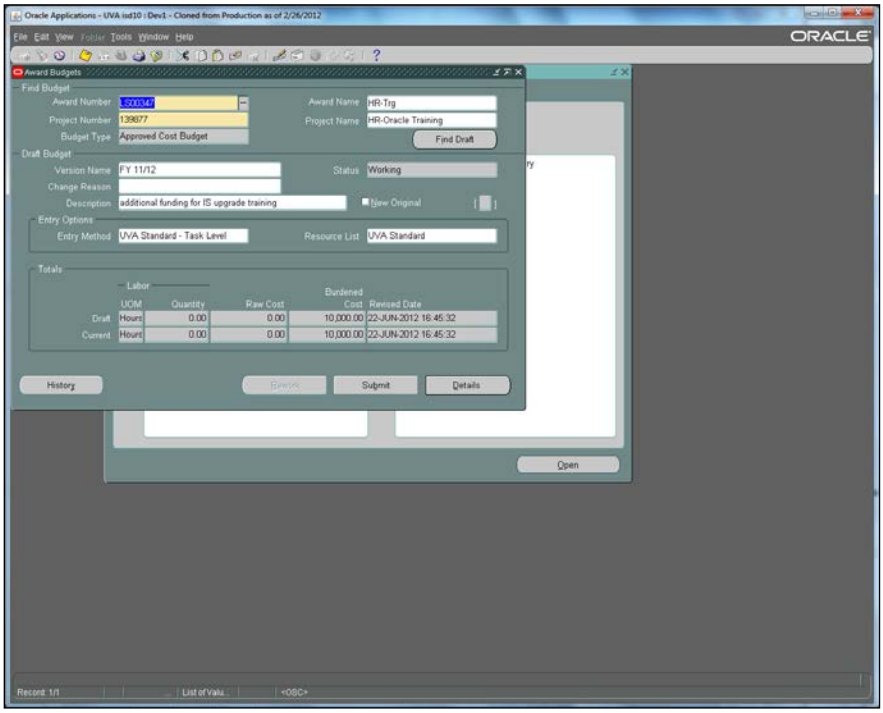

| Step | Action |
|---|---|
| 8. | This shows a complete workflow process.<br><br>Click the **Close** button.<br>Close Window |




| Step | Action |
|---|---|
| 9. | After the workflow completes the Award Budget Status is Working.<br><br>The Draft and Current budgets rows are both populated with the same burdened cost amounts.<br><br>Click the **History** button.<br> |




| Step | Action |
|---|---|
| 10. | Observe the Version Name and Description as well as the Baselined By and Date of the completed budget.<br><br>Click the **Close** button. |




| Step | Action |
|---|---|
| 11. | Only first Award Budget for an Award/Project combination initiates workflow.<br><br>Subsequent budgets will complete without review.<br><br>Click the **Close** button. |
| 12. | This concludes the Workflow topic.<br>**End of Procedure.** |

## Revising Budgets

All modifications to budgets will take place in BudgetUVA.

# Role Management

## Maintaining Roles on Projects & Awards

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

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

You can find a list of the current Role Maintainers for each unit at Recon@UVA.

If the employee is listed 50 or more times as any of the below key elements on any combination of project and/or awards, the department or business unit may request that ITS-EA auto-update the data elements.

Award Key Elements

- Award Manager
- Principle Investigator (PI)
- Co-PI
- Award Oversight 1
- Award Oversight 2 Approver
- Limited Setup Specialist

Project Key Elements

- Project Manager
- Approver
- Examiner
- Fiscal Contact
- Fiscal Officer
- Principle Investigator (PI)
- Co-PI

Follow the Key Member Change Instructions to submit a request.

