Internal Award - How To Guide

Purpose: The purpose of this document is to provide departments instructions on how to setup projects, tasks and awards for internal awards in the Oracle Grants Module.

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BUSINESS PROCESS FOR CREATING INTERNAL AWARDS

Authorized users (as determined by the Planning Units) will setup all new internal awards as well as close out projects and awards in the Grants Module using the following process.

DEFINITIONS

Project – A project can represent a person or a scope of work. A project can have a single task or, if necessary, multiple tasks. The project org is for reporting purposes only.

Task – Tasks represent the work breakdown structure of the project. The task structure can vary from project to project depending on the nature of the project. Tasks have unique date ranges. The task org autoaccounts to the GL org segment value. The task service type autoaccounts to the GL activity segment value. See Appendix D for more information on autoaccounting.

Award – An award is an allocation of funding that funds a task(s) on one or more projects. The award org is for reporting purposes only. The award purpose autoaccounts to the GL function segment value. The award type autoaccounts to the GL source segment value. See Appendix D for more information on autoaccounting.

Installment – An installment is an allotment of funding on the award that can be, if necessary, increased or decreased over time. A single award can have a single installment or, if necessary, multiple installments. The installment controls the amount of money that can be funded to project task(s). It also controls the amount of money that can be transferred in the GL to fund the award. Installments may be future dated. See Appendix C for more information on dates.

GRANTS MODULE NAVIGATION

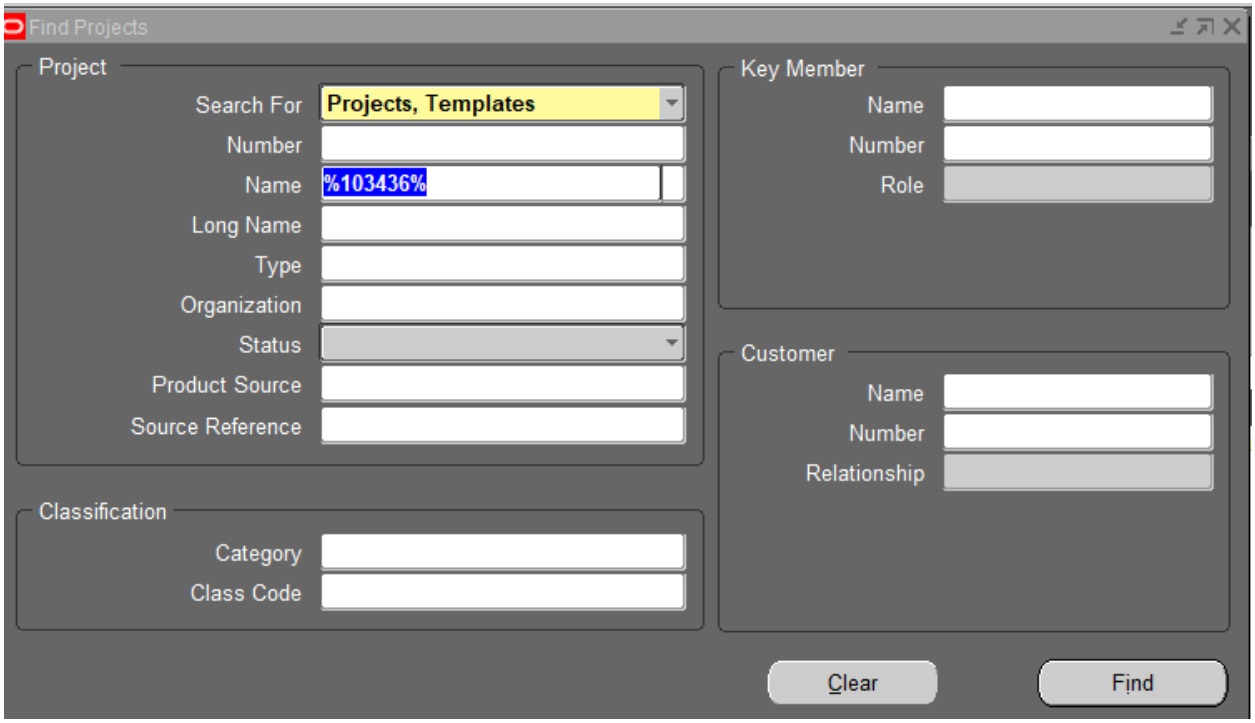
1. Click the following URL to Oracle Financials: https://www.ohio.edu/ebiz/ebiz.html

2. Click **OUGMS Internal Award User** from the *Main Menu*. This opens the menu.

3. Click **Projects** for Project setup. This is the first step in setting up a Project, Task and Award.

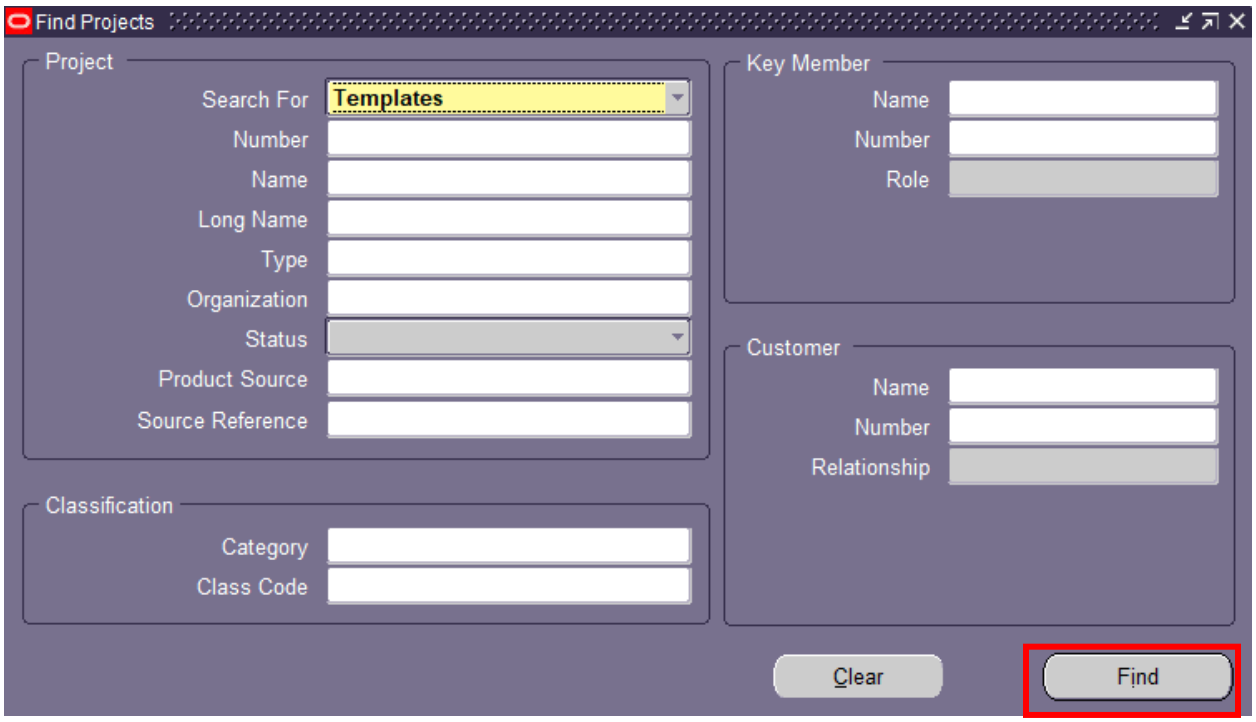
ATTN: PLEASE USE ALL CAPS WHEN ENTERING INFORMATION IN THE SYSTEM.

PROJECT SETUP

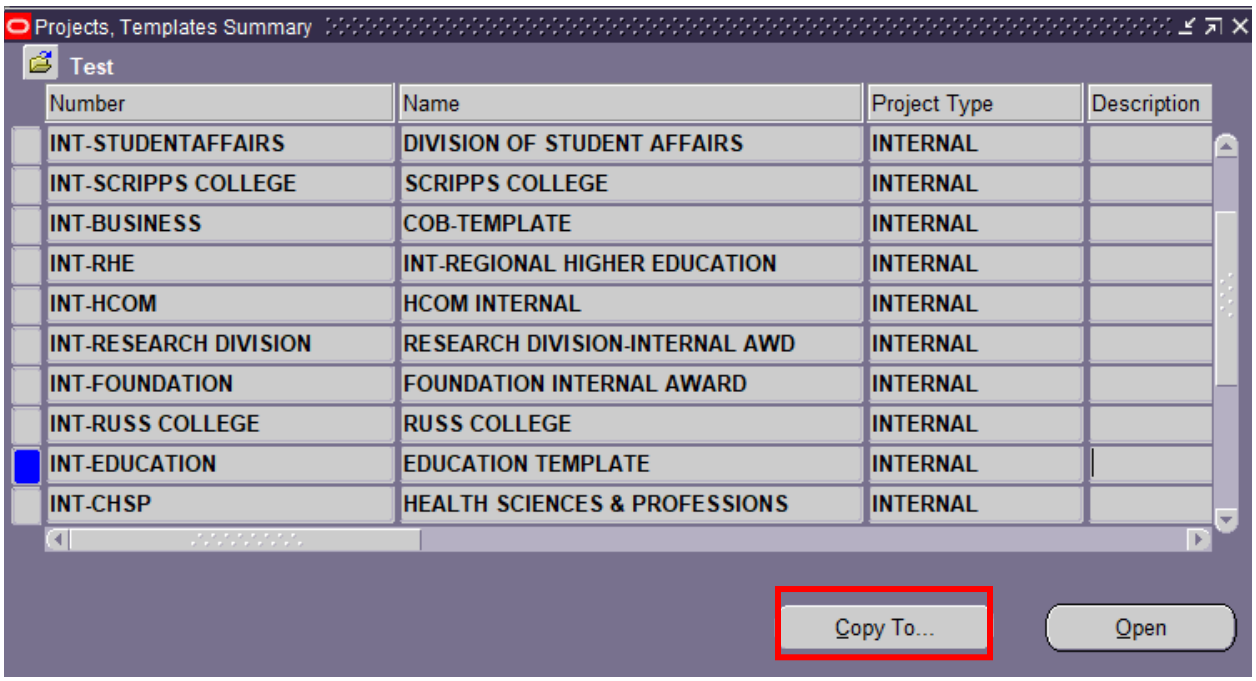


1. Verify the Project has not previously been setup.
    - Enter **Employee Last Name** in the *Name* field and **tab** to verify if an employee has a Project.

      or
    - Enter **Employee ID#** in the *Name* field and **t**ab to verify if employee has a Project. Employee id must be entered with "%" on both sides of the ID#.
        - Example: **%103436%**
    - **If there is an already existing project and you need to review, change, or add tasks, open the project & skip to the Task Setup Section.**
2. If there is not an already existing project, create a new project by selecting **Templates** from the *Search For* field. Click **Find**.



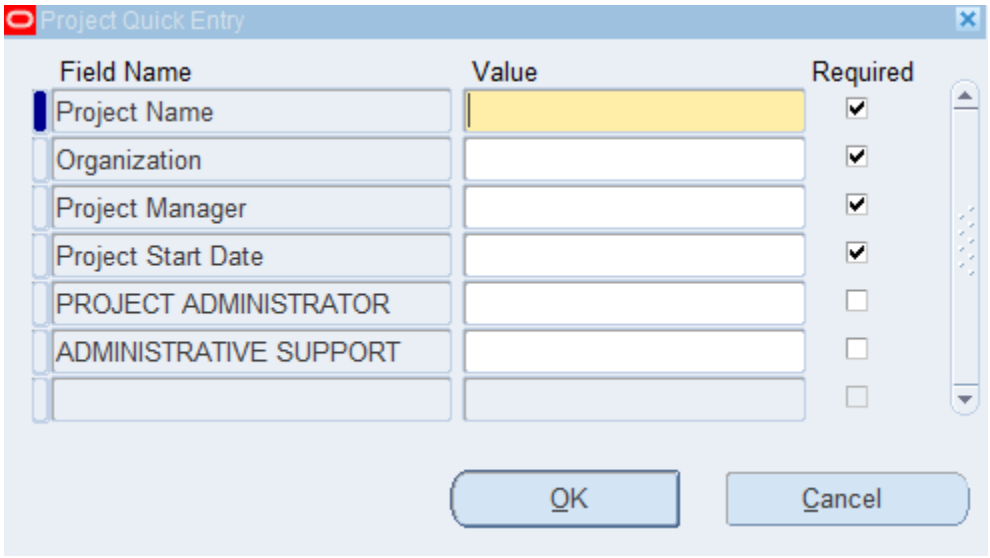
The only template that will be available will be the one for the planning unit for which you work and for which your name is assigned as a Key Member. (You may only see one template below)



3. Click the **Copy To** button to copy your selected template into a new project.

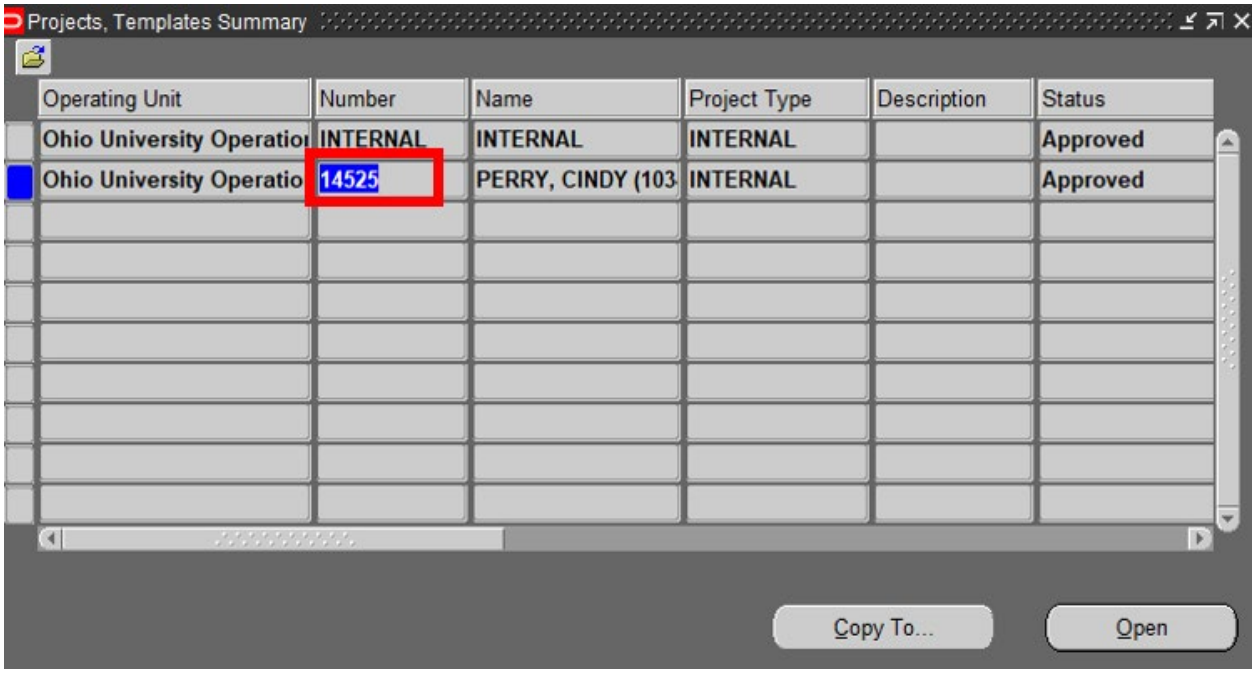
Project Quick Entry

4. Complete the Project Quick Entry window as described below:



Field Name	Enter…
Project Name	Unique name limited to 30 characters alphanumeric, ALL CAPS. 1) FACULTY PROJECT: LAST NAME, FIRST NAME (EMPL ID) Example) SMITH, JOHN (123456) – used when setting up a faculty project. 2) DEPARTMENT PROJECT: NAME OF DEPARTMENT (ORG #) Example) AVIONICS (140901) – used when setting up a planning unit or department project. **IMPORTANT:** The Project naming convention is critical for faculty and others to be able to see their information in OBI.
Organization	Project-owning organization that manages the project. **NOTE:** The Project Organization does nothing to drive accounting.
Project Manager	1) Faculty Project: Enter Faculty Name (Last Name, First Name) 2) Department Project: Enter Director Name for the department. (Last Name, First Name) Project Manager is a required role.

