

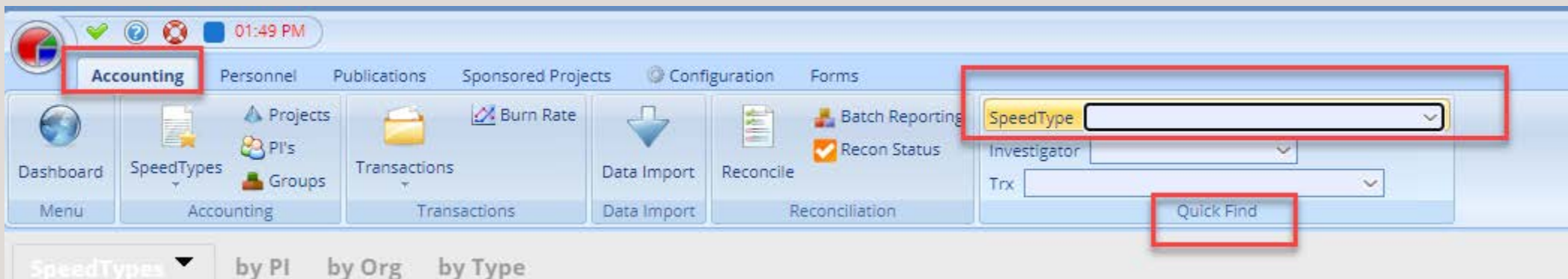
BUSINESS OPERATIONS

PROGRAM AND SPONSORED PROGRAM SPEED TYPES

SETUP IN BA4

BA4 – Searching for a Speedtype

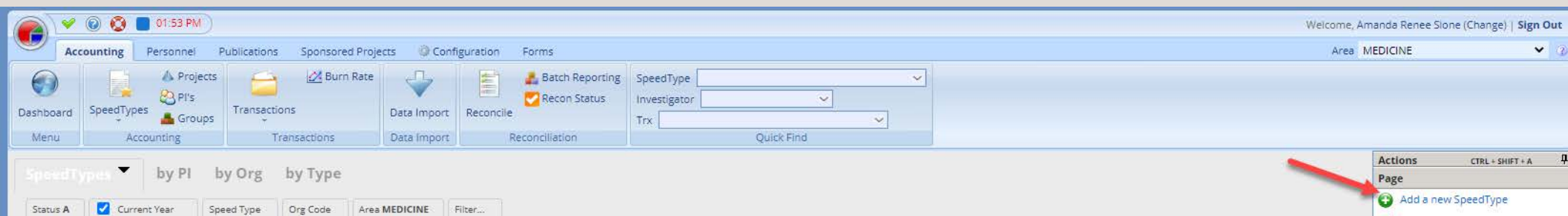
From the Accounting tab enter the speedtype into the Speedtype Quick Find Box and Click Search



The screenshot displays a software interface with a top navigation bar and a main content area. The top navigation bar includes a logo on the left, a status bar with a green checkmark, a blue refresh icon, a red lifebuoy icon, and a clock showing 01:49 PM. Below the status bar is a horizontal menu with tabs: Accounting (highlighted with a red box), Personnel, Publications, Sponsored Projects, Configuration, and Forms. The main content area is divided into several sections. On the left, there is a 'Dashboard' section with a 'Menu' button. The central section contains 'SpeedTypes' (with a dropdown arrow), 'Projects', 'PI's', and 'Groups'. To the right of this is a 'Burn Rate' section with a folder icon and 'Transactions'. Further right is a 'Data Import' section with a download icon and 'Data Import'. The final section on the right is 'Reconciliation', containing 'Reconcile', 'Batch Reporting', and 'Recon Status' (with a checked checkbox). A search box is located in the top right corner, enclosed in a red box. It has a 'SpeedType' dropdown menu, an 'Investigator' dropdown menu, and a 'Trx' dropdown menu. Below these dropdowns is a 'Quick Find' button, also enclosed in a red box. At the bottom of the interface, there is a filter bar with 'SpeedTypes' (with a dropdown arrow), 'by PI', 'by Org', and 'by Type'.