## Maintaining Roles on Projects

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

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

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

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

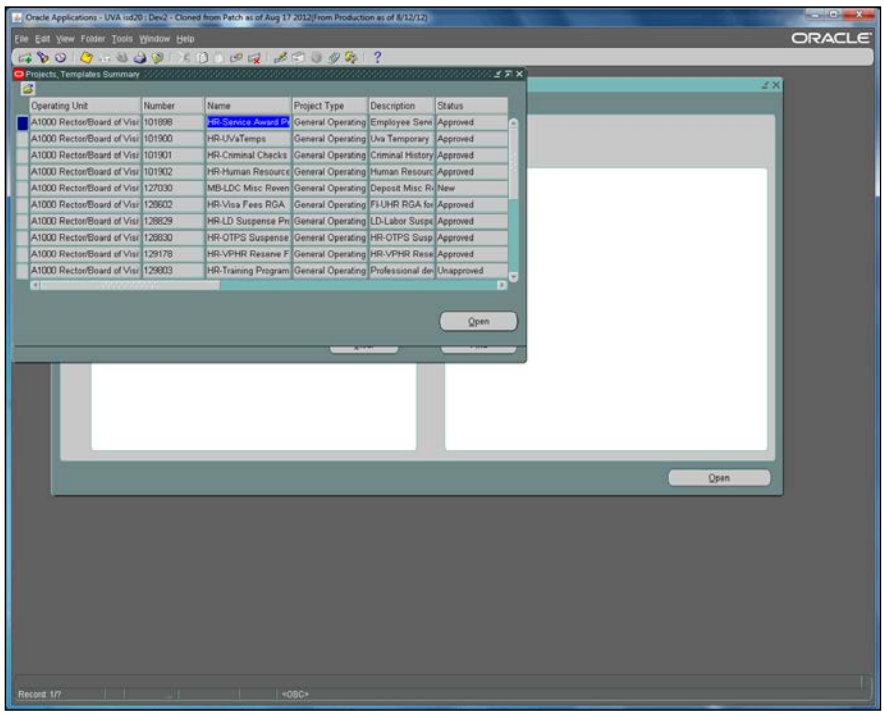
**G&C reportable Projects and Awards**
Sponsored projects and awards are maintained by staff in OSP except for select key member roles on projects noted above.

**Procedure**

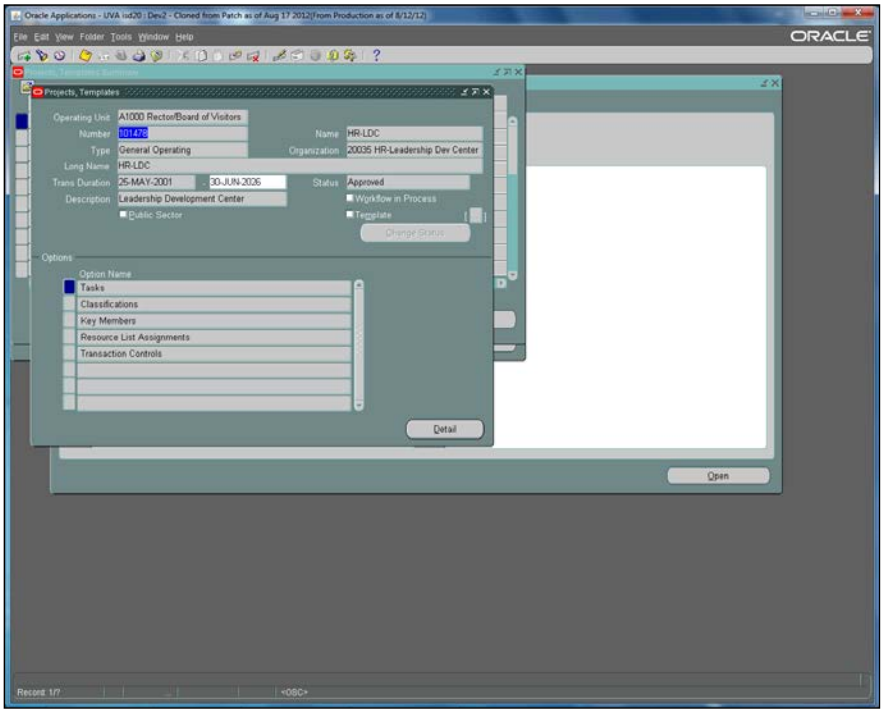
This simulation will walk you through how to revise key members on a project. To start you will Log in to your UVA GM Setup Specialist or UVA GM Role Manager responsibility.

