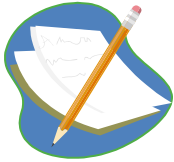# Planning – Plan MTDC Sub-award Exclusions - Simple

This planning tool offers the ability to identify sub-awards by expense class that will be greater than $25K and therefore partially excluded from the planned MTDC measure.

NOTES

FY13 plans in the Spreading Grid in Working Plan for non-salary were copied from FY12 budgets in IFAS to provide users a reference point for data entry. Users can edit this information to reflect plans for FY13. You can change the totals in the Spreading Grid (recommended) to spread your planned FY13 expenses and as necessary, select specific accounts to tweak monthly entries in the second grid.

To limit the amount of data shown, the Plan MTDC Sub-Award Exclusion Simple Grid currently defaults to showing only items that have $ planned in the 5200 or 5300 expense since most exclusions occur in Purchased Services and a few in Materials and Supplies. (PSC and Equipment are already excluded by expenses class from the data entry grids.)

To see what you have already planned for subaward exclusions more easily, select your group and Fiscal Year via the Dimension Filter and add these two filters:

- Right click on the "Total MTDC Exclusions" column header and select "Filter Editor", click on "Equals" and select "Less Than" from the Drop Down, click on "Enter Value" and type "0" and press "OK".

- Right Click on the Fund Source Code Column Header, select "Filter Editor", Select "And" to add the additional filtering on Fund Source Code, click on "Equals" and select "Does Not Equal" from the Drop Down, click on "Enter Value" and type "Indirect" and press "OK".

Note, these are dynamic filters, meaning they have to be rest each time you open the grid.

Create SubAward Exclusions

There are several options for creating subawards exclusions, placing the full amount in September and adjusting throughout the year or placing an amount in each month and possibly adjusting throughout the year. (The spreading may reduce the need for adjustments.)

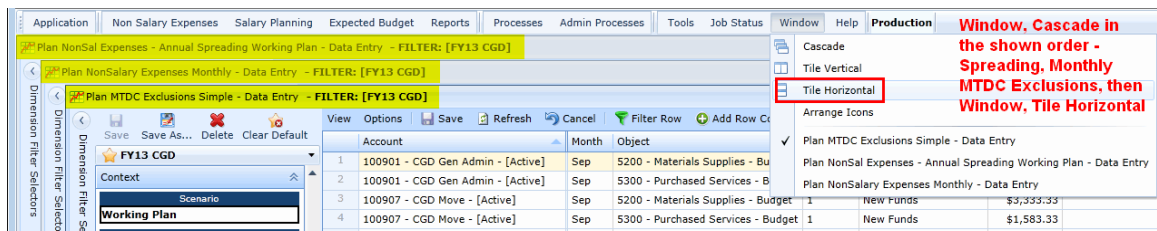### Group Step-by-Step - September MTDC Exclusion

Create an MTDC sub-award exclusion.

1. **Close all windows, then open the following:**

    - **Plan NonSal Expenses – Annual Spreading Working Plan – Data Entry Grid,**
    - **Plan Non Salary Expenses Monthly Grid**
    - **Plan MTDC Exclusions Simple - Data Entry Grid**

Select Windows, Cascade and then Windows, Tile Horizontal.

You will have all three grids open – in the sample below you can see how the grids are linked.

2. **Select or set and save the Dimension Filters for your home Division or Program on all three grids.**

3. **For each grid, select "Year" 2013 via the Hierarchy Filter and select "Account" – your home division or program via the Hierarch Filter. Save and Name your filters for each Grid.** The names are unique to each grid so you can use the same name for all Grids. You may want to include the FY in your name since the grid is based on Fiscal Year.
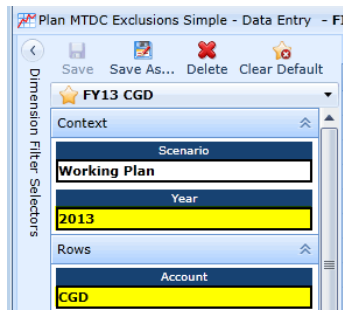
Once the filters are all created, saved and named, close the filter selectors to see more of the screen.

