Grants Basic Training

Analysis Types

➢ Accounts Payable/Travel

➢ Payroll

➢ General Ledger

➢ Interunit

➢ Accounts Receivable

➢ Statistical

➢ Indirect Cost

➢ Inkind

➢ Billing

➢ Other

➢ Budgets

Analysis Types

?????????????

ACT

CAC

PAY

CPY

SPY

CSP

SFA

OFA

GLE

GLR

Analysis Types

Coming from Accounts Payable (includes Travel)

- If you have a particular **billable** Activity
  - FEDERAL + ACT = will produce a bill and Federal revenue
  - NONGOV + ACT = will produce a bill and Nongovernmental revenue
  - INTERFED + ACT = will produce a bill but NO revenue
  - INTERMATCH + ACT = will produce a bill but NO revenue

- If you have a particular non-billable Activity
  - STATE + CAC = will NOT bill

- ACT = Actual Expenditure that bills
- CAC = Cost Shared Expenditure – State expenditure that does NOT bill

Analysis Types – Put into Action AP

	32701 Expenditure Occurs in AP Voucher 00208014		32701 Expenditure Occurs in AP Voucher 00208014	
	Debit	Credit	Debit	Credit
	70706000 - Expenditure		33000000 AP Accrual	
ACT - FEDERAL	210.00			(1,050.00)
CAC - STATE	840.00			
	1,050.00			

	32701 Revenue Recognition occurs with CN Journal		32701 Revenue Recognition occurs with CN Journal	
	Debit	Credit	Debit	Credit
	11120001 Unbilled AR		68001000	
Only ACT becomes BIL	210.00			(210.00)
CNXXXXXX Journal				

Analysis Types

Coming from Payroll

- ➢ If you have a particular **billable** Activity
    - ➢ FEDERAL + SPY = will produce a bill and Federal revenue
    - ➢ NONGOV + SPY = will produce a bill and Nongovernmental revenue
    - ➢ INTERFED + SPY = will produce a bill but NO revenue
    - ➢ INTERMATCH + SPY = will produce a bill but NO revenue

- ➢ If you have a particular non-billable Activity
    - ➢ STATE + CSP = will NOT bill

- ❑ SPY = Summarized Payroll that bills
- ❑ CSP = Summarized Cost Shared Payroll – State PY that does NOT bill

Analysis Types – Put into Action Payroll

	32701 Expenditure occurs in Payroll			32701 Payroll Goes to Accrual	
	Debit	Credit		Debit	Credit
	701XXXXX or 702XXXXX			35XXXXXX	
SPY - FEDERAL	500.00				(1,000.00)
CSP - STATE	500.00				
	1,000.00				

	32701 Revenue Recognition occurs with CN Journal		32701 Revenue Recognition occurs with CN Journal	
	Debit	Credit	Debit	Credit
	11120001 Unbilled AR		68001000	
Only SPY becomes BIL	500.00			(500.00)
CNXXXXXX Journal				

Analysis Types

Coming from General Ledger

- If you have a particular **billable** Activity

    - FEDERAL + GLE = will produce a bill and Federal revenue

    - NONGOV + GLE= will produce a bill and Nongovernmental revenue

    - INTERFED + GLE = will produce a bill but NO revenue

    - INTERMATCH + GLE = will produce a bill but NO revenue

- If you have a particular non-billable Activity

    - STATE + CGE = will NOT bill

- GLE = General Ledger expenditure that bills
- CGE = Cost Shared GL expenditure that does NOT bill

Analysis Types – Put into Action General Ledger

Unit	Fund	Dept	Account	Location CF	Program	User Code	PC BU	Project	Activity	An Type	Amount
31865	11000	3186500000	72503000	19000	532027		31865	TNMT0907500	FEDERAL	GLE	$ 17,711.46
31865	11000	3186500000	72503000	19000	532027		31865	TNMT0907500	STATE	CGE	$ 5,903.82
31865	11000	3186500000	72503000	19000							$(23,615.28)

	32701		32701	
	Revenue Recognition		Revenue Recognition	
	occurs with CN Journal		occurs with CN Journal	
	Debit	Credit	Debit	Credit
	11120001 Unbilled AR		68001000	
Only GLE becomes BIL	17,711.46			(17,711.46)
CNXXXXXX Journal				

