



Knowledge Transfer Program Grants Management Session 2

Course Agenda

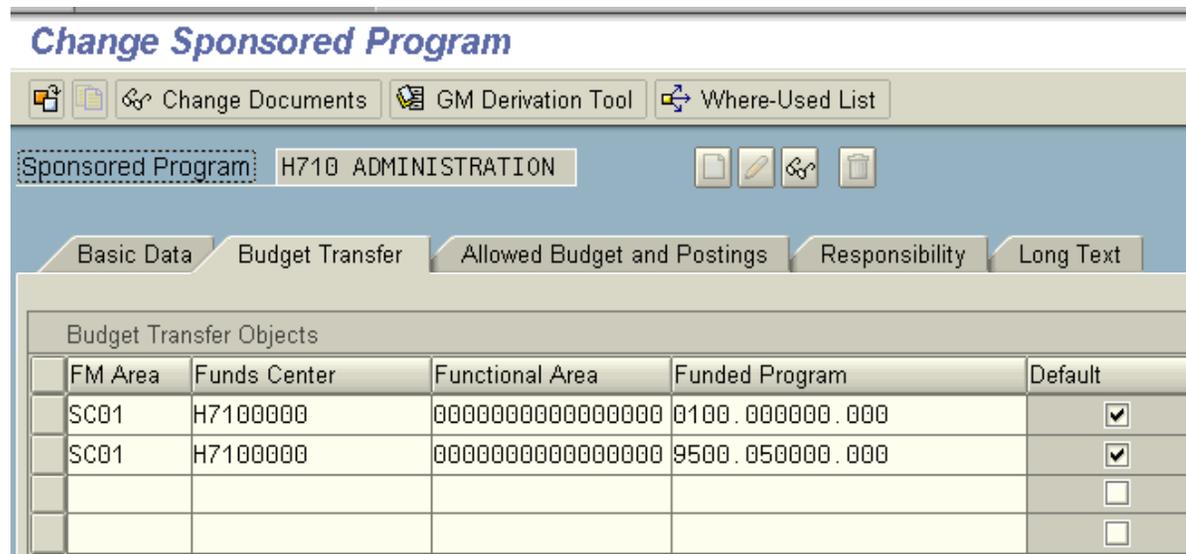


- 🌀 **Week 1:** Overview of GM, Integration(especially FM), and Master Data
- 🌀 **Week 2:** Continuation of Master Data
- 🌀 **Week 3:** Grant Budgeting and Indirect Costing
- 🌀 **Week 4:** Program Income, Troubleshooting, Reporting and Conversion
- 🌀 **Week 5:** Passthrough Grants (only for Agencies that pass through grants)

Creating Sponsored Programs

Transaction: GMPROGRAM

- Two tabs for entry
- Budget Transfer Tab (by entering FM objects and clicking the Default checkbox will simplify budgeting):



The screenshot shows the 'Change Sponsored Program' window. At the top, there are buttons for 'Change Documents', 'GM Derivation Tool', and 'Where-Used List'. Below these, the 'Sponsored Program' is identified as 'H710 ADMINISTRATION'. The interface has several tabs: 'Basic Data', 'Budget Transfer', 'Allowed Budget and Postings', 'Responsibility', and 'Long Text'. The 'Budget Transfer' tab is active, displaying a table of 'Budget Transfer Objects'.

FM Area	Funds Center	Functional Area	Funded Program	Default
SC01	H7100000	000000000000000000	0100.000000.000	<input checked="" type="checkbox"/>
SC01	H7100000	000000000000000000	9500.050000.000	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Note: These FM Object Combinations will be defaulted to your budget document; include Employer Contributions funded program if necessary.

The Derivers

FMDerive (6 FM Objects)

- Fund
- Funds Center
- Commitment Item
- Functional Area
- Funded Program
- Grant

GMDerive (2 GM objects)

- Sponsored Program
- Sponsored Class

Sponsored Programs/Functional Areas

☉ How they relate

- Sponsor requirements for control/reporting
- Mini Code

☉ When to request a new Functional Area

☉ When to create a new Sponsored Program

- Keep generic when possible
- Reuse, reuse, reuse



Microsoft Office
rd 97 - 2003 Docum

Grant Types

- Has five grant types
 - G1 Federal
 - G2 State
 - G3 Other Entities
 - G4 Subgrant - SC Agencies
 - G5 Subgrant - Other
- Grant type controls the behavior of a grant in the system.
- Once the grant is saved, the grant type cannot be changed.

