



Office of Research Training Workshop

Managing Grants in PeopleSoft



Managing Grants in PeopleSoft

Agenda

AGENDA



- **Introduction**
- **Grants Suite Overview**
- **Award Lifecycle and Structure**
- **Budgeting for Grants**
- **Understanding and Running Grant Reports, Queries, and Inquiries**

Managing Grants in PeopleSoft

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Managing Grants in PeopleSoft *Workshop Overview*

Background

On July 13th, 2009 the PantherSoft Financials System will be upgraded from version 8.4. to version 9.0. In addition to the upgrade, five additional modules comprising of the PeopleSoft Grants Suite will be implemented.

Objective

The learning objective of the ***Managing Grants in PeopleSoft*** workshop is to educate the FIU Research Community about the implementation of the PeopleSoft Grants Suite in order to effectively manage awarded research contracts and grants.

Managing Grants in PeopleSoft Implementation Training Overview

Method	Delivery Method	Target Audience	Timeframe	Location
<ul style="list-style-type: none"> Managing Grants in PeopleSoft Course 	<ul style="list-style-type: none"> OSRA Instructor Led Training 	<ul style="list-style-type: none"> College and Center Administrators 	<p>June /July 2009 (3 hour class)</p>	<p>Central Locations (Univ. Park)</p>
	<ul style="list-style-type: none"> Online 	<ul style="list-style-type: none"> College and Center Administrators PI's 	<p>Starting June and continuing indefinitely as part of OSRA training curriculum</p>	<p>Online</p>
	<ul style="list-style-type: none"> OSRA Instructor Led Training 	<ul style="list-style-type: none"> College and Center Administrators PI's 	<p>Starting July and continuing indefinitely as part of OSRA training curriculum</p>	<p>College Locations (Univ. Park) Central Location (BBC)</p>
<ul style="list-style-type: none"> PeopleSoft Grants Open Labs 	<ul style="list-style-type: none"> Open Lab Sessions 	<ul style="list-style-type: none"> College and Center Administrators PI's 	<p>Starting July and continuing on bi-weekly frequency indefinitely</p>	<p>TBD</p>

