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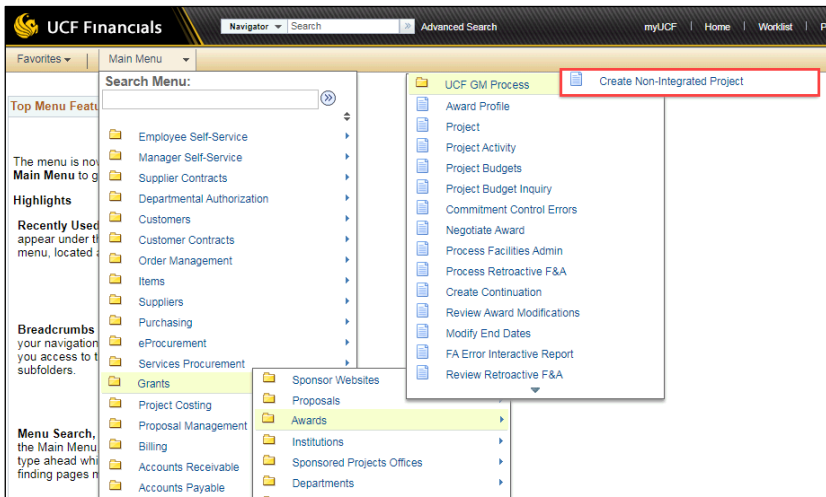
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COURSE 7. RESEARCH FOUNDATION PROCESSING

I. SET UP A NON-GRANTS PROJECT

The Research Foundation will set up a project after receiving a non-grants award for which billing is not necessary. This includes funding from the Donations Trust Fund (TF) UCF Foundation, other donations, rent, licensing agreements, residual royalties, residual revenue, and RFD Overhead Research Admin funds. Follow these steps to set up a non-grants project so that transactions can be made against the project.

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > UCF GM Process > Create Non-Integrated Project.</p> 



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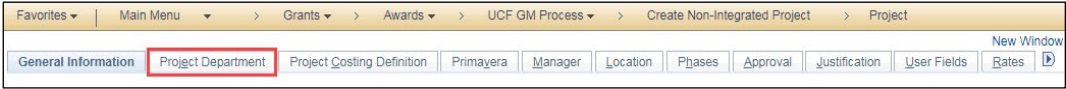
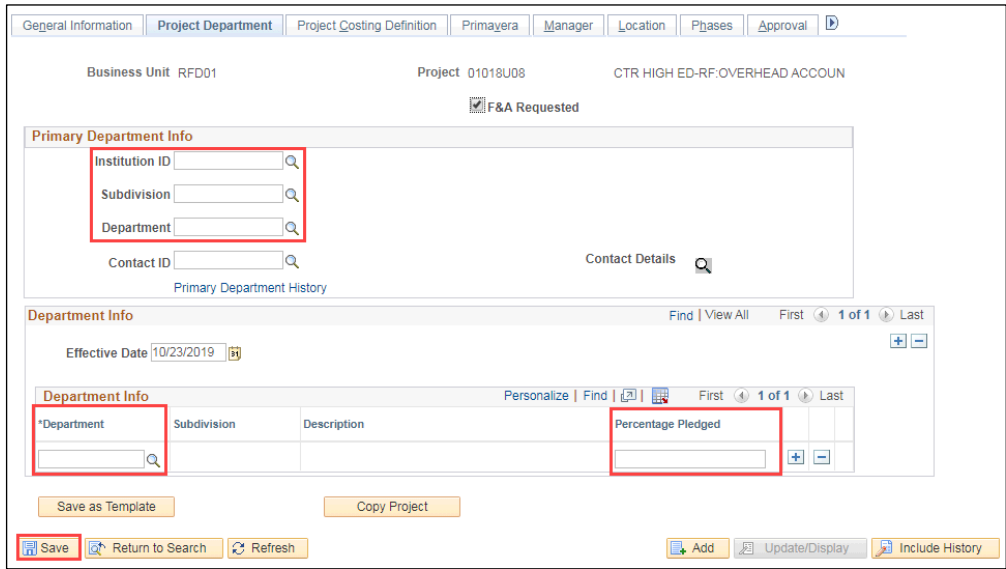
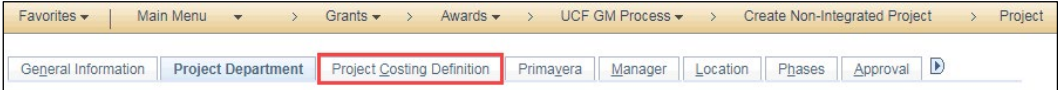
System Navigation for Grants

Step	Action
2.	<p>Enter the following:</p> <ol style="list-style-type: none">PC Business UnitProject ID (Manually enter the first five digits of the new project. The system will automatically next number the project.)Create [Blank Project (default value)] <div data-bbox="318 531 1068 829"></div>
3.	<p>Click Create New Project button.</p> <div data-bbox="326 919 639 989"></div>
4.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none">Description (Add the prefix to the title using the standard naming convention from Finance – List of Departments/Projects with Attributes. For example, all projects for the College of Optics and Photonics begin with CREOL and the project title.)Integration [RFD01]Project TypeStart DateEnd Date <div data-bbox="315 1388 1300 1816"></div>



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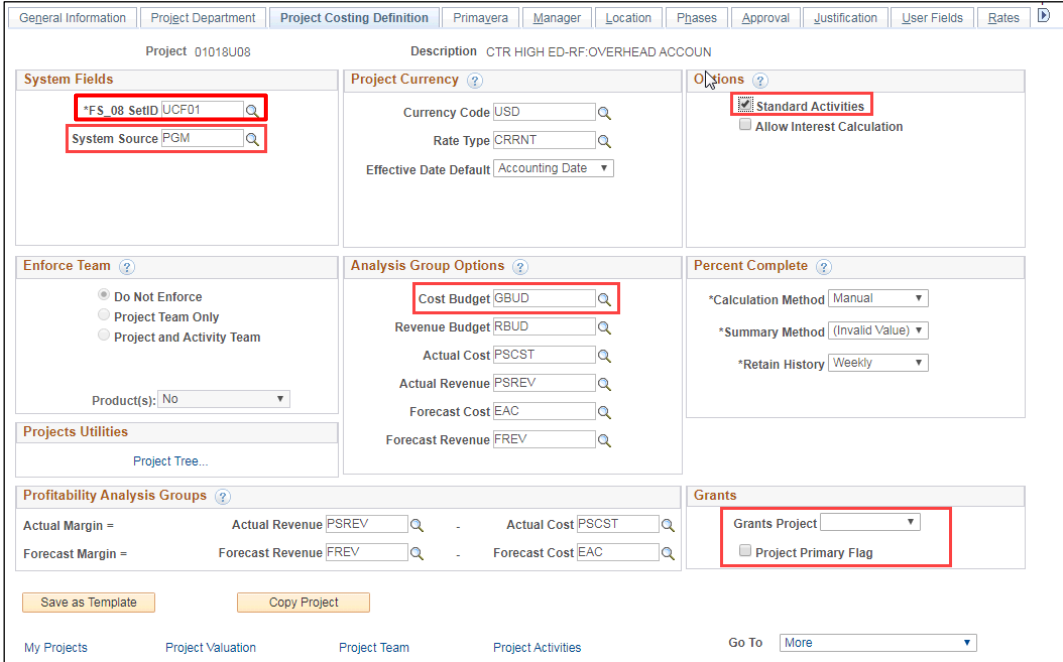
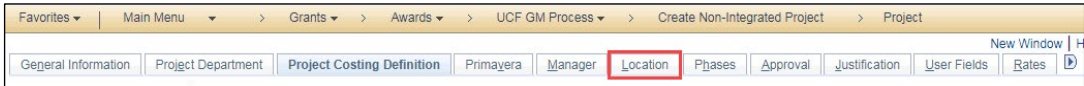
System Navigation for Grants

Step	Action
5.	<p>Select the Project Department tab.</p> 
6.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Institution ID Subdivision* Department Department** Percent Pledged [100.00]  <p><i>*Subdivision will default if the Department is a budgetary department; otherwise, it should be the same Department value.</i></p> <p><i>** The Subdivision and Department under the Primary Department Info heading and the Department under Department Info should be the same number.</i></p>
7.	<p>Click Save. (See image in previous step.)</p>
8.	<p>Select the Project Costing Definition tab.</p> 



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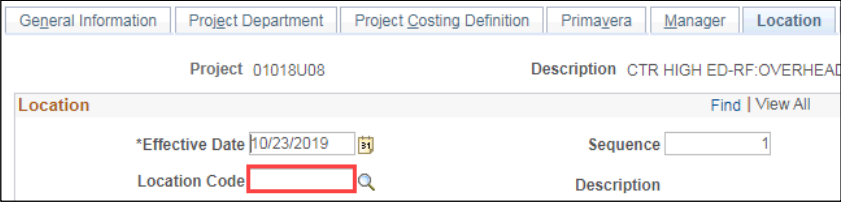
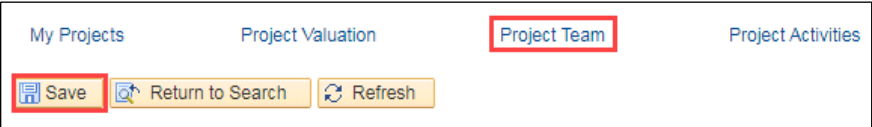
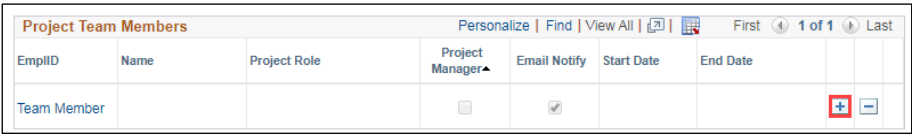
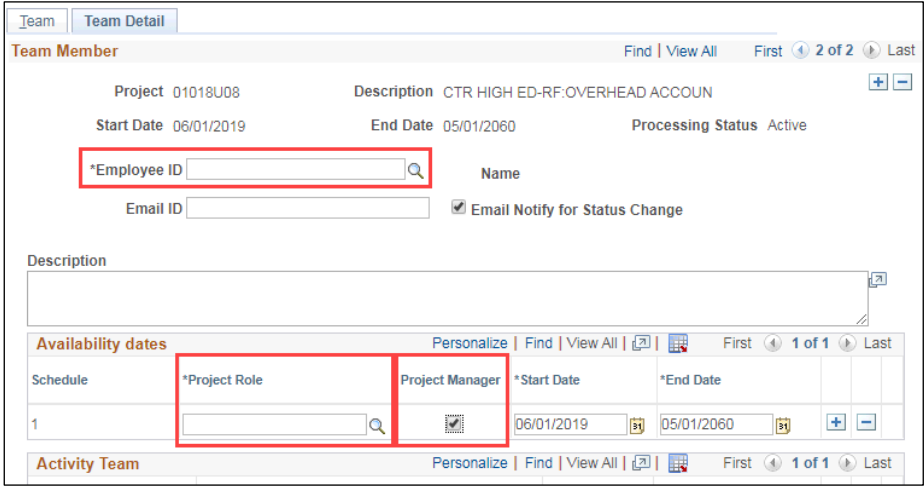
System Navigation for Grants

Step	Action
9.	<p>Update the following fields:</p> <p><i>System Fields</i></p> <ul style="list-style-type: none"> a) FS_08 SetID [UCF01] (This value will always be UCF01 regardless of what Business Unit the project is in.) b) System Source [PGM] <p><i>Options</i></p> <ul style="list-style-type: none"> a) Standard Activities [Check] <p><i>Analysis Group Options</i></p> <ul style="list-style-type: none"> a) Cost Budget [GBUD] <p><i>Grants</i></p> <ul style="list-style-type: none"> a) Grants Project [Blank] b) Project Primary Flag [Uncheck] 
10.	<p>Select the Location tab.</p> 



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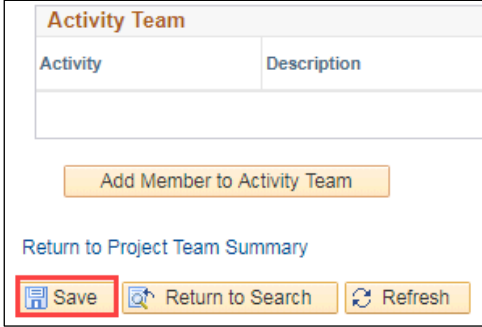
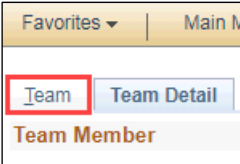
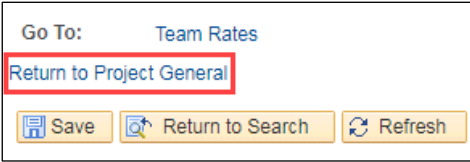

System Navigation for Grants

Step	Action
11.	<p>Enter the Location Code [811800501].</p> 
12.	<p>Click Save. (See image in the next step.)</p>
13.	<p>Click the Project Team link.</p> 
14.	<p>Click the plus sign (+) on the project Team Member line.</p> 
15.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Employee IDb) Project Role [PI]c) Project Manager [Check] 



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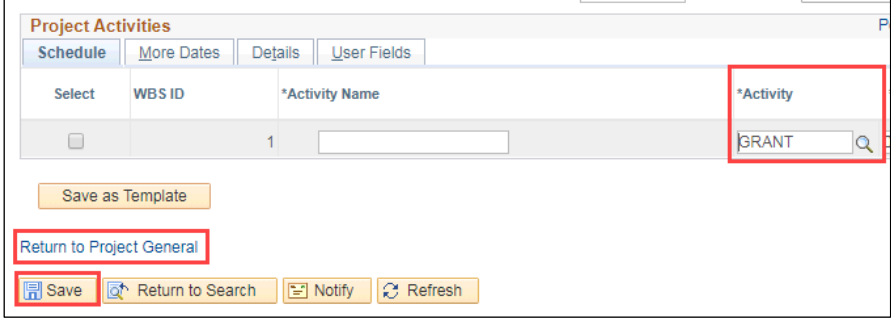
System Navigation for Grants

Step	Action
16.	<p>Click Save.</p>  <p>The screenshot shows a table titled "Activity Team" with columns "Activity" and "Description". Below the table is an "Add Member to Activity Team" button. At the bottom, there are three buttons: "Save" (highlighted with a red box), "Return to Search", and "Refresh". A link "Return to Project Team Summary" is also visible above the buttons.</p>
17.	<p>Select the Team tab.</p>  <p>The screenshot shows a navigation bar with tabs: "Team" (highlighted with a red box), "Team Detail", and "Team Member". Above the tabs are "Favorites" and "Main N".</p>
18.	<p>Click the Return to Project General link.</p>  <p>The screenshot shows a "Go To:" section with a dropdown menu set to "Team Rates". Below the dropdown is a link "Return to Project General" (highlighted with a red box). At the bottom are "Save", "Return to Search", and "Refresh" buttons.</p>
19.	<p>Click the Project Activities link.</p>  <p>The screenshot shows a navigation bar with links: "My Projects", "Project Valuation", "Project Team", and "Project Activities" (highlighted with a red box). Below the links are "Save", "Return to Search", and "Refresh" buttons.</p>



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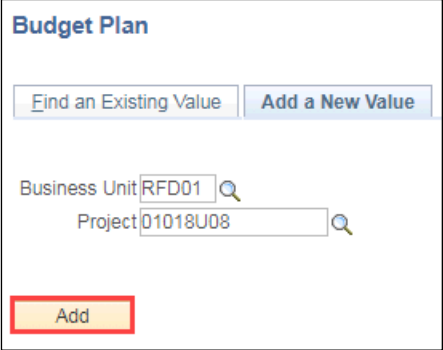
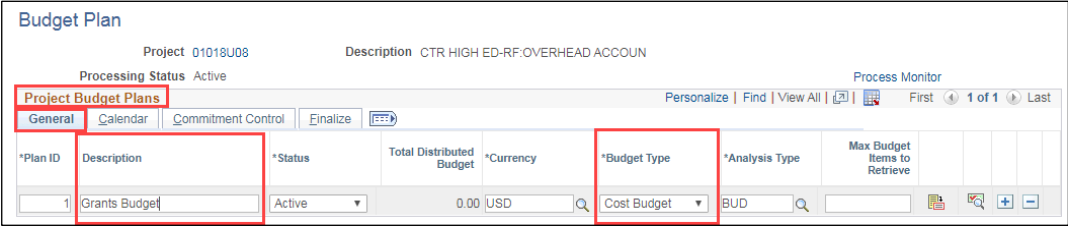
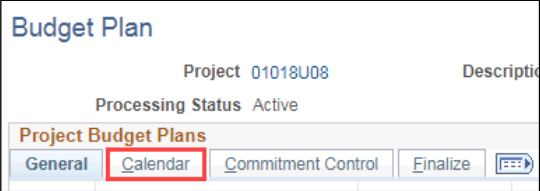
System Navigation for Grants

Step	Action
20.	<p>Enter the Activity [GRANT].*</p>  <p>The screenshot shows the 'Project Activities' form with tabs for 'Schedule', 'More Dates', 'Details', and 'User Fields'. A table with columns 'Select', 'WBS ID', and '*Activity Name' is visible. The 'WBS ID' is '1' and the '*Activity Name' is 'GRANT'. A search box with 'GRANT' is highlighted. Below the table are buttons for 'Save as Template', 'Return to Project General', 'Save', 'Return to Search', 'Notify', and 'Refresh'.</p> <p><i>*If the project is associated revenue, refer to the “System Navigation for Grants” manual, “Course 7. Research Foundation Processing,” section “VII. Residual Revenue” to set up the budget.</i></p>
21.	Click Save . (See image in the previous step.)
22.	Click the Return to Project General link. (See image in step 20.)
23.	In the Go To [More] dropdown menu, select Project Budgeting .
24.	Select the Add a New Value tab.



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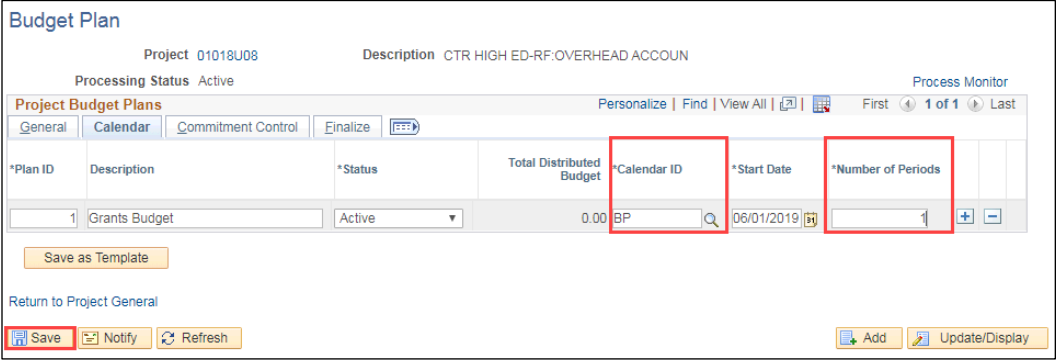
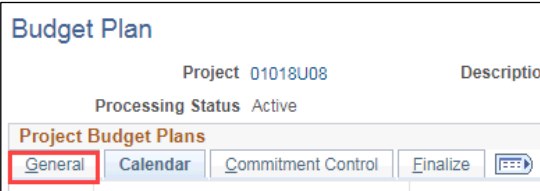
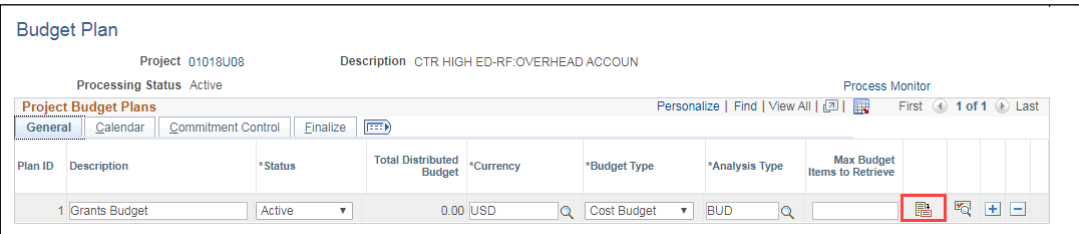
System Navigation for Grants

Step	Action
25.	<p>Click Add.</p> 
26.	<p>Under the General tab in the Project Budget Plans section, enter the following:</p> <ul style="list-style-type: none">a) Description [Grants Budget]b) Budget Type [Cost Budget] 
27.	<p>Select the Calendar tab.</p> 



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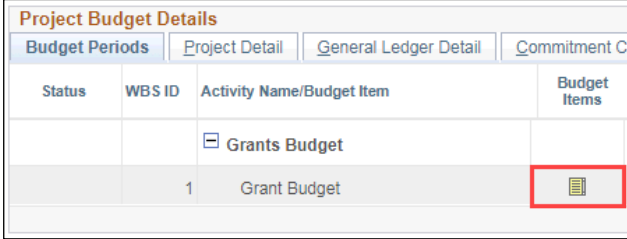
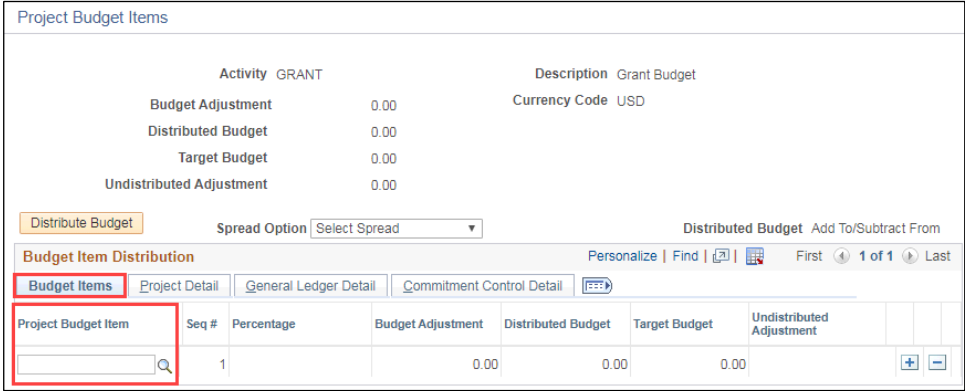
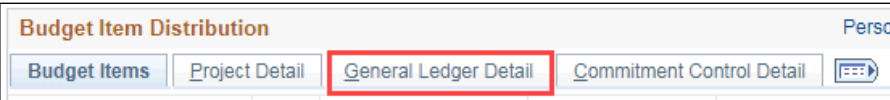
System Navigation for Grants

Step	Action
28.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Calendar ID [BP]b) Number of Periods [Manually change to 1]
	 <p>The screenshot shows the 'Budget Plan' form for Project 01018U08. The 'Project Budget Plans' table has one row with Plan ID 1, Description 'Grants Budget', Status 'Active', and Total Distributed Budget 0.00. The fields for '*Calendar ID' (containing 'BP') and '*Number of Periods' (containing '1') are highlighted with red boxes. The 'Save' button is also highlighted with a red box.</p>
29.	Click Save . (See image in the previous step.)
30.	Select the General tab.
	 <p>The screenshot shows the 'Budget Plan' form with the 'General' tab selected and highlighted with a red box. Other tabs include 'Calendar', 'Commitment Control', and 'Finalize'.</p>
31.	Click the yellow paper icon .
	 <p>The screenshot shows the 'Budget Plan' form with the 'General' tab selected. The 'Max Budget Items to Retrieve' field is highlighted with a red box, and a yellow paper icon is visible next to it.</p>



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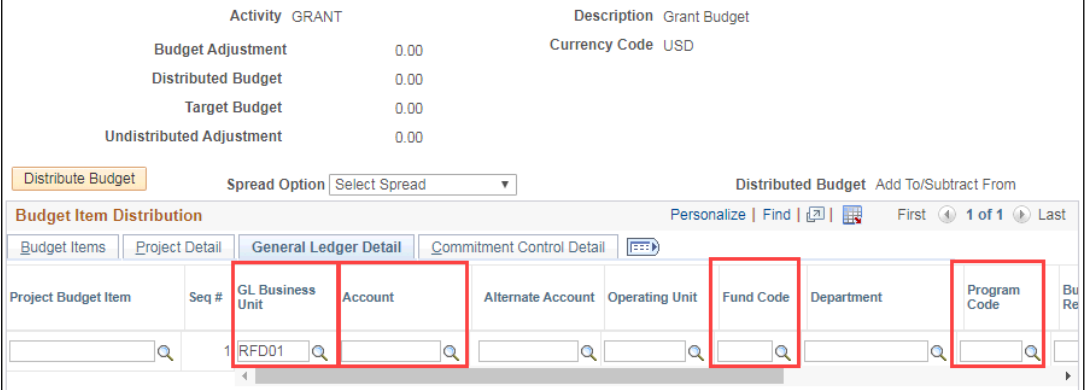
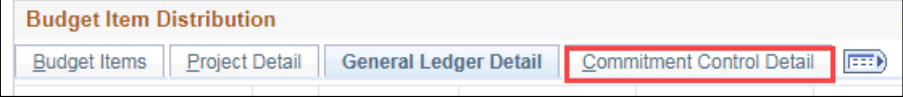
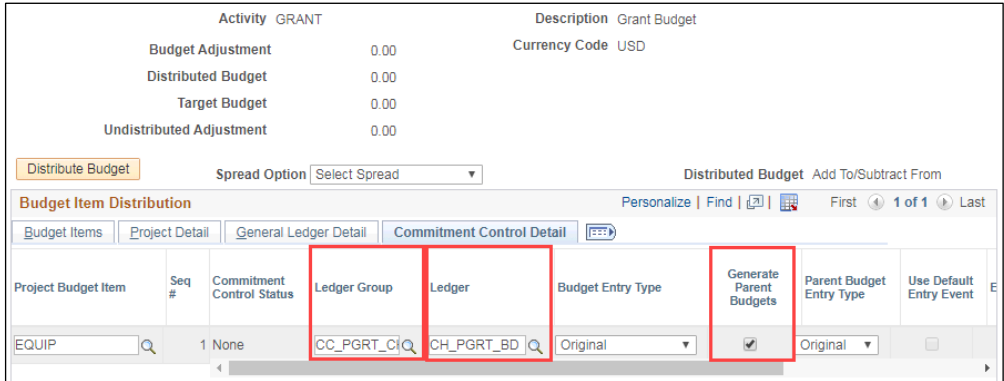
System Navigation for Grants

