



**Research &  
Economic Development**

**Data Security  
International Shipping and Export Controls Reminders  
Budget Exceptions**

**Monthly Research Administration Meeting  
May 2022**

A thick, yellow, brushstroke-like curved line that spans across the width of the text above it.

# OneDrive Sharing

## An Overview

- Overview: Access Privilege
- Topic 1: OneDrive Sharing
- Topic 2: Recommended Use
- Questions

- Principle of Least Privilege

Every program and every user of the system **should operate using the least set of privileges necessary to complete the job**. Primarily, this principle **limits the damage that can result from an accident or error**. It also reduces the number of potential interactions among privileged programs to the minimum for correct operation, so that unintentional, unwanted, or improper uses of privilege are less likely to occur.

- Source: <<https://www.cisa.gov/uscert/bsi/articles/knowledge/principles/least-privilege>>

- Principle of Least Privilege & OneDrive

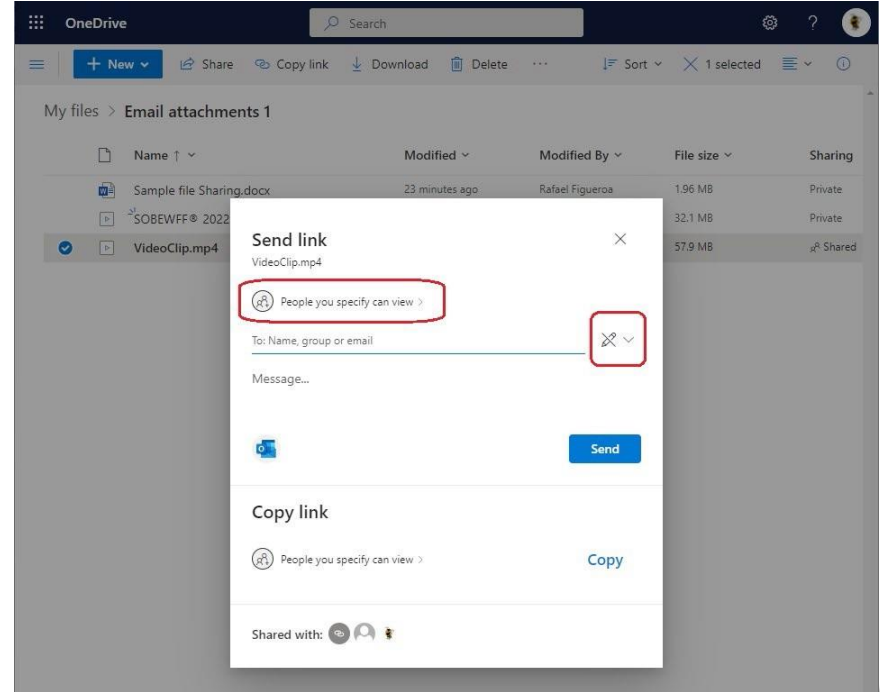
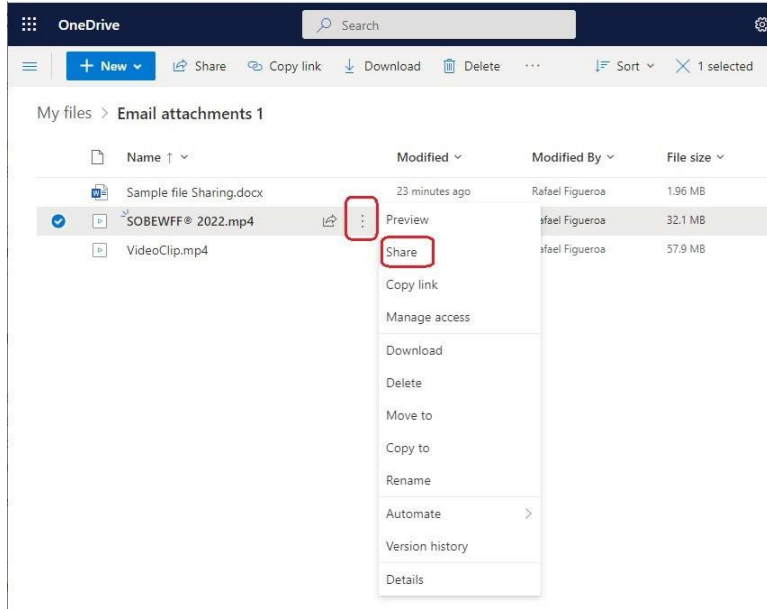
Share files with the minimum sharing setting that is essential for the users using the files.

