Course ID: CO 103
Course: Project Costing, Grants & Grants Billing

September 30th, 2024

Ground Rules

Be on time

Turn off your cell phones when in class

Participate actively in class; refrain from email and internet use

Attendance

Take breaks as needed

Feel free to ask questions

Course Overview

Course Description	This course provides a comprehensive overview of how the establishment of five Constitutional Offices to be separate entities within INFORMS will impact the Project Costing, Grants & Grants Billing processes. This course consists of the following modules: • Module 1: Welcome & Introduction • Module 2: Impacted Business Process • Module 3: Additional Training & Job Aids
Training Audiences	All INFORMS users with Project Costing, Grants & Grants Billing related roles
Prerequisites	None
Estimated Duration	2 Hours

Course Outline

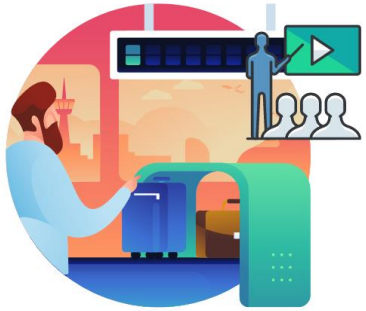
Content
Module 1: Welcome and Introduction
• Lesson 1: COCO Overview
Module 2: Impacted Business Process
• Lesson 1: Grants
• Lesson 2: Project Costing
• Lesson 3: Reports
Module 3: Additional Training & Job Aids

Module 1: Welcome and Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Lesson 1: Continuity of County Operations INFORMS Overview

Course Administration and Logistics

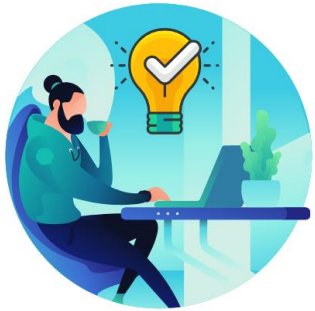
To receive credit for completing this course, attendance must be recorded at the beginning and end of class



Please turn off cell phones and refrain from checking email and the Internet while in class

Actively participate in class

Take Breaks at scheduled times



Ask questions to learn

Be back from Breaks on time

Learning Objectives

At the conclusion of this course, participants will be able to:

- Describe how the establishment of five Constitutional Offices (COs) to be separate entities within INFORMS will impact roles and processes
- Understand the changes due to COCO for the Project Costing, Grants & Grants Billing processes
- Understand how to sign up for additional INFORMS training

Lesson 1: Continuity of County Operations INFORMS Overview

- Scope: Establishment of five (5) Constitutional Offices (COs) to be separate entities within INFORMS FSCM (Financial Supply Chain Management), HCM (Human Capital Management) and Hyperion applications for Financial and Regulatory reporting purposes.
- Implementation Approach:
  - What is **NOT** Changing
    - Chart of Account values, with exception of new General Funds for COs where needed
    - Master Data (ex. Suppliers, Customers, Locations, etc.)
    - Majority of the Workflow Approval Processes
  - What is Changing
    - New GL Business Unit for each Constitutional Offices
    - New Bank Accounts for Constitutional Offices
    - Some Workflow Approval Processes
    - Security Access for GL Business Units and Bank Accounts
    - Reports – Flexibility to run multiple GL BUs, Historical Access for CO MDADE data, etc.
    - Separate instance of Batch Processes and Interface where applicable

