



South Carolina Enterprise Information System

# **SCEIS MANAGING GRANTS FOR YEAR-END PROCESS WORKSHOP CO500A**

End User Training  
Columbia, SC  
Spring 2011



# Welcome and Introductions

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## 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

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- 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

# Workshop Topics

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

# Workshop Topics cont.

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- 🌀 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



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

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# FI Follow-up Tasks

- ④ **UNLESS** they will be rolled over to the next fiscal year\*, clear out the following:
  - Purchase Orders\*
  - Funds Reservations\*
  - Funds Block
  - Travel Management Open Commitments
- ④ Ensure that all payables (ex.: sales and use tax payables) are cleared by the close out of the grant
- ④ Delete or process parked documents

# FI Follow-up Tasks cont.

- Use transaction FBV3 to determine 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	Cp
	2011	1000054086	Z7	07/06/2010	Prov 90.13	WIL18352		WIL18352	V	<input checked="" type="checkbox"/>
	2011	1000054628	SU	07/08/2010	JE EXP TO DB GRANT			TER10884	V	<input type="checkbox"/>
	2011	1000063235	SA	07/16/2010	loan cash	JOA08531		JOA08531	V	<input checked="" type="checkbox"/>
	2011	1000064411	SU	07/27/2010	Doc #1200065310	VADOWDY		VADOWDY	V	<input checked="" type="checkbox"/>
	2011	1000064560	SU	07/28/2010	Rev. GL Payroll 6/17 err.	JOH45794		JOH45794	V	<input checked="" type="checkbox"/>
	2011	1000065404	SU	08/04/2010	Incorrect PC			SAM44544	V	<input type="checkbox"/>
	2011	1000065922	SU	08/11/2010	1234567			ALF16538	V	<input type="checkbox"/>
	2011	1000067271	SU	08/25/2010	correction-s			SCOYNER	V	<input type="checkbox"/>
	2011	1000067272	SU	08/25/2010	correction-s			SCOYNER	V	<input type="checkbox"/>
	2011	1000067680	SU	08/30/2010	CORR GRANTS FOR EXP- YC			SHI09820	V	<input type="checkbox"/>
	2011	1000067892	SU	09/01/2010	Correct Pushdown			CAT27764	V	<input type="checkbox"/>
	2011	1000069273	Z7	09/14/2010	Corrects Funding for DSIT	BRE05281		BRE05281	V	<input checked="" type="checkbox"/>
	2011	1000071757	SU	09/22/2010	CE Vehicle Maint.	RICED		CYN02991	V	<input checked="" type="checkbox"/>
	2011	1000081577	IJ	10/26/2010	DHEC - SIPS	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>
	2011	1000081578	IJ	10/26/2010	Absolute Total Care	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>
	2011	1000081729	SU	10/27/2010	Change Cost Center 1	JAN11514		JAN11514	V	<input checked="" type="checkbox"/>





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## TOPIC 2: GRANT MASTER DATA

STATE INFORMATION  
TECHNOLOGY



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.

The screenshot displays the 'Create Grant Master - Selection Mode' window. The menu bar includes 'Grant', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar contains icons for save, undo, redo, and delete. The main data entry area has the following fields:

Grant	<input type="text"/>	<input type="button" value="Copy"/>
Grant Type	<input type="text"/>	
Sponsor	<input type="text"/>	
Copied from	<input type="text"/>	

At the bottom, there are tabs for 'General Data', 'Reference', 'Reporting', and 'Responsibilities'. A red box highlights the 'Copied from' field, and a red arrow points to it.

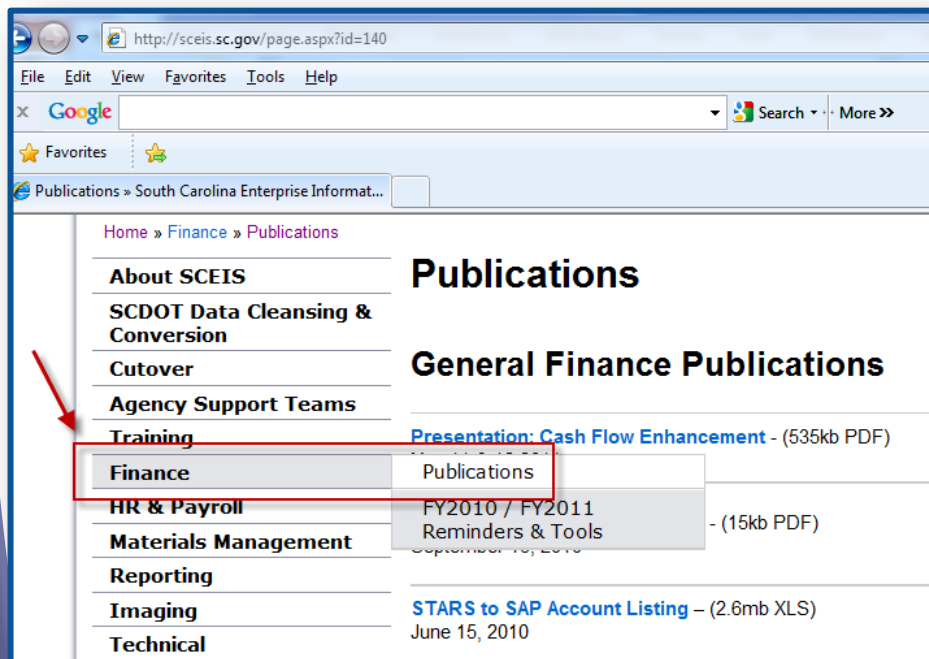
# Grant Master Data cont.

