UCF

System Navigation for Grants

Course 1

Financials Support Services
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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.
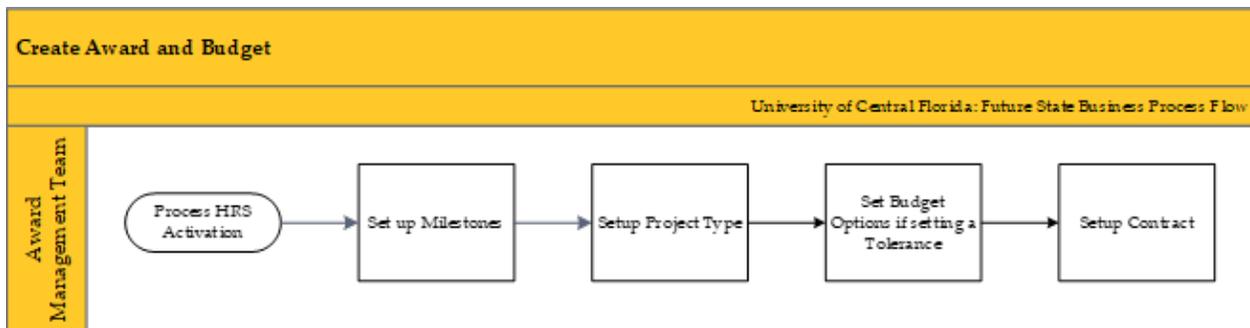
I. SET UP SPONSOR WEBSITE FOR AWARD

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**.
2.	Enter the following: a) **Business Unit** b) **Award ID** (HRS Generated Number starting with AWD)

Step	Action
3.	Click **Search**.
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.
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)
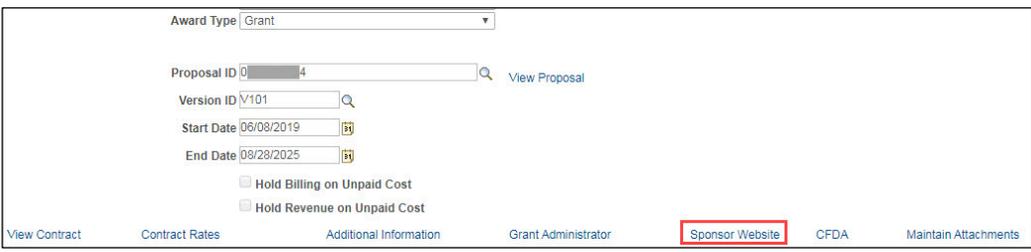
Step	Action
7.	If you would like to add additional websites, click the **plus sign** (+) on the right end of the line. This will add a new line. Add additional websites as needed.
8.	Click **OK**. The **Sponsor Website** dialog box will close.
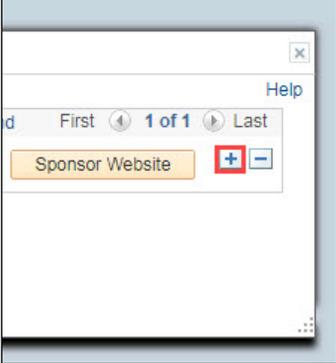
II. MILESTONES

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**.

Step	Action
2.	On the **Award Profile** page, search for the award by entering information into the following fields: a) **Business Unit** b) **Award ID**
3.	Click **Search**.
4.	Select the **Milestones** tab.
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, SEMIANNUAL_RPT – Semiannual Report Due.** If **INV**, select **FINAL_INVOICE – Final Invoice Due**.) c) **Milestone Priority [High, Low, Medium]**
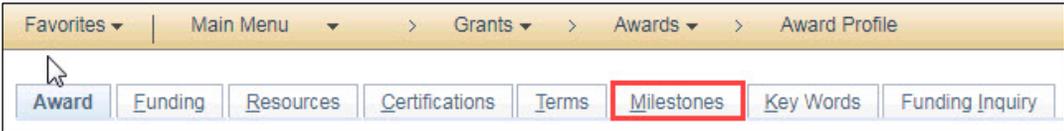
Step	Action
	d) **Due Date** e) **Milestone Status [Pending, Complete]**
6.	Click the **plus sign (+)** at the end of a line to add additional milestones. You will be able to add information to the same fields as previously noted to define the new milestone.
7.	Click the **minus sign (-)** to delete **Milestones**.
8.	Click **Save**.
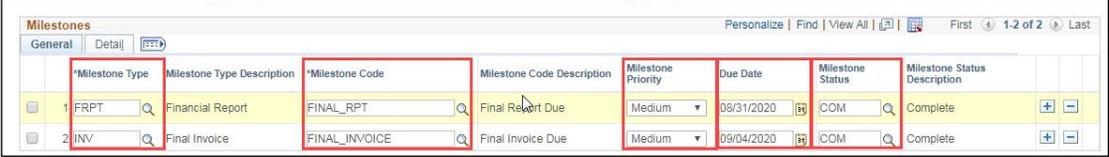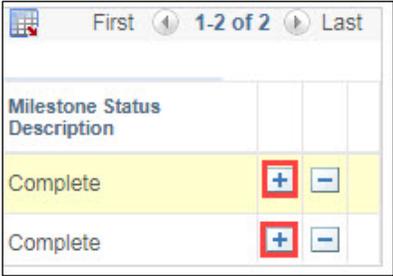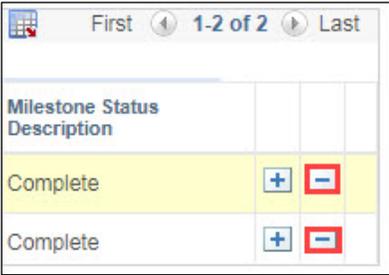
III. SET UP PROJECT

