SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

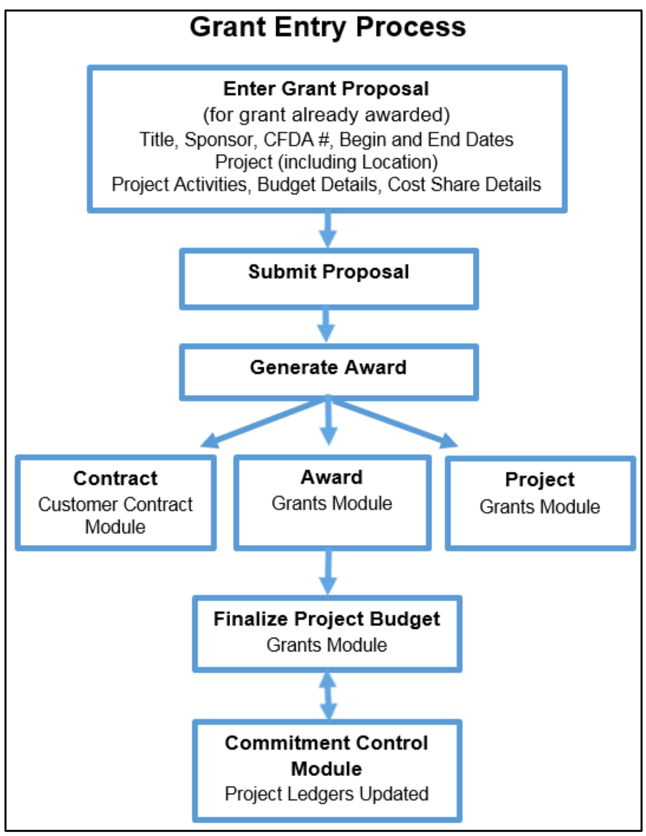
July 31, 2024

Enter Grant Proposals

Overview

The State of Minnesota uses the Proposal component of the Grants module to document awards that have already been granted by an outside organization, including federal government agencies, other state agencies, and non-profit groups.

In this guide we demonstrate how to enter grant awards in the Grant Module. Although the award has already been granted, you begin by entering information into the Proposal component. The proposal is used to track information about the grant, including the title, award sponsor (Grantor), timeline, CFDA number, budget, any cost share, and other information that is used later for transactions. You also need to identify at least one project and budget activity for the grant that can track costs when the proposal is awarded in the system. The level of budget detail entered differs, depending on the agency. For example, some agencies enter a single budget for the entire project, while other agencies enter budget amounts at the account class level, such as salary, equipment, and travel.



After the entries are complete, you submit the proposal. This is a system requirement that must be performed even though the grant has been awarded.

Pre-Award Costs: If pre-award costs have been approved, contact the SWIFT Helpdesk to discuss the options available to include these costs in your project. Options may differ depending on whether SEMA4 transactions are involved.

Next, you generate the award. Based on your entries in the proposal, the Generate Award process creates an award, project, and activity in the Grants module and a contract in the Customer Contracts module. From this point on, you can no longer update the proposal. Use these pages to make any future changes.

After you have generated the award, the next step is to finalize the project budget. Review budget information that defaulted from the proposal and enter any additional ChartFields according to your agency's requirements. Next, you finalize the budget. Finalizing the project budget creates the project budget by sending the data to Commitment Control module. If the process is successful, grant expense transactions can be processed against the project budget. If the process is unsuccessful, you must view errors on the Commitment Control Errors page and correct the entries.

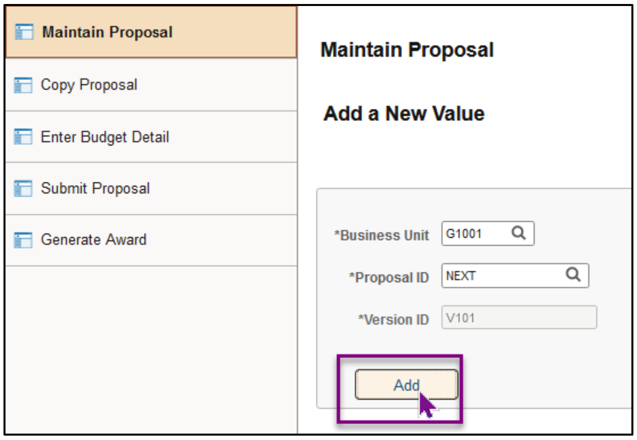
After finalizing the project budget, update the necessary fields within the Customer Contract. This includes activating the contract and optionally, placing the billing and revenue plans on hold.

Step 1: Create a New Grant Proposal

1. Navigate to the **Maintain Proposal** page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Proposals. The Maintain Proposal page displays by default.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Links section, Create New Award, Maintain Proposal.

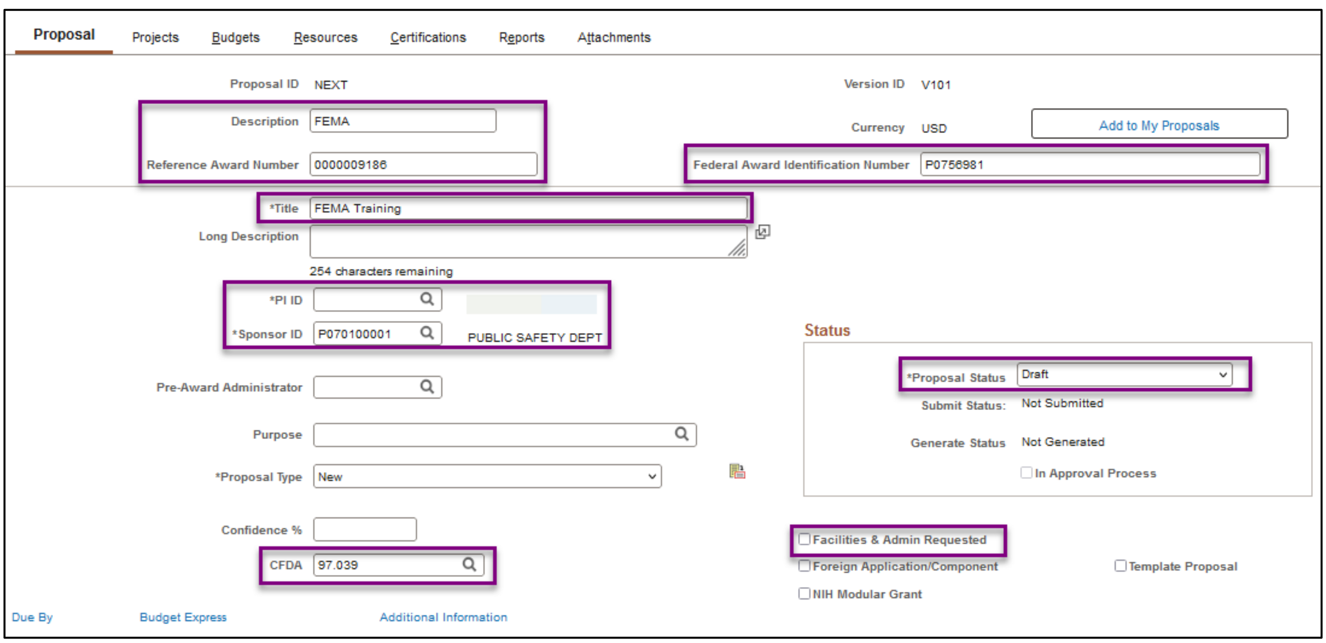
2. Select the **Add a New Value** button.
3. Verify the Business Unit default or enter the Business Unit.
4. Enter your own Proposal ID or accept the default "NEXT" in the Proposal ID field and SWIFT automatically assigns a system-generated ID after you save the Proposal. This value becomes the Award ID and Customer Contract Number.
5. Accept the default Version ID "V101."
6. Select the **Add** button.



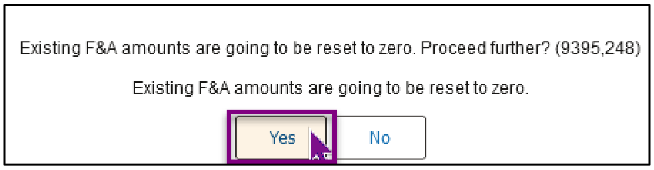
7. The **Proposal** page displays. Enter Proposal header information as described below.

Field	Field Description
Description	Optionally, enter a short Description for your proposal. If no value is entered, SWIFT defaults the Description to the first 20 characters of the Title field (see below). The field length is 20 characters.
Reference Award Number	Enter the Reference Award Number. This number is provided by the sponsor to reference the award in the federal system. It can be used to identify the source for draws.
Federal Award Identification Number	Enter the Federal Award Identification Number (FAIN).
***Title**	Enter the Title for the proposal. This carries over to the Title field on the Award Profile and is how the award appears on reports. The field length is 56 characters.
Long Description	Optionally, enter a Long Description. The field provides an opportunity to provide more details about the proposal. This is not a required field and would generally be used for informational purposes only. The field length is 254 characters.
***PI ID**	Select the Lookup icon and select the Employee ID for the PI ID. This is the Principal Investigator for the project. The Principal Investigator is generally the contact person for the program that the grant is funding, although some agencies also use the grant accountant. This field is required by the system and is generally left to the agency's discretion to fit its reporting requirements. If you need to have someone added as a valid entry for this field, please email the employee's name and their employee ID to AgencyAssistance.MMB@state.mn.us.
***Sponsor ID**	Select the **Lookup** icon and select the Sponsor ID. This is the entity that is funding your project. It could be a federal agency, another state agency, or an outside organization, such as a non-profit. Generally, Sponsor IDs start with the letters "GM" followed by the first three digits of your Business Unit (Agency Mask) and are 10 alpha-numeric characters long. For example, if your agency is G1001, your

Field	Field Description
	Sponsor IDs would typically look like “GMG10XXXXX.” If you need to add a new Sponsor ID, please email AgencyAssistance.MMB@state.mn.us.
***Proposal Type**	Accept the default Type of “New.”
***CFDA (Required if Sponsor is a Federal Agency)**	Select the **Lookup** icon and select the CFDA (Catalog of Federal Domestic Assistance) number. If your sponsor is a federal agency, you must enter the CFDA number in the proposal. If your sponsor is not a federal agency, do not enter a CFDA number. Only one CFDA number is allowed per grant. To have a new CFDA number added to the system, please email the pertinent information to please email AgencyAssistance.MMB@state.mn.us.
***Proposal Status**	Accept the default Proposal Status of “Draft.” This field is updated automatically to “Submitted” and “Awarded” as the grant proposal is processed in the upcoming steps. You should not change the Proposal Status on this page unless you want to prevent the grant proposal from processing. In this case, you can change the status to “Withdrawn” or “Rejected.”
***Facilities & Admin Requested**	**Uncheck** the Facilities & Admin Requested (F & A) checkbox. **Note**: This box is only used by agencies who have consulted with the SWIFT Module Support Unit (AgencyAssistance.MMB@state.mn.us) and are setup to have the F & A process run centrally.



8. After unchecking the **Facilities & Admin Requested** checkbox, a message displays indicating that existing F & A amounts are going to be reset to zero. Select the **Yes** button.

