SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

# QUICK REFERENCE GUIDE

November 1, 2019

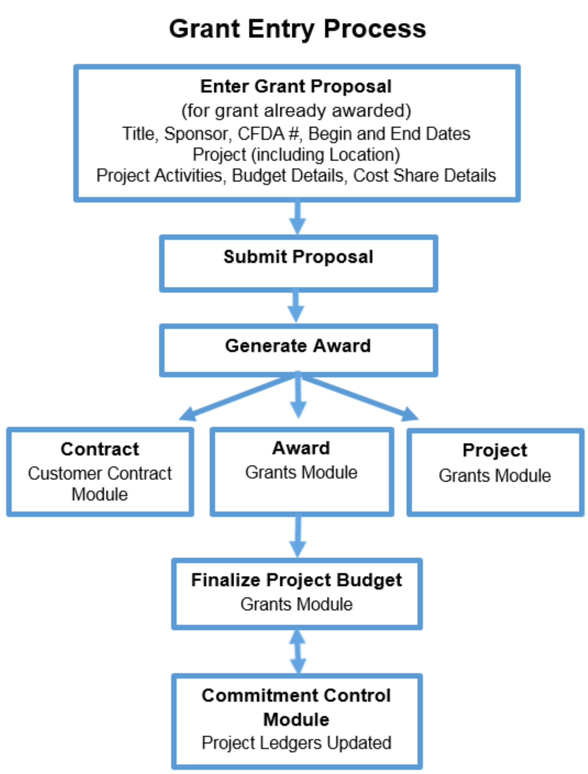
# Enter Grant Proposals

## Overview

The State of Minnesota uses the Proposal component of the Grants module to document awards that have already been granted by an outside organization, including federal government agencies, other state agencies, and non-profit groups.

> **Note**: Some of the delivered functionality relates to creating proposals which would then be submitted to granting agencies for approval. These features are not used by the State of Minnesota. Minnesota also does not use the detailed project tracking that can be accommodated by the system.

In this guide you will learn how to enter grant awards in the Grant Module. Although the award has already been granted, you will begin by entering information into the Proposal component. The proposal is used to track information about the grant, including the title, award sponsor (Grantor), timeline, CFDA number, budget, any cost share, and other information that will be used later for transactions. You will also need to identify at least one project and budget activity for the grant that will be used to track costs when the proposal is awarded in the system. The level of budget detail entered differs, depending on the agency. For example, some agencies enter a single budget for the entire project, while other agencies enter budget amounts at the account class level, such as salary, equipment, and travel.



After the entries are complete, you'll need to submit the proposal. This is a system requirement that must be performed even though the grant has been awarded.

> **Pre-Award Costs:** If pre-award costs have been approved, contact the SWIFT Helpdesk to discuss the options available to include these costs in your project. Options may differ depending on whether SEMA4 transactions are involved.

Next, you'll need to generate the award. Based on your entries in the proposal, the Generate Award process creates an award, project, and activity in the Grants module, and a contract in the Customer Contracts module. From this point on, you can no longer update the proposal. Instead, you will make your changes using these pages.

After you have generated the award, the next step is to finalize the project budget. First, you will review budget information defaulted from the proposal and you will enter any additional ChartFields according to your agency's requirements. Next, you will "finalize" the budget. Finalizing the project budget creates the project budget by sending the data to Commitment Control module. If the process is successful, grant expense transactions can be processed against the project budget. If the process is unsuccessful, you'll need to navigate to the *Commitment Control Errors* page to view and correct the entries.

After finalizing the project budget, you'll need to update the necessary fields within the Customer Contract. This includes activating the contract and optionally, placing the billing and revenue plans on hold.

Steps to complete:

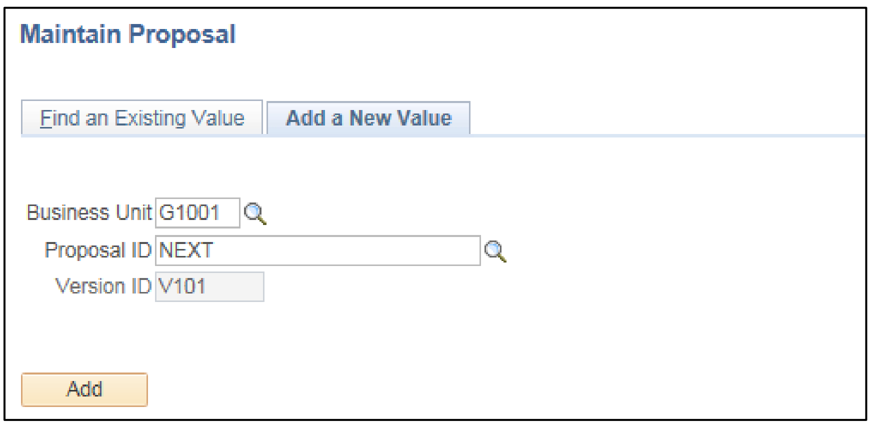
- Step 1: Begin Creating a New Grant Proposal
- Step 2: Enter the Proposal Header Information on the Proposal tab
- Step 3: Enter the Proposal Project
- Step 4: Enter the Proposal Project Location
- Step 5: Enter the Proposal Project Budget and Save
- Step 6: Enter the Proposal Project Budget Details
- Step 7: Enter Cost Share Details If Applicable
- Step 8: Optionally Attach Files to the Proposal
- Step 9: Submit the Proposal
- Step 10: Generate the Award
- Step 11: Review the Award Profile
- Step 12: Finalize the Project Budget
- Step 13: Activate the Customer Contract
- Step 14: Place the Contract Billing/Revenue Plan On Hold (Optional for Agencies that Bill)

## Step 1: Begin Creating a New Grant Proposal

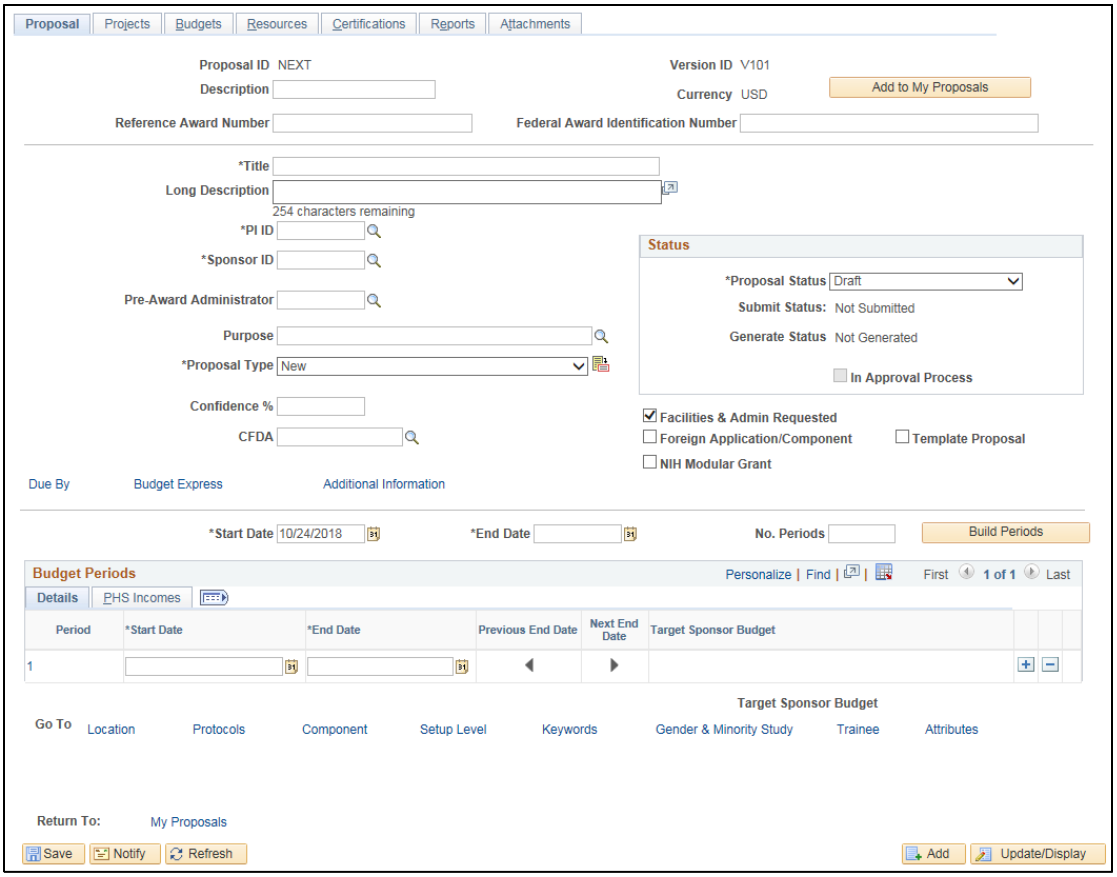
1. Navigate to the *Maintain Proposal* page using one of the options below:

| Navigation Options | Navigation Path |
|---|---|
| **Navigation Collection** | Accounting, Grants Management, Manage Proposals.<br>The Maintain Proposal page displays by default. |
| **WorkCenter** | Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Create New Award, Maintain Proposal. |

2. Click on the **Add a New Value** tab.
3. Verify the *Business Unit* default or enter the *Business Unit*. This is a required field.
4. Enter your own *Proposal ID* or accept the default "NEXT" in the *Proposal ID* field and SWIFT will automatically assign a system-generated ID after you save the Proposal. This value will become the Award ID and Customer Contract Number.
5. Accept the default *Version ID* "V101".

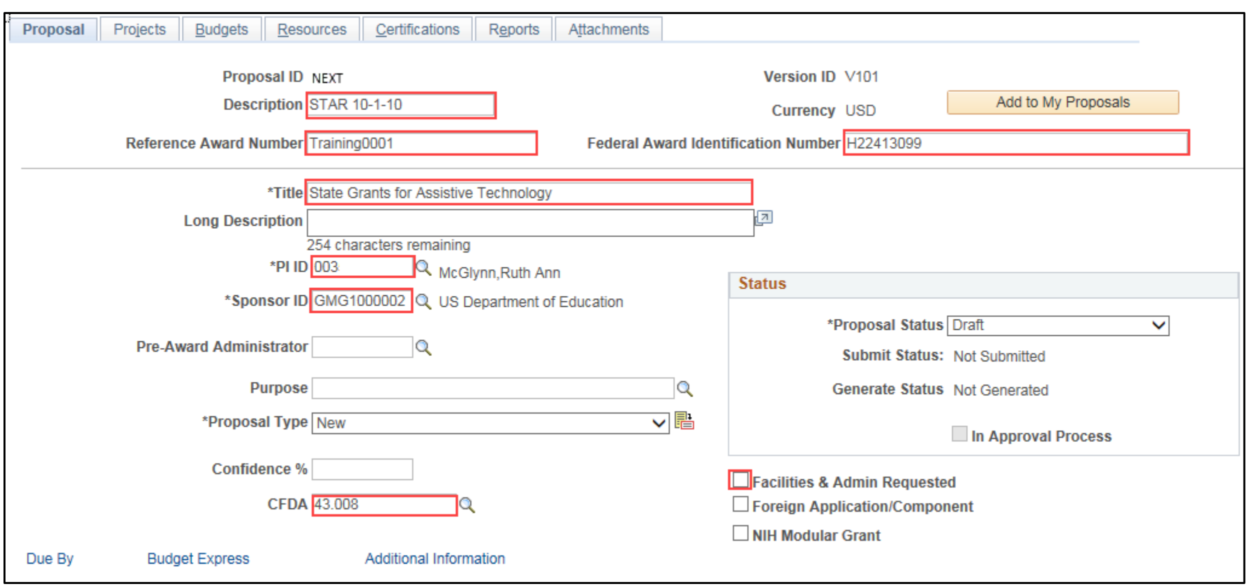



6. Click on the **Add** button and the *Proposal* page displays.




## Step 2: Enter the Proposal Header Information on the Proposal Tab

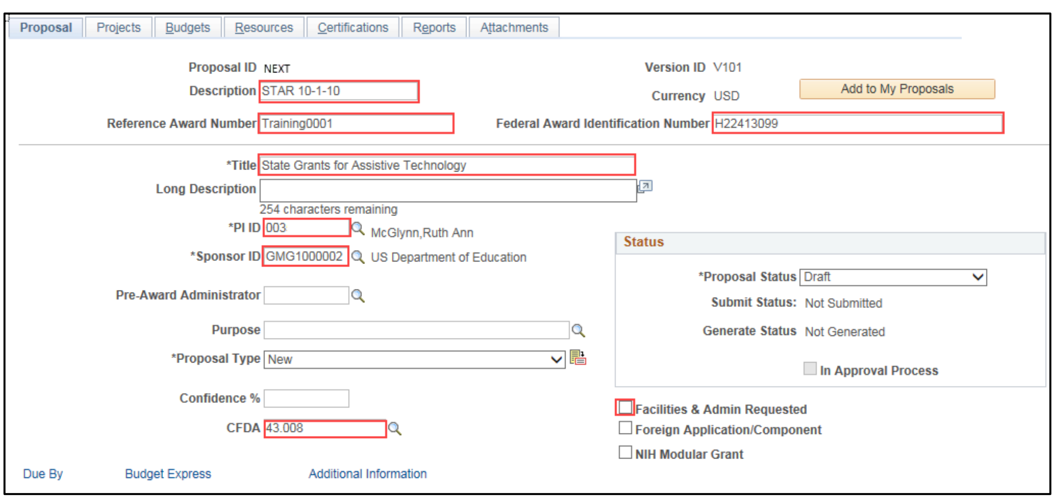
Begin by entering the Proposal Header information including the Title, PI ID, Sponsor, CFDA Number, and Start and End Dates of the grant project.



