Funds Control User Guide

Overview

- Funds Control refers to the ability to assign, track and manage funding information from activities, projects and tags and pertaining to the transactions within the FMS system.
- Funds Control features are currently implemented in the following FMS modules:
    - Activities & Projects
        - Accessible via the Admin list and the Activities & Projects link (Image 1 below)
    - Funding Details
        - Accessible via the Admin list and the Funding Details link (Image 1 below)
    - Tags
        - Accessible via the Admin list and the Tags link (Image 1 below)
    - Transaction Entry
        - Accessible via the Transaction Requests link (Image 2 below) and the Transactions Request and Transaction Entry Form buttons (Image 3 below)

Image 1

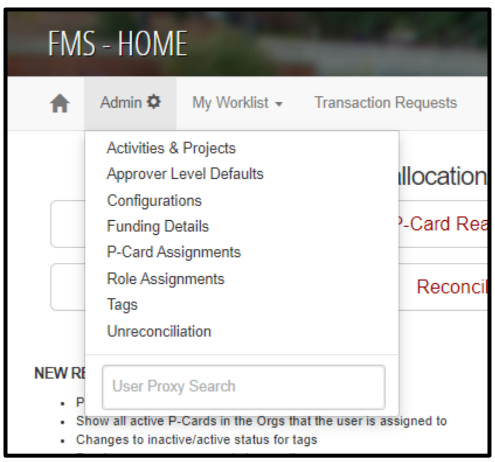


Image 2

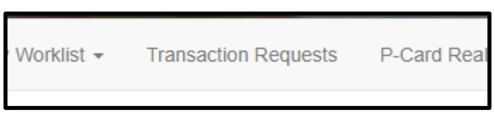
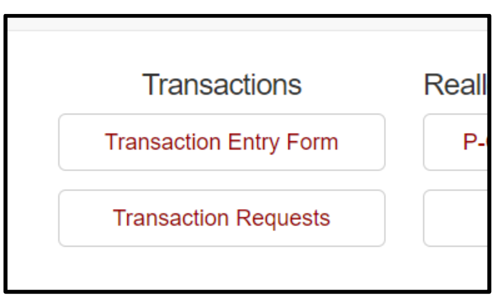


