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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.	Navigate to Main Menu > Grants > Awards > UCF GM Process > Create No Integrated Project.	n-
	So UCF Financials	
	Search Menu: Image: Create Non-Integrated Project Top Menu Feature Image: Create Non-Integrated Project	
	The menu is no Main Menu to g 🖨 Supplier Contracts	
	Highlights Departmental Authorization Project Budget Inquiry Recently Used appear under ti menu, located Customer Sontracts Customer Contracts 0 Order Management Process Retroactive F&A 1 Items Create Continuation	
	Breadcrumbs your navigation you access to t subfolders.	
	Menu Search, the Main Menu type ahead Froposal Management Avards Minding pages Billing Institutions Accounts Receivable Sponsored Projects Offices Accounts Payable Departments	



Step	Action
2.	Enter the following:
	 a) PC Business Unit b) Project ID (Manually enter the first five digits of the new project. The system will automatically next number the project.) c) Create [Blank Project (default value)]
	Create Non-Integrated Project
	Enter the PC Business Unit and the first five digits of the new Project you would like to create. Click the 'Generate' button to create a new Project ID and be transfered to the Project's 'General Information' page
	*PC Business Unit: Q *Project ID (First Five Digits): Create Blank Project Create New Project
3.	Click Create New Project button.
	Create New Project
4.	Enter values in the following fields:
	 a) 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.) b) Integration [RFD01] c) Project Type d) Start Date e) End Date
	WCF Financials Navigator - Search Image: Advanced Search myUCF Home Worklist Performance Track Favorites - Main Menu -> Grants -> Advanced Search myUCF Home Worklist Performance Track
	General Information Project Department Project Costing Definition Primavera Manager Location Phases Approval Justification User Fields Rate
	Project 01018U08 Add to My Projects Processing Status Active Program Processing Status Active
	*Integration UCF01 Q University of Central Florida Project Type Q Percent Complete 0.00 As Of Project Health X As Of
	Project Schedule ② *End Date 10/23/2019 [i] Additional Dates
	Description Find View All First (1 of 1 () Last Date/Time Stamp 10/23/19 4:51:42PM User ID addyg
	and the second state of th



Step	Action
5.	Select the Project Department tab.
	Favorites • Main Menu • > Grants • > UCF GM Process • > Create Non-Integrated Project > Project
	General Information Project Department Project Costing Definition Primavera Manager Location Phases Approval Justification User Fields Rates D
6.	Enter values in the following fields:
0.	a) Institution ID
	b) Subdivision*
	c) Department
	d) Department**
	e) Percent Pledged [100.00]
	General Information Project Department Project Costing Definition Primavera Manager Location Phases Approval
	Business Unit RFD01 Project 01018U08 CTR HIGH ED-RF:OVERHEAD ACCOUN
	✓ F&A Requested
	Primary Department Info
	Subdivision
	Contact ID Q Contact Details
	Contact ID Q Contact Details Q Primary Department History
	Department Info Find View All First () 1 of 1 () Last
	Effective Date 10/23/2019
	Department Info Personalize Find [2] [] First () 1 of 1 () Last *Department Subdivision Description
	Save as Template Copy Project
	🔝 Save 🔯 Return to Search 🖸 Refresh
	*Subdivision will default if the Department is a budgetary department; otherwise, it should be the same Department value.
	*
	** The Subdivision and Department under the Primary Department Info heading and the Department under Department Info should be the same number.
	the Department and er Department Hijo should be the same humber.
7.	Click Save. (See image in previous step.)
8.	Select the Project Costing Definition tab.
	Favorites • Main Menu • > Grants • > UCF GM Process • > Create Non-Integrated Project > Project
	General Information Project Department Project Costing Definition Primavera Manager Location Phases Approval



Step	Action
9.	Update the following fields:
	System Fields
	 a) FS_08 SetID [UCF01] (This value will always be UCF01 regardless of what Business Unit the project is in.) b) System Source [PGM]
	Options
	a) Standard Activities [Check]
	Analysis Group Options
	a) Cost Budget [GBUD]
	<i>Grants</i> a) Grants Project [Blank]
	b) Project Primary Flag [Uncheck] General Information Project Costing Definition Primayera Manager Location Phases Approval Justification User Fields Rates Description Project 01018U08 Description CTH HIGH ED-RF:OVERHEAD ACCOUN
	System Fields Project Currency @ O sions @ ¹ FS_08 SettD_UCF01 Q System Source FGM Q Effective Date Default Accounting Date • O sions @
	Enforce Team ? Analysis Group Options ? Percent Complete ?
	Projects Utilities Forecast Revenue FREV Q Project Tree Project Tree Project Tree Project Tree
	Profitability Analysis Groups ② Grants Actual Margin = Actual Revenue PSREV Q - Actual Cost PSCST Q Grants Project T Forecast Margin = Forecast Revenue FREV Q - Forecast Cost EAC Q Project Primary Flag
	Save as Template Copy Project My Projects Project Valuation Project Team Project Activities Go To More
10.	
	Favorites • Main Menu • > Grants • > Wards • > UCF GM Process • > Create Non-Integrated Project > Project Main Menu • > Grants • > Awards • > UCF GM Process • > Create Non-Integrated Project > Project Main Menu • > Grants • > Awards • > UCF GM Process • > Create Non-Integrated Project > Project Main Menu • > Grants • > Marager



Step	Action
11.	Enter the Location Code [811800501].
	General Information Project Department Project Costing Definition Primavera Manager Location
	Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD
	Find View All *Effective Date 10/23/2019 (ii) Sequence 1
	Location Code Q Description
12.	Click Save. (See image in the next step.)
14.	chek Save. (See image in die next step.)
13.	Click the Project Team link.
	My Projects Project Valuation Project Team Project Activities
	Save Structure to Search Contraction Refresh
14.	Click the plus sign (+) on the project Team Member line.
	Project Team Members Personalize Find View All [2]] First ① 1 of 1 ② Last EmplID Name Project Role Project Email Notify Start Date End Date
	EmpliD Name Project Role Frager Manager Manager Email Notify Start Date End Date Team Member Image: A start Date Image: A start Date Image: A start Date Image: A start Date
15.	Enter values in the following fields:
	a) Employee ID
	b) Project Role [PI]c) Project Manager [Check]
	Team Team Detail
	Team Member Find View All First & 2 of 2 & Last
	Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN
	Start Date 06/01/2019 End Date 05/01/2060 Processing Status Active *Employee ID Q Name
	Email ID Email Notify for Status Change
	Description
	Availability dates Personalize Find View All [2] First (1) of 1 (2) Last
	Schedule *Project Role Project Manager *Start Date 1 Image: Constraint of the start of the
	Activity Team Personalize Find View All 20 III First (1 of 1 (2) Last



Step	Action
16.	Click Save.
	Activity Team
	Activity Description
	Add Member to Activity Team
	Return to Project Team Summary
	Refresh
17.	Select the Team tab.
	Favorites - Main N
	Team Team Detail
	Team Member
18.	Click the Return to Project General link.
	Go To: Team Rates
	Return to Project General
	Save Return to Search C Refresh
10	Click the Developt A stimiting link
19.	Click the Project Activities link.
	My Projects Project Valuation Project Team Project Activities
	Refresh



Step	Action
20.	Enter the Activity [GRANT].*
	Project Activities P Schedule More Dates Details User Fields Select WBS ID *Activity Name *Activity I I I I Save as Template Image: Save General Image: Save General Image: Save General Image: Save
	*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.
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.
	Save as Template Copy Project My Projects Project Valuation Project Valuation Project Team Project Activities Go To More Integrate with MSProject More Project Budgeting Project Budgeting Project Status
24.	Select the Add a New Value tab.
	Budget Plan Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria



Step	Action
25.	Click Add.
	Budget Plan
	Eind an Existing Value Add a New Value
	Business Unit RFD01 Q Project 01018U08 Q
	Add
26.	Under the General tab in the Project Budget Plans section, enter the following:
	a) Description [Grants Budget]b) Budget Type [Cost Budget]
	Budget Plan Project 01018U08 Description CTR HIGH ED-RF-OVERHEAD ACCOUN
	Processing Status Active Process Monitor Project Budget Plans Personalize Find View All [2] [2] First 4 1 of 1 (): Last
	General Qalendar Commitment Control Finalize *Plan ID Description *Status Total Distributed Budget *Currency *Budget Type *Analysis Type Max Budget Items to Retrieve
	1 Grants Budget Active V 0.00 USD Q Cost Budget V BUD Q E
27.	Select the Calendar tab.
	Budget Plan
	Project 01018U08 Descriptio
	Processing Status Active Project Budget Plans
	General Commitment Control Finalize

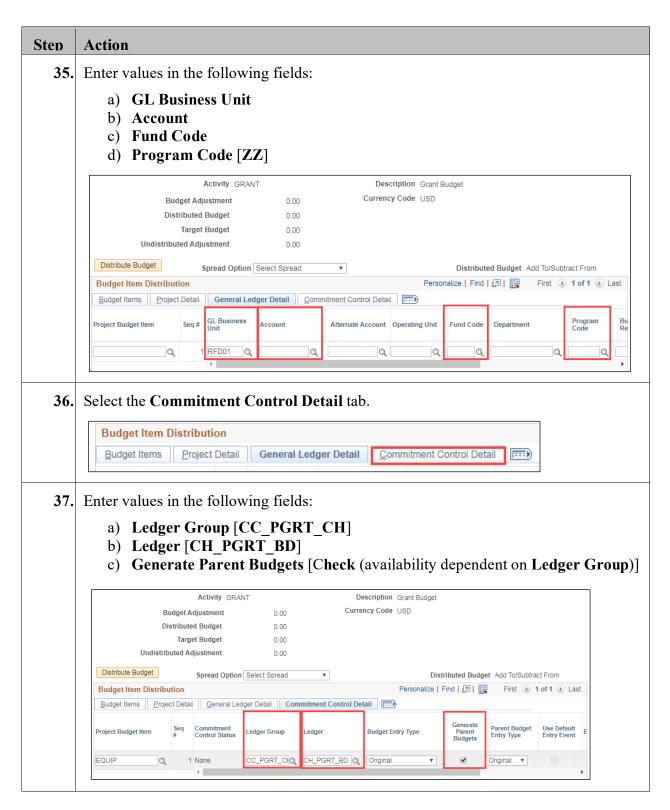


Step	Action
28.	Enter values in the following fields:
	a) Calendar ID [BP]b) Number of Periods [Manually change to 1]
	Budget Plan Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN Processing Status Active Process Monitor Project Budget Plans Personalize Find View All [2] [2] First ④ 1 of 1 ⑥ Last
	General Calendar Commitment Control Einalize
	Priarito Description - Status Budget Catendarito - Statu Date - Autoritorio Periods
	1 Grants Budget Active 0.00 BP 06/01/2019 1 + - Save as Template Return to Project General -
	Save 🖸 Notify 🖉 Refresh
29.	Click Save. (See image in the previous step.)
30.	Select the General tab.
	Budget Plan Project 01018U08 Descriptio Processing Status Active Project Budget Plans General Calendar Commitment Control Finalize
31.	Click the yellow paper icon .
	Budget Plan Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN Processing Status Active Project Budget Plans Personalize Find View All [2] [2] First (1 of 1 (2) Last General Calendar Commitment Control Finalize [77])
	General Qalendar Commitment Control Einalize Treme Plan ID Description *Status Total Distributed Budget *Currency *Budget Type *Analysis Type Max Budget Items to Retrieve
	1 Grants Budget Active V 0.00 USD Q Cost Budget V BUD Q



Step	Action
32.	Under Budget Items click the yellow paper icon . The Project Budget Items dialog box will display.
	Project Budget Details
	Budget Periods Project Detail General Ledger Detail Commitment C
	Status WBS ID Activity Name/Budget Item Budget Items
	Grants Budget
	1 Grant Budget
33.	Under the Budget Items tab in the Project Budget Items field, add all necessary Budget Items .
	Activity GRANT Description Grant Budget
	Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Select Spread
	Budget Item Distribution Personalize Find 🖉 🔡 First 🕢 1 of 1 🕢 Last
	Budget Items Project Detail Gommitment Control Detail Image: Commitment Control Detail Image: Commitment Control Detail Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Undistributed Adjustment Adjustment
34.	Select the General Ledger Detail tab.
	Budget Item Distribution Perso
	Budget Items Project Detail General Ledger Detail Commitment Control Detail IIII

