

Internal Award



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Facilitator Information

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Welcome

- Define Internal Award
- Review the Structure of Project-Task-Award (PTA)
- Demonstrate User Entry
 - Create a Project
 - Create a Task
 - Create an Award



Course Objectives

- Define Project-Task-Award
- Login and Navigate Oracle
 - Search for an existing Project
- Create a Project
- Create Task(s)
- Add an Award
 - Establish Funding and Budget
- Describe Closeout of Internal Awards



Grants Accounting Module



Lesson Objectives

By the end of this lesson, you will be able to:

- Recognize Internal Award Types
- Define Multi-funding Concept



Grants Accounting Module

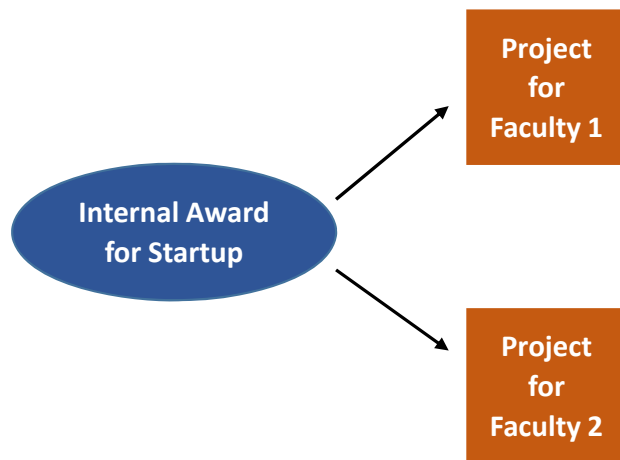
- Grants Accounting Module tracks activity by Project-Task-Award
 - Project represents the faculty member or department
 - Task represents the type of award used to organize expenditures
 - Startup, Research Incentive, HTC, PURF, etc.
 - Award represents the source of internal funding
 - University funds or Foundation funds
 - Planning Unit Startup Funds, Vice President for Research SEA awards, Foundation 1804 awards, etc.



Grants Accounting Module

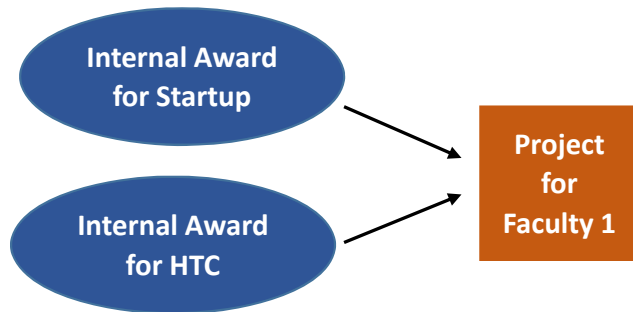
- **Sponsored Award:** externally funded
 - National Science Foundation, National Institutes of Health, etc.
- **Sponsored Cost Share Award:** internally and externally funded
 - Internally funded – Principal Investigator’s salaries and wages, and benefits
 - Must be funded at the time of the Award
- **Capital Projects:** internally and externally funded and allow different project funding options
 - Construction projects for buildings, other infrastructure and capital improvements
- **Internal Awards:** internally funded - managed by the Planning Unit
 - Startup, Research Incentive, Research Challenge, Departmentally funded research supplements, Professional Development for faculty, Honors Tutorial College, etc.

Multi-funding Concept



- One Internal Award can fund multiple Projects
- Allows the Task to represent the type of award used to organize expenditures
 - Startup, Research Incentive, HTC, PURF, etc.

One To Many Relationship



- Multiple Internal Awards can fund one Project
- Improved visibility of the source of funds
- View total Project spending

Lesson Summary

- Grants Accounting Module uses Project-Task-Award (PTA)
 - Adding the Award segment provides the ability to use one Project to track multiple sources of internal funds (multi-funding) or one Internal Award can fund multiple Projects
 - Task represents the type of award used to organize expenditures
 - Startup, Research Incentive, HTC, PURF, etc.

Project-Task-Award

Structure



Lesson Objectives

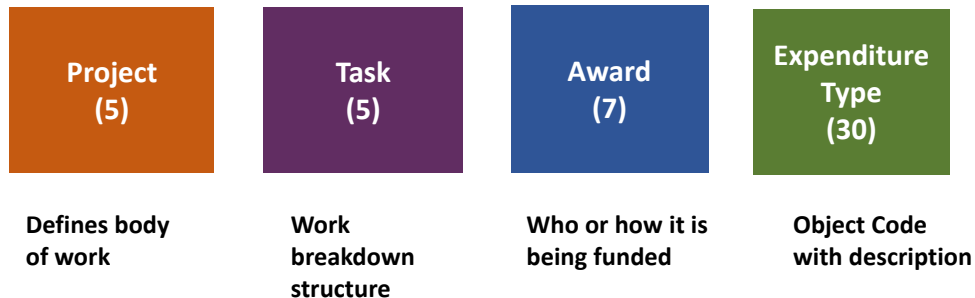
By the end of this lesson, you will be able to:

- Define the segments in Grant Account structure
- Recognize standard Tasks for the Faculty Project for Internal Awards
- Recognize impact of Dates



Project-Task-Award Structure

- Grants Accounting structure is comprised of four segments
 - Each segment has a defined length and set of possible values



Project Segment

Project
(5)

- Project represents a person or department with a single task or multiple tasks
- Planning Units are responsible for setting up Projects for their faculty or departments
- System-generated value, assigned in sequential order
 - Examples: 12000, 13000, 14000, etc.

Project Segment (cont.)

Project
(5)

- Unique name limited to 30 characters, alphanumeric, ALL CAPS
 - Faculty Project: LAST NAME, FIRST NAME (EMPLOYEE ID)
 - Department Project: NAME OF DEPARTMENT (ORG #)

Project #	Project Name
12143	BERRYMAN, DARLENE E (115267)
12152	BURNETTE, DAVID DEAN (133817)
12452	AVIONICS (140901)
12465	CHAIR LINGUISTICS (100190)
13004	STEINBERG, ERIC (106854)
14737	FOX, MATTHEW (159980)

Project Key Members

- Project Key Members exist to designate individuals responsible for a Project. A Project Manager is required for every Project

Key Member Roles	
Project Manager	1) Faculty Project: Enter Faculty Name (Last Name, First Name) 2) Departmental Project: Enter Director's name (Last Name, First Name)
Project Administrator	Optional – Enter Administrator Name (Last Name, First Name) NOTE: This is for query purposes on Award/Project Member field in the OBI Grants Funds Available and Summary Reports.
Administrative Support	Optional – Enter Administrator Name (Last Name, First Name) NOTE: This is for query purposes on Award/Project Member field in the OBI Grants Funds Available and Summary Reports.

Task Segment

Task
(up to 5 digits)

- Task provides a way to organize expenditures
- Every Project must have at least one Task with up to 5 digits and a Task Name
 - Examples: 10, 13, 20, 20.01, etc.
- **Task Organization** summarizes accounting information to the **Organization** segment in the General Ledger
- **Task Service Type** summarizes accounting information to the **Activity** segment in the General Ledger

Standard Tasks for Internal Awards

Task #	Task Name
1	Presidential Research Scholar
5	Baker Award
10	Internal Award
11	Kopchick Award
12	Research Challenge/OURC
13	Research Incentive
14 - 19	SEA - Student Enhancement Award
20 – 29	Startup - Planning Unit (PU) Startup = 20 Vice President for Research (VPR) Startup = 24
30 – 39	Provost's Undergraduate Research Fund (PURF)
40	Honors Tutorial
42	1804 Award
44	Konneker Award
46	Sugar Bush Award
48	OUF Internal Award
49	Innovation Strategy Awards
50 – 59	Departmental Awards
60 – 69	GSS Travel Research OW Award
80 – 99	Departmental Awards



Award Segment

Award
(7)

- Award is how it is funded
 - Source of funding that supports Project(s)
- All Internal Awards are funded internally (within Ohio University or Foundation)
- **Award Type** summarizes to the **Source** segment in the General Ledger
- **Award Purpose** summarizes to the **Function** segment in the General Ledger (see examples below)

Award Purpose	Function
Instruction 10	10
University Research 20	20
Public Service 30	30

Award Roles

- Award roles exist to designate individuals responsible for an award. An **Award Manager** is required for every award

Award Roles	
Award Manager	Department Administrator responsible for managing the award; there can only be one Award Manager per Award
Co-Award Manager	Co-manager of the award
Administrative Support	Administrative support for the award

Internal Award Types – Ohio University

University Award Type (Source)	Funding
INTERNAL AWARDS (112100)	Planning Unit
PU STARTUP FUNDS (112410)	Planning Unit
DEPARTMENTAL AWARD (112600)	Planning Unit
DEPT CHAIR FUNDS (112650)	Planning Unit
DEPARTMENTAL COMMITMENTS (112700)	Planning Unit
KOPCHICK ENDOW UG AWD (112102)	Vice President for Research
PURF AWARDS (112115)	Vice President for Research
SEA AWARDS (112120)	Vice President for Research
RESEARCH CHALLENGE (112300)	Vice President for Research
BAKER AWARDS (112350)	Vice President for Research
VPR STARTUP (112400)	Vice President for Research
HONORS TUTORIAL (112000)	Honors Tutorial College
RESEARCH INCENTIVE (112200)	Finance Setup
GSS TRV RES ORG WK AW (112500)	Graduate College



