



South Carolina Enterprise Information System

SCEIS MANAGING GRANTS FOR YEAR-END PROCESS WORKSHOP – CO500A

End User Training
Columbia, SC
Spring 2010



Welcome and Introductions

Welcome to the Managing Grants for Year-End Process Workshop

- ☉ Introductions
- ☉ Sign-in sheet
- ☉ Restrooms
- ☉ Breaks
- ☉ Parking lot
- ☉ Complete course evaluation at end of class

Classroom Logistics

- ④ Classroom etiquette
 - Cell phones off/silence
 - No side conversations
- ④ Feel free to ask questions
- ④ No email or internet usage during class except at breaks

Managing Grants for Year-End Process

- ④ Clear outstanding Purchase Orders (POs) unless they will be rolled over to Fiscal Year (FY) 2011
- ④ Delete or process parked documents
- ④ Ensure that all Payables are cleared by the close out of the grant
 - For Example, Sales Tax Payable
- ④ Post IDC by June 30 if you are remitting it back to the State

Managing Grants for Year-End Process cont.

- Return remaining grants budgets to FY 2010 and Enter into FY 2011 if the grant will cross state fiscal years.
- Grant Master Data for new grants can be loaded with the same template that you used for your conversion if you want to load them in mass
- Ensure that all Grant Receivables are posted for grant reimbursement request in process using Transaction Code FB70

Managing Grants for Year-End Process cont.

Take the following actions prior to year-end; before you ever close any grant and you request your final reimbursement:

- ④ Clear Outstanding Purchase Orders unless they will be rolled over to FY 2011
- ④ Delete or process parked documents
- ④ Ensure that all Payables are cleared by the close out of the grant
 - For Example, Sales Tax Payable

Managing Grants for Year-End Process cont.

- ④ A great report for researching these types of documents is the **ZS_PLN_16000269** transaction
- ④ Once you're in this report, you can select layout **/GRANT CLOSE – Grant closeout rpt for open items**. This layout allows you to view a subtotal by Value Type (VT) so you can identify the following if the balance for the VT is not zero
 - POs (VT 51) that are still in process that may need to be closed or rolled to the next fiscal year.
 - Liabilities/Payables (VT 54) that are still not cleared
 - Parked (VT 60) Documents that need to be processed or deleted

Grants Management (GM) Reports – GM Value Types (VT)



<u>VT</u>	<u>Description</u>	<u>Type</u>
51	Purchase Orders	Encumbrance
52	Business Trip Commitments	Encumbrance
54	Liabilities	Balance Sheet
55	Assets[SD/AR]	Balance Sheet
57	Payments	Balance Sheet (Cash)
60	Parked Documents	Encumbrance
66	Transfer postings	Exp/Rev or Bal Sheet
80	Funds block	Encumbrance
81	Funds reservation	Encumbrance
95	Secondary cost postings (CO)	Expense/Revenue
99	Expenses/Revenues [Grant]	Expense/Revenue
R1	Released Budget	Budget

Indirect Costs (IDC) Information



- Post Indirect costs by June 30 if you are remitting back to the State
- The transaction code to post indirect costs is **GMIDCPOST**
- If you went live on SCEIS during this Fiscal Year 2010, you will need to post any IDC earned on expenditures prior to that date by journal entry.
- Any expenditure postings after that date will be picked up by the GMIDCPOST transaction to post indirect costs. You do not have to use this transaction but it works well for standard IDC postings

Indirect Costs (IDC) Information cont.



- Prior to running this transaction (**GMIDCPOST**), make sure that you have your Grant Master Data set up correctly which includes the following:
 - On the Dimensions tab of the Grant Master Data - Indirect Cost Recovery Fund must be listed and the IDC Relevant box must be checked next to the Sponsored Classes that are IDC relevant
 - On the Overhead Costs tab – The IDC Rule must be populated and the Indirect Rate field must be filled in for the Sponsored Program/Sponsored Class combinations that it should be calculated on
 - Prior to closing any grant, be sure you have run the transaction to post Indirect Cost whether you are remitting the funds back to the State or being retained by your agency

Note: If your indirect costs rate will change at year-end, you will need to go to the Overhead Costs tab on each grant, add lines and adjust the rates according

