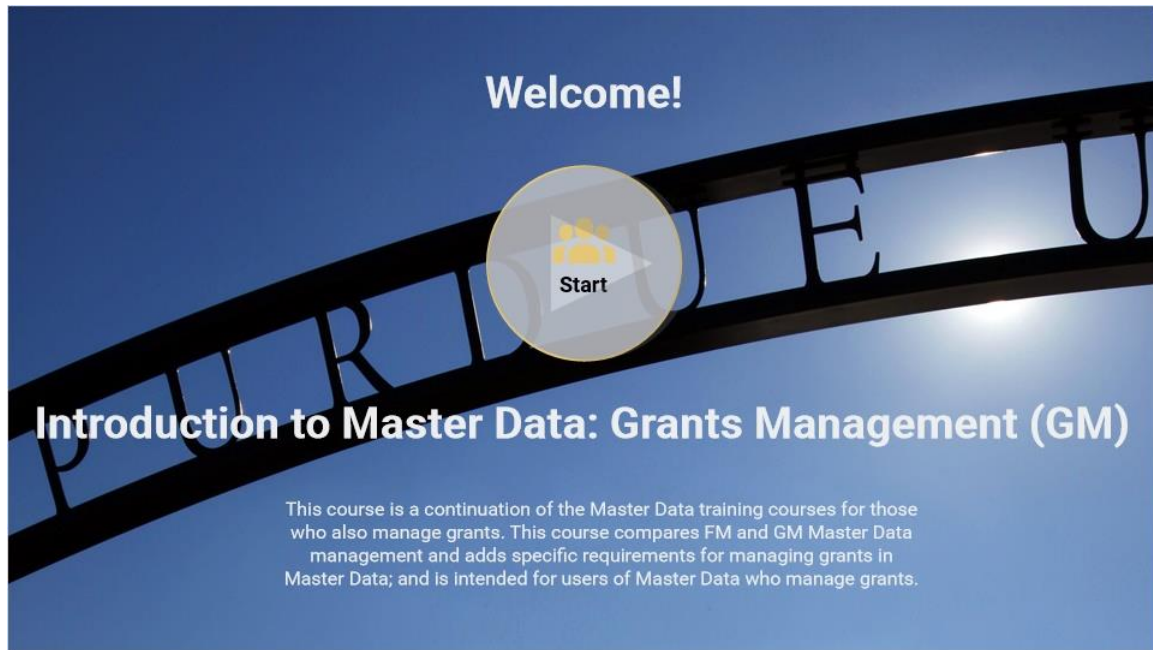# Introduction to Master Data: Grants Mangement (GM)

1. Introuction to Master Data: Grants Management (GM)

1.1 Welcome to Grants Management Master Data Training

1.2 Objectives & Time

OBJECTIVES & TIME

TIME: 30 minutes

- ✓ Compare FM Master Data & GM Master Data
- ✓ Differentiate the Functional Area, Fund, and F&A
- ✓ Grasp important concepts such as Funded Programs, Document Types, and more
- ✓ Explain Commitment Items (CI)
- ✓ View and Recall SAP T-Codes relevant to Grants Management

1.3 Important Reminders

Important Reminders

Let's take a moment to review why Master Data is Important:

♔	**Financial Impact**	Master Data elements are assigned to financial transactions
✛	**Financial Statements**	These transactions are summarized to create the University's financial reports: your SFAs, and the University Financial Statement, and Schedule of Expenditures of Federal Awards (SEFA)
=	**Master Data Errors**	If incorrect master data is assigned on the elements, financial reports will also be incorrect
◉	**Commitment Item (CI) Errors**	Incorrect assignment of Commitment Items can cause Facilities and Administration (F&A) costs to be incorrectly calculated

1.4 SAP Ledger Comparison

Finance (FI)		Funds Management (FM)		Grants Management (GM)
Cost Center 1100000000	=	Funds Center 1100000000	=	Funds Center 1100000000
Internal Order 3200001234	=	Funded Program 3200001234	=	
Work Breakdown Structure Element (WBSE) F.90001234.02.001	=	Funded Program F9000123402001 (No Dots)	=	Funded Program F9000123402001 (No Dots)
General Ledger (G/L) 506010	=	Commitment Item 506010	=	Commitment Item 506010

