

GL.030.003 - RUNNING ALLOCATIONS - GRANT REVENUE

Purpose	To run allocations for the Grant Revenue Group.
Description	<p>To run an allocation, users first specify request parameters specifically the allocation group, process date and output options. The Calculation Log identifies process steps performed during the allocation run and can be used to determine whether any errors occurred.</p> <p>The institution has grants (sponsored federal, state, local or private initiatives) eligible for reimbursement. ITS recommends running this process monthly at the end of each accounting period.</p>
Security Role	BOR_GL_PROCESSING
Dependencies/ Constraints	All grants were properly classified on the tree titled GRANT_ALLOC_TREE. Expenditures occurred against grants for the allocation period.
Additional Information	None

Procedure

Below are step by step instructions on how to run allocations for the Grant Revenue Allocation Group.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Allocations link.
4.	Click the Define and Perform Allocations link.
5.	Click the Request Allocation link.
6.	Click the Add a New Value tab.
7.	Enter a Run Control ID in the Run Control ID field.
8.	Click the Add button.
9.	Select the Process Frequency drop down menu.
10.	Click the Always list item.
11.	Click the Allocation Group button.
12.	Click an entry in the Allocation Group column.
13.	Click the Request Date Option drop down menu.
14.	Click the As-Of Date list item.
15.	Enter a Date in the As of Date field.
16.	Click the Output Options drop down menu.
17.	Click the Create Calc Log and Output list item.
18.	Click the Save button.
19.	Click the Run button.
20.	Click the Select checkbox.
21.	Click the OK button.
22.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
23.	Click the Refresh button until the Run Status runs to Success.
24.	Once the process is successful, review the message log to determine if the process logged any errors. Click the Details link in the Details column. The system generates the Process Detail popup window.
25.	Click the View Log/Trace link to view the Calculation Log for the Grant Revenue Allocation Group.