GA End User FAQs

The answers to many commonly asked questions can be found here.

Obtaining Account Information- Questions

PTAOE Account Structure- Questions

Running Reports- Questions

Journal Entries- Questions

Preparing Grants for Closing- Questions

Obtaining Account Information- Answers

A1. To find project and task numbers when an award number has been issued:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **AWARD STATUS**.
4. On the **FIND AWARD STATUS** page, enter the award number and select **FIND**.
5. From the **AWARD STATUS** page, click the **PROJECT STATUS** button. Note the Project number.
6. From the **PROJECT STATUS** page, click the **TASK STATUS** button. Note the Task number.

Back to top

A2. To find preceding/succeeding account information:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **AWARD STATUS**.
4. On the **FIND AWARD STATUS** page, enter the current award number and select **FIND**.
5. The **AWARD STATUS** information will appear. Click the Award Inquiry button.
6. The **AWARD MANAGEMENT** window will appear. Find and click the **REFERENCES** tab.
7. The **REFERENCES** tab will include any preceding or succeeding account numbers. If one is not listed, a preceding account does not exist, the succeeding account has not been set up, or the updated information has not been entered yet. Please be patient and allow a few more days. You should receive an email notification once the award is completely set up and ready for use in the system.

Back to top

A3. To find the link and tracking numbers associated with an Award number:

1. Follow the steps for obtaining the Project Number.
2. Log into the Extramural Support Information System (WebESIS) website: http://ra.provost.uab.edu/esis/mainesis.asp.
3. Under the Projects heading in the left panel list, select Grant & Contract Lookup.
4. On the Grant & Contract Lookup page, there will be a drop-down search box. Since you will search by the Project number, select Account.
5. Enter the Project number and click view Projects
6. A Project List will appear. Note the link number for your project. Click on this link number to access project information.
7. Note the tracking number(s).

Back to top

A4. You can obtain current budget/available balance information through the **PROJECT STATUS** window:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **PROJECT STATUS**.
4. On the **PROJECT STATUS** page, enter the project number, and select **FIND**.
5. Review information regarding Project Name, Budget, Available Balance, etc.

You can also drill into this information through **AWARD STATUS** window:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **AWARD STATUS**.
4. On the **FIND AWARD STATUS** page, enter the ***award number*** and select **FIND**.
5. From here you can review the ***Award Name, Budget, Actual costs, Available balance,*** etc. You can also select the **AWARD MANAGEMENT** button to get the funding source name, start and end dates, etc. and drill into the **PROJECT STATUS**.

Back to top

A5. General information concerning awards, such as funding agency, begin and end dates, close dates, etc. can be found on the **PROJECT STATUS** screen:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **PROJECT STATUS**.
4. On the **PROJECT STATUS** page, enter the project number, and select **FIND**.
5. From the **PROJECT STATUS** page, click the **PROJECT** button.
6. Review the information.

You can also drill into this information using the Award number:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **AWARD STATUS**.
4. On the **FIND AWARD STATUS** page, enter the award number and select **FIND**.
5. From the **AWARD MANAGEMENT** Folder screen, click the **AWARD INQUIRY** button.
6. Review the information.

Back to top

A6. To see all tasks associated with a project:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **PROJECT STATUS**.
4. On the **PROJECT STATUS** page, enter the project number, and select **FIND**.
5. From the **PROJECT STATUS** page, click the **TASK STATUS** button.
6. A listing of all tasks will appear. For more information on a particular task, select the task and click the **TASK** button.

Back to top

A7. To find out the amount of money that has been received to date on an award:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **AWARD STATUS**.
4. On the **FIND AWARD STATUS** page, enter the award number and select **FIND**.
5. From the **AWARD STATUS** Page, click the **INVOICE REVIEW** button.
6. A **FIND INVOICES** screen will appear. Click **FIND**.
7. An **INVOICE SUMMARY** page will appear. From here you can see what has been invoiced to the Sponsor, and how much is still outstanding. If nothing is outstanding, then all funds invoiced have been received. Click the **TOTALS** button for total amounts invoiced and due.

Back to top

A8. From the **PROJECT STATUS** inquiry, it possible to see the associated tasks, but not the projects. To drill down to the tasks related to a project:

1. Login to the Administrative Systems.
2. Select the **UAB GA END USER** responsibility.
3. From the functions list, select **PROJECT STATUS**.
4. Type the ***project number*** in the **NUMBER** field and press the **TAB** key. If the project number is unknown, use the list of values (LOV) for the **NUMBER** field to locate it.
5. Click the **FIND** button.
6. Click the **TASK STATUS** button.
7. Double click in any field in the **TASK** column to expand it and see all sub-tasks associated with it.

Back to top

PTA Account Structure- Answers

A1. Several criteria are evaluated to determine whether a new account string will be assigned for a particular year, or whether only a new task and/or award will be assigned. In general, project accounts are maintained for the life of the project; they do not change from period to period. Guidelines have been established to determine when a project ends and when a new project, task, and/or award are assigned. Click here to learn more about these guidelines.