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:

Step	Action
1.	Navigate to **Main Menu** > **Grants** > **Awards** > **Project**.
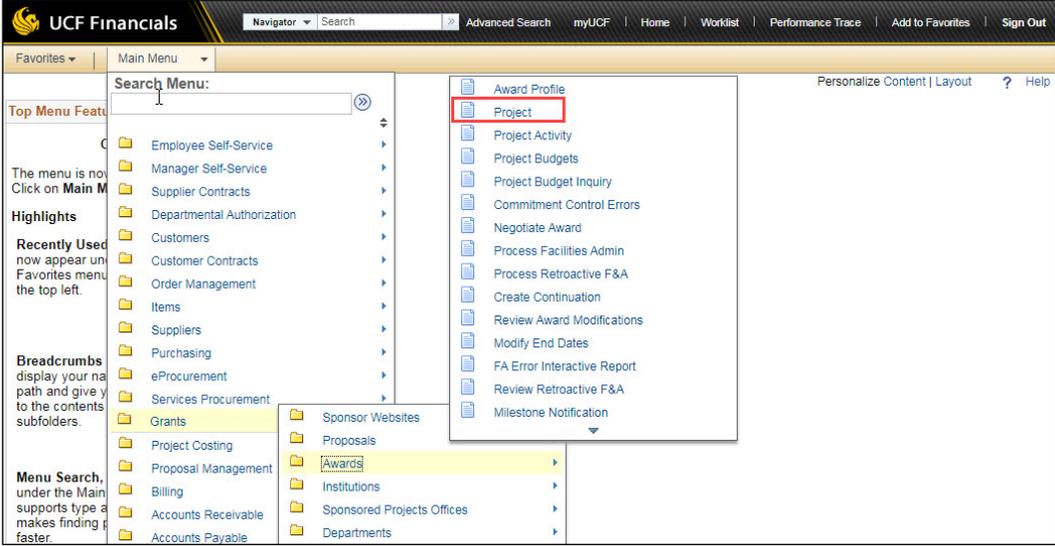
Step	Action
2.	Enter the following: a) **Business Unit** b) **Project ID** **Project General** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼Search Criteria Business Unit = ▼ UCF01 🔍 Project begins with ▼ [ ] 🔍 Description begins with ▼ [ ] Program = ▼ Detail Project ▼ Processing Status = ▼ [ ] ▼ ☐ Include History ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria
3.	Click **Search**. (See image in the previous step.)
4.	Enter the **Project Type**. UCF Financials Navigator ▼ Search » Advanced Search Favorites ▾ | Main Menu ▾ > Grants ▾ > Awards ▾ > Project 🔍 **General Information** | Project Department | Project Costing Definition | Primavera | Manag Project 00000035 *Description COM MOL-MECHANISMS *Integration UCF01 🔍 University of Central Florida Project Type [ ] 🔍 Percent Complete 0.00 As Of Project Health [ ] ▼ As Of

