




SAP Grants Management (GM) T-code Basic Instructions

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NAV 100 – SAP Basics & Navigation Objectives

Before using this Grants Management t-code guide, users should review [SAP Basics and Navigation](#) (NAV 100) to understand the basics of navigating in SAP. The NAV 100 course covers the items listed below which may be useful with the t-codes covered in this document. Some of the functionality from NAV 100 will be covered within this document, but for full details please take the course.

- Basic SAP Concepts
- Selection Criteria
 - Dynamic Selection
- Variants
- Layouts
 - Editing and creating
- Running reports or lists in the background
- Output Options

Other navigation basics can be found in [Appendix A – SAP Icons, Layouts, Filters, Totaling and Subtotaling](#).

Introduction to Grants Management Master Data

Users may also benefit from taking [Introduction to Grants Management Master Data](#) course before reviewing this document.

Project Financial Report (FSSR)- Z_FSSR_PROJFIN

The *Project Financial Report*, frequently referred to as the FSSR, t-code (Z_FSSR_PROJFIN) is a custom transaction code created for Purdue University that provides data in real time (if current fiscal year period is chosen).

Subject	Description
Audience	SPS Post Award Staff, Business Office Staff
Report Fields	Budget, Current Months Expenses, Life to Date Expenses, Commitments and Available Balance
Example Uses	Grant or Sponsored Program account balances Budget Monthly expenses Life to date expenses Commitments Budget variances

Different views (listed below) are available. This report provides information like the Aims Account Summary report in Cognos.

Report Views

Subject	Description
Grant View	This is a consolidated view from the grant perspective. This view includes data from all sponsored programs associated with the grant entered in the selection criteria. If multiple grants are entered in the selection criteria, they will be displayed grant by grant in the output.
Sponsored Program View	This report contains data for just the sponsored program(s) listed in the selection criteria. If there is more than one sponsored program requested in the selection criteria, a separate report for each sponsored program will appear, one after the other.
Both	This will produce both the Grant View and Sponsored Program View for each selected grant/sponsored program entered in the selection criteria. The order will be Grant 1, Sponsored Program 1, Sponsored Program 2, Grant 2, Sponsored Program 3, Sponsored Program 4, etc.
Grant Consolidated View	This view will add all Grants entered in the selection criteria into one consolidated report. This might be helpful for cost sharing reporting if the memo match cost sharing is tracked in a separate grant.
Sponsored Program Consolidated View	This view will add all Sponsored Programs entered in the selection criteria into one consolidated report.

Project Financial Report Selection Criteria Screen

Project Financial Report

Project Financial Report

Report Criteria

Grant	18100026	to		
Grant Group				
PI				
CO-PI				
Award Number		to		
Sponsored Program		to		
Responsible Cost Center		to		
User Name				

View Options

Grant View	<input checked="" type="radio"/>
Sponsored Program View	<input type="radio"/>
Both Views	<input type="radio"/>
Grant Consolidated View	<input type="radio"/>
Sponsored Program Consolidated View	<input type="radio"/>

Financial Criteria

Company Code	PUR
Fiscal Year	2022
Period	9

☒ Include closed grant(s) (Closed status not reported after 180 days)

SAP >> Z_FSSR_PROJFIN puerp2 | INS |

Sample Report - Project Financial Report Sample

Project Financial Report

1

Grant View

Grant

20000445

Title

Becoming an online teacher - even when I didn't sign up for it

Project Period

05/21/2020 through 09/30/2022

As of

03/31/2022

Sponsor In

Department Of Education

Status

Award / Approved Award

Grant Type

State and Local Governments

Award Type

Subgrant

Sponsored Award No

CONTRACT #48827

Responsible Cost Center

2001000000

P.I.

Newby,Timothy,J

Billing Rule

RRB-Non Vol.Sup Exp Quarterly

Header

Description	Budget	Mar. 2022 Expenses	Life to Date Expenses	Commitments	Available Balance
Professional Salaries 78210	596,689.00	14,688.01	356,703.77	0.00	239,985.23
Graduate Salaries 78230	353,298.00	19,973.44	225,786.37	0.00	127,511.63
Service Salaries 78250	4,800.00	0.00	0.00	0.00	4,800.00
Total Salaries & Wages	954,787.00	34,661.45	582,490.14	0.00	372,296.86
Grad Fee Remission 78270	192,920.00	9,660.00	109,432.81	0.00	83,487.19
Fringe Benefits 78280	204,989.00	4,998.97	92,800.53	0.00	112,188.47
Total Benefits	397,909.00	14,658.97	202,233.34	0.00	195,675.66
Consultants 78410	19,300.00	400.00	5,893.45	0.00	13,406.55
Computer Services 78415	0.00	0.00	150.00	0.00	150.00-
Travel 78430	700.00	0.00	0.00	0.00	700.00
Other S&E 78499	61,400.00	0.00	22,427.90	0.00	38,972.10
Total Supplies & Expense	81,400.00	400.00	28,471.35	0.00	52,928.65
Total Direct Costs	1,434,096.00	49,720.42	813,194.83	0.00	620,901.17
Indirect Costs 78310	114,727.68	3,977.67	65,055.85	0.00	49,671.83
Total Sponsor Available	1,548,823.68	53,698.09	878,250.68	0.00	670,573.00
Total Sponsor Costs	1,548,823.68	53,698.09	878,250.68	0.00	670,573.00

