

7. CONTRACTS AND GRANTS

7.1 MAIN MENU

The Contracts and Grants Main Menu has two sections. The left section contains features that are specific to contracts and grants. The right section contains features from the Financial Accounting module. All users have access to all the features. To access a feature, click on the bolded description.

CONTRACTS AND GRANTS MAIN MENU	
<ul style="list-style-type: none"> Inquire on budget status report. Display balances for an account summarized by budget category. Budget, inception-to-date expenditures, fiscal year-to-date expenditures, current month expenditures, outstanding encumbrances and available balance totals are provided. Links to additional account information are also available. 	<ul style="list-style-type: none"> Inquire on transaction detail. Display all financial activity (expenditure and encumbrance) for an account for a specified time period. The details are sorted by subcode.
<ul style="list-style-type: none"> Inquire on budget status subcode summary. Display balances for an account summarized by subcode with subtotals by budget category. Budget, inception-to-date expenditures, fiscal year-to-date expenditures, current month expenditures, outstanding encumbrances and available balance totals are provided. This page provides additional detail compared to the Project Summary page. Links to additional account information are also available. 	<ul style="list-style-type: none"> Inquire on payroll detail. Display payroll information for an account by employee (ssn) with subtotals by the major salary categories. Subtotals by pay period are available.
<ul style="list-style-type: none"> Inquire on consolidated budget status report. Display balances for a consolidation (award or account roll up codes) summarized by budget category. Budget, inception-to-date expenditures, fiscal year-to-date expenditures, current month expenditures, outstanding encumbrances and available balance totals are provided. Links to additional award information are also available. 	

Figure 7.1 – Contracts and Grants Main Menu

7.2 ROLES

The Financial Accounting and Contracts and Grants applications have only one role, eFMIS General (G). All Purchasing users also have access to Contracts and Grants. If a user does not have any Purchasing role(s) but has the eFMIS General role, the Financial Accounting Main Menu will be displayed upon successful login. To get to Contracts and Grants, click on the link in the eFMIS header.

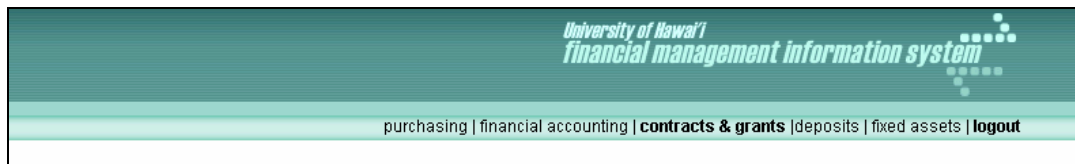


Figure 7.2 – eFMIS header

7.3 ACCOUNT ACCESS

The account access is determined by the user's FMIS account security. The system verifies the user's access to the account in FMIS prior to returning any data on the web page. Users must have access to payroll screen(s) in FMIS in order to view any payroll data in Contracts and Grants. Additionally the system will only return accounts that have records in the CGS module in FMIS.

7.4 NAVIGATIONAL LINKS

On every page there is a 'Return to Main Option' navigational link at the top right. This link will return to the Contracts and Grants Main Menu.

7.5 INQUIRE ON BUDGET STATUS REPORT

The Inquire on Budget Status Report feature is used to display the attribute and balance information for an account. The information is similar to screens 006, 606 and 619, in FMIS. To use this feature, click on the menu option. The system will return a listing of the first 50 CGS SL accounts that the user has access to.

[<< RETURN TO MAIN OPTION](#)

CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS
SELECT ACCOUNT

MY ACCOUNTS 50 account(s) found [Displaying 1 to 10]

CAMPUS CODE	ACCOUNT NO.	TITLE	RESPONSIBLE PERSON	F.O.
MA	380030	MADEY/SZARMES FAC REN WATANABE HALL	KARIMOTO, CAROL	00075
MA	380770	SALARY SUPPORT FOR RAGAIY ZIDAN	JENSEN, CRAIG	00075
MA	380838	TRAVEL AWARD FROM RTRF	TERAMURA, ALAN	00075
MA	380839	FY99 RTRF FACULTY TRAVEL	HAYES, CHARLES	00075
MA	381489	NMR SPECTROMETER-MATCHING	HEAD, JOHN	00075
MA	381518	RESEARCH RELATIONS FUND - FOK	FOK, AGNES	00075
MA	381640	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
MA	381641	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
MA	381642	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
MA	381644	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075

<< No Previous Matches
Next Matches >>

GOTO PAGE [1 2 3 4 5]

SEARCH FOR ACCOUNT CODE

Account Code:

Campus:

FO Code:

Fiscal Year:

Processing Month:

Records Per Screen:

HOW TO DO AN ACCOUNT SEARCH

- Specify a fiscal year or processing month only if you want balances for a period other than the current.
- Search will return 10 matches by default.

