

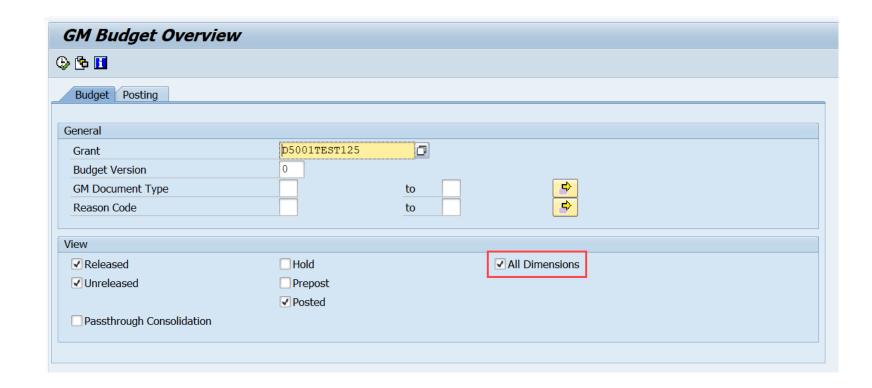
# Grants Management Reporting Resources





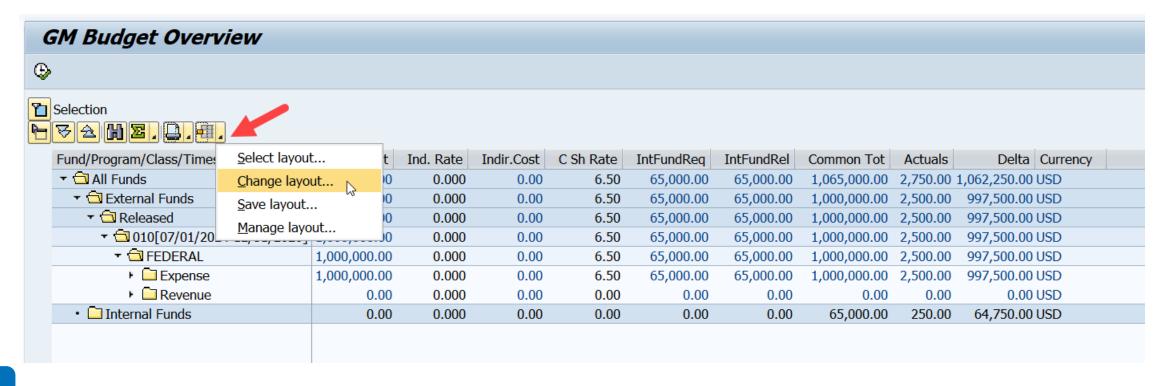


- Click on the box for All Dimensions.
- This step is crucial to ensure all information is displayed on the report.
- If this box is not checked, the report will not display all the **Grant** details.



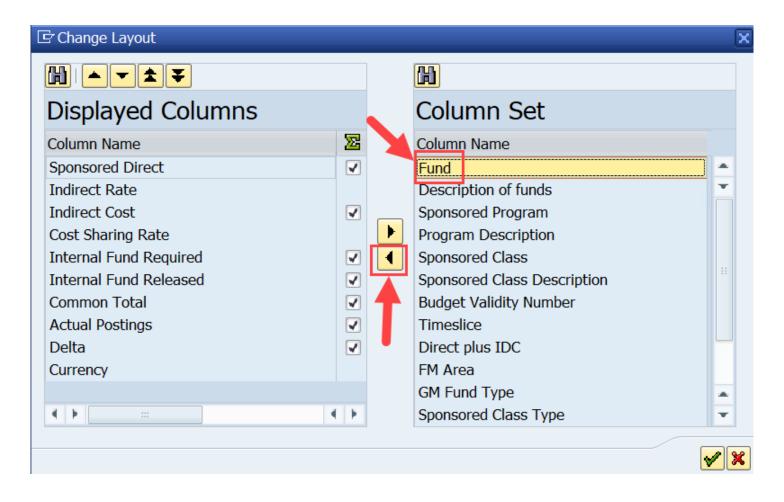


Select the dropdown and choose the Change layout option:





Select Fund and click the left arrow to move this field to the Displayed Columns section.



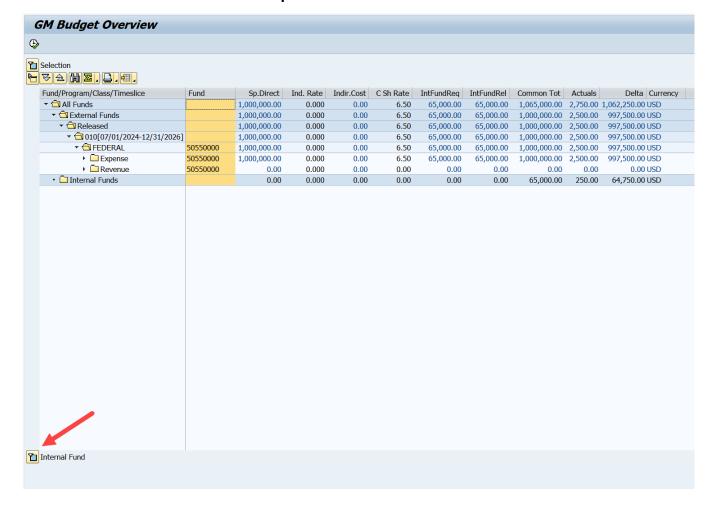


The Fund now displays as part of the report layout.