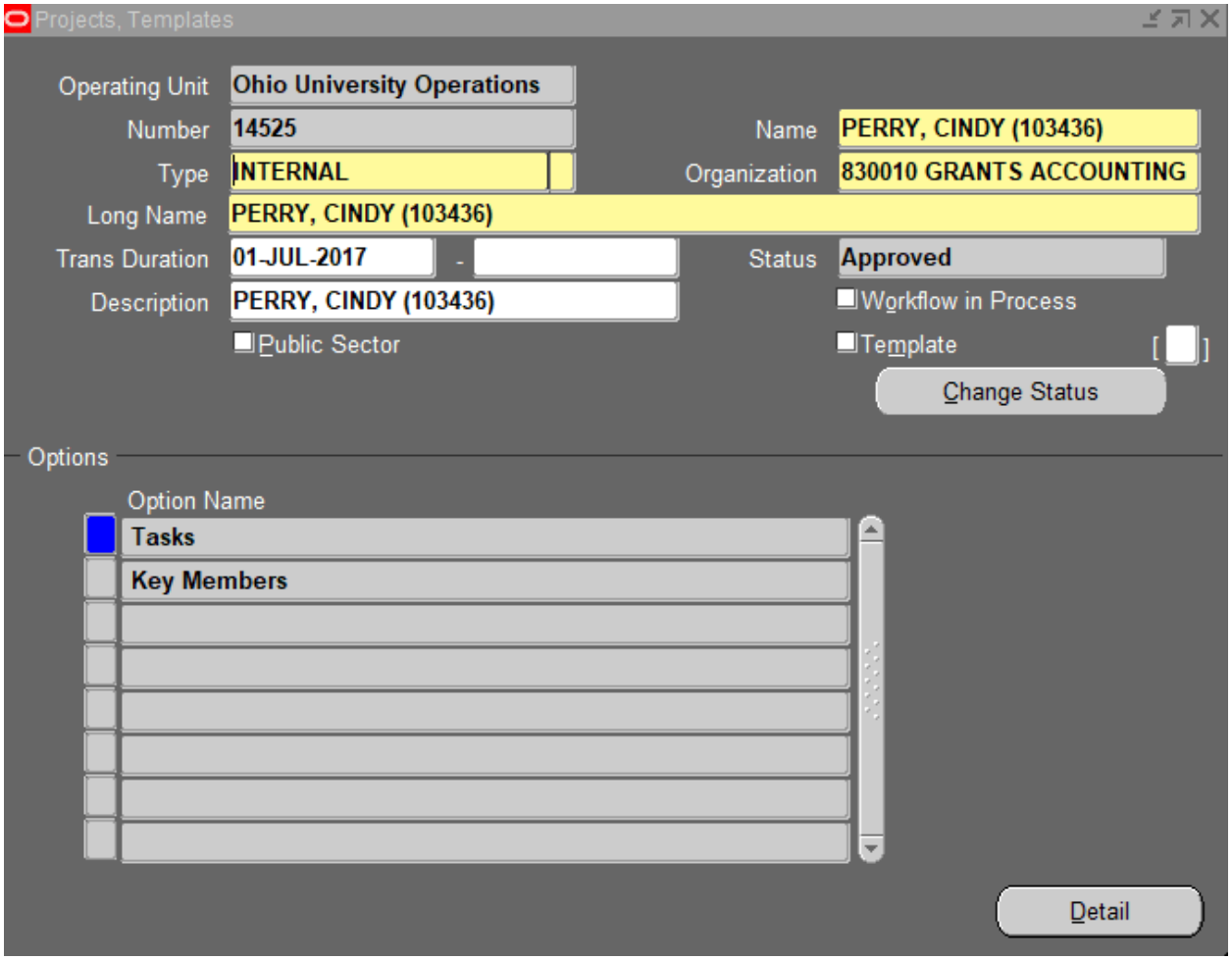
Field Name	Enter…
Project Start Date	Start date of funding. Format: DD-MON-YEAR (01-JUN-2017). Click on the list of values and select date. See Appendix C for further explanation.
Project Administrator	Optional – Enter Administrator Name (Last Name, First Name) **NOTE:** This is for query purposes on *Award/Project Member* field in the OBI Grants Funds Available and Summary Reports.
Administrative Support	Optional – Enter Administrative Support 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.
Click **OK**. *Project Quick Entry* window closes.	



Projects, Templates Summary

5. Click the system-generated **Number** and click **Open**.

   - The *Projects, Templates* window will display. **Write down the Project #.** You will need this number if you are going to fund the project.



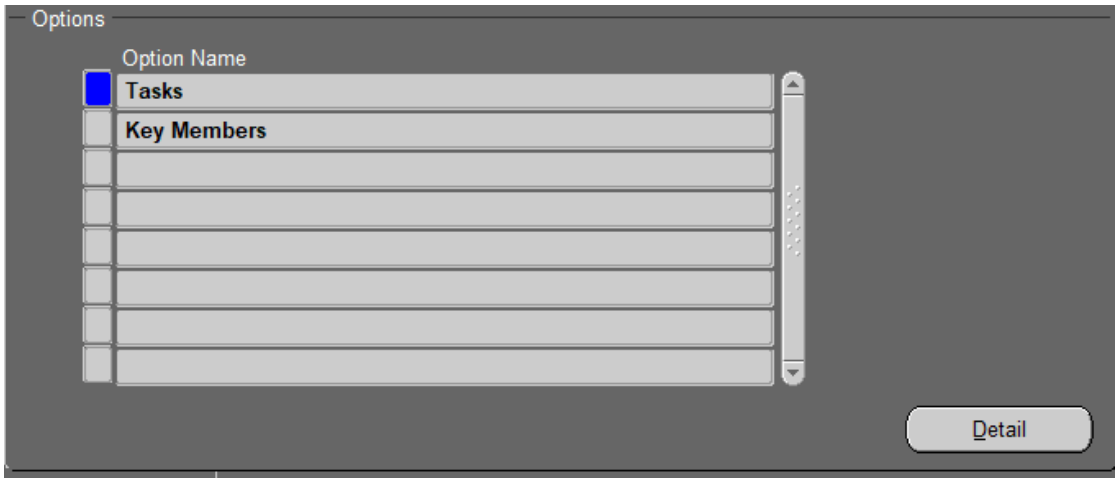
6. The *Projects, Templates* window is used to enter all of the attributes of a project.

Field Name	Enter…
Operating Unit	Defaults to Ohio University Operations from Template.
Number	System-generated.
Name	Defaults from the Project Name entered on the Project Quick Entry screen. You can update this field if there are changes.
Type	Defaults to INTERNAL from Template.
Organization	Defaults from the Organization entered on the Project Quick Entry screen. You can update this field if there are changes.
Long Name	Defaults from the Name field.

	Limited to 240 characters alphanumeric, ALL CAPS.
Trans Duration	This is the Start and End date for the Project. Start date defaults from the Start Date entered on the Project Quick Entry screen. End date is left blank until close out of the project. You can update these fields. (If future dating a project make sure Key Member dates are updated to use today's date) See Appendix C for further explanation.
Status	Defaults to Approved.
Description	Optional. Can be copied from Name. Limited to 250 characters alphanumeric, ALL CAPS.
Public Sector	Do not check.
Workflow in Process	Do not check.
Template	Do not check.
Click **Save**.	

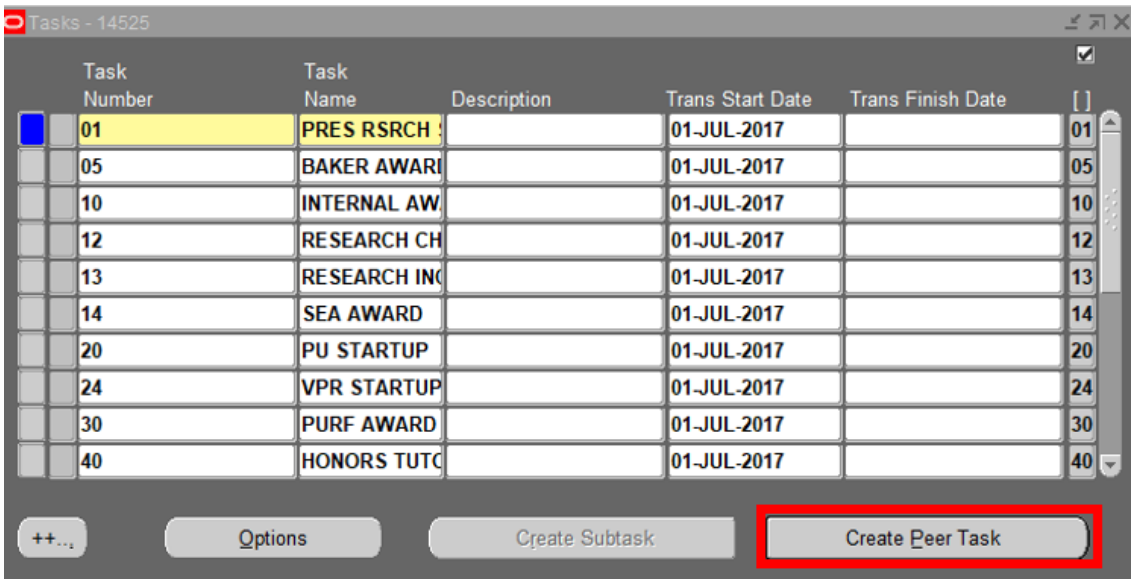
END OF PROJECT SETUP

TASK SETUP



Projects, Templates

1. Click **Tasks** and click **Detail** or click the blue box to the left of Tasks. The *Tasks* window will display.

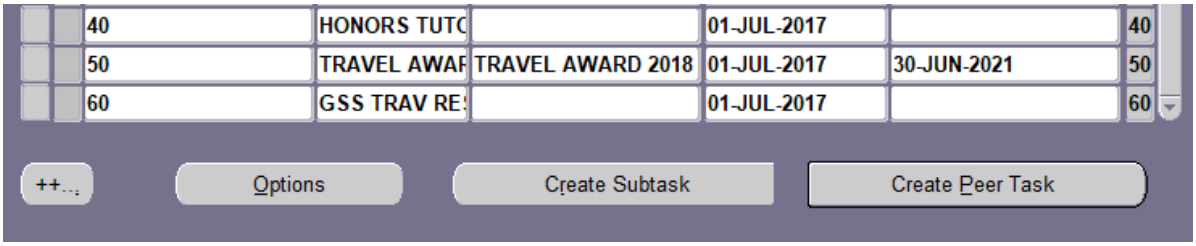


2. The Tasks window lists all of the standard tasks setup on the Projects template.

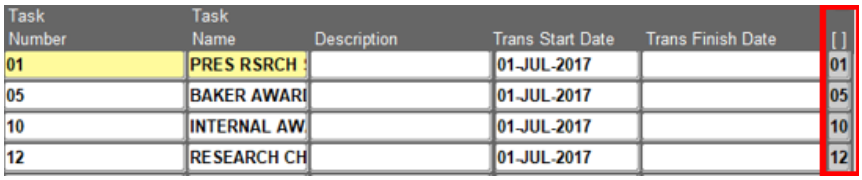
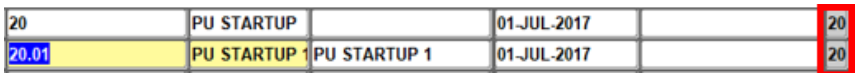
3. To setup a new task complete the following:

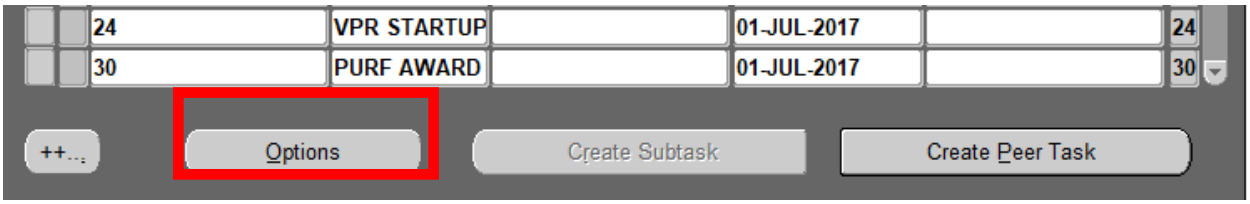
   - Each task number must be unique and **cannot be changed** after charges post to the task.
   - Click **Create Peer Task**.

Example: Setup Task 50 by completing the fields below:

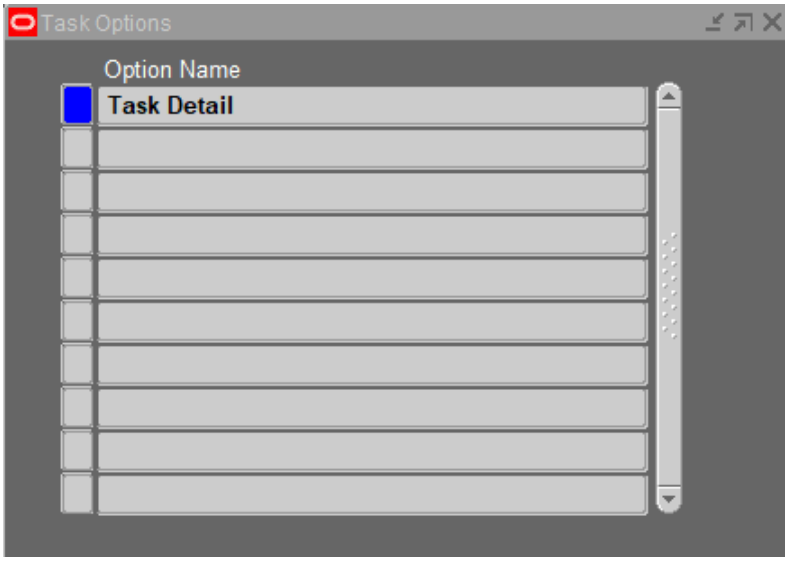


Field Name	Enter…
Task Number	Task Number convention: 01 = PRESIDENTIAL RESEARCH 05 = BAKER AWARD 10 = INTERNAL AWARD 11 = KOPCHICK AWARD 12 = RESEARCH CHALLENGE/OURC 13 = RESEARCH INCENTIVE 14-19 = SEA-STUDENT ENHANCEMENT AWARD 20-29 = START UP (PLANNING UNIT-PU = 20, VPR = 24) 30-39 = PURF 40 = HONORS TUTORIAL 42 = 1804 AWARD 44 = KONNEKER AWARD 46 = SUGAR BUSH AWARD 48 = OUF INTERNAL AWARD 49 = INNOVATION STRATEGY AWARD 50-59 = DEPARTMENTAL AWARD 60-69 = GSS TRAVEL RESEARCH OW AWARD 86 = RSCH GRAD INCENTIVE 80-85 & 87-99 = DEPARTMENTAL AWARD
Task Name	Short description of task should equal funding source from number convention. Limited to 20 characters alphanumeric, ALL CAPS.
Description	Long description of task. Not required. Limited to 240 characters alphanumeric

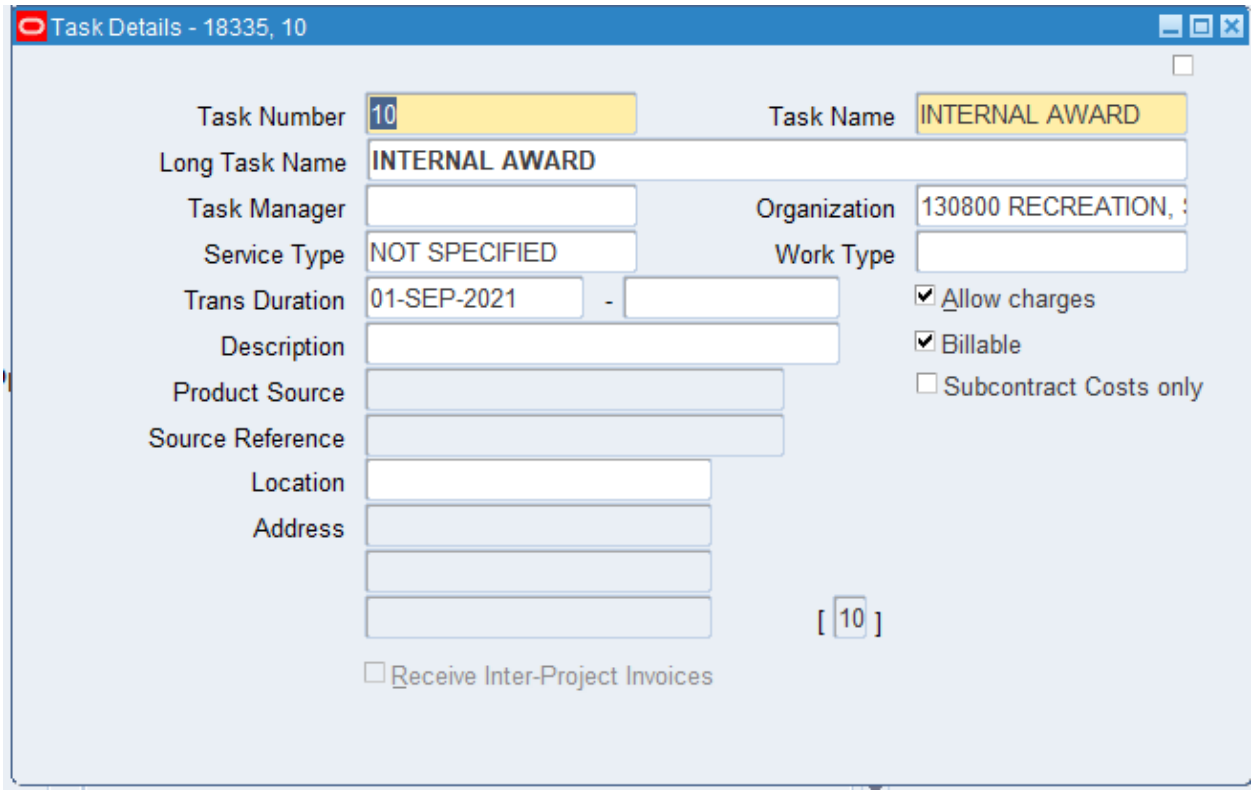
Field Name	Enter…
Trans Start Date	Defaults from Projects Trans Duration Start Date. This date can be changed. See Appendix C for further explanation.
Trans Finish Date	Defaults from Projects Trans Duration End Date. This is blank but can be end dated if applicable. See Appendix C for further explanation.
OU Parent Task (Defined Flex Field = DFF)	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 Task will default from the Template:  The following is an example when adding a new task: 
Click **Save**.	



