



Exercise Guide

Course Name: FIN210 Grant Management: Grantee

Exercise Guide

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Unit 1 – Introduction to Grants Management

There are no exercises for Unit 1.

Unit 2 – Award Setup

Using webpage: <https://tng.magic.ms.gov>

ENTER USER ID and Password provided by instructor.

CLICK on General Applications

Under Enterprise Central Component – CLICK ECC Webgui

Exercise 2.1 – Create an Internal Order

Scenario Objectives: A Notice of Award is received for a Grant and the Internal Order/s required for collecting costs for the Grant needs has been created

Required Data

Task	Additional Information
Enter transaction code	KO01 and Press enter
Create Internal Order: Initial Screen	
1. Order Type.	ZGRT
2. Press Enter	
3. Description .	Enter Fin210xx (student #)
4. Press Enter	
5. Business Area	1201
6. Functional Area (will default)	12010105
7. Resp Cost Center	1201012071
8. Press Enter	_____

9. Click Save	
The Internal Order number will be used in the next exercise.	_____

Exercise 2.2 – Create a Sponsored Program

Scenario Objectives: An Internal Order has been created for a new Grant and the sponsored program needs to be created.

Required Data

Task	Additional Information
Enter transaction code	GMPROGRAM and Press enter
Maintain Sponsored Program Initial Screen	
1. Sponsored Program	00 + Internal Order number from exercise 2.1
2. Click Create icon  .	
3. Program Description	Same as in I/O in EX 2.1
4. Click Budget Transfer tab <ul style="list-style-type: none"> a. FM Area b. Funds Center c. Functional Area d. Funded Program e. Default 	SOMS 1201021710 12010111 <i>Internal Order Number from Data Sheet 2.1</i> Check box
5. Click Save to create the Sponsored Program.	003000000960

Exercise 2.3 – Create Grant

Scenario Objectives: An award has been received and the financial conditions and legal rules between the Sponsor and the State need to be setup.

Required Data

Task	Additional Information
Enter transaction code	GMGRANT and Press enter
Display Grant: Initial Screen	
1. Click Create grant at top right of the screen.	
2. Enter Grant Type.	MN

3. Press enter	
4. Click General Data tab. a. Company Code b. Sponsor c. Press enter d. Name e. Description f. Grant Value g. Valid From Date h. Valid To Date	SOMS 6000000009 Fin210##(student ID) Fin210##(student ID) \$100,000.00 01/01/2015 12/31/2016
5. Click Reference tab.	
6. CFDA Number	Choose by selecting from list and clicking the green checkmark.
7. Click Responsibilities tab. a. Resp b. Type	GA01 (grant approver) US
8. Press enter	
9. Click  to search for the ID. a. Use binoculars to fine – select by choosing green checkmark.	
10. Resp (on next line)	BP01 (budget approver)
11. Type	US
12. Press enter	
13. Click  to search for the ID	Choose one by searching for it. Double click ID field and use binoculars to fine – select by choosing green checkmark.
14. Use binoculars to fine – select by choosing green checkmark.	
15. Click Budget tab. a. Grant FY variant b. Company Code FY Variant c. Splitting Rule	K0 (number zero) Z6 (will default) 100 (will default)
16. Click Billing tab. a. Billing Rule b. Sales Organization c. Distribution Channel d. Division	Choose RRB NON-CMIA from drop down SOMS 10 10

<p>17. Click Dimensions tab. a. Fund b. Cost Sharing</p>	<p>2205500000 Check this box.</p>
<p>18. On next line enter:</p>	
<p>a. Fund b. IDC Recovery c. Fund</p>	<p>2225500000 Check this box. 5349100000</p>
<p>19. Press enter</p>	
<p>20. Scroll down to Sponsored Programs</p>	<p><i>Program created in exercise 2.2</i></p>
<p>21. Scroll down to Sponsored Classes.</p>	<p>Sponsored Classes will default from the Sponsor. Make sure defaults are check marked</p>
<p>22. Scroll down further to choose what to tie to sponsored program if nothing is selected choose salaries</p>	
<p>23. Click  to navigate to other tabs.</p>	
<p>24. Click Cost Sharing tab. a. Cost Sharing Rule b. Cost Share Rate</p>	<p>Select SHARING ON TOTAL DIRECT COSTS. 10</p>
<p>25. Click Overhead Costs tab. a. IDC Rule</p>	<p>Select SOMS STANDARD IDC.</p>
<p>26. Click Overhead Cost Refund tab. a. Fund b. Valid from Date c. Valid to Date d. Recovery</p>	<p>2225500000 (will default) 01/01/2014 (will default) 12/31/2014 (will default) 1.00 (will default)</p>
<p>27. Will get a soft warning</p>	
<p>28. Click Save to save the Grant.</p>	
<p>29. Write down your grant number.</p>	<p>_____</p>

Unit 4 – Set up the Billing Plan

Exercise 4.1 – Change Grant Status to Award

Scenario Objectives: Close a Grant against further transactions.

Required Data

Task	Additional Information
Enter transaction code	GMGRANT and Press enter
Display Grant: Initial Screen	
1. Grant	<i>Your Grant from exercise 2.3</i>
2. Click  .	
3. Execute the following menu path: 	Change Status in the popup to  . Click green checkmark.
4. Click  to save the changes.	On Grant master screen – it should now have  above billing tab.

Exercise 4.2 – Create Resource Related Billing Plan

Scenario Objectives: A Grant has been created for Periodic Billing and it is necessary to set up the Billing Plan for the Sales Order that was automatically created upon saving the Grant.

Required Data

Task	Additional Information
Enter transaction code	GMGRANT and Press enter
Display Grant: Initial Screen	
1. Grant	<i>Your Grant from Exercise 2.3</i>
2. Click Change .	
3. Click Billing tab. <ol style="list-style-type: none"> a. Sales document b. Execute the following menu path: Menu → Sales Document → Change  <ol style="list-style-type: none"> c. Material 	<p>Double-click on the document number. If this number is not populated, see instructor.</p> <p>This allows the Sales Order to be changed to include the billing details.</p> <p>Double-click on the Material</p>
4. Click Conditions tab. 5. CnTy 6. Amount	PR00 (should have red light icon) \$10,000.00 and Press enter Light should now be green.
7. Click on Save button to save the grant	The grant is saved.
8. Write down your number	

Unit 5 – Create a Grant Budget

Exercise 5.1 – Create a Grant Budget

Scenario Objectives: A Grant has been awarded and the Master data created and it is now time to create a budget for the Grant.

Required Data

Task	Additional Information
Enter transaction code	GM_CREATE_BUDGET and Press enter.
1. GM Budget – Create Document: Initial Screen <ol style="list-style-type: none"> a. Process b. Enter Grant number. c. GM Doc Type d. Budget Version 	ENTR Your Grant number from Data Sheet Exercise 5.1 10 0
2. Press Enter	
3. Enter Amount for Sponsored Class 6.	\$10,000.00 and Press enter. Should have green light that reads check OK.
4. Click Post .	
5. You will get a message that the Document has posted successfully	Write down document number

Exercise 5.2 – Release a Budget

Scenario Objectives: Releases budget to both finance and grant so grant funds can be used.

Required Data

Task	Additional Information
Enter transaction code	GM_BDGT_RELEASE and Press enter
1. GM Budget – Create Released Document: Initial Screen a. Process b. Grant c. GM Doc Type	ENTR Your Grant number from Data Sheet Exercise 5.1 15
1. Press Enter	
2. Enter Amount for Sponsored Class 6.	\$10,000.00 – Enter in the lowest section.
3. Click Release  .	
4. Change posting date to correct FY in which the grant budget will be applied.	
5. Click  .	
6. Budget status will show released	
7. Click  button to return to the main menu.	

Unit 6 – Grant Maintenance

Exercise 6.1 – Increase Budget for a Grant

Scenario Objectives: A sponsor has increased the amount of a Award and you need to increase the budget for the Grant

Required Data

Task	Additional Information
Enter transaction code	GM_CREATE_BUDGET and Press enter.
1. GM Create Budget: Initial Screen <ul style="list-style-type: none"> a. Process b. Grant c. GM Doc Type d. Budget Version e. Header Description f. Enter Amount for Sponsored Class 6. 	SUPL Your Grant number from Data Sheet Exercise 5.1 10 0 Budget Increase and Press enter. \$10,000.00 and Press enter

Exercise 6.2 - Close a Grant

Scenario Objectives: Close a Grant against further transactions.

Required Data

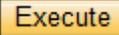
Task	Additional Information
Enter transaction code	GMGRANT and Press enter
Initial Screen	
5. Grant	Your Grant number from Data Sheet Exercise 5.1
6. Click Change .	
7. Execute the following menu path: Menu → Extras → Change Status Menu ▾ Extras ▶ Change Status	Change Status in the popup to XXXX  Closing Choose green checkmark. Closing should be located above billing tab on main grant screen.
1. Click Save button to save the grant.	The grant is saved.

Unit 7 – Grants Billing

Exercise 7.1 – Post Indirect Cost – GMIDCPOST

Scenario Objectives: The Grant is ready for billing and the indirect costs have to be associated with the Grant to ensure all expenses are posted to the Grant prior to billing.

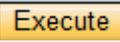
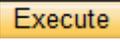
Required Data -Simulator

Task	Additional Information
Enter transaction code	GMIDCPOST
1. Post Indirect Costs (Defined by Sponsor/Grant) <ol style="list-style-type: none"> Enter Company Code Enter Grant Enter Cutoff Date Enter Document Type Enter Text Enter Document Date Enter Posting Date Verify the Test Run checkbox is selected 	SOMS Current Date SA Post IDC Costs Grants Current Date Current Date <input checked="" type="checkbox"/> Test Run
1. Click 	
Are any messages issued?	
2. Click  to return to the previous screen	
3. Deselect the Test Run checkbox	
4. Click 	
Are any messages issued?	
Document number generated:	_____
5. Click  to leave the transaction	

Exercise 7.2 – Resource Related Billing – ZFGM_RRB_MASS

Scenario Objectives: The Grant is ready for billing after any indirect costs have been posted. Generate the sales document for the grant. Verify the Debit Memo Request (DMR).

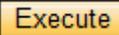
Required Data- Instructor Demo Only

Task	Additional Information
Enter transaction code	ZFGM_RRB_MASS
1. Mass Processing of Grants Related Billing a. Enter Grant b. Verify Include Indirect Costs checkbox is selected c. Verify Test Run checkbox is selected	
1. Click 	
What color is the status indicator?	
2. Click  to return to the previous screen	Note: Back may take you out. If so repeat exercise and deselect Test Run.
3. Deselect Test Run checkbox	
4. Click 	
DMR (Debit Memo Request) number generated:	Write it down _____
5. Click the DMR no. hyperlink	
What is the net value of the DMR?	
6. Click  to return to the previous screen	
7. Click  to leave the transaction	

Exercise 7.3 – Remove Billing Block and Generate Invoice – ZFGM_V23

Scenario Objectives: The Grant has been reviewed and the invoice must be generated. Remove the billing block from the Debit Memo Request (DMR) and generate the invoice.

Required Data- Instructor Demo Only

Task	Additional Information
Enter transaction code	ZFGM_V23
1. Release Sales Order for Billing a. Enter Sales Organization b. Enter Distribution Channel c. Enter Division d. Enter SD Document	SOMS 10 10 <i>[DMR # generated in previous exercise 7.2]</i>
1. Click 	
What information is displayed?	
2. Select the checkbox for the sales document (DMR)	
3. Click 	
How did the screen change?	
What system message is displayed?	
Billing document generated:	
4. Click  to return to the previous screen	
5. Click  to leave the transaction	

Exercise 7.4 – Post Payment to Grantee Receivable – FBV1

Scenario Objectives: The payment has been received and must be posted to the Grantee Receivable. Enter the payment.

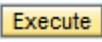
Required Data- Instructor Demo Only

Task	Additional Information
Enter Transaction Code	FBV1
1. Park Document: Document Header a. Enter Document Date b. Enter Type c. Enter Company Code d. Enter Currency e. Enter Reference f. Enter Doc. Header Text g. Enter PstKy (posting key) h. Enter Account (customer number)	Current date YG SOMS USD (1XXXXXXXX) Enter free text 15 Sponsor number 6000000009
2. Press Enter	
3. Line Item	
a. Enter Amount b. Enter Bus. Area c. Enter Invoice ref. / year REQUIRED d. Enter Text	10000 ? <i>Same as Reference – Document from exercise 4.3</i> <hr style="width: 20%; margin-left: 0;"/> FIN130 GRXX (where XX is the student number)
4. Next line item:	
a. Enter PstKy (posting key) b. Enter Account (GL account)	40 10060000
5. Press Enter	
Are any messages issued?	Press enter to confirm message
6. Enter Amount	10000
7. Enter Text (optional)	FIN130 GRXX (where XX is the student number)
8. Click 	
9. Follow the menu path: Document > Complete	
Document number created:	_____
10. Click  to leave the transaction	

Exercise 7.5 – Display Grant Line Items – S_PLN_16000269

Scenario Objectives: The payment has been received and must be posted to the Grantee Receivable. Enter the payment.

Required Data

Task	Additional Information
Enter Transaction Code	S_PLN_16000269
Grants Management: Line Item Display	
1. Enter Company Code	SOMS
2. Enter Grant	Your Grant number from Data Sheet Exercise 5.1
3. Click 	
4. What reference documents are listed?	
5. Click on a reference document	
6. What information is displayed?	
7. Click  to return to previous screen	
8. Click  to return to selection screen	
9. Click  to leave the transaction	

Unit 8 – Grants Reports

Exercise 8.1 – Budget Compared to Commitment/Act

Scenario Objectives: Budget Compared to Commitment Report.

Required Data

Task	Additional Information
Enter transaction code	GM_E_4GBA and Press enter
1. Budget Compared to Commitment/Act. Selection a. GM Version b. From Fiscal Year c. To Fiscal Year d. Company Code e. Period	0 Current Fiscal Year Current Fiscal Year SOMS Current
2. Click  Execute .	
3. Click  button next to the sponsored program to expand the view if necessary.	

Exercise 8.2 – Budget vs. Commit./Actual

Scenario Objectives: You want to look at Budget vs. Actuals for grants.

Required Data

Task	Additional Information
Enter transaction code	S_ALN_01000003 and Press enter
1. Budget vs. Commit./Actual Journal a. Company Code b. Grant c. Sponsor Progm d. Budget Version	SOMS <i>CLEAR field</i> <i>CLEAR field</i> 0
1. Click Execute .	
2. Double click on the first document.	
3. Click Display Document Header . a. What transaction code was used to post the document? b. When was the document posted? c. Who was the document entered by?	_____ _____ _____
4. Click Exit .	

Exercise 8.3 – Grant Management: Line Item Display

Scenario Objectives: You want to look at all transactions for a Grant.

Required Data

Task	Additional Information
Enter transaction code	S_PLN_16000269
1. Grants Management: Line Item Display a. Company Code b. Grant	SOMS 86
2. Click Execute . a. What is the first fund posted? b. What is the Sp. Prog.?	_____ _____
5. Click Exit .	