



SCEIS MANAGING GRANTS FOR YEAR-END PROCESS WORKSHOP CO500A

End User Training
Columbia, SC
Spring 2014



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

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

Workshop Topics

- 🌀 Topic 1: General FI Follow-up Tasks
- 🌀 Topic 2: Grant Master Data
- 🌀 Topic 3: Schedule of Expenditures of Federal Awards (SEFA)
- 🌀 Topic 4: Grant Budgets
- 🌀 Topic 5: Review of Budget Requests
- 🌀 Topic 6: Indirect Costs

Workshop Topics cont.

- 🌀 Topic 7: GM Reports
- 🌀 Topic 8: GM Availability Control (AVC) Settings
- 🌀 Topic 9: GM Derivation Rules
- 🌀 Topic 10: Accounts Receivable
- 🌀 Topic 11: HR/Payroll
- 🌀 Topic 12: Grant Pass-Through Funding
- 🌀 Questions



South Carolina Enterprise Information System

TOPIC 1: GENERAL FINANCE (FI) FOLLOW-UP TASKS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

FI Follow-up Tasks

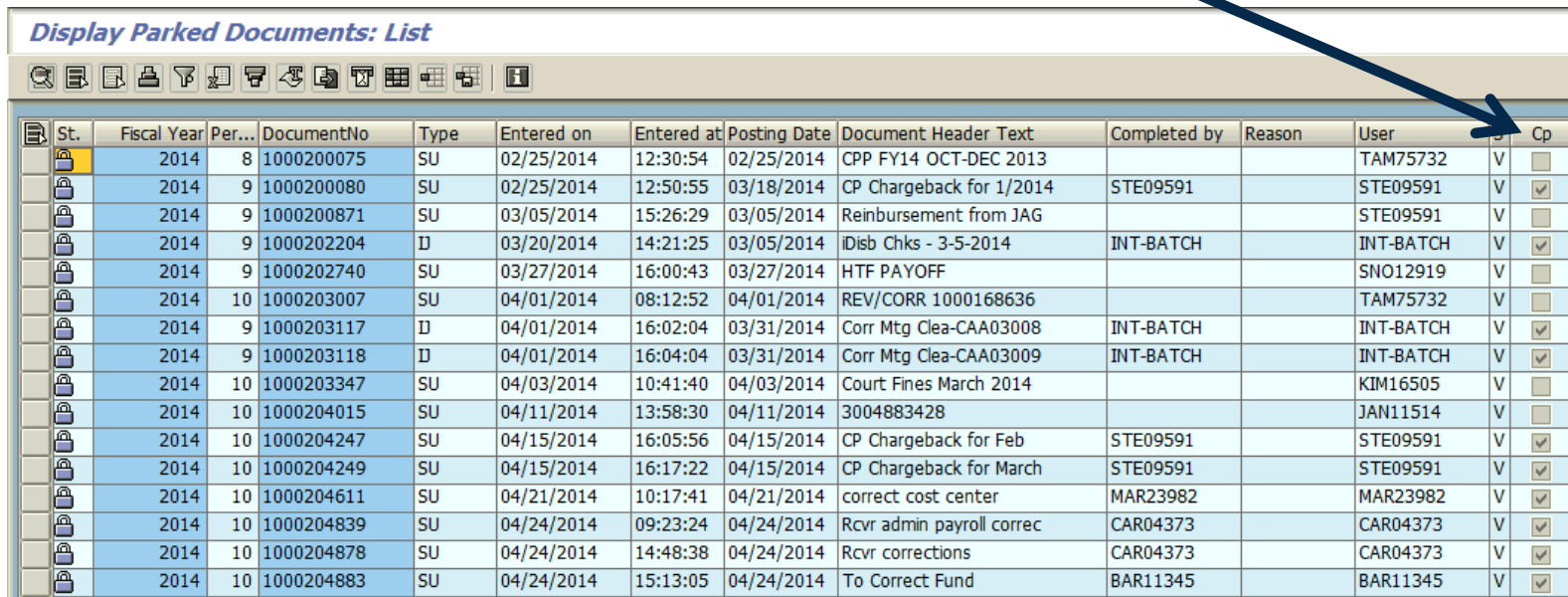
- ④ **WILL NOT** be rolled to the next fiscal year*, clear the following documents:
 - Purchase Orders* (VT 51) before SRM upgrade
 - Travel Management Open Commitments (VT52)
- ④ **CAN** be rolled to the next fiscal year:
 - Funds Reservations (VT81)
- ④ Ensure that all payables (ex.: sales and use tax payables, ZMRBR) are cleared by the close of the grant
- ④ Delete or process parked documents

FI Follow-up Tasks cont.

- Use transaction FBV3, select “Document list” and enter criteria to identify parked documents
- All parked documents should be addressed prior to year end