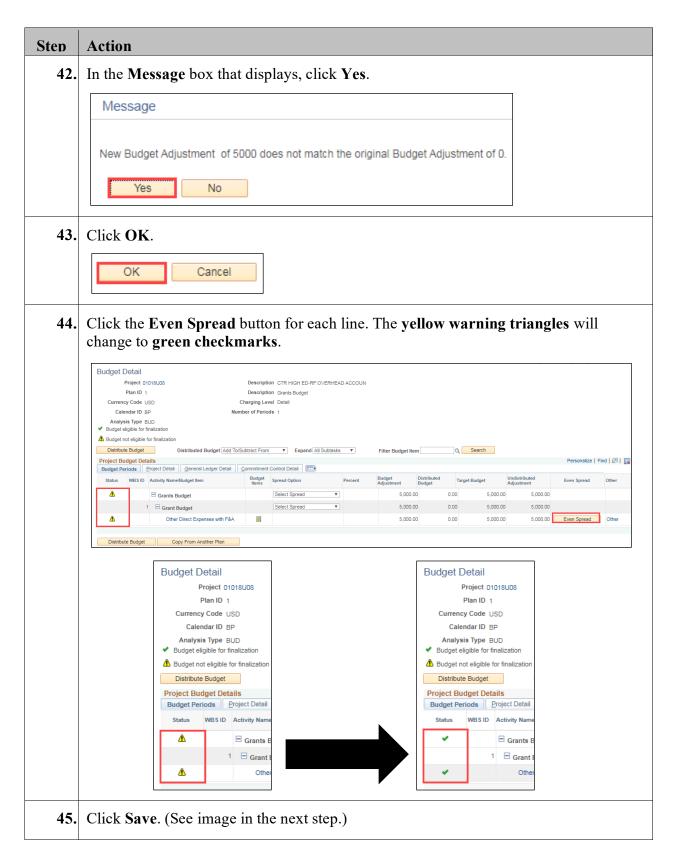






Step	Action
38.	Update the Spread Option to Adjust by Amount.
	Activity GRANT
	Budget Adjustment 0.00
	Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Select Spread
	Budget Item Distribution Adjust by Amount
	Budget Items Project Detail General Led Adjust by Percentage
	Clear Values Even Spread
	Project Budget Item Seq Commitment Percentage Spread
	# Control Status Select Spread
39.	Select the Budget Items tab.
	Budget Item Distribution
	Budget Items Project Detail General Ledger Detail Commitment Control Detail
40.	Enter the Amount for each budget line in the Budget Adjustment.
	Activity GRANT Description Grant Budget
	Budget Adjustment 0.00 Currency Code USD
	Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Adjust by Amount
	Budget Item Distribution Personalize Find 🔄 🏢 First 🕢 1 of 1 🕢 Last
	Budget Items Project Detail General Ledger Detail Commitment Control Detail ITTEL
	Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Undistributed Adjustment
	OTHER Q 1 5,000.00 0.00 + -
	Distribute Budget
	OK Cancel
<i>/</i> 1	Click one of the Distribute Budget buttons. (See image in the previous step.)
41.	ener one of the Distribute Dudget outlons. (See image in the previous step.)

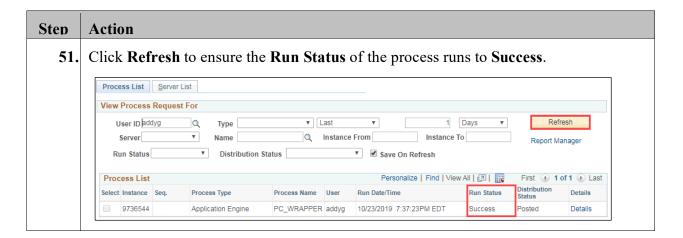






Step	Action
46.	Click the Budget Plan link.
	Distribute Budget Copy From Another Plan
	Go To: Budget Plan Budget Items Budget vs. Actual
	Return to Budget Plan
47.	Select the Finalize tab.
	Budget Plan
	Project 01018U08 Description Processing Status Active
	Project Budget Plans General Calendar Commitment Control Finalize
48.	Click the Finalize button.
	Budget Plan
	Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN Processing Status Active Process Monitor
	Project Budget Plans Personalize Find View All Image: The state of the
	Plan ID Description *Status Total Distributed Budget Finalized Amount Last Finalized
	1 Grants Budget Active T 5,000.00 0.00 Finalize
49.	If a Message box displays, click OK.
	Message
	Budget Plan Finalization has been processed. (13100,697)
	Click on the Process Monitor hyperlink to view run status.
	OK
50.	Click the Process Monitor link.
	Budget Plan Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN
	Processing Status Active Process Monitor Project Budget Plans Personalize Find View All [2] [2] First (3) 1 of 1 (2) Last

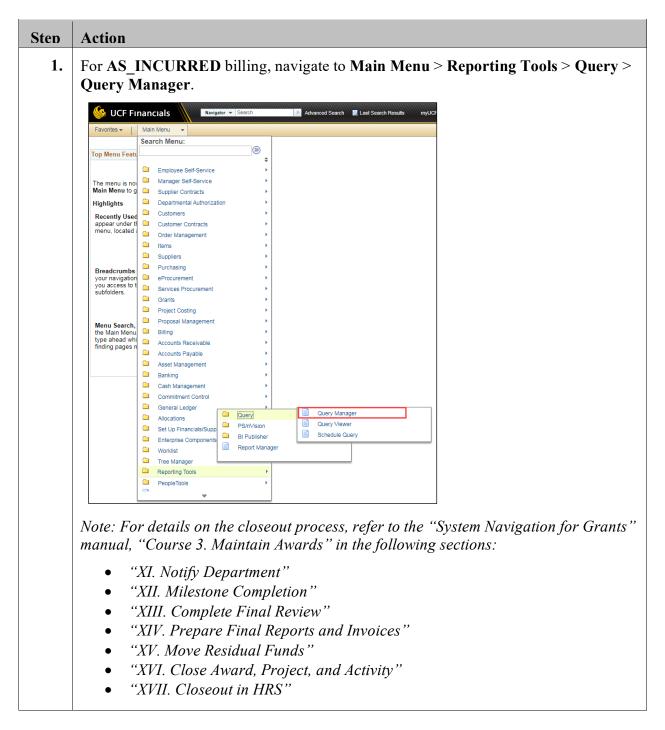






II. RFD PRE-BILL

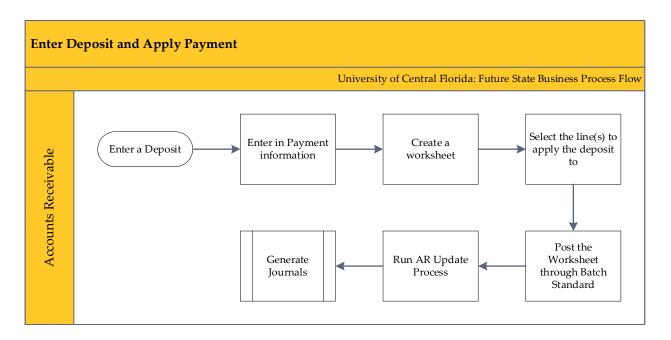
To process billing at month end for an AS_INCURRED contract or weekly for a FIXED_AMOUNT contract, follow these steps:





Step	Action									
2.	Enter the Query Name	of FXCA_BI	LLIN	IG_PH	ROJ	_RI	E S ir	n the	e begi	ns with field.
	Query Manager									
	Enter any information you have and click Find an Existing Query Cre		ank for a li	st of all valu	les.					
	*Search By Query Name	▼ begin	s with	FXCA	BILLI	NG_PR	OJ_RE	S		
	Search Advanced Search									
3.	Click Search. (See imag	te in previous	stan)						
5.	Chek Search. (See hinag	ge in previous	sup.)						
4.	In the Search Results, g	go to the Run	to Ex	kcel co	lum	n an	ld cl	ick	the Ex	cel link of the
	query.]
	Search Results	*Folder View	- All Fold	979	Ŧ					
	Check All Uncheck All		n - Choose		•	Go				
	Query				Person	alize Fi			Fi	irst 🕚 1-7 of 7 🕑 Last
	Select Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
	FXCA_BILLING_PROJ_RES	Contracts bills w proj res	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
	FXCA_BILLING_PROJ_RES_4999_EQ	Equip Accts now Direct Expense	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
	FXCA_BILLING_PROJ_RES_BI_DISTW		Public		Edit	HTML	Excel	XML	Schedule	Lookup References
	FXCA_BILLING_PROJ_RES_CONTR	Contracts bills w proj res	Public		Edit		Excel	XML	Schedule	Lookup References
	FXCA_BILLING_PROJ_RES_NEW	Contracts bills w proj res	Public		Edit	HTML	Excel	XML	Schedule	Lookup References
	FXCA_BILLING_PROJ_RES_NOLINES		Public Public			HTML	Excel	XML	Schedule Schedule	Lookup References
5.	Repeat steps 1-4 to run	the Ouerv Na	me o	f FXA	R	OPE	N I	TE	MS R	RFD01.
	1 I						_			
6.	Prior to billing, compare on the FXAR OPEN I				l pla	n an	d to	any	v unap	plied payment
				2011.						
7.	Review the Budget Pos	ition, Payme	nts R	eceive	d, P	roje	ect S	stati	ıs, and	d Variance.
8.	For FIXED_AMOUNT	f billing, ensu	re Ev	ents a	re se	et to	Rea	dy.		
9.	Repeat steps 1-4 to run	the Query Na	ame o	f FXC	'A_l	EVE	NT	S_T	O_BI	LL.
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 Pos	ition, Payme	nts R	eceive	d, P	roje	ect S	Statu	ıs, Va	riance, etc.





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.	Navigate to Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit .
	VCF Financials Navigator - Search Advanced Search Last Search Results myUCF Home Worklist P
	Top Menu Featu
	The menu is no Manager Self-Service Main Menu to g Supplier Contracts
	Highlights Cab Departmental Authorization
	Recently Used appear under ti menu, located Customer Contracts Order Management Pending Items Order Management Regular Deposit
	Breadcrumbs your asvigation Partnems Customer Accounts Customer Accounts Payments Regular Deposit Balancing breadcrumbs your asvigation Purchasing Customer Accounts Customer Interactions Electronic Payments Express Deposit breadcrumbs your asvigation eProcurement Receivables Maintenan Direct Journal Payment Express Deposit Balancing breadcrumbs services Procurement Receivables Analysis Cash Control Entries Image: Cash Control Entries breadcrumbs Grants Receivables Update Renorts Image: Cash Control Entries
	Menu Search, the Main Menu type ahead whi finding pages n Project Costing Collections Workdering Proposition 2 Proposal Management Billing Receivables WorkCenter 3 Accounts Receivable Imagement 4 Accounts Payable Imagement 4 Asset Management Imagement



Step	Action
2.	Select Add New Value tab.
	Regular Deposit Enter any information you have and click Search. Leave fields black for a list of all values. Find an Existing Value Add a New Value
3.	Enter the values in the following fields:
	a) Business Unit b) Deposit ID [NEXT] Regular Deposit Eind an Existing Value Add a New Value Deposit Unit UCF01 Deposit ID NEXT
4.	Click Add. (See image in previous step.)
5.	 Enter values in the following fields: a) Bank Code [BOA1] b) Bank Account [ACH] c) Deposit Type [C - Customer Receipts] d) Format Currency e) Control Total Amount (total amount of the deposit) f) Count g) Date Received h) Date Entered
	Totals Payments Unit UCF01 Deposit ID 5639 Delete Deposit
	*Accounting Date [10/23/2019] [ij] *Bank Code Bank Account Deposit Type Control Totals Control Total Amount Control Control Total Amount Control Total Amount Control Total Amount Control Control Cont
	Entered Total Amount 0.00 Count 1 "Entered T0/23/2019 Difference Amount 0.00 Count -1 Posted
	Posted Total Amount 0.00 Count 0 Assigned addyg Journalled Total Amount 0.00 Count 0 User addyg



