Projects & Grants

Q&A

11/15/2021

Question	Answer
When will workbooks be provided? Why are they not being sent out prior to the session?	Workbooks were provided to agencies from the Agency Advocates on Friday, October 22. Workbooks were not provided ahead of the sessions to allow agencies to focus on the demonstrations rather than completing the workbooks during the sessions.
If there is no contract just general funding is a summary contract level still needed	A summary contract is not required, but a summary project might be useful for reporting purposes only.
It looks like the project type specifies whether it is billable and/or capital - what is the purpose of the checkboxes to indicate billable and/or capital?	Billable means the system will select the eligible transactions for the posting project to create a billable invoice and recognize the revenue. Capital means that project is eligible for the capitalization process (to become an asset). The boxes must be checked consistently with the status for functionality to work correctly.
Are we redoing the workbooks we already did in the spring or are these different?	Due to new functionality and system changes, there will be additional information/fields that will be necessary for your setup. The basic setup that you provided in your previous workbooks should be a good starting point and a fair amount of the information can be copied and pasted into the new workbooks, but you will need to give them some thought and make sure that the appropriate new fields are populated too.
Could you please define the project?	Project accounting allows you to build a project structure that supports reporting requirements and processing rules for each grant, including budgets and budget checking edits, burdens, or allocations, also inquiry and reporting are available. A project can be used for tracking expenditures or Capital projects. For the State of Idaho, grant projects will be used for all those projects that have funding (federal/external/internal). All others will be considered regular projects for tracking expenditures or Capitalization.
IDVR would like to be included in SIT 3 testing if that is possible.	Agency will be considered for inclusion
Please cover again the difference between Summary Level and Summary Contract Level.	A Summary Project is a higher level in the project structure. Budget, cost revenues, and units from posting projects are rolled up into the balance in summary projects. Contract Projects are like summary projects but they also provide a framework for storing contract and "billing"

information. A grant generally equates to a contract in the structure.

So, Simple/plain projects are state funding?

Simple/plain projects are non-grant projects with no funding source or project contract. This type of project is typically not billable.

So, if we only need to attend some sessions, why were we told all sessions are required with attendance taken?

For those projects that are externally funded (ie., federal) the SME most likely needs to attend all sessions. Agencies with non-grant funded projects only should attend/view recording for the Tue & Wednesday Morning sessions.

How are projects that generate revenue, not federal funded, but do take in revenue based on admissions, or sale of goods?

A project can collect revenue and also have associated expenditures (as in the Old Pen and Idaho State Museum examples). Since these are not billed you only need the posting project (and summary levels if desired for reporting). In regards to the SHPO and property searches, the revenue appears to be program income and will need to be set up as described in the program income part of the demo so that it is captured and spent first. Typically your grant will address how the program income is to be handled. The most common methods are "Additive" and "Deductive", but in this case, you stated that it could be used as a match. We assume it either must be used as a match or it is one of the other methods, but typically it is not both in the same grant. Does this grant allow more than one way to handle program income? If so, we will need to discuss this further with the agency.

ISHS has both the Old Pen and Idaho State Museum that takes in revenue based on admissions, or people walking through the doors to take a tour of the Old Pen or Museum. The other source is both locations have gift shops, so revenue is generated on the sale of goods at the gift shops. There are, of course, no contracts associated with these revenue streams.

Our SHPO office takes in revenue based on historical property searches. This revenue primarily comes from ITD or BLM to ISHS. This is the revenue stream that must count toward our NPS grant. Any Program Income/Revenue generated must be expensed before we can begin to tap into Federal funds. Our PI is currently posted to the grant, reflected as PI, and again must be expensed before we can begin to spend the Federal side. Our PI, in this scenario, can also be counted toward our Federal match requirement on the SHPO grant. In this case, we do have a contract with NPS.

Are we starting from scratch with these new workbooks? For example, if our naming convention changes from what we chose last spring, will that matter?

If you want to change the naming convention for something more logical, you are welcome to do it. If no change is needed you can use the same naming convention as before. This new workbook is going to be loaded in a new environment so it will not conflict with the prior one.

Can we report based on the description?

This is not a recommended reporting method.

Can you leave the end date off for projects that don't have an end date?

No. End date is required for all posting-level projects. Ongoing projects should use 6/30/2035 as an end date.

One of my biggest frustrations with the old workbooks was having to change a whole list of other workbooks and tabs with a simple change in one workbook. Will this also be the case with the new build, or will our changes register across the system?