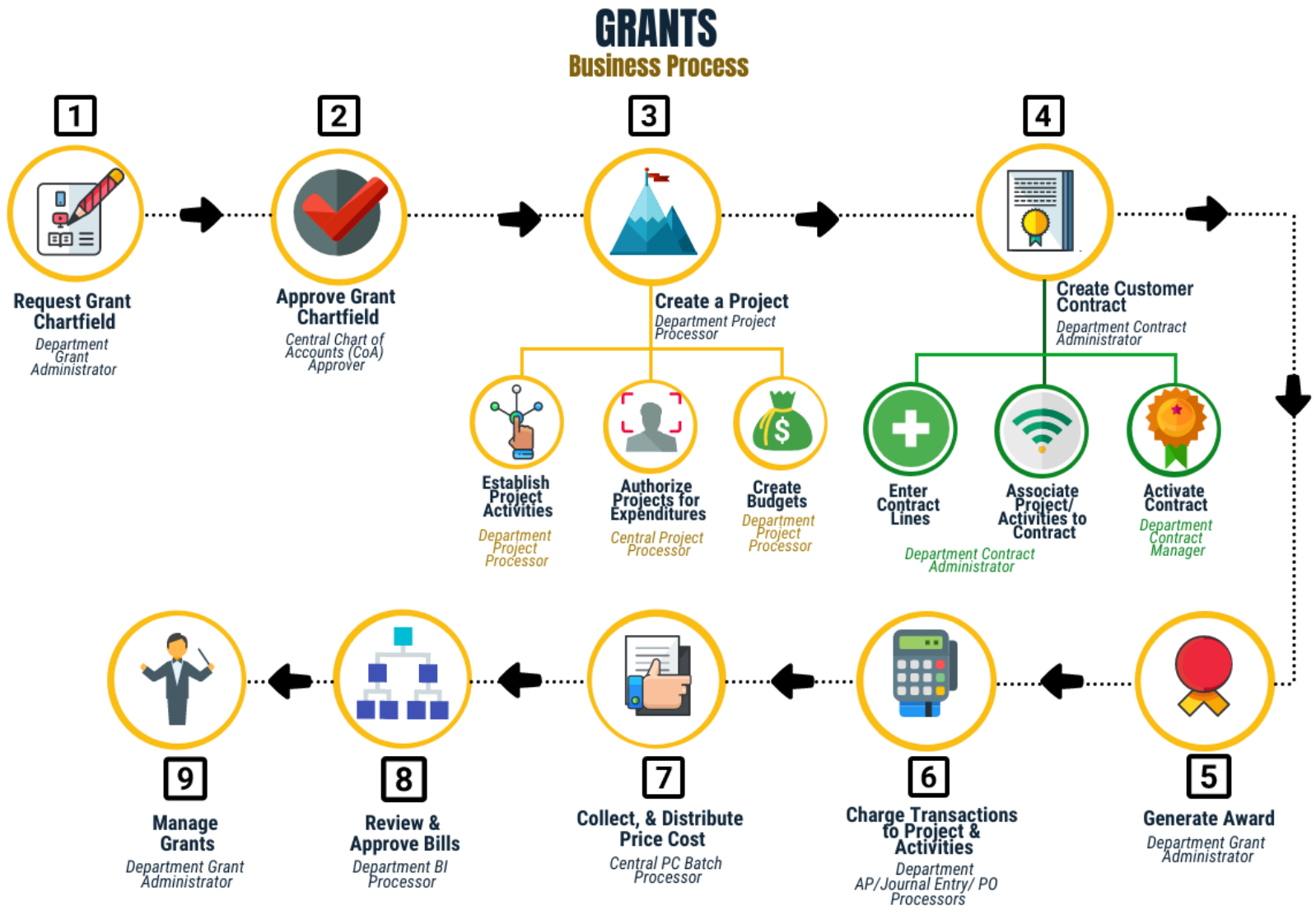
Module 2: Impacted Business Process

Module Topics
Lesson 1: Grants
• Grant Roles
• Grants Business Process
• Grants Process Change
• Key Changes – Grants
• Grants Related Customer Contracts
• Key Changes – Grants Related Customer Contract
Lesson 2: Project Costing
• Project Costing Roles
• Project Costing Process
• Key Changes – Project Costing
Lesson 3: Reports
• Key Changes - Reports

Lesson 1: Grant Roles

Domain	Role Identification	INFORMS End User Role	Description
INFORMS	Departmental	Department Grant Administrator	The Department Grant Administrator is responsible for establishing and submitting grant proposals, generating awards, reporting and managing the grant.
INFORMS	Departmental	Department Grant Manager	The Department Grant Manager will have the ability to view and approve proposals and generate reports.

Lesson 1: Grants Business Process



ROLES

The **Department Grant Administrator** is responsible for establishing and submitting grant proposals, generating awards, reporting and managing the grant.

The **Department Grant Manager** will have the ability to view and approve proposals and generate reports.

The **Central Chart of Accounts (CoA) Approver** is responsible for approving chartfield requests.

The **Department Project Processor** is responsible for the creation/maintenance of Projects and Activities.
This role will create budgets and have access to Project Costing reports.

The **Central Project Processor** has access to view projects and activities and is responsible for activating projects created by departments.

The **Department Contract Administrator** is responsible for creating customer contracts for internal, external, and grant billing.

The **Department Contract Manager** is responsible for reviewing and activating customer contracts for the department.