- Source: Reddit r/sysadmin

Rule of Thumb: Avoid “over sharing” files.

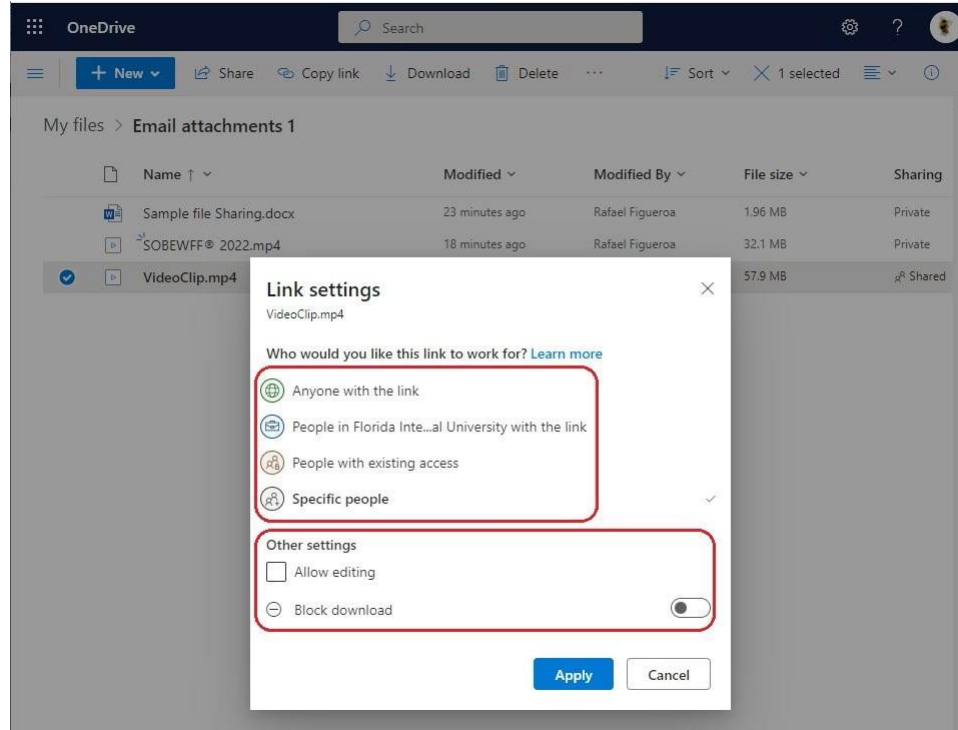
# Topic 1: OneDrive Sharing

- OneDrive Sharing Options (Current Default)



# Topic 1: OneDrive Sharing

- OneDrive Sharing Options (Add'l options)



- OneDrive Sharing Settings

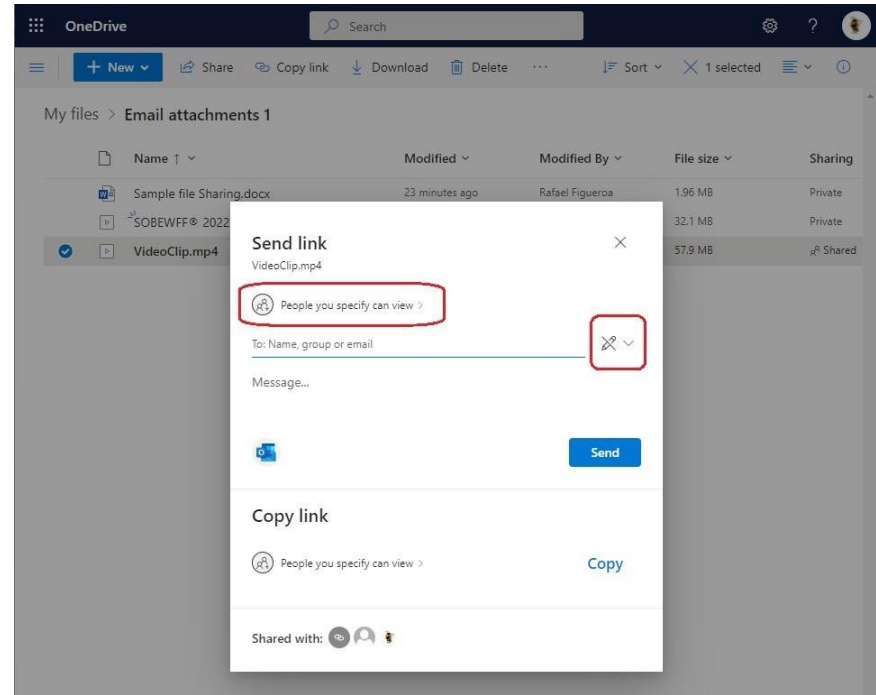
- **Anyone with the link** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in Florida International University with the link** gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.
- **People with existing access** can be used by people who already have access to the document or folder. It does not change any permissions. Use this if you just want to send a link to somebody who already has access.
- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.
- **\*\*Everyone Except External Users** gives access to all internal users only. Internal means they have been assigned your domain name when set up in Office 365.

