

HOW TO SET UP COLUMNS FOR THE ACTUALS SCREEN IN GMS - PROJECT STATUS TO VIEW LABOR DISTRIBUTION DATA

BACKGROUND: With the implementation of the new Labor Distribution module of Oracle, payroll related transactions are going to appear in the Actuals screen of the Grants Management System (GMS)-Project Status differently than they have in the past. Employees who have been assigned the role of Project Manager (PI) or Business Manager (Department Administrator) for the project account in GMS, will have the ability to see the names of the people who were paid and the related dollar amounts for each pay period. Employees who have been assigned the role of Grants Access will not be able to see the names of the people who were paid, but they will be able to see the amounts of salary and fringe charged to the grant account. In the past, the amounts for Payroll appeared in the “Quantity” column of the Actual expenditures screen of Project Status. Now the amount appears in the “Project Burdened Cost” field, which is not in the standard Oracle view for Actuals.

PURPOSE: These instructions will allow you to set up your folder in the Actuals screen to view the amount information, as well as the Employee Name and the Supplier Name for AP transactions.

1. Log into Oracle-TAMS and choose your Org responsibility that allows you to see your grant accounts.

The screenshot shows the Oracle Applications Home Page for Tulane University. The page has a blue header with the Tulane University logo and the text "E-Business Suite". Below the header, there is a search bar and a "Go" button. The main content area is divided into two sections: "Oracle Applications Home Page" and "Worklist".

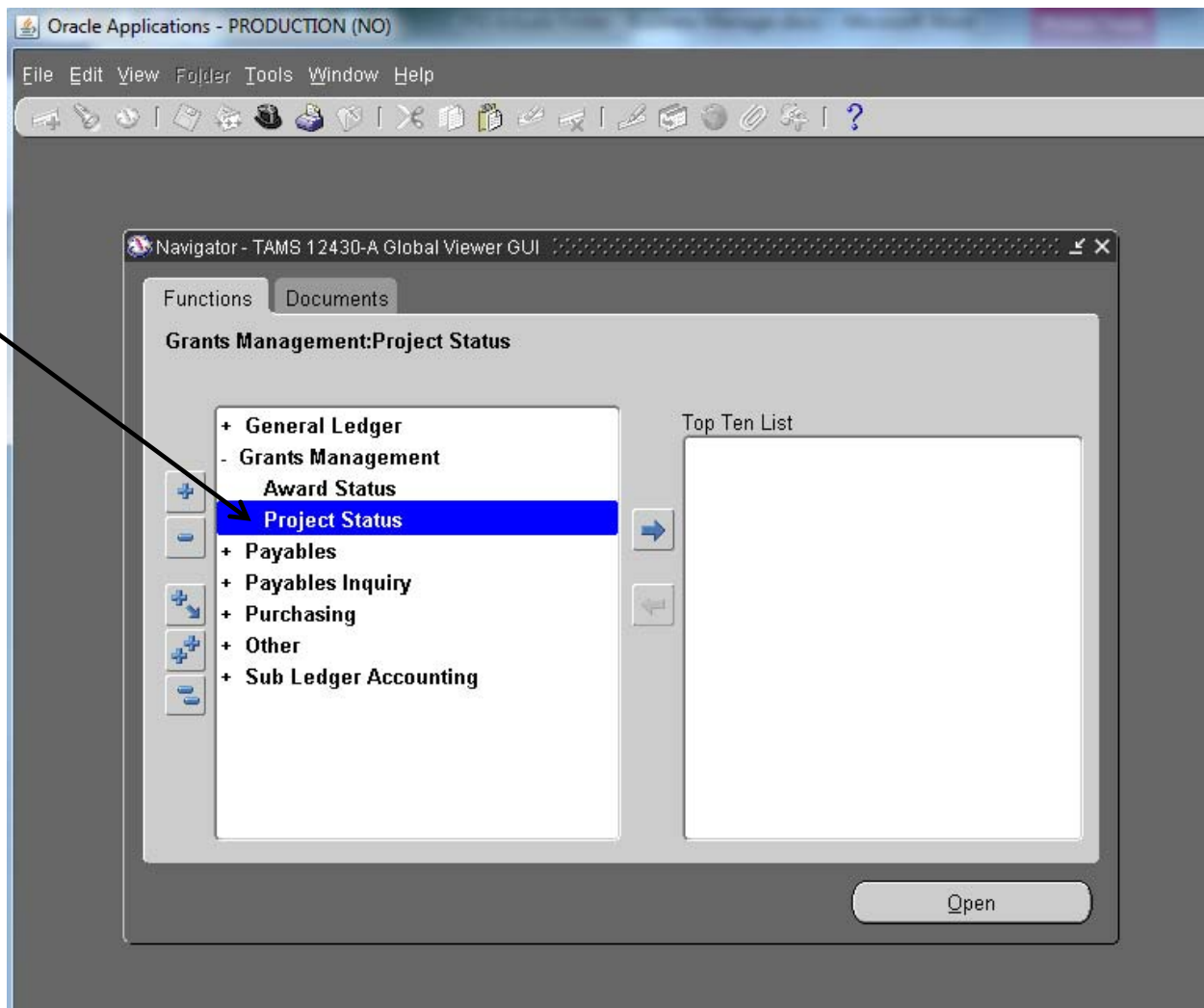
In the "Oracle Applications Home Page" section, there is a navigation tree on the left. The tree includes the following items:

- One Time Payment Requestor
- Receivables Manager
- Retro Payroll Labor Distribution GUI
- TAMS 12430-0 Requisitioner GUI
- TAMS 12430-A Global Viewer GUI
- General Ledger
- Grants Management
- Award Status
- Project Status (highlighted with an arrow)
- Payables
- Payables Inquiry
- Purchasing
- Other

In the "Worklist" section, there is a table with the following columns: "From", "Type", "Subject", "Sent", and "Due". The table is currently empty, and a message states: "There are no notifications in this view." Below the table, there are two links: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

At the bottom of the page, there is a "Favorites" section with a "Personalize" button and a link to "Project Status (Grants Management)".

2. If you are already logged into TAMS, open Grants Management, then Project Status.



3. Enter the project number and click Find.

The screenshot shows the Oracle Applications 11.5.9.2 interface. The main window is titled 'Find Project Status (Tutane University)'. It contains several input fields and buttons. The 'Project' field is set to 'Tutane University'. The 'Operating Unit' field is set to 'Tutane University'. The 'Key Member' field is set to 'Name'. The 'Customer' field is set to 'Name'. The 'Classification' field is set to 'Category'. The 'Find Project Status' window is open over a background window showing a table of project data.

Project	Revised Budget	Act Can Month	FYTD	Actual ITD	Commit Amt	Avail Balance	Del
550041	512,866.00	17,569.00	56,306.79	485,565.82	32,423.70	6,863.69	

- Click Task Status, then Actuals. Enter the Period you want to review. (Note: The Labor Distribution started in August 2013) Click Find.

Task Status

Task	Task Name	Revised Budget	Act Cur Month	FYTD	Actual ITD	Avail Balance	PD Commit
H1	Task 1	512,866.00	17,969.00	56,306.79	485,585.02	(5,063.00)	0.0

Find Expenditure Items (Tulane University) - 550847, H1

PA Periods: **AUG-13** to **AUG-13**

Employee Name: _____ Employee Number: _____
 Supplier Name: _____ Supplier Number: _____
 Organization: _____ Job Name: _____
 Expenditure Type: _____ Non-Labor Resource: _____
 Non-Labor Resource Org: _____