Step	Action
32.	<p>Under Budget Items click the yellow paper icon. The Project Budget Items dialog box will display.</p>  <p>The screenshot shows the 'Project Budget Details' dialog box with tabs for 'Budget Periods', 'Project Detail', 'General Ledger Detail', and 'Commitment C'. A table lists budget items with columns for Status, WBS ID, Activity Name/Budget Item, and Budget Items. The 'Grant Budget' row has a yellow paper icon in the 'Budget Items' column, which is highlighted with a red box.</p>
33.	<p>Under the Budget Items tab in the Project Budget Items field, add all necessary Budget Items.</p>  <p>The screenshot shows the 'Project Budget Items' dialog box. It displays summary information for 'Activity GRANT' and 'Description Grant Budget'. Below this is a 'Budget Item Distribution' section with a table. The 'Budget Items' tab is highlighted with a red box. The table has columns for Project Budget Item, Seq #, Percentage, Budget Adjustment, Distributed Budget, Target Budget, and Undistributed Adjustment. The first row shows Seq # 1 with all budget values at 0.00.</p>
34.	<p>Select the General Ledger Detail tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' dialog box with tabs for 'Budget Items', 'Project Detail', 'General Ledger Detail', and 'Commitment Control Detail'. The 'General Ledger Detail' tab is highlighted with a red box.</p>



UCF Financials

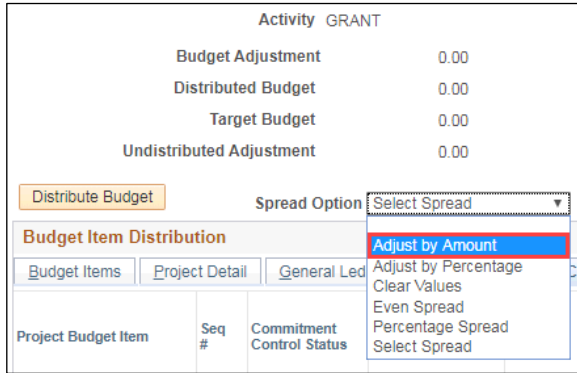
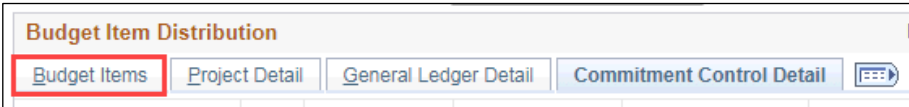
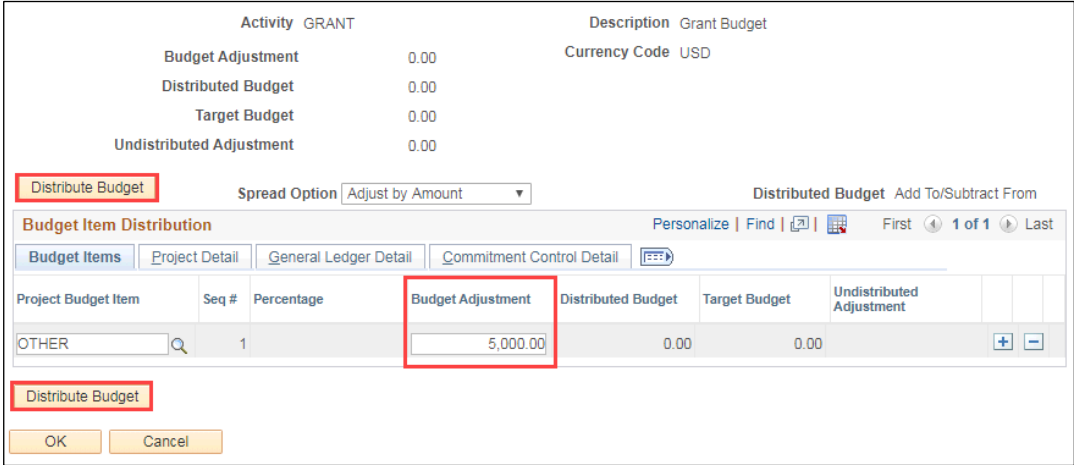
System Navigation for Grants

Step	Action
35.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) GL Business Unitb) Accountc) Fund Coded) Program Code [ZZ]  <p>The screenshot shows the 'Budget Item Distribution' form. The 'General Ledger Detail' tab is selected. The following fields are highlighted with red boxes: 'GL Business Unit' (containing 'RFD01'), 'Account', 'Fund Code', and 'Program Code'.</p>
36.	<p>Select the Commitment Control Detail tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' form with the 'Commitment Control Detail' tab highlighted in red.</p>
37.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Ledger Group [CC_PGRT_CH]b) Ledger [CH_PGRT_BD]c) Generate Parent Budgets [Check (availability dependent on Ledger Group)]  <p>The screenshot shows the 'Budget Item Distribution' form with the 'Commitment Control Detail' tab selected. The following fields are highlighted with red boxes: 'Ledger Group' (containing 'CC_PGRT_CH'), 'Ledger' (containing 'CH_PGRT_BD'), and 'Generate Parent Budgets' (checked).</p>



UCF Financials

System Navigation for Grants

Step	Action
38.	<p>Update the Spread Option to Adjust by Amount.</p>  <p>The screenshot shows the 'Budget Item Distribution' window. At the top, it displays 'Activity GRANT' and summary values: Budget Adjustment 0.00, Distributed Budget 0.00, Target Budget 0.00, and Undistributed Adjustment 0.00. Below this is a 'Distribute Budget' button and a 'Spread Option' dropdown menu. The dropdown menu is open, showing options: Adjust by Amount (highlighted in red), Adjust by Percentage, Clear Values, Even Spread, Percentage Spread, and Select Spread. Below the dropdown is a table with columns: Project Budget Item, Seq #, and Commitment Control Status.</p>
39.	<p>Select the Budget Items tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' window with four tabs: Budget Items (highlighted with a red box), Project Detail, General Ledger Detail, and Commitment Control Detail. There is also a 'Distribute Budget' button to the right of the tabs.</p>
40.	<p>Enter the Amount for each budget line in the Budget Adjustment.</p>  <p>The screenshot shows the 'Budget Item Distribution' window with the 'Budget Items' tab selected. It displays 'Activity GRANT', 'Description Grant Budget', and 'Currency Code USD'. Summary values are shown: Budget Adjustment 0.00, Distributed Budget 0.00, Target Budget 0.00, and Undistributed Adjustment 0.00. The 'Distribute Budget' button is highlighted with a red box. Below the summary is a 'Spread Option' dropdown set to 'Adjust by Amount'. A table is shown with columns: Project Budget Item, Seq #, Percentage, Budget Adjustment (highlighted with a red box), Distributed Budget, Target Budget, and Undistributed Adjustment. The table contains one row with 'OTHER' in the first column, '1' in the second, and '5,000.00' in the highlighted 'Budget Adjustment' column. At the bottom, there are 'Distribute Budget', 'OK', and 'Cancel' buttons.</p>
41.	<p>Click one of the Distribute Budget buttons. (See image in the previous step.)</p>



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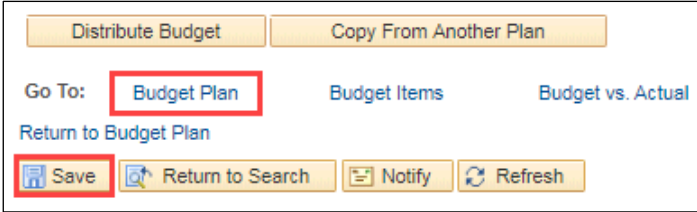
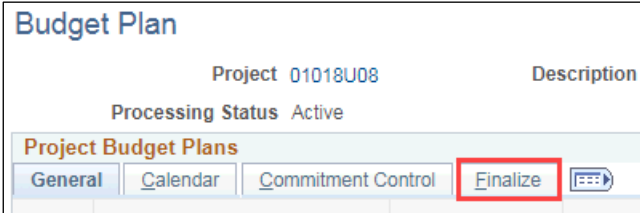
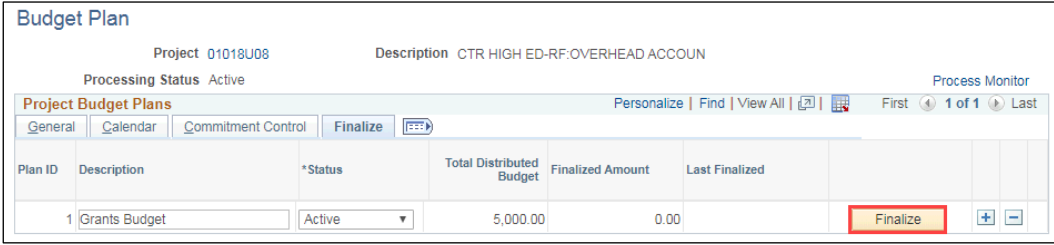
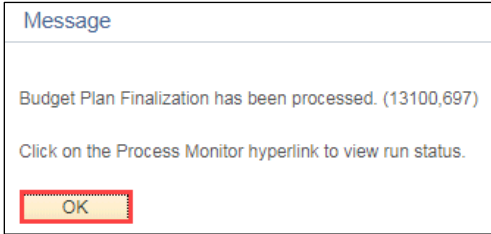
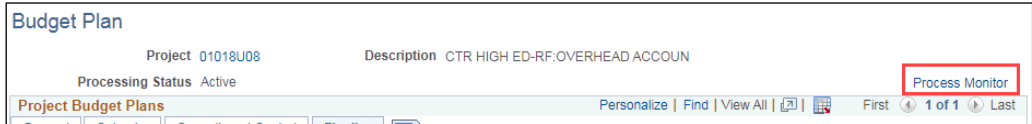
System Navigation for Grants

Step	Action																																																
42.	<p>In the Message box that displays, click Yes.</p> <div data-bbox="316 373 1156 598"><p>Message</p><p>New Budget Adjustment of 5000 does not match the original Budget Adjustment of 0.</p><p>Yes No</p></div>																																																
43.	<p>Click OK.</p> <div data-bbox="316 688 659 772"><p>OK Cancel</p></div>																																																
44.	<p>Click the Even Spread button for each line. The yellow warning triangles will change to green checkmarks.</p> <div data-bbox="316 909 1393 1276"><p>Budget Detail</p><p>Project 01018U08 Description CTR HIGH ED-RF-OVERHEAD ACCOUN</p><p>Plan ID 1 Description Grants Budget</p><p>Currency Code USD Charging Level Detail</p><p>Calendar ID BP Number of Periods 1</p><p>Analysis Type BUD</p><p>✓ Budget eligible for finalization</p><p>⚠ Budget not eligible for finalization</p><p>Distribute Budget</p><p>Distributed Budget Add To/Subtract From Expand (All Substis) Filter Budget Item Search</p><p>Project Budget Details</p><table border="1"><thead><tr><th>Status</th><th>WBS ID</th><th>Activity Name/Budget Item</th><th>Budget Items</th><th>Spread Option</th><th>Percent</th><th>Budget Adjustment</th><th>Distributed Budget</th><th>Target Budget</th><th>Undistributed Adjustment</th><th>Even Spread</th><th>Other</th></tr></thead><tbody><tr><td>⚠</td><td></td><td>Grants Budget</td><td></td><td>Select Spread</td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td></td><td></td></tr><tr><td></td><td>1</td><td>Grant Budget</td><td></td><td>Select Spread</td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td></td><td></td></tr><tr><td>⚠</td><td></td><td>Other Direct Expenses with FA&A</td><td></td><td></td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td>Even Spread</td><td>Other</td></tr></tbody></table><p>Distribute Budget Copy From Another Plan</p></div> <div data-bbox="440 1304 1198 1759"><p>The diagram shows two side-by-side screenshots of the Budget Detail table. The left screenshot shows yellow warning triangles in the Status column for the 'Grants Budget' and 'Other Direct Expenses with FA&A' rows. The right screenshot shows green checkmarks in the Status column for the same rows. A large black arrow points from the left screenshot to the right screenshot, indicating the change in status after clicking the 'Even Spread' button.</p></div>	Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	⚠		Grants Budget		Select Spread		5,000.00	0.00	5,000.00	5,000.00				1	Grant Budget		Select Spread		5,000.00	0.00	5,000.00	5,000.00			⚠		Other Direct Expenses with FA&A				5,000.00	0.00	5,000.00	5,000.00	Even Spread	Other
Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other																																						
⚠		Grants Budget		Select Spread		5,000.00	0.00	5,000.00	5,000.00																																								
	1	Grant Budget		Select Spread		5,000.00	0.00	5,000.00	5,000.00																																								
⚠		Other Direct Expenses with FA&A				5,000.00	0.00	5,000.00	5,000.00	Even Spread	Other																																						
45.	<p>Click Save. (See image in the next step.)</p>																																																



UCF Financials

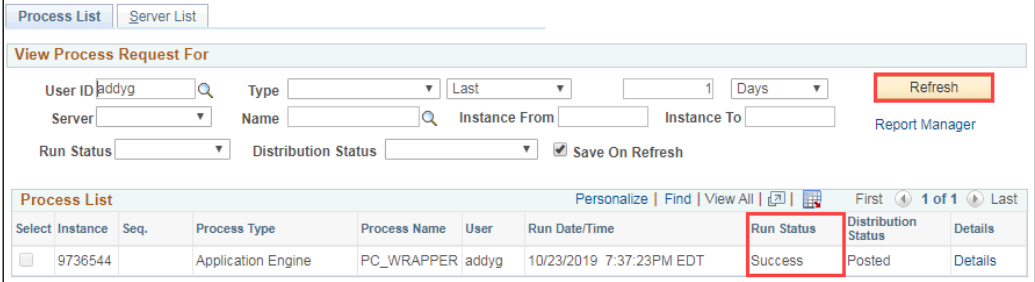
System Navigation for Grants

Step	Action
46.	Click the Budget Plan link. 
47.	Select the Finalize tab. 
48.	Click the Finalize button. 
49.	If a Message box displays, click OK . 
50.	Click the Process Monitor link. 



UCF Financials

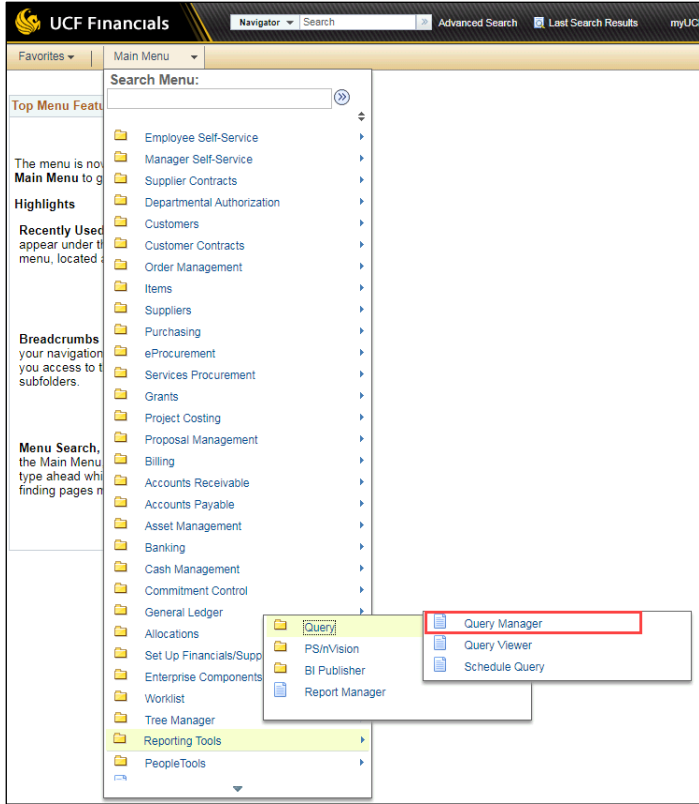
System Navigation for Grants

Step	Action																				
51.	<p>Click Refresh to ensure the Run Status of the process runs to Success.</p>  <p>The screenshot shows a web interface for viewing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: 'User ID' (addyg), 'Type' (Last), 'Days' (1), 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a red box. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Run Status' column for the first row is highlighted with a red box and contains the value 'Success'.</p> <table border="1"><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>9736544</td><td></td><td>Application Engine</td><td>PC_WRAPPER</td><td>addyg</td><td>10/23/2019 7:37:23PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details												



II. RFD PRE-BILL

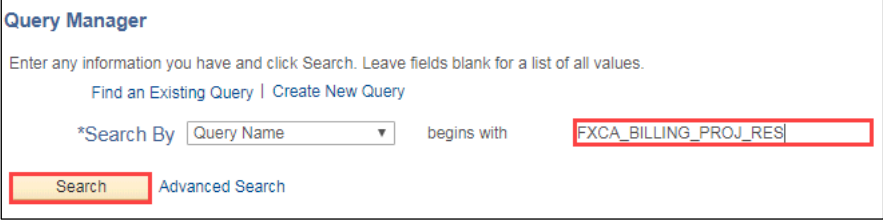
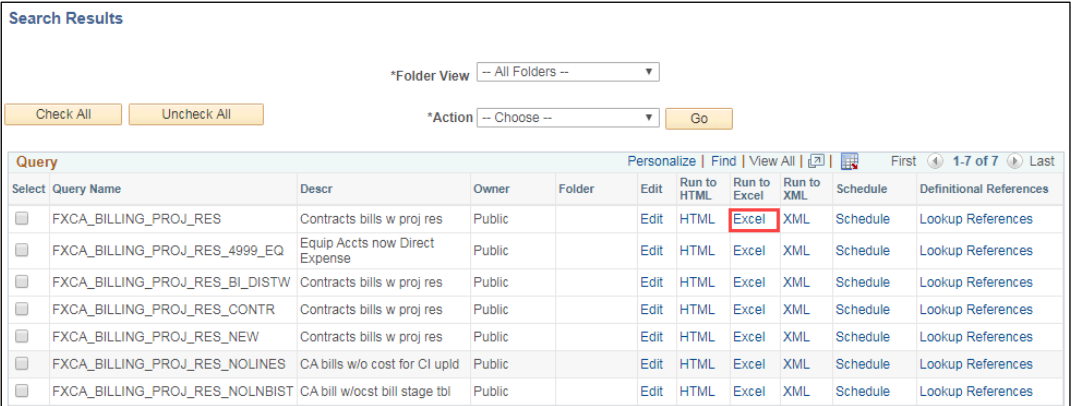
To process billing at month end for an AS_INCURRED contract or weekly for a FIXED_AMOUNT contract, follow these steps:

Step	Action
1.	<p>For AS_INCURRED billing, navigate to Main Menu > Reporting Tools > Query > Query Manager.</p>  <p><i>Note: For details on the closeout process, refer to the “System Navigation for Grants” manual, “Course 3. Maintain Awards” in the following sections:</i></p> <ul style="list-style-type: none">• “XI. Notify Department”• “XII. Milestone Completion”• “XIII. Complete Final Review”• “XIV. Prepare Final Reports and Invoices”• “XV. Move Residual Funds”• “XVI. Close Award, Project, and Activity”• “XVII. Closeout in HRS”



UCF Financials

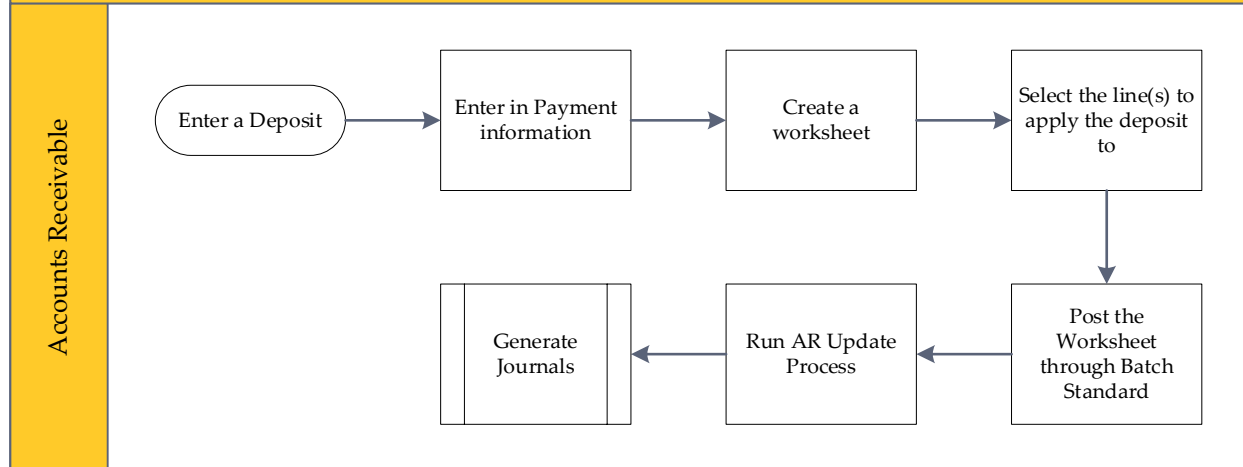
System Navigation for Grants

Step	Action
2.	Enter the Query Name of FXCA_BILLING_PROJ_RES in the begins with field. 
3.	Click Search . (See image in previous step.)
4.	In the Search Results , go to the Run to Excel column and click the Excel link of the query. 
5.	Repeat steps 1-4 to run the Query Name of FXAR_OPEN_ITEMS_RFD01 .
6.	Prior to billing, compare the first report to the bill plan and to any unapplied payment on the FXAR_OPEN_ITEMS_RFD01 report.
7.	Review the Budget Position, Payments Received, Project Status, and Variance .
8.	For FIXED_AMOUNT billing, ensure Events are set to Ready .
9.	Repeat steps 1-4 to run the Query Name of FXCA_EVENTS_TO_BILL .
10.	Prior to billing, compare the items on the fixed bill query to the bill plan in ARGIS and to any unapplied payments on FXAR_OPEN_ITEMS_RFD01 .
11.	Review the Budget Position, Payments Received, Project Status, Variance, etc.



