

**The Florida International University**  
**Grants Implementation**  
**C&G Support Group Presentation**



**February 26, 2009**

The Florida International University  
*Grants Implementation*

# AGENDA



- **Introduction**
- **Implementation Overview**
- **Training Strategy Overview**
- **Grants Suite Benefits**
- **Grants Suite Overview**
- **Accounting Entry Overview**
- **Review Key Reports**
- **Questions**

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# The Florida International University Overall Implementation Scope

## PHASE I

### Upgrade and redesign of current system

PHASE I

- Sponsored and Non-Sponsored Projects
  - *Contracts and Grants implementation*
  - *Construction preliminary conversion*
- Financials Upgrade 9.0
  - *Redefine Budget definition*
  - *Configure Travel and Expense Workflow*
  - *Redesign department and chartfield structure*
  - *Direct Support Organizations (DSO's)*

## PHASE II

### Continue improvement of business processes

PHASE II

- Implement new department and chartfield structure
- Refine Budget System and reporting tools
- Leverage existing modules to enhance current processes
  - e.g. Electronic purchase orders ,RFQ's and vouchers
- Implement additional functionality of the Projects module for additional non- sponsored business processes

## PHASE III

### Finalize management reporting tools

PHASE III

- Create Data Warehouse
- Improve Management Reporting
  - *Cost per degree*
  - *Contribution Margin by Program*

# The Florida International University *Implementation Phases and Deliverables*



## Define:

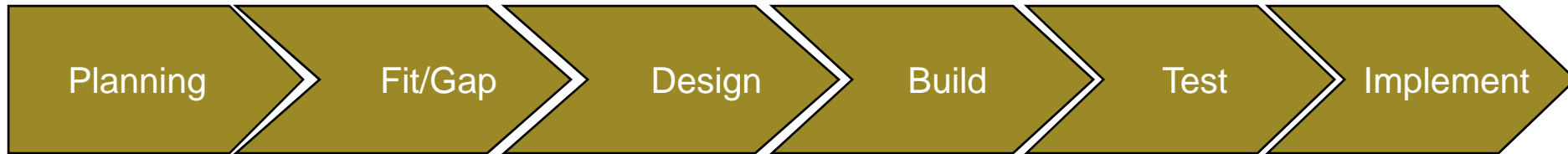
- Scope
- Resources
- Communication Plan
- Project Plan



## Identify:

- Current functionality used
- Current business processes
- New features to improve business processes
- Additional business process improvements for next phase
- Current customizations
- New features to eliminate current customizations

# The Florida International University *Implementation Phases and Deliverables*



## Determine & Configure:

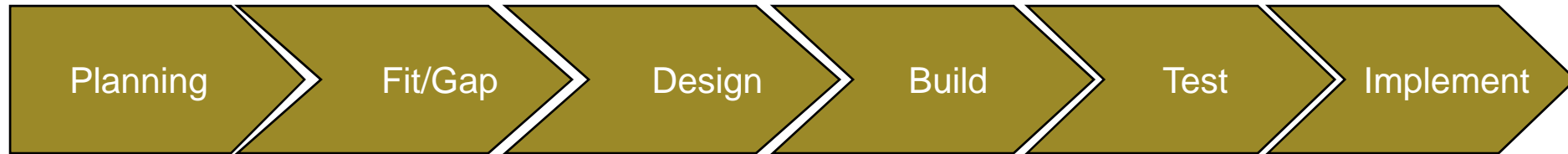
- New features to implement
- Customizations to bring forward
- Update configuration
- Build new functionality
- Additional business process improvements



## Develop:


- Changes to existing customizations to accommodate new release
- Changes to reports to accommodate new release
- New customizations if applicable
- Create new reports if applicable
- Security to support new structure

