

QUICK REFERENCE GUIDE

November 1, 2019

Add or Reduce Grant Funding

This guide covers how to process an increase or decrease in grant funds. First, you will need to adjust and finalize the Project Budget. You will then need to enter a contract amendment, update the contract Billing Limit, and process the contract amendment.

WARNING! All components of the grant (the award, contract, and project) should be kept in sync. Updating one component and not updating another can lead to confusion and processing errors.

If you need to add a new project, refer to the [“Add New Project and Activities”](#) guide.

Steps to complete:

- Step 1: Adjust the Project Budget
- Step 2: Verify the Project Budget on the Award Profile page
- Step 3: Enter a Contract Amendment
- Step 4: Update Billing Limit
- Step 5: Process the Contract Amendment
- Step 6: Add a Contract Note

Step 1: Adjust the Project Budget

Begin by adjusting the Project Budget.

1. Navigate to the *Project Budgets* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards, left-menu, Project Budgets.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Project Budgets.

2. At the *Project Budgets* page, verify the *Business Unit* and enter the *Project ID* for the project you want to update.
3. Click on the **Search** button.

Project Budgets

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Project begins with

Budget Plan ID =

Budget Period begins with

Budget Type =

Description begins with

Case Sensitive

[Basic Search](#)

4. Click on the Project in the **Search Results**, if necessary. The *Budget Detail* page displays.

- **Note:** You cannot change budgets that have been finalized.

Budget Detail

Project R32GT0000000123 106 Stream Monitoring Initiati

Budget Period 1 Begin Date 01/01/2018 End Date 12/31/2022 [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$312,360.00

Sponsor Budget \$312,360.00 Security Status None

Budget Amounts for Period

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Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Budget Item	Activity	Analysis Type	Source Type	Amount	Category	Su
3000	R3200000	R32E131		ALL	1	BUD	BUD	312,360.00		

- You can click on the **Show All Columns** icon to view all of the fields. Otherwise, you'll need to use the scroll bar on the bottom of the page to scroll to the far right, and then use the scroll bar located in the **Budget Amounts for Period** section at the far right to view the remaining fields.

- In the **Budget Amounts for Period** section, scroll over to the far right and click on the **Add New Row (+)** sign. A new line is added where you can enter your adjustment.

- Enter the Budget Item, ChartField values and amount as described below. In this example we are processing a reduction to funding.
 - Enter the following on the **General** tab:

Field Name	Field Description
Amount	Enter a negative amount for a reduction or a positive amount for an addition to funding.
*Analysis Type	Select "BUD" (Total Cost Budget) to update the Sponsor Direct amount. Select "CBU" to update the Cost Sharing Budget. Make sure to also check the Cost Sharing Checkbox described below. If you are only adjusting the cost share budget, you will not need to complete the step to amend the contract since the contract only relates to the sponsor direct amount.
Budget Item and ChartFields	The <i>Budget Item(s)</i> ChartField values you will enter vary depending on the agency and <i>Budget Item</i> (activity). Available ChartFields include Fund, Appropriation ID, Account, Subaccount, Agency Cost 1 and 2, Activity, Category and Subcategory.
*Source Type	Select "BUD" the default for Budget Transactions.

b. Enter the following on the **Grants Detail** tab.

Field Name	Field Description
Cost Sharing Checkbox	The Cost Sharing Checkbox should be checked if this row relates to a Cost Share amount.
Facilities & Administration	The Facilities & Administration checkbox should not be checked. Note: This box is only used by agencies who have consulted with the SWIFT Module Support Unit (AgencyAssistance.MMB@state.mn.us) and are setup to have the F & A process run centrally.

c. Verify the following on the **Commitment Control** tab.

Field Name	Field Description
*Build Parent Budget Checkbox	The Build Parent Budget checkbox should always be checked.
*Ledger (Display only)	This Ledger varies by Business Unit: "KK_PRC_BUD" for all Business Units except B2202, H6001, and H5502. "KK_PRCDBUD" for B2202, H6001, and H5502 Business Units only.
*Ledger Group (Display Only)	This Ledger Group varies by Business Unit: "KK_PRJ_CHD" for all Business Units except B2202, H6001, and H5502. "KK_PRJ_CDE" for B2202, H6001, and H5502 Business Units only.

