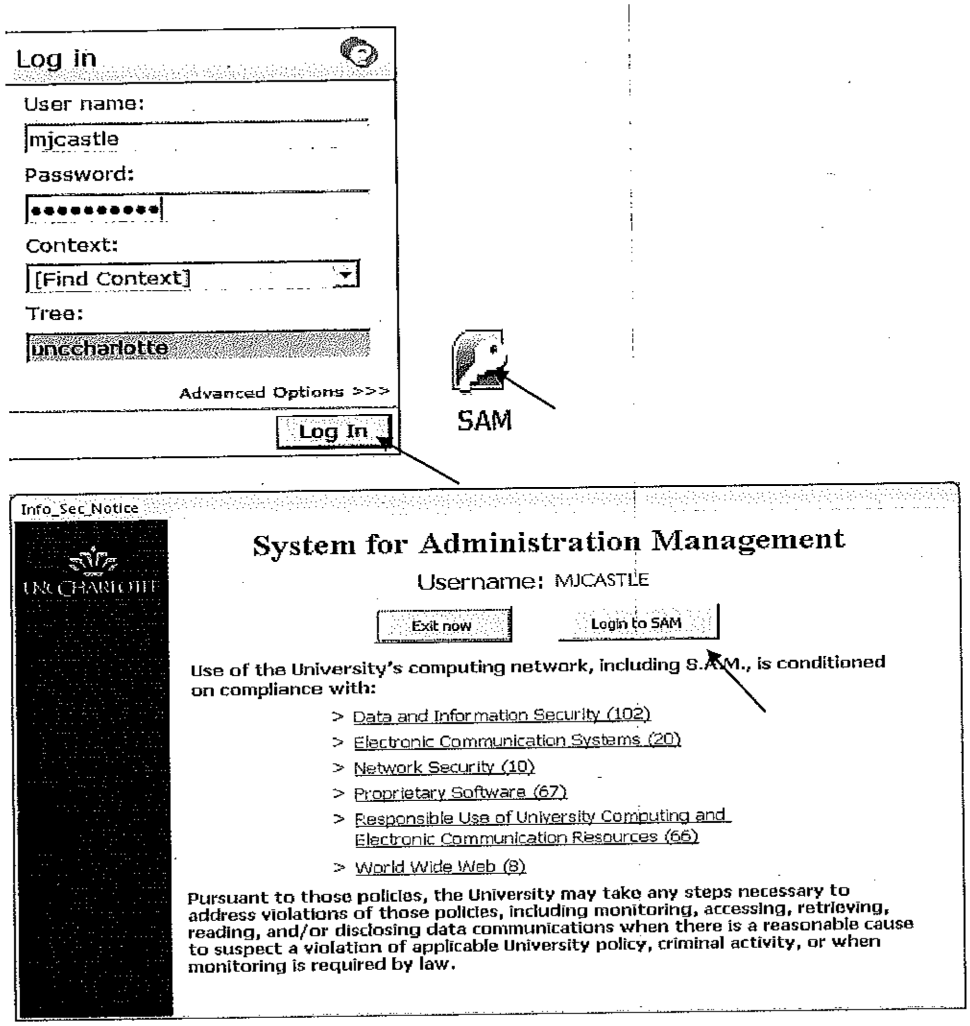
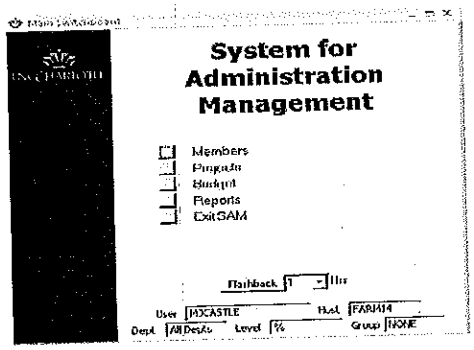
SAM Procedures

(System for Administrative Management)

Let's get started. To access Citrix click on the hyperlink below and save to your favorites. https://citrix.uncc.edu/Citrix/MetaFrame/auth/login.aspx Once the log in appears type in your user name and password then press the Log In. Click on SAM to begin and then click on Login to SAM.



Main Menu



The Main Menu is the menu that the database initially opens to once the individual has agreed to the terms of use for the database. From this menu an individual can go to any of the screens in the database through a series of menus and submenus. USE ONE CLICK ONLY to select a submenu. Remember if you think that you made a mistake hit ESC – this is your new best friend!

The three Primary Selections used are:

Members Menu – Used to deal with an Individual's data like PI's, co-PI,s staff, student undergraduate and graduate appointments, summer salary, release time payment data.

Project Menu – Used to work with Research Project Information.

Budget Menu – Used to work with fund (account) information not done under and individual's record in the member's form. Example, travel, PO's and subcontracts.

The Reports/Queries menu – is used for various pre-designed reports and queries and is a useful mechanism to generate various summary reports like the Fund Summary, Detailed Transactions, Payroll Query and Summary Report and Open Encumbrance and PI Summary.

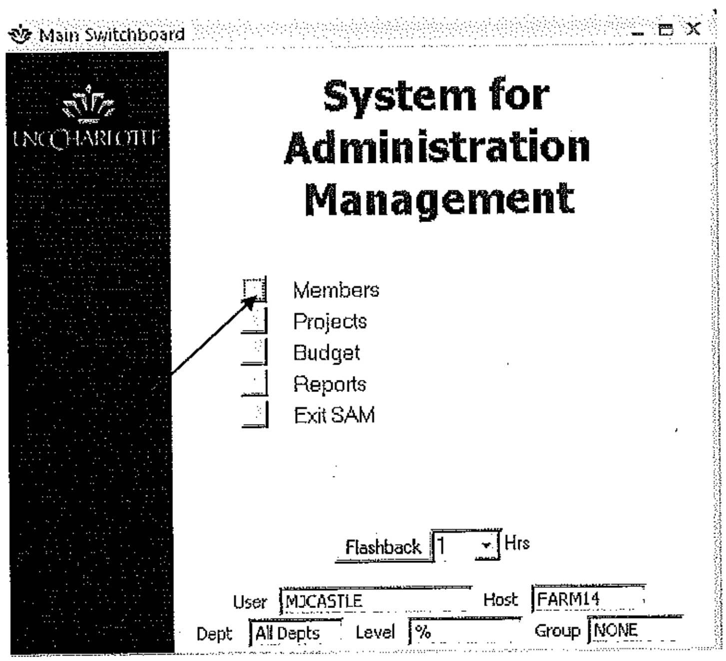
Navigating in SAM

- Hitting "enter" while in a field will move you to the next field to be filled in.
- Hitting the tab key also works, or you can use the mouse and cursor/click.
- If you make a mistake STOP and hit ESC.
- NOTE: A pencil side bar means that you are in editing mode when you click or leave a record it saves the information automatically.

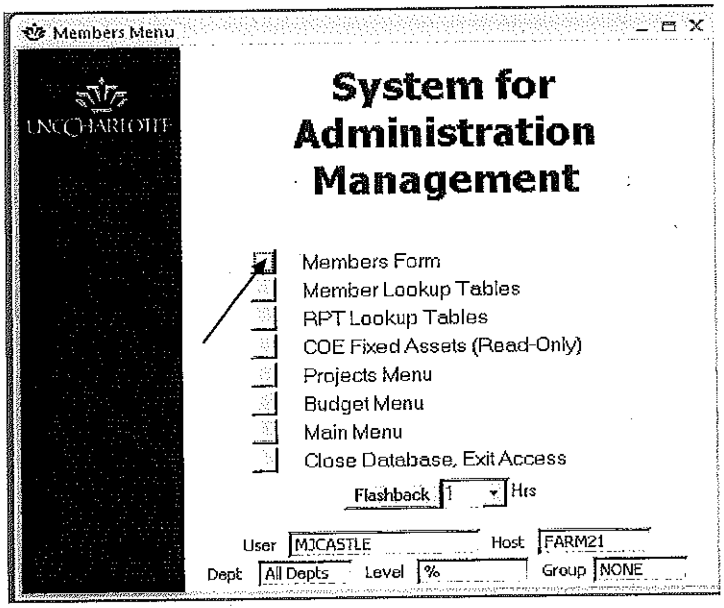
- The database has the ability to filter one account code at a time. After pressing the fund# put in an account code. For instance, put the fund number and then the 911300 (summer salary) or if you do not have summer salary put in 930250 (educational supplies) and press enter. You will see everything in that account code only. To see all the accounts again press the 'remove filter' button.

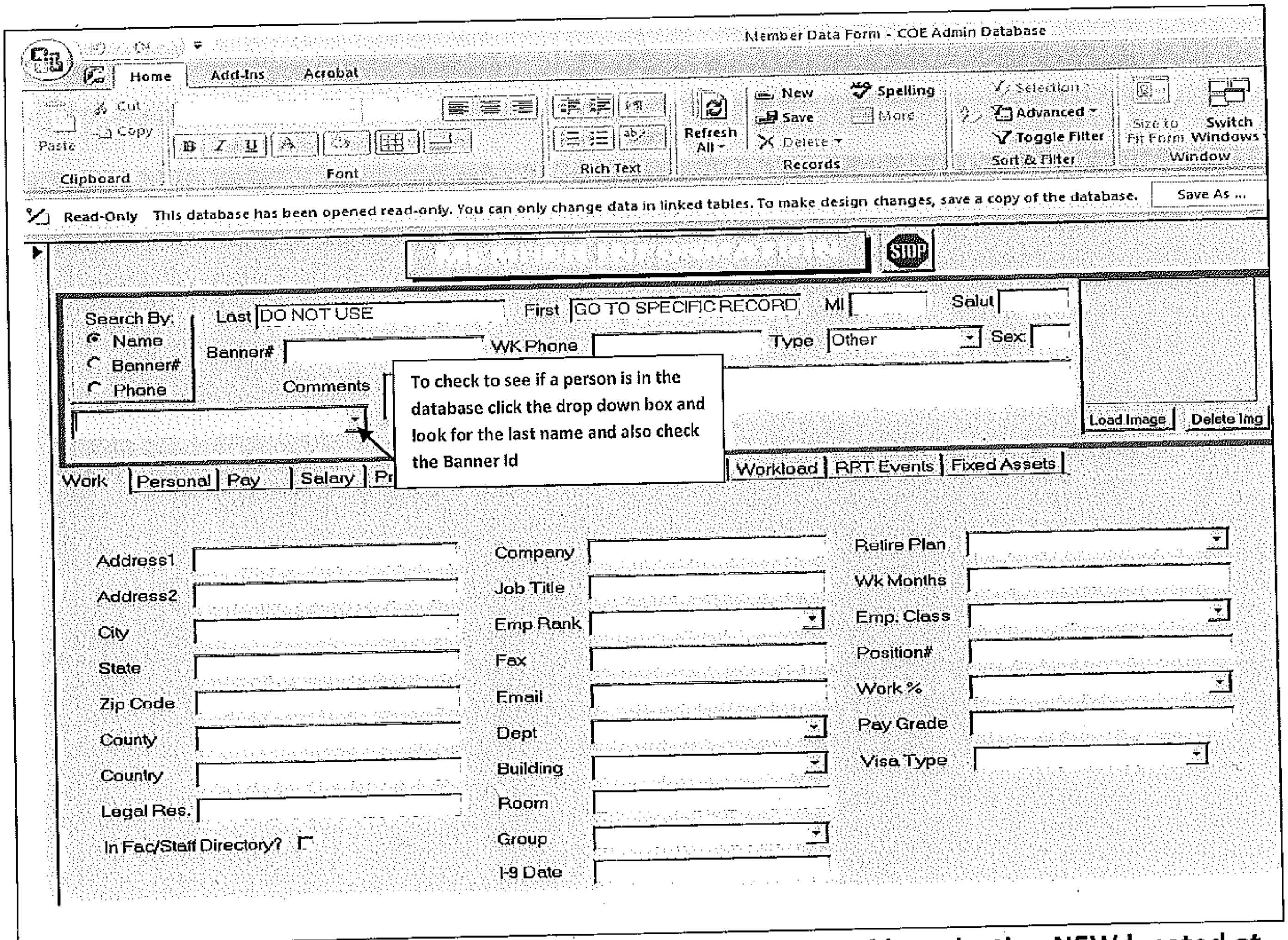
- For Lookup fields it is best to click on the arrow (drop down box) at the right side of a look up field and then begin to type. Lookup fields are identified with the yellow background color. This works especially well on the Members Form when you try to find a person by the last name (the most common method). That way for names like "Smith", one can quickly see all the Smiths (up to twenty in view and/or one can scroll down using the bar on the right side of the yellow block to see all the Smiths if there are more than 20) and then click on the appropriate Smith without having to type out the full last name to find the individual for which one is searching.

Step 1 – Before the project information can be entered into the database a member (PI, co-PI should be added to the database.



Click then click on Members form



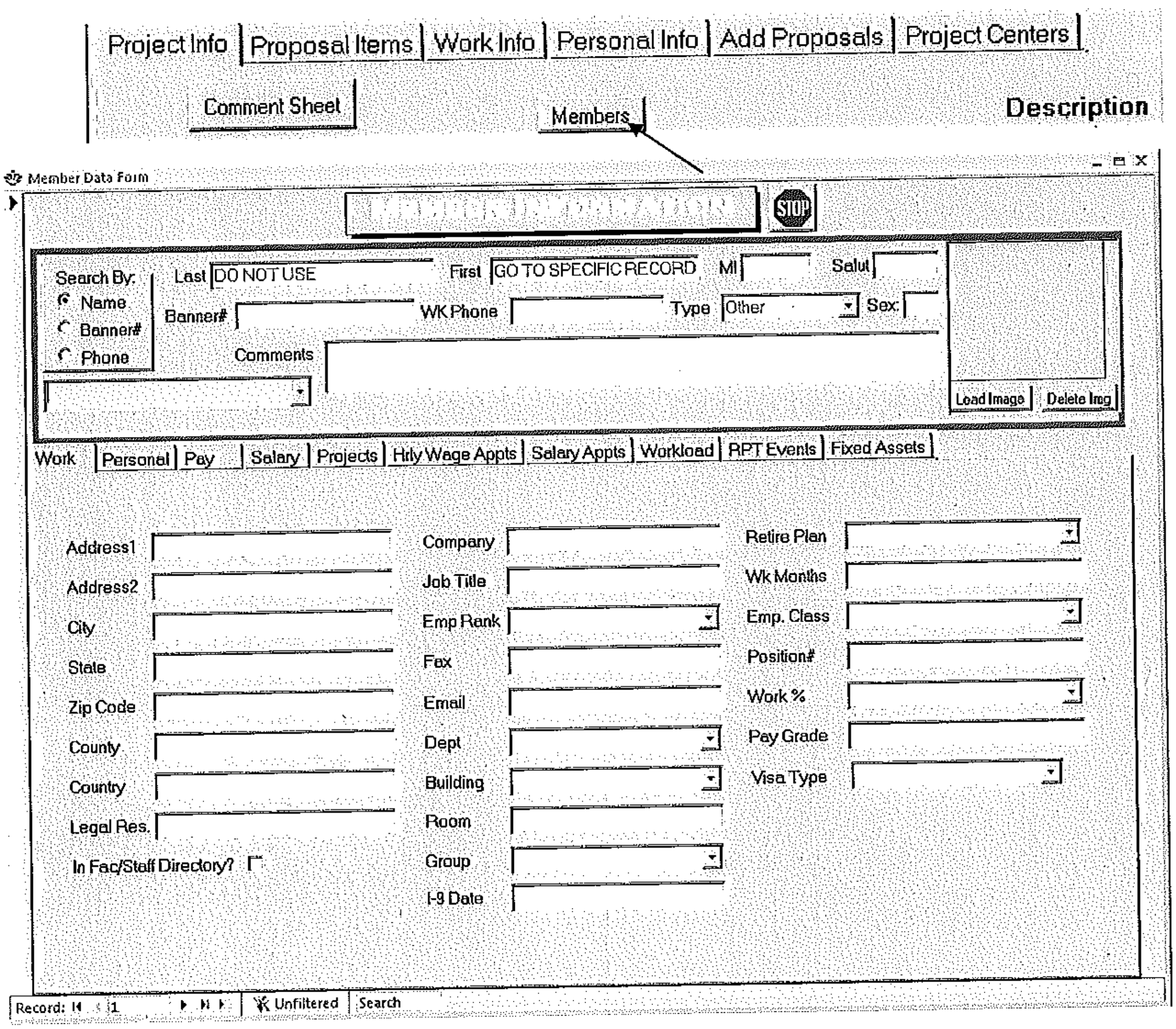


If the person/individual is not in SAM then create a new record by selecting NEW located at the top of the form. Then insert the last name tab to the first name, MI, Sault, Banner #, Wk Phone, wk months, position number, select type which will most likely be Faculty as that is pretty much who you are entering into the database at this time. Below is a list from the drop down box 'Type'.

Adj Fac	Adjunct Faculty
Faculty EP/	Faculty EPA Staff
Faculty	Full-Time Faculty
Staff	Full-Time Staff
UnderGrad	Undergraduates
Grad	Graduates
Research	Research Staff
Other	Undefined
Lecturer	Guest Lecturer
Organizatio	Organization
Student	Student
TEMP	Temporary Staff

- Always select Wk months (note) this box *does not* have a drop down box so you will want to distinguish between 12 and 9 month employees as this will help quickly identify who can be paid summer salary. If you do not know if the person is a 12 or 9 month employee this can be looked up in NBAJOBs in Banner. 12 month employees cannot be paid summer salary; however, release time can be processed.

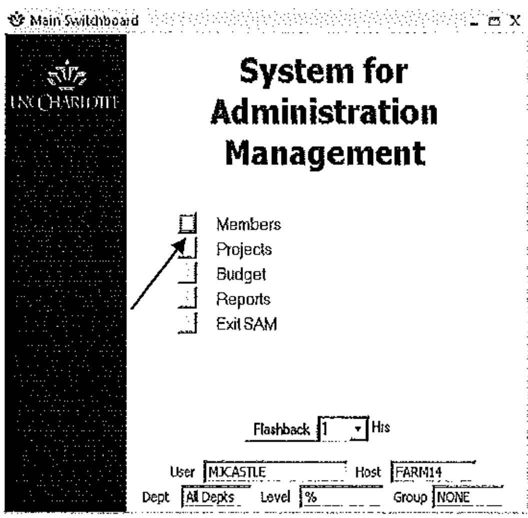
- After testing the Emp. Class can be put in. Always put in the position number as this is important to have this populate when you process summer salary and release time, etc.
- Select the Dept.
- Projects will populate from the Project Information.
- You may not want to add the Fixed Assets at this time but will have an understanding that SAM has this capability. This has been a wonderful tool to help in tracking inventory.
- Also, the member information form can be accessed by clicking on the Members tab for quick access to enter a new member.

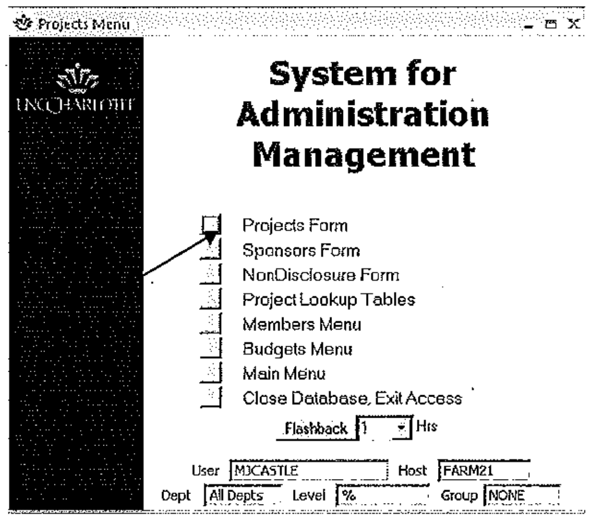


Entering a new project into SAM

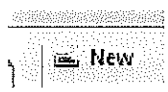
Step 2 – Entering the Project Information.

