Q and A – Grants and Related Transactions

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GM MASTER DATA QUESTIONS

1. **What are the most common errors on the Grant Master Data?**

   **Answer:** It is important to understand Master Data (Grant, Sponsored Program, Sponsored Class, Project, Internal Order, etc). Many mistakes are coming from the Grant Master Data and incorrect settings. Users often do not pay attention to the Fund, Sponsored Program and Sponsored Class combinations in different tabs (e.g. in the Supported Objects tab). Users often do not update the Sponsored Program when a new combination of Funds Center, Functional Area, and Funded Program becomes available.

   - Check if Grant Master Data settings are correct for Billing
   - Check if Grant Master Data settings are correct for Budget
   - Check if Grant Master Data settings are correct for Overhead Costs
   - Check if the Grant has correct Lifecycle Status and User Status
   - Check if the various dates on the Grant are correct (e.g. in order to avoid transactions being stopped due to the expiration or closing of the Grant)

2. **I got the following error message when trying to save a Grant. Why?**

   ![Messages That Occurred](image)

   **Answer:** You may be clicking on Save too early. The system requires specific fields to be filled in before saving. In the example above, fill in the required fields such as Sponsored Class Series ID and Fund in the Dimensions tab before saving.
3. I was saving my Grant and I got the following error message. How can I resolve it?

Answer: These error messages are generated when the required fields in the Reference tab have not been entered. Click on the Associate Expert Agreement checkbox. Although the field is intended to indicate an Associate Expert or Junior Professional Officer (JPO) agreement, the default value required by Umoja is to have the box checked. If the grant does not deal with an Associate Expert, enter “N/A” for both the First Name and Last Name fields. For the Framework Donor Agreement External Reference and Framework Donor Agreement Internal Reference fields, enter the appropriate reference numbers, otherwise, enter “N/A” if not applicable.
4. **How can I find all Grants for my entity?**

**Answer:** You can use the Master Data Index for Grant report. Use the following menu path to find the report under GM. While still on the menu (highlighted below), right click on your mouse to add the report to your Favorites.

Click on Dynamic Selections.

Find the Fund Code field and double click on it to show it on the right. Enter the Funds that belong to your entity and click on Save.
Once you are back on the main screen, click on Execute.

You will find all the fields of the Grant Master Data, so this report is an easy way to analyze your Grants (e.g. Sponsor for each Grant, responsible Substantive Office for each Grant list of Grants that need to be extended, etc).
5. **While saving a Grant, I got the following warning messages so I did not get to save my Grant. How can I resolve it?**

   **Answer:** The first warning message is displayed if you indicated that certain Sponsored Classes are IDC Relevant but the IDC Fund has not yet been defined. In the Dimensions tab, the 62xxx Fund must be entered in the Fund field and the IDC Recovery box should be checked. The second warning message can be ignored because there are no follow-on transactions that are affected by this warning message.

6. **I am trying to change the status of a Grant to Award/Operational but getting an error. How can I resolve it?**

   **Answer:** You are getting the error message because the Sales Organization entered is not 1000. Change the value to 1000.
7. I would like to change the status of a Grant to Award/Operational. It is showing the following error. How can I resolve it?

Answer: Note that the Valid From Date in the General Data tab is 03.09.2014 which is prior to 2015. When we simulated the error we got the same error message and noted an indication that the system could not find Budget Period B13. During 2013-2014, the configuration of the Budget Period for Grants was not defaulted to M99. If you change the Valid From Date to 2015 or later, you should be able to change the status of the Grant.
8. *I am trying to add donor reporting requirements under the Terms and Conditions tab. The rows entered disappear either upon adding reports or upon clicking on Save. How can I resolve it?*

**Answer:** The disappearing of records is caused by incorrect procedure. The correct procedure is as follows:
- Position the cursor above the first row and then click on the Insert Row.
- Enter the Report Type and various dates.
- Click on Save.

9. *I need to release budget but cannot find the correct Funds Center and Funded Program while creating released budget document. The Project WBSE which is linked to the Grant has the correct Responsible Cost Center and the Budget Control WBSE is also correct. How can I resolve it?*

**Answer:** The Sponsored Program’s Budget Transfer tab does not contain this combination of Funds Center and Funded Program. It has to be updated accordingly. If you do not have the authority to change the Sponsored Program, request the accounting team to make the changes.

10. *Why was the access taken away from certain roles that used to allow changing of the Grant and Sponsored Program fields in the UN Assignments tab of the WBSE?*

**Answer:** Initially, the following roles were permitted to change the Grant and Sponsored Program fields in the UN Assignments tab of the WBSE.