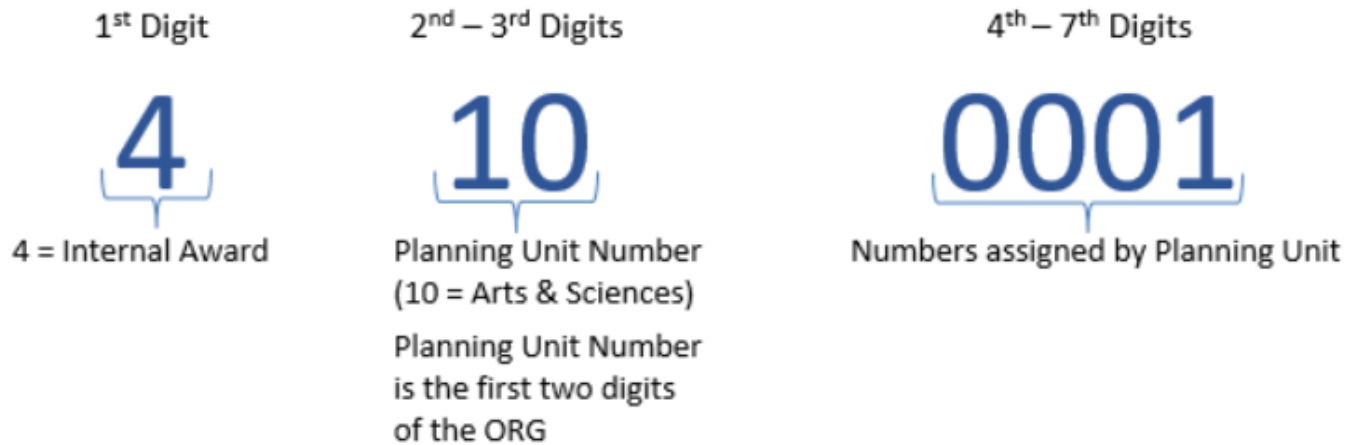
Internal Award Types - Foundation

Foundation Award Type (Source)	Funding
FSP OUF RUSS VISION (420980)	Foundation
FSP OUF KOPCHICK (420981)	Foundation
FSP OUF 1804 AWARD (420982)	Foundation
FSP OUF KONNEKER (420983)	Foundation
FSP OUF SUGAR BUSH (420984)	Foundation
FSP OUF BAKER AWARD (420985)	Foundation
FSP OUF OTHER AWARD (420986)	Foundation



Internal Award Number

- Example of Project-Task-Award **12143-13-4100001**
 - **Planning Units are responsible for determining the last 4 digits**



Expenditure Type

Expenditure Type
(30)

- Expenditure Type is the type of goods or services being purchased
- **Expenditure Type** is equivalent to the **Object Code** in the General Ledger
 - Combination of Object Code Number and Name
 - Expenditure Type = 712410 Laboratory Supplies
 - GL Object Code = 712410
- **Expenditure Type** maps to **Expenditure Category**
 - Expenditure Category = Supplies

Internal Award: Expenditure Categories

- Expenditure Category is used for Budgeting and for summary reporting in OBI

List of Expenditure Categories

Benefits
Debt Service
Equipment
Financing Costs
Occupancy and Maintenance
Other Operating Costs
Other Personnel Costs
Participants
Professional Services
Salaries and Wages
Student Aid
Subcontracts
Supplies
Travel

Grants Transactions

- Expenditure item date: captures when a transaction is incurred (as opposed to when it is posted)
 - Invoices – invoice date
 - PCard – date of processing by bank
 - Expense Report – date of latest expense on the report
 - Payroll – check date
- Expenditure type
- Comments – used to capture description
- PA Date – identifies the month when the transaction was processed in Grants

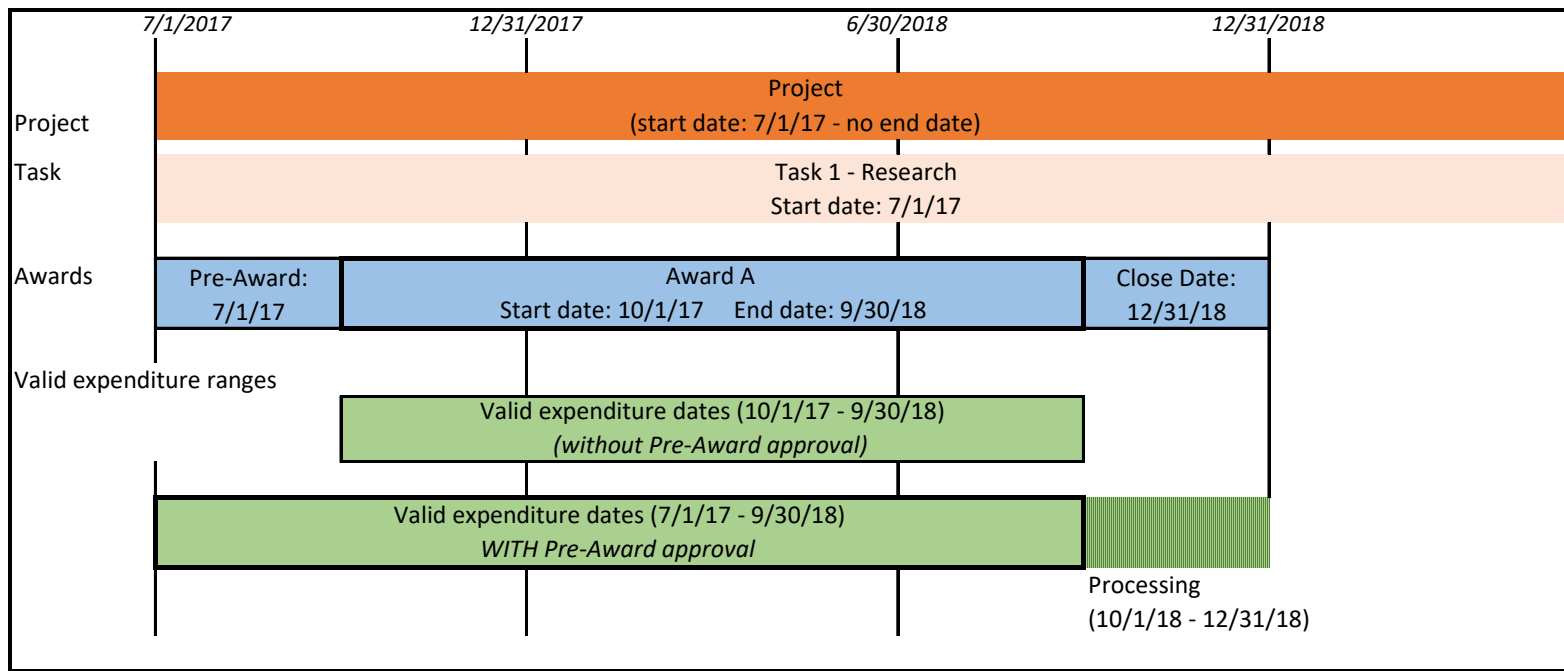
Dates in Grants

- Dates on the Project-Task-Award control the expenditure item dates of transactions that can post to the PTA
 - Project
 - Project start date is required
 - End date is not required
 - Task
 - Task start date is required
 - End date is not required. End dates are used on Tasks for specific time periods
 - Award
 - Award start and end dates are required

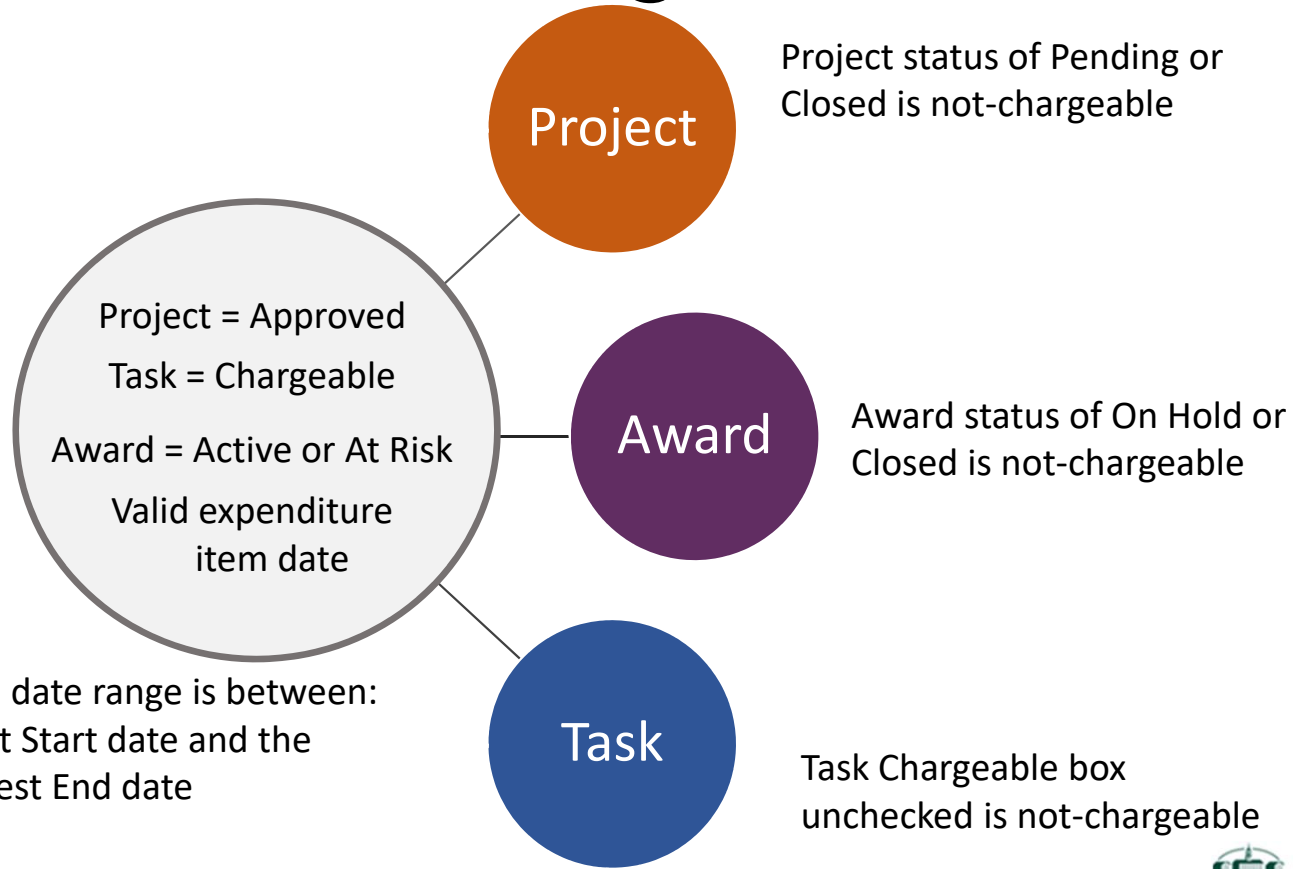


Dates in Grants (cont.)

- How PTA Dates Work Together



When is a PTA Chargeable?



