State of Oklahoma
COR432

Grants Post-Award Management Manual

Office of Management & Enterprise Services

OKLAHOMA

Table of Contents

Document History

Document Revision	Date	Description
1.0	06/01/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	01/06/2024	Upgrade Update

Grants Post-Award Overview

The Grants module provides functionality to support both Pre and Post Award Grants administration and management. Grants Proposal and Award features include:

- Grants Proposal creation and management
- Grants Proposal Budgeting
- Indirect Cost Budgeting and Calculation
- Automated Federal Reimbursement Calculations
- Review Grants Proposal and Award history online
- Track Expenditure Limits against Grants Budget for reimbursement checking
- Track and manage Award Close-out activities

A Grants Proposal must be submitted and 'Generated' in the system before the Award Profile can be seen and reviewed. The Award Generation process is effectively the 'Gateway' to the Award Profile and Grants Administration features.

Post-Award activities are largely accomplished through the Project Costing, Contracts, and Billing modules. Since Grants Awards budgets and expenditures are stored and tracked by Project ID and Activity ID, the Project Costing module plays a major role in Grants reporting. The Contracts and Billing modules facilitate federal draws including Letter of Credit identifiers, limits, and revenue accounting entries.

Key Terms

Grants Business Unit: Each agency has one, and only one Grants Management Business Unit. The Business Unit is the 3 digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Grants Proposal: The Proposal represents the intent and request for Grants Funding from the State Agency. State Agencies create Grants Proposals that identify resources, projects, budgets, etc. that will be integral in the utilization of the funding request.

Grants Award: Once the Proposal has been negotiated and approved by the sponsoring entity, the Award represents the final agreement between the sponsor and the state agency for receipt and expenditure of funds.

Sponsors: The Sponsor represents the Grants funding source. Generally, this is the Federal Agency through which federal Grants funds are received.

Subrecipients: Subrecipients are entities or individuals that receive Grants funding from the primary Grantee within the parameters of a Grants.

Project ID: Agency program or initiative funded by Grants dollars (a.k.a. set aside).

Institution: State agency applying for Grants funding and managing the Grants funded projects.

Project Manager and Team: Agency personnel working on Grants funded project.

Grants Contract Definition: The Contract defines funding Sponsor and Draw parameters for reimbursement. Also, defines reimbursable Product, Accounting and Grants funded Project relationships.

Facilities and Administration (F&A): The term F&A equates to Indirect Cost calculation for state agencies. This includes budgeting, calculating, and accounting for Indirect Costs.

Cost Share: The term Cost Share refers to the agency contributing additional cost in addition to those received from the Sponsor, to accomplish Grants program goals.

Letter of Credit Number: The Letter of Credit ID is a Sponsor specific number used to track Grants draws throughout the system.

Letter of Credit Document ID: The Letter of Credit Doc ID is a Grants Project specific number, input on the Grants Contract Line, used to track Grants draws throughout the system.

Process Flows

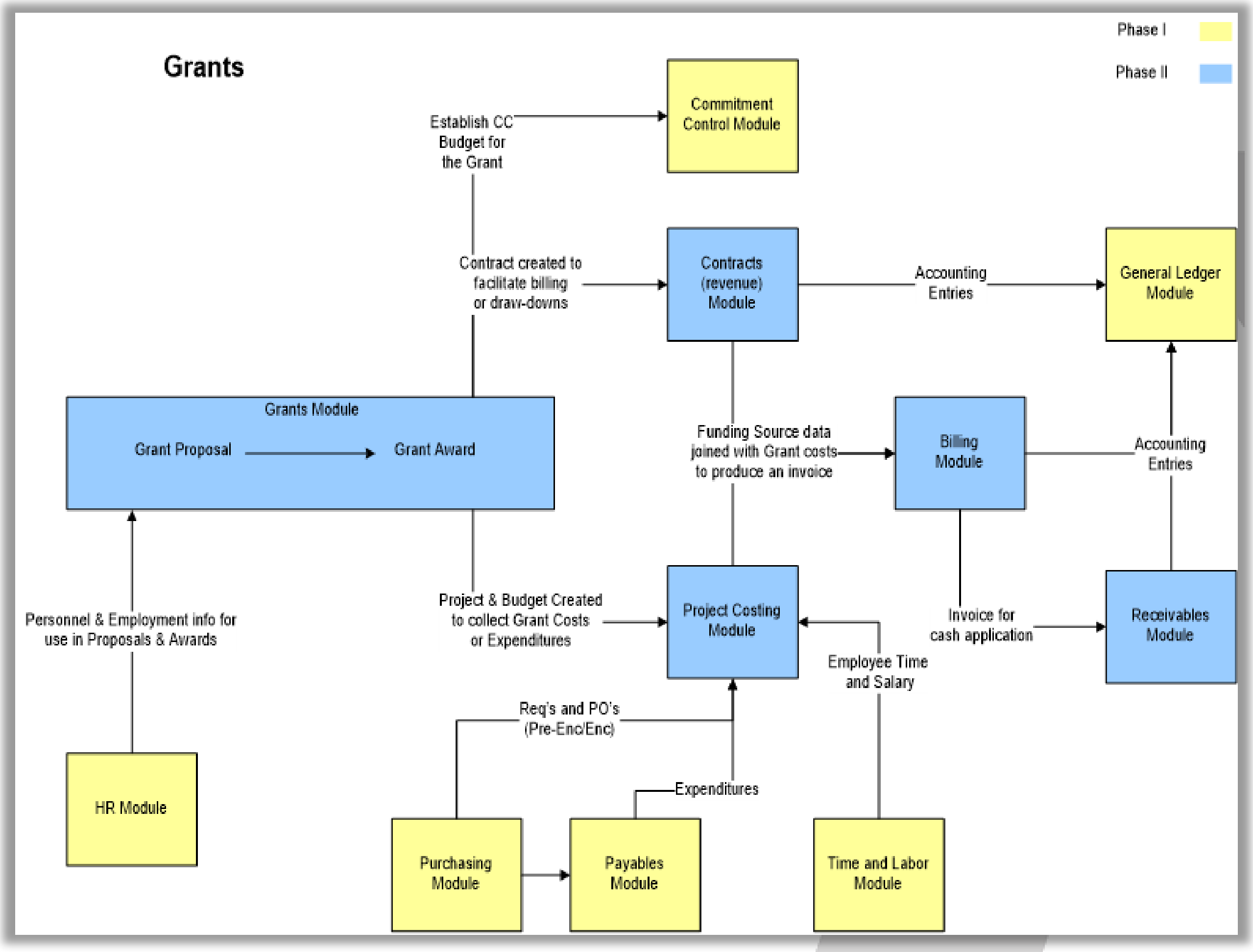
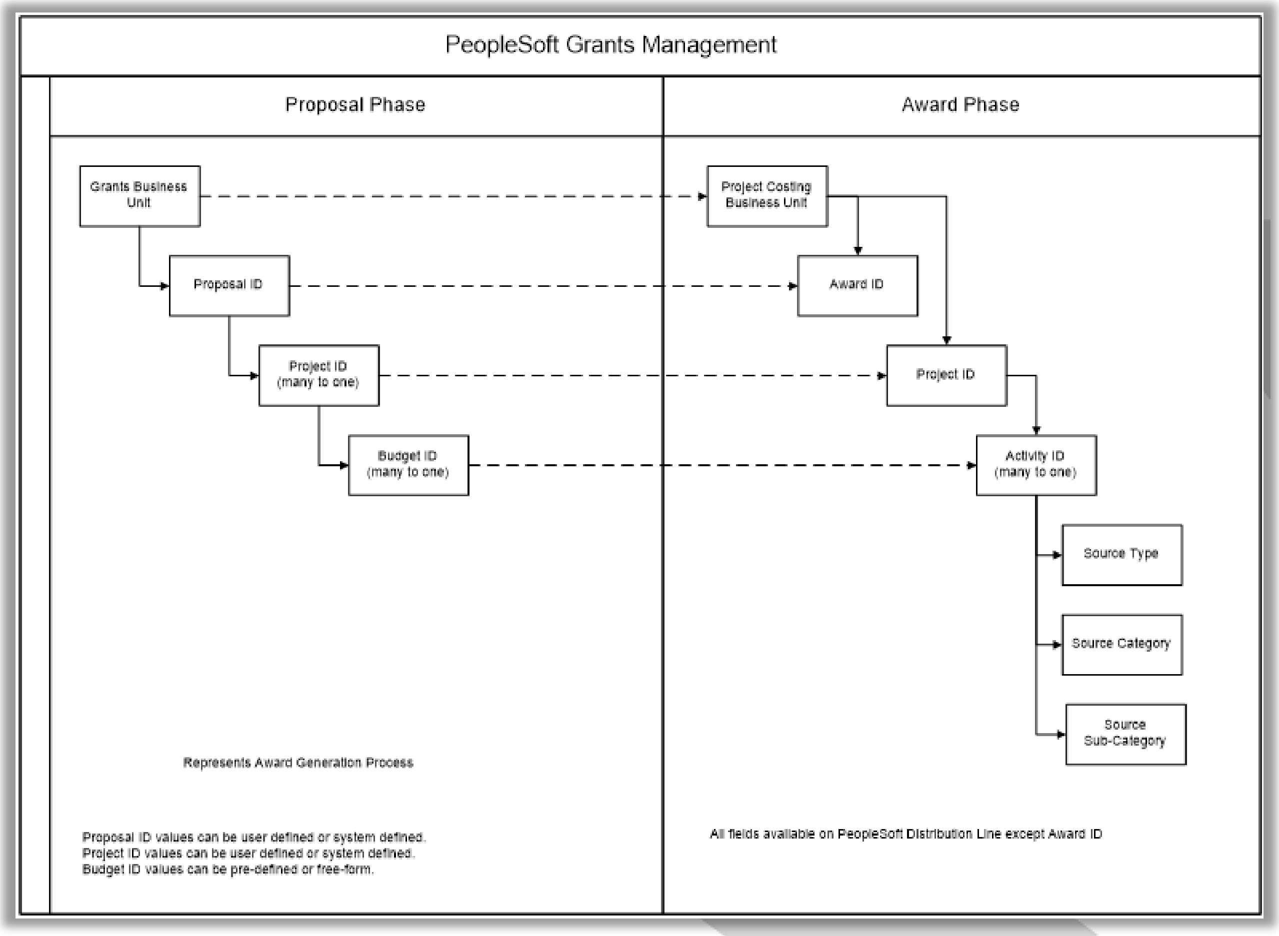


Diagram 1: Grants Module Integration



<u>Diagram 2: Grants Chartfield Flow</u>

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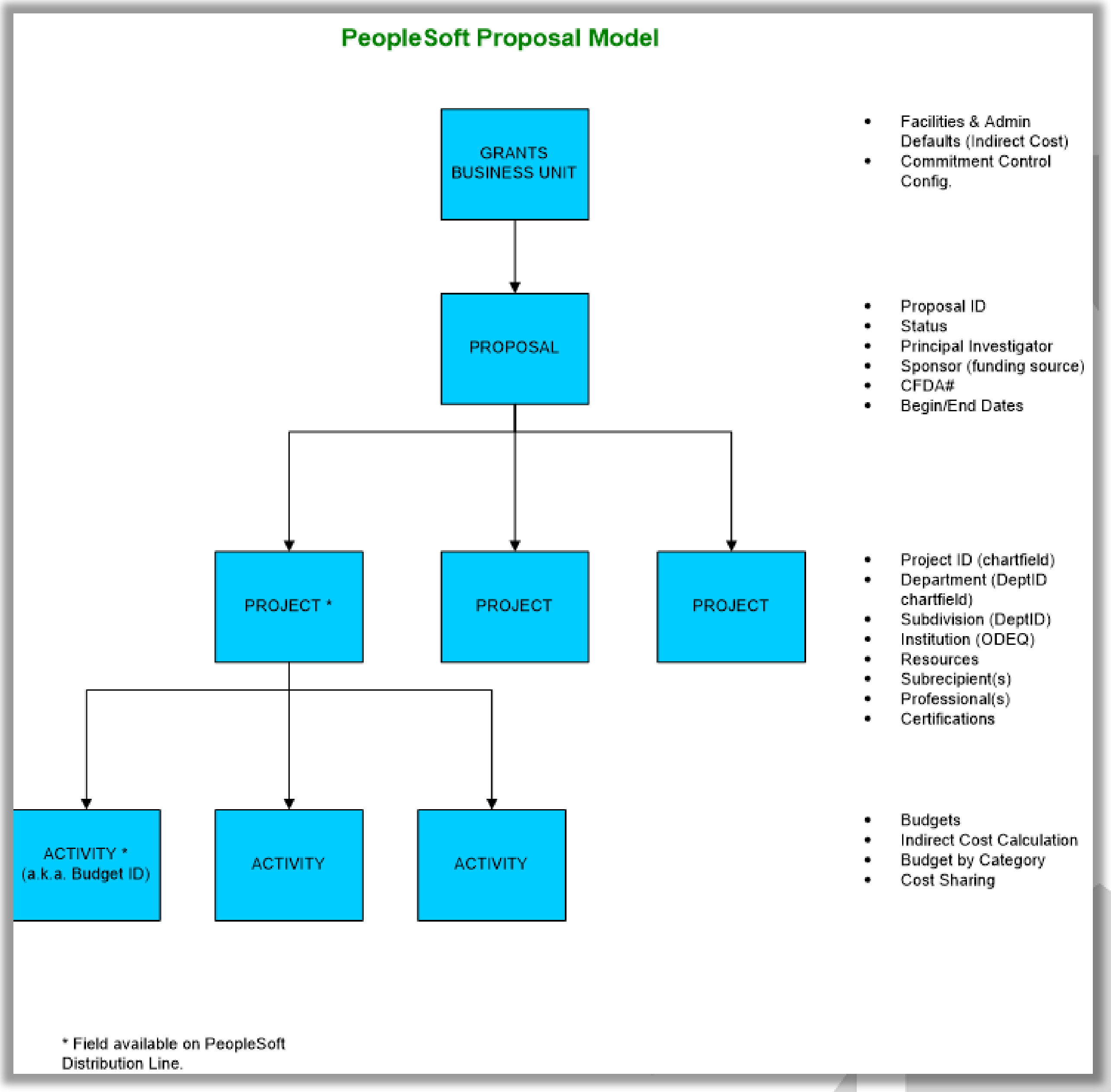


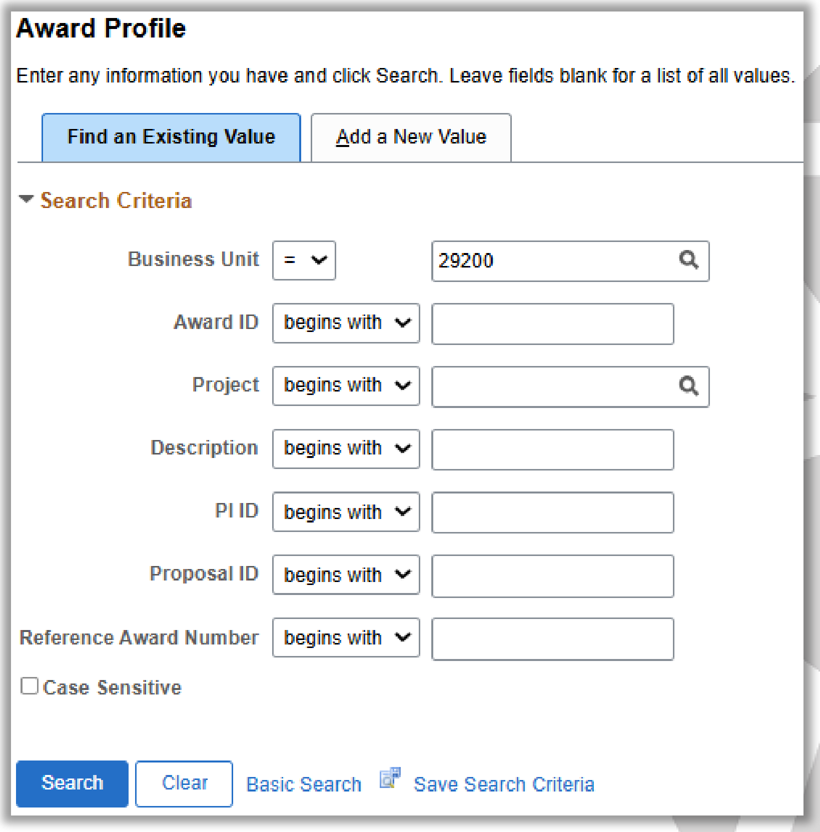
Diagram 3: Grants Proposal Model

Award Profile

The Award Profile is created when the Grants Proposal is Awarded through the 'Award Generation' process. The Award Profile inherits most of the information from the Grants Proposal and populates required Grants Project information.

Step 1: View and Update an Award Profile

Navigation: Grants > Awards > Award Profile > Find an Existing Value



Use the **Search Criteria** to retrieve the Award Proposal.

Business Unit – The Agency in which the Grants Award is stored.

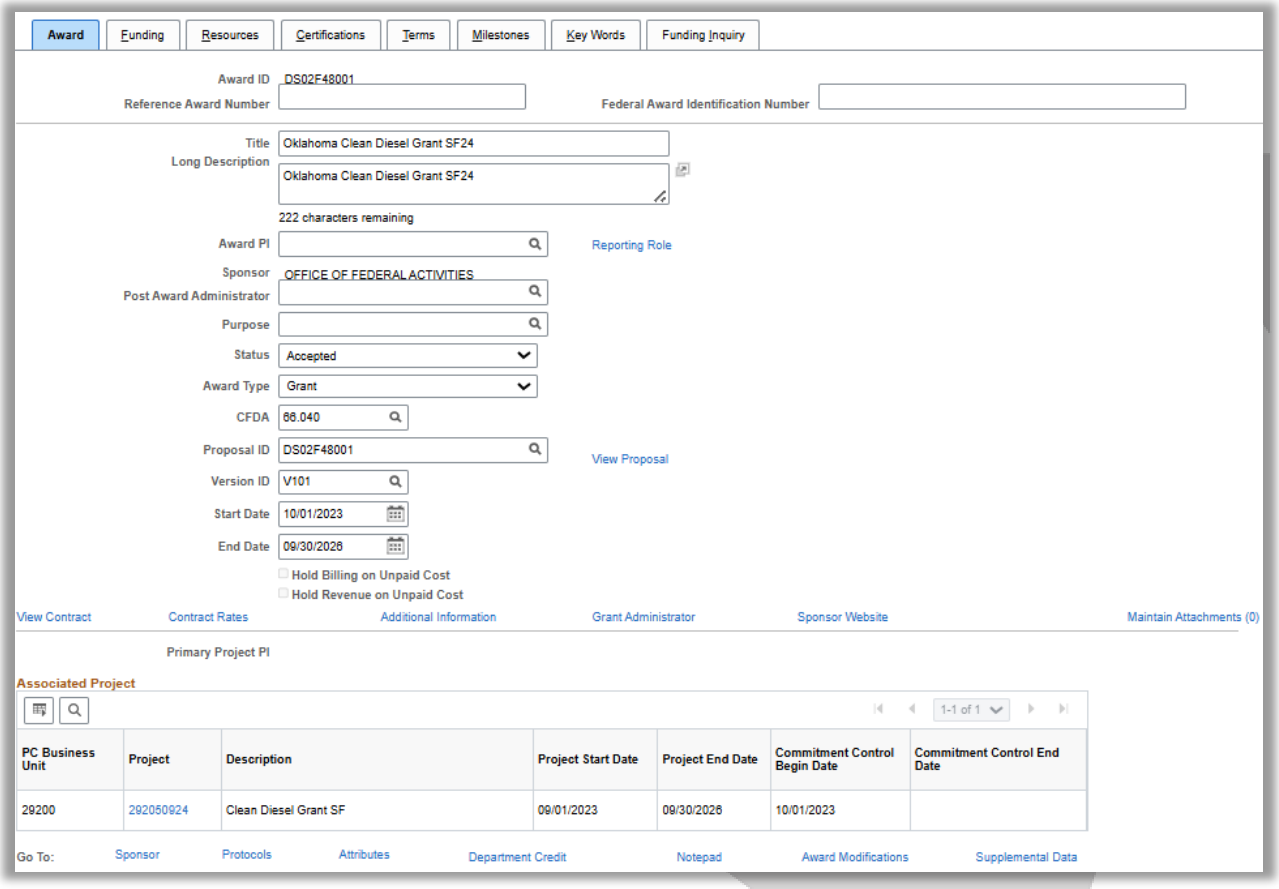
Award ID – The Award ID created through the Award Generation process.

PI ID – To retrieve Awards for a particular Professional, use this field.

Proposal ID – Search by all or part of the Proposal ID.

Click the **Search** button to enter the Award Profile pages.

Award Tab



The **<u>Award</u> Tab** displays general information derived from the Grants Proposal. For more explanation of Grants Proposal fields see COR431 – Grants Proposal and Pre-Award Management manual.

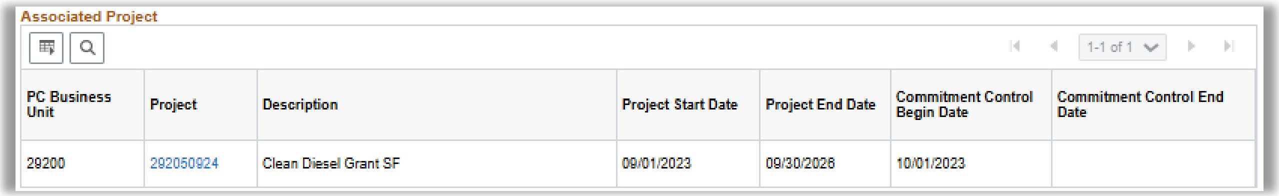
Reference Award Number – Use this field to hold a Grants number or ID that could be different than the Award ID. For example, if the agency allows the system to assign the Award ID the Reference Award Number could hold the Sponsor assigned Grants Number.

Status – The Grants Profile will be set to *Accepted* initially.

Proposal ID – This field displays the Proposal ID number.

Use the **View Contract** link to drill to the Grants Contract.

Use the **View Proposal** link to drill to the Grants Proposal.

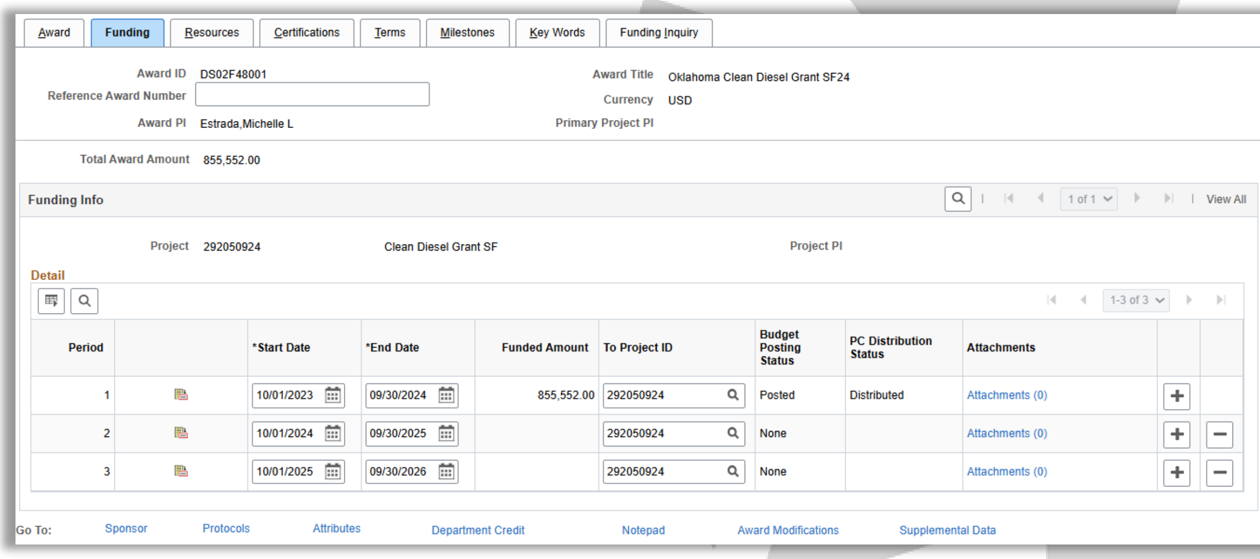


The **Associated Project** section of the page displays all Projects defined for the Award Profile.

NOTE: The Project ID values are defined on the Grants Proposal or through the Grants Award process. There can be one or more Project IDs defined for the Award.

Click the **<u>Funding</u> Tab**.

