Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
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Introduction

The purpose of the SAAS Federal Aid Module is to provide agencies with a mechanism to manage federal funds and to address the additional requirements that are placed upon them with the receipt of federal funds:

1. Provides a budgetary control structure specifically for grants.
2. Allows recording of direct and indirect costs and grant-associated revenues.
3. Meets reporting needs of grant-related personnel.

The methods of identifying grants and grant activity for planning and accounting purposes are via the federal aid number (or grant number) and reporting categories. Each grant is required to have at least one reporting category.

The major functions of this module are as follows:

- Identifying and collecting all federal aid related information for reporting purposes; a variety of reporting options exist within the module.
- Recording all federal aid related information by grant federal fiscal year (regardless of the recipient State's fiscal year).
- Allowing grant budget controls to be established to prevent expenditures from exceeding grant budgeted amounts.

Terminology

Federal Aid: This term is used interchangeably with the term "**Grant**". Both terms are used when referring to federal funds received by government agencies.

Federal Aid Number: This code is the same as the 12 character federal ID number assigned by the federal grantor agency. It is used to identify grants in reports and on-line screens.

Reporting Category: Codes used to group expenditures and revenues of a grant. Each code is assigned a federal, state, and/or other funding source. Expenditures and revenues are posted to reporting categories, from which both the grant and funding split are inferred. Numerous reporting categories may be established for a grant - at least one is required. The reporting category is four characters long and is agency defined.

CFDA Number: This is the federal catalogue number assigned to each grant by the federal grantor. It is a five-character field (2 digits, a period, and then 3 digits) where the first 2 characters are the federal department number. This number is stored on the tables, but is not posted to reports.

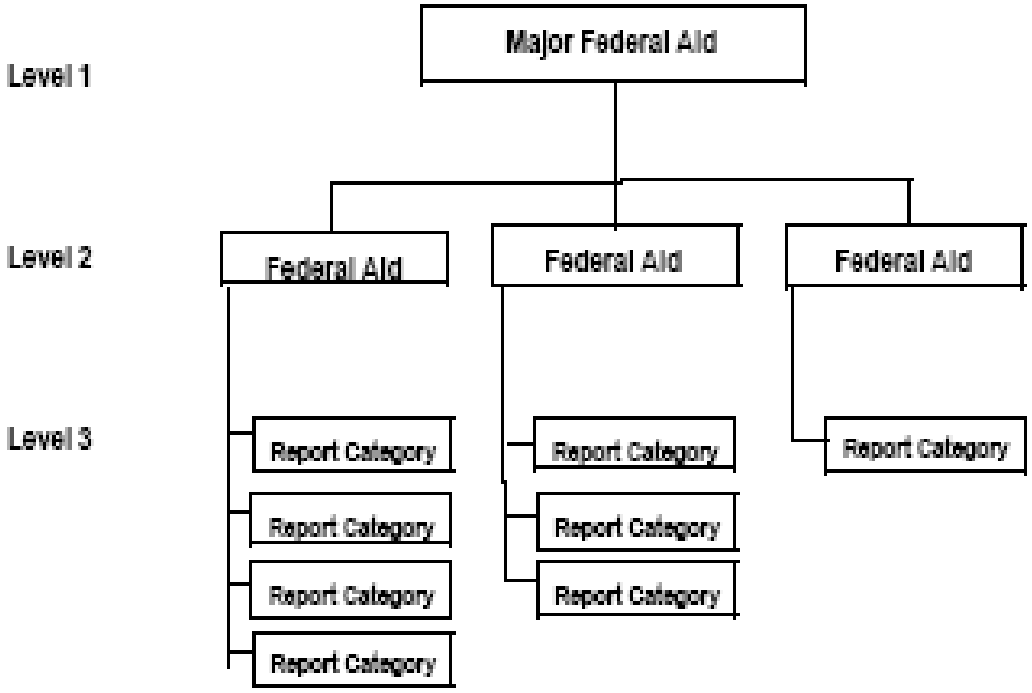
Major Federal Aid Number: Number assigned to a collection of grants to group them for reporting purposes. This field may contain a 12-character alpha/numeric code.