- Go into the Projects Menu then select Projects Form.

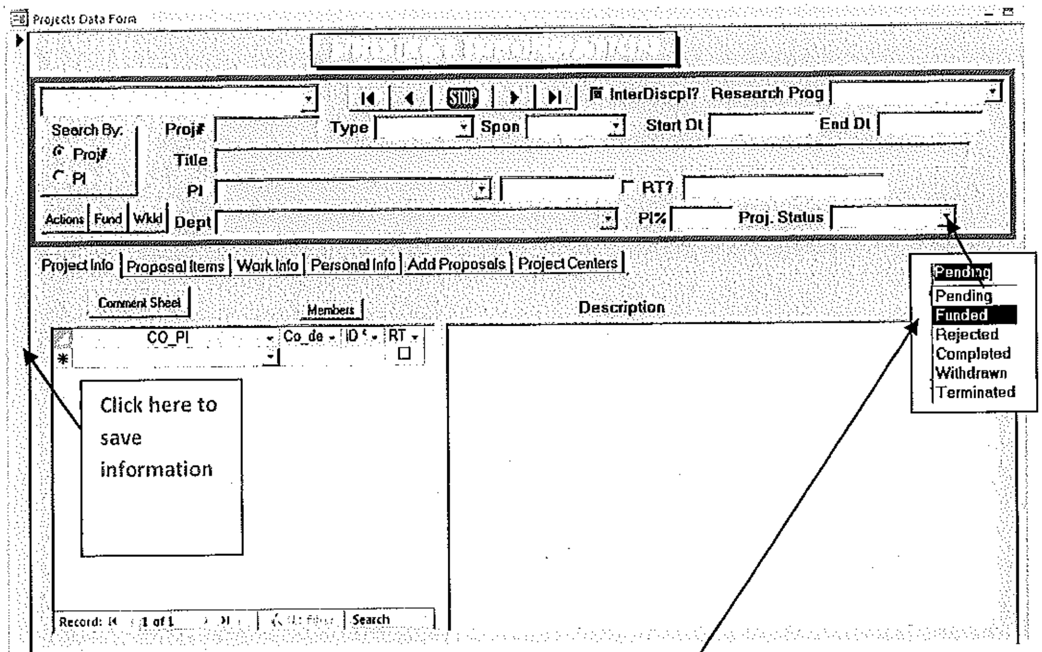




- This will bring you to the Project Information screen.

- Click on New at the top of the ribbon. 

  The screen will look like this: (it is important to always click on New as you do NOT want to enter/change information on an existing record). The last record entered into the database will appear when you get to this form. When you see the orange tan background is blank you know that a new record can be entered.



- Enter the project #, sponsor abbreviation, title, start date, end date and title of the project. If there will be release time click the box. Use the drop down box to add the Dept. PI% is the allocation of credit, project status will be *pending*.

- Click InterDiscpl if the project is with another college. For instance, if the PI is in the College of Engineering but the Co-PI is in the College of Education you would click this box. (Once the project is funded you will go back and click funded or the appropriate status).

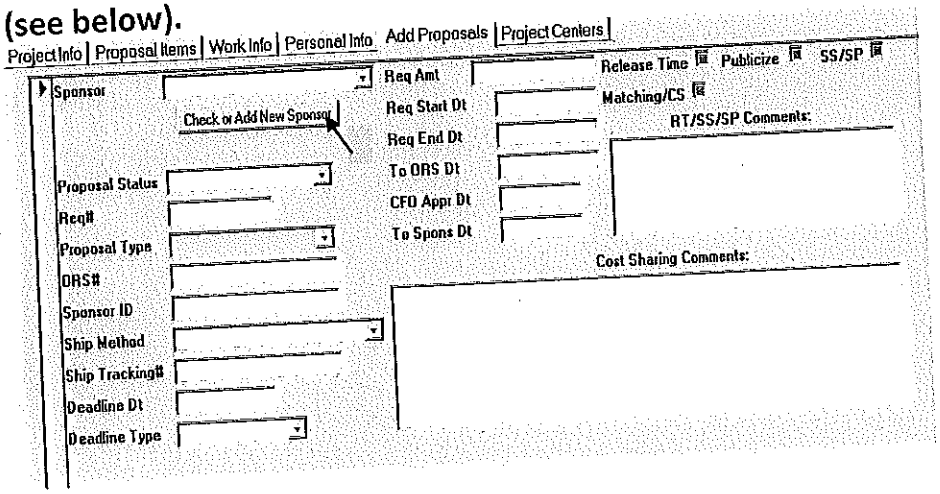
- Next enter co_PI(s), Co_de is department (click on the drop down box), allocation of credit for co-PI and release time if applicable and description of the project.
  Press the side bar to save information once everything is entered for the project required fields (light blue section all the way to the left side of the form. The Work Info and personal information will populate these forms once the PI's name is selected.

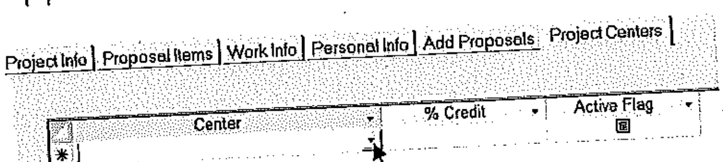
- On the Add Proposal select sponsor (can and add new sponsor if needed).

- Fill in other fields as appropriate

- Some fields will have to be filled in later. For example you *may not* have submitted the proposal yet and will have to come back and put in sponsor id for this award.

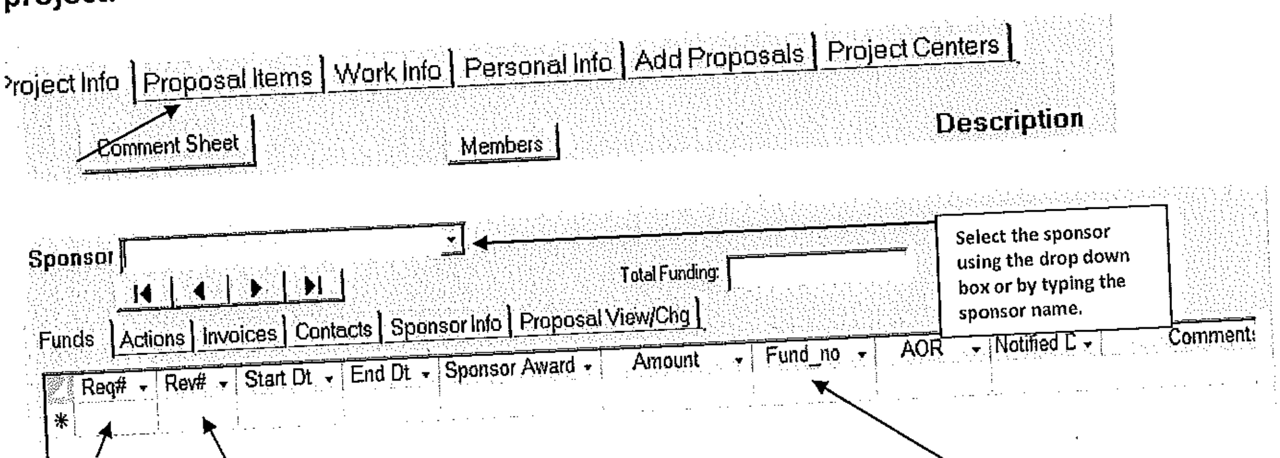
- If the proposal has release time, summer salary/special payment, matching/cost sharing check appropriate blocks put in comments on description what the cost sharing, release time is as appropriate.
(see below).





If your proposal is associated with a Center then you would click the down arrow to select the center that you want.

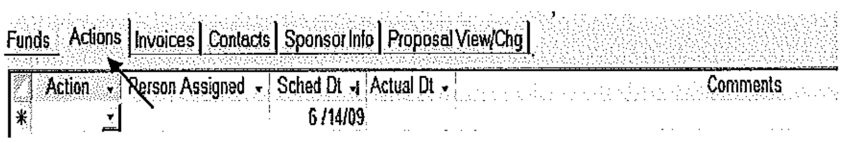
Now click on the next tab Proposal Items to enter the information regarding the project.

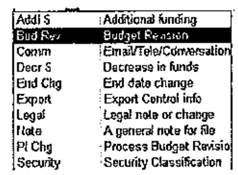


The first entry for Req# is 1 and the Rev# (revision #) is 0. Enter the start date, end date sponsor award, and amount. You will need to come back into this form once the fund number is setup and enter that fund # and always remember to click on the blue bar to save the information. Enter the date notified and any special comments. Ex:

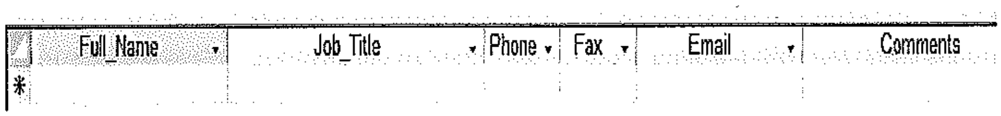
1st year funds, task 1, additional funds, or Mod1, etc. If you are entering an AOR (Assumption of Risk) you would enter dates of the AOR in the start date and end date, the dollar amount under AOR the date, and in comments AOR your initials and date. Once the AOR receives a fund number and the fund setup is complete come back and enter the fund number here.

The Actions tab is to record specific information regarding a project. An example would be to indicate the date that a budget revision was sent to sponsored programs. Research is a busy environment and sometimes it is easy to forget when something was processed so this is a very helpful tool.

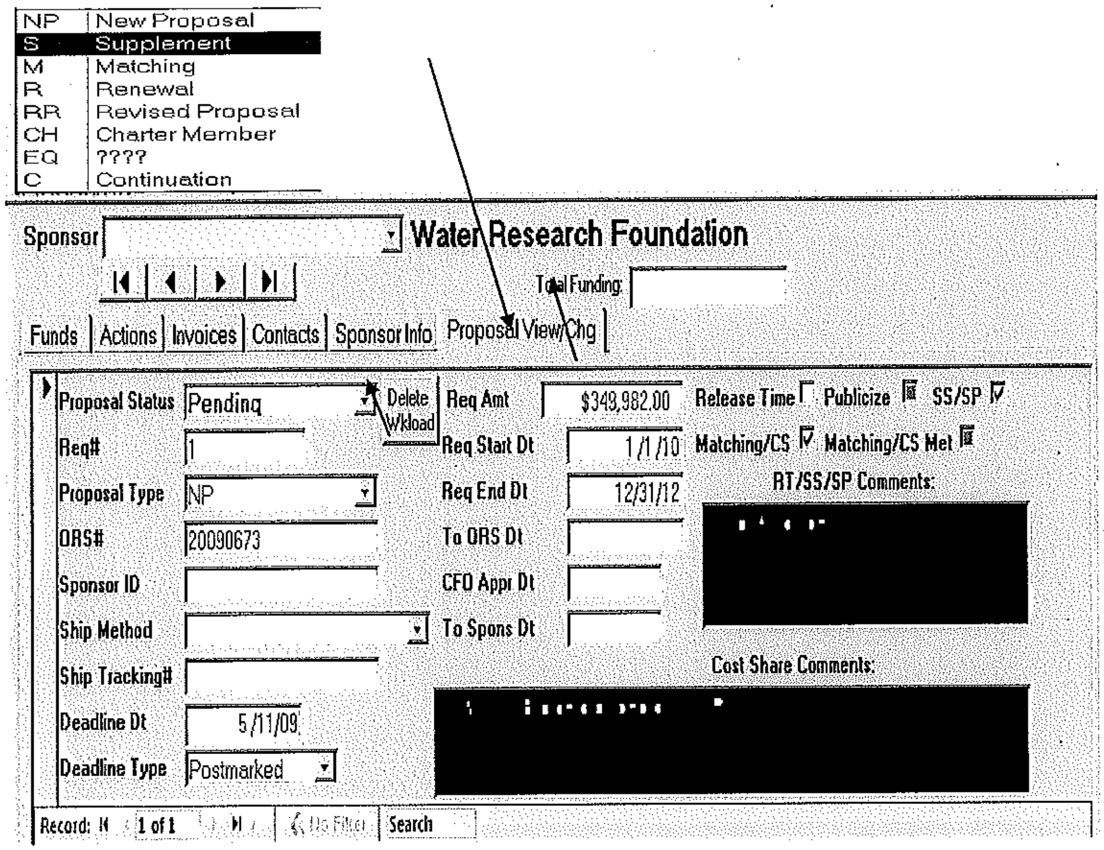




The next two tabs are where Invoices and Contacts information can be added.

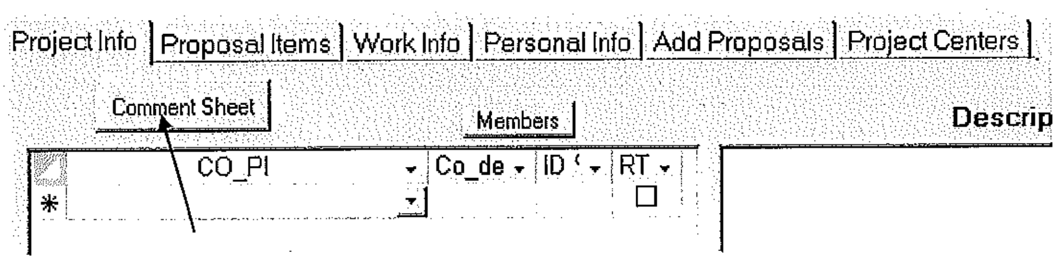


Click on the Proposal view/ch and enter the proposal status, proposal type is NP for new proposal, ORS# is the assigned proposal number, requested amount, requested start and end dates, and sponsor id such as NSF proposal number. Other information can be entered relating to the release time, summer salary/special payment, cost sharing obligations. Save the information.



Now that the Project Information is entered save by clicking on the side bar to save and hit

Go back to the Project Information form and press the COMMENT button. You can print out a sheet to attach to a project folder. Once the fund and grant numbers are available enter them on this form that is attached to the project folder as well as CR (cost reimbursable) or EG (fixed fee) and any other notes.



comment [Read-Only] [Compatibility Mode]

A	B	C	D	E	F	G	H	I	J	K	L

CmtSheet

20090726 Fund# Grant#:

Pro. Title: SBIR Phase I: Ultraviolet Quantum Dots for LED Applications

Proposal

PI/PDs Stokes, Edward B. 1st Contact:

Tele#s (704) 687-8425 Depts: EEGR

Interdisciplinary? Y N Fund Source: F&A rate:

Budget File Name: Deadline Date: Pstmkd or Rec.

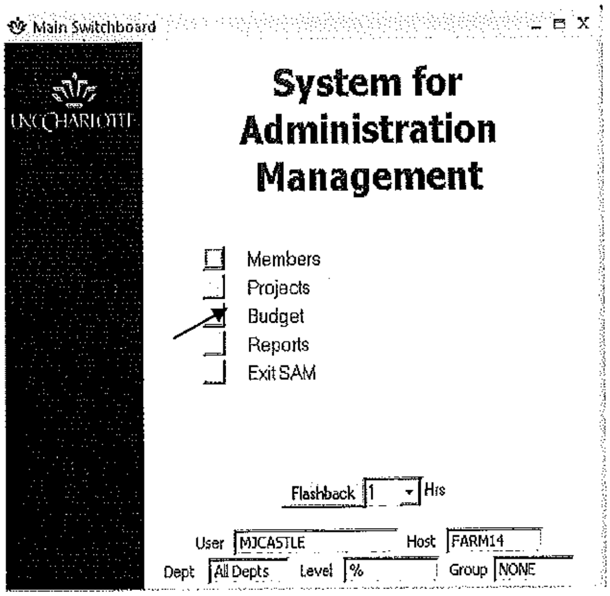
Cost Share File Name:

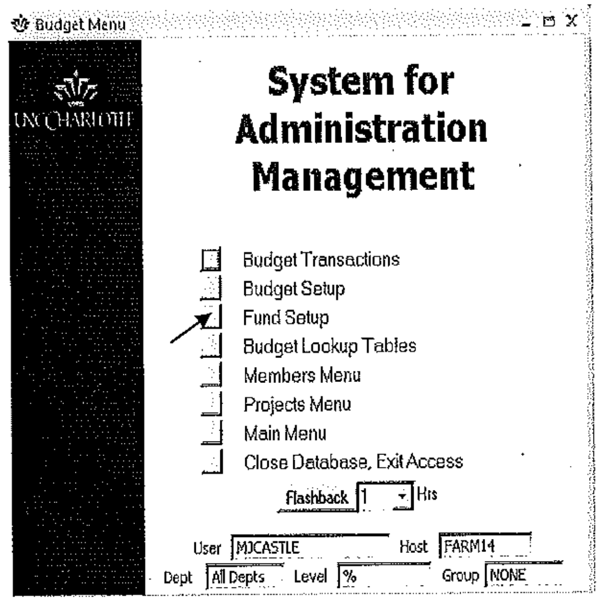
Cost Sharing? Y N Other:

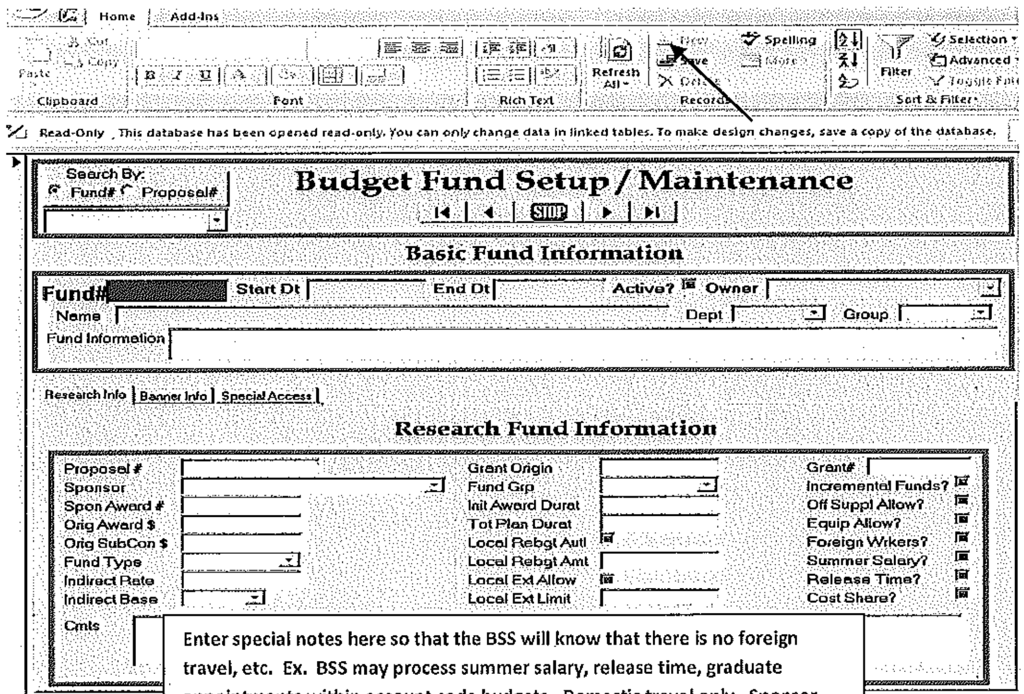
Step 3 – Basic Fund Information.

Budget Fund Setup/Maintenance

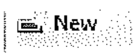
Go to the Budgets Menu and then click on Fund Setup. Once sponsored programs assigns the fund/grant numbers this is where the information is entered to put into the database.







