

View Grant Attributes

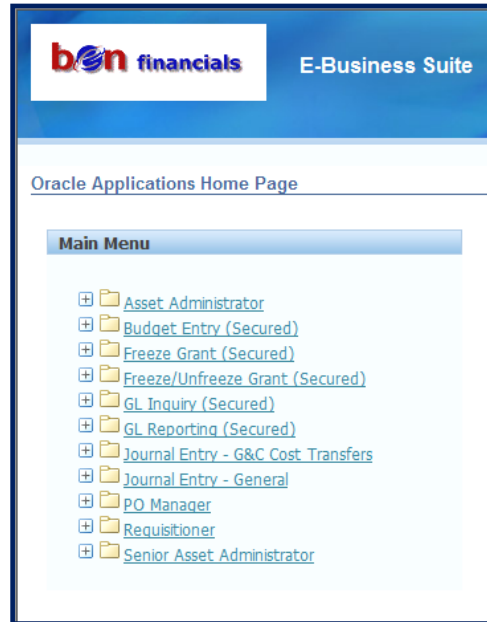
Responsibility: Freeze Grant (Secured),
Freeze/Unfreeze Grant (Secured),
GL Inquiry & PO Manager

05/06/13

Brackets ([]) indicate a button.

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:



BEN Helps 6-HELP (215-746-4357)
BEN Knows

<http://www.finance.upenn.edu/benknows/>

Fund Info Window

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 **[Find]**

Fund Info Window

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

- Are there any existing wayward or unallowable transactions outstanding?
- Are all Purchase Orders 'Finally Closed'?
- Is there a deficit/surplus?
- Do any encumbrances have to be removed manually?

C-Forms

- Has Accounts Payable processed all outstanding forms?
- Are all non-PO sub-contracts paid for?

New Requisitions & POs

- Did you notify all PO Managers/Requisitioners who use the grant?
- Any purchases planned?

Feeder Systems

- Outstanding Purchasing card transactions from any of the Purchasing Card holders who use the grant?
- 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 unfreeze fund.

General

- Freeze will affect all ORGs using fund

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

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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; [**Find**]

Fund Info Window

View Grant Attributes

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
 PI Name PEACHEY,LEE LOC Transaction ID 8-P1RR02483B
 Legacy Sponsor 1110 Sponsor 09470 Federal flow flag CFDA Number 93.371
 Sponsor Description NATIONAL INSTITUTES OF HEALTH Bud Pd 1 End Date 31-OCT-1999
 Report Format Code 03 E.FSR-SF289 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

Freeze Status Action History

- Click on [**Freeze Status**]

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Transaction Source Function Override
 Status Manual JEs C-FORMs New POs Feeders Payroll
 Date 01-JAN-2000 20:06 01-JAN-2000 20:06 31-OCT-1999 20:46 01-JAN-2000 20:06 01-JAN-2000 20:06
 Refreeze Date
 Date
 No other orgs use this fund CHOOSE ACTION Refreeze Date
 NONE SAVE Comments

Fund Info BACK

Helps locate wayward transactions

Refreeze date as set by Research Services (ORS)

Choose Action Options

From the Freeze Status window:

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

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 NONE SAVE Comments

Choose Action Write Comment

Select from one of the following:

- Freeze ALL
- Freeze CFORM
- Freeze Feeders
- Freeze Manual JE
- Freeze PO
- Freeze Payroll
- Set 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 security 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

Action History Window

From the Freeze Status window:

- Click on [**Action History**]

View Grant Attributes

Fund 530319 3-P41-RR02483-10 Enabled Resp Org 0103 BIOLOGY

Record No 2
 Transaction Source Manual JEs C-FORMs New POs Feeders Payroll
 Status Dt 01-JAN-2000 01-JAN-2000 31-OCT-1999 01-JAN-2000 01-JAN-2000
 Refreeze Dt
 Function Override
 Account End Rpt Days Adj Pd End Comments
 31-OCT-1999 90 31-DEC-1999 Fund is in the Reporting Peri

Record No 1
 Transaction Source Manual JEs C-FORMs New POs Feeders Payroll
 Status Dt 31-OCT-1999 20:46 31-OCT-1999
 Refreeze Dt
 Function Override
 Account End Rpt Days Adj Pd End Comments
 31-OCT-1999 90 31-DEC-1999 Fund is in the Adjustment Peri

Fund Info BACK

These fields show what Transaction Sources have been 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. incomplete 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 if you have security access to its RESP ORG
 - If you don't have appropriate access, your query will cause no records to be retrieved
 - To query the freeze status of a grant not within your security, go to 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/>