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

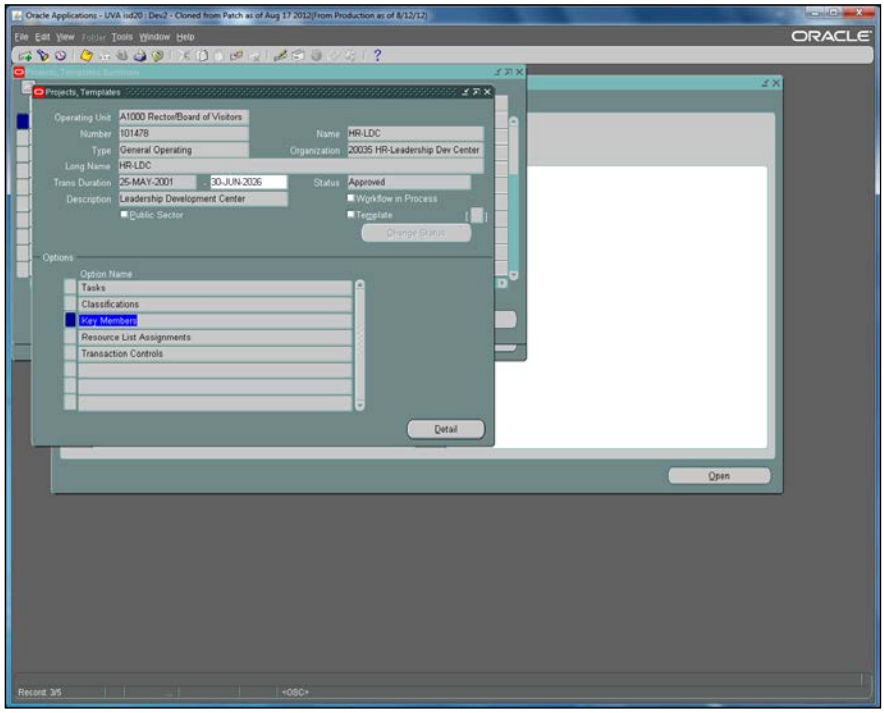
| Step | Action |
|---|---|
| 2. | There are many ways to query Projects.<br><br>You can search for one particular project or all projects that meet certain criteria.<br><br>We are going to look at an example that illustrates finding all the ***Active*** Projects on which one employee holds the active Key Member role of 'Fiscal Contact'. In this example 'Roberts, Lynda M' has been entered in the Key Member field (the employee number is populated automatically).<br><br>In this example, the Status field LOV has been selected and the '***All Except CLOSED***' status has been selected.<br><br>In this example, we are searching for Roberts, Lynda M in the Fiscal Contact role in all statuses '***All Except CLOSED***'.<br><br>Click the **Find** button.<br><br> |



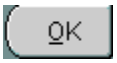
| Step | Action |
|---|---|
| 3. | The Projects, Templates Summary window lists all the projects, except those with status "closed," on which Lynda M Roberts is the current Fiscal Contact.<br><br>A project has been selected.<br><br>Click the **Open** button.<br> |

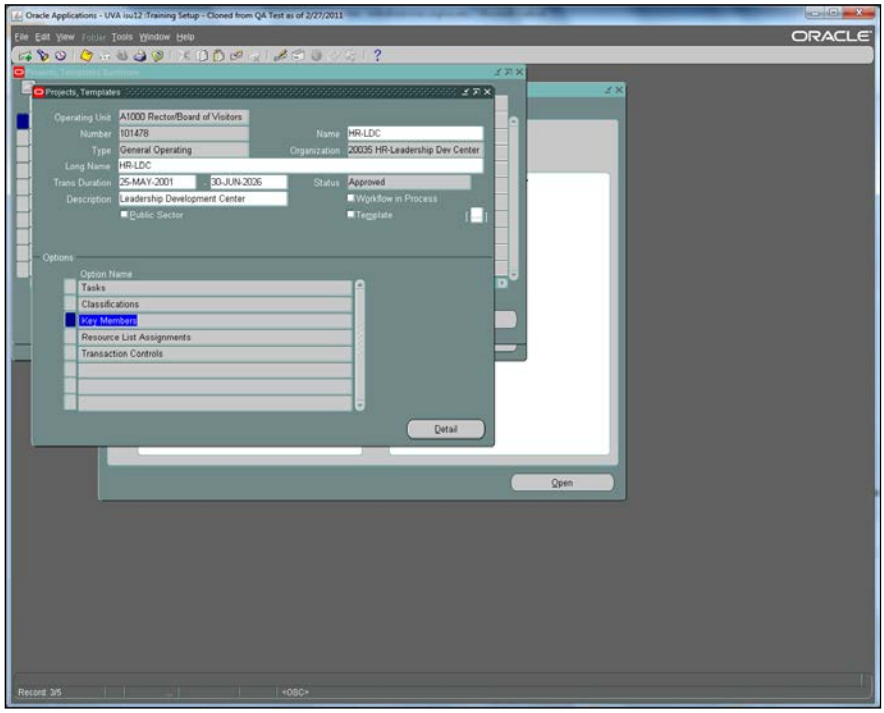



| Step | Action |
|---|---|
| 4. | Click on **Key Member** in the options section.<br> |




