BOSTON UNIVERSITY

Kuali Research User Guide: Distribute Direct and F&A Costs

Version 5.0: November 2016

Purpose: To distribute obligated and anticipated funds and enter obligated start and end dates.

Trigger / Timing / Frequency: Once an award hierarchy has been created and finalized and you are ready to add date information and distribute funds to a child or children.

Prerequisites: Parent award and children in the hierarchy have been finalized.

User Group Roles: Awards

Menu Path: Central Admin > Award Document > Time and Money button

Tips and Tricks: The Time and Money Document is created at the parent level, and shared by all nodes of the hierarchy, and can be accessed from the parent award or any child award within the hierarchy by clicking the blue Time and Money button in the upper right hand corner of the award document.

Results and Next Steps: After funds have been obligated to the appropriate child awards, an award budget is created for each child award holding obligated funds.

Process

Once all nodes and child awards have been created, the Time and Money Document is used to distribute obligated and anticipated funds to the appropriate nodes of the hierarchy. The Time and Money document is also used to enter the obligated start and end dates. The Time and Money document is shared by all nodes of the hierarchy, and can be accessed from the parent award or any child award, but is created at the parent award level.

Contents

A. Create Time and Money document

All documents in the award hierarchy should be finalized prior to creating a Time and Money document. From any node in the award hierarchy, click on the 1) blue Time and Money button found on the upper right corner of any award document page.
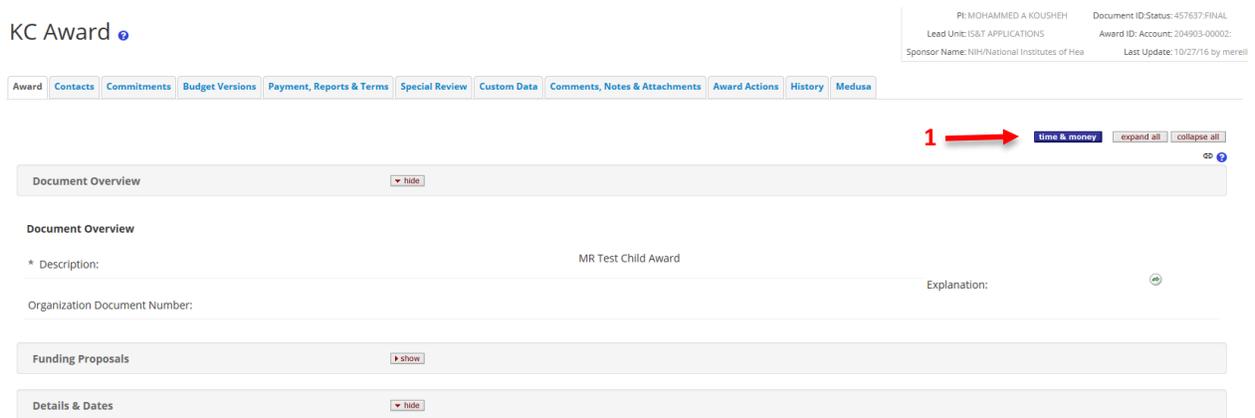
The Time and Money document will open.

Note: If this is the first Time and Money document being created for the award hierarchy, the document will automatically open in Edit mode. If you are updating a Time and Money document currently in place on the award hierarchy, you will need to scroll to the bottom of the document and click the 1) edit button.

B. Complete the Time And Money Tab

C. Complete the Document Overview panel

Document Overview ▾ hide

Document Overview

* Description:	timeandmoney document	Explanation:	
Organization Document Number:			

Data Quality	SOP Definition / Use	Required
Description	The document description should be the first portion of the award title. Note: This currently defaults to 'timeandmoney document' so it will need to be adjusted accordingly.	Yes

D. Review and complete the Award Hierarchy panel.

You may need to use the 'Expand All' link to display all nodes of the hierarchy.

Award Hierarchy ▾ hide

Award Hierarchy

Transaction Type Code	Notice Date	Comments
1 New	2	3

5 Go To: 204903-00001 go   ● current ○ pending   Totals

2 Nodes: ⊟ Collapse All ⊞ Expand All	Oblg. Start	Oblg. End	Project End	Oblg. Direct	Oblg. F&A	Oblg. Total	Ant. Direct	Ant. F&A	Ant. Total
⊕ 204903-00001 : : MOHAMMED A KOUSHEH : IS&T APPLICATIONS 4			10/26/2018	0.00	0.00	0.00	0.00	0.00	0.00
⊕ 204903-00002 : : MOHAMMED A KOUSHEH : IS&T APPLICATIONS			10/26/2018	0.00	0.00	0.00	0.00	0.00	0.00

Data Quality	SOP Definition / Use	Required
1) Transaction Type Code	This field captures the nature of the current action taking place in the system. On a new award, Pre-Award, New, or Renewal should be selected. On modifications, select the appropriate transaction type.	Yes

2)	Notice Date	This field captures the date listed on the notice of grant award.	
3)	Comments	A detailed description of the transaction is entered in the Comments section in order to understand historical transactions in the future.	
4)	Obligation Start and End Dates	The obligated start and dates, as defined by the sponsor, must be entered for each node in the hierarchy	Yes
5)	Go To	By using the drop down menu, select the parent account that you want to go to and click go. When you click on the blue **Return to Award** button you will be returned to the account that you selected.	