Letter of Credit: Number assigned to a pool of award money that is drawn by multiple federal grants. There can be many grants under one letter of credit, but there is only one letter of credit per grant. This field may contain a 10-character alpha/numeric code.

CMIA: The Cash Management Improvement Act. CMIA was passed by congress in 1990 and amended in 1992 to ensure efficiency, effectiveness and equity in the transfer of funds between state and federal governments. All programs listed in CFDA are subject to CMIA regulations.

Average Clearance: A statistical model depicting the proportion of a total amount disbursed that is debited against the state treasury each day. The clearance pattern should show the percentage of funds clearing each day, starting the day of the check/warrant issuance, until less than one percent of the total amount issued remains outstanding. Any grant that is under CMIA must have a clearance pattern established. This is done through the RPTG and the Julian date.

Federal Aid Hierarchy



Federal Aid
Reference Tables

RPTG
FAIT
CHRG
FEAG
FAST

Reporting Category Table (RPTG)

```
ACTION:      SCREEN: RPTG  USERID: AGCYUSER              09/21/05   02:33:
REPORTING CATEGORY TABLE
KEY IS FISC YEAR, AGENCY, REPORTING CATEGORY
01-
   FISCAL YEAR:        AGENCY:        REPT CATEGORY:
   REPT CATG NAME:                                          GRANT-IND:
   SOURCE OF FUNDING:                  CFDA NUM:                FED FLAG (Y/N):
   FED PCT:                STATE PCT:                OTHER PCT:
   AVG CLEARANCE:       MOR:        MOR GRANT:
02-
   FISCAL YEAR:        AGENCY:        REPT CATEGORY:
   REPT CATG NAME:                                          GRANT-IND:
   SOURCE OF FUNDING:                  CFDA NUM:                FED FLAG (Y/N):
   FED PCT:                STATE PCT:                OTHER PCT:
   AVG CLEARANCE:  MOR:   MOR GRANT:
03-
   FISCAL YEAR:        AGENCY:        REPT CATEGORY:
   REPT CATG NAME:                                          GRANT-IND:
   SOURCE OF FUNDING:                  CFDA NUM:                FED FLAG (Y/N):
   FED PCT:                STATE PCT:                OTHER PCT:
   AVG CLEARANCE:  MOR:   MOR GRANT:
```

The purpose of this table is to define general purpose reporting categories for individual agencies. Each agency decides whether to use the codes and, if so, how to use the codes, what type of data to have summarized by reporting category reports, and assigns the codes. The reporting category code (RPTG) is required for the tracking of information related to the Cash Management Improvement Act (CMIA).

The table key is Fiscal Year, Agency, and Reporting Category.

VALID ACTIONS	DEFINED
A	ADD. To add a new key record to the table
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.
NOTE: To change or delete an entry, contact DFA, Bond Advisory Division.	

Coding Instructions:

FIELD NAME	DESCRIPTION
FISCAL YEAR:	Required. Enter the last two digits of the applicable state fiscal year.
AGENCY:	Required. Enter the three-character SAAS agency code.
REPT CATEGORY:	Required. Enter a four-character code that is unique within the agency.
REPT CATG NAME:	Optional. However, there will be no descriptions on reports for this code if this field is left blank.
GRANT-IND:	Optional. Enter Y (Yes) or N (No) to indicate whether this reporting category is defined for a federal grant. If left blank, the system will infer N.
SOURCE OF FUNDING:	Optional. Enter the source from which the funds were received.
CFDA NUM:	Optional, unless FEDERAL FLAG is set to Y (Yes), then Required. Enter the Catalog of Federal Domestic Assistance number that is assigned to the agency programs by the federal government, if applicable. Example: 99.999
FEDERAL FLAG:	Required. Enter a Y (Yes) or N (No) to indicate if the reporting category is to be tracked for use in the end of month and annual reporting required to ensure the State's compliance with the Federal Cash Management Improvement Act (CMIA).
FED PCT:	Optional, unless FEDERAL FLAG **and** GRANT-IND are set to Y (Yes), then Required. Enter the percentage in which expenditures are segregated for grant purposes; i.e., 80.0000 (80%) federally funded.
STATE PCT:	Optional, unless FEDERAL FLAG **and** GRANT-IND are set to Y (Yes), then Required. Enter the percentage in which expenditures are segregated for grant purposes; i.e., 20.0000 (20%) state funded.
OTHER PCT:	Optional, unless FEDERAL FLAG **and** GRANT-IND are set to Y (Yes), then Required. Enter the percentage in which expenditures are segregated for grant purposes; i.e., 0.0000 (00%) other funded.
	NOTE: The sum of Fed Pct plus State Pct plus Other Pct must equal 100.0000 if a value greater than zero (0) is input in any of the percentage fields. **NOTE: Should the federal percent for a RPTG change, the preferred treatment would be to establish a new RPTG. If the federal percent is changed during the month or during a specified period covered by reports and a new RPTG is not**

