

CGI Advantage[®] 4

Cost Accounting User Guide

CGI

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Cost Accounting Overview

CGI Advantage Financial Cost Accounting is designed to meet governmental Cost Accounting requirements related to tracking and controlling internal and external funding sources. CGI Advantage Financial provides all of the functionality necessary for the management and prompt reimbursement of grant and project costs.

Cost Accounting is the tracking of accounting events that are associated with a special purpose. The purpose could be defined by funding received from an outside entity (for example, a Federal award or third-party award) or the purpose could be grouping costs together for internally defined reasons (for example, for a special spending initiative or specific costs incurred to provide a service). In many cases, Cost Accounting activity is tracked for purposes of billing an outside entity to reclaim some or all of the costs.

> Key functions and features

- Project Management to meet Federal Highway Administration (FHWA) and other general project requirements
- Grant Management to handle Federal and non-federal funding sources
- Internal Governmental Billing (tracking and billing of internal customer type work)
- Identification of Funding Participation through the use of Front-end Split and Back-end Split processes
- Reimbursement/CMIA Functions and Processes
- Budget Establishment and Maintenance for Cost Accounting
- Reimbursable Budget Structures
- Periodic Tracking and Reporting
- Overhead Rate Process
- Cost Allocation Process (Documentation can be found in the Cost Allocation User Guide)

> Interaction with other areas

Cost Accounting overlaps with many other areas of CGI Advantage because the Cost Accounting chart of accounts are universal:

- Accounts Payable
- Accounts Receivable
- Budget Control
- Budget Preparation
- Fixed Assets
- General Accounting

- Grant Lifecycle Management
- Human Resource Management
- Internal Costing
- Procurement

Cost Accounting Business Process Life Cycle

The business processes in the Cost Accounting life cycle include:

- Defining Cost Accounting Chart of Account Attributes
- Establishing and Maintaining Cost Accounting Budgets
- Applying Overhead Percentages for Indirect Recovery
- Performing Reimbursement Activities
- Reclassifying/Correcting Reimbursement Costs
- Archiving Completed and Aged Cost Accounting Data

Discussion: Reimbursable and Non-Reimbursable Major Programs

A key decision that must be determined prior to setting up the Cost Accounting COA data is whether the Grant, Project or Job is reimbursable or non-reimbursable. This information is critical to Major Program and impacts the children tables within the Cost Accounting module. There are many reasons to utilize the reimbursement functionality within Advantage Financial:

- Reimbursement seeks revenue for money that was spent and the reimbursement is usually defined up front for a Program. In turn, setup can take place prior to expenditures in an effort to simplify recording reimbursements.
- Delayed reimbursement hurts cash flow and loses interest
- Prompt reimbursement improves cash flow

Sites can use Cost Accounting without taking the additional steps to automate reimbursement. The Cost Accounting COA codes can be used for setup, budgeting and reporting. The calculations for reimbursement would be performed outside Advantage Financial. Setup for non-reimbursable programs entails the following simple Cost Accounting COA elements:

- **Needed:** Major Program and Program
- **Optional:** Phase, Program Period, Task Order, and Rollups

Common Terminology

This topic contains an alphabetical list of terms that are common in Cost Accounting Setup and Reimbursement, and a definition for each one.

0-9 | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) |

[V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

- › **Back-End Split**

Back-End Splits performs the funding source calculations by generating charge transactions and records the accounting codes and the funding participation information to execute Back-end Split. This occurs during the periodic offline Reimbursement processing instead of at the point of transaction entry. Back-end Split generates charge transactions to execute Back-end Split online and updates the Back-end Split Charges bucket in the Reimbursable Budget structure.

- › **BFY Back-end Split**

The BFY FES feature available through Cost Accounting can change the BFY at the posting line level from what was on the accounting line so that budget dollars are used in a FIFO basis.

- › **Front-End Split**

Front-End Split performs the funding source calculations for expenditures at the point of transaction entry. Front-end Split adjusts the input transaction to infer and record the accounting codes and the funding participation information at the time of entry. You can optionally determine use of Front-end Split (FES) by selecting the FES split option individually for each Major Program.

- › **Funding Award Controls**

There are three separate means of funding control whereby agreed upon limits of funding are edited against by reimbursement budget transactions awarding spending authority to Funding Lines. These can be used separately or in conjunction with each other: Funding Source Control, Funding Group Control, and Funding Allocation Control.

The Funding Source Control page allows you to define an award limit by Funding Year, Department, Region and a Funding Source. That source can be a Federal Appropriation Number, single Debt ID representing a bond issue, or any other means of funding entered as Other Funding Source on a Funding Line.

The Funding Group Control page allows you to define an award limit by Funding Year, Department, and Funding Group. A group is a collection of individual funding sources.

The Funding Allocation Control page allows you to define an award limit by Funding Year, Department, and Funding Allocation ID. An allocation is a collection of individual funding sources.

- › **Funding Profile**

The Funding Profile table allows you to establish a high-level code that captures the billing characteristics of an expenditure (for example, standard billing, administrative costs, and ineligible). It identifies funding relationships within Major Program.

> **Funding Priority**

Funding Priorities are "children" to the Funding Profile, and define one or more sequential billing ceilings according to the agreements with funding sources. It specifies the "stages" of billing for a Funding Profile. Priorities are defined in sequential, numerical order to ensure proper progression through the agreements.

> **Funding Line**

A Funding Line is the third level of funding structure, defining information related to each internal or external funding participant within the associated funding agreement. Line numbers are sequentially assigned by the application. For internal funding sources that belong to a different department from that of the Major Program, a fourth level of funding structure is used to capture additional information called Internal Buyer Funding Line.

> **Funding Split Log**

The Funding Split Log stores information about how a transaction was split, and provides the detail needed to back out the transaction's original reimbursement postings. This information is available for each transaction that has been processed and selected by the Reimbursement Selection and Calculation process, regardless if the transaction was front-end split, or will be back-end split.

> **Major Program**

Defines the high level initiative under which funds are received and identifies global characteristics for all programs defined beneath.

> **Overhead**

For certain grants and projects, a certain percentage of direct costs can be used to create overhead charges that are not financial in nature, but can be billed to one or more funding sources for reimbursement.

> **Phase**

This COA is an optional breakout of Program for tracking and/or budgeting purposes. Phases are first defined by Department apart from any Program. Then with each Program that will use Phases, those Phases that will be used are defined to that Program with many attributes extended from Program to that level of combination.

> **Program**

Defines the breakdown of Major Program based on budgeting, reporting and/or Chart of Accounts inference requirements.

> **Program Period**

The Program Period, when used, is the fiscal reporting period, typically the fiscal year, of the funding source that must be tracked for proper reporting and budgeting. It establishes your entity's official reporting periods (for example, Federal Fiscal Year) under each Major Program.

› Reimbursement Budget Structure

There are three such budget structures delivered with CGI Advantage that contain the funding structure chart of account elements of Funding Profile, Funding Priority, and Funding Line. These structures track both spending and revenues along with a unique budget amount called Awarded. Their primary use is not to issue budget control errors (although that is possible) but to control the splitting of costs incurred out to the defined funding sources for those costs.

Structure 39 – Contains Program Period thus is used primarily for grants.

Structure 40 – Contains Phase thus is used primarily for projects.

Structure 88 – A level above 39 and 40 contains just the Program and is used either for grants or projects.

› Reimbursement

This process is the primary one for Cost Accounting whereby funding sources provide the reimbursement of agreed upon funding for grants and projects. The setup is across multiple reference pages both inside and outside of Cost Accounting and the process is automated by a series of system processes.

Major Features

The major features of Cost Accounting are detailed in the following topics:

- [Splitting](#)
- [Reimbursement](#)
- [Streamlined Task Order Billing](#)
- [Overhead](#)
- [Funding Source Control](#)
- [Funding Line Smoothing](#)
- [Project Approval from FHWA-FMIS](#)
- [FHWA Electronic File](#)
- [Program Asset Generation](#)

Splitting

There are two ways to split costs incurred to a Major Program into the funding sources defined. One is real-time and the other is by later system processing. The real-time split is known as a *Front End Split*. Here the information entered on the accounting line of a transaction triggered the inference of a Funding Profile based on the reimbursement eligibility of the Program, Phase, Program Period, Object, and Activity chart of account codes used (Note: all are not required to be used). The information at the accounting line is then augmented by setup on the Funding Lines inferred as part of a system analysis of setup on the reimbursement budget structure defined to the Major Program. The other type of split – *Back End Split* – uses all the same setup but is not generated at the posting lines of the original transaction but with a separate Charge transaction created by the Reimbursement Selection system process.

A primary difference between front end and back end splitting is when and how the different spending budget structures are updated. With front end split, the spending budgets of the various funding sources recorded after chart of account augmentation based on the Funding Line setup for the Major Program are updated in real-time. Back end splits occur during regularly scheduled system processing to generate Charge transactions, which do not book expenditures to the various Funding Lines, but book a non-financial type charge instead. With this method, the only spending budget line updated was that of the single set of accounting line chart of accounts. If selected for an internal reimbursement, then there can be an expenditure credit or revenue for the Department of the Major Program in conjunction with an expenditure for the internal funding source.

Please note that although splitting tends to mean a 1:n relationship, it can also be a 1:1 relationship if a grant is 100% reimbursable by the grantor or a project is funded 100% by an internal or external source. As the Reimbursement section also mentions, reimbursement is not possible without a split.

In addition to splitting costs according to the reimbursement budget structure, there is an additional split that can occur based on Budget Fiscal Year using a spending or appropriation type of budget structure. This feature is known as Budget Fiscal Year Front End Split (BFY FES). This split is used when older funding should be consumed before newer funding (FIFO). The Use FIFO for Posting Line BFY indication must be set to true for a given Funding Line to use this feature.

> BFY FES Scenario

The BFY FES functionality is best expressed in a simple example before looking at the various components and process flow. Assume that Program PROJ01 is funded from three Appropriations:

- 25% of the work is funded by Appropriation CP01 – a Capital (Continuing) Appropriation. Assume that the BFY being spent from is **2012** at the time of this example.
- 25% is coming from a second Capital Appropriation CP02, which is spending BFY **2011** at the time of this example.
- 50% of the work is funded by Appropriation OP06 – an Operating Appropriation. Assume that spending from this Appropriation is current BFY, and the current BFY is **2014**.
- Assume that the CP01 line only had \$1K available in 2012, \$0K available in 2013, and \$100K available in 2014.

The three Appropriations would be defined on three Funding Lines within a Funding Profile/ Funding Priority for the Project's Major Program. The Front-End Split fields for each line would show the Appropriation that should be recorded. The Funding Lines that hit CP01 and CP02 would have the Use FIFO for Posting Line BFY indication is *true*. The Funding Line that hits OP06 would not have the indication.

Now money is spent for the project (e.g. contractor costs). The payment Accounting Line points to the project, and invokes the Front-End Split. For space, only a limited number of COA are shown.

Accounting Line

Event Type	BFY	FY	APD	Dept	Fund	Appr	Program	Dollar Amount
AP01	2014	2014	5	25	1100	OP06*	PROJ01*	\$12,000

**The Appropriation on the accounting line could have been any value and did not have to be OP06 for this split example.*

Posting Lines

PL	BFY	FY	APD	Dept	Fund	Appr	Program	Funding Line	Posting Amount
1	2012	2014	5	25	1100	CP01	PROJ01	1	\$1,000
2	2014	2014	5	25	1100	CP01	PROJ01	1	\$2,000

3	2011	2014	5	25	1100	CP02	PROJ01	2	\$3,000
4	2014	2014	5	25	1100	OP06	PROJ01	3	\$6,000

Note that the Appropriation from the Accounting Line was overlaid on the Posting Lines based on Funding Line setup but also the BFY was set on posting lines 1, 2 and 3 by the BFY FES logic. Line 2 just happens to have the current year at the time of this scenario because the BFY FES logic applied only \$1000 to 2012 (all the available amount according to the control ID), could not apply any to 2013 because nothing was available, and finally applied the remainder for that Funding Line to the current BFY of 2014.

When there is a spending credit being applied because of a credit memo or other similar transaction, the BFY FES logic does not 'walk the credit forward' but rather applies it all in the earliest BFY found that is active. Should the credit be applied differently, the Cost Accounting Journal Voucher (JVC) has to be used.

This active budget line concept is important in the management of continuing budget lines. Once funding has been exhausted in a BFY and no further activity should occur against that BFY, the budget line should be deactivated with a budget transaction. Failure to do so could result in the BFY being re-opened for further activity.

BFY FES can use the Start and End Dates found on budget lines. The Record Date of a transaction being processed is compared to any Start or End Date specified for a budget line read in the process. If equal to either date or between them (note either could be blank), then the process will look to see if the budget line is active. If so, the feature considers the budget line. If not active, the feature skips the record.

There are several setup considerations when using the BFY FES feature:

1. There has to be a BFY Staging Profile that has states that extend further out into where FY > BFY as many postings from this feature will be of that type. The BFY=FY rule that many apply to most activity will only exist is a subset of cases with this feature.
2. Cross year payment logic cannot be used so that the Spending BFY Stage Definition page always has Not Applicable for the Accounts Payable Period field.
3. Automated Accrual feature cannot be used, the ACCA and ACLA transactions, as those transactions have conflicting logic to set the BFY at the posting line level. If this accrual feature is desired for the non-continuing appropriations, the continuing ones should be excluded with the Automated Accrual / Accrual Clearing Exclusions (ACRE) page.
4. Manual Accrual transactions (ACC and ACL) cannot be used with any event types that belong to the ACC and ACL event categories because conflicting logic exists in those to set the BFY at the posting line.
5. When entering vendor refund receivables on the Receivable (RE) transaction, the AR31 event type for that purpose should be used and not the AR30 event type. The former does not have an expense budget impact where the later does. In the event

that the Application Parameter for AR Reference Option is set to 3, there would be conflicting logic to set the BFY at the posting line.

6. When rolling open encumbrances and pre-encumbrances, the Parameters for Roll Process (RLPA) entry used should exclude all continuing appropriations.
7. The automatic budget line generation feature on the Required Budget (REQBUD) page should not be turned on for the budget structure that controls BFY FES as the BFY FES logic needs to budget lines to exist prior to transaction validation.
8. BFY FES logic assumes that the same Appropriation (and other budgeted COA defined for a Funding Line) be used across years and mean the same each year. If the budgeted COA change then there has to be a good deal of manual interaction with Funding Line setup as older budget lines are 'used up.'
9. The BFY FES Control ID cannot be one that has a pending budget amount defined directly in the control formula. The control cannot have a < or > operand. The control can only have budget amounts in either the left or right-hand side field so that the other is zero.
10. Finally, the amounts in the budget control (directly or indirectly from a calculated amount) all have to exist on the BFY FES Budget Structure.

Besides the primary setup mentioned above, there are a number of other configurations used in splitting:

1. Front End Split Requirements
2. Application Parameters
 - a. Perform BFY Logic in FES (BFY_FES) – Turns on or off BFY FES.
 - b. BFY FES Budget Structure (BFY_FES_STRU_ID) – Defines the spending or appropriation budget structure used for BFY FES.
 - c. BFY FES Budget Level (BFY_FES_LVL_ID) – Defines the budget level within the BFY FES budget structure.
 - d. BFY FES Budget Control ID (BFY_FES_CNST_ID) – Defines the budget control that is used to evaluate how much funding is available on a BFY FES budget line.
 - e. Reimbursement Budget Availability (REIM_BUD_AVAIL) – Defines the budget control that is used to evaluate how much funding is available on a reimbursement budget line. As delivered controls 13, 14, 29, and 41 are available. Controls that use a < or > are not allowed.
 - f. Reimbursement Budget Total Costs (REIM_BUD_TOT_COSTS) – Defines the budget amount(s) that represents the total amount of costs that can be applied to a reimbursement budget line. As delivered, the Awarded amount (21) is the only amount but Revenue Credits (28) can also be listed.

Reimbursement

Splitting does not perform the actual reimbursement; it only identifies the funding provider. It is the Reimbursement process that performs the actual reimbursement functions. CGI Advantage Reimbursement is a robust set of system processes that supports the prompt and accurate drawdown of money from funding sources. Program accountants schedule reimbursement for the required billing cycles: daily, weekly, bi-weekly, semi-monthly, monthly, specific date range, etc. Various funding sources can all have different billing cycles - only the applicable entries will be included on any single reimbursement billing run. Reimbursement automatically calculates drawdowns from Federal funding sources. These drawdowns can be created on any cycle necessary (including the weekly cycle specified). The drawdown requests for any funding source can optionally generate electronic data exchange output, to include the Federal Highway Administration (FHWA) format. For more information, refer to the Reimbursement Output Process run sheet in the *CGI Advantage Cost Accounting Run Sheets*.

> Reimbursement Scenarios

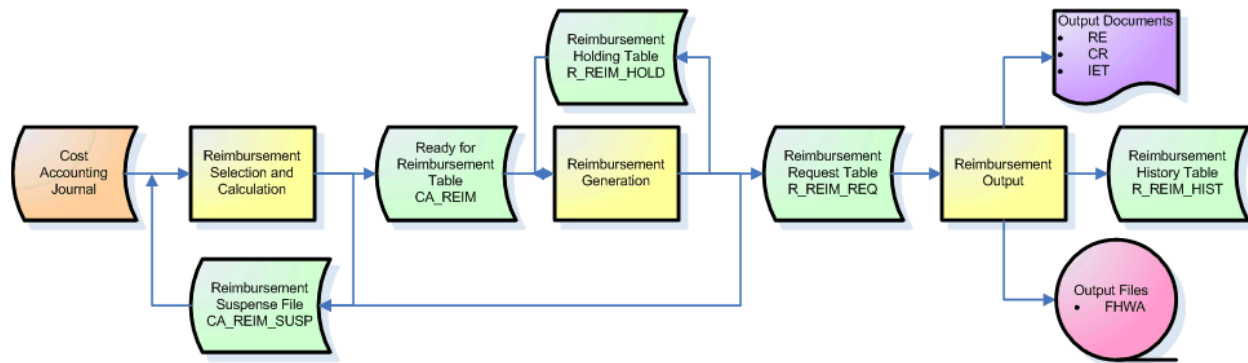
Scenario	Examples
<ul style="list-style-type: none"> • External Billing • Receivables for external funding sources Option: also Cash Receipts to submit when Receivable is paid 	<ul style="list-style-type: none"> • Grant billed to federal agency • Project construction billed to another municipality • Job for repairs that will be billed to a private citizen/company
<ul style="list-style-type: none"> • Internal Billing • Create Internal Exchange Transactions. • Two accounting models: Expense/Revenue and Expense Transfer 	<ul style="list-style-type: none"> • Grant costs paid by a matching funding stream • Project billed to a bond fund • Project funded by a grant • Job billed between Departments

While reimbursements of costs incurred can be recorded manually, this term is used to refer to the automated processes for reimbursement billing and collections from external funding sources and recording reimbursements for internal funding sources. In the event manual billing is necessary, the system features for automated reimbursement can be used up to the point of transaction creation, which is not done but reports generated instead.

The Cost Accounting reimbursement functionality is divided into the following three major processes:

1. Selection and Calculation
2. Reimbursement Generation
3. Reimbursement Output

These three processes are inter-related and must be executed in a sequential order to satisfy the requirement of cost reimbursement programs administered by governmental entities. See the diagram below for an overview.



There are a number of setup pages to control reimbursement from start to finish. Some are optional for all Major Programs, others are optional only for certain Major Programs, and others are required for all Major Programs. The concept of reimbursement is a complex one with many variables. It is best to review all of the pages listed under the [Reference Pages](#) topic of this user guide as well as the multiple system processes that are listed in the [Advanced – Batch Processing](#) section of this user guide. Lastly, the run sheets in the *CGI Advantage Cost Accounting Run Sheets* will contain full details on each of these system processes.

Streamlined Task Order Billing

The Task Order chart of account element has this reimbursement billing feature that is a simplified manner of regular reimbursement. When an internal funding source is the only type of funding and the funding structure is constant (e.g. no need for different Funding Priorities), then this feature is setup on the [Task Order](#), [Task Order Inference](#), and [Task Order Buyer Line](#). Similar Task Orders re-use a defined Major Program, Program, and possibly Phase as part of the [Reimbursement Output](#) system process to generate Internal Exchange Transactions to reimburse the Task Order and record expenditures in the internal funding source(s).

An optional setup, and one that is not part of the reimbursement process as with normal reimbursement, is the use of the Task Order budget structure (#47). That budget is used for tracking and controlling Task Order spending only.