- OneDrive Sharing Settings: Over Sharing
  - **Everyone Except External Users (EEEE)**
    - Default permission applied to Shared with Everyone folder (2012-2015)
    - Deprecated by MS in 2019-2020
    - Applied to Members group of SharePoint sites & Teams defined as Public
  - **Shared with Everyone folder**
    - Over sharing EEEU permission assigned to OneDrives created 2012-2015

## Topic 2: OneDrive Recommended Use

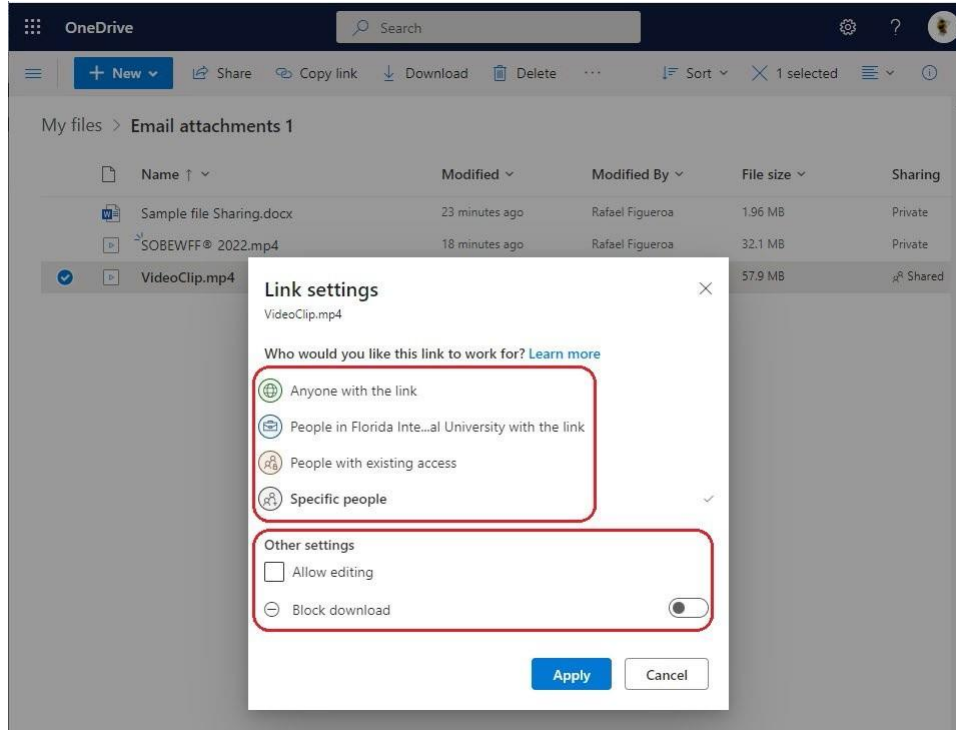
- OneDrive Sharing Options (Current Default)

- **Rule of Thumb**: Avoid “over sharing” files.
- **Specific people** gives access only to the people you specify.
- If people forward the sharing invitation, *only people who already have access* to the item will be able to use the link.



## Topic 2: OneDrive Recommended Use

- OneDrive Sharing Options (Add'l options)



## Topic 2: OneDrive Recommended Use

- OneDrive Sharing Options (Add'l options)

Link settings ✕  
VideoClip.mp4

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in Florida Inte...al University with the link
- People with existing access ✓
- Specific people

Link settings ✕  
VideoClip.mp4

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in Florida Inte...al University with the link ✓
- People with existing access
- Specific people

Other settings

Allow editing

Block download

Link settings ✕  
SOBEWFF® 2022.mp4

Who would you like this link to work for? [Learn more](#)

- Anyone with the link ✓
- People in Florida Inte...al University with the link
- People with existing access
- Specific people

