Grants/Projects/Contracts Business Process Workshop (BPW)
Agenda

- FI$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI$Cal Solution Overview
- BPW Presentations
  - Grants Management> Project Costing> Customer Contracts
    - Business Process Overview, Key Terms
    - Process Flows, Screenshots
    - End-User Roles
- Change Impact Activities
- Business Process Workshop Next Steps
The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

California’s Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
- Department of Finance (DOF)
- Department of General Services (DGS)
- State Controller’s Office (SCO)
- State Treasurer’s Office (STO)
FI$Cal Wave Timeline

<table>
<thead>
<tr>
<th>Calendar Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
</tr>
<tr>
<td>Q1</td>
</tr>
<tr>
<td>Pre-Wave ~12 Months</td>
</tr>
</tbody>
</table>

October 15, 2014

BPW Objectives

The Business Process Workshops will provide:

- An overview of the business process, including key terms and functionality being implemented
- A list of changes with the “To-Be” business process
- An opportunity to discuss and begin identifying department-specific changes and impacts
- An explanation of Wave 2 end-user roles
- A template to capture department-specific changes and impacts
- An opportunity to begin thinking about updates to internal department processes
FI$Cal Design Approach

**Objective**
- Define and validate DRAFT processes to best meet the State’s needs independent of the software details
- Clarify requirements

**Audience**
- Department of General Services (DGS)

**Key Outputs**
- Revised DRAFT To-Be Processes with department input

**Tools / Methods**
- Interactive Working Sessions with department SMEs
- Gather additional input on:
  - As-Is Process
  - Statutes, Reg, Policy
  - To-Be Process, Benefits, Challenges

---

**Objective**
- Provide departments with an understanding of Wave 1 FI$Cal business processes
- Demonstration of Wave 1 FI$Cal solution
- Identify where Wave 1 solution may not meet the needs of new departments

**Audience**
- Wave 2 Departments absent in Wave 1

**Key Outputs**
- New departments prepared for CRP sessions
- Key Considerations
- Action Items and concerns from departments

**Tools / Methods**
- Solution Walkthroughs
- Wave 1 FI$Cal Solution

---

**Objective**
- Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution

**Audience**
- Wave 1 and Wave 2 departments

**Key Outputs**
- Revised DRAFT To-Be Processes with department input
- Basis for System Configurations and Functional Designs

**Tools / Methods**
- Interactive CRP Sessions with Department SMEs
- CRP Sandbox

---

**Objective**
- Validate and document final business process designs
- Confirm how requirements are met

**Audience**
- Project team with department input

**Key Outputs**
- Final Business Process Designs
- Update Requirements Traceability Matrix
- RICEF Inventory

**Tools / Methods**
- Conduct follow-up meetings / validation sessions as necessary
- Resolve open issues / outstanding decisions
What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.

- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles.

- **End-User Training** – Training for department end users that will need to use the System in their assigned FI$Cal end-user roles.
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, than assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require
What You Should Take Away

- Process overview level understanding of the Wave 2 FI$Cal business processes. For this session, the business processes are:
  - Grants Management
  - Project Costing
  - Customer Contracts
- BPW Change Impact Tool for your department to identify and manage department-specific impacts
- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop
FI$Cal Accounting Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

General Ledger / Commitment Control

Asset Mgmt
- Goods Received
- Encumbrances
- Vouchers

ePro / PO
- Purchase Orders
- Expenditures, Payables

Accounts Payable
- Encumbrances
- Expenditures, GL Journals

Project Mgmt
- Capital Assets

Project Costing
- Grant Details

Contracts
- Award Data
- Billable Transactions

Billing
- Customer Invoices
- Revenue, AR

Accounts Receivable
- Revenue, AR, Cash

Cash Mgmt
- Cash Data

Loan Data
- GL Journals

Loans
- GL Journals

Project Data

Refunds

Journals, F&A, Budgets

Expenditures

October 15, 2014
FI$Cal Budgeting Solution - Appropriations

Legend
- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

Other Sources (Spreadsheet Templates)
- Statistical Data
- HR Data

SCO Payroll

Smart View for Office
- View/Update Data
- Actuals and Budget Data

Hyperion Public Sector Planning & Budgeting

Budget Books
- PDF
- HTML

General Ledger / Commitment Control
FI$Cal Budgeting Solution – Departmental Projects and Grants (State as a Grantee)

Legend

- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

General Ledger / Commitment Control

Departmental Projects

Project Costing

Grants

Grants

October 15, 2014
Grants Management
Grant Management Agenda

- Proposals
- Grants Budgeting
- Sub-Recipients
- Generate an Award
- Facilities and Admin (F&A - overhead)
- Financial Transaction Considerations
- Billing and Revenue Considerations
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps
Grant Management Overview

- Grant Management module allows you to:
  - Manage the complete grant life cycle from proposal to award
  - Capture profile data about your institution (State), sponsors (Feds or Other), professionals, and sub-recipients for each proposal, project, budget, or award
  - Facilitate the submission of timely, accurate, and complete proposals to sponsors, including electronic submission of federal grant applications (this functionality to be discussed during session)
What is included in Wave 2

- Creation of Award Proposals
  - Key to system integration with Project Costing and Customer Contracts
  - Assign resources to work on the Grant
  - Establish budget
    - Budget Items can store default ChartField coding
  - Assign Sub Recipients if desired

- Generate Award
  - 1 click automated creation of Grant Award, Projects/Activities, and Customer Contract
  - Finalize Budget and post simultaneously to Commitment Control and Project Costing
    - Grant Award Budget maintenance will be done in the Grants Module
What is included in Wave 2

- Ability to establish Facilities & Admin (Indirect Cost Rate Proposal – ICRP) rates to be applied to expenditures (Overhead)
  - F&A Setup in Grants Module
  - F&A Processing in Project Costing Module
- Grants Reporting
  - Several Award specific reports being delivered along with the ability to run many of the existing Project Costing reports for a specific Grant
  - Federal Drawdown/Letter of Credit supported
# Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Sponsored Contract Award Agreement where the State is receiving funding</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Federal or other Awarding Agency/Department who is responsible for funding the award.</td>
</tr>
<tr>
<td>Project</td>
<td>FI$Cal ChartField value used for tracking financial transactions associated with a Grant/Award</td>
</tr>
<tr>
<td>Activity</td>
<td>FI$Cal Project ChartField usually mapped to a Spending Category associated with the Grant/Award</td>
</tr>
<tr>
<td>Customer</td>
<td>Federal or other Awarding Agency/Department who is responsible for funding the award. Identified on the Customer Contract for billing purposes</td>
</tr>
</tbody>
</table>
# Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contract</td>
<td>Contract Agreement within FI$Cal that will define Billing and Revenue Recognition terms for a grant award</td>
</tr>
<tr>
<td>Vendor</td>
<td>Local Agency or third party that receives funding from the State. Also identified as a Sub-Recipient or Sub-Grantee</td>
</tr>
<tr>
<td>Procurement Contract</td>
<td>Contract Agreement in FI$Cal that defines Encumbrance and Payment terms for Local Agency payments. This agreement is managed in Procurement and is outside of the scope of the grants module</td>
</tr>
</tbody>
</table>

October 15, 2014
Projects/Grants Processes

- Enter & Update Grants
- Enter & Update Projects
- Enter & Update Customer Contracts

- Project Budgeting
- Collect, Distribute, & Price Costs
- Indirect Costing / Allocations
- Billing & Revenue
- Analysis & Reporting
Grant Management Overview

Customer Contracts

Fed Gov’t (Sponsor)

Department (Grantee)

Vendor (Sub-Grantee)

Purch. Order (PO)

Invoice (BI)

Payment (AR)

Invoice (AP)

Payment (AP)

Expenses / Usage

Vendor Contracts

Customer Contracts
Pre-Award Structure

Business Unit

Departmental Business Unit / Org

An “umbrella” that contains all the proposal details for one grant for one sponsor.

Proposal

Structure for grant related projects. Track separate areas of work (i.e. task/spending category) for one proposal. Each proposal must have at least one project.

Proposal Project

Each project can contain multiple budgets.

Budget

The budgeted transactions that comprise a budget.

Budget Lines
Proposals

- Optional Functionality
- Key to automatic integration for Contract, Project, and Budget
Proposals Summary Flow

**Grants Processor**
- Create and Maintain Proposal
  - Enter Proposal details
  - Enter Budget details
  - Enter Sub-Recipients if desired

**Grants Approver**
- Approve Proposal
  - Submit Proposal

**Key Impacts**
- Proposals are optional but are key to system integration
- Proposals do not trigger processing within the system – equivalent to a pending award
- Most proposal information can be updated/added on the Award after generation
**Create Proposal: Proposal Definition**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal ID:</td>
<td>CDA-3CNUTRITION</td>
</tr>
<tr>
<td>Description:</td>
<td>Title III C</td>
</tr>
<tr>
<td>Version ID:</td>
<td>V101</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Title:</td>
<td>Title III C Congregate Nutrition</td>
</tr>
<tr>
<td>Long Description:</td>
<td>Title III C Congregate Nutrition</td>
</tr>
<tr>
<td>PI ID:</td>
<td>KU0068, Kessler, Marc</td>
</tr>
<tr>
<td>Sponsor ID:</td>
<td>1020, Department of Health &amp; Human Services</td>
</tr>
<tr>
<td>Pre-Award Administrator:</td>
<td>KU0005, Scott, William</td>
</tr>
<tr>
<td>Purpose:</td>
<td>NUTRI</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New</td>
</tr>
<tr>
<td>Confidence %:</td>
<td>100</td>
</tr>
<tr>
<td>CFDA:</td>
<td>CFDA_1234</td>
</tr>
</tbody>
</table>

**Status**

- *Proposal Status:* Awarded
- Submit Status: Submitted
- Generate Status: Contract Generated
- In Approval Process: No
- Facilities & Admin Requested: Yes
- Foreign Application/Component: No
- NIH Modular Grant: No

**Due By**

October 15, 2014

### Create Proposal: Proposal Definition Page 2

<table>
<thead>
<tr>
<th>Period</th>
<th><em>Start Date</em></th>
<th><em>End Date</em></th>
<th>Target Sponsor Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/01/2013</td>
<td>06/30/2014</td>
<td>500,000,000.00</td>
</tr>
</tbody>
</table>

**Target Sponsor Budget:** 500,000,000.00

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

**Return To:** My Proposals

**Budget Periods**

<table>
<thead>
<tr>
<th>Details</th>
<th>PHS Incomes</th>
</tr>
</thead>
</table>

**Build Periods**

**First:** 1 of 1

**Last:**

---

*Start Date:* 07/01/2013  
*End Date:* 06/30/2014  
No. Periods:

---

**Save**  
**Return to Search**  
**Notify**  
**Refresh**  

**Add**  
**Update/Display**
Create Proposal: Proposal Projects

Proposal ID: CDA-3CNUTRITION
Description: Title III C
Version ID: V101
Currency: USD

Proposal Projects

Project ID: 3C0S
Project: 3C0S
*Title: Title III C Congregate Nutrition
Long Description: Title III C Congregate Nutrition
*Department: Public Affairs
*Subdivision: Personal Services
*Institution: PeopleSoft University
Dept Contact:
Dept Rep:
Other Contacts
Department Credit
SPO:
SPO Contact:

F & A Distribution

*Department
Location
Comments
Percent Share
Planning & Economic Dev

# Proposals Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Processor</td>
<td>Creates and Maintains Grant Proposals and Awards</td>
</tr>
<tr>
<td>Grant Approver</td>
<td>Departmental user that maintains and Approves Grant Proposals/Awards</td>
</tr>
<tr>
<td>Grants Viewer</td>
<td>Departmental user with display access to all Grant information and all Grants online inquiry.</td>
</tr>
<tr>
<td>Grants Reporter</td>
<td>Departmental user with display access to all Grants reports.</td>
</tr>
</tbody>
</table>
Grants Budgeting

- PeopleSoft Grants supports organization, project and grant, and revenue estimate ledger types. PeopleSoft Grants does not support appropriation budgets.
  - For Commitment Control, Departments are recommended to use CC_GMPRJ (Expenditure) ledger definition for Grant/Project level budgets
  - Recommended Structure – Track With Budget
    - Fund
    - ENY (Enactment Year)
    - PC Business Unit
    - Project ID
    - Activity ID
Grants Budgeting

- Budget Line Details are entered for a Budget Item. The Item defines the spending category for the budget line.
  - Direct Cost
  - F&A
  - State Funding Portion will also be recorded to ensure the entire budget is maintained within Grants

- When Finalized, Grants budgets are interfaced to Project Costing and Commitment Control.

