The Tables You Need to Know in the PeopleSoft Grants Suite

Session #27297 March 3, 2010



Presenters

- Jeff Beecham
 - Director, Huron Consulting Group, Health & Education Technology
 - Managed four PeopleSoft Grants suite implementations
 - Participated in seven additional PeopleSoft Grants suite implementations or upgrades
 - Provided production support related to the PeopleSoft Grants suite at several large research universities
 - Project Lead in two multi-national PeopleSoft Financial implementations

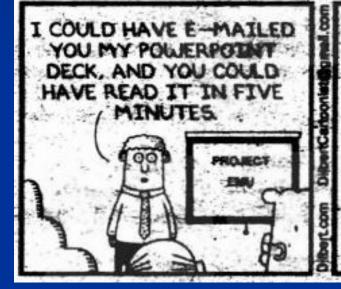
Presenters

- David Driesbach
 - Director, Research Decision Support, Division of Research, Florida International University
 - Previously served as Assistant Controller within the Office of the Controller at Florida International
 - 10+ years of experience implementing or supporting a variety of financial systems
 - Key Contributor in four PeopleSoft Financials implementations/upgrades for public/private and domestic/international entities

Objective

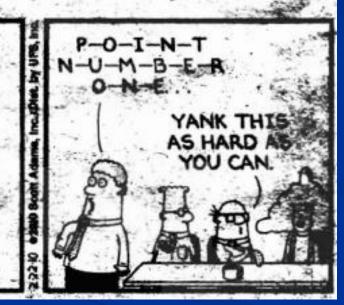
Florida International University intends to share the most critical tables, fields, and statuses associated with the propose to close lifecycle in version 9.0 of the PeopleSoft Grants suite. The information presented is useful for troubleshooting production support issues, conducting ad hoc data analysis, or to gain a better understanding of how data in the Grants suite is structured.

Dilbert by Scott Adams



BUT I PREFER MAKING YOU SIT HERE FOR AN HOUR WHILE I READ EACH BULLET POINT IN SLOW MOTION.





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- Florida International University Overview
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Florida International University

About Florida International University

- Located in Miami, FL
- One of 11 universities in state system
- Opened for classes in 1972 with 5,667 students - the largest opening day enrollment in U.S. collegiate history
- 40,455 total enrollment (fall 2009)
- 11 colleges, including a new medical school, opened Fall 2009
- Ranked first in the nation among four-year colleges for awarding bachelor's and master's degrees to Hispanic students
- 621 proposals totaling \$88,783,746 were awarded in FY 2009.



FIU System History

- 2004 8.4 'PantherSoft' rolled out in to replace state financial systems
 - <u>Financials</u> Accounts Payable, Asset Management, General Ledger,
 Purchasing, Travel and Expense, Commitment Control
 - Student Admissions, Student Records, Financial Aid, Student Financials, and Campus Community
- 2009 Upgraded to version 9.0 and implemented the Grants suite of modules. Below is list of modules currently used.