Enter special notes here so that the BSS will know that there is no foreign travel, etc. Ex. BSS may process summer salary, release time, graduate appointments within account code budgets. Domestic travel only. Sponsor approval required for foreign travel. Mjc1 2-23-08

Select 

- **Click NEW to begin entering the budget fund information. Remember do not start typing on the existing fund record. If the information has not been saved hit 'ESC' on your computer keyboard. If you accidentally save the information then contact your department administrator. If your form looks like the one above then you are now ready to enter data.**

- **Enter the information from the FTMFUND and FRAGRNT screens in Banner as well as the information on the spfm budget form. Always double check your org code, dates as this is your shadow system. If an org code is not correct immediately contact sponsored programs.**

- **On the top of the form under Basic Fund Information enter the fund#, Start dt, End date, select active, owner (click the drop down box), name, dept, special group, fund information.**

- **Next under the research fund information of the form enter the proposal #, sponsor, Award#, orig. award $, fund type, indirect rate, indirect base, fund group is either**

Fund group is either CR=cost reimbursable, EG=fixed fee, and N/A is not available, and last grant #.

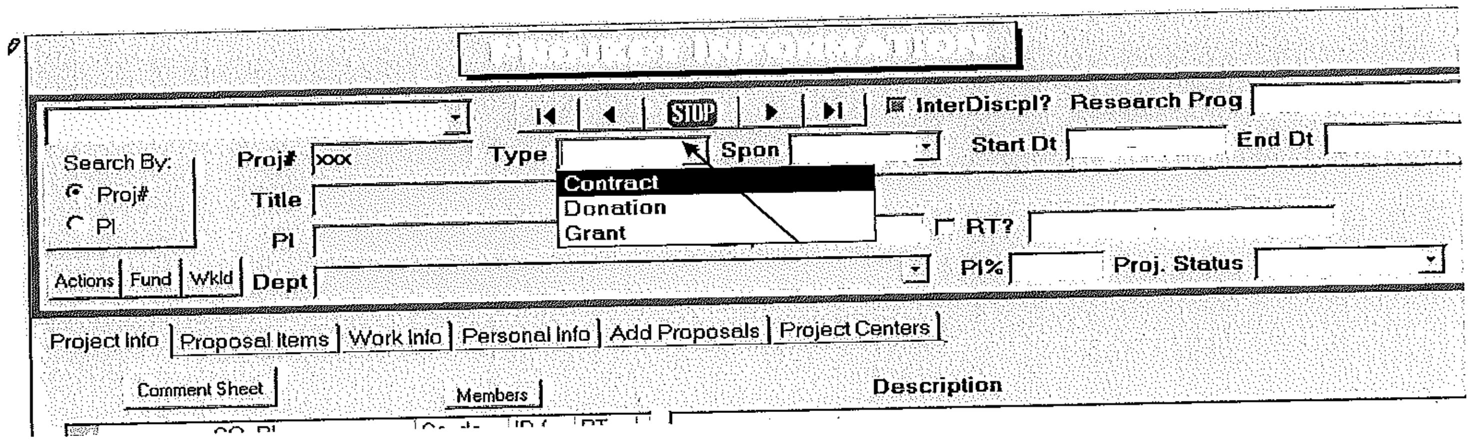
- Enter specific information relating to the grant on the project in Cmts. This is a map of the budget letting to BSS know upfront what expenses can be charged to the grant.

Example:

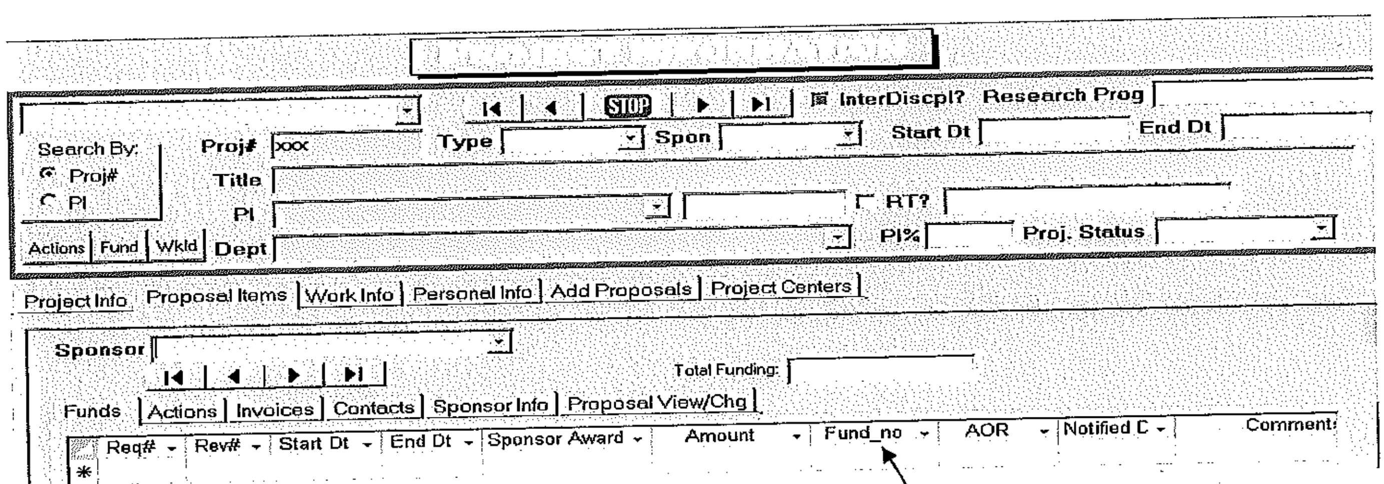
NO FOREIGN PERSONNEL WITHOUT PRIOR APPROVAL OF SPONSOR. BSS can process graduate student appointments, domestic and foreign travel, educational supplies within the limitations of funds in the account codes. Always enter your initials and date.

Important – Make sure that this step is done.

- Once the project is awarded go back into the Project Menu/Project Information and enter the type (see below).



- You will also have to go back into the project form and click on the proposal items and enter the fund number.



- You will also have to go back into the project form and click on the proposal items and enter the fund number.

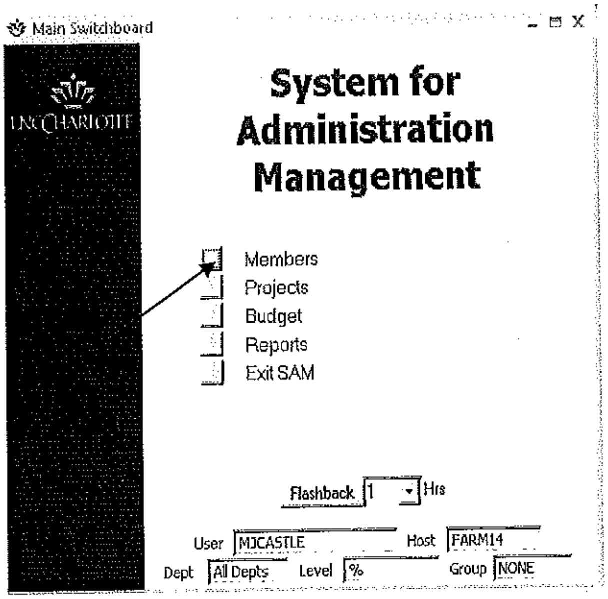
If the fund number is forgotten the budget transactions will not be able to be viewed. Also is the fund number has not been checked as active you cannot view this information.

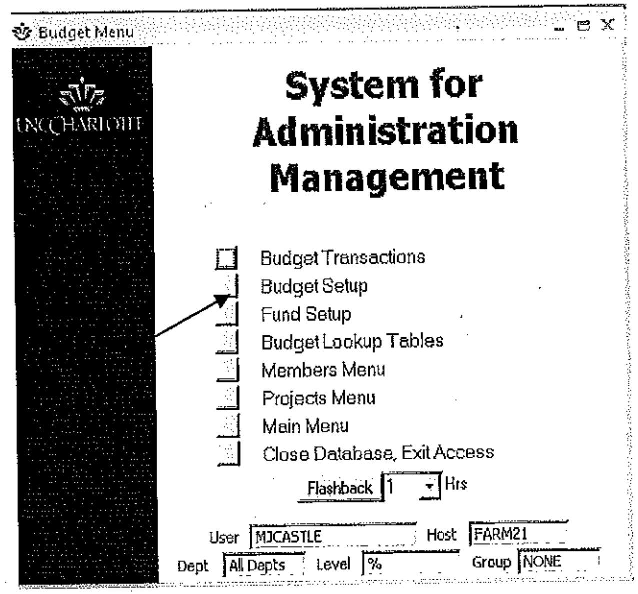
So far information was entered for the *Project Information screen,* and *Fund Setup*. The next step is to enter the budget into the database and for this information you will use the signed spfm budget form that was signed and sent out via the 'pink folder'. If you have cost sharing in the budget enter that information into the budget. You will want to have FRIGITD in Banner open so that you can make sure that the budget is accurately entered. Please note that you will not see cost sharing in Banner.

Step 4 – Setting up a Budget information.

Entering the Budget

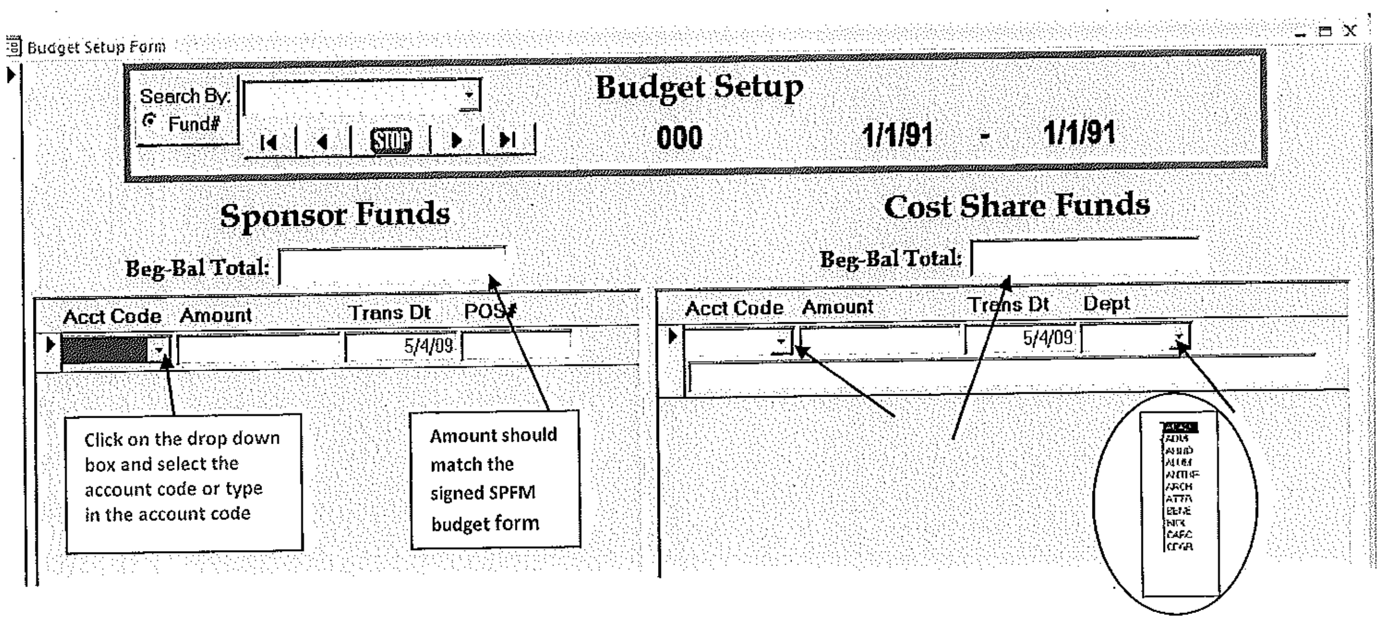
The next step is to set up the Budget. Click on the Budget Menu and then Budget Setup.





Select the tab for Budget Setup and select 

. Notice that you have no dates 1/1/91-1/1/91. Since you already entered the fund number into the fund setup screen just enter the fund # here and the fund number and dates will populate.



Start by entering each account code by selecting the account code click on the drop down box or just type in the codes and amount from the spfm budget form. When you are finished click on the blue box to save the information.

Enter the cost share as on the signed spfm budget. Click on the drop down box to select the department responsible for the cost share and add any notes like 20% - Dean's office, 20%

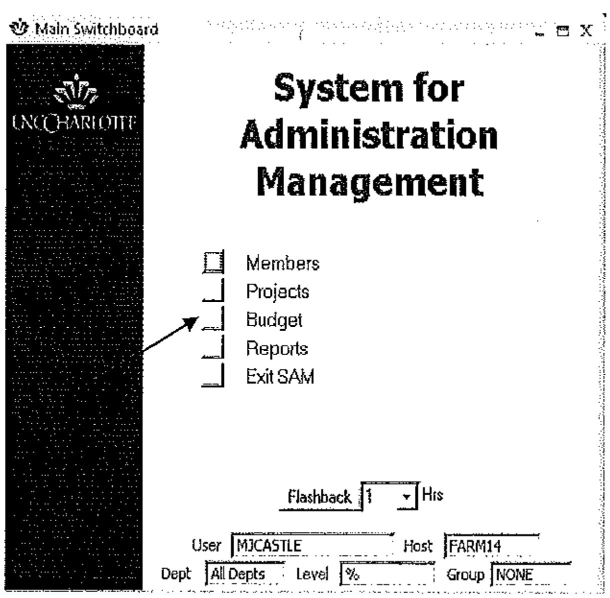
Department, etc. Save by clicking on the left blue box. Always compare the Beg-Bal total to the total on the spfm budget form. Double check your entries and press the blue bar to save. The total on the signed spfm budget sheet should match the total amount.

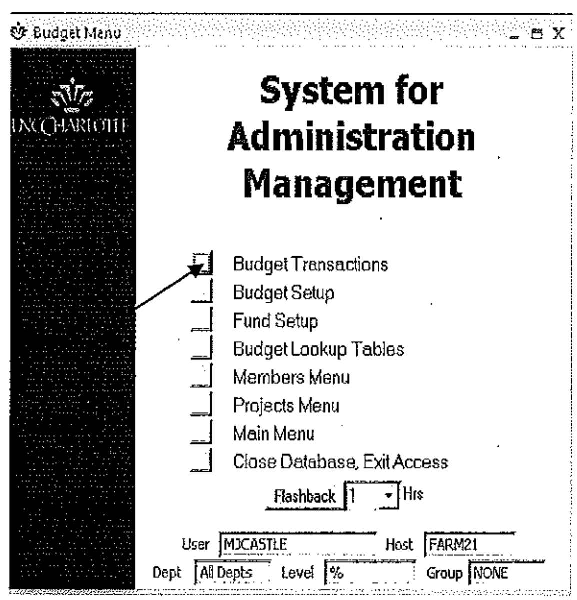
Click STOP Okay the foundation has been built for the Project, Fund and Budget so let's look at the budget transactions in the SAM.

Step 5 – Budget Transactions

Viewing the transactions in the budget. This is the most frequently used screen in the database. If everything has been entered correctly in the Project Information, Fund Setup and Budget Setup then once the fund number is entered the Budget Transactions will be displayed.

The project information is entered as well as the fund setup and budget so lets' take a look at the Budget transaction screen. From the Main Menu click on Budget Menu then Budget transactions.



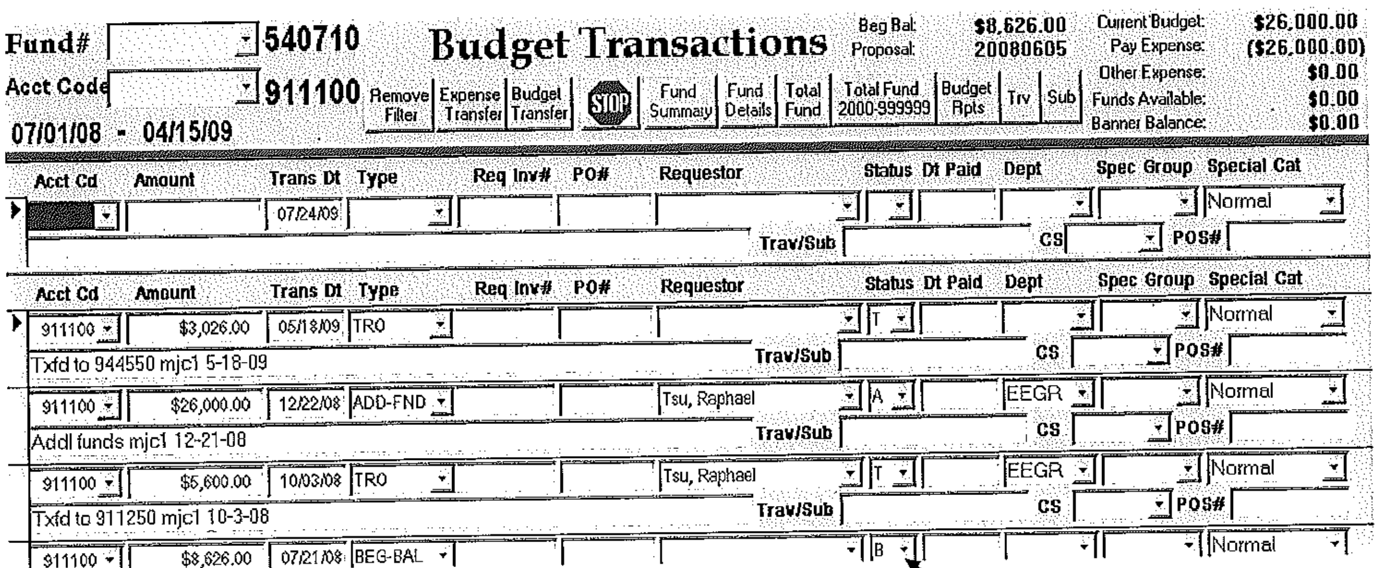


What is the Budget Transaction Screen?: The budget transaction screen allows you to record all transactions within your account numbers. You can enter the information from invoices, purchase requisitions, purchase orders, direct pay requests, budget revisions, and expense transfers from journal entries. This is also a tracking system of what has been paid, encumbered or still obligated. At the beginning of a grant the budget is entered in the budget setup area.

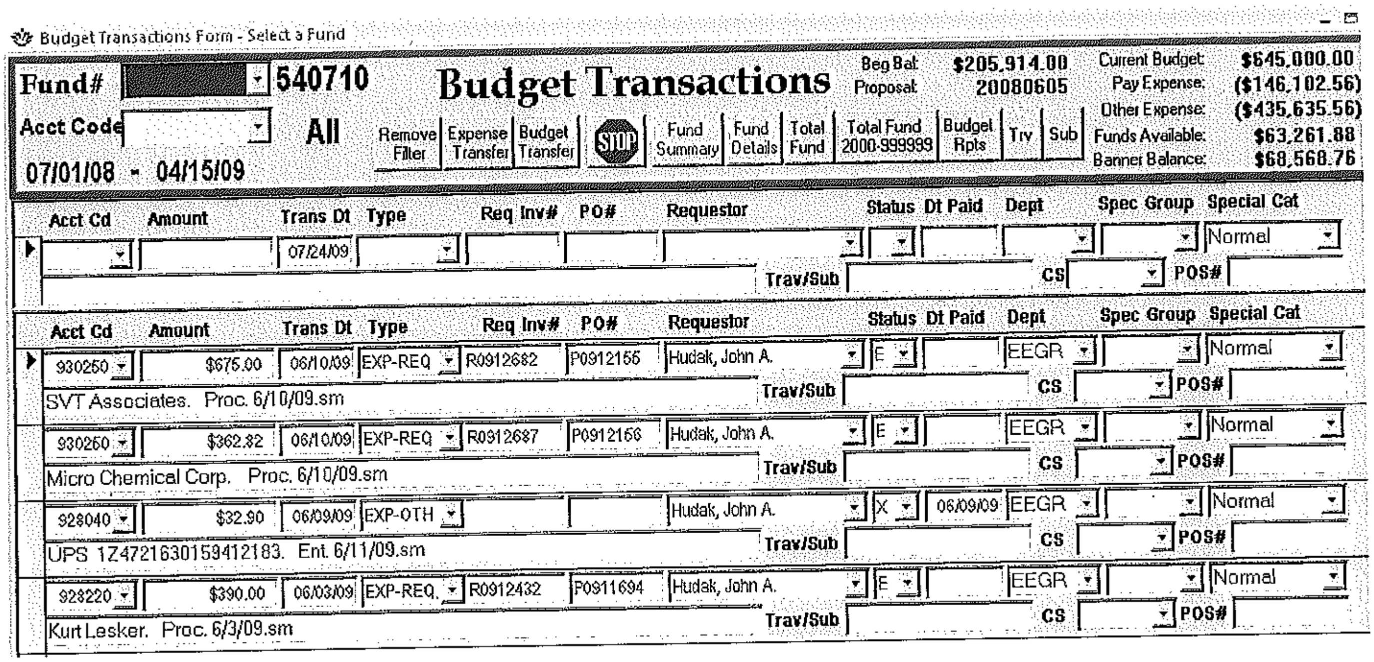
The beginning budget is never changed and you will see a B when look at this form. This way you know that the budget that was entered is exactly what was on the spfm budget form.