Checked boxes are consuming budget; others are on hold

Display Parked Documents: List



St.	Fiscal Year	Per...	DocumentNo	Type	Entered on	Entered at	Posting Date	Document Header Text	Completed by	Reason	User	S	Cp
	2014	8	1000200075	SU	02/25/2014	12:30:54	02/25/2014	CPP FY14 OCT-DEC 2013			TAM75732	V	<input type="checkbox"/>
	2014	9	1000200080	SU	02/25/2014	12:50:55	03/18/2014	CP Chargeback for 1/2014	STE09591		STE09591	V	<input checked="" type="checkbox"/>
	2014	9	1000200871	SU	03/05/2014	15:26:29	03/05/2014	Reimbursement from JAG			STE09591	V	<input type="checkbox"/>
	2014	9	1000202204	ID	03/20/2014	14:21:25	03/05/2014	IDisb Chks - 3-5-2014	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>
	2014	9	1000202740	SU	03/27/2014	16:00:43	03/27/2014	HTF PAYOFF			SNO12919	V	<input type="checkbox"/>
	2014	10	1000203007	SU	04/01/2014	08:12:52	04/01/2014	REV/CORR 1000168636			TAM75732	V	<input type="checkbox"/>
	2014	9	1000203117	ID	04/01/2014	16:02:04	03/31/2014	Corr Mtg Clea-CAA03008	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>
	2014	9	1000203118	ID	04/01/2014	16:04:04	03/31/2014	Corr Mtg Clea-CAA03009	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>
	2014	10	1000203347	SU	04/03/2014	10:41:40	04/03/2014	Court Fines March 2014			KIM16505	V	<input type="checkbox"/>
	2014	10	1000204015	SU	04/11/2014	13:58:30	04/11/2014	3004883428			JAN11514	V	<input type="checkbox"/>
	2014	10	1000204247	SU	04/15/2014	16:05:56	04/15/2014	CP Chargeback for Feb	STE09591		STE09591	V	<input checked="" type="checkbox"/>
	2014	10	1000204249	SU	04/15/2014	16:17:22	04/15/2014	CP Chargeback for March	STE09591		STE09591	V	<input checked="" type="checkbox"/>
	2014	10	1000204611	SU	04/21/2014	10:17:41	04/21/2014	correct cost center	MAR23982		MAR23982	V	<input checked="" type="checkbox"/>
	2014	10	1000204839	SU	04/24/2014	09:23:24	04/24/2014	Rcvr admin payroll correc	CAR04373		CAR04373	V	<input checked="" type="checkbox"/>
	2014	10	1000204878	SU	04/24/2014	14:48:38	04/24/2014	Rcvr corrections	CAR04373		CAR04373	V	<input checked="" type="checkbox"/>
	2014	10	1000204883	SU	04/24/2014	15:13:05	04/24/2014	To Correct Fund	BAR11345		BAR11345	V	<input checked="" type="checkbox"/>



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TOPIC 2: GRANT MASTER DATA

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SC BUDGET AND CONTROL BOARD

Grant Master Data

- To create an **individual** grant, use transaction GMGRANT
- If you are creating grants individually and if you are creating a grant very similar to one that you had in prior fiscal years, you can use the “Copied from” field to create the new grant from the existing grant.

Create Grant Master - Selection Mode

Grant Type Relationships

Grant

Grant Type

Sponsor

Copied from

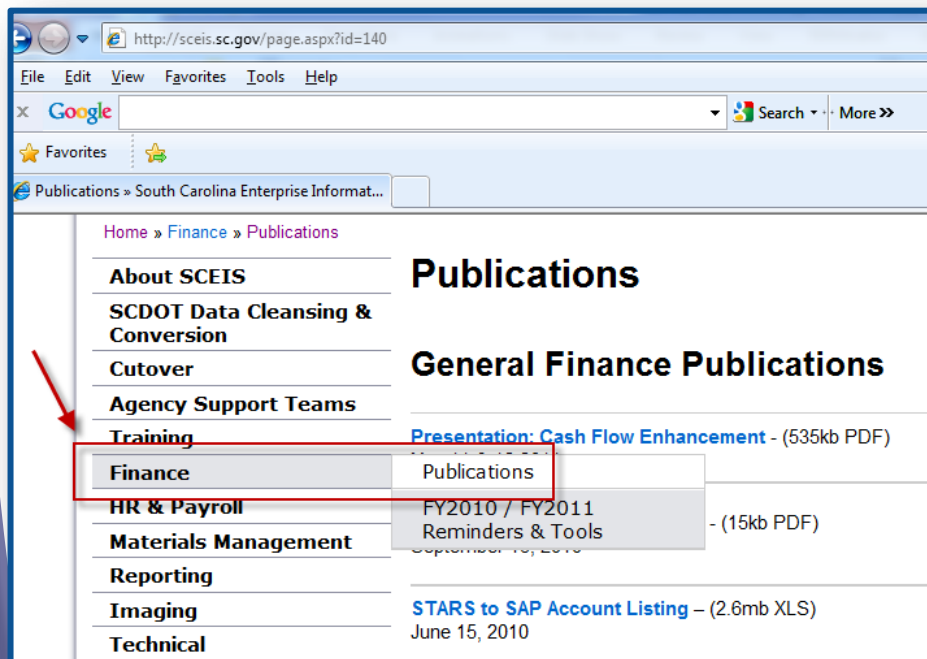
General Data Reference Reporting Responsibilities

Grant Master Data cont.

- If you create a grant by reference, review tabs and update as necessary. Note the following areas:
 - General Data tab – “Name”; “Description”
 - General Data tab – dates on the “Grant Validity” and “Grant Award Dates”
 - Reference tab – Grant Recipient Data > project / phase codes in “Internal Reference”
 - Dimensions tab – make any changes as needed (fund, sponsored class, etc.)
 - Overhead Costs tab – change indirect cost rates if applicable

Grant Master Data cont.

- To create **multiple** grants, complete the Grant Master Data templates that were used for conversion. (See SCEIS website under Finance > Publications > Grants Management Publications.)



Grants Management Publications

[Sponsored Programs Conversion Guide](#) - (MS Word)

This guide contains the Sponsored Programs and Sponsored Programs Master Data Template.

