

**STATE OF TENNESSEE
DEPARTMENT OF
FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS
GRANTS OPERATIONAL
CLOSING PROCEDURES
FY 2016**

PURPOSE: This document should be used to assist the Business Unit/Agency with the year-end closing procedures necessary to achieve timely, accurate and consistent grant activity processing and reporting. These procedures may also be used for monthly monitoring and reconciliations of grant transactions and activity. The Tasks should be followed in the order listed.

IMPORTANT
 DATES

TASK	ACTION	WHEN	PAGE
1	Analyze and take action to close open grant items in Accounts Receivable which have dates prior to June.	Ongoing	4
2	Analyze and take action to close open On Account items in Accounts Receivable which have dates prior to June.	Ongoing	6
3	Reconcile AR Account 12000001 to Open Items and Trial Balance	Ongoing	7
4	Identify and complete Customer Contracts in "Pending" status.	Ongoing	15
5	Resolve Over-the-Limit (OLT) transactions.	ongoing	17
6	Identify and resolve errors in revenue recognition.	Ongoing	19
7	Identify and resolve indirect cost (F&A) errors (For automated IDC processing only).	Ongoing	22
8	Review projects that are not associated with a Customer Contract.	Ongoing	24
9	Determine if any abnormal situations exist or if Analysis Types have been used correctly in transactions	06/13 & ongoing	25
10	Identify project journals which have not been posted. This task is to be done every Friday through July 29 th and daily from Monday, August 1 st through Tuesday August 9 th .	06/19- 08/09	29
11	Evaluate transactions that have not yet been billed.	06/19	32
12	Reconcile grants/project related interunit (IU) revenue with billings.	due 6/24 (For IU billed through May 31)	36
13	Last day for travel expenditures related to Grants/Projects with a June accounting date to be submitted.	06/30	38
14	New fiscal year billing transactions begin. Two sets of temporary bills on TN_GR03 one with 2016 State Year accounting dates and one with 2017.	07/01	38
15	Analyze Open Grant items in Accounts Receivable which have June Dates. (reference Task 1)	07/08	38
16	Analyze Open On Account Items in Accounts Receivable which have June Dates. (reference Task 2)	07/08	38
17	Last day for the creation and processing of Prepays associated to Customer/Contracts for deposits received in June or before.	07/10	39
18	Edison sub-modules closed for FY16 except Customer Contract Module (revenue recognition) and automated F&A (Indirect Cost) processing	07/13	39
19	Last day for Accrued liability (LA) journals with Projects.	07/27	39

TASK	ACTION	WHEN	PAGE
20	Evaluate and take action to resolve project/grant related journals in the system which have not been posted for FY15 due to budget errors and missing approvals.	07/29	39
21	Last day for entry of IU journals by creating agency.	08/02	39
22	Last day for entry of accounts receivable (RA) journal vouchers against accrued liabilities with projects approved by creating agency.	08/03	39
23	Last day for entries and submission of secondary Agency on IU Journals.	08/04	39
24	Last day to enter miscellaneous JV/AG/EX journals to correct a FY16 Project/grants transaction.	08/04	40
25	Last day for agency approval of Accounts Receivable (source RA) journals against Accrued Liabilities	08/04	40
26	Repeat #12 – reconcile grants/project related interunit (IU) revenue with billings through June 30.	08/04	40
27	Perform Deferred/Advanced revenue analysis.	08/04	40
28	Analyze Contra -grant related accounts for state year-end balancing and clear all errors on F&A (Indirect Cost) processing.	08/04	42
29	Last day of agency approval for miscellaneous JV/AG/EX journals to correct a FY15 project/grants transaction.	08/05	45
30	Last day for approvals by Division of Accounts for miscellaneous JV/EX journals to correct a FY16 project/grants transaction.	08/09	45
31	All interest on Deferred/Advanced Revenue accounts should be posted & conversion (type) Prepays should be added to the Customer (Revenue) Contract(s) and processed.	08/09	45
32	Customer (Revenue) Contract Module closed for FY16 (revenue recognition for FY16 will NOT occur after this date).	08/10	45
33	F&A (Indirect Cost) automated processing for FY16 closed (stops processing for FY16).	08/10	45
34	Last day for temporary bills on TN_GR03 with an FY 2016 accounting dates.	08/11	45
35	Evaluate miscellaneous JV/AG/EX journals for FY16 project/grant transactions that were not approved and delete the journals.	08/15	46
36	Create a “no Project “ JV to adjust for the Utilization (reduction of Deferred/Advanced) of zero dollar billings for FY16 with billed dates in FY17	08/15	46
37	Submit Schedule of Expenditures of Federal Awards (SEFA) to Division of Accounts.	9/18	46

Task 1: Ongoing- Analyze and take action to close and/or complete Open Grant Items in Accounts Receivable with dates prior to June.

- 1) Run query **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** with current date and/or 6/30 date

Schedule Query

Run Control ID **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** Report Manager Process Monitor **Run**

Query Name: Search

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="34101"/>
ACCOUNTING_DT	<input type="text" value="2016-06-30"/>

Use the results of the query to analyze and resolve items with an accounting date that is more than thirty days old.

Example A:

1	Unit	Customer	Name	Item ID	Item Balance	Acctg Date	Contract	Source	Fund
2	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	278339	\$ 28.61	03/16/12	BNAENVIRFFY2012	GRANTS	11000
3	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	278340	\$ 1,591.04	03/16/12	BNAENVIRFFY2012	GRANTS	11000
4	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	279468	\$ 776.25	03/22/12	BNAENVIRFFY2012	GRANTS	11000
5	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	280599	\$ 776.22	03/26/12	BNAENVIRFFY2012	GRANTS	11000
6	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	281683	\$ 776.30	03/29/12	BNAENVIRFFY2012	GRANTS	11000
7	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	305433	\$ (0.02)	06/21/12	BNAENVIRFFY2012	GRANTS	11000
8	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	316380	\$ (0.01)	07/01/12	BNAENVIRFFY2012	GRANTS	11000
9	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	325515	\$ 0.01	08/02/12	BNAENVIRFFY2012	GRANTS	11000
10	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	337895	\$ 0.01	09/03/12	BNAENVIRFFY2012	GRANTS	11000
11	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	339039	\$ 0.02	10/01/12	BNAENVIRFFY2012	GRANTS	11000
12	34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	577326	\$ (3,948.43)	05/01/15	BNAENVIRFFY2012	GRANTS	11000
13					\$ -				

In this example all open invoices net to zero and need a maintenance worksheet created to net them and clear them off of the open invoice items.

Example B:

Other open items exists that need additional research before a decision can be made; review Customer (revenue) Contract/Grant **BNAAIRFOFFY2013**:

Jnit	Customer	Name	Item ID	Item Balance	Acctg Date	Contract	Source	Fund
34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	404582	\$ 0.81	6/1/2013	BNAAIRFOFFY2013	GRANTS	11000
34101	GR0000000000189	DEPARTMENT OF DEFENSE ME	461854	\$ 23,657.76	1/30/2014	BNAAIRFOFFY2013	GRANTS	11000

The **TN_GR05_BLD_TRANS_BY_INVOICE** query can be used to return the source transactions for each invoice item needing to be addressed since this is a closed grant and the open items can't be drawn. This query would have to be run twice since there are two open invoices.

A	B	C	D	E	F	G	H	I	J	K	L	M	O	P	Q	R	S	T	
Unit	Bill Dt	Invoice	Contract	Project	Activity	Journal ID	Date	Account	Dept	Program	Fund	Loc CF	An Type	Source Type	Category	Subcategory	Acctg Date	Amount	
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70100001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 291.34
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70100001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 3,863.84
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70105001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 489.99
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70106001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 292.61
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70200000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 742.14
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70201000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 273.65
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70202001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 14.55
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70202002	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 1,668.55
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70204000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 63.99
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70206000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/15/2013	\$ 52.50
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70100001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 3,456.60
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70105001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 659.81
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70106001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 37.38
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70107001	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 410.86
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70108009	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 416.25
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70200000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 748.66
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70201000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 308.81
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70204000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 72.24
34101	6/1/2013	404582	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL			70206000	3410300100	70100	11000	19000	SPY		10217	FO	SPC01	5/31/2013	\$ 52.50
																			\$13,916.27
34101	1/30/2014	461854	BNAAIRFOFFY2013	MIBNAFO075F2013	FEDERAL	13CPPADJ2	1/1/2014	89040000	3410105100	70100	11000	19000	SFA		10217	FO	CPP	1/1/2014	\$23,657.76

- The TN_GR05_BLD_TRANS_BY_INVOICE query results are above. The \$.81 balance on Invoice Item 404582 is from payroll processed in May 2013 for a total value of \$13,916.27. Payment in the amount of \$13,915.46 was received and applied towards Invoice Item 0000404582 leaving the \$.81 balance. If the grantor was send details pulled from HCM (Human Capital Management) instead of from FSCM (Financial Supply Chain Management) of Edison there could remain a difference. To resolve an AG journal should be processed to move \$.81 from Federal to State to create a credit temporary bill which would be approved, single action run, and the new invoice applied to the open invoice item and closed with a maintenance worksheet.
- The second Invoice Item #0000461854 was a result of the processing of a single journal 13CPPADJ2 which was a re-allocation indirect cost journal for centralized personnel costs and needs further research by the agency. To resolve a regular JV journal would be needed to reverse the indirect cost 89040000 with SFA as a credit line and 89035000 with OFA as a debit line.

Example C:

1	Unit	Customer	Name	Item ID	Item Balance	Acctg Date	Contract	Source	Fund
2	34501	16290	ASHE WILLIAM	121453	\$ 63.23	10/19/2010		TBEFEES	11000
3	34501	16299	WHITE DEBORAH	346702	\$ 464.14	11/8/2012		TBE	11000
4	34501	16312	BROADNAX JAMES	290865	\$ 354.57	4/25/2012		TBEFEES	11000
5	34501	16318	MOORE SHIRLEY D	205678	\$ 414.68	8/1/2011		TBE	11000
6	34501	16319	SHAW BARRY	23495	\$ 216.09	11/5/2009		TBE	11000
7	34501	16353	COMBS TAMMIE M	113576	\$ 203.23	10/1/2010		TBE	11000
8	34501	16362	CORLEY JOHN	113581	\$ 523.15	10/1/2010		TBE	11000
9	34501	16385	ALLEN TRACY	49201	\$ 507.94	3/5/2010		TBE	11000
10	34501	16397	WILLIAMS BARBARA A	49286	\$ 529.07	3/5/2010		TBE	11000
11	34501	21045	SMITHS VENDING COMPANY	478968	\$ 1,541.20	4/8/2014		TBEFEES	11000
12	34501	GR00000000000002	FOOD AND NUTRITION SERVICE	665928	\$ 35,022.04	5/12/2016	HS00CNSAE000A16	GRANTS	11000
13	34501	GR00000000000002	FOOD AND NUTRITION SERVICE	667140	\$ 1,160.00	5/17/2016	HS00CNSAE000A16	GRANTS	11000
14	34501	GR00000000000002	FOOD AND NUTRITION SERVICE	667548	\$ 147.50	5/19/2016	HS00CNSAE000A16	GRANTS	11000

If an agency has multiple funds and other receivables, this query will return the other receivables along with the grant receivables. The invoices related to rows 2 through 11 will be addressed in this example. The Source of these rows is: "TBE" or "TBEFEES" which are unique to agency 34501. Since most are several years old, it is possible that the funds have already been received and deposited with a direct journal but not applied to the open Invoice Item in Edison. If this is the case, a correcting deposit needs to be processed. Follow instructions online in Edison in AR training for this task.

Other Considerations for Eliminating Open Invoice Items:

- **TN_AR04_MISC_DEPOSIT** query can be used to determine if deposits have been recorded incorrectly as a direct journal as opposed to being deposited and applied to open items.
- If the grant is closed or no more federal dollars exist, **TN_GR05_BLD_TRANS_BY_INVOICE** query can be used to obtain transaction details of the open item in order to reallocate to another project or funding source.
- Ensure all deposits have been taken to the bank and recorded.
- **TN_CM51_END_BALANCE** query can be used to reconcile the ACH run to the deposits.
- **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** query should be ran on a monthly basis to review and monitor accounts receivable that have been billed.
- Ensure that an “on account” item does not exist to close an open invoice item.

Task 2: Ongoing - Analyze and take action to close any Open On Account Items in Accounts Receivable with dates prior to June.



On-Account (OA) items result when a deposit is not applied to an invoice. These funds are recorded to a generic deferred revenue account (35000700) rather than applied to the accounts receivable account (120000001). The deposit has been recorded to a specific “Customer/Sponsor” and needs to be resolved.

- 1) The **TN_AR18B_OPEN_OA_ITEMS_GL_BAL** query returns the source of the On-Account Items. If the source is GL, the Item ID is the journal number. If the source is AR, the Item ID is the On-Account Item recorded in Accounts Receivable.

Example: 32300 Veterans Services

Schedule Query

Run Control ID **TN_AR18B_OPEN_OA_ITEMS_GL_BAL** Report Manager Process Monitor **Run**

Query Name: Search

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="32300"/>
ACCOUNTING_DT	<input type="text" value="2016-06-30"/>

- A payment has been received from Customer GR0000000000069 Department of Veterans Affairs and has been recorded to OA (On-Account) account 3500700. This amount affects the “Customer’s” account and need to be applied to open invoice items. The **TN_AR18B_OPEN_OA_ITEMS** query provides the accounting date of the OA in Edison.

Unit	Customer	Source	Acctg Date	Item ID	Sum Amount	Fund
32300	GR0000000000069	AR	3/18/2016	OA-47917	\$(1,931,766.23)	11000



Division of Accounts does not recommend deposits be put “on-account” (recorded to the generic deferred revenue account) for grant funds.

All open OA deposit items should be closed within fourteen (14) days of the accounting date. A maintenance worksheet should be used to net the credits against the open invoice items.

- 2) Prior to netting any OA credits with open invoices, the **TN_GR05_BLD_TRANS_BY_INVOICE** query should be used to validate that the **accounting dates** of the source transactions are from either the **same fiscal** year or a **prior fiscal** year of the OA deposit they offset. *** This is applicable only when crossing state years at year-end.
- 3) Enter a maintenance worksheet within the current fiscal year following guidelines in the Edison AR. Be sure to change the “Accounting Date” to 06/30/2016.
- 4) Sufficient documentation should be attached to the OA (On Account) credits. Information provided should include where the funds came from, when the funds came in, and why the amounts were put on account.

Task 3: Ongoing- Reconcile AR Account 12000001 Trial Balance amount to Open Invoice Items

Notes on performing this task:

- a) The timing of this task is extremely important. It is highly recommended this task be executed the first thing in the morning and no processing take place in AR and Billing until all queries have been completed.
 - b) AR or BI journals should be posted and journals generated to the GL – all AR/BI queries for used for month-end closing need to be run.
 - c) Single Action job (TBIJOB3) from the previous day needs to be completely processed before the nightly Edison (AR, BI, and GL) jobs begin processing (at 5:00 PM Central time).
 - d) The AR_UPDATE process should not be ran by the agency until all queries related to this task are done.
 - e) If regular JV/AG/EX journals have been created using this account, these transaction types need to be analyzed if a reconciling difference exists.
 - f) If agency has other than “Grant” billing (BI entries), an additional query will need to be run.
 - g) Prior state year has closed and balances have rolled.
- 1) Run query **TN_GL048_TRIAL_BALANCE_ACCT**.

The balance in account 12000001 needs to be reconciled to the business unit’s open items. An open item is and invoice on which funds have not been received and payment have not been applied and/or closed.

Schedule Query

Run Control ID TN_GL048_TRIAL_BALANCE

Report Manager

Process Monitor

Run

Query Name: TN_GL048_TRIAL_BALANCE_ACCT Search

*Description: Trial Balance- All ChartFields

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	33901
FUND_CODE	11000
FISCAL_YEAR	2016
ACCOUNTING_PD_BEG	0
ACCOUNTING_PD_TO	994
ACCOUNT	12000001

Screen shot of part of the results of the query

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Unit	Ledger	Fund	Dept	Account	Location	C Program	User Code	Bonds	Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
2	33901	ACTUALS	11000		12000001								2016	0	\$ 23,098,583.31
3	33901	ACTUALS	11000		12000001								2016	1	\$ (1,794,927.85)
4	33901	ACTUALS	11000		12000001								2016	2	\$ (17,100.00)
5	33901	ACTUALS	11000		12000001								2016	3	\$ 3,875.25
6	33901	ACTUALS	11000		12000001								2016	4	\$ (15,875.25)
7	33901	ACTUALS	11000		12000001								2016	5	\$ 5,300.00
8	33901	ACTUALS	11000		12000001								2016	6	\$ (4,100.00)
9	33901	ACTUALS	11000		12000001								2016	7	\$ 5,800.00
10	33901	ACTUALS	11000		12000001								2016	8	\$ (5,700.00)
11	33901	ACTUALS	11000		12000001								2016	9	\$ 7,052.69
12	33901	ACTUALS	11000		12000001								2016	10	\$ 6,247.31
13	33901	ACTUALS	11000		12000001								2016	11	\$ 485,764.13
14	33901	ACTUALS	11000		12000001								2016	12	\$ (61,866.56)
15	33901	ACTUALS	11000		12000001					MHADLIAISONFY11			2016	0	\$ (239,188.63)
16	33901	ACTUALS	11000		12000001					MHADLIAISONFY12			2016	0	\$ (247,754.40)
17	33901	ACTUALS	11000		12000001					MHADLIAISONFY13			2016	0	\$ (244,762.28)

A pivot table should be used to review the results. Project information can be ignored.

Sum of Sum Total			
Account	Year	Period	Total
12000001	2016	0	\$1,836,727.85
		1	-\$1,794,927.85
		2	-\$17,100.00
		3	\$3,875.25
		4	-\$15,875.25
		5	\$5,300.00
		6	-\$4,100.00
		7	\$5,800.00
		8	-\$5,700.00
		9	\$7,052.69
		10	\$6,247.31
		11	\$485,764.13
		12	-\$61,866.56
Grand Total			\$451,197.57

Period "0" is the ending balance rolled forward from previous state year(s). The current state year's activity is in the numbered periods 1 to 12 in the above example. If the prior state year has not closed, this query should be run for the current year and previous year. No period 0 balance would indicate that prior year activity has not been closed.

- 2) Run query **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** (recommend using the ending accounting date of the current month).

TN_AR18C_ALL_OPEN_ITEMS_FD_SC query can also be used. Sort the query results by Customer number or name then Contract. In this example, the reconciliation is only for one particular fund, 25000, for business unit/agency 33101.

Schedule Query

Run Control ID **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** Report Manager Process Monitor

Query Name: Search

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	33901
ACCOUNTING_DT	2016-06-30

Screen shot of portion of **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** sorted by Customer and Contract.