You can have transfers in (TRI) and transfers out (TRO) and both are marked with a 'T'. This is used when you do a budget revision and closeout funds if the grant is fixed fee and the funds being moved to an ongoing research account.

Additional funds are noted with ADD-FUND and these are entered directly as on the spfm budget form.



This screen allows you to see the Beginning Budget, Current Budget, Pay Expenses, Other Expenses, Funds Available, and Balance on Banner. This screen also allows you to put in special categories & cost share information which allow us to run special reports for departments, faculty, etc. Always check to make sure you are entering in the correct fiscal year. It is very important to make sure that you enter the data correctly as this effects the budget.



Budget Transactions Form - Select a Fund

Budget Transactions

Fund# [redacted] 540710
Acct Code All
07/01/08 - 04/15/09

Remove Filter | Expense Transfer | Budget Transfer | STOP | Fund Summary | Fund Details | Total Fund | Total Fund 2000-999999 | Budget Rpts | Trv | Sub

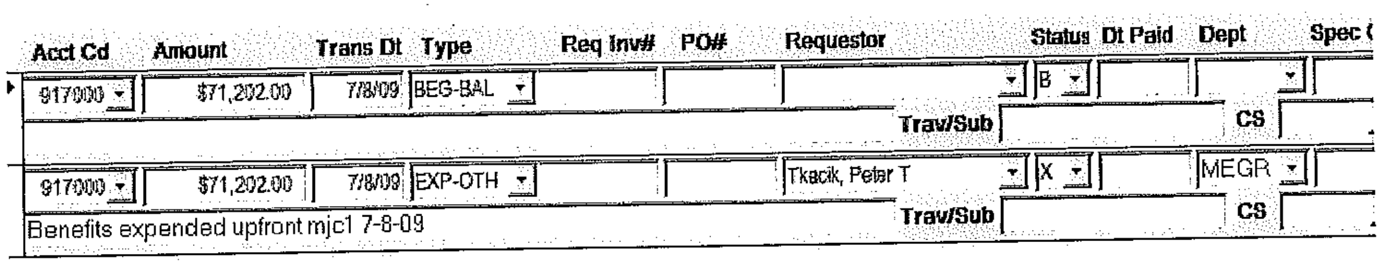
Beg Bal: $205,914.00
Proposal: 20080605

Current Budget: $645,000.00
Pay Expense: ($146,102.56)
Other Expense: ($435,635.56)
Funds Available: $63,261.88
Banner Balance: $68,568.76

Acct Cd	Amount	Trans Dt	Type	Req Inv#	PO#	Requestor	Status	Dt Paid	Dept	Spec Group	Special Cat
		07/24/09									Normal
930250	$675.00	06/10/09	EXP-REQ	R0912682	P0912155	Hudak, John A.	E		EEGR		Normal
SVT Associates. Proc. 6/10/09.sm											
930250	$362.82	06/10/09	EXP-REQ	R0912687	P0912156	Hudak, John A.	E		EEGR		Normal
Micro Chemical Corp. Proc. 6/10/09.sm											
928040	$32.90	06/09/09	EXP-OTH			Hudak, John A.	X	06/09/09	EEGR		Normal
UPS 1Z4721630159412183. Ent. 6/11/09.sm											
928220	$390.00	06/03/09	EXP-REQ	R0912432	P0911694	Hudak, John A.	E		EEGR		Normal
Kurt Lesker. Proc. 6/3/09.sm											

Trav/Sub CS POS#

From the budget transaction screen you will want to enter the fund number and press enter and you will be able to see the budget that you entered and amounts. Next, we always encumber the benefits (917000) upfront and the f & a a/k/a overhead (953050), and subcontracts.



Acct Cd	Amount	Trans Dt	Type	Req Inv#	PO#	Requestor	Status	Dt Paid	Dept	Spec
917000	$71,202.00	7/8/09	BEG-BAL				B			
917000	$71,202.00	7/8/09	EXP-OTH			Tkacik, Peter T	X		MEGR	
Benefits expended upfront mjc1 7-8-09										

Trav/Sub CS

To do this, just enter the account code and amount (this is the whole amount of benefits from the spfm budget form. The type is EXP-OTH, Requestor is the PI and select the drop down box for the Dept. Add a note Benefits expended upfront (your initials + date). Now go on and do the same thing form f & a and subcontractors. The benefits, f & a and subcontracts can be adjusted to somewhere around 90 days prior to closeout. Remember the original budget is never adjusted. If you look at the budget that was just entered you can see BEG-BAL.

Adjusting the benefits, f & a, and subcontracts prior to 90 days of the project end date. This is the EXP-OTR (see example above). When you adjust the benefits and f & a the part that you adjust is the expended amount. So if your total benefits were $4,000 and only $3,000 were expended in Banner then put in this amount and this will leave a balance of $1,000 in both Banner and the database.

Subcontracts – Some grants have subcontracts and the first research subcontract 921300 of 25K has f & a and 25K and over is exempt from f & a 921325.

Entering subcontacts into SAM. See the example below. The total award for the subcontract is entered in as EXP-REQ. When an invoice comes in enter the account code 921300 (in this case) and the amount and mark with X for expended. A note can be made in the Travel/Sub line to easily identify the subcontract. In this example Gaston County, Union County could be entered.

921300	$224.45	05/01/09	EXP-INV	INV YR 3	E070275B	Kuyath, Stephen J.	X	05/12/09	EGET	ETEE	Normal
INV YR 3 - Stanley County Schools.wsm						Trav/Sub		CS		POS#	
921300	$1,742.65	05/01/09	EXP-REQ	INV YR 3	E080499A	Kuyath, Stephen J.	X	05/08/09	EGET	ETEE	Normal
INV YR 2 - Gaston County Schools ($1000, $42.65, $500, $200).wsm						Trav/Sub		CS		POS#	
921300	$127.30	04/23/09	EXP-INV	INV YR 3	E080565B	Kuyath, Stephen J.	X	04/30/09	EGET	ETEE	Normal
INV YR 3 - Cabarrus County Schools.wsm						Trav/Sub		CS		POS#	
921300	$264.66	04/16/09	EXP-INV	INV YR 3	E070498C	Kuyath, Stephen J.	X	04/29/09	EGET	ETEE	Normal
INV YR 3 - UNION COUNTY SCHOOLS.wsm						Trav/Sub		CS		POS#	
921300	$96.89	04/16/09	EXP-REQ	INV YR 3	E080499A	Kuyath, Stephen J.	X	04/29/09	EGET	ETEE	Normal
INV YR 3 - GASTON COUNTY SCHOOLS.wsm						Trav/Sub		CS		POS#	
921300	$74.28	04/16/09	EXP-REQ	INV YR 3	E080499A	Kuyath, Stephen J.	X	04/29/09	EGET	ETCE	Normal
INV YR 3 - GASTON COUNTY SCHOOLS.wsm						Trav/Sub		CS		POS#	
921300	$275.41	04/16/09	EXP-REQ	INV YR 3	E070498C	Kuyath, Stephen J.	X	04/29/09	EGET	ETEE	Normal
INV YR 3 - UNION COUNTY SCHOOLS.wsm						Trav/Sub		CS		POS#	

At the top of the budget transaction press the button Sub and a report will populate:

Fund# [redacted] **501296** **Budget Transactions**
Acct Code **All**
07/01/06 - 06/30/10

Beg Bal: **$278,902.00**
Proposal: **20060171**

Remove Filter | Expense Transfer | Budget Transfer | STOP | Fund Summary | Fund Details | Total Fund | Total Fund 2000-999999 | Budget Rpts | Trv | Sub

Current Budget:	$810,000.00
Pay Expense:	($195,095.39
Other Expense:	($547,263.27
Funds Available:	$67,641.34
Banner Balance:	$86,819.44

Total Fund Sub Contracts

501296 Enhancing Diversity in Engineering Technology — 07/01/06 - 06/30/10 Kuyath, Stephen J.

Grant# 551296 — Proposal# 20060171

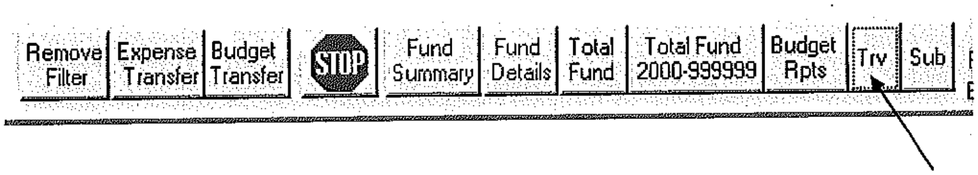
Trav_Sub

	Date(s)		Amount	Type	Name	Req/Inv# (or Hr/wk)	Status / Est Total Position #	Comments
921300	06/26/06	06/26/06	$100,000.00	BEG-BAL	,		B	
921300	11/02/06	11/02/06	$0.00	EXP-REQ	Sharer, Deborah L.	SUB YR 1	X	SUB YR 1 - StanlyCounty Schools (orig for $4K).ws
921300	11/02/06	11/02/06	$0.00	EXP-REQ	Sharer, Deborah L.	SUB YR 1	X	SUB YR 1 - Iredell Statesville Schools(ORIG $10,00
921300	11/02/06	11/02/06	$0.00	EXP-REQ	Sharer, Deborah L.	SUB YR 1	X	SUB YR 1 - Cabarrus County Schools ($10,000).wsm
921300	11/27/06	11/27/06	($5,000.00)	EXP-REQ	Sharer, Deborah L.	INV YR 1	X	INVOICE YR 1 - Iredell Statesville Schools.sent to S
921300	12/04/06	12/04/06	$0.00	EXP-INV	Sharer, Deborah L.	SUB YR 1	X	SUB YR 1 -- Gaston County Schools (TOT $2,000).
921300	12/04/06	12/04/06	$0.00	EXP-REQ	Sharer, Deborah L.	SUB YR 1	X	SUB YR 1 - Charlotte Mecklenburg Schools.wsm (ori
921300	12/04/06	12/04/06	$0.00	EXP-REQ	Sharer, Deborah L.	SUB YR 1	X	SUB YR 1 - Union County Schools.wsm (TOT $2000
921300	02/08/07	02/08/07	($279.88)	EXP-INV	Sharer, Deborah L.	INV YR 1	X	INV YR 1 - Iredell-Statesville Schools (4 invoices $6
921300	02/13/07	02/13/07	($1,000.00)	EXP-INV	Sharer, Deborah L.	INV YR 1	X	INV YR 1 - Gaston County Schools.wsm (Highland)
921300	02/15/07	02/15/07	($90.43)	EXP-INV	Sharer, Deborah L.	INV YR 1	X	INV YR 1 - Cabarrus County Schools.wsm

Travel – This varies in our college by department. Some departments like to split out the separate charges as in Banner per account code and some do not. Also some encumber/obligate the trip upfront and assign a note in the sub/travel like Hawaii trip.

Acct Cd	Amount	Trans Dt	Type	Req Inv#	PO#	Requestor	Status	Dt Paid	Dept	Spec Group	Special Cat	Description	Trav/Sub	CS	POS#
925280	$500.00	06/11/09	EXP-OTH	trav auth		Qi, Wen-ya	0		CEGR		Normal	6/14-6/17/09 Citronelle, AL.efs	003-6/14-6/17		
925340	$250.00	06/11/09	EXP-OTH	trav auth		Qi, Wen-ya	0		CEGR		Normal	6/14-6/17/09 Citronelle, AL.efs	003-6/14-6/17		
925360	$200.00	06/11/09	EXP-OTH	trav auth		Qi, Wen-ya	0		CEGR		Normal	6/14-6/17/09 Citronelle, AL.efs	003-6/14-6/17		
925400	$355.00	05/20/09	EXP-OTH	trav reim		Chen, Shen-En	0		CEGR		Normal	5/19-5/22/09 Tuscaloosa, AL.efs	002-5/19-5/22		
925280	$295.16	05/20/09	EXP-OTH	trav reim		Chen, Shen-En	0		CEGR		Normal	5/19-5/22/09 Tuscaloosa, AL.efs	002-5/19-5/22		
925360	$57.50	05/20/09	EXP-OTH	trav reim		Chen, Shen-En	0		CEGR		Normal	5/19-5/22/09 Tuscaloosa, AL.efs	002-5/19-5/22		
925380	$12.12	05/07/09	EXP-OTH	trav reim		Qi, Wen-ya	X	05/08/09	CEGR		Normal	4/27-4/29/09 Citronelle, AL.efs	001-4/27-4/29		
925360	$82.25	05/01/09	EXP-OTH	trav reim		Qi, Wen-ya	X	05/08/09	CEGR		Normal				

When the travel is expended in Banner go back and change the status to X for expended. Run a report pushing the travel button on the budget transactions screen.



Total Fund Travel

520064 Carbon Dioxide 01/01/07 - 08/31/09 Chen, Shen-En

Grant# 552064 Proposal# 20060546

Trav_Sub 003-6/14-6/17

	Date(s)		Amount	Type	Name	Req/Inv# (or Hr/wk)	Status / Est Total Position #	Comments
925280	06/11/09	06/11/09	($500.00)	EXP-OTH	Qi, Wen-ya	trav auth	O	6/14-6/17/09 Citronelle, AL.efs
925340	06/11/09	06/11/09	($250.00)	EXP-OTH	Qi, Wen-ya	trav auth	O	6/14-6/17/09 Citronelle, AL.efs
925360	06/11/09	06/11/09	($200.00)	EXP-OTH	Qi, Wen-ya	trav auth	O	6/14-6/17/09 Citronelle, AL.efs

Trav Totals: 003-6/14-6/17 ($950.00)

Trav_Sub 002-5/19-5/22

	Date(s)		Amount	Type	Name	Req/Inv# (or Hr/wk)	Status / Est Total Position #	Comments
925280	05/20/09	05/20/09	($295.16)	EXP-OTH	Chen, Shen-En	trav reim	O	5/19-5/22/09 Tuscaloosa, AL.efs
925360	05/20/09	05/20/09	($57.50)	EXP-OTH	Chen, Shen-En	trav reim	O	5/19-5/22/09 Tuscaloosa, AL.efs
925400	05/20/09	05/20/09	($355.00)	EXP-OTH	Chen, Shen-En	trav reim	O	5/19-5/22/09 Tuscaloosa, AL.efs

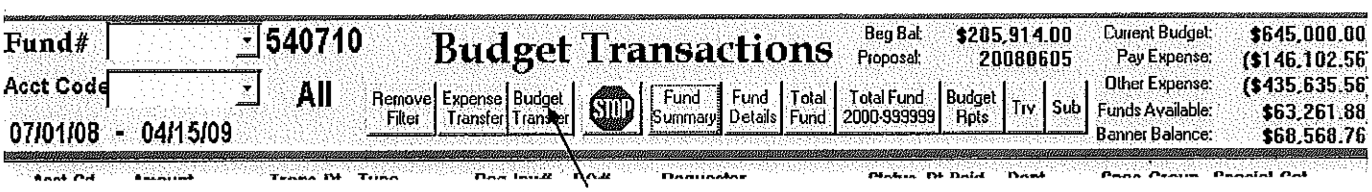
Trav Totals: 002-5/19-5/22 ($707.66)

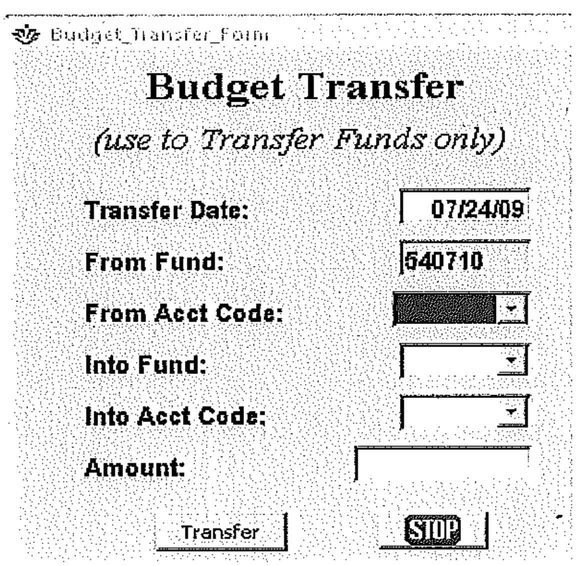
Trav_Sub 001-4/27-4/29

	Date(s)		Amount	Type	Name	Req/Inv# (or Hr/wk)	Status / Est Total Position #	Comments
925280	05/01/09	05/01/09	($343.40)	EXP-OTH	Qi, Wen-ya	trav reim	X	4/27-4/29/09 Citronelle, AL.efs
925340	05/01/09	05/01/09	($86.40)	EXP-OTH	Qi, Wen-ya	trav reim	X	4/27-4/29/09 Citronelle, AL.efs
925360	05/01/09	05/01/09	($82.25)	EXP-OTH	Qi, Wen-ya	trav reim	X	4/27-4/29/09 Citronelle, AL.efs
925380	05/07/09	05/07/09	($12.12)	EXP-OTH	Qi, Wen-ya	trav reim	X	4/27-4/29/09 Citronelle, AL.efs

Trav Totals: 001-4/27-4/29 ($524.17)

Budget revisions **– to put budget revisions into the database first you should run a report from the main menu so that you know the 'before' fund balance. Next, on top of the Budget Transactions find the Budget Transfer button.**





The from Acct Code is the account code that is being decreased and the into fund will be the same. The Into Acct Code is the account code that is being increased and the amount. The From acct Code, Into Fund, and Into Acct Code have drop down boxes to select the fund. One you have this information in place press transfer. A message comes up "Are you sure you wish to perform this transfer???" and select YES or NO. Another message confirming the transfer.