Accounts Payable Contracts Travel & Expense

Accounts Receivable General Ledger

Asset Management Grants

Billing Project Costing

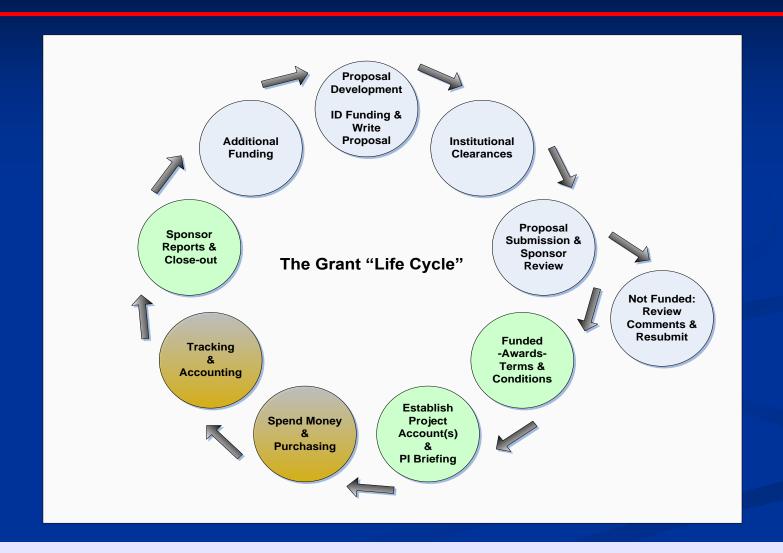
Commitment Control Purchasing



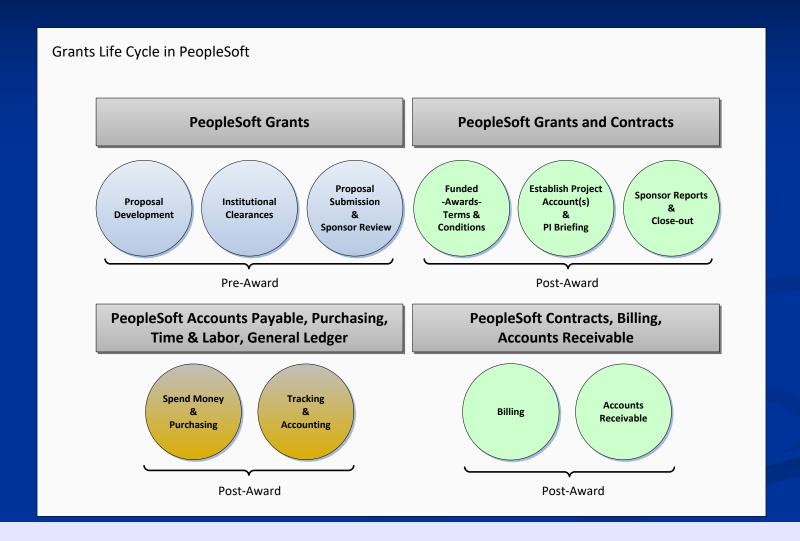
PeopleSoft Grants Overview



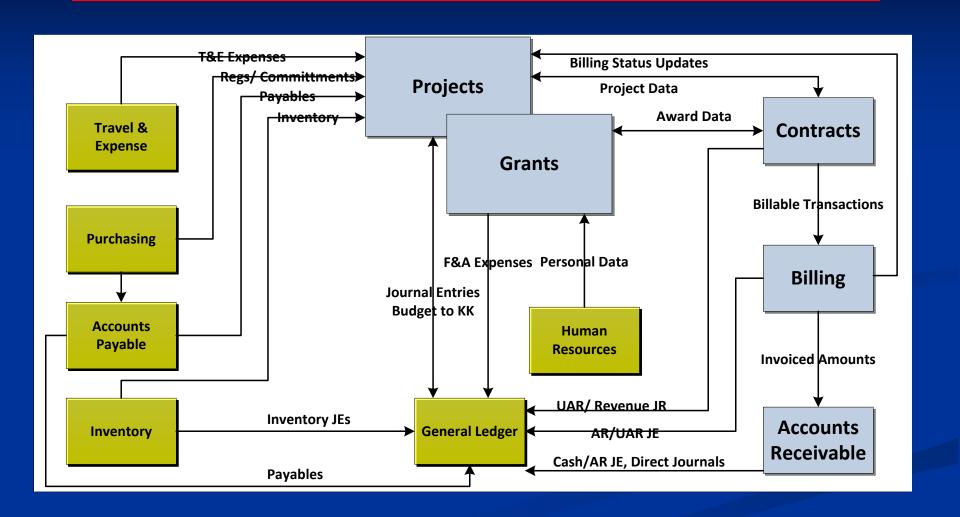
Grants Lifecycle



Grants Lifecycle in PeopleSoft



Integration with Financials



Business Process Inventory

- Maintain Grants Profiles
 - Institution
 - Department
 - Professionals
 - Sponsors
 - Sub-Recipients
- Create Proposal
 - Create Proposal
 - Create Proposal Budget
 - Submit Proposal
- Create Award
 - Generate Award
 - Setup Award
 - Setup Contract
 - Setup Project and Activity

- Budget and Track Grants Spending
 - Setup Budget
 - Modify Budget
 - Enter & Track 3rd Party Cost Share
- Facilities & Administration
- Cost Sharing
- Revenue Recognition
- Generate Bills
 - Cost Reimbursable
 - Letter of Credit
 - Advance
 - Fixed Fee
- Maintain Receivables
 - Deposit Entry
 - Cash Application

- Maintain Receivables (cont)
 - Receivables
 Maintenance
- Award Modifications
- Award Closeouts
- Construction Projects
- Grants Suite Recon

PeopleSoft Grants Suite Critical Processes

Proposal Entry

 Award lifecycle is initiated by entering a proposal. The following are representative examples of key data elements captured during the proposal entry process.

