

# Grants Basic Training

## Indirect Cost



# Indirect Cost Training Agenda

- Indirect Costs Overview
- Automated Indirect Cost
  - Set up
  - Processing
- Manual Indirect Cost
  - Set up
  - Processing
- Indirect Cost Adjustments
- Indirect Cost Errors
- Monitoring F&A/Indirect Cost

# Indirect Cost Learning Objectives

- Define F&A/Indirect Cost
- Understand F&A Rate Types, Bases, and Rate Percentages
- Understand how Automated IDC is Created and Processed in Edison
- Understand how Manual IDC is Created and Processed in Edison
- Understand how to adjust IDC

# Indirect Cost Learning Overview

- F&A/Indirect Costs/IDC are costs:
  - Incurred for a common or joint purpose benefiting more than one cost objective
  - Not readily assignable nor directly accountable to the cost objectives/expenditure
  - Can be fixed or variable

# Indirect Cost Learning Overview

## ➤ Facilities (F)

- Depreciation on buildings, equipment, & capital improvements.
- Interest on debt associated to certain buildings, equipment, capital improvements, and operations & maintenance expense.

## ➤ Administration (A)

- General expenses such as director's office, accounting, personnel, and other expenditures not directly associated to the Grant.

# Indirect Cost Learning Overview

Designated Accounts to be Used:

89040000 Indirect Cost Charge Account

89035000 Indirect Cost Contra Account

Designated Analysis Types to be Used:

SFA is always used with 89040000

OFA is always used with 89035000

Commitment Control:      Budget Account: 89040  
   Budget Item: F&A\_COSTS

# Indirect Cost Learning Overview

The criteria that will produce Billing and Revenue recognition according to the Rate Set and Accounting Rules:

- 89040000 Indirect Cost Charge Account
- PC Business Unit
- Project ID
- FEDERAL or Billable Activity
- SFA Analysis Type

# Indirect Cost Overview Terminology

## ➤ **F&A Rate Types**

- Set up with configuration in Edison
- Configuration is unique to a business unit/agency
- Has an associated F&A Base
- Has an associated Rate (%) Percentage

Example: 33101 Education has two Rate Types:

E\_RR – Dept of Education Restricted Rate

E\_UR – Dept of Education Unrestricted Rate



# Indirect Cost Overview Terminology

## ➤ **F&A Bases**

- Represents the General Ledger cost expenditures that will be multiplied by the F&A Rate % to produce the indirect cost charge to 89040000 and the contra 89035000 when using the automated process in Edison
- Can be used by multiple business units/agencies or a single business unit/agency
- Must be configured to the business unit/agency

# Indirect Cost Overview Terminology

## ➤ Existing F&A Bases

- ABCMC – ABC Modified Total Direct Cost
- ALLMC – All Modified Total Direct Cost
- C&IMC – C&I Modified Total Direct Cost
- EDUME – Education Modified Total Direct Cost
- MOST - Agriculture
- SALAR – Salaries All
- SALBR – Salaries, Benefits, Rent
- SLBEN – Salaries and Benefits
- NONE – None Available

# Indirect Cost Overview Terminology

- **F&A Base** : SALAR includes
  - 70100000-70199999    LABOR\_SALARY
  
- **F&A Base** : SALBEN includes
  - 70100000-70199999    LABOR\_SALARY
  - 70200000-70299999    FRINGE

# Indirect Cost Overview Terminology

- **F&A Base** : MOST – Agriculture (32501) includes
- 70100000-70199999 LABOR\_SALARY
  - 70200000-70299999 FRINGE
  - 70300000-70399999 TRAVEL
  - 70400000-70499999 PRINTING
  - 70500000-70599999 UTILITIES
  - 70600000-70699999 COMMUNICATION
  - 70700000-70799999 MAINT\_REPAIR
  - 70800000-70898999 PROF\_SRVC\_3<sup>rd</sup>\_P\*\*
  - 70900000-70999999 MATERIAL
  - 71000000-71099999 RENT\_N\_INSUR
  - 71100000-71199999 VEHICLE
  - 72500000\_72599999 PROF\_SRVC\_STATE

