

Understand Grant Dates and Transaction Controls

This Quick Reference Guide discusses dates related to an award, what they mean and the implications of using them in specific ways. It provides an overview. It lists the steps to review the project dates in order you would typically see them when creating an award record.

- Proposal Start and End Dates
- Project Start and End Dates
- Project Effective Date
- Project Control Start and End Dates
- Activity Dates
- Award Dates
- Budget Period Dates
- Contract Dates

Overview

When you generate an award based on a grant proposal, SWIFT creates several documents:

- the project and activities records,
- the award profile, and
- the customer contract

Each of these components has associated dates. These dates, along with your agency's Project Budget Definition, Project Status, Activity Status and the Contract Billing Limit, provide control on the transactions that post to your grant project.

Project Budget Definitions

Project Budget Definitions are used by the Commitment Control module to track project expenditures. Transactions will not pass budget check if they exceed the project budget. The majority of agencies use project budgets at the Standard Project Budget Definition and the default ChartField requirement which includes Activity, PC Business Unit, and Project ID. Agency should also include Source Type on all grant related transactions. Some agencies include Fund in their Project Budget Definition, and a few agencies also include Account Class, Fin Dept ID, and Approp ID.

Refer to the Appendix in [Project Budget Definitions](#) Quick Reference Guide in for additional information.

Control on Transactions

The Project Status, Activity Status, Project Control Dates, the initial Project Effective Date, and Contract Billing Limit are also used to validate transactions as described below:

Field Name	Field Description
Project Status	The Project Status (and Activity Status) is the ultimate control on the project. Closing (inactivating) a project when it is finished is the best option to halt further processing against a project. Refer to the Close and Reopen Grant Project Quick Reference Guide for additional information.
Project Effective Date	The initial Project Effective Date has implications on payroll processing. Payroll transactions will not be allowed to post prior to the first Project Effective Date. When the award is generated, the first Project Status record is created with an Effective Date that is the earlier of the date when the project was created or the project Start Date. The project Effective Date cannot be changed.
Project Control Start and End Dates	Project Control Start and End Dates conform to the budget period for the project and allow control on budget dates used on accounting system transactions in SWIFT. Budget Dates can be changed on transactions that include projects. Project Control Start and End dates initially default from the Proposal Start and End Dates.
Contract Billing Limit	The Contract Billing Limit controls how much can be expended for reimbursement against the customer contract; all agencies should be using the SWIFT query: "M_GM_GBL_GRNT_OVER_LIMIT_TRANS" to monitor transactions that are over the contract limit.

Warning! It is important to enter the correct Start and End Dates on the grant Proposal since these dates become the initial Project Effective Date and the Project Control Dates which provide control.

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.

Dates Related to an Award

Dates across all modules such as Grants, Projects, and Customer Contracts should be kept in sync. This ensures that information for reporting is accurate, regardless of the date that is used for the reporting. Your award and contract dates should encompass all projects if you have multiple projects under one grant.

Steps to Review Project Dates on Grants

Step 1: Review Proposal Start and End Dates

1. Navigate to the **Award Profile** page. You're able to navigate to all the related grant pages to review dates from the Award Profile page for your grant.

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 an **Award ID** to review.

The screenshot shows the 'Award Profile' page with a search section titled 'Find an Existing Value'. Under 'Search Criteria', there are several search fields: Business Unit (set to R3201), Award ID (begins with 0000000086), Project, Description, PI ID, Proposal ID, and Reference Award Number. A 'Search' button is highlighted. Below the search criteria, the 'Search Results' section shows 1 row of results for Business Unit 'R3201' and Award ID '0000000086'. The results table is as follows:

Business Unit	Award ID	Project	Description	PI ID	Proposal ID	Reference Award Number
R3201	0000000086	R32IA0000000007	DNR EIS-ESSAR STEEL MN II	00747936	0000000086	(blank)

3. The Award Profile page displays. Press the **View Proposal** link to view the proposal.

The screenshot shows the 'Award' form with the following fields and values:

- Award ID: 0000000086
- Title: DNR EIS-ESSAR STEEL MN II
- Long Description: (Empty)
- Award PI: (Empty)
- Sponsor: NATURAL RESOURCES DEPT
- Post Award Administrator: (Empty)
- Purpose: (Empty)
- Status: Accepted
- Award Type: Grant
- CFDA: (Empty)
- Proposal ID: 0000000086

A 'View Proposal' button is highlighted in purple at the bottom right of the form.

