

SCEIS MANAGING GRANTS FOR YEAR-END PROCESS WORKSHOP CO500A

End User Training Columbia, SC Spring 2013



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
- Questions



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



FI Follow-up Tasks



- UNLESS they will be rolled to the next fiscal year*, clear the following documents:
 - § Purchase Orders* (VT 51)
 - § Funds Reservations* (VT81)
 - § Travel Management Open Commitments (VT52)
- Ensure that all payables (ex.: sales and use tax payables, ZMRBR) are cleared by the close of the grant
- Oblete or process parked documents

FI Follow-up Tasks cont.



- Use transaction FBV3 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	Document Number	Doc. Type	Entered on	Document Header Text	Completed by	Reason	User	S	Ср
	2011	1000054086	Z7	07/06/2010	Prov 90.13	WIL18352		WIL18352	V	V
	2011	1000054628	SU	07/08/2010	JE EXP TO DB GRANT			TER10884	V	
	2011	1000063235	SA	07/16/2010	loan cash	JOA08531		JOA08531	V	✓
	2011	1000064411	SU	07/27/2010	Doc #1200065310	VDOWDY		VDOWDY	V	~
	2011	1000064560	SU	07/28/2010	Rev. GL Payroll 6/17 err.	JOH45794		JOH45794	V	✓
	2011	1000065404	SU	08/04/2010	Incorrect PC			SAM44544	V	
	2011	1000065922	SU	08/11/2010	1234567			ALF16538	V	
	2011	1000067271	SU	08/25/2010	correction-s			SCOYNER	V	
	2011	1000067272	SU	08/25/2010	correction-s			SCOYNER	V	
	2011	1000067680	SU	08/30/2010	CORR GRANTS FOR EXP- YC			SHI09820	V	
	2011	1000067892	SU	09/01/2010	Correct Pushdown			CAT27764	V	
	2011	1000069273	Z7	09/14/2010	Corrects Funding for DSIT	BRE05281		BRE05281	V	V
	2011	1000071757	SU	09/22/2010	CE Vehicle Maint.	RICED		CYN02991	V	V
	2011	1000081577	IJ	10/26/2010	DHEC - SIPS	INT-BATCH		INT-BATCH	V	V
	2011	1000081578	IJ	10/26/2010	Absolute Total Care	INT-BATCH		INT-BATCH	V	V
	2011	1000081729	SU	10/27/2010	Change Cost Center 1	JAN11514		JAN11514	V	V



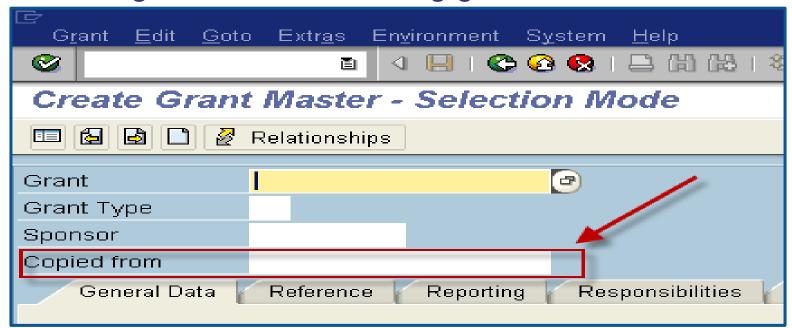
TOPIC 2: GRANT MASTER DATA



Grant Master Data



- To create an <u>individual</u> 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.



Grant Master Data cont.

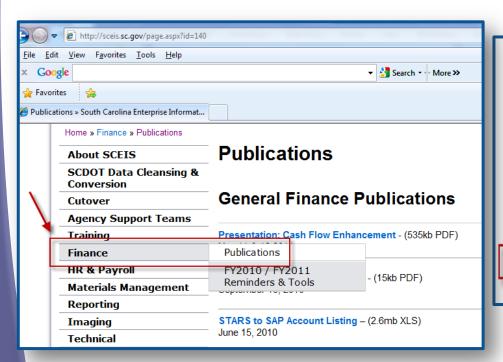


- If you create a grant by reference, review tabs and update as necessary. Note the following areas:
 - General Data tab "Name;" "Description"
 - General Data tab dates on the "Grant Validity" and "Grant Award Dates"
 - Reference tab Grant Recipient Data > project / phase codes in "Internal Reference"
 - 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 <u>multiple</u> grants, complete the Grant Master Data templates that were used for conversion. (See SCEIS website under Finance > Publications > Grants Management Publications.)