Creating Grants

Transaction: GMGRANT

🌀 General (header), date, budget, object relationship, status information

🌀 Data stored on several tabs:

- ✓ General Data
 - Reference
 - Reporting
 - Posting
 - Budget
 - Billing
 - Dimensions
 - Supported Objects
 - Cost Sharing
 - Overhead Costs
 - Overhead Cost Limits
 - Overhead Cost Refund

Grant Master Data – General Data



The **General Data** tab contains important information such as the sponsor, the grant value and the validity dates of the grant.

- Auth Group = Agency number and enables security
- Notice that we start in the Initial Draft status; when ready, push the “Change Status” button to advance the stage
- The Grant Validity Dates are for managing postings (change as necessary); Grant Award Dates are the true start and end dates of the Grant

The screenshot displays the 'Display Grant Master H7101LUNCH09 - Incoming' window. The 'General Data' tab is active, showing the following information:

Basic Data	
Grant Type	G1 Federal
Company Code	SC01 State of South Carolina
Sponsor	H630000 Department Of Education John Cooley
Authorization Group	H710 WIL LOU GRAY OPPORTU
Award Type	OTH Other - Non Research & Development

Description	
Name	SCHOOL LUNCH 2009
Description	School Lunch 2009

Currency and Conversion Factors	
Grant Currency	USD United States Dollar
Grant Value	1,020,000.00

Grant Validity	
Valid from Date	07/01/2008
Valid to Date	09/30/2009

Grant Award Dates	
Start Date	07/01/2008
End Date	06/30/2009

Grant Master Data - Reference



The **Reference** tab contains the sponsor reference numbers, Catalog of Federal Domestic Assistance (CFDA) numbers and internal reference numbers associated with this grant.

- Internal Reference = STARS Project/Phase

The screenshot shows the 'Display Grant Master H7101LUNCH09 - Incoming' window. The 'Reference' tab is selected, displaying the following data:

Reference	
External Reference	LS-01-09-0041-09
CFDA Number	10.553

Grant Recipient Data	
Internal Reference	000740

Other Information	
Program Contact 1	ALAN SMITH
Program Contact 2	JOE BROWN

Financing	
Funding Origin	

Grant Master Data - Reporting



The **Reporting** tab contains the information used for the Schedule report in BW.

Display Grant Master H7101LUNCH09 - Incoming

Relationships | Object Mapper | Budget Overview

Grant	H7101LUNCH09	School Lunch 2009
Grant Type	G1	Federal
Sponsor	H630000	Department Of Education John Cooley
	◇ Deletion Indicator	○○ Award

General Data | Reference | **Reporting** | Posting | Budget | Billing | Dimensions | Supported Objects | Cost Sharing | Overhea...