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- If you create a grant by reference, make changes in 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 Tem


**Note: Complete the Sponsored Programs Data Template before the Grant Ma**

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

This guide contains the Grant Master Template, GM Datalists for Grant Master Data Uploa

# Grant Master Data cont.

- If using templates, submit them to SCEIS via a help ticket.
- Please submit your request by June 15th to ensure grant load completion by July 1<sup>st</sup>
- 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	07 / 01 / 2010
Valid to Date	09 / 30 / 2011 
Grant Award Dates	
Start Date	07 / 01 / 2010
End Date	06 / 30 / 2011



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# TOPIC 3: SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE (SFFA)

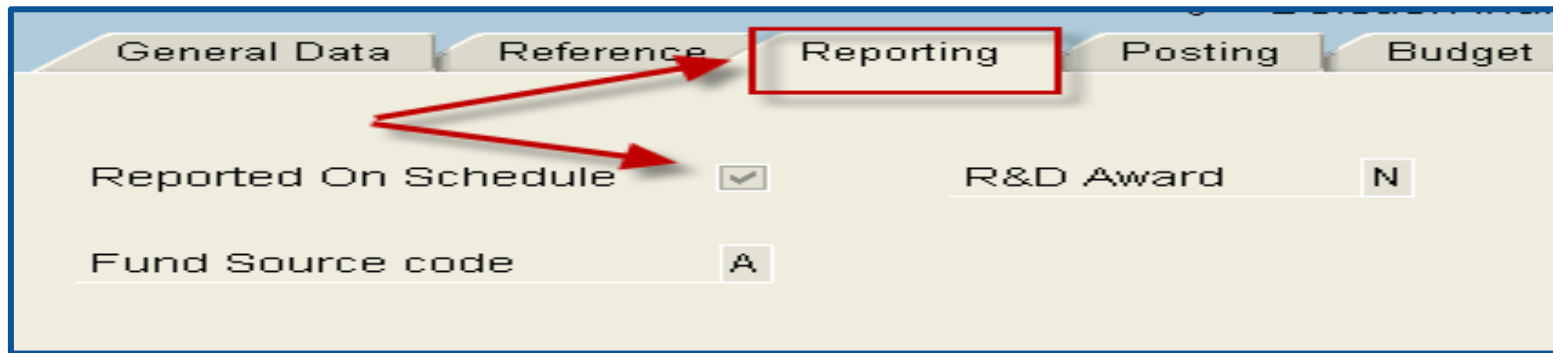
STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Schedule of Federal Financial Assistance (SFFA)

- Before running the SFFA, 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 screenshot shows a software interface with five tabs: General Data, Reference, Reporting, Posting, and Budget. The 'Reporting' tab is selected and highlighted with a red box. Below the tabs, there are three rows of data. The first row has 'Reported On Schedule' with a checked checkbox, 'R&D Award' with a dropdown menu showing 'N', and an empty field. The second row has 'Fund Source code' with a dropdown menu showing 'A'.

Field	Value
Reported On Schedule	<input checked="" type="checkbox"/>
R&D Award	N
Fund Source code	A

- The SFFA 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.**

# SFFA cont.

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- ④ If FY 2011 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.
- ④ 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

# Grant Budgets

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- 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 2011, you will need to take the following actions:
  - Return (RETN) any budget balances on your grants for FY 2011 back to FM NOT RELEVANT for FY 2011.
  - Enter (ENTR) the budget into FY 2012. This is the only way to be able to spend any of the FY 2011 Grant Budget Balance in FY 2012. 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 URL <http://sceis.sc.gov/page.aspx?id=140>. The page title is "Grants Management Publications". The content includes several links and notes:



- [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 Transaction Instructions" link, which is 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

### Upload GM Grant Budgets into SAP


**Load**

Business Area  

**Input**

File path

**Options**

Test Load GM Budgets 

Load GM Budgets

# Grant Budgets cont.

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- ④ 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.
- ④ 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.
- ④ 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.

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- ④ After all carryforwards have been processed, return remaining grant budget balances for FY 2011.
- ④ The grants module still considers the budget consumed against the grant even though the PO has been rolled over to the next fiscal year.