Funding Tab



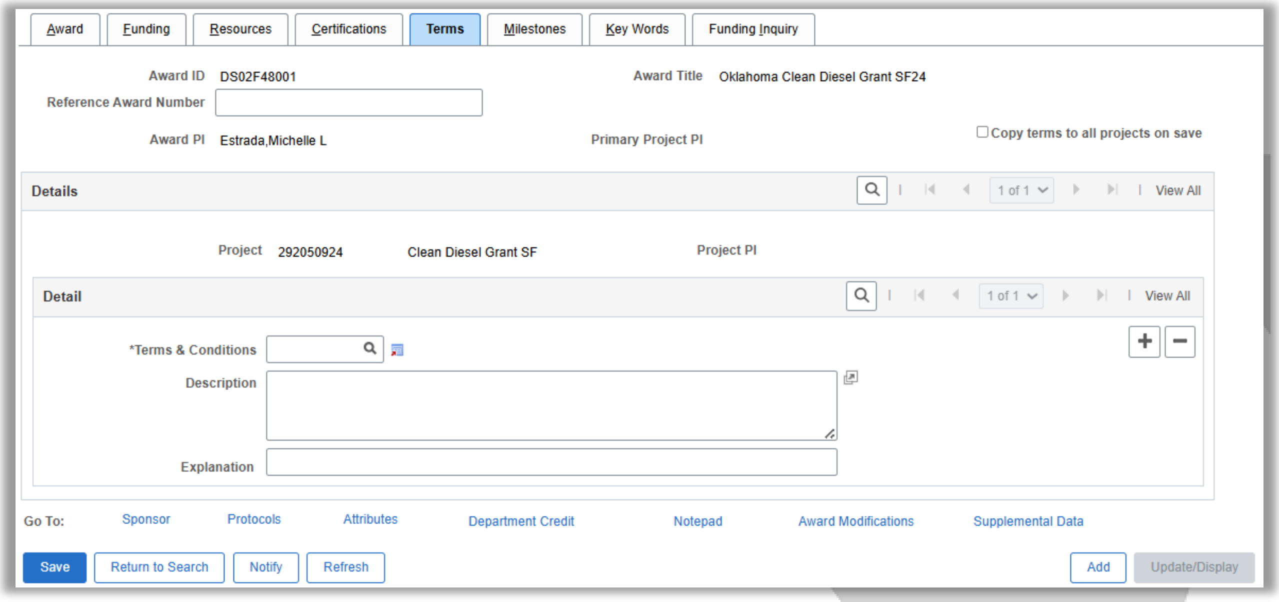
The **<u>Funding</u> Tab** displays Budget amounts and details from the Grants Proposal.

Total Award Amount – This field displays the Sponsor share of the Award Budget.

The **Funding Info** section of the page displays for each Project ID the Professional, Budget Period, and Funding Amount.

Click the **<u>Terms</u> Tab**.

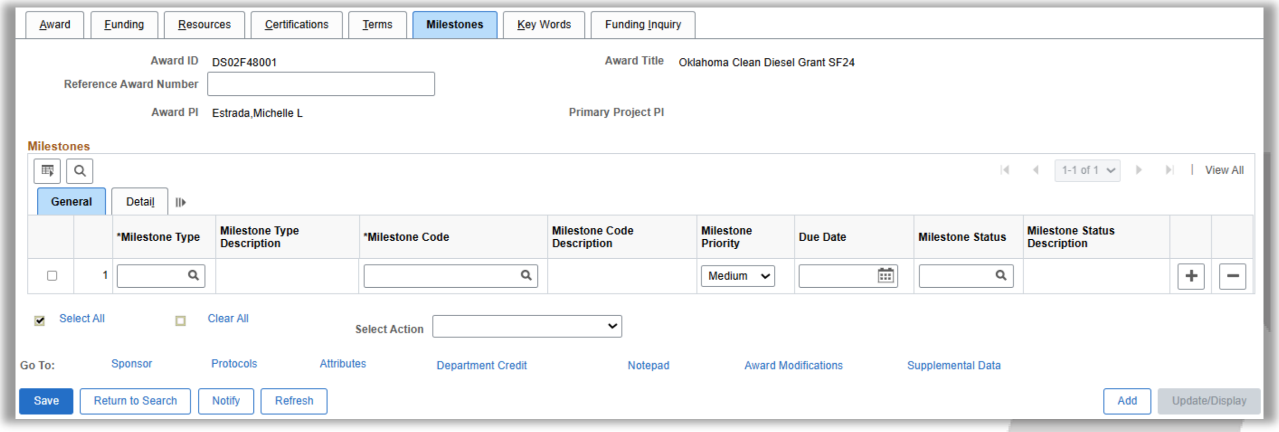
Terms Tab



Use the **Terms Tab** to store Terms and Conditions that are required by Grants parameters. These could be spending requirements, reporting requirements, or any other requirements stipulated in the Grants agreements.

Click the **Milestones Tab**.

Milestones Tab



The **Milestones Tab** allows the agency to store Grants milestone requirements by category with Due Dates, Priority and Completion parameters.

Milestone Type – Define a high-level milestone type.

Milestone Code – For each Milestone Type, define a Milestone Code as a lower-lever identifier.

Due Date – Define the Milestone due date.

Priority – Assign a Milestone priority.

Completed – Mark the Milestone as complete when appropriate.

Comments – Add additional free-form comments for the milestone.

Completion Date/Completed By – The system stores the Milestone details of when and who completed the Milestone.

Click the **Save** button to save the changes to the Grants Award.

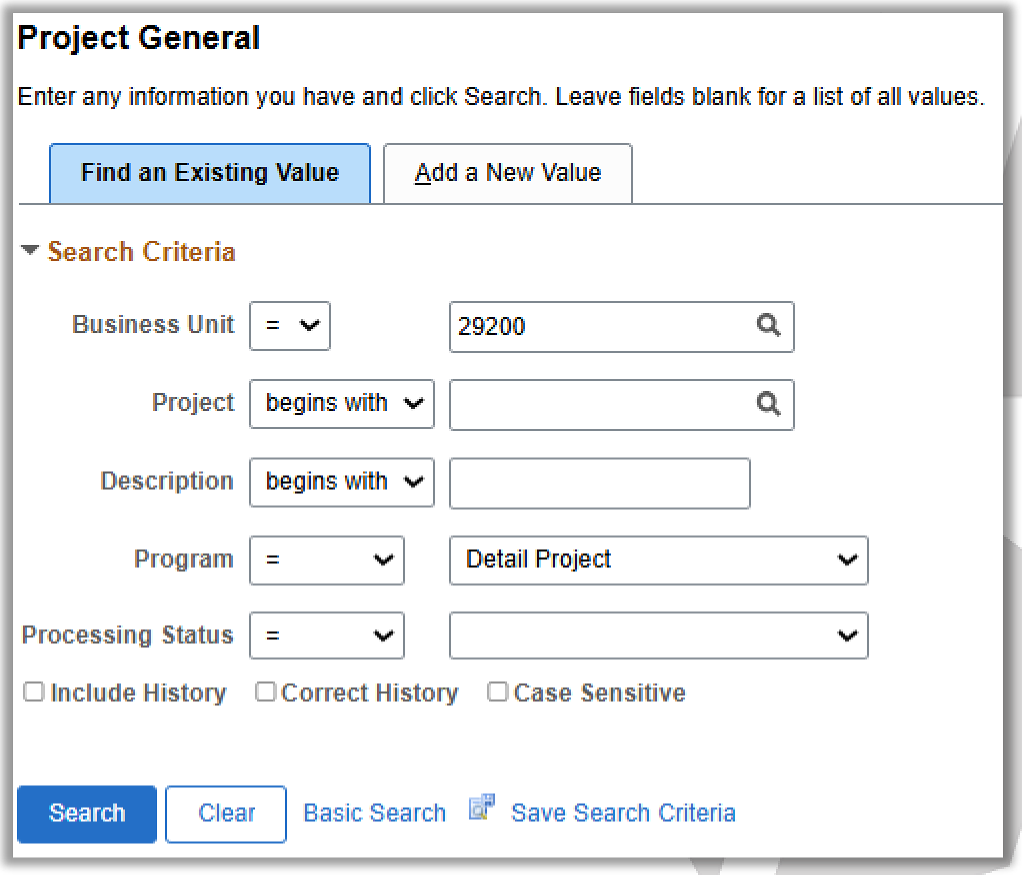
NOTE: Not all tabs and fields available in Grants Award Profile pages have been defined. Refer to COR431 – Grants Proposal & Pre-Award Management manual for further explanation.

Grants Projects

When the Grants Proposal and defined Grants Projects are generated into an Award, the Project information and properties can be seen in the Grants module or the Project Costing module. The illustrations below show the Grants pages that display Grants Project information.

Step 1: General Project Information

Navigation: Grants > Awards > Establish Project General Info > Find an Existing Value



Use the **Search Criteria** to retrieve the Award Project.

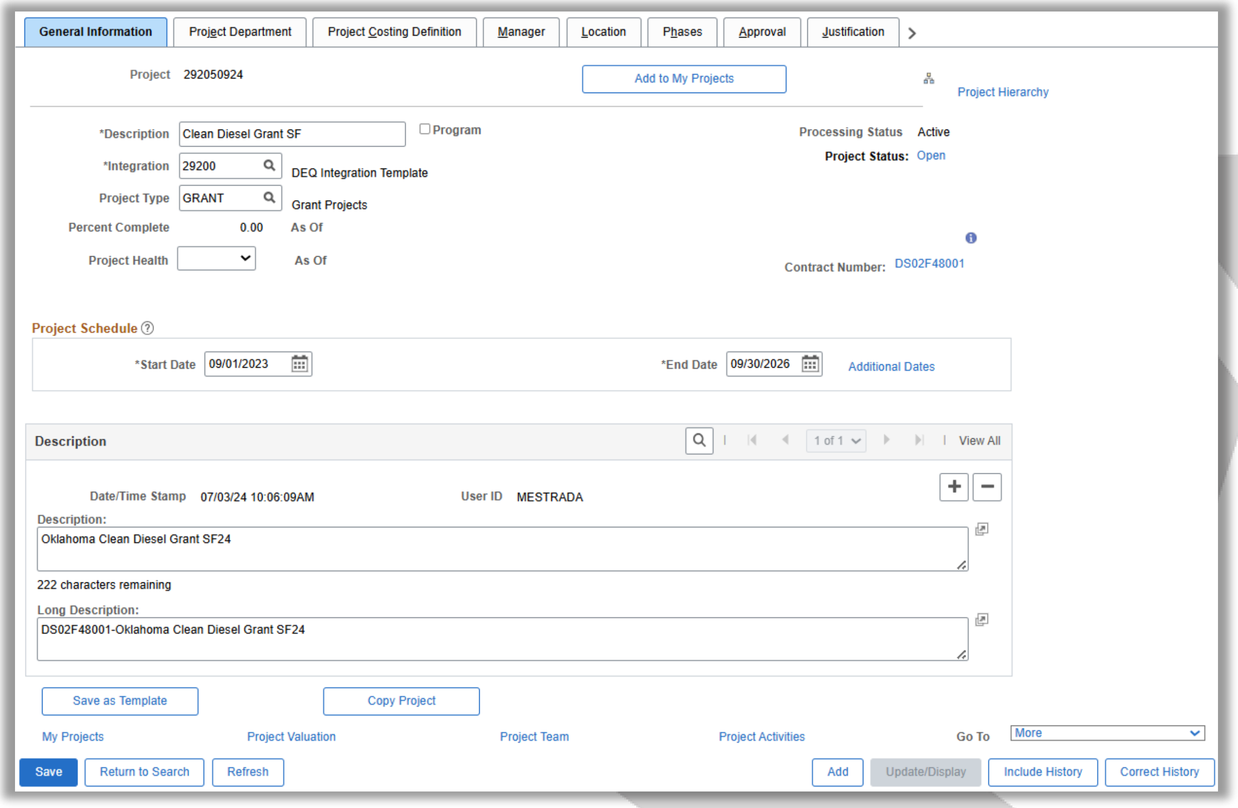
Business Unit – The Agency in which the Grants Award Project is stored. This is the Project Costing Business Unit value.

Project – The Project ID for the Grants Award.

Description – Search by Project Description.

Click the **<u>Search</u>** button to enter the Project Award.

General Information Tab



The **General Information** Tab displays high-level parameters and properties for the Grants Project. Some of these properties are defaulted into the Project ID from the Grants Proposal through the Generation Award process.

Description – The Project Description is taken from the Grants Proposal Project Description value.

Integration Template – This value defines how the Project ID will integrate with other system modules. This value will generally be defaulted through the Grants Award Generation process.

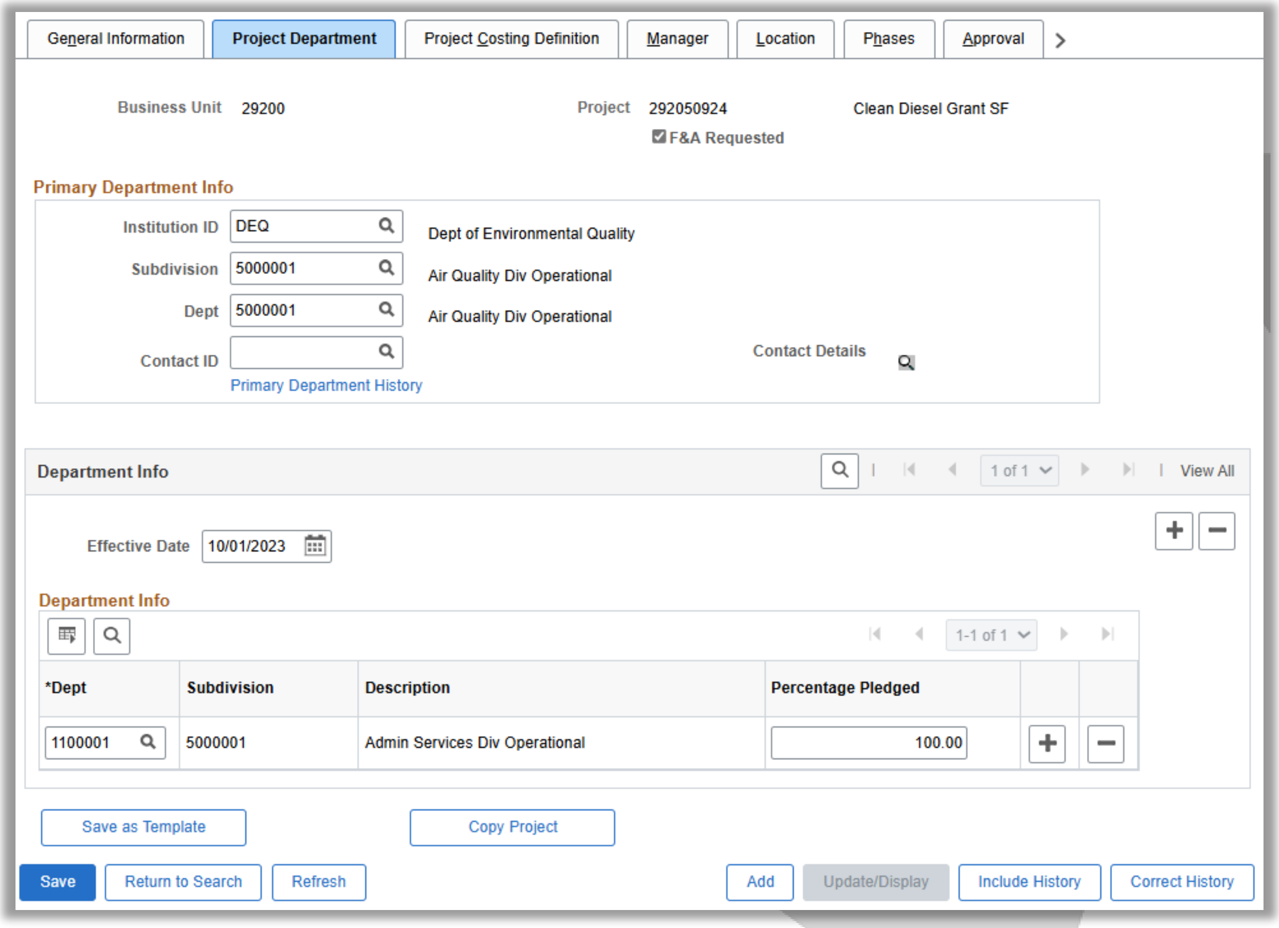
Project Type – Select the Project Type to categorize the Project. This value can also impact the Revenue Accounting Entries for the Grants.

Start/End Date – The Start and End Dates will be taken from the Budget Period Start and End Dates for the Grants Proposal Project.

Description – Use the Description fields to store additional Comments about the Grants Project. The Description field will initially store the Project Description from the Grants Proposal.

Click the **Project Department** Tab.

Project Department Tab



The **Project Department Tab** displays agency information from the Grants Proposal.

Institution – This field holds the agency institution value from the Proposal.

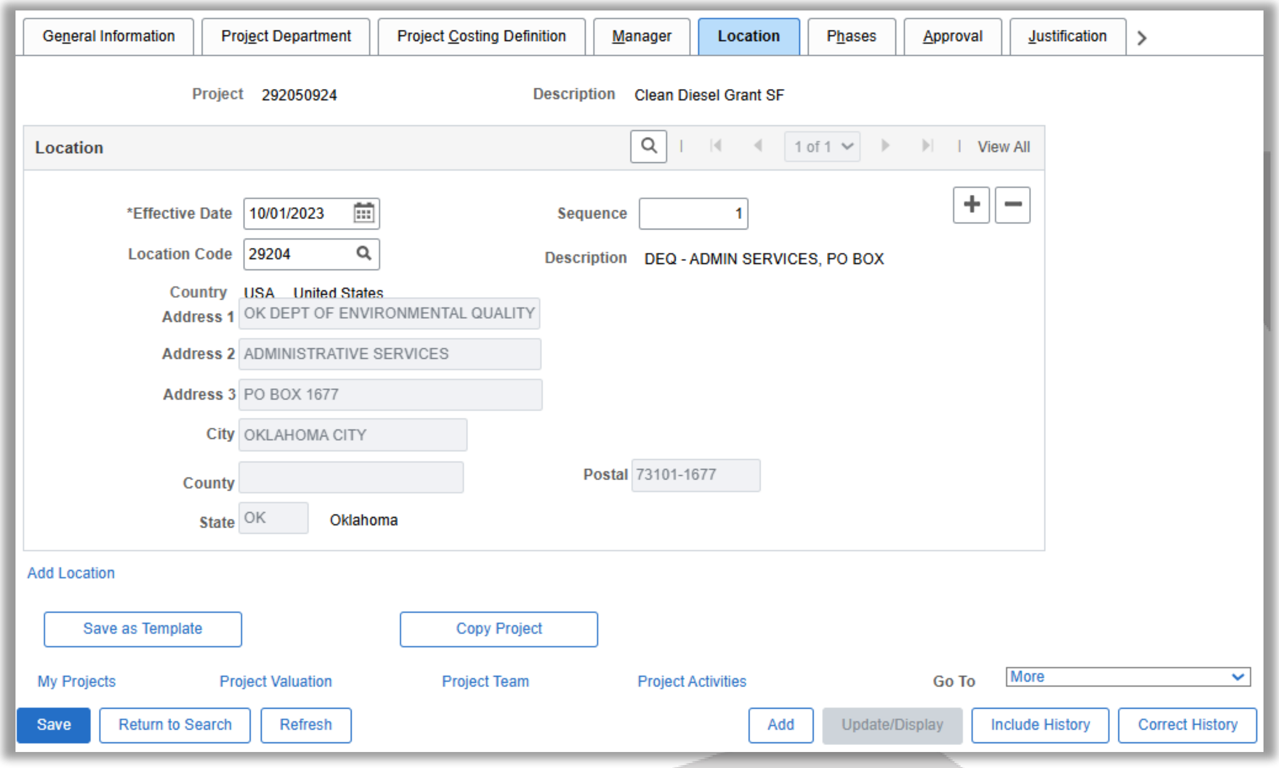
Subdivision – Taken from the Grants Proposal.

Department - Taken from the Grants Proposal.

Contact ID – This field holds the Employee ID for the Department Contact defined on the Proposal.

Click the **Location Tab**.

Location Tab

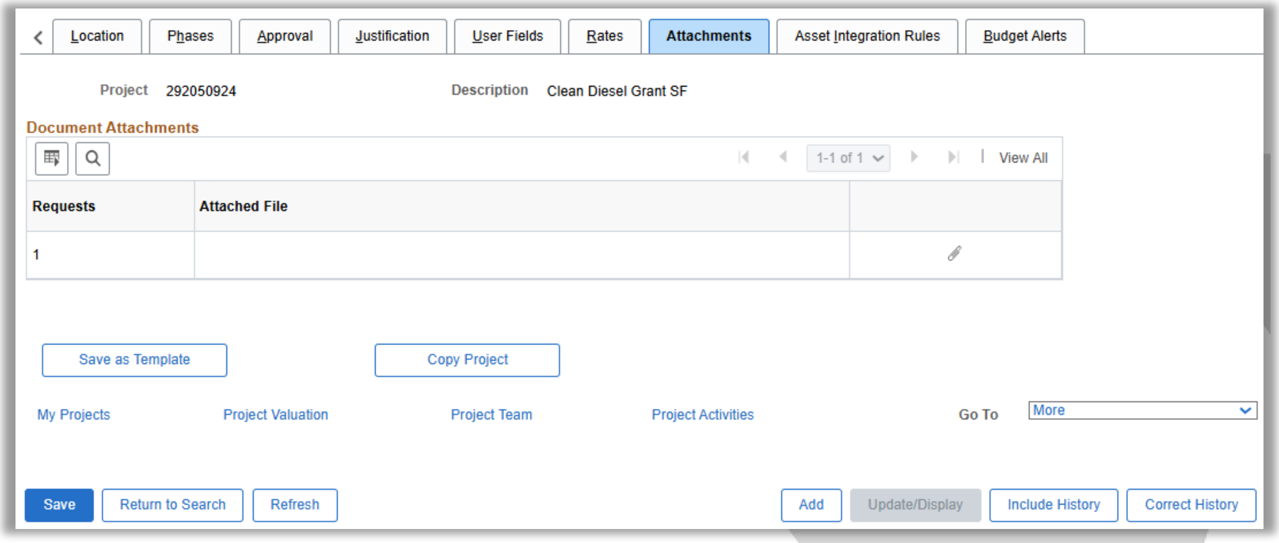


The **Location Tab** displays the Location information defined on the Grants Proposal. The Location value can be changed by inserting a new Effective Dated row by using the **plus (+)** button.

Click the **Attachments Tab**.

NOTE: The user will need to click the arrow to the right of the tabs at the top of the page to access additional tabs, including the Attachments tab.

Attachments Tab



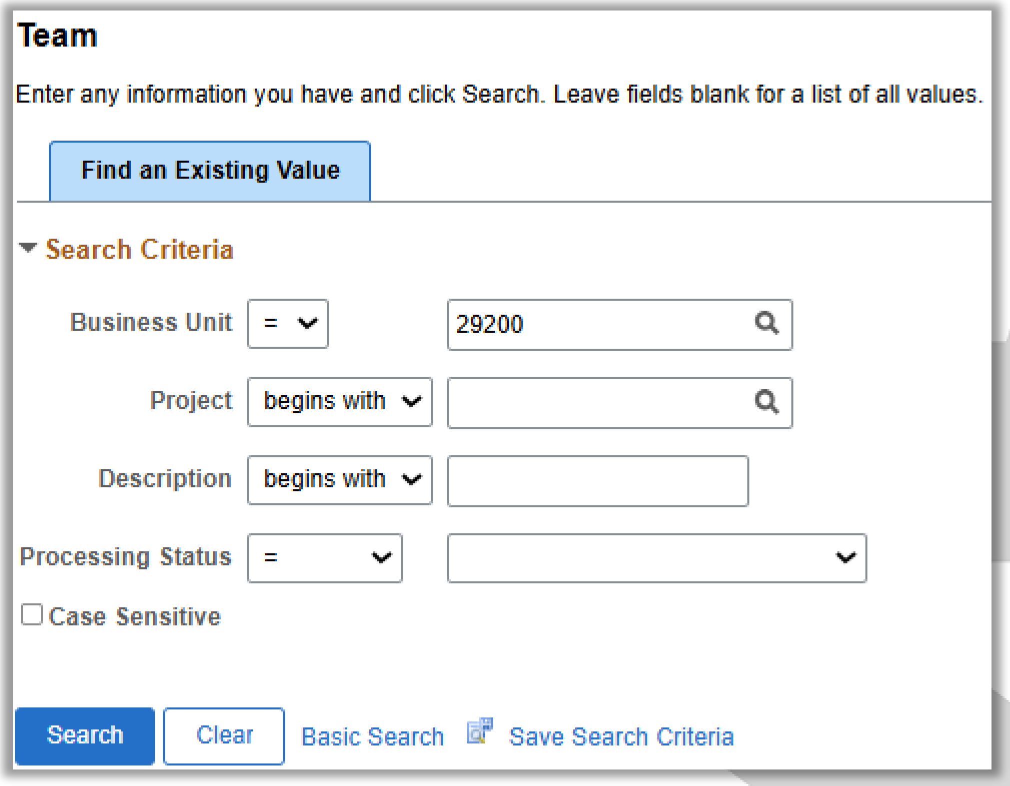
The **Attachments Tab** displays any file attachments that were added in the Proposal creation phase.

NOTE: Use the **plus (+)** button to insert additional file attachments.

Click the **Save** button to save any changes made to the Grants Award Profile.

Step 2: Define Project Teams

Navigation: Project Costing > Project Definitions > Manage Project Team > Find an Existing Value



Use the **Search Criteria** to retrieve the Grants Project ID.

Business Unit – The Agency in which the Grants Award Project is stored. This is the Project Costing Business Unit value.

Project – The Project ID for the Grants Award.