Total Cost Share - Indirect Costs						
Project Financial Report						
						2
Grant	20000445	Title	Becoming an online teacher - even when I didn't sign up for it			
Description		Budget	Mar. 2022 Expenses	Life to Date Expenses	Commitments	Available Balance
Total Cost Share - Memo Match		0.00	0.00	0.00	0.00	0.00
Total Cost Share		0.00	0.00	0.00	0.00	0.00
Total Grant Costs		1,548,823.68	53,698.09	878,250.68	0.00	670,573.00
Sponsor Income				824,552.59		
Sponsor Accounts Receivable				0.00		
Sponsor Payments				824,552.59		
Unearned Revenue				0.00		
Sponsor Income less Expenses				53,698.09-		
Program	Co-P.I.	Program	Co-P.I.			
F900282070	Newby, Timothy, J	F900282070	Newby, Timothy, J			

Income

Master Data Index for Grant—S_ALN_01000079

The *Master Data Index for Grants* (S_ALN_01000079) is a standard SAP transaction code available within SAP. This t-code allows users to create a list of grants based on basic Grant master data such as *Grant number*, *Grant Group*, *External Reference* (Sponsor Award #), or *PI*. You can double click on Grant field in the report to go to GMGRANTD to see full details.

Subject	Description
Audience	SPS Post Award Staff, Business Office Staff
Report Fields	The Change Layout functionality allows users to add many different GM Grant master data fields such as <i>Grant</i> , <i>Grant Name</i> , <i>Sponsor (number)</i> , <i>Valid from Date</i> , <i>Valid to Date</i> , <i>Created On</i> and many other fields. Some custom grant master data fields may show up as Char 255. By pulling the field into your report you can see values which might help determine which custom field it is.
Example Uses	Finding a list of Grants for a specific PI Find a list of grants with a specific valid from date Find a list of grants with a specific Lifecycle Status (I5616 – Award, I5617 – Closed) Find a list of grants for your Responsible Cost Center with Memo Match (See layout /Memo Match & Dynamic Selections instructions for RCC below).

Selection Criteria for Master Data Index for Grant

Master Data Index for Grant

Object

Grant

Grant Group

Company Code

Sponsor

Use this section to filter by Grant, Grant Group or Sponsor

Dimensions

Sponsored Class

Sponsored Program

Fund

Parameters

Internal Reference

External Reference

Created on

Last Modified on

Valid from Date

Valid to Date

Lifecycle Status

Use this section to filter by Internal or External reference, dates or Lifecycle Status

Lifecycle Status Values:
I5616 Award
I5617 Closed

Responsibilities

Responsibility Type

HR Planning Object Type

Object ID

Use this section to search by Responsibility Type PI, COPI, AIMS, MGR, etc.

ALV

Layout

/BASIC

SAP

S_ALN_01000079

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The Dynamic Selections icon can be used to limit on Responsible Cost Center. Expand the *Grant master* folder. Scroll down near bottom of list and double-click on *Responsible Cost-Center*. It should appear on the right, enter the cost-centers you want to filter on (e.g. 40XX00XXXX).



Click the 'Save' Icon. You should revert to the original t-code screen, but now the 'Dynamic

Selections' Icon should read '1 Active'



Different layouts can be selected such as */BASIC – Basic Grant* or */Memo Match*. Use the Change Layout



icon to add or remove fields. See [Appendix A – SAP Icons, Layouts, Filters, Totaling and Subtotaling](#) for details on using the Change Layout icon.

Sample Report - Master Data Index for Grant

Master Data Index for Grant															
Master Data Index for Grant															
Grant	UsrSt	User status	Lifecycle	Lifecycle	AwardType	Sponsor	Sponsor description	Res C ctr	From Date	Valid to Date	Created by	Created on	Equipment	Grant Type	Grant Type Desc
10001855	E0002	Approved Award	I5616	Award	GRT	402725	National Science Foundation	2701000000	07/01/2021	06/30/2024		05/04/2021	1	FS	Fed - Natl. Science Foundation
30001209	E0002	Approved Award	I5616	Award	GRT	403356	Semiconductor Research Corporation	2701000000	07/22/2009	12/31/2075		07/03/2018	1	VO	Voluntary Support
30001227	E0002	Approved Award	I5616	Award	GRT	401762	Ibm	2701000000	12/21/2009	12/31/2075		07/03/2018	1	VO	Voluntary Support
30001500	E0002	Approved Award	I5616	Award	GRT	402612	Multi-Sponsored Industrials	2701000000	12/18/2014	12/31/2075		07/03/2018	1	VO	Voluntary Support
40003434	E0002	Approved Award	I5616	Award	FPC	402612	Multi-Sponsored Industrials	2701000000	02/05/2021	12/31/9999		04/08/2021	1	IN	Industrials
40003812	E0002	Approved Award	I5616	Award	FPC	429086	Nantero	2701000000	01/01/2022	12/20/2022		12/20/2021	1	IN	Industrials
10001257	E0007	Expired	I5616	Award	GRT	402725	National Science Foundation	2701000000	10/01/2017	09/30/2021		07/03/2018	1	FS	Fed - Natl. Science Foundation
13000347	E0007	Expired	I5616	Award	SCT	403860	University Of Notre Dame	2701000000	01/15/2013	12/31/2017		07/03/2018	1	FF	Fed - Dept. of Defense
40002602	E0007	Expired	I5616	Award	FPC	402001	Intel Corporation	1406000000	04/01/2019	03/31/2022		03/01/2019	1	IN	Industrials

Grants Management Line-item Display— S_PLN_16000269

Grants Management Line-item Display (S_PLN_16000269) is a standard SAP transaction code that provides transaction details from the Grants Management module.