**\*\* allows for expenditures between 70899000-70899999 to process & not create IDC**

# Indirect Cost Overview Terminology

## ➤ **F&A Rate Percentages:**

- Used along with the F&A base to produce the indirect cost charge **89040000** and contra **89035000**
- Effective dated percentage (%) Rate unique to agency (BU)
- Approved by Federal cognizant agency
- Assigned at the ***Business Unit level***: Navigation - FSCM> Grants> Institutions> Facilities Admin Rates
- Assigned at the ***Project ID level***: Navigation – FSCM> Grants> Awards> Project Activity> FEDERAL or billable Activity on the FA Rates tab/page

# Automated Indirect Cost Set Up

After saving the Proposal, but before creating the Budget – click on the F&A Pricing Setup hyperlink

[Proposal](#)
[Projects](#)
[Budgets](#)
[Resources](#)
[Certifications](#)
[Reports](#)
[Attachments](#)
[Location](#)
[FileNet Interface](#)

Proposal ID IDCEXAMPLEMOST      Version ID V101

Description IDC Example      Currency USD

**Proposal Project** [Find](#) | [View All](#)    First 1 of 1 Last

Project ID ARIDCEXAMPLE      Title

**Budget Header** [Find](#) | [View All](#)    First 1 of 1 Last

\*Budget ID

Scroll Find | View All First  
Area 1 of 1 Last

\*Activity Type

Description

End Date 09/30/2018

Start Date 10/01/2017      ☒ Include in Proposal

**Budget Period** [Personalize](#) | [Find](#) |    First 1 of 1 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	10/01/2017	09/30/2018		Program Income	<input type="text"/>

**F & A and Pricing Setup**      Total

# Automated Indirect Cost Set Up

Select the desired Rate Type

**Look Up Rate Type**

SetID 32501

FA Rate ID begins with

Description begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-5 of 5 Last

FA Rate ID	Description
COMM	Commodity Distribution
FORE	Forestry Operations
MD	Marketing Development
RS	Regulatory Services
WQ	Water Quality

**GM\_BUD\_FA**

**F & A and Pricing Setup**

Proposal ID IDCEXAMPLEMOST Version ID V101

Description IDC Example Most Budget ID FEDERAL

Project ID ARIDCEXAMPLE

☒ Institution Minus Funded ☐ Sponsor Minus Funded

**Contracts Related**

\*Pricing Method As Incurred

\*Product AS\_INCURRED

**F&A Set Up**

\*Rate Type COMM Commodity

Institution

FA Base MOST Agriculture

**Institution Rates**

Effective Date	FA Rate %
07/01/2017	16.05
07/01/2016	13.75

☒ Same as Institution

FA Base

**Sponsor Rates**

Effective Date	FA Rate %
----------------	-----------

**Budget**

FA Base MOST Agriculture

**Budget Rates**

*Effective Date	FA Rate %
07/01/2017	16.05
07/01/2016	13.75

OK Cancel Apply

# Automated Indirect Cost Set Up

Produces the Indirect Cost amount to the Budget in the Proposal

Project ID ARIDCEXAMPLE

Budget ID FEDERAL

Budget Period 1

Start Date 10/01/2017

End Date 09/30/2018

Overall Cost Share

View FA Rate

Details, CostShare, Justification

Personalize | Print | Export | Refresh | Last

Line Data More Line Data

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share		
30	EQUIPMENT	Equipment		10,000.00	10,000.00	Cost Share	<input type="checkbox"/>				+ -
12	FRINGE	Employee Benefits		25,000.00	25,000.00	Cost Share	<input type="checkbox"/>				+ -
10	LABOR_S	Salaries and Wages		100,000.00	100,000.00	Cost Share	<input type="checkbox"/>				+ -
15	TRAVEL	Travel		25,000.00	25,000.00	Cost Share	<input type="checkbox"/>				+ -
20	UNCLASS	Unclassified		100,000.00	100,000.00	Cost Share	<input type="checkbox"/>				+ -
Sponsor Direct				260,000.00	Sponsor F&A		24,075.00	Total Sponsor Budget		284,075.00	
Institution Cost Share				0.00	Institution Cost Share F&A		0.00	Total Inst C/S Budget		0.00	
Third Party Cost Share				0.00				Total TD C/S Budget		0.00	
Total Direct				260,000.00	Total F&A		24,075.00	Total Budget		284,075.00	



# Automated Indirect Cost Set Up

Click hyperlink “View FA Rate” to see the components used to calculate the IDC for the budget.