Grant Master Data cont.



- If using templates, submit them to SCEIS via a help ticket.
- Please submit your request by June 17, 2013, to ensure grant load completion by July 1
- Note: if your grant ends as of June 30, you may need to extend the "Valid To" date to accommodate year-end closing activities (consult with your sponsor for allowable timeframes)

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



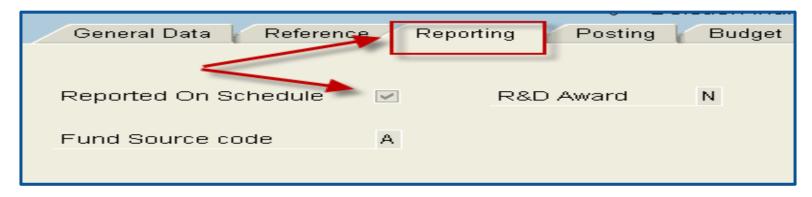
TOPIC 3: SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)



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):



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 2013 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 up the figures 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.



TOPIC 4: GRANT BUDGETS



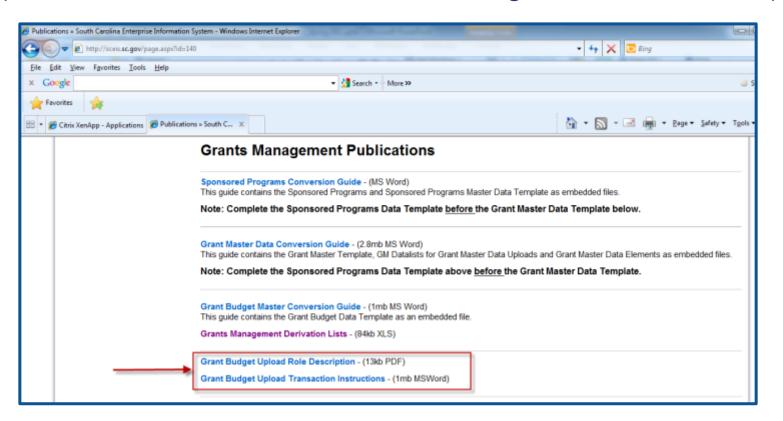
Grant Budgets



- Oue 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 2013, you will need to take the following actions:
 - Return (RETN) any available budget balances on your grants for FY 2013 back to NOT RELEVANT.
 - Enter (ENTR) the budget into FY 2014. This is the only way to be able to spend any of the FY 2013 Grant Budget Balance in FY 2014. 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.

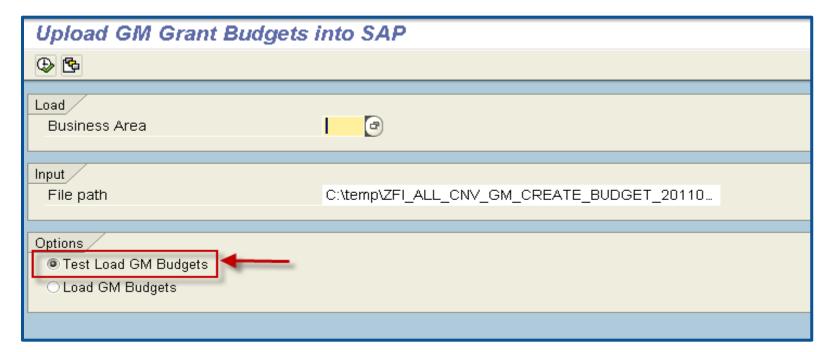


Instructions relating to the Budget Template and using the new transaction ZGMBGTLOAD are located on the SCEIS website (Finance > Publications > Grants Management Publications):





- 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





- 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.
- On 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.



- After all carry forwards have been processed, return remaining grant budget balances for FY 2013.
- The grants module still considers the budget consumed against the grant even though the commitment has been rolled to the next fiscal year.



TOPIC 5: REVIEW OF BUDGET REQUESTS



Review of Budget Requests



- For all <u>NEW</u> 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 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.





