

# Welcome to the Grants Processing Course



- Instructor
- Instructor
  
- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content



## Course Agenda

	<b>Chapter Description</b>	<b>Time</b>
1	<b>Definitions and Process Overview</b>	45 minutes
2	<b>Business Partner Master Data</b>	60 minutes
3	<b>Grants Management Master Data</b>	90 minutes
4	<b>Indirect Cost Calculation</b>	90 minutes
5	<b>Grant Billing</b>	120 minutes
6	<b>Reporting</b>	60 minutes
7	<b>Summary</b>	15 minutes

## Course Objectives

By the end of this class, you will be able to:

- Explain business partner/sponsor creation process
- Display a business partner/sponsor
- Describe the grant master creation process
- Explain and execute the steps in IDC process
- Explain and execute steps in the grant billing process
- Execute business partner, grant, and billing reports



## Course Chapters

	<b>Chapter Description</b>	<b>Time</b>
<b>1</b>	<b>Definitions and Process Overview</b>	<b>45 minutes</b>
2	Business Partner Master Data	60 minutes
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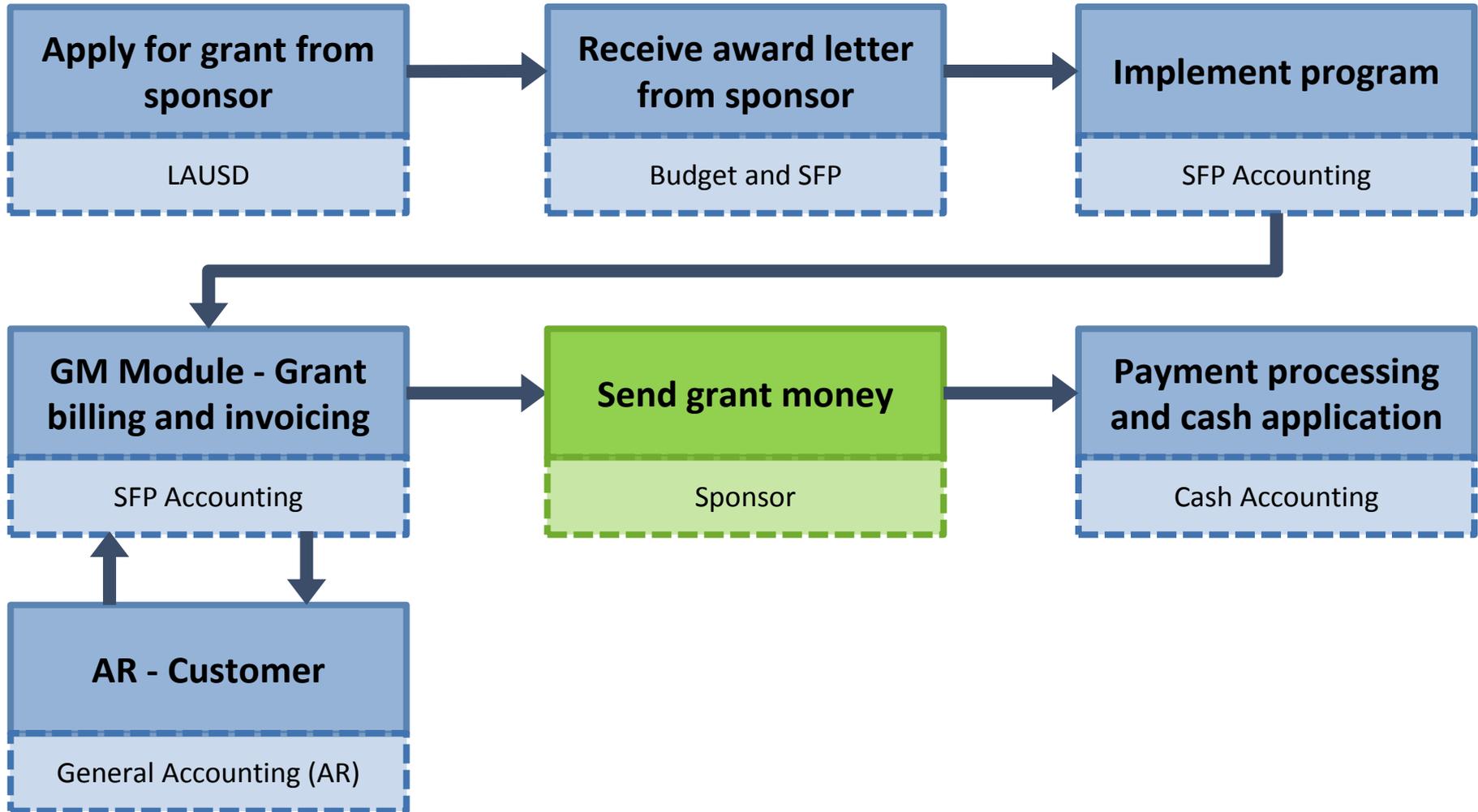
## Chapter Objectives

By the end of this chapter you will be able to:

- Explain the relationship between organizations involved with grants and receivables
- Describe the benefits of the new processes and functionality



# Relationships Between Organizations Involved with Receivables



## Relationships Between Organizations Involved with Receivables (cont.)

- Any organization within LAUSD can apply for grants
- SFP Accounting will set up and maintain the grant master data in SAP
- The GM module is integrated with Accounts Receivable functionality in SAP in order to perform grant billing
- Cash accounting will be responsible for payment processing and cash application in SAP

## Benefits of New Processes

- Business partners will only be created for grant customers.
- A sponsored program will represent a program instead of a funds center.
- Two new grant user-defined statuses called “Closing / With Liquidation Period” and “Closing / No Liquidation Period” will allow postings during and after the grant closing process.
- A new tab called “SFP” has been added to the grant master and contains new fields including grant start and end dates and a funding source code.
- IDC is no longer a manual process. It will be automatically calculated by using rates stored in the grant master for each sponsored class based on the sponsor and grant's guidelines.
- The new semi-automated grant billing process will identify billed versus unbilled expenditures and generate invoices for unbilled expenditures related to a grant.



## Course Chapters

	<b>Chapter Description</b>	<b>Time</b>
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6	Reporting	60 minutes
7	Summary	15 minutes

## Chapter Objectives

By the end of this chapter you will be able to:

- Explain the current and future processes for business partner (BP)/sponsor and customer master creation
- Explain the difference between a BP/sponsor master record and an AR customer
- Display and maintain a BP/sponsor master record
- Explain how BPs/sponsors are linked to AR customers
- Explain the BPs/sponsors and customer numbering logic
- Describe the relationship between one sponsor and many grants in the case of a renewable grant



## Key Terms and Definitions

### **Business partner (BP)/Sponsor**

- Sponsor that provides funds for a grant
- A BP master record is linked to an AR customer master in Accounts Receivable for billing purposes

### **AR Customer**

- An organization or person from whom receivables are due
- A customer master record is required for billing and invoicing

### **Customer account group**

- A category of customers used to classify AR customers
- All BPs/sponsors are linked to AR customers in account group GMEX

## Current Business Partner Processes/Sponsors

### **Currently all customers and sponsors are set up as business partners (BP)/sponsors in SAP whether they are grant or non-grant**

- BPs/sponsors are centrally maintained by two areas
  - Specially Funded Programs (SFP) Accounting for grantors
  - Accounts Receivable for non-grant customers
- A new BP/sponsor is created for every new grant even if the grantor has been created previously as a BP/Sponsor (e.g., California Department of Education)
- SFP Accounting creates new the BPs/Sponsor as part of the current grant set up process
- Multiple BPs/Sponsors are created to handle multiple addresses and multiple contacts
- The creation of the BP automatically creates the AR customer master
- SAP assigns the BP and AR customer master numbers

## New Business Partner/Sponsor Processes

### **BPs/sponsors will only be set up for grant customers**

- New non-grant customers will not be set up as BPs
- In most cases a new BP/sponsor will be created for each new grant, however
  - In some scenarios when a grant is renewed with a BP/sponsor it will not be necessary to set up a new master record
  - Example: You will not need a new BP/sponsor for the California Department of Education when the federal 21<sup>st</sup> Century grant is renewed
- BP master data will be maintained by SFP Accounting
- SAP automatically
  - Creates and associates an AR customer to a new BP
  - Updates an AR customer master when the BP is updated

