
RA Grants WorkCenter - Queries

Contracts and Grants Accounting User Guide

RA GRANTS WORKCENTER

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Purpose of Document

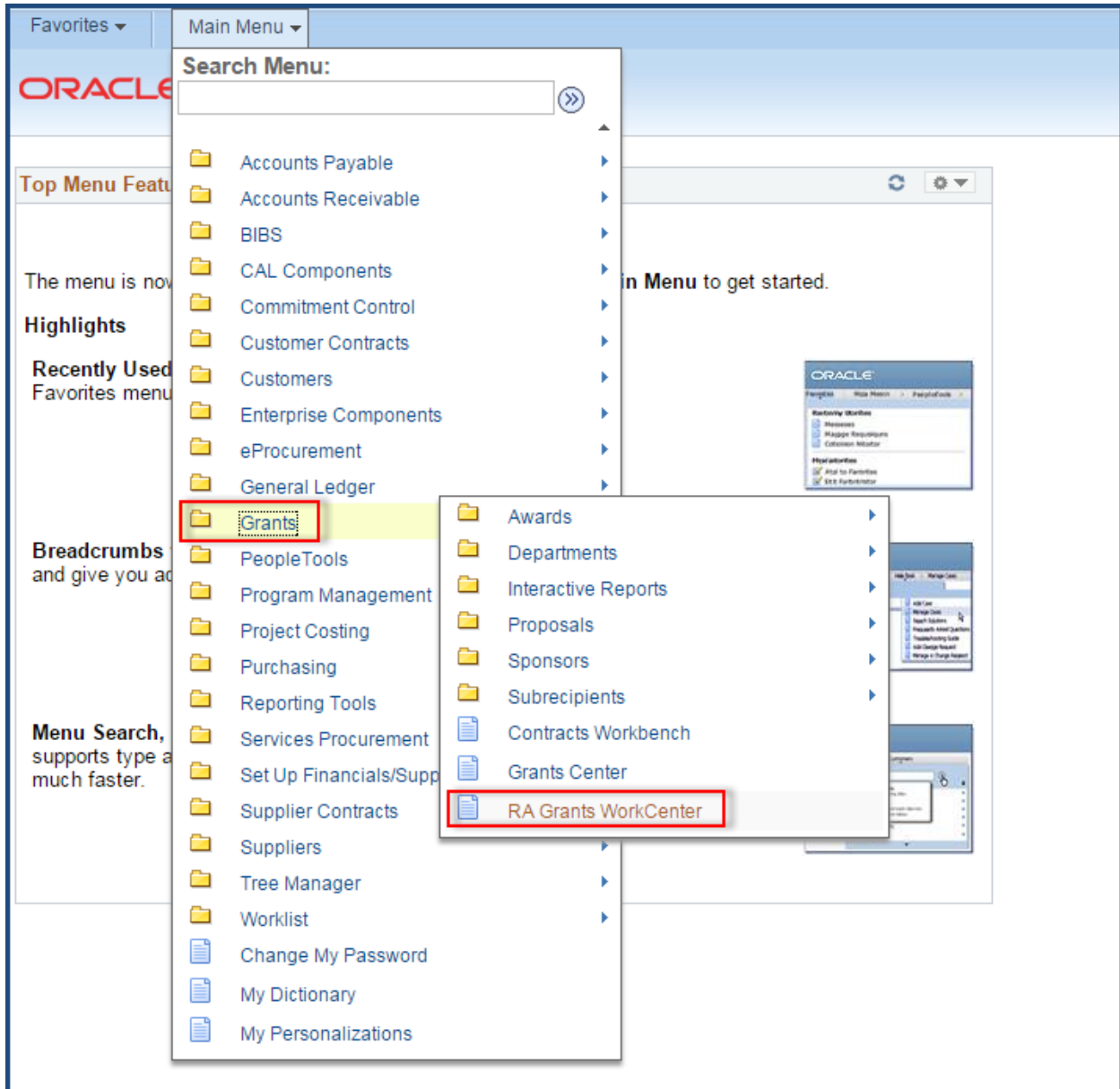
The PeopleSoft RA Grants WorkCenter provides a central location to access BFS data and functionality to manage sponsored award financials. **The Main tab** has hyperlinks organized into sections to provide direct access to BFS processes RAs use the most. **The Reports and Queries tab** categorizes information to support financial management of sponsored awards.

This document will guide users through the process of navigating to the RA Grants WorkCenter to access and run the query identified to help clean up aged Payroll Suspense transactions.

