GRANTS ACCOUNTING MANUAL

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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.

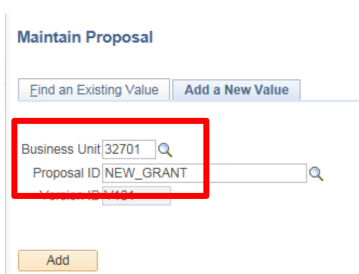
Section 3.1 – Creating a Customer (revenue) Contract by entering the Proposal

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

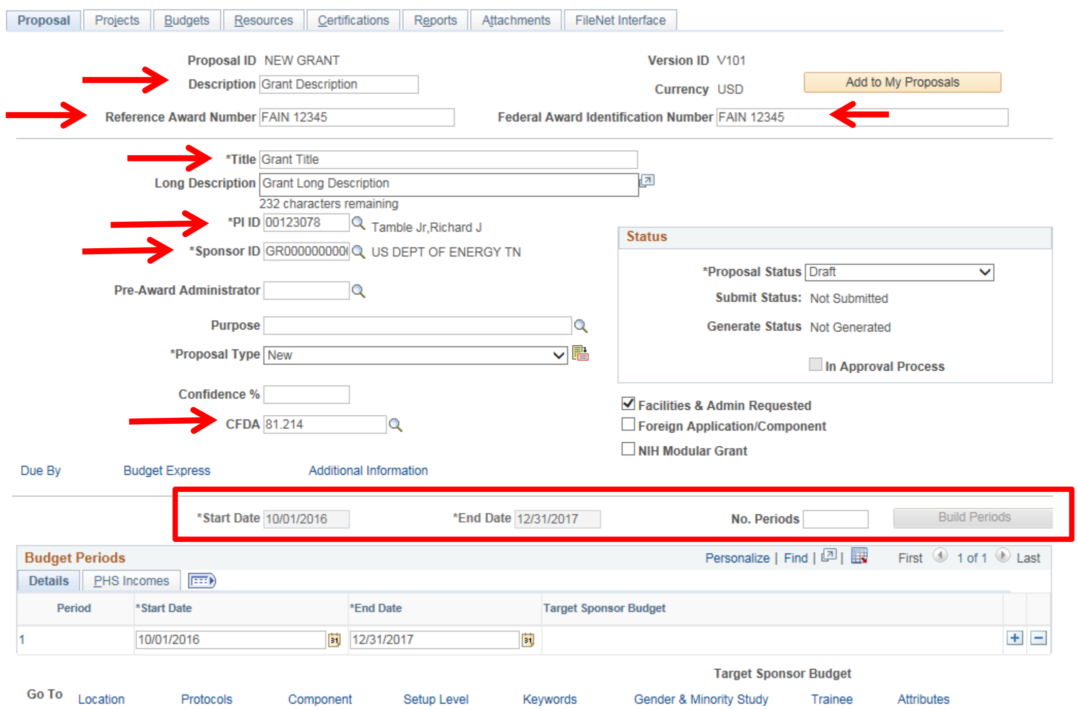
- Navigation:
    - ➢ Click on FSCM> Grants>Proposals>Maintain Proposal> Add a New Value.
- Enter the Business Unit and a Proposal ID. The word "NEXT" should be removed to prevent creating an auto-numbered Proposal ID.



- Click the Add button.

Step 2: Complete the Proposal Header Page

- Enter information in the following fields:



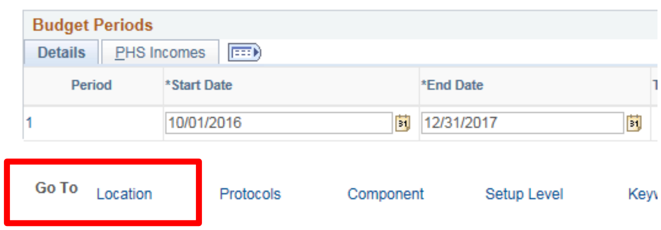
- ➢ **Description** - The description can be twenty (20) alpha/numeric characters, including spaces. Commas, percent signs, or special characters should not be used.
- ➢ **Reference Award Number** – Information entered depends upon who the grantor is.
  - When a Federal sponsor is the grantor/sponsor, 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.

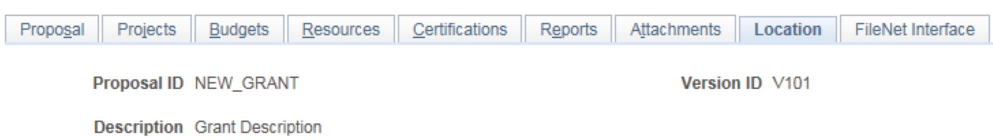
- **Start Date** – Enter the Start Date.
  - The State Date should be the Federal Award beginning date.
  - The Start Date defaults to current date.
  - The Start Date creates the Begin Date of the Proposal ID, Customer (revenue) Contract, Award Profile, Project ID, Activity, and Project Budget.
- **End 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

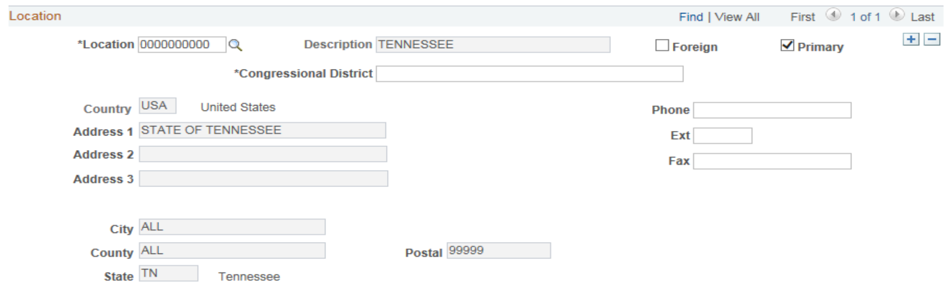
- Click on the "Location" hyperlink to create the location tab (page) in the Proposal.



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

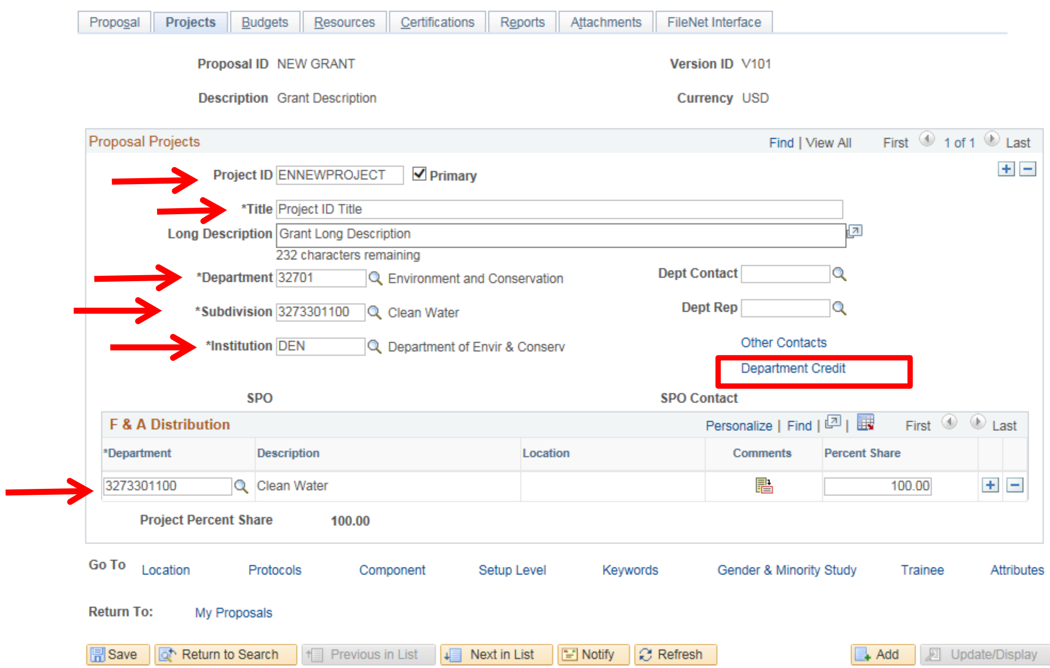


- Click on the Location box and type in "0000000000" and enter or use the lookup icon to choose "0000000000" for State of Tennessee generic location.
  - A location is required for each Project ID.
  - A "Primary" designation is required for the primary Project ID.
  - A Congressional District is not 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.



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.



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.

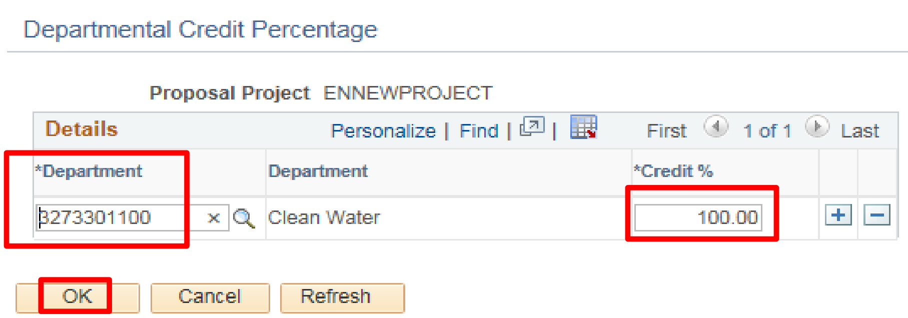
To enter the Department related to F&A Distribution or Indirect Cost Department:

- 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.



- 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

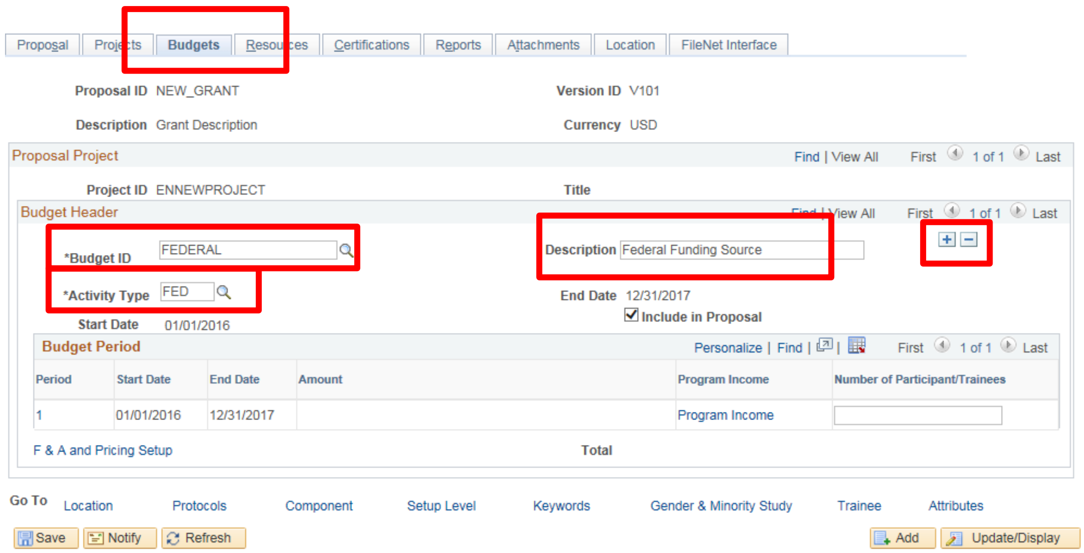
- Click on the Budgets tab (page).

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.

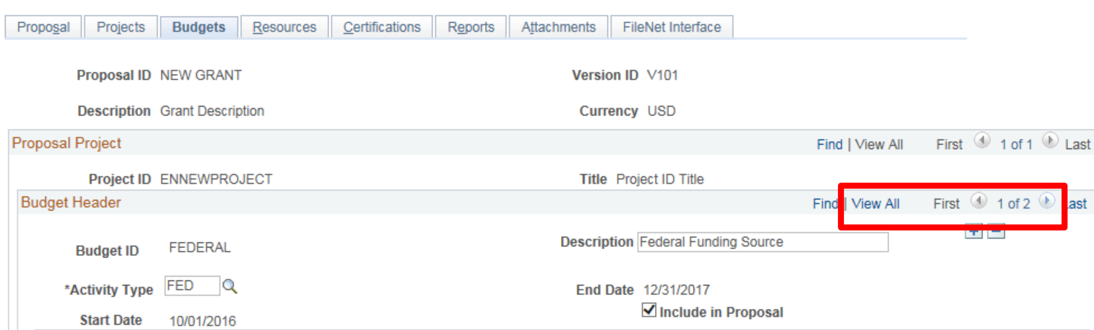
- Click in the Description field and enter the funding source description. The Description should reflect the Budget ID through which the Proposal/Grant/Project ID is funded.

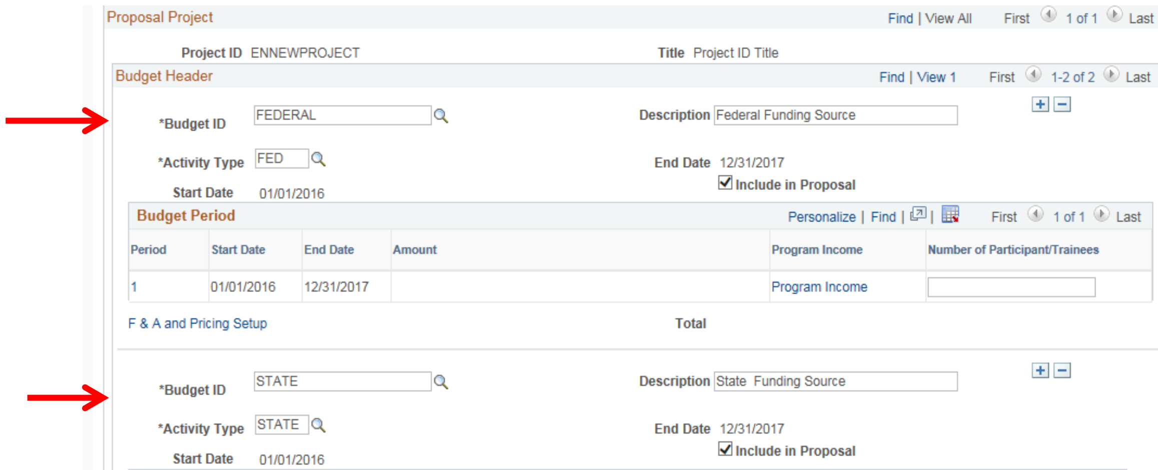
- Click the lookup icon beside the Activity Type field and select the Activity Type. The Activity Type is now a required field and should relate to the Budget ID selected.



- 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.





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.

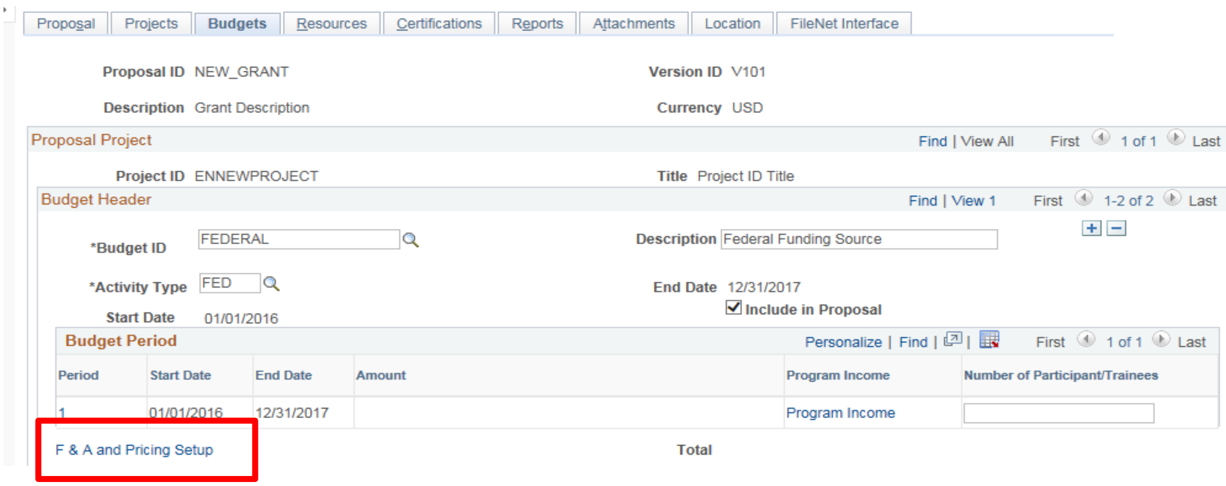
- Click on the Location page (tab) and click View All.
- Click on the Location box and type in “0000000000” and enter or use the lookup icon to choose “0000000000” for the State of Tennessee generic location for each Project ID added.

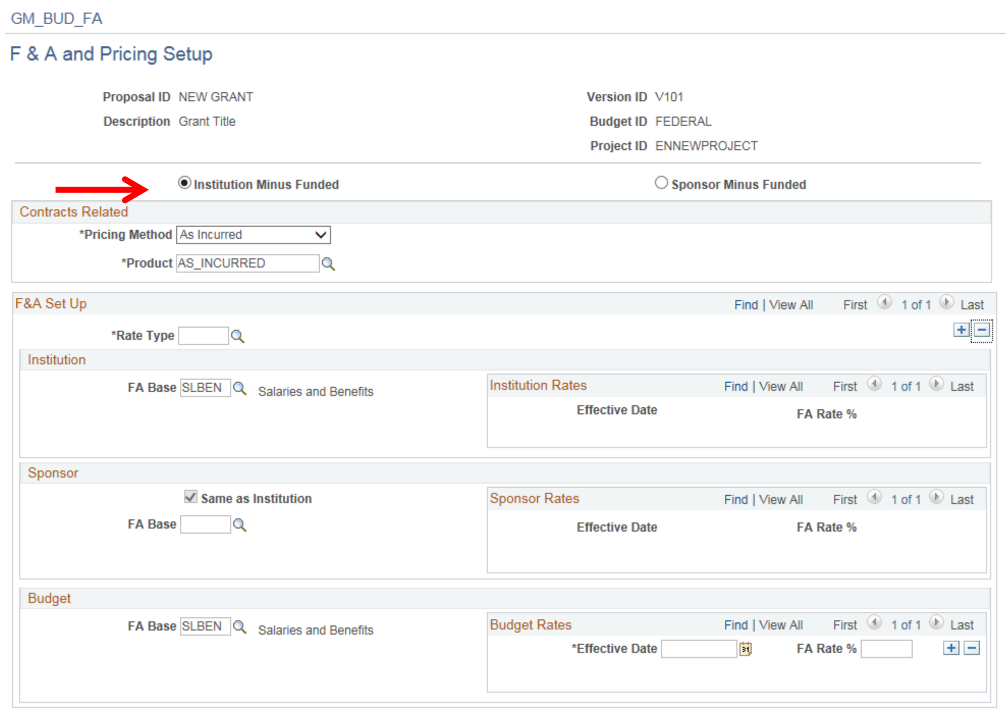
Step 8: Create Facilities and Administration (FA/F&A/Indirect Cost) Cost Pricing Setup for each Project Activity (If not applicable, proceed to step 9)

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.



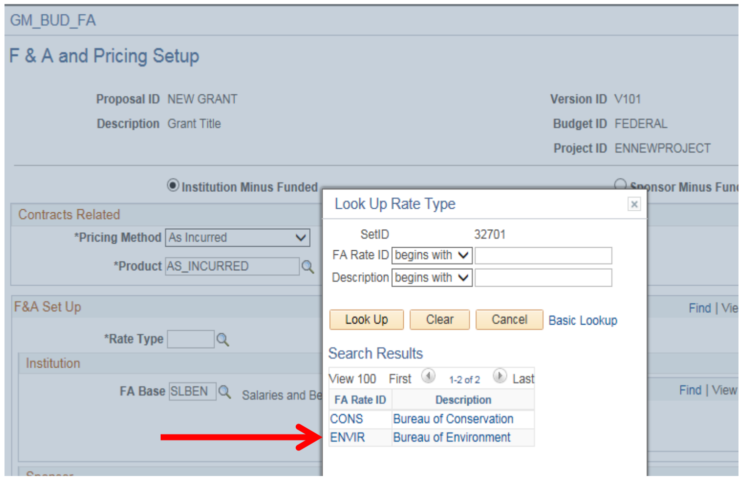


F&A Rates and Bases need to be established for every billable Activity that should generate F&A (Indirect Cost) pricing. The system uses the rates and bases to automatically process the F&A (Indirect Cost) for transactions using the particular Project ID and Activity.

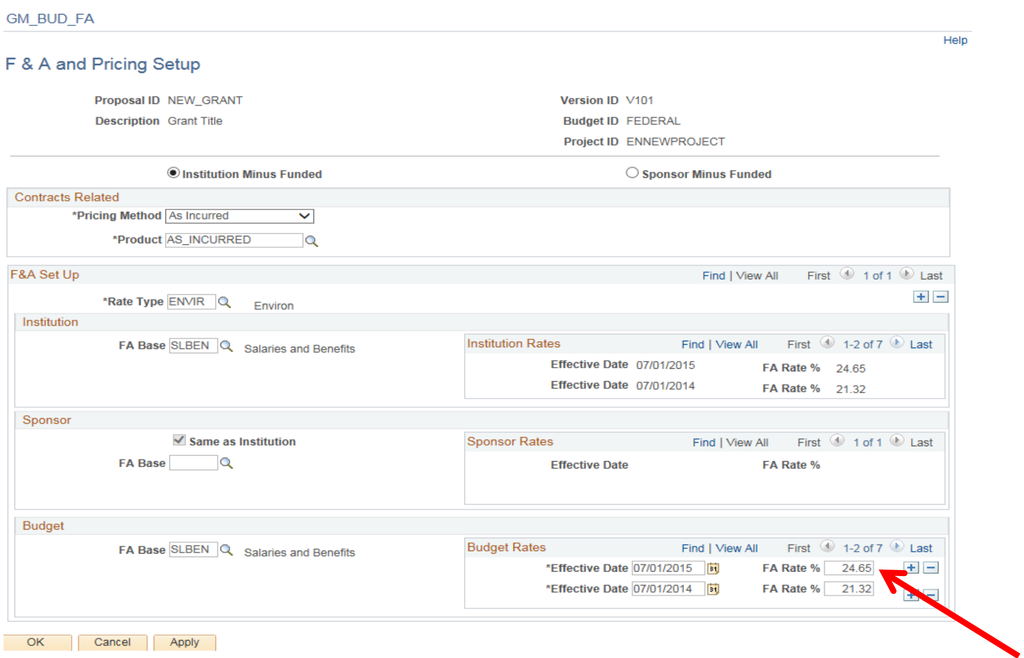
- On F&A and Pricing Setup page, defaults are “Institution Minus Funded” radio button clicked, Pricing Method “As Incurred”, and Product “AS_INCURRED.” All should be left as defaulted.