Figure 7.3 – Inquire on budget status page

The initial list is sorted by account number. The listing can be re-sorted by clicking on any of the column headers. Clicking on the same column header will toggle the sequence from ascending to descending as indicated by the arrow. The Previous Matches, Next Matches and page number links are used to display different portions of the list.

There are also search fields to filter the list or find other accounts. Entering data in more than one search field will narrow the result set. A limit of 50 records will be returned.

- Account Code – Either starting values or the complete account code may be entered.
- Campus – Select a campus from the selection box.
- FO Code – Enter the five-digit FO code.
- Fiscal Year – Enter the fiscal year. If no fiscal year is specified, the current fiscal year will be used.
- Processing Month – Select the processing month that you want balances as of.
- Records Per Screen – To display more than 10 records per screen, select a different value from the selection box.

Clicking on Search or pressing ENTER will initiate the search.

To select an account, click on any portion of the text. The system will return the Budget Status page.

<< SEARCH FOR OTHER ACCOUNT		<< RETURN TO MAIN OPTION					
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS		VIEW BUDGET STATUS					
Account: 381644	MICROBIOLOGY - FACIL SVCS						
CC: MA	FO: 00075 KARIMOTO, CAROL	Award ID: 08483					
FY: 2004	PI: PATEK, PAUL	Award Period: 07/01/2003 - 06/30/2004					
Balances as of April, 2004							
Sub Code	Description	Budget	Inception To Date Expenditures	Fiscal Year-To-Date Expenditures	Current Month Expenditures	Encumbrances	Budget Balance Available
****	TOTAL REVENUE		-24806.00	-24806.00			24806.00
1100	SALARIES & WAGES		706.10	706.10			-706.10
1105	FRINGE BENEFITS		93.43	93.43			-93.43
1107	MATERIALS & SUPPLIES		107.30	107.30		2412.08	-2519.38
1113	REPAIRS		1043.84	1043.84			-1043.84
1117	OTHERS	20306.00					20306.00
****	TOTAL DIRECT	20306.00	1950.67	1950.67		2412.08	15943.25
****	TOTAL INDIRECT COSTS						
****	TOTAL COSTS	20306.00	1950.67	1950.67		2412.08	15943.25
****	NET REV & EXP	20306.00	-22855.33	-22855.33		2412.08	40749.25
Top of Listing							
Open Commitments		RCUH Suspense		Subcode Summary			
Download Data							

Figure 7.4 – Budget Status page

The Budget Status page has general attribute information at the top and balance details in the middle. Buttons for the functions are at the bottom. A navigational link 'Search for other account' is provided at the top left. This link will return to the Inquire on budget status page with the initial listing of accounts. There is also a 'Top of Listing' link at the bottom of the balance section. This link will shift the page to the top of the attribute section.

The balances are summarized by budget pool totals with appropriate subtotals.

Additional attribute information can be viewed by clicking on the account number. This will display the Account Attribute page.

<< RETURN TO ACCOUNT		<< RETURN TO MAIN OPTION	
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS		VIEW ACCOUNT ATTRIBUTES	
Account: 381644	MICROBIOLOGY - FACIL SVCS		
General Attributes		Contract and Grant Attributes	
Responsible Person:	PATEK, PAUL	Account Status:	0
Resp Per Title:	CHAIRPERSON	Payment Method:	9
Fiscal Officer:	00075	Account Rollup Code 1:	00364
Division:	BB	Account Rollup Code 2:	00240
School:	57	Account Rollup Code 3:	00001
Executive Level:	41	Award ID:	08483
Department:	00505	Award Start Date:	07/01/2003
Sub-Department:	AE	Award End Date:	06/30/2004
Fund Group:	11	Cost Sharing:	N
Security Code:	075	Sub Recipient:	N
Fund:	R	Program Income:	N
Appropriation:	860	Pre Award:	N
ABR:	1	On/Off Campus:	N
Budget Suppress:	R	Indirect Cost Base:	99
Freeze Flag:	N	Indirect Cost Rate:	0.0000
Delete Flag:	N		

Figure 7.5 – Account attribute page

The Account Attribute page displays all the attributes that would be found on either screen 006 or 606 in FMIS. To return back to the Budget Status page, click on the navigational link, 'Return to account', at the top left of the page.