TOPIC 6: INDIRECT COSTS



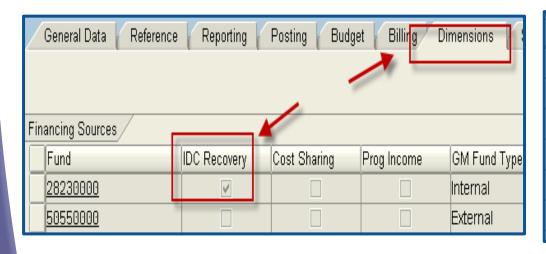




- Post Indirect costs by June 30 if you are remitting back to the State.
- The transaction code to post indirect costs is GMIDCPOST.
- If you went live on SCEIS during this Fiscal Year 2013, you will need to post any IDC on expenditures prior to that date by journal entry.
- Any expenditure postings after that date will be picked up by the GMIDCPOST transaction to post indirect costs.
- Output
 Use of this transaction is optional but works well for standard IDC postings.



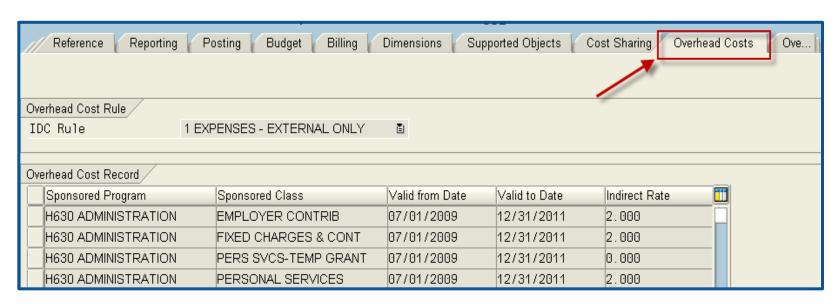
- Prior to running this transaction (GMIDCPOST), make sure that you have your Grant Master Data set up correctly which includes the following:
 - Dimensions Tab Indirect Cost Recovery Fund must be listed and the IDC Relevant box must be checked next to the Sponsored Classes that are IDC relevant



	Sponsored Class	Class Type	IDC Relevant	
	<u>ALL REVENUES</u>	R Revenue 🖺		
	ALLOC OTH ST AGCY	E Expense 🖺		
	ALLOC SCHOOL DISTRCT	E Expense 🖺		
	ALLOCATION ENTITIES	E Expense 🖺		
,	CONTRACTUAL SERVICES	F Expense 🖺		
Ī	EMPLOYER CONTRIB	E Expense 🖺	V	
	ETVER AGGETO (NAME OAR			



- 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
 - <u>Note</u>: 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





Transaction: GMIDCPOST (test run)

Enter Grant(s)

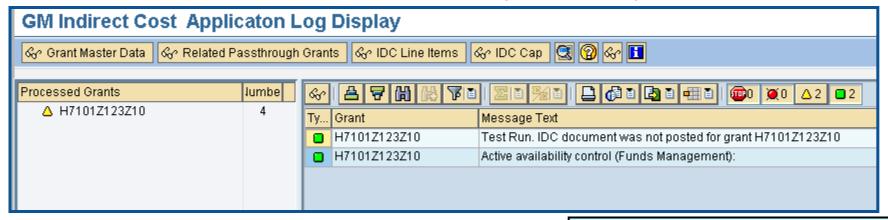
The Cutoff Date is the last posting date used for calculating IDC

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



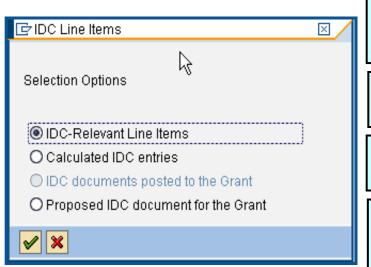


Transaction: GMIDCPOST (test run)



Four useful buttons on top (especially IDC Line Items)