 6. Select the Payments tab. Favorites Main Menu Totals Payment ID b) Accounting Date (date payment was received) c) Amount d) Currency c) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Favorites Weine Voltage Base Base Base Base Base Base Base Bas	Step	Action
 Totals expression Fenter values in the following fields: Payment ID Accounting Date (date payment was received) Amount Currency Payment Method [Check or Electronic Funds Transfer or Giro - EFT] Customer ID Business Unit Qual Code [I] Reference (invoice number, if known) 	6.	Select the Payments tab.
 7. Enter values in the following fields: a) Payment ID b) Accounting Date (date payment was received) c) Amount d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Prevent State Type: Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Prevent State Type: Payment Information Rest State Coposts State Type: Coposts Coposts State Type: Coposts Coposts State Type: Coposts Coposts State Type: Coposts Co		Favorites - Main Menu
 7. Enter values in the following fields: a) Payment ID b) Accounting Date (date payment was received) c) Amount d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Prevent State Type: Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Prevent State Type: Payment Information Rest State Coposts State Type: Coposts Coposts State Type: Coposts Coposts State Type: Coposts Coposts State Type: Coposts Co		
 a) Payment ID b) Accounting Date (date payment was received) c) Amount d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Prevents the provide the payment of the transfer or determined to the transfer or determin		Totals Payments
 a) Payment ID b) Accounting Date (date payment was received) c) Amount d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Prevents the provide the payment of the transfer or determined to the transfer or determin		
 b) Accounting Date (date payment was received) c) Amount d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) 	7.	
 c) Amount d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) The Provide Distribution Distribut		
 d) Currency e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) The provide the formation from the format		
 e) Payment Method [Check or Electronic Funds Transfer or Giro - EFT] Customer ID Business Unit Qual Code [I] Reference (invoice number, if known) Payment Information Performation Interformation Prod Verv AI [0] Fred 1011 Lat Performatice Find Verv AI [0] Fred 1011 Lat Reference Information Reference Information Reference Information Performation Performation Reference Information Performation Performation	l	
 f) Customer ID g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) The Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)	l	
 g) Business Unit h) Qual Code [I] i) Reference (invoice number, if known) Under Payments Payment Metronice Payment Metronice Reference Note: Internation Reference Information Remit From Remit SetD Name Corporate SetD Subcust: Internation Subcust: Internation Reference Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)		
 i) Qual Code [I] i) Reference (invoice number, if known) 		
 i) Reference (invoice number, if known) iii Reference (invoice number, if known) 		
Image: Set in the set in		
Image: Set in the set in		
8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)		
8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)		
Rate Type Exchange Rate Payment Predictor Journal Directly Range of References Attachments (0) Customer Information Remit SettD Name Corporate Corporate SubCust2 MICR ID Detail References Reference Image of References Personalize First Output Reference Image of References Personalize Personalize First Image of References Personalize Personalize First Image of Reference Image		
8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)		
 Find First @ 1 of 1 @ Last Customer Information Remit From Remit SettD SubCust2 SubCust2 Link MICR Detail References Reference Information Reference To Reference To Reference<th></th><th></th>		
 8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.) 		
Name Corporate SetID SubCust1 SubCust2 MICR ID Link MICR Detail References Personalize Find View All		
8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)		
MICR ID Link MICR Detail References Personalize Find View All [2] First @ 1 of 1 @ Last Quad Code Reference 1 Reference		
 8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.) 		
 Reference Information Personalize Find View All D Reference Reference Information Reference Reference Reference Reference Reference		
8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.)		
 8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.) 		Qual Code Reference To Reference
 8. Under the Payment Information heading, use the plus sign (+) to add additional payments. (See image in the previous step.) 		
payments. (See image in the previous step.)		Save Notify 🔅 Refresh
payments. (See image in the previous step.)	8	Under the Payment Information heading use the plus sign (+) to add additional
	0.	
Q Click Save (See image in step 7)		Led mende mende mende mende seek.)
7. CHER Bave. (See Image in step 7.)	9.	Click Save. (See image in step 7.)

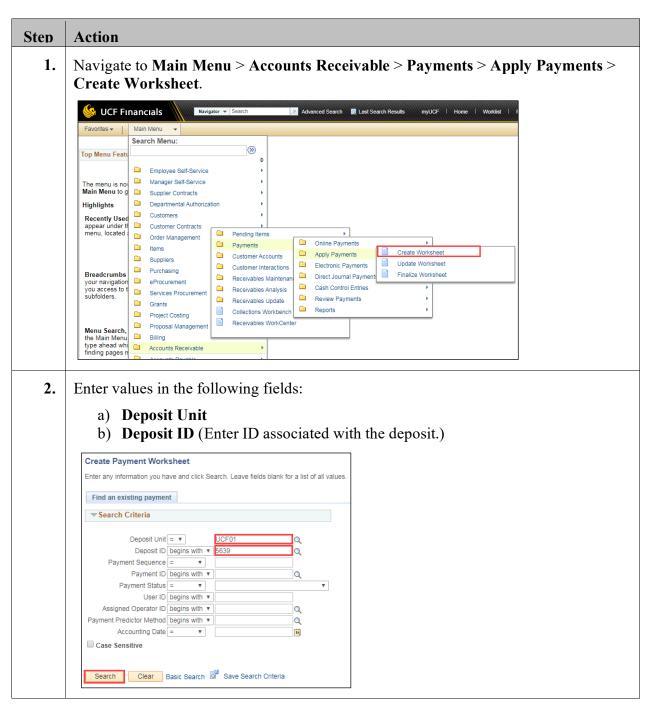


Step	Action
10.	Select the Totals tab.
	Favorites - Main Menu
	Totals Payments
11.	Ensure the Difference Amount and Count are both zero (0).
	Totals Payments
	Unit UCF01 Deposit ID 5639 Delete Deposit
	View Audit Logs
	*Accounting Date 10/24/2019 3 Control Currency Q *Bank Code BOA1 BOA-ACH
	*Bank Account ACH Q 005562579634
	*Deposit Type C Q Cust Recpt Exchange Rate
	Control Totals Control Data
	Control Total Amount 236,800.00 *Count 1 *Received 10/24/2019
	Entered Total Amount 236,800.00 Count 1 *Entered 10/24/2019
	Difference Amount 0.00 Count 0 Posted
	Posted Total Amount 0.00 Count 0 Assigned addyg Q
	Journalled Total Amount 0.00 Count 0 User addyg
	🔚 Save 🗈 Notify 🔅 Refresh
	Totals Payments
12.	Click Save. (See image in the previous step.)
14.	chek bave. (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
3.	Click Search. (See image in previous step.)
4.	On the Payment Worksheet Selection page, enter or verify the following information: a) Customer ID
	 a) Customer ID b) Business Unit c) Qual Code [I] d) Reference (Enter invoice number.)
	Payment Worksheet Selection Deposit Unit UCF01 Payment ID 1593 Payment Predictor Deposit ID 5639 Payment Amount 236,800.00 USD Deposit Status None Applied Payment Status Identified
	Customer Criteria Customer Criteria Customer Reference Find View All First () 1 of 1 () Last Customer Items Customer ID CNG50053 Q Business Unit UCF01 Q Image: Customer Items Name Applicate Associates Remit SetID UCF01 Remit From ID CNG50053 Corporate SetID UCF01 Corporate ID CNG50053 Corporate ID CNG50053
	MICR ID A Link MICR
	Reference Criteria Item Reference Personalize First 1 of 1 Last Specific Value Image: Construction of the const
	Item Inclusion Options All Items Deduction Items Only Items in Dispute Only Advanced Inclusion Options Exclude Collection Items Exclude Deduction Items Worksheet Action
	Build Clear Created at Items 0
5.	Click Build . (See image in the previous step.)
6.	Place a check beside the line items to apply the payment to. Payment Worksheet Application Deposit Unit UCF01 Deposit ID 5639 Payment ID 1593 Payment Sequence 1 Payment Currency USD Payment Accounting Date 10/24/2019 Tem Action Reason Choice Select Range of Items Range Go Item Display Control Display An Item Currency Soft All By Item Go Sort All By Item Go Type Reason Disc Amt Service Par Type Reason Disc Amt Service Par Letter of Credit ID Letter of Credit ID

UCF Financials UCF System Navigation for Grants

Step	Action
7.	Verify the Type [PY]. (See image in previous step.)
8.	Click Save.
	Add with Detail Letter of Credit ID
	Balance
	Amount 236,800.00 Remaining 236,800.00 Unearned 0.00 Selected 0.00 Discount 0.00 Earned 0.00 Adjusted 0.00 Write Off 0.00 Earned 0.00
	Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs
	Return to Search 2 Refresh
	Note: If the deposit is not equal to the worksheet total, complete steps 9-12; otherwise,
	skip to step 13.
9.	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.
	Item List
	Detail 1 Detail 2 Detail 3 Detail 4 I
	View Detail Remit Seq Sel Pay Amt
	Add with Detail
10.	Click Save. Another line item in the remaining amount will be system generated.
	Add with Detail
	Balance
	Amount 236,800.00 Remaining Selected 0.00 Discount
	Adjusted 0.00 Write Off
	Worksheet Selection Worksheet Application Worksheet Action
	Save 🔯 Return to Search 📿 Refresh
11.	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.
12.	Click the Worksheet Action link. (See image in step 10.)



Step	Action
13.	Verify the Posting Action [Batch Standard].
	Payment Worksheet Action
	Deposit Unit UCF01 Deposit ID 5659 Payment ID 100
	Entered Date 10/22/2019 Status Do Not Post Worksheet Action Posting Action Accounting Entry Action
	Delete Worksheet Action: Batch Standard V Create/Review Entries
	Delete Payment Group
	Worksheet Selection Worksheet Application Worksheet Action Image: Save Internet Selection Image: Save Internet Selection Image: Save Internet Selection
	Save Return to Search E Notify
14.	Click OK. Deposit ID 5659 Status Do Not Post Posting Action Action: Batch Standard
15.	Click Save.
	Worksheet Selection
	Save Crearch Notify



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.
	Weight CF Francials Navigator Search Advanced Search Result myUCF Home Workdat P Favorites - Main Menu -
3.	Select the Payments tab. Favorites - Main Menu Totals Payments



Action					
Check J (ournal Directl	V.			
		J			
Totals Paym					
	Unit UCF J De	bosit ID 5639	Date 10/24/2019	Balance Balanced	
Payment Inform	nation			Find View All	First 🕢 1 of 1 🕟 Last
Pay	ment Seq 1		*Payment ID 1593	*Accounting Date 10/24/2019	=
	Amount 236,800.00		Currency USD		
	Rate Type CRRNT		Exchange Rate 1.00000000		
Dayma	Payment Predictor		Attachments (0)		f References
			View Audit Logs		
Customer Info	stomer ID CNG50053	Q	Business Unit UCF01	Find	First (1) 1 of 1 (1) Last
	emit From CNG50053	~	Remit SetID UCF01		
	Name Applicote Associates				
	Corporate CNG50053		Corporate SetID UCF01		
	MICR ID	Q	Link MICR		
	Detail References		Add Conversation		Conversations
Reference In Qual Code	formation Reference		To Deferment	Personalize Find View All 🕗 📑	First (1) 1 of 1 (1) Last
			To Reference		
1	CNGC00104				
🔚 Save 🔯	Return to Search 🔄 Notify	2 Refresh		E •	Add 🖉 Update/Display
	ve. (See image				
Click Sav	· · · ·	u > Acco	ounts Receivable	e > Payments > D	irect Journal
Click Sav Navigate Payment	to Main Men s > Create A	u > Acco ccounting	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men ss > Create Ac nancials	u > Acco	ounts Receivable g Entries	$\mathbf{e} > \mathbf{Payments} > \mathbf{D}$	
Click Sav Navigate Payment	to Main Men ss > Create Ac nancials	u > Acco ccounting	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men ss > Create Ac nancials	u > Acco ccounting	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men s > Create A nancials	u > Acco ccounting	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men s > Create A nancials	u > Acco ccounting ter - Search	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men ss > Create Ac nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Supplier Contracts	u > Acco ccounting	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men s > Create Ac nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Supplier Contracts Departmental Authorizati Contracts	u > Acco ccounting ter • Search	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men s > Create Ac nancials Main Menu Search Menu: Employee Self-Service Supplier Contracts Departmental Authorizati Customers Customer Contracts	u > Acco ccounting	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men s > Create Ac nancials Main Menu Search Menu: Employee Self-Service Supplier Contracts Departmental Authorizati Customers Customer Contracts Order Management	u > Acco ccounting tor V Search	ounts Receivable g Entries		
Click Sav Navigate Payment	to Main Men s > Create Ac nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Supplier Contracts Departmental Authorizati Customers Customers Customer Contracts Order Management ttems	u > Acco ccounting	Advanced Search Last	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create A nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Supplier Contracts Departmental Authorizat Customers Customers Order Management	u > Acco ccounting	Advanced Search Last	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create Au nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Manager Self-Service Supplier Contracts Customer Contracts Customers Customers Customers Customers Customers Customers Performanagement Suppliers Purchasing Purchasing Procurement	u > Acco ccounting	Advanced Search Last	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create Au nancials Main Menu • Search Menu: Employee Self-Service Manager Self-Service Manager Self-Service Supplier Contracts Departmental Authorizat Customers Suppliers Purchasing eProcurement Services Procurement	u > Acco ccounting	ounts Receivable g Entries	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create Au nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Manager Self-Service Supplier Contracts Customer Contracts Customers Customers Customers Customers Customers Customers Performanagement Suppliers Purchasing Purchasing Procurement	u > Acco ccounting	Advanced Search @ Last Advanced Search @ Last Advanced Search @ Last Contine Payments Cash Control Entries Direct Journal Payments Cash Control Entries Cash Control Entries Review Payments Cash Control Entries	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create Ac nancials Main Menu Search Menu: Employee Self-Service Manager Self-Service Supplier Contracts Departmental Authorizati Customers Customers Customers Customers Customers Purchasing eProcurement Services Procurement Grants Project Costing Proposal Management	u > Acco ccounting	Advanced Search @ Last Advanced Search @ Last Advanced Search @ Last Contine Payments Cash Control Entries Direct Journal Payments Cash Control Entries Cash Control Entries Review Payments Cash Control Entries	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create A nancials Main Menu Search Menu: Employee Self-Service Supplier Contracts Departmental Authorizati Customer Contracts Order Management Items Suppliers Purchasing eProcurement Services Procurement Grants Proposal Management Billing Proposal Management Billing	u > Acco ccounting	Advanced Search @ Last Advanced Search @ Last Advanced Search @ Last Contine Payments Cash Control Entries Direct Journal Payments Cash Control Entries Cash Control Entries Review Payments Cash Control Entries	Search Results myUCF Home	
Click Sav Navigate Payment	to Main Men s > Create A nancials Main Menu Search Menu: Employee Self-Service Supplier Contracts Departmental Authorizati Customer Contracts Order Management Items Suppliers Purchasing eProcurement Services Procurement Grants Proposal Management Billing Proposal Management Billing	u > Acco ccounting	Advanced Search @ Last Advanced Search @ Last Advanced Search @ Last Contine Payments Cash Control Entries Direct Journal Payments Cash Control Entries Cash Control Entries Review Payments Cash Control Entries	Search Results myUCF Home	



