



Managing Faculty Fund Tasks

PPM – Faculty Funds

Overview

- Intended for Project Administrators
- Covers how to...
 - Manage faculty fund project tasks and budgets
 - View expenditures on the SPFF dashboard
- What are Faculty Fund projects?
 - Faculty Fund projects are used to track funds that have been allocated to specific faculty members either from a department chair, dean, Provost, etc., or through a specific gift or contribution. Creating Faculty Fund projects allows departments and central administration to accurately track and report expenditures for both research and non-research purposes.
 - **It is important to note that faculty fund projects only contain budgets and expenditures, they do not house actual funding like D-funds did in Banner.** These funds operate more like R-funds where the awarding agency allocates a budget which is spent against and Rice bills the agency periodically for expenses during the period. The actual funding dollars reside in the General Ledger (CoA) account sitting in the project Organization.
 - See the Controller's Office website for more details:
<https://controller.rice.edu/rca-faculty-funds>.
- Keywords: faculty fund project, project team member, task, subtask, SPFF, financial project, project budget

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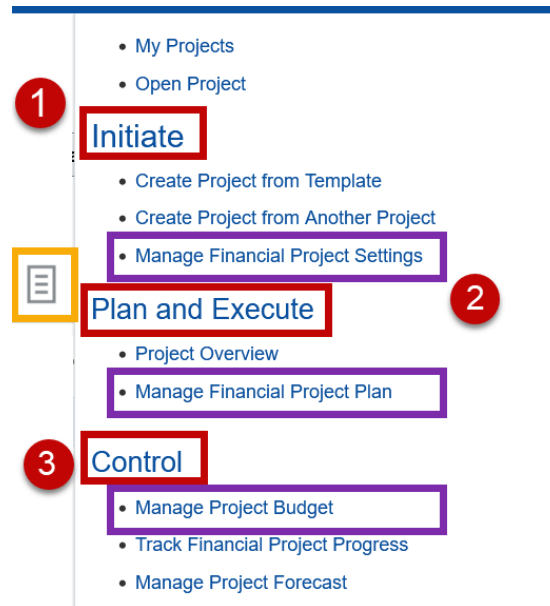
Change Log

Date	Change	Description
10/21/2022	Formatting	Updated to new format
5/26/2022	Accessibility	Updated Accessibility
5/6/2022	Added information	How to unlock a working version of a budget (p. 13)
1/15/2022	Additions and reorganize	Merged Adding Task and Subtasks; added process overview/checklist; reordered content for continuity across documents.
10/12/2021	Updated content	Added section to add/ remove project users
10/4/2021	Created	Merges all Faculty Funds job aids to a single document and adds section on redistributing budget among tasks

For additional assistance, please contact rhcactg@rice.edu.

A. Process Overview/Checklist

This quick overview shows the three main areas of the task menu in the **Projects** module and what actions will be taken in each of these menus. It serves as a good checklist to use when adding tasks/budget to a project. See below for step-by-step instructions.



<p>1. Initiate: Manage Financial Project Settings</p> <p>a. Here you will add/remove team members under the Parties tab.</p>
<p>2. Plan and Execute: Manage Financial Project Plan</p> <p>a. Check project start/finish dates for all tasks and subtasks</p> <p>b. Add tasks and subtasks</p> <p>c. Add funding source information (CoA string)</p> <p>d. Make the task chargeable</p>
<p>3. Control: Manage Project Budget</p> <p>a. Add or reallocate budget</p> <p>b. Use a current working budget</p> <p>i. Don't see one? Duplicate a Current Baseline</p> <p>ii. Name the version if desired</p> <p>c. Action: Manage Assignments (+ODC or +\$\$\$)</p> <p>d. Submit</p>