- Budget must be maintained in Grants Module
  - Budget Plan is visible only in Grants and cannot be seen in Project Costing.
Grants Budgeting

- How can you spend/encumber?
  - Advanced Funding Award – Cash Receipt/Revenue Collected will grant the authority to spend
  - Depends on Award Agreement and whether the Department uses Clearing Account
  - Reimbursement Award – Depends on Revenue Budget Status for the department
  - Budgeted Revenue Budget status – Exemption from SCO is required
    - Allows for spending/encumbrance when the revenue budget is posted
  - Collected Revenue Budget status – “FI$Cal Standard” - Departments use clearing account
    - Reclass to Federal (expenditure) permitted after drawdown
Grants Budgeting

- Appropriation Budgets maintained in Hyperion
- Departmental/Award Budgets maintained in Grants
- Financial Transactions are budget checked against all applicable ledgers
  - Must pass in all ledgers to be valid
- For split funded awards (State share), State portion will need to be posted on the Grant Award budget
  - Could be timing difference between State and Federal Fiscal Years
  - “Post when known” methodology
Grants Budgeting Summary Flow

Grants Processor

Create and Maintain Proposal/Award Budget
- Enter original Budget and Budget Adjustments

Finalize Award Budget
- Simultaneously Post Budget to Project Costing and Commitment Control

Key Impacts
- Budget is optional, but recommended on Proposal
- Budget maintained within Grants Module for the life of the Award
- Links to Commitment Control to see Budget Journals and status
Create Proposal: Proposal Budget

**Proposal ID:** CDA-3CNUTRITION

**Version ID:** V101

**Description:** Title III C

**Currency:** USD

**Project ID:** 3C0S

**Title:** Title III C Congregate Nutrition

<table>
<thead>
<tr>
<th>Budget ID</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUD</td>
<td>CON_NUTRI</td>
<td>07/01/2013</td>
<td>06/30/2014</td>
<td>500,000,000.00</td>
</tr>
</tbody>
</table>

**F & A and Pricing Setup**

Total: 500,000,000.00
# Grants Budgeting Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Processor</td>
<td>Creates and Maintains Grant Proposals and Awards</td>
</tr>
</tbody>
</table>
Sub-Recipients

- Sub-Recipient information is optional on a Proposal and/or Award.
  - May only be linked to established PO/AP vendors.
  - Information is for reporting purposes only.
  - Does not integrate directly with Procurement to establish Procurement Contracts or issue Payments.

- Alternatively, establish Procurement Contracts to manage award agreements with Sub-Recipients
  - Local Assistance Procurement Contracts will be identified with Acquisition Method = “Subvention Contracts/Local Assistance”
  - Purchase Orders from Procurement Contracts may be attached to the Award for reporting purposes
Sub-Recipients Summary Flow

Grants Processor
- Create Update Sub-Recipients on Proposal/Award
  - Optionally identify Sub-Recipients on Proposal or Award

Department Contract Buyer
- Establish Procurement Contracts
  - Create and Maintain Procurement Contracts

Department Contract Approver
- Approve Procurement Contracts
  - Department Approver

Key Impacts
- Agreements with Sub-Recipients will be established and managed within Procurement as Procurement Contracts – Separate business process, not directly linked to the Grant Award
- Sub-Recipient must be a vendor within FI$Cal to be identified in Grants or within Procurement
Illustration: Create Proposal

Create Proposal: Proposal Resources and Professionals

Proposal ID: CDA-3CNUTRITION
Version ID: V101
Description: Title III C
Currency: USD

Project ID: 3C9S
Title: Title III C Congregate Nutrition

Resource

Type: 
Comments: 

Subrecipient

Subrecipient: 

Professional

Research | Employee ID | Name | Other Role | Contact PI | Primary PI | Credit % | Reporting Role | Include in Award Header | Workflow Eligible | Details
---|---|---|---|---|---|---|---|---|---|---
[checkmark] | KU0068 | Kessler, Marc | Principal Investigator | | | | | | |
Illustration: Create Proposal

Create Proposal: Proposal Resources – Sub Recipients

<table>
<thead>
<tr>
<th>Project ID:</th>
<th>3C0S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Title III C Congregate Nutrition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource</th>
<th>Title: Proposal Resources – Sub Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subrecipient</th>
<th>Name: Kessler, Marc</th>
<th>Other Role: Principal Investigator</th>
</tr>
</thead>
</table>

Additional Sub-Recipient Details
Illustration: Create Proposal

Create Proposal: Proposal Resources – Sub Recipient Purchase Orders

Illustration: Create Proposal

Create Proposal: Proposal Resources – Sub Recipient Details

Vendor Details

Vendor ID:
Agreement Category: [Dropdown]
From: [Field] To: [Field]
Subrecipient Status: [Dropdown]
Method Chosen: [Field]

Information
Required Deliverables: [Dropdown]

Comments
Type: [Dropdown] Comments: [Field]
Illustration: Create Proposal

Create Proposal: Proposal Resources – Sub Recipient Budget

Subrecipient Budget

Subrecipient ID:
Name:
Third Party Amount:

Budget Items

<table>
<thead>
<tr>
<th>*Budget Item</th>
<th>Total Direct Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

[OK] [Cancel] [Refresh]
## Sub-Recipients Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Processor</td>
<td>Creates and Maintains Grant Proposals and Awards</td>
</tr>
<tr>
<td>Department Contract Buyer</td>
<td>Department user that creates/maintains transactional contracts</td>
</tr>
<tr>
<td>Department Contract Approver</td>
<td>Department user that Approves/Activates transactional contracts</td>
</tr>
</tbody>
</table>
Generate an Award

- When an award is generated in the system, the Proposal ID becomes the Award ID
- Data from Proposal is automatically copied into the Award
- When an Award is generated, a Contract ID is auto-generated with the same name (a Customer Contract contains billing and revenue recognition terms for the Award), Project and Activity definitions are created, and Budget can be posted to Commitment Control and Project Costing

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>Proposal ID</td>
<td>Award ID</td>
<td>Contract ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project ID</td>
</tr>
</tbody>
</table>
Generate Award Summary Flow

**Generate Award**
- Copy proposal into award
- Generate Projects/Activities
- Generate Customer Contract

**Maintain/Update Award**
- Update award information
- Finalize Award budget

**Approve Award**
- Approve/finalize the Award Agreement

**Approve Customer Contract**
- Activate the Customer Contract to prepare for billing/revenue recognition

**Key Impacts**
- Award is generated from approved Proposal
- Generate Award will create Projects/Activities and Customer Contracts automatically
- Budgets not posted to Project Costing and Commitment Control until Finalized
Illustration: Generate Award

Generate Award: Generate Award

Generate Award

From Proposal: PI-PRP002
From Version: V101

To Award: PI-PRP002

Pre-award Spending
Add to Grants Portal Security?

Project

Primary Project
Included for Preaward Spending
From Project: PI-PRJ20
Nanotechnology applied on chemical and bio-detectors
Project: PI-PRJ20

Budget

From Budget
Activity
Description
Pre-Award Spending

IMPLEMENTATION
IMPLEMENTATION
IMPLEMENTATION

Generate

All automated integration with Contracts and Projects is triggered here.
Illustration: Generate Award

Generate Award: Award Profile

<table>
<thead>
<tr>
<th>Award ID:</th>
<th>CDA-3CNUTRITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Award Number:</td>
<td>635362-486</td>
</tr>
<tr>
<td>Title:</td>
<td>Title III C Congregate Nutrition</td>
</tr>
<tr>
<td>Long Description:</td>
<td>Title III C Congregate Nutrition</td>
</tr>
<tr>
<td>Award PI:</td>
<td>Kessler, Marc</td>
</tr>
<tr>
<td>Sponsor:</td>
<td>Department of Health &amp; Human Services</td>
</tr>
<tr>
<td>Purpose:</td>
<td>NUTRI</td>
</tr>
<tr>
<td>Status:</td>
<td>Accepted</td>
</tr>
<tr>
<td>Award Type:</td>
<td>Grant</td>
</tr>
<tr>
<td>CFDA:</td>
<td>CFDA_1234</td>
</tr>
<tr>
<td>Proposal ID:</td>
<td>CDA-3CNUTRITION</td>
</tr>
<tr>
<td>Version ID:</td>
<td>V101</td>
</tr>
<tr>
<td>Start Date:</td>
<td>07/01/2013</td>
</tr>
<tr>
<td>End Date:</td>
<td>06/30/2014</td>
</tr>
</tbody>
</table>
### Illustration: Generate Award

#### Generate Award: Funding

<table>
<thead>
<tr>
<th>Award ID</th>
<th>CDA-3CNUTRITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Award Number</td>
<td>335362-486</td>
</tr>
<tr>
<td>Award PI</td>
<td>Kessler, Marc</td>
</tr>
<tr>
<td>Award Title</td>
<td>Title III C Congregate Nutrition</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Primary Project PI</td>
<td>Kessler, Marc</td>
</tr>
</tbody>
</table>

**Total Award Amount**: 500,000,000.00

<table>
<thead>
<tr>
<th>Project</th>
<th>3C0S</th>
<th>Title III C Congregate Nutrition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>07/01/2013</td>
<td>06/30/2014</td>
</tr>
</tbody>
</table>

Go To: Sponsor, Protocols, Attributes, Department Credit, Notepad, Award Modifications
Illustration: Generate Award

Generate Award: Resources
Illustration: Generate Award

Generate Award: Milestones

Award ID: CDA-3CNUTRITION
Reference Award Number: 635362-486
Award PI: Kessler, Marc
Primary Project PI: Kessler, Marc