- The **Proposal** page displays. The image below shows the Budget Periods section of that page.
 - In this example, the proposal has already been submitted and the award generated. Once the proposal is submitted and awarded, it cannot be changed.
 - When you enter the Proposal, the Start Date defaults to the current date and the End Date is initially blank. You should enter the correct Start and End Dates of the project per the grant award. 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. When you generate the award, SWIFT creates a project with the March 1 Start Date.
 - WARNING!** Be careful to enter the correct proposal dates. The Proposal Start and End Dates become the project dates, award dates and contract dates. This includes the initial Project Status Effective Date which controls payroll posting to your project. Once the Project Status Effective Date is created, it cannot be changed.
 - Note:** 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.

The screenshot shows the 'Budget Periods' section with the following table:

Period	*Start Date	*End Date	Previous End Date	Next End Date	Target Sponsor Budget
1	07/21/2010	08/31/2011	<	>	182,100.00

At the bottom of the page, a 'Return to Award Profile' link is highlighted in purple.

- At the bottom of the page, press the **Return to the Award Profile** link to return to Award page.

Step 2: Review the Project Start and End Dates

Project Start and End Dates are set when a project is created during proposal setup.

1. To view the project, press the **Project** link in the **Associated Project** section of the Award page.

Associated Project						
PC Business Unit	Project	Description	Project Start Date	Project End Date	Commitment Control Begin Date	Commitment Control End Date
R3201	R32IA0000000007	DNR EIS-ESSAR STEEL MN II			07/21/2010	10/31/2011

2. The **General Information** page displays. In the Project Schedule section, view the Project **Start and End Dates**.
 - When you generate the award, SWIFT creates a project with the Start and End Dates from the Proposal. You can then change the project End Date, if necessary.
 - **WARNING!** SWIFT will let you change the Project Start Date to be earlier than the Effective Date. However, you will not be able to process any payroll transactions earlier than the Effective Date, regardless of the Project Start Date or the Project Control Start Date.
 - You can create a project with a Start Date prior to the current date.

Project Schedule								
*Start Date	07/21/2010	Control Start	07/21/2010	*End Date	08/31/2011	Control End Date	10/31/2011	Additional Dates
Date								

Step 3: Review the Project Effective Date

1. From the **General Information** page, press the **Project Status** link.

General Information	Project Department	Project Costing Definition	Manager	Location	Phases	Approval	Justification
Project	R32IA0000000007		Add to My Projects				
*Description	DNR EIS-ESSAR STEEL MN II		<input type="checkbox"/> Program	Processing Status Inactive			
*Integration	STANDARD	Standard Integration Template		Project Status: Closed			
*Project Type	INTR3	512605-Interagency Agreements					
Percent Complete	0.00	As Of					

2. The **Status** page displays. View the **Effective Date**. There may be multiple status records if the **Include History** button was selected. The original Status record is displayed.
 - **Note:** If there has been a Status change on the project, only the current status will be shown, with the Effective Date of the change to that status. If you need to see the original status, with the overall project Effective Date, click the Include History button at the bottom of the page. You can use the Arrow keys or **View All** to view additional records.
 - The Project Effective Date is the earlier of the project Start Date or the date the project was entered into SWIFT (the creation date). For example, if it is March 15 and the project Start Date is March 1, then the Effective Date would be 03/01 (the Start Date). If it is March 15, and your project Start Date is April 1, the Effective Date would be 03/15 (the creation date).

- **WARNING:** SWIFT will let you change the Project Start Date to be earlier than the Effective Date. However, you will not be able to process any payroll transactions earlier than the Effective Date, regardless of the Project Start Date or the Project Control Start Date.
- If you are creating a project from a proposal, the Effective Date can't be changed once you press the Generate button, so make sure the project Start Date is correct in the proposal first.
- If the project was not created from a proposal, you can change the Effective Date before you save the project.
- **Note:** If you attempt to enter a Status with a date outside of the Project Start and End Date, you will receive a warning; however, you will be able to save the Status.

The screenshot shows the 'Status' form for Project R32IA0000000007. The form includes the following fields and controls:

- Project:** R32IA0000000007
- Description:** DNR EIS-ESSAR STEEL MN II
- Project Status:** Search, navigation (1 of 2), and View All buttons.
- Effective Date:** 09/11/2014
- *Status:** C
- Priority:** 0
- Interest Calculation Factor:** 0.00
- Comments:** A text area with a copy icon.
- Buttons:** Return to Project General, Save, Return to Search, Notify, Refresh, Update/Display, and Include History.