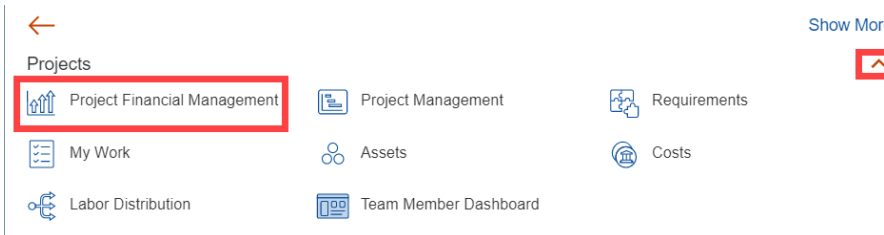
Note: When **redistributing** funds, make sure the balance remains the same. If you increase the budget in one task, you will need to decrease the budget in another.

B. Navigating to a Faculty Fund Project

1. Select the navigator in the top left of the screen.



2. Open the **Projects** drop-down and select **Project Financial Management**.



3. At the top of the page, if necessary, select the drop-down icon next to **Search** to open the search fields.


My Projects ?



4. Search for the desired project by entering **Project Name** or **Project Number**. Then select **Search**.

- a. If your project is not showing, select **All** in the **Project Status** field and then **Search**.

My Projects ?



Advanced Manage Watchlist Saved Search My Active Projects ▾

** At least one is required

** Project Name	TestProject1	** Organization	
** Project Number		Project Unit	
** Project Manager		Business Unit	
** Team Member		Project Type	
** Customer		Project Status	All
** Project Set			

Search Reset Save...

5. Select within the **Search Results** line to highlight the whole line.

Search Results

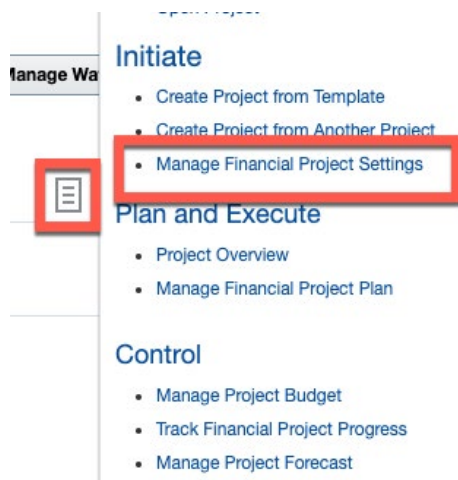
View ▾ Create Project ▾ Detach

Project Name	Project Number	Overall Health	Project Status	Project Manager	Customer	Start Date	Finish Date	Organization
TestProject1	TestProject1		Active	Booker, Guy		04/14/2021	12/31/2099	86000-FE&P Ad...

Initiate: Manage Financial Project Settings

C. Adding and Managing Project Team Members

1. In a project, you can add and manage team members from the **Team members** section of the **Project Overview** page. We have 3 types of Project Team Members:
 - a. **Team member** has 'View Only' access. Team member can see transactions if they have access to the Sponsored Project Faculty Funds dashboard.
 - b. **Project Manager** has access to view budgets and is the workflow approver for Procurement and Expense transactions.
 - i. Note: There can be only one **Project Manager** in a project due to the workflow responsibilities.
 - c. **Project Administrator** has access to view /edit budgets and manage team members.
2. Search for the desired project and select within the **Search Results** line to highlight the whole line.
3. To add project users:
 - a. Open the tasks bar icon on the right side of the screen. Under **Initiate**, select **Manage Financial Project Settings**.



- b. Using the navigation bar, select the **Parties** tab.
- c. Select the **+** icon in the **Team Members** section.

d. In the **Add Team Members** dialog box specify the items below:

Add Team Members ✕

Select an organization from which you want to add team members.

Type Customer
 Partner
 Supplier
 Internal

Organization

* Person Project Role

* Start Date mm/dd/yyyy End Date mm/dd/yyyy

Track Time

- i. New member's **Type**
- ii. Enter or select the user from the **Person** list
- iii. Select **Project Role**
- iv. Enter or select **Start Date**
- v. Enter or select **End Date** (optional)

e. Select **Save and Close** or select **Save and Add Another** to add more project users.

