

UCF FINANCIALS

System Navigation for Grants

Course 1

Financials Support Services <u>fntrain@ucf.edu</u>



TABLE OF CONTENTS

Table of Contents	ii
Introduction To Grants	3
Grants Overview	3
Grants in UCF Financials	3
Course 1. Establish Awards	4
Overview	4
I. Set Up Sponsor Website for Award	5
II. Milestones	8
III. Set Up Project	11
IV. Set Up Project to Spend Outside Period of Performance	13
V. Award Profile Notepad	16
VI. Establish & Post Grants Award Budget for Patient Care	20
VII. Set Options	25
VIII. Budget Levels – View & Correct Budget Exceptions	26
IV. Program Income	31
X. Understanding the Budget Control Setup	32
XI. Budgets Overview	33



INTRODUCTION TO GRANTS

GRANTS OVERVIEW

The University of Central Florida (UCF) uses three systems to monitor grant funding:

- 1) Campus researchers and the Office of Research initiate the collection of information related to grants at the pre-award stage in the Huron Research Suite (HRS) system. All proposals will be entered into the system for tracking, and if awarded by the funding agency, additional information will be collected in HRS as an award.
- 2) The Human Capital Management (HCM) system manages salary expenditures, transfers, and encumbrances for all campus employees including those charged to grant-funded research projects. After a project is funded, award managers create forms in HCM to associate employees with the award. The HCM system encumbers salary for those employees from the award and processes payroll transactions and salary encumbrance relief. Reports inquiring about salaries must be run in the HCM system.
- 3) The third system, UCF Financials, interfaces with HCM to support general (non-salary) reporting. The Office of Research Award Management team manages post-award processing and transactions through the Grants, Contracts, Billing, Project Costing, and Accounts Receivables modules in UCF Financials.

The "System Navigation for Grants" course series provides an overview of how to use only the third portion of the university's grants management system, UCF Financials. Departments will provide further details on how to run specific business processes.

GRANTS IN UCF FINANCIALS

UCF Financials is the university's online accounting system. It is made up of a group of modules that work together to automate a variety of accounting tasks. The Grants module was added to UCF Financials in 2019 to help manage and track grant-funded projects. The addition of this module made aggregate data about grants available in a centralized location and allowed users to run reports on grant processes.

The Grants module serves as link between the Contracts and Project Costing modules. The Grants module collects important award demographic data for a funded award. Associated with each grant or award are projects that are defined by a Project ID. Projects not associated with awards are also designated by the Project ID but are not connected to awards or contracts. Research Foundation will have some awards that fall into this category designated as "Non-Grants projects." However, construction and auxiliary projects that also are not connected with an award will not be discussed in this course.



COURSE 1. ESTABLISH AWARDS

OVERVIEW

Before the staff from the Office of Research Award Management establishes a proposal and award in the Grants module within UCF Financials, they must do the following:

- 1) Verify the customer has been set up in HRS to ensure the HRS record contains the correct information and can be selected when needed.
- 2) Ensure that the award does not currently exist in UCF Financials.

After a proposal has been awarded and information updated in HRS, the proposal is entered into UCF Financials where the award, contract, project, activity, and budget are set up.

Note: Proposals are typically created in the Huron Research Suite (HRS) system when funding is requested. Only some of these proposals are awarded funding. After being awarded, the proposal and award information are updated in HRS. This data is automatically sent to the Grants module in UCF Financials.





I. SET UP SPONSOR WEBSITE FOR AWARD

After an award is generated and successfully processed and activated in the Huron Research Suite (HRS) system, you can set up a sponsor website for the project in UCF Financials by following these steps:

Step	Action
1.	Navigate to Main Menu > Grants > Awards > Award Profile.
	Search Worklist Perform
	Favorites - Main Menu -
	Search Menu:
	Top Menu Featu ÷
	Employee Self-Service
	Click on Main M Supplier Contracts
	Highlights 🗎 Departmental Authorization
	Recently Used Customers
	appear under ti Customer Contracts
	left.
	Suppliers
	Breadcrumbs
	display your na 🖵 eProcurement
	to the contents subfolders.
	Project Costing
	Menu Search, Proposal Management Awards Awards Protect
	under the Mainl Rilling Institutions
2.	Enter the following:
	a) Durin and Unit
	a) Business Unit $1 \rightarrow 4$ (in the formula of the second se
	b) Award ID (HRS Generated Number starting with AWD)
	Favorites Main Menu Grants Awards Awards Award Profile
	Award Profile
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Business Unit = 🔻 UCF01
	Award ID begins with V
	Project begins with Project b
	PI ID begins with V
	Proposal ID begins with *
	Reference Award Number begins with V
	- Case Seusinae