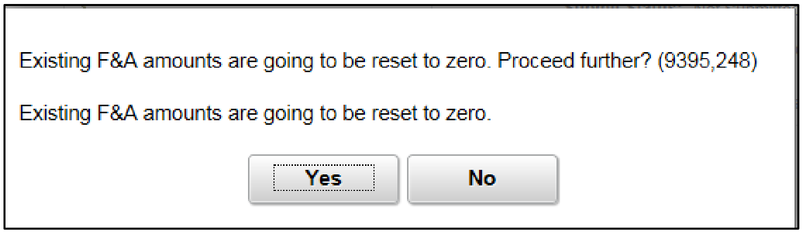
1. Enter the Proposal Header Information as described below.

| Field | Field Description |
|---|---|
| **Description** | Optionally, enter a short *Description* for your proposal. If no value is entered, SWIFT defaults the *Description* to the first 20 characters of the *Title* field (see below).<br>The field length is 20 characters. |
| **Reference Award Number** | Enter the Reference Award Number. This number is provided by the sponsor to reference the award in the federal system. It can be used to identify the source for draws. |
| **Federal Award Identification Number** | Enter the Federal Award Identification Number (FAIN). |
| ***Title** | Enter the *Title* for the proposal. This will carry over to the *Title* field on the Award Profile and it is how the award will appear on reports.<br>The field length is 56 characters. |
| **Long Description** | Optionally, enter a *Long Description*. The field provides an opportunity to provide more details about the proposal. This is not a required field and would generally be used for informational purposes only.<br>The field length is 254 characters. |
| ***PI ID** | Click on the **Lookup** icon and select the *Employee ID* for the *PI ID*. This is the Principal Investigator for the project. The Principal Investigator is generally the contact person for the program that the grant is funding, although some agencies also use the grant accountant. This field is required by the system and is generally left to the agency's discretion to fit its reporting requirements. If you need to have someone added as a valid entry for this field, please email the employee name and employee ID to AgencyAssistance.MMB@state.mn.us. |
| ***Sponsor ID** | Click on the **Lookup** icon and select the *Sponsor ID*. This is the entity that is funding your project. It could be a federal agency, another state agency, or an outside organization, such as a non-profit. If you need to add a new *Sponsor ID*, please email AgencyAssistance.MMB@state.mn.us.<br>Generally, Sponsor IDs will start with the letters "GM" followed by your 3-digit agency mask and they are generally 10 alpha-numeric characters long. The agency mask is the first three alpha-numeric characters of your Business Unit. For example, if your agency is G1001, your Sponsor IDs would typically look like "GMG10XXXXX". |
| **Pre-Award Administrator** | State of Minnesota does not use. |

| Field | Field Description |
|---|---|
| **Purpose** | State of Minnesota does not use. |
| ***Proposal Type** | Accept the default *Type* of "New". |
| **Confidence %** | State of Minnesota does not use. |
| ***CFDA**<br>**(Required if Sponsor is a Federal Agency)** | Click on the **Lookup** icon and select the *CFDA* (Catalog of Federal Domestic Assistance) number. If your sponsor is a federal agency, you must enter the *CFDA* number in the proposal. If your sponsor is not a federal agency, do not enter a *CFDA* number.<br>Only one *CFDA* number is allowed per grant.<br>To have a new *CFDA* number added to the system, please email the pertinent information to please email AgencyAssistance.MMB@state.mn.us. |
| ***Proposal Status** | Accept the default *Proposal Status* of "Draft".<br>This field will be updated automatically to "Submitted" and "Awarded" as the grant proposal is processed in the upcoming steps. You should not change the *Proposal Status* on this page unless you want to prevent the grant proposal from processing. In this case, you can change the status to "Withdrawn" or "Rejected". |
| ***Facilities & Admin Requested** | **Uncheck** the Facilities & Admin Requested (F & A) checkbox.<br>**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. |
| **Foreign Application/ Component** | State of Minnesota does not use. |
| **NIH Modular Grant** | State of Minnesota does not use. |



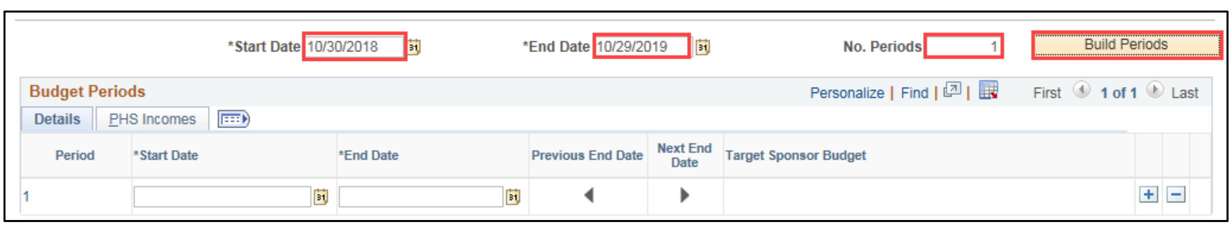
- Because you unchecked the F & A checkbox, at some point you will receive a message that indicates that existing F & A amounts are going to be reset to zero. Click on the **Yes** button when this message appears.




2. Enter the *Start Date*, *End Date* and *No. Period* information as described below.

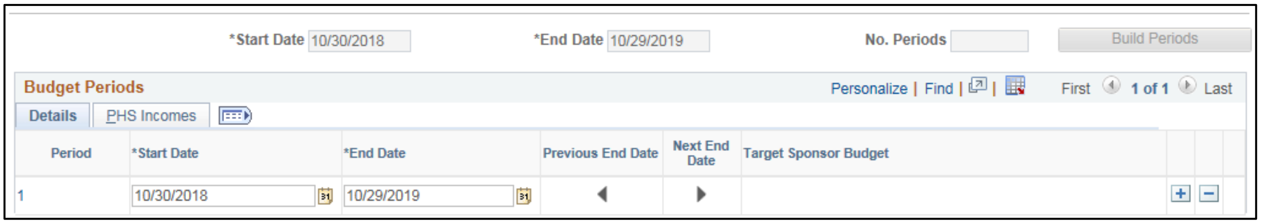
   **WARNING**! The *Start* and *End Dates* and Budget Dates are very important because they will become the start and end dates of the project, award, and contract. The *Start Date* also impacts the initial Project Status Effective Date which affects payroll processing and cannot be changed once the award is generated.

| Field Name | Field Description |
|---|---|
| ***Start Date** | The *Start Date* for the project, award and contract. You can create a proposal with a *Start Date* prior to the current date. If you are entering a proposal on March 15 for a project that started on March 1 per the grant award, enter the actual *Start Date* of March 1. |
| ***End Date** | The *End Date* for the project, award and contract. |
| ***No. Periods** | Enter "1" in the No. Periods field. In Minnesota, this will always be "1". |



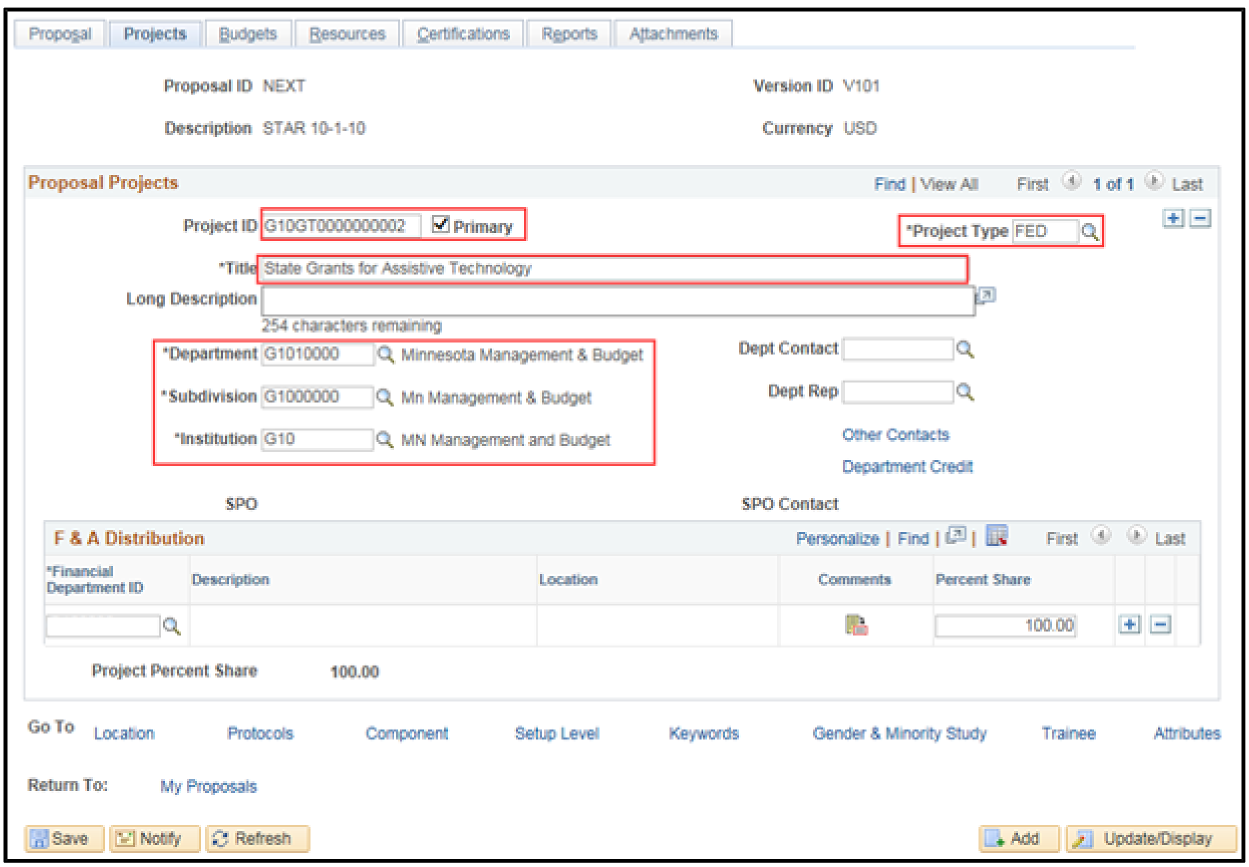

3. Click on the **Build Periods** button. Budget Period *Start* and *End Dates* that match the proposal dates are automatically entered in the **Budget Periods** section. The *Start Date* and *End Dates* are grayed out and unavailable.
4. **WARNING!** If you made a mistake entering the *Start* and *End Dates* but have already clicked the **Build Periods** button:
   a. Delete the existing *Budget Period* record in the **Details** tab by clicking on the **Delete Row** minus sign (-).
   b. Click **OK** at the message verifying that you want to delete the record.
   c. Enter the correct *Start* and *End Dates*, *No. Periods*, and click on the **Build Periods** button as described above.

**Note**: The Due By, Budget Express, and Additional Information links are not used by the State of Minnesota.




## Step 3: Enter the Proposal Project

Now that you've entered the proposal header, you need to create the project that the award is funding. You must create a project with your proposal. You cannot submit a proposal without a project and add one later. You can, however, submit a proposal with a project and add a second one later after the award has been generated.

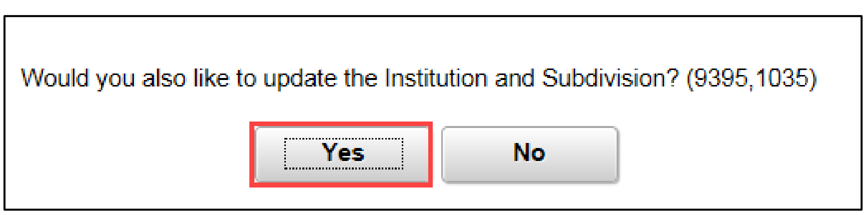


1. Click on the **Project** tab and complete the fields as described below.

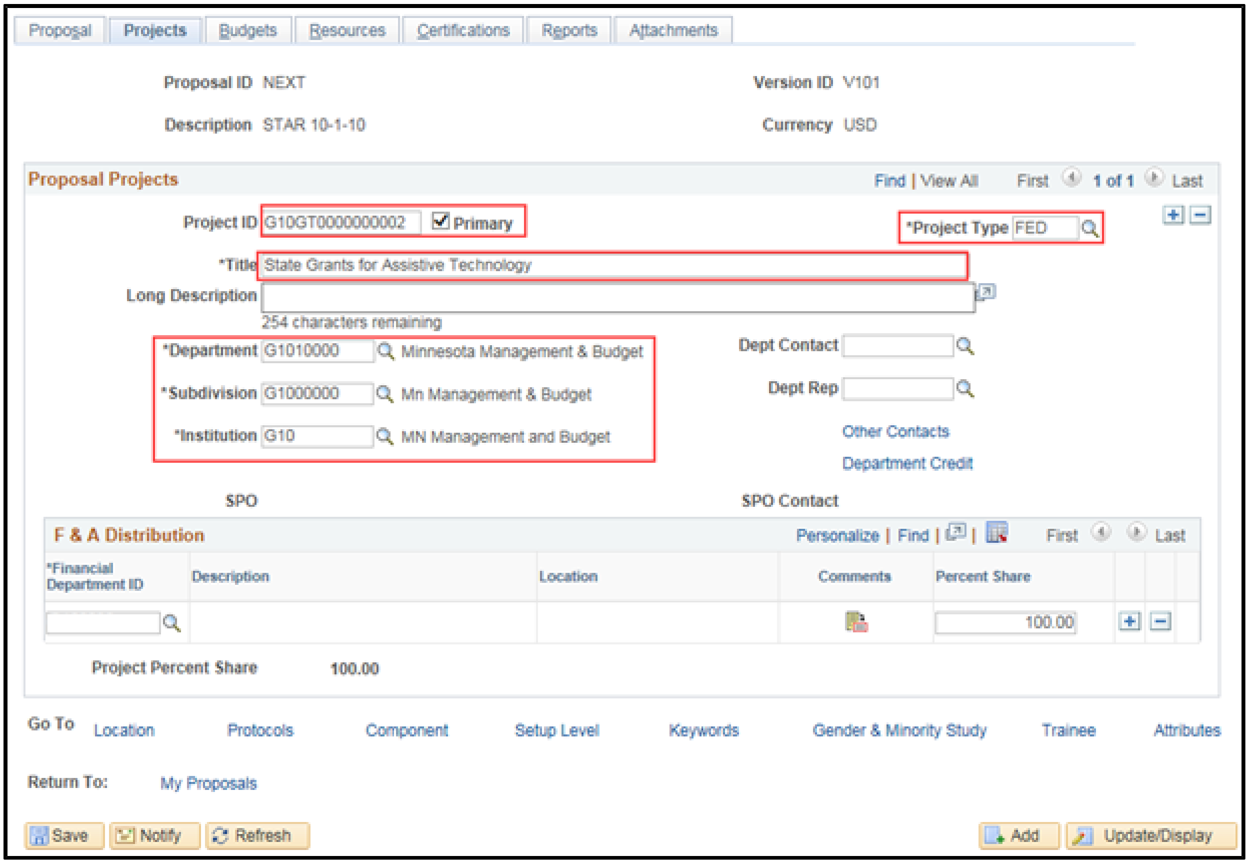
| Field Name | Field Description |
|---|---|
| ***Project ID** | You must overwrite the default system value (NEXT_1) with a valid *Project ID*. The *Project ID* must begin with the first three digits of your Business Unit (your Agency Mask). For example, if your Business Unit is "G1001", your agency mask is "**G10**". Check with your agency for additional format requirements for the *Project ID*.<br>*Project ID* is a 15-character alphanumerical identifier. |
| ***Primary** | The *Primary* checkbox is checked by default for the first project you enter. One project must be designated the *Primary* project. |
| ***Project Type** | Enter the *Project Type*. Select the option that describes the source of funding and how the revenue is classified. Options that display will vary by agency. Common options include:<br>FED – 511001 Federal Revenue<br>FEDSG– 511002 Federal Sub-Grants<br>INTR1– 511101 Intergovtl Grants -- State<br>INTR2– 511202 Intergovtl Grants – Other<br>INTR3– 512605 Interagency Agreements<br>OTHER– 511302 Other Revenue<br>PRIVT– 511301 Private Grants<br>**Note**: If you need a new project type setup, please contact the SWIFT Helpdesk and submit the request as a case. |
| ***Title** | Enter the *Project Title*. This can be the same or different from the *Proposal Title*. |
| **Long Description** | Optionally, enter a *Long Description*. This may be the same or different than the *Long Description* for the Proposal. |

2. Enter the Department, Subdivision and Institution as described below.

   **WARNING!** When you attempt to enter the Department, you will receive a message asking if you would also like to edit the Subdivision and Institution fields. Click on the **Yes** button for both messages so that you can edit these required fields.