# The Florida International University *Implementation Phases and Deliverables*



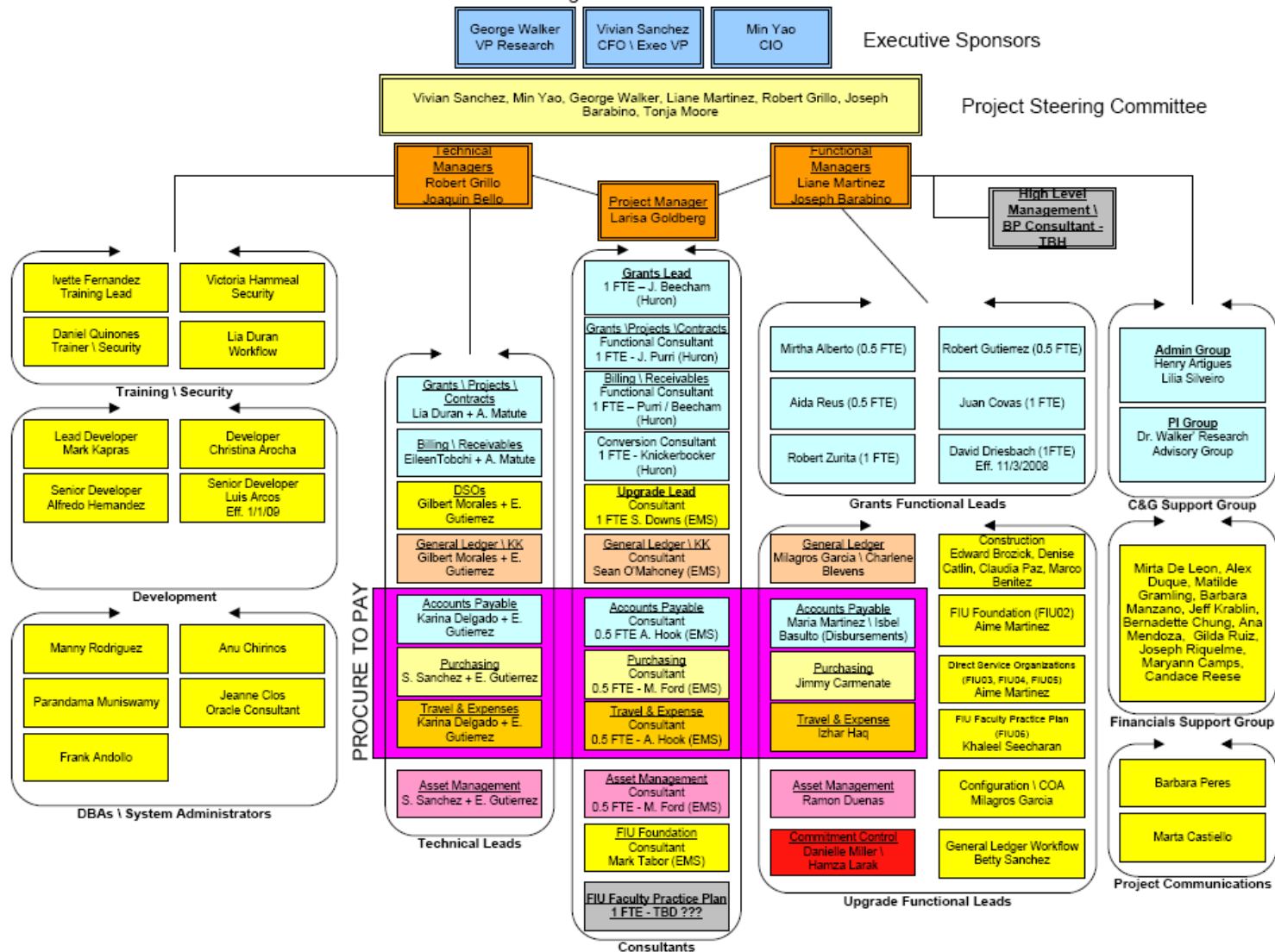
- Unit Testing  
Core team per module
- System Testing  
Integration between modules
- User Acceptance Testing  
Users test scenarios
- Conversion Testing  
Test Data Conversion Programs
- Upgrade performed in Production
- Development objects are migrated
- Security is migrated
- Production Quality Testing is performed
- Operations resume in upgraded environment

# Grants Implementation Phase 1 - Project Schedule

Phases	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09
Planning															
Design															
Configuration															
Business Processes															
Development															
Testing															
Training & Communication															
Implementation & Cutover															
Production Support															

# Grants Implementation Project Team

Financials Upgrade & Grants Implementation Team  
Organizational Chart



# PeopleSoft Upgrade 9.0 Communications Plan

Tool	Message	Audience	Frequency
<i>Face to Face Communication</i>			
<b>C&amp;G Support Group - PI Group</b>	Update on project status, seek input and feedback, facilitate knowledge transfer for content applicable to PI's.	PI Group	Bi-Monthly
<b>C&amp;G Support Group - Admin Group</b>	Update on project status, seek input and feedback, facilitate knowledge transfer for content applicable to Admins.	Admin Group	Monthly
<i>Electronic Communications</i>			
<b>Project Website</b> <a href="http://panthersoft.fiu.edu/">http://panthersoft.fiu.edu/</a>	Provide feedback and comment mechanism for University community.	University Community	8-Oct-08

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# Grants Implementation

## *Training Strategy Overview*

- Grants Training Content customized to various Job Functions:
  - PI's
  - Admins
  - OSRA Internal Staff
- Delivered in Various Formats
  - Hands-on Training Sessions
  - Web-based virtual training
  - Quick reference guides
  - Open Lab Sessions
- Delivered at Various Times
  - Training to commence before Go-live and continue as integral part of Production Support strategy

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# Grants Implementation

## *Grants Suite Benefits*

- Fully-integrated financial system of record
- Simplifies and streamlines business processes
- Simplified and more robust reporting
  - Ad-hoc queries for keywords, certifications, etc.
  - Award/contract/project relationships for reporting and analysis
  - Ability to view actual invoices and billing status
- Centralized accounts receivable tracking, reporting, and collections mechanism
- Alignment of budget functionality with applications/proposals budgets
- Automation of the F&A distribution to the colleges