Other settings

Allow editing

Expires Friday Mar 11 2022 ✕

Strength: Strong

Block download

# *Questions*

<https://it.fiu.edu>

## MEMORANDUM

**To:** University Research Community

**From:** Andrés G. Gil, Senior Vice President for Research & Economic Development, Dean of the University Graduate School

Jennifer LaPorta  
Chief Compliance Officer, Office of University Compliance & Integrity

**Date:** April 26, 2022

**Subject:** **IMPORTANT COMPLIANCE NOTIFICATION: International Shipping and Export Control Training**

As [previously communicated](#), in compliance with federal Export Control Regulations, FIU has implemented an on-line international shipping request and review process. Because researchers could potentially ship export-controlled items internationally, we want to remind the university research community of this critical process.

The International Shipping Request Form and related procedures can be found on our [Export Control Webpage](#), and pertains to *any* item proposed for international shipment (instruments, materials, samples, and other commodities). This process addresses all international shipments—whether arranged through FIU's Central Receiving Department or by any courier (e.g., FedEx, UPS, etc.) from your department offices. If you are not familiar with our international shipping request process, we encourage you to take a moment to access this information by clicking on the "[Ship Something Abroad](#)" link located on our [export control website](#) cover page.

Additionally, please note that Export Control Training including, but not limited to, international shipping is now also available on [FIU Develop](#). The Office of University Compliance & Integrity will be conducting a required, targeted Export Control training campaign in the Fall of 2022. However, we **strongly recommend** that you take the Export Control Basics training now, as it provides highly useful information in support of your research, academic and business activities. By taking it now, you will be exempt from having to retake it in the Fall.

FIU remains committed to complying with U.S. Export Control regulations as well as supporting your export compliance requirements as efficiently as possible. We appreciate your efforts in this regard. For questions, please contact University Compliance at 305-348-2216 or by email at [export@fiu.edu](mailto:export@fiu.edu).

Thank you in advance for your cooperation.

# Exceptions, Research ID's, and Payroll Transfers



# Contact Information

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Budget and Cost Analyst III  
Office of Research & Economic Development  
MARC 430

305-348-3440

[Ana.villanueva@fiu.edu](mailto:Ana.villanueva@fiu.edu)

For general F&A questions, please contact [F&A@fiu.edu](mailto:F&A@fiu.edu)

# Agenda

- **Types of exceptions and their resolution(s) for projects (grants).**
- **Types of exceptions and their resolution(s) for non-sponsored project ids and activity numbers under ORED funds.**

# Types of Exceptions—Projects

- **Types of Exceptions**
  - ✓ **Both payroll and non-payroll journals**
    - **Budget Date “Out of Bounds”**
    - **Exceeds budget tolerance**
    - **No budget exist**

# Date Out of Bounds



Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

## Commitment Control Budget Details

Business Unit	Ledger Group	Account	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project	Activity	Budget Period
FIU01	CC_PG	P77300	340006000	1	661	22		FSR01	341000500	SPN	ALLPER

Display Chart

### Ledger Amounts

Budget:	74,157.71 USD			<a href="#">Attributes</a>	Max Rows: <input type="text" value="100"/>
Expense:	70,238.47 USD			<a href="#">Parent / Children</a>	
Encumbrance:	0.00 USD			<a href="#">Associated Budgets</a>	
Pre-Encumbrance:	0.00 USD				
Associate Revenue:	0.00 USD				

### Available Budget

Without Tolerance:	3,919.24	USD	Percent:	(5.29%)	<a href="#">Forecasts</a>
With Tolerance:	3,919.24	USD	Percent:	(5.29%)	

### Budget Exceptions

Exception Errors: **1** Exception Warnings: 0 [Budget Exceptions](#)

# Date Out of Bounds

Navigation: Favorites | Main Menu | Commitment Control | Review Budget Check Exceptions | Budget Exceptions

### Commitment Control Budget Exceptions

**Budget Type:** CC\_PG      CC Project/Grant  
**Business Unit:** FIU01      Florida International Univ  
**PC Business Unit:** FSR01      Office of Sponsored Research  
**Project:** 341000500      Role of Y Chromosomal Genes in  
**Activity:** SPN      Role of Y Chromosomal Genes in  
**Budget Period:** ALLPER

ChartField	ChartField Value	Description
Account:	P77300	Materials & Supplies
Department:	340006000	COM Human and Mol Genetics
Class Field:	1	Modesto A. Maidique Campus
Fund Code:	661	Federal Level 4
Program Code:	22	Individual or Project Research
Budget Reference:		
PC Business Unit:	FSR01	Office of Sponsored Research
Project:	341000500	Role of Y Chromosomal Genes in
Activity:	SPN	
Affiliate:		
Fund Affiliate:		