Overhead

Certain funding agreements contain a provision for being reimbursed for a percentage of costs not directly attributable to a Major Program by applying an 'overhead' percentage against the costs directly attributable to a Major Program as a form of estimating indirect costs. The Overhead Rate system process reads setup from a series of reference pages and applies that to transaction activity processed since the last run to create transactions that record a non-financial charge to the Major Program, which can then be selected for reimbursement billing. Those reference pages include:

- [Major Program](#)
- [Overhead Rate Exception](#)
- [Overhead Rate Parameters](#)

Funding Source Control

As agreements are made with different funding sources, internal such as a bond issue and external such as FHWA, those agreements are defined into the reimbursement controls with each individual Major Program funded. In an effort to ensure that a Department does not exceed the agreed upon amount, CGI Advantage Cost Accounting has three different control definitions can be use separately or in conjunction:

- Funding Source Control
- Funding Group Control
- Funding Allocation Control

Those pages can be maintained directly or with the aid of a Funding Source Control transaction for an audit trail and approvals. A series of reference pages exist to support this type of control:

- Region
- Federal Appropriation
- Federal Program
- Funding Allocation

Funding Line Smoothing

The situation can exist where the system is not rounding the dollars posting to funding lines within a priority correctly in all situations where the funding priority budget is exhausted. The system will always round the pennies of the funding line to the first line within a priority. This can result in the funding lines, within a non-overflow funding priority, encountering budget constraint errors because one line would be exceeding the budget amount by pennies whereas the other lines would be under by the same amount. Furthermore, a funding source may reject the reimbursement request if it is even one penny more than the agreed upon amount.

While the [Reimbursable Expense Adjustment](#) system process exists to correct for certain balancing conditions, the Application Parameter of Funding Line Smoothing Tolerance Limit (FUND_LN_SMOOTH_TOL) exists to provide a tolerance amount in real-time to adjust split posting lines in order to reduce the number of rounding issues. This logic is invoked when the tolerance is greater than zero and the remaining budget within a Funding Line is exhausted (i.e., negative) yet the entire Funding Priority is not exhausted. The tolerance determines the maximum amount that can be smoothed. If the tolerance is exceeded, the transaction will reject with the A4145 error: A4145.

> Smoothing Scenarios

Scenario 1 - Two Manual Disbursement (MD) transactions are processed where the first transaction does not exhaust the funding priority but the second transaction does exhaust the funding priority.

For this scenario - Assume the following:

- Tolerance = \$0.00

- (Awarded + Revenue. Credit) must be greater than or equal to (Cash Expenses + Charges + Back End Split)" is activated by one of the Budget Control reference pages.
- Front End Split – 2 funding lines with a 50/50 split
- MD #1 is entered for \$195.17
- MD #2 is entered for \$300.01

Budget Lines			
Funding Profile	FPF1	FPF1	FPF1
Funding Priority	1	1	99
Funding Lines	1	2	1
Availability	200.00	200.00	500.00
MD #1	97.59	97.58	0.00
Availability	102.41	102.42	500.00
MD #2	102.42	102.41	95.18
Availability	-0.01	0.01	404.82

- Notice the MD #2 rejects with 'A3269' due to the rounding error.

Scenario 2 - In the example illustrated above, if the Tolerance is \$0.01 then the System will shift \$0.01 from Funding Line 1 to Funding Line 2 within the 1st Priority so that 2nd MD transaction will be submitted successfully by the system and all the Funding line budgets will be used to the fullest extent.

Budget Lines			
Funding Profile	FPF1	FPF1	FPF1
Funding Priority	1	1	99

Budget Lines			
Funding Line	1	2	1
Availability	200.00	200.00	500.00
MD #1	97.59	97.58	0.00
Availability	102.41	102.42	500.00
MD #2	102.41	102.42	95.18
Availability	0.00	0.00	404.82

- MD #2 submits successfully because the \$.01 is smoothed to the second funding line. In addition, the tolerance is not exceeded.
- **Note:** Funding line smoothing will automatically 'smooth' posting lines to the budget breakdown thereby ignoring the % setup at the Funding Line.

Scenario 3 - In this example, there is no tolerance and the Availability at the budget lines do not match the percentage defined for at the Funding Line, a result of either incorrect budget updates or changes to percentages there were not completed at the budget line.

For this scenario - Assume the following that are different than the preceding scenarios:

- Front End Split – 4 funding lines with a 25% split on each
- Budgets are setup differently with a 30%/30%/20%/20% split
- MD #1 is entered for \$292.78
- MD #2 is entered for \$507.23

Budget Lines					
Funding Profile	FPF3	FPF3	FPF3	FPF3	FPF3
Funding Priority	1	1	1	1	99
4 Funding Line	1	2	3	4	1

Budget Lines					
Availability	240.00	240.00	160.00	160.00	500.00
MD #1	73.20	73.20	73.20	73.18	0.00
Availability	166.80	166.80	86.80	86.82	500.00
MD #2	126.81	126.81	126.81	129.79	0.01
Availability	39.99	39.99	-40.01	-39.97	499.99

- MD #2 rejects because smoothing logic is not invoked.

Scenario 4 - Same as scenario 3 but with a tolerance of \$100

Budget Lines					
Funding Profile	FPF3				
Funding Priority	1				99
4 Funding Line	1	2	3	4	1
Availability	240.00	240.00	160.00	160.00	500.00
MD #1	73.20	73.20	73.20	73.18	0.00
Availability	166.80	166.80	86.80	86.82	500.00
MD #2	166.80	166.80	86.80	86.82	0.01
Availability	0.00	0.00	0.00	0.00	499.99

- MD #2 “submits” because the tolerance is not exceeded. In turn, \$79.98 is removed from the last two funding lines (lines 3 and 4) and applied to the first two funding lines.
- Since tolerance limit is always > 0, only the positive lines will be compared with the tolerance limit to determine whether to smooth or not. For example, from Scenario – 3, the amounts to be smoothed for Funding Priority 1 and Funding Lines 1 to 4 were \$39.99 / \$39.99 / (\$40.01) / (\$39.99). If the tolerance limit is set to \$39.99 or above, smoothing logic will be invoked. If the tolerance limit is set to \$39.98 or below, the smoothing logic will not be invoked.
- Notice that the percentages used on the MD are now matching the budgeting percentages (30%/30%/20%/20%) as opposed to the funding line percentages (25% for each line).

Project Approval from FHWA-FMIS

The Federal Highway Administration (FHWA) Fiscal Management Information System (FMIS) is an application used by the U.S. Department of Transportation to manage requests for federal funding of client transportation projects. To be eligible for federal reimbursement, a project must be obligated in FMIS. The FMIS Project Extract and Approved Project Load processes in Advantage will facilitate the following:

- Identify project funding requests for federal transportation projects in Advantage from new pending Project budget transactions and other cost accounting set up information.
- Compile these data into project obligation requests as defined by FMIS and generate XML file for submission to the FMIS application's interface.
- Extract the approval result from the XML file received from FMIS application pertaining to project status and update Advantage with defined data. Further, move the project budget transaction to Final.

The Project information needed by FHWA for obligation request in FMIS application is stored in multiple setup pages listed below:

- Program (PROG)
- Program Phase (PHPRG)
- Program GIS Location (PGL)
- Funding Profile (FPRFLST)
- FHWA Improvement Type (IMPTYP)
- Program Status (PSTAT)
- County - Address Information (CTY)

Please refer to the "FMIS Extract & Load Processes" run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide for more details.

FHWA Electronic File

The FHWA requires State DOTs to submit in an electronic file format the request for reimbursement of federal portion of expenses for projects approved by FHWA. The Reimbursement Output process in Advantage produces the FHWA Electronic File for the reimbursable disbursement records associated with FHWA– related Major Programs. The bill file format has evolved as FHWA has updated its internal systems and the Reimbursement Output Process has been updated to support changes to existing file formats and any new file formats that have emerged.

When the electronic file is submitted each week to FHWA requesting payment on eligible expenditures, it is immediately executed against an editing process in FHWA's Fiscal Management Information System (FMIS). If the FMIS editing process encounters an error on any record on the electronic file, the entire file is 'rejected' by FMIS. Examples of validations performed by FMIS are:

- Project-Agreement-Number must be valid and active,
- Sufficient budget authority must be available, and
- The type of expenditures charged must be allowable against the Project-Agreement-Number.

If the electronic file gets 'rejected' in FMIS due to problems with data not set up in a timely manner or improperly entered, then FHWA will correct the errors in FMIS and reprocess the payment request. If the file gets 'rejected' in FMIS due to errors on the electronic file created by the Reimbursement Output Process, then the information on the electronic file will have to be modified in CGI Advantage Financial and re-submitted to FHWA using FMIS.

Records identified by FMIS that contain invalid data require research and most likely correcting entries to pass the FMIS editing process, therefore the 'rejected' records must be removed from the electronic file in order to resubmit the 'non-rejected' records. This process is known as the FHWA Cleanup Process and it allows users to go on-line and select 'rejected' records to be removed from the electronic file in order to process the re-submission of 'non-rejected' records without having to execute the entire Reimbursement Output Process. Please refer to the "Reimbursement Output Process" run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide for more details.

Program Asset Generation

This system process automates the management and recognition of capital balances with regard to construction in progress. The process will generate Fixed Asset transactions that increase, change the Fixed Asset Type, and cancel Fixed Asset Components. The process starts with the definition of a relationship between a construction project and a fixed asset with an Asset Type of *Construction In Progress*. As eligible cash expenditures are posted to the project those costs are loaded to online inquiries for review and reconciliation. Those costs approved are then added to the value of the asset under construction. When the time comes to capitalize the asset, the system then converts the asset to a permanent Asset Type. In the event the project is cancelled, those accumulated costs can be automatically reversed.

Setup is performed on the following reference pages for all such projects:

- **System Options:** Fixed Asset tab – Program Fixed Asset Linking indication turns on feature. Refer to the "System Options" section in the *Fixed Assets User Guide* for more information.
- **Posting Code** – What types of postings are eligible, where an initial set is delivered. Refer to the "Posting Code" section in the *Financial Administration User Guide* for more information.

- **Fund** – Responsibility Center settings should be reviewed for those funds used in construction that will not ultimately own the asset. Refer to the "Fund" section in the *Chart of Accounts User Guide* for more information.
- **Object** – What objects are eligible or not. Refer to the "Object" section in the *Chart of Accounts User Guide* for more information.
- **Activity** – What activities are eligible or not.

Setup is performed on the following reference pages for each project, where details on each are found in the Reference Pages section of this Cost Accounting User Guide:

- [Program](#)
- [Program Phase](#)
- [Construction Allocation](#)
- [Fixed Asset Construction Program Allocation Detail](#)

Transaction Information

This section of the Transaction Information includes the following areas:

- [Charge \(CH\) Transaction Type](#)
- [Cost Accounting Setup \(CAS\) Transaction Type](#)
- [Cost Accounting Modification \(CAM\) Transaction Type](#)
- [Funding Control \(FNDC\) Transaction Type](#)
- [Task Order Setup \(TOS\) Transaction Type](#)
- [Other Transaction Types](#)

Transaction Code Glossary

All Transactions Codes that can be utilized by the Cost Accounting area are listed below alphabetically by Transaction Name.

Transaction Name	Transaction Code	Transaction Type
Charge	CH	CH
Cost Accounting Modification	CAM	CAM
Cost Accounting Setup	CAS	CAS
Cost Allocation	CA	CH
Cost Allocation Protected	CAP	CH
Funding Control	FNDC	FNDC
Task Order Setup	TOS	TOS

CH Transaction Type

The Charge (CH) Transaction Type is a simple transaction type. The transaction structure lends itself to many different delivered uses and typically a few more defined to meet local needs. The primary Cost Accounting use of the transaction is to record programmatic costs to Cost Accounting budgets for such items as Back End Split Charges, Revenue Credits, and Charges. Another uses are cost allocations and

overhead. (Please note that Cost Allocation is covered in the separate Cost Allocation User Guide.) The other features of CGI Advantage using the Charge Transaction Type are: Check Writer, Debt Management, Automatic Accruals, and Manual Accruals.

These multiple uses have resulted in many difference presentations of the Charge and different transaction codes. The basic presentation (fCHRG) is the one delivered for the Charge Transaction Code that is used by all manual and system processes described in this user guide. The User Guides mentioned with each contain more information on how layouts may differ as well as different indented uses of the delivered transaction codes of this versatile transaction type.

The CH Transaction Type has the ability to generate accounting lines on version 1 of a transaction to simplify data entry or as part of an interface. To generate accounting lines enter or choose an Accounting Profile and specify a non-zero Expected Amount. The next validate or submit action will create one or more accounting lines based on the accounting template record(s) of the accounting profile. The Expected Amount field is then split across accounting lines based on the percentage defined for each accounting template within the profile. No lines will be generated if accounting line already exists.

The Alternate Bank Account field on the header of the CH transaction type allows the user to select a bank without viewing the sensitive banking information. This picklist is populated using the Valid Transaction Code Department Bank Combination (VHDRBNK) page, limiting to only allowed banks and not every bank, as with the standard Bank Account field. When a value is entered or selected for this field, the value is pushed to the standard Bank Account field. As the Valid Transaction Code Department Bank Combination page is being used, a user may not even have to choose a bank as the Deposit Default setting can provide a default to the standard Bank Account field. When using the alternate field, it is wise to protect the standard bank field to remove the pick that shows sensitive information. Leaving it visible will allow users to see a default or see a value uploaded or interfaced.

This transaction type has two levels of structure:

- [Transaction Header](#) (1)
- [Accounting](#) (1-n)

CH Delivered Transaction Codes

The CH Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name). Those that do not apply to a feature described in this user guide call out where more information on the transaction code can be found.

Transaction Name	Transaction Code	Intended Use
Accrual Disallowance	ACD	The Accrual Disallowance (ACD) is used to process adjustments to the accounting entries generated after the ACCA and ACLA transaction are processed. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - General Accounting User Guide</i> for more information.

Transaction Name	Transaction Code	Intended Use
Automated Accrual	ACCA	The Automated Accrual (ACCA) is essentially the same as the ACC transaction but is created through the Automated Accrual batch process. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - General Accounting User Guide</i> for more information.
Automated Accrual Clearing	ACLA	The Automated Accrual Clearing (ACCA) is essentially the same as the ACL transaction but is created through the Automated Accrual batch process. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - General Accounting User Guide</i> for information.
Charge	CH	The Charge (CH) transaction is used to record Back End Splits, Charges such as overhead, and Revenue Credits. Note, without a Bank field displayed, this transaction code cannot post to cash. (The fCA layout contains this field should it be needed for any local need).
Check Writer Accounting	CWA	The Check Writer Accounting transaction is used to post accounting information for Check Writer payments. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - Check Writer User Guide</i> for more information.
Check Writer Warrant Reconciliation Auto	CWWRA	The Check Writer Warrant Reconciliation Auto transaction is generated by the Check Writer Warrant Reconciliation Transaction Generation job to reclassify funds to cash for the warranted records that were reconciled by the Check Reconciliation batch process. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - Check Writer User Guide</i> for more information.
Check Writer Warrant Reconciliation Manual	CWWRM	The Check Writer Warrant Reconciliation Manual transaction must be manually created to reclassify funds to cash for the warranted records that were reconciled manually on Check Reconciliation. The transaction can only be created by using the Copy Forward action on the Check Writer Accounting transaction associated with the Check Reconciliation record that was reconciled manually.

Transaction Name	Transaction Code	Intended Use
Cost Allocation	CA	The Cost Allocation (CA) Transaction Code uses the fCA layout. This layout displays all the standard fields plus the Bank field. For this reason, the Transaction Code can record accounting events that use cash. Two of the three outputs from the Cost Allocation process use cash, so this layout is often used for that process, except when the next layout is chosen for its unique quality.
Cost Allocation Protected	CAP	The Cost Allocation Protected (CAP) Transaction Code uses the fCA2 layout. This layout is the same as the fCA one with one unique feature. When a modification version of the transaction is created, all of the chart of account fields and the line amount are protected. Use of this layout ensures that the results from a Cost Allocation, or any other use of the transaction, are not changed later by a user online.
Debt Accounting	DA	<p>The Debt Accounting (DA) transaction performs all one-party debt accounting that is not part of a specific functional area such as Accounts Payable or Accounts Receivable.</p> <p>For details on using the Debt Accounting (DA) transaction, please see the "CH Transaction Type" topic in the <i>CGI Advantage Debt Management User Guide</i>.</p>
Manual Accrual	ACC	The Manual Accrual (ACC) is used to record an accrual entry that is not tied to any specific encumbrance or pre encumbrance Accounting Line. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - General Accounting User Guide</i> for information.
Manual Accrual Clearing	ACL	The Accrual (ACC) is used to reference (clear) the ACC transaction once the goods or services have been paid. Refer to the "CH Transaction Type" topic in the <i>CGI Advantage Financial - General Accounting User Guide</i> for information.

Although not a transaction code, there is a transaction sub type for CH that is not used for cost accounting, but instead in accounts receivable – Bank Transfer (TRF). For more information on this variant, refer to the “Bank Transfer Transaction” topic in the *Accounts Receivable User Guide*.

Header

The Header tab of the CH transaction contains only common Header fields as described in the "Header" topic in the *Transactions User Guide*.

Accounting

The Accounting tab contains the common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. In addition to those fields, the following unique fields are displayed:

Field Name	Description
Charge Class Charge Class Rate Charge Units	These fields allow for the calculation of the Line Amount based on pre-defined data on the Charge Class reference page along with a number of units.
Employee ID Employee Name	For times when the Charge is the proper tool for recording accounting events outside of typical payroll accounting, this field is there to tie Financial data to Human Resource Management data for reporting purposes by ensuring a valid employee ID is entered.

CAS Transaction Type

The Cost Accounting Setup (CAS) transaction is the vehicle by which multiple cost accounting-related tables are updated and budgets are created by a single transaction. The purpose of this transaction is to foster a more efficient means of establishing reference data within the Cost Accounting subsystem; allow users to establish budget transaction codes that correspond to a particular budget structure ID; and to incorporate a link to a Grant Award via the Grant ID to a Major Program, Program, or Funding Line.

Consolidating the effort of setting up Cost Accounting data into a transaction ensures that data is not inadvertently left out and helps with conversion activities. In addition, a transaction has the benefit of providing an audit trail as well as allowing for collaboration and workflow approvals, if desired. In turn, this transaction simplifies the process of setting up Cost Accounting data while triggering the same edits/functionality as those that exist on the reference pages.

The transaction requires that only one Major Program be established or selected. Rules are enforced throughout the transaction for other tabs when they are created:

- Multiple Programs can be associated to a Major Program with the same or different budget information but cannot be added without a Major Program.
- Program Periods can be added but updates to existing Program Period records is not allowed.
- Program Phase combinations can be added but updates to existing combinations are not allowed.

- When finalized, the transaction cannot be modified or cancelled.

The transaction can also be automatically generated from the Program Management section within the Grant Award Status Folder in Grant Lifestyle Management.

Implementation Notes: If any tabs or fields mentioned for this transaction type cannot be seen online, it is either because they have been hidden or labels adjusted using Configure Page (DESIGNER) or the feature represented by the missing pieces has not yet been implemented.

The CAS Transaction Type has the following structure:

Transaction Header (1)

Major Program (1)

Program (0 - n)

Program Phase (0 - n)

Program Period (0 - n)

Funding Profile (0 - n)

Funding Priority (0 - n)

Funding Line (0 - n)

Internal Buyer Funding Line (0 - n)

Funding Profile Inference (0 - n)

Budget (0 - n)

Created Transactions (0 - n)

CAS Delivered Transaction Codes

The CAS Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code
Cost Accounting Setup	CAS

Header

The Header tab contains common Header fields as described in the "Header" topic in the *Transactions User Guide*. There is one additional field not found on those pages:

Field Name	Description
------------	-------------

Submit Budget Transaction(s)	<p>An indication that when <i>true</i> will trigger the system to attempt to submit the budget transaction (s) generated by the Cost Accounting Setup transaction. If set to <i>false</i>, the transactions will be left as drafts for manual review and update with a later submit.</p> <p>The defaulting of this indication is controlled by the CAS/CAM Budget Transaction Submit Default (CAS_CAM_BUD_DOC_SBMT_DFLT) Application Parameter. The defaulting value can be changed on the transaction, but an error will be issued that may or may not allow the change.</p>
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Major Program

When adding any new COA below Major Program, use the pick to select the record and the transaction will bring forward all information for review. Please note that the information inferred for a Major Program cannot be changed as it will revert back to the inferred value. The Cost Accounting Modification transaction has to be used to update a Major Program.

The Major Program tab contains all the same fields as given in the "[Major Program](#)" reference page later in this User Guide.

Program

When adding any new COA below Program, use the pick to select the record and the transaction will bring forward all information for review. Please note that the information inferred for a Program cannot be changed as it will revert back to the inferred value. The Cost Accounting Modification transaction has to be used to update a Program.

The Program tab contains all the same fields as given in the [Program](#) reference page. Refer to that topic for more information.

Program Phase

The Program Phase tab contains all the same fields as given in the "[Program Phase](#)" reference page. Refer to that topic for more information.

Program Period

The Program Period tab contains all the same fields as given in the "[Program Period](#)" reference page. Refer to that topic for more information.