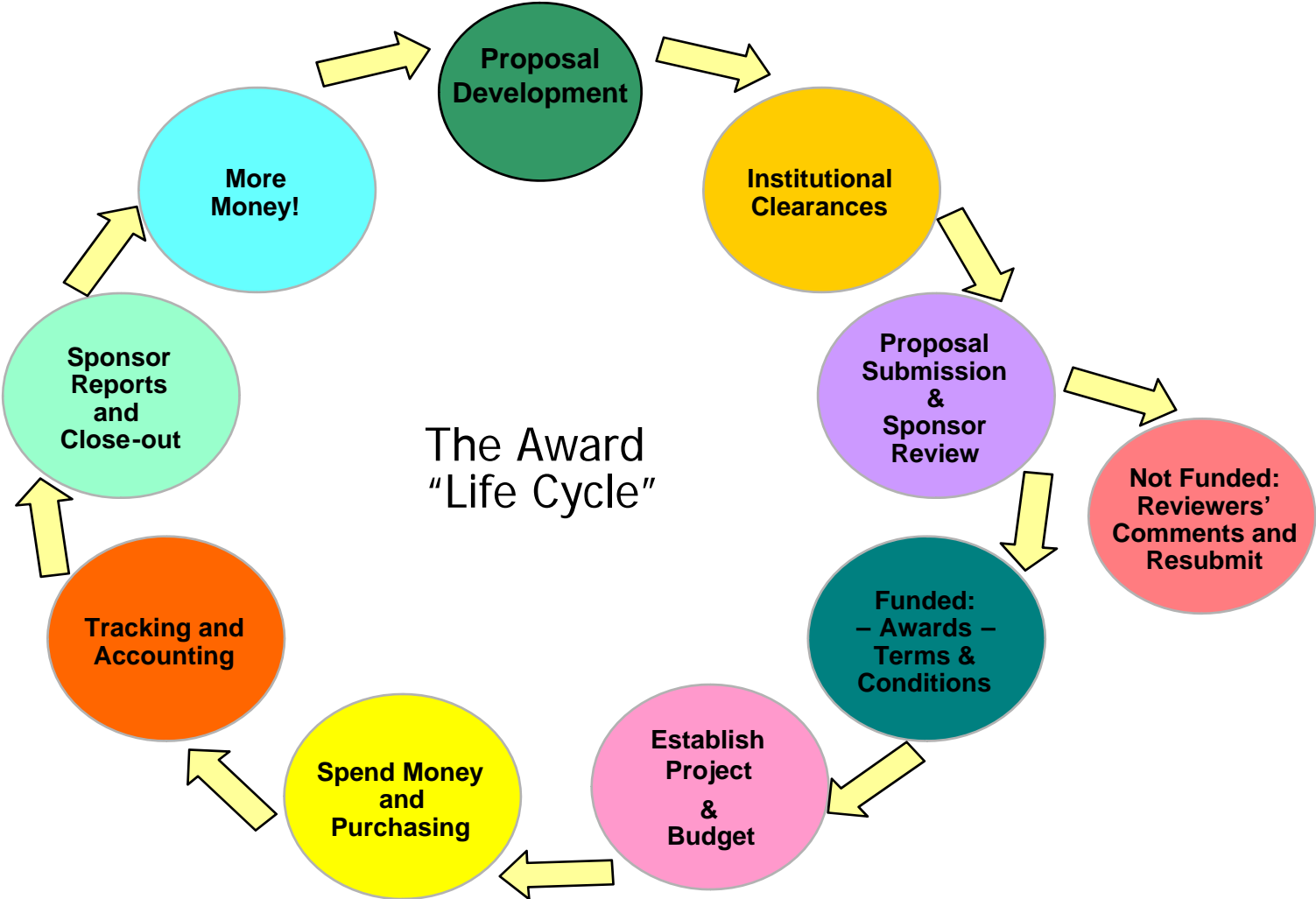
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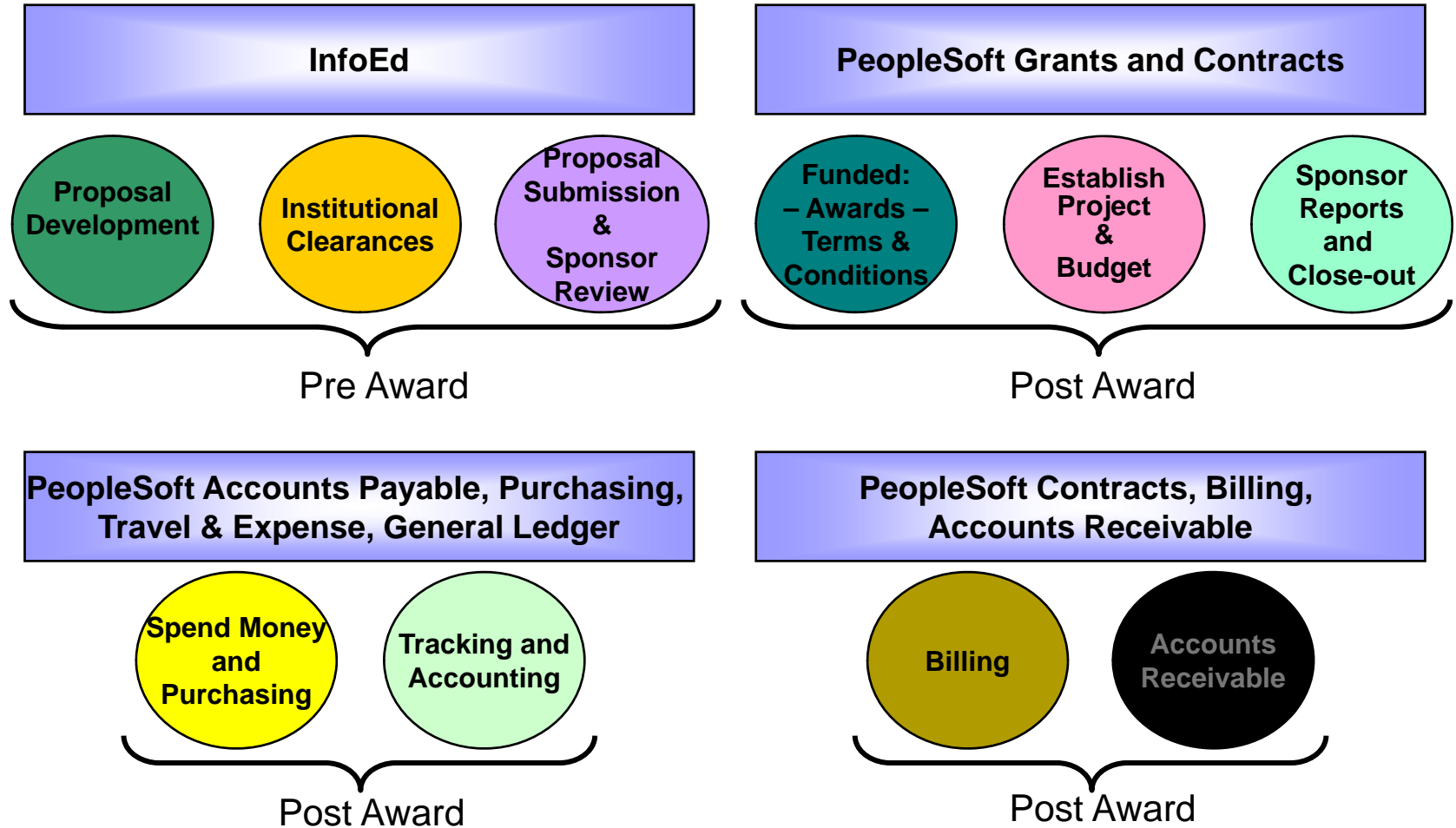
# Grants Implementation