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:
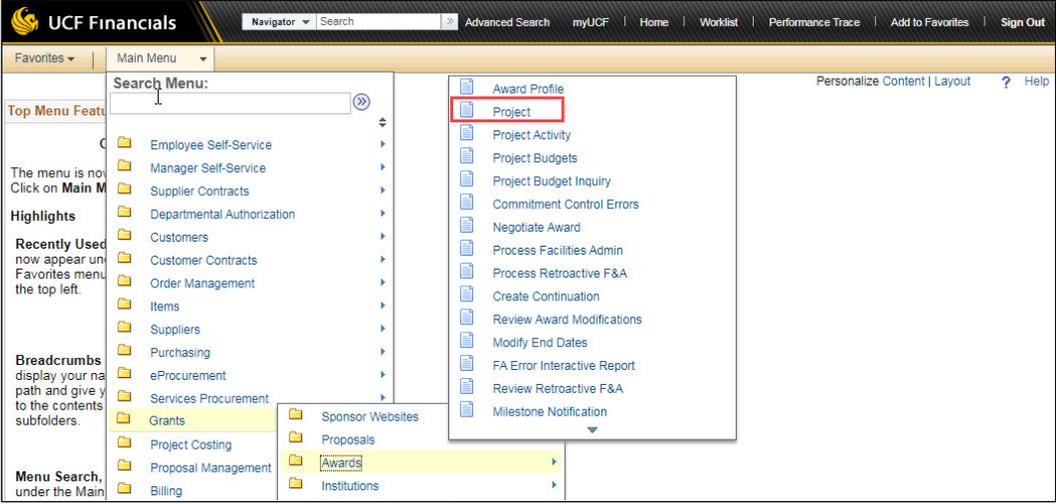
Step	Action
1.	Navigate to **Main Menu** > **Grants** > **Awards** > **Project**.
2.	On the **Project General** page enter values into the following fields: a) **Business Unit** b) **Project** (Project ID)
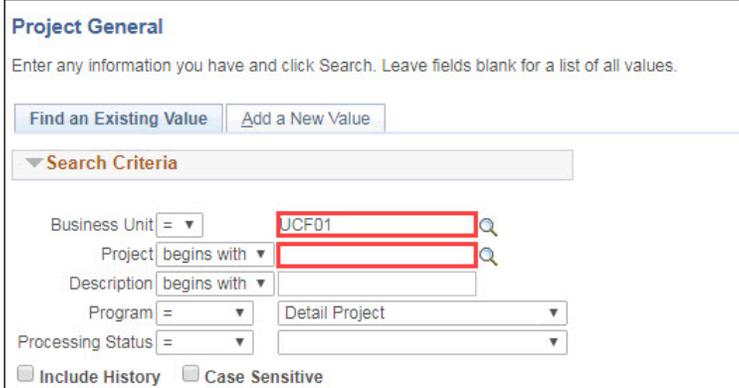
UCF Financials

System Navigation for Grants
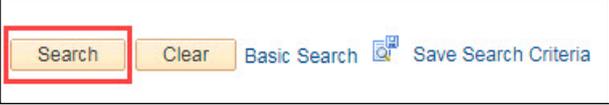
Step	Action
3.	Click **Search**.
4.	Select the **Project Department** tab.
5.	Click the **Correct History** button.
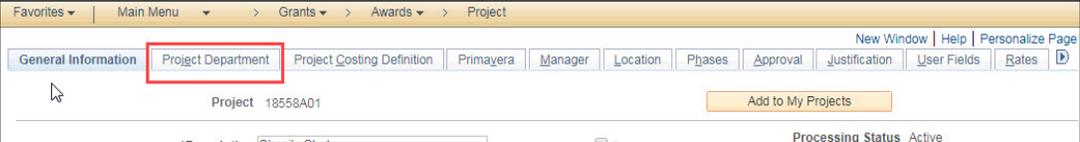
Step	Action
6.	Under the first **Department Info** heading, update the value in the **Effective Date** field to the first day the sponsor authorized the project to spend outside the period of performance. **Department Info** Effective Date 06/08/2019 **Department Info** *Department: 18550000 Subdivision: 18550000
7.	Click **Save**. Save as Template Copy Project Save Return to Search Previous in List Next in List 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:

Step	Action
1.	Navigate to **Main Menu** > **Grants** > **Awards** > **Project Activity**.
2.	Enter information into the following fields: a) **Business Unit** b) **Award ID** (from HRS starting with **AWD**)
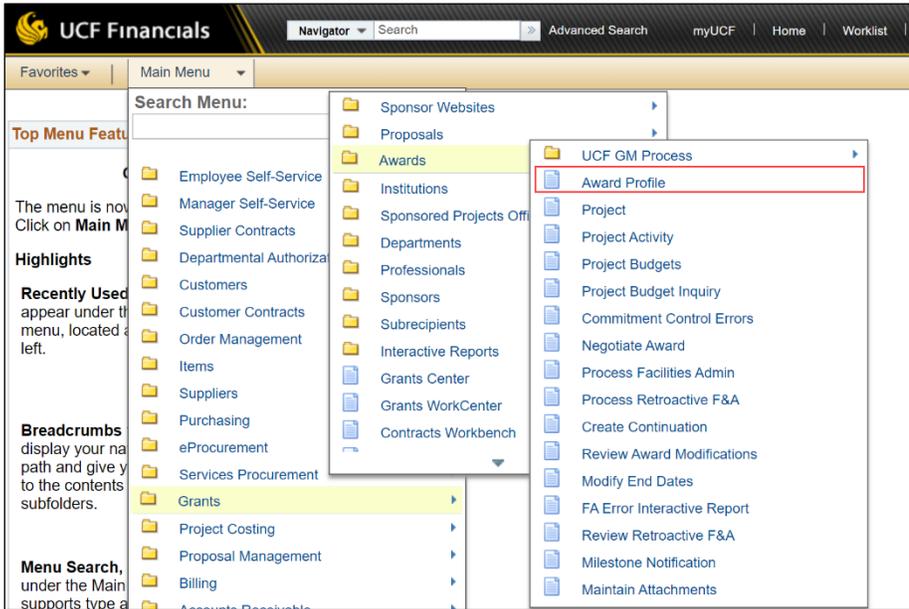
Step	Action
3.	*Click **Search**.* ☐ Case Sensitive [Search] [Clear] Basic Search 🖳 Save Search Criteria
4.	Select the appropriate award if it does not default: **Search Results** View All ... First ◄ 1-100 of 143 ► Last 	Business Unit	Award ID	Project	Description	PI ID	Proposal ID	Reference Award Number	 |---|---|---|---|---|---|---| 	UCF01	AWD00000013	23156A01	WC Vanilla Test Case - Short D	5018491	AWD00000013	AWD0000001	 	UCF01	AWD00000014	88006A03	INT.101.01.00Community Service	0100109	AWD00000014	(blank)	 	UCF01	AWD00000015	18356A03	INT.101.02 Comprehensive Resil	5018491	AWD00000015	2020011	 	UCF01	AWD00000016	88006A04	INT.101.03 Community Service G	0100109	AWD00000016	WAD000003	 	UCF01	AWD00000017	64016A01	INT.101.04 Modern Training Pra	0118656	AWD00000017	692M151940002	 	UCF01	AWD00000018	18356A01	INT.101.05 Comprehensive Resil	5018491	AWD00000018	2020011	 	UCF01	AWD00000019	88006A05	INT.101.07 Community Service G	0100109	AWD00000019	WAD00000014	 	UCF01	AWD00000020	18356A02	INT.101.08.01 Comprehensive Re	5018491	AWD00000020	2020011	 	UCF01	AWD00000021	16206A02	INT.101.08.02 A Cost-effective	1552050	AWD00000021	WAD00000020	 	UCF01	AWD00000022	16206A01	INT.101.06 A Cost-effective On	1552050	AWD00000022	WAD00000013	 	UCF01	AWD00000028	64016A02	INT.101.10.01 Modern Training	0118656	AWD00000028	692M151940002	 	UCF01	AWD00000029	64016A03	INT.101.10.02 Modern Training	0118656	AWD00000029	692M151940002	 	UCF01	AWD00000035	23036A01	INT.101.11 Community Service G	0100109	AWD00000035	WAD0001	 	UCF01	AWD00000035	88009A01	INT.101.11 Community Service G	0100109	AWD00000035	WAD0001	 	UCF01	AWD00000036	88006A09	INT.101.12.00 Community Servic	0100109	AWD00000036	N/A	 	UCF01	AWD00000037	08809A01	INT.101.13.00 Community Servic	3010589	AWD00000037	(blank)	 	UCF01	AWD00000037	88006A10	INT.101.13.00 Community Servic	3010589	AWD00000037	(blank)	
5.	Click the **Notepad** link near the bottom of the page. Primary Project PI **Associated Project** 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 Modifications Supplemental Data
6.	Click the **plus sign (+)** to add a new **Award Description** box. Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Notepad | Funding Inquiry Award ID AWD00000017 ... Award Title INT.101.04 Modern Training Practices: Short Field Reference Award Number 692M151940002 Award PI Chokshi,Madhavi D ... Primary Project PI **Award Description** Find | View All First ◄ 1 of 1 ► Last Date/Time Stamp 01/29/2020 3:32:31PM Entered By FXIBHURON [+] [−] *Description Date and Time Stamp indicates when Award was created Comments 254 characters remaining

Step	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 Entered By addyg *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