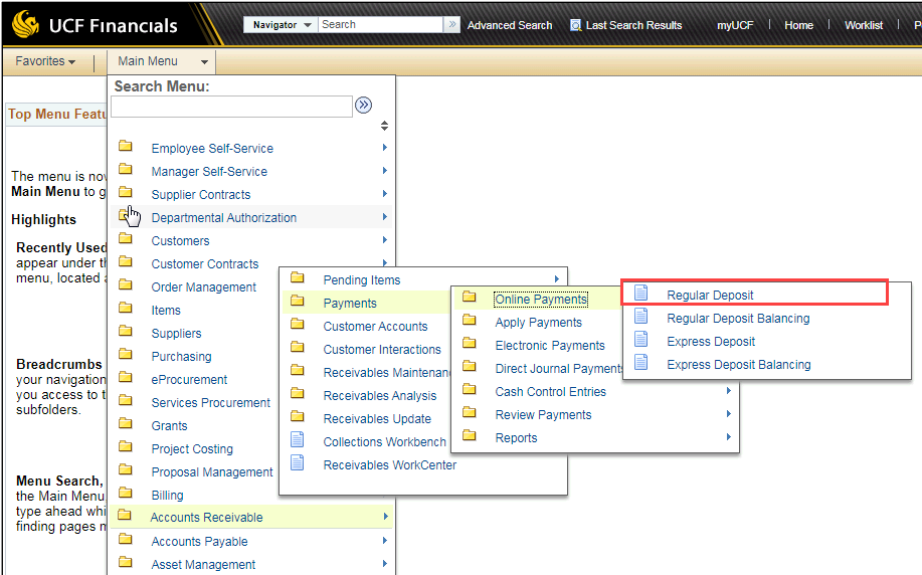
Enter Deposit and Apply Payment

University of Central Florida: Future State Business Process Flow



III. ENTER DEPOSIT

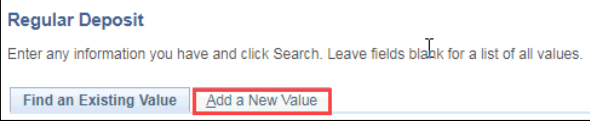
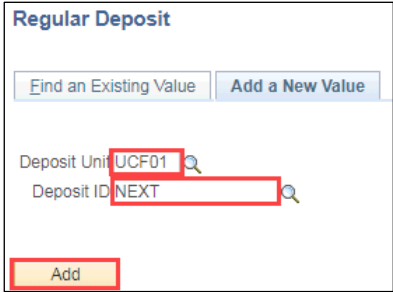
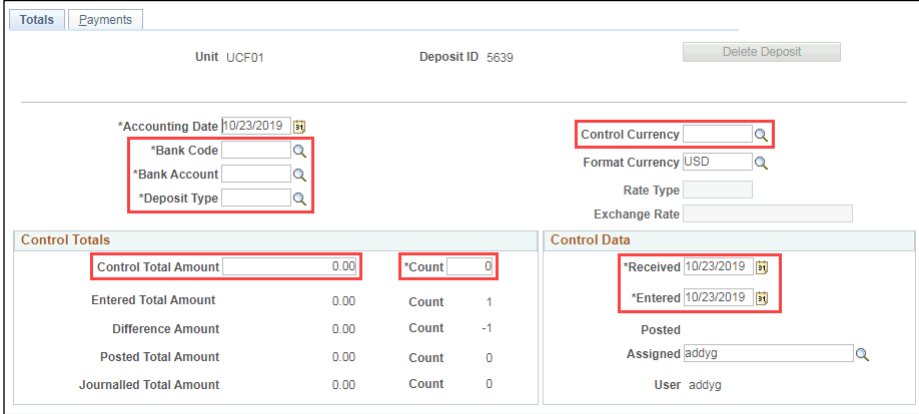
When money is received, the deposit should be entered into UCF Financials and applied to the correct open item or put on the appropriate account. To enter a deposit, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit.</p> 



UCF Financials

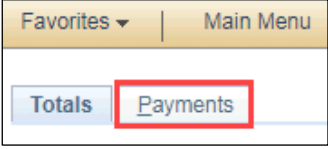
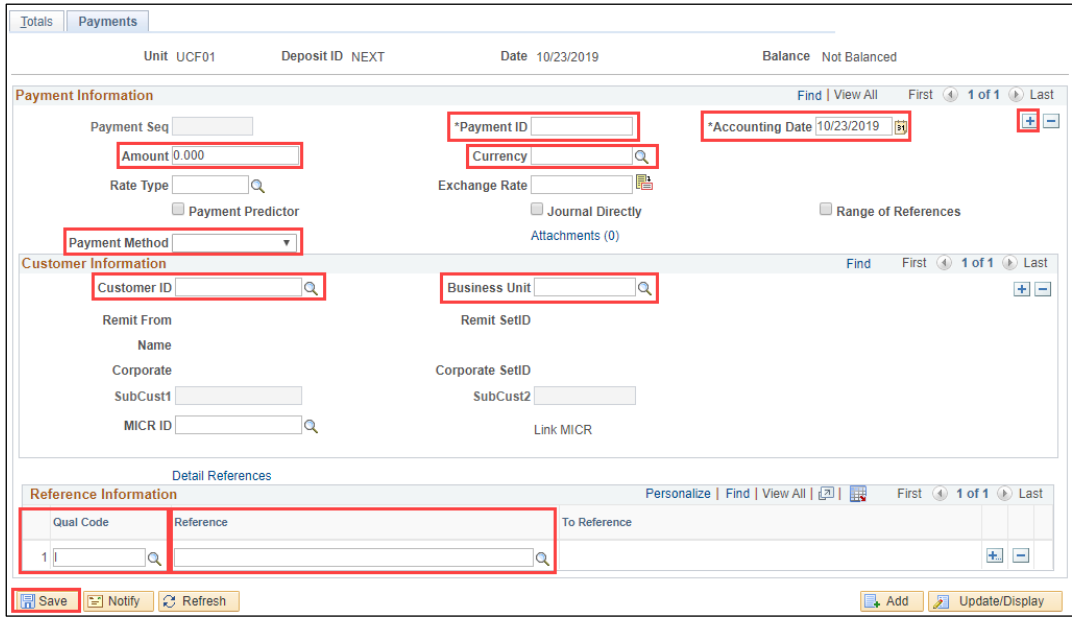
System Navigation for Grants

Step	Action
2.	<p>Select Add New Value tab.</p> 
3.	<p>Enter the values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Deposit ID [NEXT] 
4.	<p>Click Add. (See image in previous step.)</p>
5.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Bank Code [BOA1] Bank Account [ACH] Deposit Type [C – Customer Receipts] Format Currency Control Total Amount (total amount of the deposit) Count Date Received Date Entered 



UCF Financials

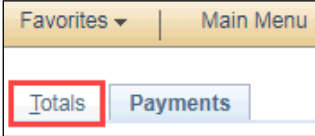
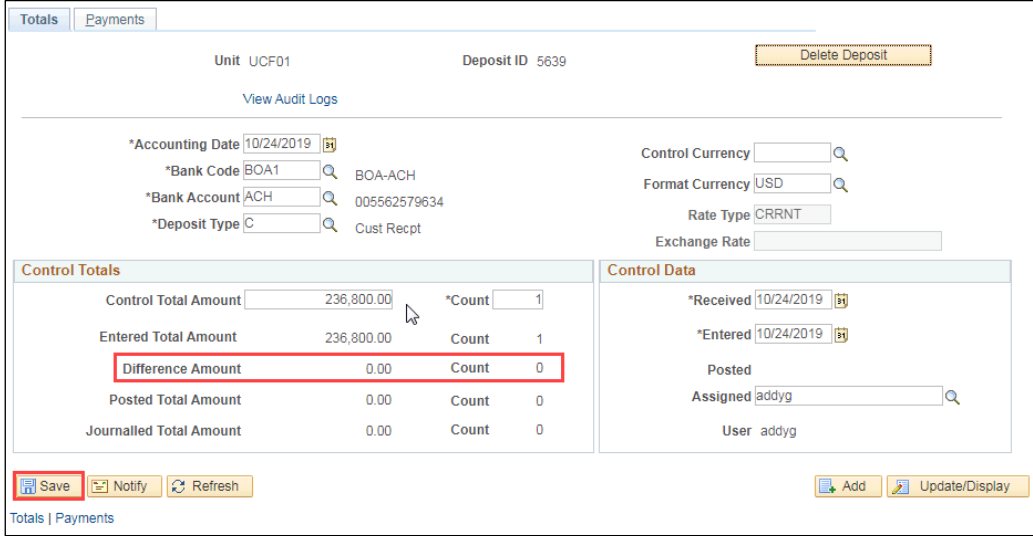
System Navigation for Grants

Step	Action
6.	Select the Payments tab. 
7.	Enter values in the following fields: <ul style="list-style-type: none">a) Payment IDb) Accounting Date (date payment was received)c) Amountd) Currencye) Payment Method [Check or Electronic Funds Transfer or Giro - EFT]f) Customer IDg) Business Unith) Qual Code [I]i) Reference (invoice number, if known) 
8.	Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)
9.	Click Save . (See image in step 7.)



UCF Financials

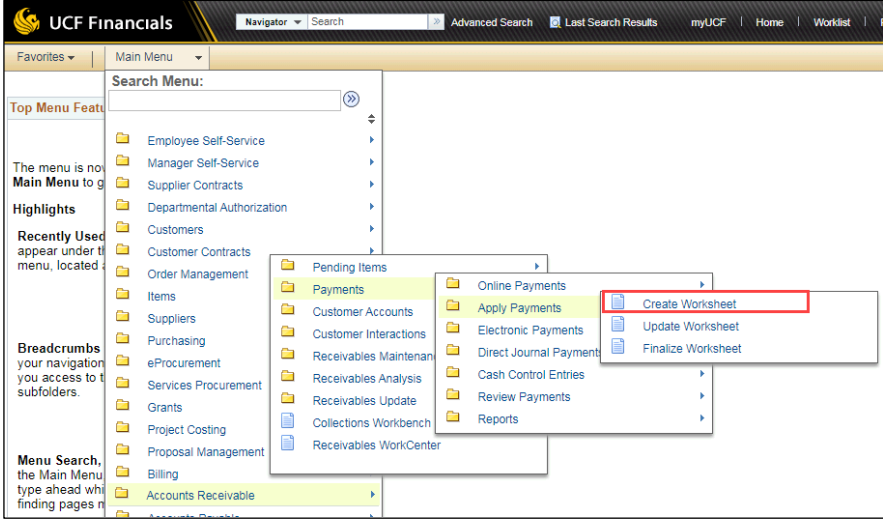
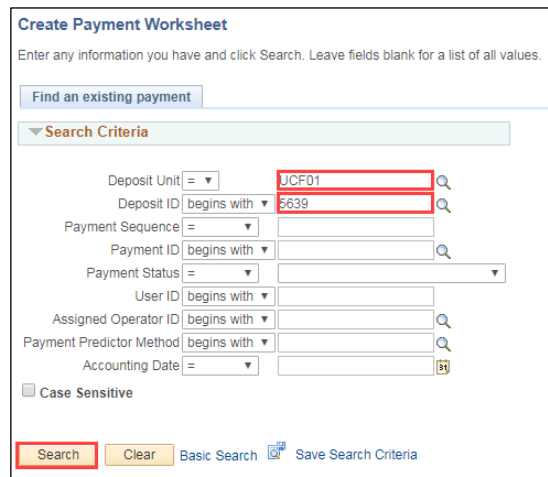
System Navigation for Grants

Step	Action
10.	Select the Totals tab. 
11.	Ensure the Difference Amount and Count are both zero (0). 
12.	Click Save . (See image in the previous step.)



IV. APPLY PAYMENT TO ITEM

If a chartstring is known or it is known that the payment should be placed on account and a deposit is entered, a payment can be applied to an item. Afterward, Receivables Update can be run. To apply payment to an item, follow these steps:

Step	Action
<p>1.</p>	<p>Navigate to Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet.</p> 
<p>2.</p>	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Deposit Unit Deposit ID (Enter ID associated with the deposit.) 



UCF Financials

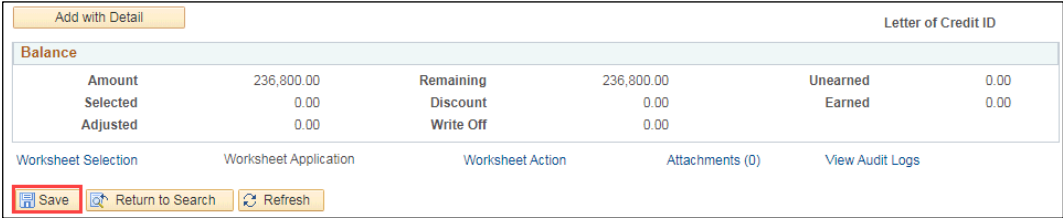
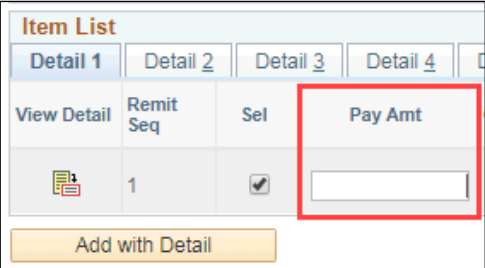
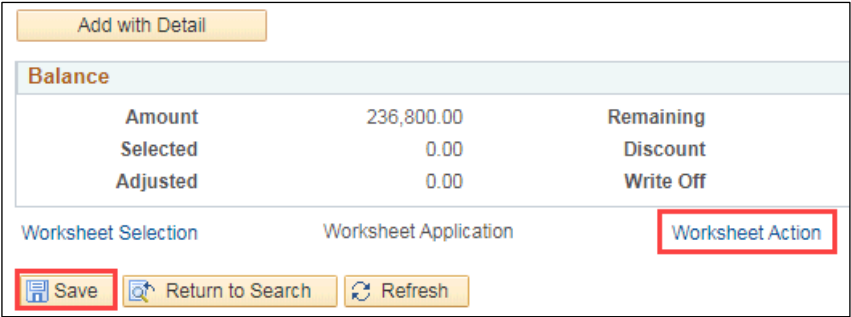
System Navigation for Grants

Step	Action
3.	Click Search . (See image in previous step.)
4.	<p>On the Payment Worksheet Selection page, enter or verify the following information:</p> <ol style="list-style-type: none"> Customer ID Business Unit Qual Code [I] Reference (Enter invoice number.)
5.	Click Build . (See image in the previous step.)
6.	<p>Place a check beside the line items to apply the payment to.</p>



UCF Financials

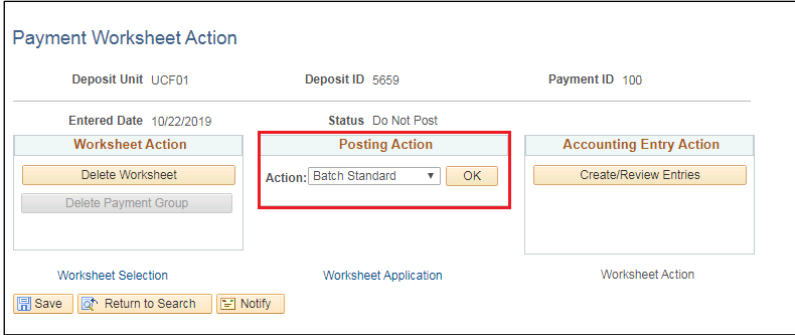
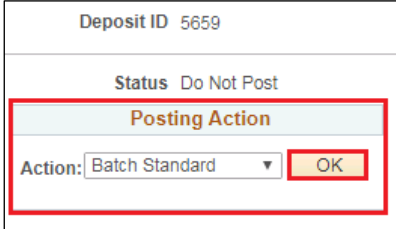
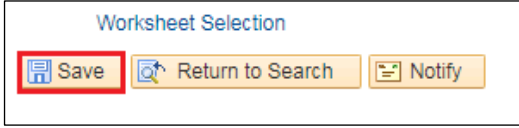
System Navigation for Grants

Step	Action
7.	Verify the Type [PY] . (See image in previous step.)
8.	<p>Click Save.</p>  <p><i>Note: If the deposit is not equal to the worksheet total, complete steps 9-12; otherwise, skip to step 13.</i></p>
9.	<p>If the deposit is less than the worksheet total, on the line item where the money is to be applied, change the payment amount (Pay Amt) to the amount of the deposit.</p> 
10.	<p>Click Save. Another line item in the remaining amount will be system generated.</p> 
11.	<p>If the deposit is greater than the line item, determine why the item was received and take appropriate action, which may include either issuing a refund or placing the money on the account.</p>
12.	<p>Click the Worksheet Action link. (See image in step 10.)</p>



UCF Financials

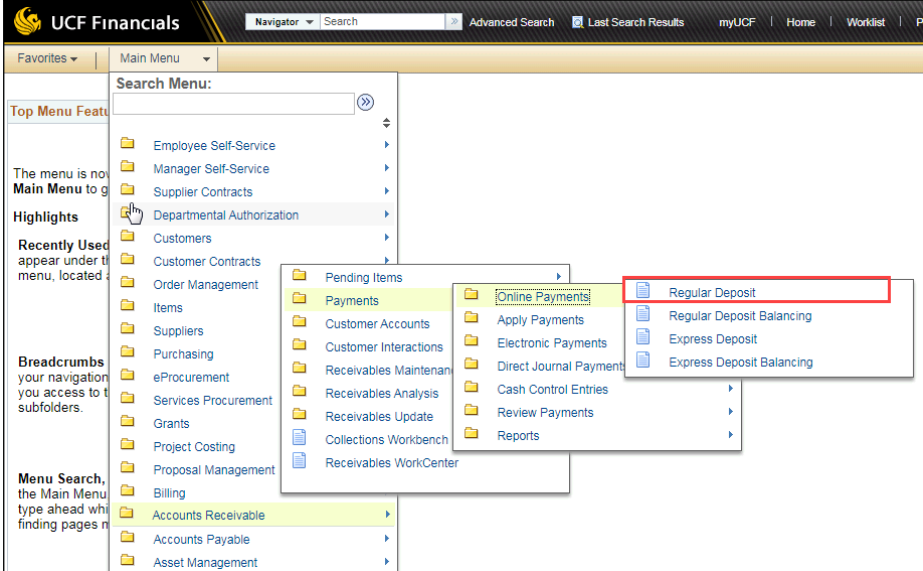
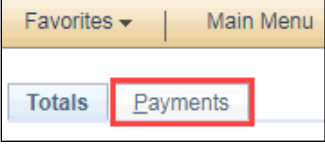
System Navigation for Grants

Step	Action
13.	<p>Verify the Posting Action [Batch Standard].</p>  <p>The screenshot shows the 'Payment Worksheet Action' interface. At the top, it displays 'Deposit Unit UCF01', 'Deposit ID 5659', and 'Payment ID 100'. Below this, 'Entered Date 10/22/2019' and 'Status Do Not Post' are shown. There are three main sections: 'Worksheet Action' with 'Delete Worksheet' and 'Delete Payment Group' buttons; 'Posting Action' with a dropdown menu set to 'Batch Standard' and an 'OK' button; and 'Accounting Entry Action' with a 'Create/Review Entries' button. At the bottom, there are 'Worksheet Selection', 'Worksheet Application', and 'Worksheet Action' labels, along with 'Save', 'Return to Search', and 'Notify' buttons.</p>
14.	<p>Click OK.</p>  <p>This is a close-up of the 'Posting Action' section from the previous screenshot. It shows 'Deposit ID 5659' and 'Status Do Not Post'. The 'Posting Action' section contains a dropdown menu with 'Batch Standard' selected and an 'OK' button, both of which are highlighted with a red box.</p>
15.	<p>Click Save.</p>  <p>This is a close-up of the 'Worksheet Selection' section from the previous screenshot. It shows three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box.</p>



V. AR DIRECT JOURNAL

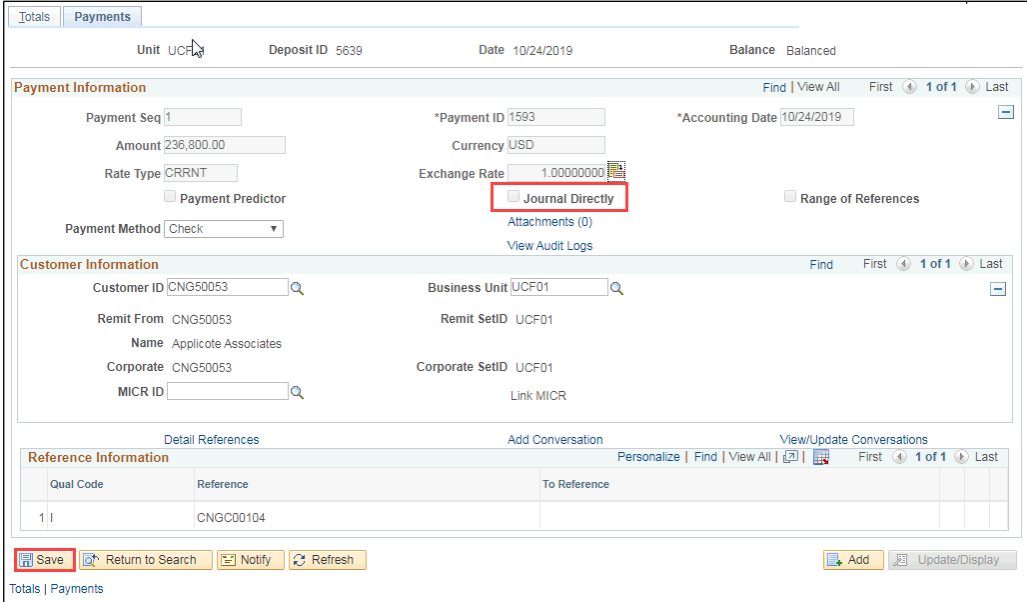
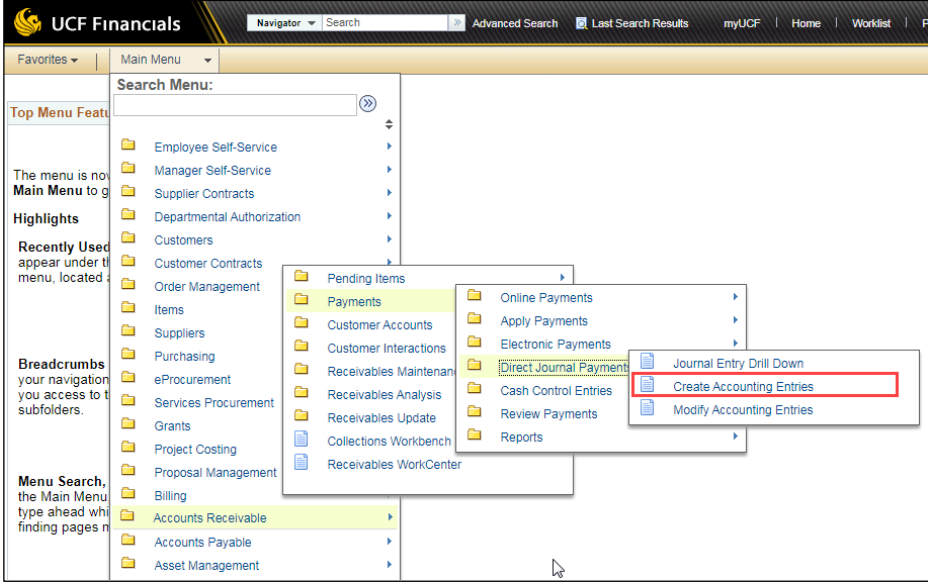
AR Direct journals eliminate the need to create a bill for a project. These projects are thus set up as a NOBILL contract type. When a chartstring is known, the deposit denotes it should be journaled directly, and a deposit has been entered, a direct journal should be set up. This make it possible to run a Receivables Update and Journal Generate. Follow these steps to create an AR direct journal:

Step	Action
1.	Refer to the “System Navigation for Grants” manual, “Course 7. Research Foundation,” section “III. Enter Deposit.”
2.	Navigate to Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit . 
3.	Select the Payments tab. 