Record Indirect Costs

Transaction: GMIDCPOST

Enter Grant(s)

The Cutoff Date is the last posting date used for calculating IDC

Leave Doc Type as 'SA'; Doc/Posting Date/Text are agency's choice

Post Indirect Costs (Defined by Sponsor/Grant)

Free Selection

Selection Criteria

Company Code	SC01
Grant	H7101Z123Z10 to []
Grant Group	[]
Cutoff Date	08/28/2009

IDC Document to be Generated

Document Type	SA
Text	[]
Document Date	08/28/2009
Posting Date	08/28/2009
Posting Period	[]

Run Parameters

Test Run

Parallel Processing

Logon/server group []

Record Indirect Costs – Test Run

Transaction: GMIDCPOST (test run)

GM Indirect Cost Application Log Display

Grant Master Data | Related Passthrough Grants | IDC Line Items | IDC Cap

Processed Grants	Jumbe
▲ H7101Z123Z10	4

Ty...	Grant	Message Text
■	H7101Z123Z10	Test Run. IDC document was not posted for grant H7101Z123Z10
■	H7101Z123Z10	Active availability control (Funds Management):

Four useful buttons on top (especially "IDC Line Items")

IDC Line Items

IDC Line Items

Selection Options

- IDC-Relevant Line Items
- Calculated IDC entries
- IDC documents posted to the Grant
- Proposed IDC document for the Grant

✓ ✗

1) IDC-Relevant Line items: expense line items that meet criteria

2) Calculated IDC entries: what total IDC should be after this run

3) IDC documents posted to the Grant: already-posted IDC

4) Proposed IDC documents: (2) minus (3) ... what will post if not in test run

Record Indirect Costs – Actual Run

Transaction: GMIDCPOST (actual run)

Grant Master Data		Related Passthrough Grants		IDC Line Items		IDC Cap			
Processed Grants		Jumbe		Ty...		Grant		Message Text	
H7101Z123Z10		3		H7101Z123Z10		H7101Z123Z10		Document 1000003068 has been posted successfully for Grant H7101Z123Z10	
				H7101Z123Z10		H7101Z123Z10		Active availability control (Funds Management):	

Associated GM Doc

FI Document posted

Ref. document	Grant	Fund	Sp. Prog.	Sp. Class	G/L Account	T.Curr.
1000003068	H7101Z123Z10	50550000	H710 LUNCH	IDC EXPENSE	1000000000	5.00-
1000003068	H7101Z123Z10	28230000	H710 LUNCH	IDC REVENUE	1000000000	5.00
1000003068	H7101Z123Z10	50550000	H710 BREAKFAST	IDC EXPENSE	1000000000	10.00-
1000003068	H7101Z123Z10	28230000	H710 BREAKFAST	IDC REVENUE	1000000000	10.00
1000003068	H7101Z123Z10	28230000	H710 LUNCH	IDC REVENUE	4300040000	5.00-
1000003068	H7101Z123Z10	28230000	H710 BREAKFAST	IDC REVENUE	4300040000	10.00-
1000003068	H7101Z123Z10	50550000	H710 LUNCH	IDC EXPENSE	5210010000	5.00
1000003068	H7101Z123Z10	50550000	H710 BREAKFAST	IDC EXPENSE	5210010000	10.00
						0.00

Previously, an invoice was posted to the grant for a total of \$160. Remember that the IDC rate was 10% for both Sponsored Programs.

Grant Budget Balance Return For FY 2010

- Due to the integration between Funds Management and GM, if a grant crosses State fiscal years and you have a remaining budget balance in FM fiscal year 2010, you will need to take the following actions:
 - Return (RETN) any budget balances on your grants for FY 2010 back to FM Not Relevant for FY 2010.
 - Enter (ENTR) the budget in to FY 2011. This is the only way to be able to spend any of the FY 2010 Grant Budget Balance in FY 2011. This also keeps your grant award amount correct.
- This move can either be done with a manual return through GM_CREATE_BUDGET or by completing the Budget Template and using the new transaction ZGMBGTLOAD.