Milestone Type: [Input Field]
Milestone Code: [Input Field]
Milestone Status: [Input Field]
Due Date: [Input Field]
Days Prior To Notify: [Input Field]

Priority: Medium
Notification Due Date: [Input Field]
Completion Date: [Input Field]
Completed By: [Input Field]

Contact ID
Notification
Comments: [Input Area]
Illustration: Generate Award

Generate Award: Budget Detail - General

Post Budget to KK and to PC

Project: 3C0S
Title III C Congregate Nutriti
Budget Period: 1
Begin Date: 07/01/2013
End Date: 06/30/2014

Budget Detail Summary

Cost Share Direct: $0.00
Sponsor Budget: $500,000,000.00
Security Status: None

Total Budget: $500,000,000.00

Budget Amounts for Period

Activity Budget Item Begin Date Quantity Unit of Measure Amount Currency
BUD PERSON 1.00 500,000,000.00 USD

Finalize
Illustration: Generate Award

Generate Award: Funding Inquiry

<table>
<thead>
<tr>
<th>Award ID:</th>
<th>CDA-3CNUTRITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Award Number:</td>
<td>635362-486</td>
</tr>
<tr>
<td>Total Projected Award Amount:</td>
<td>$500,000,000,000</td>
</tr>
<tr>
<td>Total Reported Award Amount:</td>
<td>$500,000,000,000</td>
</tr>
<tr>
<td>Total Posted Budget Amount:</td>
<td>$500,000,000,000</td>
</tr>
<tr>
<td>Total Limit Amount:</td>
<td>$500,000,000,000</td>
</tr>
<tr>
<td>Begin Date:</td>
<td>07/01/2013</td>
</tr>
<tr>
<td>End Date:</td>
<td>06/30/2014</td>
</tr>
</tbody>
</table>

Recalculate the Amounts

Contract Lines

<table>
<thead>
<tr>
<th>Contract Line:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Posted Budget Amount:</td>
<td>$500,000,000,000</td>
</tr>
<tr>
<td>Billing Limit Amount:</td>
<td>$500,000,000,000</td>
</tr>
</tbody>
</table>

Project Detail

<table>
<thead>
<tr>
<th>Project</th>
<th>Activity</th>
<th>Funded Amount</th>
<th>Posted Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13C0S</td>
<td>BUD</td>
<td>$500,000,000,000</td>
<td>$500,000,000,000</td>
</tr>
</tbody>
</table>
# Illustration: Generate Award

**Generate Award: Budget Detail - Projects**

## Budget Detail

<table>
<thead>
<tr>
<th>Project:</th>
<th>3C0S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Title III C Congregate Nutriti</td>
</tr>
<tr>
<td>Budget Period</td>
<td>1</td>
</tr>
<tr>
<td>Begin Date</td>
<td>07/01/2013</td>
</tr>
<tr>
<td>End Date</td>
<td>06/30/2014</td>
</tr>
</tbody>
</table>

### Project Budget Summary

- **Cost Share Direct:** $0.00
- **Sponsor Budget:** $500,000,000.00
- **Security Status:** None

### Total Budget: $500,000,000.00

## Budget Amounts for Period

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget Item</th>
<th>Project Distribution Status</th>
<th>Transaction ID</th>
<th>Analysis Type</th>
<th>Employee ID</th>
<th>Job Code</th>
<th>Project Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUD</td>
<td>PERSON</td>
<td>Distributed</td>
<td>10002808</td>
<td>BUD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*Image* (Click to enlarge)
Illustration: Generate Award

Generate Award: Budget Detail – General Ledger

<table>
<thead>
<tr>
<th>Budget Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: 3C0S</td>
</tr>
<tr>
<td>Title: III C Congregate Nutriti</td>
</tr>
<tr>
<td>Budget Period: 1</td>
</tr>
<tr>
<td>Begin Date: 07/01/2013</td>
</tr>
<tr>
<td>End Date: 06/30/2014</td>
</tr>
<tr>
<td>Finalize</td>
</tr>
<tr>
<td>Process Monitor</td>
</tr>
</tbody>
</table>

**Project Budget Summary**

- Cost Share Direct: $0.00
- Sponsor Budget: $500,000,000.00
- Security Status: None

**Currency:** USD  
**Total Budget:** $500,000,000.00

**Budget Amounts for Period**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget Item</th>
<th>GL Business Unit</th>
<th>Statistics Code</th>
<th>Account</th>
<th>Alternate Account</th>
<th>Operating Unit</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUD</td>
<td>PERSON</td>
<td>4170</td>
<td></td>
<td>6002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Illustration: Generate Award

Generate Award: Budget Detail – General Ledger

Drill to Budget Details in Commitment Control
Illustration: Generate Award

Generate Award: KK Budget Details

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Dept</th>
<th>Project</th>
<th>PC Bus Unit</th>
<th>Activity</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>4170</td>
<td>EG_UNIV</td>
<td>6002</td>
<td>12000</td>
<td>3COS</td>
<td>4170</td>
<td>BUD</td>
<td>2014</td>
</tr>
</tbody>
</table>

**Ledger Amounts**

- **Budget**: 500,000,000.00 USD
- **Expense**: 0.00 USD
- **Encumbrance**: 0.00 USD
- **Pre-Encumbrance**: 0.00 USD

**Available Budget**

- **Without Tolerance**: 500,000,000.00 USD
- **Percent**: (100%)
- **With Tolerance**: 535,000,000.00 USD
- **Percent**: (107%)

**Budget Exceptions**

- **Exception Errors**: 0
- **Exception Warnings**: 0

*October 15, 2014*
**Illustration: Generate Award**

**Generate Award: Contract Header**

<table>
<thead>
<tr>
<th>General</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Number:</strong></td>
<td>CDA-3CNUTRITION</td>
</tr>
<tr>
<td><strong>Sold To Customer:</strong></td>
<td>Department of Health &amp; Human Services</td>
</tr>
<tr>
<td><strong>Contract Status:</strong></td>
<td>PENDING</td>
</tr>
</tbody>
</table>

**Description:** Title III C Congregate Nutrition

**Contract Admin:**

**Region Code:** GRANTS

**Contract Type:** GRANTS

**Currency Code:** USD

**Exchange Rate Type:** CRRNT

**Contract Signed:** 07/01/2013

**Processing Status:** Pending

**Amendment Status:**

**Business Unit:** California Department of Aging

**Contract Classification:** Standard

**Last Amended:**

**Start Date:** 07/01/2013

**End Date:** 06/30/2014

**Last Update Date/Time:** 04/30/2014 9:37:13AM

**Last Update User ID:** DHoferkamp

**Other Information**

**Summary of Amounts**

**Go To:** Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation

---

October 15, 2014  

## Generate Award Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Processor</td>
<td>Creates and Maintains Grant Proposals and Awards</td>
</tr>
<tr>
<td>Grant Approver</td>
<td>Departmental user that maintains and Approves Grant Proposals/Awards</td>
</tr>
<tr>
<td>Contracts Processor</td>
<td>Departmental user that Creates and Maintains Contracts</td>
</tr>
<tr>
<td>Contracts Approver</td>
<td>Departmental user that maintains, Amends, and Activates Contracts</td>
</tr>
</tbody>
</table>
Financial Transaction Considerations

- All financial transactions relating to a Grant Award are created/processed in other FI$Cal source modules
  - Purchasing
  - Accounts Payable
  - General Ledger
  - Labor Distribution
  - Project Costing
- These Transactions are collected to Project Costing for consolidated reporting, billing, and revenue recognition purposes
Process F&A

- PeopleSoft Grants is delivered with a process that automatically calculates and stores Facilities and Administration (F&A) costs on all sponsor-funded amounts.
- Projects related to Grants will select the “GM Object” in the Grants Project Field on the Project Definition
- Departments will determine what transactions will be included in the F&A process as well as the rates to be applied to the transactions
- Process will run nightly to locate applicable expenditures and create the additional F&A charges
Billing and Revenue Considerations

- Billing and Revenue for Grants is managed within the Customer Contracts Module in FI$Cal
- Billing can be in advance (Deposit) or ad-hoc (as incurred)
  - Methods include Fixed-Fee and Rate Based
- Revenue is managed independently of Billing
- Triggers can include
  - Immediate
  - Schedule
  - Event/Milestone
  - %Complete
  - As-Incurred
Interactive Reports

Delivered Interactive Reports allow for dynamic Real Time analysis
## Interactive Reports

### FEDERAL FINANCIAL REPORT

*Follow form instructions*

<table>
<thead>
<tr>
<th>1. Federal Agency and Organizational Element to Which Report is Submitted</th>
<th>2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)</th>
<th>Page of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institute of Health</td>
<td>333</td>
<td>1 of 1</td>
</tr>
</tbody>
</table>

3. Recipient Organization (Name and complete address including Zip code)

- PeopleSoft University
- 4305 Hacienda Dr., Pleasanton, CA, 94588

<table>
<thead>
<tr>
<th>4a. DUNS Number</th>
<th>4b. EIN</th>
<th>5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>144709193</td>
<td>0000000000000000000000649310000</td>
<td>PI-PRP003</td>
</tr>
</tbody>
</table>

6. Report Type
- Quarterly
- Semi-Annual
- Annual
- Final

7. Basis of Accounting
- Cash
- Accrual

8. Project/Grant Period
- From: (Month, Day, Year) 01/01/2001
- To: (Month, Day, Year) 12/31/2009

9. Reporting Period End Date
- (Month, Day, Year) 05/01/2014

10. Transactions

<table>
<thead>
<tr>
<th>Federal Cash (To report multiple grants, also use FFR attachment):</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Cash Receipts</td>
</tr>
<tr>
<td>b. Cash Disbursements</td>
</tr>
<tr>
<td>c. Cash on Hand (line a minus b)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Expenditures and Unobligated Balance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Total Federal funds authorized</td>
</tr>
<tr>
<td>e. Federal expenditures and unobligated balance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Use lines a-c for single or multiple grant reporting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Cash</td>
</tr>
<tr>
<td>a. Cash Receipts</td>
</tr>
<tr>
<td>b. Cash Disbursements</td>
</tr>
<tr>
<td>c. Cash on Hand (line a minus b)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Use lines d – o for single grant reporting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Expenditures and Unobligated Balance:</td>
</tr>
<tr>
<td>d. Total Federal funds authorized</td>
</tr>
<tr>
<td>e. Federal expenditures and unobligated balance</td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PR001 Grants Conversion</td>
<td>Conversion will be Manual Process. Departments will be provided with Data Sheet layouts to capture existing data prior to the conversion date. Conversion will be for Active awards only, and will be completed after the Projects and Customer Contracts automated Conversions</td>
</tr>
</tbody>
</table>
Question and Answer

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov
Project Costing
Project Costing Agenda

- Create and Maintain Project
- Create and Maintain Project Budgets
- Collect, Distribute, and Price Costs
- Project Capitalization Technology Considerations
Why Project Costing (PC)?

- PC is required for use if your Department has Capital Outlay projects or uses Federal Funds (0890)
  - System “combo edits” require Project ID any time Fund 0890 is used on a transaction
  - Projects are directly linked to Grant Awards (State receiving funds) to collect associated expenditures and facilitate billing/drawdown
Why Project Costing (PC)?