Step	Action
7.	Enter values in the following fields:
	 a) Deposit Unit [RFD01] b) Deposit ID (Enter ID associated with the deposit.)
	Create Accounting Entries Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search Criteria Deposit Unit = • Deposit ID begins with • Payment Sequence = • Payment ID begins with • User ID begins with • Assigned Operator ID begins with • Case Sensitive Search Clear Basic Search Image: Save Search Criteria
8.	Click Search. (See image in previous step.)
9.	Enter values in the following fields (scroll right to view all fields):
	 a) GL Unit [RFD01] b) Line Amount c) Account [Revenue Account] d) PC Business Unit [RFD01] e) Project f) Activity [GRANT] g) Analysis Type [Rev] h) Fund i) Program



Accounting E-	tries Deposit Control								
Unit Currency De	RFD01 tails	Deposit ID 7			Payment	1532		Seq 1	
Amount	50.00	USD		<i>🕫</i> 💌					
	Complete	Entry Event	Q	3					
Distribution ChartFields	Lines Currency Details	ournal Reference In	formation	stribution Creati	Personalize Fi		신 🔜 🕴	First 🕢 1-2 of	r 12 🕑 Last
Distribution		Speed Type		Currency	Account	Dept	PC Bus Unit	Project	Activity
Sequence							PC bus onit	FIGEC	Activity
1	1 RFD01	Speed Type	50.00		111000	02800019			
2	2 RFD01	Speed Type	-50.00	USD	601002	L	RFD01	00000018	GRANT
Accounting E	ntries Deposit Contro								
								_	
Unit Currency De	RFD01	Deposit ID 7			Payment	1532		Seq 1	
Amount	50.00	USD		<i>\$</i> 💌					
	Complete	Entry Event	Q						
Distribution	Lines				Personalize F	Find View All	2 🔜	First 🕢 1-2 o	of 12 🛞 Last
ChartFields		Journal Reference I	nformation	istribution Creat					
Distribution Sequence	n GL Unit	Speed Type	Line Amount	Currency	Analysis Type	Source Type	ategory	Subcategory	Fund
1	1 RFD01	Speed Type	50.00	USD					91506
2	2 RFD01	Speed Type	-50.00	USD	REV				91506
					4				×
Accounting Er	ntries Deposit Control								
	RFD01	Deposit ID 7			Payment 1	1532		Seq 1	
Currency De Amount	50.00			<i>\$</i> 🗷					
Amount	50.00	030							
	Complete	Entry Event	٩						
Distribution					Personalize Fi		2 🔜 F	irst 🕢 1-2 of	12 🕑 Last
ChartFields									
Sequence	GL Unit	Speed Type	Line Amount	Currency	Program	n Bud R	ef Alt Acct	Oper Unit	Affiliate
1	1 RFD01	Speed Type	50.00	USD	ZZ		111000		
2	2 RFD01	Speed Type	-50.00	USD	ZZ		613100		
lick the	e lightning	bolt icc	on.						
Accou	nting Entries	Deposi	it Control						
	Unit RFD	01		Depo	sit ID 7				
Curre	ncy Details								

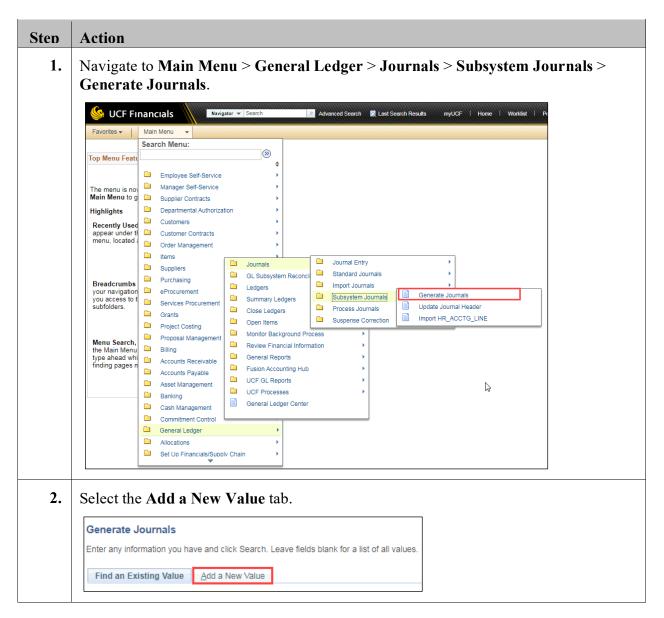


Step	Action	
11.	Click Save. (See image in th	e next step.)
12.	Check Complete.	
	Accounting Entries Deposit Cont	trol
	Unit UCF01	
	Currency Details	
	Amount 50.0	00 U
	Complete	
	Distribution Lines	
	ChartFields Currency Details	Jou
	Distribution GL Unit	
	1 1 UCF01	
	2 2 RFD01	
	Total	
	Lines 10 Total Deb	its
	Save 🔯 Return to Search	† <mark>∎</mark> F
	Accounting Entries Deposit Control	



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							
3.	Enter the Run Control ID (user defined).							
	Generate Journals							
	Eind an Existing Value Add a New Value							
	Run Control ID							
	Add							
	<i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i>							
4.	Click Add. (See image in previous step.)							
5.	Set up the Run Control as follows:							
	a) Edit [Checked]							
	b) Process Frequency [Always]c) Set ID							
	d) 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 Date							
	k) To Date							
	Generate Journals Request							
	Run Control ID Generate_Journal_for_AR_Paymen Report Manager Process Monitor Run							
	Journal Processing Options Image: Check Post							
	Process Request Parameters Find View All First (1) 1 of 1 (2) Last Process Frequency Request Number 1 (1)							
	Request Number 1 Request Number 1 SetiD Q							
	O Don't Run *Accounting Definition Name							
	Application Business Unit Q Ledger Group Q							
	Template Q *From Date Option Begin Date - From Period Template Image: Complex of the period							
	*To Date Option End Date - To Period To Date							



	Action								
ó .	Click Run . (See image in p displays.	previous step	.) The Proces	s Sched	luler l	Request di	alog		
7.	Ensure the FS_JGEN line	is selected.							
	Process Scheduler Request								
	User ID addyg		Run Control ID	Generate_Jou	urnal_for_A	R_Paymen			
	Server Name	v F	Run Date 10/24/2019	Ħ					
	Recurrence	▼ R	Run Time 2:41:58AM	Re	eset to Curr	ent Date/Time			
	Time Zone								
		FTP Contr	ol Command						
	Process List Select Description	Process Name	Process Type	*Type	*Format	Distribution			
	Currency Precision Error	FSX6001	BI Publisher	Web 🔻	HTM	 Distribution 			
	S_JGEN	FS_JGEN	Application Engine	Web 🔻	TXT	 Distribution 			
	FS_JGEN_PRE	FS_JGEN_PRE	Application Engine	Web 🔻	TXT	 Distribution 			
	FS_JGEN_PRG	FS_JGEN_PRG	Application Engine	Web 🔻	TXT	 Distribution 			
	HR JGEN & send email	HRJGENEM	PSJob	(None) 🔻	(None)	 Distribution 			
	OK Cancel Refresh		1 0000	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(Distribution			
5.	Click OK . (See image in the					Distribution			
		ne previous s							
	Click OK . (See image in th	ne previous s							
•	Click OK . (See image in the Click the Process Monitor Report Manager Process Monitor	ne previous s	tep.)				:ss.		
•	Click OK . (See image in the Click the Process Monitor Report Manager Process Monitor	ne previous s	tep.)				285.		
•	Click OK . (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un	ne previous s	tep.)				:\$\$.		
•	Click OK. (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un Process List Server List	ne previous s	tep.)		ss disp				
•	Click OK. (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un Process List Server List View Process Request For	ne previous s	tep.) Status for the	e proces	ss disp	lays Succe			
•	Click OK. (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un Process List Server List View Process Request For User ID addyg Q Type	Run ntil the Run	tep.) Status for the	e proces	ss disp	lays Succe			
•	Click OK. (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un Process List Server List View Process Request For User ID addyg Type Server Name Run Status Distribution	Run ntil the Run	tep.) Status for the	e proces	ss disp	lays Succe Refresh Report Manage	er (
•	Click OK. (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un Process List Gerver List View Process Request For User ID Addyg Type Name	Run ntil the Run	tep.) Status for the nce From Save On Refree Personalize Fi	e proces	ss disp	lays Succe Refresh Report Manage First () 1-2 of 2 (Distribution	er (
0.	Click OK. (See image in the Click the Process Monitor Report Manager Process Monitor Click the Refresh button un Process List Server List View Process Request For User ID addyg Type Server V Name Run Status V Distribution Process List	ne previous s	tep.) Status for the nce From Save On Refre Personalize Fl Run Date/Time	e proces	ss disp	lays Succe Refresh Report Manage First (1-2 of 2 (Distribution Detribution Detribution Detribution Detribution	er) Last		



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.						
	UCF Financials Search Search Advanced Search 🖉 Last Search Results myUCF						
	Favorites V Main Menu V						
	Search Menu: Sponsor Websites						
	Top Menu Featu						
	The menu is no Imager Self-Service Institutions Imager Self-Service Highlights Supplier Contracts Sponsored Projects Off Project Attilty Recently Use appear under timenu, located Customers Sponsors Project Budgets Order Managerent Suppliers Sponsors Project Budget Inquiry Breadcrumbs your navigation Protessionals Process Retroactive Reports Negotiate Award your assigation Protessionals Process Retroactive ReA Process Retroactive ReA your assigation Protect Self Service Managerent Modify End Dates Wenu Search, timing pagers Project Outing Modify End Dates Accounts Receivable Malagement Malagement Asset Management Malagement Malatachments						
	Commitment Control > General Ledger > Allocations > Set Up Financials/Supply Chain >						



Step	Action							
3.	Enter values in the following fields:							
	a) Business Unitb) Project							
	Project General Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value							
	▼ Search Criteria Business Unit = ▼ UCF01 Project [begins with ▼ Description [begins with ▼							
	Program = Program = Processing Status = Processi							
4.	Click Search. (See image in the previous step.)							
5.	On the General Information tab at the bottom right of the page, select Project Budgeting from the Go To [More] dropdown menu.							
	My Projects Project Valuation Project Team Project Activities Go To More							
6.	On the General tab of the Budget Plan page, enter or verify the following:							
	a) Description [Grants Cost Budget]b) Status [Active]							
	c) Budget Type [Cost Budget]							
	Budget Plan Project 16408146 Description EECS-RF GONZALEZ RESIDUAL							
	Project Industrial Description EECS-AP GUNZALE2 RESIDUAL Processing Status Inactive Project Budget Plans Personalize Find View All [2] First (1 of 1 () Last General Calendar Commitment Control Finalize							
	Plan ID Description *Status Total Distributed Budget Currency Budget Type Max Budget Items to Retrieve							
	1 Grants Cost Budget Active V 8,449.00 USD Cost Budget BD1 📗 🖳 🛨							