Award attribute information can also be displayed by clicking on the award number. This will display the Award attribute page.

<< RETURN TO ACCOUNT		<< RETURN TO MAIN OPTION	
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS		VIEW AWARD ATTRIBUTES	
Award ID:	08483		
Title:	FY2004 RSCH & TRNG REVOLV FUND		
Sponsor:	09990		
Sponsor Name:	Miscellaneous		
Reporting FO:	00019		
Award No:			
Project Start Date:	07/01/2003		
Project End Date:	06/30/2010		
Project Amount:	0.00		
Award Type:	4		
Expanded Authority:	N		
CAS Flag:	Y		
CFDA No:			
Federal Pass Thru Flag:	N		
Pass Thru Agency:			
ORS Responsible Code:	39		

Figure 7.6 – Award attribute page

The Award Attribute page displays the attributes that would be found on screen 604 in FMIS. To return back to the Budget Status page, click on the navigational link, 'Return to account', at the top left of the page.

7.5.1 FUNCTIONS

7.5.1.1 Open Commitments

The Open Commitments function will display a listing of any outstanding commitments. The information is similar to what is displayed on screen 021 in FMIS.

<< RETURN TO ACCOUNT		<< RETURN TO MAIN OPTION					
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS		VIEW OPEN COMMITMENTS					
Account:	381644						
CC:	MA	FO:	KARIMOTO, CAROL				
FY:	2004	Resp Person:	PATEK, PAUL				
Sub Code	Document Ref	Document Date	Description	Original Amount	Liquidated Amount	Adjusted Amount	Current Balance
7729	P255600	04/02/2004	DELL COMPUTER CORP	2412.08	0.00	0.00	2412.08
			Total	2412.08	0.00	0.00	2412.08

Figure 7.7 – Open commitment page

To return back to the Budget Status page, click on the navigational link, 'Return to Account', at the top left of the page.

7.5.1.2 RCUH Suspense

The RCUH Suspense function will display any transactions that are posted to the RCUH Financials but have not been accepted by FMIS. These transactions are transmitted to FMIS via the FREDI feed.

<< RETURN TO ACCOUNT										<< RETURN TO MAIN OPTION						
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS										VIEW RCUH SUSPENSE						
Account: 659684		2002 ADMIN PDAT														
CC: MA		FO: 00007 HAMAKAWA, SHIRLEY S M					Award ID: 11888									
FY: 2005		PI: CHING, D.					Award Period: 05/01/2002 - 04/30/2005									
RCUH Proj	Campus	FMIS Acct	RCUH Batch Date	RCUH TC	RCUH BudCat	FMIS Subcode	Description	Expenditures	Encumbrances	Doc Date	FMIS Ref 1	FMIS Ref 2	Error Desc	Award End Date	RCUH Ovr	HORS Ovr
659684	MA	659684	092603	21	4550	4550	LOO, TRACY LYNNE	1,304.50	0.00	061103	Z635867	494881	INSUFF FUNDS	04302005	*	
659684	MA	659684	121603	22	3300	3300	EASTSIDE GRILL	101.56	0.00	102803	Z660448	512854	INV PO NUMBER	04302005	*	
659684	MA	659684	092603	21	4850	4850	LOO, TRACY LYNNE	315.00	0.00	060503	Z635867	494881	INSUFF FUNDS	04302005	*	
659684	MA	659684	092603	21	4551	4551	LOO, TRACY LYNNE	270.00	0.00	061103	Z635867	494881	INSUFF FUNDS	04302005	*	
659684	MA	659684	092603	21	4450	4450	LOO, TRACY LYNNE	591.71	0.00	060403	Z635867		INSUFF FUNDS	04302005	*	
659684	MA	659684	091903	21	4340	4340	MAUI ECONOMIC OP	198.32	0.00	020903	A007018	493122	INSUFF FUNDS	04302005	*	
659684	MA	659684	100703	21	4240	4240	LEGAL AID SOCIET	328.00	0.00	062503	A007122	497320	INSUFF FUNDS	04302005	*	
659684	MA	659684	110603	11	3300	3300	EASTSIDE GRILL	0.00	140.00	103003	Z660448		INSUFF FUNDS	04302005		
							TOTAL SUSPENDED	3,109.09	140.00							
<div style="background-color: #008080; color: white; padding: 5px; display: inline-block; border: 1px solid black;">Download Data</div>																

Figure 7.8 – RCUH Suspense page

To download the data, click on the Download Data button. The system will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account_RCUH.csv*.