## BP/Sponsor and Customer Numbering

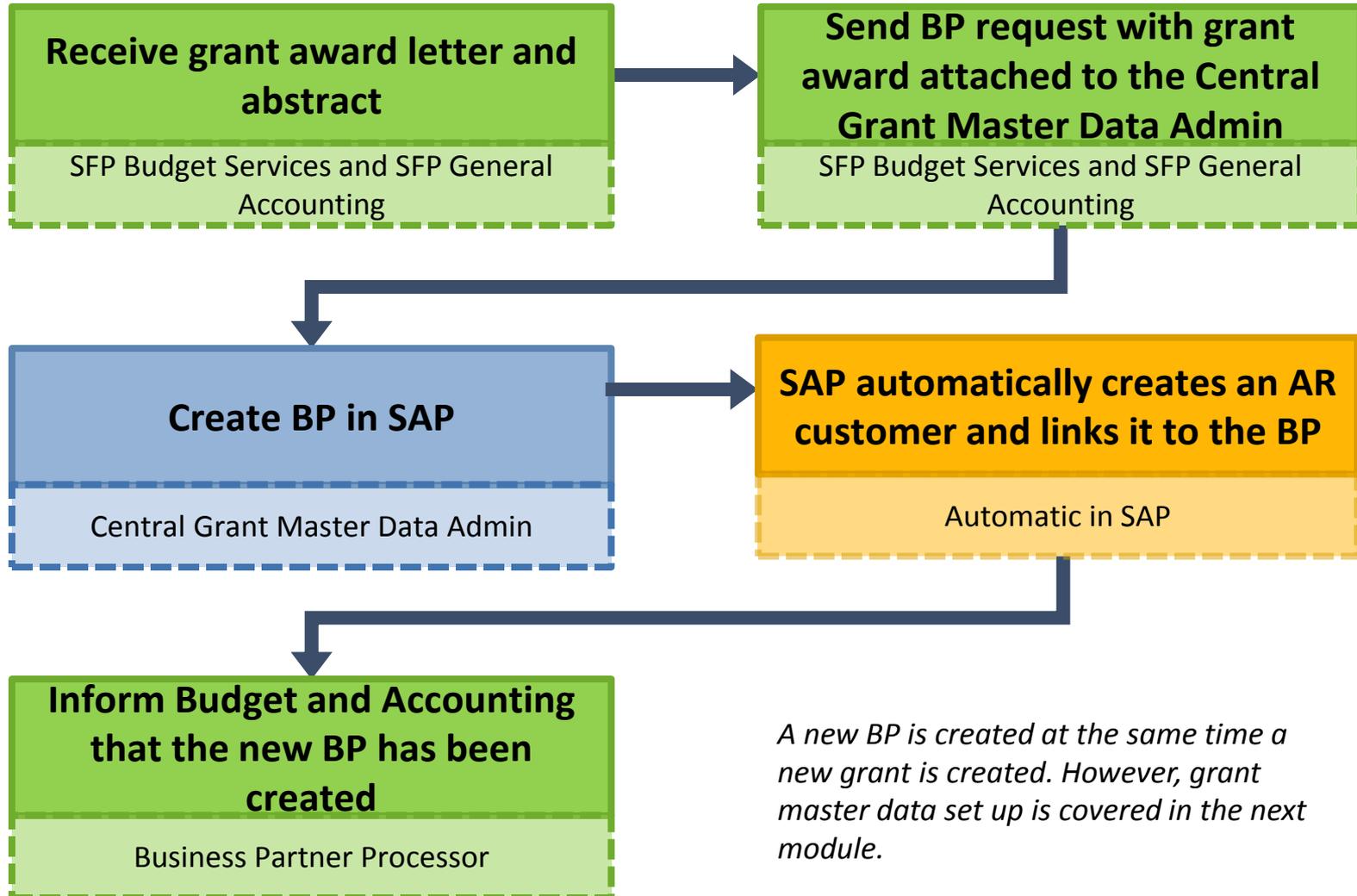
### **BP/Sponsor numbering**

- BP numbers will be 8 digits long and start with the number 1

### **AR Customer numbering**

- The AR customer will have the same number as the BP/Sponsor

## Process flow – Create a BP/Sponsor



*A new BP is created at the same time a new grant is created. However, grant master data set up is covered in the next module.*

# BP and AR Customer Screens

SAP assigns the same number to the BP and AR customer master records

**Display Organization: 10000002, role Sponsor BP (Old)**

Person | Organization | Group | General Data | Compa

BP Number: 10000002 ✓ California Department of Education / Sacramento CA

Display in BP role: Sponsor BP (Old)

Validity Period: 01/01/0001 - 12/31/9999

Address | Address Overview | Identification | Control

Customer: 10000002 California Department of Education Sacramento

Street Address

Street/House number	N Street, Suite 6408		
Postal Code/City	95814	Sacramento	
Country	US	USA	Region
Time zone	PST		

**Display Customer: General Data**

Other Customer | Company Code Data

Address | Control Data | Payment Transactions

Preview

Name: California Department of Education

TITL I PRT A BASIC

Search Terms

Search term 1/2: 8290-3010

Street Address

Street/House number	N Street, Suite 6408	1430
Postal Code/City	95814	Sacramento

## Walkthrough: Display a business partner/sponsor

Display a business partner/sponsor



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Exercise: Display a business partner/sponsor

ADD links to Globally Published simulations in Uperform



*To complete this exercise follow the instructions listed here.*

## Walkthrough: Display a customer master



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Exercise: Display a customer master

ADD links to Globally Published simulations in Uperform



*To complete this exercise follow the instructions listed here.*

## Chapter Objectives Review

You should now be able to:

- Explain the current and future processes for business partner (BP)/sponsor and customer master creation
- Explain the difference between a BP/sponsor master record and an AR customer
- Display and maintain a BP/sponsor master record
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## Chapter Objectives

By the end of this chapter you will be able to:

- Explain the current grants process and pain points
- Explain the new grants management process in SAP
- Display a sponsored program
- Explain the sponsored class expenditure/revenue categories
- Display a grant
- Explain the grant lifecycle status with user-defined status



## Key Terms and Definitions

### **Grant master data record**

- In SAP a grant master contains the terms and conditions for the control, use, and reporting of a sponsor's funding

### **Sponsored program**

- A tool for grouping costs to satisfy the sponsor's view and reporting needs for grants
- All grants must be associated with a sponsored program in SAP
- Must be set up before creating a grant master

### **Sponsored class**

- Represents the sponsor's expense and revenue classification
- Used to group expenses and revenues to meet the sponsor's reporting requirements
- Must be set up before creating a grant master

## Current Grants Process

### **SFP Accounting maintains grant master data in SAP and IFS**

- The grant masters in SAP and IFS are linked through a Pclass number
- The district uses four grant lifecycles: Award, Closing, Closed, and Cancelled
- Other lifecycle statuses are available but not in use (e.g., Application)

### **Funds Centers are currently assigned as sponsored programs**

- For the majority of grants ALL SITES is used as sponsored program to denote all fund centers
- Assignment of funds centers to sponsored programs is done for budgetary purposes instead of the intended purpose of providing reporting at the sponsor's view

### **479 expenditure and 18 revenue sponsored classes exist in SAP**

- Sponsored classes are displayed in alphabetical order

## Current Grants Structure Pain Points

### **SFP Accounting maintains grant master data in SAP and IFS**

- Creation/maintenance of grants requires manual entries in both IFS and SAP
- Grants must be opened and closed frequently to process and post transactions that fall outside of the grant validity date since this date is treated as the project period
- Grant type can only be identified through work experience as there are no fields in the master record that distinguish grant types
- Insufficient attribute fields in the grant master to store additional data
- If the wrong grant type is selected at setup the external fund will be incorrect and the Accounting staff has to reverse all postings
- Revenue and expense share same value type and posting control even though revenue postings may have longer posting periods than expenses



## Current Grants Structure Pain Points (cont.)

- It can be difficult to determine if certain grants should use GM functionality and as a result certain grants do not have a BP or grant master set up in SAP
- Sponsored classes contain billable and non-billable items
- Because sponsored classes are displayed in alphabetical order they cannot be used efficiently for reporting
- Assignment of fund centers to sponsored program does not utilize sponsored program as defined by SAP
  - The sponsored program is intended to provide reporting at the sponsor's view
  - Sponsors rarely require reporting at the fund center level



## New Sponsored Program Features

### Changes to the features of sponsored programs include the following

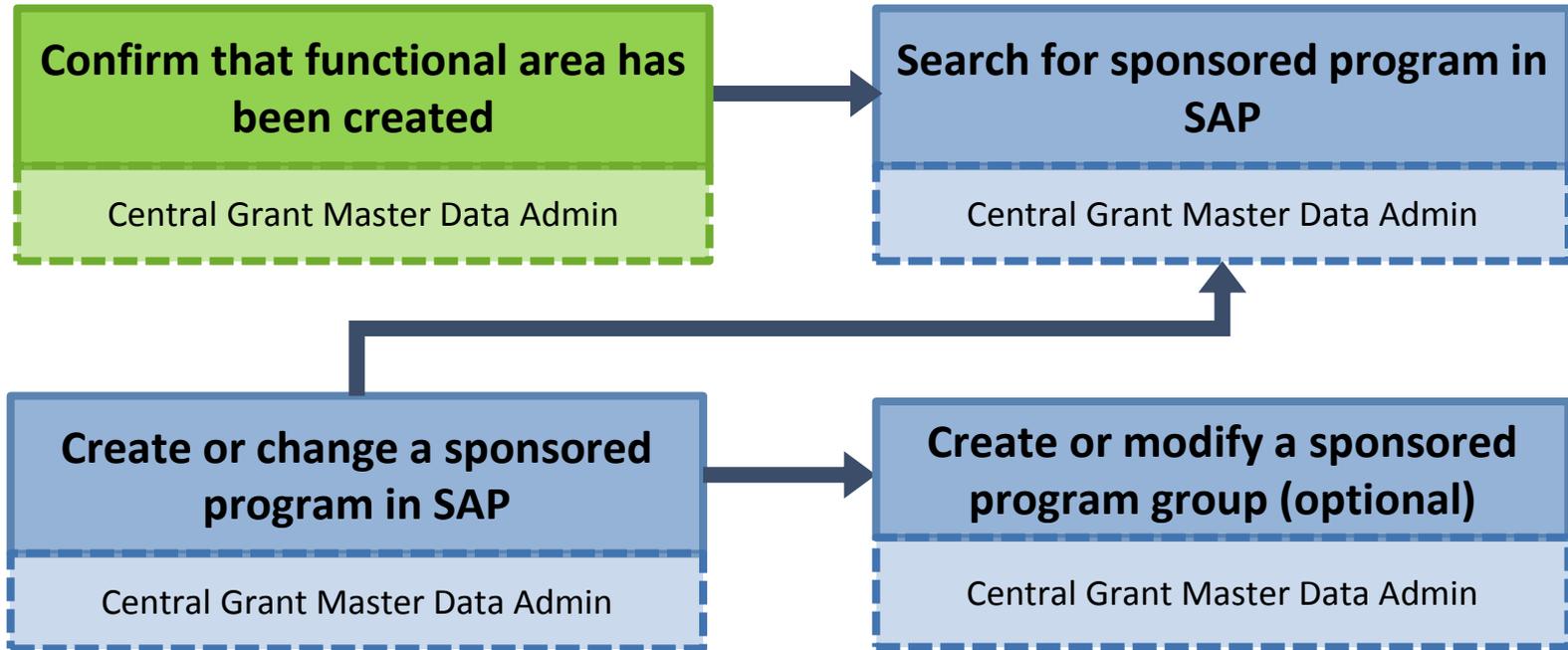
- A sponsored program
  - Will represent a Program instead of a funds center
  - Must be set up before the a grant is created
- ALL SITES will no longer be used for sponsored programs
  - Fund center information along with cost center, WBS element, and internal order data is stored in GM and included in document postings
  - Budget control at the fund center level will be managed in Funds Management
- Sponsored programs will be maintained by SFP Accounting

## New Sponsored Program Features

### Changes to the features of sponsored programs include the following

- The sponsored program number will be equal to the third sub string of the functional area
  - 7xxxx or 8xxxx for SFP
  - 89xxx for FLGF
- Master data integration
  - GM derivation strategy is utilized to derive the sponsored program from the 3<sup>rd</sup> sub string of the functional area
  - This means that when you enter a functional area on a shopping cart item the system will know which sponsored program to use

# Process Flow - New Sponsored Program



## Display a Sponsored Program Demonstration

### Walkthrough: Display a sponsored program



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Display a Sponsored Program - Exercise