A2. The new GA module utilizes an account string consisting of five segments that are commonly referred to as the PTAOE. The combination of the first three segments constitutes the account structure, and all five segments together make up the charging instructions. Click here to learn more about each segment.

A3. An invalid PTA combination occurs when a user charges expenses to a PTA combination that is not issued by Grants and Contracts Accounting. The Project, Task, and Award all exist, but are not all related to the same work performed on a sponsored program for a given year- together they do not form a valid PTA combination. For example, the award used does not fund the project used, or the award funds the project, but not for the year that the task is associated with. Generally, invalid PTA combinations are initiated due to incorrect ACT documents or salary reclasses, and the error usually lies with the combination of the task and award used. This is highly likely when a new award year begins and users are attempting to move salary, but use the new year's task with the old year's award. If a user enters a PTA combination, and each individual segment is valid, the ACT document or reclass will post the salary to the invalid PTA combination unless the approver catches the error and rejects the document. Because expenditures have been posted, an account statement is generated. If the error still is not caught and/or is repeated, more expenses can and often will continue to be posted to the invalid combination. Purchase orders may also post if the invalid PTA combination was used on the Requisition. This will continue until the error is caught and the invalid PTA combination is no longer used. All expenses will have to be removed from this invalid combination to the correct PTA.

A4. Expenses posted to an invalid PTA combination must be moved via salary reclass and journal entry. Users can make their own salary reclass adjustments, but as with any journal entries involving grant and contract awards, corrections made by journal entry must be forwarded to Grants and Contracts Accounting for processing. To ensure that the proper adjustments are made, here are a few guidelines:

1. Determine what year of the project the expenses should be on. This will help you to determine if the wrong task and/or the wrong award was used. If the wrong project was used, determine what project the expenses should be on.
2. Log into the Administrative Systems and go into the **UAB GA END USER** responsibility. If you used the wrong project but used the correct award, you can use the **AWARD STATUS** Inquiry to drill down to the correct project and task. Click here to learn how. If you used the correct project, you can use the **PROJECT STATUS** inquiry to drill down to see all valid tasks associated with this project, but not the awards. Click here to learn how.
3. Now that you have the correct, valid PTA combination, process salary reclasses to credit the invalid PTA combination and debit the correct PTA combination. This will remove all salary entries.
4. **SUBMIT** a request to Grants and Contracts Accounting requesting that all other expenditures posted to the invalid combination be moved to the valid combination(s). Be sure to include any relevant supporting documentation and to note that the original entries were posted to an invalid PTA combination.
5. Keep a listing of the valid PTA combinations for future use.

Back to top

Running Reports- Answers

A1. Each department should receive a monthly report of encumbrances for their accounts. If you need an interim report based on a specific time period:

1. Login into the Administrative Systems
2. Enter the **UAB GA END USER** responsibility
3. From the Functions window, select Reports, then Run
4. From the **SUBMIT REQUEST** Screen, click in the LOV button next to the Name field to select the type of report you wish to run.
5. From the Reports pop-up box, select ***GMUAB Report GA Encumbrance RPT***
6. A parameters box will appear. Enter the requested information for the account range you are requesting information on. If there is only one account, enter the same project, task, and award numbers in the **FROM** and **TO** fields. You may enter specific Expenditure Type codes, or a range of expenditure types.
7. Click the LOV button next to the **ENCUMBRANCE TYPE** field. Choose ***Commitments*** for any committed Pos that have remaining balance, ***Invoice*** for Invoices that have been received but not yet paid, and ***Obligations*** for any obligation with a specific pay-out date. To ensure that you get a listing of all encumbrances, run a request for each Encumbrance type, or make no selection here.
8. Use the current month for the period to get the most updated information. Click **OK**.
9. Back on the **SUBMIT REQUEST** screen, click **SUBMIT**.
10. Back in the Functions window, select **REPORTS**, then **VIEW .**
11. Select the manner in which you wish to search for your request.

12. Select the ***Request ID*** for the report you wish to view, and then click **VIEW OUTPUT** (you can also export this report). You will know this is the encumbrance report by the parameter information.
13. Review the report for Encumbrance amounts by Supplier.

Back to top

A2. To get an complete list of active accounts in your organization:

1. Login into the Administrative Systems
2. Enter the **UAB GA END USER** responsibility
3. From the Functions window, select **PROJECTS VIEW.**
4. From the **FIND PROJECTS** window, enter your ***Org number*** in the **ORGANIZATION** field. Then click **FIND**.
5. All approved grants for that Org will be listed. If you monitor multiple organizations within your area, repeat the steps for each org number.

Back to top

A3. There are several ways in which to pull transactional data. Three commonly used ways are Expenditure Inquiry, Monthly Account Statements, and Transaction Downloads.

Expenditure Inquiry is a feature available on the **UAB GA END USER** menu. It provides a powerful search function to query expenditures for a project using the project number and various parameters. Search results can easily be exported into Excel. Click here to learn more about using this form.