7.5.1.3 Subcode Summary

The Subcode Summary function will display the budget status information with balances by subcode. This information is more detailed than the budget pool totals that is initially displayed. The same display is retrieved from the Inquire on budget status subcode summary feature. See that section for details.

<< SEARCH FOR OTHER ACCOUNT										<< RETURN TO MAIN OPTION						
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS										VIEW BUDGET STATUS						
Account: 382549		Y2K US JAPAN MEETING														
CC: MA		FO: 00075 KARIMOTO, CAROL					Award ID: 06072									
FY: 2004		PI: OLSEN, STEPHEN					Award Period: 12/12/1999 - 06/30/2001									
Balances as of April, 2004																
Sub Code	Description	Budget	Inception To Date Expenditures	Fiscal Year-To-Date Expenditures	Current Month Expenditures	Encumbrances	Budget Balance Available									
0211	FEDERAL GRANTS/CONTRACTS, OH		-1500.00				1500.00									
****	TOTAL REVENUE		-1500.00				1500.00									
1117	OTHERS	1500.00					1500.00									
7200	OTHER CURRENT EXPENDITURES		1500.00				-1500.00									
1117	OTHERS SUBTOTAL	1500.00	1500.00													
****	TOTAL DIRECT	1500.00	1500.00													
	INCURRED IDC															
****	TOTAL INDIRECT COSTS															
****	TOTAL COSTS	1500.00	1500.00													
****	NET REV & EXP	1500.00					1500.00									
Top of Listing																
Open Commitments			RCUH Suspense			Current Month Activity			Detail Payroll			BSR				
<div style="background-color: #008080; color: white; padding: 5px; display: inline-block; border: 1px solid black;">Download Data</div>																

Figure 7.9 – Subcode summary page

7.5.1.4 Download Data

The Download Data function is used to download the information displayed on the page. The system will generate a comma separated values file which can be saved or opened directly in Excel. The file generated is named *account.csv*.

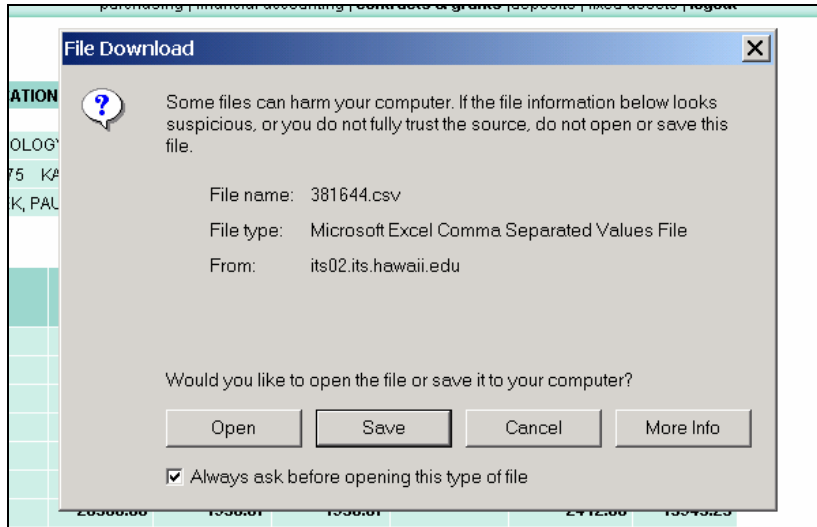


Figure 7.9 – Download prompt

To open the file in Excel, click on the Open button. To save the file, click on Save.

7.6 INQUIRE ON BUDGET STATUS SUBCODE SUMMARY

The Inquire on Budget Status Subcode Summary feature is used to display the attribute and balance information for an account. The information is similar to screens 006, 606 and 619, in FMIS. The difference between this feature and the Budget Status Report feature is that this feature lists balances by subcode whereas the Budget Status Report feature lists balances by budget pool. To use this feature, click on the menu option. The system will return a listing of the first 50 CGS SL accounts that the user has access to.

