

GRANTS ACCOUNTING MANUAL

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Part 3 B: Review Checklist for Entering Grants

Part 3: Grant/Customer (revenue) Contract Creation

A Customer (revenue) Contract can be created one of the following ways:

1. Entering the Proposal (preferred method).
2. Copying the Proposal.
3. Creating from the Customer (revenue) Contract.

The sections below provide general information for each of these options as well as step-by-step instructions. Part 2: Essential Elements of Grants Setup and Processing provides an in-depth explanation of many of the components and concepts surrounding the Customer (revenue) Contract. It is highly recommended to use both the Excel Entry Template and the Review Checklist which are attachments to Part 3.

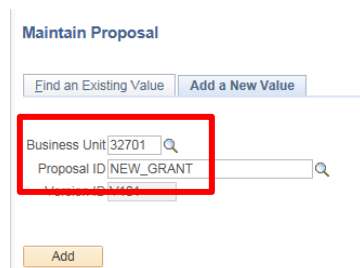
Section 3.1 – Creating a Customer (revenue) Contract by entering the Proposal

The most commonly used and preferred method for creating a Customer (revenue) Contract is by entering the Proposal (Proposal method). When the Proposal method is used, the Grant Award ID, Customer (revenue) Contract, Project ID, Activity and the Project budget are all created when the proposal is submitted and generated. With this method, the Customer (revenue) Contract business unit and Project Costing business unit must be the same.

Section 3.1.1 – Create Proposal and Budget

Step 1: Create a Proposal ID

- Navigation:
 - Click on FSCM> Grants>Proposals>Maintain Proposal> Add a New Value.
- Enter the Business Unit and a Proposal ID. The word “NEXT” should be removed to prevent creating an auto-numbered Proposal ID.



- Click the Add button.

Step 2: Complete the Proposal Header Page

- Enter information in the following fields:

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | FileNet Interface

Proposal ID NEW GRANT Version ID V101
 Description Grant Description Currency USD Add to My Proposals

Reference Award Number FAIN 12345 Federal Award Identification Number FAIN 12345

*Title Grant Title
 Long Description Grant Long Description
 232 characters remaining

*PI ID 00123078 Tamble Jr, Richard J
 *Sponsor ID GR0000000001 US DEPT OF ENERGY TN

Pre-Award Administrator
 Purpose
 *Proposal Type New

Confidence %
 CFDA 81.214

Status
 *Proposal Status Draft
 Submit Status: Not Submitted
 Generate Status: Not Generated
 In Approval Process

Facilities & Admin Requested
 Foreign Application/Component
 NIH Modular Grant

Due By Budget Express Additional Information

*Start Date 10/01/2016 *End Date 12/31/2017 No. Periods Build Periods

Budget Periods Personalize | Find | First 1 of 1 Last

Period	*Start Date	*End Date	Target Sponsor Budget
1	10/01/2016	12/31/2017	

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

- **Description** - The description can be twenty (20) alpha/numeric characters, including spaces. Commas, percent signs, or special characters should not be used.
- **Reference Award Number** – Information entered depends upon who the grantor is.
 - When a Federal sponsor is the grantor/sponsor, the reference award number is the FAIN number assigned to the official notice received.
 - If it is a pass-through grant from another state agency, the reference award number is the interdepartmental supplier contract number or other identification number reported on the SIS schedule.
 - If it is not Federal or pass-through, this field should be left blank.
- **Federal Award Identification Number (FAIN number)** – Information entered depends upon who the grantor is.
 - When a Federal sponsor is the grantor/sponsor, the FAIN number is the number assigned to the official notice received.
 - If this is a pass-through grant of Federal dollars from another state agency, the primary agency's Federal grant award FAIN number should be entered here.
 - If this is a pass-through grant of Federal dollars from a city, county, other state, or entity, the primary recipients' Federal grant award's FAIN number should be entered here.
 - If it is not Federal or pass-through, this field should be left blank.
- **Title** – The title can be fifty (50) alpha/numeric characters, including spaces. Commas, percent signs, or special characters should not be used.
- **Long Description** – The long description can be up to 254 alpha/numeric characters. This is an optional field.
- **PI ID** – The employee ID of the Principal Individual (PI) assigned to the Customer (revenue) Contract. PI's span across business units. The easiest way to look up a PI is to search by last name.
- **Sponsor ID** – The customer number for the Sponsor assigned to the Customer (revenue) Contract.
- **Purpose** – This is an optional field.
- **CFDA** – The Catalog of Federal Domestic Assistance number of the Proposal/Grant/Customer

(revenue) Contract. Only one CFDA can be assigned, but if a Federal Grant has multiple CFDA numbers, the grant should be broken down into multiple grants. If a grant does not have a CFDA number, a CFDA number of 00.00 should be used.

- **Start Date** – Enter the Start Date.
 - The State Date should be the Federal Award beginning date.
 - The Start Date defaults to current date.
 - The Start Date creates the Begin Date of the Proposal ID, Customer (revenue) Contract, Award Profile, Project ID, Activity, and Project Budget.
- **End Date** – Enter the End Date.
 - The End Date should be the Federal Award ending date.
 - The End Date creates the End Date of the Proposal ID, Customer (revenue) Contract, Award Profile, Project ID, Activity, and Project Budget.
- **Enter “1” in the “No. Periods” box and click the “Build Periods” button.** This will populate the Budget Period start and end dates. A Proposal/Grant/Customer (revenue) Contract should only have one period regardless if the grant is for one year or multiple years.
- Other fields are optional, and as a general rule should be left as pre-populated or blank.

Step 3: Establish a Location for the Proposal for each Project

- Click on the “Location” hyperlink to create the location tab (page) in the Proposal.

The screenshot shows a 'Budget Periods' table with columns for Period, Start Date, and End Date. Below the table, there is a navigation bar with buttons for 'Go To Location', 'Protocols', 'Component', 'Setup Level', and 'Keys'. The 'Go To Location' button is highlighted with a red rectangular box.

- Once the “Location” hyperlink has been clicked, the Location tab will appear as a page.

The screenshot shows a navigation bar with tabs for Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, Location, and FileNet Interface. The 'Location' tab is highlighted. Below the tabs, the text 'Proposal ID NEW_GRANT' and 'Version ID V101' is visible, along with the description 'Grant Description'.

- Click on the Location box and type in “0000000000” and enter or use the lookup icon to choose “0000000000” for State of Tennessee generic location.
 - A location is required for each Project ID.
 - A “Primary” designation is required for the primary Project ID.
 - A Congressional District is not a required field, although it is marked with a “*”.
 - This location is different from the Location chartfield entered for purchasing, accounts payable, or general ledger transactions.
 - All other fields should be left as pre-populated through the default.

Location Find | View All First 1 of 1 Last

*Location 0000000000 Description TENNESSEE Foreign Primary

*Congressional District

Country USA United States Phone

Address 1 STATE OF TENNESSEE Ext

Address 2 Fax

Address 3

City ALL

County ALL Postal 99999

State TN Tennessee

Step 4: Create the Project for the Proposal

- Click on the Projects tab. "NEXT_1" defaults in as the Project ID – delete this and enter the desired Project ID.

Proposal Projects Budgets Resources Certifications Reports Attachments FileNet Interface

Proposal ID NEW GRANT Version ID V101

Description Grant Description Currency USD

Proposal Projects Find | View All First 1 of 1 Last

Project ID ENNEWPROJECT Primary

*Title Project ID Title

Long Description Grant Long Description
232 characters remaining

*Department 32701 Environment and Conservation Dept Contact

*Subdivision 3273301100 Clean Water Dept Rep

*Institution DEN Department of Envir & Conserv

Other Contacts
Department Credit

SPO SPO Contact

*Department	Description	Location	Comments	Percent Share
3273301100	Clean Water			100.00

Project Percent Share 100.00

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Return To: My Proposals

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

SPECIAL NOTES:

Certain fields on the Projects page (tab) will automatically default in based upon the PI ID that was entered on the Proposal page. **Most of these need to be changed!**

- The Title of the Project will default with the Title of the Proposal. This is not an issue if the grant only has one project; however if the grant has multiple projects, the Title needs to be different for each project. The Title is limited to fifty (50) alpha/numeric characters; however, it is highly recommended to use no more than thirty.
- The **Department** will default with the PI's home Department (10 digits) – this field needs to reflect a **5 digit department/allotment** for the grant and will be the five digit department associated to the Project ID on the Project Budget.
- The **Subdivision** will default with the PI's home Subdivision (5 digits) – this field needs to reflect the **10 digit allotment/department** associated with the grant.
- The Institution will default as the Agency name. The Institution is a one-to-one relationship with a business unit and is a required field. F&A or Indirect Cost processing occurs through the business unit's Institution setup.

- The **F&A Distribution Department** will default in with the PI's home Department (10 digits) – this field is used to create the offset F&A entry and revenue for an indirect cost. This field needs to reflect the **10 digit department** number associated with the grant.
 - The **Department Credit** hyperlink will default the PI's home Department (10 digits) – this field needs to reflect the **10 digit department** number associated with the grant.
- Click on the Title field and enter a Title for the Project ID.
 - Click on the Department field and use the lookup icon to select the five (5) digit Budget department/allotment for the Proposal/Grant/Customer (revenue) Contract.
 - Click on the Subdivision field and use the lookup icon to select the ten (10) digit department for the Proposal/Grant/Customer (revenue) Contract.
 - Click on the Institution field and use the lookup icon to find the corresponding Institution for the Business Unit.

To enter the Department related to F&A Distribution or Indirect Cost Department:

- Click on the Department field and enter the desired ten (10) digit department for the Proposal/Grant/Customer (revenue) Contract and enter 100% in the percentage field.

The Department Credit hyperlink located just across from the Institution needs to be populated.

- Click on the Department Credit hyperlink.
- Click on the Department field and use the lookup icon to find the ten (10) digit department for the grant and enter 100% in the percentage field.

Departmental Credit Percentage

Proposal Project ENNEWPROJECT

Details		Personalize	Find	First	1 of 1	Last
*Department	Department			*Credit %		
3273301100	Clean Water			100.00		

- Click OK to return to the Projects tab (page).

Note: Long Description, Dept Contact and Dept Rep are not required fields and do not have to be populated.

Step 5: Create the Budget Header for the Project

- Click on the Budgets tab (page).

The Budget ID becomes the Activity ID once the proposal has been generated into an Award. The Budget Period “Start and End Dates” automatically populate once the Proposal is saved.

- Click the lookup icon beside the Budget ID field and select a standard Activity. FEDERAL is the default.

- Click in the Description field and enter the funding source description. The Description should reflect the Budget ID through which the Proposal/Grant/Project ID is funded.
- Click the lookup icon beside the Activity Type field and select the Activity Type. The Activity Type is now a required field and should relate to the Budget ID selected.

- If additional Activities are needed, click the plus sign below the Budget Header line to add additional Budget IDs/Activities.
- Select “View All” on the Proposal Project blue line and “View All” on the Budget Header line to see all Activities related to the Project ID associated to the Proposal/Grant/Customer (revenue) Contract.

Proposal Project

Project ID ENNEWPROJECT Title Project ID Title

Budget Header

*Budget ID FEDERAL Description Federal Funding Source

*Activity Type FED End Date 12/31/2017

Start Date 01/01/2016 Include in Proposal

Budget Period

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	01/01/2016	12/31/2017		Program Income	

F & A and Pricing Setup Total

*Budget ID STATE Description State Funding Source

*Activity Type STATE End Date 12/31/2017

Start Date 01/01/2016 Include in Proposal

Provided that Steps 1 through 5 have been done, the Proposal can now be saved. Entering the Proposal has time constraints in Edison and it is highly recommended when entering a Customer (revenue) Contract through the Proposal method to enter the information necessary to create the Proposal and at least one Project ID and Project Activity before saving. If saved before completing Steps 1 through 5, auto-generated Project ID(s), incorrect Project Activity(s), or improper departments could result.

Step 6: Save the Proposal

The Proposal can be saved after the information on the Proposal, Location, Projects, and Budgets pages have been populated. After saving the Proposal, review the Proposal for completeness and correctness.

