GL.010.004 - ADDING GRANTS (SPONSORED PROJECT)

Purpose	• Identify which setup pages have edit fields for adding a grant. • Identify which funds grant transactions can take place in. • Identify what must be done before adding a new grant. • Add a grant.
Description	This topic demonstrates how to add a grant (Sponsored Project) into the chart of accounts for use by all system modules. Accounting adds grants on an as-needed basis, such as the award of a new grant from an outside party. An award of a Grant from an outside party initiates the need for the addition of a Grant. The setup component is comprised of four pages: Project, Description, BOR Project Information and BOR Project Financials. The Project, Description, and BOR Project Information pages contain edit fields that require data input. The BOR Project Financials page displays the overall financial position of the project and should be used for inquiry purposes only. Grant transactions take place in Funds 20000 and 21000. Transactions in these funds require the use of a grant. After adding a new grant, review all Project/Grant trees that contain Project/Grant information, and add the new Project/Grant to the appropriate trees. For more information on reviewing and maintaining trees, refer to GL.010.010 - Maintaining Trees.
Security Role	BOR_GL_CHARTFIELDS and BOR_GL_CHARTFIELDS_PRJ
Dependencies/ Constraints	• Review the GRANT_ALLOC_TREE tree under the PROJECT_GL_BOR structure and add the new Grants. • Grants require the establishment of Project/Grant budgets. • Separate pools of funds must exist for transactions with Grants - they cannot be used on financial transactions that spend from General State Appropriations.

	• Grant transactions take place in Funds 20000 through 21940. • Transactions in these funds require the use of a Project/Grant Budget. • After the value is defined, the Project Sync batch process must run to populate all the necessary control tables.
Additional Information	The Days Lag field is used by the Project Sync Process to update the Budget Definition to a *Hold* status once the grant goes beyond the End Date and into the lag time. The number of days specified is added to the end date. During the lag time while the status is *Hold*, new transactions do not pass budget checking and impact remaining spending authority for the grant. However, historical transactions can be altered as long as the change does not impact remaining spending authority. Once the grant End Date is reached and the Project Sync process runs, the Budget Definition Status field updates to *Closed*. Institutions can control (i.e. restrict spending) by budget year or cumulatively depending on the requirements of the sponsor. Institutions can also decide to set the Control Option to *Track* which does not prevent spending, but logs all transactions to Commitment Control.

Procedure

Below are step by step instructions on how to add a grant (Sponsored Project) into the chart of accounts for use by all system modules.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Design ChartFields** link.
6.	Click the **Define Values** link.
7.	Click the **Chartfield Values** link.
8.	Click the **Project** link.
9.	Click the **Add a New Value** tab.
10.	Enter a Project ID in the **Project** field. The system navigates to the ChartField Values page and defaults to the Project tab. ***Note:*** *The first two digits represents the 2 digit pre-pend to the Project ID for the institution's Business Unit.*
11.	Click the **Add** button.
12.	Enter a Description in the **Description** field.
13.	Mark the Project Status as Active or Inactive. The project Status field determines whether a project value can be used in any PeopleSoft Financials submodule. ***Note:*** *If the status is Inactive, the financial transaction does not pass edits.*
14.	Enter a Start Date in the **Start Date** field and an End Date in the **End Date** field. ***Note****: The Start Date and End Date fields govern the dates the budget will be open for this project. If a revenue or expense account is charged outside of these dates, the financial transaction does not pass budget checking. However, this logic is not applied to balance sheet accounts.*
15.	Enter an Effective in the **Effective Date** field.

Step	Action
16.	Use the search icon in the **Manager** field to add Project Manager to the Manager Field. The system generates the Look Up Manager popup window. ***Note**: The Project Manager field is required for workflow purposes. For transactions to route for approval in eProcurement, the Manager field must be populated. Otherwise, transactions for this grant route to the Workflow Administrator.*
17.	Either enter a Project Manager name or open search for the Project Manager.
18.	Click an entry in the **Name** column. The system navigates back to the ChartField Values page.
19.	Verify the correct Project Manager populated in the **Manager Name** field.
20.	Click the **Description** tab.
21.	Enter a Description in the **Description** field.
22.	Click the **BOR Project Info** tab.
23.	Click in the **Effective Date** field.
24.	Enter an Effective Date in the **Effective Date** field.
25.	Enter a Proposal number in the **Proposal** field. ***Note:** for original proposals, use the default 00000.*
26.	Enter a Billing Address in the **Billing __Address** fields.
27.	Enter a City in the **City** field.
28.	Enter a State in the **State** field.
29.	Click the magnifying glass in the **Remit Location:** field. The system generates the Look Up Remit Location popup window.
30.	Enter a specific Location Code in the field or open search for a Location Code.
31.	Click an entry in the **Location Code** column. The system navigates back to the ChartField Values page.
32.	Click the **Funding Type** list.
33.	Click in the **Lag Days** field.
34.	Enter a Value in the **Lag Days** field. ***Note:** The Lag Days is intended to allow accountants to clear out any remaining balances once the budget closed for a project.*
35.	Enter a Sponsor in the **Sponsor** field.
36.	Enter a Value in the **Cost Share Direct** field.

Step	Action
37.	Click the **Indirect Cost Base** list. ***Note:*** *The Indirect Cost Base field is required only if the grant allows for the recovery of indirect costs.*
38.	Click the **Group Type** list, if needed.
39.	Enter a Rate in the **Indirect Cost Rate** field. ***Note:*** *The Indirect Cost Rate field is required only if the grant allows for the recovery of indirect costs.*
40.	Users can enter a name in the **Accountant** field, if needed.
41.	Click the **Type** list, if needed.
42.	Click the **Frequency** drop down, if needed.
43.	Click the **Financial Report** list. This field indicates the timing of financial reports to be published for this grant.
44.	Click the **Project/Grant Type** list and select **Grant** from the drop down.
45.	Click the **Control Option** dropdown button to make a selection. Choose from one of the following options: • Control: strictly control transactions against budgeted amounts. Error exceptions are logged when transactions exceed the budgeted amount. • Track with Budget: track transaction amounts against a budget, but do not issue error exceptions unless no corresponding budget row exists. Pass if budget row exists, even for a zero amount, but issue warnings when transactions exceed the budgeted amount. • Track without Budget: track transactions even if no budget setup exists. If a budget row does exist, warnings will be logged when transactions exceed the budgeted amount. If no budget row exists, no warning is issued. ***Note:*** *The Control Options determine the level of budgetary control. For project or internal initiatives, the system selects Track since the budget for the project is governed by the Appropriations budget and not the projects budget.*
46.	Click the **Save** button.
47.	Run the Project Sync Process to define the budget and charge transactions. For more information the Project Sync Process, see GL.010.007 – Running Project Sync Process.

Step	Action
48.	Once a grant is created, the grant must be funded via budget journals or budget transfers to spend funds.
49.	Run the General Ledger Build Combination Data process. Refer to GL.030.006 – Running Build Combination Data for more information. ***Note**: The COA_COMBO1_BOR table may need to be updated if the department is used in the Banner system and/or OneUSG Connect. For more information, refer to GL.030.007 - Updating COA_COMBO1_BOR_TABLE.*