| Step | Action |
|---|---|
| 5. | Click the **Detail** button.<br> |
| 6. | Lynda Roberts' last day as the Fiscal Contact is March 31, 2013. Therefore, the Effective To date, 31-Mar-2013, has been entered for Lynda Roberts as Fiscal Contact.<br><br>Please note you may be changing more than one role in a session depending on the circumstances.<br><br>Press **[Enter]** to continue. |
| 7. | Patty Marbury will be taking over the role as fiscal contact. You can make this change after you enter Lynda Roberts' end date. In order to make this change, you will select, 'Marbury, Patricia A (Patty)' in the employee name column.<br><br>Click the list of values (LOV) ellipsis in the **Role** cell to choose Fiscal Contact.<br><br>NOTE: The Fiscal Contact and the Approver/Principal Investigator cannot be the same person.<br> |

| Step | Action |
|---|---|
| 8. | Select 'Fiscal Contact'.<br><br>Click the **OK** button.<br><br>  |
| 9. | Enter the effective **FROM** date for the new role holder, Patty Marbury. The effective from date must be the day after the former role holder's last day.<br><br>**NOTE: The required roles may not be vacant for even one day. Project Managers cannot have overlapping effective dates.**<br><br>The date, 01-APR-2013, was entered because it was the day after Lynda Roberts' last day as Fiscal Contact, March 31, 2013.<br><br>Select Save icon.<br><br>Recon@ will reflect changes the day after the **Effective From** date.<br><br>In this example above, a Recon@ role, the changes would be reflected in Recon@ the next day (02-April-2013).<br><br>Press **[Enter]** to continue. |
| 10. | Save your work then close.<br><br>Click the **Close** button. |




| Step | Action |
|---|---|
| 11. | Click the **Close** button. |

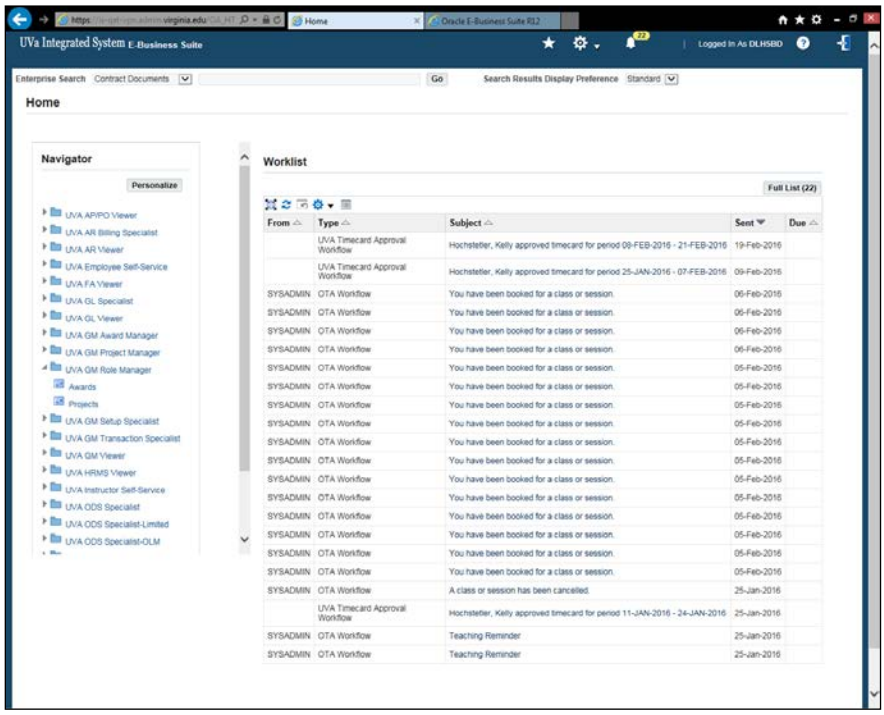
| Step | Action |
|---|---|
| 12. | **REMEMBER**<br><br>Required roles for **non-G&C** Reportable Projects:<br>Project Manager<br>Fiscal Contact<br>Approver<br><br>NOTE: The Fiscal Contact and the Approver cannot be the same person.<br><br>Required roles for G&C Reportable Projects:<br>Fiscal Contact<br>Project Manager and Principal Investigator (PI) are also required but can only be changed by OSP, therefore won't be shown in the role list of values for you to select.<br><br>NOTE: The Fiscal Contact and Principal Investigator cannot be the same person.<br><br>The required roles should not be vacant for even one day.<br><br>When a person is no longer responsible for a project their **Effective To** date is entered.<br>The succeeding person must be named and entered with the next day's date in the **Effective From** field.<br><br>Optional roles for all project types:<br>Examiner<br>Fiscal Officer<br><br>NOTE: On a G&C Reportable Project, if you tab to the Principal Investigator or Project Manager row and attempt to add a new record using the green plus sign icon (+) the message 'This role cannot be updated on a sponsored program award, contact OSP' will appear.<br>If you need to add a new key member to a G&C Reportable project, click on the Fiscal Contact row, then click the **New Record** icon.<br><br>When key member changes are required on 50 or more awards and/or projects you can request a mass update by following the Key Member Change Instructions. |
| 13. | This concludes the topic, Revising Key Members on Projects.<br>**End of Procedure.** |