## *Grants Lifecycle*



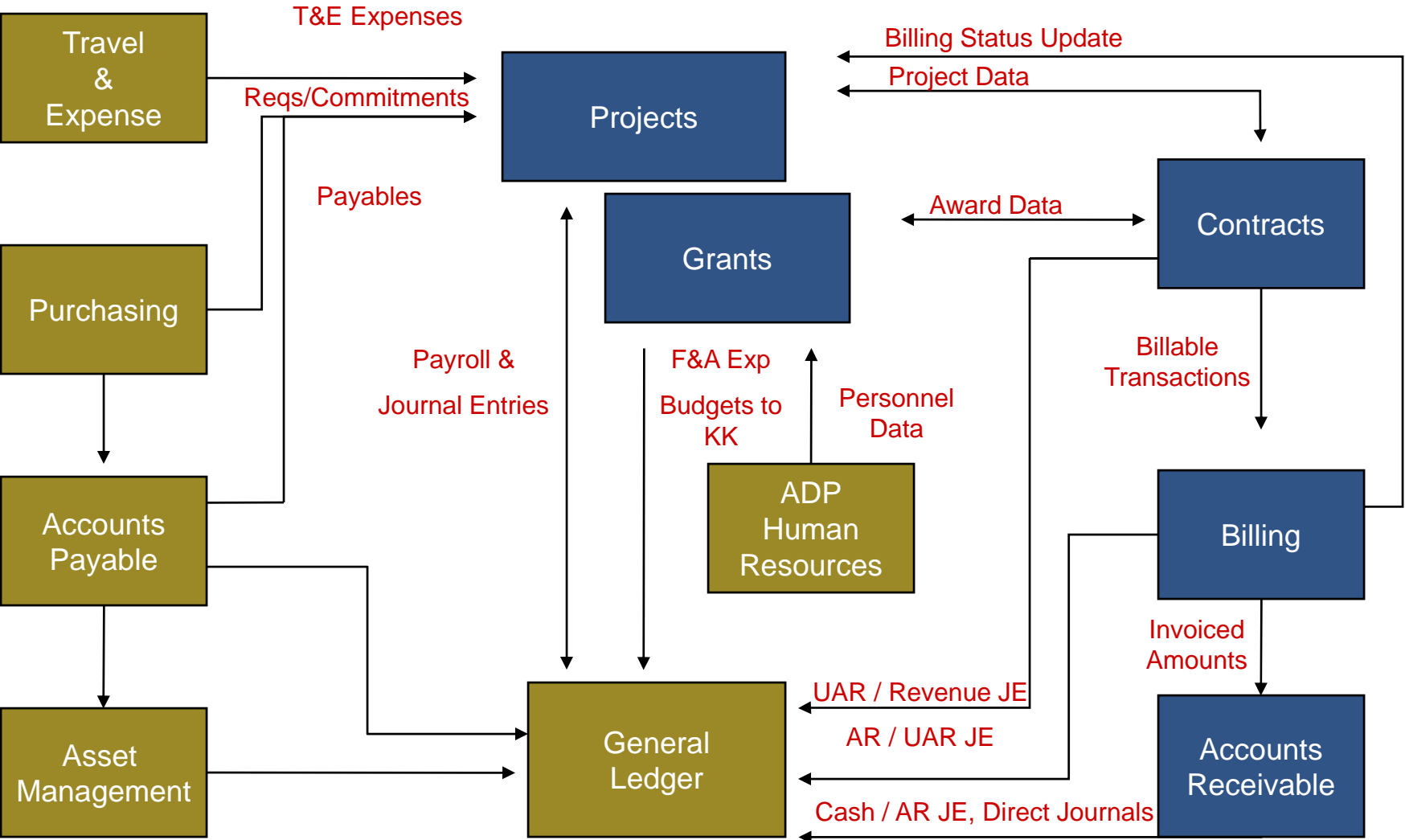
# Grants Implementation

## Grants Lifecycle in PeopleSoft



# Grants Implementation

## *Financial University System Integration*



# Grants Implementation

## *Grants Suite Business Process Inventory*

- Maintain Grants Profiles
  - Institution
  - Department
  - Professionals
  - Sponsors
  - Sub-Recipients
- Create Proposal
  - Create Proposal
  - Create Proposal Budget
  - Submit Proposal
- Create Award
  - Generate Award
  - Setup Award
  - Setup Contract
  - Setup Project and Activity
- Budget and Track Grants Spending
  - Setup Budget
  - Modify Budget
  - Enter & Track 3<sup>rd</sup> Party Cost Share
- Facilities & Administration
- Cost Sharing
- Revenue Recognition
- Generate Bills
  - Cost Reimbursable
  - Letter of Credit
  - Advance
  - Fixed Fee
- Maintain Receivables
  - Deposit Entry
  - Cash Application
  - Receivables Maintenance
- Award Modifications
- Award Closeouts
- Construction Projects
- Grants Suite Recon

# Grants Implementation

## *Grants Management Module Overview*

- Contract and Project Costing 'bolt-on' modified to fit the needs of research administration business processes
- Profiles
  - Sponsors, Professionals, Subrecipients, Departments, Institution
- Pre Award
  - Proposal Entry
  - Proposal Budget
- Post Award
  - Negotiate Award/Award Profile
  - Project Budget
- F&A Calculation
  - Allocates F&A expenses and revenue offsets to project/grants
- Multiple revenue offsets
- Calculates Sponsor, Waived, and Cost Shared F&A
- Reporting
  - Project Forecast and Variance, Proposal and Award Inventories
  - Federal Cash Transactions Report (SF-272)
  - Financial Status Report (SF-269)

# Grants Implementation

## *Project Costing Module Overview*

- Project Chartfield
  - Link across all PeopleSoft modules for research
- Activity Chartfield
  - Link to F&A calculation
- Project Budget
  - Link to Commitment Control (Budget Checking)
- Projects “Ledger”