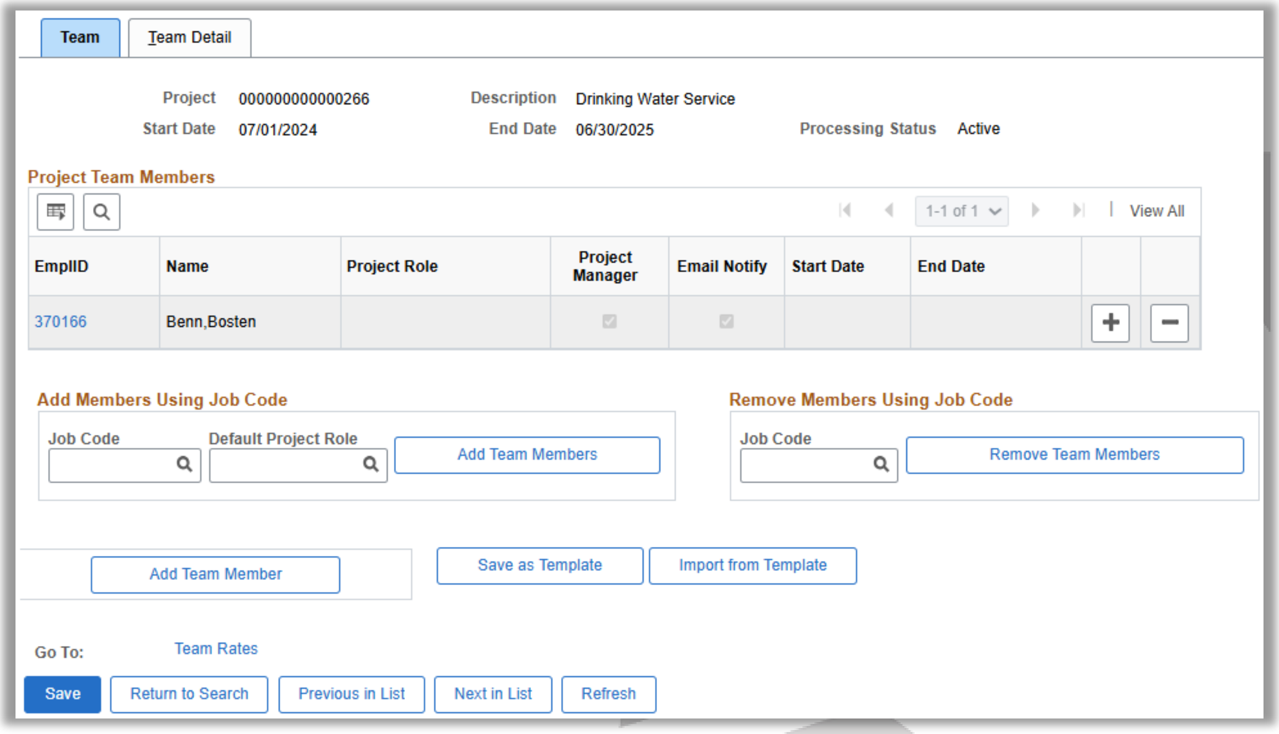
Description – Search by Project Description.

Click the **Search** button to enter the Project Team page.

ALTERNATIVELY,

Select the **Project Team** link from the Project Component illustrated on the previous page.

Team Tab



The **Team Tab** allows the user to define a support team for the Grants Project. This team could consist of project managers, program support individuals, or project administration resources.

NOTE: The Grants Project Team will initially hold the Professional (PI) defined on the Grants Proposal.

Job Code – Define a particular Job Code to add Team Members by Job Code.

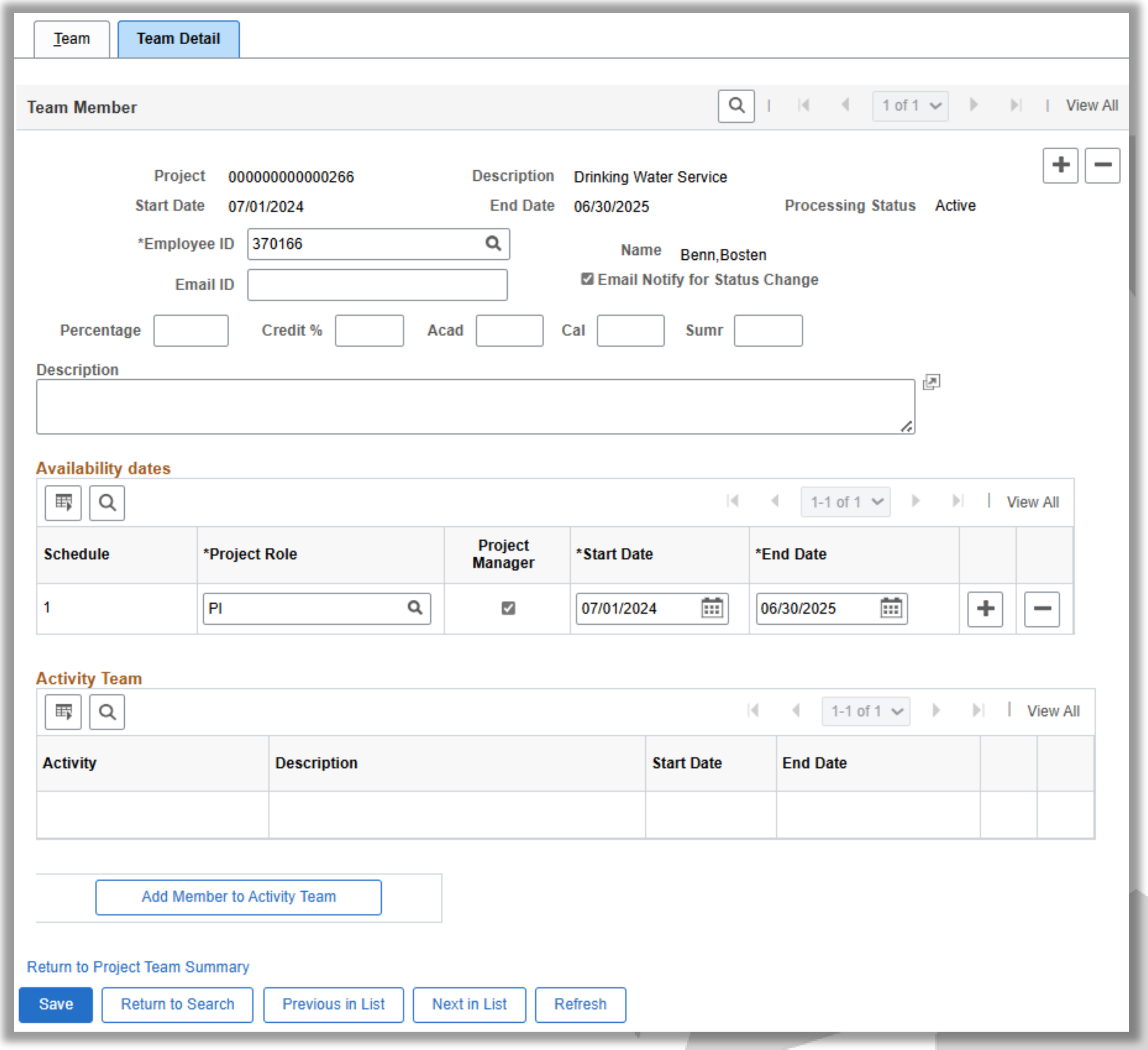
Default Project Role – Select a Project Role that all individuals selected by Job Code will inherit.

When the Job Code has been populated, use the **Add Team Members** button to populate the team with individuals meeting that Job Code.

NOTE: All individuals with the Job Code selected will become members of the Project Team when using the "Add Members Using Job Code" feature.

Click the **plus (+)** button to enter another Team Member.

Team Detail Tab



The **Team Detail Tab** allows the user to select individuals by Employee ID to add to the Project Team.

Employee ID – Select the individual to add to the Team.

Email ID – Populate an email ID for the employee.

Project Role – Select a pre-defined Project Role that the employee will hold on the team.

Project Manager – Select this checkbox if this employee will be the Project Manager. This individual will be displayed on the Project Manager page.

Start/End Date – Define the time period that this employee will be a member of the Project Team.

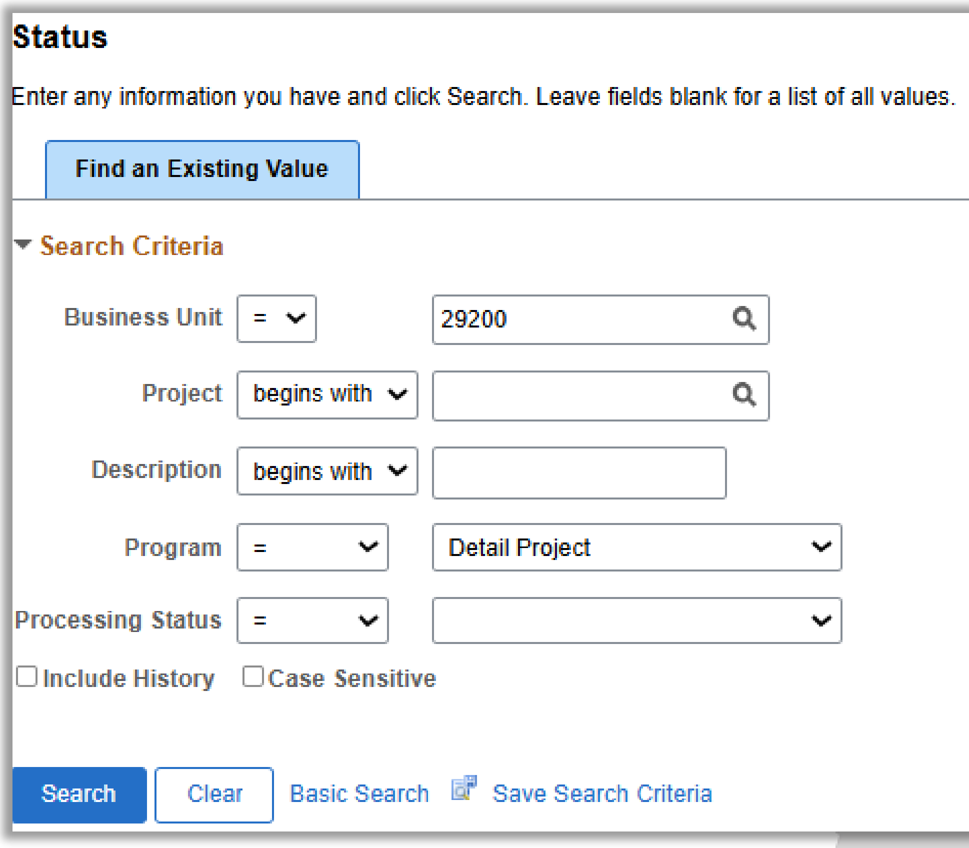
Use the **Add Member to Activity Team** button to add Project Team members as Activity Team Members.

Click the **Save** button to save the Grants Project Team.

NOTE: The Team Detail Tab will hold all team members. Use the arrows to scroll through Team Members.

Step 3: Set Project Status

Navigation: Project Costing > Projects Definitions > Update Project Status > Find an Existing Value



Use the **Search Criteria** to retrieve the Grants Project ID.

Business Unit – The Agency in which the Grants Award Project is stored. This is the Project Costing Business Unit value.

Project – The Project ID for the Grants Award.

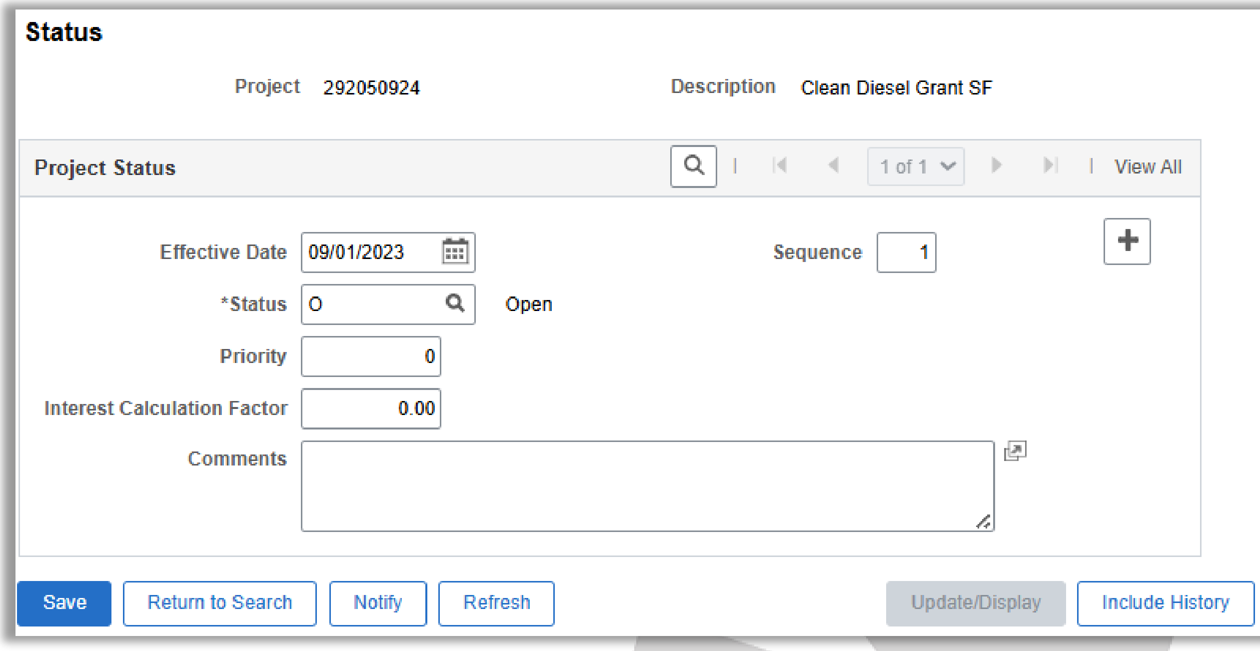
Description – Search by Project Description.

Click the **Search** button to enter the Project Status pages.

ALTERNATIVELY,

Use the "**More**" drop down on the Project General Information page, page 17, to **select** the **Project Status** option.

Project Status Page



The **Project Status** page allows the user to define an effective dated Status for each Project.

Effective Date – Define the date that the Status will be effective. Generally, this will be the Grants begin date initially.

EFFSEQ – Use ‘1’ if there is only one Status for an effective date.

Status – Select the Project Status for the Project.

Click the **Save** button to Save the Project Status.

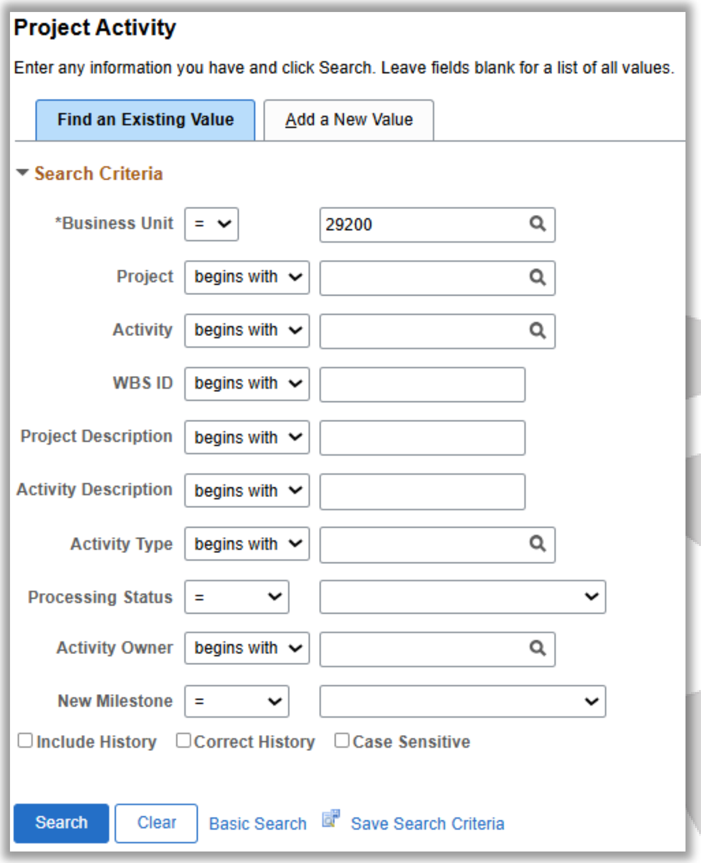
NOTE: Use the **plus (+)** button to insert additional Project Status values.

Grants Activities

When the Grants Proposal with Grants Projects and Activities (a.k.a. Budget ID's) are generated into an Award, the Activity information and properties can be seen in the Grants module or the Project Costing module. The illustrations below show the Grants pages that display Grants Activity information.

Step 1: Activity General Information

Navigation: Grants > Awards > Update Project Activity > Find an Existing Value



Use the **Search Criteria** to retrieve the Award Project.

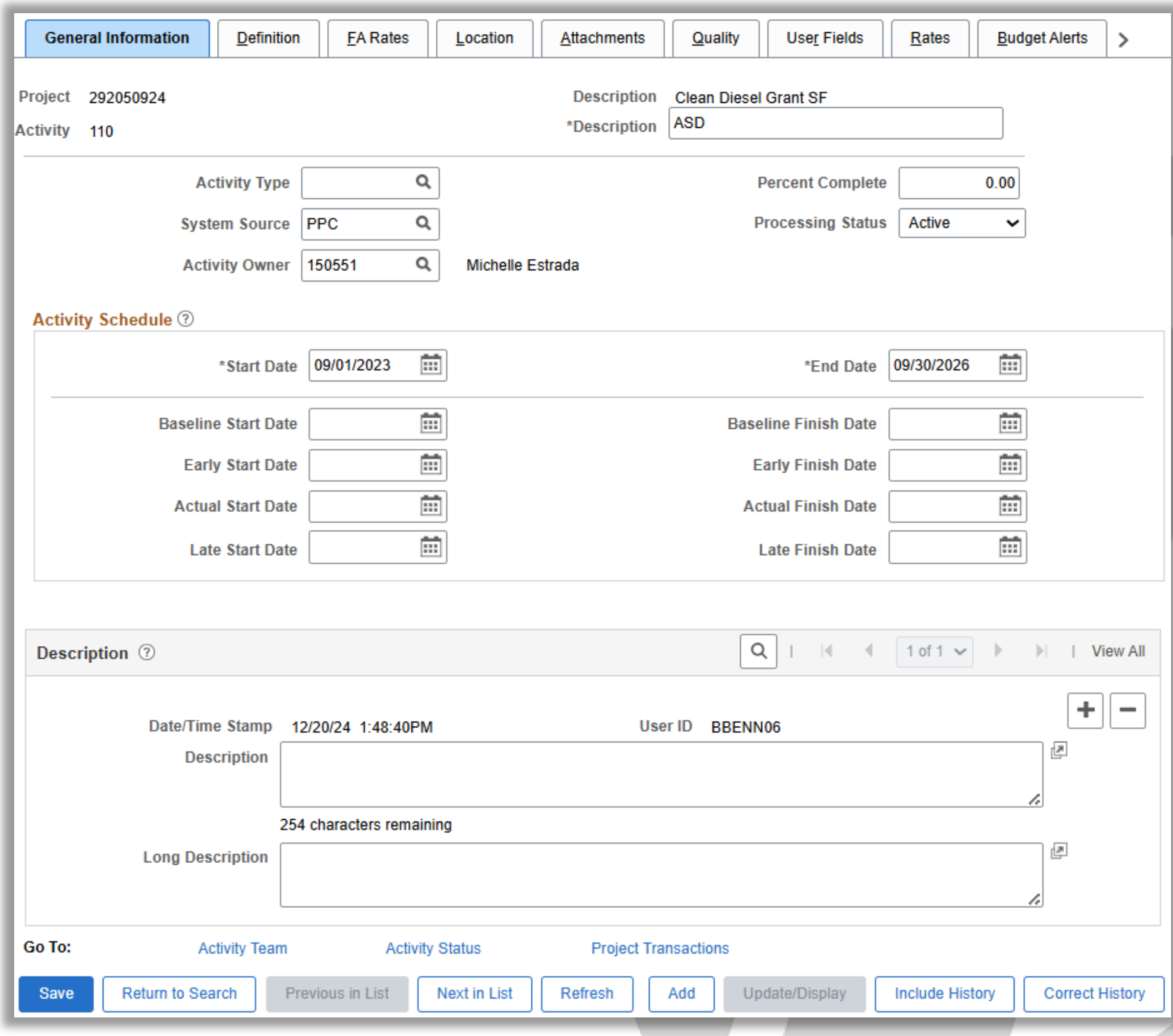
Business Unit – The Agency in which the Grants Award Project is stored. This is the Project Costing Business Unit value.

Project – The Project ID for the Grants Award.

Activity – Search by Activity (Budget ID) for the Grants Award.

Click the **Search** button to enter the Project Award.

General Information Tab



The **General Information Tab** displays high-level parameters and properties for the Grants Activity. The Activity ID and Description is the Budget ID and Description from the Grants Proposal.

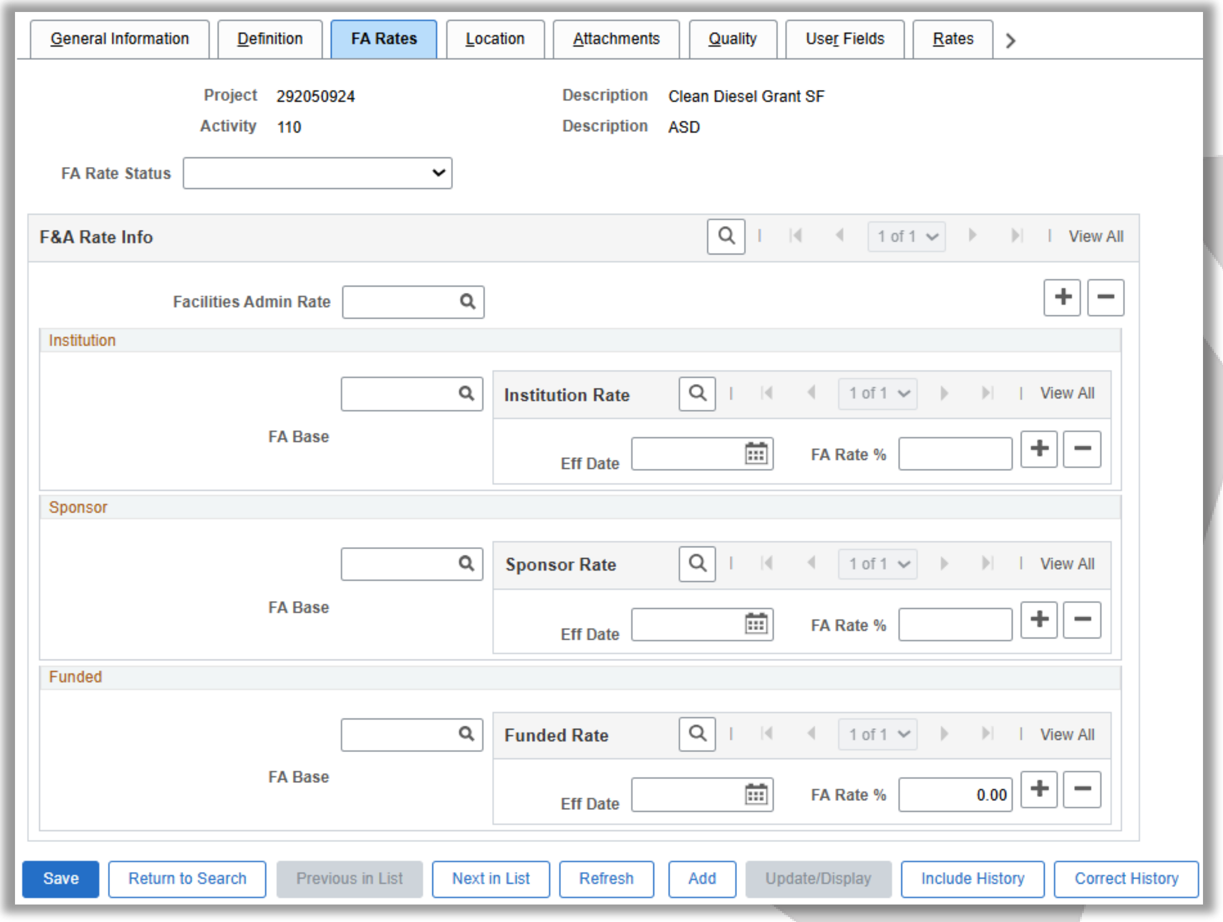
Activity Type – Select the Activity Type to categorize the Activity. This value is not required for the Activity.

Start/End Date – The Start and End Dates will be taken from the Budget Period Start and End Dates for the Grants Proposal Project.

Long Description – Use the Description fields to store additional Comments about the Grants Project.

Click the **FA Rates Tab**.

FA Rates Tab



The **FA Rates Tab** displays the F&A or Indirect Cost configuration for the Grants Award. The F&A configuration for indirect cost calculations is stored at the Activity level for each Award.

NOTE: Since the indirect cost configuration, including rates, are stored at the Activity level of details, multiple Activities are required to calculate different rates within a single Project. For example, if an agency requires both on-site and off-site indirect cost rates, an Activity(s) must be created to store the different rates.