4. Click **Options**.



5. Click the blue box to the left of Task Detail. The *Task Details* window will display.

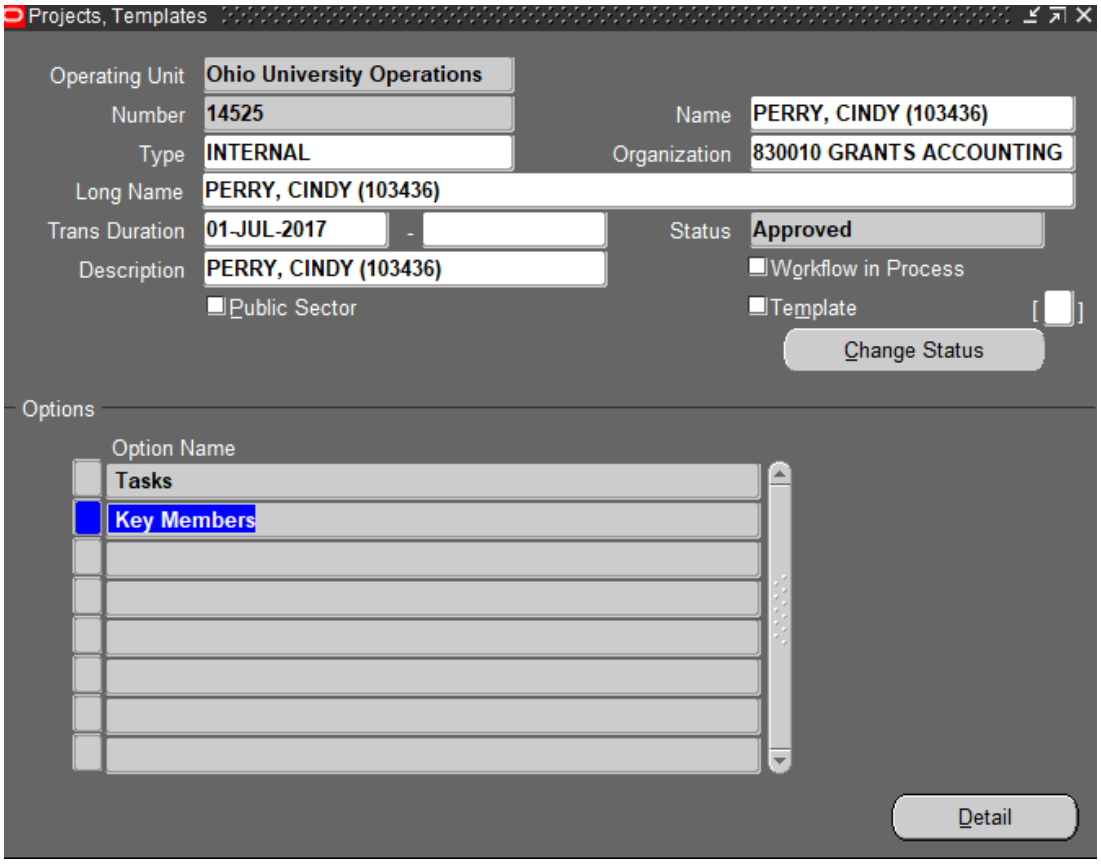


6. The *Task Details* window contains the following information:

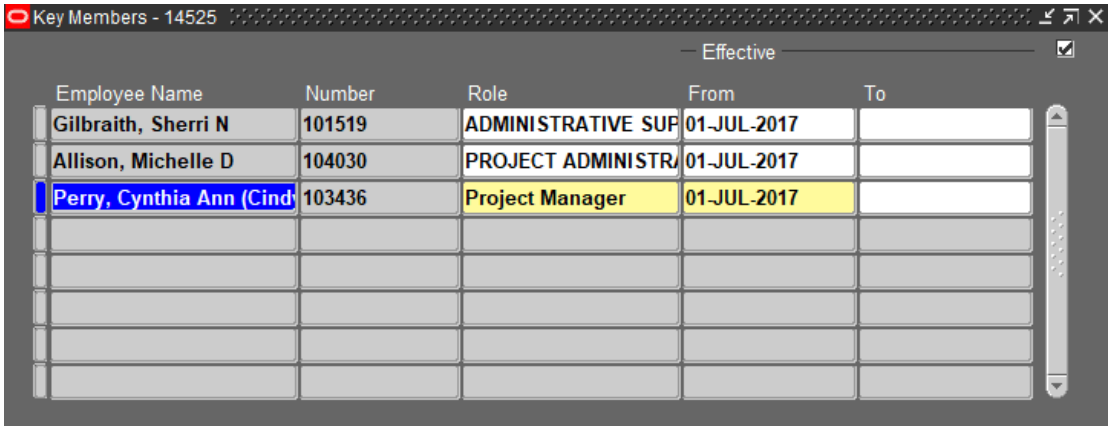
Field Name	Enter…
Task Number	Defaults from Task Window. This can be changed if no funding, budget, or transactions have posted to this task.
Task Name	Defaults from Task Window. Limited to 20 characters alphanumeric, ALL CAPS. This can be changed.
Long Task Name	Defaults from Task Name. Limited to 240 characters. This can be changed.
Task Manager	Leave blank.
Organization	Task owning organization defaults from Project. **NOTE:** Complete an *Internal Award Account Maintenance Form* to update this segment.
Service Type	Defaults to NOT SPECIFIED. This autoaccounts to the *Activity* segment in the General Ledger. **NOTE:** If the activity does not exist, complete a *Chart of Accounts (COA) Segment Value Request Form*. If the activity already exists, but is not available, complete an *Internal Award Account Maintenance Form* to add this service type. To update this segment, complete an *Internal Award Account Maint Form*.
Trans Duration	This is the Start and End date for the Task. Start date defaults from the Start Date entered on the Project. End date is optional. This can be changed within time frame of Project and Award. See Appendix C for further explanation.
Description	This is optional and can be changed.
Allow Charges	Check Box. When checked signifies that expenses may be charged to the task. **DO NOT UNCHECK**.
Billable	Check Box. When checked signifies that expenses charged to the task are eligible for generating the transfer journal entry in the general ledger. **DO NOT UNCHECK**.
Subcontract Costs only	Leave Box unchecked. This new box was added in an upgrade but is not applicable to Internal Projects. **DO NOT CHECK**.
Click **Save**. Close the window by clicking the X (top right).	

NOTE: To make changes to any Task, go to step 6 (*Task Details* window). **END OF TASK SETUP**

KEY MEMBERS



1. Click **Key Members** and click **Detail** or click in the blue box to the left of Key Member under Options.



2. The *Key Members* window is used to enter the key members on a Project.

NOTE: The *Project Manager* role is required and entered upon setup of the Project.

The following roles are optional:

- ADMINISTRATIVE SUPPORT
- PROJECT ADMINISTRATOR

Field Name	Enter…
Employee Name	Enter employee last name, first name.
Number	Employee number will auto populate and should be verified if there are employees with similar names.
Role	Project Manager is a required role.
From	Defaults to the start date of the project. If this date is in the future, 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.
To	End date only if replaced with a new Project Manager.
Click **Save**. Close the window by pressing **F4** or click the X (top right) of each window. This will take you to the *Navigator – Grant Accounting* window.	

Employees added/edited must be valid/active employees during the dates entered.

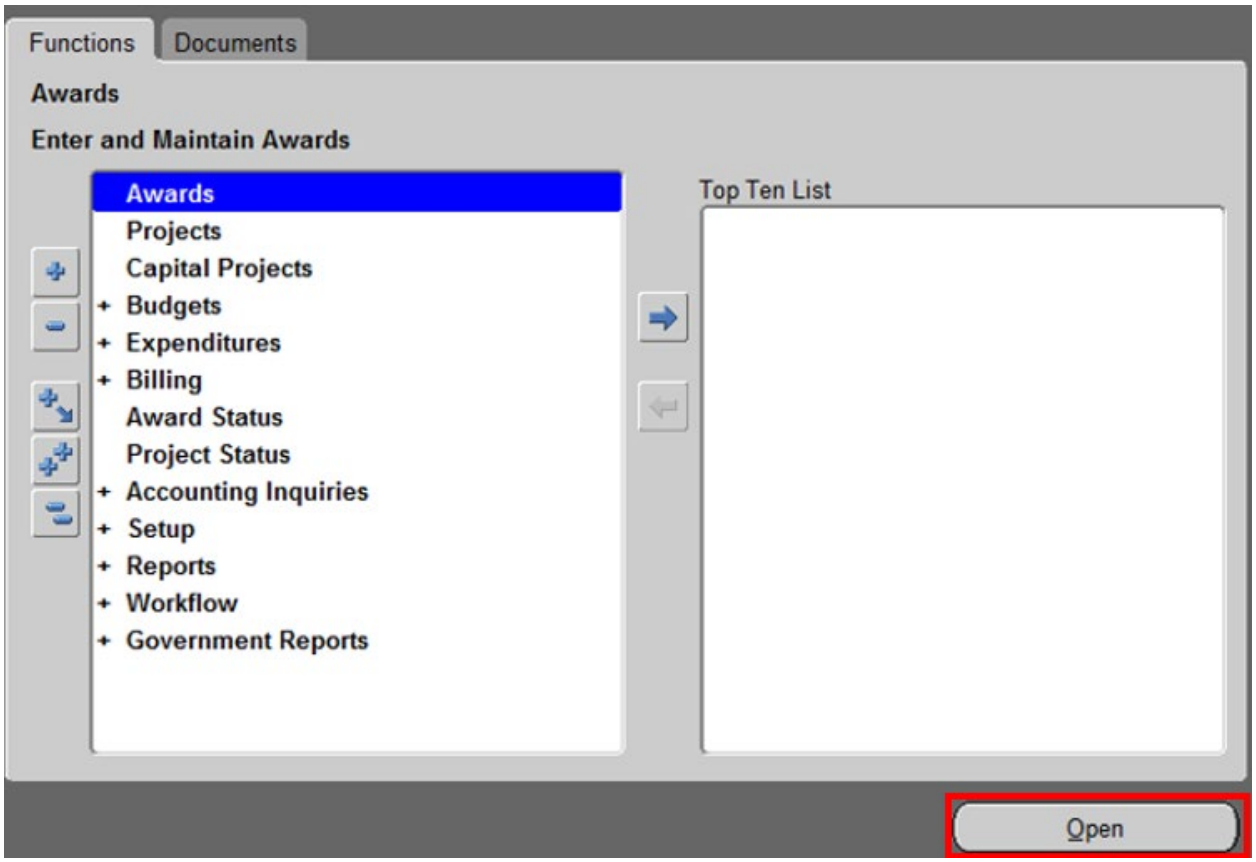
If the project manager changes during the life of the project, DO NOT delete the name. End date and then add a new line with the new personnel information and the new start date.

If other roles such as administrative support or project administrator change, delete the line item with the previous employee and add a new line item with the new employee.

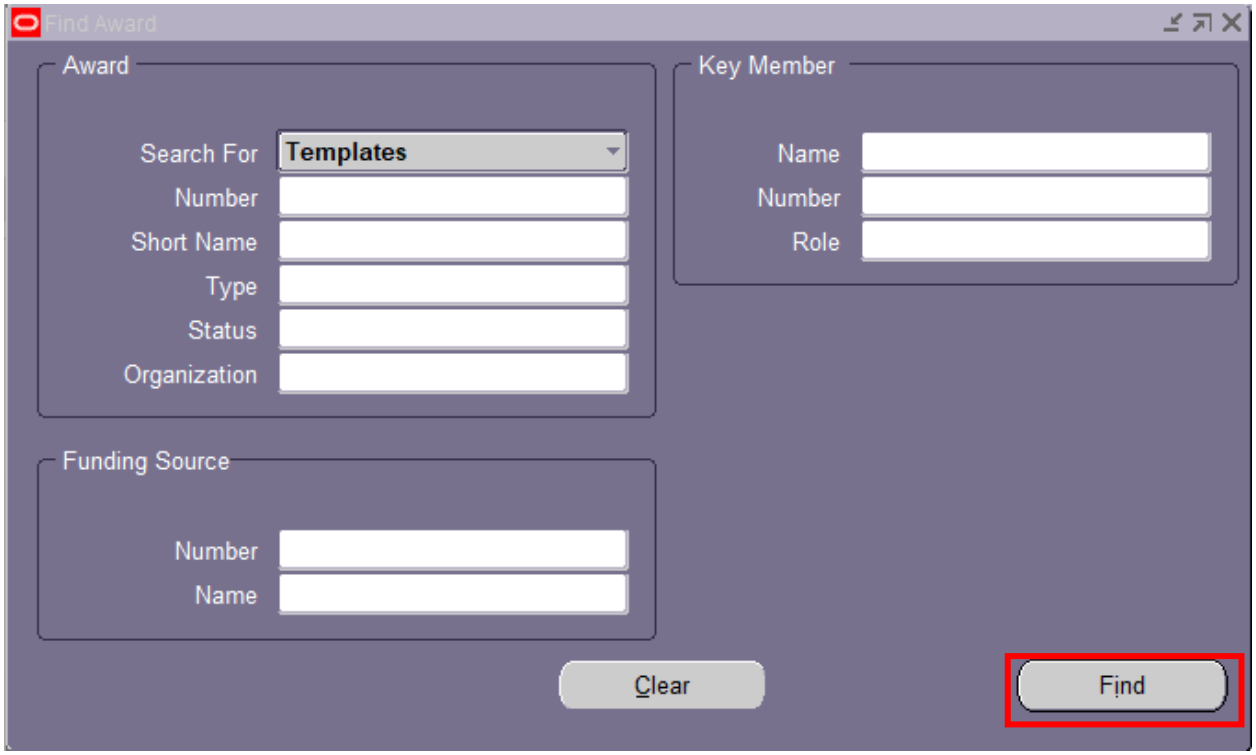
END OF KEY MEMBERS SETUP

AWARD SETUP

NOTE: Award setup procedures do not include Research Incentive (RI) Awards. RI Awards will be setup centrally by General Accounting and Financial Reporting. For information, refer to the OBI F&A/IDC Distribution Process Quick Reference Guide.



1. Click **Awards** and click **Open**.

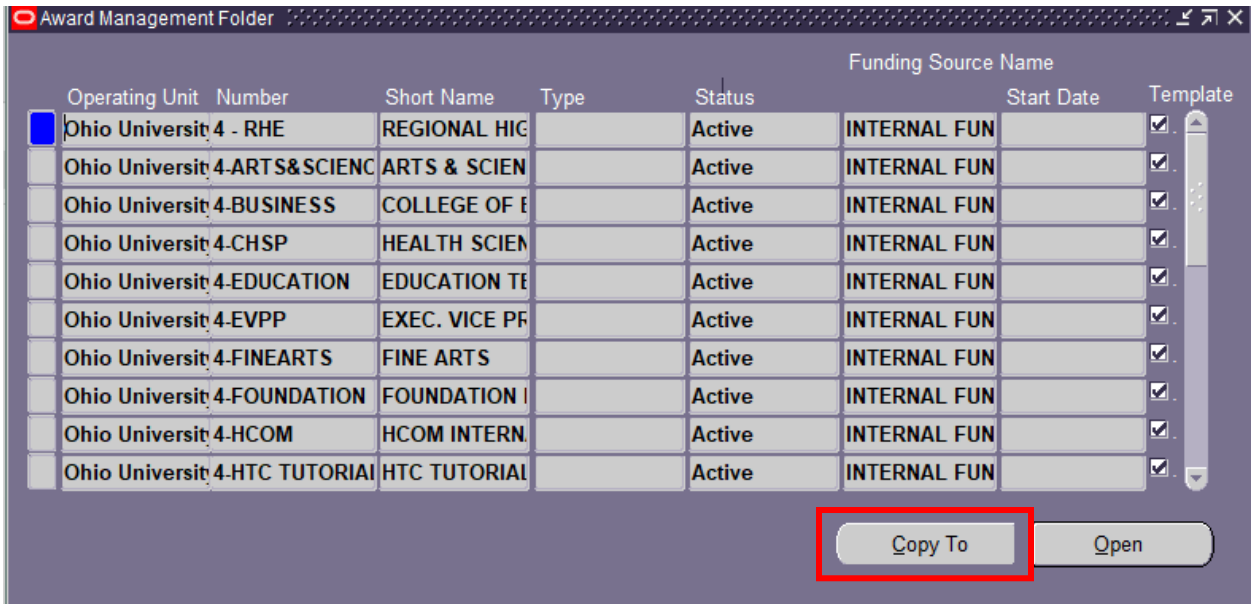


2. To create a new award, in the *Search For* field, click **Templates**.

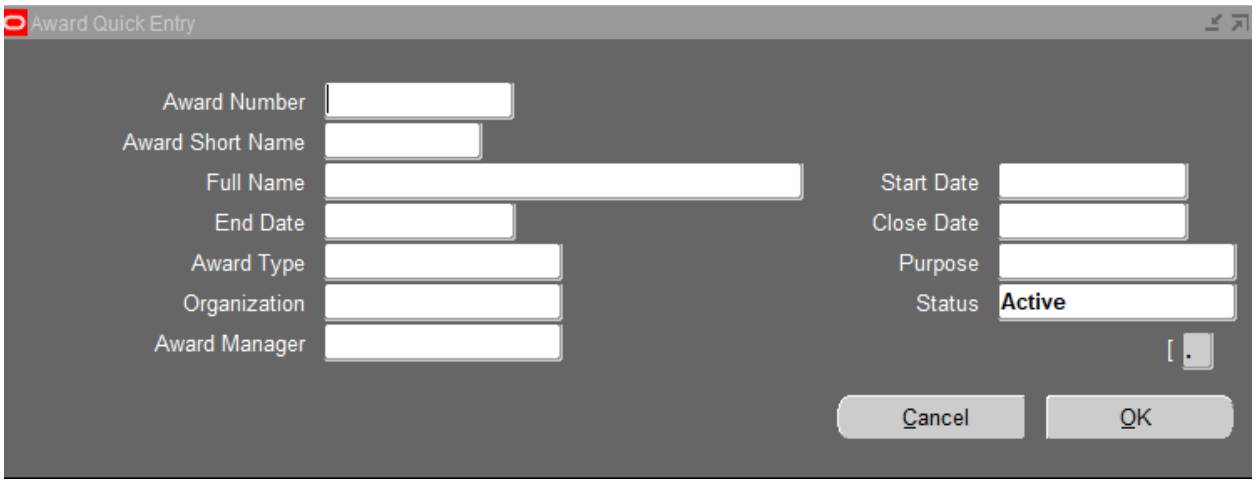
NOTE: If you are not creating a new Award, Select Search for Awards and type in your already existing Award Number in the Number field and click Find, then skip to the Installments section.

