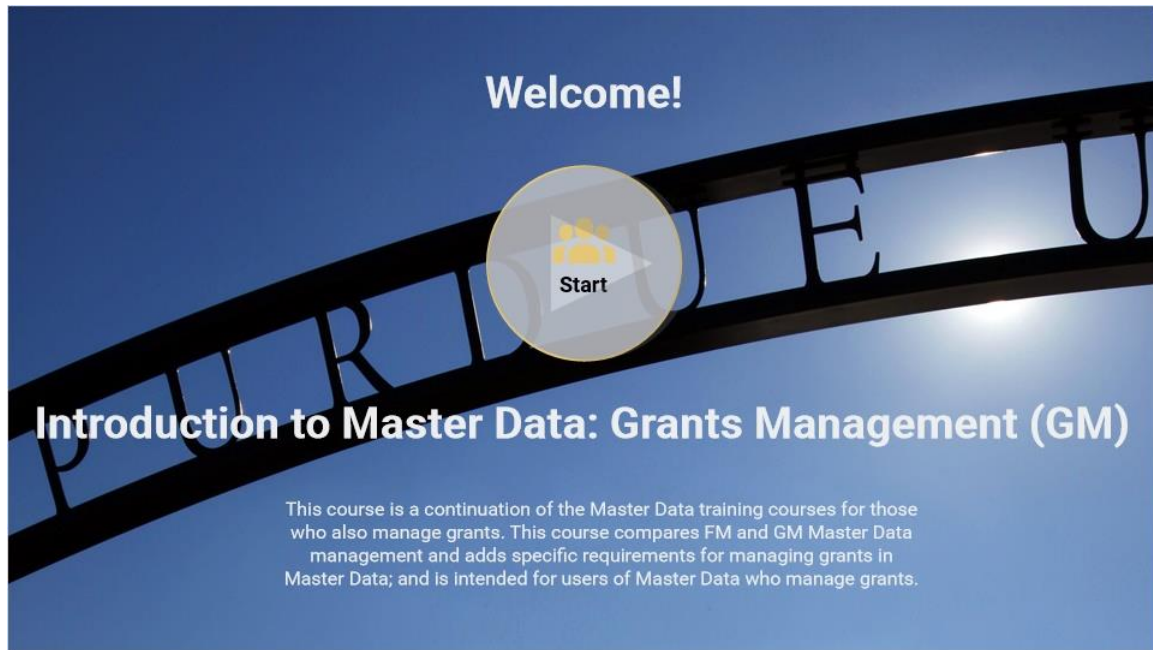


Introduction to Master Data: Grants Management (GM)

1. Introduction 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 <u>also</u> 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 <i>Grants Management</i>	GM & FM <i>Similarities</i>	GM + <i>Additionally</i>	GM & FM <i>Assigned to Sponsored Program:</i>
Facilitates both budgetary management and financial accounting by grant – in Master Data	Grants Management (GM) has some master data elements in common with Funds Management (FM) and Financial Accounting (FI)	GM also has some master data elements specific to grants management such as Grant, Sponsored Program & Sponsored Class	<ul style="list-style-type: none"> 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

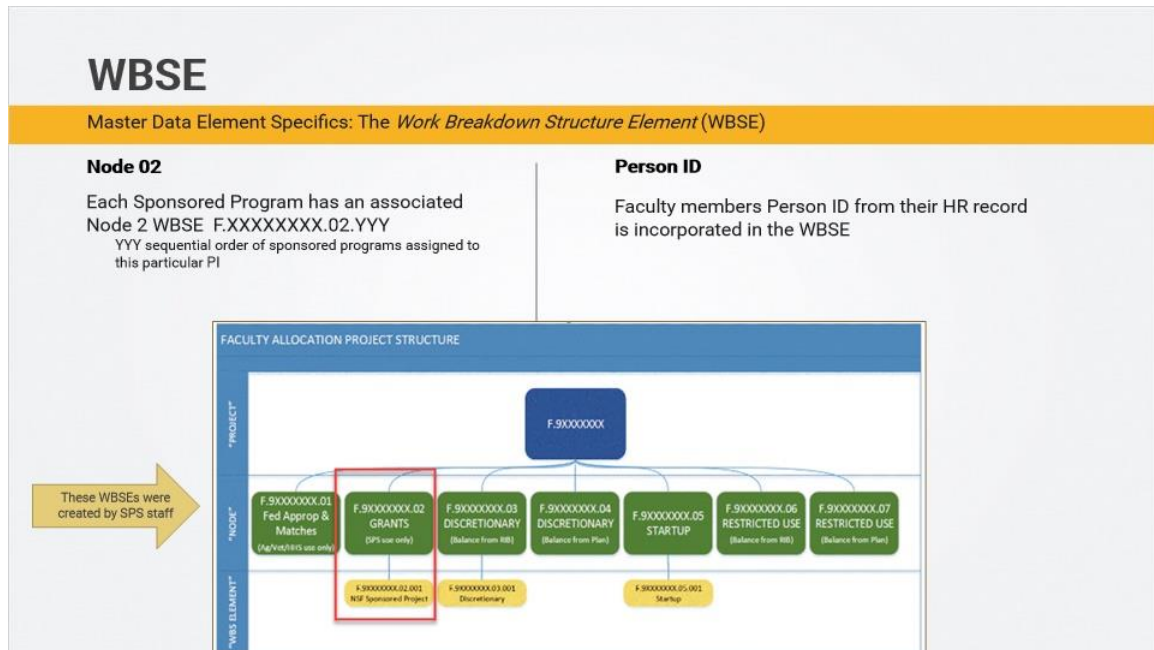
Functional Area	
Reporting	Used for financial reporting such as Integrated Postsecondary Education Data System (IPEDs), Schedule of Expenditures of Federal Awards (SEFA) and the University's annual financial report
Values	Grants related values <ul style="list-style-type: none">• 1000 – Instruction & 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