## Maintaining Roles on Awards

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

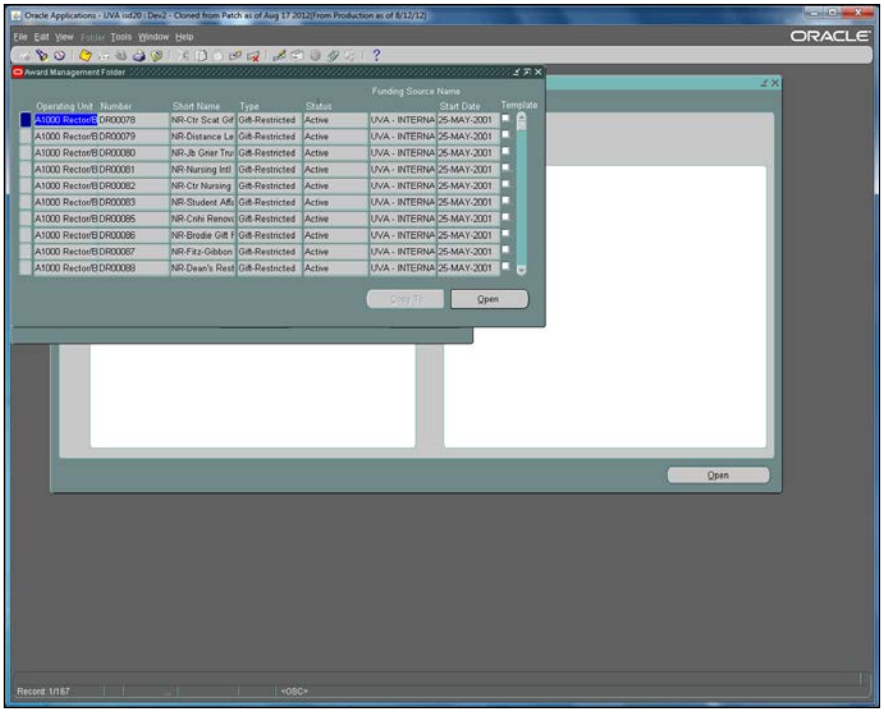
If you have the responsibility and Log in as **UVA GM Limited Setup Specialist** your access will allow you to maintain the Personnel, Installments, and Project Funding, on non-G&C Awards if you **are named** on the award in the role ***Limited Setup Specialist***.

