
MISSISSIPPI MANAGEMENT
& REPORTING SYSTEM
Meeting the Management Information Needs for the State of Mississippi
Grants Management: Grantor
FIN220
MAGIC
Mississippi's Accountability System for Government Information and Collaboration
3/31/2015
DFA
Slide 1

Welcome & Introduction

- Instructor
- Assistant
- Experience & background
- Attendees

Course Details

Course duration is 16 hours over 2 days.

Course Prerequisites:

- NAV101 MAGIC Navigation and Basic Reporting – WebGUI

  OR

- NAV801 MAGIC Overview and Navigation – WebGUI - eLearning
- RPT801 Basic Reporting - eLearning

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

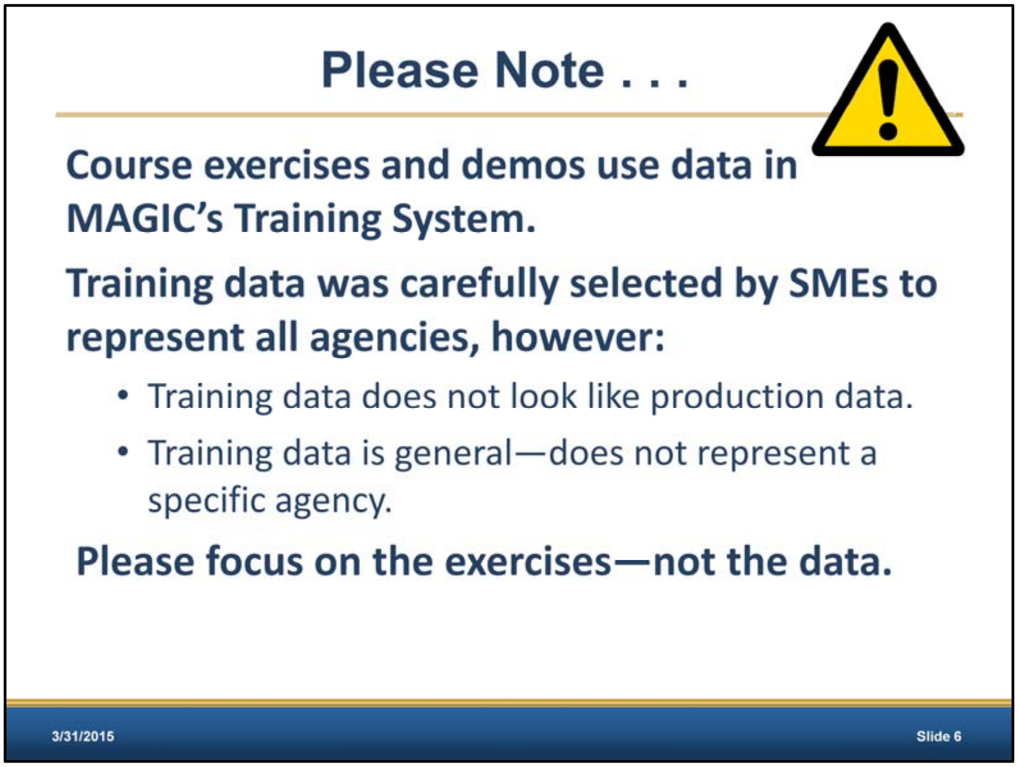
- Used for items that cannot be addressed immediately or require clarification. Someone will get back to you directly or through your supervisor.

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



Instructors – Please read the following to the class:

• All course exercises and demos use data loaded to the MAGIC training environment.

• Data used in this course was carefully selected by a core team of Subject Matter Experts selected to represent our Agencies.

However:

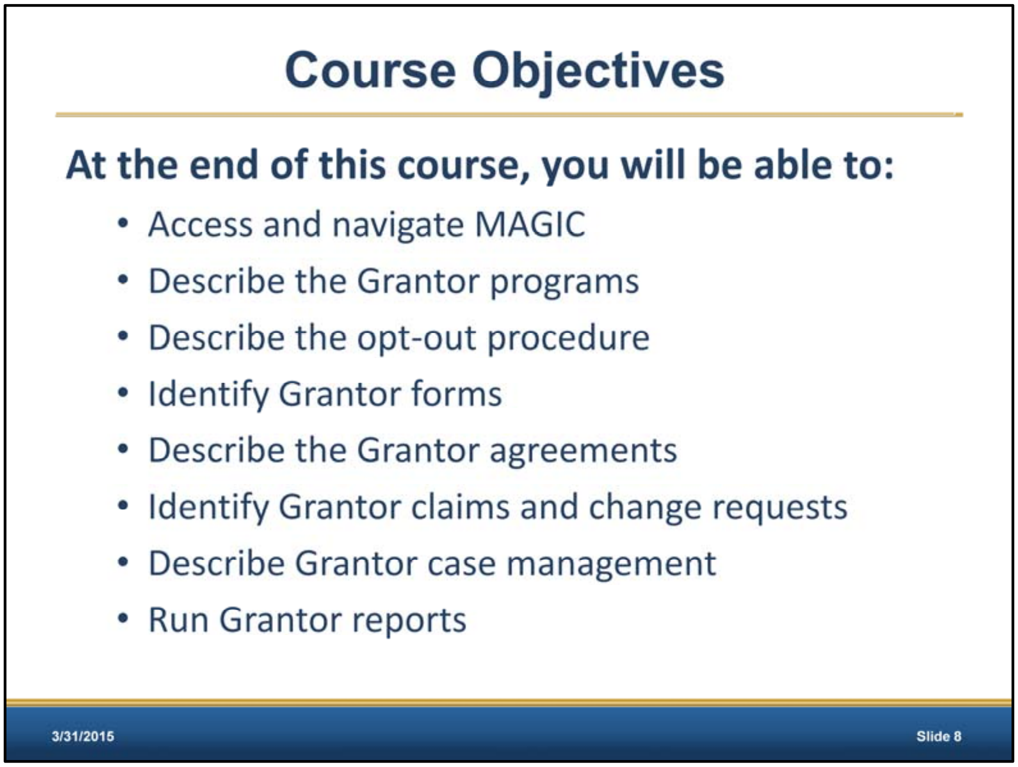
• The data you see on the various screens may look quite different from actual production data you will see after Go-Live.

• Please consider the data to be general and not representative of a specific agency.

• Don't be distracted or confused by data that appears "illogical" or contains values that differ from what you expect based on your knowledge of state government.

• Our focus today is on the exercises and not the data used to enable the steps.

Also, there may be cases where the system will not be exactly the same between the training and the production environments. Differences are not significant and will not impact your ability to understand and use MAGIC.



Agencies receive funds from a variety of sources (for example, federal grants, bonds, and state appropriations) that they in turn disperse to other entities. The information in this course applies to the distribution of funding in the form of sub-grants, regardless of the source of funds to the agency.

Course Map

Unit
1 MAGIC and Grants Overview
2 CRM Web User Interface – Access and Navigation
3 Grantor Programs
4 Grantor Forms
5 Grantor Applications
6 Grantor Agreements
7 Grantor Claims
8 Grantor Change Requests
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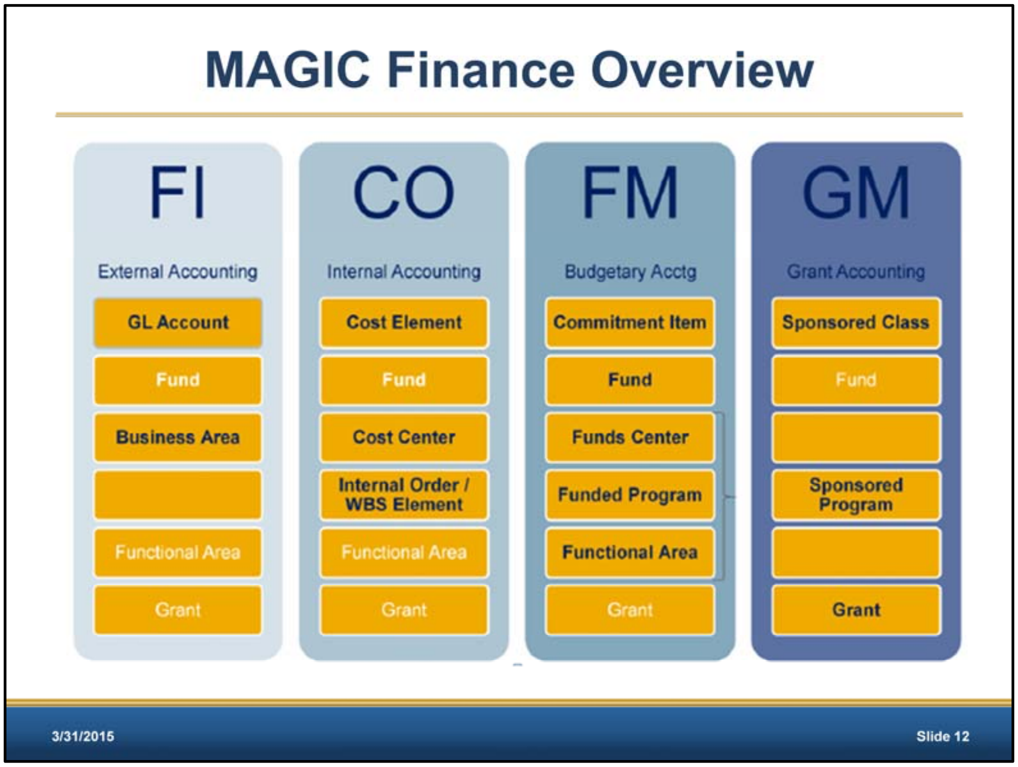
Unit 1: MAGIC and Grants Overview

Unit Topics:

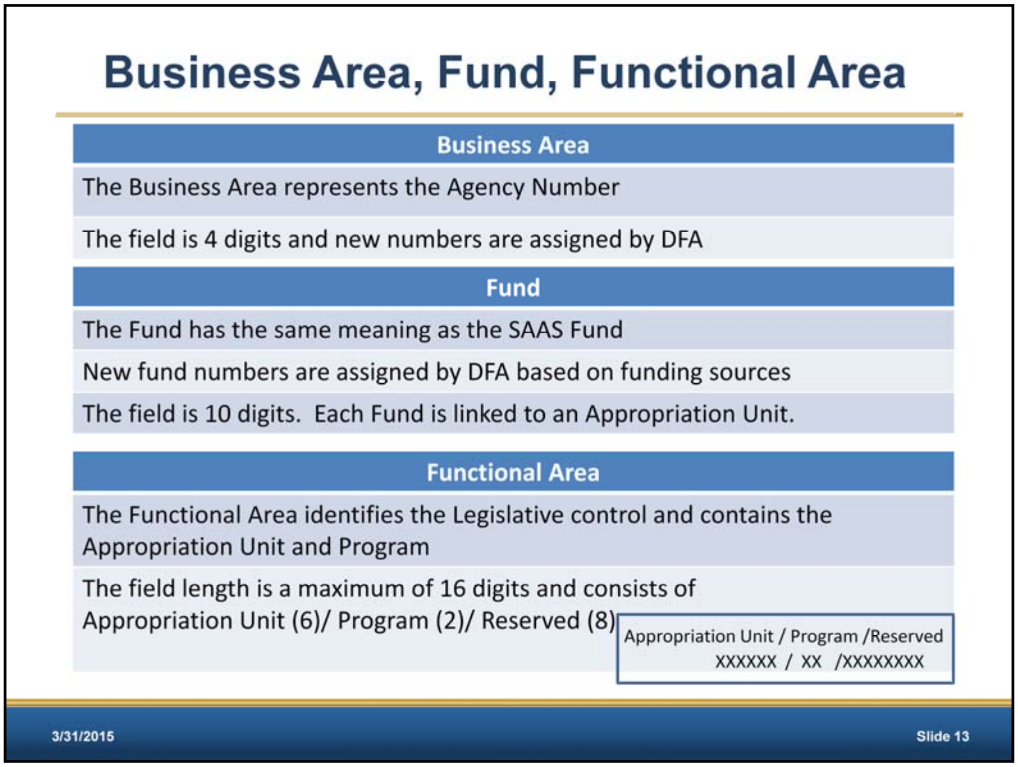
- MAGIC Overview
- Grantor Management Overview
- Grantor Lifecycle
- Key Terms and Language Crosswalk



Remember FIN100 Finance Overview is a prerequisite for this class.

These 4 components of MAGIC work together to provide financial (external), managerial (internal), Budgeting, and Grants processing and reporting. Each component, referred to as a "Module" in MAGIC, has an acronym:

- FI – **Finance** is used for external reporting purposes. Postings are generated from General Ledger (GL), Accounts Receivable (AR), and Accounts Payable (AP) postings. Each posting is associated with a Fund, a Business Area, and a Functional Area. Each Grant-related posting is also associated with a Grant.
- CO – **Controlling** is used for internal reporting purposes. Special coding objects are included on expense-related postings to the general ledger. These coding objects provide an automatic equivalent posting in Controlling so reporting can be run from an internal perspective.
- FM – **Funds Management** provides controls and reporting for budgetary accounting and reporting. Specific MAGIC objects are tied together to provide "real time" budget availability and statistics.
- GM – **Grants Management** provides controls and reporting for grant accounting related to grantees, grantors, and sub-recipients.



The last 8 positions of Functional Area are reserved for future use or for special use by a small number of individual agencies in Phase 1.

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 sub-recipients

This course’s focus is the State Agency as the Grantor, with an emphasis on Grantor Program Management.

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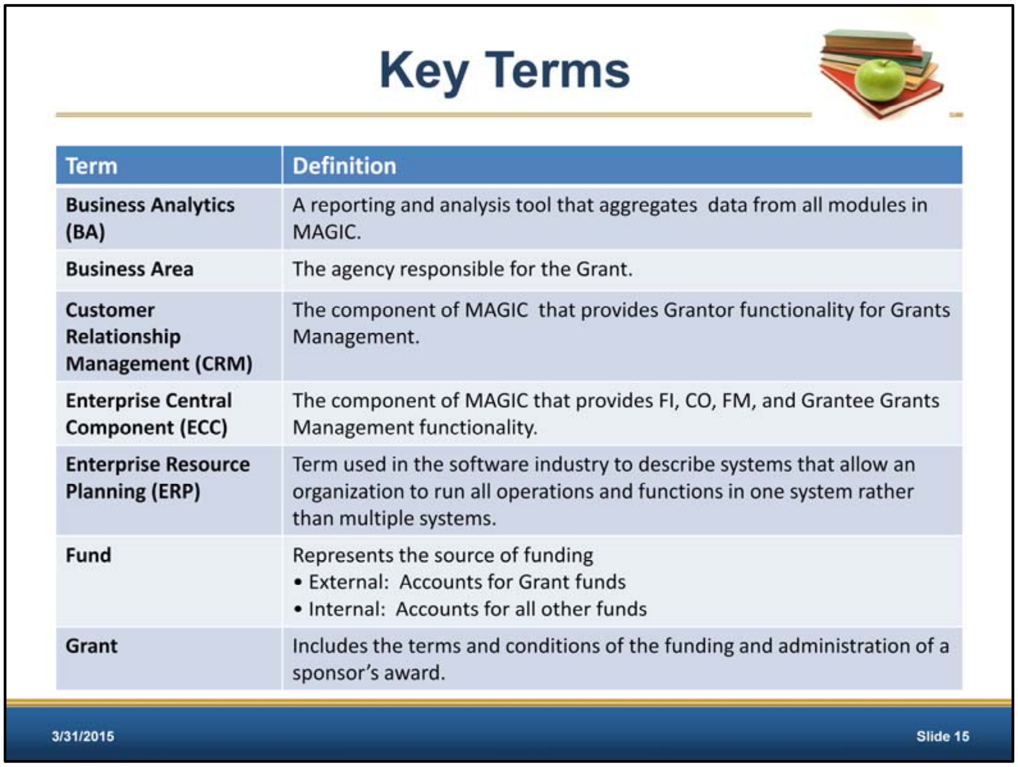
Grants Management is comprised of two different areas -- Grantee and Grantor. "Grantee" is the role the State Agency fills when it is the recipient of grant funding. "Grantor" is the role the State Agency fills when it is the granting agency of funding to sub-recipients.



Key Terms

Term	Definition
Business Analytics (BA)	A reporting and analysis tool that aggregates data from all modules in MAGIC.
Business Area	The agency responsible for the Grant.
Customer Relationship Management (CRM)	The component of MAGIC that provides Grantor functionality for Grants Management.
Enterprise Central Component (ECC)	The component of MAGIC that provides FI, CO, FM, and Grantee Grants Management functionality.
Enterprise Resource Planning (ERP)	Term used in the software industry to describe systems that allow an organization to run all operations and functions in one system rather than multiple systems.
Fund	Represents the source of funding • External: Accounts for Grant funds • Internal: Accounts for all other funds
Grant	Includes the terms and conditions of the funding and administration of a sponsor's award.

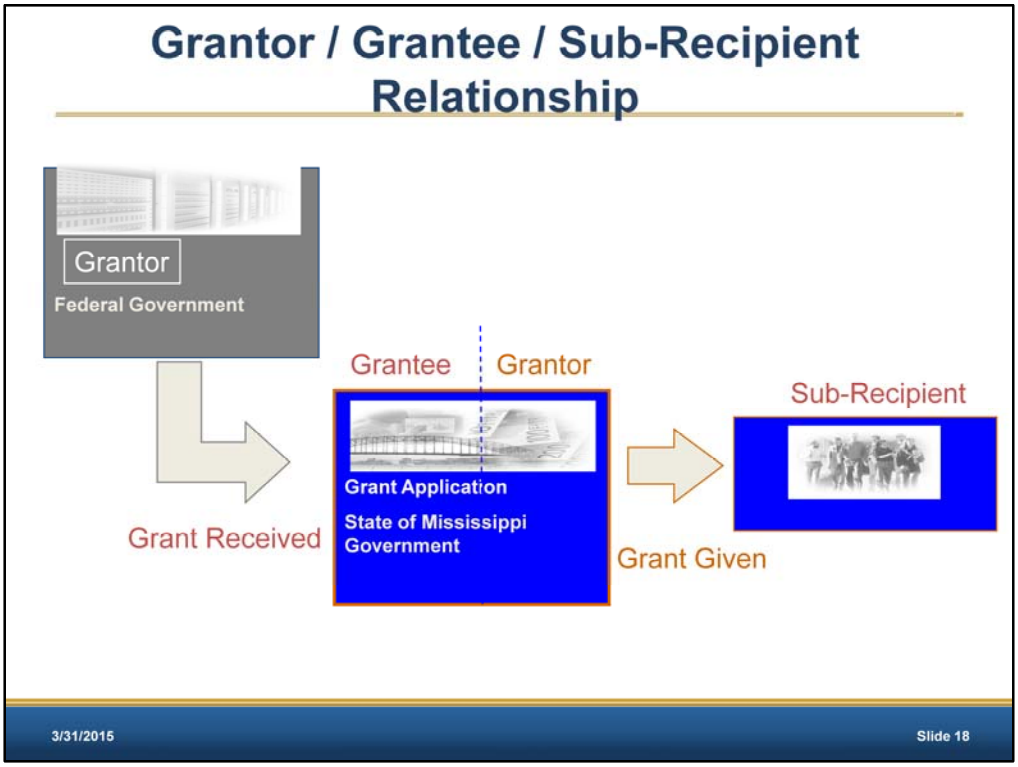
Many terms are used during Grants Management that may not be familiar in the current process. These terms will be seen and discussed further as they come up in the course.

Key Terms

Term	Definition
Grantee	The **receiving** Agency, Organization, Individual, or Local Governmental Entity is the Grantee. An **agency** is the **Grantee** when it is the recipient of the money from a federal agency or other Grantor organization.
Grantor	The entity **providing grant funds** is the Grantor. An **agency** is the **Grantor** when it sub-grants funds to other recipients.
Grantor Program	Represents a funding source for sub-recipients to carry out specified activities.
Internal Order (IO)	Used to accumulate Costs for Grants.
MAGIC	Mississippi's Accountability System for Government Information and Collaboration. Mississippi State Government's Enterprise Resource Planning (ERP) solution. Powered by SAP Public Sector® software, MAGIC replaces the State's legacy administrative systems with a fully-integrated information system.
MAGIC Portal	The MAGIC portal allows single sign-on to all the functionality of MAGIC. The portal is web-based and contains links to all components within MAGIC.

Key Terms

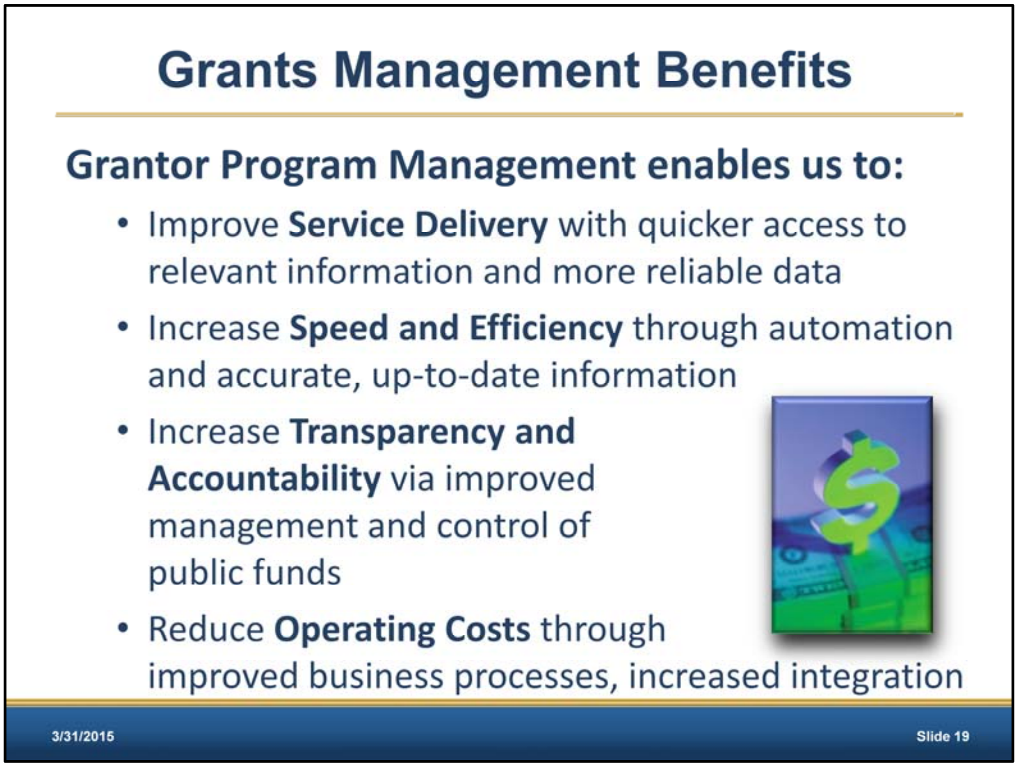
Term	Definition
Sponsor	Entity that provides the funding for the Grantor program.
Sponsored Class	Categorizes expenses in accordance with the sponsor's requirements for reporting.
Sponsored Program	Used to divide the grant into individual activities to meet the sponsor's funding and reporting requirements.
Sub-Recipient (Sub-Grantee)	The Organization, Individual, Local Governmental Entity, or another agency receiving grant funds from the agency that received the primary grant is the "Sub-recipient" or the "Sub-Grantee"



- **STOP and review the Business Process Flowchart – Grantor Management Handout.**

- Grantee:
  - The **receiving** Agency, Organization, Individual, Local Governmental Entity is the **Grantee**
  - An agency is the Grantee when it is the recipient of the money from a federal agency or other Grantor organization
  - The Organization, Individual, Local Governmental Entity, or another agency receiving grant funds from the agency that received the primary grant is the "Sub-recipient" or the "Sub-Grantee"

- Grantor:
  - The entity providing grant funds is the **Grantor**
  - An agency is the **Grantor** when it sub-grants funds to other recipients



Improve Service Delivery

- Better service levels
- Faster access to relevant information
- Improved quality and accuracy
- Increase multi-channel delivery of services
- Provide a single face to the customer

Increase Speed & Efficiency

- Automate -eliminate errors due to manual processes
- Better decisions with accurate and up-to-date information

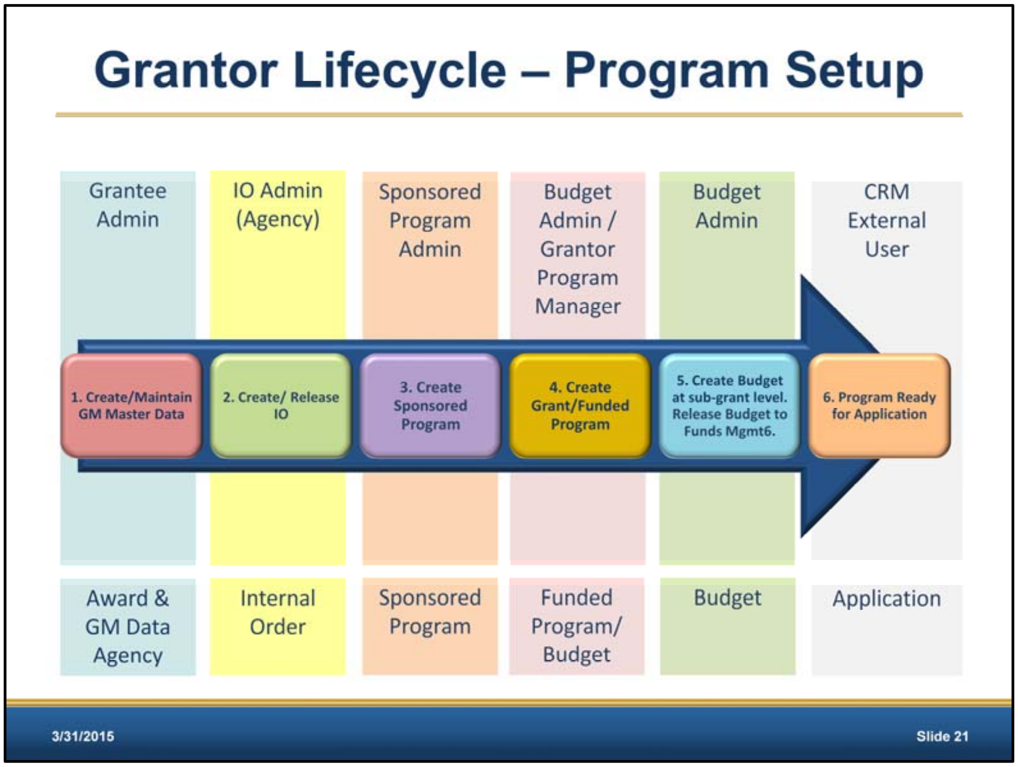
Increase Transparency & Accountability

- Better management and control of public funds
- Improved transparency and auditability of activities

Reducing Operating Costs & Increasing Efficiency

- Reduce administration, improve business processes
- Reduction of costs for integration with Accounting and Finance Management

It is important to realize that Grants Management does not function in a vacuum. One of the great features of MAGIC is that information we need to do our job can be easily accessible through an integrated system.