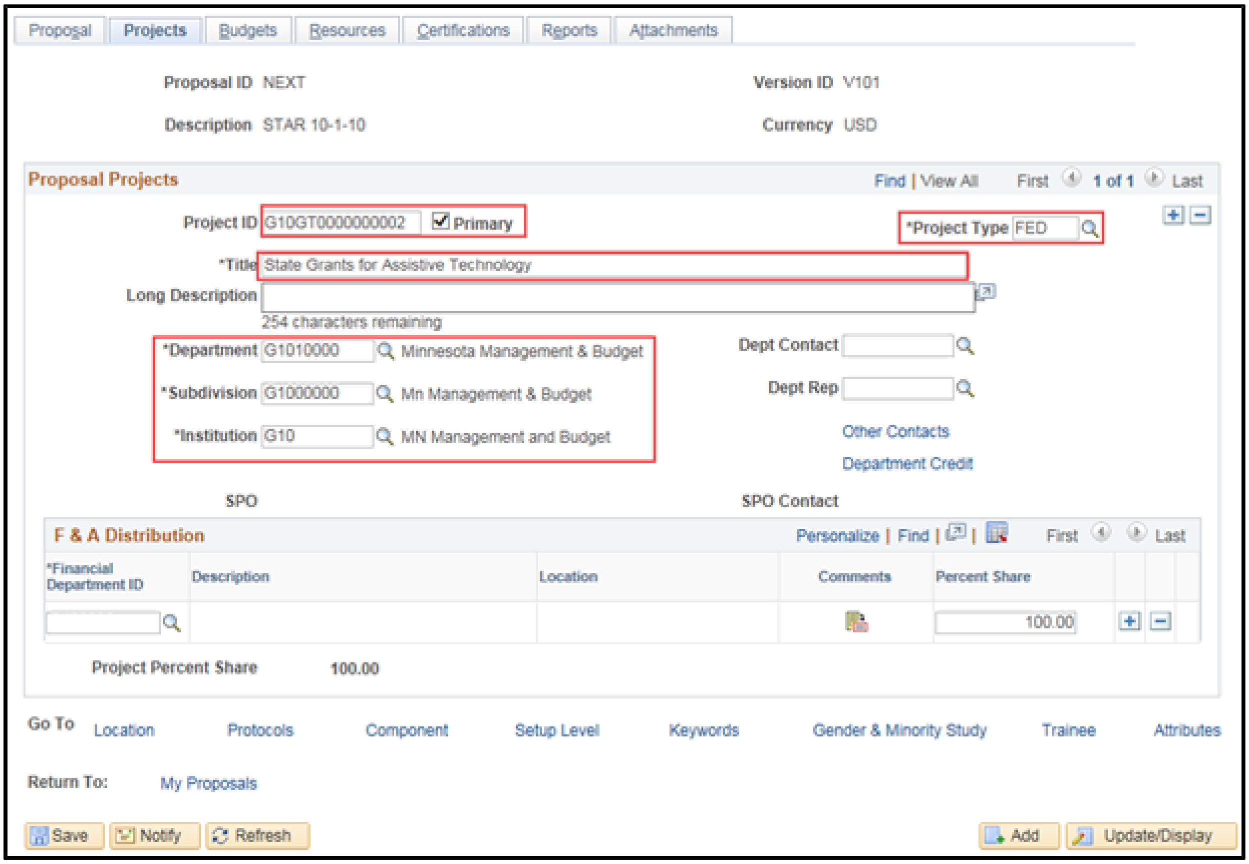

   **Note**: You may receive an error after entering the Department indicating that the Department is not valid. In this case, leave the Department number in the field and, after you enter the Subdivision, the error should be resolved.




| Field Name | Field Description |
|---|---|
| ***Department** | Click on the **Lookup** icon and select the *Department* for the project. Check your agency's convention to determine which Financial Department ID to enter for the Department.<br>Click on the "**Yes**" button to the message asking if you would also like to update the *Institution* and *Subdivision* fields.<br>The Department can be used as a search parameter later to find your award. |
| ***Subdivision** | Click on the **Lookup** icon and select the *Subdivision*. Check your agency's convention to determine which Financial Department ID (Fin DeptID) to enter for the *Subdivision*. |
| ***Institution** | Click on the **Lookup** icon and select the Institution. The Institution identifies the agency.<br>Click "**Yes**" to the message asking if you would also like to update the Certifications for the Institution. |
| **Dept Contact** | State of Minnesota does not use. |
| **Dept Rep:** | State of Minnesota does not use. |
| **Other Contacts Link** | State of Minnesota does not use. |

| Field Name | Field Description |
|---|---|
| **Department Credit** | State of Minnesota does not use. |

7. The F & A Distribution section is only used by agencies who have consulted with the SWIFT Module Support Unit (AgencyAssistance.MMB@state.mn.us) and are setup to have F & A processing run centrally. Agencies who do not have F & A processed centrally should accept the default entry for the F & A Distribution Financial Department ID field.

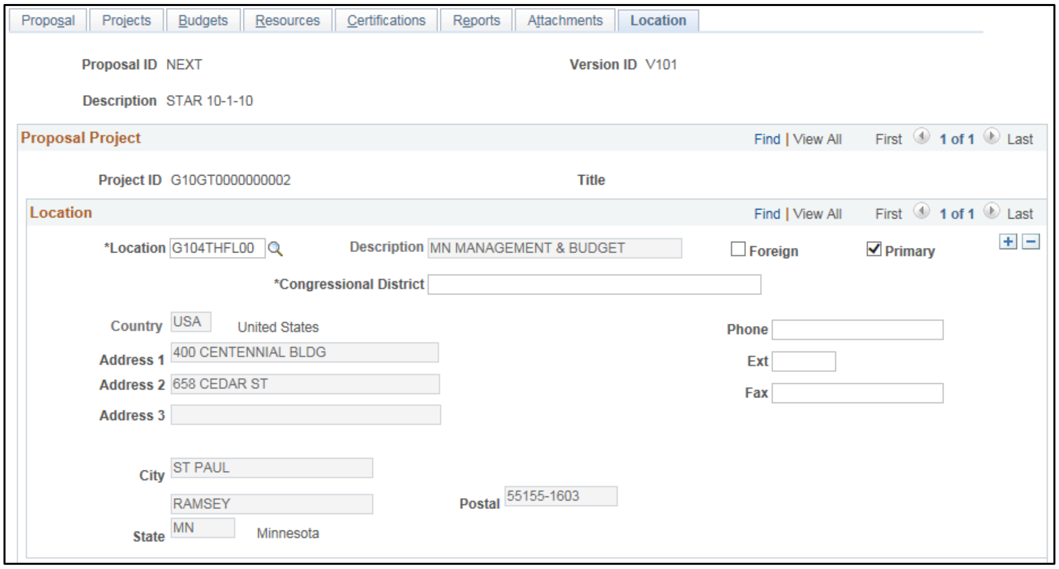



## Step 4: Enter the Proposal Project Location

Next, you will enter the location for the project.

1. Click on the *Location* link at the bottom of the page and the **Location** tab displays. Enter the location for your project as described below.

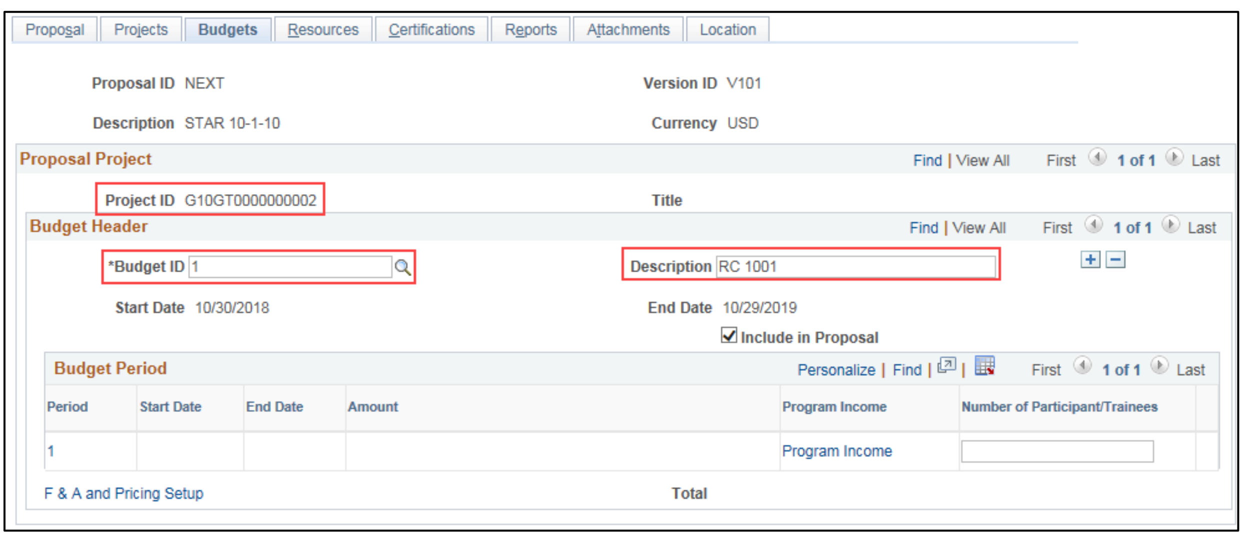
| Field Name | Field Description |
|---|---|
| ***Location** | Click on the **Lookup** icon and select the primary *Location* for your project. This could be an administrative location, or it could be the physical location where the project is taking place. |




## Step 5: Enter the Proposal Project Budget and Save

Next, you'll enter the budget activity for the project which becomes the *Activity* ChartField value.

1. **WARNING! Once you save the proposal, you cannot change the Project ID**. Verify that your *Project ID* starts with your agency mask. The *Project ID* must begin with the first three digits of your Business Unit (your Agency Mask). For example, if your Business Unit is "G1001", your agency mask is "**G10**". If not, navigate to the **Projects** Tab of the *Maintain Proposal* pages and update the *Project ID* field with a value that is in the correct format. Refer to Step 3 for additional detail.
2. Click on the **Budgets** tab and complete the fields as described below.



| Field Name | Field Description |
|---|---|
| ***Budget ID** | Enter the *Budget ID* for your project. This will become the *Activity* ChartField value. Be sure to follow your agency's convention for completing this field. |
| ***Description** | Enter the *Budget ID* Description. This is a description of the activity. It should be something that clearly describes the activity. Some agencies have specific formats for the Description. Check to make sure you are following your agency's conventions. |
| **Include in Proposal** | Accept the default of checked for the Include in Proposal. |
| **Program Income** | State of Minnesota does not use. |
| **No. of Participants** | State of Minnesota does not use. |

3. If your project has multiple activities, click the **Add New Row** icon (plus sign +) to add a new row(s) and enter the information as described above. These will become additional *Activity IDs* associated with the project.

4. **WARNING!** You cannot delete or change a proposal project after the budget details have been created in the next step. After verifying that you have entered the correct information for your proposal, click on the **Save** button. You must save your proposal at this point before continuing on to enter Budget Details.

   - When you save, SWIFT enters the *Start Date* and *End Date* for your Budget Period. If you accepted "NEXT" for the *Proposal ID,* rather than entering your own, SWIFT assigns a *Proposal ID.*

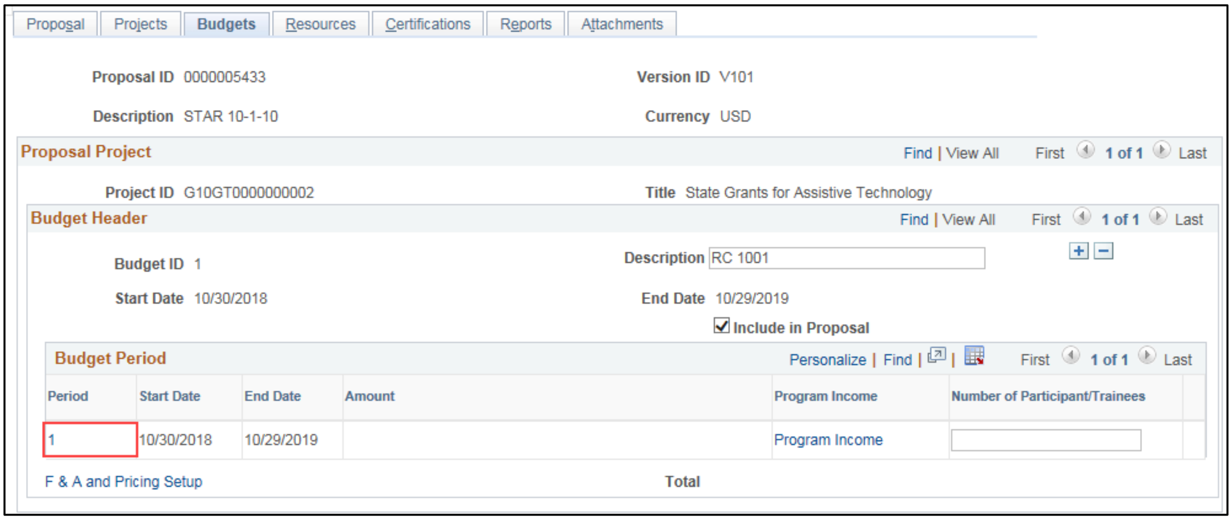
   **Note**: It is a good idea to note the *Project* and *Proposal ID* in case you need to leave SWIFT or you are interrupted before finishing. This makes it easier to find your proposal to finish later.