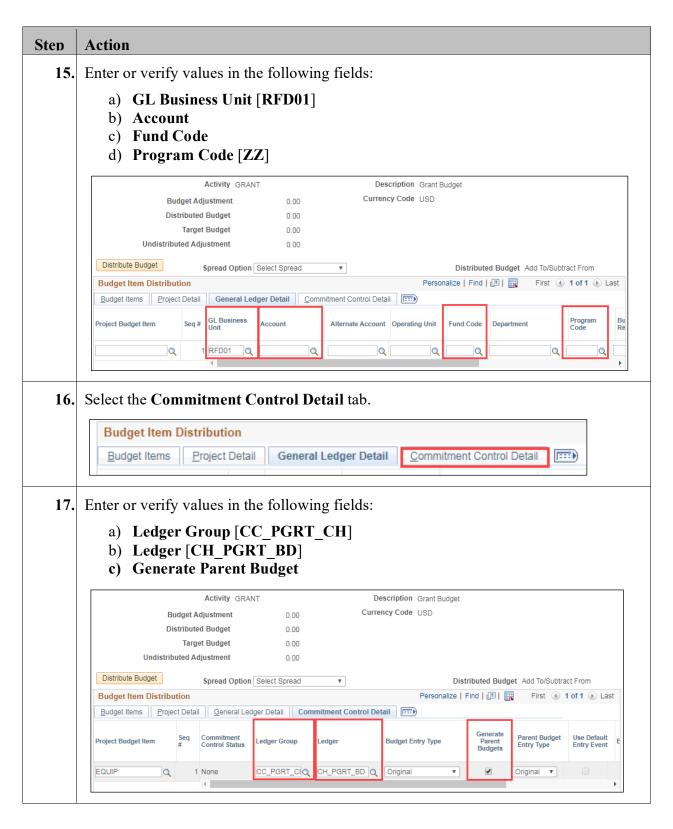


Step	Action
7.	Select the Calendar tab.
	Pudget Dian
	Budget Plan
	Project 16408146 Descriptio
	Project Budget Plans
	General Commitment Control Finalize
0	
8.	Enter or verify the following:
	 a) Calendar ID [BP] b) Number of Periods [Manually change to 1]
	Budget Plan Project 16408146 Description EECS-RF
	Processing Statusactive Process Monitor
	Project Budget Plans Personalize Find View All [2] []] First (4) 1 of 1 (4) Last General Calendar Commitment Control Einalize
	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 🛨
9.	Click Save.
	Return to Project General
	Refresh
10.	Select the General tab.
10.	Select the General tab.
	Budget Plan
	Project 16408146 Descriptio
	Processing Status Inactive
	Project Budget Plans General Calendar Commitment Control Finalize



Step	Action
11.	Click the yellow paper icon .
	Budget Plan
	Project 16408146 Description EECS-RF GONZALEZ RESIDUAL Processing Status Inactive Process Monitor
	Project Budget Plans Personalize Find View All 20 R First (1 of General Qalendar Control Finalize)
	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
	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.
12.	In the Budget Items column, click the yellow paper icon . The Project Budget Items dialog box will display.
	Project Budget Details Budget Periods Project Detail General Ledger Detail Commitment C
	Status WBSID Activity Name/Budget Item Budget Items
	□ Grants Budget
	1 Grant Budget
13.	On the Budget Items tab, enter a value in the Project Budget Item field.
	Project Budget Items
	Activity GRANT Description Grant Budget
	Budget Adjustment 0.00 Currency Code USD
	Distributed Budget 0.00 Target Budget 0.00
	Undistributed Adjustment 0.00 Distribute Budget Spread Option Select Spread T Distributed Budget Add To/Subtract From
	Budget Item Distribution Spread Option Select Spread Personalize Find [2] []] First ④ 1 of 1 ⑥ Last
	Budget Items Project Detail General Ledger Detail Commitment Control Detail FTTD Detail 0.4 million Detail 0.4 million Detail 0.4 million Detail 0.4 million Undistributed
	Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Adjustment Adjustment
14.	Select the General Ledger Detail tab.
	Budget Item Distribution Perso
	Budget Items Project Detail General Ledger Detail Commitment Control Detail







	Action
•	Update the Spread Option to Adjust by Amount.
	Activity GRANT
	Budget Adjustment 0.00
	Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Select Spread v
	Budget Item Distribution Adjust by Amount
	Budget Items Project Detail General Led Adjust by Percentage
	Project Budget Item Seq Commitment Control Status
	# Control Status Select Spread
	Budget Items Project Detail General Ledger Detail Commitment Control Detail
•	Budget Items Project Detail General Ledger Detail Commitment Control Detail Enter a \$1 budget.
•	
	Enter a \$1 budget.
	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00 Distributed Budget 0.00
	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00
	Enter a \$1 budget. Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00 Distributed Adjustment 0.00
	Enter a \$1 budget. Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00
•	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00 Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00 Distributed Adjustment 0.00 Undistributed Adjustment 0.00 Distribute Budget Spread Option Adjust by Amount
	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00 Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00 Undistributed Adjustment 0.00 Undistributed Adjustment 0.00 Distributed Budget Spread Option Adjust by Amount Budget Item Distribution Personalize Find @ @ First @ 1 of 1 @ Last
	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00 Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00 Undistributed Adjustment 0.00 Distribute Budget Spread Option Adjust by Amount Budget Item Distribution Personalize Find Image: First the 1 of 1 to Last Budget Items Project Detail Commitment Control Detail Budget Items Spread Project Detail Commitment Control Detail
	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00 Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00 Undistributed Adjustment 0.00 Distribute Budget Spread Option Adjust by Amount Distribute Budget Spread Option Adjust by Amount Project Detail General Ledger Detail Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget OTHER 1 5,000.00 0.00
•	Enter a \$1 budget. Activity GRANT Description Grant Budget Budget Adjustment 0.00 Distributed Budget 0.00 Target Budget 0.00 Undistributed Adjustment 0.00 Undistributed Adjustment 0.00 Distribute Budget Spread Option Adjust by Amount Distribute Budget Spread Option Adjust by Amount Budget Item Distribution Personalize Find 20 20 20 20 20 20 20 2



Step	Action
22.	Click Yes.
	Message
	New Budget Adjustment of 5000 does not match the original Budget Adjustment of 0.
	Yes No
23.	Click OK.
	OK Cancel
24.	Click the Even Spread button for each Line . The yellow warning triangles will change to green checkmarks .
	Budget Detail Project 01018008 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 Distribute Budget [Add To[Subtract From V Expand [All Subtasks V Filter Budget Item] [Search Project Budget Details Project Budget Details Personalize Find [2] [2] Budget Fordis Project Details Personalize Find [2] [2]
	Status WBS 1D Activity Name/Budget Item Budget Items Spread Option Percent Budget Adjustment Distributed Budget Target Budget Understroad Adjustment Even Spread Other Δ E Grants Budget Select Spread 5.000.00 0.00 5.000.00 5.000.00 0.00 0.00 5.000.00 0.00
	I Grant Budget Select Spread ▼ 5,000.00 0.00 5,000.00 ▲ Control Functional Spread Spread 5,000.00 0.00 5,000.00 Even Spread Other
	Copy From Another Plan
	Budget Detail Budget Detail
	Project 01018U08 Project 01018U08 Plan ID 1 Plan ID 1
	Currency Code USD Currency Code USD
	Calendar ID BP Calendar ID BP Analysis Type BUD Analysis Type BUD
	 Budget eligible for finalization Budget eligible for finalization
	Budget not eligible for finalization Budget not eligible for finalization Distribute Budget Distribute Budget
	Project Budget Details Project Budget Details
	Budget Periods Project Detail Budget Periods Project Detail
	Status WBS ID Activity Name
	Grants E Grants E Grants E Grants E Grants E
	▲ Other
25.	Click Save. (See image in next step.)



Action
Click the Return to Budget Plan link.
Return to Budget Plan
Return to Search 🔛 Notify 📿 Refresh
Select the Finalize tab.
Budget Plan
Project 01018U08 Description
Processing Status Active
Project Budget Plans
General Calendar Commitment Control Einalize
Click the Finalize button.
Budget Plan
Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN Processing Status Active Process Monitor
Project Budget Plans Personalize Find View All 🔄 🧱 First 🕢 1 of 1 🕟 Last
General Qalendar Qommitment Control Finalize Place Description Total Distributed Finalize
Plan ID Description *Status rotat Distributed Budget Finalized Amount Last Finalized
1 Grants Budget Active
Click the Process Monitor link.
Budget Plan
Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN
Processing Status Active Process Monitor
Project Budget Plans Personalize Find View All 2 🔣 First 🚯 1 of 1 🕟 Last
Ensure the Process runs to Success .
Ensure the Frocess fulls to Success .
Process List Server List
View Process Request For
User ID laddyg Type T Last T Days Refresh Server V Name Q Instance From Instance To Report Manager
Server V Name Q Instance From Instance To Report Manager Run Status V Ø Save On Refresh V Ø Save Save Save Save Save Save Save Save
Process List Personalize Find View All 🖉 🔡 First 🕢 1 of 1 🕢 Last
Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details
9736544 Application Engine PC_WRAPPER addyg 10/23/2019 7:37:23PM EDT Success Posted Details



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.
	Activity GRANT Description Grant Budget Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00
	Budget Item Distribution Personalize Find 2 1 First (1) Last
	Budget Items Project Detail General Ledger Detail Commitment Control Detail IIII
	Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Undistributed Adjustment
	OTHER Q 1 5,000.00 0.00 + -
	OK Cancel
33.	 a) Description [Grants Revenue Budget] b) Status [Active] c) Budget Type [Revenue Budget]
	Project 16408146 Description EECS-RF GONZALEZ RESIDUAL Processing Status Inactive Process Monitor
	Project Budget Plans Personalize Find View All [2]] First (1) 1 of (1) Last General Calendar Commitment Control Finalize
	Plan ID Description *Status Total Distributed Budget Currency Budget Type Analysis Type Max Budget Items to Retrieve
	1 Grants Cost Budget Active V 8,449.00 USD Cost Budget BD1 📳 <table-cell> 🕀 🛨</table-cell>
34.	Select the Calendar tab.
	Budget Plan
	Project 16408146 Descriptio
	Processing Status Inactive
	Project Budget Plans
	General Calendar Commitment Control Finalize



Step	Action
35.	Enter values in the following fields:
	a) Calendar ID [BP]
	b) Number of Periods [Manually change to 1]
	Budget Plan
	Project 16408146 Description EECS-RF Processing Statusactive Process Monitor
	Project Budget Plans Personalize Find View All [2] [] First () 1 of 1 () Last General Calendar Commitment Control Finalize
	Plan ID Description *Status Total Distributed Budget
	1 Grants Cost Budget Active ₹ 8,449.00 BP 11/01/2013 1 🛨
36.	Click Save.
	Return to Project General
	Return to Search
37.	Select the General tab.
	Pudent Dian
	Budget Plan
	Project 16408146 Descriptio
	Project Budget Plans
	General Calendar Commitment Control Finalize
38.	Click the yellow paper icon .
	Budget Plan
	Project 16408146 Description EECS-RF GONZALEZ RESIDUAL Processing Status Inactive Process Monitor
	Project Budget Plans Personalize Find View All [2] [2] First (4) 1 of General Qalendar Commitment Control Finalize
	Plan ID Description *Status Total Distributed Budget Currency Budget Type Analysis Type Max Budget Rems to Retrieve
	1 Grants Cost Budget Active
39.	Select the Budget Items tab.
	Budget Item Distribution
	Budget Items Project Detail General Ledger Detail Commitment Control Detail



Step	Action
40.	In the Budget Items column, select the yellow paper icon.
	Budget Items
41.	On the Budget Items tab, enter the Project Budget Item .
	Activity GRANT Description Grant Budget
	Budget Adjustment 0.00 Currency Code USD
	Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Select Spread
	Budget Item Distribution Personalize Find 🔄 🔡 First 🚯 1 of 1 🕟 Last
	Budget Items Project Detail General Ledger Detail Commitment Control Detail Image: Commitment Control Detail Datie Datie Datie Datie Datie Datie Undistributed
	Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Adjustment
42.	Select the General Ledger Detail tab.
	Budget Item Distribution Perso
	Budget Items Project Detail General Ledger Detail Commitment Control Detail



Step	Action
43.	Enter values in the following fields:
	 a) GL Business Unit [RFD01] b) Account [Change to Revenue account]
	c) Fund Code [91506]
	d) Program Code [ZZ]
	Activity GRANT Description Grant Budget Budget Adjustment 0.00 Currency Code USD
	Distributed Budget 0.00 Target Budget 0.00
	Undistributed Adjustment 0.00
1	Distribute Budget Spread Option Select Spread
1	Budget Item Distribution Personalize Find [2] [2] [3] First (1) 1 of 1 (2) Last Budget Items Project Detail General Ledger Detail Commitment Control Detail Image: Application of the second s
	Project Budget Item Seq # GL Business Unit Account Alternate Account Operating Unit Fund Code Department Program Code Re
44.	Select the Commitment Control Detail tab.
	Budget Item Distribution
	Budget Items Project Detail General Ledger Detail Commitment Control Detail
45.	Enter values in the following fields:
	a) Ledger Group [CC_REV_PRJ]
	b) Ledger [CC_RV_PBUD]
	Activity GRANT Description Grant Budget Budget Adjustment 0.00 Currency Code USD
	Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Select Spread
	Budget Item Distribution Personalize Find [2] [3] First (1) 1 of 1 (2) Last Budget Items Project Detail General Ledger Detail Commitment Control Detail
	Project Budget Item # Commitment Control Status Ledger Group Ledger Budget Budget Entry Type Generate Parent Budget Entry Type Generate Parent Budget Entry Type Budget
	EQUIP Q 1 None CC_PGRT_CIQ CH_PGRT_BD Q Original V Original V