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# TOPIC 5: REVIEW OF BUDGET REQUESTS

# Review of Budget Requests

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- For all **NEW** grants, 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 overly authorized grant or program).



# Review of Budget Requests cont.

- ④ Consider contacting the Ways and Means Committee and/or the Senate Finance Committee to request additional Federal (and or Other) funds authorization if:
  - September/October has passed and a new, unanticipated grant is awarded
  - This grant was not been built into the recommended year budget base
- ④ OSB will work with the each agency to ensure sufficient, but not overly excessive, federal authorization exists.
- ④ 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



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# TOPIC 6: INDIRECT COSTS

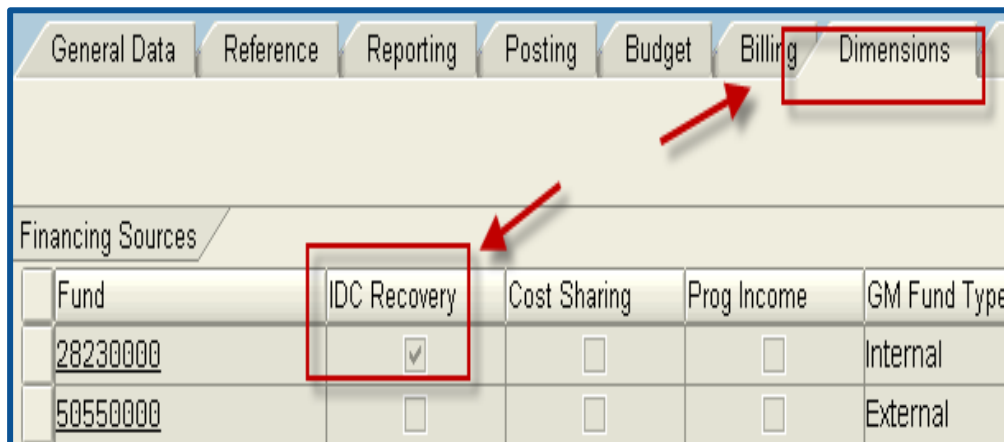
# Indirect Costs (IDC)

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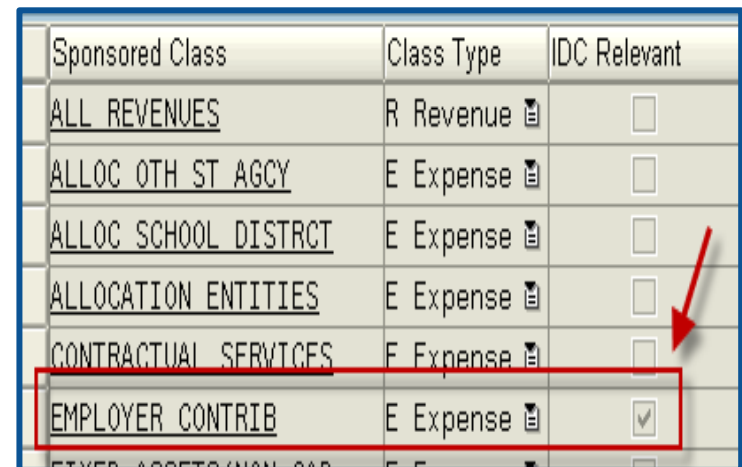
- Post Indirect costs by June 30 if you are remitting back to the State.
- The transaction code to post indirect costs is **GMIDCPOST**.
- If you went live on SCEIS during this Fiscal Year 2011, you will need to post any IDC earned on expenditures prior to that date by journal entry.
- Any expenditure postings after that date will be picked up by the GMIDCPOST transaction to post indirect costs.
- Use this transaction is optional but works well for standard IDC postings.