Many sub-grants are funded from federal grants. This flow depicts the process for a federal grant funding source.

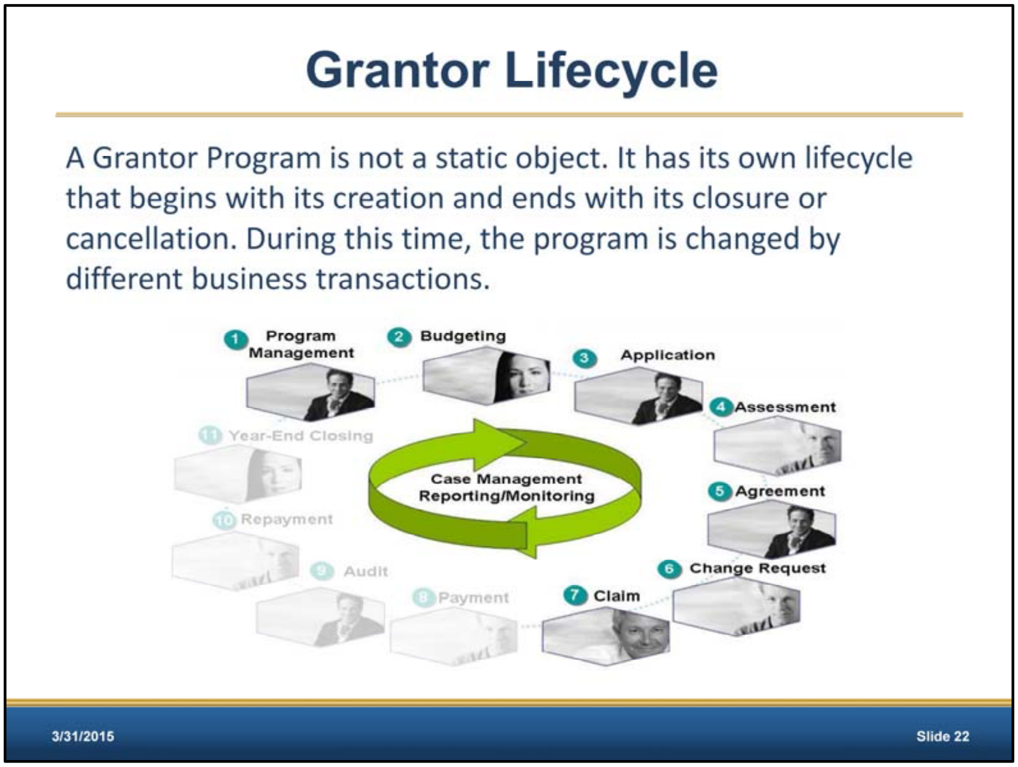
On this diagram:

•Role are shown across top

•Processes are in the arrow

•Affected objects are across bottom of diagram

1. Award data (from external funding source, such as Feds, state bonds, taxes, etc.) and GM data are created and Agency decides to administer Grantor Program in MAGIC.
2. IO (Internal Order) is created and released by Agency IO Administrator.
3. Sponsored Program is created / set up.
4. Create Grant/Funded Program.
5. Budget is created on the sub-grant level, then budget is released to Funds Management (FM). (GM_BDGT_RELEASE)
6. Program is ready to start receiving Applications.

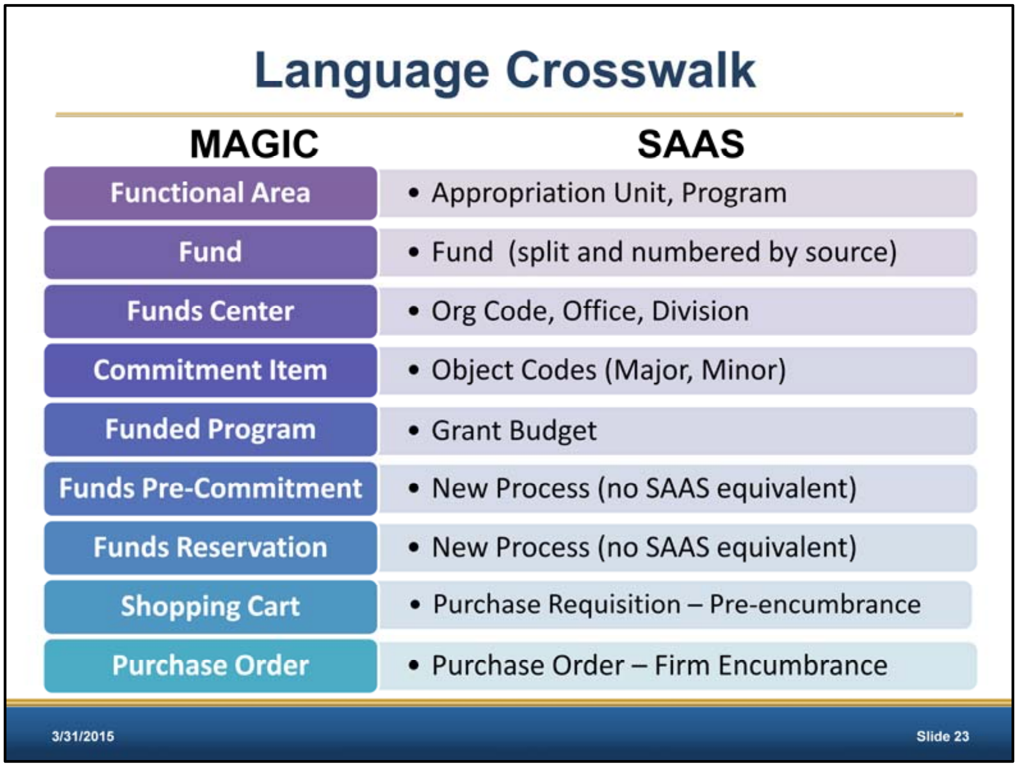


[Steps 8 – 11 are not covered in this course]

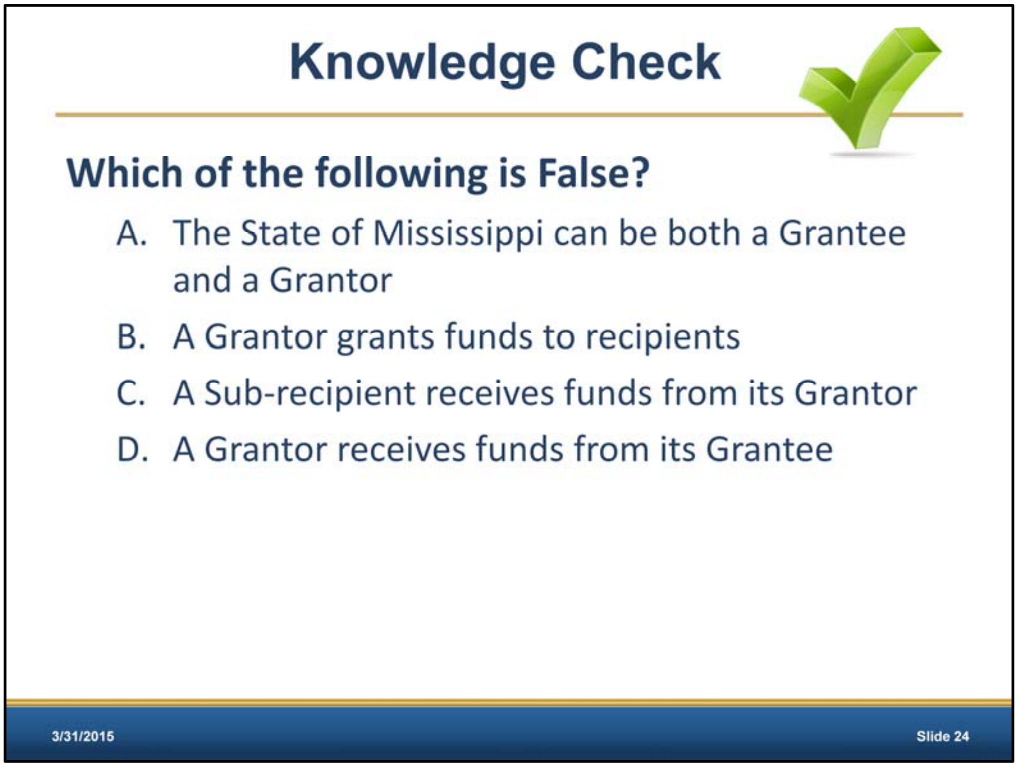
Grantor Management is composed of multiple process steps that cover the complete life-cycle of the relationship between the State of Mississippi (State) as the Grantor and Local Agencies or other entities in the role of Sub-recipients. The process can be divided into 11 distinct sub-processes/steps with a continuous activity of Grantor Reporting and Monitoring overlaying the Grantor-Grantee lifecycle.

- Steps
  - 1, 2, 4, 5: Conducted by Grantor Agency
  - 3, 6, 7: Sub-Grantee/external user (processed by Grantor Agency)
  - 8-11: AP/FI, conducted by Grantor Agency (NOT covered in this course)

- The Program Manager is responsible for creating the program.
- The Program Manager oversees all and is more involved in smaller agencies. They can assume any role.
- The Grantor Analyst processes the application and creates the agreement.
- The Accountant approves.
- The Administrator is the gatekeeper.



This slide shows the correlation between SAAS and MAGIC terminology. Please remember that in the 4 modules, FI, CO, FM, and GM, these master data items may have different names. The Key Term definitions point out some of the correlations between names of data items in different modules.



Answer: D. A Grantor receives funds from its Grantee

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Unit 2: CRM Web UI – Access and Nav

Unit Topics:

- Logging On
- Using Business Roles
- Links and Menus
- Personalization
- Icons and Shortcuts
- Searching

Logging On

To log on to the e-Grants Work Center…

1. Log into the MAGIC Web Portal
2. Select e-Grant tab

3. Click e-Grants Application link

4. Click appropriate business role link

Logging On

A successful logon displays the CRM Work Center home screen for the selected role:

Grantor Business Roles

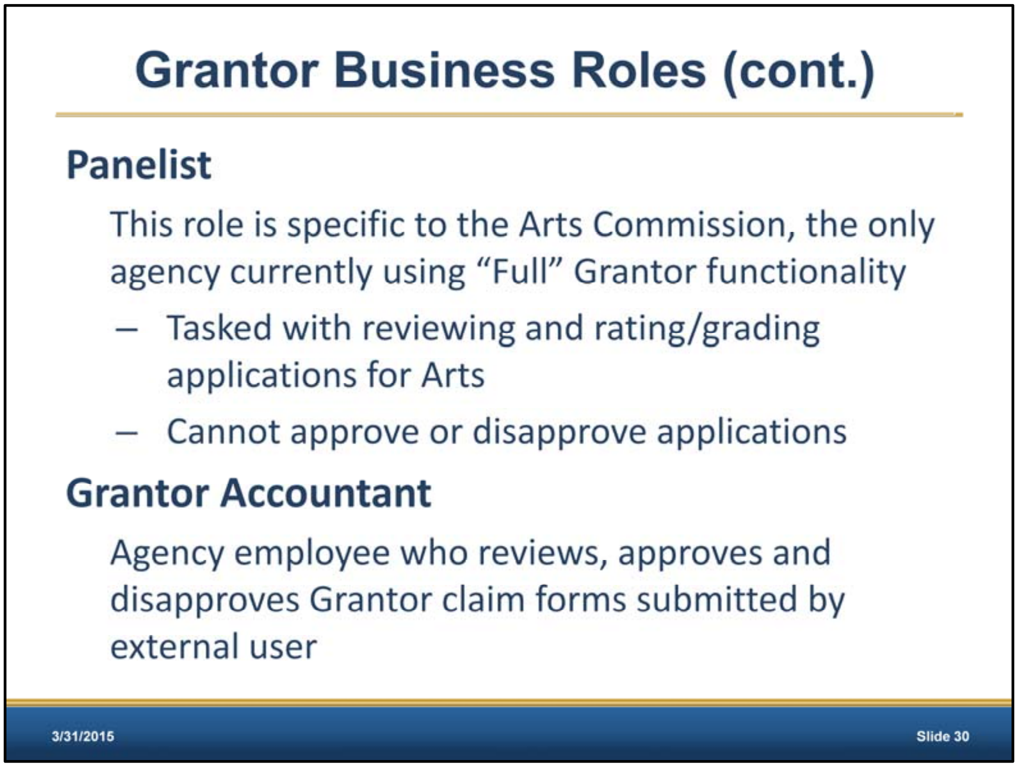
External User

Potential sub-recipients who log in to CRM with the intention of applying for a grant with a Grantor state agency

Grantor Analyst

Agency employee who reviews, approves and disapproves applications submitted by External Users

- Responsible for creating and managing the agreement created from the approved application
- Reviews and manages change requests



The Panelist does not have administrative authority within the agency and should not have a role much different than an External User.

Claim forms are essentially a request for payment/reimbursement.

Grantor Business Roles (cont.)

Program Manager

Agency employee who oversees all aspects of agency Grantor programs

- Has the authority to create and modify Grantor programs within CRM
- Holds the same authority as the analyst and accountant and can fill in for them in their duties if the need arises

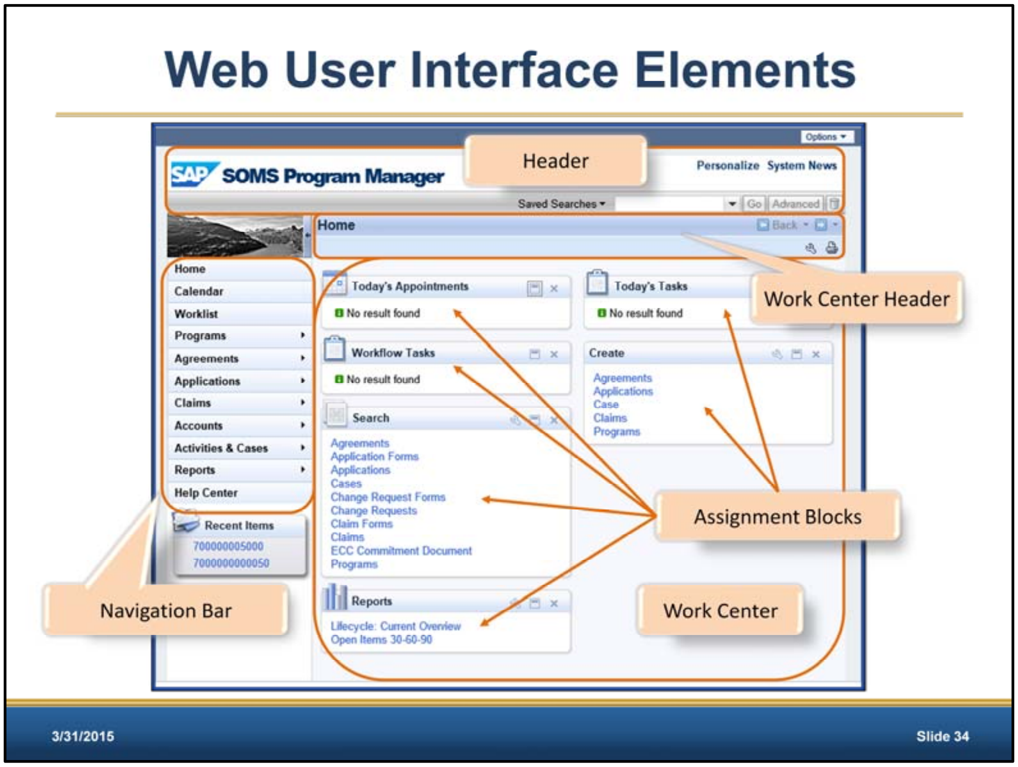
Web User Interface Elements

The CRM Web User Interface (UI) Elements:

- Business Role Work Center
  - Navigation Bar
  - Header
  - Work Center
    - Assignment Blocks

Business Role Work Center

The Business Role Work Center screen appears below.

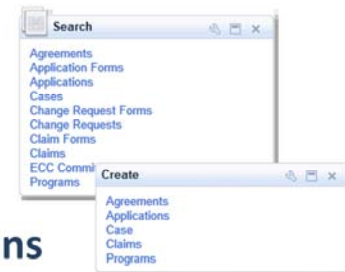


- The Navigation Bar and Header Area build the L-Shape around the Web UI Work Center.
    - The Header Area is static in terms of position and size throughout the different screens within the Grantor process for all users
    - The Navigation Bar contains information/links for the user to navigate to different UI screens. The Navigation Bar will be customized for Internal and External users
    - The Work Center is the area that user will work in to view/create/modify transactions. Work Center is the entire area encompassed by the large rectangle on the right of the screen; this is the area in which the assignment blocks are located.

- Assignment Blocks are functional “sub sections” within the work center area. The layout and assigned functionality of these sub sections can be customized/personalize at the individual user level. This will be discussed later.

Links and Menus

The Navigation Bar provides menu paths and links to navigate to different UI screens.



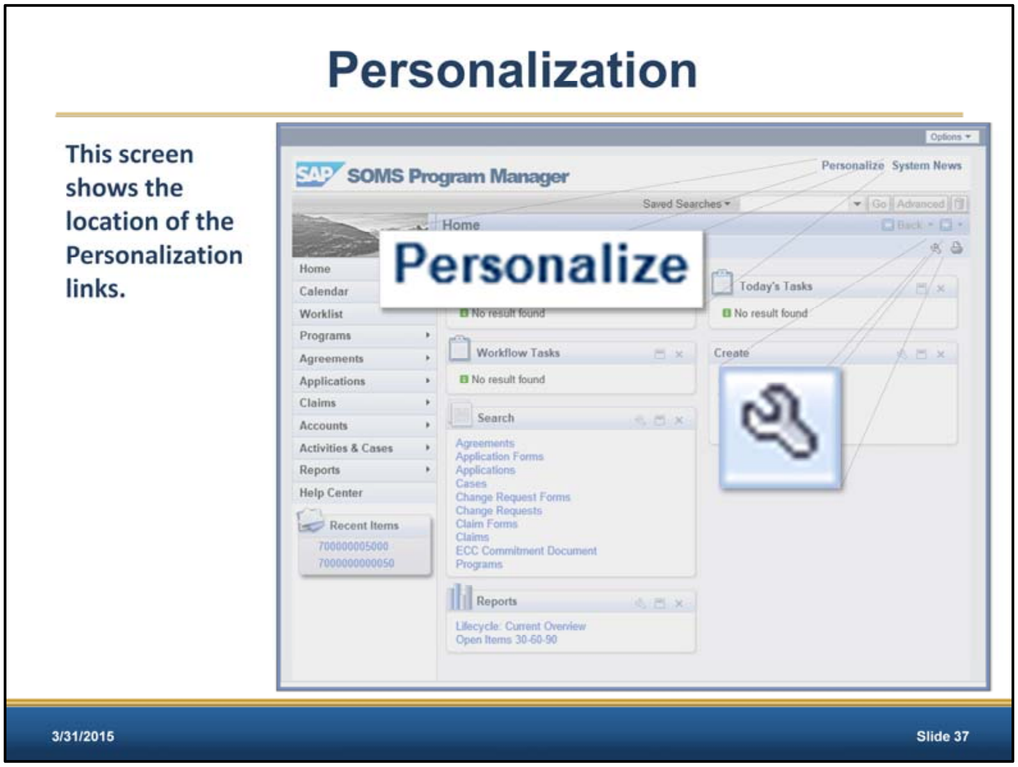
Assignment Blocks contain direct links to related UI screens and transactional functionality.

Personalization

The layout and content of the CRM UI can be customized for each individual user.

The Personalization options are accessed via two links, both located in the upper right corner of the User UI.

- Personalize hyperlink: **Personalize**
- Personalize ‘Wrench’ button: 



Location of Personalize link and button.

Personalization

Personalize hyperlink

Use this link to personalized user information, general information (time zone, tab order, drop down list sorting, etc.), Navigation Bar links, keyboard shortcuts, homepage links and widgets, calendar and email settings.

Personalize 'Wrench' Button

Use this button to set the functionality and location of Assignment Blocks.

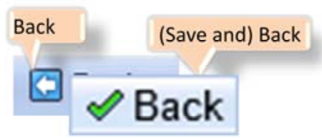
Icons and Shortcuts

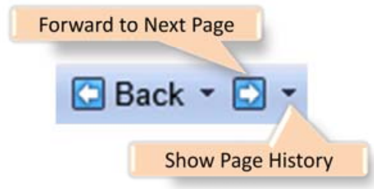
- **Save**: Save current changes and entries
- **Cancel**: Cancel unsaved changes and entries
- **New**: Create new object
- **Delete**: Delete current object
- **Copy**: Copy current object (especially useful at year change)

Icons and Shortcuts (cont)

- **Refresh**: Refresh all displayed data to reflect current entries
- **Notifications**: System Notifications to user
- **Personalize**: Customize which assignment blocks are displayed and where they appear. This icon, when in an assignment block header, is used to similarly manage the links within the assignment block
- **Print Page**: Display current page in an easy-to-print format

Icons and Shortcuts (cont)





- **Back (left arrow)**: "Back to Previous Page" (does **<u>NOT</u>** save)
- **Back (green check):** Save and back to previous page
- **Forward to Next Page**: Forward to next page (does **<u>NOT</u>** save)
- **Show Page History (Forward) Menu:** Displays list of recently visited pages.

Searching Functions

Use the Search functionality to find specific Objects, Forms, Partners, generic terms

Search Types:

- **Run time only Searches**: Search criteria are entered and applied to the record population. Results are displayed. Variety of data/elements that can be searched (persons, objects, forms, etc.)
- **Saved Searches**: A run time only search that was previously saved. Recalled via a user-entered name under which it was saved.