**F&A Calculation**

Proposal Project ARIDCEXAMPLE

Budget Period 1 Start Date 10/01/2017 End Date 09/30/2018

**Details** Find | View All First 1 of 1 Last

Rate Type	COMM	Commodity	Waived FA Meth	Institution Minus Funded
<b>Institution Defaults</b>				
FA Base	MOST			
Base Amount		150,000.00		
FA Amount		24,075.00		
<b>Institution Rates</b> Find   View All First 1-2 of 6 Last				
Eff Date			FA Rate %	
07/01/2017			16.05	
07/01/2016			13.75	
<b>Sponsor Defaults</b>				
FA Base				
Base Amount		0.00		
FA Amount		0.00		
<b>Budget</b>				
FA Base	MOST			
Base Amount		150,000.00		
FA Amount		24,075.00		
Waived FA		0.00		
<b>Budget Rates</b> Find   View All First 1-2 of 6 Last				
Rate_effdt			FA Rate %	
07/01/2017			16.05	
07/01/2016			13.75	
<b>Budget Totals</b>				
Sponsor FA Base		150,000.00		
Institution Cost Share FA Base		0.00		
Sponsor FA		24,075.00		
Institution Cost Share FA		0.00		
Waived FA		0.00		

OK Cancel

# Automated Indirect Cost Set Up

When Proposal is submitted and generated, the Project budget is created – it includes F&A\_COSTS as a budget line item.

Budget Detail

Project ARIDCEXAMPLE IDC Example Most

Budget Period 1 Begin Date 10/01/2017 End Date 09/30/2018 [Finalize](#) [Process Monitor](#)

**Project Budget Summary**

Cost Share Direct \$0.00 Currency USD Total Budget \$284,075.00  
Sponsor Budget \$284,075.00 Security Status None

**Budget Amounts for Period** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-6 of 6](#) | [Last](#)

Budget Item	Account	Fund	Department	Activity	Analysis Type	Amount
EQUIPMENT	71600	11000	32501	FEDERAL	BUD	10,000.00
F&A_COSTS	89040	11000	32501	FEDERAL	BUD	24,075.00
FRINGE	70200	11000	32501	FEDERAL	BUD	25,000.00
LABOR_SALARY	70100	11000	32501	FEDERAL	BUD	100,000.00
TRAVEL	70300	11000	32501	FEDERAL	BUD	25,000.00
UNCLASSIFIED	71400	11000	32501	FEDERAL	BUD	100,000.00

# Automated Indirect Cost Set Up

And on the Grants Detail tab of the Budget identifies the Facilities and Administration line with a check mark.

**Budget Detail**

Project ARIDCEXAMPLE IDC Example Most

Budget Period 1 Begin Date 10/01/2017 End Date 09/30/2018 Finalize Process

**Project Budget Summary**

Cost Share Direct \$0.00 Currency USD Total Budget \$284,075.00  
Sponsor Budget \$284,075.00 Security Status None

**Budget Amounts for Period** Personalize | Find | View All | | First 1-6 of 6 Last

Budget Item	Facilities and Administration	Cost Sharing	
EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	
F&A_COSTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FRINGE	<input type="checkbox"/>	<input type="checkbox"/>	
LABOR_SALARY	<input type="checkbox"/>	<input type="checkbox"/>	
TRAVEL	<input type="checkbox"/>	<input type="checkbox"/>	
UNCLASSIFIED	<input type="checkbox"/>	<input type="checkbox"/>	

# Automated Indirect Cost Processing

When a direct expenditure included in the F&A Base occurs, the automated process creates a “GM” source journal for the business unit producing the Indirect Cost expenditure.

Header	Lines	Totals	Errors	Approval	FileNet Interface
Unit:	34800	Journal ID:	GM01122572	Date:	09/27/2012
Long Description:	F&A Calculation				
*Ledger Group:	ACTUALS	<input type="checkbox"/> Auto Generate Lines			
Ledger:		Adjusting Entry:	Non-Adjusting Entry ▼		
*Source:	GM	Fiscal Year:	2013		
Reference Number:		Period:	3		
SJE Type:	▼	ADB Date:	09/27/2012		
Journal Class:		<input type="checkbox"/> Save Journal Incomplete Status			
Transaction Code:					

# Automated Indirect Cost Processing

The “GM” journal does not include the analysis types, however, when the transactions are sent to Project Costing:

- The analysis types are associated to the two lines.
- When priced, the SFA line produces a BIL line.