Sten	Action
3.	Click Search.
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
4.	Select the appropriate award from the results if the award does not open automatically.
5.	Click the Sponsor Website link. A dialog box will open.
	Award Type Grant V
	Proposal ID Omega View Proposal Version ID V101 Q
	Start Date 06/08/2019 3
	Hold Billing on Unpaid Cost
	View Contract Contract Rates Additional Information Grant Administrator Sponsor Website CFDA Maintain Attachments
6.	Note: The following steps are optional. Skip this setup (go to step 10) if not setting up a Sponsor Website .
	Enter the following:
	a) Website Name (your name for the website i.e. MAIN)
	b) URL Address (sponsor's website)
	N Troponing toro
	Post Sponsor Website
	Sponsor Website List Find First 4 1 of 1 Last Website Name MAIN URL Address Sponsor Website The
	OK Cancel Refresh



Sten	Action
7.	If you would like to add additional websites, click the plus sign (+) on the right end of the line. This will add a new line. Add additional websites as needed.
	Help d First (1 of 1 () Last Sponsor Website + -
8.	Click OK . The Sponsor Website dialog box will close.
	Sponsor Website
	Sponsor Website List Website Name MAIN
	OK Cancel Refresh



II. MILESTONES

Milestones occur at different stages in the life of a grant. The Grants module in UCF Financials is designed to help manage these tasks. These milestones should be defined when the award is established and updated accordingly. The Grants module will store only financial milestones while HRS will store all other milestones. The following milestone types are used in the Grants module:

- Final Invoice Track when the final invoice is due and when it was submitted to the sponsor.
- Financial Reports (all including final) Track when the financial report is due and when it was submitted to the sponsor. The frequency would be Monthly, Quarterly, Semiannual, Annual and Final.

After an award is generated, you can use and track financial milestones in UCF Financials if you have added milestones to the award in the Grants module. To add milestones, complete the following process:

Step	Action				
1.	Navigate to Main Menu > Grants > Awards > Award Profile .				
	🧐 UCF Fii	ancials 🛛 🔊	igator 🔻 Search	» Advanced Search	myUCF Home
	Favorites 🗸	Main Menu 👻			
		Search Menu:			
	Top Menu Featu		\otimes		
			\$		
		Employee Self-Servic	e 🕨		
	The menu is nov	Manager Self-Service			
	on Main Menu t	Supplier Contracts	· ·		
	Highlights	Departmental Authori:	ation		
	Recently Used	Customers	2		
	appear under the	Customer Contracts	2 C		
	inona, iooaica	Order Management	2 C		
		Items	2 I I I I I I I I I I I I I I I I I I I		
		Suppliers	•		
	Breadcrumbs	Purchasing	•		
	display your na	eProcurement			
	contents of sub	Services Procuremen			
		Grants	Sponsor websites		
		Project Costing	Proposais	Award Profile	
	Menu Search,	Proposal Managemer	t Awaros	Project	
	the Main Menu	Billing	Insulutions	Project Activity	
	makes finding p	Accounts Receivable	Sponsored Projects C	Project Budgets	
	faster.	Accounts Pavable	Departments		



Sten	Action
2.	On the Award Profile page, search for the award by entering information into the following fields:
	a) Business Unitb) Award ID
	Eakorites Main Menu Grants Awards Awards Award Profile
	Award Profile Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Business Unit = UCF01 Award ID begins with Project begins with
	Description begins with ▼ PI ID begins with ▼
	Proposal ID begins with Reference Award Number begins with
	Case Sensitive
3.	Click Search.
4.	Select the Milestones tab.
	Favorites Main Menu Grants Awards Awards Award Profile
	Award Eunding Resources Certifications Terms Milestones Key Words Funding Inquiry
5.	Enter the following information:
	a) Milestone Type [FRPT – Financial Report, INV – Final Invoice]
	b) Milestone Code (If FRPT, select from ANNUAL RPT – Annual Report Due,
	FINAL_RPT – Final Report Due,
	MONTHLY_RPT – Monthly Report Due, NON STD RPT – Report Due,
	QUARTERLY_RPT – Quarterly Report Due,
	SEIVITANNUAL_KPT – Semiannual Report Due. If INV, select FINAL INVOICE – Final Invoice Due.)
	c) Milestone Priority [High, Low, Medium]