Managing Grants in PeopleSoft

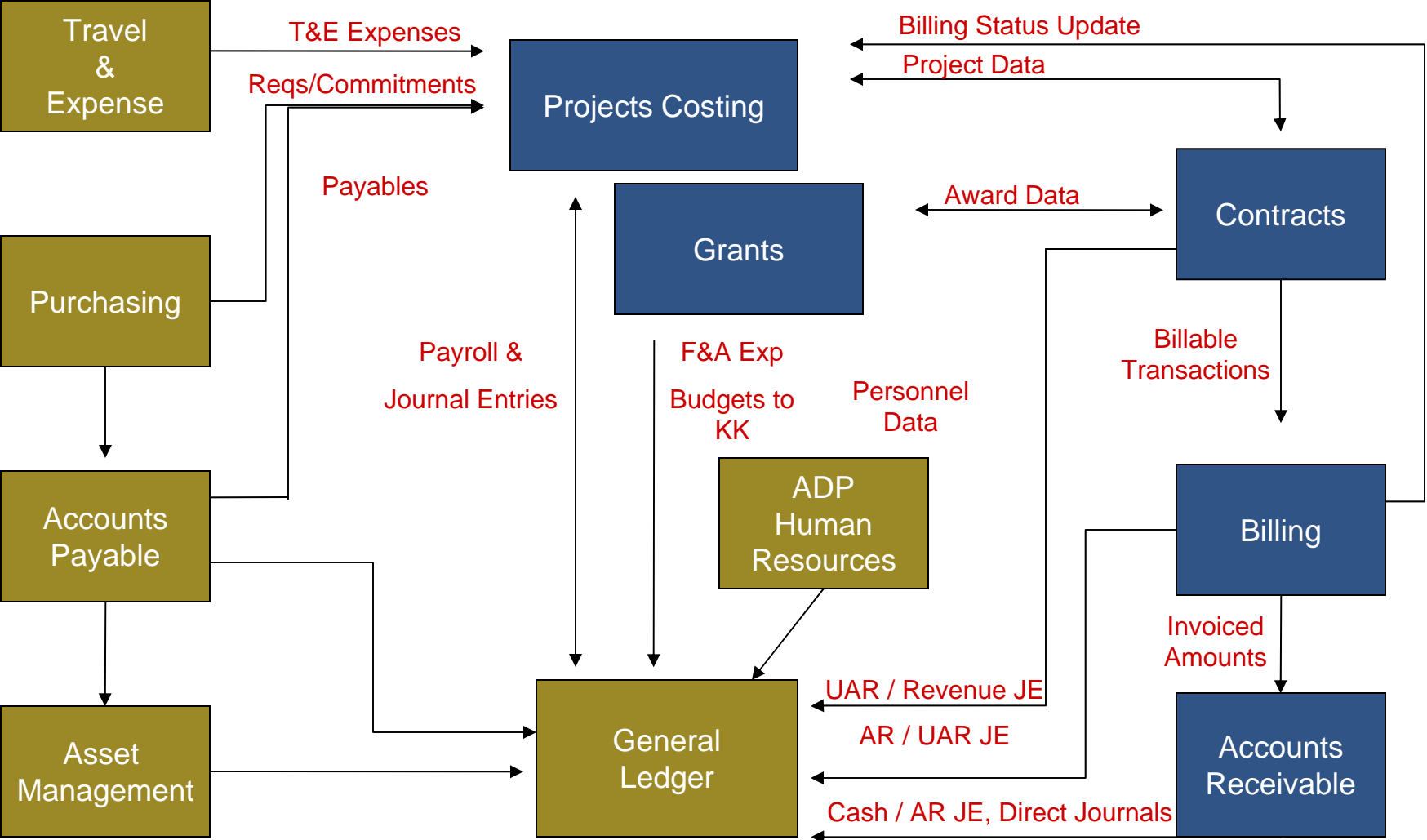
Grants Suite Overview

AGENDA



- Introduction
- **Grants Suite Overview**
- Award Lifecycle and Structure
- Budgeting for Grants
- Understanding and Running Grant Reports, Queries, and Inquiries