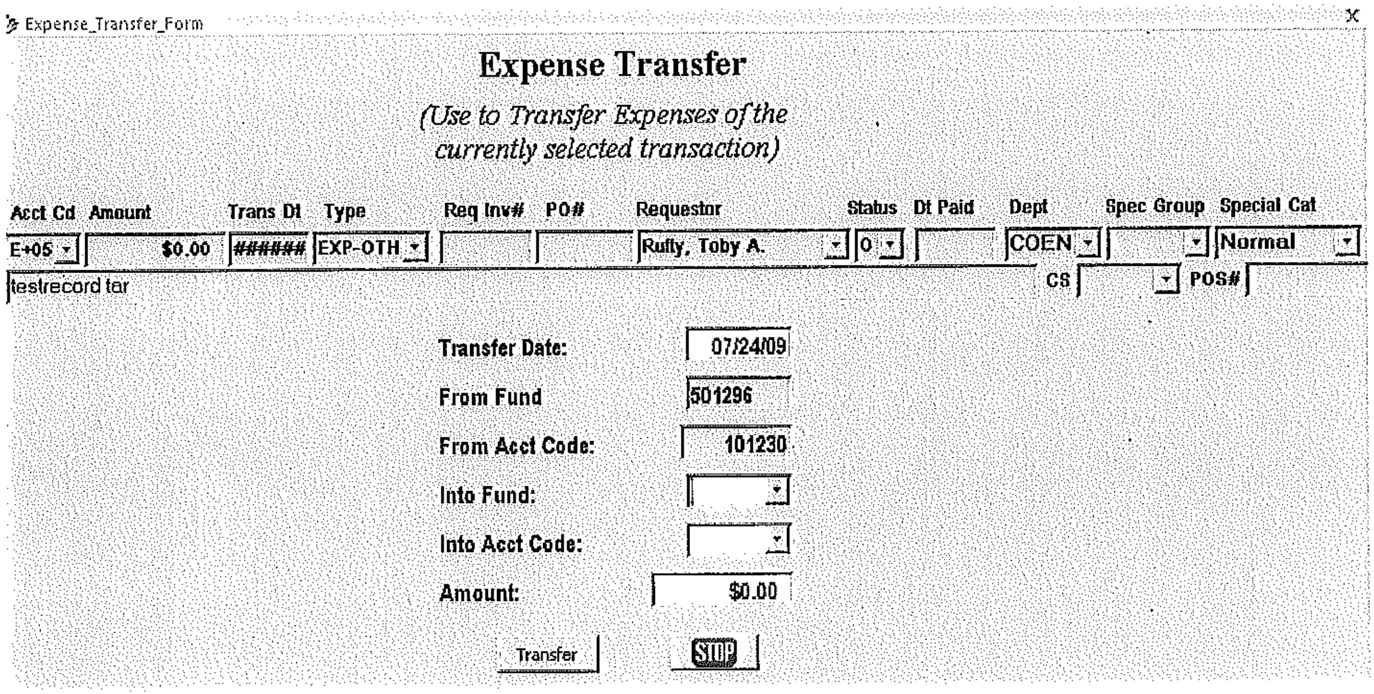
This is also used when closing out the fund and transferring the residual funds to an ongoing research account, 139XXX.

Ongoing research accounts are set up on a fiscal year basis from 7/1/XX through 6/30/XX. There are balanced to Banner prior to June 30 of that fiscal year and the residual balance transferred to the ongoing research fund number. It is very important to make sure that you select the correct fiscal year if you how two fiscal year's open. So if you are closing out 7/1/08-6/30/09 and need to transfer the funds to fiscal year 7/1/09-6/30/10 both funds are still active. When you transfer to account click the drop down box and select the correct fiscal year. Keeping these funds up-to-date is just as important as keeping the grant funds updated. See examples below.

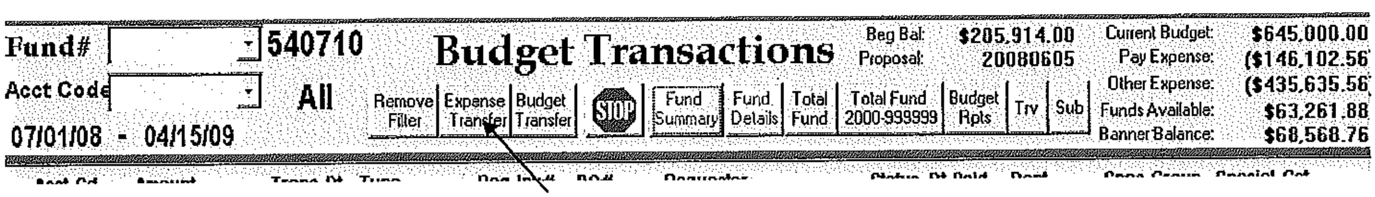
139534 7/1/2008
139534 7/1/2009

Deactivating Funds in the database. In the reference above the fiscal year 2009 needs to be turned off and this would be done by going to the fund setup and selecting the correct fund from the drop down box, remember, there are two funds for different years open, and selecting the correct fund and year 139534 7/1/2008 and click the Active box. This fund is now turned off. To turn it back on just go back into the fund setup and click 'active'. Fund# 139534 Start Dt 07/01/08 End Dt 06/30/09 Active? ☑

Moving Expenses – if an expense was inadvertently charged to the wrong fund number press the expense transfer button on the Budget Transactions form. This is similar to the budget transfer.



It automatically puts in the transfer date from fund and account code. Select the correct fund number from the drop down box and also the Into Acct Code and the amount then press the Transfer button. Transfer confirmation will ask, 'Are you sure you wish to perform this transfer???' Press Yes or No. Make notes so that a record in the future there is a reference as to why this was done. A transfer confirmation will follow.



Terminated projects **– should a project be terminated by the sponsor it will be necessary to 'reduce' the budget. First go to the Project Information and the Proposal Items. Make an entry by entering the project start Dt and project end date. The amount will have ($122,320) around it and continue entering the information as required fields. Add a comment and initials + date.**

Funds | Actions | Invoices | Contacts | Sponsor Info | Proposal View/Chg

Req#	Rev#	Start Dt	End Dt	Sponsor Award	Amount	Fund_no	AOR	Notified C	Comment
1	1	07/01/07	06/30/09		($122,302.00)	540630	$0.00	3/25/2009	Termination early
1	0	07/01/07	06/30/09		$385,759.00	540630	$0.00	12/6/2007	Orig to 6/30/10 ta
*									

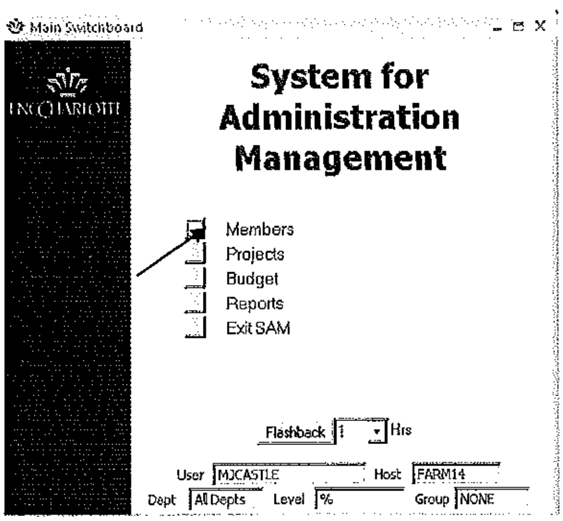
On the budget transaction side the budget account codes will be reduced as per the signed spfm budget form.

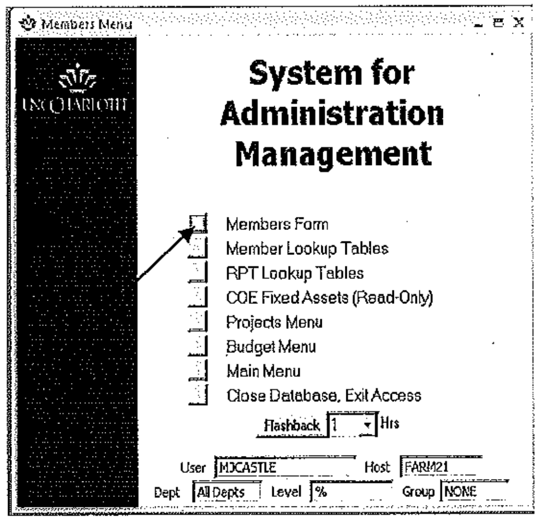
Member Menu

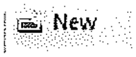
Step 6 – Entering Members

(PI's, Co-PI's, staff have been entered into SAM. In this step you will be looking at your AA29's(graduate), and student temp. wage form (undergraduate students, and non temp employees), etc.

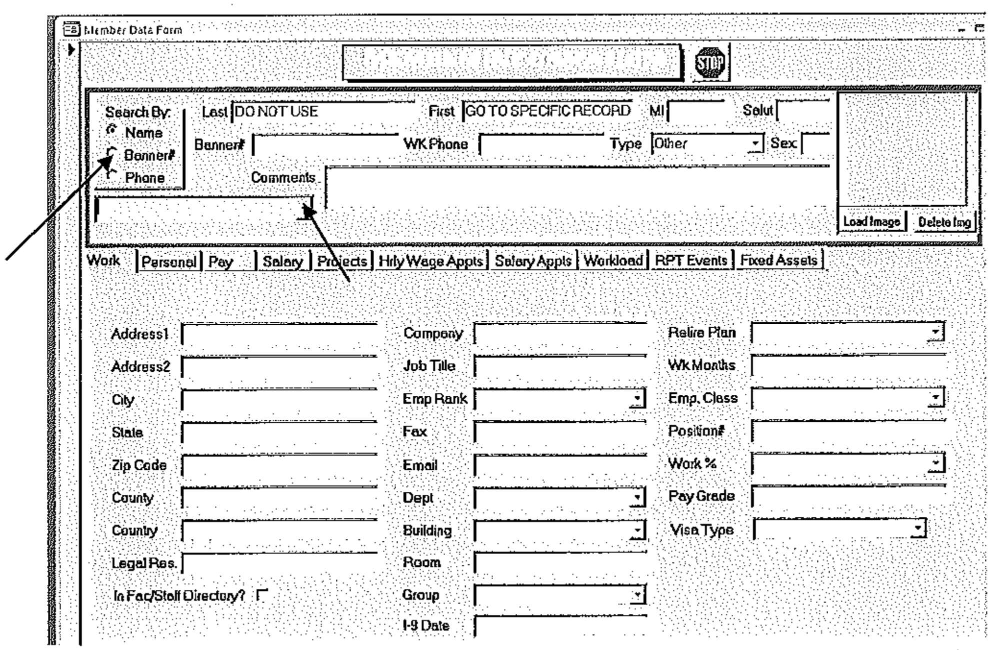
Go to the Member Menu then Members Form (recap from first page) to show how to do student appointments.





Select 

Go to the lookup table to see if the person is already entered into the database. Click on the down arrow and either type the last name of the person. When the names appear move the cursor as necessary and click on that name. The member information will appear. Also search for the Banner 800#. The member information will appear.



Navigate through this form by clicking on the tabs personal, pay, salary, projects, hrly wage appts, salary Appts, and fixed assets. Now personal information can be entered.

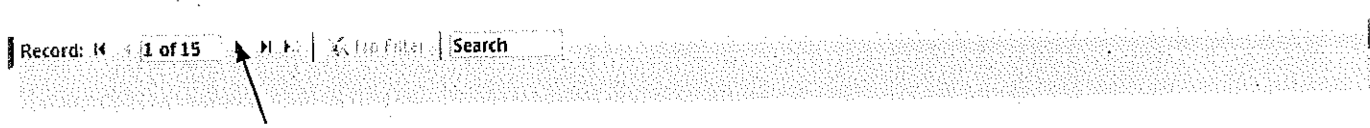
Entering Student Appointments

Always check first to see if the funds are available before entering and processing student appointments.

Entering a student appointment for an undergraduate student:

Enter the from and to dates, pay fund is the grant fund number, account code, PI, dept, pay type is UGR, Hr/wk, $Hr is the hourly pay rate, Est, Total, Spec Cat = Normal and Pres$/Hr is 'A'. Enter a cmt along with the date and your initials.

You may have several records for students and this can be viewed on the buttom of the Member information form. This particular student has 15 record. Click the first arrow tab to go the next record and the next one to go to the last record. Also, you can go back to the right of the record or one at a time to find the correct appointment.

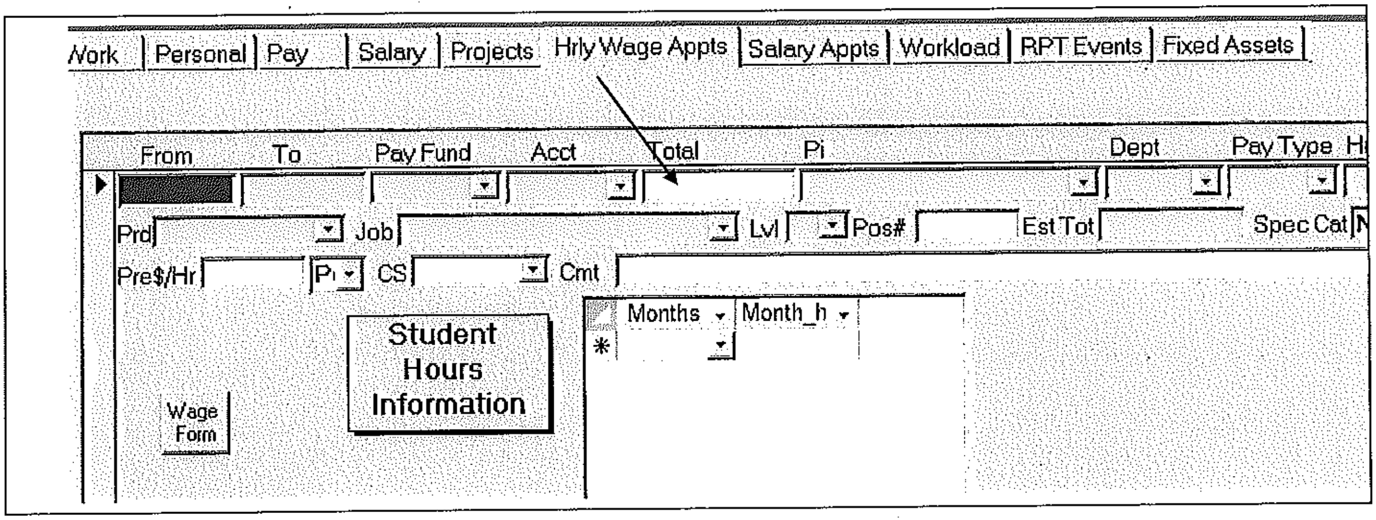


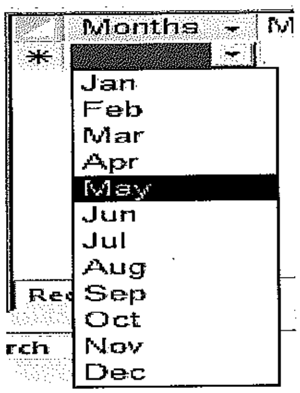
Beginning and ending dates should always correspond with the fiscal year dates:

Undergraduate appointments are paid on the 15th of each month.
The Fiscal year end for undergraduates is 5/31/XX – May hours are paid in June, June hours paid in July of *new* fiscal year. Example: 8/16/XX through 5/31/XX. If appointment extends beyond 5/31/XX a new appointment will need be processed beginning with 6/1/XX through the designated end date.

Entering hours worked into the database for undergraduate students. In the member information select the student you need and click on Hrly Wage Appts.

Click on the drop down box for months and select the appropriate month then enter the hours worked from the web time entry form. This will calculate the hours with the $ amount and populate the total automatically. When the budget transaction form is accessed you will see the total amount paid to the undergraduate and can easily determine if there is a discrepancy in Banner.

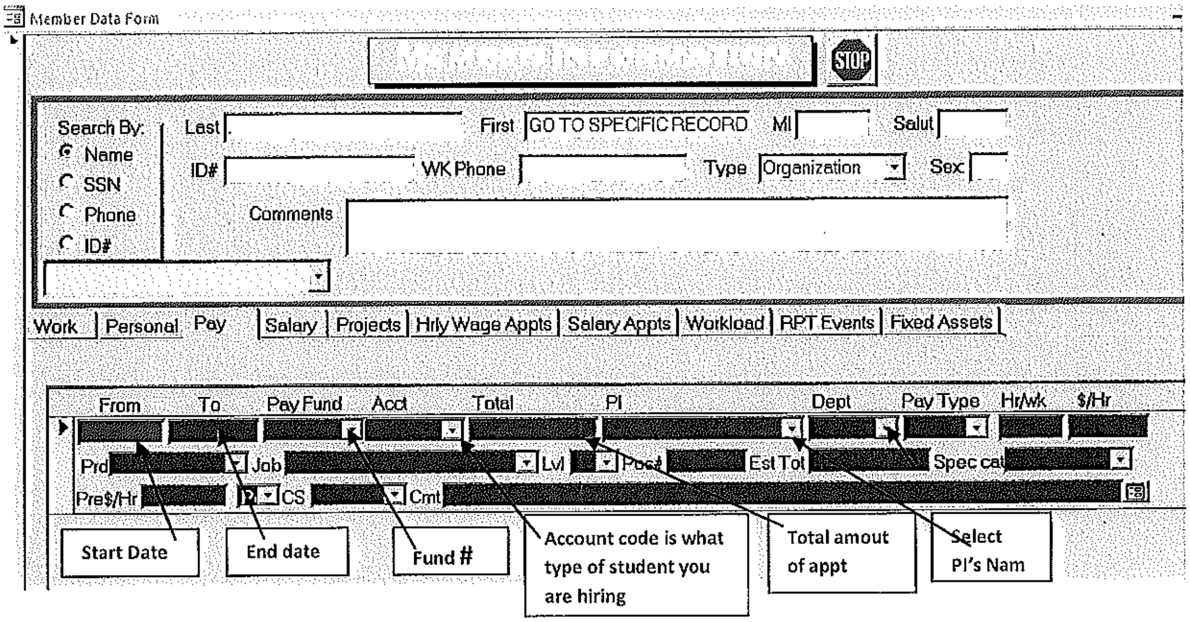




Entering Graduate appointments into the database and postdocs. Follow the same steps as the undergraduate students and put a total $ amount for the appointment and the pay type is GRA or GTA.

Graduate appointments **end date is 6/30/XX (the actual fiscal year end date)– Graduate students get paid on the 15^{th} & 30^{th} of each month.**
Example: 8/16/XX through 6/30/XX. If the appointment extends beyond 6/30/XX, a new appointment will need to be processed beginning with 7/1/XX through designated end date.

- **Always be sure to enter the date the appointment was put into the database and along with your initials on the comment line.**
- **If processing appointments in the summer always check in Banner to see whether the student is enrolled (check with your student specialist) or if you have access double check their status.**
- **Students must have an active appointment on the grant in order to be paid tuition.**



There are many account codes already in the database and all you have to do is select the one that you need by clicking the drop down box:

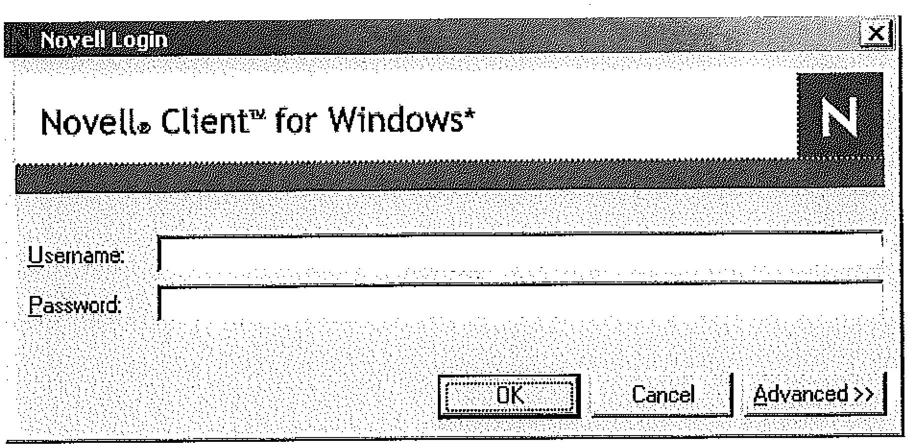
911250	$3,000.00	Amburgey, James I.