Subject	Description
Audience	SPS Post Award Staff, Business Office Staff
Report Fields	The Change Layout functionality allows users to add many different GM Grant master data fields as well transaction posting fields. See Appendix B - Common Transaction Fields Glossary for a subset of field specifics.
Example Uses	Line-item display is a quick way to pull transactions for a specific time frame. It is especially useful for “real time” data, whereas BI/Cognos reports only provide data from the previous day. Reviewing Budget, Revenue or Income, Expense or Commitment transactions Easy filtering and subtotaling Another benefit of Line-item Display is that you can sort and filter on both Entry Date as well as Posting Date. This is sometimes helpful when reviewing F&A, S&W postings or trying to match invoice totals. Exportable data

Grants Management Line-item Display Selection Criteria

The screenshot displays the SAP transaction code S_PLN_16000269, titled "Grants Management: Line Item Display". The interface includes several selection criteria sections:

- Organizational:** Company Code (with a search icon) to []
- Grant Objects:**
 - Grant [] to []
 - Fund [] to []
 - Sponsored Program [] to []
 - Sponsored Class [] to []
- Others:**
 - Posting Date [] to []
 - Reference Document Number [] to []
 - ☐ Passthrough Consolidation

The bottom right corner shows the transaction code S_PLN_16000269, the user puerp2, and the system INS.

Users may choose to create a layout with all the fields they would like to include and set filters based on the question they are working on at the time. Users can also set up totals and subtotals within layouts. See [Appendix A – SAP Icons, Layouts, Filters, Totaling and Subtotaling](#) for details on how to manipulate SAP layouts and data.

The information below can be used to filter the data to desired transactions. Field details can be found in [Appendix B - Common Transaction Fields Glossary](#).

Sample Filters and Layouts

Type of Transactions	Value Types	Sponsored Class	Fund	Statistical Indicator	Layout Name	Notes
Budget	R1		4* or 2*		/BUDGET	Cost Share F&A will not show. This is a calculated amount.
Income		6*	4*	R	/INCOME_FSSR	
Expense	<> 51, 52, 60 & 81	7*	4* or 2*	R	/EXPENSE_FSSI	
Commitment	= to 51, 52, 60 & 81	7*	4* or 2*	R	/COMMIT VALIDT	
All Transactions	=55, 66, 95, 99, Z1, Z2, Z4	GL <> 204700		R	/ALL TRANSAC	



Users can also select from many layouts using the Select Layout icon. You can use User Specific layouts to save your own layouts and filters. These layouts DO NOT have the “/” symbol in front of them and will show at the bottom of the list. *Be careful about saving over current layouts that you have not created or changing the default layout on a non-user specific layout. This affects many users, not just your own.*

To ensure your filters are accurate, compare totals to the Project Financial Report or AIMS Account Summary. Keep in mind AIMS data is as of the previous day. Remember that non user specific layouts can be changed by others without your knowledge. It’s always good to validate before using. Review items below when troubleshooting differences.

- Value Types – are there any value types that should be filtered out, or added back into your layout? See [Appendix B - Common Transaction Fields Glossary](#) for details.
- Should a filter be set on the Statistical Indicator? See [Appendix B - Common Transaction Fields Glossary](#) for details.
- Review the Posting Date vs the Entry Date. These can sometimes be in different fiscal year periods.
- Review the GL Account vs the Commitment Item. In select cases such as assets, the GL can differ from the Commitment Item.

Users can click on the RefDocument (Reference Document) field and the Display Document (FB03) will open. See [FB03 Display Document](#) for more details on using FB03.

When reviewing Commitments on Ariba Orders, RefDocument will be the PO# from Ariba.

Sample 1 - Grants Management Line-item Display Report - Summarized

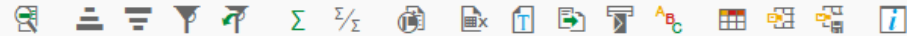
Grants Management: Line Item Display																	
Grant	Fund	Sponsored Program	Sp. Class	G/L	Cmnt item	Cmnt Desc	Year	Period	Pstng Date	Entered	Stat.Ind	VT	RefDocumnt	DocumentNo	DT	Itm	Transaction Currency
10001257	46010000	F0000593802012	78210														156,462.61
			78230														87,778.97
			78270														41,112.87
			78280														33,259.54
			78310														218,934.50
			78430														681.67
			78435														4,870.00
			78499														115,006.66
		F0000593802012															658,106.82
		F0000593802013	78310														9,166.00
			78405														527,499.96
		F0000593802013															536,665.96
		F0000593802014	78310														9,166.00
			78405														225,678.52
		F0000593802014															234,844.52
		F0000593802015	78310														9,166.00
		F9002387502038															260,249.85
		F9002704202065	78210														59,766.61
			78230														30,000.00
			78270														12,702.00
			78280														20,203.17
			78310														60,483.32
		F9002704202065															183,155.10
		46010000															2,478,912.84
		10001257															2,478,912.84
																	2,478,912.84

Use these icons to expand and collapse details for summarized or detailed versions