UCF Financials

System Navigation for Grants

Step	Action
4.	<p>Check Journal Directly.</p>  <p>The screenshot shows the 'Payments' screen in UCF Financials. The 'Journal Directly' checkbox is highlighted with a red box. Other visible fields include: Unit UCF, Deposit ID 5639, Date 10/24/2019, Balance Balanced, Payment Seq 1, Amount 236,800.00, Rate Type CRRNT, Exchange Rate 1.00000000, Payment Method Check, Customer ID CNG50053, Business Unit UCF01, Remit From CNG50053, Remit SetID UCF01, Corporate CNG50053, Corporate SetID UCF01, MICR ID, and Reference Information table with Qual Code 1 and Reference CNGC00104.</p>
5.	<p>Click Save. (See image in the previous step.)</p>
6.	<p>Navigate to Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries</p>  <p>The screenshot shows the UCF Financials Main Menu navigation path. The 'Create Accounting Entries' option is highlighted with a red box. The navigation path is: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. Other visible options include: Employee Self-Service, Manager Self-Service, Supplier Contracts, Departmental Authorization, Customers, Customer Contracts, Order Management, Items, Suppliers, Purchasing, eProcurement, Services Procurement, Grants, Project Costing, Proposal Management, Billing, Accounts Receivable, Accounts Payable, Asset Management, Pending Items, Payments, Customer Accounts, Customer Interactions, Receivables Maintenance, Receivables Analysis, Receivables Update, Collections Workbench, Receivables WorkCenter, Online Payments, Apply Payments, Electronic Payments, Direct Journal Payments, Cash Control Entries, Review Payments, Reports, Journal Entry Drill Down, Create Accounting Entries, and Modify Accounting Entries.</p>



UCF Financials

System Navigation for Grants

Step	Action
7.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Deposit Unit [RFD01]b) Deposit ID (Enter ID associated with the deposit.) <div data-bbox="316 468 993 980" style="border: 1px solid black; padding: 5px;"><p>Create Accounting Entries</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an Existing Value</p><p>▼ Search Criteria</p><p>Deposit Unit = ▾ <input type="text"/> 🔍</p><p>Deposit ID begins with ▾ <input type="text"/> 🔍</p><p>Payment Sequence = ▾ <input type="text"/></p><p>Payment ID begins with ▾ <input type="text"/></p><p>User ID begins with ▾ <input type="text"/></p><p>Assigned Operator ID begins with ▾ <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p></div>
8.	<p>Click Search. (See image in previous step.)</p>
9.	<p>Enter values in the following fields (scroll right to view all fields):</p> <ul style="list-style-type: none">a) GL Unit [RFD01]b) Line Amountc) Account [Revenue Account]d) PC Business Unit [RFD01]e) Projectf) Activity [GRANT]g) Analysis Type [Rev]h) Fundi) Program



UCF Financials

System Navigation for Grants



Step	Action																																																																																										
	<div data-bbox="321 348 1256 701"><p>Accounting Entries Deposit Control</p><p>Unit RFD01 Deposit ID 7 Payment 1532 Seq 1</p><p>Currency Details</p><p>Amount 50.00 USD</p><p><input type="checkbox"/> Complete Entry Event <input type="text"/></p><p>Distribution Lines Personalize Find View All First 1-2 of 12 Last</p><p>ChartFields Currency Details Journal Reference Information Distribution Creation / Update Details</p><table border="1"><thead><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Account</th><th>Dept</th><th>PC Bus Unit</th><th>Project</th><th>Activity</th></tr></thead><tbody><tr><td>1</td><td>RFD01</td><td>Speed Type</td><td>50.00</td><td>USD</td><td>111000</td><td>02800019</td><td></td><td></td><td></td></tr><tr><td>2</td><td>RFD01</td><td>Speed Type</td><td>-50.00</td><td>USD</td><td>601002</td><td></td><td>RFD01</td><td>00000018</td><td>GRANT</td></tr></tbody></table></div> <div data-bbox="321 726 1256 1079"><p>Accounting Entries Deposit Control</p><p>Unit RFD01 Deposit ID 7 Payment 1532 Seq 1</p><p>Currency Details</p><p>Amount 50.00 USD</p><p><input type="checkbox"/> Complete Entry Event <input type="text"/></p><p>Distribution Lines Personalize Find View All First 1-2 of 12 Last</p><p>ChartFields Currency Details Journal Reference Information Distribution Creation / Update Details</p><table border="1"><thead><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Analysis Type</th><th>Source Type</th><th>Category</th><th>Subcategory</th><th>Fund</th></tr></thead><tbody><tr><td>1</td><td>RFD01</td><td>Speed Type</td><td>50.00</td><td>USD</td><td></td><td></td><td></td><td></td><td>91506</td></tr><tr><td>2</td><td>RFD01</td><td>Speed Type</td><td>-50.00</td><td>USD</td><td>REV</td><td></td><td></td><td></td><td>91506</td></tr></tbody></table></div> <div data-bbox="321 1104 1256 1457"><p>Accounting Entries Deposit Control</p><p>Unit RFD01 Deposit ID 7 Payment 1532 Seq 1</p><p>Currency Details</p><p>Amount 50.00 USD</p><p><input type="checkbox"/> Complete Entry Event <input type="text"/></p><p>Distribution Lines Personalize Find View All First 1-2 of 12 Last</p><p>ChartFields Currency Details Journal Reference Information Distribution Creation / Update Details</p><table border="1"><thead><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Program</th><th>Bud Ref</th><th>Alt Acct</th><th>Oper Unit</th><th>Affiliate</th></tr></thead><tbody><tr><td>1</td><td>RFD01</td><td>Speed Type</td><td>50.00</td><td>USD</td><td>ZZ</td><td></td><td>111000</td><td></td><td></td></tr><tr><td>2</td><td>RFD01</td><td>Speed Type</td><td>-50.00</td><td>USD</td><td>ZZ</td><td></td><td>613100</td><td></td><td></td></tr></tbody></table></div>	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Dept	PC Bus Unit	Project	Activity	1	RFD01	Speed Type	50.00	USD	111000	02800019				2	RFD01	Speed Type	-50.00	USD	601002		RFD01	00000018	GRANT	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Analysis Type	Source Type	Category	Subcategory	Fund	1	RFD01	Speed Type	50.00	USD					91506	2	RFD01	Speed Type	-50.00	USD	REV				91506	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Program	Bud Ref	Alt Acct	Oper Unit	Affiliate	1	RFD01	Speed Type	50.00	USD	ZZ		111000			2	RFD01	Speed Type	-50.00	USD	ZZ		613100		
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Dept	PC Bus Unit	Project	Activity																																																																																		
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2	RFD01	Speed Type	-50.00	USD	601002		RFD01	00000018	GRANT																																																																																		
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2	RFD01	Speed Type	-50.00	USD	ZZ		613100																																																																																				
10.	Click the lightning bolt icon.																																																																																										

Accounting Entries | Deposit Control

Unit RFD01 Deposit ID 7

Currency Details

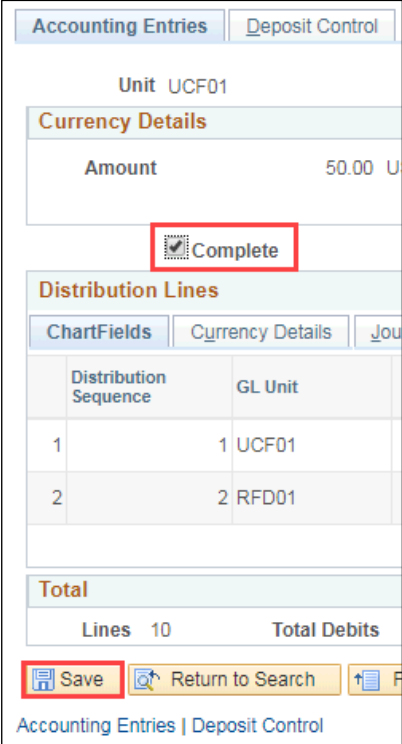
Amount 50.00 USD



UCF Financials

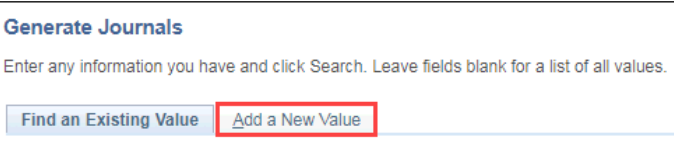
System Navigation for Grants

Step	Action
11.	Click Save . (See image in the next step.)
12.	Check Complete .  <p>The screenshot shows the 'Accounting Entries' interface. At the top, there are tabs for 'Accounting Entries' and 'Deposit Control'. Below this, the 'Unit' is set to 'UCF01'. A 'Currency Details' section shows an 'Amount' of '50.00 U'. A 'Complete' checkbox is checked and highlighted with a red box. Below that is the 'Distribution Lines' section with tabs for 'ChartFields', 'Currency Details', and 'Jou'. A table lists two distribution lines: Line 1 with GL Unit 'UCF01' and Line 2 with GL Unit 'RFD01'. A 'Total' section shows 'Lines: 10' and 'Total Debits'. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', and a partially visible 'Print' button. The breadcrumb 'Accounting Entries Deposit Control' is at the bottom.</p>



VI. GENERATE JOURNALS FOR AR PAYMENTS

After the Receivable Update has been run and deposits have been recorded, generate journals for Accounts Receivable (AR) payments. Follow these steps to generate journals for AR payments:

Step	Action
1.	<p>Navigate to Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals.</p>  <p>The screenshot shows the UCF Financials Main Menu. The navigation path is: Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals. The 'Generate Journals' option is highlighted with a red box.</p>
2.	<p>Select the Add a New Value tab.</p>  <p>The screenshot shows the 'Generate Journals' screen. The 'Add a New Value' tab is selected and highlighted with a red box.</p>



UCF Financials

System Navigation for Grants

Step	Action
3.	<p>Enter the Run Control ID (user defined).</p> <div data-bbox="321 382 800 676"><p>The screenshot shows a form titled "Generate Journals". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a text input field labeled "Run Control ID" which is highlighted with a red border. At the bottom left of the form is a yellow "Add" button, also highlighted with a red border.</p></div> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
4.	<p>Click Add. (See image in previous step.)</p>
5.	<p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">a) Edit [Checked]b) Process Frequency [Always]c) Set IDd) Accounting Definition Name [ARDEFN]e) Applications Business Unitf) Ledger Group [ACTUALS]g) Template [AR_PAYMENT]h) From Date Option (specify date)i) To Date Option (specify date)j) From Datek) To Date <div data-bbox="321 1373 1344 1831"><p>The screenshot shows the "Generate Journals Request" form. At the top, it displays "Run Control ID: Generate_Journal_for_AR_Paymen" and a yellow "Run" button. Below this is a "Journal Processing Options" section with three checkboxes: "Edit" (checked), "Budget Check", and "Post". The "Process Request Parameters" section includes a "Process Frequency" dropdown with "Always" selected. Other fields include "Request Number 1", "*SetID", "*Accounting Definition Name", "Application Business Unit", "Ledger Group", "Template", "*From Date Option" (set to "Begin Date - From Period"), "*To Date Option" (set to "End Date - To Period"), "From Date", and "To Date". Several of these fields are highlighted with red boxes.</p></div>



UCF Financials

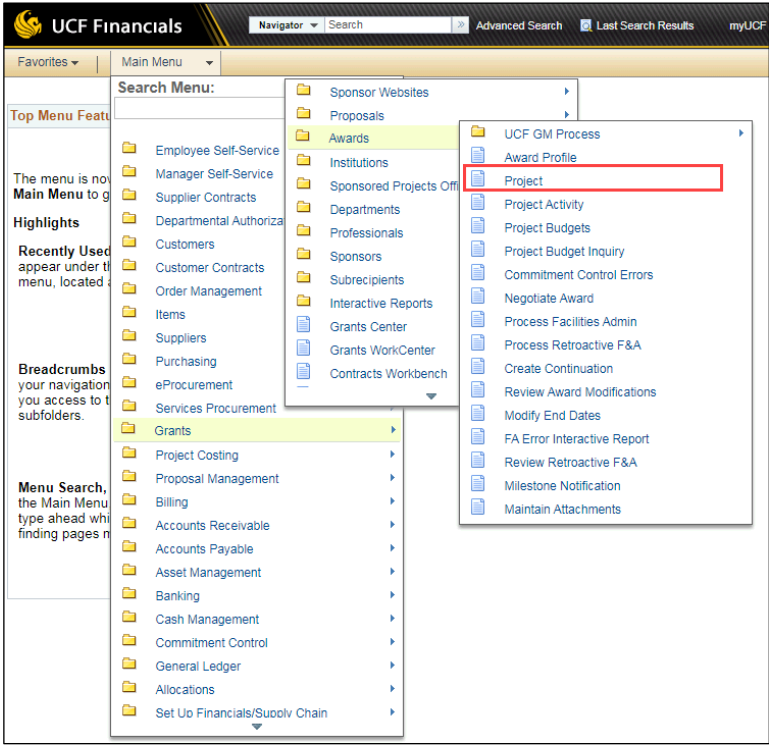
System Navigation for Grants

Step	Action																																										
6.	Click Run . (See image in previous step.) The Process Scheduler Request dialog box displays.																																										
7.	Ensure the FS_JGEN line is selected. <div data-bbox="316 487 1312 987" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Process Scheduler Request</p> <p>User ID: addyg Run Control ID: Generate_Journal_for_AR_Paymen</p> <p>Server Name: <input type="text"/> Run Date: 10/24/2019 <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: 2:41:58AM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> <input type="button" value="Q"/></p> <p>FTP Control Command: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Currency Precision Error</td> <td>FSX6001</td> <td>BI Publisher</td> <td>Web</td> <td>HTM</td> <td>Distribution</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="checkbox"/></td> <td>FS_JGEN</td> <td>FS_JGEN</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FS_JGEN_PRE</td> <td>FS_JGEN_PRE</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FS_JGEN_PRG</td> <td>FS_JGEN_PRG</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HR JGEN & send email</td> <td>HRJGENEM</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	Currency Precision Error	FSX6001	BI Publisher	Web	HTM	Distribution	<input checked="" type="checkbox"/>	FS_JGEN	FS_JGEN	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	FS_JGEN_PRE	FS_JGEN_PRE	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	FS_JGEN_PRG	FS_JGEN_PRG	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	HR JGEN & send email	HRJGENEM	PSJob	(None)	(None)	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																																					
<input type="checkbox"/>	Currency Precision Error	FSX6001	BI Publisher	Web	HTM	Distribution																																					
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<input type="checkbox"/>	FS_JGEN_PRG	FS_JGEN_PRG	Application Engine	Web	TXT	Distribution																																					
<input type="checkbox"/>	HR JGEN & send email	HRJGENEM	PSJob	(None)	(None)	Distribution																																					
8.	Click OK . (See image in the previous step.)																																										
9.	Click the Process Monitor . <div data-bbox="316 1165 799 1249" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report Manager <input style="border: 2px solid red;" type="button" value="Process Monitor"/> <input type="button" value="Run"/></p> </div>																																										
10.	Click the Refresh button until the Run Status for the process displays Success . <div data-bbox="316 1344 1356 1669" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Process List Server List</p> <p>View Process Request For</p> <p>User ID: addyg <input type="button" value="Q"/> Type: <input type="text"/> Last: <input type="text"/> 1 Days <input type="button" value="Refresh"/> <input type="button" value="Report Manager"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> <input type="button" value="Q"/> Instance From: <input type="text"/> Instance To: <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List Personalize Find View All <input type="button" value="Q"/> <input type="button" value="Print"/> First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9736550</td> <td></td> <td>Application Engine</td> <td>FS_JGEN</td> <td>addyg</td> <td>10/24/2019 2:41:58AM EDT</td> <td style="border: 2px solid red;">Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9736544</td> <td></td> <td>Application Engine</td> <td>PC_WRAPPER</td> <td>addyg</td> <td>10/23/2019 7:37:23PM EDT</td> <td style="border: 2px solid red;">Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9736550		Application Engine	FS_JGEN	addyg	10/24/2019 2:41:58AM EDT	Success	Posted	Details	<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details												
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<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details																																		



VII. RESIDUAL REVENUE

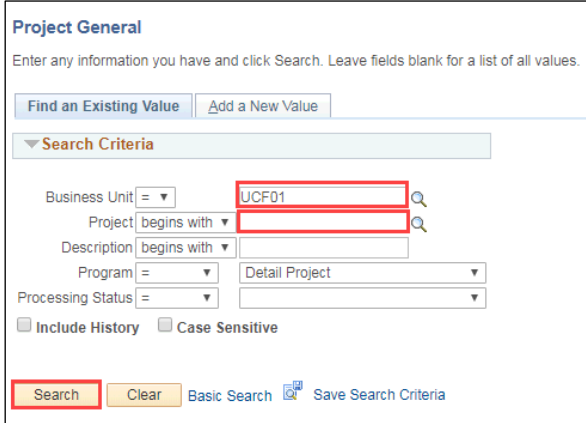
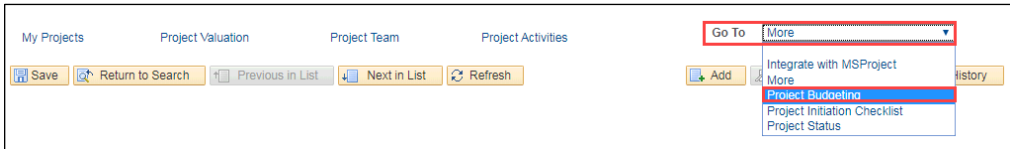
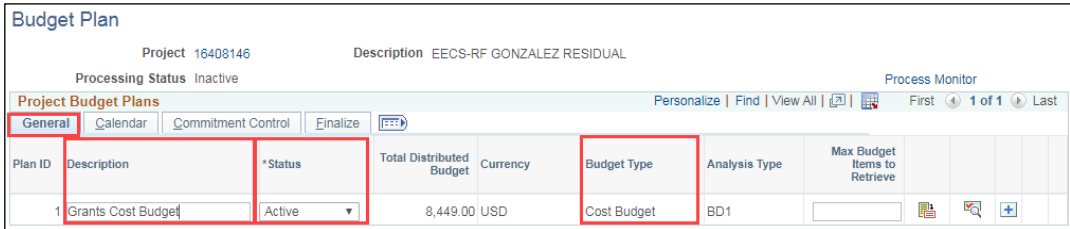
A residual revenue account is to allow a principal investigator (PI) spend funds that were allocated to them by other projects. This could be a direct allocation or excess funds that did not have to be returned. To set up a PI balance account, follow these steps:

Step	Action
1.	To set up the project, refer to the “System Navigation for Grants” manual, “Course 7. Research Foundation,” section “I. Set Up a Non-grants Project.”
2.	Navigate to Main Menu > Grants > Awards > Project. 



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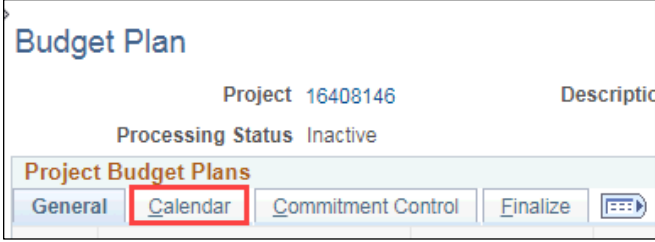
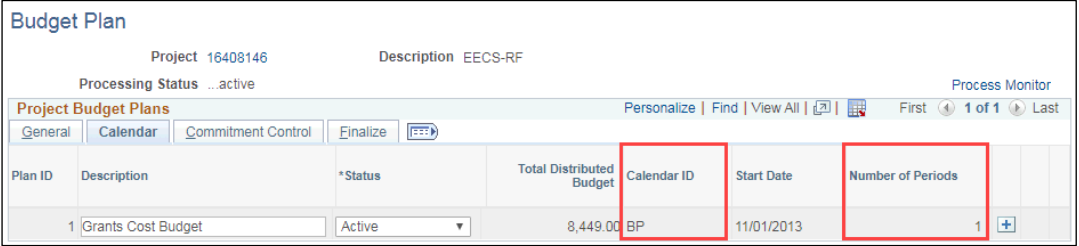
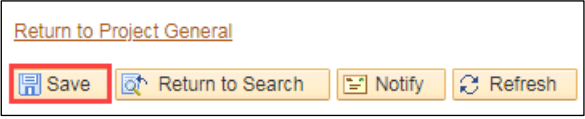
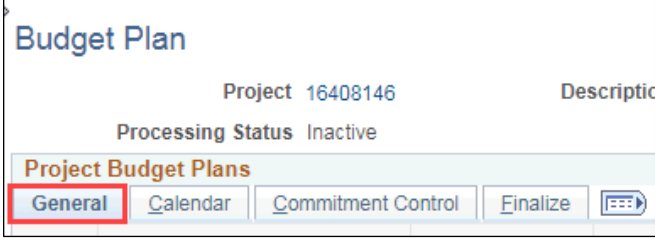
System Navigation for Grants

Step	Action
3.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project 
4.	<p>Click Search. (See image in the previous step.)</p>
5.	<p>On the General Information tab at the bottom right of the page, select Project Budgeting from the Go To [More] dropdown menu.</p> 
6.	<p>On the General tab of the Budget Plan page, enter or verify the following:</p> <ul style="list-style-type: none">a) Description [Grants Cost Budget]b) Status [Active]c) Budget Type [Cost Budget] 



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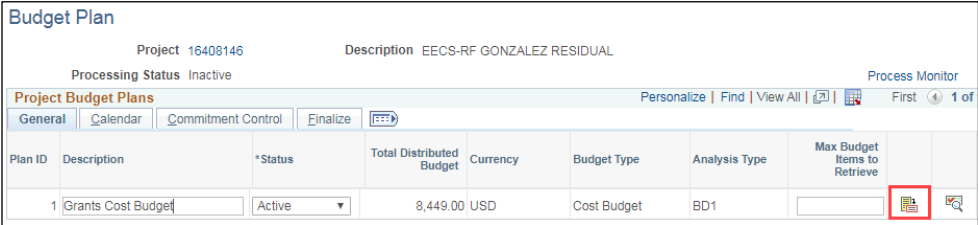
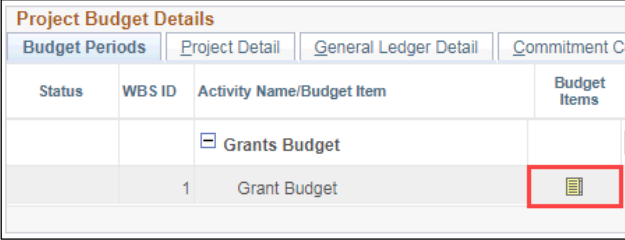
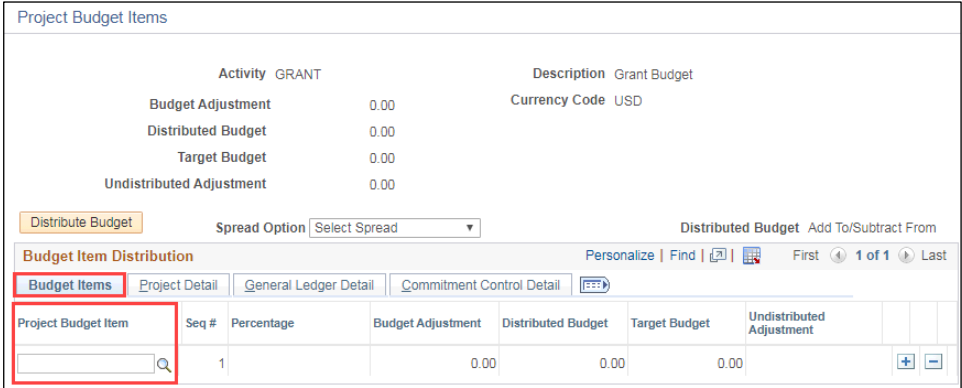

System Navigation for Grants

Step	Action
7.	Select the Calendar tab. 
8.	Enter or verify the following: a) Calendar ID [BP] b) Number of Periods [Manually change to 1] 
9.	Click Save . 
10.	Select the General tab. 