Header	Lines	Totals	Errors	Approval	FileNet Interface
--------	-------	--------	--------	----------	-------------------

  

Unit:	34800	Journal ID:	GM01122572	Date:	09/27/2012	*Process:	Edit Journal	Process
-------	-------	-------------	------------	-------	------------	-----------	--------------	---------

  

<a href="#">Template List</a>	<a href="#">Search Criteria</a>	<input type="checkbox"/> Errors Only			Line:	10		
-------------------------------	---------------------------------	--------------------------------------	--	--	-------	----	--	--

  

▼ Lines													Customize   Find
Select	Line	Unit		Fund	Dept	Account	Location CF	PC Bus Unit	Project	Activity	An Type	Amount	Journal Line Descriptio
<input type="checkbox"/>	1	34800		11000	3480000101	89035000	19000	34800	BIMFCUGRANTXX12	FEDERAL		-950.40	F&A Calculation
<input type="checkbox"/>	2	34800		11000	3480000208	89040000	19069	34800	BIMFCUGRANTXX12	FEDERAL		950.40	F&A Calculation

  

▼ Totals							Customize   Find   View All	First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status					
34800	2	950.40	950.40	P	V					

# Automated Indirect Cost Processing

The following two lines would be in Project Costing:

Unit	Project	Activity	Amount	Contract	Account	An Type	Acctg Date
34800	BIMFCUGRANTXX12	FEDERAL	950.40	BICC08D	89040000	SFA	9/26/2012
34800	BIMFCUGRANTXX12	FEDERAL	950.40	BICC08D	89040000	BIL	9/26/2012

- The BIL line would appear on the TN\_GR03 query for the Federal draw and include the indirect cost transaction as part of expenditures.
- When the temporary billing is approved, the accounts receivable Invoice Item will include both direct expenditures and the F&A/Indirect Cost transactions.

# Automated Indirect Cost Processing

## In **Commitment Control**:

- Revenue *is recognized* for the SFA row on **ALLOTREV** Ledger Group in Commitment Control.
- The 89040 line *is reflected* as an expenditure on the Project's **PRJ\_FDS\_CH** and **PRJ\_OVR\_PR** budgets in Commitment Control.
- However, the 89040 account is *not reflected* on the allotment/department expenditure's **ALOTACC\_CH** (by Account) or **ALOTCAT\_PR** (by Category – Account 1 above the line & Account 2 below the line) budgets in Commitment Control.

# Manual Indirect Cost Set Up

When should manual F&A/Indirect Cost be used?

- When the F&A cost should not exceed a certain percentage of the grant.
- When the F&A cost should not exceed a certain percentage of a particular allotment's expenditures.
- When the Federal grant allows for a variable rate for certain tiers of expenditures.



# Manual Indirect Cost Set Up

The F&A Pricing Setup is left blank on the Proposal.

**F & A and Pricing Setup**

Proposal ID: INDIRECTCOSTMANUAL      Version ID: V101  
Description: Indirect Cost Manual Example      Budget ID: FEDERAL  
Project ID: ADMANUALIDCEXP

☒ Institution Minus Funded      ☐ Sponsor Minus Funded

**Contracts Related**

\*Pricing Method: As Incur      Rate Set:  
\*Product: AS\_INCURRED

**F&A Set Up**      End | View All      First 1 of 1 Last

\*Rate Type:    
Institution

FA Base: MOST Agriculture

**Institution Rates**      End | View All      First 1 of 1 Last

Effective Date:      FA Rate %:

**Sponsor**

FA Base:

**Sponsor Rates**      End | View All      First 1 of 1 Last

Effective Date:      FA Rate %:

**Budget**

FA Base: MOST Agriculture

**Budget Rates**      End | View All      First 1 of 1 Last

\*Effective Date:        FA Rate %:

# Manual Indirect Cost Set Up

The F&A Cost line must be manually added as a Budget Item on the Grant/Project Budget. The Total Direct for this Budget Item will be included in the Sponsor Direct value field.

From the  
Proposal  
Budget Detail  
page:

## Enter Budget Detail

Proposal: INDIRECTCOSTMANUAL Currency: USD  
Version: V101 Start Date: 07/01/2012 End Date: 09/30/2014  
Title: Indirect Cost Manual Example ☐ Modular?