The award manager in your area should receive monthly account statements from Grants and Contracts Accounting in their Administrative Systems notifications queue for all accounts with activity. However, should you need to run another copy of the report:

1. Login into the Administrative Systems
2. Enter the **UAB GA END USER** responsibility
3. From the Functions Window, select Reports, and then select UAB Account Statements
4. The monthly Account Statements screen will appear. Select the type of ***Transaction Report*** you would like (***Summary, Recap, or Detail***) or the ***Balances Report***.
5. In the **BEGIN PERIOD** field, select the earliest date for which you are seeking transaction detail. NOTE: For the balances Report, you will not have a **BEGIN PERIOD**, as the balances will include all expenditures as of a particular date.
6. In the **END PERIOD** field, select the latest date for which you are seeking transaction detail.
7. In the **PROJECT STRING** fields, enter the components of the first ***Project String*** (project, task, award) you are seeking information in the **BEGIN PROJECT STRING** field. NOTE: If you are pulling information on only one account and you only enter the Project number, the report will pull information on all tasks associated with that project. If you are pulling information on a series of accounts, Enter the project strings for both the begin and the end strings in the series. If you are pulling information on multiple accounts that are not in a series, there are two ways to only pull accounts in your organization. First, you can enter the first project string, then move to the second line and enter the second project string, then down to the third line for

the next, and so on until all accounts are entered. Secondly, you can enter the first string in the **BEGINNING PROJECT STRING** fields, the last string in the **END PROJECT STRING** fields, and the ***Organization (s)*** in the **TOP TASK ORG** fields.

8. Once the project information has been entered, click the Run Report button. Note the Request Id. Then, click the Exit Form button.
9. Back in the Functions window, select Reports, then View
10. Select the manner in which you wish to search for your request. If searching by ***Specific Request***, enter the ***REQUEST ID*** that you noted in Step 8. Then, click the **FIND** button.
11. All requests meeting your search requirements will appear. Select the one you wish to view, and click the **VIEW OUTPUT** button. NOTE: if the report is still showing as pending, wait a few moments, then click the Refresh button to get a status update.
12. Your report should open in PDF form. You can view, print, save, etc.

In addition to running the actual Monthly Account Statement, if you need to manipulate data or need to be able to rearrange or add data in some way, you can pull the information as a Transaction Download in Excel. The steps are quite similar:

1. Login into the Administrative Systems
2. Enter the **UAB GA END USER** responsibility
3. From the functions window, select ***Reports***, and then select ***UAB Transaction Download.***
4. The monthly Account Statements screen will appear. In the Begin Period field, select the earliest date for which you are seeking transaction detail. In the End Period field, select the latest date for which you are seeking transaction detail.
5. In the Project String fields, enter the components of the first Project String (project, task, award) you are seeking information in the Begin project String field. NOTE: If you are pulling information on only one account and you only enter the Project number, the report will pull information on all tasks associated with that project. If you are pulling information on a series of accounts, Enter the project strings for both the begin and the end strings in the series. If you are pulling information on multiple accounts that are not in a series, there are two ways to only pull accounts in your organization. First, you can enter the first project string, then move to the second line and enter the second project string, then down to the third line for the next, and so on until all accounts are entered. Secondly, you can enter the first string in the **BEGIN PROJECT STRING** fields, the last string in the **END PROJECT STRING** fields, and the Organization (s) in the **TOP TASK ORG** fields.
6. Once the project information has been entered, click the Run Report button. Note the Request Id. Then, click the Exit Form button.
7. Back in the functions window, select **REPORTS**, then **VIEW .**
8. Select the manner in which you wish to search for your request. If searching by ***Specific Request***, enter the ***Request ID*** that you noted in Step 8. Then, click the **FIND** button.
9. All requests meeting your search requirements will appear. Select the one you wish to view, and click the **VIEW OUTPUT** button. NOTE: if the report is still showing as running, wait a few moments, and then click the **REFRESH** button to get a status update.

10. When the Report page appears, go to the toolbar and click ***Tools***, then ***Copy File***.
11. A **VIEWER OPTION** window will appear. It should default to ***Excel***. Click the **OK** button.
12. A **FILE DOWNLOAD** box will appear. You can choose to open the file or save. In order to be bale to make changes later, select ***Save***.
13. Save the Excel file on your computer. You can now go in, add and delete data, run pivot table reports, etc.

Back to top

Journal Entries- Answers

A1. Currently, end users are not allowed to make journal entries that involve grants and contract awards. To have any journal entries entered or corrections made, please send an internal requisition or a journal entry template of some nature to the accountant for the award in question. Be sure to attach any justifying documentation and obtain signatures if necessary (i.e. the transfer is being made to/from an account in another department.

Back to top

Preparing Grants for Closing- Answers

A1. When a grant is nearing its end date, the following steps should be taken to make sure the award is ready to be closed and final reports issued in a timely manner:

1. Submit all salary reclasses
2. Submit all final journal entries, corrections
3. Move all over-expenditures in to ensure that the actual expenditures are within the budgeted amounts
4. Request any needed Purchase Orders to encumber funds
5. Close completed POs
6. Process final payment requests
7. Submit ACT forms with new salary distributions, if known
8. Request no-cost extension, if needed
9. If everything is in order, notify the Grants and Contracts accountant so that closeout and final reporting can begin and be completed in a timely manner.

Back to top

Have a question that you think should be posted? Contact us!