Key Tables	Description	Key Field Examples	Description
GM_PROPOSAL	Proposal header	EMPLID DESCR254 CUST_ID BEGIN_DT END_DT	Principle Investigator Long title Sponsor ID Start date End date
GM_PROP_PROJ	Proposal project(s)	SUB_PROP_NBR PRIMARY_FLAG TITLE56 DEPTID MAJOR_SUBDIVISION	Proposal project ID Primary project indicator Project title Department ID College ID

Proposal Entry

Key Tables	Description	Key Field Examples	Description
GM_PROP_PROF	Proposal resources	EMPLID NAME PROF_ROLE_TYPE	Employee ID Employee name Project team role
GM_PROJ_CERT	Proposal certifications	CERT_CODE CERT_DT COMPLNC_INDICATOR	Certification Code Certification Date Indicator
GM_BUD_HDR	Proposal budget header	BEGIN_DT END_DT	Begin Date End Date
GM_BUD_FA_HDR	Proposal F&A settings - Institution	FA_INST_BASE_ID GM_IN_FA_RATE.EFF_ DT GM_IN_FA_RATE.FA_R ATE_PCT	FA Base Effective Date (Default) FA Rate % (Default)
GM_BUD_FA_RATE	Proposal F&A settings - Budget	FA_RATE_TYPE RATE_EFFDT FA_RATE_PCT	FA Base Effective Date FA Rate %

Proposal Entry (cont)

Key Tables	Description	Key Field Examples	Description
GM_BUD_LINE_SUM	Proposal budget lines	BUDGET_CATEGORY BUDGET_AMT	Category Total Direct

- Practical application examples include:
 - Generate statistics related to non-funded vs. funded proposals.
 - Evaluation of proposed budget vs. awarded budget.
 - Monitor the volume of proposals submitted by sponsor, college, department, etc.
 - Track the type of research being conducted by its physical location on or off campus.



Award Entry

 Award lifecycle continues once a notice of grant award is received and the proposal is generated into an award, contract, project(s), and budget.

Key Tables	Description	Key Field Examples	Description
GM_AWARD	Award Profile	EMPLID DESCR254 CUST_ID BEGIN_DT END_DT	Principle Investigator Long title Sponsor ID Start date End date

Award Entry (cont)

Key Tables	Description	Key Field Examples	Description
GM_AWD_CERT	Award Certifications	CERT_CODE CERT_DT COMPLNC_INDICATOR EMPLID APPROVAL_DATE ASSURANCE_NBR EXEMPTION_NBR FULL_REVIEW EXPEDITED_REVIEW	Certification Code Certification Date Indicator Certify By Approval Date Assurance Number Exemption Number Full Review Expedited Review
GM_AWD_FUND_PD	Award funding by period	BEGIN_DT END_DT	Award From Award To
PROJECT_MGR	Project Manager	PROJECT_MANAGER	Project Manager
PROJECT	Project	PROJECT_ID GM_PRIMARY_FLAG DESCR	Project Project Primary Flag Description

Award Entry (cont)

Key Tables	Description	Key Field Examples	Description
GM_PRJ_DEPT	Departments Associated with Project	INSTID DEPTID MAJOR_SUBDIVISION	Institution Department Subdivision
PROJECT_TEAM	Resources Assigned to Project	TEAM_MEMBER PROJ_ROLE	Member Id Name Project Role
GM_PRJ_ACT_FA GM_PRJ_ACT_FA1	Institution F&A Rate	FA_INST_BASE_ID RATE_EFFDT FA_INST_RATE_PCT	FA Base FA Eff. Date FA Rate %
GM_PRJ_ACT_FA GM_PRJ_ACT_FA3	Funded F&A Rate	FA_BASE_ID RATE_EFFDT FA_FUNDED_RATE_PCT	FA Base FA Eff. Date FA Rate %

Award Entry (cont)

- Practical application examples include:
 - Volume of awards associated with a particular PI, sponsor, department, college, etc.
 - Determine which projects are associated with a particular award.
 - Track projects that fall under the responsibility of a particular PI, department, or college.
 - Monitor certifications that are set to expire.
 - Track awards and/or projects that are 30, 60, or 90 days from their end date and should be closed out in the near future to prevent overspending.

