

Reimbursable Grant - Creation to Activation

Purpose: Use this document as a guide to move through a Cost Reimbursable Contract (CRC) Grant Award from creation to activation processes in ctcLink.

Audience: Finance/Grant Fiscal Staff.

 You must have at least one of these local college managed security roles:

- ZZ Proposal Processing
- ZC Awards Processing
- ZZ Awards Processing
- ZC Contracts Processing
- ZZ Contract Maintenance
- ZZ Contract Processing

You must also set these User Preference Definitions:

- [FSCM 9.2 - Grants Security](#)

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reimbursable Grant Creation to Award Activation Process

Proposal

1. Create the Proposal

Navigation: Grants > Proposals > Maintain Proposal

1. On the Maintain Proposal search page, select the **Add a New Value** tab.
2. Enter or look up the **Business Unit**.
3. The **Proposal ID** defaults to **NEXT** for it will be auto generated upon save. It is essential to not change this from NEXT.
4. Select **Add**.
5. Select the **Proposal** tab.
6. Enter valid values in the required and/or optional fields;

- a. Enter the Award **Description**.
- b. Optional to enter the **Reference Award Number**.
- c. Enter the **Title**.
- d. Optional to enter a **Long Description**.
- e. Enter or look up **PI ID**.
- f. Enter the **Sponsor ID**.
- g. Optional to enter or look up the **CFDA** number (known as the **Assistance Listing Number***)
- h. Enter the **Start Date**, **End Date** and number of **Periods**. Then select the **Build** button.
(NOTE: Notice that after you build a period that the **Build Periods** button is now grayed out).

7. Select the **Projects** tab.



PI stands for '**Principal Investigator**' which is the person who is responsible for the design, conduct, and reporting of grant activities, also known as a grant program manager. If you need to add a **new** Grant PI ID, please submit a ctcLink Service Ticket with the PI's first and last name, and EMPLID number. If the PI is new to your college, please ensure the individual is set up as an employee in ctcLink before requesting they be set up as a grant PI.



***Assistance Listing Number** is the unique number assigned to identify a Federal Assistance Listing, formerly CFDA number. If available, this number can be found within the local fiscal grant guidelines. For SBCTC Grant Awards, this number will soon become required.

< My WorkCenters **Maintain Proposal**

Proposal ID: NEXT
Description: FY24 BEDA MASTER GR

Version ID: V101
Currency: USD

Reference Award Number: 040-BEDA-24
Federal Award Identification Number:

*Title: FY24 BEDA MASTER GRANT
Long Description: 254 characters remaining

*PI ID: 101006624
*Sponsor ID: FIN00107
Pre-Award Administrator: State Board for Comm & Tech Colleges

Purpose:
*Proposal Type: New
Confidence %:
CFDA: 84.002A

Status
*Proposal Status: Draft
Submit Status: Not Submitted
Generate Status: Not Generated
☐ In Approval Process

☒ Facilities & Admin Requested
☐ Foreign Application/Component
☐ NIH Modular Grant

Due By: Budget Express: Additional Information:

*Start Date: 07/01/2023 *End Date: 07/31/2024 No. Periods: Build Periods

Budget Periods Personalize | Find | First 1 of 1 Last

Period	*Start Date	*End Date	Previous End Date	Next End Date	Target Sponsor Budget
1	07/01/2023	07/31/2024			

Target Sponsor Budget

Go To: Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

8. The **Projects** tab page displays. The **Title** auto-fills from the prior page. Enter locally defined field values;
 - a. Optional to add the **Long Description**.
 - b. Enter the **Department** number.
 - c. Enter the **Subdivision** (typically this is the same as the Department#).
 - d. Enter the **Institution** (also know as the Business Unit).
 - e. In the F&A Distribution section, enter **98219**.
9. Towards the bottom of the page, select the **Location** hyperlink.

! Both the **Proposal ID** and **Project ID** default as 'NEXT' and will auto-populate from after the proposal has been completed and saved. Note the **F&A Department** is always set to **98219** for **Indirect Cost Liability** and it's considered an offset account that SBCTC uses to track and monitor.

Proposal | **Projects** | Budgets | Resources | Certifications | Reports | Attachments

Proposal ID NEXT Version ID V101
Description FY24 BEDA MASTER GR Currency USD

Proposal Projects Find | View All First 1 of 1 Last

Project ID NEXT_1 ☒ Primary

*Title FY24 BEDA MASTER GRANT

Long Description FY24 BEDA MASTER GRANT - Fiscal Year 2023 - 2024
206 characters remaining

*Department 74003 BEDA
*Subdivision 74003 BEDA
*Institution WA040 SKAGIT VALLEY

Dept Contact
Dept Rep
Other Contacts
Department Credit

SPO SPO Contact

F & A Distribution Personalize | Find | First Last

*Department	Description	Location	Comments	Percent Share
98219	Indirect Cost Liability			100.00

Project Percent Share 100.00

Go To **Location** Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Return To: My Proposals

Save Notify Refresh Add Update/Display

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments

10. The **Location** tab page displays.
11. Enter or look up locally define valid values for required fields.
12. Select the **Budgets** tab.

i The Grant "**Location**" is a local business practice decision and please refer to your Finance Director/Supervisor for details.