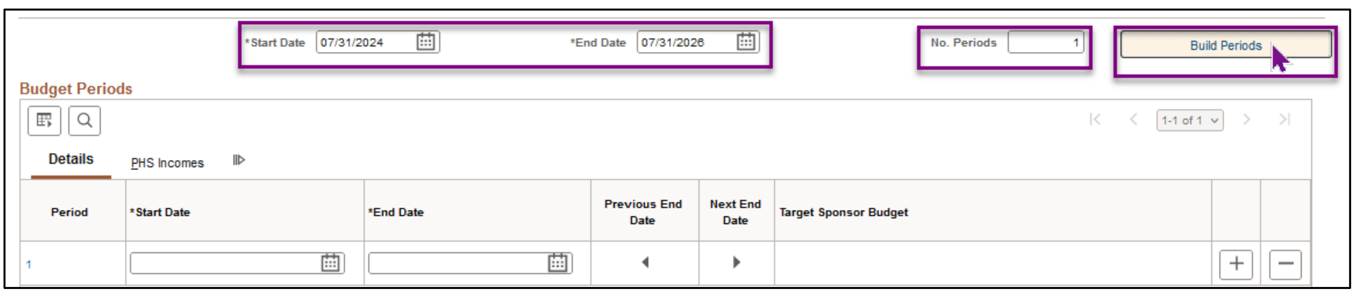


9. Enter values in the ***Start Date**, ***End Date** and **No. Period** fields as described below.

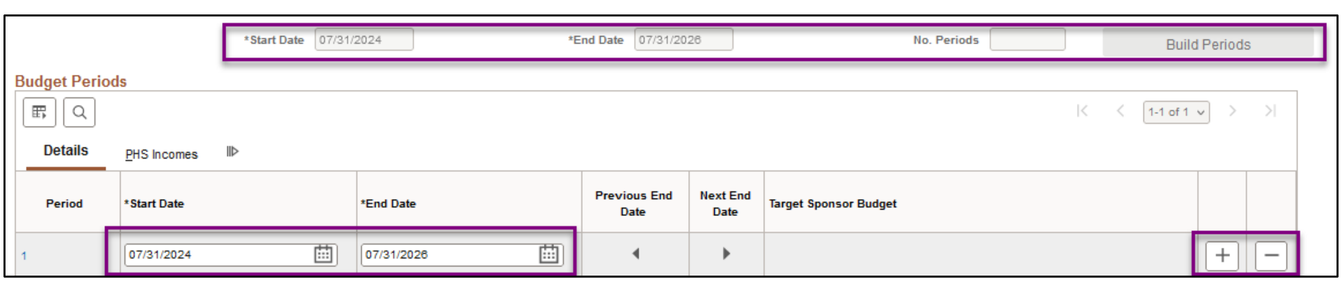
   WARNING! The Start and End Dates and Budget Dates are very important because they become the start and end dates of the project, award, and contract. The Start Date also impacts the initial Project Status Effective Date which affects payroll processing and cannot be changed once the award is generated.

Field Name	Field Description
***Start Date**	The Start Date for the project, award, and contract. You can create a proposal with a Start Date prior to the current date. If you are entering a proposal on March 15 for a project that started on March 1 per the grant award, enter the actual Start Date of March 1.
***End Date**	The End Date for the project, award, and contract.
***No. Periods**	Enter “1” in the No. Periods field. This is the only value used by the State of Minnesota.

10. Select the **Build Periods** button.



11. Budget Period Start and End Dates that match the proposal dates are automatically entered in the **Budget Periods** section. The Start Date and End Dates are grayed out and unavailable.
12. If you make a mistake entering the Start and End Dates after selecting the **Build Periods** button, select the **Delete** (-) button to remove the built dates in the Budget Period section.
    a. Select **OK** at the message verifying that you want to delete the record.
    b. The Start and End Dates become editable again. Enter corrected Start and End Dates, No. Periods, and select the **Build Periods** button again.



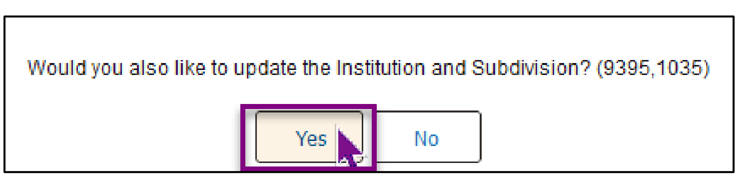
Step 2: Enter the Proposal Project

After completing the proposal header, you must create the project that the award is funding. If you submit the proposal without a project, you cannot add one later. You can add a second project later after the award has been generated.

1. Select the **Project** tab and complete the fields as described below.

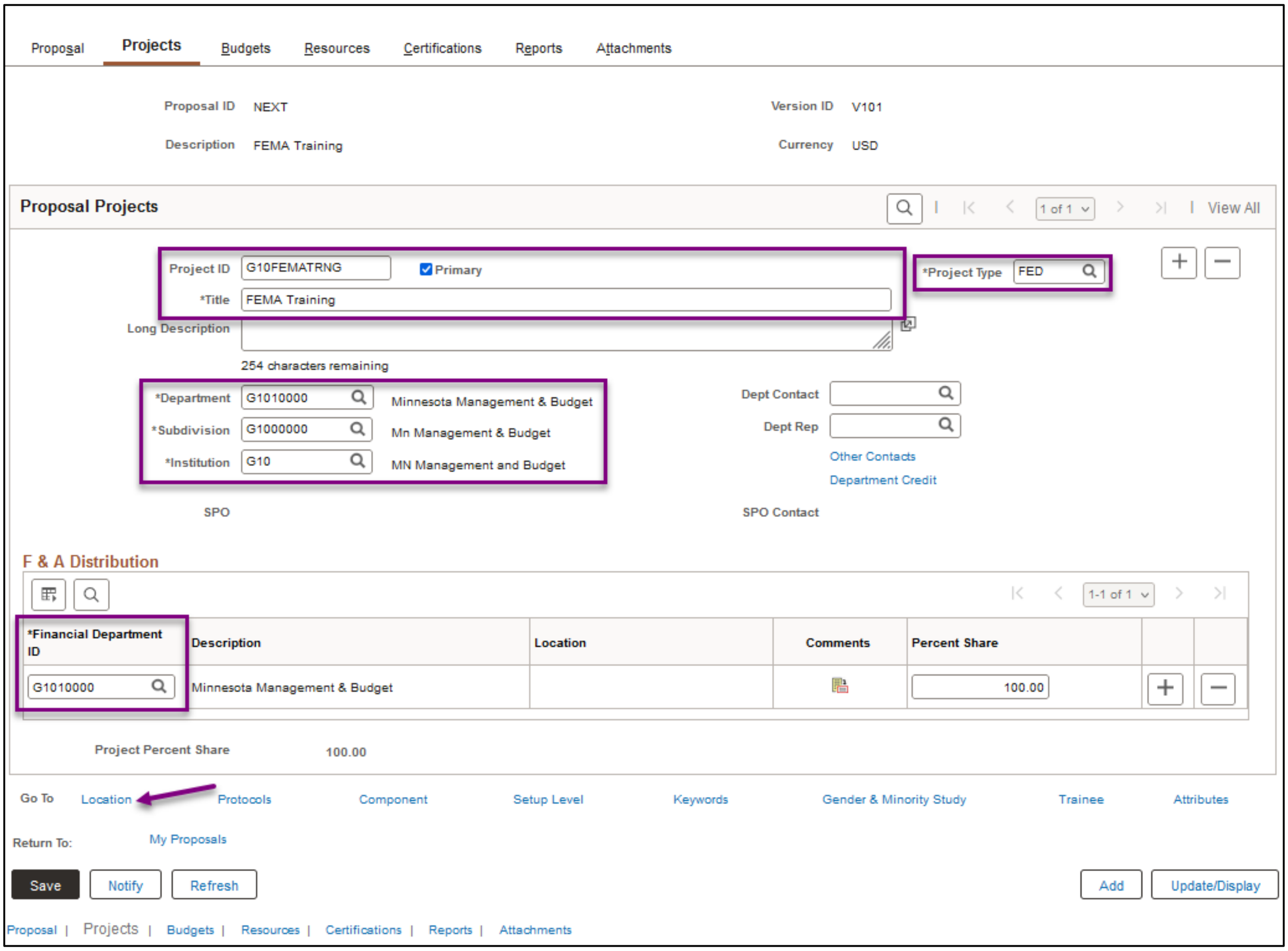
Field Name	Field Description
***Project ID**	You must overwrite the default system value (NEXT_1) with a valid Project ID. The Project ID must begin with the first three digits of your Business Unit (Agency Mask). For example, if your Business Unit is "G1001," your Agency Mask is "**G10**." Check with your agency for additional format requirements for the Project ID. Project ID is a 15-character alphanumerical identifier.
***Primary**	The Primary checkbox is checked by default for the first project you enter. One project must be designated the Primary project.
***Project Type**	Enter the Project Type. Select the option that describes the source of funding and how the revenue is classified. Available options vary by agency. Common options include: FED – 511001 Federal Revenue FEDSG– 511002 Federal Sub-Grants INTR1– 511101 Intergovtl Grants -- State INTR2– 511202 Intergovtl Grants – Other INTR3– 512605 Interagency Agreements OTHER– 511302 Other Revenue PRIVT– 511301 Private Grants **Note**: If you need a new project type setup, please contact the SWIFT Helpdesk.
***Title**	Enter the Project Title. This can be the same or different from the Proposal Title.
Long Description	Optionally, enter a Long Description. This may be the same or different than the Long Description for the Proposal.

2. Enter the Financial Department ID in the ***Department** field. Check your agency's convention to determine which Financial Department ID to enter for the Department.
3. A message displays asking if you would also like to edit the Institution and Subdivision fields. Select the **Yes** button.



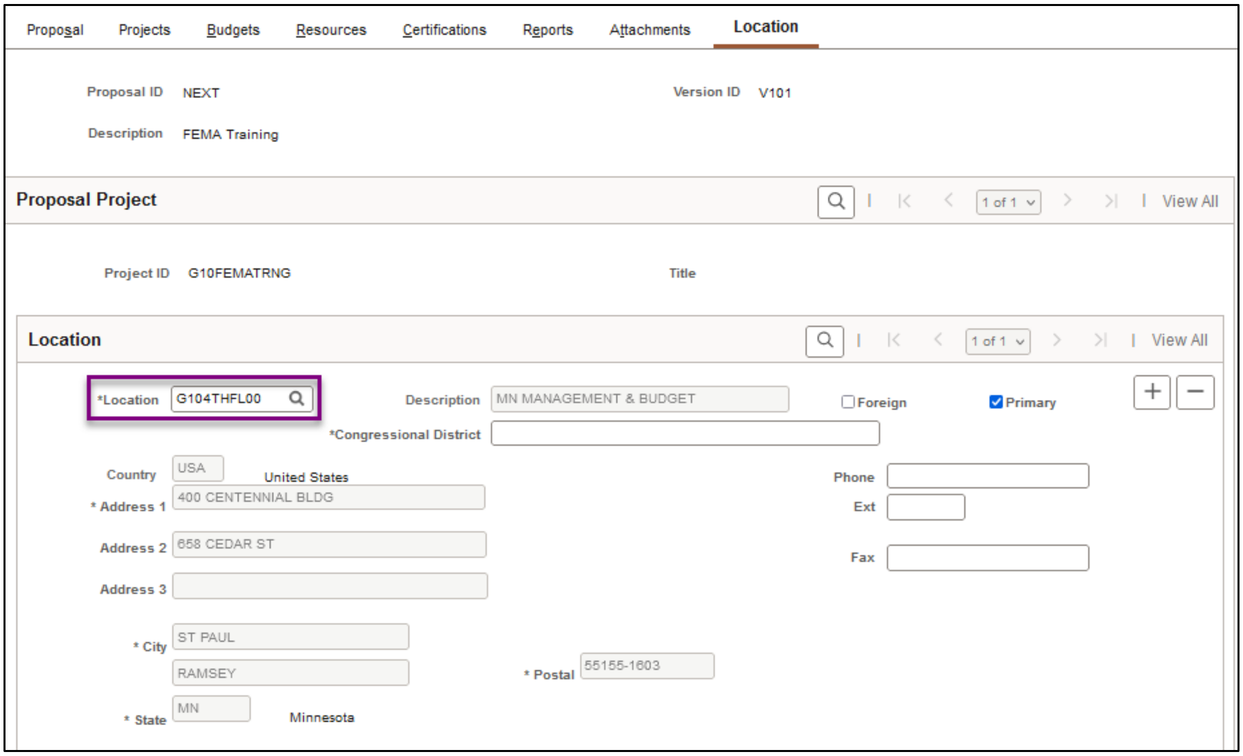
Note: You may receive an error after entering the Department indicating that the Department is not valid. In this case, leave the Department number in the field and, after you enter the Subdivision, the error should be resolved.