4. To remove a user, select the **Person** and select the **X** icon.

Team Members

Show All members
 Current members

View

Person	Project Role	Start Date	End Date	Security Assignment Status	Track Time
Cohen, Esther	Project Manager	05/03/2013	12/31/2099		
Sammy, Professor	Principal Investigator	10/08/2021			
Cohen, Esther	Project Administrator	05/03/2013	12/31/2099		
Sammy, Professor	Team Member	05/03/2013	10/03/2099		

5. The system will indicate you are about to delete a team member. Select **Yes**.

Remove Team Member ✕

The selected record will be removed. Do you want to continue?

Plan and Execute: Manage Financial Project Plan

D. Adding a Task and Subtask to a Faculty Fund Project

The processes for adding a Task or Subtask are the same, except, you will highlight the Project when adding a Task versus you will highlight the Task when adding a Subtask.

1. **Add a Subtask:** (You may skip this bullet if you are only adding a Task) Search for the desired project and select within the **Search Results** line to highlight the whole line.

Search Results

View Create Project Detach

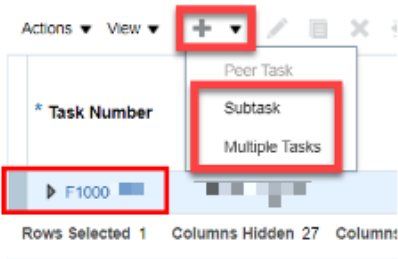
Project Name	Project Number	Overall Health	Project Status	Project Manager	Customer	Start Date	Finish Date	Organization
TestProject1	TestProject1		Active	Booker, Guy		04/14/2021	12/31/2099	86000-FE&P Ad...

2. To add a new Task or Subtask, select the tasks bar icon on the far right side of the screen. Under **Plan and Execute**, select **Manage Financial Project Plan**. (This is a different selection from Step 1.)

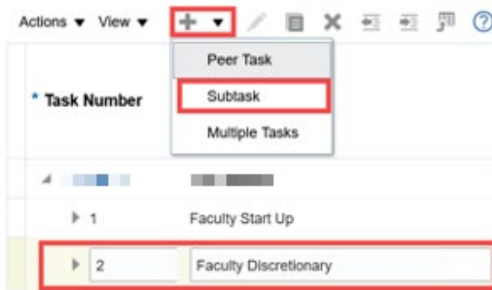
The screenshot shows a vertical navigation menu with three main sections: 'Initiate', 'Plan and Execute', and 'Control'. The 'Plan and Execute' section is expanded, and 'Manage Financial Project Plan' is highlighted with a red box. A red box also highlights the 'Plan and Execute' section header icon.

- Manage
- Initiate
 - Create Project from Template
 - Create Project from Another Project
 - Manage Financial Project Settings
- Plan and Execute
 - Project Overview
 - Manage Financial Project Plan
- Control
 - Manage Project Budget
 - Track Financial Project Progress
 - Manage Project Forecast

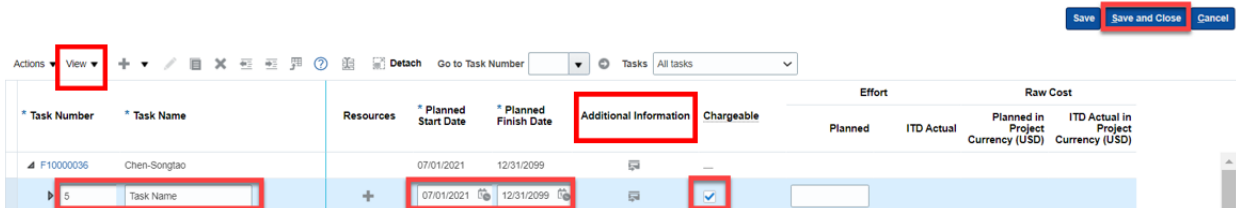
- a. **To add a new Task:** Select the row with the project number and select the + icon, then select **Subtask**.