  - 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.

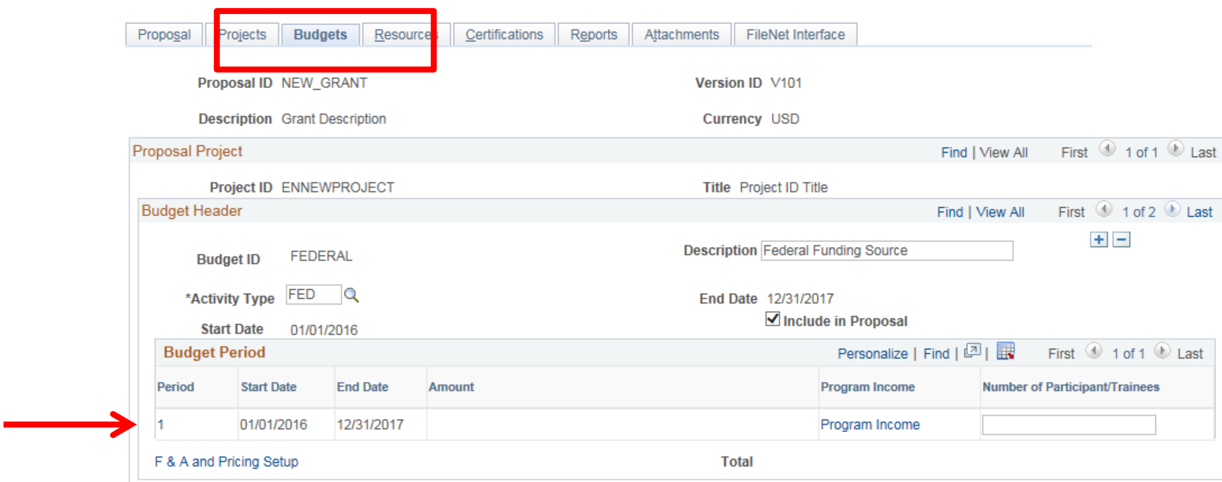
If there is more than one Project ID associated to a Proposal/Grant/Contract (revenue) Contract, F&A and Pricing Setup must be entered for each Project ID.

Step 9: Establish Budgets for each Activity

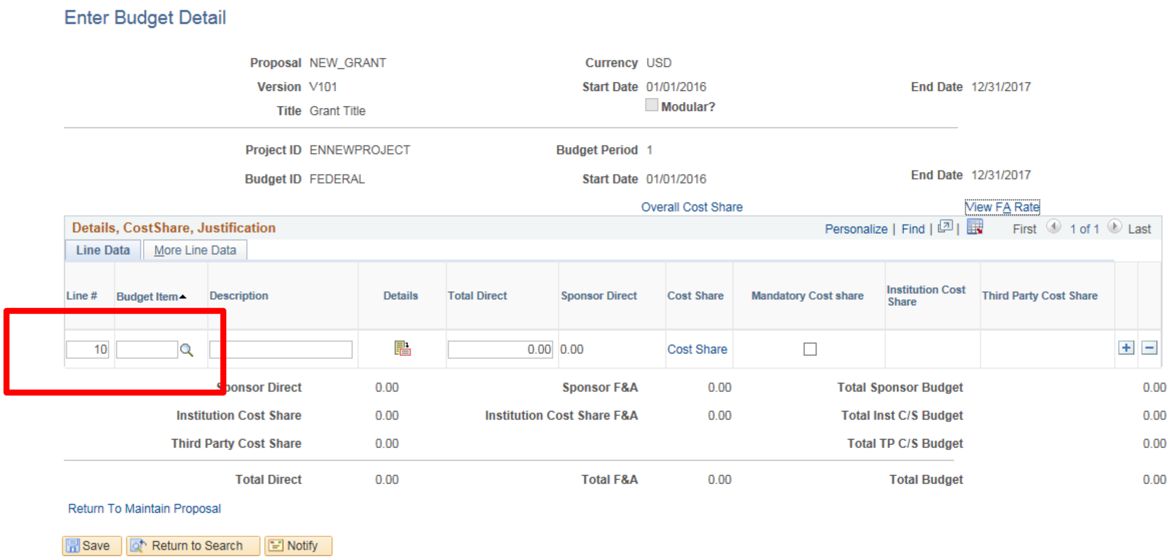
<u>Create the Detailed Budgets</u>

- 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.

<u>First, Create the Billable Budgets for each Project ID's Activity(s)</u>

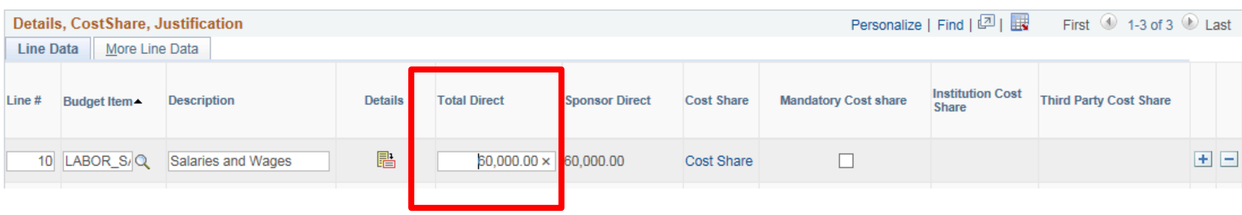


- Click the hyperlink Period "1" to bring up the "Enter Budget Detail" page.



- 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.



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

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.

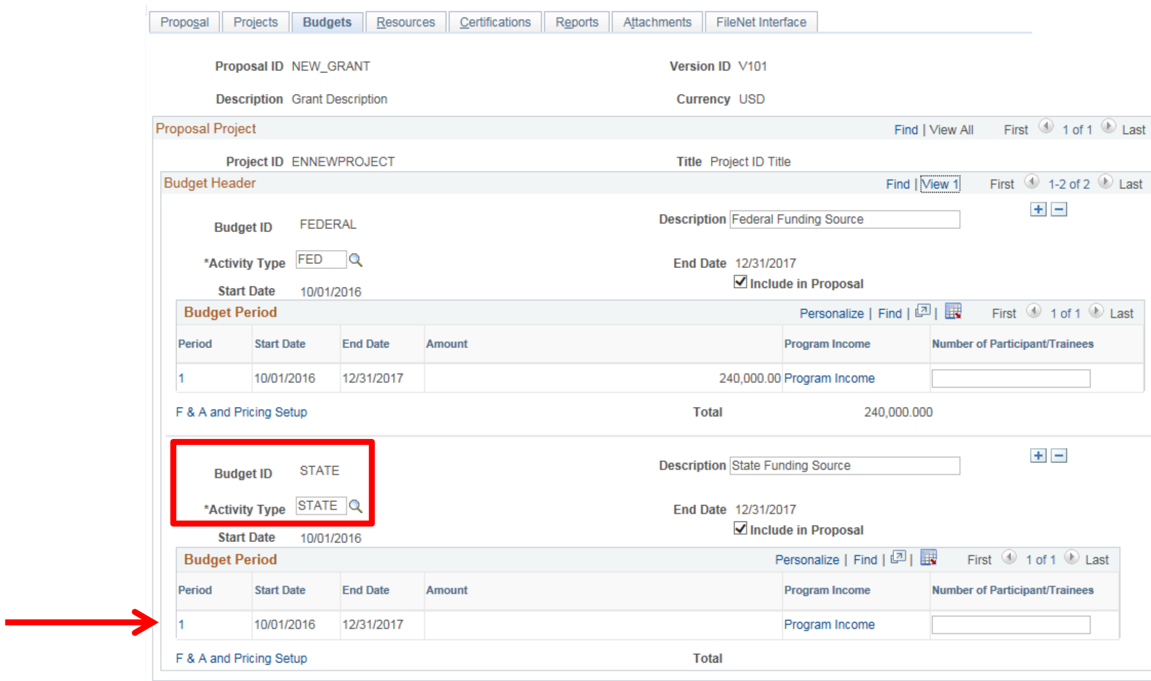
3) If indirect cost is being processed automatically, the F&A budget line will be automatically created and does not need to be entered.
4) Review each Project's Direct/billable budget to make sure the amount funded is equal to the funded grant amount(s).

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

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

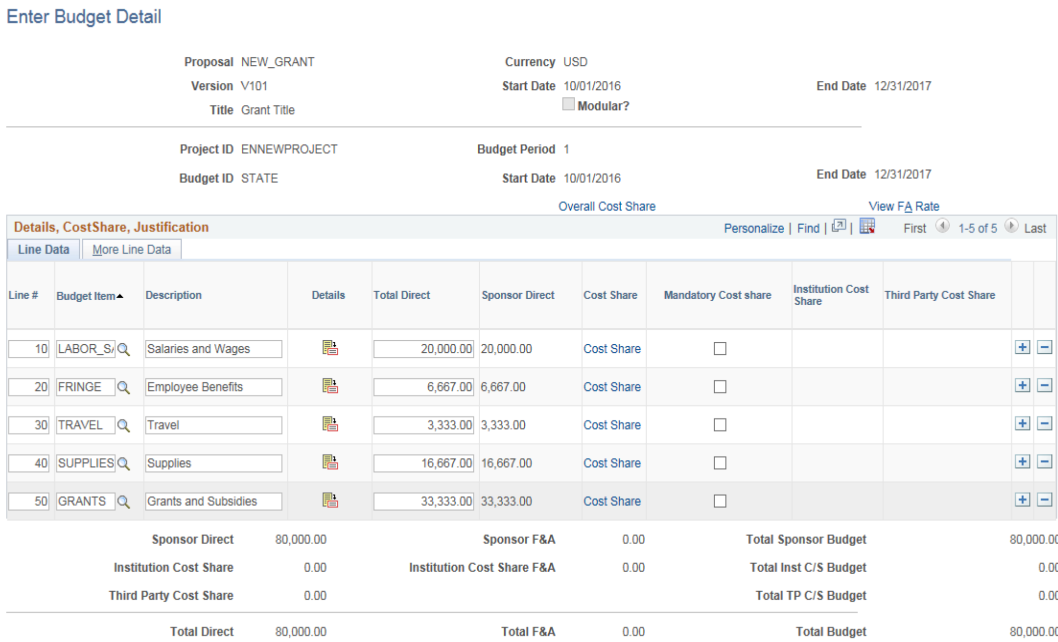
- Navigate to the Budget Header tab to view the Cost Shared/Non-billable Activity(s).

- Click on Period "1" on the Budget ID for the appropriate Cost Shared/Non-billable Activity.

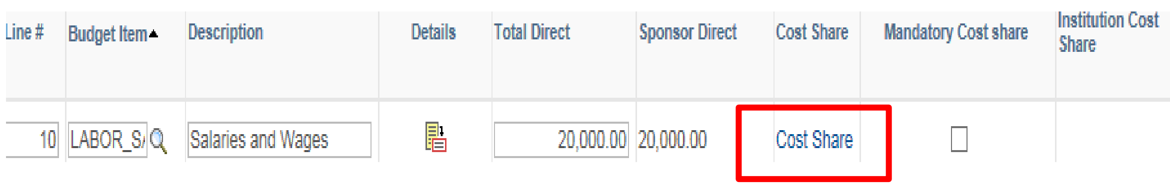


- Enter the desired Budget Item(s) and enter the budget amounts in the Total Direct fields. Once the amounts are properly cost shared they will not add to the billable value of the Customer (revenue) Contract.

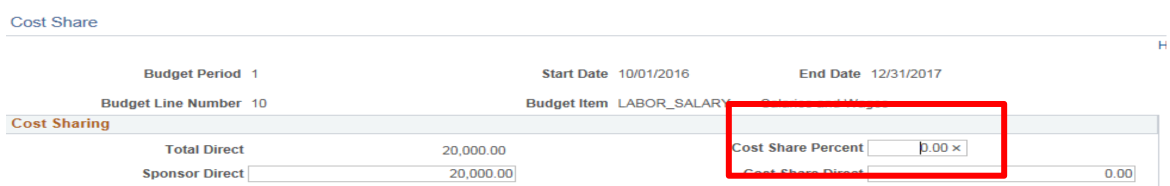
  The following screen shot shows the values in the Cost Shared budget before they are Cost Shared:



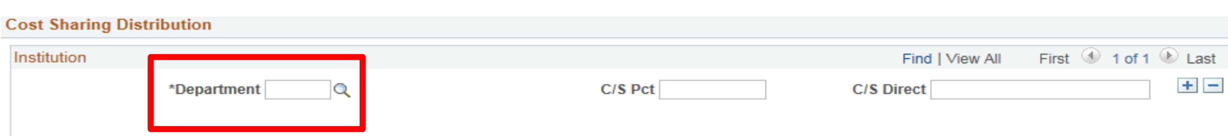
- Click the Cost Share hyperlink on each Budget line to bring up the Cost Share page.



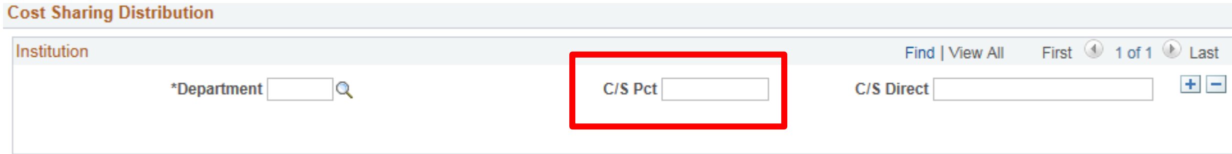
- Click in the “Cost Share Percent” field in the Cost Sharing section and enter 100. Tab out of the field. **DO NOT HIT ENTER.**



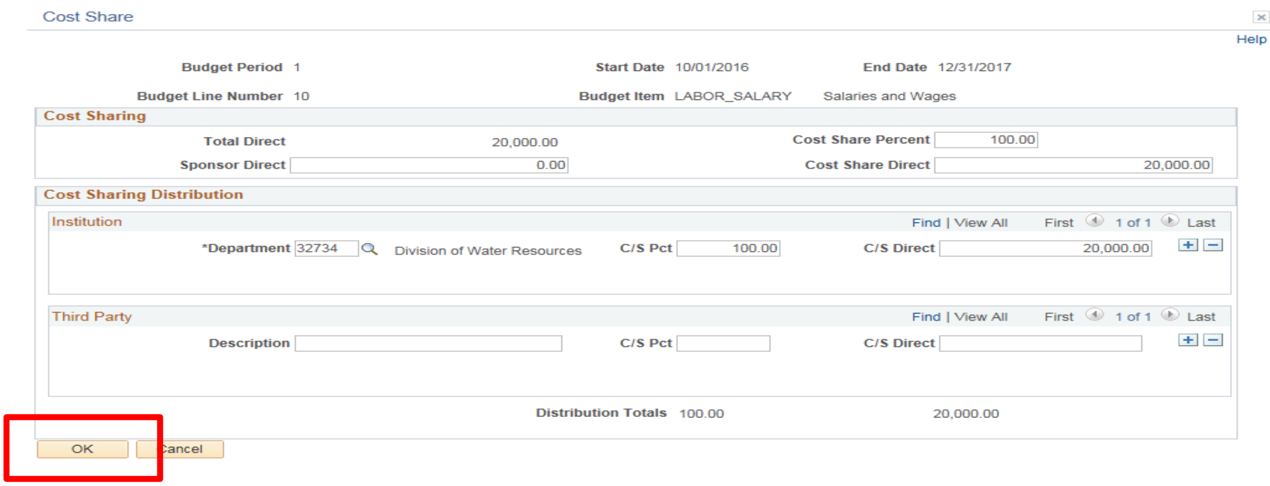
- Click in the Cost Sharing Distribution section and use the lookup icon to select the five (5) digit GL department specific to the Project ID. Tab out of the field. **DO NOT HIT ENTER.** This will become the five digit budget department created on the Cost Shared lines on the Project ID’s budget.



- 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.**

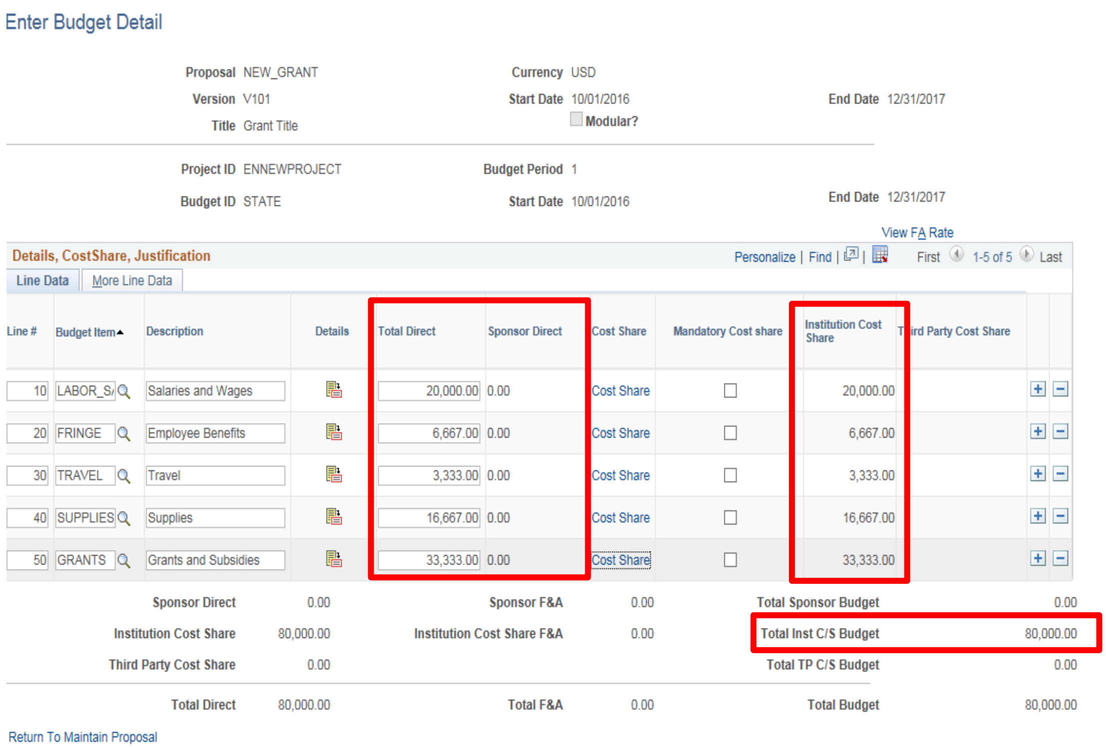


- Click OK to apply the Cost Sharing "costs" of the budget as the Institution Cost Shared.



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.

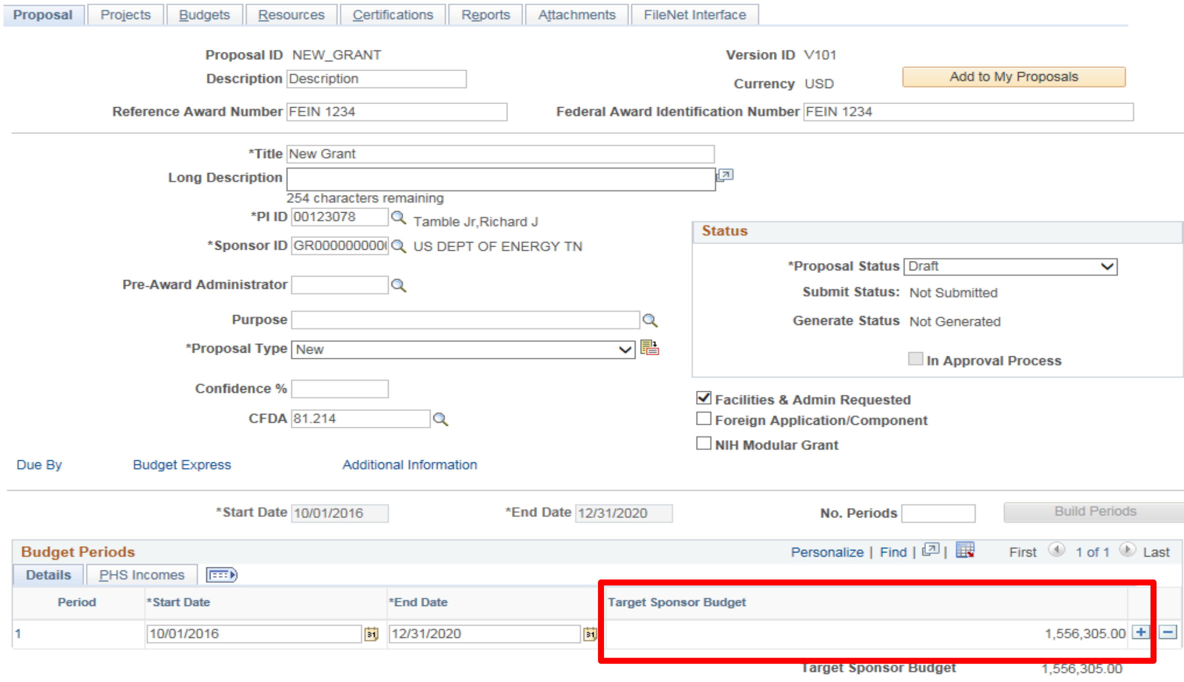
- Click Save when all Budget Item details have been entered and Cost Shared.



