Internal Award
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 (5) Defines body of work
- Task (5) Work breakdown structure
- Award (7) Who or how it is being funded
- Expenditure Type (30) Object Code with description
Project Segment

- 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.)

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

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12143</td>
<td>BERRYMAN, DARLENE E (115267)</td>
</tr>
<tr>
<td>12152</td>
<td>BURNETTE, DAVID DEAN (133817)</td>
</tr>
<tr>
<td>12452</td>
<td>AVIONICS (140901)</td>
</tr>
<tr>
<td>12465</td>
<td>CHAIR LINGUISTICS (100190)</td>
</tr>
<tr>
<td>13004</td>
<td>STEINBERG, ERIC (106854)</td>
</tr>
<tr>
<td>14737</td>
<td>FOX, MATTHEW (159980)</td>
</tr>
</tbody>
</table>
Project Key Members

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

<table>
<thead>
<tr>
<th>Key Member Roles</th>
<th>1) Faculty Project: Enter Faculty Name (Last Name, First Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>2) Departmental Project: Enter Director’s name (Last Name, First Name)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Administrator</th>
<th>Optional – Enter Administrator Name (Last Name, First Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>NOTE: This is for query purposes on Award/Project Member field in the OBI Grants Funds Available and Summary Reports.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Support</th>
<th>Optional – Enter Administrator Name (Last Name, First Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: This is for query purposes on Award/Project Member field in the OBI Grants Funds Available and Summary Reports.</td>
</tr>
</tbody>
</table>
Task Segment

- 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

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

- **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)

<table>
<thead>
<tr>
<th>Award Purpose</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction 10</td>
<td>10</td>
</tr>
<tr>
<td>University Research 20</td>
<td>20</td>
</tr>
<tr>
<td>Public Service 30</td>
<td>30</td>
</tr>
</tbody>
</table>
Award Roles

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

<table>
<thead>
<tr>
<th>Award Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Manager</td>
<td>Department Administrator responsible for managing the award; there can only be one Award Manager per Award</td>
</tr>
<tr>
<td>Co-Award Manager</td>
<td>Co-manager of the award</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>Administrative support for the award</td>
</tr>
</tbody>
</table>
## Internal Award Types – Ohio University

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

<table>
<thead>
<tr>
<th>Foundation Award Type (Source)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSP OUF RUSS VISION (420980)</td>
<td>Foundation</td>
</tr>
<tr>
<td>FSP OUF KOPCHICK (420981)</td>
<td>Foundation</td>
</tr>
<tr>
<td>FSP OUF 1804 AWARD (420982)</td>
<td>Foundation</td>
</tr>
<tr>
<td>FSP OUF KONNEKER (420983)</td>
<td>Foundation</td>
</tr>
<tr>
<td>FSP OUF SUGAR BUSH (420984)</td>
<td>Foundation</td>
</tr>
<tr>
<td>FSP OUF BAKER AWARD (420985)</td>
<td>Foundation</td>
</tr>
<tr>
<td>FSP OUF OTHER AWARD (420986)</td>
<td>Foundation</td>
</tr>
</tbody>
</table>
Internal Award Number

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

1st Digit | 2nd – 3rd Digits | 4th – 7th Digits
---|---|---
4 | 10 | 0001

4 = Internal Award

Planning Unit Number (10 = Arts & Sciences)
Planning Unit Number is the first two digits of the ORG

Numbers assigned by Planning Unit
Expenditure Type

- 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

<table>
<thead>
<tr>
<th>List of Expenditure Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Debt Service</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Financing Costs</td>
</tr>
<tr>
<td>Occupancy and Maintenance</td>
</tr>
<tr>
<td>Other Operating Costs</td>
</tr>
<tr>
<td>Other Personnel Costs</td>
</tr>
<tr>
<td>Participants</td>
</tr>
<tr>
<td>Professional Services</td>
</tr>
<tr>
<td>Salaries and Wages</td>
</tr>
<tr>
<td>Student Aid</td>
</tr>
<tr>
<td>Subcontracts</td>
</tr>
<tr>
<td>Supplies</td>
</tr>
<tr>
<td>Travel</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Project</th>
<th>Task 1 - Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date: 7/1/17</td>
<td>7/1/17 - 12/31/17</td>
</tr>
<tr>
<td>6/30/2018</td>
<td>12/31/2018</td>
</tr>
</tbody>
</table>