<table>
<thead>
<tr>
<th>Old Roles</th>
<th>Technical Role Name</th>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL MANAGEMENT: BUDGET_OFFICE_USER</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_APPROVER</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_CREATOR</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_USER</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT: GRANTS_MANAGEMENT_BUDGET_APPROVER_RELEASED</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT: GRANTS_MANAGEMENT_BUDGET_USER_RELEASED</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
</tbody>
</table>

The roles changed prior to Cluster 4 go-live as follows:

<table>
<thead>
<tr>
<th>New Roles</th>
<th>Technical Role Name</th>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL MANAGEMENT: BUDGET_OFFICE_USER</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
<tr>
<td>FINANCIAL MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_APPROVER</td>
<td>ZEFS.PP.PJ.PROJ.ASN</td>
<td>ZP-JWBS</td>
</tr>
</tbody>
</table>
Prior to the change of roles, there were many cases where the Grant field was overwritten on an already released WBSE. There were still some open commitments against the WBSE linked with the old Grant, and this caused downstream issues when goods receipts and service entry sheets could not be posted, while new commitments had already been raised against the WBSE linked with the new Grant. Thus, restricting access only to the GM Accounts Approver was proposed. It was to ensure that, prior to making any adjustments on the Grant and Sponsored Program fields of the WBSE, there would be a thorough check to see that the WBSE did not have any pending transactions against it.

Note that the FM Budget Office User also has access to update the UN Assignments tab of the WBSE in case the Budget Control WBSE (Funded Program) information needs to be updated (it is not to update the Grant or Sponsored Program!).

11. *I cannot process travel document. I am getting the following error. “Value Type 52 in Grant XX-XXXXX-XXXXXX is blocked for posting”.*

Answer: The status of the Grant is Closing/Operational Closing, therefore no new pre-commitments or commitments are allowed against the Grant. Below is an example for Grant M1-32HBP-000008.
The Grant’s status was set to Closing/Operational Closing in March 2016 because the Donor Agreement End Date was 01.03.2016.

When the status of the Grant changes to Closing/Operational Closing, GM Value Type 52 (Business Trip Commitments) as well as certain other GM Value Types are blocked for transaction.
12. **What are the common errors in billing?**

**Answer:** The following are the most common problems related to the billing process:

- Accounting Entry has not been generated
- The misalignment of dates on Grant (valid from date), SO (billing Date) and Billing Plan (Billing Date)
- Account Assignment is incorrect
- Master Data on the Grant were changed, e.g. in Supporting document the Actuals for this grant are unchecked
- Master Data Sponsored Program is not set up correctly, e.g. Valid Allowed Budget and Posting Objects checked but there is no objects on the Allowed Budget and Posting Tab on the Sponsored Program
- “posting date/period XX.XX.XX is earlier than current system date....” error – cannot do billing:
The sequence of dates (please see below) on Grant (valid from date), SO (billing Date) and Billing Plan (Billing Date) is not respected when the billing plan was executed or saved for the first time (i.e. Grant was billed first time). If the user changes dates or assignments and try to re-bill, he/she might have this error. In this case, it is recommended to create new grant with new billing. To avoid billing errors it is important to check the pre-requisites on dates before executing the billing plan:

- Billing Amount
- Currency on the Grant
- Account Assignment (on the IO and Grant)
- Billing Rule -> IPSAS terms check
- Internal Order for Revenue is created and linked to the Grant on Billing Tab
- Dates on the Grant (to know what date to put as a billing date on the header of the Sales Order)
- Validate if Exchange Rate is correct on SO (applicable only for billing R1 (Grants))
13. **The billing I processed in GM_MLST did not generate an accounting entry. What could be wrong?**

   **Answer:** Review the date of your billing plan. The billing plan cannot be earlier than your sales order date which in turn, cannot be earlier than the grant “valid from date”. Since you have already processed billing, the best way to correct this is to change the billing date in the sales order to a date that is the same or later than the sales order date. To do this, double click the sales order from the grant master data and click Change from the main SAP menu. Click the header icon (far right icon) and find the billing date in the Billing tab. Change the date and SAVE.

   Also, check the start date of your internal order. It should not be earlier than the valid from grant date.

14. **It is convenient to process a grant billing manually using FV70 rather than going through the billing in the GM Master Dat Answer:** Why do I need to do the latter?
16. **While processing a grant billing, I got the error “….program and class were not derived...”**

Answer: Check that the sponsored class was included in the Dimensions. This error should be rare and could happen when something went wrong with the sponsored classes. Check if sponsored class AR-VC-Cash (or appropriate income sponsored class) was not included or inadvertently deleted. Add the appropriate sponsored classes again.