# 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



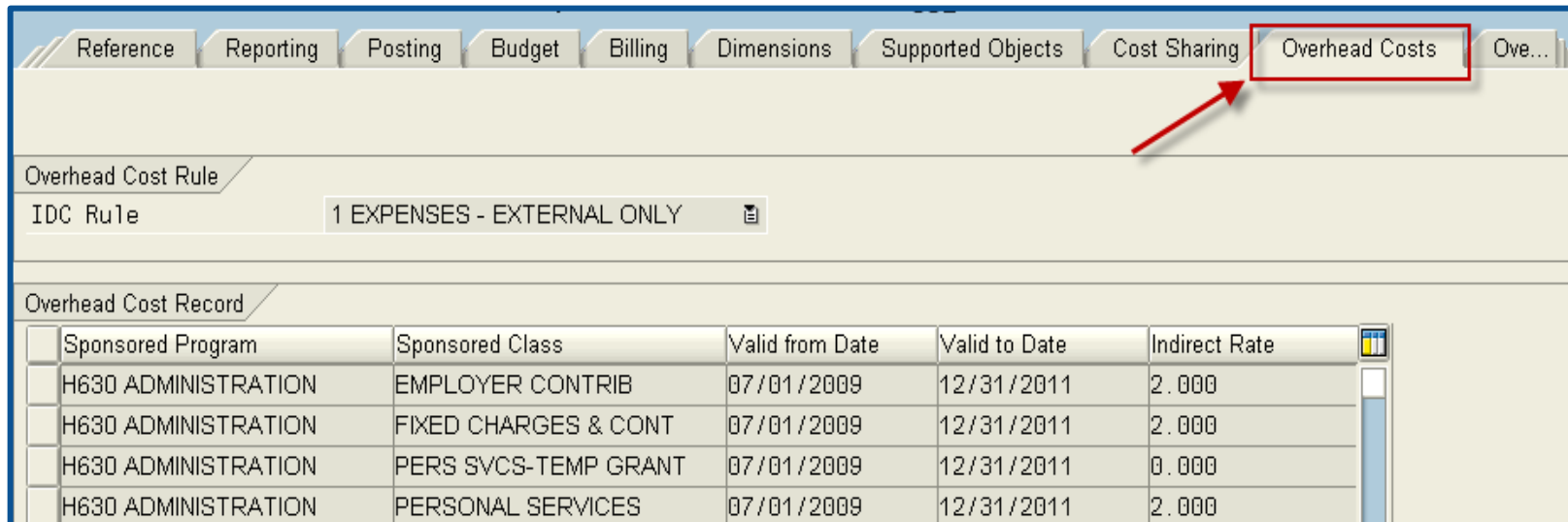
General Data	Reference	Reporting	Posting	Budget	Billing	Dimensions
Financing Sources						
Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type		
282300000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal		
505500000	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>

# 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



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

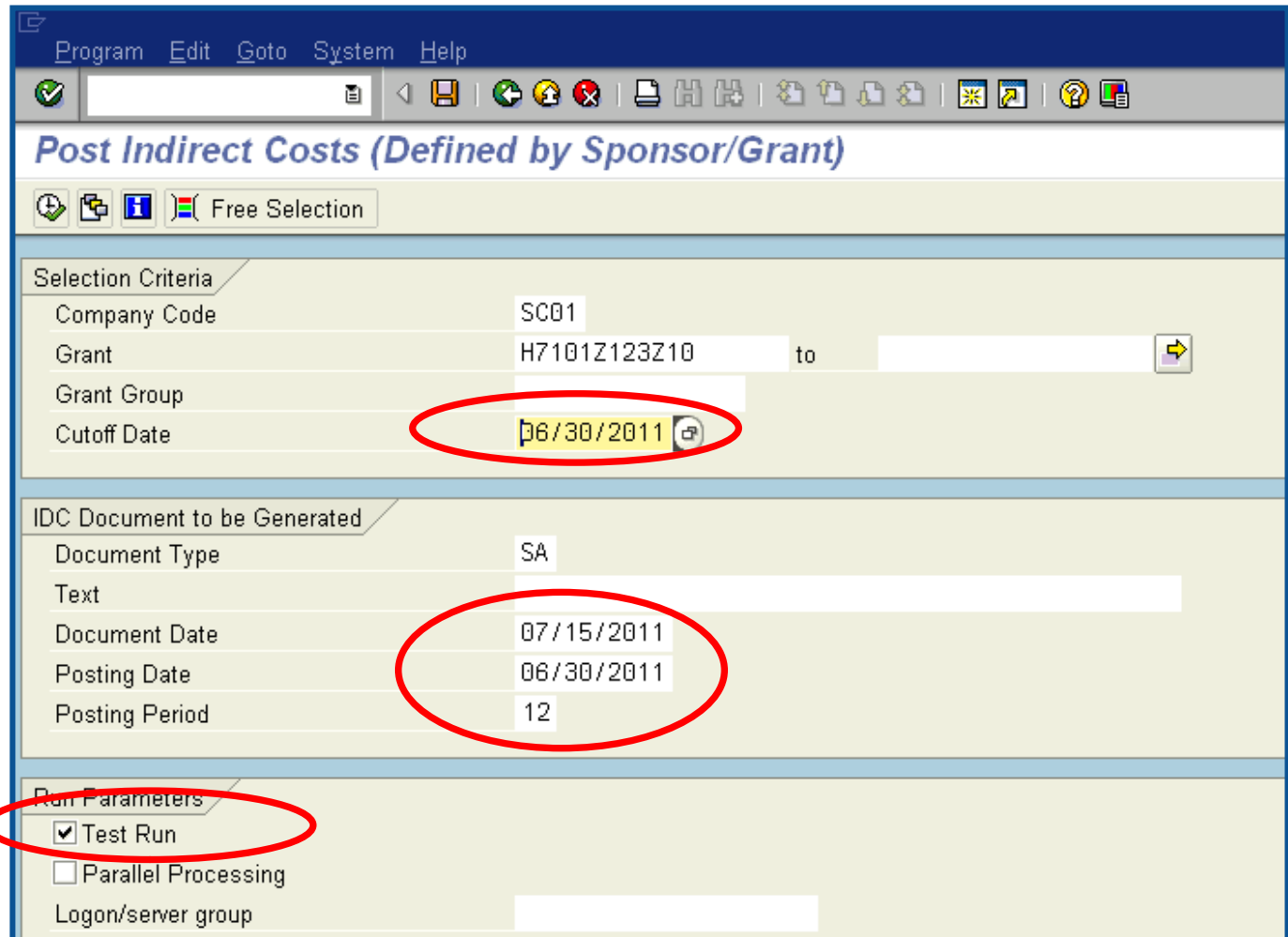
# IDC cont.