3. Click **Find**.

The only template that will be available will be the one for the planning unit for which you work and that you have your name assigned.

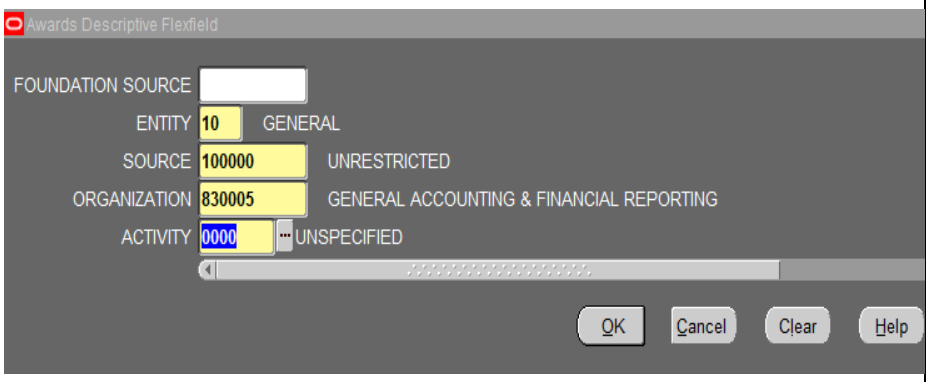
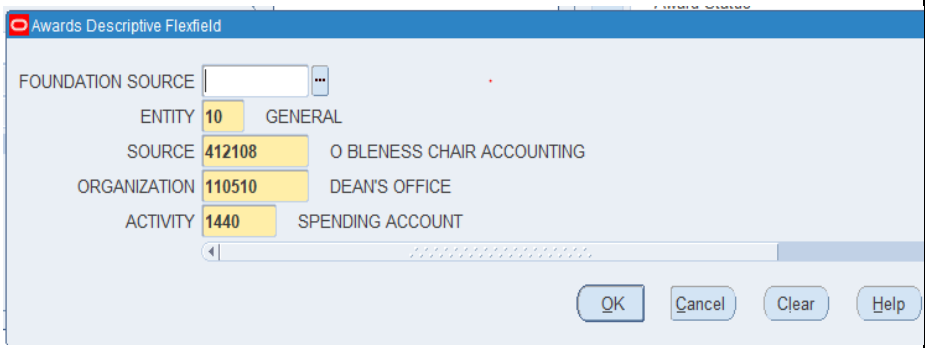


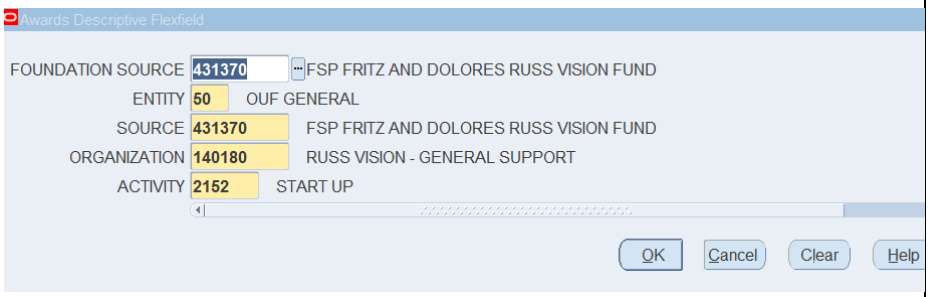
5. Click the **Copy To** button to copy the selected template to a new award.

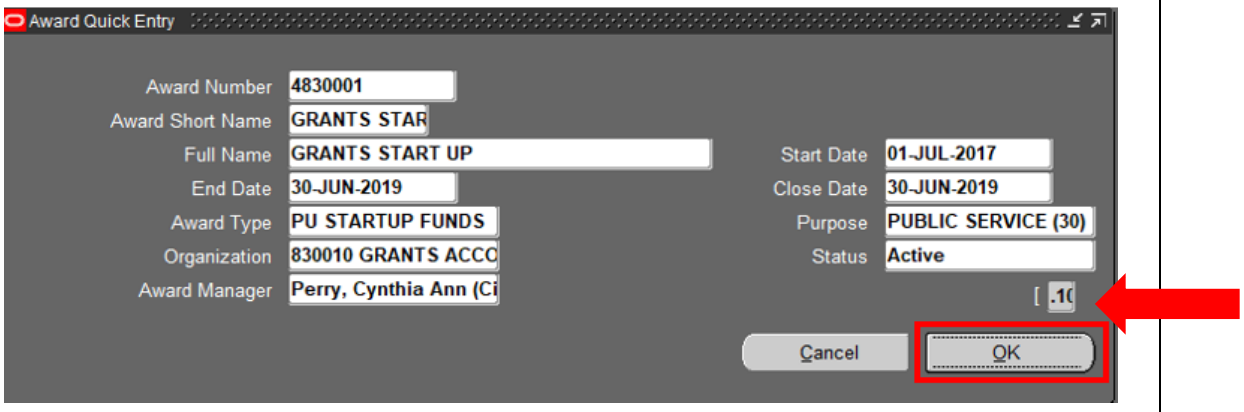


6. The following is entered in each field of the *Award Quick Entry*.

Field Name	Enter…
Award Number	The Award number is a 7 digit smart number using the following sequence and must be determined prior to the setup of the award: • 1st digit is 4 for Internal Award • 2nd and 3rd digits = Planning Unit # (see Appendix B) • 4th – 7th digit = number sequence assigned by Planning Unit.
Award Short Name	This field is 30 characters (alphanumeric). Example, PLANNING UNIT STARTUP FUNDS
Full Name	This field is 240 characters (alphanumeric). Can be same as Award Short Name.
Start Date	Start date of funding. Format: DD-MON-YEAR (i.e. 01-JUN-2017). Click on the list of values and select date. See Appendix C for further explanation.
End Date	End date of funding. Format: DD-MON-YEAR (i.e. 01-JUN-2017). Click on the list of values and select date. See Appendix C for further explanation.
Close Date	Add 60 days to the end date. Format: DD-MON-YEAR (i.e. 01-JUN-2017). Click on the list of values and select date. **NOTE:** Expenditures cannot be entered for an award after this date. See Appendix C for further explanation.
Award Type	Type of funding selected from list of values. Example, PU STARTUP FUNDS (112410). See Appendix F for valid Internal Award Types: Award Type (Source) and Transfer Object Code.
Purpose	Purpose is selected from the following values: University Research, Instruction, Public Service, Student Services, Academic Support and Fundraising & Development. This is selected based on the purpose of the spending according to the NACUBO Functional Expense Classification.
Organization	The organization which the award is assigned. This is for reporting purposes only.
Status	This is a list of values to select as follows: • Defaults to the status of "Active" allows expenditures to post to the award and the transfer journal entry to process in general ledger.

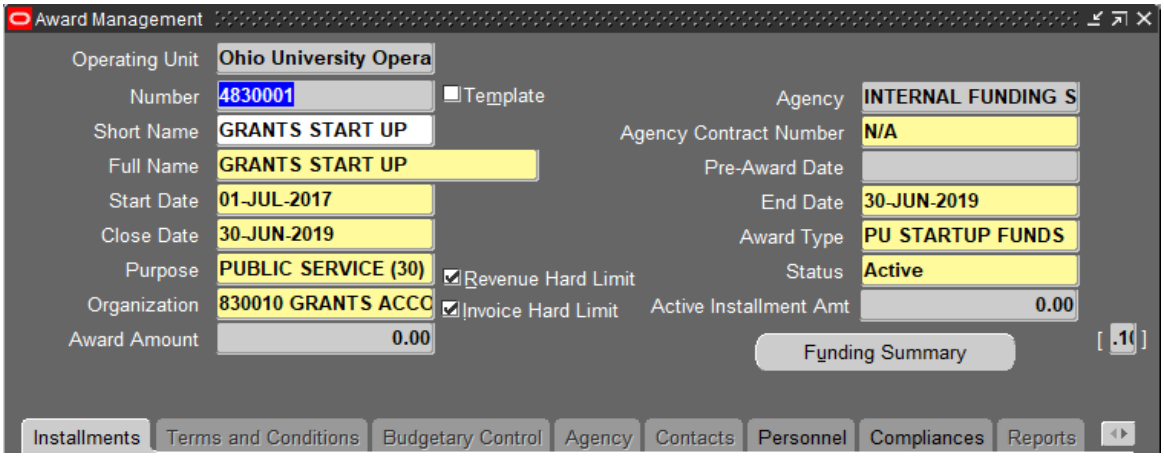
Field Name	Enter…
	• A status of "Closed" prevents expenditures from posting to the award and does not allow the transfer journal entry to occur. This status will be used once an award has been closed out.
Award Manager	Department staff who provides administrative and financial management of the award. Enter Award Manager (Last Name, First Name). **NOTE:** This is for query purposes on Award/Project Member field in the Grants Funds Available and Summary Reports in OBI Dashboard. The Award Manager is a required field.
Awards Descriptive Flexfield 	**This is the account number that will fund the award. A debit will be processed to this account when completing the Events process on the Compliances tab (See Compliances tab).** This process is for only one account number to fund an award. **NOTE:** The account entered in the Award Descriptive Flexfield must be valid with the Award Type on the Award. See Appendix F: Award Type, Sources and Transfer Object Code. This is an example of a University account funding a University Award Type:  This is an example of a Temporarily Restricted University account funding a Temporarily Restricted University Award Type: 

Field Name	Enter…
	Example of a Foundation account funding a Foundation Award Type:  **NOTE:** The FOUNDATION SOURCE must equal the SOURCE in the account string and correspond with the AWARD TYPE in Appendix F.



This is an example of the completed Award Quick Entry window.

Click **OK**. This will take you to the *Award Management* window.

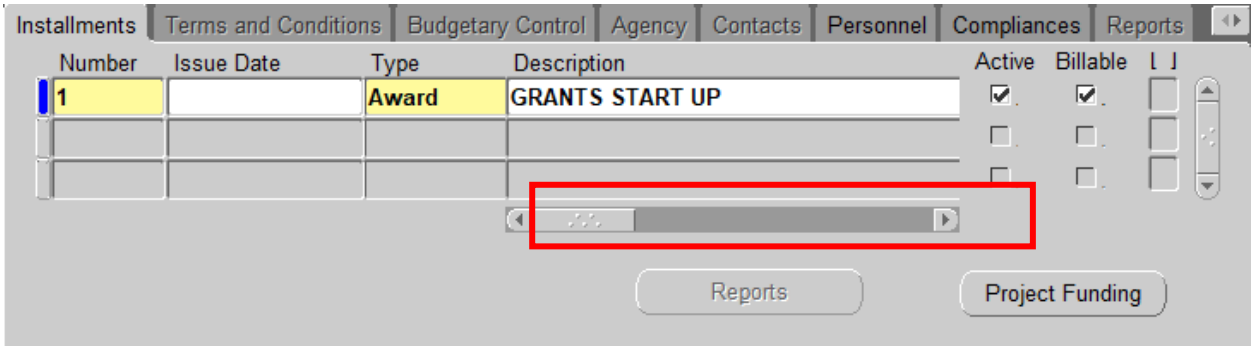


Award Management

1. The following must always be checked:
   - Revenue Hard Limit
   - Invoice Hard Limit

Installments

Click the **Installments** tab.



Award Installments

An installment defines the dollar amount that will fund the project and task.

ATTENTION: AWARDS CAN HAVE MULTIPLE INSTALLMENTS-BUT WE RECOMMEND ONLY USING INSTALLMENT 1 AND INCREASING THAT INSTALLMENT'S DIRECT FUNDING IF ADDING FUNDS

1. To create a new supplemental installment, click in the existing installment **Number** field and arrow down. This creates a new line. Review the account number that will fund the award which is entered in the Awards Descriptive Flexfield and change if necessary. A debit will be processed to this account during the 6 pm nightly processing after completing a new revenue event in the Compliances tab.

Enter the following information in *Installments* tab (use scroll bar outlined in red to view all fields):

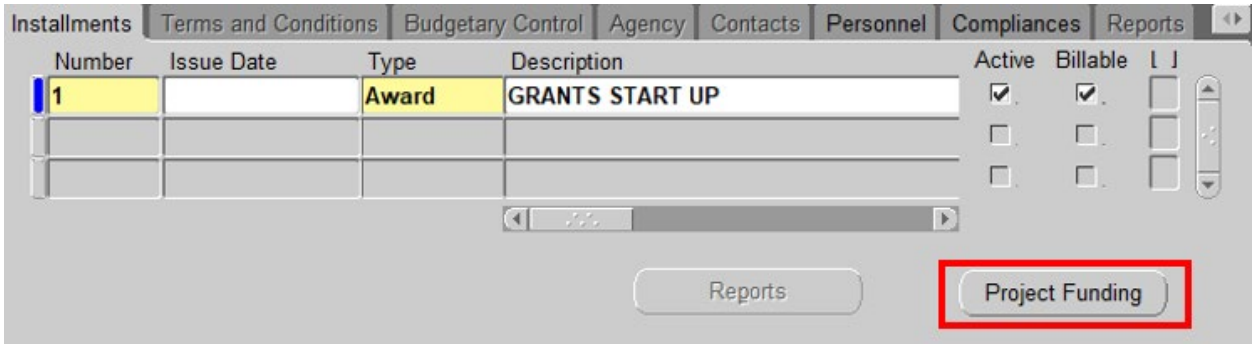
NOTE: When decreasing the installment, adjust the direct cost down on the same installment number where the revenue and funding was adjusted.

Field Name	Enter…
Number	The naming convention for the installment number is in sequential order.
Issue Date	Effective date of award/modification. This can be blank.
Type	This a list of values with three choices: • **Award** is the original funding, but can be increased later • **Supplement** (Is not recommended) is additional funds; use this to easily see additional funds added to award • **New Installment Number** • **Amendment:** (Not used) a non-financial change with no amount to enter (used for extensions, budget revisions)
Description	This is a short description for the purpose of the installment. For example: FALL AWARD or FISCAL YEAR
Start Date	Enter start date of the award.
End Date	Enter end date of the award. Date installment is no longer active.

Field Name	Enter…
Close Date	Add 60 days to the end date.
Direct Cost	Enter full funding amount. (Do not use commas when entering dollars.) This can be increased if you add funds to an award later.
Indirect Cost	Leave this blank.
Total Cost	Defaults from Direct Cost.
Active	• If the active box **is** checked, expenses can be charged to the award. Once the active box is checked, the installment amount will be automatically populated in the award amount and funded amount field on the award management window as shown below. • If the active box is **not** checked, the installment amount will be populated in the award amount field, but not in the funded amount field. This can be used to restrict an installment such as the next funding installment waiting for approval.
Billable	Billable box will be automatically checked once the Active box is checked. This is required in order for the transfer journal entry to be generated.
Click **Save**.	