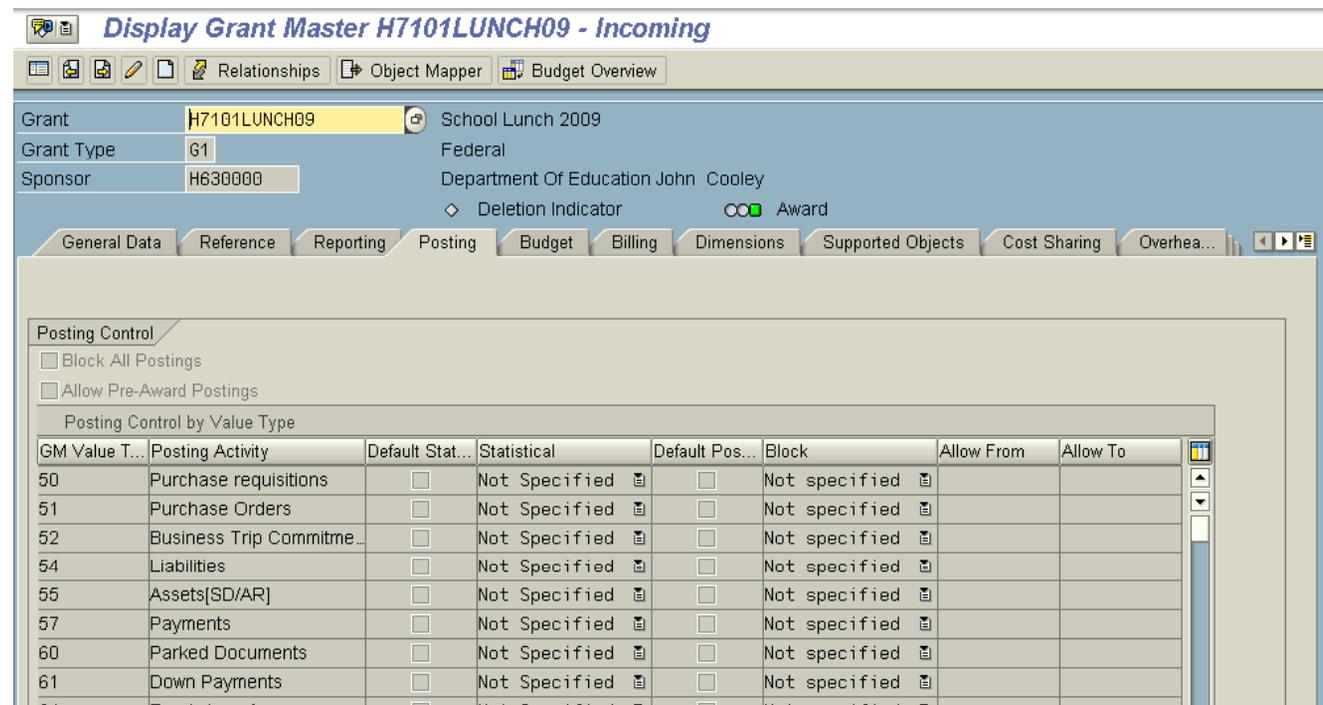
Reported On Schedule R&D Award

Fund Source code

Grant Master Data - Posting

The **Posting** tab contains posting activity types and allows the user to determine if all or specific postings are blocked on this grant.

- The Allow Pre-Award Postings checkbox allows you to post before the grant start date if you are in the Budget Validity Period date range
- The Posting Control grid is a way to further restrict postings



Display Grant Master H7101LUNCH09 - Incoming

Grant: H7101LUNCH09 School Lunch 2009
Grant Type: G1 Federal
Sponsor: H630000 Department Of Education John Cooley
Deletion Indicator: Award

Posting Control

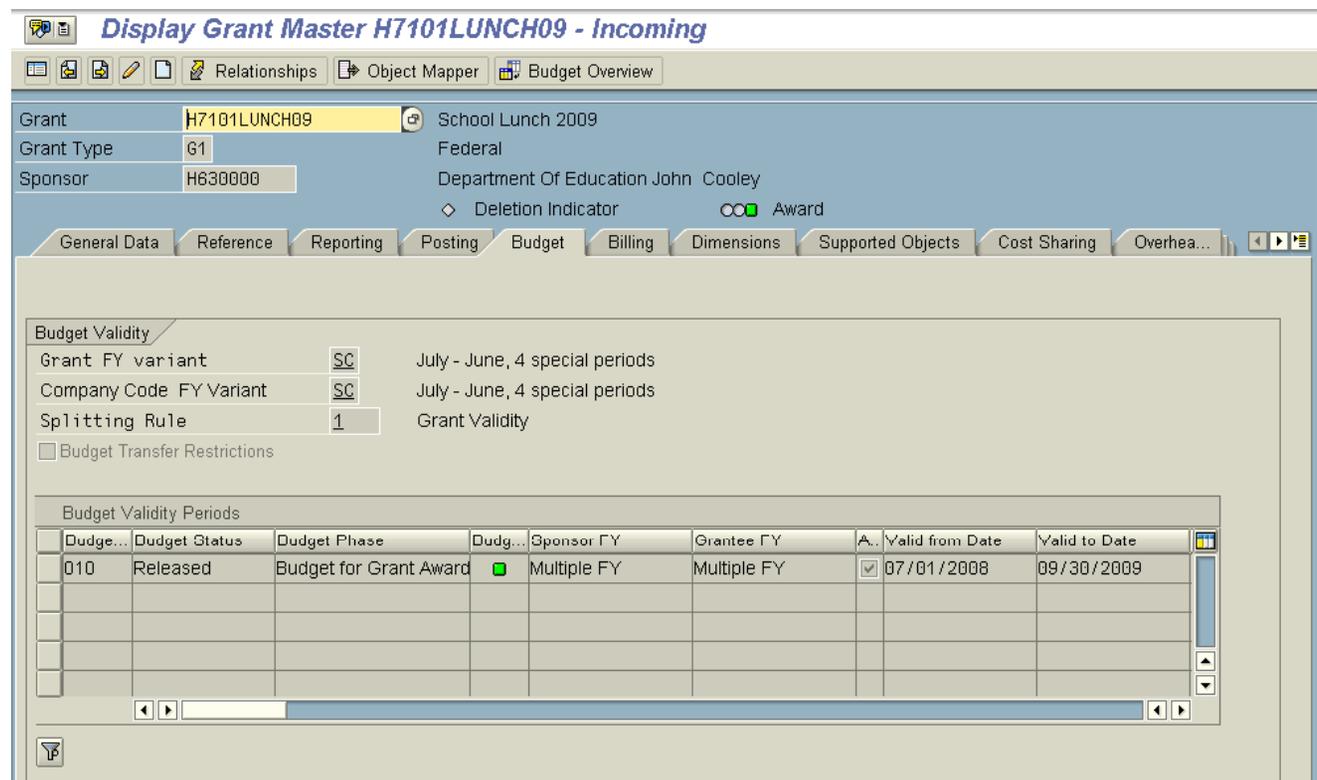
Block All Postings
 Allow Pre-Award Postings

