

## UM Financials System Project Roll-Up Feature

The University's Financial System has a feature that enables multiple projects to be combined into one GL statement. This feature is called the project Roll-Up. The Roll-Up is made available by setting up projects on a unique tree node. An attribute of the award, such as the grant/contract number, is chosen to be the tree branch. The leaves that are placed on the branch are what we call project numbers. When requesting a GL statement, it is possible to call up the whole branch rather than just one leaf. By selecting a grant number (branch) in GL Inquiry, rather than a project number (leaf), GL will combine all projects on that branch for the GL statement. This consolidated GL statement provides a global view of the award balances.

For multiple projects awards, ORSP will request that the Systems Office set up projects for a roll-up capability. Project managers and other account users should be encouraged to use this feature whenever their awards have multiple accounts. It should be noted that it will always be possible to see each project individually in GL Financials when a roll-up is not needed.

The following are brief summaries on establishing a roll-up and how to access a roll-up.

Establishing a Roll-Up capability:

When projects are created they are stored in the UMS\_Project tree. Branches on the tree describe various levels beginning with the All\_Projects branch. Lower level branches on that branch describe the source of funds such as Federal, State or Non-Profit. Further branches off these will describe an agency such as NSF or NIH for Federal, and MDOT or MDIF&W for State projects. It is usually on this lower level branch that projects are placed. When one wants to utilize the roll-up feature, one more branch must be created. It is called the grant number branch. This is where the projects for that grant will be placed. When one selects the grant number branch instead of selecting a project number, GL Inquiry will combine all of the projects on the grant number branch and produce one GL Statement for the entire award.

It sometimes happens that projects listed on an award end at different times. When it comes time to close a particular project, it is important to carry the financial data from fiscal year to fiscal year. If a project is inactivated/closed, the Financials will drop off the system on the following June 30. To prevent this place the project on inactivate/hold instead. Placing the project on Hold Status will bring forward the Financials into the next fiscal year and the roll up will not be missing any of the financial data from an inactivated project.

How to access a Roll-Up:

In the GL Inquiry search one usually puts the project number in the project box to view the financials. When you want to see the consolidated statement, you must substitute the project number with the grant number branch. You can find this branch by drilling down to it and selecting it so that it is put in the project box for you.

- In GL Inquiry Search ID, click on the green tree located on the right of the Project box.
- From All\_Projects drill down by opening the branch called Project\_Values.
- Open up the Grants\_Contracts branch.
- Open one of the source of funding branch such as Federal\_Grants, State\_Grants, etc.
- From the list, find the agency branch such as NSF, NEH, and HHS until you find the agency that funded the project and open up that branch.
- This branch will list all projects under the agency. It will also list any award set up as a roll-up. Find the award by locating the Grant Number and click on it.

- Click on the Select button at the bottom of the screen. This will bring in the grant number into the project box.
- Save it and do a Search. GL will produce a consolidated statement.

N: \ORSP Procedure Manuals\Post-Award\Roll-Up of GL projects