

View Grant Attributes

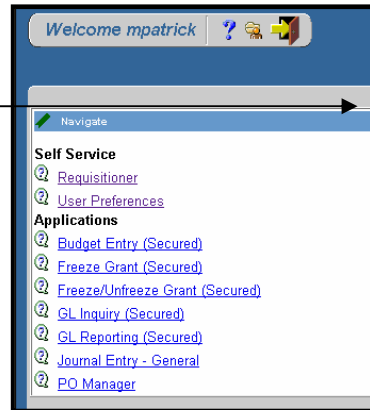
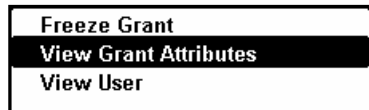
Responsibility: Freeze Grant (Secured), Freeze/Unfreeze Grant (Secured),
GL Inquiry & PO Manager

02/23/07

Choosing a Responsibility

- You will only see the Ben Financials responsibilities to which you have access.

- Click on **Freeze Grant (Secured)**. You can select from the options below:



Select the **View Grant Attributes** navigation path. The Fund Info window appears in query mode – you can query on a specific fund at this point.

- Enter a Fund; Click on **[Find]**

Fund Info Window

Fund	530319	3-P41-RR02483-10	Enabled	Resp Org	0103	BIOLOGY
Account Start Date	01-SEP-1996	Report Frequency Code	F			
Current Budget End Date	31-OCT-1999	Adjustment Period End Date	31-DEC-1999			
Account End Date	31-OCT-1999	Next Fin Report Due	21-FEB-2000			
Days to Submit Final Report	90	Final Report Submitted	21-FEB-2000			
Fund Purpose	10	Sponsored Research	LOC Transaction ID	8-P1RR02483E		
PI Name	PEACHEY, LEE	CFDA Number	93.371			
Sponsor Code	1110	National Institutes of Health	Bud Pd 1 End Date	31-OCT-1999		
Report Format Code	03	E FSR-SF269	Bud Pd 2 End Date			
Bill Format Code			Bud Pd 3 End Date			
Bill Freq Code			Bud Pd 4 End Date			
LOC Rpt Status	C		Bud Pd 5 End Date			

The information in this reflects information found in COA Inquiry for grant fund attributes and it should match the data found on the Account Information Sheet (AIS).

Buttons at the Bottom

Freeze Status

Click on this button to move to the Freeze Status Window.

- View Freeze Status of all freeze categories

Action History

Click on this button to move to the Action History Window.

- View the history of all freeze actions
- Dates of all freeze/unfreeze actions
- User ID of person performing action
- Free-form comments that may be available

What to Do/Consider Before Freezing?

Manual On-line Journal Entries

- Have wayward transactions been removed?
- Are there any unallowable charges that need to be moved?
- Are there outstanding billings from other depts.?
- Are there any encumbrances that need manual off sets?
- Does the account have deficit which needs to be cleared?
- Have all POs been Finally Closed?

C-Forms

- Has Travel/AP processed forms submitted?
- Any current travel or travel not reconciled?
- Have sub-contracts not on POs been paid?

New Requisitions & POs

- Have you notified PO Manager users who use the grant - that it should be no longer used?
- Are you sure that no new purchases are planned?

Feeder Systems

- Outstanding charges from Procurement Card suppliers?
- Have you notified all feeders of new fund number?
- Have you notified all Procurement Card holders who use the grant?

Payroll

- Have all payroll distributions been updated?**
- Are there outstanding payroll reallocations?**

Function Override

- Consider all of the above.
- Only Research Services (ORS) can freeze/unfreeze fund.

General

- Freeze will affect all ORGs using fund

Freeze Grant

Responsibility: Freeze Grant (Secured), Freeze/Unfreeze Grant (Secured)

Select the **Freeze Grant** navigation path. The Fund Info window appears in query mode – you can query on a specific fund at this point.

- Enter a Fund; click on **[Find]**

Fund Info Window

Fund	530319	8-P41-RR02483-10	Enabled	<input checked="" type="checkbox"/>	Resp Org	0103	BIOLOGY
Account Start Date	01-SEP-1996	Report Frequency Code	F				
Current Budget End Date	31-OCT-1999	Adjustment Period End Date	31-DEC-1999				
Account End Date	31-OCT-1999	Next Fin Report Due	21-FEB-2000				
Days to Submit Final Report	90	Final Report Submitted	21-FEB-2000				
Fund Purpose	10	Sponsored Research	LOC Transaction ID	8-P1RR02483B			
PI Name	PEACHEY, LEE	CFDA Number	93.371				
Sponsor Code	1110	National Institutes of Health	Bud Pd 1 End Date	31-OCT-1999			
Report Format Code	03	E FSR-SF269	Bud Pd 2 End Date				
Bill Format Code			Bud Pd 3 End Date				
Bill Freq Code			Bud Pd 4 End Date				
LOC Rpt Status	C		Bud Pd 5 End Date				

- Click on **[Freeze Status]**

Fund	530319	8-P41-RR02483-10	Enabled	<input checked="" type="checkbox"/>	Resp Org	0103	BIOLOGY
Account Start Date	01-SEP-1996	Code	F				
Current Budget End Date	31-OCT-1999	Date	31-DEC-1999				
Account End Date	31-OCT-1999	Due	21-FEB-2000				
Days to Submit Final Report	90	Submitted	21-FEB-2000				

Transaction Source	Function Override	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual JEs	C-FORMs	New	Feeders	Payroll			
Status	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54
Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date
Refreeze Date	Comments	Comments	Comments	Comments	Comments	Comments	Comments

From the Freeze Status window:

- Click on **"Choose Action"** drop down arrow

Select from one of the following:

Freeze ALL – CFORM – Feeders – Manual JE – PO – Payroll – Function Override

- Add Comment – why is it okay to freeze
- Click on **[Save]** to complete action
- Check marks in transaction source denotes **Frozen**

Freeze Categories:

All categories may be frozen during life of grant by end users with access.

- Manual JEs – Frozen by system at Adjustment Period End Date (APED)
- C-Forms - Frozen by system at APED
- New Requisitions & POs – Frozen by system at PJED
- Feeder JEs - Frozen by system at APED
- Payroll – Frozen by system at APED

From the Freeze Status window:

- Click on **[Action History]**

Fund	530319	8-P41-RR02483-10	Enabled	<input checked="" type="checkbox"/>	Resp Org	0103	BIOLOGY
Record No	1	Transaction Source	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status Dt	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54	19-MAY-2000 15:54
Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date	Refreeze Date
Account End	Rpt Days	Adj Pd End	Comments	Fund is in the Reporting Period			
31-OCT-1999	90						

These fields show the Transaction Sources frozen and on what date.

Freeze Grant Rules/Miscellaneous

- Transactions against a frozen category will hit ORG suspense object code 9599 (except for Payroll)
- Run 510.GA report to monitor suspense monthly
- Exemptions from freeze include ORS activity, mass allocations, invoices related to existing POs, budget entries, transactions in progress (e.g. PO)
- If PJED is before the 10th of the month, round APED down to prior period; after the 10th, round up
- In the Freeze Grant (Secured) and Freeze/Unfreeze Grant (Secured) responsibilities, you may only query a grant w/security access to RESP ORG
 - Without appropriate access, query will cause no records to be retrieved
 - To query freeze status of grants not w/i security, see View Grant Attributes
- The 138 report should be used in conjunction with freeze grant
- For further info on Freeze Grants, including the calculation of APEDs, visit the Office of Research Services web site:

<http://www.upenn.edu/researchservices/>