Managing Grants in PeopleSoft Grants Suite Overview

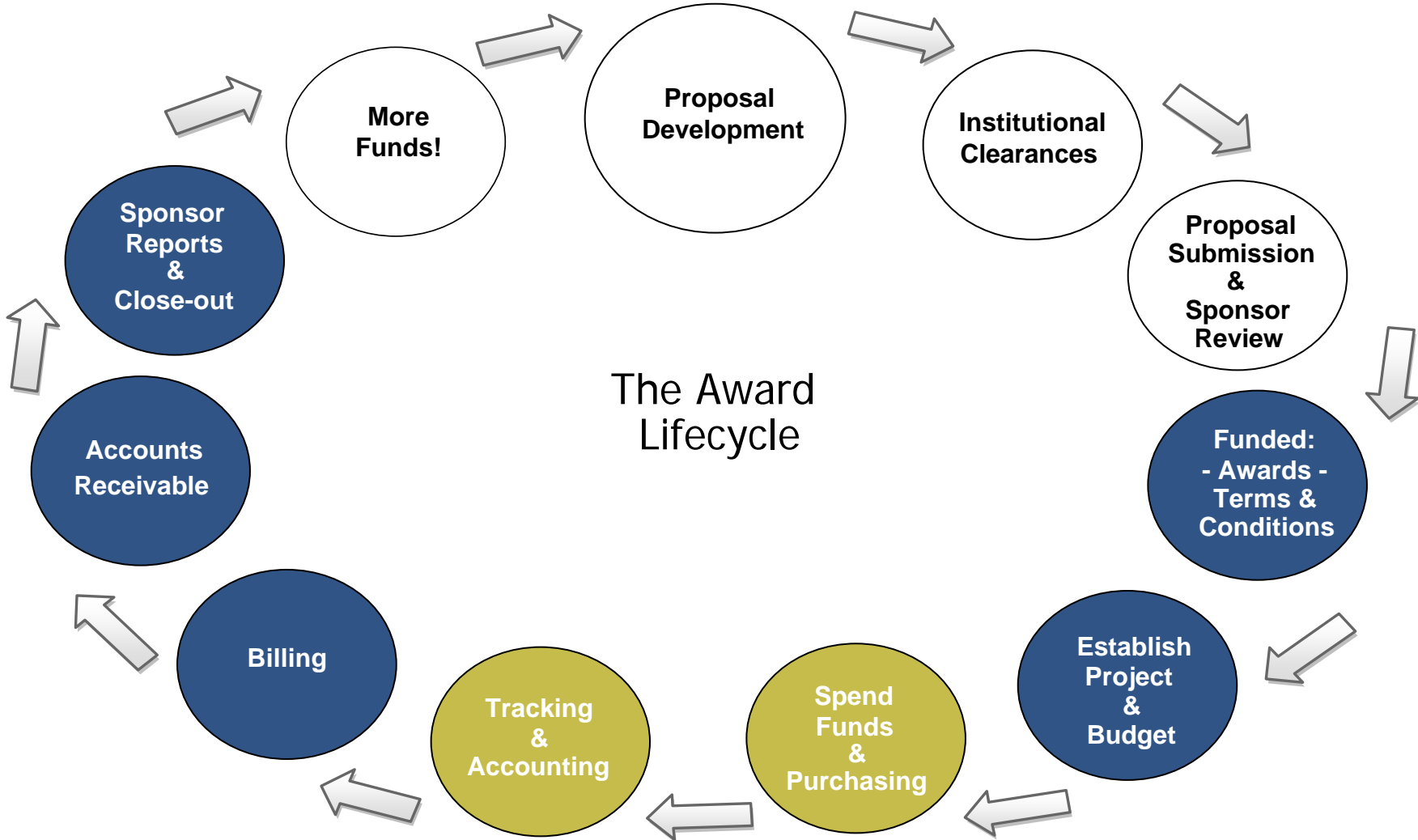


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- Introduction
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- **Award Lifecycle and Structure**
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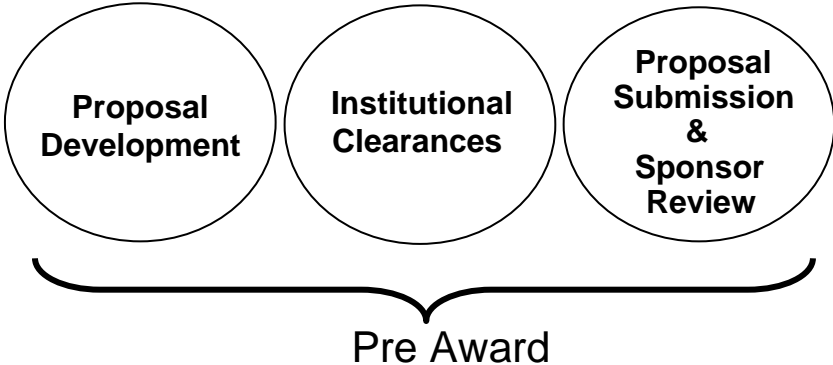
Managing Grants in PeopleSoft *Award Lifecycle*



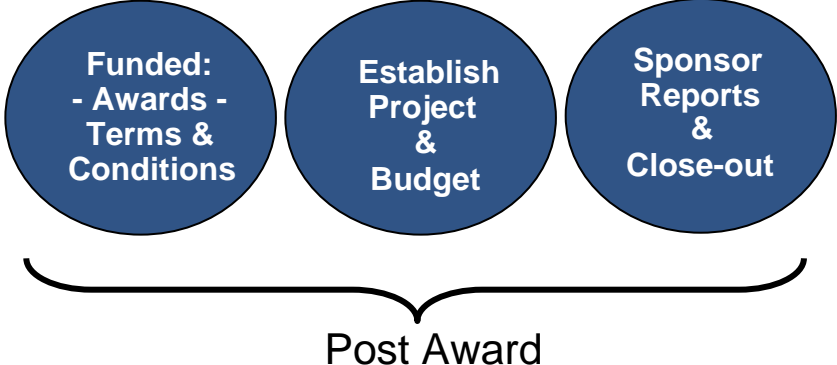
Managing Grants in PeopleSoft

Award Lifecycle in PeopleSoft

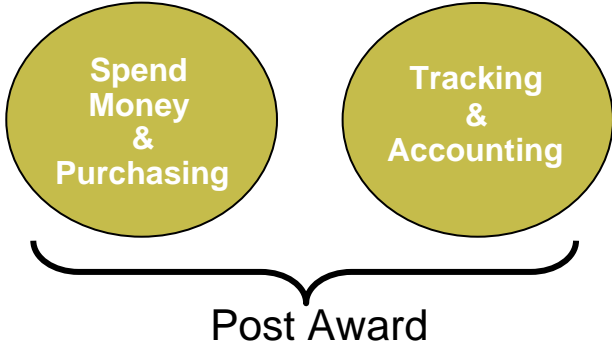
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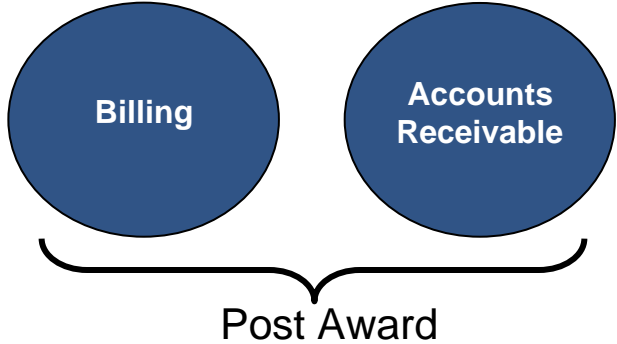
PeopleSoft Grants and Contracts



