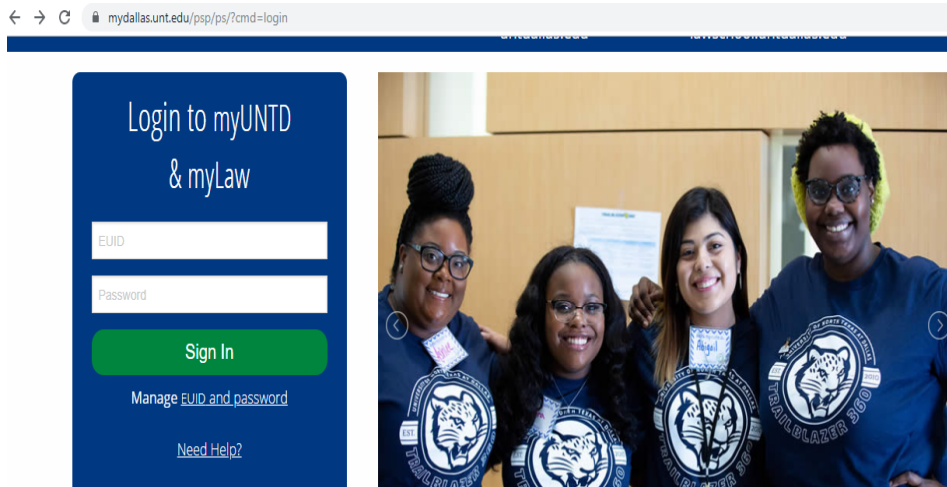


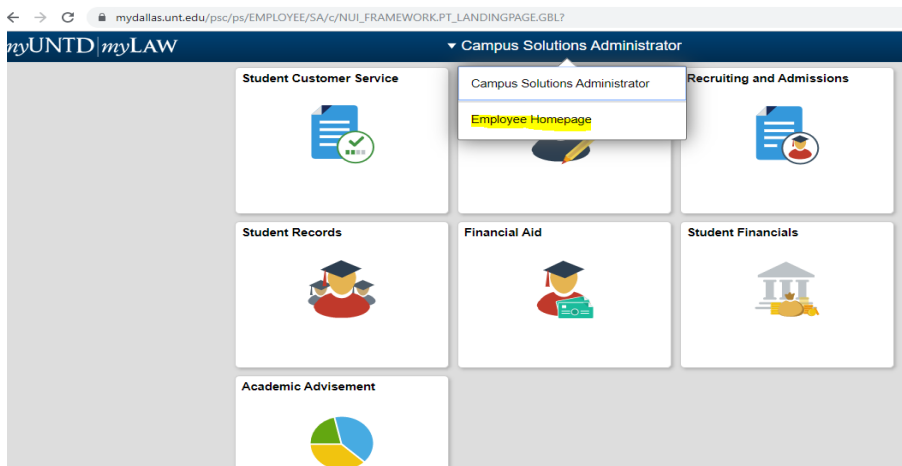
Grants WorkCenter-PI Dashboard Procedures UNT Dallas

First-time Navigation:

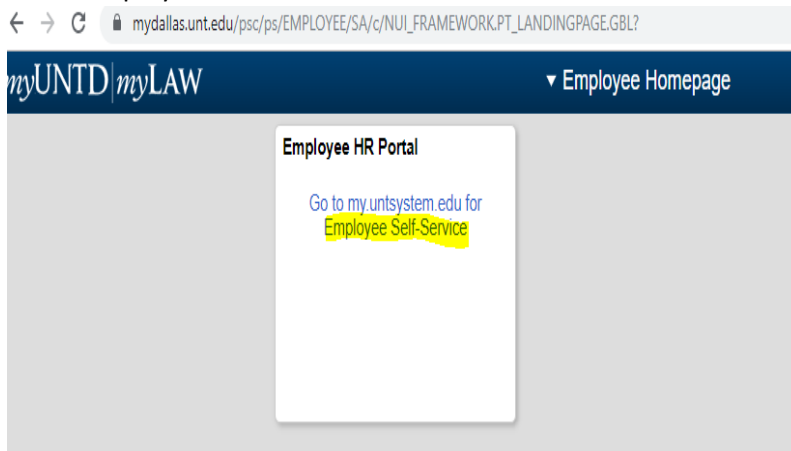
1. Navigate to my.untdallas.edu and log in using your EUID and password.