Note: Complete the Sponsored Programs Data Template before the Grant Master Data Conversion.

[Grant Master Data Conversion Guide](#) - (2.8mb MS Word)

This guide contains the Grant Master Template, GM Datalists for Grant Master Data Upload, and the Grant Master Data Conversion Guide.

Grant Master Data cont.

- ☛ If using templates, submit them to SCEIS via a help ticket.
- ☛ Please submit your request by **June 13th** to ensure grant load completion by July 1st
- ☛ Note: if your grant ends as of June 30, you may need to extend the “Valid To” date to accommodate year-end closing activities, **such as, payroll cost** (consult with your sponsor for allowable timeframes)

Grant Validity	
Valid from Date	03/01/2012
Valid to Date	06/30/2013
Grant Award Dates	
Start Date	04/01/2012
End Date	05/31/2013



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TOPIC 3: SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Schedule of Expenditures of Federal Awards (SEFA)

- Before running the SEFA, confirm that the box is checked for all grants with this report requirement on the Reporting tab in the Grant Master Data (T-code GMGRANT to review and make changes):

General Data Reference **Reporting** Posting Budget

Reported On Schedule ☒ R&D Award N

Fund Source code A

- The SEFA is a BW report, so any changes you make to the grant master data to either add or delete from the SEFA will not reflect until the next day. **Please give this a trial run well in advance of the deadline given by the State Auditor's Office.**

SEFA cont.

- If FY 2014 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.
 - Manually move the figures from the Fund Bal Adjustments column to the Beginning Fund Balance column after saving this file to EXCEL.
 - Then 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.



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TOPIC 4: GRANT BUDGETS

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SC BUDGET AND CONTROL BOARD

Grant Budgets

- Due to the integration between Funds Management (FM) and GM, if a grant crosses State fiscal years and you have a remaining budget balance in FM fiscal year 2014, you will need to take the following actions:
 - Return (RETN) any available budget balances on your grants for FY 2014 back to NOT RELEVANT.
 - Enter (ENTR) the budget into FY 2015. This is the only way to be able to spend any of the FY 2014 Grant Budget Balance in FY 2015. This also keeps your grant award amount correct.
- This move can either be done using the return/enter process through GM_CREATE_BUDGET or by completing the budget template and using the new transaction ZGMBGTLOAD.

Grant Budgets cont.

- Instructions relating to the Budget Template and using the new transaction ZGMBGTLOAD are located on the SCEIS website (Finance > Publications > Grants Management Publications):

The screenshot shows a web browser window with the address bar displaying 'http://sceis.sc.gov/page.aspx?id=140'. The page title is 'Publications » South Carolina Enterprise Information System - Windows Internet Explorer'. The main content area is titled 'Grants Management Publications'. It lists several documents:



- [Sponsored Programs Conversion Guide](#) - (MS Word)
This guide contains the Sponsored Programs and Sponsored Programs Master Data Template as embedded files.
Note: Complete the Sponsored Programs Data Template before the Grant Master Data Template below.
- [Grant Master Data Conversion Guide](#) - (2.8mb MS Word)
This guide contains the Grant Master Template, GM Datalists for Grant Master Data Uploads and Grant Master Data Elements as embedded files.
Note: Complete the Sponsored Programs Data Template above before the Grant Master Data Template.
- [Grant Budget Master Conversion Guide](#) - (1mb MS Word)
This guide contains the Grant Budget Data Template as an embedded file.
- [Grants Management Derivation Lists](#) - (84kb XLS)
- [Grant Budget Upload Role Description](#) - (13kb PDF)
- [Grant Budget Upload Transaction Instructions](#) - (1mb MSWord)

A red arrow points to the 'Grant Budget Upload Role Description' and 'Grant Budget Upload Transaction Instructions' links, which are highlighted with a red box.


Grant Budgets cont.

- Note that a security role is assigned to this transaction
- Submit a Help Desk ticket with the proper agency approvals to request this role
- With this transaction, you can execute test runs to view any potential errors before loading GM budgets - **Recommended**

Upload GM Grant Budgets into SAP



Load

Business Area | 

Input

File path C:\temp\ZFI_ALL_CNV_GM_CREATE_BUDGET_20110...

Options

☒ Test Load GM Budgets

☐ Load GM Budgets

Grant Budgets cont.

- For multi-year grants, make projections 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 unplanned increase in a grant award or if 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.

Grant Budgets cont.

- After all carry forwards have been processed, return remaining grant budget balances for FY 2014.
- The grants module still considers the budget consumed against the grant even though the commitment has been rolled to the next fiscal year.



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TOPIC 5: REVIEW OF BUDGET REQUESTS

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TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Review of Budget Requests

- For all **NEW** grants that were not included in the Agency's Detail Budget Load, each agency should fill out and submit the following to OSB:
 - a GCR-1/GS7 (Federal/Other Financial Assistance) form
 - a D38 form
 - a copy of the grant award letter

- Submit a BD100 (BD100 and E-Rev) for additional authorization **ONLY IF**:
 - There is insufficient existing authorization (either in Not Relevant or in another authorized grant or program that will not be utilized).

Review of Budget Requests cont.

- OSB will work with the each agency to ensure sufficient, but not overly excessive, federal authorization exists.
- OSB Analysts will review agency expenditure and authorization levels to verify existing authorization.

Review of Budget Requests cont.