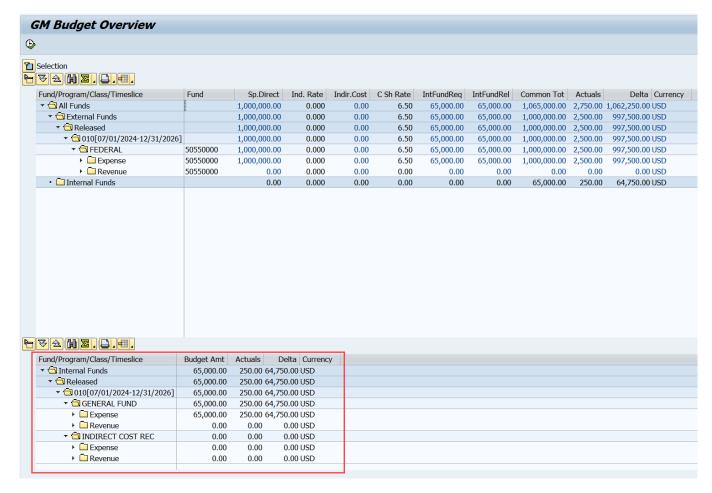


- Click on the expand Internal Fund icon.
- This icon is located on the bottom left portion of the screen.



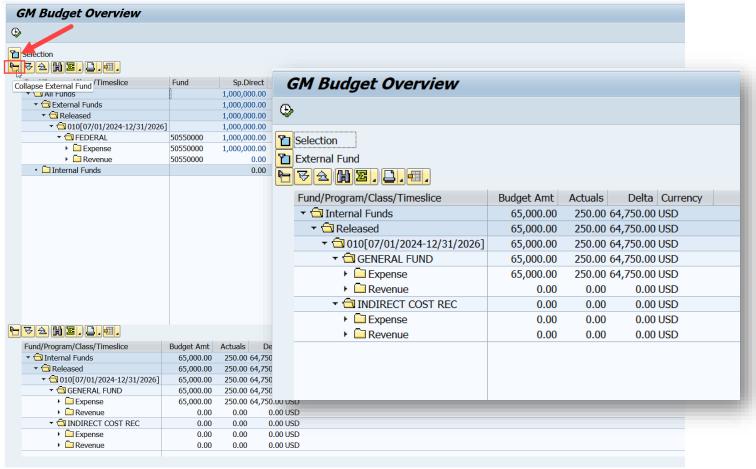


- The **Budget Overview** for the grant's **Internal Funds** are displayed.
- Internal Funds represent the Cost Sharing, Indirect Cost Recovery and/or Program Income activities for a Grant.



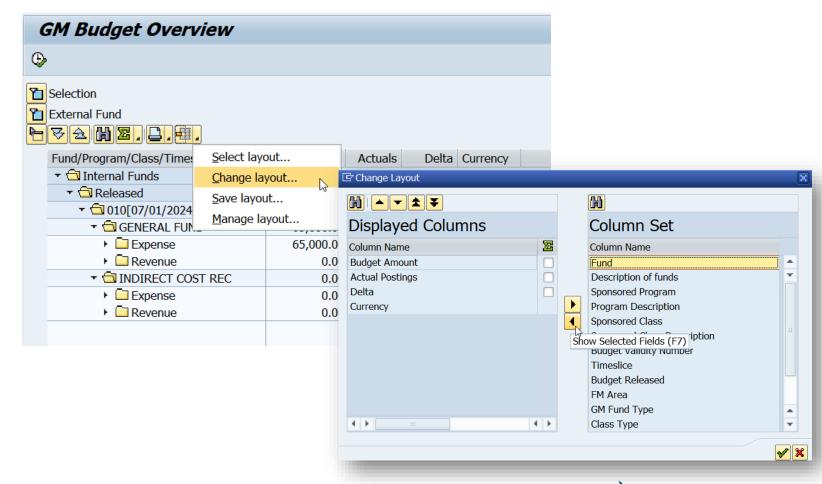


- By clicking on the Collapse External Fund icon, that section will be minimized.
- As a result, the user has a more focused view of the Budget Overview for the Internal Funds.



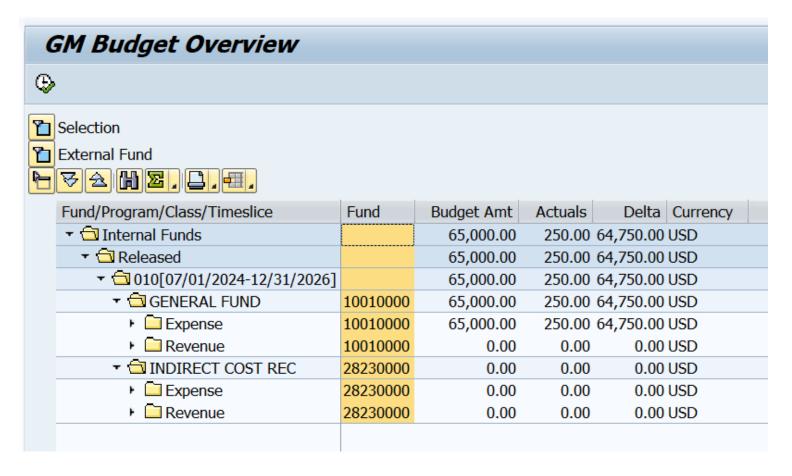


- Like the External Fund section, the Internal Fund section layout can be changed to display the Fund information.
- By selecting the Change layout option, users can select other fields, such as Fund, to display in the report output.





- ► The **Internal Fund** values are now displayed.
- This functionality is useful when managing multiple Internal Funds.





