



Grants Management: Grantee

FIN 210



Welcome & Introduction

- Instructor
- Assistant
- Experience & background
- Attendees



Course Details

Course duration is 12 hours over 2 days.

Course Prerequisites:

- FIN100 Finance Overview
- NAV101 MAGIC Overview & Navigation - WebGUI
- RPT801 Basic Reporting
- FIN310 Internal Orders



Class Expectations

Role of the Instructor

- To help you obtain the skills and confidence to use MAGIC in your daily work

Role of Assistant

- To help the instructor by providing one-on-one assistance when needed

Parking Lot

- Used for items that cannot be addressed immediately or require clarification



Be Considerate

Turn off or mute cell phones,
and other electronic equipment



Do not use the training
computer for non-training
purposes (access e-mail,
surf the web)

Be on-time when returning
from lunch and breaks





Please Note . . .



Course exercises and demos use data in MAGIC's Training System.

Training data was carefully selected by SMEs to represent all agencies, however:

- Training data does not look like production data.
- Training data is general—does not represent a specific agency.

Please focus on the exercises—not the data.

Training vs. Production Systems

May be cases where the training system and the production system are not exactly the same.

Differences:

- Are not significant
- Will not impact your ability to understand and use MAGIC



Course Objectives – Day 1

At the end of this course on Day 1, you will be able to:

- Explain the lifecycle of a grant
- Create a grant and required master data
- Submit a grant for approval
- Describe how approvals work and view the status of a grant
- Maintain an approved grant
- Create and Release the Budget for a grant
- Describe how budget approvals work

Course Objectives – Day 2

At the end of this course on Day 2, you will be able to:

- Describe how a grant is expended and maintained
- Close a grant when expended or expired
- Report on Grants

Course Map



Unit

1 – Grants Management Overview

2 – Create a Grant

3 – Submit a Grant for Approval

4 – Set up the Billing Plan

5 – Create a Grant Budget

6 – Maintain a Grant

7 – Grant Reports

Course Map



Unit

1 – Grants Management Overview

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Unit 1: Grants Management Overview

Unit Topics:

- Grants Management Overview
- Key Terms and Language Crosswalk
- Grantee Lifecycle



Grants Management Overview

- Grants Management is comprised of two different areas: Grantee and Grantor
 - "Grantee" is the role the State Agency fills when it is the recipient of grant funding
 - "Grantor" is the role the State Agency fills when it is the granting agency of funding to private individuals, organizations or sub-recipients
- This course's focus is the State Agency as the Grantee, with an emphasis on Grant Initiation and Accounting

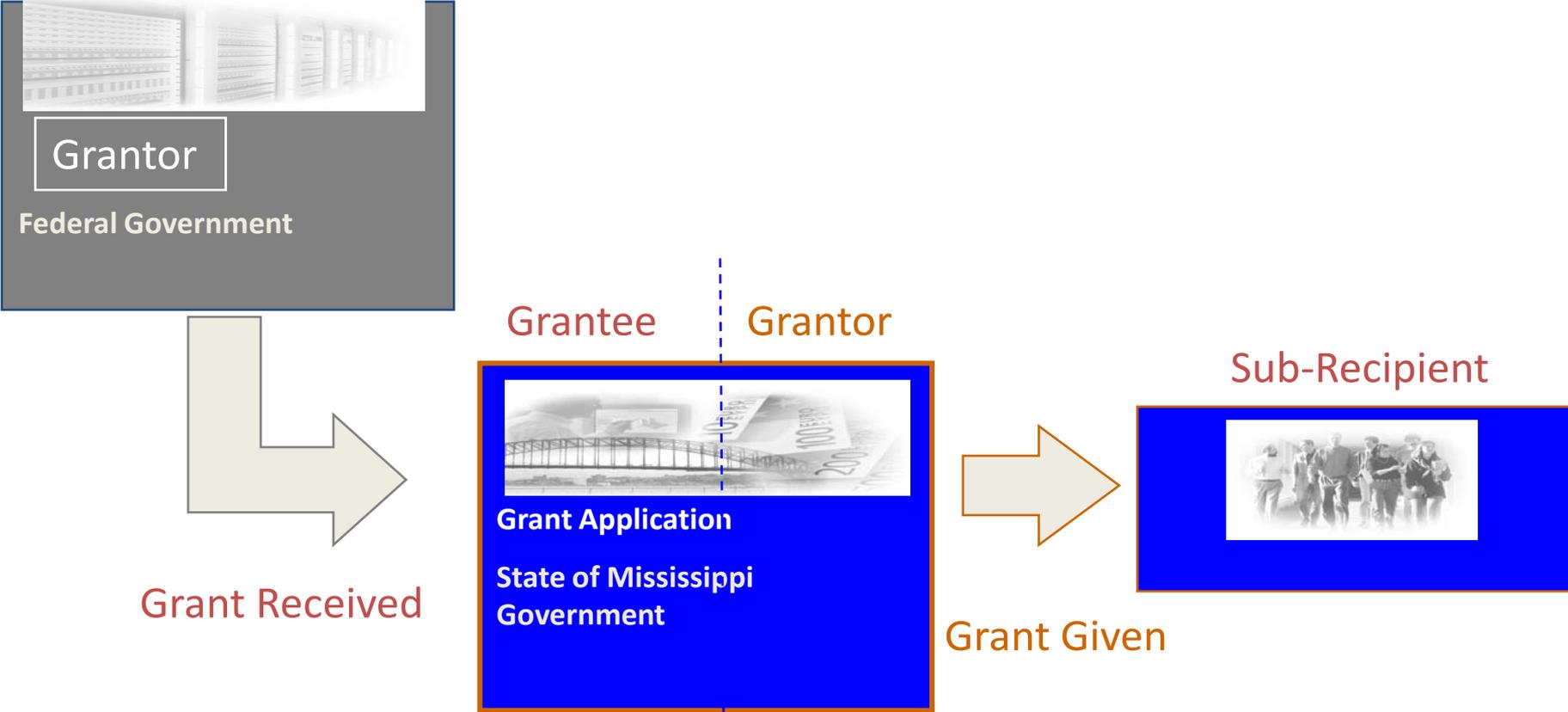
Grants Management Overview (cont.)

Grants Initiation and Accounting enables us to:

- Budget, identify, and record all grant funding
- Differentiate between eligible and ineligible costs
- Bill and record grantee amounts
- Record and report all costs
- Track all associated attributes



Grantor / Grantee / Sub-Recipient Relationship





Grants Management Overview (cont.)

Grant Management leverages data from other business functions in MAGIC

- General Ledger Accounts
- Internal Orders and Cost Centers
- Funds, Commitment Items and Funds Centers

Key Terms



Term	Definition
Business Area	Four digit number representing the Agency
Fund	The Fund has the same meaning as the SAAS Fund
Functional Area	Represents the functional structure of an organization. For the State of Mississippi, the Functional Area at the 6 digit level will represent the Appropriation Unit. At the 8 digit level, the Functional Area will represent a Program.
Cost Center / Fund Center	Simple cost collector used to map employees to departments, record agency level budgets, and track general indirect expenses related to operating an agency
Internal Order	Controlling object used to collect costs for grants, disaster-related expenses, and miscellaneous events that require special cost collection.
WBS Element	Work Breakdown Structure Element: Used to collect costs for projects
Workflow	Automated MAGIC function used to route documents for approval



Language Crosswalk

MAGIC

SAAS

Functional Area

- Appropriation Unit, Program

Fund

- Fund (split and numbered by source)

Funds Center

- Org Code, Office, Division

Commitment Item

- Object Codes (Major, Minor)

Funded Program

- Grant Budget

Funds Pre-Commitment

- New Process (no SAAS equivalent)

Funds Reservation

- New Process (no SAAS equivalent)