3. Press the **Return to Project General** link.

Step 4: Review Project Control Dates

The **General Information** page displays. Go to the **Project Schedule** section to review the Control Dates.

- The Control Start and End Dates appear on the Project Header page after the project budget is finalized. The Control Dates default to the Project Start and End Dates but can be changed by a user with sufficient authority. That user role is "M_FS_PC_KK_DATES."
- The Control Start and End Dates directly relate to the Commitment Control Project Budget. Since the State of Minnesota only budgets projects on expenses, you should only extend the Project Control End Date later than the Project End Date if there are expenses that still need to process within the terms of the grant agreement. Otherwise, Control Dates should conform to the project dates.
- After the Project End Date/Control End Date has passed, the Project Status should be changed to a Status that prevents unwanted processing, such as "Pending Close" or "Pending Close – GL Only." For example, the "Pending Close – GL Only" Status will stop any further vouchers from processing or encumbrances from being set up but will allow General Ledger (GL) journals (excluding payroll transactions) and Accounts Receivable (AR)/Billings transactions to process. Refer to the [Close and Reopen Grant Projects](#) Quick Reference Guide for more information.
- Much like other transactions, a transaction will process and post to the project if:

- 1) The Budget Date is within the Control Dates regardless of the Accounting or entry date;
- 2) The project is still active; and
- 3) There is budget left in the project budget.

- **Remember:** The Project Control Dates and the Project Status are the only controls an agency has on projects within SWIFT. The initial Project Effective Date and Project Status are the only controls in the SEMA4 payroll system to ensure that payroll is not processed prior to the beginning of the project.

Project Schedule ⓘ

*Start Date **Control Start Date** 07/21/2010 *End Date **Control End Date** 10/31/2011 [Additional Dates](#)

Step 5: Review Activity Dates

You can review Activity Dates on the **Activity Details** page.

Activity Dates come from the Project Dates when you generate the award. All projects must have at least one Activity but could have many more. By default, all Activities have the same Start and End Dates as the Project. You can change the Activity Dates. However, at least one of the Activities must have the Project Start Date and at least one Activity must have the project End Date. There must be no gaps between Activities. This is to avoid the case of an Active project with no valid active Activity. A project must always have at least one Activity at all times for the duration of a project.

1. To access the Activity Details page, go to the bottom of the General Information page and select the **Project Activities** link.

Description

Date/Time Stamp 08/11/11 9:49:05AM User ID 00747936

Description:

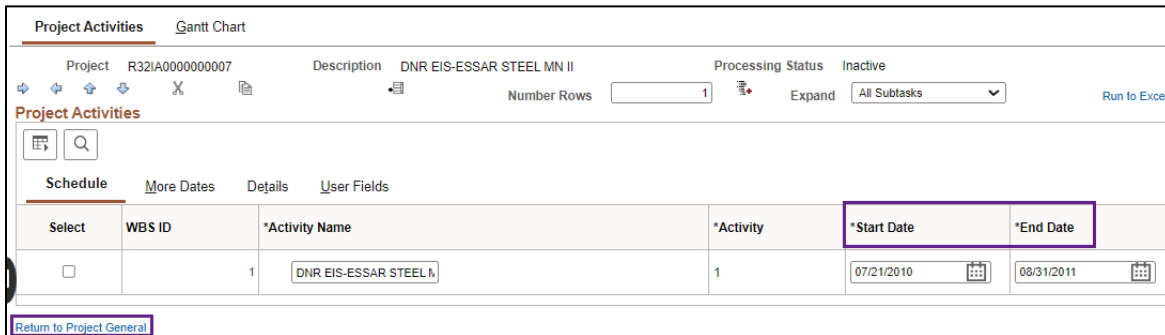
229 characters remaining

Long Description:

[My Projects](#) [Project Valuation](#) [Project Team](#) **[Project Activities](#)** [Go To](#)

2. The **Project Activities** page displays.
 - If you change the Project Date, you must also change at least one Activity Date to match.
 - If you extend the Project, usually by making the End Date later, SWIFT will not warn you that you need to change the Activity Date. You have to remember to the transaction and update it. SWIFT doesn't know if you want to extend one of the existing Activities or add a new one to account for the extended Project Date.
 - If you extend the Activity Date first, SWIFT will automatically extend the project date to match. You can't have an activity that is active outside of the project dates.