Unit	Customer	Name	Item ID	Item Balance	Acctg Date	Contract	Source	Fund
1	33901	1224 SHELBY COUNTY	667581	\$ 10,500.00	5/24/2016		ONLINE	11000
2	33901	59 BEDFORD COUNTY	668623	\$ 1,800.00	5/26/2016		ONLINE	11000
3	33901	108 CAMPBELL COUNTY	668612	\$ 900.00	5/26/2016		ONLINE	11000
4	33901	572 CUMBERLAND COUNTY	670015	\$ 1,200.00	5/31/2016		ONLINE	11000
5	33901	796 HAMILTON COUNTY	670019	\$ 600.00	5/31/2016		ONLINE	11000
6	33901	1117 OVERTON COUNTY	670023	\$ 600.00	5/31/2016		ONLINE	11000
7	33901	1190 RUTHERFORD COUNTY	670025	\$ 1,800.00	5/31/2016		ONLINE	11000
8	33901	1287 SULLIVAN COUNTY	670031	\$ 1,500.00	5/31/2016		ONLINE	11000
9	33901	1471 WASHINGTON COUNTY	670033	\$ 600.00	5/31/2016		ONLINE	11000
10	33901	ADMINISTRATION FOR CHILDREN AND FAMILIES	671339	\$ 134.34	6/6/2016	TIESPRGRAMFFY16	GRANTS	11000
11	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671340	\$ 15,562.12	6/6/2016	KTOWNYOUTHNTNCE	GRANTS	11000
12	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671341	\$ 12,672.70	6/6/2016	PATHGFY20152016	GRANTS	11000
13	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671342	\$ 6,963.00	6/6/2016	PATHGFY20152016	GRANTS	11000
14	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671343	\$ 62.81	6/6/2016	EARLYCONNECTF16	GRANTS	11000
15	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671345	\$ 205.24	6/6/2016	HEALTHTRSTNFY16	GRANTS	11000
16	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671346	\$ 36,632.19	6/6/2016	KEARLYDIVERSN16	GRANTS	11000
17	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671347	\$ 144.00	6/6/2016	RXPARTNERSHIP16	GRANTS	11000
18	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671348	\$ 254.13	6/6/2016	RXPARTNERSHIP16	GRANTS	11000
19	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671349	\$ 51,073.46	6/6/2016	RXPARTNERSHIP16	GRANTS	11000
20	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671350	\$ 217.15	6/6/2016	SBIRTINITIFFY16	GRANTS	11000
21	33901	SUBSTANCE ABUSE AND MH SERVICES ADMIN	671350	\$ 217.15	6/6/2016	SBIRTINITIFFY16	GRANTS	11000

A pivot table summarized at customer number or name should be used to analyze results.

Sum of Item		Source		
Unit	Name	GRANTS	ONLINE	Grand Total
33901	ADMINISTRATION FOR CHILDREN AND FAMILIES	\$134.34		\$134.34
	BEDFORD COUNTY		\$1,800.00	\$1,800.00
	CAMPBELL COUNTY		\$900.00	\$900.00
	CUMBERLAND COUNTY		\$1,200.00	\$1,200.00
	HAMILTON COUNTY		\$600.00	\$600.00
	OVERTON COUNTY		\$600.00	\$600.00
	RUTHERFORD COUNTY		\$1,800.00	\$1,800.00
	SHELBY COUNTY		\$10,500.00	\$10,500.00
	SUBSTANCE ABUSE AND MH SERVICES ADMIN	\$431,563.23		\$431,563.23
	SULLIVAN COUNTY		\$1,500.00	\$1,500.00
	WASHINGTON COUNTY		\$600.00	\$600.00
Grand Total		\$431,697.57	\$19,500.00	\$451,197.57

- 3) Compare the Trial Balance to the Open Items returned by **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** to determine the difference that must be reconciled.

TN_AR18C_ALL_OPEN_ITEMS_FD_SC Query Results	\$ 451,197.57
Trial Balance Fund 11000	\$ (451,197.57)
Difference in Trial Balance and Open Items	\$ -

Some of these open Invoice Items are not the result of grant/project transactions but are online created billings to particular entities.

The value returned should also equal the amount in FSCM>Accounts Receivable> Receivable Analysis> Aging> Aging by Chartfield Rpt (Report). If you have not been here, you will need to create a run control to be able to receive the results of the report (AR30006) which should appear when complete on the Administration tab of the Report Manager in a PDF file format.

It should be noted if one desires to know the receivables at any point in time for a specific date this AR30006 report can return the results (As of Date, Business Unit, Aging SetID (same as business unit) and enter the Account of 12000001 needed. This is a SQR report entitled AR30006 in a PDF file format.

TN Tennessee State Government

Aging By Chartfield

Run Control ID: Aging_BY_CHARTFIELD | Report Manager | Process Monitor | **Run**

Language: English

Report Request Parameters

*As of Date: 06/08/2016 | Use System Date | Business Unit: 33901 | Aging ID: SHARE | Report Option: Detail, Summary

Customer ID: | Exclude IU Customers | *Default SetID: 33901 | *Aging ID: STDRD

Exclude Customers with Different Aging ID

*Display Option: Include All | Refresh

ChartField Name	Subtotal	Value	To Value
Account	<input checked="" type="checkbox"/>	12000001	12000001
Fund	<input checked="" type="checkbox"/>	11000	11000
Location CF	<input type="checkbox"/>		
User Code - CF 1	<input type="checkbox"/>		
Department	<input type="checkbox"/>		
Bonds - Program	<input type="checkbox"/>		
Program - Product	<input type="checkbox"/>		
Currency Code	<input type="checkbox"/>		
Project	<input type="checkbox"/>		

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

The report should mirror the TN_AR18C_ALL_OPEN_ITEMS_FD_SC Query Results and the total does match. Following is a screen shot of the last page of the AR30006 report:

						PeopleSoft Receivables AGING BY CHARTFIELD 08-JUN-2016					
Report ID: AR30006											
Aging ID: SHARE/STDRD											
Chartfield Parameters ACCOUNT - 12000001, FUND_CODE - 11000											
Display Option: Include All											
Business Unit: 33901											
Item	Line	As of	Entry Type	Reason	Terms	Total Selected Amount	>30	30-60	60-90	<90	
0000671357	0	06/06/2016	IN		NET30	134.08	134.08				
0000671358	0	06/06/2016	IN		NET30	1,053.40	1,053.40				
0000671359	0	06/06/2016	IN		NET30	1,008.81	1,008.81				
0000671360	0	06/06/2016	IN		NET30	121.42	121.42				
0000671361	0	06/06/2016	IN		NET30	98.95	98.95				
0000671362	0	06/06/2016	IN		NET30	24,177.82	24,177.82				
0000671363	0	06/06/2016	IN		NET30	51.43	51.43				
0000671364	0	06/06/2016	IN		NET30	102.04	102.04				
0000671365	0	06/06/2016	IN		NET30	15,662.71	15,662.71				
0000671366	0	06/06/2016	IN		NET30	51.45	51.45				
0000671367	0	06/06/2016	IN		NET30	16,280.21	16,280.21				
0000671368	0	06/06/2016	IN		NET30	39,853.55	39,853.55				
0000671370	0	06/06/2016	IN		NET30	14,020.31	14,020.31				
0000671371	0	06/06/2016	IN		NET30	96,429.58	96,429.58				
0000671372	0	06/06/2016	IN		NET30	6,476.40	6,476.40				
0000671373	0	06/06/2016	IN		NET30	23,098.86	23,098.86				
0000671374	0	06/06/2016	IN		NET30	12,548.70	12,548.70				
		Total	SUBSTANCE ABUSE AND MH SERVICE				431,563.23	431,563.23			
Totals for ACCOUNT		12000001					451,197.57	451,197.57			
Totals for FUND_CODE		11000					451,197.57	451,197.57			

Combining the results of TN_GL048 Trial Balance (Step 1), TN_AR18C Open Invoice Items (Step 2), and TN_AR21 Account Analysis the balance at any month end period that has been closed can be determined. Let's return the values to show the Accounts Receivable 12000001 balance at 3/31/2016.

A) Trial Balance results for 3/31/2016

Sum of Sum Total			
Account	Year	Period	Total
12000001	2016	0	\$1,836,727.85
		1	-\$1,794,927.85
		2	-\$17,100.00
		3	\$3,875.25
		4	-\$15,875.25
		5	\$5,300.00
		6	-\$4,100.00
		7	\$5,800.00
		8	-\$5,700.00
		9	\$7,052.69
Grand Total			\$21,052.69

B) Run query **TN_AR18C_ALL_OPEN_ITEMS_FD_SC** at a point in time (for this example we are running the query as of 06/08/2016. The results are the same as Step 2 previously.

Sum of Item Balance			Source		
Unit	Customer	Name	GRANTS	ONLINE	Grand Total
33901	59	BEDFORD COUNTY		\$1,800.00	\$1,800.00
	108	CAMPBELL COUNTY		\$900.00	\$900.00
	572	CUMBERLAND COUNTY		\$1,200.00	\$1,200.00
	796	HAMILTON COUNTY		\$600.00	\$600.00
	1117	OVERTON COUNTY		\$600.00	\$600.00
	1190	RUTHERFORD COUNTY		\$1,800.00	\$1,800.00
	1224	SHELBY COUNTY		\$10,500.00	\$10,500.00
	1287	SULLIVAN COUNTY		\$1,500.00	\$1,500.00
	1471	WASHINGTON COUNTY		\$600.00	\$600.00
	GR0000000000025	ADMINISTRATION FOR CHILDREN AND FAMILIES	\$134.34		\$134.34
	GR0000000000029	SUBSTANCE ABUSE AND MH SERVICES ADMIN	\$431,563.23		\$431,563.23
Grand Total				\$431,697.57	\$19,500.00

C) Run query **TN_AR21_ACCOUNT_ANALYSIS**. This particular query only runs for a specific state year and period. It is recommended to start with the most current period and work backwards. Below is an illustration of 33901 for period 12 (in order to get to the results of AR on 3/31/16 one would have to run this query for periods 12, 11, and 10 and combine the results into one Excel file:

[Schedule Query](#)

Run Control ID: TN_AR21 Report Manager Process Monitor

Process Instance: 2475037

Query Name:

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	33901
ACCOUNT	12000001
FISCAL_YEAR	2016
ACCOUNTING_PERIOD	12

Screen shot of partial results of the query:

Unit	Invoice	Line Seq Num	Customer	Item ID	Item Seq Num	Acctg Date	Account	Dept	Program	Fund	Amount	Journal ID	Date	Line #	Unpost Seq Num	Line Descr	DataSource
33901	671339	1			0	6/6/2016	12000001			11000	\$ 134.34	BI02252637	6/6/2016	2	0	BI	
33901	671340	1			0	6/6/2016	12000001			11000	\$ 15,562.12	BI02252637	6/6/2016	2	0	BI	
33901	671341	1			0	6/6/2016	12000001			11000	\$ 8,946.96	BI02252637	6/6/2016	2	0	BI	
33901	671341	2			0	6/6/2016	12000001			11000	\$ 3,725.74	BI02252637	6/6/2016	2	0	BI	
33901	671342	1			0	6/6/2016	12000001			11000	\$ 6,963.00	BI02252637	6/6/2016	2	0	BI	
33901	671343	1			0	6/6/2016	12000001			11000	\$ 5.07	BI02252637	6/6/2016	2	0	BI	
33901	671343	2			0	6/6/2016	12000001			11000	\$ 15.19	BI02252637	6/6/2016	2	0	BI	
33901	671343	3			0	6/6/2016	12000001			11000	\$ 3.17	BI02252637	6/6/2016	2	0	BI	
33901	671343	4			0	6/6/2016	12000001			11000	\$ 9.49	BI02252637	6/6/2016	2	0	BI	
33901	671343	5			0	6/6/2016	12000001			11000	\$ 5.82	BI02252637	6/6/2016	2	0	BI	
33901	671343	6			0	6/6/2016	12000001			11000	\$ 12.31	BI02252637	6/6/2016	2	0	BI	
33901	671343	7			0	6/6/2016	12000001			11000	\$ 4.48	BI02252637	6/6/2016	2	0	BI	
33901	671343	8			0	6/6/2016	12000001			11000	\$ 2.04	BI02252637	6/6/2016	2	0	BI	
33901	671343	9			0	6/6/2016	12000001			11000	\$ 5.24	BI02252637	6/6/2016	2	0	BI	
33901	671345	1			0	6/6/2016	12000001			11000	\$ 50.65	BI02252637	6/6/2016	2	0	BI	
33901	671345	2			0	6/6/2016	12000001			11000	\$ 5.07	BI02252637	6/6/2016	2	0	BI	
33901	671345	3			0	6/6/2016	12000001			11000	\$ 31.65	BI02252637	6/6/2016	2	0	BI	
33901	671345	4			0	6/6/2016	12000001			11000	\$ 3.17	BI02252637	6/6/2016	2	0	BI	

Create a pivot table of the results and sum by "DataSource" field for each "Acctg" Date (Accounting Date). The AR entries are the transactions which have closed in Accounts Receivable and the BI entries are the new invoice item transactions which have been created in Billing. The "Item ID" could be incorporated into the table to show the particular invoice items closed. The "Invoice" field could be incorporated into the table to show the new invoices produced in billing.

Screen shot of summary totals:

Sum of Amount	DataSource		Grand Total
	AR	BI	
Total	-\$8,725,628.30	\$9,155,773.18	\$430,144.88

Screen shot of partial results of query:

3	Sum of Amount	DataSource		
4	Acctg Date	AR	BI	Grand Total
17	4/21/2016		\$749,420.19	\$749,420.19
18	4/25/2016	-\$713,975.51	\$2,224,942.16	\$1,510,966.65
19	4/26/2016	-\$1,200.00		-\$1,200.00
20	4/27/2016	-\$2,248,514.34		-\$2,248,514.34
21	5/3/2016	-\$600.00		-\$600.00
22	5/4/2016	-\$11,900.00		-\$11,900.00
23	5/5/2016	-\$2,900.00	\$293,004.70	\$290,104.70
24	5/6/2016	-\$600.00		-\$600.00
25	5/9/2016	-\$262,253.84		-\$262,253.84
26	5/10/2016		\$507,755.47	\$507,755.47
27	5/11/2016	-\$9,900.41		-\$9,900.41
28	5/12/2016	-\$515,230.97		-\$515,230.97
29	5/16/2016	-\$20,174.95		-\$20,174.95
30	5/17/2016	-\$600.00	\$434,336.02	\$433,736.02
31	5/19/2016	-\$425,110.02		-\$425,110.02
32	5/20/2016	-\$8,227.00	\$343,619.92	\$335,392.92
33	5/24/2016	-\$600.00	\$10,500.00	\$9,900.00
34	5/25/2016	-\$343,019.92	\$2,406,179.79	\$2,063,159.87
35	5/26/2016		\$2,700.00	\$2,700.00
36	5/27/2016	-\$2,357,567.26	\$441,852.60	-\$1,915,714.66
37	5/31/2016	-\$1,800.00	\$6,300.00	\$4,500.00
38	6/1/2016	-\$443,451.60		-\$443,451.60
39	6/3/2016	-\$49,512.53		-\$49,512.53
40	6/6/2016		\$431,697.57	\$431,697.57
41	6/7/2016	-\$600.00		-\$600.00
42	Grand Total	-\$8,725,628.30	\$9,155,773.18	\$430,144.88

In reviewing the results, one can see that the Trial Balance for 3/31/2016 does equal the amount in the Accounts Receivable module for AR as of 3/31/2016 (Take results of query TN_AR18C, subtract the Trial Balance for AR 12000001 and the difference should be the net amount of new Billing Items (BI Source) produced (from above \$9,155,773.18) minus accounts receivable items (AR Source) closed with deposits (from above -\$8,725,628.30) = Net value \$430,155.88.

TN_AR18C_ALL_OPEN_ITEMS_FD_SC	
Query Results as of 06/08/2016	\$ 451,197.57
Trial Balance Fund 11000 as of 3/31/2016	\$ (21,052.69)
Should equal the amount of Billings and Accounts Receivable produced since 3/31/2016 or the results of AR21 for periods 10, 11, & 12	\$ 430,144.88

Should equal the same as the Accounts Receivable Aging by Chartfield Report as of 3/31/2016:

Aging By Chartfield

Run Control ID: Aging_BY_CHARTFIELD | Report Manager | Process Monitor | **Run**

Language: English

Report Request Parameters

*As of Date: 03/31/2016 | Use System Date | Business Unit: 33901 | Aging ID: *Aging SetID: SHARE | *Aging ID: STDRD | Report Option: Detail | Summary

Customer ID: | Exclude IU Customers | *Default SetID: 33901 | Exclude Customers with Different Aging ID | *Display Option: Include All | **Refresh**

ChartField Selection	Subtotal	Value	To Value
Account	<input checked="" type="checkbox"/>	12000001	12000001
Fund	<input checked="" type="checkbox"/>	11000	11000

Report ID: AR30006 | PeopleSoft Receivables | AGING BY CHARTFIELD | 31-MAR-2016

Aging ID: SHARE/STDRD | Chartfield Parameters: ACCOUNT = 12000001, FUND_CODE = 11000 | Display Option: Include All | Business Unit: 33901

Item	Line	As of	Entry Type Reason Terms	Total Selected Amount	>30	30-60	60-90	<90
Total DAVIDSON COUNTY				600.00	600.00			
Customer ID GR00000000000051				Customer Name			BUREAU OF JUSTICE ASSISTANCE	
0000654494	0	03/29/2016	IN NET30	2,052.69	2,052.69			
Total BUREAU OF JUSTICE ASSISTANCE				2,052.69	2,052.69			
Totals for ACCOUNT 12000001				21,052.69	19,252.69	600.00	600.00	600.00
Totals for FUND_CODE 11000				21,052.69	19,252.69	600.00	600.00	600.00
Total Receivables Due					>30	30-60	60-90	<90
					19,252.69	600.00	600.00	600.00

To summarize:

Trial Balance as of 3/31/2016	\$ 21,052.69
Accounts Receivable Aging report as of 3/31/2016 30< days	\$ 19,252.69
Accounts Receivable Aging report as of 3/31/2016 30-60 days	\$ 600.00
Accounts Receivable Aging report as of 3/31/2016 60-90 days	\$ 600.00
Accounts Receivable Aging report as of 3/31/2016 > 90 days	\$ 600.00
Accounts Receivable Aging report as of 3/31/2016 Total	\$ 21,052.69
Difference in TB and AR Aging on 3/31/16	\$ -

The "Trouble Shooting Guide for Reconciling AR Account 12000001" should be referenced if an unreconciled difference still exists.