Sten	Action
	 d) Due Date e) Milestone Status [Pending, Complete]
	Milestones Personalize Find View All] First @ 1.2 of 2 @ Last General Detail Timestone Milestone Code Milestone Code Description Milestone Due Date Milestone Milestone Status Description 1 FRPT Financial Report Final Report Final Report Final Report Milestone 09/31/2020 Complete Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2" 2 INV Final Invoice Final Invoice Final Invoice Due Medium 09/04/2020 Complete Image: Colspan="2"
6.	Click the plus sign (+) at the end of a line to add additional milestones.
	Milestore status Personalize Find View All] Refere for a Last Generative colspan="4">Milestore Type Description Milestore Code Description Mi
7.	Click the minus sign (-) to delete Milestones.
	Description Complete + Complete +
8.	Click Save.



III. SET UP PROJECT

After an award has been generated, successfully processed, and activated in the Huron Research Suite (HRS) system, projects need to be set up. This will allow the post budget process to function properly and ChartField Attributes like EP and VPORG to populate as needed. To set up a project, do the following:

Sten	Action	
1.	Navigate	to Main Menu > Grants > Awards > Project.
	UCF Fir	ancials Navigator Search 20 Advanced Search myUCF Home Worklist Performance Trace Add to Favorities Sign Out
	Favorites -	Main Menu 👻
	Top Menu Featu	Search Menu:
	C The menu is nov Click on Main M Highlights Recently Used now appear un Favorites menu the top left. Breadcrumbs display your na	Employee Self-Service Project Activity Project Budgets Project Budget Inquiry Order Management Customers Vegotate Award Create Continuation Items Suppliers Review Award Modifications Suppliers Process Facilities Admin Create Continuation Modify End Dates Procurement Procurement
	path and give y to the contents subfolders.	Services Procurement Image: Review Retroactive F&A Grants Image: Sponsor Websites
	Menu Search, under the Main supports type a makes finding p	Project Costing Image: Proposals Proposal Management Image: Awards Billing Image: Awards Accounts Receivable Sponsored Projects Offices Accounts Receivable Image: Departments



Sten	Action
2.	Enter the following:
	a) Business Unitb) Project ID
	Project General Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
	Business Unit Project begins with Description begins with Program Program Processing Status Therefore Include History Clear Basic Search Save Search Criteria
3.	Click Search. (See image in the previous step.)
4.	Enter the Project Type .
	Image: Search Image: Search Image: Search Favorites • Main Menu • > Grants • > Advanced Search
	General Information Project Department Project Costing Definition Primavera Manage
	*Description COM MOL-MECHANISMS
	*Integration UCF01 Q University of Central Florida
	Project Type Q Percent Complete 0.00 As Of Project Health The second secon



IV. SET UP PROJECT TO SPEND OUTSIDE PERIOD OF PERFORMANCE

If funds from a project need to be spent outside the period of performance (outside of the contract's start and end date range), the department should submit a request for this to Financials Support Services. The department will need to create a \$0 blanket purchase order (PO) to obtain a price guarantee from the supplier. To set up the project and activity in UCF Financials to allow this type of spending, do the following:

Step	Action
1.	Navigate to Main Menu > Grants > Awards > Project.
	Search advanced Search myUCF Home Worklist Performance Trace Add to Favorites Sign Out
	Favorites V Main Menu
	Search Menu: Personalize Content Layout ? Help
	Top Menu Feat
	Project Activity
	The many is an O Manager Self-Service Project Budgets
	The menu is not Contracts Project Budget inquiry
	Highlights Departmental Authorization
	Recently Used Customers
	now appear un Customer Contracts Customer Contracts Process Retroactive FAA
	the top left. Order Management
	Centre Suppliance Centre Centr
	Guppings
	display your na 🦢 eProcurement 🕨 📅 FA Error Interactive Report
	path and give y 🔤 Services Procurement , 📮 Review Retractive F&A
	subfolders. Grants Sponsor Websites
	Project Costing
	Menu Search, Proposal Management
	Under the Wain Group Builty
2.	On the Project General page enter values into the following fields: a) Business Unit b) P is t (P) is t (D)
	b) Project (Project ID)
	Project General Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
	Search Criteria
	Business Unit = UCF01 Project begins with Description begins with Program = UDetail Project Processing Status = UDetail Project Include Ulstatus