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		20,000.00	
20	FRINGE	Employee Benefits		6,667.00	0.00	Cost Share		6,667.00	
30	TRAVEL	Travel		3,333.00	0.00	Cost Share		3,333.00	
40	SUPPLIES	Supplies		16,667.00	0.00	Cost Share		16,667.00	
50	GRANTS	Grants and Subsidies		33,333.00	0.00	Cost Share		33,333.00	

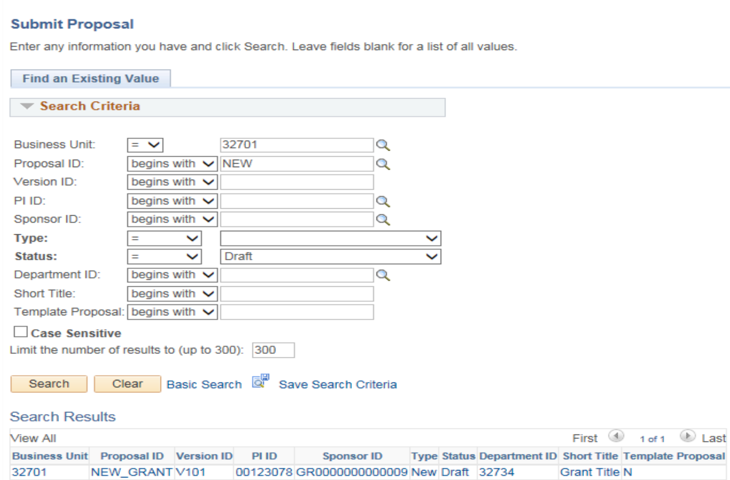
Sponsor Direct	0.00	Sponsor F&A	0.00	Total Sponsor Budget	0.00
Institution Cost Share	80,000.00	Institution Cost Share F&A	0.00	Total Inst C/S Budget	80,000.00
Third Party Cost Share	0.00			Total TP C/S Budget	0.00
Total Direct	80,000.00	Total F&A	0.00	Total Budget	80,000.00

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.



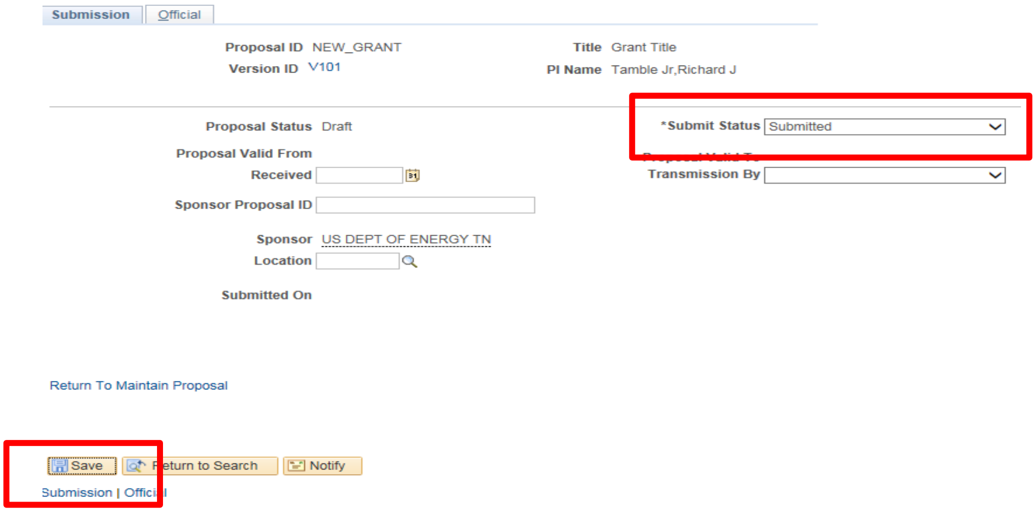
Section 3.1.2 - Submit the Proposal

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



- 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.*

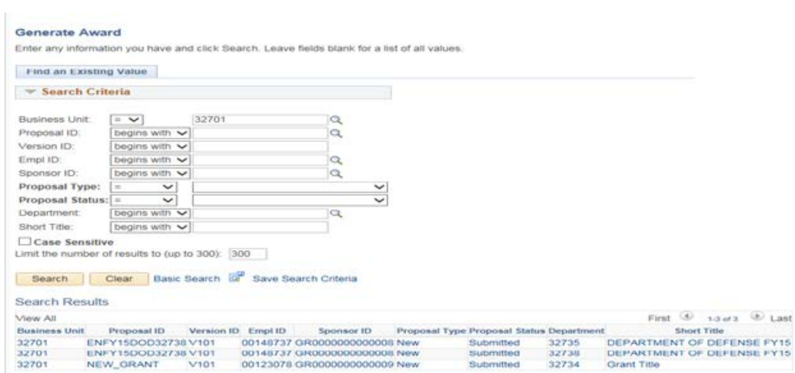


Once a Proposal is "submitted", it is ready to be "generated." When in the "submitted" status, changes can still be made if moved back to "not submitted" status and saved. If changes were made, it would be necessary to go through the "Proposal Submission" process again.

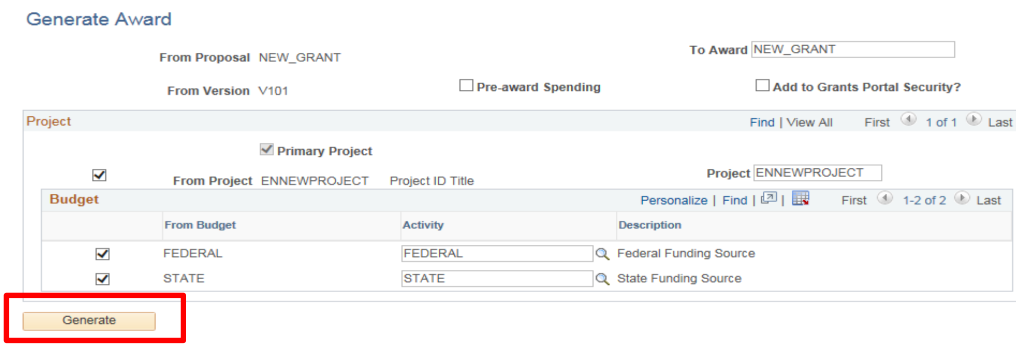
Section 3.1.3 - Generate the Award

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.



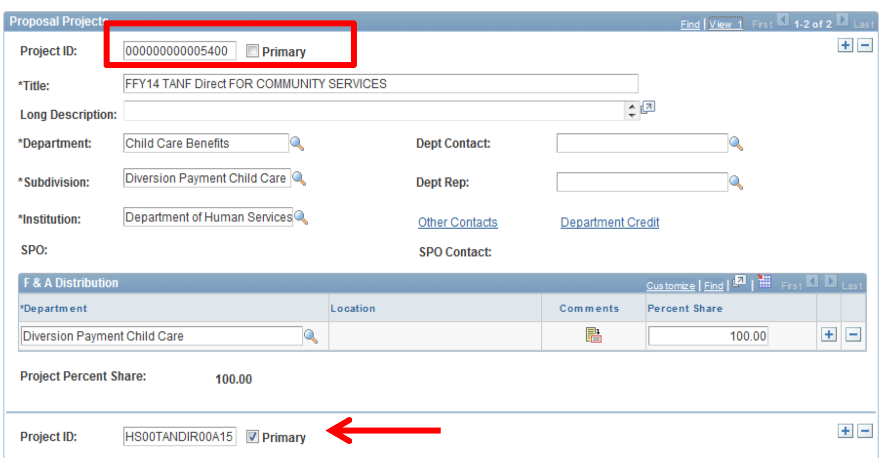
An example follows:



- 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.



- 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.

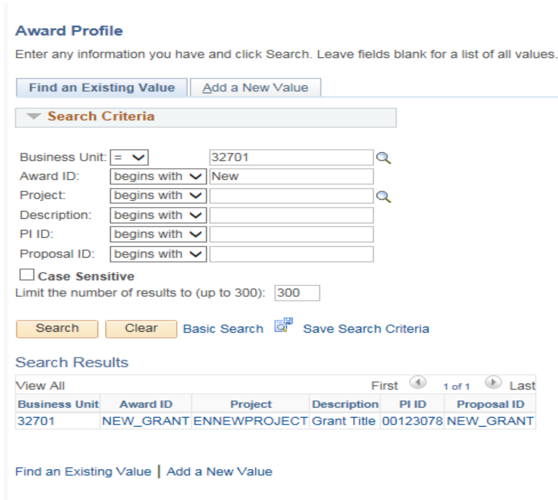
Section 3.1.4 - Update Award Profile

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.

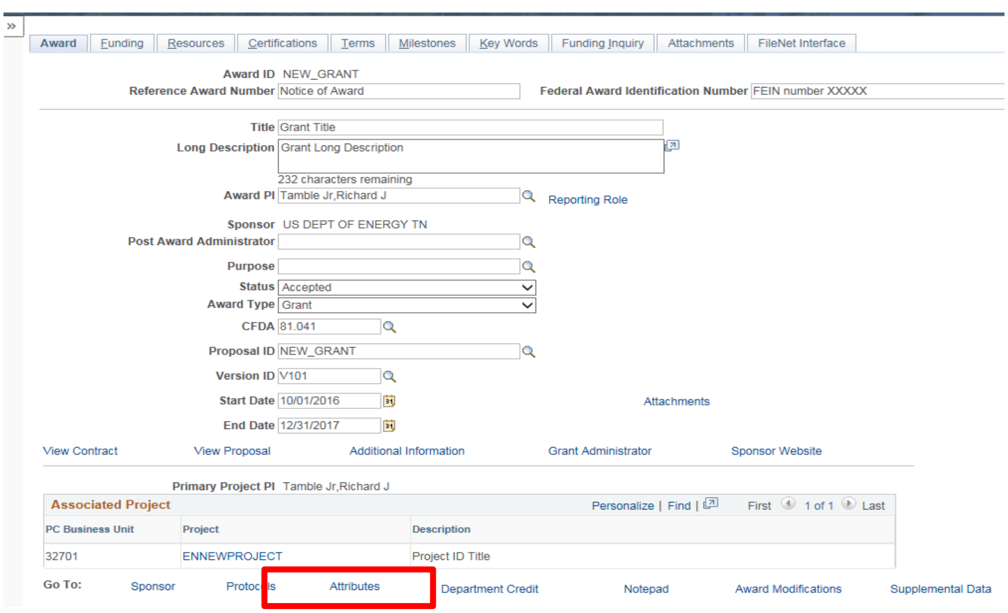
- Navigation:
  - ➢ FSCM>Grants>Awards>Award Profile.

- Enter Business Unit and Award ID and click on Search.

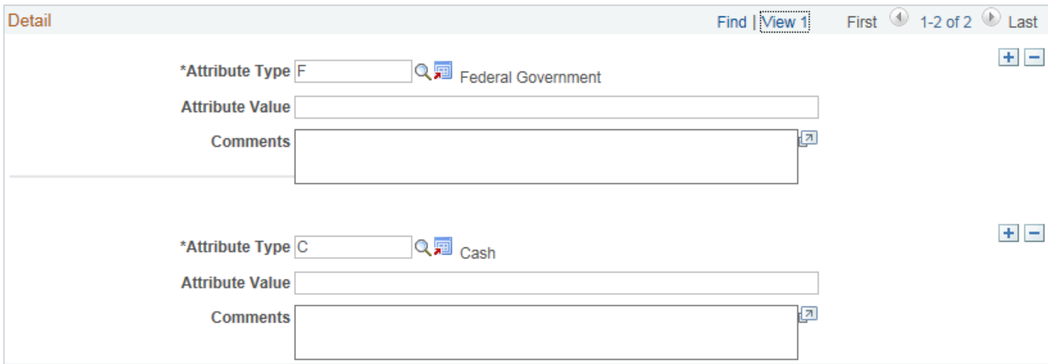
- Select the desired Award ID.



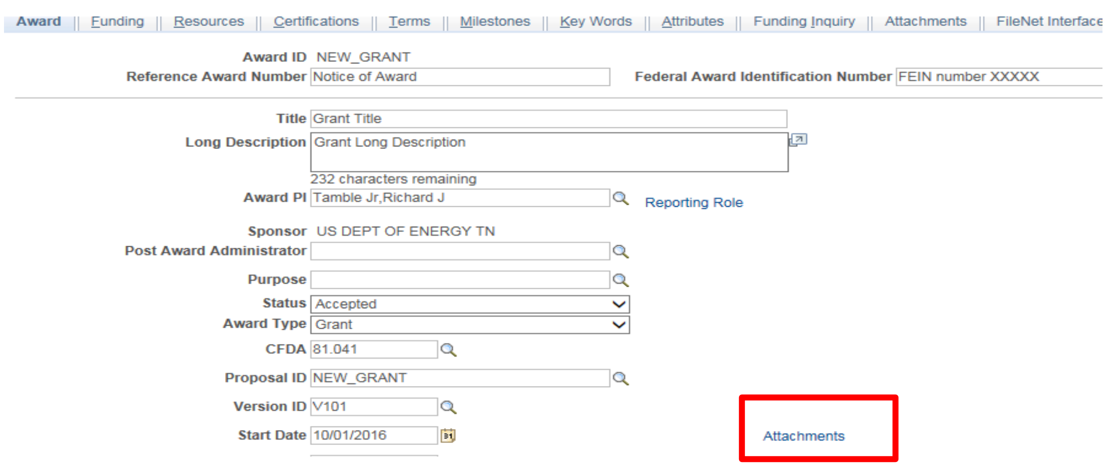
- Click on the Attributes hyperlink at the bottom.



- 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.

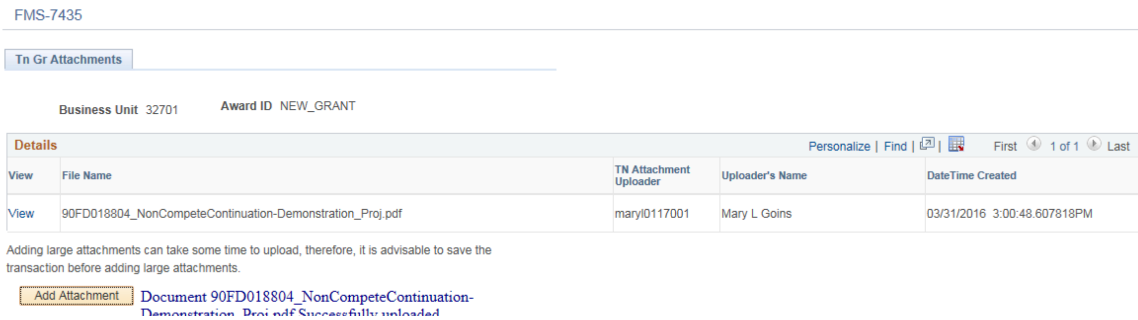


- Click on the Award tab and click the Attachments link.



- Click on the Add Attachment button.

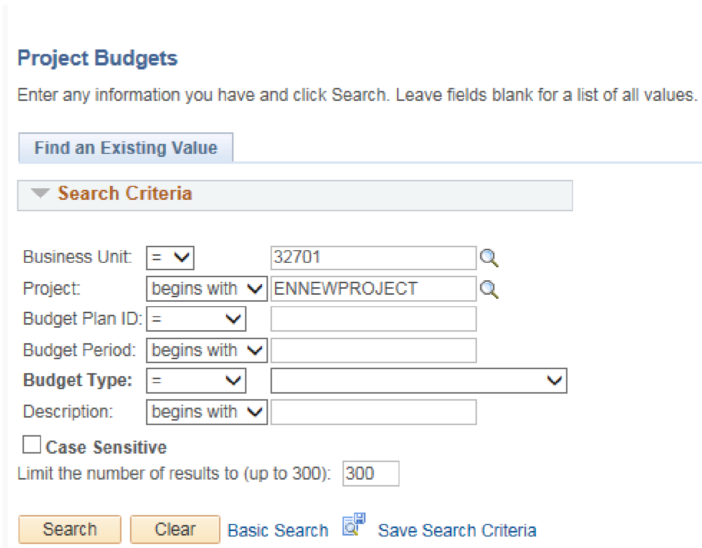
Edison will allow Excel, Word, Adobe (PDF), or scanned document(s) to be attached to the grant. It is best practice to attach the original Proposal, the Notice of Grant Award received and amendments issued during the lifetime of the grant award.



Section 3.1.5 - Finalize Project Budget

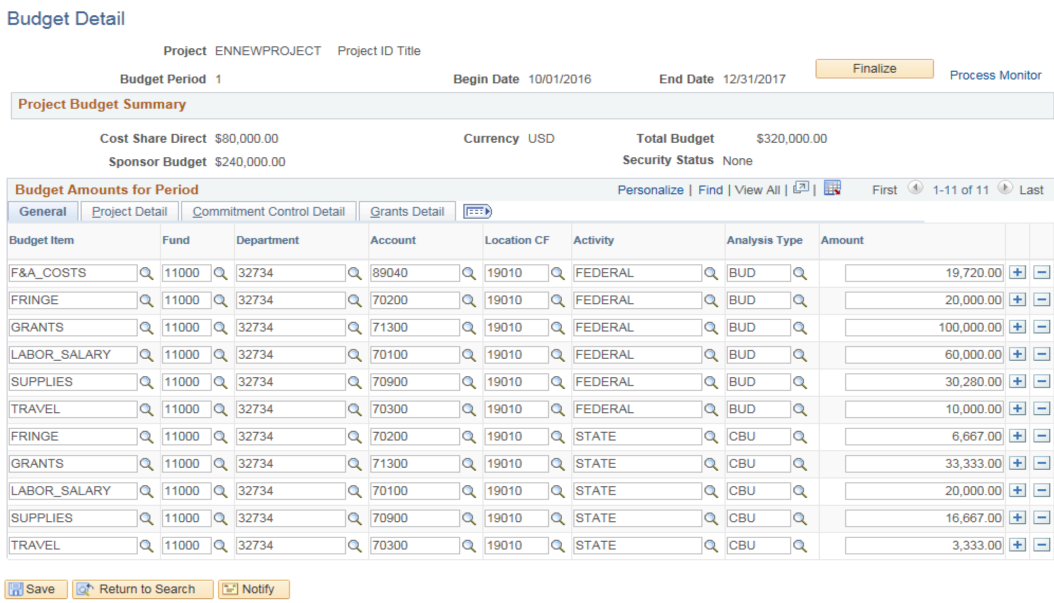
- Navigation:
  - ➢ FSCM>Grants>Awards>Project Budgets.

- Enter Business Unit and Project ID and click on Search.



- 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

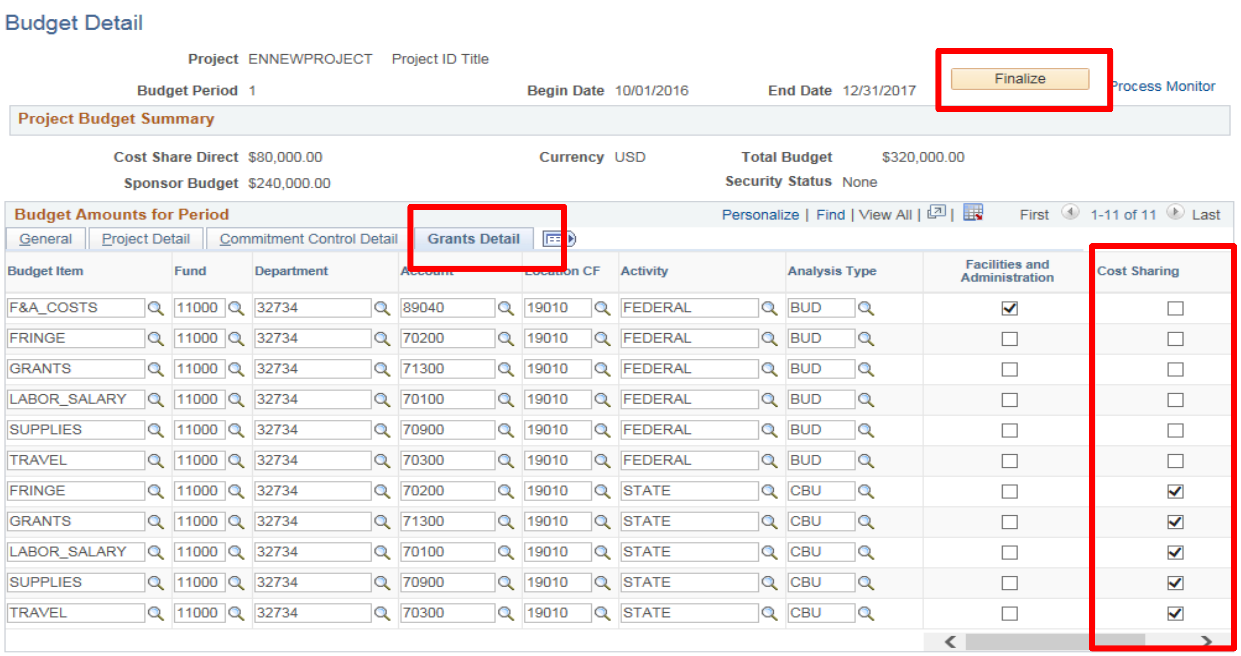
Budget Amounts for Period Personalize | Find | View All | First 1-11 of 11 Last

General | Project Detail | Commitment Control Detail | Grants Detail

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

General | Project Detail | Commitment Control Detail | Grants Detail

Budget Item	Fund	Department	Account	Location CF	Activity	Analysis Type	Facilities and Administration	Cost Sharing
F&A_COSTS	11000	32734	89040	19010	FEDERAL	BUD	☑	☐
FRINGE	11000	32734	70200	19010	FEDERAL	BUD	☐	☐
GRANTS	11000	32734	71300	19010	FEDERAL	BUD	☐	☐
LABOR_SALARY	11000	32734	70100	19010	FEDERAL	BUD	☐	☐
SUPPLIES	11000	32734	70900	19010	FEDERAL	BUD	☐	☐
TRAVEL	11000	32734	70300	19010	FEDERAL	BUD	☐	☐
FRINGE	11000	32734	70200	19010	STATE	CBU	☐	☑
GRANTS	11000	32734	71300	19010	STATE	CBU	☐	☑
LABOR_SALARY	11000	32734	70100	19010	STATE	CBU	☐	☑
SUPPLIES	11000	32734	70900	19010	STATE	CBU	☐	☑
TRAVEL	11000	32734	70300	19010	STATE	CBU	☐	☑

- 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.