Click the bottom icon to expand all

Sample 2 - Grants Management Line-item Display Report - Detailed

Grants Management: Line Item Display



Grant	Fund	Sponsored Program	Sp. Class	G...	Cmnt item	Cmnt De...	Ye...	Period	Pstng Da...	Entered	Stat.Ind.	VT	RefDocum...	DocumentNo	DT	Itm	Transaction Currency
10001257	46010000	F0000593802012	78210	9...	978210	Conversi...	20...	1	07/01/2018	07/04...	R	99	110137079	110137079	CV	38	5,479.84
10001257	46010000	F0000593802012	78210	9...	978210	Conversi...	20...	1	07/01/2018	07/04...	R	66	110142557	110142557	CV	30	10,478.94
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	1	07/31/2018	07/20...	R	Z2	333943	2100133513	ZY	116	5,872.17
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	2	08/31/2018	08/21...	R	Z2	336722	2100134685	ZY	767	1,787.18
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	3	09/28/2018	09/25...	R	Z2	341093	2100136662	ZY	125	824.66
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	2	08/31/2021	08/27...	R	Z2	93544	2100175789	ZY	877	7,572.37
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	3	09/30/2021	09/27...	R	Z2	96038	2100176775	ZY	515	7,571.78
10001257	46010000	F0000593802012	78210	5...	506010	Exec/Mg...	20...	3	09/30/2021	09/27...	R	Z2	96075	2100176701	ZY	721	1,760.09
10001257	46010000	F0000593802012	78210														156,462.61

See [Appendix A – SAP Icons, Layouts, Filters, Totaling and Subtotaling](#) for more details on how to manipulate results in this t-code.

FBL5N – Customer Line-Item Display

FBL5N Customer Line-Item Display t-code is a standard SAP transaction that allows users to view open (unpaid) receivables by customer.

Subject	Description
Audience	SPS Billings & Collections Team
Report Fields	Cleared/Open Items Symbol, Assignment, Reference, Document Number, Document Type, Invoice Reference, Doc Date, Posting Date, Net Due Date, Local Currency Amount, Text
Example Uses	This t-code can be used by the Billings team to review outstanding invoices for vendors.

On the [Finance Training](#) website, see the Invoicing Department Reference Section [and FBL5N – Display Customer Line-items](#) for detailed QRG with step by step instructions for running the t-code.

The screenshot shows a web browser window with the URL <https://www.purdue.edu/business/comptroller/finTraining/>. The page title is "Accounts Receivable". Below the title, there is a paragraph: "The below documentation relates to invoice processing through the FI-AR (Accounts Receivables) SAP module".

Below the paragraph, there is a link: [AR 101 - FIAR](#) is an online course outlining the steps an invoicing department will perform. Access to the accounts receivable role or module is limited.

Below the link, there is a table with three columns: "Business Process", "Business Partner References", and "Invoicing Department Reference".

Business Process	Business Partner References	Invoicing Department Reference
FIAR Invoice Process	BP - Search for Business Partner Record - Customer	ZAR_UPLOAD - Creating Customer Invoices Upload Program
		FI AR INV - Reprinting Customer Invoice
		FBL5N - Display Customer Line Items
		SAP Report Field Descriptions
		FD10N - Customer Balance Display
		FB 03 - Displaying a Document

Below the table, there is a section titled "Approvals and Workflow".

FBL5N Selection Criteria

Customer Line Item Display

Customer Line Item Display

Data Sources

Customer selection

Customer account to
Company code to

Selection Using Search Help

Search Help ID
Search String

Line item selection

Status

☒ Open items
Open at key date

☐ Cleared items
Clearing date to
Open at key date

☐ All items
Posting date to

Type

☒ Normal items
☐ Special G/L transactions
☐ Noted items
☐ Parked items
☐ Vendor items

List Output

Layout
Maximum number of items

SAP >> FBL5N puerp2 | INS |

FBL5N Report

Customer Line Item Display

Customer 402725
Company Code PUR

Name National Science Foundation
City Alexandria

St	Assignment	Block	Dun	Reference	DocumentNo	Typ	Inv. Ref.	Doc. Date	Pstng Date	DD	PayI	Net Due Dt	Local CrCY Amt	Clrng doc.	Text
<input type="checkbox"/>	●	20220228			0090339245	RV	900324642	02/28/2022	02/28/2022	4		02/28/2022	856.97		
<input type="checkbox"/>	●	20220301			1800053870	DR	1800053870	03/01/2022	03/01/2022	4	Z01	03/01/2022	8,105.81		*Man LOC*
*	●												8,962.78		
** Account 402725													8,962.78		

Customer *
Company Code *

Name *
City *

St	Assignment	Block	Dun	Reference	DocumentNo	Typ	Inv. Ref.	Doc. Date	Pstng Date	DD	PayI	Net Due Dt	Local CrCY Amt	Clrng doc.	Text
***													8,962.78		

» FBL5N

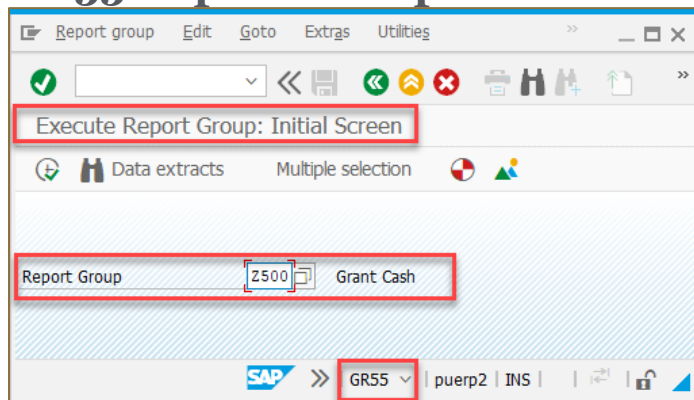
GR55 Z500 – Grant Cash

The Grant Cash variant for GR55 is a custom layout for Purdue University designed to display cash values at the grant level. This view is from the Finance (FI) module in SAP. See [SAP Ledgers – Differences Between](#) on the Accounting Services General Ledger website for details on the differences between modules.