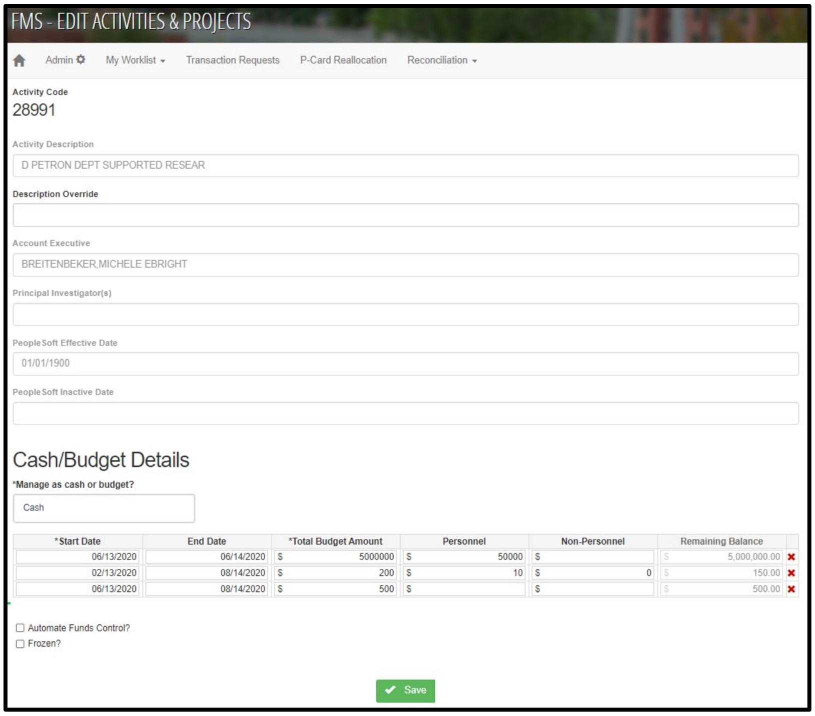
Image 3



Activities & Projects

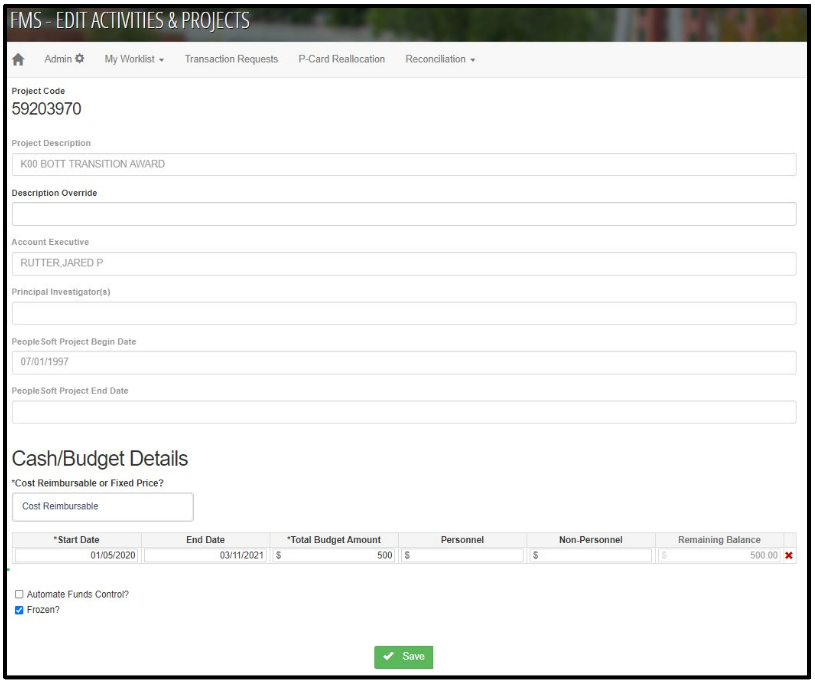
- The Activities & Projects module allows a user with Admin access to view details of a selected Activity or Project as well as manage certain aspects of the record.
- Note: The funding details for the Activities and Projects on file with the University of Utah are not currently pulled into FMS as of the 8/25/2020 release and all funding details are currently manually entered as needed through FMS
- Within the Activity management page (Image 4 below) of the Activities & Projects module, the user has access to the following Funds Control features:
  - Manage as Cash or Budget?
    - The user is able to declare whether the selected Activity will be managed as a “cash” or “budget” activity
      - Note: This difference does not currently impact the system as of the 8/25/2020 release beyond providing a means of tracking and reporting on this detail
  - Manage budget periods
    - This section allows a user to add and manage budgeting periods for the selected activity
      - From this section the user can:
        - Add a budgeting period
          - A Start Date and a Total Budget Amount are required
          - Note: The Personnel and Non-Personnel amounts cannot exceed the Total Budget Amount
        - Edit a budgeting period
          - Change dates
          - Change amounts
          - Note: The system will not allow different reporting periods to overlap in time
        - Delete a budgeting period
  - Automate Funds Control?
    - This flag does not currently function as of the 8/25/2020 release
  - Frozen?
    - This flag allows the user to “freeze” the Activity so that the activity cannot be selected as a part of the chartfield in the Transaction Entry form when preparing the transaction

Image 4



- Within the Project management page (Image 5 below) of the Activities & Projects module, the user has access to the following Funds Control features:
  - Cost Reimburseable or Fixed Price?
    - The user is able to declare whether the selected Project will be managed as a "cost reimburseable" or "fixed price" project
      - Note: This difference does not currently impact the system as of the 8/25/2020 release beyond providing a means of tracking and reporting on this detail
  - Manage budget periods
    - This section allows a user to add and manage budgeting periods for the selected project
      - From this section the user can:
        - Add a budgeting period
          - Note: A Start Date and a Total Budget Amount are required
          - Note: The Personnel and Non-Personnel amounts cannot exceed the Total Budget Amount
        - Edit a budgeting period
          - Change dates
          - Change amounts
          - Note: The system will not allow different reporting periods to overlap in time
        - Delete a budgeting period
  - Automate Funds Control?
    - This flag does not currently function as of the 8/25/2020 release
  - Frozen?
    - This flag allows the user to "freeze" the Project so that the project cannot be selected as a part of the chartfield in the Transaction Entry form when preparing the transaction