Process List — Personalize | Find | View All | First 1-12 of 12 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	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 contract 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

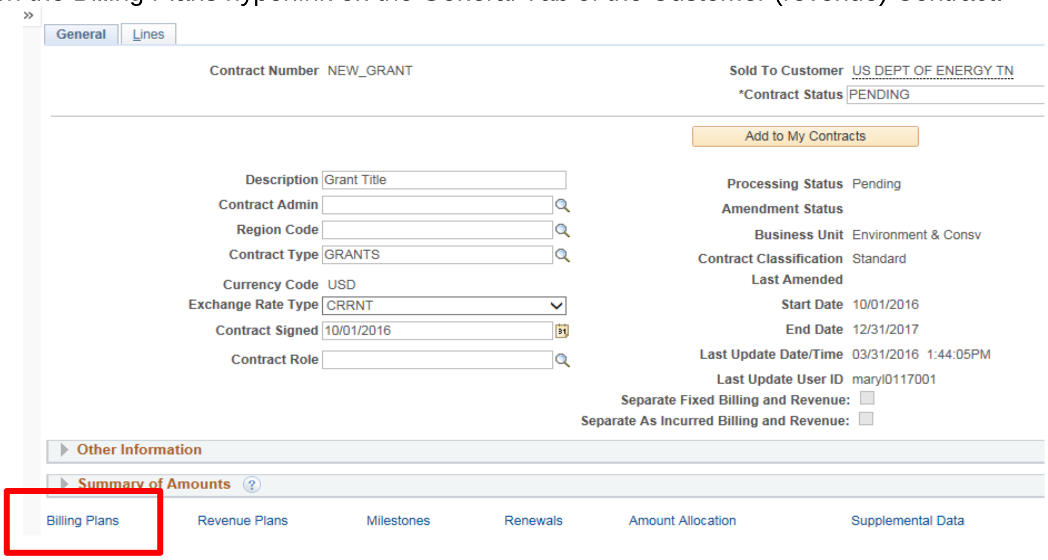
Search Results

View All

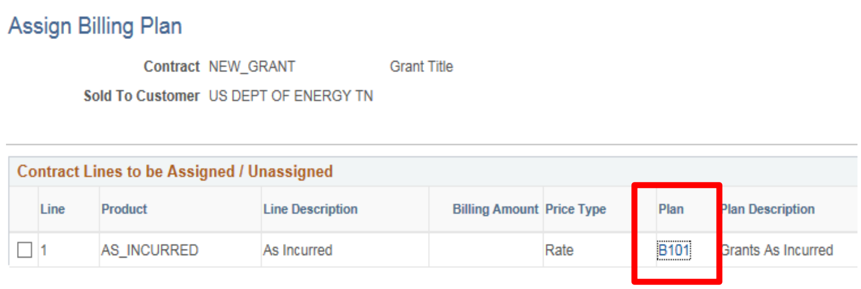
Contract	Description	Sold To Customer	Customer Name	Contract Status	Processing Status	Contract Type
ENEXNTDECOPER	ENEXNTDECOPERATIONS	GR0000000000109	TN DEPT OF ENVIRONMENT AND CONSERVATION	PENDING	Pending	GRANTS
NEW_GRANT	Grant Title	GR0000000000009	US DEPT OF ENERGY TN	PENDING	Pending	GRANTS

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

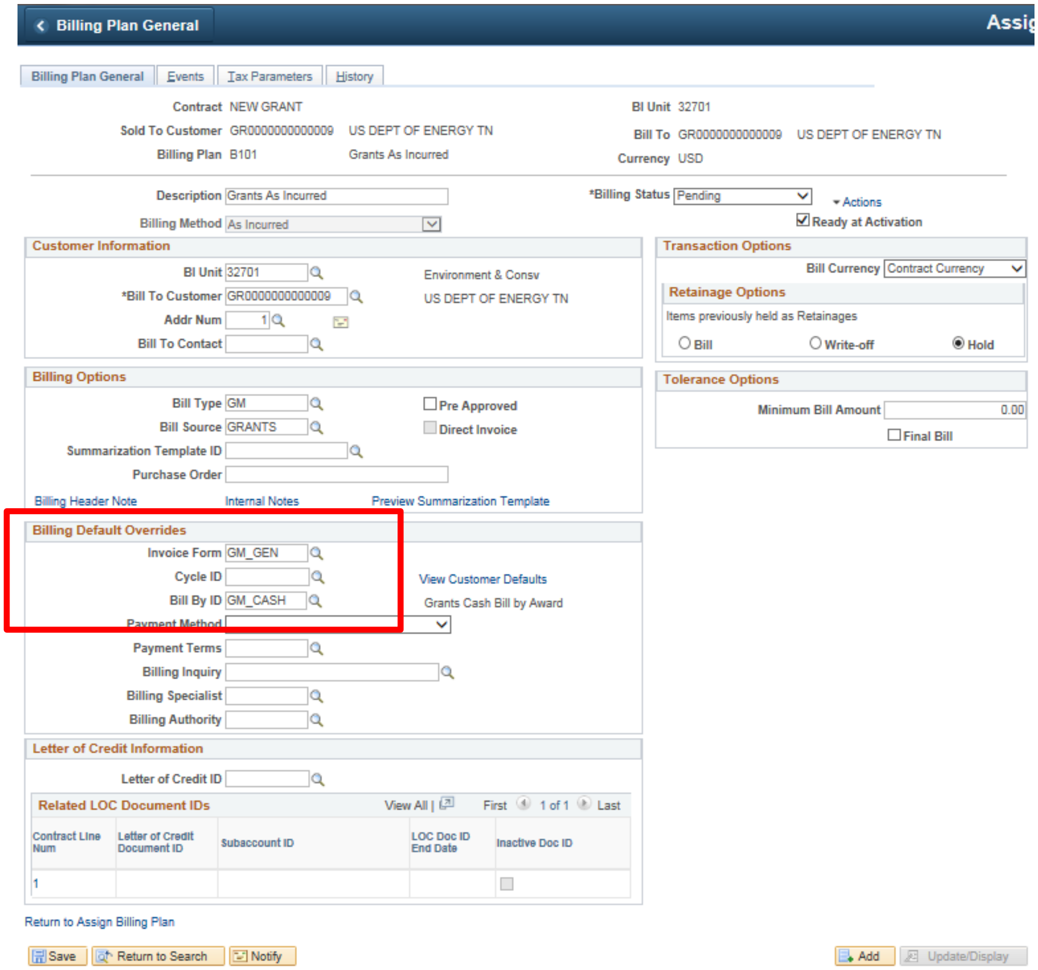
- Select the Customer (revenue) Contract requiring completion.
- Click on the Billing Plans hyperlink on the General Tab of the Customer (revenue) Contract.



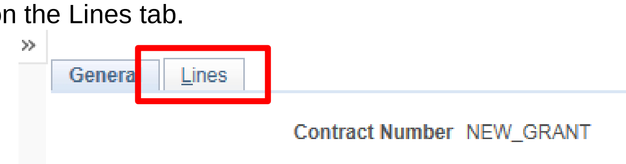
- Click on the Plan “B101” hyperlink on the Assign Billing Plan page.



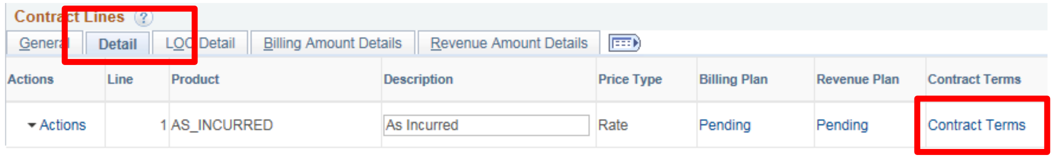
- In the Billing Defaults Overrides section:
  - ➢ Enter the Invoice Form: “GM_GEN”
  - ➢ Enter the Bill by ID: “GM_CASH”
- Leave all other fields on this page as defaulted in or blank. The Billing Plan will become “Ready” when the Customer (revenue) Contract status is made “Active.”



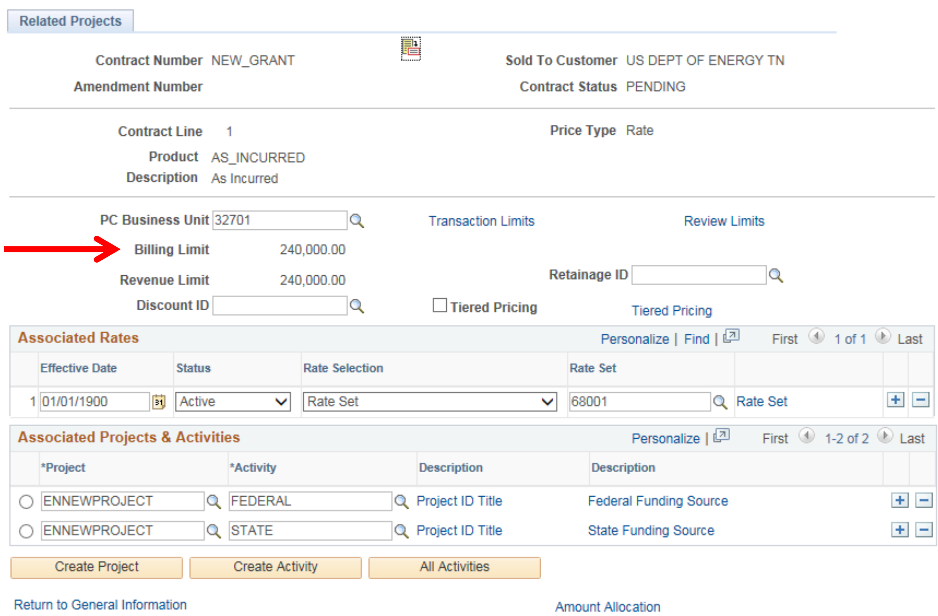
- Click Save.
- Click the “Return to Assign Billing Plan” hyperlink at the bottom.
- Click the “Return to General Information” hyperlink at the bottom.
- Review and make changes needed to the Billing Limit and Accounting Rate Set.
- Click on the Lines tab.



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



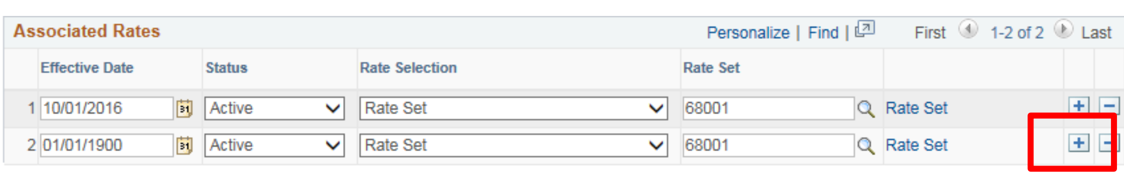
- When reviewing the Related Projects page, the Project ID and Activities are both reflected on the Contract; however, the Billing Limit should only reflect the amount due from the Sponsor/Customer of the Grant/Contract.



- 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.

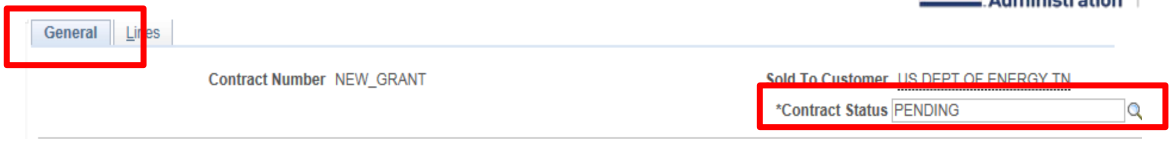
- Change the Rate Set from 68001 (Federal) if a different Rate Set is needed.



- Click on Save.

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

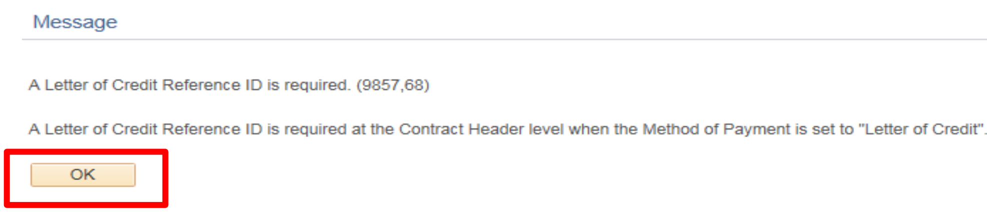
- Click on the General Tab.



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

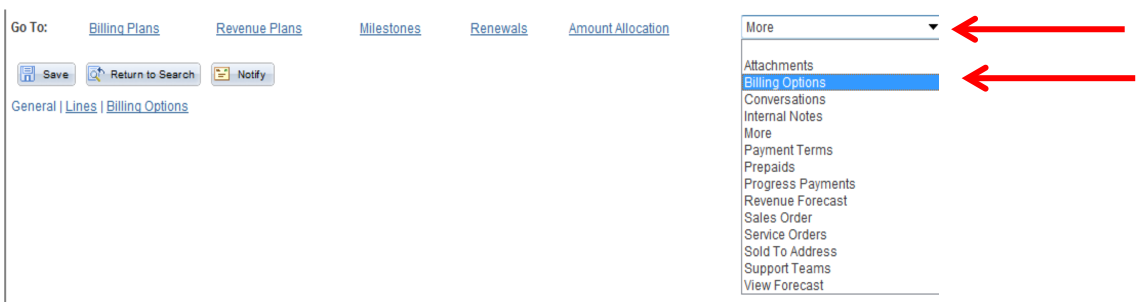
Note: When changing the Customer (revenue) Contract status, the following error message may appear, "A Letter of Credit Reference ID is required at the Contract Line level when the Method of Payment is set to "Letter of Credit"". Follow these supplemental steps.

❖ Click OK in the message.

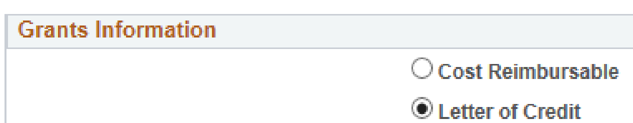


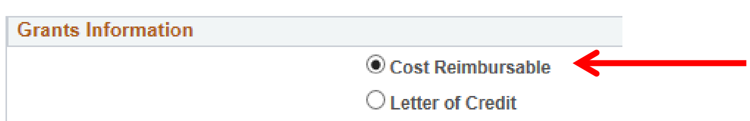
❖ Click "More" in the lower right hand corner of the General Tab for the Customer (revenue) Contract next to Amount Allocation.

❖ Click on dropdown to the right of "More" and select Billing Options.

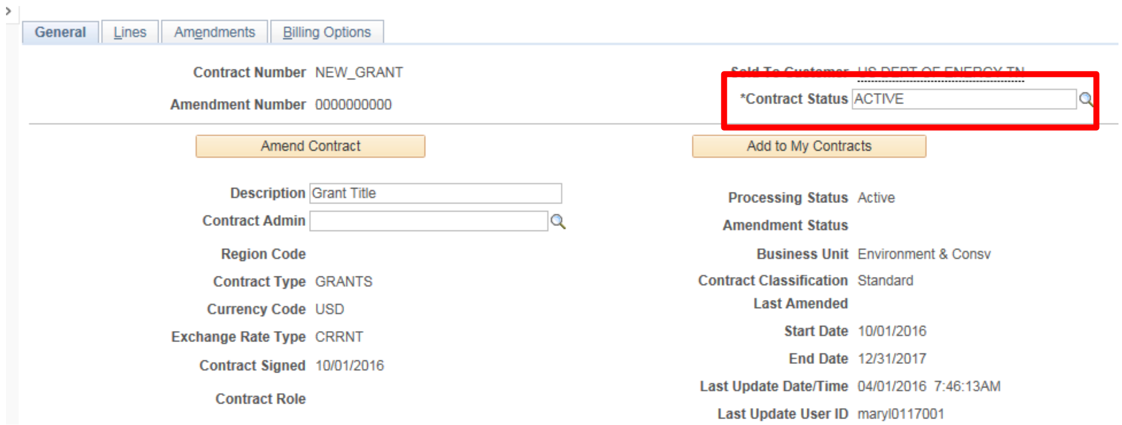


❖ Scroll down and change the radio button from Letter of Credit to Cost Reimbursable and save.





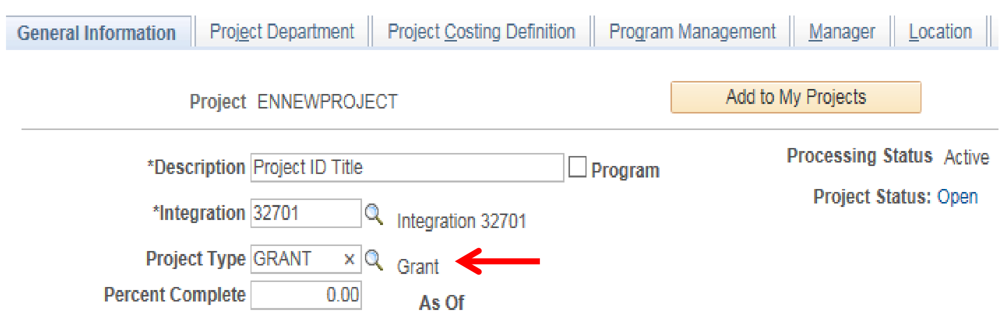
❖ Click back on the General Tab and change the Contract Status from "Pending" to "Active."



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.



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

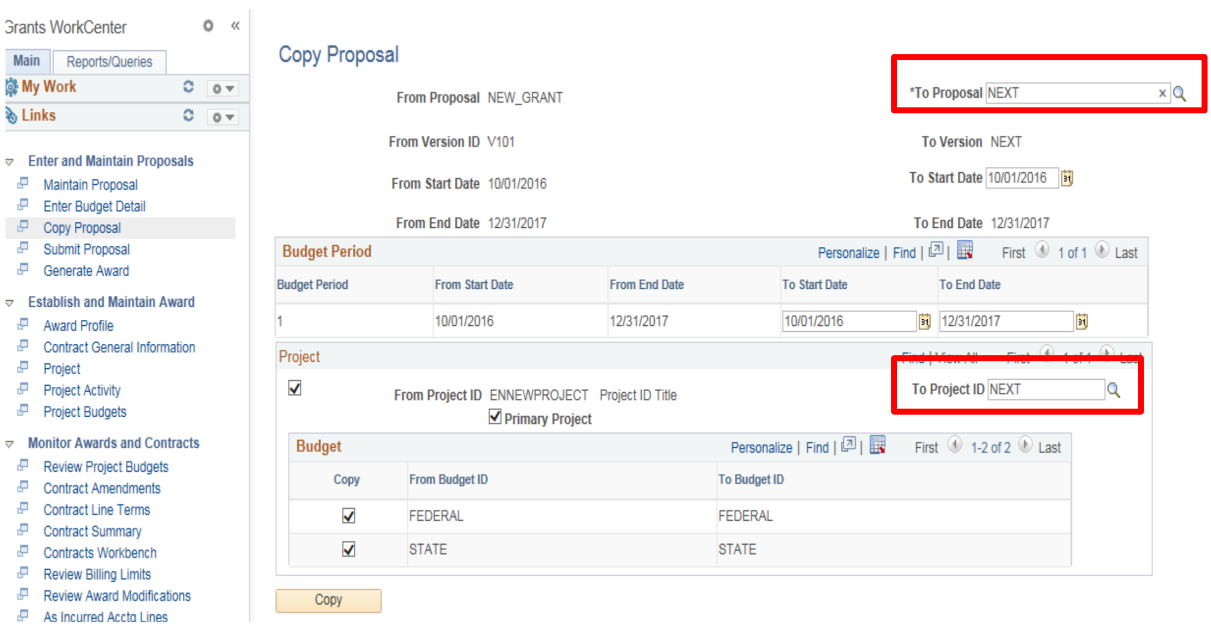
Another option for creating a Proposal is to copy an existing Proposal. Extreme care should be used when using this method because an auto-generated "Proposal" or auto-generated "Project" will be created by hitting the Enter key at any time while on this page.

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.

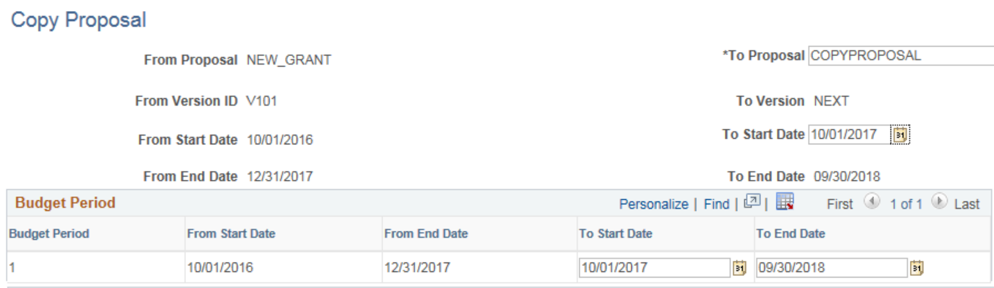
- Navigation:
  - ➢ FSCM>Grants> Proposals>Copy Proposal.
- Enter Business Unit and Proposal ID to be copied and click on Search.
- The Proposal to be copied will be returned.

- 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.