Action
Click Search.
Search Clear Basic Search 🖾 Save Search Criteria
Select the Project Department tab.
Favorites Main Menu Grants Awards Project
New Window Help Personalize Page
General Information Project Department Project Costing Definition Primayera Manager Location Phases Approval Justification User Fields Rates D
Project 18559A01 Add to My Projects
Processing Status Active
Click the Correct History button.
General Information Project Department Project Costing Definition Primavera Manager Location Phases Approval
Business Unit UCF01 Project 18558A01 Obesity Study
SA Requested
Primary Department Info
Institution ID UCF Q University of Central Florida
Subdivision 18550000 Q HEALTH MANAGEMENT INFORMATICS
Department 18550000 Q HEALTH MANAGEMENT INFORMATICS
Contact ID Q. Contact Details Q
Primary Department History
Department Info Find View All First 🚯 1 of 1 🕟 Last
Effective Date 06/08/2019 🛐
Department Info Personalize Find 🕼 🏢 First 🛞 1 of 1 🕢 Last
*Department Subdivision Description Percentage Pledged
18550000 Q 18550000 HEALTH MANAGEMENT INFOMATICS 100.00 + -
Save as Template Copy Project
🕼 Save 🕼 Return to Search 😥 Refresh



Sten	Action
6.	Under the first Department Info heading, update the value in the Effective Date field to the first day the sponsor authorized the project to spend outside the period of performance.
	Department Info
	Effective Date 06/08/2019
	Department Info
	*Department Subdivision
	18550000 🔍 18550000
7.	Click Save.
	Save as Template Copy Project
	Refresh



V. AWARD PROFILE NOTEPAD

When manual changes must be made to an Award and Contract, comments should be added to the Award Profile Notepad. To record this information in UCF Financials, do the following:



Sten	Action				
3.	Click Search.				
	Case Sensitive				
	Search	Clear Ba	sic Search 🖉 Save Search Criteria		
4.	Select the app	propriate	award if it does not default	•	
	Search Results				First 🕢 1-100 of 143 🕥 Last
	Business Unit Award ID		Project Description	PLID Proposal ID	Reference Award Number
	UCF01 AWD00000	0013	23156A01 WC Vanilla Test Case - Short D	5018491 AWD00000013	AWD0000001
	UCF01 AWD00000	0014	88006A03 INT.101.01.00Community Service	0100109 AWD00000014	(blank)
	UCF01 AWD00000	0015	18356A03 INT.101.02 Comprehensive Resil	5018491 AWD00000015	2020011
	UCF01 AWD00000	0016	88006A04 INT.101.03 Community Service G	0100109 AWD00000016	WAD00003
	UCF01 AWD00000	0017	64016A01 INT.101.04 Modern Training Pra	0118656 AWD00000017	692M151940002
	UCF01 AWD00000	0018	18356A01 INT.101.05 Comprehensive Resil	5018491 AWD00000018	2020011
	UCE01 AWD00000	0019	18356A02 INT 101.08 01 Comprehensive Re	5018491 AWD00000020	2020011
	UCF01 AWD00000	0021	16206A02 INT.101.08.02 A Cost-effective	1552050 AWD00000021	WAD0000020
	UCF01 AWD00000	0022	16206A01 INT.101.06 A Cost-effective On	1552050 AWD00000022	WAD0000013
	UCF01 AWD00000	0028	64016A02 INT.101.10.01 Modern Training	0118656 AWD0000028	692M151940002
	UCF01 AWD00000	0029	64016A03 INT.101.10.02 Modern Training	0118656 AWD00000029	692M151940002
	UCF01 AWD00000	0035	23036A01 INT.101.11 Community Service G	0100109 AWD0000035	WAD0001
	UCF01 AWD00000	0035	88009A01 INT.101.11 Community Service G	0100109 AWD00000035	WAD0001
	UCF01 AWD00000	0036	88006A09 INT.101.12.00 Community Servic	0100109 AWD00000036	N/A
	UCF01 AWD00000	0037	08809A01 INT.101.13.00 Community Servic	3010589 AWD00000037	(blank)
5.	Click the Not	epad link	x near the bottom of the pa	ge. Personalize Find 🗊 First 🕢 1	of 1 🕟 Last
	PC Business Unit	Project	Description		
	UCF01	64016A01	Modern Training Practices: Met		
	Go To: Sponsor	Protocols	Attributes Department Credit	Notepad Award Modifica	ations Supplemental Data
6.	Click the plus	s sign (+) ources Certification ID AWD00000017 ber 692M151940002 IPI Chokshi,Madhavi Time Stamp 01/29/20 Description Date and	to add a new Award Dess s Terms Milestones Key Words Notepad Fun Award Title D Primary Project Pi 120 3.32.31PM En Time Stamp indicates when Award was created	tered By FXIBHURON	eld All First (a) 1 of 1 (b) Last
		Comments		تی _ن	