PeopleSoft Accounts Payable, Purchasing, Travel & Expense, General Ledger



PeopleSoft Contracts, Billing, Accounts Receivable

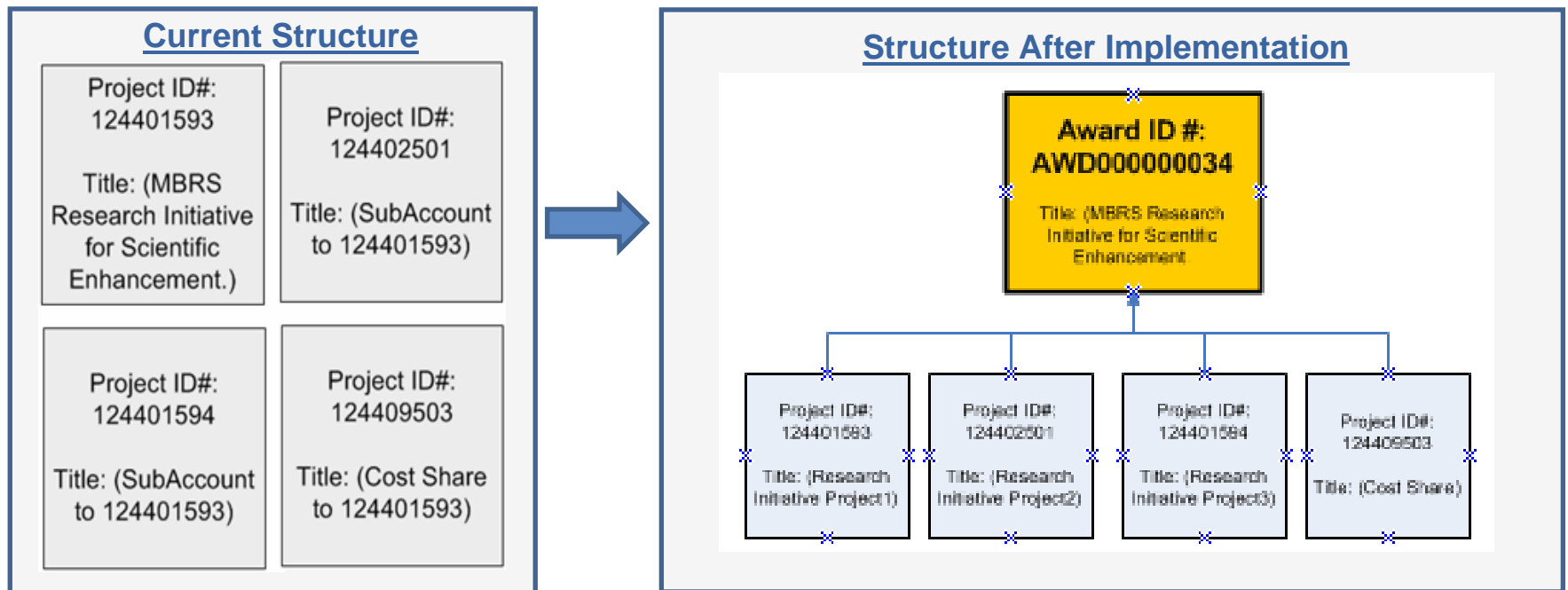


Managing Grants in PeopleSoft

Structure - Award ID

Award ID

- The Award ID is a NEW number that is generated in the Grants Module once an award is created in the system. This unique identifier establishes the relationship between project IDs.
- The Award ID will allow for more efficient management of subprojects, reporting and billing.



Managing Grants in PeopleSoft

Award Lifecycle and Structure

- The following fields must be populated on transactions for Contracts & Grants Project IDs:
 - **Department (Organizational Department ID)**
 - **Class**
 - **Fund Code**
 - **Program**
 - **PC Bus Unit**: Enter 'FSR01'
 - **Project ID**
 - **Activity**: Enter 'SPN'
- The Speedtype functionality will populate the required chartfields. The Speedtype function does not exist when entering an Expense Report or Travel Authorization, so the required fields must be populated manually.
- The following image shows the distribution of an Expense Report with required fields highlighted related to the Project ID:

Create Expense Report

Accounting Detail

This is the accounting detail for expense type Dome transaction date of 2009-06-11 in the amount of 100 inadvertently, you may reset the default accounting Defaults' button.

Restore Defaults

Dept	Class	Fund	Program	BudRef	PC Bus Unit	Project	Activity
212000000	1	665	22		FSR01	800000001	SPN

General Ledger ChartFields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Dept	Class	Fund	Program	BudRef	PC Bus Unit	Project	Activity
10.00.00	FIU01	1000.00	USD	1.00000000	711211	71100	212000000	1	665	22		FSR01	800000001	SPN

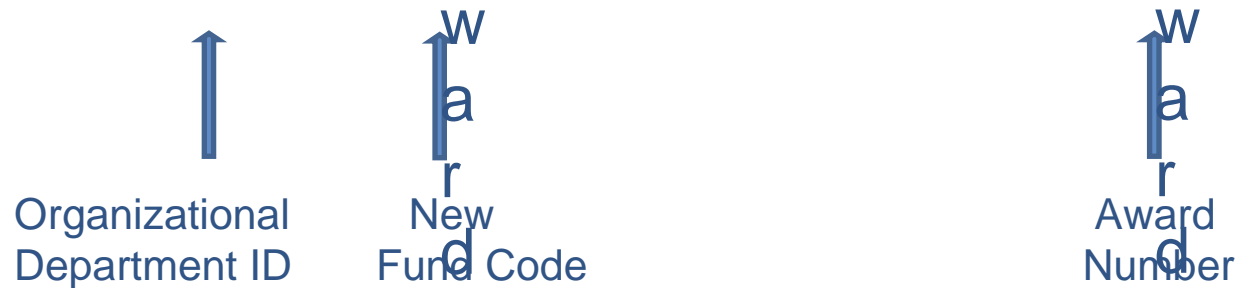
Managing Grants in PeopleSoft

Award Lifecycle and Structure

- A Query will be published for users to identify the new combination of chartfields:

Query Name: FIU_GL_DEPT_PROJ_LOOKUP

SpeedType	Dept/Project Descr	Department ID	Class	Fund	Program Code	PC Bus Unit	Project ID	Status	Activity	Award Number
212600599	Bio/Nano Electronic Defense De	212600000	1	661	22	FSR01	212600599	A	SPN	AWD000000003034



Managing Grants in PeopleSoft

Structure – Project ID

Project ID Chartfield

- Existing Project ID's will be converted with the current numbering structure.

