Grants Analysis Refresher Course – FI_GM_315

1. <u>GM Budget Overview</u> (GMBDGTOVIEW)
This transaction code shows the budgeted amount in each sponsored class by sponsored class name and number. This is a good tool to use to compare the PADR to SAP.

- Type in the transaction code - GMBDGTOVIEW
- Type in the grant number
- Click the "execute" button
- Expand the folders until you get the various sponsored classes. This shows the sponsored classes by name and by number.

2. <u>Lookup Responsibility for Grant</u> (ZGM_LOOKUP)
This transaction code allows you to look up the person responsible for a particular grant (Research Administrator-OSPA, Business Officer, Financial Administrator-SPA, etc.).

- Type in the transaction code – ZGM_LOOKUP
- Type in the grant number
- Type or select the Responsibility Type
- Click the "execute" button

3. <u>User Name Display</u> (ZSU01D)
This transaction code allows you to look up the person by their Link Blue user ID to get the full name of the person.

- Type in the transaction code - ZSU01D
- Type in the Link Blue user ID
- Click the glasses in the left hand corner

4. <u>Scopes for Prime Grant</u> (ZPRIME)
This transaction code gives you a list of the prime and scope accounts for a grant.

- Type in the transaction code – ZPRIME
- Type in the prime grant number
- Click the "execute" button

5. <u>Grants Master – Display Only</u> (GMGRANTD)
This transaction code displays the grant and gives all of the account details in addition to those listed on the master data index for grants t-code.

- Type in the transaction code – GMGRANTD
- Type in the grant number
- Hit the "Enter" key on the keyboard

6. <u>Master Data Index for Grant</u> (S_ALN_01000079) – 7E100

This transaction code displays basic information on a grant account (WBS element, Department Number, PI's name, Bud Rule, Project Date, etc.)

- Type in the transaction code – S_ALN_01000079
- Click on the Dynamic Selections icon to select criteria for the report
- Click on the triangle to open the Grant Master Folder and expand selection
- Navigate down the list to select Department
- Click "Copy Selected Items" after all criteria are selected
- Enter the Department Number(s)
- Click the "save" icon
- You will be returned to the main screen
- After you complete the Dynamic Selection process, indicate the desire Lifecycle Status (beings with an I)
  I5616 – Award (Capital Letter I (i))
  I5617 – Closing (Capital Letter I (i))
  I5618 – Closed (Capital Letter I (i))
- Click the "execute" button

7. <u>Overview of GM AVC Values</u> (GMAVCOVRW)

Use this transaction code to check an account's overall balance and to balance to each sponsored class by the sponsored class numbers.

- Type in the transaction code - GMAVCOVRW
- Click the "Get Variant" button
- Type in the variant box /UKDEFAULT
- Delete your ID in the Created by box and click the "execute" button
- Type in the grant number
- Click the "execute" button
- Expand the folders until you get the individual sponsored classes. This only shows the sponsored class numbers.

This is the transaction code that should be viewed to verify that you have funds in a particular sponsored class to pay expenses. The following website contains the SAP BudRule Cross Walk, which indicates what GL codes pull from a particular sponsored class:

http://www.research.uky.edu/ospa/

https://www.uky.edu/ufs/

http://www.uky.edu/EVPFA/Controller/sponsor.htm

The AVC Update can be located at: http://www.research.uky.edu/ospa/info/docs/AVCupdate.pdf

8. **Annual Budget vs. Commitment/Actual Line Item (S_ALN_01000003)**

This transaction code shows the account transactions including posting date, GL account, sponsored class and document reference for each expenditure. The available balance on the GMAVCOVRW screen and the S_ALN_01000003 should match when using the corresponding variant for each screen.

- Type in the transaction code – S_ALN_01000003
- Click the "Get Variant" button
- Type in the variant box EXP ONLY or for looking at COST SHARE type in the variant box CS EXP ONLY
- Delete your ID in the Created by box and click the "execute" button
- Type in the grant number
- The report is defaulted to run "By grant," which displays the report in date format. If you would like to display the report by sponsored class, choose the "By Grant/Fund/Prog/Class" in the Report Extraction section.
- Click the "execute" button
- To drill down into a document, click on the "RefDocument" number
- If there is a reference document that has various account numbers and you would like to find the items that were charged to one particular grant account, please follow these steps:
    - Click the set filter button
    - Click the WBS element under "Field List"
    - Click the "Show selected fields" button
    - Click "Copy"
    - Enter the WBS element
    - Click the green check mark

- **The ALN report can be exported to excel by performing the following steps:**
    - Click "List"
    - Choose "Export"
    - Choose "Local File"
    - Click beside the "Spreadsheet" button and click the green checkmark or press the enter key
    - Choose the directory where you want to save the document (my documents, desktop, etc.), name the file and save the type as excel files
    - Click "Generate"
    - Go to your directory of where the document was saved to pull up the document in order to format or sort the document

9. **Employees Cost Distribution Objects (ZCOSOBJ)**

Use this transaction code to look up cost distribution on a grant. This will show you each person charging the grant and the % they are on for based on their payroll 027 screen.

- Type in the transaction code – **ZCOSOBJ**
- Type in your grant number in the "WBS element" field
- Click the "execute" button

10. <u>Purchase order by Account Assignment</u> (ME2K)

Use this transaction code to pull up a purchase orders by a particular grant number including subcontracts. This will also tell you how much has been paid to the subcontractor and how much remains in the encumbrance.

- Type in the transaction code – ME2K
- Type in your grant number in the "WBS element" field
- Click the "execute" button

11. <u>Display Purchase Order</u> (ME23N)

Use this transaction code to display purchase orders including subcontracts by purchase order number.