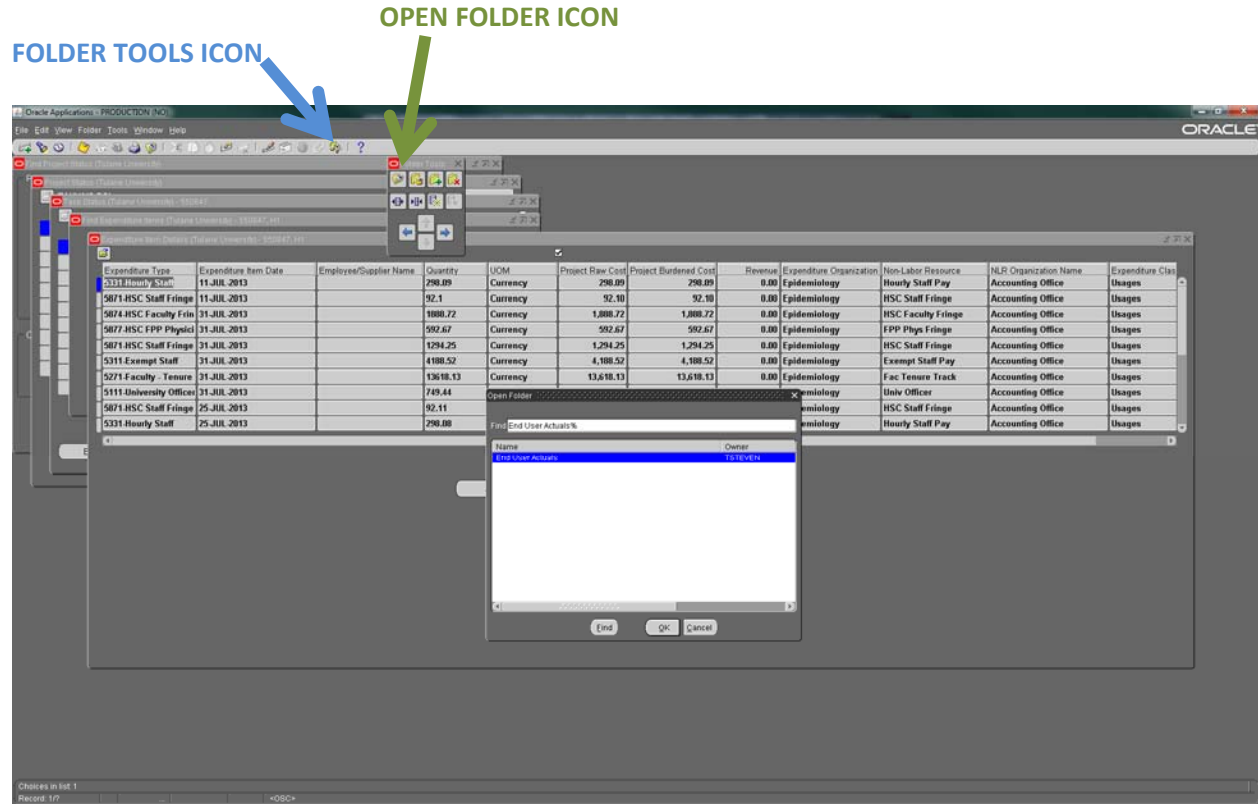
Clear Find

- This is the standard view provided by Oracle. This view needs to be modified in order to see the dollar amounts related to the new Payroll-Labor Distribution transactions, as well as the Employee Name and Supplier Name.

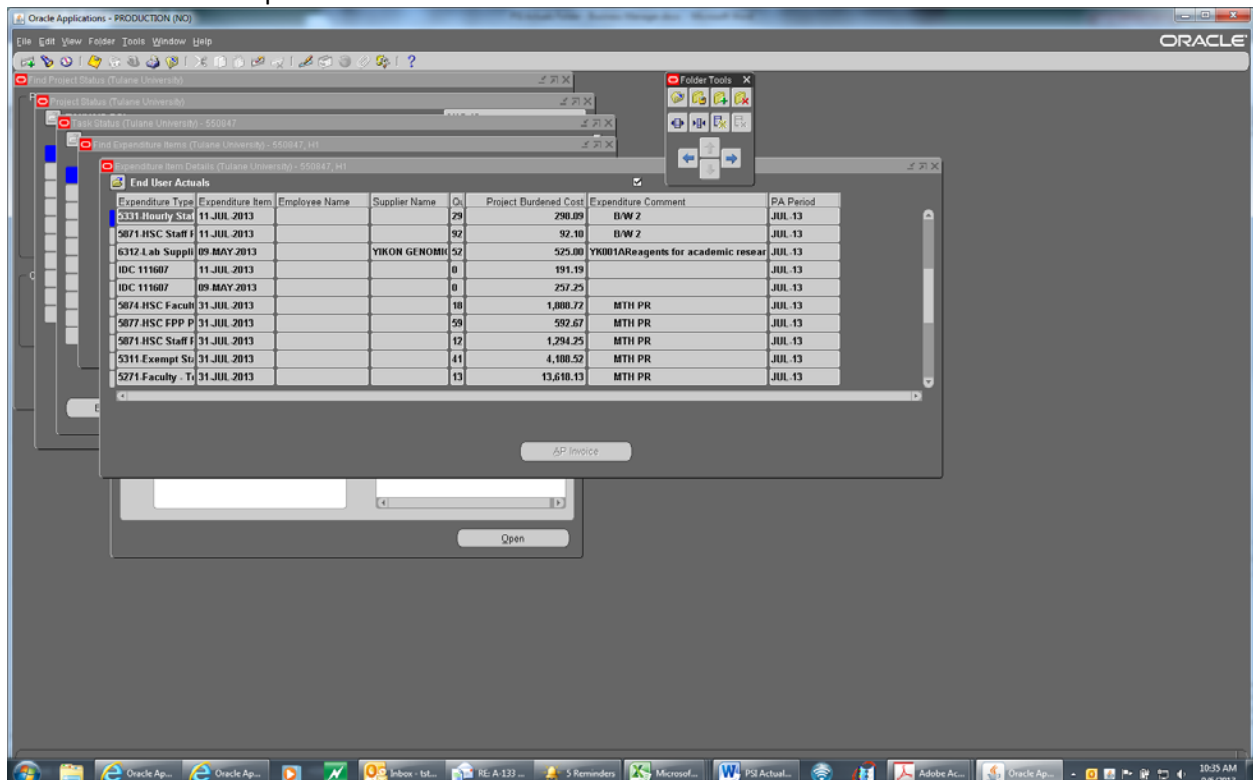
Expenditure Item Details (Tulane University) - 550847, H1