Task 4: Ongoing- Identify and complete any Customer Contracts/Grants in a “Pending” status



Contracts/Grants will not bill or recognize revenue unless their status is “Active.” All steps should be taken to ensure that all Customer Contract/Grant are set up to allow expenditures to occur, revenue to be recognized, and billing to occur.

- 1) Run query **TN_GR22_CONTRACTS_PENDING** to identify all projects related to a pending contract.

Schedule Query

Run Control ID TN_GR22 Report Manager Process Monitor

Query Name:

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	33501

Status	PC Bus Unit	Contract	Descr	Project	Bill To	Activity	Type
PENDING	33501	CI33511TLETAJAG	CI33511TLETAJAG	CI33511TLETAJAG	GR0000000000041	FEDERAL	GRANTS
PENDING	33501	CI33511TLETAJAG	CI33511TLETAJAG	CI33511TLETAJAG	GR0000000000041	STATE	GRANTS

- 2) If this query returns results, this means the following tasks should be completed:
 - a) Finish setting up the contract information
 - b) Finish setting up the bill plan information
 - c) Finish setting up the rate set information
 - d) Make the contract active
 - e) Add the “Notice of Grant Award” and the “FEIN” number to the award profile (normally the same)
 - f) Add the “Attributes” to the award profile
 - g) Attach documentation to the award profile
 - h) Make sure project budget has been finalized
 - i) Make sure appropriate project type has been entered (e.g. GRANT or Business Unit specific)
- 3) Run **TN_PR101_PROJECT_COST_DETAIL** for each project returned by **TN_GR22_CONTRACTS_PENDING** to determine if any transactions occurred while the contract/grant(s) were pending.

Query Name:

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	33501
ACCOUNTING_DT_FROM	1901-01-01
ACCOUNTING_DT_TO	2016-06-30
PROJECT_ID	CI33511TLETAJAG
FUND_CODE	%
ACCOUNT	%
DEPTID	%
RESOURCE_TYPE	%

- 4) Even if the query does not return results, Commitment Control should still be check for these projects. Navigate to FSCM>Commitment Control> Review Budget Activities> Budgets Overview and review.

Business Unit: 33501
 Ledger Group: PRJ_OVR_PR Project Level Budget
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated:

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (1 Rows)

		Net Transfers:
Budget:	49,719.00	0.00
Expense:	0.00	
Encumbrance:	19,975.70	
Pre-Encumbrance:	0.00	
Budget Balance:	29,743.30	
Associate Revenue:	0.00	
Available Budget:	29,743.30	

Budget Overview Results Personalize | Find | View All | First 1 of 1 Last

	Ledger Group	Fund	Project	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance
1	PRJ_OVR_PR	11000	CI33511TLETAJAG	ALL	49,719.000	0.000	19,975.700	0.000

When reviewing Commitment Control, an encumbrance value of \$19,975.70 is returned. By clicking on the Encumbrance hyperlink, the transactions which have been budget checked but have not yet been expensed nor cost collected into Project Costing are returned which reflects two purchase orders 0000022490 and 0000022802:

Ledger CC_PJO_ENC
 Display open encumbrances only

Activity Log Personalize | Find | View All | First 1-8 of 8 Last

	Tran Line	Document Label	Document ID	Ref Bldg?	Fund	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency
	1	Purchase Order.	0000022490	N	11000	CI33511TLETAJAG	ALL	2016	10	1,347.00	USD
	2	Purchase Order.	0000022490	N	11000	CI33511TLETAJAG	ALL	2016	10	449.00	USD
	3	Purchase Order.	0000022490	N	11000	CI33511TLETAJAG	ALL	2016	10	197.40	USD
	4	Purchase Order.	0000022490	N	11000	CI33511TLETAJAG	ALL	2016	10	65.80	USD
	1	Purchase Order.	0000022802	N	11000	CI33511TLETAJAG	ALL	2016	11	12,492.37	USD
	2	Purchase Order.	0000022802	N	11000	CI33511TLETAJAG	ALL	2016	11	4,164.13	USD
	3	Purchase Order.	0000022802	N	11000	CI33511TLETAJAG	ALL	2016	11	945.00	USD
	4	Purchase Order.	0000022802	N	11000	CI33511TLETAJAG	ALL	2016	11	315.00	USD

If expenditure transactions had occurred, the agency would need to notify the Edison Financials Grant/Projects team to run "PC_PRICING." Send an email providing the BU, Project ID and accounting date range in order to run this process.



Special attention needs to be given that the correct Rate Set is used on the Customer Contract/Grant or improper revenue could be recognized.

Task 5: Ongoing - Identify and resolve any Over-the-Limit (OLT) transactions.



Transactions that are OLT will not generate a bill or recognize revenue. If the transactions are **not** eligible for billing, they should be reallocated to a different funding source. The transactions acquired from the **TN_GR19_OLT_DETAIL** can be moved and still end up back in the OLT query.

Evaluate the cause of the OLT transactions and reallocate items that need to be re-distributed.

- 1) Run query **TN_GR19_OLT_CHECK**. (It is recommended to run this query weekly.)

Schedule Query

Run Control ID TN_GR19 Report Manager Process Monitor

Query Name:

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	34301

Unit	Project	Activity	Activity Type	Contract	Sum Amount	Acctg Date
34301	HL3TVIHEP5F0016	FEDERAL	FED	3T6F00	\$ 1,400.61	4/15/2016
34301	HL3TVIHEP5F0016	FEDERAL	FED	3T6F00	\$ 7,549.93	4/30/2016
34301	HL8PPREVVH8F0014	FEDERAL	FED	8P4F00	\$ 7,722.17	4/22/2016
34301	HL8PPREVVH8F0014	FEDERAL	FED	8P4F00	\$ 19,661.96	5/16/2016
34301	HL8PPREVVH8F0014	FEDERAL	FED	8P4F00	\$ 1,026.89	5/17/2016

- 2) If this query returns results, one of the four actions must be taken:
 - a) Determine if the Federal grant allows the billing limit to be increased. If the limit can be increased, process a contract amendment (follow directions in Grant Manual online Section 3.2) and request via email the Edison/Financials Grant Team to run the "PC_PRICING" process. The BU, Project ID, and accounting dates should be provided, or
 - b) Determine if expenditure transactions need to be reallocated to a different grant/project, or
 - i) Run query **TN_GR19A_OLT_DETAIL** to get detailed transactions of the OLT amount.

1	Unit	Project	Activity	Account	Dept	Program	Fund	LocCF	User Code	Source An Typ	Trans Date	Acctg Date	Amount	Contract
2	34301	HL3TVIHEP5F0016	FEDERAL	70206000	3434901000	100014	11000	19000	491050	SPY	4/15/2016	4/15/2016	\$ 48.55	3T6F00
3	34301	HL3TVIHEP5F0016	FEDERAL	70202002	3434901000	100014	11000	19000	491050	SPY	4/15/2016	4/15/2016	\$ 1,274.40	3T6F00
4	34301	HL3TVIHEP5F0016	FEDERAL	70204000	3434901000	100014	11000	19000	491050	SPY	4/15/2016	4/15/2016	\$ 77.66	3T6F00
5	34301	HL3TVIHEP5F0016	FEDERAL	70100001	3434901000	100014	11000	19000	491050	SPY	4/30/2016	4/30/2016	\$ 5,927.67	3T6F00
6	34301	HL3TVIHEP5F0016	FEDERAL	70100001	3434901000	100014	11000	19000	491050	SPY	4/30/2016	4/30/2016	\$ 188.33	3T6F00
7	34301	HL3TVIHEP5F0016	FEDERAL	70200000	3434901000	100014	11000	19000	491050	SPY	4/30/2016	4/30/2016	\$ 919.24	3T6F00
8	34301	HL3TVIHEP5F0016	FEDERAL	70201000	3434901000	100014	11000	19000	491050	SPY	4/30/2016	4/30/2016	\$ 376.61	3T6F00
9	34301	HL3TVIHEP5F0016	FEDERAL	70204000	3434901000	100014	11000	19000	491050	SPY	4/30/2016	4/30/2016	\$ 88.08	3T6F00
10	34301	HL3TVIHEP5F0016	FEDERAL	70206000	3434901000	100014	11000	19000	491050	SPY	4/30/2016	4/30/2016	\$ 50.00	3T6F00
11	34301	HL8PPREVVH8F0014	FEDERAL	71301000	3436008079	000060	11000	79019	600100	ACT	4/11/2016	4/22/2016	\$ 7,722.17	8P4F00
12	34301	HL8PPREVVH8F0014	FEDERAL	71301000	3434701000	000060	11000	19000	472030	ACT	3/31/2016	5/17/2016	\$ 1,026.89	8P4F00

- ii) Use the details from **TN_GR19A_OLT_DETAIL** to create the GL journal voucher to move the expenditures to the new grant/project. The **AG Source type journal** should be used since the reallocation journal lines would net to zero by BU, Fund, Account, and the first five digits of the Department ID, and the journal would process quickly.

e.g

Example of Journal – debit new project ID and credit old project ID with “Federal” as activity and “GLE” (general ledger expenditure) as analysis type (for this we will use rows 11 & 12 from our query results).

Unit	Ledger	Fund	Department	Loc CF	Program	UserCode	PC BU	Project ID	Activity	An Type	Amount	Line Description
34301	ACTUALS	11000	3436008079	79019	000060	600100	34301	HL8PPREVH8F0014	FEDERAL	GLE	-7,722.17	To move PC OLT's
34301	ACTUALS	11000	3434701000	19000	000060	472030	34301	HL8PPREVH8F0014	FEDERAL	GLE	-1,026.89	To move PC OLT's
34301	ACTUALS	11000	3436008079	79019	000060	600100	34301	HL8PPREVH8F0015	FEDERAL	GLE	7,722.17	To move PC OLT's
34301	ACTUALS	11000	3434701000	19000	000060	472030	34301	HL8PPREVH8F0015	FEDERAL	GLE	1,026.89	To move PC OLT's

- c) Determine if the expenditure transactions need to be moved to state expenditures, or
 - i) Run **TN_GR19A_OLT_DETAIL** to get detailed transactions of the OLT amount.
 - ii) Use the details of query **TN_GR19A_OLT_DETAIL** to create the GL journal voucher to move the expenditures to the “State” activity. Use analysis type of CGE for State Activity items (debits) and analysis type of GLE for Federal Activity items (credits). This would credit existing OLT transactions with analysis type “GLE” and debit same chartfield string changing the activity to “State” with analysis type “CGE”.

e.g

Example of Journal – debit project ID with “State” activity and “CGE” as analysis type and credit project ID with “Federal” activity with “GLE” as analysis type:

Unit	Ledger	Fund	Department	Loc CF	Program	UserCode	PC BU	Project ID	Activity	An Type	Amount	Line Description
34301	ACTUALS	11000	3436008079	79019	000060	600100	34301	HL8PPREVH8F0014	FEDERAL	GLE	-7,722.17	To move PC OLT's
34301	ACTUALS	11000	3434701000	19000	000060	472030	34301	HL8PPREVH8F0014	FEDERAL	GLE	-1,026.89	To move PC OLT's
34301	ACTUALS	11000	3436008079	79019	000060	600100	34301	HL8PPREVH8F0015	STATE	CGE	7,722.17	To move PC OLT's
34301	ACTUALS	11000	3434701000	19000	000060	472030	34301	HL8PPREVH8F0015	STATE	CGE	1,026.89	To move PC OLT's

- d) Determine if the transactions need to be moved to state expenditures with no project information.
 - i) Run query **TN_GR19A_OLT_DETAIL** to get detailed transactions of the OLT amount.
 - ii) Use the details of query **TN_GR19A_OLT_DETAIL** to create an AG journal voucher to credit OLT transactions, with analysis type of “GLE”, and debit same chartfield string but with NO project information or analysis type.

e.g

Example of Journal – debit with no project information and no analysis type and credit project ID with Federal activity with “GLE” as analysis type:

Unit	Ledger	Fund	Department	Loc CF	Program	UserCode	PC BU	Project ID	Activity	An Type	Amount	Line Description
34301	ACTUALS	11000	3436008079	79019	000060	600100	34301	HL8PPREVH8F0014	FEDERAL	GLE	-7,722.17	To move PC OLT's
34301	ACTUALS	11000	3434701000	19000	000060	472030	34301	HL8PPREVH8F0014	FEDERAL	GLE	-1,026.89	To move PC OLT's
34301	ACTUALS	11000	3436008079	79019	000060	600100					7,722.17	To move PC OLT's
34301	ACTUALS	11000	3434701000	19000	000060	472030					1,026.89	To move PC OLT's



TN_GR19_OLT_CHECK query should be run weekly and the results promptly addressed!

OLT transactions cannot be partially adjusted. All OLT transactions must be adjusted.

Not adjusting OLT transactions WILL cause a difference in expenditures and revenue for specific period(s) and for state year(s).

Task 6: Ongoing - Identify and resolve errors in revenue recognition.

Overview of Task 6:

Step 1: Identify Customer Contracts which have revenue recognized to a wrong activity. Create new grant/projects to move expenditures. Analyze the results and make corrections with journals as needed.

Step 2: Resolve other errors in revenue recognition: Identify and resolve revenue not recorded to a CN Journal.

Step 3: Recognize revenue and expenditures in the same year to avoid improper SEFA reporting.

Details of Task 6:



Errors in revenue recognition occur if the “Rate Set” on the contract/grant is not changed when transactions are priced but could or could not have been billed.

- **Query TN_GR24_REV_WRONG_ACTIVITY** returns values in which revenue has been recognized on the following Activities: DEFAULT, DONATIONS, INKIND, PROGRAMINC, STATE, STATEOTHER, OTHERSTATE, INTERFED, INTERMATCH, NONGOV, and LUSTTRUST. Federal revenue, 68001000, should not be recognized for these activities.
 - This query will also help to identify by Project ID and Customer Contract/Grant the amount of program income which has reduced the billing (these numbers would be debit amounts instead of the normal credit transaction which is revenue recognition). This will assist with the reconciliation of the SEFA to the GL.
- 1) Run Query: **TN_GR24_REV_WRONG_ACTIVITY** and identify Customer Contracts which have revenue recognized to a wrong activity. Create new grant/projects to move expenditures. Analyze the results and make corrections with journals as needed.



In the example: 31701(Row 6), 31865 (Row 15), and 32701 (Row 25) has Federal revenue, 68001000, recognized to a state activity. Also, 30501 (Row 5), 31701 (Rows 7 & 8), 31865 (Row 19) and 35910 (Row 30) has had revenue improperly recognized to a state activity, but the Federal revenue has been corrected. Also for 31865, PROGRAMINC (program income) has created negative revenue (a debit) in reducing the Federal draw (Row 21) and needs further research by the agency.

1	Account	68001000	Query TN_GR24_REV_WRONG_ACTIVITY		
2	Ran from 07/01/2015 through 06/30/2016				
3	Sum of Amount				
4	PC Bus Unit	Contract	Project	Activity	Total
5	30501	LSTA2015	SSLSTAXXXX2015	STATE	\$0.00
6	31701	13CAHTN001	FA13CAHADM	STATE	\$581.25
7		2011 JAG	FAJAG2011ADMN11	STATE	\$0.00
8		2015 RSAT	FARSAT15A	STATE	\$0.00
9	31865	CHIP14	TNCH15PY1407570	PROGRAMINC	\$669,520.56
10		CHIP15	TN16CH09854	PROGRAMINC	\$0.00
11		CHIP15	TN16CHPY1507549	PROGRAMINC	\$1,222,869.94
12		CHIP15-108Q1	TNCH16PY1407570	PROGRAMINC	\$428,813.77
13		XIX_ADM15	TNMT1505000	PROGRAMINC	\$5,216.05
14		XIX_MAP15	TNMP1506499	PROGRAMINC	\$98,024,732.45
15		XIX_MAP15	TNMP15PY1400000	STATE	\$4,262.01
16		XIX_MAP15	TNMP15PY1410000	PROGRAMINC	\$0.00
17		XIX-ADM16	TNMT1605000	PROGRAMINC	\$638,524.59
18		XIX-MAP16	TNMP1606505	PROGRAMINC	\$243,599,163.59
19		XIX-MAP16		STATE	\$0.00
20		XIX-MAP16	TNMP1610000	PROGRAMINC	\$6,727,169.92
21		XIX-MAP16	TNMP16PY1506499	PROGRAMINC	-\$2,936,949.85
22		XIX-MAP16	TNMP16PY1510000	PROGRAMINC	\$4,514,819.14
23	32701	EN25SEGMENT	ENC SANDMON51311	STATE	\$0.00
24		ENFY13LDBSPAIN	ENFY13LDBSPAIN	PROGRAMINC	\$237,737.00
25		ENFY15POLLUPREV	ENFY15POLLUPREV	STATE	\$3.76
26	34501	VRBASICSUPPFY14	HSVRCTRCONTR14	PROGRAMINC	\$118,659.09
27		VRBASICSUPPFY14	HSVRTBEADMIN014	PROGRAMINC	\$0.00
28		VRBASICSUPPFY15	HSVRCTRCONTR15	PROGRAMINC	\$59,879.15
29		VRBASICSUPPFY16	HSVRCTRCONTR16	PROGRAMINC	\$375,087.44
30	35910	IVBPART215	CHIVBPART2SSF15	STATE	\$0.00
31	Grand Total				\$353,690,089.86



Monitoring procedures for revenue recognition....

- Run **TN_GR27_RATE_SET_ERRORS** on a weekly basis or after the activation of new grants in Edison.
- Review **TN_GR03** query daily for the "STATE" activity appearing (STATE activity should NOT appear on TN_GR03) with any transactions.
- Review **TN_GL64_REVENUE** query looking for 68001000 on projects with STATE activity.
- Review **TN_GR_A07_REV_NOT_JOURNALED** query looking for revenue lines which have not been journal generated or created.

2) Identify and resolve revenue which has not been recorded to a CN journal.

Run **TN_GR_A07A_REVENUE_NOT_CREATED** query.

3	Sum of Amount		Contr Status		
4	Unit	Contract	CANCELLED	SUPERCEDED	Grand Total
5	34301	112F00	300.90		300.90
6		6FOFIMR		38,092.94	38,092.94
7	34301 Total		300.90	38,092.94	38,393.84
8	Grand Total		300.90	38,092.94	38,393.84



In this example, unrecognized revenue **cannot** be resolved since the Contract Processing Status for the Customer Contracts/Grants has been changed to “Cancelled or Superseded”. **TN_PR101_PROJECT_COST_DETAIL** query should be run and expenditure transactions moved before changing the Contract Status to either Cancelled or Superseded. These “closed” contract processing statuses **cannot** be undone.