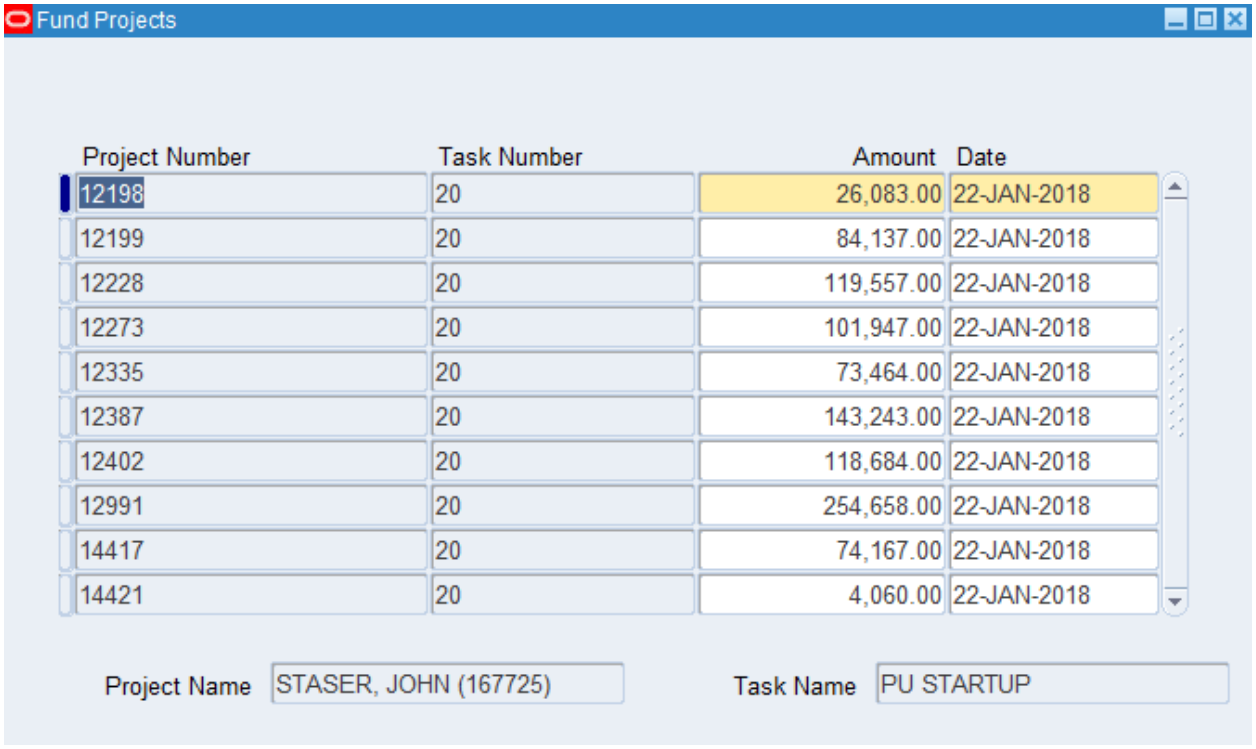
Project Funding

When the **Active** box is checked in Installments, the **Project Funding** button becomes active.



1. Click **Save**. With your cursor on the correct installment, click **Project Funding**.
   NOTE: When decreasing funding, verify and click on the installment that contains the revenue being decreased.

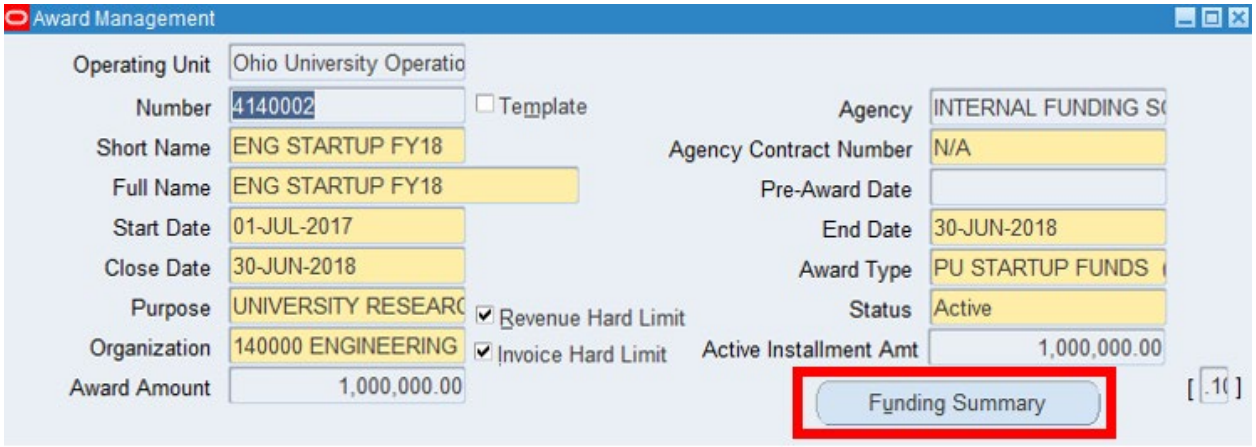
Project funding is an allocation of funding from an award to a project and task.



2. To fund projects, complete the following steps: Additional funding lines can be added when increasing or decreasing the funding at a later date. Arrow down or click green '+' to add funding lines.

Field Name	Enter…
Project Number	Select the Project number to fund.
Task Number	Select the Task number to fund.
Amount	Enter funding amount
Date	Defaults to the current date. The Project funding date is for informational purposes only, but can be changed to a future date. It has no effect in completing the revenue event or expenditures posting to the PTA. The Revenue event goes by the Event dates and the Installment dates must be within the Award dates. Expenditures can only post based on the latest start and earliest end date of the PTA.
Click **Save**.	

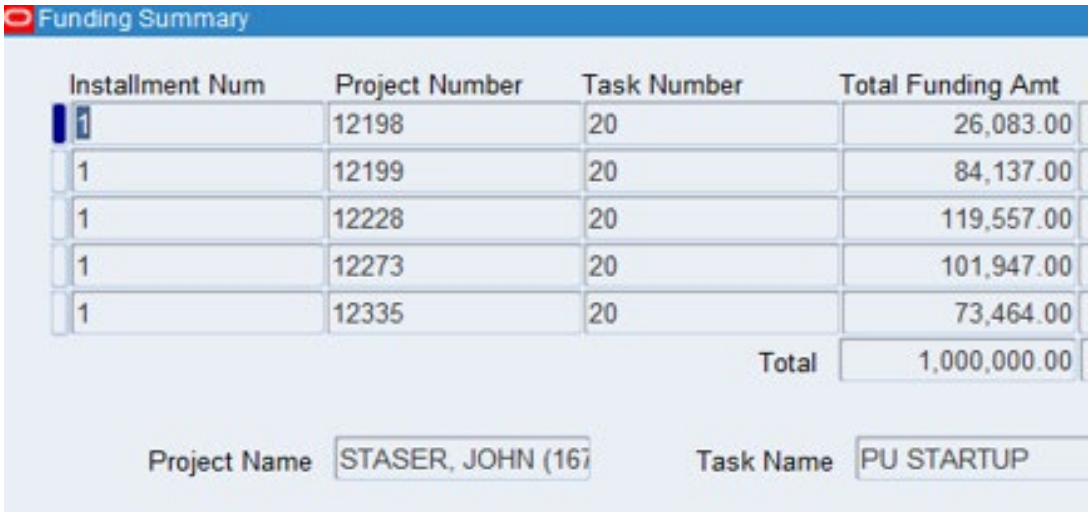
3. Complete this process to verify the *Project Funding* totals are correct.



4. Click **Funding Summary**.

The *Funding Summary* screen displays the following:

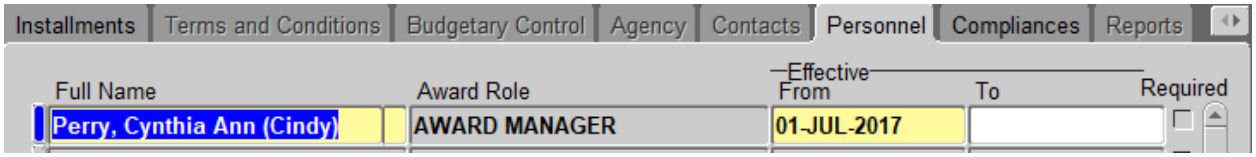
Total Funding Amt: Amount Funded for each project and task



The total of the dollar amounts by installment number/project/task funding must equal the Compliances (revenue) events for the same installment number/project/task. This is important to note when making any adjustments to the Funding and Compliances (revenue) events.

Personnel

1. Click the **Personnel** tab.



Award Personnel

The Award Manager is a required field. The Award Manager role will default from the *Award Quick Entry* window.

Employees added/edited must be valid/active employees during the dates entered.

The from date defaults to the start date of the award. If this date is in the future, 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.

2. If the award manager changes during the life of the award, DO NOT delete the name. End date and then add a new line with the new personnel information and the new start date.

Optional Roles: Co-Award Manager
Administrative Support

If other roles such as co-award manager or administrative support change, delete the line item with the previous employee and add a new line item with the new employee.

3. Click **Save**.

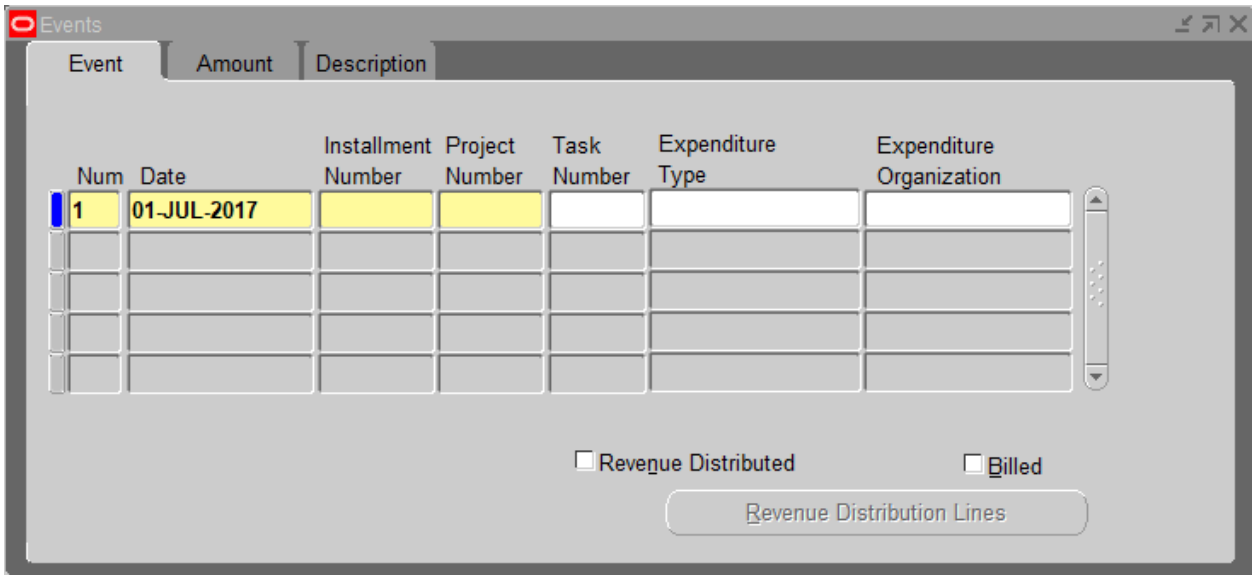
Compliances

1. Click the **Compliances** tab.

Information defaults from the *Award Template* and the *Award Quick Entry* form.

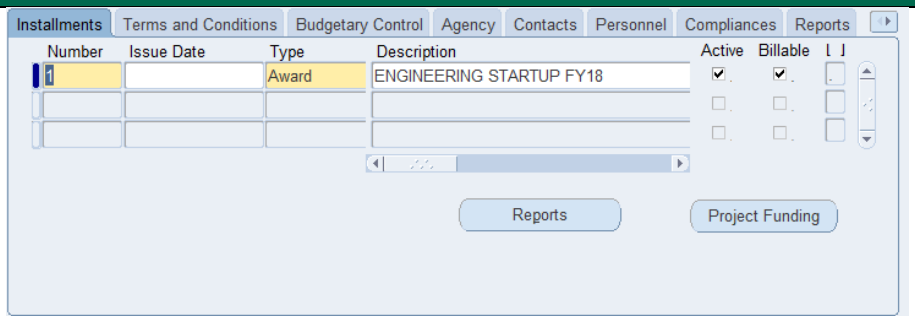
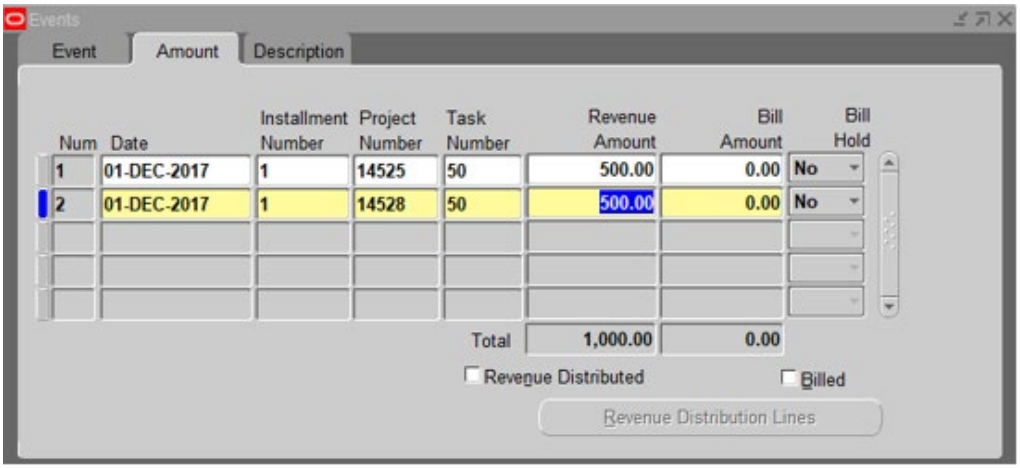
The following process initiates the funding transfer which generates the revenue journal entry:

2. Click **Events**. The following window will display:



Enter the following for the Event:

Field Name	Enter…
Num	Number is assigned in sequential order when you hit Save. Arrow down or click green '+' to add Event lines. If you don't hit Save then the number won't populate in sequential order and has to be changed manually.
Date	Date completing Event or can schedule an Event for a future date. Coordinate this date with the budget entry date as the revenue event journal entry must be in same period as the budgeted amount entry date. NOTE EXCEPTION: When entering a negative revenue event, the adjusted budget date may be earlier. *See Appendix C: Dates Explained for Event Date entered during the month of **July**.
Installment Number	Installment number for this Event to complete the transfer of funding. (When decreasing revenue be sure to verify the correct installment to adjust.) Example: This Event is completing the transfer of funding for Installment 1.

Field Name	Enter…
	
Project Number	Project Number funded by this transfer.
Task Number	Task Number funded by this transfer.
Click on Amount	Enter Revenue Amount for the transfer of funding. 
Click on Description	Enter the Description for the Event. Example: START UP Fall 2025
Click **Save**. . Click the X (top right) to close and return to *Award Management*.	

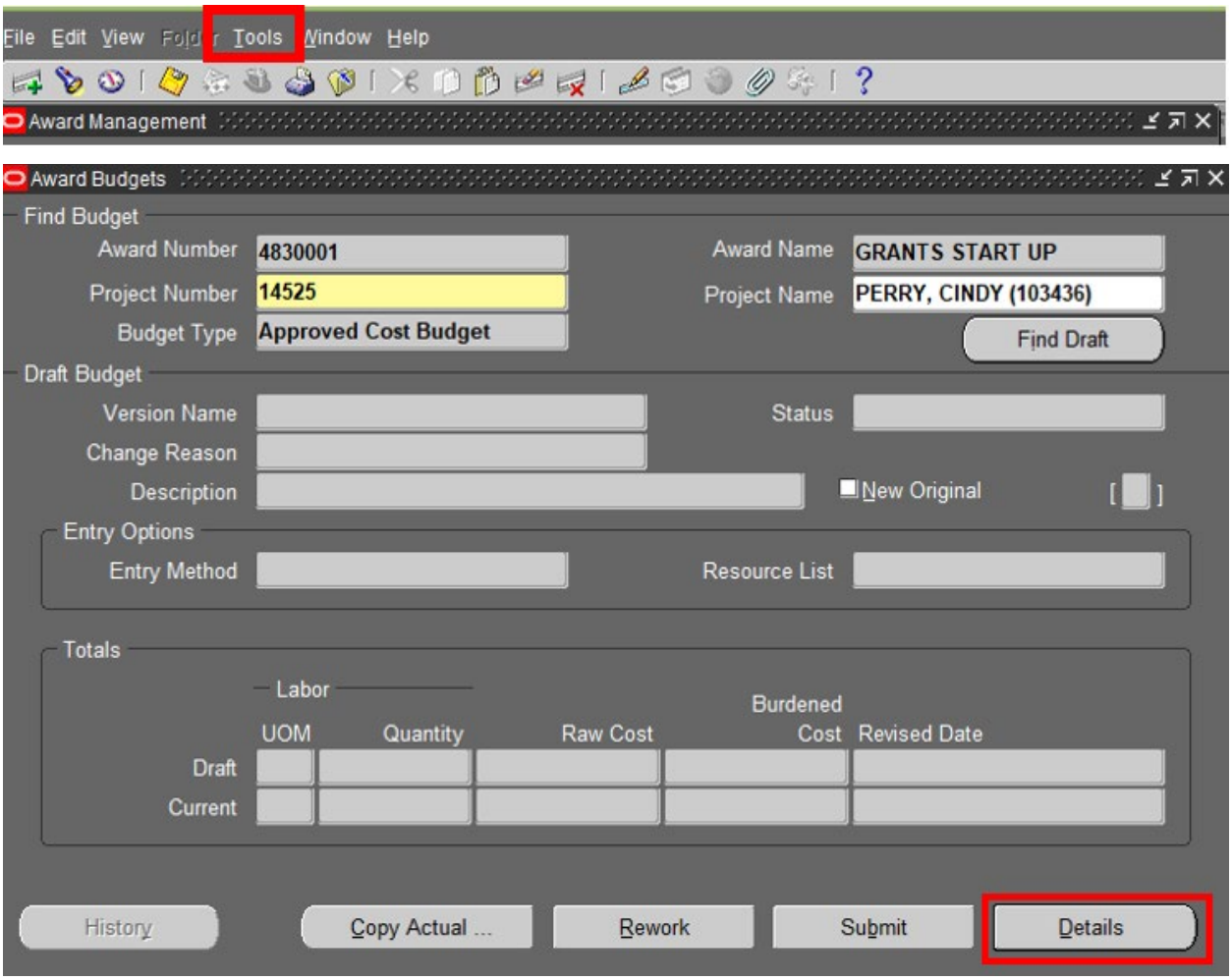
END OF AWARD SETUP

NOTE: Do not close the *Award Management* window. Proceed to *Budgeting Awards*.

