INDEX – FUNDS CENTER

Transaction Code: S_KI4_38000038

Index of Funds Centers

Classification

Report object

Key date			
FM Area	UM	to	
Funds Center		to	

Selection parameters

Entered on		to	
Created by		to	
Changed on		to	
Changed by		to	
User name		to	
Authorization group		to	
Currency		to	
Country Key		to	
City		to	
Fund Default Value		to	

Layout

Layout	

Note: The FM Area in the selection screen will always be **UM**.

The **FUNDS CENTER** represents the structural grouping of the University into various departments. The **INDEX FOR FUNDS CENTERS** can be used to determine the **FUNDS CENTER** for a specific department. Various reports and indexes allow information to be viewed for a specific **FUNDS CENTER**.

MASTER DATA INDEX – SPONSORED CLASS

Transaction Code: S_ALN_01000160

The **SPONSORED CLASS** represents expense and revenue classifications. It is used to group expense and revenue general ledger accounts for viewing and reporting needs. The **MASTER DATA INDEX FOR SPONSORED CLASSES** can be used to view applicable sponsored classes for a specific grant.

Example: A user could verify whether a particular type of expense (foreign travel, postage, etc.) was available for posting to a grant utilizing this transaction.

Menu Path
The indexes are located under Accounting →Public Sector Management → Grants Management –> Grantee Management → Information System → Master Data → Indexes

MASTER DATA INDEX – GRANT SPONSOR

Transaction Code: S_ALN_01000161

Note: The Sponsor number range for Grants Management is **3000000** to **3999999**.

Tip: Find a Sponsor using names or search terms within the look-up box to the right of the Sponsor field.

The **MASTER DATA INDEX FOR GRANT SPONSORS** can be used to display a listing of award sponsors and their respective numbers. It can also be used to determine the sponsor for a particular grant. Once executed, users can display Sponsor master data such as address, telephone number, etc. through double-clicking the underlined Sponsor #.

Menu Path
The indexes are located under Accounting →Public Sector Management → Grants Management –> Grantee Management → Information System → Master Data → Indexes

MASTER DATA INDEX - SPONSORED PROGRAM

Transaction Code: S_ALN_01000159

A **SPONSORED PROGRAM** is the Grants Management cost object and is the same number as the Profit Center or Internal Order account number. The **SPONSORED PROGRAM** allows the allocation of award and cost share budgets among various departments and/or faculty as indicated in the award proposal.

The **MASTER DATA INDEX FOR SPONSORED PROGRAMS** can be used to identify all **SPONSORED PROGRAMS** by Grant or by PI or Co-PI. To generate a listing for a PI or Co-PI, enter the following selection criteria:

- o   Responsibility Type – PI, COPI
- o   HR Planning Object Type – P (Person)
- o   Object ID – Personnel # of PI or Co-PI

Once executed, users can display **SPONSORED PROGRAM** master data through double-clicking the underlined **SPONSORED PROGRAM** number.

Menu Path
The indexes are located under Accounting →Public Sector Management → Grants Management –> Grantee Management → Information System → Master Data → Indexes

MASTER DATA INDEX – GRANT

Transaction Code: S_ALN_01000079

Note: The Company Code in the selection screen will always be **1**.

Each award is assigned a unique **GRANT** number in Grants Management. The **GRANT** is further divided into **SPONSORED PROGRAMS** (internal order accounts) for purposes of allocating award and cost share budgets among various departments and/or faculty as indicated in the award proposal.

The **MASTER DATA INDEX FOR GRANTS** can be used to identify all **GRANTS** by a Sponsor, PI or Co-PI. To generate a listing for a PI or Co-PI, enter the following selection criteria:

- o   Responsibility Type – PI or COPI
- o   HR Planning Object Type – P (Person)
- o   Object ID – Personnel # of PI or Co-PI

Once executed, users can display **GRANT** master data through double-clicking the underlined **GRANT** number.

Menu Path
The indexes are located under Accounting →Public Sector Management → Grants Management –> Grantee Management → Information System → Master Data → Indexes

Through double-clicking on the underlined Grant # in the MASTER DATA INDEX FOR GRANT, master data for the selected grant can be viewed such as Sponsor, Grant Value, Grant Validity Dates, Award History, etc.