Step 7: Optional Setup Procedures – Add Additional Project ID(s) and Activity(s)

- Additional Projects can be added; for each Project ID and Activity added:
 - Click the plus sign below the “Proposal Projects” Blue line and select “View All” to display all related Project IDs.
 - Click on the Title field and enter a Title for the additional Project ID.
 - Click on the Department field and use the lookup icon to select the five (5) digit Budget department/allotment for the Proposal/Grant/Customer (revenue) Contract.
 - Click on the Subdivision field and use the lookup icon to select the ten (10) digit department for the Proposal/Grant/Customer (revenue) Contract.
 - Click on the Institution field and use the lookup icon to find the corresponding Institution for the Business Unit.

To enter the Department related to F&A Distribution or Indirect Cost Department:

- Click on the Department field and enter the desired the ten (10) digit department for the Proposal/Grant/Customer (revenue) Contract and enter 100% in the percentage field.

The Department Credit hyperlink located just across from the Institution needs to be populated.

- Click on the Department Credit hyperlink.
- Click on the Department field and use the lookup icon to find the ten (10) digit department for the grant and enter 100% in the percentage field.
- Click OK to return to the Project tab (page).

Create the Budget Header for each Project ID added.

- Click on the Budgets tab (page).
- Click on the lookup icon beside the Budget ID field and select a standard Activity. FEDERAL is the default.
- Click in the Description field and enter the funding source description. The Description should reflect the Budget ID through which the Proposal/Grant/Project ID is funded.
- Click the lookup icon beside the Activity Type field and select the Activity Type. The Activity Type is now a required field and should relate to the Budget ID selected.

Establish a Location for each Project ID added.

- Click on the Location page (tab) and click View All.
- Click on the Location box and type in "0000000000" and enter or use the lookup icon to choose "0000000000" for the State of Tennessee generic location for each Project ID added.

Step 8: Create Facilities and Administration (FA/F&A/Indirect Cost) Cost Pricing Setup for each Project Activity (If not applicable, proceed to step 9)

If the grant being created allows for indirect cost, and the business unit/agency wants to utilize the automated indirect cost processing functionality, the F&A (Indirect Cost) setup should be done at this point.

- Navigation:
 - Click on FSCM> Grants> Proposal> Maintain Proposal
- Enter a Business Unit and the proper Proposal ID and click on Search.
 - Click on the Budgets page (tab).
 - Click on the F&A and Pricing Setup hyperlink.

The FA Rate Type selected will default in the applicable Institution's (Business Unit/agency) FA Base, FA Rate %, Budget FA Base, and Budget FA Rate %. The FA Base with FA Rate % determines the expenditures that will produce indirect cost or SFA rows which will ultimately recognize revenue and produce a billing.

Proposal ID NEW_GRANT Version ID V101
 Description Grant Description Currency USD

Proposal Project Find | View All First 1 of 1 Last

Project ID ENNEWPROJECT Title Project ID Title

Budget Header Find | View 1 First 1-2 of 2 Last

*Budget ID FEDERAL Description Federal Funding Source
 *Activity Type FED End Date 12/31/2017
 Start Date 01/01/2016 Include in Proposal

Budget Period Personalize | Find | View 1 First 1 of 1 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	01/01/2016	12/31/2017		Program Income	

F & A and Pricing Setup Total

GM_BUD_FA

F & A and Pricing Setup

Proposal ID NEW GRANT Version ID V101
 Description Grant Title Budget ID FEDERAL
 Project ID ENNEWPROJECT

Institution Minus Funded Sponsor Minus Funded

Contracts Related

*Pricing Method As Incurred
 *Product AS_INCURRED

F&A Set Up Find | View All First 1 of 1 Last

*Rate Type

Institution

FA Base SLBEN Salaries and Benefits Institution Rates Find | View All First 1 of 1 Last
 Effective Date FA Rate %

Sponsor

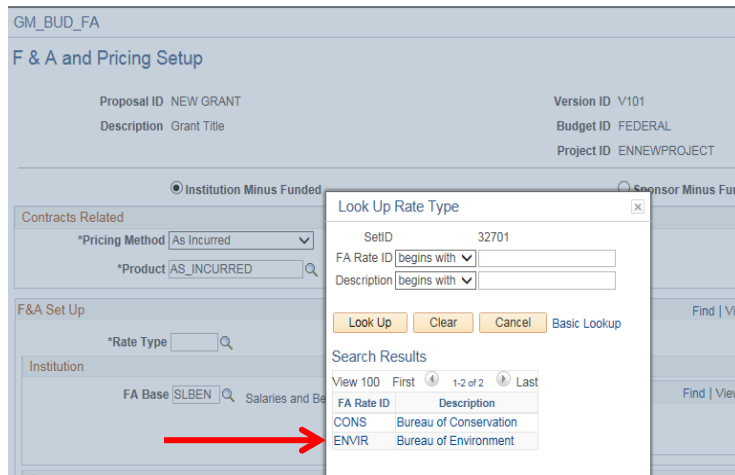
Same as Institution Sponsor Rates Find | View All First 1 of 1 Last
 FA Base Effective Date FA Rate %

Budget

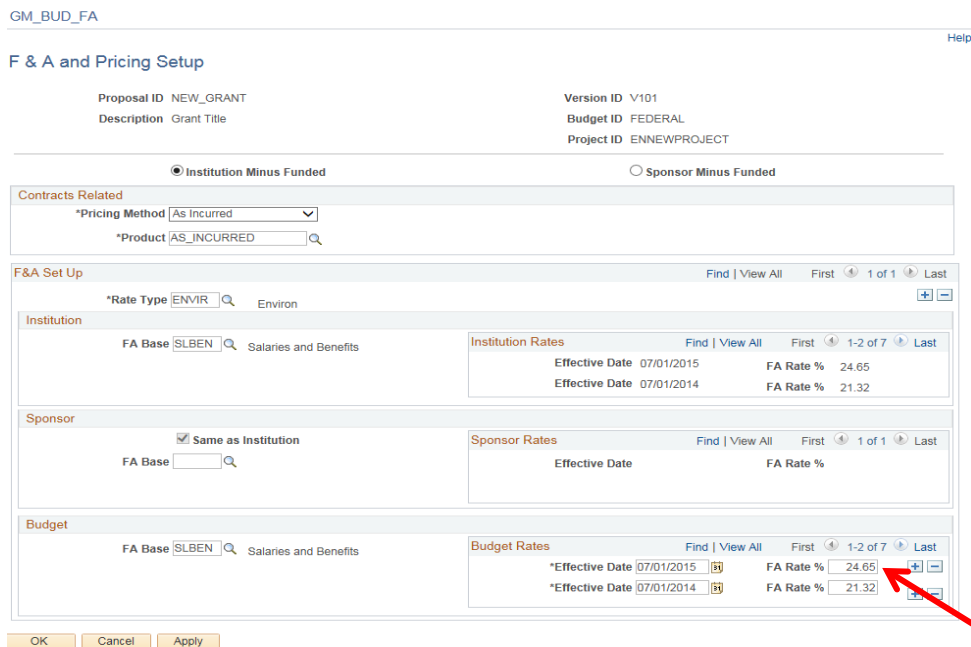
FA Base SLBEN Salaries and Benefits Budget Rates Find | View All First 1 of 1 Last
 *Effective Date FA Rate %

F&A Rates and Bases need to be established for every billable Activity that should generate F&A (Indirect Cost) pricing. The system uses the rates and bases to automatically process the F&A (Indirect Cost) for transactions using the particular Project ID and Activity.

- On F&A and Pricing Setup page, defaults are “Institution Minus Funded” radio button clicked, Pricing Method “As Incurred”, and Product “AS_INCURRED.” All should be left as defaulted.
 - In the F&A Set Up section, click the lookup icon to the right of the Rate Type box and look up a valid value for auto-generated F&A (Indirect Cost) to process. These are unique to a business unit/agency.
 - Select the appropriate FA Rate ID for the particular Proposal/Grant/Project ID. FA Rates are business unit/agency specific.



The Budget FA Base and the Budget FA Rate % should typically be the same as the Institution's FA Rate and Base, and both should have the same effective date. The FA Base and FA Rate % would be the most recently approved Federal cognizant F&A/Indirect Cost Rate percentage configured by the Edison FSCM team.



If the funded grant rate is different, change here.

If the Grant calls for a different FA Base and FA Rate (normally lower) than the federally approved rate, then:

- 1) The Budget FA Rate % would need to be updated and the effective date populated with the "Start Date" of the grant.
- 2) If the Budget FA Rate % is lower than the Institution rate, a "Waived or WFA" amount will be produced to the Project ID. These waived F&A amounts will not be recorded in the general ledger.

- Click OK. The Budget FA Base and FA Rate % will produce the billable SFA rows in Project Costing and create the 89040 F&A/Indirect Cost portion of the Project Budget if using the automated F&A/Indirect Cost processing. After clicking OK, the Proposal Project screen at the Budget Header page will re-appear.
- Click Save.

If there is more than one Project ID associated to a Proposal/Grant/Contract (revenue) Contract, F&A and Pricing Setup must be entered for each Project ID.

Step 9: Establish Budgets for each Activity

Create the Detailed Budgets

- Click on the Proposal Budgets tab (page) if you are continuing from the previous step.
- If not continuing from previous step: Navigation> FSCM> Grants> Proposals> Enter Budget Detail.

First, Create the Billable Budgets for each Project ID's Activity(s)

Proposal ID NEW_GRANT Version ID V101
 Description Grant Description Currency USD

Proposal Project Find | View All First 1 of 1 Last

Project ID ENNEWPROJECT Title Project ID Title

Budget Header Find | View All First 1 of 2 Last

Budget ID FEDERAL Description Federal Funding Source

*Activity Type FED End Date 12/31/2017

Start Date 01/01/2016 Include in Proposal

Budget Period Personalize | Find | 1 of 1 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	01/01/2016	12/31/2017		Program Income	

F & A and Pricing Setup Total

- Click the hyperlink Period “1” to bring up the “Enter Budget Detail” page.

Enter Budget Detail

Proposal NEW_GRANT Currency USD
 Version V101 Start Date 01/01/2016 End Date 12/31/2017
 Title Grant Title Modular?

Project ID ENNEWPROJECT Budget Period 1
 Budget ID FEDERAL Start Date 01/01/2016 End Date 12/31/2017

Overall Cost Share [View FA Rate](#)

Details, CostShare, Justification Personalize | Find | First 1 of 1 Last

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10				0.00	0.00	Cost Share	<input type="checkbox"/>		
				Sponsor Direct	0.00	Sponsor F&A	0.00	Total Sponsor Budget	0.00
				Institution Cost Share	0.00	Institution Cost Share F&A	0.00	Total Inst C/S Budget	0.00
				Third Party Cost Share	0.00			Total TP C/S Budget	0.00
				Total Direct	0.00	Total F&A	0.00	Total Budget	0.00

Return To Maintain Proposal

- Select the Budget Item needed by clicking the lookup icon.
- Enter the Total Direct amount (funded and billable amount on the award document) for each Budget Item. If cents are included in the Total Direct amount, the Sponsor Direct amount will round the value being entered to the nearest dollar.

Details, CostShare, Justification Personalize | Find | First 1-3 of 3 Last

Line Data More Line Data

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	LABOR_S	Salaries and Wages		60,000.00	60,000.00	Cost Share	<input type="checkbox"/>		

- Click the plus sign if more than one Budget Item is needed. Enter all Budget Items needed for each billable Project's Budget/Activity.

Details, CostShare, Justification Personalize | Find | First 1-5 of 5 Last

Line Data More Line Data

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	LABOR_S	Salaries and Wages		60,000.00	60,000.00	Cost Share	<input type="checkbox"/>		
20	FRINGE	Employee Benefits		20,000.00	20,000.00	Cost Share	<input type="checkbox"/>		
30	TRAVEL	Travel		10,000.00	10,000.00	Cost Share	<input type="checkbox"/>		
40	SUPPLIES	Supplies		50,000.00	50,000.00	Cost Share	<input type="checkbox"/>		
50	GRANTS	Grants and Subsidies		100,000.00	100,000.00	Cost Share	<input type="checkbox"/>		

Notes:

- 1) Budget lines are automatically numbered by the system when lines are added. This numbering has no impact on grants processing.
- 2) If indirect cost will be manually processed, an F&A_COST line would have to be added. Manual indirect cost processing is addressed fully in the Indirect Cost section of the Grant

Manual.