See page 2 of [SPS Grant Closing Guide](#) for details on running GR55 Z500 – Grant Cash.

Subject	Description
Audience	SPS Post Award Staff
Report Fields	Cash Balance, Other Assets, Revenue and Expense
Example Uses	Use during the close-out phase of a grant.

GR55 Report Group Selection



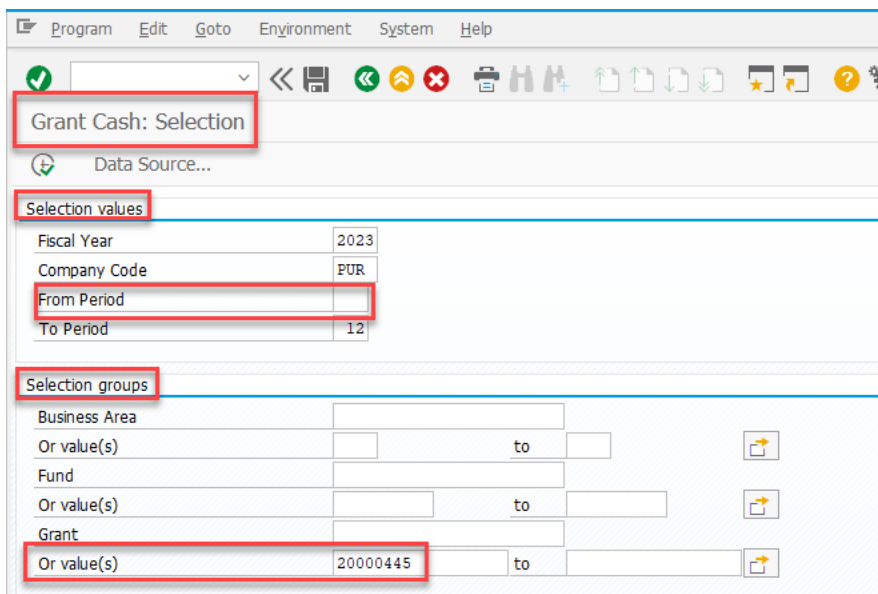
Execute Report Group: Initial Screen

Report Group: Z500 Grant Cash

SAP GR55

GR55 Z500 Selection Criteria

Be sure to remove the 1 from the From Period and enter the grant number in the Or value(s) field.



Grant Cash: Selection

Data Source...

Selection values

Fiscal Year	2023
Company Code	PUR
From Period	1
To Period	12

Selection groups

Business Area	
Or value(s)	
Fund	
Or value(s)	
Grant	20000445
Or value(s)	

GR55 Z500 Grant Cash Report

Cash balance should be zero to close a grant.

To review if there is a cash balance you can follow the steps below:

Click next to Liabilities to expand section.

- Review Vendor Pay – Recon: if there is a balance then Purdue has received a vendor invoice that is due but has not been paid. This will be zero once the receivable is reconciled.
- Review Vendor Pay – GR/IR: if there is a balance then goods have been received and expensed to the grant but an invoice hasn't been received or the invoice received had a difference from what was ordered and is unresolved. This will be zero once receivable is reconciled.

Click next to Other Assets to expand section.

- FI-AR Recon: This should be zero before changing grant to closed/closed. This reflects any outstanding accounts receivable on the grant. This will be zero once receivable is reconciled.
- Other Equipment: There can be a balance in Other Equipment. No action needed

Grant net income

Report Output Date: 05/11/2022 13:39:26
Fiscal Year: 2022
Fiscal Period: 0 to 12
GL Acct: 101400..10*
Grant: 20000445

Fund	Debit	Credit	Total
* Cash Balance	885,212.59	797,436.44-	87,776.15
* Other Assets	712,467.02	814,914.52-	102,447.50-
* Liabilities	23,958.85	22,153.70-	1,805.15
* Fund Balance			
* Revenue	163,131.79	773,151.31-	610,019.52-
* Expense	734,947.98	112,062.26-	622,885.72
** Balance	2,519,718.23	2,519,718.23-	

SAP GR55 puerp2 INS

Appendix A – SAP Icons, Layouts, Filters, Totaling and Subtotaling

Before using this t-code guide, users should review [SAP Basics and Navigation](#) (NAV 100) to understand the basics of navigating in SAP.







Menu Icons

Menu icons will show based on the t-code being used. The screenshots below are from the Grant Master Data Index as well as Line-Item Display t-codes.