Unfortunately, these workbooks are complicated and tie together in many places. Agencies need to understand how all of this information ties together so that they will be ready for go-live. The more you work with and become familiar with these workbooks, the easier the system and the workbooks will be in the future.

Would we use this example for general fund projects that have a simple contract and are paid out one time? Not grant-funded of course.

Yes - please refer to the recording of Demo#1 on Day 1: https://www.youtube.com/watch?v=k7QEC75EXaI&list=PLrxGQUWtIwyTOtr_tM-0-1CFnV7HDsVOo&index=2

Sorry if I missed it but the completed workbooks will eliminate our need to do all this work in setting up this hierarchy correct?

Correct - The workbooks are intended to assist agencies with major changes in the system. In the future simple changes can be made directly in the system, but you may still want to utilize the workbooks for major changes such as annual new grants, etc.

So these are new/different workbooks than before?

Due to new functionality and system changes, there will be additional information/fields that will be necessary for your setup. The basic setup that you provided in your previous workbooks should be a good starting point and a fair amount of the information can be copied and pasted into the new workbooks, but you will need to give them some thought and make sure that the appropriate new fields are populated too.

I would like clarification on the workbooks. Are these workbooks we have completed before but we are redoing them because they have new info contained in them or are they brand new never before seen workbooks?

Due to new functionality and system changes, there will be additional information/fields that will be necessary for your setup. The basic setup that you provided in your previous workbooks should be a good starting point and a fair amount of the information can be copied and pasted into the new workbooks, but you will need to give them some thought and make sure that the appropriate new fields are populated too.

The new workbooks won't be Excel? What will be used?

New workbooks will be in Excel.

Should we be able to see a screen in our LUMA similar to what you used as the demo?

Yes, once you are in Luma the screens will look the same as the screens that were shown in the demonstration. The exception would be any future new functionality that may change it a little.

A crosswalk that relates the old terms that we are used to like PCA to the new terms like Org Unit, Project. Sorry, I was just saying that a crosswalk would be helpful to relate new terminology to the old terminology

State employees can view Dimensions Crosswalks here: https://www.sco.idaho.gov/LivePages/luma-chart-of-accounts-agency-dimension-build-out.aspx

Is there a field in the project setup that can be used to house what used to be the grant number? It would need to be a field that can be reported on and can be changed when the grant changes.

It is recommended not to change the grant number field. If a new grant is received for the same contract, then a new posting project should be set up. The grant number in STARS should be used as the LUMA project number.

Will summaries from projects need to be used for SEFA reporting or will that come from grant setup

The SEFA flag is located in the funding source under the Grant Reporting tab. The posting-level funding source will be attached to the expenditures.

When will we get answers to these questions?

Q&A will be published on the Projects and Grants page by 10/29/2021. https://www.sco.idaho.gov/LivePages/luma-projects-and-grants.aspx

Could a second posting project be set up to capture unallowed expenses incurred?

Yes, you can set up other posting projects to capture whatever you need to capture. Make sure that it is placed in your hierarchy where you need it and it is set up as non-billable.

Can you use Project Contract for a 3rd party grant?

Yes, this is explained in demo #1 on 10/21: https://www.youtube.com/watch?v=so6r1i1kRWc&list=PLrxGQUWtlwyTOtr_tM-0-1CFnV7HDsVOo&index=8

Please explain Front End Split?

Explained in demo #2 on 10/19: https://www.youtube.com/watch?v=wKGl9IPGtg4&list=PLrxGQUWtlwyTOtr_tM-0-1CFnV7HDsVOo&index=4

If a project has more than one fund, does the project need multiple posting levels set up under the same summary level?

A project is funded by more than one fund can be set up using multiple funding sources for each fund under the same project contract utilizing only one posting project. If certain expenditures must be made out of a specific fund, then multiple posting projects will be needed.

Is it required to check the budget box if we do not desire to enter a budget for each project?

For a non-grant project, it is not required to check the Include in Budget Edit box. For a grant project, you can select budget checking at the summary level utilizing the Budget Identifier and leave this box blank, otherwise, you must select this box at the posting level. For Front End Split projects, it is required to check the budget check box at the funding source.

What if one award has multiple CFDA numbers?

Posting-level projects can be tied to multiple funding sources with unique CFDA numbers, but each funding source must have a single CFDA

number. A CFDA can be associated with multiple funding sources.