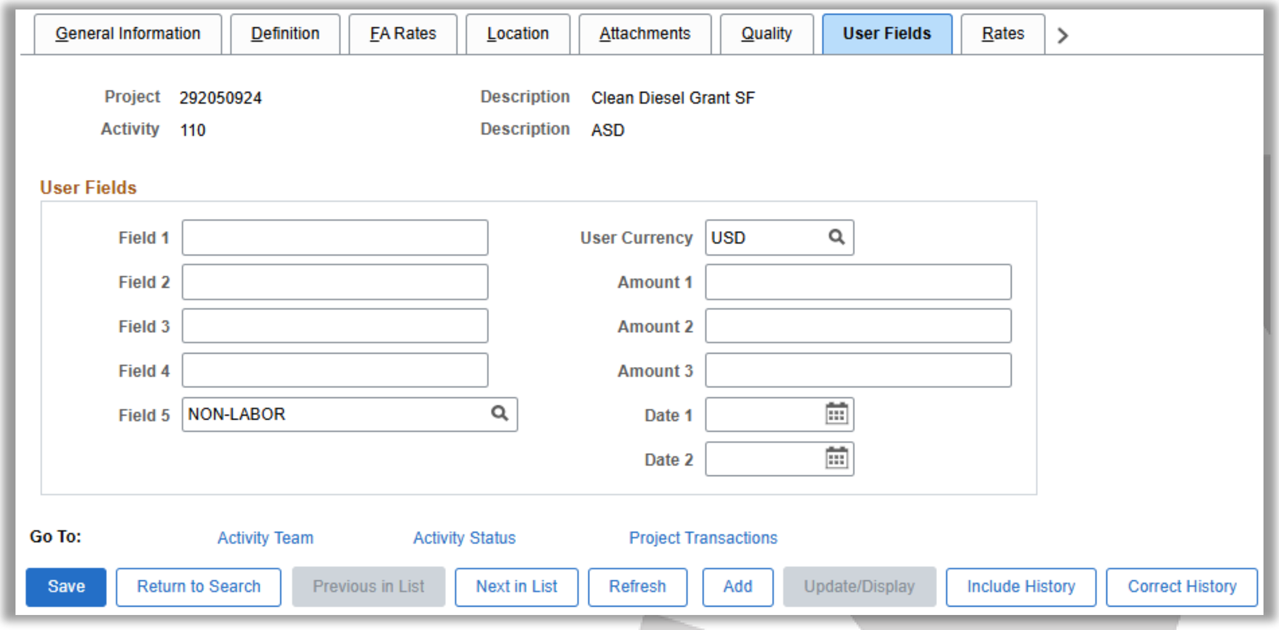
Facility Admin Rates – The F&A Rate Type defined for the Activity.

F&A Base – The Base Type defined for the Activity. The 'Funded' FA Base is the value that is used to calculate indirect costs using the Process Facilities Admin batch process.

NOTE: The FA Base Type value must match the F&A Tree Node on the F&A Tree defined for the Facilities Admin Process. The F&A Tree is part of the Grants Business Unit setup.

Click the **User Fields Tab**.

User Fields Tab

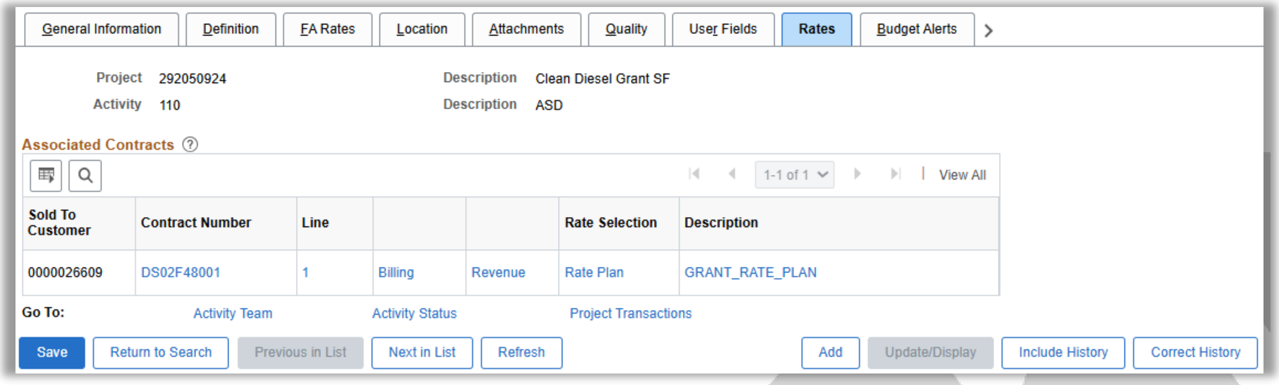


The **User Fields Tab** is used to designate a particular Activity as labor bearing or non-labor bearing.

Field 5 – Select from the available values to designate the Activity as *LABOR* or *NON-LABOR*.

Click the **Rates Tab**.

Rates Tab


General Information | Definition | FA Rates | Location | Attachments | Quality | User Fields | Rates | Budget Alerts

Project 292050924 Description Clean Diesel Grant SF
Activity 110 Description ASD

Associated Contracts

1-1 of 1 View All

Sold To Customer	Contract Number	Line			Rate Selection	Description
0000026609	DS02F48001	1	Billing	Revenue	Rate Plan	GRANT_RATE_PLAN

Go To: Activity Team Activity Status Project Transactions

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

The **<u>Rates</u> Tab** displays Contract information for the Grants Award including Contract ID, Bill/Revenue Plans and Rate Sets.

Sold To Customer – This field displays the Sponsor for the Grants.

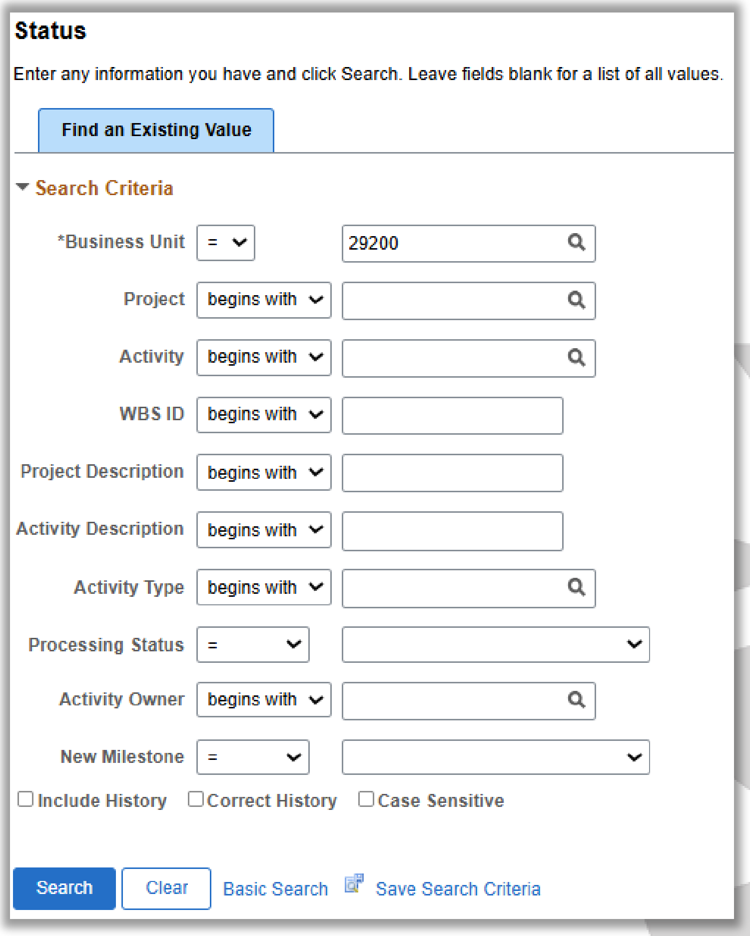
Contract Number – This field displays the Contract Number defined for the Award. This number will also match the Award number.

Rate – Displays the Rate Set defined on the Contract.

Click the **<u>Save</u>** button to save the Activity.

Step 2: Set Activity Status

Navigation: Project Costing > Activity Definition > Update Activity Status > Find an Existing Value



Use the **Search Criteria** to retrieve the Grants Project ID.

Business Unit – The Agency in which the Grants Award Project is stored. This is the Project Costing Business Unit value.

Project – The Project ID for the Grants Award.

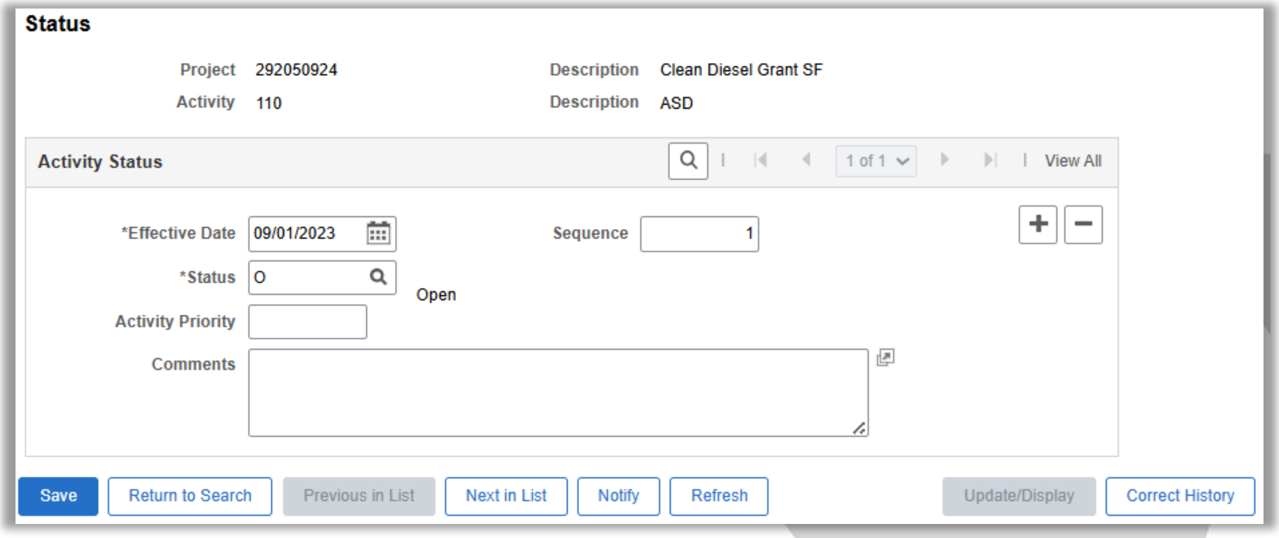
Activity – Search by Activity ID.

Click the **Search** button to enter the Activity.

ALTERNATIVELY,

Use the **Activity Status** link from the Activity component illustrated in the previous section.

Activity Status Page



The **Activity Status** page allows the user to define an effective dated Status for each Activity.

Effective Date – Define the date that the Status will be effective. Generally, this will be the Grants begin date initially.

EFFSEQ – Use ‘1’ if there is only one Status for an effective date.

Status – Select the Activity Status for the Project.

Click the **<u>Save</u>** button to Save the Activity Status.

NOTE: Use the **plus (+)** to insert additional Activity Status values.

Funds Distribution

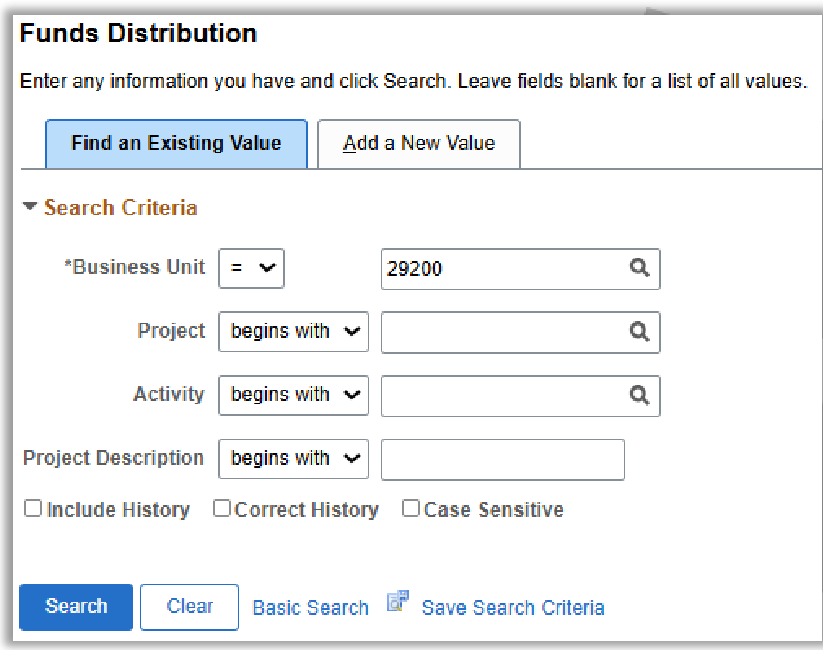
Project transactions can be split or distributed among multiple funding sources. A Funds Distribution process (PC_FND_DIST) distributes funding by applying Funds Distribution rules to incoming transactions from feeder systems and assigning costs accordingly. These distributed transactions can be priced using the Pricing Engine (PC_PRICING) for billing purposes.

Funds Distribution is a three-step process:

1. Identify Project transactions that are eligible for distribution at the Activity level.
2. Define Funds Distribution rules—the percentages of the Project transaction amounts that are passed on to each funding source.
3. Run the Funds Distribution process

Step 1: Define Funds Distribution – Source

Navigation: Project Costing > Funds Distribution > Funds Distribution > Find an Existing Value



Use the Search Criteria to retrieve the Activity for Funds Distribution.

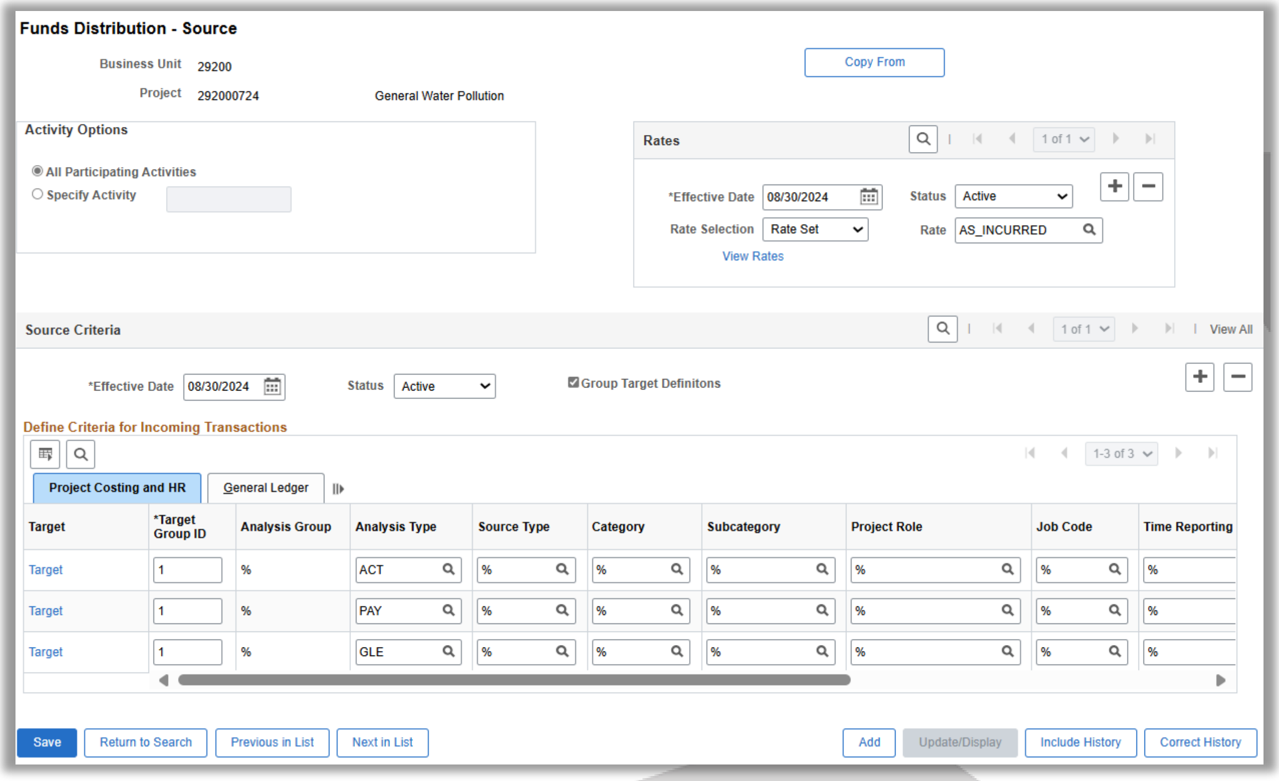
Business Unit –The Agency in which the Project is stored.

Project – The Project ID for Funds Distribution.

Activity – **Select** the Activity for Funds Distribution.

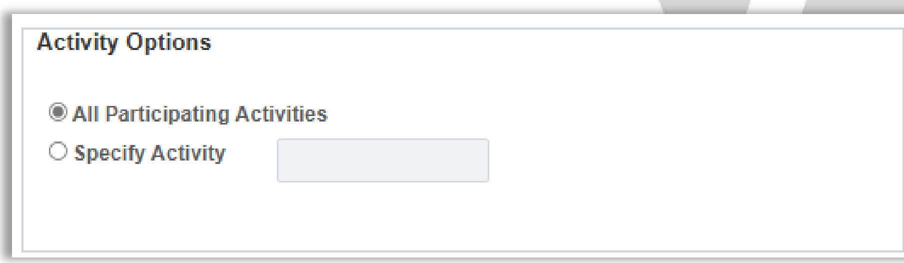
Click the **<u>Search</u>** button to enter the Funds Distribution pages.

Funds Distribution – Source Page



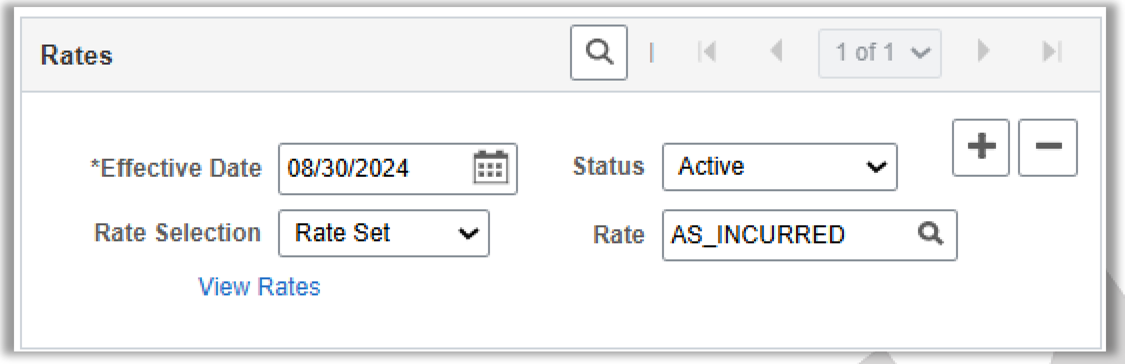
Use the **Funds Distribution – Source Page** to define the incoming Project transactions that are subject to Funds Distribution rules.

Click the **Copy From** button to copy funds distribution rules from another Activity in the same Business Unit.



All Participating Activities – This allows all activities, for a particular project, that have the Participating feature checked on the Activity Definition page under Funds Distribution, to be grouped together. As a group, the same source rules will apply to all the activities and the group can be associated with one Target definition.

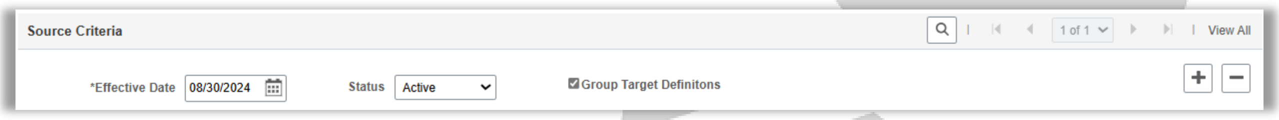
Specific Activity – Select to indicate that the source rule applies to one activity in the project. Enter the activity in the field to the right.



Effective Date – Define when this Funds Distribution Rule is effective.

Rate Selection – Allows you to select a Rate Set or a Rate Plan

Rate – Select a rate plan or a rate set, depending on the selection in the Rate Selection field.

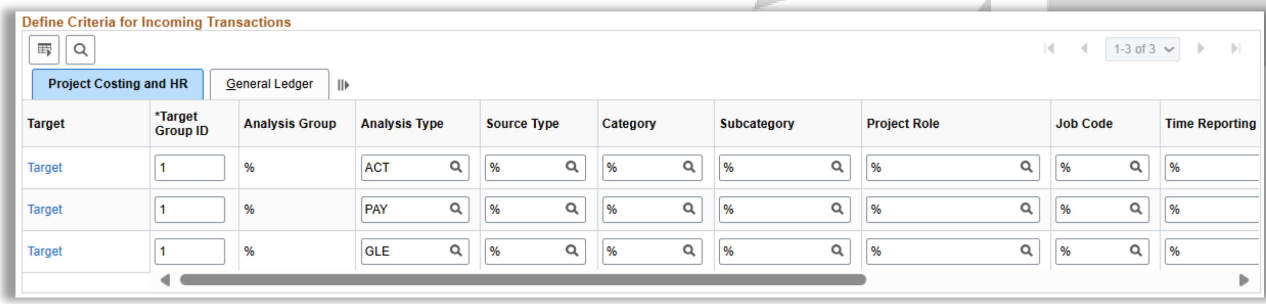


Group Target Definitions – This value will default from the Project Costing Options page at the Business Unit level if checked. Otherwise, it will default from the Project Definition page of the current project, if checked. The default can be overridden on this page.

Select this radio box to indicate that the funding source rules can be grouped manually, each Source Analysis Group associated with its own Target rule.

Deselect to indicate that each Funding Source rule will be associated with a separate Target Definition.

<u>Project Costing and HR Tab</u>



Target Group ID – Assign this ID based on which source rules will be grouped together. This takes alphanumeric combinations or sequential numbers. Basically, each line which shares the same Target Group ID shares the same source funding. This field is only visible if the Group Target Definitions checkbox is selected.

Analysis Group – This field defaults to '%'. For a particular source rule, you can only enter a value for either Analysis Group or Analysis Type. If source rule is entered by analysis group then the corresponding target definition will apply to all the analysis types within that analysis group.

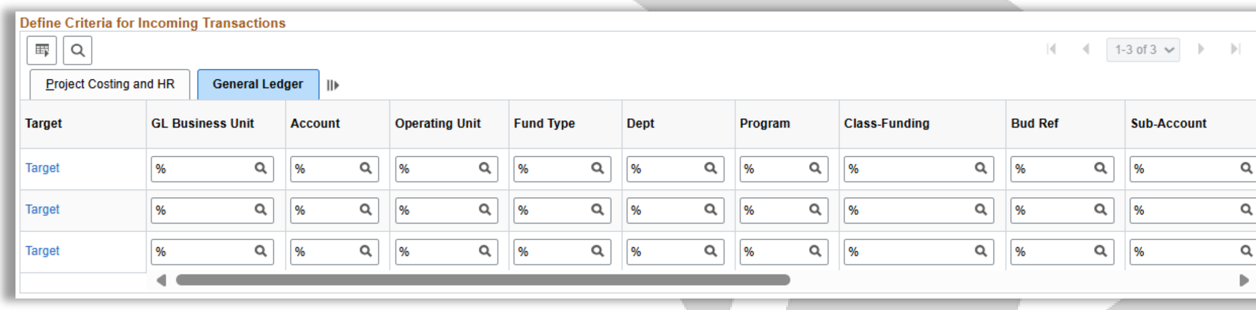
Analysis Type – For incoming Project transactions, define which Analysis Types are subject to distribution. If this field is populated, Analysis Group cannot be used.

Source Type – For incoming Project transactions, define which Source Types are subject to distribution.

Category – For incoming Project transactions, define which Category values are subject to distribution.

Subcategory – For incoming Project transactions, define which Sub-Category values are subject to distribution.

<u>General Ledger Tab</u>



Define Criteria for Incoming Transactions

1-3 of 3

Project Costing and HR | General Ledger

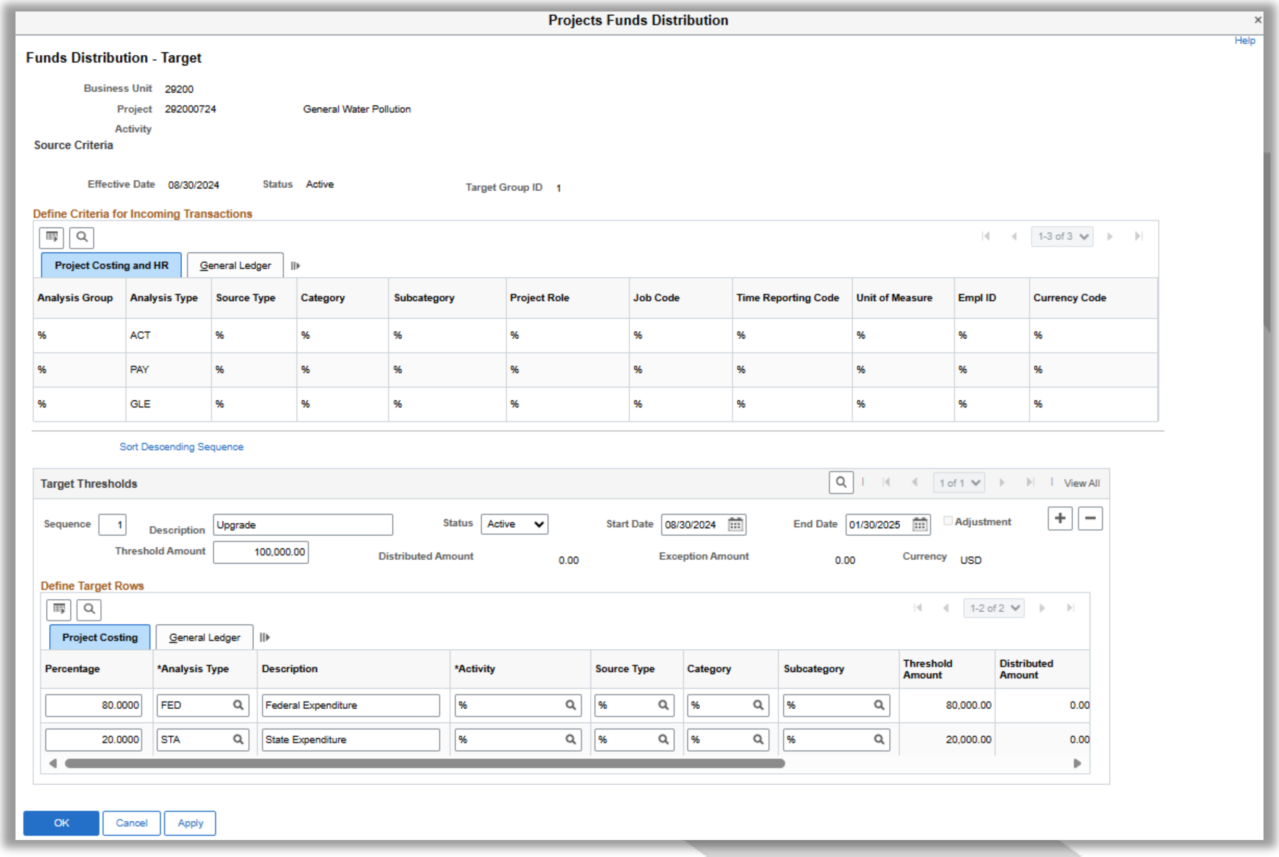
Target	GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account
Target	%	%	%	%	%	%	%	%	%
Target	%	%	%	%	%	%	%	%	%
Target	%	%	%	%	%	%	%	%	%

General ledger chartfields can be overridden here, but caution should be used to ensure that any changes made to chartfields are in accordance with accepted business practice.