### Exercise: Display a sponsored program

ADD links to Globally Published simulations in Uperform



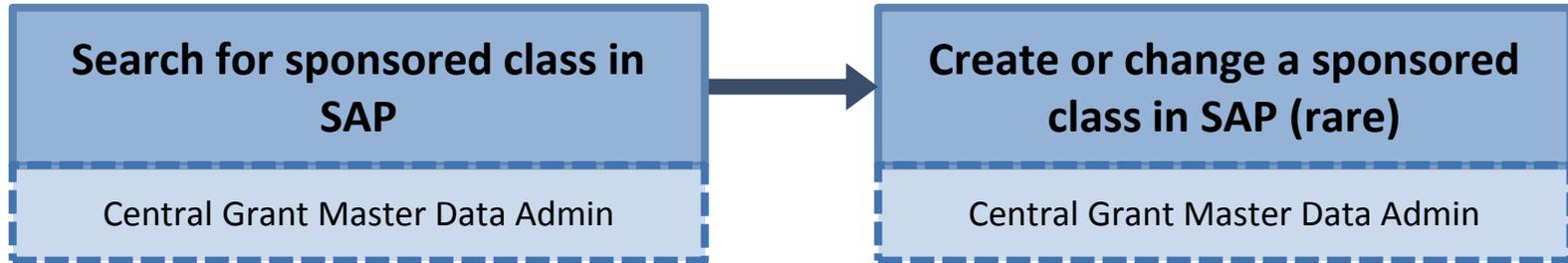
*To complete this exercise follow the instructions listed here.*

## New Sponsored Class Features

### Changes to the features of sponsored classes include the following

- Sponsored Class will be restructured into major revenue and expenditure accounts (commitment items), for example
  - 110001 through 119999 = 110000 sponsor class
  - 430001 through 439999 = 430000 sponsor class
- A sponsored class can be identified as billable or non-billable
- Sponsored classes will be maintained by SFP Accounting
- A sponsored class should be created before the grant master
- Master data integration
  - GM derivation strategy is utilized to derive the sponsored class from the commitment item
  - This means that when you enter a GL account on a shopping cart the system will know which sponsored class to use

## Process Flow – Sponsored Class



## Walkthrough: Display a sponsored class



*This is a  
demonstration only.  
Watch as the  
instructor shows you  
how to complete the  
task in SAP.*

## Display a Sponsored Class - Exercise

### Exercise: Display a sponsored class

ADD links to Globally Published simulations in Uperform



*To complete this exercise follow the instructions listed here.*

### **The new grants process will include the following**

- SFP Accounting will continue to create and maintain grant master data
- Grants can have more than one sponsored program
- FLGF will have the capability to use GM functionality for reporting and status tracking of the newly created FLGF grants
- New grant numbers will be assigned by SAP
- Existing grants will retain the same number due to payroll and non-payroll postings

## New Grant Master Features – General Data Tab

The grant type code will be displayed in the **Grant Type** field on the *General Data* tab. Facilities will have its own grant type “FC.”

**Display Grant Master 110001 - Incoming**

Grant: 110001 NCLB: Title I, Part A, Basic Grants Low-Income and Neglected (JC)

Deletion Indicator:  Award:  Award:

General Data | Reference | Responsibilities | Posting | Budget | Billing

Basic Data

Grant Type	Z1	General Fund - Govern Agency
Company Code	1000	LAUSD
Sponsor	10000002	California Department of Education
Authorization Group		
Award Type	D	Deferred Revenue

Description

Name: TITL I PRT A BASIC  
Description: NCLB: Title I, Part A, Basic Grants Low-Income and Negl

Grant Type (1) 9 Entries found

Restrictions

Grant T...	Description
FC	Facilities Grants
Z1	General Fund - Govern Agency
Z2	General Fund - Non Govern Agen
Z3	Adult Fund - Govern Agency
Z4	Adult Fund - Non Govern Agen
Z5	Child Dev Fund -Govern Agen
Z6	Child Dev Fund-Non Govern Agen
Z7	Spec Rsrv Fund - Govern Agency
Z8	Spec Rsrv - Non Govern Agen

## New Grant Master Features – General Data Tab

You can change the values in the **Grant Validity** date fields on the *General Data* to allow transactions beyond the original end date

- If you change the grant status to “Closing / With liquidation period” you need to extend the **Valid to Date** one year out to allow time to close the grant
- The project validity dates entered on the *SFP* tab will not be altered if these dates are changed
- Validity date should reflect true the life of the grant. **Do not use a year of 2099 or 9999**

**Change Grant Master 110001 - Incoming**







 Validate
 
 Change Status
 
 Relationships

Description

Name: TITL I PRT A BASIC

Description: NCLB: Title I, Part A, Basic Grants Low-Incom

Currency and Conversion Factors

Grant Currency: USD United States Dollar

Grant Value: 50,000,000.00

**Grant Validity**

Valid from Date: 07/01/2004

Valid to Date: 06/30/2013

## New Grant Master Features – Reference Tab

You will no longer maintain the **Internal Reference** field on the *Reference* tab since this field will be reflected in other tabs of the grant

**Display Grant Master 110001 - Incoming**

Grant: 110001 NCLB: Title I, Part A, Basic Grants Low-Income and Neglected (JC)

Deletion Indicator:  Award:  Award:

General Data | **Reference** | Responsibilities | Posting | Budget | Billing | Dimensions | Supported Objects

**Reference**

External Reference: 14329-6473

CFDA Number: 84.010

**Grant Recipient Data**

Internal Reference: 010-3010-18-A

**Financing**

Funding Origin: 8290-3010

- Example of where the Internal Reference is reflected in the grant
- “010-3010” will be displayed on the Dimensions tab
  - “18” will be displayed on the Responsibilities tab
  - “A” will be displayed on the SFP tab

## New Grant Master Features – Responsibilities Tab

Enter the following data on the *Responsibilities* tab

- Responsibility type – Code assigned to the responsible person is selected from the dropdown list (this does not default the user id)
- Type – US (User)
- ID – Responsible person’s SAP user id
- Validity dates – The “valid from” and “valid to” dates should be the same as dates on the General tab

General Data   Reference <b>Responsibilities</b> Posting   Budget   Billing   Dimensions   Supported Objects							
Responsibilities							
Responsibility Type	Description	Type	Object type	ID	Name	Valid from	Valid to
A010	<u>Anaylst 10</u>	US	User	<u>MINES</u>	 Myrna Ines	07/01/2004	06/30/2013

## Grant Lifecycle Statuses

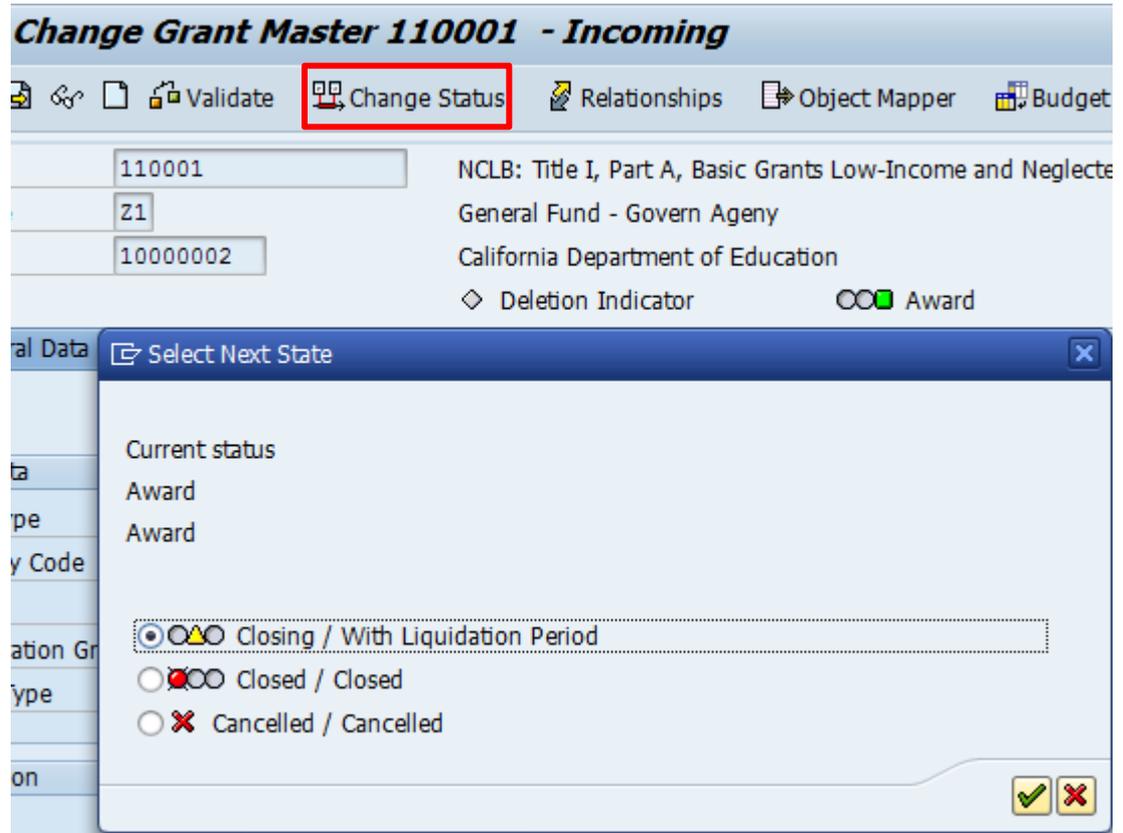
**You will see the following lifecycle statuses for grants**

Status	Definition
Initial draft	The initial status of a grant when it is created
Award	The grant is activated and can receive postings
Closing/with liquidation period	The grant is closed but you can still post up to one year after the <b>Valid to Date</b> on the <i>General Data</i> tab
Closing/no liquidation period	Award is expired and is only open for central department for processing
Closed	Final cash receipt has been posted and final report is available
Canceled	The grant is terminated for internal reasons or application is rejected by the sponsor
Proposal	Not used
Application	Not used

## Grant Lifecycle Statuses (cont.)

A grant must be in “Award” status to allow postings

- The status can be changed to “Closing / With liquidation period” to allow postings after the grant is closed
- This new status along with updating the **Valid to Date** on the *General Data* tab eliminates the pain point of opening and closing a grant to process transactions that fall outside of the grant validity date



**Change Grant Master 110001 - Incoming**

110001 NCLB: Title I, Part A, Basic Grants Low-Income and Neglecte  
 Z1 General Fund - Govern Agency  
 10000002 California Department of Education  
 Deletion Indicator  Award

**Select Next State**

Current status  
Award  
Award

Closing / With Liquidation Period  
   Closed / Closed  
   Cancelled / Cancelled

## New Grant Master Features – Posting Tab

**The lifecycle status determines which types of transactions you can execute against the grant**

- On the *Posting* tab you can view the types of transactions that are available based on the current status
- When the status changes SAP will automatically update the posting block column to prevent or allow certain transactions against the grant

■ Award

Posting Control by Value Type				
GM Value ...	Posting Activity	Default St...	Statistical	Default Posting Block Indic...
50	Purchase Requisitions	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>
51	Purchase Orders	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>
52	Business Trip Commitmen..	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>
54	Liabilities	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>