Proposal ID NEXT Version ID V101
Description FY24 BEDA MASTER GR

Proposal Project Find | View All First 1 of 1 Last

Project ID NEXT_1 Title

Location Find | View All First 1 of 1 Last

*Location SK011B115 Description PURCHASING - WIC BUS OFFICE ☐ Foreign ☒ Primary

*Congressional District

Country USA United States Phone

Address 1 1900 SE PIONEER WAY Ext

Address 2 Fax

Address 3

City OAK HARBOR

County ISLAND Zip Code 98277


State WA Washington

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Notify Refresh Add Update/Display

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | Location

13. The **Budgets** tab page displays.
14. In the Budget Header section, enter locally defined field value(s);
 - a. Add the **Budget ID** (limited to 5 field values). Note this will become the 'Activity ID' of your ChartString.
 - b. Add the **Budget ID Description**.
 - c. *Optional to select the **plus icon** [+] to add more Budget IDs.
15. Select the **Save** button.

 *To add additional **Budget ID(s)**, please refer to your Budget Narrative for guidance. Budget IDs are locally defined and can help Grant Managers or PIs identify and charge expenditures to the correct budget line(s) per the Award Narrative. For example, the Perkins Plan Grant has 2 defined budgeted lines; i.e. Professional Development and Instruction. In this case, 2 Budget IDs (or Activity IDs) can be created to match the defined budget for each activity. (Examples of Budget IDs: *PRDEV* or *PDV24*, and *INSTR* or *INS24* whereas the 24 represents the Fiscal Year).

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

Proposal ID

NEXT

Version ID

V101

Description

FY24 BEDA MASTER GR

Currency

USD

Proposal Project

Find | View All

First

1 of 1

Last

Project ID

NEXT_1

Title

Budget Header

Find | View 1

First

1 of 1

Last

*Budget ID

ADM24

Description

BEDA Admin FY24

Start Date

07/01/2023

End Date

07/31/2024

☒ 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				Program Income	

F & A and Pricing Setup

Total

Go To

Location

Protocols

Component

Setup Level

Keywords

Gender & Minority Study

Trainee

Attributes

Save

Notify

Refresh

Add

Update/Display

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

- After the Proposal is saved, the **Proposal ID** number and the **Project ID** number will auto-populate.
- Note the '**Proposal ID**' will become your '**Contract ID**' number after you generate the award.

- For each Budget ID, select the **F & A and Pricing Setup** link and complete the F&A Pricing Setup page information.

Proposal Projects **Budgets** Resources Certifications Reports Attachments Location

Proposal ID 000000000000000003946 Version ID V101
Description FY24 BEDA MASTER GR Currency USD

Proposal Project Find | View All First 1 of 1 Last

Project ID 0000008391 Title

Budget Header Find | View 1 First 1 of 1 Last

*Budget ID ADM24 Description BEDA Admin FY24
Start Date 07/01/2023 End Date 07/31/2024
☒ Include in Proposal

Budget Period Personalize | Find | 1 of 1 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	07/01/2023	07/31/2024		Program Income	

F & A and Pricing Setup Total

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Save Notify Refresh Add Update/Display

Proposal | Projects | Budgets | Resources | Certifications | Reports | Attachments | Location

💡 Notice the Pricing Method is **"As Incurred"**. This means it is a cost reimbursable contract. If you do not select the pricing method or you skip the F&A section completely the Grant will default to a Cost reimbursable billing method.

17. The **F & A and Pricing Setup** page will display. Enter valid values for all required fields.
 - a. The Pricing Method defaults to = **As Incurred**.
 - b. The Product defaults = **GRANT_SVC**.
 - c. Select the Rate Type = **IND** for indirect.
 - d. Enter the **F&A or FA Base** per your Grant Narrative.
 - e. Enter the **Effective Date** and **FA Rate%**. Note: the effective date should match the start of your Grant.
18. Select **OK** to return to the **Maintain Proposal** page.
19. Section complete.

i The system uses either the Institution's F&A rate or the Sponsor's F&A rate for calculating the cost-sharing F&A. At this time, the cost-sharing functionality is not enabled for ctcLink thus the system defaults to the **Institution Minus Funded** check box.

Budgets | Resources | Certifications | Reports

000000000000000000003946

FY24 BEDA MASTER GR

0000008391

ADM24

07/01/2023

Rate	End Date	Amount
2023	07/31/2024	

up

Protocols | Component | Setup Level

[Refresh](#)

[Reports](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#)

Maintain Proposal

GM_BUD_FA

F & A and Pricing Setup

Proposal ID 0000000000000000003946

Description FY24 BEDA MASTER GR

Version ID V101

Budget ID ADM24

Project ID 0000008391

☒ Institution Minus Funded

☐ Sponsor Minus Funded

Contracts Related

*Pricing Method As Incurred

*Product GRANT_SVC

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

*Rate Type IND

Institution

FA Base

Institution Rates Find | View All | First | 1 of 1 | Last

Effective Date

FA Rate %

Sponsor

FA Base

Sponsor Rates Find | View All | First | 1 of 1 | Last

Effective Date

FA Rate %

Budget

FA Base SALRY Salaries

Budget Rates Find | View All | First | 1 of 1 | Last

*Effective Date 07/01/2023

FA Rate % 5.00

[OK](#)

[Cancel](#)

[Apply](#)

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Create a Reimbursable Proposal](#). This link will open in a new tab/window.

2. Enter the Proposed Budget

Navigation: Grants > Proposals > Enter Proposal Budget Detail

1. On the **Enter Budget Detail** search page, enter or look up the **Business Unit**.
2. Enter or look up the **Proposal ID** or use a different Search Criteria option.
3. Select **Search**. Select the desired search results.

💡 Utilize the Search Criteria feature when searching for a specific Grant. For example, select the **Short Title** and select the dropdown arrow to select '**contains**' and enter part of your local college Grant Name, such as **WorkF, BEDA, Master, or EHSP**.