## Step 6: Enter the Proposal Project Budget Details

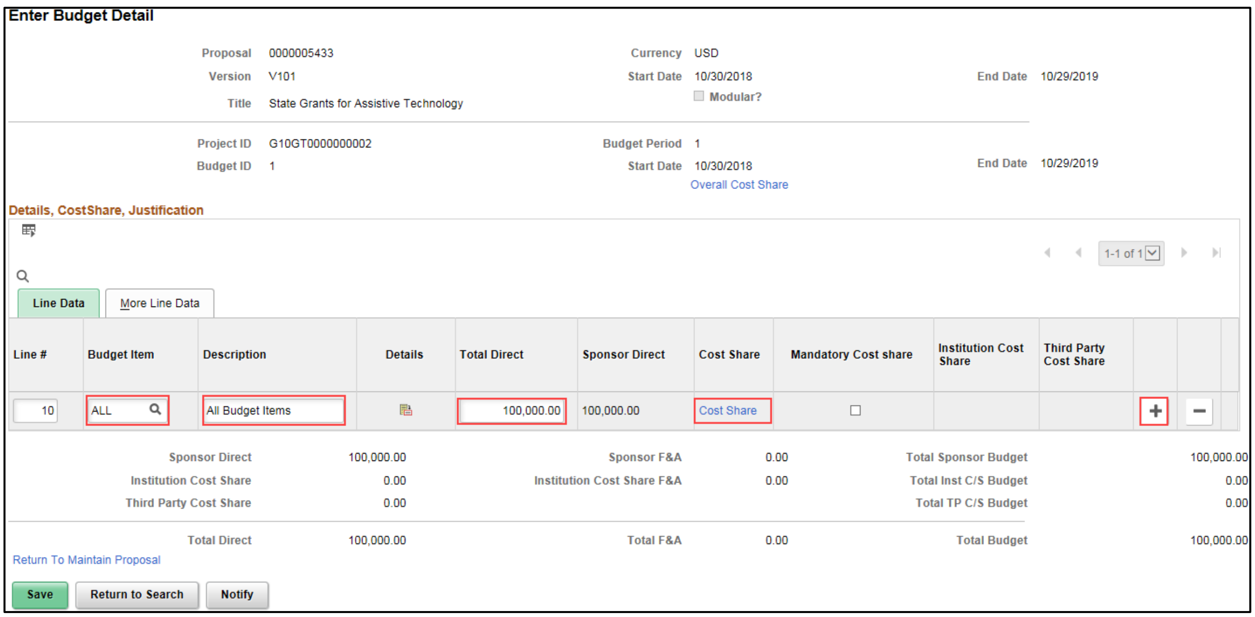
Next, you will enter budget line details for each *Budget ID* (Activity). The level of detail entered by agencies differs depending on the agency's project budget requirements.

- SWIFT uses the budget detail amounts that you enter to create the resulting contract and reimbursable funding amounts on the award pages. Therefore, if you do not enter budget details before you run the award generation process, you will have to enter the information manually in both Grants and Contracts.
- The Budget Item selected will default budget ChartField strings once the proposal is awarded and run through the Generate Award process in SWIFT.

1. In the **Budget Period** section, click on the **Period** link.




The *Enter Budget Detail* page displays.




2. For each activity (*Budget ID),* complete the **Budget Detail** information as described below.

| Field Name | Field Description |
|---|---|
| **Line #** | Accept the system-generated Line #. |
| **Budget Item** | Click on the **Lookup** icon and select the Budget Item. **Note**: The Budget Item options listed will vary depending on the agency. |
| **Description** (Display only) | The *Description* for the *Budget Item* selected automatically displays. |
| **Details** | State of Minnesota does not use. |

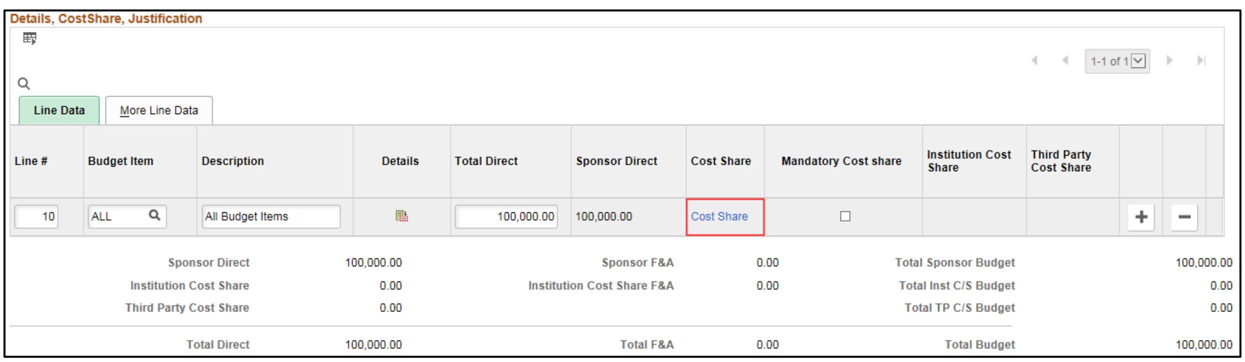
| Field Name | Field Description |
|---|---|
| **Total Direct** | Enter the *Total Direct* amount for the *Budget Item*. |
| **Cost Share Link** | If there is *Cost Share* for the *Budget Item*, click on the **Cost Share** link and complete the *Cost Share* page as described in Step 7. |
| **Mandatory Cost Share** | State of Minnesota does not use. |

3. If you need to enter additional *Budget Items*, click on the **Add New Row** icon (plus sign +) to add additional row(s) and enter the information as described above.
4. When you are finished entering **Budget Details**, click the **Save** button. After all budget details have been entered, the budget breakdown is displayed at the bottom of the *Enter Budget Detail* page.

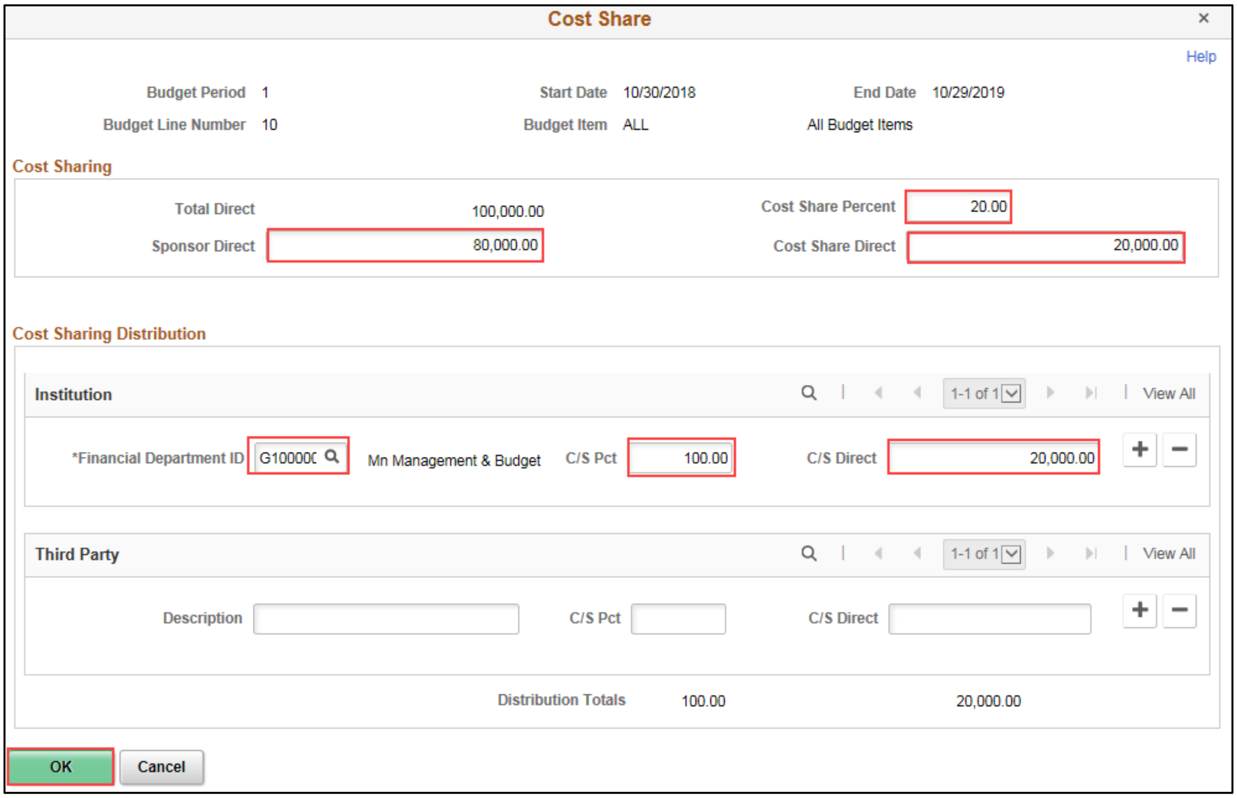
## Step 7: Enter Cost Share Details, if Applicable

Cost Share is entered when the sponsor funds a portion of the total project amount and the agency funds the rest. Cost Share documents the proportion of each cost that the agency is responsible for.

1. On the *Budget Details* page, click on the **Cost Share** link for the *Budget Item* that has cost share. The *Cost Share* page displays.



2. Complete the **Cost Sharing** section as described below.




**Note**: You can choose to enter either the *Cost Share Percent*, *Sponsor Direct*, or *Cost Share Direct* and SWIFT will calculate the other values based on your entry.

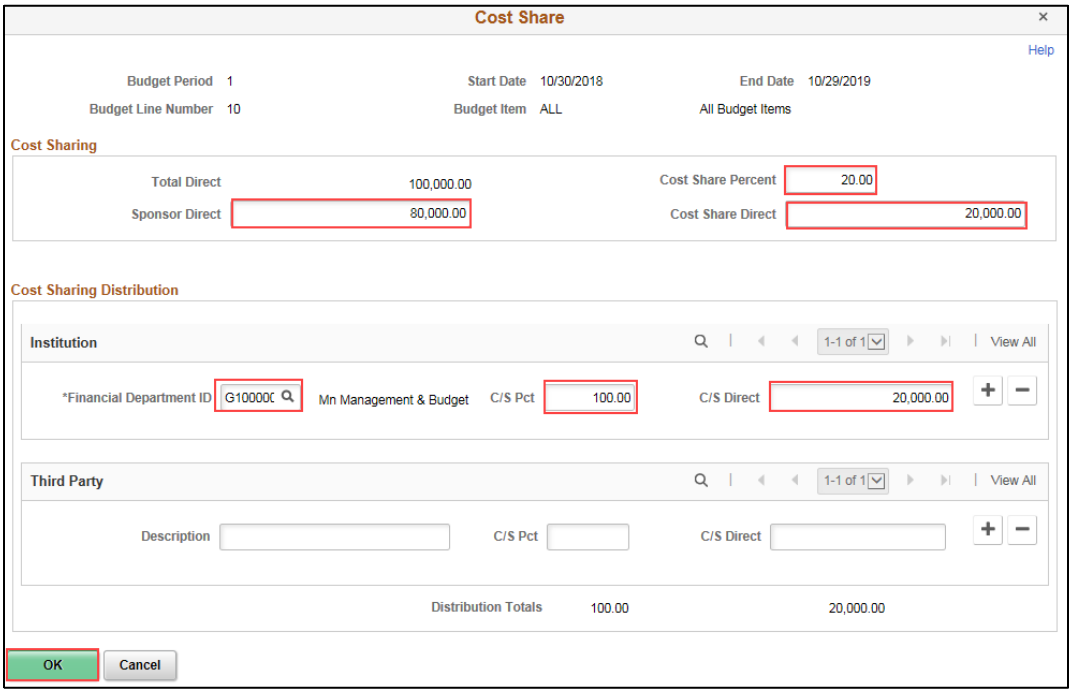
| Field Name | Field Description |
|---|---|
| **Cost Share Percent** | Enter the *Cost Share Percent* and SWIFT will calculate the *Sponsor Direct* and *Cost Share Direct* amounts. |
| **Sponsor Direct** | Enter the *Sponsor Direct* and SWIFT will calculate the *Cost Share Percent* and *Cost Share Direct* amounts. |
| **Cost Share Direct** | Enter the *Cost Share Direct* and SWIFT will calculate the *Cost Share Percent* and *Sponsor Direct* amounts. |

3. Complete the **Cost Share Distribution** section as described below.

**Note**: The *Distribution Total* must equal 100% or you will receive an error when you attempt to leave the page.

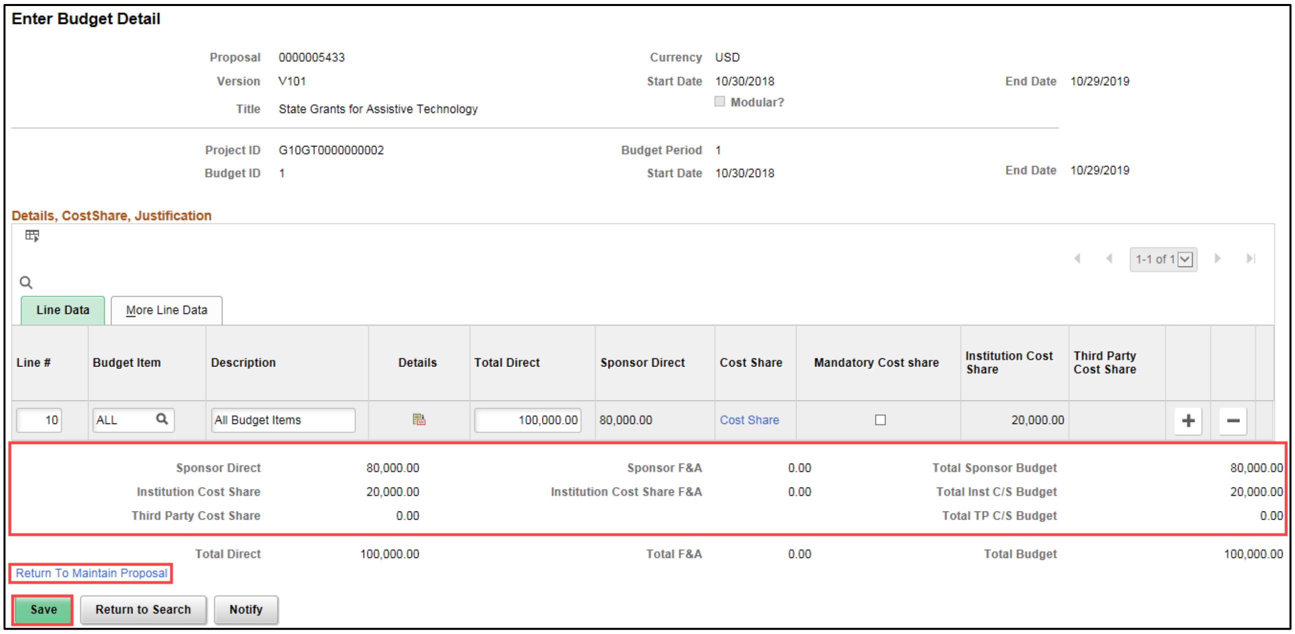
| Field Name | Field Description |
|---|---|
| **Financial Department ID** | Enter the *Financial Department ID* of the department that is responsible for the *Cost Share Direct*. |

| Field Name | Field Description |
|---|---|
| **C/S Pct** | Enter the percentage of the *Cost Share Direct* that the department is responsible for and SWIFT will automatically calculate the *C/S Direct* amount. |
| **C/S Direct** | Enter the amount that the department is responsible for and SWIFT will automatically calculate the *C/S Pct*. |