▲ With Liquidation Period

Posting Control by Value Type				
GM Value ...	Posting Activity	Default St...	Statistical	Default Posting Block Indic...
50	Purchase Requisitions	<input type="checkbox"/>	Not Specified ▼	<input checked="" type="checkbox"/>
51	Purchase Orders	<input type="checkbox"/>	Not Specified ▼	<input checked="" type="checkbox"/>
52	Business Trip Commitmen..	<input type="checkbox"/>	Not Specified ▼	<input checked="" type="checkbox"/>
54	Liabilities	<input type="checkbox"/>	Not Specified ▼	<input type="checkbox"/>

## New Grant Master Features – Budget Tab

When you create the grant the **Splitting Rule** field on the *Budget* tab should be set to “2000”



General Data	Reference	Responsibilities	Posting	Budget	Billing	Dimensions
<b>Budget Validity</b>						
Grant FY variant	Z6	July - June, 4 special periods				
Company Code FY Variant						
Splitting Rule	2000	Splitting according to grant validity				
<input type="checkbox"/> Budget Transfer Restrictions						

## New Grant Master Features – Billing Tab

On the *Billing* tab select the correct value in the **Billing Rule** field

- All other data on this tab should be left as-is
- The number in the **Sales Document** field is automatically generated when grant status is set to “Award”
- The sales document is used in conjunction with the grant for billing
- Letter of Credit field will no longer be maintained because the data will be in the SFP and Dimension tabs

Deletion Indicator       Award       Award

General Data   Reference   Responsibilities   Posting   Budget   **Billing**   Dimensions   Supported Objects

**Billing Rule**

Billing Rule      8182 RRB1-Incurred Expenses-818201

Letter of Credit      S046 003F      TITL I PRT A BASIC

**SD Order**

Sales document      10000297

**Sales Order**

Sales Organization      1000      LAUSD

Distribution Channel      01      Govt. Grants 929001

Division      01      LAUSD Division 01

Sales order data is always 1000/01/01. Do not change.

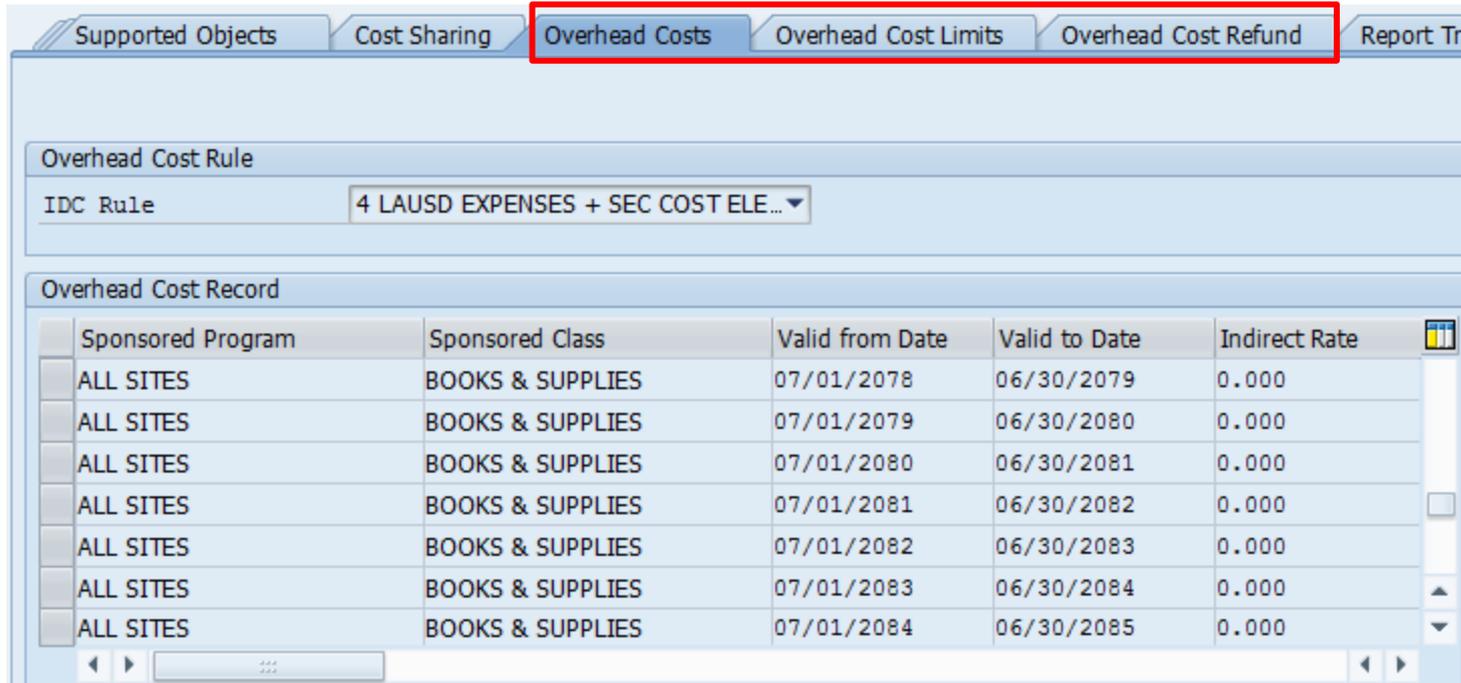
## New Grant Master Features – Dimensions Tab

The sponsored programs that are linked to the grant are located on the *Dimensions* tab

Sponsored Programs			
Sponsored Program	Program Description	Valid from	Default
70A56	CE-NCLB T1 PROG IMPRVMT SCH		<input type="checkbox"/>
7A058	CE-NCLB T1-CAP EXP REIMB NPS		<input type="checkbox"/>
7B058	CE-NCLB T1-CAP EXP REIMB NPS		<input type="checkbox"/>

## New Grant Master Features – Overhead

The data on the three *Overhead Cost* tabs include information on the indirect cost calculation (IDC) and will be covered in more detail in the next module



Supported Objects | Cost Sharing | **Overhead Costs** | Overhead Cost Limits | Overhead Cost Refund | Report Tr

Overhead Cost Rule

IDC Rule: 4 LAUSD EXPENSES + SEC COST ELE...

Overhead Cost Record

Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
ALL SITES	BOOKS & SUPPLIES	07/01/2078	06/30/2079	0.000
ALL SITES	BOOKS & SUPPLIES	07/01/2079	06/30/2080	0.000
ALL SITES	BOOKS & SUPPLIES	07/01/2080	06/30/2081	0.000
ALL SITES	BOOKS & SUPPLIES	07/01/2081	06/30/2082	0.000
ALL SITES	BOOKS & SUPPLIES	07/01/2082	06/30/2083	0.000
ALL SITES	BOOKS & SUPPLIES	07/01/2083	06/30/2084	0.000
ALL SITES	BOOKS & SUPPLIES	07/01/2084	06/30/2085	0.000

## New Grant Master Features – SFP Tab

A new tab called “SFP” has been added to the grant master to include the following fields

- \*Start and end dates
- \*Source of funds
  - Federal (F1), Statue (S1), Local (L1), and Other (O1)
- Matching fund
- In-kind match amount
- LAUSD Fund
- Allocation of funds
- Administrative cost rate cap
- \*Payment type
  - Advanced (A1), Performance (P1), Reimb-Drawdown (RD), Reimb-non-Drawdown (RN)
- \*Billing frequency
  - Annually (A), Monthly (M), Quarterly (Q), Semi-annual (S)

SFP	
Long Description	
Grant Start Date	07/01/2004
Grant End Date	06/30/2013
Source of Funds	F1 Federal
Matching Fund	
In-Kind Match Amount	
Allocation of Funds	
Administrative Cost Rate Cap	
Payment Type	A1 Advance
Billing Frequency	Q Quarterly
Analyst Contact Number	

*The grant start and end dates on the SFP tab are the original dates of the grant and should not be changed.*

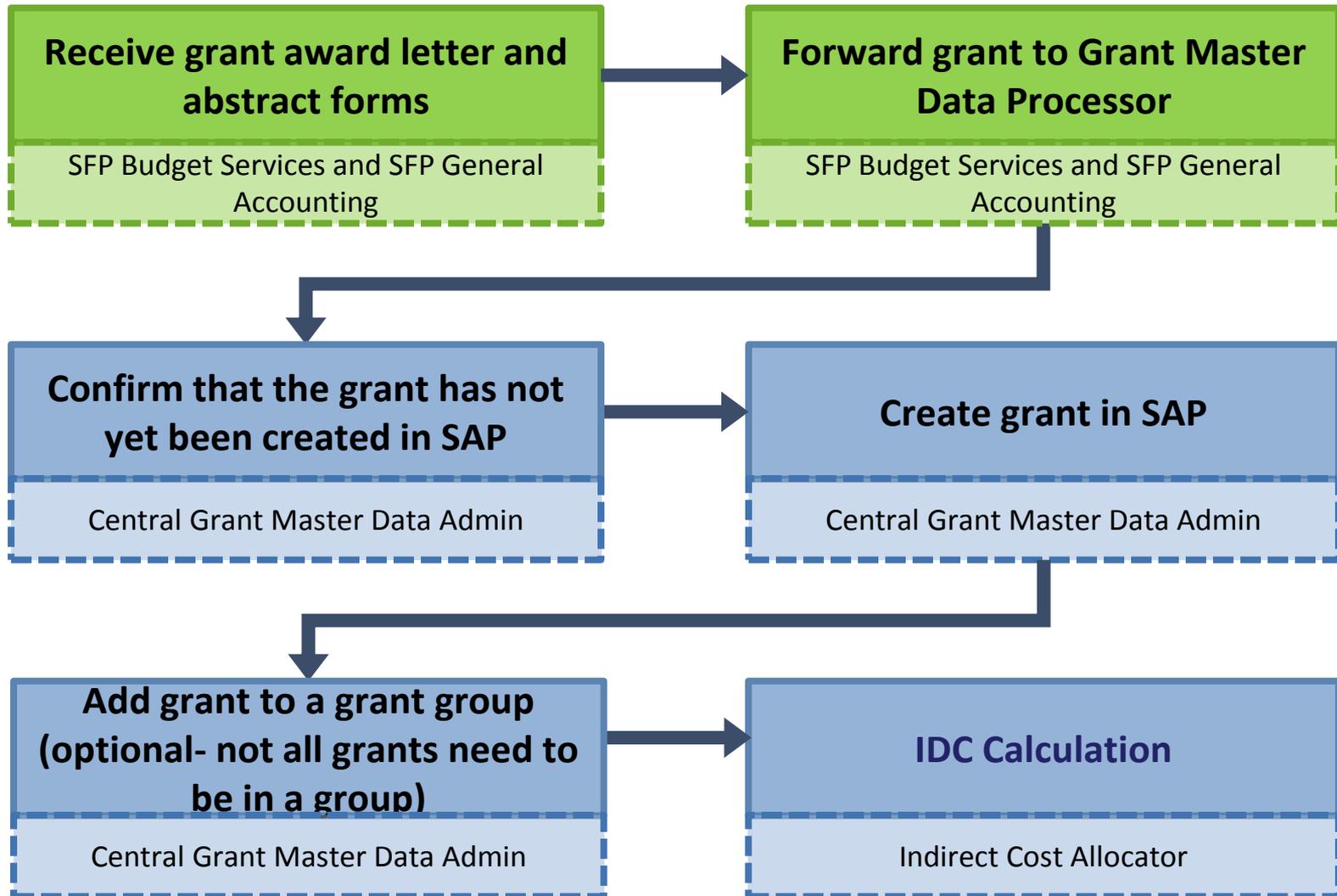
**\* Required field**

## New Grant Master Features – Facilities Tab

A Facilities tab has been set up for facilities grants. All fields are optional on this tab.