\*Exception Type: Error    Maximum Rows: 100     More Transactions Exist  
[Advanced Transaction Criteria](#)    [Budget Detail](#)    Search

Transaction Data	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
03/08/2012	GL_JOURNAL	Budget Date out of Bounds	45.00	USD	Journal ID:	0000590232

# Date Out of Bounds



[Favorites](#) | [Main Menu](#) | [Commitment Control](#) > [Review Budget Activities](#) > [Budget Details](#)

## Budget Detail Attributes

### Control Budget Attributes

Commitment Control Option:	Tracking w/ Budget
Tolerance Percent:	0.00000000
Budget Status:	Open
Begin Date:	03/30/2009
End Date:	01/30/2012

OK

# Date Out of Bounds

- **If the expense that is in exception is allowed by the grant and took place during the time frame of the project, let your Post-Award Manager know and request that the end date be extended for posting purposes.**
- **Otherwise, the expense will need to be charged to another applicable ID.**
- **Notify Ani Villanueva of the resolution.**

# Exceeds Budget Tolerance



Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

## Commitment Control Budget Details

Business Unit	Ledger Group	Account	Dept	Fund	Bud Ref	PC Bus Unit	Project	Activity	Budget Period
FIU01	CC_PRP	DIRECT		665		FSR01	800000570	SPN	ALLPER

Display Chart

### Ledger Amounts

Budget:	26,000.00 USD		<a href="#">Attributes</a>	Max Rows: <input type="text" value="100"/>
Expense:	26,000.80 USD		<a href="#">Parent / Children</a>	
Encumbrance:	0.00 USD		<a href="#">Associated Budgets</a>	
Pre-Encumbrance:	0.00 USD			
Associate Revenue:	0.00 USD			

### Available Budget

Without Tolerance:	-0.80 USD		Percent: (0%) <a href="#">Forecasts</a>
With Tolerance:	-0.80 USD		Percent: (0%) <a href="#">Forecasts</a>

### Budget Exceptions

Exception Errors: **1** Exception Warnings: 2 [Budget Exceptions](#)

# Exceeds Budget Tolerance



[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Check Exceptions](#) > [Budget Exceptions](#)

## Commitment Control Budget Exceptions

Budget Type: CC\_PRP      Parent Project  
Business Unit: FIU01      Florida International Univ  
PC Business Unit: FSR01      Office of Sponsored Research  
Project: 800000570      South Florida Center of Excell  
Activity: SPN      South Florida Center of Excell  
Budget Period: ALLPER

ChartField	ChartField Value	Description
Account:	DIRECT	Direct Costs
Department:		
Class Field:		
Fund Code:	865	Other Level 4
Program Code:		
Budget Reference:		
PC Business Unit:	FSR01	Office of Sponsored Research
Project:	800000570	South Florida Center of Excell
Activity:	SPN	
Affiliate:		
Fund Affiliate:		

\*Exception Type:       Maximum Rows:        More Transactions Exist

[Advanced Transaction Criteria](#)      [Budget Detail](#)     

Dr	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
Down	03/09/2012	GL_JOURNAL	Exceeds Budget Tolerance	43.45	USD	Journal ID:	DUP1112451

# Exceeds Budget Tolerance

- You need to check the **CC\_PRP** ledger since it controls the expenses on the project ID.
- **CC\_PG** is at the budget level—that is, if there is not enough budget the expense will still go through.

# No Budget Exists



[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Check Exceptions](#) > [General Ledger](#) > [Jo](#)

## Commitment Control Budget Exceptions

Budget Type: CC\_PG CC Project/Grant  
Business Unit: FIU01 Florida International Univ  
PC Business Unit: FSR01 Office of Sponsored Research  
Project: 800000489 SP to 800000488 - Fu  
Activity: SPN Integrated Transportation Info  
Budget Period: ALLPER

Customize   Find   First 1-11 of 11 Last		
ChartField	ChartField Value	Description
Account:	P77200	Professional Fees
Department:	123800000	Library Operations
Class Field:	1	Modesto A. Maidique Campus
Fund Code:	600	Other Level 4
Program Code:	22	Individual or Project Research
Budget Reference:		
PC Business Unit:	FSR01	Office of Sponsored Research
Project:	800000489	SP to 800000488 - Fu
Activity:	SPN	
Affiliate:		
Fund Affiliate:		