Ledger Comparison and Link

SAP Ledgers – Differences Between

1.5 Overview & Similarities

Overview and Similarities

Grants Management (GM) and Funds Management (FM)

GM
Grants Management

Facilitates both budgetary management and financial accounting by grant – in Master Data

GM & FM
Similarities

Grants Management (GM) has some master data elements in common with Funds Management (FM) and Financial Accounting (FI)

GM +
Additionally

GM also has some master data elements specific to grants management such as Grant, Sponsored Program & Sponsored Class

GM & FM
Assigned to Sponsored Program:

- Functional Area
- Fund
- Responsible Cost Center in GM related to Funds Center in FM
- Work Breakdown Structure Element (WBSE)
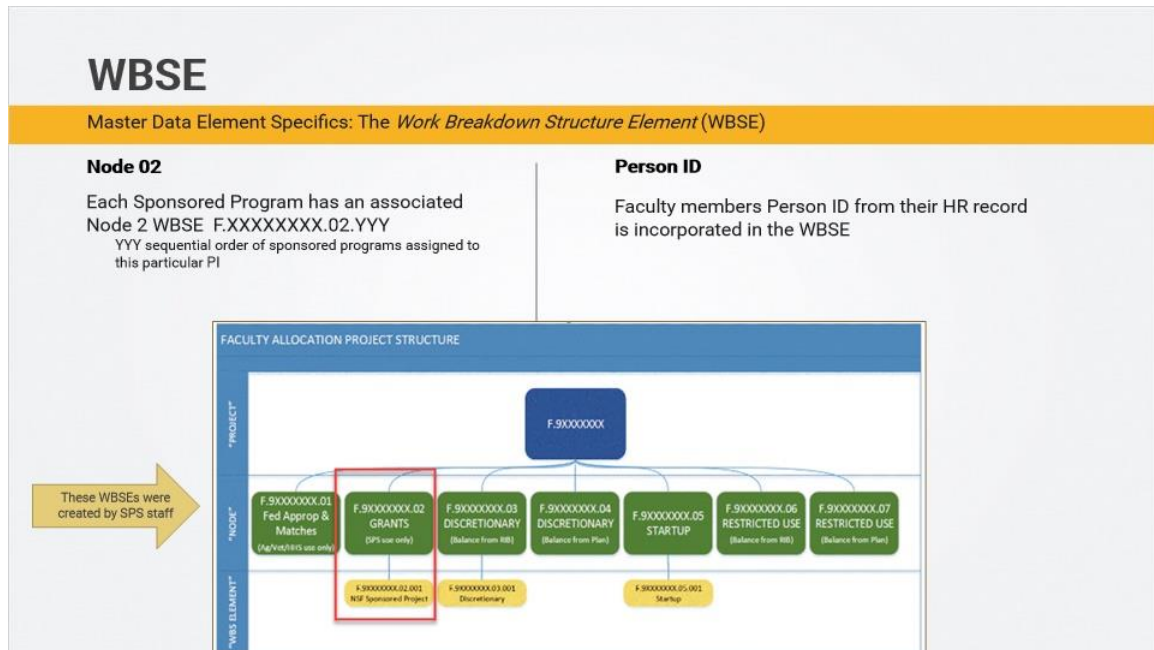- Funded Program

1.6 Functional Area

Functional Area

Reporting	Used for financial reporting such as Integrated Postsecondary Education Data System (IPEDs), Schedule of Expenditures of Federal Awards (SEFA) and the University's annual financial report
Values	Grants related values • 1000 – Instruction & Department Research • 1050 – Department Research Only • 1200 – Sponsored Research • 1300 – Other Budgeted Research • 1500 – Extension and Public Service • 4000 – Scholarships & Fellowships
F & A Rate	Functional Area is also used to help determine the F&A rate for specific sponsored program