16. **I am processing the grant and need to bill 25,000,000,000.00 Colombian Pesos (COP). The system gives me an error indicating that amount is too big for processing.**
**Answer:** The system can accommodate only up to 999,999,999.99 in amount. The solution is either to break up the larger amount by creating many grants or to perform manual billing using t-code FV70.
GM BUDGET QUESTIONS

17. **What are the common mistakes in GM Budgeting?**

   **Answer:** There are several common mistakes during the GM budgeting. They are as follows:
   - Budget is done on a wrong combination of Coding Block
   - There is no released budget available
   - There is no Object Mapper built
   - The same value is reported in FM and GM in different Fiscal Years in budgetary reports as Posting Date on the GM line, Grantee FY and Distribution Key on the FM lines were not align.
   - Budget exceeded by XXXX error: Accounting Assignment of the Expenditures is different than the Budget Address/ Budget Availability Address.
   - Budget document is not populating correct FA, FC or FP – Sponsored Program is not updated
   - Budget document is not populating lines – Grant is not in status “Award” or Object Mapper is not build or Grant is expired or Project is expired or Grant does not allow budgeting at this stage (check status of the grant) or project is not in the status that allows budgeting.

18. **The posting had a budget exceeding error although there is a budget on this Fund Center.**

   **Answer:** Grant always needs a cost collector for postings. However, this cost collector can be either IO or WBSE. Cost Centers are not used with Grants. If the user input Cost Center in the transactions (e.g. during the creation of the JV) together with another cost collector, the derivation rules are not working properly. On the other hands, the budget might not be released on a correct combination of the budget control objects. For example the Fund Center used for budgeting is different than the Fund Center that corresponds to the Responsibility Center on the WBSE used in the transaction.

19. **I am creating grant budget and a lot of lines appeared on the unreleased and released document which have the Structural Sponsored Programs. Why do they appear on the documents if we do not do budgeting on them?**

   **Answer:** The lines on the budget document are defaulting based on the setting of the Grant Master Data on the “Support Objects” tab. If the Budgeting Allowed box is checked for the combination of Fund, Sponsored Program and Sponsored Class, this combination is available for budgeting.
Grant Account User/Creator (if the Grant is in any of the pre-award statuses) or Grant Account Approver (if the Grant is in Award/Operational and other post award statuses) can uncheck the boxes for invalid combinations and ensure that all the appropriate boxes are checked.

20. **We have the budget on a Grant but we get a budget exceeding error in posting transactions. Why do we have this error?**

**Answer:** It is important to understand the concept of the budget control object in Grants Management and Funds Management. The users often confuse budget control objects with the WBSE or IO.

In Funds Management for Trust Fund the following are the budget control objects:
- Commitment Item FT30_CLASS_100
- Fund
- Funded Program
- Functional Area
- Budget Period (always M99)

In Grants Management it depends on which of the five level of budget control are set up on the Grant (AVC1, AVC2, AVC3, AVC4, AVC5). Each level has the defined set of the budget control objects. For example, AVC4 has the following budget control objects:
- Fund
- Grant
- Sponsored Program
- Sponsored Class
- Grant Budget Validity (i.e. timeslice)
The combination of GM and FM budget control object defined the budget availability address for this Grant.

In the example below the budget for Grant M1-32CIB-000002 is done for two Funded Programs: IO-11000512 and SB-000060. Those Funded Programs were created for two different cost objects: Internal Order 11000512 and project SB-000060. In the screen shot below, there is a released budget balance of 12.3ml on the SB-000060 issues under Grant M1-32CIB-000002 and there is a budget on 12.3 ml on issued against the same grant for FP related to IO=11000512 (M1-32CIB-000002 has AVC4 level).

21. I am trying to update the sponsored program and got the following error while entering the funded program.

![Error Message](image)

Answer: The system runs the batch program to create a funded program every 10 minutes. You just have to wait a little bit and your entry should be saved.

22. I am processing an unreleased budget and noted that after clicking Propose IDC, the figures created by the system in Net amount is same as Total. How can I rectify this error?
Answer: Check the grant master data to see if you have identified the sponsored classes that are subject to IDC in the Dimensions tab. Once you have placed check marks on those boxes, the system will automatically create those sponsored classes in the Overhead Costs tab where you need to enter the IDC rates. Ensure that the rates are entered in the appropriate sponsored program and sponsored class in this tab (Overhead Cost).

23. I was trying to transfer budget from M grant to P grant and got the following error.

Answer: This is a result of incorrect mapping. In this case, the budget mapping was done from a 33xxx fund in the M grant (should have been from 32xxx fund in M) to a P grant OR the user picked an incorrect sponsored program in the object mapping:
Always double check the object mapping that you just created. Check that the sponsored classes are included in the Supported Objects tab. Also note that the mapping should always be from the 32XXX fund in the M grant to a 33XXX fund in the P grant.

24. **While processing a budget transfer from M to P grant, the system generated the following error message “Sender Budget Type GMAA exceeds available amount.....”**

**Answer:** Check that the M1 budget has been approved. If it is already approved, check that the object mapper has been linked correctly; that is, the link between the M and P grant sponsored classes have been done accurately (32xxx fund in M linked with 33xxx fund in P in the correct sponsored program.)
25. **The system generated the following error message while trying to process a budget transfer to a pass-through grant.**

   ![Error Message Image]

   **Answer:** Check that your P grant is in Award/Operational status. Also check that the budgeted sponsored classes in M1 (Supported Objects) were done accordingly. This means that there should be approved budget for IP-Direct and IP-Indirect costs.

