Process - Create an Award

Use these instructions to create an award and fund a project or a project and task.

Prerequisites

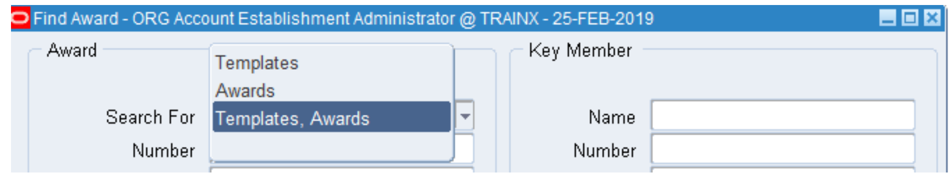
- You must have one of the following responsibilities to create an award:
    - ORG Account Establishment Administrator
    - ORG Account Establishment Specialist
    - ORG Account Establishment Specialist with Budget Approval
- To facilitate funding a project or a project and task with the new award, be sure the following information is already entered in the system:
    - The project or task to be funded by the new award.
    - The sponsor's information, including bill-to and ship-to contacts, must be established in the Customer File.

To create an award:

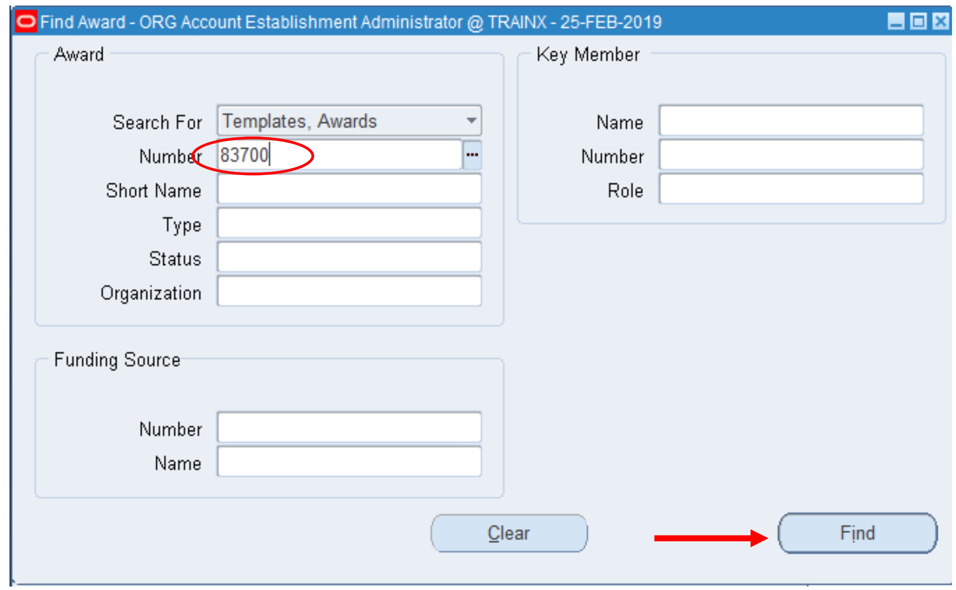
1. Select **Awards** to go to the **Find Award** form.

   Note: You must use an award template or an existing award from the same sponsor to create a new award. The sponsor field is protected and can't be changed.

2. Narrow your search by selecting search criteria from the List of Values.

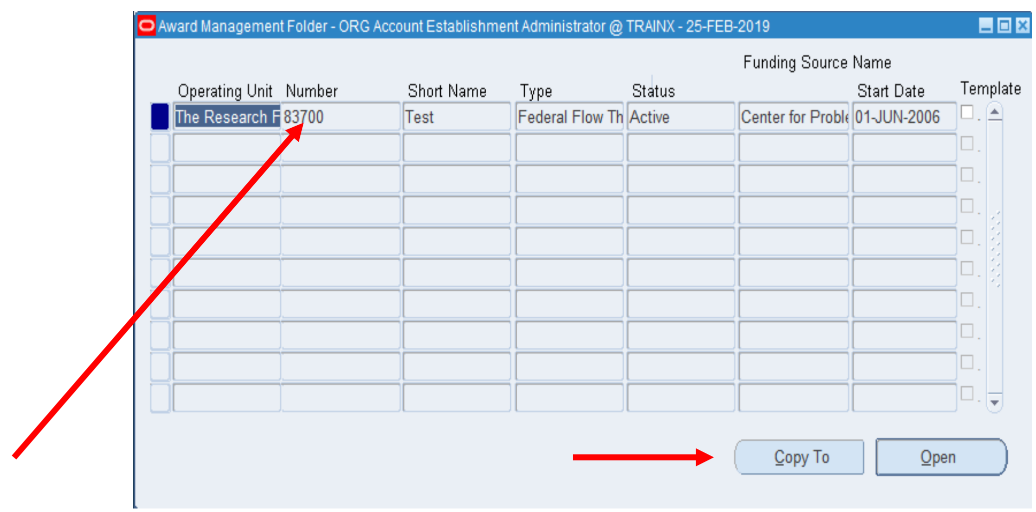


3. Enter the **Award number**, click **Find**.



The Award Management Folder form displays.