911250	EPA Stu Non-Teaching Salaries
911300	EPANonTeach SUMMER / Sp Pmt
911350	EPA Employee Dual Employment
912100	SPA Regular Salaries
912150	SPA Bonus/Merit Pay
912400	SPA Severance Wages
913100	EPA Permanent Teaching Salaries
913200	EPA Temporary Teaching Salaries
913250	EPA Student Teaching Salaries
913300	EPA Teaching Special Payments
914050	SPA Overtime Payment
914550	SPA Holiday Premium Pay
914560	SPA Shift Premium Pay
915000	Student Temporary Wage
915020	Student Regular Wages
915040	UG Research/Admin Assistant

Processing Summer salary

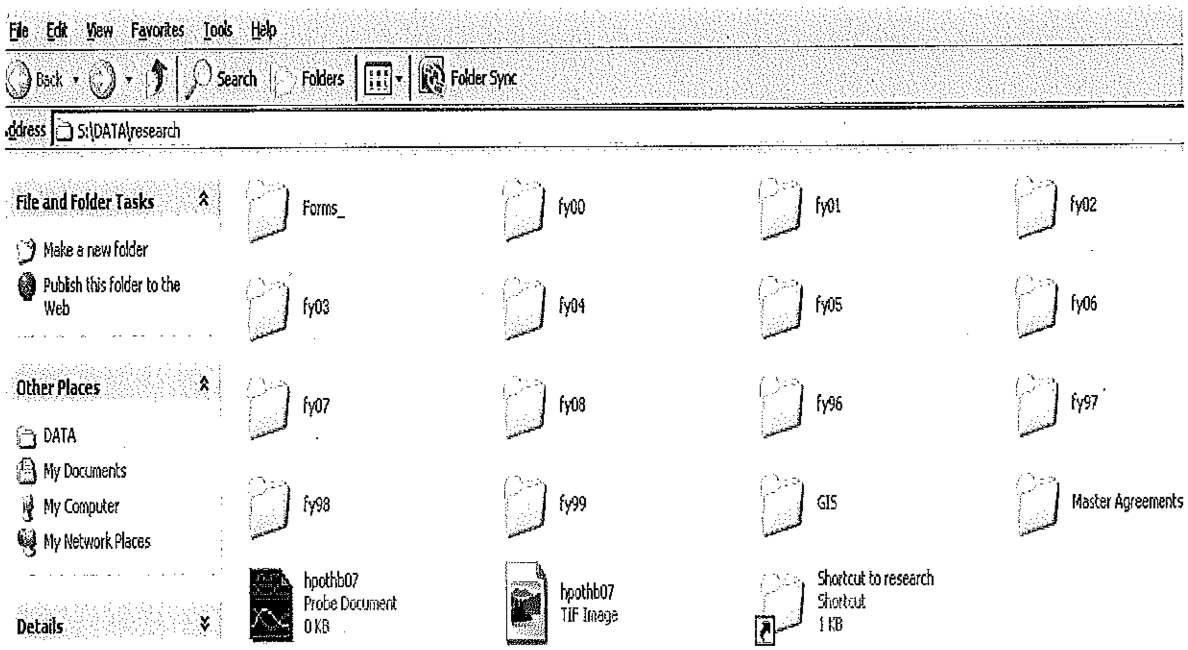
Faculty can be paid summer salary from a project grant that they are working on during the summer which always starts on 5/16/XX through 8/15/XX. This aligns the summer salary with the maximus effort period AP4). Follow these steps to determine how much the PI can be paid first and then always check banner and the database to make sure that there are enough funds available to pay summer salary.

Sign onto Novell:



After logging on, go into the proposal folder for the fy__. This is what you will see when you click on the fiscal year that you need.

Next go into the fiscal year that you need by clicking on the folder

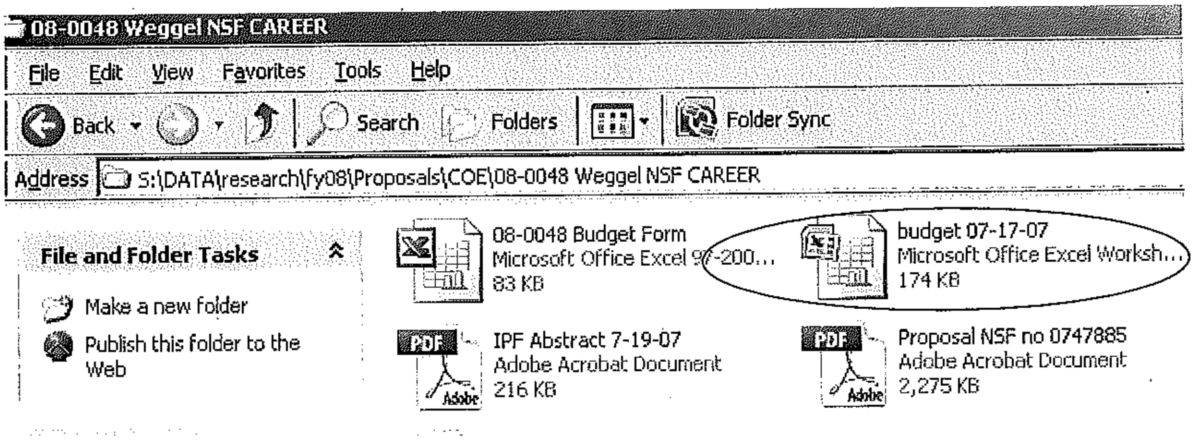


Now you can click on the folder of your project that you need. Remember that if you do not know the proposal number you can go into the database under Members form for the PI and click on the projects tab.

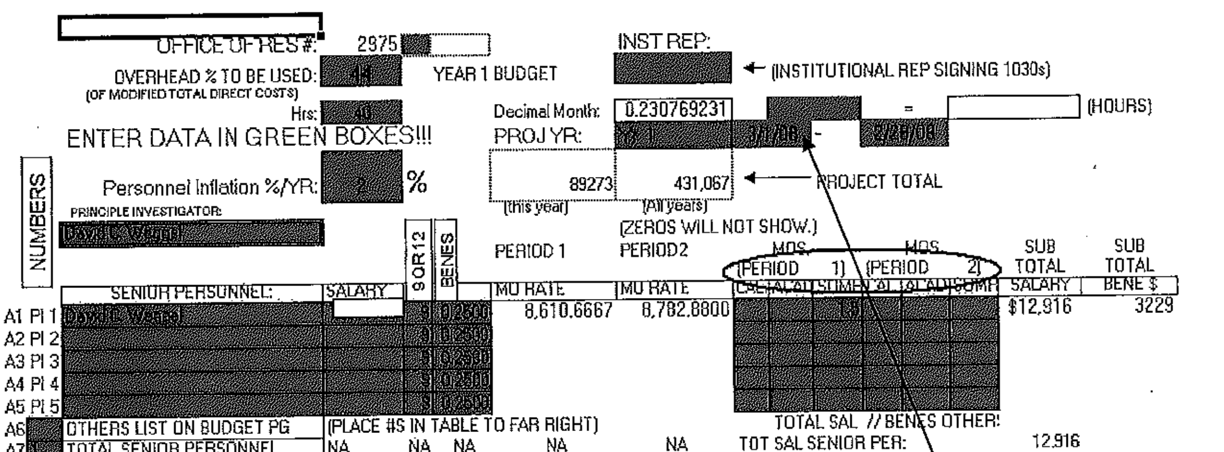
Proj #		Start Date	End Date	Project Title
20060016	F	9 /1 /05	9 /30/09	Characterization of Stability of Springs
Funds				
20040047	C	1 /1 /01	8 /30/05	Characterization of Stability of Springs
Funds				
20020214	C	9 /1 /02	8 /31/07	MRI: Development of a Nanoscale Absolute Dilatometer
Funds				
20010236	R			Technology for Precision Temperature Control
Funds				
20010134	C	1 /1 /01	10/1 /04	Characterization of stability of pawl springs
Funds				

P is pending, F is funded, R is rejected, and C is closed. Click on Projects and you will see the project #s and then click on the fund #.

Click on the Excel budget – in this example click on budget 07-17-07.



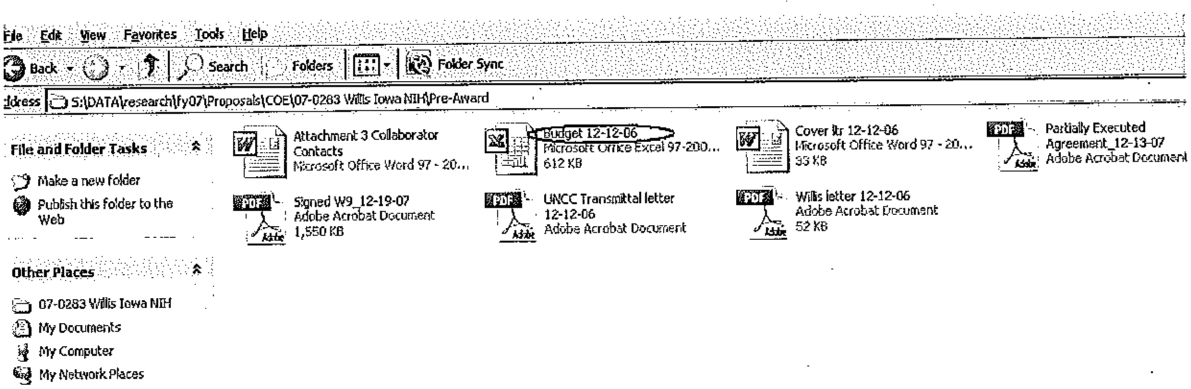
This is where you find the amount to pay the PI (in this case the PI will receive $12,916 for the first summer or 1.5 months of summer salary. Look on top where it says Period 1 & Period 2 – this is how you can tell your PI can receive SS between 5/16/08-6/30/08 (1st summer), or 2nd Summer 7/1/08-8/15/08. You do not cross fiscal years with summer salary.

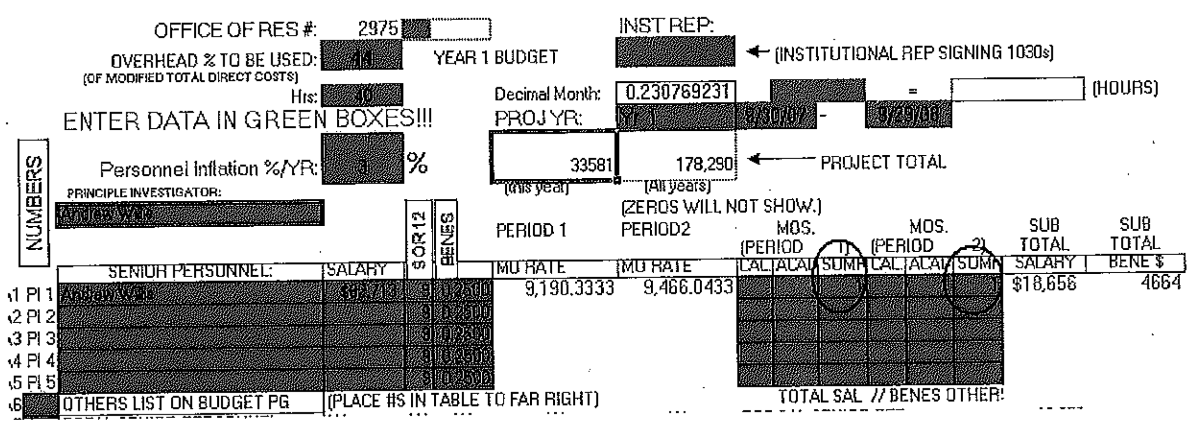


Pay dates of 7/15/08, 7/31/08, & 8/15/08 will be used. This information is based on what this PI's salary when Toby built the budget. This amount does not increase. This is the amount of summer salary that the sponsor awarded for the PI. If you look to the very right you will see SUB TOTAL BENE $3,229 – this are the benefits. One thing to keep in mind is that the project year does not correspond in most cases with either the state fiscal year or the calendar year. Above you can see what dates this budget was originally planned for as the first project year, it shows 3/1/08 – 2/28/09.

Next example:

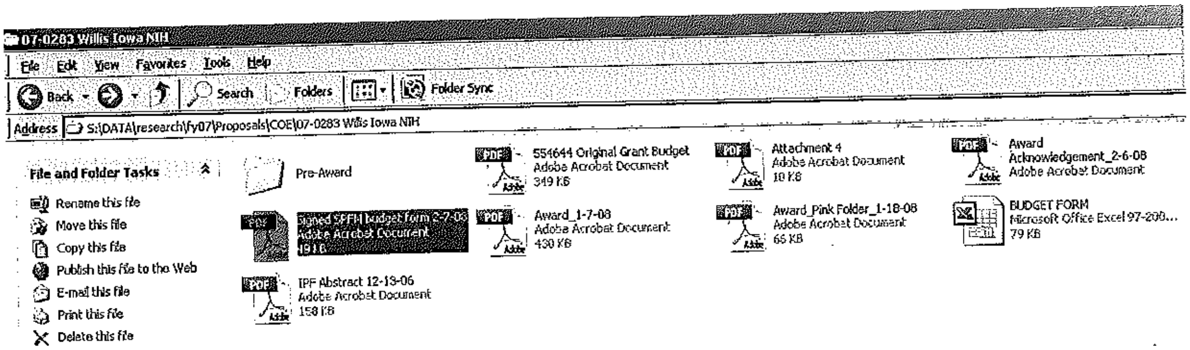
Look at the Budget 12-12-06.





You can see that the PI is due one month summer salary for the 1st summer – 5/16/08-6/30/08 and one month between 7/1/08-8/15/08. *Do not* cross fiscal years. Refer to your signed budget sheet as a grant can have and most do have multiple years. (NOTE: Please look at period 1 and period 2 that is where to find the amount of time for the first summer and second summer).

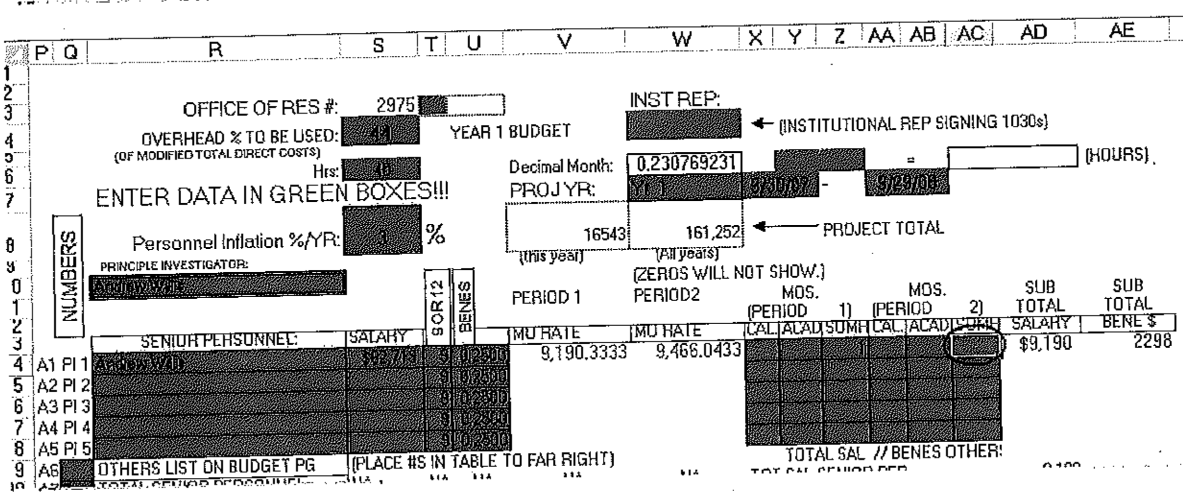
You should also see a signed SPFM budget form in the file also and you should have one in the project folder at your desk.



Budget Period : 09/10/07-08/31/2008

Budget Data YEAR '01

Account Code No.	Category	Award Budget	Cost Sharing	Release time
911100	Salaries-(PI %)	0.00	0.00	0.00
911200	EPA Temp Non-Teaching	0.00	0.00	0.00
911250	EPA Stu Non-Teaching	0.00	0.00	0.00
912100	SPA Salaries	0.00	0.00	0.00
911300	EPA Non Teaching Special Pay	18,656.00	0.00	0.00
915000	Student Temporary wages	0.00	0.00	0.00
915900	Non-Student Regular wages	0.00	0.00	0.00



You can do file save as so that you can try this next step. Now open the document that you just saved and then you can remove the 2 sumr you will see that the first summer payment can be $9,190 and *you cannot pay the PI more than what is in the award/budget*. You may have a budget with a PI and several co-PI's. Then go back into this and view the budget spreadsheet again and take out the 1st summer and you will see that the salary is $10,654 for the second summer.

NUMBERS

PRINCIPAL INVESTIGATOR: Andrew Wils

NO #S USE 0! 19178 (this year) 159,671 (All years) ← PROJECT TOTAL

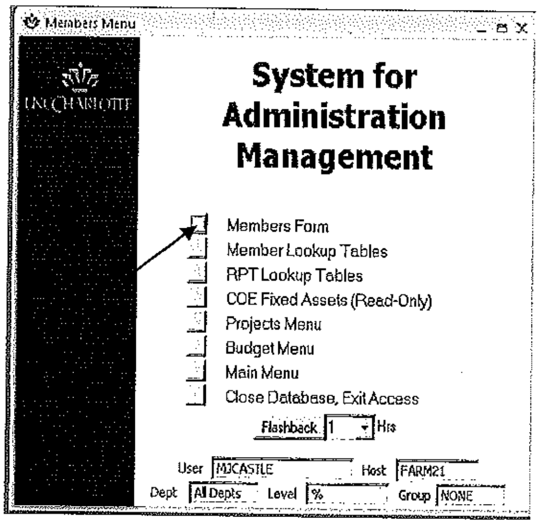
(ZEROS WILL NOT SHOW.)

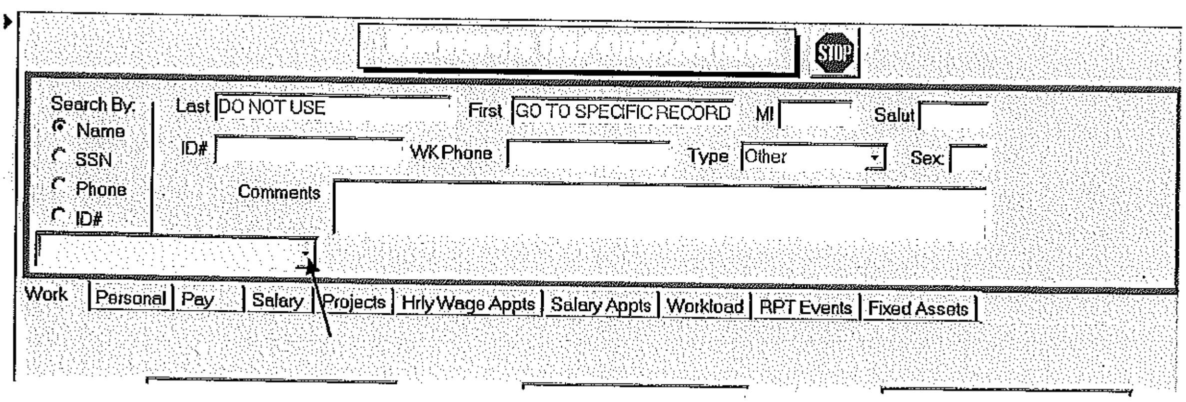
	SENIOR PERSONNEL:	SALARY	9OR12	BENES	PERIOD 1 MO RATE	PERIOD2 MO RATE	MOS. (PERIOD 1) CAL.	ACAD	SUMR	MOS. (PERIOD 2) CAL.	ACAD	SUMR	SUB TOTAL SALARY	SUB TOTAL BENE $
A1 PI 1	Andrew Wils		9	0.2500	10,343.7778	10,654.0911						1	$10,654	2664
A2 PI 2			9	0.2500										
A3 PI 3			9	0.2500										
A4 PI 4			9	0.2500										
A5 PI 5			9	0.2500										

A PI can be paid starting on 5/16/08 (beginning of summer for faculty) through 8/15/08 and you can see the amount of effort on the spreadsheet. You can pay someone for 1 ½ month salary and you would reflect that time period; i.e. 5/16/08-6/30/08 would equal 1 ½ month salary.