Funded Program Flow

Internal Orders (IO) flow into Funded Programs and Node 02 WBS flow into both Funded Programs and Sponsored Programs

Funded Programs See Sponsored Programs tab for Sponsored Program End Date

Find Funded Program Display here


DAC, IG, Funded Program Type, and more are here

Funded Program Display	Funded Program ID	Funded Program Description	Operating/Non-Operating	Institutional Grouping Display	IO/IO Display	Funded Program Type	Funded Program Type Display	Funded Program Functional Area Display	Public, NonPublic, Mixed Display	Fund D
02.005 - R. Bean Nuclear Security	14110000 - Nuclear Engineering	1411000000 - Nuclear Eng	Grant	G - Grant	G - Grant-Operating	G - Grants	RGRN - Restricted - Grant	1200 - Inst. & Dept. Research	P - Public	46010000
02.005 - Dry Cask Thermal Reactivity	14110000 - Nuclear Engineering	1411000000 - Nuclear Eng	Grant	G - Grant	G - Grant-Operating	G - Grants	RGRN - Restricted - Grant	1200 - Sponsored Research	N - Non-Public	46010000
02.008 - DOE Fellowship	14110000 - Nuclear Engineering	1411000000 - Nuclear Eng	Grant	G - Grant	G - Grant-Operating	G - Grants	RGRN - Restricted - Grant	4000 - Student Aid - Fellowships	P - Public	46010000
02.009 - Bean - Income Only	14110000 - Nuclear Engineering	1411000000 - Nuclear Eng	Grant	G - Grant	G - Grant-Operating	G - Grants	RGRN - Restricted - Grant	1200 - Sponsored Research	P - Public	46010000
02.010 - Bean - Digital Control 55%	14110000 - Nuclear Engineering	1411000000 - Nuclear Eng	Grant	G - Grant	G - Grant-Operating	G - Grants	RGRN - Restricted - Grant	1200 - Sponsored Research	P - Public	46010000
02.011 - NSE - 55% - Bean	14110000 - Nuclear Engineering	1411000000 - Nuclear Eng	Grant	G - Grant	G - Grant-Operating	G - Grants	RGRN - Restricted - Grant	1200 - Sponsored Research	P - Public	46010000

Grant related Funded Programs/Sponsored Programs fall into the Restricted Grant Funded Program Type

Each WBSE/Sponsored Program or Internal Order you enter also populates the proper Funded Program for reporting

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)


Master Data Document Types


- Master Data assigned at the transaction level



**Document Type**

**Examples**

**In SAP**

**More Training**


- Specific to each transaction
- Describes what system or T-Code created the transaction


[Document Types](#)


Examples Layer 2 (Slide Layer)


Master Data Document Types


- Master Data assigned at the transaction level



**Document Type**

**Examples**
of Document Types:

**In SAP**


**More Training**


- ☐ AA – Asset Posting
- ☐ CB – Other Bank Credit
- ☐ JN – Intramural Invoice Voucher
- ☐ SA – JV Document with Workflow


In SAP Layer 3 (Slide Layer)


Master Data Document Types


- Master Data assigned at the transaction level



 Document Type

 Examples

 In SAP


 More Training


Document Types are also used to define workflows in SAP


More Training Layer 4 (Slide Layer)


Master Data Document Types


- Master Data assigned at the transaction level



 Document Type

 Examples

 In SAP

 More Training

Choose "Next" when ready to move on

Fiscal Approver Training:
Financial Transactions and Operating Funds
[SIGDEL 200](#)
contains more information regarding Document Types