- OSB staff will analyze authorization levels at the program level and in the aggregate for the agency as a whole.
- Agencies must review their recommended year federal funds authorization levels when preparing their September/October detail budget database and make adjustments as necessary.
- NOTE: Please contact your OSB representative if you have questions related to this topic. The reference document is embedded on this page for more details.**



Microsoft Word
17 - 2003 Document



South Carolina Enterprise Information System

TOPIC 6: INDIRECT COSTS

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SC BUDGET AND CONTROL BOARD

Indirect Costs (IDC)

- 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 2014, you will need to post any IDC for 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.
- Use of this transaction is optional but works well for standard IDC postings.
- The GMIDCPOST program will not recognize manually posted Journal Entries.

IDC cont.

- Prior to running this transaction (**GMIDCPOST**), make sure that you have your Grant Master Data set up correctly which includes the following:
 - Dimensions Tab - Indirect Cost Recovery Fund must be listed and the IDC Relevant box must be checked next to the Sponsored Classes that are IDC relevant

General Data	Reference	Reporting	Posting	Budget	Billing	Dimensions
Financing Sources						
Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type		
28230000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal		
50550000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External		

Sponsored Class	Class Type	IDC Relevant
ALL REVENUES	R Revenue	<input type="checkbox"/>
ALLOC OTH ST AGCY	E Expense	<input type="checkbox"/>
ALLOC SCHOOL DISTRCT	E Expense	<input type="checkbox"/>
ALLOCATION ENTITIES	E Expense	<input type="checkbox"/>
CONTRACTUAL SERVICES	E Expense	<input type="checkbox"/>
EMPLOYER CONTRIB	E Expense	<input checked="" type="checkbox"/>
FIXED ASSETS - NON CAP	E Expense	<input type="checkbox"/>

IDC cont.

- ☉ Prior to closing any grant, be sure you have run the transaction to post Indirect Costs whether you are retaining or remitting the funds back to the State
 - 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 accordingly

The screenshot shows the 'Overhead Costs' tab in the SOEIS system. A red arrow points to the 'Overhead Costs' tab. Below the tabs, the 'Overhead Cost Rule' section shows 'IDC Rule' with a dropdown menu set to '1 EXPENSES - EXTERNAL ONLY'. Below that, the 'Overhead Cost Record' section contains a table with the following data:

	Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
<input type="checkbox"/>	H630 ADMINISTRATION	EMPLOYER CONTRIB	07/01/2009	12/31/2011	2.000
<input type="checkbox"/>	H630 ADMINISTRATION	FIXED CHARGES & CONT	07/01/2009	12/31/2011	2.000
<input type="checkbox"/>	H630 ADMINISTRATION	PERS SVCS-TEMP GRANT	07/01/2009	12/31/2011	0.000
<input type="checkbox"/>	H630 ADMINISTRATION	PERSONAL SERVICES	07/01/2009	12/31/2011	2.000

IDC cont.

Transaction: GMIDCPOST (test run)

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		to	
Grant Group			
Cutoff Date	07/10/2013		

IDC Document to be Generated

Document Type	SA
Text	
Document Date	07/10/2013
Posting Date	06/30/2013
Posting Period	12

Run Parameters

☒ Test Run

☐ Parallel Processing

Logon/server group

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

IDC cont.

Transaction: GMIDCPOST (actual run)

Grant Master Data		Related Passthrough Grants		IDC Line Items		IDC Cap												
Processed Grants		Jumbe						0 0 1 2										
H7101Z123Z10		3		<table border="1"> <thead> <tr> <th>Ty...</th> <th>Grant</th> <th>Message Text</th> </tr> </thead> <tbody> <tr> <td></td> <td>H7101Z123Z10</td> <td>Document 1000003068 has been posted successfully for Grant H7101Z123Z10</td> </tr> <tr> <td></td> <td>H7101Z123Z10</td> <td>Active availability control (Funds Management):</td> </tr> </tbody> </table>		Ty...	Grant	Message Text		H7101Z123Z10	Document 1000003068 has been posted successfully for Grant H7101Z123Z10		H7101Z123Z10	Active availability control (Funds Management):				
Ty...	Grant	Message Text																
	H7101Z123Z10	Document 1000003068 has been posted successfully for Grant H7101Z123Z10																
	H7101Z123Z10	Active availability control (Funds Management):																

Associated GM Document

FI Document posted

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

Previously, an invoice was posted to the grant for a total of \$150. Remember that the IDC rate was 10% for both Sponsored Programs.



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TOPIC 7: GM REPORTS

STATE INFORMATION
TECHNOLOGY






SC BUDGET AND CONTROL BOARD

GM Reports - ECC

- FM Report – T code (transaction) FMAVCR01
 - Displays grant for a specific fiscal year
 - If a grant is multi-year funded, need to run report for each year

Display Annual Values of Control Objects








FM Area	SC01
Fiscal Year	2014
Control Ledger	9H

Type of Account Assignments


Account assignments specified below are:

☒ Control Objects
☐ Budget Addresses
☐ Posting Addresses

Selection of Account Assignments

Grant	<input type="text"/>		<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text"/>	to	<input type="text"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>	to	<input type="text"/>	

Restriction According to Attributes

 Multiple Selection FM Account Assignm... Variant Name


GM Reports – ECC cont.

- 🌀 GM Reports – display data for the grant’s full life cycle
 - Two reports
 - i. ZGMAVCOVRW (displays grant’s budget, commitments/actuals, and balances based on GM AVC settings) – **Select 9K ledger**
 - ii. ZS_PLN_16000269 (displays all line item transactions for a grant)



GM Reports – ECC cont.