26. **I would like to return budget for some line items but am getting the following error message.**

   ![Error Message Image]

   **Answer:** To return budget, select the Process RETN Return from the drop-down. With this functionality, do not use negative amounts, as the system knows you are trying to reduce the budgeted line items.
27. I see the released budget for my Grant in Fiscal Year 2013 in the FM ledger (t-code FMAVCR02) but not in the GM ledger. Instead, it is showing in Fiscal Year 2015 in the GM ledger. How do I correct this?

Answer: The dates entered in the released budget document are not consistent. Reverse the document.
28. **How do you search for unapproved documents?**

**Answer:** You can use t-code GM_DISPLAY_BUDGET. Click on Action Bar On, then select Searching options from the drop-down. Click Enter selection, then Enter Preposted in the Document Status field. Click Continue.
29. I want to transfer budget from a Main Implementation Grant to a Passthrough Grant. However, the system gives me the following error. “Budget consistency on FM account Assign”.

Answer: Make sure that the Funded Program you are using is correct. You may have the Passthrough Grant’s Funded Program set at a lower level WBSE.

30. I want to transfer budget from a Main Implementation Grant to a Passthrough Grant. When I try to create the budget document, the system gives me the following error. “Release process is only relevant for grant with budget scenario U/R”.

**FAQs on Grants and Related Transactions**

**Answer:** You are using the wrong t-code. This error occurs when trying to create a released budget document (t-code GM_BDGT_RELEASE) for a converted Grant (Cluster I and II). The creation of released budget document for these converted Grants should be done through t-code GM_CREATE_BUDGET.

**GM EXECUTION QUESTIONS**

**31.** I received this error message while creating this PO. What will happen later?

**Answer:** The message generated by the system is warning message. The system allows you to proceed with “ordering” the PO. System is reminding you, however, the currency you are using is
different from the defined currency in the vendor’s master data. The follow-on transactions will be converted to USD and FI documents may generate foreign exchange gains or losses.

32. **While processing a grant PO, I received a budget error “Back-end error: Overall Budget Exceeded...”. FMAVCR02 report shows there is budget in the grant.**

![Create Purchase Order](image)

Answer: Since you are creating the PO, you need to review the coding block in the PO. Is the correct WBSE entered? Does the WBSE have the correct funded program. This funded program must have an approved released budget.

33. **I reversed a DPR that is linked to IP PO 270008234 but the funds were not returned to the grant in FMAVCR02.**

Answer: The reversal of the DPR will return the funds to the PO as a reversal of consumption to the PO. To return the fund to Grant, you should first check the PO history if the DPR was indeed reversed. Then you could proceed to close the PO to return the funds to the grant as shown below. To close PO, click Detail tab of the line item and Related Documents tab. In the Section for Statistics, click the radio buttons for “No further confirmation” and “No further invoice”.

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34. I created a PO with a type ZGPT order type but with a M1 grant. How shall I rectify it?

Answer: If you have no transactions yet, you should close the PO to release the funds back to the grant. This can be done by clicking the radio buttons “No further invoice” and “No further confirmation” in the Related Documents tab of the Details in the line item.

If Down-Payment Request (DPR) was already created but no payment was made, you should request for the reversal of the DPR and then close the PO to release the funds back to the grant.

35. Treasury was not able to process one (or two) line item(s) in the down-payment request. The rest of the line items were processed. The error message when we attempted to process the DPR again for the remaining line item is “Overall budget exceeded....” What should I do?

The document below shows the line item that was paid.
**Answer:** Analyze the budget of your PO using the suggested format (see the Q and A in this topic – Grant Execution). It is recommended that you read the FM document journal and find out if that particular line item was “processed but not paid”. This means that during the processing, the system consumed the budget but was unable to disburse the payment.

This is a system bug that has been escalated to SAP. However, to process the advance payment again for this line item, the user is advised to report this through a ticket for Umoja to “reconstruct” the DPR. This action restates the budget that was previously consumed.

36. **Accounts informed me that the down-payment request (DPR) they are processing could not be posted (saved) due to an “overall budget exceeded” error message. I checked both the GM and FM budget reports and they have positive balances.**

![Down Payment Request Display Overview](image)

**Answer:** Analyze the budget of your PO by line item using the recommended format. In this specific case, note that the request DPR has line items that would exceed the current PO line item balance. PO Balance is calculated by taking the original amount (of the line item) and reducing it by the amounts of the down payment (advance), down-payment request NOT PROCESSED yet by Treasury and SES.
37. **Our DPR was processed in Treasury but was subsequently reversed because of a banking issue. When we tried to process the DPR again, it failed and did not get disbursed. Can you help us resolve this issue? Analysis shows we should have the funds back but FMAVCR extract below shows the DP has already consumed the funds. How do we resolve this issue?**