- b. **To add a new Subtask:** Select the row with the **Task Name** you want a subtask for and select the + icon and select **Subtask**.



3. Enter the following (*Required Items), then select **Save and Close**.



- *Task Number**
- *Task Name**
- *Planned Start Date**
- *Planned Finish Date** (unless there is a specific end date such as for faculty start-up funds, you can use 12/31/2099)

e. ***Additional Information: This is a key step!**

The screenshot shows a dialog box titled "Additional Information". It contains the following fields:

- Context Segment: Additional CoA Segments
- Fund Source: 010000
- Classification: 100
- Program: 9999

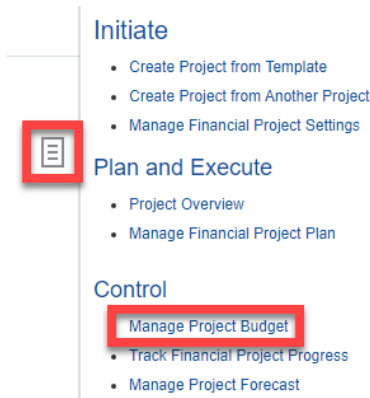
Buttons: OK, Cancel

- i. If the **Additional Information** or **Chargeable** column is not showing on your screen, select the View arrow above the task number, select **Columns**, and add **Additional Information** then add **Chargeable**.
 - ii. **Additional Information** contains Chart of Accounts segments that must be present in order for accounting to record accurately. The **Fund Source** should be one of the four listed below and should match the **Fund Source** and **Classification** of the GL account that holds the actual funds. (See note on pg. 1 of this job aid.)
 - **010000 Faculty Discretionary**
 - **010010 Faculty Start-Up**
 - **010020 Faculty Non-Sponsored Research Funds**
 - **010030 Faculty Retention**
 - iii. **Classification** should also match the GL account.
 - iv. **Program** can be default to **9999** unless your department is tracking expenditures using Program codes.
 - f. Select **Chargeable** if you want to be able to charge expenses to this segment. Notice that when there are subtasks for a task, only the subtasks are set to chargeable.
 - g. Select **Save and Close**.
4. Now that you have created the **Tasks** and **Subtasks** you want to use, you will need to create an active or baseline budget so funds can be spent and tracked.
 5. **Note on expenses:** When charging against this fund using POET-AF, you must include the **Task Number** or the accounting process will fail.

Control: Manage Project Budget

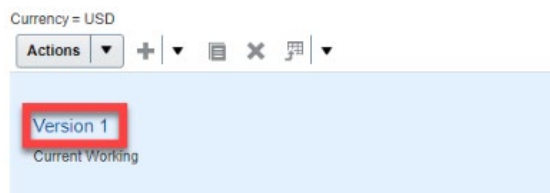
E. Adding a Budget to a Faculty Fund Project

1. From a selected project, use the tasks bar icon to select **Manage Project Budget** under **Control**. (This is a different selection from previous sections of the job aid.)

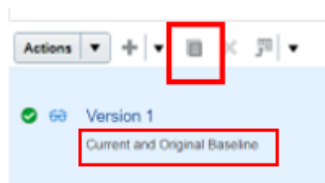


2. On the **Manage Budget Versions** page, select the most recent **Current Working** budget version (which will have the most up-to-date budget available to edit) by selecting the hyperlinked **Version Name**.

Manage Budget Versions CP.01 TEST

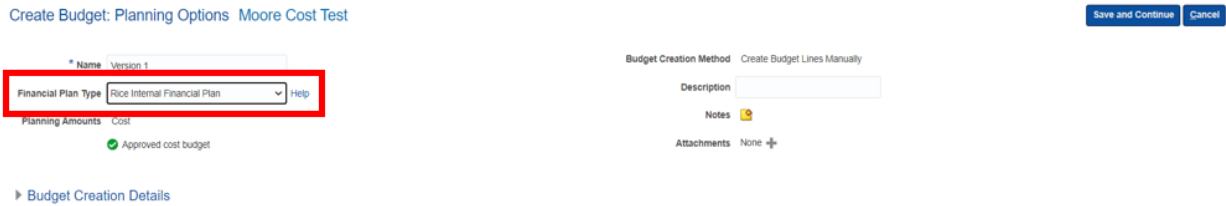


- a. Note: If there is not a Current Working budget, you should highlight the **Current Baseline** budget and select the duplicate icon to the right of the + icon. This creates a Current Working version you can adjust.