4. Select the **Lookup** icon and choose the appropriate option for ***Subdivision**.
5. Select the **Lookup** icon and choose the appropriate option for ***Institution**.
6. The **F & A Distribution** section is only used by agencies who have consulted with the SWIFT Module Support Unit (AgencyAssistance.MMB@state.mn.us) and are setup to have F & A processing run centrally. Agencies who do not have F & A processed centrally should accept the default entries in the **F & A Distribution** section.



Step 3: Enter the Proposal Project Location

1. Select the **Location** link at the bottom of the page in the **Go To** section.
2. The Location page displays. Select the **Lookup** icon and select the primary Location for your project. This may be an administrative location or the physical location where the project is taking place.

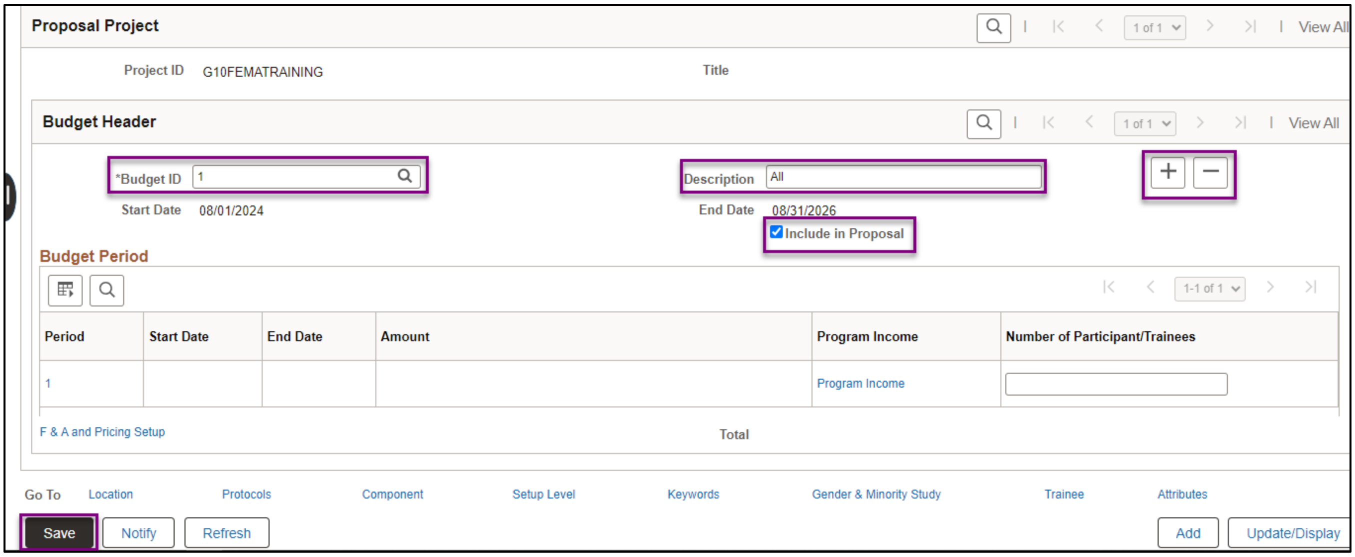


Step 4: Enter the Proposal Project Budget and Save

1. Select the **Budgets** tab and complete the fields as described below.

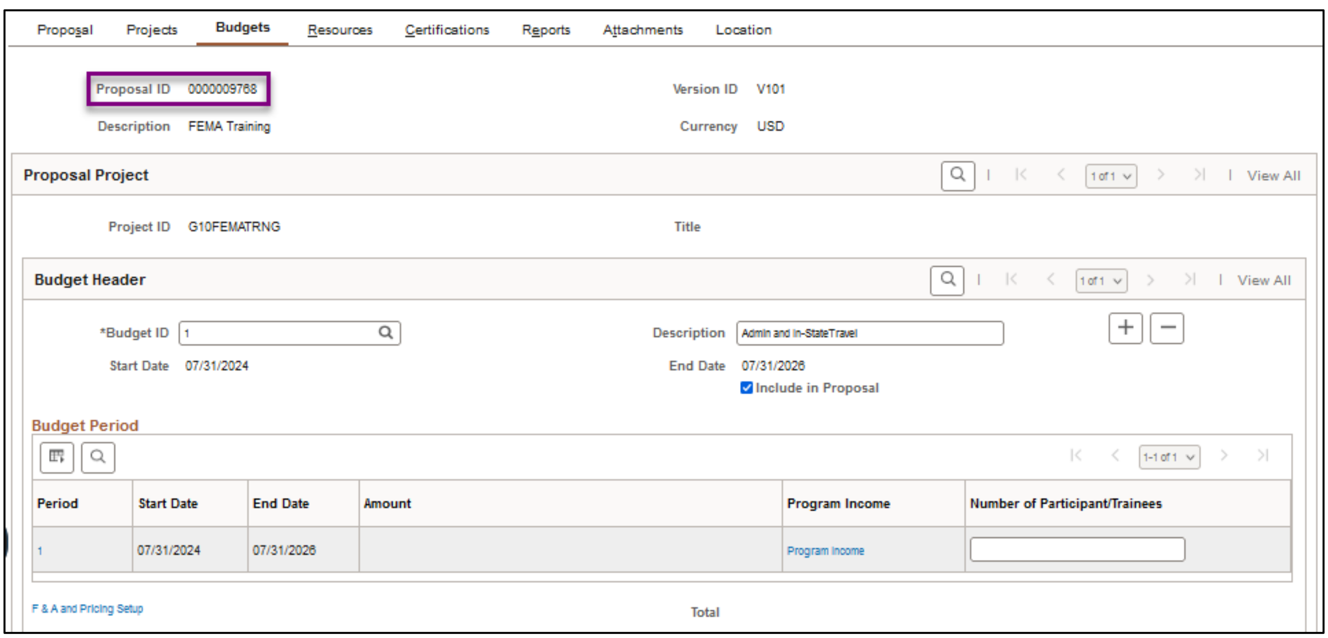
Field Name	Field Description
***Budget ID**	Enter the Budget ID for your project. This becomes the Activity ChartField value. Be sure to follow your agency's convention for completing this field.
***Description**	Enter the Budget ID Description. This is a description of the activity. It should be something that clearly describes the activity. Some agencies have specific formats for the Description. Check to make sure you are following your agency's conventions.
Include in Proposal	Accept the default of checked for the Include in Proposal.

2. If your project has multiple activities, select the **Add New Row** (+) button to add additional row(s). Enter the information as described above. These additional Activity IDs are associated to the project.
3. After verifying that you have entered the correct information for your proposal, select the **Save** button. You must save your proposal at this point before continuing to enter Budget Details.



WARNING! Once you save the proposal, you cannot change the Project ID. Verify that your Project ID starts with your Agency Mask. If not, navigate to the Projects Tab of the Maintain Proposal pages and update the Project ID field with a value that is in the correct format.

4. SWIFT enters the Start Date and End Date for your Budget Period. If you accepted "NEXT" for the Proposal ID, SWIFT assigns a Proposal ID.



Note: It is a good idea to note the Project and Proposal ID to facilitate finding the proposal later.

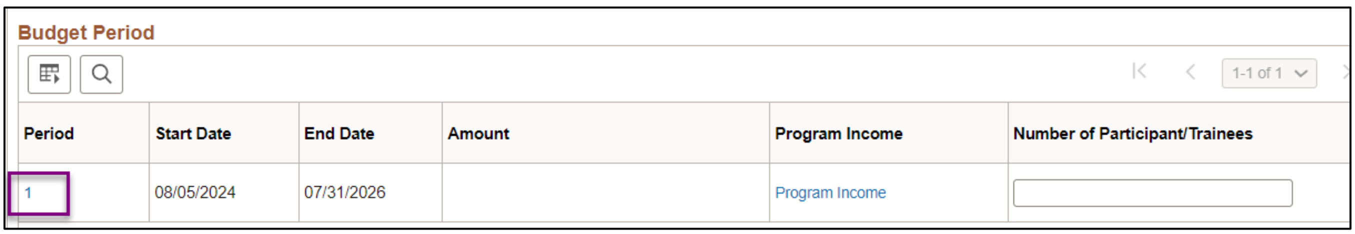
Step 5: Enter the Proposal Project Budget Details

Enter budget line details for each Budget ID (Activity). The level of detail entered by agencies differs depending on the agency's project budget requirements. Be aware that you cannot delete or change a proposal project after creating the budget details.

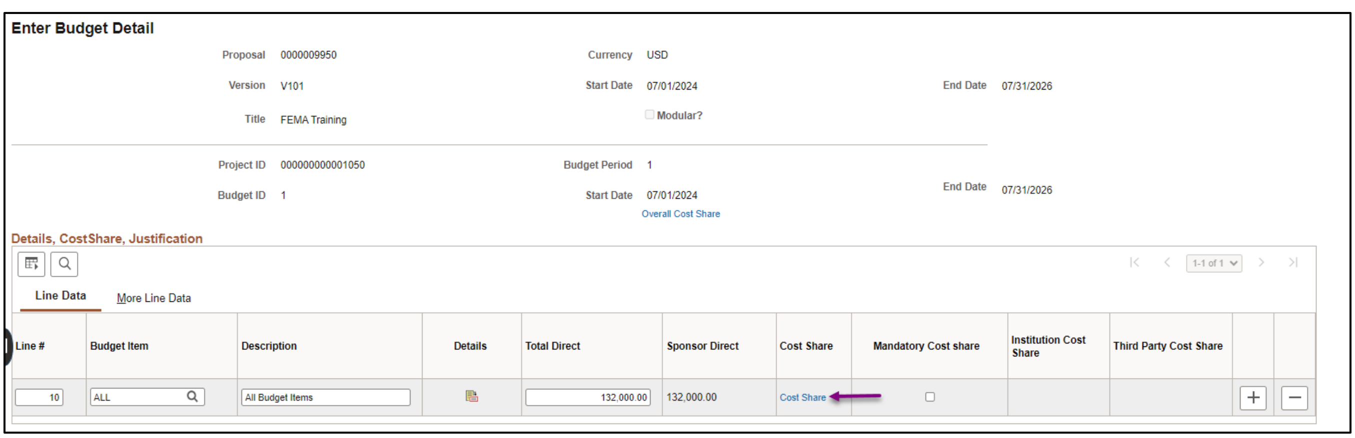
SWIFT uses the budget detail amounts that you enter to create the resulting contract and reimbursable funding amounts on the award pages. If you do not enter budget details before you run the award generation process, then you must enter the information manually in both Grants and Contracts.

The Budget Item selected defaults budget ChartField strings once the proposal is awarded and run through the Generate Award process in SWIFT.

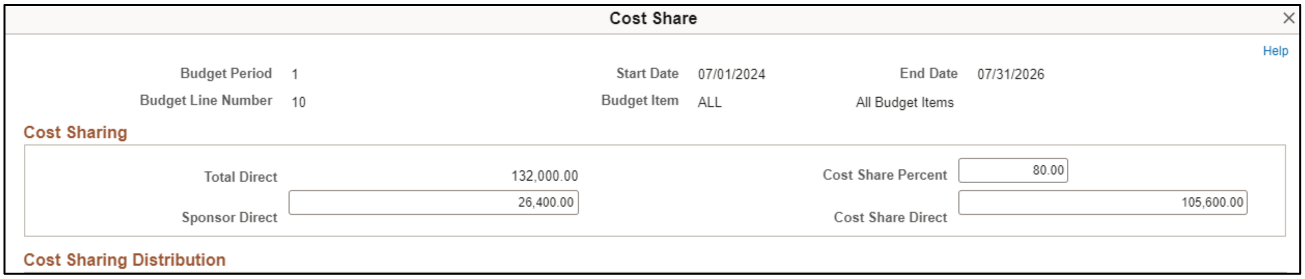
1. In the **Budget Period** subsection for the Budget Header, select the **Period** link.