Lesson Summary

- The Project segment represents a person or department with a single task or multiple tasks
- The Task segment provides a way of organizing expenditures
- The Award segment represents the source of funding that supports one or more Projects
- Expenditure Types will roll to an Expenditure Category in the Grants Module
 - Expenditure Category is used for budgeting and for summary reporting in OBI
- Dates on the Project-Task-Award control the expenditure item dates of transactions that can post to the PTA

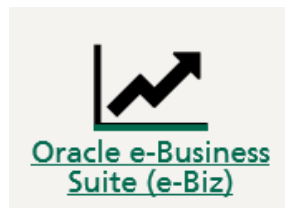
Project Setup

Oracle User Entry



Login and Navigate Oracle

- Visit: <https://www.ohio.edu/finance>
- Click Oracle e-Business Suite (e-Biz)

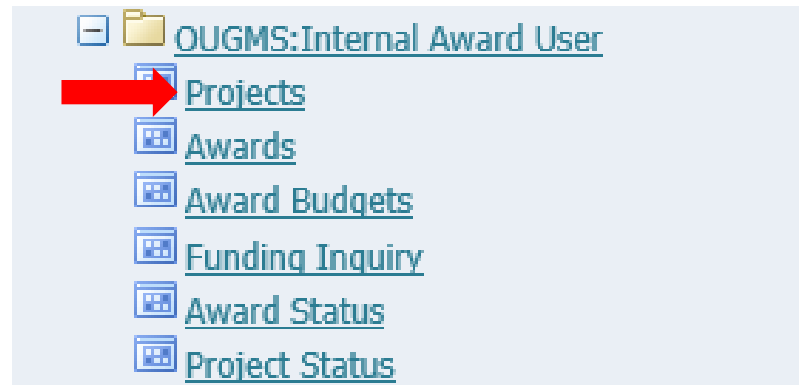


- Enter your **OHIO ID** and **Password**
- Click **OUGMS: Internal Award User**



Projects

- For project setup, click **Projects**
 - This is the first step to setup a PTA



Please use ALL CAPS when entering information into the system

Find Project

- Verify the Project has not already been setup
 - Query the *Name* field; enter either the employee's **Last Name** or Employee ID (6 digits) Number **%#####%**
- Press **Tab** to verify if the employee has a Project

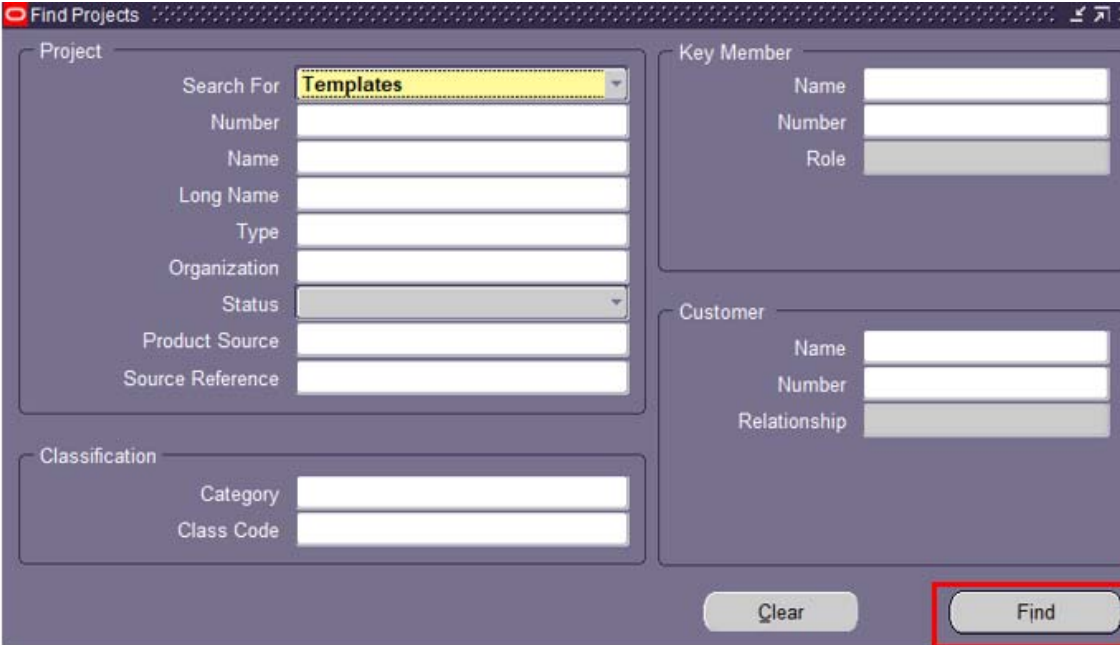
The screenshot shows a 'Find Projects' dialog box with the following fields and values:

- Project:**
 - Search For: Projects, Templates
 - Number: (empty)
 - Name: %103436%
 - Long Name: (empty)
 - Type: (empty)
 - Organization: (empty)
 - Status: (empty)
 - Product Source: (empty)
 - Source Reference: (empty)
- Key Member:**
 - Name: (empty)
 - Number: (empty)
 - Role: (empty)
- Customer:**
 - Name: (empty)
 - Number: (empty)
 - Relationship: (empty)
- Classification:**
 - Category: (empty)
 - Class Code: (empty)

Buttons: Clear, Find

Create a Project

- In *Search For*, click **Templates**
- Click **Find**



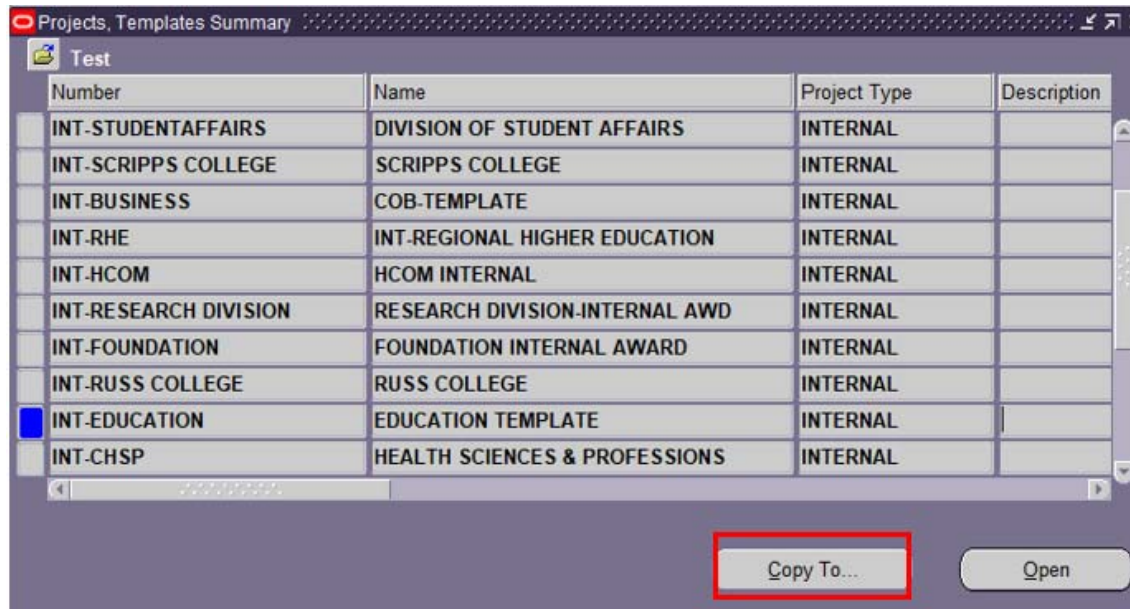
The screenshot shows a 'Find Projects' dialog box with the following fields and sections:

- Project**
 - Search For: **Templates** (dropdown menu)
 - Number:
 - Name:
 - Long Name:
 - Type:
 - Organization:
 - Status:
 - Product Source:
 - Source Reference:
- Classification**
 - Category:
 - Class Code:
- Key Member**
 - Name:
 - Number:
 - Role:
- Customer**
 - Name:
 - Number:
 - Relationship:

At the bottom, there are two buttons: 'Clear' and 'Find'. The 'Find' button is highlighted with a red rectangular box.

Internal Project Template

- To copy the selected template into a new project, click **Copy To**



Project Quick Entry

Field Name	Value	Required
Project Name		<input checked="" type="checkbox"/>
Organization		<input checked="" type="checkbox"/>
Project Manager		<input checked="" type="checkbox"/>
Project Start Date		<input checked="" type="checkbox"/>
ADMINISTRATIVE SUPPORT		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

OK Cancel

Project Quick Entry – Required Fields

Field Name	Enter...
Project Name	Unique name limited to 30 characters, alphanumeric, ALL CAPS Faculty Project: LAST NAME, FIRST NAME (EMPLOYEE ID) Department Project: NAME OF DEPARTMENT (ORG #)
Organization	Organization that owns and manages the project
Project Manager	Faculty Project: FACULTY LAST NAME, FIRST NAME Department Project: DIRECTOR LAST NAME, FIRST NAME
Project Start Date	The start date of funding is required in the DD-MON-YEAR format. Click the list of values and select the date.

Project Quick Entry

Field Name	Enter...
Project Administrator	Optional: ADMINISTRATOR LAST NAME, FIRST NAME NOTE: This is for query purposes (Award/Project Member field) in OBI Grants Funds Available and Summary Reports
Administrative Support	Optional: ADMINISTRATOR LAST NAME, FIRST NAME NOTE: This is for query purposes (Award/Project Member field) in OBI Grants Funds Available and Summary Reports
Click OK	

Projects, Templates

- The Projects, Templates window displays the attributes of the Project Quick Entry

The screenshot shows a software window titled "Projects, Templates" with the following fields and options:

- Operating Unit: Ohio University Operations
- Number: 14525
- Name: PERRY, CINDY (103436)
- Type: INTERNAL
- Organization: 830010 GRANTS ACCOUNTING
- Long Name: PERRY, CINDY (103436)
- Trans Duration: 01-JUL-2017 - []
- Status: Approved
- Description: PERRY, CINDY (103436)
- Workflow in Process
- Public Sector
- Template
- Change Status button

Options section:

Option Name
<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Key Members
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Detail button

Projects, Templates

Field Name	Enter...
Operating Unit	Default is Ohio University Operations from template
Number	System generated
Name	Default is from the Project Name entered on the Project Quick Entry screen. If necessary, you may update this field.
Type	Default is INTERNAL from template
Organization	Default is from the Organization entered on the Project Quick Entry screen
Long Name	Default is from the Name field. If necessary, you may update this field.