- 3) If indirect cost is being processed automatically, the F&A budget line will be automatically created and does not need to be entered.
- 4) Review each Project's Direct/billable budget to make sure the amount funded is equal to the funded grant amount(s).

- Click Save once all Budget Items are entered on the Budget Detail page.

Second, Create the Budgets for the Cost Shared/Non-billable Project Budget/Activity(s) (if applicable)

- Navigate to the Budget Header tab to view the Cost Shared/Non-billable Activity(s).
- Click on Period "1" on the Budget ID for the appropriate Cost Shared/Non-billable Activity.

The screenshot shows a web-based budget management interface. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications, Reports, Attachments, and FileNet Interface. Below the tabs, the 'Budgets' section is active, showing details for a proposal with ID 'NEW_GRANT' and version 'V101'. The description is 'Grant Description' and the currency is 'USD'. The interface is divided into sections for 'Proposal Project', 'Budget Header', and 'Budget Period'. The 'Budget Header' section shows two budget items. The first item has a 'Budget ID' of 'FEDERAL', a description of 'Federal Funding Source', an activity type of 'FED', and a start date of 10/01/2016. Its 'Budget Period' table shows a total amount of 240,000.00. The second item has a 'Budget ID' of 'STATE', a description of 'State Funding Source', an activity type of 'STATE', and a start date of 10/01/2016. Its 'Budget Period' table shows a total amount of 0.00. A red box highlights the 'STATE' budget item details, and a red arrow points to the '1' in the 'Budget Period' table for the 'STATE' item.

- Enter the desired Budget Item(s) and enter the budget amounts in the Total Direct fields. Once the amounts are properly cost shared they will not add to the billable value of the Customer (revenue) Contract.

The following screen shot shows the values in the Cost Shared budget before they are Cost Shared:

Enter Budget Detail

Proposal NEW_GRANT Currency USD
 Version V101 Start Date 10/01/2016 End Date 12/31/2017
 Title Grant Title Modular?

Project ID ENNEWPROJECT Budget Period 1
 Budget ID STATE Start Date 10/01/2016 End Date 12/31/2017

Overall Cost Share [View FA Rate](#)

Details, CostShare, Justification [Personalize](#) | [Find](#) | [Print](#) | [First](#) | 1-5 of 5 | [Last](#)

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	LABOR_S	Salaries and Wages		20,000.00	20,000.00	Cost Share	<input type="checkbox"/>		
20	FRINGE	Employee Benefits		6,667.00	6,667.00	Cost Share	<input type="checkbox"/>		
30	TRAVEL	Travel		3,333.00	3,333.00	Cost Share	<input type="checkbox"/>		
40	SUPPLIES	Supplies		16,667.00	16,667.00	Cost Share	<input type="checkbox"/>		
50	GRANTS	Grants and Subsidies		33,333.00	33,333.00	Cost Share	<input type="checkbox"/>		

Sponsor Direct	80,000.00	Sponsor F&A	0.00	Total Sponsor Budget	80,000.00
Institution Cost Share	0.00	Institution Cost Share F&A	0.00	Total Inst C/S Budget	0.00
Third Party Cost Share	0.00			Total TP C/S Budget	0.00
Total Direct	80,000.00	Total F&A	0.00	Total Budget	80,000.00

- Click the Cost Share hyperlink on each Budget line to bring up the Cost Share page.

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share
10	LABOR_S	Salaries and Wages		20,000.00	20,000.00	Cost Share	<input type="checkbox"/>	

- Click in the "Cost Share Percent" field in the Cost Sharing section and enter 100. Tab out of the field. **DO NOT HIT ENTER.**

Cost Share

Budget Period 1 Start Date 10/01/2016 End Date 12/31/2017

Budget Line Number 10 Budget Item LABOR_SALARY Salaries and Wages

Cost Sharing

Total Direct	20,000.00	Cost Share Percent	0.00 x
Sponsor Direct	20,000.00	Cost Share Direct	0.00

- Click in the Cost Sharing Distribution section and use the lookup icon to select the five (5) digit GL department specific to the Project ID. Tab out of the field. **DO NOT HIT ENTER.** This will become the five digit budget department created on the Cost Shared lines on the Project ID's budget.

Cost Sharing Distribution

Institution [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

*Department

C/S Pct C/S Direct

- Click on the C/S Pct in the Cost Sharing Distribution section under Institution and enter 100. Tab out of the field. **DO NOT HIT ENTER.**

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

*Department C/S Direct

- Click OK to apply the Cost Sharing "costs" of the budget as the Institution Cost Shared.

Cost Share Help

Budget Period 1 Start Date 10/01/2016 End Date 12/31/2017

Budget Line Number 10 Budget Item LABOR_SALARY Salaries and Wages

Cost Sharing

Total Direct 20,000.00 Cost Share Percent 100.00

Sponsor Direct 0.00 Cost Share Direct 20,000.00

Cost Sharing Distribution

Institution Find | View All First 1 of 1 Last

*Department 32734 Division of Water Resources C/S Pct 100.00 C/S Direct 20,000.00

Third Party Find | View All First 1 of 1 Last

Description C/S Pct C/S Direct

Distribution Totals 100.00 20,000.00

OK Cancel

Cost Sharing must be done to each Budget Item line that is non-billable through the Customer (revenue) Contract. When a Budget item is properly Cost Shared, no amount will exist in the Sponsor (billable) Direct Fields for the line, rather the amount will show in the fields for Institution Cost Share.

- Click Save when all Budget Item details have been entered and Cost Shared.

Enter Budget Detail

Proposal NEW_GRANT Currency USD

Version V101 Start Date 10/01/2016 End Date 12/31/2017

Title Grant Title Modular?

Project ID ENNEWPROJECT Budget Period 1

Budget ID STATE Start Date 10/01/2016 End Date 12/31/2017

View FA Rate

Personalize | Find | First 1-5 of 5 Last

Details, CostShare, Justification

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share	
10	LABOR_S	Salaries and Wages		20,000.00	0.00	Cost Share	<input type="checkbox"/>	20,000.00		
20	FRINGE	Employee Benefits		6,667.00	0.00	Cost Share	<input type="checkbox"/>	6,667.00		
30	TRAVEL	Travel		3,333.00	0.00	Cost Share	<input type="checkbox"/>	3,333.00		
40	SUPPLIES	Supplies		16,667.00	0.00	Cost Share	<input type="checkbox"/>	16,667.00		
50	GRANTS	Grants and Subsidies		33,333.00	0.00	Cost Share	<input type="checkbox"/>	33,333.00		
Sponsor Direct				0.00	Sponsor F&A		0.00	Total Sponsor Budget		0.00
Institution Cost Share				80,000.00	Institution Cost Share F&A		0.00	Total Inst C/S Budget		80,000.00
Third Party Cost Share				0.00	Total TP C/S Budget		0.00			
Total Direct				80,000.00	Total F&A		0.00	Total Budget		80,000.00

Return To Maintain Proposal

Important note: As a double check always click on the Proposal main page to make sure the amount of the Target Sponsor Budget is the total amount being funded by the Award document.

Proposal ID NEW_GRANT Version ID V101
 Description Description Currency USD Add to My Proposals
 Reference Award Number FEIN 1234 Federal Award Identification Number FEIN 1234

*Title New Grant
 Long Description [254 characters remaining]
 *PI ID 00123078 Tamble Jr, Richard J
 *Sponsor ID GR0000000000 US DEPT OF ENERGY TN
 Pre-Award Administrator [Search]
 Purpose [Search]
 *Proposal Type New
 Confidence % [Search]
 CFDA 81.214 [Search]

Status
 *Proposal Status Draft
 Submit Status: Not Submitted
 Generate Status: Not Generated
 In Approval Process

Facilities & Admin Requested
 Foreign Application/Component
 NIH Modular Grant

Due By Budget Express Additional Information

*Start Date 10/01/2016 *End Date 12/31/2020 No. Periods [] Build Periods

Budget Periods				Personalize Find [] [] []	First 1 of 1 Last
Period	*Start Date	*End Date	Target Sponsor Budget		
1	10/01/2016	12/31/2020	1,556,305.00	[+]	[-]
			Target sponsor budget	1,556,305.00	

Section 3.1.2 - Submit the Proposal

- Navigation:
 - FSCM> Grants> Proposals> Submit Proposal.
- Enter Business Unit and select the Proposal that needs to be submitted.

Submit Proposal
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [] 32701 [Search]
 Proposal ID: [begins with] NEW [Search]
 Version ID: [begins with] [Search]
 PI ID: [begins with] [Search]
 Sponsor ID: [begins with] [Search]
 Type: [] [Search]
 Status: [] Draft [Search]
 Department ID: [begins with] [Search]
 Short Title: [begins with] [Search]
 Template Proposal: [begins with] [Search]

Case Sensitive
 Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

Business Unit	Proposal ID	Version ID	PI ID	Sponsor ID	Type	Status	Department ID	Short Title	Template Proposal
32701	NEW_GRANT	V101	00123078	GR0000000000009	New Draft		32734	Grant Title N	

- To submit the Proposal, change the Submit Status from “Not Submitted” to “Submitted” and click Save.
- Once submitted, a submitted date is populated to the page. Click on the Notify button to send an

email to the appropriate agency personnel that the Proposal has been submitted and needs to be generated. Use the Review Checklist, Attachment 3B, before “Generate the Award” is done.

Submission | Official

Proposal ID NEW_GRANT Title Grant Title
Version ID V101 PI Name Tamble Jr, Richard J

Proposal Status Draft *Submit Status Submitted

Proposal Valid From Received [] by [] Transmission By []

Sponsor Proposal ID []

Sponsor US DEPT OF ENERGY TN
Location []

Submitted On []

[Return To Maintain Proposal](#)

Save Return to Search Notify

Submission | Official

Once a Proposal is “submitted”, it is ready to be “generated.” When in the “submitted” status, changes can still be made if moved back to “not submitted” status and saved. If changes were made, it would be necessary to go through the “Proposal Submission” process again.

Section 3.1.3 - Generate the Award

Generating an Award translates the Proposal to the Customer (revenue) Contract.

- Navigation:
 - FSCM>Grants>Proposals>Generate Award.
- Enter Business Unit and click Search.
- Select the Proposal to be generated.

Generate Award
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [] 32701

Proposal ID: []

Version ID: []

Empl ID: []

Sponsor ID: []

Proposal Type: []

Proposal Status: []

Department: []

Short Title: []

Case Sensitive
Limit the number of results to (up to 300): [300]

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Business Unit	Proposal ID	Version ID	Empl ID	Sponsor ID	Proposal Type	Proposal Status	Department	Short Title
32701	ENFY15DD032738	V101	00148737	GR00000000000000	New	Submitted	32735	DEPARTMENT OF DEFENSE FY15
32701	ENFY15DD032738	V101	00148737	GR00000000000000	New	Submitted	32738	DEPARTMENT OF DEFENSE FY15
32701	NEW_GRANT	V101	00123078	GR00000000000009	New	Submitted	32734	Grant Title

An example follows:

Generate Award

From Proposal NEW_GRANT To Award NEW_GRANT

From Version V101 Pre-award Spending Add to Grants Portal Security?

Project Primary Project Find | View All First 1 of 1 Last

From Project ENNEWPROJECT Project ID Title Project ENNEWPROJECT

Budget Personalize | Find First 1-2 of 2 Last

	From Budget	Activity	Description
<input checked="" type="checkbox"/>	FEDERAL	FEDERAL	Federal Funding Source
<input checked="" type="checkbox"/>	STATE	STATE	State Funding Source

- Click View All to see additional Project IDs and Activity(s). If a Project ID has been created but does NOT need to be generated for the award, uncheck the “From Project” box and that Project ID will not generate for the Award.
- A “Primary” Project ID has to exist in order to generate.
- Once generated, a Proposal cannot be changed.

Notes:

- If an “auto-generated numbered” Project ID is created and saved, the correct Project ID can be added to the proposal as a second project. The correct Project ID should be selected as the “primary Project” by marking the checkbox. If the “auto-generated numbered” Project ID is also marked as the Primary on the Location page (tab), the new Project ID would need to be marked as the Project ID with the “Primary” location as the following example shows.

