



Knowledge Transfer Program Grants Management Session 3

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)

GM Budgeting

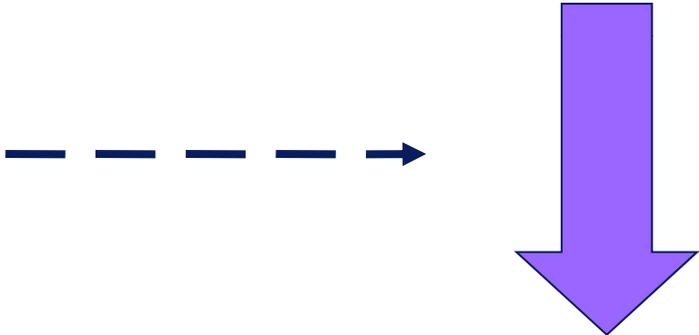
- Budget in GM in order to plan/control spending on Grants in accordance with Sponsor requirements
- In GM, budget to the following objects:
 - Grant
 - Fund
 - Sponsored Program
 - Sponsored Class
 - Budget Validity Period
- GM budgeting integrated with FM budgeting
- GM Budget used for availability control (controlled at the Grant, Sponsored Program, or Sponsored Class level)
- Budget sponsor funds separately from cost-sharing funds

GM Budget Ceiling Scenario

Budget must exist here

Funds Management					
<u>Fund</u>	<u>Funds Ctr</u>	<u>Comm Item</u>	<u>FA1</u>	<u>Grant</u>	<u>Amount</u>
FD1	FC1	C11	FA1	NR	\$100K

Grants Management	
Grant	GR1
Fund	FD1
Sp Program	SP1
Sp Class	SC1
Amount	\$100K



Legend

FA = Functional Area

NR = Not Relevant

Funds Management					
<u>Fund</u>	<u>Funds Ctr</u>	<u>Comm Item</u>	<u>FA1</u>	<u>Grant</u>	<u>Amount</u>
FD1	FC1	C11	FA1	GR1	\$100K

Create Grant Budget

Perform this procedure when:

- An award notification has been received from a sponsor.
- The principle investigator has requested changes to the budget.
- You need to return budget in closing.

Use transaction **GM_CREATE_BUDGET** to create a new budget.

Creating GM Budget

Go to Transaction: GM_CREATE_BUDGET

Available Processes

- Enter
- Enter
- PsthruTrsfr Rtn
- Psthru Transfer
- Return
- Supplement
- Transfer

Click to shrink header

GM Budget - Create Document used by BRSMITH

Action Bar On [Icons] Hold Prepost Undo Reverse Error Log Budget Overview

Document Number [] Check not OK

Header Additional Information

Process	Enter	Currency	USD	Document Status	Held
Grant	H710100209	Document Date	09/10/2008	Reversal Status	Normal
GM Doc Type	04	Budget Version	0	Budget Status	Released
Header Description					
Reason Code					

List View Hierarchy View Cost Sharing Indirect Cost

Clear Amounts Propose IDC

Line	Valid from Date	Valid to Date	Fund	Sponsored Program	Sponsored Class	Status	Net Amount	Posting Date	Text
Class Type E Expenses								0.00	
000010	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	EMPLOYER CONTRIB	○○○	0.00	04/01/2008	
000020	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	PERSONAL SERVICES	○○○	0.00	04/01/2008	
000030	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	SUPPLIES & MATERIALS	○○○	0.00	04/01/2008	
000040	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	IDC EXPENSE	○○○	0.00	04/01/2008	

Bdgt Line 000010 50550000 H710 BREAKFAST PGM EMPLOYER CONTRIB 04/01/2008 03/31/2009 0.00

Clear Amounts Show All Distribution off Distribution Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount	Distribution Key	Commitment Item
0.00										
000010	SC01	50550000	H710 BREAKFAST PGM	EMPLOYER CONTRIB	2008	07/01/2007	06/30/2008	0.00	1	
000010	SC01	50550000	H710 BREAKFAST PGM	EMPLOYER CONTRIB	2009	07/01/2008	06/30/2009	0.00	1	