GM Value T...	Posting Activity	Default Stat...	Statistical	Default Pos...	Block	Allow From	Allow To
50	Purchase requisitions	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
51	Purchase Orders	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
52	Business Trip Commitme...	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
54	Liabilities	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
55	Assets(SD/AR)	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
57	Payments	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
60	Parked Documents	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
61	Down Payments	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		
64	Funds transfers	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Not specified		

Grant Master Data - Budget

The **Budget** tab contains the FY variant and how the budget validity periods are broken down

- The Splitting Rule is always '1'
- By default, a single Budget Validity Period (010) will be created, matching the Grant Validity Period
- Different Grant FYVs are available but no real functionality afforded by it



Display Grant Master H7101LUNCH09 - Incoming

Grant: H7101LUNCH09 School Lunch 2009
Grant Type: G1 Federal
Sponsor: H630000 Department Of Education John Cooley
Deletion Indicator: Award:

General Data | Reference | Reporting | Posting | **Budget** | Billing | Dimensions | Supported Objects | Cost Sharing | Overhea...

Budget Validity

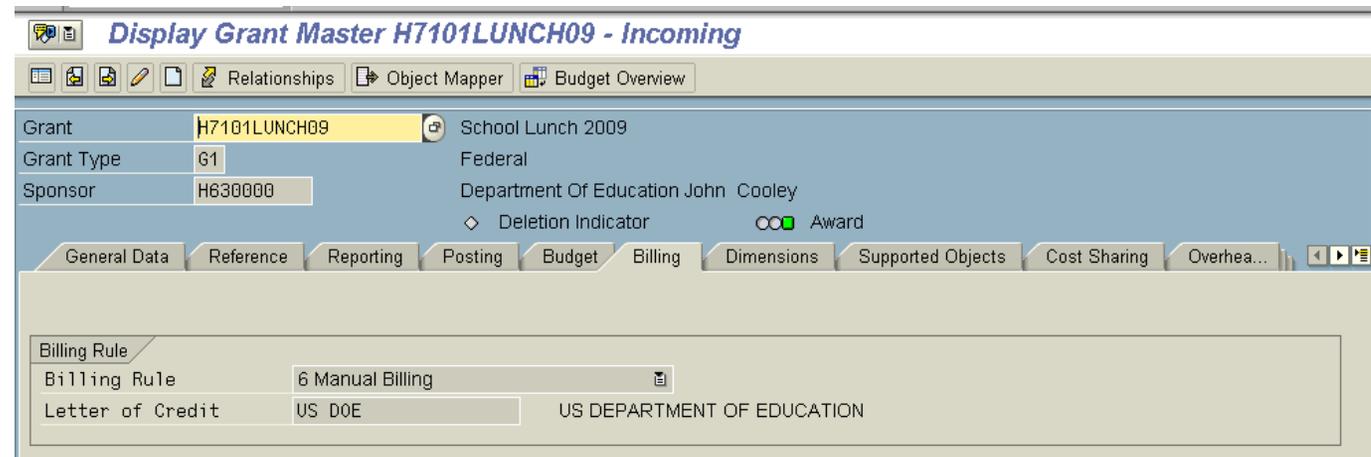
Grant FY variant: SC July - June, 4 special periods
Company Code FY Variant: SC July - June, 4 special periods
Splitting Rule: 1 Grant Validity
 Budget Transfer Restrictions