FIELD NAME	DESCRIPTION
	established, the resulting information will not be consistent with prior activity of that RPTG. Careful consideration should be given if an agency decides to allow changes to federal percent, if JV, PV or CR document entries have already been used with that existing RPTG.
AVG CLEARANCE:	Optional, unless FEDERAL FLAG is set to Y (Yes), then Required. Enter the number of days it takes the warrant to clear; determine when the drawdown can occur. If the number of days is two, enter 002.
MOR:	Optional. Enter the Matching Other Reporting category (MOR) to which this reporting category is to be linked. One MOR may be shared by many federal reporting categories, but each federal reporting category has only one MOR. An MOR is established in a special Matching Other Reporting Category grant (MOR Grant).
MOR GRANT:	Optional. Required if Matching Other Reporting Category (MOR) entered. Enter the Grant number related to the MOR. These special grants are established with a FM document and are for use only for the MOR reporting category.

Federal Aid Inference Table (FAIT)

```
ACTION:    SCREEN: FAIT    USERID: AGCYUSER              09/21/05   02:48:12 PM
      FEDERAL AID INFERENCE TABLE
      KEY IS FY, EXP/REV IND, FUND, AGCY, ORGN, ACTV, APPR, OBJ/REV CLS, RPTG CAT

            EXP/                                          OBJ/REV   RPTG
       FY   REV   FUND   AGCY   ORGN   ACTV   APPR    CLASS   CAT    FED AID NUMBER
       ---  -----  ------  ------  -------  -------  --------  ---------  ----  --------------------------

 01-

 02-

 03-

 04-

 05-

 06-

 07-
 03-*L008 END OF FILE
```

This table is used to establish the different accounting distributions that will be used to access the Federal Aid module. Also, each document that has a corresponding FAIT Table entry will be assigned a federal aid number. Only accounting documents coded with a reporting category will be referenced against the FAIT Table.

The key for this table is the full accounting distribution along with the Expense/Revenue Indicator

VALID ACTIONS	DEFINED
A	ADD. To add a new key record to the table.
C	CHANGE: To modify key record data.
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.

Coding Instructions:

FIELD NAME	Description
FY	Required. The last two digits of the State fiscal year.
EXP/REV	Required. Enter either an "E" for expense documents or an "R" for revenue documents. Identifies whether the FAIT Table entry is to be used by expense or revenue documents.
FUND	Required. The appropriate fund code from the FUND Table.
AGCY	Required for scan action. Enter a valid agency from the AGCY Table. If left blank in add mode, will be inferred from the Fund/Agency Table (FAGY).
ORGN	Optional. Must be valid on the Organization Table (ORGN). The federal aid organization option on the FAGY table will determine which organization level to enter: A - appropriation organization B - agency expense budget organization N - either of the above levels. Although not system required, if the Budget Control Option Table (BDOP) requires organization level budgeting, entry of documents referencing this organization number will not process if this field is not coded on this table.
ACTV	Optional. Required if the federal aid activity option is not set to "N". Must be valid in the Activity Table (ACTV).
APPR	Optional. Enter a valid appropriation unit code. If left blank, will be inferred from fund linked to this appropriation on the FUND Table.
OBJ/REV CLASS	Optional. Enter either an object class or revenue class depending on the expense revenue indicator. An object class is only required if the federal aid object class option is set to "Y" on the FAGY table. A revenue class is only required if the federal aid revenue class option is set to "Y". Valid object class options can be found in the Object Table (OBJT). Valid revenue class codes can be found in the Revenue Source Table (RSRC).
RPTG CAT	Required. Enter a reporting category code. Must be valid on the Reporting Category Table (RPTG).
FED AID NUMBER	Required. Enter the federal aid number to be inferred from the entered account distribution.