- Project Costing is a cost collection and processing tool.
- PC acts as a data warehouse and costs are collected from:
  - Commitment Control – Budget
  - Grants - Budget
  - Purchasing – Encumbrance/Committed Costs
  - Accounts Payable – Actual Expenditures and Commitment reversals
  - General Ledger – Expenses and/or Revenue Journals
    - Includes Statistical Journals
    - Includes Indirect Cost Allocations
  - Labor Distribution – Direct Charged Labor Hours and Labor Cost
  - Customer Contracts – Amount Based Billing and Revenue
  - Billing – Billing Adjustments
Why Project Costing (PC)?

- PC is your pipeline to Billing for “As Incurred Costs”
  - Heavy integration between Project Costing, Customer Contracts, and Billing modules
    - PC Collects, Processes, and Prices Costs (Expenditures and Labor)
    - PC Produces Billable rows to be sent to Billing to create invoices
    - Customer Contracts (CA) contains the Customer Agreement and Billing Terms
    - Project/Activity is linked to a Customer Contract
    - CA “releases” the billable rows from PC into the Billing interface
    - CA recognizes revenue on the billable rows from PC
What is included in Wave 2

- Integration with Grants Management
- Integration with Customer Contracts
- Process F&A
- Automated billing through Customer Contracts
- Automated Revenue Recognition (accounting entries) through PC and Customer Contracts
- Automated updates from Billing for manual billing adjustments made to Project related invoices (BAJ Transaction)
- Interface from Customer Contracts to PC for Fixed Amount based billing and revenue amounts
- Integration with Labor Distribution for daily detailed timesheets
- Enhanced reporting options
How Does PC Work?

- Project Structure is defined in PC
  - Project Definition
    - Create Valid Project ID
    - Define Dates
    - Select Status
  - Activity Definition
    - Create Valid Activity ID(s) for the project
    - Define Dates
    - Select Status
- Use Project ID/Activity ID on financial transactions in other modules
- Collect Costs to the project
- Process/Price the costs as needed
How Does PC Work?

- Link Project/Activity to a Customer Contract if Billing is required
- Process Billing for the Contract (independent of Revenue)
- Process Revenue Recognition for the Contract (independent of Billing)

**NOTE:** All processes described on this slide are managed in the Customer Contracts module in FI$Cal
PC Functionality – General

- The Project Costing module is the master data source for Project IDs
- Project ID will be generated in FI$Cal and assigned using “NEXT” functionality. This will involve a single stack of numbers across all business units.
- Business Unit security will limit visibility of projects to users within a single department
  - All users within a Business Unit will see all projects within that business unit
  - Central users and/or Control Agencies may have access to multiple/all Business Units as required
- Statewide Project Costing Business Unit for emergency projects
  - Can be accessed by all departments
PC Functionality – General

- “User fields” Open for all departments
  - 5 data fields, 2 amount fields, 1 date field
  - User fields are available at Project Level or Activity Level
- Project team notifications
  - Email notifications sent to Project Team members if desired
    - Open/Close Project Status
    - Encumbrance and Reversion Dates
    - Project End Date
    - Customer Contract End Date
PC Functionality – Collect Costs

- Delivered internal interfaces with other FI$Cal modules
- Custom Integrations/Interfaces
  - Inbound Interface to PC via Labor Distribution for Monthly SCO Payroll Costs (PAY Transaction)
  - Inbound Interface to PC via Labor Distribution for Daily Detailed timesheets (TLX Transaction)
    - Hours only interface
  - Real Time integration with DGS Global Cruise for project creation
  - Internal Interface for billing DGS Procurement surcharges
  - Flat File and Excel based inbound uploads for project Structure
    - Project
    - Activity
    - Team
PC Functionality – Collect Costs

- Custom Integrations/Interfaces
  - Excel based inbound upload for Project Transactions
    - PC Only Budgets
    - Project History Transactions
    - Estimates
    - Statistics
  - Flat File outbound extract for Project Structure
    - Project
    - Activity
    - Team
    - Milestones
  - Flat File outbound extract for Project Transactions
PC Functionality – Process Costs

- PC Pricing Process uses Rate Sets/Plans to “price” inbound transactions
  - Typically used to produce Billable rows
  - May be used to generate additional Cost rows
- Funds Distribution functionality can be used to reclassify inbound financial transactions based on rules defined at the Project or Activity Level
  - Funds Split
  - Funds Sequencing
  - Includes Budget Checking with Commitment Control, but does not validate cash on hand
PC Functionality – WIP

- Work in Progress (WIP) expenditures should be coded to a Project ID in the source modules. These transactions will be collected in Project Costing and are summarized when interfaced to Asset Management for capitalization.
  - Asset is defined/”reserved” in the application
  - Asset is assigned to the Project/Activity
  - Transactions collected are assigned to the Asset
  - Transactions are interfaced to Asset Management to place the asset in service

- Manual Journal entry required to reclass expenditures to WIP in Accrual Ledger while project is in progress/under construction
PC Functionality – Reporting

- Project-specific Reports
  - Project Listing
  - Project Financial Report
  - Project Transaction Listing
  - PC Feeder System Report
- Enhanced reports for Wave 2
  - More Selection Criteria
  - Improved look and feel
- Online Project Inquiry and Interactive Reporting
  - One Project or Activity at a time
  - Flexible Analysis
    - Custom filters and criteria
    - Real-time data analysis
Create and Maintain Project Overview

- The **Create and Maintain Project** process covers all activities related to setting up a Project and Activity.
- This includes the following sub-processes:
  - Creating a Project
  - Creating an Activity
  - Creating the Project Team
Create and Maintain Project Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project ID</td>
<td>A structural value that is created to identify the highest level of a specific cost objective. A lower level work break-down must be associated to the Project ID.</td>
</tr>
<tr>
<td>Activity ID</td>
<td>A lower level structural value that is created to organize tasks to support the higher level cost objective. Activities must be associated to a Project ID and are the level to which charges are incurred.</td>
</tr>
</tbody>
</table>
Create & Maintain Project Summary Flow

Key Impacts
- Standardized project reporting capability across departments through consistency and use of common system configured fields
- Statewide reporting for emergencies
Create and Maintain Project—Illustration

Project:
3C0S

Description:
Title III C Congregate Nutrition

Integration:
4170 - CDA

Project Type:

Percent Complete:
0.00
As Of:

Project Health:

Processing Status:
Active

Project Status:
Approved

Contract Number:
CDA-3CNUTRITION

Start Date:
07/01/2013

End Date:
06/30/2014

Date/Time Stamp:
04/30/14 9:36:47AM
User ID:
DHoferkamp

Description:
Title III C Congregate Nutrition

Long Description:
Title III C Congregate Nutrition
Create and Maintain Project—Illustration

- User Fields no longer dedicated to Grants/Contracts
Create and Maintain Project – Illustration

- Creating Activities

<table>
<thead>
<tr>
<th>WBS ID</th>
<th>Activity Name</th>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plan</td>
<td>00000000000001</td>
<td>04/21/2014</td>
<td>07/21/2014</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>Design</td>
<td>00000000000002</td>
<td>07/21/2014</td>
<td>04/21/2015</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Build</td>
<td>00000000000003</td>
<td>04/21/2015</td>
<td>04/21/2016</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Save as Template

Return to General Information
Create and Maintain Project—Illustration

• Adding a Team Member to the Project
## Project Costing Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Project Processor</td>
<td>Department user who is responsible for additions and updates to Project, Activity, and Team definitions</td>
</tr>
<tr>
<td>Department PC Configuration Maintainer</td>
<td>Department user who is responsible for updates to department PC configuration</td>
</tr>
<tr>
<td>PC Viewer</td>
<td>The Department user that has inquiry access to run all Project information</td>
</tr>
<tr>
<td>PC Reporter</td>
<td>The Department user that has access to run all Project batch reports</td>
</tr>
</tbody>
</table>
Collect, Distribute, and Price Project Cost Overview

- The Collect, Distribute, and Price Project Cost process covers all activities related to Project Transactions

- This includes the following sub-processes:
  - Collecting Costs from other modules
  - Funds Distribution
  - Project Accounting
  - Project Costing Pricing
Collecting Project Transactions

Projects

- Purchase Orders
- Vouchers
- Labor
## Collect, Distribute, and Price Project Cost Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Transactions</strong></td>
<td>Received from other FI$Cal modules including Procurement, Accounts Payable, General Ledger, and Labor Distribution. External transactions (financial and non-financial) will also be interfaced directly into Project Costing.</td>
</tr>
<tr>
<td><strong>Funds Distribution</strong></td>
<td>Project costs can be distributed among multiple funding sources. Funding is distributed via rules applied to incoming transactions which generate outgoing target transactions.</td>
</tr>
<tr>
<td><strong>Rate Sets/Plans</strong></td>
<td>Configuration that is created to price inbound transactions and create billable rows. Multiple rate sets can be combined into a Rate Plan if needed.</td>
</tr>
</tbody>
</table>
## Project Costing Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis Types</td>
<td>Drives the classification of each transaction in Project Costing:</td>
</tr>
<tr>
<td></td>
<td>• <strong>BD1</strong> – Budget established in Commitment Control</td>
</tr>
<tr>
<td></td>
<td>• <strong>REQ</strong> – Requisition from Purchasing once Approved</td>
</tr>
<tr>
<td></td>
<td>• <strong>COM</strong> – Commitment from Purchasing once Purchase Order is approved/dispatched</td>
</tr>
<tr>
<td></td>
<td>• <strong>RRV</strong> – Requisition Reversal occurs same time as COM to reflect remaining</td>
</tr>
<tr>
<td></td>
<td>balance of open requisitions</td>
</tr>
<tr>
<td></td>
<td>• <strong>ACT</strong> – Actuals from Accounts Payable when Voucher is posted</td>
</tr>
<tr>
<td></td>
<td>• <strong>CRV</strong> – Commitment Reversal from PO Adjustments to reflect balance of</td>
</tr>
<tr>
<td></td>
<td>open commitments</td>
</tr>
</tbody>
</table>
# Project Costing Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Analysis Types</strong></td>
<td>Drives the classification of each transaction in Project Costing:</td>
</tr>
<tr>
<td>• TLX – Direct Charge Labor Hours</td>
<td></td>
</tr>
<tr>
<td>• PAY – Direct Charge Labor Payroll Costs</td>
<td></td>
</tr>
<tr>
<td>• FDF – Federal Funds Distribution</td>
<td></td>
</tr>
<tr>
<td>• FDS – State Funds Distribution</td>
<td></td>
</tr>
<tr>
<td>• FDL – Local/3rd Party Funds Distribution</td>
<td></td>
</tr>
<tr>
<td>• FDR – Funds Distribution Reversals</td>
<td></td>
</tr>
<tr>
<td>• BIL – Ready to be invoiced</td>
<td></td>
</tr>
<tr>
<td>• BLD – Invoice finalized</td>
<td></td>
</tr>
<tr>
<td>• APU* – Advance Payment Utilization</td>
<td></td>
</tr>
<tr>
<td>• LMC* – Local Match Cash</td>
<td></td>
</tr>
<tr>
<td>• LMK* – Local Match In-Kind</td>
<td></td>
</tr>
<tr>
<td>• LNC* – Local Non-Match Cash</td>
<td></td>
</tr>
<tr>
<td>• LNK* – Local Non-Match In-Kind</td>
<td></td>
</tr>
</tbody>
</table>