<< RETURN TO MAIN OPTION				
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS				SELECT ACCOUNT
MY ACCOUNTS		<i>50 account(s) found [Displaying 1 to 10]</i>		
CAMPUS CODE	ACCOUNT NO.	TITLE	RESPONSIBLE PERSON	F.O.
MA	380030	MADEYSZARMES FAC REN WATANABE HALL	KARIMOTO, CAROL	00075
MA	380770	SALARY SUPPORT FOR RAGAIY ZIDAN	JENSEN, CRAIG	00075
MA	380838	TRAVEL AWARD FROM RTRF	TERAMURA, ALAN	00075
MA	380839	FY99 RTRF FACULTY TRAVEL	HAYES, CHARLES	00075
MA	381489	NMR SPECTROMETER-MATCHING	HEAD, JOHN	00075
MA	381518	RESEARCH RELATIONS FUND - FOK	FOK, AGNES	00075
MA	381640	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
MA	381641	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
MA	381642	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
MA	381644	MICROBIOLOGY - FACIL SVCS	PATEK, PAUL	00075
<< No Previous Matches			Next Matches >>	
GOTO PAGE [1 2 3 4 5]				
SEARCH FOR ACCOUNT CODE		HOW TO DO AN ACCOUNT SEARCH		
Account Code:	<input type="text"/>	<ul style="list-style-type: none"> ▪ Specify a fiscal year or processing month only if you want balances for a period other than the current. ▪ Search will return 10 matches by default. 		
Campus:	<input type="text" value="UH - Manoa"/>			
FO Code:	<input type="text" value="00075"/>			
Fiscal Year:	<input type="text"/>			
Processing Month:	<input type="text" value="Current Month"/>			
Records Per Screen:	<input type="text" value="10 records"/>			
<input type="button" value="Search"/>				

Figure 7.10 – Inquire on budget status subcode summary

This page is exactly the same as the Inquire on budget status report page. See that section for details.

When an account is selected, the system displays the Subcode Summary page. This display is similar to what is displayed when the Subcode Summary button is clicked from the Budget Status Report page.

<< SEARCH FOR OTHER ACCOUNT
<< RETURN TO MAIN OPTION

CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS
VIEW BUDGET STATUS

Account: 382549	Y2K US JAPAN MEETING		
CC: MA	FO: 00075	KARIMOTO, CAROL	Award ID: 06072
FY: 2004	PI: OLSEN, STEPHEN	Award Period: 12/12/1999 - 06/30/2001	

Balances as of April, 2004

Sub Code	Description	Budget	Inception To Date Expenditures	Fiscal Year-To-Date Expenditures	Current Month Expenditures	Encumbrances	Budget Balance Available
0211	FEDERAL GRANTS/CONTRACTS, OH		-1500.00				1500.00
****	TOTAL REVENUE		-1500.00				1500.00
1117	OTHERS	1500.00					1500.00
7200	OTHER CURRENT EXPENDITURES		1500.00				-1500.00
1117	OTHERS SUBTOTAL	1500.00	1500.00				
****	TOTAL DIRECT	1500.00	1500.00				
	INCURRED IDC						
****	TOTAL INDIRECT COSTS						
****	TOTAL COSTS	1500.00	1500.00				
****	NET REV & EXP	1500.00					1500.00

Top of Listing

Open Commitments
RCUH Suspende
Current Month Activity
Detail Payroll
BSR

Download Data

Figure 7.11 – Subcode summary page

Similar to the Budget Status Report page, the Subcode Summary page provides access to additional attribute information by clicking on the account or award.

7.6.1 FUNCTIONS

7.6.1.1 Open Commitments

The Open Commitments function operates the same as in the Inquire on Budget Status Report section. See that section for details.

7.6.1.2 RCUH Suspende

The RCUH Suspende function operates the same as in the Inquire on Budget Status Report section. See that section for details.

7.6.1.3 Current Month Activity

The Current Month Activity function will display a listing of the transactions for the current month. The information is similar to what is displayed on screen 027 in FMIS.

<< RETURN TO ACCOUNT
<< RETURN TO MAIN OPTION

CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS
VIEW CURRENT MONTH TRANSACTIONS