  - Proj\_Resource: Detailed transactions for all sponsored program activity, including budgets, expenses, billings
- Analysis Types and Groups
- Integration Points

General Ledger  
Travel & Expense  
Accounts Receivable

Accounts Payable  
Commitment Control  
Student Admin (HR related data)

Purchasing  
Billing

# Grants Implementation

## *Contracts Module Overview*

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- Fully-integrated financial system of record
- Bill Options
  - Cost Reimbursable
  - Letter of Credit
  - Fixed Fee
  - Prepaid
- Bill Plans
  - Bill Specialist, Bill Address, Bill Inquiry Phone, Bill Cycle, Invoice Form, Minimum Bill Threshold
- Contract Lines
  - Bill Limits
  - Over the Limit functionality
- Automatic Revenue Recognition
- Amendment Processing
  - Amendment Types
  - Amendment Reasons
- Integration Points
  - Billing
  - General Ledger

# Grants Implementation

## *Billing Module Overview*

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- Billing Worksheet
  - Review transactions prior to billing sponsor
  - Defer transactions
  - Add bill header and/or line notes
- Letter of Credit functionality including:
  - On-line draw inquiry grouped by LOC Number and Document ID
  - LOC Summary report indicating the composition of the draw
- Supports standard billing formats including:
  - Request Advance Reimbursement (SF-270)
  - Public Voucher Purchases/Services (SF-1034/1035)
  - Generic letterhead invoice
- Integration Points
  - Contracts
  - Project Costing
  - Accounts Receivable
  - General Ledger

# Grants Implementation

## *Accounts Receivable Module Overview*

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- Deposit Entry
  - Direct journals
- Payment Application
  - Payment worksheets, Payment Predictor
- Receivable Maintenance
  - Write-off, write-up, refund, transfer balance
- Reporting
  - Aging
  - Dunning Letters
  - Customer Statements
- Integration Points
  - Billing
  - General Ledger

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## *Accounting Entry Overview*