Step	Action
9.	To obtain a list of all **Comments** made on the **Notepad**, run the **FXGM_AWARD_NOTEPAD** query by navigating to **Main Menu** > **Reporting Tools** > **Query** > **Query Viewer**:
10.	Enter the **Query Name** of **FXGM_AWARD_NOTEPAD**.
11.	Click **Search**. (See image in the previous step.)
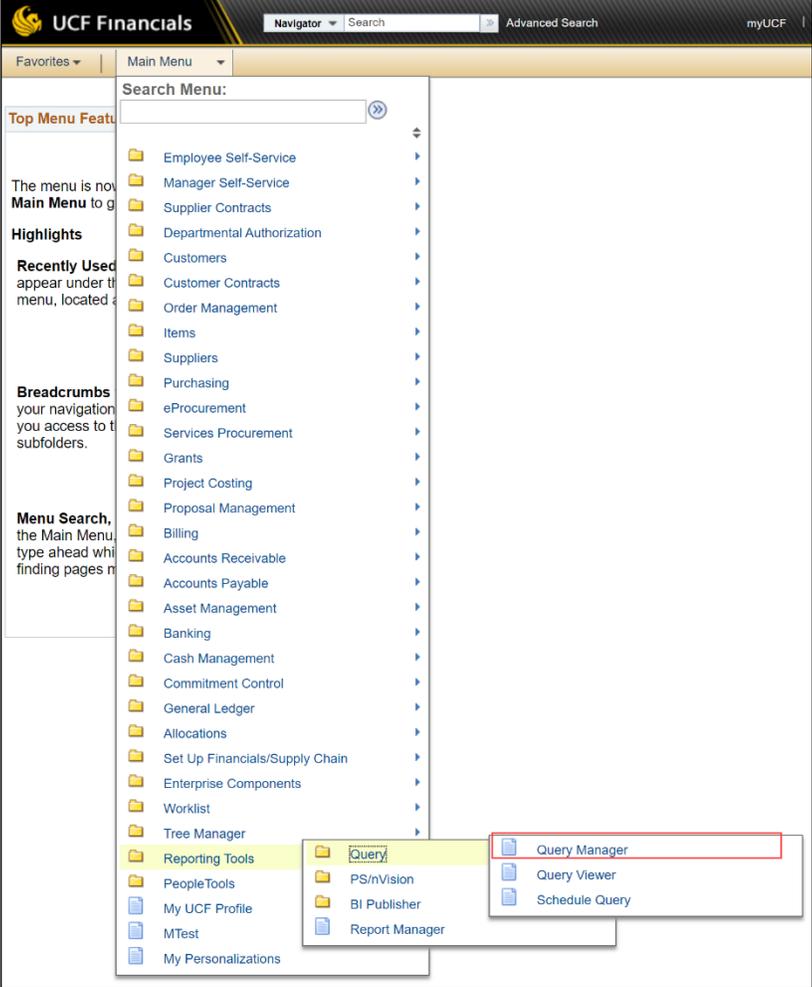
VI. ESTABLISH & POST GRANTS AWARD BUDGET FOR PATIENT CARE

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.

Step	Action
1.	Navigate to **Main Menu** > **Grants** > **Awards** > **Project Budgets**.

Step	Action

2.	Enter the following:
	
	    a) **Business Unit**
	    b) **Project** (Project ID)

3.	Click **Search**.
4.	On the **General** tab add additional lines as necessary by clicking the **plus sign (+)** at the end of a row.

Step	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 ▾] [ ] Description [begins with ▾] [ ] [Look Up] [Clear] [Cancel] Basic Lookup Search Results View 100 First ◀ 1-25 of 25 ▶ Last Budget Item Description 10004 AUXL Continuing Edccation 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 CONSLT 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 ▾ TUITIO PATIENT 🔍
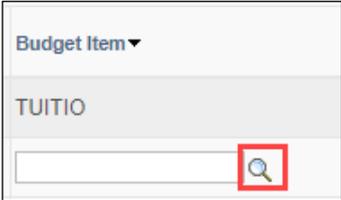
Step	Action
6.	Enter the **Patient Care Account** number in the **Account** field in the appropriate line. General P Account 774000
7.	Click **Save**. Save Return to Search Notify
8.	Once the budget is set, click the **Finalize** button near the top of the **Budget Detail** page to finalize the budget. 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**. Favorites ▾ Main Menu ▾ > Grants ▾ > Awards ▾ > Project Budgets > Process Monitor Process List Server List **View Process Request For** User ID addyg Type Last 1 Days Refresh Server Name Instance From Instance To Report Manager Run Status Distribution Status ☑ Save On Refresh Process List Personalize | Find | View All | First ◀ 1 of 1 ▶ Last Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details ☐ | 9735174 | | Application Engine | PC_WRAPPER | addyg | 09/27/2019 5:42:26PM EDT | Success | Posted | Details
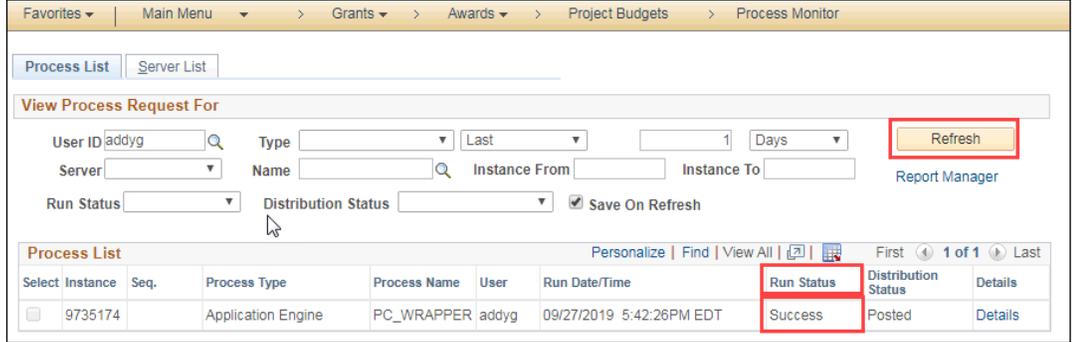
Step	Action
11.	Run **Budgets Overview** to ensure all lines have been distributed. Refer to the "System Navigation for Grants" manual, "Course 1. Establish Awards," section "XI. Budgets Overview." *Note 1: If a budget row is finalized incorrectly, it cannot be deleted. Instead, a new row must be entered 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.* *Note 2: CONVERTED projects will not include a FRINGE line, which can be added anywhere.*