- 🌀 **ZGMAVCOVRW** – AVC Overview for Grants Management Dimensions (confirm that the AVC ledger has been changed to “**9K**”)





AVC Overview for Grants Management Dimensions



Company Code SC01

Control Ledger **9K**  

Selection of Control Objects

Grant		to		
Fund		to		
Sponsored Program		to		
Sponsored Class		to		

Selection of Reporting Time-Frame

☒ Overall Values

Based on Sponsor's Fiscal Year ☐ Year












Based on Grantee's Fiscal Year ☐ Year

Control Parameters

☐ Display Budget Deficits Only

GM Reports – ECC cont.

🔄 ZS_PLN_16000269 – Line Item Display

Grants Management: Line Item Display				
   				
Organizational				
GM AuthGrp/BUSA	<input type="text"/>	to	<input type="text"/>	
Grant Objects				
Grant	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Sponsored Program	<input type="text"/>	to	<input type="text"/>	
Sponsored Class	<input type="text"/>	to	<input type="text"/>	
Others				
Posting Date	<input type="text"/>	to	<input type="text"/>	
Reference Document Number	<input type="text"/>	to	<input type="text"/>	
<input type="checkbox"/> Passthrough Consolidation				

GM Reports – ECC cont.

- ④ The following are key value types to evaluate:
 - VT 51 – Purchase Orders that are still in process that may need to be closed or rolled to the next fiscal year
 - VT 52 – Travel commitments that may have been partially or fully paid and/or cancelled **CAUTION**
 - VT 54 – Liabilities/Payables that are still not cleared
 - VT 60 – Parked Documents that need to be processed or deleted
 - VT 80 – Funds block need to be released
 - VT 81 – Funds reservations need to be completed or rolled to the next fiscal year
- ④ **All above Value Types should reflect zero balances for a clean year-end close**

GM Reports – ECC cont.

<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

GM Reports – ECC cont.

- ☉ If not already defaulted, 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.

Grants Management: Line Item Display

Grant Fund Sponsored Program Sponsored Class

Select Layout icon

Choose layout

Layout setting All

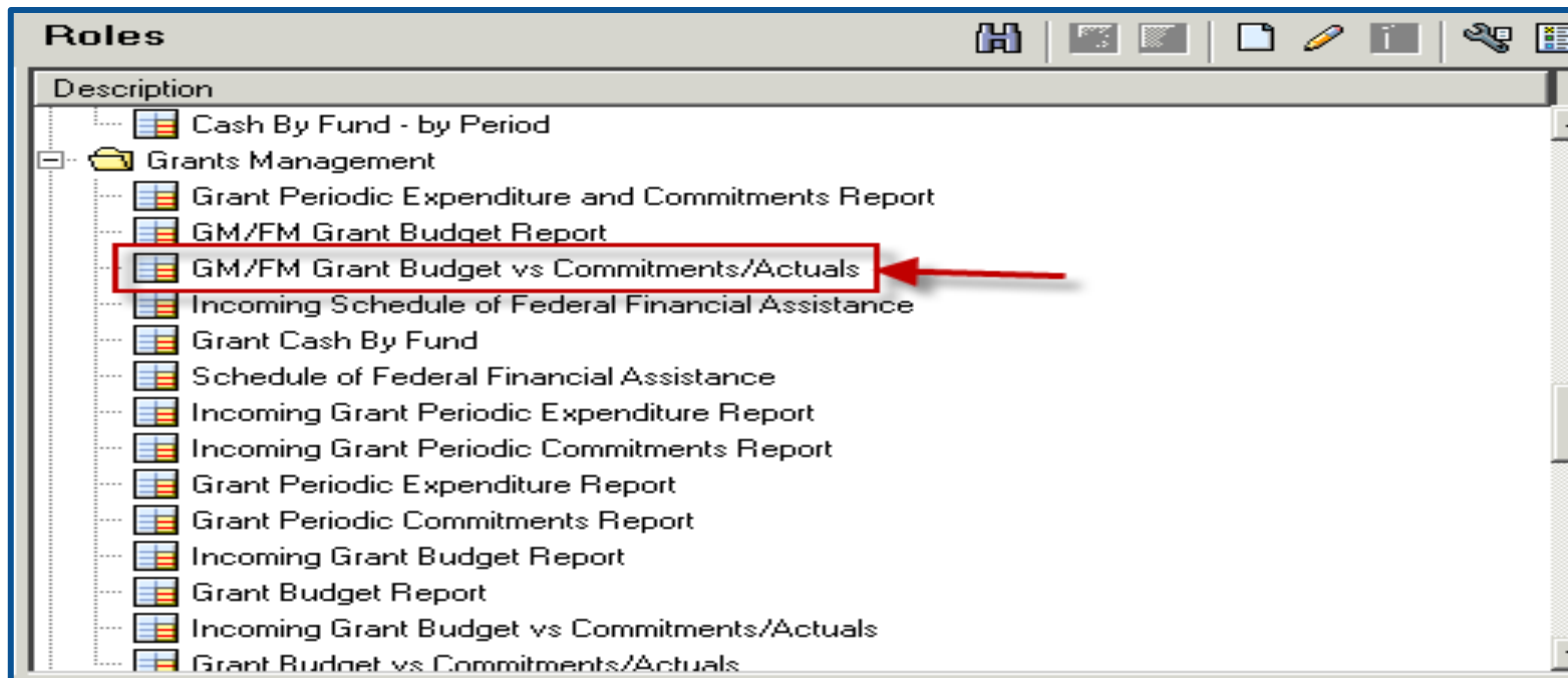
Layout	Layout description	Default se
/BEG FB 2010	Beginning Fund Balance 2010 (conversion)	
/BUDGETS	Budget Line Items	
/CASH	cash line items	
/DEFAULT	default layout	
/ENCUMBRANCE	Encumbrance line items	
/EXPENSES	Expenditure line items	
/GRANT CLOSE	Grant closeout rpt for open items	<input checked="" type="checkbox"/>
/J12 FRG EXP	J120 FRINGE-EXPENSES ONLY	
/J120 FR B&E	J120 FRINGE-BUDGET & EXPENSES	
/P120 CBF	P120 GRANT CASH BY FUND	
/PO BY GRANT	List of POs by Grant/fund	
/REV_EXP	Revenue and Expenditure line items	