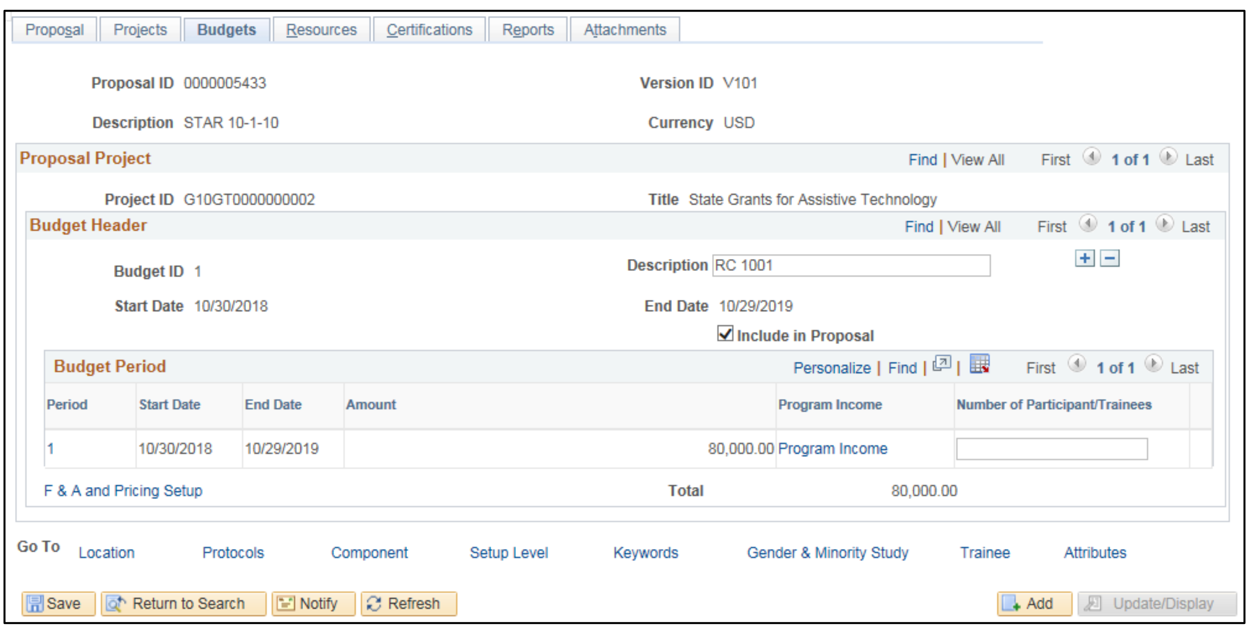

4. You can allocate the total Cost Share amount among multiple departments by clicking on the **Add New Row** icon (plus sign +) and completing the fields as described above.
5. If a Third Party is responsible for a part of the Cost Share, you can enter the information in the **Third Party** section by entering a *Description*, percentage and/or *Cost/Share Direct* amount.
6. When you are finished entering information on the *Cost Share* page, click on the **OK** button to return to the *Enter Budget Detail* page.

   **WARNING**! Unless your agency budgets by a ChartField that differentiates the sponsor-direct budget from the cost-share budget (such as Fund), there will not be a different project budget for each portion. However, the Contract Limit for reimbursement will only include the Sponsor Direct portion of the budget, and will control the amount that can be billed to the sponsor.




7. When you are finished entering **Budget Details**, click on the **Save** button. After all Budget Details have been entered, the budget breakdown is displayed at the bottom of the *Enter Budget Detail* page.
8. Click on the *Return to Maintain Proposal* link at the bottom of the page to return to the **Budgets** tab.

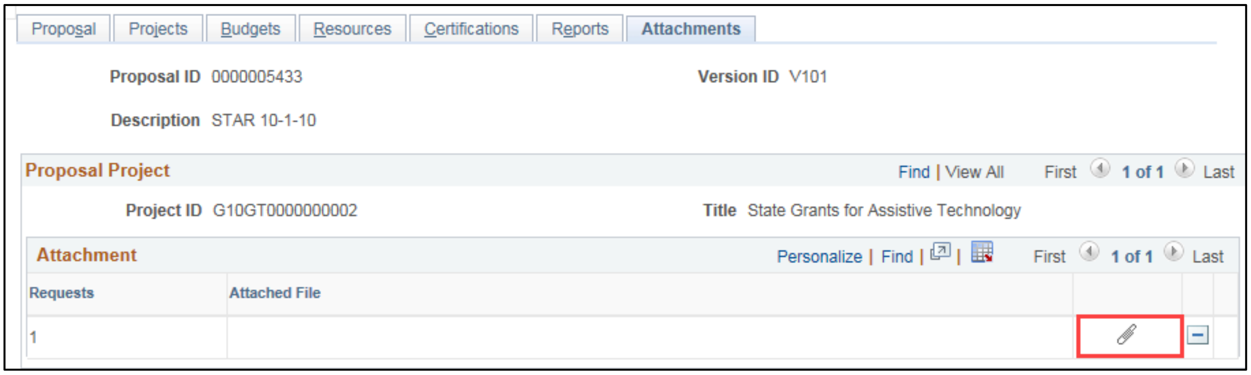
   **Note**: The **Resources**, **Certifications**, and **Reports** tabs on the *Maintain Proposal* pages are typically not used in Minnesota.



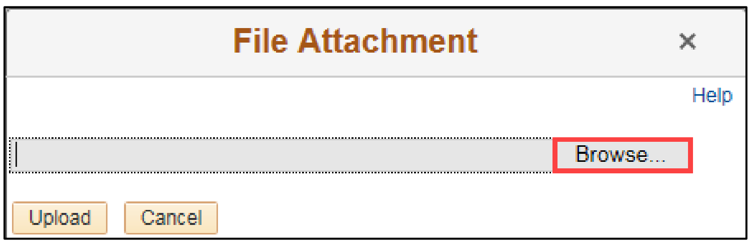
## Step 8: Optionally Attach Files to the Proposal

You can use the *Attachments* page to attach grant documents to the proposal, if desired.

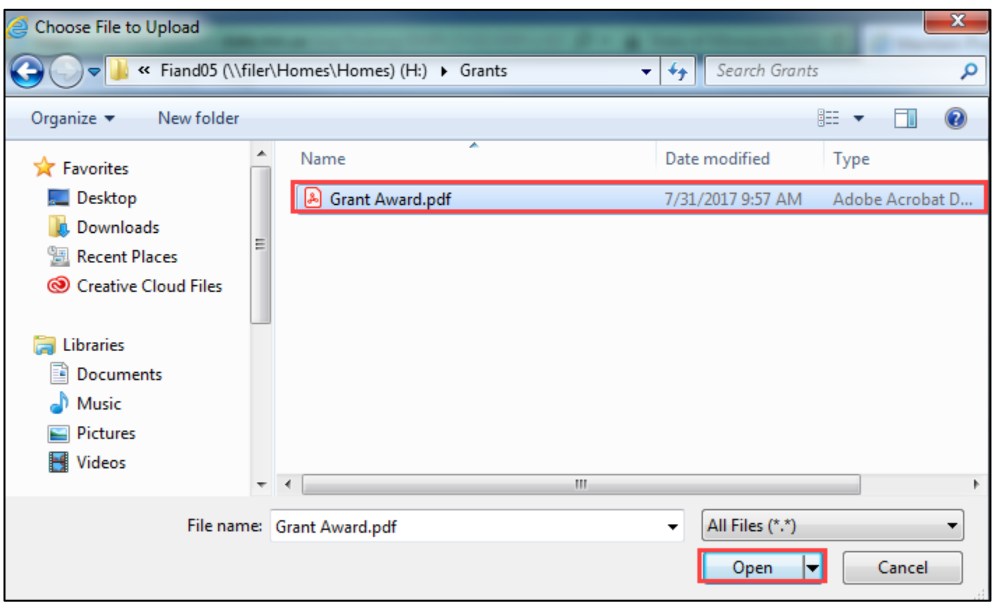
1. Click on the **Attachments** tab.



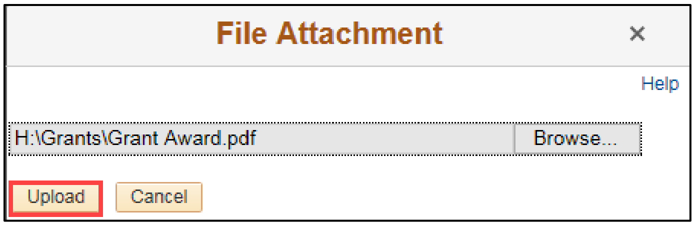

2. Click on the **Paperclip** icon in the **Attachment** section. The *File Attachment* page displays.




3. Click on the **Browse** button and navigate to where the document is stored.




4. Click on the **Open** button.




5. Click on the **Upload** button. The **Attachments** tab displays showing the file attached.


6. Optionally, click on the **Add New Row** (+) plus sign to add additional attachments.
   - You can click on the **View** icon to view the attachment or click on the **Delete** (Trashcan) icon to remove the file attachment.
   - Attachment(s) that you add to the proposal can also be found on your project after the award has been generated. To see the attachment, look up the *Project General Information* page for your primary project and view the **Attachments** tab.

## Step 9: Submit the Proposal

You must submit the proposal before you can generate the award documents.

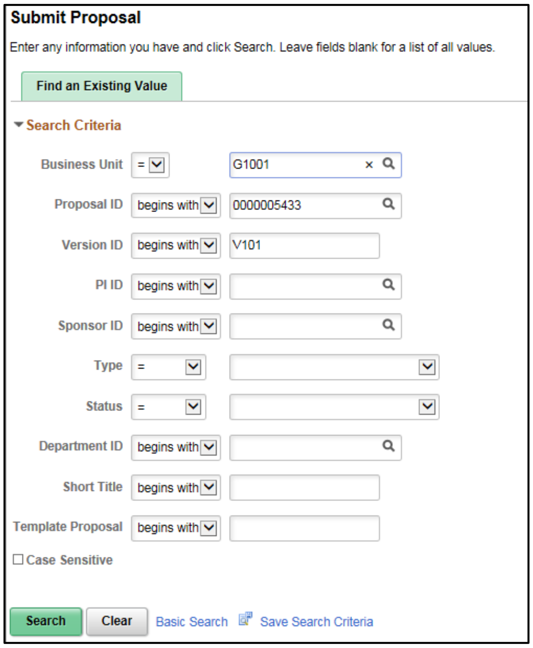
Before submitting your proposal, review the proposal information to ensure it is correct.

**WARNING!** Verify that your *Project ID* starts with your agency mask. The *Project ID* must begin with the first three digits of your Business Unit (your Agency Mask). For example, if your Business Unit is "G1001", your agency mask is "**G10**". If not, you'll need to go back to the *Maintain Proposal* pages and either 1) withdraw the proposal and start over; or 2) add an additional project to the proposal, designate this project the primary project, and enter a corresponding Budget and Location as outlined in the preceding steps.

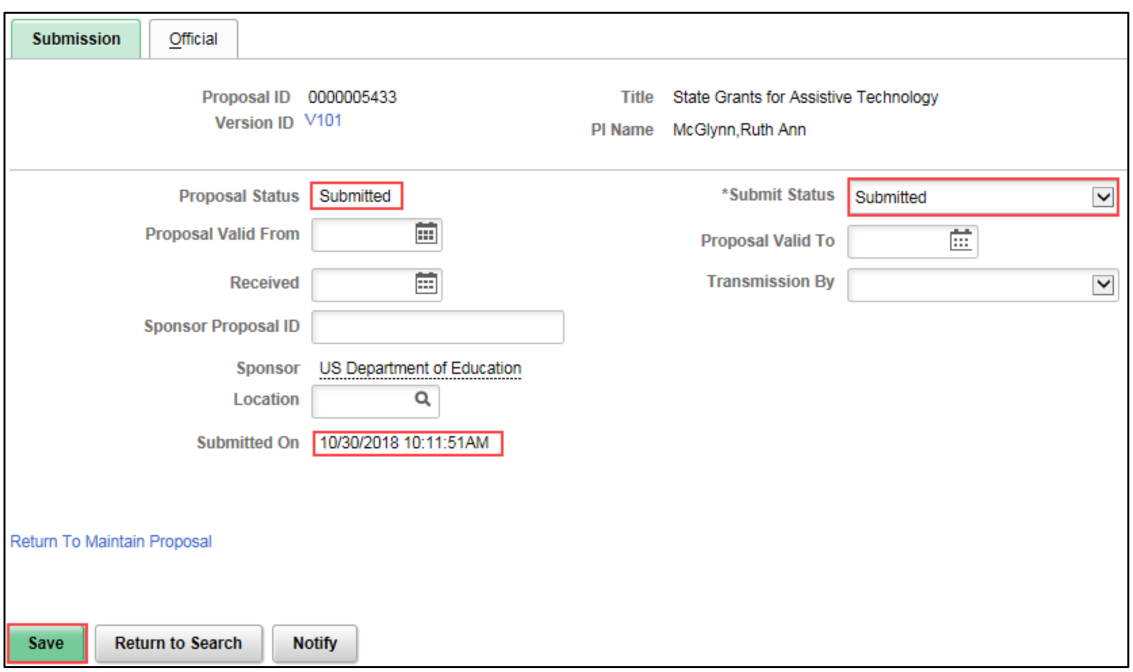
1. Navigate to the *Submit Proposal* page using one of the options below.

| Navigation Options | Navigation Path |
|---|---|
| **Navigation Collection** | Accounting, Grants Management, Manage Proposals, left-menu, Submit Proposal. |
| **WorkCenter** | Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Create New Award, Submit Proposal. |

2. At the *Submit Proposal* search page, verify the *Business Unit* and enter additional search criteria, such as the *Proposal ID*.
3. Click on the **Search** button.




4. If necessary, click on the *Proposal ID* in the **Search Results** section. The *Submission* page displays.
5. Select “Submitted” from the **Submit Status** drop-down list.
6. Click the **Save** button. The *Proposal Status* changes to “Submitted” and a date/time stamp is displayed.