<table>
<thead>
<tr>
<th></th>
<th>PO Amt</th>
<th>DP1</th>
<th>DP reversal</th>
<th>PO Bal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>90,120</td>
<td>45,060.00</td>
<td>45,060.00</td>
<td>45,060.00</td>
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<tr>
<td>IP-Supplies, Commodities, Materials</td>
<td>337,070</td>
<td>168,535.00</td>
<td>156,825</td>
<td>156,825</td>
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<tr>
<td>IP-Contractual Serv</td>
<td>9,600</td>
<td>4,800.00</td>
<td>4,800.00</td>
<td>4,800.00</td>
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<tr>
<td>IP-Indirect Support Costs</td>
<td>32,685.80</td>
<td>16,342.90</td>
<td>16,242.45</td>
<td>16,242.45</td>
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<tr>
<td>IP-Equipment, Vehicles and Furniture</td>
<td>30,150.00</td>
<td>15,075.00</td>
<td>15,075.00</td>
<td>15,075.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>499,625.80</td>
<td>249,812.90</td>
<td>233,202.45</td>
<td>234,737.90</td>
</tr>
</tbody>
</table>
**Answer:** This is a system issue waiting for SAP note. In the meanwhile, you should create a ticket and request for a reconstruction of the DPR. The reconstruction will return the funds to the funded program.

**38. While processing our DPR, Accounts informed us that an error was generated by the system.**

![Down Payment Request Display Overview](image)

**Answer:** It is possible that one or more of the line items in your PO has a negative budget. This negative budget may be due to a prior down-payment (DP) that was processed with budget override sometime in March 2016 or that a Service Entry Sheet was processed prior to August 2016 with skipped line items. Once you know the negative line items, analyse the Document Journal to find out which PO line items have balances that you can transfer to the negative ones. Following this analysis, amend the PO accordingly and request Accounts to process DPR again.

<table>
<thead>
<tr>
<th>PO</th>
<th>SES</th>
<th>DP</th>
<th>Revised PO Balance</th>
<th>Proposed DPR</th>
<th>Budget deficit</th>
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<tbody>
<tr>
<td>320031080</td>
<td>3303567924</td>
<td>3303567928</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget override**

- Staff costs: 56,264.53
- Supplies/commodities, materials: 144,439.18
- Equipment: 5,095.83
- Travel: 17,425.60
- Direct Cost/Operating: 16,807.65
- Misc: 16,807.19

Total: 256,909.96

Overall budget exceeded by 10,379.93 USD (UN Standard AVG Ledger) for several document items from item 00001 on

**Diagnosis**

The overall budget exceeded by 10,379.93 USD (UN Standard AVG Ledger) for several document items from item 00001 onward. Budget control on outgoing amounts (ceiling type Expenditures) raise this message for the following combination of availability control ledger (and if applicable, year of cash effectiveness) and control objective:

Z1P1: 3D3D004031D3D004031

Overall exceedance: 10,379.93 USD

- Z1P1: 3D3D004031D3D004031
- Class: 100077A0078
- Service: 00001

10,379.93 USD exceedance.
39. When I tried to approve the Service Entry Sheet, I got the following error. It is budget related but I am not sure how to resolve this error.

Answer: analyze the PO using the format suggested in the job aid “i Need Requirements for Work Order Escalation to FA, FM and GM. The sample from the job aid is added below for your reference.

<table>
<thead>
<tr>
<th>PO Amount</th>
<th>DP1</th>
<th>DP Clearing 1</th>
<th>DP Bal</th>
<th>DP2</th>
<th>DP Clearing 2</th>
<th>DP Bal</th>
<th>DP3</th>
<th>SES</th>
<th>PO Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>330108181.3</td>
<td>3200087565</td>
<td>330108181.3</td>
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<td>35000075270</td>
<td>500205877</td>
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<td></td>
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<tr>
<td>347,880.00</td>
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<td>-108,406.06</td>
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<td>-71,476.93</td>
<td>9,827.62</td>
<td>9,827.62</td>
<td>179,182.99</td>
<td>71,476.93</td>
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<tr>
<td>66,045.00</td>
<td>24,256.00</td>
<td>-16,810.48</td>
<td>7,447.52</td>
<td>18,193.50</td>
<td>0.00</td>
<td>18,193.50</td>
<td>18,193.50</td>
<td>16,110.48</td>
<td>0.00</td>
</tr>
<tr>
<td>68,630.00</td>
<td>27,452.00</td>
<td>-18,285.05</td>
<td>9,366.95</td>
<td>20,589.00</td>
<td>0.00</td>
<td>20,589.00</td>
<td>20,589.00</td>
<td>18,385.05</td>
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<tr>
<td>52,371.91</td>
<td>20,948.77</td>
<td>-20,948.77</td>
<td>0.00</td>
<td>15,711.57</td>
<td>-6,155.09</td>
<td>9,556.48</td>
<td>9,556.48</td>
<td>27,103.86</td>
<td>6,155.09</td>
</tr>
</tbody>
</table>

You may find that a specific line item is resulting to a negative balance so system is checking and prompting the user with the error.