Projects, Templates

Field Name	Enter...
Trans Duration	The project's Start Date and End Date Start Date default is the Start Date entered on Project Quick Entry. If necessary, you may update this field. End Date is left [blank] until the close of the project.
Status	Default is APPROVED
Description	Optional: This can be copied from Name
Public Sector	Leave [blank]; do not check
Workflow in Process	Leave [blank]; do not check
Template	Leave [blank]; do not check
Click Save	

Project Closeout

- If a Faculty or Staff member with an internal award Project is no longer with the University, the Planning Unit will need to take the following steps to close out the Project:
 - Review OBI Grants Funds Available dashboard for the Project
 - If there is an Available Balance remaining you should notify the Award Administrator to decrease Budget, create a negative revenue event, decrease funding and decrease installment by the Available Balance amount. (see Appendix G of the Internal Award - How To Guide)
 - If Available Balance is negative you will need to move expenditures off the Internal Award using an Accounting Correction form
 - Once Available Balance is zero for all tasks please notify finance@ohio.edu to close project



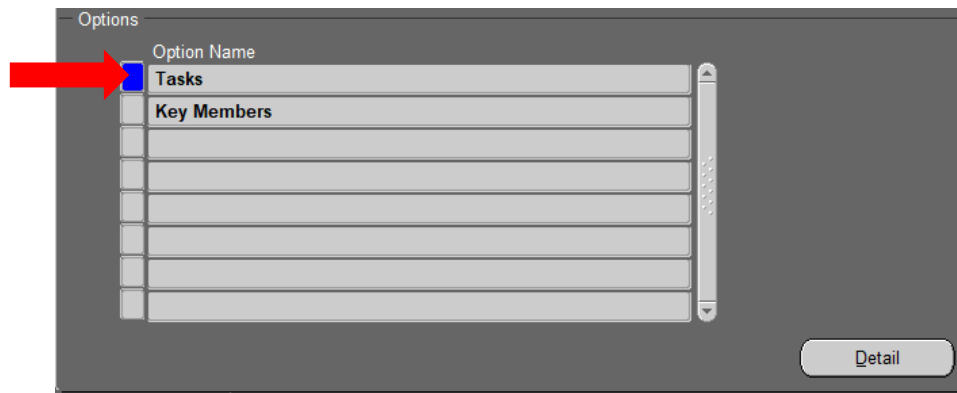
Task Setup

Oracle User Entry



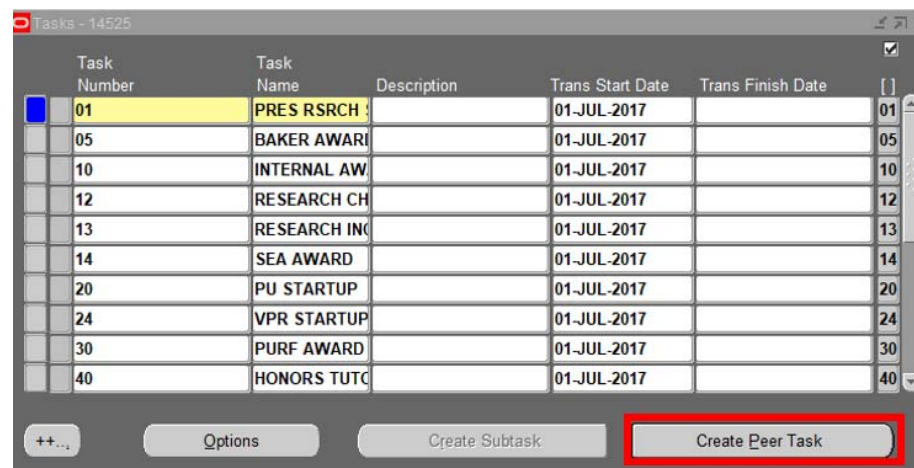
Tasks

- Next to Tasks, click the blue box



Tasks

- Each Task number must be unique
 - A Task can be up to five digits including a decimal point (.)
 - A Task number cannot be changed after charges post
- When a Project is created, the following Standard Tasks will display in the template. Based on the type of Internal Award, either click a **Task Number** to modify it or click **Create Peer Task** to create a new one



Task Number	Task Name	Description	Trans Start Date	Trans Finish Date
01	PRES RSRCH		01-JUL-2017	
05	BAKER AWAR		01-JUL-2017	
10	INTERNAL AW		01-JUL-2017	
12	RESEARCH CH		01-JUL-2017	
13	RESEARCH INC		01-JUL-2017	
14	SEA AWARD		01-JUL-2017	
20	PU STARTUP		01-JUL-2017	
24	VPR STARTUP		01-JUL-2017	
30	PURF AWARD		01-JUL-2017	
40	HONORS TUTC		01-JUL-2017	

Tasks

Example:

Setup Task 50 by completing the following fields:

20.01	PU STARTUP 1	PU STARTUP 1	01-JUL-2017		20
24	VPR STARTUP		01-JUL-2017		24
30	PURF AWARD		01-JUL-2017		30
40	HONORS TUTC		01-JUL-2017		40
50	TRAVEL AWAR	TRAVEL AWARD	01-JUL-2017	30-JUN-2020	50
60	GSS TRAV RE:		01-JUL-2017		60


++... Options Create Subtask Create Peer Task

Tasks

- The *Task* window is used to modify or enter the attributes of a Task

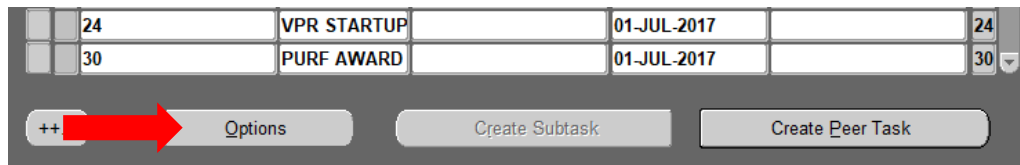
Column Heading	Definition
Task Number	Task number convention
Task Name	A short description of the Task's funding source Limited to 20 characters, alphanumeric, ALL CAPS
Description	A long description of the Task Limited to 240 characters, alphanumeric
Trans Start Date	Defaults from Projects Trans Duration Start Date. If necessary, this date can be changed.
Trans Finish Date	Defaults from Projects Trans Duration End Date. This is [blank], but can be end dated.

Tasks

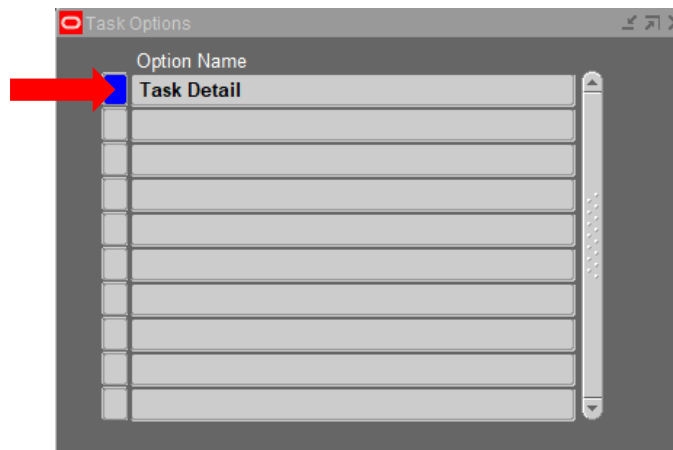
Column Heading	Definition																																										
OU Parent Task (Defined Flex Field = DFF)	<p>This holds the corresponding parent task value. It allows the user to replicate the task-rollup functionality for reporting purposes. For example, 20 is entered in the OU Parent Task Number when you enter 20, 20.01, 20.02, etc. This is a required field for reporting consistency. The following OU Parent Tasks will default from the template:</p> <table border="1"> <thead> <tr> <th>Task Number</th> <th>Task Name</th> <th>Description</th> <th>Trans Start Date</th> <th>Trans Finish Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>PRES RSRCH</td> <td></td> <td>01-JUL-2017</td> <td></td> <td>01</td> </tr> <tr> <td>05</td> <td>BAKER AWAR</td> <td></td> <td>01-JUL-2017</td> <td></td> <td>05</td> </tr> <tr> <td>10</td> <td>INTERNAL AW</td> <td></td> <td>01-JUL-2017</td> <td></td> <td>10</td> </tr> <tr> <td>12</td> <td>RESEARCH CH</td> <td></td> <td>01-JUL-2017</td> <td></td> <td>12</td> </tr> </tbody> </table> <p>If a new task is added, this field is required. The following is an example:</p> <table border="1"> <tbody> <tr> <td>20</td> <td>PU STARTUP</td> <td></td> <td>01-JUL-2017</td> <td></td> <td>20</td> </tr> <tr> <td>20.01</td> <td>PU STARTUP 1</td> <td>PU STARTUP 1</td> <td>01-JUL-2017</td> <td></td> <td>20</td> </tr> </tbody> </table>	Task Number	Task Name	Description	Trans Start Date	Trans Finish Date		01	PRES RSRCH		01-JUL-2017		01	05	BAKER AWAR		01-JUL-2017		05	10	INTERNAL AW		01-JUL-2017		10	12	RESEARCH CH		01-JUL-2017		12	20	PU STARTUP		01-JUL-2017		20	20.01	PU STARTUP 1	PU STARTUP 1	01-JUL-2017		20
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20	PU STARTUP		01-JUL-2017		20																																						
20.01	PU STARTUP 1	PU STARTUP 1	01-JUL-2017		20																																						
Click Save 																																											

Task Options

- Click **Options**



- Next to *Task Detail*, click the blue box



Task Details

Task Details - 14525, 20

Task Number	20	Task Name	PU STARTUP
Long Task Name	PU STARTUP		
Task Manager		Organization	830010 GRANTS ACCO
Service Type	NOT SPECIFIED	Work Type	
Trans Duration	01-JUL-2017 -	<input checked="" type="checkbox"/> Allow charges	
Description		<input checked="" type="checkbox"/> Billable	
Product Source			
Source Reference			
Location			
Address			
		[20]	
<input type="checkbox"/> Receive Inter-Project Invoices			

Detail

Task Details

Field Name	Enter...
Task Number	Default is from the Task Window. This can be changed if no funding, budget or transactions have posted to this Task.
Task Name	Default is from the Task Window. Limited to 20 characters, alphanumeric, ALL CAPS. If necessary, this can be changed.
Long Task Name	Default is Task Name. Limited to 240 characters. If necessary, this can be changed.
Task Manager	Leave [blank]
Organization	The Task owning organization. Default is from the Project. If necessary, this can be changed. This auto accounts to the Organization segment in the General Ledger.
Service Type	Default is NOT SPECIFIED. This auto accounts to the Activity segment in the General Ledger. NOTE: Contact Finance@ohio.edu to add already existing Activity Segments to the Grants Module so they can be used as a Service Type.