Funding Profile

When adding any new COA below Funding Profile, use the pick to select the record and the transaction will bring forward all information for review. Please note that the information inferred for a Funding Profile cannot be changed as it will revert back to the inferred value. The Cost Accounting Modification transaction has to be used to update a Funding Profile.

The Funding Profile tab contains all the same fields as given in the "[Funding Profile](#)" reference page. Refer to that topic for more information.

Funding Priority

When adding any new COA below Funding Priority, unless the Funding Priority was originally added without Funding Lines, it is best to use the Cost Accounting Modification transaction.

The Funding Priority tab contains all the same fields as given in the "[Funding Priority](#)" reference page. Refer to that topic for more information.

Funding Line

The Funding Line tab contains all the same fields as given in the "[Funding Line](#)" reference page. Refer to that topic for more information.

Internal Buyer Funding Line

The Internal Buyer Funding Line tab contains all the same fields as given in the "[Internal Buyer Funding Line](#)" reference page. Refer to that topic for more information.

Funding Profile Inference

The Funding Profile Inference tab contains all the fields found across the various "[Funding Profile Inference](#)" pages. There is one additional field not found on those pages:

Field Name	Description
Funding Profile Inference	A required indication of which funding profile inference page should be updated.

Budget

The Budget tab contains all the fields found on the "Budget Line" tab of the Budget Transaction Type with one exception:

Field Name	Description
Budget Transaction Code	A required indication of what budget transaction code to use when generating a budget transaction as part of a Cost Accounting Setup transaction.

Created Transactions

The Created Transactions tab contains fields found on the Transaction Catalog page. When the Budget Transaction Code is for a reimbursable budget structure, separate transactions will be created for each

Program. When not a reimbursable budget structure, a single budget transaction will be generated. The Budget transactions are generated upon submission of the CAS transaction and submitted through System Maintenance Utility. Upon initial creation, Budget transactions have a phase and status of Draft and Held. The latest status of Budget transactions can be updated by re-opening the CAS transaction.

For reimbursable budget structures the system will determine the amount for the level 2 (Phase Expense for the BGPHER and Program Period Expense for the BGPDR) will be calculated using the Reimbursement Percentage of each Funding Line and the Dollar Amount from the Budgeting tab as records on the Budgeting tab are only entered down to Funding Priority.

CAM Transaction Type

The Cost Accounting Modification (CAM) transaction is the vehicle by which the setup established in multiple cost accounting-related tables is updated by a single transaction. The purpose of this Transaction Type is to facilitate a more efficient means of adding, modifying, or deleting what was entered by the [Cost Accounting Setup \(CAS\)](#) transaction or directly in the applicable Cost Accounting reference pages. It also addresses the ability to create a new cost accounting related budget line and/or modify the existing budget line.

Just as with the Cost Accounting Setup transaction, when finalized, the transaction cannot be modified or cancelled.

Implementation Notes: If any tabs or fields mentioned for this transaction type cannot be seen online, it is either because they have been hidden or labels adjusted using Configure Page (DESIGNER) or the feature represented by the missing pieces has not yet been implemented.

The CAM Transaction Type has the following structure:

Transaction Header (1)

Major Program (1)

Program (0 - n)

Program Phase (0 - n)

Program Period (0 - n)

Funding Profile (0 - n)

Funding Priority (0 - n)

Funding Line (0 - n)

Internal Buyer Funding Line (0 - n)

Funding Profile Inference (0 - n)

Import Budget Line (0 - n)

Budget (0 - n)

Created Transactions (0 - n)

CAM Delivered Transaction Codes

The CAM Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code
Cost Accounting Modification	CAM

Header

The Header tab is the same as the "Header" of the Cost Accounting Setup transaction.

Major Program

The Major Program tab is the same as the "Major Program" tab of the Cost Accounting Setup transaction for layout. The biggest difference is that updates are allowed to the inferred Major Program data with the modification transaction.

> Actions

- **Load Major Program Details** – This related action will infer all information about the Major Program entered with a Line Type of *Modify*.
- **Load Program Period Details** – This related action will infer all Program Periods setup for the Major Program.

Program

The Program tab is the same as the "Program" tab of the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of type of action is being taken for the Program record: <i>Add</i> or <i>Modify</i> .

> Actions

- **Load Major Program Details** – This related action will infer all information about the Program entered with the Line Type of *Modify*.

Program Phase

The Program Phase tab is the same as the "Program Phase" tab of the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of action is being taken for the Program Phase combination: <i>Add</i> or <i>Modify</i> .

> Actions

- **Load Program Phase Details** – This related action will infer all information about the Program Phase combination entered with the Line Type of *Modify*.

Program Period

The Program Period tab is the same as the "Program Period" tab of the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of type of action is being taken for the Program Period combination: <i>Add</i> or <i>Modify</i> .

Funding Profile

The Funding Profile tab is the same as the "Funding Profile" tab on the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of action is being taken for the Funding Profile combination: <i>Add</i> or <i>Modify</i> .

> Actions

- **Load Funding Profile Details** – This related action will infer all information about the Funding Profile, Funding Priorities, Funding Lines, and Internal Buyer Funding Lines for the Funding Profile entered with the Line Type of *Modify*.

Funding Priority

The Funding Priority tab is the same as the "Funding Priority" tab on the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
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Line Type	A required indication of type of action is being taken for the Funding Priority combination: <i>Add</i> or <i>Modify</i> .
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Funding Line

The Funding Line tab is the same as the "Funding Line" tab on the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of type of action is being taken for the Funding Line combination: <i>Add</i> or <i>Modify</i> .

Internal Buyer Funding Line

The Internal Buyer Funding Line tab is the same as the "Internal Buyer Funding Line" tab on the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of type of action is being taken for the Internal Buyer Funding Line combination: <i>Add</i> or <i>Modify</i> .

Funding Profile Inference

The Funding Profile Inference tab is the same as the "Funding Profile Inference" tab on the Cost Accounting Setup transaction except for one additional field:

Field Name	Description
Line Type	A required indication of type of action is being taken for the Funding Profile Inference combination: <i>Add</i> , <i>Modify</i> , or <i>Delete</i> .

Import Budget Line

The Import Budget Line tab facilitates in identifying the existing budget lines that need to be imported to the budget tab reducing the data entry effort. This is useful when modifying existing budget lines: increasing awarded and setting up new budget lines with minor modifications such as a new Phase or new Program Period. Options are available to default an Action and Event Type when bringing budget lines into the Budget tab.

The Import Budget Link action selects and loads budget lines to the Budget tab based on selection criteria specified on the Import Budget Line tab. The Budget lines are identified by performing a look-up to Budget Structure to Budget Transaction (BSBD) to identify the structure and then the lowest level is identified by performing a look-up to Budget Level where Presence Optional is *No*. The Budget Update option defaults to Funding Line for Reimbursable Structures and Non-Reimbursable for other structures.

Budget

The Budget tab contains all the fields found on the "Budget Line" tab of the Budget Transaction Type and the Cost Accounting Setup transaction except for a few additional fields:

Field Name	Description
Action	The common budget line field found in the Budget Line tab of the Budget Transaction Type.
Budget Update Option	Unlike the Cost Allocation Setup transaction that would only allow data entry to the Funding Priority level of a reimbursement budget, the modification transaction allows entry to that level as well as to Funding Line. The choices of <i>Funding Priority</i> and <i>Funding Line</i> for this indication will control that data entry. All non-reimbursement budget transactions require the <i>Non-Reimbursable</i> choice.
Increase/Decrease	The common budget line field found in the Budget Line tab of the Budget Transaction Type.
Funding Line	The conditionally required budget COA based on the Budget Update Option being set to <i>Funding Line</i> .
Funding Year Region Funding Group Funding Source ID Funding Allocation ID	The common budget line field found only on reimbursable budget transactions as described in the Exception Budget Field Information of the Budget Transaction Type.

Created Transactions

The Created Transactions tab is the same as the "[Created Transactions](#)" tab on the Cost Accounting Setup transaction:

FNDC Transaction Type

The Funding Control (FNDC) transaction is the vehicle by which the funding award control pages - Funding Source Control (FSC), Funding Group Control (FGC) and Funding Allocation Control (FAC) can be updated with the advantages of a transaction instead of direct page updates. The purpose of this transaction is to provide an audit trail but more importantly a workflow option. FNDC transactions in workflow do not make pending amount updates to the funding award control pages so that updates only occur when the final approval is applied to a transaction.

Depending on security configuration, you may not have access to both the transaction and direct page methods of data entry. To assist with transaction data entry, each of the three pages has a *Modify* link at the bottom that transitions you first to the Create Transaction page followed by an FNDC transaction created with all data brought in for the record you selected on the funding award control page.

This transaction type has two levels of structures:

- [Header](#) (1)
- [Funding Control](#) (1-n)

FNDC Delivered Transaction Codes

The FNDC Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use
Funding Control	FNDC	This transaction can be used to update the Funding Source Control (FSC), Funding Group Control (FGC) and Funding Allocation Control (FAC) pages.

Header

The Header tab of the Funding Control transaction contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*.

Funding Control

The Funding Control tab of the FNDC transaction is dynamic in that the choice of Control Page determines which fields on the tab are either editable or protected. For this reason, the Control Page choice should be made first before proceeding with additional data entry. The transaction clears any fields that do not apply to the selected control page.

The **Line Action** field is the driver of the five different tasks available for the transaction. Each Line Action is listed below along with any special restrictions that apply. Each action is the same for each funding award control page, but the required and optional fields change according to the table further below

- **New** – The action used to create records. The Current Year amount field is required, but can be \$0.00 if the exact amount of funding is not yet known.
- **Modify** – The action used to update existing records. The Current Year amount field should be \$0.00 for this action, but if correcting a previously entered amount it is allowed with a warning. The Amendments amount is required, but can be \$0.00.
- **Deactivate** – The action used to deactivate records, which will stop all further awards by reimbursement budget transactions. The amount fields for Current Year and Amendments must be \$0.00.
- **Reactivate** – The action used to activate records, which will allow awards by reimbursement budget transactions. The amount fields for Current Year and Amendments must be \$0.00.
- **Delete** – The action used to delete records where the Obligated amount on the funding award control page is \$0.00. If a record was updated incorrectly by a reimbursement budget transaction, that award must be decreased to \$0.00 by a budget transaction so that the Obligated amount would go to zero to allow the delete.

The editable fields are shown below for each page. If a field listed below is not visible, it is because the field has been delivered as hidden and needs to be made visible with Configure Page (DESIGNER), if needed.

Control Page = Group (Funding Group Control)	Control Page = Source (Funding Source Control)	Control Page = Allocation (Funding Allocation Control)
Department	Department	Department
Funding Year	Funding Year	Funding Year
	Type of Funding	
Funding Group	Funding Source ID	Funding Allocation ID
	Pre-Defined Other Funding Source ID	
	Region	
	Federal Agency	
	Funding Group	
Active	Active	Active

Current Year	Current Year	Current Year
Amendments	Amendments	Amendments

It is possible to update more than one funding award control page with an FNDC transaction, but that requires multiple lines on the Funding Control tab. A single line cannot update multiple award control pages. For more information on these funding award control pages, please see the "[Funding Source Control \(FSC\)](#)", "[Funding Group Control \(FGC\)](#)", and "[Funding Allocation Control \(FAC\)](#)" topics.

The nature of this transaction is that all will be version 1 with no ability to modify or cancel a previously processed transaction. A new transaction is created and processed with a Line Action of *Modify*, *Deactivate*, *Reactivate*, or *Delete*.

TOS Transaction Type

The Task Order Setup (TOS) transaction is the vehicle by which multiple cost accounting-related pages are updated by a single transaction. Consolidating the effort of setting up Cost Accounting data into a transaction ensures that data is not inadvertently left out and helps with conversion activities. In addition, a transaction has the benefit of providing an audit trail as well as allowing for collaboration and workflow approvals, if desired. In turn, this transaction simplifies the process of setting up Cost Accounting data while triggering the same edits/functionality as those that exist on the reference pages.

The transaction requires that only one Task Order be established. Rules are enforced throughout the transaction for other tabs when they are created. When finalized, the transaction cannot be modified or cancelled. The various reference pages must be updated manually.

The TOS Transaction Type has the following structures:

Transaction Header (1)

Task Order (1)

Valid Tasks (0 – n)

Funding Profile (0 – 1)

Funding Priority (0 – n)

Funding Line (0 – n)

Internal Buyer Funding Line (0 – n)

TOS Delivered Transaction Codes

The TOS Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code
Task Order Setup	TOS

Header

The Header tab contains common Header fields as described in the "Header" topic in the *Transactions User Guide*.

Task Order

The Task Order Setup is designed for the creation of a single task order, this component only allows a single record. This is the only required component for the transactions but the others can be made required with the Transaction Component Requirements page.

The Task Order Inference section of data is separate from the other sections in that it does not update the Task Order (TASKORD) page but updates the Task Order Inference (TOINF) page. The inference page is used when the Task Order is tied to a Program for reporting reasons, using Streamlined Task Order Billing, or common reimbursement billing.

The Task Order component has the same fields as the [Task Order](#) and [Task Order Inference](#) pages except for one additional field:

Field Name	Description
Auto Generate Funding Profile ID	<p>This field is used when a new Funding Profile will be established on the transaction that will not be manually named. Upon the validate or submit action taken after inserting a Funding Profile record will assign the next Funding Profile ID for the Department and Major Program combination in one the following forms:</p> <ul style="list-style-type: none"> • If there are no profile records then the ID will be 1 • If there is at least one profile, then a sort is done where numbers are first followed by letters. <ul style="list-style-type: none"> • If the maximum record is numerical, the next ID is +1 over that number. • If the maximum record is not numerical, then a count of records is done and the ID will be that count +1 <p>It is strongly recommended that automatic numbering is used always or never used as the transaction will not see 1, 02, 003 as consecutive numbers.</p> <p>Use of the Configurable Formula (BOFRMLA) page to set the field to Yes, and then protect the field using Configure Page (DESIGNER) is the approach to always automatically numbering new funding profiles for task orders. Protecting the Funding Profile ID is not the solution because existing Funding Profiles cannot be reused.</p>

Valid Tasks

When a Task Order will use one or more Task codes and should be limited to just that task or tasks, this transaction component defines that limit. The Valid Tasks component has the same fields as the Valid Department Task Order Task Combination page.

Funding Profile

As a Task Order can be defined that is not tied to a Funding Profile for reporting or reimbursement purposes, this component is optional. When used, a new Funding Profile can be created for a Major Program. Alternatively, a Task Order can be associated with an existing Funding Profile to ensure processing in the same manner as similar Task Orders. When selecting an existing profile, the transaction will protect all fields for the profile. This includes adding new priorities, funding lines or internal buyer funding lines. The reason for the restriction is the Task Order transaction is not designed to update existing profile as that action could change system behavior on existing Task Orders in the profile.

The Funding Profile component contains the same fields as the "[Funding Profile](#)" page.

The Funding Profile component also makes an update to the Task Order Funding Profile Inference (TOFPI) page in order for the new or existing Funding Profile to infer on accounting transactions.

Funding Priority

When adding a new Funding Profile, it is recommended to also create one or more necessary Funding Priorities or use of the Task Order will not be possible. Records cannot be added to this component when using an existing Funding Profile.

The Funding Priority tab contains all the same fields as given in the "[Funding Priority](#)" reference page. Refer to that topic for more information.

Funding Line

When adding a new Funding Profile, it is recommended to also create one or more necessary Funding Lines or use of the Task Order will not be possible. Records cannot be added to this component when using an existing Funding Profile.

The Funding Line tab contains all the same fields as given in the "[Funding Line](#)" reference page. Refer to that topic for more information.

Internal Buyer Funding Line

When adding a new Funding Profile, it is recommended to also create any necessary Internal Buyer Funding Lines or correct use of the Task Order will not be possible. Records cannot be added to this component when using an existing Funding Profile.

The Internal Buyer Funding Line tab contains all the same fields as given in the "[Internal Buyer Funding Line](#)" reference page. Refer to that topic for more information.

Other Transaction Types

A number of transaction codes found in other functional areas of CGI Advantage Financial have been delivered to interact directly with the funding structure of cost accounting at the Accounting transaction component unlike the typical interaction at the Posting transaction component. Some of these transaction codes can be created by system processes as well as manually, while others are only intended for manual use (including uploads and interfaces).

Please see each individual transaction in the table below for details. Each is designed to display the three funding COA: Profile, Priority, and Line, which are rarely entered manually as the Front-End Split feature is the preferred method to update these COA.

Transaction Name	Transaction Code	Intended Use
Cost Accounting Journal Voucher	JVC	<p>This transaction is used to record adjustments and corrections that cannot be achieved by another transaction type. It is also generated by several system processes to record automated adjustments.</p> <p>The transaction does not have to impact a Funding Profile on every line, but does provide that ability when a Major Program is used that is either Front End or Back End Split.</p> <p>A fund still has to be entered on every accounting line even if the impact of the transaction is just a cost accounting account such as charges or back end splits.</p>
Cost Accounting Receivable	CARE	<p>This transaction is used to record manual bills for grant and project reimbursements. It can also be generated by Reimbursement Output.</p>
Cost Accounting Cash Receipt	CACR	<p>This transaction is used to record manual collections of grant and project reimbursements. It can also be generated by Reimbursement Output.</p>

Reference Pages

The Cost Accounting area contains a large number of reference pages that must be configured with both initial and ongoing data to support the various functions available such as reimbursement, overhead, front-end split, reclassification, etc. These pages are separated out into the following sections:

- [Preliminary Setup](#)
- [Cost Accounting COA Setup](#)
- [Post COA Setup](#)
- [System Processing](#)

Preliminary Setup

There is a small number of reference pages that must be setup before one can begin to define Cost Accounting COA, whether directly on a reference page or with the Cost Accounting Setup and Cost Accounting Modification transactions. While this set of reference pages may remain static for long periods of time, updates will occur periodically so they should not be viewed as one-time configuration.

The reference pages in this section are as follows:

- [Activity](#)
- [Application Parameters](#)
- [Profile](#)
- [Budget Structure to Budget Transaction](#)
- [Assistance Listing Cluster](#)
- [Assistance Listing Numbers](#)
- [Charge Class](#)
- [Cost Accounting Auto Numbering](#)
- [Drawdown Groups](#)
- [Federal Agency](#)
- [Federal Appropriation Number](#)
- [FHWA Improvement Type](#)
- [Front End Split Requirement](#)
- [Funding Allocation](#)
- [Funding Allocation Control](#)
- [Funding Group](#)

- [Funding Group Control](#)
- [Funding Program](#)
- [Funding Source Control](#)
- [Object](#)
- [Program GIS Location](#)
- [Program Status](#)
- [Region](#)
- [Other Funding Sources](#)
- [Vendor/Customer](#)

Activity

The Activity (ACTV) chart of account reference page contains one setting that is important to both the defaulting of a Funding Profile and to Reimbursement Selection. The Reimbursement Eligible indication must be *true* for the default to occur and selection, unless overridden on the Program Activity Exception or Program Object Exception pages.

Application Parameters

Although considered an administrative reference page, the Application Parameter (APPCTRL) page is part of general system configuration. Options on this page are set once and do not vary by year, fund, department, transaction, or other factors. It is very generic in its design so that it can host many different types of options with the Parameter Name and Parameter Value fields. Of the controls on this page, those listed below directly relate to the Cost Accounting area. Many are discussed in other sections in this user guide where functionality is detailed that uses the application parameter. Note: Any changes to records on this table should be followed by a bounce of all servers used for CGI Advantage Financial.