Current Project ID		Project ID After Implementation
240500585	→	240500585
212000590	→	212000590
124000534	→	124000534
203100543	→	203100543
125200516	→	125200516

- New Project ID's will be a sequential number beginning with '8'.

New Project		New Project ID After Implementation
Awarded after Implementation (07 / 13 / 09)	→	800000001 (NEW PROJECT)
	→	800000002 (NEW PROJECT)
	→	800000003 (NEW PROJECT)
	→	800000004 (NEW PROJECT)

Managing Grants in PeopleSoft

Structure – Department ID

Department ID Chartfield

- Currently the Financial System is configured to accept either a Department ID **OR** Project ID for each transaction.
- After the implementation, each existing and future Project ID **MUST ALSO HAVE** a Department ID in each transaction.
- During the implementation each existing Project ID has been mapped to a new Department ID. The new high level Department IDs are now called by FIU **‘Organizational Departments.’**
- Organizational Department IDs end in zeros: 212000000

Note: The ‘Organizational’ Department IDs and today’s ‘Activity’ Department IDs are using the **same** field in PeopleSoft.

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Structure – Department ID (cont'd.)

Department ID Chartfield (cont'd.)

- For new awards, the assignment of the 'Organizational' Department to the project IDs will be validated during the Award Setup by the Post Award Grants Manager.
- The overall list of Organizational Departments is maintained by the Financials Systems and Reporting group in the Office of Financial Planning.

Organizational Unit/College	Org Department Description	Org Dept	Current Project ID	Current Project ID Description
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200501	REFINEMENT OF FSUTMS TRIP DIST
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200502	DEVELOPMENT OF FSUTMS LIFE CYC
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200503	IDENTIFICATION OF EQUILIBRIUM
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200504	ORGANIZATION OF TRANSIT NETWORK
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200505	ALTERNATIVES FOR ESTIMATING SE
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200506	INTEGRATING LAND USE AND TRANS
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200507	PARTICULATE MATTER "BALTIMORE
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200508	CALIBRATION OF HIGHWAY/TRANSIT
College of Engineering & Computing	Civil & Environmental Eng	212200000	212200509	PARTICULATE MATTER "PITTSBURG

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Structure – Project Costing Business Unit

Project Costing Business Unit

The **Project Costing Business Unit** (PC Business Unit) is a new required chartfield on all transactional data containing Project IDs.

For example, the accounting distribution of an Expense Report must contain the PC Business Unit.

- The PC Business Unit value for all Sponsored Research Project IDs is 'FSR01'.
- Use 'FSR01' in the Business Unit field when looking up transactional data in the new Grants modules (See image below)

The screenshot displays the 'Accounts Receivable Module Inquiry' interface. A red box highlights the 'SetID' and 'Unit' fields, both containing the value 'FSR01'. An orange arrow points from the text 'Accounts Receivable Module Inquiry' to the 'Accounts Receivable' menu item in the left-hand navigation pane. The main window shows a table of 'Item Activity' with columns for 'Acctg Date', 'Item ID', 'Line Entry Type', 'Entry Reason', 'Entry Amount', 'Entry Currency', and 'Unit'. The first row shows a transaction on 05/30/2009 with Item ID 000000002647, Line Entry Type 1 CR, Entry Reason -36,108.82 USD, and Unit FSR01.

Acctg Date	Item ID	Line Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
05/30/2009	000000002647	1 CR	-36,108.82 USD			FSR01

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Structure – Fund Codes

Fund Code

- Currently there are over 25 fund numbers in the 6XX range used for Sponsored Research.
- After the implementation, 6 funds will primarily be used for Sponsored Research Project IDs.

Fund Code	Fund Description
660	Federal Summary Budgetary Level
661	Federal Detail Budgetary Level
662	State Summary Budgetary Level
663	State Detail Budgetary Level
664	Other Summary Budgetary Level
665	Other Detail Budgetary Level

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Budgeting for Grants – Highlights

Key Budgeting Topics

- Review of Budget Levels
- Alignment of OSRA Proposal Budget Sheet to PeopleSoft
- Budget Exception Process
- Budget Modification Process

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Review of Budget Levels

- Budgeting will be done in one of the following two Budgetary Levels:
 - **Summary budgetary level-** Begins with “S”.
 - **Detail budgetary level-** Begins with “P”.



Review Handouts: Budget Account to Expense Account
Matrix for Summary budgetary level and Detail budgetary level

- These Budgetary Level will be set to *track* unless agency terms and conditions require further control.
- Total direct expenditures will be set to *control*.