- Revenue calculated on expenses incurred for the following contract types:
  - Cost Reimbursable/Letter of Credit
  - Advance w/subsequent Cost Reimbursable billing (Combo)
  - Prepaid
- Revenue calculated on billing for Fixed Fee contract type
- Deferred Revenue calculated on payment advance for the following contract types:
  - Combo
  - Prepaid
- F&A calculated on all contract types
- Accounts Receivable calculated on all billing types
- Cash recorded at point of deposit entry
- Accounts Receivable relieved via:
  - Payment application
  - Write-off
  - Refund

# Grants Implementation

## *Chartfield Changes*

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- Project Costing Business Unit
- Project ID
  - Existing Project ID's will be converted with current numbering structure
  - Future Project ID's will be a sequential number
  - 9 digit length will not change
- Department ID
  - Use of chartfield is required during transactional entry (i.e. budget, expense, etc)
  - Precursor to phase II when use of department-project ID's outside of OSRA will change to accommodate advanced reporting scenarios

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# Grants Implementation

## *Review Key Reports*

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- Award Activity – Award Detail
- Award Activity – Project Detail
- AR Aging Summary
- AR Aging Detail
- Prebill Report
- Standard Cost Reimbursable Invoice
- Standard Scheduled – Fixed Fee Invoice
- Letter of Credit Draw Report

# Grants Implementation Review Key Reports

## Award Activity – Award Detail

Florida International University Office of Sponsored Research Administration Award Activity - Budget Detail Award to Date Activity as of mmm dd, yyyy							
<b>Award ID:</b>	AWD000000000001	<b>Sponsor ID:</b>	00000001	<b>Award Amount:</b>	\$xxx,xxx,xxx.xx		
<b>Award Ref Num:</b>	USDA-06-4153104600	<b>Sponsor Name:</b>	NASA	<b>F&amp;A Rate :</b>	xx %		
<b>Award Title:</b>	Example Award Title	<b>Primary Project ID:</b>	000000001	<b>Billing Limit :</b>	\$xxx,xxx,xxx.xx		
<b>Award Begin Date:</b>	mm-dd-yyyy	<b>Primary Department ID:</b>	600000100	<b>AR Balance:</b>	\$xxx,xxx,xxx.xx		
<b>Award End Date:</b>	mm-dd-yyyy	<b>PI Name:</b>	Payton, Walter	<b>Deferred Revenue:</b>	\$xxx,xxx,xxx.xx		
		<b>Contract Type:</b>	Cost Reimbursable				
<b>Award AWD000000000001</b>							
	<b>Award to Date Budget</b>	<b>Current Month Expenses</b>	<b>Fiscal Year to Date Expenses</b>	<b>Award to Date Expenses</b>	<b>Pre-Encumbrances</b>	<b>Encumbrances</b>	<b>Available Balance</b>
							<b>% Spent-Committed</b>
<b>Payroll &amp; Fringe</b>							
Regular Salaries		3,896.32	3,896.32	3,896.32	5,000.00	5,000.00	-13,896.32
Special Employees		1,941.14	1,941.14	1,941.14	1,000.00	1,000.00	-3,941.14
Contracted employees							0.00
<b>Total Payroll</b>		<b>5,837.46</b>	<b>5,837.46</b>	<b>5,837.46</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>-17,837.46</b>
Fringe Benefits		1,196.05	1,196.05	1,196.05			-1,196.05
<b>Payroll &amp; Fringe Total</b>		<b>7,033.51</b>	<b>7,033.51</b>	<b>7,033.51</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>-19,033.51</b>
<b>Non-Payroll</b>							0.00
Employee Related Expenses							0.00
Admin Expense		73.34	73.34	73.34			-73.34
Travel							0.00
Research Supplies		1,162.64	1,162.64	1,162.64			-1,162.64
Animal Care		1,436.19	1,436.19	1,436.19			-1,436.19
Patient Care							0.00
Equipment Purchases							0.00
Consultants							0.00
Sub Contracts		2,574.37	2,574.37	2,574.37	400.00	400.00	-3,374.37
Other Expenses							0.00
<b>Total Non-payroll Expenses</b>		<b>5,246.54</b>	<b>5,246.54</b>	<b>5,246.54</b>	<b>400.00</b>	<b>400.00</b>	<b>-5,646.54</b>
<b>Total Direct Expense</b>	175,000.00	12,280.05	12,280.05	12,280.05	6,400.00	6,400.00	156,319.95
<b>Total Indirect Expense</b>	96,250.00						96,250.00
<b>Total Expenses</b>	<b>271,250.00</b>	<b>12,280.05</b>	<b>12,280.05</b>	<b>12,280.05</b>	<b>6,400.00</b>	<b>6,400.00</b>	<b>252,569.95</b>