This query, **TN_GR_A07A_REVENUE_NOT_CREATED**, will also return values on the PREPAID utilization where the reduction of the prepaids 35XXXXXX account has not been created due to a deferred/advanced account being inactivated. This is the second “CN” journal created automatically by the system when the zero dollar invoices are created and one can easily tell this because the Source An (analysis) Type is “BLD” for all the values returned. Currently this affects four different business units, 31701, 33101, 33201 and 34401. For assistance on clearing these, please contact the Division of Accounts Grant Accounting manager.

1	Unit	Project	Activity	An Type	Source Type	Acctg Date	Amount	Bill Dt	Invoice	Contract	Contr Status	Source An Type	Begin Date	End Date
2	31701	FA08MD12LIONA08	FOUNDATION	UTL	68060	10/23/2015	\$2,587.19	10/23/2015	617957	RV082330700	ACTIVE	BLD	11/15/2007	12/31/2014
3	31701	FA08MD12LIONA08	FOUNDATION	UTL	68060	10/23/2015	\$ 146.44	10/23/2015	617957	RV082330700	ACTIVE	BLD	11/15/2007	12/31/2014
4	31701	FA08MD12LIONA08	FOUNDATION	UTL	68060	10/23/2015	\$ 146.46	10/23/2015	617957	RV082330700	ACTIVE	BLD	11/15/2007	12/31/2014
5	31701	FA08MD12LIONA08	FOUNDATION	UTL	68060	10/23/2015	\$ 10.91	10/23/2015	617957	RV082330700	ACTIVE	BLD	11/15/2007	12/31/2014
6	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/1/2015	\$ 383.82	9/1/2015	607011	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
7	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/29/2015	\$ 254.22	9/29/2015	613116	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
8	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/15/2015	\$ 40.89	9/15/2015	610317	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
9	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/16/2015	\$2,162.50	9/16/2015	610612	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
10	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/16/2015	\$ 108.05	9/16/2015	610612	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
11	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/16/2015	\$ 269.61	9/16/2015	610612	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
12	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/2/2015	\$ 297.32	9/2/2015	607204	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
13	33101	EDCOLLEGEBOARD15	NONGOV	UTL	68060	9/2/2015	\$ 278.58	9/2/2015	607204	THECOLLEGEBOARD	ACTIVE	BLD	3/1/2015	12/31/2015
14	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	10/6/2015	\$ 18.00	10/6/2015	614217	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
15	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	10/6/2015	\$ 222.00	10/6/2015	614217	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
16	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	10/6/2015	\$ 32.19	10/6/2015	614217	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
17	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	10/6/2015	\$ 56.25	10/6/2015	614217	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
18	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	11/9/2015	\$ (18.00)	11/9/2015	622355	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
19	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	11/9/2015	\$ (56.25)	11/9/2015	622355	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
20	33201	HELATINOSTSUC12	FOUNDATION	UTL	68060	11/9/2015	\$ (254.19)	11/9/2015	622355	LATINOSTUDSUC12	ACTIVE	BLD	10/1/2011	12/31/2015
21	34401	MR34402PC000008	NONGOV	UTL	68080	11/25/2015	\$ 318.78	11/25/2015	626677	MRFY08001	ACTIVE	BLD	10/1/2007	9/29/2020

3) It is important to understand the impact of revenue being recognized in a different year than expenditures.

Revenue recognized in a different year than expenditures can occur if:

- An “OLT” transaction existed in one state year and was not resolved within the same state year the OLT occurred.
- Expenditures were processed after the Customer Contract module was closed. (August 8th)
- Customer Contract was not moved to “active” status until after the Customer Contract module closed.

Run query **TN_GR06X_REV_EXP_IN_DIFF_YEAR**.

Recommendation: Run this query for current year and prior year.

Schedule Query

Run Control ID TN_GR06X_REV_EXP_IN_DIFF_YEAR Report Manager Process Monitor Run

Query Name: TN_GR06X_REV_EXP_IN_DIFF_YEAR Search

*Description: Revenue in different year

Update Parameters

Prompt Name	Value
	40100
FISCAL_YEAR	2016
ACCOUNTING_PERIOD	0
ACCOUNTING_PERIOD	994

e.g.

Below are the results of **TN_GR06X_REV_EXP_IN_DIFF_YEAR** for agency 40100 taken to a pivot table for a summary view and was the only agency for FY16 which had revenue and expenditures in different years at the time these instructions were written. It should be noted that this is “normal” for TDOT but not normal for any other state agency/business unit.

Sum of Amount	REV Year		
PC Bus Unit	EXP Year	2016	Grand Total
40100	2010	\$47,229.36	\$47,229.36
	2011	\$33,435.44	\$33,435.44
	2012	\$362,890.82	\$362,890.82
	2013	\$904,768.85	\$904,768.85
	2014	\$2,031,560.12	\$2,031,560.12
	2015	\$13,407,539.50	\$13,407,539.50
Grand Total		\$16,787,424.09	\$16,787,424.09



This step is very important when reconciling the Schedule of Expenditures of Federal Awards (SEFA) query to the GL.

- When gathering information for the SEFA, it is critical to remember revenue recognized in a different year causes the SEFA query to pull incorrect data. The SEFA query pulls from “REVENUE RECOGNIZED”.
- As the deadline for processing project/grant related journals approaches, it is important to ensure all revenue associated to the re-allocation journals are processed in the correct year.
- System generated revenue is not posted in an adjusting period (991, 992, etc). The re-allocation of the expenditures may occur in the adjusting periods. The revenue, however, will be generated and recorded in period 12.
- Putting the results of **TN_GR06X_REV_EXP_IN_DIFF_YEAR** in a pivot table allows revenue recognized in a different year than expenditures to be easily identified.

Task 7: Ongoing - Identify and resolve indirect cost (F&A) errors. (For agencies using automated Indirect Cost (F&A) processing only).

Automated indirect cost is produced by Edison using a batch process. If one SFA line item within the batch is in an error status, none of the SFA rows will be produced.

1) Run **TN_GR28_SFA_COM_CNTRL_ERRS** query.

	A	B	C	D	E	F	G	H	I	J	K
1	Unit	Project	Activity	Account	Fund	Sum BU Amount	Excpn Type	Description	Ledger Grp	Contract	LIMIT_AMT_BIL
2	32701	ENREDUCELEADHUD	FEDERAL	89040000	11000	921.16	E6	Budget Date out of Bounds	PRJ_OVR_PR	ENREDUCELEADHUD	4,500,000.00
3	32701	ENREDUCELEADHUD	FEDERAL	89040000	11000	921.16	E6	Budget Date out of Bounds	PRJ_FDS_CH	ENREDUCELEADHUD	4,500,000.00
4	32801	WRCGBOATREGIS15	FEDERAL	89040000	20002	3,016.16	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	COASTGUARDB2015	2,210,590.00
5	32801	WRSW10NONGAMP12	FEDERAL	89040000	20001	1,321.28	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	SWG10NONGAMEP12	294,660.00
6	32801	WRSW10SPESURV12	FEDERAL	89040000	20001	1,108.92	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	SWG10SPESURV12	218,410.00
7	32801	WRWILDIFERES15	FEDERAL	89040000	20001	59,490.53	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	WILDIFERES2015	10,623,360.00
8	33101	ED0000LM14AAX14	FEDERAL	89040000	25000	2,991.02	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	IDEAPRESCHOOL14	6,416,316.00
9	33101	ED0000CB14AAX14	FEDERAL	89040000	25000	13,837.30	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	TITLE I 2014	264,086,750.00
10	33101	ED0000RA14ABV14	FEDERAL	89040000	25000	8,219.20	E1	Exceeds Budget Tolerance	PRJ_OVR_PR	V048A130042	21,457,158.00

2) Run **TN_GR29_SFA_INTERACTIVE** query.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Error Status	Description	Unit	Project	Activity	Anl Type	Assoc. DeptID	Account	Dept	Program	Fund	Location CF	IDC Amount
2	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	13.70
3	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	40.97
4	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	8,398.30
5	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	10.62
6	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	10.62
7	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	419.57
8	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	208.76
9	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	80.76
10	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	19.95
11	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	130.66
12	E	Error in Budget Checking	33101	ED0000CB14AAX14	FEDERAL SFA			89040000	3310103000	147004	25000	19105	3.83

	N	O	P	Q	R	S	T	U	V	W
1	User Code	Stat	GL Unit	Trans Date	Acctg Date	Contract	Cntrct Line Num	Trans ID	Source Journal ID	Source Jnl Date
2	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100012015-03-31040	AL_CR10001	3/31/2015
3	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100012015-03-31054	AL_CR10001	3/31/2015
4	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100012015-03-31026	AL_CR10001	3/31/2015
5	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100012015-03-31019	AL_CR10001	3/31/2015
6	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100012015-03-31012	AL_CR10001	3/31/2015
7	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CM100012015-03-31068	AL_CM10001	3/31/2015
8	991001		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100012015-03-3105	AL_CR10001	3/31/2015
9	991002		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100022015-03-31068	AL_CR10002	3/31/2015
10	991002		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100022015-03-31061	AL_CR10002	3/31/2015
11	991002		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100022015-03-3106	AL_CR10002	3/31/2015
12	991002		33101	5/25/2015	5/1/2015	TITLE I 2014	1	G33101AL_CR100022015-03-31054	AL_CR10002	3/31/2015

	X	Y	Z	AA	AB	AC	AD	AH	AI	AJ	AK
1	Source Account	Source Dept	Source Program	Source Fund	Source Loc CF	Source User Code	Source Anl Type	Source Trans Date	Source Acctg Date	Source Amount	Source F&A Status
2	70201000	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	240.38	N
3	70202002	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	718.70	N
4	70199000	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	147,338.61	N
5	70108007	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	186.23	N
6	70105001	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	186.23	N
7	70299000	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	7,360.86	N
8	70100001	3310103000	147004	25000	19105	991001	GLE	3/31/2015	3/31/2015	3,662.44	N
9	72527000	3310103000	147004	25000	19105	991002	GLE	3/31/2015	3/31/2015	1,416.85	N
10	72503000	3310103000	147004	25000	19105	991002	GLE	3/31/2015	3/31/2015	350.00	N
11	70300000	3310103000	147004	25000	19105	991002	GLE	3/31/2015	3/31/2015	2,292.30	N
12	72500000	3310103000	147004	25000	19105	991002	GLE	3/31/2015	3/31/2015	67.17	N

- a) **TN_GR28_SFA_COM_CNTRL_ERRS** query returns summary amounts of SFA/Indirect cost errors while **TN_GR29_SFA_INTERACTIVE** query returns the details by the various chart fields of the amounts that make up those errors and the source values attempting to create the indirect cost.

b) Listing of possible errors could include the following:

(i) E6 = Budget Date out of Bounds - The dates would need to be extended on the project, activity, grant, contract, & in commitment control. The summary error will list both the parent (PRJ_OVR_PR) and the child (PRJ_FDS_CH) ledger group.

(ii) E1 = Exceeds Budget Tolerance - The overall project budget limit has been reached. Determine if the budget can be increased or if the expenditures need to be reallocated to a different project.

(iii) AD = No Offset Associated Department - If a new department has been added to an agency/BU and it was not added to the F&A Institution configuration, this error would be returned. If this error appears, notify the Edison Financials Grant team.

(iv) RF = Funded Rate Pct Not Found - This error would appear if a funded rate percentage is not defined on the Project Activity F&A Rate page. The rate needs to be inserted.

(v) RI = Institution Rate Pct Not Found - This error would appear if an institution (BU) rate percentage is not defined on the Project Activity F&A Rate page. The rate needs to be inserted.

The following are the most common errors and ways to correct them:

- 1) E6 Error b(i): the date of the project would need to be extended in Commitment Control (done by Edison GL).
- 2) E1 Error b(ii): option A - increase the project budget to allow for the F&A to process or option B-remove the F&A from the project activity.



If you have the base transactions (from which the indirect cost was produced) that are in OLT, F&A (IDC) budget errors are possible. Also, if base transactions are moved, the next time F&A is run, the system will also move the related IDC (indirect cost).

All F&A errors should all be cleared by August 8th when the Edison Grant's team will **STOP** the automated processing for Indirect Cost.

NO MORE GL/AG/EX JOURNALS WILL BE ENTERED USING Grants/Project IDs after August 4, 2016.

Task 8: Ongoing - Review and analyze projects that are not associated with a Customer Contract.



Review and analyze projects that are not associated with a Customer Contract to identify potential unbilled and unrecognized revenue.

- 1) Run Query: **TN_GR22A_PROJ_NOT_ON_CONTRACT**.

1	PC BU	Project	Activity	Activity Type
2	34901	SFDISTRICT01	DEFAULT	UNKWN
3	34901	SFDISTRICT02	DEFAULT	UNKWN
4	34901	SFDISTRICT03	DEFAULT	UNKWN
5	34901	SFDISTRICT04	DEFAULT	UNKWN
6	34901	SFDISTRICT05	DEFAULT	UNKWN
7	34901	SFDISTRICT06	DEFAULT	UNKWN
8	34901	SFDISTRICT07	DEFAULT	UNKWN
9	34901	SFDISTRICT08	DEFAULT	UNKWN
10	34901	SFDISTRICT09	DEFAULT	UNKWN
11	34901	SFDISTRICT10	DEFAULT	UNKWN
12	34901	SFDISTRICT11	DEFAULT	UNKWN
13	34901	SFDISTRICT12	DEFAULT	UNKWN
14	34901	SFDISTRICT13	DEFAULT	UNKWN
15	34901	SFDISTRICT14	DEFAULT	UNKWN

- 2) Determine if it is just a reporting project, if so, it is valid to pull on this query.
 - a. If transactions have been recorded against these projects, revenue has not been recognized and nothing has billed in the system. These are reporting only, and do NOT initiate a federal draw.
 - b. If costs need to be allocated to grant projects, run query **TN_PR101_PROJECT_COST_DETAIL** to get the details needed to enter a GL journal voucher to reallocate transactions.
 - c. If reallocations are done by the Edison Financials staff, the agency should check each month following the reallocations to make sure all values were reallocated.

Task 9: 06/13 - Determine and resolve any abnormal situations which exist or if “analysis types” have been used incorrectly in transactions.



The “Activity” along with the “Analysis types” should identify the funding source.

- 1) Run the query **TN_GR23_ANL_TYPE_ABNORMAL** for the date range of the current state year. If nothing returns on the query, no abnormal situations exist. The ACCOUNTING_DT that should be entered is **first day** of the fiscal year, for FY15 would be 07/01/2014.

Schedule Query

Run Control ID: TN_GR23_ANL_TYPE_ABNORMAL Report Manager Process Monitor Run

Query Name: Search

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="30227"/>
ACCOUNTING_DT	<input type="text" value="2015-06-30"/>

e.g

Below is an example of an analysis type of "GLR" (general ledger revenue) against an expenditure (70310000) account. This is an error and needs to be corrected with a GL journal voucher to change the analysis type from GLR to GLE (general ledger expenditure).

Sum of Amount									
Fund	Dept	Location CF	PC Bus Unit	Project	Activity	An Type	Account	Total	
11000	3452301000	19059	34501	HSCASHASSIST16	FEDERAL	GLR	71306000	\$13,128.75	

- If the query returns results, the **TN_GR23A_JOURNAL_INQUIRY** query should be ran by Project ID with specific chartfield information to fix the mismatched situations.

Below is the result of the **TN_GR23A_JOURNAL_INQUIRY** query, filtered by "AN" Type and further filtered to only see the journals associated to the abnormal situations above.

e.g

BU	Journal	Jrnl Dats	Sour	Journal Descr	Account	Dept	PC	Project	Activit	An Typ	Foreign Am
34501	2149528	1/29/2016	JV	Reallocation- To reallocate funds to the correct deferred revenue accounts for the month of Jan 2016 in INOVAH	71306000	3452301000	34501	HSCASHASSIST16	FEDERAL	GLR	\$ (13,128.75)

Note: When an abnormality is corrected, the **TN_GR23_ANL_TYPE_ABNORMAL** query will no longer return the value since offsetting correction exists in Edison, however if you wanted to see both sides to make sure the value has been changed run **TN_GR23A_JOURNAL_INQUIRY** for just that project ID for the overall time frame (when the first transaction occurred to the current date) to find the correcting journal ID. Below shows the correction AG journal reversing the GLR transaction line and entering the correct "GLE" analysis type.