Modifying the example above, let’s simulate a proposed SES with different amounts from above.

Note that the line for IP-Operating and Other Costs is generating the error in your SES.
Since SAP accounts for the transactions in each line item, an error is generated on the negative line item. Amend your PO by transferring $570 from IP-Contractual Services to IP-Operating Costs. Then, post your SES.

40. I created a non-USD IP PO, will the system automatically clear the advance?
**Answer:** The system will NOT clear the advance automatically. The user has to do a manual clearing of the advance using t-code F-54. Enter the vendor and on the next screen, find the corresponding advance and enter the amount to be cleared.

41. **Is it possible to delete a line item with an advance already posted?**

**Answer:** No. The system will generate an error message as shown below.
42. I deleted a line item in the PO but there is an existing DPR. Can I delete or reverse the DPR?
Answer: Note that the system will NOT allow you to reverse the DPR. Likewise, system will not also allow you to undelete the SRM line item. The button Undelete is greyed out. See screenshots below.
43. I got an error in trying to amend a PO for a FM closed Period. How to proceed?

Answer: change the posting date of the PO
44. **We have the Passthrough Grants, which does not have parent grant but have budget and expenditures. How it is possible?**

**Answer:** In order for Passthrough Grant to have budget and expenditure against it, it should be linked to parent grant (Simple or Main Implementation) via Object Mapper functionality. The correct procedure is to establish grant relationship from a parent grant to a child grant. The reason that you do not see the parent grant for this Passthrough Grant is that the Relationship is not established from the Parent Grant to this particular Passthrough Grant. The relationships between the grants are used for reporting purposes and are basis for reports on correct cash balance for the “family” of the grants. If the Relationship is not maintained, the reports are not accurate. Go to the Object Matter on the Passthrough Grant and identify the Incoming Grant, i.e. Parent Grant. Build the relationship from this Parent Grant with the Passthrough Grant in question.

**GM REPORTS QUESTIONS**

45. **I got an error message that the grant has insufficient cash. Where do I check cash balances for a grant.**

**Answer:** Generate the report ZGMBUDGET_REL. This report will provide the cash balance available for the grant in relation to its parent grant.
46. **There is a discrepancy in the ZGMRBUDACT report and FMAVCR02 report for released budget. Could you please explain?**

**Answer:** There are several reasons why the ZGMRBUDACT and FMAVCR02 reports do not show the same data. In this particular case the discrepancies in the released budget are caused by the misalignment of posting date in GM and Grantee FY in FM when creating the released budget document. Posting date in the GM line derives the Fiscal Year in which the budget document is posted in GM. The Grantee FY in the FM line derives the Fiscal Year in which the budget document is posted in FM. If those two dates are not aligned, the same amount will be posted in two different fiscal years in FM and GM:

In addition, the month of the GM posting date should be aligned with the Distribution Key on the FM lines. Distribution Keys from Z001 to Z012 represent the calendar month. The Distribution Key on the FM line should show the same month as in the posting date of the corresponding GM line. For example, 01.01.2016 in GM posting Date should correspond to Z001 in Distribution Key.

47. **Why do we have negative budget? We released enough funds for the budget.**

**Answer:** If the Grant has a splitting rule “life of the grant” you should run the report from inception of the grant in order to get accurate budget balance. If you run the report for particular year only you will not see the overall balance. For instance, the unreleased budget can be done in 2015 and release budget can be done in 2016 so unreleased budget reduction will be posted in 2016. To see unreleased budget balance, the users should include both 2015 and 2016 unreleased budget.
48. **I am running the report (e.g. FMAVCR02) for a grant. The system brings the message “report contains no data” although I do know that there should be some data against this grant.**

**Answer:** This message can appear in two cases: (1) – there are no indeed data for the parameters (selection criteria) that the report is run, (2) – the user did not put valid selection criteria.

In option (2) the possible errors are as follows:

1. Misspelled values, e.g. typo in the Grant ID
2. Using wrong object ID in the selection criteria filed, e.g. in the selection criteria of the WBSE the user inputs the ID of the Funded Program
3. Invalid combinations, based on the specific report, e.g. in FMAVCR02 the Budget Period M99 can’t be used with the Grants. This combination will produce “no data available for your entries” message.
GM INTEGRATION QUESTIONS

49. What are the most frequent user’s mistakes when they process grant related transactions in other modules.

Answer: While processing transactions from other modules, common mistakes are as follows:

- It is a common mistake that while processing Travel Request for CIC, instead of using WBSE ID the user inputs the Funded Program ID as an account assignment, as a result there is an error in derivation.
- The project has to be in the Released Status and Ready for Budgeting (RFR) or (RAB) so that costs can be charged. If a WBSE which is used in transaction is not in above status, it will result in error.
- Budget for consumption is done on a wrong combination of the Coding Block
- Grant valid period ended but the users still try to process transactions against this grant.
- Grant is operational or financial closing in which only certain transactions are allowed. For instance, no new commitments or pre-commitments are allowed when a grant is in operational closing. However, the users are trying to process the transactions that have been “blocked” on the grant with the system status of “Closing”.
- There is no cash available at Grant level – cash ledger, but the user still try to process payments.
- There is no released budget available on the combination of the Coding Block which is used in the transactions. This is a common budget exceeding error.