Proposal Project Find | View-1 First 1-2 of 2 Last

Project ID: 00000000005400 Primary

*Title: FFY14 TANF Direct FOR COMMUNITY SERVICES

Long Description:

*Department: Child Care Benefits Dept Contact:

*Subdivision: Diversion Payment Child Care Dept Rep:

*Institution: Department of Human Services Other Contacts Department Credit

SPO: SPO Contact:

Department	Location	Comments	Percent Share
Diversion Payment Child Care			100.00

Project Percent Share: 100.00

Project ID: HS00TANDIR00A15 Primary

- If the Project ID budget has been entered, the “auto-generated Project ID” can’t be deleted from the proposal. However, when the submitted Proposal is generated, the “auto-generated project ID” can be unchecked on the Award Generate page, and it will not be created in the Award ID and Customer (revenue) Contract.
- If the Grant Proposal is generated with an “auto-generated” Project ID, the correct Project ID can be added using the bluebird method. The Edison FSCM team will delete the “auto-generated” Project ID except when it is associated to business unit/agency 40100 (TN Department of Transportation).
- Click the Generate button.

Section 3.1.4 - Update Award Profile

The Award Profile houses the Attributes associated to the Grant Award (reference Part 2) and the documentation associated to the Grant Award/Customer (revenue) Contract.

- Navigation:
 - FSCM>Grants>Awards>Award Profile.
- Enter Business Unit and Award ID and click on Search.
- Select the desired Award ID.

Award Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [32701] [Q]
Award ID: [begins with New] [Q]
Project: [begins with] [Q]
Description: [begins with] [Q]
PI ID: [begins with] [Q]
Proposal ID: [begins with] [Q]

Case Sensitive
Limit the number of results to (up to 300): [300]

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1 of 1 | Last

Business Unit	Award ID	Project	Description	PI ID	Proposal ID
32701	NEW_GRANT	ENNEWPROJECT	Grant Title	00123078	NEW_GRANT

Find an Existing Value | Add a New Value

- Click on the Attributes hyperlink at the bottom.

Award ID: NEW_GRANT

Reference Award Number: Notice of Award | Federal Award Identification Number: FEIN number XXXXX

Title: Grant Title

Long Description: Grant Long Description [2]

Award PI: Tamble Jr, Richard J [Q] Reporting Role

Sponsor: US DEPT OF ENERGY TN

Post Award Administrator: [Q]

Purpose: [Q]

Status: Accepted [v]

Award Type: Grant [v]

CFDA: 81.041 [Q]

Proposal ID: NEW_GRANT [Q]

Version ID: V101 [Q]

Start Date: 10/01/2016 [B]

End Date: 12/31/2017 [B]

Attachments

View Contract | View Proposal | Additional Information | Grant Administrator | Sponsor Website

Primary Project PI: Tamble Jr, Richard J

PC Business Unit	Project	Description
32701	ENNEWPROJECT	Project ID Title

Go To: Sponsor | Protocols | **Attributes** | Department Credit | Notepad | Award Modifications | Supplemental Data

- Click on the blue plus sign to add needed Attributes.
- Click on the lookup icon to the right of the Attribute Type and select the Attribute(s) needed for SEFA reporting. See separate Division of Accounts SEFA reporting instructions.
- Click on View All to see Attributes
- Click Save.

- Click on the Award tab and click the Attachments link.

- Click on the Add Attachment button.

Edison will allow Excel, Word, Adobe (PDF), or scanned document(s) to be attached to the grant. It is best practice to attach the original Proposal, the Notice of Grant Award received and amendments

issued during the lifetime of the grant award.

FMS-7435

Tn Gr Attachments

Business Unit 32701 Award ID NEW_GRANT

View	File Name	TN Attachment Uploader	Uploader's Name	DateTime Created
View	90FD018804_NonCompeteContinuation-Demonstration_Proj.pdf	maryl0117001	Mary L Goins	03/31/2016 3:00:48.607818PM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment](#) Document 90FD018804_NonCompeteContinuation-Demonstration_Proj.pdf Successfully uploaded

Section 3.1.5 - Finalize Project Budget

- Navigation:
 - FSCM>Grants>Awards>Project Budgets.
- Enter Business Unit and Project ID and click on Search.

Project Budgets

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit: [=] 32701

Project: [begins with] ENNEWPROJECT

Budget Plan ID: [=]

Budget Period: [begins with]

Budget Type: [=]

Description: [begins with]

Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- The Budget Item, Fund, Department (5 digit), Account (5 digit), Location CF, Activity, Analysis Type and Amount are all required fields and will default into the budget. All should be reviewed.
- The most common required change is the Fund. For example, if the Business Unit/Agency has multiple funds, the Fund will need to be changed since only one Fund value defaults. If revisions are needed after the budget is finalized, corrections should be made by adding lines and finalizing again and then subtracting lines and finalizing another time.
- An un-finalized budget has open boxes, not greyed out as they would appear when finalized.

Note: The following screen shots reflect a smaller personalized view of the Project ID's budget. See separate document on Personalizing the Project Budget.

Budget Detail

Project ENNEWPROJECT Project ID Title

Budget Period 1 Begin Date 10/01/2016 End Date 12/31/2017 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$80,000.00 Currency USD Total Budget \$320,000.00
 Sponsor Budget \$240,000.00 Security Status None

Budget Amounts for Period Personalize | Find | View All | First 1-11 of 11 Last

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Amount
F&A_COSTS	11000	32734	89040	19010	FEDERAL	BUD	19,720.00
FRINGE	11000	32734	70200	19010	FEDERAL	BUD	20,000.00
GRANTS	11000	32734	71300	19010	FEDERAL	BUD	100,000.00
LABOR_SALARY	11000	32734	70100	19010	FEDERAL	BUD	60,000.00
SUPPLIES	11000	32734	70900	19010	FEDERAL	BUD	30,280.00
TRAVEL	11000	32734	70300	19010	FEDERAL	BUD	10,000.00
FRINGE	11000	32734	70200	19010	STATE	CBU	6,667.00
GRANTS	11000	32734	71300	19010	STATE	CBU	33,333.00
LABOR_SALARY	11000	32734	70100	19010	STATE	CBU	20,000.00
SUPPLIES	11000	32734	70900	19010	STATE	CBU	16,667.00
TRAVEL	11000	32734	70300	19010	STATE	CBU	3,333.00

Save Return to Search Notify

- Click on the Grants Detail tab to see which lines have been Cost Shared – note the Cost Sharing box is checked.

Budget Detail

Project ENNEWPROJECT Project ID Title

Budget Period 1 Begin Date 10/01/2016 End Date 12/31/2017 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$80,000.00 Currency USD Total Budget \$320,000.00
 Sponsor Budget \$240,000.00 Security Status None

Budget Amounts for Period Personalize | Find | View All | First 1-11 of 11 Last

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Facilities and Administration	Cost Sharing
F&A_COSTS	11000	32734	89040	19010	FEDERAL	BUD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRINGE	11000	32734	70200	19010	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
GRANTS	11000	32734	71300	19010	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
LABOR_SALARY	11000	32734	70100	19010	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLIES	11000	32734	70900	19010	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
TRAVEL	11000	32734	70300	19010	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
FRINGE	11000	32734	70200	19010	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRANTS	11000	32734	71300	19010	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LABOR_SALARY	11000	32734	70100	19010	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SUPPLIES	11000	32734	70900	19010	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TRAVEL	11000	32734	70300	19010	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Click Finalize and this message will appear. Click OK.



- Click on Process Monitor hyperlink and Refresh until Run Status is Success and Distribution Status is posted.

- Click on the Details hyperlink.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	23947851		Application Engine	PC_WRAPPER	maryl0117001	03/31/2016 3:21:54PM CDT	Success	Posted	Details

- Click on the Message Log hyperlink.

Request Created On 03/31/2016 3:21:54PM CDT [Parameters](#) [Transfer](#)
 Run Anytime After 03/31/2016 3:21:54PM CDT [Message Log](#) [View Locks](#)
 Began Process At 03/31/2016 3:22:14PM CDT [Batch Timings](#)
 Ended Process At 03/31/2016 3:24:17PM CDT [View Log/Trace](#)

- Click on the “Message Log” hyperlink, click View All and verify the number of Row(s) Edited with No Errors and the number of Row(s) Loaded equal. You may see a lot of other warnings which can be ignored for budget finalization purposes. If there are errors in the budget creation, please contact Division of Accounts Grant Accounting Group.

10	3:24:03PM	0 Row(s) were Edited with Errors	Explain
10	3:24:03PM	11 Row(s) were Edited with No Errors	Explain
10	3:24:03PM	11 Row(s) were Loaded	Explain

Section 3.1.6 - Customer (revenue) Contract Adjustments and Activation

- Navigation:
 - FSCM>Customer Contracts> Create and Amend> General Information.

General Information
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = 32701
 Contract: begins with
 Description: begins with
 Sold To Customer: begins with
 Customer Name: begins with
 Contract Status: begins with
 Processing Status: Pending
 Contract Type: begins with
 Contract Classification: =
 Region Code: begins with
 Contract Administrator: begins with
 Master Contract #: begins with

Case Sensitive
 Limit the number of results to (up to 300): 300

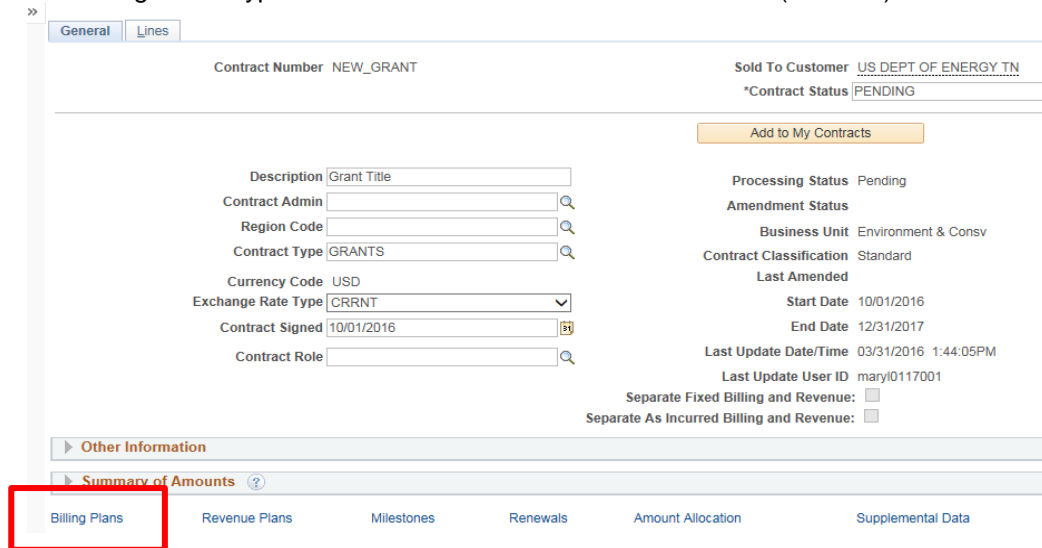
Search Clear Basic Search Save Search Criteria

Search Results
 View All

Contract	Description	Sold To Customer	Customer Name	Contract Status	Processing Status	Contract Type
ENEXNTDECOPER	ENEXNTDECOPERATIONS	GR000000000109	TN DEPT OF ENVIRONMENT AND CONSERVATION	PENDING	Pending	GRANTS
NEW_GRANT	Grant Title	GR000000000009	US DEPT OF ENERGY TN	PENDING	Pending	GRANTS

- Type in Contract name or Search by “Processing Status” (choose “Pending” from the dropdown) on the Find Existing Value tab.

- Select the Customer (revenue) Contract requiring completion.
- Click on the Billing Plans hyperlink on the General Tab of the Customer (revenue) Contract.



Contract Number NEW_GRANT Sold To Customer US DEPT OF ENERGY TN
 *Contract Status PENDING

Add to My Contracts

Description Grant Title Processing Status Pending
 Contract Admin [] Amendment Status
 Region Code [] Business Unit Environment & Conserv
 Contract Type GRANTS Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Start Date 10/01/2016
 Contract Signed 10/01/2016 End Date 12/31/2017
 Contract Role [] Last Update Date/Time 03/31/2016 1:44:05PM
 Last Update User ID maryl0117001
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information
 Summary of Amounts ?

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

- Click on the Plan "B101" hyperlink on the Assign Billing Plan page.