- b. Note: If the current budget is \$1 million, the most recent current working will have \$1 million in the cost budget. You can add funds to this.
- c. Note: You can only make budget updates in the Current Working budget.

- d. If there are no versions already, select the drop down next to the + icon, and select **Create Budget Lines Manually**. From the **Financial Plan Type** drop down, select **Rice Internal Financial Plan** then **Save and Close**.

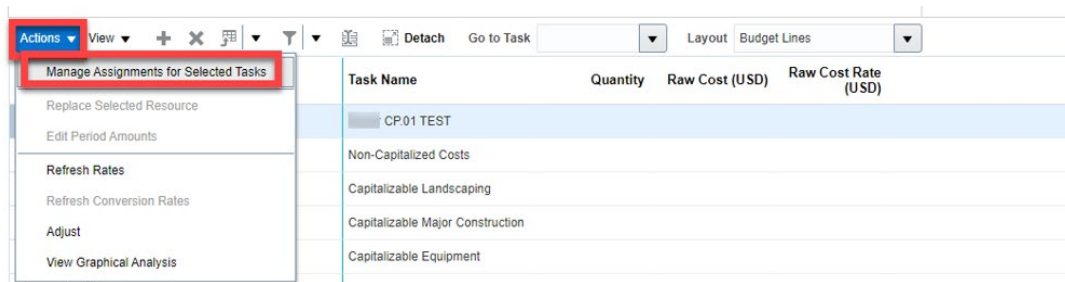


3. Across the top line, you may **Name** this version if you want to track your reason for adjusting the budget. **Also verify that the Current Planning Period is correct.**

Edit Budget: Version 1 CP.01 TEST

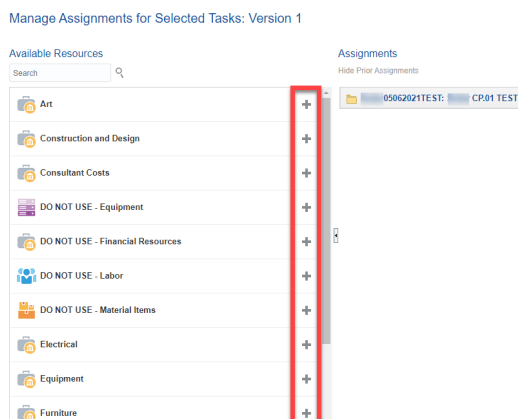


4. Highlight the task line and select **Actions**, then **Manage Assignments for Selected Tasks**. (This step adds budget categories. You will only be able to add budget amounts to tasks or sub-tasks with budget categories. If you need more later, you can add them on the next page as well.)



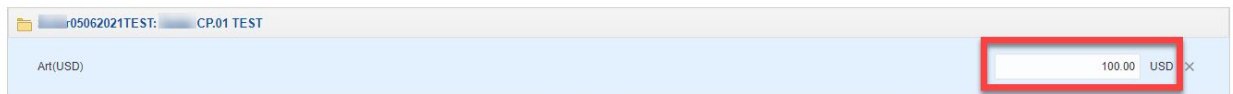
5. Next to the Expenditure categories, select the + icon to add a category to the project budget.

- a. Note: Do not select anything that begins with “DO NOT USE” or “DNU”.

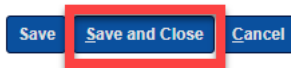


- Once the categories have been selected, add the dollar amount to be budgeted to each category on the right-hand side of the page. (You can also add dollar amounts on the next page where you can view the entire project holistically.)