Sten	Action			
7.	In the new section, enter the following information:			
	 a) Description (Award change, Contract change, OR Award and Contract change) b) Comments (Enter detailed comments as to what changes were made or need to be made. If being asked to make changes, please respond with Complete when done.) 			
	Award Description Find View All First @ 2 of 2 () Last			
	Date/Time Stamp 03/06/2020 3:32:51PM *Description Comments 254 characters remaining			
8.	Click Save.			
	Save Return to Search Previous in List Next in List Notify Refresh Award Funding Resources Certifications Terms Milestones Key Words Notepad Funding Inquiry			







VI. ESTABLISH & POST GRANTS AWARD BUDGET FOR PATIENT CARE

For an award for which a zero-dollar Patient Care budget line needs to be inserted into a project budget, account code information must be added to the budget line manually. Since the Patient Care budget category has no default account code in UCF Financials, allowing a zero-dollar row to integrate will cause the budget finalization to fail, thus preventing the award from being automatically activated in HRS. Note that selecting the Term and Condition "Expenditure – No Patient Care allowed" will prevent the HRS default zero-dollar budget line from integrating into UCF Financials. However, if a zero-dollar budget needs to be established for the Patient Care budget category, an account code must be provided for it and the budget row must be added and finalized manually.

Sten	Action			
1.	Navigate to Main Menu > Grants > Awards > Project Budgets.			
	Weight of the state of the			
	Top Menu Featu			
	The menu is no Main Menu to g			
	Highlights Image: Departmental Authorization Recently Used appear under time in the second			
	Breadcrumbs display your na and give you a contents of sub Services Procurement			
	Image: Grants Image: Grants Image: Sponsor Websites Image: Grants Project Costing Image: Proposal Signal Sig			
	Accounts Payable Image: Departments Image: Project Budgets Asset Management Professionals Project Budget Inquiry Banking Sponsors Commitment Control Errors			



Sten	Action
2.	Enter the following:
	 a) Business Unit b) Project (Project ID)
	Favorites Main Menu Grants Favorites For Awards For Aw
	Project Budgets Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search Criteria
	Business Unit = V UCF01 Q Project begins with V Q Budget Plan ID = V Budget Proid begins with V Budget Type = V V Description begins with V
3.	Click Search.
4.	On the General tab add additional lines as necessary by clicking the plus sign (+) at the end of a row.
	Budget Detail Project 24066A01 CAREER Budget Period 1 CAREER Find Date 06/01/2019 Find Date 01/31/2025 Finalize Pro
	Project Budget Summary
	Cost Share Direct \$0.00 Currency USD Total Budget \$4,880.00 Sponsor Budget \$4,880.00 Security Status None
	Budget Amounts for Period 🖉 All 🗇 📑 First 🕢 1.5 of 5 🛞 Last
	General Project Detail General Ledger Detail Commitment Control Detail Grants Detail
	Account Department Activity Analysis Type Source Type Category Subcategory Code Code Amount Currency
	774000 GRANT BUD 21028 ZZ 3,000.00 USD
	711000 GRANT BUD 21028 77 500.00 USD T
	782000 GRANT BUD 21028 ZZ 660.00 USD Image: Control of the co
	•