Step	Action
46.	Update the Spread Option to Adjust by Amount.
	Activity GRANT
	Budget Adjustment 0.00
	Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Select Spread
	Budget Item Distribution Adjust by Amount
	Budget Items Project Detail General Led Adjust by Percentage Clear Values
	Project Budget Item Seq Commitment Control Status Select Spread Select Spread
	# Control status Select Spread
47.	Select the Budget Items tab.
• • •	
	Budget Item Distribution
	Budget Items Project Detail General Ledger Detail Commitment Control Detail
48.	Enter the Amount for each budget line in the Budget Adjustment.
49.	Click one of the Distribute Budget buttons. A Message displays.
47.	Chek one of the Distribute Budget buttons. A Wessage displays.
	Activity GRANT Description Grant Budget
	Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00
	Target Budget 0.00
	Undistributed Adjustment 0.00
	Distribute Budget Spread Option Adjust by Amount
	Budget Item Distribution Personalize Find 🔄 🌉 First 🕢 1 of 1 🕢 Last
	Budget Items Project Detail General Ledger Detail Commitment Control Detail
	Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Undistributed Adjustment
	OTHER Q 1 5,000.00 0.00 +
	Distribute Budget
	OK Cancel

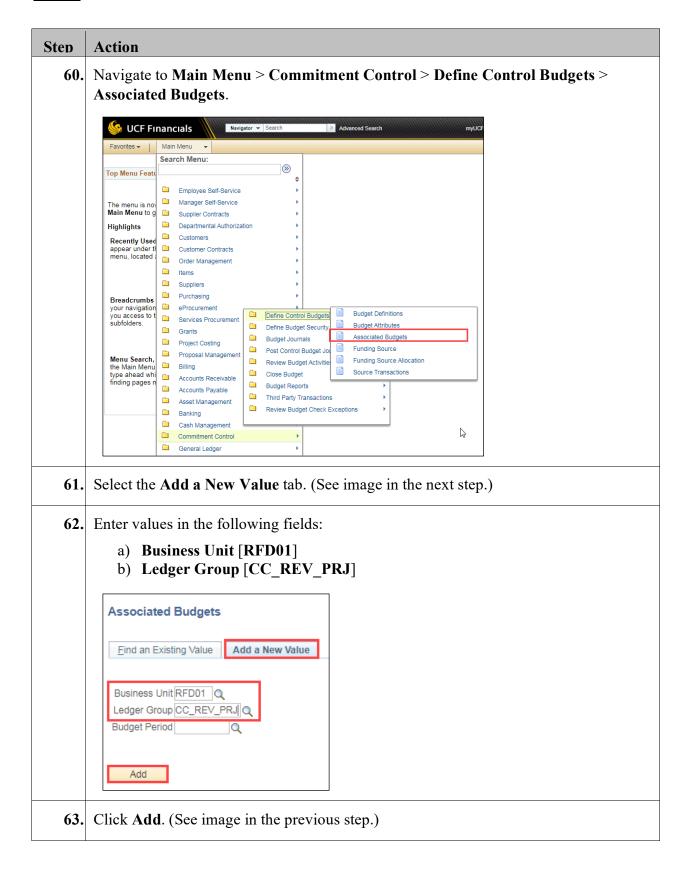


Step	Action
50.	Click Yes.
	Message
	New Budget Adjustment of 5000 does not match the original Budget Adjustment of 0.
	Yes No
51.	Click OK .
	OK Cancel
52.	Click the Even Surged by they for each Line. The vollow meaning twice glos will
52.	Click the Even Spread button for each Line . The yellow warning triangles will change to green checkmarks .
	Budget Detail Project 01018008 Description: CTR HIGH ED-RF:OVERHEAD ACCOUN Plan ID Description: Grants Eudget
	Currency Code USD Charging Level Detail Calendar ID BP Number of Periods 1 Analysis Type BUD
	Budget Periods Project Detail General Ledger Detail Commitment Control Detail Emission 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 Even Spread Other
	Distribute Budget Copy From Another Plan
	Budget Detail Budget Detail
	Project 01018U08 Project 01018U08 Plan ID 1 Plan ID 1 Currency Code USD Currency Code USD
	Currency Code USD Currency Code USD Calendar ID BP Calendar ID BP Analysis Type BUD Analysis Type BUD
	✓ Budget eligible for finalization ✓ Budget eligible for finalization ▲ Budget not eligible for finalization ▲ Budget not eligible for finalization
	As Budget not eligible for finalization Budget not eligible for finalization Distribute Budget Distribute Budget
	Project Budget Details Project Budget Details Budget Periods Project Detail Budget Periods
	Status WES ID Activity Name Status WES ID Activity Name
	▲ Grants E
	1 □ Grant 8 ▲ Other
53.	Click Save. (See image in the next step.)



Step	Action
54.	Click the Return to Budget Plan link.
	Return to Budget Plan Save Return to Search Notify Refresh
55.	Select the Finalize tab.
	Budget Plan
	Project 01018U08 Description
	Project Budget Plans
	General Calendar Commitment Control Finalize
56.	Click the Finalize button.
50.	Budget Plan
	Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN
	Processing Status Active Process Monitor Project Budget Plans Personalize Find View All Tirst 1 of 1 Last General Calendar Commitment Control Finalize Image: Active Image: Active Image: Active Image: Active
	Plan ID Description *Status Total Distributed Budget Finalized Amount Last Finalized
	1 Grants Budget Active 5,000.00 Finalize
57.	Click the Process Monitor link.
57.	
	Budget Plan Project 01018U08 Description CTR HIGH ED-RF:OVERHEAD ACCOUN
	Processing Status Active Process Monitor Project Budget Plans Personalize Find View All [2]] First (4) 1 of 1 (b) Last
58.	Click Refresh to ensure the Run Status of the process displays Success .
50.	
	Process List Server List View Process Request For
	User ID addyg Q Type V Last V 1 Days V Refresh Server V Name Q Instance From Instance To Report Manager
	Server Name Report Manager Run Status V Ø Save On Refresh Ø
	Process List Personalize Find View All [2]] First () 1 of 1 () Last Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details
	Outcome Instance Startus Startus Startus 9736544 Application Engine PC_WRAPPER addyg 10/23/2019 7:37:23PM EDT Success Posted Details
59.	Contact the Financials Support Services team (<u>fntrain@ucf.edu</u>) to add the project to
	the Associated Budgets setup.







UCF Financials

System Navigation for Grants

en 64.	Action On the Rev	enue tab e	nter valu	es in t	he follo	wing fiel	ds (scr	oll right to	view all fields
	b) Fur c) Pro d) Pro e) PC f) Act g) Me h) Rev	count [Rev nd [Revenu gram [ZZ ject Bus Unit ivity [GR4 thod [Bud cenue Cap centage [1	ue Budge] [RFD01] [ANT] geted] [9999999	et Fun	ld]	count]			
	Business U		ed Budgets Ledger Group	CC_REV_F	PRJ		ciated Expendi e Find ∨iew	ture Budget CC_PGRT All [코] - First	_PT ④ 1 of 1 ④ Last
	Revenue Expe	Account	Fund P	rogram	Project	PC	Bus Unit Acti	vity	Budget Period
	CC_REV_PRJ		۲ (C	٩		٩	٩	G	
	Business L Budget Mapping Revenue) enditure	Ledger Grou		PRJ	Personali	ze Find View		T_PT ④ 1of1 ④ Last
	Init Activity	Budge	t Period *Metho	d		Revenue Cap	Currency	Percentage	



Step	Action
	Enter values in the following fields:
	 a) Account b) Fund c) Project d) PC Bus Unit [RFD01]
	Commitment Control Associated Budgets
	Business Unit RFD01 Ledger Group CC_REV_PRJ Associated Expenditure Budget CC_PGRT_PT Budget Mapping Personalize Find View All [2] []] First () 1 of 1 () Last Revenue Expenditure Employ
	Expense Account Fund Project PC Bus Unit Budget Period CC_PGRT_PT
	Refresh Q Refresh Q Update/Display
67.	Click Save. (See image in the previous step.)
68.	To see the available balance, navigate to Main Menu > Commitment Control > Review Budget Activities > Budgets Overview .
	VCF Financials Very Search volume Favorites Value Val
	you access to t Image: Services Procurement subfolders. Grants Image: Grants Define Budget Security Image: Grants Define Budget Journals Image: Grants Project Costing Image: Grants
	Commitment Control General Ledger →
69.	Asset Management Banking Cash Management Commitment Control



Step	Action
70.	Enter the Inquiry Name (user defined).
	Budgets Overview
	Eind an Existing Value Add a New Value
	Inquiry Name
	Add
71.	Click Add. (See image in the previous step.)
72.	Enter values in the following fields:
	Budget Type
	a) Business Unit [RFD01]
	b) Ledger Group/Set [Ledger Inquiry Set]c) Ledger Inquiry Set [RF_REV_SET]
	ChartField Criteria
	a) Project
	Budget Inquiry Criteria Budget Overview
	Inquiry INQ Description
	Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity
	Budget Type
	*Business Unit Q Ledger Group/Set Ledger Group V Ledger Group Q
	 View Stat Code Budgets Display Chart
	TimeSpan
	*Type of Calendar Detail Budget Period V
	Budget Criteria Petronalize Find View All [2] [] First (1) of 1 (2) Last
	Select Ledger Group Calendar ID From Budget Period To Budget Period Include Adjustment Period(s) Include Closing Adjustments
	ChartField Criteria Budget Status
	ChartField ChartField From Value ChartField To Info ChartField Value Set Update/Add 🗹 Open
	% Q % Q Update/Add Closed
	Hold
	Refresh C Refresh
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:

ep	Action
1.	Navigate to Main Menu > Grants > Awards > Award Profile.
1.	Navigate to Main Menu - Grants - Awarus - Awaru Frome.
	Search myUCF
	Favorites 🗸 📔 Main Menu 👻
	Search Menu:
	Top Menu Feat
	Employee Self-Service
	The menu is nov Manager Self-Service Main Menu to g Supplier Contracts
	Highlights Departmental Authorization
	Recently Used Customers
	appear under the Customer Contracts
	Interlu, located Order Management Interlu, located Interlu, lo
	Suppliers
	Breadcrumbs
	your navigation 🔁 eProcurement
	you access to t Services Procurement
	Project Costing Proposals
	Menu Search Proposal Management Awards Marad Profile
	the Main Menul Billing Institutions Review Activity
	the Main Menu Billing Billing Grossend Projects Off Project Activity
	the Main Menu Billing Installuors type ahead whi Accounts Receivable Sponsored Projects Off Project Activity finding pages n Accounts Payable Departments Project Budgets
2.	the Main Menu Billing Billing Grossend Projects Off Project Activity
2.	the Main Menu Billing type alead whi Accounts Receivable Accounts Receivable Sponsored Projects Off Project Activity Project Activity Project Budgets Project Budgets
2.	the Main Menu type abad whi finding pages Accounts Receivable Accounts Payable Enter values in the following fields: a) Business Unit b) Project (Project ID)
2.	the Main Menu type abad whi finding pages Accounts Receivable Accounts Payable Enter values in the following fields: a) Business Unit b) Project (Project ID)
2.	the Main Menu the Main Menu Accounts Receivable Sponsored Projects Office Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Awards Award Profile
2.	It he Main Menu type alward why finding pages Accounts Receivable Accounts Receivable Accounts Payable Sponsored Projects Off Departments Project Activity Project Budgets Project Budgets Project Budgets Project Budgets Project Strictly Project Budgets Project Budgets Project Budgets Project Strictly Project Strictly Project Strictly Project Budgets Project Strictly Project Strictly Strictly Strictly Project Strictly Strictly Strictly
2.	the Main Menu the Main Menu Accounts Receivable Sponsored Projects Off Project Attivity Project Attivity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Accounts For a list of all values. Find an Existing Value Add a New Value
2.	It he Main Menu type alward why finding pages Accounts Receivable Accounts Receivable Accounts Payable Sponsored Projects Off Departments Project Activity Project Budgets Project Budgets Project Budgets Project Budgets Project Strictly Project Budgets Project Budgets Project Budgets Project Strictly Project Strictly Project Strictly Project Budgets Project Strictly Project Strictly Strictly Strictly Project Strictly Strictly Strictly
2.	the Main Menu Accounts Receivable Sponsored Projects Off Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Awards Award Profile Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria
2.	the Main Menu Accounts Receivable Sponsored Projects Off Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Accounts For a list of all values. Find an Existing Value Add a New Value Search Criteria Business Unit UCED1 Contact Activity Contact Activity Project Charles Receivable Sonsored Project Office Contact Activity Contact Activity Contact Activity Project Activity Project Activity Project Budgets Contact Activity Project Budgets Contact Activity Contact Activity Project Budgets Contact Activity Contact Activity Project Budgets Contact Activity Project Activity Project Budgets Contact Activity Project Budgets Contact Activity Project Budgets Contact Activity Project Budgets Contact Activity Project Budgets Project Activity Project Activity Project Budgets Project Budgets Contact Activity Project Budgets Project Budgets Project Budgets Project Budgets Project Budgets Accounts Ac
2.	the Main Menu Accounts Receivable Sponsored Projects Off Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Awards Award Profile Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria
2.	It Main Menu The Main Menu Accounts Receivable Accounts Receivable Accounts Payable Departments Project Activity Project Activit
2.	the Main Menu Minding pages in Accounts Receivable Sonsored Projects of Project Activity Project Activity Project Activity Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Accounts Payable Favorites Main Menu Grants Accounts Payable Business Unit Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Business Unit Business Unit DEFON Business Unit Project Degins with
2.	It wain Menu Winding pages Accounts Receivable Counts Receivable Departments Project Activity Project Activity Project Activity Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Science Project Science Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Science Project Science Project Activity Project Activity Project Budgets Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Project Degins with Project Legins With Projec
2.	the Main Menu Minding pages in Accounts Receivable Sonsored Projects of Project Activity Project Activity Project Activity Project Activity Project Activity Project Budgets Enter values in the following fields: a) Business Unit b) Project (Project ID) Favorites Main Menu Grants Accounts Payable Favorites Main Menu Grants Accounts Payable Business Unit Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Business Unit Business Unit DEFON Business Unit Project Degins with