---

Project ID: ADMANUALIDCEXP Budget Period: 1 [Overall Cost Share](#)  
Budget ID: FEDERAL Start Date: 07/01/2012 End Date: 09/30/2014 [View FARate](#)

Details, CostShare, Justification										
Line Data										
Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share	
10	EQUIPMEN	Equipment		10,000.00	10,000.00	<a href="#">Cost Share</a>	<input type="checkbox"/>			+ -
20	FRINGE	Employee Benefits		25,000.00	25,000.00	<a href="#">Cost Share</a>	<input type="checkbox"/>			+ -
30	LABOR_SA	Salaries and Wages		100,000.00	100,000.00	<a href="#">Cost Share</a>	<input type="checkbox"/>			+ -
40	TRAVEL	Travel		25,000.00	25,000.00	<a href="#">Cost Share</a>	<input type="checkbox"/>			+ -
50	UNCLASS	Unclassified		100,000.00	100,000.00	<a href="#">Cost Share</a>	<input type="checkbox"/>			+ -
60	F&A_COST	F&A Costs		12,000.00	12,000.00	<a href="#">Cost Share</a>	<input type="checkbox"/>			+ -
Sponsor Direct: 272,000.00				Sponsor F&A: 0.00	Total Sponsor Budget: 272,000.00					
Institution Cost Share: 0.00				Institution Cost Share F&A: 0.00	Total Inst C/S Budget: 0.00					
Third Party Cost Share: 0.00					Total TP C/S Budget: 0.00					
Total Direct: 272,000.00				Total F&A: 0.00	Total Budget: 272,000.00					

# Manual Indirect Cost Set Up

The Grant/Project Budget would have a F&A\_COST line and would be included in the Total (Sponsor Direct) amount.

From the  
Budget  
Detail  
page after  
submission  
and  
generation:

## Budget Detail

Project: ADMANUALIDCEXP Indirect Cost Manual Example  
Budget Period: 1 Begin Date: 07/01/2012 End Date: 09/30/2014 [Finalize](#) [Process Monitor](#)

### Project Budget Summary

Cost Share Direct \$0.00 Total \$272,000.00 Currency: USD Total Budget: \$272,000.00

Budget Amounts for Period									
Customize   Find   View All   First 1-6 of 6 Last									
Budget Item	Fund	Department	Account	Location CF - Class	Activity	Analysis Type	Amount	Currency	
EQUIPMENT	11000	32510	71600	19000	FEDERAL	BUD	10,000.00	USD	+ -
F&A_COSTS	11000	32510	89040	19000	FEDERAL	BUD	12,000.00	USD	+ -
FRINGE	11000	32510	70200	19000	FEDERAL	BUD	25,000.00	USD	+ -
LABOR_SALARY	11000	32510	70100	19000	FEDERAL	BUD	100,000.00	USD	+ -
TRAVEL	11000	32510	70300	19000	FEDERAL	BUD	25,000.00	USD	+ -
UNCLASSIFIED	11000	32510	71400	19000	FEDERAL	BUD	100,000.00	USD	+ -

# Manual Indirect Cost Set Up

Also on the Grants Detail tab/page, Facilities and Administration checkbox identifier for the Budget Item should be checked.

From the  
Budget  
Detail  
page after  
Submission &  
Generation  
Before  
Finalization

## Budget Detail

Project: ADMANUALIDCEXP Indirect Cost Manual Example  
Budget Period: 1 Begin Date: 07/01/2012 End Date: 09/30/2014 [Finalize](#) [Process Monitor](#)  
Project Budget Summary  
Cost Share Direct \$0.00 Total \$272,000.00 Currency: USD Total Budget: \$272,000.00

Budget Amounts for Period									
General Project Detail General Ledger Detail Commitment Control Detail <b>Grants Detail</b>									
Budget Item	Fund	Department	Account	Local CF Class	FY	Analysis Type	Facilities and Administration	Cost Sharing	
EQUIPMENT	11000	32510	71600	19000	FEDERAL	BUD	<input type="checkbox"/>		
F&A_COSTS	11000	32510	80040	19000	FEDERAL	BUD	<input checked="" type="checkbox"/>		
FRINGE	11000	32510	70200	19000	FEDERAL	BUD	<input type="checkbox"/>		
LABOR_SALARY	11000	32510	70100	19000	FEDERAL	BUD	<input type="checkbox"/>		
TRAVEL	11000	32510	70300	19000	FEDERAL	BUD	<input type="checkbox"/>		
UNCLASSIFIED	11000	32510	71400	19000	FEDERAL	BUD	<input type="checkbox"/>		

# Manual Indirect Processing of F&A

F&A will need to be manually calculated and entered through a General Ledger journal.