- Type in the transaction code – ME23N
- Click the "Other purch order" button (Shift + F5)
- Type in the purchase order number
- Review Check Information (you can look up check information this way for all Purchase Orders)
    - Click on the Purchase Order History Tab under Item Details at the bottom of the screen
    - Click on the Material Document number
    - Click on Follow-On Documents top of the screen
    - Click on the Accounting Document
    - Click on the vendor name under Account Short Text
    - Click on Environment at the top of the screen
    - Click check information
    - The check number, payment date and check encashment date (the date the check cleared UK's bank) is displayed on the screen.

12. <u>Cost Object Associations Look-up</u> (ZFI_COBJ)

Used to view master data for various cost objects

- Type in the transaction code – ZFI_COBJ
- Click the "WBS Elem-Grant" button and type your grant account number in the text box
- Click the "execute" button
- This will give you the master data elements related to a grant
- Click the "WBS Elem-Grant" button, type in your grant account number and select the cost share box.
- Click the "execute" button
- This will give you the cost share master data elements

13. Creating Funds Reservations (FMX1)
Use this transaction code to encumber a charge.

- Type in the transaction code – FMX1
- Type in “F2” in document type
- Click the “Fast data entry” button or Ctrl + F4
- Type in the vendor name in the “Document text” field
- Type in the amount in the “Original Amount” field
- Type in the text (what is being purchased, faculty members name, etc.)
- Type in the GL Code
- Type in the WBS Element
- Click on “Save”
- Make sure you write down the document number that SAP assigns

14. Changing Funds Reservations (FMX2)
Use this transaction code to change or delete an encumbrance.

- Type in the transaction code – FMX2
- Type in the document number
- Click the “Fast data entry” button or Ctrl + F4
- Change any information that you may need to change (description in the header document text, original amount, line item description, gl account, cost object)
- Click on “Save”

15. Funds Reservation Reduce Manually (FMX6)
Use this transaction code to reduce an encumbrance.

- Type in the transaction code – FMX6
- Select detail line item icon
- Enter line to be reduced
- Enter amount to reduce line item
- Enter reason for reduction
- Save
- Check completion indicator box to close remaining amount in funds reservation

16. BW Reporting

Log into BW Web Reporting

Funds Reservation BW Report

- Click on FI Ledger Sheets
- Click on Grants Management
- Choose Grant Line Item Detail
- Type in the "Prime Grant" or the "Grant" number. The prime grant is for grants that have a prime account and scope accounts.
- Click the "execute" button

- Filter under Rows FI-SL Document Type check "S" to filter only the "S" documents
- Right click over "posting date" then click "Swap posting date with" then click "Reference Doc Number" this will only list the outstanding funds reservations on that project.

Ledger Reports

- Click on FI Ledger Sheets
- Click on Grants Management
- Choose one of the ledgers
- Fill in the Fiscal Period/Year (Single Value, Optional) (*) field. The fiscal period is the month (001 July – 012 June) and the Year (2014 for FY 2013/14)
- Type in the "Prime Grant" or the "Grant" number. The prime grant is for grants that have a prime account and scope accounts.
- If this is an account that has a cost sharing fund, complete the following steps under "Fund"
    - choose the asterisks *
    - type 001189*
    - change "include" to "exclude"

  If you don't exclude the cost share fund, you will see both the cost share and external grant funds.
- Click the "execute" button
- Click on the "export to excel" button to export the spreadsheet to excel

17. Cost Share BW Reporting

- Log into BW Web Reporting
- Click on FI Ledger Sheets
- Click on Grants Management
- Choose one of the ledgers
- Fill in the Fiscal Period/Year (Single Value, Optional) (*) field. The fiscal period is the month (001 July – 012 June) and the Year (2014 for FY 2013/14)
- Type in the grant account number
- In the Sponsored Class field, delete "E999999"
- For the Fund choose the asterisk *, type 001189* and verify that it says "include"
- Click the "execute" button
- Click on the "export to excel" button to export the spreadsheet to excel
- G/L accounts – debit to funding cost centers

Salary	750510
Benefits	750515
Operating Expenses	750520

G/L accounts – credit to WBS Element and cost share fund

Salary	740510
Benefits	740515
Operating Expenses	740520

Please remember to fund your cost sharing expenses on at least a quarterly basis to allow for proper budget management at the department and college level. Your college may require you to complete the transfers more often.

18. Labor Distribution BW Reporting

- Log into BW Web Reporting
- Click on HR Labor Distributions
- Choose the Labor distribution by Grant or Labor distribution analysis by WBS element
- Fill in the Fiscal Period/Year field. The fiscal period is the month (001 July – 012 June) and the Year (2014 for FY 2013/14)
  or
- If more than one month of HR information is needed, select the [ ] beside of Payroll End Dates and then type in the date that you would like to start with (10/01/2013), press the tab button twice, type in the date that you would like to end with (10/31/2013)
- Type in the WBS Element
- Click the "execute" button
- Click on the "export to excel" button to export the spreadsheet to excel

This will show the cost share fund charges (001189xxxx) and the external fund charges (0226xxxxxx) separately.

Grants Management Transaction codes and instructions can be found on the IRIS website at: http://www.uky.edu/ukat/eag/financials-information-fi/financials-reference-manual/grants-management

IRIS Project Communications (Grants Management News) and Grants Management Discussion can be found on the IRIS website at:
http://www.uky.edu/IRIS/contacts/
http://lsv.uky.edu/archives/iris-gmnews.html

Research Administration Training and Education (RATE) Classes can be found on the Human Resources website at: http://hr.uky.edu/TandD/ResearchAdministrationTrainingandEducation.php.

Course Evaluation:
http://myhelp.uky.edu/rwd/HTML/GM/FI_GM_315_Evaluation.html