7. Click on the **Save** button. The Sponsor Budget amount displayed in the heading section is updated.

Budget Detail

Project R32GT000000123 106 Stream Monitoring Initiati
 Budget Period 1 Begin Date 01/01/2018 End Date 12/31/2022 **Finalize** [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget **\$302,360.00**
 Sponsor Budget **\$302,360.00** Security Status None

Budget Amounts for Period

General | Project Detail | General Ledger Detail | Commitment Control Detail | Grants Detail |

Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Budget Item	Activity	Analysis Type	Source Type	Amount	Category
3000	R3200000	R32E131		ALL	1	BUD	BUD	312,360.00	
3000	R3200000	R32E131		ALL	1	BUD	BUD	-10,000.00	

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

8. After you have verified the budget entries, click on the **Finalize** button.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

9. Click on the **OK** button at the message indicating you should click on the *Process Monitor* link to verify the status of the process.
10. Click on the *Process Monitor* link.
11. At the *Process List* page, click on **Refresh** button until the Run Status = Success, and the Distribution Status = Posted.
12. Click on the *Details* link. The *Process Detail* page displays.
13. At the *Process Detail* page, click on the *Message Log* link.
 - You should see messages indicating the rows have been successfully inserted into the “PC” Project Costing and Commitment Control modules.
 - You will most likely see a number of warning messages which you can ignore. If there are errors, refer to the “[Correct Commitment Control Errors](#)” guide for assistance.

Message Log

Process

Instance: 25830820 Type: Application Engine
Name: PC_WRAPPER Description: PC_INTFEDIT On-Line Wrapper

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Severity	Log Time	Message Text	Explain
10	11:08:53AM	1 Row(s) Processed	Explain
	11:08:56AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_KK4_TAO	Explain
10	11:08:56AM	1 rows started commitment control budget creation.	Explain
10	11:08:57AM	1 rows inserted into PC_KK_HDR.	Explain
10	11:08:57AM	1 rows inserted into PC_KK_LN.	Explain
10	11:08:59AM	Commitment Control Budget Processing has begun.	Explain
10	11:09:05AM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	Explain
10	11:09:05AM	Commitment Control Budget Processing Complete.	Explain
10	11:09:06AM	1 rows successfully completed commitment control budget creation.	Explain

Step 2: Verify the Project Budget on the Award Profile page

1. Navigate to the *Award Profile* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards. The Award Profile page displays by default.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Award Profile.

2. Search for and select the award you are working with. The *Award Profile* page displays.

The screenshot shows the 'Award Profile' page for Award ID R320000123. The page includes a navigation bar with tabs: Award, Funding, Resources, Certifications, Terms, Milestones, Key Words, and Funding Inquiry. The main content area displays the following information:

- Award ID:** R320000123
- Reference Award Number:** 01E01988
- Federal Award Identification Number:** (empty)
- Title:** 106 Monitoring Stream Monitoring Initiative
- Long Description:** 106 Monitoring Stream Monitoring Initiative (211 characters remaining)
- Award PI:** Anderson, Pamela Marie Skon
- Sponsor:** US Environmental Protection Agency
- Post Award Administrator:** (empty)
- Purpose:** (empty)
- Status:** Accepted
- Award Type:** Grant
- CFDA:** 66.419
- Proposal ID:** R320000123
- Version ID:** V101
- Start Date:** 01/01/2018
- End Date:** 12/31/2022

Below the main details, there are links for 'View Contract', 'View Proposal', 'Additional Information', 'Grant Administrator', and 'Sponsor Website'. The 'Associated Project' table shows one project:

PC Business Unit	Project	Description
R3201	R32GT0000000123	106 Stream Monitoring Initiati

At the bottom, there are links for 'Go To: Sponsor, Protocols, Attributes, Department Credit, Notepad, Award Modifications'.

3. Click on the **Funding** tab and verify that the Funded Amount reflects the Project Budget adjustment.

The screenshot shows the 'Award Profile' page with the 'Funding' tab selected. The page displays the following information:

- Award ID:** R320000123
- Award Title:** 106 Monitoring Stream Monitoring Initiative
- Reference Award Number:** 01E01988
- Currency:** USD
- Award PI:** Anderson, Pamela Marie Skon
- Primary Project PI:** Anderson, Pamela Marie Skon
- Total Award Amount:** 302,360.00

The 'Funding Info' section shows a table with the following details:

Period	*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status
1	01/01/2018	12/31/2022	302,360.00	R32GT0000000123	Posted	Distributed

The 'Funded Amount' of 302,360.00 is highlighted with a red box. At the bottom, there are links for 'Go To: Sponsor, Protocols, Attributes, Department Credit, Notepad, Award Modifications, Supplemental Data'.

4. Click on the **Award** tab to return to the *Award Profile* page.
5. You should also use the *Budget Overview* page to ensure that the updated project budget displays in Commitment Control. Refer to the “[View Budget Overview Inquiry](#)” guide for assistance. (**TIP:** Open a new window or perform this step after completing the upcoming steps.)

Step 3: Enter a Contract Amendment

Since the contract is in “Active” status, you will need to enter a contract amendment, update the Billing Limit Amount and then process the amendment. The Billing Limit is the maximum billable amount SWIFT will allow you to request for reimbursement.