- Division of Accounts recommends it be done monthly for the prior period after period has closed.
- Controls should be implemented to ensure the same direct expenditures are not included multiple times in the calculation.
- Entries should be well documented and supported with Edison queries with information identifying the time frame of source direct costs with accounting dates.
- Could use TN\_GL63\_EXPENDITURES\_PD or TN\_PR101 or TN\_PR102

# Manual Indirect Cost Processing of F&A

Example of Indirect Cost/F&A calculation using the data extracted from TN\_PR102 query:

Project ID	Activity	Accounting Date Range	Salaries &Fringe	IDC Rate	IDC Amount for 89040000	IDC Contra 89035000
HL12SSDI00F0012	FEDERAL	6/1-6/30	4,933.63	0.126	626.56	-626.56
HL18OMH000F0012	FEDERAL	6/1-6/30	9,304.34	0.126	1,181.65	-1,181.65
HL1DIMMUNIF0012	FEDERAL	6/1-6/30	119,283.16	0.126	15,148.96	-15,148.96
HL2LTEHDI0F0012	FEDERAL	6/1-6/30	34,650.99	0.090	3,126.59	-3,126.59
Totals			168,262.12		20,084.66	-20,084.66

# Manual Indirect Cost Processing of F&A

Example of IDC journal with the 89040000 lines having an SFA Analysis type and the 89035000 having an OFA Analysis type:

GL BU	Fund	Dept	Account	Loc CF	PC BU	Project	Activity	An Type	Amount
34301	11000	3434601000	89040000	19000	34301	HL12SSDI00F0012	FEDERAL	SFA	626.56
34301	11000	3434601000	89035000	19000	34301	HL12SSDI00F0012	FEDERAL	OFA	-626.56
34301	11000	3430105000	89040000	19000	34301	HL18OMH000F0012	FEDERAL	SFA	1181.65
34301	11000	3430105000	89035000	19000	34301	HL18OMH000F0012	FEDERAL	OFA	-1181.65
34301	11000	3434901000	89040000	19000	34301	HL1DIMMUNIF0012	FEDERAL	SFA	15148.96
34301	11000	3434901000	89035000	19000	34301	HL1DIMMUNIF0012	FEDERAL	OFA	-15148.96
34301	11000	3432001000	89040000	19000	34301	HL2LTEHDI0F0012	FEDERAL	SFA	3126.59
34301	11000	3432001000	89035000	19000	34301	HL2LTEHDI0F0012	FEDERAL	OFA	-3126.59

# Manual Indirect Cost Processing of F&A

The SFA lines with account 89040000 will price and process to:

- Recognize revenue
- Produce BIL line to appear on the TN\_GR03 billing
- When temporary billing is approved, the SFA summary appears on the AR Invoice Item so that a Federal draw can be made.
- To the Project Budget the SFA rows hit as an expenditure in Project Costing.
- Both the SFA and OFA rows are in Project Costing.
- Commitment Control to the Allotment budgets are the same as the automated process.



# Indirect Cost Adjustments

If agency has a “Provisional” rate, there may need to be an adjustment made to the Indirect Cost overall before the Project/Grant period ends.

- To decrease F&A cost – same as manual entry with a JV journal, however the debit line would be the 89035000 line, while the 89040000 would be the credit line.

GL Unit	Fund	Account	Location CF	PC BU	Project ID	Activity	An Type	Amount
34800	11000	89040000	19000	34800	BIMRCUGR18	FEDERAL	SFA	\$ (30.00)
34800	11000	89035000	19000	34800	BIMRCUGR18	FEDERAL	OFA	\$ 30.00

# **F&A/Automated Indirect Cost Errors**

Two queries – need to be addressed immediately!

- **TN\_GR28\_SFA\_COM\_CTRL\_ERRS** – returns summary amounts of F&A/Indirect Cost errors by both the parent and child project.
- **TN\_GR29\_SFA\_INTERACTIVE** – returns the details of the summary amounts with description of the errors along with other chartfield string information.