## 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



Selection Criteria	
Company Code	SC01
Grant	H7101Z123Z10 to
Grant Group	
Cutoff Date	06/30/2011

IDC Document to be Generated	
Document Type	SA
Text	
Document Date	07/15/2011
Posting Date	06/30/2011
Posting Period	12

Run Parameters	
<input checked="" type="checkbox"/> Test Run	
<input type="checkbox"/> 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	Ty...	Grant	Message Text
⚠ H7101Z123Z10	4	■	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 | Jumb... | 3

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
						<b>0.00</b>

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 – 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 2011  
Control Ledger 9H

Type of Account Assignments  
Account assignments specified below are:  
 Control Objects  
 Budget Addresses  
 Posting Addresses

Selection of Account Assignments

Grant		to		➡
Fund		to		➡
Funds Center		to		➡
Commitment Item		to		➡
Functional Area		to		➡
Funded Program		to		➡

Restriction According to Attributes  
➡ Multiple Selection FM Account Assignment Variant Name

# GM Reports – ECC cont.


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- ④ GM Reports – display data for the grant’s full term
  - Two reports
    - i. 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)



# GM Reports – ECC cont.

- ④ **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   to  

**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"/>	

Passthrough Consolidation

# GM Reports – ECC cont.

- 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
  - VT 54 – Liabilities/Payables that are still not cleared
  - VT 60 – Parked Documents that need to be processed or deleted
  - VT 80 – Funds block may need to be released
  - VT 81 – Funds reservations that need to be completed or rolled to the next fiscal year

# GM Reports – ECC cont.



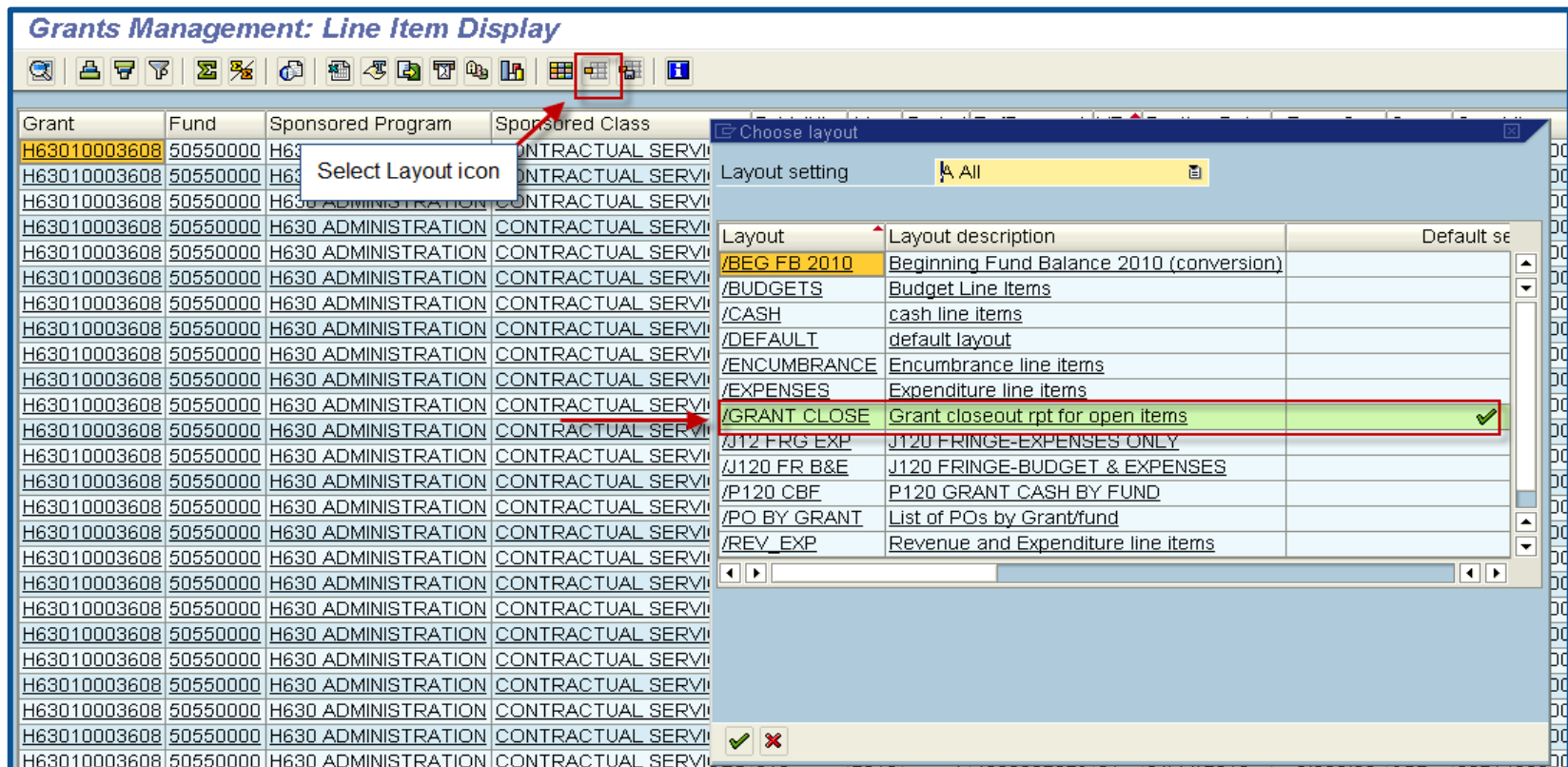
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<u>VT</u>	<u>Description</u>	<u>Type</u>
51	Purchase Orders	Encumbrance
52	Business Trip Commitments	Encumbrance
54	Liabilities	Balance Sheet
55	Assets[SD/AR]	Balance Sheet
57	Payments	Balance Sheet (Cash)
60	Parked Documents	Encumbrance
66	Transfer 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**

