Projects Guide and Federal Grant Request Guide Walkthrough and Moving Expenditures Charged Prior to Conversion to a PCIP Converted Project ID

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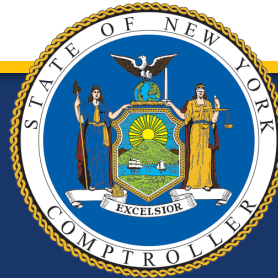
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What We Do

Billing

- As expenditures are recorded against grant awards via projects, those transactions will get collected into the Project Costing (PC) module.

- Federal grants drawn by OSC are disbursement-based and drawn daily using online federal financial management systems developed and provided by the Federal Government.

Projects

- Review and monitor the creation of Customer Contracts, Projects, and Activities in the Statewide Financial System (SFS) to ensure proper accounting of federal grants for onboarded and non-onboarded agencies.

Agenda

- Creation of a Federal Project ID using the Project Guide

- Creating and linking Project Activities

- Creation of a Customer Contract and Grant Award

- Adding a new Activity to Project and linking it to Customer Contract

- Moving expenditures charged prior to Project Costing Improvement Project (PCIP) conversion to a converted Project ID (Analysis Type 'REF')
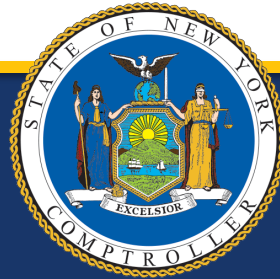
SFS Walkthrough

Common Issues

- Project/Activity Not Linked to a Contract

- Incorrect Grant Award Number

- Incorrect Grant Award Amount

- Incorrect Contract Dates

Moving Expenditures Charged Prior to Conversion to a PCIP Converted Project ID

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Analysis Type 'REF'

- On March 31, 2022, all NYS01 Project IDs that were linked to a customer contract were converted to a new unique project ID with a Z at the end. Any prior expenditures under the NYS01 Project were NOT converted over to the new projects.

  - When attempting to post an expenditure credit against the new project, an agency may encounter an error.

- ODL: Over the Distribution Limit. This error will occur if the agency does not transfer expenditure costs to agency BU (Z) project. They are transactions that are over the project cost distribution limit and reflect a negative balance after cost collection has occurred.

  - This will disrupt billing and returning money to the Federal Government.

Analysis Type 'REF'

- If the new Project ID will not have enough expenditures to post the credit against it, the agency may need to move expenses from an old NYS01 project that was converted and closed for transacting.

  - This is done by entering a General Ledger Journal Entry (GLJE) with the analysis type 'REF' on the old NYS01 project. This analysis type was created to allow expenditure credit transactions on the old NYS01 project.

  - On the second line, the analysis type 'GLE' is used on the new project. In turn, there would be a net $0 effect on the SFS billing and the federal draw.

- If the new converted Project ID has or will soon have enough expenditures to post the credit against it, the agency should wait for the expenditures to be on the new project. They can then process the Refund Of Appropriation (ROA).