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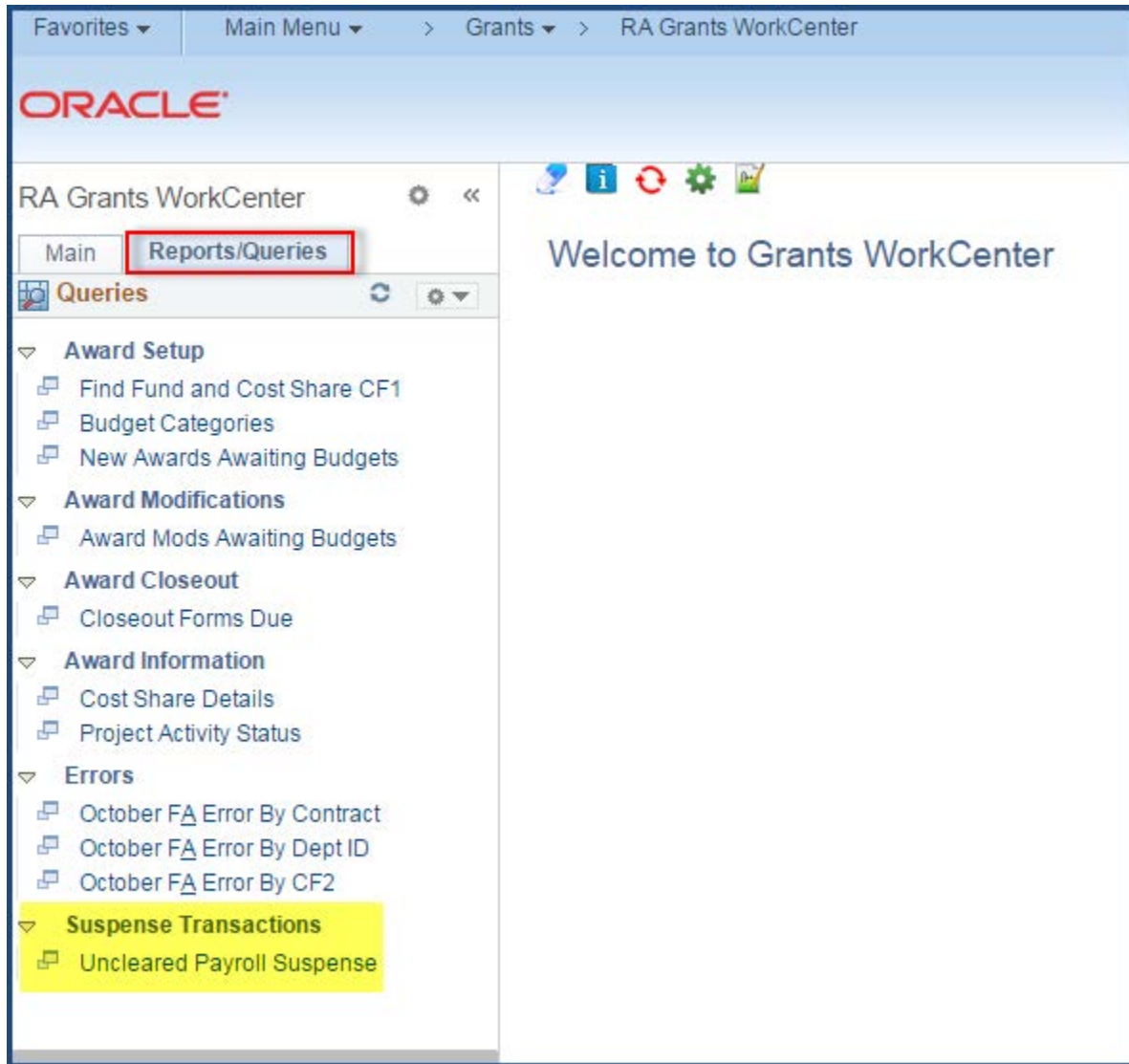
Main Menu – Grants – RA Grants WorkCenter



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From within the RA Grants WorkCenter, click on the 'Reports/Queries' tab. Listed under "Suspense Transactions" there is a query titled "Uncleared Payroll Suspense"



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Click on the “Uncleared Payroll Suspense” query. The results will be displayed on the page. The user will have the option to download the results to an Excel Spreadsheet, ‘CSV’ text file or ‘XML’ file

Oracle Reports: RA Grants WorkCenter - UC_PAYROLL_SUSPENSE_RPT - Uncleared Payroll Suspense

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1379 kb)