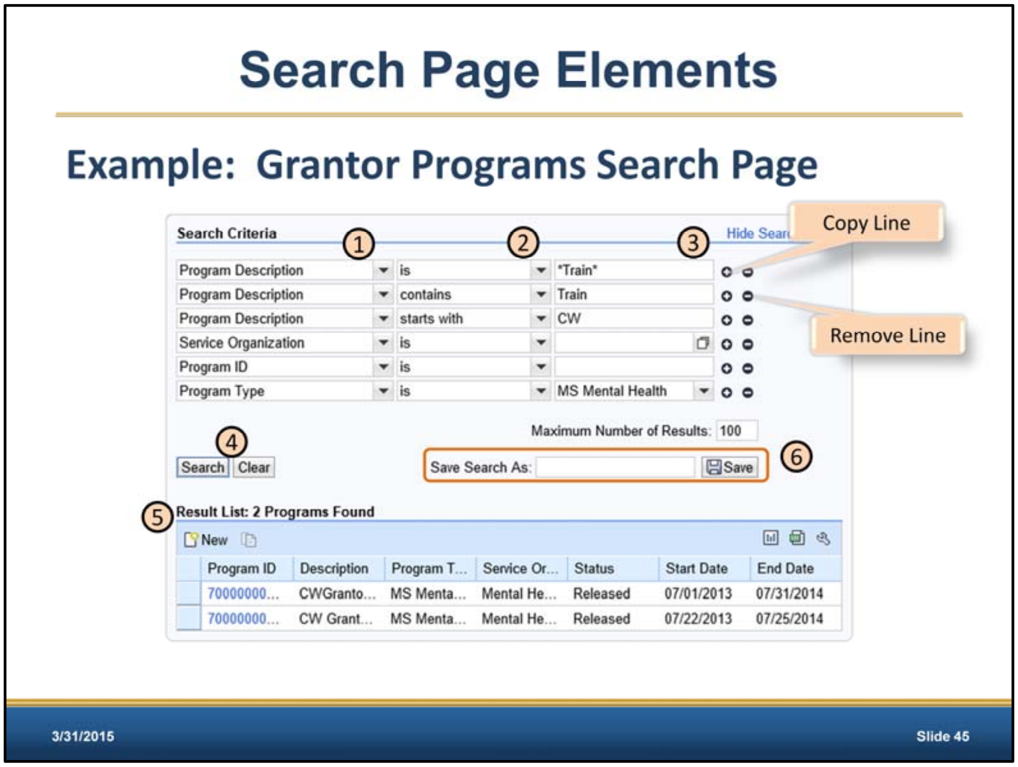
Searching

Run Time Only searches are accessed via Search Assignment Blocks (SABs)

- SABs contain links to search pages for specific types of Objects and Forms available to the Business Role of the user
- A “Master” Search Assignment Block is located on the user Home page
- Each of the following pages has its own SAB: Programs, Assessments, Applications, Claims, Accounts, Activities & Cases, and Help Center

Search Assignment Blocks

Each Search Assignment Block contains only links relevant to it



1. Characteristic being searched
2. Operator
3. Criteria: The asterisk "*" is used as a 'wildcard' character.

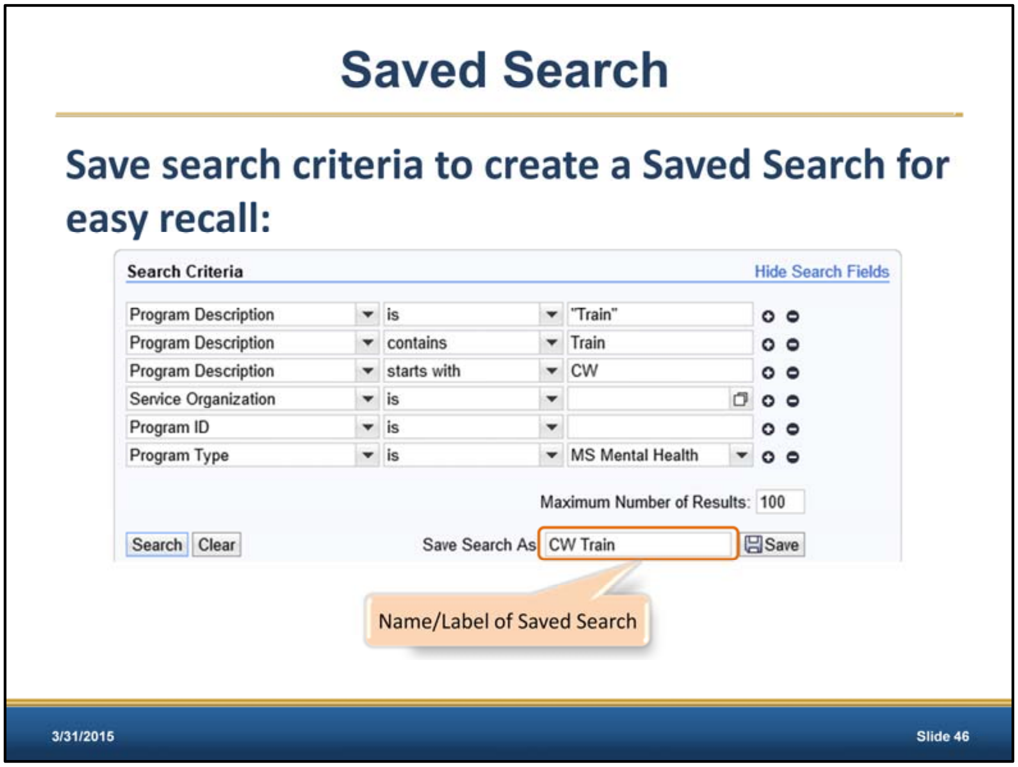
Note: If multiple conditions are entered, **all** conditions must be true for a Program to be included in the results.

In the example shown, the first 2 search parameter lines define the same data.

4. Search and Clear
    - Search: Perform search based on displayed criteria and display results
    - Clear: Clear search criteria
5. Results List
6. Save Search (see next slide for details)

Copy Line: Copies Search Criteria line and adds it to the list

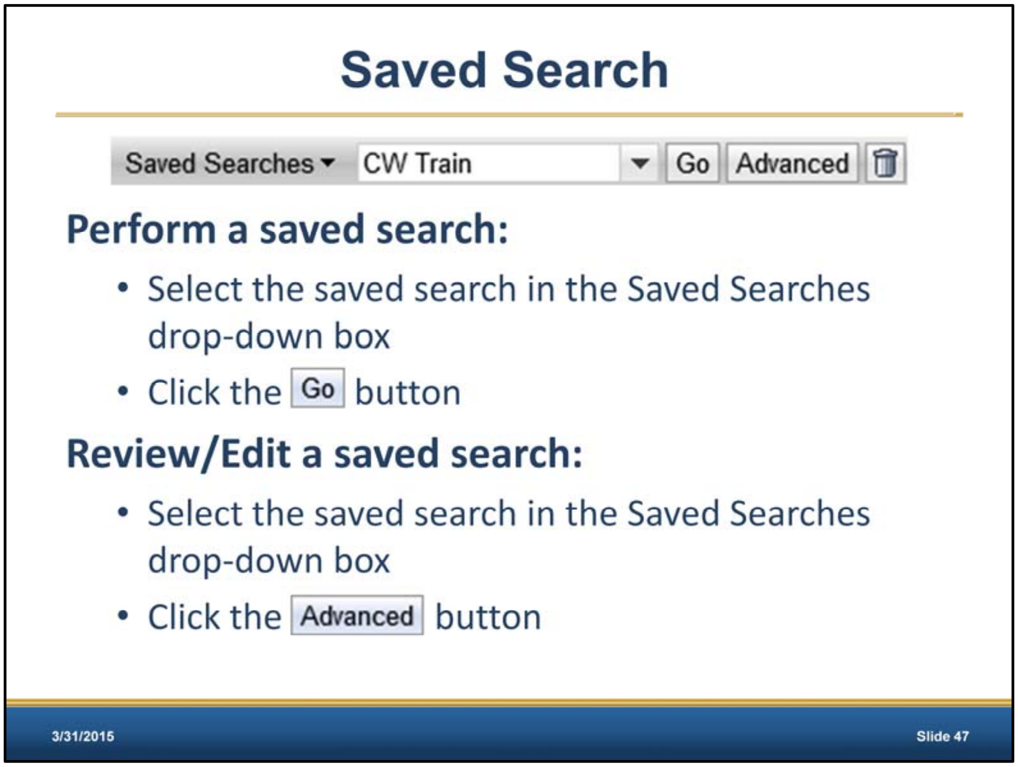
Remove Line: Removes Search Criteria Line



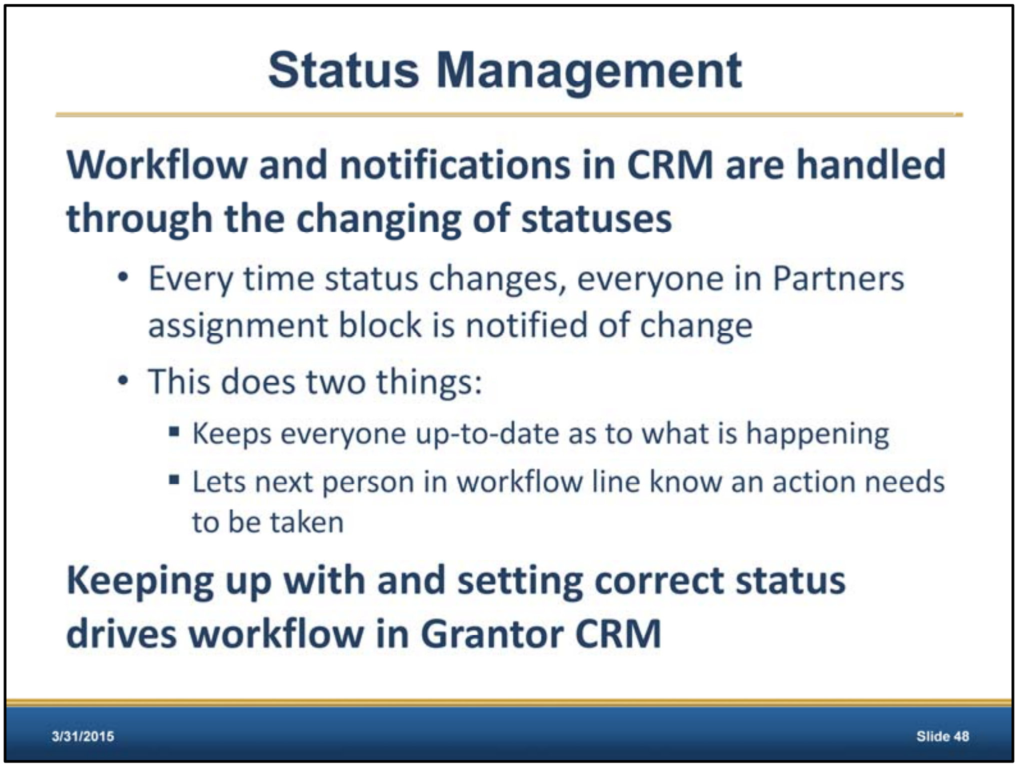
Save Search As:

- Enter Name under which to save search
- Click Save button

Only criteria lines with entries will be saved



Saved Searches are accessed via the Saved Searches Menu Bar.



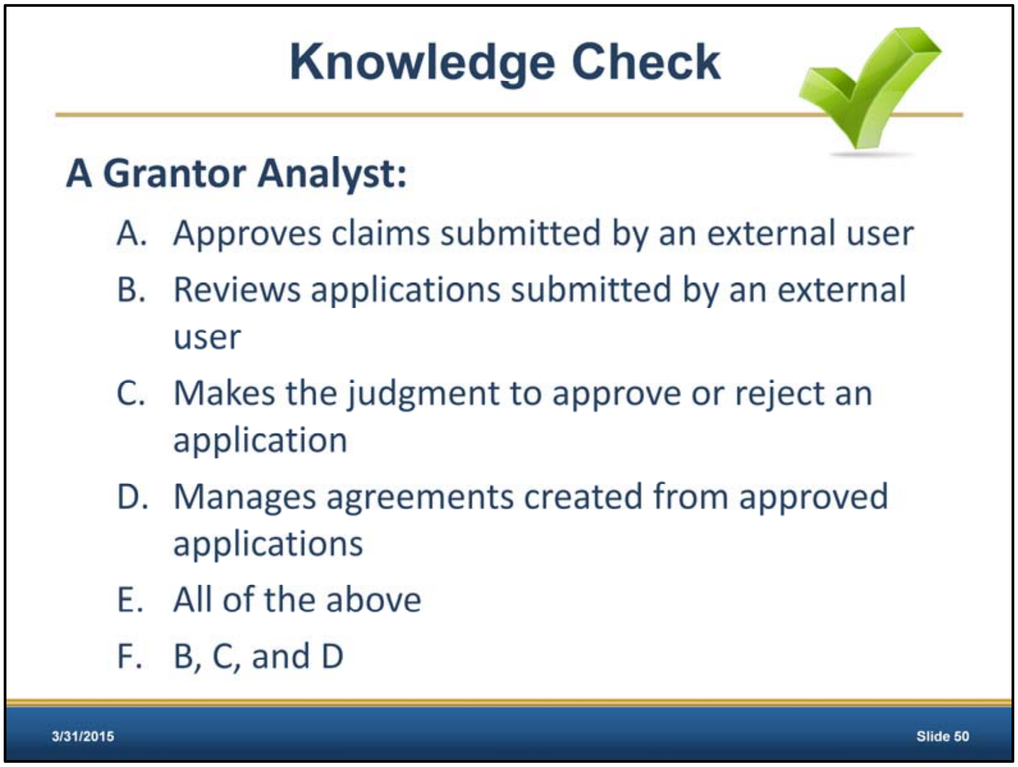
Workflow and notifications in CRM are handled almost entirely through the changing of statuses. Every time the status changes, everyone in the partners assignment block is notified of the change. This notification does two things: It keeps everyone up to date as to what is happening and lets the next person in the workflow line know that there is an action that needs to be taken. Keeping up with and setting the status to the correct status is extremely important as status changes drive workflow in Grantor CRM. Statuses will be discussed in detail in Unit 3.

Let’s Practice

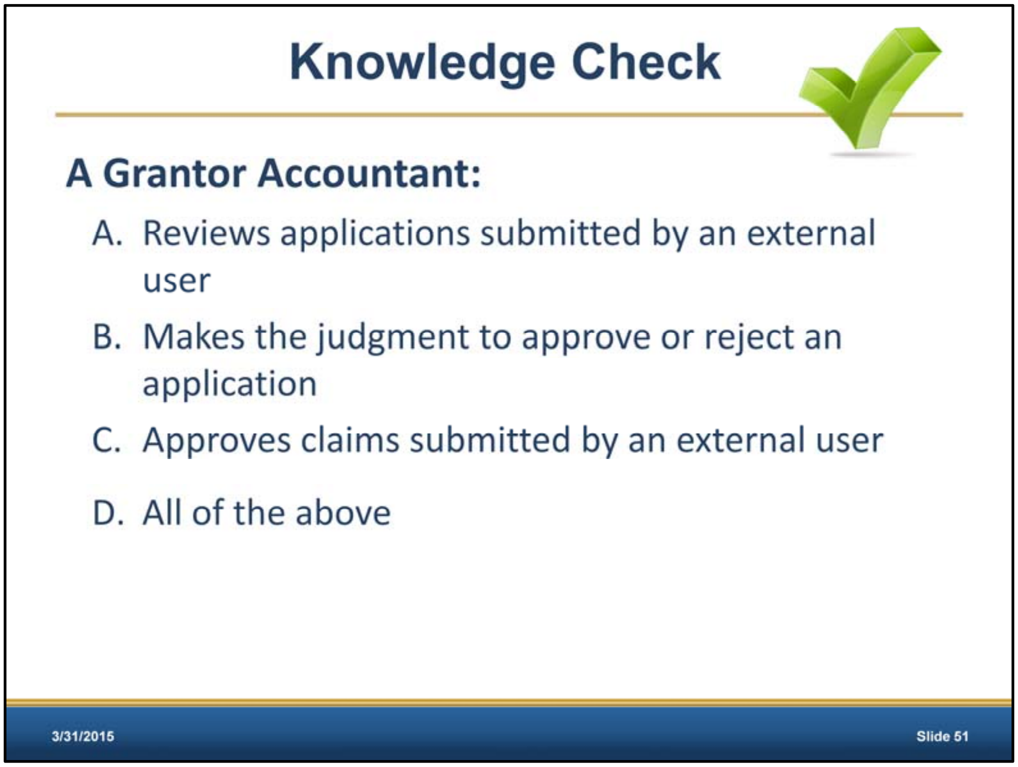
Instructor Demo

Complete Exercise(s):

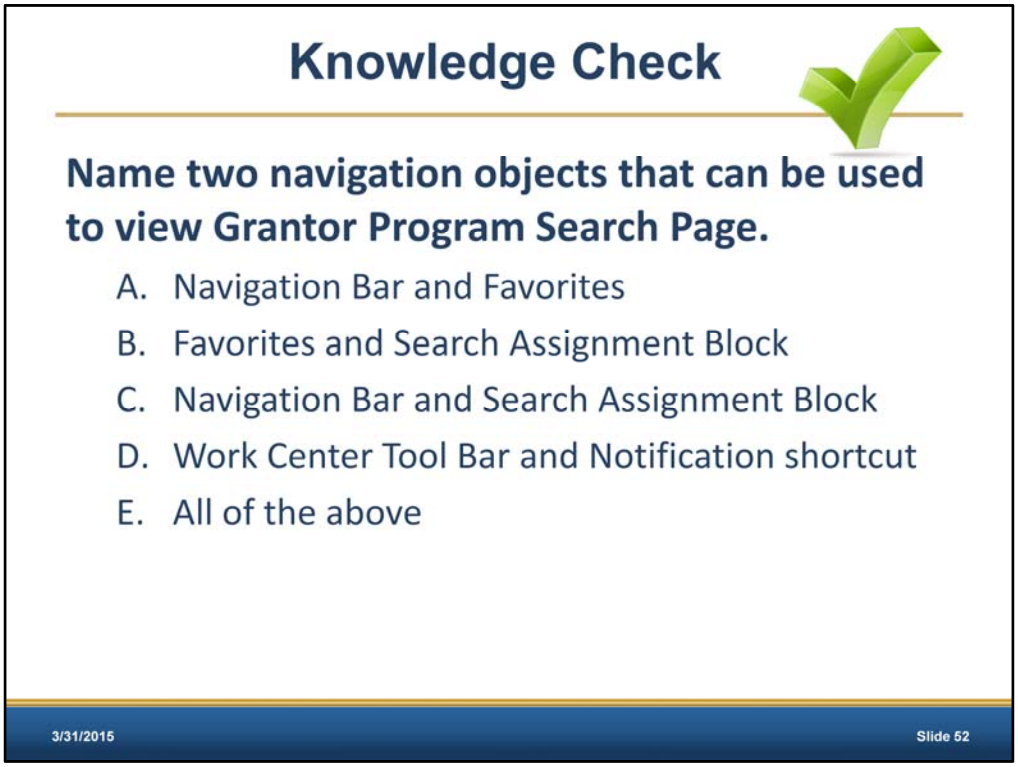
2.1 CRM Basic Navigation and Tour



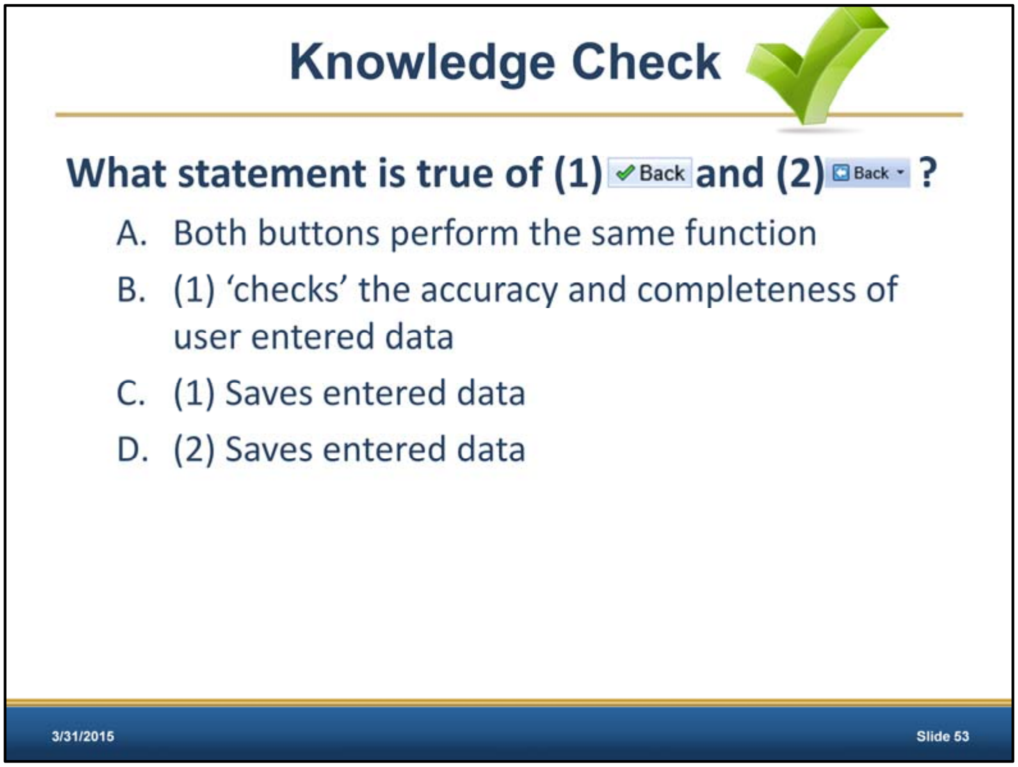
Answer: F. B, C, and D



Answer: C. Approves claims submitted by an external user



Answer: C. Navigation Bar and Search Assignment Block



Answer: C. (1) Saves entered data

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Unit 3: Grantor Programs

Unit Topics:

- Overview
- Pre-requisites and Naming Conventions
- Creating a Program
- Object Assignments
- Notes
- Status Management
- Workflow

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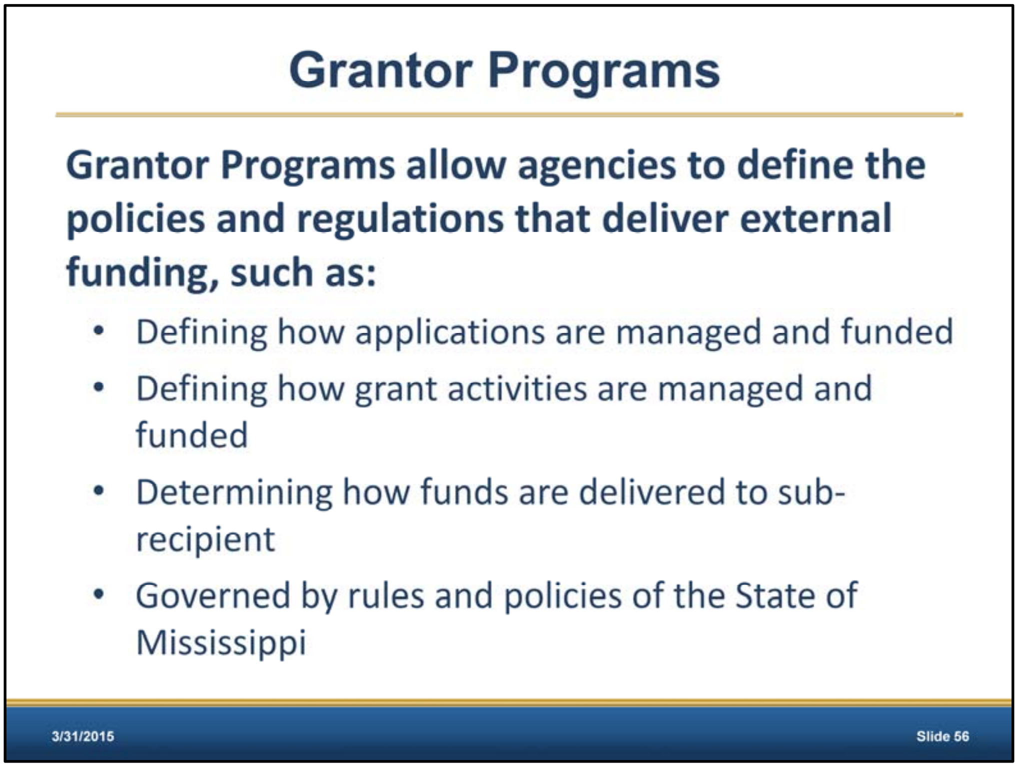


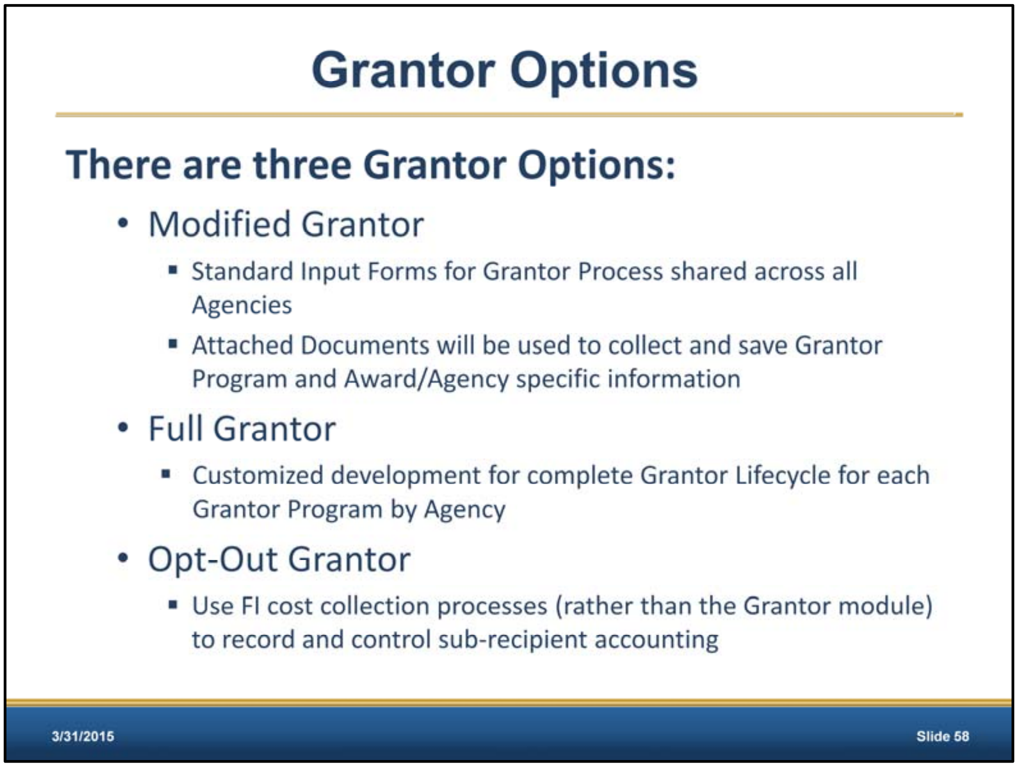
A Grantor Program is a central, unifying element for the Grantor delivery system.