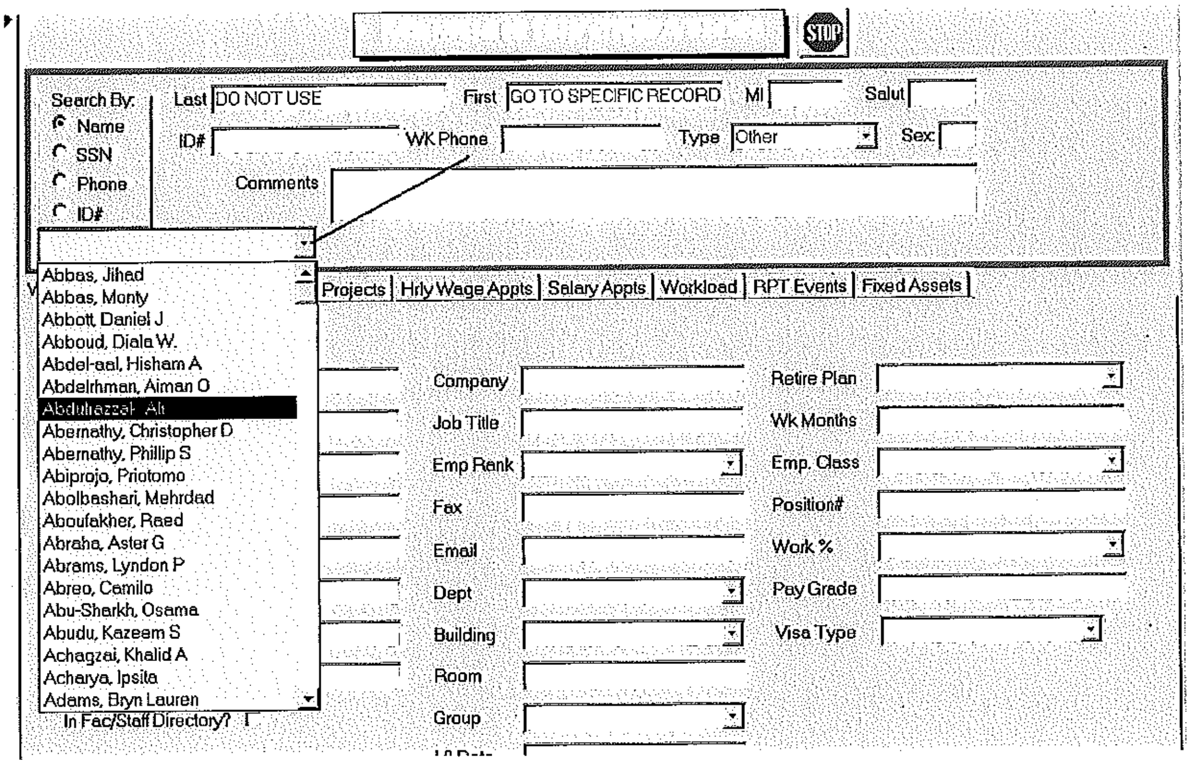
Entering Summer Salary in the Database

Click on the members form and hit enter.

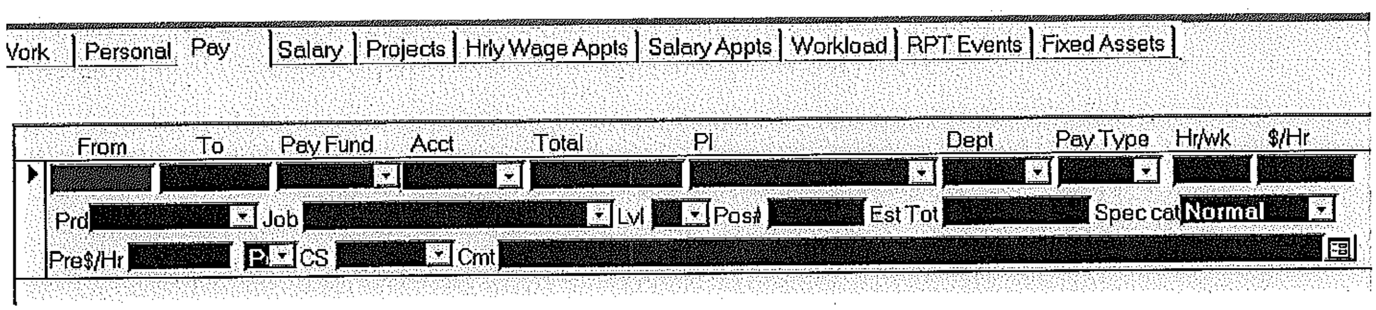




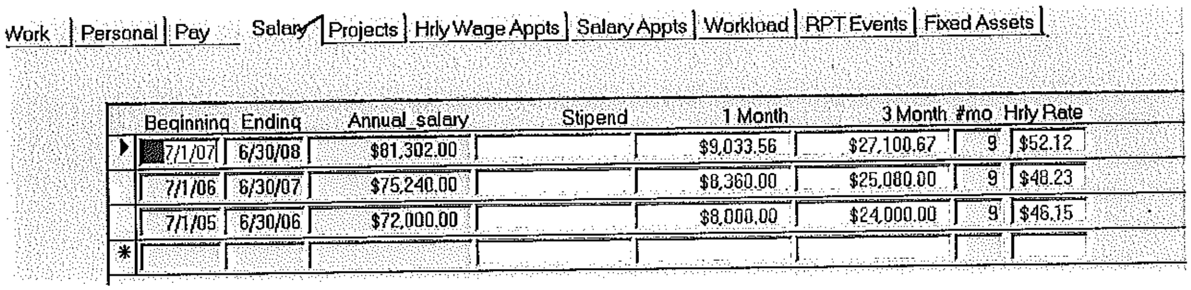
Now click on the down arrow and then enter the last name of the person you are looking up and press enter.



Then select the Pay tab. You can view the pay information for each Pay Fund including the account codes and amount paid.



Important: Verify their 1 month salary to make sure what you can actually pay the person that amount as you cannot overpay them *for what they make in one month* of salary.



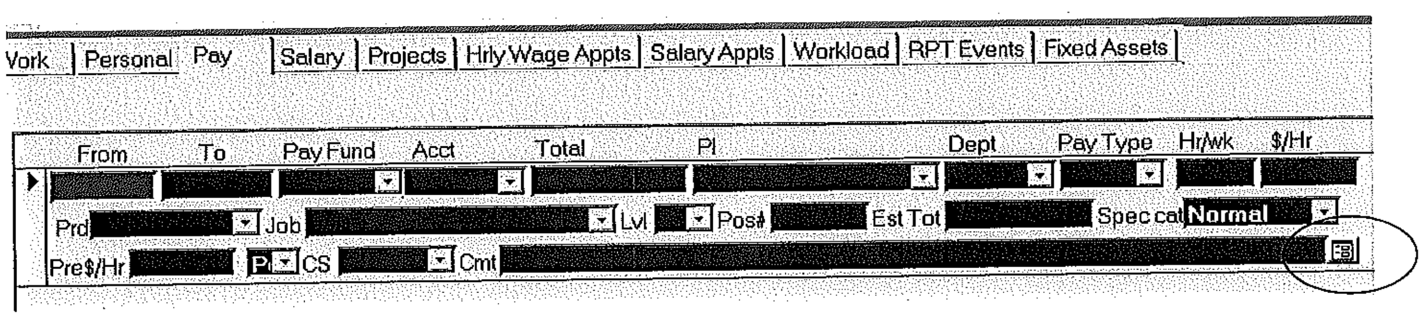
Beginning	Ending	Annual salary	Stipend	1 Month	3 Month	#mo	Hrly Rate
7/1/07	6/30/08	$81,302.00		$9,033.56	$27,100.67	9	$52.12
7/1/06	6/30/07	$75,240.00		$8,360.00	$25,080.00	9	$48.23
7/1/05	6/30/06	$72,000.00		$8,000.00	$24,000.00	9	$46.15

Examples of payments

	First Summer	
5/16/09	5/31/09	½ month
5/16/09	6/15/09	1 month
6/1/09	6/15/09	½ month
6/1/09	6/30/09	1 month
	Second Summer	
7/1/09	7/15/09	½ month
7/1/09	7/31/09	1 month
8/1/09	8/15/09	½ month

Entering data in the database:

Select the PI from the drop down box (see page two of how to do this) and go to the pay tab and enter the payment dates, *grant fund number*, account is 911300 total to be paid PI, dept, pay type = SS, Prd *select I* for *Indicated* on the drop down box, enter position number, est total 0, Pre$/Hr = P, and add your comment as follows: SS for proposal number with your initials and date. (Please note to always use P for pending and when the dean signs the PD7 then it can be changed to A – approved).



Now click on the far right tab (see the oval) (the PD7 will pop up for you to fill in the form by clicking 9 Ms. , full time, and your payments dates and print on yellow paper. NOTE: A 12 month full time employee *cannot* be paid on a PD7.

B | C | D | E | F | G | H | I | J | K | L | M | N | O

UNC Charlotte ID 800-36-7715 Department Electrical & Computer Eng. 9 Mos. ☑ 12 Mos. ☐
Last 4 SSN (New Emp) Status: Full Time ☑ Part Time ☐
Other - Explain:

CHANGE ☐

(2) APPOINTMENT ☐ REAPPOINTMENT ☐ Position#
Rank or Title
Contract Dates: From To
Effective Payroll Dates: Remove from Payroll

Annual Salary Amount		Index/Fund #	Account Code
Stipend Amount			
Total Annual Salary	$0.00		

Comments

(3) PART-TIME OR EPA TEMPORARY OR POST-DOC APPOINTMENT ☐ REAPPOINTMENT ☐

Salary Amount Index/Fund # Account Code

Position #
Rank or Position
Contract Dates: From To
Effective Payroll Dates: Remove from Payroll
Comments

(4) SPECIAL PAYMENT (USED FOR FULL-TIME EMPLOYEES ONLY) Position # 1798
Dates of Service: From 7/1/08 To 7/31/08
Payment Dates(s) 7/15/08, 7/31/08
Note: If payment date is not indicated payment will be received on next pay period.

		Index/Fund #	Account Code
Amount	$9,466.00	540644	911300

Explanation Summer Salary to work on 20070283

4) SPECIAL PAYMENT (USED FOR FULL-TIME EMPLOYEES ONLY) Position # 4394
Dates of Service: From 5/16/08 To 6/15/08
Payment Dates(s) 5/31/08, 6/15/08
Note: If payment date is not indicated payment will be received on next pay period.

		Index/Fund #	Account Code
Amount	$15,812.00	540589	911300

Always include the payment dates on the form. If your PI needs you to pay him a lump sum you will need to pay him on the *last date of service* which in this particular case is 6/15/08 as they cannot be paid prior to doing the work.

- It may be possible to pay a PI if he is working on two projects during the same time and the salary does not go over what he can earn in that one month salary or half month salary. To determine 1 ½ months salary you would take his salary and divide by 2 and then add that to his one month salary.
- Remember not to cross fiscal years in the database or on the PD7. An entry for summer salary for the timeframe of 6/15/08-8/15/08 would be entered as follows:

  6/15/08-6/30/08 (part one of two)

  7/1/08-8/15/08 (part two of two) indicate total dollar amount
- Always include an email from the PI that he has asked you to process summer salary and the timeframe that he is working on the project. Put proc. by (your initials & date). Hand carry PD7's to our office.
- If a PD7 needs to be superseded then you would print the new PD7 on pink paper and attach a copy of the old one with the submitted paperwork.
- NSF grants will only allow two month's summer salary
- A PI can be paid summer salary from an ongoing research account but there must be enough funds to cover benefits.
- You can run a report in the database for release time/summer salary/special payment obligations. From the main menu go into Reports/Queries Menu, then database reports and select the project tab the eighth report down which is RT/SS/SP obligations. The report can be run by all departments, PI, or project#. Once the necessary selection is made press 'run report'. This report will help you an idea of what projects have release time and/or summer salary in them.

Once complete the PD7 with 2 copies attached goes to Niki Moseley academic affairs and once approved will then be passed on to sponsored programs. Allow 2 ½ weeks or more for this process. You can double check in banner around 3 or 4 days prior to payroll to make sure that this has hit banner correctly in NHIEDST or NBAJOBS.

Release Time and How to Process

Background information:

Release time is the time an individual works on a project during their contractual period, for 9 month faculty this would be during the academic year between 8/16 each year and 5/15 of the following year. A 12 month faculty could have release time to work on a project any time of year.

At UNC Charlotte, a full teaching load is considered four courses per semester. Typically our COE faculty teach two courses, some more, some less, each semester. If the faculty member is teaching two courses only, then 50% of the individual's time is available to do other things, such as advise students, sit on committees, etc . . . .and . . . work on research projects.

If the work on the research project is done with no funds coming from the grant to pay for it, it constitutes cost sharing.

Research projects sometimes include funds to pay for release time. If the grant fund pays for the time during the contractual period for the work done, it is referred to as "Release Time". In this latter case, where the grant is paying for the work done, a release time form must be processed to have the faculty member's pay (or part of the pay) for that period of time come from the grant, thus freeing up the state funds that would normally pay the individual's salary. This is very advantageous to the department, because these freed up state funds can be used for any legitimate item that state funds can normally be used for, including hiring individuals, purchasing equipment, or even normal office supplies, which typically cannot be done with grant funds.

How do you know when to process release time? First look on the Rdrive (aka Sdrive). Follow the same procedures for summer salary. Release time can be seen on the projects budget form and may be mentioned in the justification. Additionally, it is marked in the proposal set up screens and we have designed a report that will at a minimum indicate to you if a particular project has release time in it. This report is on the Database Reports menu under the Project tab and is labeled "RT/SS/SP Obligations". Keep in mind the data in this report is entered as the project is submitted and there may be changes after submission not reflected in this report. There are step by step instructions for viewing this report at the end of this document.

Your faculty will likely request their summer salary or any special payments, they are less likely to remember to request you process the release time from their grant fund. Therefore we recommend for each of your faculties funded projects that you keep in your departmental folder a sheet at the front noting the project has release time to assist you in remembering to process the appropriate release time form so the department does not lose the funds.

If the faculty does not come to you and ask you to process the release time, you should ask them about it. Remember, once a proposal is submitted and release time is shown in the budget, the funds then belong to the department chair unless he agrees to allow the PI to spend those funds for his project in any other way. Additionally, there could be sponsor requirements that might keep the funds from being used any other way. Please coordinate with us if the faculty member is requesting moving release time funds to any other category.

Hopefully,

1. The PI should ask you to process the release time on the projects that they and the Co-PIs are working on during the academic year. In every case the PI should verify that it is okay to process the release time. Attach a copy of the email from the PI as verification that he/she is in fact working on the project.

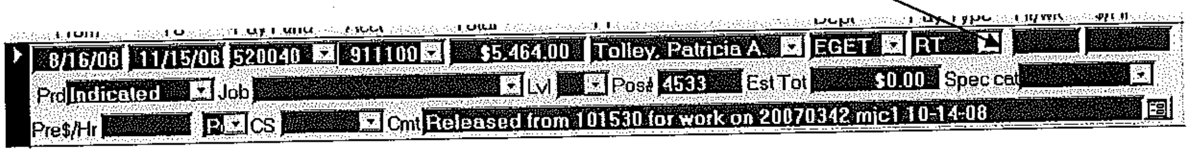
2. Faculty will need to give you the timeframe and salary that they want to have processed. Use the following table to determine the academic period that you need.

AP 1	8/16-11-15
AP2	11/16-2/15
AP3	2/16-5/15
AP4	5/16-8/15

3. Check the budget on the 'S' drive to see how much release time was budgeted for the faculty on the project.
4. Next, verify in the database and in banner making sure that they have the funds available to pay them.
5. If the release time is approved and allowed make an entry in the Pay Info (Member). You will be making two entries – one that shows the funds are being paid by the

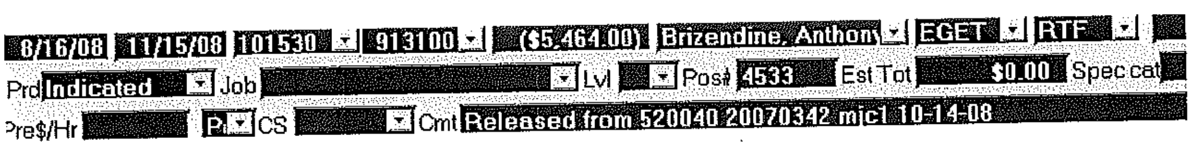
55XXX fund and one that shows the funds are being 'released' to the department's 101XXX general/state account.

First Entry – Pay from: EX: 8/16/08 Pay to: 11/15/08 Account: 55XXXX. The account code is 911100 and pay type is RT. In the comments field always include the proposal number in your entry and enter your initials and date. To bring up a printable copy of the release time form, use the print form button at the bottom right of the entry field.



(It is helpful for everyone if you write the proposal number on this form.)

On the second entry – EX: Pay from: 8/16/08 Pay to: 11/15/08 Fund #: 101530 (always check the drop down to make sure that the 101XXX fund number being used is the *correct fiscal year and is the fund number that normally pays this individuals salary*). The account code is 913100, and the pay type is RTF. In the comments field, put in the projects fund number (5XXXXX) Again, be sure to include your proposal number and your initials.

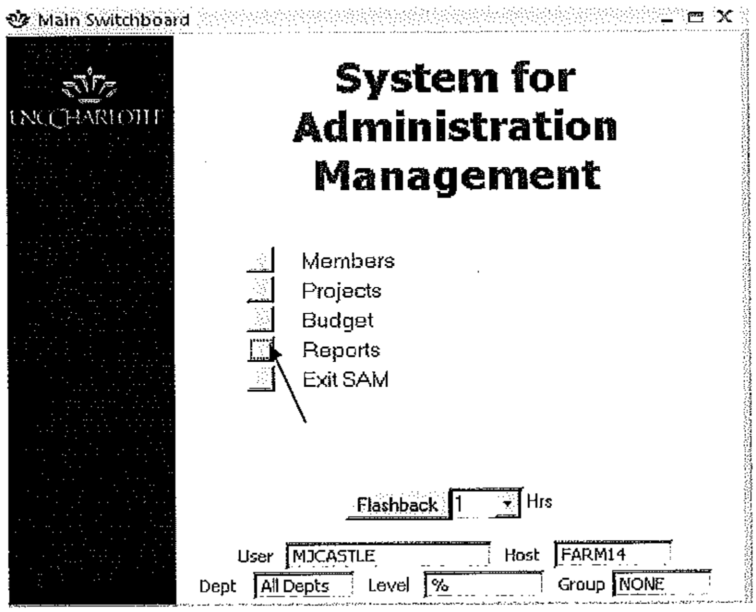


6. Once you have completed filling in the information, click on the far bottom corner to print out the release time form (entry with the 5XXXX entry and type RT).