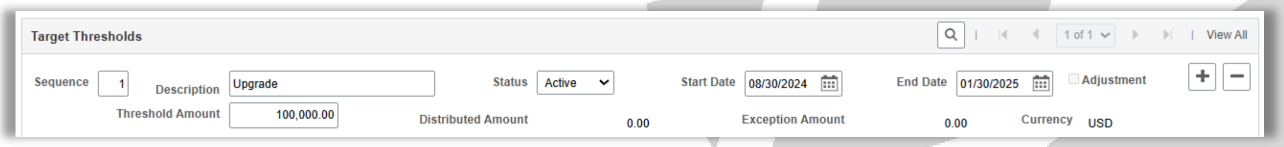
NOTE: Use the % (wildcard) symbol to indicate all values in that field are eligible for distribution.

Click the **Target** link on the line to view the Target page.

Funds Distribution – Target Page



Use the **<u>Funds Distribution-Target Page</u>** to define percentages that will be used to split Project transactions between funding sources.



Sequence – Funding can be applied sequentially. Each sequence represents an approved amount of available funding to which costs can be distributed. Different rules can be set up for each sequence of funding. When one funding sequence is depleted, the costs start applying to the next sequence.

Status – This field allows you to make a particular sequence Active or Inactive within a rule. If you make a sequence Inactive, it can only be made Active if the Distributed Amount within the sequence is equal to zero.

Adjustment – Indicates whether the particular sequence is for adjustments. The Target Percentage Distribution field is not available for entry. This option enables you to synchronize the manual adjustments from Billing with the funds distribution rules and reports. Adjustment sequences are not processed by the Funds Distribution process. When the Threshold amount and Distributed amount in the sequence is equal to zero, the Adjustment check box can be changed.

Start/End Dates – Costs with an accounting or transaction date that fits within the date parameters can be distributed in the sequence. If the Adjustment check box is selected, these dates do not apply.

Threshold Amount – Enter an amount that represents the maximum amount of source transactions that may be distributed to funding sources according to the distribution rules defined for the sequence. If the Update Threshold Amounts field on the Installation Options - Project Costing Integration page is selected, then this field can be modified after costs have been distributed against the threshold. However, the threshold amount cannot be less than the distributed amount. If the Update Threshold Amounts field on the Installation Options - Project Costing Integration page is not selected, then this field cannot be modified after costs have been distributed against the threshold. If additional funding is received, a new sequence must be added to create additional distribution rows.

Distributed Amount – Displays the amount of costs distributed for the sequence.

Exception Amount – Displays the amount of costs distributed that have been held from additional process due to Budget checking exceptions. These are not in PROJ_RESOURCE, use Budget Exceptions page to correct.

Project Costing Tab


Define Target Rows

1-2 of 2

Project Costing | General Ledger

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount
80.0000	FED	Federal Expenditure	%	%	%	%	80,000.00	0.00
20.0000	STA	State Expenditure	%	%	%	%	20,000.00	0.00

Percentage – Define the percentage split for each funding source.

NOTE: For each incoming Project transaction that meets the Source Criteria, the system creates a Target row in the Project Transaction table with an amount equal to the defined percentage of the cost, and it uses the Analysis Type, Activity, Source Type, Category, and Subcategory that are defined in this row in the Define Target Rows section of the page.

NOTE: Use the **plus (+)** button to insert as many rows as necessary to accomplish the desired split.

Target Analysis Type – Define the Analysis Type for the target row that will be created from the distribution.

Description – This description will be populated on the Target row that is created from the distribution.

Target Activity – Optionally, assign the distributed costs to a different Activity within the Project.

Target Source Type/Category/Subcategory – Populate these fields to change the value on the Target row.

NOTE: If no Target Source Type, Category, or Subcategory is defined, the target row will inherit these values from the Source row.

Threshold Amount – Displays the percent of the total threshold amount for the source.

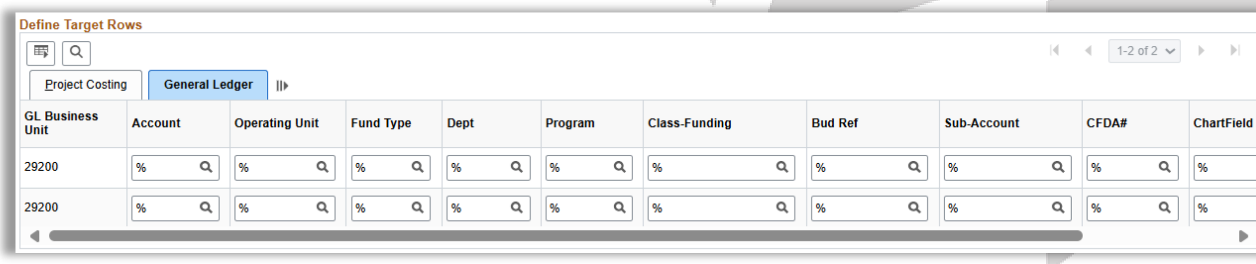
Distributed Amount – Displays the total costs that are distributed to the funding source specified for the row.

Budget Check – Select to indicate the resulting distribution is to be budget checked.

Reversals – Select to indicate reversals are allowed for the row.

Balancing – Select one row in a sequence to indicate that this target row should be used by the system if rounding differences are encountered during the Funds Distribution process.

<u>General Ledger Tab</u>



General ledger chartfields can be overridden here, but caution should be used to ensure that any changes made to chartfields are in accordance with accepted business practice.

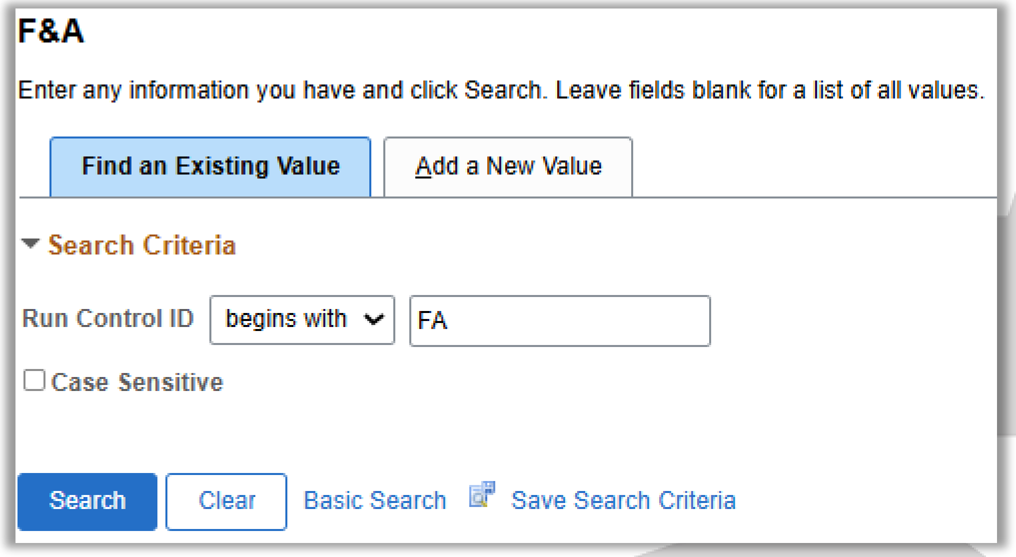
Click the **<u>OK</u>** button to save the Funds Distribution Rule.

Process Facilities and Administration

A batch process is required to initiate the Indirect Cost (Facilities and Administration) calculations in the system.

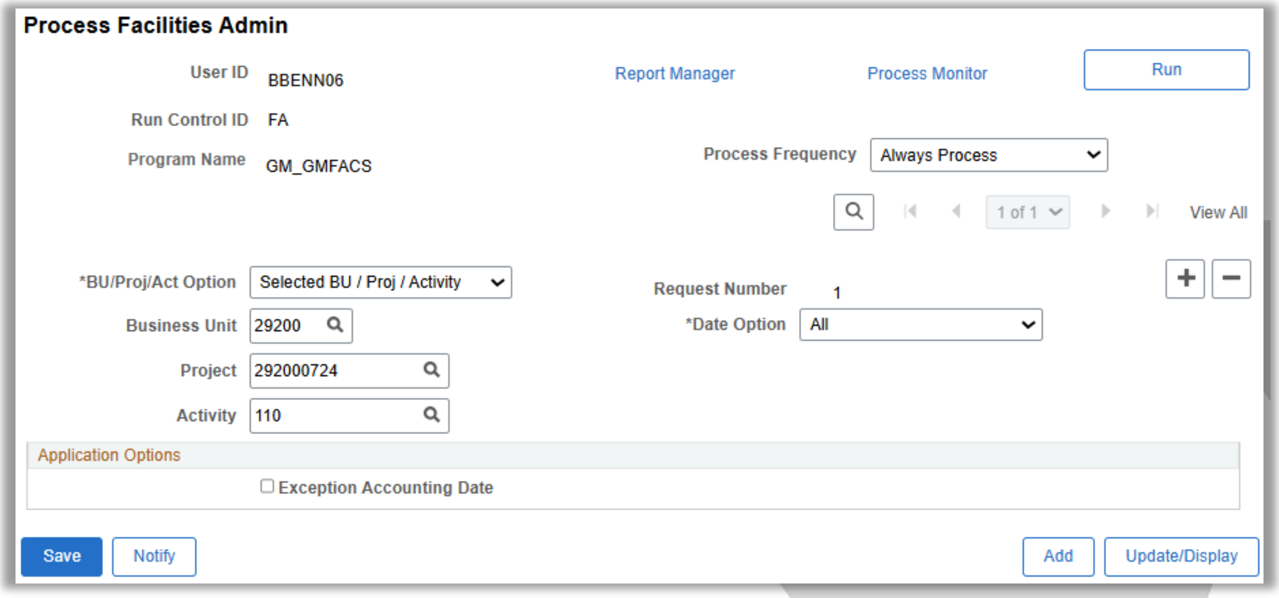
Process Facilities and Administration

Navigation: Grants > Awards > Process Facilities Admin > Find an Existing Value



Enter an existing **Run Control** value or create a new value.

Click the **<u>Search</u>** button to use an existing Run Control value.



Process Frequency – Set this field to **'Always Process'**.

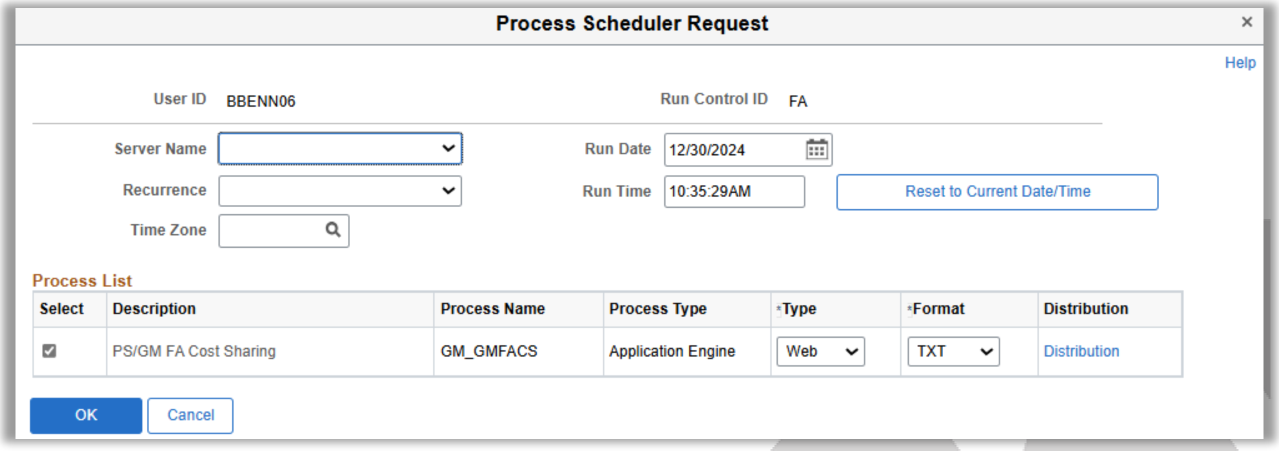
BU/Proj/Act Option – define the Project Business Unit, Project, or Activity on which the F&A process will be executed.

- **Business Unit** – populate the Project Costing Business Unit.
- **Project** – select to run the process on a particular Project ID.
- **Activity** – select to run the process on a particular Activity ID.

Date Option – Use the date option to further define the Grants Project transactions that will be selected for the F&A Process.

Exception Accounting Date – Select to specify an accounting date other than the current date for F&A processing.

Click the **<u>Run</u>** button to execute the F&A Process.



Select the checkbox next to the process that will be executed.

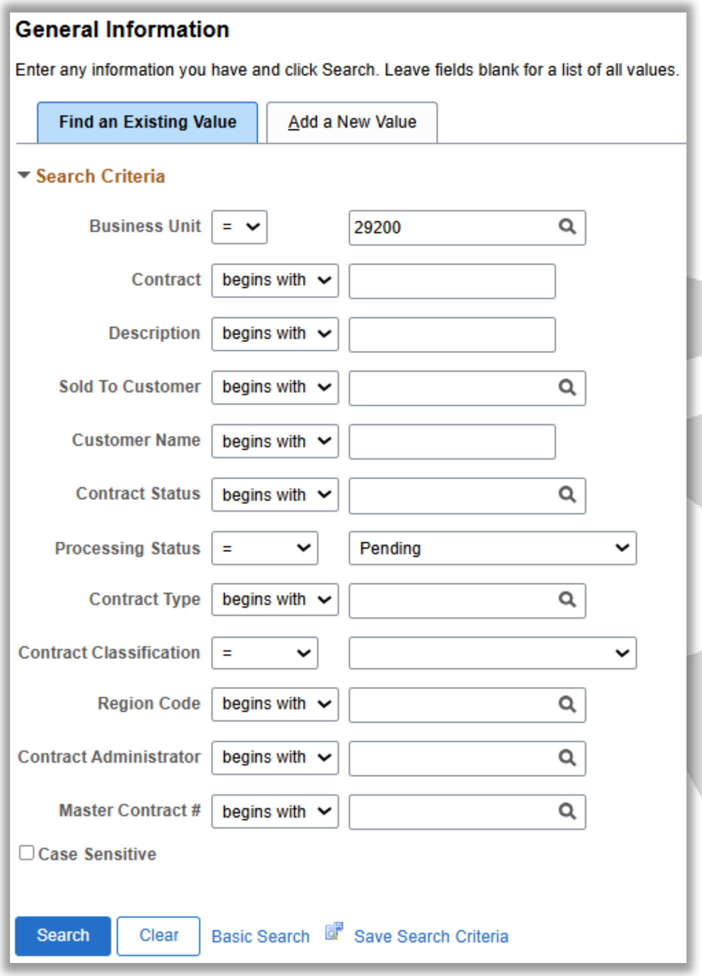
Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the results.

Grants Contracts

When the Grants Proposal is 'Generated' into a Grants Award, the Grants Contract with the Sponsor (funding entity) is also automatically created in the system. The Grants Contract needs to be retrieved and activated in order for Grants costs to be properly collected and Grants draws to be completed.

Step 1: Complete and Activate Grants Contract

Navigation: Customer Contracts > Created and Amend > Define Contract General Info > Find an Existing Value



Use the **Search Criteria** to retrieve the Grants Project ID.

Business Unit – The Agency in which the Grants Contract is stored. This is the Contracts Business Unit value.

Contract – The Contract ID (also Award ID) for the Grants Contract.

Sold to Customer – This field is the Grants Sponsor.

Processing Status – Initially after Grants Award generation, the Contract Status will be *Pending*.

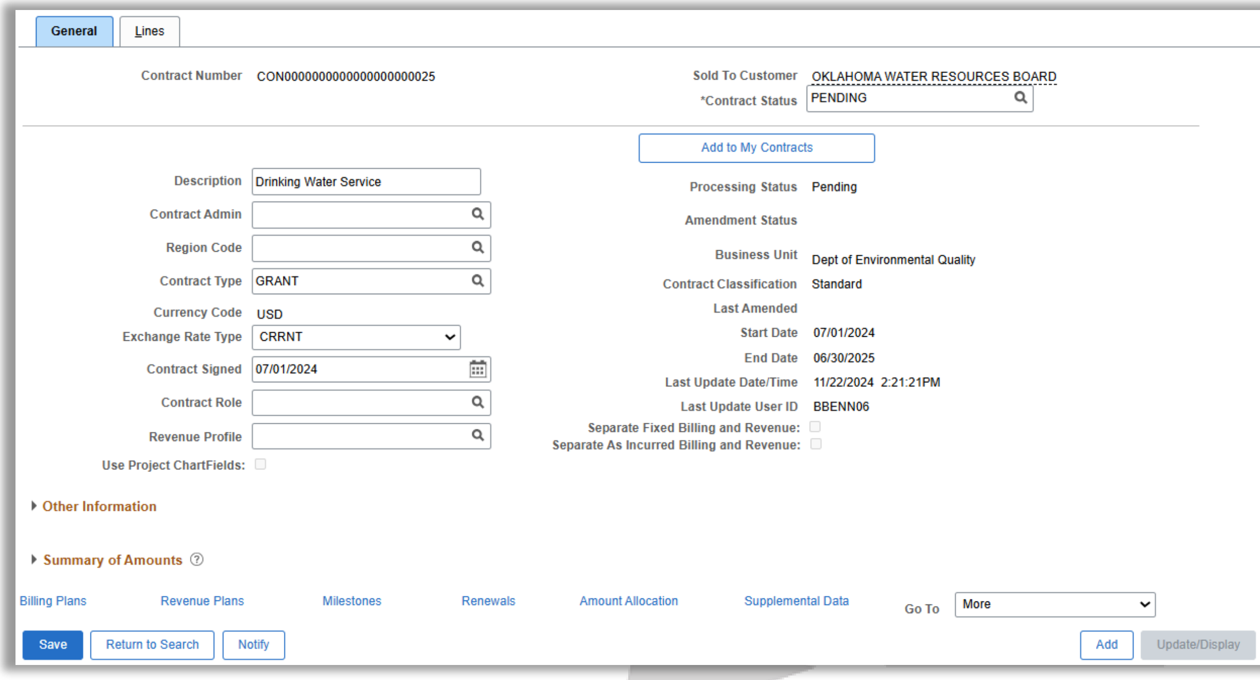
Click the **Search** button to enter the Activity.

ALTERNATIVELY,

Use the **View Contract** link from the Grants Award component illustrated in the previous section.

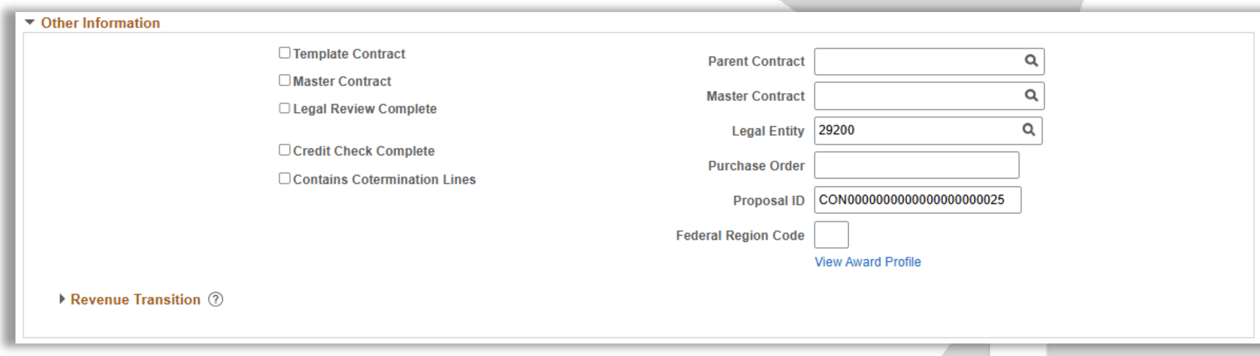
NOTE: Not all of the fields in the Contracts component are illustrated in this manual. Some fields are defaulted when the Grants Contract is created through the Grants Award Generation process and do not need to be changed. Others are not necessary for Grants Reimbursement Billing or Draws.

General Tab



The **General Tab** displays a number of data elements from the Grants Award and Grants Business Unit configuration.

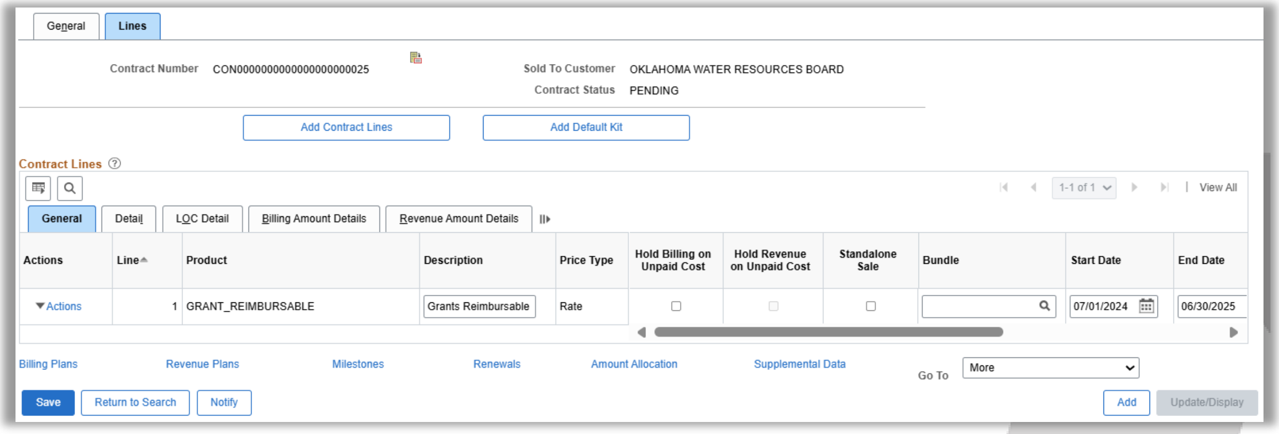
Contract Type – Ensure the Contract Type field is populated.



Legal Entity – In the **Other Information** section of the page, ensure the Legal Entity is populated.

Click the **Lines Tab**.

Lines Tab

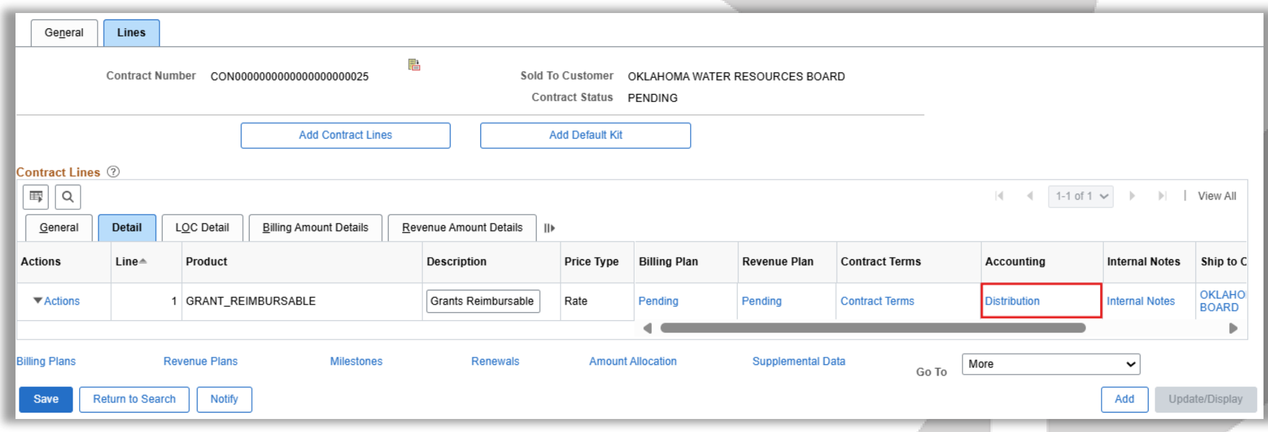


The **Lines Tab** displays the contract line(s) defined through the Grants Award process. The Product is derived from the Grants Business Unit configuration.