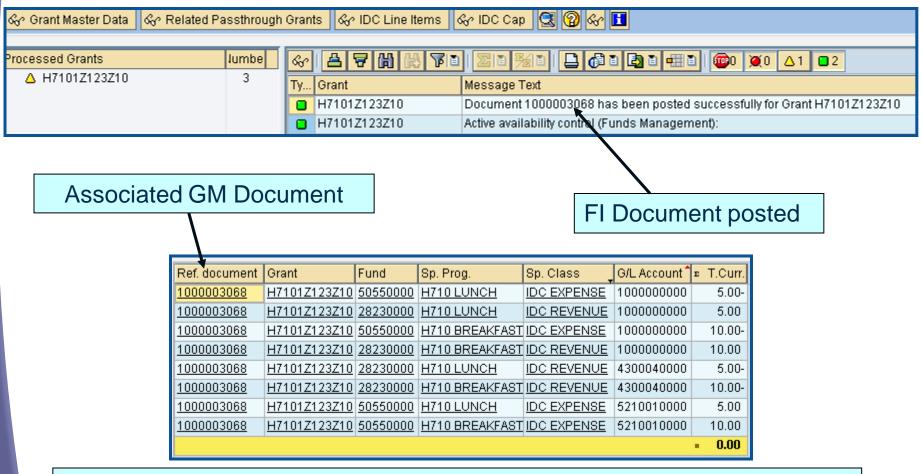
ഗ IDC Line Items



- 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



Transaction: GMIDCPOST (actual run)



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



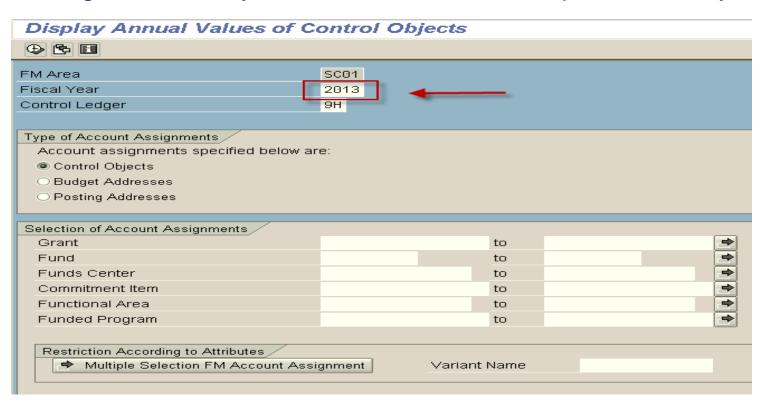
TOPIC 7: GM REPORTS



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



GM Reports – ECC cont.



- @ GM Reports display data for the grant's full life cycle
 - Two reports
 - ZGMAVCOVRW (displays grant's budget, commitments/actuals, and balances based on GM AVC settings)
 - ii. ZS_PLN_16000269 (displays all line item transactions for a grant)

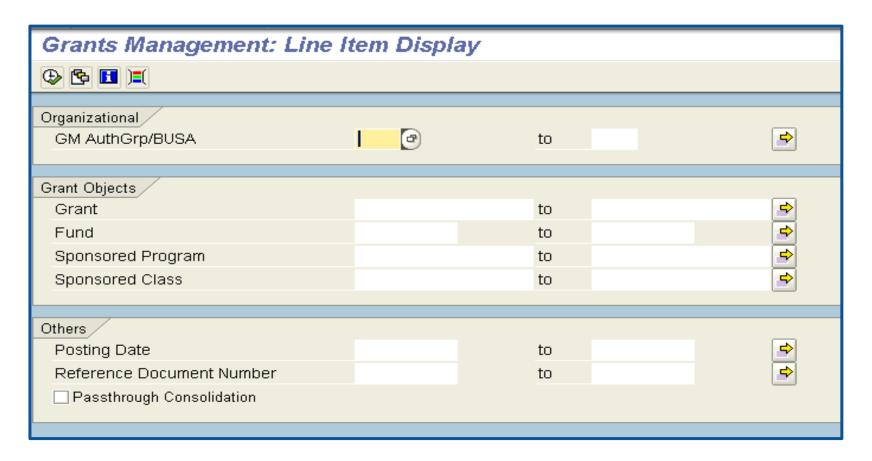


ZGMAVCOVRW – AVC Overview for Grants Management Dimensions (confirm that the AVC ledger has been changed to "9K")