HEADER

GM

FM

Click to show all FM line items

Creating GM Budget

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Gran...	Valid from ...	Valid to D...	Amount	Dist...	Commitment...	Funds Center	Functional A
000020	SC01	50550000	[Sponsored Program] PGM	PERSONAL SERVIC...	2009	07/01/2008	06/30/2009	50000	1	512001	H710A00010	H710_0000
000030	SC01	50550000	H710 BREAKFAST PGM	SUPPLIES & MATER...	2008	07/01/2007	06/30/2008	0.00	1		H710A00010	H710_0000
000030	SC01	50550000	H710 BREAKFAST PGM	SUPPLIES & MATER...	2009	07/01/2008	06/30/2009	50000....	1	512001	H710A00010	H710_0000
000040	SC01	50550000	H710 BREAKFAST PGM	IDC EXPENSE	2008	07/01/2007	06/30/2008	0.00	1		H710A00010	H710_0000
000040	SC01	50550000	H710 BREAKFAST PGM	IDC EXPENSE	2009	07/01/2008	06/30/2009	10000	1	512001	H710A00010	H710_0000
000050	SC01	50550000	H710 LUNCH PGM	EMPLOYER CONTRIB	2008	07/01/2007	06/30/2008	0.00	1		H710B00010	H710_0004

Notice there are 2 FYs (2008 and 2009). Our Grant crosses SC FYs, so we need to split across the state's years

If defaults entered into Sponsored Program Master Data, the FC, FA, and FP will already be populated

Enter your amounts and FM objects (only Commitment Item if FM objects defaulted from Sponsored Programs); then click the "push to GM" button:



Creating GM Budget

Now, the FM breakdown has been “adjusted” up to the GM section.

Note the Line numbers between FM and GM (00030 in FM pushed to 00030 in GM)

Document Edit Goto Extras Environment System Help

GM Budget - Create Document used by BRSMITH

Action Bar On

Document Number Check OK

Header Data

List View Hierarchy View Cost Sharing Indirect Cost

Line	Valid from Date	Valid to Date	Fund	Sponsored Program	Sponsored Class	Status	Net Amount	Posting Date	Text
Class Type E Expenses							110,000...		
000010	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	EMPLOYER CONTRIB	OO	0.00	04/01/2008	
000020	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	PERSONAL SERVICES	OO	50,000.00	04/01/2008	
000030	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	SUPPLIES & MATERIALS	OO	50,000.00	04/01/2008	
000040	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	IDC EXPENSE	OO	10,000.00	04/01/2008	
000050	04/01/2008	03/31/2009	50550000	H710 LUNCH PGM	EMPLOYER CONTRIB	OO	0.00	04/01/2008	
000060	04/01/2008	03/31/2009	50550000	H710 LUNCH PGM	PERSONAL SERVICES	OO	0.00	04/01/2008	
000070	04/01/2008	03/31/2009	50550000	H710 LUNCH PGM	SUPPLIES & MATERIALS	OO	0.00	04/01/2008	
000080	04/01/2008	03/31/2009	50550000	H710 LUNCH PGM	IDC EXPENSE	OO	0.00	04/01/2008	
Class Type R Revenues							0.00		
000090	04/01/2008	03/31/2009	50550000	H710 BREAKFAST PGM	ALL REVENUES	OO	0.00	04/01/2008	

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Gran...	Valid from ...	Valid to D...	Amount	Dist...	Commitment...	Funds Center	Functional A
000020	SC01	50550000	H710 BREAKFAST PGM	PERSONAL SERVIC...	2009	07/01/2008	06/30/2009	50,000...	1	512001	H710A00010	H710_0000
000030	SC01	50550000	H710 BREAKFAST PGM	SUPPLIES & MATER...	2008	07/01/2007	06/30/2008	0.00	1		H710A00010	H710_0000
000030	SC01	50550000	H710 BREAKFAST PGM	SUPPLIES & MATER...	2009	07/01/2008	06/30/2009	50,000...	1	512001	H710A00010	H710_0000
000040	SC01	50550000	H710 BREAKFAST PGM	IDC EXPENSE	2008	07/01/2007	06/30/2008	0.00	1		H710A00010	H710_0000
000040	SC01	50550000	H710 BREAKFAST PGM	IDC EXPENSE	2009	07/01/2008	06/30/2009	10,000...	1	512001	H710A00010	H710_0000
000050	SC01	50550000	H710 LUNCH PGM	EMPLOYER CONTRIB	2008	07/01/2007	06/30/2008	0.00	1		H710B00010	H710_0004

Push “Check Document”:



and Save:



Display Grant Budget



To view a previously entered budget, use transaction **GM_DISPLAY_BUDGET** to display a grant budget.

This transaction can also be used to view a specific budget document to assist in researching an issue.