Sten	Action
5.	Select the search tool (magnifying glass) beside the Budget Item field of the appropriate row.
	Budget Item -
	TUITIO
	A dialog box will display. Select PATIENT .
	Look Up Budget Item
	SetID UCF01 Budget Item begins with ▼
	Look Up Clear Cancel Basic Lookup Search Results
	View 100 First (1-25 of 25) Last Budget Item Description
	11004 AUXL Continuing Education 31037 PERK Federal Perkins Loan Program
	51014 FSBO Bookstore Construction 51016 FSBO Parking Services 51022 FSBO Health Center Construction
	51039 FSBO University Construction 51056 FSBO CG Construction Projects 51065 FSBO Athletics Sports Complex Cons
	51079 FSBO Student Housing Construction 51082 FSBO State Revenue Certificates CONSTL Consulting
	EQUIP Equipment FACADM Facilities and Administration
	FRINGE Fringe Benefits OPS Other Personal Services
	OTHER Other Direct Expenses with F&A OTHRNO Other Direct Expns without F&A
	PATIENT Patient Care PERSON Personnel
	STIPND Stipends SUBFA Subcontracts with F&A SUBNO Subcontracts without F&A
	The dialog box will close, and the Budget Item field will display the selected value.
	Budget Item -
l	τυιτιο
	PATIENT



Sten	Action			
6.	Enter the Patient Care Account number in the Account field in the appropriate line.			
7.	Click Save.			
8.	Once the budget is set, click the Finalize button near the top of the Budget Detail page to finalize the budget. Budget Detail Project 18558A01 Obesity Study Budget Period 1 Begin Date 06/08/2019 End Date 08/28/2025 Finalize Process Monitor			
9.	Click the Process Monitor link. Finalize Process Monitor			
10.	Click the Refresh button to check the Run Status. Ensure the Process runs to success.			



Sten	Action
11.	Run Budgets Overview to ensure all lines have been distributed. Refer to the "System Navigation for Grants" manual, "Course 1. Establish Awards," section "XI. Budgets Overview."
	Note 1: If a budget row is finalized incorrectly, it cannot be deleted. Instead, a new row must be entered using the exact same "incorrect" information as on the originally finalized row but using negative (-) dollar signs in order to reverse it. After the reversal budget row has been finalized, a new budget row with correct information should be entered.
	<i>Note 2: CONVERTED projects will not include a FRINGE line, which can be added anywhere.</i>



VII. SET OPTIONS

Note: The following Terms and Conditions (T&C) take the following action on the budget:

<u>Expenditure – [Budget Item] Restriction</u>: This T&C places a control on the budget item. This means that spending more than what is budgeted for is not allowed. If a \$0.00 line accidentally gets put on a project, set the line on control to disallow spending.

<u>Expenditure – No [Budget Item] allowed:</u> This T&C will ensure that when a project is initially set up, a row for that Budget Item is not set up. This disallows for any spending against the Budget Item. Note that after the initial project setup, \$0.00 lines will not be sent over and thus, if needed, will have to be manually set up.

<u>Rebudgeting w/Tolerance:</u> This T&C will set all budget rows to control and unchecks the default tolerance box. A user will need to manually enter the tolerance for each budget row. This commitment control (KK) selection means that spending can happen over a certain tolerance of a budget item.

<u>Rebudgeting w/Prior Approval:</u> This T&C will set all budget rows to control. This KK selection means that spending can happen up to the budgeted amount.

Please also note that the T&C will only impact new budget lines. For instance, if after initial setup a new T&C impacting the Tuition row is checked, the T&C will only take action on that new row. If a previously finalized Tuition row exists, manual intervention will be required to update the old row.