\*Exception Type:  Maximum Rows:   More Transactions Exist

[Advanced Transaction Criteria](#) [Budget Detail](#)

Transactions with Budget Exceptions							Customize   Find   View All   First 1 of 1 Last	
Transaction Data		Budget Override						
Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value	
	03/08/2012	GL_JOURNAL	No Budget Exists	60.00	USD	Journal ID:	0000590560	

# No Budget Exists

- **Submit budget modifications to clear exceptions, or advice if they need to be moved to other applicable project/activity ID's**
- **When processing budget modifications, please take into consideration future repeating expenditures and increase the budget modification accordingly to avoid the need for multiple budget modifications**
- **When requesting non-payroll items be moved to other project/activity ID's, please make sure these other ID's are active and have sufficient budget or revenue**
- **If expenses should be permanently moved to other ID's, please submit the appropriate paperwork so future expenses go to the correct ID**
- **On travel and expense exceptions, only the users who entered or approved the expenses are allowed to make changes and clear exceptions**

# Payroll Journal Budget Exceptions

- Payroll journals in budget exception due to 'Budget date out of bounds or Exceeds budget tolerance' are automatically overridden by the system. If the budget exception is due to 'no budget exists', then Ani Villanueva notifies the grant administrator to open a budget line in order for the exception to clear and journal to post. As a reminder, payroll journals must post as is, any correction is done after journals have posted to g/l.
- Ani Villanueva will send a list of payroll budget exceptions after all payroll journals have posted and it is the responsibility of the department to work with their respective grant administrators to find a solution to the exceptions, ex. Create payroll transfers or extend project end date.

# Payroll Journal Budget Exceptions

- **If payroll transfers are the solution to clear payroll budget exceptions, the department should enter and submit the transfers before the current month closes.**
- **Transfers of transfers are closely reviewed by ORED to determine if the transfer is eligible for approval.**
- **Colleges and Departments need to be proactive in submitting change request to HR in order to avoid future payroll budget exceptions.**

# Important Notes

- **Journals that are in error or have inactive ID's cannot budget check—errors must be resolved first so that the journal can budget check and show any exceptions that may be generated**
- **The same is true if the chartfields are incorrect**
- **Users will need to review exceptions in both ledgers, CC\_PG and CC\_PRP**
- **Where to check for an exception depends on the type of exception:**
  - ✓ **If date related, check CC\_PG and CC\_PRP**
  - ✓ **If exception relates to projects total available direct budget, check CC\_PRP only**

# Important Notes

- You can check your exceptions at any time by running the following queries, which give you additional project specific information:
  - ✓ **FIU\_JNRL\_BUDGET\_EX\_UPDATE2**
  - ✓ **FIU\_AP\_VCH\_LINE\_BUDGET\_ERROR**
  - ✓ **FIU\_TE\_BUDGET\_ERRORS\_OTHER**
- A budget exception will occur if the available budget for the grant has been exceeded in the CC\_PRP ledger
- Total available Direct and Indirect costs have to be managed and checked

# Deadlines

- ORED sends out weekly exception e-mails and more frequently at month's end
- These exceptions need to be cleared within five (5) business days from the date of the e-mail
- ORED follows the Controllers Office Month End Processing Deadlines, which can be found on the Controllers website and newsletter
- Exceptions not cleared by the deadline will be moved to your areas' overhead non-sponsored project id or default E&G id—once items hit overhead, ORED will not process corrections

# NON-SPONSORED PROJECT ID's

- **There are four types of research non-sponsored project ID's**
  - ✓ **F&A ID's for researchers (PI's) - fund 653**
  - ✓ **F&A ID's for college/centers/units - fund 653**
  - ✓ **Miscellaneous ID's for PI's with projects ending with residual balances returned to the PI during the close out process – fund 654**
  - ✓ **Commitment ID's – fund 655**

# NON-SPONSORED PROJECT IDS

**Non-sponsored project ids -you can view the available balance in Budget Overview selecting ledger CC\_PG or CC\_PRP. You may run the trial balance to verify the available balance in budget overview.**

**Budget exceptions for non-sponsored project ids are due to 'exceeds budget tolerance' and the process to clear them is to move the expense to another applicable id or if need be add more funds to the id.**

**As with projects, you may reply to the budget exception e-mail sending a resolution to Ani Villanueva**

## **Closing Remarks**

- Questions
- Adjournment