50. We cannot post any charges against the WBSE. What is the problem?

Answer: To avoid postings on top level nodes (WBSE) of the project, it is a good practice to untick the Account assignment checkbox to prevent postings against those nodes. However, if the WBSE has to be used as a cost collector (cost object for expenditures) the “Account Assignment” checkbox has to be checked. In the example below the “Account Assignment” box is unchecked that causes the error.
51. **Can we use GMNR when posting transactions to a Trust Fund (32XXX or 33XXX) or to an unearmarked Grant using GMNR?**

**Answer:** The user should not create the document where 32XXX/33XXX Funds are used with “GMNR”. GMNR is not an unearmarked Grant but a Grant Master Data Object that is created in the system via configuration when the Grant Management is activated. As the system is integration GMNR grant is used by the system for all non-grant related transactions and should not be used for any grant related transactions or transaction related to Trust Funds.
52. **Can I move e.g. the Level 4 WBSE (child of Level 3) to another "parent" after the project is released and in RAB?**

**Answer:** No, you can't move a WBS element around because the parent WBSE is part of the WBS element ID. You can only close, cancel or delete the WBS element and create a new one under a different parent node.

53. **My upload file has generated errors for a specific grant.**

**Answer:** The WBSE’s UN assignment tab doesn’t maintain grant and sponsored program thus the system could not derive the coding block (see screenshot below.)
In the UN Assignment tab of this WBSE, enter the grant, press Enter to derive sponsored program, then click the drop-down to select the (system derived) sponsored program field. Enter the Beneficiary and SAVE. Run the upload file again.

54. Treasury is having issues paying a down-payment request. Our S grant has a cash balance.

Answer: For the specific case, though the grant has cash balance, the P grant linked to the down-payment request has a different fund from that of the S grant. Please review the relationship of your grants and make the necessary reversals/ corrections. Link the correct grant to the S grant and process the down-payment request.
55. **Error message is “Overall available cash exceeded by $89,933.49 for document line item 2.” Can you help resolve this issue?**

**Answer:** When you encounter cash deficit error, you could use the report FMCCAVCOVERVIEW to verify the cash balance. Balance for this grant is indeed negative $88,845.49 as shown below. If you add to this the amount being processed ($1088), you will get a total of -$89933.49, the same amount shown in the error message. Please check if you have unapplied cash deposits applicable to this grant. Find out why cash has not been transferred to this grant. The report FMCCAVCOVERVIEW should show the same cash balance in ZGMBUDGET_REL.
56. **We are having an issue when processing SES approval when the PO contains multiply plants. How shall we proceed?**

**Answer:** Enterprise Roles for processing of Service Entry Sheets and Goods Receipts have a plant/location restriction which requires the users to have access to the plant on the PO they are processing the GR for. The plant on the PO should be the location taking receipt of the goods/services. There have been areas in which multiple plants have been assigned to the users/units who execute SES and GR as part of a centralized requisitioning/service center. This access is requested via user provisioning to the Security Team.

57. **An analysis of travelers’ cost is required for reporting to the donor(s) and other management purposes. The analysis consists of the (1) cost of ticket and (2) the cost of DSA, terminals and miscellaneous for each traveler. How can I see the ticket and DSA cost?**

**Answer:** Run the line item report on the Grant and filter for GM value type 52 and or the travel number (reference document). The “drilling” function allows to drill on the Business Document from which you can see amounts for cost of ticket, the cost of DSA, terminal and miscellaneous for each traveler.
**FAQs on Grants and Related Transactions**

### Grants Management: Line Item Display

<table>
<thead>
<tr>
<th>Grant</th>
<th>VT</th>
<th>Ref/Document</th>
<th>Local Ccy</th>
<th>DT</th>
<th>BTax</th>
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</thead>
<tbody>
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<td>523472</td>
<td>4,714.00</td>
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<td>TRVL</td>
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</tr>
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</table>

**Matti Aleksi LEHTONEN, PersNo. 741152, Trip No. 53472**

**Matti Aleksi LEHTONEN, PersNo. 741152, Trip No. 53472**

**General Trip Data**

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<thead>
<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>25.01.2016</td>
<td>PORT A U PRINCE H.</td>
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**Alternative Cost Assignment for Entire Trip, If Different to Master CA**

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<thead>
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<th>Name</th>
<th>Amount</th>
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48/56
58. I am processing Travel Request funded by Grant and getting derivation error. Could you explain what is wrong?