BU	Journal	Jrnl Dats	Sour	Journal Descr	Account	Dept	PC	Project	Activit	An Typ	Foreign Am
34501	2149528	1/29/2016	JV	Reallocation- To reallocate funds to the correct deferred revenue accounts for the month of Jan 2016 in INOVAH	71306000	3452301000	34501	HSCASHASSIST16	FEDERAL	GLR	\$ (13,128.75)
34501	2161418	2/17/2016	AG	Correction: To correct abnormal analysis types. Rushdi Eskarous 615 313 5387	71306000	3452301000	34501	HSCASHASSIST16	FEDERAL	GLR	\$ 13,128.75
34501	2161418	2/17/2016	AG	Correction: To correct abnormal analysis types. Rushdi Eskarous 615 313 5387	71306000	3452301000	34501	HSCASHASSIST16	FEDERAL	GLE	\$ (13,128.75)

- The combination of a STATE Activity and a GLE (general ledger billable expenditure) AN type is invalid. Process a GL journal voucher and move the expenditure from the analysis type of GLE to a CGE (cost shared general ledger expenditure). If only changing the AN Type, an "AG" source journal can be used.

e.g

Example of STATE Activity(s) with incorrect AN Type of GLE – should be CGE:



Unit	Contract	Project	Activity	Activity Type	An Type	Account	Total
30227	CSMAGISTRATESERVICES14	CSCSMAGISTSER14	STATE	STATE	GLE	70900000	\$74.29
30227 Total							\$74.29
31701	13CAHTN001	FA13CAHADM	STATE	STATE	GLE	72505000	-\$581.25
	13CAHTN001	FA13CAHADM	STATE	STATE	GLE	72507000	-\$0.02
	13CAHTN001	FA13CAHADM	STATE	STATE	GLE	72516000	-\$1,408.22
	13CAHTN001	FA13CAHADM	STATE	STATE	GLE	72517000	\$1,408.24
31701 Total							-\$581.25
32701	ENFY15POLLUPREV	ENFY15POLLUPREV	STATE	STATE	GLE	70900000	-\$0.17
	ENFY15POLLUPREV	ENFY15POLLUPREV	STATE	STATE	GLE	71004000	-\$0.03
	ENFY15POLLUPREV	ENFY15POLLUPREV	STATE	STATE	GLE	72201000	-\$3.17
	ENFY15POLLUPREV	ENFY15POLLUPREV	STATE	STATE	GLE	72503000	-\$0.39
32701 Total							-\$3.76
Grand Total							-\$510.72

- b. The combination of a Federal activity and a CGE (cost shared general ledger expenditure) analysis type is invalid. Process a GL journal voucher and move the CGE to GLE (general ledger billable expenditure) analysis type.

e.g

Example of FEDERAL Activity(s) with incorrect AN Type of CGE – should be GLE:



Unit	Contract	Project	Activity	Activity Type	An Type	Account	Total
32701	ENADMIN12CLWAT	ENADMIN12CLWAT	FEDERAL	FED	CGE	72527000	\$1,172.20
	ENCLWAT12	ENCLWAT12FOR	FEDERAL	FED	CGE	71300000	\$2,079.32
	ENDR9LASWELLH	ENDR9LASWELLH	FEDERAL	FED	CGE	72503000	\$1,064.74
	ENDW10LASWELLH	ENDW10LASWELLH	FEDERAL	FED	CGE	72519000	\$2,189.67
	ENHIGHPRIORUST	ENHIGHPRIORUST	FEDERAL	FED	CGE	70803000	\$650.45
32701 Total							\$7,156.38
33701	SCSEPPY2014	LW760P14SCSEP15	FEDERAL	FED	CGE	71004000	-\$74.00
33701 Total							-\$74.00
34101	TYSWINGSRFY2015	MITYSSR075F2015	FEDERAL	FED	CGE	70710000	-\$134.25
34101 Total							-\$134.25
35910	FOSTERCARE15	CHIVEFCAPMAIN15	FEDERAL	FED	CGE	71304000	\$81,274.53
	FOSTERCARE16	CHIVEFCAPMAIN16	FEDERAL	FED	CGE	71304000	\$582,339.05
35910 Total							\$663,613.58
Grand Total							\$670,561.71

- c. The combination of a Rate Set that is FEDERAL “68001,” and the activity is NONGOV usually indicates a mismatch. Federal revenue could be overstated. However, this specific example could be acceptable if an agency received Federal funds from a nongovernmental provider and the reporting of those funds were required to be reported on the Schedule of Expenditures of Federal Awards (SEFA).

e.g

Example of Rate set mismatched against the Activity (Federal 68001 Rate vs. Activity of NONGOV):

	A	B	C	E	F	G	H	I	J	N	
1	Unit	Contract	Line Num	Rate Set	Project	Activity	An Type	Account	Dept	Fund	Sum Amount
2	34101	NEXTEL PROJECT 2010	1	68001	MINEXTL100N2010	NONGOV	GLE	70302000	3410400100	11000	319.00
3	34101	NEXTEL PROJECT 2010	1	68001	MINEXTL100N2010	NONGOV	GLE	70302000	3410403100	11000	(159.50)

- d. For the purpose of the example above it is assumed the Federal (68001) rate set on the Customer Contract/Grant is incorrect. With this assumption, any activity other than “FEDERAL” would result in improperly recognized Federal revenue if any expenditure(s) occurred. Choose one of the following corrective measures:

1. Remove all costs from this project ID so that they are not associated with any project via a GL journal voucher. The federal revenue will be reversed automatically by a system generated CN journal. No new transactions can process during this time. Then, change the “rate set” on the Customer Contract/Grant and put the expenditure transactions back on the project via a GL journal voucher and re-process the billing. The correct revenue will be produced automatically by a system generated CN journal.



It is important to enter the GL journal voucher removing the project expenditures before the rate set is changed on the Customer Contract/Grant.

OR/PREFERRED

2. Create a new grant through the proposal method with the correct rate set on the Customer Contract/Grant & move with a GL journal voucher all the expenditures from the old Project ID/Grant-Customer Contract to the new Project ID/Grant-Customer Contract.
- e. Other abnormal situations that may return on this query would include the activity of PROGRAMINC. This could be a valid transaction if the agency is manually recording the program income. If the receipt of funds was originally recorded as 6808000 – Current Services with a Project ID and analysis type GLR, an adjusting entry is needed (see example below). The agency/business unit would need to re-allocate with a GL journal voucher the related revenue which should be affected by the program income being received.

Valid Program Income revenue accounts are below:

Account	Description
68030001	Counties-Program Income
68050001	Cities-Program Income
68060001	Non-Gov-Program Income
68080005	Current Services-Program Income
68090002	Interdept-Program Income
68095002	Interdept_CU-Program Income

e.g.

This is an example of this reallocation GL journal entry if Program Income had been recorded when received as "Current Services/68080000" incorrectly.

BU	Fund	Dept	Account	Location	PC BU	Project	Activity	An Type	Amount	Description
31865	11000	3186501003	68080000	19000	31865	TNXXXXX	FEDERAL	GLR	50.00	Reallocation of Prg Inc Exp
31865	11000	3186501003	68080005	19000	31865	TNXXXXX	FEDERAL	GLR	-50.00	Reallocation of Prg Inc Exp



If the automated program income method is being used (certain configuration is required in order to use this functionality), no reallocation journal is needed. Contact Edison Financials Grant team for assistance in this configuration.

Note: Program income will be a difference in the amounts for revenue to expenditures only when using the automated process for program income.

- f. Verify that any other abnormal combinations are valid documenting your research and attaching it to the Award profile.

Task 10: 06/19 - Identify Project-related journals which have not posted (If a Journal has not posted, the results of the subsequent Tasks/queries may be misleading)

This task needs to be done EVERY Friday through July 29th and daily beginning Monday, August 1st through Thursday, August 4th, the last day to enter Grant/Project journal entries. Also recommend doing this task every morning through August 9th which is the last day for Division of Accounts to approve those journals.

Note: The last day to enter an AG/JV/EX journal is not on a Friday, but a Thursday, August 4th, this year!

- 1) Run query: TN_GR20A_JRNL_NOT_POST_GR

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	<input type="text" value="31701"/>
JOURNAL_DATE_FROM	<input type="text" value="2015-06-01"/>
JOURNAL_DATE_TO	<input type="text" value="2015-06-30"/>

Unit	Journal ID	Date	Creation Date	Account	Dept	Pgm	Fund	Loc CF	PC BU	Project	Activity	An Type	Sum Amount	Status	Budget Status	,P=Appr to Post	Source	
31701	1934298	5/13/2015	05/13/2015 10:14:07AM	70803000	3173000001		15000	19105	31730	SD33501ACADIS15	ST89CH0563	GLE	1,000.00	V	V	G	IU	
31701	1934298	5/13/2015	05/13/2015 10:14:07AM	71620000	3173000001		15000	19105	31730	SD33501ACADIS15	ST89CH0563	GLE	10,000.00	V	V	G	IU	
31701	1938695	5/31/2015	05/19/2015 1:27:15PM	72502000	3171100001	111004	11000	19000	31701	FA13CAHADM	STATE	CGE	87.82	V	V	G	MU	
31701	1938695	5/31/2015	05/19/2015 1:27:15PM	72502000	3171100001	111004	11000	19000	31701	FA13CAHADM	FEDERAL	GLE	87.82	V	V	G	MU	
31701	1938697	5/31/2015	05/19/2015 1:27:30PM	72528000	3171100001	111004	11000	19000	31701	FA13CAHADM	STATE	CGE	193.69	V	V	G	MU	
31701	1938697	5/31/2015	05/19/2015 1:27:30PM	72528000	3171100001	111004	11000	19000	31701	FA13CAHADM	FEDERAL	GLE	193.70	V	V	G	MU	
31701	1940172	5/20/2015	05/20/2015 9:11:50AM	72523000	3170600002	61020	11000	19000	31701	FAJAG2010ADMN10	STATE	CGE	287.20	V	E	P	PM	
31701	1940172	5/20/2015	05/20/2015 9:11:50AM	72523000	3170600002	61020	11000	19000	31701	FAJAG2010ADMN10	FEDERAL	GLE	847.25	V	E	P	PM	
31701	1940172	5/20/2015	05/20/2015 9:11:50AM	72523000	3170600003	62010	11000	19000	31701	FASTOP2012ADM	FEDERAL	GLE	574.41	V	E	P	PM	
31701	1940172	5/20/2015	05/20/2015 9:11:50AM	72523000	3170600003	62020	11000	19000	31701	FAVOCA2013ADM	FEDERAL	GLE	287.20	V	E	P	PM	
31701	1940172	5/20/2015	05/20/2015 9:11:50AM	72523000	3171100001	111004	11000	19000	31701	FA13CAHADM	STATE	CGE	1,392.94	V	E	P	PM	
31701	1940172	5/20/2015	05/20/2015 9:11:50AM	72523000	3171100001	111004	11000	19000	31701	FA13CAHADM	FEDERAL	GLE	1,392.94	V	E	P	PM	
31701	1941519	5/21/2015	05/21/2015 8:59:15AM	71300000	3170600002	61020	11000	19000	31701	FAJAG14P	FEDERAL	GLE	847.72	V	V	P	IU	
31701	1941519	5/21/2015	05/21/2015 8:59:15AM	71300000	3170600003	62012	11000	19000	31701	FASTOP2013PROPR	FEDERAL	GLE	49,630.96	V	V	P	IU	
31701	1941520	5/21/2015	05/21/2015 9:09:59AM	71300000	3170600003	62020	11000	19000	31701	FAVOCA2013PRO	FEDERAL	GLE	33,450.04	V	V	G	IU	
31701	1942709	5/31/2015	05/22/2015 9:22:26AM	72503000	3170300016	30811	12001	19000	31703	ITAG036		30811	GLE	744.22	V	V	N	MU
31701	1942709	5/31/2015	05/22/2015 9:22:26AM	72503000	3171100001	111004	11000	19000	31701	FA13CAHADM	STATE	CGE	30.80	V	V	N	MU	
31701	1942709	5/31/2015	05/22/2015 9:22:26AM	72503000	3171100001	111004	11000	19000	31701	FA13CAHADM	FEDERAL	GLE	30.80	V	V	N	MU	

- 2) Make sure date prompts to include **all** open period dates.
- 3) Determine why the journals listed are not posted.

The example above shows some of these as Valid in budget checking status, while other journals are “E” for budget errors. If the budget status is “N” the journal has not been budget checked.

Journal processing statuses include:

- “N” which means the journal is awaiting agency approvals.
- “G” represents the journal is in a “Pending” status.
- “P” represents the journal has been approved to post.
- “E” represents the journal contains an error and needs to be resolved.

e.g.

In the example below, the debits and credits equal. The journal is in error because it was uploaded with amounts with more than two decimal places.

	A	B	C	F	G	H	I	J	L	M	N	R	S	U
1	Unit	Journal ID	Date	Account	Dept	Proj	Fund	Locat	PC	Project	Activity	An Ty	Sum Amount	Status
1960	34101	RBFY140005	12/1/2013	70500000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	STATE	CGE	44,143.800	E
1961	34101	RBFY140005	12/1/2013	70500000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	FEDERAL	GLE	132,431.410	E
1962	34101	RBFY140005	12/1/2013	70500000	3410300200	70206	11000	5000	34101	MITECFO100F2013	FEDERAL	GLE	243,559.829	E
1963	34101	RBFY140005	12/1/2013	70501000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	STATE	CGE	1,702.220	E
1964	34101	RBFY140005	12/1/2013	70501000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	FEDERAL	GLE	5,106.640	E
1965	34101	RBFY140005	12/1/2013	70501000	3410300200	70206	11000	5000	34101	MITECFO100F2013	FEDERAL	GLE	15,887.320	E
1966	34101	RBFY140005	12/1/2013	70504000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	STATE	CGE	1,830.850	E
1967	34101	RBFY140005	12/1/2013	70504000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	FEDERAL	GLE	5,492.560	E
1968	34101	RBFY140005	12/1/2013	70504000	3410300200	70206	11000	5000	34101	MITECFO100F2013	FEDERAL	GLE	17,087.970	E
1969	34101	RBFY140005	12/1/2013	70505000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	STATE	CGE	17.810	E
1970	34101	RBFY140005	12/1/2013	70505000	3410300200	70100	11000	5000	34101	MITYSFO075F2013	FEDERAL	GLE	53.430	E
1971	34101	RBFY140005	12/1/2013	70505000	3410300200	70206	11000	5000	34101	MITECFO100F2013	FEDERAL	GLE	63.173	E

e.g.

Other budget errors could result from a budget item not existing on the grant/project budget. The budget error would say "No Budget Exists" on the Ledger Group PRJ_FDS_CH (the budget item or object code level of the project). Even if the needed budget item was added to the project budget and finalized, the journal would still fail budget checking if the Project Accounting Date (see Budget Detail screen shot) is not changed.

GL Journal Exceptions

Business Unit: 34101 Journal ID: FY12CPP Journal Date: 01/01/2014

*Exception Type: Error

Maximum Rows: 100

Budgets with Exceptions

Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Fund	Account	PC Bus Unit	Project	Activity
34101	PRJ_FDS_CH	No Budget Exists	More Detail		Go To ...	11000	89040	34101	MISRMAN100F2012	FEDERAL
34101	PRJ_FDS_CH	No Budget Exists	More Detail		Go To ...	11000	89040	34101	MIAYENV100F2012	FEDERAL
34101	PRJ_FDS_CH	No Budget Exists	More Detail		Go To ...	11000	89040	34101	MIARMSG100F2012	FEDERAL
34101	PRJ_FDS_CH	No Budget Exists	More Detail		Go To ...	11000	89040	34101	MIELCSS100F2012	FEDERAL
34101	PRJ_FDS_CH	No Budget Exists	More Detail		Go To ...	11000	89040	34101	MISUSTR100F2012	FEDERAL

Budget Detail

Project: MISRMAN100F2012 SRM 100 FY 2012

Budget Period: 1 Begin Date: 10/01/2011 End Date: 09/30/2021

Project Budget Summary

Cost Share Direct \$0.00 Total \$7,961,035.00 Currency: USD Total Budget: \$7,961,035.00

Budget Amounts for Period

Budget Item	Fund	Department	Account	Location CF - Class	Activity	Analysis Type	Projects Distribution Status	Budgeting Business Unit	Description	Accounting Date
AWARD_INDEMN	11000	34102	71200	19000	FEDERAL	BUD	Distributed	34101	Awards and indemnities	09/30/2011
F&A_COSTS	11000	34102	89040	19000	FEDERAL	BUD	Not Distributed	34101	F&A Costs	01/13/2014
COMMUNICATION	11000	34102	70600	19000	FEDERAL	BUD	Distributed	34101	Communications	09/30/2011

Need to change Accounting Date to a date prior to Journal date

e.g.

Below is an example of two budget errors on Journal 0001942741. Project ID HL1ZRURAL2F0015 is in budget error because the journal "Exceeds Budget Tolerance" on the "PRJ_OVR_PR" (Project Overall) budget and on the "ALOTCAT_PR". There is one project and one allotment error:

- The Project budget errors (No Budget Exists or Exceeds Budget Tolerance) can be corrected by the agency/business unit by increasing the project budget, if allowable, or reallocating expenditures.
- Account 1 (above the line expenditures) and Account 2 (below the line expenditures - all other expenditures) can only be corrected by budget personnel.

These errors are on allotment/department 34309 and Account 2 (below the line expenditures).

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Fund	Dept	Account	Project	Budget Period
1	34301	ALOTCAT_PR	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...	11000	34309	2		2015
2	34301	PRJ_OVR_PR	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...	11000			HL1ZRURAL2F0015	ALL

- 4) Before proceeding, ensure that all journals affecting projects are posted.
- 5) Ensure auto-reversing journals processed for year-end post in the next state fiscal year and no journals fail to post due to budget errors.

e.g.

If the auto-reversing journal does not post due to a project budget error, the agency/business unit should contact the Division of Accounts General Ledger section for assistance.

Task 11: 06/19 & ongoing – Evaluate transactions that have not billed

- 1) Run query **TN_GR20_UNBILLED_TRANS_DETAILS**.

Schedule Query

Run Control ID: TN_GR20_UNBILLED_TRANS_DETAILS [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name: TN_GR20_UNBILLED_TRANS_DETAIL [Search](#)

*Description: unbilled transactions

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	32701

- 2) Analyze the **TN_GR20_UNBILLED_TRANS_DETAILS** by referencing the following:
 - a) Billing Anal Type of Priced Row
 - i) BIL = can be billed
 - ii) OLT = over the billing limit & will not bill (these have to be resolved)
 - b) Billing Status
 - i) Priced = ready to send to billing
 - ii) Billing Worksheet = in billing and could be a temp bill or an invoice
 - iii) Ignore = will not be billed
 - iv) Unbillable/Nonbillable = not current billable (may be temporary)
 - v) S = in process

- c) Contract Process Status
 - i) Must be in "Active" to bill
 - d) System Source of Original transaction
 - i) AP Batch = Accounts Payable
 - ii) Batch Time & Labor = Payroll
 - iii) EX Batch = Uploaded Journal
 - iv) GL Batch = General Ledger
 - v) GM Batch = Grants F&A (Indirect Cost)
 - vi) PC Online Entry Panel = direct entry in Project costing (generally adjusting entries)
 - e) GL Distribution Status of Revenue Recognition
 - i) **C** = Revenue processing has not yet occurred
 - ii) **Generated** = Revenue accounting lines have been created but not yet posted to GL
 - iii) **Distributed** = Revenue has been recognized and posted to GL
 - iv) **Ignored** = Revenue will not be recognized
 - v) **None** = Revenue has not been recognized
 - vi) **S** = Revenue is in process
- 3) A pivot table can be used to analyze this query.
- a) Having "Contract," "Contract Status," and "Contr Proc Stat (Processing Status)" as the row labels in the pivot table is recommended. This view will show whether Customer Contracts are "Active" – any status other than "Active" will not bill or recognize revenue.

Contract	Contract Status	Contr Proc Stat
APC AMBIENTAIR08	ACTIVE	Active Status
APC NONTITLE507	ACTIVE	Active Status

- 4) Modify or create a new pivot table to analyze the Billing Status by putting "Project ID" as the row labels, "Billing Status" as column label and amount as the "Σ sum" value. The Billing Worksheet amounts should equal the value on **TN_GRO3_BILLING_DETAIL** query for that particular day by project ID. If they do not, proceed to #5.