Contract Entry

Contract header and line record is created by the Generate Award process and is used to control bill options, revenue recognition, and process award modifications.

Key Tables	Description	Key Field Examples	Description
CA_CONTR_HDR	Contract Header	CA_STATUS CA_PROCESSING_STATUS START_DT END_DT CONTRACT_ADMIN	Contract Status Processing Status Start Date End Date Contract Admin
CA_DETAIL_PROJ	Projects Related to Contract	PROJECT_ID	Project ID
CA_BILL_PLAN	Contract line bill plan options	BILL_PLAN_TYPE BP_STATUS HOLD_FLAG BILL_BY_ID BILLING_SPECIALIST	Billing Method Bill Plan Status Bill Plan On-Hold Flag Bill by Identifier Billing Specialist



Contract Entry (cont)

Key Tables	Description	Key Field Examples	Description
CA_ACCTPLAN	Contract line revenue plan options	AP_STATUS HOLD_FLAG	Revenue Plan Status Revenue Plan On-Hold Status
CA_BP_EVENTS	Events associated with contract line bill plan	AMOUNT EVENT_DT BP_EVENT_STATUS	Event Amount Event Date Event Status
CA_PREPAID_TBL	Prepaids associated with contract header	CA_PPD_STATUS PURCHASED_AMOUNT REMAINING_AMOUNT	Pre-Paid Status Purchased Amount Remaining Amount
CA_LMT_FEE_DTL	Contract line fee/limit detail	LIMIT_AMT_BIL	Bill Limit

Contract Entry (cont)

- Practical application examples include:
 - Determine which contracts are associated with a particular Letter of Credit ID.
 - Locate the Bill and Revenue Plans that have been placed 'On Hold' in an effort to determine why bills or revenue have not been generated.
 - Compare the award funding to the Bill Limit to determine if a contract amendment was not processed as part of a supplemental funding award modification.
 - Monitor pending and/or ready prepaids and/or events that are eligible to be billed.



Budget Finalization

 Finalization process interfaces detail budget lines from the Grants to the Project Costing and Commitment Control modules.

Source Tables	Description	Key Field Examples	Description
PC_BUD_DETAIL	Project Budget Detail	PROJECT_ID BUDGET_PERIOD PC_BUDGET_ITEM ACCOUNT	Project ID Budget Period Budget Item Account

Budget Finalization (cont)

Target Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of all Project Costing module transactions	ANALYSIS_TYPE ACCOUNT RESOUCE_AMOUNT	Analysis Type Account Amount
LEDGER_KK	KK ledger data	LEDGER BUDGET_PERIOD POSTED_TOTAL_AMT	Ledger Budget Period Amount
KK_ACTIVITY_LOG	KK budget activity	KK_TRAN_DT BUDGET_REF PROJECT_ID	Transaction Date Budget Reference Project ID
KK_EXCPTN_TBL	KK transaction exceptions	EXCPTN_TYPE	Exception Type

Budget Finalization (cont)

- Practical application examples include:
 - Ensure spending authority has been granted by verifying Commitment Control budget posted successfully.
 - By validating whether or not budget lines posted to the PC and KK modules you ensure the end user cannot make additional changes to the individual budget line.
 - Determine the volume and type of budget categories where additional budget attributes have been defined.

Project Costing Integration

 GL to PC, AP to PC, EX to PC, and PO to PC processes interface transactions from the various PeopleSoft Financial modules to the Project Costing module.

