

# **Period of Performance Helpful Information Using Edison**

# Identifying Federal Report Obligations

Option 1: Identify each Project ID associated to Federal report & use query TN\_KK\_PROJ\_LEDGER on Ledger DETAIL\_ENC by Project ID on the reporting date needed & identify the PO/Travel Authorizations remaining amount = “Obligation to report”

Guidelines exists for using Project Query for Commitment Control

Ledgers:

DETAIL\_PRE

**“DETAIL\_ENC”**

DETAIL\_EXP

Run Control ID TN\_KK\_PROJ\_LEDGER\_ENC Report Manager Process Monitor

Query Name

\*Description

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="34501"/>
DEPTID	<input type="text" value="%"/>
PROJECT_ID	<input type="text" value="HSCSE_F66_18"/>
LEDGER	<input type="text" value="DETAIL_ENC"/>
BUDGET_PERIOD	<input type="text" value="2019"/>

# Identifying Federal Report Obligations

## Option 1: Run TN\_KK\_PROJ\_LEDGER query Example

Pivot table the results separating Federal & State & use Value filter on the PO No. field to “not between (-.01 & +.01) to remove the PO with zero amounts

Project		HSCSE_F66_18		
Sum of Sum		Activity		
PO No.	Voucher	FEDERAL	STATE	Grand Total
30005	(blank)	\$81.62	\$42.05	\$123.67
<b>30005 Total</b>		<b>\$81.62</b>	<b>\$42.05</b>	<b>\$123.67</b>
30212	211530	-\$1,539.09	-\$792.86	-\$2,331.95
	211531	-\$1,715.17	-\$883.58	-\$2,598.75
	211532	-\$1,575.68	-\$811.71	-\$2,387.39
	212033	-\$1,872.51	-\$964.63	-\$2,837.14
	(blank)	\$7,283.01	\$3,751.85	\$11,034.86
<b>30212 Total</b>		<b>\$580.56</b>	<b>\$299.07</b>	<b>\$879.63</b>
30244	(blank)	\$129.91	\$66.91	\$196.82
<b>30244 Total</b>		<b>\$129.91</b>	<b>\$66.91</b>	<b>\$196.82</b>

137	33593 (blank)		\$14.74	\$7.56	\$22.30
138	<b>33593 Total</b>		<b>\$14.74</b>	<b>\$7.56</b>	<b>\$22.30</b>
139	33834	216523	-\$1,306.80	-\$673.20	-\$1,980.00
140		216525	-\$1,069.20	-\$550.80	-\$1,620.00
141		216527	-\$950.40	-\$489.60	-\$1,440.00
142		216529	-\$884.40	-\$455.60	-\$1,340.00
143	(blank)		\$9,240.00	\$4,760.00	\$14,000.00
144	<b>33834 Total</b>		<b>\$5,029.20</b>	<b>\$2,590.80</b>	<b>\$7,620.00</b>
145	34014 (blank)		\$2.23	\$1.15	\$3.38
146	<b>34014 Total</b>		<b>\$2.23</b>	<b>\$1.15</b>	<b>\$3.38</b>
147	34020 (blank)		\$81.63	\$42.06	\$123.69
148	<b>34020 Total</b>		<b>\$81.63</b>	<b>\$42.06</b>	<b>\$123.69</b>
149	<b>Grand Total</b>		<b>\$34,957.80</b>	<b>\$18,011.26</b>	<b>\$52,969.06</b>

# Identifying Federal Report Obligations

## Option 2: Pull a report from Edison

- Navigation: FSCM>Purchasing>Purchase Orders> Reports> Req and PO Budgetary Activity

Note: This report does not split Federal and State if one has two Activities

### Req and PO Budgetary Activity

Run Control ID RECPO Report Manager Process Monitor **Run**

Language **English** ▼

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**Report Request Parameters**

\*Business Unit  🔍

\*Budget Date From  📅 \*To  📅

Remaining Amount  USD

Business Unit GL  🔍

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**ChartField Sort Options** Personalize | Find | View All | 📄 | 📅 First 1 of 1 Last

*ChartField	Short Name	From ChartField Value	To ChartField Value
<input type="text" value="PROJECT_ID"/> 🔍	Project	<input type="text" value="HSCSE_F66_18"/> 🔍	<input type="text" value="HSCSE_F66_18"/> 🔍