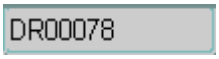
### Procedure

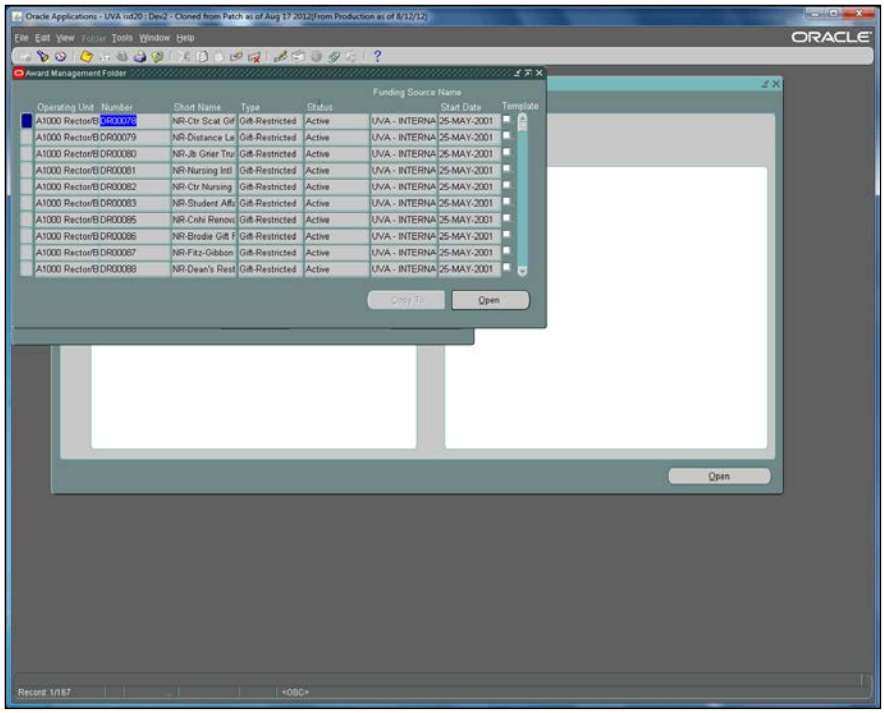


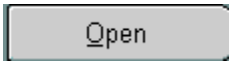
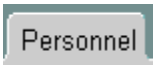

| Step | Action |
|---|---|
| 1. | Employees with **UVA GM Role Manager** responsibility or **UVA GM Limited Setup Specialist** responsibility can maintain **Key Member** roles on awards.<br><br>This example illustrates what you see if you are logged in as ***UVA GM Role Manager.***<br><br>Double-click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

| Step | Action |
|---|---|
| 2. | There are many ways to query Awards.<br><br>You can search for one particular Award or all awards that meet certain criteria.<br><br>This example illustrates finding all the ***Active*** Awards in which one employee holds an active Key Member role. In this example, 'Doherty, Marquita L (Marty)' has been entered in the Key Member field (the employee number is populated automatically).<br><br>The Status field LOV (...) has been selected and the Active status has been selected.<br><br>Click the **OK** button to select Active for the award status.<br> |
| 3. | Click the **Find** button.<br><br>The Award Management Folder will open showing all of the active awards Doherty, Marquita L (Marty) has an active role on.<br><br> |

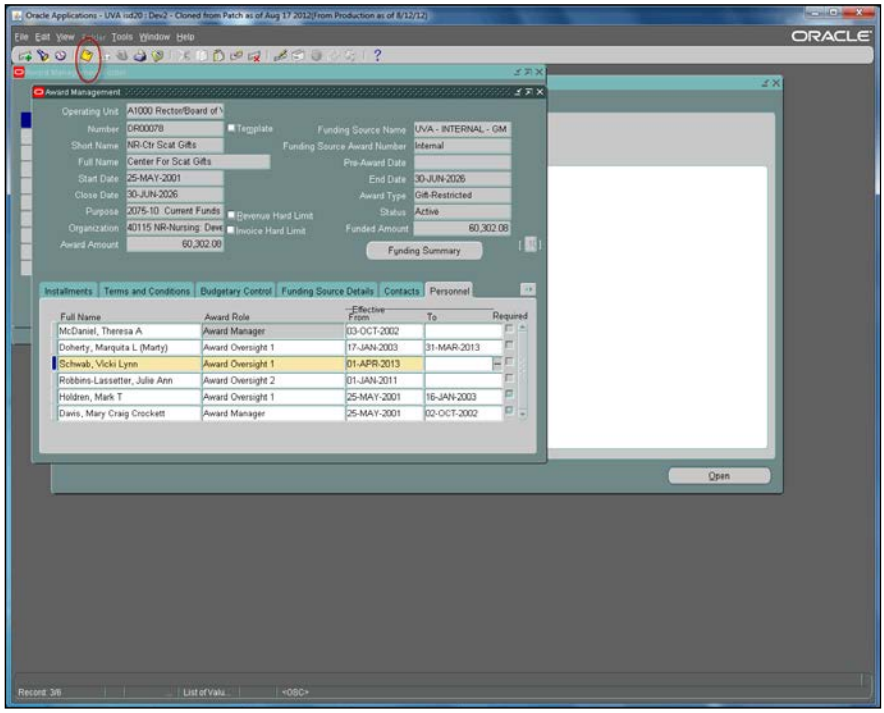


| Step | Action |
|---|---|
| 4. | Select the first Award number returned by the query.<br><br>Click in the **Number** field.<br>  |