Assign Billing Plan
 Contract NEW_GRANT Grant Title
 Sold To Customer US DEPT OF ENERGY TN

Contract Lines to be Assigned / Unassigned						
Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description
<input type="checkbox"/> 1	AS_INCURRED	As Incurred		Rate	B101	Grants As Incurred

- In the Billing Defaults Overrides section:
 - Enter the Invoice Form: "GM_GEN"
 - Enter the Bill by ID: "GM_CASH"
- Leave all other fields on this page as defaulted in or blank. The Billing Plan will become "Ready" when the Customer (revenue) Contract status is made "Active."

Billing Plan General Assign

[Billing Plan General](#) | [Events](#) | [Tax Parameters](#) | [History](#)

Contract NEW GRANT BI Unit 32701
 Sold To Customer GR00000000000009 US DEPT OF ENERGY TN Bill To GR00000000000009 US DEPT OF ENERGY TN
 Billing Plan B101 Grants As Incurred Currency USD

Description *Billing Status Actions
 Billing Method Ready at Activation

Customer Information

BI Unit Environment & Conserv
 *Bill To Customer US DEPT OF ENERGY TN
 Addr Num
 Bill To Contact

Transaction Options

Bill Currency

Retainage Options

Items previously held as Retainages

Bill
 Write-off
 Hold

Billing Options

Bill Type Pre Approved
 Bill Source Direct Invoice
 Summarization Template ID
 Purchase Order

[Billing Header Note](#)
 [Internal Notes](#)
 [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form
 Cycle ID
 Bill By ID
 Payment Method

[View Customer Defaults](#)
 Grants Cash Bill by Award

Payment Terms
 Billing Inquiry
 Billing Specialist
 Billing Authority

Letter of Credit Information

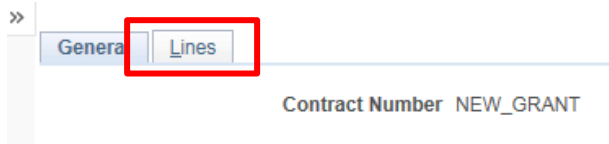
Letter of Credit ID

View All | of 1 | First | Last

Contract Line Num	Letter of Credit Document ID	Subaccount ID	LOC Doc ID End Date	Inactive Doc ID
1				<input type="checkbox"/>

Return to Assign Billing Plan

- Click Save.
- Click the “Return to Assign Billing Plan” hyperlink at the bottom.
- Click the “Return to General Information” hyperlink at the bottom.
- Review and make changes needed to the Billing Limit and Accounting Rate Set.
- Click on the Lines tab.



- Click on the “Detail” tab in the Contract Lines section.
- Click on the “Contract Terms” hyperlink.

Contract Lines							
General		Detail	LQC Detail	Billing Amount Details	Revenue Amount Details		
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms
▼ Actions	1	AS_INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms

- When reviewing the Related Projects page, the Project ID and Activities are both reflected on the Contract; however, the Billing Limit should only reflect the amount due from the Sponsor/Customer of the Grant/Contract.

Related Projects

Contract Number NEW_GRANT Sold To Customer US DEPT OF ENERGY TN
 Amendment Number Contract Status PENDING

Contract Line 1 Price Type Rate
 Product AS_INCURRED
 Description As Incurred

PC Business Unit 32701 Transaction Limits Review Limits

Billing Limit 240,000.00
 Revenue Limit 240,000.00 Retainage ID
 Discount ID Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 01/01/1900	Active	Rate Set	68001 Rate Set

Associated Projects & Activities Personalize | Find | First 1-2 of 2 Last

*Project	*Activity	Description	Description
<input type="radio"/> ENNEWPROJECT	FEDERAL	Project ID Title	Federal Funding Source
<input type="radio"/> ENNEWPROJECT	STATE	Project ID Title	State Funding Source

Create Project Create Activity All Activities

[Return to General Information](#) Amount Allocation

- The Federal Rate set (68001) will default as the Associated Rates, and the Effective Date defaults as 01/01/1900, this should always be changed to the start date of the Grant. In order to change the Effective Date or the Rate Set, a new line must be added.
- To change the Effective Date, click the blue plus sign next to the Rate Set. The added row will be on the top and will default with the current date as the Effective Date, but this should be changed to the official start date of the Grant.
- Change the Rate Set from 68001 (Federal) if a different Rate Set is needed.

Associated Rates Personalize | Find | First 1-2 of 2 Last

Effective Date	Status	Rate Selection	Rate Set
1 10/01/2016	Active	Rate Set	68001 Rate Set
2 01/01/1900	Active	Rate Set	68001 Rate Set

- Click on Save.
- Click on the "Return to General Information" hyperlink.
- Click on the General Tab.

- Click the lookup icon to the right of Contract (revenue) Status and change the status from “Pending” to “Active.”

Note: When changing the Customer (revenue) Contract status, the following error message may appear, “A Letter of Credit Reference ID is required at the Contract Line level when the Method of Payment is set to “Letter of Credit”. Follow these supplemental steps.

- ❖ Click OK in the message.

- ❖ Click “More” in the lower right hand corner of the General Tab for the Customer (revenue) Contract next to Amount Allocation.
- ❖ Click on dropdown to the right of “More” and select Billing Options.

- ❖ Scroll down and change the radio button from Letter of Credit to Cost Reimbursable and save.

- ❖ Click back on the General Tab and change the Contract Status from “Pending” to “Active.”

General | Lines | Amendments | Billing Options

Contract Number NEW_GRANT
 Amendment Number 0000000000

Sold To Customer: US DEPT OF ENERGY TN
 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Grant Title
 Contract Admin
 Region Code
 Contract Type GRANTS
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 10/01/2016
 Contract Role

Processing Status Active
 Amendment Status
 Business Unit Environment & Conserv
 Contract Classification Standard
 Last Amended
 Start Date 10/01/2016
 End Date 12/31/2017
 Last Update Date/Time 04/01/2016 7:46:13AM
 Last Update User ID maryl0117001

Expenditures can now be incurred on the Grant/Award, and billing is able to be processed. If expenditures occurred before the Customer (revenue) Contract was made active (while in a pending state), the transactions would need to be re-priced by the Edison Grants team via an Edison Help Desk ticket.

Section 3.1.7 – Make Adjustments to Project

- Navigation:
 - FSCM> Grants> Awards> Project.
- Enter Business Unit and Project ID needed.
- Enter the desired Project Type on the General Information page. Refer to Part 2 for the Project Type to be used.
- Click on Save.

General Information | Project Department | Project Costing Definition | Program Management | Manager | Location

Project ENNEWPROJECT Add to My Projects

*Description Project ID Title Program Processing Status Active
 Project Status: Open

*Integration 32701 Integration 32701

Project Type GRANT Grant ←
 Percent Complete 0.00 As Of

Section 3.2 – Creating a Customer (revenue) Contract by copying the Proposal

Another option for creating a Proposal is to copy an existing Proposal. Extreme care should be used when using this method because an auto-generated “Proposal” or auto-generated “Project” will be created by hitting the Enter key at any time while on this page.

Section 3.2.1 - Copy Proposal

If a Customer (revenue) Contract/Grant has consistent values from one Federal year to the next, a Business Unit/agency could use the Copy Proposal method. This method allows for the use of the same information, (Sponsor/Customer, PI, CFDA, allotment, department, etc.) without having to hand key or to select the data. If an agency is planning to use automated indirect cost, the copy proposal method is not recommended.

- Navigation:
 - FSCM>Grants> Proposals>Copy Proposal.
- Enter Business Unit and Proposal ID to be copied and click on Search.
- The Proposal to be copied will be returned.

- On the “Copy Proposal” page, information related to the Proposal that will be copied is on the left, and information for the new Proposal that will be created is on the right.

- Clear the “Next” in the “To Proposal” box. Enter the Proposal/ID desired and TAB out of the field. (DO NOT HIT ENTER)

- Click in the “To Start Date” box. Enter the beginning date of the new Proposal and TAB twice out of the field. **(DO NOT HIT ENTER)** The first “To Start Date” will populate in both places on the screen.

Copy Proposal

From Proposal NEW_GRANT *To Proposal COPYPROPOSAL

From Version ID V101 To Version NEXT

From Start Date 10/01/2016 To Start Date 10/01/2017

From End Date 12/31/2017 To End Date 09/30/2018

Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2016	12/31/2017	10/01/2017	09/30/2018

- The “To End Date” will default as 12 months after the “To Start Date”. Revise the “To End Date” as needed and TAB out of the field. The “To End Date” at the top of the screen will not automatically update but will change to match the entered value when the Proposal has been copied.

Copy Proposal

From Proposal NEW_GRANT *To Proposal COPYPROPOSAL

From Version ID V101 To Version NEXT

From Start Date 10/01/2016 To Start Date 10/01/2017

From End Date 12/31/2017 To End Date 09/30/2018

Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2016	12/31/2017	10/01/2017	12/31/2018

- Click in the “To Project ID” field and clear the word “NEXT”. Enter the new Project ID information and TAB out of the field. **(DO NOT HIT ENTER)**
- When all fields have been completed and the cursor is not in any “open box” field, click on Copy and the new Proposal will be created.

Copy Proposal

From Proposal NEW_GRANT *To Proposal COPYPROPOSAL

From Version ID V101 To Version NEXT

From Start Date 10/01/2016 To Start Date 10/01/2017

From End Date 12/31/2017 To End Date 09/30/2018

Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2016	12/31/2017	10/01/2017	12/31/2018

Project

From Project ID ENNEWPROJECT Project ID Title

Primary Project

To Project ID ENCOPYPROJECT

Copy	From Budget ID	To Budget ID
<input checked="" type="checkbox"/>	FEDERAL	FEDERAL
<input checked="" type="checkbox"/>	STATE	STATE

Copy

When the copy process is complete, the top “To End Date” has been updated and the “Copy” box is now grayed out.

Copy Proposal

From Proposal NEW_GRANT To Proposal COPYPROPOSAL
 From Version ID V101 To Version V101
 From Start Date 10/01/2016 To Start Date 10/01/2017
 From End Date 12/31/2017 To End Date 12/31/2018

Budget Period	From Start Date	From End Date	To Start Date	To End Date
1	10/01/2016	12/31/2017	10/01/2017	12/31/2018

Project: From Project ID ENNEWPROJECT To Project ID ENCOPYPROJECT
 Primary Project

Copy	From Budget ID	To Budget ID
<input checked="" type="checkbox"/>	FEDERAL	FEDERAL
<input checked="" type="checkbox"/>	STATE	STATE

Copy

Section 3.2.2 - Make Adjustments to Copied Proposal

- Navigation:
 - FSCM>Grants>Proposals>Maintain Proposal.
- Enter the Business Unit and newly created Proposal ID.
- Update the “Descriptions” and “Titles” on the Proposal tab (page) and on the Projects tab (page) if necessary.
- Click the Location hyperlink at the bottom and select a Primary location box for one of the projects.

Proposal Project: Project ID ENCOPYPROJECT Title Project ID Title

Location: *Location 0000000000 Description TENNESSEE Foreign Primary Congressional District

- Click on the Budgets tab (page) and revise the Activity Type for the Budget ID/Activity, if needed.
- Save.
- Click the Period 1 hyperlink for each Activity and enter new budget amount(s).
- Save.

Special adjustment for any Cost Shared (non-billable) Budget Item:

If the budget amount in the copied proposal is less than original proposal, the amount entered in the Total Direct field would need to be adjusted. When this is done, an error message will be presented stating that the Total Direct amount cannot be less than the Cost Shared amount.

Message

Total Direct cannot be less than Cost Share Direct. (9395,65)
 The Total Direct amount cannot be less than the sum of Institution Cost Share and Third Party Cost Share.

OK

The easiest way to correct this situation is to add a new line with the same Budget Item (Grants) and delete the original line. The new line would then need to be "Cost Shared".