VII. SET OPTIONS

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

Expenditure – [Budget Item] Restriction: 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.

Expenditure – No [Budget Item] allowed: 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.

Rebudgeting w/Tolerance: 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.

Rebudgeting w/Prior Approval: 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 and override budget exceptions, navigate to **Main Menu** > **Commitment Control** > **Review Budget Check Exceptions** > **Budget Exceptions**.

Step	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 = ▼ [ ] 🔍 Ledger Group = ▼ [ ] 🔍 Account begins with ▼ [ ] 🔍 Department begins with ▼ [ ] 🔍 Operating Unit begins with ▼ [ ] 🔍 Fund Code begins with ▼ [ ] 🔍 Program Code begins with ▼ [ ] 🔍 Budget Reference begins with ▼ [ ] 🔍 Affiliate begins with ▼ [ ] 🔍 Fund Affiliate begins with ▼ [ ] 🔍 PC Business Unit begins with ▼ [ ] 🔍 Project begins with ▼ [ ] 🔍 Activity begins with ▼ [ ] 🔍 Source Type begins with ▼ [ ] 🔍 Budget Period begins with ▼ [ ] 🔍 Statistics Code begins with ▼ [ ] 🔍 Budget Type begins with ▼ [ ] 🔍 ☐ Case Sensitive
3.	Click **Search**. ☐ Case Sensitive [Search] [Clear] Basic Search 📄 Save Search Criteria