# Identifying Federal Report Obligations

## Option 2: Pull a report (POS8001) from Edison Example

PeopleSoft Purchasing	Page No.	1							
Report ID:	POS8001	PROCUREMENT BUDGETARY ACTIVITY REPORT	Run Date:	1/9/2019					
	Run Time:	7:09:58							
Business Unit:	34501	Budget Date From	1-Oct-17	To	9-Jan-19				
Project From HSCSE_F66_18 To HSCSE_F66_18									
PO ID	Line\Sched\Dist	Supplier	Original PO Amount	-	Liquidated Amount	=	Remaining Amount	Vouchered Amount	Project
28715	1\1\1		160525	\$ 693.55	\$ 693.55		\$ -	\$ 693.55	HSCSE_F66_18
28715	1\1\2		160525	\$ 357.29	\$ 357.29		\$ -	\$ 357.29	HSCSE_F66_18
28715	2\1\1		160525	\$ 20.97	\$ 20.97		\$ -	\$ 20.97	HSCSE_F66_18
28715	2\1\2		160525	\$ 10.80	\$ 10.80		\$ -	\$ 10.80	HSCSE_F66_18
28715	3\1\1		160525	\$ 32.02	\$ 32.02		\$ -	\$ 32.02	HSCSE_F66_18
28715	3\1\2		160525	\$ 16.49	\$ 16.49		\$ -	\$ 16.49	HSCSE_F66_18
28798	1\1\1		115108	\$ 200.78	\$ 200.78		\$ -	\$ 200.78	HSCSE_F66_18
28798	1\1\2		115108	\$ 103.43	\$ 103.43		\$ -	\$ 103.43	HSCSE_F66_18
Project From HSCSE_F66_18 To HSCSE_F66_18									
PO ID	Line\Sched\Dist	Supplier	Original PO Amount	-	Liquidated Amount	=	Remaining Amount	Vouchered Amount	Project
33955	28\1\4		166529	\$ 119.34	\$ 119.34		\$ -	\$ 119.34	HSCSE_F66_18
33955	29\1\3		166529	\$ 289.35	\$ 289.35		\$ -	\$ 289.35	HSCSE_F66_18
33955	29\1\4		166529	\$ 149.18	\$ 149.18		\$ -	\$ 149.18	HSCSE_F66_18
34014	1\1\1		160525	\$ 2.23	\$ -		\$ 2.23	\$ -	HSCSE_F66_18
34014	1\1\2		160525	\$ 1.15	\$ -		\$ 1.15	\$ -	HSCSE_F66_18
34020	1\1\1		160525	\$ 77.06	\$ -		\$ 77.06	\$ -	HSCSE_F66_18
34020	1\1\2		160525	\$ 39.70	\$ -		\$ 39.70	\$ -	HSCSE_F66_18
34020	2\1\1		160525	\$ 4.57	\$ -		\$ 4.57	\$ -	HSCSE_F66_18
34020	2\1\2		160525	\$ 2.36	\$ -		\$ 2.36	\$ -	HSCSE_F66_18
Totals:				\$ 31,970,150.81	\$ 31,917,203.66		\$ 52,947.15	\$ 31,911,855.07	

# Identifying Federal Report Obligations

## Option 3:

Compare the State Fiscal Year and Federal Fiscal year Supplier Contract budgets against query results from TN\_PU\_CN021 = the difference between contract budget and contract expenditures could be the “Obligation to report.”

## Option 4:

Track the “Obligation to report” on an Excel file by either the Program or Finance staff and communicate to the reporting individual those obligations.

**Remember: Don't forget about Delegated Grant Agreements!**

# Transaction Dates vs. Accounting Dates

- Edison controls on the “Accounting Date” of the Project ID and does not allow for expenditures to occur prior to the Start Date on the Project ID which is on the Grant/Customer (revenue) Contract.
- It is the “Trans Date” or “Service Date” that one should pay attention to as it relates to the Accounts Payable module. This (Trans/Service) date should be:
  - ◆ Trans Date and Service Date should be the same date
  - ◆ After the “Start Date” of the Grant
  - ◆ Before the “End Date” of the Grant
  - ◆ Be in the “Period of Performance”

# Transaction Dates vs. Accounting Dates

- Pass through from other agencies also needs to review that the Transaction Dates are in the Period of Performance.
- Take care that when Customer (revenue) Contracts/Grants cover multiple years and one is either trying to close out older grants and the agency is doing reallocations that the values that one is re-allocating are in the proper “Period of Performance” associated to the Grant.