# Grants Implementation Review Key Reports

## Award Activity – Project Detail

<b>Florida International University</b> <b>Office of Sponsored Research Administration</b> <b>Award Activity - Project Detail</b> <b>Award to Date Activity as of mmm dd, yyyy</b>									
<b>Award ID:</b>	AWD000000000001	<b>Sponsor ID:</b>	00000001	<b>Award Amount:</b>	\$xxx,xxx,xxx.xx				
<b>Award Ref Num:</b>	USDA 06-4153104600	<b>Sponsor Name:</b>	NASA	<b>F&amp;A Rate :</b>	xx %				
<b>Award Title:</b>	Example Award Title	<b>Primary Project ID:</b>	000000001	<b>Billing Limit :</b>	\$xxx,xxx,xxx.xx				
<b>Award Begin Date:</b>	mm-dd-yyyy	<b>Primary Department ID:</b>	600000100	<b>AR Balance:</b>	\$xxx,xxx,xxx.xx				
<b>Award End Date:</b>	mm-dd-yyyy	<b>PI Name:</b>	Payton, Walter	<b>Deferred Revenue:</b>	\$xxx,xxx,xxx.xx				
		<b>Contract Type:</b>	Cost Reimbursable						
Project ID	Project Status	Award to Date Budget	Award to Date Expenses	Pre-Encumbrances	Encumbrances	Available Balance	Cumulative Billed	Unbilled	Revenue
000000001	A	\$ 200,000.00	\$ 140,938.00	\$ 2,500.00	\$ 2,500.00	\$ 54,062.00	\$ 71,945.64	\$ 68,992.36	\$ 140,938.00
000000002	A	\$ 498,000.00	\$ 188,000.00	\$ 2,500.00	\$ 2,500.00	\$ 305,000.00	\$ 180,000.00	\$ 8,000.00	\$ 188,000.00
000000003	A	\$ 233,118.00	\$ 27,000.00	\$ 1,000.00	\$ 1,000.00	\$ 204,118.00	\$ 15,000.00	\$ 12,000.00	\$ 27,000.00
000000005	A	\$ 700,000.00	\$ 79,500.00	\$ -	\$ -	\$ 620,500.00	\$ 79,500.00	\$ -	\$ 79,500.00
000000006	A	\$ 700,000.00	\$ 119,981.89	\$ -	\$ -	\$ 580,018.11	\$ 21,983.39	\$ 97,998.50	\$ 119,981.89
<b>Non-Cost Share Project Total</b>		<b>\$ 2,331,118.00</b>	<b>\$ 555,419.89</b>	<b>\$ 6,000.00</b>		<b>\$ 1,763,698.11</b>	<b>\$ 368,429.03</b>	<b>\$ 186,990.86</b>	<b>\$ 555,419.89</b>
000000004	A	\$ 300,000.00	\$ 152,093.40	\$ -	\$ -	\$ 147,906.60	\$ -	\$ -	\$ -
<b>Cost Share Project Total</b>		<b>\$ 300,000.00</b>	<b>\$ 152,093.40</b>	<b>\$ -</b>		<b>\$ 147,906.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Award Total</b>		<b>\$ 2,631,118.00</b>	<b>\$ 707,513.29</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 1,911,604.71</b>	<b>\$ 368,429.03</b>	<b>\$ 186,990.86</b>	<b>\$ 555,419.89</b>

# Grants Implementation Review Key Reports

## AR Aging Summary

Report ID: AR30004	PeopleSoft Receivables	Page No. 1
Aging Id: SHARE/STD	AGING SUMMARY BY BUSINESS UNIT	Run Date 08/17/2000
Currency: Base Currency	as of 2000-08-17 00:00:00.000	Run Time 09:35:57
Rate Type:		

Cust ID	Name	Cur	Amount	Future	Current	31-60	61-90	90-120	Other
-----									
US001	US001 NEW YORK OPERATIO								
1001	Apex Systems	USD	107,577.81	350.00	38,045.88			31,185.75	37,996.18
1002	Easy solutions	USD	11,691.00				11,691.00		
1011	Consolidated Business	USD	7,855.70					7,855.70	
USA01	New World outdoor Equipme	USD	27,913.34	4,050.00	2,302.42	500.00	-400.00	13,910.62	7,550.30
USA03	Highland Hospital	USD	700.00		100.00		100.00	300.00	200.00
-----									
	Total US001 NEW YORK OPERATIO		155,737.85	4,400.00	40,448.30	500.00	11,391.00	53,252.07	45,746.48