Step	Action
4.	Review the **Commitment Control Budget Exceptions** page.
5.	To view errors that occur when processing a project budget, navigate to **Main Menu** > **Commitment Control** > **Review Budget Check Exceptions** > **Projects and Grants** > **Project Budget**.
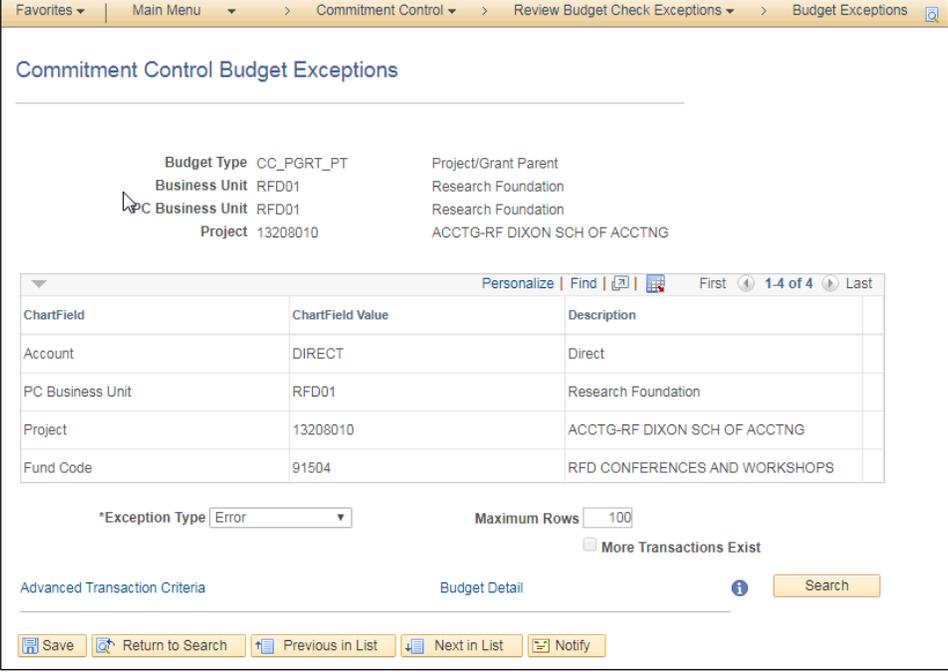
Step	Action
6.	To view errors that occur when processing a project budget, navigate to **Main Menu** > **Grants** > **Awards** > **Commitment Control Errors**.
7.	Enter the following: a) **Business Unit** b) **Project**
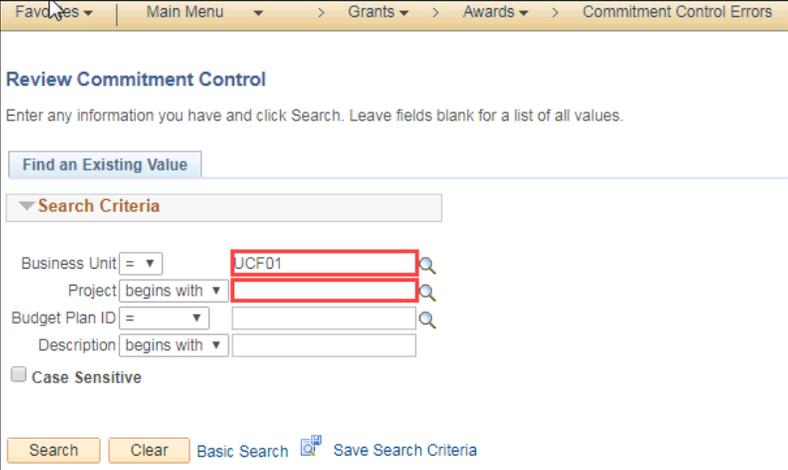
Step	Action
8.	Click **Search**. The **Review Commitment Control** page opens.
9.	Select the **General Ledger Detail** tab.
10.	Enter required information to correct the error.
11.	Click **Send to Commitment Control**.
12.	Click **OK**.
13.	Click **Save**.
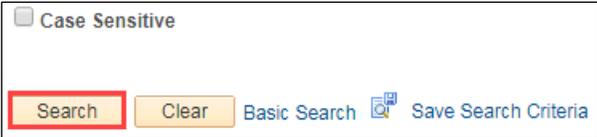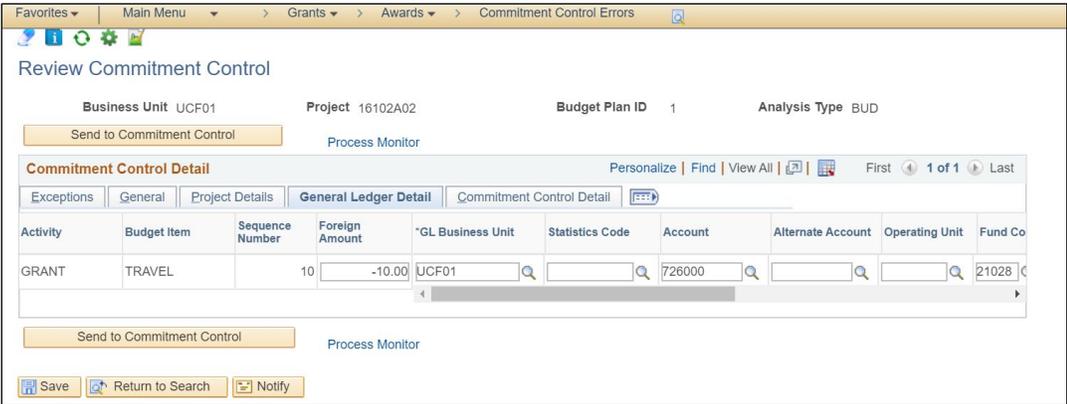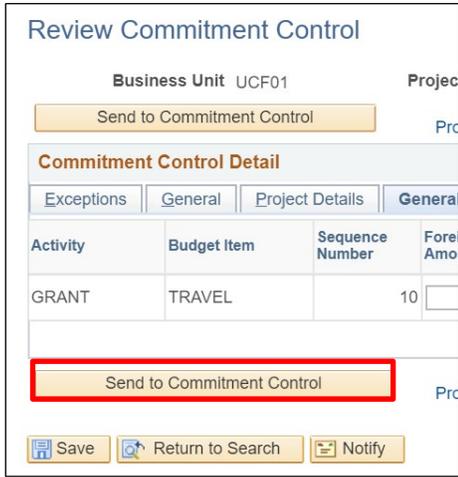
IV. PROGRAM INCOME

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:

Step	Action
1.	Navigate to **Main Menu** > **Commitment Control** > **Review Budget Activities** > **Budgets Overview**.
2.	In the **Inquiry Name** field, enter the **Run Control ID** (user defined).
3.	Click **Search**. (See image in the previous step.)
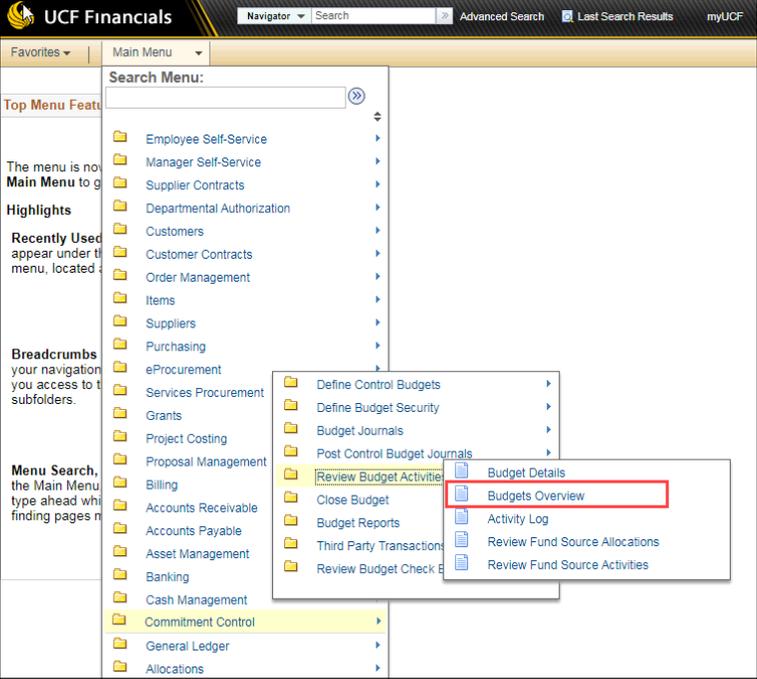
Step	Action

4.	Set up the run control as follows:
	
	Budget Type
	
	   a) **Business Unit**
	   b) **Ledger Group/Set Ledger Group**
	   c) **Ledger Group [CC_PGRT_CH or CC_PGRT_PT]**
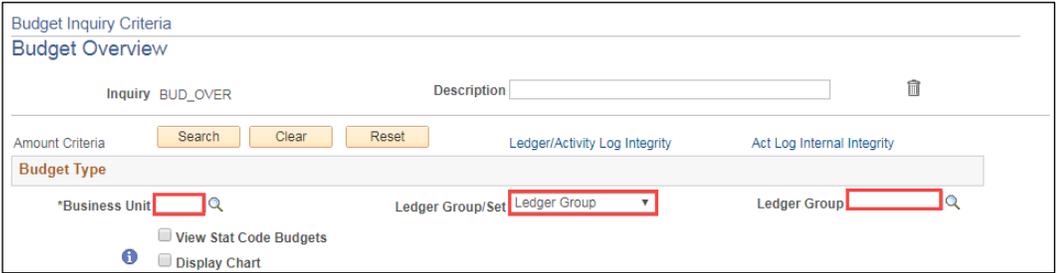
5.	Under the **ChartField Criteria** heading, enter the **ChartField From Value** and **ChartField To** for **Project**.
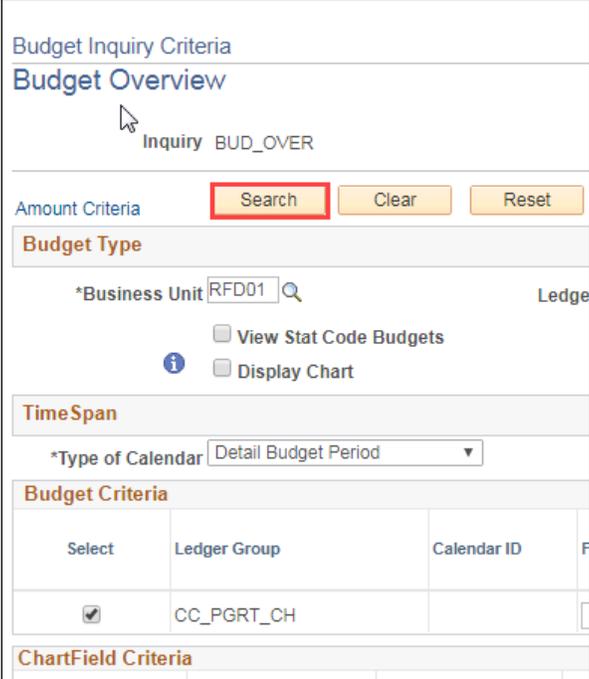
Step	Action
6.	Click **Search** near the top of the page. Budget Inquiry Criteria **Budget Overview** Inquiry BUD_OVER Amount Criteria Search Clear Reset **Budget Type** *Business Unit RFD01 Ledge ☐ View Stat Code Budgets ⓘ ☐ Display Chart **TimeSpan** *Type of Calendar Detail Budget Period ▼ **Budget 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.