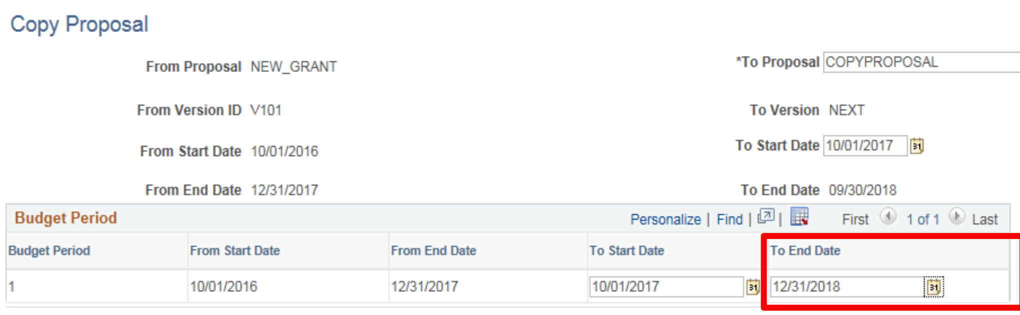


- Clear the "Next" in the "To Proposal" box. Enter the Proposal/ID desired and TAB out of the field. (**DO NOT HIT ENTER**)

- 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.

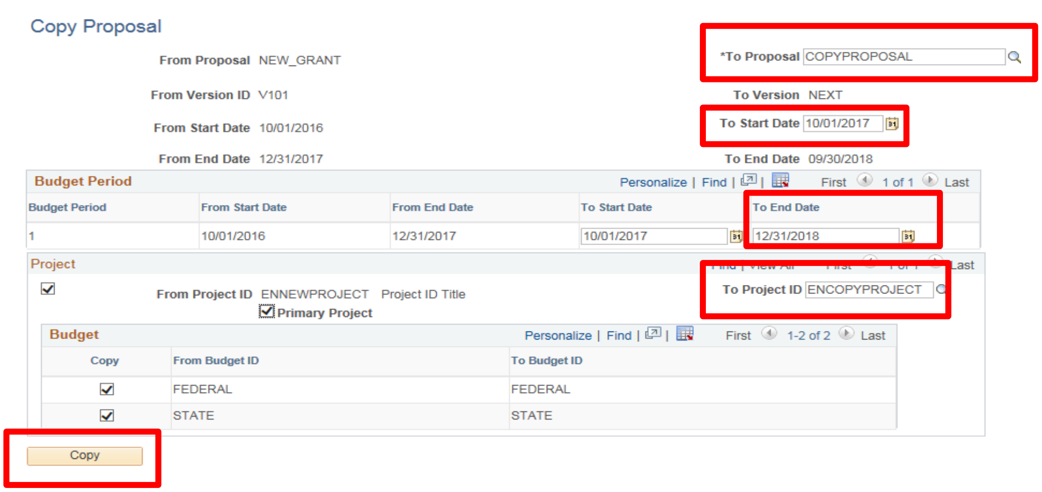


- The "To End Date" will default as 12 months after the "To Start Date". Revise the "To End Date" as needed and TAB out of the field. The "To End Date" at the top of the screen will not automatically update but will change to match the entered value when the Proposal has been copied.

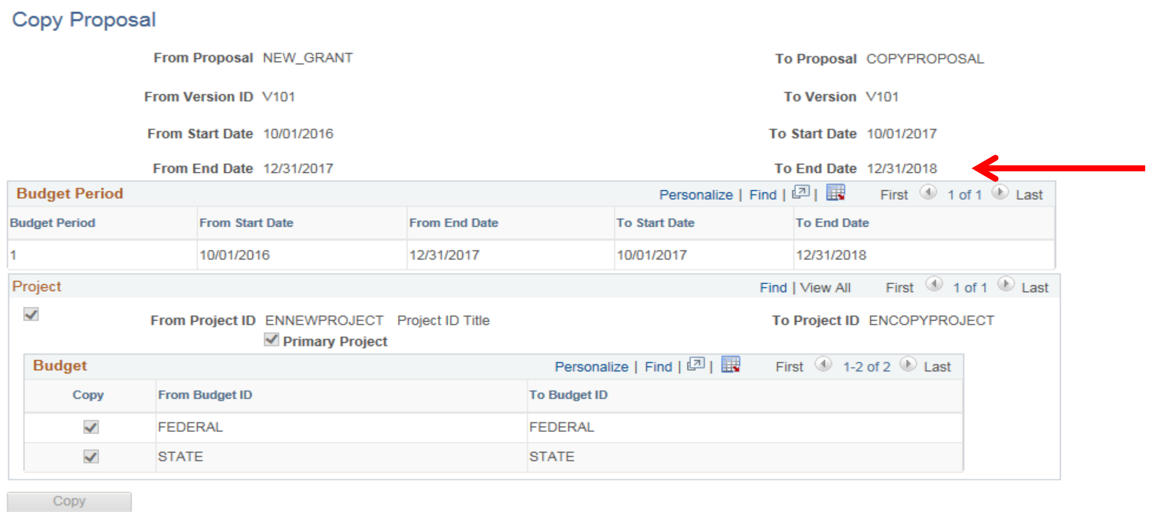


- Click in the "To Project ID" field and clear the word "NEXT". Enter the new Project ID information and TAB out of the field. (**DO NOT HIT ENTER**)

- 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.

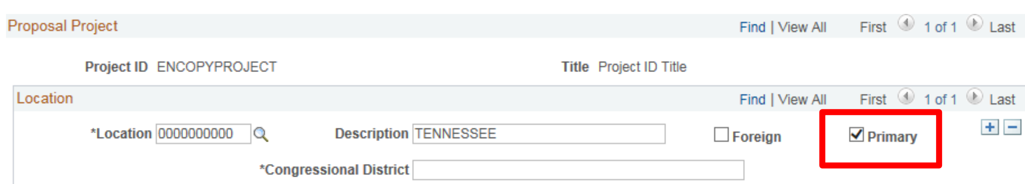


When the copy process is complete, the top “To End Date” has been updated and the “Copy” box is now grayed out.



Section 3.2.2 - Make Adjustments to Copied Proposal

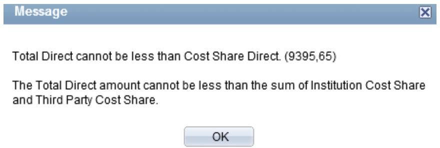
- Navigation:
  - FSCM>Grants>Proposals>Maintain Proposal.
- Enter the Business Unit and newly created Proposal ID.
- Update the “Descriptions” and “Titles” on the Proposal tab (page) and on the Projects tab (page) if necessary.
- Click the Location hyperlink at the bottom and select a Primary location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



- 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.

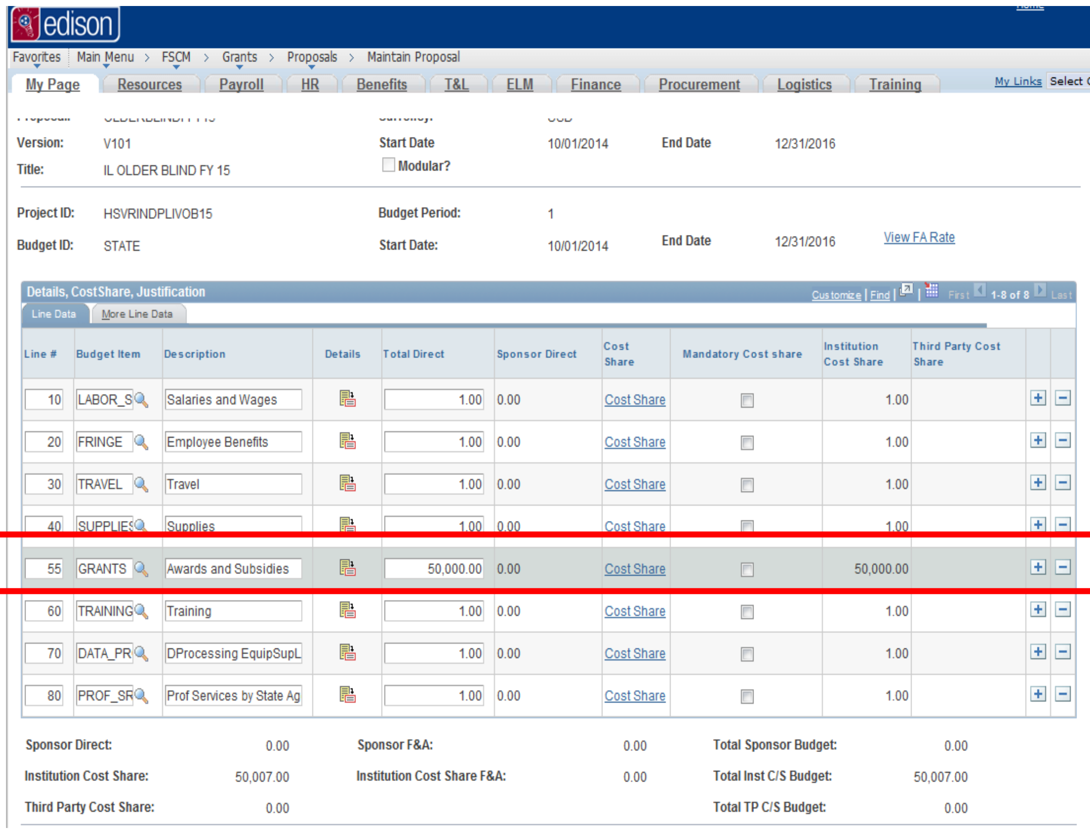
Special adjustment for any Cost Shared (non-billable) Budget Item:

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.



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".

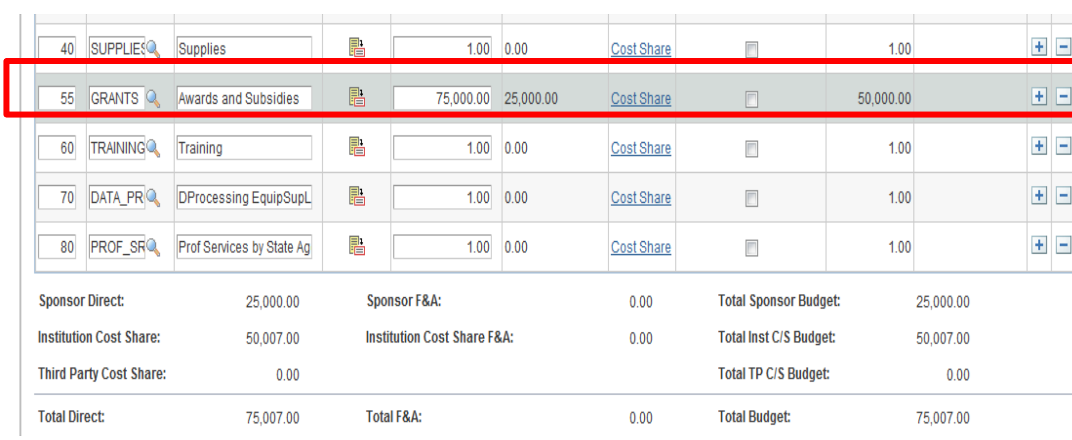
An example of this follows:



Line #	Budget Item	Description	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		1.00	
20	FRINGE	Employee Benefits	1.00	0.00	Cost Share		1.00	
30	TRAVEL	Travel	1.00	0.00	Cost Share		1.00	
40	SUPPLIES	Supplies	1.00	0.00	Cost Share		1.00	
55	GRANTS	Awards and Subsidies	50,000.00	0.00	Cost Share		50,000.00	
60	TRAINING	Training	1.00	0.00	Cost Share		1.00	
70	DATA_PR	DProcessing EquipSupL	1.00	0.00	Cost Share		1.00	
80	PROF_SR	Prof Services by State Ag	1.00	0.00	Cost Share		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

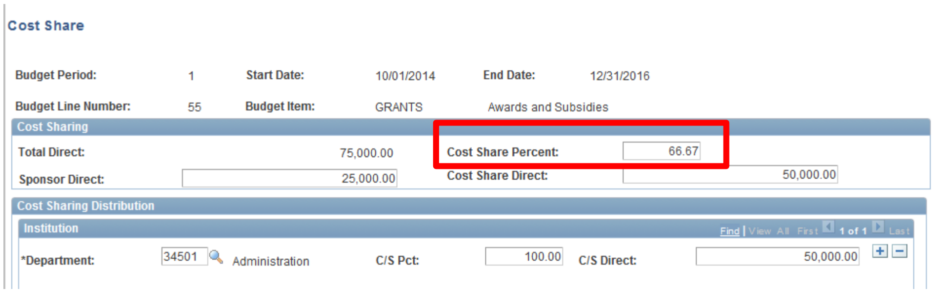
If the budget amount in the copied proposal is greater than original proposal, the amount entered in the "Total Direct" field would need to be adjusted.



Line #	Budget Item	Description	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		1.00	
55	GRANTS	Awards and Subsidies	75,000.00	25,000.00	Cost Share		50,000.00	
60	TRAINING	Training	1.00	0.00	Cost Share		1.00	
70	DATA_PR	DProcessing EquipSupL	1.00	0.00	Cost Share		1.00	
80	PROF_SR	Prof Services by State Ag	1.00	0.00	Cost Share		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

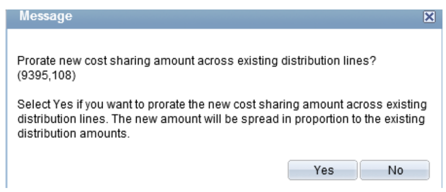
Cost Sharing Distribution

Institution — Find \| View All First 1 of 1 Last

*Department:	34501 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.

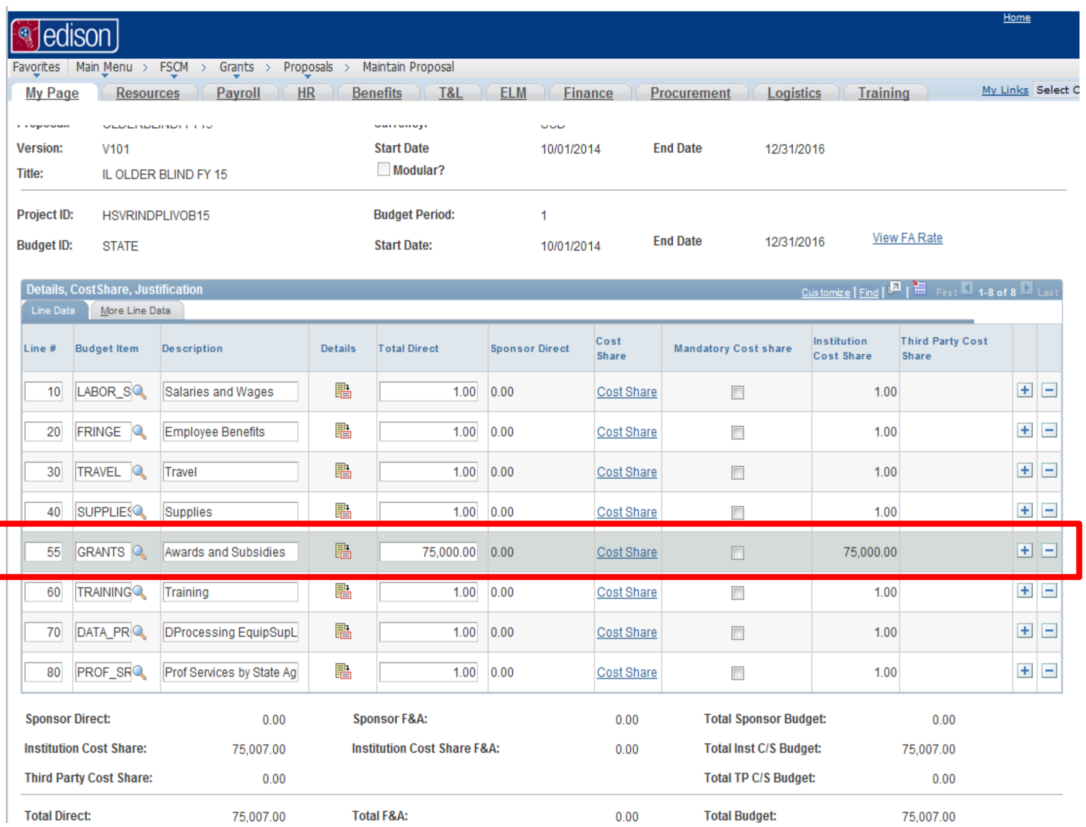
A message will be presented that the cost share percent lines will be prorated across distribution lines. Click "Yes" and the amount will be changed to the total amount that should be "Institution Cost Share."


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



Version:	V101	Start Date	10/01/2014	End Date	12/31/2016
Title:	IL OLDER BLIND FY 15	Modular?			
Project ID:	HSVRINDPLIVOB15	Budget Period:	1		
Budget ID:	STATE	Start Date:	10/01/2014	End Date	12/31/2016

View FA Rate

Details, CostShare, Justification — Customize \| Find \| First 1-8 of 8 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		1.00	0.00	Cost Share		1.00	
20	FRINGE	Employee Benefits		1.00	0.00	Cost Share		1.00	
30	TRAVEL	Travel		1.00	0.00	Cost Share		1.00	
40	SUPPLIES	Supplies		1.00	0.00	Cost Share		1.00	
55	GRANTS	Awards and Subsidies		75,000.00	0.00	Cost Share		75,000.00	
60	TRAINING	Training		1.00	0.00	Cost Share		1.00	
70	DATA_PR	DProcessing EquipSupL		1.00	0.00	Cost Share		1.00	
80	PROF_SR	Prof Services by State Ag		1.00	0.00	Cost Share		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.

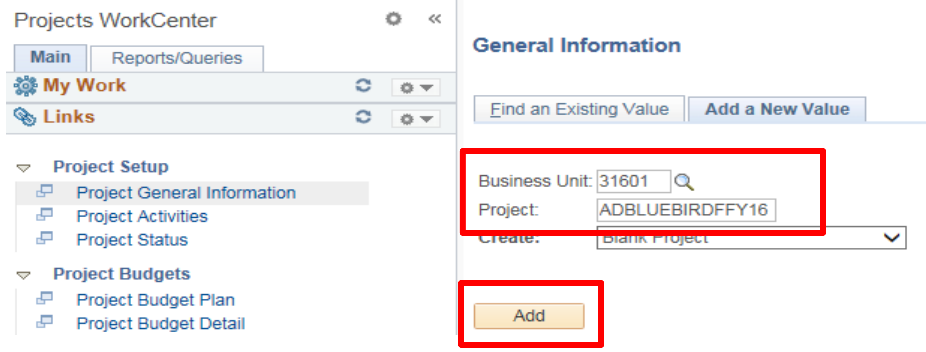
Note: For the following situation, begin with Section 3.3.3:

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

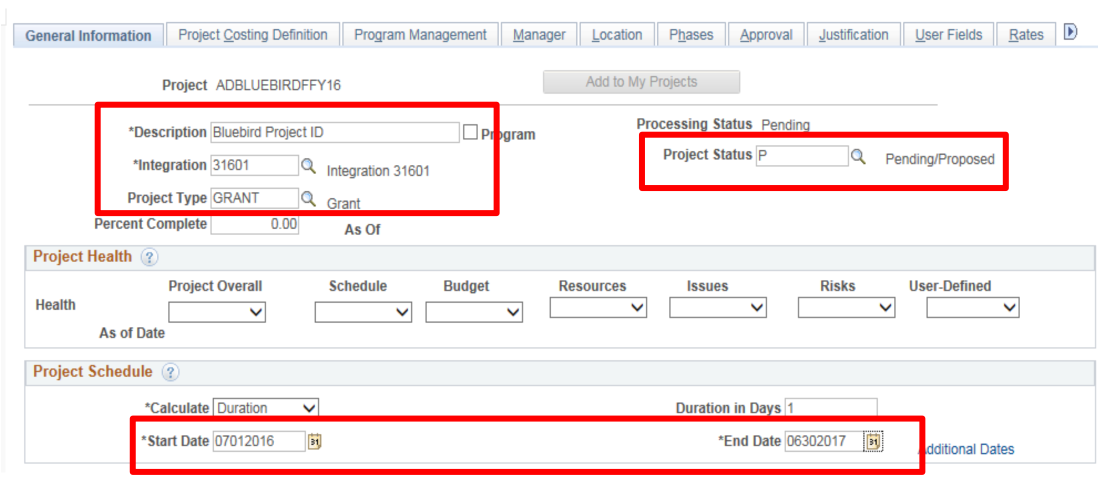
Section 3.3.1 - Create Project for the Customer (revenue) Contract

- 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.

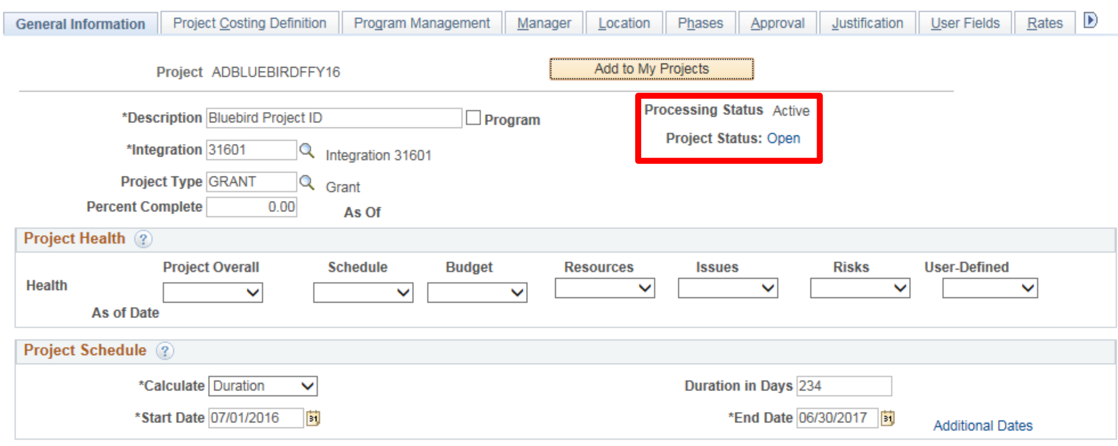
- Click on Add.