Expenditure Type	Expenditure Item Date	Employee/Supplier Name	Quantity	UOM	Project Raw Cost	Project Burdened Cost	Revenue	Expenditure Organization	Non-Labor Resource	NLR Organization Name	Expenditure Class
5331 Hourly Staff	11-JUL-2013		298.09	Currency	298.09	298.09	0.00	Epidemiology	Hourly Staff Pay	Accounting Office	Usages
5871 HSC Staff Fringe	11-JUL-2013		92.1	Currency	92.10	92.10	0.00	Epidemiology	HSC Staff Fringe	Accounting Office	Usages
5874 HSC Faculty Fringe	11-JUL-2013		1888.72	Currency	1,888.72	1,888.72	0.00	Epidemiology	HSC Faculty Fringe	Accounting Office	Usages
5877 HSC FPP Phys Fringe	11-JUL-2013		592.67	Currency	592.67	592.67	0.00	Epidemiology	FPP Phys Fringe	Accounting Office	Usages
5871 HSC Staff Fringe	11-JUL-2013		1294.25	Currency	1,294.25	1,294.25	0.00	Epidemiology	HSC Staff Fringe	Accounting Office	Usages
5311 Exempt Staff	11-JUL-2013		4188.52	Currency	4,188.52	4,188.52	0.00	Epidemiology	Exempt Staff Pay	Accounting Office	Usages
5271 Faculty - Tenure	11-JUL-2013		13618.13	Currency	13,618.13	13,618.13	0.00	Epidemiology	Fac Tenure Track	Accounting Office	Usages
5111 University Officer	11-JUL-2013		749.44	Currency	749.44	749.44	0.00	Epidemiology	Univ Officer	Accounting Office	Usages
5871 HSC Staff Fringe	25-JUL-2013		92.11	Currency	92.11	92.11	0.00	Epidemiology	HSC Staff Fringe	Accounting Office	Usages
5331 Hourly Staff	25-JUL-2013		298.08	Currency	298.08	298.08	0.00	Epidemiology	Hourly Staff Pay	Accounting Office	Usages

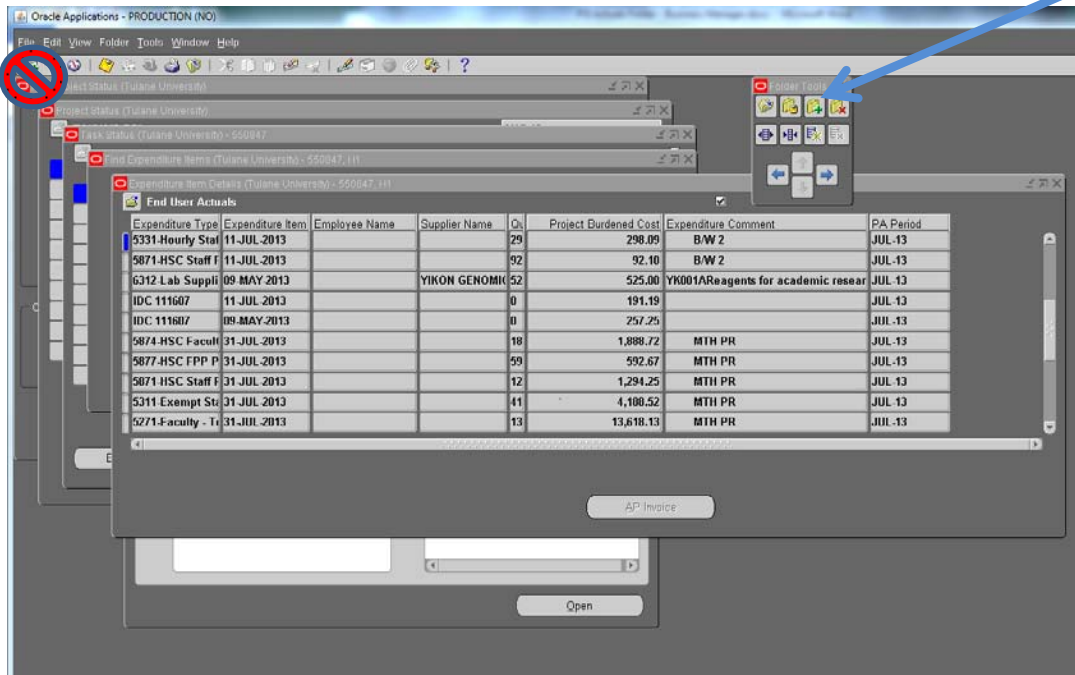
- A modified folder template for PIs and Business Managers has been established, therefore you will not need to add or resize columns unless you choose to do so. To access this template, click on the Folder Tools icon. Then, click on the Open Folder icon. You will see the “End User Actuals” folder. Click on it and then click OK.