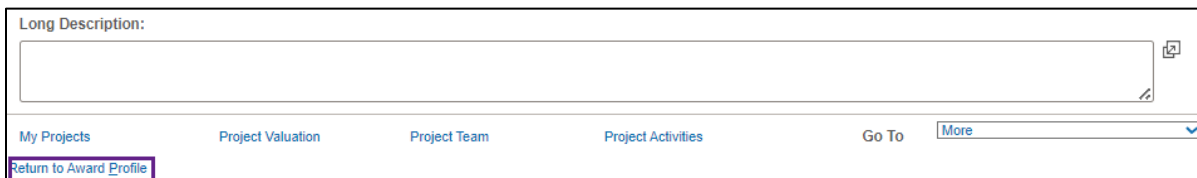
- If you want to shorten the project by making the End Date earlier, you have to shorten the activities first.
- The only control on project activities is setting them to “Active” or “Inactive.” If you no longer want transactions to post to an activity, you’ll need to change the Activity’s Processing Status to “Inactive.” Refer to the [Inactivate a Project Activity](#) Quick Reference Guide for instructions. This also makes the Activity ChartField unavailable.
- Select the **Return to Project General** link at the bottom of the page.



Step 6: Review Award Dates

The Award dates appear on the Award Profile page. The Award Start and End Dates come from the Proposal Start and End dates when you generate the award. They should match the project and contract dates. If you change the project dates, it is best to change the award dates to match to keep all dates in sync and make reporting easier. The award dates are used primarily for reporting.

1. From the **General Information** tab, press the **Return to Award Profile** link bottom of the page.



2. The Award page displays. You can see the Start and End Dates.

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

Award ID: 0000000086
 Reference Award Number: []
 Federal Award Identification Number: []

Title: DNR EIS-ESSAR STEEL MN II
 Long Description: []
 254 characters remaining

Award PI: [] Reporting Role
 Sponsor: NATURAL RESOURCES DEPT
 Post Award Administrator: []

Purpose: []
 Status: Accepted
 Award Type: Grant
 CFDA: []

Proposal ID: 0000000086 View Proposal
 Version ID: V101
 Start Date: 07/21/2010
 End Date: 08/31/2011

Step 7: Review Budget Period Dates

Select the **Funding** tab to see the Budget Period Dates.

- The Budget Period dates come from the Proposal Start and End Dates.
- In the State of Minnesota, there is only one Budget Period, regardless of how long the project lasts. For example, even for a project that goes five years, you will have a single Budget Period with the initial Start Date and the final End Date five years later.
- If you change the Project Start and End Dates, the Project Control Start and End Dates, and Award dates, you should change the Budget Period dates to match to ensure reporting is correct.

Award | **Funding** | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

Award ID: 0000000086 Award Title: DNR EIS-ESSAR STEEL MN II
 Reference Award Number: [] Currency: USD
 Award PI: [] Primary Project PI: []

Total Award Amount: 182,100.00

Funding Info

Project: R32IA0000000007 DNR EIS-ESSAR STEEL MN II Project PI: []

Detail

Period	*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status
1	07/21/2010	08/31/2011	182,100.00	R32IA0000000007	

Step 8: Review Contract Dates

1. Select the **Award** tab and select the **View Contract** link near the bottom of the page.

2. The General page displays. Select the **Lines** tab.

- Contract dates also come from the proposal dates entered during initial setup. They should match the project dates and the award dates. If you make changes to either the project dates or the award dates, you must change the contract dates to match.
- By default, the contract is in “PENDING” status when you first generate the award. If you have to change a contract date after the contract is in “ACTIVE” status, refer to the instructions included in the [Add or Reduce Grant Time](#) Quick Reference Guide.
- Contract dates do not give control to processing, other than by the limit amount. As long as the contract is set up, you can bill beyond the contract end date. The only controls on customer contracts that the state of Minnesota uses (as-incurred contracts, meaning contract expenses are billed as they occur), is to inactivate (close) the project associated with it to halt any further transactions from cost-collecting. Even if the contract is set to closed and the bill plan and revenue plans are put on hold, items can still cost-collect, which may impact the SEFA report if those items are supposed to be reimbursable (billable), as they will not create the billable rows that the SEFA report uses to build the information it presents.

3. To return to the Awards page, select the **Return to Award Profile** link at the bottom of the page.