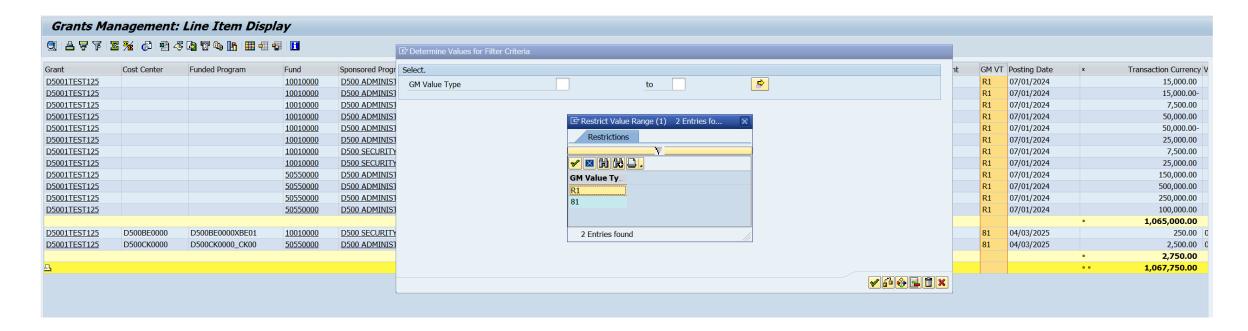
# GM Line Item (Transaction ZS\_PLN\_16000269)





## GM Line Item: Transaction ZS\_PLN\_16000269 (Budget)

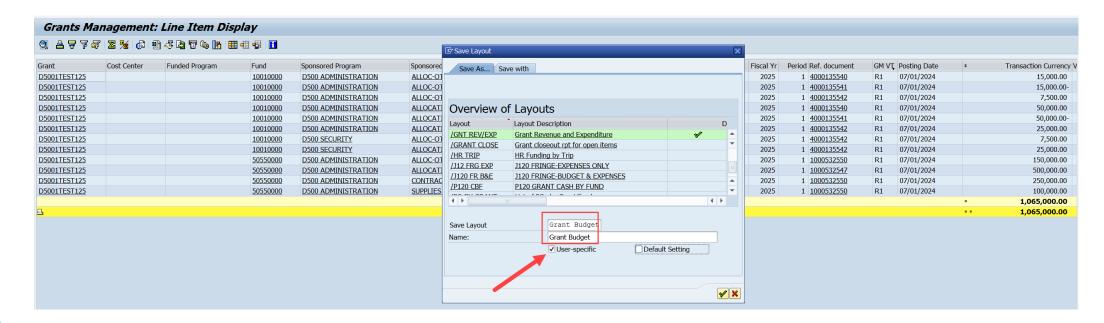
▶ When the Line Item report is executed, apply a filter for GM Value Type "R1" (Released Budget).





## GM Line Item: Transaction ZS\_PLN\_16000269 (Budget)

- The Line Item report will display the budget-related line items for the selected Grant.
- Users have the option to save this layout. Note that the User-specific box is checked to personalize the layout and to avoid numerous layouts from being displayed.

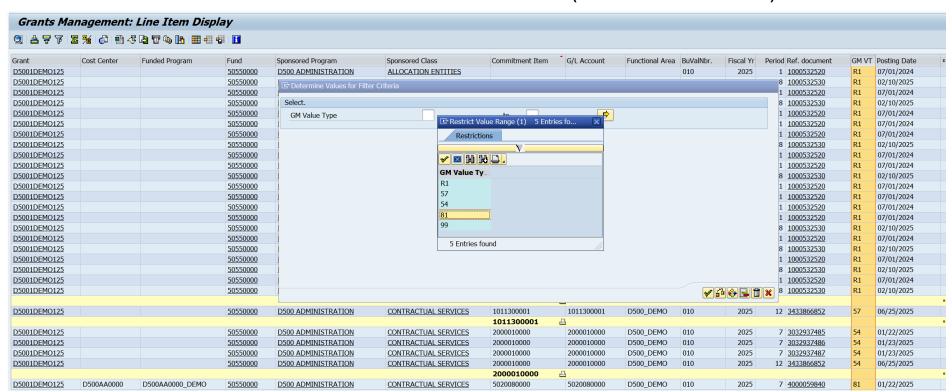




# GM Line Item: Transaction ZS\_PLN\_16000269 (Commitments)

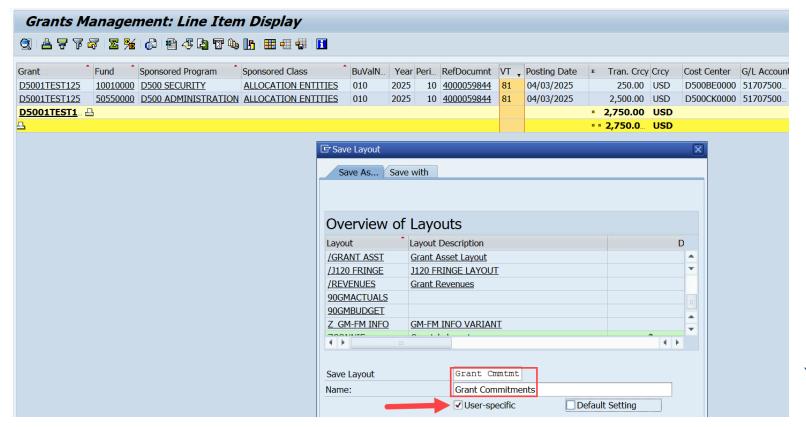
When the Line Item report is executed, apply a filter for commitment-related GM Value Types (VTs).

- Examples of such VTs are:
  - ▶ 51 (Purchase Orders)
  - ▶ **52** (Business Trip Commitments)
  - 60 (Parked Documents)
  - ▶ 80 (Funds Block)
  - ▶ 81 (Funds Reservation)



## GM Line Item: Transaction ZS\_PLN\_16000269 (Commitments)

- The Line Item report will display the commitment-related line items for the selected Grant.
- Users have the option to save this layout. Note that the User-specific box is checked to personalize the layout and to avoid numerous layouts from being displayed.