AVC Overview for Grants Management Dimensions					
(
Company Code Control Ledger	SC01 9K				
Selection of Control Objects		_			
Grant		to			
Fund		to			
Sponsored Program		to			
Sponsored Class		to			
Outpution of Departing Time France					
Selection of Reporting Time-Frame © Overall Values					
Based on Sponsor's Fiscal Year	O Year				
Based on Grantee's Fiscal Year	O Year				
Octobral Benediction					
Control Parameters Display Budget Deficits Only					



ZS_PLN_16000269 – Line Item Display





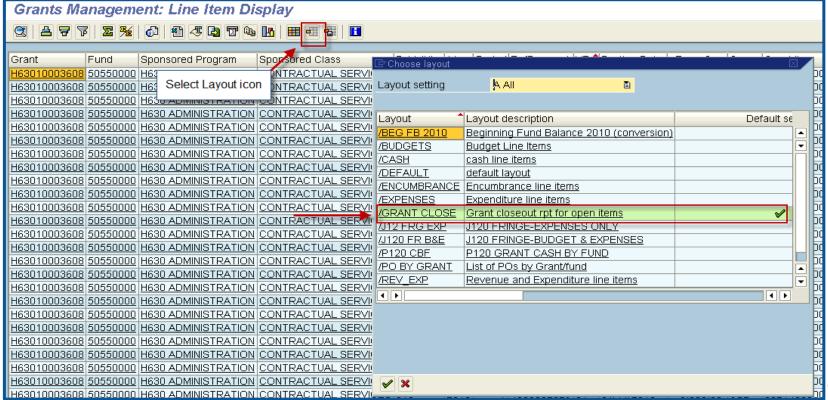
- The following are key value types to evaluate:
 - VT 51 Purchase Orders that are still in process that may need to be closed or rolled to the next fiscal year
 - VT 52 Travel commitments that may have been partially or fully paid and/or cancelled CAUTION
 - VT 54 Liabilities/Payables that are still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



<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



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.

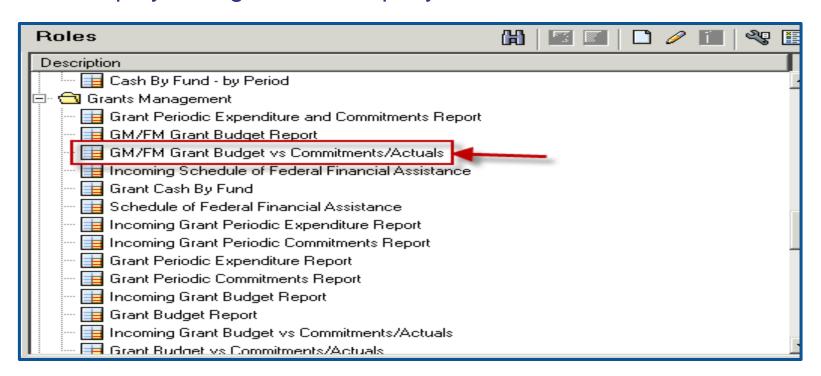


GM Reports – BW cont.



@ 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
	55420P0(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



TOPIC 8: GM AVAILABILITY CONTROL (AVC) SETTINGS

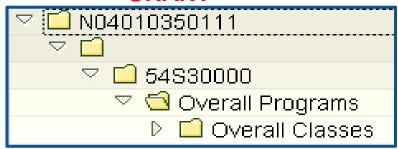


GM AVC Settings

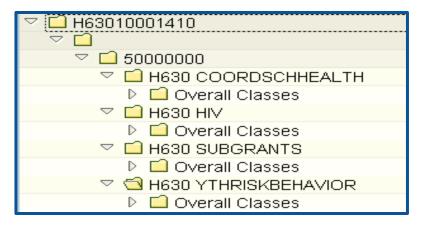


Three levels of GM AVC settings:

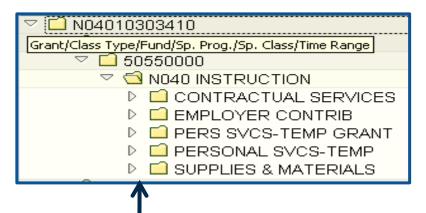
GRANT



SPONSORED PROGRAM



SPONSORED CLASS



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

GM AVC Settings cont.



- Operation of the property of the contraction of
- 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.



