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:

### 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]

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?

**Non-PO Payment Requests** (formerly known as 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
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**

- Click on [Freeze Status]

**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 (now Non-PO Payment Requests)
  - Freeze Feeders
  - Freeze Manual JEs
  - Freeze New POs
  - Freeze Payroll
  - Set Function Override
  - Add Comment – why is it okay to freeze
  - Click on [Save] to complete action

**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 (now Non-PO Payment Requests) - 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

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**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.

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**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/](http://www.upenn.edu/researchservices/)