Task Details

Field Name	Enter...
Trans Duration	The Start Date and End Date for the Task. Default Start Date is the Start Date entered on the Project. End date is optional. This can be changed within the time frame of the Project and Award.
Description	Optional; if necessary, this can be changed.
Allow Charges	Checkbox; when checked it signifies that expenses may be charged to the Task. DO NOT UNCHECK.
Billable	Checkbox; when checked it signifies that expenses charged to the Task are eligible for generating the transfer journal entry in the General Ledger. DO NOT UNCHECK.
Click Save . 📄 Close the windows.	

Key Members

Oracle User Entry



Key Members

- Next to *Key Members*, click the blue box

The screenshot shows a software window titled "Projects, Templates". The form contains the following fields:

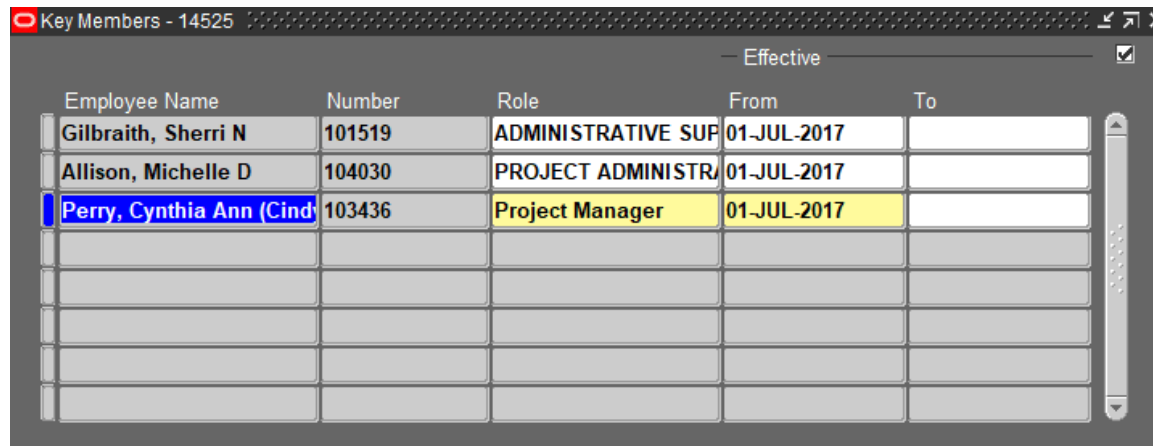
- Operating Unit: Ohio University Operations
- Number: 14525
- Name: PERRY, CINDY (103436)
- Type: INTERNAL
- Organization: 830010 GRANTS ACCOUNTING
- Long Name: PERRY, CINDY (103436)
- Trans Duration: 01-JUL-2017 -
- Status: Approved
- Description: PERRY, CINDY (103436)
- Workflow in Process
- Public Sector
- Template
- Change Status button

Below the form is an "Options" section with a list of items:

Option Name
Tasks
Key Members

A red arrow points to the blue box next to "Key Members". A "Detail" button is located at the bottom right of the window.

Key Members




Employee Name	Number	Role	From	To
Gilbraith, Sherri N	101519	ADMINISTRATIVE SUP	01-JUL-2017	
Allison, Michelle D	104030	PROJECT ADMINISTR	01-JUL-2017	
Perry, Cynthia Ann (Cind)	103436	Project Manager	01-JUL-2017	

- The **Project Manager** role is required
 - The Project Manager is entered during Project setup
- These roles are optional
 - Administrative Support
 - Project Administrator

Key Members

Field Name	Enter...
Employee Name	EMPLOYEE LAST NAME, FIRST NAME
Number	Employee number will auto-populate and should be verified if there are multiple employees with similar names.
Role	The Project Manager role is required.
From	The default is the Start Date of the Project.
To	End Date only if the Project Manager is replaced with a different person.

Click **Save**.  Close the windows.

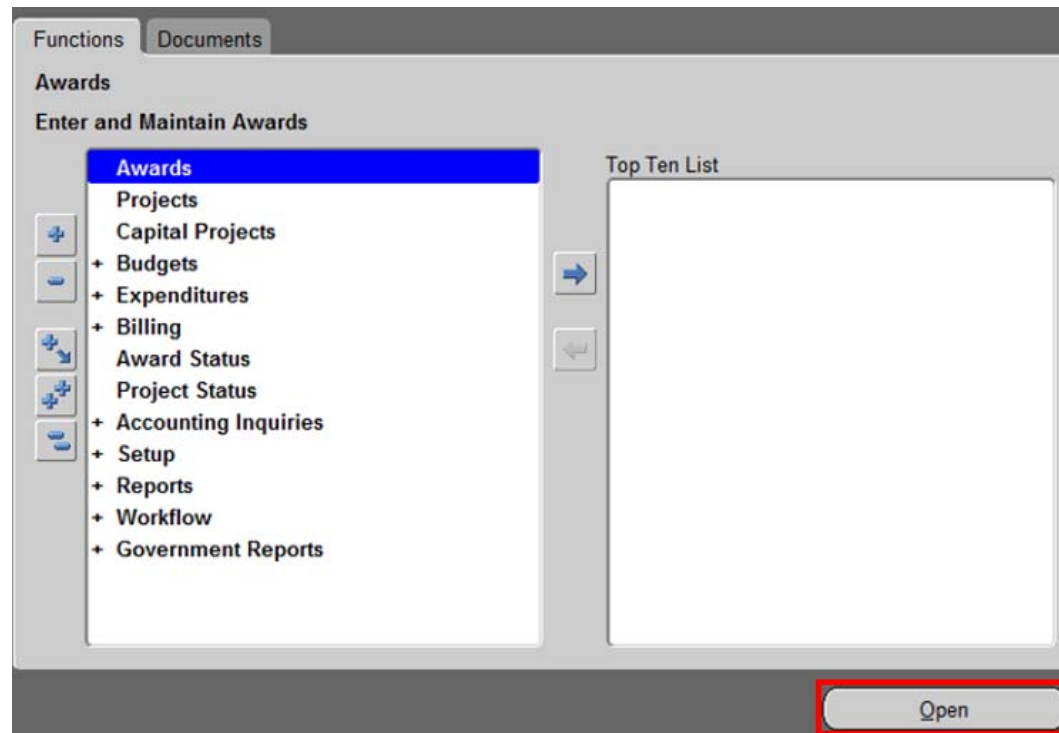
Award Setup

Oracle User Entry



Add an Award

- Click **Awards**, then click **Open**



Add an Award

- In the *Search For* field, click **Templates**
- Click **Find**

The screenshot shows a 'Find Award' dialog box with the following fields and buttons:

- Award Section:**
 - Search For: **Templates** (dropdown menu)
 - Number:
 - Short Name:
 - Type:
 - Status:
 - Organization:
- Key Member Section:**
 - Name:
 - Number:
 - Role:
- Funding Source Section:**
 - Number:
 - Name:
- Buttons:**
 - Clear
 - Find** (highlighted with a red box)

Award Quick Entry

Award Quick Entry

Award Number

Award Short Name

Full Name

End Date

Award Type

Organization

Award Manager

Start Date

Close Date

Purpose

Status **Active**



Cancel OK



Award Quick Entry

Field Name	Enter...
Award Number	<p>A seven digit smart number determined prior to setup of the award:</p> <p>1st digit = 4 for Internal Award 2nd and 3rd digits = Planning Unit # 4th – 7th digits = number sequence assigned by Planning Unit</p>
Award Short Name	<p>Limited to 30 characters, alphanumeric</p> <p>Example: PLANNING UNIT STARTUP FUNDS</p>

Award Quick Entry

Field Name	Enter...
Full Name	Limited to 240 characters, alphanumeric It can be the same as the Award Short Name
Start Date	Start Date of funding. Format: DD-MON-YEAR or click the list of values  and select the date.
End Date	End Date of funding. Format: DD-MON-YEAR or click the list of values  and select the date.
Close Date	End Date; expenditures cannot be charged to an award after this date. Format: DD-MON-YEAR or click the list of values and select the date.
Award Type	Type of funding selected from the list of values Example: PU STARTUP FUNDS
Purpose	Select from the list of values: University Research, Instruction, Public Service, Student Services, Academic Support, or Fundraising & Development



Award Quick Entry

Field Name	Enter...
Organization	The organization to which the award is assigned
Status	Default is "ACTIVE" which allows expenditures to post to the award and the transfer journal entry to process in the General Ledger "CLOSED" prevents expenditures from posting to the award.
Award Manager	Department staff who provides administrative and financial management of the award. Enter LAST NAME, FIRST NAME.