Indirect Cost

- ④ *Concept:* Overhead/Indirect Costs (IDC) calculation
- ④ Record IDC rules based on Sponsor's requirements
- ④ IDC rule and rates are maintained in the GM master record
- ④ IDC calculations are based on existing expense postings
- ④ IDC recovery revenues are posted to an internal fund (2823,e.g.)
- ④ IDC posting is a real financial posting
- ④ IDC transaction offers on-line processing with the ability to execute in "test" mode for troubleshooting potential errors (executable by agencies)
- ④ Delta Processing

Record Indirect Costs (continued)

Transaction: GMIDCPOST

Enter
Grant(s)/Grant
Group(s)

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

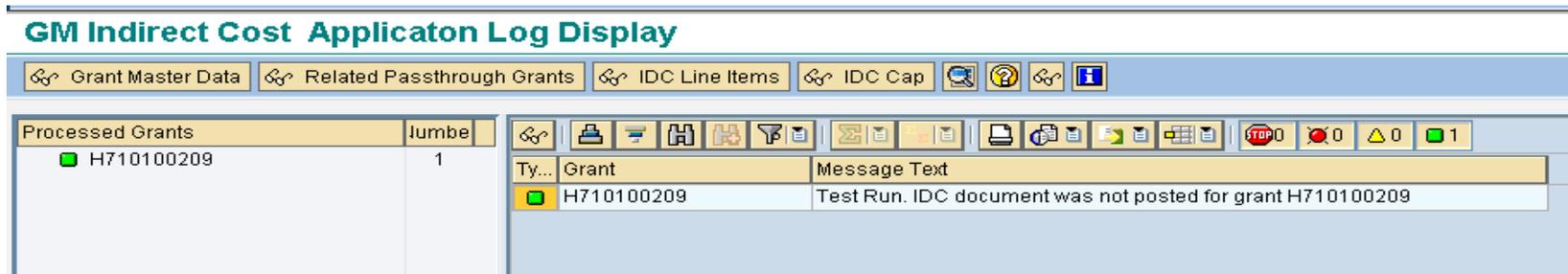
Suggested to
leave Doc Type
as 'SA';
Doc/Posting
Date/Text are
agency's choice

Post Indirect Costs (Defined by Sponsor/Grant)

Free Selection	
Selection Criteria	
Company Code	SC01
Grant	H710100209 to
Grant Group	
Cutoff Date	09/11/2008
IDC Document to be Generated	
Document Type	SA
Text	
Document Date	09/11/2008
Posting Date	09/11/2008
Posting Period	3
Run Parameters	
<input checked="" type="checkbox"/> Test Run	

Record Indirect Costs (continued)

Transaction: GMIDCPOST (test run)

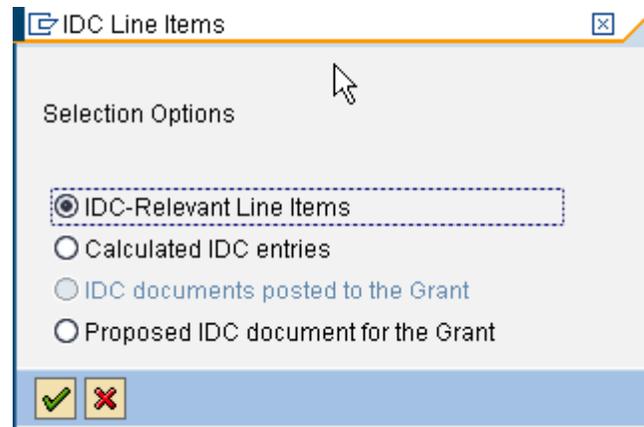


Processed Grants	Jumbe
H710100209	1

Ty...	Grant	Message Text
	H710100209	Test Run. IDC document was not posted for grant H710100209

Four useful buttons on top (especially "IDC Line Items")

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

Record Indirect Costs *(continued)*

Transaction: GMIDCPOST (actual run)

GM Indirect Cost Application Log Display

Grant Master Data | Related Passthrough Grants | IDC Line Items | IDC Cap | ? | i

Processed Grants	Jumbe	Ty...	Grant	Message Text
■ H710100209	1	■ H710100209		Document 1000000504 has been posted successfully for Grant H710100209

Toolbar: [Print] [Refresh] [Home] [Filter] [Sum] [Print] [Stop] [0] [0] [0] [1]

FI Document posted

GM Conversion

- Three Conversions:
 - Sponsored Program
 - Grant Master
 - Grant Budget
- Upload Templates are being provided to all agencies
- It is the agencies' responsibility to build the upload files which will be executed by SCEIS
- Those agencies with a small number of grants can choose to enter data manually