# Speedcharts

- Click on SpeedChart Key hyperlink and Include History at lower right to see current Effective Date Information, Previous History and View All to see applicable Grant Project ID

The screenshot displays the Speed Charts application interface. At the top, it shows 'SetID 34501', 'SpeedChart HS00001387', and 'Permission ListUser ID'. Below this, there are navigation controls and a search bar with 'Eff Date' set to 10/01/2018 and 'Description' as 'VR TRC Smyrna PETS Services'. A 'Total Pct' of 100.00 is shown. The 'Definition' section includes 'Enter Percentages' and 'UOM' options. A 'Replicate As' section shows 'HCM Task Profile'. Below the definition is a table with columns: Percent, Weight, GL Unit, Fund, Dept, Account, Location CF, Program, User Code, PC Bus Unit, Project, and Activity. The table contains two rows of data. A red arrow points from the 'View All' link in the top instance to the 'View All' link in the bottom instance, which has an 'Eff Date' of 10/01/2017 and a 'Project' of 'BASIC\_PET\_18'.


Percent	Weight	GL Unit	Fund	Dept	Account	Location CF	Program	User Code	PC Bus Unit	Project	Activity
21.30	0.00000	34501	11000	3457003100		75009	703010	709022	34501	BASIC_PET_19	STATE
78.70	0.00000	34501	11000	3457003100		75009	703010	709022	34501	BASIC_PET_19	FEDERAL

# OLT (Over the Billing Limit) of the Customer (revenue) Contract

Federal Grant G17AC00195 with Award ID/Customer (revenue) Contract FY18GEOMAPING has a Start Date of 7/1/2017 and End Date of 12/30/2018 in Edison with a Billing Amount of \$79,034.00

**Related Projects** | **Contract Amendments**

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**Contract Number** FY18GEOMAPING  **Sold To Customer** US DEPT OF INTERIOR  
**Amendment Number** 0000000000 **Contract Status** ACTIVE

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**Contract Line** ◀ 1 ▶ **Price Type** Rate  
**Product** AS\_INCURRED  
**Description** As Incurred

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**Amend Contract**


**PC Business Unit** 32701  **Transaction Limits** **Review Limits**  
**Billing Limit** 79,034.00  
**Revenue Limit** 79,034.00  
**Discount ID**  **Retainage ID**  Tiered Pricing **Tiered Pricing**

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**Associated Rates** Personalize | Find |  First ◀ 1 of 1 ▶ Last

Effective Date	Status	Rate Selection	Rate Set		
1 07/01/2017 <input type="text"/>	Active <input type="text"/>	Rate Set <input type="text"/>	68001 <input type="text"/>	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

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**Associated Projects & Activities** Personalize |  First ◀ 1-2 of 2 ▶ Last

*Project▲	*Activity	Description	Description		
<input type="radio"/> ENFY18GEOMAPING <input type="text"/>	STATE <input type="text"/>	GEO Maps	State Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> ENFY18GEOMAPING <input type="text"/>	FEDERAL <input type="text"/>	GEO Maps	Federal Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>

# OLT (Over the Billing Limit) of the Customer (revenue) Contract

- Having 12/30/2018 gives the project the ability to allow for accounting date transactions through the 90 day window.
- However, the billing limit of \$79,034.00 controls and stops the transactions from billing and recognizing revenue, they go to OLT.

Project		ENFY18GEOMAPING							
Sum of Amo			Account						
Activity	Trans Date	Acctg Date	70100001	70200000	70201000	70202001	70204000	72527000	Grand Total
FEDERAL	10/17/2018	10/17/2018						\$22.48	\$22.48
	11/19/2018	11/19/2018						-\$22.48	-\$22.48
	12/15/2018	12/15/2018	\$528.36	\$101.60	\$32.12	\$0.36	\$7.51		\$669.95
<b>Grand Total</b>			\$528.36	\$101.60	\$32.12	\$0.36	\$7.51	\$0.00	\$669.95

# Close Project to Procurement

Navigation: FSCM>Grants>Awards>Project & Enter BU & Project

- Click on the Project Status “Open” hyperlink

The screenshot displays a project management interface with the following elements:

- Navigation Tabs:** General Information, Project Department, Project Costing Definition, Program Management, Manager, Location, Phases, Approval, Justification, User F.
- Project ID:** Project MINEHR050F2017
- Action:** Add to My Projects (button)
- Description:** \*Description Planning & Exercise  Program
- Integration:** \*Integration 34101  Integration 34101
- Project Type:** Project Type GRANT  Grant
- Percent Complete:** Percent Complete 0.00 As Of
- Processing Status:** Active
- Project Status:** Open (hyperlink, indicated by a red arrow)
- Contract Number:** Contract Number: 2017NATLEARTHQ
- Project Health Section:**
  - Project Overall:
  - Schedule:
  - Budget:
  - Resources:
  - Issues:
  - Risks:
  - User-Defined:
  - As of Date:
- Project Schedule Section:**
  - \*Calculate:  Duration
  - Duration in Days:  290
  - \*Start Date:  10/01/2017
  - \*End Date:  12/31/2018
  - Additional Dates:

# Close Project to Procurement

- Click on the Plus sign

The screenshot shows a web form titled "Project Status". At the top right, there are navigation controls: "Find | View All", "First", "1 of 1", and "Last". Below these are several input fields: "Effective Date" with the value "10/01/2017", "Sequence" with the value "0", "\*Status" with a dropdown menu showing "Open", "Priority" with the value "0", and "Interest Calculation Factor" with the value "0.0". At the bottom is a "Comments" text area. A red arrow points to a small blue square button with a white plus sign (+) located in the top right corner of the form area.

# Close Project to Procurement

- Enter an Effective Date desired (ie. 10/01/2018) when no more PO's need to be created against the Project, choose "T" for "Close to Procurement"

**“Be sure to check  
Commitment  
Control before  
Doing This!!!!”**

The screenshot shows a web form titled "Project Status". At the top right, there are navigation options: "Find | View 1", "First", "1-2 of 2", and "Last". The form contains several input fields: "Effective Date" with the value "10/01/2018", "Sequence" with the value "1", "\*Status" with the value "T", "Priority" with the value "0", and "Interest Calculation Factor" with the value "0.0". Below these fields is a "Comments" text area. A red double-headed arrow points from the "Effective Date" field to the "\*Status" field, highlighting the relationship between the date and the status selection.

# Close Project to Procurement

“Be sure to check Commitment Control before doing this!”

**Navigation: FSCM>Commitment Control> Review Budget Activities> Budgets Overview (Enter BU, Ledger Group PRJ\_OVR\_PR and Project ID)**

**Budget Overview**

Inquiry BUDMLG Description Project Budgets

Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

**Budget Type**

\*Business Unit 34101 Ledger Group/Set Ledger Group Ledger Group PRJ\_OVR\_PR

View Stat Code Budgets  Display Chart

**Time Span**

\*Type of Calendar Detail Budget Period

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	PRJ_OVR_PR	AL	ALL	ALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Fund	%	%	i		Update/Add
Bonds	%	%	i		Update/Add
Project	MINEHR050F2017	%	i		Update/Add
Activity	%	%	i		Update/Add

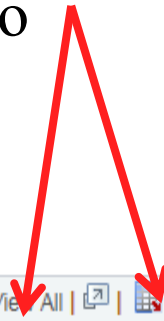
**Budget Status**

- Open
- Closed
- Hold

**Budget Overview Results**

	Ledger Group	Fund	Fund Code Description	Project	Activity	Activity Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	PRJ_OVR_PR	11000	General Fund	MINEHR050F2017			ALL	75,132.00	19,191.59	0.00	0.00	55,940.41	74.46

Both the Encumbrance & Pre-Encumbrance need to be “0”/zero





# Close Project to Procurement

Navigation: FSCM>Grants>Awards>Project & Enter BU & Project

- Journals can be entered, but no more “obligations/PO’s” can occur

General Information | Project Department | Project Costing Definition | Program Management | Manager | Location | Phases | Approval | Justification | User Fields | [?](#)

Project MINEHR050F2017 Add to My Projects  Project Hierarchy

\*Description   Program

\*Integration  Integration 34101

Project Type  Grant

Percent Complete  As Of

Contract Number: 2017NATL EARTHQ

**Processing Status** Active

**Project Status:** Close to Procurement

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**Project Health**

Health	Project Overall	Schedule	Budget	Resources	Issues	Risks	User-Defined
As of Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Project Schedule**

\*Calculate

Duration in Days

\*Start Date

\*End Date  Additional Dates

# Carryforward with Separate Control/Accounting

- Can be tracked separately if an additional new Project ID is created and associated to the existing Customer (revenue) Contract.
- Customer (revenue) Contract’s billing limit would not change, however the first Project ID associated to the Customer (revenue) Contract would need the budget reduced by the amount “carryforward” on the new Project ID.

Associated Projects & Activities

	*Project	*Activity	Description
<input type="radio"/>	MHOLDSTEADC2014	NONGOV	Carryforward Amount
<input type="radio"/>	MHOLMSTEADY2013	NONGOV	Olmstead Funding Fiscal 2013

- Provided you have first properly requested the extension!