Field Name	Description
Default Split Type (DFLT_MJPROG_SPLT_TYP)	The parameter controls the initial default for the Split Type field on Major Program and Cost Accounting Setup. The parameter allows changing the default so that the most common, the only allowed, or the most conservative value can default. Valid values are: 1 (Front End Split FES), 2 (Back End Split BES), 3 (No Automated Splits - No Bill), and 4 (No Automated Splits - Manual). As delivered, <i>No Automated Splits – No Bill</i> is the default.
Default Reporting Basis	The parameter controls the initial default for the Reporting Basis field on the Major Program reference page and the Major Program tab of the Cost

(DFLT_MJPRG_REIM_BAS_IND)	<p>Accounting Setup transaction. The parameter allows changing the default so the most common, the only allowed, or the most conservative value can default.</p> <p>Valid values are: 1 (Accrual), 2 (Cash), 3 (Encumbrance), 4 (Required-No Inference), and 5 (Prohibited). As delivered, Accrual is the default.</p>
<p>Reimbursement Budget Availability (REIM_BUD_AVAIL)</p>	<p>The Budget Control ID that will be used by the application to determine budget availability for reimbursement budget structures when performing Front End Split (FES) and Back End Split (BES). As delivered, this parameter can be set to budget control IDs: 13, 14, 29, and 41.</p> <p>The control selected should match the formula of the Split Availability budget amount.</p>
<p>Reimbursement Budget Total Costs (REIM_BUD_TOT_COSTS)</p>	<p>The amounts from the Reimbursement Budget Availability formula that will be set to zero when the application is calculating Total Costs for splitting. As delivered, this parameter is budget amount 21 – Awarded.</p>
<p>Perform BFY Logic in FES (BFY_FES)</p>	<p>This parameter indicates whether or not a secondary split based on budget fiscal year in a non-reimbursement budget structure should be a feature available to funding lines.</p> <p>As delivered, this feature is set to <i>false</i>.</p>
<p>BFY FES Budget Structure (BFY_FES_STRU_ID)</p>	<p>This parameter indicates the budget structure with a BFY key that controls the secondary split in FES based on budget fiscal year. Such a structure should be an expense only or appropriation structure.</p>
<p>BFY FES Budget Level (BFY_FES_LVL_ID)</p>	<p>This parameter indicates the budget level in the BFY FES Budget Structure that controls the secondary split in FES.</p>
<p>BFY FES Budget Control ID (BFY_FES_CNST_ID)</p>	<p>This parameter indicates the budget control used in the secondary split of FES to define what funds are available for a budget year.</p>
<p>COA Inferences to Skip in Front End Split (DISABLE_DOCCOA_PL_EDTR_PRNT_CHCK)</p>	<p>When a COA inference should not occur on a posting line that will undergo front end split because the change of COA after the split will conflict with the inference, this parameter is used. Currently, only the</p>

	Function Inference (INF_FUNC) is supported as most inferences will not conflict.
Validate Fund and Appr against VFAPPR on Funding lines (VLDT_VFAPPR_FL)	When <i>True</i> , an edit is triggered on Funding Profile to check if the Fund and Appr combination is present in the VFAPPR table on funding and Internal Buyer Funding Lines. Valid values are <i>True</i> or <i>False</i> .

Profile

This Accounts Receivable reference page has one important setting for those billing profiles that will be paired with customers later defined as funding source when setting up the Funding Line COA. The Billing Type of *Cost Accounting Billing* should be selected. This type of billing profile will not be selected for any Accounts Receivable correspondence but only Reimbursement Billing.

Budget Structure to Budget Transaction

The Budget Structure to Budget Transaction (BSBD) page defines the transaction codes available for each Cost Accounting budget structure as displayed on the Cost Accounting Setup and Cost Accounting Modification transactions.

- > Field Information

Most fields are self-explanatory with the exception of the following:

Field Name	Description
CAS & CAM Default Transaction Code	An optional indication to simplify data entry for users when there is only one Cost Accounting budget structure used or one structure that is primarily used. A setting of <i>true</i> will make that transaction code the default on the Cost Accounting Setup and Modification transactions, which could be changed if need during data entry.

Assistance Listing Cluster

The Assistance Listing Cluster reference page is used to facilitate the functionality of grouping the Assistance Listing numbers into a Assistance Listing cluster, which represents closely related Federal programs that share common compliance requirements. This cluster grouping is determined by OMB for SEFA reporting purposes.

- > Field Information

A field listing is not provided as all fields match those of the Federal database.

Assistance Listing Numbers

The Assistance Listing is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public.

The Assistance Listing Number reference page provides the ability to define Assistance Listing Numbers to represent the unique number of the Federal Program. The Assistance Listing Number is a unique number created in the Assistance Listing database. It tracks all domestically funded federal programs available to State and Local Governments (including the District of Columbia); federally recognized Indian Tribes (and possessions) of the United States; domestic public; quasi-public and private.

Maintenance of information on this page can be either manual or through the Update Assistance Listing Numbers system process or both.

- Field Information

A field listing is not provided as all fields match those of the Federal database.

Charge Class

The Charge Class (CHCLS) reference page defines those different classes of charges and associated standard rates that facilitate the calculation of the Line Amount field on the Accounting tab of the Charge transaction for data entry and interface purposes.

Use of this feature is optional.

- Field Information

All fields are self-explanatory.

Cost Accounting Auto Numbering

The Cost Accounting Auto Numbering (AUTOCANO) page allows you to set up records so that the system can automatically generate unique numbers for the Major Program and Program codes when left blank and the **Auto Generate** option is selected in certain reference pages and transactions in Cost Accounting.

Use of this feature is optional.

- Field Information

Field Name	Description
Cost Accounting COA	A required indication of which chart of account element a numbering record will apply: <i>Major Program</i> or <i>Program</i> .
Department	As each COA numbered is uniquely defined by a Department, so too must each numbering record be defined by Department.

Prefix	Unlike Automatic Transaction Numbering, each cost accounting numbering sequence requires a prefix. That prefix can be up to four characters and numbers in length. Typically prefixes have a meaning such as being tied to grant, project, etc.
Default Prefix	One record on Cost Accounting Auto Numbering can be marked as the default prefix so that if the Prefix field is left blank on a reference page or transaction the default will be pushed there.
Next Available Asset Number	When adding a record, this number is entered to be the first assigned number. If the desire to start numbering at 1, then enter 0 in the field. Depending on the length of the prefix, the first assigned number will be the prefix followed by as many zeros and a 1 to make a number that will fit in the defined length for either COA code.

Drawdown Groups

The Drawdown Group (DDG) reference page is used to establish a means to link Major Programs and Programs across Departments in order to group that data together within reimbursement. The Major Programs and Programs associated with a Drawdown Group will have Receivable and Cash Receipt transactions generated that combine all Major Programs into a single transaction which belong to a Drawdown Group to simplifying the drawdown process.

> Field Information

Several fields are self-explanatory with the following exceptions:

Field Name	Description
Drawdown Department	A required identification of a Department that will be used as the Transaction Department on reimbursement transactions as a drawdown group will likely combine Major Programs and Programs from multiple Departments.
Drawdown Unit	A required identification of a Unit that will be used as the Transaction Unit on reimbursement transactions for security purposes.
CMIA Method	An indication of the CMIA drawdown method to be applied by the Reimbursement Generation system process. Valid values are: <i>None, Zero Balance Accounting, Estimated Clearance, Pre-issuance Funding, Average Clearance, Two-Point Average Clearance, and Estimated/Average Clearance Hybrid.</i>

Federal Agency

The Federal Agency (FEDAGCY) reference page allows the definition of each Federal Agency used in Cost Accounting for later entry on Program Period and Funding Line records.

> Field Information

Many fields are self-explanatory with the following exception.

Field Name	Description
Federal Catalog Prefix	When a Federal agency is providing funding under multiple Assistance Listing Numbers, this optional field can be used to allow the same agency to be listed multiple times and provide an inference to a Program Period or Funding Line record.

Federal Appropriation Number

The Federal Appropriation Number (FAN) reference page records the federal code that connects a grant or project to a federal appropriation. The Federal Appropriation number is a critical field for Federal Highway Administration (FHWA) grant reimbursement as it is required on the FHWA's Fiscal Management Information System (FMIS) file generated by the Reimbursement Output system process.

The values identified above are associated with rules that require a Federal Appropriation Number (FAN) for all Funding Lines where the Customer (funding source) is FHWA (for example, **Cost Accounting Funding Type** value for the Vendor Customer is *FHWA (CMIA)* or *FHWA (Non-CMIA)*), thus reducing the possibility of error in the creation of the FMIS file.

> Field Information

Several fields are self-explanatory with the following exceptions:

Field Name	Description
Demo Program	The FHWA can require a Demo ID on the file created for FMIS for certain Federal Appropriations. The setting of <i>required</i> here will enforce a Demo ID be entered on those Funding Line records with the Federal Appropriation.
Funding Program	The FHWA can require a Funding Program on the file created for FIMIS. That information is pulled from the value entered here for a Federal Appropriation. Please see the Funding Program reference page for valid values.

Field Name	Description
Demo Program	The FHWA can require a Demo ID on the file created for FMIS for certain Federal Appropriations. The setting of <i>required</i> here will enforce a Demo ID be entered on those Funding Line records with the Federal Appropriation.
Urban Attributable	An indication that when <i>true</i> indicate Federal Appropriation is one that is urban attributable - one where funds are apportioned and obligated by State, program code, and urbanized area.

FHWA Improvement Type

The FHWA Improvement Type (IMPTYP) page stores information from the Federal Highway Administration (FHWA) about Improvement Types that should be used to properly record project information on various pages in Advantage. Because the FHWA occasionally phases out Improvement Type Codes, the status of each Improvement Type is captured by the Active, Effective From Date, and Effective To Date fields. However, these status fields are not used to enforce whether an Improvement Type is valid when creating or updating Program and Program Phase data since older Improvement Type may be used with ongoing projects established when the Improvement Type was valid.

- › Field Information

A field listing is not provided, as all fields are self-explanatory.

Front-End Split Requirement

The Front-End Split Requirement (FESREQ) page allows the definition of which Chart of Account (COA) fields are *Optional*, *Required* or *Prohibited* on the Front-End Split subsection on the Funding Line setup page (found by navigating from the Funding Profile Select (FPRFLST) page). Use of this COA requirements feature is optional. Rules can be defined at a combination of Department and Major Program or at just Department. When set at the Department level, a wild-card Major Program value of *ALL* must be used. Definition at just Department will cause the same set of rules to be applied to all Major Programs of that Department unless an individual Major Program is defined on FESREQ with different rules.

This is not a standard COA Requirements page like the Fund Department Requirements (FDREQ) page, in that editing against FESREQ data is only done from the Funding Line setup page and not from the accounting transactions.

- › Field Information

A field listing is not provided, as all fields are self-explanatory.

Funding Allocation

The Funding Allocation (FNDAL) page is required reference data setup when controlling budget transactions with the Funding Allocation Control (FAC) page is desired. Funding Allocations can define

any source of funding, but are typically sources used for a funding line in addition to one of these: Federal Appropriation Number, Bond Issue, or Other Funding Source.

- > Field Information

A field listing is not provided, as all fields are self-explanatory.

Funding Allocation Control

The Funding Allocation Control (FAC) page is a combination of a reference page defining the funding agreement and also an inquiry page tracking the use of that funding by reimbursement budget transactions. Updates to this page can be done manually by those with security to do so. Otherwise, updates to all fields besides the Obligated amounts (3) have to be made with the Funding Source Control transaction.

- > Field Information

Several fields are self-explanatory and others were covered under Funding Source Control. The only unique field is Funding Allocation ID, which is listed below.

Field Name	Description
Funding Allocation ID	Each allocation control record must be to an allocation of funding defined on the Funding Allocation reference page.

Funding Group

The Funding Group (FNDGRP) page is required reference data setup when controlling reimbursement budget transactions with the Funding Group Control (FGC) page is desired. Funding Groups serve as combinations of individual Funding Sources where control is either not necessary for individual funding sources or an additional control is required in aggregate to the individual funding source controls.

- > Field Information

A field listing is not provided, as all fields are self-explanatory.

Funding Group Control

The Funding Group Control (FGC) page is a combination of a reference page defining the funding agreement and also an inquiry page tracking the use of that funding by reimbursement budget transactions. Updates to this page can be done manually by those with security to do so. Otherwise, updates to all fields besides the Obligated amounts (3) have to be made with the Funding Source Control transaction.

- > Field Information

Several fields are self-explanatory and the rest were covered under Funding Source Control. As Funding Group has a different function on Funding Group Control, that field is listed below.

Field Name	Description
Funding Group	Each group control record must be to a grouping of funding agreements defined on the Funding Group reference page. While control may be just at the group, the grouping could be listed with each individual funding source on the Funding Source Control page, where it will default to reimbursement budget transactions.

Funding Program

The Funding Program (FNDPRG) page captures information about Funding Programs, which will be used in reporting to FHWA. A Funding Program can also be associated with a Federal Appropriation record on the Federal Appropriation Number reference page.

- › Field Information

A field listing is not provided, as all fields are self-explanatory.

Funding Source Control

The Funding Source Control (FSC) page is a combination of a reference page defining the funding agreement and also an inquiry page tracking the use of that funding by reimbursement budget transactions. Updates to this page can be done manually by those with security to do so. Otherwise, updates to all fields besides the Obligated amounts (3) have to be made with the Funding Source Control transaction.

- › Field Information

Several fields are self-explanatory with the following exceptions. If a field listed below is not visible, it is because the field has been delivered as hidden and needs to be made visible with Configure Page (DESIGNER), if needed.

Field Name	Description
Funding Year	Each defined funding source must contain a year component. A Funding Year can be any year but is most commonly the year used by the grantor (For Example, Federal Fiscal Year where funding is assigned by a Federal Agency). The year could also be the fiscal year of a state if different from the county using the state funding. There is no system restriction to what a Funding Year represents and in an implementation there may be multiple yearly measurements.
Type of Funding	An indication that defines what type of data is recorded in the Funding Source ID field. Valid values include:

Field Name	Description
	<ul style="list-style-type: none"> • <i>Federal</i> - The value in the Funding Source ID field has to be valid on the Federal Appropriation Number (FAN) page. • <i>Debt</i> - The Funding Source ID has to be valid on the Bond Registry (BOND) or Loan Registry (LOAN). • <i>Other</i> - there is no edit of Funding Source ID because the field can represent many different things, some of which are defined outside of CGI Advantage.
Funding Source ID	The identification of the funding source for the agreement. A match will be made from here to the Funding Line page when an update is made using the Federal Appropriation, Debt ID, or Other Funding Source ID field of the Funding Line.
Pre-Defined Other Funding Source ID	This field is used as an alternative method to select a funding source from a pre-defined listing instead of the free-form Funding Source ID field. Data entered in this field is inferred directly to the Funding Source ID. Please see the “Other Funding Sources” topic for more information.
Region	Each defined funding source must contain a Region. Please see the Region reference page for more information on the use of this attribute.
Funding Group	The Funding Group on this page is optional and not part of the defined funding source. It exists for cases when Funding Source Control is used in conjunction with Funding Group Control. When a Funding Source is <u>always</u> part of a <u>single</u> Funding Group, then Funding Group should be entered. If populated, then the Funding Group is inferred to reimbursement budget transactions based on the match to the Funding Source Control record. The inferred value cannot be changed. If the inferred value on the transaction is changed, the system will just overlay that value with the inferred value from FSC again.
Federal Agency	Federal Agency is optional and not part of the defined funding structure. It is there to lend information to a record with the Type of Funding equal to <i>Federal</i> .
Active	An indication that when <i>true</i> means that a reimbursement budget transaction can draw from the funding. When agreements are made in advance, this indication should typically be <i>false</i> so that older funding is consumed first.

Field Name	Description
Current Year	This amount represents the amount that is the agreed upon funding amount. Any subsequent changes to the Current Year amount can be made directly in this field, or the increase/decrease can be recorded in the Amendments amount field instead, so the original amount is not changed.
Amendments	This amount captures any adjustments to the initial amount agreed upon in the Current Year field. Updates are not made in a delta-sense but the amount is set to the new 'total amended amount'.
Carry Forwards	This system-maintained amount is equal to any Available amount from the prior Funding Year.
Obligated	This system-maintained amount is the sum of all accepted reimbursement budget transactions processed against the funding when the Event Type used was one that updated the Awarded budget amount.
Pending Obligated Increases	This system-maintained amount is the sum of all pending reimbursement budget transactions against the funding when the Event Type used was one that will increase the Awarded budget amount. Such transactions can be pending for internal approval as well as being in pending awaiting a confirmation from the funding source.
Pending Obligated Decreases	This system-maintained amount is the sum of all pending reimbursement budget transactions against the funding when the Event Type used was one that will decrease the Awarded budget amount. Such transactions can be pending for internal approval as well as being in pending awaiting a confirmation from the funding source.
Available	<p>This system maintained amount is calculated always as:</p> <p>Current Year + Amendments + Carry Forward – Obligated</p> <p>The Pending Obligated Increases are added if the Fund Control Include Pend Increase (FUND_CTRL_PEND_INCR) Application Parameter is <i>true</i>.</p> <p>The Pending Obligated Decreases are subtracted if the Fund Control Include Pend Decrease (FUND_CTRL_PEND_DCRS) Application Parameter is <i>true</i>.</p>

Object

The Object (OBJ) chart of account reference page contains one setting that is important to both the defaulting of a Funding Profile and to Reimbursement Selection. The Reimbursement Eligible indication must be *true* for the default to occur and selection, unless overridden on the Program Activity Exception or Program Object Exception pages.

Program GIS Location

The Program GIS Location (PGL) page is used to record Geographic Information System (GIS) details for a given Program. Multiple records may be established for a single Program.

- › Field Information

Several fields are self-explanatory with the following exceptions:

Field Name	Description
State ID	An identification of the State where the project is taking place.
Version Number	A field used to record the Physical Reference (PR) number versions, which are used to make the distinction between new route and no routes identified, which are different non-GIS reasons.
Route ID	A required element of GIS data from the FHWA's Highway Performance Monitoring database (HPMS) that is also defined in accordance with each State's Linear Reference System (LRS).
Structure Number	For Programs where GIS data is optional, Structure Number is recorded. Examples of Structure Number include a bridge number, tunnel number, etc.

Program Status

The Program Status (PSTAT) reference page is an optional reference page that allows a department to define and maintain one or more status values to differentiate its projects or track program or program phase combinations for reporting purposes. There are no system edits around status values. As the page will likely contain status values for very different types of projects, programs, and grants; any 'classifications' of a status values should be defined into the code or the name of the Program Status to assist with data entry.

Use of this feature is optional.

- › Field Information

All fields are self-explanatory.

Region

The Region (REGION) page is required reference data setup when controlling reimbursement budget transactions with the Funding Source Control (FSC) page is desired. Regions are defined areas where funds are authorized for spending. Each department defines their own regions so one department may divide an area into zones while another uses counties or districts. Please note regions are a separate definition from the Location chart of account element, while the two could be loaded with the same data.

For instances where use of the FSC page is desired but the funding is not tied to a region or does not need to be controlled by region, Region setup is still required as the Region field on the FSC page cannot be blank and there is no special wildcard allowed. A region has to be setup that would equate to 'no specific region.' Examples could be a Region code of ALL, ANY, NONE, N/A, or the abbreviation of your government.

> Field Information

A field listing is not provided, as all fields are self-explanatory.

Other Funding Sources

There are two methods of recording the Other Funding Sources defined to funding lines and when using the Funding Source Control feature. The first is through the use of the Other Funding Source field, which is free-form. This method is the most flexible and if desired, can have some limits put in place with Configurable Rules (BORULE). Consistent data entry will enable good reporting. The second method uses the Pre-Defined Other Funding Source ID field that has been delivered as a hidden field. When visible, the field is supported by a drop-down listing. When using, the CVL_OTHR_FUND_SRC table is where values are uploaded and the delivered value of *Not Applicable* deleted.

Vendor Customer

This Accounts Receivable and Accounts Payable reference page, and associated transactions for data maintenance, have a Cost Accounting Funding type field that relates to later Funding Line setup. Valid values are: *Federal (Non-CMIA), Federal (CMIA), State, Bond, Private Individual/Company, Local Municipality, Will/Endowment, Other, In-Kind Match, FHWA (CMIA), FHWA (Non-CMIA)*.

- The CMIA Calculation Method of a Funding Profile cannot be *None*, if the Cost Accounting Funding Type is Federal (CMIA) or FHWA (CMIA).
- The CMIA Calculation Method must be *None*, if the Cost Accounting Funding Type is Federal (Non-CMIA), State, Bond, Private Individual/Company, Local Municipality, Will/Endowment, Other, In-Kind Match, or FHWA (Non-CMIA).

Additionally, a Federal Appropriation is required for the Funding Line if the Cost Accounting Funding Type value is *FHWA (CMIA) or FHWA (Non-CMIA)*.

Cost Accounting COA Setup

Tracking and reporting cost accounting information does not require that sites implement the Cost Accounting subsystem within Advantage Financial. There are other Chart of Account fields that can be used to perform basic recording of cost accounting related data.

Although these other chart of accounts can be used as an alternate method to report cost accounting related information while simplifying data setup, please note that they do not feed into the Cost Accounting inquiries, budgets or system processes.

Setup and maintenance of Cost Accounting COA can be done on the reference pages or through the Cost Accounting Setup and Cost Accounting Maintenance transactions.

The reference pages in this section are as follows:

- [Funding Line](#)
- [Funding Priority](#)
- [Funding Profile](#)
- [Funding Structure](#)
- [Internal Buyer Funding Line](#)
- [Major Program](#)
- [Phase](#)
- [Program](#)
- [Program Period](#)
- [Program Phase](#)
- [Task and Sub Task](#)
 - [Task Inference](#)
- [Task Order](#)
 - [Task Order Buyer Line](#)
 - [Task Order Inference](#)

Funding Line

This level of structure captures the separate sources of internal funding within the same Department of the Funding Profile as well as external funding sources, defined as customers. Of note, attachment capability exists at the Funding Line to record any funding agreement information.

› **Field Information**

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*), common Accounts Receivable fields, and those fields already discussed under Major Program, Program Period, and Funding Profile, there are several fields unique to Funding Line.

If a field listed below is not visible, it is because the field has been delivered as hidden and needs to be made visible with Configure Page (DESIGNER), if needed.