VIII. BUDGET LEVELS – VIEW & CORRECT BUDGET EXCEPTIONS

If the budget has been finalized and failed and the budget finalization process created an error due to a budget exception, follow these steps to view and correct budget exceptions, resolve the error, and finalize the budget:

Step	Action	
1.	To view Control	and override budget exceptions, navigate to Main Menu > Commitment > Review Budget Check Exceptions > Budget Exceptions.
	✓ VCF FII Favorites ▼ ✓ Top Menu Featu ✓ The menu is nov Main Menu to g Highlights Recently Used Appear under timenu, located ✓ Breadcrumbs you aravigation your navigation × Wolders. Menu Search, the Main Menu type ahead whifinding pages n ✓	Name Name Name Name Search Menu: Image: Set:Service Image: Set:Service Image: Set:Service Image: Set:Service Image: Set:Service Image: Set:Service: Set:Service Image: Set:Service Image: Set:Service Image: Set:Service: Service: Service: Set:Service: Set:Service: Service: Servic
		Reporting loois



Sten	Action
2.	Enter values in the following fields:
	a) Business Unit
	b) Ledger Group [CC PGRT CH or CC PGRT PT]
	Budget Exceptions
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search Criteria
	Business Unit = V
	PC Business Unit begins with
	Project begins with V
	Activity begins with V
	Source Type begins with V Q
	Budget Period begins with V Q
	Statistics Code begins with V
	Budget Type begins with 🔻
	Case Sensitive
3.	Click Search.
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria



Sten	Action					
4.	Review the Commitme	ent Control Budget E	xceptions page.			
	Favorites - Main Menu -	Commitment Control · Review B	Budget Check Exceptions 🗸 > Budget Exceptions 👩	ł		
	Commitment Control Budget	Exceptions				
	Budget Type CC_PGRT_PT Project/Grant Parent Business Unit RFD01 Research Foundation PC Business Unit RFD01 Research Foundation Project 13208010 ACCTG-RF DIXON SCH OF ACCTNG					
	T	Personalize	Find 🛛 🗐 🔜 First 🕢 1-4 of 4 🕢 Last			
	ChartField	ChartField Value	Description			
	Account	DIRECT	Direct			
	PC Business Unit	RFD01	Research Foundation			
	Project	13208010	ACCTG-RF DIXON SCH OF ACCTNG			
	Fund Code	91504	RFD CONFERENCES AND WORKSHOPS			
	*Evention Two Even		400			
	*Exception Type Error	Maximum Rov	ws 100 More Transactions Exist			
	Advanced Transaction Criteria	Rudaet Detail	Search			
	Save Return to Search	Previous in List 🗐 Next in List 🖹 Ne	otify			
5.	To view errors that occu	ur when processing a	project budget, navigate to M	ain Menu >		
	Commitment Control	> Review Budget Ch	eck Exceptions > Projects a	and Grants		
	> Project Budget.	0	i v			
	Favorites - Main Menu - >	Commitment Control - Review Budget Che	ck Exceptions 🔹 > Project and Grants 🔹 > Project Budge	t		
	Budget Exceptions					
	Journal ID 0014375698	PC Business Unit UCF01				
	Project 16102A02	Activity GRANT				
	*Exception Type Error	Override Transaction				
	Maximum Rows 100	More Budgets Exist				
	Search	Advanced Budget Criteria				
	Budgets with Exceptions	Person	alize Find View All 🔄 📑 First 🕢 1 of 1 🕟 Last			
	Detaile Business Unit Ledger	Group	More Detail Override Transfer			
		Group	Budget			
	1 (UCF01 CC_PG	RT_PT Exceeds Budget Tolerance	More Detail 📃 Go To, 🗐			
]		







Sten	Action
8.	Click Search. The Review Commitment Control page opens.
	Case Sensitive
	Search Clear Basic Search 🔍 Save Search Criteria
9.	Select the General Ledger Detail tab.
	Favorites • Main Menu • > Grants • > Awards • > Commitment Control Errors Image:
	Review Commitment Control
	Business Unit UCF01 Project 16102A02 Budget Plan ID 1 Analysis Type BUD
	Send to Commitment Control Process Monitor Commitment Control Detail Personalize Find View All 2 1 = First (1 of 1 = Last
	Exceptions General Project Details General Ledger Detail Commitment Control Detail
	Activity Budget Item Sequence Number Foreign Amount GL Business Unit Statistics Code Account Alternate Account Operating Unit Fund Co
	GRANT TRAVEL 10UCF01 Q Q 726000 Q Q Q 21028 C
	Sand to Commitment Control
	Process Monitor
	Return to Search E Notify
10	Enter required information to connect the orner
10.	Enter required information to correct the error.
11.	Click Send to Commitment Control.
	Review Commitment Control
	Send to Commitment Control
	Commitment Control Detail
	Exceptions General Project Details General
	Activity Budget Item Sequence Fore Number Amo
	GRANT TRAVEL 10
	Send to Commitment Control Pro
	Save Return to Search
12.	Click OK .
12	Click Sava
13.	Unck Save.



