

**GM 5.0 COLLECT COSTS
FOR THE GRANTS MODULE
PEOPLESOFT 8.4**

GM 1.1 – Collect Costs – Accounts Payables

Description	<p>This process takes all <i>Paid</i> vouchers and creates 2 rows in Projects. An ACT resource row from the voucher and BIL row that will be billed for.</p> <p>When the process is run all project rows on a voucher have a distribution status changed from N to D to show the line has been sent to projects for Billing.</p>
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1. Navigation from the menu, select **Projects** → **Collect Costs** → **HE Payables**\Add a New Value tab

HE Payables

Find an Existing Value | **Add a New Value**

Run Control ID:

Program Name:

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter a Run control ID or select an existing one using the **Find an Existing Value**
3. Click on the **ADD** button.

Payables Run Control Page

Payables

User ID: llangbein Run Control ID: NDUPC_APTOPC [Process Monitor](#)

Program Name: NDUPC_APTOPC Process Frequency:

Find | View All First ◀ 1 of 1 ▶ Last

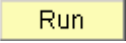
*BU/Proj/Act Option: Request Number: 1 [Proj Resources](#)

Business Unit: *Date Option:

Application Options

Detail or Summary:


5. Set the **BU/Proj/Act Option:** to **Selected Business Unit**


6. Set the **Business Unit:** to your Business Unit.
7. The **Date Option:** will default to [All](#).
8. Set the **Detail or Summary:** to [Detail](#)
9. Click the Run Button: 


Run Page

Process Scheduler Request


User ID: llangbein Run Control ID: NDUPC_APTOPC



Server Name: Run Date: 

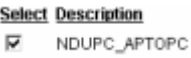

Recurrence: Run Time: 

Time Zone: 


Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	NDUPC_APTOPC	NDUPC_APTOPC	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/> 

10. Ensure the **Server Name:** is set to [PSNT](#).
11. The selection is chosen 
12. Select the **OK box**  and it will take you back to the run control page.
13. Go to the [Process Monitor](#) and review message log.
14. The Message log should say x (ie.3) number of rows have been Processed and at the end double the number should have been converted as BIL rows are created (ie.6)

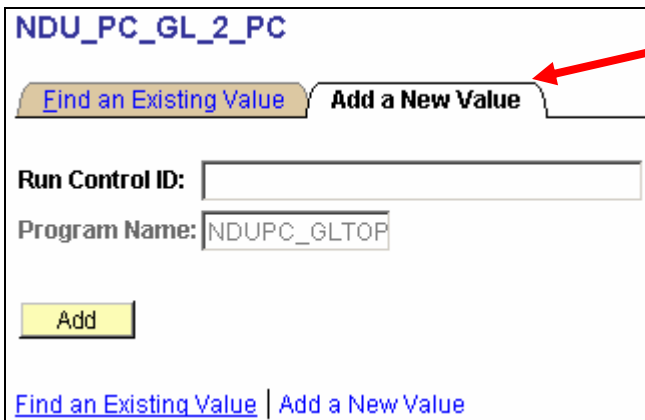
Message Log

Message Log			
Process			
Instance:	175896	Type:	Application Engine
Name:	NDUPC_APTOPC	Description:	NDUPC_APTOPC
Customize Find View All 			
First <input type="button" value="←"/> 1-15 of 15 <input type="button" value="→"/> Last			
Severity	Log Time	Message Text	Explain
10	6:42:15PM	3 Row(s) Processed	<input type="button" value="Explain"/>
10	6:42:27PM	3 rows before starting multi currency conversion.	<input type="button" value="Explain"/>
10	6:42:27PM	3 rows successfully converted to the target currency	<input type="button" value="Explain"/>
10	6:42:30PM	0 rows before starting multi currency conversion.	<input type="button" value="Explain"/>
10	6:42:30PM	0 rows successfully converted to the target currency	<input type="button" value="Explain"/>
10	6:42:41PM	3 rows before starting multi currency conversion.	<input type="button" value="Explain"/>
10	6:42:42PM	3 rows successfully converted to the target currency	<input type="button" value="Explain"/>
10	6:42:42PM	82 rows before starting multi currency conversion.	<input type="button" value="Explain"/>
10	6:42:42PM	82 rows successfully converted to the target currency	<input type="button" value="Explain"/>
10	6:42:42PM	82 rows before starting multi currency conversion.	<input type="button" value="Explain"/>
10	6:42:42PM	82 rows successfully converted to the target currency	<input type="button" value="Explain"/>
10	6:42:44PM	6 rows before starting multi currency conversion.	<input type="button" value="Explain"/>
10	6:42:44PM	6 rows successfully converted to the target currency	<input type="button" value="Explain"/>
	6:43:28PM	Published message with Pub ID of 2864 to request to have report added in folder GENERAL	<input type="button" value="Explain"/>
	6:43:28PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