Dudge...	Dudget Status	Dudget Phase	Dudge...	Sponsor FY	Grantee FY	A.. Valid from Date	Valid to Date
010	Released	Budget for Grant Award	<input checked="" type="checkbox"/>	Multiple FY	Multiple FY	<input checked="" type="checkbox"/> 07/01/2008	09/30/2009

Grant Master Data - Billing

The **Billing** tab contains information about the type of billing rule used for grant funds recovery or billing purposes.

- Currently, the only acceptable billing option is '6' Manual Billing
- LOC is for reporting purposes only



The screenshot shows the 'Billing' tab of the 'Display Grant Master H7101LUNCH09 - Incoming' window. The window title bar includes 'Display Grant Master H7101LUNCH09 - Incoming' and navigation buttons for 'Relationships', 'Object Mapper', and 'Budget Overview'. The main data area shows the following fields:

Grant	H7101LUNCH09	School Lunch 2009
Grant Type	G1	Federal
Sponsor	H630000	Department Of Education John Cooley
		Deletion Indicator <input type="checkbox"/> Award <input checked="" type="checkbox"/>

Below the data area is a tabbed interface with the following tabs: General Data, Reference, Reporting, Posting, Budget, Billing (selected), Dimensions, Supported Objects, Cost Sharing, and Overhea... The 'Billing' tab is active, showing the following data:

Billing Rule	6 Manual Billing	
Letter of Credit	US DOE	US DEPARTMENT OF EDUCATION

Grant Master Data - Dimensions



The **Dimensions** tab shows external and internal funds, the Sponsored Programs/Classes tied to the Grant, and those Sponsored Classes which are IDC relevant.

- Only one external Fund per Grant
- When selecting a Sponsored Class as IDC-relevant, the two IDC Sponsored Classes automatically populate
- When entering an Internal Fund, select the “type”

Display Grant Master H7101LUNCH09 - Incoming

Relationships | Object Mapper | Budget Overview

Grant: H7101LUNCH09 School Lunch 2009
 Grant Type: G1 Federal
 Sponsor: H630000 Department Of Education John Cooley
 Deletion Indicator: Award:

General Data | Reference | Reporting | Posting | Budget | Billing | **Dimensions** | Supported Objects | Cost Sharing | Overhea...

Financing Sources

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
10010000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal	GENERAL FUND
28230000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal	INDIRECT COST REC
50550000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External	FEDERAL