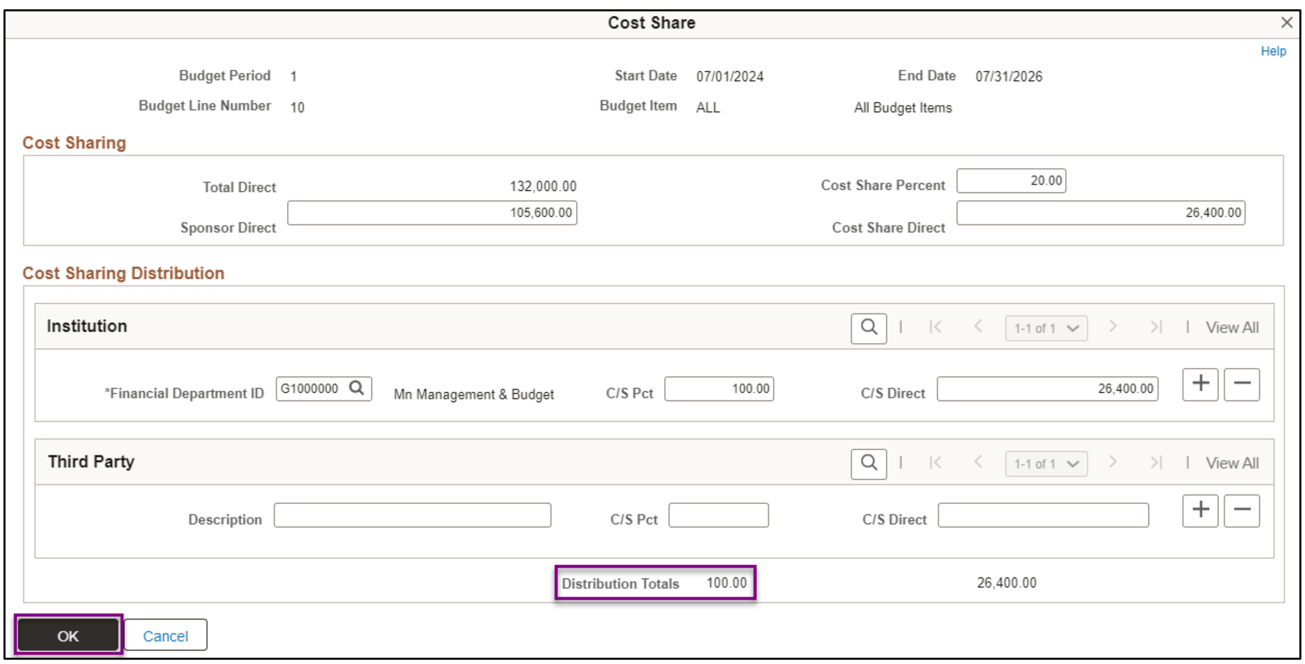
2. The **Enter Budget Detail** page displays. Budget activities are listed on the **Line Data** tab. The Line # (Budget ID) is automatically assigned.
3. Select the **Lookup** icon and select the **Budget Item**. The **Description** automatically displays. Available options vary depending on your agency.
4. Enter the **Total Direct** amount.
5. Optionally, if there is Cost Share for the Budget Item, select the **Cost Share** link. Cost Share is entered when the sponsor funds a portion of the total project amount and the agency or third party funds the rest. Cost Share documents the proportion of cost sharing responsibility.



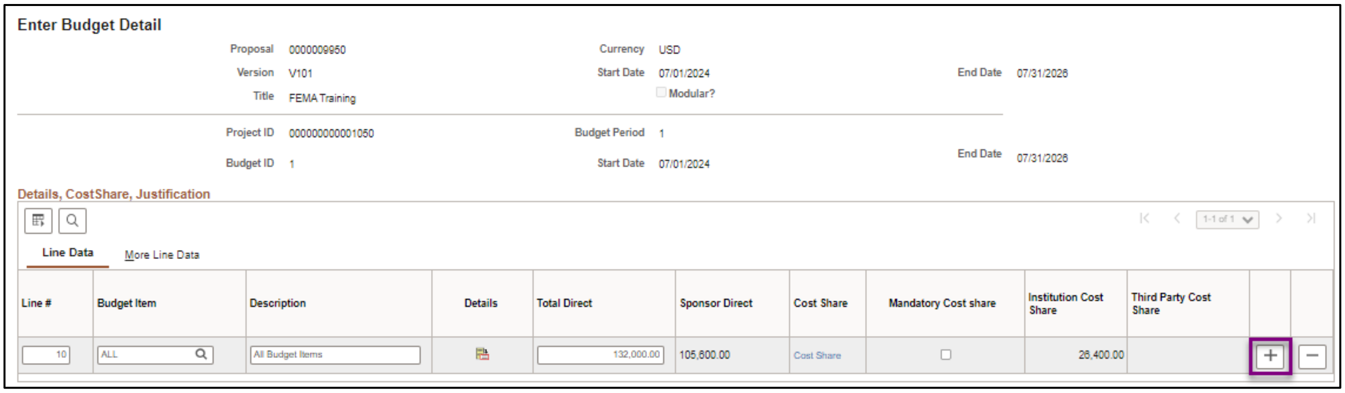
6. The Cost Share window displays. Enter cost information in the **Cost Sharing** section. You can choose to enter either the **Cost Share Percent**, **Sponsor Direct**, or **Cost Share Direct**. SWIFT calculates the other values based on your entry.



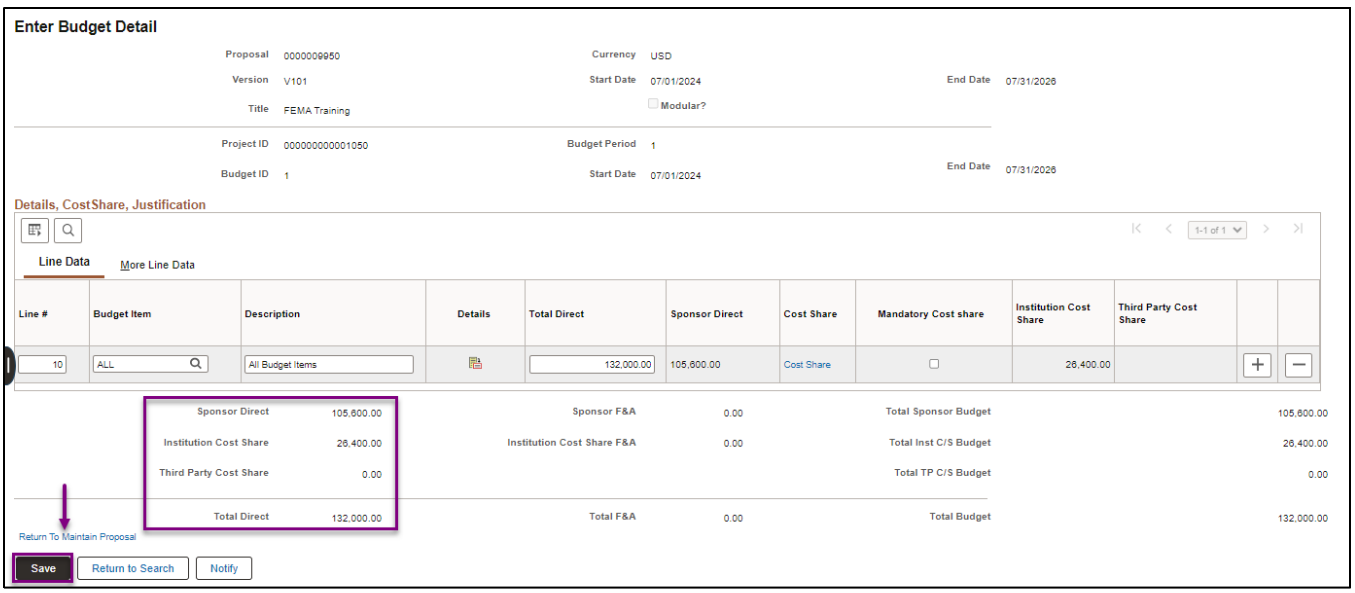
7. In the **Cost Sharing Distribution** section, enter cost sharing information for either the Institution (agency) or Third Party (outside organization) depending on which is responsible.
    a. If it is your agency, use the **Lookup** icon and select the **Financial Department ID**. Enter either the **C/S Pct** (percentage department is responsible for) or enter **C/S Direct** amount (dollar amount the department is responsible for). SWIFT calculates the other value based on your entry.
    b. If a Third Party is responsible for a part of the Cost Share, you can enter the information in the **Third Party section** by entering a **Description**, **C/S percent** or **C/S Direct** amount.
8. After entering all Cost Share information, select the **OK** button. The **Distribution Totals** amount must equal 100 percent.



9. You are returned to the **Enter Budget Detail** page. If you need to enter additional Budget Items, select the **Add New Row** (+) button to enter additional row(s) with the appropriate information as previously described.



10. When you are finished entering budget amounts for Budget Items, select the **Save** button.
11. After all budget details have been entered, the budget breakdown is displayed at the bottom of the **Enter Budget Detail** page. Select the **Return to Maintain Proposal** link at the bottom of the page to return to the Proposal pages.

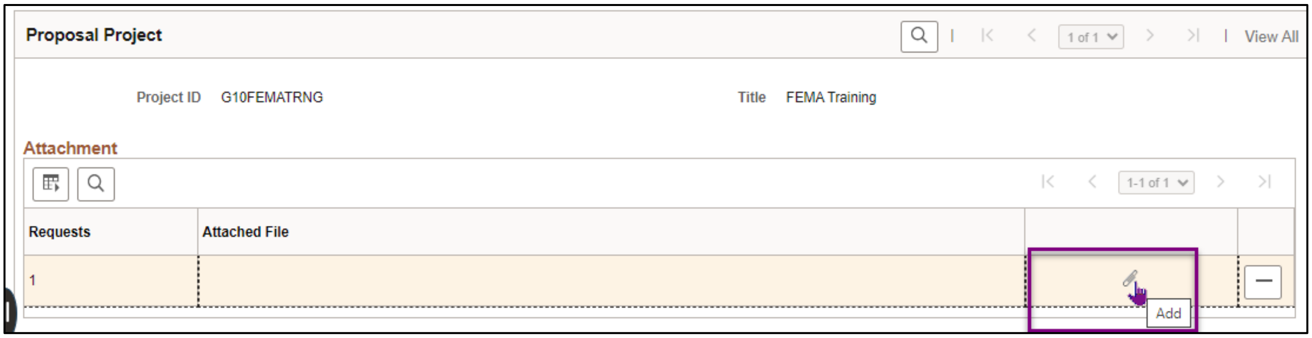


WARNING! Unless your agency budgets by a ChartField that differentiates the sponsor-direct budget from the cost-share budget (such as Fund), there is not different project budget for each portion. However, the Contract Limit for reimbursement only includes the Sponsor Direct portion of the budget and controls the amount that can be billed to the sponsor.

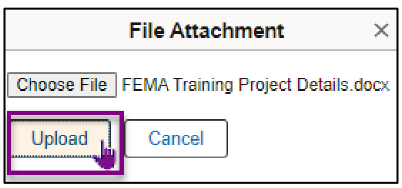
Step 6: Optionally Attach Files to the Proposal

You can use the Attachments page to attach grant documents to the proposal, if desired.