Source Tables	Description	Key Field Examples	Description
JRNL_HEADER	Journal header	PC_DISTRIB_STATUS	PC Distribution Status
JRNL_LINE	Journal line		
VCHR_ACCTG_LINE	AP accounting entries	PC_DISTRIB_STATUS GL_DISTRIB_STATUS	PC Distribution Status GL Distribution Status
EX_ACCTG_LINE	EX accounting entries	PC_DISTRIB_STATUS GL_DISTRIB_STATUS	PC Distribution Status GL Distribution Status

Project Costing Integration (cont)

Target Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of all Project Costing module transactions	ANALYSIS_TYPE	Analysis Type

- Practical application examples include:
 - Investigate expenses that have been incurred, but are not displayed in the list of billable transactions.
 - Ensure total expenses associated with a cost reimbursable award equal the total revenue.
 - Ensure expenses associated with a fixed price award do not generated billable transactions.



Facilities & Administration

 F&A process calculates sponsor F&A expense, cost share F&A expense, waived F&A, and the 'internal' revenue generated.

Source Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of actual cost Analysis Type transaction that are eligible for F&A processing	ANALYSIS_TYPE	F&A transactions are created based on eligible actual cost Analysis Type transactions
		FA_STATUS	Blank status indicates transaction has not been processed by F&A process
		ACCOUNT	Account value can be used to determine if actual cost transaction is F&A eligible

Facilities & Administration (cont)

Target Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of F&A expense and waived F&A transactions	FA_STATUS	Status of 'D' indicates transaction has been processed by F&A process
		RESOURCE_ID_FROM	Useful link back to original actual cost transaction that generated F&A expense

- Practical application examples include:
 - Validate whether or not F&A has been calculated correctly.
 - Calculate value of F&A waived by the institution over a specific period of time.



Revenue Recognition

 Revenue Recognition process creates revenue and deferred revenue source accounting entries in the Contracts module that are then journal generated in the General Ledger module.

Source Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of billable transactions that generate revenue	GL_DISTRIB_STATUS	GL distribution status equal to 'C' if transaction has not been processed
		ANALYSIS_TYPE	BIL, BLD, and DEF Analysis Type transactions generate revenue

Revenue Recognition (cont)

Target Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of billable transactions that generate revenue	GL_DISTRIB_STATUS	GL distribution status equal to 'G' if transaction has been processed
CA_ACCTG_LN_PC	Repository of source journal entries used to create sub-system journal entries	CONTRACT_NUM	Contract associated with revenue entries
		RESOURCE_ID_FROM	Useful link back to original billable transaction that generated revenue

- Practical application examples include:
 - Compare billable transactions in the PC module vs.
 the revenue by project in the GL module.



Contract to Billing Interface

 The CA to BI interface initiates the billing process by utilizing the contract Bill Plan options to extract billable transactions from Project Costing.

Source Tables	Description	Key Field Examples	Description
PROJ_RESOURCE	Repository of billable transactions that generate revenue	BI_DISTRIB_STATUS	Billing Distribution Status

Target Tables	Description	Key Field Examples	Description
INTFC_BI	Billing interface main staging table	INTFC_ID ERROR_STATUS_BI	Interface ID Error Status

Contract to Billing Interface (cont)

- Practical application examples include:
 - Determine billable transactions that require corrective action before they can be processed by the Billing Interface.

Billing Interface

The Billing interface initiates the billing process by utilizing the contract Bill Plan options to extract billable transactions from Project Costing.

Source Tables	Description	Key Field Examples	Description
INTFC_BI	Billing interface main staging table		Invoice Invoice Form ID Process Instance

Target Tables	Description	Key Field Examples	Description
BI_HDR	Bill header	_	Bill Status Contract Number Invoice Amount

Billing Interface (cont)

- Practical application examples include:
 - Determine total amount billed by sponsor, award, or project.
 - Monitor billing worksheets that have been approved, but the corresponding bill has not been finalized.
 - Reconcile the BI and AR modules to ensure there is a corresponding invoice for each finalized bill (assuming it does not equal zero).

Billing Finalization

The billing finalization process changes the bill status, creates source accounting entries, and creates a pending invoice.