Account: 651020	SCICEX-AMERASIAN BASIN
CC: MA	FO: 00080 INOUYE, CHRISTINE
FY: 2004	Resp Person: EDWARDS, MARGO

Transactions for the month of April, 2004

Sub Code	Trans Code	Ref 1	Document Date	Ref 2	Description	Expenditure Amount	Encumbrance Amount	P.F.	Check No	Check Date	Offset Account	Offset Campus	System Date
3015	047	A080194	04/15/2004	550417	ENGELS, JENNIFER L	15.80	0.00		550417	04/15/2004			04/15/2004
9100	052	1651020	04/08/2004		INDIRECT COST		276.46						04/08/2004
9100	054	1651020	04/08/2004		INDIRECT COST		-276.46						04/08/2004
9100	062	FHWR953	04/16/2004	IC02183	INDIRECT COST	5.74	0.00				0504892833	SW	04/17/2004
9100	052	1651020	04/16/2004		INDIRECT COST		276.46						04/17/2004
9100	054	1651020	04/16/2004		INDIRECT COST		-276.46						04/17/2004
9100	052	1651020	04/24/2004		INDIRECT COST		276.46						04/24/2004
9100	054	1651020	04/24/2004		INDIRECT COST		-276.46						04/24/2004
	***				End of data	21.54	0.00						

Download Data

Top of Listing
 02x = Budget transactions
 03x = Cash Receipt transactions
 04x = Cash Disbursement transactions
 05x = Encumbrance transactions
 06x = Journal Voucher transactions

Figure 7.12 – Current month activity page

To return back to the Subcode Summary page, click on the navigational link, 'Return to Account', at the top left of the page. To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel.

The data downloaded is what is displayed on the screen. The file generated is named *account_trans.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '*** More transactions available' instead of 'End of data'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

7.6.1.4 Detail Payroll

The Detail Payroll function displays the current month's detail payroll charges. The payroll data is summarized by salary categories. Only users with access to the FMIS payroll screens can access this function.

<< RETURN TO ACCOUNT		<< RETURN TO MAIN OPTION							
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS		VIEW DETAIL PAYROLL							
Account: 651083	NAG5-13373 DIVERSITY OF COMETS								
CC: MA	FO: 00134 KAUKALI, CHRIS								
FY: 2004	Resp Person: JEWITT, DAVID								
Payroll from 04/01/2004 through 04/30/2004									
SSN	Name	Service Date	Salaries & Wages	Overload	Casual	Student Help - Regular	Student Help - Work Study	Fringe Benefits	Total Payroll
004-96-9231	GARLAND, CATHERINE A	03/15/2004	887.00					84.65	971.65
***	Total Payroll Date 04/05/2004		887.00					84.65	971.65
004-96-9231	GARLAND, CATHERINE A	03/31/2004	887.00					84.65	971.65
***	Total Payroll Date 04/20/2004		887.00					84.65	971.65
***	Total Period Selected		1774.00					169.30	1943.30
Download Data									

Figure 7.13 – Detail payroll page

To return back to the Subcode Summary page, click on the navigational link, 'Return to Account', at the top left of the page. To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account_payroll.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '**** More transactions available'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

7.6.1.5 BSR

The BSR function will display the Budget Status Report page which displays similar information but has balance totals summarized by budget pools. The same display is retrieved from the Inquire on budget status report feature. See that section for details.

<< SEARCH FOR OTHER ACCOUNT		<< RETURN TO MAIN OPTION					
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON BUDGET STATUS		VIEW BUDGET STATUS					
Account: 382549	Y2K US JAPAN MEETING						
CC: MA	FO: 00075 KARIMOTO, CAROL	Award ID: 06072					
FY: 2004	PI: OLSEN, STEPHEN	Award Period: 12/12/1999 - 06/30/2001					
Balances as of April, 2004							
Sub Code	Description	Budget	Inception To Date Expenditures	Fiscal Year-To-Date Expenditures	Current Month Expenditures	Encumbrances	Budget Balance Available
****	TOTAL REVENUE		-1500.00				1500.00
1117	OTHERS	1500.00	1500.00				
****	TOTAL DIRECT	1500.00	1500.00				
****	TOTAL INDIRECT COSTS						
****	TOTAL COSTS	1500.00	1500.00				
****	NET REV & EXP	1500.00					1500.00
Top of Listing							
Open Commitments		RCUH Suspense		Subcode Summary			
Download Data							

Figure 7.14 – BSR page

7.6.1.6 Download Data

The Download Data feature will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account.csv*.

7.7 INQUIRE ON CONSOLIDATED BUDGET STATUS REPORT

The Inquire on Consolidated Budget Status Report feature is used to display attribute and balance information for a consolidation of account(s). The consolidation could be an award id or an account rollup code. The information is similar to what is on screen 618 in FMIS.