Facilities	
Description of Grant	<input type="text"/>
Approved Federal Share	<input type="text" value="0.00"/>
Approved State/City Share	<input type="text" value="0.00"/>
District Required Share	<input type="text" value="0.00"/>
Administrative Costs	<input type="text" value="0.00"/>
Interest Amount	<input type="text" value="0.00"/>
Ineligible /De-obligated Amount	<input type="text" value="0.00"/>
Total Eligible/Obligated Amount	<input type="text" value="0.00"/>
Up-to-Date Total Fund Release Amount	<input type="text" value="0.00"/>
Apportionment Date/Award Date	<input type="text"/>
Fund Release Date	<input type="text"/>
Savings	<input type="text" value="0.00"/>

## Process Flow – Grant Creation



## Walkthrough: Display a Grant



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Exercise: Display a grant

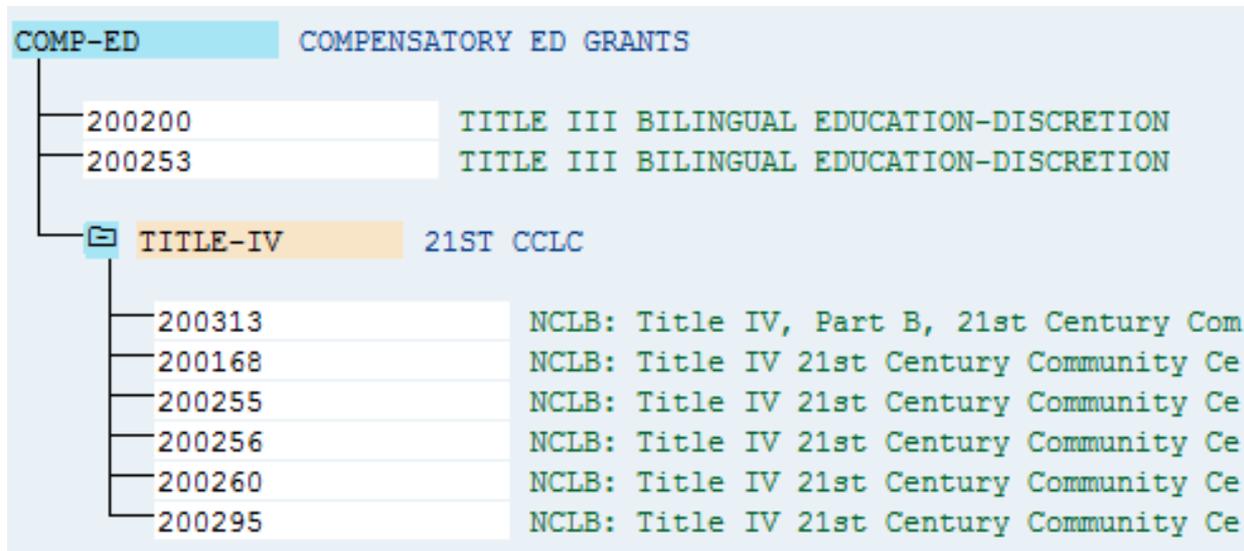
ADD links to Globally Published simulations in Uperform



*To complete this exercise follow the instructions listed here.*

## Grant groups are used to combine grants into a hierarchy

- Grant groups are used primarily for reporting on a collection of grants with common characteristics
- Associating a grant with a grant group is optional



## Walkthrough: Display a grant group



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Chapter Objectives Review

You should now be able to:

- Explain the current grants process and pain points
- Explain the new grants management process in SAP
- Display a sponsored program
- Explain the sponsored class expenditure/revenue categories
- Display a grant
- Explain the grant lifecycle status with user-defined status



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## Chapter Objectives

By the end of this chapter you will be able to:

- Explain the current process and pain points for the indirect cost calculation (IDC)
- Explain the new process for IDC
- Describe the tabs on the grant master used for IDC
- Run the IDC program
- Run the Display Grant Line Items report
- Post IDC
- Explain IDC splitting over fiscal years



### **LAUSD charges IDC cost to all grants (Federal, State and Local) except when specifically prohibited in a grant award letter**

- SFP Accounting calculates and manually posts IDC monthly through use of journal voucher (JV)
- The expenditures is posted to the object code for IDC (73XX)
- The offsetting expenditure entry is credited in the same object code against unrestricted general fund (representing the grant's fund).

### The current IDC pain points include

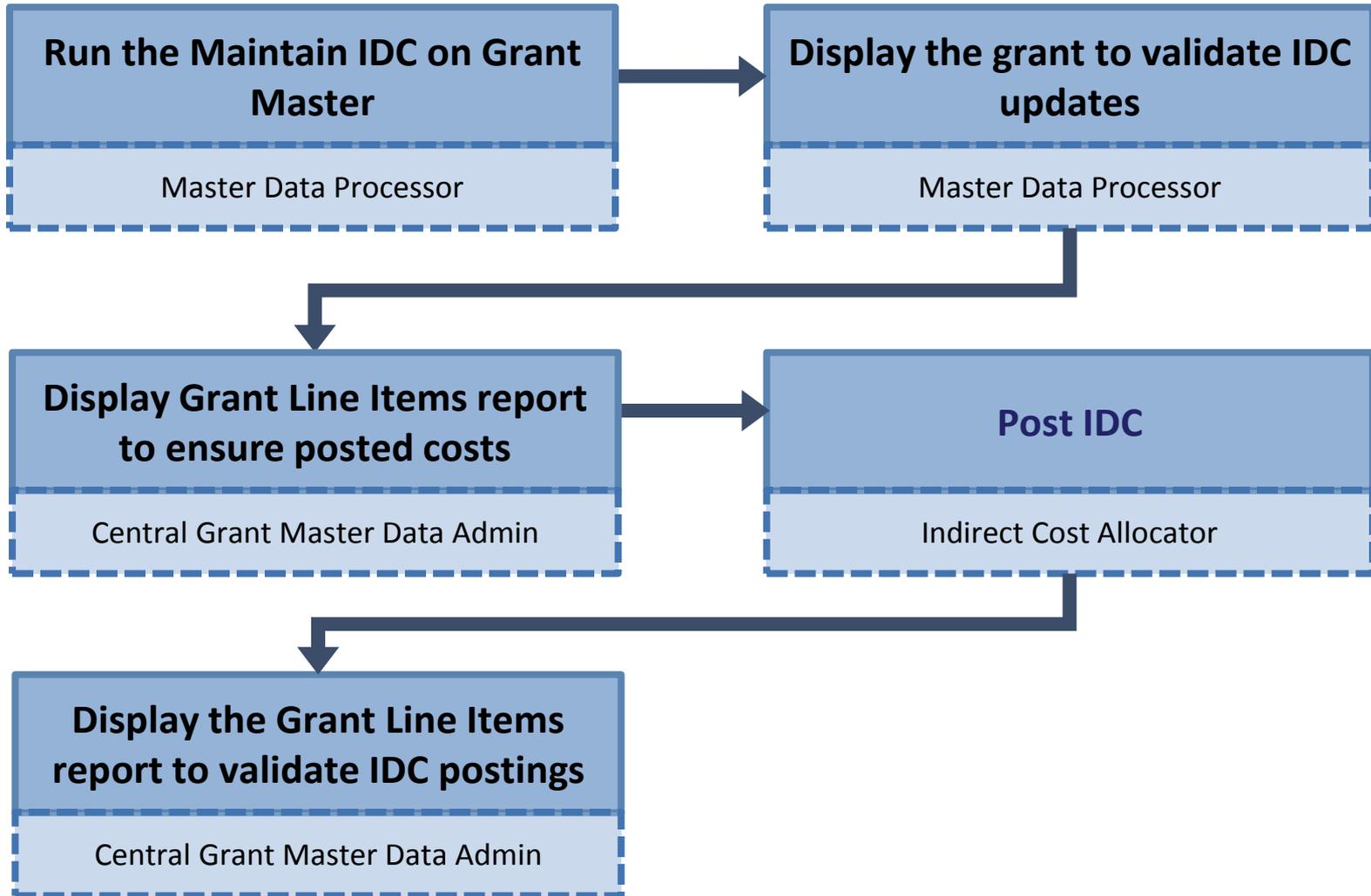
- IDC must be calculated for each grant individually
- All IDC calculations are manual



### **IDC will be calculated by SAP using rates stored in the grant master for each sponsored class based on the sponsor and grant's guidelines**