3	Sum of Total Amount	Billing Status			
4	Project ID	Billing Worksheet	Priced	Unbillable/Non-billable	Grand Total
5	ECARCCTA532010	684.89	26,314.29	55.85	27,055.03
6	ECARCCTA532011	3,827.78			3,827.78
7	ECARCCTAFED909	3.13		28,090.46	28,093.59
8	ECARRACDBG70010		1,266.42	1,266.42	2,532.84
9	ECBIODIESELIN09	-29.60	5.92	17.76	-5.92
10	ECCDBGGRANT0909	142,739.12			142,739.12
11	ECFEMAGRANT0909	13.21		18.88	32.09
12	ECFEMMAPMOD0909	6.60	33,057.78		33,064.38
13	ECGOVENTASKFC09		14.06	10.36	24.42
14	ECLOCGOENRGY09	-1,488,777.18			-1,488,777.18
15	ECMICROLOAN0710	-3,787.65		56,000.00	52,212.35
16	ECPVE	3,576,980.00			3,576,980.00
17	ECRRLBUSENTGT11	14,321.50			14,321.50
18	ECSEPGRMGMT0509	220,441.75	0.00	147,434.12	367,875.87
19	ECSTDIAMSKADM09	-36,641.02	18,361.59	17,260.11	-1,019.32
20	ECSTENEPLFY2011	38,713.30			38,713.30
21	ECSTWINDENGYS09			17.76	17.76
22	ECTNENEDUNETW09	13,011.13	5.92		13,017.05
23	Grand Total	2,481,506.96	79,025.98	250,171.72	2,810,704.66

Note: If there are “Deferred at the Line Level” temp bills, those “DEF” lines will NOT appear on the TN_GR20_UNBILLED_TRANS_DETAILS query. There will be a difference in TN_GR20 Billing Status – “Billing Worksheet” and what appears on TN_GR03. The DEF lines only change to BLD when they are billed. However, the DEF, BIL, and OLT lines all appear on the TN_GR20_ELIG_UNBILLED_TRANS_DT query.

- 5) If your Billing Worksheet does not equal the value on **TN_GR03_BILLING_DETAIL** query for that particular day, change the pivot table to add the “Acctg Date” as a row label. Use the filter to see the “Priced” and add the “Billing An (analysis) Type” in the column label. What is priced but in a BIL state should equal the results of the **TN_GR03_BILLING_DETAIL** query for that particular accounting date. If one has something that is “Priced” in a BIL state but not on the Billing Worksheet and not in OLT, the PRICING process probably needs to be run on those transactions. Send an email to Edison Grants team to run pricing. Provide the BU, Project ID, and “Acctg (Accounting) Date” range (from and to dates). Task #5 should be referenced to address OLT’s.

3	Sum of Tran:				Billing Status	Billing An Type			
4					Billing Worksheet	Priced	Grand Total		
5	Business	Project ID	Activity ID	Acctg Date	BIL	OLT			
6	32701	EN3273800014	ENFY13BROWNSFLD	3/10/2015			\$69.00	\$69.00	
7				3/15/2015			\$44,076.11	\$44,076.11	
8				3/16/2015			\$3,290.00	\$3,290.00	
9				3/17/2015			\$2,522.06	\$2,522.06	
10				3/18/2015			\$1,334.64	\$1,334.64	
11				3/19/2015	\$282.80		\$2,046.83	\$2,329.63	
12				3/23/2015			\$1,687.42	\$1,687.42	
13				3/24/2015			\$224.45	\$224.45	
14				3/26/2015			\$10,333.42	\$10,333.42	
15				3/27/2015			\$642.83	\$642.83	
16				3/30/2015			\$69.00	\$69.00	
17				3/31/2015			\$34,030.47	\$34,030.47	
18				4/9/2015			\$187.18	\$187.18	
19				4/15/2015			\$49,541.85	\$49,541.85	
20				4/16/2015			\$115.00	\$115.00	
21				4/25/2015			\$11,186.54	\$11,186.54	
22				4/27/2015			\$1,566.63	\$1,566.63	
23				4/28/2015			\$797.48	\$797.48	
24				4/29/2015			\$138.97	\$138.97	
25				4/30/2015			\$38,085.26	\$38,085.26	
26				5/5/2015			\$100.00	\$100.00	
27				5/15/2015			\$30,505.49	\$30,505.49	
28				5/25/2015			\$6,888.14	\$6,888.14	
29				5/26/2015			\$165.00	\$165.00	
30				5/28/2015	-\$295.07			-\$295.07	
31	Grand Total						-\$12.27	\$239,603.77	\$239,591.50

- 6) Modify or create a new pivot table with “Project ID” as row label and in the column label “Rev Recog (recognition) Status” and amount remains in the “Σ sum” field. The Rev Recog Statuses are described below.
- i) C = Revenue processing has not yet occurred – this would result from a Customer Contract not being made active or from having an OLT transaction in billing.
 - ii) Generated = Revenue accounting lines have been created but not yet posted to GL – this could result from a CN journal having a budget error and not posted.
 - iii) Distributed = Revenue has been recognized and posted to GL
 - iv) Ignored = Revenue will not be recognized – this would result from a Customer Contract’s processing status being changed to cancelled or superseded.
 - v) None = Revenue has not been recognized
 - vi) S = Revenue is in process

3	Sum of Total Amount	Rev Recog Status				
4	Project ID	C	Distributed	Generated	Ignored	Grand Total
5	ECARCCTA532010	26,314.29	684.89		55.85	27,055.03
6	ECARCCTA532011		3,819.95	7.83		3,827.78
7	ECARCCTAFED909		3.13		28,090.46	28,093.59
8	ECARRACDBG70010	1,266.42			1,266.42	2,532.84
9	ECBIODIESELIN09	5.92	-29.60		17.76	-5.92
10	ECCDBGGRANT0909		127,333.15	15,405.97		142,739.12
11	ECFEMAGRANT0909		13.21		18.88	32.09
12	ECFEMMAPMOD0909	33,057.78	6.60			33,064.38
13	ECGOVENTASKFC09	14.06			10.36	24.42
14	ECLOGGOVENRGY09		-1,488,777.18			-1,488,777.18
15	ECMICROLOAN0710		-3,787.65		56,000.00	52,212.35
16	ECPVE		3,576,930.98	49.02		3,576,980.00
17	ECRRLBUSENTGT11			14,321.50		14,321.50
18	ECSEPGRMGMT0509	0.00	228,687.09	-8,245.34	147,434.12	367,875.87
19	ECSTDIAMSKADM09	18,361.59	-36,641.02		17,260.11	-1,019.32
20	ECSTENEPLFY2011		22,741.27	15,972.03		38,713.30
21	ECSTWINDENGYS09				17.76	17.76
22	ECTNENEDUNETW09	5.92	13,011.13			13,017.05
23	Grand Total	79,025.98	2,443,995.95	37,511.01	250,171.72	2,810,704.66



It is recommended to use this query weekly.

New this year: Identify transactions which have not priced.

- 1) Run Query: TN_GR_A09_EXP_NOT_PRICED

Schedule Query

Run Control ID TN_GR_A09_EXP_NOT_PRICED Report Manager Process Monitor

Query Name:

*Description:

Update Parameters

Prompt Name	Value
ACCOUNTING_DT	<input type="text" value="2015-07-01"/>
ACCOUNTING_DT	<input type="text" value="2016-06-30"/>
BUSINESS_UNIT	<input type="text" value="32701"/>

- 2) When transactions are identified that have not priced – not appearing on TN_GR20 Unbilled Transactions or TN_GR03, notify the Grant Accounting Manager in Division of Accounts along with the Edison Projects/Grants team – Robert K. Lawson, Jonathan Beretta, and Jeff Hopkins. These transactions would appear as expenditures on the TN_PR101 query but would not have made it to the TN_GR03 or TN_GR20 Unbilled Transaction query(s).

Task 12: 06/24 - For agencies having pass-through Grants (receive revenue from another state agency), reconcile project/grant related Interunit (IU) revenue with billing for IU billed through May 31.

- 1) Run Query: **TN_GR04_INTERDEPT_AR** for the first eleven months of the year.

Schedule Query

Run Control ID TN_GR04_INTERDEPT_AR

[Report Manager](#)

[Process Monitor](#)

Query Name:

*Description:

Update Parameters

Prompt Name	Value
BUSINESS_UNIT_PC	<input type="text" value="33101"/>
ACCOUNTING_DT_FROM	<input type="text" value="2015-07-01"/>
ACCOUNTING_DT_TO	<input type="text" value="2016-05-31"/>

3	Sum of Sum Amount		Analysis Type				
4	Business Unit	Project	Activity	BLD	GLR	IUR	Grand Total
5	33101	ED0000KB14AAX14	INTERMATCH	\$0.00			\$0.00
6		ED0000KB15AAX15	INTERMATCH	\$289,400.21		-\$289,400.21	\$0.00
7		ED0000KB16AAX16	INTERMATCH	\$10,872,618.38	-\$1,174.05	-\$10,871,444.33	\$0.00
8		ED0000SL13GSL13	INTERMATCH	\$14,426.99		-\$14,426.99	\$0.00
9		ED000VOCREHAB11	INTERFED	\$0.00			\$0.00
10		EDARTSTKTSUBS14	INTERMATCH	\$0.00	\$199,072.00	-\$199,072.00	\$0.00
11		EDARTSTKTSUBS16	INTERMATCH	\$391,391.00	-\$199,072.00	-\$192,319.00	\$0.00
12		EDHEALTHNURSE16	INTERFED	\$43,510.19		-\$34,809.27	\$8,700.92
13		EDSHEALTHPROM15	INTERFED	\$40,600.10		-\$44,986.54	-\$4,386.44
14		EDSHEALTHPRON15	INTERFED	\$39,656.48		-\$43,945.10	-\$4,288.62
15		EDSNPHEALTHPS15	INTERFED	\$15,893.18		-\$15,893.18	\$0.00
16		EDTHECCMGEST15	INTERFOUND	\$3,013.59		-\$3,013.59	\$0.00
17		EDTHECCMGFST15	INTERFOUND	\$5,977.30		-\$5,977.30	\$0.00
18		EDTHECCMGMC015	INTERFOUND	\$10,916.81		-\$10,916.81	\$0.00
19		EDTHECCMGNW015	INTERFOUND	\$9,475.21		-\$9,475.21	\$0.00
20		EDTHECCMGSC015	INTERFOUND	\$4,804.54		-\$4,804.54	\$0.00
21		EDTHECCMGSE015	INTERFOUND	\$12,135.49		-\$12,135.49	\$0.00
22		EDTHECCMGSW015	INTERFOUND	\$14,093.48		-\$14,093.48	\$0.00
23		EDTHECCMGUC015	INTERFOUND	\$8,608.72		-\$8,608.72	\$0.00
24		EDVOCREHABTSB16	INTERFED	\$43,077.90		-\$43,077.90	\$0.00
25		EDVOCREHABTSD16	INTERFED	\$34,991.69		-\$31,426.07	\$3,565.62
26	33101 Total			\$11,854,591.26	-\$1,174.05	-\$11,849,825.73	\$3,591.48

2) Analyze the results of query **TN_GR04_INTERDEPT_AR**.

- a) This query summarizes the pass-through (from one state agency to another state agency) BLD transactions and the IUR transactions.
 - i) For the contract/grants/projects that do NOT equal (BLD ≠ IUR), validate all billings have been approved and processed through Single Action, and the IU journals were created to bill for those invoices. If the IU journals were not created, an IU journal must be entered.
 - ii) If the invoice amount is not the amount you intend to bill on the IU journal, a correction GL journal voucher is needed to update the project/billing. (Note: GLR transactions will appear in the query results.)

In our current example there are several differences:

Row 12 – Grant Project ID EDHEALTHNURSE16 has more “BLD” transactions than revenue (\$43,510.19 - \$34,809.27 = \$8,700.92) and **Row 25** – Grant Project ID EDVOCREHABTSD16 has more “BLD” than revenue (\$34,991.69 - \$31,426.07 = \$3,565.62) so IU journal are needed for these differences. Looking at the **TN_GR20A_JRNLs_NOT_POST** query IU journal 2239237 and 2234318 are in process for these differences.

Rows 10 & 11 show an example that an IU journal was done with the wrong project information, however it was corrected with an AG journal with a “GLR” analysis type moving the revenue from EDARTSTKTSUBS14 to EDARTSTKTSUBS16 in the amount of \$199,072.00 since the error was not discovered until after the IU journal was posted.

Rows 13 & 14 has more IUR revenue than “BLD” transactions. To resolve the differences run query **TN_PR202_ALL_TRANSACTIONS** to get the IUR transactions by IU journal ID and compare to query **TN_PR101_PROJECT_COST_DETAIL**.

The **TN_GR20_JRNLs_NOT_POST**, **TN_PR202_ALL_TRANSACTIONS**, or **TN_PR101_PROJECT_COST_DETAIL** queries could be used to locate differences. The Billing history could also be used. Navigation: FSCM> Customer Contracts> Create and Amend> General Information and enter BU and Contract/Grant and search. When the Contract is retrieved, click on Billing Plans hyperlink – click on B101 hyperlink - click on the History tab and click on the Billing tab and see invoices produced.



**The BLD should equal the IUR!
The SEFA Supplemental (SIS) values could be wrong if the BLD does not equal the IUR!**

Exception: If the agency had to correct a posted IU journal that included a 68090000 transaction with an incorrect chartfield value (e.g. wrong department, program, etc.) and used GLR analysis type on the correcting journal, the BLD amount would equal combined IUR and GLR values.

For the contract/grants/projects that do NOT equal (BLD ≠ IUR), validate all billings have been approved and processed through Single Action, and the IU journals were created to bill for those invoices. If the IU journals were not created, an IU journal must be entered by the closing date (August 2nd by creating agency and August 4th by second agency). Remember an IU journal cannot be entered for less than \$1,000.00.

Task 13: 06/30 – Last day for all travel expenditures with accounting dates of June related to Grant/Projects to be submitted by employee or proxy.

Task 14: 07/01 – New state FY year begins.

Separate billing transactions for state year-end will begin.



When reviewing TN_GR03 each day after July 1st – no matter which version you use–there will be temporary bills by each contract if transactions exist in both state years; one with June transactional accounting dates and one with July transactional accounting dates,.

IMPORTANT!!



Please remember to bill the PREPAIDS that are **JUNE** with a **JUNE billing date** to ensure billing and utilization (the reduction of the Deferred/Advanced account) occur in the same state fiscal year!

If you have expenditure transactions related to prepaids, it is critical that the billings are processed before the close date of the AR module. If you have a GL journal with a prepaid project that posts on July 13th or after, contact division of Accounts.

**ALL PROJECT JOURNALS DONE IN AN ADJUSTMENT PERIOD, 991, 992, 993
NEED TO BE DATED 6/30/2015!**

Task 15: 07/08 - Analyze Open Grant Items in Accounts Receivable with June Dates – see Task 1 for directions.

Task 16: 07/08 - Analyze Open On Account Items in Accounts Receivable with June Dates – see Task 2 for directions.

Task 17: 07/13– Last day for the Creation and Processing of Prepays associated to Customer/Contracts for deposits received in June or before.

Before the AR module closes, if you have a prepaid/advance at June 30th that has been collected and is associated to a Grant/Customer Contract, it needs to be entered, billed and deposit recorded.

- Refer to Grant Manual Section 4.2 for prepaid creation and processing.

Task 18: 07/13 – Edison submodules closed for FY13 except Customer Contract module (revenue recognition) and automated F&A (Indirect Cost) processing

Task 19: 07/27–Last day for Accrued Liability (source LA) journals to be approved by agency in Edison



- YAE is the analysis type on the expenditure line only when using Project Costing chartfields.
- Before July and August of FY2016 close, validate that the auto-reversing journals are posted and not in budget error status; if they are in budget error status, resolve these before month end close.
- Detailed directions for LA journals are provided by Division of Accounts Job Aids website.
- Revenue associated to the expenditures of an LA journal which was not auto-generated through the Edison revenue recognition process must be entered through an RA journal (see Task 24).

Task 20: 07/29 – Evaluate and take action to resolve project/grant related journals in the system which have not been posted for FY15 looking for budget errors and missing approvals.

Task 21: 07/31 – Last day for entry of IU journals by creating Agency (Also see Task #12 and Task #26)

Task 22: 08/03 – Last day for entry of Grant related Accounts Receivable (RA) entries against Accrued Liability journals by agency.



- “YAR” transactions do not bill when using the Project Costing chart fields.
- Before July and August of FY2016 close, validate that the auto-reversing journals are posted and not in budget error status; if they are in budget error status, resolve these before month end close.
- If a customer account receivable has already been established through Edison Accounts Receivable module with an accounting date of June 30 or prior, it should not be recorded again through the year-end accounts receivable journal process.
- Detailed directions for RA journals are provided by Division of Accounts on Job Aids website.

Task 23: 08/04 – Last day for entry and submission by secondary Agency on IU journals



When creating and submitting IU journals, consider the impact to Projects/Grants where Customer Contracts may be near or at their billing limit. ***You don't want to be creating OLT transactions when entering IU journals on the last day that one can enter a Projects/Grants reallocation journal.***

Task 24: 08/04 – Last day of entry of miscellaneous JV/AG/EX Journals to correct a previous FY15 transaction affecting Projects/Grants



No project related General Ledger journals whether they are JV's, AG's, or EX's can be entered in Edison for state fiscal year 2015 after August 4, 2015!!!!

Task 25: 08/04 – Last day for agency approval of Accounts Receivable (source RA) journal vouchers against Accrued Liabilities

Task 26: 08/04 - Repeat Task #12 – Reconcile grants/project related interunit (IU) revenue with billings with an accounting date through June 30th .

Task 27: 08/04 - Perform Deferred/Advanced Revenue analysis – the following steps relate to prepaid Deferred/Advanced revenue accounts associated with Customer Contracts/Grants. This analysis will assist in creating the validations of account balances for Deferred/Advanced revenue on the Grant to the related prepaid accounts.

- 1) Run the **TN_GL048_TRIAL_BALANCE_ACCT** query. This query provides the beginning period "0" which will give the ending balance rolled forward from prior year balance in the Deferred/Advanced Revenue accounts – (35XXXXXX). The beginning balance would be obtained from the trial balance with period "0" or the balance at the prior year-end. It is recommended to use the 35% (percent sign – wildcard) in the account field and only get the values you need.

Schedule Query

Run Control ID TN_GL66 Report Manager Process Monitor

Query Name:

*Description:

Update Parameters

Prompt Name	Value
ACCOUNTING_PERIOD	1
BUSINESS_UNIT	30501
FUND_CODE	20037
FISCAL_YEAR	2016

- 2) Analyze the trial balance. Trial balance at Period 0 example – normal balance for Deferred/Advanced Revenue is a credit and any debit amounts could indicate error(s). Recommend filtering for just period "0."