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Alignment of Budgeting Process

- The current budgeting process requires multiple budget sheets to be completed in order to map appropriately to the PeopleSoft budgetary account codes.
- The future budgeting process will reduce the number of different budget sheets required.
 - Budget Sheet from Pre Award is mapped directly to PantherSoft budget account codes.

Sample of completed current Post Award Budget Load sheet:

Budget Sheet - Level 4		DSRT #:	5201
GEAR UP Year 2		Project ID:	212000562
		Start Date:	9/19/2005
		End Date:	8/31/2006
Account Code	Description	Amount	
SALARY & FRINGE			
P7710	Permanent Salaries and Fringe Benefits (771000-77159)(771170-771499)(771600-771999)	\$ 131,565.98	131,565.98
P77150	Temporary Employment (771500-771549)(771600-771649)	\$ 367,080.00	367,080.00
P77116	Temporary Employment Fringe Benefits (771550-771599)(771650-771699)	\$ 28,081.62	28,081.62
P77210	Professional Fees / Consultants (772100-77219)	\$ 4,000.00	4,000.00
EXPENSES			
P71101	Postage (711000-711019)		
P71110	Utilities (711100-711159)		
P71116	Local Telephone Calls (711160-711169)	\$ 1,000.00	
P71117	Cellular Phones (711170-711179)		
P71118	Telephone Equipment (711180-711189)	\$ 2,000.00	
P71121	Travel - Domestic (711210-711229)	\$ 16,000.00	
P71123	Travel - Foreign (711230-711239)		
P71130	Moving Expenses (711300-711329)		
P71144	Rent Expense Buildings (711440-711449)		
P71145	Membership & Subscriptions (711450-711499)		
P71150	Patient Care Costs (711500-711549)		
P73200	Interest Expense (732000-732999)		
P76820	Scholarships & Fellowships (768000-768099)(768200-768399)(768500-768999)		
P77220	Advertising Services (772200-772299)		
P77295	Consortium Contracts (Subcontracts) under 25K (772950)	\$ 21,321.00	
P77295	Consortium Contracts (Subcontracts) above 25K (772951)	\$ 349,591.00	
P77330	Office Supplies (773300-773399)	\$ 12,834.00	
P77360	Educational & Lab Supplies (773600-773699)	\$ 30,000.00	
P77380	Food Products (773801-773899)	\$ 25,000.00	
P77381	Hazardous Chemicals/Waste (773810-773819)		
P77382	Data Processing Supplies (773820-773829)		
P71100	Other Expenses	\$ 69,500.00	69,500.00
	Miscellaneous Expenses (711000-711099)	42,500.00	
	Long Distance Telephone Calls (711190-711199)		
	Printing & Reproduction (773100-773199)	10,000.00	
	Motor Fuel & Lubricants (773500-773599)		
	Other Materials & Supplies (773900-773999)(773000-773099)		
	Repairs & Maintenance (761000-761999)		
	Rent Expense Other Than Buildings (711400-711439)	12,000.00	
	Bedding & Textile (711330-711359)	5,000.00	
	Insurance (711360-711399)		
	Tuition Payments (768400-768409)	14,000	
	Participant Payments (711990-711999)		
	Freight (711020-711099)		
EQUIPMENT			
P72100	Other Capital Outlay	\$ 35,000.00	
INDIRECT COSTS			
	INDIRECT COST BASE	\$ 1,057,963.60	1,057,963.60
	INDIRECT COST RATE	8.0%	
P75700	Transfers Out Indirect Costs (757003)	\$ 84,636.40	84,636.40
TOTAL COSTS		\$ 1,177,600.00	1,177,600.00

CALCULATIONS:

131,565.98 + 367,080.00 + 28,081.62 + 4,000.00 = 526,727.60

526,727.60 + 2,000.00 + 16,000.00 = 544,727.60

544,727.60 + 21,321.00 + 349,591.00 + 12,834.00 + 30,000.00 + 25,000.00 + 69,500.00 = 1,177,600.00

2,000: professional fees
2,000: stipends non-taxable

Puello & Assoc (year 1: 10,000, year 2: 10,000 = 20,000)

MUJER (year 1: 5,000, year 2: 5,000 = 10,000)

enFamilia (year 1: 6,321, year 2: 6,321-12,642)

10,000: Office Supplies, 2,834: Inf. Tech. Supplies

ASPIR

The Non-Violence Proj

The Yaeger Found.

40,000: equipment under \$1,000, 2,500: field trip

Supplies and Materials: 80,000.00

Other: 64,334.00

2,000: rental of vehicle for transport to Homestead location, 10,000: transport to fieldtrips

Managing Grants in PeopleSoft

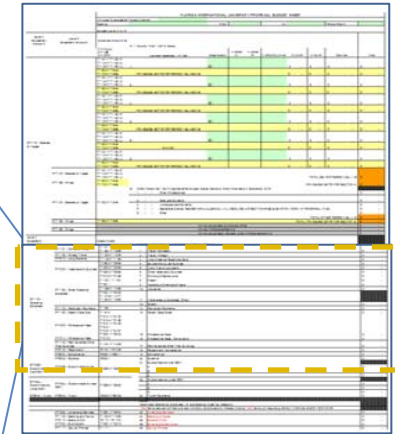
Alignment of Budgeting Process (cont'd.)