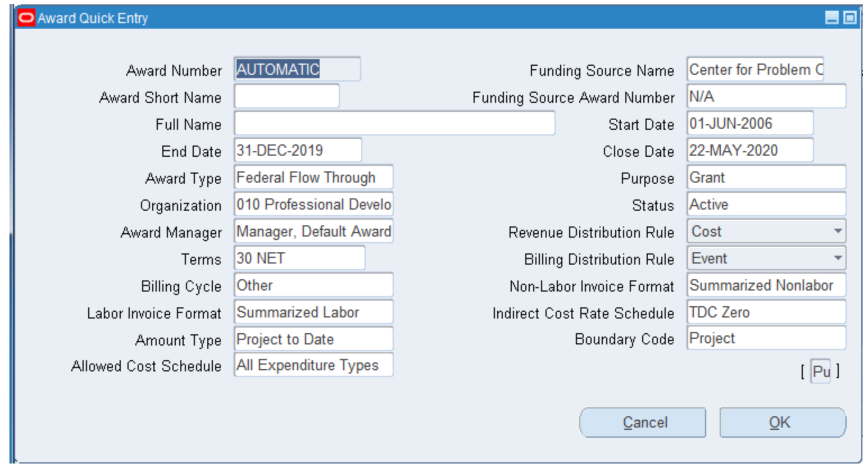
4. Click in the N**umber field box**.



5. Click **Copy To** to open the **Award Quick Entry** form.

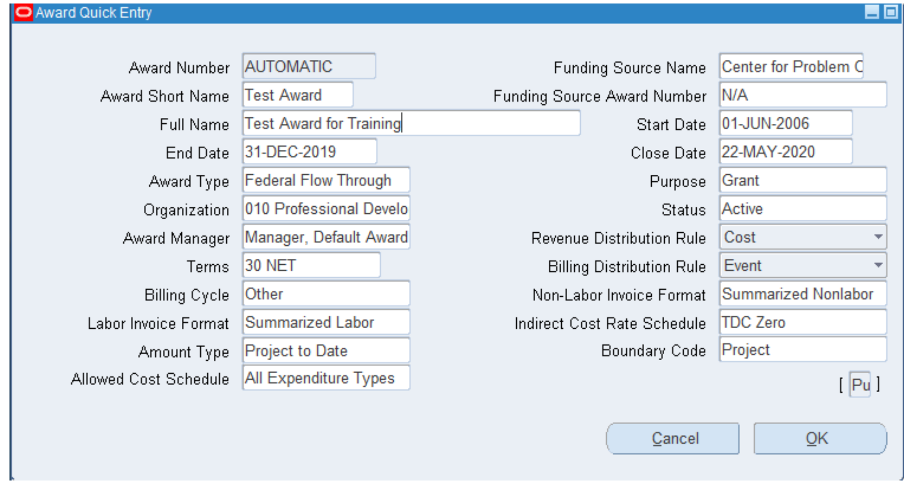
Award Quick Entry Form

The Number field will populate automatically upon clicking ok.



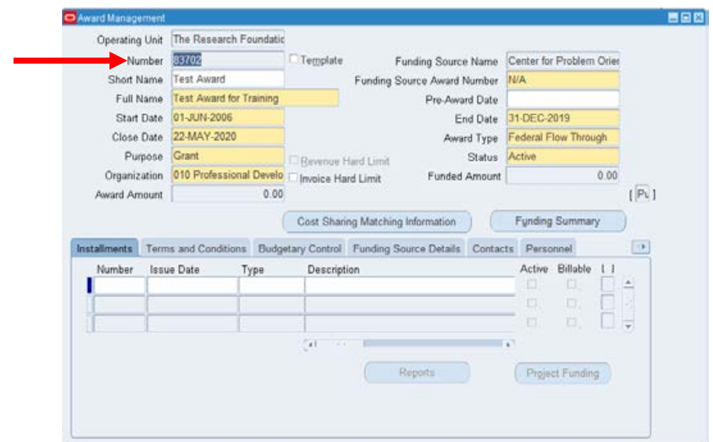
- Enter a **Short** Name
- Enter a **Full** Name.
- Enter the **Funding Source Name**.
- Enter the **Funding Source Award Number**, if known.
- Enter the **Start Date.**
    - o **NOTE:** If the award has a **Pre-Award Start Date**, this must be used as the **Award & Installment Start Date**
- Enter the **End Date**.
- Enter the **Close Date**.
- **Enter Award Type.**
- Status options are **Active, At Risk, Closed, On Hold**, from the List of Values.
- Enter the **Purpose** from the List of Values.
- Enter the **Organization** from the list of values.