Menu Icon Details

Icon	Name	Description
	Details	This icon brings up the Details screen which lists field names with cell content
	Select All	This icon will select all items displayed
	Deselect All	This icon will deselect all items selected
	Sort	These two icons are used for sorting. The first icon is Ascending and the second icon is Descending
	Where Used List	Users can choose from GM sponsored Objects or GM Derivation Tool
	Print Preview	This icon will show print preview view
	Microsoft Excel View	This icon will export data to Excel
	Word Processing	This icon will export data in text format
	Local File	This icon allows you to save the data to a file on your local network
	Mail Recipient	This icon allows you to email the output
	Change Layout	This icon allows you to change the look and feel of the data shown including adding or deleting fields, sorting, and subtotaling. See Change Layout Functionality below for more details.
	Select Layout	This icon allows you to select an already saved layout

	Save Layout	This icon allows you to save a layout for future use
	Information	Not used
	Set Filter	Highlight a column and set a filter based on that column
	Delete Filter	Highlight a column and remove the filter from that column
	Total	This icon shows up in layouts where numbers are included in the fields to be summarized. This icon will add a total to a number field when a non-numeric field is selected. This can also be added via the Change Layout > Sort Order tab.
	Subtotal	Once a total has been added to a layout, the subtotal icon allows subtotals to be added. This can also be added via the Change Layout > Sort Order tab.

Select Layout Screen





Choose Layout

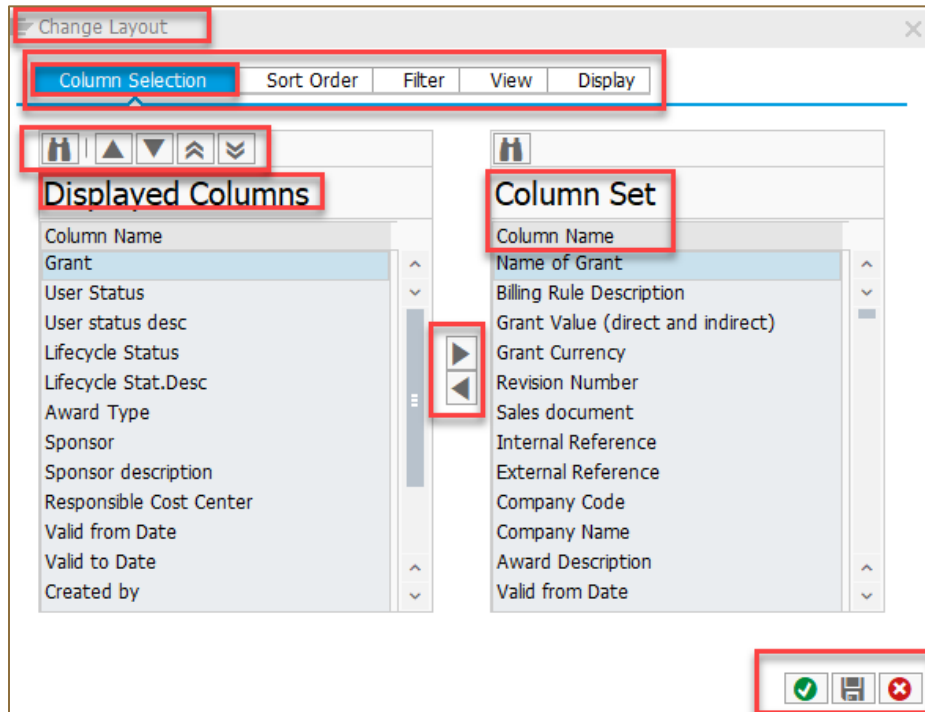
Layout setting
All

Layout	Layout description	Default Setting
/PREAWARD	Current Projects	
/PREAWDGRA...	Preaward grant file listing	
/REOPENRPT	SPS Reopen Report	
/RR GRANTS	Grant Listing by Cost Center	
/SUBCONTPLN	Grants with Subcontract Plan	
/TERRIPI	Grants by PI	
/TMC GRANTS	Grant Listing by Cost Center	
/TMCGRANTS...	Grant Listing by Cost Center	
/TRAVEL REST	Travel Restrictions	
/VALIDATION	Gm Aims Validation	
RESEARCH	Reporting Requirements Research	

User Specific

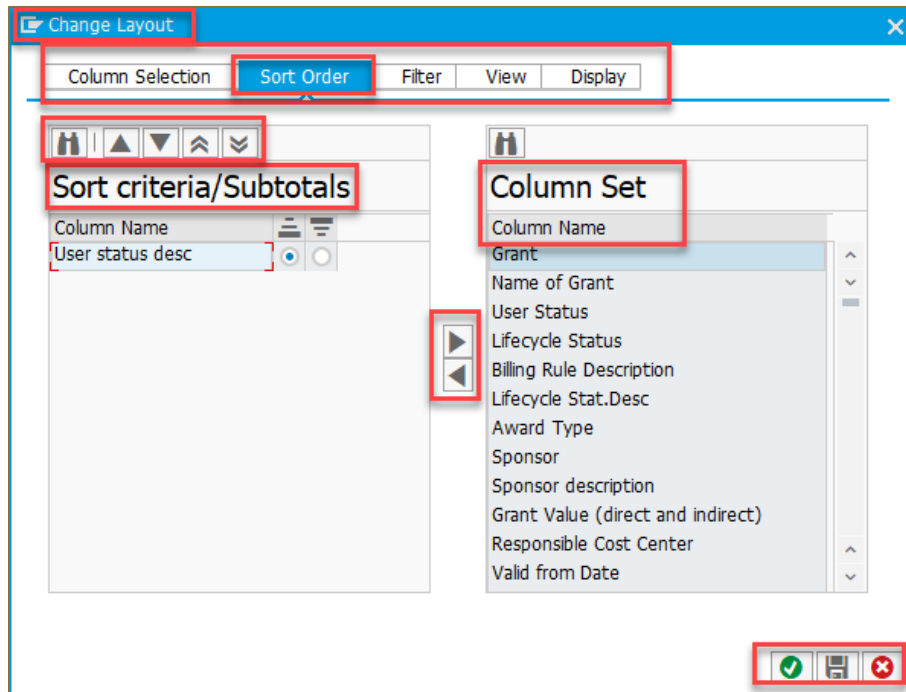



Change Layout Functionality



The Change Layout > Column Selection tab allows users to add or delete fields from the layout. By clicking on the Column Name in the Column Set section (right) the fields will be put into alphabetical order. Note that some blank fields may appear, so scroll up and down to see all fields. The green check mark will execute your changes. The disk will save your layout changes. The red X will cancel changes.