4. The Enter Budget Detail page displays. Enter valid values for all required fields.
 - a. Enter or look up the **Budget Item(s)**, the **Description** will auto-fill.
 - b. Use the **(+)** or **plus sign** icon to add additional rows.
 - c. Enter the **Amount(s)** for each Budget Item.

5. Select **Save**.
6. Section complete.

💡 Notice that the Sponsor F & A is being calculated based on the percentage that was entered in the **F & A Pricing Setup** page above.

Enter Budget Detail

Proposal000000000000003946VersionV101TitleFY24 BEDA MASTER GR

CurrencyUSDStart Date07/01/2023End Date07/31/2024Modular?

Project ID000008391Budget IDADM24

Budget Period1Start Date07/01/2023End Date07/31/2024Overall Cost ShareView F&A Rate

Details, CostShare, Justification

Line DataMore Line Data

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share		
10	SALARY	Salaries		100,000.00	100,000.00	Cost Share	<input type="checkbox"/>			+	-
15	FRINGE	Fringe Benefits		34,000.00	34,000.00	Cost Share	<input type="checkbox"/>			+	-
20	GDSVC	Goods/Routine Services		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>			+	-

Sponsor Direct139,000.00Institution Cost Share0.00Third Party Cost Share0.00

Sponsor F&A5,000.00Institution Cost Share F&A0.00

Total Sponsor Budget144,000.00Total Inst C/S Budget0.00Total TP C/S Budget0.00

Total Direct139,000.00Total F&A5,000.00Total Budget144,000.00

Return To Maintain Proposal

Save

Return to Search

Notify

Video Tutorial


The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Enter the Proposal Budget](#). This link will open in a new tab/window.

3. Submit the Proposal

Navigation: Grants > Proposals > Submit Proposal

 Next you will "Submit" the Proposal. When a Proposal has a status of "Submitted" you can no longer modify the Proposal. You can only make changes when the proposal is in the "Draft" status. If need to make changes, return to the Submit Proposal and change status back to Not Submitted and Save. Make changes then return to to Submit Proposal. Only Grants that are in Submitted status can be Generated to an Award.

1. On the **Submit Proposal** search page, enter or look up the **Business Unit**.
2. Enter or look up the **Proposal ID**.
3. Select **Search**. The **Submit Proposal** page will display.
4. On the **Submission** tab, verify or enter valid values.
5. Change the **Submit Status** to "Submitted".
6. Select **Save**.
7. Optional to select the **Return to Maintain Proposal** link and the **Maintain Proposal** page will display.

Submission

Submit Proposal

Submission

Official

Proposal ID 0000000000000003946

Title FY24 BEDA MASTER GR

Version ID V101

PI Name Webs

Proposal Status Submitted

Proposal Valid From

Received

Sponsor Proposal ID

Sponsor State Board for Comm & Tech Colleges

Location

Submitted On 06/07/2023 10:08:05PM

*Submit Status Submitted

Proposal Valid To

Transmission By

Return To Maintain Proposal

Save

Return to Search

Notify

Submission | Official

💡 Notice that the proposal is now at a **"Submitted"** status and no longer in a **"Draft"** status.

Proposal

Projects

Budgets

Resources

Certifications

Reports

Attachments

Proposal ID 0000000000000003946

Description FY24 BEDA MASTER GR

Version ID V101

Currency USD

Add to My Proposals

Reference Award Number 040-BEDA-24

Federal Award Identification Number

*Title FY24 BEDA MASTER GR

Long Description FY24 BEDA MASTER GRANT - Fiscal Year 2023 - 2024

206 characters remaining

*PI ID 101006624 Webstad, Olga J.

*Sponsor ID FIN00107 State Board for Comm & Tech Colleges

Pre-Award Administrator

Purpose

*Proposal Type New

Confidence %

CFDA 84.002A

Due By

Budget Express

Additional Information

*Start Date 07/01/2023

*End Date 07/31/2024

No. Periods

Build Periods

Budget Periods

Personalize | Find | 1 of 1 | Last

Details

PHS Incomes

Period	*Start Date	*End Date	Previous End Date	Next End Date	Target Sponsor Budget
1	07/01/2023	07/31/2024			144,000.00

Go To

Location

Protocols

Component

Setup Level

Keywords

Gender & Minority Study

Trainee

Attributes

Return to My Grants

*Proposal Status Submitted

Submit Status: Submitted

Generate Status: Not Generated

☐ In Approval Process

☒ Facilities & Admin Requested
☐ Foreign Application/Component
☐ NIH Modular Grant

Target Sponsor Budget

144,000.00

8. Section complete.

Video Tutorial


The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto


View the external link to [Submit the Proposal](#). This link will open in a new tab/window.

4. Generate the Award

Navigation: Grants > Proposals > Generate Award

 Only those proposals that have been submitted are available for award generation.

1. On the **Generate Award** search page, enter or look up the **Business Unit**.
2. Enter or look up the **Proposal ID**.
3. Select **Search**.
4. Information from the submitted proposal auto-filled specific fields. Verify as needed.
5. Select the **Generate** button.

 Note: The **Budget ID(s)** becomes the **Activity ID(s)** which is a part of valid ChartString(s) in PeopleSoft.

Generate Award

From Proposal 000000000000000003946

To Award 000000000000000003946

From Version V101

☐ Pre-award Spending

☒ Add to Grants Portal Security?

Project

☒ Primary Project

From Project 0000008391

FY24 BEDA MASTER GR

Project 0000008391

Budget

	From Budget	Activity	Description
<input checked="" type="checkbox"/>	ADM24	ADM24	BEDAdmin FY24

Generate

Return to Search

i Notice that after you “Generate”, the **Generate** button is no longer available and when your Project was “Generated” it pushed this information out to Project Costing and also Contracts.

