

Condensed Version of Internal Award - How To Guide

Objective

The Internal Award - How To Guide contains detailed instructions and extra information in the Appendices to help with setting up Projects, Tasks, and Awards. This is a condensed version for the more experienced user to ensure all steps are completed in the process.

Find Project Number / Set-up Project

- To verify project not previously setup, search by name and/or employee ID number
- If there is an existing project, go to task setup and review
- If you can't find project, select templates in the Search For field and click "Find"
- Click the "Copy To" button to copy the template into a new project
- Project Quick Entry
 - Enter Project Name as LAST NAME, FIRST NAME (EMP ID) or NAME OF DEPARTMENT (ORG#)
 - Enter Project-owning organization
 - Project Manager is a required role
 - Enter Project start date
 - System will create new Project Number
 - Open project and review
 - DO NOT CHECK - Public Sector, Workflow in Process, and Template

Double Check Task is Set-up / Set-up Task

- If new task is needed, click Create Peer Task
 - 50-59 and 80-99 can be setup for departmental awards
 - Enter a name and review start and end dates
- Select task detail under Options to review or change the organization and service type as this will auto account to the organization and activity in the general ledger
- Allow charges and Billable boxes should be checked
- DO NOT CHECK - Subcontract Costs only



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Key Members

- Double check employees listed and add or edit as necessary
- The from date for the employee defaults from the project start date. If this is a future dated project, this date may need to be edited so the employee will be able to return to this project before that future date for possible edits.
- Employees added/edited must be valid/active employees during the dates entered.

Find Award Number / Set-up Award

- If not creating a new award, select Search for Awards, enter in existing number, click Find and skip to Installments
- To create a new award, select templates in the Search For field and click "Find"
- Click the "Copy to" button to copy the template to a new award
- Award Quick Entry
 - Enter award # (1st digit is 4, 2nd & 3rd digit is Planning Unit, 4th - 7th digit is number in sequence or as determined by department)
 - Enter Award Names and start, end, and close dates
 - ◇ Time between end dates and close dates on awards - normally set up as 60 days
 - ◇ The later close date allows for extra time to enter invoices and journal entries after the end date. Expenditure item dates must still be in between the start and end dates.
 - Award Type = Select from list of value - this will auto account to the source in the GL
 - ◇ The award type is the source for the award and is where the detailed activity (revenue and expenses) for the award are in the general ledger and will net to zero when completed.
 - Purpose = Select from list of values - this will auto account to the function in the GL
 - Award Manager is a required role
 - Awards Descriptive Flexfield, go to [10.] - Funding Account
 - ◇ The award descriptive flexfield contains the account where the funding for the award comes from. This account is debited when revenue is increased on the award.
 - ◇ Change the account code to the correct account that is FUNDING the award
 - ◇ Account must be valid with the Award Type selected - Cannot mix Foundation, University, and University temporarily restricted award types and funding
 - See Appendix F in How To Guide for the only valid award types allowed on internal awards and the award types allowed for university entities and foundation entities
 - Revenue Hard Limit and Invoice Hard Limit boxes must be checked



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Installments

- Review the account number that will fund the award in the Awards Descriptive Flexfield (if not already reviewed) and change if necessary
- Click on Installments tab
- To create new installment, click in Number field and arrow down
- Installment #s are in sequential order
- Issue date can be blank
- Type = Award is original funding and Supplement is additional funds (New Installment # recommended)
- Enter a description, start, end, and close dates
- Enter full funding amount in Direct Cost
- Check mark the Active box
- Billable box will then be automatically checked

Project Funding - (Funding Amt)

- With your cursor on the correct installment line, click Project Funding to allocate the award to projects and tasks
- Enter project and task number and funding amount
- Date defaults to current date but can be future dated
- Click on Funding Summary
 - Double-check funding totals & review project names at bottom of screen

Personnel

- Double check employees listed and add or edit as necessary
- The from date for the employee defaults from the award start date. If this is a future dated award, this date may need to be edited so the employee will be able to return to this award before that future date for possible edits.
- Employees added/edited must be valid/active employees during the dates entered.



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Compliances – (Revenue ITD)

- Click on Compliances and Events
 - Number is assigned in sequential order when you hit SAVE
 - Enter date completing event or schedule for a future date
 - Select appropriate Installment #
 - ◇ The total of the dollar amounts of funding by installment number/project/task must equal the Compliance (Revenue) events for the same installment number/project/task.
 - ◇ An error message will be received if trying to decrease revenue on the wrong installment which does not have the needed revenue.
 - Complete project number, task, and funding amount (click on amount tab)

Budgeting Awards – (Budget ITD)

- Click on Tools – Award Budgets (in header at top)
 - Select project number
 - Version Name – leave blank
 - Change reason = “Original Cost Budget” or as appropriate
 - Description – leave blank
 - Click on Details
 - ◇ Find task and click Budget Lines
 - ◇ May need to arrow over in budget periods for correct month to appear
 - ◇ Select Resource – Expenditure category – Burdened cost defaults
 - ◇ Enter budget in same month as date of revenue event
 - Exception – if decreasing budget, edit earliest budget amount
 - Save > Click Submit > Click Baseline
 - Status should be “Working”

Verifying Project, Task, Award Set-up

- Funding Amt must equal Budget ITD must equal Revenue ITD.
- Review in the OBI Grants Funds Available dashboard the day after entry. See the Grants Funds Available QRG for more instruction. Refer to the following pages in the Internal Award – How to Guide for any adjustments needed.
 - Funding Amt – Page 23
 - Budget ITD – Page 29
 - Revenue ITD (Compliances) – Page 26



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Closing Projects and Awards

- If a Faculty or Staff member with an internal award Project is no longer with the University, the Project should be closed
- If an Award has reached its end date, it can be closed
- Review the OBI Grants Funds Available dashboard for the project or award
 - All available balances and commitment amounts must be zero.
 - Adjust as necessary (see How To Guide page 34)
 - Notify finance@ohio.edu to close the project or award