Is there a validation on the CFDA # to ensure that it is registered?

No

How does the budget scenario tie to the agency budget? Ex: What if the agency budget is $53mil, and the project adds another $2mil? Does this get routed correctly for approvals? How does that work?

The Project budget does not tie to the appropriation budget. The appropriation budget changes will go to DFM for approval. We will follow up on Project budget workflows.

In that scenario, if the grant doesn't cover food costs, but it is an eligible match expense then the expense would go through the match posting level - correct?

Yes, this is correct.

Can lag time be changed after grant setup? NPS just changed from 90 to 120 days

Standard lag times are identified in the workbook, but new lag times can be requested and set up as needed in your project workbook. If the lag time changes after the project are set up, it can be changed as needed.

What about in the cases of federal funds being sub awarded to an agency? We use federal funds, but it is sub awarded to us by another state agency. Is that going to affect how everything is set up in the system?

These will need to be set up in the intercompany tab on the Funding Source Workbook. Please refer to recording for Demo #2 on 10/21: https://www.youtube.com/watch?v=so6r1i1kRWc&list=PLrxGQUWtlwyTOtr_tM-0-1CFnV7HDsVOo&index=8

What's the other side of the receivable?

Cash or revenue depends on the process being completed.

Need further explanation, you would have to set up another project with 120 lag even though you already have that same project set up with 90 lag - why can't you just change in the current project?

If the lag time changes after the project are set up, it can be changed as needed. Standard lag times are identified in the workbook, but new lag times can be requested and set up as needed in your project workbook.

Will this recording be available and will there be specific function training (meaning training my A/R, A/P staff specifically) on these functions?

Recorded sessions are available here: https://www.sco.idaho.gov/LivePages/luma-projects-and-grants.aspx

Please do tell us how to handle program income! How is this captured in the grant setup? We must expense our PI before we can tap into federal money, how does that work in Luma?

See program income setup on the Funding Source-Contract tab in the Funding Source Workbook.

It was mentioned early in the demo that these sessions are not training, they are just demos. Will training be offered afterward?

Formal Luma system training will happen in May/June of 2022 before go-live.

So a Front End Split will make the split for a match, federal funding, indirect, etc. for every transaction?

Yes, the Front End Split will split each transaction by the pre-determined split percentages. The indirect is then applied to each piece of the split transaction.

Our federal grant allows for expenditures for two years if our match is met in the first year. How does Luma deal with that situation?

You can just set the project contract funding sources up so that the priority in the first funding group is the match and it is set up at 100% and the appropriate dollar amount. The second priority and the second funding group can then be set up at 100% and the appropriate dollar amount for the federal portion. This will charge all charges to the match until it is used up and then move on to the federal portion.

Can we set up a Front End Split for a project that has general funds, no indirect, and no match to mirror our current general fund PCAs? To bypass entering Appropriation and Fund.

Yes, you can use FES with a project that has 100% internal funding. To bypass entering Appropriation and Fund, you will need to use Structure Relations. Another option would be on the Funding Source setup for FES to include Appropriation along with Fund in the FES account string.

Our grant projects are overseen by DPW; how do we coordinate with DPW?

DPW projects funded with a Federal award will happen very similar to the process today in STARS. DPW will create an Interagency (Intercompany) billing for the amount to pay the contractor and request the funds from the agency that received the Federal award.

Can you demo how a Purchase Requisition for a Front End Split purchase would bypass entering some of the CoA items you mentioned? I'd like to see if the Appropriation and Organization Unit is bypassed or not.

This is demonstrated in the Grant-Funded Project demo/session (#3) with a front-end split invoice here: https://www.youtube.com/watch?v=wKGl9IPGtg4&list=PLrxGQUWtIwyTOtr_tM-0-1CFnV7HDsVOo&index=4. The functionality is pretty much the same as if it was a requisition (RQ) or purchase order (PO).

How is expenditure activity tracked when a grant may be federally funded by two sources (two CFDA numbers)?

Posting-level projects can be tied to multiple funding sources with unique CFDA numbers. Each funding source must have a unique CFDA number.

What if you have individual deliverables that have to be reported separately for billing, do you set up a project for each deliverable? For instance, currently, I have a grant that I use 4 different PCAs to track those reporting requirements, how would this work in LUMA?

Yes, you could set these up as individual posting level projects under the same summary level contract.