- The system will automatically fill in the value of Award **Manager,** Default Award for this field.
- Enter the **Revenue Distribution Rule** from the List of Values.
- Enter the **Payment Terms** for the award from the List of Values.
- Enter the **Billing Distribution Rule** used for the award from the List of Values.
- Enter the invoice frequency from the List of Values for the **Billing Cycle**.
- Accept the default for **Labor Invoice Format** and **Non-Labor Invoice Format**.
- Choose from the List of Values for the **Indirect Cost Rate Schedule.**

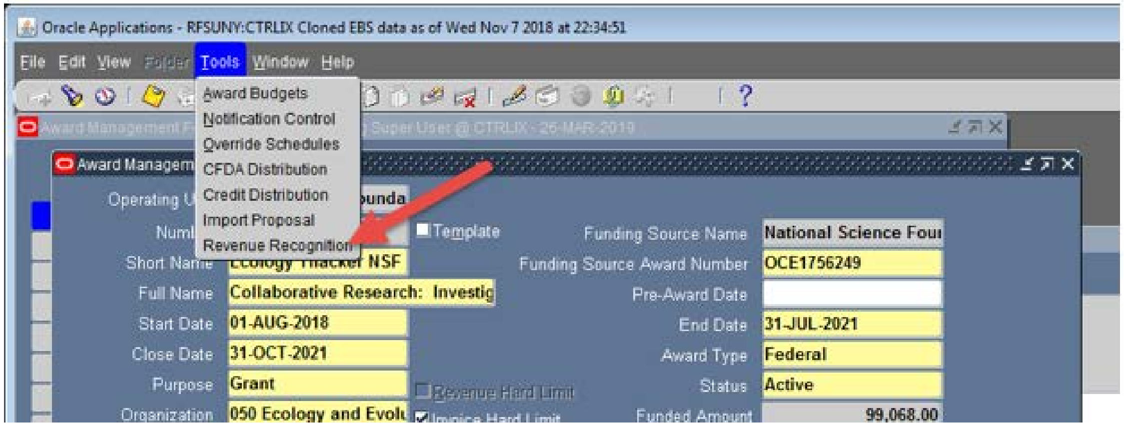


6. Click **OK** to save.

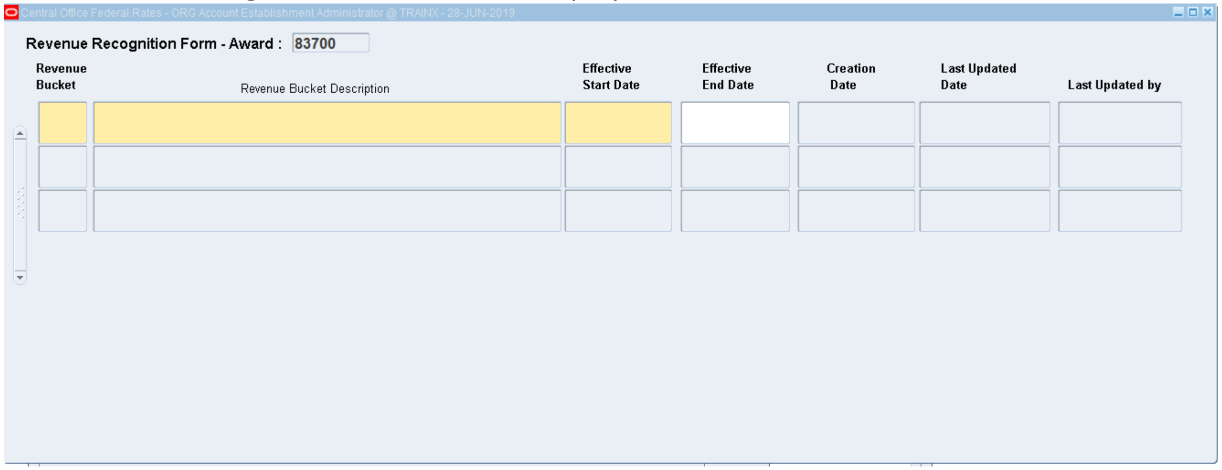
   The Award Management form displays with the Award number and fields populated.