**Awards**

<table>
<thead>
<tr>
<th>Pre-Award: 7/1/17</th>
<th>Award A</th>
<th>Close Date: 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date: 10/1/17</td>
<td>End date: 9/30/18</td>
<td></td>
</tr>
</tbody>
</table>

**Valid expenditure ranges**

- **Valid expenditure dates (7/1/17 - 9/30/18)**
  - Without Pre-Award approval
  - WITH Pre-Award approval
  - Processing (10/1/18 - 12/31/18)
When is a PTA Chargeable?

- **Project**
  - Project status of Pending or Closed is not-chargeable
  - Project = Approved
  - Task = Chargeable
  - Award = Active or At Risk
  - Valid expenditure item date

- **Award**
  - Award status of On Hold or Closed is not-chargeable

- **Task**
  - Task Chargeable box unchecked is not-chargeable
  - Valid date range is between: latest Start date and the earliest End date

- Valid date range is between: latest Start date and the earliest End date
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](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
Create a Project

- In Search For, click **Templates**
- Click **Find**
Internal Project Template

• To copy the selected template into a new project, click **Copy To**
Project Quick Entry

[Image of a project quick entry window with fields for Project Name, Organization, Project Manager, Project Start Date, and Administrative Support.]
## Project Quick Entry – Required Fields

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Administrator</td>
<td>Optional: ADMINISTRATOR LAST NAME, FIRST NAME</td>
</tr>
<tr>
<td></td>
<td>NOTE: This is for query purposes (Award/Project Member field) in OBI Grants Funds Available and Summary Reports</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>Optional: ADMINISTRATOR LAST NAME, FIRST NAME</td>
</tr>
<tr>
<td></td>
<td>NOTE: This is for query purposes (Award/Project Member field) in OBI Grants Funds Available and Summary Reports</td>
</tr>
</tbody>
</table>

Click **OK**
Projects, Templates Summary

- Click the system-generated **Number** and then click **Open**

**Reminder:** This number is system generated. **You will need the Project Number to fund the Project** (in the Award section)
Projects, Templates

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Default is Ohio University Operations from template</td>
</tr>
<tr>
<td>Number</td>
<td>System generated</td>
</tr>
<tr>
<td>Name</td>
<td>Default is from the Project Name entered on the Project Quick Entry screen. If necessary, you may update this field.</td>
</tr>
<tr>
<td>Type</td>
<td>Default is INTERNAL from template</td>
</tr>
<tr>
<td>Organization</td>
<td>Default is from the Organization entered on the Project Quick Entry screen</td>
</tr>
<tr>
<td>Long Name</td>
<td>Default is from the Name field. If necessary, you may update this field.</td>
</tr>
</tbody>
</table>
## Projects, Templates

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

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
Tasks

Example:
Setup Task 50 by completing the following fields:
Tasks

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

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

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>OU Parent Task (Defined Flex Field = DFF)</td>
<td>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 <strong>required</strong> field for reporting consistency. The following OU Parent Tasks will default from the template:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Description</th>
<th>Trans Start Date</th>
<th>Trans Finish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>PRES RSCH</td>
<td></td>
<td>01 JUL-2017</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>BAKER AWAR</td>
<td></td>
<td>01 JUL-2017</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>INTERNAL AW</td>
<td></td>
<td>01 JUL-2017</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>RESEARCH C</td>
<td></td>
<td>01 JUL-2017</td>
<td></td>
</tr>
</tbody>
</table>