Can anyone delete an invoice and is that documented or commented anywhere? Or can only the originator delete?

Once an invoice is journalized, it cannot be deleted. Only when the invoice is in draft mode (not journalized) can you delete it. Only users with some security roles can delete.

Why can you add Organization Unit to Appropriation and Fund as automatically coming in for FES? Then you could add a general fund as a funding source and then use this as a PCA?

Yes, you have the option of adding the Organization Unit to FES but you may still need to use the Structure Relations to Default it during

entry even if it will be changed during the FES process.

Front-end split allows for multiple funds within an Org. Unit - correct?

The fund dimension and the Org Unit dimensions are not tied together (unless the agency chooses to do that with Structure Relations or FES), so "yes" and Org Unit can have multiple funds that are using it.

I thought about this last night and realize I need an overview of everything that works before I get into the details of setting up projects and grants. It is not the demonstrated information I need, but how does DPW fit into the picture? 90% of our grant projects are construction projects overseen by DPW. If they are paying the contractors, etc. How do I get access to this information so I can complete a hard copy reimbursement claim that is required?

The system requires agencies to set up projects and grants for all federal grants (no exceptions). The LUMA system is set up to handle the federal billing process. DPW projects funded with a Federal award will happen very similar to the process today in STARS. DPW will create an Interagency (Intercompany) billing for the amount to pay the contractor and request the funds from the agency that received the Federal award. The Interagency billing documentation will be used for the federal draw request.

The system reimbursement doesn't fit our requirements. Our other 20% projects are reimbursement from expenditures but this includes all of our expenditures and it seems time-consuming to put the project information on all allowable invoices. Is there somewhere else we can obtain our SEFA information for the closing package? Without knowing how the entire system works, it is hard for me to know if we even need to do the optional projects and grants.

When will we get the new workbooks to fill-in?

Workbooks were provided to agencies from the Agency Advocates on Friday, October 22.

Can you give us an update on the Front End Split enhancement for agency interfaced data and Payroll?

Enhancement is coming up in November and will be tested during SIT3.

What is the 'Watch' box for?

Select this check box to designate projects to watch. If this check box is selected for a project, then it can be viewed and filtered in lists and reports. The reports can also be viewed in the Infor d/EPM Platform App Studio Project Watch report

How and when will we transfer grant balances to Luma?

The conversion team will work on this for SIT3 and UAT testing cycles, as well as for go-live.

What method of billing would be used for firm fixed fee awards?

If this is a scenario that is not a cost-reimbursement, they will need to be set up as "Milestone" billing.

How does Luma account for program income?

Program income in LUMA is designed to follow 2 CFR 200.307 e1/e2/e3. It will accommodate 1) Deductive 2) Additive 3) Cost Share/Matching methods. It then uses the project contract funding sources to ensure that it will be expended first per 24 CFR 570.504(b). See program funding source-contract tab example in the Funding Source Workbook.

Is there an indirect burden code for a just wage-only basis?

Yes, this is available in the project workbook.

Are you going to have "office hours" where you have set times that we can jump on a Webex if we have questions once we start filling out the workbooks? Similar to the office hours for the payroll crosswalk?

Yes, office hours will be scheduled twice weekly until workbooks are due. If you have not yet received an invitation on your calendar, please contact your Agency Advocate.

Will the state be stopping at a set time for any transactions to get grant balances? IDVR has several processes that must be done to get the interfaces working with the final vendor crosswalk. So we are planning to stop all payments probably 2 weeks before the end of the year. Just wondered what the state as a whole would be doing.

Yes, that is normally included in the cutover plan with the decisions made on what needs to be done in the legacy system before we cut over and conversation to LUMA. More information will be provided as it is decided upon.

Sorry for my late entry... this question might have been answered. Did we address what to do when a grant has more than one CFDA? Just as a note, they don't call it a CFDA number any longer. It's called an Assistance Listing now. :)

Posting-level projects can be tied to multiple funding sources with unique CFDA numbers. Each funding source must have a unique CFDA number.

If the SEFA box isn't checked at the time of setup but checked after transactions are processed, will it capture information retroactively, or only from the date the box was checked?

The SEFA checkbox can be checked after setup and should recalculate based on your reporting period.

There are two choices for funding, directly from the federal govt and from outside the state. What if we received the grant from another state agency, such as the Depart of Educ?

These types of grants should be set up using the Intercompany Billing and Intercompany Recharge tabs in the Funding Source Workbook.