Key Tables	Description	Key Field Examples	Description	
BI_HDR	Bill Header	BILL_STATUS ACCOUNTING_DT INVOICE_DT IVC_PRINTED_FLG FINAL_CURCNV_FLG	Overall bill status Accounting date Invoice date Bill print indicator Currency Conversion	
		PRELOAD_IND	process indicator Pre-Load process indicator	
		GL_ENTRY_CREATED	Load GL process indicator	
		AR_ENTRY_CREATED	Load AR process indicator	

Billing Finalization (cont)

Key Tables	Description	Key Field Examples	Description		
BI_LINE	Bill lines	NET_EXTENDED_AMT CONTRACT_NUM PROJECT_ID	Bill line amount Associated contract Associated project ID		
BI_ACCT_ENTRY	Billing accounting entries	INVOICE APPL_JRNL_ID GL_DISTRIB_STATUS	Invoice Journal Template GL Distribution Status		
PENDING_ITEM	Pending AR items	GROUP_ID CUST_ID ITEM ENTRY_TYPE	Group ID Customer ID Invoice Number Entry Type		
PENDING_DST	Pending AR accounting entries	GROUP_ID ITEM_LINE GL_DISTRIB_STATUS MONETARY_AMOUNT	Group ID Invoice Line Number GL Distribution Status Amount		

Billing Finalization (cont)

- Practical application examples include:
 - Billing Specialist can monitor bills that are in a 'New' or 'Ready' status to keep track of those bills that are not yet finalized.
 - Support Analyst can monitor various header indicators to determine whether or not the nightly batch processes are being executed.
 - Billing line data can be used to populate custom invoices, determine what expense categories are being billed, and the associated project ID which is helpful when an award contains multiple project ID's.

Cash Management

 Cash management activities include deposit entry, payment application, receivable maintenance, and aging analysis.

Key Tables	Description	Key Field Examples	Description	
ITEM	Customer items	GROUP_ID CUST_ID ENTRY_TYPE POST_DT	Group ID Customer ID Entry Type Posted Date	
ITEM_DST	AR accounting entries	GROUP_ID ITEM_LINE GL_DISTRIB_STATUS MONETARY_AMOUNT	Group ID Invoice Line Number GL Distribution Status Amount	
ITEM_ACTIVITY	Customer item activity	ITEM ENTRY_TYPE ENTRY_REASON DEPOSIT_ID	Invoice Number Entry Type Entry Reason Deposit ID	

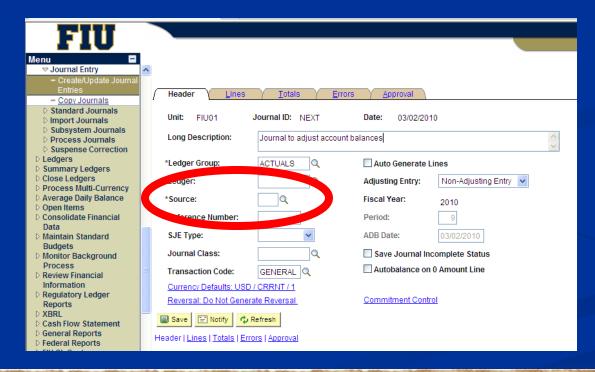
Cash Management (cont)

- Practical application examples include:
 - Analysis the total invoice activity associated with a single or group of sponsoring agencies.
 - Monitor outstanding invoices based on the item status indicator.
 - Determine whether or not source accounting entries are being journal generated.
 - Research what type of AR activity has been posted against a single or group of invoices.
 - Determine the volume of non-invoice related payments.

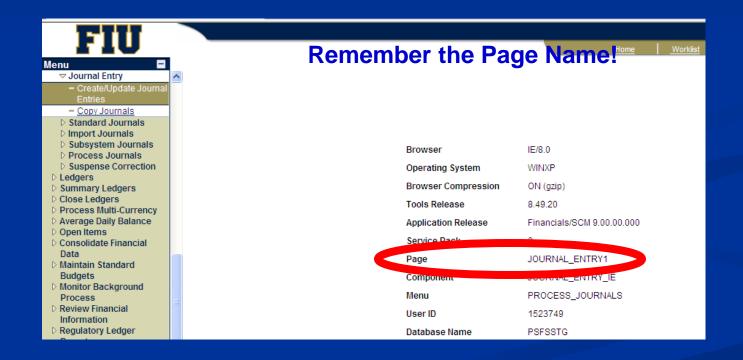
The Art of Locating Relevant Tables and Fields

Steps to Look Up a Record

 Go to the page in PeopleSoft that has the field you are looking for.