Sponsored Programs

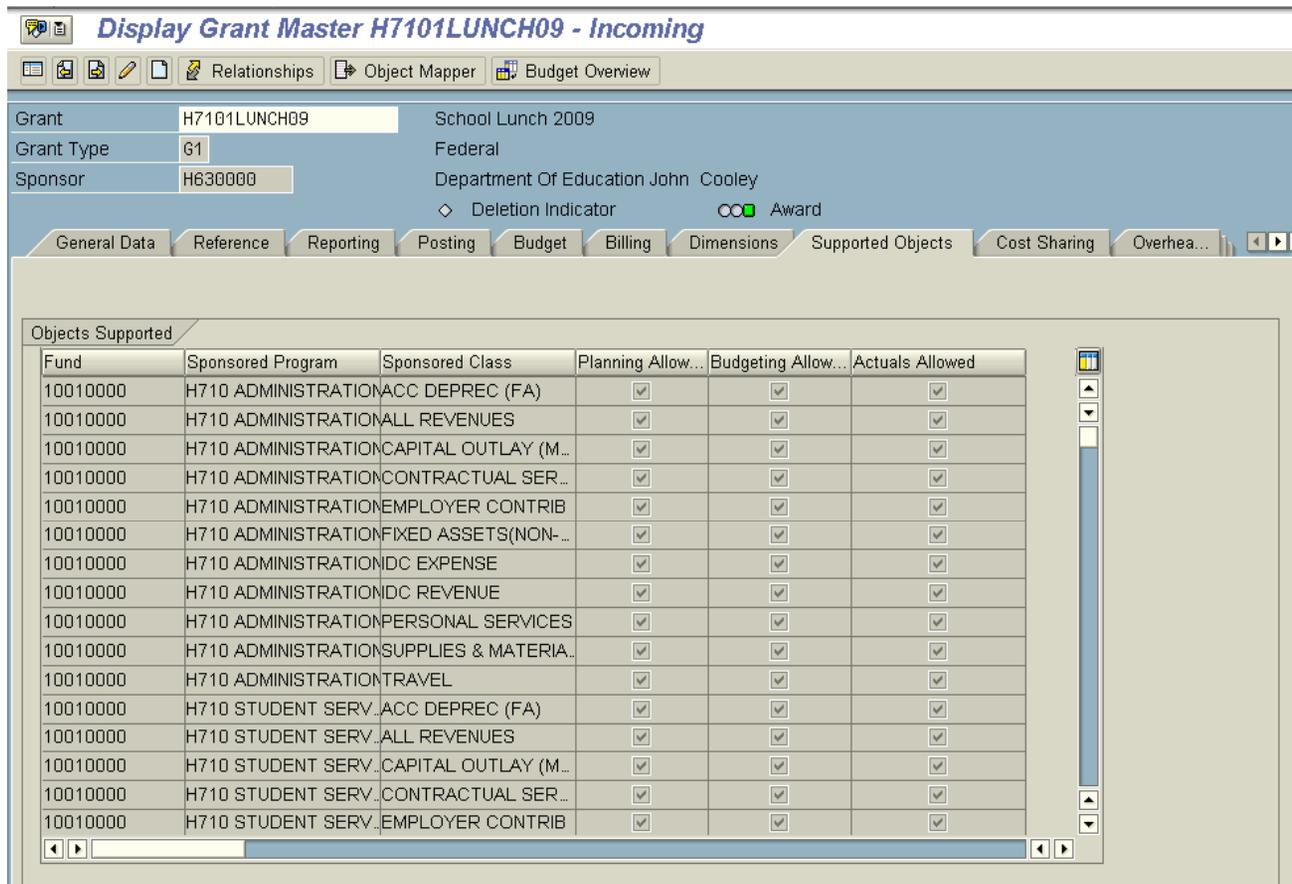
Sponsored Program	Program Description	Valid from	Default
H710 ADMINISTRATION	H710 ADMINISTRATION		<input type="checkbox"/>
H710 STUDENT SERVICE	H710 STUDENT SERVICES		<input type="checkbox"/>

Sponsored Classes

Sponsored Class	Class Type	IDC Relevant	Sponsored Class Description	Valid from	Default
ACC DEPREC (FA)	Expense	<input type="checkbox"/>	ACC DEPREC (FA)	01/01/2000	<input checked="" type="checkbox"/>
ALL REVENUES	Revenue	<input type="checkbox"/>	ALL REVENUES	01/01/2000	<input checked="" type="checkbox"/>
CAPITAL OUTLAY (MA)	Expense	<input type="checkbox"/>	CAPITAL OUTLAY (MA)		<input type="checkbox"/>
CONTRACTUAL SERVICES	Expense	<input type="checkbox"/>	CONTRACTUAL SERVICES	01/01/2000	<input checked="" type="checkbox"/>
EMPLOYER CONTRIB	Expense	<input type="checkbox"/>	EMPLOYER CONTRIBUTIONS	01/01/2000	<input checked="" type="checkbox"/>
FIXED ASSETS (NON-CAP	Expense	<input type="checkbox"/>	FIXED ASSETS (NON-CAPITALIZE...	01/01/2000	<input checked="" type="checkbox"/>
IDC EXPENSE	Expense	<input type="checkbox"/>	IDC EXPENSE	01/01/2000	<input checked="" type="checkbox"/>

Grant Master Data – Supported Objects

The **Supported Objects** tab contains the fund(s), sponsored program and sponsored class combinations recorded on the “Dimensions” tab. It will allow certain combinations to be used only for budgeting or posting of actual expenses.