Will the references to CFDA be updated to ALN for consistency with the changes to the UG?

The federal SAM website is inconsistent in the usage of ALN vs CFDA. The State will need to clarify this before any changes will be made (for transitioning from CFDA to ALN).

How different is this from our previous submission on this?

Due to new functionality and system changes, there will be additional information/fields that will be necessary for your setup. The basic setup that you provided in your previous workbooks should be a good starting point and a fair amount of the information can be copied and pasted into the new workbooks, but you will need to give them some thought and make sure that the appropriate new fields are populated too.

I'm not sure LUMA is going to do what I need in terms of reporting because I haven't seen a demo yet of reporting on Projects. Should I use numeric-only project numbers so I can still use my Sum product formula in Excel?

It's recommended to use numeric codes for speed of entry, but that is not required. You can use alphanumeric if that works for your agency. The system has some basic reports/queries, and reporting tool called Birst will provide additional ad-hoc reporting.

Just for clarification: Budget is different than spend plan…correct?

Yes, the Project budget is different than the Financial/Spending plan. There are 3 budget types in LUMA. They are 1) Appropriation 2) Spending Plan (ties to FY appropriation) 3) Project budget (Life-to-date budget). The COA elements used on a transaction depend on the budget edit validation at document release. A transaction with Project will validate against the appropriation budget and project budget if set up (required for FES).

I'm sure we all did this work on another workbook that we've already submitted. Is this different?

Due to new functionality and system changes, there will be additional information/fields that will be necessary for your setup. The basic setup that you provided in your previous workbooks should be a good starting point and a fair amount of the information can be copied and pasted into the new workbooks, but you will need to give them some thought and make sure that the appropriate new fields are populated too.

What's the LUMA support plan once it goes live? Anticipate many questions and hiccups.

The Project Management Team is currently working on the "Sustainment Plan" which will be rolled out as we approach the "Go-Live" date.

For the budget do we need to list the summary object "50,55,70,80" for each project? So, if we plan budget for all 4 summary objects we would need 4 lines plus the indirect?

FES project budgets require a budget for direct and indirect costs. The budgets are managed at the project level for direct and indirect separately. What this means is that you will need a separate budget for indirect and at least one for direct costs. If you put in a budget for 50 (direct) it will use that for all direct costs. If your budget at 50,55,70,80 it will still budget edit these as combined for direct expenses, but you will see the breakout on your reporting. So for direct expenditures, you will only edit for total direct for the project but you can report at the individual levels (50,55,70,80).

Yes, if you plan (not required) to budget personnel, operating, capital and T&B you will need to enter 4 lines for direct and indirect.

Would also like to discuss the project/grant budget vs the SFY budget

Yes, the Project budget is different than the Financial/Spending plan. There are 3 budget types in LUMA. They are 1) Appropriation 2) Spending Plan (ties to FY appropriation) 3) Project budget (Life-to-date budget). Depending on the COA elements used on a transaction, depends on the budget edit validation at document release. A transaction with Project will validate against the appropriation budget and project budget if setup (required for FES).

Did I miss seeing the difference between a Grant budget and a spending plan?

Financial/Spending Plan ties to FY appropriation and the Project budget is a Life-to-date budget.

Can security access be established by the user for each Setup menu option?

There are pre-delivered security roles. There are or will be sessions scheduled related to security.

I think I'm confused as to how this is related to the spending plan?

The project budget is separate from the financial/spend plan budget. The financial/spend plan budget ties to FY appropriations, and the Project budget is Life-to-date.

Is this only for entities we are going to be billing or also for entities we will be paying? Sorry if I missed that!

This is for Accounts Receivable customers, not vendors you might pay.

What if your customers change every year? We don't have regular customers that we bill.

If your customers change every year, your customers will be added through the usual request process. Requests should only be for customers related to Projects and Grants.

Are the current vendors being pulled over to luma

Yes, a copy of STARS vendors is included in Luma.

A current list of customers has included a workbook. Any customers not listed will need to be added by the AR team by 10/28/2021.

When you say it is for customers with a contract project, does this include only federal draws for example? or does it include for customers we bill for services?

This includes projects that we bill to federal or other entities. An example of "other" in the demo was a contract with Idaho Power (https://www.youtube.com/watch?v=so6r1i1kRWc&list=PLrxGQUWtlwyTOtr_tM-0-1CFnV7HDsVOo&index=8). Other projects will accumulate costs for services etc. that are allocated/billed periodically. These tend to be more sporadic and would be handled through the AR billing module directly rather than coming from the projects module (even though the costs are accumulated in the projects module).