Federal Aid Status Table (FAST)

```
ACTION: S    SCREEN: FAST USERID: AGCYUSER                    09/22/05   12:57:23 PM
     FAID STATUS TABLE
     KEY IS FAID STATUS CODE

     STATUS CODE    STATUS DESCRIPTION                    SHORT NAME
     ---------------------  ------------------------------------------------  ---------------------
01-        AC             ACTIVE FEDERAL AID                    ACTIVE
02-        CL             CLOSED FEDERAL AID                    CLOSED
03-
04-
05-
06-
```

This table lists valid federal aid status codes, along with the status description and status short name. When establishing a new grant, a valid status code must be coded on the first screen of the Federal Aid Master (FM) transaction. This status code is used in determining whether revenues and expenditures charged to a grant will be accepted by MMRS/SAAS.

This table key is Federal Aid Status Code.

VALID ACTIONS	DEFINED
S	SCAN. To view data based on a key record.

Field Description:

FIELD NAME	DESCRIPTION
STATUS CODE:	Optional. Enter the two-character status indicator code. Valid codes are: AC Active CL Closed
STATUS DESCRIPTION:	Inferred. Identifies the name associated with the assigned Federal Aid Status Code. This name appears on reports when enough space is allowed.
SHORT NAME:	Inferred. Identifies the abbreviated name that will appear on reports when space is minimal.

Federal Agency Table (FEAG)

```
ACTION: S  SCREEN: FEAG USERID: AGCYUSER                    09/21/05   03:21:51 PM
        FEDERAL AGENCY TABLE
        KEY IS FEDERAL AGENCY CODE

          FEDERAL
     AGENCY CODE  FEDERAL AGENCY NAME                 SHORT NAME
    ----------------------  ---------------------------------------------  --------------------
 01-        01            STATE HEALTH                          HEALTH
 02-        10            U S DEPARTMENT OF AGRICULTURE         USDA
 03-        11            U S DEPARTMENT OF COMMERCE            USDOC
 04-        14            HOUSING & URBAN DEVELOPMENT           HUD
 05-        16            DEPARTMENT OF JUSTICE                 DEPT OF JUST
 06-        17            U S DEPARTMENT OF LABOR               USDL
 07-        20            U S DEPT OF TRANSPORTATION            USDT
 08-        23            APPALACHIAN REGIONAL COMMIISS         ARC
 09-        45            NAT'L ENDOW-ARTS/HUMANITIES           NEAH
 10-        62            TENNESSEE VALLEY AUTHORITY            TVA
 11-        64            VETERAN'S ADMINISTRATION              VA
 12-        66            ENVIRONMENTAL PROTECTION AGC          EPA
 13-        72            ACTION                                ACTION
 14-        81            DEPARTMENT OF ENERGY                  DEPT OF ENGY
```

This DFA-maintained table lists each grantor from whom the agency receives grant funds, along with its two-digit federal agency code. The key is Federal Agency Code, for convenience in referencing the grantor.

VALID ACTIONS:	DEFINED:
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.

Field Description:

FIELD NAME	DESCRIPTION
FEDERAL AGENCY CODE	Optional. Enter the federally assigned code for this agency. If left blank, the system default is in numerical order.
FEDERAL AGENCY NAME	Inferred. Identifies the name associated with the assigned Federal Agency Code. This name appears on reports when enough space is allowed.
SHORT NAME	Inferred. Identifies the abbreviated name that will appear on reports when space is minimal.