Answer: After investigation, it appears that the user is inputting Funded Program in the filed for WBSE and getting the error. It is a common mistake that while processing Travel Request for PO for CIC instead of WBSE ID the user inputs the Funded Progra ID (e.g. SB-000946) as an assignment instead of WBSE (e.g. SB-000946.01.01 to which the travel should be charged). The system reads the Funded Program entered and try to find the Grant and Sponsored Program. As there are no Grant or Sponsored Program on this particular Funded Program (SB-0000946) the system brings an error.
59. *I am processing Travel Request and getting budget exceeding error. Could you explain why?*

**Answer:** For this particular case, the budget exceeding error was due to the fact that the Funded Program (Budget Controlled WBSE) has been changed on the WBSE and the budget for the new Budget Controlled WBSE was not released.

60. *I am creating Service Entry Sheet and getting errors “Account Assignment Data incomplete” and “Goods Receipt for Purchase Order is not allowed”. What is the problem?*

**Answer:** The project must be in the Released Status or Released and Budgeted (RAB) user status in order to be charged against. In this particular case the project WBSE is in Initial status.
PROGRAMME SUPPORT COSTS QUESTIONS

61. What are the Common Errors Impacting on Indirect Support Costs Posting?
Answer:
FAQs on Grants and Related Transactions

- No Internal Fund 62XXX maintained in the Grant Master – Ensure that this internal fund is appropriately entered in the Dimensions tab of the grant master data.

- Grant’s “Valid to Date” is expired.
A customized enhancement has been put in place to allow IDC batch programs processed with a warning message when grants’ “Valid to Date” are expired.

However, online IDC posting will be stopped for the grants with expired “Valid to Date”. Thus, the Date in the Overhead Costs tab should be extended by changing the “Valid to Date” in the General Data tab to allow the PSC postings. The entities (mission) should be informed accordingly.
• No PSC rate maintained in the Pass through Grant

Inform the entity to verify the funding agreement if PSC is applicable for the UN for the costs incurred by the Implementing Partner. If so, the P grant should be modified by entering correct PSC rate for incoming grant.

• Not Enough Cash and Released Budget
It is highly recommended to check budget and cash status before IDC posting. Currently, Budget Override and Cash Control Override are set up for the batch processes and may be given to the designated users.

However, budget and cash AVC control will kick in when the users try to perform any manual entries and adjustments through JVs. Caution needs to be exercised when provided with this access since user may override the appropriate controls for other transactions unintentionally.

- Value is entered in IDC cap which should not be used

IDC cap is the maximum amount of indirect costs allowed for the grant. Once the CAP is meet, IDC is not calculated for the Grant. In Umoja, it is important to note the IDC cap is NOT used; therefore, if you see a value in the CAP, the Grant Master Data needs to be corrected.

62. **How to set up PSC rate to ensure the system calculate and post correct PSC for UN portion if the Implementing Partner implements the project?**

**Answer:** It is a common mistake that the rates on the S1 or M1 and P1 grants are not correctly established for UN PSC (IDC) calculation and posting by the system. Users are often confused on what rate goes on the Overhead Cost Tab of the Incoming Grants (S1 or M1), Overhead Cost Records of outgoing grants (P1) and Recipient: Overhead Cost Records of outgoing grant (P1). IDC rate in S1 or M1 grant against Sponsored Class AS1-IP-Direct or AM1-IP-Direct is necessary for budgeting on the PSC of the UN.
IDC rate in P1 grant at Overhead Cost Records tab against the AP1-IP-Direct or BP1-IP-XXXX Sponsored Classes) is required for calculating and posting the UN PSC based on on commitments and actuals incurred by the Implementing Partner:

IDC rate in P1 grant at Recipient: Overhead Cost Records tab represents the information on Implementing Partner Program Support Cost. It is not used by the system for posting of the PSC as this is not a UN program support cost but rather the IP PSC. In the screen shot below the user did not establish the IP PSC on the Grant:
63. **We noticed that the PSC for UN portion of the IP implementation is not calculated by the system. What is the problem?**

**Answer:** For this particular case, the Program support on Passthrough grant is not calculated because the Passthrough grant was not updated to include IDC rate after Object Mapper was established. If there is no percentage established on the Overhead Cost Records tab of the Passthrough grant, there is no basis for calculation of the PSC of the UN on the commitment and actuals incurred by the Implementing Partner.

64. **We would like to transfer funds to another UN entity but not sure how to go about it.**

**Answer:** There is a Job-aid in I-Seek “Grants Transfers of Funds between Internal Business Partners” for this process. This will guide you to select the appropriate process to follow. Note that for entities within the same volume, the Funds Commitment is used as the obligation while entities in another volume have to follow the current Implementing Partner process where PO is used as the obligation.

65. **We need to issue a purchase order for an End Beneficiary. Is there a guide we can follow for this process?**

**Answer:** The Job-aid “Grants Execution through End-Beneficiaries” is posted under [Job Aids](#) in the Umoja website.