What if we send the invoice to them via email and not fiscal invoices so we don't have addresses?

please include the address if you can

Our billing was not done through AR we did it via email for BPA and simply did a cash receipt request and then an asap...so this is a change for us

Yes, the new LUMA system will be a change and your BPA will be done through the projects and grants module. You will complete your federal draw outside of Luma. The Project Contract invoice process will put a receivable on the books. You may still need to email BPA due to the detailed requirements by BPA.

Do we include our interagency billings as customers?

Interagency billings with other state agencies are already set up as customers in the Luma. Interagency billings will be done through both the projects and grants area and the AR module. For all pass-through funds received from another Idaho State agency, you will bill the funding State agency through the projects and grants module. For other (non-grant type) billings, you will bill them through the AR module process.

If we are a subgrantee for federal funds, do we include the agency we received it from or the federal agency?

The customer will probably be the entity that received the award. If the US Dept of Ed passed a grant through SDE, the customer would be SDE.

Will written instructions be made available on how each worksheet's data elements are to be used?

Directions for how to complete workbooks are included in the first rows of each worksheet tab.

If program income is true and we haven't earned any yet would it just go to the next funding group? (i.e., not requiring us to turn it to true only after we get income).

If program income is inactive (turned off/false), then it will go to the next group. The system does not allow an active funding source to be set up with a $0 amount. Therefore we recommend setting them up as NOT ACTIVE with $0 and then the amount can be changed when the program income is received.

Interagency P&G is different from interagency billing for something that is not grant-related, correct?

The interagency P&G is related to billing agencies for projects. For example, when another agency is funding a project of yours.

What is a Recharge Item?

Recharge Items are set up to define default expense and revenue accounts.

SCO has historically asked us to include funds received from other state agencies on the SEFA and SCO eliminates them

We've been working with the ACFR team on enhancing SEFA reporting. More information will come on this later.

If a non-profit passes through federal funds to Idaho Fish and Game, would we list the non-profit on the External Customer tab... or the External Grant tab as a pass-thru?

The recommendation is to place it on the external grant tab as a pass-through and do not check the SEFA flag.

And one other question, is there anywhere in this workbook where we would set up a spending plan (not to be confused with project budget)? Or is that coming later?

These workbooks only apply to the Project Budget (Life to date). The Spending Plan is not addressed anywhere in these workbooks and will be dealt with by a different LUMA team.

If a Health District has any direct Federal funds grants the setup in those has a SEFA check box. If the Health District checks that box will it only show in the Health District SEFA reporting or will that also go into the State ACFR

The SEFA template only includes agency data.

If part of the intercompany is SEFA federal in one grant and part is State General funds coming from the State agency I am assuming we will need to set up two funding sources and set priorities to those for the project being funded.

Yes, these would be set up as intercompany and use the FES capabilities to split the transactions between the grant and the State match. Yes, you would need 2 funding sources to accommodate this setup.

Are there certain requirements for an agency to use milestone billing?

No, you can select whether you are using cost reimbursement or milestone billing. It depends on your contract.

Are milestone contracts the same as a fee for service?

Not necessarily. Milestone is typically used when your billing is not based on costs already incurred. This could be for cash-up-front, or for billings that are not necessarily based on expenditures such as "meals served" etc.

Can you have both milestone billing and cost reimbursement for the same project?

Yes, you will have to set up the Contract as Milestone billing and have the override billing to cost reimbursement at the posting level.

If using the A/R billing module (as opposed to P&G billing), does a project need to be billable?

No, some projects collect costs and periodically might bill other entities and these can also be set up in the Projects structure as NB (Non-billable) and then do the billing through the AR module.

So if our intercompany billings are based on the activity instead of costs they would be milestones even though the funds come in after the end of the period.

That is correct.

If the A/P person keys in the project, will the other fields autofill from the project setup?+A94:A99A93:A99A92:A99A91:A99A90:A99A89:A99A88:A99F3A95:A99A87:A99A88:A99A87:A99F3A95:A99A86:A99A85:A99A84:A99A83:A99A82:A99A81:A99A80:A99A79:A99A7A3:A99

Yes, this can be accomplished using Structure Relations.