Generate Award

From Proposal 000000000000000003946

To Award 000000000000000003946

From Version V101

☐ Pre-award Spending

☒ Add to Grants Portal Security?

Project

☒ Primary Project

From Project 0000008391

FY24 BEDA MASTER GR

Project 0000008391

Budget

	From Budget	Activity	Description
<input checked="" type="checkbox"/>	ADM24	ADM24	BEDAdmin FY24


Generate

Return to Search

6. Section complete.

Award Profile

5. Grant Terms

 Adding the **Terms** in the Award Profile ensures the **Billing and Revenue Plans** will be set for Cost Reimbursable Contracts.

Navigation: Grants > Awards > Award Profile

1. The **Award Profile** search page displays.
2. Enter the search criteria as necessary. Note: these fields may already have populated on this page.
3. Select **Search**.
4. The Award Profile main **Award** tab page displays. Notice the Proposal Information carried forward into the Award Profile.
5. Select the **Terms** tab.
6. The **Terms** page displays. Select the checkbox **Copy terms to all projects on save**.
7. In the Details section, enter **CRC** in the Terms & Conditions field. The description will auto-populate.
8. Select **Save**.
9. Section complete.

Award

Funding

Resources

Certifications

Terms

Milestones

Key Words

Funding Inquiry

Award ID 00000000000000000003946

Award Title FY24 BEDA MASTER GR

Reference Award Number 040-BEDA-24

Award PI Baker, Jules

Primary Project PI Webstad, Olga J.

☒ Copy terms to all projects on save

Details

Find | View All

First 1 of 1 Last

Project 0000008391

FY24 BEDA MASTER GR

Project PI Webstad, Olga J.

Detail

Find | View All

First 1 of 1 Last

*Terms & Conditions CRC

Description Cost Reimbursable Contract

Explanation

Go To:

Sponsor

Protocols

Attributes

Department Credit

Notepad

Award Modifications

Supplemental Data

Save

Return to Search

Notify

Refresh

Add

Update/Display

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

6. Project Type

i The **Project Type** is a 5 digit number and the source of grant-related revenue. For OBIS grants the Project Type is to be coded **02012** for **Intercollege Reimbursement**. Check with your Finance Director or Supervisor to verify the Revenue Source. When the award integrates in the system, the Project Type becomes a 7 digit GL Account number in PeopleSoft; thus Project Type **02012** becomes GL Account **4020120**.

Navigation: Grants > Awards > Establish Project General Info

1. On the **Project General** search page, enter or look up the **Business Unit**.
2. Enter or look up the **Project**. Optional to use other Search Criteria, such as 'Description' and 'contains'.
3. Select **Search**. Then select the desired results and the Project **General Information** page displays OR navigate from the Award Profile **Award** page, select the **Project** hyperlink to navigate to **Project** page.

Project General

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Business Unit:

Project: begins with

Description: begins with

Program:

Processing Status:

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

Search Results

Business Unit	Project	Description	Project Type	Processing Status
WA040	0000008391	FY24 BEDA MASTER GR	(blank)	Active

OR

Project General Information

Award **Funding** **Resources** **Certifications** **Terms** **Milestones** **Key Words** **Funding Inquiry**

Award ID: 00000000000000003946
Reference Award Number: 040-BEDA-24
Federal Award Identification Number:

Title: FY24 BEDA MASTER GR
Long Description: FY24 BEDA MASTER GRANT - Fiscal Year 2023 - 2024
Award PI: Webstad, Olga J.
Sponsor: State Board for Comm & Tech Colleges
Post Award Administrator:
Purpose:
Status: Accepted
Award Type: Grant
CFDA: 84.002A
Proposal ID: 00000000000000003946
Version ID: V101
Start Date: 07/01/2023
End Date: 07/31/2024
☐ Hold Billing on Unpaid Cost
☐ Hold Revenue on Unpaid Cost

Associated Project

I/C Business Unit	Project	Description	Project Start Date	Project End Date	Commitment Control Begin Date	Commitment Control End Date
WA040	0000008391	FY24 BEDA MASTER GR	07/01/2023	07/31/2024	07/01/2023	07/31/2024

Go To: **Sponsor** **Protocols** **Attributes** **Department Credit** **Notepad** **Award Modifications** **Supplemental Data**

4. On the **General Information** tab, enter or look up a **Project Type**.
5. Note that there is a **Contract Number** associated with the Grant/Project.
6. Select **Save**.
7. Section complete.

General Information | Project Department | Project Costing Definition | Primavera | Manager | Location | Phases | Approval >

Project: 0000008391 [Add to My Projects](#) [Project Hierarchy](#)

*Description: FY24 BEDA MASTER GR ☐ Program Processing Status: Active
 *Integration: INTGRTN_TM [Q](#) WA040 Template Project Status: Open
 Project Type: 02012 [Q](#) Intercollege Reimbursement
 Percent Complete: 0.00 As Of
 Project Health: [v](#) As Of

Contract Number: 000000000000000003946 [i](#)

Project Schedule [?](#)

*Start Date: 07/01/2023 [i](#) *End Date: 07/31/2024 [i](#) [Additional Dates](#)

Description [Q](#) | [1 of 1](#) | [View All](#)

Date/Time Stamp: 06/07/23 10:39:04PM User ID: CTC_KEBERT [+](#) [-](#)

Description: FY24 BEDA MASTER GR [i](#)

235 characters remaining

Long Description: FY24 BEDA MASTER GRANT - Fiscal Year 2023 - 2024 [i](#)

[Save as Template](#) [Copy Project](#)

My Projects | Project Valuation | Project Team | Project Activities | Go To: [More](#) [v](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

For "Capital Project Grants" Only

! For **Capital Project Grants**, please follow the next few steps. If not a Capital Project Grant, continue to the next section, **7. Finalizing the Budget**.

i For Capital Project Grants, please follow the steps '**A**' through '**D**' to navigate to the **User Fields** tab and enter the SBCTC provided capital project number into **Field 5**.

