GM Display

Description - Display grants management
- Role Conflicts: This role should be assigned to users who require display of GM data only.

Tasks/Responsibilities

- Display common GM transactions
- Display Customer Master
- Display grant and budget reports for analysis and/or review
- Display grant-related master data such as sponsored class, sponsored program, grant, etc
- Effectively communicate/coordinate with agencies concerning report results

Related Processes

- Grants Management - Grant Master Data
- Grants Management - Grant Budget Process
- Grants Management - Grant Management Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English

- Knowledge of Grant master data elements

- Knowledge of Grant related reports

- Knowledge of related SAP modules such as Funds Management and Financial Accounting

- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 1

Course Title: GM001 Basic GM Display: On-Line eLearning Simulation with a Quick Reference Guide

Duration in Hours: 1

Agency Program Manager

Description - Display grants management information
- Create, maintain, and delete GM master data
- Create and maintain grant budgets

Tasks/Responsibilities

- Confirm authorization objects, if applicable, for respective agencies
- Confirm GM and FM master data elements and corresponding amounts to be used in the budget document
- Create grant-related master data such as sponsored program, grant, etc
- Delete incorrectly entered or obsolete master data
- Display common GM transactions
- Display grant and budget reports for analysis and/or review
- Display grant-related master data such as sponsored class, sponsored program, grant, etc
- Effectively communicate/coordinate with agencies concerning report results
- Make any required changes and/or updates to existing grant master data
- Perform periodic reviews of grant master data indexes to check for duplication
- Review related FM budget document(s)prior to executing process

Related Processes

- Grants Management - Grant Master Data
- Grants Management - Grant Budget Process
- Grants Management - Grant Management Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Agency GM Administrator

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Grant master data elements
- Knowledge of Grant related reports
- Knowledge of related SAP modules such as Funds Management and Financial Accounting
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of sponsor requirements
- Knowledge of State policices for grant budgeting
- Knowledge of the State policies and procedures relating to grant accounting and budget

Expected Training Courses

Total Training Hours: 19

Course Title: FI100 SCEIS Financial Overview   Duration in Hours: 2

Course Title: GM310 SCEIS Grants Management (Lifecycle   Duration in Hours: 8
 of a Pass-through Grant)

Course Title: GM300 SCEIS Grants Management   Duration in Hours: 8

Course Title: COR120 SCEIS SAP Enterprise Core   Duration in Hours: 1
Component (ECC) Overview and Navigation

Agency GM Administrator

Description - Bill the sponsor for allowable costs covered under the grant's provisions
- Create and maintain grant budgets
- Display grants management information
- Calculate and post INDIRECT COSTS to individual grants
- Create, maintain, and delete GM master data

Tasks/Responsibilities

- Bill sponsor for allowed reimbursable costs
- Confirm authorization objects, if applicable, for respective agencies
- Confirm General Sponsor information
- Confirm GM and FM master data elements and corresponding amounts to be used in the budget document
- Confirm GM and FM master data elements and corresponding rates/amounts to be posted
- Create grant-related master data such as sponsored program, grant, etc
- Delete incorrectly entered or obsolete master data
- Display common GM transactions
- Display Customer Master
- Display grant and budget reports for analysis and/or review
- Display grant-related master data such as sponsored class, sponsored program, grant, etc
- Effectively communicate/coordinate with agencies concerning report results
- Make any required changes and/or updates to existing grant master data
- Perform periodic reviews of grant master data indexes to check for duplication
- Review grant requirements for indirect cost processing
- Review proposed IDC document prior to execution of this process
- Review related FM budget document(s)prior to executing process
- Validate and/or reconcile costs to be billed

Related Processes

- Grants Management - Grant Master Data
- Grants Management - Grant Budget Process
- Grants Management - Grant Expenditure and Billing Activities
- Grants Management - Grant Management Reporting

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of allowable vs. unallowable rates and categories for the grant's indirect costs
- Knowledge of Grant master data elements
- Knowledge of Grant related reports
- Knowledge of grant's provisions relating to reimbursable and allowed costs
- Knowledge of related SAP modules such as Funds Management and Financial Accounting

- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

- Knowledge of sponsor requirements

- Knowledge of sponsor's billing requirements

- Knowledge of State policices for grant budgeting

- Knowledge of State policies for grant processing and billing requirements

- Knowledge of State policies for processing indirect costs

- Knowledge of the State policies and procedures relating to grant accounting and budget

Expected Training Courses

Total Training Hours: 19

Course Title: GM300 SCEIS Grants Management   Duration in Hours: 8

Course Title: COR120 SCEIS SAP Enterprise Core   Duration in Hours: 1
Component (ECC) Overview and Navigation

Course Title: GM310 SCEIS Grants Management (Lifecycle   Duration in Hours: 8
 of a Pass-through Grant)

Course Title: FI100 SCEIS Financial Overview   Duration in Hours: 2