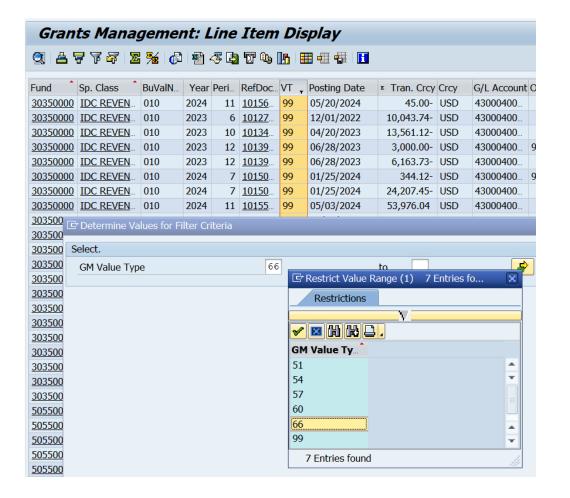




# GM Line Item: Transaction ZS\_PLN\_16000269 (Expenses)

When the Line Item report is executed, apply a filter for expense-related GM Value Types.

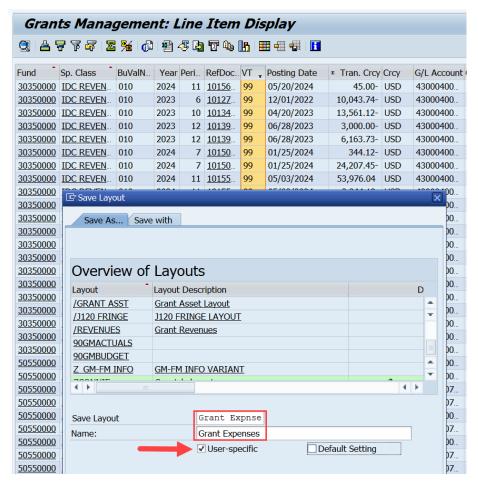
- Examples of such VTs are:
  - 66 (Transfer Postings)
  - 99 (Expenses/Revenues [Grant])





# GM Line Item: Transaction ZS\_PLN\_16000269 (Expenses)

- ► The **Line Item** report will display the expense-related line items for the selected **Grant**.
- Users have the option to save this layout. Note that the User-specific box is checked to personalize the layout and to avoid numerous layouts from being displayed.

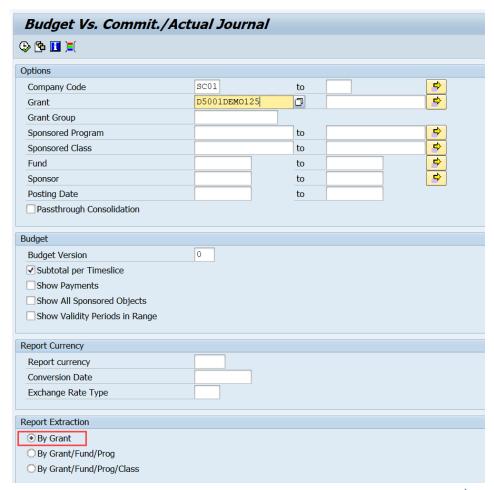








- Selection options include the following:
  - Grant
  - Sponsored Program
  - Sponsored Class
  - Fund
  - Sponsor
  - Posting Date
- Note that under the Report Extraction section, the default option is By Grant.





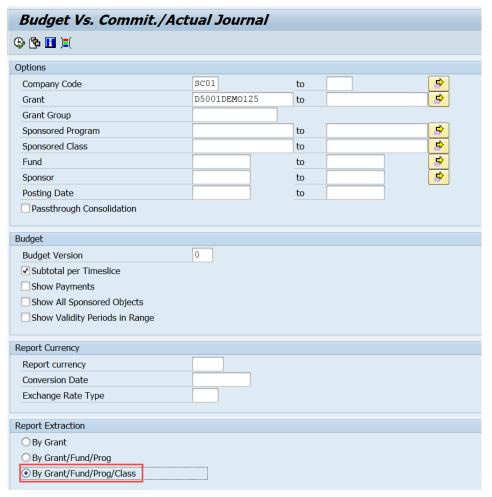


► This report displays the Grant's **Budget**, **Commitments**, **Actuals** and **Available Amount**.