* Intended for use with Transaction Upload Only
Collect, Distribute, and Price Project Cost

**Key Impacts**
- Funds Distribution functionality allows source and target rules to be defined, producing new accounting distributions that will be sent to GL
Collect, Distribute, and Price Project Cost – Illustration

- Project ChartFields on a PO Schedule
Collect, Distribute, and Price Project Cost – Illustration

- Project Chart-Fields on a Voucher
Collect, Distribute, and Price Project Cost – Illustration

- Project ChartFields on a Journal Line

```
<table>
<thead>
<tr>
<th>Unit</th>
<th>Journal ID</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0840</td>
<td>0000002306</td>
<td>04/22/2014</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Line</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>An Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0840</td>
<td>000000000000412</td>
<td>000000000000001</td>
<td></td>
<td>GLE</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>0840</td>
<td>2</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>
```
Collect, Distribute, and Price Project Cost – Illustration

- Funds Distribution Source Criteria
Collect, Distribute, and Price Project Cost – Illustration

- Funds Distribution Target Rules

Funds Distribution - Target

- Business Unit: 0840
- Project: 000000000000412 Description: Federal Grant Project 1
- Activity: 000000000000001 Description: Plan

Define Criteria for Incoming Transactions

Sort Descending Sequence

Target Thresholds

Define Target Rows

Collect, Distribute, and Price Project Cost – Illustration

- Rate Set Criteria for Incoming Transactions
Collect, Distribute, and Price Project Cost – Illustration

- Rate Set Target Rules

- Rate Set Target Rules

<table>
<thead>
<tr>
<th>Rate Option</th>
<th>Rate Amount</th>
<th>Description</th>
<th>Target Analysis Type</th>
<th>Override Source</th>
<th>Target Source Type</th>
<th>Target Category</th>
<th>Target Subcategory</th>
<th>To Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON</td>
<td>1.00</td>
<td>bill rate</td>
<td>ACT</td>
<td></td>
<td>EXPEN</td>
<td></td>
<td></td>
<td>USD</td>
</tr>
</tbody>
</table>
Collect, Distribute, and Price Project Cost – Illustration

- Project Transaction List

**FI$Cal: Transparency. Accuracy. Integrity.**

October 15, 2014
Collect, Distribute, and Price Project Cost Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department PC Batch Processor</td>
<td>The Department user that has access to run all PC interfaces and batch processes</td>
</tr>
</tbody>
</table>
The **Project Capitalization process** covers all activities related to capitalizing expenditures identified as applicable to be capitalized from Project Costing to the Asset Management (AM) Module.

This includes the following sub-processes:

- Defining Assets
- Relating Transactions to Defined Asset
- Sending the Asset to the AM Module
Process Project Capitalization

Department
Project Processor

- Define Assets and Associate Asset IDs
  - Only if capital project
  - Asset ID can relate to many Project Activity IDs and vice versa

Department GL
Journal Processor

- WIP Journal Entries, as needed
  - Only if WIP is accumulated
  - Made to reclassify expenditures to Balance Sheet in Accrual Ledger

Department PC
Batch Processor

- Asset Management Updated
  - Run PC to AM process
  - AM will be updated with Project Costing transactions
  - Completed transactions can be managed in AM

Manage Asset Lifecycle (AM)

- Asset is managed through Asset Management module

Key Impacts

- Integration between Project Costing and Asset Management allows for automated tracking of WIP in Projects, and automated interfacing of assets to Asset Management when the asset is ready to be capitalized

October 15, 2014
Process Project Capitalization – Illustration

- Defining a WIP Asset in Project Costing
Process Project Capitalization – Illustration

- Assigning Transactions to the WIP Asset
# Process Project Capitalization

## Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Project Processor</td>
<td>Department user who is responsible for additions and updates to Project, Activity, and Team definitions</td>
</tr>
<tr>
<td>Department PC Batch Processor</td>
<td>The Department user that has access to run all PC interfaces and batch processes</td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Projects** | Automated conversion of project structure, and team members from legacy systems.  
Financial conversion for Projects, including Budget, Actuals, and Open Encumbrances, is included within the GL and Commitment Control conversion process  
Contract Progress will be updated by processing summary conversion transactions through Projects, Contracts, and Billing to update counters and pointers. Associated invoices will be disabled. This process will not generate accounting and will not be subject to budget checking. |
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbound Project Transaction Interface</td>
<td>Brings in non-PeopleSoft transactions, such as statistical units, that are applicable to reporting.</td>
</tr>
<tr>
<td>Inbound Project Interface</td>
<td>Facilitates the creation of new projects/activities from external systems.</td>
</tr>
<tr>
<td>Labor Distribution to PC</td>
<td>FI$Cal Internal Interface to load directly charged Project Labor. Updated to include support for interfacing daily time from external systems. Monthly payroll will now show in PC as a PAY Analysis Type.</td>
</tr>
<tr>
<td>PC to P6/PCM</td>
<td>Custom 2-way integration for synchronizing Project Structure and pushing costs from PS to P6.</td>
</tr>
</tbody>
</table>
Question and Answer

FI$Cal Project Information:
http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:
fiscal.cmo@fiscal.ca.gov
Customer Contracts Agenda

- Create and Maintain Customer Contracts
- Activate Contracts
- Process Billing and Revenue
- Change Impact Activities
- Business Process Workshop Next Steps
Contracts Overview

- Contracts enables you to:
  - Capture contractual terms and conditions of awards and reimbursable projects
  - Choose when and how to bill the Sponsor / Customer
  - Choose when and how to recognize revenue in a suitable manner
  - Manage changes through amendment processing
  - Link Project Costing to the Billing and Accounts Receivable modules
  - Set Contract or Transactional Billing/Revenue Limits
What is included in Wave 2

- Complete documentation and processing for fixed, amount-based and rate-based contract agreements
- Contract amendment processing and tracking
- Prepaid deposit functionality for tracking and utilizing advanced payments
- Automated billing for Project Costing transactions
- Automated deferred revenue processing and revenue recognition
- Contract Billing History page where invoices can be tracked
- Ability to drill from Contracts Billing History to review associated Receivables Payment
## Contracts Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Sponsored Contract Award Agreement where the State is receiving funding</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Federal or other Awarding Agency/Department who is responsible for funding the award.</td>
</tr>
<tr>
<td>Project</td>
<td>FI$Cal ChartField value used for tracking financial transactions associated with a Grant/Award or Reimbursable Project</td>
</tr>
<tr>
<td>Activity</td>
<td>FI$Cal Project ChartField used to identify task or phase for the project. For Grants, usually mapped to the spending categories for the grant</td>
</tr>
<tr>
<td>Customer</td>
<td>External customer to be billed for the contract. May be external 3rd party (Federal Government) or another State Agency</td>
</tr>
</tbody>
</table>
# Contracts Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contract</td>
<td>Contract Agreement within FI$Cal that will define Billing and Revenue Recognition terms for a grant award / reimbursable project</td>
</tr>
<tr>
<td>Contract Amendment</td>
<td>Change to the contract after it has been set to Active status. All history is tracked for contract amendments</td>
</tr>
<tr>
<td>Product</td>
<td>Good or service “sold” to a customer on a contract line. May be as specific or generic as needed</td>
</tr>
<tr>
<td>Vendor</td>
<td>Local Agency or third party that receives funding from the State. Also identified as a Sub-Recipient or Sub-Grantee</td>
</tr>
<tr>
<td>Procurement Contract</td>
<td>Contract Agreement in FI$Cal that defines Encumbrance and Payment terms for Local Assistance payments as well as other Purchasing Contract Agreements. These agreements are managed in Procurement and is outside of the scope of the Contracts module</td>
</tr>
</tbody>
</table>
Contracts Summary Flow

Contracts Processor

- Create and Maintain Contracts
- Create Contracts
- Add/update Contract Lines
- Create Prepaids
- Create Bill Plans
- Create Revenue Plans
- Create Amendments

Contracts Approver

- Activate Contracts/Amendments
- Approve/Activate pending contracts and amendments

Key Impacts

- Rate Based contract lines link Project Costing to Billing
- Amount Based Contract Lines managed by Customer Contracts
- All billing information sent into Billing Interface tables
Create and Amend Contracts – Illustration

Create Contract: Contract General Information

<table>
<thead>
<tr>
<th>General</th>
<th>Lines</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number:</td>
<td>TULARE_K8</td>
<td></td>
</tr>
<tr>
<td>Amendment Number:</td>
<td>0000000000</td>
<td></td>
</tr>
<tr>
<td>Sold To Customer:</td>
<td></td>
<td>Master Services</td>
</tr>
<tr>
<td>*Contract Status:</td>
<td></td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

Amend Contract

| Description: | New Tulare K8 School |
| Contract Admin: | Emmerson, Nancy |
| Region Code: |                |
| Contract Type: | GRANTS          |
| Currency Code: | USD             |
| Exchange Rate Type: | CRRNT          |
| Contract Signed: | 05/12/2014      |
| Processing Status: | Active        |
| Amendment Status: | Complete       |
| Business Unit: | Department of General Services |
| Contract Classification: | Standard |
| Start Date: | 07/01/2013 |
| End Date: | 12/31/2099 |
| Last Update Date/Time: | 05/12/2014 5:43:19PM |
| Last Update User ID: | DHoferkamp    |

Other Information

Summary of Amounts

Go To: Billing Plans Revenue Plans Milestones Renewals More
Create and Amend Contracts – Illustration

Create Contract: Contract Lines

**Contract Details**
- **Contract Number:** TULARE_K8
- **Amendment Number:** 000000000
- **Sold To Customer:** Master Services
- **Contract Status:** ACTIVE

**Contract Lines**
- **Line:** 1
  - **Product:** DSA-SERVICES
  - **Description:** DSA Services
  - **Price Type:** Amount
  - **Start Date:** 07/01/2013
  - **End Date:** 12/31/2099
  - **Status:** Active

**Go To:**
- Billing Plans
- Revenue Plans
- Milestones
- Renewals

**More**
Create and Amend Contracts – Illustration

Create Contract: Line Details

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>TULARE_K8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Number:</td>
<td>0000000000</td>
</tr>
<tr>
<td>Sold To Customer:</td>
<td>Master Services</td>
</tr>
<tr>
<td>Contract Status:</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

**Contract Lines**

<table>
<thead>
<tr>
<th>Line</th>
<th>Product</th>
<th>Billing Plan</th>
<th>Revenue Plan</th>
<th>Contract Terms</th>
<th>Accounting</th>
<th>Internal Notes</th>
<th>Ship to Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DSA-SERVICES</td>
<td>In Progress</td>
<td>Ready</td>
<td>Contract Terms</td>
<td>Distribution</td>
<td>Internal Notes</td>
<td>Master Services</td>
</tr>
</tbody>
</table>