Note: You must complete these steps in this order. If you process the amendment before updating the Billing Limit Amount, you may get an error message.

1. From the *Award Profile* page, click on the *View Contract* link located just above the **Associated Project** section on the left side of the page.

The screenshot displays the 'Award' tab of the SWIFT system. At the top, there are navigation tabs: Award, Funding, Resources, Certifications, Terms, Milestones, Key Words, and Funding Inquiry. Below these, the 'Award ID' is R320000123. The 'Reference Award Number' is IO1E01988, and the 'Federal Award Identification Number' is empty. The 'Title' is '106 Monitoring Stream Monitoring Initiative', and the 'Long Description' is '106 Monitoring Stream Monitoring Initiative' with a '211 characters remaining' warning. The 'Award PI' is 'Anderson, Pamela Marie Skon' with a 'Reporting Role' link. The 'Sponsor' is 'US Environmental Protection Agency'. The 'Post Award Administrator' is empty. The 'Purpose' is empty. The 'Status' is 'Accepted' and the 'Award Type' is 'Grant'. The 'CFDA' is '66.419'. The 'Proposal ID' is 'R320000123'. The 'Version ID' is 'V101'. The 'Start Date' is '01/01/2018' and the 'End Date' is '12/31/2022'. At the bottom, there are several links: 'View Contract' (highlighted with a red box), 'View Proposal', 'Additional Information', 'Grant Administrator', and 'Sponsor Website'.

2. The contract *General* page displays. Note the current *Contract Status* and *Amendment Number*.

3. Click on the **Amendments** tab.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000	Contract Activation		10/04/2017	Complete	Detail	Notes

4. Click on the **Amend Contract** button. A new row opens.

5. Enter the amendment information as described below.

Field Name	Field Description
*Amendment Type	Select the "Change Funding" <i>Amendment Type</i> from the drop-down menu.

Field Name	Field Description
*Reason	Select the appropriate Reason: - Add Money to Grant - Reduce Money

6. Click on the **Save** button.

Contract Number R320000123 Sold To Customer US Environmental Protection Agency
Pending Amendment 0000000001 Contract Status ACTIVE

View Current

Amendments

1-2 of 2 | View All

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000	Contract Activation		10/04/2017	Complete	Detail	Notes
0000000001	Change Funding	Reduce Money	11/05/2018	Pending	Detail	Notes

Save Return to Search Notify

Step 4: Update the Billing Limit

Now that you have a pending amendment on the contract, you can go to the *Contract Terms* page and edit the Billing Limit.

1. Click on the **Details** link for the pending amendment number you just created.

Contract Number R320000123 Sold To Customer US Environmental Protection Agency
Amendment Number 0000000000 Contract Status ACTIVE

Amend Contract

Amendments

1-2 of 2 | View All

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Change Funding	Reduce Money	11/05/2018	Pending	Detail	Notes
0000000000	Contract Activation		10/04/2017	Complete	Detail	Notes

2. On the *Amendment Details* page, enter the Total Bill Adjustment.

Amendment Details

Contract R320000123 Amendment Number 000000001
 Sold To Customer GMR3200001

Amendment Type *Process Date
 Amendment Reason *Amendment Status

Total Billing Adjustment Total Revenue Adjustment -10,000.00
 Fixed Billing Adjustment Fixed Revenue Adjustment 0.00
 Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

Reference ID User Ref #1
 User Ref #2

Amendment Components

General Statistics Internal Notes

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1					

[Amendment Amount Allocation](#) [Return to General Information](#)

3. Click on the **Save** button.
4. Click on the *Amendment Amount Allocation* link at the bottom of the page.
5. In the **Contract Line Pricing** section, enter the New Billing Limit.
6. Click on the **Recalculate** button.

Amendment Billing Allocation

Contract R320000123 Amendment 000000001
 Business Unit R3201 Amendment Type Change Funding
 Sold To GMR3200001 US Environmental Protection Agency Amendment Reason Reduce Money
 Currency USD

Contract Billing

Total Billing Adjustment Unallocated Billing -10,000.00
 Total Billing After Adjustment 302,360.00

Fixed Billing

Fixed Billing Adjustment Unallocated Fixed Billing 0.00
 Discount / Surcharge 0.00 Inclusive Prepays Adjustment 0.00
 Net Adjustment 0.00 Allocation

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
<input type="checkbox"/>	1	GRANTS_REIMBURSABL	312,360.00	<input type="text" value="302,360.00"/>		<input type="button" value="Limit Check"/>

7. Click on the **Save** button.

- Click on the *Return to Amendment Details* link at the bottom of the page.