1.7 Understanding Fund

Fund

Represents a particular source of funding as well as restrictions put on funding by the original source

46010000 – Grants

Other departmental funds may be used as cost sharing

1.9 WBSE

1.10 Funded Program

1.11 GM Specific Master Data

Specific Master Data

Here are some Master Data Elements, specific to Grants Management

GRANT
- Grant provides a consolidated view of a sponsor's total award
- Contains 100's of fields such as:
  - Grant Type
  - Sponsor
  - Award Type
  - Responsible Cost Center
  - Project Period

SPONSORED PROGRAM
- Every Sponsored Program has a corresponding WBSE & Funded Program
- Allows the allocation of award and cost share budgets among various departments and/or faculty
- Collects revenue and expenses

SPONSORED CLASS
- Summarizes Commitment Items:
  - 78210 – Professional Salaries
  - 78280 – Fringe Benefits
  - 78310 – Indirect Costs
  - 78430 – Travel
- Commitment Items are assigned to Sponsored Classes to create these groups

1.12 Master Data Document Types

Master Data Document Types

- Master Data assigned at the transaction level

Document Type | Examples | In SAP | More Training

Document Type Layer 1 (Slide Layer)

Examples Layer 2 (Slide Layer)

In SAP Layer 3 (Slide Layer)

More Training Layer 4 (Slide Layer)

1.13 Master Data Document Types View

Master Data Document Types View

	Document Type Code	Document Type	Notes/Tcode	When to be used	System Generated/ Manual Entry	WorkFlow	Used after 2019?	Eliminated from Financial Statemen	Who should use this	No longer used
6	BB	Bursar Banner	Generally an automated posting kicked off from the Banner system.	Record student fees/tuition/scholarships/etc	S		Y		Bursar	
16	CV	Conversion of Bal	Used for Transformation Project conversion from FY 2018 to FY 2019.	Conversion entries. Not to be used now that conversion is over	S		Y		Accounting	x
40	JN	Intramural Inv Vchr	Used by iLabs or Business Office staff (via FV50) to record internal billings within the University. Generally used for recharge centers or other approved rates.	Intramural charges that will be eliminated at month end- Used to bill recharges to departments	Both		Y	Y	All Departments	
47	KR	Vendor invoice WF	Direct Invoice Voucher - use tcode ZV60.	Vendor invoices that go through workflow	M	> $1,000	Y		All Departments	
51	PC	P Cards	Posting of purchasing card charges after reconciliation. Prior to 11/1/19 produced via Reconnet. After 11/1/19 produced via Concur.	Purchasing Card activity	S		Y		System Generated	x
55	RE	Invoice-MIRO	PO Related Invoices - created when invoices are entered into Ariba	When entering an invoice in for a PO into Ariba. Manually entered into Ariba but system generated into SAP	S		Y		AP	
58	SA	JV document WF	Use tcode FV50 for correcting documents.	Journal entries that go through an approved workflow	M	> $1,000	Y		All Departments	
66	WE	Goods receipt	PO Related good receipt. Created when goods received via Ariba.	Goods Received for purchase orders	S		Y		All Departments	

1.14 Commitment Items

Commitment Items

Commitment Item (CI) describes budget classifications of revenue and expenditures in the FM & GM modules.

Learn more about Commitment Items (CI) and link up to the CI Hierarchy Report here:

There is usually a one-to-one relationship with General Ledger (GL) Accounts

Examples are:
500502 - Exec/Mgmt/Prof Staff
500516 - Due, Subscriptions & Memberships
523005 - Gasses & Chemicals

Link to CI Hierarchy Report

The selection and assignment of Commitment Items drives financial reporting but can also affect F&A postings – **the assignment of accurate Commitment Items is vital to accurate financial postings**

Choose "Next" when ready to move on

1.16 SAP T-Codes GM Highlighted

1.17 Display Document T-Code

1.18 Line Item: Grants T-Code

1.21 Resources