- A. On the **General Information** tab page, select the **right arrow** icon to view additional tabs (like the **User Fields** tab).

General Information | Project Department | Project Costing Definition | Primavera | Manager | Location | Phases | Approval >

Project 0000003152 Add to My Projects Project Hierarchy

*Description 2020-2022 PROFESSIONAL/TECHNIC Program Processing Status Active

*Integration INTGRTN_TM WA140 Template **Project Status: Open**

Project Type 02012 Intercollege Reimbursement

Percent Complete 0.00 As Of

Project Health As Of

- B. Select the **User Fields** tab.
- C. In the User Fields section, enter the SBCTC provided capital project number, for example **P031, P279 or P123**.
- D. Select **Save**.
- E. Section complete.

< Phases | Approval | Justification | **User Fields** | Rates | Attachments | Asset Integration Rules | Budget Alerts >

Project 0000003152 Description 2020-2022 PROFESSIONAL/TECHNIC

User Fields

Field 1 User Currency

Field 2 Amount 1

Field 3 Amount 2

Field 4 Amount 3

Field 5 **P123** Date 1

Date 2

Save as Template Copy Project

My Projects | Project Valuation | Project Team | Project Activities | Go To

[Return to Award Profile](#)

Save Return to Search Refresh Add Update/Display Include History Correct History

💡 For more information, please visit the SBCTC website pages [Capital Budget, Planning & Facilities](#) and the [Allocation and Monitoring](#) page to access CapTrack.

Verify your Fund and Appropriation values within CapTrack matches your PeopleSoft Budget ChartString.

Allocation Schedule

[Select another site](#)

2021-2023 Capital Allocation Schedule
College -

OFM Project	SBCTC Project	Fund	Approp	Description	Approp Reapprop	Unallotted Reserve	Allocations
40000258	P031	060	A16	College URF (BI1921 postponed)			
40000169	P279	060	A13	Multiple Buildings (280A) - Seal and repair			


7. Finalize the Budget

Navigation: Grants > Awards > Award Profile > Funding Tab

OR

Navigation: Grants > Awards > Project Budgets

1. On the **Project Budgets** search page, enter or look up the **Business Unit**.
2. Enter or look up the **Project**.
3. Select **Search**. Select the desired results and the **Budget Detail** page displays.

 Utilize the **Search Criteria** feature when searching for a specific Grant. For example, select the **Description** and select the drop down arrow to select '**contains**' and enter part of your local college Grant Name, such as **WorkF, BEDA, or EHSP**.

4. On the **Budget Detail** page displays. Select the **General Ledger Detail** tab.
5. For each Budget line item or row, enter or look up the following ChartField values;
 - a. **Operating Unit**.
 - b. **Fund Code**.
 - c. **Class Field**.
 - d. If required, enter or look up the **Subsidiary, State Purpose, and/or Program** if needed to complete your college's ChartString. Use the scroll bar to scroll to the right.

6. Notice that the **Sponsor F&A** line has been automatically added (depends upon if F&A was added during the Activity set up at the Proposal stage).
7. Select the **Finalize** button. A Budget Finalization message box will be displayed.

NOTE: Only the following **Fund Accounts** can be used within the **Grants/Projects Modules**: 057, 060, **145**, 147, 253, and 357.

Notice these fields are editable and the boxes are 'open'. The budget is successfully finalized when the boxes are no longer editable or 'closed'.

Budget Detail

Project: 000008954 2023-24 BEDA Leadership Block End Date: 08/31/2024 **Finalize** Process Monitor

Budget Period: 1 Begin Date: 07/01/2023

Project Budget Summary

Cost Share Direct: \$0.00 Currency: USD Total Budget: \$8,609.00

Sponsor Budget: \$8,609.00 Security Status: None

Budget Amounts for Period

1-3 of 3 | View All

General | Project Detail | **General Ledger Detail** | Commitment Control Detail | Grants Detail | II

Activity	Budget Item	GL Business Unit	Statistics Code	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Appropriation Index
BDL24	FRINGE	WA240		5010003	7240	145	34001		112	
BDL24	SALARY	WA240		5000003	7240	145	34001		112	
BDL24	TRAVEL	WA240		5080004	7240	145	34001		112	

Return to Award Profile

Save Return to Search Notify

8. Select **OK**. The **Budget Detail** page will redisplay.
9. Select the **Process Monitor** link to insure that the process completes successfully. For more details on Process Monitor, see QRG [Process Scheduler/Process Monitor](#) for steps such as select the **Refresh** button until the Run Status is '**Success**' and Distribution Status is '**Posted**'.
10. Select the hyperlink **Go back to Project Budgets** for confirmation that the Budget was finalized.
11. The **Project Budgets** page displays. Enter or look up the Project.
12. The **Budget Detail** page displays.
13. Verify your Budget has Finalized successfully or has no editable boxes.
14. Sections complete.



If 'yes', the Budget posted successfully (no editable boxes), please continue to **Finalize and Activate a Cost Reimbursable Contract**. If 'no', enter in the missing **ChartField(s)**, select the **Finalize** button and go back to continue from 'Step 8. Select **OK**. The **Budget Detail** page will display.'