BUDGETING AWARDS

An Award budget is a detailed estimate of the cost of a project funded by a particular award.

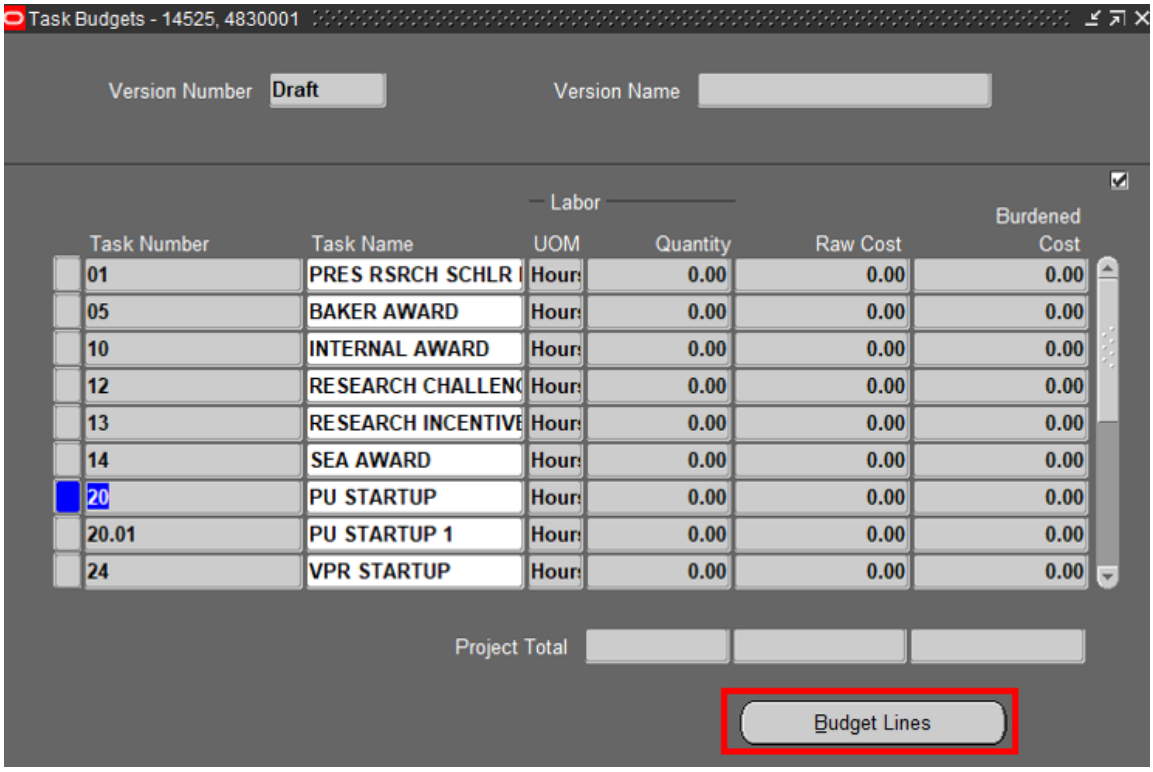
1. In the **Tool Bar** at the top of the *Award Management* window, click **Tools** and select **Award Budgets**.



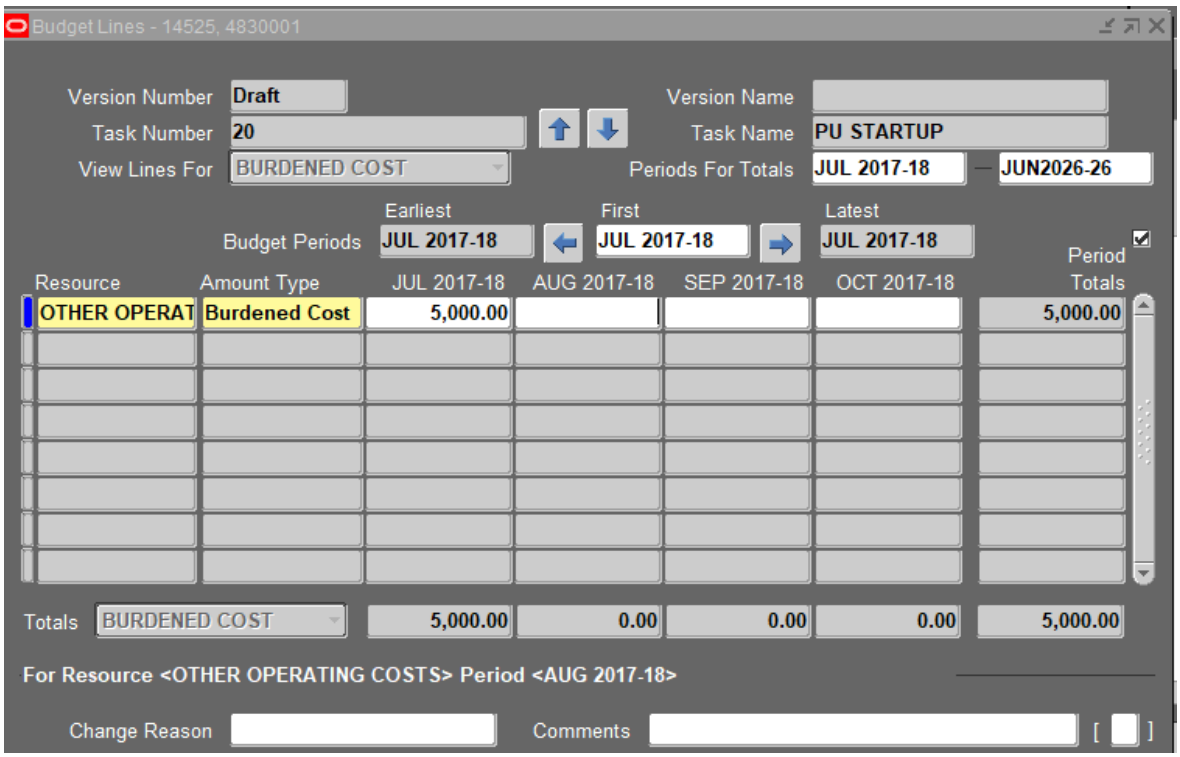
Enter the following:

Field Name	Enter…
Version Name	Leave blank.
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 revisions when no funding is received.
Description	Leave blank.

Click **Details** and the *Task Budget* window will display.



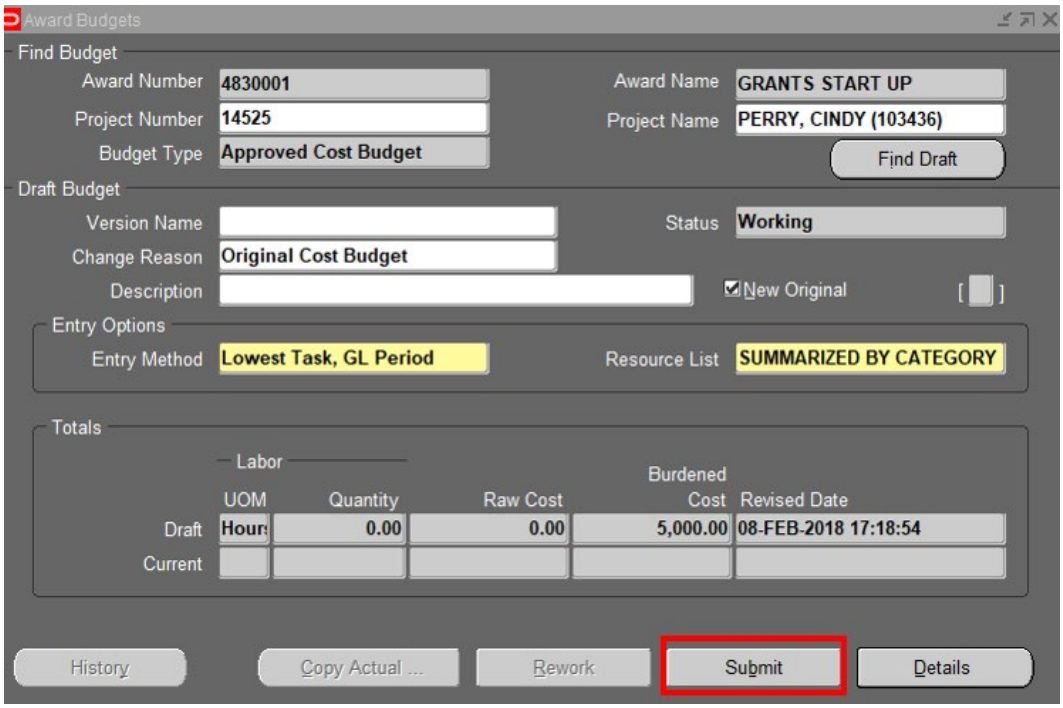
2. Click **Budget Lines** and the *Budget Lines* window will display. If there are multiple tasks, highlight the appropriate task.



Enter the following:

Field Name	Enter…
Resource	Enter Expenditure Category IMPORTANT: Budget in any resource, or multiple resources – these are "Expenditure Categories." This does NOT restrict spending to these Expenditure Categories. It is just for viewing the budget in OBI. See Appendix A: Expenditure Categories
Amount Type	Defaults to Burdened Cost.
This is the month in Oracle FMS.	Enter in the budget in the month corresponding to the date of the revenue event. Use the arrows in budget periods to allow the proper budget dates to show in the table. NOTE EXCEPTION: When decreasing the budget due to a negative revenue event, go back to the oldest dated available budget amounts and decrease as necessary rather than entering a negative in the current month.
Click **Save.** Close the *Budget Lines* window and *Tasks Budgets* window by clicking the X (top right).	

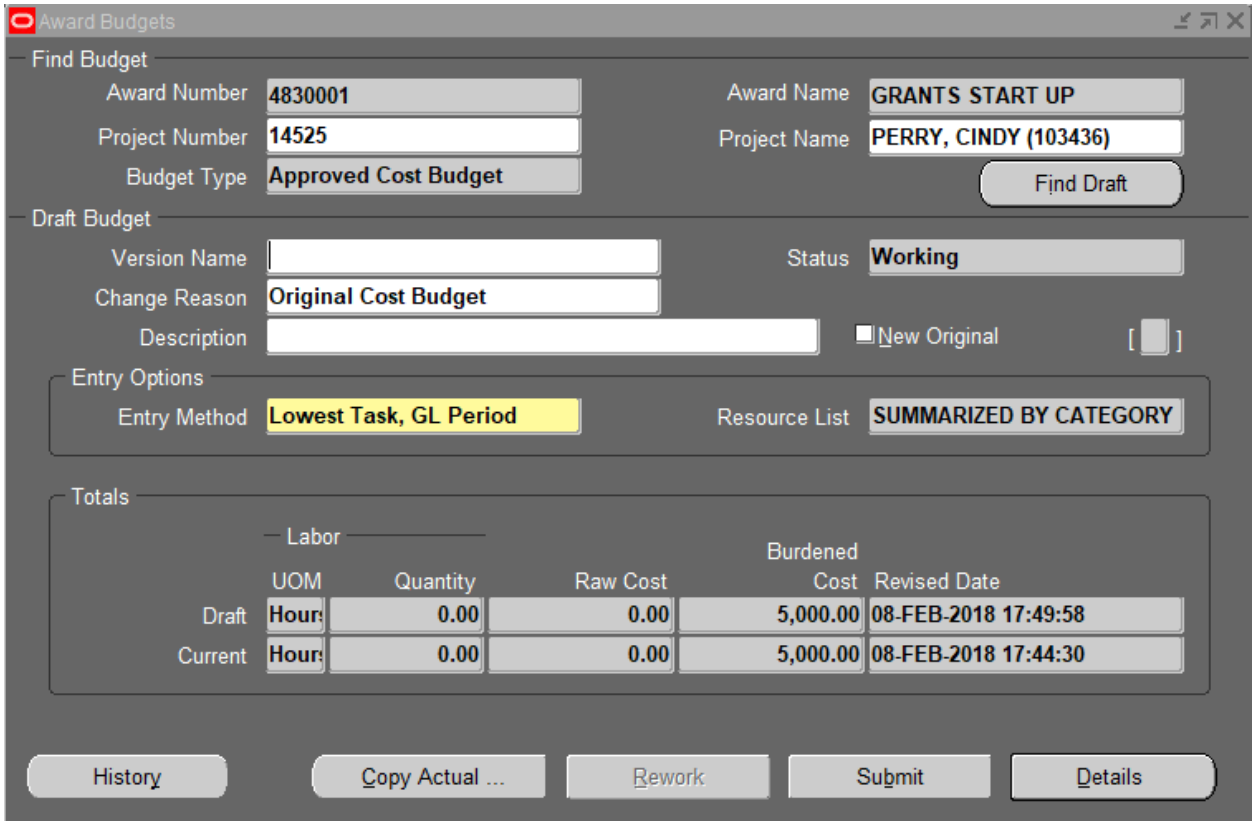
The *Award Budgets* window will display.



3. Click **Submit** to approve the Budget. This shows the *Status* "Submitted."
4. To accept the completed budget click **Baseline**.

When you click **Baseline**, the budget is approved. This shows the *Status* "Working."

If changes in the budget do not appear in OBI the next day or changes are not being accepted, double check that the submit and baseline process has been completed.



END OF SETUP OF THE PROJECT-TASK-AWARD

VERIFYING PROJECT, TASK, AWARD SET-UP

It is IMPORTANT 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 Amt = Budget ITD = Revenue ITD for the Award.

- To adjust “Funding Amt” to the correct amount see Project Funding on page 23.
- To adjust “Budget ITD” to the correct amount see Budgeting Awards on page 29.
- To adjust “Revenue ITD” to the correct amount see Compliances on page 26.

CLOSING A PROJECT, TASK OR AWARD

Closing a Project

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:

1. Review OBI Grants Funds Available dashboard for the Project.

2. 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 for more information.

3. If Available Balance is negative, you will need to move expenditures off the Internal Award by completing a journal entry (using the JET Tool) or submitting a Payroll Expense Accounting correction form. See Appendix H for adjustments to research incentive awards.
    a. Decrease expenditures to a non-RI Internal Award from a GL department account.
        i. Use expenditure object code 7xxxxx. Example of an expenditure decrease to a non-RI account below:

JET JOURNAL LINE NO.	ENTITY	SOURCE	ORG	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	EXPENDITURE ITEM DATE
1						719110	12082	20	4130002		942.41	MOVE SPEND TO DEPT ACCT TRCHOI042118A || 000007077423709 | CONFERENCE REGISTRATION FOR EUROTTRA|| HYEYOON CHOI | 03-1716326 | Post Date -02-MAR-18 Tran Date -28-FEB-18 || EKOTURIZEM || LJUBLJANA smith@ohio.edu, 3-9999	28-Feb-2018
2	10	100000	130300	2025	10	719110				942.41		MOVE SPEND TO DEPT ACCT TRCHOI042118A || 000007077423709 | CONFERENCE REGISTRATION FOR EUROTTRA|| HYEYOON CHOI | 03-1716326 | Post Date -02-MAR-18 Tran Date -28-FEB-18 || EKOTURIZEM || LJUBLJANA smith@ohio.edu, 3-9999	

    b. Decrease expenditures to a non-RI Internal Award from another non-RI Award.
        i. Use expenditure object code 7xxxxx. Example of an expenditure transfer between non-RI awards below:

JET JOURNAL LINE NO.	ENTITY	SOURCE	ORG	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	EXPENDITURE ITEM DATE
1						719110	12082	20	4130002		942.41	MOVE SPEND TO PTA 12082-40-4170001 TRCHOI042118A || 000007077423709 | CONFERENCE REGISTRATION FOR EUROTTRA|| HYEYOON CHOI | 03-1716326 | Post Date -02-MAR-18 Tran Date -28-FEB-18 || EKOTURIZEM || LJUBLJANA smith@ohio.edu, 3-9999	28-Feb-2018
2						719110	12082	40	4170001	942.41		MOVE SPEND TO PTA 12082-40-4170001 TRCHOI042118A || 000007077423709 | CONFERENCE REGISTRATION FOR EUROTTRA|| HYEYOON CHOI | 03-1716326 | Post Date -02-MAR-18 Tran Date -28-FEB-18 || EKOTURIZEM || LJUBLJANA smith@ohio.edu, 3-9999	28-Feb-2018

    c. Refer to the Journal Entry Tool (JET) User Guide located at https://www.ohio.edu/finance/trainings for more detailed instructions.