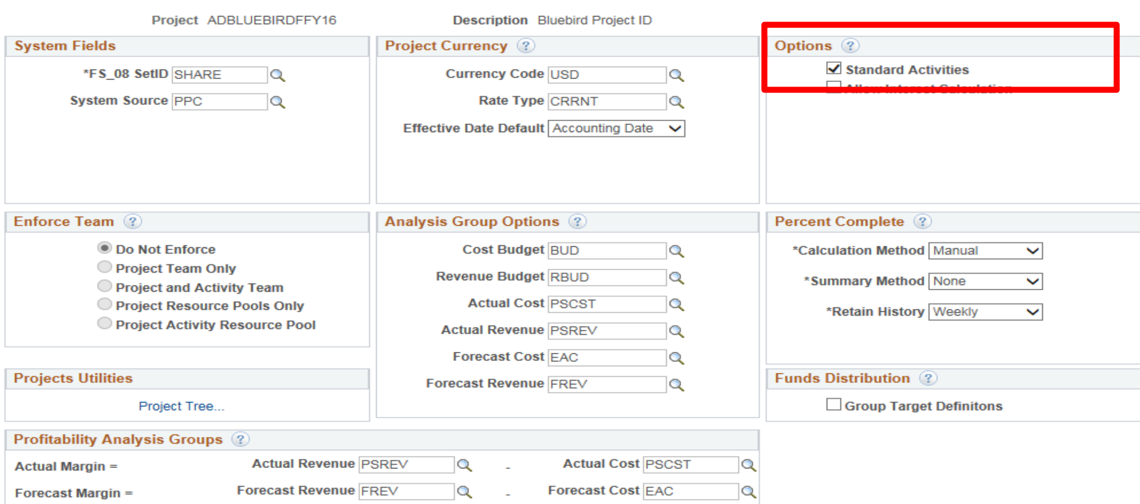
- Enter a Description.
- Enter Integration (Same as Business Unit).
- Enter Project Type.
- Enter Start and End Dates.
- Change Project Status to the letter "O" for Open and use the tab key to make the change (i.e. Must hit tab key in order for the change to be effective).



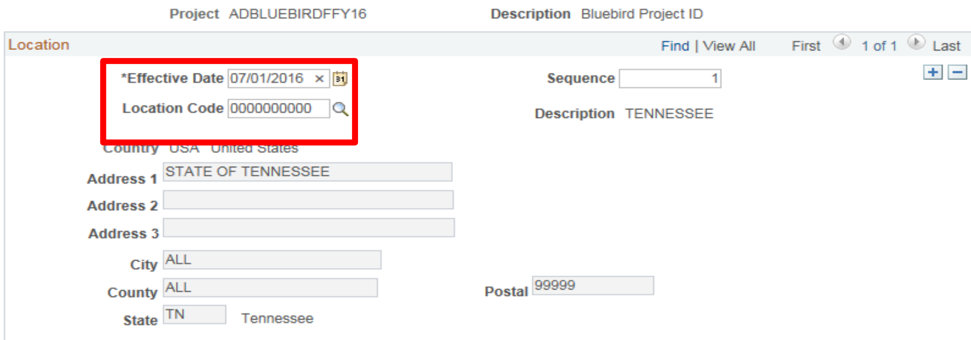
- Click on Save (don't Save as Template).



- 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.

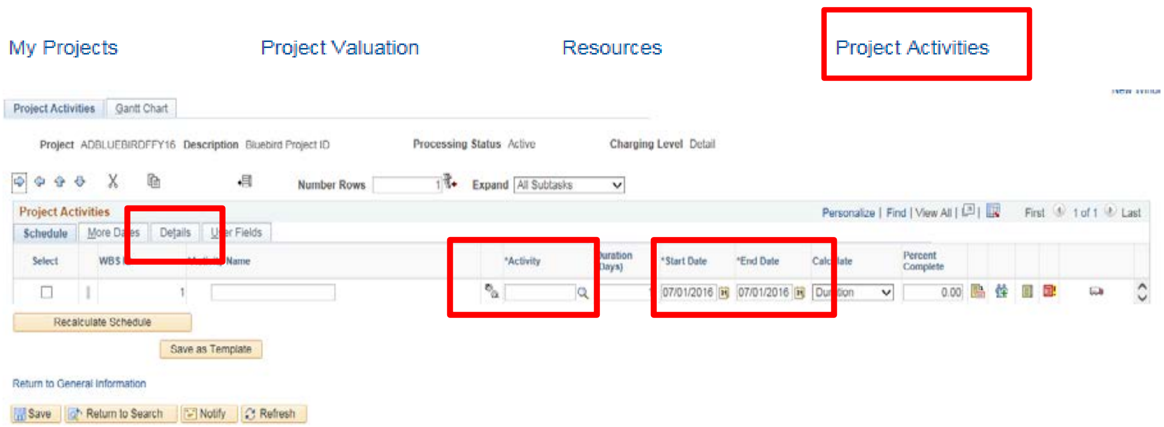


- Click Save.
- Click on the Location tab.
- Enter the Effective Date as the Begin Date of the Project ID.
- Click in the Location Code lookup and select the generic Location for Projects 0000000000.
- Click Save.

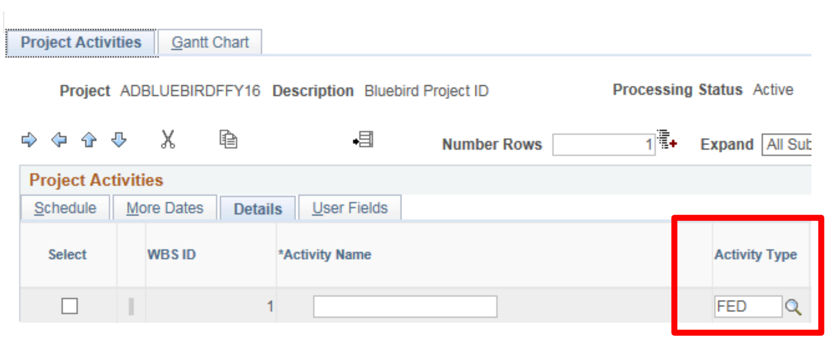


Section 3.3.2 - Create Activity for each Project for the Customer (revenue) Contract

- Click the Project Activities hyperlink.



- 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.



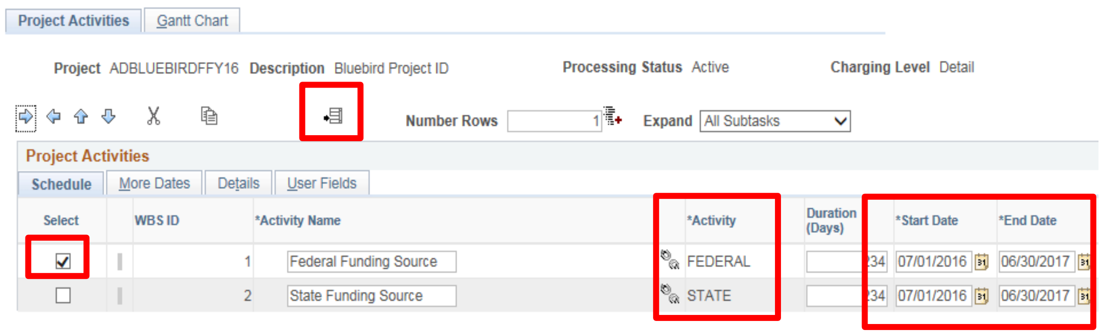
- Click Save.
- If additional Activities are needed, check the Select box on the Schedule tab (page). Click on the icon with a black arrow to its left (Add) to add rows needed. Follow the above step for each additional

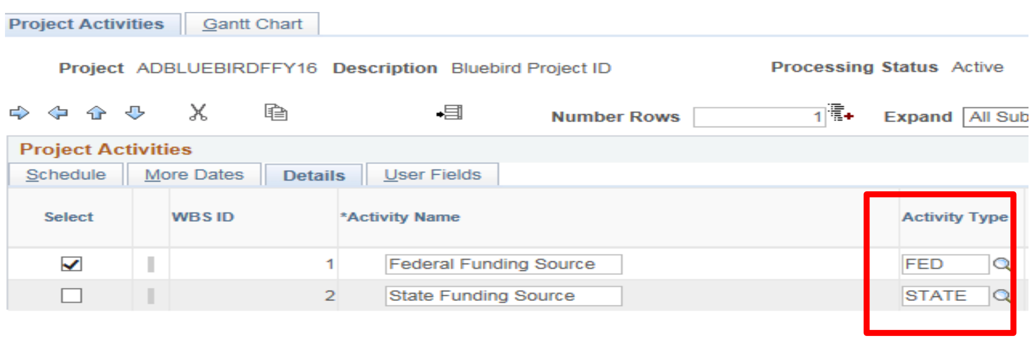
Activity needed.

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.

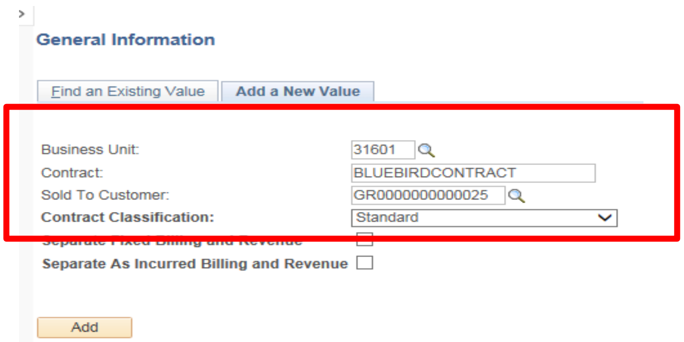
Following are screen shots of an example of two Standard Activities which have been entered:





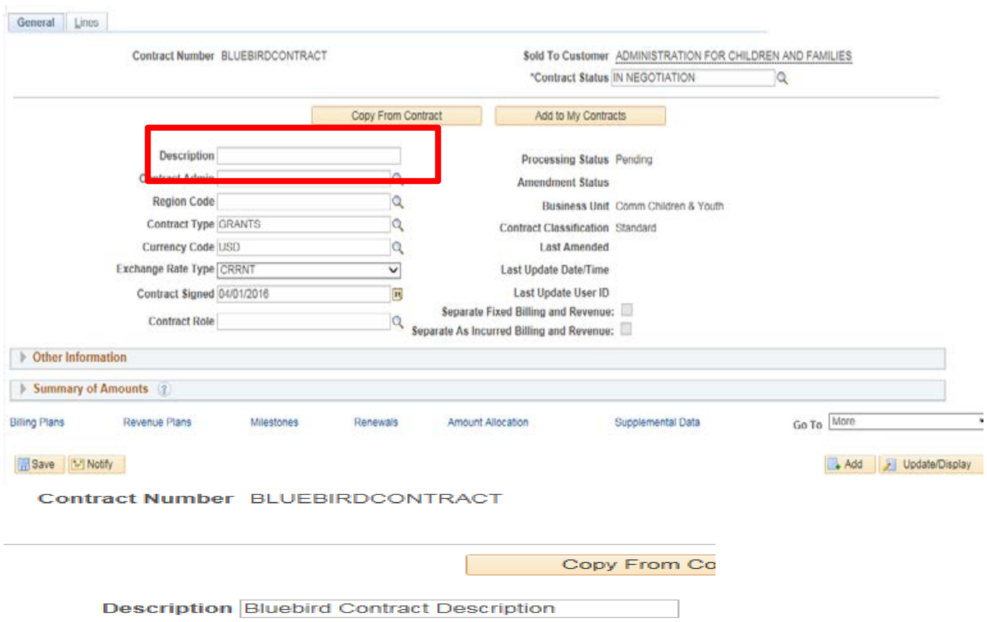
Section 3.3.3 - Create the Customer (revenue) Contract

- 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”.



- Click the "Add" button.

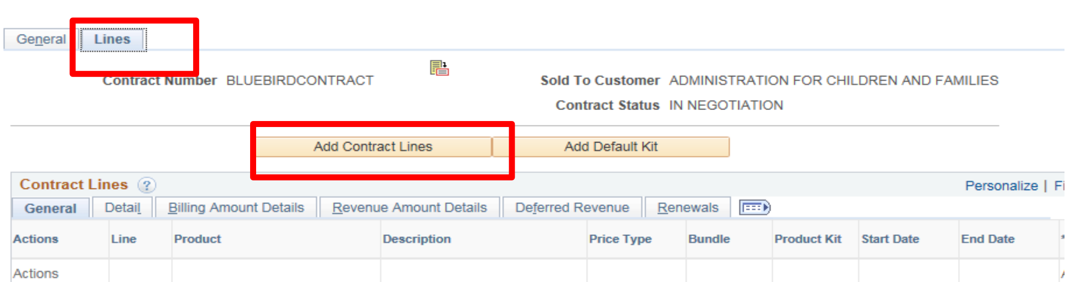
- Enter a Description which can be up to twenty (20) alpha/numeric characters including spaces. Commas, percent signs, or special characters should not be used. This will be the same description as you will be entering for the Award ID Title in the Award Profile.



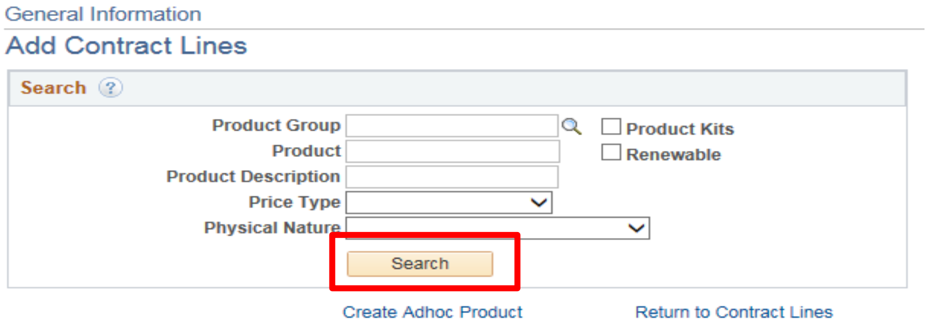
- Click Save.

- Click on the Lines tab (page).

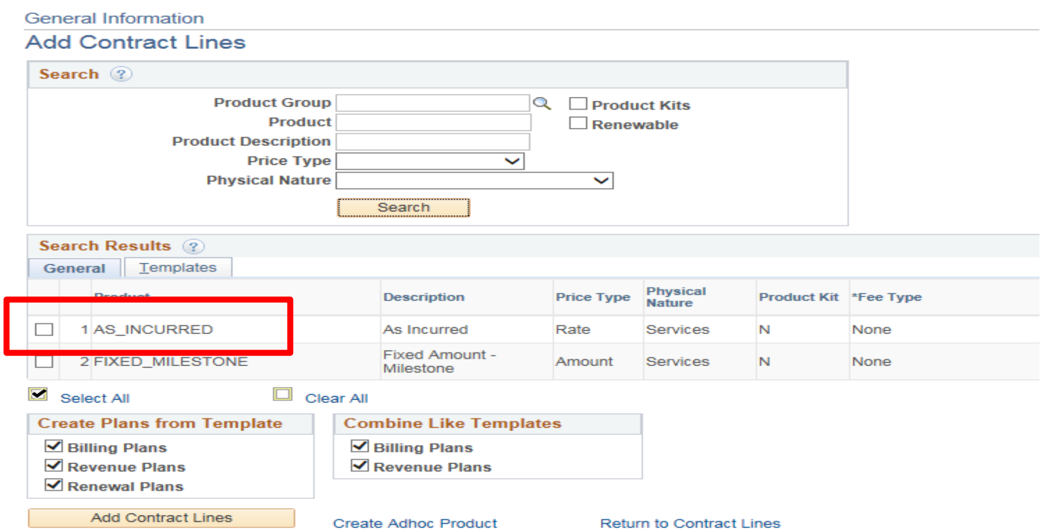
- Click on "Add Contract Lines" to add a Contract Line.



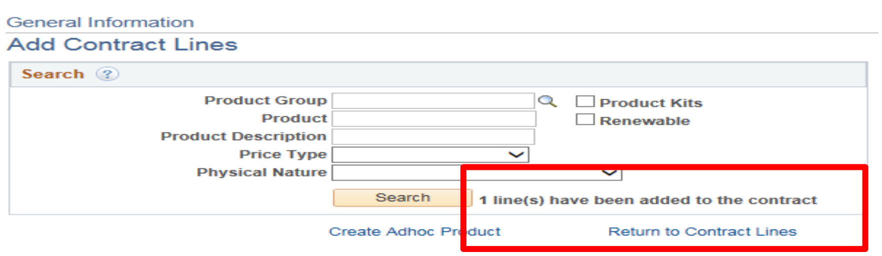
- Click on Search



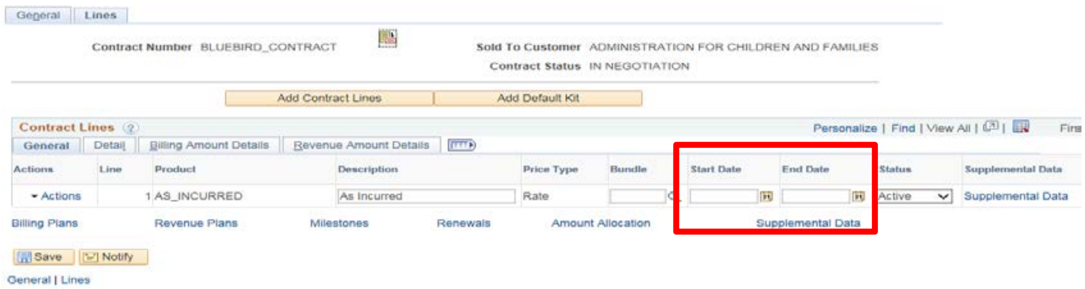
- Check the “As_Incurred” Product Box and click the “Add Contract Lines” box; don’t enter any additional information or change boxes that are checked.



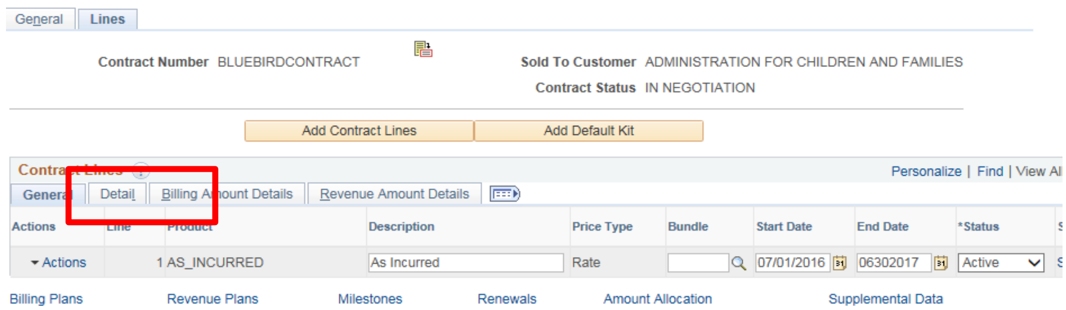
Note: Beside the Search button, 1 line has been added to the contract.



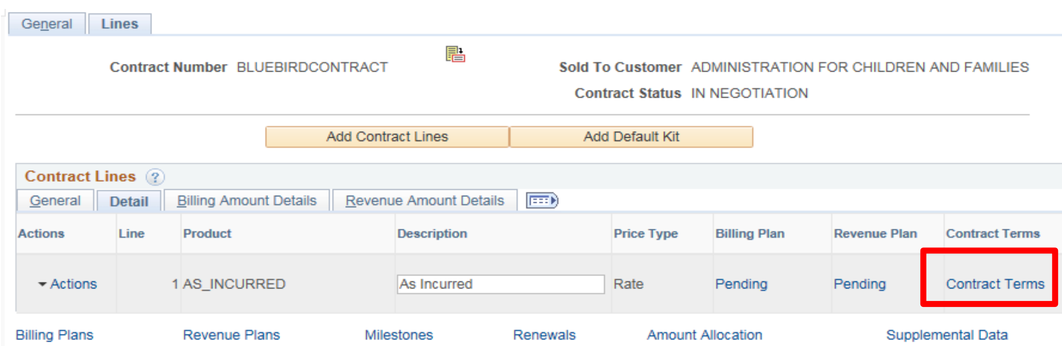
- Click on the “Return to Contract Lines” hyperlink.
- Enter the “Start and End Dates” for the Customer (revenue) Contract.



- Click Save.
- Click on Detail page.

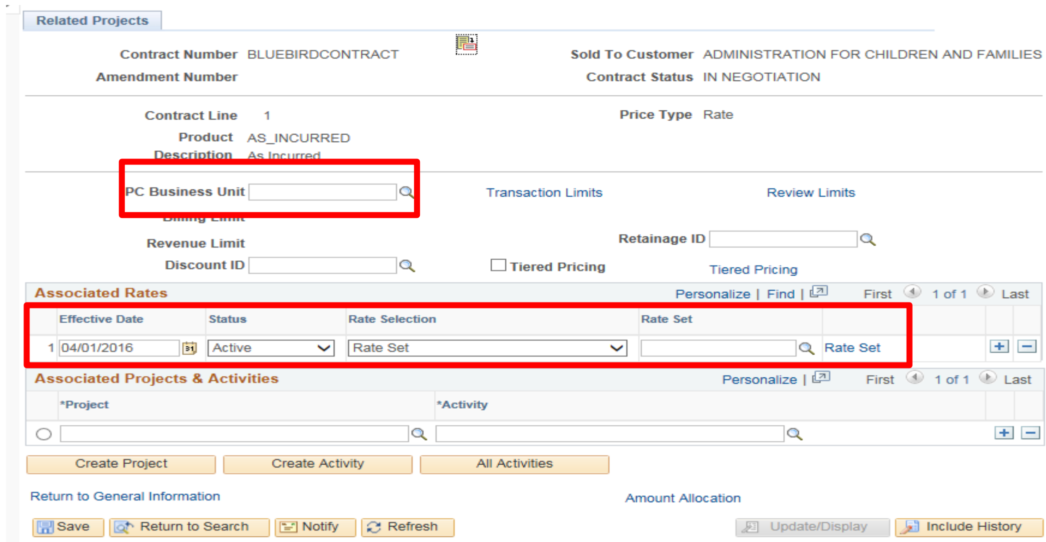


- Click on “Contract Terms” hyperlink which will bring up the Related Projects Page.