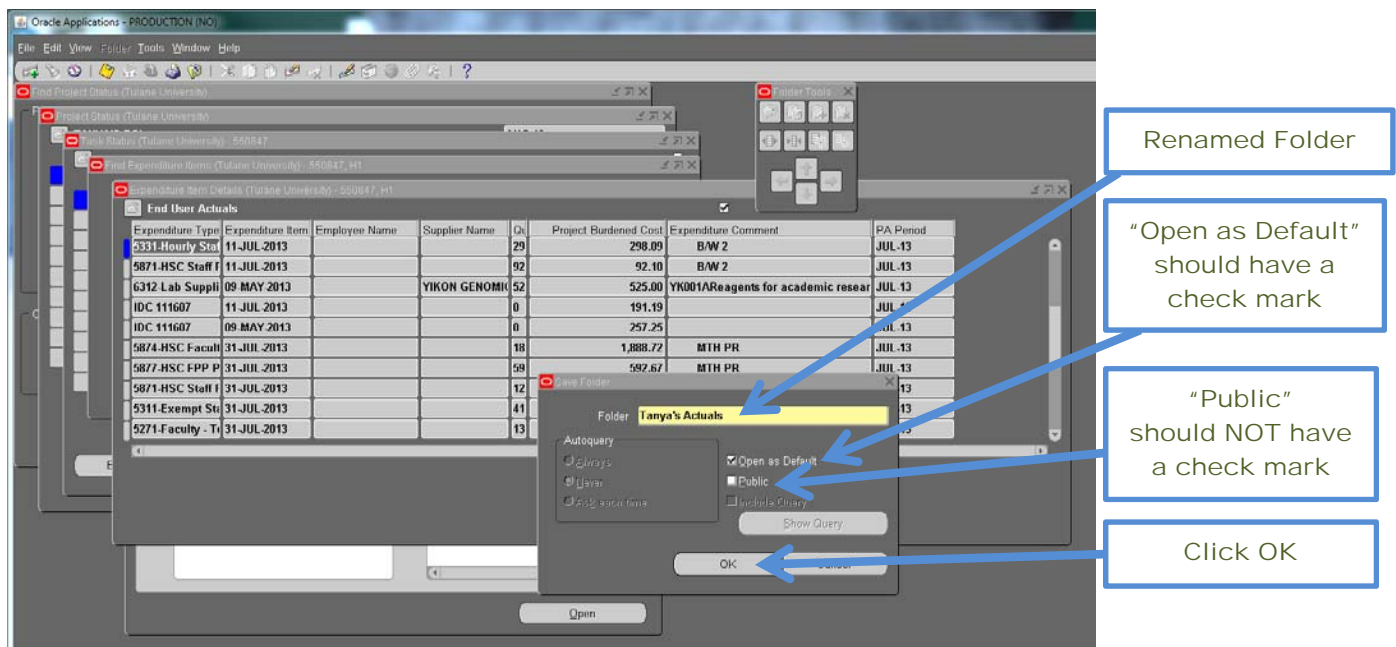
- The columns will be updated.



8. To save this view so it will open automatically when you open Actuals in the future, click on the **New Folder icon** with the **green plus sign** and change the Folder name to your name.



- a. **Change the name of the Folder** from “End User Actuals” to your name
- b. **Check** the “Open as Default” option AND
- c. **Uncheck** the “Public” option
- d. Click OK.



If saved properly, this view will open automatically each time the Actuals form is opened in the future.