Change Layout > Sort Order Example 1 – Master Data Indexes



The Change Layout Sort Order tab allows users to sort by any columns they wish. Use the pyramid icons to select ascending or descending.

Change Layout > Sort Order Example 2 – Line-item Display


Grants Management: Line Item Display

The screenshot shows the 'Grants Management: Line Item Display' window. A 'Change Layout' dialog box is open, with the 'Sort Order' tab selected. The dialog has two main sections: 'Sort criteria' and 'Column Set'. The 'Sort criteria' section lists columns with checkboxes for sorting. The 'Column Set' section lists columns that are currently displayed. The background table shows a list of grant items with columns for Grant, Fund, Sponsored Program, Sp. Class, Cmmt item, Cmmt Desc, Year, Period, Pstng Date, Entered, Stat, Ind, VT, RefDocumnt, DocumentNo, DT, Itm, and Transaction Currency.

Grant	Fund	Sponsored Program	Sp. Class	Cmmt item	Cmmt Desc	Year	Period	Pstng Date	Entered	Stat	Ind	VT	RefDocumnt	DocumentNo	DT	Itm	Transaction Currency
18100026	21010000	F9000650102007															0.00
		F9000650102008															0.00
		F9000650102012															125,015.96
		F9000650102013															1,140.79
		F9000650102017															1,776,173.17
		F9000650102018															21,794.58
		F9000650102022															5,775,046.41
		F9000650102025															103,343.89
		F9000650102034															938,172.12
		F9000650102035															14,846.67
		F9000650102039															210,054.81
	21010000																8,965,588.40
	36010000	F9000650102009															0.00
		F9000650102010															0.00
		F9000650102014															9,279.25
		F9000650102015															9,510.64
		F9000650102019															195,998.06
		F9000650102020															146,986.81
		F9000650102023															735,864.31
		F9000650102024															340,161.09
		F9000650102036															275,205.57
		F9000650102037															133,175.75
	36010000																1,846,181.48
	46010000	F9000650102005															0.00
		F9000650102006															0.00
		F9000650102008															0.00
		F9000650102011															568,976.87
		F9000650102012															0.00
		F9000650102013															0.00
		F9000650102014															0.00
		F9000650102016															2,750,441.32
		F9000650102018															0.00
		F9000650102021															8,522,595.43
		F9000650102025															0.00
		F9000650102032															9,502.15
		F9000650102033															2,181,138.17
		F9000650102035															0.00
		F9000650102038															257,269.26
	46010000																14,289,923.20
18100026																	25,101,693.08
																	25,101,693.08

The Change Layout > Sort Order tab allows users to manage sorting by adding fields to sort by. If totals were included on the layout, users could also manage subtotals on this tab.

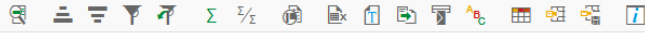
Set Filters

To check filters that have been set, or set your own, highlight the column you wish to filter and click on the filter tool .

NOTE—the small black funnel beside the column title indicates that a filter has already been set on this field.

Grants Line-item Display Filter Icons

Grants Management: Line Item Display



Grant	Fund	Sponsored Program	Sp. Class	G...	Cmnt Item	Cmnt De...	Ye...	Period	Pstng Da...	Entered	Stat.Ind.	VT	RefDocum...	DocumentNo	DT	Item	Transaction	Currency
10001257	46010000	F0000593802012	78210	9...	978210	Conversi...	20...	1	07/01/2018	07/04...	R	99	110137079	110137079	CV	38	5,479.84	
10001257	46010000	F0000593802012	78210	9...	978210	Conversi...	20...	1	07/01/2018	07/04...	R	66	110142557	110142557	CV	30	10,478.94	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	1	07/31/2018	07/20...	R	22	333943	2100133513	ZY	116	5,872.17	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	2	08/31/2018	08/21...	R	22	336722	2100134685	ZY	767	1,787.18	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	3	09/28/2018	09/25...	R	22	341093	2100136662	ZY	125	824.66	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	3	09/28/2018	09/25...	R	22	341093	2100136662	ZY	49	1,649.32	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	4	10/31/2018	10/24...	R	22	344164	2100137966	ZY	37	1,649.32	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	5	11/30/2018	11/21...	R	22	347295	2100139259	ZY	509	1,649.32	
10001257	46010000	F0000593802012	78210	5...	506020	Tenure/...	20...	6	12/28/2018	12/17...	R	22	349968	2100140482	ZY	850	1,649.32	

Click on the yellow arrow with green box to see the filters set on your column (GM Value Type for this sample). This will allow you to Select Single Values, Select Ranges, Exclude Single Values or Exclude Ranges.