It seems like a mismatch will occur if we attempt to set up the P&G workbooks yet our Chart of accounts is significantly out of date. Essentially, we will attempt to input P&G level info that doesn't exist yet

The Project and Funding Source Dimensions are stand alone elements of the chart-of-account string and can absolutely be setup independently from the other COA elements. Project and Funding Source dimensions are not required chart-of-account elements on the Finance Enterprise Group (FEG). The only "mismatch" that will occur is if the agency is using Structural Relations and the Project to drive the other elements of the COA. The agency needs to complete their P&G build out, update their chart-of-accounts, update their structural relations and payroll crosswalk.

When these agreements are put in to place the participants are required to send us a deposit (e.g. $20,000). Then each quarter we bill them for any cost that has incurred during that quarter in order to replenish the deposit amount for the next quarter.

For the initial deposit, retainer will be used as a process. Your project will be set up as cost reimbursement.

So I have several questions:
1. Would we need to use milestone billing for the initial deposit?
2. Can/should we use milestone billing for the all billing since we are receiving the money before expenses are incurred?
3. Or should we use cost reimbursement after the initial deposit is recorded?

How does the Front End Split work with Payroll. Can we get an overview of how payroll will be processed in LUMA?

Payroll will be interfaced into Luma Financials using GLTransaction Interface. This process will utilize the FES split, however we need to complete the project and grant buildout. The Payroll interface process will be tested in SIT3.

What is the sequence regarding the split and application of indirect. i.e will the split be happen and then the indirect be applied

The split happens at the time that the transaction is released or approved in the subsystems. It depends on the subsystem (PO/RQ/AP/AR/GL interface). The indirect burden process will run every night or manually.

How do we manage adjustments that need to be done - will it look at the adjustment and still apply the split?

If the adjustment is a correction, it will be done through the G/L FES capability (copy/reverse original entry + corrected journal).

In the Projects & Grants Workshop we were told that there was 2 criteria that if you had that you had to do front end splits, what were those?

(1) More than one funding source and (2) indirect burden code.

Can you confirm that the dollar amounts I put in the budgets are totals for the projects and not what's unspent as of 7/1/22? I believe in a prior communication you said this was the case but at that time the rollover data importing was still being developed. I'm assuming the rollover will pick up the project expenses to date and the budget amount I enter in the workbook is a total allowed to be spent in the project so I don't have to concern myself with calculating anything.

If for capital project or grant – Yes, the amount should be the Project Life to Date/Total budget.

I'm not sure what Budget Identifier does or if we need it. Our existing grants do have mid-level budget limits so we don't over allocate child projects. For example, our Fed. Grants limit our awards by purpose area. Purpose area JJ10 would be a summary level and have one or more child posting projects. The grant award will limit how much we can spend in the JJ10 purpose area, let's say $50K maximum. The child projects would have a hard stop budget of say $10K each but the overspending out of JJ10 is $50K maximum. Do we use Budget Identifier on the JJ10 summary project?

Projects will be set up at the posting level and therefore would not need a budget identifier.

All operating projects funded (ie federal) will be FES. I was going to use FES for everything except for projects only funded by general funds. Do I need an internal funding source for those? Do I need to create a "district dollar" funding source and connect to those projects? Should I use FES across the board?

It depends. You can set up a FES for internally funded projects, but you do not need to. You can use FES for different internal funding sources. Note that you will need to set up a budget if you use FES.

Once you set up a grant or project, and you set up multiple funds. Part way through a project can you add another funding source?

Yes

We have one main funding source for one large grant, but we have about 14 "projects" that we use the money for. We shift funds throughout those project as needed. We also have flexibility within the grant to determine what will be used to meet match and maintenance of effort requirements. Will the system offer that type of flexibility if we set up the grant as a Summary Level and the 14 projects as GP Posting Level? I'm concerned that if we overbuild our infrastructure, we'll have a hard time exercising the flexibility we have with this grant, but I also don't want to oversimplify and miss out the opportunity to use Luma as the resource that it is.

We recommend setting up a summary level with 14 posting projects underneath it. Budgets will need to be set up at the posting level, but you can just track and edit at the summary level. We need additional information on the match and maintenance of effort.

What does the percentage in front of description mean?

The percentage in the front of the description is the federal ratio of the funding source. This particular funding source from the Federal Highways Administration (FHWA) is 92.66%. Every dollar we spend we get reimbursed $.9266.