4. Once Available Balance is zero for all tasks please notify finance@ohio.edu to close project.

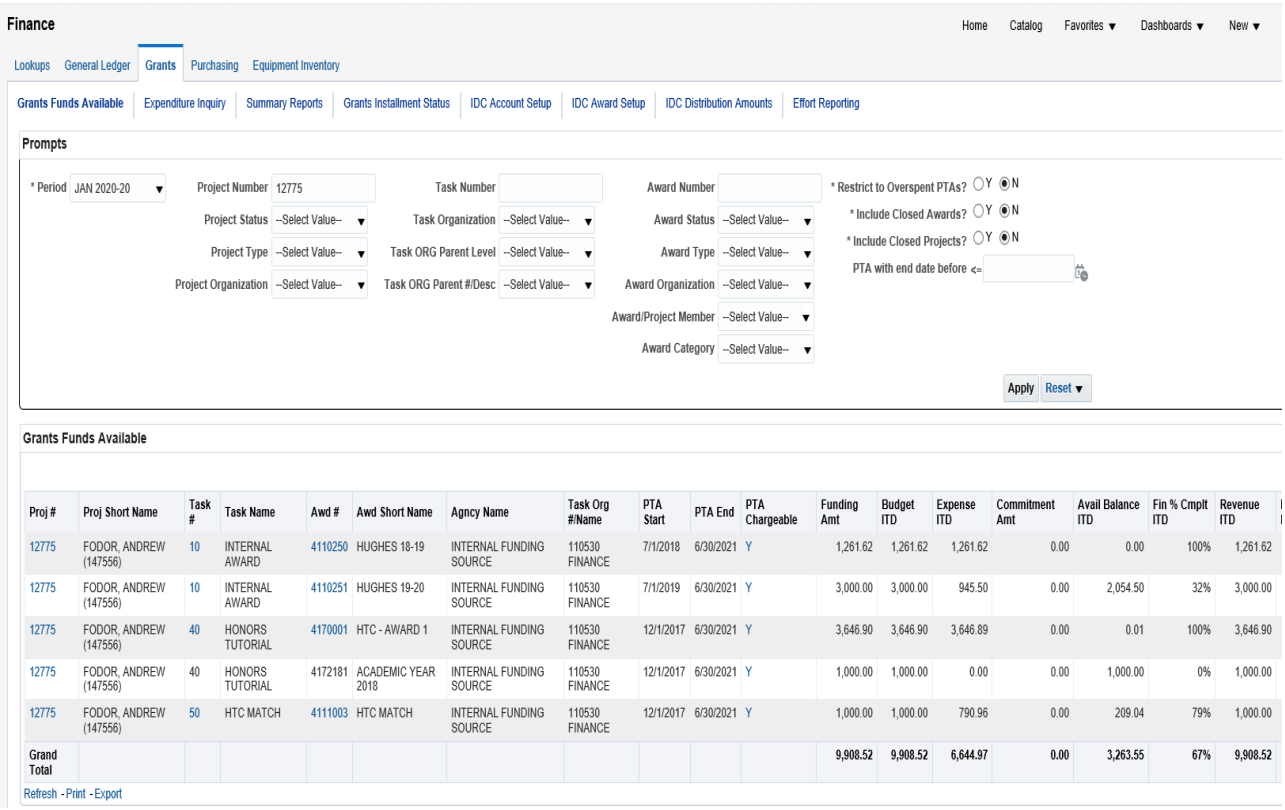
Closing an Award

If an Award has reached its end date, the Award Manager will need to take the following steps to close out the Award:

1. Review OBI Grants Funds Available dashboard for the Award.
2. 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 for more information.
3. If Available Balance is negative the Award Manager should notify the Planning Unit to move expenditures off the Internal Award. See #3 under Closing a Project.
4. Once Available Balance is zero for all Project-tasks, please notify finance@ohio.edu to close the Award.

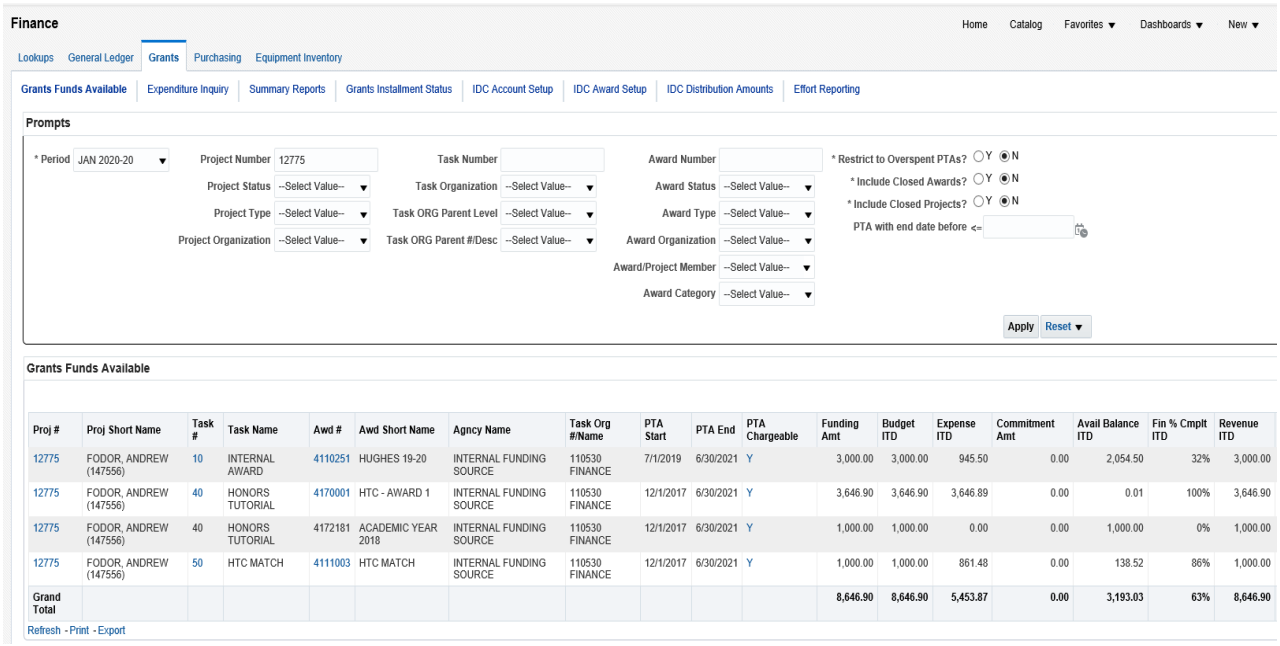
Closing an award that has been completed will allow for a smaller set of results when requesting current awards attached to a project and choosing to not include closed awards.

Below is the result of selecting Project 12775 and NO for Include Closed Awards before award 4110250 was closed.



Proj #	Proj Short Name	Task #	Task Name	Awd #	Awd Short Name	Agncy Name	Task Org #/Name	PTA Start	PTA End	PTA Chargeable	Funding Amt	Budget ITD	Expense ITD	Commitment Amt	Avail Balance ITD	Fin % Cmplt ITD	Revenue ITD
12775	FODOR, ANDREW (147556)	10	INTERNAL AWARD	4110250	HUGHES 18-19	INTERNAL FUNDING SOURCE	110530 FINANCE	7/1/2018	6/30/2021	Y	1,261.62	1,261.62	1,261.62	0.00	0.00	100%	1,261.62
12775	FODOR, ANDREW (147556)	10	INTERNAL AWARD	4110251	HUGHES 19-20	INTERNAL FUNDING SOURCE	110530 FINANCE	7/1/2019	6/30/2021	Y	3,000.00	3,000.00	945.50	0.00	2,054.50	32%	3,000.00
12775	FODOR, ANDREW (147556)	40	HONORS TUTORIAL	4170001	HTC - AWARD 1	INTERNAL FUNDING SOURCE	110530 FINANCE	12/1/2017	6/30/2021	Y	3,646.90	3,646.90	3,646.89	0.00	0.01	100%	3,646.90
12775	FODOR, ANDREW (147556)	40	HONORS TUTORIAL	4172181	ACADEMIC YEAR 2018	INTERNAL FUNDING SOURCE	110530 FINANCE	12/1/2017	6/30/2021	Y	1,000.00	1,000.00	0.00	0.00	1,000.00	0%	1,000.00
12775	FODOR, ANDREW (147556)	50	HTC MATCH	4111003	HTC MATCH	INTERNAL FUNDING SOURCE	110530 FINANCE	12/1/2017	6/30/2021	Y	1,000.00	1,000.00	790.96	0.00	209.04	79%	1,000.00
Grand Total											9,908.52	9,908.52	6,644.97	0.00	3,263.55	67%	9,908.52

Below is the result of selecting Project 12775 and NO for Include Closed Awards after award 4110250 was closed. Award 4110250 is no longer on the list.



Proj #	Proj Short Name	Task #	Task Name	Awd #	Awd Short Name	Agncy Name	Task Org #/Name	PTA Start	PTA End	PTA Chargeable	Funding Amt	Budget ITD	Expense ITD	Commitment Amt	Avail Balance ITD	Fin % Cmplt ITD	Revenue ITD
12775	FODOR, ANDREW (147556)	10	INTERNAL AWARD	4110251	HUGHES 19-20	INTERNAL FUNDING SOURCE	110530 FINANCE	7/1/2019	6/30/2021	Y	3,000.00	3,000.00	945.50	0.00	2,054.50	32%	3,000.00
12775	FODOR, ANDREW (147556)	40	HONORS TUTORIAL	4170001	HTC - AWARD 1	INTERNAL FUNDING SOURCE	110530 FINANCE	12/1/2017	6/30/2021	Y	3,646.90	3,646.90	3,646.89	0.00	0.01	100%	3,646.90
12775	FODOR, ANDREW (147556)	40	HONORS TUTORIAL	4172181	ACADEMIC YEAR 2018	INTERNAL FUNDING SOURCE	110530 FINANCE	12/1/2017	6/30/2021	Y	1,000.00	1,000.00	0.00	0.00	1,000.00	0%	1,000.00
12775	FODOR, ANDREW (147556)	50	HTC MATCH	4111003	HTC MATCH	INTERNAL FUNDING SOURCE	110530 FINANCE	12/1/2017	6/30/2021	Y	1,000.00	1,000.00	861.48	0.00	138.52	86%	1,000.00
Grand Total											**8,646.90**	**8,646.90**	**5,453.87**	**0.00**	**3,193.03**	**63%**	**8,646.90**

APPENDICES

Appendix A: Expenditure Categories

The following are the Expenditure Categories used for Budgeting Awards.

Name
BENEFITS
DEBT SERVICE
EQUIPMENT
FINANCING COSTS
OCCUPANCY & MAINTENANCE COSTS
OTHER OPERATING COSTS
OTHER PERSONNEL COSTS
PARTICIPANTS
PROFESSIONAL SERVICES
SALARIES AND WAGES
STUDENT AID
SUBCONTRACTS
SUPPLIES
TRAVEL

To see the Object Codes that makeup these Expenditure Types, refer to the OBI – Segment Lookup Quick Reference Guide. In OBI, use Segment Lookup and prompt by *Expenditure Type*.

Appendix B: Planning Unit Number

The following are the Planning Unit Numbers that are the 2nd and 3rd digit of the award number.

	Athens Colleges & Schools
10	Arts and Sciences
11	Business
12	Communication
13	Education
14	Engineering
15	Fine Arts
16	Health Sciences
17	Honors Tutorial College
18	Office of Global Affairs & International Studies
19	University College
20	Voinovich
	College of Medicine
25	College of Medicine

	Regional Campuses
30	Exec Dean Regional Campuses
31	Eastern
32	Chillicothe
33	Southern
34	Lancaster
35	Pickerington
36	Zanesville
37	Proctorville
38	Cambridge
	Provost - Administrative
50	Provost
51	Instructional Innovation
52	Library
53	VP of Research
54	Enrollment Management
55	Academic Support Units
56	Information Technology
	President
60	President
61	Legal Affairs
62	Government Relations
63	UCM
66	Athletics
	VP Advancement
70	VP of Advancement
	VP Student Affairs
75	VP Student Affairs
76	Housing
77	Culinary Services
79	Student Organizations
	VP Finance & Administration
80	VP of Finance & Administration
81	VPFA - Auxiliaries
82	VPFA - Facilities
83	VPFA - Finance
84	VPFA - HR
85	VPFA - Information Technology
	Central Accounting
95	Central Accounting

Appendix C: Dates Explained

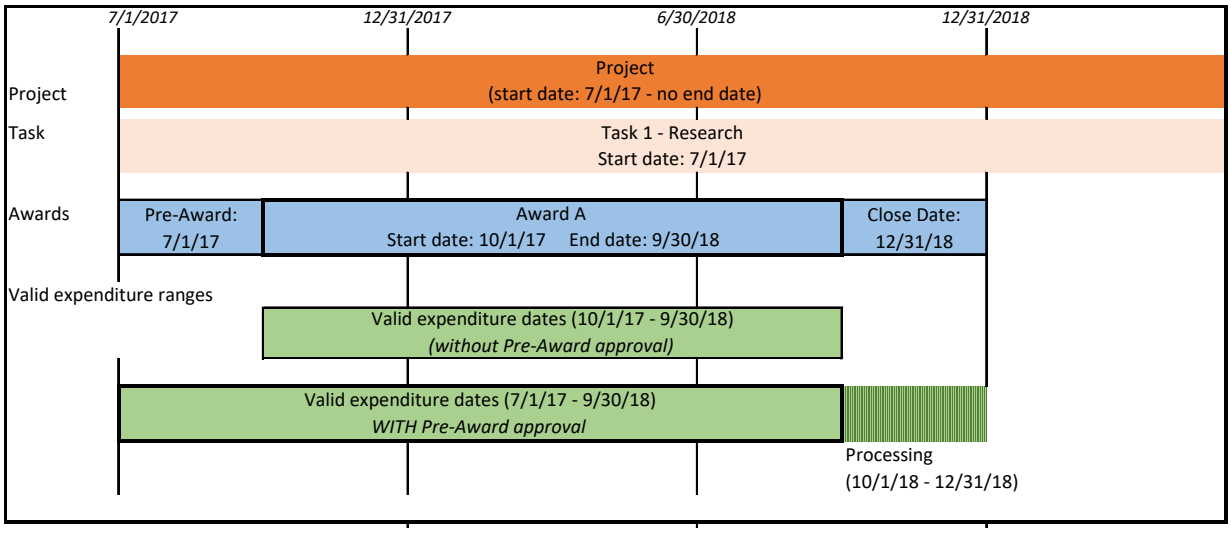
Field Name	Required	Controls Expenditure Transaction Processing	Description
Project Start Date	X	X	The start date of the project, used in conjunction with Project End date to validate the Expenditure Item date of a given expenditure transaction.
Project End Date		X	The end date of the project, used in conjunction with Project Start to validate the Expenditure Item date of a given expenditure transaction.
Task Start Date	X	X	The start date of the task, used in conjunction with Task End date to validate the Expenditure Item date of a given expenditure transaction. Defaults to the project start date but can be modified if needed. **NOTE:** The task start/end date range must fall within the project start/end date range.
Task End Date		X	The end date of the task, used in conjunction with Task Start date to validate the Expenditure Item date of a given expenditure transaction. Defaults to the project end date but can be modified if needed. **NOTE:** The task start/end date range must fall within the project start/end date range.
Award Status	X	X	Indicates the status of the award. Options include On Hold, Active, At-Risk and Closed. Controls transaction processing.
Award Start Date	X	X	The start date of the award, used in conjunction with the Award End date to validate the Expenditure Item date of a given expenditure transaction.
Award End Date	X	X	The end date of the award, used in conjunction with the Award End date to validate the Expenditure Item date of a given expenditure transaction.
Award Close Date	X	X	Must be on or after the Award End Date. Expenditure transactions must be entered on or prior to this date.
Installment Start Date	X		The start date of the award installment, used in conjunction with the Installment End date to validate the Revenue Event Date. **NOTE:** The installment start/end date range must fall within the award start/end date range.

Field Name	Required	Controls Expenditure Transaction Processing	Description
Installment End Date	X		The end date of the award installment, used in conjunction with the Installment Start date to validate the Revenue Event Date. **NOTE:** The installment start/end date range must fall within the award start/end date range.
Installment Close Date	X		Must be on or after the Installment End Date. Event transactions must be dated on or prior to this date.
Funding Date	X		This date is for reference only, this defaults to current day to provide a date stamp to the funding transaction.
Event Date	X		Date for JE (Event)-usually today's date. If you use a **future date**, this is the date the JE (Event) will occur. If you use a **prior year date** during the month of **July**, (when the Grants Module is open for June & July & Grants Accounting is backdating jobs) the JE (Event) will post to June. If you use a **prior month/year date** any other month, the JE (Event) will post to the current month.
Budget Period	X		The accounting period to which a PTA's budget is posted. A PTA must be budgeted in order to begin processing transactions against it.
Expenditure Item Date	X	X	The date the expenditure transaction was incurred. This date is validated against the PTA start and end dates.
Expenditure PA Date (PA stands for Project Accounting), Expenditure GL Date	X	X	The post date of the transaction to the PTA that is used for financial reporting purposes.