Award Quick Entry

Field Name	Enter...
Awards Descriptive Flexfield	<p>The account number that will fund the award. A debit will be processed to this account when completing the Events process on the <i>Compliances</i> tab.</p> <p>NOTE: The account entered in the Award Descriptive Flexfield must be valid with the Award Type on the Award.</p>

Click **OK**

Award Quick Entry

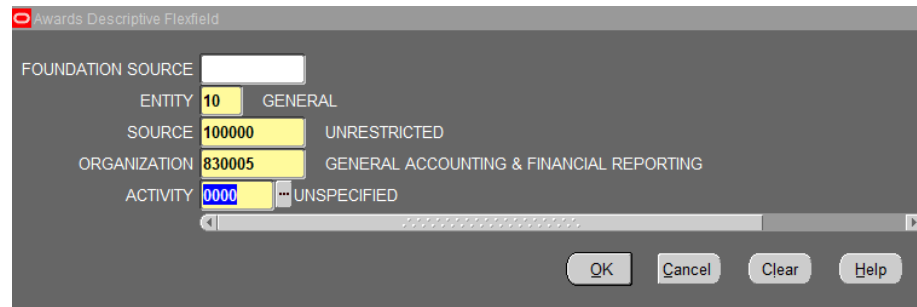
Award Number: 4830001
Award Short Name: GRANTS STAR
Full Name: GRANTS START UP
End Date: 30-JUN-2019
Award Type: PU STARTUP FUNDS
Organization: 830010 GRANTS ACCO
Award Manager: Perry, Cynthia Ann (C)

Start Date: 01-JUL-2017
Close Date: 30-JUN-2019
Purpose: PUBLIC SERVICE (30)
Status: Active

Buttons: Cancel, OK

Awards Descriptive Flexfield

- A University account funding a University Award Type

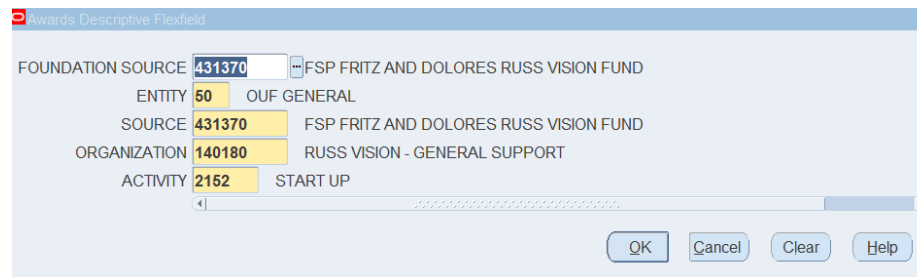


A screenshot of the 'Awards Descriptive Flexfield' window. The window has a dark grey background. The fields are as follows:

FOUNDATION SOURCE		
ENTITY	10	GENERAL
SOURCE	100000	UNRESTRICTED
ORGANIZATION	830005	GENERAL ACCOUNTING & FINANCIAL REPORTING
ACTIVITY	0000	UNSPECIFIED

At the bottom of the window are four buttons: OK, Cancel, Clear, and Help.

- A Foundation account funding a Foundation Award Type
 - The *Foundation Source* must equal the *Source* in the account string and correspond with the Award Type



A screenshot of the 'Awards Descriptive Flexfield' window with a light blue background. The fields are as follows:

FOUNDATION SOURCE	431370	FSP FRITZ AND DOLORES RUSS VISION FUND
ENTITY	50	OUF GENERAL
SOURCE	431370	FSP FRITZ AND DOLORES RUSS VISION FUND
ORGANIZATION	140180	RUSS VISION - GENERAL SUPPORT
ACTIVITY	2152	START UP

At the bottom of the window are four buttons: OK, Cancel, Clear, and Help.

Award Management

- Both will default to checked – Do not change
 - Revenue Hard Limit
 - Invoice Hard Limit

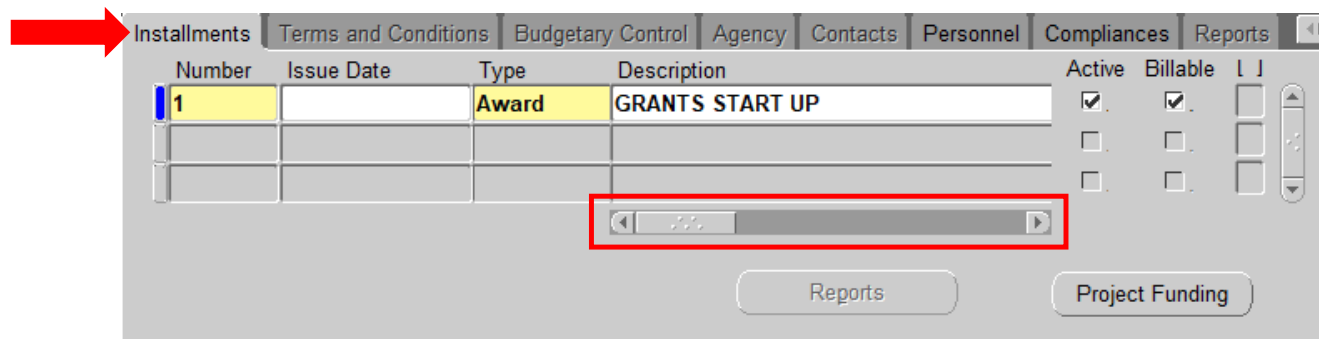
The screenshot displays the 'Award Management' window with the following details:

Operating Unit	Ohio University Opera	Agency	INTERNAL FUNDING S
Number	4830001	Agency Contract Number	N/A
Short Name	GRANTS START UP	Pre-Award Date	
Full Name	GRANTS START UP	End Date	30-JUN-2019
Start Date	01-JUL-2017	Award Type	PU STARTUP FUNDS
Close Date	30-JUN-2019	Status	Active
Purpose	PUBLIC SERVICE (20)	Revenue Hard Limit	<input checked="" type="checkbox"/>
Organization	830010 GRANTS ACC	Invoice Hard Limit	<input checked="" type="checkbox"/>
Award Amount	0.00	Active Installment Amt	0.00

Buttons at the bottom: Installments, Terms and Conditions, Budgetary Control, Agency, Contacts, Personnel, Compliances, Reports. A 'Funding Summary' button is also present.

Award Installments

- An installment defines the dollar amount that will fund the Project and Task
- Click the **Installments** tab




- Use the **scroll bar** to view all of the fields

Award Installments

Field Name	Enter...
Number	The naming convention for installment number is sequential order
Issue Date	Effective date of award/modification. This can be [blank]
Type	One of the following: <ul style="list-style-type: none">• Award is the original funding• Supplement is additional funding<ul style="list-style-type: none">• New Installment Number is recommended• Amendment is a non financial change with no amount to enter (used for extensions, budget revisions)
Description	A short description for the purpose of the installment: Examples: FALL SEMESTER AWARD or FISCAL YEAR AWARD

Award Installments

Field Name	Enter...
Start Date	The Start Date of the award
End Date	The End Date of the award; the date the installment is no longer active.
Close Date	Same as End Date
Direct Cost	The full funding amount. DO NOT USE COMMAS WHEN ENTERING DOLLARS.
Indirect Cost	Leave [blank]
Total Cost	Default is the Direct Cost
Active	<p>If Active is checked, expenses can be charged to the award. The Award Amount field and the Funded Amount field will be populated.</p> <p>If this is not checked, the installment amount will be populated in the Award Amount field, but not in the Funded Amount field.</p>
Billable	Billable will be automatically checked once the <i>Active</i> box is checked. This is required in order for the transfer journal entry to be generated.
Click Save 	



Project Funding

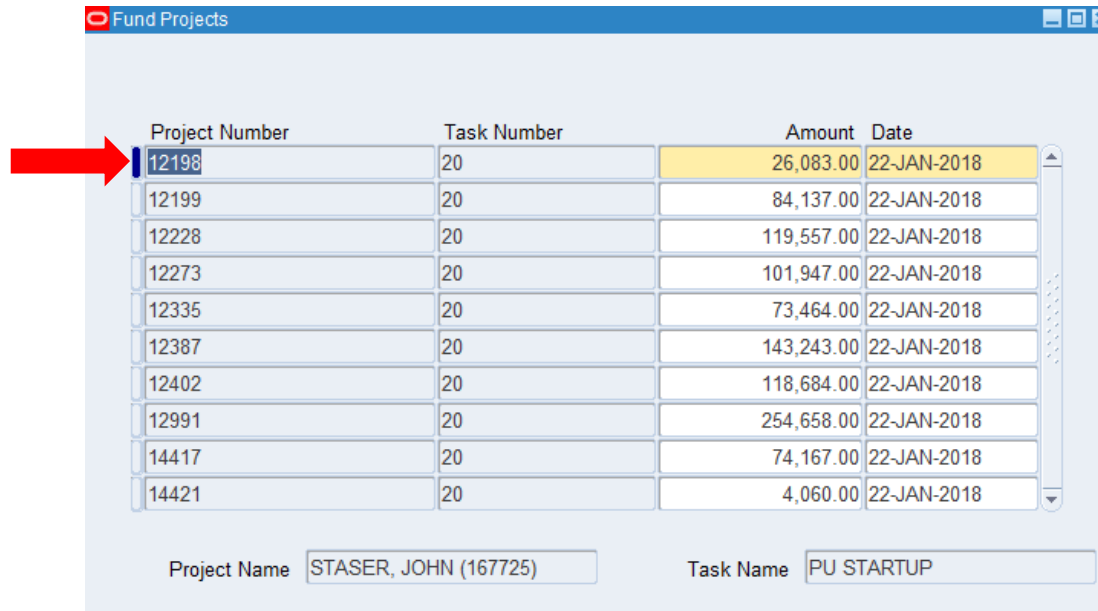
- Project Funding is an allocation of funding from an Award to a Project and Task
- In Installments, when the *Active* checkbox is checked, the Project Funding button becomes active
- Click **Project Funding**

Number	Issue Date	Type	Description	Active	Billable	L	J
1		Award	GRANTS START UP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

Reports Project Funding

Project Funding

- To add funding, enter the Project Number or click the blue box next to the appropriate Project Number




The screenshot shows a window titled "Fund Projects" with a table of project funding data. A red arrow points to a blue box next to the project number 12198. The table has four columns: Project Number, Task Number, Amount, and Date. Below the table, there are input fields for Project Name and Task Name.

Project Number	Task Number	Amount	Date
12198	20	26,083.00	22-JAN-2018
12199	20	84,137.00	22-JAN-2018
12228	20	119,557.00	22-JAN-2018
12273	20	101,947.00	22-JAN-2018
12335	20	73,464.00	22-JAN-2018
12387	20	143,243.00	22-JAN-2018
12402	20	118,684.00	22-JAN-2018
12991	20	254,658.00	22-JAN-2018
14417	20	74,167.00	22-JAN-2018
14421	20	4,060.00	22-JAN-2018

Project Name: STASER, JOHN (167725) Task Name: PU STARTUP

Project Funding

Field Name	Enter...
Project Number	Enter or select the Project Number to fund.
Task Number	Enter or select the Task Number to fund.
Amount	Enter the funding amount.
Date	Default is the current date (informational only)
Click Save.  Close the window.	