GRANTS MANAGEMENT (GM) REPORTS

Transaction Code: ZGM_REPORTS

Note: The Selection Values should always be the **current** fiscal year and Period **16**.

This transaction presents the following reports for awards on a life-to-date basis:

- Current Budget, Commitments, Actuals and Available Budget
- Original Budget, Supplement, Transfer, Return and Total Budget

These reports are summarized by Sponsored Class, Sponsored Program, Fund and Grant. The functionality of this report is similar to the current YDEV reports allowing detailed data to be viewed by drilling into the respective value fields.


To move between reports, select either GM Bdgt vs Comm-Act or GM Budget in the Reports navigational pane on the left side of the screen. The navigational pane can be hidden or shown by selecting the Navigation On/Off icon in the upper left-hand corner.

Tip: Save selection criteria for future use utilizing a Variant. Variants could be created to view awards for specific grants, by a PI or group of PIs, etc.

After entering desired selection criteria, from the Goto drop-down menu, select Variants → Save as Variant. Enter a descriptive name for the variant and select the diskette icon to save.
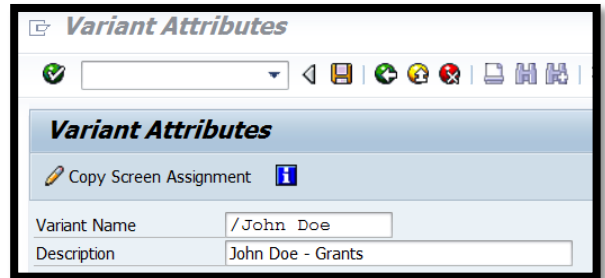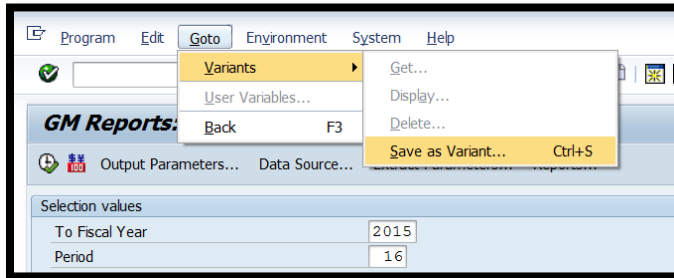
To populate the selection criteria saved as a variant, from the Goto drop-down menu, select Variants → Get and select the desired variant from the pop-up screen.
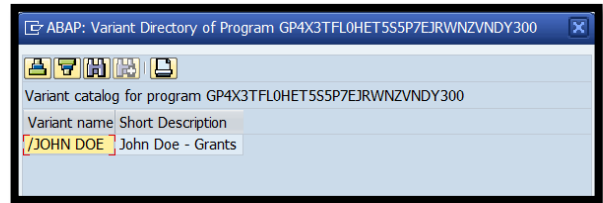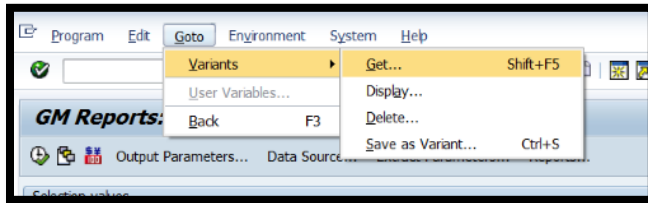
A/R Aging Report

Transaction Code: ZGM_AR_AGING

Note: When exiting the **Accounts Receivable Aging Report**, an Error Report screen will be shown. If there are any errors presented, please send a screen shot of the information to accounting@olemiss.edu.

The **Accounts Receivable Aging Report** categorizes the University's accounts receivable for awards according to the length of time an invoice has been outstanding. The top selection screen allows the report to be generated for specific criteria (Funds Center, PI, etc.). The bottom selection screen provides options to sort the data presented.

The **Accounts Receivable Aging Report** will provide the date, original amount, last payment date and last payment amount per invoice. Remaining invoice balances will be categorized as Current, Over 30 days, Over 60 days or Over 90 days. Additionally, each invoice presented will reflect the corresponding PI, Funds Center and Sponsor for the respective Grant.