> ⚠️ The Transaction Type Field on the Time and Money Document is a very important field, as it will drive internal University reports on dates and dollar amounts for each transaction.

E.   Complete the Direct/F&A Funds Distribution panel.

This panel is used to capture the amount of direct and indirect costs anticipated for future budget periods (out years) at the parent level. During an initial award setup, the 1) number of budget periods on this panel is based on the number of budget periods in project period specified on the award tab of the parent award document, but can be edited/modified as needed.

Enter the amount of anticipated 2) direct costs and 3) F&A costs for each budget period. If no other funds are anticipated for the first year of the award then the amount anticipated should equal the amount obligated. Click on the 4) recalculate button to calculate the Total Anticipated (Direct and F&A) costs. Save Time/Money document.

F.   Distribute funds to the child awards on the Transactions panel.

This panel is used to distribute funds to a hierarchy node from an external (sponsor) source or from another node in the hierarchy. At any given node in the hierarchy, the obligated amount can't exceed the anticipated amount.

Click on the Show/Hide button to open the Transaction Panel. Select the appropriate 1) budget period to which funds are being obligated. Select the 2) Source Award. During a new award, the Source Award should be set to External Source. Select the 3) Destination Award.

The Destination Award must be a child at the lowest level of the hierarchy. A parent award, as well as any other group node with child awards beneath it, may not hold distributable funds.

Enter the 4) Obligated Directs, 5) Obligated F&A, 6) Anticipated Directs, and 7) Anticipated F&A to be distributed to the child award. At any given child award in the hierarchy, the obligated amount can't exceed the anticipated amount. Click Add.

Repeat steps 2 through 7 to create multiple transactions and distribute funds to other child awards in the hierarchy.

Data Quality	SOP Definition / Use	Required
4) & 5) Obligated Amounts	At any given level of the hierarchy, the Direct and F&A amounts authorized for expenditure by the sponsor.	Yes
6) & 7) Anticipated Amounts	The anticipated amount represents expected sponsor funding for the entire project period, defined as the current obligation plus anticipated incremental funding and future year funding. At the sponsored program level, the anticipated Direct and F&A amounts should display the amount that node is expected to hold over the life of the award.	Yes

   G.   Submit Time and Money Document

Click on the 1) Submit button to complete the Time and Money document.

You will be presented with a message that the document is processing and will have the option of clicking the 2) return to portal link, which will exit the portal and bring you back to the main menu.

Kuali Transactional Document Postprocessing Holding Page

If you do not click on the button to return to portal, the Time & Money Document will finish reloading. Once the document has completed reloading, verify the document was 1) successfully submitted at the upper left hand corner of the document. You may review the T&M document to ensure funds were distributed appropriately. Verify that the 2) Document ID Status is Final, and click the blue 3) return to award button to exit Time & Money and return to the award.

H. Action Summary and History Panel

| Time And Money | Action Summary and History |

Click on the Show/Hide button to expand the Action Summary panel. The Action Summary panel summarizes the time and money transactions on the award.

Action Summary (204903-00001)		▾ hide			

Action Summary

Notice Date	Transaction Type Code	Obligation Start Date	Obligation End Date	Obligated Cumulative	Obligated Change
10/04/2016	New	10/31/2017	11/01/2017	0.00	0.00
10/04/2016	New	10/31/2017	11/01/2017	0.00	0.00
10/04/2016	New	10/31/2017		0.00	0.00
10/04/2016	New			0.00	0.00

Click on the Show/Hide button to expand the History panel. The History panel provides a full history of the award, including award document versions and associated time and money transactions.

Kuali Research Document Action Command Buttons Definitions

Submit   Moves the document (through workflow) to the next step in the process. Once a document is submitted, it will temporarily go to a Kuali Transactional Document Postprocessing Holding page and you will have the option of clicking the 'return to portal' button to finalize and exit to the portal. If you do not click the 'return to portal' button, the refresh will complete and you will be returned to the Time and Money document with the status in a final state. If there is no workflow for a specific document, the submit button works the same as Blanket Approve.

Save   Allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's Action List for completion and routing at a later time.

Reload   The document will be refreshed by the system, which may update the document status if any workflow is enabled.

Blanket Approve   Bypasses all subsequent levels steps in the process and immediately moves a document to final status. Anyone who would normally have received the document for approval receives an Acknowledgement request instead. This action may only be taken by an Administrator.

Close   Signifies that you wish to exit the document. The system displays a message asking if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.

Cancel   Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval. They may be copied, however, to a new document.

Send Ad Hoc Request   Allows the user to route the document to a specific user or group for review