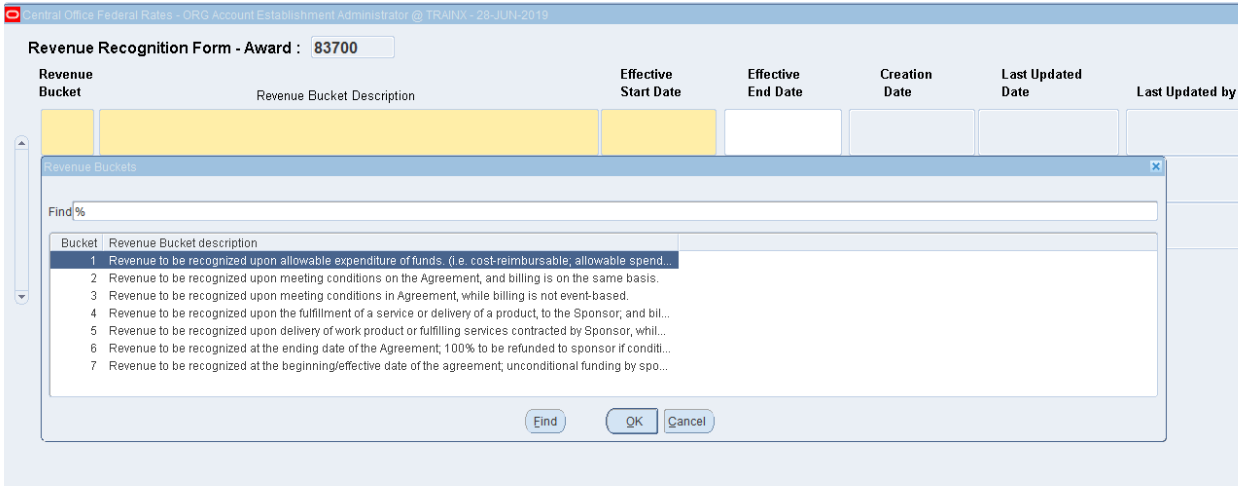
7. On the Tools Menu, Click Revenue Recognition.

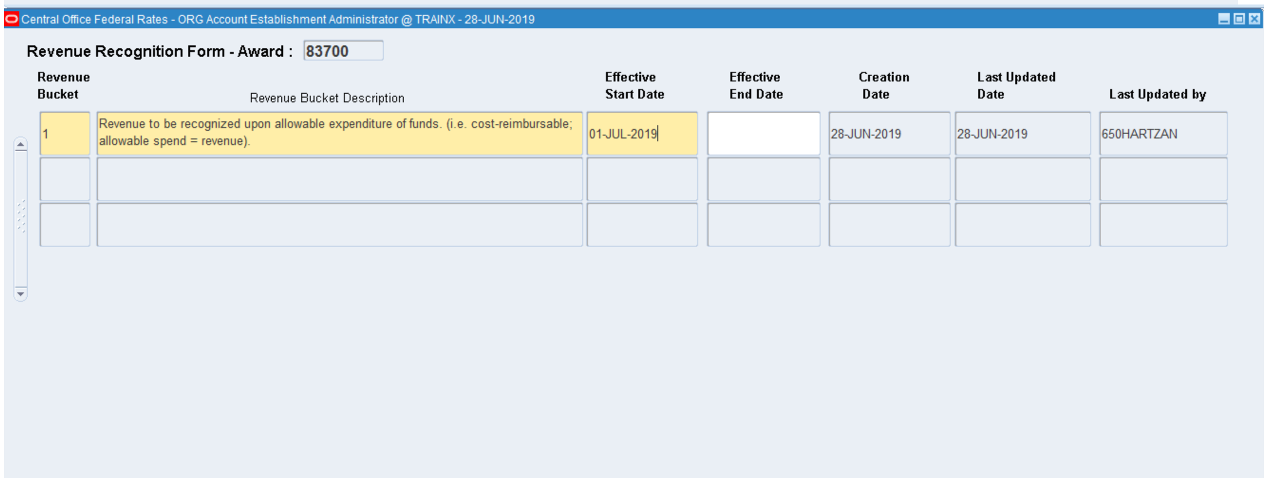


8. The Revenue Recognition Form will now display.



9. Click in the Revenue Bucket field and the list of values will display, choose the correct bucket number from list of values, enter the Effective Start Date and save the record.


Central Office Federal Rates - ORG Account Establishment Administrator @ TRAINX - 28-JUN-2019
Revenue Recognition Form - Award : 83700
Revenue Bucket
Revenue Bucket Description
Effective Start Date
Effective End Date
Creation Date
Last Updated Date
Last Updated by
Revenue Buckets
Find %
Bucket
Revenue Bucket description
1 Revenue to be recognized upon allowable expenditure of funds. (i.e. cost-reimbursable; allowable spend...
2 Revenue to be recognized upon meeting conditions on the Agreement, and billing is on the same basis.
3 Revenue to be recognized upon meeting conditions in Agreement, while billing is not event-based.
4 Revenue to be recognized upon the fulfillment of a service or delivery of a product, to the Sponsor; and bil...
5 Revenue to be recognized upon delivery of work product or fulfilling services contracted by Sponsor, whil...
6 Revenue to be recognized at the ending date of the Agreement; 100% to be refunded to sponsor if conditi...
7 Revenue to be recognized at the beginning/effective date of the agreement; unconditional funding by spo...
Find
OK
Cancel