An example of this follows:

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	LABOR_S	Salaries and Wages		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
20	FRINGE	Employee Benefits		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
30	TRAVEL	Travel		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
40	SUPPLIES	Supplies		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
55	GRANTS	Awards and Subsidies		50,000.00	0.00	Cost Share	<input type="checkbox"/>	50,000.00	
60	TRAINING	Training		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
70	DATA_PR	DProcessing EquipSupL		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
80	PROF_SR	Prof Services by State Ag		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	

Sponsor Direct: 0.00 Sponsor F&A: 0.00 Total Sponsor Budget: 0.00
 Institution Cost Share: 50,007.00 Institution Cost Share F&A: 0.00 Total Inst C/S Budget: 50,007.00
 Third Party Cost Share: 0.00 Total TP C/S Budget: 0.00

If the budget amount in the copied proposal is greater than original proposal, the amount entered in the "Total Direct" field would need to be adjusted.

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
40	SUPPLIES	Supplies		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
55	GRANTS	Awards and Subsidies		75,000.00	25,000.00	Cost Share	<input type="checkbox"/>	50,000.00	
60	TRAINING	Training		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
70	DATA_PR	DProcessing EquipSupL		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
80	PROF_SR	Prof Services by State Ag		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	

Sponsor Direct: 25,000.00 Sponsor F&A: 0.00 Total Sponsor Budget: 25,000.00
 Institution Cost Share: 50,007.00 Institution Cost Share F&A: 0.00 Total Inst C/S Budget: 50,007.00
 Third Party Cost Share: 0.00 Total TP C/S Budget: 0.00
 Total Direct: 75,007.00 Total F&A: 0.00 Total Budget: 75,007.00

With the addition to the Total Direct amount, the Cost Share Percent will be recalculated based on the new amount entered. The Cost Share Percent needs to be adjusted. Click on the Cost Share link.

Cost Share

Budget Period: 1 Start Date: 10/01/2014 End Date: 12/31/2016

Budget Line Number: 55 Budget Item: GRANTS Awards and Subsidies

Cost Sharing

Total Direct: 75,000.00 Cost Share Percent: 66.67

Sponsor Direct: 25,000.00 Cost Share Direct: 50,000.00

Cost Sharing Distribution

Institution: Administration C/S Pct: 100.00 C/S Direct: 50,000.00

- Click in the Cost Share Percent and change this to 100 to fully cost share the amount and click OK.

A message will be presented that the cost share percent lines will be prorated across distribution lines. Click "Yes" and the amount will be changed to the total amount that should be "Institution Cost Share."

Message

Prorate new cost sharing amount across existing distribution lines?
(9395,108)

Select Yes if you want to prorate the new cost sharing amount across existing distribution lines. The new amount will be spread in proportion to the existing distribution amounts.

Yes No

edison Home

Favorites Main Menu > FSCM > Grants > Proposals > Maintain Proposal

My Page Resources Payroll HR Benefits T&L ELM Finance Procurement Logistics Training My Links Select C

Version: V101 Start Date: 10/01/2014 End Date: 12/31/2016

Title: IL OLDER BLIND FY 15

Project ID: HSVRINDPLIOB15 Budget Period: 1

Budget ID: STATE Start Date: 10/01/2014 End Date: 12/31/2016 View FA Rate

Details, CostShare, Justification

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10	LABOR_S	Salaries and Wages		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
20	FRINGE	Employee Benefits		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
30	TRAVEL	Travel		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
40	SUPPLIES	Supplies		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
55	GRANTS	Awards and Subsidies		75,000.00	0.00	Cost Share	<input type="checkbox"/>	75,000.00	
60	TRAINING	Training		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
70	DATA_PR	DProcessing EquipSupL		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	
80	PROF_SR	Prof Services by State Ag		1.00	0.00	Cost Share	<input type="checkbox"/>	1.00	

Sponsor Direct: 0.00 Sponsor F&A: 0.00 Total Sponsor Budget: 0.00

Institution Cost Share: 75,007.00 Institution Cost Share F&A: 0.00 Total Inst C/S Budget: 75,007.00

Third Party Cost Share: 0.00 Total TP C/S Budget: 0.00

Total Direct: 75,007.00 Total F&A: 0.00 Total Budget: 75,007.00

- Click Save.

Note: The Sponsor Direct fields should total zero since all of the State Activity budget will be Institution Cost-Shared.

- Click Return to Maintain Proposal and Save.

Section 3.2.3 - Complete Copied Proposal

Once the Proposal has been copied, refer to the following steps in Section 3.1 to generate the award.

Section 3.1.2 Submit the Proposal

Section 3.1.3 Generate the Award

Section 3.1.4 Update Award Profile

Section 3.1.5 Finalize Project Budget

Section 3.1.6 Customer (revenue) Contract Adjustments and Activation

Section 3.1.7 Make Adjustments to Project

Section 3.3 – Creating a Customer (revenue) Contract (Bluebird Method)

The Bluebird method is a manual process for creating a Customer (revenue) Contract and should only be used when the following circumstances exist:

- 1) The intention is to associate the new Customer (revenue) Contract with an existing Project ID (i.e., Funding is from two billable funding sources) or
- 2) The Customer (revenue) Contract is for a system development or capital projects fund project. (for the creation of these type of Projects see the Edison Project Costing Training Manual)

When the Bluebird method is used, the Customer (revenue) Contract is created without using the Proposal. In this case, the Project ID must exist before the Customer (revenue) Contract or Award Profile ID is created.

Note: For the following situation, begin with Section 3.3.3:

- If the Project and Activity were created through the Proposal method, but the Customer (revenue) contract and Award Profile ID were not.

Section 3.3.1 - Create Project for the Customer (revenue) Contract

- Navigation:
 - FSCM> Project Costing> Project Definitions> General Information> Add a New Value.
- Enter Business Unit.
- Remove “Next” from the Project field and enter the Project ID.

- Click on Add.

Projects WorkCenter

Main Reports/Queries

My Work

Links

Project Setup

- Project General Information
- Project Activities
- Project Status

Project Budgets

- Project Budget Plan
- Project Budget Detail

General Information

Find an Existing Value Add a New Value

Business Unit: 31601

Project: ADBLUEBIRDDFFY16

Create: Blank Project

Add

- Enter a Description.
- Enter Integration (Same as Business Unit).
- Enter Project Type.
- Enter Start and End Dates.
- Change Project Status to the letter "O" for Open and use the tab key to make the change (i.e. Must hit tab key in order for the change to be effective).

General Information Project Costing Definition Program Management Manager Location Phases Approval Justification User Fields Rates

Project ADBLUEBIRDDFFY16 Add to My Projects

*Description Bluebird Project ID Program

*Integration 31601 Integration 31601

Project Type GRANT Grant

Processing Status Pending

Project Status P Pending/Proposed

Percent Complete 0.00 As Of

Project Health

Health Project Overall Schedule Budget Resources Issues Risks User-Defined

As of Date

Project Schedule

*Calculate Duration Duration in Days 1

*Start Date 07012016 *End Date 06302017 Additional Dates

- Click on Save (don't Save as Template).

General Information | Project Costing Definition | Program Management | Manager | Location | Phases | Approval | Justification | User Fields | Rates | **D**

Project ADBLUEBIRDFY16 Add to My Projects

*Description Bluebird Project ID Program Processing Status Active
Project Status: Open

*Integration 31601 Integration 31601

Project Type GRANT Grant

Percent Complete 0.00 As Of

Project Health ?

Health Project Overall Schedule Budget Resources Issues Risks User-Defined

As of Date

Project Schedule ?

*Calculate Duration Duration in Days 234

*Start Date 07/01/2016 *End Date 06/30/2017 Additional Dates

- Click on the Project Costing Definition Tab.
- In the Options section, check the box next to Standard Activities to be able to select from the list of "Standard" Activities when creating the Project.

Project ADBLUEBIRDFY16 Description Bluebird Project ID

System Fields *FS_08 SetID SHARE System Source PPC

Project Currency ? Currency Code USD Rate Type CRRNT Effective Date Default Accounting Date

Options ? Standard Activities Allow Interest on Subcontract

Enforce Team ? Do Not Enforce Project Team Only Project and Activity Team Project Resource Pools Only Project Activity Resource Pool

Analysis Group Options ? Cost Budget BUD Revenue Budget RBUD Actual Cost PSCST Actual Revenue PSREV Forecast Cost EAC Forecast Revenue FREV

Percent Complete ? *Calculation Method Manual *Summary Method None *Retain History Weekly

Projects Utilities Project Tree...

Funds Distribution ? Group Target Definitions

Profitability Analysis Groups ? Actual Margin = Actual Revenue PSREV - Actual Cost PSCST Forecast Margin = Forecast Revenue FREV - Forecast Cost EAC

- Click Save.
- Click on the Location tab.
- Enter the Effective Date as the Begin Date of the Project ID.
- Click in the Location Code lookup and select the generic Location for Projects 0000000000.
- Click Save.

Project ADBLUEBIRDFY16 Description Bluebird Project ID

Location Find | View All First 1 of 1 Last

*Effective Date 07/01/2016 x [calendar icon]
 Location Code 0000000000 [search icon]

Sequence 1
 Description TENNESSEE

Country USA - United States

Address 1 STATE OF TENNESSEE
 Address 2
 Address 3

City ALL
 County ALL Postal 99999
 State TN Tennessee

Section 3.3.2 - Create Activity for each Project for the Customer (revenue) Contract

- Click the Project Activities hyperlink.

My Projects Project Valuation Resources **Project Activities**

Project Activities Gantt Chart

Project ADBLUEBIRDFY16 Description Bluebird Project ID Processing Status Active Charging Level Detail

Number Rows 1 Expand All Subtasks

Project Activities Personalize Find | View All First 1 of 1 Last

Schedule More Dates **Details** User Fields

Select	WBS ID	Name	*Activity	Duration (day)	*Start Date	*End Date	Calculate	Percent Complete
<input type="checkbox"/>	1		[lookup icon]		07/01/2016 [calendar icon]	07/01/2016 [calendar icon]	Duration	0.00

Recalculate Schedule Save as Template

Return to General Information Save Return to Search Notify Refresh

- Use the look up feature to enter the Activity in the Activity Field (second box).
- Enter Start and End Dates.
- Click on the Details tab (page).
- Enter the Activity Type for the Activity.

Project Activities Gantt Chart

Project ADBLUEBIRDFY16 Description Bluebird Project ID Processing Status Active

Number Rows 1 Expand All Subtasks

Project Activities Schedule More Dates **Details** User Fields

Select	WBS ID	*Activity Name	Activity Type
<input type="checkbox"/>	1		FED [lookup icon]

- Click Save.
- If additional Activities are needed, check the Select box on the Schedule tab (page). Click on the icon with a black arrow to its left (Add) to add rows needed. Follow the above step for each additional

Activity needed.

Notes:

- The Activity Name or description will default for each Standard Activity.
- If a Non-Standard Activity is used, the Activity Name (description) field must be entered and it is highly recommended to be the same as the Activity.

Following are screen shots of an example of two Standard Activities which have been entered:

Project ADBLUEBIRDDFFY16 Description Bluebird Project ID Processing Status Active Charging Level Detail

Number Rows 1 Expand All Subtasks

Select	WBS ID	*Activity Name	*Activity	Duration (Days)	*Start Date	*End Date
<input checked="" type="checkbox"/>	1	Federal Funding Source	FEDERAL	34	07/01/2016	06/30/2017
<input type="checkbox"/>	2	State Funding Source	STATE	34	07/01/2016	06/30/2017

Project ADBLUEBIRDDFFY16 Description Bluebird Project ID Processing Status Active

Number Rows 1 Expand All Sub

Select	WBS ID	*Activity Name	Activity Type
<input checked="" type="checkbox"/>	1	Federal Funding Source	FED
<input type="checkbox"/>	2	State Funding Source	STATE

Section 3.3.3 - Create the Customer (revenue) Contract

- Navigation:
 - FSCM> Customer Contracts> Create and Amend General Information.
- Click the tab “Add a New Value.”
- Enter Business Unit.
- Remove “NEXT” in the Contract field and enter desired value.
- Enter the Customer/Sponsor in the “Sold To Customer” field.
- Leave the Contract Classification as “Standard”.

General Information

Find an Existing Value Add a New Value

Business Unit: 31601

Contract: BLUEBIRDCONTRACT

Sold To Customer: GR000000000025

Contract Classification: Standard

Separate Fixed Billing and Revenue:

Separate As Incurred Billing and Revenue:

Add

- Click the “Add” button.
- Enter a Description which can be up to twenty (20) alpha/numeric characters including spaces. Commas, percent signs, or special characters should not be used. This will be the same description as you will be entering for the Award ID Title in the Award Profile.