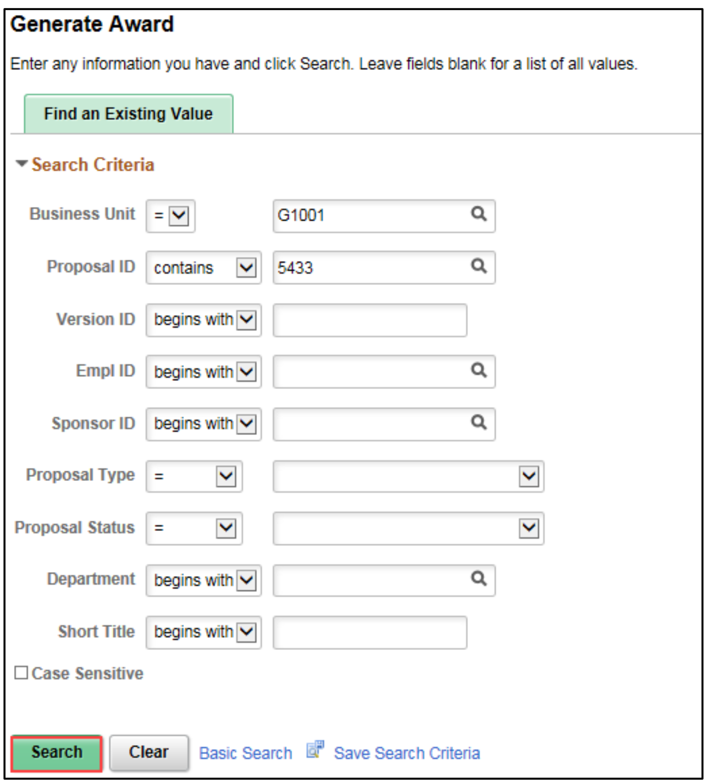
## Step 10: Generate the Award

After submitting the proposal, you can now generate the award based on the proposal information. When you generate an award, all of the active records necessary to process transactions against the award are created, including the Award Profile, Customer Contract with Sponsor, and Project and Activity.

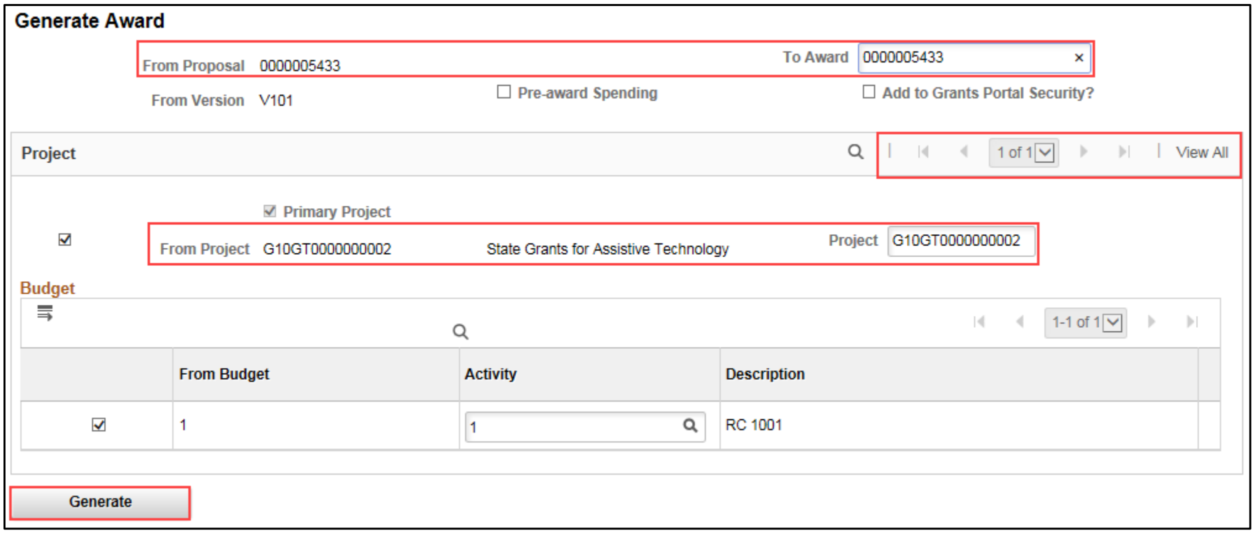
1. Navigate to the *Generate Award* page using one of the options below:

| Navigation Options | Navigation Path |
|---|---|
| **Navigation Collection** | Accounting, Grants Management, Manage Proposals, left-menu, Generate Award. |
| **WorkCenter** | Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Create New Award, Generate Award. |

2. On the *Generate Award* search page, verify the *Business Unit* and enter additional search criteria, such as the *Proposal ID*.
3. Click on the **Search** button.




4. If necessary, click on the *Proposal ID* in the **Search Results** section. The *Generate Award* page displays.




5. Verify that the *From Proposal* and *To Award* values match.
6. If you have more than one project record in the listing, click on the *View All* link to view all of the projects.
7. **WARNING**! If you did not create a *Project ID* that starts with your agency mask, **STOP**. Do not generate the award. Follow the below steps to create a new *Project ID*:
   a. Return to the *Submit Proposal* page and change the *Submit Status* to “Not Submitted”.
   b. Go to the *Maintain Proposal* page and 1) add an additional project to the proposal; 2) make this project the primary project; and 3) enter a corresponding budget and location as outlined in the preceding steps.
   c. Return to the *Submit Proposal* page and submit the proposal.
   d. Return to the *Generate Award* page. Make sure to uncheck the *From Project* checkbox and corresponding *Budget* checkbox for the wrong *Project ID* before generating the award.
8. Verify that the *From Project* and [To] *Project* values match and that the *Project ID* starts with your agency mask. Only projects with correct *Project IDs* should be checked, along with their corresponding budget.
9. If everything is correct, click the **Generate** button. This process makes the proposal records read-only, and they become an un-editable history of the original grant information. From this point on, any changes must be made directly to the award profile, project, and contract.
   - The Generate Award process takes some time to complete, given all the actions involved. Don’t be alarmed if it doesn’t happen right away; give it a minute or so. **WARNING!** Do not click on the **Generate** button more than once.
   - When the process is complete, the **Generate** button will be grayed out. You are now ready to work directly with your award, project, and contract.

   **Note**: Minnesota does not use the Pre-award Spending and Add to Grants Portal Security checkboxes.

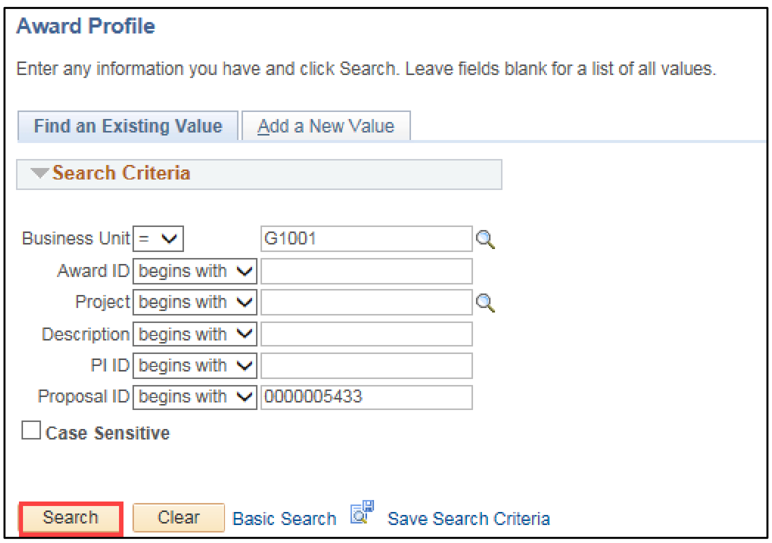
## Step 11: Review the Award Profile

It's a good idea to review the Award and verify the entries. When the award is generated, the grant customer contract, award, project and activity pages are created with information supplied from the proposal entries. The grant proposal can no longer be updated. You will maintain the grant using these pages.

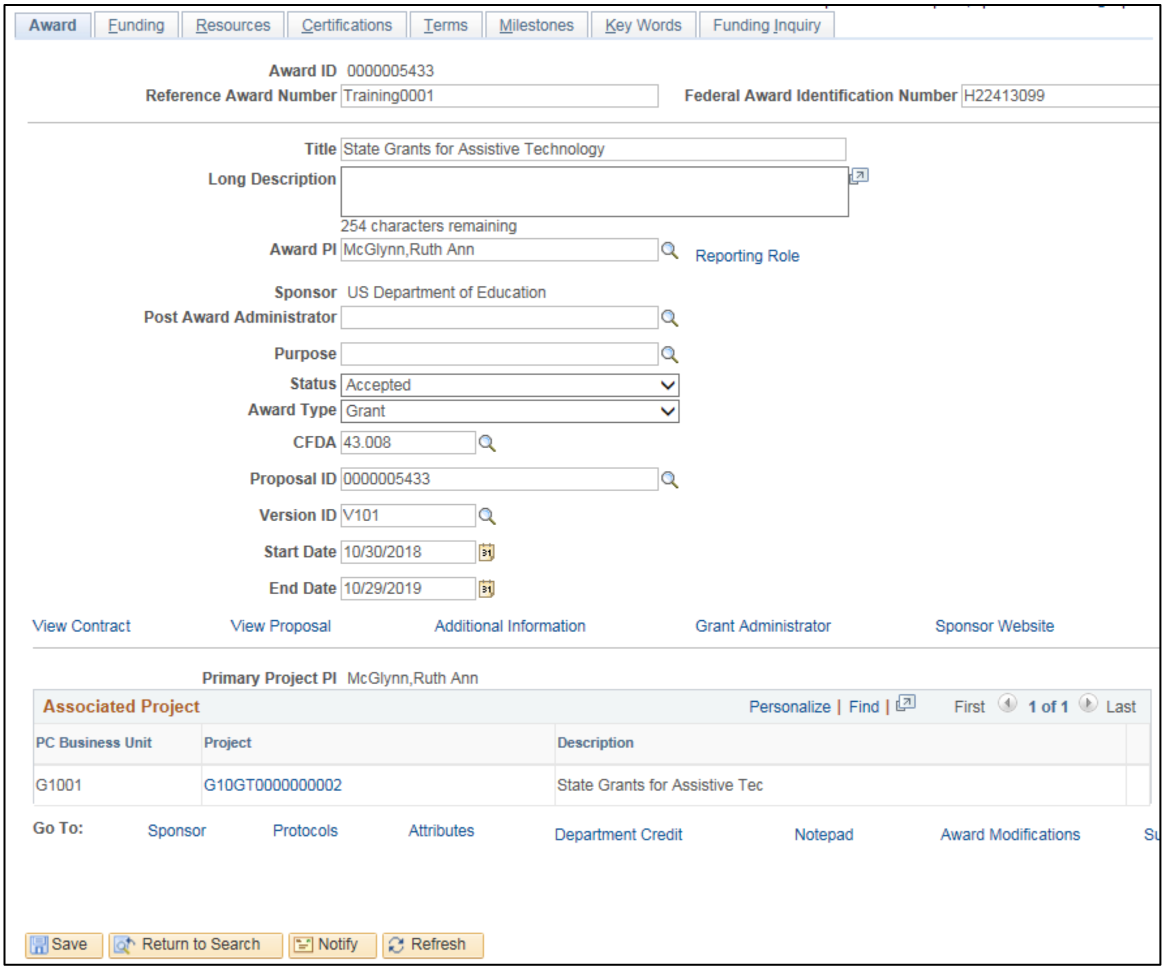
1. Navigate to the *Award Profile* page using one of the options below:

| 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. On the *Award Profile* search page, verify the *Business Unit* and enter additional search criteria, such as the *Award ID* or *Project ID*.
3. Click on the **Search** button.




4. If necessary, click on the *Award ID* in the **Search Results** section. The *Award Profile* page displays. From the Award page, you can view the Award entries and use the links to view the Contract and other data.



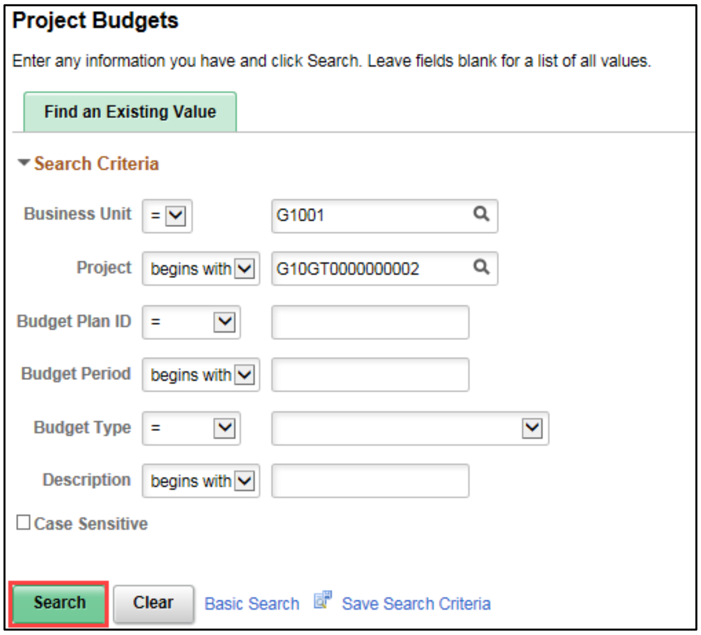

## Step 12: Finalize the Project Budget

You need to navigate to the *Project Budgets* page and finalize the budget you created in Proposal Setup. Finalizing the project budget creates the project budget by sending the data to Commitment Control module. If the process is successful, grant transactions can be processed against the project budget. If the process is unsuccessful, you'll need to navigate to the *Commitment Control Errors* page to view and correct the entries.

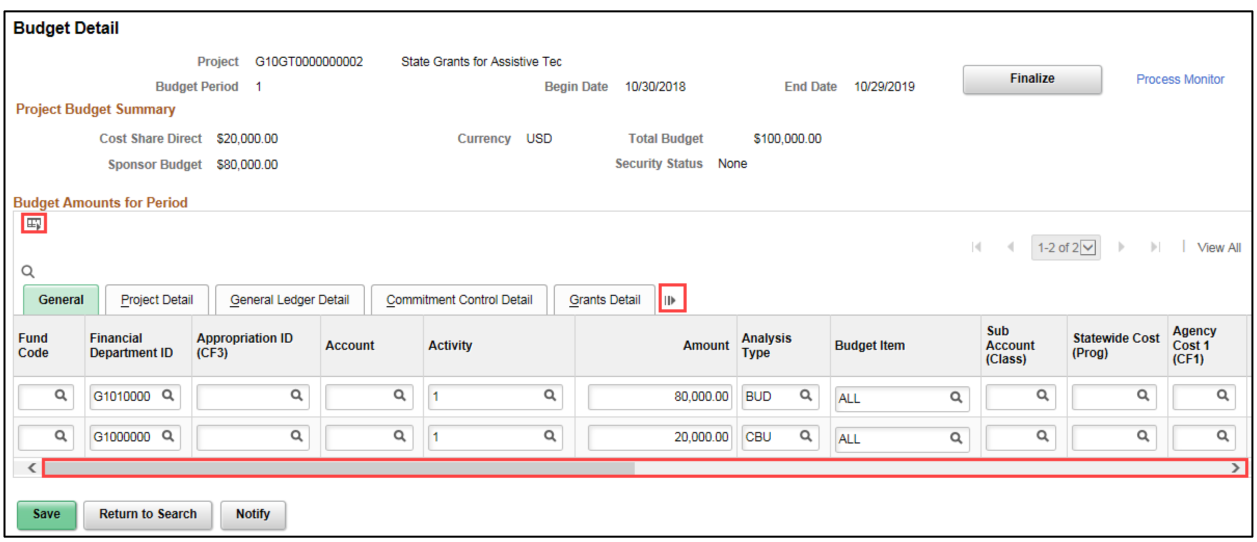
1. Navigate to the *Project Budgets* page using one of the options below:

| 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* search page, verify the *Business Unit* and enter the *Project ID*.
3. Click on the **Search** button.
4. If necessary, click on the *Project ID* in the **Search Results** section. The *Budget Detail* page displays.