A program contains the definitions of the program and its related characteristics.

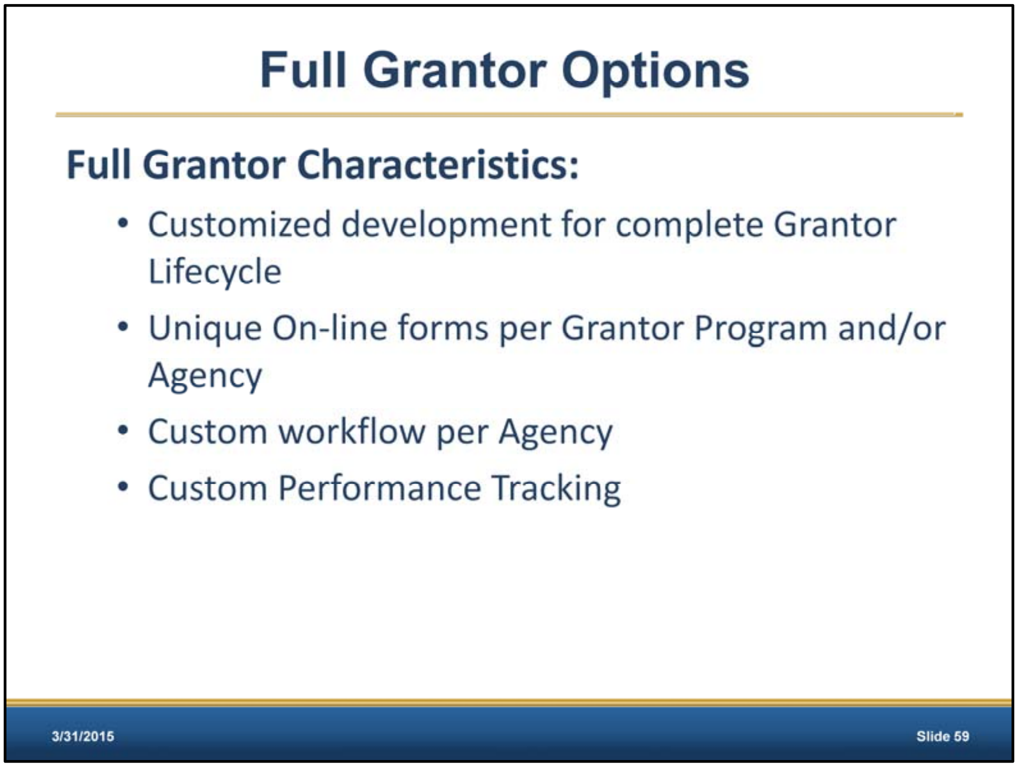
Grantor Programs (cont.)

In addition, Grantor Programs:

- Act as the central master data element in Grantor Management
- Are used to manage data entry and transaction processing
- Ensure data integrity
- Are created and managed by individual agencies for difference business transactions
- Are normally assigned to the area of the agency that is responsible for that program



Each agency selected the Grantor option it wanted to use at MAGIC Phase 1 Go-Live. At some point after Go-Live, agencies will be able to reassess the option they selected. For Go-Live, only one agency will b e using the full Grantor option.



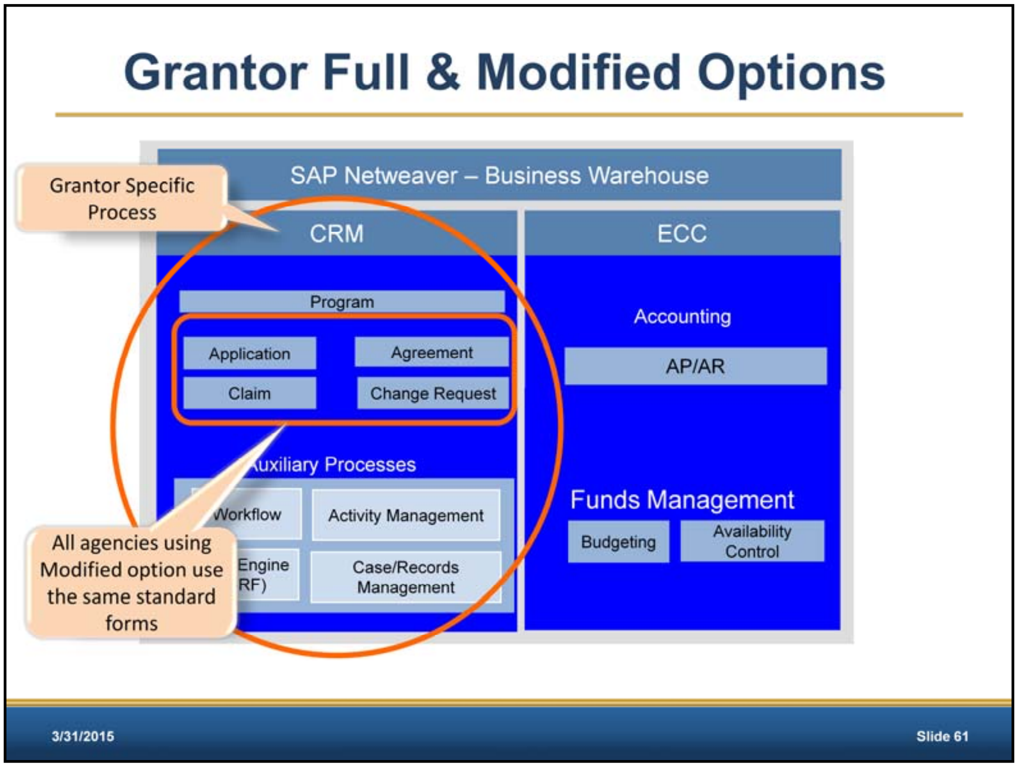
Current Agency List

Arts Commission (only agency implementing full grantor functionality in MAGIC Phase 1)

Modified Grantor Programs

Modified Grantor Characteristics:

- Standard Input Forms for Grantor Process shared across all Agencies
- Document attachments will be used to collect and save Grantor Program and Award specific information
- Workflow is a single level approval process



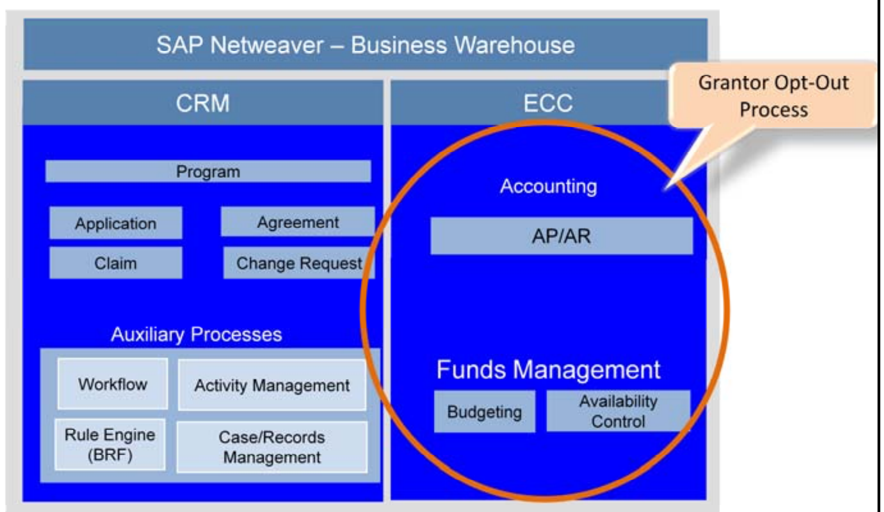
This slide shows the separation of the full/modified and opt-out Grantor options. Full/modified Grantor functionality is primarily in CRM; opt-out grants are being managed entirely in the FI modules in ECC.

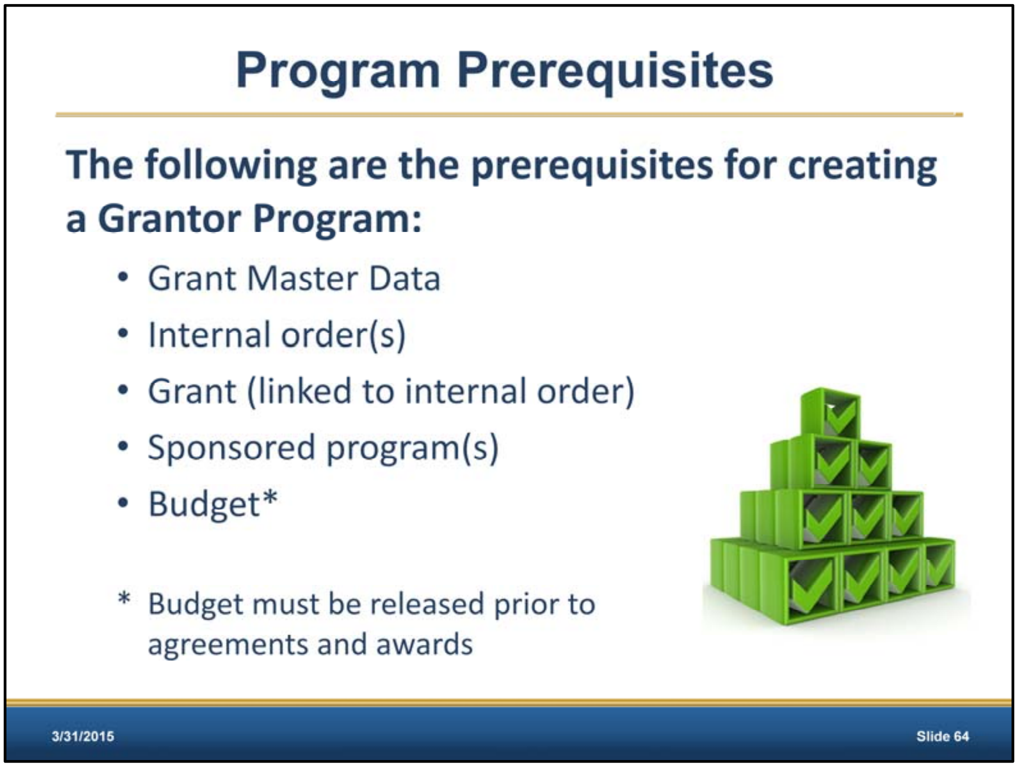
Opt-Out Grantor Programs

Opt-Out Grantor Characteristics:

- Use MAGIC cost collection processes & functionality to record and control sub-recipient accounting
- MAGIC Grantor Module not used
- Funds Management Funds Reservation documents can be created for Sub-Recipient budgetary control
- Performance Tracking is via Legacy Process or can opt to use MAGIC statistical key figures

Grantor Opt-Out Option





Prerequisites:

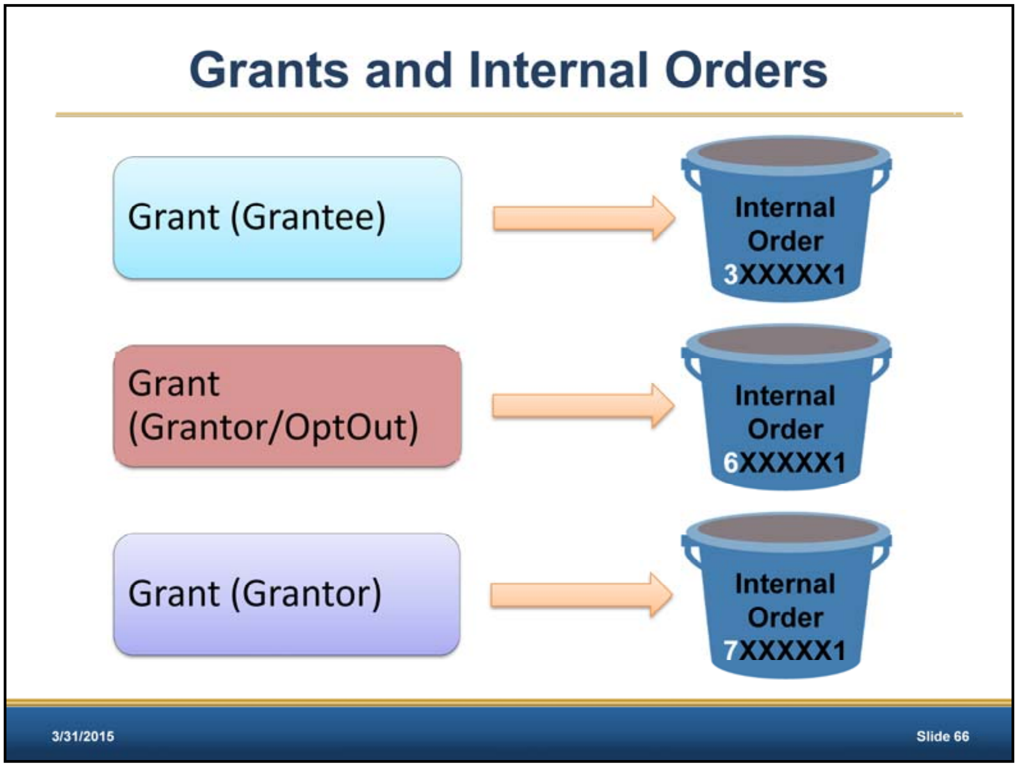
1. Grant (GMGRANT – Create Grant): First step is to enter the grant’s master data.
2. Internal Order (KO01 - Create Internal Order): set up the internal order, linking the Grant to the Internal Order (KO02)
3. Sponsored Program (GMPROGRAM - Create Program): set up the sponsored programs for the grant
4. Budget (GM_CREAT_BUDGET – Create Grant Budget))
5. Released Budget (GM_BDGT_RELEASE)

Remember, not every step in this process is performed by Grantor roles.

Grantor Master Data

Business Partner:

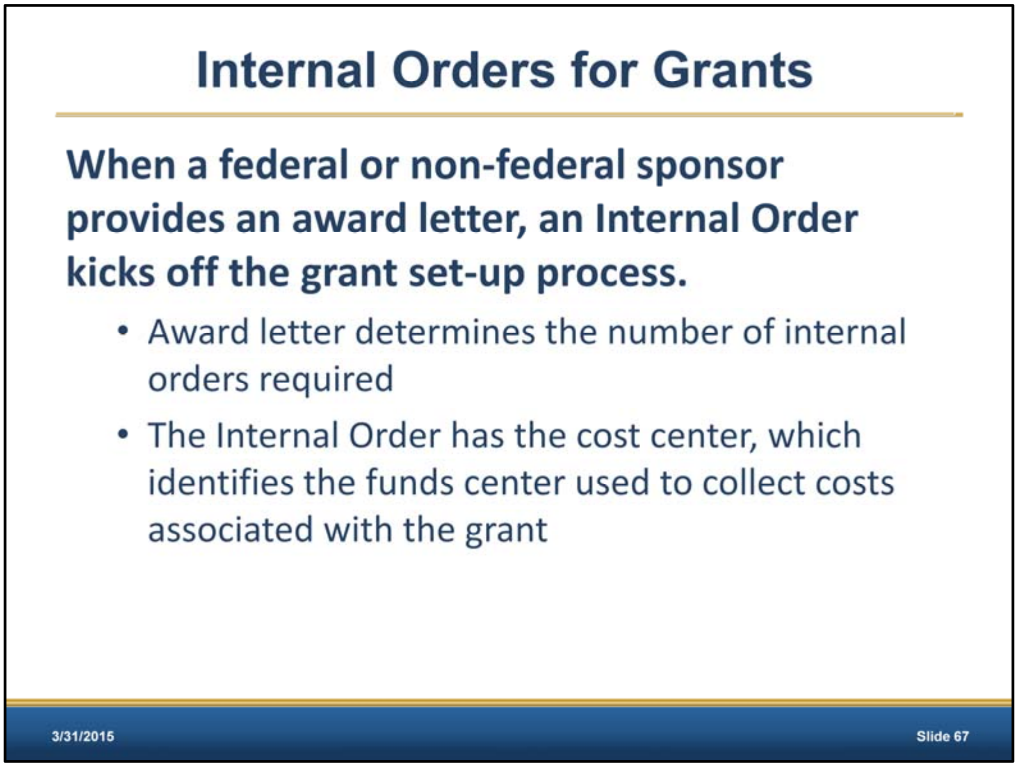
- Individuals and organizations that participate in the Grantor process
- Business Partners include:
  - Sub-Recipients
  - Vendors
  - Contacts
  - Employees



Internal Orders are simple cost collectors in MAGIC and can be used to accommodate most organizations' cost-tracking scenario requirements.

Grants and Internal Orders:

- An internal order is a cost bucket to which every Grant is connected
- An internal order number that begins with a 3 represents a Grantee
- An Internal order number that begins with a 7 represents a Grantor
- 6 is Opt out
- Similar to a cost center, internal orders are used to track the financial activity of grants
- In addition to Grants, internal orders are used to track the financial activity of
    - Some disaster-related expenses
    - Miscellaneous events that require special cost collection



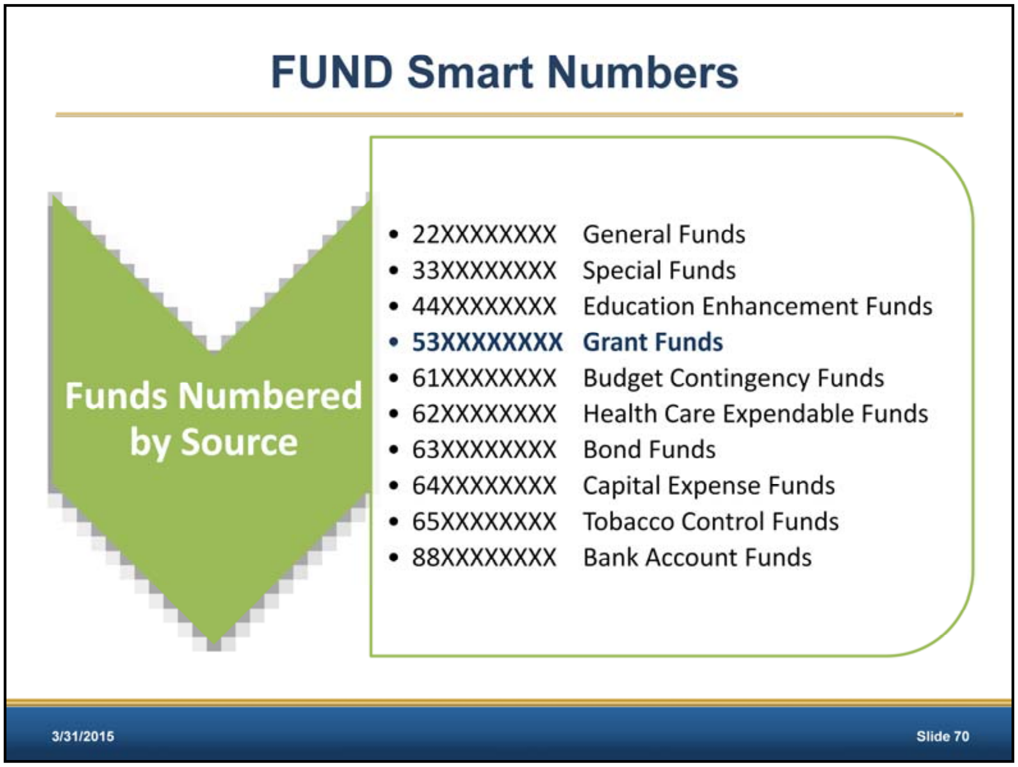
One Internal Order is established for each sponsored program. Every grant has at least one sponsored program, so will have at least one Internal Order.

The sponsored class represents the sponsor's expense and revenue classification. It is used to group expenses and revenues to meet the sponsor's and/or Agency's reporting requirements.

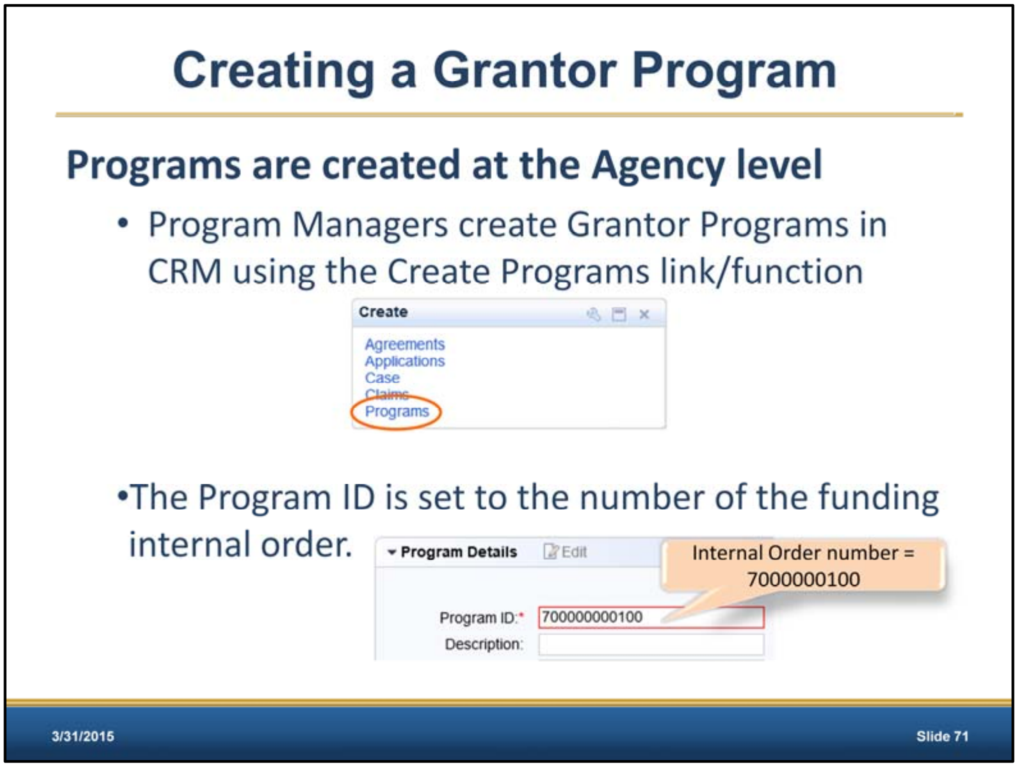
Budget

Delivery of Grantee payments must be managed relative to an agency's operating budget to ensure approved budgets are not exceeded.

- This budget controls the 'total' Grantor spending, not the sub-grant/sub-recipient budget
- A budget reservation is triggered from an approved agreement in the form of an earmarked funds document



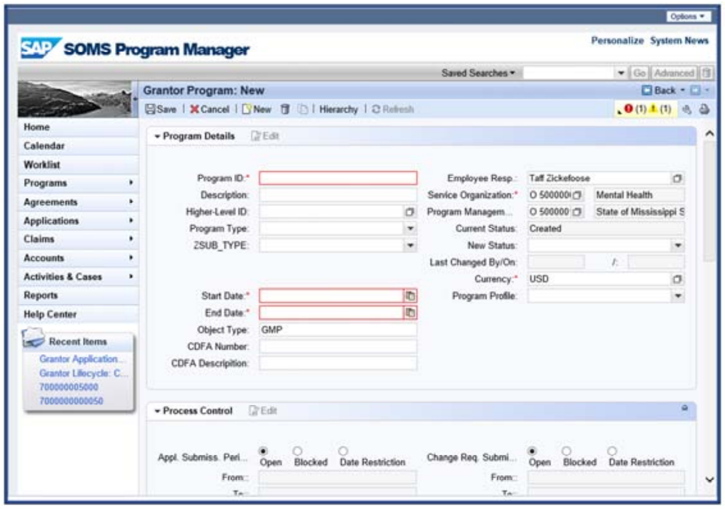
We have given each type of Fund its own numbering scheme. This approach makes funds easily identifiable by source according to the fund number assigned. You will find that some of your old SAAS fund numbers are imbedded in these new fund numbers. This will make them more identifiable to you.



The Program Manager needs to know the specific Program ID / IO number to create the Grantor Program.

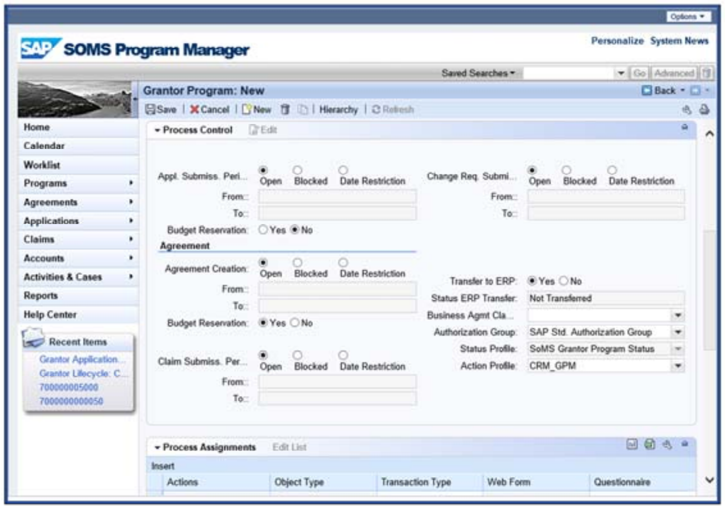
Creating a Program

This screen shows the Program Details portion of the Grantor program.