Choose layout

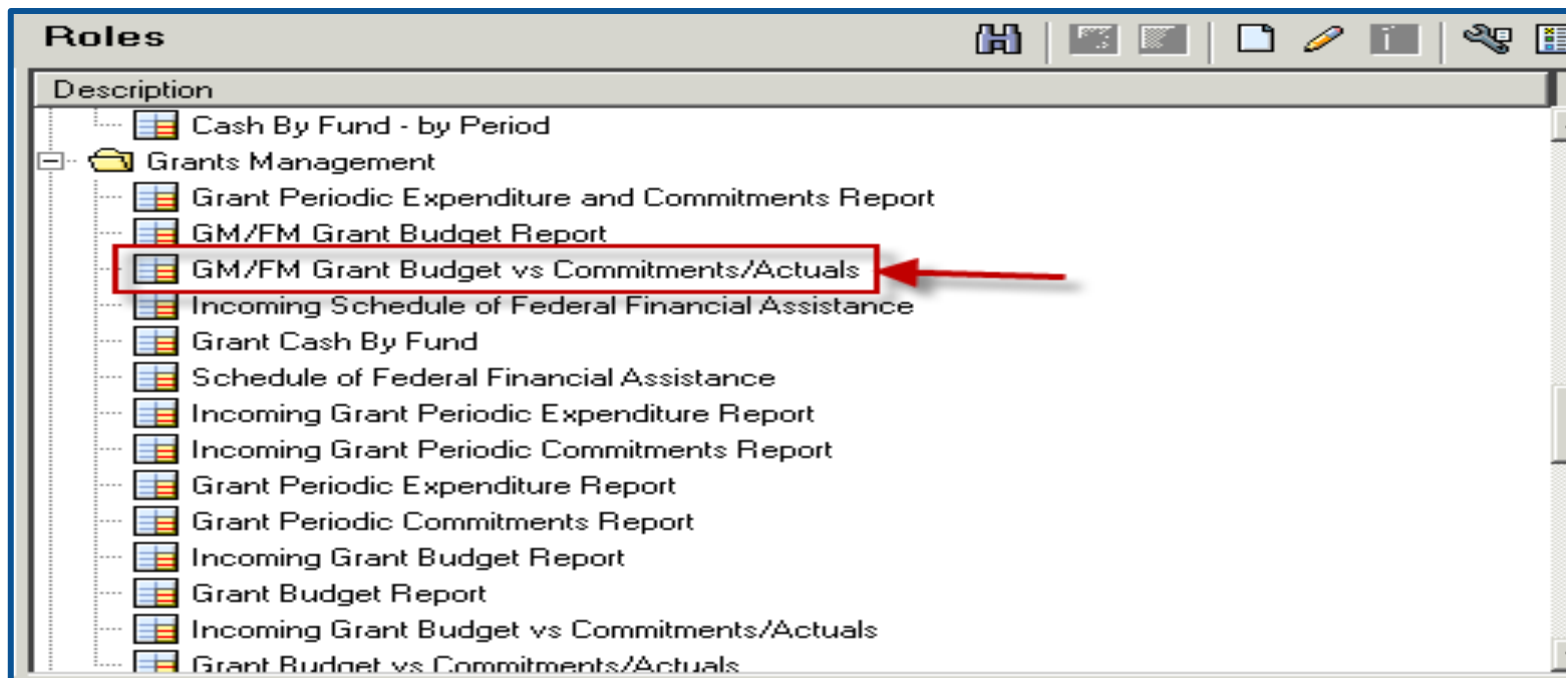
Layout setting: All

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	
<b>/GRANT CLOSE</b>	<b>Grant closeout rpt for open items</b>	<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	