Determine Values for Filter Criteria

Determine Values for Filter Criteria

Select.

Sponsored Class	[x] 74	to		
Statistical Indicator	R	to		
GM Value Type	= 51	to		

Icons: [Green checkmark], [Yellow arrow with green box], [Yellow arrow with red box], [Red X], [Trash], [Reset]

Multiple Selection for GM Value Type

Multiple Selection for GM Value Type

Select Single Values | Select Ranges | Exclude Single Values (3) | Exclude Ranges

0 | 8 | 51 | 60 | 81

Icons: [Green checkmark], [Yellow arrow with green box], [Yellow arrow with red box], [Red X], [Trash], [Reset], [Filter], [Sort], [Zoom]

Export Data

Standard SAP transaction codes come with multiple ways to export data.



This icon is the same as using the menu List > Export > Spreadsheet. This method will keep totals and subtotals and include multiple tabs of data including a pivot table of the data and a RawData tab. Delete any unwanted tabs.

Entry Date	Ref. docum	Docu	Posting Date	GM	Stat. Ind	Transaction Curr	Comp	Grant	Fund	Sponsored Prog	Sponsor	Commitm	Text	G/L Ac	Postin	User Name
2,478,912.84																
317,911.04																
07/20/2018	333943	ZY	07/31/2018	Z2	R	5,872.17	PUR	10001257	46010000	F0000593802012				506020	1	RMGREER
07/04/2018	110137079	CV	07/01/2018	99	R	5,479.84	PUR	10001257	46010000	F0000593802012				978210	1	FICONV_16
07/04/2018	110142557	CV	07/01/2018	66	R	10,478.94	PUR	10001257	46010000	F0000593802012				978210	1	FICONV_16
08/21/2018	336722	ZY	08/31/2018	Z2	R	1,787.18	PUR	10001257	46010000	F0000593802012				506020	2	RMGREER
09/25/2018	341093	ZY	09/28/2018	Z2	R	824.66	PUR	10001257	46010000	F0000593802012				506020	3	RMGREER
09/25/2018	341093	ZY	09/28/2018	Z2	R	1,649.32	PUR	10001257	46010000	F0000593802012				506020	3	RMGREER
10/24/2018	344164	ZY	10/31/2018	Z2	R	1,649.32	PUR	10001257	46010000	F0000593802012				506020	4	RMGREER
78210																
07/27/2021	91380	ZY	07/30/2021	Z2	R	15,144.75	PUR	10001257	46010000	F0000593802012				506020	1	NEWPORT1
07/27/2021	91388	ZY	07/30/2021	Z2	R	48.44	PUR	10001257	46010000	F0000593802012				506010	1	NEWPORT1
Format																
Header																
Pivot																
Sub1																
Sub2																
Sub3																
Sub4																
Sub5																
Sub6																
Sub7																
Sub8																
Sub9																
Sub10																
RawData																
RawHeader																

Appendix B – Common Fields Glossary

See Grants Management Master Data (Coming Soon!) for more details on Grant, Sponsored Program and Sponsored Class Fields.

Field Name	Field Type	Field Definition
Commitment Item or G/L	6 digits	Represents budget classifications of revenue and expenditures in the FM and GM modules. Usually, one to one relationship with GL Account.
Document Type Code	2 digits	Defines the types of transactions posted to a financial ledger. Examples: SA – Journal Voucher
Entered On	Date	This is the date the transaction was entered into SAP.
FI Document Number	10 digits	The FI Document Number is the document number used for looking up documents in SAP and WebNow (Perceptive Content).
Fiscal Year	4 digit code	This field indicates the University's fiscal year the transaction posted. For Purdue July 1 – June 30.
Fund	8 digits	High level account for university level reporting of financial activity required based upon GASB or other external requirements. For grant sponsor funds 46010000.
Header Text	Char 255	Description of the purpose of the document at the document header level.
Line Item Text	Char 255	Description of what line item on document is doing.
Period	2 digit code	This is the period during the fiscal year the transaction posted in the GM Module. 01 – July, 02 – August...
Posting Date	Date	This is the date the transaction posted in the GM Module.
Reference Document Number	10 digits	This is the originating encumbering document number and is shown on the encumbering posting line.
Sponsored Class	5 digits	A group of Commitment Items to summarize grant and grant relevant revenue and expense by major sponsor categories. Revenue if first digit is 6 such as 64199 , and Expense if first digit is 7 such as 78310.
Statistical Indicator		Line Items in Funds Management and Grants Management documents can be statistical which means that they do not consume budget. Values

Field Name	Field Type	Field Definition	
		in the Grants Management module are Real (R) or Statistical (S).	
User Name		Purdue Career account of person approving transaction.	
Value Type	Char 60	Name indicating the type of transaction	
		Value Type (VT)	Value Type Definition
		50	Purchase Requisitions
		51	Purchase Orders
		52	Business Trip Commitments
		54	Liabilities
		55	Assets (SD/AR)
		57	Payments
		60	Parked Documents
		61	Down Payments
		64	Funds transfers
		65	Funds commitment
		66	Transfer postings
		80	Funds block
		81	Funds reservation
		82	Funds precommitment
		83	Forecast of revenue
		95	Secondary cost postings (CO)
		99	Expenses/Revenues (Grant)
		B1	Budget
		R1	Released Budget
		Z1	Fixed Assets
		Z2	Payroll - Actuals
		Z3	Payroll - Accruals
		Z4	F&A