Step 5: Process the Contract Amendment

- On the *Amendment Details* page, verify that the *Amendment Type* and *Reason* are correct. You can change them on this page, if necessary.
- Change the *Amend Status* to “Ready”.

Note: When you change the *Amend Status* to “Ready” SWIFT locks the editable fields on the page, including the *Type* and *Reason*, and the **Process Amendment** button displays. If you realize there is an error, you can fix it by changing the *Amend Status* back to “Pending”. After you click on the **Process Amendment** button in the next step, you won’t be able to make changes to this amendment. You would need to create a new amendment to make further changes or undo what you have done.

- When you are ready, click on the **Process Amendment** button. The *Amend Status* is updated to “Complete”.

Amendment Details

Contract	R320000123	Amendment Number	000000001
Sold To Customer	GMR3200001		

Amendment Type	Change Funding	Process Date	11/05/2018
Amendment Reason	Reduce Money	*Amendment Status	Ready <input type="checkbox"/>

Process Amendment

Total Billing Adjustment	-10,000.00	Total Revenue Adjustment	-10,000.00
Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00
Fixed Billing Allocation	Complete	Fixed Revenue Allocation	Complete

▶ **Additional Amendment Details**

Reference ID	User Ref #1
	User Ref #2

Amendment Components

General | Statistics | ||▶

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	312360	302360
2 Amount Allocation	Line 1	Revenue Limit	Update	312360	302360

Internal Notes

[Return to General Information](#)

Save
Return to Search
Notify

- After processing, the **Amendment Status** displays “Complete”.

- Click on the *Return to General Information* link at the bottom of the page to return to the **Amendments** tab of the Contract.

Step 6: Add a Contract Note

1. Add a contract note to describe the change you made. Click on the *Notes* link for the amendment.

Notes

Contract R320000123 Business Unit R3201
 Sold To Customer GMR3200001 Contract Status ACTIVE
 US Environmental Protection Agency Currency Code USD
 Contract Admin

Notes Contents 1 of 1 View All

*Component: Amendments Amendment Number: 000000001

*Classification: Custom Note Type: []

Text
 Grant Amendment Reducing award by \$10,000.
 212 characters remaining

Last Update Last Changed By

[Return to Amendment Details](#)

Save Notify Add

2. Complete the *Notes* page as described below:

Field Name	Field Description
*Component	Select "Amendments".
*Amendment Number	Click on the Lookup and select the Amendment Number you created.
*Classification	Select "Custom".
Note Type	Minnesota does not use.
*Text	Enter a note describing the change you made.

3. Click on the **Save** button.
4. Click on the *Return to General Information* link at the bottom of the page. You are returned to the Amendment tab of the Contract General Information pages.
5. Click on the **General** tab and verify that the updated Billing Limit can be viewed in the **Summary of Amounts** section of the *General Information* page.

Manage Awards **General Information** New Window Help Person

General | Lines | Amendments

Contract Number R320000123 ▲ Sold To Customer US Environmental Protection Agency
 Amendment Number 000000001 *Contract Status ACTIVE

Amend Contract **Add to My Contracts**

Description 106 Monitoring Stream Monitori
 Contract Admin

Region Code
 Contract Type GRANTS
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 10/01/2018
 Contract Role
 Revenue Profile
 Use Project ChartFields:

Processing Status Active
 Amendment Status Complete
 Business Unit Pollution Control Agency
 Contract Classification Standard
 Last Amended 11/05/2018
 Start Date 10/01/2018
 End Date 12/31/2022
 Last Update Date/Time 11/05/2018 3:55:16PM
 Last Update User ID 00468997
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

▶ Other Information

▼ Summary of Amounts [?]

Billing Amounts		Revenue Amounts	
Fixed Billing	0.00	Fixed Revenue	0.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	0.00	Subtotal	0.00
As Incurred Billing Limits (Less Prepaid)	302,360.00	As Incurred Revenue Limits (Less Prepaid)	302,360.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	302,360.00	Total	302,360.00

- The updated billing limit can also be viewed on the **Lines** tab, **Contract Lines** section, **Billing Amount Details** tab.

General | **Lines** | Amendments

Contract Number R320000123 ▲ Sold To Customer US Environmental Protection Agency
 Amendment Number 000000001 Contract Status ACTIVE

Amend Contract

Contract Lines [?]

1-1 of 1 View All

General | Detail | **Billing Amount Details** | Revenue Amount Details |

Actions	Line	Product	Description	Price Type	Quantity	UOM	Billing Limit	Unit Billing
▼ Actions	1	GRANTS_REIMBURSABL	Grants Reimbursable	Rate			302,360.00	0.00

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save **Return to Search** **Notify** **Add** **Upd**