TOPIC 9: GM DERIVATION RULES



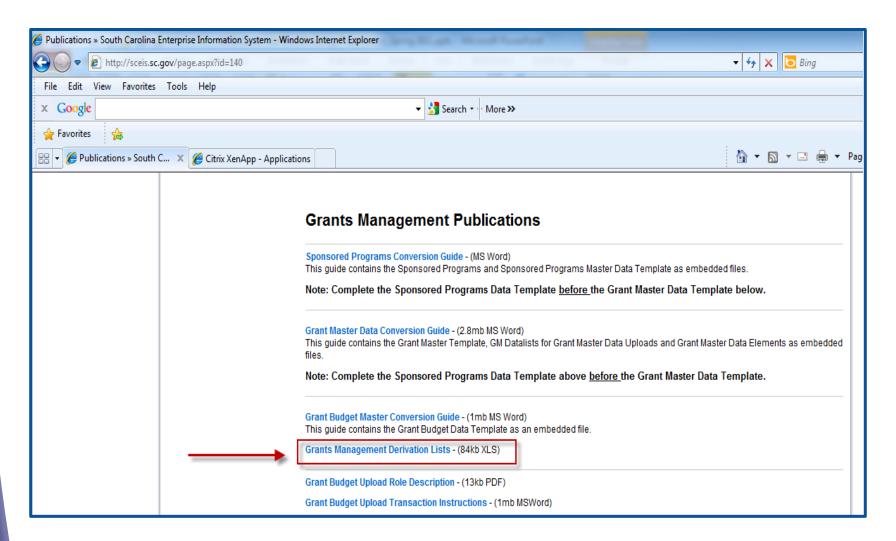
GM Derivation Rules



- 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
- If any new grants or functional areas are created for the new fiscal year, submit a Help Desk ticket to update derivation tables
- Please update the template and follow instructions on the SCEIS website

GM Derivation Rules cont.







TOPIC 10: ACCOUNTS RECEIVABLE



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.



TOPIC 11: HR / PAYROLL



HR / Payroll



- Confirm with your HR/Payroll staff the funding sources for grant-related positions (infotype 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.



- OF HRPAY (Subfund 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.



Bus Area: * Fund: 30240000 Grant: *
Cost Ctr: * Funded Program: *

Account Group Selected: *

Period: 11, 2013

GL Account		YTD Beg Bal	MTD Activity	YTD End Bal
5010580000	CLASSIFIED POSITIONS	13,670.27	4,823.76	18,494.03
5010600000	UNCLASSIFIED POSITIONS	11.42-		11.42-
5010650000	GRANT EMPLOYEES			
5010650001	TEMP GRANT - TIME LIMITED POSITION	460.05	460.05-	
5010710000	TEMPORARY POSITIONS	15,388.44	2,737.52	18,125.96
5010730000	OVERTIME & SHIFT DIFFERENT	251.00	336.17	587.17
5010790000	PATIENT EARNINGS	500.50	43.62	544.12
5010890000	TERMINAL LEAVE	8,770.80	173.15	8,943.95
5010990000	BONUS PAY			
5050040000	IN STATE-AUTO MILEAGE	470.89-		470.89-
5130010000	RETIREMENT-SRS	5,958.25	557.82	6,516.07
5130030000	RETIREMENT-PORS REG & SAP	2,858.91	585.37	3,444.28
5130080000	RETIREMENT-ORP	0.01		0.01
5130310000	SOCIAL SECURITY-ST EMP	5,263.45	428.39	5,691.84
5130610000	HEALTH INS-ST EMP	3,960.01-	3,439.18	520.83-
5130670000	DENTAL INS-STATE EMPLOYEES	45.98-	69.70	23.72
5130710000	PRE-RET DEATH BENEFIT-ST EMP	55.78	5.57	61.35
5130730000	PRE-RET DEATH BENEFIT-POL OFF	34.77	7.12	41.89
5130750000	ACCIDENTIAL DEATH BENEFIT-POL OFF	34.77	7.12	41.89
5130780000	PRE-RET DEATH BENEFIT-ORP	0.01-		0.01-
5130780000	PRE-RET DEATH BENEFIT-ORP	0.01-		0.01-

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".

Evaluation



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