You can also refer to the
[Signature](#)
[Delegation Manual](#)

1.13 Master Data Document Types View

Master Data Document Types View									
A	B	C	D	E	F	G	H	I	J
Document Type Code	Document Type	Notes/Tcode	When to be used	System Generated/Manual Entry	Workflow	Used after 2019?	Eliminated from Financial Statements	Who should use this	No longer used
1 BB	Bursar Banner	Generally an automated posting kicked off from the Banner system.	Record student fees/tuition/scholarships/etc	S		Y		Bursar	
6 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
16 JN	Intramural Inv Vchr	Used by Labs 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	
40 KR	Vendor invoice WF	Direct Invoice Voucher - use tcode ZV60	Vendor invoices that go through workflow	M	> \$1,000	Y		All Departments	
47 PC	P Cards	Posting of purchasing card charges after reconciliation. Prior to 11/1/19 produced via Reconnect. After 11/1/19 produced via Concur.	Purchasing Card activity	S		Y		System Generated	x
51 RE	Invoice-MIRO	PO Related Invoices - created when invoices are entered into Arriba	When entering an invoice in for a PO into Arriba. Manually entered into Arriba but system generated into SAP	S		Y		AP	
55 SA	JV document WF	Use tcode FV50 for correcting documents.	Journal entries that go through an approved workflow	M	> \$1,000	Y		All Departments	
58 WE	Goods receipt	PO Related good receipt. Created when goods received via Arriba	Goods Received for purchase orders	S		Y		All Departments	
66									

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

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**

Link to CI Hierarchy Report

Choose "Next" when ready to move on

1.16 SAP T-Codes GM Highlighted

SAP T-Codes for Master Data

S_KI4_38000038
Index of Funds

FM5S
Display Fund

S_KI4_38000039
Index: Funds

KO03
Display Internal Order (IO)

CJ03
Display Work Breakdown Structure Element (WBSE)

GMGRANT/GMGRANTD
Display Grant

S_ALN_01000079
Master Data Index: Grant

GMPROGRAM
Display Sponsored Program

S_ALN_01000159
Master Data Index: Sponsored Program

FMSC
Display Funds Center in FM

1.17 Display Document T-Code

T-Codes for Viewing Transactions

This T-Code shows postings in the modules

Display Document: Data Entry View

FB03: Display Document – Any module

Display Currency

General Ledger View

Data Entry View

Document Number	114622446	Company Code	PDR	Fiscal Year	2022
Document Date	12/16/2021	Posting Date	12/16/2021	Period	6
Reference	2 COR	Cross-Comp.No.			
Currency	USD	Texts Exist	<input type="checkbox"/>	Ledger Group	

This T-Code displays the header information as well as attachments and workflow

Item	Account	Description	Key	Amount	BusA	Fund	Co	WBS Element	Order	Funds Center	Grant	Func. Area	Text
1	527000	Vol Cost Sharing	40	8,108.44	4011	21030000	F	00149349.05.002	1106000000	NOT-RELEVANT GRANT	1050		To clear OD as VCS from Grant 40003060
2	523105	Scritfc Rchg Ctr Bill	50	8,108.44	4011	46010000	F	90012853.02.045	1106000000	40003060	1500		To clear OD as VCS

1.18 Line Item: Grants T-Code

T-Codes for Viewing Transactions

This T-Code is for a Line-Item Display in the Grants Management module

Grants Management: Line Item Display

S_PLN_16000269 – Grants Management: Line-Item Display









Grant	Sp. Prog.	Sp. Cla.	Cmnt Item	Posting Date	Pr.ref.key	D	VT	Stat.Ind.	DT	DocumentNo	Document	RefDocum.	Itm	*Trans.	Currency
40003060	F9001285302045	78499	523105	12/16/2021		S	66	R	SA	1021789013	114622446	114622446	2	8,108.44	
												114622446		8,108.44	
														8,108.44	
														8,108.44	

This T-Code can be used to see transactions in the GM Module in real time

1.21 Resources

Resources

You can also access these in the Resources tab in the course navigation.

-  [SAP Basics and Navigation \(NAV 100\)](#)
-  [SAP Ledgers](#) – differences between
-  [Lifecycle of An Account](#)
-  [Signature Delegation](#)
-  [Commitment Item Hierarchy Report](#)
-  [SIGDEL 101](#) – Signature Delegation Deep Dive
-  [SIGDEL 200](#) - Fiscal Approver Training: Financial Transactions and Operating Funds
-  [SIGDEL 201](#) - Fiscal Approver Training: Grant Specific Considerations
-  [Accounting Services Governance Manual](#)
-  [Document Type](#)