Display Grant Master H7101LUNCH09 - Incoming

Relationships Object Mapper Budget Overview

Grant: H7101LUNCH09 School Lunch 2009
Grant Type: G1 Federal
Sponsor: H630000 Department Of Education John Cooley
Deletion Indicator: Award:

General Data Reference Reporting Posting Budget Billing Dimensions Supported Objects Cost Sharing Overhea...

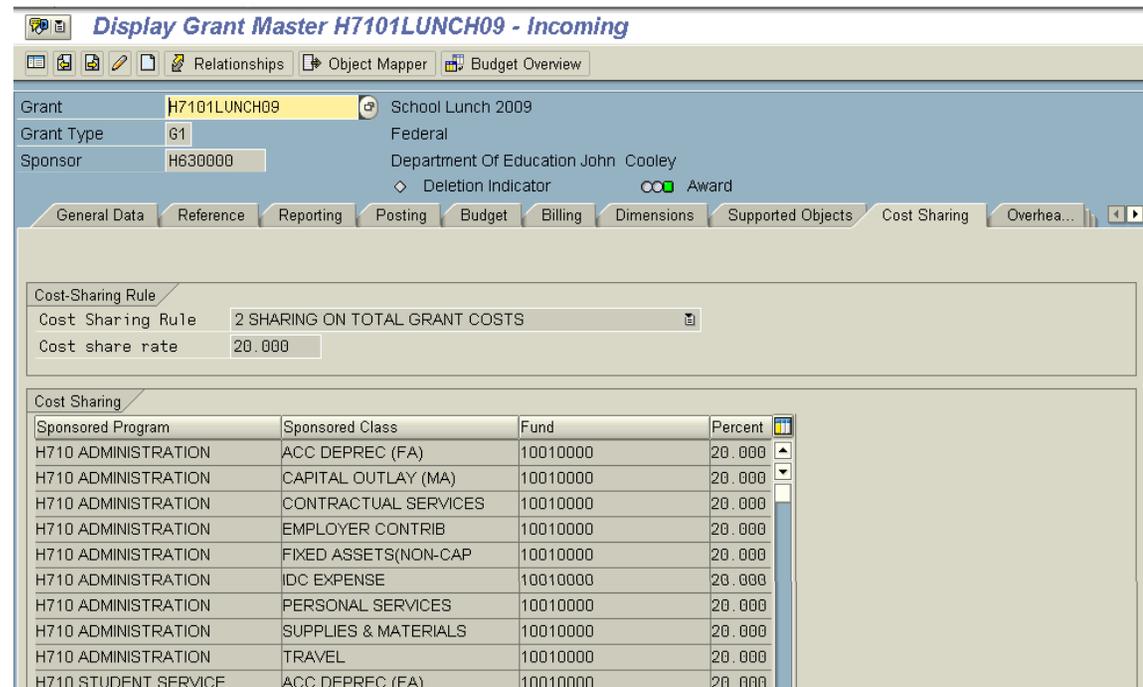
Objects Supported

Fund	Sponsored Program	Sponsored Class	Planning Allow...	Budgeting Allow...	Actuals Allowed
10010000	H710 ADMINISTRATION	ACC DEPREC (FA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	ALL REVENUES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	CAPITAL OUTLAY (M...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	CONTRACTUAL SER...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	EMPLOYER CONTRIB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	FIXED ASSETS(NON-...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	DC EXPENSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	DC REVENUE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	PERSONAL SERVICES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	SUPPLIES & MATERIA...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 ADMINISTRATION	TRAVEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 STUDENT SERV...	ACC DEPREC (FA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 STUDENT SERV...	ALL REVENUES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 STUDENT SERV...	CAPITAL OUTLAY (M...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 STUDENT SERV...	CONTRACTUAL SER...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010000	H710 STUDENT SERV...	EMPLOYER CONTRIB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grant Master Data – Cost Sharing

The **Cost Sharing** tab contains the cost sharing rule, percentage rates, the applicable sponsored program(s)/sponsored class(es) and the designated internal fund.