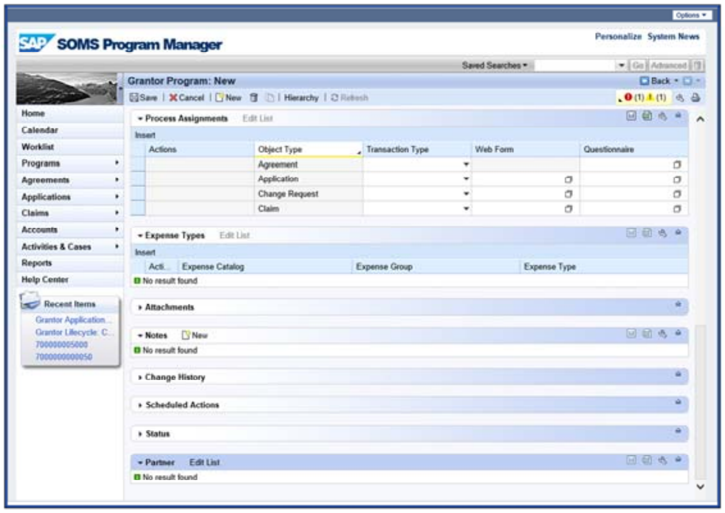
Creating a Program (cont.)

This screen shows the Process Control portion of the Grantor program.



Creating a Program (cont.)

This screen shows the Process Assignments portion of the Grantor program.



Program Types

Standard Program Profile

- Single funded program type using only one fund

Multi-Funded Program Profile

- This is for programs that will be funded by more than one fund that is linked to the responsible cost center.
- When creating the program, select multi-funded program profile; save the program and the Multi-Funding assignment block will appear when program is released. There you will set up the funds needed and the percentages each fund pays.

Object Assignments

Grantor Objects are assigned to a Grantor Program.

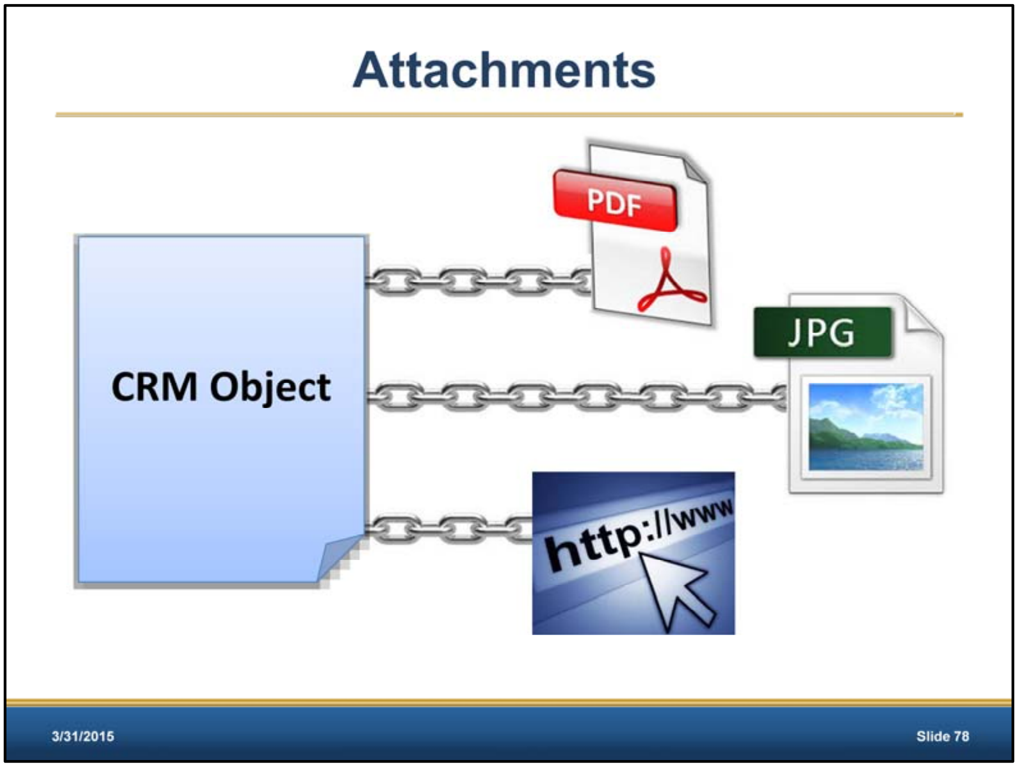
Grantor Object Types:

- Application
  - Created/submitted by External User/Sub-Recipient
  - Reviewed, assessed, and processed by Analyst
- Agreement
  - Created from an approved application
  - Reviewed and processed by Analyst

Object Assignments (cont.)

Grantor Object Types: (cont.)

- Claim
  - Created/submitted by User/Sub-Recipient
  - Reviewed and processed by Accountant
- Change Request
  - Created/submitted by External Users
  - Reviewed and processed by Analyst



External files can be added or “attached” to CRM objects via Attachments

Examples of files attached to CRM

Attachments

External items can be 'attached' to Grantor Objects.

- Similar to ECC Open Text
- There are no size limitations and you can attach standard formats:
  - MS Word and Excel
  - PDF, gif, jpeg, tiff
  - URL
- Only visible to internal users
- Eliminates paper handling inefficiencies

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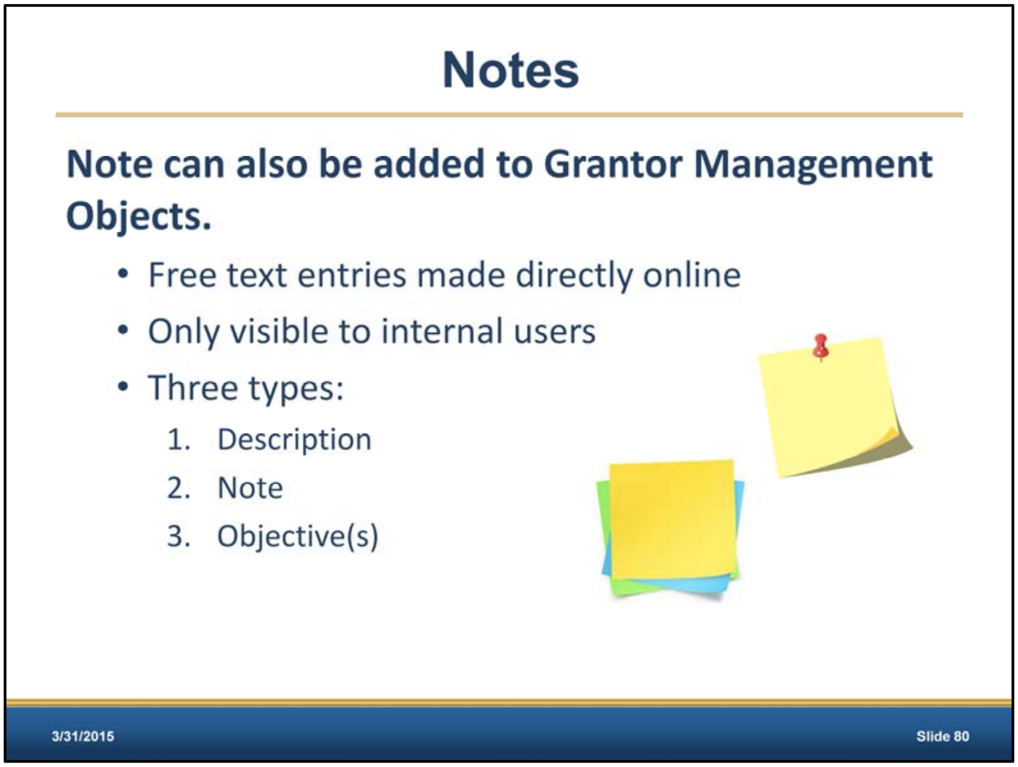
Not required but available



Not required but available

Status Management

The status of a program (or combination of all statuses) determines whether the program can be edited and which business transactions can be executed for this program.

- The status of a program is defined under *Status*
- Statuses can be set by the system or by a user

Status Management (cont.)

Grantor Program System Status

- Created
  - This status is set automatically when a program is created
- Released
  - Set manually or can be set by an action
  - Can only release a subordinate program if the higher-level program has already been released

Status Management (cont.)

Grantor Program System Status

- Closed
  - Set manually or can be set by an action
  - Can only be set if all subordinate programs already have the status Closed
  - Cannot make changes to a program with status Closed
  - To make changes, the program needs to be reset to Released
  - Can only be reset to Released if the higher-level program does not have the status Closed, so you reset starting at the higher level

Status Management (cont.)

Grantor Program System Status

- Locked
  - Can be set or reset manually or by an action
  - Can be set independently from the status of the higher-level program or the subordinate programs
  - Once Locked, a program cannot be changed unless the status is reset
  - No follow-up processes are permitted if a program has this status

Workflow

Workflow Routing

- A single level approval in the Agency
  - Grantor Program
  - Applications
  - Change Requests
  - Agreements
  - Claims
    - Billing process (will follow AP workflow Approval)

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No approval process. The Program Manager is the only one with authority.

Let's Practice

Instructor Demo

Complete Exercise(s):

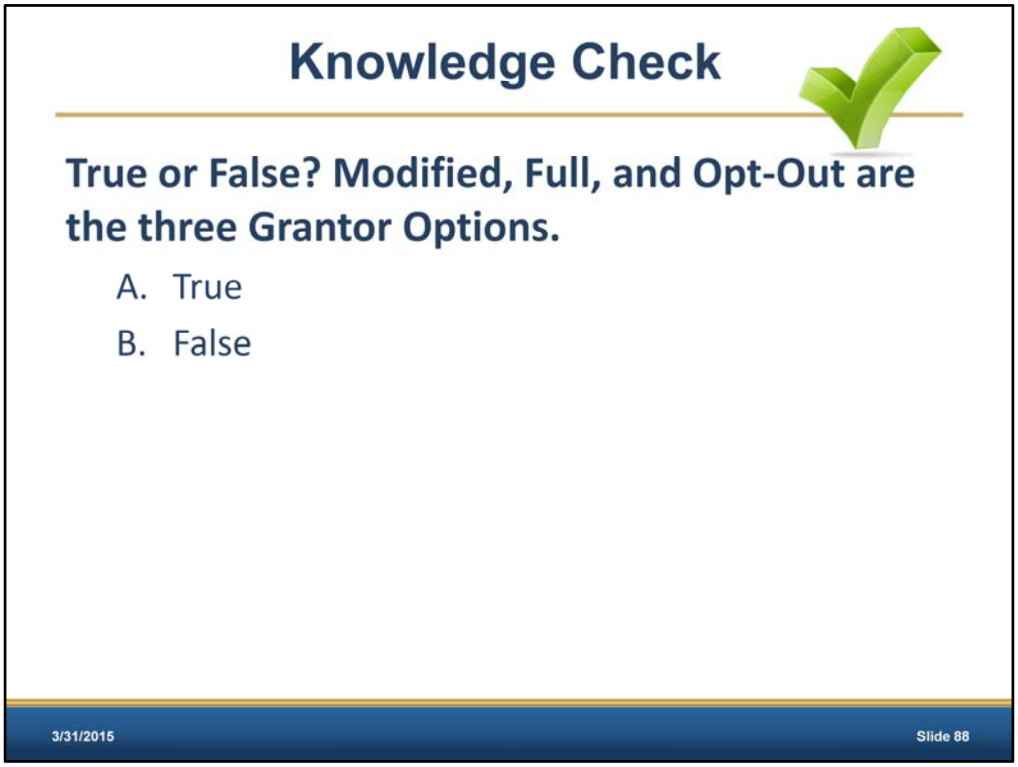
3.1 Create Grantor Program (Administrator)

Knowledge Check

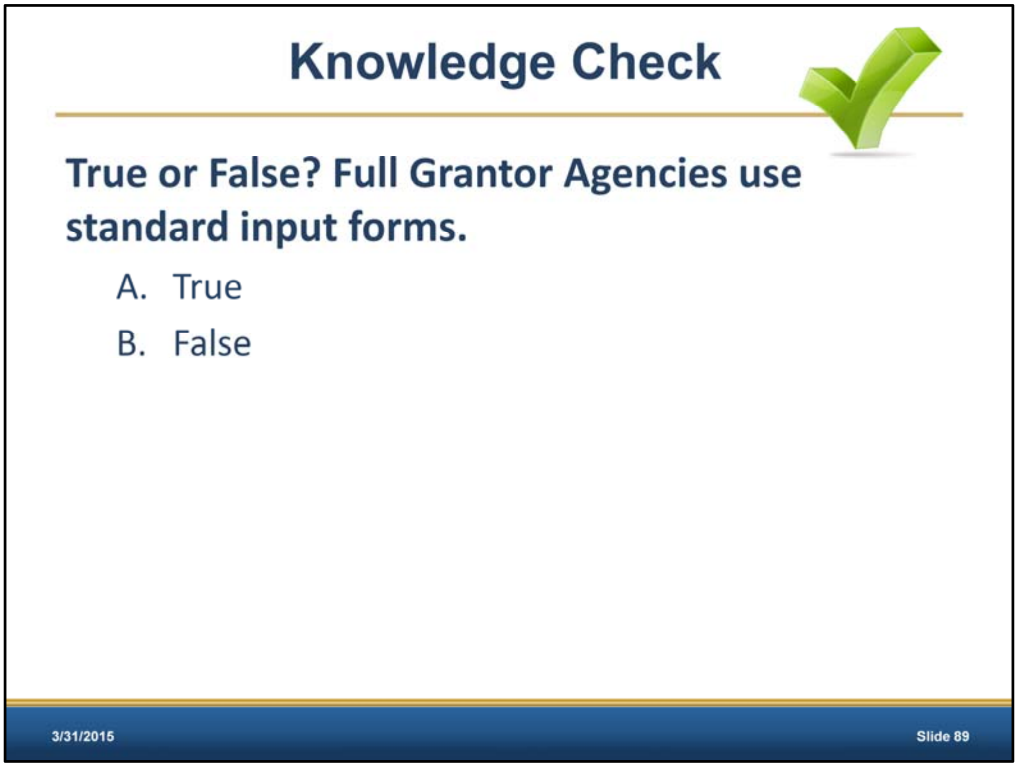
Match the terms with the definition:

Term		Definition
1. Grantor	D	A. Used to divide the grant into individual activities to meet the sponsor's funding and reporting requirements.
2. Sub-recipient	E	B. Entity that provides the funding for the Grantor program.
3. Sponsor	B	C. Categorizes expenses in accordance with the sponsor's requirements for reporting.
4. Sponsored Class	C	D. The Agency from the State of Mississippi making the award to sub-recipients.
5. Sponsored Program	A	E. The receiving Organization, Individual, Local Governmental Entity , or other state agency.

Answers: 1=D, 2=E, 3=B, 4=C, 5=A



Answer: A. True



Answer: B. False

Notes: Modified Grantor Agencies use standard input forms. Full Grantor Agencies are fully customized for the entire Grantor lifecycle.

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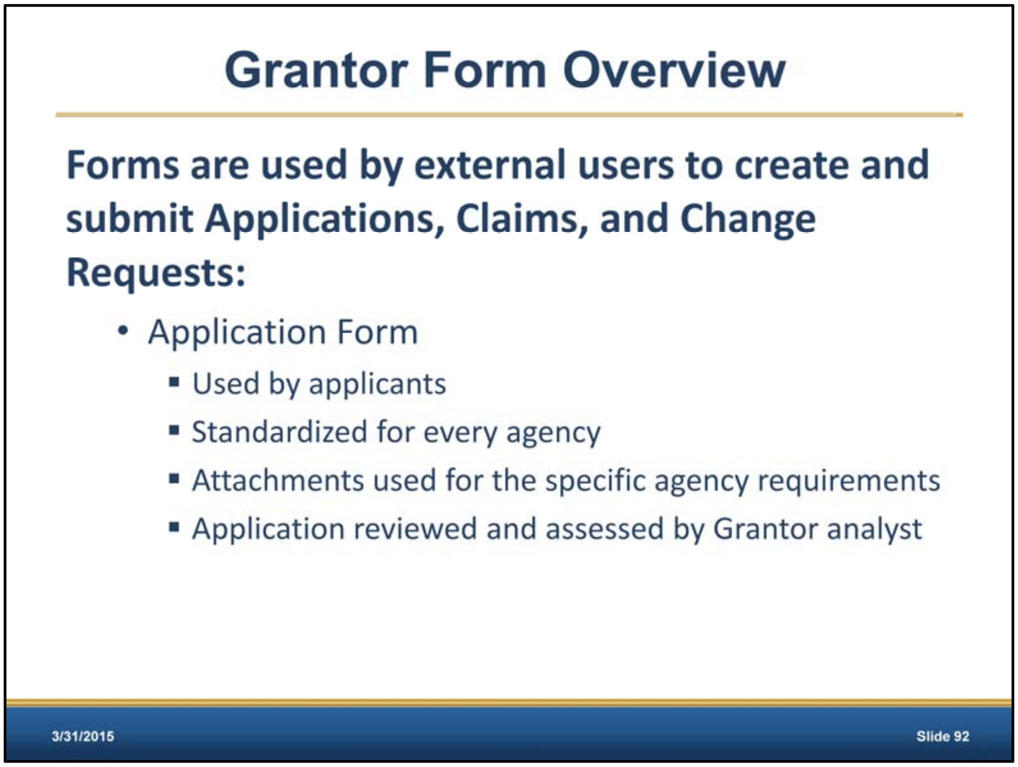
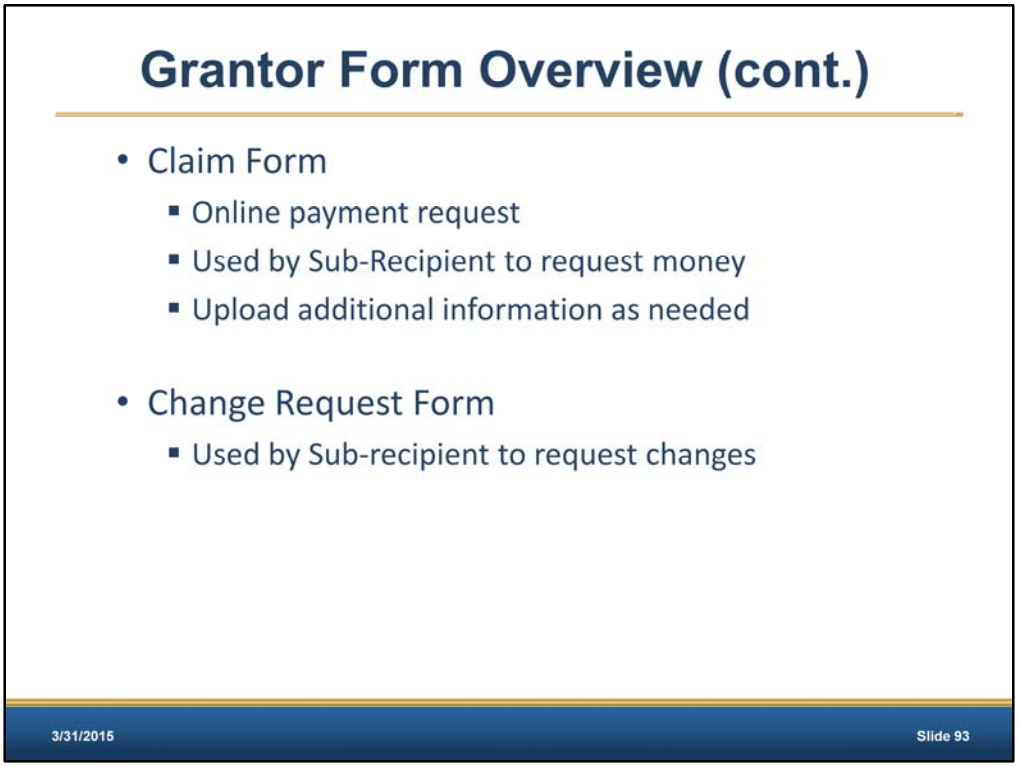
Unit 4: Grantor Forms

Unit Topics:

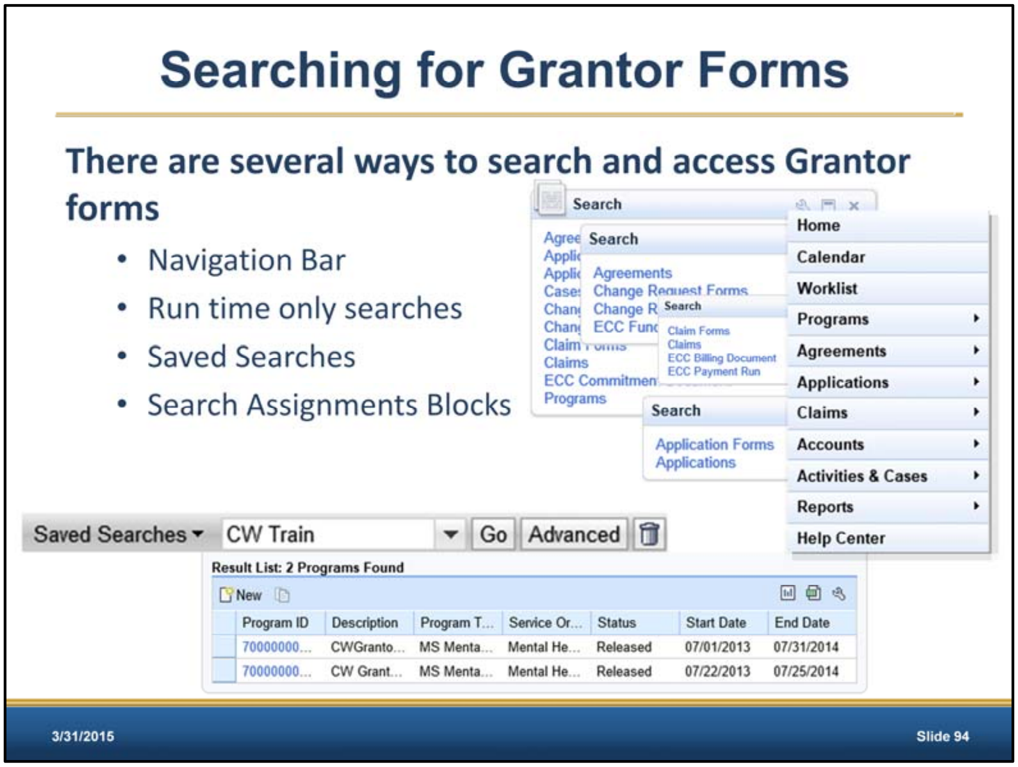
- Overview and Usage
- Searching for and Accessing Forms
- Checklists and Surveys



- Remember, the word “forms” is a generic term and will not always result in a paper document.
- System allows tracking of forms from creation/build in program through final reports and project close.



- You will learn details of using each form and the processes associated with that form as we move through the training.



These were covered in Unit 2.

Checklists and Surveys

Checklists and Surveys are used to assist in the processing and assessment of applications.

- Checklists
  - A list of steps to be performed by agency employees, used to guide and track the application process
- Surveys
  - Used in manual assessments to review requirements vs. submitted information to determine whether an application should be accepted or rejected
  - Can also be used to monitor an agreement by tracking milestones

Knowledge Check

Which Forms are used by Sub Recipients?

A. Claims and Change Requests
B. Applications and Claims
C. Change Requests and Applications
D. Applications, Claims, and Change Requests

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Answer: D. Applications, Claims, and Change Requests

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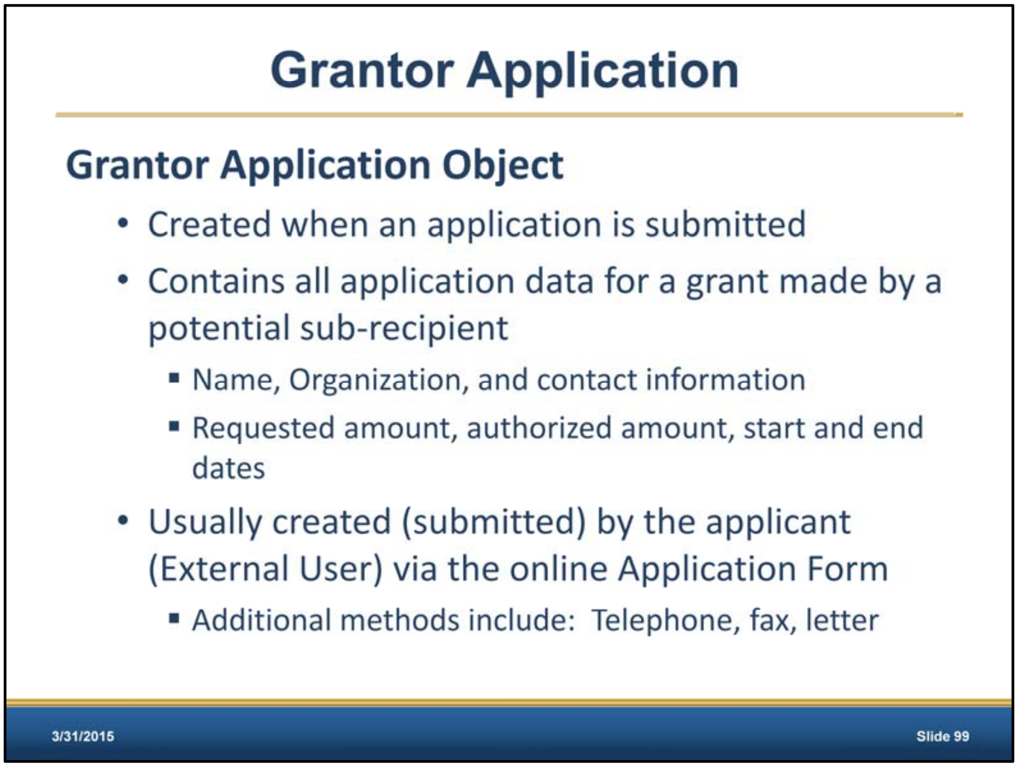
Unit 5: Grantor Applications

Unit Topics:

- Overview
- Creating from Online Form
- Creating Manually
- Assessments



Example of methods to create/submit other than online form: telephone, fax, letter

Grantor Application (cont.)

Grantor Application Object

- A Case Record is automatically created when the Application is saved. A link is listed in the Case Management assignment block.
- External documents can be attached to the Application in the Attachments section.

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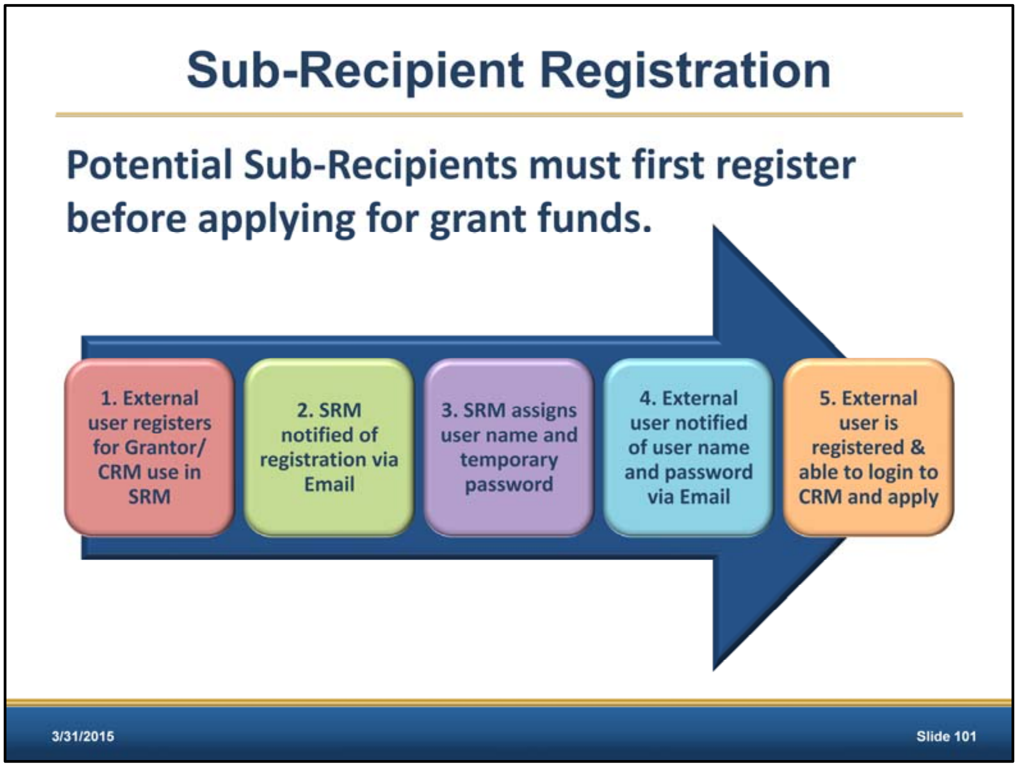
External document examples:

- Scanned documents, contracts, or forms submitted by the applicant.
- Internal program documents



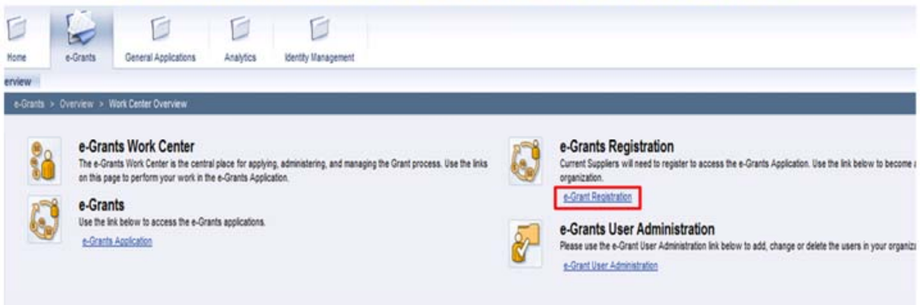
A potential Sub-recipient must first register before submitting an application. External users should be instructed to take the MAGIC eLearning course LOG800 to learn how to register as a potential sub-recipient. An entity that is already a Vendor with the state and also wants to apply for a grant must go through the Vendor Registration process as a grant applicant. The existing vendor record will be used in that process, indicating that the entity is both a vendor and a grant applicant.

External Users

1. External Users use the web portal to access SRM to register.
2. SRM is notified of external user registration via email.
3. SRM reviews registration. System generates user ID and password for external user.
4. External user in notified via two separate emails of user ID (1st email) and password (2nd email).
5. External user is registered. External user can now login to CRM and apply for grant funds.

Registration (Cont.)

- After registration, the external (admin)user (if registered as an organization) will need to go to the e-Grants section and click on e-Grant User Administration link shown below.



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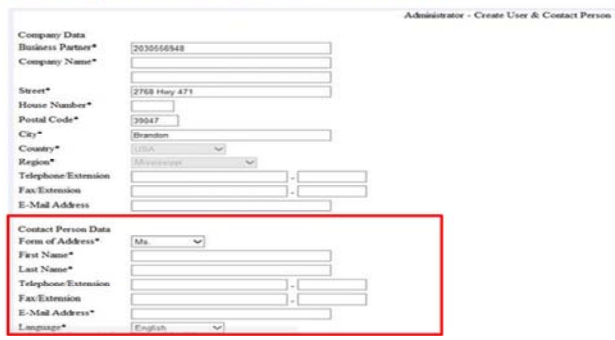
Registration Slide

Registration Cont…

- This is the contact person creation screen. The only section needed to fill out is the “contact person data” section.



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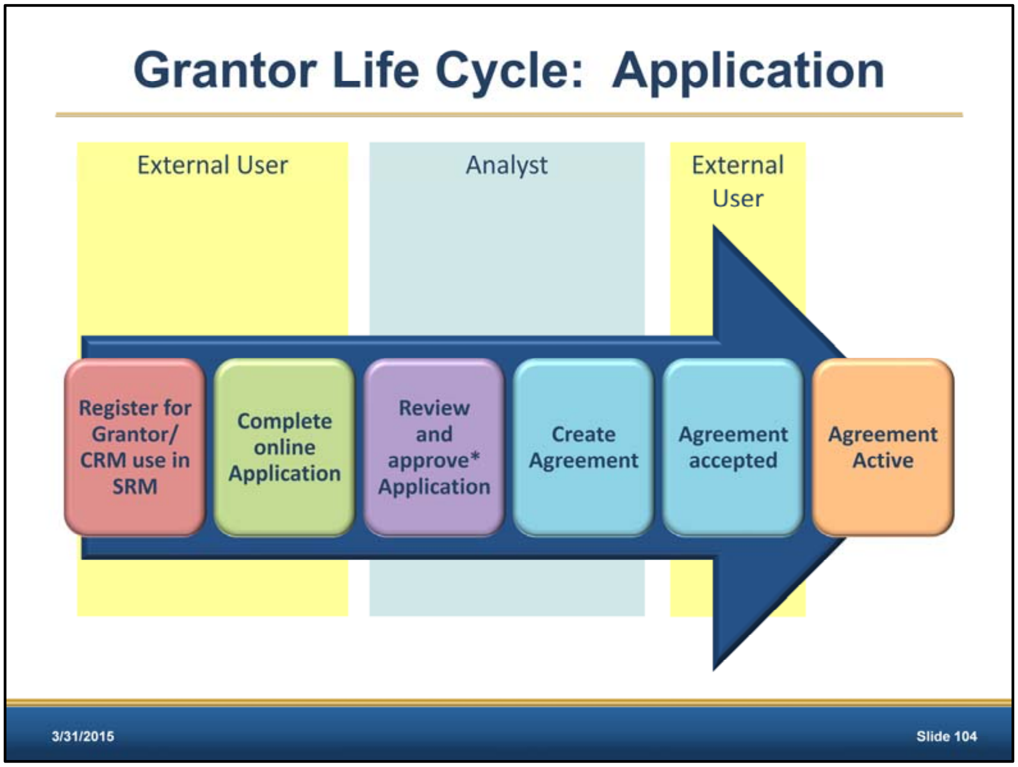
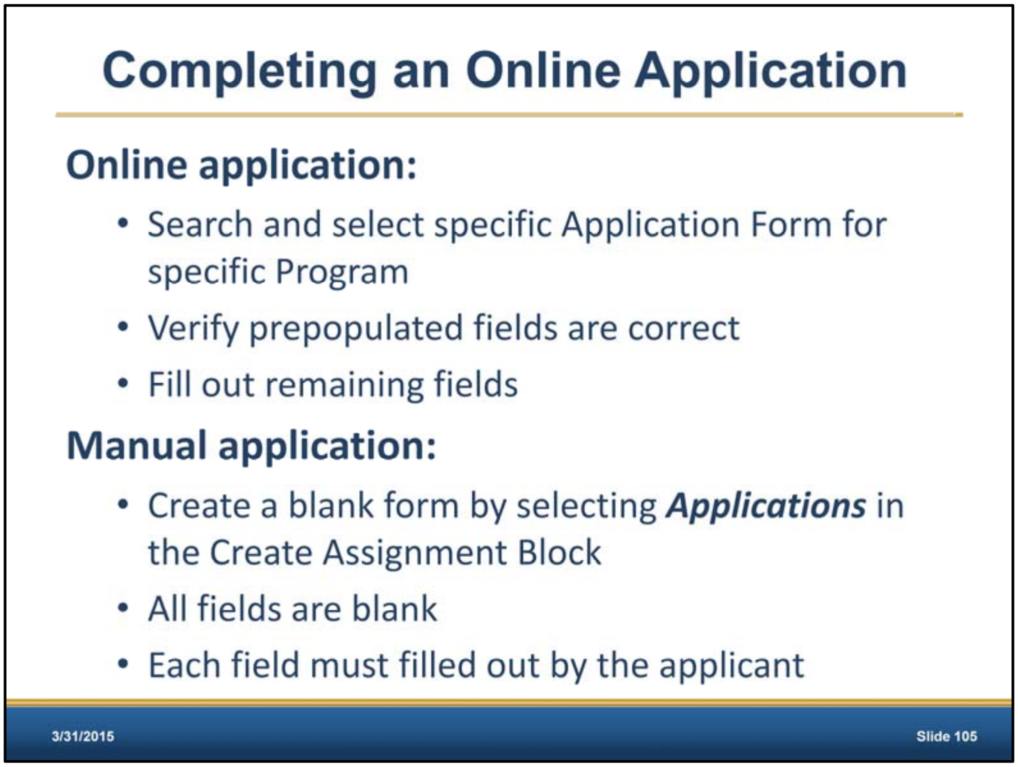
Once completed, there is a submit button for them to click. They’ll get a green message at the top saying that the new user was created and they’ll receive an email with login credentials. This new user will be linked to the original vendor as a contact person and will be able to use the e-Grants Application.

Note: Only Contact Persons/External Applicants can use the e-Grants application. Grant Admins cannot, they can only create contact persons.



*Approve: Program manager can also approve/deny application



Both Online and “Manual” assume External User has already logged onto the Work Center with credentials received from the registration process.

“Online”

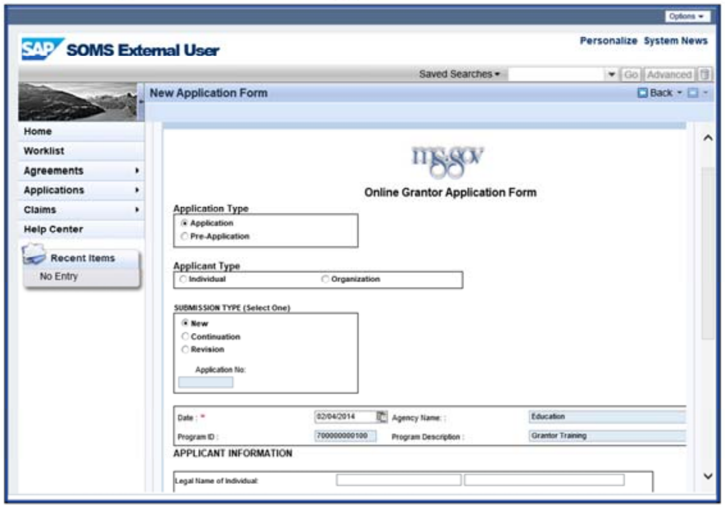
Fill out online form template that is pre-populated with this program/agency data.

“Manually”

Accessed via the "Create Application" assignment, opens "blank" form. All data must be entered manually. For use when the server or the form is down, etc. Only current date is populated. The applicant must complete all other fields.

Online Application

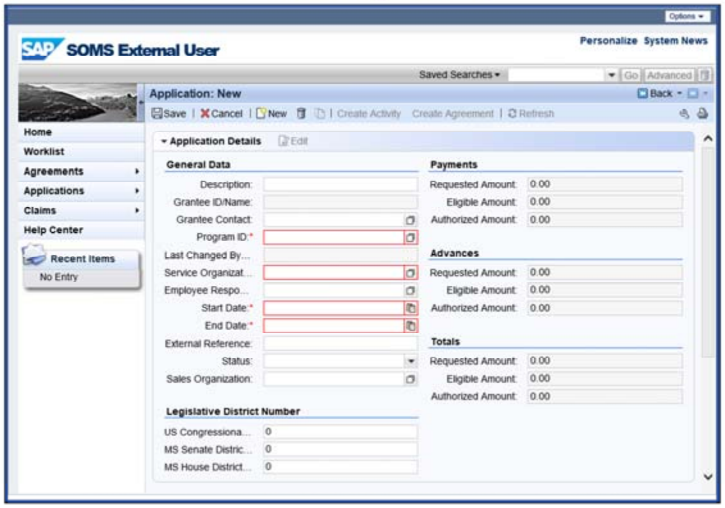
Below is an example of the online application.



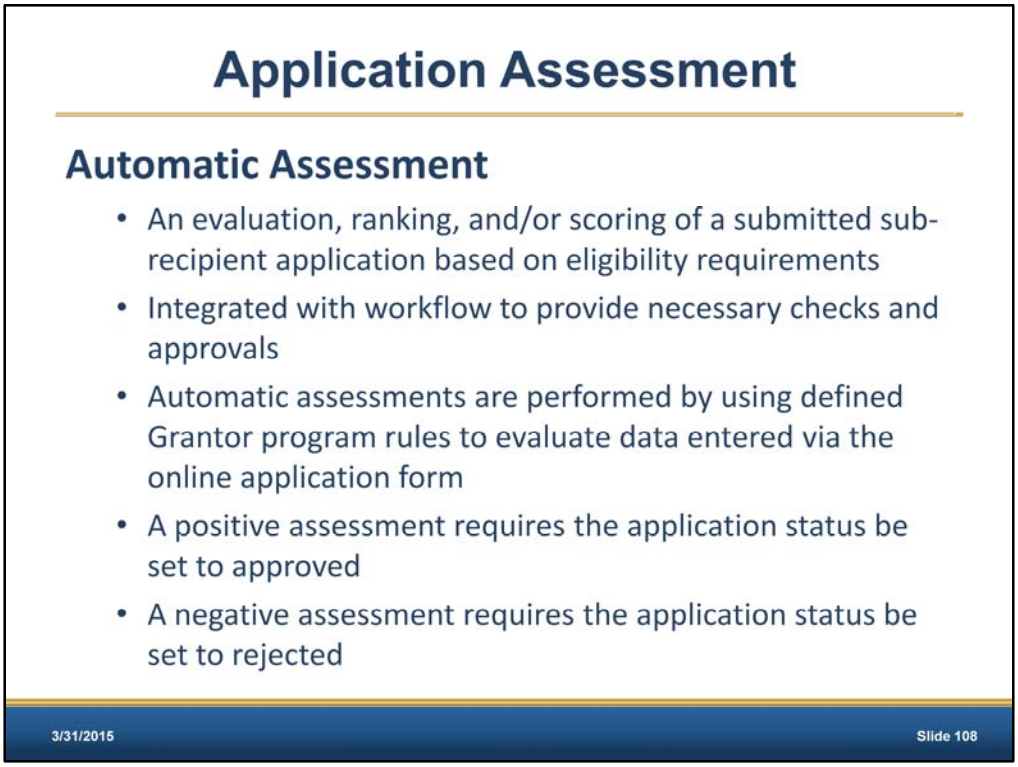
Form with all known, relevant information populated

"Manual" Application

Below is an example of the "manual" application.



A completely blank form



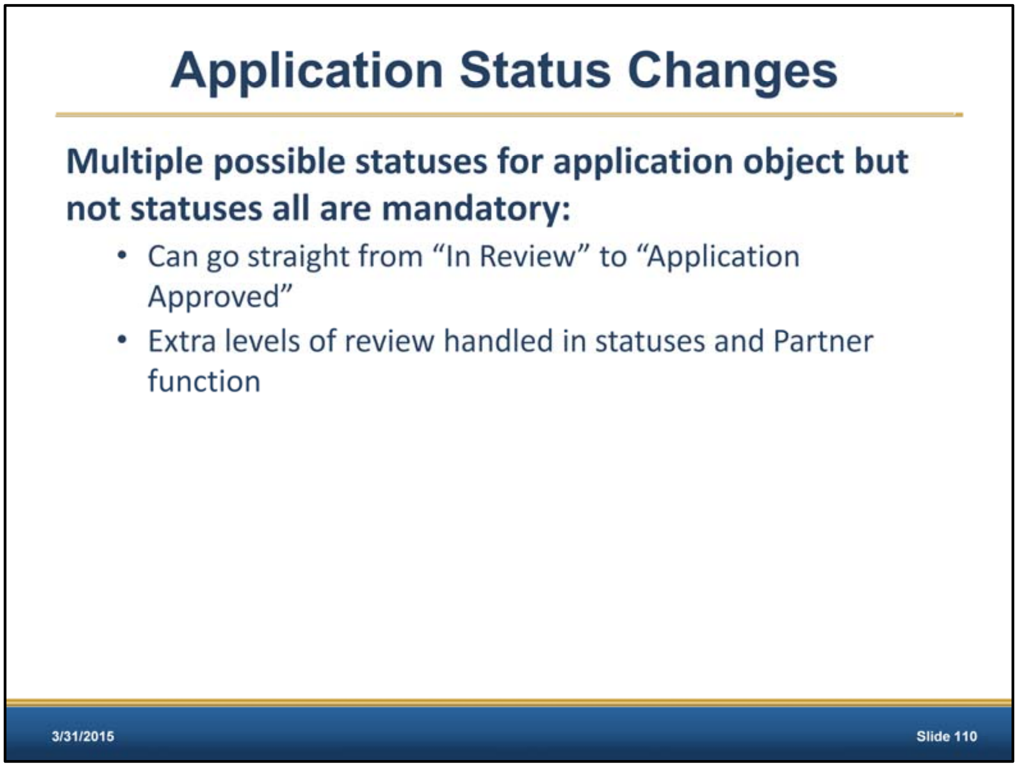
Automatic Assessments are 'automatically' assessed via the rules defined in CRM for the particular program.

The Grantor program rules are entered into CRM using the business rules framework tool.

Application Assessment (cont.)

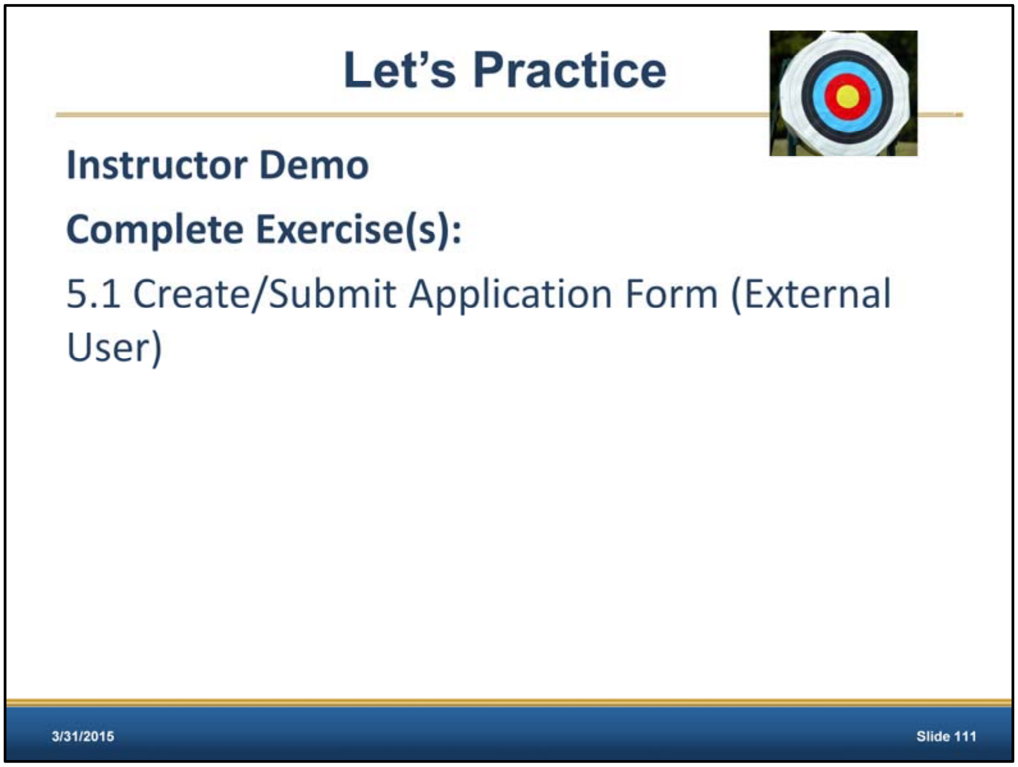
Manual Assessment

- Manual assessments: the agency utilizes an external checklist to guide the evaluation (automated checklists are not included in CRM)
- Checklists are agency-specific, based on the specific requirements of the Grantor program and are external to CRM.
- An analyst performs the assessment for a "modified" Grantor, comparing the application against eligibility criteria

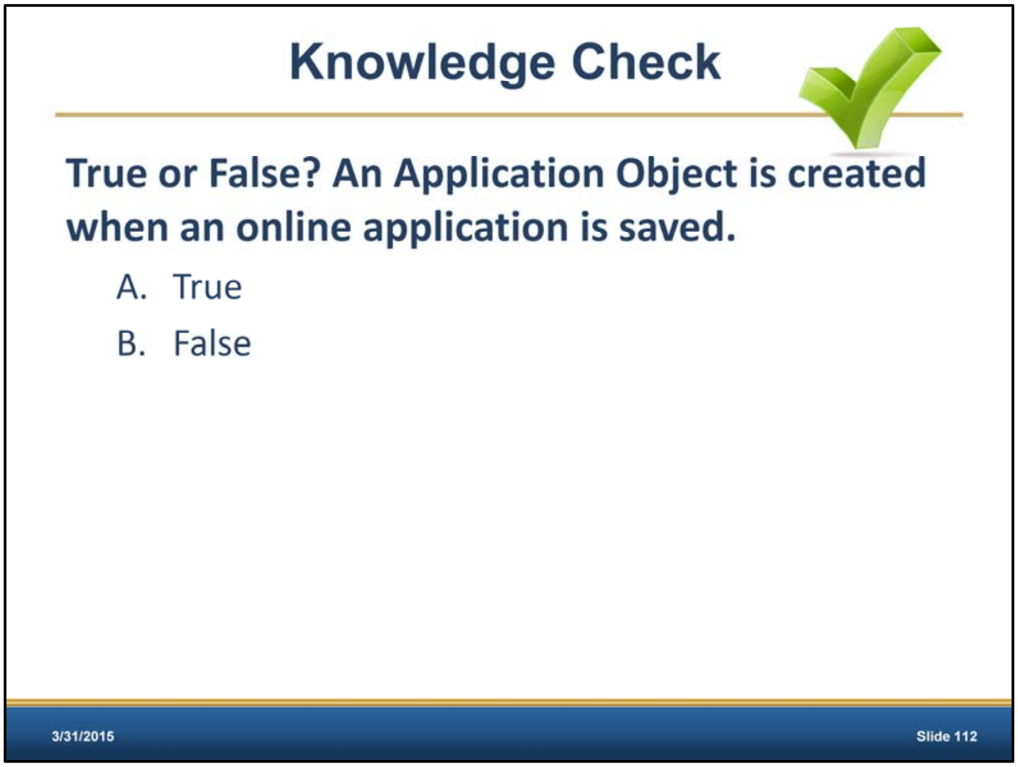


You can go straight from “In Review” to “Application Approved” if that is how the agency wishes to do it. However, MAGIC has the option for extra levels of review that are handled in the statuses and partner function. If your agency would like additional reviewers to take a look at an application, you can navigate to the partners assignment block and add partners for “Reviewer 1” and “Reviewer 2”. These reviewers cannot approve or deny an application; they can only review it and send it back to the external applicant for additional information. Upon completing their review of the application, they change status to “Review 1/2 Complete” and this status update sends it back to the original Analyst. Again, these additional statuses are not mandatory, but an option for additional application review if the agency so chooses.

No one is using reviewer 1 and 2 but it is available

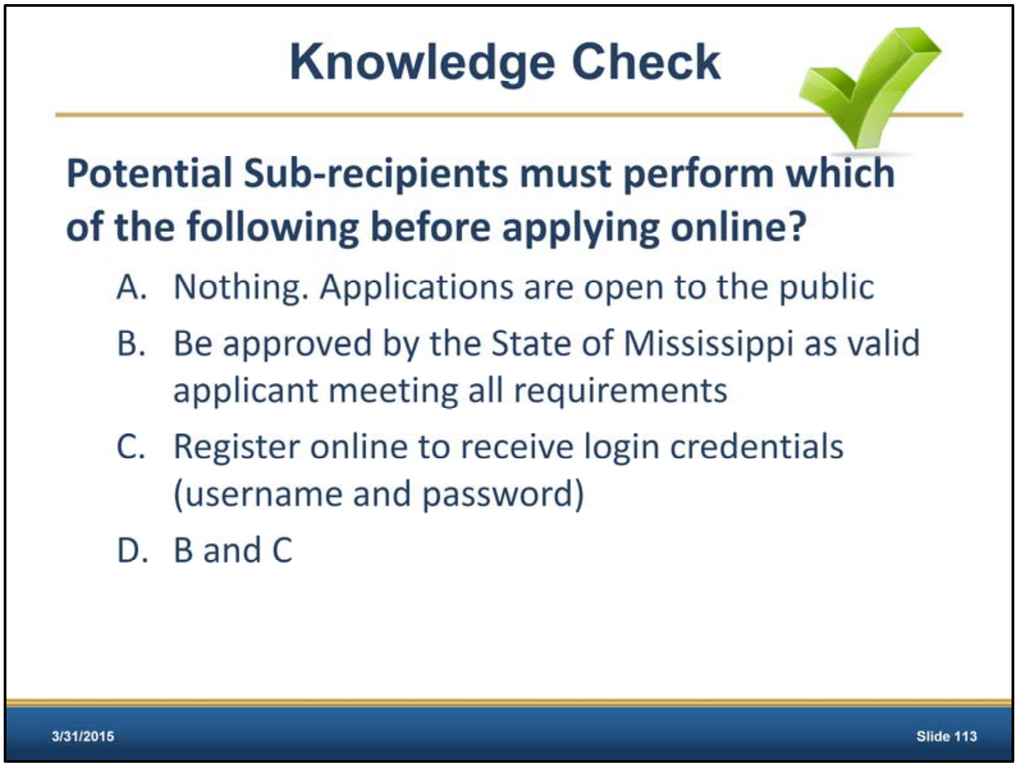


File types that can be attached include: .txt, .doc., .mpeg, .mp3, .xls, etc.

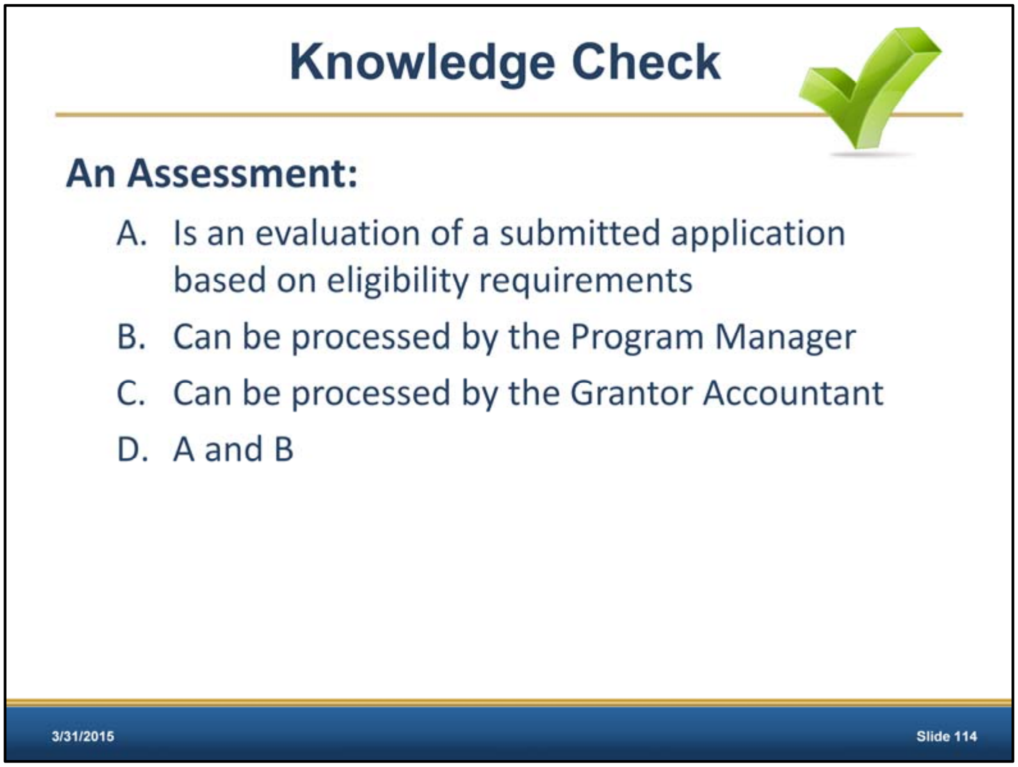


Answer: B. False

Notes: An Application Object is created when a online application is **submitted.**



Answer: D. B and C



Answer: A and B

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Unit 6: Grantor Agreements

Unit Topics:

- Overview
- Creating an Agreement
- Financial Details

Grantor Lifecycle: Agreement

Grantor Agreement

A Grantor Agreement captures the terms and conditions of an awarded grant

- Created from an approved Grantor application
- Represents the contractual agreement entered into by the grant organization (Grantor) and the grant applicant (sub-recipient)
- Uploaded as a form or electronic document and stored with the Grantor object associated with the Application of the specific Grantor Program

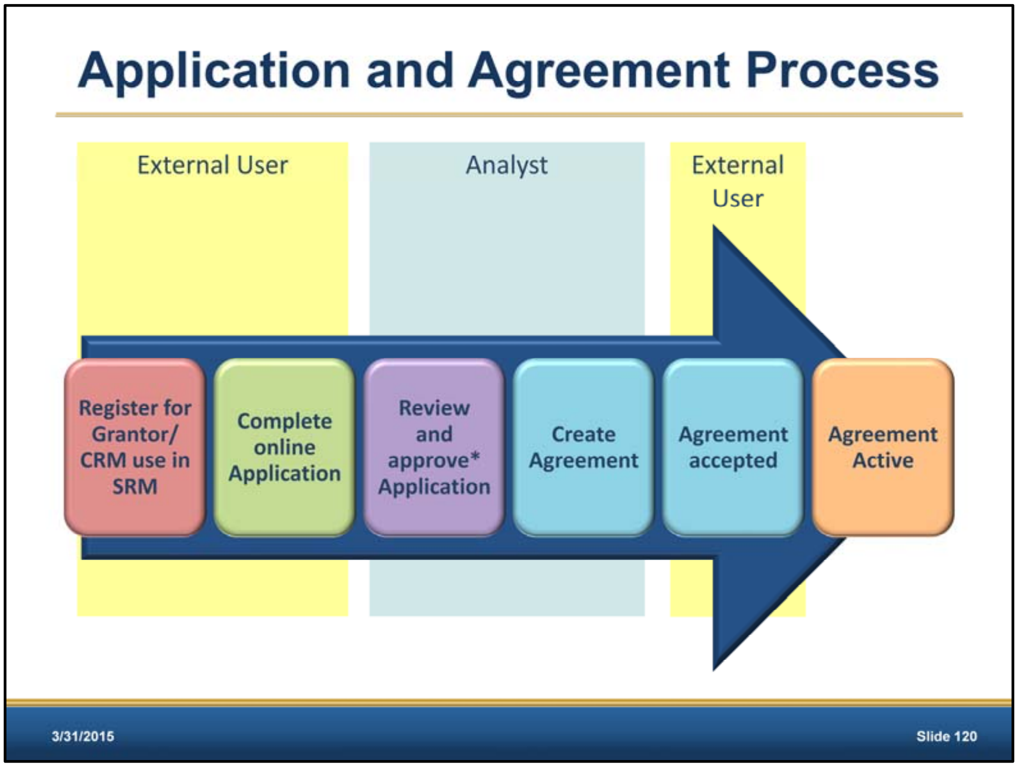
Can be a form or document that is ‘electronic’, uploaded and stored with the Grantor object associated with the Grantor program specific application.

Grantor Agreement (cont.)

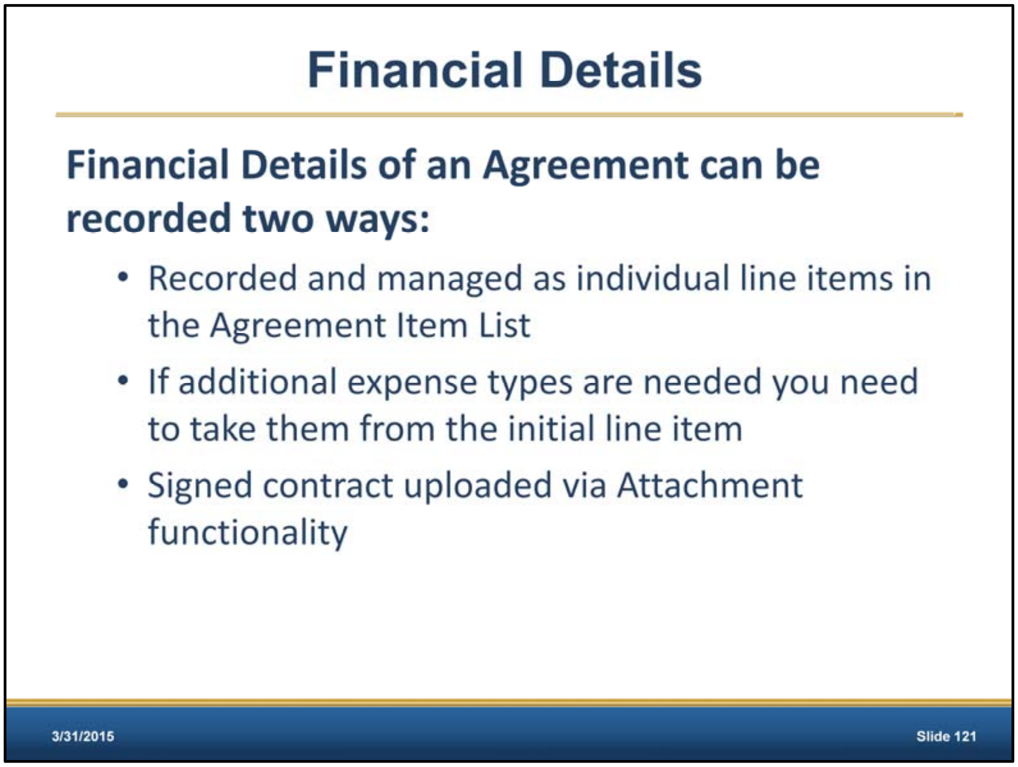
The Agreement includes:

- Funds Reservation
- Business rules framework

The Grantor Agreement is integrated with MAGIC Finance and Controlling modules.



*Approve: Program manager can also approve/deny application



Can be a form or document that is ‘electronic’, uploaded and stored with the Grantor Case associated to the Grantor program specific application.

Arts is doing attachments

Agreement Payment Types

Reimbursement

- All agreements default as the **reimbursement** payment type
- Reimbursement is when the sub-recipient expends money related to the sub-grant and files a claim for reimbursement of costs associated with that program

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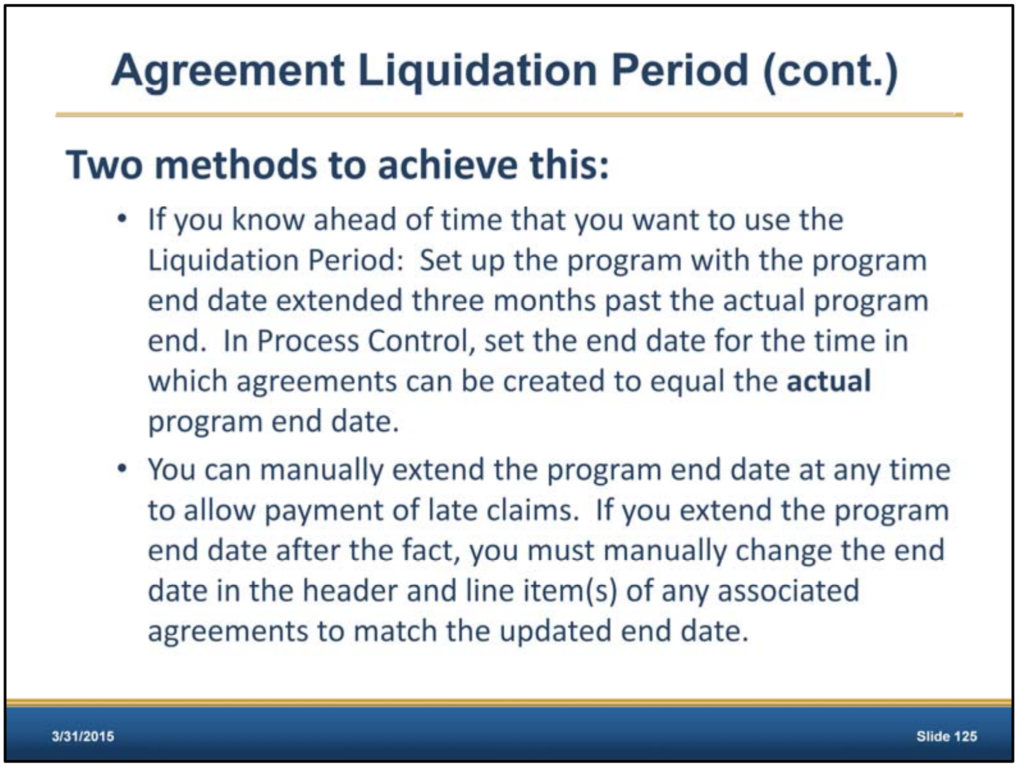
Agreement Payment Types (cont.)

Advance Payment

- When the sub-recipient wants sub-grant money to be paid **in advance** instead of being reimbursed.
- When creating an agreement, create a new line item and select “Advance” when prompted. Then go through the same expense type procedure you normally would.
- Now the Agreement is set up to handle Advance claim reports. Note: An agreement can support both reimbursement and advance payment types at the same time.

Agreement Liquidation Period

The system allows a three month period after an agreement ends in which claims can be submitted and an agency can pay the claims (“Liquidation Period”).



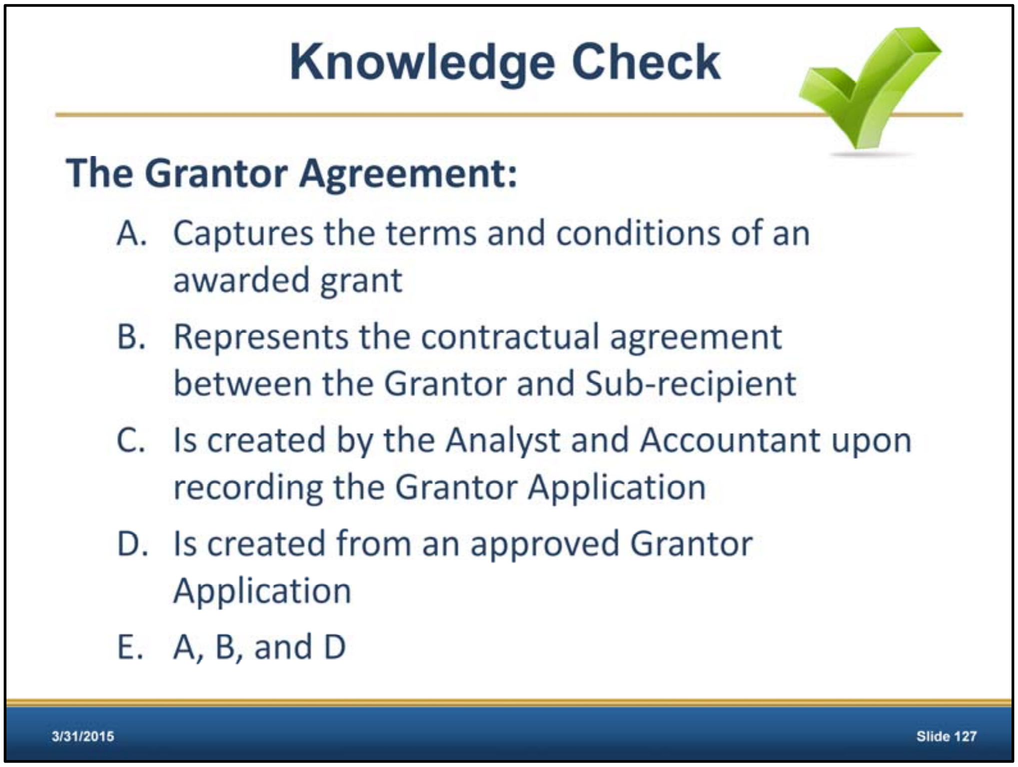
Setting up the program initially with the extended program end date means all agreements will be created with the extended end date.

Extended the program end date after the face to allow payment of claims during the liquidation period means you have to manually update the end date in the agreement(s).

Let's Practice

Instructor Demo

Complete Exercise(s): 6.1 Process Application and Create Agreement (Analyst)



Answer: A, B, and D

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Unit 7: Grantor Claims

Unit Topics:

- Overview
- Claim Forms
- Claim Processing
- Financial Details

Grantor Lifecycle: Claim

Grantor Claims

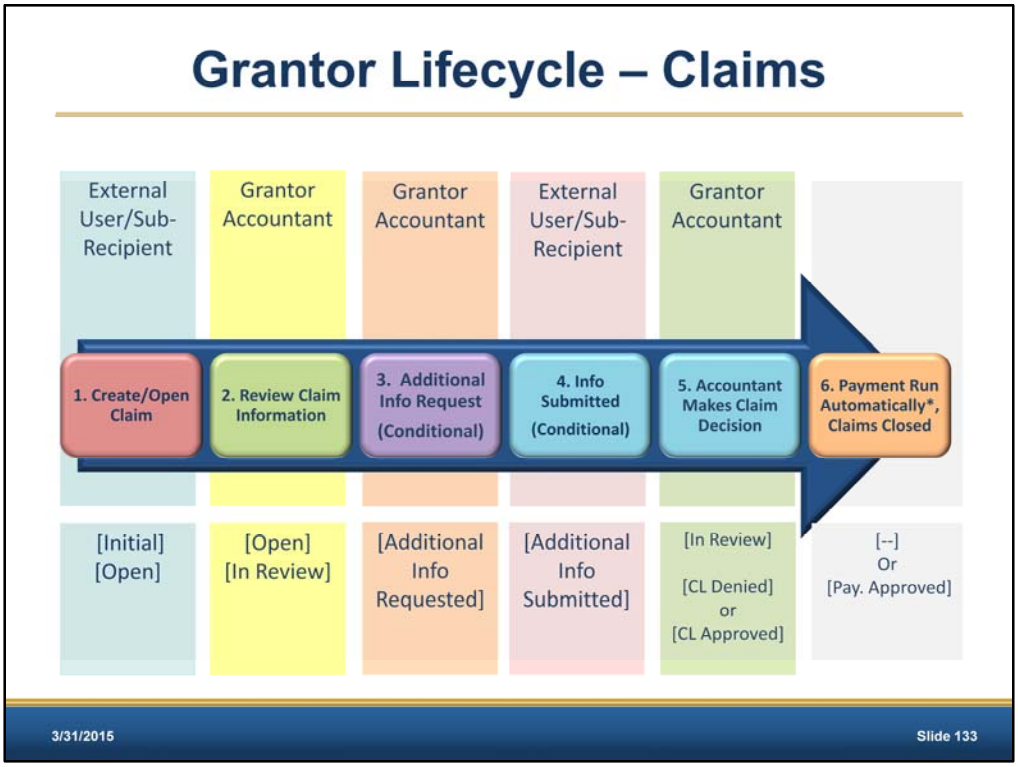
A Grantor Claim represents a request from the sub-recipient for payment or reconciliation of payment based on accounting for incurred expenses or meeting other terms or conditions of the Grantor Agreement.

- Claim items are checked manually or automatically for eligibility
- The Claim is assigned to the relevant Agreement
- Individual Claim items are assigned to Agreement line items

Grantor Claims (cont.)

Claims can be submitted via multiple channels (examples: web form, phone, fax, mail, email)

- Claims trigger a Billing Document used by Finance
- Availability Check is executed against the agreement and any advances cleared
- Notes and Attachments may be added
- MAGIC financial data is updated and current



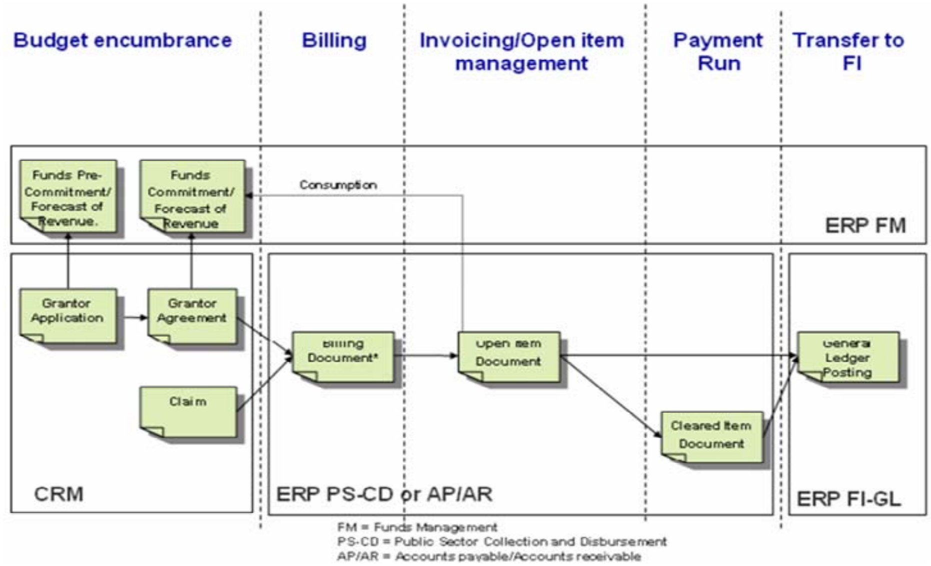
Role across top

Process in arrow

Status in bottom

1. External User/Sub-Recipient submits claim
2. Grantor Accountant reviews claims
3. Accountant requests additional information, if needed
4. External User provides additional information, if needed (3 and 4 repeat until all required info supplied)
5. Accountant makes final determination and approves or rejects claim
6. Payment run automatically (if claim was approved) and claim is closed

Financial Document Flow

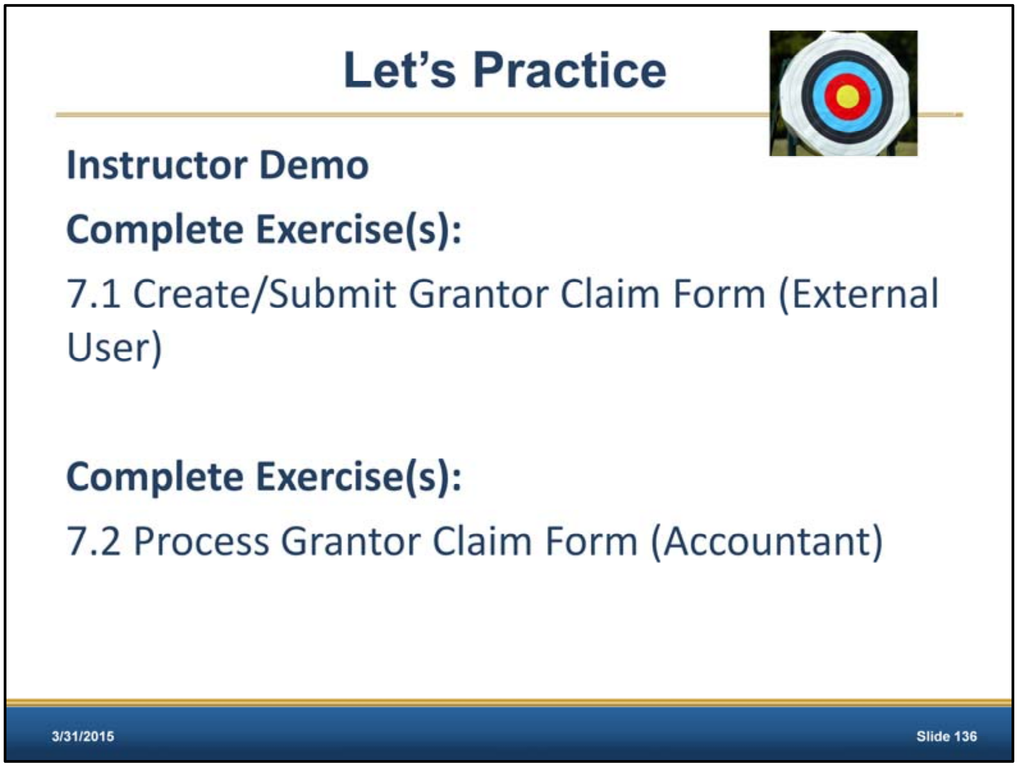


Claim Expense Categories

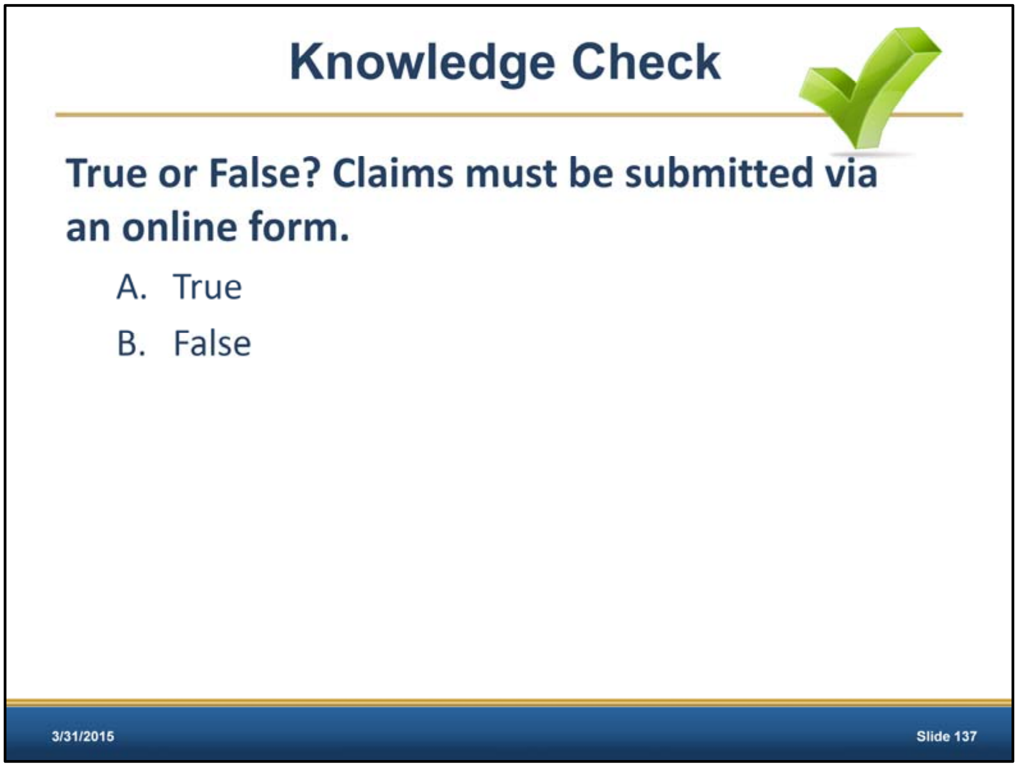
Expense Categories are assigned to the Grantor Program.

Common expenses include:

- Salaries and Wages
- Travel and Subsistence
- Contractual
- Commodities
- Capital Outlay
- Subsidies

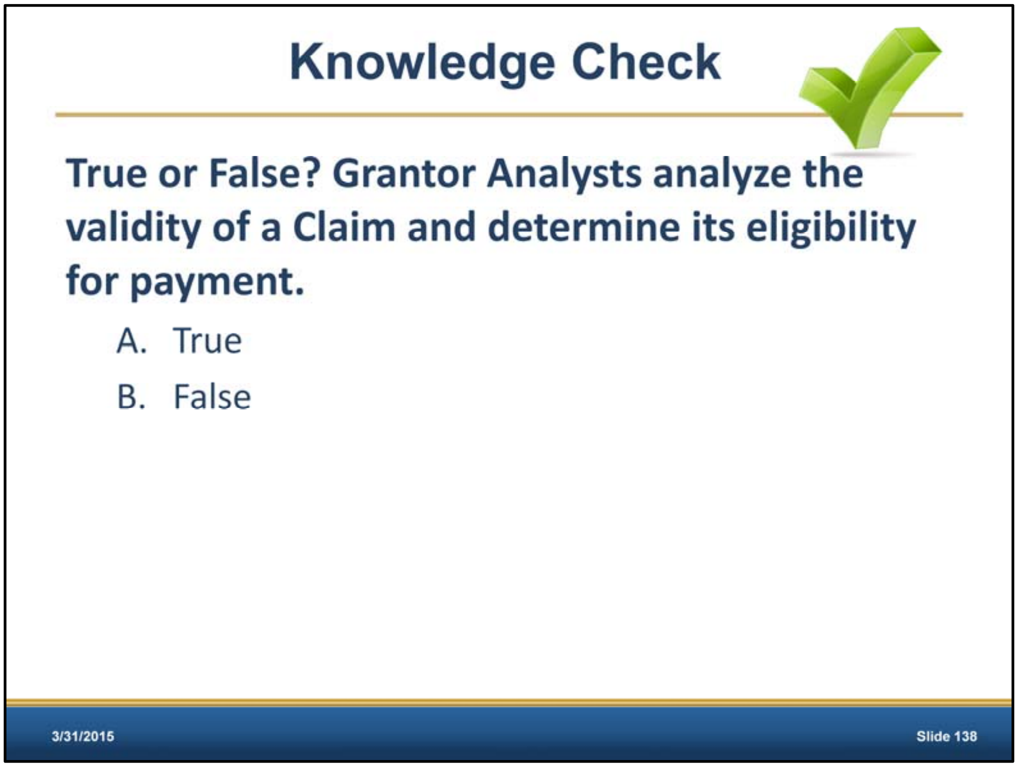


Exercise 7.1: Do Instructor demo that includes adding an attachment for supporting documentation.



Answer: B. False

Notes: The can also be submitted via phone, fax, mail, email, and other means.



Answer: B. False

Notes: Accountants review and process claims, either approving or rejecting payment.

Course Map

Unit
1 MAGIC and Grants Overview
2 CRM Web User Interface – Access and Navigation
3 Grantor Programs
4 Grantor Forms
5 Grantor Applications
6 Grantor Agreements
7 Grantor Claims
8 Grantor Change Requests
9 Grantor Case Management and Reporting

Unit 8: Grantor Change Requests

Unit Topics:

- Overview
- Change Request Forms
- Processing Changes

Grantor Lifecycle: Change Request

Grantor Change Request

A Grantor Change Request represents any change, initiated by the Sub-recipient or grant organization, that has an impact on an existing Agreement.

- Manages changes to a Grantor agreement after the agreement has been approved and released
- Evaluates important changes to the agreement
- Generates new versions of the agreement as PDF documents for internal tracking and external processing

3/31/2015 Slide 142

A Grantor Change Request can be a form or document that is uploaded and stored to the Grantor case.

Examples of Change Requests include:

- An organizational change in the Grantor organization
- A request for additional funds
- A change in the grant organization

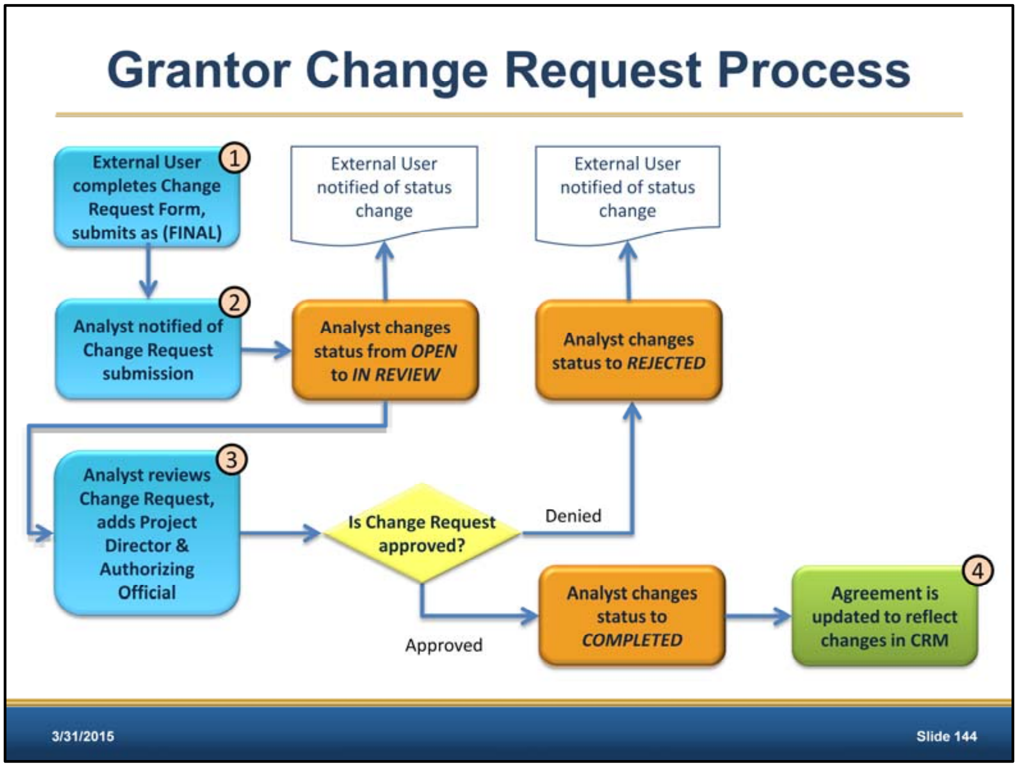
Change Request Form

An External User accesses a Change Request Form via the CRM Work Center.

- Follow this menu path:

  Navigation Bar → Agreements → Change Request Forms

3/31/2015 Slide 143



Status:

OPEN → IN REVIEW →

- REJECTED
- COMPLETED

Grantor Change Request

Notes

- Life of a Change Request comes after an Application is submitted
- A Change Request cannot be used to make an agreement retroactive

Let's Practice

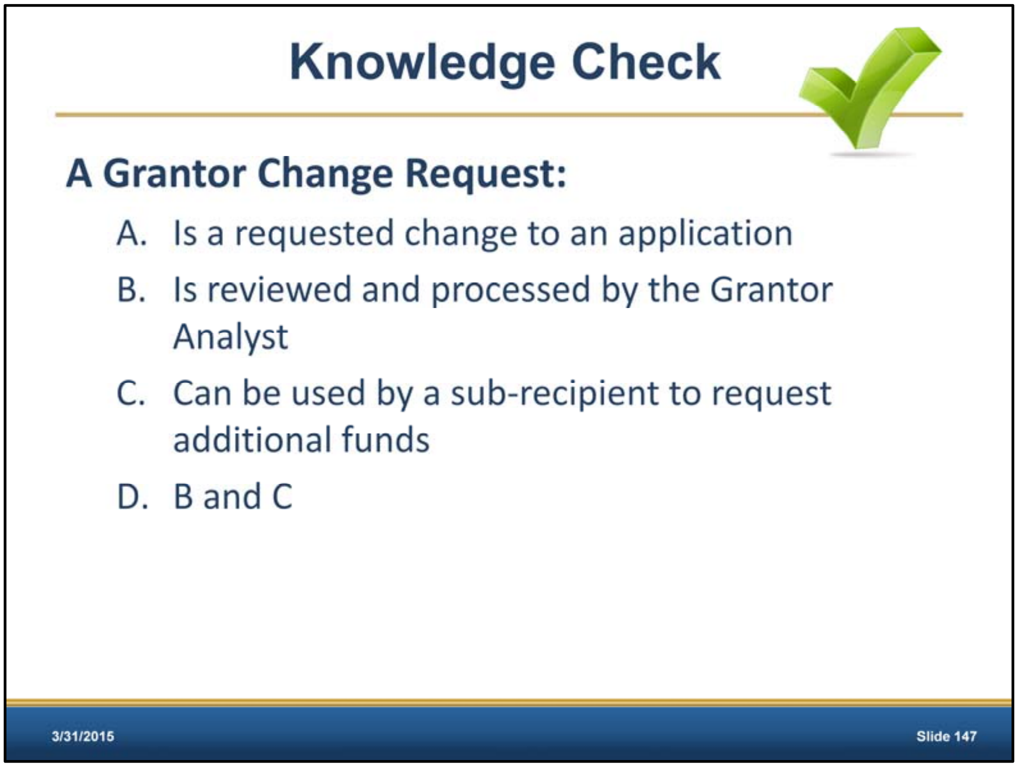
Instructor Demo

Complete Exercise(s):

8.1 Create/Submit Grantor Change Request Form (External User)

Complete Exercise(s):

8.2 Process Grantor Change Request Forms (Analyst)



Answer: D. B and C

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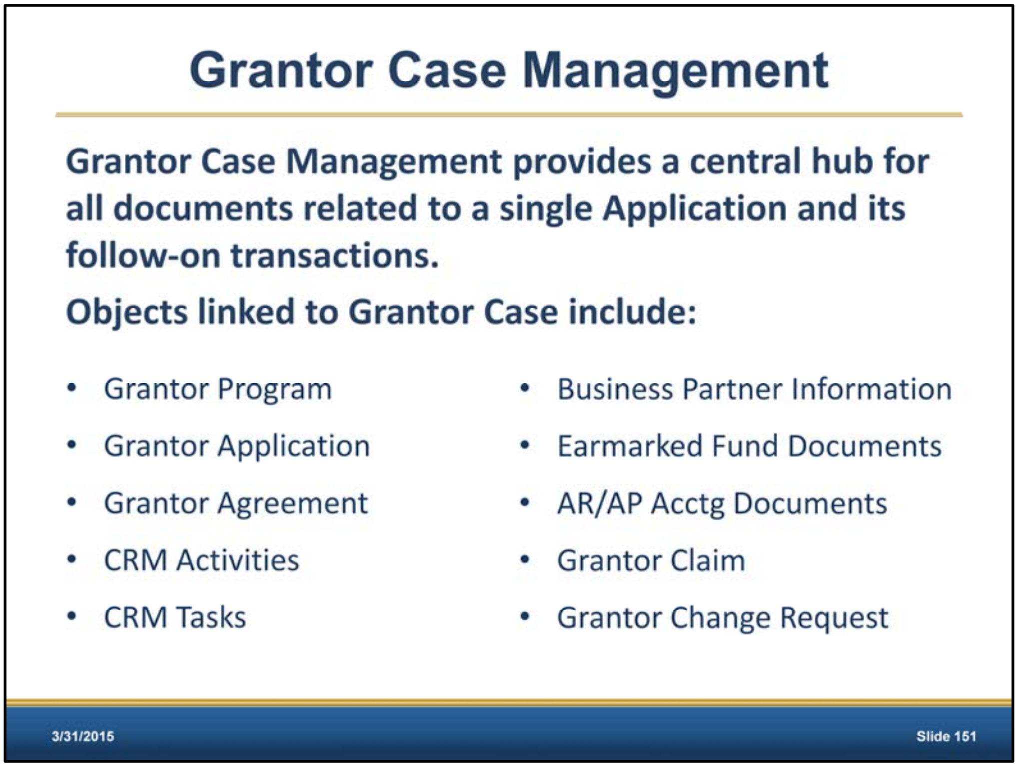
Unit 9: Grantor Case Management and Reporting

Unit Topics:

- Overview
- Features and Usage
- Reporting

Grantor Lifecycle: Change Management and Reporting



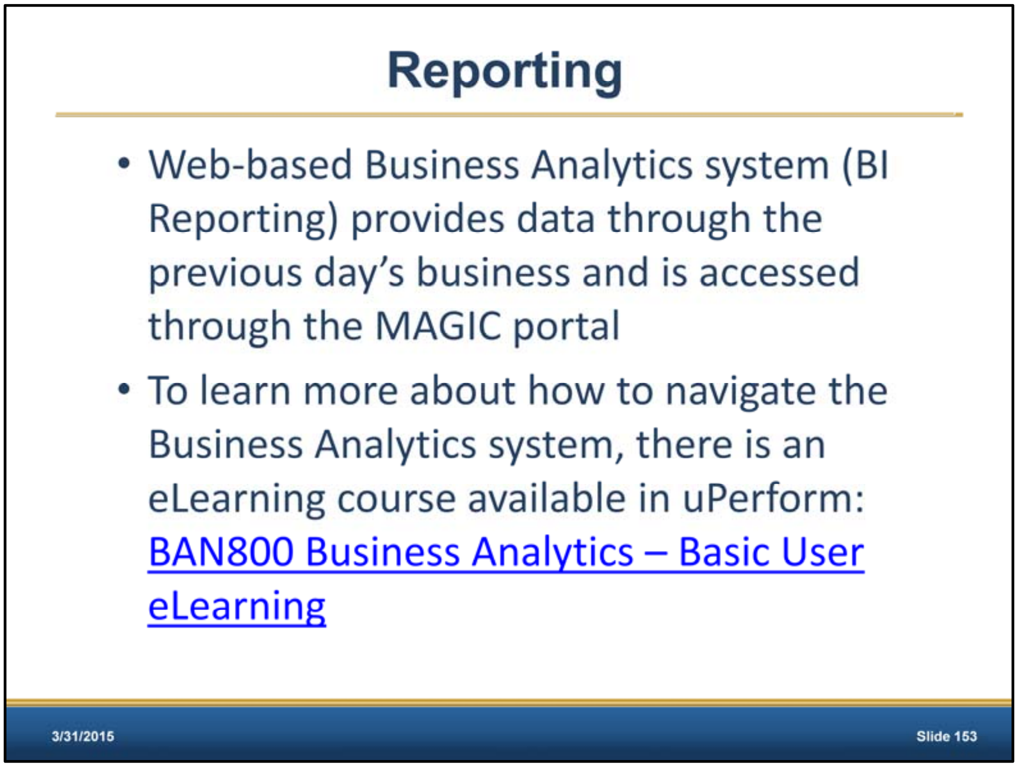
To effectively manage a Grantor file, the program manager can use case management.

The linked objects can either be assigned manually or automatically when you save a released application.

Grantor Case Management

Monitoring

- Grantor monitoring is managed with CRM Activities
- Activities can track and monitor progress of a case, as well as provide information for all interactions with the sub-recipient during the Grantor life cycle
- Examples of Activities: telephone calls, customer calls, general tasks, reminders of appointments, etc.



Currently, Grantor Management is using the Web based Business Analytics system, BI Reporting.

Let's Practice

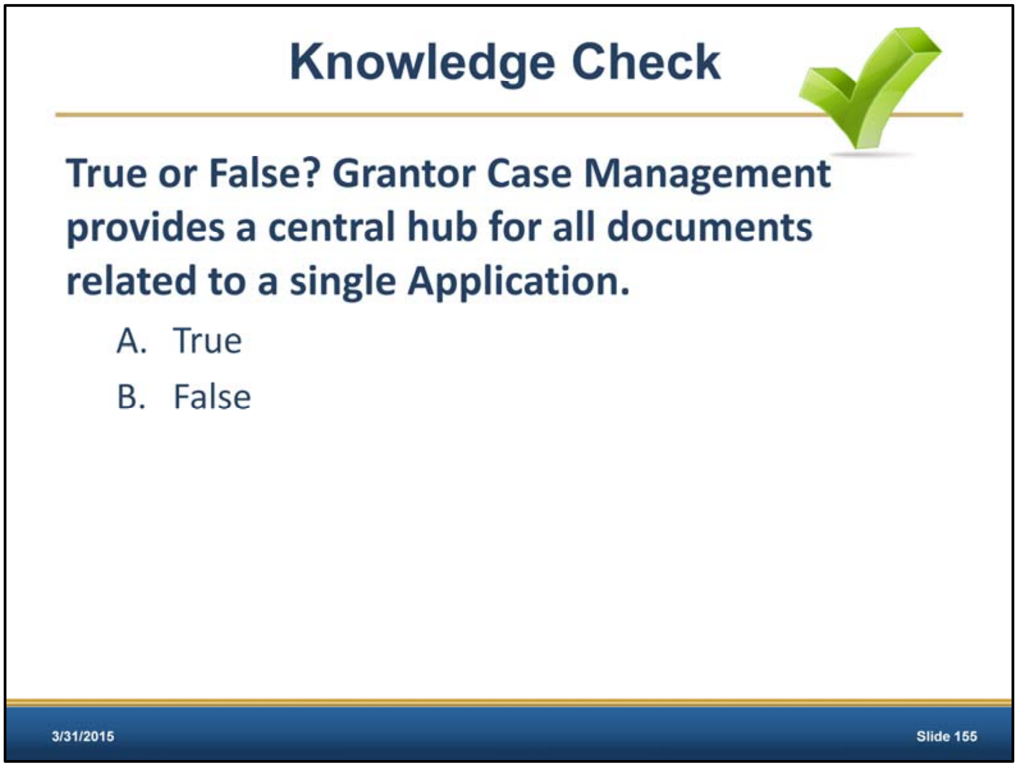
Instructor Demo

Complete Exercise(s):

9.1 Display BI Report

3/31/2015 Slide 154

Refer to Job Aid: Grantor Agreements Report



Answer: A. True

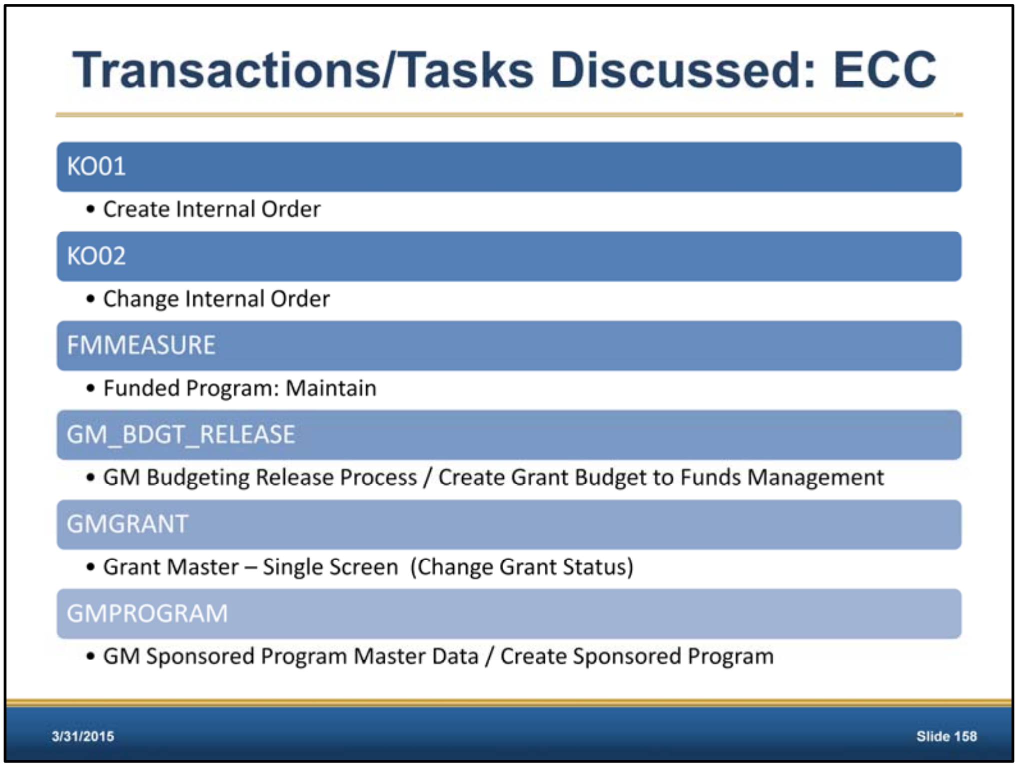
Course Summary

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

- Access and navigate MAGIC
- Describe the Grantor programs
- Describe the opt-out procedure
- Identify Grantor forms
- Describe the Grantor agreements
- Identify Grantor claims and change requests
- Describe Grantor case management
- Run Grantor reports

Transactions/Tasks Discussed: CRM

- Create Grantor Program (Administrator)
- Create/Submit Application Form (External User)
- Process Application and Create Agreement (Analyst)
- Create/Submit Grantor Claim Form (External User)
- Process Grantor Claim Form (Accountant)
- Create/Submit Grantor Change Request Form (External User)
- Process Grantor Change Request Forms (Analyst)
- Display BI Report



Refer to slide 64. These transactions are used in ECC to set up the grant and are prerequisites for creating a GRANTOR program. Remember that not every step in the setup process is performed by a Grantor role.

- KO01: Use this transaction to create an internal order/cost object that collects actual and plan revenues and costs. statistical and activity data. Internal orders typically collect and analyze actual and planned costs related to a specific project, event or asset under construction. The project/event will span several accounting periods and all costs can be settled in the period they were incurred. Internal Orders typically contain a name, person responsible. assignment to an organizational unit and an order type. which determines the method of settlement.

- KO02: Use this transaction to change an internal order/cost object that collects actual and plan revenues and costs. statistical and activity data. Internal orders typically collect and analyze actual and planned costs related to a specific project, event or asset under construction. Input the internal order number, click ENTER and update the internal master record data fields.

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/MAGICTraining