Budget Detail

Project0000089542023-24 BEDA Leadership Block

Budget Period1Begin Date07/01/2023End Date08/31/2024FinalizeProcess Monitor

Project Budget Summary

Cost Share Direct\$0.00Sponsor Budget\$8,609.00

CurrencyUSDTotal Budget\$8,609.00Security StatusNone

Budget Amounts for Period

Q

1-4 of 4

View All

GeneralProject DetailGeneral Ledger DetailCommitment Control DetailGrants Detail

Activity	Budget Item	GL Business Unit	Statistics Code	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Appro Index
BDL24	FRINGE	WA240		5010003	7240	145	34001		112	
<div>BDL24Q</div>	<div>GDSVCQ</div>	<div>WA240Q</div>	<div>Q</div>	<div>5030003Q</div>	<div>7240Q</div>	<div>145Q</div>	<div>34001Q</div>	<div>Q</div>	<div>Q</div>	
BDL24	SALARY	WA240		5000003	7240	145	34001		112	
BDL24	TRAVEL	WA240		5080004	7240	145	34001		112	

Return to Award Profile

Save

Return to Search

Previous in List

Next in List

Notify

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.


Video Tutorial Via Panopto

View the external link to [Grant Terms, Project Type, and Finalize the CRC Budget](#). This link will open in a new tab/window.

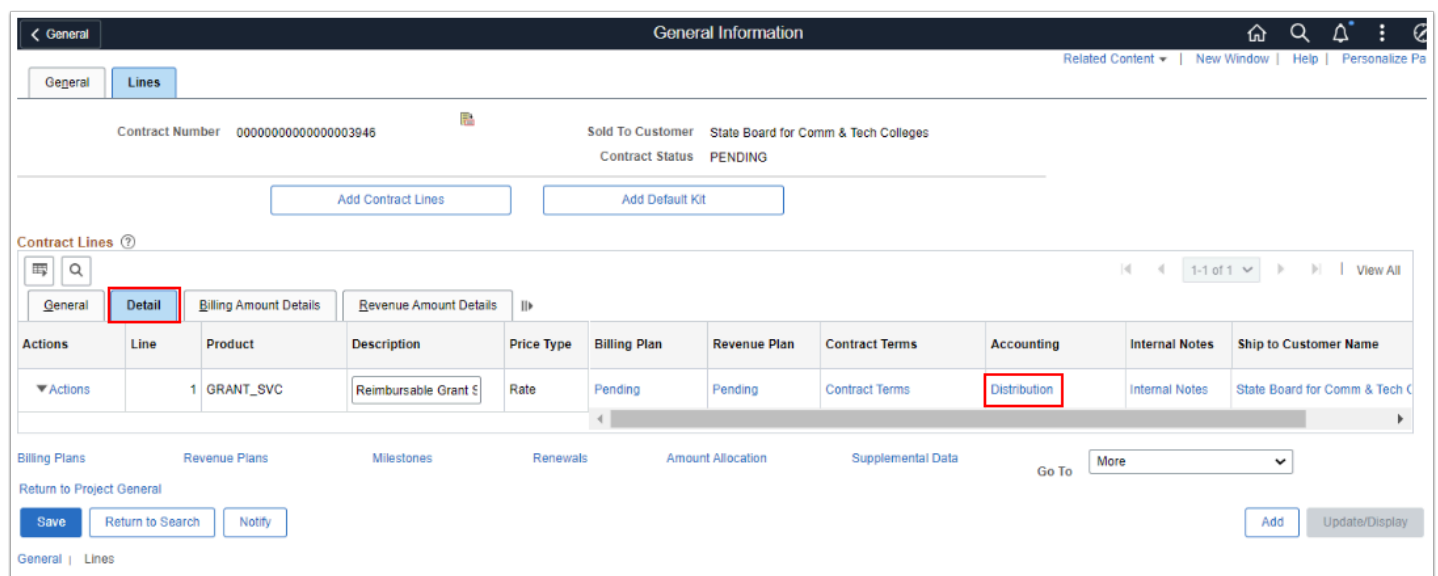
Customer Contracts

8. Finalize and Activate a Cost Reimbursable Contract

Navigation: Customer Contracts > Create and Amend > Define Contract General Info

 Utilize the Search Criteria feature when searching for a specific Grant. For example, select the **Description** and select the drop down arrow to select '**contains**' and enter part of your local college Grant Name, such as **WorkF, BEDA, Master, or EHSP**.

1. On the **Find an Existing Value** tab of the **General Information** search page, look up or enter the **Business Unit**.
2. Look up or enter the Award number in the **Contract** field.
3. Select **Search**. Select the desired results and the **General Information** page displays.
4. On the **General Information** page, select on the **Lines** tab.
5. In the **Contract Lines** section, select the **Details** tab.
6. Select on the Accounting **Distribution** link.



General Information

Contract Number: 00000000000000003946

Sold To Customer: State Board for Comm & Tech Colleges

Contract Status: PENDING

Buttons: Add Contract Lines, Add Default Kit

Contract Lines

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SVC	Reimbursable Grant	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	State Board for Comm & Tech C

Buttons: Save, Return to Search, Notify, Add, Update/Display

7. The **Accounting Distribution** page displays.
8. Select the **Correct History** button which enables you to enter information in the following required fields.
9. In the **Revenue Forecast** section, enter the required field values:
 - a. **Account.** The GL Account associated to the Project Type (5 digits) used in the Project Definitions pages, i.e. 02012 becomes (7 digits) **4020120**.
 - b. **Department.** Value should be the same from the Budget setup process.

