Managing Awards Finances Using the BFS RA Grants WorkCenter

The 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 the BFS processes RAs use most. The **Reports and Queries tab** categorizes information to support financial management of sponsored awards.

Log into BFS>Main Menu>Grants>RA Grants WorkCenter (note: you must have the BFS security role "Grants Research Administrator" to access the RA Grants WorkCenter)

Award Setup

Budget CSV Templates
Download the blank, formatted Template, and save it using the "Award_today's date" naming convention: SPO#_YYYYMMDD

Budget Upload
Use this Import (Ad Hoc) process to upload a completed budget Template. Select "Budget Upload" for Import Process, then "Research Administrator" for External System. Then click the Import button, select your CSV file, and Save.

Review Import/Export Logs
For search criteria, select "Budget Upload" and click "Search." Then select "Budget: CGD." Then enter User ID, and click "Find." If errors exist, your file will show in the Search Results. Click the View Log icon to view the Message Log (correct the errors in your saved budget template and re-upload your file).

Budget Categories on UC_GM_KK_TREE
Search by UC_GM_KK_TREE for a list of BudSum accounts. Click the + icon to expand each category and see the entire tree.

Define ChartField Values
Search for existing ChartField values, or create new CF1 or CF2 values for award chartstrings.

RA Workcenter

Main | Reports/Queries

⚙ My Work ·   ⚙▾

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Award Information

Award Profile
View details for an award (description, certifications, terms, etc.) and its projects.

Project Budget Inquiry
Enter Project ID to search for and view individual project budgets.

Review Contract Summary
Search using the Award/SPO # to retrieve Award Contract information.

Budget Inquiry

Business Unit GM100   Project 1000001   Maximizing Light Utilization E

Budget Period   Find | View All   First ⊕ 1 of 1 ⊕ Last

Budget Period 1   Currency USD

Details   Personalize | Find | ⬚ | 📄   First ⊕ 1-4 of 4 ⊕ Last
Budget Lines | GL Info | &Posted, FA, C/S Info

Budget Item	Activity	An Type	Transaction ID	BU Amount
UNALLOCATED	01	BUD	10018386	$370,300.76
				$169,699.24
				$5,000.00
				$20,000.00
				169,699.24
				545,000.00

Review Contract Summary

Contract Number 000407   Currency USD   Amendment Number 0000000000
Contract Type LOC   Business Unit GM100   Contract Signed 03/01/2009
Contract Class Standard   Region Code   Amendment Date
Contract Status ACTIVE   Proposal ID 000407
Customer NIH National Inst of General Med Science

Contract Amounts

Negotiated Amount	0.00	Total Billed	1,665,764.31
Discounts/Surcharges	0.00	Total Collected	0.00
Non-inclusive Prepaids	0.00	Total Revenue Recognized	1,665,764.31
Total	0.00	Revenue Forecasted	0.00
Estimated (less Prepaids)	0.00		
Estimated Total	0.00		

Contract Lines   Personalize | Find | ⬚ | 📄   First ⊕ 1 of 1 ⊕ Last

Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Cost Reimbursable	Active	Rate	0.00	1,710,056.700	0.00	03/01/2009	08/31/2013	In Progress	In Progress

Conversations | References | Attachments

SetID GM100   Business Unit GM100   Customer 0181   University of London
*Status New ·   *Description Converation for how to documen
Subject AA ACTION REQUIRED   Sub-Topic 15   Invoice amount not correct
☐ Promise of Payment

Review
Date   Review Days
User ID   ☐ Done
☐ Supervisor Review

Follow Up
Action   ☐ Done
User ID   Letter   Date

Reference Totals
Amount   0.00
Currency USD
Promise Date

Keywords
Keyword1   Keyword2   Keyword3
Add Conversation Entry

Conversation Entries   Find | View All   First ⊕ 1 of 2 ⊕ Last
Delete Entry | Edit Entry

DateTime 07/02/14 10:36AM   User ID TammyMcGinn
Origin Internal
Contact ID   ☐ Customer Visible
Email ID   ☐ Send Email   Email DateTime
*Comments Customer called to advise invoice amount was incorrect.
Telephone   Extension

Receivables

Collections Workbench
Review details of sponsor invoicing and payments. Search using Customer ID (i.e., sponsor). In Customer Details, click the Balance or Past Due amount to view AR items. In the Item List, click the Item # to drill down to Item Maintenance pages.