Central Office Federal Rates - ORG Account Establishment Administrator @ TRAINX - 28-JUN-2019
Revenue Recognition Form - Award : 83700
Revenue Bucket
Revenue Bucket Description
Effective Start Date
Effective End Date
Creation Date
Last Updated Date
Last Updated by
1
Revenue to be recognized upon allowable expenditure of funds. (i.e. cost-reimbursable; allowable spend = revenue).
01-JUL-2019
28-JUN-2019
28-JUN-2019
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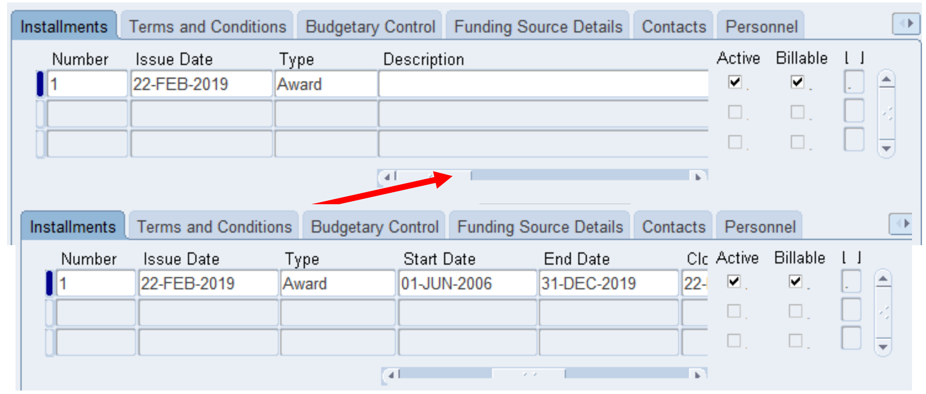
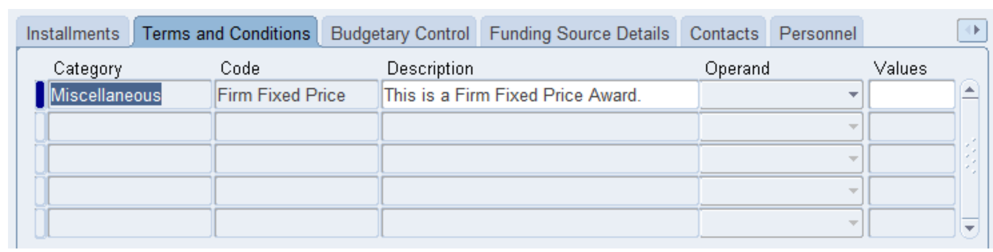
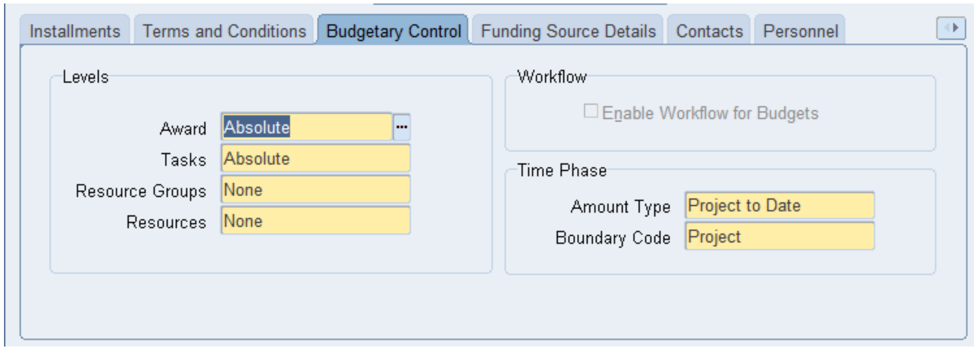
10. Click the **Installments** tab.
    - Enter the **number of installments.**
    - Enter the **Issue Date.**
    - Enter the **Type**.
    - Enter a **Description.**
    - Use the horizontal scroll bar to view the remaining fields.
    - Enter the **Start Date/End Date**.
    - Enter the **Close Date.**
    - Enter the **Direct /Indirect Cost**.
    - View the **Total**.
    - Check the **Active Checkbox** if the installment was officially awarded.
    - Click **File> Save** or click the  **Save icon** on the tool bar.



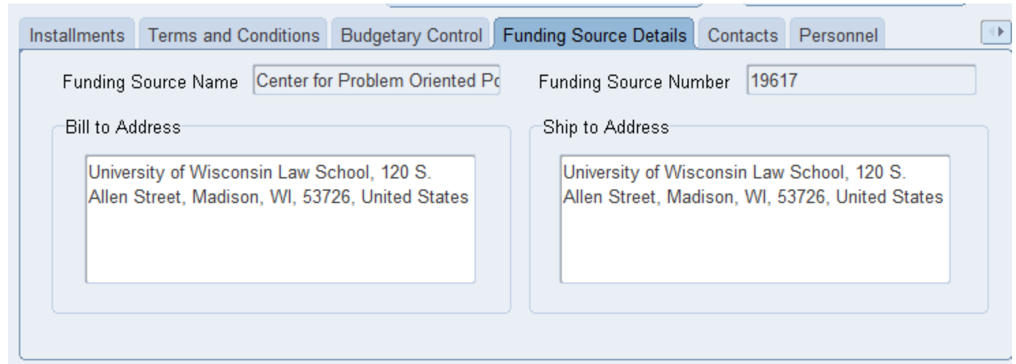
11. Click the **Terms and Conditions** tab. Enter the Category from the List of Values.
    - Enter the **Code** from the List of Values.
    - The Description is automatically populated.
    - **Operand** is automatically populated or not needed.
    - **Values** is optional and only assigned for certain terms and conditions.
    - Click **File> Save** or click the **Save icon** on the tool bar.



