

View Grant Attributes

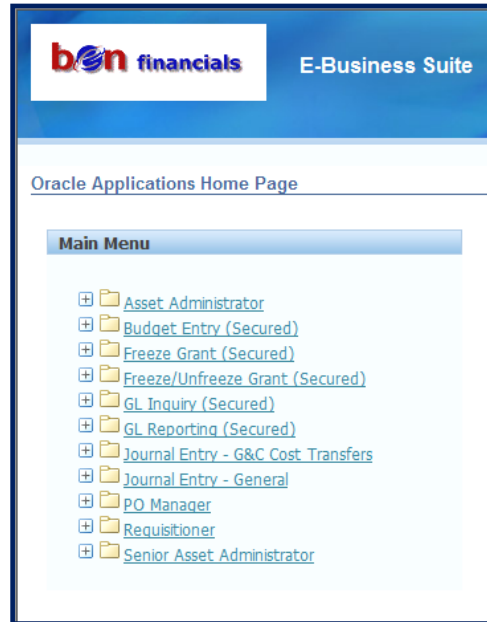
Responsibility: Freeze Grant (Secured),
Freeze/Unfreeze Grant (Secured),
GL Inquiry & PO Manager

04/18/17

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:



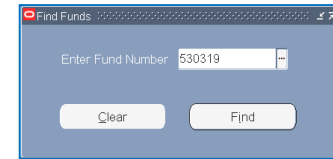
BEN Helps 6-HELP (215-746-4357)
BEN Knows

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

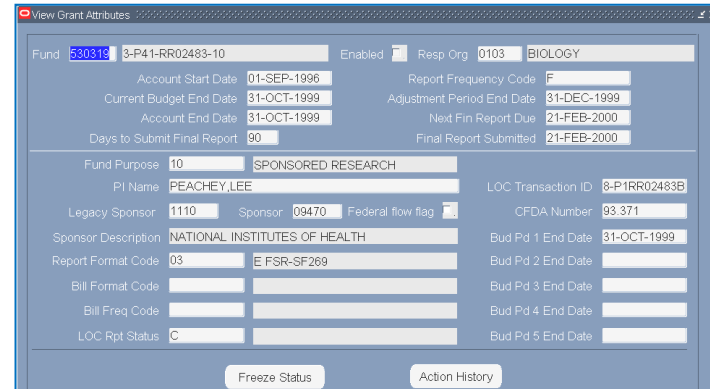
Fund Info Window

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?

PDA 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)

04/18/17

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

Fund Info Window

- Click on [**Freeze Status**]

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

Select from one of the following:

- Freeze ALL
- Freeze PDA FORM
- 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)
- PDA 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**]

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/>