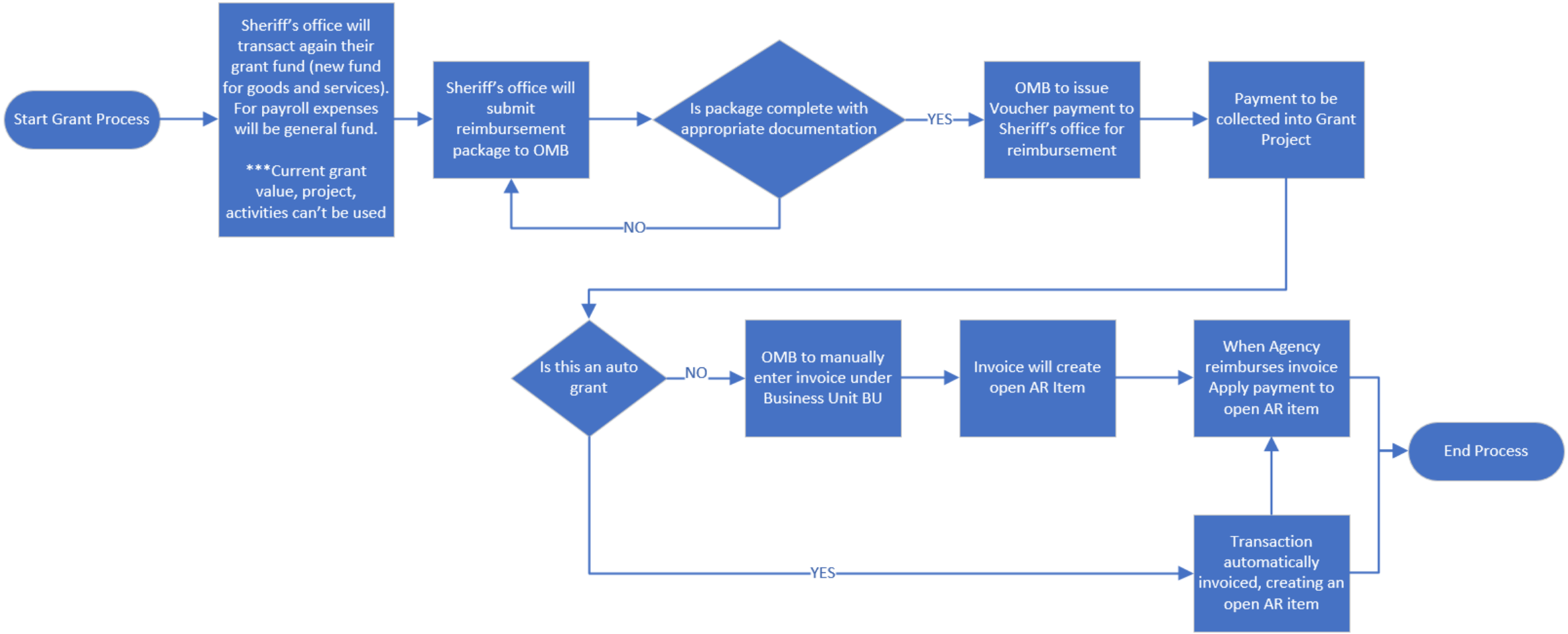
Department AP/Journal Entry/ PO Processors

The respective module processor roles are responsible for entering, researching, deleting vouchers, creating journals and creating and updating Purchase orders.

The **Department BI Processor** is responsible for entering invoices within the BI Module.

The **Central (PC)Batch Processor** has the ability to run all scheduled PC batch processes and jobs.

Lesson 1: Grants Process Change



Lesson 1: Key Changes – Grants

- **New General Ledger Business Unit (GLBU)**
  - All Constitutional Offices will be associated to a new GLBU (field will be defaulted).
- **Newly Awarded Grants**
  - Transition Period (October 1, 2024 – January 6, 2025)
    - These grants will be established under OMB with Miami-Dade County as the legal entity. Constitutional Offices will seek reimbursement from OMB for grant expenses incurred
      - OMB will manage the grant agreement and seeking reimbursement from agencies.
      - CO's shall be responsible for submitting to OMB all financial records and reports as required by the grantor (funding agency).
  - Applied for on and after January 7, 2025
    - These grants will be established under the Constitutional Office as the legal entity and will manage the grant agreement, execution and billing with agencies.
- **In-progress Grant Projects**
  - Existing grant projects are going to be administered under MDADE OMB Grant Coordination unit, with the exception of any grant that has been authorized to be transferred to the respective Constitutional Office
  - The historical accounting data for Grant Projects will remain under the MDADE GLBU.
- **Grant Activation**
  - The Activation of Grant ChartFields will stay in Finance.

Lesson 1: Grants Related – Customer Contracts Process

ROLES

The **Department Contract Administrator** is responsible for creating customer contracts for internal, external, and grant billing.

The **Department Contract Manager** is responsible for reviewing and activating customer contracts for the department.

Department AP/Journal Entry/ PO Processors

The respective module processor roles are responsible for entering, researching, deleting vouchers, creating journals and creating and updating Purchase orders.

The **Department BI Processor** is responsible for entering invoices within the BI Module.