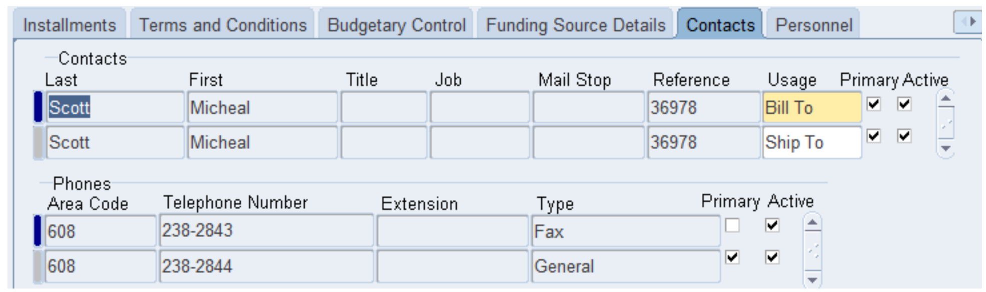
12. Click the **Budgetary Control** tab.
   - Select the **Award** from the List of Values.
   - Select the **Tasks** from the List of Values.
   - Select the **Resource Groups** and **Resources** from the list of Values.
   - Project to Date defaults in the **Amount Type** field.
   - **Boundary Code** defaults to Project.
   - Click **File> Save** or click the **Save icon** on the tool bar**.**



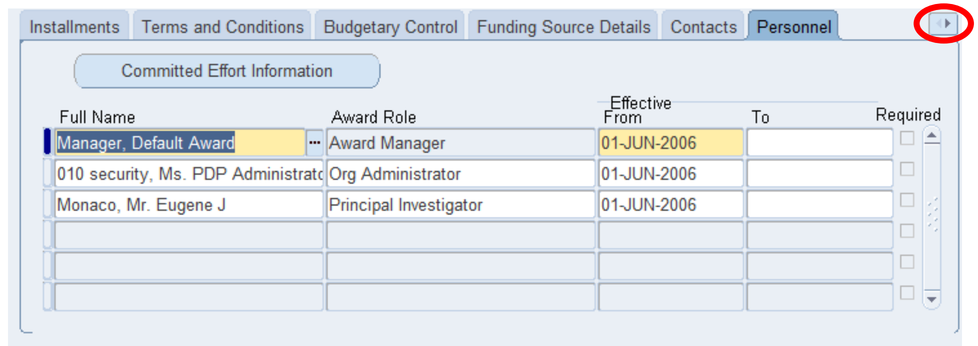
13. Click the **Funding Source Details** tab.
    - Click in the **Funding Source Name.** Populated from the Award Quick Entry form.
    - **Funding Source Number** is automatically populated by the system.
    - **Bill to/Ship to Address** fields are automatically populated, but can be changed.
    - Click **File> Save** or click the **Save icon** on the tool bar**.**



11. Click the **Contacts** tab.
    - Enter the contact person's **last and first** names and **title**.
    - Leave the **Job, Mail Stop** fields blank.
    - The **Reference**, Primary and Active field/checkboxes automatically populates.
    - Choose Bill To/Ship to for the **Usage** fields.
    - **Area Code, Telephone Number, Extension** and **Type** are optional fields.
    - **Primary and Active** checkboxes are automatically populated.
    - Click **File> Save** or click the **Save icon** on the tool bar**.**

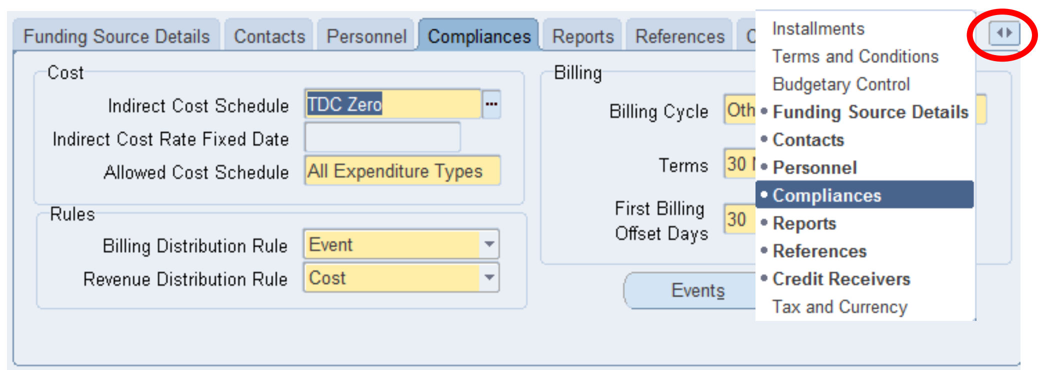


12. Click the **Personnel** tab
    - Enter the **Full Name**.
    - Enter the **Award Role**.
    - Enter the **Effective From/To dates**.
    - Click **File> Save** or click the **Save icon**.