Start/End Dates – Mapped from the Grants Proposal Period Begin and End Dates.

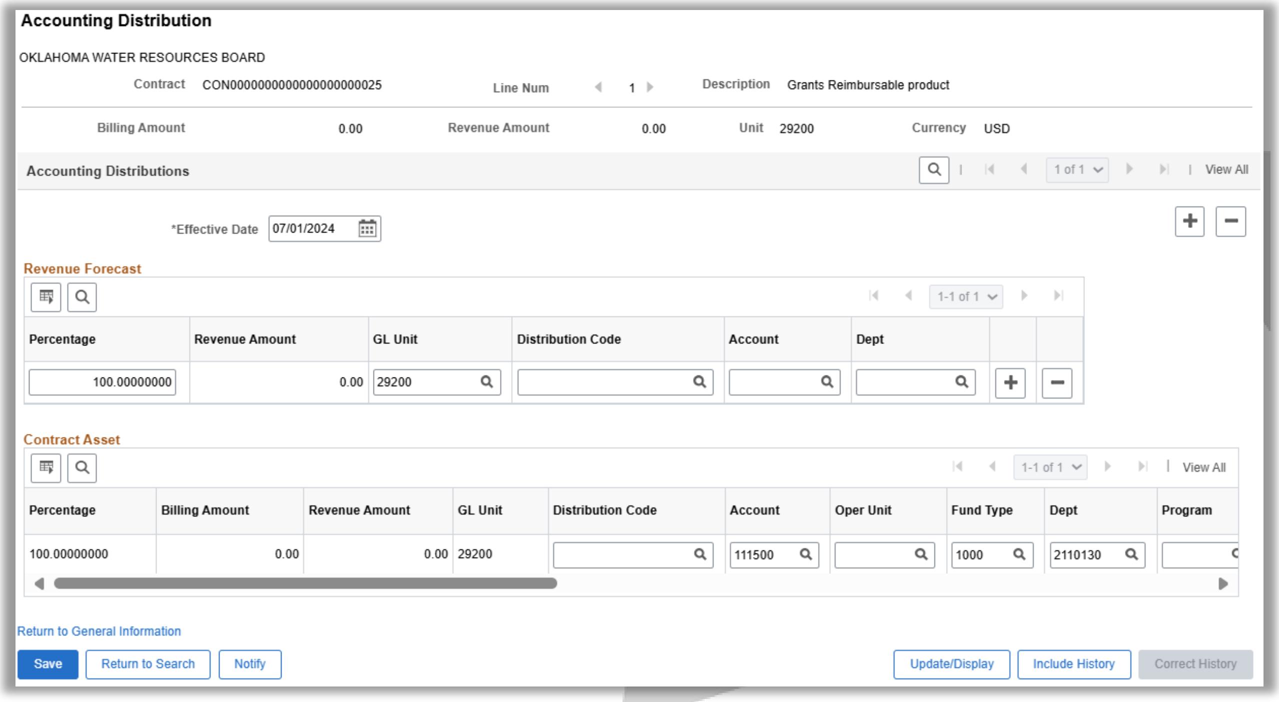
Price Type – Defines the Contract Product as 'Cost Reimbursable". This allows costs collected in the Grants Project to be billed or drawn from the Grants Sponsor.

Click the **Detail Tab** in the **Contract Lines** Section.



Click the **Distribution** link to verify the Accounting Distribution is complete.

Accounting Distribution Page



Ensure the **Unbilled AR section** of the page contains a value for Fund Type and Class Funding chartfields.

NOTE: Although Grants Contracts use Project Costing Accounting Rules to generate Unbilled AR Accounting Entries, chartfield edit combination rules are checked on this page and certain chartfield values are required to save the contract.

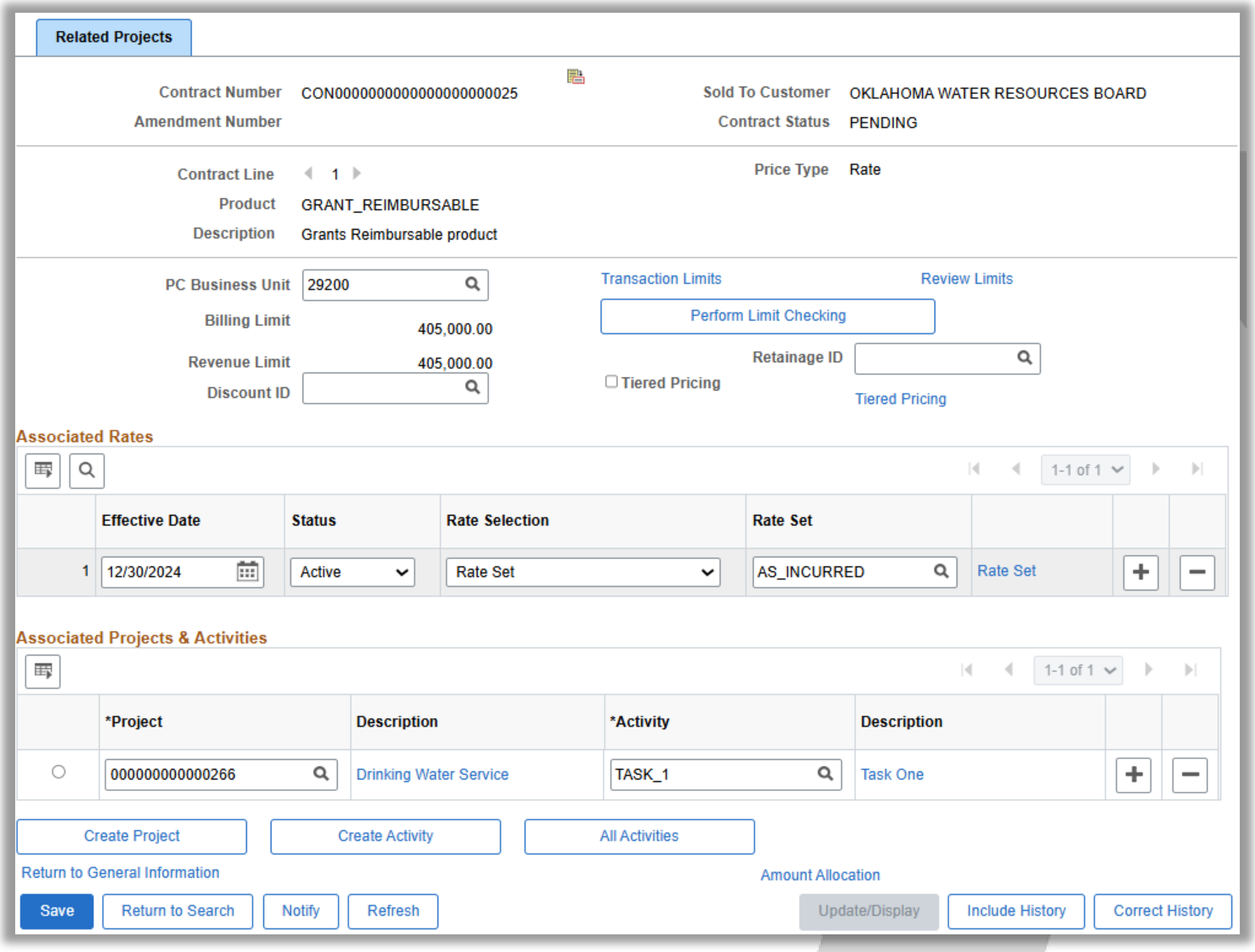
Click the **Save** button to save any Accounting Distribution changes.

Click the **Return to General Information** link.

Click the **Detail Tab**.

Click the **Contract Terms** link.

Related Projects Tab



The **<u>Related Projects</u> Tab** displays information from the Grants Award.

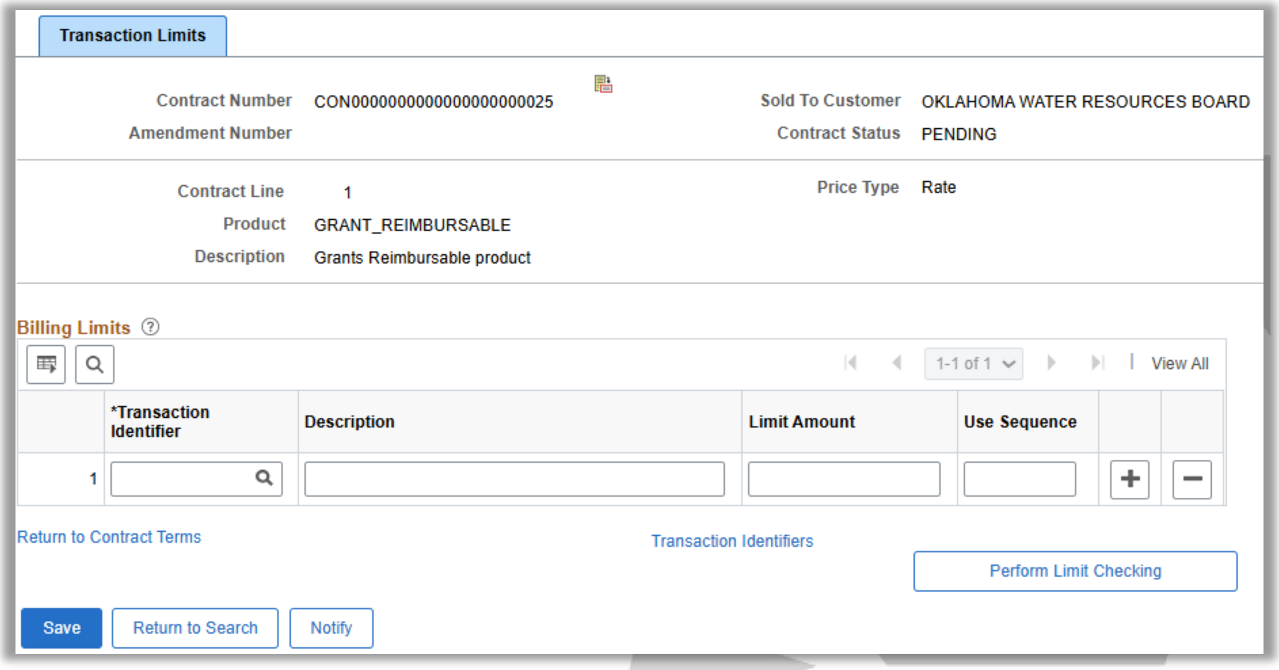
PC Business Unit – This field displays the agency business unit derived from the Grants configuration.

Billing Limit – This amount reflects the entire Grants Amount based on the Awarded Grants budget.

NOTE: Once the Contract is Activated, any changes to the Billing Limits must be made through a Contract Amendment. See **Contract Amendments** later in this manual.

Click the **Transaction Limits** link.

Transaction Limits Sub-Page



The **Transaction Limits Sub-page** allows the agency to define billing limits by transaction or Project Costing chartfield.

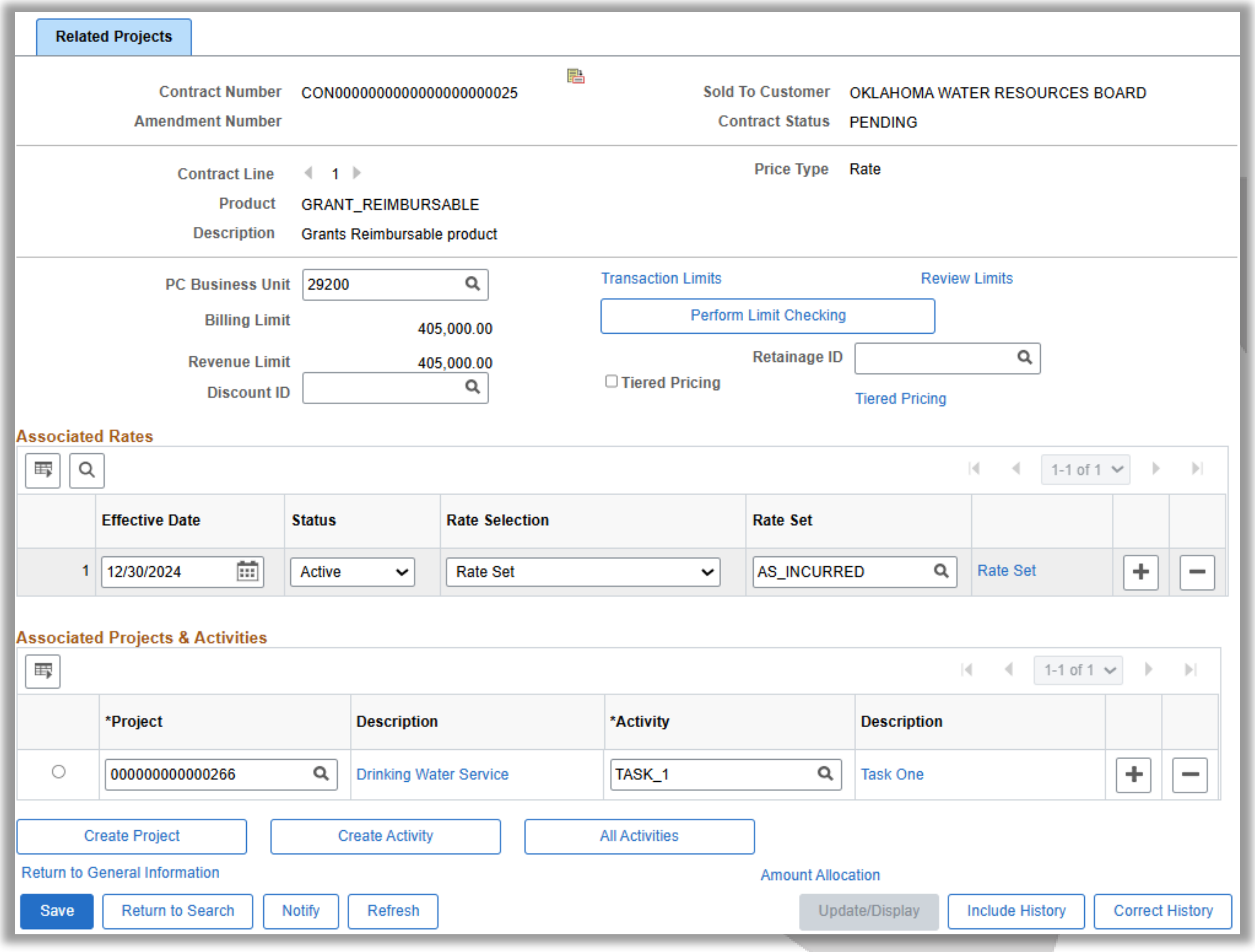
Transaction Identifier – Populate this field with a pre-defined transaction identifier that specifies which chartfields will be evaluated when testing the Limit Amount.

Limit Amount – Define the limit amount that the transactions containing the chartfields in the Transaction Identifier will be subject to.

NOTE: The Transaction Limits feature is intended to be a limit checking 'BELOW' the overall Grants limit defined on the Grants budget. This feature will check individual transactions to determine if they are over a pre-defined limit. For example, within a Grants Contract the agency may want to limit Equipment purchases to a certain dollar amount. The chartfield values that identify Equipment purchases should be defined in a Transaction Identifier and the Limit Amount defined here.

Click the **Return to Contract Terms** link.

Related Projects Page continued



Rate Selection – Typically, this value will be *Rate Set*. The Rate Set is configured to calculate draw amount on incurred costs in the Grants Project.

Rate Set – If not populated, select the correct Rate Set for the Grants. Typically, this will be an 'As Incurred' rate set.

Project – This field displays the Grants Project from the Grants Award.

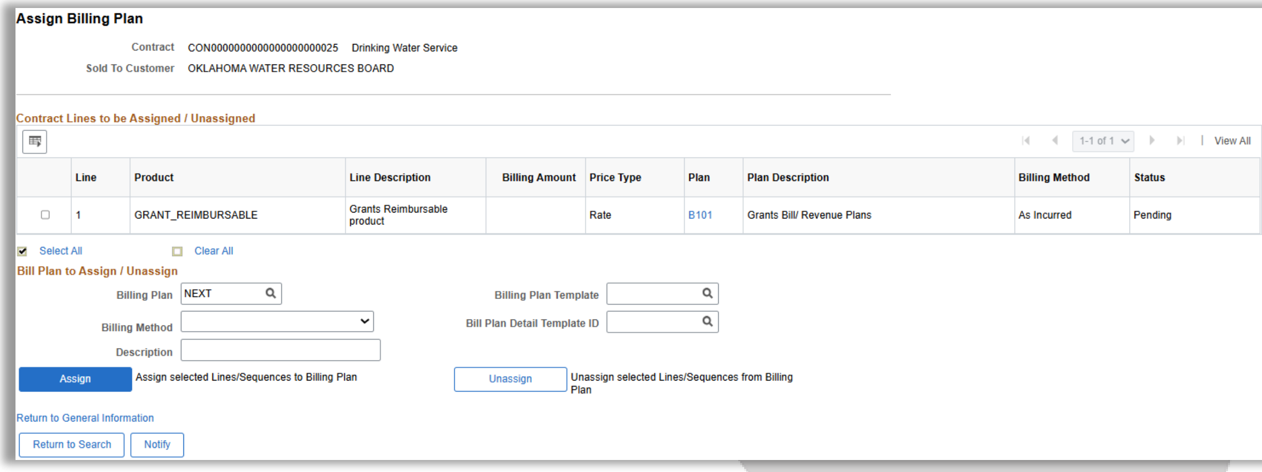
Activity – This field displays the Grants Activity from the Grants Award.

Click the **Save** button to save any Accounting Distribution changes.

Click the **Return to General Information** link.

Click the **Billing Plans** link.

Assign Billing Plan Page



If the **Billing Plan** is not defined for the Grants Contract, it can be defined before the Contract has been activated.

NOTE: Agency configuration may allow the Bill Plan to be created automatically when the Contract is established through the Grants Award process. If so, these steps are not necessary.

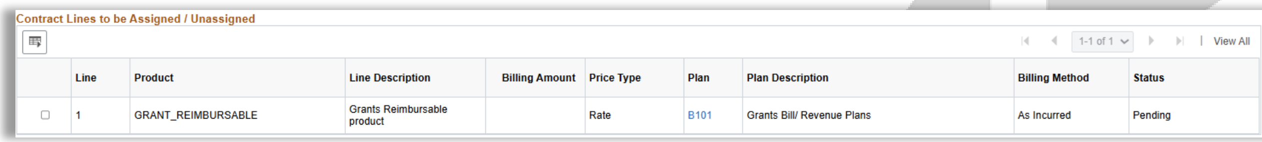
Select – Select the checkbox next to the Product.

NOTE: When creating and assigning a Bill Plan to a Contract Line, the 'Assign' action will not work without this checkbox selected.

Billing Method – Define this field as 'As Incurred' for all Grants cost reimbursement agreements.

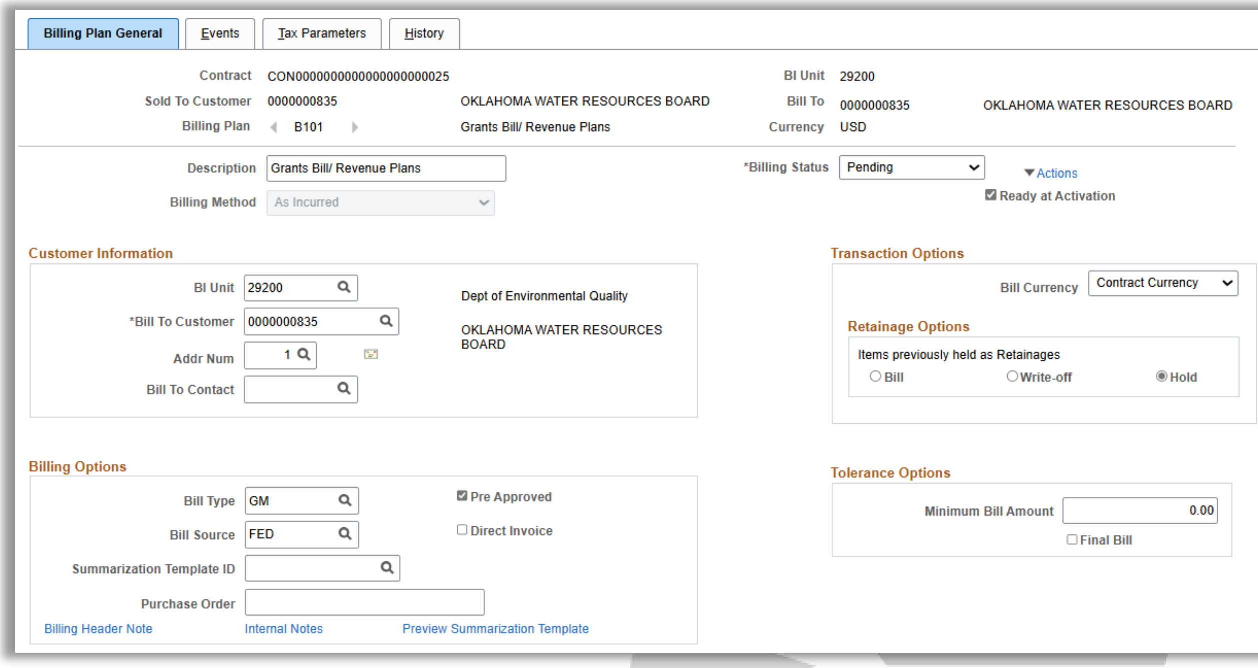
Description – Populated with a Bill Plan description.

Click the **Assign** button.



Once assigned, **click** the **Bill Plan ID** link, **B101** in the example above.

Billing Plan General Tab



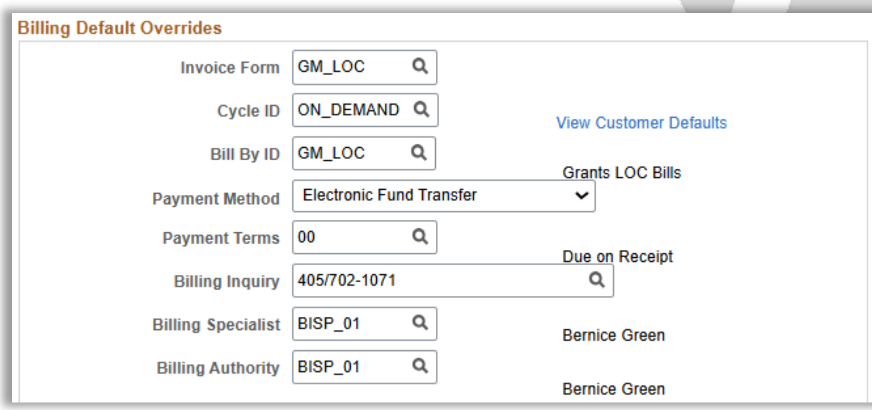
The **Billing Plan General Tab** displays information required to create the Grants Bill.

Bill Type – Define the Bill Type for the Grants Bill.

Bill Source – Define the Bill Source for the Grants Bill.

Ready at Activation – Select this checkbox is to activate the Bill Plan when the Contract is Activated.

<u>Billing Plan General</u> Tab continued



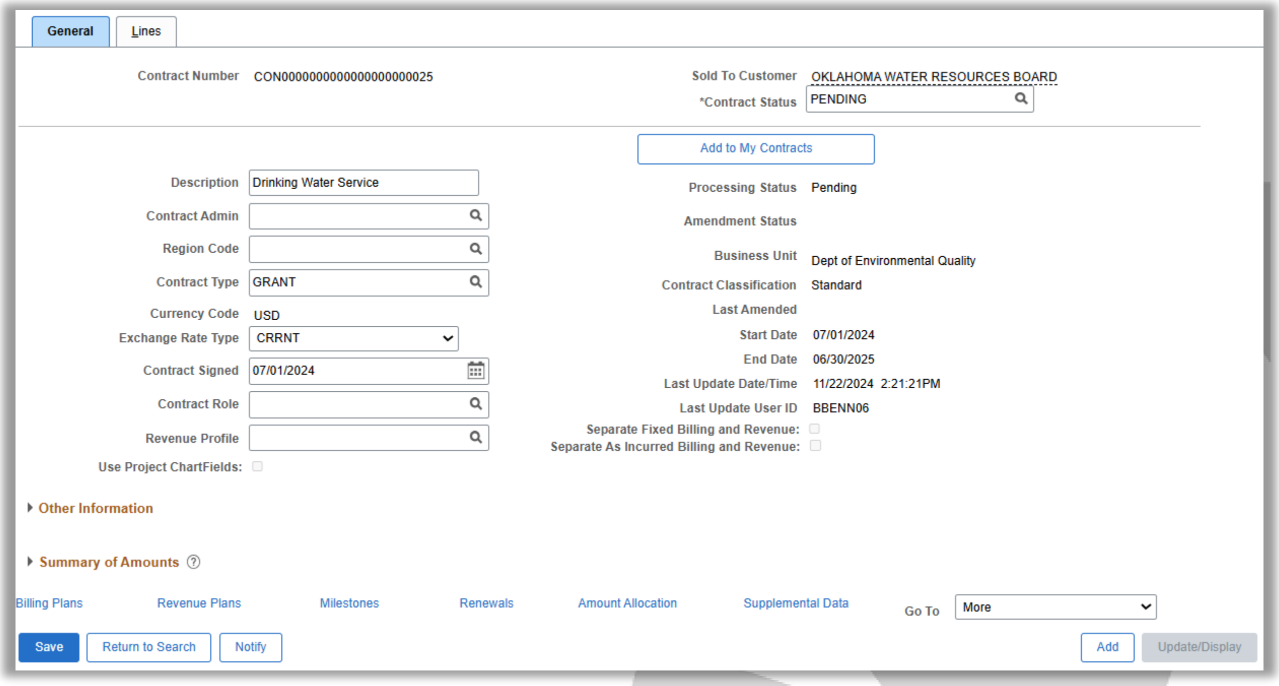
Use the **Billing Default Overrides** section of the page to default any different values onto the bill.