<< RETURN TO MAIN OPTION	
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON CONSOLIDATION STATUS	
STEP 1 - SELECT CONSOLIDATION	
SELECT CONSOLIDATION	HOW TO SPECIFY CONSOLIDATION
Consolidation ID : <input type="text"/>	* Specify a fiscal year only if you want transactions for a fiscal year other than the current fiscal year.
Consolidation Option : <input type="text" value="Award ID"/>	
Processing Month : <input type="text" value="Current Month"/>	
Fiscal Year : <input type="text"/>	
<input type="button" value="View Consolidation"/>	

Figure 7.15 – Consolidated Status selection page

The selection fields are:

- Consolidation ID – The complete 5-digit award ID or account rollup code must be entered
- Consolidation Option – Select the consolidation option for the consolidation ID from the selection box
- Processing Month – Select the processing month that the balances should be as of
- Fiscal Year – Enter the fiscal year. If no fiscal year is specified, the current fiscal year will be used

To initiate the query, click on View Consolidation or press ENTER.

<< SELECT OTHER CONSOLIDATION		<< RETURN TO MAIN OPTION					
CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON CONSOLIDATED BUDGET STATUS				VIEW BUDGET STATUS			
Consolidation ID: 00408		91-142 HAW BIRTH DEFECTS PROG		Listing of Consolidated Accounts			
Award No:		Sponsor: 11300 Dept of Health					
PI: KOLONEL, LAURENCE		FO: 00027 FRENCH, ALEXANDRA					
Award End: 12/31/91		FY: 2004					
Balances as of April, 2004							
Sub Code	Description	Budget	Inception To Date Expenditures	Fiscal Year-To-Date Expenditures	Current Month Expenditures	Encumbrances	Budget Balance Available
1100	SALARIES & WAGES	145466.00	158173.55	0.00	0.00	0.00	-12707.55
1105	FRINGE BENEFITS	29093.00	0.00	0.00	0.00	0.00	29093.00
1107	MATERIALS & SUPPLIES	4000.00	0.00	0.00	0.00	0.00	4000.00
1108	TRAVEL-DOMESTIC	5500.00	0.00	0.00	0.00	0.00	5500.00
1110	PRINT & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	500.00
1116	EQUIPMENT	7000.00	5156.11	0.00	0.00	0.00	1843.89
1117	OTHERS	15623.00	43847.97	0.00	0.00	0.00	-28224.97
****	TOTAL DIRECT	207182.00	207177.63	0.00	0.00	0.00	4.37
0000	INCURRED IDC	0.00	0.00	0.00	0.00	0.00	0.00
****	TOTAL INDIRECT	0.00	0.00	0.00	0.00	0.00	0.00
****	TOTAL COSTS	207182.00	207177.63	0.00	0.00	0.00	4.37
Listing of Consolidated Accounts							
Campus	Account	Budget	Inception To Date Expenditures	Fiscal Year-To-Date Expenditures	Current Month Expenditures	Encumbrances	Budget Balance Available
MA	433788	207182.00	207177.63	0.00	0.00	0.00	4.37
**	TOTAL	207182.00	207177.63	0.00	0.00	0.00	4.37
<input type="button" value="Download Data"/>							

Figure 7.16 – Consolidated budget status page

The page has attribute information about the consolidation ID at the top. In the middle is the consolidated balances by budget pool. At the bottom is a listing of the account(s) in the consolidation with balances for each account. There is a navigational link at the top right, 'Listing of Consolidated Accounts', which will shift the display to the portion of the page that has the account listing.

To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *consolidationid.csv*.

The system has a limit of 325 accounts per consolidation. If the query returns more than 325 accounts, the budget pool balances will be displayed but the listing of accounts will not. Both the online display and the download have the 325 account limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the accounts are sent by passing last/next isn values.]*

To select another consolidation, click on the navigational link at the top left, 'Select other consolidation'.

7.8 INQUIRE ON TRANSACTION DETAIL

The Inquire on Transaction Detail feature is used to retrieve a listing of transactions for an account for a specified period. This feature is the same as the one in the Financial Accounting module. The system limits the query to 150 records. The selection fields can be used to filter the list.

Figure 7.17 – Transaction detail selection page

The selection fields are:

- Account Code – The complete account code must be entered.
- Subcode – The complete subcode must be entered. If nothing is entered, the system will return all subcodes for the specified account.
- Campus – Select a campus from the selection box.
- Starting Month – Select the starting processing month for the transactions. The default is the current month.
- Ending Month – Select the ending processing month for the transactions. The default is the current month.
- Fiscal Year – Enter the fiscal year. If no fiscal year is specified, the current fiscal year will be used.