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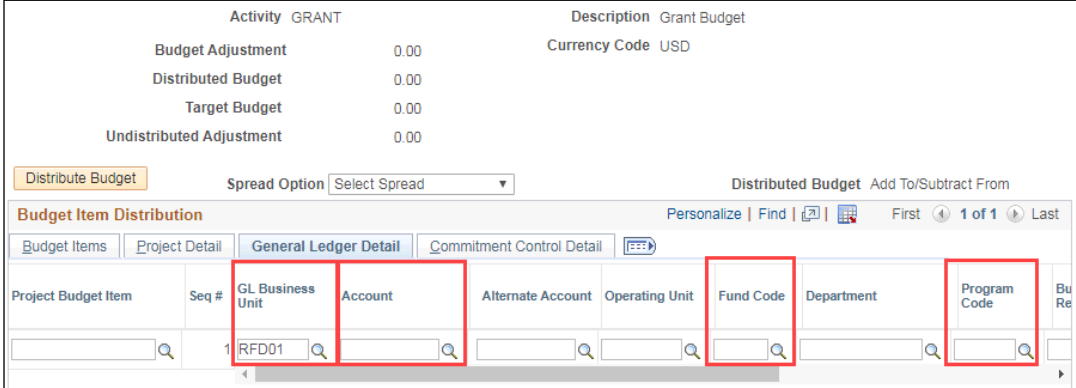
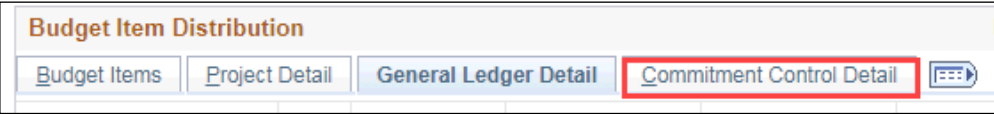
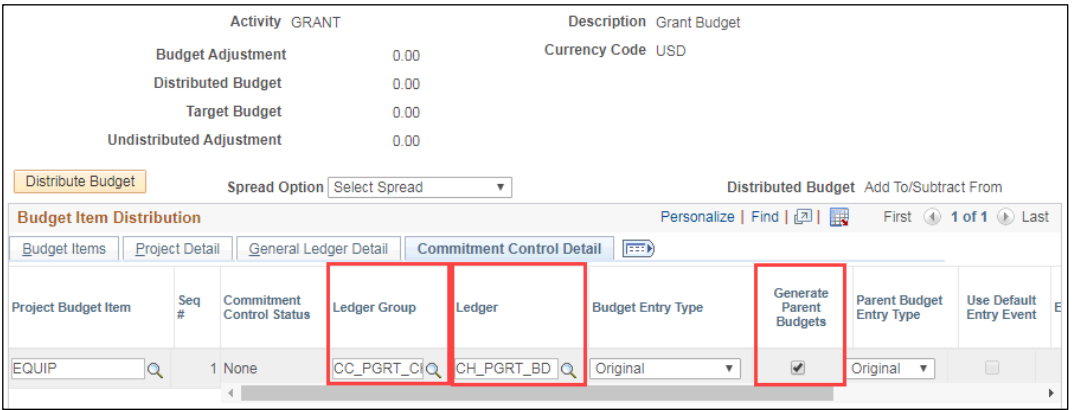
System Navigation for Grants

Step	Action
11.	<p>Click the yellow paper icon.</p>  <p><i>Note: Establish a \$0-cost budget for every budget item where expenses could be posted by creating two lines that must be entered and finalized one at a time.</i></p>
12.	<p>In the Budget Items column, click the yellow paper icon. The Project Budget Items dialog box will display.</p> 
13.	<p>On the Budget Items tab, enter a value in the Project Budget Item field.</p> 
14.	<p>Select the General Ledger Detail tab.</p> 



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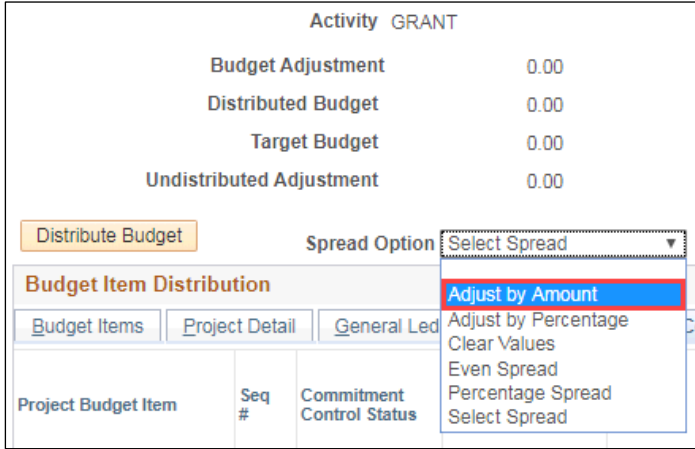
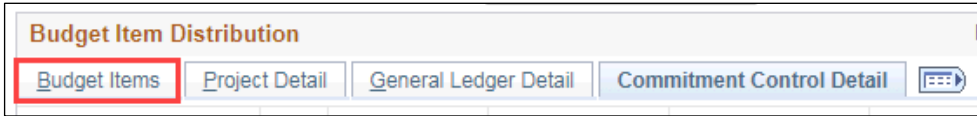
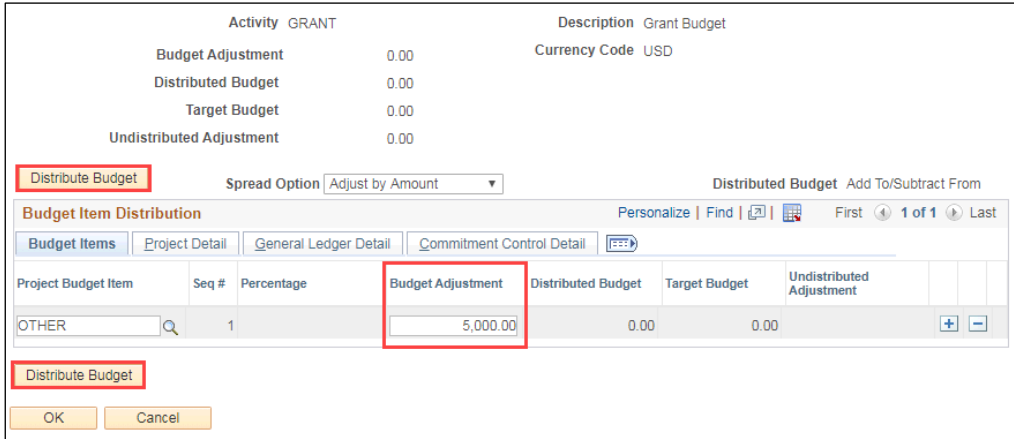
System Navigation for Grants

Step	Action
15.	<p>Enter or verify values in the following fields:</p> <ul style="list-style-type: none">a) GL Business Unit [RFD01]b) Accountc) Fund Coded) Program Code [ZZ]  <p>The screenshot shows the 'Budget Item Distribution' form. At the top, it displays 'Activity GRANT' and 'Description Grant Budget'. Below this, there are fields for 'Budget Adjustment', 'Distributed Budget', 'Target Budget', and 'Undistributed Adjustment', all set to 0.00. The 'Currency Code' is 'USD'. There is a 'Distribute Budget' button and a 'Spread Option' dropdown set to 'Select Spread'. The 'Distributed Budget' section has an 'Add To/Subtract From' dropdown. The 'Budget Item Distribution' table has tabs for 'Budget Items', 'Project Detail', 'General Ledger Detail', and 'Commitment Control Detail'. The 'General Ledger Detail' tab is active, showing a table with columns: 'Project Budget Item', 'Seq #', 'GL Business Unit', 'Account', 'Alternate Account', 'Operating Unit', 'Fund Code', 'Department', and 'Program Code'. The first row has '1' in the 'Seq #' column, 'RFD01' in the 'GL Business Unit' column, and 'ZZ' in the 'Program Code' column. The 'Account' and 'Fund Code' fields are highlighted with red boxes.</p>
16.	<p>Select the Commitment Control Detail tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' form with the 'Commitment Control Detail' tab highlighted with a red box. The other tabs are 'Budget Items', 'Project Detail', and 'General Ledger Detail'.</p>
17.	<p>Enter or verify values in the following fields:</p> <ul style="list-style-type: none">a) Ledger Group [CC_PGRT_CH]b) Ledger [CH_PGRT_BD]c) Generate Parent Budget  <p>The screenshot shows the 'Budget Item Distribution' form with the 'Commitment Control Detail' tab active. The table has columns: 'Project Budget Item', 'Seq #', 'Commitment Control Status', 'Ledger Group', 'Ledger', 'Budget Entry Type', 'Generate Parent Budgets', 'Parent Budget Entry Type', and 'Use Default Entry Event'. The first row has 'EQUIP' in the 'Project Budget Item' column, '1' in the 'Seq #' column, 'None' in the 'Commitment Control Status' column, 'CC_PGRT_CH' in the 'Ledger Group' column, 'CH_PGRT_BD' in the 'Ledger' column, 'Original' in the 'Budget Entry Type' column, and a checked box in the 'Generate Parent Budgets' column. The 'Ledger Group', 'Ledger', and 'Generate Parent Budgets' fields are highlighted with red boxes.</p>



UCF Financials

System Navigation for Grants

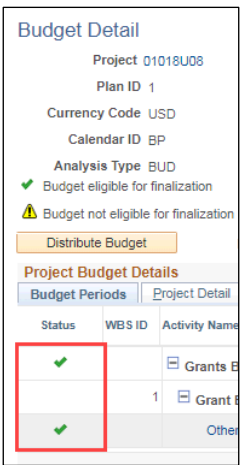
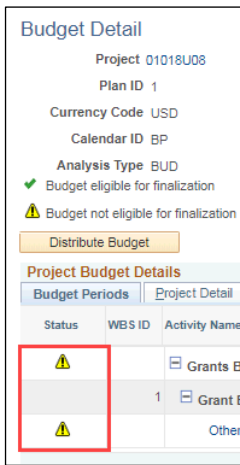
Step	Action														
18.	<p>Update the Spread Option to Adjust by Amount.</p>  <p>The screenshot shows the 'Activity GRANT' screen with a table of budget values: Budget Adjustment (0.00), Distributed Budget (0.00), Target Budget (0.00), and Undistributed Adjustment (0.00). Below the table is a 'Distribute Budget' button and a 'Spread Option' dropdown menu. The dropdown menu is open, showing options: Adjust by Amount (highlighted in red), Adjust by Percentage, Clear Values, Even Spread, Percentage Spread, and Select Spread. The 'Budget Item Distribution' section is also visible with tabs for Budget Items, Project Detail, and General Ledger.</p>														
19.	<p>Select the Budget Items tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' section with four tabs: Budget Items (highlighted in red), Project Detail, General Ledger Detail, and Commitment Control Detail. There is also a 'Distribute Budget' button to the right of the tabs.</p>														
20.	<p>Enter a \$1 budget.</p>  <p>The screenshot shows the 'Budget Item Distribution' table with the following data:</p> <table border="1"><thead><tr><th>Project Budget Item</th><th>Seq #</th><th>Percentage</th><th>Budget Adjustment</th><th>Distributed Budget</th><th>Target Budget</th><th>Undistributed Adjustment</th></tr></thead><tbody><tr><td>OTHER</td><td>1</td><td></td><td>5,000.00</td><td>0.00</td><td>0.00</td><td></td></tr></tbody></table> <p>The 'Budget Adjustment' cell for the 'OTHER' row is highlighted in red. The 'Spread Option' dropdown is set to 'Adjust by Amount'. The 'Distribute Budget' button is also highlighted in red.</p>	Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	OTHER	1		5,000.00	0.00	0.00	
Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment									
OTHER	1		5,000.00	0.00	0.00										
21.	<p>Click one of the Distribute Budget buttons. (See image in previous step.) A Message box displays.</p>														



UCF Financials

System Navigation for Grants

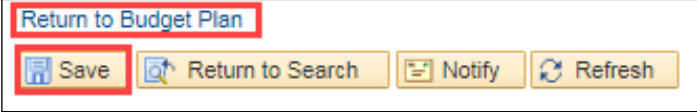
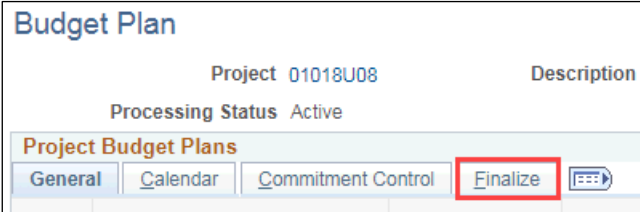
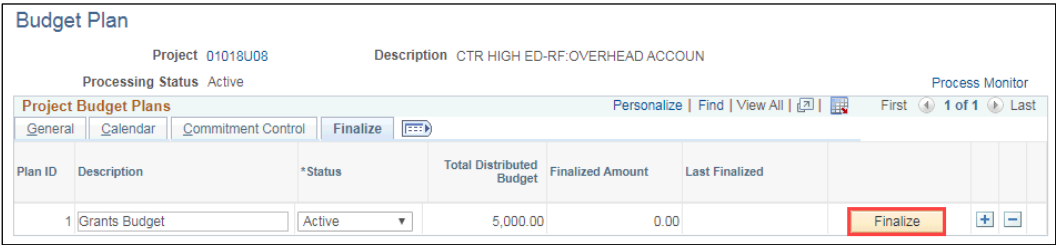
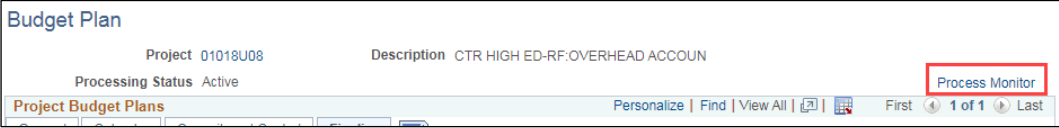
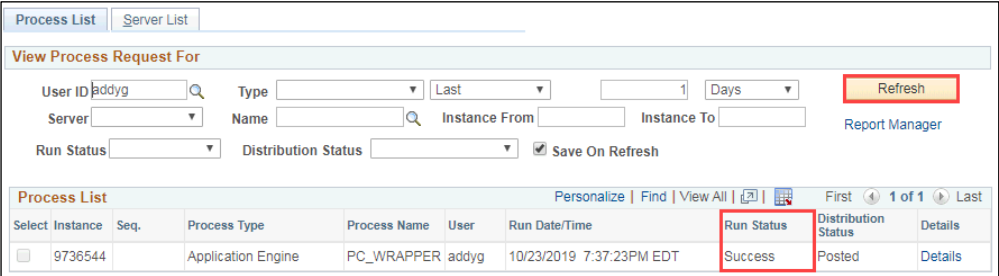
Step	Action																																												
22.	<p>Click Yes.</p> <div data-bbox="318 369 1065 569"><p>Message</p><p>New Budget Adjustment of 5000 does not match the original Budget Adjustment of 0.</p><p>Yes No</p></div>																																												
23.	<p>Click OK.</p> <div data-bbox="318 657 656 737"><p>OK Cancel</p></div>																																												
24.	<p>Click the Even Spread button for each Line. The yellow warning triangles will change to green checkmarks.</p> <div data-bbox="318 873 1393 1241"><p>Budget Detail</p><p>Project 01018U08 Description CTR HIGH ED-RF-OVERHEAD ACCOUN Plan ID 1 Description Grants Budget Currency Code USD Charging Level Detail Calendar ID BP Number of Periods 1 Analysis Type BUD Budget eligible for finalization Budget not eligible for finalization</p><p>Distribute Budget Add To/ Subtract From Expand All Subtasks Filter Budget Item Search</p><p>Project Budget Details</p><table border="1"><thead><tr><th>Status</th><th>WBS ID</th><th>Activity Name/Budget Item</th><th>Spread Option</th><th>Percent</th><th>Budget Adjustment</th><th>Distributed Budget</th><th>Target Budget</th><th>Undistributed Adjustment</th><th>Even Spread</th><th>Other</th></tr></thead><tbody><tr><td>⚠</td><td></td><td>Grants Budget</td><td>Select Spread</td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td></td><td></td></tr><tr><td>⚠</td><td>1</td><td>Grant Budget</td><td>Select Spread</td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td></td><td></td></tr><tr><td></td><td></td><td>Other Direct Expenses with F&A</td><td></td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td>Even Spread</td><td>Other</td></tr></tbody></table><p>Distribute Budget Copy From Another Plan</p></div>	Status	WBS ID	Activity Name/Budget Item	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	⚠		Grants Budget	Select Spread		5,000.00	0.00	5,000.00	5,000.00			⚠	1	Grant Budget	Select Spread		5,000.00	0.00	5,000.00	5,000.00					Other Direct Expenses with F&A			5,000.00	0.00	5,000.00	5,000.00	Even Spread	Other
Status	WBS ID	Activity Name/Budget Item	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other																																			
⚠		Grants Budget	Select Spread		5,000.00	0.00	5,000.00	5,000.00																																					
⚠	1	Grant Budget	Select Spread		5,000.00	0.00	5,000.00	5,000.00																																					
		Other Direct Expenses with F&A			5,000.00	0.00	5,000.00	5,000.00	Even Spread	Other																																			
25.	<p>Click Save. (See image in next step.)</p>																																												





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System Navigation for Grants

Step	Action
26.	<p>Click the Return to Budget Plan link.</p> 
27.	<p>Select the Finalize tab.</p> 
28.	<p>Click the Finalize button.</p> 
29.	<p>Click the Process Monitor link.</p> 
30.	<p>Ensure the Process runs to Success.</p> 



UCF Financials

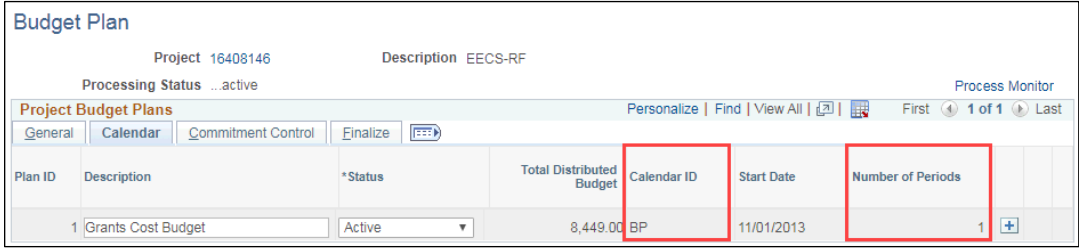
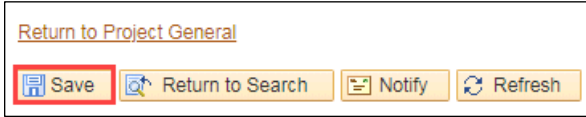
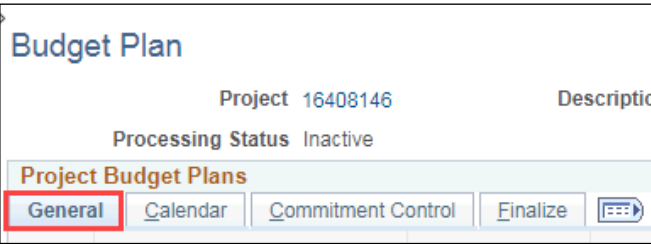
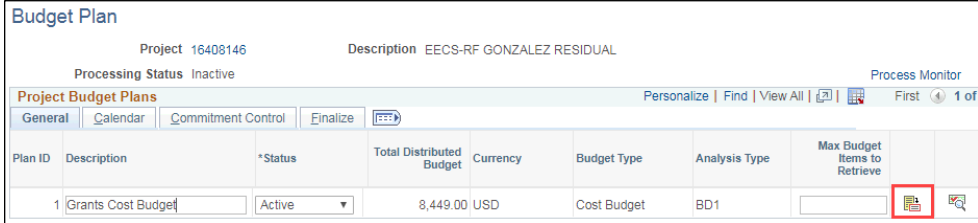

System Navigation for Grants

Step	Action																
31.	Go back to step 5 to create and finalize a -\$1 Line to create a cost budget of net zero for each budget item for which expenses could be posted.																
32.	On the Budget Plan page, add a new row. <div data-bbox="321 493 1328 928" data-label="Form"> <p>Activity GRANT Description Grant Budget Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00</p> <p>Distribute Budget Spread Option Adjust by Amount Distributed Budget Add To/Subtract From</p> <p>Budget Item Distribution Personalize Find First 1 of 1 Last</p> <p>Budget Items Project Detail General Ledger Detail Commitment Control Detail</p> <table border="1"> <thead> <tr> <th>Project Budget Item</th> <th>Seq #</th> <th>Percentage</th> <th>Budget Adjustment</th> <th>Distributed Budget</th> <th>Target Budget</th> <th>Undistributed Adjustment</th> </tr> </thead> <tbody> <tr> <td>OTHER</td> <td>1</td> <td></td> <td>5,000.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table> <p>Distribute Budget</p> <p>OK Cancel</p> </div>	Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	OTHER	1		5,000.00	0.00	0.00			
Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment											
OTHER	1		5,000.00	0.00	0.00												
33.	On the General tab enter values in the following fields: <ol style="list-style-type: none"> Description [Grants Revenue Budget] Status [Active] Budget Type [Revenue Budget] <div data-bbox="310 1161 1373 1388" data-label="Form"> <p>Budget Plan Project 16408146 Description EECS-RF GONZALEZ RESIDUAL Processing Status Inactive Process Monitor</p> <p>Project Budget Plans Personalize Find View All First 1 of 1 Last</p> <p>General Calendar Commitment Control Finalize</p> <table border="1"> <thead> <tr> <th>Plan ID</th> <th>Description</th> <th>*Status</th> <th>Total Distributed Budget</th> <th>Currency</th> <th>Budget Type</th> <th>Analysis Type</th> <th>Max Budget Items to Retrieve</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grants Cost Budget</td> <td>Active</td> <td>8,449.00</td> <td>USD</td> <td>Cost Budget</td> <td>BD1</td> <td></td> </tr> </tbody> </table> </div>	Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve	1	Grants Cost Budget	Active	8,449.00	USD	Cost Budget	BD1	
Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve										
1	Grants Cost Budget	Active	8,449.00	USD	Cost Budget	BD1											
34.	Select the Calendar tab. <div data-bbox="315 1484 964 1724" data-label="Form"> <p>Budget Plan Project 16408146 Description Processing Status Inactive</p> <p>Project Budget Plans</p> <p>General Calendar Commitment Control Finalize</p> </div>																



UCF Financials

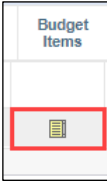
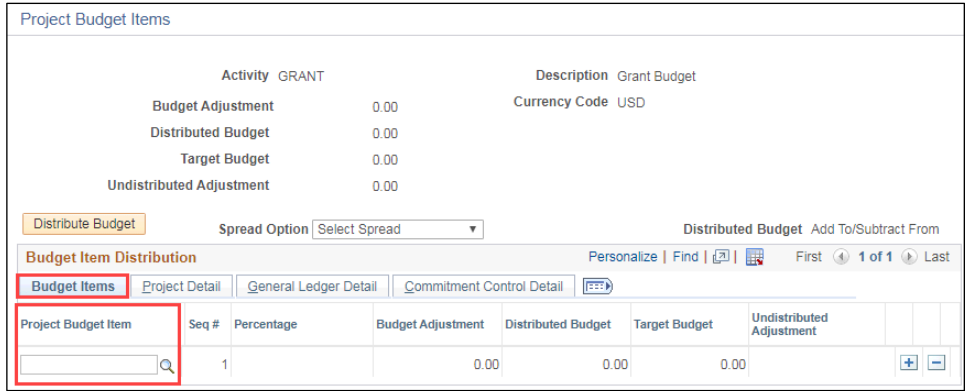
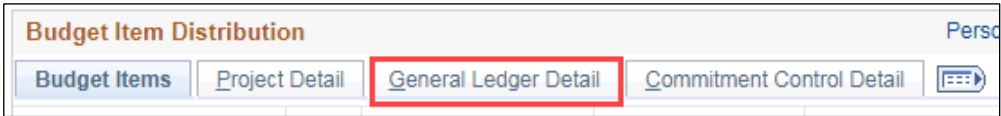
System Navigation for Grants

Step	Action																
35.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Calendar ID [BP]b) Number of Periods [Manually change to 1]																
	 <p>Budget Plan</p> <p>Project 16408146 Description EECS-RF</p> <p>Processing Status ...active Process Monitor</p> <p>Project Budget Plans Personalize Find View All First 1 of 1 Last</p> <p>General Calendar Commitment Control Finalize</p> <table border="1"><thead><tr><th>Plan ID</th><th>Description</th><th>*Status</th><th>Total Distributed Budget</th><th>Calendar ID</th><th>Start Date</th><th>Number of Periods</th></tr></thead><tbody><tr><td>1</td><td>Grants Cost Budget</td><td>Active</td><td>8,449.00</td><td>BP</td><td>11/01/2013</td><td>1</td></tr></tbody></table>	Plan ID	Description	*Status	Total Distributed Budget	Calendar ID	Start Date	Number of Periods	1	Grants Cost Budget	Active	8,449.00	BP	11/01/2013	1		
Plan ID	Description	*Status	Total Distributed Budget	Calendar ID	Start Date	Number of Periods											
1	Grants Cost Budget	Active	8,449.00	BP	11/01/2013	1											
36.	<p>Click Save.</p>																
	 <p>Return to Project General</p> <p>Save Return to Search Notify Refresh</p>																
37.	<p>Select the General tab.</p>																
	 <p>Budget Plan</p> <p>Project 16408146 Description</p> <p>Processing Status Inactive</p> <p>Project Budget Plans</p> <p>General Calendar Commitment Control Finalize</p>																
38.	<p>Click the yellow paper icon.</p>																
	 <p>Budget Plan</p> <p>Project 16408146 Description EECS-RF GONZALEZ RESIDUAL</p> <p>Processing Status Inactive Process Monitor</p> <p>Project Budget Plans Personalize Find View All First 1 of 1</p> <p>General Calendar Commitment Control Finalize</p> <table border="1"><thead><tr><th>Plan ID</th><th>Description</th><th>*Status</th><th>Total Distributed Budget</th><th>Currency</th><th>Budget Type</th><th>Analysis Type</th><th>Max Budget Items to Retrieve</th></tr></thead><tbody><tr><td>1</td><td>Grants Cost Budget</td><td>Active</td><td>8,449.00</td><td>USD</td><td>Cost Budget</td><td>BD1</td><td></td></tr></tbody></table>	Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve	1	Grants Cost Budget	Active	8,449.00	USD	Cost Budget	BD1	
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39.	<p>Select the Budget Items tab.</p>																
	 <p>Budget Item Distribution</p> <p>Budget Items Project Detail General Ledger Detail Commitment Control Detail</p>																



UCF Financials

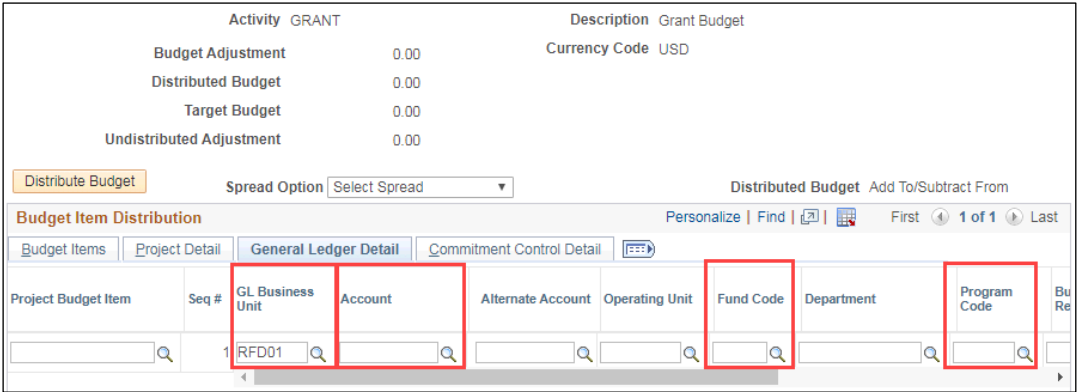
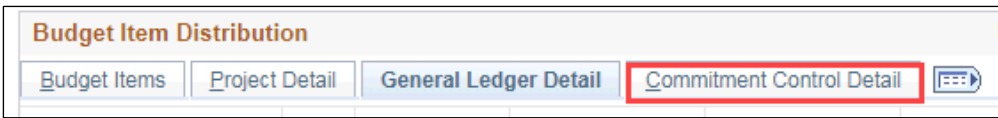
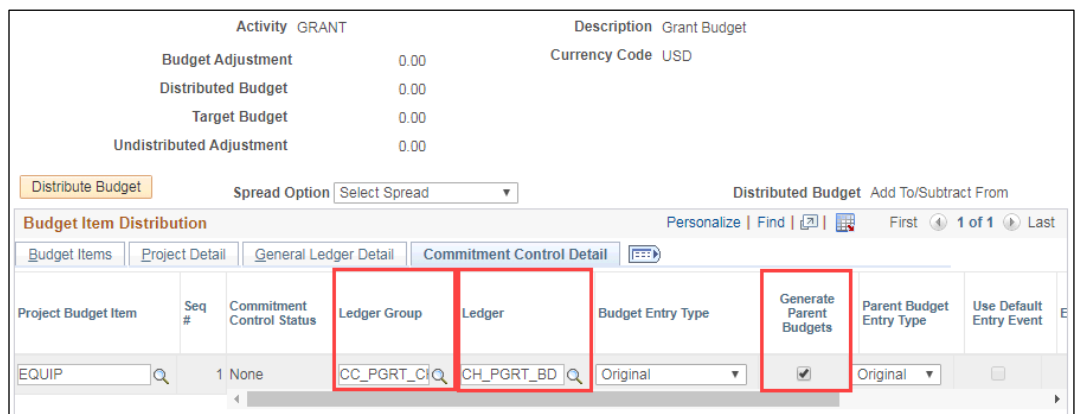
System Navigation for Grants