# Grants Implementation Review Key Reports

## AR Aging Detail

Report ID: AR30003		PeopleSoft Receivables								Page No. 1		
Aging Id: SHARE/30-60		AGING DETAIL BY BUSINESS UNIT								Run Date 08/09/2000		
Currency Base Currency		as of 2000-08-09 00:00:00.000								Run Time 16:23:14		
Rate Type:												
Item	Line As Of	Ent Typ/Rsn	Terms	Document	Cur Amount	Future	Current	31-60	61-90	91-120	Other	
-----												
US003	USA01	New World Outdoor Equipment, I New York										
AO-PWSC5	0 07/03/2000	AO			USD	50.00-			50.00-			
AU-PWSC6	0 07/03/2000	AU			USD	100.55			100.55			
DE-25	0 08/08/2000	IN			USD	100,001.00	100,001.00					
DE-PWSC7	0 07/03/2000	DED			USD	100.44			100.44			
DR-26	0 08/07/2000	IN	IMMED		USD	25,000.00	25,000.00					
DUNN-1	0 01/28/2000	IN	IMMED		USD	3,000.00					3,000.00	
DUNN-3	0 03/20/2000	IN	NET30		USD	5,000.00				5,000.00		
DUNN-4	0 03/02/2000	IN	IMMED		USD	10,000.00					10,000.00	
EX-1	0 08/07/2000	IN	IMMED		USD	10,000.00	10,000.00					
EX-2	0 08/07/2000	IN	IMMED		USD	15,000.00	15,000.00					
EX-3	0 08/07/2000	IN	IMMED		USD	15,000.00	15,000.00					
EX-4	0 08/07/2000	IN	IMMED		USD	9,000.00	9,000.00					
EXP-1	0 01/28/2000	IN	IMMED		USD	15,000.00					15,000.00	
EXP-2	0 01/28/2000	IN	IMMED		USD	10,000.00					10,000.00	
EXP-3	0 01/28/2000	IN	IMMED		USD	15,000.00					15,000.00	
EXP-4	0 12/20/1999	IN	IMMED		USD	10,000.00	10,000.00					
EXP-5	0 12/20/1999	IN	IMMED		USD	35,000.00					35,000.00	
EXP-6	0 12/20/1999	IN	IMMED		USD	15,000.00					15,000.00	
EXP-8	0 01/04/2000	IN	IMMED		USD	25,000.00					25,000.00	
MW-MT01-INIT-	0 05/08/2000	CR	REBATIMMED		USD	198.55-				198.55-		
MW-MT05-INT-C	0 05/08/2000	CR	MAINTIMMED		USD	877.89-				877.89-		
OA-PWSC3	0 07/03/2000	OA			USD	20.33-		20.33-				
OA-PWSC4	0 07/03/2000	OA			USD	550.00-		550.00-				
PR-PWSC1	0 07/03/2000	PR			USD	10.01-						
PR-PWSC2	0 07/03/2000	PR			USD	500.00-						
FW-SC-WS01-A3	0 04/02/2000	IN	IMMED		USD	20.00					20.00	
FW-SC-WS01-B1	0 04/02/2000	IN	IMMED		USD	11.11					11.11	
FW-SC-WS01-B2	0 04/02/2000	IN	IMMED		USD	72.22					72.22	
FW-SC-WS01-B3	0 04/02/2000	IN	IMMED		USD	83.33					83.33	
FW-SC-WS08-R	0 05/15/2000	IN	IMMED		USD	100.77			100.77			
FWSC-IU-WS01-	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-IU-WS07-	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-IU-WS12-	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-WS01-1	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-WS01-3	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-WS01-4A	0 04/03/2000	IN	IMMED		USD	100.00					100.00	
FWSC-WS01-4B	0 04/03/2000	IN	IMMED		USD	100.00					100.00	
FWSC-WS01-4C	0 04/03/2000	IN	IMMED		USD	100.00					100.00	
FWSC-WS03-1	0 01/04/2000	IN	21030		USD	100.00					100.00	
FWSC-WS04-1	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-WS05-1	0 05/01/2000	IN	IMMED		USD	100.00				100.00		
FWSC-WS06-1	0 01/04/2000	IN	NET30		USD	100.00					100.00	
FWSC-WS07-1	0 02/04/2000	IN	NET45		USD	100.00					100.00	
FWSC-WS08-NR	0 03/03/2000	IN	NET45		USD	100.00				100.00		



# Grants Implementation Review Key Reports

## Letter of Credit Draw Report

Document #	Federal Award	Project/Grant	Funding	Previously billed	Unbilled Amount	Allowable Draw
<b>SUMMARY</b>						
Document1			280,000.00	2,500.00	850.00	850.00
Document2			280,000.00	1,000.00	1,000.00	1,000.00
Document2			180,000.00	1,250.00	1,200.00	1,200.00
<b>GRAND TOTAL</b>				<b>4,750.00</b>	<b>3,050.00</b>	<b>3,050.00</b>
<b>DETAILS</b>						
Document1	51H F8AM001	NSAM001	280,000.00	2,500.00	850.00	850.00
<b>Sub-Total Doc # Document1</b>				<b>2,500.00</b>	<b>850.00</b>	<b>850.00</b>
Document2	51H F8AM001	NSAM001-2	280,000.00	1,000.00	1,000.00	1,000.00
<b>Sub-Total Doc # Document2</b>				<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
Document2	51H F8AM001	NSAM002	180,000.00	1,250.00	1,200.00	1,200.00
<b>Sub-Total Doc # Document2</b>				<b>1,250.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
<b>GRAND TOTAL</b>				<b>4,750.00</b>	<b>3,050.00</b>	<b>3,050.00</b>

Report ID: Gml001

PeopleSoft  
LETTER OF CREDIT

Page No. 1  
Run Date 08/01/1999  
Run Time 12:39:14  
Letter of Credit Number MELAMIR  
Draw Date 08/01/1999  
From Date 01/01/1900  
Thru Date 08/01/1999

State University  
380 Pine Street  
Pleasanton, CA 94779  
Letter of Credit Sponsor 10000, Department of Health & Human Services

# Grants Implementation *Questions*

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**Questions?**