- Only use to “suggest” budget; does not currently affect postings



The screenshot shows the 'Display Grant Master H7101LUNCH09 - Incoming' application window. The 'Cost Sharing' tab is selected, displaying the following information:

Grant: H7101LUNCH09 School Lunch 2009
Grant Type: 61 Federal
Sponsor: H630000 Department Of Education John Cooley
Deletion Indicator: Award:

Cost-Sharing Rule:
Cost Sharing Rule: 2 SHARING ON TOTAL GRANT COSTS
Cost share rate: 20.000

Cost Sharing Table:

Sponsored Program	Sponsored Class	Fund	Percent
H710 ADMINISTRATION	ACC DEPREC (FA)	10010000	20.000
H710 ADMINISTRATION	CAPITAL OUTLAY (MA)	10010000	20.000
H710 ADMINISTRATION	CONTRACTUAL SERVICES	10010000	20.000
H710 ADMINISTRATION	EMPLOYER CONTRIB	10010000	20.000
H710 ADMINISTRATION	FIXED ASSETS(NON-CAP	10010000	20.000
H710 ADMINISTRATION	IDC EXPENSE	10010000	20.000
H710 ADMINISTRATION	PERSONAL SERVICES	10010000	20.000
H710 ADMINISTRATION	SUPPLIES & MATERIALS	10010000	20.000
H710 ADMINISTRATION	TRAVEL	10010000	20.000
H710 STUDENT SERVICE	ACC DEPREC (FA)	10010000	20.000

Grant Master Data – Overhead Costs



The **Overhead Costs** tab contains the rule used to record the Facilities and Administrative Costs (F&A costs), as well as the validity dates for each sponsored program / sponsored class combination.

- ‘1’ is currently the only IDC rule; another rule for internal funds is being tested

The screenshot displays the 'Display Grant Master H7101LUNCH09 - Incoming' window. The 'Overhead...' tab is selected, showing the 'Overhead Cost Rule' section with 'IDC Rule' set to '1 EXPENSES'. Below this is the 'Overhead Cost Record' table.

Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
H710 ADMINISTRATION	PERSONAL SERVICES	07/01/2008	09/30/2009	4.000
H710 STUDENT SERVICE	PERSONAL SERVICES	07/01/2008	09/30/2009	4.000

Grant Master Data – Overhead Cost Limits



The **Overhead Cost Limits** tab contains the validity dates, IDC cap and usage info for each sponsored program / sponsored class.

Display Grant Master H7101LUNCH09 - Incoming

Grant: H7101LUNCH09 School Lunch 2009
Grant Type: G1 Federal
Sponsor: H630000 Department Of Education John Cooley
Deletion Indicator: Award:

Posting | Budget | Billing | Dimensions | Supported Objects | Cost Sharing | Overhead Costs | **Overhead Cost Limits** | Overhead...

Overhead Cost Limit

Valid from Date	Valid to Date	IDC Cap	Used
07/01/2008	09/30/2009		0.00

Overhead Cost Limit

Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	IDC Cap	Used
H710 ADMINISTRATI...	PERSONAL SERVICES	07/01/2008	09/30/2009		0.00
H710 STUDENT SERV...	PERSONAL SERVICES	07/01/2008	09/30/2009		0.00

Grant Master Data – Overhead Cost Refund



The **Overhead Cost Refund** tab contains the replenishment account information, such as cash clearing account, cost reimbursement account, IDC expense class, etc.

- A '1.00' is automatically populated when only one IDC fund is entered in the Dimensions tab

Display Grant Master H7101LUNCH09 - Incoming

Grant: H7101LUNCH09 School Lunch 2009
Grant Type: G1 Federal
Sponsor: H630000 Department Of Education John Cooley
Deletion Indicator: Award:

Budget Billing Dimensions Supported Objects Cost Sharing Overhead Costs Overhead Cost Limits Overhead Cost Refund

Fund	Description	Valid from Date	Valid to Date	Recovery	Revenue Cap	Used
28230000	INDIRECT COST REC	07/01/2008	09/30/2009	1.00		

Grant Master Data – Status

The Lifecycle Status controls what postings are allowed on the Grant:

