July 12, 2018

SUBJECT: **External Grants and Project Accounting in Colleague Finance**

Good Afternoon,

Attached you will find a list of Legacy general ledger numbers and their corresponding account number and Project number in our new Colleague Finance system. These numbers are specific to sponsored activity from external grants and contracts.

The Colleague Projects module will be used to manage both external grants and contracts and capital (construction) projects. Our Legacy Finance system did not provide any project functionality. The Projects module will allow us to track grant activity on a project to date basis for grants that have multiple budget periods or grants with budget periods that do not align with our fiscal year (July to June). The Projects module will also allow us to post grant budgets to Projects so that grant budget vs. actual expense reporting can be conducted directly in Colleague vs. off-line in Excel spreadsheets. The Project module will also allow us to maintain, track and report on key attributes associated with grants such as: award numbers; sponsor type; project period; principal investigator; other key contacts and other miscellaneous information. None of this was possible in our Legacy system.

You will experience a transition period for all current active grants accounts in Legacy that are converting to Colleague. The Project budget amount for these grants will reflect the remaining balance available from Legacy as of June 30, 2018. The exact grant balance converting from Legacy may not be known until the first week of August. Until then, Projects in Colleague will display either an estimated budget or no budget at all. Purchasing, payroll and other expenditure transactions will still be posted against grants in Colleague and budget availability will be monitored manually by the Controller's Office. Once the remaining Legacy grant balances are loaded into Colleague, system controls will be turned on so that no transactions will be allowed to post to a grant Project unless sufficient funds are available within the Project.

For grants that have activity in both Legacy and Colleague, consolidated reporting on a project to date basis will continue to be performed off-line in Excel by combining Colleague and Legacy data. I will continue to provide the consolidated grant reporting to faculty members on a quarterly basis or as requested. The grant activity within Colleague can be viewed in Colleague self-service (see below).

For new grants that are created and only exist in Colleague, faculty and other authorized staff will be able to monitor grant balances and activity directly in the "Projects Accounting" within Colleague self-service. Project budgets for new grants will reflect the total amount awarded by the sponsor. Also attached to this email you will find a job aid on using Projects Accounting in self-service for external grants. There is also an attachment that provides details on the naming convention used to create Project numbers in Colleague. This will assist you and recognizing and locating the Projects associated with your grants. The document also contains an explanation the various data elements that exist for Projects and their use. All these documents will be posted on the Controller's Office website under the ERP link at https://www1.wne.edu/controller/financial-management.cfm.

All faculty members with external grants have been assigned access to Projects Accounting in Colleague self-service. In addition, the respective department Chairs and Deans for each faculty member have also been assigned access to Projects Accounting. Finally, other administrative staff within each College or

School have been assigned access to Projects Accounting based upon feedback from each Dean. If there are other staff members that should have access to view grant Project numbers for specific faculty in self-service, please contact me with their information.

In order to utilize the Projects module functionality, it is imperative that all grant transactions in Colleague Finance contain both the general ledger account number (23 digits including dashes) **AND** the Project number (15 digits). Colleague will not automatically attach a Project number to a general ledger account number. Any purchasing, expense or transfer request form relating to a grant must contain the account number and Project number. If the Project number is not used on a transaction, that transaction will not be posted to the Projects module or be accessible in Projects Accounting self-service.

We designed our chart of accounts so that there are specific Funds associated with external grants based on sponsor type. Fund represents the first two digits of the 23-digit GL account number. Any Fund or GL account number starting with the following digits will **ALWAYS** require a Project number:

Fund	Fund Description
30	UNR-FEDERAL GRANT FUND
31	UNR-STATE GRANT FUND
32	UNR-STATE-FED PASS-THROUGH
33	UNR-LOCAL GRANT FUND
34	UNR-PRIVATE GRANT FUND
35	UNR-PRIVATE-FED PASS-THROUGH

If you have any questions related to external grants and the Colleague Projects module, please contact me at your convenience.

Thank you,

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