General Lines

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES

*Contract Status IN NEGOTIATION

Copy From Contract Add to My Contracts

Description

Region Code

Contract Type GRANTS

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 04/01/2016

Contract Role

Processing Status Pending

Amendment Status

Business Unit Comm Children & Youth

Contract Classification Standard

Last Amended

Last Update Date/Time

Last Update User ID

Separate Fixed Billing and Revenue:

Separate As Incurred Billing and Revenue:

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Notify Add Update/Display

Contract Number BLUEBIRDCONTRACT

Copy From Co

Description Bluebird Contract Description

- Click Save.
- Click on the Lines tab (page).
- Click on “Add Contract Lines” to add a Contract Line.

General Lines

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES

Contract Status IN NEGOTIATION

Add Contract Lines Add Default Kit

Contract Lines

General Detail Billing Amount Details Revenue Amount Details Deferred Revenue Renewals

Actions	Line	Product	Description	Price Type	Bundle	Product Kit	Start Date	End Date
Actions								

- Click on Search

General Information
Add Contract Lines

Search ?

Product Group Product Kits
 Product Renewable
 Product Description
 Price Type
 Physical Nature

[Create Adhoc Product](#) [Return to Contract Lines](#)

- Check the “As_Incurred” Product Box and click the “Add Contract Lines” box; don’t enter any additional information or change boxes that are checked.

General Information
Add Contract Lines

Search ?

Product Group Product Kits
 Product Renewable
 Product Description
 Price Type
 Physical Nature

Search Results ?

General | Templates

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type
<input type="checkbox"/> 1 AS_INCURRED	As Incurred	Rate	Services	N	None
<input type="checkbox"/> 2 FIXED_MILESTONE	Fixed Amount - Milestone	Amount	Services	N	None

Select All Clear All

Create Plans from Template

Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates

Billing Plans
 Revenue Plans

 [Create Adhoc Product](#) [Return to Contract Lines](#)

Note: Beside the Search button, 1 line has been added to the contract.

General Information
Add Contract Lines

Search ?

Product Group Product Kits
 Product Renewable
 Product Description
 Price Type
 Physical Nature

1 line(s) have been added to the contract

[Create Adhoc Product](#) [Return to Contract Lines](#)

- Click on the “Return to Contract Lines” hyperlink.
- Enter the “Start and End Dates” for the Customer (revenue) Contract.

Contract Number BLUEBIRD_CONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
Contract Status IN NEGOTIATION

Contract Lines

Actions	Line	Product	Description	Price Type	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	AS_INCURRED	As Incurred	Rate				Active	Supplemental Data

Buttons: Save, Notify

- Click Save.
- Click on Detail page.

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
Contract Status IN NEGOTIATION

Contract Lines

Actions	Line	Product	Description	Price Type	Bundle	Start Date	End Date	*Status
▼ Actions	1	AS_INCURRED	As Incurred	Rate		07/01/2016	06302017	Active

Buttons: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, Supplemental Data

- Click on “Contract Terms” hyperlink which will bring up the Related Projects Page.

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
Contract Status IN NEGOTIATION

Contract Lines

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms
▼ Actions	1	AS_INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms

Buttons: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, Supplemental Data

On the Related Projects Page:

- Enter the PC Business Unit (normally the same as GL Business Unit).
- Enter the Effective Date under the Associated Rates. This is the begin date of the Customer (revenue) Contract.
- Select the proper Rate Set. Reference 2.3 for additional information.

Related Projects

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
 Amendment Number Contract Status IN NEGOTIATION

Contract Line 1 Price Type Rate

Product AS_INCURRED
 Description As Incurred

PC Business Unit Transaction Limits Review Limits

Revenue Limit Retainage ID

Discount ID Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 04/01/2016	Active	Rate Set	Rate Set

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity
<input type="text"/>	<input type="text"/>

Create Project Create Activity All Activities

Return to General Information Amount Allocation

Save Return to Search Notify Refresh Update/Display Include History

- Click in the Associated Projects & Activities section and lookup the billable Project ID(s) and Activity(s) to be associated to a Customer (Revenue) Contract.

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity	Description	Description
ADBLUEBIRDFY16	FEDERAL	Bluebird Project ID	Federal Funding Source

If Project ID has more than one Activity, this will need to be done for each Activity by clicking on the plus sign to add additional Project ID's and Activity(s).

- Click Save.
- Click on the “Amount Allocation” hyperlink.

Related Projects

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
 Amendment Number Contract Status IN NEGOTIATION

Contract Line 1 Price Type Rate
 Product AS_INCURRED
 Description As Incurred

PC Business Unit 31601 Transaction Limits Review Limits
 Billing Limit
 Revenue Limit Retainage ID
 Discount ID Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
07/01/2016	Active	Rate Set	68001

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity	Description	Description
ADBLUEBIRDFY16	FEDERAL	Bluebird Project ID	Federal Funding Source

Create Project Create Activity All Activities

[Return to General Information](#) Amount Allocation

- Enter the Billing Limit in the “Contract Line Pricing” section on the Billing Allocation page. The Billing Limit should reflect the total amount due from the Sponsor/Customer of the Grant/Customer (revenue) Contract. Nothing should be entered into the Total Billing field or the Fixed Billing fields.

Billing Allocation

Contract BLUEBIRDCONTRACT Sold To Customer GR0000000000025 ADMINISTRATION FOR CHILDREN AND FAMILIES
 Business Unit 31601 Currency USD Contract Admin

Contract Billing ?

Total Billing Unallocated Billing 0.00

Fixed Billing ?

Fixed Billing Unallocated Fixed Billing 0.00
 Billing Discounts/Surcharges 0.00 Inclusive Prepays 0.00
 Net Fixed Billing 0.00 Allocation Incomplete

Contract Line Pricing ? Personalize | Find | First 1 of 1 Last

Reprice	Line	Product	Bundle	Price Type	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	AS_INCURRED		Rate	0.00	Limit Check	Actions

Select All Clear All Recalculate

- Click on “Recalculate.” The Allocation box should show “Complete.”

Fixed Billing ?

Fixed Billing		Unallocated Fixed Billing	0.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
Net Fixed Billing	0.00	Allocation	Complete

[Recalculate](#)

Contract Line Pricing ? Personalize | Find | | First 1 of 1 Last

Reprice	Line	Product	Bundle	Price Type	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	AS_INCURRED		Rate	500,000.00	Limit Check	▼ Actions

Select All Clear All [Recalculate](#)

- Click Save.
- Click on “Return to Contract Terms” hyperlink, the Billing Limit and Revenue Limit will both be populated.

Related Projects

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
 Amendment Number Contract Status IN NEGOTIATION

Contract Line 1 Price Type Rate
 Product AS_INCURRED
 Description As Incurred

PC Business Unit 31601 Transaction Limits Review Limits
 Billing Limit 500,000.00 Retainage ID
 Revenue Limit 500,000.00 Tiered Pricing Tiered Pricing
 Discount ID

Associated Rates Personalize | Find | | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 07/01/2016	Active	Rate Set	68001 <input type="text"/> Rate Set

Associated Projects & Activities Personalize | | First 1 of 1 Last

*Project	*Activity	Description	Description
<input type="radio"/> ADBLUEBIRDFY16	FEDERAL	Bluebird Project ID	Federal Funding Source

- Click on Return to General Information.
- Click on the General tab (page).
- Click on the “Billing Plans” hyperlink.

General | Lines

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
*Contract Status IN NEGOTIATION

Add to My Contracts

Description Bluebird Contract Description
Contract Admin
Region Code
Contract Type GRANTS
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 04/01/2016
Contract Role

Processing Status Pending
Amendment Status
Business Unit Comm Children & Youth
Contract Classification Standard
Last Amended
Start Date 07/01/2016
End Date 06/30/2017
Last Update Date/Time 04/01/2016 3:14:43PM
Last Update User ID maryl0117001
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Other Information

Summary of Amounts ?

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

- Click on the "B101" hyperlink.

Assign Billing Plan

Contract BLUEBIRDCONTRACT Bluebird Contract Description
Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES

Contract Lines to be Assigned / Unassigned Personalize | View All | First 1 of 1 Last

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	AS_INCURRED	As Incurred		Rate	B101	Grants A Incurred	As Incurred	Pending

Select All Clear All

- Enter the Invoice Form: "GM_GEN."
- Enter the Bill By ID: "GM_CASH."
- Leave all other fields on this page as defaulted in or blank. The Billing Plan will become "Ready" when the Customer (revenue) Contract status is made "Active."

[Billing Plan General](#) | [Events](#) | [Tax Parameters](#) | [History](#)

Contract BLUEBIRDCONTRACT BI Unit 31601
 Sold To Customer GR0000000000025 ADMINISTRATION FOR CHILDREN AND FAMILIES Bill To GR0000000000025 ADMINISTRATION FOR CHILDREN AND FAMILIES
 Billing Plan B101 Grants As Incurred Currency USD

Description *Billing Status [Actions](#)
 Billing Method Ready at Activation

Customer Information

BI Unit Comm Children & Youth
 *Bill To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
 Addr Num [+](#)
 Bill To Contact

Transaction Options

Bill Currency

Retainage Options

Items previously held as Retainages

Bill Write-off Hold

Billing Options

Bill Type Pre Approved
 Bill Source Direct Invoice
 Summarization Template ID
 Purchase Order

[Billing Header Note](#) [Internal Notes](#) [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form [View Customer Defaults](#)
 Cycle ID Grants Cash Bill by Award
 Bill By ID [Grants Cash Bill by Award](#)
 Payment Method
 Payment Terms
 Billing Inquiry
 Billing Specialist
 Billing Authority

[Return to Assign Billing Plan](#)

Tolerance Options

Minimum Bill Amount

Final Bill

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

[Billing Plan General](#) | [Events](#) | [Tax Parameters](#) | [History](#)

- Click Save.
- Click the "Return to Assign Billing Plan" hyperlink.
- Click on the "Return to General Information" hyperlink.

Assign Billing Plan

Contract BLUEBIRDCONTRACT Bluebird Contract Description
 Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES

Contract Lines to be Assigned / Unassigned [Personalize](#) | [View All](#) | [Print](#) | [First](#) 1 of 1 [Last](#)

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	AS_INCURRED	As Incurred		Rate	B101	Grants As Incurred	As Incurred	Pending

Select All Clear All

Bill Plan to Assign / Unassign

Billing Plan Billing Plan Template
 Billing Method Bill Plan Detail Template ID
 Description

[Assign](#) Assign selected Lines/Sequences to Billing Plan [Unassign](#) Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

- Click on the General Tab.
- Change the Contract Status from "In Negotiation" to "Active". If an error message is received, refer to 3.1.6 for directions to clear.

General | Lines | Amendments

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
 Amendment Number 0000000000 *Contract Status ACTIVE

Section 3.3.4 - Generate the Award from the Customer (revenue) Contract

- Navigation (if not continuing from previous step):
 - FSCM> Customer Contract> Create and Amend> General Information
- Select the Customer (revenue) Contract which needs an Award to be created.
- Click the arrow beside “Other Information.”
- Click on the “Create Award Profile” button.

General | Lines | Amendments

Contract Number BLUEBIRDCONTRACT Sold To Customer ADMINISTRATION FOR CHILDREN AND FAMILIES
 Amendment Number 0000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Bluebird Contract Description
 Contract Admin
 Region Code
 Contract Type GRANTS
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 04/01/2018
 Contract Role

Processing Status Active
 Amendment Status
 Business Unit Comm Children & Youth
 Contract Classification Standard
 Last Amended
 Start Date 07/01/2016
 End Date 08/30/2017
 Last Update Date/Time 04/04/2016 7:03:35AM
 Last Update User ID mary0117001
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information

Template Contract Parent Contract
 Master Contract Master Contract
 Legal Review Complete Legal Entity 31801
 Credit Check Complete Purchase Order
 Contains Coterminal Lines Proposal ID
 Federal Region Code

Create Award Profile

- This message will appear.

Message

Award Profile successfully created. (9395,503)

This Award can be viewed by clicking the View Award Profile hyper-link.

OK

- Click OK.
- Click on the View Award Profile button.