BA4 – Searching for a Speedtype

If the speedtype is not in BA4 click the Add a new Speedtype from the Actions menu on the right side



The screenshot displays the BA4 software interface. At the top, there is a navigation bar with tabs for Accounting, Personnel, Publications, Sponsored Projects, Configuration, and Forms. The 'Accounting' tab is active. Below this, there is a toolbar with various icons for Dashboard, SpeedTypes, Groups, Transactions, Data Import, Reconcile, Batch Reporting, and Recon Status. The 'SpeedTypes' section is highlighted, showing a dropdown menu for SpeedType, a dropdown for Investigator, and a dropdown for Trx. Below the toolbar, there are filters for Status A, Current Year, Speed Type, Org Code, and Area MEDICINE. On the right side, an 'Actions' menu is open, showing a 'Page' button and a green plus icon next to the text 'Add a new SpeedType'. A red arrow points to this option.

SPEEDTYPE INFORMATION SECTION

GB123456 ⓘ

Year	01 (Current)
Account Type	Sponsored Program
Long Name	Detailed Account Name
Alias	OGMB123456
Budget	08-01-2020 to 07-31-2021
Project Period	Set Project Period
Status	Active
Sponsor #	
IRC Schedule	MTDC56%
Organizational Unit	4210200123-Biochemistry&Molecular Genetic
Default Obj Mapping	RPTDFLT
Notes	

[Edit](#)

Click Edit above any of the Sections on the Speedtype Information Tab to make changes

RESPONSIBLE PERSONS SECTION-

Investigator (optional):
Main PI

Local Accountant: Person
Reconciling Speedtype in BA

Force Project Accounting
can be found under Flags

SpeedType Information - BMG General Fund (Biochemistry)

01213 [i](#) [Edit](#) **Uncommitted Balance** (\$238,479.37)

Year	2021 (Current) [2008 2009 2010 2011 2014 2015 2016 2017 2018 2019 2020]
Account Type	State Fund
Long Name	Biochemistry
Alias	
Budget	07-01-2020 to 06-30-2021
Project Period	Set Project Period
Status	Active
Sponsor #	
IRC Schedule	
Organizational Unit	4210200129-Biochemistry&Molecular Genetic
Default Obj Mapping	BA-NF*
Notes	

Getting Started

Use the links below to complete setup.

One-Time Configuration

- Add Award / Budget
- Add Expenses to Date (Optional)

Monthly Tasks

- Add New Encumbrances
- Add Pay Documents
- Post Data into BA (DIW)
- Reconcile Month

Responsible Persons [Edit](#)

Investigator	Gregg, Ronald G.
Local Accountant	Dixon, Vicki L
Central Accountant	

Flags [Edit](#)

- Documents** [Add](#)
- Groups (1)** [Add](#)

Account Information

UBM-13A

AWARD SUMMARY

Data Date: 10f7/2020

for internal University use only

SpeedType B123456

Account Year 01 *

Account Type Sponsored Program

Investigator PI

Alias OGMB123456

Institution #

Short Name Account Name

Long Name Detailed Account Name

Status Active v

Budget Start 01-01-2020

Budget End 07-31-2021

IRC Schedule MTDC56% (Modified TDC56%)

Tuition IRC Schedule

Organizational Unit 4210200123

Division

Default Object Mapping RPTDFLT

Fund

Notes

Collapse Years? 0

Sticky Note

Grant ID: OGMB

PI Name: Duck, Daisy

Award Dept ID: 4210200123
Genetic

Award Sponsor: National Institutes of Health

Sponsor Reference: 2R01EY012345-13

Biochemistry & Molecular

Individual RIF:

SpeedType	PI/CoPI Name	Collab	%
R5232	Duck, Daisy		80
R5325	Duck, Donald		20

Flowthrough Sponsor:

Title: Isolation of Congenital Stationary Night Blindness Genes

Project Period: 1/1/2013 - 12/31/2017

Award Type: Grant Purpose: Research

Field of Science: D3 - Health Sciences CFDA #: 93.867

Allow Overdraft: Project Amount to Date: \$1,895,853.00

F&A Type: OR-ON

F&A Base ID: MTDC

F&A %: 50.00

Location: HSC Health Sciences Campus

Department RIF:

RIF	Project	Department	Collab	%
RJ001		Genetic		80
R3020		Ophthalmology		20

Budget Period 1 1/1/2013 - 12/31/2013

		Cost Share
FACADM	\$164,571.00	\$0.00
FRINGE	\$47,875.00	\$2,650.00
SALARY	\$186,821.00	\$9,295.00
SUPL	\$88,446.00	\$0.00
TRAVEL	\$6,000.00	\$0.00

Budget Period 1 Total \$493,713.00 \$11,945.00

Save 8



Account Information

SpeedType *

Account Year *

Account Type

Investigator

Alias

Institution #

Short Name *

Long Name *

Status

Budget Start ... *

Budget End ... *

IRC Schedule

Tuition IRC Schedule

Organizational Unit

Division

Default Object Mapping

Fund

Notes

Collapse Years?

StickyNote

In the Notes Section:

1) Review the Award Checklist Form (ACF) which will be located on the GRANTS I:drive, list each person stated on the form and the percent effort. - denote Key Personnel with a (KP) after their name. Example: Jones (KP) 25%, Smith 10%

2) Review the CostAccounting Standards (CAS) section of the ACF – Note any expenses permitted on this award.

SPEEDTYPE INFORMATION SECTION-PROJECT PERIOD

GB123456 [Edit](#)

Year	01 (Current)
Account Type	Sponsored Program
Long Name	Detailed Account Name
Alias	OGMB123456
Budget	08-01-2020 to 07-31-2021
Project Period	Set Project Period
Status	Active
Sponsor #	
IRC Schedule	MTDC56%
Organizational Unit	4210200123-Biochemistry&Molecular Genetic
Default Obj Mapping	RPTDFLT
Notes	

UBM-13A **AWARD SUMMARY** Data Date: 10/7/2020
for internal University use only

Grant ID: OGMB123456 Cost Share Speedtype CS123456 4210200123
Chartfield Speedtype GB123456 4210200123

PI Name: Duck, Daisy

Award Dept ID: 4210200123 Biochemistry&Molecular Genetic **Individual RIF:**

Award Sponsor: National Institutes of Health

Sponsor Reference: 2R01EY012345-13

Flowthrough Sponsor:

SpeedType	PI/CoPI Name	Collab	%
R5232	Duck, Daisy		80
R5325	Duck, Donald		20

Title: Isolation of Congenital Stationary Night Blindness Genes

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Field of Science: D3 - Health Sciences CFDA #: 93.867

Allow Overdraft: Project Amount to Date: \$1,895,853.00

F&A Type: OR-ON F&A Base ID: MTDC

Location: HSC Health Sciences Campus **F&A %:** 50.00

Department RIF:

RIF	Project	%
R3001	<u>Biochemistry&Molecular Genetic</u>	80
R3020	Ophthalmology/Visual Sciences	20

Budget Period 1	1/1/2013 - 12/31/2013	Sponsor	Cost Share
	FACADM	\$164,571.00	\$0.00
	FRINGE	\$47,875.00	\$2,650.00
	SALARY	\$186,821.00	\$9,295.00
	SUPL	\$88,446.00	\$0.00
	TRAVEL	\$6,000.00	\$0.00
	Budget Period 1 Total	\$493,713.00	\$11,945.00

DOCUMENTS SECTION

Documents:

- 1) ACF
- 2) Approved Personnel Report (if available)
- 3) Award Summary
- 4) CAS form
- 5) Any other helpful documents

SpeedType Information - BMG General Fund (Biochemistry)

01213 [Edit](#) **Uncommitted Balance** (\$238,479.37)

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Flags [Edit](#)

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- Groups (1)** [Add](#)