Step	Action
3.	Click Search.
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
4.	Select the View Contract link.
	Favorites - Main Me
	Award Eunding R
	Referenc
	View Contract
	p
	Associated Project
5.	Click the Billing Plans link.
	Other Information
	Summary of Amounts (2) Billing Plans Revenue Plans Milestones Renewals
	Return to Award Profile
	General Lines Amendments
6.	Click the bill Plan link. Assign Billing Plan
	Contract 000007489 TestE2E1 Sold To Customer Advanced Power Electronics Corp (APECOR)
	Contract Lines to be Assigned / Unassigned Line Product Line Description Billing Amount Price Type Plan Plan Description Billing
	Infinity Fixed Amount 15,000,00 Amount B101 Fixed Amount Miles Select All Clear All Clear All Clear All Clear All

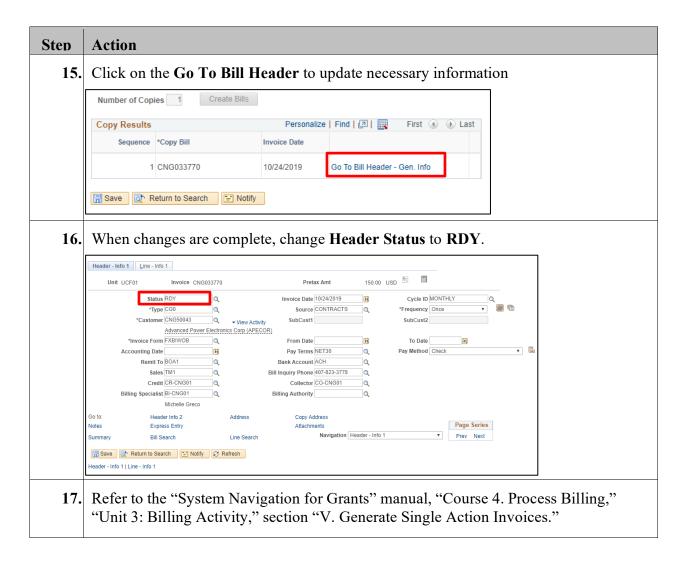


Step	Action
7.	Select the History tab.
	Billing Plan General Billing Plan Lines Event: History Contract 0000007489 BI Unit UCF01 Sold To Customer CNG50043 Advanced Power Electronics Corp Bill To CNG50043 Advanced Power (APECOR)
	Billing Plan Billing Plan Bill
	Description Fixed Amount "Billing Status in Progress V Actions Billing Method Milestone Hold Hold
8.	Select the Billing Tab.
	Contract Billing History Personalize Fin Source Billing Contracts Projects
	*Cross *Cross System Process Process *Last Update Date/Time Last Update User D. Source Value Process *Last Update Date/Time Last Update User D. Net Amt Gross Amt Billing Currency Net E
	1 Finalized BBI 07/19/2019 2:57:07PM BIPCC000 150.00 USD
	Return to Assign Billing Plan
9.	Note the Invoice Number .
	Amount Details Negotiated Amount 15,000.00 Total Net Extended Amount 150.00
	Contract Billing History Source Billing Contracts Projects
	Cross Reference No. Bl Unit. Billing Gregorice No. Bl Unit. Workshift Invoice Date Invoice Date Dating Currency Net Extended Amt Gross Extended
	1 UCF01 CN0032836 REG 07/15/2019 AR Item Info USD 150.00 150.00 €
10.	Navigate to Main Menu > Billing > Maintain Bills > Copy Single Bill.
	Favorities • Main Menu • > Grants • > Awards • > Award Profile > General Information > Second Menu - - - -
	Search Menu: Billing Plan Gene ↔
	Employee Self-Service Bl Unit UCF Manager Self-Service Advanced Power Electronics Corp (APECOR) Bill To CNG
	Supplier Contracts Fixed Amount Currency USD Departmental Authorization Fixed Amount Currency USD
	Amount Detail
	Grider Management → 150 000
	Contract Billin Suppliers Personal
	Source Billi Purchasing *Cross eProcurement
	"Cross Billing Net E Reference Rol. Services Procurement > Grants Invoice Date Billing Currency
	1 U Project Costing Proposal Management 07/15/2019 AR Item Info USD
	Return to Assign E 🗀 Billing
	Accounts Payable Maintain Bills Standard Billing
	Asset Management Generate Invoices Copy Single Children Im Save Banking Locate Bills Adjust Entre Bill
	Cash Management Review Billing Informati Adjust Selected Bill Lines



Step	Action
11.	Enter values in the following fields:
	a) Business Unit
	b) Invoice
	Copy Single Bill
	Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value
	▼Search Criteria
	Business Unit VCF01
	Invoice begins with CNG032836 Bill Status Customer begins with Q
	Contract begins with v
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
10	
12.	Click Search. (See image in the previous step.)
13.	Set up the Run Control with Select Bill Action as Copy Bill .
	Copy Single Bill
	Unit UCF01 Bill To CNG50043 Advanced Power Electronics Corp (APECOR) Invoice CNG032836 Invoice Amt 150.00 USD
	Select Bill Action
	No Bill Action
	Copy Bill
	Number of Copies 1 Create Bills
	Copy Results Personalize Find 2 1 First () 2 Last Sequence *Copy Bill Invoice Date
	1 NEXT
	Return to Search Notify
14.	Click Save. (See image in the previous step.)
14.	Chek Save. (See image in the previous step.)







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.

Favorities Main Menu Top Menu Feat Sarach Menu: Top Menu Feat Sarach Menu: Image: Sard-Sarvice Manager Sard-Sarvice Image: Main Menu to Compare Sard-Sarvice Manager Sard-Sarvice Image: Main Menu to Compare Sard-Sarvice Manager Sard-Sarvice Image: Main Menu to Compare Sard-Sarvice Main Menu to Compare Sard-Sarvice Image: Main Menu to Compare Sard-Sarvice Supplier Contrats Image: Main Menu to Compare Sard-Sarvice Castomer Contrats Image: Main Menu to Compare Sard-Sarvice Supplier Contrats Image: Main Menu to Compare Sarvice Sarvi	Top Menu Feat Search Menu: Top Menu Feat Employee Self-Service Main Menu to co Supplier Contacts Main Menu to co Supplier Contacts Highlights Customers Recently Used Customers Order Management Customers Purchasing Purchasing your navigator Suppliers Your anyagets Procurement Subfolders. Services Procurement Wenu Search, the Management Proposal Management Wenu Search, the Management Proposal Management Wenu Search, total Step Atocation Step Accounts Recevable Atocation Step Accounts Recevable Atocation Step Atocation Carculation Logs Workist Workist Proprist Contal Reporting Tools Reporting Tools	UCF Fi	UCF Financials Navigator V Search Advanced Search 💽 Last Search Results myUC								
Top Menu Feat Imployee Self-Service The menu is no Manager Self-Service Main Menu to Suppler Contracts Highlights Decadmental Authotzation Breadcrumbs Customer appear undert Customer Breadcrumbs Customer SupplerS Order Management Breadcrumbs SupplerS Purchasing Protocument Subfolders Grants Project Costing Project Costing Project Costing Accounts Receivable Project Costing Accounts Receivable Accounts Receivable Accounts Receivable Accounts Receivable Alocation Step Allocation Calculation Logs Workist Banking Alocation Calculation Logs	Top Menu Feat Employee Balt-Service This menu is not Bugget Contracts Castomes Castomes Recently Uses Castomes Suppliers Castome Contracts Order Management Suppliers Suppliers Purchaing Your ransing Suppliers Suppliers Garas Proposal Management Suppliers Subfolders Garas Proposal Management Suppliers Subfolders Garas Proposal Management Subfolders Subfolders Garas Proposal Management Subfolders Standing Garas Counts Receivable Mocaton Step Accounts Receivable Mocaton Castous Standing Garas Counts Metervalue Mocaton Castous Standing Garas Menu Search, Mocaton Castous Barting Garas Counts Receivable Mocaton Castous Standing Mocaton Castous Standing Mocaton Castous Mocaton Castous	Favorites -	Main Menu 👻								
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Cash Management • Commitment Control • General Ledger • Allocations • Set Up Financials/Supply Chain • Enterprise Components • Worklist • Tree Manager • Reporting Tools •	Create a Run Control ID to process the allocations.										
Commitment Control General Ledger Allocations Set Up Financials/Supply Chain Enterprise Components Worklist Reporting Tools	Create a Run Control ID to process the allocations.										
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Create a Run Control ID to process the allocations.	Run validation queries.	er cate u									
Create a Run Control ID to process the allocations.	Run validation queries.										
-	· ·	Run vali	dation queries.								
-			•								
-	Modify the Posted Date Criteria on the allocation steps.	M. 1:6-4	he Derted Dete Criterie	a an tha allocation stand							



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			
	ACTION			
	Navigate	to Main Mo	enu > Grant	ts > Awards > Pr
				•
	🌭 UCF Fir	nancials Navig	ator 👻 Search	Advanced Search
	Favorites 🕶	Main Menu 👻		
		Search Menu:		
	Top Menu Featu		⊗ _	0 0 -
		Employee Self-Service	•	
	The menu is not	Manager Self-Service	in Menu	u to get started.
	Highlights	Supplier Contracts	•	to get etailed.
		🗀 Departmental Authoriza	tion 🕨	
	Recently Used Favorites menu	Customers	•	ORACLE'
		Customer Contracts	•	Rutshare Waldhare
		Order Management	•	Contractor Marcalan Heydrawethan Of Anal in Protection of Anal in Protection
		Items	•	Same sherein
	Breadcrumbs	Suppliers	*	ORACLE
	and give you ac	 Purchasing eProcurement 		
		 eProcurement Services Procurement 		Carlonging and Carlon
		Grants	Sponsor Websites	The Antony Line Section 1 Antony Line Section 1 Antony Line
		Project Costing	Proposals	
	Menu Search,	 Proposal Management 	Awards	UCF GM Process
	supports type a much faster.	Billing	Institutions	Award Fiole
		Accounts Receivable	Sponsored Projects Of	
		Accounts Payable	Departments	Project Activity
		🗀 Asset Management	Professionals	Project Budgets
		Banking	Sponsors	Project Budget Inquiry Commitment Control Errors
		Cash Management	Subrecipients	Commitment Control Errors Negotiate Award
		Commitment Control	Interactive Reports	Process Facilities Admin
		General Ledger	Grants Center	Process Retroactive F&A
		Allocations		
		Set Up Financials/Supp		Review Award Modifications
		Enterprise Components	My Proposals	Modify End Dates
		Worklist	•	FA Error Interactive Report
		Tree Manager		Review Retroactive F&A
		Reporting Tools PeopleTools		Milestone Notification
		PeopleTools My UCF Profile	· · · · ·	Maintain Attachments
		My OCF Prolife My Personalizations		
	l l			
			-	



Step	Action
2.	Enter values in the following fields:
	a) Business Unitb) Project
	Favorites * Main Menu * > Grants * > Awards * > Project Project General Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value * Search Criteria Business Unit = * Defail Project * Processing Status = * Defail Project * * Processing Status = * • * * Include History Case Search Criteria * * Find an Existing Value Add a New Value * *
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.
	More Project Bludgeting Project Initiation Checklist Project Status
6.	Click Search.