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GM Reports – BW

GM/FM Budget vs. Commitment/Actuals

- Most comprehensive BW report that shows FM and GM data simultaneously
- Can view open commitments
- Displays budgets for multiple years if allocated



GM Reports – BW cont.

GM/FM Budget vs. Commitment/Actuals

- Can limit your display to only GM-related master data to manage your grant
- Maintain default display if managing FM and GM budgets (ex.: to obtain data for your GM budget upload template)

2010	50550000	H630JE00	H630_0147	H630 ADMINISTRATION	CONTRACTUAL SERVICES	3501.050000.000	\$ 247,273.00			\$ 247,273.00
					Result		\$ 247,273.00			\$ 247,273.00
			H630_0151	H630 ADMINISTRATION	CONTRACTUAL SERVICES	3501.050000.000	-\$ 247,273.00			-\$ 247,273.00
					Result		-\$ 247,273.00			-\$ 247,273.00
	Result						\$0.00			\$0.00
2011	50550000	H630JE00	H630_0151	H630 ADMINISTRATION	CONTRACTUAL SERVICES	3501.050000.000	\$ 17,690.65			\$ 17,690.65
					FIXED CHARGES & CONT	3501.050000.000	\$ 2,038.15			\$ 2,038.15
					SUPPLIES AND MATERIA	3501.050000.000	\$ 8,368.00			\$ 8,368.00
					TRAVEL	3501.050000.000	\$ 2,931.45			\$ 2,931.45
					Result		\$ 31,028.25			\$ 31,028.25
		H630JE0011	H630_0151	H630 ADMINISTRATION	CONTRACTUAL SERVICES	3501.050000.000		\$ 3,547.18	\$ 20,960.38	-\$ 24,507.56
					EMPLOYER CONTRIBUTIO	9500.050000.000			\$ 1,803.51	-\$ 1,803.51
					IDC EXPENSE	3501.050000.000			\$ 945.12	-\$ 945.12
					PERSONAL SERVICES	3501.050000.000			\$ 18,504.80	-\$ 18,504.80
					SUPPLIES AND MATERIA	#		\$ 20.17		-\$ 20.17
						3501.050000.000		\$0.00	\$ 347.84	-\$ 347.84
					TRAVEL	3501.050000.000			\$ 2,040.33	-\$ 2,040.33
					Result			\$ 3,567.35	\$ 44,601.98	-\$ 48,169.33
		H630JH00	H630_0254	H630 ADMINISTRATION	EMPLOYER CONTRIBUTIO	9500.050000.000	\$ 5,000.00			\$ 5,000.00
					PERSONAL SERVICES	3501.050000.000	\$ 27,000.00			\$ 27,000.00
					Result		\$ 32,000.00			\$ 32,000.00
		H630JH0011	H630_0199	H630 ADMINISTRATION	EMPLOYER CONTRIBUTIO	9500.050000.000			\$ 4,514.16	-\$ 4,514.16
					FIXED CHARGES & CONT	3501.050000.000			\$ 785.91	-\$ 785.91
					IDC EXPENSE	3501.050000.000			\$ 271.75	-\$ 271.75
					PERSONAL SERVICES	3501.050000.000			\$ 8,286.43	-\$ 8,286.43
					Result			\$0.00	\$ 13,858.25	-\$ 13,858.25
		H630SB00	H630_0219	H630 SUBGRANTS	ALLOCATION SCHOOL DI	6001.010000.000	\$ 48,000.00			\$ 48,000.00
					Result		\$ 48,000.00			\$ 48,000.00
		H630SB0010	H630_0219	H630 SUBGRANTS	ALLOCATION SCHOOL DI	6001.010000.000			\$ 12,934.43	-\$ 12,934.43
					Result			\$0.00	\$ 12,934.43	-\$ 12,934.43
	55420P00	H630SB00	H630_0219	H630 SUBGRANTS	ALLOCATE OTHER ST AG	6001.010000.000	\$ 12,000.00			\$ 12,000.00
					Result		\$ 12,000.00			\$ 12,000.00