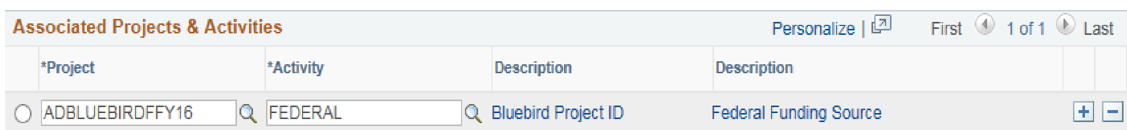


On the Related Projects Page:

- 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.



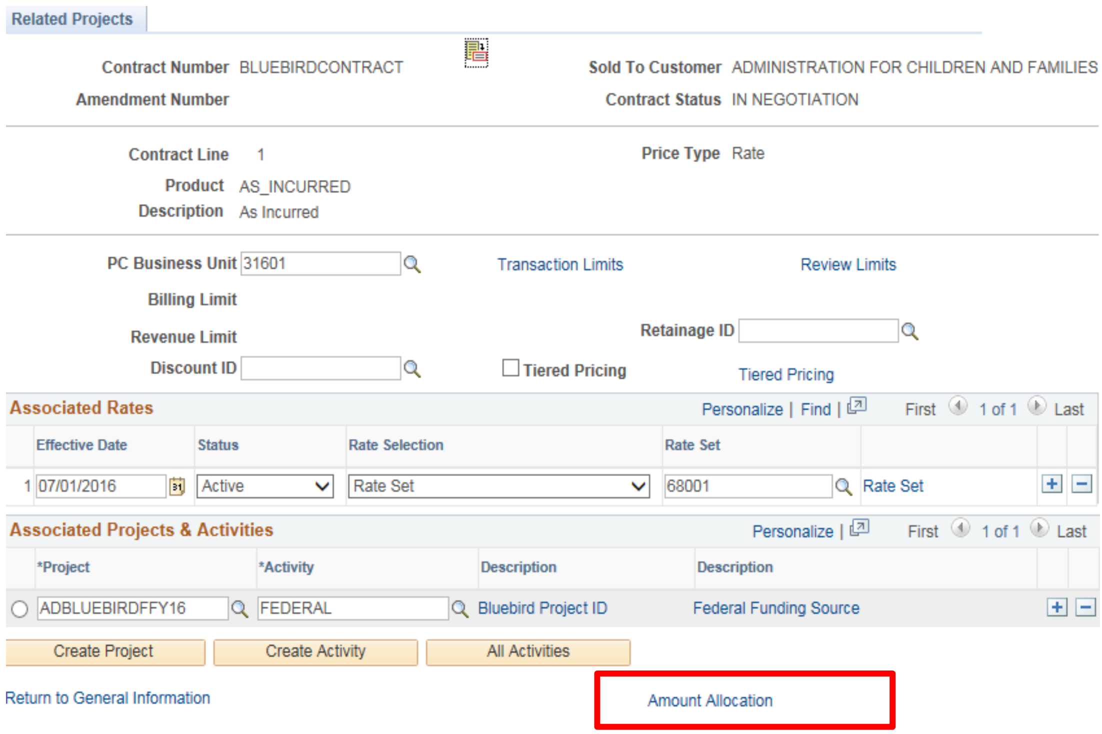
- Click in the Associated Projects & Activities section and lookup the billable Project ID(s) and Activity(s) to be associated to a Customer (Revenue) Contract.



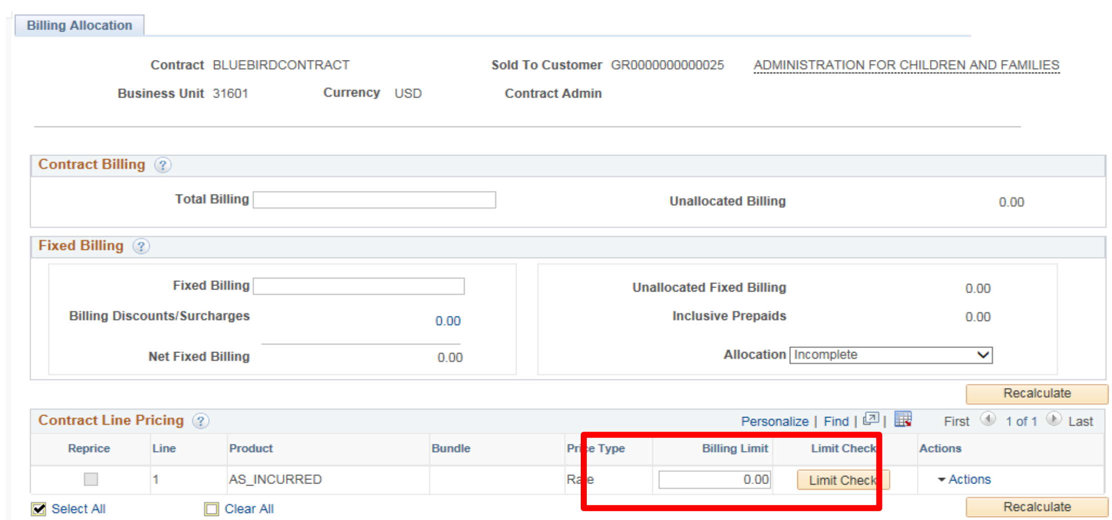
If Project ID has more than one Activity, this will need to be done for each Activity by clicking on the plus sign to add additional Project ID's and Activity(s).

- Click Save.

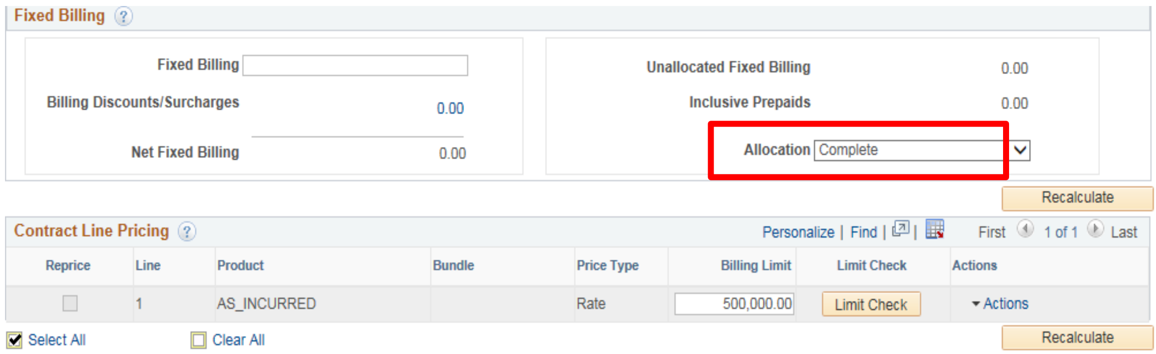
- Click on the "Amount Allocation" hyperlink.



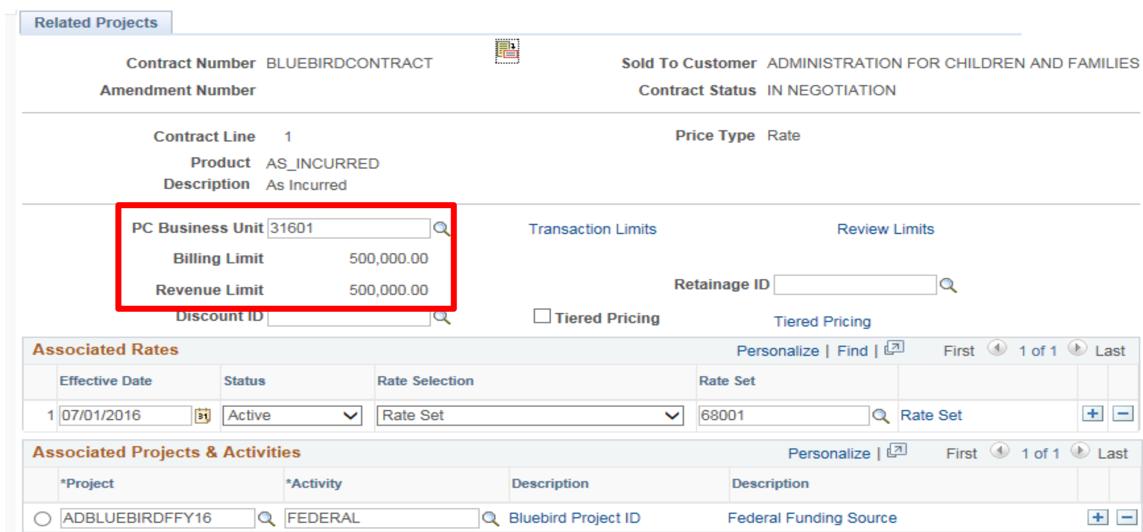
- Enter the Billing Limit in the "Contract Line Pricing" section on the Billing Allocation page. The Billing Limit should reflect the total amount due from the Sponsor/Customer of the Grant/Customer (revenue) Contract. Nothing should be entered into the Total Billing field or the Fixed Billing fields.



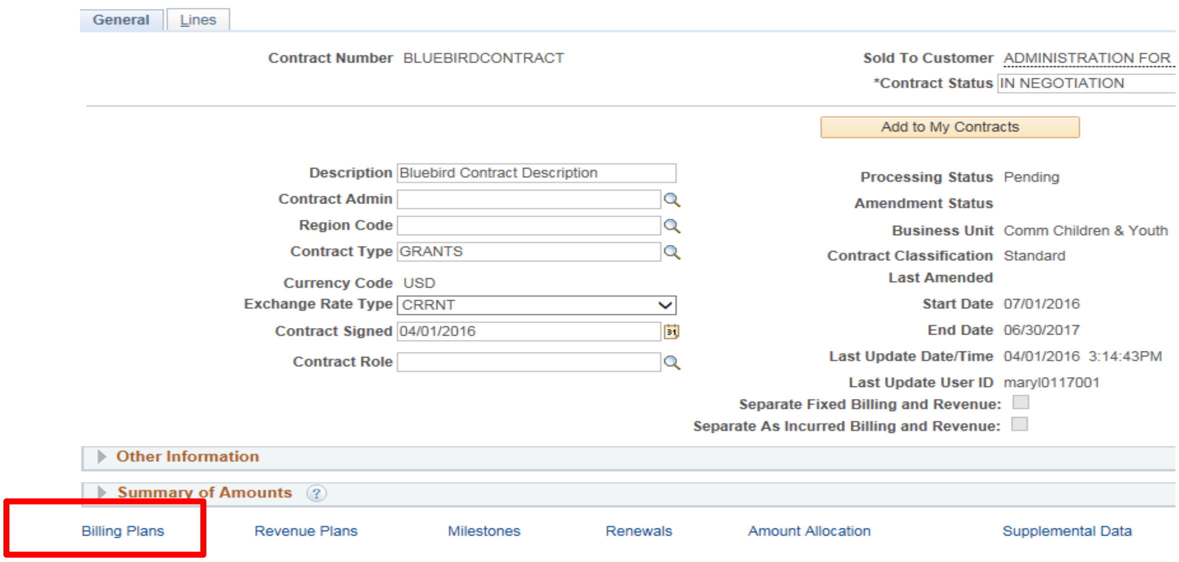
- Click on "Recalculate." The Allocation box should show "Complete."



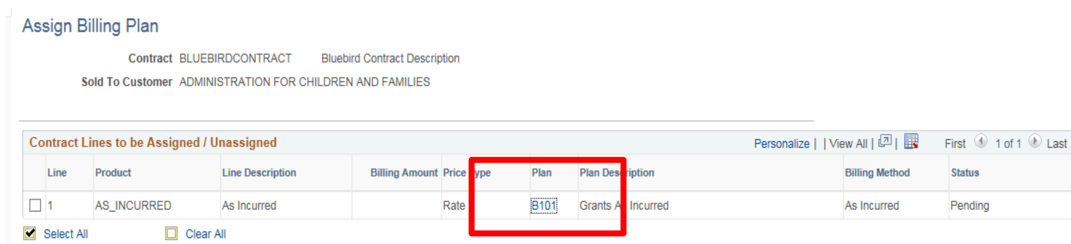
- Click Save.
- Click on "Return to Contract Terms" hyperlink, the Billing Limit and Revenue Limit will both be populated.



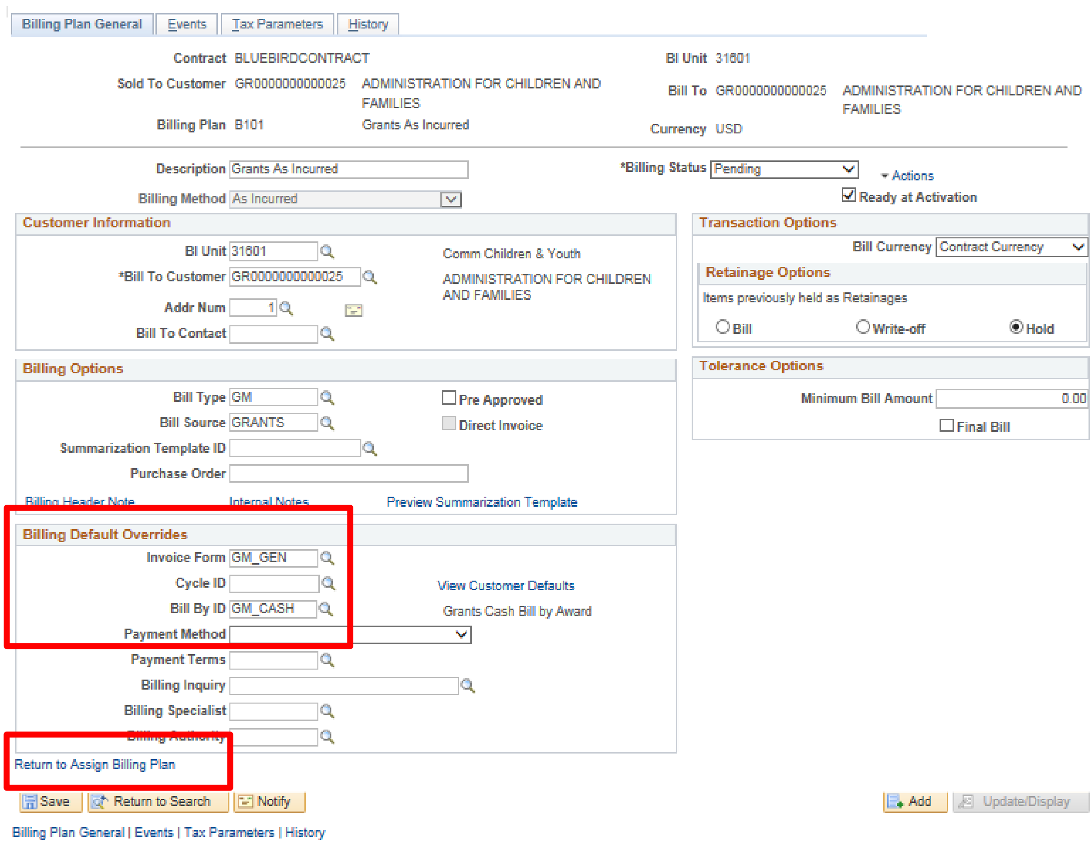
- Click on Return to General Information.
- Click on the General tab (page).
- Click on the "Billing Plans" hyperlink.



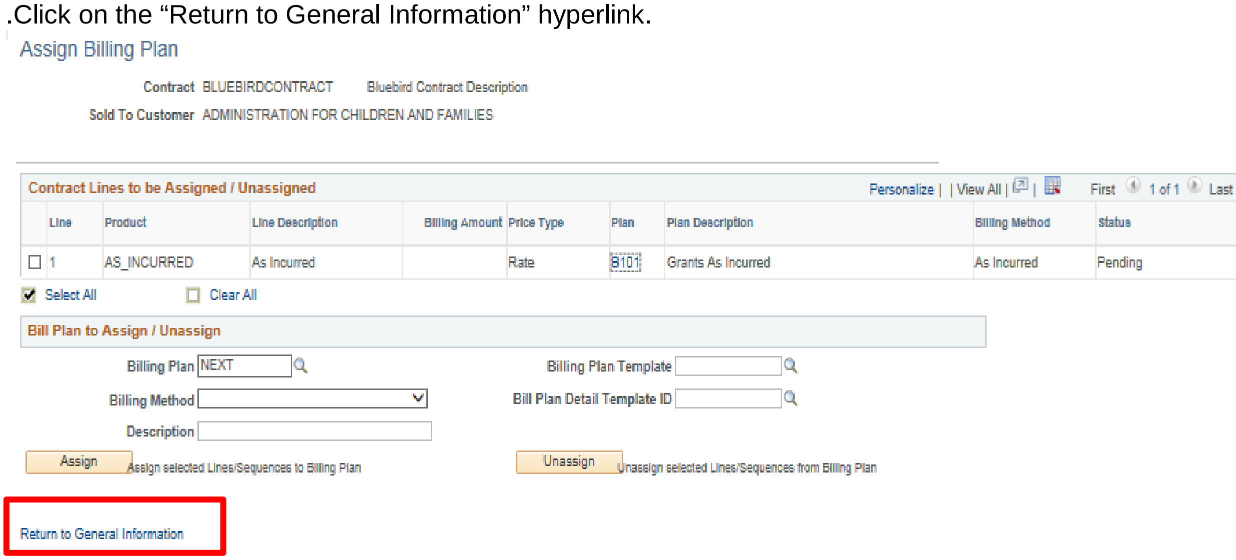
- Click on the “B101” hyperlink.



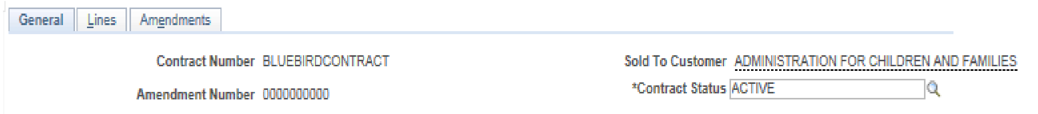
- Enter the Invoice Form: “GM_GEN.”
- Enter the Bill By ID: “GM_CASH.”
- Leave all other fields on this page as defaulted in or blank. The Billing Plan will become “Ready” when the Customer (revenue) Contract status is made “Active.”



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

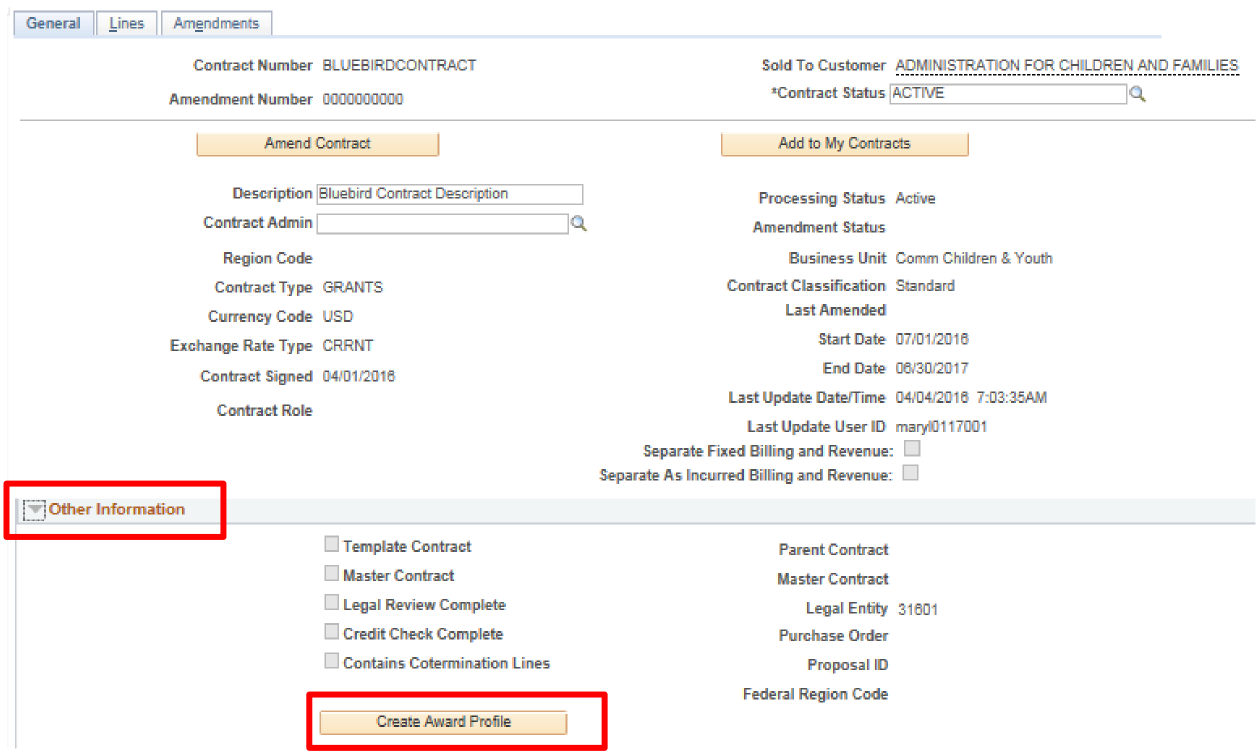


- Click on the General Tab.
- Change the Contract Status from "In Negotiation" to "Active". If an error message is received, refer to 3.1.6 for directions to clear.