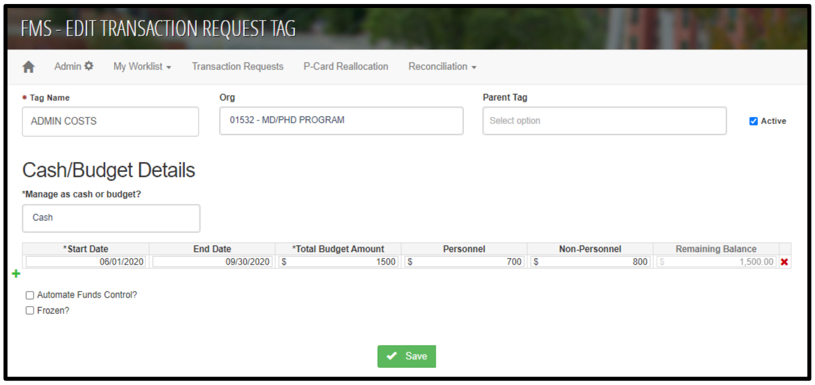
Image 5



Tags

- Within the Tag management page (Image 6 below), the user has access to the following Funds Control features:
    - Manage as Cash or Budget?
        - The user is able to declare whether the selected Tag will be managed as a "cash" or "budget" tag
            - Note: This difference does not currently impact the system as of the 8/25/2020 release beyond providing a means of tracking and reporting on this detail
    - Manage budget periods
        - This section allows a user to add and manage budgeting periods for the selected tag
            - From this section the user can:
                - Add a budgeting period
                    - A Start Date and a Total Budget Amount are required
                    - Note: The Personnel and Non-Personnel amounts cannot exceed the Total Budget Amount
                - Edit a budgeting period
                    - Change dates
                    - Change amounts
                    - Note: The system will not allow different reporting periods to overlap in time
                - Delete a budgeting period
    - Automate Funds Control?
        - This flag does not currently function as of the 8/25/2020 release
    - Frozen?
        - This flag allows the user to "freeze" the Tag so that the tag cannot be selected on the chartfield line in the Transaction Entry form when preparing the transaction