Field Name	Description
Reimbursement Frequency	The defined interval for which reimbursements should be billed to an external funding source or recorded to an internal funding source.
Reimbursement Output Type	<p>The indication what type of reimbursement, if any, the system should build. Valid values include:</p> <ul style="list-style-type: none"> • <i>Generate Receivables Only</i> - Receivable transactions will be generated for the external customer. When collected a Cash Receipt will have to be created to close the Receivable. • <i>Generate Receivables and Cash Receipts</i> - A Receivable transaction will be created and submitted with a referencing Cash Receipt created but not submitted for later processing when the reimbursement is received. • <i>Internal Sale</i> - Internal Exchange Transactions will be generated for each Internal Buyer Funding Line where the reimbursement to the Major Program will be recorded as revenue. • <i>Internal Reimbursement</i> - Internal Exchange Transactions will be generated for each Internal Buyer Funding Line where the reimbursement to the Major Program will be recorded as an expenditure credit. • <i>Manual Bill: External</i> - This choice is allowed if the Major Program has the Split Type of <i>No Automated Splits – Manual Billing</i> for reporting and informational purposes. Many edits for this selection match those of the other two external choices. • <i>Manual Bill: Internal</i> - This choice is allowed if the Major Program has the Split Type of <i>No Automated Splits – Manual Billing</i> for reporting and informational purposes. Many edits for this selection match those of the other two internal choices. • <i>None</i> - No transaction will be created as the funding source is the parent Department of the Major Program.
Reimbursement Percentage	The percentage of any expenditure or charge accounting line that should be recorded to a Funding Line for reimbursement. The total Reimbursement Percentage for all Funding Lines in a Funding Priority should equal 100% when setup is finished.

Field Name	Description
Maximum Reimbursement Amount	When a funding source has a limit on the amount paid in an individual reimbursement, this amount is used to record that limit.
Total Buyer Funding Line Percentage	When a Funding Line is for one or more different chart of account distributions under another Department than that of the parent Department of the Major Program or are for a different Major Program of the parent Department, Internal Buyer Funding Lines are created for each distribution, each with a defined percentage that must total 100%. That total is displayed here for informational purposes during setup.
Match Type	An indication of the type of federal funding for amount calculations in the EDS extract. Valid values are: <i>Toll Credits</i> , <i>Flexible Match</i> , and <i>Non-Monetary</i> .
CMIA Method	<p>Some Federal funding sources require that drawdown amounts submitted for reimbursement comply with the entity's Cash Management Improvement Act (CMIA) agreement. Non-compliance with the CMIA requirements can create interest penalties.</p> <ul style="list-style-type: none"> • <i>Zero Balance Accounting</i> - This method is based on the actual amount of funds that are paid out by the State each day after a disbursement. A State shall request funds the same day it pays out funds for program purposes, and a Federal agency shall deposit funds in a State account the same day it receives a request for funds. <p>The Check Reconciliation inquiry provides information on which disbursements have cleared to the CMIA calculation process.</p> <ul style="list-style-type: none"> • <i>Estimated Clearance</i> - This method is based on the estimated amount of funds that are paid out by the State each day after a disbursement. A State shall request funds one business day prior to the day it expects to pay out funds, in accordance with a clearance pattern, and a Federal agency shall deposit funds in a State account the next business day after receiving a request for funds. <p>The Clearance Pattern reference page stores agreed-upon estimated clearance patterns, by Major Program and Program Period. In general, the reimbursement request must be generated two days before the deposit date. The two-day lag is necessary because the cycle runs at night, so the reimbursement request will not be submitted until the next morning. Since the Federal Government pays the day after the request is received, the Forward Reference cycle date for the</p>

Field Name	Description
	<p>reimbursement selection must be two days in advance of the expected drawdown date.</p> <ul style="list-style-type: none"> <p><i>Pre-Issuance Funding</i> - This method is based on transferring Federal funds to a State prior to the day the State makes payment. When this funding technique is applied, a State will incur an interest liability to the Federal Government from the day Federal funds are credited to a State account to the day the State pays out the funds for programs purposes. A State shall request funds not more than three business days prior to the day on which it makes a disbursement, and a Federal agency shall deposit funds in a State account the next business day after receiving a request for funds.</p> <p>Pre-Issuance Funding is not possible because the disbursements (cash expenditures) are the input to CMIA. Since the pre-issuance date is already past, the process simply draws down the full amount as soon as possible.</p> <p><i>Average Clearance</i> - This method is based on the dollar-weighted average number of days required for funds to be paid out by the State after a disbursement.</p> <p>The Clearance Pattern page stores agreed-upon estimated clearance pattern, which is also converted into an average clearance day. The Reimbursement process creates a reimbursement request record with the full disbursement amount two days prior to the average clearance date. The two-day lag is necessary because the cycle runs at night, so the request will not be submitted until the next morning. Since the Federal Government pays the day after the request is received, the cycle must draw two days in advance.</p> <p><i>Reimbursable Funding</i> - Reimbursable Funding is no longer supported by federal government. If a site does use this method, it should use the Zero Balance Accounting Method to calculate draws and interest.</p> <p><i>Two Point Average Clearance</i> - This funding method draws fund on both sides of a dollar-weighted average day of clearance in order to eliminate the rounding error that is inherent in the Average Clearance method.</p> <p>The Clearance Pattern page stores agreed-upon estimated clearance pattern, which are also converted into an average clearance day.</p> <p><i>Estimated Average Clearance Hybrid</i> - Some States report that clearance patterns developed in accordance with the 99 percent standard are unduly long (for</p>

Field Name	Description
	<p>example, over 100 days). To reduce the administrative burden of numerous, small-dollar drawdowns, a hybrid technique incorporating elements of estimated clearance and average clearance exists. States can use estimated clearance for the first ten drawdowns then make a single additional drawdown on the dollar-weighted average day of clearance for all remaining funds. This requires ten (exactly) generated records according to the clearance patterns plus one more record based upon the remaining percentage's average clearance date.</p> <ul style="list-style-type: none"> • <i>None</i> - This is the required method if the Cost Accounting Funding Type indication for the customer is any other value than <i>Federal (CMIA)</i> or <i>FHWA (CMIA)</i>.
Reimbursement COA	A set of chart of account codes that will be used in the creation of reimbursement transactions to replace, or add to, the chart of accounts from the expenditure or charge selected for reimbursement. Revenue is a required field in this set of fields.
Front End Split COA	A set of chart of codes that will be used in the creation of posting lines to replace, or add to, the chart of accounts from the accounting line. The one or more fields completed represent the parent department of the Major Program's share of a split. What fields are required, optional or prohibited are defined on the Front End Split Requirements reference page.
Other Funding Source	Optional information for reimbursement award control when that control is not based on a Debt ID or Federal Appropriation Number. The value entered is not edited for validity on any page because it can be any value in the system or outside of the system.
Pre-Defined Other Funding Source ID	This field is used as an alternative method to select a funding source from a pre-defined listing instead of the free-form Funding Source ID field. Data entered in this field is inferred directly to the Funding Source ID. Please see the " Other Funding Sources " topic for more information.
Funding Allocation ID	When the Funding Allocation Control (FAC) page is used to control funding, different allocations are first defined on the Funding Allocation (FNDAL) reference page. When a given Funding Line is to receive funding from such an allocation, this field must be completed.

Field Name	Description
Debt ID	When bond funding or loan funding is the funding source of a Funding line, then this field is completed with the Debt ID defined on the Bond or Loan Registry. This value will then be populated on the posting line created for that funding.

Funding Priority

This level of structure captures the separate breaks in a funding agreement based on dollars, allowing one or more sequential billing ceilings according to the agreements with funding sources. Priorities are followed sequentially in the reimbursement process: funding priority 1 must be depleted (based upon available budgetary funds) before priority 2 begins etc. It's possible that a single accounting line may cross multiple Funding Priorities, in which case it may be split, on the posting line, in multiple ways according to the priorities applicable.

The last Funding Priority within a Funding Profile is generally the cost overrun (Overflow) priority, to capture additional costs that are not eligible for billing to any funding source. Overflow costs can be tracked for reporting and for inclusion in the reclassification run if more funding becomes available.

Overflow funding sources can be identified and controlled to allow proper recording of expenditures that exceed the agreement amounts, if applicable. If it is desired to allow expenditure activity to exceed the original funding agreement, then an additional Funding Priority can be established to capture the cost overruns by selecting the Overflow option. During disbursement transaction processing, charges will automatically post against the overflow priority if the previous Funding Priorities identified in the original funding agreement have been depleted.

Priorities are defined in sequential numerical order. If the first priority record entered on the funding priority is a single digit that is 1, 2..., then the corresponding records should be entered in the same sequence and the Funding Profile should not have Funding a Funding Priority beyond 9 or reclassifications will not move from a 2-digit to a 1-digit Priority. The recommended approach is to enter all Priorities as 2-digits from 01 to 99.

> Field Information

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Major Program, Program Period, and Funding Profile, there are a few fields unique to Funding Priority.

Field Name	Description
Advance Construction	An indication that when <i>true</i> indicates a Funding Profile is for advanced construction that will start before funding is agreed upon. A State may request and receive approval to construct projects in advance of the apportionment of authorized Federal-aid funds. An existing advance construction project may be converted to a regular

	Federal-aid project at any time, if sufficient eligible Federal-aid funds and obligation authority are available.
Overflow Priority	An indication that when <i>true</i> will result in a funding priority that will automatically be used to collect costs when funding has been exhausted in earlier priorities.
Total Funding Line Percentage	A system-calculated amount that displays the current sum of the Reimbursement Percentage.

Funding Profile

This level of structure captures the billing characteristics (or non-billable characteristics) of a Major Program. If the Split Type setting for a Major Program is either *Front-end Split (FES)* or *Back-end Split (BES)*, then a Funding Profile must be defined for that Major Program. Refer to the ["Splitting"](#) topic for a further description of the different split types and how this functionality impacts Cost Accounting.

There are several ways to define the reimbursement status of the Funding Profile. For example, there can be a situation when costs are eligible but are not being reimbursed because funding agreement details have not yet been established in the system. In another similar situation, the costs can again be identified as eligible in the funding agreement but the reimbursement must be suspended temporarily until a formal audit is conducted. In both these situations, the Funding Profile could be temporarily suspended from reimbursement. Please note there are a variety of places to suspend a program from reimbursement at the Major Program, Program, Phase, Program Phase, Funding Profile, Funding Priority and Funding Line.

Other options are to classify costs as not being eligible for reimbursement permanently. For example, an Activity or Object can be identified as ineligible. In this situation, the Funding Profile would have an ineligible status. The pages for this type of setup are covered in the topics under ["Post COA Setup"](#). Finally, spending transactions can be stopped by inactivating the Funding Profile.

> Field Information

Beyond the common chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under [Major Program](#) and [Program Period](#), there are a few fields unique to Funding Profile.

Field Name	Description
CMIA Interest	An indication that when <i>true</i> indicates expenditures and charges to the funding profile are eligible for interest charges under the Cash Management Improvement Act.

Overflow Exclusion	An indication that when <i>false</i> indicates all posting lines with the funding profile are eligible for Automatic Overflow as part of the Reclassification Process.
Reimbursement Eligible	An indication that when <i>true</i> indicates the funding profile is eligible for selection and processing for reimbursement.
Safety	An indication that when <i>true</i> indicates a funding profile is eligible for 100% safety funding, wherein normal Federal Funds will be used to fund Safety work (as opposed to specific Safety funds).

Funding Structure

For those Major Programs that are funded (externally or internally) by multiple funding sources, the funding structure COA of Cost Accounting: Funding Profile, Funding Priority, and Funding Line (which includes internal funding lines.) Funding structure is not a required feature for a Major Program, but it must if automatic reimbursement billing is needed (that does not include Streamlined Task Order Billing) or multiple chart of account distributions defines internal funding sources.

The Funding Profile Select (FPRFLST) page allows searching for Funding Profiles and adding new ones. From this page you will access another that is editable and contains separate tabs for each element in the funding structure.

Action and field information will be separated out by the different components of Funding Structure.

Internal Buyer Funding Line

This level of structure captures the separate sources of internal funding within a different Major Program of the same Department of the Funding Profile or from a different Department.

> Field Information

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Funding Line, there are a few fields unique to Internal Buyer Funding Line.

Field Name	Description
Buyer Percentage	The percentage of any expenditure or charge accounting line that should be recorded to an Internal Buyer Funding Line for reimbursement. The total Reimbursement Percentage for all Internal Buyer Funding Lines in a Funding Line should equal 100% when setup is finished.

Reference Information	Each line can have a defined encumbrance transaction listed that is used to reserve budget to later reimbursements to process. Only non-commodity encumbrances can be listed.
Expense COA	Unlike the COA sections on the Funding Line record, this section on the Internal Buyer Funding Line must be completed with all the necessary COA to record the expenditure.

Major Program

The Major Program (MJPRG) reference page establishes the Cost Accounting functional 'driver' of universal features and functionality required to handle the complexities related to grants, projects, and jobs, such as internal/external customer reimbursement, award processing, etc. During the setup process, the grant/project manager makes key decisions to determine utilization of the Major Program structure to establish a grant, project, or a job.

Major Program has the flexibility necessary to manage grants, projects and/or jobs concurrently. For example, within the same Major Program structure, the grant/project manager can set up one Program code to have FHWA project characteristics, while setting up another program to have internal job behaviors.

Overall, the Major Program allows the definition of the highest-level control element of the Cost Accounting structure and includes the global/overall characteristics and behaviors. For example, a Major Program could represent a multi-year Federal program across multiple award years or a Major Program could capture an entire block grant, which is then broken out into multiple programs for the various detail grants. Other examples of Major Programs are: Title IV-D - Child Enforcement Admin, School Lunch Program, and Lane Expansion Project on I-95. Another purpose of the Major Program is to link individual programs together and set control options that apply to all Programs that roll up to the Major Program.

The functionality and setup associated with making the determination between grant, project or job is outlined further throughout this user guide.

Beyond the common chart-of-account fields present (see the *Chart of Accounts User Guide*), there are a number of fields unique to Major Program. As there are a large number of unique fields, they are displayed in alphabetical order with some closely related fields grouped together.

> Actions

- **Overhead Rate Exception** – This related page link transitions you to the [Overhead Rate Exception](#) reference page to add, update, or review exception information for the selected Major Program.
- **Program Period** – This related page link transitions you to the [Program Period](#) reference page to add, update, or review program period information for the selected Major Program.

- **History** - This related page link transitions you to the [Cost Accounting Transaction History](#) inquiry page to review the transactions that created and have updated the Major Program.
- > Field Information

Any fields listed below that are not visible on the page have been hidden using Configure Page (DESIGNER). If such a field is needed, that page can be used to make the field visible.

Field Name	Description
Auto Generate Prefix	In order to assign the next available number to a Major Program, set the Auto Generate indication is <i>true</i> and enter the desired Prefix. The next available number from the Cost Accounting Auto Numbering reference page for Major Programs will be populated. Leave as <i>false</i> and blank if manually assigning a value.
Assistance Listing Validation Required	An indication that when <i>true</i> will trigger the system to validate that the combination of Federal Catalog Prefix and Federal Catalog Suffix entered in the setup of Program Periods and Funding Lines exists on the Assistance Listing Number reference page.
Drawdown Group Drawdown Department Drawdown Unit	Major Programs have the ability to be associated with a Drawdown Group for grouping reimbursements.
Federal Appropriation Setup	This setting determines where the Federal Appropriation value should be retrieved from when running the FHWA File Generation Process. There are two options: <i>Program Period</i> and <i>Funding Line</i> .
Federal Aid Project Number	The Major Program and the combination of Program and Phase (PHPRG) are the two locations where a Federal Aid Project Number can be associated for reporting purposes. The field is optional, free-form, and open to other uses. Conditional requirements can be done through a Configurable Rule to ensure a value is captured when necessary. In the event that the same number should not be used with more than one Major Program, The following can be entered as the Validation on a Configurable Rule record: <code>this.isNotUniqueFederalAidProjNum() == true</code> .
Grant ID	When a Major Program began in Grant Lifecycle Management as a Grant Opportunity, this field records the Grant ID that was

Field Name	Description
Grant ID Name	created with the awarding of that grant. This Grant ID field is discussed further in the <i>Grant Lifecycle Management User Guide</i> .
Highway Project Fields	A number of optional self-explanatory fields exist to classify work done at specific locations. Many of these have corresponding fields at lower levels within the Cost Accounting structure and are used where most appropriate.
Internal Vendor	When a Major Program is reimbursable, this optional vendor established on the Vendor Customer reference page as an internal vendor will be used in the creation of internal transactions for reimbursement from other departments.
Overhead COA	A collection of chart account fields that are available to overlay a value from an original expenditure selected for overhead when recording the overhead on a Charge transaction. A field left blank here will not blank out the corresponding value from the expenditure. A COA value from an expenditure is only cleared if the special value of BLNK is entered here on Major Program.
Overhead Eligible Overhead Redirection Overhead Default Rate	When there is an agreement with a funding source that a portion of overhead can be billed for reimbursement, the Overhead Eligible indication should be set to <i>true</i> . When overhead charges should be recorded with all of the same chart of account elements of the original expenditure, the Overhead Redirection indication should be set to <i>false</i> . When set to <i>true</i> , the values on the Overhead COA fields will be used to overlay a corresponding value found on the original expenditure for the recording of overhead.
Reclass Exclusion	An indication that when <i>true</i> means that the Cost Accounting Reclassification system process will not review records with the Major Program for reclassification.
Reimbursement Exclusion	An indication that when <i>true</i> means that the Cost Accounting Reimbursement Selection process will not review records with the Major Program for reimbursement eligibility.
Reimbursement Status Reimbursement Budget	When a Major Program is reimbursable: <ul style="list-style-type: none"> Reimbursement Status has to be <i>Allowed for Reimbursement</i>.

Field Name	Description
	<ul style="list-style-type: none"> Reimbursement Budget has to be one of the budget structures that control reimbursement (for example, 39, 40, or 88). <p>When a Major Program is not reimbursable:</p> <ul style="list-style-type: none"> Reimbursement Status has to be <i>Suspended for Reimbursement</i>. Reimbursement Budget has to be blank. <p>The “Reimbursement” topic contains more information on these settings.</p>
Reporting Basis	<p>This field impacts the timing of when Program Period is inferred onto accounting transactions and works in conjunction with the Program Period Inference and the Service Date Severity settings on the Transaction Control reference page. The valid values include:</p> <ul style="list-style-type: none"> <i>Encumbrance</i> – With this setting, those transactions that record pre-encumbrances or encumbrances use the Record Date for inferring Program Period. Those transactions that record accrued and cash expenditures referencing an encumbrance or pre-encumbrance use the Program Period from the referenced accounting line. The inferred value cannot be changed. <i>Accrual</i> – With this setting the behavior is the same as <i>Encumbrance</i> with transactions recording a pre-encumbrance or encumbrance. The difference is that transactions recording accrued and cash expenditures use the Service From date on the referencing accounting line for inferring Program Period. <i>Cash</i> – With this setting, all transactions use Record Date for inferring Program Period at each new transaction. <i>Required</i> – With this setting, no Inference will occur and the Program Period will have to be entered when required or optional and desired. <i>Prohibited</i> – The Major Program will not use Program Period so one cannot be supplied. The default value of Reporting Basis is determined by the Default Reporting Basis (DFLT_MJPRG_REIM_BAS_IND) parameter on Application Parameter (APPCTRL).

Field Name	Description
	<p>Please see the "Example Scenarios" topic at the end of the Program Period reference page for a working example of each.</p>
Split Type	<p>An indication of how funding split will occur for the Major Program. Valid values are:</p> <ul style="list-style-type: none"> • <i>Front End Split (FES)</i>: The funding source calculations for an expenditure are performed at the point of transaction entry. Front-end Split adjusts the input transaction to infer and record chart of account codes and the funding participation information at the time of entry. • <i>Back End Split (BES)</i>: The splits occur during the periodic offline Reimbursement processing instead of at the point of transaction entry and splits as a non-financial charge instead of expenditures. • <i>No Automated Splits-Manual</i>: This selection permits the storing of funding information for manually billed projects with the intention of not having to track this information on separate spreadsheets. When selected transactions will not perform splitting or automated reimbursements. • <i>No Automated Splits-No Bill</i>: This selection is used when no splitting or tracking of split information is required. Any reimbursement calculations required will be performed outside of CGI Advantage. <p>The Split Type can be defaulted for the initial entry using the Default Split Type (DFLT_MJPROG_SPLT_TYP) parameter on Application Parameter (APPCTRL).</p>
Stage Definition	<p>An indication that when <i>true</i> enforces staging to be established in order to control processing against the Major Program.</p>
Streamlined Task Order Billing	<p>An indication that controls where the billing rules are defined for the Major Program. If <i>false</i>, the Reimbursement Status, Reimbursement Output Type, and Seller/Buyer accounting details are set up at Funding Lines and Internal Buyer Funding Lines. This is the most common setting.</p> <p>When set to <i>true</i>, the Reimbursement Status, Reimbursement Output Type, and Seller/Buyer accounting details are set up on the Task Order and Task Order Buyer Line(s).</p>

Phase

The Phase (PHASE) reference page allows for a Department to define the set of phases that can be used with all types of projects and even certain grants. Which are allowed is defined on a second reference page – Program Phase. For projects, the Phase chart of account is the third level of detail.