**Go To:**
- Billing Plans
- Revenue Plans
- Milestones
- Renewals

First 1 of 1 Last
Create and Amend Contracts – Illustration

Create Contract: Line Details - Contract Terms

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number:</td>
<td>TULARE_K8</td>
</tr>
<tr>
<td>Amendment Number:</td>
<td>0000000000</td>
</tr>
<tr>
<td>Sold To Customer:</td>
<td>Master Services</td>
</tr>
<tr>
<td>Contract Status:</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Contract Line:</td>
<td>1</td>
</tr>
<tr>
<td>Product:</td>
<td>DSA-SERVICES</td>
</tr>
<tr>
<td>Description:</td>
<td>DSA Services</td>
</tr>
<tr>
<td>Price Type:</td>
<td>Amount</td>
</tr>
<tr>
<td>PC Business Unit:</td>
<td>7760</td>
</tr>
</tbody>
</table>

Associated Projects & Activities

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Activity</th>
<th>Description</th>
<th>Source Type</th>
<th>Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000000178</td>
<td>New Tulare K8 School</td>
<td>W</td>
<td>Working Drawings</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Create Project  Create Activity
Contract Amendments

- Amendments provide historical change control for modifications made to the contract header and lines.
- The following are reasons to amend a contract:
  - Addition or subtraction of overall contract and contract line amounts
  - Addition of new lines to the contract
  - Modification of billing and revenue events in ‘Pending’ status
- Amendment statuses include: Pending, Ready, Complete or Cancelled
## Contract Amendments

### Amendment Status

**Amendment Status** Indicates Amendments existing on the Contract

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>TULARE_K8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Amendment:</td>
<td>0000000001</td>
</tr>
<tr>
<td>Master Services</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Contract Status:</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Description:</td>
<td>New Tulare K8 School</td>
</tr>
<tr>
<td>Contract Admin:</td>
<td>Emmerson,Nancy</td>
</tr>
<tr>
<td>Region Code:</td>
<td></td>
</tr>
<tr>
<td>Contract Type:</td>
<td>GRANTS</td>
</tr>
<tr>
<td>Currency Code:</td>
<td>USD</td>
</tr>
<tr>
<td>Exchange Rate Type:</td>
<td>CRRNT</td>
</tr>
<tr>
<td>Contract Signed:</td>
<td>05/12/2014</td>
</tr>
<tr>
<td>Processing Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Amendment Status:</td>
<td>Pending</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>Department of General Services</td>
</tr>
<tr>
<td>Contract Classification:</td>
<td>Standard</td>
</tr>
<tr>
<td>Start Date:</td>
<td>07/01/2013</td>
</tr>
<tr>
<td>End Date:</td>
<td>12/31/2099</td>
</tr>
<tr>
<td>Last Update Date/Time:</td>
<td>05/12/2014 5:59:40PM</td>
</tr>
<tr>
<td>Last Update User ID:</td>
<td>DHoferkamp</td>
</tr>
</tbody>
</table>
Contract Amendments

Click Amend Contract to initiate a Contract Amendment
Original Contract Agreement is always Amendment “0000000000” and is “greyed out” upon Activation
Contract Limits

- Contracts uses limit processing to enable you to set limits on the amount billed, revenue recognized, or fees processed for a contract
  - Funded Limit – Overall maximum that can be billed over the life of the contract
  - Revenue Limit – Overall maximum that can be recognized over the life of the contract
Contract Limits

- Limits can also be set on specific transactions (such as labor, materials, or travel) that occur against a contract.
- Transaction Limits use Transaction Identifiers to locate applicable transactions.
  - Transaction Identifiers are configurable combinations of Project Costing ChartFields (Resource Type, Resource Category, Resource Sub-Category).
- All Billable transactions that are Priced within Project Costing and result in putting a contract line over its associated limit will be identified with “OTL” Analysis Type and will not be billed/recognized.
Process Billing and Revenue

- Contracts Billing and Revenue Plans:
  - Contain Billing and Revenue terms for the contract line
  - Each contract line requires a Bill Plan and Revenue Plan
  - Must be marked Ready status to activate
  - Automatically Move to In Progress Status when run
  - Can be placed on Hold to prevent Billing and/or Revenue from running
**Process Billing and Revenue – Illustration**

**Create Contract: Line Details – Bill Plan**

<table>
<thead>
<tr>
<th>Contract</th>
<th>TULARE_K8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold To Customer:</td>
<td>0000050039 Master Services</td>
</tr>
<tr>
<td>Billing Plan:</td>
<td>B101 Immediate Billing Plan</td>
</tr>
<tr>
<td>BI Unit:</td>
<td>7760</td>
</tr>
<tr>
<td>Bill To:</td>
<td>0000050039 Master Services</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Description:** Immediate Billing Plan

**Billing Status:** In Progress

**Customer Information**

| BI Unit: | 7760 |
| Bill To Customer: | 0000050039 Master Services |
| Bill To Contact: | Marcos Oliveria |

**Amount Detail**

| Negotiated Amount: | 4,000,000.00 |
| Total Amount: | 4,000,000.00 |
| Total Billing History: | 4,000,000.00 |

**Billing Options**

| Bill Type: | CA Pre Approved |
| Bill Source: | CONTRACTS Direct Invoice |

**Billing Default Overrides**

| Invoice Form: | PS/PC |
| Cycle ID: | ON-DEMAND |
| Bill By ID: | CONTRACT Contract |
| Payment Method: | CONTRACT |
| Payment Terms: | 800-246-8000 |
| Billing Inquiry: | CMT Catherine O Toole |
Process Billing and Revenue – Illustration

Create Contract: Line Details – Revenue Plan

### Revenue Plan

<table>
<thead>
<tr>
<th>Contract</th>
<th>TULARE_K8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold To Customer</td>
<td>0000050039</td>
</tr>
<tr>
<td>Revenue Plan</td>
<td>R101</td>
</tr>
</tbody>
</table>

#### Description

- **% Complete Revenue Plan**
- Recognition Method: Percent Complete

#### Define Events By

- **Percent Source**: Proj/Act
  - Build Event
- **Internal Notes**: Preview Revenue

#### Amount Detail

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount</td>
<td>4,000,000.00</td>
</tr>
<tr>
<td>Remaining Percent</td>
<td>100.00000000</td>
</tr>
<tr>
<td>Remaining Amount</td>
<td>4,000,000.00</td>
</tr>
</tbody>
</table>

#### Event Detail

<table>
<thead>
<tr>
<th>Event</th>
<th>*Event Status</th>
<th>Percent Complete</th>
<th>Accounting Date</th>
<th>Incremental % Complete</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pending</td>
<td></td>
<td>05/12/2014</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Event Note
Process Billing and Revenue

Rate Sets and PC Pricing

- As Incurred Billing and Revenue is triggered by the Project Costing Pricing Engine
  - Rate Set – cost/billing rates to be applied to Project transactions
  - Rate Plan – Group of multiple rate sets attached to a single contract line. All applicable rates within each plan rate set will be applied to the source transaction
  - Source – Criteria used to identify the Project transactions to Price
  - Target – Criteria used to price the source transaction and generate target cost/billing rows
# Process Billing and Revenue – Illustration

**Rate Sets and PC Pricing – Rate Set Source Criteria**

<table>
<thead>
<tr>
<th>Rate Sets</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>4170</td>
</tr>
<tr>
<td>Rate Set Type:</td>
<td>Standard</td>
</tr>
<tr>
<td>Rate Set:</td>
<td>GMRT1</td>
</tr>
<tr>
<td>*Description:</td>
<td>Grants Rates</td>
</tr>
</tbody>
</table>

**Effective Date:** 01/01/1900

**Status:** Active

## Define Criteria for Incoming Transactions

<table>
<thead>
<tr>
<th>Target</th>
<th>Analysis Type</th>
<th>Source Type</th>
<th>Category</th>
<th>Subcategory</th>
<th>Project Role</th>
<th>Job Code</th>
<th>Time Reporting Code</th>
<th>Employee ID</th>
<th>Unit of Measure</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>ACT</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Target</td>
<td>GLE</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Target</td>
<td>TLX</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>
### Rate Sets and PC Pricing – Rate Set Target Criteria

**Business Unit:** 4170  
**Description:** Grants Rates  
**Rate Set Type:** Standard

**Rate Set:**  
**Rate Definition Type:**  
**Rate Set Category:** GMRT1  
**Billing**

#### Source Criteria

<table>
<thead>
<tr>
<th>Analysis Type</th>
<th>Project Role</th>
<th>Time Reporting Code</th>
<th>General Ledger Business Unit</th>
<th>Unit of Measure</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

#### General Ledger Information

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Category</th>
<th>Subcategory</th>
<th>Account</th>
<th>Alternate Account</th>
<th>Operating Unit</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>Class Field</th>
<th>Budget Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

#### Target

**Define Target Rows**

<table>
<thead>
<tr>
<th>Rate Option</th>
<th>Rate Amount</th>
<th>Description</th>
<th>Target Analysis Type</th>
<th>Override Source</th>
<th>Target Source Type</th>
<th>Target Category</th>
<th>Target Subcategory</th>
<th>To Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON</td>
<td>1.000000</td>
<td></td>
<td>BIL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Process Billing and Revenue

Rate Sets and PC Pricing

- Target Pricing Options
  - AMT: Quantity Rate sets the target amount equal to: Source row transaction quantity × Rate set-specific rate × Target row rate amount
  - EBI: Employee Bill Rate (as defined on the Rates by Employee page), which sets the target amount equal to: Source row transaction quantity × Employee-specific bill rate × Target row rate amount
  - ECO: Employee Cost Rate (as defined on the Rates by Employee page) sets the target amount equal to: Source row transaction quantity × Employee-specific cost rate × Target row rate amount
Target Pricing Options

- FIX: Fixed Amount sets the target amount equal to the rate amount defined on the rate set.
- JBI: Job Code Bill Rate (defined on the Rates by Job Code page) sets the target amount equal to: Source row transaction quantity \( \times \) Job code bill rate \( \times \) Target row rate amount
- JCO: Job Code Cost Rate (defined on the Rates by Job Code page) sets the target amount equal to: Source row transaction quantity \( \times \) Job code cost rate \( \times \) Target row rate amount
Process Billing and Revenue

Rate Sets and PC Pricing

- Target Pricing Options
  - MUP: Markup Rate marks up the transaction amount by the value in the Rate Amount field
  - NON: Carries the source amount from the source transaction directly to the target row
Analysis Types in Projects

- Analysis Types are used in Project Costing to identify the type of transaction in the system.
- As you “Price” various actual charges, you can produce Billable transactions.
  - Billable Amount (BIL) is recognized after transactions are sent to Project Costing and are ready to be billed – this is in conjunction with actual costs.
  - Billed Amount (BLD) is recognized after transactions are sent to the Billing module to be billed.
  - Prepaid Utilization (UTL) is recognized after transactions have been processed against a prepaid amount and an invoice must be sent.