IV. PROGRAM INCOME

When a project will not be billed, NOBILL product was selected on the contract line, and money has been received, take the following steps:

Step	Action
1.	For the Research Foundation (RF), refer to the "System Navigation for Grants" manual, "Course 7. Research Foundation Processing," section "VI. AR Direct Journal" to complete a direct journal to apply the payment from a Program Income project.
2.	For UCF, continue with the standard process. UCF will handle the receipt of cash in line with the current state.



X. UNDERSTANDING THE BUDGET CONTROL SETUP

The following provides information to help in understanding the budget control setup in Commitment Control (KK):

Step	Action
1.	Budgets are controlled at two levels: the parent and child ledgers. Conditions of both ledgers must be met for budget checking to pass for the transaction.
2.	In the parent ledger, CC_PGRT_PT , expenses are controlled at direct and indirect levels. This means that an expense will fail budgeting checking if it's over the total direct budget for the grant, for example. This level is the default at which all projects will be managed.
3.	In the child ledger, CC_PGRT_CH , the default setting is to track with budget by the KK budgetary account. This setting means that an expense will pass budget checking if any budget exists. If a budget line does not exist, budget checking will fail. This control is beneficial when controlling allowability.
4.	Expenses can be controlled through the individual budget category in accordance with the terms and conditions of the award. However, to control at this level, the Set Options for each budget line must be set up. These controls will typically apply when re-budgeting between budget categories requires sponsor approval. To control at the child level, refer to the "System Navigation for Grants" manual, "Course 1. Establish Awards," section "VII. Set Options."



XI. BUDGETS OVERVIEW

After a budget has been posted to Commitment Control (KK), follow these steps to go to Budgets Overview for a view of the budgets and expenditures that have been posted against the project:





Sten	Action							
4.	Set up the run control as follows:							
	Budget Type							
	a) Bu	isiness Unit	t					
	b) Ledger Group/Set Ledger Group							
	c) Ledger Group [CC_PGRT_CH or CC_PGRT_PT]							
	Dudant la minu	Criterie						
	Budget Ove	rview						
	In	quiry BUD_OVER		Desci	ription			â
	Amount Criteria	Search	Clear Reset		Ledger/Activity Lo	a Integrity	Act Log Internal Integ	rity
	Budget Type				Longon withly Lo	,g mogniy	tor 20g montal mog	
	*Business	Unit 🔍 🔍	Le	dger Gro	up/Set Ledger Group	v	Ledger Group	٩
		View Stat Code	Budgets					
5.	Under the	ChartField	l Criteria 1	nead	ing, enter th	ne ChartFi	eld From	Value and
	ChartFie	ld To for P	oject.		U,			
			•					
	ChartField Crit	eria					Budget Sta	itus
	ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	×	Open
	Account	%	%	6	٩	Update/Add	×	Closed
	Fund	%	%	6	Q	Update/Add		Hold
	Program	%	%	6	Q	Update/Add		
	PC Bus Unit	%	%	6	্	Update/Add		
	Project	%	%	0	Q	Update/Add		
	Activity	%	%	0	Q	Update/Add		
	🔚 Save 🖃 N	otify 📿 Refresh					📑 Ado	J Update/Display
	L							



Sten	Action						
6.	Click Search near the top of the page.						
	Budget Inquiry Criteria						
	Budget Overview						
	Inquiry BUD_OVER						
	Amount Criteria Search Clear Reset						
	Budget Type						
	*Business Unit RFD01 Q Ledge						
	View Stat Code Budgets						
	TimeSpan						
	*Type of Calendar Detail Budget Period v						
	Budget Criteria						
	Select Ledger Group Calendar ID F						
	CC_PGRT_CH						
	ChartField Criteria						
7.	Review lines and make adjustments on the Project Budgets page, as necessary.						