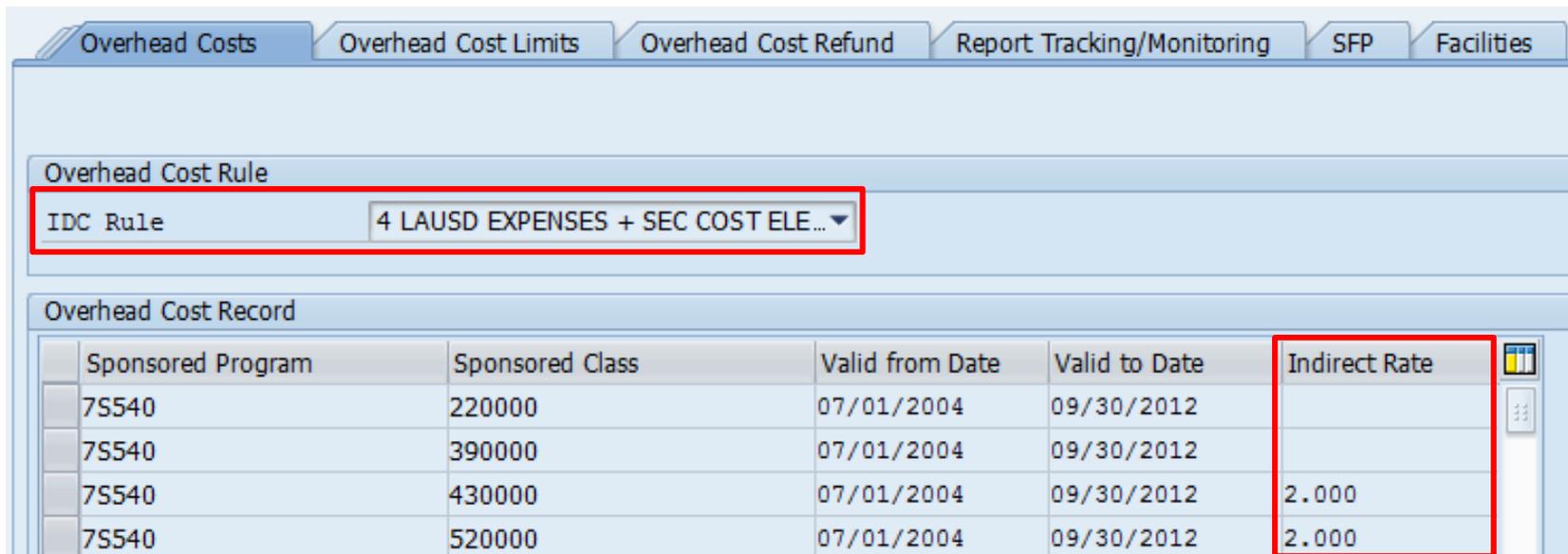
- New IDC rates for the following year can be updated in April and May by the Master Data Processor for existing grants and after the creation of a new grant using a custom program called “Maintain IDC Data on Grant Master”
  - This program will update IDC for all grants excluding grants with an administrative cap or with a rate different from the state-approved rate
  - You will see the rates for current and future years on the grant master after the program is run
- You can manually assign an IDC cap at the grant level
  - Only dollar amounts are permitted
  - The system is not set up for percentages
- A standard program called Post IDC is run to post the IDC

# IDC Process Flow



The **Overhead Costs** tab contains the indirect rates by date range at the **Sponsored Program/Sponsored Class** level

- The IDC rule field should be “4”
- If the IDC rule field is left blank then no IDC rate will apply



Overhead Cost Rule

IDC Rule: 4 LAUSD EXPENSES + SEC COST ELE...

Overhead Cost Record

Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
7S540	220000	07/01/2004	09/30/2012	
7S540	390000	07/01/2004	09/30/2012	
7S540	430000	07/01/2004	09/30/2012	2.000
7S540	520000	07/01/2004	09/30/2012	2.000

## Overhead Costs Limits Tab

The **Overhead Cost Limits** tab contains the IDC cap amount at the grant level (top) and sponsored class level (bottom)

- Values are dollar amounts only – percentages cannot be used
- The “Used” amounts reflect the cumulative postings to-date

Overhead Cost Limit					
Valid from Date	Valid to Date	IDC Cap	Used		
07/01/2004	09/30/2012		508.00		

Overhead Cost Limit						
Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	IDC Cap	Used	
7S540	220000	07/01/2004	09/30/2012		0.00	
7S540	390000	07/01/2004	09/30/2012		0.00	
7S540	430000	07/01/2004	09/30/2012		0.00	
7S540	520000	07/01/2004	09/30/2012		508.00	

Grant level

Sponsored program/class level

## Overhead Cost Refund Tab

The **Overhead Cost Refund** tab keeps a running tab of the general fund used for the grant

- General ledger accounts used for postings are below
- No data maintenance is required on this tab

Overhead Costs | Overhead Cost Limits | **Overhead Cost Refund** | Report Tracking/Monitoring | SFP | Facilities

Replenishment

Fund	Description	Valid from Date	Valid to Date	Recovery	Revenue Cap	Used
010-0000	GF-Unrestricted	07/01/2004	09/30/2012	1.00		

G/L Accounts

Cash Clearing Account	<input type="text" value="911098"/>	Cash Clearing-Grants Indirect Cost
IDC Expense Acct	<input type="text" value="731001"/>	Indirect Support-General Fund
Cost Reimbursement	<input type="text" value="731001"/>	Indirect Support-General Fund
IDC Expense Sp Class	<input type="text" value="730000"/>	
IDC Revenue Sp Class	<input type="text" value="730000"/>	

## Walkthrough: Upload IDC rates and display grant to validate rate updates

Display grant– before and after update

Maintain IDC data on grant master



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Once the IDC rate has been updated you can execute the Post IDC program

- Run the Display Grant Line Item report before and after posting IDC
  - Before to ensure that there are expenses posted to the grant
  - After to validate the IDC posting
  - IDC document numbers start with “97” contain “IDC” in the **BTRAN** field

### Grants Management: Line Item Display

RefDocumnt	Ref.It..	Grantee FY	Year	Peri...	Posting Date	VT	Σ Tran. Crcy	Grant	Fund	Sp. Prog.	Sp. Class	G/L Acc	Functional Area	Funds Ctr
<u>9700000103</u>	1	2013	2013	6	12/03/2012	57	100.00	<u>201465</u>	<u>010-0000</u>	<u>7S540</u>		911098	0000-0000-00000	1811701
	3	2013	2013	6	12/03/2012	99	100.00-	<u>201465</u>	<u>010-0000</u>	<u>7S540</u>	<u>730000</u>	731001	0000-7210-13897	1043501
	2	2013	2013	6	12/03/2012	57	100.00-	<u>201465</u>	<u>010-7090</u>	<u>7S540</u>		911098	0000-0000-00000	1811701
	4	2013	2013	6	12/03/2012	99	100.00	<u>201465</u>	<u>010-7090</u>	<u>7S540</u>	<u>730000</u>	731001	1110-7210-7S540	1811701

## Walkthrough: Run the Grant Line Items Report and post IDC

Display Grant Line Items – before and after

Post Indirect Costs



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Chapter Objectives Review

You should now be able to:

- Explain the current process and pain points for the indirect cost calculation (IDC)
- Explain the new process for IDC
- Describe the tabs on the grant master used for IDC
- Run the IDC program
- Run the Display Grant Line Items report
- Post IDC
- Explain IDC splitting over fiscal years



## Course Chapters

	<b>Chapter Description</b>	<b>Time</b>
1	Definitions and Process Overview	45 minutes
2	Business Partner Master Data	60 minutes
3	Grants Management Master Data	90 minutes
4	Indirect Cost Calculation	90 minutes
5	<b>Grant Billing</b>	<b>120 minutes</b>
6	Reporting	60 minutes
7	Summary	15 minutes

## Chapter Objectives

By the end of this chapter you will be able to:

- Explain the current grants billing process and pain points
- Describe the new grants billing process in SAP
- Generate grant billing (individual and mass)
- Display billing documents
- Print invoices



## Current Grants Billing Process

**A responsible analyst performs grant billing manually based on expenditure information from SAP and IFS.**

- The District currently performs the following four types of grant billings
  - Reimbursements (non-drawdown) – The District receives funds after submission of an expenditure report or invoice to the grantor
  - Reimbursements (drawdown of funds) – Instead of an invoice the analyst accesses the grantor’s website and enters the request amount
  - Advance – The state of California provides funds through apportionment payments primarily for Consolidated Application grants
  - Performance – The analyst submits billings on forms approved by a grantor for educational services rendered in accordance with the training schedule

## Current Grant Billing Pain Points

### Current grant billing pain points include

- Insufficient information on the grant master for tracking grant billing requirements
- Matching information is not stored on the grant
- Indirect costs are manually calculated for each grant



## New Grant Billing Process

### **GM will be used for grants billing and the District will use the following billing methods**

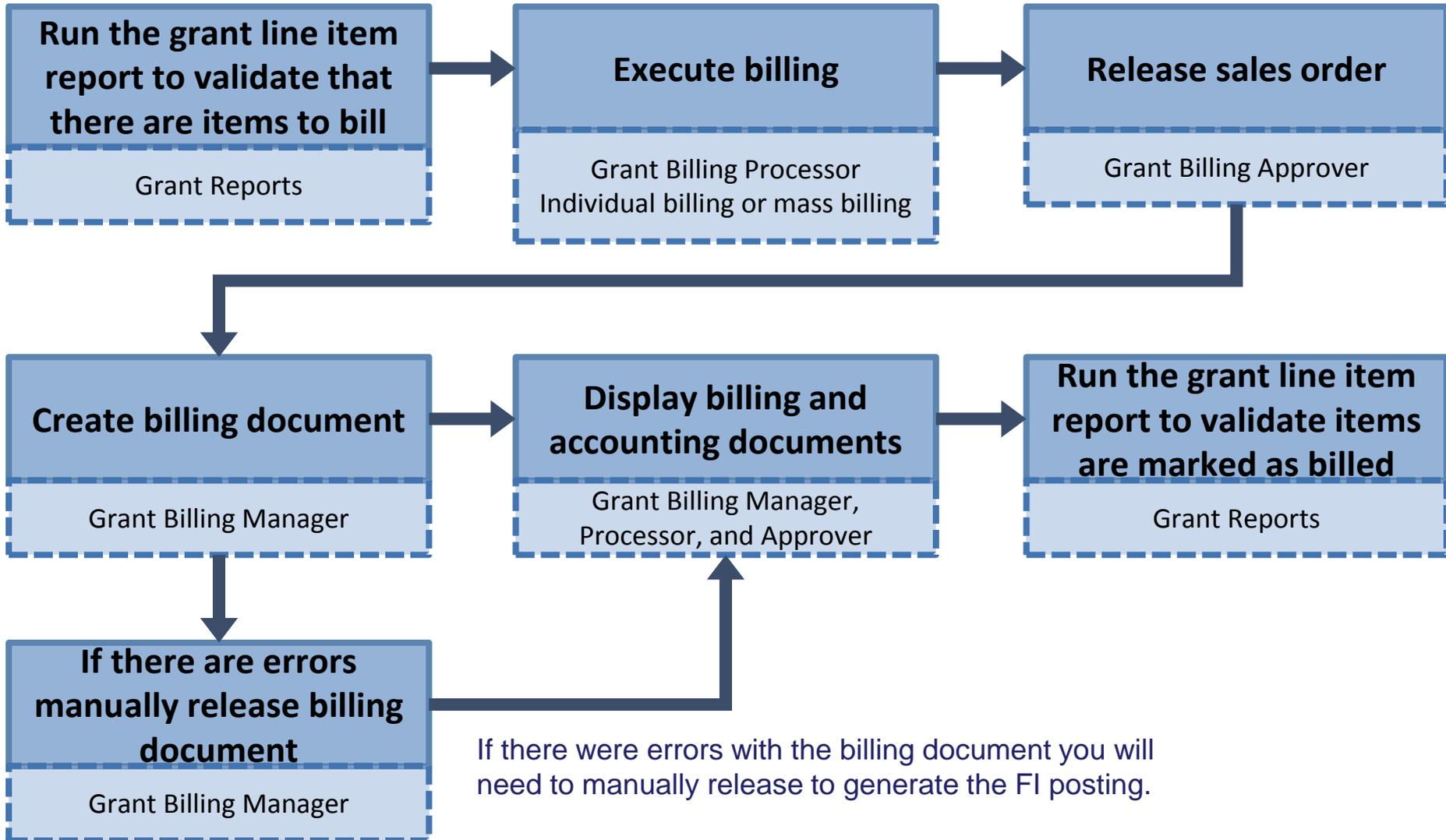
- Resourced-related billing
  - Is a billing method used to automate the grant billing process where billing is based on incurred expenditures
  - Identifies billed versus unbilled expenditures and generate invoices for billed expenditures related to a grant
  - Generates a customer invoice each the billing run
- Manual billing
  - Used to manually generate invoices for grants that cannot use the GM billing functionality
  - Manual billing is a journal entry process
  - This transaction is covered in the Customer Invoice training (OTC0200)