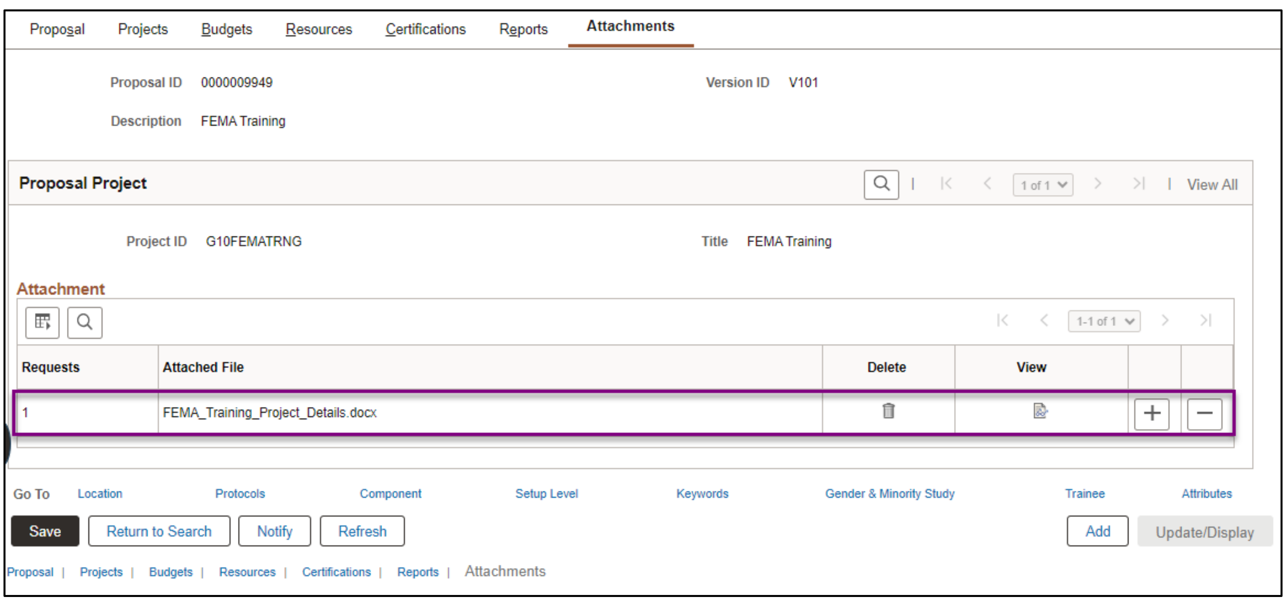
1. Select the **Attachments** tab.
2. Select the **Paperclip** icon in the Attachment section.



3. The File Attachment window displays. Select the **Browse** button and find the file that you want to upload.
4. Select the **Open** button.
5. Select the **Upload** button.



6. The Attachments tab displays showing the file attached. Optionally, select the **Add New Row** (+) button to add additional attachments.
7. You can select the **View** icon to view the attachment or select the **Delete** (trashcan) icon to remove the file attachment.



Note: Attachment(s) that you add to the proposal can also be found on your project after the award has been generated. To see the attachment, look up the Project General Information page for your primary project and view the **Attachments** tab.

Step 7: Submit the Proposal

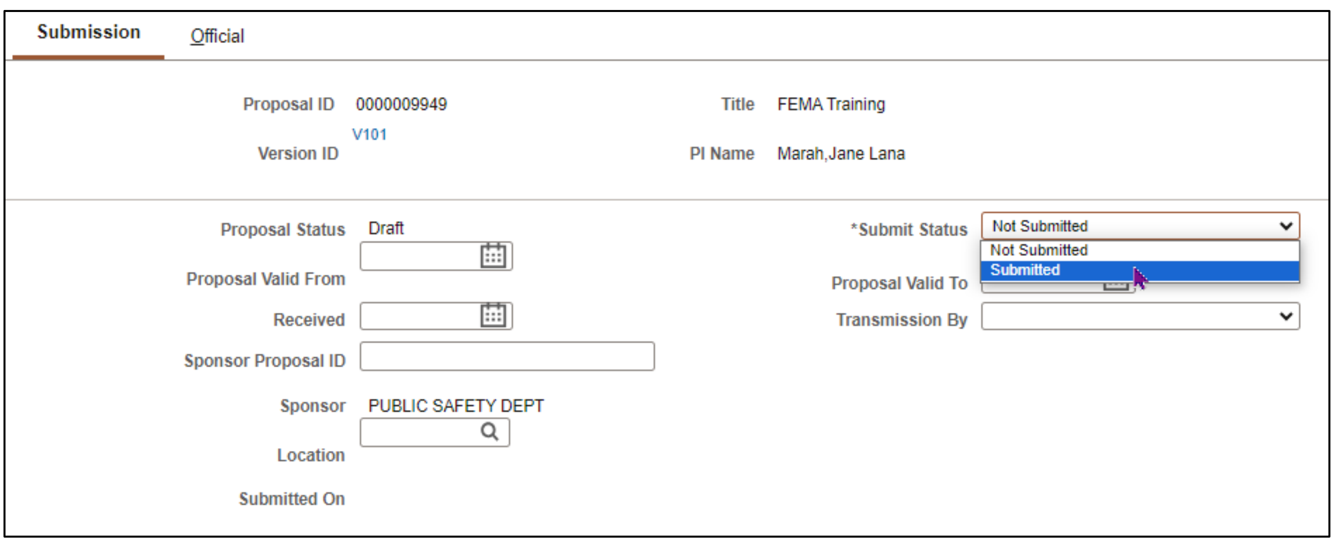
You must submit the proposal before you can generate the award documents. Before submitting your proposal, review the proposal information to ensure it is correct.

WARNING! Verify that the Project ID must begin with your Agency Mask. If not, you must go back to the Maintain Proposal pages and either 1) withdraw the proposal and start over; or 2) add an additional project to the proposal and designate it as the primary project with a corresponding Budget and Location as outlined in the preceding steps.

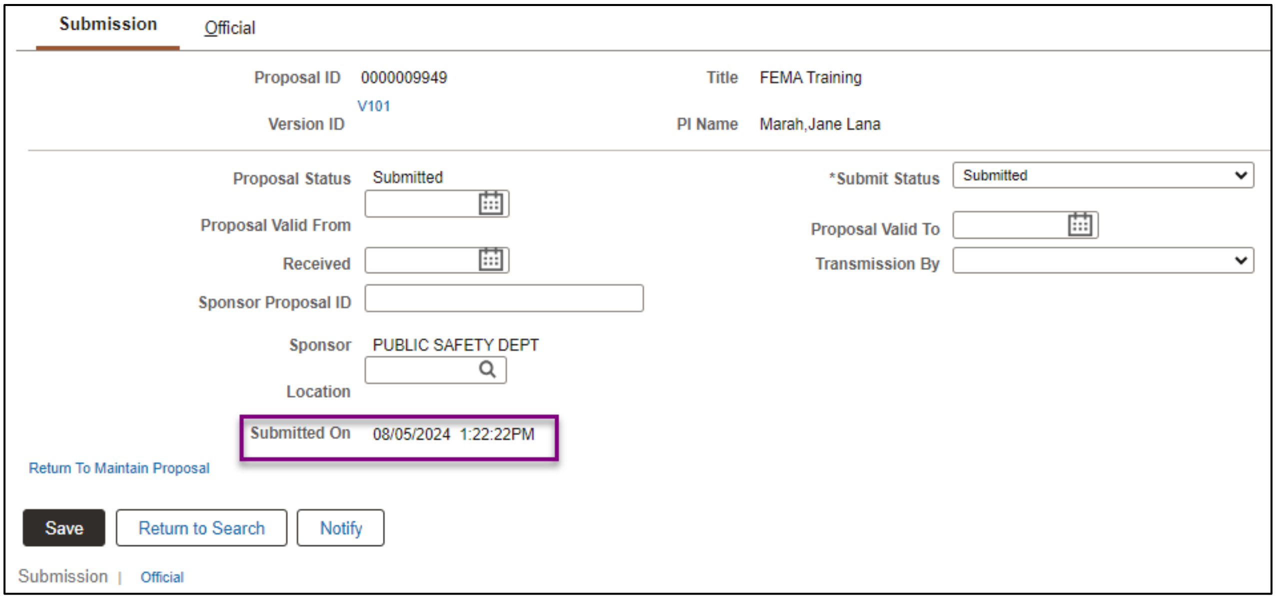
1. Navigate to the **Submit Proposal** page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Proposals, left menu, Submit Proposal.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Links section, Create New Award, Submit Proposal.

2. On the Submit Proposal search page, verify the Business Unit and enter additional search criteria, such as the Proposal ID.
3. Select the **Search** button.
4. Select the **Proposal ID** in the Search Results section. The Submission page displays.
5. Select “Submitted” from the Submit Status drop-down list.



6. Select the **Save** button. The Proposal Status changes to “Submitted” and a date/time stamp is displayed.



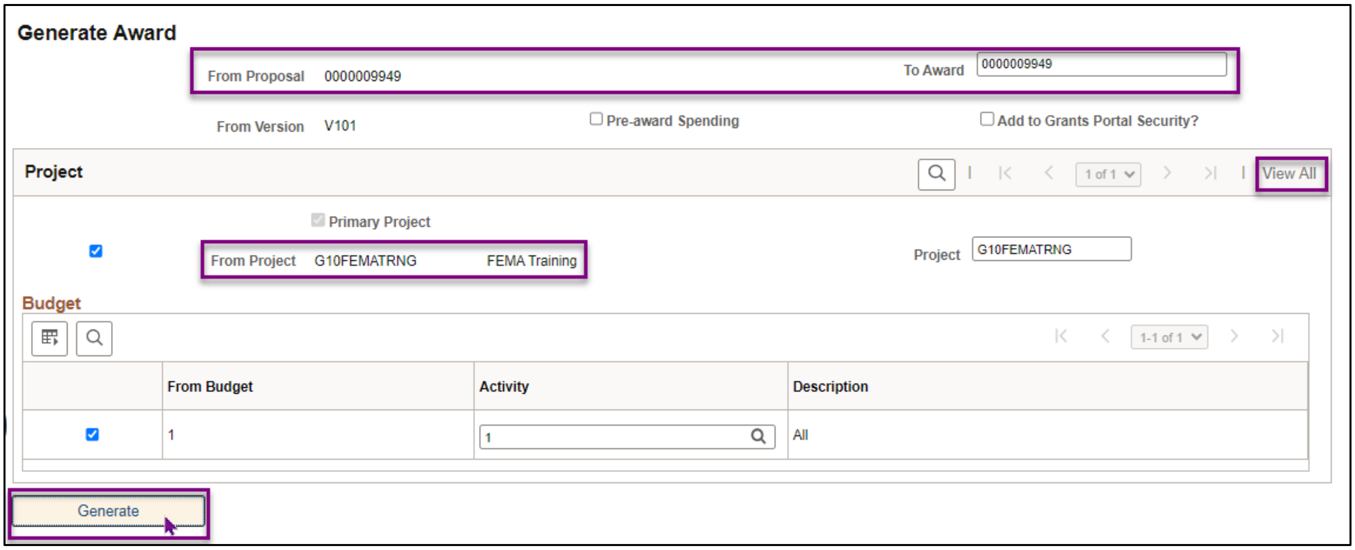
Step 8: Generate the Award

After submitting the proposal, you can now generate the award based on the proposal information. When you generate an award, all active records necessary to process transactions against the award are created, including the Award Profile, Customer Contract with Sponsor, and Project and Activity.

1. Navigate to the **Generate Award** page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Proposals, left menu, Generate Award.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Links section, Create New Award, Generate Award.

2. Verify your Business Unit or enter a Business Unit.
3. Enter additional search criteria, such as the Proposal ID.
4. Select the **Search** button.
5. Select the Proposal ID in the **Search Results** section.
6. The Generate Award page displays. Verify that the **From Proposal** and **To Award** values match.
7. If you have more than one project record in the listing, select the **View All** link to view all projects.
8. Verify the Project ID starts with your Agency Mask. If it does, select the **Generate Award** button.



9. WARNING! If you did not create a Project ID that starts with your Agency Mask, STOP. Do not generate the award. Follow the below steps to create a new Project ID:
   a. Return to the **Submit Proposal** page and change the Submit Status to “Not Submitted.”
   b. Go to the **Maintain Proposal** page and 1) add an additional project to the proposal; 2) make this additional project the primary project; and 3) enter a corresponding budget and location as outlined in the preceding steps.
   c. Return to the **Submit Proposal** page and submit the proposal.
   d. Return to the **Generate Award** page. Make sure to uncheck the **From Project** checkbox and corresponding **Budget** checkbox for the wrong Project ID before generating the award.
   e. Verify that the **From Project** and [To] **Project** values match and that the Project ID starts with your Agency Mask. Only projects with correct Project IDs should be checked, along with their corresponding budget.
   f. If everything is correct, select the **Generate** button.
10. The **Generate Award** process makes the proposal records read-only. Records are not editable and provide historical information from the original grant. From this point on, any changes must be made directly to the award profile, project, and contract.
    a. The **Generate Award** process takes some time to complete, given all the actions involved. Don’t be alarmed if it doesn’t happen right away; give it a minute or so. **WARNING!** Do not select the **Generate** button more than once.
    b. When the process is complete, the **Generate** button is grayed out. You are now ready to work directly with your award, project, and contract.