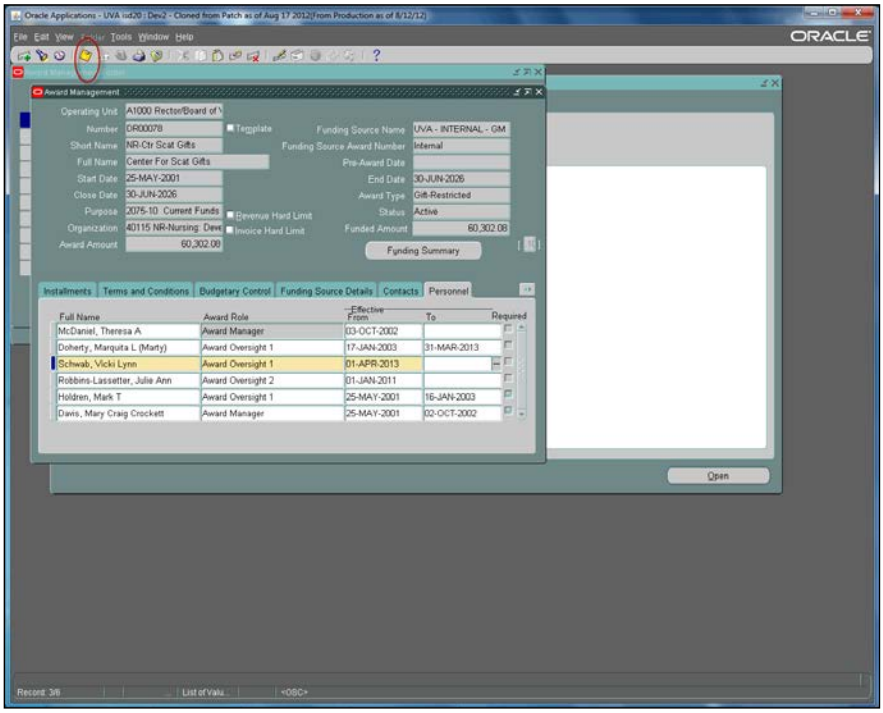



| Step | Action |
|---|---|
| 5. | Click the **Open** button.<br><br>  |
| 6. | The Award Management form opens.<br><br>Click the **Personnel** tab.<br>  |
| 7. | Marty Doherty left her position on 31-Mar-2013.<br><br>Enter the desired information into the **To** field. Enter "**31-MAR-2013**". |

| Step | Action |
|---|---|
| 8. | You need to replace the Award Oversight 1 role that Marty is vacating.<br><br>To do that, you need to add a new record. The green **plus sign** is the icon for new record.<br><br>Click the **New Record** icon on the menu bar.<br> |
| 9. | Vicki Schwab will be taking over this responsibility. The employee name, "Schwab, Vicki Lynn" has been selected.<br><br>Search for the **Award Role** by clicking the field and entering an "a" then pressing the TAB button on your keyboard. The Award Roles page displays. Select the appropriate Role from the list of values (LOV).<br><br>In this example, the Award Oversight 1 has been selected.<br><br>Click the **OK** button.<br> |
| 10. | Enter the effective **FROM** date for the new role holder.<br><br>The day after the previous employee's **TO** date is the correct entry.<br><br>Enter a valid date e.g. "**01-APR-2013**". |




| Step | Action |
|---|---|
| 11. | Always save before closing.<br><br>Click the **Save** icon.<br> |




| Step | Action |
|---|---|
| 12. | Click the **Close** icon. |
| 13. | **Remember:**<br><br>The required Role on an Award is Award Manager and it **should not be vacant for even one day and there can be no overlap.**<br><br>To change personnel on an Award you need to be either a **UVA GM Role Manager** OR a **UVA GM Limited Setup Specialist** who is ***named*** on the Award in the Limited Setup Specialist role.<br><br>**Note:** If key member changes are required on 50 or more awards and/or projects, follow the Key Member Mass Change Instructions to submit a request<br><br>This concludes the topic, Maintaining Roles on Awards.<br><br>**End of Procedure.** |