

NDU Grants Training
GM Contract Status Queries

University System of North Dakota

Higher Education Financials
Grants

GM Contract Status queries

Peoplesoft (Release 8.4)

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Peoplesoft Queries obtain data from the Peoplesoft system that you can review or download to Peoplesoft.

Peoplesoft is a relational database which means if there is a field that you enter data in on a page, you can query on that field and obtain that data on the screen or download it to excel. Queries look directly at the database so the information is always current.

For Grants, we can run queries to check that all our Grants, Contracts and Projects are correctly set up and all the required fields are correct.

Grants staff should run these queries on a daily basis as a help tool to ensure that the Grants they set up are correct have been filled in correctly and properly completed.

There are two queries that need to be run based on where the Contract is billed:

1. Cost Reimbursable Grants where Billing is performed from expenses created through the Projects module.
 - **NDU_GM_CONTRACT_STATUS**

2. Non-Cost Reimbursable (Fixed Price) Grants that only go through the Contracts module and is billed by events.
 - **NDU_GM_CONTRACT_FIXED**

NDU Grants Business Process Generate Cost Reimbursable invoice - Invoice

A. CHECKING GRANTS AND CONTRACTS ARE CORRECT FOR BILLING COST REIMBURSABLE INVOICES

1. Run the NDU_GM contracts query **NDU_GM_CONTRACT_STATUS**.

- o Reporting Tools -> Query -> Query Viewer
 - o Type in the name of the Query in the search box or the first few letters and click search
- [Query Viewer](#)

Find an Existing Query

Search by:

- o Select your Query [NDU_GM_CONTRACT_STATUS](#)

2. When the Method of Payment comes up select either from the dropdown box

NDU_GM_CONTRACT_STATUS

Method of Payment:

3. Select to run it: The query should now appear.

- o Select [Download to Excel](#) to get the information in an excel format.

The following are the fields that must be checked for accuracy in your Grant.

- The Contract is in "ACTIVE" status.
- The Sponsor is "ACTIVE".
- The Billing method is "As Incurred".
- The Bill Plan is "Ready".
- A Cycle ID should be Monthly or another appropriate period.
- The Projects rate plan is set to Bill (GRANT) *(If not see Troubleshooting)*
- Check the Method of Payment is "Cost Reimbursable" or "Letter of Credit"
- The Invoice form is correct. (GM_GEN or GM_LOC)
- The Revenue Status is Ready
- *(Note: Those on the "In-Progress" status have started billing and can be presumed correct).*

NDU Grants Business Process
Generate Cost Reimbursable invoice - Invoice

Query **NDU_GM_CONTRACT_STATUS**

Field Name	Required Status	Where to find the field	Menu Tab	Description
Business Unit		Customer Contracts -> Create and Amend -> General Information		Information
Contract		Customer Contracts -> Create and Amend -> General Information		Information
Type	FED, STATE, OTHER	Customer Contracts -> Create and Amend -> General Information		Must be FED, STATE, OTHER
Contract Line		Customer Contracts -> Create and Amend -> General Information		Information
Contract Status	ACTIVE	Customer Contracts ->Create and Amend ->General Information	Contract General	Status of the Contract must be active to Bill
Sponsor ID		Grants -> Sponsors -> Profile		Information
Sponsor Name		Grants -> Sponsors -> Profile		Information
Last User				Last updated by User. Can be used to see whose Contact it is.
Sponsor Status	ACTIVE	Grants -> Sponsors -> Profile	General Info Tab	Sponsor must be active to bill or see the contract.
Billing Plan		Customer Contracts -> Create and Amend ->General Information		Information
Billing Method	As Incurred	Customer Contracts -> Create and Amend->General Information	Billing Plan hyper link	As incurred for Cost reimbursable invoice.
Bill Plan Status	Ready	Customer Contracts -> Create and Amend->General Information	Billing Plan hyper link	Plan must be Ready to be create a Billing
Bill Cycle	Required	Customer Contracts -> Create and Amend->General Information	Billing Plan hyper link	Cycle must be filled in for the Contracts to run by
PC Rate ID	GRANT	Customer Contracts -> Create and Amend->General Information	Contract Lines tab, Projects tab, Projects hyper link	The Rate Template ID for reimbursable must be set to "GRANT" to create BIL rows. Can also see at <i>Customer Contracts ->Determine Price -> Related Projects and Rates</i>
Method of Pay	Cost Reimbursable or Letter of Credit	Customer Contracts -> Create and Amend -> General Information	Billing Options Tab	LOC and Number or INV. This decides what type of Bill run will be going on.
Inv Form	GM_GEN or GM_LOC	Customer Contracts -> Create and Amend -> General Information	Billing Options Tab	Should be GM_GEN for Cost reimbursable & GM_LOC for letter of credit
LOC ID	Required for LOC	Customer Contracts -> Create and Amend -> General Information	Billing Options Tab	For LOC
Rev Rec Plan		Customer Contracts -> Create and Amend -> General Information		Information
Rev Status	Ready	Customer Contracts -> Create and Amend -> General Information	Contract Lines tab, Rev Rec tab	Rev status must be active