View All

L3 Node	L3 Node Descr	Org L4 Node	L4 Node Descr	Action	Submitted By	Submitted Date	Approved By	Approved Date	Entered	Line Num	Original Journal Date	Employee ID	Employee Name	Pay End Date	Amount	Title Code	Dea Code	Original Account	Original Fund	Original Dept	Program	Original CF1	Original CF2	Original FC	Original Project
1	COENG College of Engineering	EERES	COENG Engineering Research	Payroll Expense Transfer (PET)	Lin-Wong,Jean C C	11/16/2015 11:46:14AM	Doyle,Jane E	11/16/2015 11:53:30AM	10/09/2015 268525	10/31/2015	012354079	WANG, MENG	08/31/2015	-0.930	3262	REG	53410	81983	23845	44					EXMRA
2	COENG College of Engineering	EERES	COENG Engineering Research	Payroll Expense Transfer (PET)	Lin-Wong,Jean C C	11/16/2015 11:46:14AM	Doyle,Jane E	11/16/2015 11:53:43AM	10/09/2015 268526	10/31/2015	012354079	WANG, MENG	09/30/2015	-2.090	3262	REG	53410	81983	23845	44					EXMRA
3	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	09/04/2015	79099	06/31/2015	012466460	DILL, CLYVA	08/31/2015	725.900	7397	REG	51231	82054	15765	44				
4	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	09/04/2015	79100	06/31/2015	012466460	DILL, CLYVA	08/15/2015	725.900	7397	REG	51231	82054	15765	44				
5	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	09/04/2015	79101	06/31/2015	012466460	DILL, CLYVA	06/30/2015	725.900	7397	REG	51231	82054	15765	44				
6	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	07/24/2015	61611	07/31/2015	012466460	DILL, CLYVA	07/04/2015	114.070	7397	REG	51231	82054	15765	44				
7	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	10/02/2015	85115	09/30/2015	012466460	DILL, CLYVA	09/12/2015	549.610	7397	REG	51231	82054	15765	44				
8	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	10/02/2015	85116	09/30/2015	012466460	DILL, CLYVA	09/26/2015	725.900	7397	REG	51231	82054	15765	44				
9	UCLIB UC Library	KDCDS	Digit Initiatives & Collab Svs	Payroll Expense Transfer (PET)	Leonardo.Kristofferson	12/21/2015 2:58:06PM	Huang,Meilin	01/21/2016 1:49:12PM	07/24/2015	61612	07/31/2015	012466460	DILL, CLYVA	07/18/2015	725.900	7397	REG	51231	82054	15765	44				
10	SC1PH School of Public Health	COREC	SPH Divisional Rch and Crts	Payroll Expense Transfer (PET)	Cepparo,Gayle	09/29/2015 10:22:32AM	Cronin,Denise	10/23/2015 10:39:02AM	09/04/2015	106282	08/31/2015	0110273496	STOCK,LAURA H	08/31/2015	173.580	3501	REG	52011	82087	14015	40				CPOTRC CP877
11	SC1PH School of Public Health	COREC	SPH Divisional Rch and Crts	Payroll Expense Transfer (PET)	Cepparo,Gayle	09/29/2015 10:22:32AM	Cronin,Denise	10/23/2015 10:45:08AM	09/04/2015	106283	08/31/2015	0111904370	MARTINEZ, ERIKA A.	07/18/2015	15.770	4723	REG	52011	82087	14015	40				CPOTRC CP877
12	SC1PH School of Public Health	COREC	SPH Divisional Rch and Crts	Payroll Expense Transfer (PET)	Cepparo,Gayle	09/29/2015 10:22:32AM	Cronin,Denise	10/23/2015 10:39:02AM	09/04/2015	27610	08/31/2015	010273496	STOCK,LAURA H	08/31/2015	1339.330	3501	REG	50215	82087	14015	40				CPOTRC CP877

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Once the desired download is selected, the file can be located at the bottom left of the screen

The screenshot shows the Oracle RA Grants Workcenter interface. The main window displays a list of transactions for the report 'UC_PAYROLL_SUSPENSE_RPT - Uncleared Payroll Suspense'. The table includes columns for L3 Node, L3 Node Descr, Org L4 Node, L4 Node Descr, Action, Submitted By, Submitted Date, Approved By, Approved Date, Entered, Line Nbr, Original Journal Date, Employee ID, Employee Name, Pay End Date, Amount, Title Code, Code, Account, Fund, Dept, Program, Original CFI, Original CF2, Original PC BU, and Original Project. The transactions are listed in descending order of submitted date, with the most recent at the top.

Click the file to be opened and the results are displayed as follows:

The screenshot shows a Microsoft Excel spreadsheet displaying the data from the Oracle RA Grants Workcenter report. The spreadsheet has columns for L3 Node, L3 Node Descr, Org L4 Node, L4 Node Descr, Action, Submitted By, Submitted Date, Approved By, Approved Date, Entered, Line Nbr, Original Journal Date, Employee ID, and Employee Name. The data is organized into rows, with each row representing a transaction. The spreadsheet is titled 'UC_PAYROLL_SUSPENSE_RPT_100616.xls (Compatibility Mode) - Microsoft Excel'.

The user can use the 'Sort & Filter' functionality to view only transactions that pertain to their department.