Assignments
Hide Prior Assignments



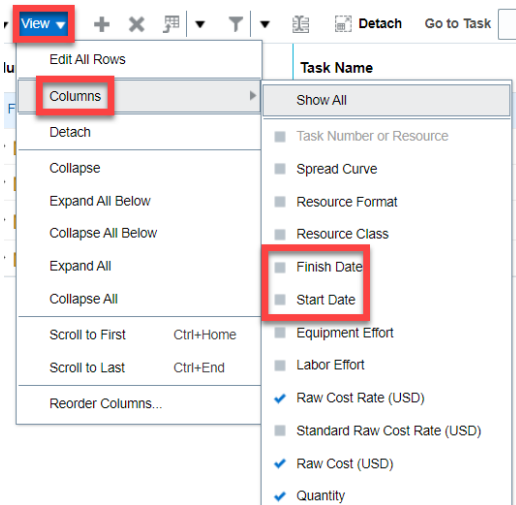
- Select **Save and Close** when all categories and dollar amounts have been added.



- On the **Edit Budget** page, the **expenditure categories** will now appear under the assigned **Task** with the dollar amounts.

Task Number or Resource	Task Name	Quantity	Raw Cost (USD)	Raw Cost Rate (USD)
05062021TEST	CP.01 TEST		100.00	
1	Non-Capitalized Costs		100.00	
Art			100.00	
2	Capitalizable Landscaping			

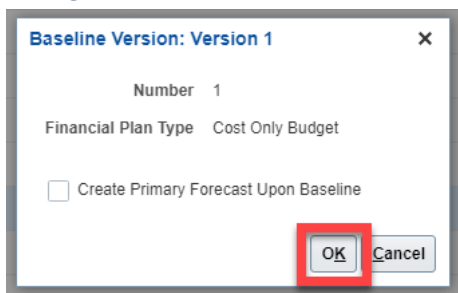
- This is a key step.** Verify the end dates on the budget are in the future. If you are unable to view the **Start** and **Finish dates**, select **View, Columns**, then check **Start** and **Finish Date**. (You won't be able to add dollar amounts to projects after the **Finish Date**.)



10. Repeat steps 4-9 for all tasks for which you want to add dollar amounts.

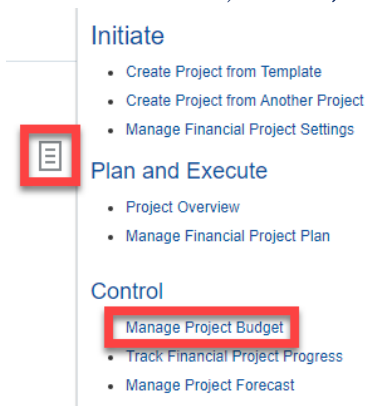
Task Number or Resource	Task Name	Quantity	Raw Cost (USD)	Raw Cost Rate (USD)
05062021TEST	CP.01 TEST		800.00	
1	Non-Capitalized Costs		100.00	
Art			100.00	
2	Capitalizable Landscaping		300.00	
Construction and Design			300.00	
3	Capitalizable Major Construction		400.00	
Consultant Costs			400.00	

11. Select **Submit** in the upper right-hand corner then select **OK** on the pop-up. The project is now active and has an active budget. The project manager on the project will get a notification in iO.



F. Redistributing Budget Between Tasks and Subtasks in a Faculty Fund Project

1. From a selected project, use the tasks bar icon on the right side of the screen. Under **Control**, select **Manage Project Budget**. (This is a different selection from previous sections of the job aid.)



- On the **Manage Budget Versions** page, select the most recent Current Working budget version (which will have the most up-to-date budget available to edit) by selecting on the hyperlinked **Version Name**. If the budget version is locked (you will see an image of a padlock to the left of the version number), unlock it by selecting the down arrow to the right of the **Cost Budget** and choosing **Unlock** from the pop-up menu.

