

**GM 6.0 CALCULATE F&A**

**PEOPLESOFT 8.4**

**GM 6.0 CALCULATE F&A..... 1**

**GM 6.1 Process F&A ..... 3**

**GM 6.2 F&A Summary ..... 6**

**GM 6.3 F&A Exceptions ..... 6**

    FA Exceptions Page..... 7

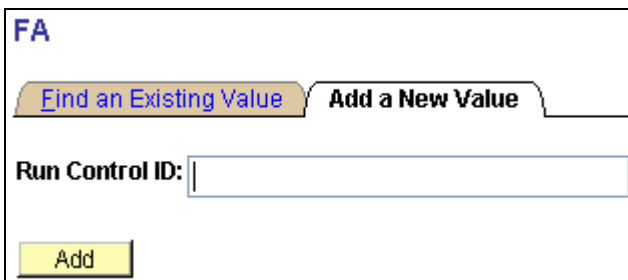
    Line Exceptions Page..... 7

## GM 6.1 Process F&A

In PeopleSoft the F&A is calculated on each transaction based on the F&A rate and base entered in the Budget Header when you established the proposal. If changes are made to the F&A rate and base values these changes are made in the Project Activity tables on the FA Rate Tab. After you have collected the costs from the feeder systems into the Project Resource Table you then run calculate F&A process. These transactions will be on the Project Resource Table and will be a part of the invoices you process to send to the agency.

The PeopleSoft system calculated Sponsor F&A, Waived F&A and Cost Share F&A. The Cost Share F&A is calculated on the cost share transactions. Both the cost share transactions and the cost share F&A are kept in the Project Resource table. The Waived F&A is calculated as the difference between the Institution F&A and the Sponsor F&A.

1. From menu, select **Grants > Awards > Process Facilities Admin**



The screenshot shows a web interface for 'FA' (Facilities Admin). At the top left, the text 'FA' is displayed in blue. Below it are two tabs: 'Find an Existing Value' (highlighted in light blue) and 'Add a New Value' (highlighted in light grey). Under the 'Add a New Value' tab, there is a text input field labeled 'Run Control ID:'. Below the input field is a yellow button labeled 'Add'.

2. Click on **Add a New Value**, enter run control RUN\_GM\_FA and click on **Add**.

**Request**

User ID: ascott [Report Manager](#) [Process Monitor](#) **Run**

Run Control ID: RUN\_GM\_FA

Program Name: GM\_GMFACS Process Frequency: Always

Find | View All First 1 of 1 Last

\*BU/Proj/Act Option: Selected BU / Proj / Activity Request Number: 1

Business Unit: NDSU1 \*Date Option: All

Project: FAR0000004

Activity ID: 1

**Application Options**

Exception Accounting Date

**Note:** This process will calculate the F&A costs on each transaction.

3. For the field **BU Proj/Act Option** click the pull down arrow and choose Selected BU/Proj/Activity
4. Under **Business Unit** enter your business unit or click the magnifying glass and select your business unit.
5. For the **Project** field either enter your project ID or click the magnifying glass and find your project. Click on the project and you will be returned to the run control page and the project field will be populated.
6. Use the magnifying glass to enter **Activity ID**, the activity ID for our business in PeopleSoft will always be 1.
7. Click on **Run** to process the request.

**Process Scheduler Request**

User ID: ascott Run Control ID: run\_gm\_fa

Server Name: PSNT Run Date: 12/02/2004

Recurrence: Recurrence Run Time: 9:46:51AM **Reset to Current Date/Time**

Time Zone: Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	PS/GM FA Cost Sharing	GM_GMFACS	Application Engine	Web	TXT

**OK** **Cancel**

**Select**

8. Check the Select box  to run process.

**Process List** [Server List](#)

---

**View Process Request For**

User ID:   Type:  Last:  Days

Server:  Name:   Instance:  to

Run Status:   Save On Refresh

[Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
175937		Application Engine	GM_GMFACS	ascott	12/02/2004 9:23:13AM CST	Success	<a href="#">Details</a>

9. Click on the process monitor hyperlink [Process Monitor](#) to verify run status.
10. Click on the refresh button (may need to do so numerous times) until a status of success is received.
11. Click on the Details hyperlink [Details](#) to get to the process detail page.