Click the **Save** button to save any Bill Plan changes.

Click the **Return to Assign Billing Plan** link.

Click the **Return to General Information** link.

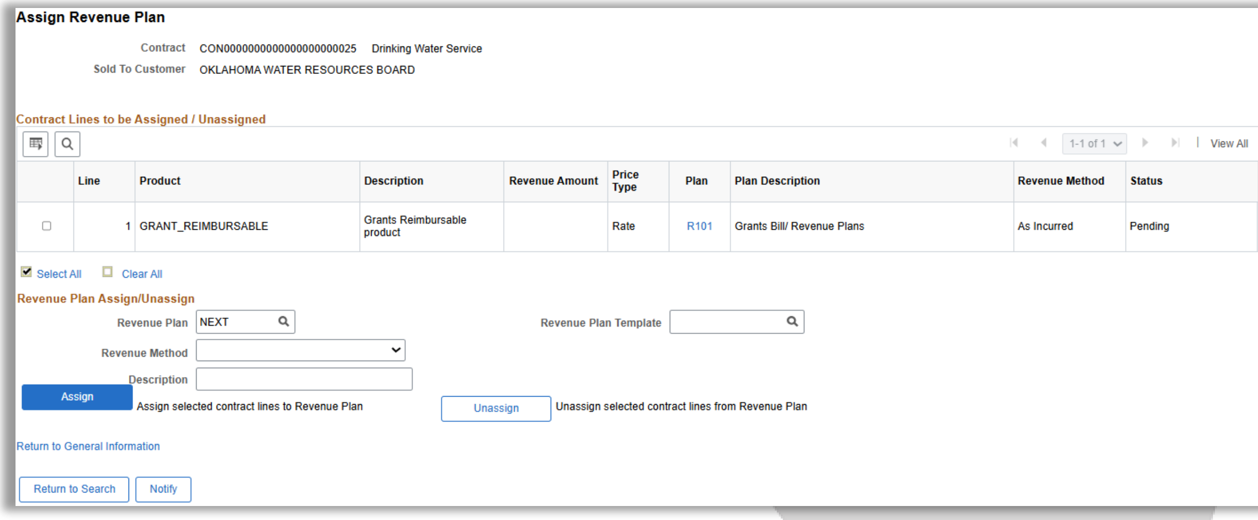
General Tab Continued



From the **General Tab**, select the **Revenue Plans** link to create the Revenue Plan for the Grants Contract.

NOTE: Although a Revenue Plan is created, Grants Contracts use Project Costing Accounting Rules to generate Unbilled AR Accounting Entries and Revenue Accounting Entries.

Assign Revenue Plan Page


Assign Revenue Plan

Contract CON0000000000000000000025 Drinking Water Service

Sold To Customer OKLAHOMA WATER RESOURCES BOARD

Contract Lines to be Assigned / Unassigned

1-1 of 1 View All

	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
☐	1	GRANT_REIMBURSABLE	Grants Reimbursable product		Rate	R101	Grants Bill/ Revenue Plans	As Incurred	Pending

Select All Clear All

Revenue Plan Assign/Unassign

Revenue Plan NEXT Revenue Plan Template

Revenue Method

Description

Assign Assign selected contract lines to Revenue Plan Unassign Unassign selected contract lines from Revenue Plan

Return to General Information

Return to Search Notify

If the **Revenue Plan** is not defined for the Grants Contract, it can be defined before the Contract is activated.

NOTE: Agency configuration may allow the Revenue Plan to be created automatically when the Contract is established through the Grants Award process. If so, these steps are not necessary.

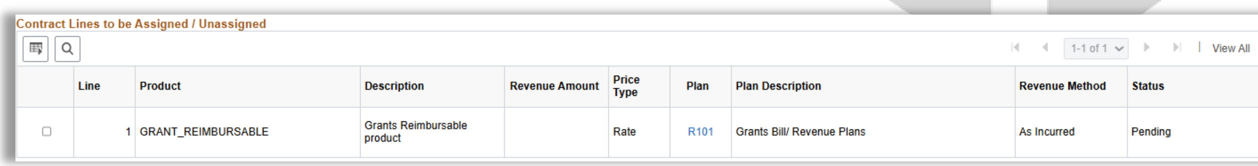
Select – Select the checkbox next to the Product.

NOTE: When creating and assigning a Revenue Plan to a Contract Line, the 'Assign' action will not work without this checkbox selected.

Revenue Method – Define this field as 'As Incurred' for all Grants cost reimbursement agreements.

Description – Populate with a Revenue Plan description.

Click the **<u>Assign</u>** button.

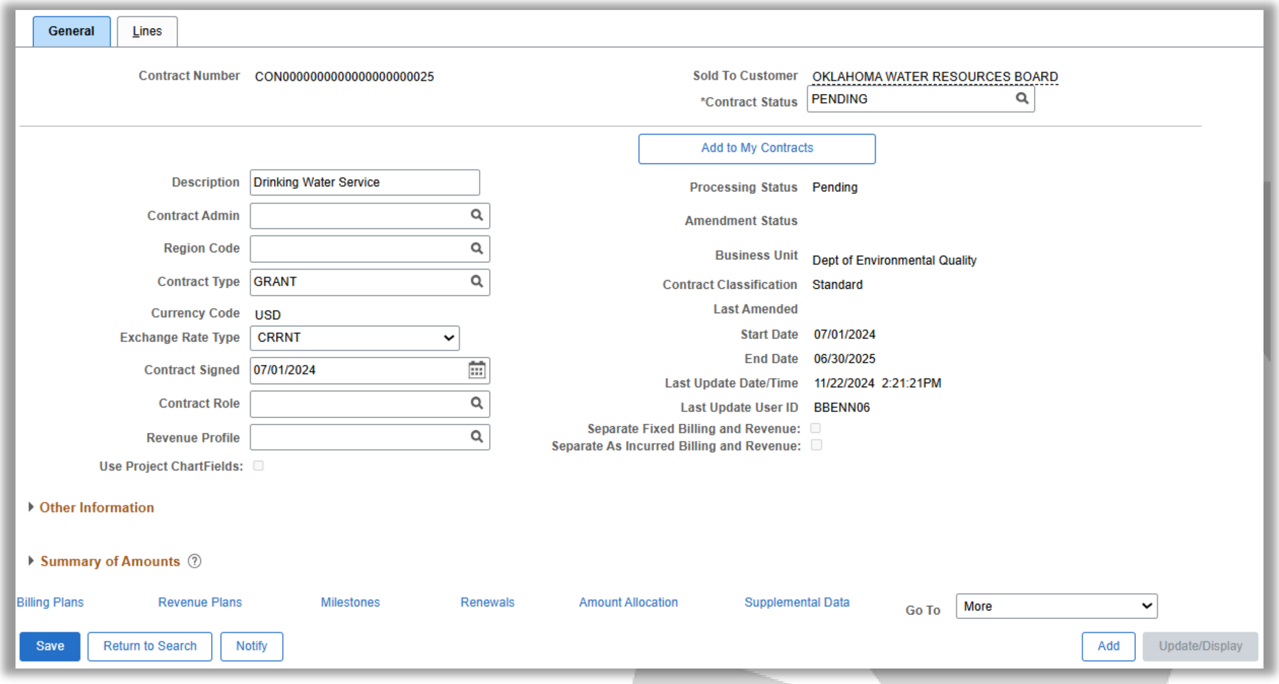

Contract Lines to be Assigned / Unassigned

1-1 of 1 View All

	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
☐	1	GRANT_REIMBURSABLE	Grants Reimbursable product		Rate	R101	Grants Bill/ Revenue Plans	As Incurred	Pending

Click the **Return to General Information** link.

<u>Contract General Tab continued</u>

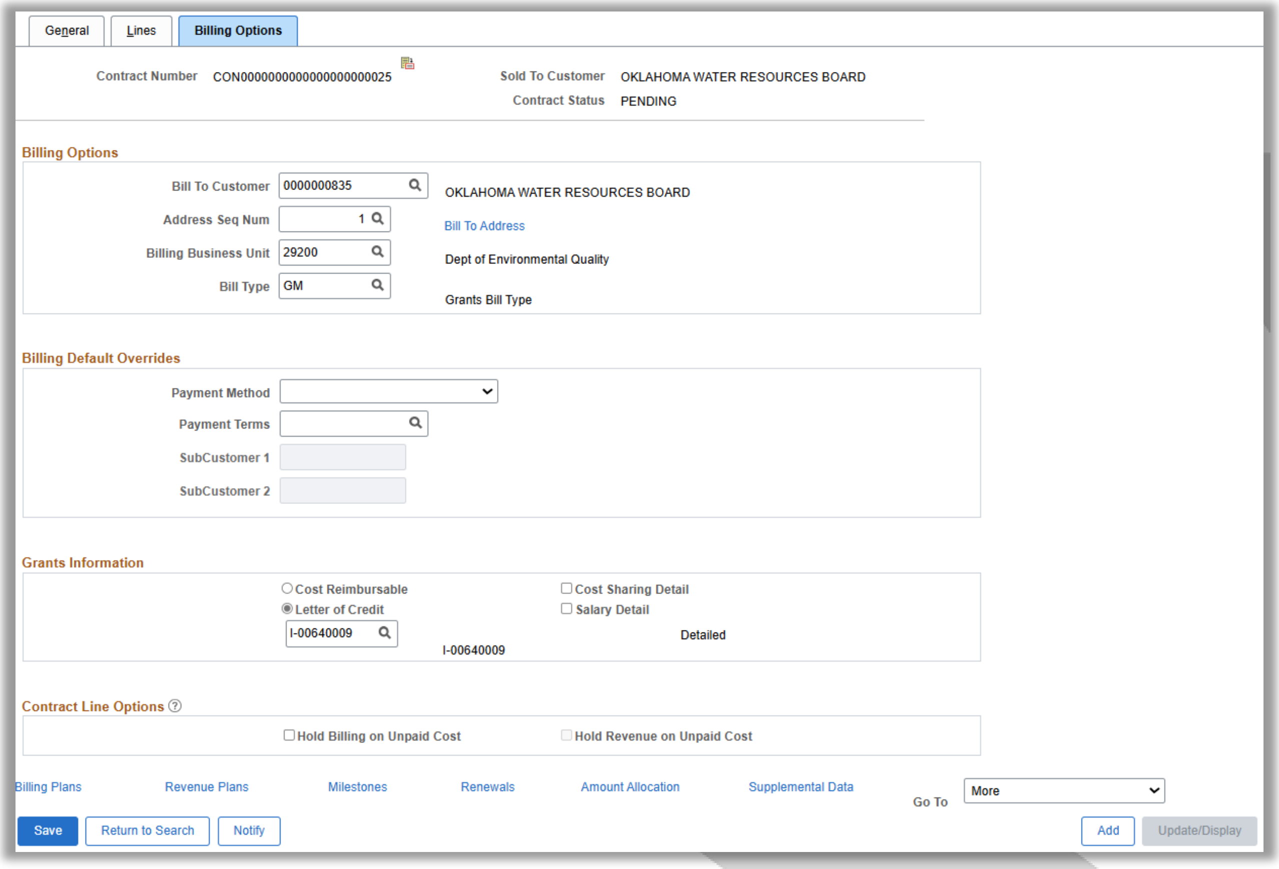


From the <u>**General**</u> **Tab**, select the 'More' drop-down field to Access Letter of Credit information for the Sponsor and Contract.

Select the *Billing Options* value from the drop-down.

NOTE: Sponsor Letter of Credit information is created when the Sponsor is set up in the system. Letter of Credit Document ID information is created in the Contract at the Contract Line level of detail. This allows the agency to track Sponsor specific draw requirements as well as Grants or Grants Project draw requirements (tracking numbers).

Billing Options Tab (Letter of Credit)

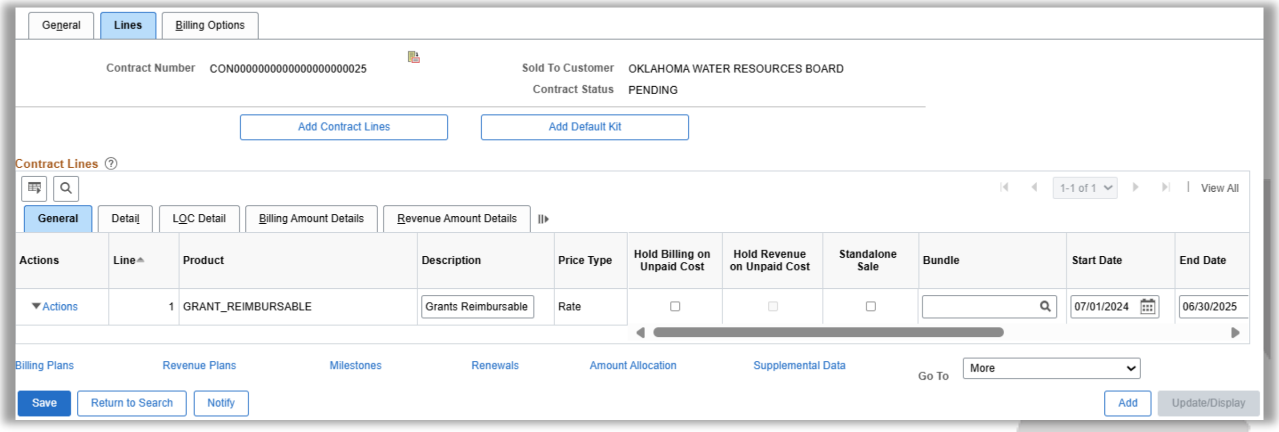


NOTE: The Billing Options page appears as an additional tab at the top of the Contract component.

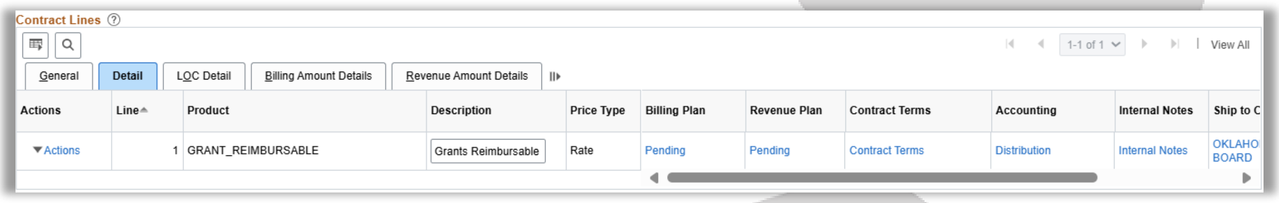
The **Billing Options** Tab displays the Letter of Credit number defined for the Sponsor. This option is available to change but can only be populated with a valid Letter of Credit number configured for the Sponsor.

From the Billing Options page, **select** the **Lines Tab**.

Lines Tab continued



From the Contract Lines page, **select** the **__Detail__ Tab**.



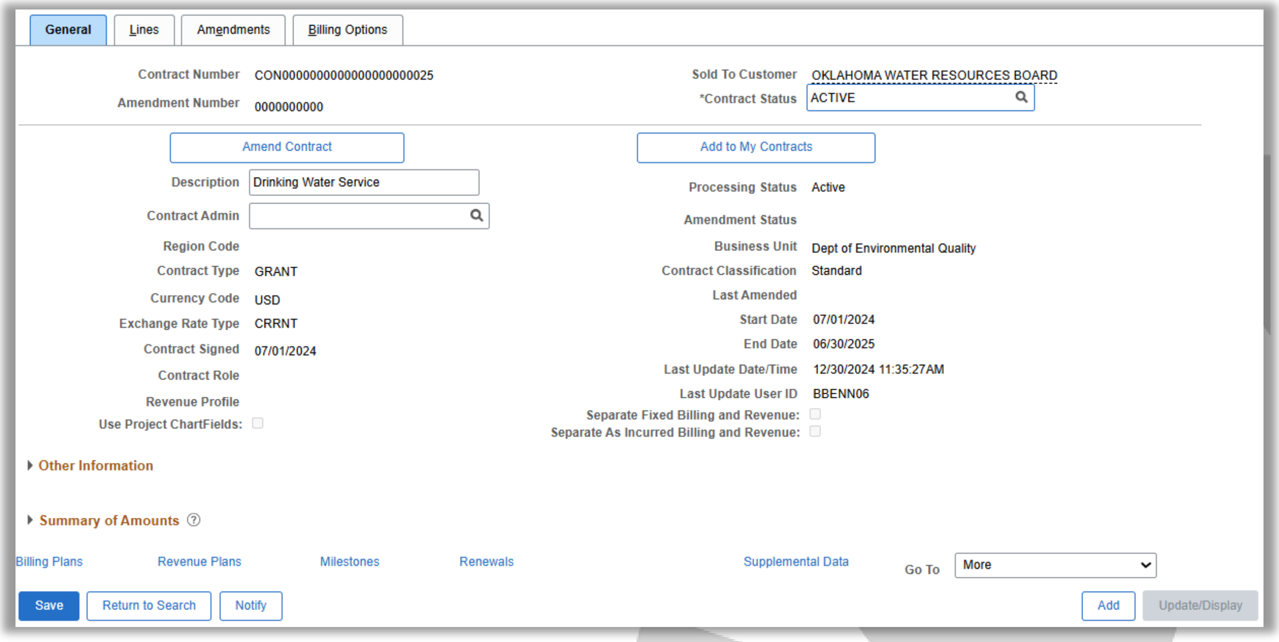
The **LOC Doc ID** field allows the user to define a Letter of Credit number for the Contract Line.

Click the **__Save__** button to save the **Letter of Credit Doc ID**.

NOTE: Since the Letter of Credit Doc ID value is stored at the Contract Line and the Grants Project and Activity are stored on the Contract Line, agencies effectively have the option of creating Letter of Credit information at the Project and Activity level of detail.

Click the **__General__ Tab**.

General Tab – Activate the Contract



On the **General Tab,** change the Contract Status from 'Pending' to 'Active'

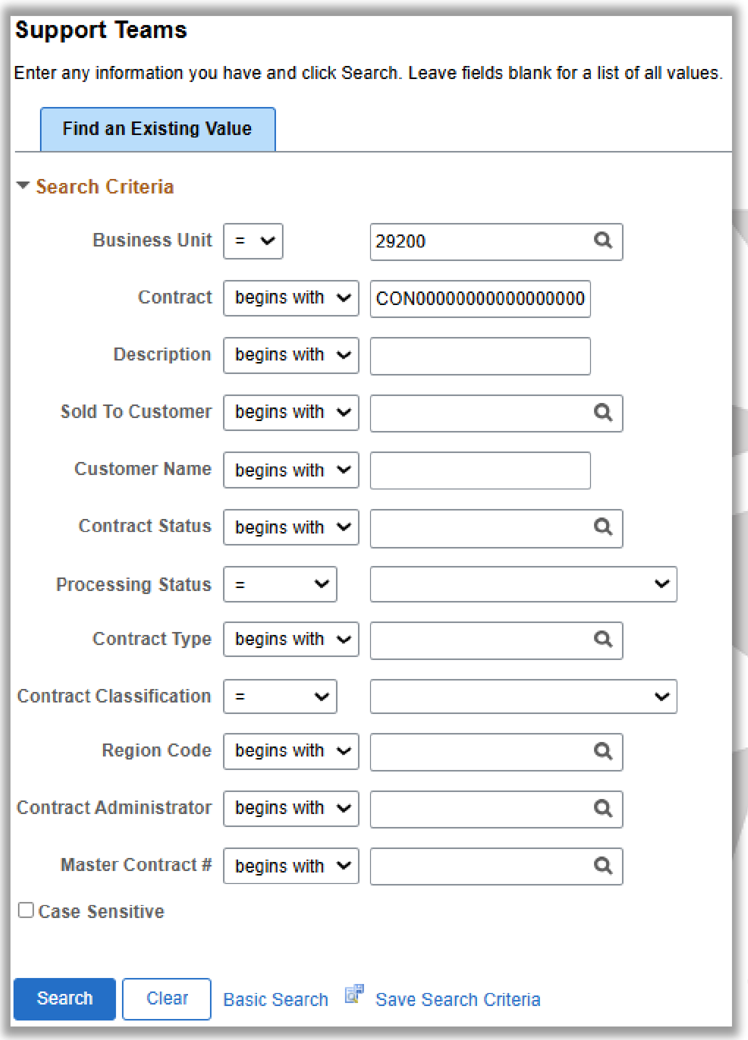
NOTE: If there are any problems with the information in the Contract, the system will issue an error message before the Contract will be activated. Ensure that corrective action is taken on the Contract so it can be activated.

Click the **Save** button to Save the Contract.

Step 2: Contract Support Teams

Contract Support Teams allow the agency to attach a team of individuals to the Grants Contract for support purposes.

Navigation: Customer Contracts > Created and Amend > Support Teams > Find an Existing Value


Support Teams

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	=	29200
Contract	begins with	CON0000000000000000
Description	begins with	
Sold To Customer	begins with	
Customer Name	begins with	
Contract Status	begins with	
Processing Status	=	
Contract Type	begins with	
Contract Classification	=	
Region Code	begins with	
Contract Administrator	begins with	
Master Contract #	begins with	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

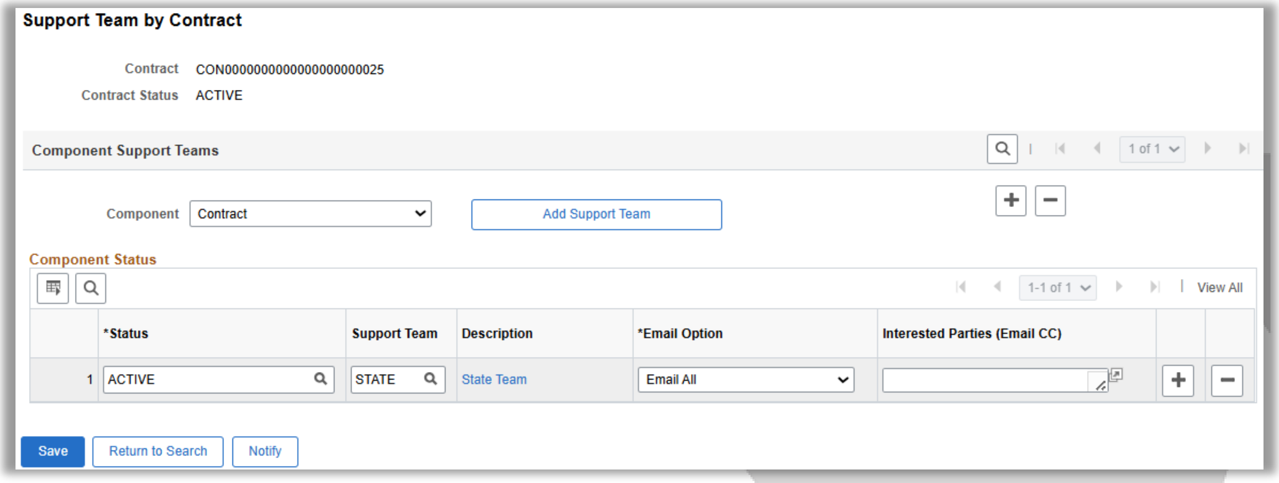
Use the **Search Criteria** to retrieve the Grants Project ID

Business Unit – The Agency in which the Grants Contract is stored. This is the Contracts Business Unit value.

Contract – The Contract ID (also Award ID) for the Grants Contract.

Click the **Search** button to enter the Support Team by Contract page.

Support Team by Contract Page



For any contract in the system, select a pre-defined Support Team from the list.

Status – Identify the Status value for a contract status change that will enable workflow in the system.

Support Team – Select from a pre-defined Support Team. Support Teams are configured and include individual resources.

Click the **<u>Save</u>** button to Save the Support Team.

OKLAHOMA
Office of Management
& Enterprise Services

Grants Contract Processing

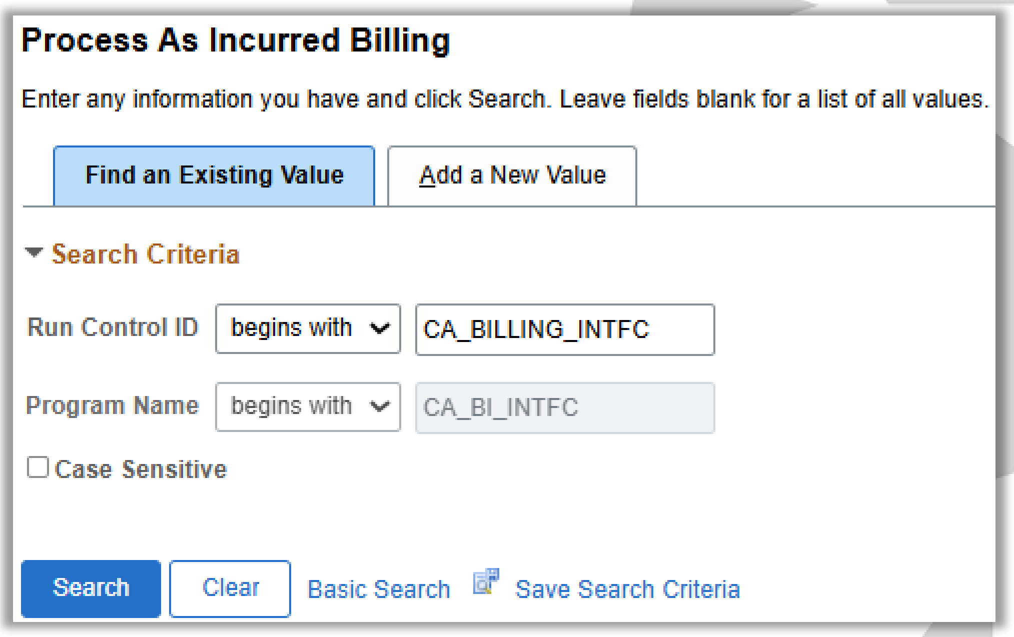
Once the Grants Contract has been created through the Award Generation process, it has been updated and activated, and costs have begun to be collected, Grants Draws and related Accounting Entries can be created.