13. **Click the arrow** to the right of the Personnel tab to view the remaining tabs.

14. Click the **Compliance** tab.

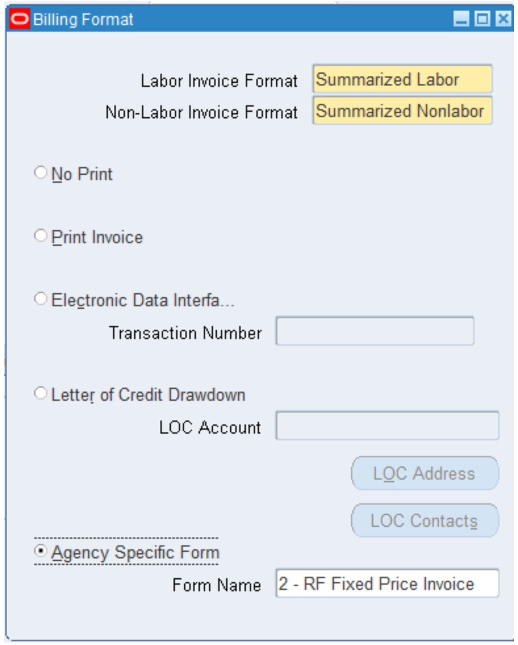


- From the **List** of Values, choose the **Indirect Cost Schedule.**
- The **Indirect Cost Rate Fixed Date** is optional.
- Choose from the List of Values an **Allowed Cost Schedule.**
- Choose from the List of Values the **Billing Distribution Rule.**
- Choose from the List of Values the **Revenue Distribution Rule.**
- Choose from the List of Values the **Billing Cycle.**
- Choose from the List of Values the **Billing Terms.**
- **First Billing Offset Days** default to 0.

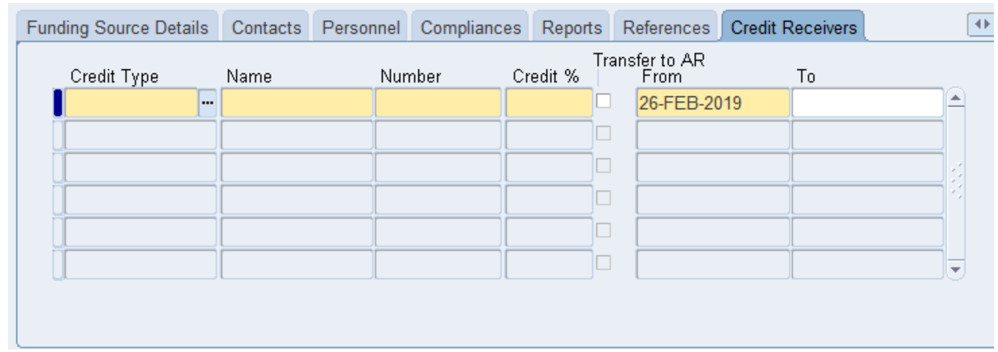
14. Click **File> Save** or click the **Save icon.**

15. Click the **Billing Format** button.
Labor and **Non-Labor invoice format** fields are pre-populated.
All other fields are optional.

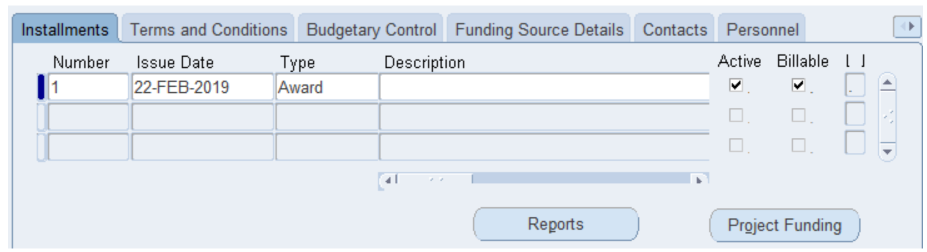
16. Click the **Close** button to return to the Award Management form.



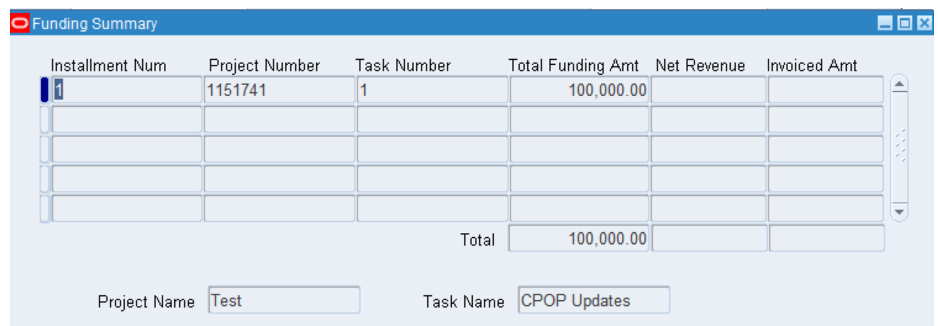
17. The **Reports** tab is available if you want to run reports at specific intervals**.** The **References** tab and **Credit Receivers** tab are optional**.**