Sum of Amo	Unit	Fund	Dept	Account	Location CF	Program	User Code	Project	Activity	Year	Period
	30501	20037	3051007501	35000109	19136	7501	991004	SSSEC1010000004	(blank)	2016	\$ (15,503.24)
		20037	3051007501	35000109	19136	7501	(blank)	SSSEC1010000004	(blank)	2016	\$ 282,315.92
		20037	3051007501	35000109	19136	(blank)	(blank)	(blank)	(blank)	2016	\$ 5,141.78
		20037	3051007503	35000365	19136	7503	(blank)	SSHAVA251MATH05	(blank)	2016	\$ 488,450.93
		20037	3051007503	35000365	19136	7505	991005	SSHAVA251MATH05	(blank)	2016	\$ (124,447.52)
		20037	3051007503	35000365	19136	7505	(blank)	SSHAVA251MATH05	(blank)	2016	\$ (169,230.85)
		20037	3051007503	35000365	19136	(blank)	(blank)	(blank)	(blank)	2016	\$ 11,365.00
		20037	(blank)	35000109	(blank)	(blank)	(blank)	SSSEC1010000004	(blank)	2016	\$ 608,669.49
		20037	(blank)	35000109	(blank)	(blank)	(blank)	(blank)	(blank)	2016	\$ (3,378,486.60)
		20037	(blank)	35000365	(blank)	(blank)	(blank)	SSHAVA251MATH05	(blank)	2016	\$ 883,931.31
		20037	(blank)	35000365	(blank)	(blank)	(blank)	(blank)	(blank)	2016	\$ (27,196,524.23)
30501 Total											\$ (28,604,318.01)

- 3) Run query **TN_GL66_LIABILITY_ENTRIES_PD**. This query returns to the agency all the liability entries for a given period. Run this query for each period once the period has closed to get the analysis of the monthly activity of the Deferred/Advanced revenue accounts.

Schedule Query

Run Control ID: TN_GL66 [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value
ACCOUNTING_PERIOD	<input type="text" value="1"/>
BUSINESS_UNIT	<input type="text" value="30501"/>
FUND_CODE	<input type="text" value="20037"/>
FISCAL_YEAR	<input type="text" value="2015"/>

Run the query for each period that has been closed and combine results into one spreadsheet.

- 4) Analyze the results of query **TN_GL66_LIABILITY_ENTRIES_PD**. The CN Journals are the revenue recognition and utilization of the prepaid Deferred/Advanced revenue accounts. The “AL” journals are the interest being allocated to the Deferred/Advanced revenue accounts. The AR and BI journals should net to zero because they would have produced zero dollar invoices unless an additional prepaid had been received during the year.

If one changes the pivot table to have the Source in the column and Period in the row, one can see that the normal zero dollar invoices do net to zero, however in period 11 a new prepaid was added to Account 35000365 in the amount of \$2,266,085.00 as follows:

Sum of Amo		Source			
Unit	Account	Period	AR	BI	Grand Total
30501	35000109	3	\$2,440.51	-\$2,440.51	\$0.00
	35000109 Total		\$2,440.51	-\$2,440.51	\$0.00
	35000365	3	\$24,479.88	-\$24,479.88	\$0.00
		11		-\$2,266,085.00	-\$2,266,085.00
	35000365 Total		\$24,479.88	-\$2,290,564.88	-\$2,266,085.00
Grand Total			\$26,920.39	-\$2,293,005.39	-\$2,266,085.00

Periods “1” through “12” should be analyzed in advance and subsequent periods added to the spreadsheet after close.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Unit	Journal ID	Line	Ledger	Long Desc	Source	Account	Account Descr	Dept	Fund	Location	Program	User Cod	Project	Activity	Year	Period	Amount
30501	AR02039562	2	ACTUALS	AR Billing	AR	35000109	AdvRev Fed HelpAmer Votesc101								2016	3	\$ 2,440.51
30501	BI02040141	2	ACTUALS	Billing	BI	35000109	AdvRev Fed HelpAmer Votesc101								2016	3	\$ (2,440.51)
30501	CN01992926	3	ACTUALS	CN Grants	CN	35000109	AdvRev Fed HelpAmer Votesc101						SSSEC1010000004		2016	1	\$ 2,135.62
30501	CN02010775	4	ACTUALS	CN Grants	CN	35000109	AdvRev Fed HelpAmer Votesc101						SSSEC1010000004		2016	2	\$ 3,006.16
30501	CN02079931	3	ACTUALS	CN Grants	CN	35000109	AdvRev Fed HelpAmer Votesc101						SSSEC1010000004		2016	4	\$ 6,490.60
30501	CN02110402	4	ACTUALS	CN Grants	CN	35000109	AdvRev Fed HelpAmer Votesc101						SSSEC1010000004		2016	6	\$ 106,466.60
30501	CN02138209	2	ACTUALS	CN Grants	CN	35000109	AdvRev Fed HelpAmer Votesc101						SSSEC1010000004		2016	7	\$ 117,999.35
30501	CN02208565	4	ACTUALS	CN Grants	CN	35000109	AdvRev Fed HelpAmer Votesc101						SSSEC1010000004		2016	10	\$ 67,007.32
30501	AR02039562	3	ACTUALS	AR Billing	AR	35000365	AdvRev Fed HelpAmer Vote Act								2016	3	\$ 24,479.88
30501	BI02040141	3	ACTUALS	Billing	BI	35000365	AdvRev Fed HelpAmer Vote Act								2016	3	\$ (24,479.88)
30501	BI02228536	2	ACTUALS	Billing	BI	35000365	AdvRev Fed HelpAmer Vote Act								2016	11	\$ (2,266,085.00)
30501	CN01992926	4	ACTUALS	CN Grants	CN	35000365	AdvRev Fed HelpAmer Vote Act						SSHAVA251MATH05		2016	1	\$ 90.31
30501	CN02010775	2	ACTUALS	CN Grants	CN	35000365	AdvRev Fed HelpAmer Vote Act						SSHAVA251MATH05		2016	2	\$ 11,274.69
30501	CN02079931	4	ACTUALS	CN Grants	CN	35000365	AdvRev Fed HelpAmer Vote Act						SSHAVA251MATH05		2016	4	\$ 2,266,159.86
30501	CN02110402	2	ACTUALS	CN Grants	CN	35000365	AdvRev Fed HelpAmer Vote Act						SSHAVA251MATH05		2016	6	\$ 169.76
30501	CN02154317	2	ACTUALS	CN Grants	CN	35000365	AdvRev Fed HelpAmer Vote Act						SSHAVA251MATH05		2016	8	\$ 121.48
30501	CN02208565	2	ACTUALS	CN Grants	CN	35000365	AdvRev Fed HelpAmer Vote Act						SSHAVA251MATH05		2016	10	\$ 617,712.67
30501	2040393	2	ACTUALS	TO CORRECT JV		35000365	AdvRev Fed HelpAmer Vote Act								2016	3	\$ (2,266,085.00)
30501	ADB_000139	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	8	\$ (233.43)
30501	ADB_000140	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	10	\$ (595.70)
30501	ADB_000156	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	9	\$ (470.47)
30501	ADB_000162	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	8	\$ (275.86)
30501	ADB_000167	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	8	\$ (307.99)
30501	ADB_000174	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	9	\$ (548.55)
30501	ADB_000192	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	8	\$ (339.32)
30501	ADB_000208	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	8	\$ (368.47)
30501	ADB_000590	1	ACTUALS	HAVA_101_AL		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136	7501	991004	SSSEC1010000004	FEDERAL	2016	9	\$ (556.77)
30501	2003444	3	ACTUALS	TO CORRECT JV		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136					2016	1	\$ (2,135.62)
30501	2013202	3	ACTUALS	TO CORRECT JV		35000109	AdvRev Fed HelpAmer Votesc101	3051007501	20037	19136					2016	2	\$ (3,006.16)
30501	ADB_000141	1	ACTUALS	HAVA_251_AL		35000365	AdvRev Fed HelpAmer Vote Act	3051007503	20037	19136	7505	991005	SSHAVA251MATH05	FEDERAL	2016	10	\$ (6,859.90)
30501	ADB_000141	1	ACTUALS	HAVA_251_AL		35000365	AdvRev Fed HelpAmer Vote Act	3051007503	20037	19136	7505	991005	SSHAVA251MATH05	FEDERAL	2016	8	\$ (2,438.35)

5) Use a pivot table to summarize the query results. Take the beginning balance from the Trial Balance (period 0) plus or minus the year to date activity and the ending balance for the point in time will be shown.

Account	Year	1	2	3	4	6	7	8	9	10	11	Grand Total
35000109	2016	\$ -	\$ -	\$ -	\$ 6,490.60	\$ 106,466.60	\$ 117,999.35	\$ (1,525.07)	\$ (1,575.79)	\$ 66,411.62		\$ 294,267.31
35000365	2016	\$ -	\$ -	\$ (2,266,085.00)	\$ 2,266,159.86	\$ 169.76		\$ (16,234.61)	\$ (17,702.74)	\$ 610,852.77	\$ (2,266,085.00)	\$ (1,688,924.96)
		\$ -	\$ -	\$ (2,266,085.00)	\$ 2,272,650.46	\$ 106,636.36	\$ 117,999.35	\$ (17,759.68)	\$ (19,278.53)	\$ 677,264.39	\$ (2,266,085.00)	\$ (1,394,657.65)
Beginning Balance from Trial Balance												
35000109	\$	(2,497,862.65)	\$	294,267.31	\$	(2,203,595.34)						
35000365	\$	(26,106,455.36)	\$	(1,688,924.96)	\$	(27,795,380.32)						

Any AL journals in the results would represent interest credited to the Deferred/Advanced revenue accounts.



A conversion prepaid needs to be added to the customer contract/grant for interest that has been added during the year. If you need assistance on this contact Mary Lou Goins.

Task 28: 08/04 - Analyze grant related contra accounts for proper state year-end balancing and clear all errors if any on F&A (Indirect Cost) processing.



At state year-end all 89040000 (Indirect Cost Expenditures) and 89035000 (Contra Indirect Cost) should equal one another. There are two queries that should be analyzed to ensure these accounts net to zero; these queries are: **TN_GR_A13_89040000_VS_89035000** and **TN_GR_A13_IDC_NOT_IN_BALANCE**.

Schedule Query

Run Control ID: TN_GR_A13_89040000_VS_89035000 [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	33701
FISCAL_YEAR	2015

Below shows an example giving part of the returned query:

	A	B	C	D	E	F	G	H	I	J	K	L
	GL Bus Unit	Journal ID	Jrnl Date	Jrnl Status	Budget Sta	Sys Source	Account	Dept ID	Fund	Project	Sum Amount	Year
1												
2	33701	GM01695120	7/28/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(659.36)	2015
3	33701	GM01707805	7/31/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(522.67)	2015
4	33701	GM01722595	8/27/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(611.66)	2015
5	33701	GM01735389	8/31/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(514.15)	2015
6	33701	GM01747010	9/25/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(655.89)	2015
7	33701	GM01759763	9/30/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(528.92)	2015
8	33701	GM01762243	9/30/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(68.58)	2015
9	33701	GM01788830	10/31/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	(95.58)	2015
10	33701	GM01816890	12/16/2014	P	V	JGen-GM	89035000	3370125000	11000	LW121BLSCE0014	106.50	2015
11	33701	GM01695120	7/28/2014	P	V	JGen-GM	89040000	3372060000	11000	LW121BLSCE0014	659.36	2015
12	33701	GM01707805	7/31/2014	P	V	JGen-GM	89040000	3372060000	11000	LW121BLSCE0014	522.67	2015

Take the query to a pivot table with the Accounts in the column, the Funds in the Row, and the "Σ Sum" Amount in the Data field to verify the accounts are in balance by Fund. If the Grand Total is "zero", they are in balance by Fund. Another option is to verify by Project that the indirect cost and the indirect contra are in balance.

Sum of Sum Amount		Account		
GL Bus Unit	Fund	89035000	89040000	Grand Total
31611	20029		\$0.00	\$0.00
32501	11000	-\$254,441.78	\$254,441.78	\$0.00
32701	11000	-\$2,188,753.33	\$2,188,753.33	\$0.00
	20010	-\$296,602.24	\$296,602.24	\$0.00
	20016	-\$56,980.58	\$56,980.58	\$0.00
32801	20001	-\$2,481,197.16	\$2,481,197.16	\$0.00
	20002	-\$402,155.95	\$402,155.95	\$0.00
33101	25000	-\$1,417,738.68	\$1,417,738.68	\$0.00
33201	25000	-\$310,273.00	\$310,273.00	\$0.00
33701	11000	-\$6,154,936.04	\$6,154,936.04	\$0.00
33901	11000	-\$1,521,160.01	\$1,521,160.01	\$0.00
34101	11000	-\$1,348,758.40	\$1,348,758.40	\$0.00
34301	11000	-\$5,018,372.80	\$5,018,372.80	\$0.00
34501	11000	-\$302,287.00	\$302,287.00	\$0.00
34800	11000	-\$340,794.38	\$340,794.38	\$0.00
Grand Total		-\$22,094,451.35	\$22,094,451.35	\$0.00

The second IDC query, TN_GR_A13_IDC_NOT_IN_BALANCE, will return any values by projects which are not in balance:

Schedule Query

Run Control ID: TN_GR_A13_IDC_NOT_IN_BALANCE [Report Manager](#) [Process Monitor](#)

Query Name: TN_GR_A13_IDC_NOT_IN_BALANCE

*Description: Indirect Cost not in Balance

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	32501
FISCAL_YEAR	2015

This query results show the IDC not in balance by Project for Agency 32501. If the total of amounts with projects is added to the amounts with no project, they net to zero (out of balance by Project, but not by Fund).

	A	B	C	D	E
1	Bus Unit	Fund	Project	Amt out of balanc	Fiscal Year
2	32501	11000		228.38	2015
3	32501	11000	AREMEASHBORER14	(228.38)	2015

At year-end, all 89300000 (In-kind cost transactions) and 89301000 (Contra In-kind cost transactions) should equal. The **TN_GR_A13_89300000_VS_89301000** query can be used to analyze this.

Schedule Query

Run Control ID: TN_GR_A13_89300000_VS_89301000 [Report Manager](#) [Process Monitor](#)

Query Name: TN_GR_A13_89300000_VS_89301000

*Description: Inkind and Inkind Contra inbal

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	32801
FISCAL_YEAR	2015

Here is an example of the query being returned:

	A	B	C	D	E	F	G	H	I	J	K	L
1	GL Bus Uni	Journal ID	Jrnl Date	Jrnl Status	Budget Sta	Sys Source	Account	Dept ID	Fund	Project	Sum Amount	Year
2	32801	1775948	10/29/2014	P	V	GL JE Page	89300000	3280100051	20001	WRHUNTEREDUCA14	148,833.18	2015
3	32801	1775948	10/29/2014	P	V	GL JE Page	89301000	3280100051	20001	WRHUNTEREDUCA14	(148,833.18)	2015
4	32801	1809369	12/9/2014	P	V	GL JE Page	89300000	3280100051	20001	WRHUNTEREDUCA15	22,031.01	2015
5	32801	1809369	12/9/2014	P	V	GL JE Page	89301000	3280100051	20001	WRHUNTEREDUCA15	(22,031.01)	2015
6	32801	1809370	12/9/2014	P	V	Copy Jrnl	89300000	3280100051	20001	WRHUNTEREDUCA15	23,770.59	2015
7	32801	1809370	12/9/2014	P	V	Copy Jrnl	89301000	3280100051	20001	WRHUNTEREDUCA15	(23,770.59)	2015
8	32801	1815672	12/16/2014	P	V	Copy Jrnl	89300000	3280100051	20001	WRHUNTEREDUCA15	64,298.40	2015
9	32801	1815672	12/16/2014	P	V	Copy Jrnl	89301000	3280100051	20001	WRHUNTEREDUCA15	(64,298.40)	2015
10	32801	1815684	12/16/2014	P	V	Copy Jrnl	89300000	3280100051	20001	WRHUNTEREDUCA15	53,090.22	2015
11	32801	1815684	12/16/2014	P	V	Copy Jrnl	89301000	3280100051	20001	WRHUNTEREDUCA15	(53,090.22)	2015
12	32801	1815687	12/16/2014	P	V	Copy Jrnl	89300000	3280100051	20001	WRHUNTEREDUCA15	58,358.50	2015
13	32801	1815687	12/16/2014	P	V	Copy Jrnl	89301000	3280100051	20001	WRHUNTEREDUCA15	(58,358.50)	2015
14	32801	1869629	2/26/2015	P	V	GL JE Page	89300000	3280100051	20001	WRHUNTEREDUCA15	11,835.75	2015
15	32801	1869629	2/26/2015	P	V	GL JE Page	89301000	3280100051	20001	WRHUNTEREDUCA15	(11,835.75)	2015
16	32801	1937791	5/18/2015	P	V	Copy Jrnl	89300000	3280100051	20001	WRHUNTEREDUCA15	21,590.61	2015
17	32801	1937791	5/18/2015	P	V	Copy Jrnl	89301000	3280100051	20001	WRHUNTEREDUCA15	(21,590.61)	2015

Create a pivot table with the Fund and Project in the row, the accounts in the column, and “Sum Amount” in the data field to verify the amounts equal.

3	Sum of Sum		Account		
4	Fund	Project	89300000	89301000	Grand Total
5	11000	LWAEFLAF12ABE13	\$1,620,557.60	-\$1,620,557.60	\$0.00
6		LWAEFLAF12ESL13	\$92,985.42	-\$92,985.42	\$0.00
7		LWAEFLAF12SDV13	\$149,618.57	-\$149,618.57	\$0.00
8		LWPY3OAASCSEP14	\$300,541.00	-\$300,541.00	\$0.00
9		MRDD12000000012	\$33,040.00	-\$33,040.00	\$0.00
10		MRDD13000000013	\$156,399.00	-\$156,399.00	\$0.00
11		MRDD14000000014	\$11,617.00	-\$11,617.00	\$0.00
12	11000 Total		\$2,364,758.59	-\$2,364,758.59	\$0.00
13	20001	WRHUNTEREDUCA14	\$148,833.18	-\$148,833.18	\$0.00
14		WRHUNTEREDUCA15	\$254,975.08	-\$254,975.08	\$0.00
15	20001 Total		\$403,808.26	-\$403,808.26	\$0.00
16	Grand Total		\$2,768,566.85	-\$2,768,566.85	\$0.00



By August 8th, all F&A errors should be cleared. The Edison Grant’s team will **STOP** the automated processing for Indirect Cost. (Reference Task 7)

Task 29: 08/05 – Last day of agency approval for miscellaneous JV/EX journals to correct a previous FY15 transaction affecting projects/grants

Task 30: 08/09 – Last day of approvals by Division of Accounts for miscellaneous JV/EX journals to correct a previous FY16 transaction affecting projects/grants and IU journals

Task 31: 08/09 – All interest on Deferred/Advanced Revenue accounts should be posted & conversion (type) prepaids should to be added to the Customer (Revenue) Contract(s) and processed.



- Refer to the Grant Manual Section 4.2 for prepaid creation
- Don’t forget about Prepaids created for interest earned on deferred/advanced revenue accounts.
- Conversion close of interest related to immediate prepaids has to be done by Edison Financials.

Task 32: 08/10 – Customer (Revenue) Contract module closed for FY 16 (revenue recognition for FY16 will NOT occur after this date).