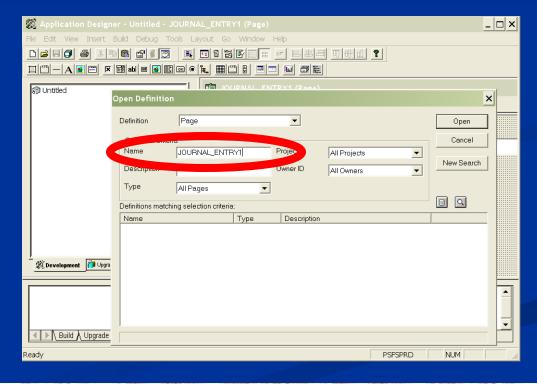
Select Control + J to find the Page Name



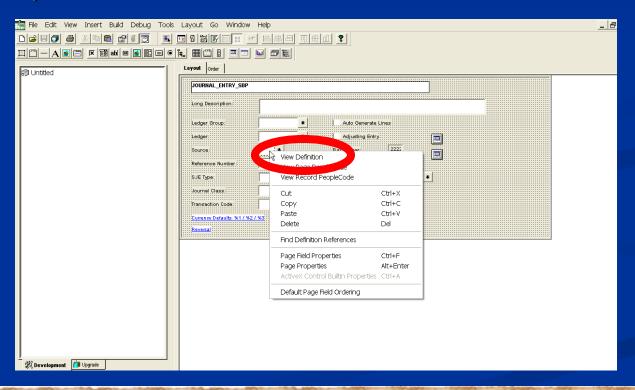
3. Look Up the Definition of the Page in App Designer

File > Open > View Definition (Page)

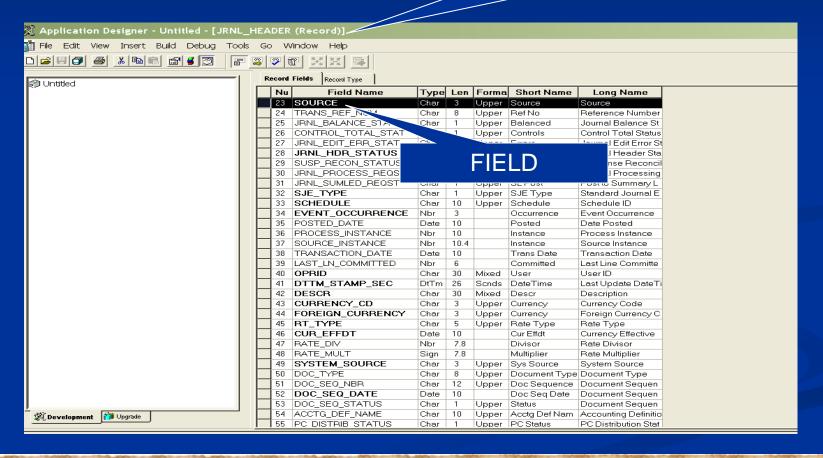
Enter Page Name and Click Open



4. Find the Field in App Designer, Right Click, and Select View Definition



RECORD NAME



PeopleSoft Grants Suite Typical Uses of Data

Production Support Examples

- If the F&A Application Engine process fails you can query the PROJ_RESOURCE and CA_ACCTG_LN_PC tables in an effort to determine at what point in the process the failure occurred.
- If the CA to BI interface process is inadvertently executed for all cost reimbursable bills you can query the BI_HDR table to determine which bills should be corrected.

System Reconciliation Examples

- Verify Deferred Revenue sub-ledger balance equals GL Deferred Revenue account balance.
- Ensure vouchers related to Grant projects with a PC Distrib Status equal to 'D' actually exist in the PROJ_RESOURCE table.
- Verify Prepaid and Fixed events set to 'Pending' or 'Ready' status have been billed as of a specific date.
- Monitor pending item errors to ensure all pending items have been posted in AR.