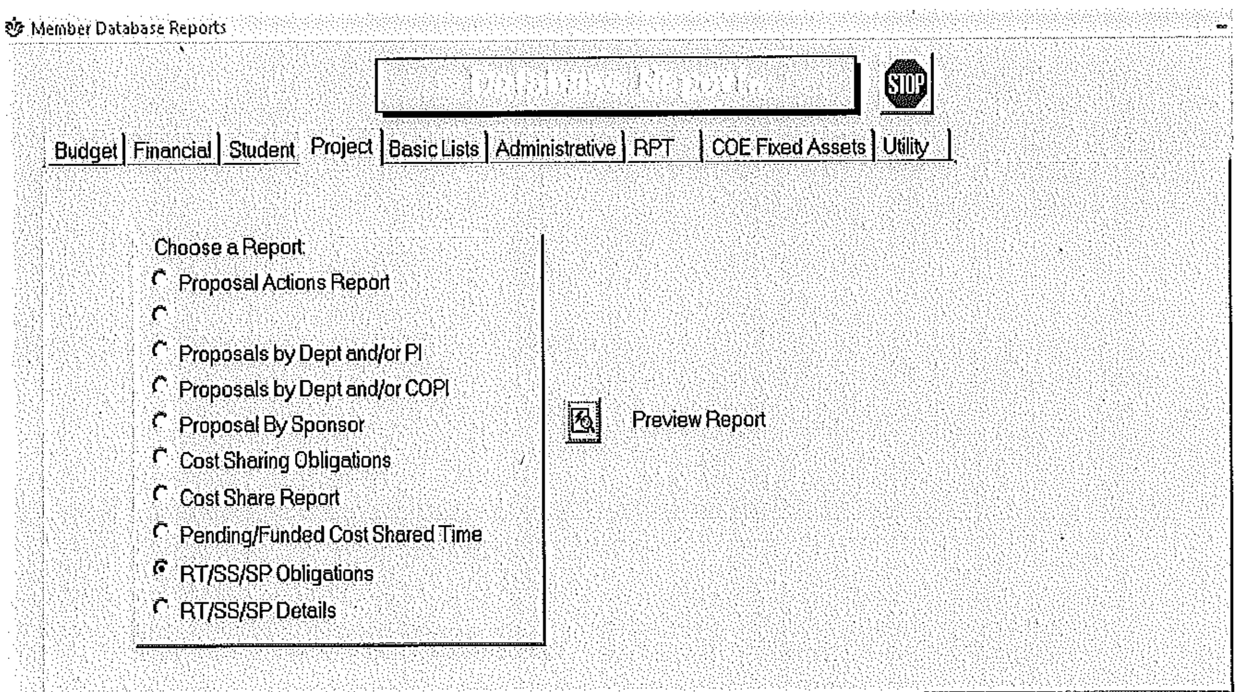
7. Have the PI, department chair sign as well as the dean then forward 3 copies with the original to Denise Bradley-Fluellen for processing. Always keep copies for your records.

8. The BSS should verify that the release time has been paid properly in Banner and that it was paid from the correct fund by going into the NHIEDST or NYIEDST screen using the pay periods from the release time form.

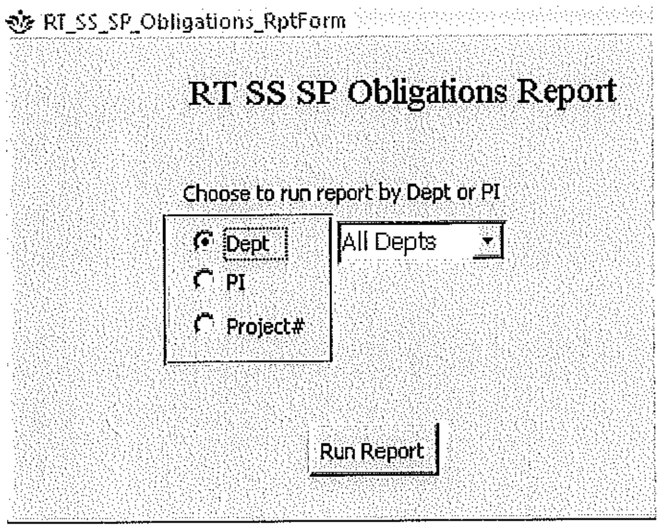
How to see the the RT/SS/SP report in SAM select reports:



Then select Project and RT/SS/SP obligations

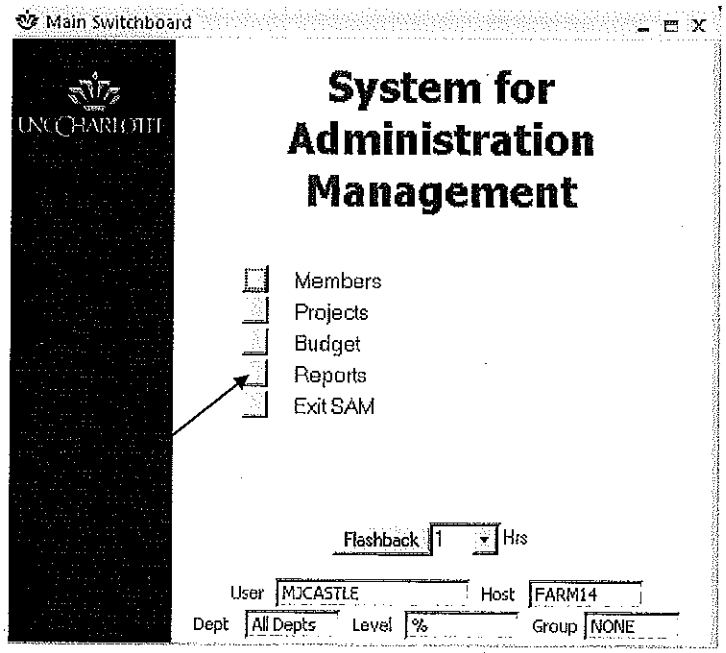


Preview report the select the report for the department by the drop down box, PI, or project# and Run report. This is a nice tool that allows a quick overview of what is available.



A report will generate with all pending/funded proposals with release time and summer salary/special payments. Remember this data was entered on proposal submission and may need correcting if there have been revised budgets submitted to the sponsor. But it is a good starting place to review planned release time.

SAM reports



Good morning SAM users.

Here is a summary of changes have been rolled into SAM this morning:

1. Two new reports have been added that can be accessed from the Reports Menu or the Budget Transactions screen:
    a. Fund Summary – gives an account-level comparison of the totals in SAM and the totals in Banner. The Banner data is collected on a daily basis, so it actually reflects the prior-day's position

Fund Summary

Fund# 501296 Enhancing Diversity in Engineering Technology Grant Period: 07/01/06 thru 06/30/10 Step

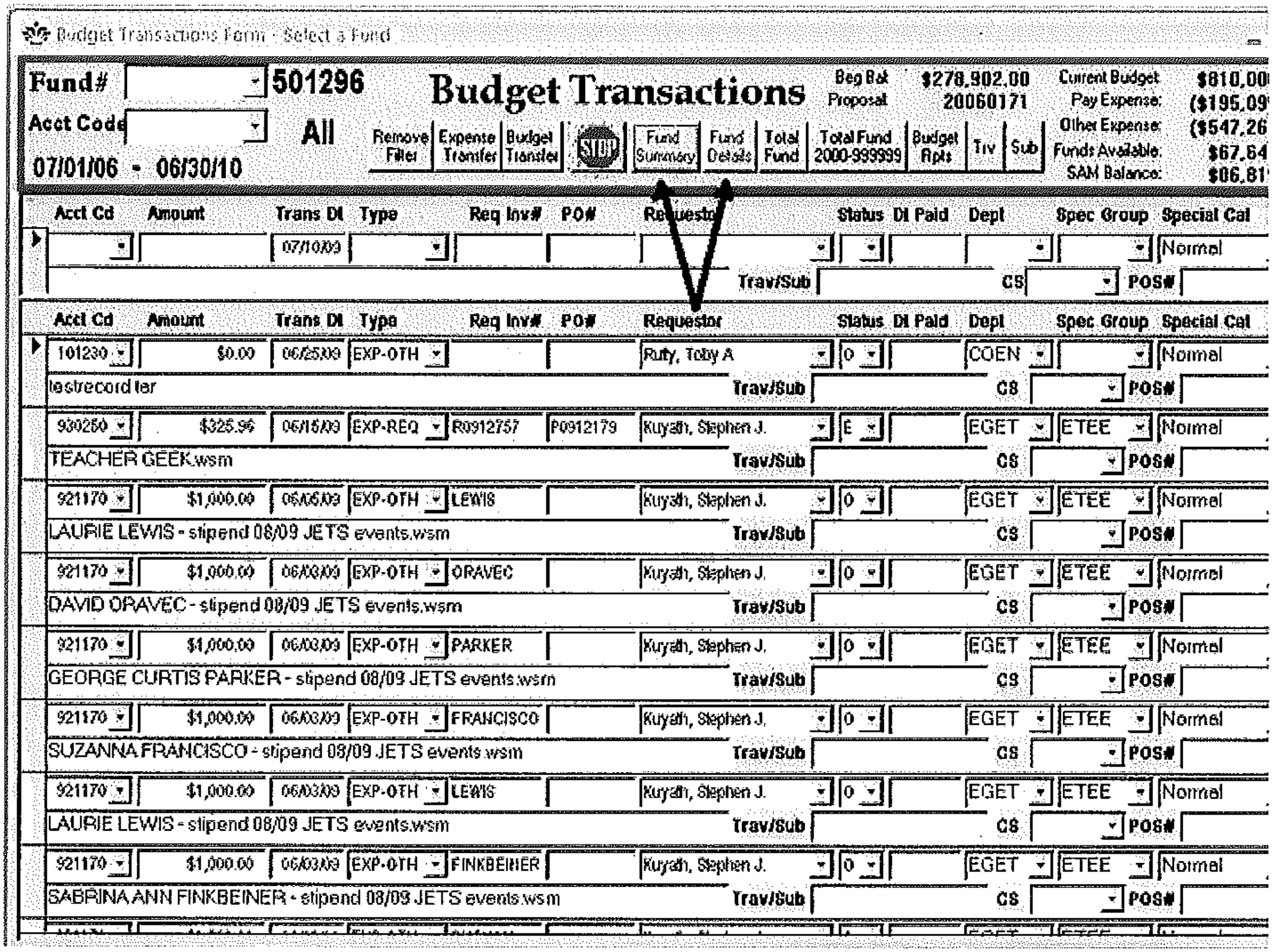
Grant# 551296 Proposal# 20060171 7/10/2009

Total Fund F/A Rate: 89.31%

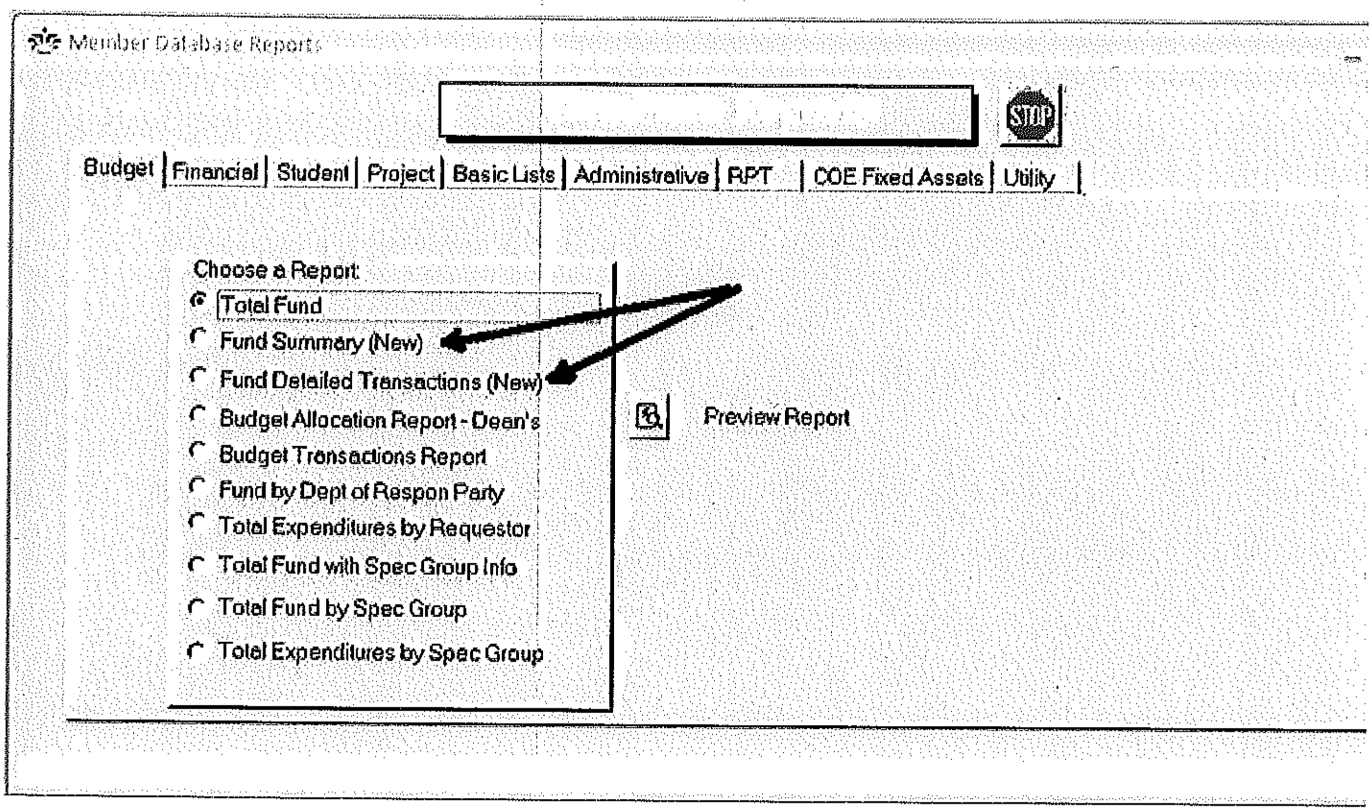
		SAM						Banner	
Account	Account Description	Orig Budget	Adj Budget	Expended	Encumbered	Obligated	Balance	Expended	Encumbered
101230	Non-Resident Grad Asst Waiver	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
911100	EPA Perm Non-Teach Sal RELEASE TIM	$23,297.00	$61,647.00	($39,001.16)	$0.00	$0.00	$22,645.84	$50,535.14	$0.00
911200	EPA Temp Non-Teaching Salaries	$4,004.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
911750	EPA Stu Non-Teaching Salaries	$0.00	$13,960.00	($13,960.00)	$0.00	$0.00	$0.00	$13,500.03	$0.00
911300	EPA NonTeach SUMMER / Sp Pmt	$22,040.00	$58,534.00	($52,261.46)	$0.00	$0.00	$6,272.54	$31,378.14	$0.00
912100	SPA Regular Salaries	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
915020	Student Regular Wages	$5,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
915040	UG Research/Admin Assistant	$0.00	$79,873.00	($71,496.90)	$0.00	$0.00	$8,376.10	$71,496.90	$0.00
915900	Non-Student Regular Wages	$0.00	$13,336.00	($13,335.87)	$0.00	$0.00	$0.13	$13,335.88	$0.00
917000	Medical Insurance Pool	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
917050	Medical Insurance State Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$592.20	$0.00
917250	Medical Insurance PHP Inc	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,020.48	$0.00
918050	TIAA Optional Retirement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,606.41	$0.00
918100	TIAA Retirement Health Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,926.70	$0.00
919050	State Retirement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,630.96	$0.00
919150	Social Security	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,703.21	$0.00
919275	Benefits Clearing	$12,337.00	$37,757.00	($37,757.00)	$0.00	$0.00	$0.00	$0.00	$0.00
920700	Other Contracted Services	$4,500.00	$49,654.00	($43,079.00)	($6,575.00)	$0.00	$0.00	$49,654.00	$0.00
921150	Participant Stipend	$16,000.00	$23,320.00	($11,320.00)	$0.00	$0.00	$12,000.00	$11,320.00	$0.00
921170	NSF Part. Stipend	$0.00	$20,000.00	$0.00	$0.00	($17,000.00)	$3,000.00	$17,000.00	$0.00
921300	Research Subcontract	$100,000.00	$106,391.00	($43,421.11)	($55,697.75)	$0.00	$7,272.14	$43,421.11	$55,847.75
922150	Special Food Service Event	$0.00	$40,590.00	($40,145.42)	$0.00	($443.89)	$0.69	$40,589.31	$0.00
925000	Domestic Travel Pool	$8,000.00	$24,000.00	($20,698.80)	$0.00	($450.00)	$2,851.20	$0.00	$0.00
925120	Instate Transportation-Air	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$49.20	$0.00
925140	Instate Transportation-Ground	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,518.00	$0.00
925160	Instate Transportation-Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$330.00	$0.00
925180	Instate Subsistence-Lodging	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$426.99	$0.00
925200	Instate Subsistence-Meals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$174.33	$0.00
925210	NSF Part. Instate Sub-Meals	$0.00	$5,500.00	($5,500.35)	$0.00	$0.00	($0.35)	$5,500.35	$0.00
925220	Instate Other/Tip/Etc	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$49.70	$0.00
925240	Instate Registration	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,000.00	$0.00
925280	Out Of State Transportation-Air	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,210.52	$0.00
925300	Out Of State Transp-Ground	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$509.48	$0.00
925320	Out Of State-Transp-Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$310.00	$0.00
925340	Out Of State Subsis-Lodging	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,064.99	$0.00
925360	Out Of State Subsistence-Meals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$312.50	$0.00

Page 1 of 2

2. Two buttons were added to the Budget Transactions screen to facilitate the reports. By choosing "Fund Summary" or "Fund Details", you can get these reports for the fund you are currently viewing.



3. The same reports can be accessed from the Reports Menu:



4. The Query Menu has been removed

Fund Detailed Transactions (No Personnel Costs)

Fund# 501296 Enhancing Diversity in Engineering Technology Grant Period: 07/01/06 thru 06/30/10 Stepl

Grant# 551296 Proposal# 20060171 7/10/2009

F/A Rate: 65.50%

101230 Non-Resident Grad Asst Waiver

Beginning Budget	$0.00
Additional Funds	$0.00
Transfer In	$0.00
Transfer Out	$0.00
TotalBudget	$0.00

TxnDat	Comments	Requestor	Type	Requisition	PO	Paid	Budgeted	Expended	Encumbered	Obligated
06/25/09	testrecord tar	Toby Rufty	EXP-OTH				$0.00	$0.00	$0.00	$0.00
		101230	**Non-Resident Grad Asst Waiver**				$0.00	$0.00	$0.00	$0.00

919275 Benefits Clearing

Beginning Budget	$12,337.00
Additional Funds	$25,420.00
Transfer In	$0.00
Transfer Out	$0.00
TotalBudget	$37,757.00

TxnDat	Comments	Requestor	Type	Requisition	PO	Paid	Budgeted	Expended	Encumbered	Obligated
06/26/06			BEG-BAL				$12337.00	$0.00	$0.00	$0.00
06/26/06	Benefits Expended Upfront.warm	Deborah Sharer	EXP-OTH				$0.00	($12337.00)	$0.00	$0.00
04/12/07	YEAR 2 FUNDING.warm	Deborah Sharer	ADD-FND	YR 2 Funds			$12585.00	$0.00	$0.00	$0.00
04/12/07	Benefits expensed upfront.warm	Deborah Sharer	EXP-OTH			07/12/07	$0.00	($12585.00)	$0.00	$0.00
10/11/07	YEAR 3 FUNDING.warm	Deborah Sharer	ADD-FND	YR 3 Funds			$12835.00	$0.00	$0.00	$0.00
10/11/07	Benefits expensed upfront.warm	Deborah Sharer	EXP-OTH				$0.00	($12835.00)	$0.00	$0.00
		919275	**Benefits Clearing**				$37,757.00	($37,757.00)	$0.00	$0.00

920700 Other Contracted Services

Beginning Budget	$4,500.00
Additional Funds	$24,000.00
Transfer In	$21,154.00
Transfer Out	$0.00
TotalBudget	$49,654.00

TxnDat	Comments	Requestor	Type	Requisition	PO	Paid	Budgeted	Expended	Encumbered	Obligated

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For help with data entry or questions please contact Toby Rufty @ 78246 tarufty@uncc.edu, Kevin Edwards 77545 Kevin.Edwards@uncc.edu , or Marian Castle @ 78249 mjcastle@uncc.edu.