Task 33: 08/10 – F&A (indirect Cost) automated processing for FY16 closed (stops processing for FY16).

Task 34: 08/11 – Last day for temporary bills on TN_GR03 with 2016 State Year accounting dates to occur.

Task 35: 08/15 – Evaluate miscellaneous JV/AG/EX journals which were NOT approved for FY16 transactions affecting projects/grants and delete the journals not approved.

- 1) Run query **TN_GR20A_JRNLS_NOT_POST_GR**
- 2) Delete journals not approved.

Task 36: 08/15 - Create a “no project” journal to adjust for the Utilization (reduction of Deferred/Advanced) of zero dollar billings for FY16 with billed dates in FY17 if agency/business unit has Prepaids on Customer (revenue) Contracts/Grants in Edison.

- 1) Run query **TN_GR_A06_UTL_IN_NEXT_FY**
- 2) Create no project journal to adjust for the utilization (reduction of Deferred/Advanced) on zero dollar billings for FY16 with billed dates in FY17

Example of a year-end GL journal created from the query’s information is as follows (the deferred/advanced revenue account(s) would be specific to the BU/Agency’s prepaid):

BU	Fund	Dept	Account	Loc CF	PC BU	Project	Activity	An Type	Amount	Description
30501	20037	305107503	35000365	19136					25.00	AdjDR@YrEnd
30501	20037	305107503	11120001						-25.00	AdjDR@YrEnd

Task 37: Submit Schedule of Expenditures of Federal Awards (SEFA) and Supplementary Information Schedule (SIS) – September 18, 2016.

There are two different schedules – the main one (SEFA) which gives you Federal dollars received directly from the Federal government or from other governmental entities (counties, other states, etc.) and the second schedule is the SIS/Supplemental which is for pass-through Federal dollars from another state agency.

- 1) Run query **TN_GR06_SEFA_EXP** to obtain the information needed to compile the Schedule of Expenditures of Federal Awards (SEFA). This query is a summary of expenditures by agency with four prompts “PC Business Unit,” “From Period,” “To Period,” and “Fiscal Year.”

To see the detailed transactions behind the SEFA amounts, use query **TN_GR06_V_SEFA_DETAILS**. This query has look up values by Project ID and/or Award/Customer Contract number or use the “%” to include all projects and grants.

Schedule Query

Run Control ID TN_GR06

Report Manager

Process Monitor

Query Name:

*Description:

Update Parameters

Prompt Name	Value
	<input type="text" value="33101"/>
	<input type="text" value="1"/>
	<input type="text" value="994"/>
FISCAL_YEAR	<input type="text" value="2016"/>

Parts of the results of the report/query are below. The Award Begin and the Award End dates are the dates needed for the SEFA. The results of the report giving the "Program Name" may not be the complete name as it is needed for the SEFA reporting. The results of the query should be reviewed to determine that program names are complete.

	A	B	C	D	E	F	G	H
1	PCBU	CFDA	Program	Contract/Award	Grantor	Grantor Name	Ref Awd Num	Fed Awd ID#
2	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2013	GR0000000000016	US DEPT OF EDUCATION	S010A120042	
3	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
4	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
5	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
6	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
7	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
8	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
9	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
10	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
11	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
12	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
13	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
14	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
15	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
16	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
17	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
18	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
19	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
20	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
21	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
22	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
23	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
24	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
25	33101	84.01	Title I Grants to Local Educational Agencies	TITLE I 2014	GR0000000000016	US DEPT OF EDUCATION	S010A130042	
26	33101	84.01	Title I Grants to Local Educational Agencies	TITLEI2015	GR0000000000016	US DEPT OF EDUCATION	S010A140042	

Award Begin	Award End	Project	Activity	Activity Type	Anl Type	Account	Total Amount	INFO
7/1/2012	9/30/2015	ED0000CB13AAX13	FEDERAL	FED	GLE	70899000	\$ 34,627.24	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	ACT	71304000	\$ 481.25	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	68080005	\$ 140.00	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	68090000	\$ (140.00)	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70100001	\$ 22,357.99	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70105001	\$ 1,211.61	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70107001	\$ 776.54	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70199000	\$ (67.08)	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70200000	\$ 3,996.55	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70201000	\$ 1,556.04	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70202001	\$ 15.99	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70202002	\$ 4,720.83	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70204000	\$ 363.89	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLE	70299000	\$ (27.34)	
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	GLR	68012000	\$ (34,627.24)	Refund of Prior Year Fed Exp
7/1/2013	3/31/2016	ED0000CB14AAX14	FEDERAL	FED	SFA	89040000	\$ 2,617.88	
7/1/2013	3/31/2016	ED0000CB14ABX14	FEDERAL	FED	ACT	71303000	\$ 23,673.82	
7/1/2013	3/31/2016	ED0000CB14ABX14	FEDERAL	FED	GLE	71300000	\$ 5,341.32	
7/1/2013	3/31/2016	ED0000CB14ABX14	FEDERAL	FED	GLE	71303000	\$ 136,500.63	
7/1/2013	3/31/2016	ED0000CB14ABX14	FEDERAL	FED	GLE	71313000	\$ 1,107,295.66	
7/1/2013	3/31/2016	ED0000CB14ABX14	FEDERAL	FED	YAE	71303000	\$ (1,120.23)	Year End Accrued Expenditures
7/1/2013	3/31/2016	ED0000CB14ACX14	FEDERAL	FED	ACT	71303000	\$ 4,053,891.01	
7/1/2013	3/31/2016	ED0000CB14ACX14	FEDERAL	FED	GLR	68012000	\$ (2,163.69)	Refund of Prior Year Fed Exp
7/1/2013	3/31/2016	ED0000CB14ACX14	FEDERAL	FED	YAE	71303000	\$ (559,734.27)	Year End Accrued Expenditures
7/1/2014	3/31/2017	ED0000CB15AAX15	FEDERAL	FED	ACT	68080005	\$ 105.00	

The query results should be put in a pivot table format with Grantor Name, PC BU, Program Name, Award Begin, Award End, CFDA, and "Ref Awd Num"/Reference Award Number (Other Identifying #) in the row field and amount in the sum of the pivot table.

Following is an example of part of the results from 33101 Schedule of Expenditures of Federal Awards report above taken to a pivot table:

Grantor Name	Program	Award Begin	Award End	CFDA	Ref Awd Num	Fed Awd ID#	Total
ADMINISTRATION FOR CHILDREN AND FAMILIES	Head Start	4/1/2013	2/29/2016	93.600	04C00030/03	(blank)	\$942.40
ADMINISTRATION FOR CHILDREN AND FAMILIES	Head Start	4/1/2014	2/29/2016	93.600	04C00030/04	(blank)	\$3,846.49
ADMINISTRATION FOR CHILDREN AND FAMILIES	Head Start	4/1/2015	6/30/2016	93.600	04C00030/05	(blank)	\$27,297.77
BROWN UNIVERSITY	Education Research, Development and Dissemination	8/12/2015	7/31/2016	84.305	R305E150005	(blank)	\$70,188.21
CENTERS FOR DISEASE CONTROL	Head Start	8/1/2013	1/31/2019	93.600	U879P004280	(blank)	\$58,715.18
DEPARTMENT OF HEALTH AND HUMAN SERVICES	Substance Abuse and Mental Health Services, Projects of Regional and National Significance	9/30/2014	9/29/2019	93.243	U1H79SM061878-01	(blank)	\$918,580.71
NEW SCHOOLS FOR NEW ORLEANS	State Fiscal Stabilization Fund (SFSF) - Investing in Innovation (i3) Fund, Recovery Act	10/1/2013	12/31/2015	84.396	U396B100118	(blank)	\$284,003.66
UNIVERSITY OF MICHIGAN	Education Research, Development and Dissemination	7/1/2014	6/30/2019	84.305	R305H140028	(blank)	\$1,574.63
UNIVERSITY OF PITTSBURGH	Education Research, Development and Dissemination	7/1/2014	6/30/2017	84.305	R305H140112	(blank)	\$122,841.12
US DEPT OF AGRICULTURE MO	Child Nutrition Discretionary Grants Limited Availability	10/1/2013	9/30/2016	10.579	2014CN810345	(blank)	\$214,245.93
US DEPT OF AGRICULTURE MO	Child Nutrition Discretionary Grants Limited Availability	5/1/2014	9/30/2017	10.579	2014IN10345	(blank)	\$162,645.40
US DEPT OF AGRICULTURE MO	Fresh Fruit and Vegetable Program	10/1/2014	6/30/2016	10.582	2015IL160345	(blank)	\$42,451.81
US DEPT OF AGRICULTURE MO	Fresh Fruit and Vegetable Program	7/1/2015	6/30/2016	10.582	2015IL160345	(blank)	\$624,467.80
US DEPT OF AGRICULTURE MO	Fresh Fruit and Vegetable Program	10/1/2015	9/30/2017	10.582	2016I16160345	(blank)	\$612,563.96
US DEPT OF AGRICULTURE MO	Fresh Fruit and Vegetable Program	10/1/2015	9/30/2017	10.582	2016I16160345	(blank)	\$1,069,657.00
US DEPT OF AGRICULTURE MO	National School Lunch Program	10/1/2013	9/30/2016	10.555	2014(CN&N)109945	(blank)	-\$26,768.02
US DEPT OF AGRICULTURE MO	National School Lunch Program	10/1/2014	9/30/2016	10.555	2015IN109945	(blank)	\$86,483,972.01
US DEPT OF AGRICULTURE MO	National School Lunch Program	10/1/2015	9/30/2017	10.555	2016IN109945	(blank)	\$269,592,543.66
US DEPT OF AGRICULTURE MO	State Administrative Expenses for Child Nutrition	10/1/2011	12/31/2016	10.560	2012IN254545	(blank)	\$854,921.29
US DEPT OF AGRICULTURE MO	State Administrative Expenses for Child Nutrition	10/1/2014	9/30/2017	10.560	2015IN253345	(blank)	\$1,474,372.48
US DEPT OF AGRICULTURE MO	State Administrative Expenses for Child Nutrition	10/1/2015	9/30/2018	10.560	2016(I&L)N253345	(blank)	\$1,076,277.35
US DEPT OF EDUCATION	Advanced Placement Program (Advanced Placement Test Fee: Advanced Placement Incentive Program Grants	9/1/2013	8/31/2016	84.330	S330B130005	(blank)	-\$274,263.00
US DEPT OF EDUCATION	Advanced Placement Program (Advanced Placement Test Fee: Advanced Placement Incentive Program Grants	8/1/2014	1/31/2017	84.330	S330B140043	(blank)	\$281,028.00
US DEPT OF EDUCATION	Career and Technical Education -- Basic Grants to States	7/1/2012	6/30/2018	84.048	V048A120042	(blank)	\$62.10
US DEPT OF EDUCATION	Career and Technical Education -- Basic Grants to States	7/1/2013	6/30/2018	84.048	V048A130042	(blank)	\$81,468.89
US DEPT OF EDUCATION	Career and Technical Education -- Basic Grants to States	7/1/2014	6/30/2020	84.048	V048A140042	(blank)	\$5,210,207.65
US DEPT OF EDUCATION	Career and Technical Education -- Basic Grants to States	7/1/2015	6/30/2018	84.048	V048A150042	(blank)	\$16,195,159.38
US DEPT OF EDUCATION	Charter Schools	8/1/2009	6/30/2020	84.282	U282A090013	(blank)	\$310,905.82
US DEPT OF EDUCATION	Education for Homeless Children and Youth	7/1/2006	6/30/2013	84.196	U350B060032	(blank)	\$25.00
US DEPT OF EDUCATION	Education for Homeless Children and Youth	7/1/2013	3/31/2016	84.196	S196A130044	(blank)	\$4,474.03
US DEPT OF EDUCATION	Education for Homeless Children and Youth	7/1/2014	6/30/2017	84.196	S196A140044	(blank)	\$303,317.69
US DEPT OF EDUCATION	Education for Homeless Children and Youth	7/1/2015	6/30/2018	84.196	S196A150044	(blank)	\$661,334.92

Notice that the Fed Awd ID# is blank – this field is new and if the Ref Awd Num is the Federal Award ID number, it can be populated by navigating to the Award Profile (FSCM> Grants> Awards> Award Profile and copying the Reference Award Number over to the Federal Award Identification Number Field and save. The next time the TN_GR06 query is run, the field is updated. With new grants entered into the system, both the Reference Award Number and the Federal Award Identification Number are entered in the “create Proposal” phase of creating a Grant in Edison. If they are not known when the Grant is entered, it can be entered in the Award Profile.



- Run query: **TN_GR06S_SEFA_SUPPL** if Federal dollars are granted from another state agency. This query returns data for various chartfields. The results of the report giving the “Program Name” may not be the complete name as it is needed for the SEFA reporting. Be sure to schedule the query.

Schedule Query

Run Control ID: TN_GR06S_SEFA_SUPPL [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

[Update Parameters](#)

Prompt Name	Value
	<input type="text" value="2014-07-01"/>
	<input type="text" value="2015-06-30"/>
BUSINESS_UNIT	<input type="text" value="30227"/>

Screen shot of part of query results:

	A	B	C	D	E	F	G	H	I
1	Period Begin	Period End	PCBU	CFDA	Program	Contract/Award	Grantor	Grantor Name	Ref Awd #
2	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
3	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
4	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
5	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
6	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
7	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
8	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
9	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
10	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
11	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
12	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
13	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
14	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1
15	7/1/2015	6/30/2016	33101	93.757	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	HEALTH_PROMOT_1	GR0000000000121	TN DEPT OF HEALTH	2U58DP004839-02s1

Screen shot continuance

Ref Awd #	Fed Awd ID#	Award Begin	Award End	Project	Activity	Activity Type	Account	Total Amount
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70300000 \$ 2,429.05
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70302000 \$ 432.33
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70303000 \$ 381.42
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70309000 \$ 50.05
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70311000 \$ 59.44
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70312000 \$ 458.54
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70313000 \$ 331.34
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70314000 \$ 897.99
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70814000 \$ 424.39
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	70903000 \$ 5.45
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	72101000 \$ 321.70
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	ACT	72102000 \$ 345.00
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	GLE	70300000 \$ (116.31)
2U58DP004839-02s1		7/1/2014	6/30/2016	EDSHEALTHPROM15	INTERFED	PTFED	GLE	70302000 \$ 203.33

Create a pivot table to sum the total amount of expenditures by Grantor Name, Program, Award Begin, Award End, CFDA, Ref Award#, Contract/Award, and Project ID.

Grantor Name	Program	CFDA	Award Begin	Award End	Ref Awd #	Fed Awd ID#	Project	Activity	Total
TN DEPT OF HEALTH	Assistance Programs for Chronic Disease Prevention and Control	93.945	7/1/2014	6/30/2016	2U58DP004839-02	(blank)	EDSHEALTHPROM15	INTERFED	\$41,756.08
TN DEPT OF HEALTH	Assistance Programs for Chronic Disease Prevention and Control	93.945	2/1/2015	6/30/2018	3U58DP004839-02W1	(blank)	EDSNIPHEALTHPS15	INTERFED	\$16,853.18
TN DEPT OF HEALTH	Maternal and Child Health Services Block Grant to the States	93.994	7/1/2015	6/30/2020	804MC28128	(blank)	EDHEALTHNURSE16	INTERFED	\$48,297.31
TN DEPT OF HEALTH	State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated R	93.757	7/1/2014	6/30/2016	2U58DP004839-02s1	(blank)	EDSHEALTHPROM15	INTERFED	\$42,744.18
TN DEPT OF HEALTH Total									\$149,650.75
TN DEPT OF HUMAN SERVICES	Rehabilitation Services_Vocational Rehabilitation Grants to States	84.126	7/1/2010	12/31/2050	ID-09-25298-02	(blank)	ED000VOCREHAB11	INTERFED	\$0.00
TN DEPT OF HUMAN SERVICES	Rehabilitation Services_Vocational Rehabilitation Grants to States	84.126	7/1/2015	6/30/2016	(blank)	(blank)	EDVOCREHABTSB16	INTERFED	\$43,077.90
TN DEPT OF HUMAN SERVICES	Rehabilitation Services_Vocational Rehabilitation Grants to States	84.126	7/1/2015	6/30/2016	(blank)	(blank)	EDVOCREHABTSD16	INTERFED	\$37,164.36
TN DEPT OF HUMAN SERVICES Total									\$80,242.26
Grand Total									\$229,893.01

Helpful hints: Format the results of the CFDA number with three decimal places and the total amount to number with two decimal places and comma at thousands or use currency formatting on the amount field.

If a Reference Award number or Federal Award ID# is missing (blank), this field could be populated by entering the information on the Award Profile page on the Grant in Edison.



When reconciling the SEFA main and SIS supplemental reports to the General Ledger, consider the following information and related queries:

- 1) PROGRAMINC activity which automatically reduces the Federal draws does not have associated direct expenditures – run TN_GR24A_REV_WRONG_ACTIVITY to easily identify the reduction of program income that reduced revenue.
- 2) TN_GL048_TRIAL_BALANCE returns the trial balance using all chartfields.
- 3) TN_GL63_EXPENDITURE queries returns data from the general ledger journal table which includes both project and activity.
- 4) TN_GL83 (various letters) EXPENSE queries returns data from the ACTUALS Ledger which DOES NOT include the activity field.
- 5) TN_GL64_REVENUE queries returns data from the general ledger journal table which includes both project and activity.

- 6) TN_GL84 (various letters) REVENUE queries returns data from the ACTUALS Ledger which DOES NOT include the activity field.
- 7) TN_GR06X_REV_EXP_IN_DIFF_YEAR from Task 6 can help to identify expenditures and revenue recognized in different state years.
- 8) TN_PR202_ALL_TRANSACTIONS is a project query which can provide all transactions for one or many projects in a business unit by accounting date range. This query is intended for general transaction research and knowledge of all analysis types is required to interpret the results. The prompts allow the individual to filter by project, fund, account, department ID, and source type.
- 9) SEFA main report and the Supplemental query can be generated monthly once the month ends and reconciled to the general ledger queries.
- 10) Revenue recognized on a journal entry or a direct journal deposit and not recognized through projects would result in the associated expenditures not appearing on the SEFA query and therefore should be a reconciling item.
- 11) Please take note that if you use YAE with a Project ID and don't have that project yet associated to a Customer Contract; it will not pull on the SEFA report. A Customer Contract has to exist before it will pull on the SEFA reports.
- 12) Match INTERFED revenue from the Trial balance to the SIS supplemental report.
- 13) Compare Trial Balance INTERFED activity to the SIS supplemental report to make sure both match

These tasks are highly recommended to assist the agency in reconciling and closing for year-end.

It is important to always remember the “DOMINO” effect that entries have in the Grant/Project world, some queries will need to be re-run to make sure no new situations have occurred that need to be addressed!