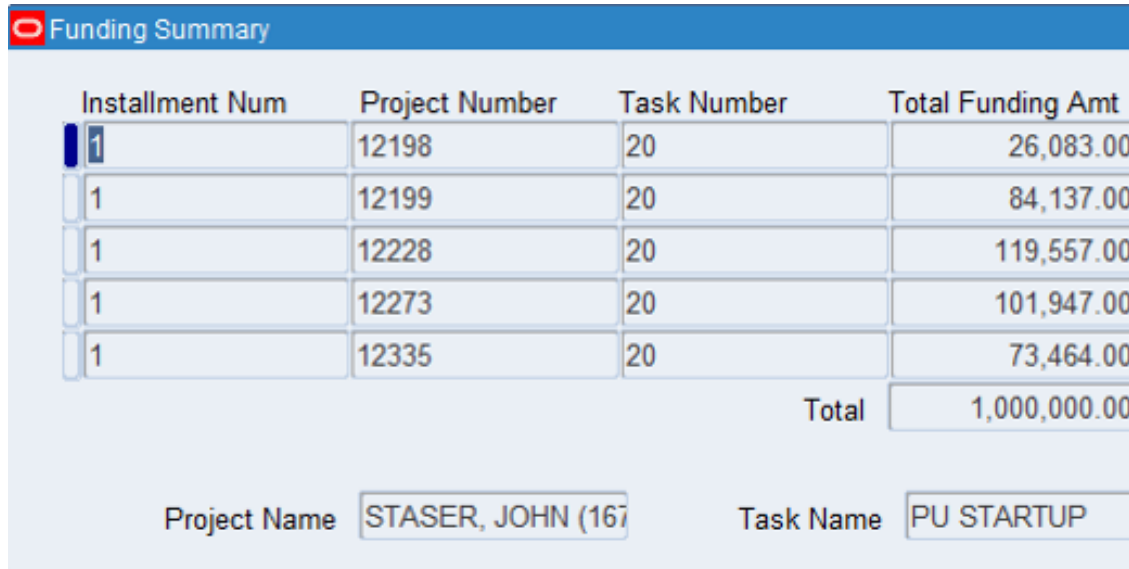
Funding Summary

- To verify the Project Funding totals are correct, click **Funding Summary**

The screenshot displays the 'Award Management' application window. The interface is divided into two main columns of data entry fields. The left column includes fields for Operating Unit (Ohio University Operatio), Number (4140002), Short Name (ENG STARTUP FY18), Full Name (ENG STARTUP FY18), Start Date (01-JUL-2017), Close Date (30-JUN-2018), Purpose (UNIVERSITY RESEARC), Organization (140000 ENGINEERING), and Award Amount (1,000,000.00). The right column includes Agency (INTERNAL FUNDING SK), Agency Contract Number (N/A), Pre-Award Date, End Date (30-JUN-2018), Award Type (PU STARTUP FUNDS), Status (Active), and Active Installment Amt (1,000,000.00). There are also checkboxes for 'Revenue Hard Limit' and 'Invoice Hard Limit', both of which are checked. A 'Template' checkbox is unchecked. At the bottom right, a button labeled 'Funding Summary' is highlighted with a red rectangular border. A small icon with '[.1]' is visible to the right of the button.

Funding Summary

- The Funding Summary displays the *Total Funding Amount* for each Project Number and Task Number

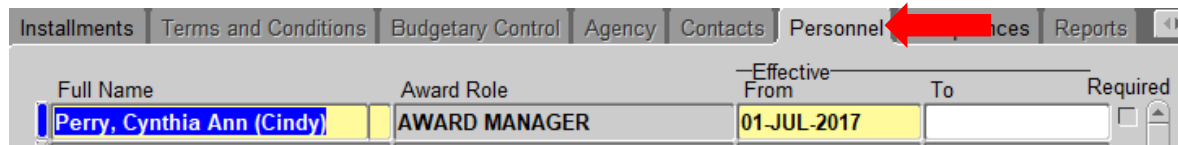


Installment Num	Project Number	Task Number	Total Funding Amt
1	12198	20	26,083.00
1	12199	20	84,137.00
1	12228	20	119,557.00
1	12273	20	101,947.00
1	12335	20	73,464.00
Total			1,000,000.00

Project Name Task Name

Personnel

- Click the **Personnel** tab

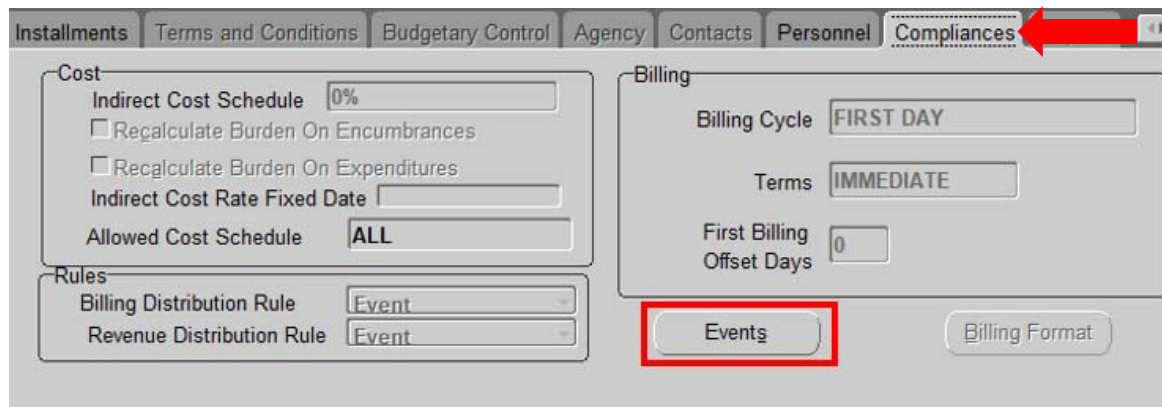


Full Name	Award Role	Effective From	To	Required
Perry, Cynthia Ann (Cindy)	AWARD MANAGER	01-JUL-2017		<input type="checkbox"/>

- The Award Manager is a required field. The Award Manager role will default from the *Award Quick Entry* window
- If the Award Manager changes during the life of the Award, **DO NOT DELETE THE NAME**
 - End date the personnel
 - Add a new line with the new personnel (Last Name, First Name) and Start Date
 - The dates cannot overlap, so enter the next day
 - Click **Save**

Compliances

- Click the **Compliances** tab



The screenshot shows a software interface with several tabs: 'Installments', 'Terms and Conditions', 'Budgetary Control', 'Agency', 'Contacts', 'Personnel', and 'Compliances'. A red arrow points to the 'Compliances' tab. The 'Compliances' tab is active and contains the following sections:

- Cost**
 - Indirect Cost Schedule: 0%
 - Recalculate Burden On Encumbrances
 - Recalculate Burden On Expenditures
 - Indirect Cost Rate Fixed Date: []
 - Allowed Cost Schedule: ALL
- Rules**
 - Billing Distribution Rule: Event
 - Revenue Distribution Rule: Event
- Billing**
 - Billing Cycle: FIRST DAY
 - Terms: IMMEDIATE
 - First Billing Offset Days: 0
 - Events** (highlighted with a red box)
 - Billing Format

- Click **Events**
- The following process initiates the funding transfer JE

Event

Event	Amount	Description					
Num	Date	Installment Number	Project Number	Task Number	Revenue Amount	Bill Amount	Bill Hold
1	01-DEC-2017	1	14525	50	500.00	0.00	No
2	01-DEC-2017	1	14528	50	500.00	0.00	No
Total					1,000.00	0.00	

Revenue Distributed Billed

Revenue Distribution Lines

Event

Field Name	Enter...
Num	Enter the event Num. Event Numbers should be entered in sequential order. WARNING: If you don't click Save after each line, the Event Number will not change and has to be changed manually.
Date	The date of the Event is the Start Date of the Award. You may schedule an Event for a future date. NOTE: It will not generate the transfer until the future date specified.
Installment Number	The installment number for event to complete the transfer of funding
Project Number	The Project Number funded by this transfer
Task Number	The Task Number funded by this transfer
<i>Amount</i> tab	Click the <i>Amount</i> tab and enter the Funding Amount for the transfer of funding
<i>Description</i> tab	Click the <i>Description</i> tab and enter a Description for the event Example: PLANNING UNIT START UP
Click Save .	



Budgeting Awards

Oracle User Entry



Award Budgets

- An Award Budget is a detailed estimate of the cost of a project funded by a particular award
- At the top of the *Award Management* window, from the **Tools** menu, click **Award Budgets**



Award Budgets

- In the list, click the **Project Number**

The screenshot shows the 'Award Budgets' application window. It is divided into several sections:

- Find Budget:** Contains search fields for Award Number (4830001), Project Number (14525, highlighted in yellow), Budget Type (Approved Cost Budget), Award Name (GRANTS START UP), and Project Name (PERRY, CINDY (103436)). A 'Find Draft' button is located to the right.
- Draft Budget:** Contains fields for Version Name, Change Reason, Description, and Status. There is a checkbox for 'New Original'.
- Entry Options:** Contains fields for Entry Method and Resource List.
- Totals:** A table with columns for Labor, UOM, Quantity, Raw Cost, Burdened Cost, and Revised Date. It has rows for Draft and Current.

Award Budgets

Field Name	Enter...
Version Name	Leave [blank]
Change Reason	<ul style="list-style-type: none">• Original Cost Budget – initial funding for the project• New Increment – increment received after the original cost budget• Budget Amount Revision – only for budget revision when no funding is received
Description	Leave [blank]

Click **Details**.

Award Budgets

Award Budgets

Find Budget

Award Number: 4830001 Award Name: GRANTS START UP
Project Number: 14525 Project Name: PERRY, CINDY (103436)
Budget Type: Approved Cost Budget Find Draft

Draft Budget

Version Name: Status: New Original []
Change Reason: Description: []

Entry Options

Entry Method: Resource List: []

Totals

	Labor			Burdened	
	UOM	Quantity	Raw Cost	Cost	Revised Date
Draft					
Current					

History Copy Actual ... Rework Submit **Details**

Task Budgets

- If there are multiple Tasks, click the blue box next to the appropriate Task to open the Budget Lines

Task Budgets - 14525, 4830001


Version Number **Draft** Version Name

Task Number	Task Name	UOM	Quantity	Raw Cost	Burdened Cost
01	PRES RSRCH SCHLR	Hour:	0.00	0.00	0.00
05	BAKER AWARD	Hour:	0.00	0.00	0.00
10	INTERNAL AWARD	Hour:	0.00	0.00	0.00
12	RESEARCH CHALLENGE	Hour:	0.00	0.00	0.00
13	RESEARCH INCENTIVE	Hour:	0.00	0.00	0.00
14	SEA AWARD	Hour:	0.00	0.00	0.00
20	PU STARTUP	Hour:	0.00	0.00	0.00
20.01	PU STARTUP 1	Hour:	0.00	0.00	0.00
24	VPR STARTUP	Hour:	0.00	0.00	0.00

Project Total

Budget Lines

Budget Lines (cont.)

