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.

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

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78	106952 - Demographic Tool - [Active	All Months	1	New Funds		DOE	\$106,264.66	5	\$0.00	\$0.00	\$4,022.3	2 \$0.00	\$0.00	\$0.00	\$35,980.2	9 \$0.00	\$70,284.3	7 \$66,262.0	04
79	106953 - CGE Models - [Closed]	All Months	1	New Funds		FOREIGN	\$3,857.50	0	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$1,357.5	\$2,500.00	\$2,500.0	\$2,500.0	.00
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- 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.

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Once the filters are all created, saved and named, close the filter selectors to see more of the screen.

- 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.)

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- 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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3	103709 - Decadal Predict - [Active]	5400 -	Travel General - Budget	1	New Funds	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	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:

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

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S.	1	103709 - Decadal Predict - [Active]	Sep	5200 - Materials Supplies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.00	NSFGRANT	CR
Filte	2	103709 - Decadal Predict - [Active]	Sep	5300 - Purchased Services - Budget	1	New Funds	\$75,000.00	\$50,000.00	(\$50,000.00)	\$25,000.00	NSFGRANT	CR
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_							\$81,250.00	\$50,000.00	(\$50,000.00)	\$31,250.00		
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- 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

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- After all months are selected, Apply Filter
- Save and Name this Filter i.e., "FY13 CGD All Month Filter"

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	Rows			3	2	6	103709	Decadal Predi	ct - [Active]	Mar	5200 - Materials Supp	lies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
		A	ccount			7	103709	Decadal Predi	ct - [Active]	Apr	5200 - Materials Supp	lies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
	CGD					8	103709	Decadal Predi	ct - [Active]	May	5200 - Materials Supp	lies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
		1	Month			9	103709	Decadal Predi	ct - [Active]	Jun	5200 - Materials Supp	olies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
	<mark>Oct</mark>					10	103709	Decadal Predi	ct - [Active]	Jul	5200 - Materials Supp	olies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
	Nov Dec					11	103709	Decadal Predi	ct - [Active]	Aug	5200 - Materials Supp	lies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
	Jan					12	103709	Decadal Predi	ct - [Active]	Sep	5200 - Materials Supp	lies - Budget	1	New Funds	\$6,250.00	\$0.00	\$0.00	\$6,250.0
	Feb					13	103709	Decadal Predi	ct - [Active]	Sep	5300 - Purchased Ser	vices - Budget	1	New Funds	\$75,000.00	\$50,000.00	(\$50,000.00)	\$25,000.0
	Mar																	
	Apr May						Notice	MS is sho	wn for a	ll 12 n	nonths - it is pla	anned in a	ll 12 m	onths in t	the Month	ly Grid.		
	Jun						Notico	PS is sho	wn only	for the	e month of Sep	tombor i	ie nlan	nod only	in Sonto	mhor in tho		
	Jul																	
	Aug						Monun	y Grid, ali	other m	onuns	are "0", and du	ie to Zero	Suppre	ession, n	ot snown.			
	Sep						Our \$5(K exclus	ion from	earlie	er is still in this	arid.						
	5000 50		Dbject									J						
	5200_53						Filterin	g by one :	account	key, v	ve see only de	tail for MS	and PS	5 in this k	(ey for FY	13.		
	Level 0	Lir	ne Num															
	Level 0				1													
	Lawel 0	Bud	get Type															
	Level 0				-													

- 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:
 - 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.
 - Leave \$0 in the first 4 months
 - Copy the \$6,250 in the remaining 8 months.

P	lan	MTDC Exclusions	Simple -	Data	Entry -	FILTER	: [FY13 C	GD All Mon	ths Filter]					MTDC	Subaward	Exclusion Grid		
		H 🛛	*		^	View	Options	🔚 Save	🗐 Refresh	in Cance	🗧 🍸 Filter Row Off	🔾 Add Row (Copy 🔂 A	dd Row 🛛 🕴	Delete 💥 At	tributes		
2	_	Save Save As				_	Account			Month	Object		Line Num	Budget Type	Amount	Other Misc MTDC Exclusions	Total MTDC Excl	Total MTDO
		FY13 CGD All	Months	Filte	· · ·		103709											
	C	Context			*	1	103709	Decadal Pr	edict - [Active]	Oct	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$0.00	0.00	\$6,250.0
		Sce	nario			2	103709 -	Decadal Pr	edict - [Active]	Nov	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$0.00	0.00	\$6,250.0
		Working Plan				3	103709	Decadal Pr	edict - [Active]	Dec	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$0.00	0.00	\$6,250.0
			'ear			4	103709	Decadal Pr	edict - [Active]	Jan	5200 - Materials Supp	olies - Budget	1	New Funds	\$6,250.00	\$0.00	0.00	\$6,250.0
	2	2013				5	103709 -	Decadal Pr	edict - [Active]	Feb	5200 - Materials Supp	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
	R	lows			*	6	103709 -	Decadal Pr	edict - [Active]	Mar	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
	Ir	Aci	count			7	103709	Decadal Pr	edict - [Active]	Apr	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
	C	GD				8	103709	Decadal Pr	edict - [Active]	May	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
	r	M	onth			9	103709	Decadal Pr	edict - [Active]	Jun	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
		Dct				10	103709 -	Decadal Pr	edict - [Active]	Jul	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
		Nov				11	103709 -	Decadal Pr	edict - [Active]	Aug	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
		Dec Ian				12	103709	Decadal Pr	edict - [Active]	Sep	5200 - Materials Sup	olies - Budget	1	New Funds	\$6,250.00	\$6,250.00	-6,250.00	\$0.0
	F	eb				13	103709	Decadal Pr	edict - [Active]	Sep	5300 - Purchased Ser	vices - Budget	1	New Funds	\$75,000.00	\$50,000.00	-50,000.00	\$25,000.0
		Mar																
		Apr May														on for those month		
		lun				Т	he rem	aining 8	3 months	are exe	luded, by cop	ying the a	mount	into the (Other Misc	Exclusions colum	n.	
		ul																
		Aug Sep													\$150,000.00	\$100,000.00	(\$100,000.00)	\$50,000.0
	P		biect												n J		-	
		5200 5300	oject				arte with([Account], '	02700') -			and the second					5	

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