Analysis Types – Interunit Journal

- Must be at least $1,000.00 according to F&A Policy #18
- Secondary Agency has already incurred expenditures via Accounts Payable/Travel/Payroll/GL to Project ID and….
  - INTERFED
  - INTERMATCH
- Secondary Agency/BU needs 68090000 Interdepartmental revenue
  - INTERFED
  - INTERMATCH
- Primary Agency needs expenditures to be recorded
  - FEDERAL
  - STATE

Analysis Types – Interunit Journal

Division of Accounts

OCJP INTER-AGENCY CONTRACT

NAME OF AGENCY: TENNESSEE DEPARTMENT OF CORRECTION

PROGRAM: JAG PREA; FFY 2014 PREA Reallocation Grant

CONTRACT #:   DOCJAGPREA

CURRENT YEAR BUDGET: 111,755.00

	MONTH	AMOUNT BILLED	REMAINING BALANCE	JOURNAL ID
FY2015	JULY			
	AUGUST			
	SEPTEMBER			
	OCTOBER			
	NOVEMBER			
	DECEMBER			
	JANUARY		111,755.00	
	FEBRUARY		111,755.00	
	MARCH		111,755.00	
	APRIL		111,755.00	
	MAY	15,683.37	96,071.63	0001947515
	JUNE	1,378.62	94,693.01	0001972774
	JUNE	10,422.72	84,270.29	0001985720
	JULY		84,270.29	
	AUGUST		84,270.29	
	SEPTEMBER	11,900.00	72,370.29	0002051637
	OCTOBER		72,370.29	
	NOVEMBER		72,370.29	
	DECEMBER		72,370.29	
	JANUARY		72,370.29	
	FEBRUARY	17,210.00	55,160.29	0002172731
	MARCH		55,160.29	
	APRIL	14,923.19	40,237.10	0002222428
		$71,517.90	$40,237.10	

March 2017

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Analysis Types – Interunit Journal

Cameras					
		0.00			
	Budget Adj.	70,770.29			
	Revised Budget	70,770.29	70,770.29	0.00	
Com Tec Securities LLC -TPW Camera's (19 outdoor & 10 indoor)	V #52788		17,210.00		(5)
Com Tec Securities LLC -TPW Camera's (removing 4 indoor)	JV #2195886		(3,504.00)		(6)
Com Tec Securities LLC -TPW Camera's (6 Vicon Outdoor Cameras)	V #54033		2,814.00		(6)
INC -10/25/15			14,349.70		
INC -11/23/15			9,905.77		
INC -01/14/16			5,845.13		
Com Tec Securities LLC -VICON Licenses (7 of 10 licenses in 10-pack)	V #54422		8,536.50		
Simplex Grinnell's -network switches (10 of each line)	V #51899		6,490.00		(6)
Grainger -Junction Box (Total of 7 boxes @ 20" x 20" x 8")	V #48994		2,861.39		(6)
Grainger -Junction Box (Total of 5 boxes @ 10" x 8" x 6")	V #48988		459.40		(6)
Grainger -Junction Box (Total of 19 boxes @ 10" x 8" x 6")	V #48989		1,745.72		(6)
Pomperoy (7 computers -use remaining balance)	V #51905		4,056.68		(6)
Total 709 - Supplies			96,855.00	0.00	
Total Grant		$111,755.00	$110,155.00	$1,600.00	

Journal #	Total	Journal date	Accounting Date	Legend #
IU #0001947515	15,683.37	05/29/15	05/29/15	(1)
IU #0001972774	1,378.62	06/26/15	06/26/15	(2)
IU #0001985720	10,422.72	07/13/15	06/30/15	(3)
IU #0002064252	11,900.00	10/13/15	10/13/15	(4)
IU #0002172731	17,210.00	03/01/16	02/29/16	(5)
IU #0002222428	14,923.19	05/02/16	04/30/16	(6)
Total	$71,517.90			

Analysis Types – Interunit Journal

INVOICE

CO FISCAL SERVICES

Please Remit To:
CO FISCAL SERVICES
320 6TH AVE NORTH
3RD FL RACHEL JACKSON BLDG
NASHVILLE TN 37243

Page: 1
Invoice No: 0000661280
Invoice Date: 04/25/2016

Customer:
TN DEPT OF FINANCE AND ADMINISTRATION
SNODGRASS TOWER 20TH FL
312 ROSA L PARKS AVE
NASHVILLE TN 37243

Customer Number: GR0000000000101
Payment Terms: Net 30
Due Date: 05/25/2016

Federal Project:

Sponsor Award: DOCJAGPREA

Bill Type: Grants Management

Contract: JAGPREA2015
JAG PREA; FFY 2014 PREA Reallocation Grant

AMOUNT DUE: 14,923.19

For billing questions, please call 615-741-1000

Project	Phase Type	Description	Bill Amount
COJAGPREAREAL15		Data Processing	3,037.46
COJAGPREAREAL15		Supplies and Materials	11,885.73
		SUBTOTAL:	$ 14,923.19
		TOTAL AMOUNT DUE :	$ 14,923.19

Analysis Types – Interunit Journal

TN Department of
Finance &
Administration

Division of
Accounts

| Header | Lines | Totals | Errors | Approval | FileNet Interface |

Unit INTER   **Journal ID** 0002222428   **Date** 04/30/2016

Long Description 32901 Billing for Contract:DOCJAGPREA, FFY 2014 PREA Reallocation Grant, 6th billing.

169 characters remaining

*Ledger Group ACTUALS   **Adjusting Entry** Non-Adjusting Entry

Ledger   **Fiscal Year** 2016

*Source IU   **Period** 10

Reference Number   **ADB Date** 04/30/2016

Journal Class

Transaction Code CASH

☐ **Save Journal Incomplete Status**

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (1)

Unit	Fund	Dept	Account	Location CF	Program	User Code	PC Bus Unit	Project	Activity	An Type	Total
31701	11000	3170600002	71300000	19000	61020		31701	FAJAG14PREA	FEDERAL	GLE	$ 14,923.19
			10000000								$ (14,923.19)
32901	11000	3290100200	68090000	19087	100000	680918	32901	COJAGPREAREAL15	INTERFED	IUR	$ (14,923.19)
			10000000								$ 14,923.19

31701 Primary Agency GLE = General Ledger Expenditure

32901 Secondary Agency IUR = Interdepartmental Revenue

Analysis Types – Accounts Receivable

➢ **GLR** – with Project Information and certain accounts

   ➢ 68012000 – Refund of Prior Year Federal Expenditure

   ➢ 68080005 – Current Services Program Income

These will bill and recognize a reduction in Federal 68001000 revenue.

GLR = General Ledger Revenue

Analysis Types – Put into Action GLR

Refund of Prior Year (Federal) Expenditure:

GL BU	Fund	Dept	Account	Loc CF	PC BU	Project	Activity	An Type	Amt
34501	11000	3457003400	68012000	2005	34501	HSVRXX	FEDERAL	GLR	$ (50.00)
34501	11000	3457003400	10000000						$ 50.00

Debit to Federal revenue from 68012000 Expenditure:

Unit	Fund	Dept	Account	Location CF	Program	PC BU	Project	Activity	An Type	Amount
34501	11000	3457003400	68001000	2005		34501	HSVRXX	FEDERAL	GLR	$ 50.00
34501	11000	3457003400	11120001							$ (50.00)

Analysis Types – Put into Action GLR

Program Income recorded to reduce draw:

GL BU	Fund	Dept	Account	Loc CF	PC BU	Project	Activity	An Type	Amt
34501	11000	3457003400	68080005	2005	34501	HSVRXX	PROGRAMINC	GLR	$ (100.00)
34501	11000	3457003400	10000000						$ 100.00

Debit to Federal revenue from 68080005 PROGRAMINC:

Unit	Fund	Dept	Account	Location CF	Program	PC BU	Project	Activity	An Type	Amount
34501	11000	3457003400	68001000	2005		34501	HSVRXX	FEDERAL	GLR	$ 100.00
34501	11000	3457003400	11120001							$ (100.00)

Analysis Types

Other Analysis Types on General Ledger Journals

➢ Billable analysis types with Projects

SJE – Statistical Journal Entry – only used with STAT rate sets

GL BU	Fund	Department	Account	Location CF	Program	UserCode	PC BU	Project	Activity	An Type	STAT Amount	Description
31620	13001	3162006000	90999928	19002	050900		31620	HDS8CAADMINFUND	FEDERAL	SJE	456,652.12	Unit Equals Dollars

Analysis Types – Indirect Costs/F&A

➤ **SFA – Indirect Cost Expenditure transactions 89040000 with Project ID Federal Activity and SFA analysis type**

➤ *An SFA transaction will produce a BIL line and revenue will be recognized 68001000*

➤ **OFA - Analysis Type with Project ID Federal Activity and contra-account 89035000 with analysis *does NOT bill or produce revenue***