**Process Detail**

---

**Process**

**Instance:** 175940      **Type:** Application Engine

**Name:** GM\_GMFACS      **Description:** PS/GM F&A Cost Sharing

---

<b>Run</b>	<b>Update Process</b>
<b>Run Control ID:</b> run_gm_fa	<input type="radio"/> <b>Hold Request</b>
<b>Location:</b> Server	<input type="radio"/> <b>Queue Request</b>
<b>Server:</b> PSNT	<input type="radio"/> <b>Cancel Request</b>
<b>Recurrence:</b>	<input checked="" type="radio"/> <b>Delete Request</b>
	<input type="radio"/> <b>Restart Request</b>

---

<b>Date/Time</b>	<b>Actions</b>
<b>Request Created On:</b> 12/02/2004 9:51:00AM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 12/02/2004 9:46:51AM CST	<a href="#">Message Log</a> <a href="#">Temp Tables</a>
<b>Began Process At:</b> 12/02/2004 9:51:12AM CST	<a href="#">Batch Timings</a>
<b>Ended Process At:</b> 12/02/2004 9:51:43AM CST	<a href="#">View Log/Trace</a>

12. Click on the message log [Message Log](#) hyperlink to view process instance details.

## GM 6.2 F&A Summary

1. From menu, select **Grants > Awards > Facilities Admin Error Detail**

**Facilities Admin Summary**

Business Unit:  Project:  Activity ID:

Acctg Date:  To:  Trans Date:  To:

Facilities Admin Inquiry							Customize	Find	View All	First	1-2 of 2	Last
ID	Chartfields1	Chartfields2	Date and Amount	Errors								
Business Unit	Project	Activity ID	Resource ID	PostSeq#								
NDSU1	FAR0000004	1	DNDSU1000000031 0 4 171887 0	1								
NDSU1	FAR0000004	1	DNDSU1000000101 0 3 172654 0	1								

**Note:** This process will display information concerning F&A errors.

2. Enter Business Unit, Project Number and Activity ID of 1.
3. Click on the flashlight to run the F&A inquiry.

## GM 6.3 F&A Exceptions

1. From menu, select **Commitment Control > Review Budget Check Exceptions > Facilities Administration**

**GM Facilities Admin Exception**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Commitment Control Tran ID:

Commitment Control Tran Date:

Business Unit:

Project:

Activity ID:

Resource ID:

Process Instance:

[Basic Search](#)

**Note:** The process will view and override budget checking errors or warning messages for Facilities and Administration transactions.

2. Enter Business Unit and project and click on search to view F&A exception errors.

### FA Exceptions Page

**FA Exceptions** Line Exceptions

**Unit:** NDSU1      **Project:** FAR0000004  
**Activity:** 1      **Resource ID:** DNDSU1000000031 0 4 171887 0

---

\***Exception Type:** Error  **Override Transaction** i  
**Maximum Rows:** 100  **More Budgets Exist** [Advanced Budget Criteria](#)

**Budgets with Exceptions** Customize | Find | View All | First 1 of 1 Last

**Budget Override** Budget Chartfields

	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Override Budget</u>	<u>Transfer</u>
1	NDSU1	GNTDTL	<input type="checkbox"/>	Go To ...

### Line Exceptions Page

FA Exceptions **Line Exceptions**

**Unit:** NDSU1      **Project:** FAR0000004  
**Activity:** 1      **Resource ID:** DNDSU1000000031 0 4 171887 0

---

\***Line Status:** Error  **Override Transaction** i  
**Maximum Rows:** 100  **More Lines Exist**

**Line From:**   **Line Thru:**

**Transaction Lines with Budget Exceptions** Customize | Find | View All | First 1 of 1 Last

**Line Values** Line Chartfields Line Amount

<u>Line</u>	<u>Budget Date</u>	<u>GL Business Unit</u>
1	11/15/2004	NDSU1

**Note:** View individual transaction lines with budget checking warning messages.

Use the look-up icon to view exception details.

**Exception Details**

**Transaction Type:** Facilities and Administration

**Project ID:** FAR0000004

**Transaction Line**

Line

1

**Budget Exception Details and the Budget Items**

<b>Budget Chartfields</b>		<b>Budget Override</b>				
<u>Type</u>	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Account</u>	<u>Department</u>	<u>Fund</u>	<u>Project</u>
1 Error	NDSU1	GNTDTL	730000	2620	43500	FAR0000004