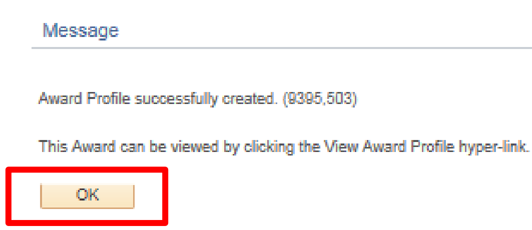


Section 3.3.4 - Generate the Award from the Customer (revenue) Contract

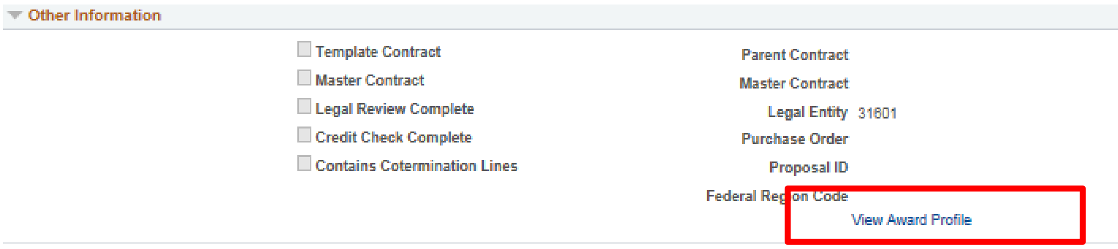
- Navigation (if not continuing from previous step):
  - ➢ FSCM> Customer Contract> Create and Amend> General Information
- Select the Customer (revenue) Contract which needs an Award to be created.
- Click the arrow beside "Other Information."
- Click on the "Create Award Profile" button.



- This message will appear.



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



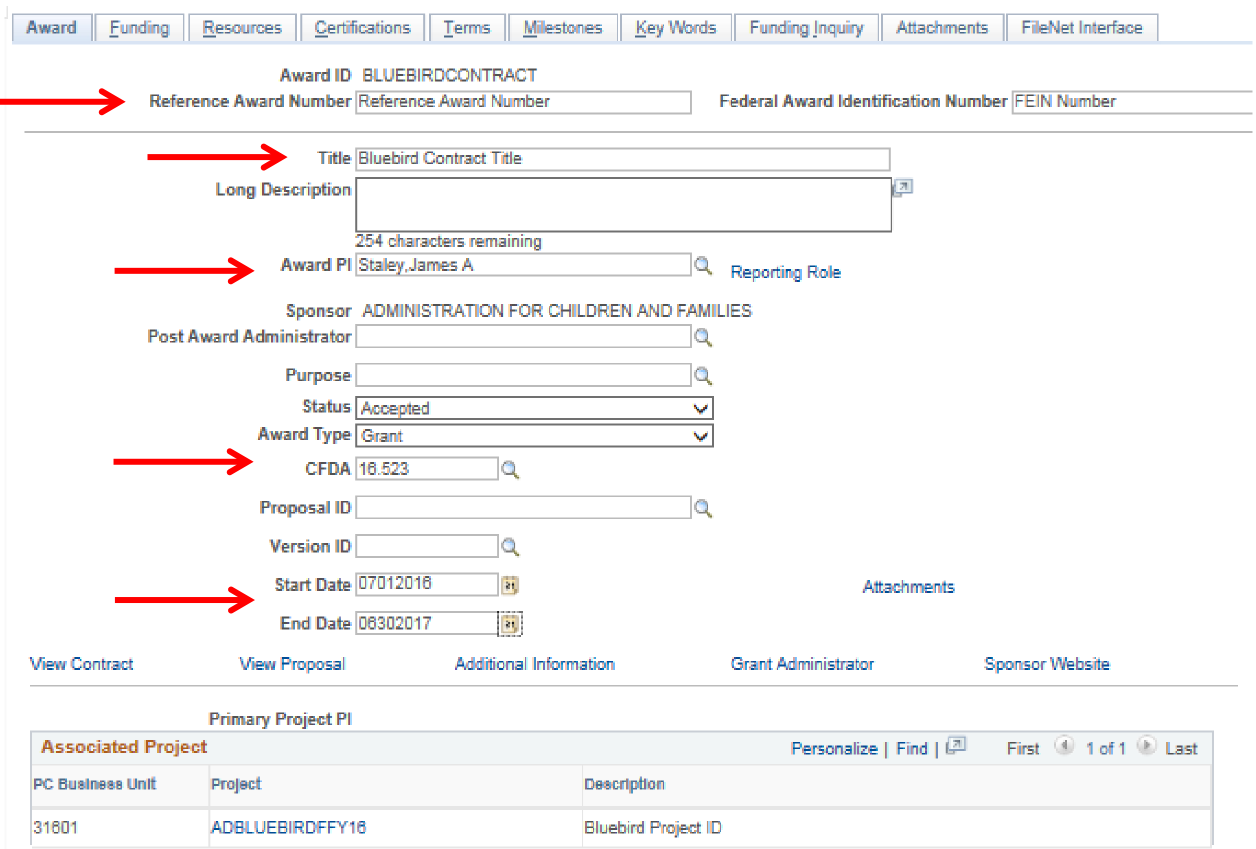
Section 3.3.5 - Update Award Profile

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:

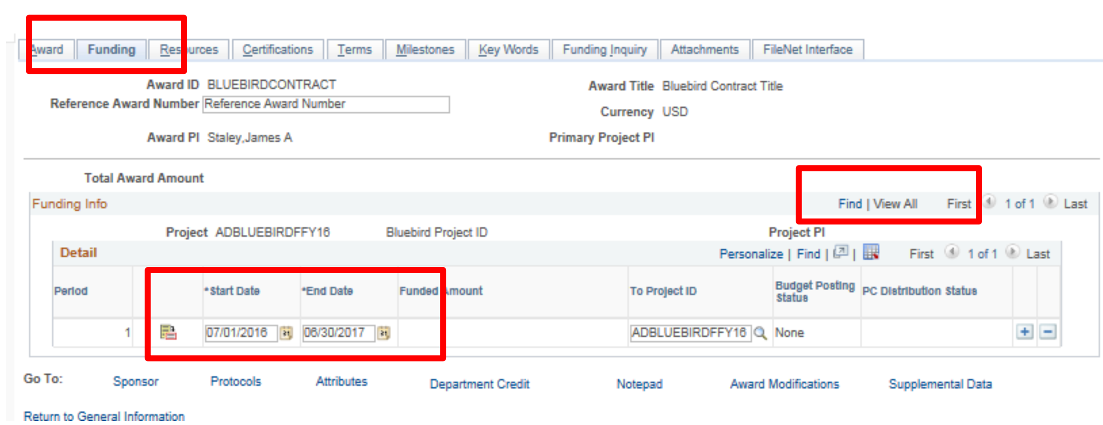
- ➢ FSCM>Grants>Awards>Award Profile and search for the Award.

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

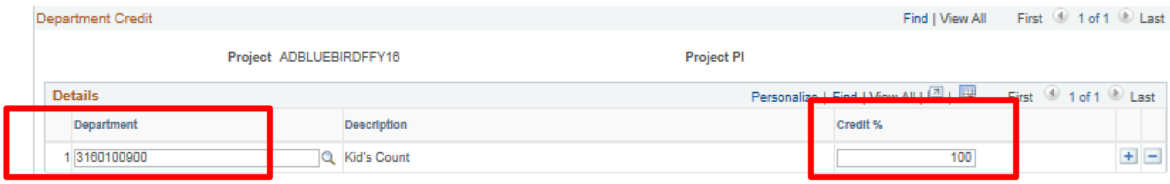
- Enter the Reference Award Number and Federal Award Identification Number (FAIN).
- Enter a Title (same as the Customer (revenue) Contract description).
- Look up and select an Award PI.
- Look up and select the CFDA number.
- Enter a Start and End date which should be the same dates entered in the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



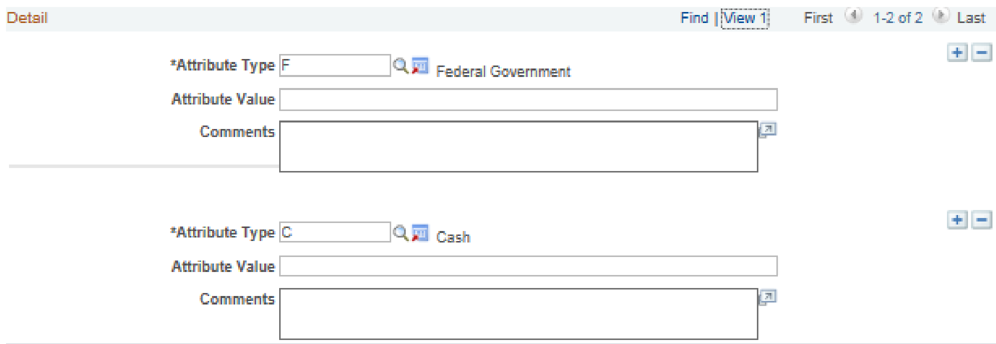
- Click on the Funding Tab.
- Click View All if you have multiple Projects.
- Enter the Start and End Dates for each Project in the Funding Info section. These dates should be the same dates as the Project ID. Failure to enter the dates here would prevent the agency from being able to enter the Project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



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

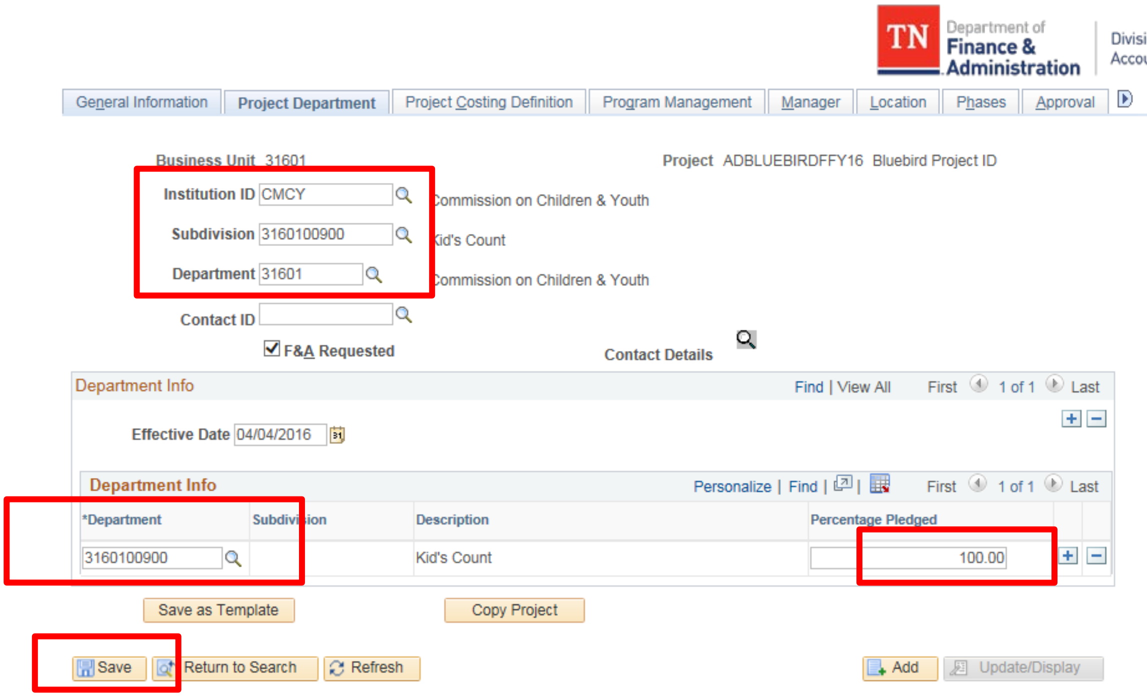


- Click on the “Attributes” hyperlink.
- Select the Attributes needed for SEFA reporting. See separate Division of Accounts SEFA reporting instructions.
- Click Save.



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.



- 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).

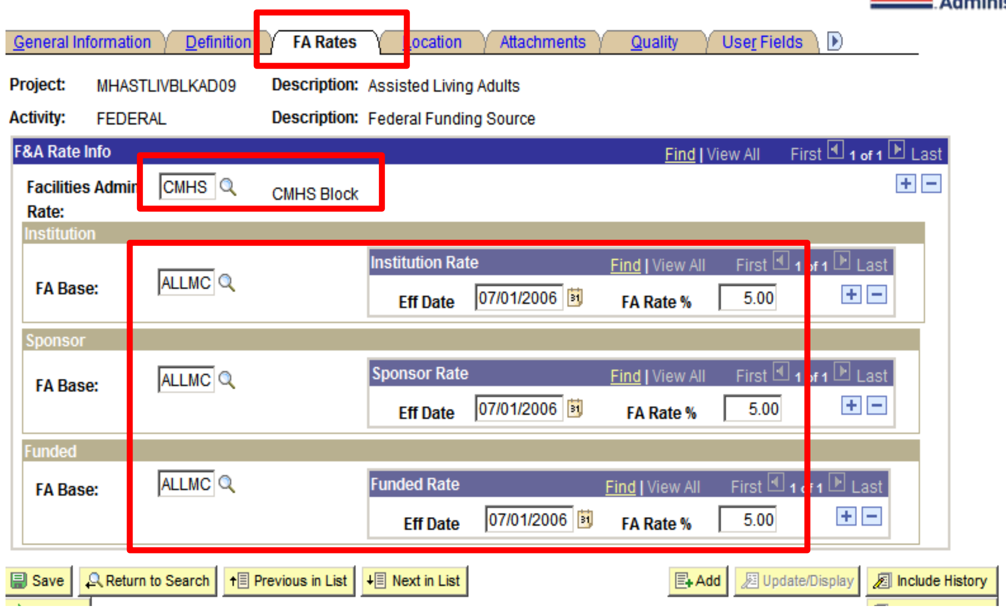
  - F&A Rates and Bases need to be entered for every billable Activity that should generate F&A (Indirect Cost) pricing. The system uses the rates and bases to allow for the automatic processing of the F&A (Indirect Cost) for transactions using the particular Project ID and Activity.

  - 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.



- Click Save.

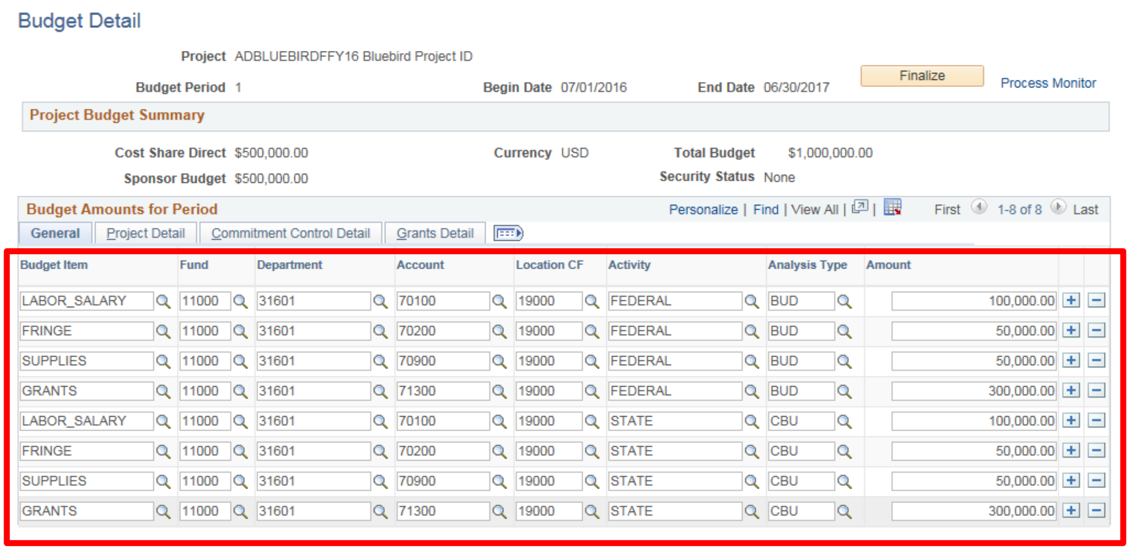
Section 3.3.8 - Create and Finalize the Project Budget

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

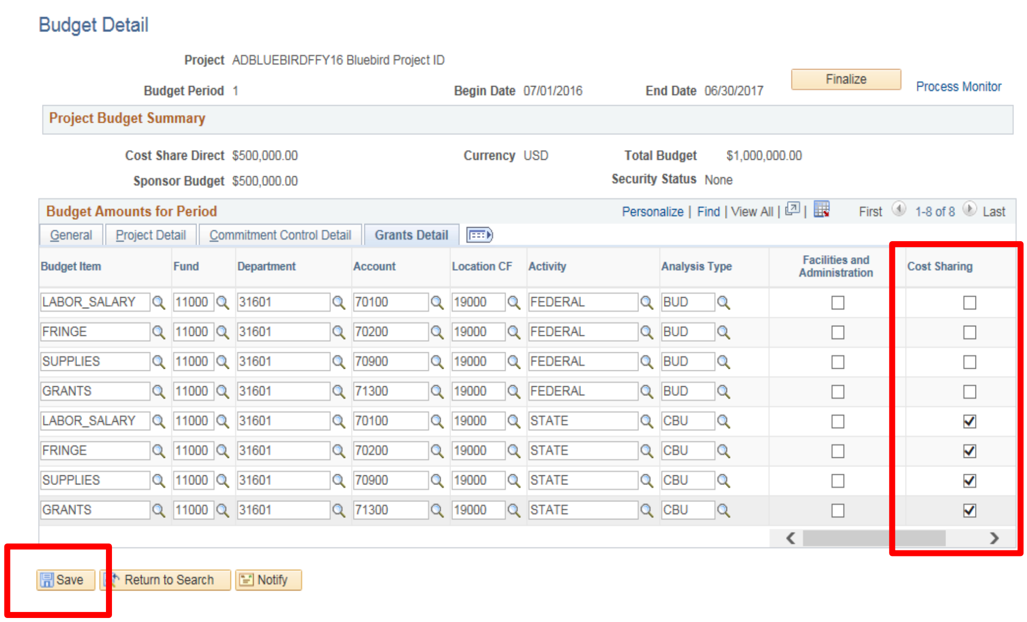
➢ Navigation:

- 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.

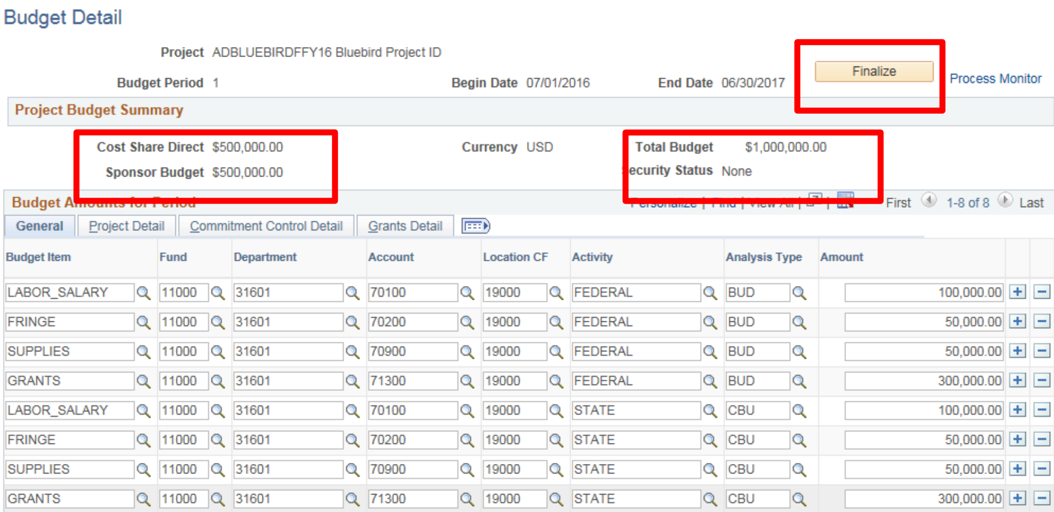


- Click on the Grants Detail tab and check the Cost Sharing box for each State Activity. Verify the Cost Share Direct amount in the Project Budget Summary section equals the amount that is not billable on the Customer (revenue) Contract.



- 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 ADBLUEBIRDFFY16 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
Sponsor Budget $500,000.00
Currency USD
Total Budget $1,000,000.00
Security Status None

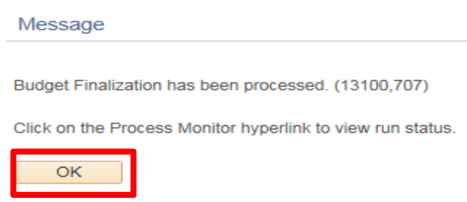
Budget Amounts for Period — First 1-8 of 8 Last

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

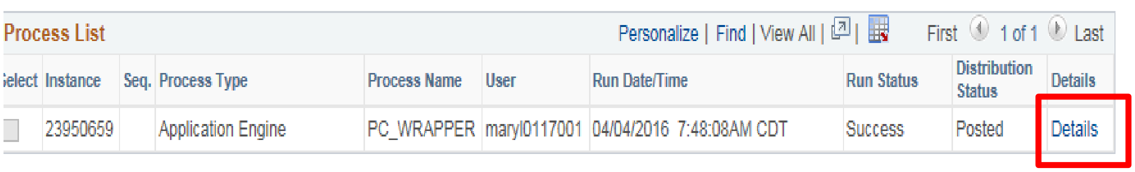
The Cost Share Direct Amount ($500,000) under Project Budget Summary is the total of the STATE activity lines. The Sponsor Budget ($500,000) is the total of the FEDERAL activity lines. The Total Budget Amount ($1,000,000) is the overall project budget total.

- Click Finalize to finalize the Budget.



- Click OK and click on the “Process Monitor” hyperlink.

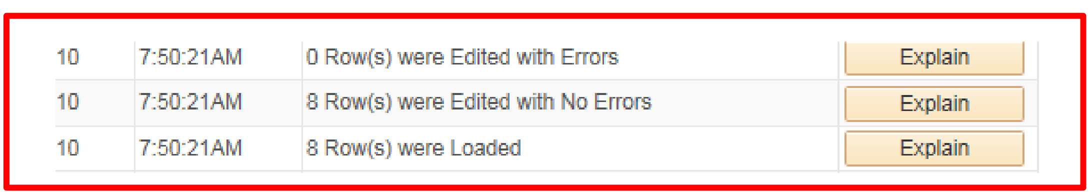
- When the Process has run to “Success” and “Posted”, click on the “Details” hyperlink.



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
	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.