2. Select Campus Solutions Administrator>Employee Homepage



3. Select Employee Self-Service



Grants WorkCenter-PI Dashboard Procedures UNT Dallas

4. Select EIS>Financials on left side of page

UNT
EST. 1890

People & Departments | Calendar | Map

Human Resources | Reports | Contracts WorkCenter

Email

- I-9 Form
- Privacy Elections
- Self Service Help
- Personal Information >
- Payroll & Compensation >
- Manager Self Service >
- Time Reporting >
- eLeave >
- Manage Delegations
- Employment Off-Boarding >
- EIS** >
- Financials**
- Campus Solution
- HCM 9.2

Time Reporting

- [Approve Time](#)
View and approve timesheets for direct reports
- [Time & Labor WorkCenter](#)
View Manager Time and Labor WorkCenter
- [My Timesheet](#)
Enter your time and submit for manager approval

eLeave

- [Request Leave](#)
Enter a leave request
- [Approve Leave Requests](#)
Approve leave requests
- [Display Leave Requests](#)
Display submitted leave requests

ePAR: Payroll Action Request

- [Display a submitted ePAR](#)
Display a submitted electronic Payroll Action Request
- [Approve an ePAR](#)
Approve an electronic Payroll Action Request

Employee Engagement

Help us make the UNT World a "Best Place to Work" by sharing your 2019 Gallup survey results are in. It's time for your team's engagement story!

[View 2019 Engagement Survey Results](#)

[Learn about our Engagement Resources](#)

Learning Portal

Training classes and professional development for student employees.

[Click here](#)

Concur

[Concursolutions.com](#)
Book airfare, lodging and car rental for business travel.

Leave Balances

Error getting content

Please contact your System Administrator.

[Detailed error description.](#)