Select Conversations to Review
Conversations are records of interactions with sponsor regarding invoice payment. Enter search criteria to find a specific Conversation.

Update Conversations with customers (i.e., sponsor)
Note details of phone calls, emails with the sponsor.

Contacts

SetID 10000   Department 10178   Description BCHCI Haas@Work

Department Contacts As Of — Find | View All — First 1 of 1 Last
*Effective Date 03/24/2014   *Status Active

Contact Details — Find | View All — First 1 of 3 Last
*Empl ID 010202417   Patricia Murphy
Job Code 7377
*Location CAMPUS
BUSN
Email   murphy@haas.berkeley.edu

Department Contact Maintenance

Contacts: Update contact information for the CAO, CSS-RA Manager, or Effort Reporting contacts for each campus department/unit. Select "Add a New Value" to open a new form.

Award Closeout

Closeout Certification Form
Select "Add a New Value" to open a new form, rename it using the Sponsoring agency name and sponsor's award reference number, and click "Save" on the form itself. Attach supporting documents, complete the form, and click "Submit" to initiate the approval workflow.

Closeout Exception Request form
Create and submit a request to invoice the sponsor for additional expenses.

Approve/Review Forms
Supervisors' access to Approval workflow for Closeout Certification and Exception forms.

Create/Update Journal Entries
Create and process on-line journal entries for accruals, cost transfers.

Import Journals
Complete the Import (Ad Hoc) upload process to upload a journal. Select Import Process External System. Then click the Import button, select your CSV file, and Save.

Journal CSV Templates
Another method to complete journal transfers. Choose a Journal CSV Template to download by clicking the Download button.

Project Chartfield Crosswalk
Search for and display complete Chartstrings for each award, including PC Bus Unit, Project, and Activity values for each ChartString

RA Grants WorkCenter

Main   Reports/Queries

My Work
Links

Award Setup
Budget CSV Templates
Budget Upload
Review Import/Export Logs
Budget Categories on UC_GM_KK_TREE

Journal CSV Templates

	*Ledger Group	*Description	Add	Delete	Download		
1	ACTUALS	Foundation GL Actuals	Add	Delete	Download	+	−
2	ACTUALS	GL Actuals	Add	Delete	Download	+	−
3	PERMBUDG	Permanent Budget	Add	Delete	Download	+	−
4	STATISTICS	Foundation Statistics	Add	Delete	Download	+	−
5	TEMPBUDG	Temporary Budget	Add	Delete	Download	+	−

Save   Add   Update/Display

Update Conversations

Department Contact Maintenance
Contacts

Award Closeout
Closeout Certification Form
Closeout Exception Request
Approve/Review Forms
Create/Update Journal Entries
Import Journals
Journal CSV Templates
Project Chartfields CrossWalk

Project Chartfields CrossWalk

Bus Unit 10000   Fund   Department   Program   ChartField 1   ChartField 2   PC Bus Unit GM100   Project   Find Active   Find All

Field   Value   Insert   Update   Delete   Generate SpeedType

Personalize | Find | View All | First 1 of 1 Last

Data   Audit

	Status	*Eff Date	SpeedType	Fund	*Dept	Program	ChartField 1	ChartField 2	*PC Bus Unit	*Project	*Activity	
1	Active								GM100			+ −

Reports/Queries tab in the BFS RA Grants WorkCenter

Award Setup

Find Fund and Cost Share CF1
Enter the SPO Award# to locate ChartFields values created by CGA to cost sharing and program income budgeting.

Budget Categories
Displays a list of valid BudSum account categories to use when developing allocations for an award budget.

Award Information

Cost Share Details
Enter the SPO Award # to view all cost share transactions (those recorded in the GL *and* those recorded in the C&G modules) for the award.

Project Activity Status
Enter the Award/Contract # to view associated Projects and/or Project Activity status.