The Grant Budget Analyst (GBA) will work with Grant Program Managers (GPMs) to estimate the amount of personnel and expenditures to budget in the current year (CY) and the following request year (RY) within BFM. Since Fund will no longer be used to distinguish different grant award years, for multi-year awards the 12-month budget could include more than 1 grant award. Thus, the analysts will need to factor-in carry-forward amounts from prior awards in addition to the anticipated spend for the current year award to determine the 12-month budget for the fund. The GBA will use the BOSS component of BFM to project salary and benefits costs by position/employee and will upload the 3000-9000 budgets into BFM.

12-month budget will result in the change of 2 key COA elements:

Fund - Instead of creating a new fund for each grant year, a grant will have a single fund number beginning in FY14. The fund number will be the first three digits of current fund followed by "X". (i.e. Title I will become "201X" for all years).

Reporting Category –The current practice is to match the Reporting Category to the unique fund year which differentiated the grant award. Since the fund number will now be fixed, the Reporting Category will be used to differentiate the budget and expenditures related to specific grant award years. (i.e. Title 1 Basic reporting category codes for 2014 and 2015 will become IA14 and IA15 respectively. The Reporting Category can be setup in BFM under the Subsystem/Grants menu where users can Copy and/or Add New reporting category codes.

The *Employee Maintenance* screen in BFM houses all employee records. The screen has several search features that can be used to find existing employee records.

Step Increase Date=Controls when employee gets a pay rate increase
Salary Override=If flag is checked, Salary Amount overrides salary tables.
Salary Calculation= Pay Rate x Salary Percentage x Employee Count
Benefit Calculation= Benefit Rate x Benefit Percentage x Employee Count
FTE Calculation= Authorized FTE = Employee FTE x Allocation %
Funding Start Date=Determines when an employee's Salary projections begins
Allocations Lines = Should total 100% or employee is not totally funded

Duplicated employees are created as Inactive and must be made Active after duplication. Employee records with errors will not project.

BOSS Projections are run as a Delta projection, which projects any employee, salary, or benefit change within the system since the last projection was run. Any BOSS Results reports (i.e. BOSS90) will show the results of the projection once it is completed. The BOSS projection results cannot be seen on other reports until the results are posted to BFM. All 3000-9000 loads are automatically posted to BFM and can be seen once the data has been loaded.

The Grant Budget Analyst (GBA) must create a **Grant Master (GM)** to enter and modify all descriptive and budgetary information about the grant and all its associated Reporting Categories. The Reporting Categories will be associated with award years (and/or specific types of costs) and can be used across funds and fiscal years.

Agency -Similar to current process a GM will need to be created for each Agency that receives a portion of the grant award.

Grant Number used to identify grant award.

Reporting Category identifies the grant award year. The reporting category code should begin with a 2 digit sequential identifier with the last 2 digits identifying the award year. For example, the Title I Reporting Category for award year 2014 would be IA14.

Grant Period From Date and *To Date*. The Grant Period will be used to control spending as it is currently used.

Entity-Wide Number to group together multiple grants. The Entity-Wide Number can be used to tie the same grant award from multiple agencies together. ADV has an inquiry that rolls them together.

The Grant Budget Analyst (GBA) will then need to link the Reporting Category to the appropriate Fund on the **Funding Default Reporting Category (FDRC)** table. The Funding Default Reporting Category table allows the analyst to setup a default Reporting Category code that will be inferred for all transactions that post to the particular Fund. Typically this will be setup to the current grant award year.

AA: Appropriation Allocation Documents - The Grant Budget Analyst (GBA) will use Appropriation Allocation (AA) to provide flexibility and to control spending for a group of ABC codes that meets the budget requirements of the grantor. Since the funds will no longer identify year and the appropriation has to be unique for each fund agency combination, Grant Budget Analyst will not be able to identify a grant year when setting up appropriations. Thus, the appropriation budget control will be at the grant fund level, but analyst can continue to break the appropriation between organizations and object types as required by the grantor.

EB - Expense Budget Documents - Expense budgets are established for each Fund/Agency/Approp/Org/Activity/Major Object combination and all encumbrance and expenditures require an expense budget line to exist. Thus, grant funds will require budget lines to be created to the appropriate combination of codes. Since the expense budget lines will now be 12 month estimates for grant spending and funds will no longer be used to identify grant years, if a school is receiving money from 2 grant award years (i.e. carry-forward from the prior year) within the expense budget line, the line will need to be a total of the 2 award amounts.

RB – Revenue Budget Documents – All grant revenue is posted to the specific grant Fund, Agency Number (G83), the Organization Code, and a specific Revenue Source Code. Thus, each grant fund that receives revenue will require revenue budget lines to be created with the appropriate combination of codes. The Reporting Category will need to be entered on the revenue transaction to identify the Grant Award that is receiving the revenue.

Grant Expenditures - When coding expenditures the schools would use their respective expense budgets and the Reporting Category will be inferred based on the Funding Default Reporting Category table, which is controlled by the Grant Budget Analyst (GBA). These expenditures will hit the expense budget lines and the grant award budget established on the GM for the Reporting Category.

Journal Voucher – The Grant Budget Analyst (GBA) will be responsible for creating any necessary Journal Voucher (JV) documents to post current grant award year expenditures back to a prior year award using the appropriate Reporting Categories.