5. Select Main Menu>Grants> Grants WorkCenter

Employee-facing registry content: X | PeopleSoft Employee Portal

https://myf.unt.edu/psp/ps01/EMPLOYEE/EMP/h?tab=DEFAULT

Home | Worklist | Add to Favorites | Sign out

Personalize Content | Layout | ? Help

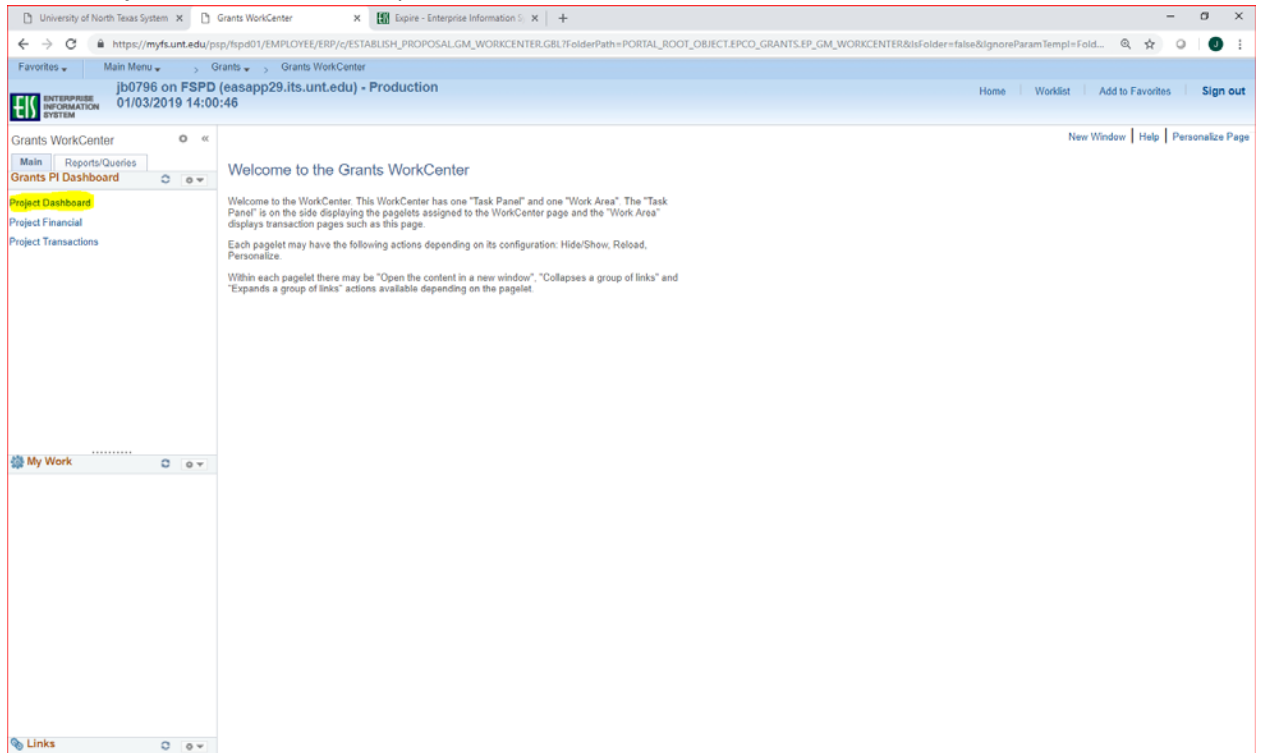
Main Menu

Search Menu:

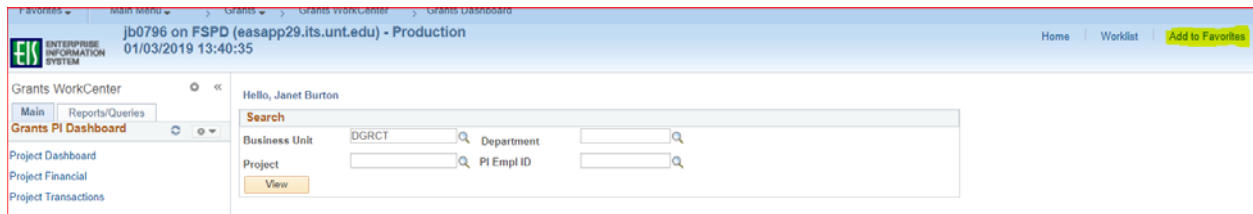
- ACES
- Campus Self-Service
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customers
- Customer Contracts
- Items
- Suppliers
- Purchasing
- eProcurement
- Services Procurement
- Grants**
 - Project Costing
 - Maintenance Management
 - Billing
 - Accounts Receivable
 - Accounts Payable
 - Commitment Control
 - General Ledger
 - Real Time Bottom Line
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Worklist
 - Tree Manager
 - Reporting Tools
 - Proposals
 - Awards
 - Institutions
 - Sponsored Projects Offices
 - Departments
 - Professionals
 - Sponsors
 - Subrecipients
 - Interactive Reports
 - Grants Portal
 - Time and Effort Reporting
 - Grants Center
 - Grants WorkCenter

Grants WorkCenter-PI Dashboard Procedures UNT Dallas

6. Select Project Dashboard on left panel



Project Dashboard will appear. You can save this page as a favorite using the hyperlink at the top right.



For a PI, the Dashboard should automatically load with their Project(s) information displayed.

Non-PIs can enter Department/Project/PI search criteria and click View to see results.

Results appear below the search parameters.

The Project List shows summarized information about the project(s), including start/end date, authorized funding, spending information, and burn rate. Each project has a hyperlink to drill to further details. The Print button will put the information in a printable format.

Grants WorkCenter-PI Dashboard Procedures UNT Dallas



Sponsored Project Dashboard

Total Active Projects: 3

As Of Date: 10/03/2019

[Print](#)

Project List

[Personalize](#) | [Find](#) | [View All](#) |  | 

First  1-3 of 3  Last

Business Unit	Department	Project	Start Date	Authorized End Date	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
DGRCT	500300	PF20001	09/01/2017	08/31/2020	866,616.00	505,658.59	80,548.97	24,376.09	256,032.35	70.46%
DGRCT	500300	PF20002	09/01/2017	08/31/2020	866,616.00	507,612.54	7,453.20	75,538.79	276,011.47	68.15%
DGRCT	500300	PF20005	10/01/2017	09/30/2020	727,433.00	364,716.14	85,086.56	39,282.44	238,347.86	67.23%

Sponsored Project Summary



[Find](#) | [View All](#)

First  1 of 3  Last

PF20001 - UNT Dallas Upward Bound Classic 1

Sponsor:	U.S. Department of Education	Sponsored Award #:	P047A170437
Department:	Pre-Collegiate Programs	Project Dates:	09/01/2017 - 08/31/2022
Project Status:	Approved	Authorized End Date:	08/31/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	\$1,381,616.00	Total Cost Share:	\$0.00

Below the Project List is a Sponsored Project Summary that contains additional details about each project.