Posting Dates: Budget Version: Currency:	01/01/1900 - 12/3 : 000-SC Budget Grant Currency	1/9999													
rant	Year Fund	Sponsored Program	Sponsored Class	G/L Account	t Cmmt Item	Func. Area	Cost Center	WBS Ele	Funds Center	Funded Program	Posting Date	Ref. document V	Budget Amoun	t Invoice	Available Amt Stat.Inc
D5001DEMO125	2025 50550000	D500 ADMINISTRATION	ALLOC-OTHER								07/01/2024	1000532520 R	1 20,000.00	0.00	520,000.00
	2025 50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES								07/01/2024	1000532520 R	500,000.00	0.00	1,020,000.00
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES								07/01/2024	1000532520 R	1 250,000.00	0.00	1,270,000.00
	2025 50550000	D500 ADMINISTRATION	EMPLOYER CONTRIB								07/01/2024	1000532520 R	1 1,000,000.00	0.00	2,270,000.00
	2025 50550000	D500 ADMINISTRATION	FIXED ASSETS(NON-CAP								07/01/2024	1000532520 R	250,000.00	0.00	2,520,000.00
	2025 50550000	D500 ADMINISTRATION	FIXED CHARGES & CONT								07/01/2024	1000532520 R	75,000.00	0.00	2,595,000.00
	2025 50550000	D500 ADMINISTRATION	LIGHT POWER HEAT								07/01/2024	1000532520 R	1 150,000.00	0.00	2,745,000.00
	2025 50550000	D500 ADMINISTRATION	PERS SVCS-TEMP GRANT								07/01/2024	1000532520 R	75,000.00	0.00	2,820,000.00
	2025 50550000	D500 ADMINISTRATION	PERSONAL SERVICES								07/01/2024	1000532520 R	1 1,750,000.00	0.00	4,570,000.00
	2025 50550000	D500 ADMINISTRATION	PERSONAL SVCS-TEMP								07/01/2024	1000532520 R	75,000.00	0.00	4,645,000.00
	2025 50550000	D500 ADMINISTRATION	SUPPLIES & MATERIALS								07/01/2024	1000532520 R	1 25,000.00	0.00	4,670,000.00
	2025 50550000	D500 ADMINISTRATION	TRANSPORTATION								07/01/2024	1000532520 R	1 25,000.00	0.00	4,695,000.00
	2025 50550000	D500 ADMINISTRATION	TRAVEL								07/01/2024	1000532520 R	1 15,000.00	0.00	4,710,000.00
	2025 50550000	D500 ADMINISTRATION	UTILITIES								07/01/2024	1000532520 R	1 115,000.00	0.00	4,825,000.00
	2025 50550000	D500 ADMINISTRATION	IDC EXPENSE								07/01/2024	1000532520 R	1 175,000.00	0.00	5,000,000.00
	2025 50550000	D500 ADMINISTRATION	UTILITIES								02/10/2025	1000532530 R	5,500.00	0.00	5,005,500.00
	2025 50550000	D500 ADMINISTRATION	TRAVEL								02/10/2025	1000532530 R	1 12,500.00	0.00	5,018,000.00
	2025 50550000	D500 ADMINISTRATION	TRANSPORTATION								02/10/2025	1000532530 R	1 105,000.00	0.00	5,123,000.00
	2025 50550000	D500 ADMINISTRATION	SUPPLIES & MATERIALS								02/10/2025	1000532530 R	1 25,000.00	0.00	5,148,000.00
	2025 50550000	D500 ADMINISTRATION	LIGHT POWER HEAT								02/10/2025	1000532530 R	1 15,000.00	0.00	5,163,000.00
	2025 50550000	D500 ADMINISTRATION	FIXED CHARGES & CONT								02/10/2025	1000532530 R	1 18,000.00	0.00	5,181,000.00
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES								02/10/2025	1000532530 R	7,500.00	0.00	5,188,500.00
	2025 50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES								02/10/2025	1000532530 R	1 15,000.00	0.00	5,203,500.00
	2025 50550000	D500 ADMINISTRATION	ALLOC PRIV SECTOR								02/10/2025	1000532530 R	1 130,000.00	0.00	5,333,500.00
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	50200800	50200800	D500_DE	D500AA00		D500AA00	D500AA0000_DEMO	01/22/2025	4000059840 8	0.00	0.00	5,333,350.00 R
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	50201200	50201200	D500_DE	D500AA00		D500AA00	D500AA0000_DEMO	01/22/2025	3032937485 9	0.00	500.00	5,332,850.00 R
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	20000100	20000100	D500_DE					01/22/2025	3032937485 54	0.00	0.00	5,332,850.00 S
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	50201200	50201200	D500_DE	D500AA00		D500AA00	D500AA0000_DEMO	01/23/2025	3032937486 9	0.00	14,350.00	5,318,500.00 R
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	20000100	20000100	D500_DE					01/23/2025	3032937486 54	0.00	0.00	5,318,500.00 S
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	50201200	50201200	D500_DE	D500AA00		D500AA00	D500AA0000_DEMO	01/23/2025	3032937487 9	0.00	5,100.00	5,313,400.00 R
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	20000100	20000100	D500_DE					01/23/2025	3032937487 54	0.00	0.00	5,313,400.00 S
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	50200800	50200800	D500_DE	D500AA00		D500AA00	D500AA0000_DEMO	03/11/2025	4000059841 8	0.00	0.00	5,313,250.00 R
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	20000100	20000100	D500_DE					06/25/2025	3433866852 5	0.00	0.00	5,313,250.00 S
	2025 50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES	10113000	10113000	D500_DE					06/25/2025	3433866852 5	0.00	0.00	5,313,250.00 S
													5,333,500.00	19,950,00	5,313,250.00



- ► Users can change the default report extraction option by selecting the desired radio button (i.e., By Grant/Fund/Prog/Class).
- These report extraction options provide additional report details by GM master data objects.





This report extraction is by Grant, Fund, Sponsored Program and Sponsored Class.