REF Journal Example

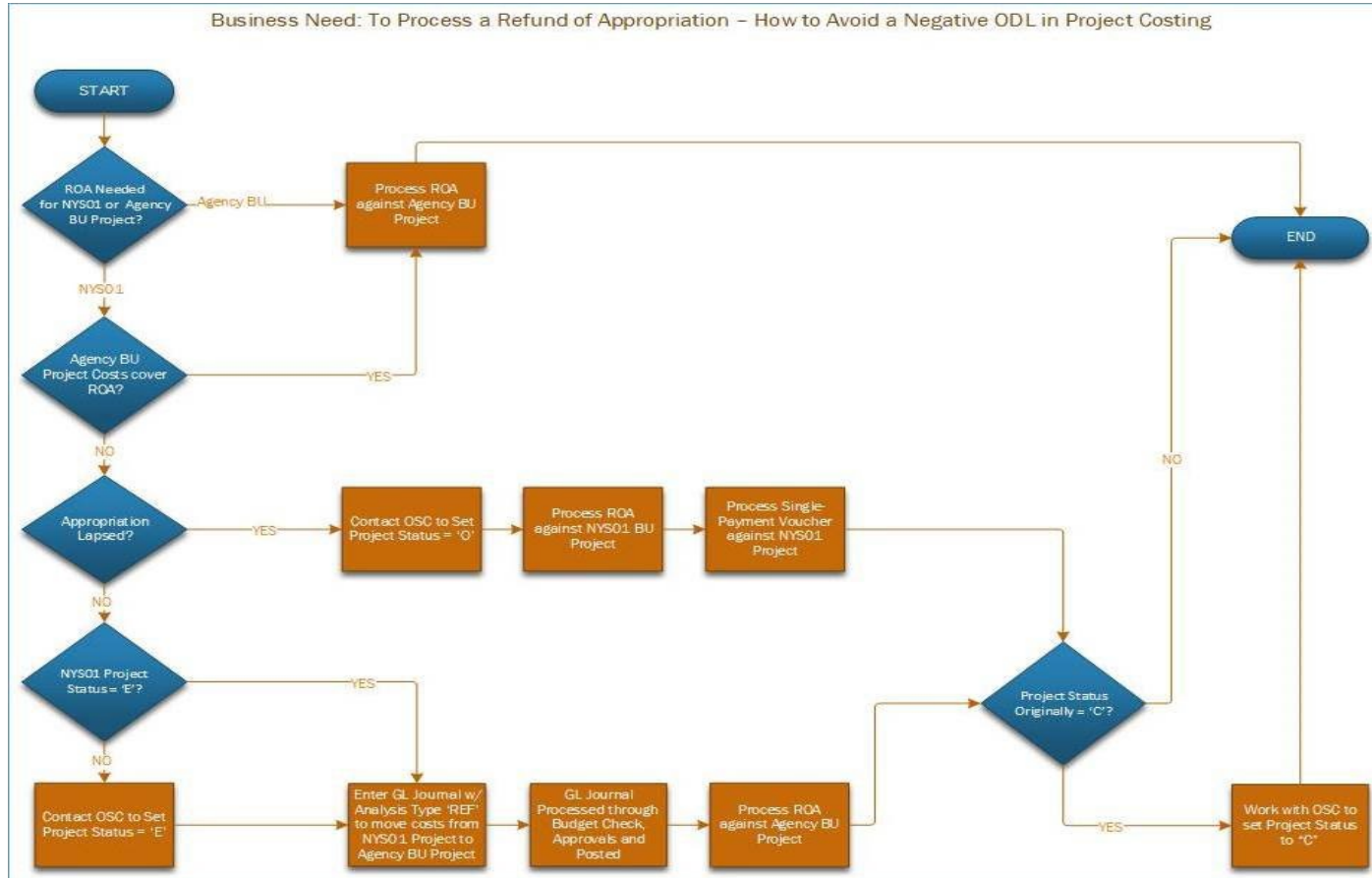| Unit	SpeedType	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	An Type	Currency	Amount	Budget Date
SNY01		50401		25218	3320206	50574		2020-21		SNY01	P033A202984Z	GENERAL	GLE	USD	12,288.00	6/10/2024
SNY01		50401		25218	3320206	50574		2020-21		NYS01	P033A202984	GENERAL	REF	USD	-12,288.00	6/10/2024

Analysis Type 'REF'

- For those who deal with lapsed appropriations, the agency first needs to work with OSC to open the project. Then an ROA can be processed against the NYS non-Z project. A refund voucher can then be processed to send the money back to the Federal Government. Then the agency needs to work with OSC to close the project.

- Project Status: O = Open, C = Closed, E = Closed (Allow only Revenue.)

- A SFS SOS was set up to alert BSAO's Appropriations section to deny ROAs that will cause a future negative ODL.

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Flow Chart

Business Need: To Process a Refund of Appropriation – How to Avoid a Negative ODL in Project Costing
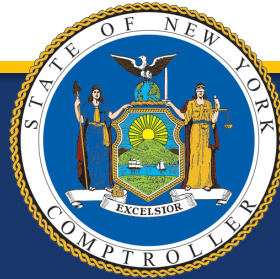
GFO Guidance

- XIX.2 – Establishing a Project

- IX.3 – Establish & Maintain Federal Grants in SFS for Non-Onboarding Agencies

- IX.4 – Establish & Maintain Federal Grants in SFS for Onboarding Agencies

- XIX.1.C – PCIP Changes to Federal Grants

- XIX.7 – Moving Expenditures Charged Prior to Conversion to a PCIP Converted Project ID

Questions?

Contact Information:

- FederalGrants@osc.ny.gov – for questions on project and federal grant establishment and maintenance

- FederalBilling@osc.ny.gov – for questions related to federal draws and reporting

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