Sponsored Project Summary			
Find View 1			
First  1-3 of 3  Last			
PF20001 - UNT Dallas Upward Bound Classic 1			
Sponsor:	U.S. Department of Education	Sponsored Award #:	P047A170437
Department:	Pre-Collegiate Programs	Project Dates:	09/01/2017 - 08/31/2022
Project Status:	Approved	Authorized End Date:	08/31/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	\$1,381,616.00	Total Cost Share:	\$0.00
PF20002 - UNT Dallas Upward Bound Classic 2			
Sponsor:	U.S. Department of Education	Sponsored Award #:	P047A170456
Department:	Pre-Collegiate Programs	Project Dates:	09/01/2017 - 08/31/2022
Project Status:	Approved	Authorized End Date:	08/31/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	\$1,381,616.00	Total Cost Share:	\$0.00
PF20005 - UNT Dallas McNair Program			
Sponsor:	U.S. Department of Education	Sponsored Award #:	P217A170348
Department:	Pre-Collegiate Programs	Project Dates:	10/01/2017 - 09/30/2022
Project Status:	Approved	Authorized End Date:	09/30/2020
PI Name:	Douglas,Nakia	Budget Period:	3 of 5
Department Admin:	Brossette,Alicia	FA Rate/Base:	8% MTDC
Total Sponsored Amt:	\$1,191,963.00	Total Cost Share:	\$0.00

Grants WorkCenter-PI Dashboard Procedures UNT Dallas

Clicking on a project hyperlink takes you to the Project Financial page, which includes summary and detailed information for project financial information. Categories can be expanded for a more detailed view, or you can click the View Spns. Direct Transactions button to see further transaction details.

Hello, Janet Burton Project ID: PF20001 As Of Date 10/03/2019

Project Financial Summary						
Category	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
Sponsored Direct Total	809,349.00	482,004.76	80,548.97	24,376.09	222,419.18	72.52%
Sponsored Indirect Total	57,267.00	23,653.83	0.00	0.00	33,613.17	41.30%
Sponsored Project Total	866,616.00	505,658.59	80,548.97	24,376.09	256,032.35	70.46%

Project Financial Details							Expand All Details: <input type="checkbox"/>
Sponsored Direct							View Spns.Direct Transactions
Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbranceBalance (D)	(A)-(B)-(C)-(D)=(E)	%Available	
B5010 - Salaries & Wages ▶ Details	401,700.00	198,753.50	60,892.73	24,071.09	117,982.68	29.37%	
B5050 - Payroll Related Costs ▶ Details	118,311.00	49,436.28	19,655.04	0.00	49,219.68	41.60%	
B5100 - Professional Fees and Svcs ▶ Details	93,507.00	179,830.59	0.00	305.00	-86,628.59	-92.64%	
B5250 - Travel ▶ Details	15,000.00	7,521.29	0.00	0.00	7,478.71	49.86%	
B5300 - Materials & Supplies ▶ Details	149,871.00	38,282.14	1.20	0.00	111,587.66	74.46%	
B5370 - Printing and Reproduction ▶ Details	3,150.00	120.07	0.00	0.00	3,029.93	96.19%	
B5500 - Othr Operating Exp ▶ Details	27,810.00	8,060.89	0.00	0.00	19,749.11	71.01%	
Sponsored Direct Total	809,349.00	482,004.76	80,548.97	24,376.09	222,419.18	27.48%	
Sponsored Indirect Total	57,267.00	23,653.83	0.00	0.00	33,613.17	58.70%	
Sponsored Project Total	866,616.00	505,658.59	80,548.97	24,376.09	256,032.35	29.54%	

Clicking the View Spns. Direct Transactions button takes you to the Transaction Detail page, where you can enter search criteria to see further details, such as journal, voucher ID and amount

Hello, Janet Burton

*****NOTE: -- If your project began prior to 3/1/16 and you need inception to date detailed transactions, please contact your respective University Office:
 UNT Denton: Office of Grants & Contracts Administration 940-565-3940 or your respective College Research Officer.
 UNT Dallas: Sponsored Projects Accounting UNT-DallasSPA@untDallas.edu.
 UNT Health Science Center : Office of Sponsored Programs 817-735-5073 or ospint@unthsc.edu.**