NDU Grants Business Process Generate Cost Reimbursable invoice - Invoice

A. CHECKING GRANTS AND CONTRACTS ARE CORRECT FOR BILLING NON_COST REIMBURSABLE FIXED INVOICES

4. Run the NDU_GM contracts query **NDU_GM_CONTRACT_FIXED**

- o Reporting Tools -> Query -> Query Viewer
- o Type in the name of the Query in the search box or the first few letters and click search

Query Viewer

Find an Existing Query

Search by:

- o Select your Query [NDU_GM_CONTRACT_FIXED](#)

5. Select to run it: The query should now appear.

Select [Download to Excel](#) to get the information in an excel format.

Run the NDU_GM contracts query **NDU_GM_CONTRACT_FIXED**.

Ensure that the following statuses are correct for each line of the query:

- The Contract is in "ACTIVE" status.
- The Sponsor is "ACTIVE"
- The Billing method is "Milestone"
- The Bill Plan is "Ready"
- The Projects rate plan is set to Bill (NOBIL)
- The Revenue Status is Ready
- The Prepaid status is "Active"
- Account, Dept ID, Fund and Project ID are populated
- Event Type is "Event Date"
- Even Status is "Ready to Bill"

(Note: Those on the "In-Progress" status have started billing and can be presumed correct).

NDU Grants Business Process Generate Cost Reimbursable invoice - Invoice

Query Name: **NDU_GM_CONTRACT_FIXED**

Check all Highlighted fields to ensure correct status has been inputted.

Field Name	Required Status	Menu to Fix	Menu Tab	Description
Business Unit		Customer Contracts -> Create and Amend -> General Information		<i>Information</i>
Contract		Customer Contracts -> Create and Amend -> General Information		<i>Information</i>
Type	FED, STATE, OTHER	Customer Contracts -> Create and Amend -> General Information		Information
Contract Line		Customer Contracts -> Create and Amend -> General Information		<i>Information</i>
Contract Status	ACTIVE	Customer Contracts ->Create and Amend ->General Information	Contract General	Status of the Contract must be active to Bill
Sponsor ID		Grants -> Sponsors -> Profile		<i>Information</i>
Sponsor Name		Grants -> Sponsors -> Profile		<i>Information</i>
Last User				Last updated by User. Can be used to see whose Contact it is.
Sponsor Status	ACTIVE	Grants -> Sponsors -> Profile	General Info Tab	Sponsor must be active to bill or see the contract.
Billing Plan		Customer Contracts -> Create and Amend->General Information Prepaid Balances link, Initial Billing tab, Description hyperlink		<i>Information</i>
Billing Method	Milestone	Customer Contracts -> Create and Amend->General Information	Prepaid Balances link, Initial Billing tab, Description hyperlink	As incurred for Cost reimbursable invoice.
Bill Plan Status	Ready	Customer Contracts -> Create and Amend->General Information	Prepaid Balances link, Initial Billing tab, Description hyperlink	Plan must be Ready to be create a Billing
PC Rate ID	NOBILL	Customer Contracts -> Create and Amend->General Information	Contract Lines tab, Projects tab, Projects hyper link	The Rate Template ID for reimbursable must be set to "GRANT" to create BIL rows. Can also see at <i>Customer Contracts ->Determine Price -> Related Projects and Rates</i>
Inv Form	GM_FXD	Customer Contracts -> Create and Amend -> General Information	Billing Options Tab	Should be GM_GEN for Cost reimbursable & GM_LOC for letter of credit
Rev Rec Plan		Customer Contracts -> Create and Amend -> General Information		<i>Information</i>

**NDU Grants Business Process
Generate Cost Reimbursable invoice - Invoice**

Field Name	Required Status	Menu to Fix	Menu Tab	Description
Rev Status	Ready	Customer Contracts -> Create and Amend -> General Information	Contract Lines tab, Rev Rec tab	Rev status must be active
Prepaid status	Active	Customer Contracts -> Create and Amend -> General Information	<u>Prepaid Balances</u> link,	The Prepaid status is "Active"
Account, Dept ID, Fund & Project	Account, Dept ID, Fund & Project ID	Customer Contracts -> Create and Amend -> General Information	<u>Prepaid Balances</u> link, Deferred Revenue Distribution tab	Account, Dept ID, Fund & Project are populated
Even Status	Ready to Bill	Customer Contracts -> Create and Amend -> General Information	<u>Prepaid Balances</u> link, Initial Billing tab, <u>Description</u> hyperlink, Events tab	Even Status is "Ready to Bill"
Event Type	Date	Customer Contracts -> Create and Amend -> General Information	<u>Prepaid Balances</u> link, Initial Billing tab, <u>Description</u> hyperlink, Events tab	Event Type is "Event Date"

Note:- In some cases the Status might show "In progress" this means the billing has been run at a prior period, hence the Status should be correct