South Carolina Enterprise Information System

TOPIC 8: GM AVAILABILITY CONTROL (AVC) SETTINGS

STATE INFORMATION
TECHNOLOGY

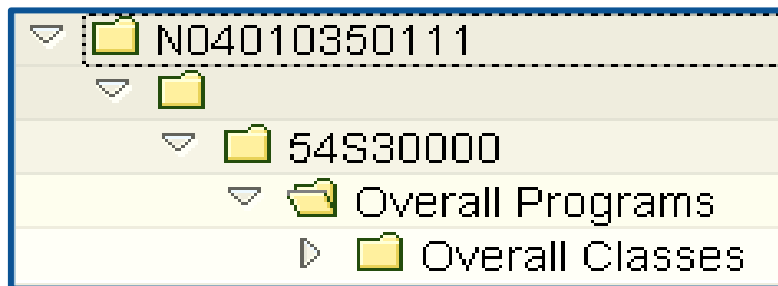


SC BUDGET AND CONTROL BOARD

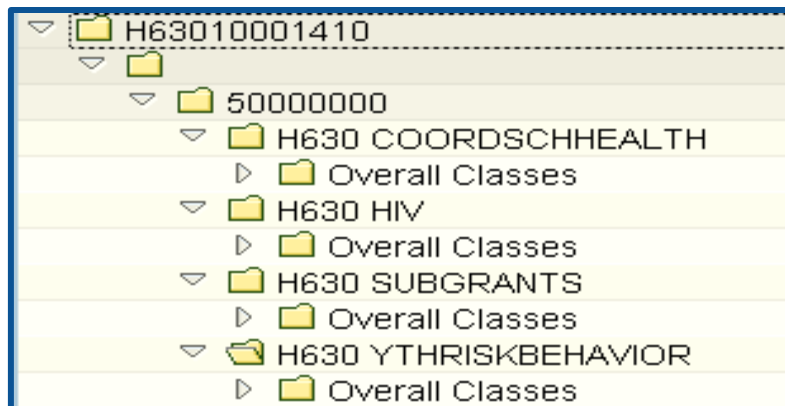
GM AVC Settings

- Three levels of GM AVC settings:

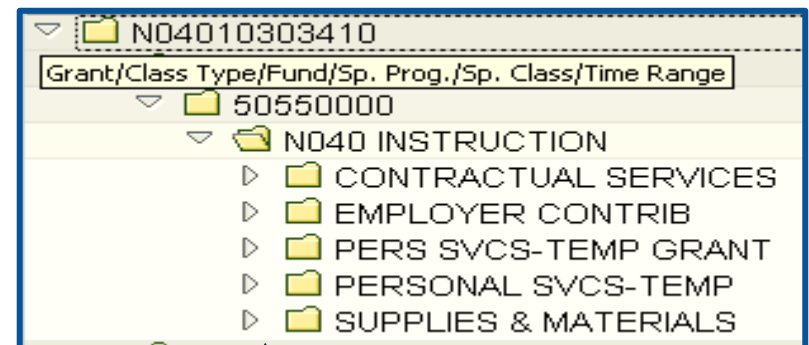
GRANT



SPONSORED PROGRAM



SPONSORED CLASS



Note: This SPONSORED CLASS setting is the system default AVC setting.

GM AVC Settings cont.

- ⦿ Default AVC setting > SPONSORED CLASS (most detail) – Most restrictive
- ⦿ If the default setting is in place, budget is checked at the sponsored class / commitment item level.
- ⦿ File a help ticket if a new grant is created and needs to have different AVC settings from the default. Copying a grant does not copy the AVC setting
- ⦿ A ticket is needed only if a grant had not been previously entered on the GM AVC table and for which an agency would like settings higher than the default.



South Carolina Enterprise Information System

TOPIC 9: GM DERIVATION RULES

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

GM Derivation Rules

- ④ Four agency specific rules **T code: ZGMDERIVER:**
 - Functional Area > Sponsored Program
 - Functional Area + Grant > Sponsored Program
 - Commitment + Grant > Sponsored Class
 - Sponsored Class + Grant > Sponsored Class
- ④ If any new grants or functional areas are created for the new fiscal year, submit a Help Desk ticket to update derivation tables.
- ④ T code GMDERIVE (view capability) mapping for Commitment Item to Sponsored Class
- ④ Please update the template and follow instructions on the SCEIS website

GM Derivation Rules cont.

The screenshot shows a Windows Internet Explorer browser window displaying the SCEIS website. The address bar shows the URL <http://sceis.sc.gov/page.aspx?id=140>. The page title is "Publications » South Carolina Enterprise Information System". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The search bar contains the Google logo and a search button. The Favorites bar shows a star icon and the text "Favorites". The taskbar at the bottom shows the "Publications » South C..." window and the "Citrix XenApp - Applications" window. The main content area of the browser displays the "Grants Management Publications" page. The page has a header section with the title "Grants Management Publications". Below the header, there are several links and descriptions:

- [Sponsored Programs Conversion Guide](#) - (MS Word)
This guide contains the Sponsored Programs and Sponsored Programs Master Data Template as embedded files.
Note: Complete the Sponsored Programs Data Template before the Grant Master Data Template below.
- [Grant Master Data Conversion Guide](#) - (2.8mb MS Word)
This guide contains the Grant Master Template, GM Datalists for Grant Master Data Uploads and Grant Master Data Elements as embedded files.
Note: Complete the Sponsored Programs Data Template above before the Grant Master Data Template.
- [Grant Budget Master Conversion Guide](#) - (1mb MS Word)
This guide contains the Grant Budget Data Template as an embedded file.
- [Grants Management Derivation Lists](#) - (84kb XLS)
- [Grant Budget Upload Role Description](#) - (13kb PDF)
- [Grant Budget Upload Transaction Instructions](#) - (1mb MSWord)

A red arrow points to the "Grants Management Derivation Lists" link, which is highlighted with a red rectangular border.



South Carolina Enterprise Information System

TOPIC 10: ACCOUNTS RECEIVABLE

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Posting Receivables for Grants

- Transaction **FB70** - You should record an Accounts Receivable at the time that you request reimbursement from your Sponsor.
- A/R is a process that most agencies are not currently following.
- Important that expected receivables be recorded on grants.
- Allows the State to see at any point in time the revenues that are expected.



South Carolina Enterprise Information System

TOPIC 11: HR / PAYROLL

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

- Confirm with your HR/Payroll staff the funding sources for grant-related positions (info-type 1018) that end this fiscal year.
- If positions are funded with new grants or other new master data (ex.: functional areas), ensure that all required HR data / records have been updated.
- If grants are closed but payroll records are not updated, payroll posting errors will occur.

HR / Payroll cont.

- HRPAY (Sub-fund 30240000) is a fund in which payroll posts, since there was an issue with the employee's funding source.
- Use the ZGLA report OR your choice of report to view postings against the 30240000 fund.
- Consult your HR/Payroll staff as to what other reports/resources are available for review.
- Review your grant's expenses and ensure that the payroll-related line items (both salaries and fringes) are properly being consumed and that all overdrafts are covered by year end.


HR / Payroll cont.

Selected Accounts Variation Report

Run Date / Time 05/0

Bus Area: * Fund: 30240000 Grant: *
Cost Ctr: * Funded Program: *
Account Group Selected: 5010000000..501ZZZZZZZ,5130000

Period: 11, 2014

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 5010580000 CLASSIFIED POSITIONS	7,978.37	10,932.38	18,910.75
5010600000 UNCLASSIFIED POSITIONS		1,325.75	1,325.75
5010650000 GRANT EMPLOYEES	548.38		548.38
5010650001 TEMP GRANT - TIME LIMITED POSITION		614.68	614.68
5010710000 TEMPORARY POSITIONS			
5010730000 OVERTIME & SHIFT DIFFERENT			
5010790000 PATIENT EARNINGS	7.60		7.60
5010800000 INMATE EARNINGS			
5010870000 DUAL EMPLOYMENT			
5010890000 TERMINAL LEAVE			
5010990000 BONUS PAY			
5130010000 RETIREMENT-SRS	1,088.16	1,555.31	2,643.47
5130030000 RETIREMENT-PORS REG & SAP	281.64	478.06	759.70
5130080000 RETIREMENT-ORP	32.74		32.74
5130310000 SOCIAL SECURITY-ST EMP	308.23	935.66	1,243.89
5130610000 HEALTH INS-ST EMP	1,507.12	1,920.35	3,427.47
5130670000 DENTAL INS-STATE EMPLOYEES	23.86	49.01	72.87
5130710000 PRE-RET DEATH BENEFIT-ST EMP	10.62	15.17	25.79
5130730000 PRE-RET DEATH BENEFIT-POL OFF	3.24	5.50	8.74
5130750000 ACCIDENTIAL DEATH BENEFIT-POL OFF	3.24	5.50	8.74
5130780000 PRE-RET DEATH BENEFIT-ORP	0.32		0.32
* Total	11,793.52	17,837.37	29,630.89



South Carolina Enterprise Information System

TOPIC 11: GRANT PASS-THROUGH FUNDING

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Grant Pass-Through Funding


- SAP Grants Management has functionality for pass-through funding
 - Incoming grant
 - Outgoing grant
- Outgoing grants have their own grant types (G4 Subgrant - SC Agencies and G5 Subgrant - Other)
- Outgoing grants use 50550P00 for non SC state agencies and 55420P00 for SC state agencies
- Outgoing grants are identified with a “P” in the 6th position to act as “external” fund

Grant Pass-Through Funding



- Sub-granting to SC agencies “Grant Type G4”
 - Use special sub-grant fund (55420P00 or equivalent) on sub-grant;
 - Set up primary grant with 55420P00 – this will only be used to transfer revenue from 50550000 (or equivalent) to 55420P00
 - Allocations Sponsored Classes
 - **Sub-fund 55420P00 or equivalent must be cleared for year-end.**

Grant Pass-Through Funding

- Balances in sub-fund 55420P00 “Not Relevant” as a result of Go-Live entries need to be cleared – Submit SCEIS Incident for assistance with clearing



 Selected Accounts Variation Report Run Date / Time 05/05/2014

Bus Area: * Fund: 55420000 Grant: NOT RELEVANT
Cost Ctr: * Funded Program: * Period: 11, 2014
Account Group Selected: SC_CASH_AVAIL_EDIT_CBF

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 1000000000 CASH DUE TO/FROM	5,143,972.76		5,143,972.76
1000030000 CASH ON DEPOSIT-STO	8,887,752.47		8,887,752.47
1000040000 CASH DISBURSEMENTS-STO	10,853,775.22-		10,853,775.22-
 * Total	3,177,950.01		3,177,950.01

Grant Pass-Through Funding

- ⦿ Balances in sub-fund 55420P00 “Not Relevant” as a result of Go-Live entries need to be cleared – Submit SCEIS Incident for assistance with clearing

Selected Accounts Variation Report		Run Date / Time 05/05/2014,	
Bus Area: *	Fund: 55420P00	Grant: NOT RELEVANT	
Cost Ctr: *	Funded Program: *	Period: 11, 2014	
Account Group Selected: SC_CASH_AVAIL_EDIT_CBF			
GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 10000000000 CASH DUE TO/FROM	2,151,231.80-		2,151,231.80-
 * Total	2,151,231.80-		2,151,231.80-

Any Questions?



Next Steps

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

Please complete the online course evaluation that will be emailed to you after the workshop.

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