GM 1.2 – Collect Costs – General Ledger

Description	<p>This process takes all posted Journal lines from the General Ledger with a Project ID, PC Business Unit and Activity ID and creates 2 rows in Projects. A GL resource row from the voucher and a BIL row that will be billed for. The GL analysis row will be changed based on the source of the GL Journal. Payroll will be PAY, Student will be SF and online Journals will be GLE.</p> <p>When the process is run all project rows on the journal row have a distribution status changed from N to D to show the line has been sent to Projects for Billing.</p> <p>Note: Until July 1 2005 Students information will be brought in from legacy via monthly journals. After July 1, Journals will be interfaced from the Peoplesoft Student Financials module into GL.</p>
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1. Navigation from the menu, select **Projects → Collect Costs → HE GL Journal Adjustments\Add a New Value** tab



NDU_PC_GL_2_PC

Find an Existing Value | **Add a New Value**

Run Control ID:

Program Name:

Add

Find an Existing Value | Add a New Value

2. Enter a Run control ID or select an existing one using the **Find an Existing Value**
4. Click on the **ADD** button.

General Ledger Run Control Page

General Ledger

User ID: llangbein Run Control ID: NDUPC_GLTOPC [Process Monitor](#)

Program Name: NDUPC_GLTOPC Process Frequency:

Find | View All First 1 of 1 Last

*BU/Proj/Act Option: Request Number: 1 [Proj Resources](#)

Business Unit:

Application Options

Business Unit Option:

Journal ID Option:

Date Type: From/To:

Process Commitment Control

15. Set the **BU/Proj/Act Option:** to [Selected Business Unit](#)
16. Set the **Business Unit:** to your Business Unit.
17. The **Business Unit Option:** will default to [All](#).
18. The **Journal ID Option:** will default to [All](#). This can be changed if you need to run the Journals by source.
 - For Payroll use PAY to PAQ Journal ID Option: From/To:
 - For Student use SF to SG Journal ID Option: From/To:
 - For GL sourced journals use Journal ID Option: From/To:
 - Note until July 05 There will be no SF journals they will be GL sourced.
19. The **Date Type:** Leave this blank *unless* there is a specific example you want to define the journal date to. The only situation this may be is at Year-end when you do not want to bring in any journals dated after June 30th.

▪ Example for Year-end: Date Type: From/To:

20. Click the Run Button:

Run Page

Process Scheduler Request

User ID: llangbein Run Control ID: NDUPC_GLTOPC

Server Name: Run Date:

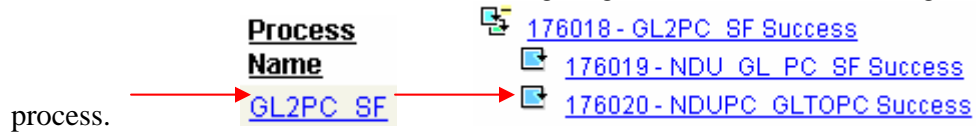
Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	NDU_GL to PC for SF	GL2PC_SF	PSJob	(None)	(None)
<input type="checkbox"/>	NDUPC_GLTOPC	NDUPC_GLTOPC	Application Engine	Web	TXT

21. Ensure the **Server Name:** is set to **PSNT**.
22. The selection is chosen [NDU_GL to PC for SF](#)
23. Select the **OK box** and it will take you back to the run control page.
24. Go to the [Process Monitor](#) and review message log.
25. Because this is a Job. To review the message log click on the blue link to get to each



26. Once the links opens up check on the individual processes to see successes. The process we need is the GLTOPC. [176020 - NDUPC_GLTOPC Success](#) . Click on this to see the message.
27. Note the [NDU_GL_PC_SF Success](#) process sets up the correct flags for students (after July 01 2005.) You do not need to do anything with this process.
28. The Message log should say x (ie.3) number of rows have been Processed and at the end double the number should have been converted as BIL rows are created (ie.6).
 - Note: Ignore the currency conversion information

Message Log

Message Log

Process

Instance: 175883 **Type:** Application Engine
Name: NDUPC_GLTOPC **Description:**

Customize | Find | View All | First 1-18 of 18 Last

Severity	Log Time	Message Text	Explain
10	4:39:40PM	==>MESSAGE NOT FOUND==> (30000,28)	Explain
10	4:39:41PM	==>MESSAGE NOT FOUND==> (30000,28)	Explain
10	4:39:41PM	3 Row(s) Processed	Explain
	4:39:41PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_RT_RUN_TMP	Explain
10	4:39:43PM	3 rows before starting multi currency conversion.	Explain
10	4:39:43PM	3 rows successfully converted to the target currency	Explain
10	4:39:43PM	0 rows before starting multi currency conversion.	Explain
10	4:39:43PM	0 rows successfully converted to the target currency	Explain
10	4:39:44PM	3 rows before starting multi currency conversion.	Explain
10	4:39:45PM	3 rows successfully converted to the target currency	Explain
10	4:39:45PM	79 rows before starting multi currency conversion.	Explain
10	4:39:45PM	79 rows successfully converted to the target currency	Explain
10	4:39:45PM	79 rows before starting multi currency conversion.	Explain
10	4:39:45PM	79 rows successfully converted to the target currency	Explain
10	4:39:45PM	6 rows before starting multi currency conversion.	Explain
10	4:39:46PM	6 rows successfully converted to the target currency	Explain