▼ Other Information

<input type="checkbox"/> Template Contract	Parent Contract
<input type="checkbox"/> Master Contract	Master Contract
<input type="checkbox"/> Legal Review Complete	Legal Entity 31601
<input type="checkbox"/> Credit Check Complete	Purchase Order
<input type="checkbox"/> Contains Cotermination Lines	Proposal ID
	Federal Region Code
	View Award Profile

Section 3.3.5 - Update Award Profile

Certain information in the Award Profile must be manually entered when the Bluebird method is used. If one is continuing from previous section, no navigation is necessary; if not continuing, use the below navigation:

- FSCM>Grants>Awards>Award Profile and search for the Award.

Note: See Section 3.1.1 Step 2 for additional information related to these items.

- Enter the Reference Award Number and Federal Award Identification Number (FAIN).
- Enter a Title (same as the Customer (revenue) Contract description).
- Look up and select an Award PI.
- Look up and select the CFDA number.
- Enter a Start and End date which should be the same dates entered in the Customer (revenue) Contract.
- All other fields on this page can be left blank.

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#) | [Attachments](#) | [FileNet Interface](#)

Award ID BLUEBIRDCONTRACT

Reference Award Number Federal Award Identification Number

Title

Long Description

Award PI Reporting Role

Sponsor ADMINISTRATION FOR CHILDREN AND FAMILIES

Post Award Administrator

Purpose

Status

Award Type

CFDA

Proposal ID

Version ID

Start Date Attachments

End Date

[View Contract](#) | [View Proposal](#) | [Additional Information](#) | [Grant Administrator](#) | [Sponsor Website](#)

- Click on the Funding Tab.
- Click View All if you have multiple Projects.
- Enter the Start and End Dates for each Project in the Funding Info section. These dates should be the same dates as the Project ID. Failure to enter the dates here would prevent the agency from being able to enter the Project budget.

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#) | [Attachments](#) | [FileNet Interface](#)

Award ID BLUEBIRDCONTRACT Award Title Bluebird Contract Title

Reference Award Number Currency USD

Award PI Staley,James A Primary Project PI

Total Award Amount

Funding Info First 1 of 1 Last

Project ADBLUEBIRDFY16 Bluebird Project ID Project PI

Period	*Start Date	*End Date	Funded amount	To Project ID	Budget Posting Status	PC Distribution Status
1	<input type="text" value="07/01/2016"/>	<input type="text" value="06/30/2017"/>		<input type="text" value="ADBLUEBIRDFY16"/>	None	

Go To: [Sponsor](#) | [Protocols](#) | [Attributes](#) | [Department Credit](#) | [Notepad](#) | [Award Modifications](#) | [Supplemental Data](#)

[Return to General Information](#)

- Click on the “Department Credit” hyperlink.
- Enter the Project Department (10 digit number) and enter 100% in the percentage field for each Project.

Department Credit

Project ADBLUEBIRDFFY16 Project PI

Details

Department	Description	Credit %
1 3160100900	Kid's Count	100

- Click on the “Attributes” hyperlink.
- Select the Attributes needed for SEFA reporting. See separate Division of Accounts SEFA reporting instructions.
- Click Save.

Detail

*Attribute Type F Federal Government

Attribute Value

Comments

*Attribute Type C Cash

Attribute Value

Comments

Section 3.3.6 - Update Project Information

- Navigation:
 - Grants>Awards>Project (look up project).
- Select Project.
- Click on Project Department tab (page) and enter desired Institution ID. The Institution is a one-to-one relationship with a business unit and is a required field. F&A or Indirect Cost processing occurs through the business unit’s Institution setup.
- Click in the Subdivision field and enter the ten digit department associated to the Project ID.
- Click in the Department field and enter the five digit budgetary value associated to the Project ID.
- Click in Department Info section and enter the ten digit Department associated to the Project ID and enter 100% in the percentage field.

Business Unit 31601 Project ADBLUEBIRDFY16 Bluebird Project ID

Institution ID CMCY Commission on Children & Youth

Subdivision 3160100900 Kid's Count

Department 31601 Commission on Children & Youth

Contact ID

F&A Requested Contact Details

Department Info Find | View All First 1 of 1 Last

Effective Date 04/04/2016

*Department	Subdivision	Description	Percentage Pledged
3160100900		Kid's Count	100.00

Save as Template Copy Project

Save Return to Search Refresh Add Update/Display

- Click Save.

Section 3.3.7 - Update Project Activity Information for Indirect Cost

- Navigation:
 - Grants> Awards> Project Activity (look up Project ID and Activity) and click on the FA Rates page.
- Add F&A Rates (if applicable).
 - F&A Rates and Bases need to be entered for every billable Activity that should generate F&A (Indirect Cost) pricing. The system uses the rates and bases to allow for the automatic processing of the F&A (Indirect Cost) for transactions using the particular Project ID and Activity.
 - In the F&A Setup section, click the lookup icon to the right of the Rate Type box and look up a valid value for F&A (Indirect Cost) to process. These are unique to a Business Unit/agency.
 - The FA Rate Type selected will default with the current Effective Dated Institution's (Business Unit/agency) FA Base and FA Rate%, Sponsor FA Base and FA Rate%, and Funded FA Base and FA Rate%.
 - The FA Base and FA Rate % would be the most recently approved Federal cognizant F&A/Indirect Cost Rate percentage configured for the Business Unit/agency by the Edison FSCM team.
 - The FA Base and FA Rate % will produce the billable SFA rows in Project Costing which will ultimately recognize revenue and produce a billing.

General Information Definition **FA Rates** Location Attachments Quality User Fields

Project: MHASTLIVBLKAD09 Description: Assisted Living Adults
Activity: FEDERAL Description: Federal Funding Source

F&A Rate Info Find | View All First 1 of 1 Last

Facilities Admin Rate: **CMHS** CMHS Block

Institution
FA Base: **ALLMC** Institution Rate Find | View All First 1 of 1 Last
Eff Date: 07/01/2006 FA Rate %: 5.00

Sponsor
FA Base: **ALLMC** Sponsor Rate Find | View All First 1 of 1 Last
Eff Date: 07/01/2006 FA Rate %: 5.00

Funded
FA Base: **ALLMC** Funded Rate Find | View All First 1 of 1 Last
Eff Date: 07/01/2006 FA Rate %: 5.00

Save Return to Search Previous in List Next in List Add Update/Display Include History

- Click Save.

Section 3.3.8 - Create and Finalize the Project Budget

A budget needs to be created for each Project that was created.

➤ Navigation:

- Click on FSCM> Grants> Awards> Project Budgets.
- Enter Business Unit and Project and click search. It will bring up the Projects Budget Detail page with no Budget Items.
- For each line needed for the Project Budget do the following:
 - Enter the Budget Items needed.
 - The Fund, Dept, Account, and Location CF-Class should default.
 - Using the lookup icon, select the desired Activity(s).
 - Select the Analysis Type for each Budget Item (BUD – billable or CBU – non-billable).
 - Enter an amount for each Budget Item.

Budget Detail

Project ADBLUEBIRDFY16 Bluebird Project ID

Budget Period 1 Begin Date 07/01/2016 End Date 06/30/2017 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$500,000.00 Currency USD Total Budget \$1,000,000.00
 Sponsor Budget \$500,000.00 Security Status None

Budget Amounts for Period Personalize | Find | View All | First | 1-8 of 8 | Last

General | Project Detail | Commitment Control Detail | Grants Detail

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Amount
LABOR_SALARY	11000	31601	70100	19000	FEDERAL	BUD	100,000.00
FRINGE	11000	31601	70200	19000	FEDERAL	BUD	50,000.00
SUPPLIES	11000	31601	70900	19000	FEDERAL	BUD	50,000.00
GRANTS	11000	31601	71300	19000	FEDERAL	BUD	300,000.00
LABOR_SALARY	11000	31601	70100	19000	STATE	CBU	100,000.00
FRINGE	11000	31601	70200	19000	STATE	CBU	50,000.00
SUPPLIES	11000	31601	70900	19000	STATE	CBU	50,000.00
GRANTS	11000	31601	71300	19000	STATE	CBU	300,000.00

- Click on the Grants Detail tab and check the Cost Sharing box for each State Activity. Verify the Cost Share Direct amount in the Project Budget Summary section equals the amount that is not billable on the Customer (revenue) Contract.

Budget Detail

Project ADBLUEBIRDFY16 Bluebird Project ID

Budget Date 1 Begin Date 07/01/2016 End Date 06/30/2017 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$500,000.00 Currency USD Total Budget \$1,000,000.00
 Sponsor Budget \$500,000.00 Security Status None

Budget Amounts for Period Personalize | Find | View All | First | 1-8 of 8 | Last

General | Project Detail | Commitment Control Detail | Grants Detail

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Facilities and Administration	Cost Sharing
LABOR_SALARY	11000	31601	70100	19000	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
FRINGE	11000	31601	70200	19000	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLIES	11000	31601	70900	19000	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
GRANTS	11000	31601	71300	19000	FEDERAL	BUD	<input type="checkbox"/>	<input type="checkbox"/>
LABOR_SALARY	11000	31601	70100	19000	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FRINGE	11000	31601	70200	19000	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SUPPLIES	11000	31601	70900	19000	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRANTS	11000	31601	71300	19000	STATE	CBU	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Return to Search Notify

- If the Project has F&A expense, an F&A Budget Item must be set up and the Facilities and Administration box checked. The value entered in the amount field for the F&A Budget Item would be a calculated value based upon the Business Unit/agency's FA Base Budget Items (i.e. Labor_Salary, Fringe) multiplied by the Business Unit/agency's current FA Rate% approved by the Business Unit/agency's Federal cognizant agency. The Sponsor Budget (total of all billable Budget Items including F&A/Indirect Cost) of the Project ID should be the same value as the billing limit of the Customer (revenue) Contract's awarded amount.
- Click Save after all lines have been added.

Budget Detail

Project ADBLUEBIRDFY16 Bluebird Project ID

Budget Period 1 Begin Date 07/01/2016 End Date 06/30/2017 **Finalize** Process Monitor

Project Budget Summary

Cost Share Direct	\$500,000.00	Currency	USD	Total Budget	\$1,000,000.00
Sponsor Budget	\$500,000.00			Security Status	None

Budget Amounts for Period

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Amount
LABOR_SALARY	11000	31601	70100	19000	FEDERAL	BUD	100,000.00
FRINGE	11000	31601	70200	19000	FEDERAL	BUD	50,000.00
SUPPLIES	11000	31601	70900	19000	FEDERAL	BUD	50,000.00
GRANTS	11000	31601	71300	19000	FEDERAL	BUD	300,000.00
LABOR_SALARY	11000	31601	70100	19000	STATE	CBU	100,000.00
FRINGE	11000	31601	70200	19000	STATE	CBU	50,000.00
SUPPLIES	11000	31601	70900	19000	STATE	CBU	50,000.00
GRANTS	11000	31601	71300	19000	STATE	CBU	300,000.00

The Cost Share Direct Amount (\$500,000) under Project Budget Summary is the total of the STATE activity lines. The Sponsor Budget (\$500,000) is the total of the FEDERAL activity lines. The Total Budget Amount (\$1,000,000) is the overall project budget total.

- Click Finalize to finalize the Budget.

Message

Budget Finalization has been processed. (13100,707)

Click on the Process Monitor hyperlink to view run status.

OK

- Click OK and click on the "Process Monitor" hyperlink.
- When the Process has run to "Success" and "Posted", click on the "Details" hyperlink.

Process List Personalize | Find | View All | [?] | [] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	23950659		Application Engine	PC_WRAPPER	maryl0117001	04/04/2016 7:48:08AM CDT	Success	Posted	Details

- Click on the "Message Log" hyperlink, click View All and verify the number of Row(s) Edited with No Errors and the number of Row(s) Loaded equal. You may see a lot of other warnings which can be ignored for budget finalization purposes. If there are errors in the budget creation, please contact Division of Accounts Grant Accounting Group.

10	7:50:21AM	0 Row(s) were Edited with Errors	Explain
10	7:50:21AM	8 Row(s) were Edited with No Errors	Explain
10	7:50:21AM	8 Row(s) were Loaded	Explain

The Customer (revenue) Contract, Project ID, and budget created from the Bluebird method are now ready to be used for transactions related to expenditures, billing, revenue, and accounts receivable.