## New Grant Billing Process (cont.)

### **Additional features of the new grant billing process include**

- Billing frequency is identified on the grant master and each analyst is responsible for their grants will know when to run billing
- The GM billing program will generate invoices on an accrual basis; once expenses have incurred rather than once expenses are paid
- FLGF can leverage the use of the grant billing functionality to request reimbursements and/or funds from grantors (after go-live)

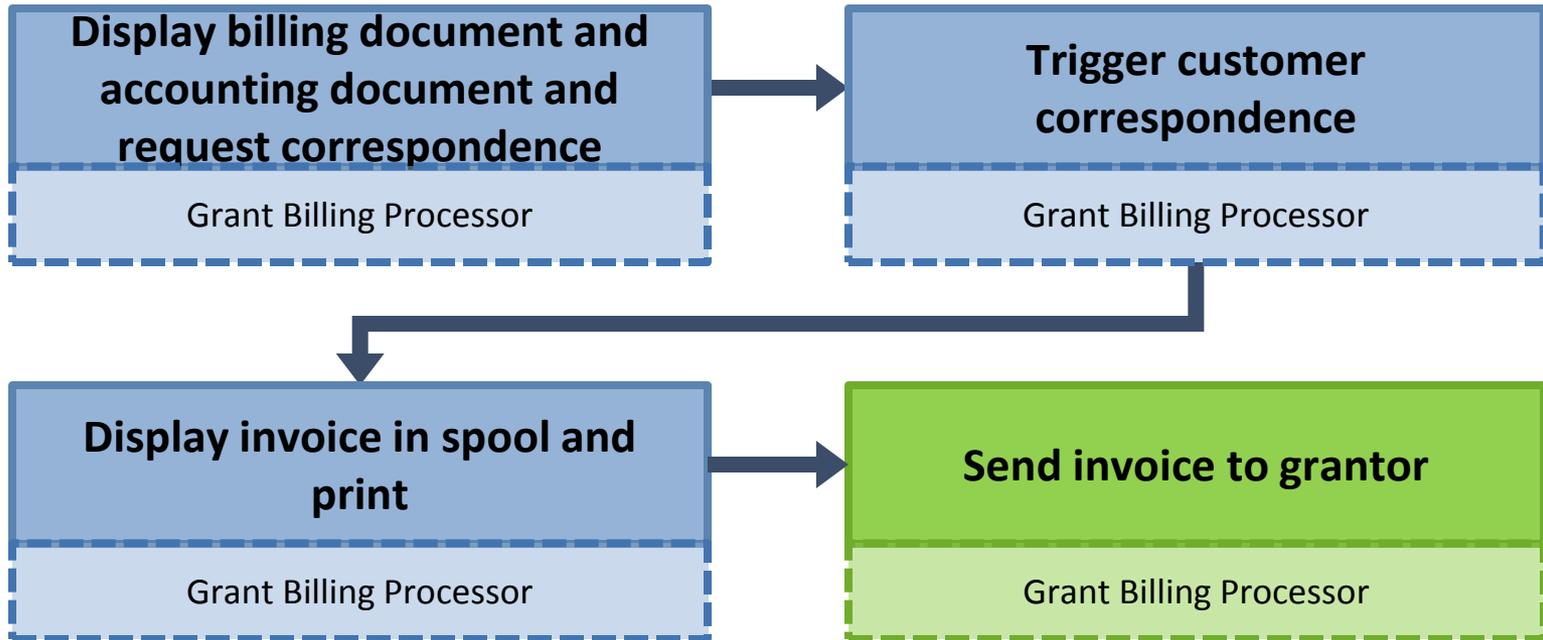
## Process Flow – Grant Billing Part 1



### **Below is an explanation of the steps in the first part of the grant billing process**

1. Grant line item report – Shows whether billable line items have posted against the grant
2. Execute billing – Execute billing for a single grant or for multiple grants at the same time
3. Release sales order – Removes billing blocks on billable line items
4. Create billing document – Creates the invoice and posts to the GL
5. Manually release billing document (optional) – If there is an error when creating the billing document use this transaction to generate the GL posting
6. Display customer invoice(s)
7. Grant line item report – shows that items have been marked as billed

## Process Flow – Grant Billing Part 2



### **Below is an explanation of the steps in the second part of the grant billing process**

1. Trigger customer correspondence – Creates the invoice in SAP
2. Print invoice – Prints the physical invoice to a printer
3. In the final step the Grant Billing Processor sends the invoice to the sponsor

## Walkthrough: Execute individual billing

- Grant line item report
- Execute individual billing
- Release sales order
- Create billing document
- Grant line item report
- Display billing and accounting documents
- Generate customer correspondence
- Display spool request and print invoice



*This is a  
**demonstration** only.  
Watch as the  
instructor shows you  
how to complete the  
task in SAP.*

## Exercise: Execute individual billing

ADD links to Globally Published simulations in Uperform



*To complete this exercise follow the instructions listed here.*

## Chapter Objectives

You should now be able to:

- Explain the current grants billing process and pain points
- Describe the new grants billing process in SAP
- Generate grant billing (individual and mass)
- Display billing documents
- Print invoices



## Course Chapters

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7	Summary	15 minutes

## Chapter Objectives

By the end of this chapter you will be able to:

- Run grant reports in SAP
- Use dynamic selection for report parameters
- Use pre-defined report variants
- Create custom report variants
- Export reports to Excel

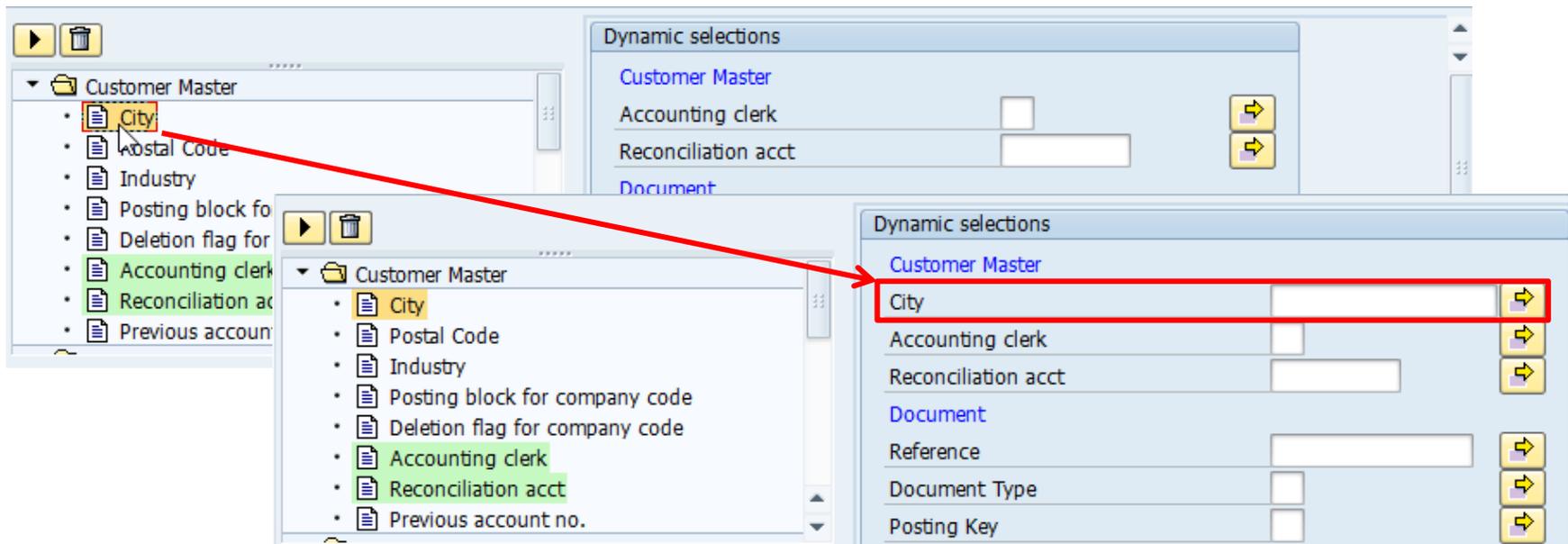


## Commonly used grant reports include

- List sponsored program numbers
- List sponsored class numbers
- List grant numbers
- List grant sponsors

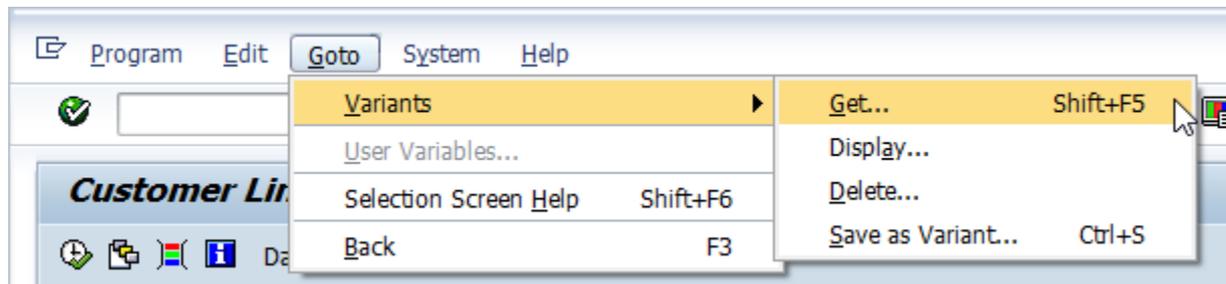
**Dynamic selection is a feature of some SAP reports that allows you add fields to the parameter selection screen**

- 
 Click on the report selection screen to display the additional available fields
- Double-click on field on the left to add it to the list of dynamic selections on the right



## A report variant is a set of parameters and/or layouts that you can save and call up to use when running specific reports

- If the default layout of an SAP report doesn't display the information in a way that is useful to you it can be changed and saved
- Likewise you may be able to save values in the parameter selection screen including values in a dynamic selection field
- When you save a variant you must give it a name and description
- The next time you run the report you can call up the variant instead for reentering the values and resetting the report display



## Walkthrough: Grant reports and variants

- List sponsored program numbers
- List sponsored class numbers
- List grant numbers
- List grant sponsors



*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*

## Exercise: Run Grant Reports

ADD links to Globally Published simulations in Uperform



*To complete this exercise follow the instructions listed here.*

## Chapter Objectives

You should now be able to:

- Run grant reports in SAP
- Use dynamic selection for report parameters
- Create report variants
- Export reports to Excel



## Course Chapters

	<b>Chapter Description</b>	<b>Time</b>
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7	<b>Summary</b>	<b>15 minutes</b>

You should now be able to:

- Explain business partner/sponsor creation process
- Create a business partner/sponsor
- Describe the grant master creation process
- Explain and execute steps in the grant billing process
- Explain and execute the steps in IDC process
- Execute business partner, grant, and billing reports

**What have you learned so far?**

**Do you have any questions?**



LRP goes live...