If a new task is added, this field is required. The following is an example:

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Description</th>
<th>Trans Start Date</th>
<th>Trans Finish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>PU STARTUP</td>
<td></td>
<td>01 JUL-2017</td>
<td></td>
</tr>
<tr>
<td>20.01</td>
<td>PU STARTUP</td>
<td>PU STARTUP 1</td>
<td>01 JUL-2017</td>
<td></td>
</tr>
</tbody>
</table>

Click Save
Task Options

• Click **Options**

• Next to **Task Detail**, click the blue box
### Task Details

<table>
<thead>
<tr>
<th>Task Number</th>
<th>20</th>
<th>Task Name</th>
<th>PU STARTUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Task Name</td>
<td>PU STARTUP</td>
<td>Organization</td>
<td>830010 GRANTS ACCO</td>
</tr>
<tr>
<td>Task Manager</td>
<td></td>
<td>Work Type</td>
<td></td>
</tr>
<tr>
<td>Service Type</td>
<td>NOT SPECIFIED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trans Duration</td>
<td>01-JUL-2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source Reference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Allow charges
- Billable

[Task Details - 14525.20]

[Image: OHIO Professional Development Pathways]

[Image: OHIO UNIVERSITY]
## Task Details

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Number</td>
<td>Default is from the Task Window. This can be changed if no funding, budget or transactions have posted to this Task.</td>
</tr>
<tr>
<td>Task Name</td>
<td>Default is from the Task Window.</td>
</tr>
<tr>
<td></td>
<td>Limited to 20 characters, alphanumeric, ALL CAPS. If necessary, this can be changed.</td>
</tr>
<tr>
<td>Long Task Name</td>
<td>Default is Task Name.</td>
</tr>
<tr>
<td></td>
<td>Limited to 240 characters. If necessary, this can be changed.</td>
</tr>
<tr>
<td>Task Manager</td>
<td>Leave [blank]</td>
</tr>
<tr>
<td>Organization</td>
<td>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.</td>
</tr>
<tr>
<td>Service Type</td>
<td>Default is NOT SPECIFIED. This auto accounts to the Activity segment in the General Ledger.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Contact <a href="mailto:Finance@ohio.edu">Finance@ohio.edu</a> to add already existing Activity Segments to the Grants Module so they can be used as a Service Type.</td>
</tr>
</tbody>
</table>
## Task Details

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

Click **Save.** 🔄 Close the windows.
Key Members

Oracle User Entry
Key Members

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

• The **Project Manager** role is required
  • The Project Manager is entered during Project setup

• These roles are optional
  • Administrative Support
  • Project Administrator
## Key Members

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

Click **Save.** ![Close](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**
Award Quick Entry

[Image of Award Quick Entry window]

- Award Number
- Award Short Name
- Full Name
- End Date
- Award Type
- Organization
- Award Manager
- Start Date
- Close Date
- Purpose
- Status: Active

[Buttons: Cancel, OK]
# Award Quick Entry

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>A seven digit smart number determined prior to setup of the award:</td>
</tr>
<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; digit = 4 for Internal Award</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; digits = Planning Unit #</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; – 7&lt;sup&gt;th&lt;/sup&gt; digits = number sequence assigned by Planning Unit</td>
</tr>
<tr>
<td>Award Short Name</td>
<td>Limited to 30 characters, alphanumeric</td>
</tr>
<tr>
<td></td>
<td>Example: PLANNING UNIT STARTUP FUNDS</td>
</tr>
</tbody>
</table>
## Award Quick Entry