Step 9: Review the Award Profile

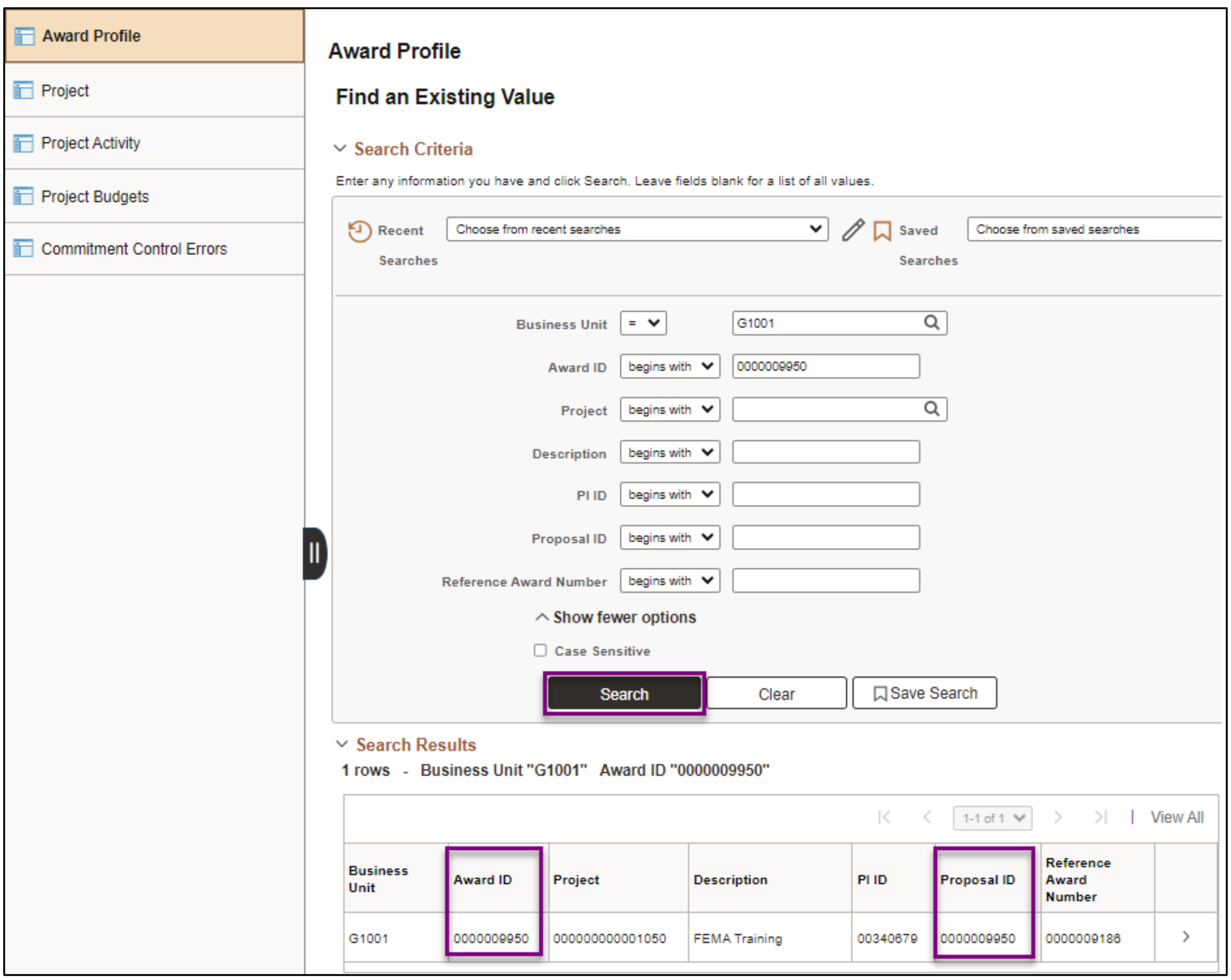
It’s a good idea to review the Award and verify the entries. When the award is generated, the grant customer contract, award, project, and activity pages are created with information supplied from the proposal entries.

You can no longer make changes to the proposal and must maintain the grant using contract, award, project, and activity pages.

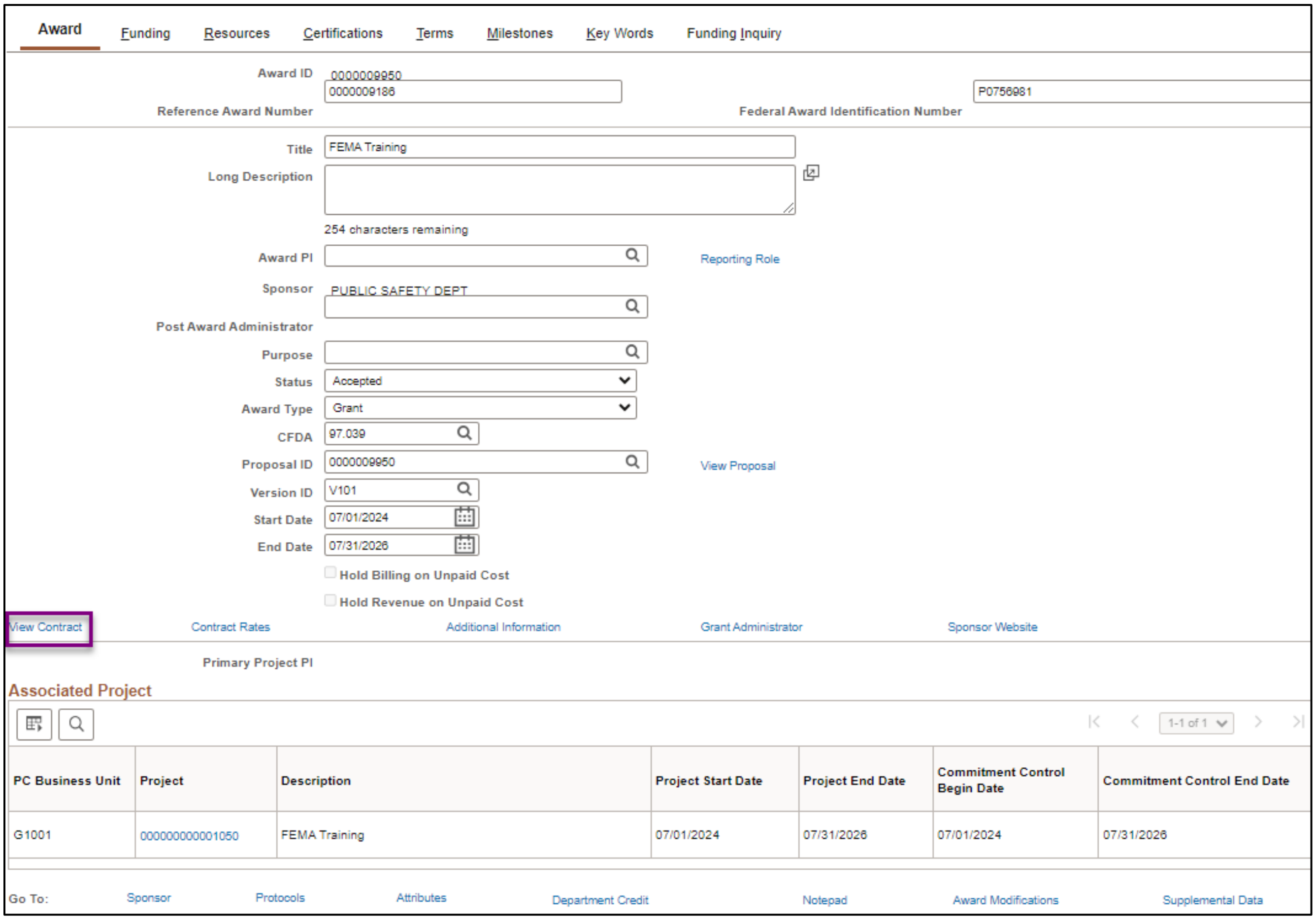
1. Navigate to the **Award Profile** page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards. The Award Profile page displays by default.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Links section, Maintain Award, Award Profile.

2. On the **Award Profile** search page, verify or enter the Business Unit.
3. Enter additional search criteria as needed to narrow your results.
4. Select the **Search** button.
5. Select the **Award ID** in the **Search Results** section. Notice that the Award ID and Proposal ID match.



6. The Award profile page displays. From the Award page, you can view the Award entries and use links to view the Contract and access other related pages.



Step 10: Finalize the Project Budget

You need to navigate to the Project Budgets page and finalize the budget you created in Proposal Setup. Finalizing the project budget creates the project budget by sending the data to Commitment Control module. If the process is successful, grant transactions can be processed against the project budget. If the process is unsuccessful, you must navigate to the Commitment Control Errors page to view and correct the entries.

1. Navigate to the **Project Budgets** page using one of the options below:

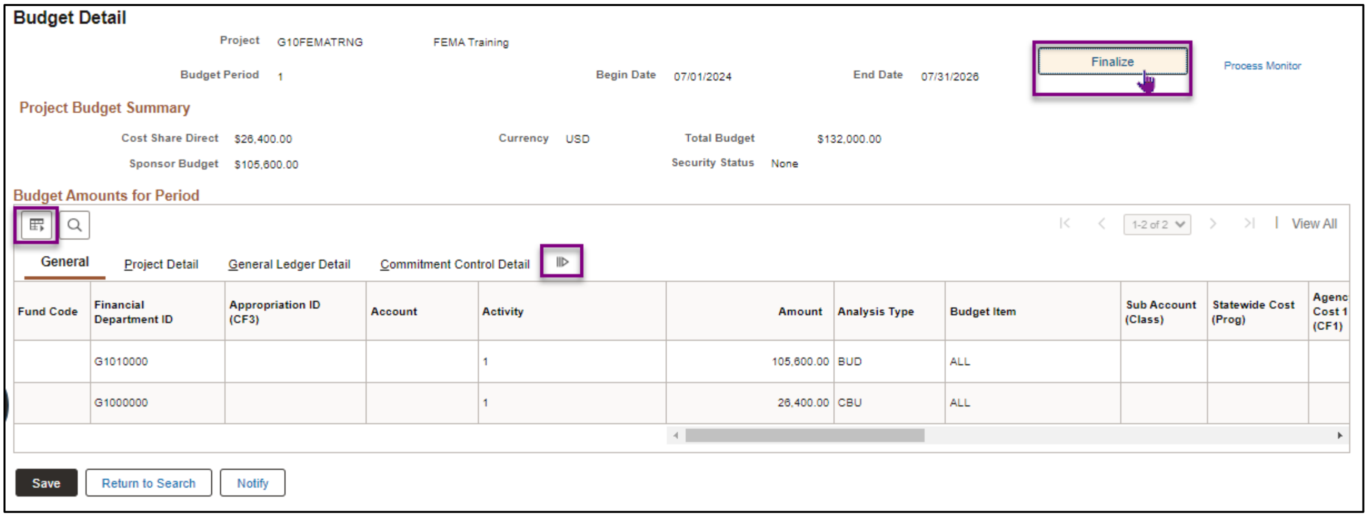
Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards, left menu, Project Budgets.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Links section, Maintain Award, Project Budgets.

2. At the **Project Budgets** search page, verify or enter the **Business Unit**.
3. Enter additional search criteria as needed to narrow your results.

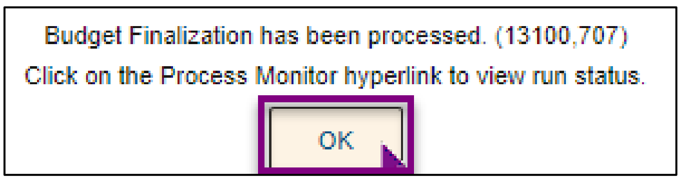
4. Select the **Search** button.
5. Select the **Project ID** in the Search Results section.
6. The Budget Detail page displays. In most cases the defaulted information is correct. Values vary based on your agency and Budget Items (**Activity**). Confirm entries in the **Budget Amounts for Period** section and make any necessary changes. You can select the **Show All Columns** () icon or select "Zoom Budget Amounts for Period" from the **Grid Action** () menu to see all fields.

