FMS Grant Update
12/3/2018

Grant Administrator Reports Worklet – The Office of Sponsored Projects and the FMS Support Team collaborated with a focus group made up of Research Administrators to create a Grant Administrator Reports Worklet. This Worklet comprises a set of reports relevant to Grants.

Grant Administrator Reports Worklet	
Custom Report	**Brief Description**
ASU - Procurement Card Journal	Use as a cross-reference when completing the Procurement Card Verification process in FMS.
ASU - Procurement Card Transaction Verification Lines	Use for PCard Verifications.
Budget to Actuals - Grant	Track grant expenditure authority at a Spend Category level by Grant. It tracks current available balances at a more granular level for grant balances and shows outstand pre-encumbrances, encumbrances, and posted expenses against available expenditure authority. This will assist units and departments with ongoing tracking of spend and outstanding encumbrances by Spend Category.
Budget to Actuals - Grant - Ledger Detail	View budget, expense and encumbrance summaries at the ledger level for one to many grants with ability to drill into summaries for additional details.
Detailed Revenue Expense and Ledger Accounts	View detailed posted transactions for revenue, spend and ledger accounts. You may filter by worktags. Be sure to enter your search criteria before running the report to optimize the report run time. Similar to the Advantage Detail of Funding Uses by Agency/Org and Detail of Funding Sources by Agency/Org Reports.
Find Requisitions - Department View	View each requisition, company, organization, requester, date, amount, and status. Enables you to track the progress of specified requisitions.
Find Supplier Invoices for Departments	Find supplier invoices for organization.
Find Suppliers for Departments	Find suppliers by name and status.
Outstanding Operational Encumbrances - Departmental Use	View outstanding encumbrance transaction activity related to Cost Center, Fund, Grant, Program, Project or any applicable hierarchies.
Payroll Detail	View payroll journal line detail.
Payroll Summary	View budget to actuals for personal services by ASU Position, Cost Center, Program, Gift, Spend Category Hierarchy and Worker.
Sources and Uses by Ledger Account	View sources and uses activity for Cost Center/Programs and Gifts. This report does not contain budget and may be used to run reports for organizations in any budget structure. Similar to the Advantage Sources/Uses report.

To add this worklet to your home page follow these instructions:

1. From your homepage click on the gear icon in the upper right hand corner. Titled **Configure Applications**. The Configure Worklet page displays. The page is divided in half. The left side displays Required Worklets. The right side displays Optional Worklets.
2. Click the plus icon in the Optional Worklet area.
3. Click in the blank line and type in **Grant Administrator Reports.**
4. Click **OK.**
5. Click **Done.**

Research Administration Blog

Visit https://blog.researchadmin.asu.edu/ for frequent updates related to research administration, including new report releases, updates on F&A, RID and IIA topics, cross-posting of critical FMS announcements and training notifications. Sign-up for the newsletter in the top right-hand corner of the blog to get updates delivered directly to your e-mail inbox.

Research Administration Distribution List

In addition to the blog, Grant managers should strongly consider requesting access to the RA Distribution List so that they receive any additional information and updates related to grant administration that is e-mailed to this DL. Instructions can be found here: https://researchadmin.asu.edu/asu-systems-access-for-ra

Research Incentive and IIA Distributions

The RID and IIA distribution process has been redesigned and tested to accommodate the Workday implementation. Below is the distribution schedule to remit all RID/IIA currently due departments and faculty. Going forward, RID and IIA will be distributed on a monthly basis.

- FY2019
    - July & August: Journals have been submitted to Financial Services for processing and are in various stages of approval. They are expected to be posted by 12/7/2018.

  - September & October: Journals are scheduled to be submitted to Financial Services for processing by 12/04/18
- FY2018 (RID Reconciliation)
  - Throughout the year, half of the RID earned by a department is remitted. After the close of the fiscal year, a review and reconciliation is completed in order to remit the remaining half.
  - Once the journals for FY2019 RID/IIA have been processed, KED Finance and the Workday Grants Functional Lead will be reconciling and remitting RID related to FY2018. This activity is anticipated to be completed before the close of the calendar year.

Departments can review and monitor anticipated F&A revenue distributions via the recently released suite of Tableau reports by Steve Saunders. They can be accessed directly via this link or by navigating from the analytics.asu.edu home page as follows: University > OKED Research Technology Office > RID and IIA Detail. Please direct any questions to RAHelp@asu.edu

Transaction Posting Cycle	
Transaction	**Posting Schedule**
Administrative Service Charge, NetCom & Risk Management	Posted weekly – over the weekend
Cash Receipts	Posted nightly
F&A Encumbrance Reset*	Friday night
F&A Expenses	Posted real time as expenses are posted
ILab Billings	Posted Monthly
Month End Close	Four working days after the last day of the month
On-Cycle Payroll	Thursday night before pay day
PCard Transactions	Posted weekly on Friday nights
Research Incentive & IIA Distributions	Posted Monthly

*If the Payroll integration is delayed, the F&A encumbrance reset will be run again after payroll has posted.

Mondays would be the recommended day to review Program/Gift/Grant/Project balances. Please check the FMS Announcements for any updates on delays to transaction postings.

Payroll Integration Journal Information

The on-cycle payroll interface to FMS typically posts the Thursday night before pay day. If there is a delay in the payroll integration an announcement will be posted on the FMS Homepage in the Announcements Section. A schedule of the PeopleSoft/FMS Payroll Interface Dates may be found on the Commitment Accounting Website

Following is a table of Payroll Journal Sources and data that can be found in the journal fields.

Payroll Journal Sources and Data Found in the Journal Fields			
Journal Source	**Accounting Date**	**Journal Header Memo Field**	**Journal Line Memo Field**
Integration – PSHCM Gross Pay	Post Date	Pay Period End Date (MMDDYYYY)	Benefit Program Code
Integration – PSHCM Payroll ERE	Post Date	PeopleSoft Redistribution Number	Benefit Program Code
Integration – PSHCM Payroll Encumbrance	Post Date	Empty	Benefit Program Code
Integration – PSHCM Payroll Redistributions	Post Date	PeopleSoft Redistribution Number	Benefit Program Code
Integration – PSHCM RA/TA	Post Date	PeopleSoft Redistribution Number	Benefit Program Code
Integration – PSHCM Workstudy	Post Date	PeopleSoft Redistribution Number	Benefit Program Code

If you have questions regarding the payroll integration, please contact Eric Samples, Anna Lee or email Commitment Accounting.