Clicking on View Transactions or pressing ENTER will initiate the query.

Sub Code	Trans Code	Ref 1	Document Date	Ref 2	Description	Expenditure Amount	Encumbrance Amount	P/F	Check No	Check Date	Offset Account	Offset Campus	System Date
3015	047	A080194	04/15/2004	550417	ENGELS, JENNIFER L	15.80	0.00		550417	04/15/2004			04/15/2004
9100	052	1651020	04/08/2004		INDIRECT COST		276.46						04/08/2004
9100	054	1651020	04/08/2004		INDIRECT COST		-276.46						04/08/2004
9100	062	FHWR953	04/16/2004	IC02183	INDIRECT COST	5.74	0.00				0504892833	SW	04/17/2004
9100	052	1651020	04/16/2004		INDIRECT COST		276.46						04/17/2004
9100	054	1651020	04/16/2004		INDIRECT COST		-276.46						04/17/2004
9100	052	1651020	04/24/2004		INDIRECT COST		276.46						04/24/2004
9100	054	1651020	04/24/2004		INDIRECT COST		-276.46						04/24/2004
	***				End of data	21.54	0.00						

Figure 7.18 – Transaction detail page

The transaction detail page displays information similar to what is on screen 027 in FMIS. This display is the same as the Current Month Activity display from the Budget Subcode Summary page. The difference is this query can display selected periods whereas the current month activity just displays the transactions for the selected month.

To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account_trans.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '*** More transactions available' instead of 'End of data'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

To select another account, click on the navigational link at the top left, 'Select other transactions'.

7.9 INQUIRE ON PAYROLL DETAIL

The Inquire on Payroll Detail feature is used to retrieve a listing of payroll charges for an account for a specified period. This feature is the same as the one in the Financial Accounting module. The system limits the query to 150 records. The selection fields can be used to filter the list.

[<< RETURN TO MAIN OPTION](#)
STEP 1 - SELECT ACCOUNT

CONTRACTS AND GRANTS

SELECT PAY PERIOD	HOW TO SPECIFY PAYROLL
Account Code : <input style="width: 80%;" type="text"/>	* Specify dates in MM/DD/YYYY format. * If only one date is specified, it will be used for both starting and ending dates.
Campus : <input style="width: 80%;" type="text" value="UH - System"/>	
Starting Date : <input style="width: 80%;" type="text"/>	
Ending Date : <input style="width: 80%;" type="text"/>	
<input style="background-color: #004d40; color: white; padding: 2px 10px;" type="button" value="View Detail Payroll"/>	

Figure 7.19 – Payroll detail selection page

The selection fields are:

- Account Code – Enter the complete six-digit account code
- Campus – Select a campus from the selection box
- Starting Date – Date must be specified in MM/DD/YYYY format
- Ending Date – Date must be specified in MM/DD/YYYY format

If only one date (starting or ending) is specified, then it is used for both dates.

Clicking on View Detail Payroll or pressing ENTER will initiate the query.

<< SELECT OTHER PAY PERIOD
<< RETURN TO MAIN OPTION

CONTRACTS AND GRANTS APPLICATION OPTIONS - INQUIRE ON DETAIL PAYROLL
[VIEW DETAIL PAYROLL](#)

Account: 651083	NAG5-13373 DIVERSITY OF COMETS
CC: MA	FO: 00134
FY: 2004	Resp Person: JEWITT, DAVID

Payroll from 04/01/2004 through 06/30/2004

SSN	Name	Service Date	Salaries & Wages	Overload	Casual	Student Help - Regular	Student Help - Work Study	Fringe Benefits	Total Payroll
004-96-9231	GARLAND, CATHERINE A	03/15/2004	887.00					84.65	971.65
***	Total Payroll Date 04/05/2004		887.00					84.65	971.65
004-96-9231	GARLAND, CATHERINE A	03/31/2004	887.00					84.65	971.65
***	Total Payroll Date 04/20/2004		887.00					84.65	971.65
004-96-9231	GARLAND, CATHERINE A	04/15/2004	887.00					84.65	971.65
***	Total Payroll Date 05/05/2004		887.00					84.65	971.65
***	Total Period Selected		2661.00					253.95	2914.95

Figure 7.20 – Payroll detail page

The payroll data is summarized by salary categories. Only users with access to the FMIS payroll screens can access this function.

To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account_payroll.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '*** More transactions available'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

To select another account or pay period, click on the navigational link at the top left, 'Select other pay period'.