Image 6

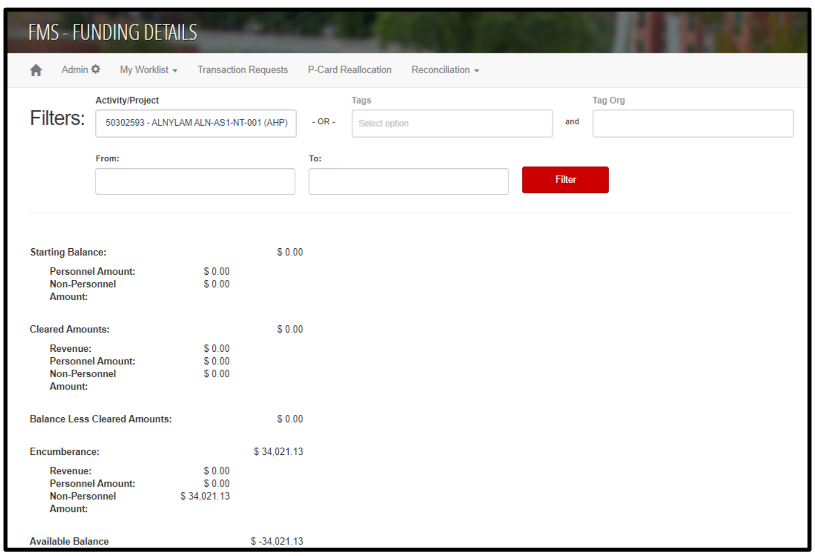


Funding Details

- The Funding Details page (Image 7 below) allows a user to see a breakdown of amounts for a selected activity, project or tag.
  - The user must enter an activity, a project or a tag in the filter fields at the top of the page to see the funding details of the desired item
    - Note: When opting to view the funding details of a tag, the user must provide both the tag and the org to which it applies as multiple orgs can have the same tag
  - Dates may also be entered in the appropriate filter fields to narrow down the details displayed to a specific time period
  - Once an activity, a project or a tag is selected, the user is able to see the following details:
    - Starting Balance
      - Currently, as of the 8/25/2020 release, this information correlates to the details entered by the user in the corresponding activity/project/tag record
      - This includes the Starting Balance (Total Budget Amount), Personnel Amount, and Non-Personnel Amount
    - Cleared Amounts
      - This section shows a break-down of the amounts for the selected activity/project/tag which have gone through the reconciliation process to a “closed” status
      - This section includes Cleared Amount (the total of all cleared amounts), Revenue (the total of all cleared amounts for which the corresponding chartfield has an account number within 40000 to 49999), Personnel Amount (the total of all cleared amounts for which the corresponding chartfield has an account number within 50000 to 59999), and Non-Personnel Amount (the total of all cleared amounts for which the corresponding chartfield has an account number within 60000 to 89999)
    - Balance Less Cleared Amounts
      - This value shows the Starting Balance minus the total Cleared Amounts

- Encumbrance
  - This section shows a break-down of the amounts for the selected activity/project/tag which have moved beyond the “preparing” step but have not yet been reconciled and moved to a “closed” status
  - This section includes Encumbrance (the total of all pending or encumbrance amounts), Revenue (the total of all encumbrance amounts for which the corresponding chartfield has an account number within 40000 to 49999), Personnel Amount (the total of all encumbrance amounts for which the corresponding chartfield has an account number within 50000 to 59999), and Non-Personnel Amount (the total of all encumbrance amounts for which the corresponding chartfield has an account number within 60000 to 89999)
- Available Balance
  - This section shows the Starting Balance minus the total Cleared Amounts and minus the total Encumbrance