10. In the **Contract Asset** section, enter the Accounting Distribution fields that was used in Grant Budget setup process:
 - a. **Operating Unit.**
 - b. **Fund.**
 - c. **Department.**
 - d. **Class.**
 - e. **State Purpose = N.**
 - f. **Project Number.**
 - g. **Optional field values: Program if your college utilizes this field.**
 - h. **Subsidiary.** For OBIS Grants, please use 699000. Please see the [ctcLink Accounting Manual](#) on [Subsidiary](#) for more information.
11. Select the **Save** button.

! Your **Revenue Distribution** should match the **Grant Project Type** from the Award Profile. Per SBCTC OBIS Awards, the Project Type was suggested to be **02012** for **Intercollege Reimbursement**. Corresponding in the Contract, the Revenue Distribution should be set to **4020120** to match the 7 digit requirement of GL Accounts.

Accounting Distribution

State Board for Comm & Tech Colleges

Contract 000000000000000003946 Line Num 1 Description Reimbursable Grant Services

Billing Amount 0.00 Revenue Amount 0.00 Unit WA040 Currency USD

Accounting Distributions 1 of 1 View All

*Effective Date 07/01/2023

Revenue Forecast

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Dept
100.00000000	0.00	WA040		4020120	74003

Contract Asset

Distribution Code	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project	Program	Subsidiary
	1010050	7040	145		74003	118	N	0000008391		699000

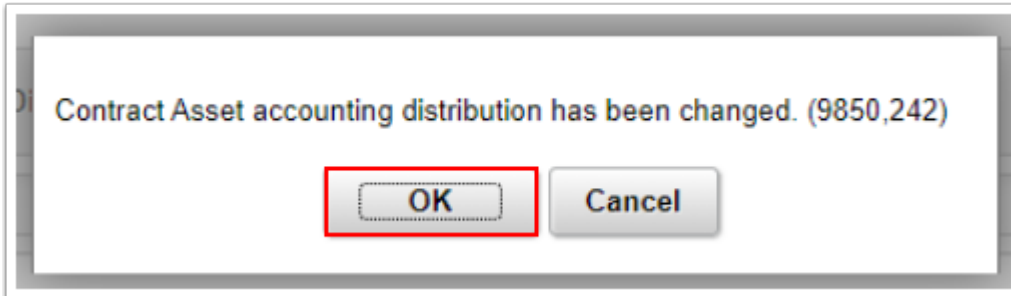
Return to General Information

[Save](#)
[Return to Search](#)
[Notify](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

Note: The valid ChartString in the Contract Asset section. This will be inherited into Billing sort of like a place-holder. If you have multiple Projects to select from within

your Grant, colleges usually select the Primary Project's ChartString. Primary Projects are marked with an asterisk.

12. A message displays 'Contract Asset accounting distribution has been changed.' Select **OK**.



13. Use the scroll bar to scroll all the way to the right to verify if the Contract Asset line is marked as 'Valid'.
14. Select the **Return to General Information** link. The **Lines** tab displays.

Accounting Distribution
State Board for Comm & Tech Colleges

Contract 00000000000000003947 Line Num 1 Description Reimbursable Grant Services

Billing Amount 0.00 Revenue Amount 0.00 Unit WA040 Currency USD

Accounting Distributions

*Effective Date 07/01/2023

Revenue Forecast

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Dept
100.00000000	0.00	WA040		4020120	74003


Contract Asset

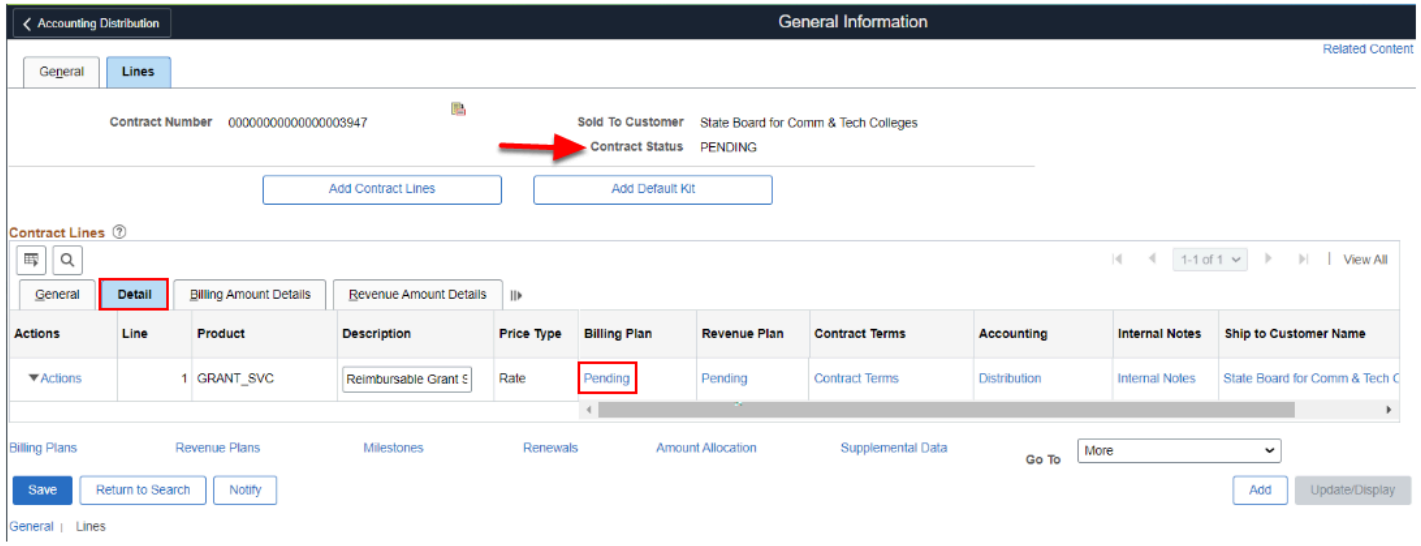
Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project	Program	Subsidiary	Affiliate	Fund A	Valid
1010050	7040	145		74003	118	N	0000006392		699000			

[Return to General Information](#)

Save Return to Search Notify Update/Display Include History Correct History

15. The **General Information** page displays. Select the **Lines** tab.
16. In the **Contract Lines** section, select the **Detail** tab.
17. Select the Billing Plan **Pending** link.