Step	Action														
40.	<p>In the Budget Items column, select the yellow paper icon.</p> 														
41.	<p>On the Budget Items tab, enter the Project Budget Item.</p>  <p>Project Budget Items</p> <p>Activity GRANT Description Grant Budget Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00</p> <p>Distribute Budget Spread Option Select Spread Distributed Budget Add To/Subtract From</p> <p>Budget Item Distribution Personalize Find First 1 of 1 Last</p> <p>Budget Items Project Detail General Ledger Detail Commitment Control Detail</p> <table border="1"><thead><tr><th>Project Budget Item</th><th>Seq #</th><th>Percentage</th><th>Budget Adjustment</th><th>Distributed Budget</th><th>Target Budget</th><th>Undistributed Adjustment</th></tr></thead><tbody><tr><td><input type="text"/></td><td>1</td><td></td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr></tbody></table>	Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	<input type="text"/>	1		0.00	0.00	0.00	
Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment									
<input type="text"/>	1		0.00	0.00	0.00										
42.	<p>Select the General Ledger Detail tab.</p> 														



UCF Financials

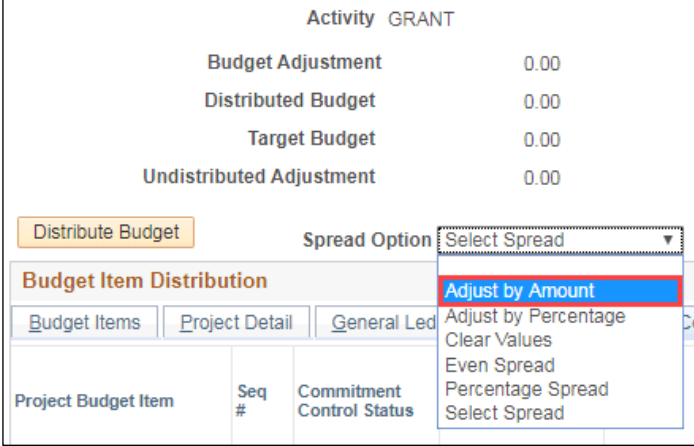
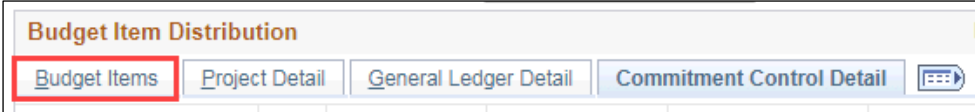
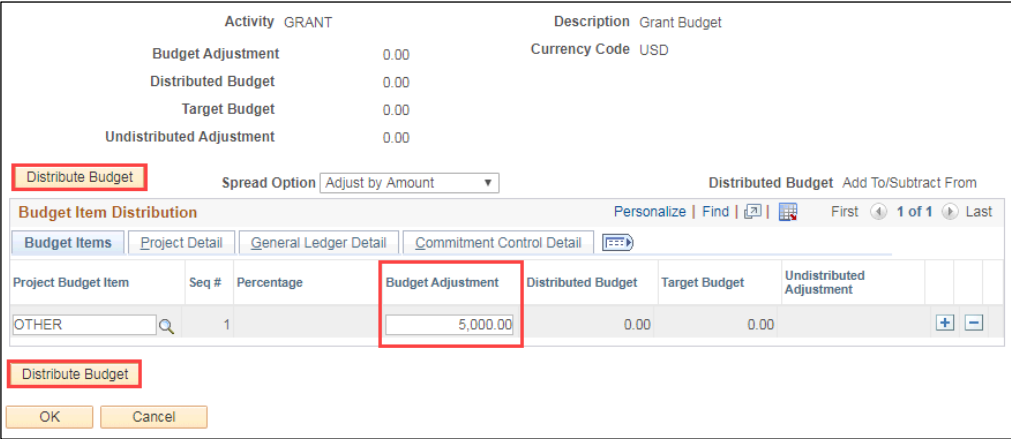
System Navigation for Grants

Step	Action
43.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) GL Business Unit [RFD01]b) Account [Change to Revenue account]c) Fund Code [91506]d) Program Code [ZZ]  <p>The screenshot shows the 'Budget Item Distribution' form. At the top, it displays 'Activity GRANT' and 'Description Grant Budget'. Below this, there are fields for 'Budget Adjustment', 'Distributed Budget', 'Target Budget', and 'Undistributed Adjustment', all set to 0.00. The 'Currency Code' is USD. A 'Distribute Budget' button and a 'Spread Option' dropdown are visible. The 'Budget Item Distribution' table has several tabs: 'Budget Items', 'Project Detail', 'General Ledger Detail', and 'Commitment Control Detail'. The 'General Ledger Detail' tab is active, showing a table with columns: 'Project Budget Item', 'Seq #', 'GL Business Unit', 'Account', 'Alternate Account', 'Operating Unit', 'Fund Code', 'Department', and 'Program Code'. The 'GL Business Unit' field contains 'RFD01'. The 'Account', 'Fund Code', and 'Program Code' fields are highlighted with red boxes.</p>
44.	<p>Select the Commitment Control Detail tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' form with the 'Commitment Control Detail' tab highlighted in red. The other tabs are 'Budget Items', 'Project Detail', and 'General Ledger Detail'.</p>
45.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Ledger Group [CC_REV_PRJ]b) Ledger [CC_RV_PBUD]  <p>The screenshot shows the 'Budget Item Distribution' form with the 'Commitment Control Detail' tab active. The table has columns: 'Project Budget Item', 'Seq #', 'Commitment Control Status', 'Ledger Group', 'Ledger', 'Budget Entry Type', 'Generate Parent Budgets', 'Parent Budget Entry Type', and 'Use Default Entry Event'. The 'Project Budget Item' is 'EQUIP', 'Seq #' is '1', and 'Commitment Control Status' is 'None'. The 'Ledger Group' field contains 'CC_PGRT_C' and the 'Ledger' field contains 'CH_PGRT_BD'. The 'Generate Parent Budgets' checkbox is checked. The 'Budget Entry Type' is 'Original' and the 'Parent Budget Entry Type' is 'Original'. The 'Ledger Group', 'Ledger', and 'Generate Parent Budgets' fields are highlighted with red boxes.</p>



UCF Financials

System Navigation for Grants

Step	Action																						
46.	<p>Update the Spread Option to Adjust by Amount.</p>  <p>The screenshot shows the 'Activity GRANT' screen with the following values:</p> <table border="1"> <tr><td>Budget Adjustment</td><td>0.00</td></tr> <tr><td>Distributed Budget</td><td>0.00</td></tr> <tr><td>Target Budget</td><td>0.00</td></tr> <tr><td>Undistributed Adjustment</td><td>0.00</td></tr> </table> <p>The 'Spread Option' dropdown menu is open, showing the following options:</p> <ul style="list-style-type: none"> Adjust by Amount (highlighted) Adjust by Percentage Clear Values Even Spread Percentage Spread Select Spread 	Budget Adjustment	0.00	Distributed Budget	0.00	Target Budget	0.00	Undistributed Adjustment	0.00														
Budget Adjustment	0.00																						
Distributed Budget	0.00																						
Target Budget	0.00																						
Undistributed Adjustment	0.00																						
47.	<p>Select the Budget Items tab.</p>  <p>The screenshot shows the 'Budget Item Distribution' section with the following tabs:</p> <ul style="list-style-type: none"> Budget Items (selected) Project Detail General Ledger Detail Commitment Control Detail 																						
48.	<p>Enter the Amount for each budget line in the Budget Adjustment.</p>																						
49.	<p>Click one of the Distribute Budget buttons. A Message displays.</p>  <p>The screenshot shows the 'Budget Adjustment' dialog box with the following values:</p> <table border="1"> <tr><td>Budget Adjustment</td><td>0.00</td></tr> <tr><td>Distributed Budget</td><td>0.00</td></tr> <tr><td>Target Budget</td><td>0.00</td></tr> <tr><td>Undistributed Adjustment</td><td>0.00</td></tr> </table> <p>The 'Spread Option' is set to 'Adjust by Amount'. The 'Distributed Budget' is 'Add To/Subtract From'. The 'Budget Item Distribution' section shows the following table:</p> <table border="1"> <thead> <tr> <th>Project Budget Item</th> <th>Seq #</th> <th>Percentage</th> <th>Budget Adjustment</th> <th>Distributed Budget</th> <th>Target Budget</th> <th>Undistributed Adjustment</th> </tr> </thead> <tbody> <tr> <td>OTHER</td> <td>1</td> <td></td> <td>5,000.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table> <p>The 'Distribute Budget' button is highlighted. The 'OK' and 'Cancel' buttons are visible at the bottom.</p>	Budget Adjustment	0.00	Distributed Budget	0.00	Target Budget	0.00	Undistributed Adjustment	0.00	Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	OTHER	1		5,000.00	0.00	0.00	
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UCF Financials

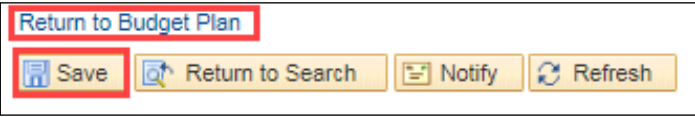
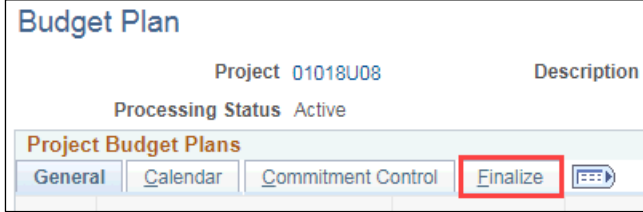
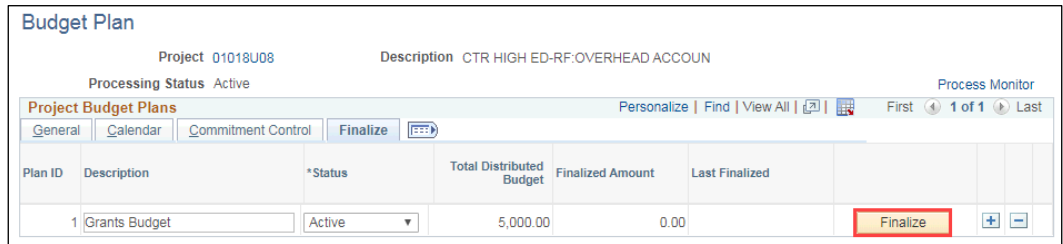
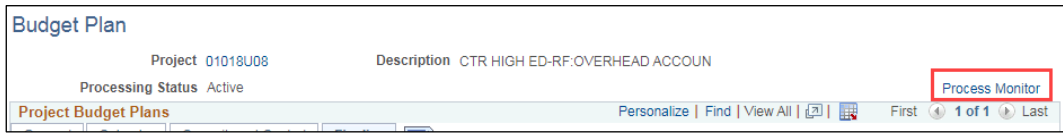
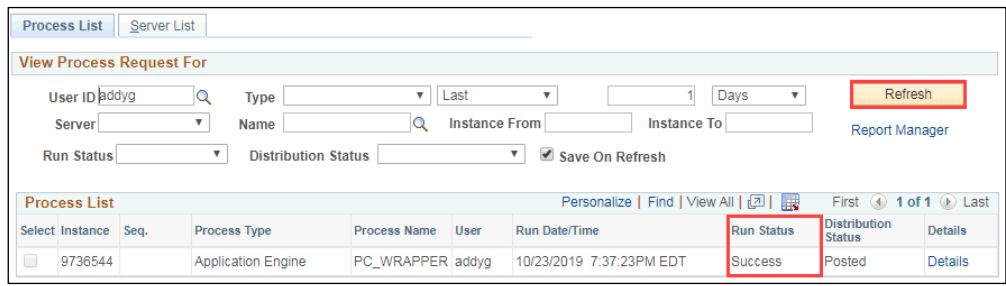
System Navigation for Grants

Step	Action																																																																								
50.	<p>Click Yes.</p> <div data-bbox="318 369 1065 569"><p>Message</p><p>New Budget Adjustment of 5000 does not match the original Budget Adjustment of 0.</p><p>Yes No</p></div>																																																																								
51.	<p>Click OK.</p> <div data-bbox="318 663 652 743"><p>OK Cancel</p></div>																																																																								
52.	<p>Click the Even Spread button for each Line. The yellow warning triangles will change to green checkmarks.</p> <div data-bbox="318 879 1391 1247"><p>Budget Detail</p><p>Project 01018U08 Description CTR HIGH ED-RF OVERHEAD ACCOUN</p><p>Plan ID 1 Description Grants Budget</p><p>Currency Code USD Charging Level Detail</p><p>Calendar ID BP Number of Periods 1</p><p>Analysis Type BUD</p><p>Budget eligible for finalization</p><p>Budget not eligible for finalization</p><p>Distribute Budget Distributed Budget Add To/Subtract From Expand All Subtasks Filter Budget Item Search</p><p>Project Budget Details</p><table border="1"><thead><tr><th>Status</th><th>WBS ID</th><th>Activity Name/Budget Item</th><th>Budget Items</th><th>Spread Option</th><th>Percent</th><th>Budget Adjustment</th><th>Distributed Budget</th><th>Target Budget</th><th>Undistributed Adjustment</th><th>Even Spread</th><th>Other</th></tr></thead><tbody><tr><td>⚠</td><td></td><td>Grants Budget</td><td></td><td>Select Spread</td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td></td><td></td></tr><tr><td></td><td>1</td><td>Grant Budget</td><td></td><td>Select Spread</td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td></td><td></td></tr><tr><td>⚠</td><td></td><td>Other Direct Expenses with F&A</td><td></td><td></td><td></td><td>5,000.00</td><td>0.00</td><td>5,000.00</td><td>5,000.00</td><td>Even Spread</td><td>Other</td></tr></tbody></table><p>Distribute Budget Copy From Another Plan</p></div> <div data-bbox="448 1272 685 1730"><p>Budget Detail</p><p>Project 01018U08</p><p>Plan ID 1</p><p>Currency Code USD</p><p>Calendar ID BP</p><p>Analysis Type BUD</p><p>Budget eligible for finalization</p><p>Budget not eligible for finalization</p><p>Distribute Budget</p><p>Project Budget Details</p><table border="1"><thead><tr><th>Status</th><th>WBS ID</th><th>Activity Name</th></tr></thead><tbody><tr><td>⚠</td><td></td><td>Grants E</td></tr><tr><td></td><td>1</td><td>Grant t</td></tr><tr><td>⚠</td><td></td><td>Other</td></tr></tbody></table></div> <p>➔</p> <div data-bbox="976 1272 1213 1730"><p>Budget Detail</p><p>Project 01018U08</p><p>Plan ID 1</p><p>Currency Code USD</p><p>Calendar ID BP</p><p>Analysis Type BUD</p><p>Budget eligible for finalization</p><p>Budget not eligible for finalization</p><p>Distribute Budget</p><p>Project Budget Details</p><table border="1"><thead><tr><th>Status</th><th>WBS ID</th><th>Activity Name</th></tr></thead><tbody><tr><td>✓</td><td></td><td>Grants E</td></tr><tr><td></td><td>1</td><td>Grant t</td></tr><tr><td>✓</td><td></td><td>Other</td></tr></tbody></table></div>	Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	⚠		Grants Budget		Select Spread		5,000.00	0.00	5,000.00	5,000.00				1	Grant Budget		Select Spread		5,000.00	0.00	5,000.00	5,000.00			⚠		Other Direct Expenses with F&A				5,000.00	0.00	5,000.00	5,000.00	Even Spread	Other	Status	WBS ID	Activity Name	⚠		Grants E		1	Grant t	⚠		Other	Status	WBS ID	Activity Name	✓		Grants E		1	Grant t	✓		Other
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53.	<p>Click Save. (See image in the next step.)</p>																																																																								



UCF Financials

System Navigation for Grants

Step	Action																				
54.	<p>Click the Return to Budget Plan link.</p> 																				
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56.	<p>Click the Finalize button.</p>  <table border="1"> <thead> <tr> <th>Plan ID</th> <th>Description</th> <th>*Status</th> <th>Total Distributed Budget</th> <th>Finalized Amount</th> <th>Last Finalized</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grants Budget</td> <td>Active</td> <td>5,000.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	1	Grants Budget	Active	5,000.00	0.00									
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57.	<p>Click the Process Monitor link.</p> 																				
58.	<p>Click Refresh to ensure the Run Status of the process displays Success.</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9736544</td> <td></td> <td>Application Engine</td> <td>PC_WRAPPER</td> <td>addyg</td> <td>10/23/2019 7:37:23PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details												
59.	<p>Contact the Financials Support Services team (fntrain@ucf.edu) to add the project to the Associated Budgets setup.</p>																				



UCF Financials

System Navigation for Grants

Step	Action
60.	<p>Navigate to Main Menu > Commitment Control > Define Control Budgets > Associated Budgets.</p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Commitment Control', which is further expanded to 'Define Control Budgets'. The 'Define Control Budgets' sub-menu is open, and 'Associated Budgets' is highlighted with a red box. Other items in the sub-menu include Budget Definitions, Budget Attributes, Funding Source, Funding Source Allocation, and Source Transactions.</p>
61.	<p>Select the Add a New Value tab. (See image in the next step.)</p>
62.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unit [RFD01]b) Ledger Group [CC_REV_PRJ]  <p>The screenshot shows the 'Associated Budgets' form. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, the 'Business Unit' field contains 'RFD01' and the 'Ledger Group' field contains 'CC_REV_PRJ', both highlighted with red boxes. The 'Budget Period' field is empty. An 'Add' button is visible at the bottom of the form.</p>
63.	<p>Click Add. (See image in the previous step.)</p>



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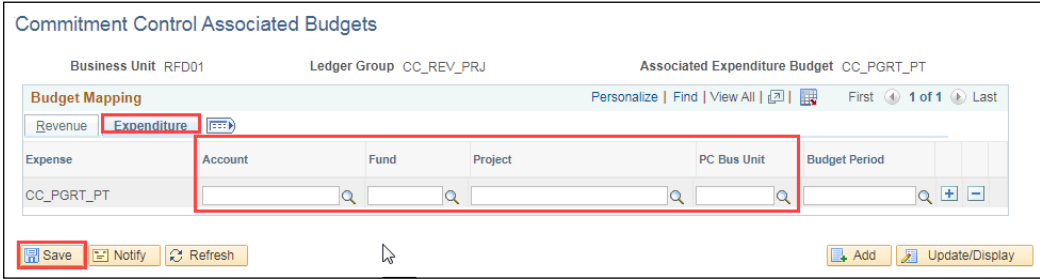
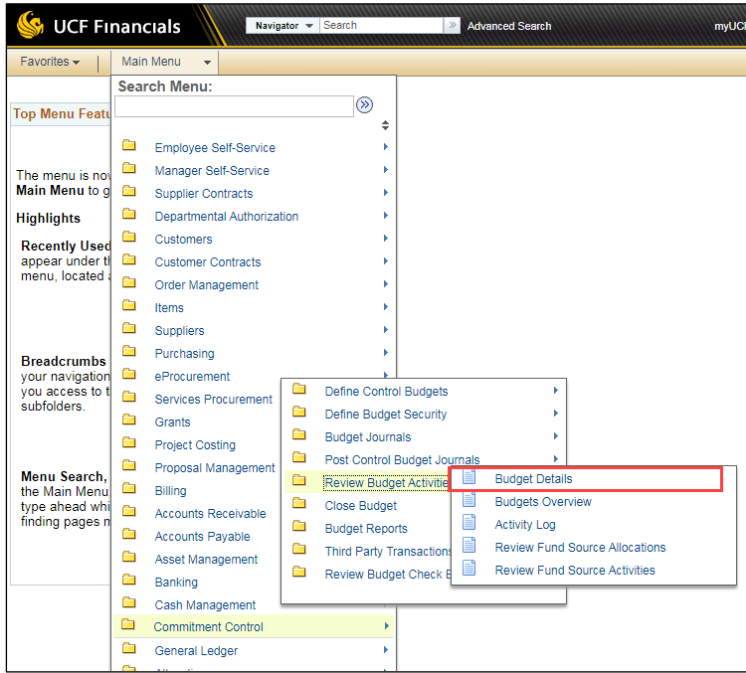
System Navigation for Grants

Step	Action																														
64.	<p>On the Revenue tab enter values in the following fields (scroll right to view all fields):</p> <ul style="list-style-type: none">a) Account [Revenue Budget Level Account]b) Fund [Revenue Budget Fund]c) Program [ZZ]d) Projecte) PC Bus Unit [RFD01]f) Activity [GRANT]g) Method [Budgeted]h) Revenue Cap [99999999.00]i) Percentage [100.00] <div data-bbox="321 730 1360 976"><p>Commitment Control Associated Budgets</p><p>Business Unit RFD01 Ledger Group CC_REV_PRJ Associated Expenditure Budget CC_PGRT_PT</p><p>Budget Mapping Personalize Find View All First 1 of 1 Last</p><p>Revenue Expenditure</p><table border="1"><thead><tr><th>Revenue</th><th>Account</th><th>Fund</th><th>Program</th><th>Project</th><th>PC Bus Unit</th><th>Activity</th><th>Budget Period</th></tr></thead><tbody><tr><td>CC_REV_PRJ</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div> <div data-bbox="321 999 1360 1318"><p>Commitment Control Associated Budgets</p><p>Business Unit RFD01 Ledger Group CC_REV_PRJ Associated Expenditure Budget CC_PGRT_PT</p><p>Budget Mapping Personalize Find View All First 1 of 1 Last</p><p>Revenue Expenditure</p><table border="1"><thead><tr><th>Init</th><th>Activity</th><th>Budget Period</th><th>*Method</th><th>Revenue Cap</th><th>Currency</th><th>Percentage</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td>0.00</td><td>USD</td><td>100.00</td></tr></tbody></table><p>Save Notify Refresh Add Update/Display</p></div>	Revenue	Account	Fund	Program	Project	PC Bus Unit	Activity	Budget Period	CC_REV_PRJ								Init	Activity	Budget Period	*Method	Revenue Cap	Currency	Percentage					0.00	USD	100.00
Revenue	Account	Fund	Program	Project	PC Bus Unit	Activity	Budget Period																								
CC_REV_PRJ																															
Init	Activity	Budget Period	*Method	Revenue Cap	Currency	Percentage																									
				0.00	USD	100.00																									
65.	Select the Expenditure tab. (See image in the next step.)																														



UCF Financials

System Navigation for Grants

Step	Action
66.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Accountb) Fundc) Projectd) PC Bus Unit [RFD01] 
67.	<p>Click Save. (See image in the previous step.)</p>
68.	<p>To see the available balance, navigate to Main Menu > Commitment Control > Review Budget Activities > Budgets Overview.</p> 
69.	<p>Select the Add a New Value tab. (See image in the next step.)</p>



UCF Financials

System Navigation for Grants

Step	Action																										
70.	Enter the Inquiry Name (user defined). <div data-bbox="321 380 717 661" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Budgets Overview</p> <p>Find an Existing Value Add a New Value</p> <p>Inquiry Name <input type="text"/></p> <p>Add</p> </div>																										
71.	Click Add . (See image in the previous step.)																										
72.	Enter values in the following fields: <p><i>Budget Type</i></p> <ol style="list-style-type: none"> Business Unit [RFD01] Ledger Group/Set [Ledger Inquiry Set] Ledger Inquiry Set [RF_REV_SET] <p><i>ChartField Criteria</i></p> <ol style="list-style-type: none"> Project <div data-bbox="321 1157 1284 1717" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Budget Inquiry Criteria</p> <p>Budget Overview</p> <p>Inquiry INQ Description <input type="text"/></p> <p>Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity</p> <p>Budget Type</p> <p>*Business Unit <input type="text"/> Ledger Group/Set Ledger Group Ledger Group <input type="text"/></p> <p><input type="checkbox"/> View Stat Code Budgets <input type="checkbox"/> Display Chart</p> <p>TimeSpan</p> <p>*Type of Calendar Detail Budget Period</p> <p>Budget Criteria Personalize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Ledger Group</th> <th>Calendar ID</th> <th>From Budget Period</th> <th>To Budget Period</th> <th>Include Adjustment Period(s)</th> <th>Include Closing Adjustments</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>CC_DEPT</td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>ChartField Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ChartField</th> <th>ChartField From Value</th> <th>ChartField To</th> <th>Info</th> <th>ChartField Value Set</th> <th>Update/Add</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Budget Status</p> <p><input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input checked="" type="checkbox"/> Hold</p> <p>Save Notify Refresh Add Update/Display</p> </div>	Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments	<input checked="" type="checkbox"/>	CC_DEPT		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments																					
<input checked="" type="checkbox"/>	CC_DEPT		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add																						
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
73.	Click Save . (See image in the previous step.)																										