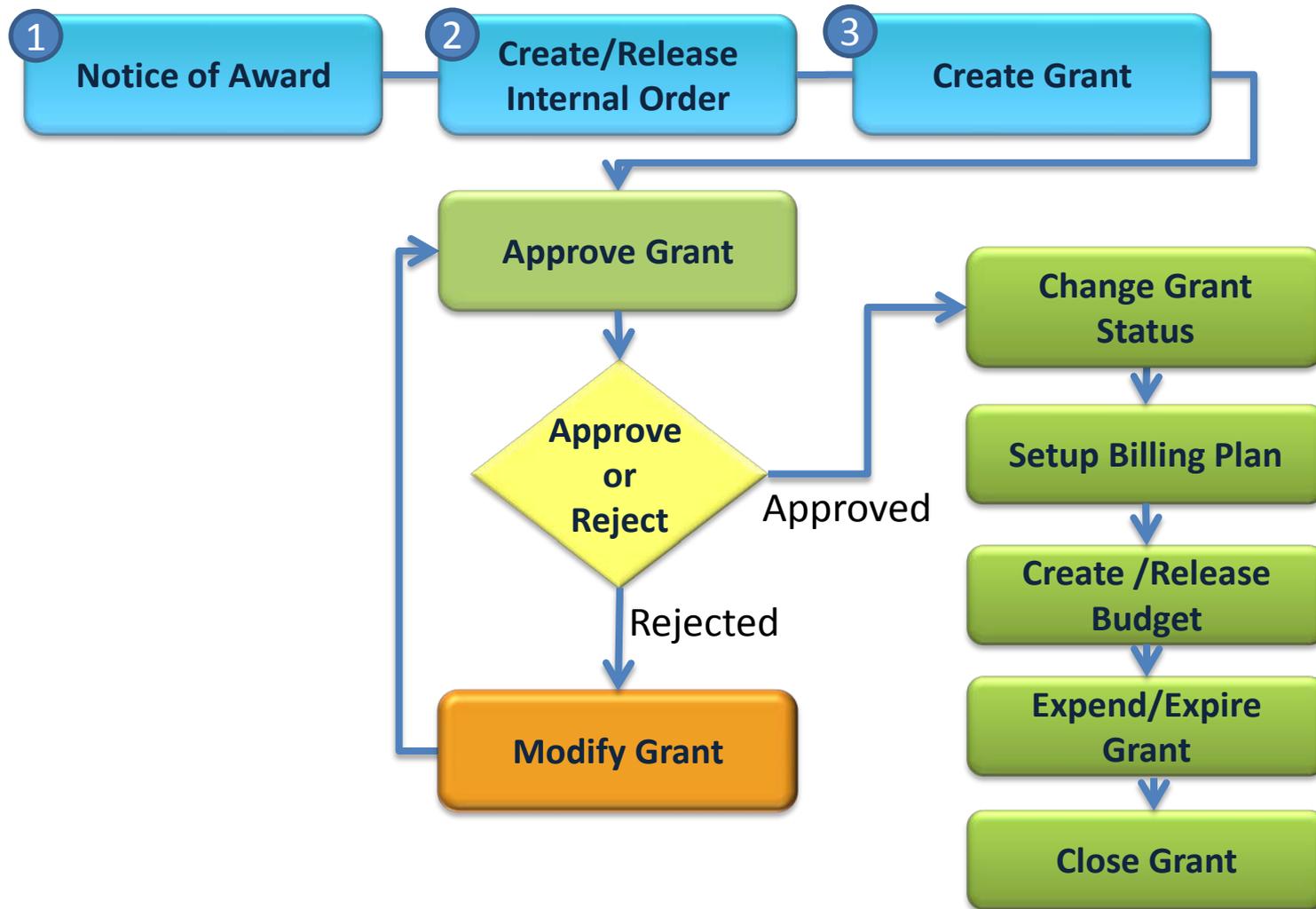
Shopping Cart

- Purchase Requisition – Pre-encumbrance

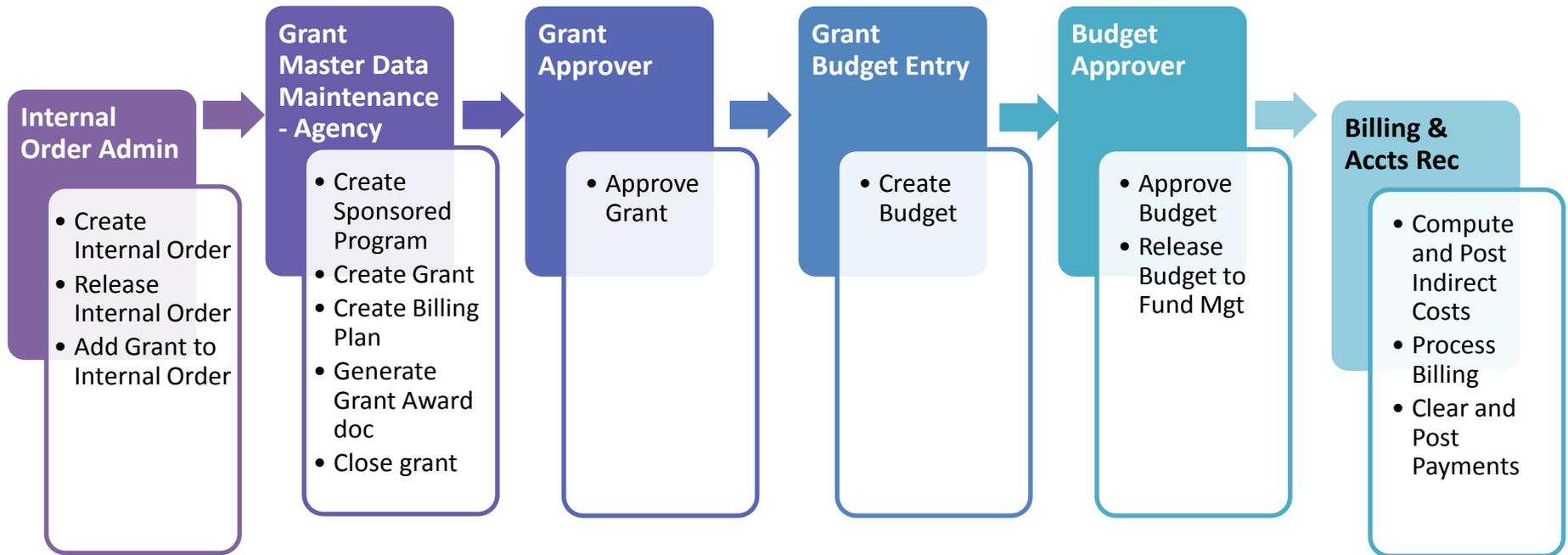
Purchase Order

- Purchase Order – Firm Encumbrance

Grantee Lifecycle



Grantee Lifecycle Roles



Course Map



Unit

1 – Grants Management Overview

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5 – Create a Grant Budget

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Unit 2: Create a Grant



Unit Topics:

- Key Terms
- Award Setup Process
- Maintain Business Partners
- Internal Orders for Grants
- Sponsored Programs
- Grant Master Data

Key Terms



Term	Definition
Business Partner	Grant Sponsor
Internal Order (IO)	Used to accumulate Costs for Grants
Sponsored Programs	Used to divide the grant into individual activities to meet the sponsor's funding and reporting requirements.
Grant	Includes the terms and conditions of the funding and administration of a sponsor's award
Sponsored Class	Categorizes expenses in accordance with the sponsor's requirements for reporting
Billing Plan	Used to set up milestone and periodic billing details
Business Area	The agency responsible for the Grant

Award Setup

The following are the prerequisites for creating a grant:

- Maintain the Business Partner (Sponsor)
- Create Internal order(s) for the grant
- Establish Sponsored program(s) for the grant

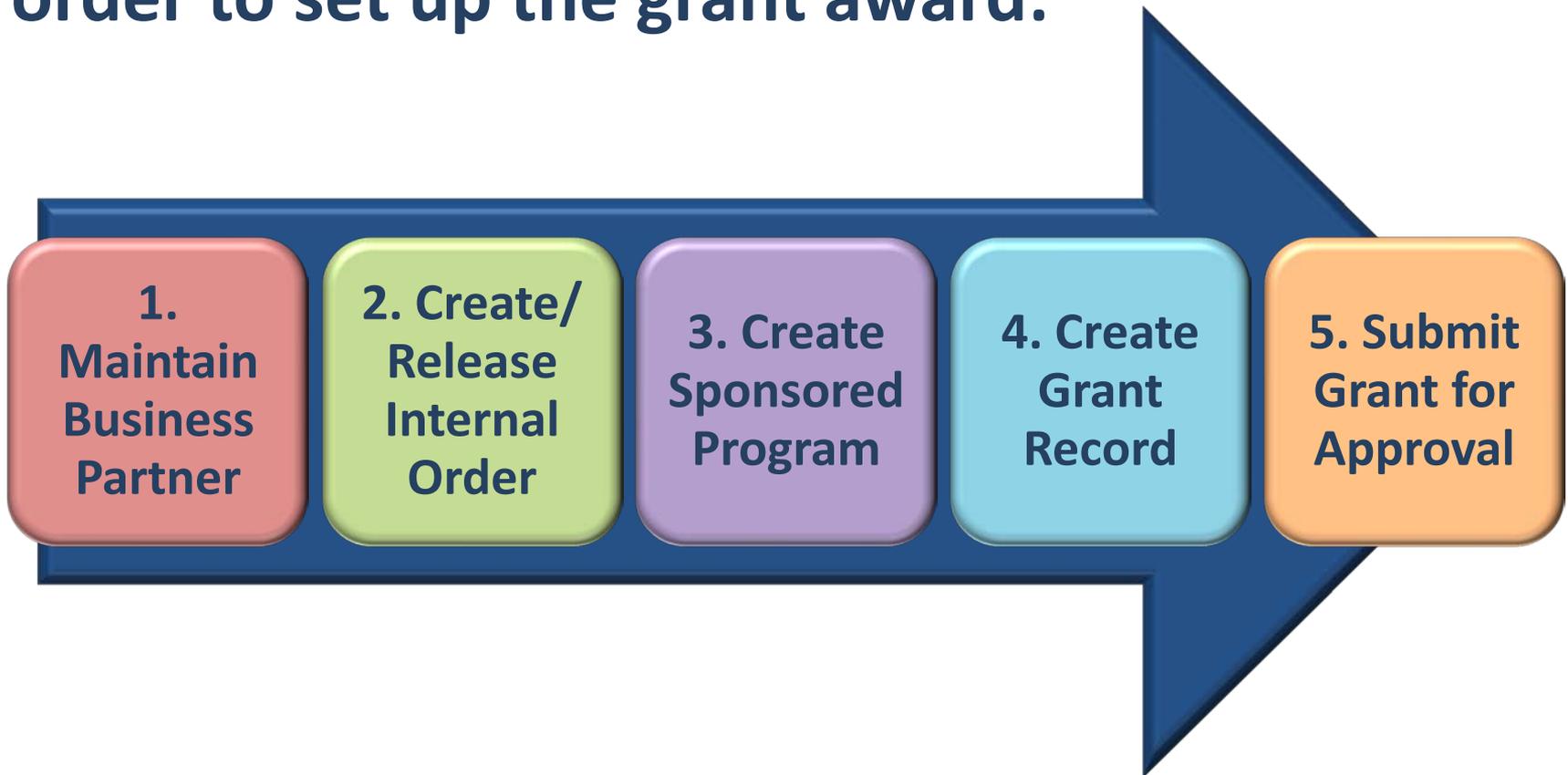
Once creating a grant you need to:

- Maintain the Grant Master Record
- Define approval levels
- Set up a billing plan



Award Setup Process

A number of steps require data to be entered in order to set up the grant award:





Maintain Business Partner (BP)

The Business Partner (BP) master record represents the Sponsor awarding a grant.

Key information includes:

- Point of contact information (name, address, etc.)
- Permitted Grant Types
- Permitted Sponsored Classes
 - Types of income and expense allowed



Maintain Business Partner (cont.)

The relationship between the BP Sponsor and a Grant is simple

- Each grant can have only 1 sponsor
- No Grants with Multiple Sponsors
- If needed, create a grant per sponsor, and join by creating a “grant group” for reporting



Internal Orders for Grants

When a federal or non-federal sponsor provides an award letter, an Internal Order kicks off the grant set-up process.

- Award letter determines the number of internal orders required
- The Internal Order has the cost center, which identifies the funds center used to collect costs associated with the grant

Internal Orders for Grants (cont.)

Grant Internal Orders are identifiable by the first character of the document number

Begins With	Type
3 (3XXXXXXXXXX)	Grantee
6 (6XXXXXXXXXX)	Opt-Out Grantor
7 (7XXXXXXXXXX)	Grantor

Grant number is entered in the Internal Order after the Grant is created.

Key information in an Internal Order:

- **Business Area** – the agency responsible for the grant
- **Functional Area (First 6 digits)** – Reporting object representing the Appropriation Unit for budget purposes
- **Responsible Cost Center** – this is the primary, or driving, cost center responsible for managing the grant



Internal Orders for Grants (cont.)

Review the status of an Internal Order:

- The Internal Order has a status of **CRTD** (created) until the Grant is created
- The Internal Order status is changed to **REL** (released) to allow postings to the Internal Order and Grant

Let's Practice



Instructor Demo

T-Code/Task: K003

Complete Exercise:

2.1 Display an Internal Order for a Grant



Knowledge Check



What is the definition of a Business Area?

- A. Reporting object representing the Appropriation Unit for budget purposes
- B. The Agency responsible for the Grant
- C. The Agency Cost Center



Sponsored Program

The **Sponsored Program** groups grant-related activities to satisfy reporting needs and uses of the grant at the level required by the Sponsor or the Agency:

- The grant's total is divided over different activities or expenditures
- The grant is used over different areas of the Agency
- There will be one Sponsored Program for every grant-funded Internal Order

“Budget-Only” Sponsored Program

Budget-only sponsored programs:

- Hold the total budget for the grant
- Do not capture any costs

“Budget-Only” Sponsored Program

Deletion Indicator X Closed

General Data Reference Responsibilities Posting Budget Billing Dimensions Supported Objects

Objects Supported

Sponsored Program	Sponsored Class	Planning Allowed	Budgeting Allowed	Actuals Allowed	
003000000306	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	▲
003000000306	8000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8030	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8200	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8700	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8820	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8830	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8840	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8850	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8860	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8865	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8870	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8875	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
003000000306	8885	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼

Create Sponsored Program

The Sponsored Program contains information tabs that represent specific data elements.



The screenshot shows a software interface for a Sponsored Program. At the top, there is a header area with the text "Sponsored Program" on the left, a text input field containing the number "003000000342" in the center, and four icons (a folder, a pencil, a magnifying glass, and a trash can) on the right. Below the header, there are four tabs: "Basic Data", "Budget Transfer", "Allowed Budget and Postings", and "Responsibility". The "Basic Data" tab is currently selected and highlighted in a darker blue.

- **Header Data – Sponsored Program** number (same as Internal Order)
- **Basic Data** tab – program description
- **Budget Transfer** tab – fund management details
- **Allowed Budget and Postings** tab – allows multiple funds centers

Sponsored Program: Basic Data

Sponsored Program is used to represent a Business Partner program

- Sponsored Program number references the Internal Order
- Examples:

	Internal Order	Sponsored Program
Grantee	3000000342	003000000342
Opt-Out Grantor	6000000123	006000000123
Grantor	700000008000	700000000080

Examples of Sponsored Programs

Sponsored Program	Program Description
CONSTRUCTION	Construction
DOGEE	Dept of Geography/Env Engineer
EDUCATION	Education
IMPROVEMENTS	Highway Improvements
MATHEMATICS	Mathematics
MEDICINE	Medicine
MICROBIOLOGY	Microbiology
NEUROLOGY	Neurology
PHARMACOLOGY	Pharmacology
PROGRAM_1	Program 1
PROGRAM_2	Program 2
PUBLIC HEALTH	School of Public Health

Sponsored Program

Basic Data | Budget Transfer | Allowed Budget and

General Data

Program Description

Legislative District Code

Program Description is the same as that in the Internal Order description

Sponsored Program: Budget Transfer

The Budget Transfer tab includes the Funds Center, Functional Area, and the Funded Program. Checking the “default” box simplifies the budget entry.

Budget Transfer Objects				
FM Area	Funds Center	Functional Area	Funded Program	Default
SOMS	1201012071	12010105	3000000342	<input checked="" type="checkbox"/>

Default check box allows the budget information to be populated automatically.

Allowed Budget and Postings

Grants can post to more than one Funds Center by using the Fund Center Group on the Allowed Budget and Posting tab:

Sponsored Program 003000000342

Basic Data Budget Transfer **Allowed Budget and Postings** Responsibility

FM Area	Funds Center Grp	Functional Area Grp	Prgr grp.
SOMS	1201		

Let's Practice



Instructor Demo

T-Code/Task: GMPROGRAM

Complete Exercise:

2.2 Create Sponsored Program



Knowledge Check



True or False: The number and description of the Sponsored program is based on the Internal Order.

- A. True
- B. False

Break Time!

15 minute break

Please return to your seats in a timely manner

Create a Grant Record

- Grants are master records that contain financial conditions and legal rules agreed upon by the Sponsor and the State
- These conditions and rules support financial processing and reporting
- Attachments are also supported for documents such as the Notice of Award





Grant Types

The type of grants are determined in the Business Partner master record.

You must assign a grant type to each grant you create:

- **MN** (Main Grant) – used for standard grants
- **PT** (Passthrough) –used for shared grants
- **NO** (Non Grant) – a grant type to allow non-grant sponsored activity to use grant functionality

Grant Record: General Data



The **General Data** tab is used to capture descriptive details:

- Grant Type
- Organizational data
- Sponsor
- Grant Name/Description
- Grant Value, Dollar amount of Award
- Validity period of the grant

A screenshot of the 'General Data' tab in a grant record form. The form displays the following information:

Grant	39	Incoming Grant
Grant Type	01	Standard
Sponsor	FEDDOT	US Department of Transportat
		◆ Deletion Indicator

Below this is a sub-section for 'Basic Data':

Grant Type	01	Standard
Company Code	PS01	Government of e
Sponsor	FEDDOT	US Department of Transportatio
Authorization Group		
Award Type		

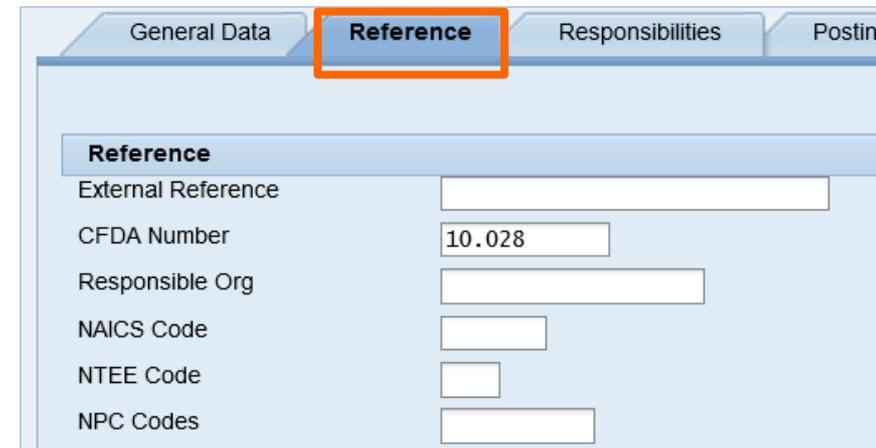
Below this is a sub-section for 'Description':

Name	INCOMING GRANT
Description	Incoming Grant

Grant Record: Reference

The **Reference** tab is used to capture organizational data and codes such as:

- **CFDA Number:** Assistance programs administered by U.S. federal agencies
- **NAICS Code:** North American Industry Classification System
- **NTEE Code:** National Taxonomy of Exempt Entities
- **NPC Codes:** Non-Profit Program Classification



The screenshot shows a software interface with four tabs: "General Data", "Reference", "Responsibilities", and "Postin". The "Reference" tab is highlighted with an orange border. Below the tabs, the "Reference" section contains the following fields:

Reference	
External Reference	<input type="text"/>
CFDA Number	<input type="text" value="10.028"/>
Responsible Org	<input type="text"/>
NAICS Code	<input type="text"/>
NTEE Code	<input type="text"/>
NPC Codes	<input type="text"/>

Grant Record: Responsibilities

The Responsibilities tab defines the Approvers who participate in the grant and budget approval process within the agency.

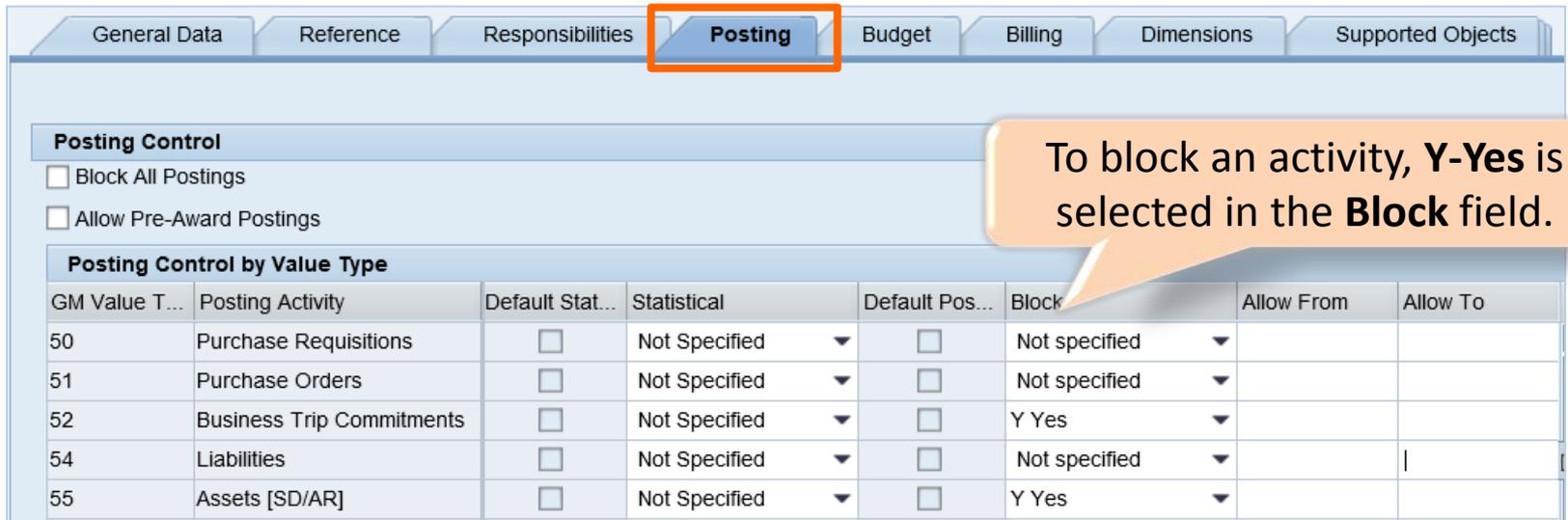
- Workflow is a function in MAGIC that automatically notifies the person(s) identified when an approval is required
- Approvers are required for the Grant and for the Budget
- There are up to 10 approval levels set by ACE ID



Res...	Description	Type	Object type	ID	Name
BP01	Budget Approver 01	US	User	RL326754	 Robert Lowery
GA01	Grant Approver 01	US	User	RL326754	 Robert Lowery

Grant Record: Posting

The **Posting** tab enables you to allow or block certain types of posting activities for a grant.



Posting Control

Block All Postings

Allow Pre-Award Postings

Posting Control by Value Type

GM Value T...	Posting Activity	Default Stat...	Statistical	Default Pos...	Block	Allow From	Allow To
50	Purchase Requisitions	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>	Not specified ▼		
51	Purchase Orders	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>	Not specified ▼		
52	Business Trip Commitments	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>	Y Yes ▼		
54	Liabilities	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>	Not specified ▼		
55	Assets [SD/AR]	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>	Y Yes ▼		

Grant Record: Validity Dates

Enter data in the Budget tab of the grant master:

- Choose Grant FY variant
- Splitting Rule and Company Code FY Variant are pre-populated and cannot be changed.

Align Grant FY variant to grant award date

Defaults

Budget Validity Periods					
Budg...	Budget Status	Budget Phase	Bud...	Sponsor FY	Grantee F
010	Released	Budget for Grant Award	■	2014	Multiple FY
020	Unreleased	Budget for Grant Award	■	2014	Multiple FY

Grant Record: Billing



The Billing tab contains information required for billing and funds recovery.

- For Letter of Credit, the Billing Rule is “Letter of Credit (Non-CMIA)”.
 - Identifies the Letter of Credit from which to draw funds
 - Examples include:
 - 4R11G – DHS LOC
 - F903G – DMH LOC
 - LETTER_OF_CREDIT – DMH LOC



Grant Record: Billing (cont.)

The fields that display are driven by the Billing Type selected:

- Manual Billing
- Resource Related Billing
- Periodic Billing
- Milestone Billing

NOTE: Sales Organization Data is required for any Grant that uses Resource Related billing (RRB), Periodic or Milestone billing

Grant Record: Dimensions



The **Dimensions** tab contains the **Financing Sources (Funds)**, **Sponsored Programs**, and **Sponsored Classes** for a Grant:

- MAGIC requires a separate grant fund to distinguish from other funding sources
- Users classify funds by fund type for internal use
 - **External Funds** represent the Sponsor's award amount
 - Each grant can have only one External fund
 - **Internal Funds** are special funds or agency-specific funds for matching

Grant Record: Dimensions (cont.)

Here are some guidelines to determine what funds are required for a Grant:

- **Sponsor Funding:** ONE external grant fund per grant. Grant funds begin with a “5.”
- **SoMS Funding:** any other agency fund, if needed, that is associated with the grant for cost sharing or indirect costs.

Grant Record: Dimensions (cont.)

At least one **Sponsored Program** is required for a Grant.

Enter directly or choose from list

Sponsored Programs	
Sponsored Program	Program Description
<u>003000000342</u>	Under age drinking
<u>700000000080</u>	Under age drinking

Sponsored Classes represent the Sponsor's expense and revenue classification.

Pre-populated.
Mark as "IDC Relevant"
as needed.

Sponsored Classes				
Sponsored Class	Class Type	IDC Relevant		Sponsored Class Description
<u>4210</u>	R Revenue ▼	<input type="checkbox"/>		Federal Grants
<u>4900</u>	R Revenue ▼	<input type="checkbox"/>		Indirect Cost Recovery
<u>6</u>	E Expense ▼	<input type="checkbox"/>		Rollup

Grant Record: Supported Objects

Supported Objects tab:

- **Contains all the Fund/Sponsored Program/Sponsored class combinations**
- **All boxes default to being checked**
- **If a Sponsored Class needs to be prevented from posting, the check mark should be removed**

Grant Record: Cost Sharing

There are two Cost Sharing rules defined that determine the costs to be shared:

- SHARING ON TOTAL DIRECT COSTS
- SHARING ON TOTAL GRANT COSTS

A Cost Sharing Rate is entered per rule.

Cost Sharing	Overhead Costs	Overhead Cost Limits
Cost-Sharing Rule		
Cost Sharing Rule	2 SHARING ON TOTAL GRANT COSTS	
Cost Share Rate	10.000	

Let's Practice



Instructor Demo

T-Code/Task: GMGRANT

Complete Exercise:

2.3 Create Grant



Knowledge Check



When a Notice of Award is received, the agency needs to do which of the following?

- A. Create Internal Order/s
- B. Create Sponsored Program/s
- C. Create a Grant
- D. Have the Grant Approved
- E. All of the above

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Unit 3: Submit a Grant for Approval



Unit Topics:

- Grant Approval Process
- Submit a Grant for Approval
- Attach supporting documents to grant

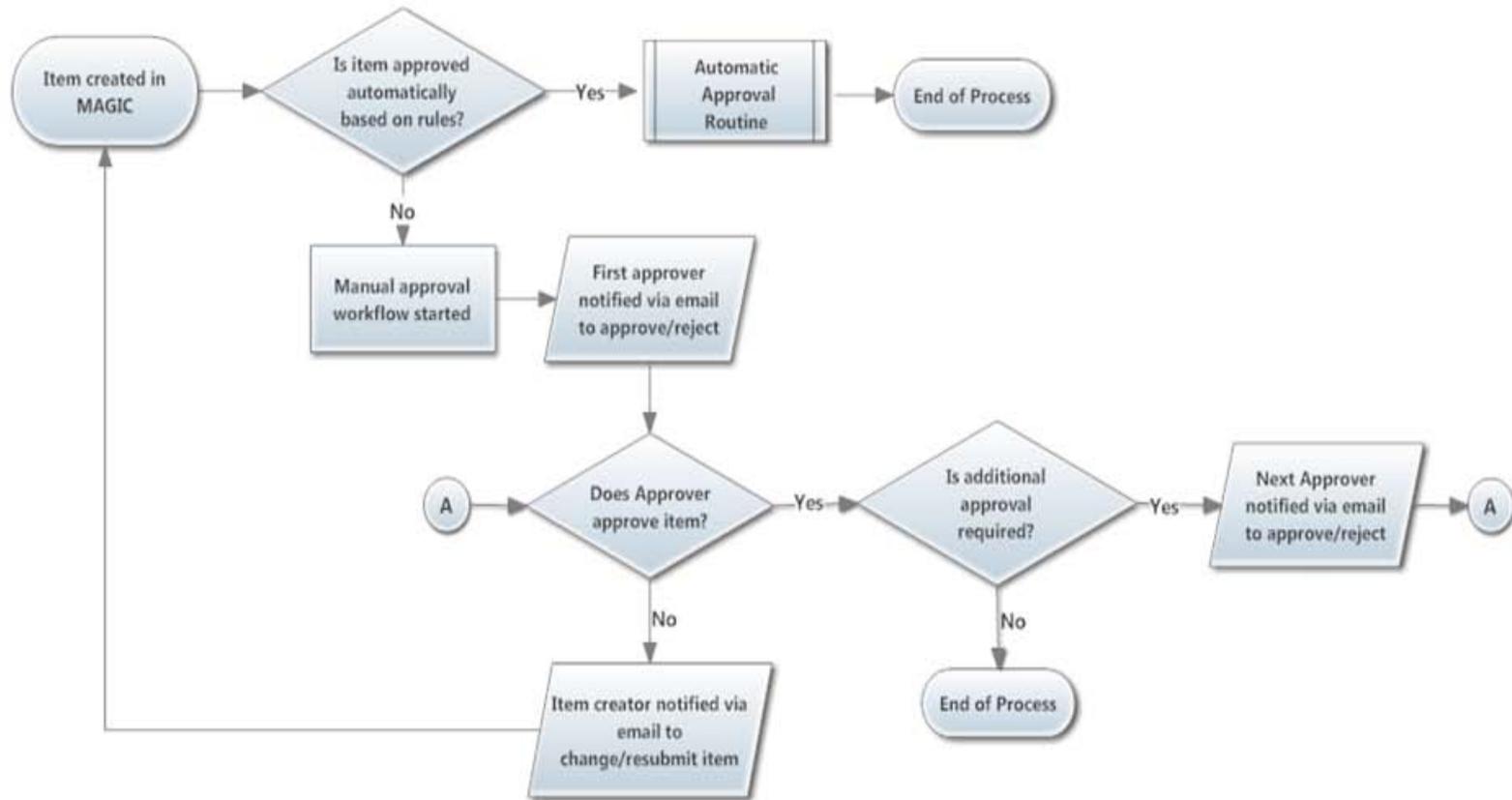
Grant Approval Process

When the Grant has been saved and submitted, it is automatically routed for Approval—this is called “Workflow”

- There can be up to 10 levels of Approval
- The Approvers are defined in the Grant Record
- Once the Grant is approved, the status is changed to “Awarded”



How Workflow Works





Submit a Grant for Approval

By clicking “Submit” on the grant, a number of activities are triggered:

- Grant Master Data is saved
- Grant number is generated
- Grant is sent for approval via Workflow
- Internal Order must be manually updated:
 - Add the Grant number to the General tab (T-Code KO02)

Submit a Grant for Approval

- In Production, the Grant Approval screen will have “submit” as a choice instead of “save”
- Choosing “submit” will trigger the approval process

Create Grant Master - Incoming

Valdate Relationships Submit

Grant

Grant Type Main Grant

Sponsor Department of Health and Human Services

Copied from Deletion Indicator Application

General Data Reference Responsibilities Posting Budget Billing Dimensions Supported Objects Cost S...

Basic Data

Grant Type Main Grant

Company Code State of Mississippi

Sponsor Department of Health and Human Services

Authorization Group

Parent Grant

Description

Name

Description

Long Description

Currency and Conversion Factors

Grant Currency United States Dollar

Grant Value

Exchange Rule

Date of Exchange Rate

Exchange Rate

Ratio (from)

Ratio (to)

Grant Validity

Valid from Date

Valid to Date

History

Copied from

Attaching Documents to Grants

- Award documents will be attached to the grant using **Open text** functionality
- Attaching the documents is done using the **Display Grant** transaction after the grant is created





What is Open Text Document Access?

- Open Text Document Access is a document linking, searching, and storage application that permits linking to MAGIC transactions and searching unstructured attachments.
- Any item attached to a MAGIC posting document is also stored in Open Text Document Access.
- Benefits of Open Text
 - Eliminates paper handling inefficiencies
 - Facilitates faster and more efficient processes
 - Provides direct access to all business documents from MAGIC
 - Increases compliance and reduces risk

Storing Business Documents

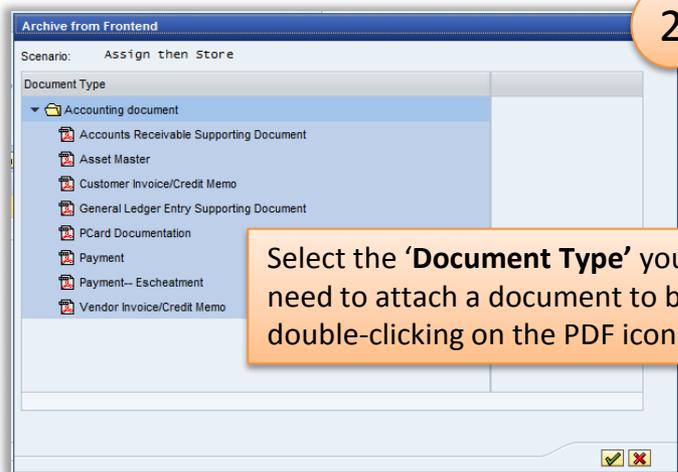
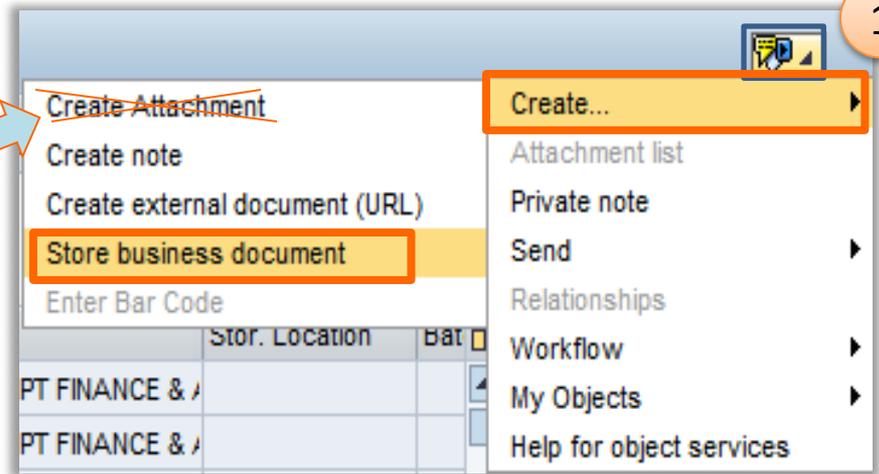


PDF documents can be attached to items in **Display** transactions

Path:

- Services for object ()
- Create...
- Store business document

WARNING: DO NOT select 'Create Attachment'. This selection will NOT store the document in Open Text!



Select the '**Document Type**' you need to attach a document to by double-clicking on the PDF icon.

WARNING: The document (format) must match the chosen Document Type.
EX. if you choose a Document Type of PDF, you must attach a PDF file (not a TIFF or Excel document).

Attaching PDF Documents



3

Locate and add the file by double-clicking on it.

The screenshot shows a file explorer window titled "Storing Files in Documents". The "Look In:" field is set to "Scanned docs". Two files are listed: "SCAN00001.pdf" and "scan001.pdf", with the latter selected. Below the list, the "File Name:" field contains "scan001.pdf" and the "Files of Type:" dropdown is set to "All Files (*.*)". "Open" and "Cancel" buttons are at the bottom.

4

Type a description or leave blank and the document name will default.

The screenshot shows a "File Description" window. The "File name" field contains "scan001.pdf" and the "Description" field contains "work performed for customer". A checkmark icon and a close button are visible at the bottom right.

5

Finalize the process by clicking **Enter** on the **Archive from Frontend** window.

The screenshot shows the "Archive from Frontend" window with the scenario "Assign then Store". Under the "Document Type" section, the "Accounting document" category is expanded, showing a list of document types: Accounts Receivable Supporting Document, Asset Master, Customer Invoice/Credit Memo, General Ledger Entry Supporting Document, PCard Documentation, Payment, Payment-- Escheatment, and Vendor Invoice/Credit Memo. A checkmark icon and a close button are visible at the bottom right.

Break Time!

15 minute break

Please return to your seats in a timely manner



Course Map



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1 – Grants Management Overview

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Unit 4: Set Up the Billing Plan



Unit topics:

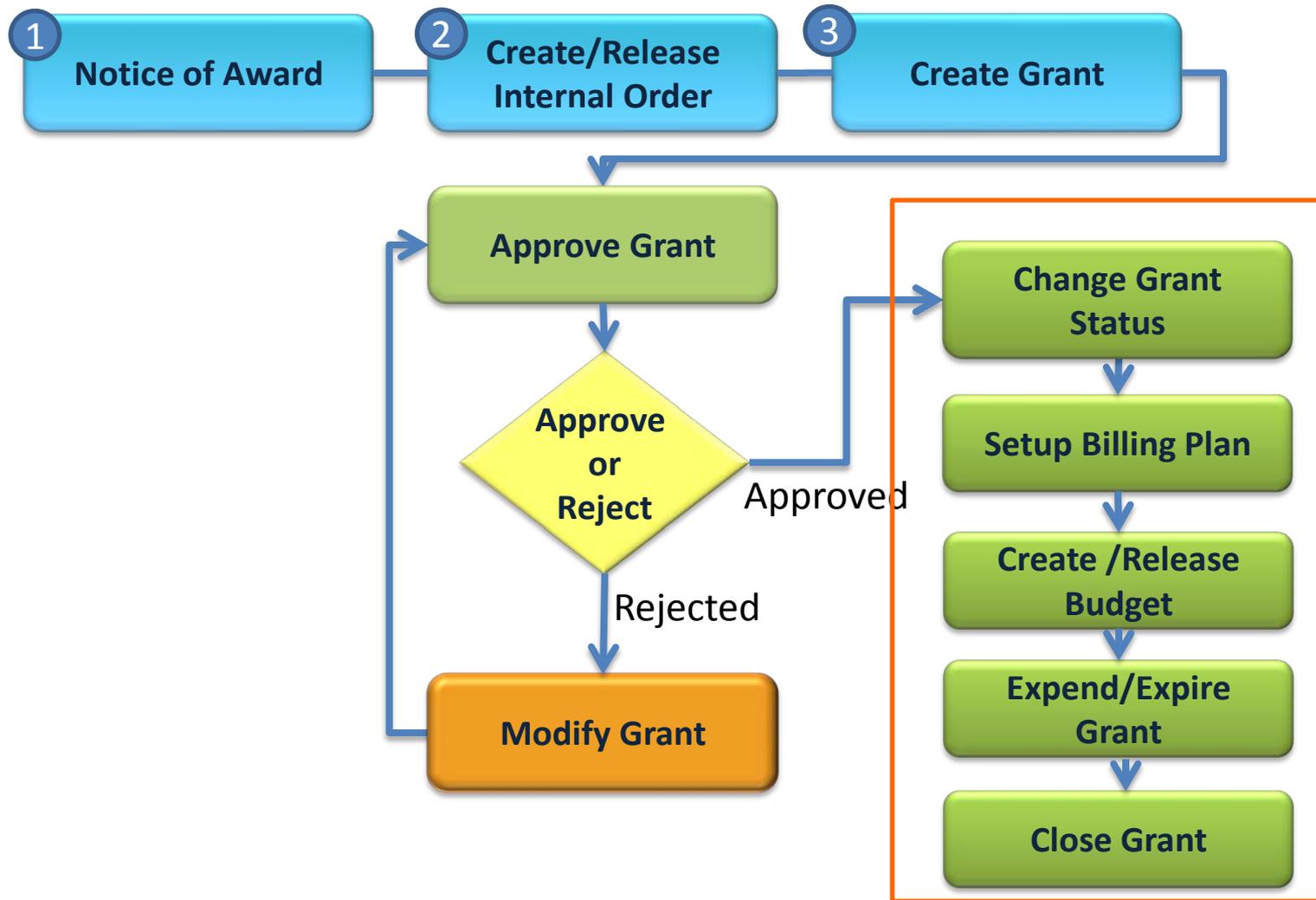
- Key Terms
- Change Grant Status
- Types of Billing Plans
- Create a Periodic Billing Plan
- Create a Milestone Billing Plan

Key Terms



Term	Definition
Personal Object Work List (POWL)	The central place for accessing documents to be processed, the POWL contains helpful utilities (i.e. document details, search functionality, and status) and personalization features.
Universal Worklist (UWL)	A tool that allows you to manage tasks, receive alerts, and handle notifications from multiple sources.
Milestone Billing	Billing based on Milestones agreed to by the Sponsor and the State
Periodic Billing	Billing for a fixed amount on a predefined schedule (monthly, quarterly or yearly basis)

Grantee Lifecycle





Change Grant Status

Upon Grant approval, changing grant status to “Awarded” triggers the following:

- Activates the billing rules
- Creates Budget Validity Periods for released and unreleased budget

These actions allow:

- Allotment of grant funds (released or unreleased)
- Splitting of grants across state fiscal years
- Extension of validity dates for lapse period

Let's Practice



Instructor Demo

T-Code/Task: GMGRANT

Complete Exercises:

4.1 Change Grant Status

Types of Billing Plans

There are specific billing plans that may be used in Grant Management.

The Billing Type was defined in the Grant Record during creation:

- Manual Billing
- Resource Related Billing
- Periodic Billing
- Milestone Billing





Periodic Billing Plan

Periodic Billing has pre-scheduled, fixed billing dates and amounts per the sponsor agreement.

- Usually created for fixed amounts during a regular time period (monthly, quarterly, semi-annual, etc.)
- Plan details are set when the Grant is created
- The amount will default to each period between the start and end date of the grant

Create Periodic Billing Plan

The Billing plan setup begins within the Billing tab in the Grant.

Billing Rule	
Billing Rule	11 Periodic Billing
Letter of Credit	

Double-click the Sales document to view the Sales Order

SD Order	
Sales document	<u>30</u>

Create Periodic Billing Plan (cont.)

Material represents the billing plan line item details.

Double-click the Material

All items					
Item	Material	Order Quantity	Un	S	
<u>10</u>	ZGM_RRB		EA	<input type="checkbox"/>	

The Conditions tab contains pricing details.

Sales A Sales B Shipping Billing Document Billing plan **Conditions**

Qty EA Net USD
Tax

Price Amounts

Pricing Elements							
...	CnTy	Name	Amount	Crcy	per	U...	Condition value
<input checked="" type="checkbox"/>	PR00	Price	10,000.00	USD	1	EA	10,000.00

Create Periodic Billing Plan (cont)



The Billing plan tab contains the following key points:

- Billing schedule options
- Grant validity period
- “Horizon”: the last billing period

..	Description
50	Monthly on First of Month
51	Monthly on Last of Month
53	Monthly
54	Quarterly on first of month
55	Annual
57	Quarterly on last of month

Let's Practice



Instructor Demo

T-Code/Task: GMGRANT

Complete Exercises:

4.2 Create Periodic Billing Plan

Milestone Billing Plan

The milestone billing dates and individual amounts are dictated by the sponsor's agreement:

- Based on the occurrence of events stipulated in the agreement
- Plan details are set in Sales Order created when the Grant was saved
 - The individual amounts entered in the grant must add up to the total amount entered in Sales Order



Let's Practice



Instructor Demo

T-Code/Task: GMGRANT

Complete Exercises:

4.3 Create Milestone Billing Plan



Knowledge Check



Which kind of billing has equal billing by month?

- A. Milestone Billing
- B. Resource Related billing
- C. Periodic Billing
- D. None of the above

Course Map



Unit

1 – Grants Management Overview

2 – Create a Grant

3 – Submit a Grant for Approval

4 – Set up the Billing Plan

5 – Create a Grant Budget

6 – Maintain a Grant

7 – Grant Reports

Unit 5 – Create Grant Budget



Unit topics:

- Grant Budget Process Overview
- Create a Budget
- Budget Approval Process
- Release a Budget to Fund Management

Grant Budget Process Overview

Prior to a budget being created or adjusted the following must occur:

- Creation of Internal Orders
- Creation of Sponsored Programs
- Creation of a Grant Record
- Internal Order associated with Grant



You may create a budget for...

- External funds
- Internal funds

Grant Budget Scenarios

The Grant Budget Process may be applied per the following scenarios:

- Create grant budget when an award has been received
- Increase budget when additional funding has been received or additional cost sharing has been committed
- Reallocate funds between Sponsored Programs

Grant Budget Scenarios (cont.)

The Grant Budget Process may be applied per the following scenarios:

- Reduce budget where a sponsor has reduced funding
- Reduce cost sharing budget if the commitment has been met in another manner
- Reduce cost sharing budget if the sponsor has approved a reduction in the cost sharing

Create a Budget

Whether creating a new budget or adjusting an existing budget, the same MAGIC steps apply

- Choose the **document type** for budget entry
 - 10 – Unreleased sponsor’s budget
 - 15 – Released Sponsor’s Budget
 - 30 – Unreleased matching budget
 - 35 – Released matching Budget
- **Budget versions** will always be “0” (zero)
- **Document Status** is either “Held” or “Effective”

GM Do...	Bdgt P...	Description
10	3	Unreleased sponsor's budget
15	3	Released Sponsor Budget
30	3	Unreleased matching budget
35	3	Released Matching Budget

Create Budget: Header data

Header data applies to the full document.

The following data elements must be entered manually:

- Process
- Grant Number
- GM Doc Type
- Budget Version (always “0”)

The screenshot shows a form with two tabs: "Header" and "Additional Information". The "Header" tab is active. The form contains the following fields:

Process	ENTR Enter	Currency	USD	Document Status	Held Held
Grant	92	Document Date	12/17/2013	Reversal Status	Normal
GM Doc Type	10	Budget Version	0	Budget Status	U Unreleased
Header Description		Reason Code			

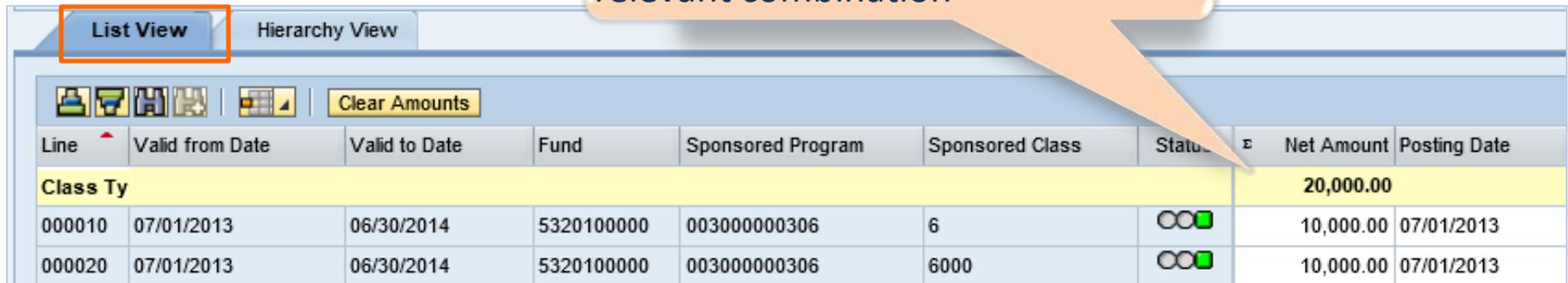
Callouts in the image:

- A callout pointing to the "Process" field: "Choose from list: Enter, Return or Supplement"
- A callout pointing to the "GM Doc Type" field: "Drop-down list"

Create Budget: Detail Data

Use Detail Data section to enter the grant award details by a combination of Fund, Sponsored Program and Sponsored Class.

The amounts are entered for each relevant combination



Line	Valid from Date	Valid to Date	Fund	Sponsored Program	Sponsored Class	Status	Net Amount	Posting Date
Class Ty							20,000.00	
000010	07/01/2013	06/30/2014	5320100000	003000000306	6	<input type="radio"/> <input checked="" type="radio"/>	10,000.00	07/01/2013
000020	07/01/2013	06/30/2014	5320100000	003000000306	6000	<input type="radio"/> <input checked="" type="radio"/>	10,000.00	07/01/2013



Create Budget: Submit for Approval

- Validate the document by clicking the **Check Document** button
 - *Green* indicator: document is okay to submit
 - *Red* indicator: errors between fiscal and grant budgets exist; check the error log
- Click **Submit** to save the budget
 - Document automatically routed through Workflow for approval
 - The Approver(s) were determined in the Grant record
 - System message provides a document number

Let's Practice



Instructor Demo

T-Code/Task: GM_CREATE_BUDGET

Complete Exercise

5.1: Create Budget



Knowledge Check



Which version number is used for creating a budget?

- A. 2
- B. 1
- C. 0
- D. None of the above



Release a Budget

Once approved, release the budget to both Finance and Grant Agency to use grant funds

- The FM Budget section is divided by the State's fiscal year (July 1 – June 30)
- The same line item number will be used for each combination of Fund, Sponsored Program and Sponsored Class
- If there are four fiscal years in the budget, there will be four line items corresponding to the same line number

Let's Practice



Instructor Demo

T-Code/Task: GM_BDGT_RELEASE

Complete Exercise

5.2: Release a Budget

Knowledge Check



A Grant budget is transferred to Funds Management using which transaction?

- A. GMGRANT – Create a Grant
- B. GM_CREATE_BUDGET – Create a Grant Budget
- C. GMIDCPOST – Post to a Grant
- D. GM_BDGT_RELEASE – Release a Grant Budget



Course Summary – Day 1

Now that you have completed Day 1, you should be able to:

- Explain the lifecycle of a grant
- Create a grant and required master data
- Submit a grant for approval
- Describe how approvals work and view the status of a grant
- Maintain an approved grant
- Create and Release the Budget for a grant
- Describe how budget approvals work

Course Map



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7 – Grant Reports

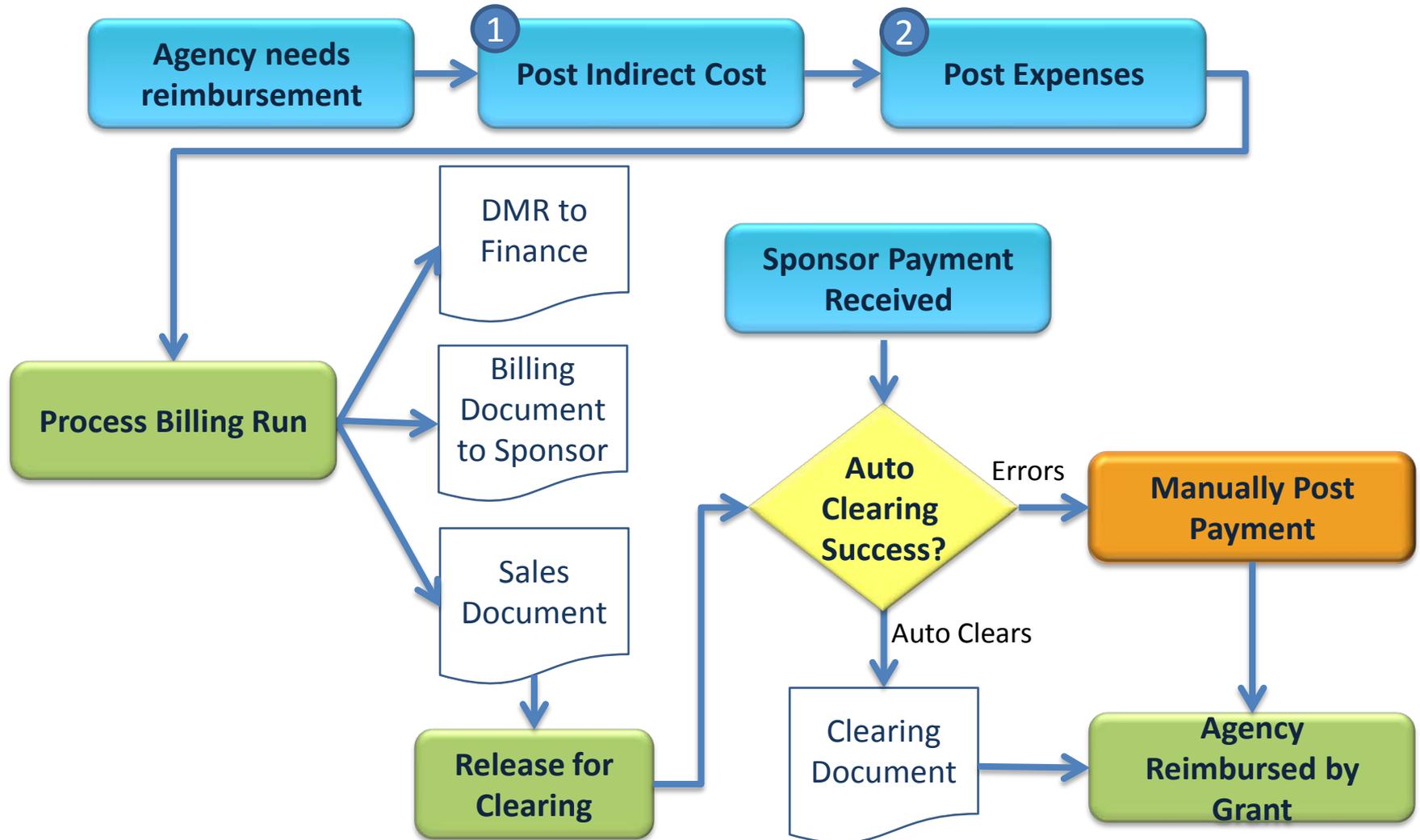
Unit 6 – Maintain Grant



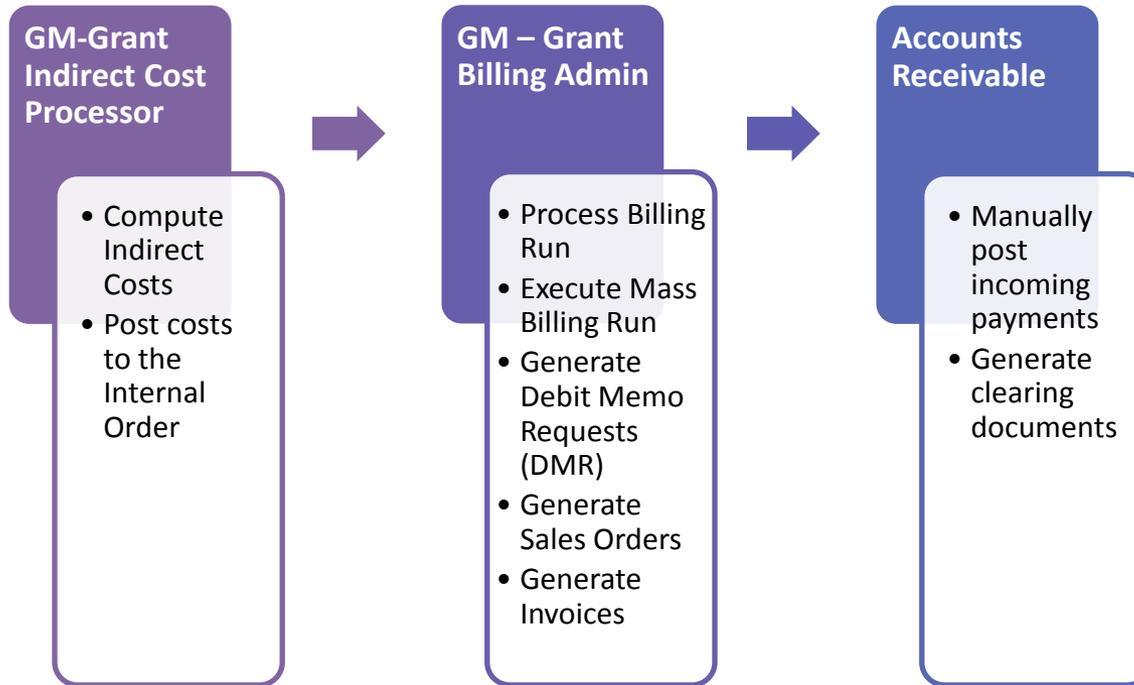
Unit topics:

- Grant Receivables and Indirect Cost Calculation Overview
- Extension of time
- Budget Increases/Decreases
- Attribute changes
- Adding Sponsored Programs and Internal orders within lifecycle of grant
- Closing Grants

Grant Receivables and Indirect Cost Calculation Overview



Grants Receivables Roles



Knowledge Check



What is the purpose of the Billing Run process?

- A. Ensures only grants scheduled to be billed are billed and for the amount scheduled
- B. Ensures there are no errors between the billing document and the payment received
- C. Posts the Payment after it is received
- D. Releases a Grant Budget for reimbursement

Grant Maintenance

Along with expending the grant, the following activities support the maintenance of the grant record:

- Extension of time
- Budget Increase/Decrease
- Attribute change
- Additional Sponsored Programs and Internal Orders within lifecycle of grant
- Closing an expended or expired Grant

Extension of Time

Change Grant Validity Dates using GMGRANT.

Grant Validity	
Valid from Date	10/01/2013
Valid to Date	09/30/2014

Grant Validity	
Valid from Date	10/01/2013
Valid to Date	09/30/2015

A message that other dates will be changed will appear.

Object	Old Validity	New Validity
▼ Grant Master 91	10/01/2013-09/30/2014	10/01/2013-09/30/2015
▼ <input checked="" type="checkbox"/> Adjust dates for Budget Validity Periods		
<input type="checkbox"/> Apply offset to all dates		
Budget for Grant Award Released	10/01/2013-09/30/2014	10/01/2013-09/30/2015
Budget for Grant Award Unreleased	10/01/2013-09/30/2014	10/01/2013-09/30/2015
▼ <input checked="" type="checkbox"/> Adjust dates for Overhead Cost Limit (Totals)		
<input type="checkbox"/> Apply offset to all dates		
0.00	10/01/2013-09/30/2014	10/01/2013-09/30/2015

Budget Increase/Decrease

Increase or decrease the Grant budget on the Header tab using GM_CREATE_BUDGET.

- **Supplement Process** is used to increase budget

Process	SUPL Supplement
Grant	93

- **Return Process** is used to reduce budget

Process	RETN Return
Grant	93

Let's Practice



Instructor Demo

T-Code/Task: GM__CREATE_BUDGET

Complete Exercises:

6.1 Increase the budget for a Grant



Attribute Changes

Attributes that can be changed after grant creation:

- Billing Type: to or from Manual Billing
- The CFDA number

Attributes that cannot be changed after grant creation:

- Billing Type for which a Sales Order is created to a Billing Type that requires a new Sales Order
- **Example:** Changing to or from Milestone or Periodic billing types.



New Internal Orders/Sponsored Programs

- A new Internal Order is created and released
- Sponsored Program is created
- Add the Sponsored Program on the Dimensions tab of the Grant
- Enter the existing Grant number on the Internal Order



Grant Status

A grant has a limited life cycle, split into phases, indicated by a status as follows:

- **Created:** an award has been received from a sponsor and is awaiting approval
- **Awarded:** the grant has been approved
 - Application: applies to initiating a Passthrough Grant
 - Approved: applies to an approved Passthrough Grant
- **Closing:** the grant is fully expended or expired

Let's Practice



Instructor Demo

T-Code/Task: GMGRANT

Complete Exercises:

6.2 Close a Grant

Knowledge Check



Which transaction would you use to adjust the budget for a grant?

- A. GMGRANT – Maintain Grant Record
- B. KO02 – Change Internal Order
- C. GM_CREATE_BUDGET – Create Grant Budget
- D. None of the Above

Course Map



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Unit 7 – Grant Reporting



Unit topics:

- Selection Criteria
- Formatting Report Data
- Review of standard reports
- Statistical Key Figures

Selection Criteria

Selection criteria enable you to search for specific document or documents

- The more selection criteria, the faster the results
- Enter a single grant, fund, sponsored program, or sponsored class, or click the **Multi-selection**  button to specify a range of values

Organizational			
Company Code	<input type="text" value="SOMS"/>		

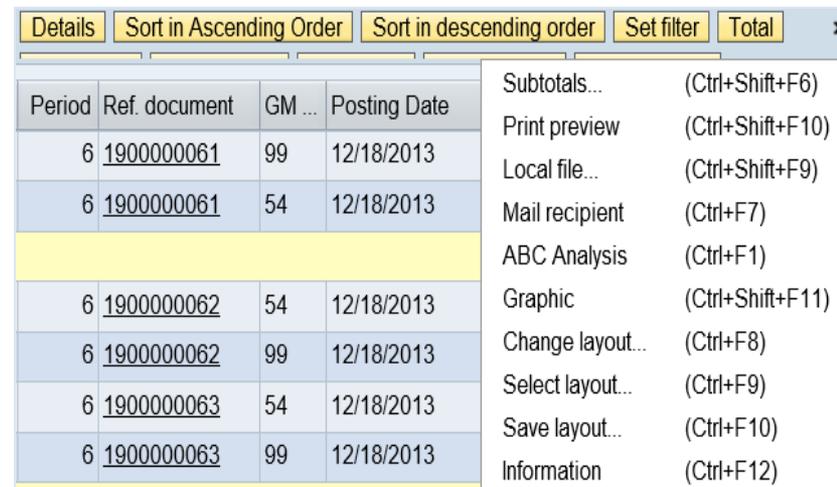
SOMS is the default for Company Code

Grant Objects			
Grant	<input type="text"/>	to	<input type="text"/> 
Fund	<input type="text"/>	to	<input type="text"/> 
Sponsored Program	<input type="text"/>		<input type="text"/> 
Sponsored Class	<input type="text"/>	to	<input type="text"/> 

Formatting Report Data

An important feature of reports in MAGIC is that you can tailor the outputs to fit your viewing needs:

- **Sort** – choose any column to sort by ascending or descending values
- **Change layout** – add or remove any columns
- **Local file** – download the report to Excel or save to your desktop for offline access



The screenshot shows a report interface with a data table and a menu of options. The table has columns for Period, Ref. document, GM..., and Posting Date. The menu includes options like Subtotals..., Print preview, Local file..., Mail recipient, ABC Analysis, Graphic, Change layout..., Select layout..., Save layout..., and Information, each with a corresponding keyboard shortcut.

Period	Ref. document	GM ...	Posting Date
6	<u>1900000061</u>	99	12/18/2013
6	<u>1900000061</u>	54	12/18/2013
6	<u>1900000062</u>	54	12/18/2013
6	<u>1900000062</u>	99	12/18/2013
6	<u>1900000063</u>	54	12/18/2013
6	<u>1900000063</u>	99	12/18/2013

Option	Shortcut
Subtotals...	(Ctrl+Shift+F6)
Print preview	(Ctrl+Shift+F10)
Local file...	(Ctrl+Shift+F9)
Mail recipient	(Ctrl+F7)
ABC Analysis	(Ctrl+F1)
Graphic	(Ctrl+Shift+F11)
Change layout...	(Ctrl+F8)
Select layout...	(Ctrl+F9)
Save layout...	(Ctrl+F10)
Information	(Ctrl+F12)

Standard Grant Reports

The following reports are useful for reviewing grant information:

- Budget vs. Actual (GM_E_4GBA)
- Budget vs. Commitments/Actual (S_ALN_01000003)
- Line Item Display (S_PLN_16000269)

Budget vs. Actual

Report: GM_E_4GBA

- Report displays all grants for selection criteria
- Allows drilldown to the details of postings

Variation: Grant		Budget Compared to Commitment/Act.		Date:	12/19/2013	Page:	1 / 1
<ul style="list-style-type: none"> Grant <ul style="list-style-type: none"> 33 PARTNERSHIPS FOR EMP 42 HOMELAND SECURITY 84 TEA TEST 86 UNDERAGE DRINKING 87 87 91 BOB SHOWING LANA 92 92 93 93 NRGRANT NOT RELEVANT GRANT 		Company Code		SOMS State of Mississippi		GM Version Period	
						0 16	
		Grant/Group		84			
			Unreleased Budget	Original Budget	Suppleme		
		** 5320100000 Special Funds	20,000.00-	20,000.00			
		* 003000000306 TEA Test					
		4210 Federal Grants					
		6 Rollup					
		6030 Travel					
		6100 Contractual Services					
		* 3000000306 TEA Test	20,000.00-	20,000.00			
		6000 Salaries	10,000.00-	10,000.00			
		6100 Contractual Services	10,000.00-	10,000.00			

Let's Practice



Instructor Demo

T-Code/Task: GM_E_4GBA

Complete Exercise:

7.1 Budget vs. Actual

Budget vs. Commitments/Actual

Report: S_ALN_01000003

- This report displays released and posted budget compared with commitments/actuals on a line item basis for period-based encumbrance/actual tracking
- Report includes all transactions posted to grants
- Drilldown to original document is available

Grant	BuValNbr.	Posting Date	RefDocumnt	Internal Text	Budget Amt	Invoice	InvBudget	Open Items	Available	#	Budget Amt	Croy
33	010									*	0.00	USD
	010	12/18/2013	1900000081	Expenses/Revenues [Grant]	0.00	5,000.00	5,000.00-	0.00	5,000.00-		0.00	USD
		12/18/2013	1900000081	Liabilities	0.00	0.00	5,000.00-	0.00	5,000.00-		0.00	USD
				Subtotal 010[09/30/2011-09/29/2016]	0.00	5,000.00	5,000.00-	0.00	5,000.00-		0.00	USD
42	010									*	0.00	USD
	010	12/18/2013	1900000082	Expenses/Revenues [Grant]	0.00	1,800.00	1,800.00-	0.00	1,800.00-		0.00	USD
		12/18/2013	1900000082	Liabilities	0.00	0.00	1,800.00-	0.00	1,800.00-		0.00	USD
		12/18/2013	1900000083	Expenses/Revenues [Grant]	0.00	3,400.00	5,200.00-	0.00	5,200.00-		0.00	USD
		12/18/2013	1900000083	Liabilities	0.00	0.00	5,200.00-	0.00	5,200.00-		0.00	USD

Let's Practice



Instructor Demo

T-Code/Task: S_ALN_01000003

Complete Exercise:

7.2 Budget vs. Commitments/Actual Report

Line Items Display

Report: S_PLN_16000269

- Displays all transactions posted to a grant
- Run for one grant, a range of grants, a list of grants or all grants

Grants Management: Line Item Display

Menu ◀ Back Exit Cancel System ▶ Details Sort in Ascending Order Sort in descending order Set fi

Grant	Fund	Sp. Prog.	Sp. Class	BuValNbr.	Year	Period	RefDocumnt	VT	Posting Date	Trans. Currency	Crcy
86	5349100000	003000000342	4210	010	2014	1	90000025	55	10/31/2013	10,000.00	USD
86	5349100000	003000000342	4210	010	2014	1	90000025	99	10/31/2013	10,000.00-	USD
86	5349100000	003000000342	4210	010	2014	2	90000026	55	11/30/2013	10,000.00	USD
86	5349100000	003000000342	4210	010	2014	2	90000026	99	11/30/2013	10,000.00-	USD
86	5349100000	003000000342	4210	010	2014	3	1400000006	57	12/05/2013	10,000.00	USD
86	5349100000	003000000342	4210	010	2014	3	1400000006	55	12/05/2013	10,000.00-	USD
86	5349100000	003000000342	6	020	2014	1	1000000001	B1	10/01/2013	10,000.00	USD
86	5349100000	003000000342	6	020	2014	1	1000000010	B1	10/01/2013	10,000.00	USD
86	5349100000	003000000342	6	010	2014	1	1000000011	R1	10/01/2013	10,000.00	USD

Let's Practice



Instructor Demo

T-Code/Task: S_PLN_16000269

Complete Exercise:

7.3 Grant Management: Line Item Display



Knowledge Check

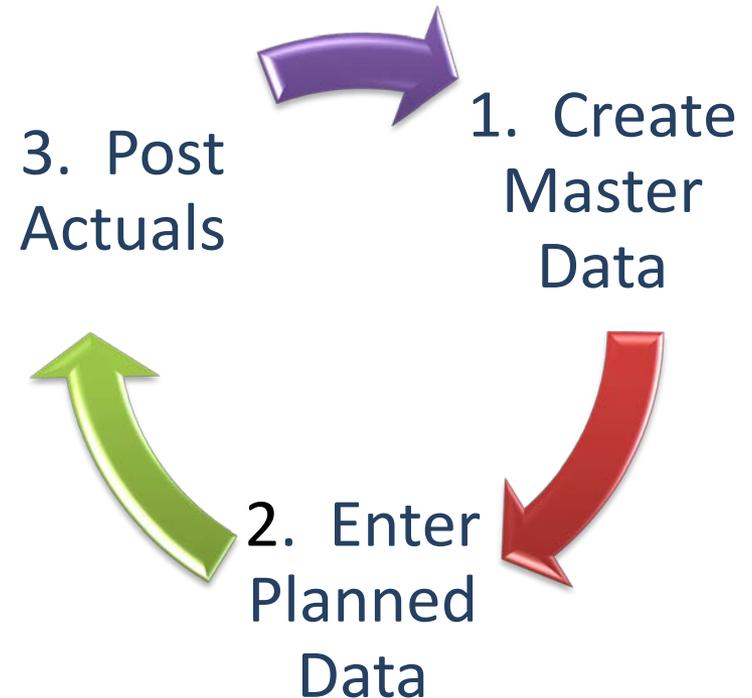


Which report will compare the budget that has actually been consumed versus what was committed?

- A. Budget vs Actual
- B. Budget vs. Commitment/Actual
- C. Line Item Display
- D. All the above

Statistical Key Figure Lifecycle

- Can be tracked against many cost objects
- Key Figures will be agency maintained
- Full lifecycle tracking of plan to actual
- No financial impact
- Delivered reports by key financial dimensions
- Can be reported by Budget-period





The Units of Statistical Key Figures

Statistical Key Figures can measure:

- Numbers/Counts
- Units of time
- Quantities
- Pounds
- Square feet
- Percentages
- ETC.....

Statistical Key Figure Reports for Grants

Statistical Key Figure Report

- Displays target goals and objectives

Statistical Key Figure + Budget Report

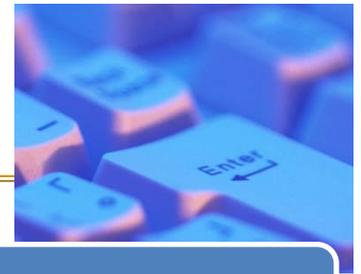
- Tracks target goals and objectives
- Shows actuals posted against the budget

Course Summary – Day 2

Now that you have completed Day 2, you should be able to:

- Describe how a grant is expended and maintained
- Close a grant when expended or expired
- Report on Grants

Transactions/Actions



KO02

- Change Internal Order

KO03

- Display Internal Order

GMPROGRAM

- Create Sponsored Program

GMGRANT

- Create Grant

GM_CREATE_BUDGET

- Create Grant Budget

Transactions/Actions



GM_BDGT_RELEASE

- Release grant budget to Funds Management

GMIDCPOST

- Post to a grant

FB60

- Post expenses

F-28

- Post incoming payments

J6NY

- Doculink -- Open Text Document Search

Transactions/Actions



S_ALN_01000003

- Budget/Commitment/Actual Report

S_PLN_16000269

- Grants Management Line Item Report

GM_E_4GBA

- Budget vs. Actual Report

ZFGM_RRB_MASS

- Resource Related Billing (Mass Billing)

Support Information

Please go to the MMRS website for the latest Customer Support information.



Class Evaluation

Please complete the Class Evaluation before leaving. Thank you!

<https://www.surveymonkey.com/s/MAGICTrainingEval>