**July 1, 2013**



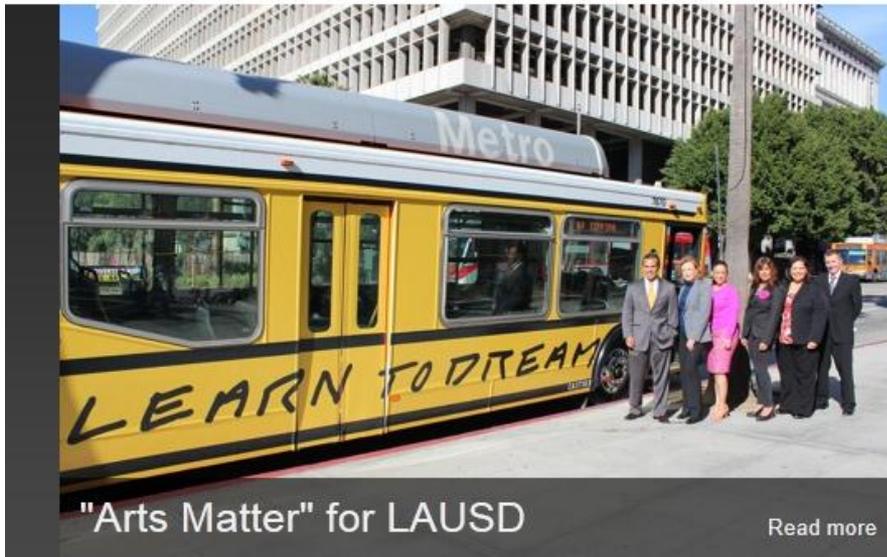
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"Arts Matter" for LAUSD

[Read more](#)

### National School Counseling Week

This week we celebrate school counselors as invaluable partners in the success of our students. Click "Read More" for more information.

### "Arts Matter" for LAUSD

LAUSD is proud to partner with the LA Fund for Education's second installment of the "Arts Matter" campaign. Click "Read More" to learn about our new featured artist.

### It's Flu Season: Be Prepared

The District is working to ensure the health and safety of students, staff and the general community. Click "Read More" for additional information.

### Arts Education on KLCS

Tune in to Families Matter on KLCS this Tuesday at 6:30 a.m. & 6:30 p.m. to hear how Arts Education is making a difference in the lives of LAUSD students.

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### LAUSD Vision

Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.



### A

- [A-G Graduation Requirements \(213 241-6895\)](#)
- [Academic English Mastery Program \(213 241-3340\)](#)
- [Accounting Controls \(213 241-7889\)](#)
- [Accounting & Disbursements Division \(213 241-7889\)](#)
- [Accounts Payable \(213 241-4800\)](#)
- [Adult and Career Education Division \(213 241-3150\)](#)
- [Adult Student Information System \(213 241-5228\)](#)
- [APOLO/Dual Language \(213 241-2650\)](#)
- [Art & Artifact Collection \(Archives\) \(213\) 742-8351](#)
- [Arts Education Branch \(213 241-8222\)](#)

### B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
- [Board Secretariat \(213 241-7002\)](#)
- [Bond Holders \(213 241-2736\)](#)
- [Beginning Teachers Support and Assessment \(BTSA\) Induction Programs \(213 241-5495\)](#)
- [Budget Services & Financial Planning \(213 241-2100\)](#)
- [Budgeting for Student Achievement](#)
- [Business Accounting \(213 241-2736\)](#)
- [Business Tools for Schools \(213 241-1558\)](#)

### J-K

- [Junior Reserve Officers' Training Corps \(213 745-1900\)](#)
- [KLCS Television \(Channel 58\) \(213 241-4000\)](#)

### L

- [Language Acquisition Branch \(213 241-5582\)](#)
- [LA's Best After-School Programs \(213 745-1900\)](#)
- [LAUSD Police \(Headquarters: 213 826-8631\)](#)
- [Leadership Academy \(213 241-8608\)](#)
- [Leadership Pipeline Development and Support Learning Zone\\_The \(213 241-5200\)](#)
- [Legacy Replacement Program \(213 241-2632\)](#)
- [Legislative and Government Affairs \(Government 8181\)](#)
- [Library - ILTSS \(213 241-2733\)](#)
- [Literacy/Language Arts PreK-12 \(213 241-6444\)](#)
- [Local Initiative Schools \(213 241-5104\)](#)
- [Local Options Oversight Committee \(213 241-5104\)](#)
- [Los Angeles Virtual Academy \(LAVA\) \(213 241-5104\)](#)

### M

- [Magnet Program \(877 462-4769\)](#)
- [Mail Unit \(562 241-2100\)](#)
- [Maintenance and Operations \(213 745-1800\)](#)
- [Master Planning and Demographics \(213 241-8044\)](#)
- [Material Management Branch \(562 654-9007\)](#)

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- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
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## Business Tools for Schools



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BTS Help for  
*Time Keepers and Time  
Annrovers*

### BTS System and Reports Status



**Management Reports:** Data for all BTS Management Reports was successfully updated.



**BTS System is operational.** The system is available for all users.



## Business Tools for Schools

User ID \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Log on

Logon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

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After training support will include:

- The BASE Training Center will be the single point of access for SAP end-user documentation/materials.
  - This website will make it easier for end users to access related business process materials.
  - The materials will include the following:
    - ✓ Course Presentations
    - ✓ Simulations
    - ✓ Quick Reference Guides
    - ✓ Job Aids
- Context Sensitive Help within SAP
- Refresher (Open House) sessions

# BASE Training Center Website [http://basetraining.lausd.net]




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## Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



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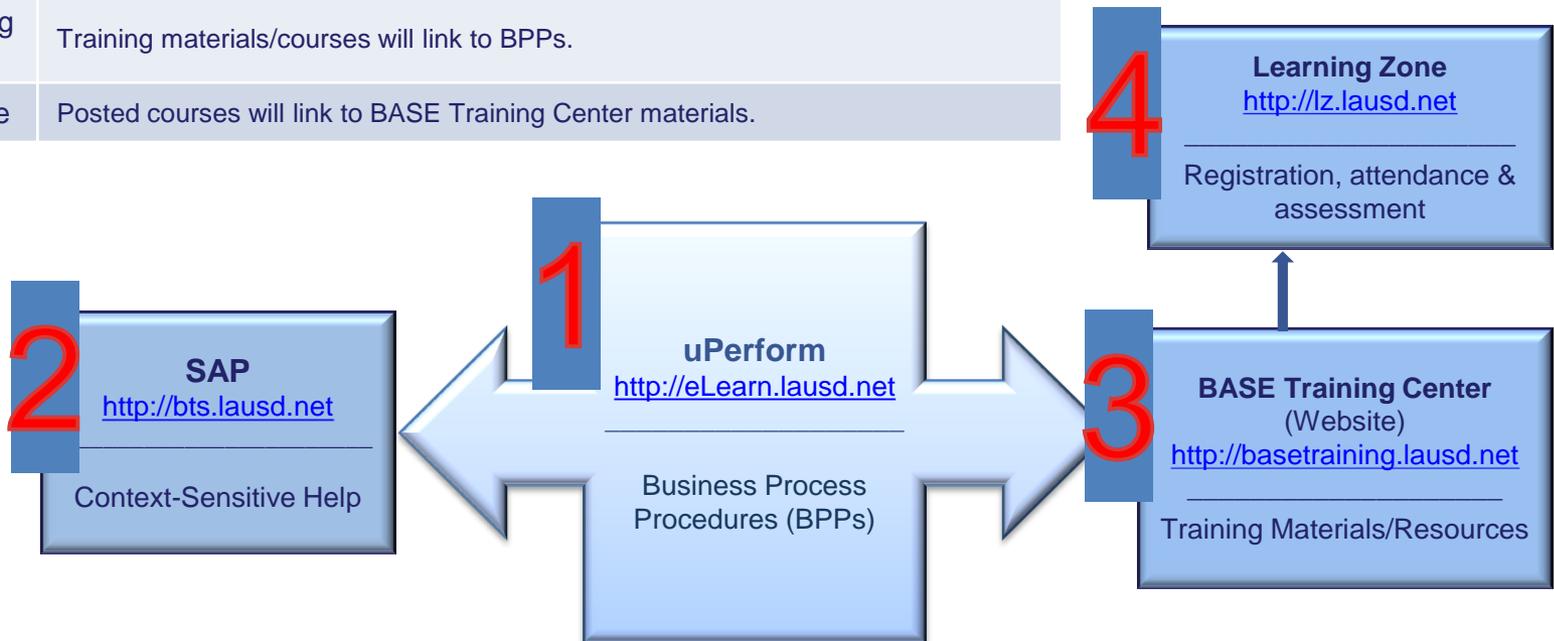
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VIRTUAL LEARNING

# Training Systems Integration

Training will rely on four (4) linked systems to deliver instruction.

System	Description
1. uPerform	Stores BPPs that will be used for SAP Context-Sensitive Help and BASE Training Center materials.
2. SAP	Context-sensitive help feature will link transactions to BPPs.
3. BASE Training Center	Training materials/courses will link to BPPs.
4. Learning Zone	Posted courses will link to BASE Training Center materials.





Learn more at <http://lrpweb.lausd.net>

Contact Us: [lrp@lausd.net](mailto:lrp@lausd.net)



# You have completed the OTC0100 – Grant Processing Course

*Thank you for your time and attention!*

# Course Assessment & Evaluation



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**Welcome LAURIE YEN!**  
(You are in **Program Manager Role**)

- Currently enrolled/waitlisted in **11** classes.

[Recommended System Requirements](#)

## Today's Announcements:

- **Quick link for classes currently available:** (posted on 01/01/2013)  
[Class Offerings](#)