Charge Class Table (CHRG)

```
ACTION: R SCREEN: CHRG USERID: AGCYUSER          09/21/05   03:23:22 PM
   CHARGE CLASS TABLE
   KEY IS FISC YEAR, CHARGE CLASS

        CHARGE                                        STANDARD
   FY   CLASS   CHARGE CLASS NAME                       RATE        ACCOUNT
   ---  -----------  ----------------------------------------      ----------------   --------------
 01- 06   800    EQUIPMENT CHARGES                      1.0000      40010
 02- 06   801    C I C S   CONNECT CHARGE               1.0000      40010
 03- 06   802    T S O USAGE                            1.0000      40010
 04- 06   804    LASER PRINT                            1.0000      40010
 05- 06   805    TAPE STORAGE                           1.0000      40010
 06- 06   806    DISK STORAGE                           1.0000      40010
 07- 06   807    FORMS/SUPPLIES                         1.0000      40010
 08- 06   808   ADVERTISING                            1.0000      40010
 09- 06   809    EQUIP. DEBIT (HP)                      1.0000      40010
 10- 06   810    CONTRACT SERVICES                      1.0000      40010
```

This DFA-maintained table is used to view different classes of goods and services and assign each a standard cost or rate per unit. It is keyed by Fiscal Year and Charge Class code. The Federal Aid Charge program uses these codes to compute indirect charges by multiplying the units of goods or services by the standard rate defined on the Charge Class Master Table. The Extended Project Management module, the Revenue module, and the Advanced Receivables Subsystem utilize this table during transaction processing.

The key is Fiscal Year and Charge Class.

VALID ACTIONS	DEFINED
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.

Field Description:

FIELD NAME	DESCRIPTION
FY	Optional. Enter the last two digits of applicable state fiscal year. If left blank, the system default is in numerical order by fiscal year.
CHARGE CLASS	Optional. Enter a unique code identifying the class of good or service.
CHARGE CLASS NAME	Inferred. Identifies the name associated with the Charge Class Code.
STANDARD RATE	Inferred. The cost per unit (dollars and cents). The system calculates the cost of the charge to be applied to the grant by multiplying the number of units coded on the federal aid charge transaction (FX) by standard rate on this table.

FIELD NAME	DESCRIPTION
ACCOUNT	Inferred. Identifies the revenue source code linked to this Charge Class Code.

Federal Aid Documents

FM

FX

Federal Aid Master (FM) -	**Used to Establish Grants**
Federal Aid Charge (FX) -	**Used to Record Indirect (Non-Accounting) Charges Against a Grant**

Federal Aid Master Document (FM)

The Federal Aid Management (FM) transaction is used to establish a new grant in MMRS/SAAS, complete with budgetary and descriptive information, or to modify the basic information pertaining to an existing grant. A Federal Aid Management transaction must be accepted by MMRS/SAAS before any accounting transactions that reference that grant will be accepted.

Screen 1 of FM

```
FUNC:                          DOCID: FM   999  00000000002          09/15/05   11:03:14 AM
STATUS:                        BATID:                          ORG:
H-   **  FEDERAL AID MASTER  **

          [1] FM DATE:          [2] FFY:              [3] ACTION:
       [4]AGENCY:      [5]FED AID NO:            [6]RESP ORG:                    [7] STATUS:
    [8]START/END DATE:                  [9]FED FY START:         [10]CLOSE DATE:
        [11]TITLE:
      [12]DSCR 1:
      [12]DSCR 2:
    [13]CONTACT:                                                 [14]PHONE:
       [15]FED CAT NO:                  [16]FED AGCY NAME:
   [17]FED APPR NO:                       [18]CAN NO:
 [19]GOVT-WIDE NO:              [20]MAJ FA NO:                          [21]ID NO:
[22]LETTER OF CREDIT NO:                      [23]LETTER OF CREDIT AMT:

 [24] FEDERAL FUNDS:              [27]I/D:          [26]FEDERAL POSITIONS:                  [27]I/D:
      [24] GOV'T FUNDS:           [27]I/D:          [26]     GOV'T POSITIONS:               [27]I/D:
      [24] BOND FUNDS:            [27]I/D:          [26]      BOND POSITIONS:               [27]I/D:
     [24] LOCAL/OTHER:            [27]I/D:     [26]LOCAL/OTHER POSITIONS:                  [27]I/D:
    [25]TOTAL BUDGET:             [27]I/D:
```