A batch process executed from Contracts is initiated to select all costs collected in a Grants Project and send those costs to the Billing Interface tables. Once in the Billing Interface Tables, those costs can be reviewed before an actual bill or draw is finalized.

When adjustments to a Grants Contract need to be made, a Contract Amendment may be necessary. For example, to increase the Billing Limit on a Grants Contract due to a budget adjustment, a Contract Amendment is necessary.

Run Contract to Billing Interface

Navigation: Customer Contracts > Schedule and Process Billing > Process As Incurred Billing > Find an Existing Value

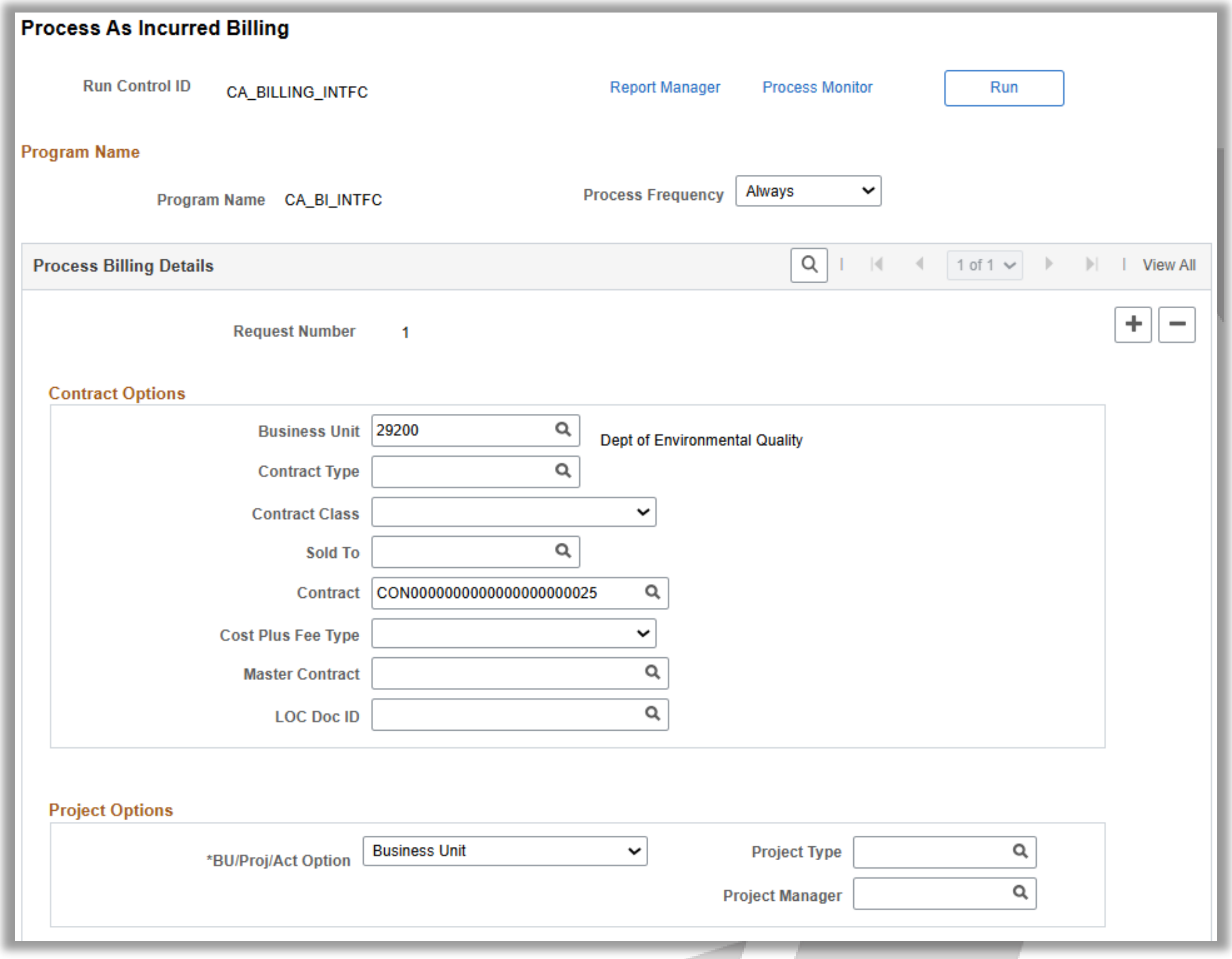


Run Control ID – Add a new Run Control value or select an Existing Value.

NOTE: The Contract must be activated and the Bill Plan in Ready status for this process to run successfully.

Click the **Search** button to use an existing run Control ID.

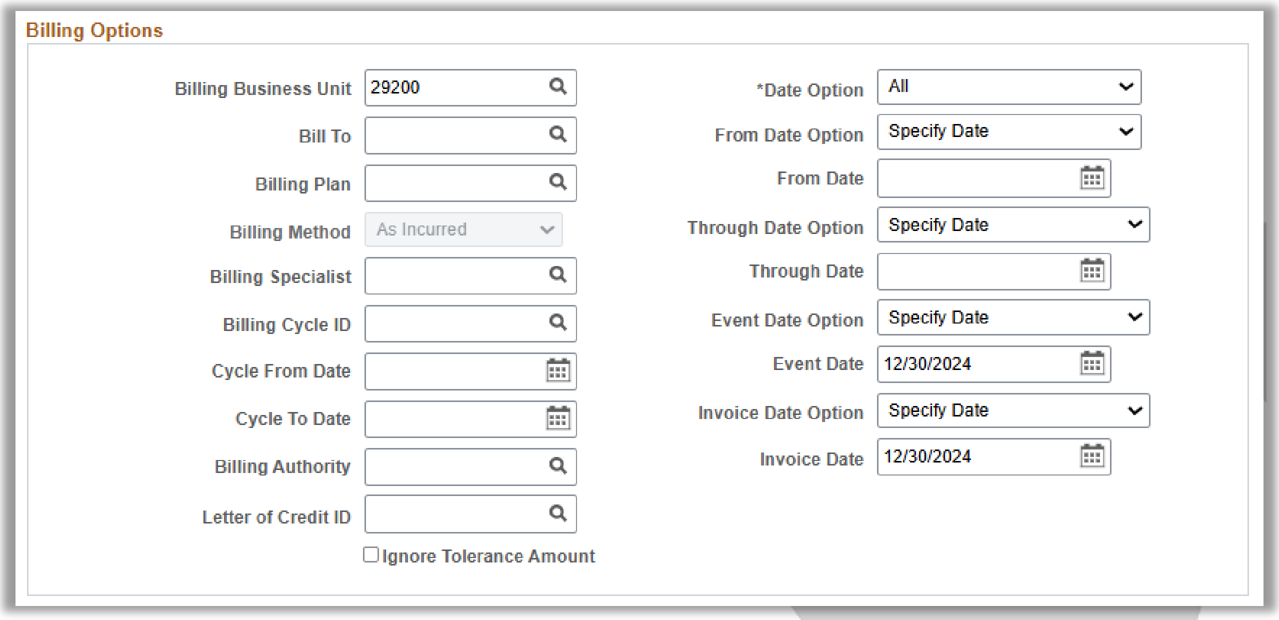
Process As Incurred Billing Page



The Process As Incurred Billing page allows the user to define the Contract(s) for which billing (draws) will be created.

Use the **Contract Options** section of the page to define by Contract, which Contract(s) will be selected for the process.

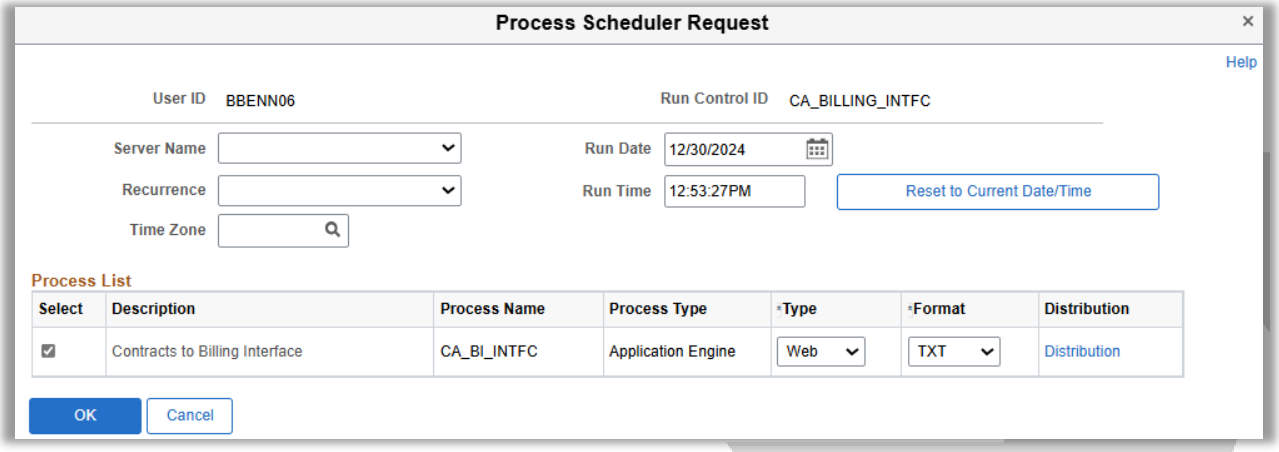
Use the **Project Options** section of the page to define by Project, which Project(s) will be selected for the process.



Use the **Billing Options** section of the page to define Billing properties which costs will be selected for the process. For example, by using the Letter of Credit value, only those Contracts with that Letter of Credit ID will be selected for processing.

Click the **Run** button to execute the Report.

Process Scheduler Request Page

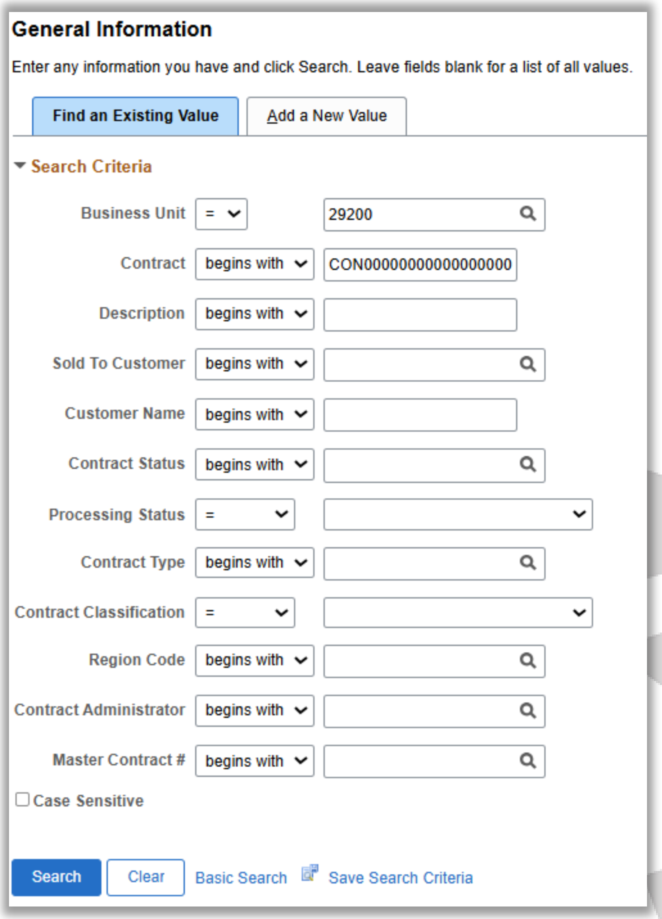


Select the checkbox next to the Contracts to Billing Interface process (CA_BI_INTFC).

Click the **OK** button to execute the Report. Navigate to the **Process Monitor** to view the Report instance.

Grants Contract Amendments (Billing Limit Adjustment)

Navigation: Customer Contracts > Created and Amend > Define Contract General Info > Find an Existing Value



Use the **Search Criteria** to retrieve the Grants Project ID.

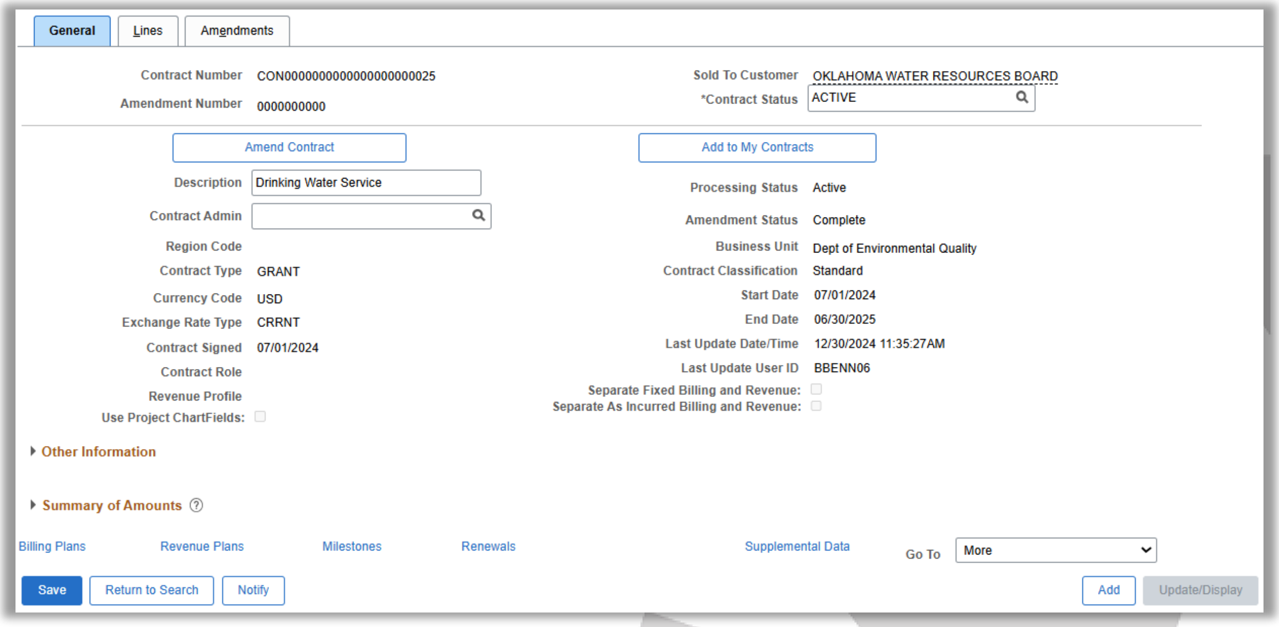
Business Unit – The Agency in which the Grants Contract is stored. This is the Contracts Business Unit value.

Contract – The Contract ID (also Award ID) for the Grants Contract.

Processing Status – A Contract Amendment will be executed on a Grants Contract in Active status.

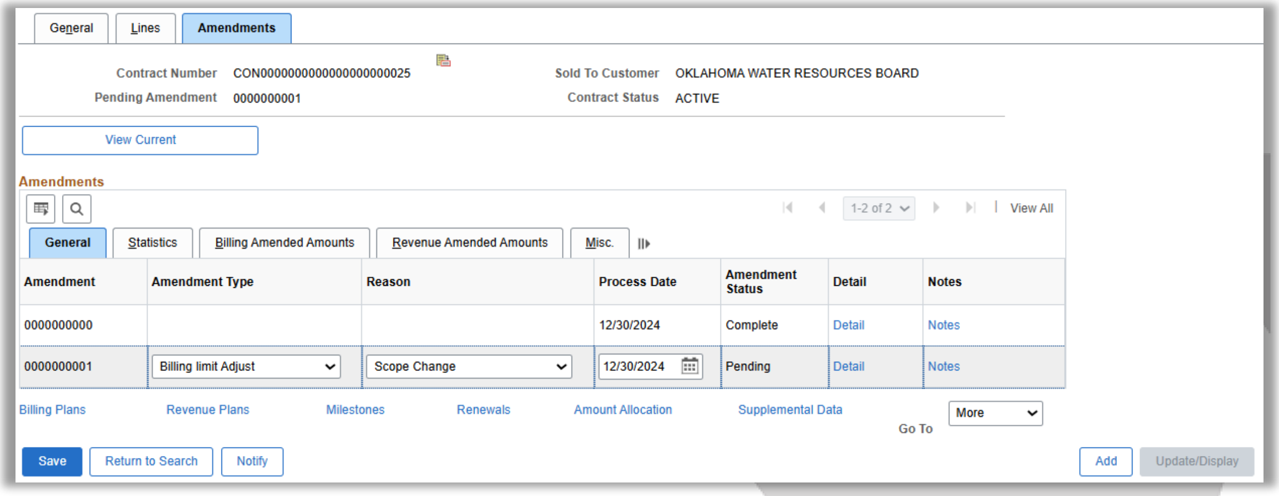
Click the **Search** button to enter the Contract page.

General Tab



On the **General Tab**, **select** the **Amend Contract** button to initiate the Contract Amendment.

Amendments Tab



The **Amendments Tab** allows the user to define Amendment properties and "Ready" the Amendment.

Amendment Type – Select the type of Amendment from a pre-defined list for categorization purposes.

Amendment Reason – Select the Reason for the Amendment from a pre-defined list for categorization purposes.

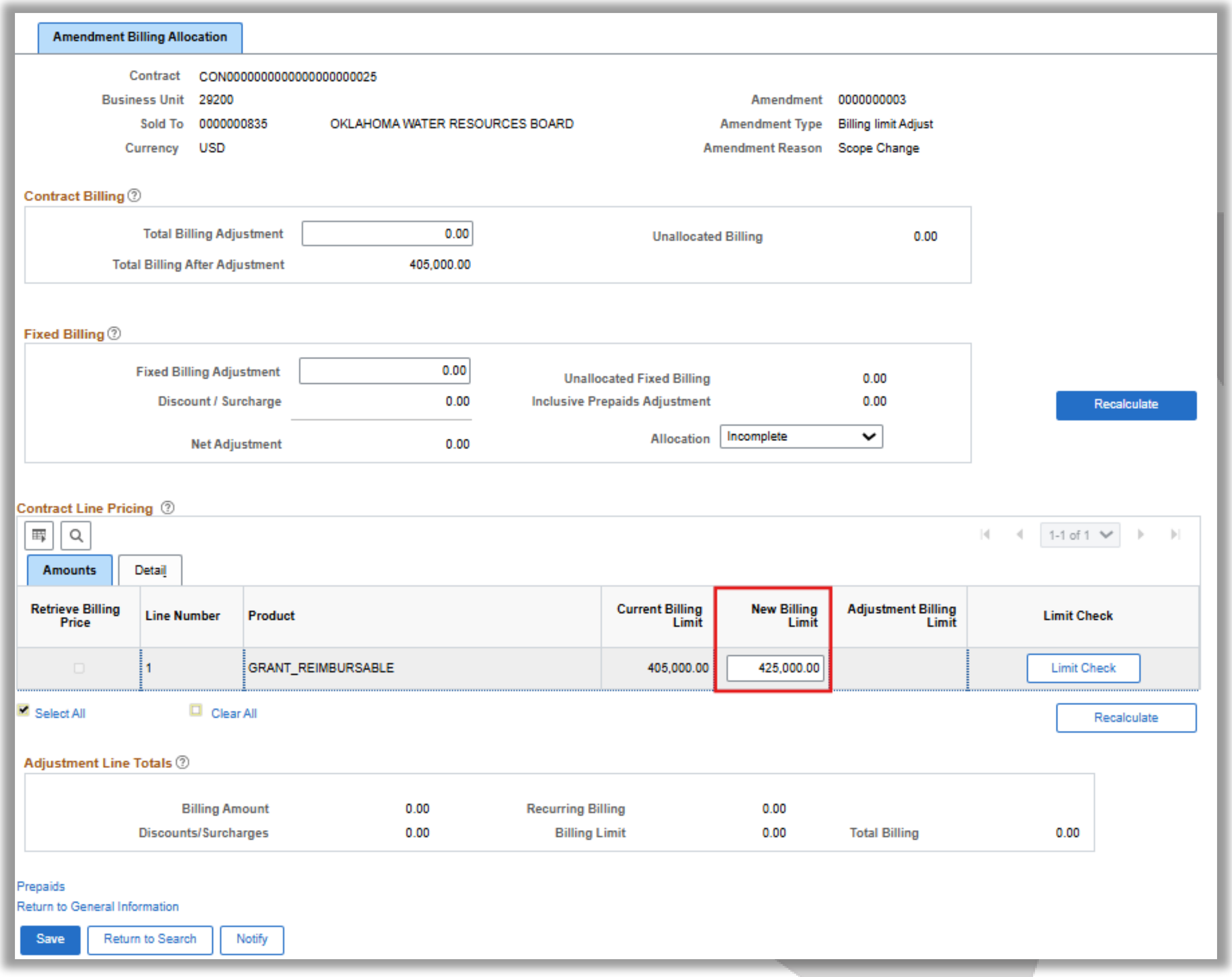
NOTE: Amendments are numbered by the system sequentially starting with Amendment 0000000001.

Click the **Save** button to Save the Amendment.

NOTE: The Amendment Status should be *Pending*.

Click the **Lines Tab**.

Click the **Amount Allocation** link.



Make necessary changes to the Billing Limit in the Contract Line Pricing section.

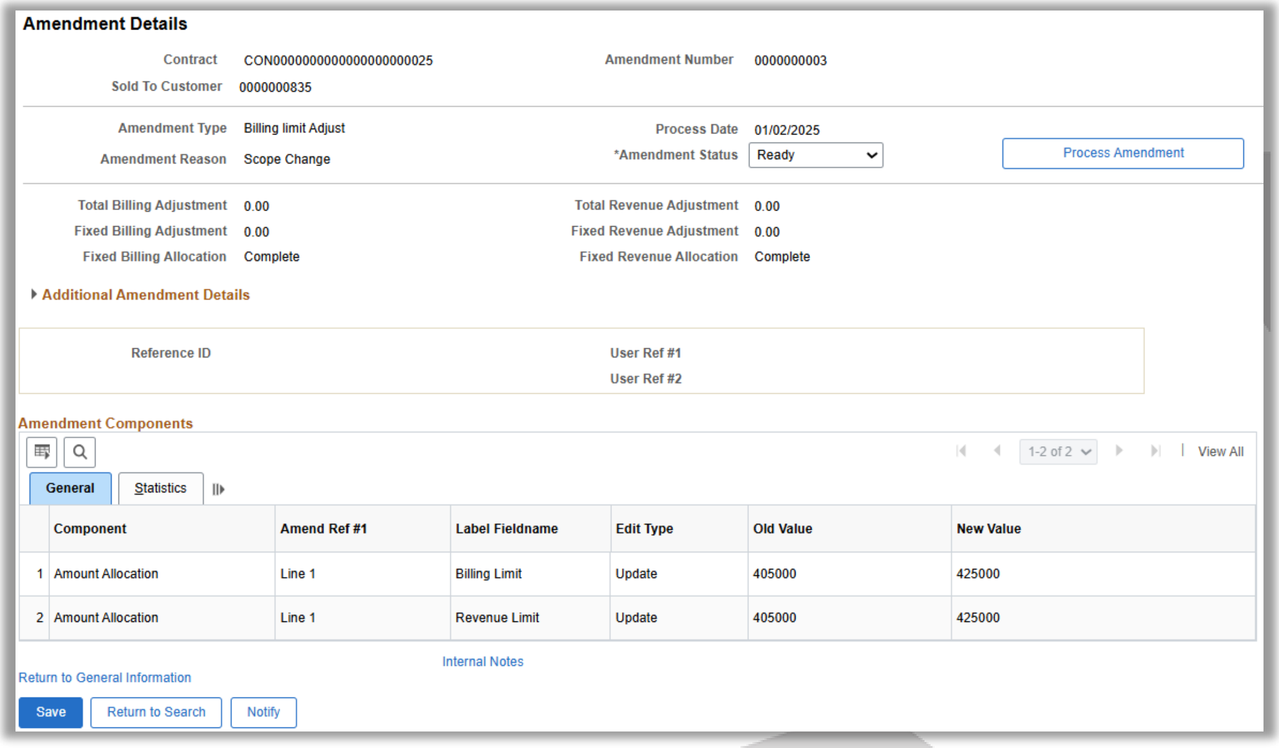
Click the **Save** button to save the Bill Limit value.

Click the **Return to General Information** link.

Click the **Amendments Tab**.

Click the **Detail** link for the Amendment.

Amendments Details Page



Ready the Amendment from the **Amendment Details** page.

Amendment Status – Change to '*Ready*' to make the Amendment active.

Click the **Save** button to Save the Amendment Status value.

NOTE: A warning message may appear for the Amendment. **Click** the **OK** button if the message appears.

Click the **Process Amendment** button to execute a batch process that will complete the Amendment.