Step	Action					
7.	On the Budget Plan page, verify the row for the Revenue Budget.					
	General					
	 a) Description [Grants Budget] b) Budget Type [Revenue Budget] 					
	Calendar					
	 a) Calendar ID [BP] b) Number of Periods [manually change to 1] 					
	Budget Plan Project 12018071 Description CHM-RF: MURPHY BALANCE ACCOUNT Processing Status Active Process Monitor					
	Project Budget Plans Personalize Find View All 🖉 🔜 First 🕔 1-2 of 2 🕢 Last					
	Generat Qalendar Qommitment Control Finalize Trrrp Plan ID Description *Status Total Distributed Budget Currency Budget Type Analysis Type Max Budget Items to Retrieve					
	1 CHM-RF: MURPHY BALANCE Active T 1.00 USD Cost Budget BUD 🗈 <table-cell></table-cell>					
	2 CHM-RF: MURPHY BALANCE Active 🔻 50,000.00 USD Revenue Budget RBD 📑 🛱 🛨					
	Save as Template Return to Project General Return to Search Display Return to Search Display Update/Display					
8.	Click Save.					
	Return to Project General					
	Save Creation Return to Search E Notify C Refresh					
9.	On the General tab, click the yellow paper icon.					
	Max Budget Items to Retrieve					

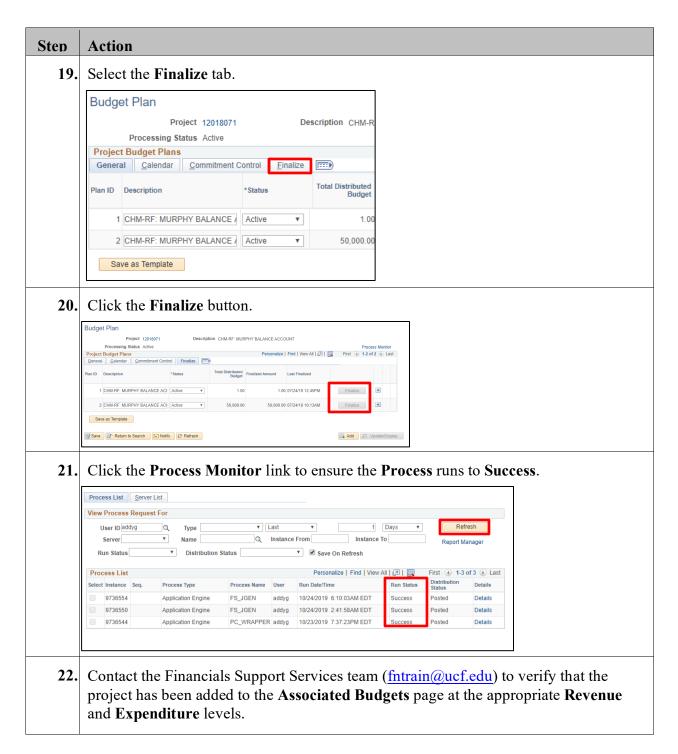


Step Action								
10. Under the Budget Items heading, click the yellow paper icon .	Under the Budget Items heading, click the yellow paper icon .							
Budget Items Spread Option								
Select Spread 🔻								
Select Spread v								
11. Enter values in the following fields:								
Pudget Itoms								
Budget Items								
a) Project Budget Item								
General Ledger Detail								
a) GL Business Unit [RFD01]								
b) Account [Change to Revenue account.]								
 c) Fund Code [91506] d) Program Code [ZZ] 	c) Fund Code [91506] d) Program Code [77]							
Commitment Control Detail	Commitment Control Detail							
a) Ledger Group [CC_REV_PRJ]								
b) Ledger [CC_RV_PBUD]	b) Ledger [CC_RV_PBUD]							
Project Budget Items	×							
Activity CONSULTING Description	ныр							
Budget Adjustment 0.00 Currency Code USD Distributed Budget 0.00								
Target Budget 0.00 Undistributed Adjustment 0.00								
Distribute Budget								
Budget Item Distribution Personalize Find 21 R First @ 1 of 1 @ Last								
Budget Item Distribution Personalize Find [2] [2] First (3) 1 of 1 (2) Last Budget Items Project Detail General Ledger Detail Commitment Control Detail IIII) Broiert Budget Items Son if Percentage Budget Adjustment Distributed Budget Turget Budget Undistributed								
Project Budget Item Seq # Percentage Budget Adjustment Distributed Budget Target Budget Undistributed Adjustment								
Distribute Budget								
OK Cancel								

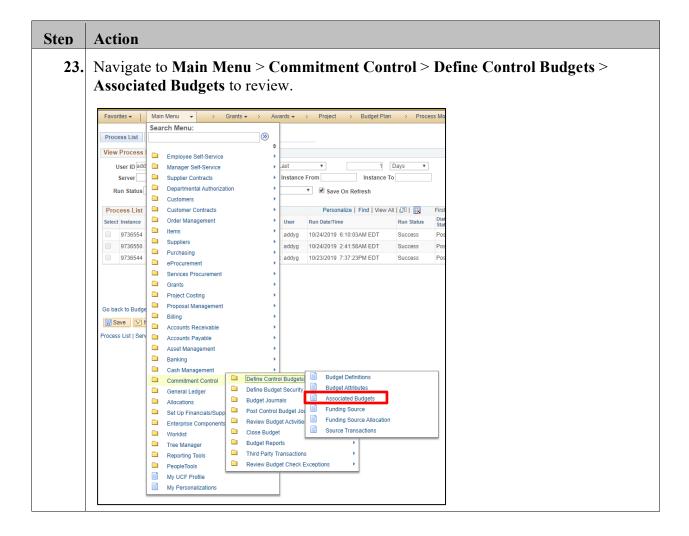


Step	Action						
12.	Update the Spread Option to Adjust by Amount.						
	Spread Option Select Spread I General Le Adjust by Amount Adjust by Amount I Clear Values I Clear Values I Percentage Percentage Spread						
	Select Spread						
13.	On the Budget Items tab, enter the Amount for each budget line in the Budget Adjustment.						
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.	Click Save. Go To: Budget Plan Budget Items Budget vs. Actual Return to Budget Plan Save Creation Return to Search IN Notify Refresh						
18.	Click the Return to Budget Plan link. (See image in the previous step.)						





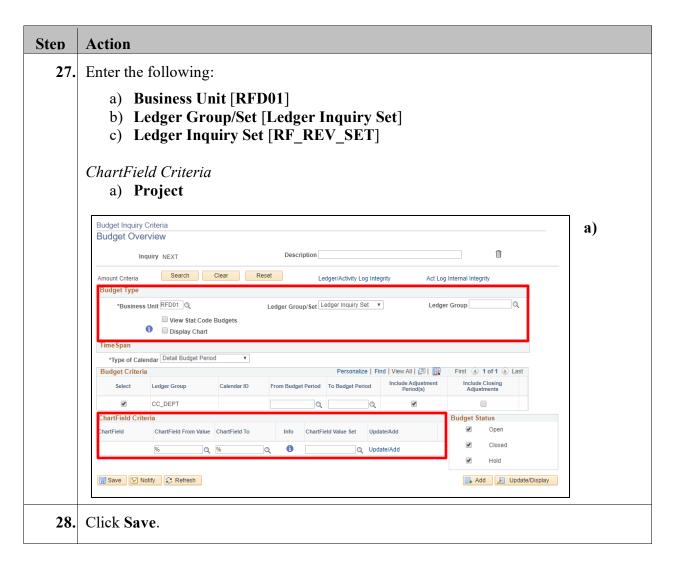








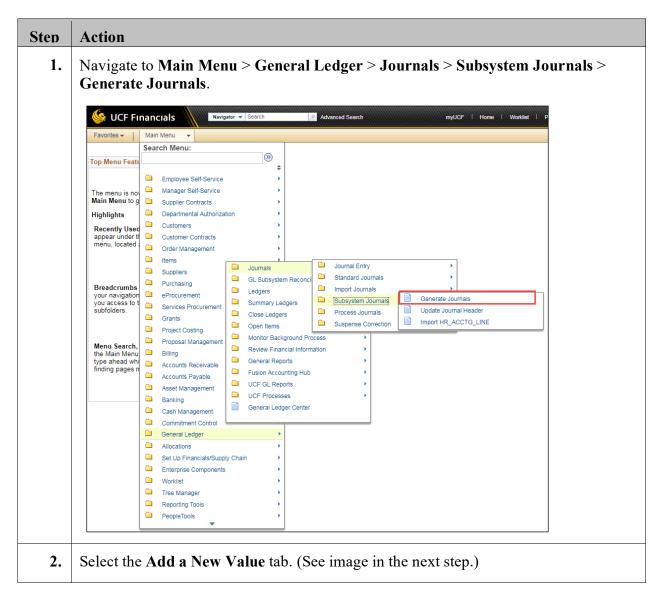






XIV. GENERATE JOURNALS FOR AR DIRECT PAYMENTS

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						
3.	Enter the Run Control ID (user defined).						
	Generate Journals						
	Eind an Existing Value Add a New Value						
	Run Control ID						
	Add						
	<i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i>						
4.	Click Add. (See image in the previous step.)						
5.	Set up the Run Control as follows:						
	a) Edit [Checked]						
	b) Process Frequency [Always]c) Set ID						
	d) Accounting Definition Name [ARDIRJRNL]						
	e) Applications Business Unit						
	f) Ledger Group [ACTUALS]						
	g) Template [AR_DIRJRNL]						
	 h) From Date Option (specify date) i) To Date Option (specify date) 						
	j) From Date						
	k) To Date						
	Generate Journals Request						
	Run Control ID GenJournals_for_AR_Direct_Paym Report Manager Process Monitor Run						
	Journal Processing Options						
	Edit Budget Check Post						
	Process Request Parameters Find View All First () 1 of 1 () Last						
	Process Frequency Request Number 1 Once *SettD						
	Always Don't Run *Accounting Definition Name						
	Application Business Unit Q						
	Ledger Group Q						
	Template Q *From Date Option Begin Date - From Period • From Date 19						
	*To Date Option End Date - To Period To Date To Date						
	Leave a field blank to select all its values.						



Step	Action								
6.	Click Run . (See image in displays.	n the previous st	ep.) The Pro	cess Sche	duler Red	quest box			
7.	Ensure the FS_JGEN Li	ne is checked.							
	User ID addyg Run Control ID GenJournals_for_AR_Direct_Paym								
	Server Name		10/24/2019						
	Recurrence	 Run Time 	6:10:03AM	Reset to Current E	Date/Time				
	D	FTP Control Com	nand						
	Process List Select Description	Process Name Proc	ess Type *Type	*Format	Distribution				
	Currency Precision Error	FSX6001 BI P	ublisher Web	• HTM •	Distribution				
	FS_JGEN	FS_JGEN App	lication Engine Web	TXT T	Distribution				
	FS_JGEN_PRE	FS_JGEN_PRE App	lication Engine Web	TXT T	Distribution				
	FS_JGEN_PRG		lication Engine Web		Distribution				
	HR JGEN & send email OK Cancel Refresh	HRJGENEM PSJ	ob (None)	▼ (None) ▼	Distribution				
	On Galicel Ineliesi								
8.	Click OK . (See image in	the previous ste	ep.)						
9.	Click the Process Monit	or.							
	Generate Journals Request								
	Run Control ID GenJournals_for_AR_Direct_Paym Report Manager Process Monitor Run								
10.	Click the Refresh button	until the Run S	status of the	process di	splays Su	ccess.			
	Process List Server List								
	View Process Request For								
	User ID addyg Q Type V Last V 1 Days V Refresh								
	Server Name Q Instance From Instance To Report Manager								
	Run Status V Distribution Status V Save On Refresh								
	Process List		Personalize Find	View All		of 3 🕟 Last			
	Select Instance Seq. Process Type	Process Name User	Run Date/Time	Run Stat	us Distribution Status	Details			
	9736554 Application Engine	FS_JGEN addyg	10/24/2019 6:10:03AM	EDT Success	Posted	Details			
	9736550 Application Engine		10/24/2019 2:41:58AM		Posted	Details			
	9736544 Application Engine	PC_WRAPPER addyg	10/23/2019 7:37:23PM	EDT Success	Posted	Details			