# 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
					TRAVEL	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

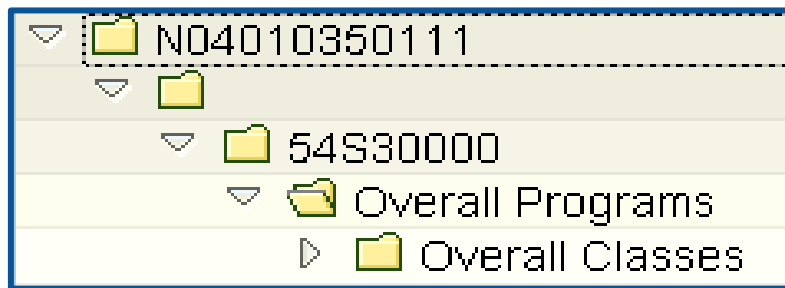


SC BUDGET AND CONTROL BOARD

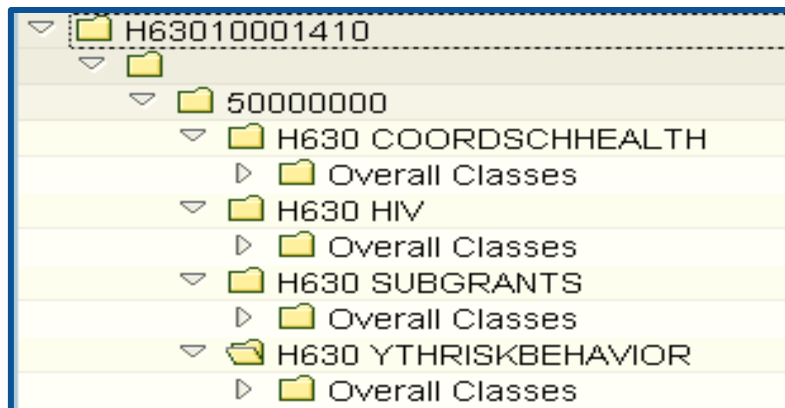
# GM AVC Settings

- Three levels of GM AVC settings:

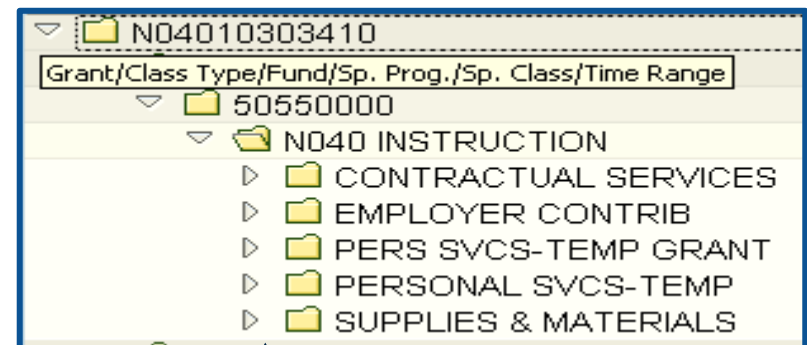
## GRANT



## SPONSORED PROGRAM



## SPONSORED CLASS



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

# GM AVC Settings cont.

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- ④ Default AVC setting > SPONSORED CLASS (most detail)
- ④ If the default setting is in place, budget is checked at the sponsored class / commitment item level.
- ④ File a help ticket if a new grant is created and needs to have different AVC settings from the default.
- ④ 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