# F&A/Automated Indirect Cost Errors

Errors:

- E6 = Budget Date out of Bounds
- E1 = Exceeds Budget Tolerance
- AD = No Offset Associated Department
- RF = Funded Rate Pct (Percentage) Not Found
- RI = Institution Rate Pct (Percentage) Not Found

Address errors immediately or all the F&A/IDC for the agency trying to be produced will not occur for that day.

# Adjusting F&A/Indirect Cost

When F&A/Indirect Cost Rate changes, request an “Effective Date” change for the new rate.

- Notify: Edison Help Desk  
Edison FSCM/Grants & Projects team
- Information: BU/Agency (Institution)  
Rate Type  
Effective Date of IDC Change  
New F&A Rate Percentage
- **This only changes the F&A Rates for any new grants entered through the Proposal method.**

# Adjusting F&A/Indirect Cost

To Change Existing Project ID's Indirect Cost, the new value must be entered for each Project ID's Activity.

- Navigation: FSCM> Grants> Awards> Project Activity

Click on the  
FA Rates  
Tab/page &  
enter both  
to the Institution  
& Funded Rates

The screenshot shows the 'F&A Rate Info' web application. At the top, there are tabs: General Information, Definition, FA Rates (selected), Location, Attachments, Quality, User Fields, and Rates. Below the tabs, project information is displayed: Project: LWP210STATEFY12, Description: 210 UI ADMIN FY12, Activity: FEDERAL, Description: FEDERAL FUNDING SOURCE. The main section is titled 'F&A Rate Info' and contains three sub-sections: Institution, Sponsor, and Funded. Each sub-section has a search bar for 'FA Base' (containing 'SLBEN') and a table for rates. The 'Institution' and 'Funded' sections show an 'Eff Date' of 07/01/2011 and an 'FA Rate %' of 11.77. The 'Sponsor' section has empty fields for 'Eff Date' and 'FA Rate %'. At the bottom, there are buttons for Save, Return to Search, Previous In List, Next In List, Refresh, Add, Update/Display, and Include History.

# Monitoring F&A/Indirect Cost

- Use query TN\_GR33\_FA\_VALIDATION which reflects the actual IDC value producing on base transactions for review of IDC Rate percentages and actual amounts produced for reporting purposes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Unit	Project	Activity	Trans ID	Account	Dept	Program	Fund	Location	C An Type	FA Base	F&A Statu	Acctg Date	Source Amount	FA Rate %	Calculated Amount	Actual Amount
2	33701	LWBLS2012SOII12	FEDERAL	243533898	70100001	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	2,271.51	11.77	267.36	267.36
3	33701	LWBLS2012SOII12	FEDERAL	243533899	70106001	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	6.60	11.77	0.78	0.78
4	33701	LWBLS2012SOII12	FEDERAL	244618036	70200000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	339.65	11.77	39.98	39.98
5	33701	LWBLS2012SOII12	FEDERAL	244618037	70201000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	117.24	11.77	13.80	13.80
6	33701	LWBLS2012SOII12	FEDERAL	244618038	70202001	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	8.56	11.77	1.01	1.01
7	33701	LWBLS2012SOII12	FEDERAL	244618039	70202002	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	1,443.15	11.77	169.86	169.86
8	33701	LWBLS2012SOII12	FEDERAL	244618040	70204000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	27.40	11.77	3.22	3.22
9	33701	LWBLS2012SOII12	FEDERAL	244618041	70206000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	41.53	11.77	4.89	4.89
10	33701	LWBLS2012SOII12	FEDERAL	245182075	70100001	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	2,192.38	11.77	258.04	258.04
11	33701	LWBLS2012SOII12	FEDERAL	245182076	70106001	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	17.23	11.77	2.03	2.03
12	33701	LWBLS2012SOII12	FEDERAL	245928462	70200000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	329.46	11.77	38.78	38.78
13	33701	LWBLS2012SOII12	FEDERAL	245928463	70201000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	136.38	11.77	16.05	16.05
14	33701	LWBLS2012SOII12	FEDERAL	245928464	70204000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	31.89	11.77	3.75	3.75
15	33701	LWBLS2012SOII12	FEDERAL	245928465	70206000	3370620001	11900	11000	19122	SPY	SLBEN	D	3/31/2012	40.61	11.77	4.78	4.78
16																	

# Monitoring F&A/Indirect Cost

- Query TN\_PR102\_PROJECT\_COST\_SUMMARY reflects the F&A/IDC generated to the Project ID.