Grants That Cross State Fiscal Years

- For grants that will cross State fiscal years, you will need to project expenditures for each of the State's fiscal years that the grant expenditures will cross and set up the grant budget accordingly by fiscal year.
- Request additional budget authority from the State Budget Office if you have an increase in a grant award or your expenditures will exceed your original budget estimates for the State fiscal year.
- Do not request State budget authority for the entire grant award for the current fiscal year if you do not expect to spend the entire amount. This inflates the projections of grant awards and grant expenditures for the State.

Returning Grant Budget in FY 2010 for POs That Will Be Rolled Over



- ④ You will probably not be able to return the amount of grant budget that is related to the purchase order balance that is being rolled over to FY 2011.
- ④ This is because the grants module still considers the budget consumed against the grant even though the PO has been rolled over to the next fiscal year.
- ④ In this case, you will need to go ahead and return the remaining grant budget balance for FY 2010 that doesn't involve the purchase order amounts that are being rolled over.

Returning Grant Budget in FY 2010 for POs That Will Be Rolled Over cont.



- ④ Then, you will submit the amount of budget you need returned for FY 2010 and entered for FY 2011 related to the purchase orders you have rolled over to the SCEIS team for loading.
- ④ You will submit the budget template with just the lines that you need for the SCEIS team to load.
- ④ Submit this budget load request via a SCEIS help ticket. Copy Felicia Poston and Melinda Boatwright on the email request.

Grant Master Data for New Grants



- Create your Grant Master Data by individual grant by using the transaction GMGRANT or you can use the Grant Master Data Templates that were used for conversion. (SEE SCEIS Website under Finance – Publications)
- If you use the templates, you will need to submit them to SCEIS via a help ticket for them to be loaded.
- If you are creating grants individually and if you are creating a grant very similar to one that you had in FY 2010, you can use the Create by Reference field to create the new grant from the existing grant.

Grant Master Data for New Grants cont.

- If you create a grant by reference, the only things that you would have to change are:
 - Add a name and description on the General Data tab.
 - Adjust grant validity and award dates on the General Data tab.
 - Change project and phase code in the internal reference field on the Reference tab.
 - Change/add any changes on the Dimensions tab.
 - If your indirect cost rate has changed, change it on the Overhead Costs tab.

Schedule of Federal Financial Assistance (SFFA)

- ⦿ Before running this report, make sure that all of the grants that need to appear on this report are checked on the Reporting tab in the Grant Master Data (GMGRANT to review and make changes).
- ⦿ This is a BW report so any changes you make to the grant master data to either add or delete from the SFFA will not show up until the next day. **Please give this a trial run well in advance of the deadline given by the State Auditor's Office.**

Schedule of Federal Financial Assistance (SFFA) cont.



- If FY 2010 is your first fiscal year on SCEIS, you will have to make adjustments to this report for the Beginning Fund Balance column. Since your beginning fund balances were recorded by journal entry, the system will not pick the figures up for the Beginning Fund Balance column for your first year in SCEIS.
 - You must manually move the figures from the Fund Bal Adjustments column to Beginning Fund Balance column after saving this file to EXCEL.
 - Then you can delete the Fund Bal Adjustments column.
- For any transactions that you need to have show up in Other Deductions or the Other Additions column, you must input these manually and adjust the Revenues and Expenditures columns accordingly.

Posting Receivables for Grants

- Transaction **FB70** - You should record an Accounts Receivable at the time that you request reimbursement from your Sponsor.
- This is a process that most agencies are not currently following. However, it is important that expected receivables be recorded on grants. This allows the State to see at any point in time the Revenues that are expected. **It is extremely important** that these be recorded at year-end so that the State's receivables will be correctly reported on the CAFR.
- For FY 2010, you will still be required to complete the Grant related closing packages so your receivables will be accounted for. However, for FY 2011, it is expected that agencies will not have to do grant closing packages so it will be very important to have your receivables recorded correctly in SCEIS.

Any Questions?



Next Steps

- Additional Support and Reference Materials
 - You can access additional support and print step-by-step procedures on the SCEIS uPerform website
- Go to the SCEIS website at <http://www.sceis.sc.gov> click **“Training”** and then click **“SCEIS uPerform”**.

***Please complete the online course
evaluation in Survey Monkey.***

Your input will help to shape future
enhancements to the
SCEIS End User Training Program