**Note:** You will be able to use these analysis types to assist with the Billing process, regardless of whether you send a Customer an actual invoice.
Billing and Revenue

- Contracts allows you to define and administer the billing and revenue rules for contractual agreements required for grant sponsors and reimbursable project customers

- Contracts Billing and Revenue Plans:
  - Are required for every contract line in order for billing to occur
  - Are required for every contract line in order for revenue recognition to occur
  - Store the schedule of when billing and revenue should occur
  - Created in Pending status
  - Must be marked Ready, move to In Progress when run
Billing Methods

- As Incurred - refers to goods or services whose billable items accumulate in the Project Costing module
- Value Based - enables you to define and bill amounts other than the actual rate-based transactions processed for revenue recognition
- Milestone - billing is triggered by an event or milestone that is associated with the billing plan
- % Complete - generate bills over a period of time by updating the percentage of completion
- Immediate - eligible to be triggered as soon as the plan is marked Ready
- Recurring - does not utilize billing plan lines or events
Billing Method Examples

- EX 1: As Incurred – Construction project bills for expenses and labor as the project progresses through the build phase. The project invoices the customer monthly for all accumulated expenses for the month.

- EX 2: Value Based – Also called Amount Based Billing. The basement for the building is valued at $1,000,000. The basement is compete. Bill for the value of the basement.

- EX 3: Milestone – Milestone “Foundation for building has been poured” was completed on 11/24/08. This milestone has been reached; therefore, a billing is generated in the amount defined by the Contract.
Billing Method Examples

- **EX 4: % Complete** - Construction of the project is 25% complete. Billing of 25% of the total cost of the project can be generated.

- **EX 5: Immediate** - Billing can be generated as soon as the plan is marked Ready. You may want to add a Contract and immediately bill for the full or partial amount.

- **EX 6: Recurring** - Crane rental for the project is a recurring cost for 6 months and can be set up to be billed the 1st of the month for 6 months.
Revenue Methods Examples

- **EX 1: As Incurred** - Architect has completed set of blueprints. Revenue recognized for costs incurred.

- **EX 2: Apportionment** - Construction project revenue recognition is set up for $1,000,000 per month for the next 12 months.

- **EX 3: % Complete** - The construction project is 25% complete so revenue recognition is 25% of the total amount.

- **EX 4: Milestone** - Milestone “Foundation of building poured” has been reached. Revenue recognition once milestone reached.
Billing and Revenue Accounting

- Customer Contracts manages revenue separately from PeopleSoft Billing by using unbilled AR accounting distributions

- Revenue Entry (occurs when revenue is recognized for the Contract)

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbilled AR Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
Billing and Revenue Accounting

- Billing / AR Entry (occurs when invoice is sent to AR)

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Unbilled AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

- AR / Cash Deposit Entry (occurs when Payment is recorded in AR)

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
Billing and Revenue Flow

Create Voucher in AP for Project ABC123 for $5000

Collect Costs from AP (automatically calls PC Pricing)

PROJ_RESOURCE rows created

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Activity ID</th>
<th>Analysis Type</th>
<th>Amount</th>
<th>BI Distrib</th>
<th>Rev Distrib</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC123</td>
<td>PLANS</td>
<td>ACT</td>
<td>5000.00</td>
<td>P (Priced)</td>
<td>N</td>
</tr>
<tr>
<td>ABC123</td>
<td>PLANS</td>
<td>BIL</td>
<td>5000.00</td>
<td>P (Priced)</td>
<td>N</td>
</tr>
</tbody>
</table>
# Billing and Revenue Flow

Process Billing from Customer Contracts for Contract ABC123

PROJRESOURCE BIL row updated

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Activity ID</th>
<th>Analysis Type</th>
<th>Amount</th>
<th>BI Distrib</th>
<th>Rev Distrib</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC123</td>
<td>PLANS</td>
<td>ACT</td>
<td>5000.00</td>
<td>P (Priced)</td>
<td>N</td>
</tr>
<tr>
<td>ABC123</td>
<td>PLANS</td>
<td>BIL</td>
<td>5000.00</td>
<td>W (Worksheet)</td>
<td>N</td>
</tr>
</tbody>
</table>

Temporary Invoice TMP001 created in Billing Interface Tables
### Billing and Revenue Flow

Process Revenue from Customer Contracts for Contract ABC123

PROJ_RESOURCE BIL row updated

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Activity ID</th>
<th>Analysis Type</th>
<th>Amount</th>
<th>BI Distrib</th>
<th>Rev Distrib</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC123</td>
<td>PLANS</td>
<td>ACT</td>
<td>5000.00</td>
<td>P (Priced)</td>
<td>N (Not Distributed)</td>
</tr>
<tr>
<td>ABC123</td>
<td>PLANS</td>
<td>BIL</td>
<td>5000.00</td>
<td>W (Worksheet)</td>
<td>D (Distributed)</td>
</tr>
</tbody>
</table>

Revenue Accounting Entry Created in CA_ACCTG_LN_PC
Contracts To Billing Interface

- There is a delivered integration between the Contracts and Billing modules.
- System will run the Contacts/Billing Interface process to bill the Customer for project-related transactions – user decides when and what to bill on the Contract.
- System can streamline billing functions using a pre-approved, direct billing option.
- Users may decide they want to approve all project billing transactions before they are created – this is the Billing Worksheet function – allows for line item rejection.
- Batch process can be run using a process scheduler (nightly batch) or on an ad-hoc basis.
Prepaid Billing

- Prepaids / Deposits allow users to request revenue (for a specific fund) to pay costs associated with a project before the actual cost is sent to Project Costing.
- This is a solution for when fees are collected in advance / up front.
- Prepaid contracts produce “UTL” (Utilization rows) in Project Costing when Pricing is run to show that the amount has already been billed in advance.
- Specific Contract Deposit report will show you committed and uncommitted balance of the Prepaid.
Process Billing and Revenue – Illustration

Process Billing: Establish Prepaid

<table>
<thead>
<tr>
<th>Prepays</th>
<th>Audit History</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: TULARE_K8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment Number: 0000000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sold To Customer: Master Services</td>
<td>Contract Status: ACTIVE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Prepaid Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased Amount: 50,000,000.00</td>
</tr>
<tr>
<td>Remaining Amount: 50,000,000.00</td>
</tr>
<tr>
<td>Committed Amount: 0.00</td>
</tr>
</tbody>
</table>

 Amend Contract

<table>
<thead>
<tr>
<th>Prepays for this Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Go To: Billing Plans
Assign to Rate Based Contract Line to Track Utilization
**Process Billing and Revenue – Illustration**

**Process Billing: Prepaid Billing**

<table>
<thead>
<tr>
<th>Prepaids</th>
<th>Audit History</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: TULARE_K8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment Number: 0000000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sold To Customer: Master Services</td>
<td>Contract Status: ACTIVE</td>
<td></td>
</tr>
</tbody>
</table>

**Contract Prepaid Totals**

- Purchased Amount: 50,000,000.00
- Remaining Amount: 50,000,000.00
- Committed Amount: 0.00

Bill Plan for Prepaid is separate from Bill Plan for Rate Based Contract Line
Integration with Grants

- Award Generation will automatically create a Customer Contract for the Grant Award
- Automatically establishes Contract lines and amount details
- Automatically establishes the Award Projects on the Contract Terms page
- Contract can be created in Pending or Active status
## Contract Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Processor</td>
<td>Departmental user that Creates and Maintains Contracts</td>
</tr>
<tr>
<td>Contracts Approver</td>
<td>Departmental user that maintains, Amends, and Activates Contracts</td>
</tr>
<tr>
<td>Contracts Billing Processor</td>
<td>Departmental user that processes Project and Contract Billing and project progress (milestones)</td>
</tr>
<tr>
<td>Contracts Revenue Processor</td>
<td>Departmental user that processes Project and Contract Revenue</td>
</tr>
</tbody>
</table>
# Contract Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Viewer</td>
<td>Departmental or Central user with display access to all Contract information and all Contracts reports and inquiry.</td>
</tr>
<tr>
<td>Contracts Reporter</td>
<td>Departmental or Central user with display access to all Contract information and all Contracts reports and inquiry.</td>
</tr>
<tr>
<td>Department CA Config Maintainer</td>
<td>Departmental user that maintains Departmental Contracts Configuration</td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracts Extract and Upload</strong></td>
<td>Active Contracts – LPA and departmental</td>
</tr>
</tbody>
</table>
| **Conversion of existing billable contracts**| All active contract agreements in use for reimbursement purposes  
Contract progress will be handled by processing summary conversion transactions through Project Costing into Billing. Invoices will be disabled. |

---
Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Identified</td>
<td>None Identified</td>
</tr>
</tbody>
</table>
Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015
Role Mapping Working Session

- 2-hour facilitation session intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don’ts” of the Role Mapping Template
  - To take place at:
    - FI$Cal Project site
    - 2000 Evergreen Street
    - Jade Auditorium
    - Thursday, November 6, 2014
    - 9:00 a.m. – 11:00 a.m.
  
*Remote Dial-In will be available to those geographically dispersed
Change Impact Activity

- **Description:**
  - FI$Cal walk through one example change impact
  - At your table, discuss how the FI$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool

- **Roles:**
  - **Facilitator** – Helps lead the discussion with your department on the FI$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool

- **Time:**
  - You will have 30 minutes for this activity.
Question and Answer

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov
Guide to Symbols in Flows

**Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.

**Decision** - Shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

**System Task** - Represents an individual step or activity in Fi$Cal.

**Manual Task** - Represents an individual step or activity in the process that is made out of Fi$Cal.

**Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the interface shape is used.

**Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

**Interface** - Data conversion from one electronic system to another.

**Batch Process** - Represents a batch process within Fi$Cal.

**Flow Arrow**

**Intra Integration Process** - An input or Output to some other process within the same capability

**Output Documents** - An electronic document that is created by the process and can be printed (for example - any kind of report).
Create and Maintain Grants

Start → Enter Proposed Grant Data (optional step) → Award & Accepted? Yes → Optional Proposal Data entered? Yes → Generate Award

No → Update proposal status & notes → Create Customer Contract and Project

Award Profile, Project, Activity, Contract, Budget Details pages generated

CA 1 Create Contracts → Create Project & Activity and attach to Contract → Update Award Profile and enter attributes

CFDA, Grant ID, Grant Description
Administer Vendor Contracts - Detailed Flows

PO – Administer Vendor Contract – Create Contract

<table>
<thead>
<tr>
<th>Buyer</th>
<th></th>
<th>Item Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award contract from eRFP Manage Solicitation Process</td>
<td>Direct Contract Entry</td>
<td></td>
</tr>
<tr>
<td>Select the contract administrator (e.g. buyer), verify other information is correct</td>
<td>Vendor reviews document</td>
<td>Vendor Signs?</td>
</tr>
<tr>
<td>Select a pre-configured template to create a contract document</td>
<td>Send the contract document to vendor</td>
<td>No</td>
</tr>
<tr>
<td>Do you want to collaborate?</td>
<td>Buyer reviews, edit, save document</td>
<td>Buyer signs issues with vendor</td>
</tr>
<tr>
<td>Yes</td>
<td>Workflow Approval</td>
<td>Yes</td>
</tr>
<tr>
<td>Buyers and Collaborations</td>
<td>Collaborators review and edit the documents</td>
<td>State agrees to changes?</td>
</tr>
<tr>
<td>Award withdrawn and either award to next bidder, re-bid, or cancel</td>
<td>Update Contract with item ID</td>
<td>No</td>
</tr>
<tr>
<td>End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does an item need to be set up?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract milestone tracking setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need to setup contract milestone tracking?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Administer Vendor Contracts – Detailed Flows

PO – Administer Vendor Contract - Amendment

Need to amend a contract

Amendment 1

Verify contract information is correct.