Reporting Examples

- Examples of Reports Created at FIU Include:
 - Award Inventory
 - Award Activity (Detail & Summary)
 - Unbilled AR by Contract
 - Revenue Balance by Contract
 - Pre-Bill Report
 - Pending and Ready Events to be Billed
 - Pending Close Out



Reporting Examples (cont)

- Grant Activity Report
 - Primary report used by FIU's Grant Managers to monitor award and project level activity
 - Created using nVision
 - Extracts transactional data from the General Ledger module
 - Extracts demographic data from the Grants module

Questions and Answers



Contacts

David Driesbach

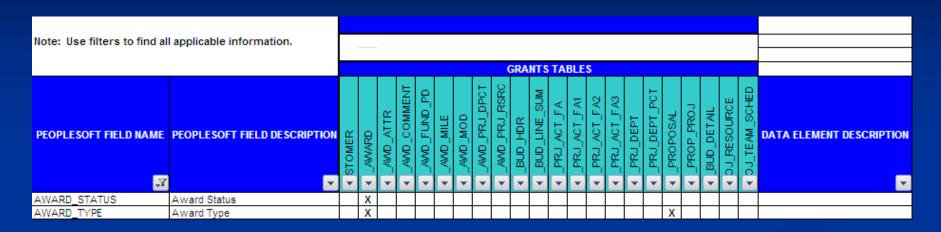
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Appendix A:
Desktop Reference
PeopleSoft Grants
Tables and Fields

Representative Example - File Link



Select Microsoft Excel file link to view additional records:



Appendix B:
Desktop Reference
PeopleSoft Financials
Tables and Fields

Representative Example - File Link

Requisitions			
Table	Description		
REQ_HDR	Header Record for Requisition		
REQ_LINE	Line Record for Requisition		
REQ_LINE_DISTRIB	Accounting Distribution for Requisition		
REQ_LINE_SHIP	Shipment Details for Requisition		
REQ_APPROVAL	Approval Information for Requisition		
REQUESTOR_TBL	Requestor Information		

Select Microsoft Excel file link to view additional records:



Appendix C: Sample nVision Report

Representative Example - File Link

Grant Activity Report - P Level Project

899999999 Project ID

Project Description Sample Project

Post Award Grant

Admin Belz.Nancv L Report Date: 2010-02-17 Start Date 2008-07-01 **End Date** 2010-01-31

Smith, John PI Name **Project Status**

Department:

30000000

Department

Description: Engineering

Award # AWD999999999999 Award Description Research Study Sample

Contract Type **PRFPAID**

00000004 Sponsor ID

N/A

Sponsor Name

Sponsor Ref #

CFDA#:

F&A Rate Type

F&A Rate Percent

On Campus/Off

FRSP2-PA-026 Campus Fund Code

			2010-02-17	2010-02-17			
Account	Description	Budget	YTD Actual	LTD Actual	Encumbr	Pre Enc	Available Balance
Salary & Wages							
P77100	Salary & Wages	8,560.43	0.00	0.00	0.00	0.00	
771122	Salaries - Faculty 9 Month	0.00	0.00	1,470.94	0.00	0.00	
771123	Salaries - Faculty Summer	0.00	461.81	5,537.94	0.00	0.00	
Subtotal	, , , , , , , , , , , , , , , , , , , ,	8,560.43	461.81	7,008.88	0.00	0.00	1,551.55
P77150	Temporary Employment	0.00	0.00	0.00	0.00	0.00	,
Subtotal		0.00	0.00	0.00	0.00	0.00	0.00
P77156	Fringe	0.00	0.00	0.00	0.00	0.00	
771611	Social Security Matching	0.00	28.63	434.81	0.00	0.00	
771652	Medicare Tax Expense - Employe	0.00	6.70	101.70	0.00	0.00	
771701	State Retirement	0.00	48.17	731.03	0.00	0.00	
771950	Fringe Benefits	0.00	10.15	154.19	0.00	0.00	
Subtotal		0.00	93.65	1,421.73	0.00	0.00	(1,421.73)
Total Salary Wages &	Fringe	8,560.43	555.46	8,430.61	0.00	0.00	129.82

Select Microsoft Excel file link to view additional records:

Microsoft Office cel 97-2003 Workshe



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