> Field Information

There are no fields beyond the common chart-of-account fields present (see the *Chart of Accounts User Guide*).

Program

The Program (PROG) reference page is used in the setup and maintenance of Programs, which is the second highest-level chart of account for Cost Accounting structure. It is common to break a Major Program down into smaller units, or Programs. However, a Major Program can have only one Program in certain instances because breakouts will be done at Program Period or Phase instead.

> Actions

- **History** - This related page link transitions you to the [Cost Accounting Transaction History](#) inquiry page to review the transactions that created and have updated the Program.

> Field Information

Beyond the common chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Major Program, there are a number of fields unique to the Program.

Field Name	Description
Auto Generate Prefix	In order to assign the next available number to a Program, set the Auto Generate indication is <i>true</i> and enter the desired Prefix. The next available number from the Cost Accounting Auto Numbering reference page for Programs will be populated. Leave as <i>false</i> and blank if manually assigning a value.
Major Program Major Program Name	Each program record must be associated with a Major Program much like a rollup, but also to provide reimbursement, overhead, and other setup that is done at that high chart of account level of Major Program.
Major Program Effective From Major Program Effective To	The two dates are inferred from the Major Program to provide guidance in setting the Effective From and To data for a program record.

Field Name	Description
Additional Contact	An optional free-form contact in addition to or in lieu of the common Contact field that is supported by the Contact reference page.
Additional Contact Type	An optional descriptive field to add information to the defined Additional Contact.
Final Bill	When billing for reimbursement there can be a minimum reimbursement billing amount that will always apply to all billing. When a program is completed and one final bill is necessary, if the amount of that final bill is less than the minimum it will continue to sit in suspense unless this indication is set to <i>true</i> . Even if not needed to achieve the final bill, this indication is often set to <i>true</i> for reporting reasons.
Billing Agreement Date	A required date at which point reimbursement billing can begin for a reimbursable Program.
Program Status	An optional classification to support reporting needs with values defined on the Program Status reference page.
Sub Account	An optional grouping to support reporting needs that is also written to the Reimbursement History inquiry page. Actual use is open to any need.
Site Location	An optional grouping to support reporting needs that is also written to the Reimbursement History inquiry page. Actual use is open to any need.
Construction Tracking Level	For those Programs that are used for tracking construction-in-progress costs, this field should be <i>Program</i> if tracking should not be at the Phase chart of account level of detail. Otherwise, the setting should be <i>Phase</i> for recording expenditures. For further information, please see the " Program Asset Generation " topic.
Highway Project Fields	In addition to the same set of fields classifying where work is being done, there are several more fields to capture location as well as other descriptive elements.
Various Program Dates	A series of optional dates are available for reporting purposes. Many have specific names and are only used for reporting. The names can be changed if necessary. There is also a generic

Field Name	Description
	Date 1 field, initially hidden, that can be labeled and made visible for any need not already met by an existing field.
Reporting 1 Reporting 1 Date	A pair of fields, initially hidden, are available to use as a pair or separately. New labels are encouraged for better clarity. One use of the pair would be the approval authority and date of approval to begin a project.
FHWA FMIS Project Fields	A list of fields used to capture the supplementary information related to projects as needed by the Federal Highway Authority (FHWA) and used in creating funding request. These fields are used by the FMIS Extract processes to build data on XML for submission to FHWA FMIS application.

Program Period

The Program Period (PPC) reference page establishes the funding years of the external funding source of a Major Program so that different years of funding can be tracked and spending from the oldest funding occurs first. The representation of the Federal Fiscal Year from October through September is the most commonly used to represent federal grants, but others can be defined (e.g. State Fiscal Years, calendar years, etc.).

Other funding information can be defined such as the Federal Catalog Number, the Federal Appropriation Number, SEFA ID, External Organization Number, etc. The Funding identification data such as the Federal Appropriation data can change from one year to another. See Define Federal Agency Codes for more information on defining Funding Identification information.

Specific inference logic exists in CGI Advantage Financial to automatically populate the Program Period on accounting transactions based on the entry of other dates and fields in the transaction. The special inference logic is a weak inference: if a value is entered or if inferred from an accounting template, the specialized inference will not replace that value. The inference logic for a Program Period is as follows when a value has not been supplied manually or with an inference:

1. The system reads the Transaction Control (DCTRL) reference page for the Program Period Inference rule for how to proceed. Please refer to the "Transaction Control" topic in the *Financial Administration User Guide* for more information on how the different settings will work.
2. The system selects records on the Program Period reference page for the Department and Major Program on the accounting line.
3. The system then compares the Record Date or Service From date of the transaction and determines which Program Period applies by using the Program Period Infer From and To dates.
4. If there is no match, then the system issues an error. Either the date used on the transaction has to be changed or a value has to be manually entered.

Note: If the Reporting Basis field of the Major Program is set to Prohibited for the selected Major Program, then Program Period Inference is not performed since a value is not allowed in the Program Period field.

> Example Scenarios

Assume the following for all scenarios:

- Site is on a July June Fiscal Year.
 - FM = Fiscal Month of site (for example, July = 01)
 - FY = Fiscal Year of site (for example, 2019 = 7/1/18 6/30/19)
- For this Program:
 - Program Period 2017 = 10/1/16 9/30/17
 - Program Period 2018 = 10/1/17 9/30/18
 - Program Period 2019 = 10/1/18 9/30/19
 - Program Period Inference setting on Transaction Control is set to Reporting Basis for these spending transactions.

Scenario 1: (Cash result is different from Encumbrance or Accrual Methods because record dates of payment request and disbursement occur in the 2019 Program Period.)

Reporting Basis	Encumbrance Record Date: 07/02/18	Accrued Expenditure Record Date: 10/31/18 Service Dates: 09/01/18 09/15/18	Cash Expenditure Record Date: 11/01/18 Service Dates: 09/01/18 09/15/18
Encumbrance	2018	2018	2018
Accrual	2018	2018	2018
Cash	2018	2019	2019

Scenario 2: (Encumbrance result is different from Cash or Accrual Methods because Encumbrance was written in 2018 Program Period, even though services and disbursement occur in Program Period 2019.)

Reporting Basis	Encumbrance Record Date: 07/02/18	Accrued Expenditure Record Date: 10/31/18 Service Dates: 10/01/18 10/15/18	Cash Expenditure Record Date: 11/01/18 Service Dates: 10/01/18 10/15/18
Encumbrance	2018	2018	2018
Accrual	2018	2019	2019
Cash	2018	2019	2019

Scenario 3: (All 3 Reporting Bases return different results because the Encumbrance record date was in Program Period 2017, Services occurred in Program Period 2018, and Disbursement occurred in 2019. This scenario assumes that the Encumbrance was open and rolled forward from its original Budget Fiscal Year to the new one.)

Reporting Basis	Encumbrance Record Date: 08/03/17	Accrued Expenditure Record Date: 09/30/18 Service Dates: 09/01/18 09/15/18	Cash Expenditure Record Date: 10/01/18 Service Dates: 09/01/18 09/15/18
Encumbrance	2017	2017	2017
Accrual	2017	2018	2018
Cash	2017	2018	2019

> Actions

- **Stage Definition Setup** – This related page link transitions you to the Stage Definition Setup inquiry page to review setup for the selected Program Period.
- **CMIA Setup** - This related page link transitions you to the Cash Management Improvement Act (CMIA) reference page to add, update or review information for the Program Period.

> Field Information

Beyond the common chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under [Major Program](#), there are a number of fields unique to the Program Period.

Field Name	Description
Major Program Major Program Name	Each program period record must be associated with a Major Program much like a rollup, but also to provide reimbursement, overhead, and other setup that is done at that high chart of account level of Major Program.
Program Period Sequence	A system-assigned number that orders program period records by date order.
Program Period Infer From Program Period Infer To	A required pair of dates to drive the special inference when a program period has not already been specified. Unlike other COA reference pages, these dates are not optional and do not use in the common 'effective use' edits. To restrict use of a program period outside of the defined range, a Staging Profile should be used. Please refer to the Stage Definition topic for more information.
Major Program Effective From Major Program Effective To	The two dates are inferred from the Major Program to provide guidance in setting the Effective From and To data for a program period record.
Total Clearance Percentage	The inferred sum of Clearance Percentages from the CMIA (Cash Management Improvement Act) reference page records for the program period.
Stage Definition	The inferred Stage Definition setting from the Major Program for informational purposes.

Field Name	Description
Stage Profile	A profile is required when the Stage Definition indication is <i>true</i> . Please refer to the Stage Definition topic for more information.
Grant ID Grant ID Name	When a Program Period began in Grant Lifecycle Management as a Grant Opportunity, this field records the Grant ID that was created with the awarding of that grant. This Grant ID field is discussed further in the <i>Grant Lifecycle Management User Guide</i> .
Federal Catalog Agency Federal Agency Name	The Federal Agency associated with the Major Program. The pick should be used since more than one record can exist for a Federal Agency because of the Federal Catalog Prefix available on the Federal Agency reference page.
Federal Catalog Prefix	When the Assistance Listing Validation Required indication is <i>true</i> for the Major Program, Federal Catalog Prefix is a required field. If defined for the selected Federal Catalog Agency then that value will default, else it must be entered. Together with the Federal Catalog Suffix a match must be a defined Assistance Listing Number.
Federal Catalog Suffix	When the Assistance Listing Validation Required indication is <i>true</i> for the Major Program, Federal Catalog Suffix is a required field. Together with the Federal Catalog Suffix a match must be a defined Assistance Listing Number.
Federal Appropriation Number	A required value from the Federal Appropriation reference page if the Major Program has indicated an appropriation number is required.
Federal Payment System	An optional field to collect the name or other designation of the payment system for reimbursements.
SEFA ID SEFA Description	An optional field to collect the ID for the Schedule of Expenditures of Federal Award or agreement number of the Federal program for reimbursement. A description is also available for more information.
Common Accounting Number	An optional field with an open reporting purpose.
External Account Number	An optional field with an open reporting purpose.

Field Name	Description
Letter of Credit Number	An optional field with an open reporting purpose intended to capture identification of the letter that defines how the grant money can be spent.
Construction Budgeting Authority Number	An optional field with an open reporting purpose.

Program Phase

The Program Phase (PHPRG) reference page provides not only the association of which Phases are allowed for a Program but also serves to define reimbursement options and reporting attributes that differ at the Phase level from the Program.

- › Field Information

Beyond the common chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Program, there only one field unique to the Program Phase.

Field Name	Description
Program Effective From Program Effective To	The two dates are inferred from the Program to provide guidance in setting the Effective From and To data for a program phase combination.

Task and Sub Task

The programmatic chart of account elements of Task and Sub Task have the capability of being more than just a reporting element for task related activities separate from any grant or project. However, the element can be used in conjunction with a grant or project for tracking.

- › Field Information

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Funding Line or Program, there a few fields unique to Task.

Field Name	Description
CAP Rate Indicator	This CVL field with values of <i>None</i> , <i>Rate Set 1</i> , <i>Rate Set 2</i> , <i>Rate Set 3</i> , and <i>Rate Set 4</i> is initially hidden, but should be made visible if using tasks with the Overhead Calculation Process

Field Name	Description
	using Internal Costing. When a Rate Set is selected, it will be read by the Overhead Calculation Process.
Direct / Indirect	This CVL field is read and updated to Internal Costing Journal records created for a Task.

Task Inference

When the Task Chart of Account (COA) is being used to track a task performed as part of a project or not, there are times when certain COA should infer based on the Task. The Task Inference (TASKINF) page is the method to define inferences for Activity and Location when not supplied by a Task Order or inference higher in priority. The inference may be for the only value that should be used by the Task or may be the most common default where users know to change the value when it is an exception.

> Field Information

There are no fields beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*).

Task Order

The programmatic chart of account element of Task Order has the capability of being more than just a reporting element for job related activities such as work orders that are separate from any grant or project. However, the element can be used in conjunction with a grant or project for tracking. Of note, attachment capability exists at the Task Order to record any information necessary.

The Task Order element is also used when integrating CGI Advantage Financial with Maximo. Maximo provides a Work Order tracking module that when implemented will integrate Maximo Work Orders over to Advantage as Task Orders. Cost Accounting supports the ability to integrate miscellaneous charges back to Maximo (for example, Labor Charges or Journal Voucher correction). The Accounting Integration Parameter (ACTGINT) page is used to define what additional records need to be sent to Maximo to record miscellaneous cost against a Task Order.

> Actions

- **Task Order Buyer Line** – This related page link transitions you to the [Task Order Buyer Line](#) reference page to add, update or review setup for a Task Order being billed.
- **Task Order Inferences** - This related page link transitions you to the [Task Oder Inference](#) reference page to add, update or review information for the inference of a Program and possibly Phase to facilitate billing.

> Field Information

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Funding Line or Program, there a few fields unique to Task Order.

Field Name	Description
Major Program Program Phase	For those Task Orders that will be used for reimbursement billing, the Program field must be completed at a minimum with Phase being optional. Major Program will infer from the selected Program.
Source System	An indication whether the Task Order originated in <i>Advantage</i> or <i>Maximo</i> . When set to <i>Maximo</i> , updates to the task order record cannot be made within Advantage and must be made in Maximo.
External Site ID	Identifies the site associated with the external application being integrated with Advantage.
Reimbursement Seller Line COA	When a Task Order is used with the Streamlined Task Order Billing feature of Cost Accounting, the COA specified here are similar to the Reimbursement COA for a Funding Line in that they overlay or fill in the COA from the selected expenditure being reimbursed.
Actual Field Work Start Date Actual Field Work End Date	A pair of optional dates for reporting on a Task Order intended to capture the day work started and ended.
Draft Report Date Final Report Issue Date	An optional pair of dates with the intended use of capturing information on any type of report that is required for a Task Order.
Audit Start Date Audit End Date	An optional pair of dates with the intended use of capturing information on any type of audit that must be performed for a Task Order upon completion.
Control From Control To	When the need exists to control certain accounting events for a Task Order (not using the Effective From and Effective To dates), these two dates exist for that control as well as a Task Order Control Date Editing indication on Event Type (ETYP). All three have to be made visible and completed in order to use. If the Control Dates are blank for a Task Order, then there is no accounting control.
Originating Department	When using Streamlined Task Order Billing, if there is a need to capture the 'parent' department and program that a task order is

Field Name	Description
Originating Program	ultimately billing, these two fields can be made visible to capture that information. They could also be used to capture the same details for a program that was started originally but has since been passed on to a subsequent program.
Reporting 1 - 6	These six fields are initially hidden but can be made visible and likely relabeled to capture any necessary information about a task order. There are no edits delivered with these fields, however they can be made required to ensure the necessary reporting need.
CAP Rate Indicator	This CVL field with values of <i>None</i> , <i>Rate Set 1</i> , <i>Rate Set 2</i> , <i>Rate Set 3</i> , and <i>Rate Set 4</i> is initially hidden, but should be made visible if using task orders with the Overhead Calculation Process using Internal Costing.
Direct / Indirect	This CVL field is read and updated to Internal Costing Journal records created for a Task Order.

Task Order Buyer Line

This level of Task Order structure captures the separate sources of internal funding of the Task Order from within the same or different Department.

› Field Information

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*) and those fields already discussed under Internal Buyer Funding Line, there are a few fields unique to Internal Buyer Funding Line.

Field Name	Description
Buyer Percentage	The percentage of any expenditure or charge accounting line that should be recorded to an Internal Buyer Funding Line for reimbursement. The total Reimbursement Percentage for all Internal Buyer Funding Lines in a Funding Line should equal 100% when setup is finished.
Reference Information	Each line can have a defined encumbrance transaction listed that is used to reserve budget to later reimbursements to process. Only non-commodity encumbrances can be listed.

Expense COA	Unlike the COA sections on the Funding Line record, this section on the Internal Buyer Funding Line must be completed with all the necessary COA to record the expenditure.
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Task Order Inference

When the Task Order Chart of Account (COA) is being used to track a task performed as part of a project or not, there are times when certain COA should infer based on the Task Order. The Task Order Inference (TOINF) page is the method to define these inferences. The inference may be for the only value that should be used by the Task Order or may be the most common default where users know to change the value when it is an exception. The Streamlined Task Order Billing feature of Cost Accounting is one such case of a single value for Program being inferred. It may also be for a single Phase value as well the most common Phase.

There are three additional COA available for inference that are initially hidden from view, but can be made visible with Configure Page (DESIGNER): Activity, Location and Function. At least one of the five inference fields must be defined. Those Task Orders that do not need the inference or do not desire the inference do not have to be listed on the TOINF page.

> Field Information

Beyond the chart-of-account fields present (see the *Chart of Accounts User Guide*) there is one uncommon field:

Field Name	Description
Program Inference Type	The inference behavior of the TOINF page is a soft/weak inference where any value setup to infer will only infer into a blank field. Changing the value for this field from that default to <i>Hard</i> will result in the inference value for Program overlaying any value already supplied on the transaction. Users will not be able to supply an alternate value. However, a blank inference field will not blank out the corresponding field on a transaction.

Post COA Setup

There are a number of reference pages that must be setup after the Cost Accounting COA have been defined but before use can start on accounting transactions. Most are done directly on a reference page with a few having the option of setup and maintenance on the Cost Accounting Setup and Cost Accounting Modification transactions.

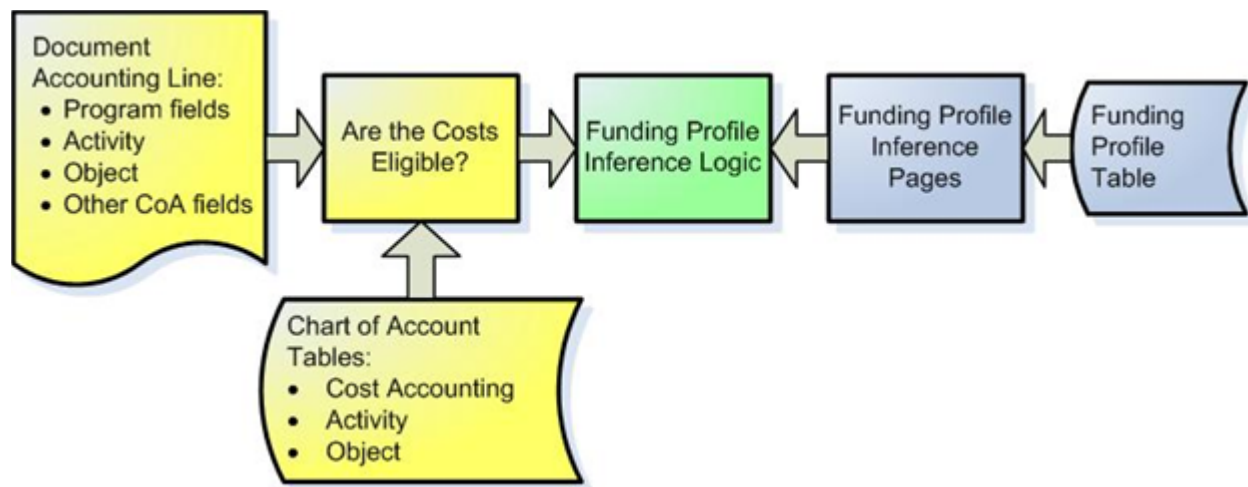
The reference pages in this section are as follows:

- [Funding Profiles](#)
- [Invalid Phase Event Type](#)

- Overhead Rate Exception
- Program Activity Exception
- Program Activity Requirement
- Program Object Exception
- Stage Definition
- Unit/Program Requirement
- Valid Phase Event Type
- Valid Unit Program Combination

Funding Profiles

The following diagram provides a pictorial high level overview of the process to infer funding profiles and determine eligibility.



As mentioned above, there are multiple COA reference pages that work with the funding profile inference pages to determine reimbursement eligibility: Program, Program Phase, Activity, Object, and Funding Profile.

Each of these has a **Reimbursement Eligible** indication that will determine if a Funding Profile is eligible or not. It only takes one to be ineligible to stop the inference of a record is found on one of the several Funding Profile Inference pages that overrides that setting to eligible.

For example, inference pages can be setup such that an enhanced Funding Profile is inferred for your Food Stamps fraud related program and a standard Funding Profile is inferred for a food stamp issuance program. In this example, the Federal government can reimburse 90% of eligible expenditures within the agreements of the enhanced Funding Profile, but only reimburse 50% of eligible expenditures in the standard profile.