Coding Instructions for screen 1 of FM document:

FIELD #	FIELD	DESCRIPTION
[1]	FM DATE:	Optional. Enter the date associated with this transaction in MMDDYY format (usually current date). The date must exist on the Calendar Date Table (CLDT) and the associated accounting period must be open on the Accounting Period Table (APRD). If left blank, the date of system acceptance will be inferred.
[2]	FFY:	Optional. (Federal Grant Fiscal Year): Enter the last two digits of the grant fiscal year in YY format. If left blank, the grant fiscal year will be inferred from the FM date.
[3]	ACTION:	Optional. Enter "**E**" for a new entry. Enter "**M**" if modifying an existing grant. If left blank, the system will infer E. When modifying an existing grant, any data can be modified except the agency and federal aid number.
[4]	AGENCY:	Required. Enter the three-digit agency code. This code must be a valid code on the Agency Table (AGCY).
[5]	FED AID NO:	Required. Enter the number assigned by the clearinghouse (single point of contact). The federal aid number must have previously been established in the Federal Aid Inference Table (FAIT). If a new grant, the federal aid number must not appear in the Agency Federal Aid Master Table (AGFA) for this agency. If modifying an existing grant, the federal aid number must match the original federal aid number.
[6]	RESP ORG:	Optional. If applicable, enter the organization responsible for administration of this grant. The code entered must be a valid code on the Organization Master Table (ORGN).
[7]	STATUS:	Optional. Must be valid in the Federal Aid Status Table (FAST).
[8]	START/END DATE:	Required for the initial entry of the grant. In the first date field, enter the starting date (MMDDYY format) for the grant. In the second field, enter the last day (MMDDYY format) of the grant. The end date must be after the start date.
[9]	FED FY START:	Required. Enter the calendar month in which the fiscal year relevant to this grant starts. For

FIELD #	FIELD	DESCRIPTION
		example, if the grant fiscal year starts in October, enter 10. The grant fiscal year will then be defined as calendar month 10 of the current year through calendar month 9 of the following year (October through September).
[10]	CLOSE DATE:	Required on initial entry. Enter the closing date of the grant. No transaction referencing this grant will be allowed after this date.
[11]	TITLE:	Optional. The name of the grant, which will print on the grant reports.
[12]	DSCR 1: and DSCR 2:	Optional. Descriptions of the grant.
[13]	CONTACT:	Optional. The name of the person to be contacted in reference to this grant.
[14]	PHONE:	Optional. The phone number of the person to be contacted in reference to this grant.
[15]	FED CAT NO:	Required. The first two characters identify the federal agency, and must be a valid code on the Federal Agency Table (FEAG). The last characters identify the number assigned for this grant to a program by the Federal Office of Management and Budget, as listed in the Catalog of Federal Domestic Assistance (CFDA).
[16]	FED AGCY NAME:	Inferred. Based on the first two characters entered in the FED CAT NO. field.
[17]	FED APPR NO:	Optional. The federal code that connects the grant to a federal appropriation.
[18]	CAN NO:	Optional. Enter a common accounting number (CAN) only when applicable.
[19]	GOVT-WIDE NO:	Optional. The connecting number which joins a group of subgrants together. Use only when applicable.
[20]	MAJ FA NO:	Optional. Major federal aid number. An identifying number which denotes a relationship between different grants. The connection provides a roll-up facility as does the Government-wide Fed Aid Number. Enter only if connecting this grant with other grants for reference purposes.
[21]	ID NO:	Optional. The federal number identifying the grant.
[22]	LETTER OF	Optional. Enter only if a letter of credit should be