- Sample of future Pre Award Budget sheet:



Review Handout: PreAward Budget Sheet

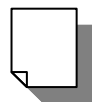
Summary Budgetary Account #	Detail Budgetary Account	Object Code					
			C. Operating Expenses - In alphabetical order by category.				
S71100 - Operating Expenses	P71121 - Domestic Travel	711211-711226 711251-711286	1	Travel - Domestic		\$ -	
	P71123 - Foreign Travel	711230-711239	2	Travel - Foreign		\$ -	
	P77210 - Long Distance	711190-711199	3	Long Distance Telephone Calls		\$ -	
	P77300 - Materials and Supplies		773600-773699	4	Educational & Lab Supplies		\$ -
			773500-773599	5	Motor Fuel & Lubricants		\$ -
			773900-773999	6	Other Materials & Supplies		\$ -
			773100-773199	7	Printing & Reproduction		\$ -
	P71190 - Other Operating Expenses		711021, 711031	8	Freight		\$ -
			773811	9	Hazardous Chemicals/Waste		\$ -
			711360-711399	10	Insurance		\$ -
			773001-773002 711075-711077 711900-711989	11	Miscellaneous Expenses (Other)		\$ -
				12	Specify:		\$ -
	P71100 - Participant Payments	711991	13	Participant Payments		\$ -	
	P71150 - Patient Care Cost	711510	14	Patient Care Costs		\$ -	
	P77200 - Professional Fees		772101-772102 772104-772126 772131-772132 772141 772151-772157 772301-772303	15	Professional Fees		\$ -
		P77210 - Professional Fees /	772103	16	Professional Fees / Consultants		\$ -
		P71140 - Rent Expense Other Than Buildings	711401-711406	17	Rent Expense Other Than Buildings		\$ -
		P76100 - Repairs and Maintenance	761001-761006	18	Repairs and Maintenance		\$ -
	P76800 - Scholarships	768201-768211	19	Scholarships		\$ -	
	P76830 - Stipends	768301	20	Stipends		\$ -	
	S76840 - Tuition	P76840 - Tuition	768400-768409	21	Tuition Payments		\$ -
				22	Subcontractors over \$25K		\$ -



Managing Grants in PeopleSoft

Budget Modification Process

- **Budget Modification**
 - Budget Transfers will no longer be initiated by College and Center Administrators online in PantherSoft for Project IDs. Instead, the Grants Manager will perform a 'Budget Modification' within the grants modules.
 - To initiate a Budget Modification, a new form must be completed and emailed by College and Center Administrators to the Post Award Grant Manager to review and process.



Review Handout:
Budget Modification Sheet

FIU FLORIDA INTERNATIONAL UNIVERSITY		Budget Modification Request	6/17/2009
Project ID:		Organizational Department:	
Principal Investigator:		Administrator:	
		Prepared by:	

Budget Category	Decrease	Total Budget Amount:	Budget Category Increase	Total Budget Amount:
	▼	\$ -		▼ \$ -
	▼	\$ -		▼ \$ -
	▼	\$ -		▼ \$ -
	▼	\$ -		▼ \$ -
	▼	\$ -		▼ \$ -

Please answer the following questions as they pertain to this budget transfer request.

- State a programmatic justification for the action being requested. How is this action relevant to completing the scope of work of the project?
- State the need for the expenditure in the account code category being increased. Why was the need for this expenditure not part of the original proposal?
- State the reason for the surplus funds in the account code categories being decreased. Why are the funds no longer needed for their original budgetary intent?

4. Does the budget transfer affect F&A? Yes No
 If YES, please make sure you include the F&A adjustments in the above Budget Category Section. Also, all transfers affecting F&A require approval in writing by the PIs Dean and the Associate Vice President for Research.

5. Does the budget transfer affect Tuition? Yes No
 If YES, please make sure you include the F&A adjustments in the above Budget Category Section. Also, all transfers affecting F&A require approval in writing by the PIs Dean and the Associate Vice President for Research.