Fields	Description
Analysis Type	"BUD" (Total Cost Budget) should be selected for the Sponsor Direct Amount. "CBU" (Cost Sharing Budget) should be selected for the Cost Sharing Budget.
Budget Item	The Budget Items listed vary depending on the agency.
ChartFields	Available ChartFields include Fund, Financial Department ID, Appropriation ID, Account, Subaccount, Statewide Cost (Proj), Agency Cost 1 and 2, Activity, Category and Subcategory.
Cost Sharing Checkbox	The Cost Sharing Checkbox should be checked if this row relates to a Cost Share amount.
Facilities and Administration	The Facilities & Administration checkbox should not be checked. **Note**: This box is only used by agencies who have consulted with the SWIFT Module Support Unit (AgencyAssistance.MMB@state.mn.us) and are setup to have the F & A process run centrally.
Generate Parent Budget(s) Checkbox	The Generate Parent Budget(s) checkbox should always be checked.
Ledger Group (Display Only)	This Ledger Group varies by Business Unit: "KK_PRJ_CHD" for all Business Units except B2202, H6001, and H5502. "KK_PRJ_CDE" for B2202, H6001, and H5502 Business Units only.
Ledger (Display Only)	This Ledger varies by Business Unit: "KK_PRC_BUD" for all Business Units except B2202, H6001, and H5502. "KK_PRCDBUD" for B2202, H6001, and H5502 Business Units only.
Source Type	"BUD" should be selected.

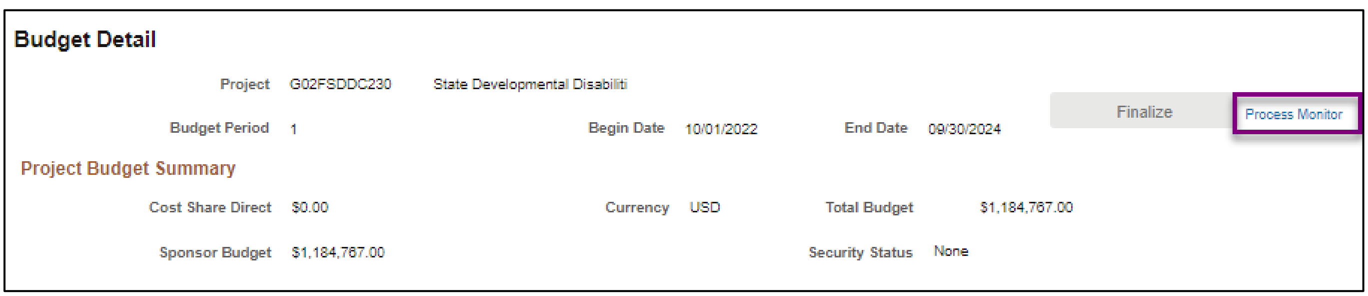
7. After verifying and updating as needed, select the **Finalize** button.



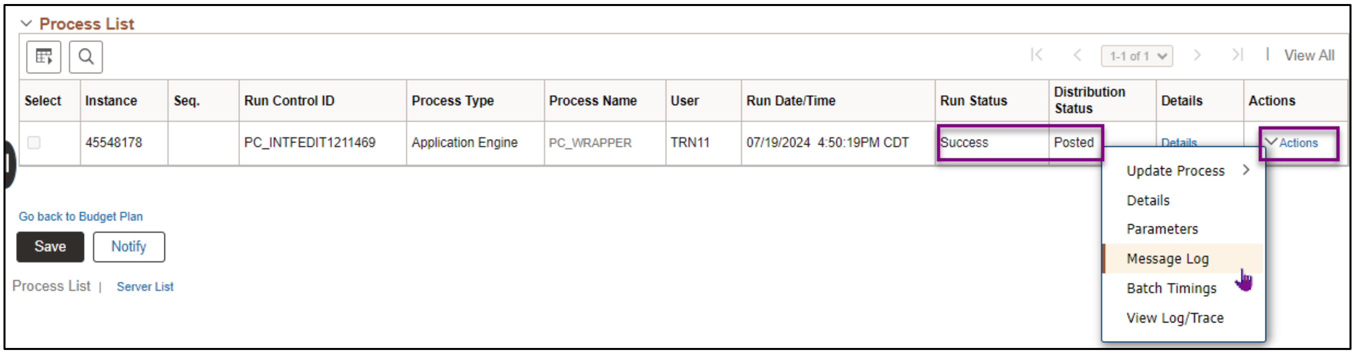
8. A message display indicating that Budget Finalization has been processed and to select the Process Monitor hyperlink. Select the **OK** button.



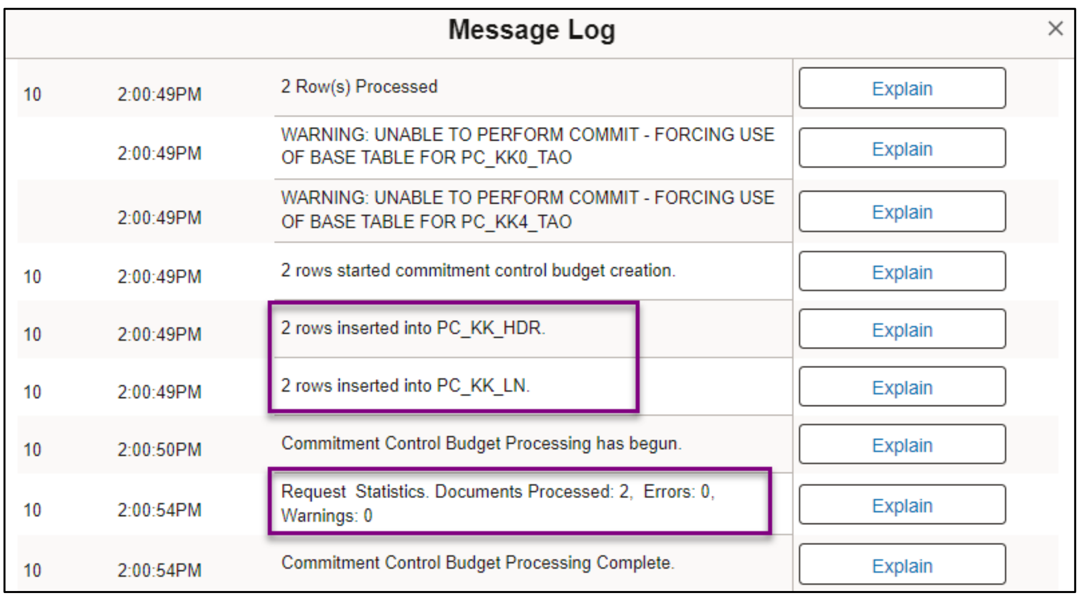
9. You are returned to the Budget Detail page. Select the **Process Monitor** link.



10. At the Process List page, select the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
11. You must access the Message Log to ensure that the process was successful. Select the **Actions** drop-down list and select “Message Log.”



12. The Message Log window displays. Review the information.
    a. You should see messages indicating that rows have been successfully inserted into the "PC" Project Costing and Commitment Control modules. Make sure the number of rows listed equal the number of Budget Items you are processing.
    b. You may see numerous warning messages that you can ignore.
    c. If errors exist, refer to the Correct Commitment Control (Budget Check) Errors guide for assistance.



Step 11: Activate the Customer Contract

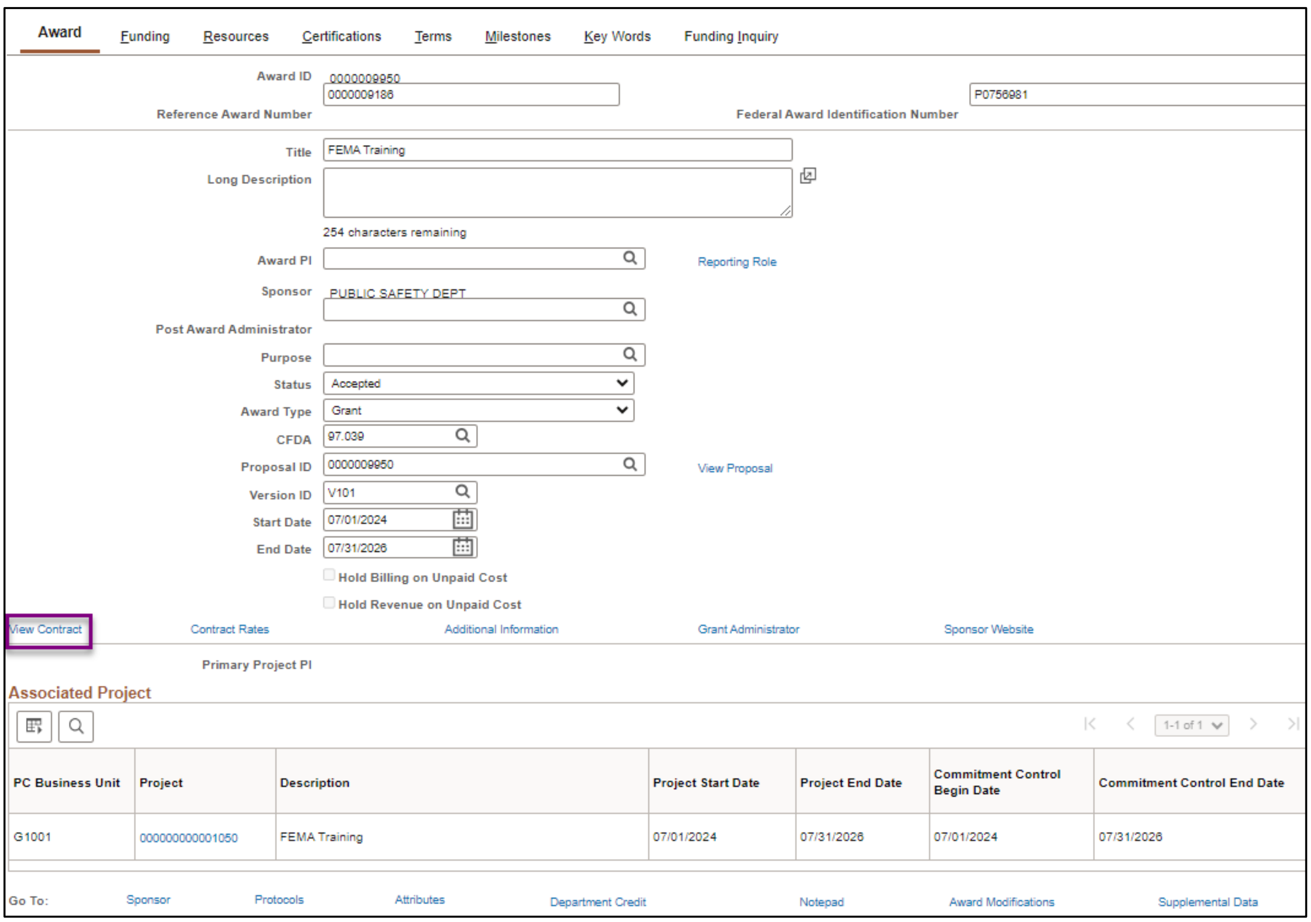
When running the Generate Award process, SWIFT created a customer contract for the sponsor that is in "Pending" status. You need to change the Status to "Active" before you can process any transactions and bill against the contract.

Note: If your agency uses the Grant Module to bill for reimbursement but this is a proposal that you don't want to bill, you also need to complete the Step 12 and place the contract Billing and Revenue Plans "On Hold."

