Guide for Updating Project and Funding Source Workbooks

Convert All Billable Projects to Front End Split

All billable projects (contracts) must be set up as Front End Split. Existing project contracts that were initially set up as “Back-End Split” will need to be revised to Front End Split. Moving to Front End Split may require a shift in project structure.

(Note: If you do not have billable projects/grants (you only have projects), you do not need to do this conversion. You only need to update projects in the Projects workbooks.)

<table>
<thead>
<tr>
<th>Project Workbook</th>
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</table>
| **Project Upload** | Budget Edit is set up for all project contracts using one of the following options:  
  - For Summary-level budget edit (expenditures for all posting projects within a summary cannot exceed the sum of budget for all posting projects), Budget Identifier (column K) is PROJECT SUMMARY.  
  - For Posting project-level budget edit (expenditures for a posting project cannot exceed the budget for that posting project), Include in Budget Edit (column P) is TRUE.
| **Project Upload** | For all Contracts, Front End Splits (column U) is TRUE and Contract Allocate Expenditures (column V) is FALSE.
| **Project Budget Import** | Budget must be added at the posting project level for all billable projects but can be edited (hard stop) at the summary or posting level. If budget editing at the summary level, budget can be placed on just one or some of the posting projects within a summary. If budget editing at the at the posting level, placing budget on each posting project/funding source combination is required.

<table>
<thead>
<tr>
<th>Funding Source Workbook</th>
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| **Ext Grant, Ext Cust, Internal Fund, I/C Billing** | For all posting-level funding sources, Include in Budget Edit (External Grant > column P, External Customer > column Al, Internal Fund > column S, Intercompany Billing > column AL) is TRUE.
| **Internal Fund** | Set up “Catch-All” funding sources, if needed. A catch-all funding source is an Internal Fund funding source that can be set up for transactions to go to if all other funding sources are depleted. Transactions hitting this funding source can remain in the internal “catch-all” fund or be reallocated or trued up, as necessary.

<table>
<thead>
<tr>
<th>Both Workbooks</th>
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</table>
| **Project Upload, Project Budget Import, Attach Funding Source to Contract** | Ensure that **Contract Amount** (Project Workbook, Project Upload tab, column R) = **Total Budget Amount** (Project Workbook, Project Budget Import tab) = **Funding Source funded amounts** (Funding Source Workbook, Attach Funding Source to Contract tab, column H for all funding sources attached to a contract).
# Review New/Updated Fields

Review all new or modified fields ([highlighted in yellow](#)) in the spreadsheet. Modified or emphasized field notes are in **bold, red text.**

## Project Workbook

| Project Upload | • Project begin date (column I) and Project end date (column J) – Ensure all child project dates fall within the dates of the parent summary project dates.  
• Create Summarized Invoice (column Y) – new functionality offered to be able to summarize detailed posting project amounts into one contract amount on the project invoice  
• Program Income (column Z) – new functionality added for reporting on program income. Please note that the setup for Program Income has changed since the last round of workbooks were completed. See the Additional Questions section below for more information.  
• Program Income Type (column AA) – new functionality added for reporting on program income  
• Exclude from FES (column AB) – new functionality added to exclude a posting project on a front-end split contract from splitting  
• Watch (column AC) – new required field, should always be TRUE  
• Additional example scenarios have been added in rows 15-75 |
| Attach Indirect Burden - Grant | • Selection Group (column G) always is 1 – Include  
• Burden Rate Date (column J) – new functionality added to be able to specify whether a burden rate should be used based on transaction date or project begin date |
| Project Budget Import Tab | • The Fund column was removed, as it is no longer required.  
• Funding Source is a required dimension on budget lines for all project contracts.  
• Additional example scenario for summary budget has been added in rows 37-41 |

## Funding Source Workbook

| External Grant | • Amount (column I) – Funding source description was updated to specify that one funding source can be used on multiple contracts (but amount here should exceed or equal the total amount that this funding source funds all contracts it is attached to).  
• Include in Budget Edit (column P) – With the front-end split requirement, budget edit is required on all funding sources. This will always be TRUE.  
• Grant ID (column S) is now required for FFR reporting.  
• The Prime Sponsor checkbox (column AB) description was modified to be more understandable.  
• Receivables Company (column AC) – Ensure that this is your agency number.  
• Receivable Customer (column AD) – If column AB is populated this is a pass-through and then customer and company are required  
• Revenue Structure Option (column AE) – If your contract uses Milestone Billing you enter a 1; if your contract is Cost-Reimbursement enter a 2.  
  o For Cost-Reimbursement (2 in column AE), populate Column AF and AG.  
  o For Milestone Billing (1 in column AE), populate columns AH-AP (full revenue section)  
• Major Category (column AX) – added for SEFA reporting  
• Letter of Credit (column AY) – added for agencies using the Federal Payment system to draw down funds |
### June 2022