-  Notice the Contract Status is '**Pending**'. Verify both the Bill Plan and Revenue Plan are also both '**Pending**'. Note the Billing manages Revenue. Having the Billing Status at 'Pending' and the 'Ready at Activation' box checked, this will allow the Bill Plan to become activated when the contract is set to Active.



General Information

Contract Number: 000000000000003947

Sold To Customer: State Board for Comm & Tech Colleges

Contract Status: PENDING

Buttons: Add Contract Lines, Add Default Kit

Contract Lines

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SVC	Reimbursable Grant S	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	State Board for Comm & Tech C

Buttons: Save, Return to Search, Notify, Add, Update/Display

18. On the **Billing Plan General** tab, review the **Customer Information** and the **Billing Default Overrides** for any data that needs to be updated.
19. Select **Save**.
20. Select **Return to General Information**.

Define Billing Plan

Contract 00000000000000003947 BI Unit WA040
Sold To Customer FIN00107 State Board for Comm & Tech Colleges Bill To FIN00107 State Board for Comm & Tech Colleges
Billing Plan B101 As Incurred Rev & Bill Plans Currency USD

Description As Incurred Rev & Bill Plans *Billing Status Pending Ready at Activation

Customer Information

BI Unit WA040 SKAGIT VALLEY COLLEGE
*Bill To Customer FIN00107 State Board for Comm & Tech Colleges
Addr Num 2 Grant Coordinator
Bill To Contact 2

Billing Options

Bill Type CA Pre Approved
Bill Source CONTRACTS Direct Invoice
Summarization Template ID SUM_DESCR Summary by Description
Purchase Order

Billing Default Overrides

Invoice Form XMLPUB
Cycle ID DAILY View Customer Defaults
Bill By ID CONTRACT Contract
Payment Method Check
Payment Terms NET30 Due in 30 Days
Billing Inquiry
Billing Specialist BISPEC Billing Specialist
Billing Authority BISPEC Billing Specialist

Transaction Options

Bill Currency Contract Currency
Retainage Options
Items previously held as Retainages
Bill Write-off Hold
Tolerance Options
Minimum Bill Amount 0.00
Final Bill

Return to General Information
Save Return to Search Notify Add Update/Display

21. The **General Information** page displays. Select the **Lines** tab.
22. In the **Contract Lines** section, select the **Detail** tab.
23. Select the **Contract Terms** link.
24. The **Contract Terms** page displays

General Information

Contract Number 00000000000000003947 Sold To Customer State Board for Comm & Tech Colleges
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines

General **Detail** Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SVC	Reimbursable Grant S	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	State Board for Comm & Tech C

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

25. On the **Related Projects** tab, verify the following contract terms;
 - a. Ensure the **Billing Limit** matches the award amount for the award.
 - b. Verify the Rate Set is **AS_INC** for As Incurred or Reimbursable.
 - c. Ensure that all **Associated Projects & Activities** are listed on this page.
26. Select the **Return to General Information** link.

Contract Terms

Related Projects

Contract Number 000000000000000003947
 Amendment Number

Sold To Customer State Board for Comm & Tech Colleges
 Contract Status PENDING

Contract Line 1
 Product GRANT_SVC
 Description Reimbursable Grant Services

PC Business Unit WA040
 Billing Limit 144,000.00
 Revenue Limit 144,000.00
 Discount ID

Transaction Limits
 Perform Limit Checking
 Retainage ID
 Tiered Pricing

Associated Rates

Effective Date	Status	Rate Selection	Rate Set
01/01/1900	Active	Rate Set	AS_INC

Associated Projects & Activities

*Project	*Activity	Description	Description
0000000392	ADM24	FY24 BEDA MASTER GRANT	FY24 BEDA MASTER ADMIN

Create Project Create Activity All Activities

Return to General Information

Save Return to Search Notify Refresh

Amount Allocation
 Update/Display Include History Correct History

27. Continuing on the **General Information** page, select the **General** tab.
28. Enter or use the look up icon to select the Contract Status to **Active**.
29. The page will automatically save, but select **Save**.

General Information

General Lines Amendments

Contract Number 000000000000000003947
 Amendment Number 0000000000

Sold To Customer State Board for Comm & Tech Colleges
 *Contract Status **ACTIVE**

Amend Contract Add to My Contracts

Description FY24 BEDA MASTER GRANT

Contract Admin

Region Code
 Contract Type GRANT
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 07/01/2023
 Contract Role
 Revenue Profile
 Use Project ChartFields: ☐

Processing Status Active
 Amendment Status
 Business Unit SKAGIT VALLEY COLLEGE
 Contract Classification Standard
 Last Amended
 Start Date 07/01/2023
 End Date 07/31/2024
 Last Update Date/Time 06/08/2023 9:21:25AM
 Last Update User ID CTC_KEBERT
 Separate Fixed Billing and Revenue: ☐
 Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify

General | Lines | Amendments


30. Section complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Finalize and Activate a Cost Reimbursable Contract](#). This link will open in a new tab/window.

 Check with your local college business practice or supervisor for the process to setup applicable Combo Codes and/or Item Types. After expense transactions occur, the next step would be to follow the QRG [Reimbursable Grant Contract Billing](#).