Budget Vs.	. Commit	t./Acti	ual Journal													
	Æ 🞝 🖫 😘	<u>⊪</u>   ⊞ •	₫ 🖶 📘													
Posting Dates: 01/01/1900 - 12/31/9999  Budget Version: 000-SC Budget  Currency: Grant Currency																
ant	Fund	BuValN	Sponsored Program	Funded Program	Sponsored Class	Cmmt Item	Posting Date	Ref. documen	Internal Text	Budget Amt	Invoice	InvBudget	Open Ite VT	Entered at	Available Amt =	Budget Amour
5001DEMO125			D500 ADMINISTRATION	r anaca r rogram	ALLOC PRIV SECTOR	Offinite Zeoffi	r ooting Dute	rton documen	artesman reve	Daageerine	21110100	imbaagot	open res	Littor ou de	, transpio , mic	630,000.00
	.,	010					07/01/2024	1000532520	Released Budget	500,000.00	0.00	500,000.00	0.00 R1	14:23:48	500,000.00	500,000.00
							02/10/2025	1000532530	Released Budget	130,000.00	0.00	630,000.00	0.00 R1	14:36:18	630,000.00	130,000.00
							- ' '		Subtotal 010[07/01/2024-12/31/202	630,000.00	0.00	630,000.00	0.00	00:00:00	630,000.00	0.00
		010	T T		ALLOC-OTHER					,		,				20,000.00
							07/01/2024	1000532520	Released Budget	20,000.00	0.00	20,000.00	0.00 R1	14:23:48	20,000.00	20,000.00
									Subtotal 010[07/01/2024-12/31/202	20,000.00	0.00	20,000.00	0.00	00:00:00	20,000.00	0.00
		010	T T		ALLOCATION ENTITIES											515,000.00
							07/01/2024	1000532520	Released Budget	500,000.00	0.00	500,000.00	0.00 R1	14:23:48	500,000.00	500,000.00
							02/10/2025	1000532530	Released Budget	15,000.00	0.00	515,000.00	0.00 R1	14:36:18	515,000.00	15,000.00
									Subtotal 010[07/01/2024-12/31/202	515,000.00	0.00	515,000.00	0.00	00:00:00	515,000.00	0.00
		010	팝		CONTRACTUAL SERVICES											257,500.00
							07/01/2024	1000532520	Released Budget	250,000.00	0.00	250,000.00	0.00 R1	14:23:48	250,000.00	250,000.00
							02/10/2025	1000532530	Released Budget	7,500.00	0.00	257,500.00	0.00 R1	14:36:18	257,500.00	7,500.00
				D500AA0000_DEMO		5020080000	01/22/2025	<u>4000059840</u>	Funds Reservation	0.00	0.00	257,500.00	150.00 81	14:35:46	257,350.00	0.00
				D500AA0000_DEMO		5020120000	01/22/2025	3032937485	Expenses/Revenues [Grant]	0.00	500.00	257,000.00	0.00 99	15:42:58	256,850.00	0.0
						2000010000	01/22/2025	3032937485	Liabilities	0.00	0.00	257,000.00	0.00 54	15:42:58	256,850.00	0.0
				D500AA0000_DEMO		5020120000	01/23/2025	3032937486	Expenses/Revenues [Grant]	0.00	14,350.0	242,650.00	0.00 99	13:04:31	242,500.00	0.00
						2000010000	01/23/2025	3032937486	Liabilities	0.00	0.00	242,650.00	0.00 54	13:04:31	242,500.00	0.0
				D500AA0000_DEMO		5020120000	01/23/2025	3032937487	Expenses/Revenues [Grant]	0.00	5,100.00	237,550.00	0.00 99	14:52:54	237,400.00	0.00
						2000010000	01/23/2025	3032937487	Liabilities	0.00	0.00	237,550.00	0.00 54	14:52:54	237,400.00	0.00
				D500AA0000_DEMO		5020080000	03/11/2025	4000059841	Funds Reservation	0.00	0.00	237,550.00	150.00 81	14:36:11	237,250.00	0.00
						1011300001	06/25/2025	3433866852	Payments	0.00	0.00	237,550.00	0.00 57	14:08:45	237,250.00	0.00
						2000010000	06/25/2025	3433866852	Liabilities	0.00	0.00	237,550.00	0.00 54	14:08:45	237,250.00	0.00
									Subtotal 010[07/01/2024-12/31/202	257,500.00	19,950.0	237,550.00	300.00	00:00:00	237,250.00	0.00
		010	₩		EMPLOYER CONTRIB											1,000,000.00
							07/01/2024	1000532520		1,000,000.0		1,000,000.0	0.00 R1	14:23:48	1,000,000.0	1,000,000.00
									Subtotal 010[07/01/2024-12/31/202	1,000,000.0	0.00	1,000,000.0	0.00	00:00:00	1,000,000.0	0.00
		010	u u		FIXED ASSETS(NON-CAP											250,000.00
							07/01/2024	1000532520	Released Budget	250,000.00	0.00	250,000.00	0.00 R1	14:23:48	250,000.00	250,000.00
									Subtotal 010[07/01/2024-12/31/202	250,000.00	0.00	250,000.00	0.00	00:00:00	250,000.00	0.00
		010	₫		FIXED CHARGES & CONT											93,000.00



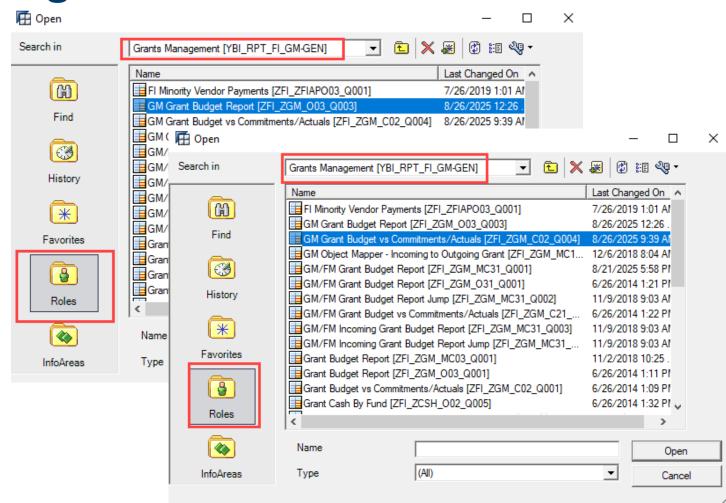
# **BW Reports**





## **BW Reports - Grants Management**

- After logging onto BWP, select Roles under the Navigation Panel on the left side of the pop-up screen.
- Select the role Grants
  Management [YBI\_RPT\_FI\_GM-GEN].
- ► The new BW reports for Grants Management are:
  - GM Grant Budget
  - GM Grant Budget vs. Commitments/Actuals





## **GM Grant Budget Report**

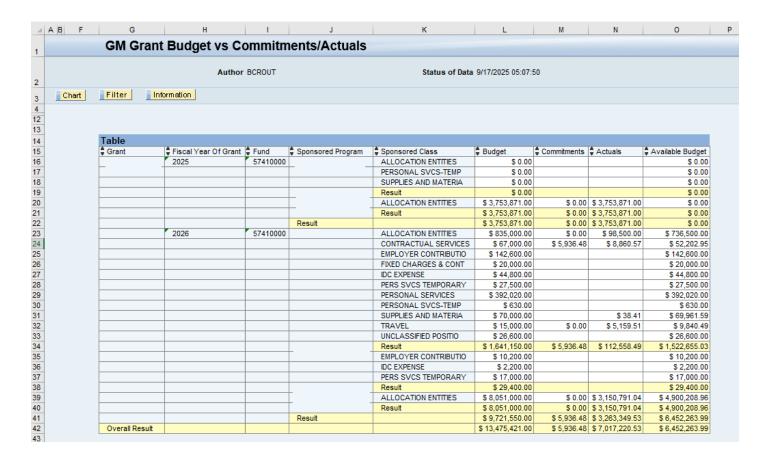
- ► Technical name: ZFI\_ZGM\_O03\_Q003
- The GM Grant Budget Report will display the Grant's Budget by Fiscal year of Grant, Fund, Sponsored Program and Sponsored Class.
- Besides Fund, no other FM master data objects will be referenced in this report.
- ► Please note, as with all other BW reports, the data was extracted as of the prior business day.