- You'll need to confirm the entries displayed on *Budget Details* page. In most cases the defaulted values will be correct. These values may vary depending on the agency and *Budget Item* (activity). The screenshot shown is an example. Be sure to check your agency requirements. Make any necessary changes or additions.

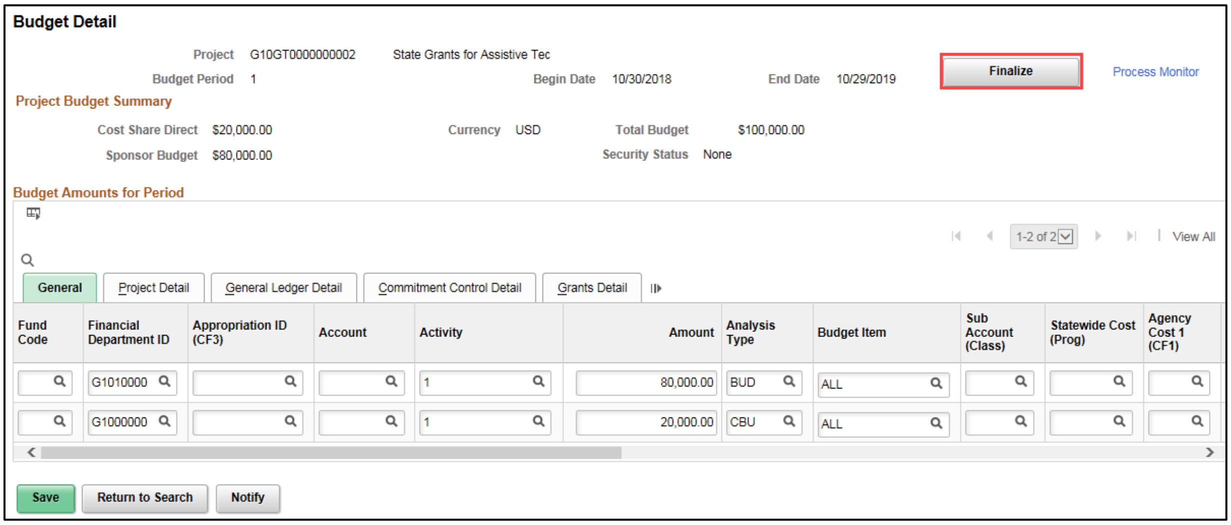



- You can click on the **Show All Columns** icon to view all of the fields or select Zoom **Budget Amounts for Period** from the **Grid Action** ( ) menu to see all of the fields.

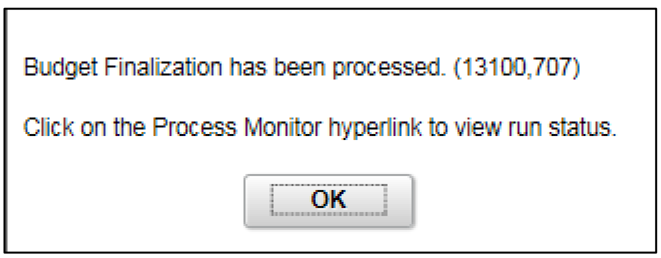
5. Verify that the necessary values are present in the **Budget Amounts for Period** section. Below is a listing of fields to double-check:

| Fields | Description |
|---|---|
| **Analysis Type** | "BUD" (Total Cost Budget) should be selected for the Sponsor Direct Amount.<br>"CBU" (Cost Sharing Budget) should be selected for the Cost Sharing Budget. |
| **Budget Item** | The Budget Items listed will vary depending on the agency. |
| **ChartFields** | Available ChartFields include Fund, Financial Department ID, Appropriation ID, Account, Subaccount, Statewide Cost (Proj), Agency Cost 1 and 2, Activity, Category and Subcategory. |
| **Cost Sharing Checkbox** | The Cost Sharing Checkbox should be checked if this row relates to a Cost Share amount. |
| **Facilities and Administration** | The Facilities & Administration checkbox should not be checked.<br>**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. |
| **Generate Parent Budget(s) Checkbox** | The Generate Parent Budget(s) checkbox should always be checked. |
| **Ledger Group**<br>(Display Only) | This Ledger Group varies by Business Unit:<br>"KK_PRJ_CHD" for all Business Units except B2202, H6001, and H5502.<br>"KK_PRJ_CDE" for B2202, H6001, and H5502 Business Units only. |
| **Ledger**<br>(Display Only) | This Ledger varies by Business Unit:<br>"KK_PRC_BUD" for all Business Units except B2202, H6001, and H5502.<br>"KK_PRCDBUD" for B2202, H6001, and H5502 Business Units only. |
| **Source Type** | "BUD" should be selected. |

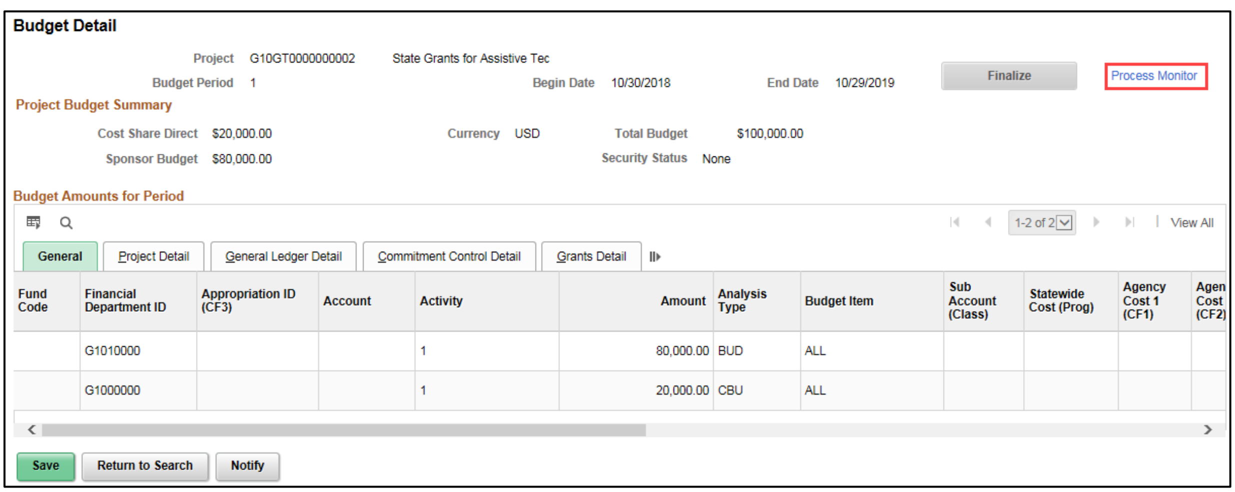
6. After you have verified the Budget entries, click on the **Finalize** button.



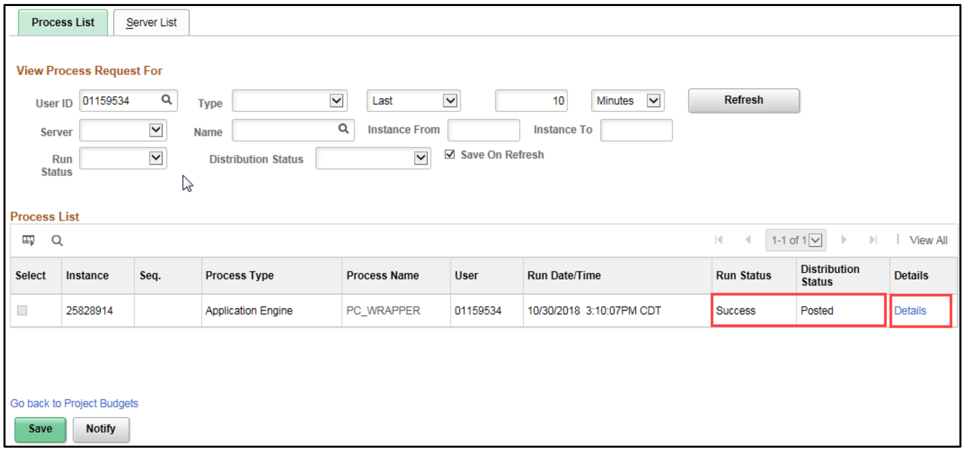

7. Click on the **OK** button at the message indicating you should click on the *Process Monitor* link to verify the status of the process.



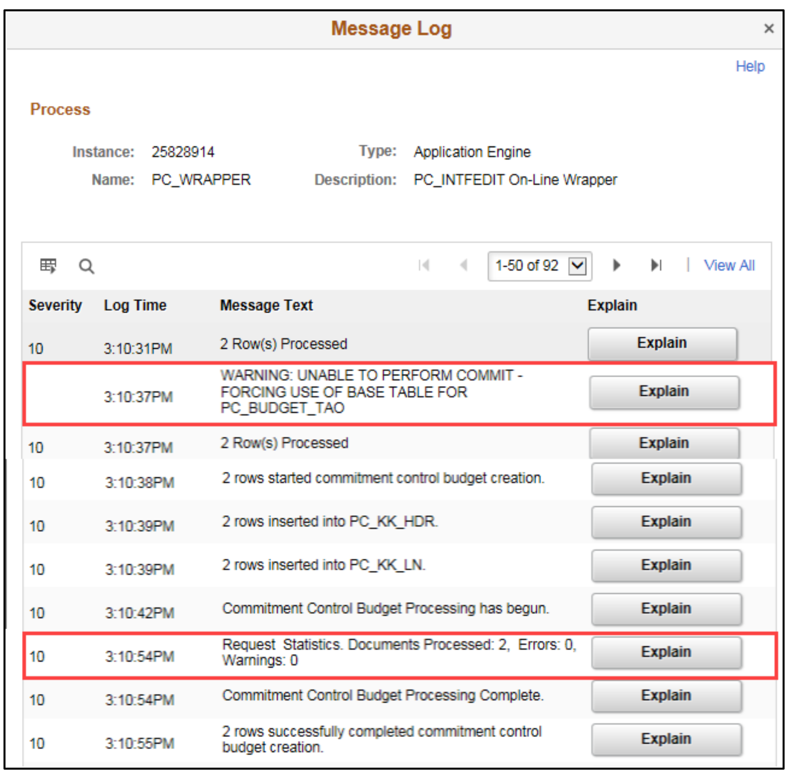

8. Click on the *Process Monitor* link on top-right of page.




9. At the *Process List* page, click on the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.




10. To ensure that the process was successful, you'll need to view the Message Log for the process. Click on the *Details* link. The *Process Detail* page displays.
11. At the *Process Detail* page, click on the *Message Log* link.
12. Review the information displayed on the *Message Log* page.
    - You should see messages indicating that 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 errors exist, refer to the "Correct Commitment Control (Budget Check) Errors" guide for assistance.



## Step 13: Activate the Customer Contract

When the award was generated, SWIFT created a customer contract with the sponsor that is in "Pending" status. You will need to change the Status to "Active" before you can process transactions and bill against the contract.

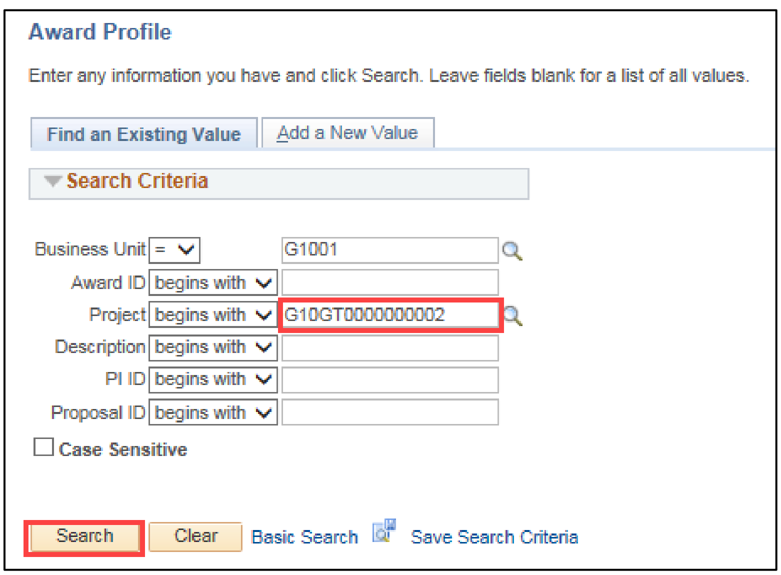
> **Note**: If your agency uses the Grant Module to bill for reimbursement but this is a proposal that you don't want to bill, you will also need to complete the next step and place the contract Billing and Revenue Plans "On Hold".

Begin by accessing the *Award Profile* page for the grant you want to work with.