Select a pre-configured template to create a contract amendment document.

Do you want to collaborate?

Yes

Select your collaborators

No

Collaborators can be anyone with the proper security setup.

Collaboration task appears on collaborators’ work list.

Workflow Approval

If collaboration was used, task changes will show edits made by collaborators.

 Buyer review, edit, save document.

Vendor reviews document

Dispatch the contract amendment to vendor

Vendor Signs?

Yes

Buyer open the document management page, select the "Execute Contract" button.

No

Buyer discusses issues with vendor.

Buyer agrees to changes?

Yes

State agrees to changes?

No

Cancel Amendment

End

Open the contract page and change the status to "Approved" and save.

Amend PO as needed
Administer Vendor Contracts – Detailed Flows

PO – Administer Vendor Contract – Contract Compliance Example

Contract Administrator notified by workflow to review contract agreement/milestone

Review outstanding contract agreement/milestone

Update contract agreement/task list to record the receipt of reports...etc.

Prepare Usage Report

Reconcile discrepancies

Receive revised report from vendor

Prepare revised Monthly Usage Report

Contact vendor to resolve issues

Vendor submit compliance report

Vendor resolve issues

End
PO – Administer Vendor Contract – Contract Compliance Example

**Buyer**
- Contract Administrator notified by workflow to review contract agreement/milestone
- Review outstanding contract agreement/milestone, such as compliance report
- Update contract agreement/task list to record receipt of reports, etc.
- Prepare Usage Report
- Reconcile discrepancies
- Receive revised report from vendor
- Prepare revised Monthly Usage Report
- Contact vendor to resolve issues
- End

**Vendor**
- Vendor submit compliance report
- Vendor resolve issues
Administer Vendor Contracts – Detailed Flows

PO – Administer Vendor Contract – Contract Extension, Rebid, Retire

1. Receive contract expiration notice
2. Evaluate and recommend for extension, rebid, retire
   - If extend contract: go to step 3
   - If retire contract: go to step 4
3. Extend contract? (Yes/No)
   - No: go to step 5
   - Yes: go to step 6
4. Retire contract? (Yes/No)
   - No: go to step 7
   - Yes: Notify supplier that the contract will be retired
5. Extend contract?
   - Yes: go to step 3
   - No: Amend contract
6. Amend contract 1
7. Rebid
   - eProc1 Manage Solicitations Process
8. Close out contract
9. End
Wave 1

Start

External Integration?

Yes

Create New Project if not updating an existing Project

A project can be created from blank, created from a template, copied from an existing project.

No

Define/Update General Information

Define project attributes such as description, project type, schedule, business unit integration, status.

Refine Project Details as needed

Run Load Interface

Establish/Update Project Costing Definition

Associate Project to Program, Project Manager, Phases, Location, and Asset Management integration

Establish/Update Project Activities

Create Project Activities to define work breakdown structure of tasks.

Send to Primavera?

Yes

A

No

B
Project Costing Flow

This slide contains a visual of the business process flow associated with the FI$Cal process.

Wave 1

Create/Maintain Projects & Project Budgets

Project Accounting

- Build detailed project work plan
- Resource loading
- Project work plan lists all tasks, their dependencies, and expected dates.
- Allocate project team resources across the tasks identified in project work plan.
- Funds Distribution Rules?
- Project Level Budget?
- Complete Project Initiation Checklist
- Route for approval and provide notification when activated
- View steps required to set up, initiate, and track a project.
- End
- GM1 Create Grant
- CA1 Create Customer Contract

October 15, 2014
Project Accounting

Establish Funds Distribution Rule

Define criteria for incoming transactions

Define Burdening Rules for Source Rows

Define Criteria for Target Row Sequences

Define Project Costing Criteria for Target Rows

Define Budget Check and Reversal Rules

End

Establish rule by project and all activities, or by Project with a specified activity.

Define incoming transactions by selecting identifiable information such as specific Chart of Account values

Define criteria for applying an additional overhead charge on selected incoming transactions prior to applying target rules.

Define the threshold amounts, start and end dates for the sequence, description and status for the sequence.

Define the percentage rates, analysis types, and other project accounting chartfields to be applied to the target rows.

For each target row defined, indicate whether a reversing entry to adjust the source row is needed and if the reversing transaction needs to be budget checked.
Project Costing Flow

- Update Existing Project Budget?
  - No: Hyperion Project / Activity Budget → Transfer Commitment Control Transactions in GL from Budget Ledger to Project Costing
  - Yes: Provide updated budget information to Hyperion
    - Budget Approved?
      - Yes: Create Budget Adjustment Worksheet
      - No: Controlling Budget? → Monitor Only

October 15, 2014
This slide contains a visual of the business process flow associated with the FI$Cal process.

Retrieves posted journal lines for use in Project Costing
- Run GL to PC Interface

Pulls approved vouchers from Accounts Payable
- Run Payables to PC Interface

Time data from Labor Distribution
- Run Time and Labor to PC Interface

Via Component Interface or Custom Inbound Interface
- Load Third-Party Transaction

Requisitions and Purchase Orders from Procurement. Requisitions are reversed when commitments are finalized. Commitments are reversed when vouchers are finalized.
- Run PO to PC Interface

Fund Dist. or Rate Sets Defined?
- Yes → A
- No → End

Primary transaction table in Project Costing (PROJRESOURCE)
PC3 - Collect, Distribute & Price Cost - Funds Distribution and Pricing

A
Run Funds Distribution

Checks Funds Distribution rules against the assigned budget to ensure availability of funds and proper transaction accounting.

Run Budget Checking

B
Yes
Reimbursable Project?

No
Capital Project?

PC4 - Project Capital

Send any distributed fund or overhead cost journal entries to GL

Yes
Run PC to GL

Run Pricing

Calculates billable transactions from source rows if Rate Set defined.

Run PC Summarization (optional)

Summarizes rows for enhanced reporting performance.

Outbound Interface to supporting systems

Make data available to Primavera and Hyperion for analysis.

End

October 15, 2014
Project Capitalization

Define Assets

Establish Asset ID placeholder to accumulate costs in Project Costing

Associate Asset IDs to Project Activities

One Asset ID can relate to many Project Activity IDs and many Asset IDs can relate to one Project Activity

Assign Transactions to Assets

Transaction Filters can be defined to look for specific types of transactions

(WIP) Work In-Progress Reporting?

Yes

Assets ready to be put In-Service?

No

Verify all costs captured in Project

Confirm no pending expenditures. Any subsequent adjustments, or additional expenditures such as labor, will be sent to AM as additions to the ‘In-Service’ Asset

Assign Transactions to Assets

Run PC to AM processes

Asset Management

WIP Journal Entries

Project Costing Accounting Rules defined to send journal entries to GL for WIP balance. AM Accounting Entries offset WIP entries when asset put In-Service
CA1 - Create and Amend Customer Contracts – Create Customer Contracts

Project Accountant

Start

PC1 Create Project

Official Authorization Agreement

Examples are Budget Act, Grant Agreement, Agreement for Services

Enter info on contract header such as the Customer, Grant ID, and upload supporting documentation

Create Contract Header

Goods and services to be delivered which creates structure that links Projects, Activities, and pricing

Create Contract Line(s)

Define the accounting classification to take place when reimbursement is processed

Create Accounting Distribution(s)

Rate Based Contract Line?

Yes

Create Terms

No

A

A

Advance Funding?

Yes

Vendor Contract

Grant as a Grantor?

No

Update & Finalize Project Budget

Yes

Perform Amount Allocation for Amount Based Contract Lines

Create Prepaid(s)

Prepays would be setup on a contract if a customer has provided funds in advance

Define the schedule and triggers to initiate the billing / revenue process

Create or Update Billing/Revenue Plan(s)

Run F&A (Facilities Admin) process to process indirect charges for Grants Transactions

PC3 - Cost Collection

CA2 Process Billing/Revenue

October 15, 2014

CA1 - Create and Amend Customer Contracts – Amend Customer Contracts

Amendments in the system are required for any active Customer Contract even if non-legal change such as data entry error.

Select the Customer Contract to be amended.

Amendment ID is created to track changes.

Perform the change such as adding contract lines or updating rate sets.

Update pricing on Fixed Fee contract lines as needed.

Start

Amendment Authorization

Initiate Amendment Processing

Enter Amendment Type and Reason Code

Amend the Contract Header, Contract Line(s), or Contract Terms

Update Contract Line Amounts

Notes tied to unique Amendment ID

Once change has been approved it is flagged as ready.

Process Amendment ad hoc or include in batch process.

Utilize the online review amendments inquiry to review amendments.

Add notes and upload any documentation required for the amendment.

Set Amendment Status to Ready

Process Amendment

Review Amendments

End
CA2 - Process Billing and Revenue – Contract Billing

1. **CA1 Create Customer Contract**
   - Update Billing Plan Events
     - Complete Milestone, Update % Complete, Update Schedule
   - Update Billing Events
   - Rate Based Contract Line
     - Run As Incurred Billing
       - As Incurred Billing is used for transactions accumulated in Project Costing for Rate based pricing
         - Yes
         - Prepayment (Advance) Exists?
           - Yes
           - Prepayment remaining balance is updated based on utilization criteria
           - No
           - Contract Limit Exists?
             - Yes
             - Contract Limit process flags any billable transactions that exceed limit
             - No
             - Run Other Billing Methods
               - Other billing methods include: Immediate, Milestone, Percent complete, Value Based, and Prepays invoices.
               - Run Interface to Billing
                 - Billing Module
     - No
   - Run Interface to Billing
     - Billing Module
CA2 - Process Billing and Revenue – Contract Revenue

1. CA1: Create Customer Contract
   - Update Revenue Plan Events
     - Complete Milestone, Update % Complete, Update Schedule
   - Rate Based Contract Line
     - Run Deferred Revenue
       - Yes
         - Prepayment (Advance) Exists?
           - Yes
             - Run As Incurred Revenue
               - As Incurred Revenue is used for transactions accumulated in Project Costing for Rate based Pricing
             - No
               - Run Other Revenue Methods
                 - Other revenue methods include Milestone, Percent Complete and Apportionment. These methods are for Amount based pricing
           - No
             - Run Other Revenue Methods
               - Dr / Cr Journal Lines based on Accounting Classifications established on the contract line
             - Contract Limit Exists?
               - Yes
                 - Contract Limit flags any revenue transactions that exceed limit
               - No
                 - Run Other Revenue Methods
                   - General Ledger / Commitment Control
   - If prepayment exists remaining balance updated based on utilization criteria

Project Accountant