It was mentioned during the demo that it might be helpful to add the ratio to the description because you will need to know it when you add a funding source to a Project Contract.

Adding the percentage to the description is not required. The description field is for agency use.

Where do we get Company Customer & Group Customer? No legend for this field, where does this come from? In the original workbooks there was a legend for this data, example NPS was 635. In the new workshop (workbooks) there is no legend, are we safe to assume these did not change from the original workbooks? Would be really helpful to have legends for all the required fields in the workbooks, otherwise can we just pull a number from the sky?

The Company = your Agency Number

The Customer = Customer Number will be in the AR customer Workbook second tab if the customer number currently exists in the system. If the customer DOES NOT EXIST in the second tab, then you need to send the 3rd tab from the AR Customer workbook to the AR team for them to add it to the system and provide you the new customer number that you can use going forward.

Do you use the same... Revenue Partial Account General Ledger Chart of Account for the grant project and the match project associated with that grant project? There is nothing for match accounts in the Revenue Accounts listing included in workbook. No information on match projects – again what does a Front End Split do? It doesn't allow a split for grant project and match associated with grant project that I'm finding anywhere, so what good is a split?

For Federal and External Funding you will need to populate the Revenue Account.

For the Internal Funding if the desire is not to create journals you select "none" (3) in the Internal Fund Tab column P . And you just need to provide the Fund instead of the Revenue Account

What is FEG?

FEG=Finance Enterprise Group. This will always be in Luma.

When will I have customer numbers from AR customers submitted last week?

If you don't have an AR number already, please follow up with AR Team.

Do we need to be concerned with the sort order of the projects in the upload workbooks? They are not currenly sorted in my worksheets and I wouldn't want them to be shown in Luma the way they are in my worksheets.

They display in alphanumeric order. When uploading projects you just need to ensure that the summary level is in the sequence before its posting project. The sequence will automatically be assigned based on the order they appear in the workbook. So you always want your summary and then the posting project entered in the next row.

I have been to the 2 office hours but I have a question on tracking General Fund projects. Do I still need to provide a 'funding' source for these and would this be an internal fund with a funding source contract? These are not grants or dedicated funds. Just tracking projects that we current do with a PCA.

To answer your question, agencies will potentially have some projects that do not require them to attach a funding source. Typically these are projects that do not involve federal and/or other grants nor indirect charges. In these cases, the choice is up to the agency.

In your case (based on your email) the funding is solely General Fund and it is not in any way tied to a federal and/or other grant, and would not have indirect applied to it. If that is true, you do not need to attach a funding source. If you chose to attach a funding source, it would be considered an internal funding source. Setting it up just to get the funding source attached to the project entries may or may not be worth it to your agency.

All of that to say, if the project is as mentioned above and is solely for tracking, you would not need to set it up and/or tie it to a funding source.

In the training they discussed the four funding sources available. How are they defined?

External Fund = Federal Grants Fund
External Customers = Revenue Fund (Any funding that is not Internal or Federal)
Internal Fund = General Fund
Intercompany Fund = Intercompany (other state Agencies) Fund

What is full vs partial revenue structure and when should they be used?

We recommend agencies use the partial structure – when you're setting the grant funding source, you're identifying a specific funding source that you want the funds to go to. The rest of the COA elements would inherit the original structural elements. Most people will want to use the partial revenue structure because they don't want to override the full revenue structure.

If we only receive interagency funds (funds from other agencies within the state), which tabs do we have to complete?

If you are only receiving funds from agencies within the state, then you only need to complete the Intercompany Billing/Intercompany Recharge tab(s) in the Funding Source upload workbook. You do not need to complete the External Grants & External Customer tabs.

How do the types of budgets in Luma work (appropriation, financial plan, and projects)?

Budget Scenarios	Template	Budget Type	Budget checking?	Dimensions Checked during Budget Edit
Appropriation		Annual Budget	Hard Stop	Agency, Account, Fund, Appropriation
Financial Plan		Annual Budget	No hard stop	Agency, Account, Fund, Appropriation, Org Unit, Project + other Dimensions (TBD)
Projects	Posting	LTD (life of the posting project)	Hard Stop at posting project (if Edit flag selected at project)	Agency, Account, **Project**, Funding Source
	Summary	LTD (life of Summary project)	Hard Stop at summary (using Budget Identifier- and edit flag @ project posting not selected)	Agency, Account, **Project**, Funding Source