VIII. TECH TRANSFER BILLING

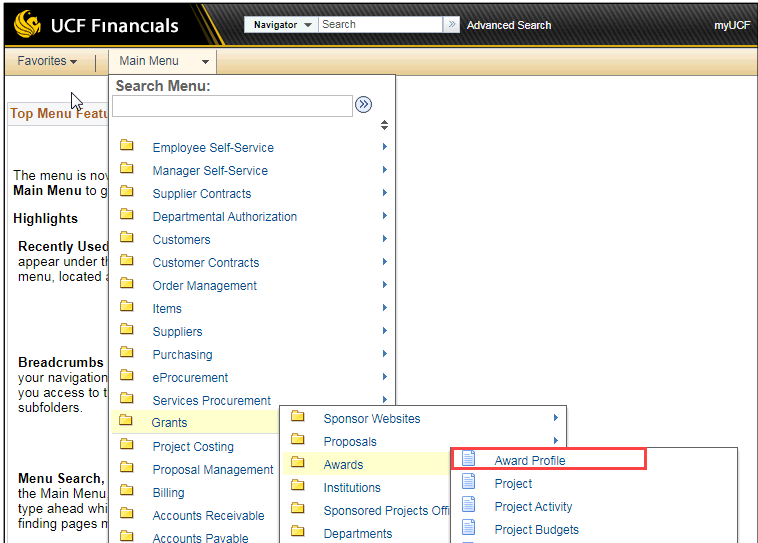
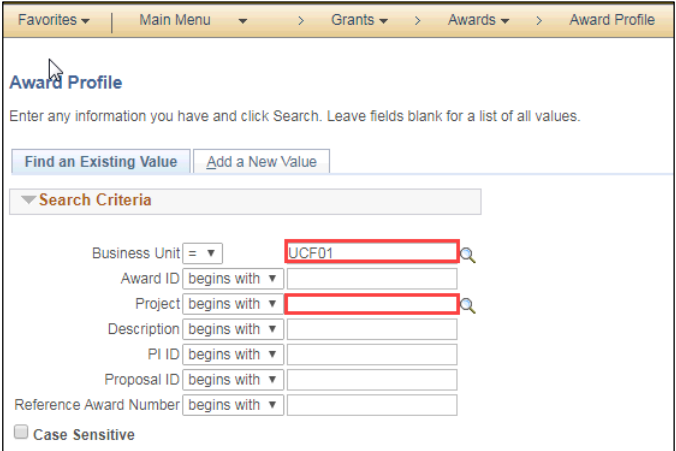
A Tech Transfer is entered into UCF Financials only for the financial tracking as billing is managed by the department. This requires that a fixed contract be set up and events, which are equal to the amount that the department billed, will be processed in the system:

Step	Action
1.	Expenses are charged to the department.
2.	When items are to be billed, the department generates the transactional summary document outside of UCF Financials.
3.	The document is sent to the Research Foundation.
4.	Refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “III. Set Up & Activate a Fixed Price Contract.”
5.	Create an event that equals the total sum noted on the document from the department.
6.	To process the bill, refer to the “System Navigation for Grants” manual, “Course 4. Process Billing.”
7.	Attach the summary document to the invoice and send.
8.	To close the items after cash is received, refer to the “System Navigation for Grants” manual, “Course 7. Research Foundation,” section “III. Enter Deposit.” Once the payment has been applied, refer to the “System Navigation for Grants” manual, “Course 7. Research Foundation,” section “IV. Apply Payment to Item.”
9.	Create a journal entry to move the cash, which covers the operation budget, back to the department.
10.	Excess cash will be distributed through a journal entry.



IX. COPY A BILL

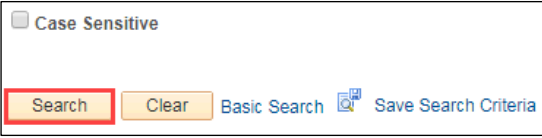
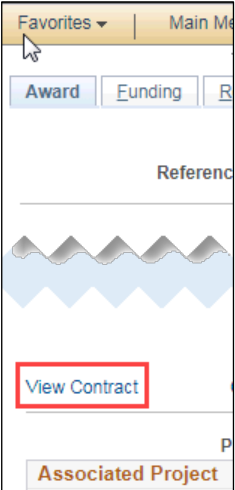
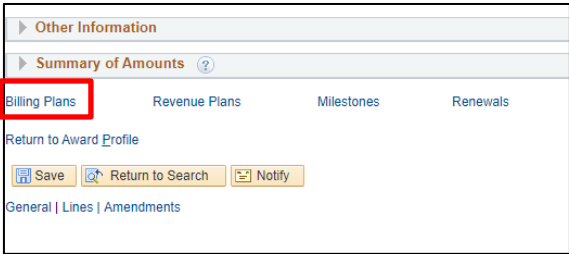
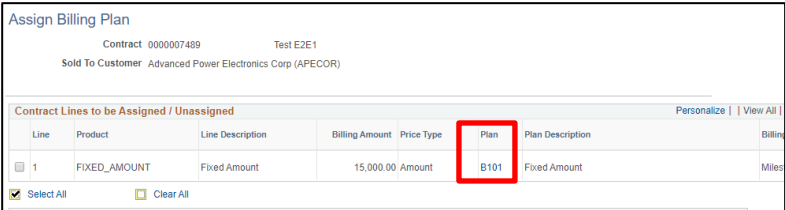
When a refund on a fixed amount contract needs to be processed, a bill can be copied. This process should never be done on a cost reimbursable bill (CRB). Afterward, the invoice can be altered. To copy a bill, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p> 
2.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Project (Project ID) 



UCF Financials

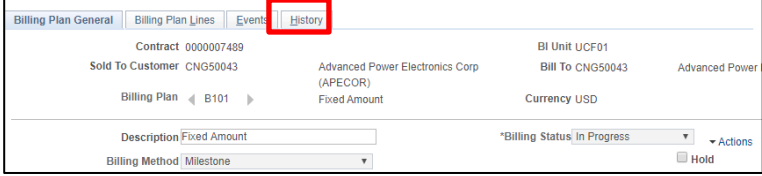
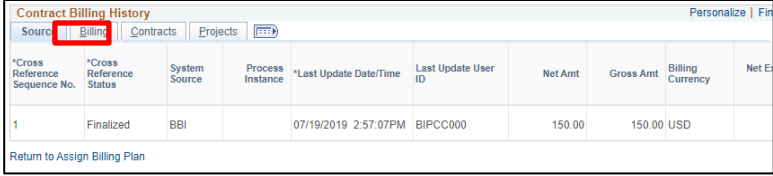
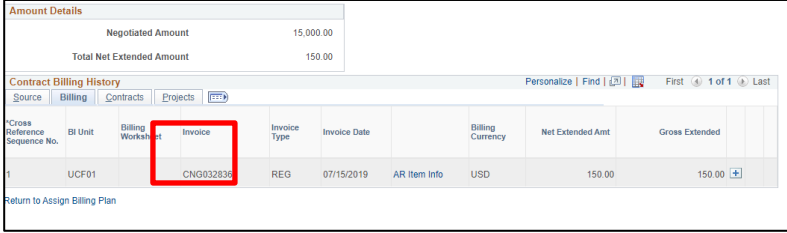
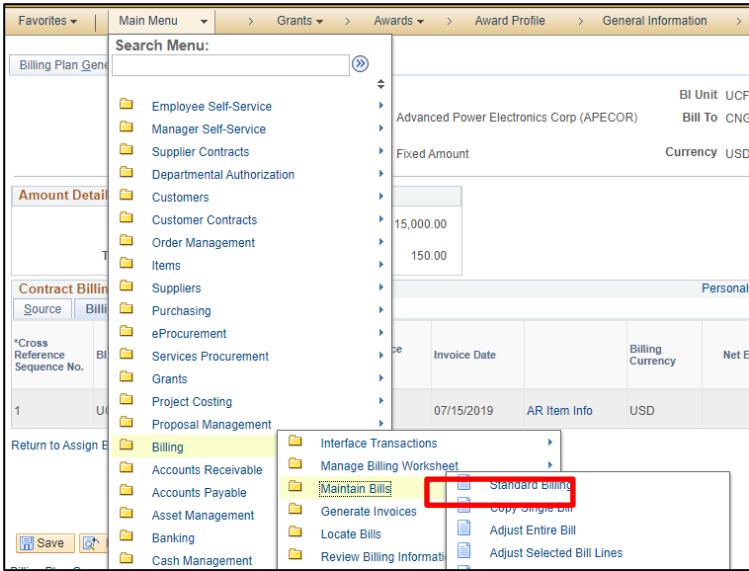
System Navigation for Grants

Step	Action																
3.	<p>Click Search.</p>  <p>A search interface with a 'Case Sensitive' checkbox, a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.</p>																
4.	<p>Select the View Contract link.</p>  <p>A contract details page with tabs for 'Award', 'Funding', and 'Renewals'. A 'View Contract' link is highlighted with a red box. Other elements include 'Associated Project' and a 'References' section.</p>																
5.	<p>Click the Billing Plans link.</p>  <p>A page with sections for 'Other Information' and 'Summary of Amounts'. Under 'Summary of Amounts', there are tabs for 'Billing Plans', 'Revenue Plans', 'Milestones', and 'Renewals'. The 'Billing Plans' tab is highlighted with a red box. Below are buttons for 'Save', 'Return to Search', and 'Notify', and a breadcrumb trail 'General Lines Amendments'.</p>																
6.	<p>Click the bill Plan link.</p>  <p>An 'Assign Billing Plan' screen for contract 000007489. It shows a table of contract lines to be assigned. The 'Plan' column in the table is highlighted with a red box.</p> <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Line Description</th><th>Billing Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th><th>Billing</th></tr></thead><tbody><tr><td>1</td><td>FIXED_AMOUNT</td><td>Fixed Amount</td><td>15,000.00</td><td>Amount</td><td>B101</td><td>Fixed Amount</td><td>Miles</td></tr></tbody></table>	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing	1	FIXED_AMOUNT	Fixed Amount	15,000.00	Amount	B101	Fixed Amount	Miles
Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing										
1	FIXED_AMOUNT	Fixed Amount	15,000.00	Amount	B101	Fixed Amount	Miles										



UCF Financials

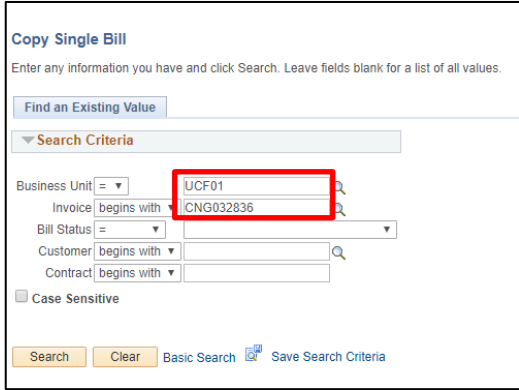
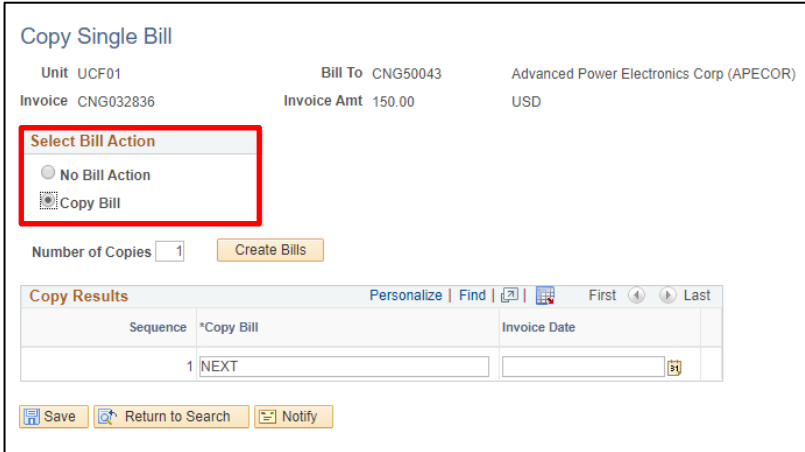
System Navigation for Grants

Step	Action
7.	<p>Select the History tab.</p>  <p>The screenshot shows the 'Billing Plan General' tab with sub-tabs: Billing Plan Lines, Events, and History. The 'History' tab is highlighted with a red box. Below the tabs, contract details are visible: Contract 000007489, Sold To Customer CNG50043, Billing Plan B101, and Currency USD.</p>
8.	<p>Select the Billing Tab.</p>  <p>The screenshot shows the 'Contract Billing History' tab with sub-tabs: Source, Billing, Contracts, and Projects. The 'Billing' sub-tab is highlighted with a red box. A table below shows billing history with columns for Cross Reference Sequence No., Cross Reference Status, System Source, Process Instance, Last Update Date/Time, Last Update User ID, Net Amt, Gross Amt, Billing Currency, and Net E.</p>
9.	<p>Note the Invoice Number.</p>  <p>The screenshot shows 'Amount Details' with a Negotiated Amount of 15,000.00 and a Total Net Extended Amount of 150.00. Below is the 'Contract Billing History' table with columns for Cross Reference Sequence No., BI Unit, Billing Worksheet, Invoice, Invoice Type, Invoice Date, Billing Currency, Net Extended Amt, and Gross Extended. The invoice number 'CNG932838' is highlighted with a red box.</p>
10.	<p>Navigate to Main Menu > Billing > Maintain Bills > Copy Single Bill.</p>  <p>The screenshot shows the navigation path: Main Menu > Grants > Awards > Award Profile > General Information. A search menu is open, showing a list of options. 'Maintain Bills' is highlighted in yellow, and its sub-menu 'Copy Single Bill' is highlighted with a red box.</p>



UCF Financials

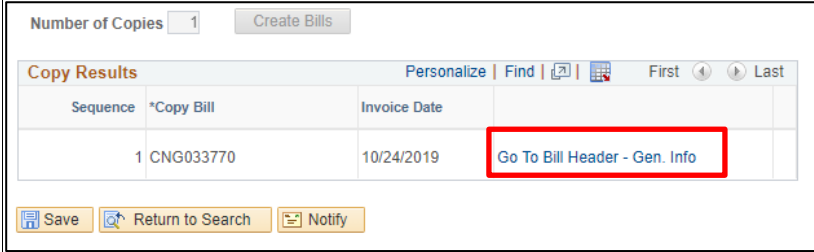
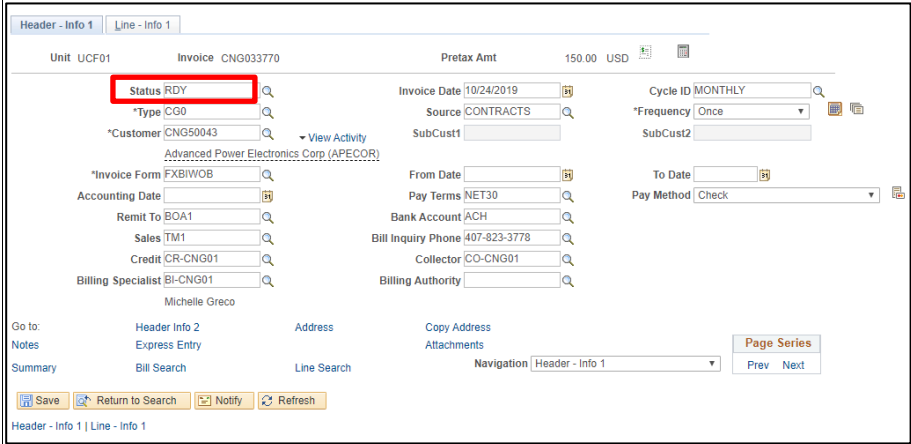
System Navigation for Grants

Step	Action
11.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Invoice 
12.	Click Search . (See image in the previous step.)
13.	<p>Set up the Run Control with Select Bill Action as Copy Bill.</p> 
14.	Click Save . (See image in the previous step.)



UCF Financials

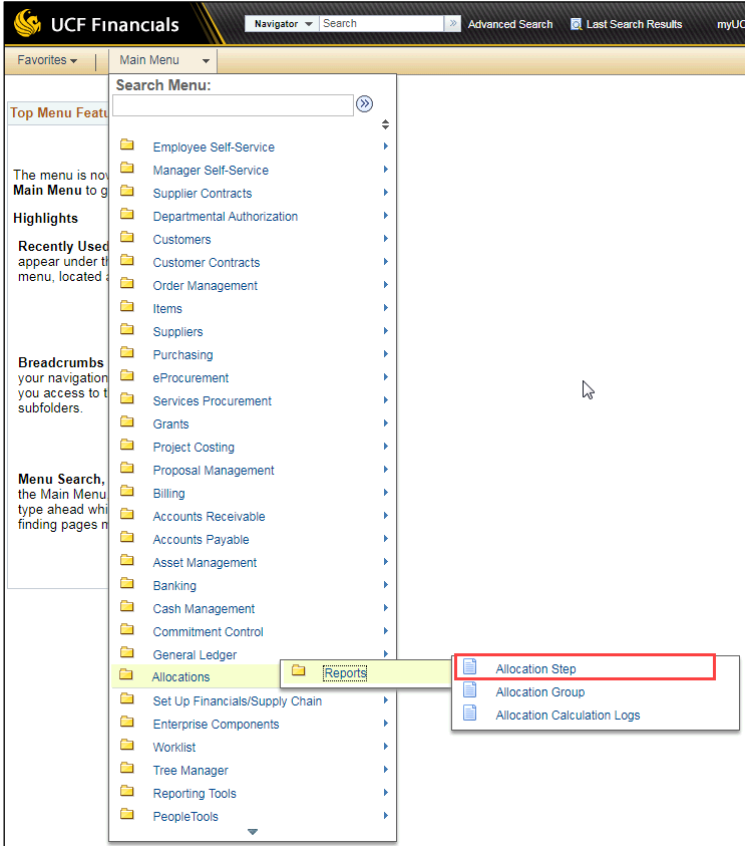
System Navigation for Grants

Step	Action								
15.	<p>Click on the Go To Bill Header to update necessary information</p>  <p>The screenshot shows a 'Copy Results' table with the following data:</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>*Copy Bill</th> <th>Invoice Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CNG033770</td> <td>10/24/2019</td> <td>Go To Bill Header - Gen. Info</td> </tr> </tbody> </table>	Sequence	*Copy Bill	Invoice Date		1	CNG033770	10/24/2019	Go To Bill Header - Gen. Info
Sequence	*Copy Bill	Invoice Date							
1	CNG033770	10/24/2019	Go To Bill Header - Gen. Info						
16.	<p>When changes are complete, change Header Status to RDY.</p>  <p>The screenshot shows the 'Header - Info 1' form with the following details:</p> <ul style="list-style-type: none"> Unit: UCF01 Invoice: CNG033770 Pretax Amt: 150.00 USD Status: RDY (highlighted in a red box) Invoice Date: 10/24/2019 Cycle ID: MONTHLY *Type: CGO Source: CONTRACTS *Frequency: Once *Customer: CNG50043 SubCust1: [Empty] SubCust2: [Empty] *Invoice Form: FXBIWOB From Date: [Empty] To Date: [Empty] Accounting Date: [Empty] Pay Terms: NET30 Pay Method: Check Remit To: BOA1 Bank Account: ACH Sales: TM1 Bill Inquiry Phone: 407-823-3778 Credit: CR-CNG01 Collector: CO-CNG01 Billing Specialist: BI-CNG01 Billing Authority: [Empty] Michelle Greco 								
17.	<p>Refer to the “System Navigation for Grants” manual, “Course 4. Process Billing,” “Unit 3: Billing Activity,” section “V. Generate Single Action Invoices.”</p>								



X. GL ALLOCATION – DOUBLE BUDGETS

After the Research Foundation (RF) posts awarded or non-awarded project budgets, a nightly allocation will run to duplicate that budget into UCF01 so that payroll, which hits UCF01 first, can be posted without budget errors.

Step	Action
1.	Navigate to Main Menu > Allocations > Reports > Allocation Group. 
2.	Create a Run Control ID to process the allocations.
3.	Run validation queries.
4.	Modify the Posted Date Criteria on the allocation steps.
5.	Process the allocations using the Run Control ID created.



XI. GL ALLOCATION – OTHER TRANSACTIONS

Each night an allocation process runs that picks up Research Foundation (RF) transactions that were entered into UCF01 and moves them to RFD01.

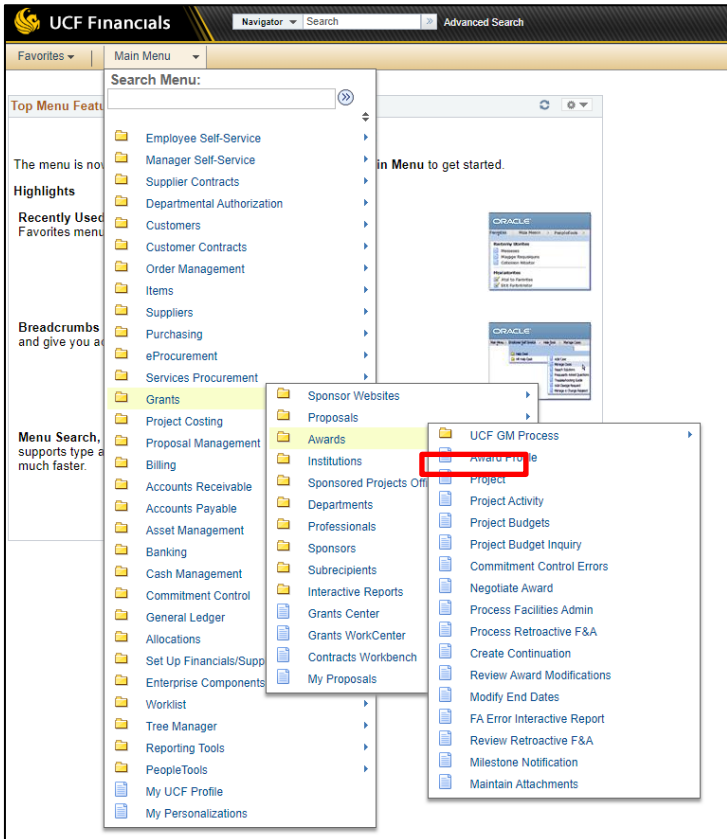
XII. GL ALLOCATION – PAYROLL UCF TO RF

After the initial payroll budget from the Human Capital Management (HCM) system hits UCF01, an allocation process runs to move Research Foundation (RF) project and department charges to RFD01.



XIII. MANUAL CONVERSION RESIDUAL REVENUE

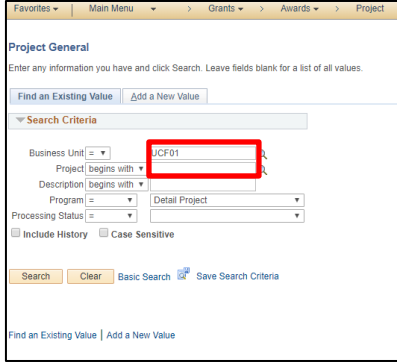
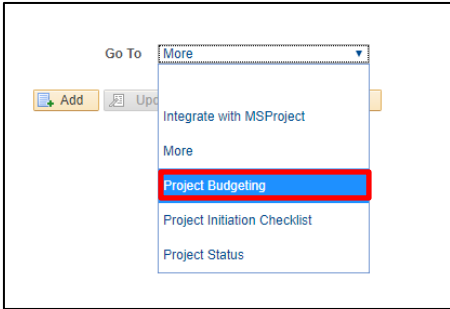
Revenue budgets need to be manually set up to allow for the system to control spending on these projects. After access is granted, do the following to set up a Revenue Budget for each project:

Step	Action
1.	<p data-bbox="300 512 1036 548">Navigate to Main Menu > Grants > Awards > Project.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Grants' folder is expanded, showing sub-menus like 'Project Costing', 'Proposal Management', 'Awards', 'Institutions', 'Sponsored Projects Office', 'Departments', 'Professionals', 'Sponsors', 'Subrecipients', 'Interactive Reports', 'Grants Center', 'Grants WorkCenter', 'Contracts Workbench', and 'My Proposals'. The 'Awards' folder is further expanded, showing sub-menus like 'UCF GM Process', 'Award Profile', 'Project', 'Project Activity', 'Project Budgets', 'Project Budget Inquiry', 'Commitment Control Errors', 'Negotiate Award', 'Process Facilities Admin', 'Process Retroactive F&A', 'Create Continuation', 'Review Award Modifications', 'Modify End Dates', 'FA Error Interactive Report', 'Review Retroactive F&A', 'Milestone Notification', and 'Maintain Attachments'. The 'Award Profile' option is highlighted with a red box.</p>



UCF Financials

System Navigation for Grants

Step	Action
2.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project 
3.	Click Search . (See image in the previous step.)
4.	Click the Go To [More] dropdown menu. (See image in the next step.)
5.	Select Project Budgeting . 
6.	Click Search .