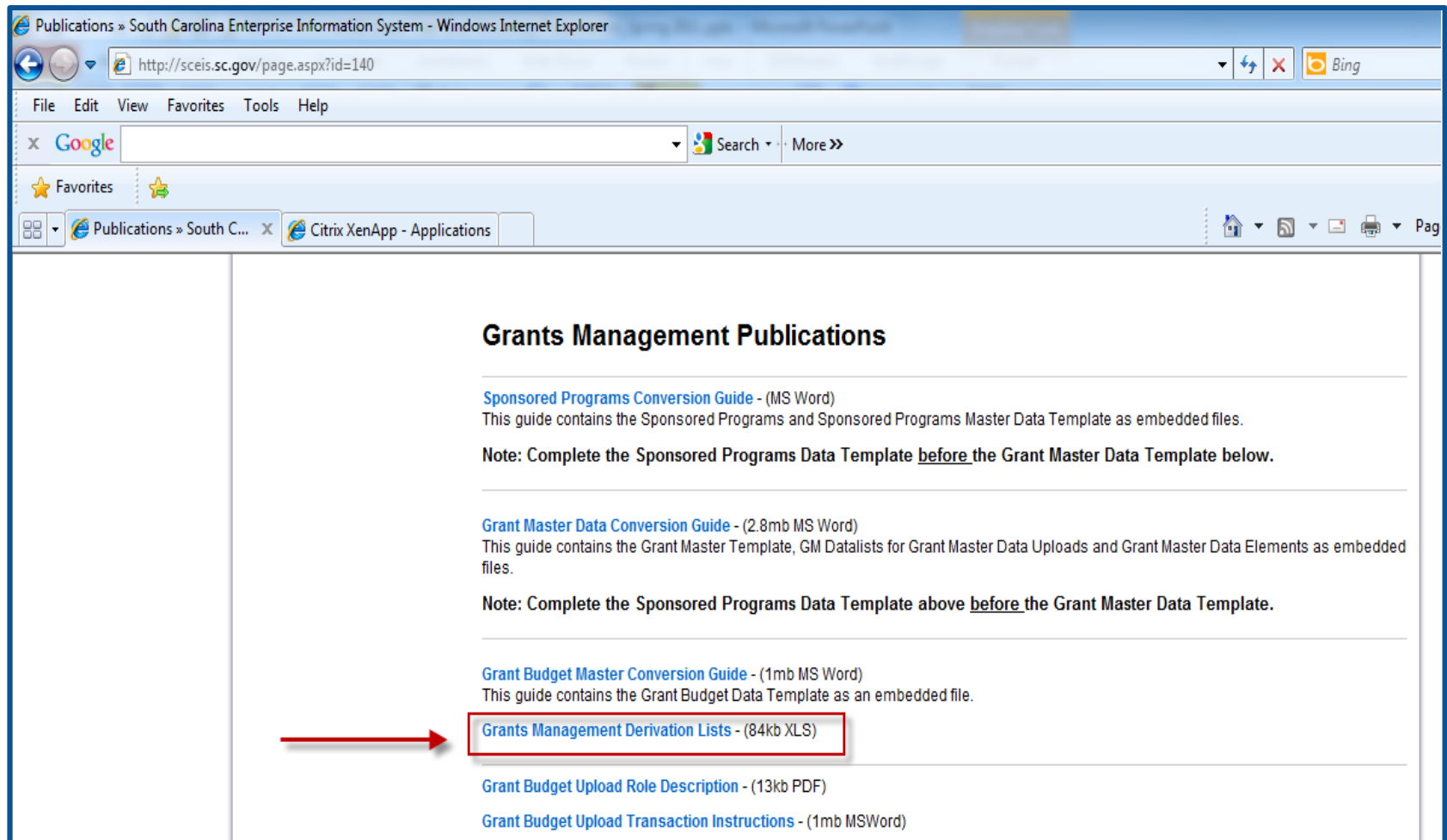
# GM Derivation Rules

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- ④ Four agency specific rules:
  - 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 Please update the template and follow instructions on the SCEIS website



# GM Derivation Rules cont.



Publications » South Carolina Enterprise Information System - Windows Internet Explorer  
http://sceis.sc.gov/page.aspx?id=140

File Edit View Favorites Tools Help

Google Search More >>

Publications » South C... Citrix XenApp - Applications

## Grants Management Publications

[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)



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.

# Posting Receivables for Grants cont.

- ④ **It is extremely important** that these be recorded at year-end so that the State's receivables will be correctly reported on the CAFR.
- ④ For FY 2011, completion of grant-related closing packages are still required, so receivables will be accounted for.
- ④ For FY 2012, 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.



South Carolina Enterprise Information System

# TOPIC 11: HR / PAYROLL

# HR / Payroll

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- 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.

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- ④ 30240000 is a fund in which payroll was posted since there was an issue with the employee's funding source.
- ④ Use the ZGLA report OR your choice of report to view postings against the 30240000 fund.
- ④ Consult your HR/Payroll staff as to what other reports/resources are available for review.
- ④ 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: \* Account Group Selected: \*  
 Cost Ctr: \* Funded Program: \* Period: 11, 2011

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
5010580000 CLASSIFIED POSITIONS	1,213,094.95		1,213,094.95
5010600000 UNCLASS POSITIONS	113,487.31		113,487.31
5010650000 GRANT EMPLOYEES	216,124.01		216,124.01
5010650001 TEMP GRT -TIME LIMIT	1,883.57		1,883.57
5010670000 RETIRE INCENTIVE PMT			
5010710000 TEMPORARY POSITIONS	157,632.26		157,632.26
5010730000 OT & SHIFT DIFFERENT	7,642.20		7,642.20
5010730001 TIME LIMITED-OVERTIME			
5010730004 ON-CALL PAY	285.00		285.00
5010790000 PATIENT EARNINGS	618.68		618.68
5010890000 TERMINAL LEAVE	69,489.13		69,489.13
5010890002 TERMINAL LEAVE - TERI	3,288.37		3,288.37



# Any Questions?

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# 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 that will be emailed to you after the workshop.***

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