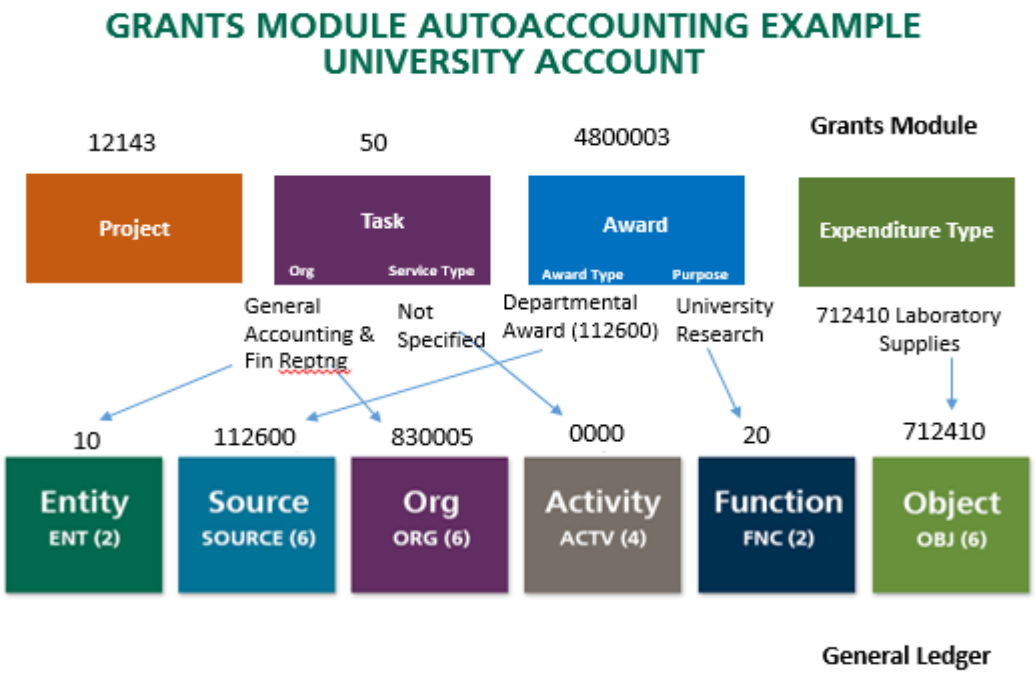
Dates on the Project-Task-Award control the expenditure item dates of transactions that can post to the PTA

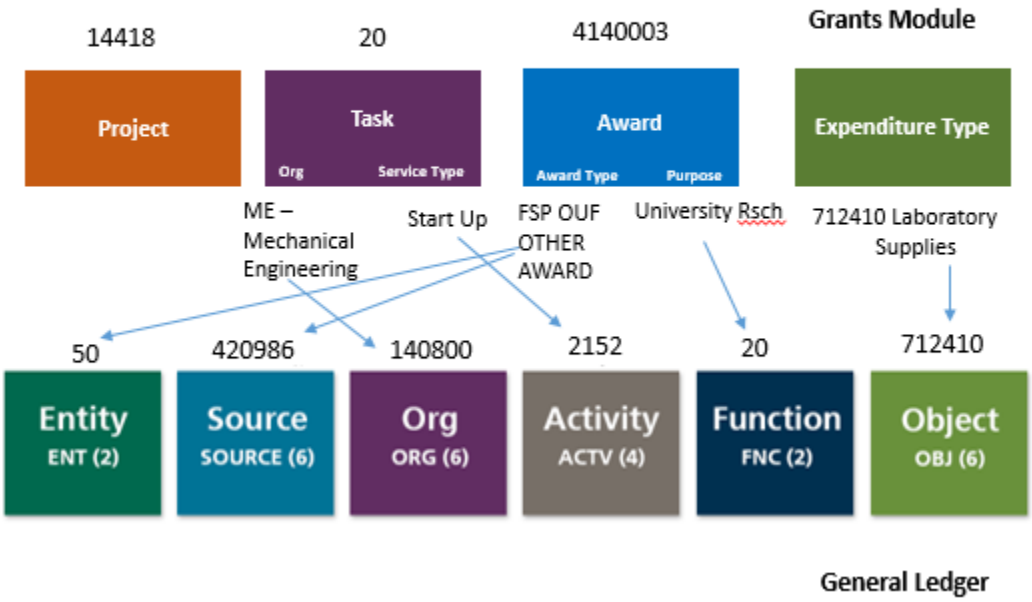
- Project
  - Project start date is required
  - End date is not required
- Task
  - Task start date is required
  - End date is not required. End dates are used on Tasks for specific time periods
- Award
  - Award start and end dates are required

How PTA Dates Work Together

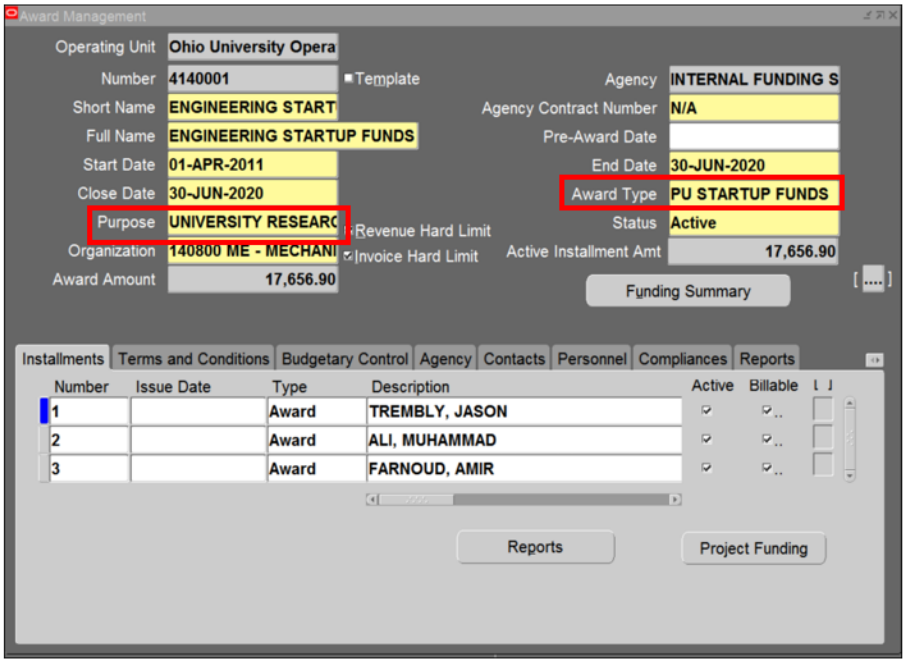


Appendix D: Autoaccounting Example



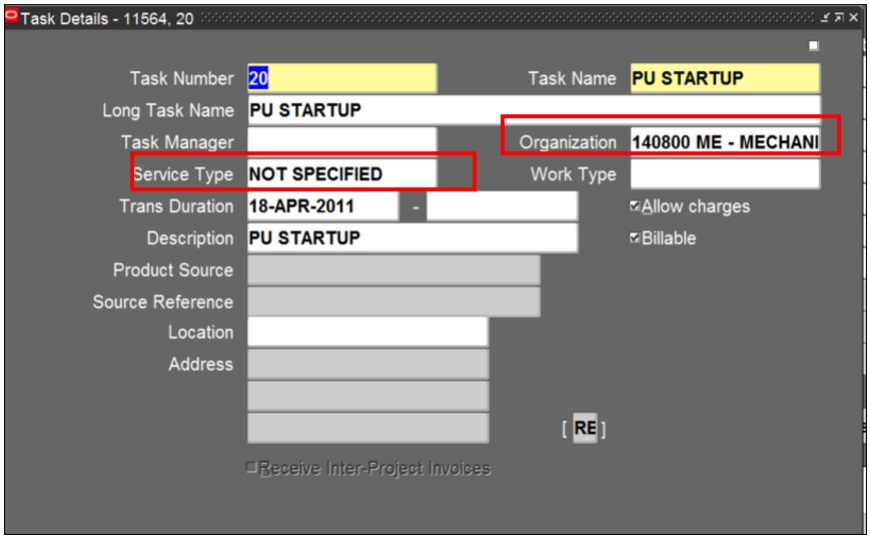


AWARD TYPE & AWARD PURPOSE



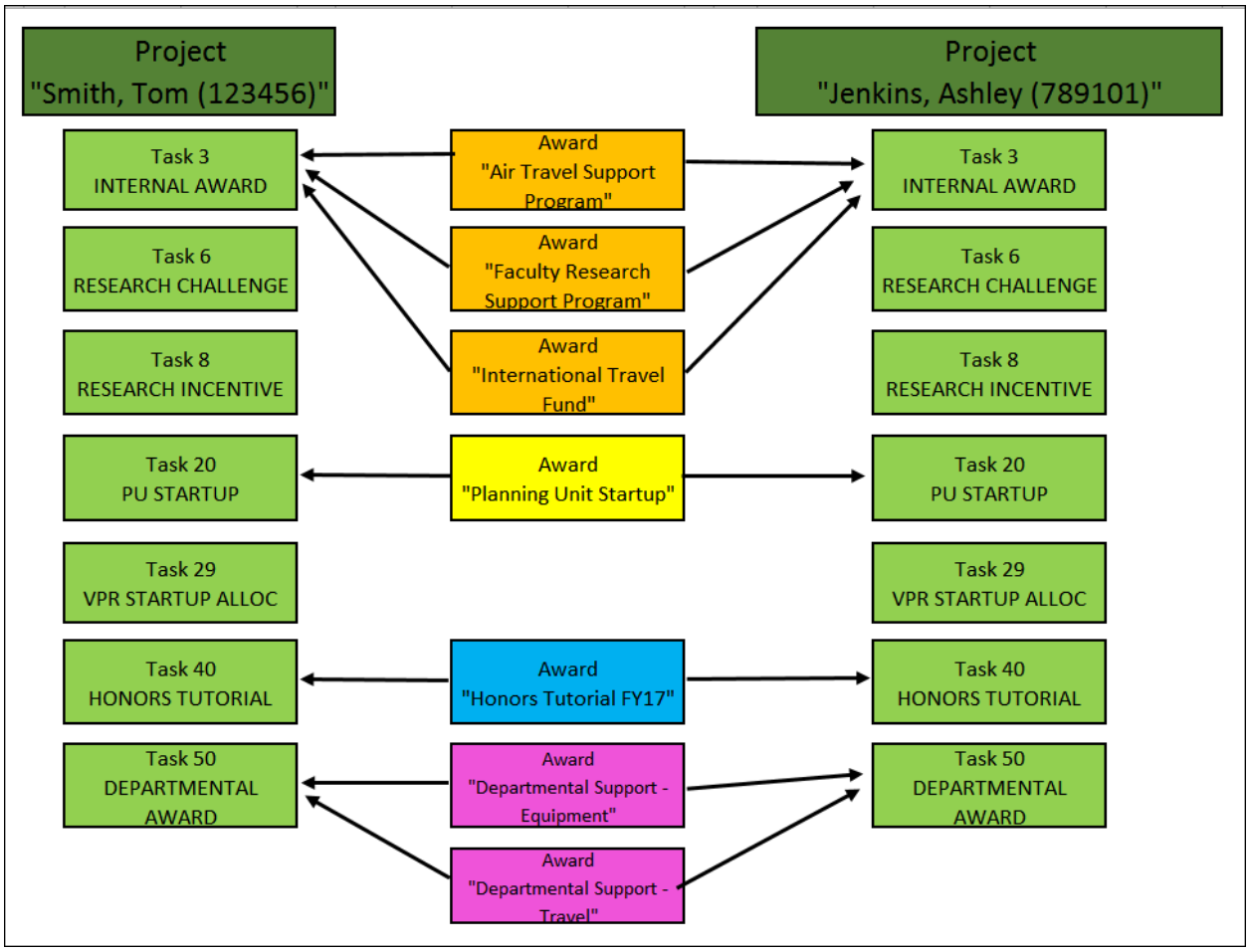
Grants Accounting responsibility: Awards

TASK ORG & TASK SERVICE TYPE



Grants Accounting responsibility: Projects > Tasks > Options button > Task Detail

Appendix E: Multifunding Concept



Appendix F: Award Type (Source) and Transfer Object Code

University Account Number must be used in Transfer of funding (in the Awards Descriptive Flexfield) for the following:

Award Type	Transfer Object Code
DEPARTMENTAL AWARD (112600)	610100
DEPARTMENTAL COMMITMENTS-NONFACULTY (112700)	610100
DEPT CHAIR FUNDS (112650)	610100
PU STARTUP FUNDS (112410)	610100
BAKER AWARDS (112350)	620100
GSS TRV RES ORG WK AW (112500)	620100
HONORS TUTORIAL (112000)	620100
INTERNAL AWARDS (112100)	620100
KOPCHICK ENDOW UG AWD (112102)	620100
PURF AWARDS (112115)	620100
RESEARCH CHALLENGE (112300)	620100
RESEARCH INCENTIVE (112200) - Finance setup only	620100
SEA AWARDS (112120)	620100
UG RESEARCH TRAVEL (112110)	620100
VPR STARTUP (112400)	620100

University Temporarily Restricted Account Number must be used in Transfer of funding (in the Awards Descriptive Flexfield) for the following:

Award Type	Transfer Object Code
FSP OU INTERNAL OTHER (410987)	640300

Foundation Account Number must be used in Transfer of funding (in the Awards Descriptive Flexfield) for the following:

Award Type	Transfer Object Code
FSP OUF 1804 AWARD (420982)	640300
FSP OUF BAKER AWARD (420985)	640300
FSP OUF KONNEKER (420983)	640300
FSP OUF KOPCHICK (420981)	640300
FSP OUF OTHER AWARD (420986)	640300
FSP OUF RUSS VISION (420980)	640300
FSP OUF SUGAR BUSH (420984)	460200

Appendix G: Budget Decrease or Adjustment Process (not RI Accounts)

1. An award that receives a budget decrease will need ALL the following steps completed:
    a. Decrease Budget to the correct amount in proper project and task. (see Budgeting Awards on page 29)
    b. Decrease Revenue by completing a Revenue event (see Compliances on page 26).
        i. This is processed centrally each evening after 6 pm and must be processed before proceeding.
    c. Decrease Project Funding to the correct amount in project and task. (see Project Funding on page 23)
    d. Decrease an existing Installment to the correct amount. (See Award Installments on page 22 - make sure you are changing the Direct Cost column)
    e. The Award Budget, Project Funding and Installment must equal.

2. An award that receives a budget reallocation that nets to zero will need ALL the following steps completed:
    a. Decrease Budget to the correct amount in proper project and task. (see Budgeting Awards on page 29)
    b. Decrease Revenue by completing a Revenue event (see Compliances on page 26).
        i. This is processed centrally each evening after 6 pm and must be processed before proceeding.
    c. Decrease Project Funding to the correct amount in project and task. (see Project Funding on page 23)
    d. Decrease an existing Installment to the correct amount. (See Award Installments on page 22 - make sure you are changing the Direct Cost column)
    e. Increase new Installment for project and task being funded.
    f. Increase Project Funding to the correct amount in project and task.
    g. Increase Budget to the correct amount in project and task.
    h. Increase Revenue by completing a Revenue event.
        i. This is processed centrally each evening after 6 pm and must be processed before proceeding.
        ii. Nightly job must process before you see revenue in the PTA.
    i. The Award Budget, Project Funding and Installment must equal.

Appendix H: Increase or Decrease Process for RI (Research Incentive) Internal Award

NOTE: Transfers only allowable if they **benefit research**.

1. Increase or Decrease to an RI Internal Award from a GL departmental account.
    a. Complete a journal entry using the JET Tool.
        i. Use object code 630200.

ii. Example of an increase to an RI account below:

JET JOURNAL LINE NO.	ENTITY	SOURCE	ORG	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	EXPENDITURE ITEM DATE
1						630200	12433	13	4140001		75,000.00	VPR CEER support for FY19. 12433-13-4140001 Questions - contact Keith Leffler, 3-0372 or leffler@ohio.edu	28-Jun-2019
2	10	100000	530150	0000	00	630200				75,000.00		VPR CEER support for FY19. 12433-13-4140001 Questions - contact Keith Leffler, 3-0372 or leffler@ohio.edu	

2. Increase or Decrease to an RI Internal Award from another non-RI Internal Award PTA (Project-Task-Award).
   a. Follow steps in Appendix G above for Increase or Decrease to non-RI Internal Awards (Installment, Project Funding, *Event, and Budget).

***NOTE**: Enter planning unit default account number in the Award Descriptive Flexfield on the non-RI Internal Award. This will be the account number used on the journal entry below.

   b. Complete a journal entry using the JET Tool.
      i. Use object code 630200.
      ii. Example of a decrease to an RI account below:

JET JOURNAL LINE NO.	ENTITY	SOURCE	ORG	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	EXPENDITURE ITEM DATE
1						630200	12540	13	4100001	1,000.00		RI support to Start Up - Questions - contact Joe Smith, 3-999 or smith@ohio.edu	28-Jun-2019
2	10	100000	100050	0000	00	630200					1,000.00	RI support to Start Up - Questions - contact Joe Smith, 3-999 or smith@ohio.edu	

3. Increase or Decrease to an RI Internal Award from another RI Internal Award.
   a. Complete a journal entry using the JET Tool.
      i. Use object code 630200.
      ii. Example of a transfer between RI Internal Project-Task-Awards below:

JET JOURNAL LINE NO.	ENTITY	SOURCE	ORG	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	EXPENDITURE ITEM DATE
1						630200	12475	13	4100001		14,144.00	VPR Support for Clower/Seo and assoc units; Joe Smith 3-9999 smith @ohio.edu	28-Jun-2019
2						630200	12479	13	4100001	14,144.00		VPR Support for Clower/Seo and assoc units; Joe Smith 3-9999 smith @ohio.edu	28-Jun-2019

*Refer to the Journal Entry Tool (JET) User Guide located at https://www.ohio.edu/finance/trainings for more detailed instructions.