UCF Financials

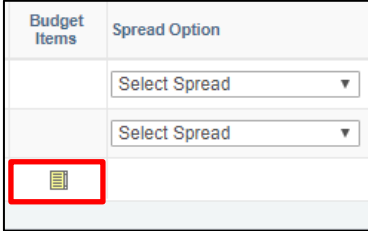
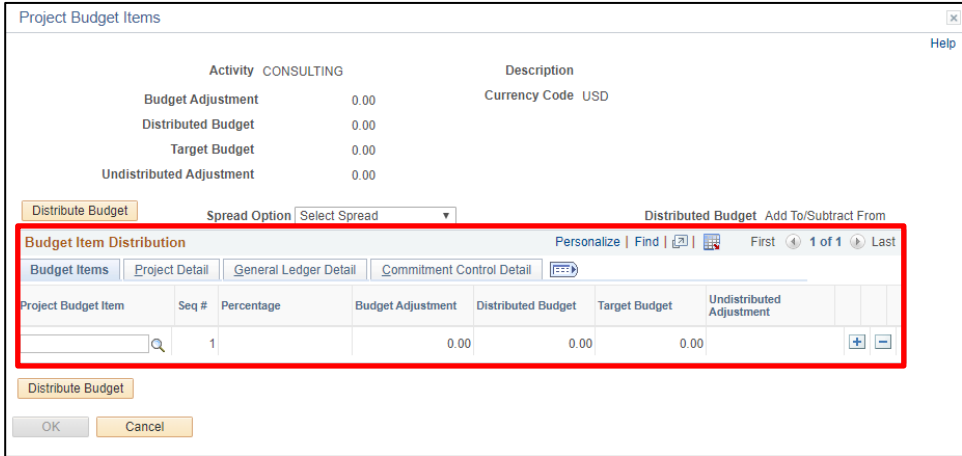
System Navigation for Grants

Step	Action																								
7.	<p>On the Budget Plan page, verify the row for the Revenue Budget.</p> <p><i>General</i></p> <ul style="list-style-type: none">a) Description [Grants Budget]b) Budget Type [Revenue Budget] <p><i>Calendar</i></p> <ul style="list-style-type: none">a) Calendar ID [BP]b) Number of Periods [manually change to 1] <div data-bbox="305 718 1312 1100"><p>Budget Plan</p><p>Project 12018071 Description CHM-RF: MURPHY BALANCE ACCOUNT</p><p>Processing Status Active Process Monitor</p><p>Project Budget Plans Personalize Find View All First 1-2 of 2 Last</p><table border="1"><thead><tr><th>Plan ID</th><th>Description</th><th>*Status</th><th>Total Distributed Budget</th><th>Currency</th><th>Budget Type</th><th>Analysis Type</th><th>Max Budget Items to Retrieve</th></tr></thead><tbody><tr><td>1</td><td>CHM-RF: MURPHY BALANCE</td><td>Active</td><td>1.00</td><td>USD</td><td>Cost Budget</td><td>BUD</td><td></td></tr><tr><td>2</td><td>CHM-RF: MURPHY BALANCE</td><td>Active</td><td>50,000.00</td><td>USD</td><td>Revenue Budget</td><td>RBD</td><td></td></tr></tbody></table><p>Save as Template</p><p>Return to Project General</p><p>Save Return to Search Notify Refresh Add Update/Display</p></div>	Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve	1	CHM-RF: MURPHY BALANCE	Active	1.00	USD	Cost Budget	BUD		2	CHM-RF: MURPHY BALANCE	Active	50,000.00	USD	Revenue Budget	RBD	
Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve																		
1	CHM-RF: MURPHY BALANCE	Active	1.00	USD	Cost Budget	BUD																			
2	CHM-RF: MURPHY BALANCE	Active	50,000.00	USD	Revenue Budget	RBD																			
8.	<p>Click Save.</p> <div data-bbox="305 1178 810 1304"><p>Return to Project General</p><p>Save Return to Search Notify Refresh</p></div>																								
9.	<p>On the General tab, click the yellow paper icon.</p> <div data-bbox="305 1381 740 1562"><p>Max Budget Items to Retrieve</p><p>Yellow paper icon</p></div>																								



UCF Financials

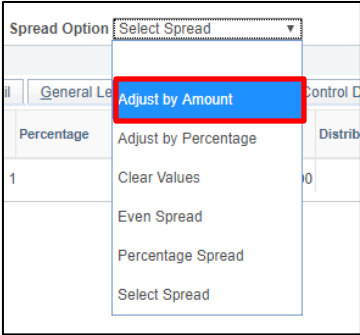
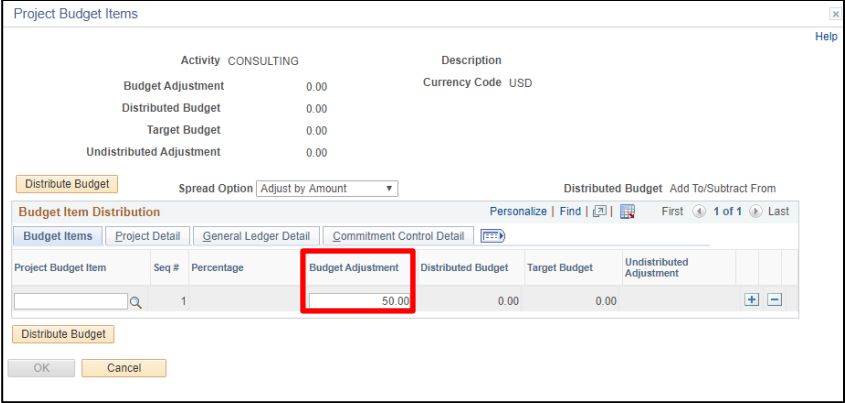
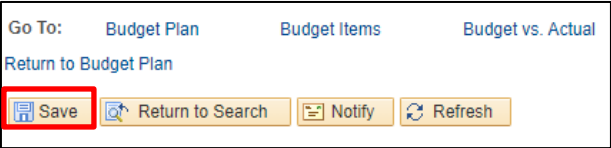
System Navigation for Grants

Step	Action
10.	<p>Under the Budget Items heading, click the yellow paper icon.</p> 
11.	<p>Enter values in the following fields:</p> <p><i>Budget Items</i></p> <p>a) Project Budget Item</p> <p><i>General Ledger Detail</i></p> <p>a) GL Business Unit [RFD01] b) Account [Change to Revenue account.] c) Fund Code [91506] d) Program Code [ZZ]</p> <p><i>Commitment Control Detail</i></p> <p>a) Ledger Group [CC_REV_PRJ] b) Ledger [CC_RV_PBUD]</p> 

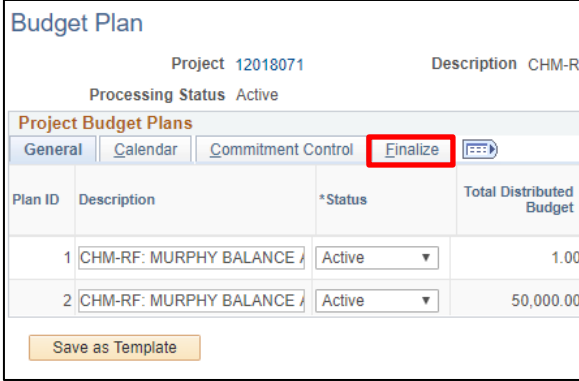
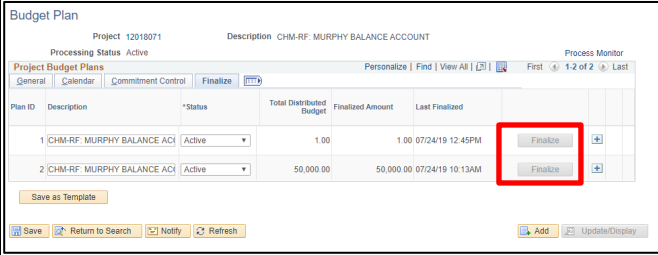
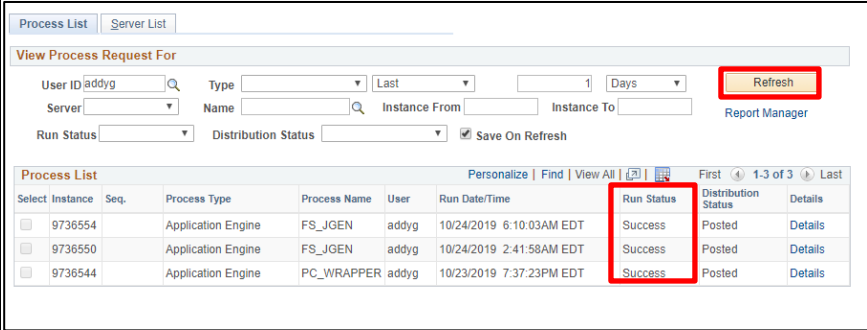


UCF Financials

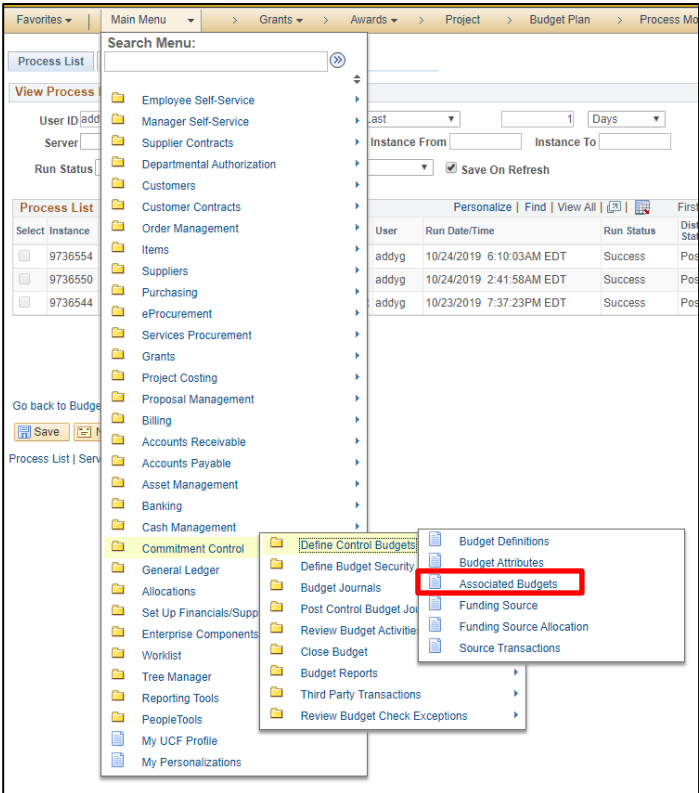
System Navigation for Grants

Step	Action
12.	<p>Update the Spread Option to Adjust by Amount.</p> 
13.	<p>On the Budget Items tab, enter the Amount for each budget line in the Budget Adjustment.</p> 
14.	Click one of the Distribute Budget buttons. (See image in the previous step.)
15.	Click OK . (See image in Step 12.)
16.	Click the Even Spread button for each line. The yellow warning triangles will change to green checkmarks .
17.	<p>Click Save.</p> 
18.	Click the Return to Budget Plan link. (See image in the previous step.)



Step	Action																																								
19.	<p>Select the Finalize tab.</p>  <p>The screenshot shows the 'Budget Plan' interface for Project 12018071. The 'Finalize' tab is highlighted in the navigation bar. Below the tabs is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Plan ID</th> <th>Description</th> <th>*Status</th> <th>Total Distributed Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CHM-RF: MURPHY BALANCE /</td> <td>Active</td> <td>1.00</td> </tr> <tr> <td>2</td> <td>CHM-RF: MURPHY BALANCE /</td> <td>Active</td> <td>50,000.00</td> </tr> </tbody> </table>	Plan ID	Description	*Status	Total Distributed Budget	1	CHM-RF: MURPHY BALANCE /	Active	1.00	2	CHM-RF: MURPHY BALANCE /	Active	50,000.00																												
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20.	<p>Click the Finalize button.</p>  <p>The screenshot shows the 'Budget Plan' interface with the 'Finalize' tab selected. The table now includes 'Finalized Amount' and 'Last Finalized' columns. The 'Finalize' button is highlighted for each row in the table.</p> <table border="1"> <thead> <tr> <th>Plan ID</th> <th>Description</th> <th>*Status</th> <th>Total Distributed Budget</th> <th>Finalized Amount</th> <th>Last Finalized</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CHM-RF: MURPHY BALANCE ACI</td> <td>Active</td> <td>1.00</td> <td>1.00</td> <td>07/24/19 12:45PM</td> </tr> <tr> <td>2</td> <td>CHM-RF: MURPHY BALANCE ACI</td> <td>Active</td> <td>50,000.00</td> <td>50,000.00</td> <td>07/24/19 10:13AM</td> </tr> </tbody> </table>	Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	1	CHM-RF: MURPHY BALANCE ACI	Active	1.00	1.00	07/24/19 12:45PM	2	CHM-RF: MURPHY BALANCE ACI	Active	50,000.00	50,000.00	07/24/19 10:13AM																						
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21.	<p>Click the Process Monitor link to ensure the Process runs to Success.</p>  <p>The screenshot shows the 'Process Monitor' interface. The 'Refresh' button is highlighted. Below it is a table of process instances:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9736554</td> <td></td> <td>Application Engine</td> <td>FS_JGEN</td> <td>addyg</td> <td>10/24/2019 6:10:03AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9736550</td> <td></td> <td>Application Engine</td> <td>FS_JGEN</td> <td>addyg</td> <td>10/24/2019 2:41:58AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9736544</td> <td></td> <td>Application Engine</td> <td>PC_WRAPPER</td> <td>addyg</td> <td>10/23/2019 7:37:23PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9736554		Application Engine	FS_JGEN	addyg	10/24/2019 6:10:03AM EDT	Success	Posted	Details	<input type="checkbox"/>	9736550		Application Engine	FS_JGEN	addyg	10/24/2019 2:41:58AM EDT	Success	Posted	Details	<input type="checkbox"/>	9736544		Application Engine	PC_WRAPPER	addyg	10/23/2019 7:37:23PM EDT	Success	Posted	Details
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22.	<p>Contact the Financials Support Services team (fntrain@ucf.edu) to verify that the project has been added to the Associated Budgets page at the appropriate Revenue and Expenditure levels.</p>																																								

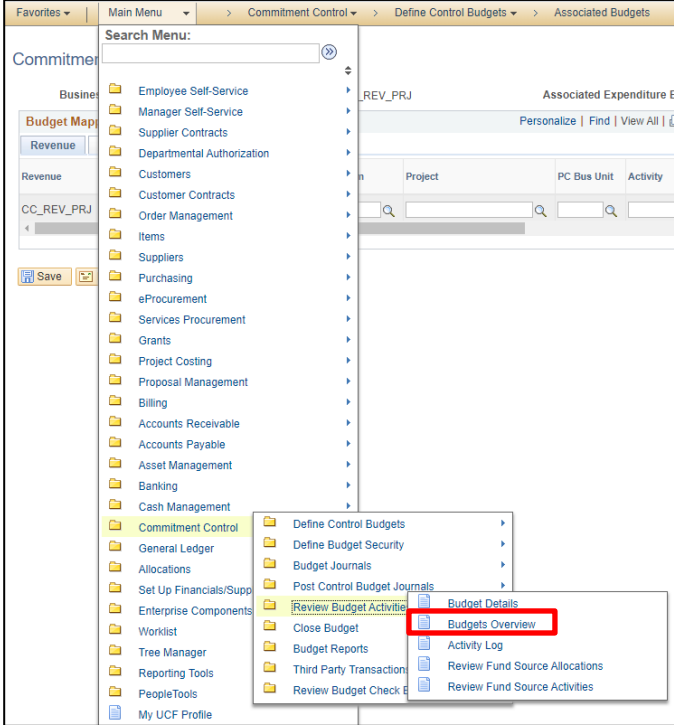
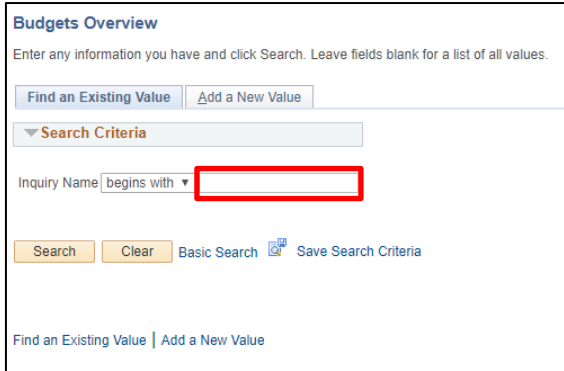


Step	Action																
23.	<p>Navigate to Main Menu > Commitment Control > Define Control Budgets > Associated Budgets to review.</p>  <table border="1" data-bbox="678 611 1010 730"><thead><tr><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>First Day Stat</th></tr></thead><tbody><tr><td>addyg</td><td>10/24/2019 6:10:03AM EDT</td><td>Success</td><td>Pos</td></tr><tr><td>addyg</td><td>10/24/2019 2:41:58AM EDT</td><td>Success</td><td>Pos</td></tr><tr><td>addyg</td><td>10/23/2019 7:37:23PM EDT</td><td>Success</td><td>Pos</td></tr></tbody></table>	User	Run Date/Time	Run Status	First Day Stat	addyg	10/24/2019 6:10:03AM EDT	Success	Pos	addyg	10/24/2019 2:41:58AM EDT	Success	Pos	addyg	10/23/2019 7:37:23PM EDT	Success	Pos
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UCF Financials

System Navigation for Grants

Step	Action
24.	<p>To see the available balance, navigate to Main Menu > Commitment Control > Review Budget Activities > Budgets Overview.</p> 
25.	<p>Enter the Inquiry Name (user defined).</p> 
26.	<p>Click Search. (See image in the previous step.)</p>



UCF Financials

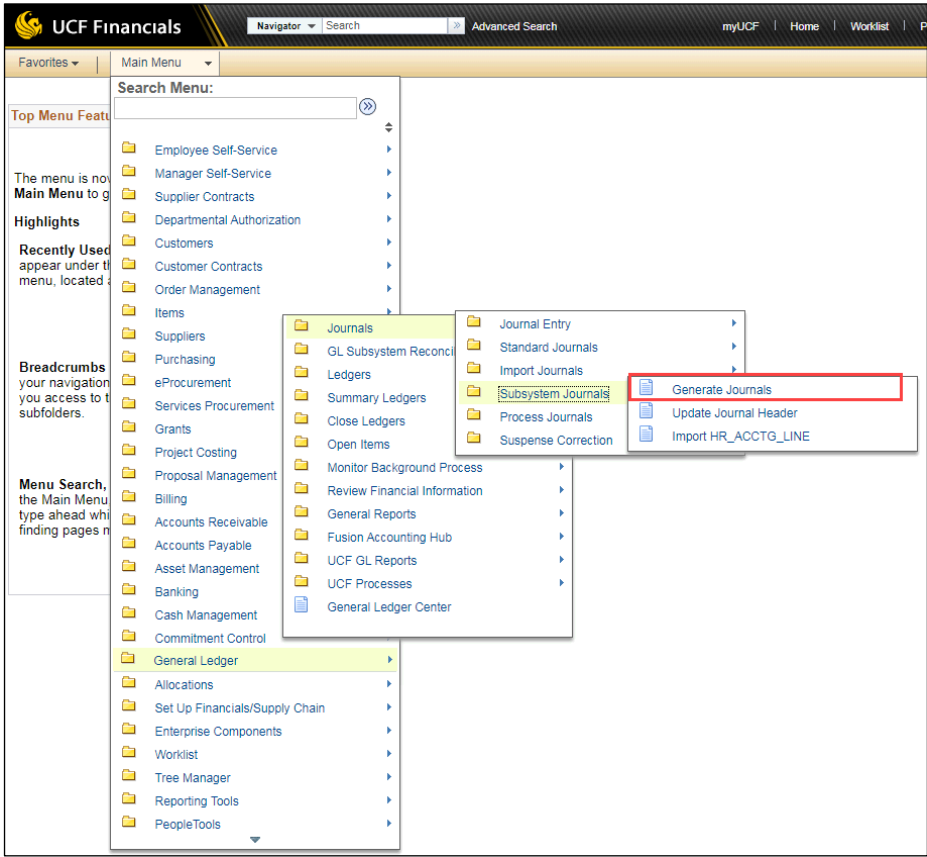
System Navigation for Grants

Step	Action
27.	<p>Enter the following:</p> <ol style="list-style-type: none"> Business Unit [RFD01] Ledger Group/Set [Ledger Inquiry Set] Ledger Inquiry Set [RF_REV_SET] <p><i>ChartField Criteria</i></p> <ol style="list-style-type: none"> Project <div data-bbox="321 621 1271 1182" style="border: 1px solid black; padding: 5px;"> </div> <p style="text-align: right;">a)</p>
28.	Click Save .



XIV. GENERATE JOURNALS FOR AR DIRECT PAYMENTS

After the Receivable Update has been run and direct journals have been created, journals for Accounts Receivable (AR) direct payments should be generated. Journals can then be posted. To generate journals for AR direct payments, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'General Ledger' folder is expanded, showing 'Journals' and 'Subsystem Journals'. The 'Subsystem Journals' folder is further expanded, and the 'Generate Journals' option is highlighted with a red box. Other options visible include 'Journal Entry', 'Standard Journals', 'Import Journals', 'Update Journal Header', and 'Import HR_ACCTG_LINE'.</p>
2.	Select the Add a New Value tab. (See image in the next step.)



UCF Financials

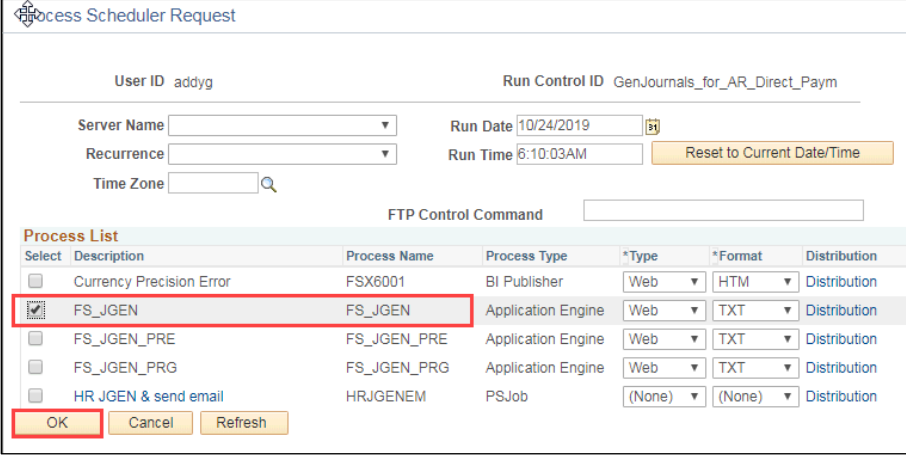
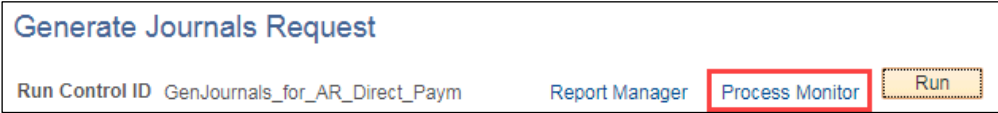
System Navigation for Grants

Step	Action
3.	<p>Enter the Run Control ID (user defined).</p> <div data-bbox="318 369 769 651"> </div> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
4.	<p>Click Add. (See image in the previous step.)</p>
5.	<p>Set up the Run Control as follows:</p> <ol style="list-style-type: none"> Edit [Checked] Process Frequency [Always] Set ID Accounting Definition Name [ARDIRJRNL] Applications Business Unit Ledger Group [ACTUALS] Template [AR_ DIRJRNL] From Date Option (specify date) To Date Option (specify date) From Date To Date <div data-bbox="318 1329 1357 1818"> </div>



UCF Financials

System Navigation for Grants

Step	Action
6.	Click Run . (See image in the previous step.) The Process Scheduler Request box displays.
7.	Ensure the FS_JGEN Line is checked. 
8.	Click OK . (See image in the previous step.)
9.	Click the Process Monitor . 
10.	Click the Refresh button until the Run Status of the process displays Success . 