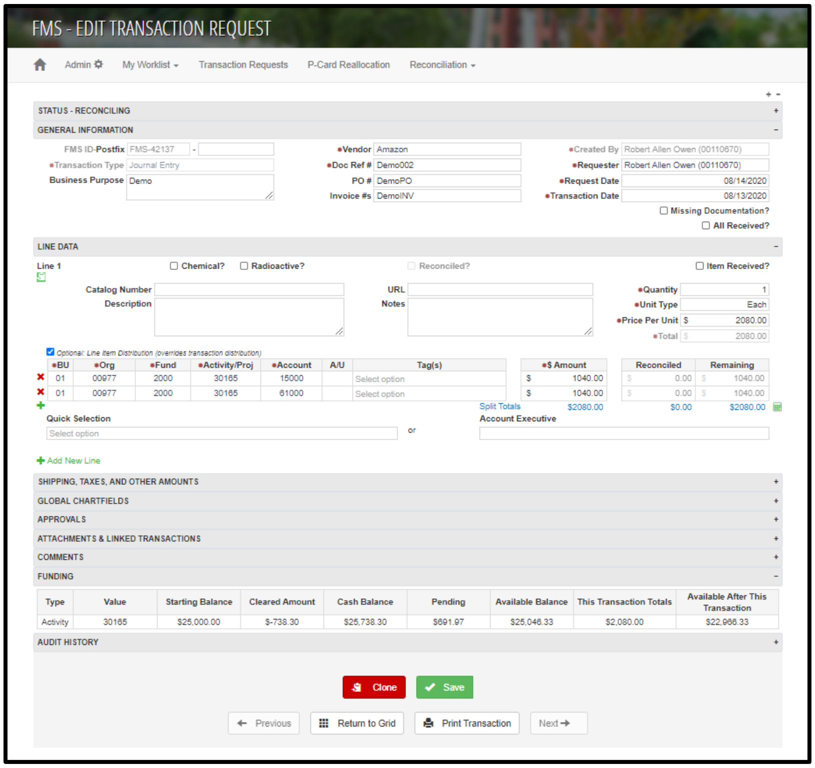
Image 7



Transaction Entry/Edit

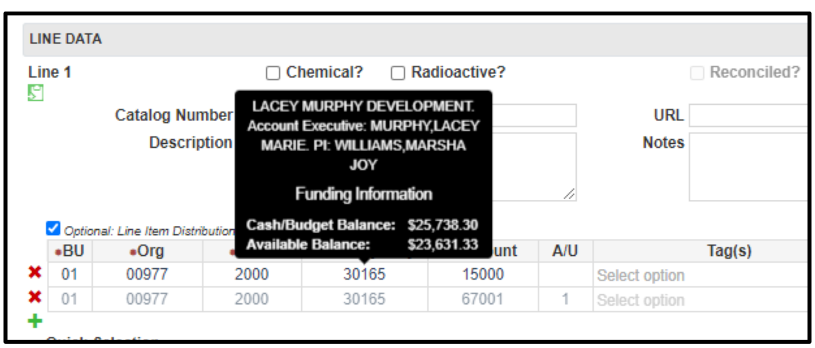
- The Transaction Entry page (Image 8 below) contains multiple funds control features
  - Activity/Project hover over funding details (Image 9 below)
  - Tag hover over funding details
  - Expandable Funding section of the Transaction Entry form (Image 10 below)

Image 8



- The user is able to see some funding details for an activity, a project or a tag in the Transaction Entry screen by hovering the mouse cursor over the activity/project/tag of interest (Image 9 below)
- The activity/project/tag hover-over details shows the following funding details:
  - The Cash/Budget Balance
    - This is the Total Budget Amount minus the Cleared Amounts
  - The Available Balance
    - This is the Total Budget Amount minus the Total Cleared Amounts and minus the Total Encumbrance Amounts

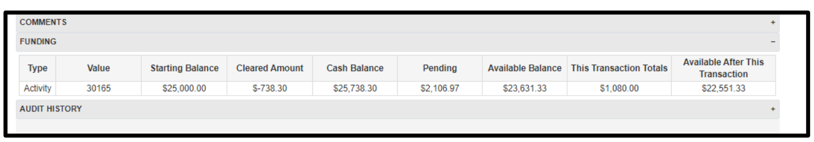
Image 9



- The user is able to see even more details for every activity, project and tag currently selected in the Transaction Entry form by looking at the expandable Funding section near the bottom of the form (Image 10 below)
- The Funding section of the Transaction Entry form displays the following details:
  - Type
    - This shows whether the item is an Activity, a Project or a Tag

- Value
    - This displays the activity or project number or the name of the tag
- Starting Balance
    - Currently, as of the 8/25/2020 release, this information correlates to the details entered by the user in the corresponding activity/project/tag record
- Cleared Amount
    - This is the total of all amounts for the activity/project/tag which have gone through the reconciliation process to a “closed” status
- Cash Balance
    - This is calculated by subtracting the Cleared Amount from the Starting Balance
- Pending
    - This is the total of all amounts for the activity/project/tag which are currently beyond the “Preparing” step but not yet reconciled and “closed”
- Available Balance
    - This is calculated by subtracting both the Cleared Amount and the Pending amount from the Starting Balance
- This Transaction Totals
    - This is the total of all amounts for the given activity, project or tag within the current transaction the user is viewing
- Available After This Transaction
    - This is calculated by subtracting the Cleared Amount, Pending amount and This Transaction Totals from the Starting Balance, showing the user how much will still be available after this transaction has cleared

Image 10


COMMENTS +

FUNDING –

Type	Value	Starting Balance	Cleared Amount	Cash Balance	Pending	Available Balance	This Transaction Totals	Available After This Transaction
Activity	30165	$25,000.00	$-738.30	$25,738.30	$2,106.97	$23,631.33	$1,080.00	$22,551.33

AUDIT HISTORY +