Field Name	Enter...
Resource	Enter Expenditure Category
Amount Type	Defaults to Burdened Cost
Month in Oracle FMS	Enter the budget on the 1 st available month
Click Save 	

- When you have finished budgeting, click **Save** and close the windows

Submit

- To submit the budget, click **Submit**

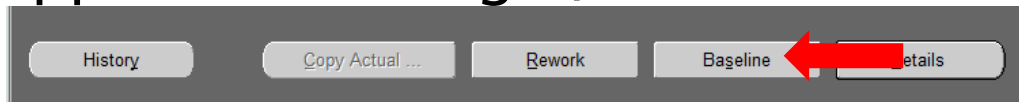
The screenshot shows the 'Award Budgets' application window. It is divided into several sections: 'Find Budget' with fields for Award Number (4830001), Project Number (14525), Budget Type (Approved Cost Budget), Award Name (GRANTS START UP), and Project Name (PERRY, CINDY (103436)); 'Draft Budget' with fields for Version Name, Change Reason (Original Cost Budget), Description, and Status (Working); 'Entry Options' with Entry Method (Lowest Task, GL Period) and Resource List (SUMMARIZED BY CATEGORY); and a 'Totals' table. The 'Submit' button at the bottom is highlighted with a red box.

Totals		Labor		Burdened	
	UOM	Quantity	Raw Cost	Cost	Revised Date
Draft	Hour	0.00	0.00	5,000.00	08-FEB-2018 17:18:54
Current					

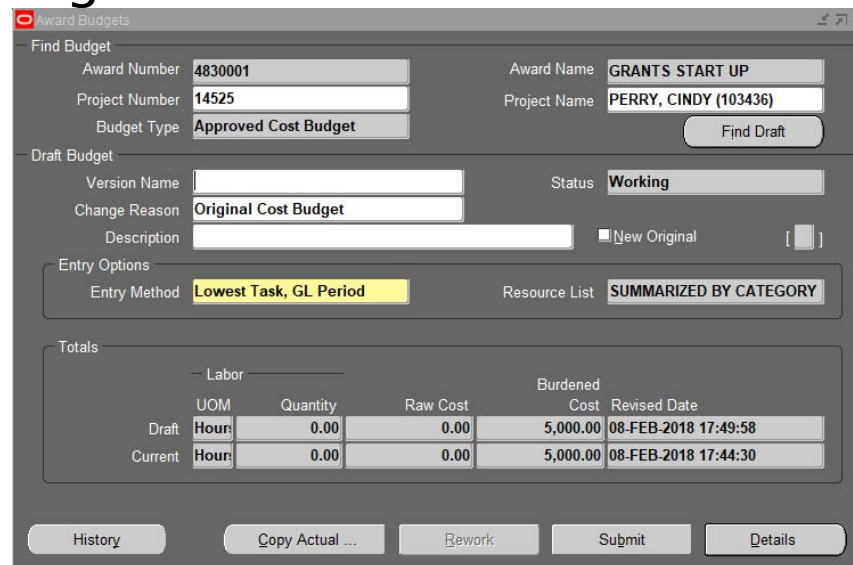
- Following submission, the *Status* field will display "Submitted"

Baseline

- To approve the budget, click **Baseline**



- The *Status* field will display “Working”
 - You may need to click **Find Draft** button to display the updated current budget

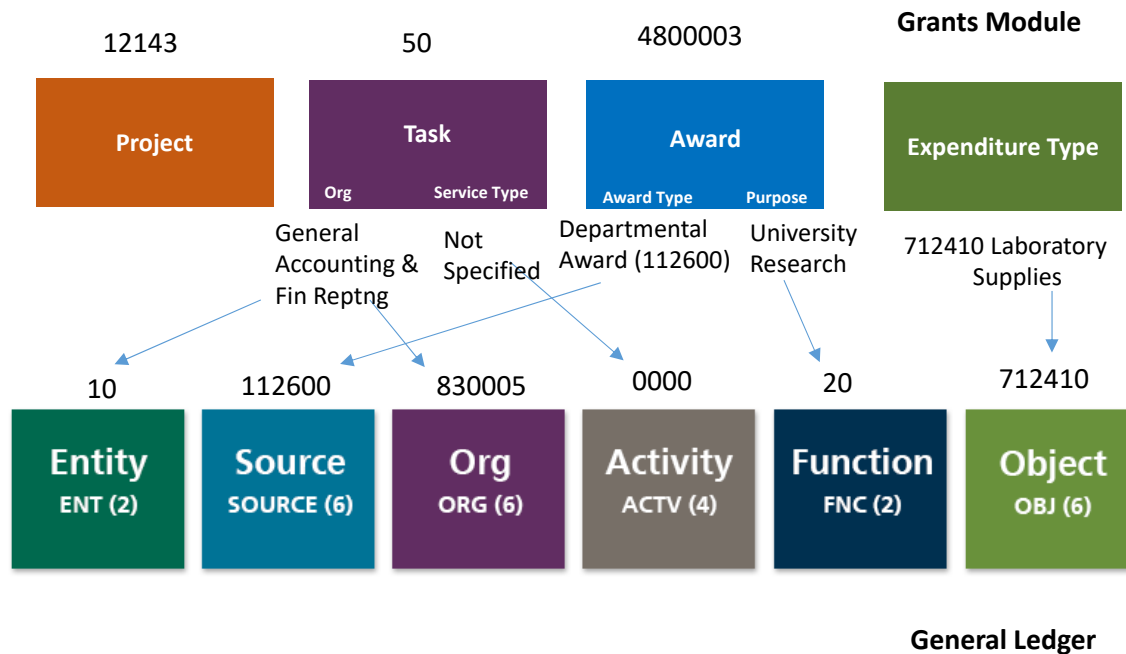


Totals		Labor		Burdened		Revised Date
	UOM	Quantity	Raw Cost	Cost		
Draft	Hour	0.00	0.00	5,000.00		08-FEB-2018 17:49:58
Current	Hour	0.00	0.00	5,000.00		08-FEB-2018 17:44:30

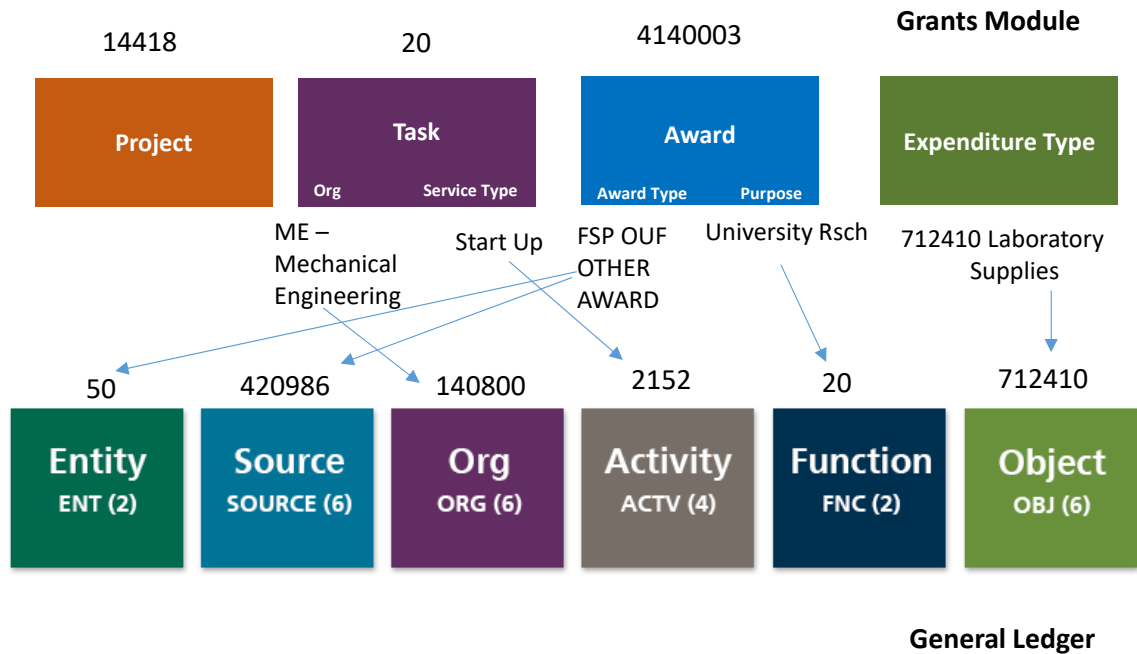
Repeat the Steps as Needed

- If you have additional Projects, select the next **Project Number** and repeat the steps
 - Repeat for as many Projects as necessary
- The Event to transfer funding will occur automatically each evening
- The following slides show examples of auto accounting, so you can see how the Journal Entry (JE) will be generated
- It is suggested that you check the OBI Grants Funds Available dashboard the day after these processes to make sure all steps were done correctly and to verify Funding=Budget=Revenue for the Award

Auto Accounting: University Account



Auto Accounting: Foundation Account



Award Closeout

- If an Award has reached its end date the Award Manager will need to take the following steps to close out the Award:
 - Review OBI Grants Funds Available dashboard for the Award
 - If there is an Available Balance remaining the Award Manager should decrease Budget, create a negative revenue event, decrease funding and decrease installment by the Available Balance amount. (see Appendix G of the Internal Award - How To Guide)
 - If Available Balance is negative the Award Manager should notify the Planning Unit to move expenditures off the Internal Award using an Accounting Correction form
 - Once Available Balance is zero for all Project-tasks, please notify finance@ohio.edu to close the Award

Questions?

Finance Customer Care Center

740-597-6446

financecustomercare@ohio.edu



Thank You!