1. Navigate to the **Award Profile** page using one of the options below:

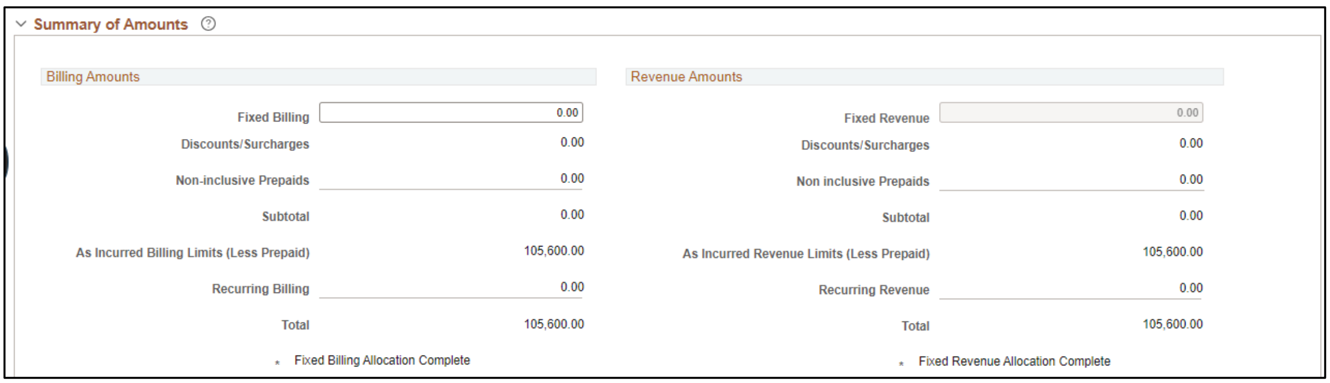
Navigation Options	Navigation Path
Navigation Collection	Accounting, Grants Management, Manage Awards. The Award Profile page displays by default.
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Links section, Maintain Award, Award Profile.

2. On the **Award Profile** search page, verify or enter the Business Unit.
3. Enter additional search criteria as needed to narrow your results.
4. Select the **Search** button.
7. Select the **Award ID** in the **Search Results** section.
8. The Award profile page displays. Select the **View Contract** link.



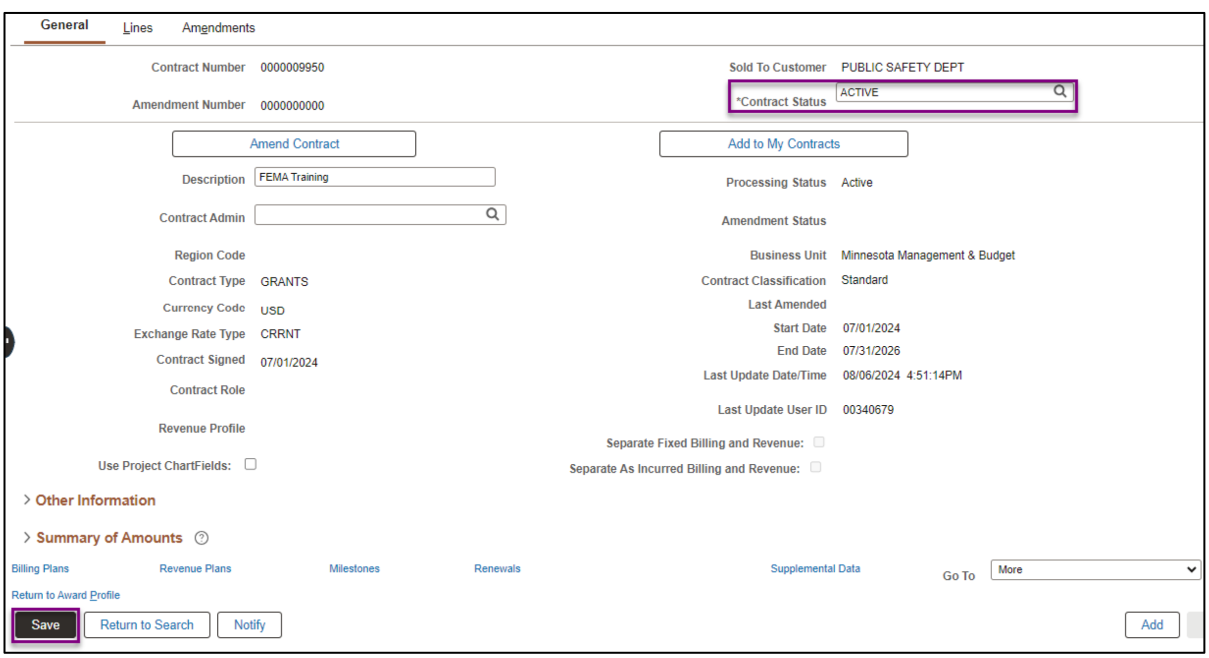
9. Review the Customer Contract pages before activating the contract.
    a. You can select the **Expand** icon (arrow) for the **Other Information** section to view the Proposal ID and select the **View Award Profile** link to go to the Award Profile pages.

b. You can select the **Expand** icon (arrow) for the **Summary of Amounts** section to view the Bill and Revenue contract amounts. The amounts do not include any Cost Share amount.



c. You can select the **Billing Plans** or **Revenue Plans** links and note that the plans have a status of "Pending." Use the **Return to General Information** link to return to the General page for the Award Profile.

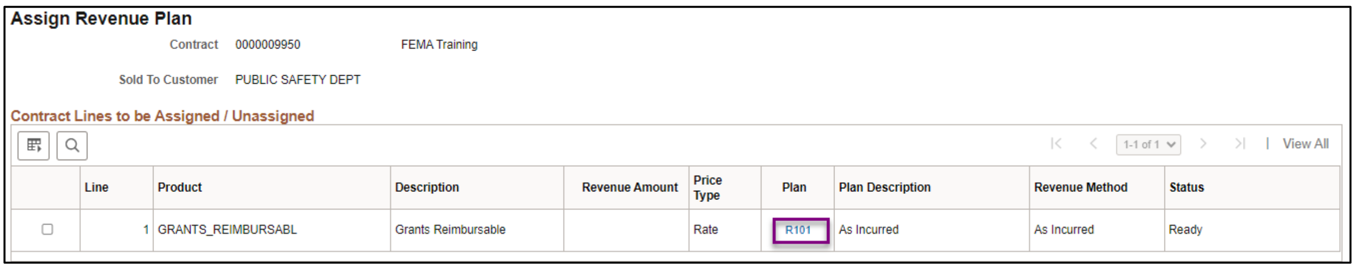
10. Select "Active" in the **Contract Status** Lookup list.
11. Select the **Save** button.



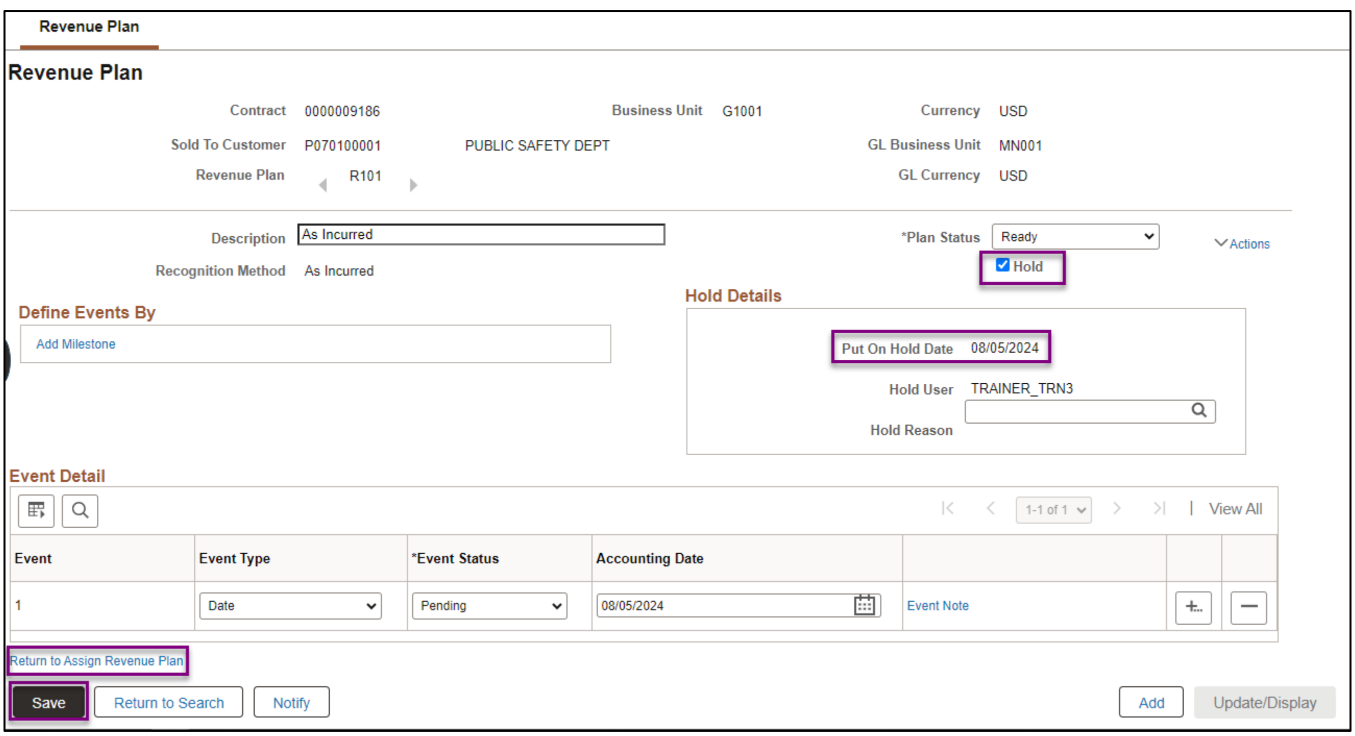
Step 12: Optionally Place the Contract Billing/Revenue Plan "On Hold"

If your agency uses the Grant Module to bill for reimbursement, but you do not want to bill for this specific contract, you need to place the Billing and Revenue Plans "On Hold" to prevent the grant from creating recognized revenue. If this situation comes up frequently, contact the SWIFT Helpdesk to discuss options that are available.

1. From the Customer Contract pages General tab, select the **Revenue Plans** link in the **Go To** section at the bottom of the page.
2. The Assign Revenue Plan page displays. Select the **R101** link in the Plan column.

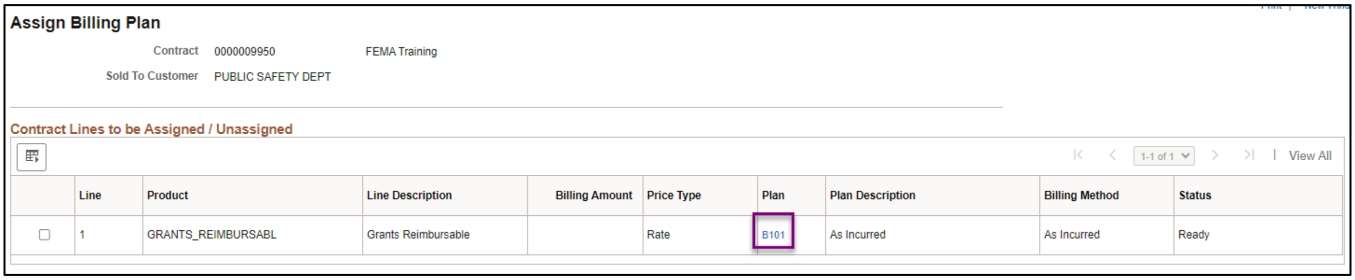


3. Select the **Hold** checkbox on the **Revenue Plan** page.
4. The date the plan was placed on hold is automatically supplied. Select the **Save** button.
5. Select the **Return to Assign Revenue Plan** link at the bottom of the page to return to the previous page.
6. From the Assign Revenue Plan page, select the **Return to General Information** link.



7. Next, select the **Billing Plans** link in the **Go To** section on the General Page for Award Profile.

8. The **Assign Billing Plan** page displays. Select the **B101** link.



9. Select the **Hold** checkbox. The date the plan was placed on hold is automatically supplied.

10. Select the **Save** button.
11. Select the **Return to Assign Billing Plan** link.
12. Select the **Return to General Information** link to return to the contract General Information pages.