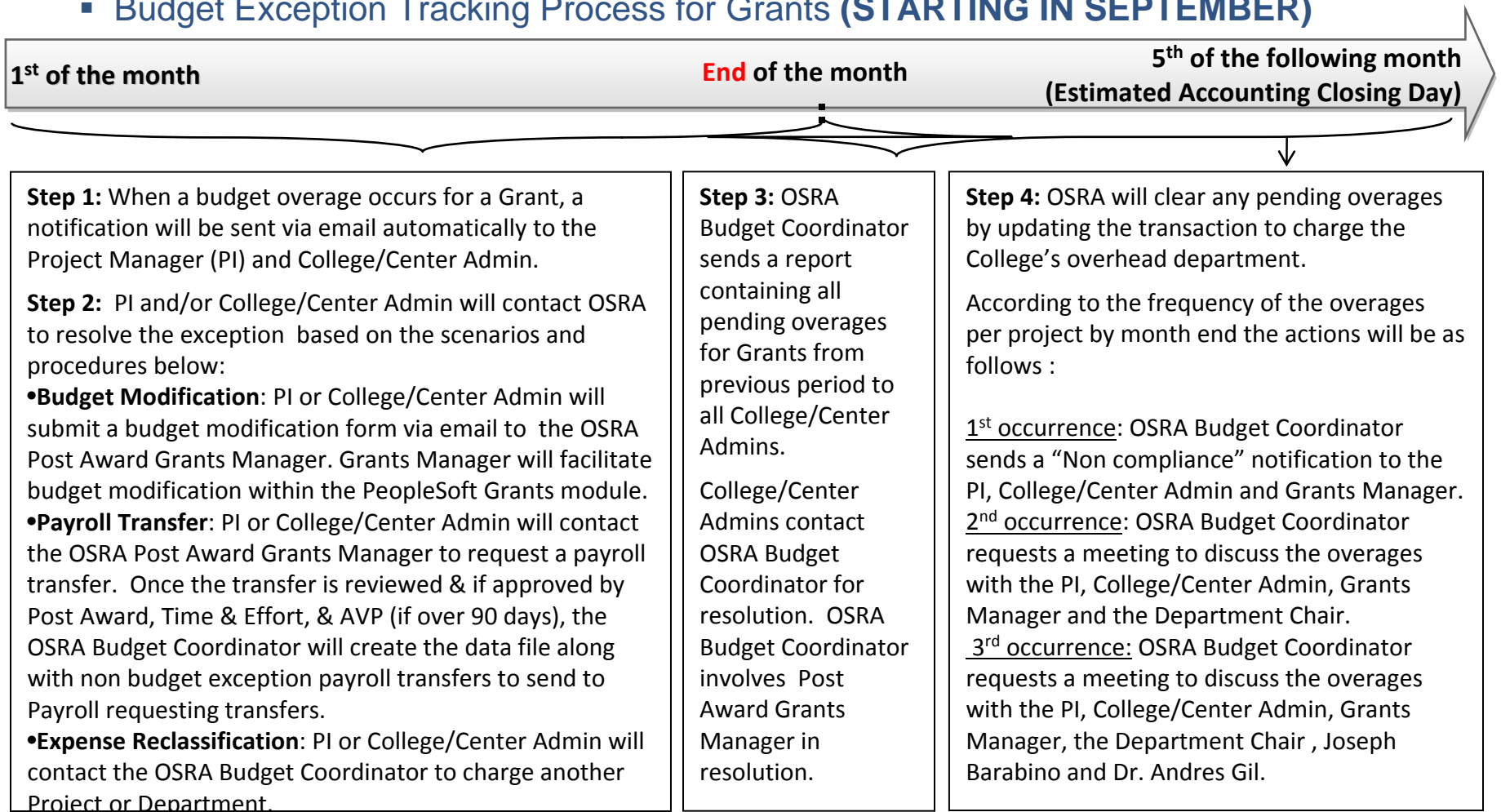
FOIA STATEMENTS (if)
 Budgeting within a sponsored project ID, when it is needed, is allowed if there is a legitimate need to redirect budgeted costs. Budgeting is not allowed for the purpose of moving financial resources in a departmental unrestricted budget, or for other sponsored projects or for a major center that could not otherwise be supported.
 Please see check for the latest Policy at: http://policy.flu.edu/cord_profile.php?ID=2438&tab=20&tab=1

Principal Investigator and Administrator certify to the best of their knowledge that the requested budget transfer is consistent with sponsoring agency and FIU policies.

Managing Grants in PeopleSoft

Budgeting Exception Process for Project IDs

▪ Budget Exception Tracking Process for Grants (STARTING IN SEPTEMBER)



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Review Reporting Handouts & Activities



Managing Grants in PeopleSoft Online Training Demo

Online Training (UPK) Demo

Oracle User
Productivity Kit



Outline

Search [GO](#)

[All](#)

- PS FIN Fundamentals
- PS FIN Asset Management
- PS FIN General Ledger
- PS FIN Purchasing
- PS FIN Travel Expenses
- PS FIN Grants Suite Inquiry Report
 - Review Award Setup Inquiry
 - Specific Award Inquiry
 - Project Budget Inquiry
 - Review Award Modifications Inquiry**
- Review Award Activity Inquiries
 - Award Inventory
 - Award Activity-Detail
 - Award Activity-Summary
- Commitment Control
 - Budget Detail Inquiry
 - Budget Overview Inquiry
- Billing Inquiries
- Account Receivables Inquiry
- Item Information
- PS FIN Queries

Concept

Introduction

The **Review Award Modification Inquiry** allows the user to view a history of the modifications made to an Award or Project within the Award.

Managing Grants in PeopleSoft

Questions

Questions?



For more information about OSRA Training Support Workshops, please visit the training section of the Office of Research Website located at:

<http://osra.fiu.edu/>