## **GM Grant Budget vs. Commitments/Actuals**

- ► Technical name: ZFI\_ZGM\_C02\_Q004
- This report will display the Grant's Budget, Commitments, Actuals and Available Budget by Fiscal Year Of Grant, Fund, Sponsored Program and Sponsored Class.





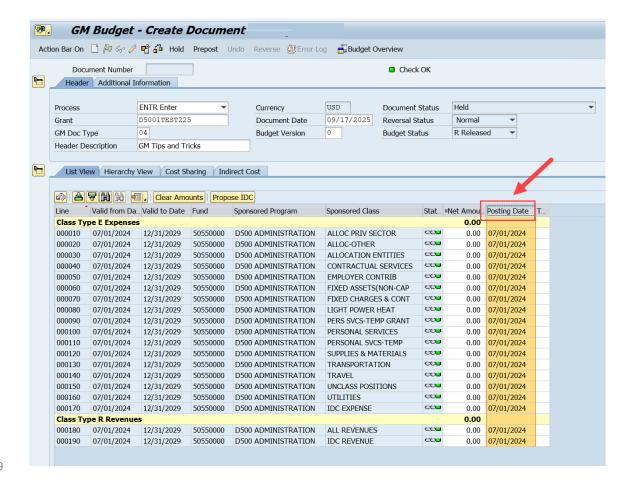
## GM Reporting – Tips and Tricks

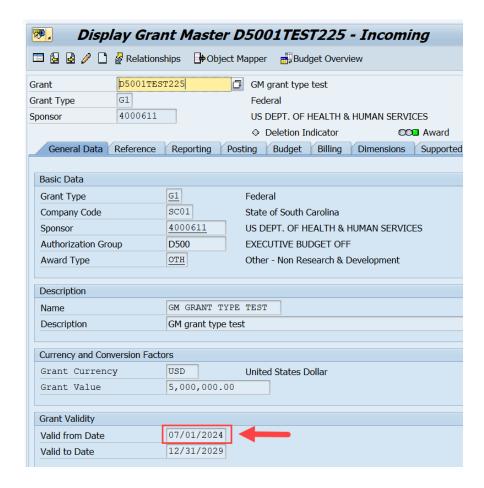




#### **GM Budget Creation: Transaction GM\_CREATE\_BUDGET (Posting Date)**

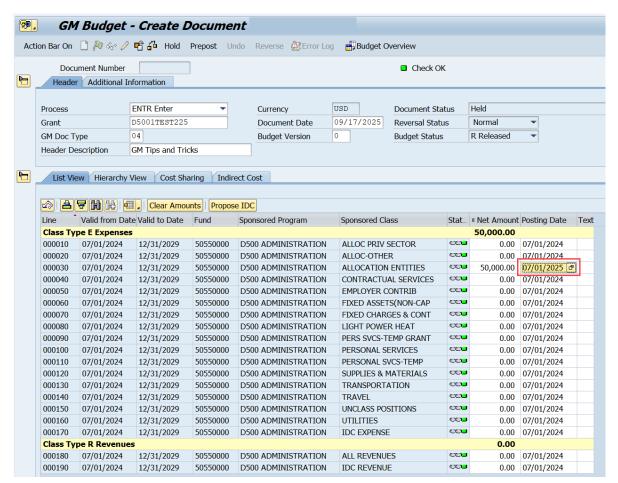
▶ When entering budget using transaction **GM\_CREATE\_BUDGET**, the **Posting Date** defaults to the Grant's **Valid from Date** from the Grant Master screen.





#### **GM Budget Creation: Transaction GM\_CREATE\_BUDGET (Posting Date)**

- ▶ Users can update the Posting Date field to the current date (i.e., Document Date) or the start of the Fiscal Year (i.e., 07/01/2025) in which they want the Grant Budget to be reflected.
- Note: This option also applies to the Grant Budget Upload template (transaction ZGMBGTLOAD), where the Posting Date can represent the desired Fiscal Year.





#### **GM Budget Creation: Transaction GM\_CREATE\_BUDGET (Posting Date)**

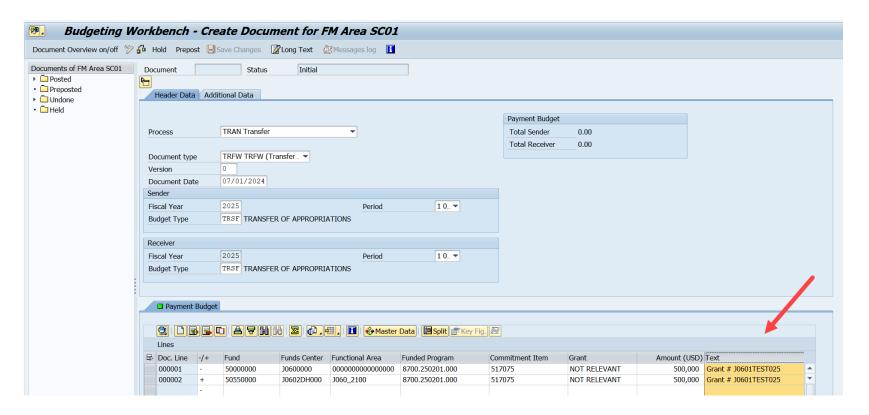
- By "updating" the Posting Date field, the budget-related entry is categorized in the appropriate Fiscal Year.
- ► If users do not change the **Posting Date**, the budget amount will be assigned to FY 2025 since the default Posting Date was derived from the Grant's **Valid from Date** of 07/01/2024.