Sponsored Direct Transaction Filter Criteria									
Business Unit	<input type="text" value="DGRCT"/>	Project	<input type="text" value="PF20001"/>	Document Type	<input type="text"/>	Voucher ID	<input type="text"/>	Requisition ID	<input type="text"/>
Date Range	<input type="text" value="Last 30 Days"/>	Fiscal Year	<input type="text"/>	Transaction type	<input type="text"/>	Journal ID	<input type="text"/>	PO Number	<input type="text"/>
Account	<input type="text"/>	From Acctg. Period	<input type="text"/>	To Acctg. Period	<input type="text"/>	View Transactions			

Sponsored Direct Transaction Details												Personalize Find View All First 1-13 of 20 Last
Business Unit	Project	Account	Transaction Type	ID Type	ID	Expense Amount	Encumbered Amount	PreEncumbered Amount	Accounting Date	Fiscal Year	Accounting Period	
DGRCT	PF20001	C5014-Staff Salaries	ENCUM	JOURNAL	HE00115942	0.00	62,450.02	0.00	09/10/2019	2020	1	
DGRCT	PF20001	C5014-Staff Salaries	PREENC	JOURNAL	HP00115941	0.00	0.00	23,143.34	09/10/2019	2020	1	
DGRCT	PF20001	C5014-Staff Salaries	PREENC	JOURNAL	HP00118459	0.00	0.00	927.75	10/02/2019	2020	2	
DGRCT	PF20001	C5014-Staff Salaries	EXPENSE	JOURNAL	HR00117938	5,385.89	0.00	0.00	09/30/2019	2020	1	
DGRCT	PF20001	C5014-Staff Salaries	ENCUM	JOURNAL	HE00117941	0.00	-5,385.89	0.00	09/27/2019	2020	1	
DGRCT	PF20001	C5014-Staff Salaries	ENCUM	JOURNAL	HE00118458	0.00	3,849.96	0.00	10/02/2019	2020	2	
DGRCT	PF20001	C5030-Wages	ENCUM	JOURNAL	HE00117941	0.00	-33.33	0.00	09/27/2019	2020	1	
DGRCT	PF20001	C5030-Wages	ENCUM	JOURNAL	HE00115942	0.00	253.33	0.00	09/10/2019	2020	1	
DGRCT	PF20001	C5030-Wages	EXPENSE	JOURNAL	HR00117938	33.33	0.00	0.00	09/30/2019	2020	1	
DGRCT	PF20001	C5030-Wages	ENCUM	JOURNAL	HE00118458	0.00	0.00	0.00	10/02/2019	2020	2	
DGRCT	PF20001	C5030-Wages	EXPENSE	JOURNAL	HR00118358	171.00	0.00	0.00	09/30/2019	2020	1	
DGRCT	PF20001	C5050-Payroll Related Costs	ENCUM	JOURNAL	HE00118458	0.00	583.44	0.00	10/02/2019	2020	2	
DGRCT	PF20001	C5050-Payroll Related Costs	EXPENSE	JOURNAL	HR00118358	13.10	0.00	0.00	09/30/2019	2020	1	

Grants WorkCenter-PI Dashboard Procedures UNT Dallas

Clicking on an amount Hyperlink will provide detail information for each expense, such as Payee and PO#.

VCHR_ACCTG_LINE

Business Unit: DGRCT Project: PF20001 Voucher ID: 00021760

Account: C5540 Amount: 800.00

Account	Journal ID	Supplier Name	Voucher ID	Voucher Reference	PO Number	Paid Date	Amount
55413- Books RefrNC Mtris-NonCap	AP00092784	Rock-T Holla Productions LLC	00021760	BK101	0000007708	12/13/2018	50.00
55413- Books RefrNC Mtris-NonCap	AP00092784	Rock-T Holla Productions LLC	00021760	BK101	0000007708	12/13/2018	750.00

Other Items:

You can use the Hyperlinks on the left of the WorkCenter if you want to go directly to the Project Financial or Project Transactions pages. You can also collapse the Grants WorkCenter area on the left if desired by clicking <<.

Enterprise Information System

jb0796 on FSPD (easapp29.its.unt.edu) - Production

01/03/2019 13:40:35

Hello, Janet Burton

Search

Business Unit: Department:

Project: PI Empl ID: