



MISSISSIPPI MANAGEMENT  
& REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

# Grants Management: Grantee

FIN 210



2/17/2016



Slide 1

## Welcome & Introduction

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- Instructor
- Assistant
- Experience & background
- Attendees



## Course Details

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**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

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## 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

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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.**

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### **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.

## Training vs. Production Systems

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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



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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.

## Course Objectives – Day 1

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**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

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**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**

2 – Create a Grant

3 – Submit a Grant for Approval

4 – Setup the Billing Plan

5 – Create a Grant Budget

6 – Maintain a Grant

7 – Grant Reports

# Unit 1: Grants Management Overview

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## Unit Topics:

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



## Grants Management Overview

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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 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

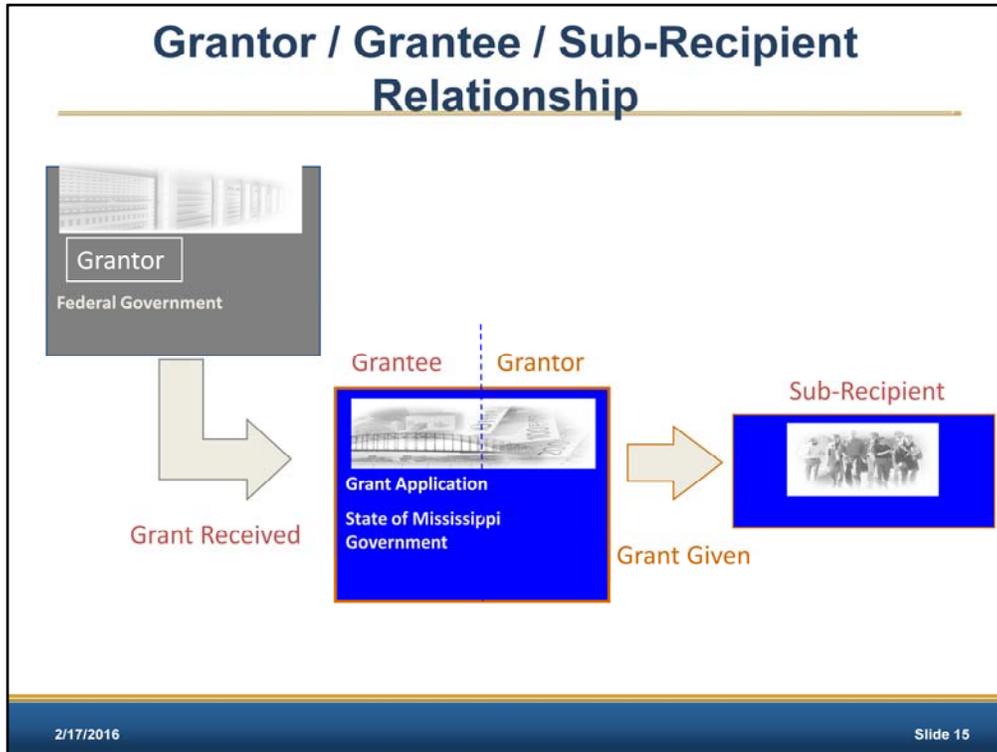
## Grants Management Overview (cont.)

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### 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





- **STOP and review the Business Process Flowchart – Grantee 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

## Grants Management Overview (cont.)

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### Grant Management leverages data from other business functions in MAGIC

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

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It's 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 jobs can be easily accessible through an integrated system.

In this class, we will learn that Internal Orders are the link that ties Grants Management to the Finance, Controlling, and Funds Management modules within MAGIC.

# Key Terms



Term	Definition
<b>Business Area</b>	Four digit number representing the Agency
<b>Fund</b>	The Fund has the same meaning as the SAAS Fund
<b>Functional Area</b>	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.
<b>Cost Center / Fund Center</b>	Simple cost collector used to map employees to departments, record agency level budgets, and track general indirect expenses related to operating an agency
<b>Internal Order</b>	Controlling object used to collect costs for grants, disaster-related expenses, and miscellaneous events that require special cost collection.
<b>WBS Element</b>	Work Breakdown Structure Element: Used to collect costs for projects
<b>Workflow</b>	Automated MAGIC function used to route documents for approval

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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.

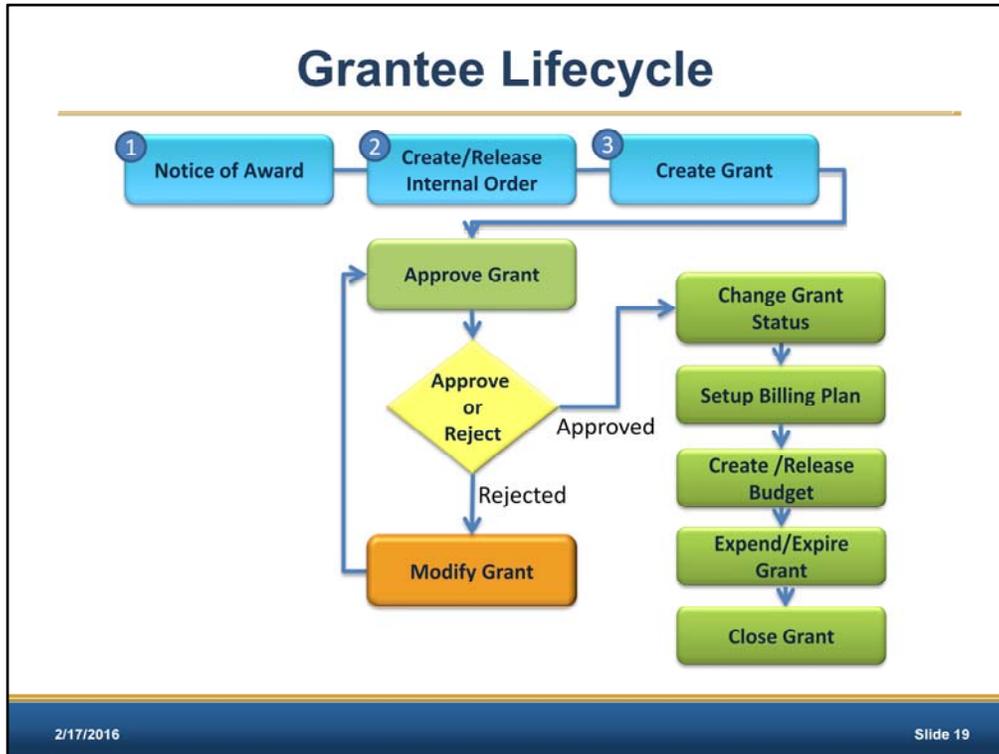
## Language Crosswalk

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

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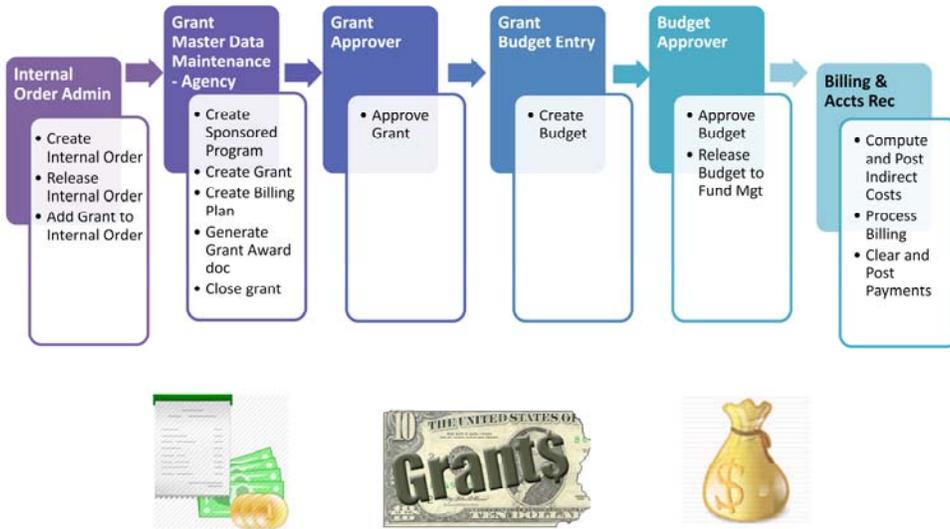
This slide shows the correlation between SAAS and MAGIC terminology. Please remember that in the 4 modules, FI, CO, FM, and GM, these master data items may have different names. The Key Term definitions point out some of the correlations between names of data items in different modules.



This process is initiated when the Federal or Non-Federal Sponsor sends a notice of award. The first step requires an Internal Order to be created and released. The Notice of Award becomes the point of reference for the grant record that we will create today.

The diagram above depicts the grantee lifecycle process.

# Grantee Lifecycle Roles



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In addition to the grant-specific roles shown on the slide, other key players in the agency support Grants Management: Internal Orders Administrator, Billing Administrator and Accounts Receivable

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

## Award Setup

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**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:**

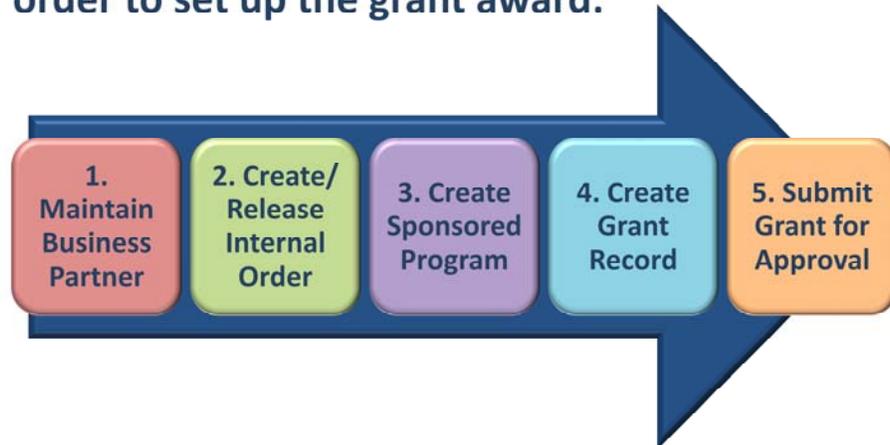
- Maintain the Grant Master Record
- Define approval levels
- Set up a billing plan



We will define each one of these data elements as we progress through this unit.

## Award Setup Process

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



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Specific master data must be set up and entered into the Grant document. This process depicts those master data elements and the steps to follow prior to the Grant being submitted for review and approval.

## **Maintain Business Partner (BP)**

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**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

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Sponsors are referred to as “Business Partners” in MAGIC.  
BP master records are centrally maintained by DFA.  
The Sponsor is referred to as a “Customer” in FI.

## Maintain Business Partner (cont.)

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### 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

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Grants can have only 1 sponsor . If you need more than one sponsor for a grant, you would create separate grants for each sponsor. You can then combine the grants for reporting by creating a grant group and adding the grants to the group.

## Internal Orders for Grants

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**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

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.

## Internal Orders for Grants (cont.)

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

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

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### 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

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### Instructor Demo

**T-Code/Task:** KO03

### 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

B. The Agency responsible for the Grant

## Sponsored Program

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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

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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-Only” Sponsored Program**

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### **Budget-only sponsored programs:**

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

# “Budget-Only” Sponsored Program

Sponsored Program	Sponsored Class	Planning Allowed	Budgeting Allowed	Actuals Allowed
003000000308	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
003000000308	6000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6030	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6200	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6700	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6820	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6830	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6840	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6850	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6860	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6865	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6870	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6875	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003000000308	6885	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

On the Supported Object tab, Sponsored Class 6 is set as Budgeting allowed but Actuals not allowed.

## Create Sponsored Program

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



Sponsored Program 003000000342

Basic Data Budget Transfer Allowed Budget and Postings Responsibility

- **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

In order to use the sponsored program with multiple cost/funds centers, you must complete the “Allowed Budget and Postings” tab. This is necessary, for example, when a grant supports multiple offices within an agency.

# 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	70000008000	70000000080

### 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.



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

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

## 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:

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

## Let's Practice

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**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

A. True

# **Break Time!**

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**15 minute break**

**Please return to your seats in a timely manner**

## Create a Grant Record

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- 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



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Attachments are included with a document through a function called “Open Text”. The Open Text function allows you to attach documents directly from your hard-drive with a click of a button. We’ll demonstrate that in today’s session.

## 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

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You must assign a grant type to each grant you create. Once made, this assignment cannot be changed.

The grant type describes a grant and controls its behavior.

The grant type also determines grant posting controls, Funds Management (FM) integration requirements, and Records Management (RM) requirements.

Passthrough Grant:

- State receives funding and passes a portion on to another state agency

Non Grant: A grant allows the use of multiple cost centers/funds centers through the Sponsored Program. The Non-Grant Grant has been established to allow an Internal Order to use the functionality of multiple cost centers/funds centers for activities other than grants (for example, when an internal order supports multiple offices within an agency).

## Grant Record: General Data

General Data **Reference** Responsibilities Posting Budget Billing Dimensions

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

Grant: 38 Incoming Grant  
Grant Type: 01 Standard  
Sponsor: FEDDOT US Department of Transportab  
Deletion Indicator

General Data Reference Responsibilities Posting Budget Billing Dim

**Basic Data**

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

**Description**

Name: INCOMING GRANT  
Description: Incoming Grant

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Grant Type and Company Code will pre-populate.  
Sponsor is the funding entity.  
Scroll down to enter Valid from and Valid to dates for internal use.

## 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 selected and highlighted with an orange border. Below the tabs, the "Reference" section contains several input 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"/>

CFDA Number is required, when applicable, but the other codes are optional.

## 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

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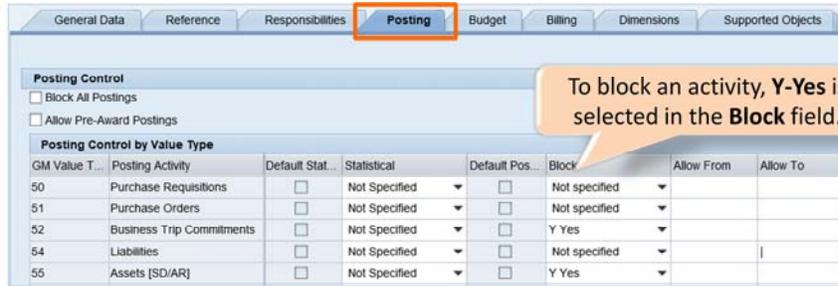
We will go into Workflow in more detail when we discuss how to submit a grant for approval in Unit 4.

Responsibilities tab:

- Define approval cycle (workflow cycle)
  - Responsibility Type: click on box to the right (in “Res” column) and choose depending on agency needs (Hover over field to see “Search Criteria” box to the right)
  - Type: Click on box to the right and choose “User”
  - ID: click on box to the right and choose User ID
    - Search box will open; defaults to wildcard search using the “\*”
    - Press Enter or click on green check mark at bottom
    - List of users will appear that have approval rights
    - Choose user and press Enter or click green check mark at bottom
    - Valid from/Valid to date: Enter dates this user is valid for
- Repeat steps as needed for an agency

# 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.

The screenshot shows the SAP Grant Record interface. The 'Budget' tab is selected. The 'Budget Validity' section contains the following fields:

- Grant FY variant: V9 (Oct - Sept, 4 special periods)
- Company Code FY Variant: Z6 (July - June, 4 special periods)
- Splitting Rule: 100 (Split by Grant Validity)
- Budget Transfer Restrictions

A callout box points to the 'Grant FY variant' field with the text: "Align Grant FY variant to grant award date". Another callout box points to the 'Splitting Rule' field with the text: "Defaults".

The 'Budget Validity Periods' table is shown below:

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

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The Fiscal year variant for the Grant will depend on the validity dates of the grant.  
For Example:

V3 – April to March – Use for Grant awarded in April.

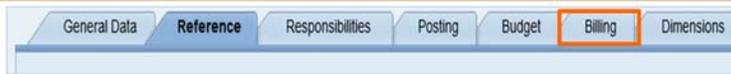
V6 – July to June – Use for Grant awarded in July.

V9 – October to September – Use for grant awarded in October.

There are more values, covering all the months of the year.

The Splitting Rule and Company Code FY Variant are the same for every grant and control basic processing for all grants.

## 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

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Organizational data elements are always the same:

Sales Organization – “SOMS”

Distribution Channel – “10”

Division – “10”

Billing types determine how billing is done:

Manual – All billings are manually created

Resource Related Billing – Grant is billed as resources are consumed

Periodic Billing – Equal amounts on the same date of each month

Milestone – Billing is performed based on predefined milestones agreed to by the Sponsor and the State

## 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

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Fund Represents Source of Funding for a Grant.

Fund Types:

- External Funds represent the Sponsor's award amount
  - Grants must have one and only one External fund
- Internal Funds should always be marked as "IDC Recovery" or "Cost Sharing," or both

## Grant Record: Dimensions (cont.)

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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 Program	Program Description
003000000342	Under age drinking
700000000080	Under age drinking

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

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

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

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Sponsored Class is an object used to summarize the organization's expenses based on the Sponsor's cost categories.

- Technically: length 12 char.
- Always derived from GL Account
- Can also be derived from GL Account + Other Data (e.g. Sponsor, Grant Type)
- So can have multiple 'sets' of sponsored classes

IDC Relevant:

Prepopulated based on the Sponsor ("Business Partner") but can be changed based on the individual grant.

## **Grant Record: Supported Objects**

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### **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
<b>Cost-Sharing Rule</b>		
Cost Sharing Rule	2 SHARING ON TOTAL GRANT COSTS	
Cost Share Rate	10.000	

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- 1 SHARING ON TOTAL DIRECT COSTS** is used when there are no indirect costs allowed.  
**2 SHARING ON TOTAL GRANT COSTS** includes IDC.

## 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

E. All 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 3: Submit a Grant for Approval



### Unit Topics:

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

## Grant Approval Process

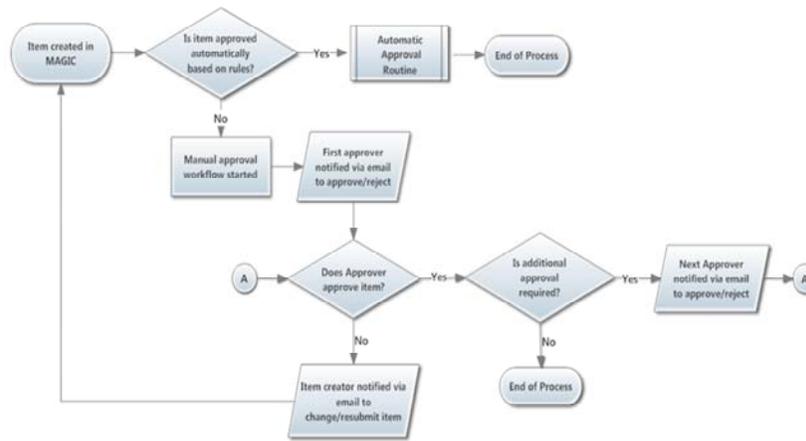
---

**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



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Based on rules defined by SOMS, the workflow in MAGIC is set to send items for approval. Some items may be automatically approved based on programmed thresholds. In manual approval, items which require multiple authorization levels are moved up the approval chain automatically. The workflow process loop is closed when the last approver provides approval.

## 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)

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The Grant Internal Order Administrator is responsible for adding the Grant number and attaching the Grant to the Internal Order. How to create and change an Internal Order is reviewed in the course, *FIN310 Internal Orders*.

KO02 – Change Internal Order is the transaction used to add the grant number and attach documents.

## 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

The screenshot shows a web-based application form titled "Create Grant Master - Incoming". The form is divided into several sections:

- Grant Information:** Includes fields for Grant Type (Main Grant), Grant Number (0000000000), Department of Health and Human Services, and Application.
- General Data:** Includes fields for Grant Type (Main Grant), Company Code (0000), State of Mississippi, Sponsor (Department of Health and Human Services), and Payment Group.
- Description:** Includes fields for Name, Description, and Long Description.
- Currency and Conversion Factors:** Includes fields for Grant Currency (USD), Grant Title, Exchange Rate, Date of Exchange Rate (10/09/2014), Exchange Rate (1.00000), Basis (Error), and Basis (00).
- Grant Validity:** Includes fields for Valid From Date (10/01/2014) and Valid To Date (12/31/2014).
- History:** Includes a field for Copied From.

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The training system will show “save” instead of “submit” because the training system does not have workflow enabled.

## 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



Documents are attached to the grant using transaction GMGRANT

## 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

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Open Text provides backup services for all documents in MAGIC. It is used in the modules of Finance, Sales and Distribution, and Materials Management, as well as the Portal.

- Every document created in MAGIC, regardless of the module in which it is created, is stored using Open Text. Open Text is recognized for audit purposes as an electronic document storage system.
- Document attachments containing backup information are stored in Open Text.

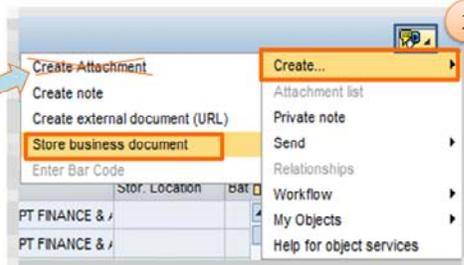
# Storing Business Documents

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

Path:

- a. Services for object (📄)
- b. Create...
- c. 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).

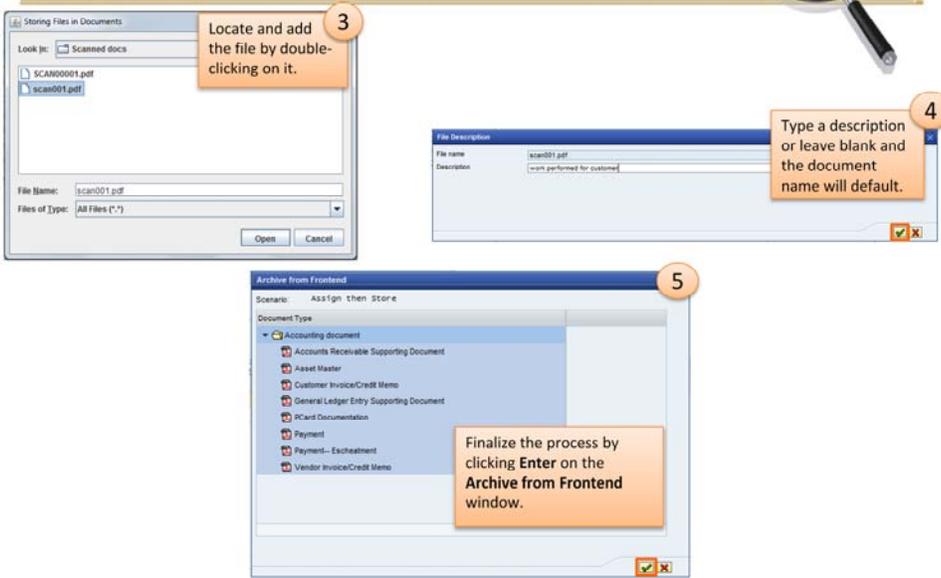
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You are able to search for documents using the transaction code J6NY to access the DocuLink program. This program lists all documents created in the system by module area. Selection criteria on the initial screen allow for specification of items to narrow the search for a document.

More information on how to attach and view documents is provided in specific role based classes where applicable.

# Attaching PDF Documents



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

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

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

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After documents are attached they can be viewed in MAGIC by accessing the item in the **Display** transaction and then locating the document in the **Attachment list** located in the **Services for Object** menu. Additionally, you can search for documents using the transaction code J6NY to access the DocuLink program. This program lists all documents created in the system by module area. Selection criteria on the initial screen allows for specification of items to narrow the search for a document.

More information on how to attach and view documents is provided in specific role based classes where applicable.

# **Break Time!**

---

**15 minute break**

**Please return to your seats in a timely manner**

# Course Map



## Unit

1 – Grants Management Overview

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7 – Grant Reports

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In this unit, we continue to create the Grant Record. This unit specifically focuses on the billing plan that is required as part of this process

## 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

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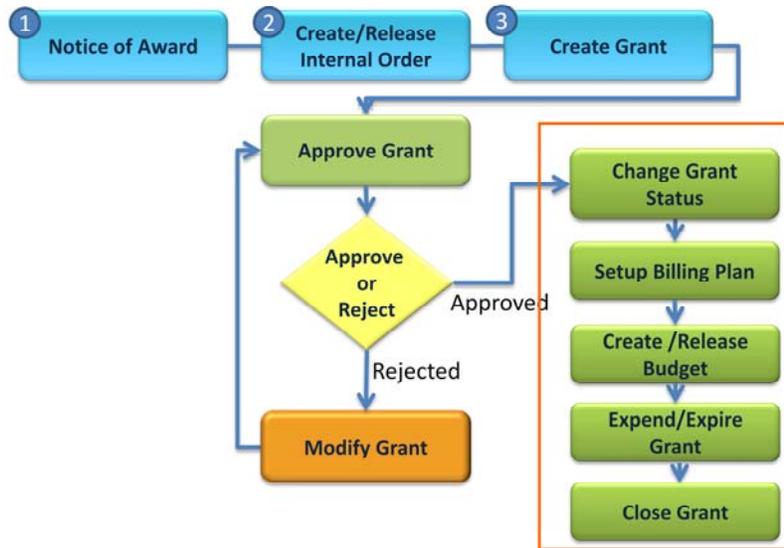
In this unit, we discuss the steps that follow once a grant has been approved. We'll start off with the step of changing the grant status and generating the grant award document, then move on to setting up the Billing Plan that applies.

# Key Terms



Term	Definition
<b>Personal Object Work List (POWL)</b>	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.
<b>Universal Worklist (UWL)</b>	A tool that allows you to manage tasks, receive alerts, and handle notifications from multiple sources.
<b>Milestone Billing</b>	Billing based on Milestones agreed to by the Sponsor and the State
<b>Periodic Billing</b>	Billing for a fixed amount on a predefined schedule (monthly, quarterly or yearly basis)

# Grantee Lifecycle



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This unit focuses on the part of the Grantee lifecycle in the red box .

## 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

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The Sales Order number is located on the **Billing** tab.

The Budget Validity Periods are located on the **Budget** tab.

For **Passthrough Grants**, the status is changed to “Application”. This status change will trigger a new approval process. Once approved and the Grant Award Document is received, the Grants status is changed to “Approved”. The Budget for the Passthrough Grant may now be created at this status.

## 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



In this unit, we will review the steps for creating a Milestone Billing Plan and a Periodic Billing Plan

## 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

Grant must already exist and the Internal Order updated to associate the Internal Order with 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	

SD Order	
Sales document	30

Double-click the Sales document to view the Sales Order

## 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	
10	ZGM_RRB		EA	<input type="checkbox"/>	

The Conditions tab contains pricing details.

Price Amounts

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

Qty: 1 EA    Net: 10,000.00 USD    Tax: 0.00

## Create Periodic Billing Plan (cont)

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

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



The Milestone dates are created based on when you think a milestone will be complete. If the milestone is not reached, the date can be changed.

## 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

C. Periodic Billing

# Course Map



## Unit

1 – Grants Management Overview

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## 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

The transaction GM\_CREATE\_BUDGET – Create a grant budget, is used here. “Held” is used when there is an interruption while entering the budget and you want to save the document for later completion.

## 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 software interface for entering budget header data. The form is titled 'Header' and 'Additional Information'. It contains several fields: 'Process' (a dropdown menu with 'ENTR Enter' selected), 'Grant' (a text box with '92'), 'GM Doc Type' (a dropdown menu with '10' selected), 'Header Description' (a text box), 'Currency' (a dropdown menu with 'USD'), 'Document Date' (a date field with '12/17/2013'), 'Budget Version' (a text box with '0'), 'Document Status' (a dropdown menu with 'Held Held'), 'Reversal Status' (a dropdown menu with 'Normal'), 'Budget Status' (a dropdown menu with 'U Unreleased'), and 'Reason Code' (a checkbox). Two callout boxes are present: one pointing to the 'Process' dropdown with the text 'Choose from list: Enter, Return or Supplement', and another pointing to the 'GM Doc Type' dropdown with the text 'Drop-down list'.

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When creating the budget, the other fields in the Header are automatically populated. Process has a number of options:

- Enter: Create a new budget
  - Original budget award
  - Original cost share budget
  - Move budget between Sponsored Programs
- Return: Adjust existing budget
  - Reduction of budget by sponsor
  - Reduction of cost share budget in closing
- Supplement:
  - Additional budget awarded by sponsor
  - Additional cost sharing committed

## 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
<b>Class Ty</b>							<b>20,000.00</b>	
000010	07/01/2013	06/30/2014	5320100000	003000000306	6	CC	10,000.00	07/01/2013
000020	07/01/2013	06/30/2014	5320100000	003000000306	6000	CC	10,000.00	07/01/2013

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The objective of this activity is to set up the overall grant.

## 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

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In the Production system, the screen will show “Submit” to route the budget for approval via workflow. However, the training system does not have workflow enabled, so “Save” will be used for training instead of “Submit.”

## 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

C. 0

## 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

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The grant budget is released to FM and adds to the agency Z3 budget, even if the agency is not using a Z3 budget for other purposes.

Note: For converted Grants, the Z3 budget should not have grants included as they will be automatically transferred to FM from GM.

Enter the following information in the **Header** tab:

- GM Doc type: 15
- Click **Enter** button

Top menu is for Grant budgets, Bottom menu is for Financial budgets

- Enter grant budgeted by class type:
  - Commitment Item 60000
  - Budget Period 2013-a1
  - Funds Center 1651
  - Functional Area 165101
  - Funded Program (same as Sponsored Program)
- Enter Financial budgeted classes
  - Commitment Item 64000
  - Funds Center 1651
  - Functional Area 165101
  - Funded Program (same as Sponsored Program)
  - Budget Period 2013-a1
- Click **Check Document** button

## 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

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

Stop the course for the day here....

# Course Map



## Unit

1 – Grants Management Overview

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5 – Create a Grant Budget

**6 – Maintain a Grant**

7 – Grant Reports

## Unit 6 – Maintain Grant



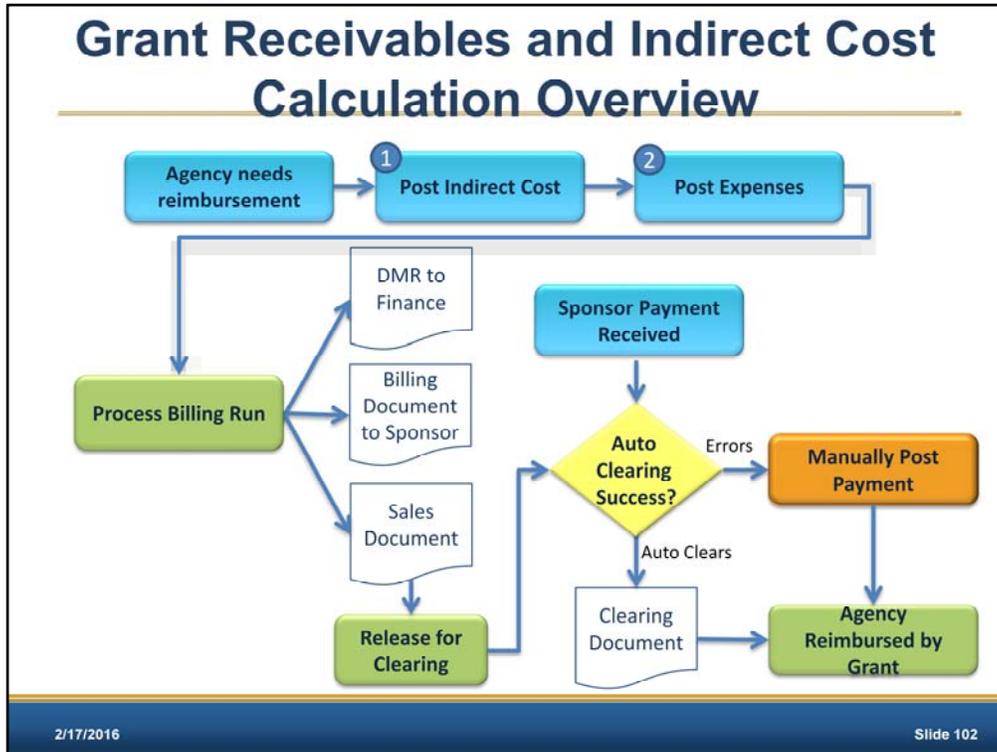
### Unit topics:

- 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

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In this unit, we will review various process and steps to maintain a Grant—from expending a grant, to updating information, to closing an expired or fully expended grant.



When we expend a grant, there are a number of activities that support the processing of costs accrued and the collection of grant funds.

The following process is initiated when the Agency needs reimbursement:

Step 1: Indirect costs such as salaries are calculated for a grant prior to the billing run. In Finance, the transaction GMIDCPOST – Create and Post IDC is used.

Step 2: Expenses are posted for direct costs accrued. In Finance, the transaction FB60 Post Expenses is used.

Processing Billing Run: Billing can mass produce billing documents (tcodes ZFGM\_RRB\_MASS and GLMLST)

This action give the amount that the agency needs to be reimbursed plus the indirect cost and creates invoices as expenses hit grant.

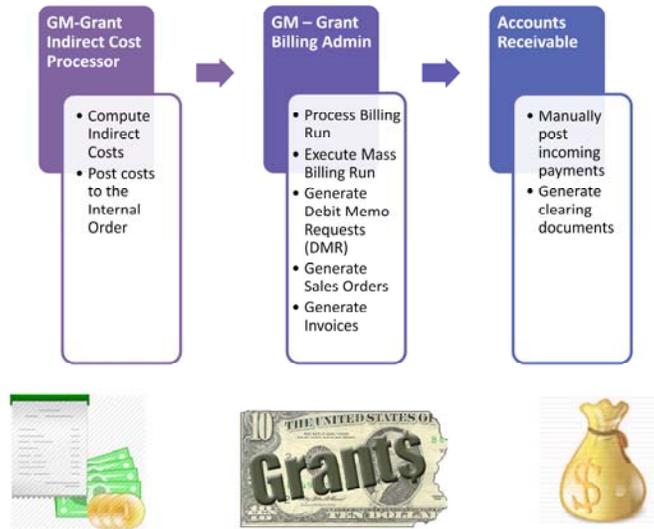
- A sales document number and a debit memo request (DMR) number are created within this transaction and a billing document is produced.

The Sponsor will receive the billing document and send reimbursement payments as required.

The Clearing Process ensures clearing patterns are taken into account to make sure an expense is not billed before it is allowed.

When manually posting incoming payments, Finance may also receive Cash Payments from a sponsor using transaction F-28 – Post Incoming Payments.

# Grants Receivables Roles



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These roles reflect those in for Grants Receivables and Indirect Cost Calculation  
**Grant Indirect Cost Processor**  
**Grant Billing Administrator**  
**Accounts Receivable for Grants**

## 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

A. Ensures only grants scheduled to be billed are billed and for the amount scheduled

## 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
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
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

Use transaction GMGRANT-Create Grant to make edits and changes.

## 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

Use transaction GM\_CREATE\_BUDGET – Create Budget, to adjust the budget for a grant

## 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.

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You cannot change the Grant from any billing type that uses a sales order to any other billing type that requires a sales order. In this situation, you would need to close the original Grant and create a new one.

## 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

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Internal Orders are created by the Internal Orders Administrator role using transaction KO01. Tcode KO02-Change Internal Order allows the Internal Order Administrator to attach the existing grant to the new order.

The Grant Master Data Maintenance Agency role creates Sponsored Programs using transaction GMPROGRAM.

Use transaction GMGRANT – Maintain Grant to make additions to the grant record such as adding sponsored programs.

## 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

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Transaction GMGRANT is used to maintain a grant, including setting the status indicators. When a grant has been fully expended or expired, the status is changed to "Closing." There is also a status of "Closed" but it will not be used as you will not be able to make any changes to the grant if this status were selected. In the case of an audit where changes may be required, needed changes can be made if the status is "Closing".

## 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

C. GM\_CREATE\_BUDGET-Create Grant Budget

# Course Map



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**7 – Grant Reports**

## Unit 7 – Grant Reporting



### Unit topics:

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

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Slide 115

Standard Reports is misleading in that these are not necessary system-ready reports. The SoMS went through an exercise to define the data necessary for expected reporting requirements.

The reports in this unit are just a few of those most recommended.

## 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	SOMS 

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

**SOMS is the default for Company Code**

## 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

Period	Ref. document	GM	Posting Date	Subtotals...	(Ctrl+Shift+F6)
0	1900000091	99	12/18/2013	Print preview	(Ctrl+Shift+F10)
6	1900000061	54	12/18/2013	Local file...	(Ctrl+Shift+F9)
				Mail recipient	(Ctrl+F7)
				ABC Analysis	(Ctrl+F1)
6	1900000062	54	12/18/2013	Graphic	(Ctrl+Shift+F11)
6	1900000062	99	12/18/2013	Change layout...	(Ctrl+F8)
6	1900000063	54	12/18/2013	Select layout...	(Ctrl+F9)
6	1900000063	99	12/18/2013	Save layout...	(Ctrl+F10)
				Information	(Ctrl+F12)

## Standard Grant Reports

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**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"> <li>Grant</li> <li>33 PARTNERSHIPS FOR EMP</li> <li>42 HOMELAND SECURITY</li> <li><b>84 TEA TEST</b></li> <li>88 UNDERAGE DRINKING</li> <li>87 87</li> <li>01 BOB SHOWING LANA</li> <li>92 92</li> <li>93 93</li> <li>NRGRANT NOT RELEVANT GRANT</li> </ul>		Company Code		SOMS State of Mississippi		GR Version	
						Period	
		Grant/Group		84			
		Unreleased Budget	Original Budget	Supplem			
** 5320100000 Special Funds		20,000.00-	20,000.00				
* 00300000306 TEA Test							
4210 Federal Grants							
6 Antitup							
6030 Travel							
6100 Contractual Services							
* 300000306 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

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**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	RelDocument	Internal Text	Budget Amt	Invoice	InvBudget	Open Items	Available	Budget Amt Crd
33	010									0.00 USD
	010	12/18/2013	1900000001	Expenses/Revenues (Grant)	0.00	5,000.00	5,000.00-	0.00	5,000.00-	0.00 USD
		12/18/2013	1900000001	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	1900000002	Expenses/Revenues (Grant)	0.00	1,800.00	1,800.00-	0.00	1,800.00-	0.00 USD
		12/18/2013	1900000002	Liabilities	0.00	0.00	1,800.00-	0.00	1,800.00-	0.00 USD
		12/18/2013	1900000003	Expenses/Revenues (Grant)	0.00	3,400.00	5,200.00-	0.00	5,200.00-	0.00 USD
		12/18/2013	1900000003	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

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

2/17/2016

Slide 123

The value types (VT) indicate the transaction that was posted. When the report is generated, all types of transactions are included. You can filter by value types. Value types in the report are defined in a drop-down beside each code.

## Let's Practice

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### Instructor Demo

**T-Code/Task:** S\_PLN\_16000269

### Complete Exercise:

7.3 Grant Management: Line Item Display

## Knowledge Check



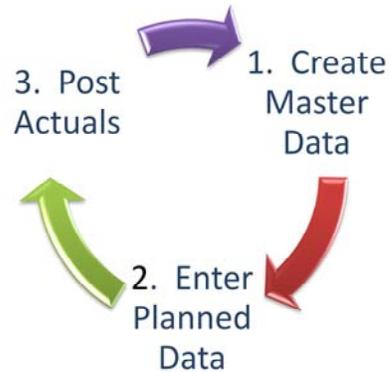
**Which report will compare the budget that has actually been consumed versus what was committed?**

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

Answer: Budget vs. Commit./Actual

## 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



Statistical Key Figures allow you to track goals and objectives. Learning how to set up and manage Statistical Key Figures is reviewed in course, *FIN320 Controlling*.

## The Units of Statistical Key Figures

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### Statistical Key Figures can measure:

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

Stat Key Figures are also used for performance budgeting.

## **Statistical Key Figure Reports for Grants**

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### **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

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**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

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



## Class Evaluation

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**Please complete the Class Evaluation before leaving. Thank you!**

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