Grants Ma	Grants Management: Line Item Display													
o a 7	<b>Z</b> %   6   4 4	5 🕒 T 🖦 🚹 🎹 🗗												
Grant	Cost Center	Funded Program	Fund	Sponsored Program	Sponsored Class	Commitment Item G/L	. Account	Functional Area BuValNbr.	Fiscal Year	Period Ref. document	GM VT	Posting Date	Ε	Transaction Currency
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532580	R1	07/01/2024		2,000,000.00
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532590	R1	07/01/2024		100,000.00
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532590	R1	07/01/2024		100,000.00-
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532590	R1	07/01/2024		100,000.00
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532591	R1	07/01/2024		100.00
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532591	R1	07/01/2024		100.00-
D5001TEST225			50550000	D500 ADMINISTRATION	ALLOCATION ENTITIES			010	2025	1 1000532591	R1	07/01/2024		100.00
D5001TEST225			50550000	D500 ADMINISTRATION	CONTRACTUAL SERVICES			010	2025	1 1000532580	R1	07/01/2024		1,000,000.00
D5001TEST225			50550000	D500 ADMINISTRATION	SUPPLIES & MATERIALS			010	2025	1 1000532580	R1	07/01/2024		2,000,000.00
									<b></b> 2025					5,100,100.00
D5001TEST225			<u>50550000</u>	D500 ADMINISTRATION	<b>ALLOCATION ENTITIES</b>			010	2026	1 1000532600	R1	07/01/2025		50,000.00
									<u> 2026</u>					50,000.00
<u></u>														5,150,100.00
														3,130,100.



# **Budgeting Workbench: Transaction FMBB (Line-Item Text)**

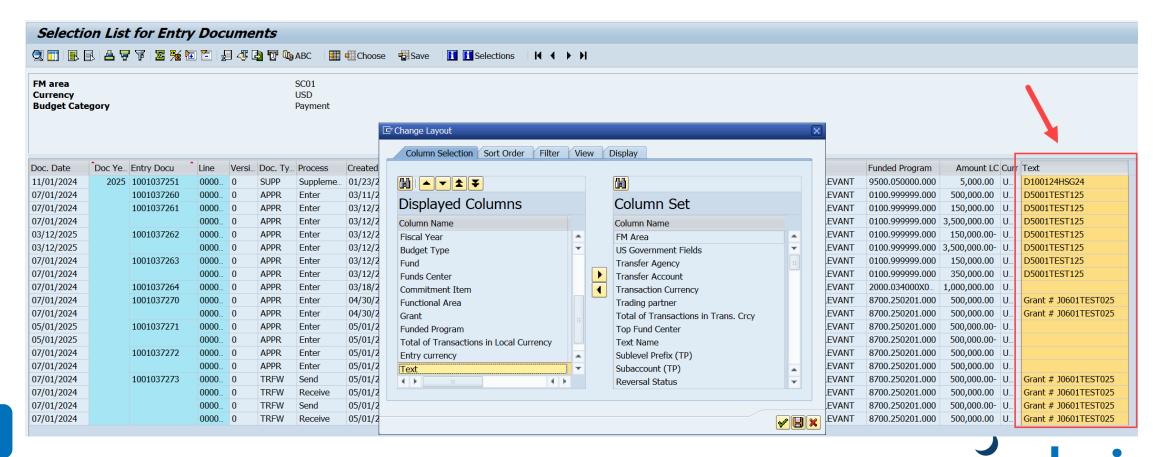
- If agencies transfer their Federal funds to lower levels in Funds Management (FM) using transaction FMBB, there is an option to track the related Grant budget amounts.
- Users can enter the Grant # in the Text (line-item) field.





#### **Drilldown for Budget Entry Documents: Transaction FMEDDW (Line-Item Text)**

Using transaction FMEDDW, users can change the report's output layout to include the Text field.

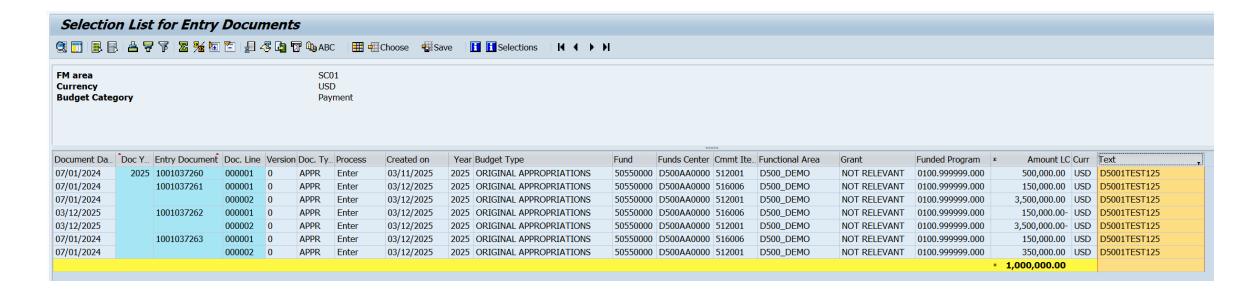


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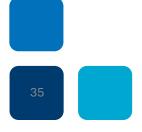
#### **Drilldown for Budget Entry Documents: Transaction FMEDDW (Line-Item Text)**

► If a filter is applied on the **Text** column to view a specific Grant, the related FM budget documents and totals can be displayed.





# Quick Reference Guides (QRGs)





# **Quick Reference Guides (QRG)**

- Resources for the FM and GM Module Enhancements can be found under the **Finance** menu on the SCEIS website:
  - FM and GM Module Enhancements
- The seven QRGs are located towards the bottom of page:
  - FM Availability Control/Budget Errors (FY26+)
  - Report FM All Postings (Document Journal)
  - Report GM Budget Overview
  - Report GM Budget vs. Commitment/Actuals
  - Report Overview of AVC Data
  - Transaction Creation of GM Budget
  - Transaction Display GM Budget Document