Unit	Fund	Dept	Account	Location CF	Program	PC BU	Project	Activity	An Type	Amount
33701	11000	3370125000	89040000	19122	11100	33701	LWPXXX	FEDERAL	SFA	$25.00
33701	11000	3370125000	89035000	19122	11100	33701	LWPXXX	FEDERAL	OFA	($25.00)

Analysis Types - Inkind

Inkind and contra-Inkind

➢ **890300000 Inkind Cost Expenditure**

➢ **890301000 Contra Inkind**

➢ **Must use CGE on both lines!**

➢ **Reporting purposes only!**

Unit	Fund	Dept	Account	Loc CF	Program	User Code	PC BU	Project ID	Activity	An Type	Amount
32801	20001	3280100051	89300000	19000		655000	32801	WRHUNTEREDUCA16	INKIND	CGE	$ 33,855.75
32801	20001	3280100051	89301000	19000		655000	32801	WRHUNTEREDUCA16	INKIND	CGE	$(33,855.75)

Analysis Types - Billing

- ➢ **BIL = created when transaction is "priced" by the system**

- ➢ **BLD = transaction has Billed and Invoice Item has been produced**

- ➢ **DEF = Deferred on the line level in Billing**

- ➢ **BAJ = Billing adjustment when a billing transaction has been adjusted either manually or by the system; occurs in the Billing module**

Analysis Types – Customer Contract Related

➢ **OLT = Over the billing limit of the Customer Contract/Grant – does not bill or recognize revenue**

➢ **UTL = Prepaid utilization analysis type created when an expenditure transaction has been applied to a prepaid/prepayment; utilization occurs with the use of a CN journal created automatically by Edison when a zero dollar invoice is approved and single action is run; reduces the deferred revenue (35XXXXX) liability account**

Analysis Types – Other Projects Related

- ➢ **PAY = Payroll details by employee – summarized by pay period** *(only TDOT uses PAY to Bill, all others use SPY)*
- ➢ **CPY = Cost Shared Payroll details by employee – summarized by pay period – does not bill**

- ➢ **DPY = Detailed earnings and hours by employee and day – no taxes or benefits included**
- ➢ **CDP = Cost shared detailed earnings and hours by employee and day – no taxes or benefit included**

Analysis Types – State Year-End

Non-billable analysis types; auto-reversing; do not bill

➢ **YAE – Year end Accruals**

➢ **YAR – Year end Accounts Receivable**

GL BU	Fund	Department	Account	Location CF	Program	UserCode	PC BU	Project	Activity	An Type	Amount	Description
LA	31601	11000	3160100400	71301000	19000	415003		31601	CYFFGTDMF000015	FEDERAL	YAE	$ 25,000.00	Accruals
LA	31601	11000		34000000								$ (25,000.00)	
RA	31601	11000	3160100400	68001000	19000	415003		31601	CYFFGTDMF000015	FEDERAL	YAR	$ (25,000.00)	Federal Revenue
RA	31601	11000		12010001								$ 25,000.00	AR Due from Fed Gov

Analysis Types – Grant Budgets

➢ **BUD – Sponsor Direct lines associated to a budget transaction for a Project ID**

➢ **CBU – Cost-Sharing lines associated to a budget transaction for a Project ID (normally associated to a STATE Activity)**

Cost –Shared Notes

Query TN_GR37_COST_SHARE_CONFIG – BU specific

	Grants BU	Cost Share Activity ID
1	33901	DEFAULT
2	33901	DONATIONS
3	33901	INKIND
4	33901	PROGRAMINC
5	33901	STATE
6	33901	STATEOTHER

Automatically direct the Cost Shared Analysis Types to be

> **CAC – Cost Shared Actual Expenditures from AP**

> **CSP – Cost Shared Summarized Payroll**

> **CPY – Cost Shared Payroll Details by Employee**

> **CDP – Cost Shared Detailed earnings by Emp & day – no taxes or benefits**

Cost –Shared Notes

Query TN_GR37_COST_SHARE_CONFIG - BU specific

	Grants BU	Cost Share Activity ID
1	32701	DEFAULT
2	32701	DONATIONS
3	32701	INKIND
4	32701	LUSTTRUST
5	32701	PROGRAMINC
6	32701	SFCOSTREC
7	32701	STATE
8	32701	STATEOTHER

➢ **Must match EXACTLY to be Cost Shared!**

➢ **If misspelled, it will NOT work as designed!**