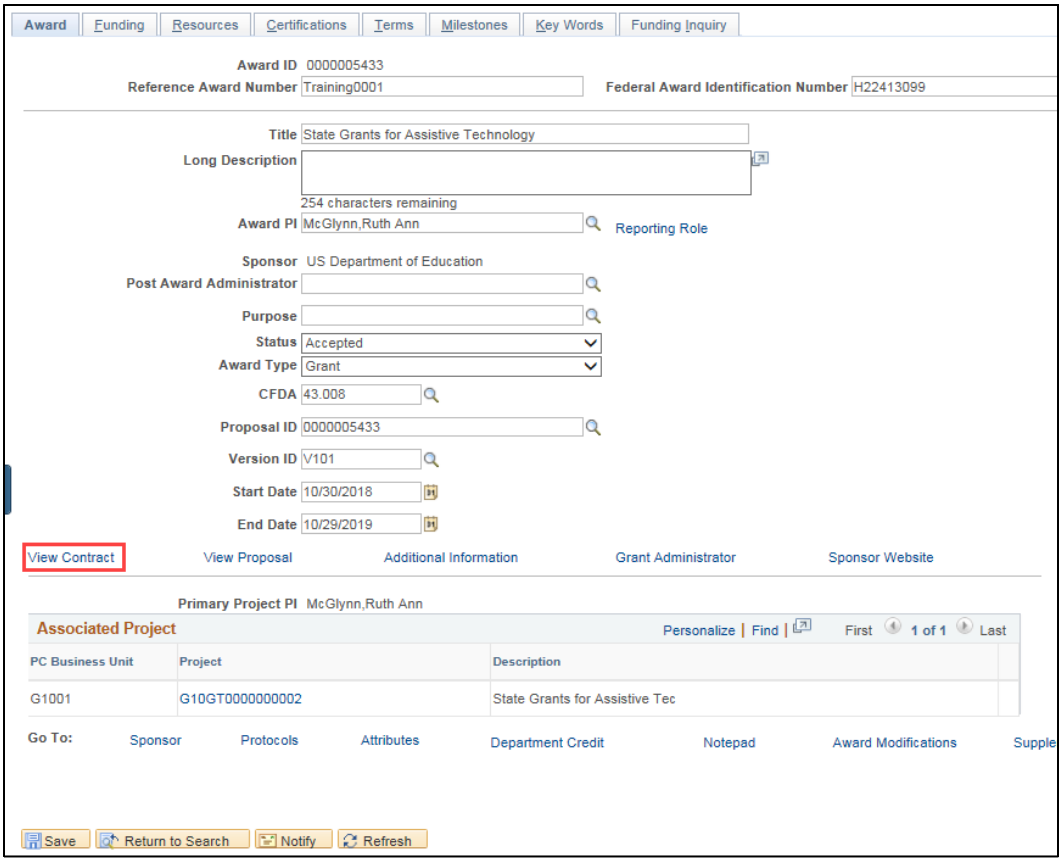
1. Navigate to the *Award Profile* page using one of the options below:

| 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. |

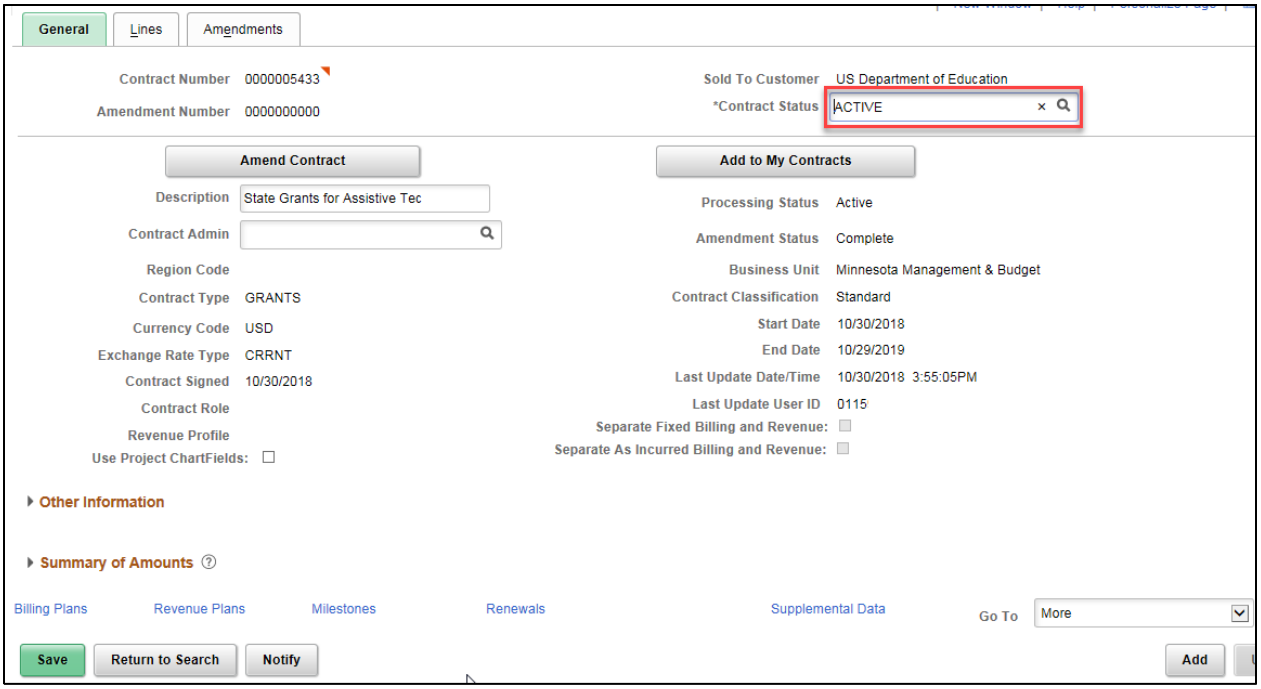
2. At the *Award Profile* page, verify the *Business Unit* and enter the *Award ID* for the award you want to update. (You can also search by Project ID, Description, and Proposal ID.)




3. Click on the **Search** button. The *Award Profile* page displays.
4. If necessary, click on the *Award* ID in the **Search Results** section. The *Award Profile* page displays.
5. 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.




6. Review the *Customer Contract* pages before activating the contract.
   - You can click on the **Expand** icon (arrow) for the **Other Information** section to view the *Proposal ID* and click on the *View Award Profile* link to go to the *Award Profile* pages.
   - You can click on the **Expand** icon (arrow) for the **Summary of Amounts** section to view the Bill and Revenue contract amount. The amounts do not include any Cost Share amount.
   - You can click on the *Billing Plans* or *Revenue Plans* link and note that the plans have a status of “Pending”. Use the *Return to General Information* link to return to the **General** tab.
7. On the **General** tab for the Customer Contract, click on the *Contract Status* Lookup and select “Active”.

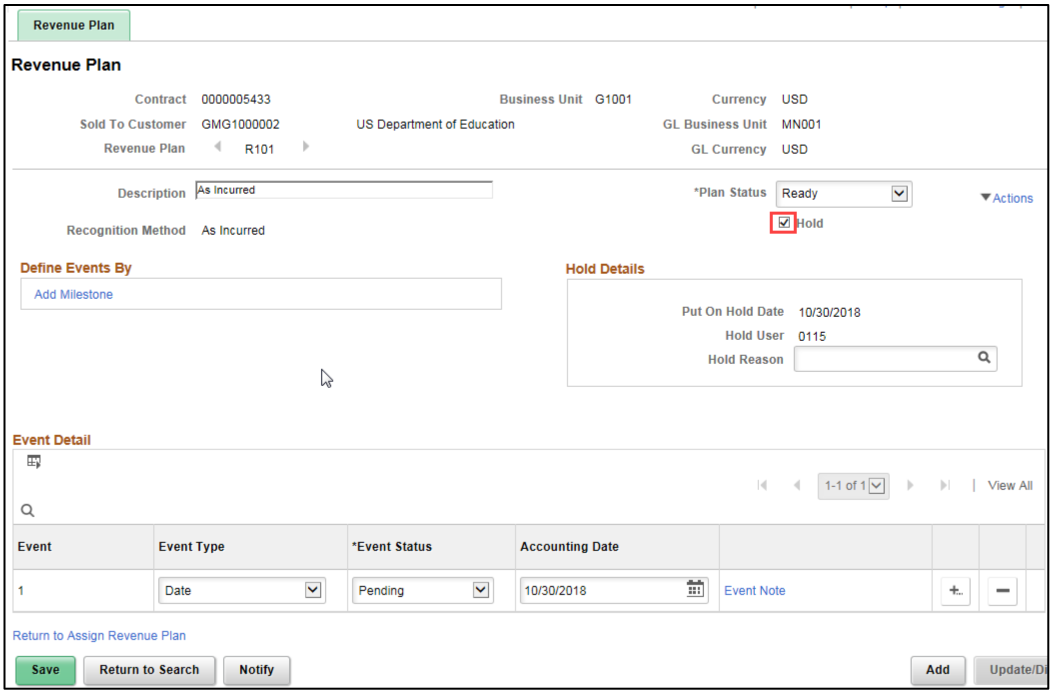



8. Click on the **Save** button.
9. If your agency uses the Grants module to bill for reimbursement, but does not want to bill for this specific contract, proceed to the next step and place the contract Billing and Revenue Plans "On Hold".

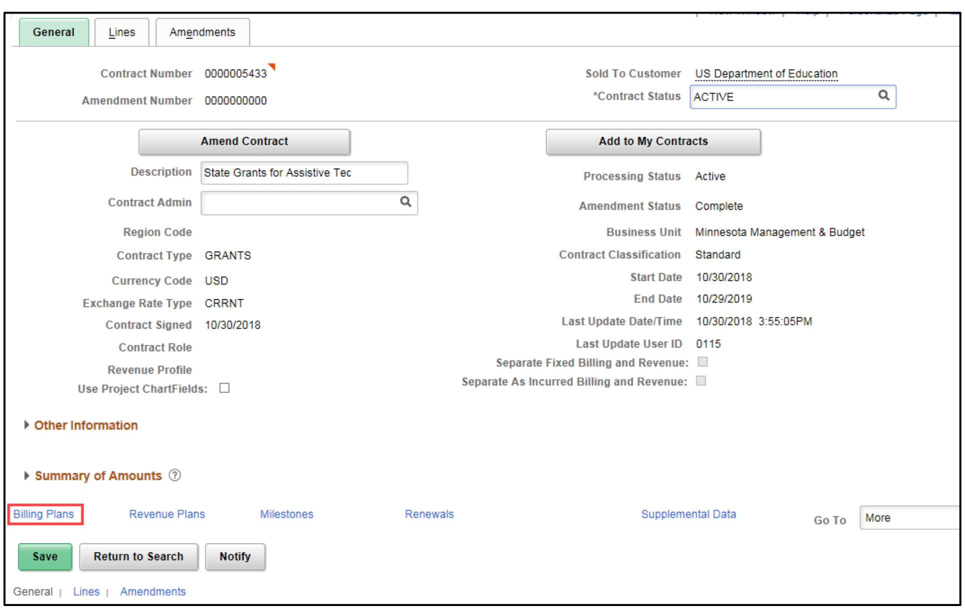
## Step 14: Place the Contract Billing/Revenue Plan "On Hold" (Optional for Agencies that Bill)

If your agency uses the Grant Module to bill for reimbursement, but you do not want to bill for this specific contract, you will need to place the Billing and Revenue Plans "On Hold" to prevent the grant from creating recognized revenue. If this situation comes up frequently, contact the SWIFT Helpdesk to discuss options that are available.

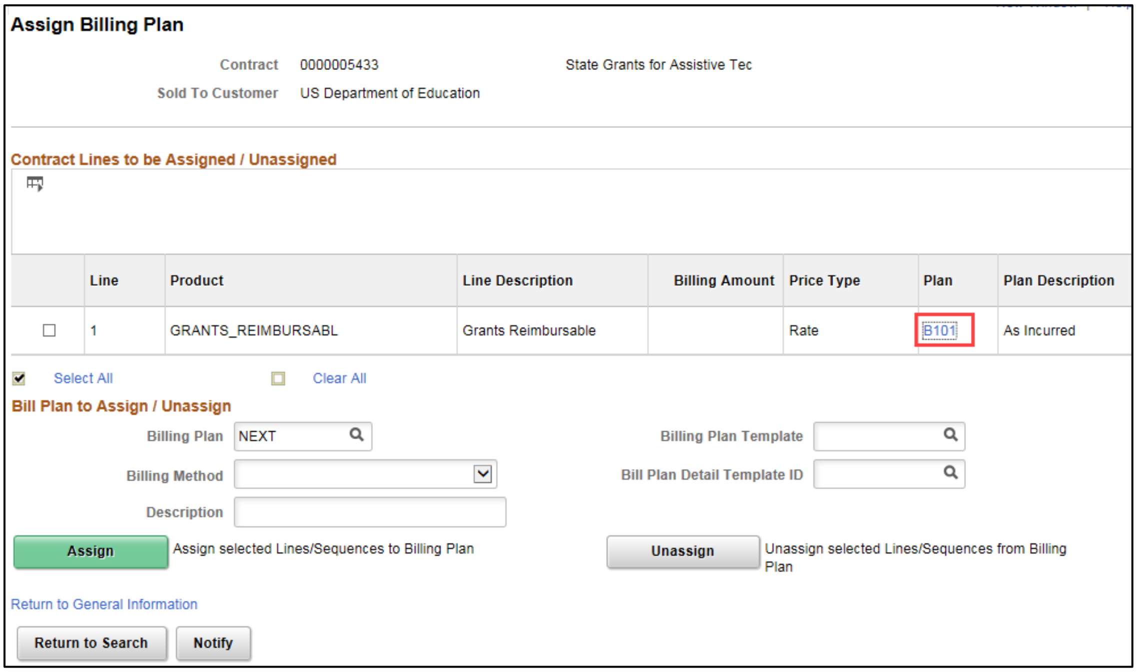
1. From the *Customer Contract* pages **General** tab, click on the *Revenue Plans* link in the **Go to** section at the bottom of the page.
2. At the *Assign Revenue Plan* page, click on the **R101** link in the *Plan* column.



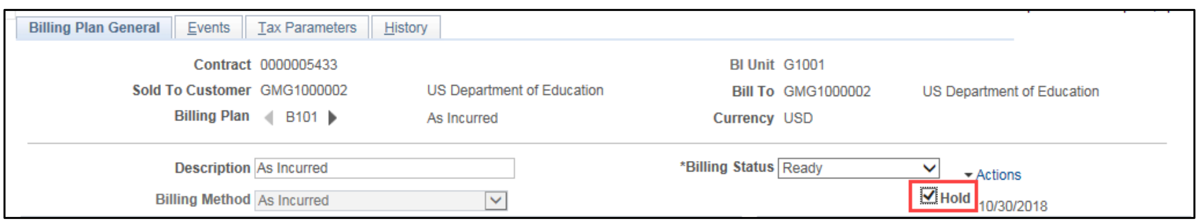

3. At the *Revenue Plan* page, click on the **Hold** checkbox. The date the plan was placed on hold is automatically supplied.
4. Click on the **Save** button.
5. Click on the *Return to Assign Revenue Plan* link at the bottom of the page to return to the *Assign Revenue Plan* page.
6. On the *Assign Revenue* page, click on the *Return to General Information* link at the bottom of the page.
7. Click on the *Billing Plans* link in the **Go to** section.



8. On the *Assign Billing Plan* page, click on the *B101* link.




9. Click on the **Hold** checkbox. The date the plan was placed on hold is automatically supplied.




10. Click on the **Save** button.
11. Click on the *Return to Assign Billing Plan* link.
12. Click on the *Return to General Information* link to return to the contract *General Information* pages.