	A	B	C	D	E	F	G
1	PC BU	Project	Activity	Account	Total Amount	Earliest Acctg Date	Latest Acctg Date
2	33701	LWBLS2012SOII12	FEDERAL	70100001	4,463.89	3/31/2012	3/31/2012
3	33701	LWBLS2012SOII12	FEDERAL	70106001	23.83	3/31/2012	3/31/2012
4	33701	LWBLS2012SOII12	FEDERAL	70200000	669.11	3/31/2012	3/31/2012
5	33701	LWBLS2012SOII12	FEDERAL	70201000	253.62	3/31/2012	3/31/2012
6	33701	LWBLS2012SOII12	FEDERAL	70202001	8.56	3/31/2012	3/31/2012
7	33701	LWBLS2012SOII12	FEDERAL	70202002	1,443.15	3/31/2012	3/31/2012
8	33701	LWBLS2012SOII12	FEDERAL	70204000	59.29	3/31/2012	3/31/2012
9	33701	LWBLS2012SOII12	FEDERAL	70206000	82.14	3/31/2012	3/31/2012
10	33701	LWBLS2012SOII12	FEDERAL	70303000	0.43	3/20/2012	3/20/2012
11	33701	LWBLS2012SOII12	FEDERAL	70309000	20.00	3/22/2012	3/22/2012
12	33701	LWBLS2012SOII12	FEDERAL	70311000	23.26	3/20/2012	3/22/2012
13	33701	LWBLS2012SOII12	FEDERAL	70312000	205.87	3/20/2012	3/22/2012
14	33701	LWBLS2012SOII12	FEDERAL	70314000	301.77	3/20/2012	3/22/2012
15	33701	LWBLS2012SOII12	FEDERAL	70601000	17.75	3/31/2012	3/31/2012
16	33701	LWBLS2012SOII12	FEDERAL	72500000	1.04	3/31/2012	3/31/2012
17	33701	LWBLS2012SOII12	FEDERAL	72503000	73.29	3/31/2012	3/31/2012
18	33701	LWBLS2012SOII12	FEDERAL	72523000	359.74	3/30/2012	3/30/2012
19	33701	LWBLS2012SOII12	FEDERAL	89040000	824.33	3/31/2012	3/31/2012



# Monitoring F&A/Indirect Cost

Query TN\_GR35\_SFA\_RATES is a good source to be able to review by Project ID the current F&A Rates.

	A	B	C	D	E	F	G	H	I	J
1	Contract	Project	Activity	Rate Type	Institution Base	Funded Base	Inst Rate %	Funded Rate %	Inst Rate Effdt	Funded Rate Effdt
2	BICC08	BIMFCU081432007	FEDERAL	MFCU	SALAR	SALAR	19.20	19.20	7/1/2007	7/1/2007
3	BICC08	BIMFCU081432007	FEDERAL	MFCU	SALAR	SALAR	0.00	0.00		
4	BICC08B	BIMFCUXXXXXXX10	FEDERAL	MFCU	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009
5	BICC08C	BIMFCUXXXXXXX11	FEDERAL	MFCU	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009
6	BICC08D	BIMFCUGRANTXX12	FEDERAL	MFCU	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009
7	BICC08E	BIMFCUGRANTXX13	FEDERAL	MFCU	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009
8	BICC17A	BISSAGRANTXXX10	INTERFED	SS	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009
9	BICC17B	BISSAGRANTXXX11	INTERFED	SS	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009
10	BICC17C	BISSAGRANTXXX12	INTERFED	SS	SALAR	SALAR	19.20	19.20	10/1/2009	10/1/2009

Query TN\_GR34\_SFA\_INST\_VS\_FUNDED is a good source to review if the Grant funded rate is different than the agency cognizant rate.

	A	B	C	D	E	F	G	H	I
1	Unit	Project	Activity	Rate Type	FA Base	Institution Rate_effdt	Funded Rate_effdt	Institution Rate	Funded Rate
2	32701	EN3273505181018	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
3	32701	EN3273505211019	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
4	32701	EN3273505211020	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
5	32701	EN3273507191022	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
6	32701	EN3273507271021	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
7	32701	EN3273508101023	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
8	32701	EN3273508111024	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70
9	32701	EN3273508151025	ENREDUCELEADHUD	ENVIR	SLBEN	7/1/2011	7/1/2011	22.72	14.70



# Questions ???