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4. **In the Simple MTDC Subaward Exclusions Grid, select Attributes to add "Fund Source" to this Grid**. (Dimension Name: cd_Account, Attribute Name: Fund_Source_Code) Click Add Attribute, Click Save and Close. Move the attribute column from the far right of your grid to where you want it, Click View, Save Grid Layout

5. **Use Filter Row on all three grids to select just the placeholder account key you created and edited in the last exercises. (The $75K PS amount is used here.)**

6. **Notice the $75K in PS is spread across all the months in the Monthly Grid.   Notice that the MDTC Exclusion Grid shows $6,250 in the amount. To plan only in September, we need all $75K in September.**

   - Type "0" in Ocotober
   - Copy it through August.
   - Type "75,000" in September
   - Save the grid
   - Click on the MTDC Exclusion Grid and Refresh, notice the amount shown is now $75,000

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7. **In the MTDC Exclusion, enter the following for the Purchased Services line in the Other Misc MTDC Exclusions column:**

   o Enter $50K in the Other Exclusions (My subaward is $75K and will have OH on the First $25K)
   o Click "Save" to keep the changes, notice Total MTDC is no $25K rather than $75K.

- Notice the changes in MTDC Calculation. Note only $25K is subject to Overhead.
- Click on the Non Salary Spreading Grid
- Notice the MTDC, OH and Total Program Exp Amounts for the key
- Click "Refresh" to apply the MTDC exclusions you just created and see the changes.

Group Step-by-Step - MTDC Exclusion entered by Month

Create an MTDC sub-award exclusion by Month

1. **Keep the Grids with the selected Account Key Open. We will plan MS expendables as an MTDC exclusion in this key by month rather than all in September.**

2. **Notice the Monthly Grid that MS amount is spread over all twelve months at $6,250 per month.**

3. **Go to the MTDC Subaward Exclusion Grid and maximize the grid.**

   - Open the Dimension Selector
   - Click on the Month Filter
   - Open "All Months" and Open Q1, Q2, Q3 and Q4 as shown below
   - With the CTRL key, select each month as shown below
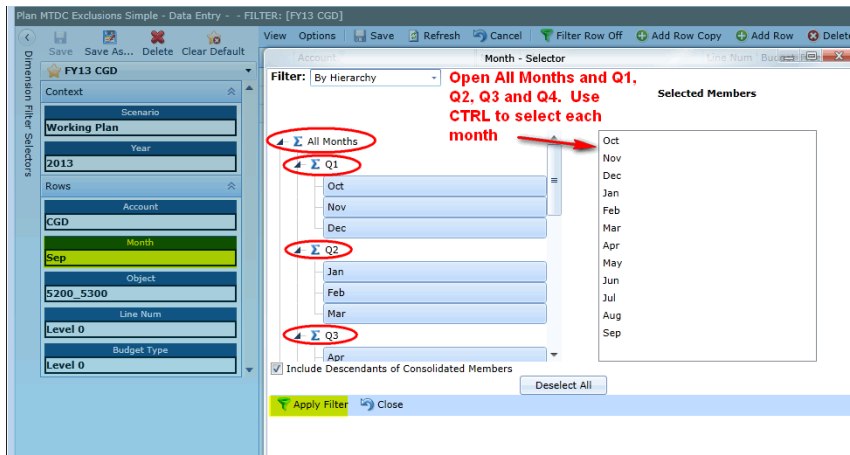
- **After all months are selected, Apply Filter**
- **Save and Name this Filter – i.e., "FY13 CGD All Month Filter"**

4. **For the sake of the example, will assume the MS are excluded from OH and it is applied to only the first $25K. In the Plan MTDC Exclusions Simple – Data Entry Grid, enter the following for the Material and Supplies lines in the Other Misc MTDC Exclusions column:**

   o OH will not apply to the first $25K of this exclusion. $25K / $6.25K = 4 months would have OH applied, the remaining months would be excluded.
   o Leave $0 in the first 4 months
   o Copy the $6,250 in the remaining 8 months.

- Notice the changes in MTDC Calculation. Note now only $50K is subject to Overhead, the earlier PS example and this MS example.

   o Click on the Non Salary Spreading Grid
   o Notice the MTDC, OH and Total Program Exp Amounts for the key

- Click "Refresh" to apply the MTDC exclusions you just created and see the changes in MTDC, OH and TOTAL Program Exp

NOTE

To limit the amount of data shown, the Plan Sub-Award MTDC Exclusion Grid currently defaults to showing only items that have $ planned in the 5200 or 5300 expense since most exclusions occur in Purchased Services and a few in Materials and Supplies. (PSC and Equipment are already excluded by expenses class from the data entry grid.)