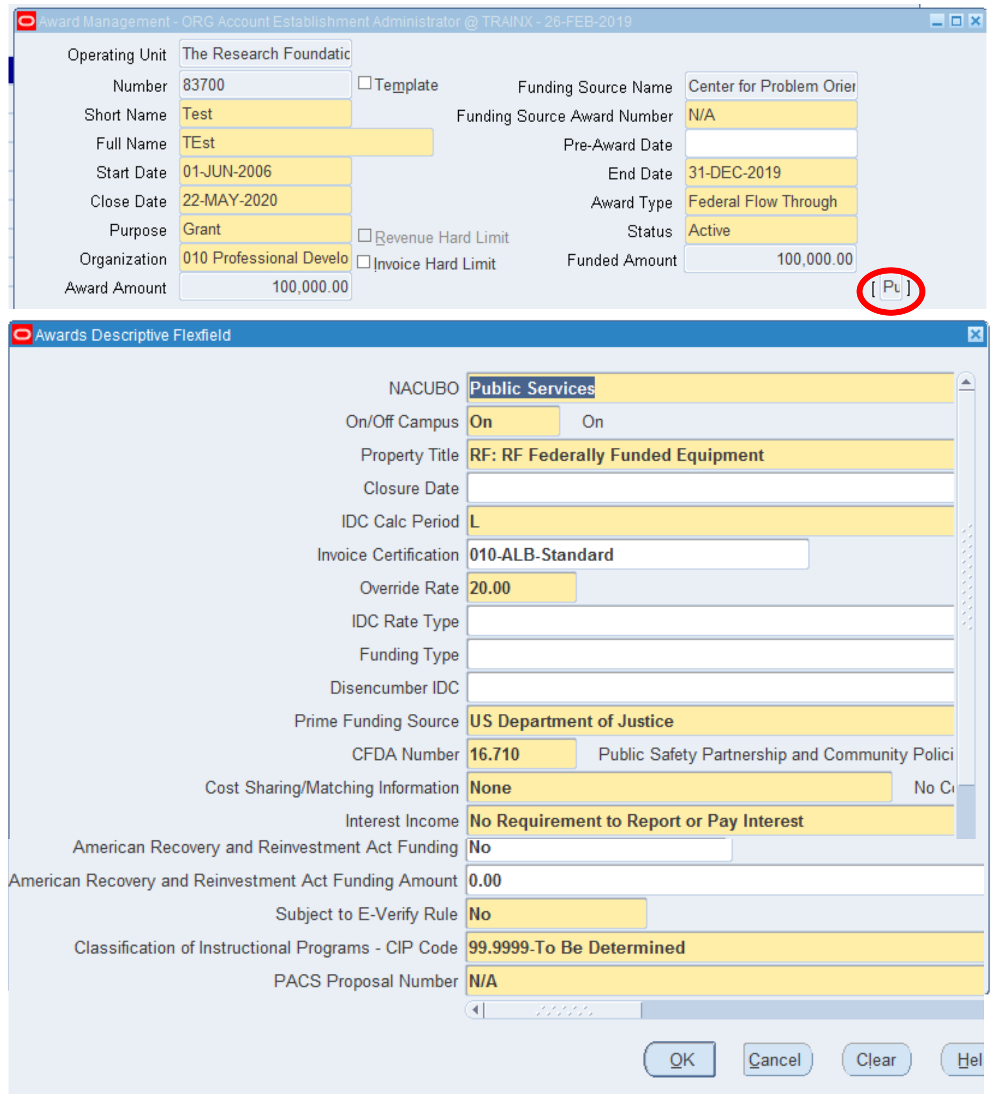
18. Return to the **Installments** tab and click on the **Project Funding** button. The **Funding Summary** block displays. This is a read-only form for you to review.



19. Click the **Close** button to return to the Award Management form.



20. At the **Award Management** form, click the **Flexfield** to open the Award Management DFF form.
    - Review the List of Values to populate the **NACUBO** field.
    - Select where the activity will be conducted from the List of Values.
    - Select the Property Title from the List of Values.
    - The Closure Date is optional.
    - Choose from L, M, or N for the **IDC Calc Period**.
    - Choose from the List of Values for the **Invoice Certification field.**
    - Enter an **Override Rate**.
    - Enter the **Prime Funding Source.**
    - Enter the **CFDA Number** from the List of Values.
    - Enter the **Interest Income** from the List of Values.
    - Enter the **Cost Sharing/Matching** Information from the List of Values.
    - The American Recovery and E-Verify fields are optional.
    - Choose the **Classification of Instructional Programs** from the List of Values.



21. Click **File> Save** or click the Save icon.