| External Customer | • Amount (column I) – Funding source description was updated to specify that one funding source can be used on multiple contracts (but amount here should exceed or equal the total amount that this funding source funds all contracts it is attached to).  
  • Revenue Structure Option (column P) – If your contract uses Milestone Billing you enter a 1; if your contract is Cost-Reimbursement enter a 2.  
    o For Cost-Reimbursement (2 in column P), populate Fund (column Q) and Revenue Account (column R).  
    o For Milestone Billing (1 in column P), populate columns S-AA (full revenue section).  
  • Include in Budget Edit (column AI) – With the front-end split requirement, budget edit is required on all funding sources. This will always be TRUE. |
| Internal Fund | • Amount (column I) – Funding source description was updated to specify that one funding source can be used on multiple contracts (but amount here should exceed or equal the total amount that this funding source funds all contracts it is attached to).  
  • Fund (column R) should be left blank.  
  • Include in Budget Edit (column S) – With the front-end split requirement, budget edit is required on all funding sources. This will always be TRUE. |
| Intercompany Billing | • Amount (column I) – Funding source description was updated to specify that one funding source can be used on multiple contracts (but amount here should exceed or equal the total amount that this funding source funds all contracts it is attached to).  
  • Payables Information in Columns R thru X (all green) explain what you need to populate for the payables side. This will contain the information of the grantor state agency.  
  • Revenue Structure Option (column P) – If your contract uses Milestone Billing you enter a 1; if your contract is Cost-Reimbursement enter a 2.  
    o For Cost-Reimbursement (2 in column P), populate Fund (column Y) and Revenue Account (column Z) with your agency’s information (receivables side).  
    o For Milestone Billing (1 in column P), populate columns S-AA (full revenue section) with your agency’s information (receivables side).  
  • Prime Flag (Column AG) will typically be 2  
  • Grant ID (column AK) is now required for FFR reporting.  
  • Include in Budget Edit (column AI) – With the front-end split requirement, budget edit is required on all funding sources. This will always be TRUE.  
  • Prime Sponsor Company (column AL) – added for SEFA/FFR reporting  
  • Prime Sponsor Customer (column AN) – added for SEFA/FFR reporting |
| Attach Funding Source-Contract | • Priority (column F) – field notes have been updated about prioritizing funding sources, especially when using a catch-all and overspend funding source. A catch-all funding or overspend funding source is an internal funding source that may be used to allow a limited amount of overspending on front-end split projects. We recommend that that be designated a priority of 99.  
  • Fund (Column S) – added for the Revenue Partial Finance Structure for Internal Fund Sources only. |

### Other Items to Complete
- Add any additional projects that will need to be in the Luma system as of January 1, 2023 (this will ensure all project information will also be used for the upcoming SIT Testing in September)
- Delete any projects that will be closed as of January 1, 2023
- Consider including projects as of July 1, 2023 if they are known.

### Additional Questions
1. **How do I set up Construction In Progress (CIP)/Work in Progress (WIP) projects?**
For CIP/WIP projects, on the posting project with capital expenditures select CP/CPNB for the Project Status and flag as Capital. Review the GASB-1 examples in the Project Upload workbook (Project Upload tab, rows 43-64) for examples.

2. **How do I set up projects with Subrecipient Modified Total Direct Cost?**

   For Modified Total Direct Cost projects, each subrecipient on a project contract will need one posting project set up for subrecipients costs below $25k and another posting project for subrecipient costs above $25k. A separate posting project should be setup for all non-subrecipient costs, if needed. On the Attach Indirect Burden tab, select TRUE in Selected Sources Only (Column I) and complete the Indirect Burden Sources – Grant tab to attach the indirect rate to the posting project for subrecipient costs below $25k only.

   When Procurement creates the subrecipient contract, lines must be added for each posting project. When billing against the procurement contract, the correct posting project must be used on the transaction to ensure that indirect rates are applied correctly.

3. **How will Program Income be set up?**

   For the previous workbook iteration, program income was set up as a separate funding source. This is no longer required. Program income will offset expenses on the project contract. Agencies will adjust their budget, funding sources, and contract amounts for program income received depending on whether it is additive, deductive, or cost-share/match. For example, if an agency received additive program income, they would increase their budget by the amount of program income received and keep funding source amounts and the contract amount the same. Projects with program income can be flagged using the Program Income and Program Income Type fields on the Project Upload tab.

4. **What should the priority and funding groups be for funding sources?**

   The table below provides a quick guide for designating the priority and funding group for funding sources:

<table>
<thead>
<tr>
<th>FUNDING SOURCE*</th>
<th>PRIORITY</th>
<th>FUNDING GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Match</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Overmatch</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Catchall</td>
<td>99</td>
<td>99</td>
</tr>
</tbody>
</table>

   *Note: If your project does not use the first funding source in the list, the subsequent funding source moves up in priority. For example, if a project does not have program income, then the federal funding source will be priority 1 and funding group 1.