Manage Budget Versions CP.01 TEST ?

Currency = USD

Actions + - [grid] [x] [print] [refresh]

Version 1
Current Working

- Highlight the assignment category (i.e. **Other Direct Costs**) under the budget you wish to adjust.

Task Number or Resource	Task Name	Quantity	Raw Cost (USD)	Raw Cost Rate (USD)
▲ F0307239	Dundee, Crocodile		78,467.53	
▶ 1	Faculty Start Up			
▲ 2	Faculty Discretionary		78,467.53	
Other Direct Costs			3,467.53	

- You will notice a drop-down menu on the assignment category and you can change the category here.

Other Direct Costs ▼

- Equipment
- Fringe Benefits
- Other Direct Costs
- Salaries & Wages
- Travel
- Tuition Remission
- Z_DO NOT USE_Equipment
- Z_DO NOT USE_Financial Resources
- Z_DO NOT USE_Labor
- [Search...](#)

- Under **Raw Cost (USD)** you can adjust the dollar assignments by typing in an adjusted number. If you are only moving the funds within the Faculty Fund Project, you will need to ensure that your **Cost Budget** at the top right remains the same. When you increase one budget, you will need to decrease others by the same amount in order to maintain the same overall **Cost Budget**. You increase or decrease amounts in each of the desired assignment (budget) categories by entering the **new** total that should appear. If you only increase the budget, you will be adding funds to the project.

Task Number or Resource	Task Name	Quantity	Raw Cost (USD)	Raw Cost Rate (USD)
▲ F0307239	Dundee, Crocodile		78,467.53	
▶ 1	Faculty Start Up			
▲ 2	Faculty Discretionary		78,467.53	
Other Direct Costs			3,467.53	
▲ 2.3	Magister Discretionary		75,000.00	
Other Direct Costs			75,000.00	
▲ 2.1	Faculty Research			
Other Direct Costs				

- Select **Save** to view your new adjusted totals. Once you are satisfied with your budget numbers, select **Submit** to enter the new budget and select **OK** on the pop-up menu.

Baseline Version: Version 1 ✕

Number 1

Financial Plan Type Cost Only Budget

Create Primary Forecast Upon Baseline

G. Viewing Your Faculty Fund Project in the SPFF Dashboard

1. In iO, navigate to the **Sponsored Projects and Faculty Funds Dashboard** and select the **Budget to Actuals Detail** tab.



2. Enter the **Project Number** or **Project Name** and select **Apply**.

RICE Budget to Actuals Detail

Award Number --Select Value-- Project Number --Select Value-- Award Org --Select Value-- Expenditure Category Name --Select Value-- Award Type --Select Value--
 Award Name --Select Value-- Project Name --Select Value-- Award PI --Select Value-- Award Status --Select Value--

Project Accounting Period Between Between 2020-09 - 2021-09

\$0 Labor Encumbrance	\$0.00 Req and PO Commitments	\$78.47K Available Balance Includes Encumbrances and Commitments
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Remaining Budget, Commitments, Expenditures

Total Budget Spend Encumbrance and Commitments

Award Number	Award Name	Award Org	PI	Project Number	Project Name	Project Organization	Project Start Date	Project End Date	Expenditure Category	Budget	Actuals	Commitments	Salary Encumbrance	Available Balance
							06/01/1987	12/31/2099	Other Direct Costs	\$78,467.53	\$0.00	\$0.00	\$0.00	\$78,467.53
Grand Total										\$78,467.53	\$0.00	\$0.00	\$0.00	\$78,467.53

3. Here you can see the budget numbers and any expenses that have posted to the fund. Currently, you can only view the project as a whole, but work is underway to add a view by tasks.
4. To view **Budget to Actuals** in the **Finance Dashboard**, see this RCA Blog post: <https://rchcostacctng.blogs.rice.edu/2021/10/07/viewing-sponsored-project-expenses-and-funding-at-the-coa-level/>.

For additional assistance, please contact rchacctg@rice.edu.