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Limited to 240 characters, alphanumeric</td>
</tr>
<tr>
<td></td>
<td>It can be the same as the Award Short Name</td>
</tr>
<tr>
<td>Start Date</td>
<td>Start Date of funding. Format: DD-MON-YEAR or click the list of values and select the date.</td>
</tr>
<tr>
<td>End Date</td>
<td>End Date of funding. Format: DD-MON-YEAR or click the list of values and select the date.</td>
</tr>
<tr>
<td>Close Date</td>
<td>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.</td>
</tr>
<tr>
<td>Award Type</td>
<td>Type of funding selected from the list of values</td>
</tr>
<tr>
<td></td>
<td>Example: PU STARTUP FUNDS</td>
</tr>
<tr>
<td>Purpose</td>
<td>Select from the list of values: University Research, Instruction, Public Service, Student Services, Academic Support, or Fundraising &amp; Development</td>
</tr>
</tbody>
</table>
# Award Quick Entry

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>The organization to which the award is assigned</td>
</tr>
<tr>
<td>Status</td>
<td>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.</td>
</tr>
<tr>
<td>Award Manager</td>
<td>Department staff who provides administrative and financial management of the award. Enter LAST NAME, FIRST NAME.</td>
</tr>
</tbody>
</table>
Award Quick Entry

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

Click OK
Awards Descriptive Flexfield

• A University account funding a University Award Type

• 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
Award Management

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>The naming convention for installment number is sequential order</td>
</tr>
<tr>
<td>Issue Date</td>
<td>Effective date of award/modification. This can be [blank]</td>
</tr>
</tbody>
</table>
| Type       | One of the following:  
  • Award is the original funding  
  • Supplement is additional funding  
  • 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

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

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**
Project Funding

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>Enter or select the Project Number to fund.</td>
</tr>
<tr>
<td>Task Number</td>
<td>Enter or select the Task Number to fund.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the funding amount.</td>
</tr>
<tr>
<td>Date</td>
<td>Default is the current date (informational only)</td>
</tr>
</tbody>
</table>

Click **Save**. Close the window.
Funding Summary

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

• The Funding Summary displays the *Total Funding Amount* for each Project Number and Task Number.
Personnel

• Click the **Personnel** tab

• 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

• Click **Events**

• The following process initiates the funding transfer JE
Event
## Event

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

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**
## Award Budgets

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version Name</td>
<td>Leave [blank]</td>
</tr>
</tbody>
</table>
| Change Reason    | • 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
Task Budgets

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

<table>
<thead>
<tr>
<th>Resource</th>
<th>Amount Type</th>
<th>JUL 2017-18</th>
<th>AUG 2017-18</th>
<th>SEP 2017-18</th>
<th>OCT 2017-18</th>
<th>Period Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER OPERAT</td>
<td>Burdened Cost</td>
<td>5,000.00</td>
<td></td>
<td></td>
<td></td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

Total: BURDENED COST  5,000.00  0.00  0.00  0.00  0.00  5,000.00

For Resource <OTHER OPERATING COSTS> Period <AUG 2017-18>
Budget Lines (cont.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource</td>
<td>Enter Expenditure Category</td>
</tr>
<tr>
<td>Amount Type</td>
<td>Defaults to Burdened Cost</td>
</tr>
<tr>
<td>Month in Oracle FMS</td>
<td>Enter the budget on the 1st available month</td>
</tr>
</tbody>
</table>

Click **Save**

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

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

  • 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
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

Grants Module

Expenditure Type

712410 Laboratory Supplies

12143

50

4800003

Entity

Source

Org

Activity

Function

Object

ENT (2)

SOURCE (6)

ORG (6)

ACTV (4)

FNC (2)

OBJ (6)

Project

Task

Award

10

112600

830005

0000

20

General Accounting & Fin Reptng

Not Specified

Departmental Award (112600)

University Research

112600

830005

0000

20

712410

General Ledger
Auto Accounting: Foundation Account

Grants Module

Expenditure Type
712410 Laboratory Supplies

Entity
50
ENT (2)

Source
420986
SOURCE (6)

Org
ME – Mechanical Engineering
140800
ORG (6)

Activity
FSP OUF
2152
ACTV (4)

Function
University Rsch
20
FNC (2)

Object
712403
OBJ (6)

General Ledger
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!