To simplify data entry, CGI Advantage Financial automatically determines the Funding Profile of entry transactions based on rules defined by your grant/project manager on one of the Funding Profile Inference pages. There are several variations to allow for different Chart of Account (COA) values used with a Major Program to determine a Funding Profile. The choice of one or more of these for use is determined during implementation based on COA use, reimbursable budget structure(s) used, and the reporting needs of the Cost Accounting area. The application reviews them in the order presented below, meaning if an earlier page supplies a Funding Profile, a later page will not perform an inference.

Page Name (In inference order)	Inference Fields
BFY Funding Profile Inference (FPIBFY)	Department, Major Program, Program, Phase, Budget Fiscal Year
Task Order Funding Profile Inference (TOFPI)	Department, Major Program, Task Order
Funding Profile Inference by Reporting (FPIR)	Department, Major Program, Reporting
Funding Profile Inference 1 (FPI1)	Department, Major Program, Program, Phase, Program Period, Fiscal Year, Activity, Object.
Funding Profile Inference by Object (FPIO)	Department, Major Program, Program, Program Period, Object, Fiscal Year.
Funding Profile Inference 2 (FPI2)	Department, Major Program, Program, Phase.
Funding Profile Inference 3 (FPI3)	Department, Major Program, Program Period, Fiscal Year, Activity.
Funding Profile Inference by Program Period & Task (FPIPPT)	Department, Major Program, Program, Program Period, Task.
Funding Profile Inference 4 (FPI4)	Department, Major Program, Program, Program Period.
Funding Profile Inference 5 (FPI5)	Department, Major Program, Program.

Funding Profile Inference 6 (FPI6)	Department, Major Program, Program, Task.
Funding Profile Inference by Activity & Location (FPIAL)	Department, Major Program, Program, Fiscal Year, Activity, Location.
Funding Profile Inference by Program Period and Appropriation (FPPPAPPR)	Department, Major Program, Program, Program Period, Appropriation Unit
Project Funding Profile Inference (PFPI)	Department, Major Program, Program, Phase, Activity.
Grant Funding Profile Inference (GFPI)	Department, Major Program, Program.

> Field Information

A field listing is not provided, as all fields are common fields.

Invalid Phase Event Types

The Invalid Phase Event Types (IPHEVNT) reference page allows the restriction of what Event Types cannot be used with a Program and Phase combination as a data entry short cut if there are many more valid Event Types than invalid ones.

> Actions

- **Valid Combinations** – This related page link transitions you to the [Valid Phase Event Types](#) reference page to add, maintain, or review any invalid records for the Program and Phase. Having records on both should be avoided because of conflicts and redundancy.

> Field Information

A field listing is not provided, as all fields are common fields.

Overhead Rate Exception

The Overhead Rate Exception (OVDREXP) reference page defines alternative rates to that defined for the Major Program for combinations of Department, Major Program, Program, Program Period, Object, and Activity. Of those COA, at least one of Program, Program Period, Object, and Activity must be entered.

The Override Percentage Rate defined on this page always takes precedence over the default overhead Rate for the specific coding stream, even if that rate is 0.0000%.

> Field Information

A field listing is not provided, as all fields are self-explanatory.

Program Activity Exception

The Program Activity Exception (PAEX) page defines eligibility exceptions of Program and Activity combinations. For example, it is possible for Program A to normally be ineligible and for Activity X to normally be ineligible. However, when the two are combined on the same expense record, they may be determined to be eligible.

- › Field Information

A field listing is not provided, as all fields are common fields.

Program Activity Requirement

The Program Activity Requirement (PRGREQ) reference page enforced that certain Programs have to, can, or cannot enter an Activity and/or Sub Activity with separate settings of *Required*, *Optional*, and *Prohibited* for Activity and Sub Activity.

- › Field Information

A field listing is not provided, as all fields are common fields.

Program Object Exception

The Program Object Exception (POEX) page defines eligibility exceptions of Program and Object combinations. For example, it is possible for Program A to normally be ineligible and for Object X to normally be ineligible. However, when the two are combined on the same expense record, they may be determined to be eligible.

- › Field Information

A field listing is not provided as all fields are common fields.

Stage Definition

Cost Accounting has an optional transaction controlling feature that is similar to the Budget Fiscal Year Staging feature to control what can happen in a program period. Access to the setup of this feature is through the Stage Profile Select (STPFST) page. From there a related page navigates to another page where stage details can be added, updated or just reviewed.

Examples of stages that could be used are:

- **Pre-Award Stage** - Only budgeting and encumbering is allowed (no payments or cash receipts)
- **Award Stage** - All events are allowed
- **Liquidation Stage** - Only payments for prior encumbrances and cash receipts are allowed (no encumbrances or unencumbered payments)
- **Adjustment Stage** – Only journal vouchers, cancellations, and corrections are allowed (audit adjustments and final vouchering)
- › Field Information

The fields on the three tabs are self-explanatory with the following exceptions:

Field Name	Description
Transaction Code	In addition to allowing transaction codes as defined on the Transaction Control reference page, setup does allow a wildcard of ALL.
Event Type	In addition to allowing event types as defined on the Event Type reference page, setup does allow a wildcard of ALL.
Transaction Restriction	<p>Each combination of Transaction Code and Event Type must have a restriction setting:</p> <ul style="list-style-type: none"> • <i>No Transaction Restriction</i> – The setting for when there should be no restrictions on whether the transaction and event type is referencing another or is being modified. • <i>Restricted to Referencing Transactions (i.e. requiring liquidation of previous transactions)</i> – The setting used when the transaction and event type should have reference to another transaction. • <i>Restricted to Modification and Cancellation Transactions</i> – The setting used for the transaction and event type to stop new data entry but allow existing transactions to be modified (i.e. rolling encumbrances) or cancelled. • <i>Restricted to Referencing, Modification, and Cancellation Transactions</i> – The setting for when a transaction and event type must have a reference and can only be a modification or cancellation.

Unit/Program Requirement

The Unit Program Requirement (PROGREQ) reference page enforces that certain Units always have to, can, or cannot enter a Program with settings of *Required*, *Optional*, and *Prohibited*.

> Field Information

A field listing is not provided, as all fields are common fields.

Valid Phase Event Type

The Valid Phase Event Type (VPHEVNT) reference page allows the restriction of what Event Types can be used with a Program and Phase combinations. One example would be that the event type for acquiring a fixed asset could not be used with a phase of landscaping. Without a record on this page for a

given Program and Phase combination, any Event Type can be used with the combination. If one Event Type is defined for a combination, all available Event Types must be defined for the combination.

- Actions
 - **Invalid Combinations** – This related page link transitions you to the [Invalid Phase Event Types](#) reference page to add, maintain, or review any invalid records for the Program and Phase. Having records on both should be avoided because of conflicts and redundancy.

- Field Information

A field listing is not provided, as all fields are common fields.

Valid Unit Program Combination

The Valid Unit Program Combination (VUPROG) reference page allows the restriction of what Programs a Unit can use. Without a record on this page for a given Unit, any Program defined for the parent Department of both the Unit and Program can be used with that Unit. If one Program is defined for the Unit, all available Programs must be defined for the Unit.

- Field Information

A field listing is not provided, as all fields are common fields.

System Processing

There are a number of reference pages that are read as part of the many system processes of Cost Accounting as additional input parameters to those offline parameters specified in each process.

The pages in this section are as follows:

- [Accounting Integration Parameters](#)
- [CMIA Interest Parameter](#)
- [CMIA Setup](#)
- [Construction Allocation](#)
- [Fixed Asset Construction Program Allocation Detail](#)
- [Frequency Date](#)
- [Negative Draw Prevention Parameter](#)
- [Overhead Rate Parameters](#)
- [Reclassification Parameters](#)
- [Reimbursement Expense Adjustment Parameter](#)
- [Reimbursement Generation Parameter](#)
- [Reimbursement Output Parameters](#)

- [Reimbursement Request Recycling Parameter](#)
- [Reimbursement Selection Parameter](#)

Accounting Integration Parameters

The Accounting Integration Parameters (ACTGINT) page is configured to select combinations of Transactions and Posting Codes from the Accounting Journal where the Task Order has a Source System of *Maximo*. This page provides the configurable parameters for the Maximo Other Cost batch job.

Report Name	Description
Ledger Table	Indicates which journal will be used as the input to the Maximo Other Cost batch job. JRNL_ACTG is the recommended setting.
Transaction Code	Indicates which Transaction Codes will be selected when reading the journal.
Posting Code	Indicates which Posting code associated with the aforementioned Transaction Code will be selected when reading the journal.
Integration Type	Indicates where in Maximo the cost will be recorded. Service is the recommended setting.

CMIA Interest Parameter

The CMIA Interest Parameter page defines a set of parameters into the CMIA Interest Calculation system process that are intended to change in limited fashion between runs. Unlike many of the other system process parameter pages, this one is not navigated to directly but accessed when submitting a new instance of the process.

> Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Run Mode	The Run Mode indication instructs the process for summarizing the records. Valid values are <i>Summarize</i> and <i>Detail</i> . The only difference is that the Summarized mode produces an additional summary report. Both produce the detail report, which shows Total Interest Due to/from is summarized separately for each

	Program (Department, Major Program and Program Period) grouped by Customer.
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CMIA Setup

The CMIA Setup page allows you to specify which funding sources require that drawdown amounts submitted for reimbursement comply with CMIA (Cash Management Improvement Act) calculation. For all billings to that funding source, the Reimbursement Billing process modifies the drawdown to take place in accordance with the CMIA method specified. Advantage Financial fully supports multiple funding sources using various CMIA methods simultaneously.

- > Actions
 - **Program Period** - This related page link transitions you to the [Program Period](#) page.
- > Field Information

The fields on this page that are not self-explanatory are listed below.

Field Name	Description
Clearance Day No	Multiple Clearance days can be set up for any given Major Program/Program Period combination. On each clearance day, a percentage of allowable expenditures are expected to be reimbursed from federal sources.
Clearance %	The percentage portion of a disbursement/charge that is expected to be reimbursed for that clearance day. The total clearance percentage for all clearance day records for any Major Program/Program Period combination should equal 100%.

Construction Allocation

The Construction Allocation (FACPA) reference page consists of two tabs of setup information to control the Program Asset Generation system process. The first defines the construction project as either a Program and all Phases or a Program with a subset of Phases. The second links the Program and Phases to a Fixed Asset Number and Component Number.

- > Field Information

There are several unique fields on this page that are in addition to common chart of account fields and fields covered in the Fixed Asset User Guide:

Field Name	Description
Phase	Although a common chart of account field, this instance allows for a wildcard value of ALL when individual Phases are not needed.
Bypass Review	An indication that when <i>true</i> will result in expenditures updated to the Program Allocation inquiry pages to load with the Reviewed indication of <i>true</i> so that the costs will be included in the next fixed asset update unless that Reviewed indication is changed.
Allocation Indicator	An indication that is set by the system to <i>Single</i> when there is only one detail record established in the allocation. When there is more than one the system sets the indication to <i>Multiple</i> .
Allocation Percentage Total	The system calculated sum of the Default Allocation Percentage of each detail record.
Last Journal Record Number	A field set by the Program Asset Generation system process to track the last selected record from the Cost Accounting Journal in order to know where to start selection in the next run.
Cancel Cancelled	When the Cancel indication is <i>true</i> the Program Asset Generation system process will create a Fixed Asset Cancellation transaction on the next run, at which point the Cancelled indication will be set to <i>true</i> . When cancelling a construction project, the Default Allocation Percentage must be set to 0.00%.
Default Allocation Percentage	The percentage of expenditures accumulated at the Program and Phase will be allocated to the Fixed Asset Number and Component Number.
Final	An indication that when <i>true</i> will trigger the Program Asset Generation system process to create a Fixed Asset Type Change transaction to update the asset with all fixed asset settings defined to the allocation.
Composite Indicator Update Composite Fields	The Composite Indicator is a field set by the system based on the Composite Asset indication for the Fixed Asset Number. The Update Composite Fields indication controls how Fixed Asset Type Change (FX) transaction is created for a composite asset when the Final In Service Date is reached. When the

Field Name	Description
	<p>Composite Indicator is <i>true</i>, the transaction updates the Fixed Asset Catalog, Fixed Asset Type, Fixed Asset Group, Depreciation Method, and Depreciation Structure on the Header of the Fixed Asset Registry.</p> <p>The In Service Date, Useful Life, and Salvage Value can be updated on the Header or the Component of a composite asset on the Fixed Asset Registry. If the Update Composite Fields indication is <i>true</i>, the In Service Date and Useful Life fields are updated on the Header and the Component line. The Salvage Value is updated on the Header.</p> <p>If the Update Composite Fields indication is <i>false</i>, the fields are updated on the Component only (that is, the In Service Date and Useful Life on the Header will not be changed from the original values).</p> <p>This is important when a composite asset has multiple components. In some cases, it may be desired to change the Header attributes and in others not.</p>

Fixed Asset Construction Program Allocation Detail

The detail tab of the Construction Allocation (FACPA) reference page has a secondary view called the Fixed Asset Construction Program Allocation Detail (FACPAD) page.

- Field Information

There are no new fields on this page than already covered for the Construction Allocation page.

Frequency Date

The Frequency Date (FREQDT) page defines a set of parameters into the Reimbursement Generation system process that are intended to change between runs for the Calendar Date (unless pre-loaded for each day).

Please note if multiple departments are using the Reimbursement process, which will be the case most of the time, each department must enter reimbursement frequencies for each calendar day of the year on the Reimbursement Frequency Date page. This is a requirement, because each department may have a different billing frequency for a specific calendar date. In other words, the Department of Human Services may have a Daily billing frequency for Friday, September 7th, while the Department of Transportation has deemed Friday, September 7th as a Weekly billing frequency.

- Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Calendar Date	Each frequency record has to be defined to a calendar date for matching to the run date during processing.
Last Run Date	This date is updated with a successful selection of records so that the record will not be selected again.
(Multiple Billing Frequencies)	Each of the same billing frequencies found on the Funding Line reference page are listed here for matching to those Funding Lines with the same frequency ore frequencies.

Negative Draw Prevention Parameter

The Negative Draw Prevention Parameter (NEGPREV) page defines a set of parameters into the Negative Draw Prevention system process that are intended to change in limited fashion between runs.

› Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Run Mode	<p>An indication that determines the manner in which the process will run:</p> <ul style="list-style-type: none"> • <i>Report Only</i> - This run mode allows selection and calculations to occur without the final/true database updates occurring. This mode can be run as many times as necessary until the what-if results are as expected. • <i>Report and Update</i> - This mode produces both reports and moves reimbursement records back to Ready for Reimbursement status.
Prevention Control	The specified level of summarization at which the Negative Draw Prevention process should evaluate the value of a drawdown request in order not to send a negative

	<p>request or one less than the minimum set forth by a funding source. The options are:</p> <ul style="list-style-type: none"> • <i>Department and Appropriation (default)</i> • <i>Department and Major Program</i> • <i>Department and Program</i> • <i>Letter of Credit</i> • <i>Assistance Listing Number</i> • <i>Federal Appropriation</i> • <i>Customer</i> • <i>Drawdown Group</i> • <i>Department, Major Program and Program Period</i> • <i>Department, Program and Customer Account</i> • <i>Department, Major Program and Customer (Account)</i> <p>Each choice prevents a negative draw, however, <i>Department, Program and Customer Account</i> and <i>Department, Major Program and Customer</i> choices prevent a draw below the Minimum Billing Amount specified on Customer Account Options when the Final Bill indication is not <i>true</i> for the Program. These choices are a must when the grantor has conveyed a minimum billing amount.</p>
Expected Request Date	This date is an optional selection criterion when selecting information from Reimbursement Holding.
Exception Type	Two optional selection criteria – <i>Event Type</i> and <i>Program</i> – are available to write records to the Temporary Exception listing.

Overhead Rate Parameters

The Overhead Rate Parameters (OVHDPARM) page defines a set of parameters into the Overhead Rate system process that are intended to change in some fashion between runs.

› Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Next Run Mode	<p>An indication that determines the manner in which the process will run:</p> <ul style="list-style-type: none"> • <i>Generate Report Only</i> – Used to review selected records to ensure correct setup and review what would be the overhead transaction output. • <i>Generate Charge Transactions Only</i> – This mode is only recommended if first run to generate a report and that report was reviewed and determined to be accurate, as this mode will take information already selected and calculated to generate transactions. • <i>Generate Charge Transactions and Report</i> - This mode produces both a report and the transactions.
Next Run Type	<p>An indication that when <i>Initial</i> will only result in a new report or new transactions created. When set to <i>Reversal of Prior Run</i> then the transactions from the last run will be reversed.</p>
Overhead Parameter ID	<p>The unique identification of a parameter record that is specified within the chain job.</p>
Summarize	<p>An indication that when <i>Detailed</i> instructs the process not to summarize identical combinations of COA values into a single accounting line on a Charge transaction, but create individual accounting lines for each selected record while noting the source transaction in the Line Description field for reference. This method provides a better online audit trail but takes longer to process and builds larger transactions.</p> <p>The setting of <i>Summarize</i> will combine like COA strings into a single accounting line and will not make any reference to the source transaction.</p>
Retain BFY-FY-APD	<p>An indication that when <i>Yes – Retain From Transactions</i> will trigger the chain job to carry the three values over to the Charge accounting line as recorded on the source transaction. When set to <i>No – Use Output Parameters</i> will not take from the source transaction but will use any values specified for the parameter ID, otherwise the field will default during transaction processing.</p>

Field Name	Description
Transaction Record Date Budget Fiscal Year Fiscal Year Period	Optional fields to populate on the generated transactions. Note that the last three will only be used depending on the Retain BFY-FY-APD setting.
Start Record Number End Record Number	Information is captured to record the range of journal records read for eligibility for auditing purposes and for the next run to pick up where the previous run left off.
Last Run	With each successful run to generate transactions, the parameter record used will have the Last Run indication set to <i>true</i> and any record that previously had that setting will be changed to <i>false</i> . This is not only for informational purposes to control the reversal mode.

Reclassification Parameters

The Reclassification Parameters page defines a set of parameters into the Reclassification system process that are intended to change in limited fashion between runs. Unlike many of the other system process parameter pages, this one is not navigated to directly but accessed when submitting a new instance of the process.

> Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Run Mode	<p>An indication that determines the manner in which the process will run:</p> <ul style="list-style-type: none"> • <i>Report Only Mode</i> – This run mode allows selection and calculations to occur without the final/true database updates occurring. This mode can be run as many times as necessary until the what-if results are as expected. • <i>Update Mode</i> – This mode is only recommended if first run to generate a report and that report was reviewed and determined to be accurate, as this mode will take information already selected and calculated to generate the modifications.

Field Name	Description
	<ul style="list-style-type: none"> • <i>Report and Update Mode</i> - This mode produces both a report and the modifications.
Automatic Overflow	<p>The system process runs in a mode of Normal Reclassification by default (that is, Automatic Overflow indication is <i>false</i>). During the life of a Cost Accounting entity (for example, project, grant, or job), the financial structure of the reimbursement funding and cost eligibility will require modification. These modifications are due to a variety of factors to include: changes in the agreement amounts with an external funding source, changes in the eligibility of certain types of reimbursable expenditures, or setup errors of a cost accounting program.</p> <p>When the Automatic Overflow indication is <i>true</i>, those changes to funding or eligibility that free up availability can now be applied against transactions that were previously not eligible for reimbursement due to exceeding the funding limitations. These amounts would have been applied to the Funding Priority marked as the overflow priority. Now such activity may now be eligible for reimbursement.</p> <p>It is important to note these two processes are independent of each other and must be executed separately.</p>
Various Cost Accounting COA	<p>When the Automatic Overflow indication is <i>true</i>, the COA combinations are optional. When <i>false</i>, at least one of the following combinations must be specified:</p> <ul style="list-style-type: none"> • Department and Major Program • Department, Major Program and Program Period • Department, Major Program and Program • Department, Major Program, Program Period and Program • Department, Major Program, Program, and Funding Profile • Department, Major Program, Program Period, Program and Funding Profile

Reimbursement Expense Adjustment Parameter

The Reimbursement Expense Adjustment Parameter (REAP) page defines a set of parameters into the Reimbursable Expense Adjustment system process that are intended to change in limited fashion between runs.

› Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Run Mode	<p>An indication that determines the manner in which the process will run:</p> <ul style="list-style-type: none"> • <i>Generate Report Only</i> – This run mode allows selection and calculations to occur without the final/true database updates occurring. This mode can be run as many times as necessary until the what-if results are as expected. • <i>Generate JV Transactions Only</i> – This mode is only recommended if first run to generate a report and that report was reviewed and determined to be accurate, as this mode will take information already selected and calculated to generate transactions. • <i>Generate Report and JV Transactions</i> - This mode produces both a report and the transactions.
Reimbursement Budget Structure Budget Name	<p>As the system process is design to adjust reimbursable budget line, a reimbursable budget structure ID must be selected.</p>
Tolerance Percentage	<p>A percentage is needed for record selection from level 1 of the reimbursable budget structure. Records will only be selected if the calculated Available Amount, as a percentage of the Awarded, is within this percentage. This percentage is entered where 100 and not 1.0000 is 100%.</p>
Department	<p>When selection should just be budget lines of a single department, this field captures that department. If left blank, all departments are selected.</p>
Transaction Code	<p>The required Journal Voucher transaction code to be generated. The JVC should be selected or one that uses the same presentation showing the Funding Structure chart of accounts.</p>
Clearing Fund	<p>As there is no Fund present on the reimbursable budget lines and all Journal Vouchers require a Fund on each accounting line, the value specified here will be used.</p>

Reimbursement Generation Parameter

The Reimbursement Generation Parameter (REIMGEN) page defines a set of parameters into the Reimbursement Generation system process that are intended to change in some fashion between runs. The page has two tabs with the first contains most selection parameters, with the second tab containing optional Customer ID for selection with an inference of the Legal Name. Controlling by customer allows an easy differentiation of reimbursement schedules for customers that have the same frequency but different processing dates.

> Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Run Mode	<p>An indication that determines the manner in which the process will run:</p> <ul style="list-style-type: none"> • <i>Report Only Mode</i> – This run mode allows selection and calculations to occur without the final/true database updates occurring. This mode can be run as many times as necessary until the what-if results are as expected. • <i>Update Mode</i> – This mode is only recommended if first run to generate a report and that report was reviewed and determined to be accurate, as this mode will take information already selected and calculated to generate transactions. • <i>Report and Update Mode</i> - This mode produces both a report and the transactions.
Date Range From Date To Date	<p>The first of two types of Frequency Date record selection is with the Date Range indication being set to <i>true</i>. This setting requires the From and To Dates to be entered and used to select Frequency Date records. When <i>false</i>, the Run Date selection option must be used.</p>
Run Date	<p>The second of two types of Frequency Date record selection is with the Run Date being populated. When populated the Date Range selection fields must be blank.</p>
Customer Selection	<p>The indication that additional selection will use or not use identified customers. A setting of <i>Not Applicable</i> means that customer selection will not be used. The settings of <i>Include</i> and <i>Exclude</i> determine how the record(s) entered on the Customer tab will be used in selection.</p>

Field Name	Description
Budget FY Fiscal Year Accounting Period	Optional selection criteria that are used to narrow down selected records so that the Reimbursement Output process can match the Budget FY, Fiscal Year, and Accounting Period with output parameters so that reimbursements are processed into a desired time period instead of the current period.
Include Prior Periods	An indication whether records should be selected from Ready for Reimbursement and/or the Reimbursement Hold for a specific Fiscal Year and Accounting Period combination or for a range of Accounting Periods. The field has the following values: <ul style="list-style-type: none"> • <i>Not Applicable</i> – This default is only allowed if the Accounting Period field is blank. • <i>Yes</i> - The range will start with the Accounting Period of the Last Run Date on the selected Frequency Date record through the specified Fiscal Year and Accounting Period combination for the Reimbursement Generation Parameter ID. • <i>No</i> – The range will only include the Fiscal Year and Accounting Period combination for the Reimbursement Generation Parameter ID.

Reimbursement Output Parameters

The Reimbursement Output Parameters (REIMOTPT) page defines a set of parameters into the Reimbursement Output system process that are intended to change in limited fashion between runs.

› Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Summarization Type	An indication that controls the volume of output and the amount of information recorded on the Reimbursement History inquiry page. <ul style="list-style-type: none"> • <i>Detail</i> – Each accounting line reimbursed is a separate accounting line on the generated transaction. The Reimbursement History inquiry will have the Reimbursed Transaction fields completed. • <i>Summary</i> - Similar chart of account distributions are consolidated into a single accounting line. The

Field Name	Description
	Reimbursement History inquiry will not have the Reimbursed Transaction fields completed.
Object Class	The required FHWA Object Class for the FHWA output file.
Recipient ID	The required identification for your State on the FHWA output file. This ID is either a State FIPS code or the Federal Lands Cost Center code.
Payment Date	A required date of expected payment for the FHWA output file.
Federal Activity	The required Federal Activity code for the FHWA output file.

Reimbursement Request Recycling Parameter

The Reimbursement Request Recycling Parameter (RECYCLE) page defines a set of parameters into the Reimbursement Request Recycling system process. A new record is required with each run to identify what activity was denied.

- › Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Cycle	A required identification for selection of records from the Reimbursement History data. Either the Cycle or Job ID must be specified, but not both.
Job ID	A required identification of the Job ID of the original Reimbursement Request system process. Either the Cycle or Job ID must be specified, but not both.

Field Name	Description
Run Mode	<p>An indication that determines the manner in which Cash Receipts processed to final are to be handled:</p> <ul style="list-style-type: none"> • <i>Normal Mode</i> – This mode will modify Cash Receipts for partially collected Receivables (portion not denied) • <i>Report Submitted Cash Receipts Mode</i> – This mode will not modify the Cash Receipts but reports them for manual intervention.
Recycle Type	<p>A required indication that specifies how selection will occur from Reimbursement History. Valid values are <i>Program</i>, <i>Appropriation</i>, and <i>Drawdown Group</i>.</p>
COA	<p>The choice of Recycle Type will determine which of these fields are required and which are prohibited.</p>
Reason Code	<p>Modifications of Accounts Receivable transactions require the Reason Code in order to process.</p>

Reimbursement Selection Parameter

The Reimbursement Selection Parameter (REIMSEL) page defines a set of parameters into the Reimbursement (Selection and Calculation) system process that are intended to change in some fashion between runs.

› Field Information

The fields on this page that are not self-explanatory are:

Field Name	Description
Next Run Mode	<p>An indication that determines the manner in which the process will run:</p> <ul style="list-style-type: none"> • <i>Generate Report Only</i> – This run mode allows selection and calculations to occur without the final/true database updates occurring. This mode can be run as many times as necessary until the what-if results are as expected. • <i>Generate Charge Transactions Only</i> – This mode is only recommended if first run to generate a report and that report was reviewed and determined to be accurate, as this mode will take information already selected and calculated to generate transactions. • <i>Generate Charge Transactions and Report</i> - This mode produces both a report and the transactions.
Record Date Budget FY Fiscal Year Accounting Period	<p>Optional fields to populate on the generated transactions. If left blank or any subset is populated, remaining values not specified will default as with online data entry.</p>
Last Run	<p>With each successful run to generate transactions, the parameter record used will have the Last Run indication set to <i>true</i> and any record that previously had that setting will be changed to <i>false</i>. This is not only for informational purposes to control the reversal mode.</p>

Inquiry Pages

The Cost Accounting area contains a number of inquiry pages that are used to view the results from system and transaction processing.

Inquiries discussed in other guides:

- **Cost Accounting Journals and Ledgers** – The Cost Accounting Journal page lists all accounting and non-accounting (i.e. charges) recorded to a Program. From this journal are built a number of ledgers that also serve as inquiries. These are the Accounting Period, Fiscal Year, Budget Fiscal Year, and Inception to Date Cost Accounting Ledgers. The *Financial Administration User Guide* contains more information on journals and ledgers.
- **Cost Accounting Budget Inquiries** – There are different budget structures available to track and control Cost Accounting. Few examples are 36, 37, 38, 39, 40, 46, 88 and so on. The Budget Control User Guide contains more information on these budget structures, the transactions that update them, and the inquiry pages available to view budget lines.

Inquiries discussed in the *Cost Accounting User Guide*:

- [Construction Expenditure Accumulation](#)
- [Construction Expenditure Reconciliation](#)
- [Construction Expenditure Reconciliation Detail](#)
- [Cost Accounting Transaction History](#)
- [FHWA Rejection Records](#)
- [Front End Split Log](#)
- [Reimbursement History](#)

Construction Expenditure Accumulation

The Construction Expenditure Accumulation (FACPEA) is an inquiry page shows Construction Expenditure Detail records summarized by Fixed Asset Number, Fixed Asset Component Number, and chart of accounts (from the expenditure). Data on this page is used by the Program Asset Generation system process when creating Fixed Asset Increase transactions.

› Actions

- **Allocation Totals** – This related page link transitions you to the [Construction Allocation](#) setup page.
- **Expenditure Reconciliation Totals** – This related page link transitions you to the [Construction Expenditure Reconciliation](#) inquiry page for the selected Fixed Asset Number and Component Number.

› Field Information

There are few unique fields on this page that are not common chart of account fields or asset identification fields:

Report Name	Description
Pending Increase Amount Cumulative Increase Amount	Two amount fields exist to show any difference between what has been posted and what will be posted to the fixed asset. Pending Increase Amount is the amount that will be used on the next Fixed Asset Increase transaction. Cumulative Increase Amount is the amount of all prior Fixed Asset Increase transactions.

Construction Expenditure Reconciliation

The Construction Expenditure Reconciliation (FACPER) is an inquiry page shows all expenditure transactions to the posting line-level of detail that have been identified. The page can be used to select and mark records 'reviewed' or records are loaded as reviewed then to mark records 'not reviewed' with the Mass Update action available from the Grid Action menu.

> Actions

- **Expenditure Reconciliation Detail** – This related page link transitions you to the [Construction Expenditure Reconciliation Detail](#) inquiry page to see full chart of account details and update the Allocation Percentage, if necessary, for a selected transaction line.
- **Mass Update** – This action is used to select and mark one or more records 'reviewed'. It also can work in reverse from reviewed to not reviewed. The action is found in the Grid Action menu.

> Field Information

There are several unique fields on this page that are in addition to common chart of account fields and fields covered in the Fixed Asset User Guide:

Report Name	Description
Total Reviewed	The number of transactions returned from the search that are not marked reviewed.
Total Open	The number of transactions not yet reviewed.
Allocation Percentage Total	The sum of the Allocation Percentage for Fixed Asset Construction Expenditure Reconciliation Detail records.

Report Name	Description
Accumulated	The data on which the expenditure was found as reviewed and updated to the Construction Expenditure Accumulation inquiry page. At this point the Construction Expenditure Reconciliation record cannot be modified.

Construction Expenditure Reconciliation Detail

The Construction Expenditure Reconciliation Detail (FACPERD) is an inquiry page shows expenditure transaction details to the chart of account level of detail. The page can be used to change the Allocation Percentage for one or more records the summary record has not been marked as 'reviewed'.

- > **Actions**
 - **Expenditure Reconciliation**– This related page link transitions you to the [Construction Expenditure Reconciliation](#) inquiry page to begin a new inquiry.
- > **Field Information**

There are few unique fields on this page that are not common chart of account fields or fields covered in the Construction Expenditure Reconciliation Detail:

Report Name	Description
Line Amount Increase Amount	Two amount fields exist to show any difference because of the Allocation Percentage between what was found in the Cost Accounting Journal (Line Amount) and what the Program Asset Generation system process has calculated (Increase Amount).

Cost Accounting Transaction History

The Cost Accounting Transaction History (CADHIST) inquiry page lists the submitted Cost Accounting Setup and Cost Accounting Modification transactions processed. While these transactions can also be found on the Transaction Catalog, this page allows searching for those that created or updated Cost Accounting COA.

FHWA Rejection Records

The FHWA Rejection Records (FHWACLN) is an inquiry page showing summary-level details of the FHWA file created by the Cost Accounting Reimbursement cycle. This page also acts as a custom parameter page for the FHWA Cleanup process. A summarized record can be identified as rejected or

bad on this page by selecting the Reject Record indication and specifying a Reason Code. The FHWA Cleanup process will then create a modified FHWA file with only good records after excluding the rejected or bad records identified on this page.

Front End Split Log

The Front End Split Log (database table name of FSL) is a table of data updated with each front end split that occurs on a transaction processed to final. Although the table does not have an online page, it is listed here because it is an alternative reporting source to the Cost Accounting Journal and is used in system processing.

Reimbursement History

Reimbursement History (REIMHIST) is an inquiry page listing all the transactions created for reimbursement. The Reimbursement Output process writes all Receivable and Cash Receipts transactions to the inquiry in *Summary* or in *Detail* mode. The latter lists the spending transaction that triggered the reimbursement. The Update Reimbursement History setting on Transaction Control can be used to make manually created or uploaded Receivable and Cash Receipts transactions update the inquiry so that all reimbursement activity is tracked. These updates happen in the *Summary* manner.

Advantage - Unique Features

The following functionality is only applicable for your site if the associated functionality fits a very specific set of circumstances. Refer to each topic for more information.

- [Payroll Additive Rate and Override Department Object \(PAYADPR\)](#)
- [Eligible Object List \(EOBJRP\)](#)

Payroll Additive Rate and Override Department Object

The Payroll Additive Rate and Override Department Object (PAYADPR) is a stand-alone page to setup Payroll Additive Rate and Overridable Department Object values. The page is keyed by Fiscal Year, Department, From Date, To Date, Department Object, and Pay Add Rate. The from and to dates are automatically set using the first and last day from the Fiscal Year (FY) page when left blank.

The dates provide an audit trail for tracking rate changes during a FY. The page stores the data needed by interfaces to build Payroll Additive Transactions by using the rate and Department Object. There is no system process that uses this data, but it is intended for external processes.

Note: If you are interested in using the page, please mark it as searchable in Application Page Registration (APGS) first.

Eligible Object List

The Eligible Object List (EOBJRP) page is a stand-alone page to list eligible Object codes for a Department and Fiscal Year. There is no system process that uses this data, but it is intended for external processes. A record can be marked inactive when not needed.

Advanced - Batch Processing

The Cost Accounting area has many batch, chain, and report jobs. Please refer to the appropriate topic below for a list of all batch, chain, and report jobs. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage Cost Accounting Run Sheets* guide or other guide as indicated by the Batch Catalog Section column in the following topics.

- [Batch Jobs](#)
- [Chain Jobs](#)
- [Report Jobs](#)

Batch Jobs

The individual batch jobs are listed alphabetically in the table below. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following guide: *CGI Advantage Cost Accounting Run Sheets*.

Job Name	Description
Maximo Other Cost	This process tracks costs associated with Maximo Work Orders that can accumulate in CGI Advantage and have not been recorded in Maximo by either purchasing or disbursement transactions. These “other costs” need to be transmitted to Maximo, so that the Work Order totals in both systems will be accurate.
Negative Draw Prevention	This process is used to ensure there is no draw to an external funding source where the amount of the draw is \$0.00 or less when there is no Minimum Billing Amount defined for the customer account. If there is a minimum then this process ensures the draw is less than minimum. The only exception to the minimum is if the Final Bill indication is <i>true</i> for the selected Program. When a prevented draw is identified, information is moved from Reimbursement Request to Ready for Reimbursement.
Reimbursement Generation	This process reads the Ready for Reimbursement data created by the Reimbursement Selection and Calculation process and the Reimbursement Holding data Reimbursement Generation process. Records are selected from those two data sources based on the run date and department entered supplied as input and the Reimbursement Frequency(s) that are applicable from the last run date to the input date. The process also applies CMIA drawdown rules as defined selected Funding Lines.

Chain Jobs

The chain jobs are listed alphabetically in the table below. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following guide: *CGI Advantage Cost Accounting Run Sheets* or any other run sheet specified.

Job Name	Description
Cost Accounting Archive	This system process is used to remove system setup and processing details from the application for cost accounting entities (defined at the Major Program, Program, and Task Order chart of accounts) that have completed for enough time to meet statutory requirements and procedures for data retention. The run sheet is a Utilities Run Sheet.
Cost Allocation	This system process is documented in the Cost Allocation User Guide.
Cost Allocation Multi Process	This system process is documented in the Cost Allocation User Guide.
Credit Memo Multi Thread Chain	This system process allows you to generate Journal Vouchers to transfer funds from the central fund to the Federal grant fund to cover the difference between draw amount and disbursement amount for credit memo transactions. The process also reverses these adjustments by generating another Journal Voucher when the credit memo is adjusted as part of subsequent disbursement to the vendor through AD Chain.
Encumbrance Reclassification	This system process is used to re-evaluate the impact of an encumbrance that has likely been recorded against a part of a Major Program's funding structure that is not where new transactions are updating because of funding changes or the encumbrance aging. The process backs-out and reprocesses all outstanding encumbrance balances in a fashion similar to what occurs during Reclassification.
FHWA Cleanup	This system process is run to fix certain issues with the electronic file created for FHWA when it has been rejected from FMIS so that just the corrected is sent back instead of re-running the Reimbursement Output Process. If this cleanup results in any records moved from Reimbursement History to Reimbursement Request, then the original Receivables created will be modified and a new file will be created.
FHWA FMIS Extract Process	This process generates the project extract (XML) for obligating the project in FHWA FMIS application. The FHWA FMIS Extract process identifies submitted budget transactions and queries for Project information in several setup tables. The data is further organized to build the final FHWA FMIS XML files.

Job Name	Description
FMIS Load Process	The process parses the data from FMIS received through XML file and loads the same to FMIS database tables. The process also advances workflow for the associated budget transactions from workflow level to final.
Internal Costing	This system process is documented in the Internal Costing User Guide.
Overhead Rate	This system process selects those direct costs eligible for overhead for those Major Programs allowed overhead by one or more funding sources. To those costs a pre-defined percentage is applied and Charge transactions generated to record the overhead for the next reimbursement selection.
Program Asset Generation	This system process performs to primary tasks. The first is the selection of costs eligible for capitalization that are then recorded in online inquiries for review. The second is taking those reviewed records online and creating Fixed Asset transactions that increase, change the Fixed Asset Type, or cancel Fixed Asset Components.
Reclassification	This system process locates reimbursement budget line conditions where there is other funding available than where there is current spending, and then submits modification transactions, determined from the Funding Split Log, where posting lines backout of where they were originally recorded and rebook under new funding. The other funding can be completely new funding (e.g. new funding profile) or in a Funding Priority prior to the one currently being spent from.
Reimbursable Expense Adjustment	<p>A process exists within Advantage Financial which helps to prevent the creation of a reimbursement request that exceeds the reimbursement limits by:</p> <ul style="list-style-type: none"> • Providing a reporting mechanism to identify those reimbursable Funding Line budgets with an awarded amount that does not reflect Funding Line setup and where the amount of costs at the Funding Line level exceeds the awarded percentage. • Creating a corrective transaction if the Awarded amount has been exceeded in a manner that provides a complete audit trail and is reflected in the reimbursement request.
Reimbursement	This process, also known as Reimbursement Selection and Generation, reviews accounting activity since the last run and existing activity in suspense using the Reimbursement Selection Parameter ID specified (see System Processing under Reference Pages). The eligible activity for Back End Split Major Programs is placed on Charge transactions to

Job Name	Description
	record that split. The eligible activity for Front End Split Major Programs is transferred for later Reimbursement Output processing. Any new suspended activity is logged as such for later review.
Reimbursement Output	<p>This system process performs a series of tasks. The first is the creation of Receivable, Cash Receipt, and Internal Exchange Transactions to record reimbursement accounting for both regular reimbursement and Streamlined Task Order Billing. Those transactions are then logged on the Reimbursement History inquiry page.</p> <p>The second is the generation of electronic billing files for external customers. Currently, the FHWA electronic file is the only file produced. All the selected records in the current run and corrected records (that is, the records rejected by FHWA (FMIS) from any previous Reimbursement cycle) are summarized based on FHWA attributes and copied to the current (new) FHWA Electronic file.</p>
Reimbursement Request Recycling	This system process is run when a portion of a reimbursement request has been denied. The portion that was denied is identified in a Reimbursement Request Recycling record so the process can move the records to Reimbursement Hold until corrective actions are taken. Additionally, modifications of transactions created from Reimbursement Output are processed.
Update Assistance Listing Numbers	This system process updates existing records in, and adds records to, the Assistance Listing Number reference page based on data published at https://sam.gov/content/assistance-listings . The expected input file is the comma-separated value (CSV) file provided daily at ftp://ftp.cfda.gov .
Warrant Reclassification	This process allows you to reclassify warrant payable balances to match the Reimbursement Reclassified posting of a disbursement. This process should be used if the standard warrant disbursement model is used in conjunction with front-end split.

Report Jobs

The report jobs are listed alphabetically in the table below. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following guide: *CGI Advantage Cost Accounting Run Sheets*.

Job Name	Description
CMIA Discrepancy Report	This system process ensures that the CMIA Setup page is set up correctly for the offline reimbursement processes. Specifically, where CMIA drawdown records have been created on CMIA Setup, the total clearance percentage for all records for each Program Period should equal to 100 percent.
CMIA Interest Calculation Process	This system process takes the CMIA details from Reimbursement History and the Actual Drawdown Date to calculate the interest due to or from the Federal Government based on the CMIA method defined for each Funding Line.
Reimbursement Input Report #1	This system process reports by Department and Split Type the dollars that would be reimbursed given the reimbursement period range specified.
Reimbursement Input Report #2	This system process reports by Department the dollars moved from suspended to ready for reimbursement or total dollars held based upon the reimbursement period range specified.

Advanced - Reports

Reports can be created from CGI Advantage via CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- [CGI infoAdvantage](#)
- [CGI Advantage Insight](#)

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: <https://sdc.cgi.com/aal/>

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.