Grants Management User Network
October 9, 2008

Objectives

- Update on Workflow
- Journal Entry data elements
- Clarification of ONN and ONS use
Workflow

• Issues identified
  – Preparer has DeptID Approver or CA Approver role, the Journal Entry processes without additional approval
  – Journal Entries processed by Central preparers don’t process into workflow at all

Workflow

• Workarounds - identified and implemented
  – CAs don’t prepare JE
  – Process JE like a cluster and established a Controller’s Office CA to approve
Workflow

- Identified all the issues and all potential roles
- Testing is picking up momentum
- October 26th is the goal for Production release

Journal Entry Data Elements

- When do I use ONN and ONS?
  - Use ONS anytime a DEBIT is made to a sponsored PROJECT account string (moving expenses onto a sponsored project or between sponsored projects)
  - ONN for all other situations
  - Think about the debits & credits at the Journal Header page, can’t go back and change the header.
Journal Entry Data Elements

- Oversight
  - OAR will conduct reviews of the Journal Entries to ensure ONS is used when required
  - Correcting Journal Entry will be required, approving CA will be contacted by OAR and requested to have JE reversed and redone with correct ONN/ONS designation

Journal Entry Data Elements

- What Analysis Type do I use?
  - Dependant on the purpose of the Journal Entry
  - Job Aid released this week from Training Services
  - SFR will conduct oversight on specific situations (program & project should be CGE or CPY, etc.)
  - Discussion with Cluster on corrections
Resources & Contact Info

- [www.finsys.umn.edu](http://www.finsys.umn.edu)
- [www.ospa.umn.edu/efs_sp/index.htm](http://www.ospa.umn.edu/efs_sp/index.htm)

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