Lesson 1: Key Changes – Grant Related Customer Contracts (Grants within INFORMS)

- **New GLBU**
  - All Constitutional Offices will be associated to a new GLBU
- Constitutional Offices will be their own legal entities and will default based on User Profiles
- **New Grant Customer Contracts (Billing)**
  - The current business process will be followed
  - Contract Accounting will be defaulted to the new Constitutional Office GLBUs and new Constitutional Office legal entities based on user preferences
- **Existing Grant Customer Contracts**
  - Through the transition period, existing Grant contracts will be managed by OMB

Lesson 2: Project Costing Roles

Domain	Role Identification	INFORMS End User Role	Description
INFORMS	Departmental	Department Project Processor	The Department Project Processor is responsible for the creation/maintenance of Projects and Activities. This role will create budgets and have access to Project Costing reports.
INFORMS	Departmental	Department Project Contract Admin	The Department Contract Administrator is responsible for creating customer contracts for internal, external, and grant billing
INFORMS	Departmental	Department Project Contract Manager	The Department Contract Manager is responsible for reviewing and activating customer contracts for the department.
INFORMS	Departmental	PC Viewer	The PC Viewer has the ability to view all Project information.
INFORMS	Departmental	Project Costing Reporter	The Project Costing Reporter has the ability to access all Project Costing (PC) batch reports and PS Query Viewer.

Lesson 2: Project Costing Process

PROJECT COSTING

1. **Create Project**
   Department Project Processor
2. **Establish Project Activities**
   Department Project Processor
3. **Authorize Project for Expenditures**
   Central Project Processor
4. **Create Budget**
   Department Project Processor
5. **Charge Transactions to Project & Activities**
   Department AP/ Journal Entry/ PO Processors
6. **Collect, Distribute & Price Cost**
   Central Project Costing (PC) Batch Processor
7. **Manage Projects**
   Department Project Processor

ROLES

The **Department Project Processor is** responsible for the creation/maintenance of Project, and Activities. This role will create budgets and have access to Project Costing reports

The **Central Project Processor** has access to view projects and activities and is responsible for activating projects created by departments.

The **Department AP Processor** is responsible for entering, researching, and deleting Vouchers.

The **Department Journal Entry Processor** is responsible for the creation of journals.

The **PO Department Processor** has the ability to create and update Purchase orders prior to final PO approval.

The **Central Project Costing (PC) Batch Processor** has the ability to run all scheduled PC batch processes and jobs.

Lesson 2: Key Changes – Project Costing

- **New GLBU**
  - All Constitutional Offices will be associated to a new GLBU (field will be defaulted)
- **Existing Operating Projects**
  - Existing Constitutional Office's operating projects will continue to be managed by the corresponding CO and will be converted to reflect the new GLBU
- **New Operating Projects**
  - The current business process will be followed
  - The Activation of Operating Projects will stay in Finance
- **Existing Capital Projects**
  - Any project solely funded by Constitutional Office funds will be converted to reflect the new GLBU
- **New Capital Projects**
  - When establishing a new capital project, Constitutional Offices shall continue to confirm additional details in CBAT, working with OMB Capital Team if assistance is needed.
  - If the capital project has multiple sources of funding that include funding from MDC (GOB, Grants, etc.), then multiple unique projects and a program must be created in CBAT

Lesson 3: Key Changes – Reports

- Constitutional Offices will be **able to see their historical data** under the MDADE GLBU
- Constitutional Offices will be able **run reports for new data** under their new GLBU
- Some reports will be **updated to contain more prompts** that must be completed prior to running the report
- For select reports, **Finance will have the option to select multiple BUs**. A list of those reports will be provided during training.

Course Content Summary

Participants have completed the Constitutional Office Project Costing, Grants & Grants Billing Overview course, participants now should:

- Understand how the establishment of five Constitutional Offices (COs) to be separate entities within INFORMS will impact roles and processes
- Understand the changes due to COCO for the Project Costing, Grants & Grants Billing processes
- Understand how to sign up for additional INFORMS training

Module 3: Additional Training & Job Aids

Module Topics
Additional Training and Job Aids

Additional Training and Job Aids

For additional information, be sure to visit:

- **Courses**
  - FIN 209A - Create, Maintain, Budget Operating and Grant Projects
  - FIN 209B - Capital Projects Guide
  - FIN 211 - Create and Maintain Grants
- **Job Aids**
  - FIN 209A - Create, Maintain, Budget and Capitalize Projects - Manually Process Grant Billing Job Aid
  - FIN 209B - Creating and Approving a CIP Asset through Project Costing Job Aid
  - FIN 211 - Manual Process for Grant Billing Job Aid
- **For additional information, be sure to visit**
  - Miamidade.gov/informs

Congratulation on successfully completing this course!

CO 103 – Project Costing, Grants & Grants Billing