FIELD #	FIELD	DESCRIPTION
	CREDIT NO:	identified.
[23]	LETTER OF CREDIT AMT:	Optional. Enter valid numeric in dollars and cents (no decimal or commas) only if there is a letter of credit amount associated with this grant.
[24]	FEDERAL FUNDS: GOV'T FUNDS: BOND FUNDS: LOCAL/OTHER:	Required. Source of funding. The expected revenue amount for one or more of the types of revenue must be coded. If left blank, 0.00 will be inferred.
[25]	TOTAL BUDGET:	Required if an amount is entered in the FEDERAL, GOV'T, BOND, and/or LOCAL/OTHER fields. The sum of all funding source budgeted amounts.
[26]	FEDERAL POSITIONS: GOV'T POSITIONS: BOND POSITIONS: LOCAL/OTHER POSITIONS:	Optional. Enter funded positions in the appropriate columns representing the revenue type to be funded.
[27]	I/D	Required only if a modification is made to the original or previously modified grant budget amount. Enter one of the following: "D" Decrease "I" Increase If left blank, an "I" is assumed by the system.
Press enter to input screen 2 of this document. **If modifying grant information, and there are no line item changes, input a "q" in the FUNC field to edit the document. Correct all errors and apply approvals.**		

Screen 2 of FM

```
FUNC:                          DOCID: FM   999  00000000002    09/21/05   01:40:40 PM
STATUS:                        BATID:                      ORG:         001-001 OF 001

 [1][REPT  [2]CONTRACT  [3]STA  [4]FUND  [5]OH REC
    CATG     NUMBER       TUS     EDIT      RATE    [6]DESCRIPTION
    --------  ----------------  -----  ------  -----------  ------------------------------------
                                                                  [7]AMOUNT            [8]I/D
                                                                  ----------------     ----
 01-

 02-

 03-
```

Coding Instructions for screen 2 of the FM document:

FIELD ITEM NUMBER	FIELD	DESCRIPTION
[1]	REPT CATG:	Required on initial entry of a new grant. The code identifying a certain portion or all of the grant. Must be valid in the Reporting Category Table (RPTG).
[2]	CONTRACT NUMBER:	Optional. Sub-grantee contract number.
[3]	STATUS:	Required. Must be "O" for Open or "C" for Closed.
[4]	FUND EDIT:	Required. Must be "Y" for Yes or "N" for No. These codes indicate whether or not a budget edit should be made when accounting transactions are entered against the grant.
[5]	OH REC RATE:	Optional. The overhead recovery rate is the percent at which indirect costs are recovered.
[6]	DESCRIPTION:	Optional. Enter a description for this grant budget line.
[7]	AMOUNT:	Required. The grant budget line amount for which the sum of all REPT CATG lines must equal the TOTAL BUDGET field amount on screen 1.
[8]	I/D	Required only if the amount represents a decrease to an existing grant budget amount. Enter one of the following: "D" Decrease "I" Increase If left blank, an "I" for Increase is assumed by the system.
Input a “q” in the FUNC field to edit the document. **Correct all errors and apply approvals.**		

Federal Aid Charge (FX)

The Federal Aid Charge (FX) transaction is used to record indirect (non-accounting) charges against a grant. Examples include an allocated charge for computer usage, grant monthly funds or a per hour charge for use of a vehicle. This information is posted to a memo ledger only and does not update the general accounting ledgers maintained in MMRS/SAAS.

```
FUNC:              DOCID: FX   999    00000000001                          09/22/05   12:38:27 PM
STATUS:            BATID:                          ORG:                                  001-001 OF 001
H-  ** FEDERAL AID CHARGE **

        [1]FX DATE:                        [2]ACCTG PRD:
   [3]UNITS TOTAL:                 [4]DOCUMENT TOTAL:
                    [7]          [9]
      [5]    [6]    AG     [8]   SUB    [10]
      FY   FUND    CY    ORG  ORG  APPR [11]ACTV [12]OBJ
        ---    --------    ----    ------    ------       --------      -------
                                                 [13] [14]     [15]  [16]   [17]
                                                 SUB  REPT    LOC CHG   CHG          [18]       [19]
                                                 OBJ  CAT     COD CLS   UNITS      AMOUNT     I/D
                                                 ------ -------    ------  -----   ----------   ----------------   -
01-

02-

03-

04-
```

Coding Instructions for the FX document:

FIELD #	FIELD	DESCRIPTION
[1]	FX DATE:	Optional. May not be earlier than the start date or later than the expiration date of the grant. Enter in MMDDYY format.
[2]	ACCTG PRD:	Optional. If not entered, it defaults to the current accounting period of the federal charge date. A future period cannot be entered.
[3]	UNITS TOTAL:	Required if any units are entered in the CHG UNITS field. If not, defaults to zero. Must be equal to the net sum of all units entered on the transaction lines (increases and decreases).
[4]	DOCUMENT TOTAL:	Required if any amounts are data-entered in the AMOUNT field. If not entered, defaults to zero. Must equal the net sum of all dollars entered on the transaction. This field is not affected by amounts computed from a charge class times units entry.
[5]	FY:	Optional. If not entered, the federal budget fiscal year is

FIELD #	FIELD	DESCRIPTION
		obtained from the federal charge date.
[6]	FUND:	Required. Enter the fund associated with this charge. Must be valid on the Fund Table (FUND).
[7]	AGCY:	Required. Must be a valid agency on the Agency Table (AGCY).
[8]	ORG:	Optional. If entered, must be valid on the Organization Table (ORGN).
[9]	SUB ORG:	Optional. If entered, must be valid on the Sub-Organization Table (SORG).
[10]	APPR:	Enter the appropriation code associated with this charge. If left blank, will be inferred from the fund linked to this appropriation on the FUND table.
[11]	ACTV:	Optional. If entered, must be valid on the Activity Table (ACTV).
[12]	OBJ:	Optional. If entered, must be valid on the Object Table (OBJT).
[13]	SUB OBJ:	Optional. If entered, must be valid on the Sub-Object Table (SOBJ).
[14]	REPT CAT:	Required. Must be a valid code previously defined for the grant, which was set up using the Federal Aid Master (FM) transaction.
[15]	LOC COD:	Optional. Enter the location code from the Location by Agency Table (ALOC).
[16]	CHG CLS:	Required if the amount is not entered. If entered, must be valid on the Charge Class Table (CHRG).
[17]	CHG UNITS	Required only if charge class is entered, otherwise must be blank when amount is entered. Must be numerically valid.
[18]	AMOUNT	Required if charge class and units are not entered; otherwise, must remain blank.
[19]	I/D	Optional. Enter one of the following: "I" Increase "D" Decrease. If not entered, the system will assume an "I" for Increase.

Input a “q” in the FUNC field to edit the document.

Correct all errors and apply approvals.

NOTE: An FX document cannot be modified. If a correction is needed to a previously processed FX, input another document increasing or decreasing the amount.

Federal Aid Tables Updated by Document Entry

AGFA
AGF2
FBLT
FFFY

Additional Table Entry

LOCT

Agency Federal Aid Inquiry Tables (AGFA, AGF2)

AGFA Table

```
ACTION: R  SCREEN: AGFA USERID: AGCYUSER                    09/22/05   11:19:36 AM
AGENCY FEDERAL AID INQUIRY TABLE
KEY IS AGENCY, FED AID NUMBER

            AGENCY:              FED AID NO:
             TITLE:                                          STATUS:

   REVENUE SOURCE          ESTIMATED        ACCRUED            COLLECTED
                         ---------------------  -------------------  --------- ---------------
       FEDERAL FUNDS:
GOVERNMENT FUNDS:
          BOND FUNDS:
LOCAL/OTHER FUNDS:
         TOTALS:
   ENCUMBERED AMT:                                        FED DISBURSEMENTS
      EXPENDED AMT:
      EXPENSED AMT:                                           AVAILABLE AMT
    FED AID CHARGES:
```

These tables record financial and descriptive information about grants, sub-grants, and government-wide grants. In a sub-grant type environment, sub-grant data will be maintained on these tables; otherwise, data will be maintained for the grants as a whole. For a government-wide grant, partial grant data will be included on these tables; otherwise, data will maintained for the grant as a whole. Because of the large amount of information recorded for each grant, two screens are available for viewing the data. The first screen contains revenue and spending data; the second screen details descriptive and positional data for the grant.

Lines are added to these tables when a new grant is accepted by MMRS/SAAS using the Federal Aid transaction (FM). Lines are modified by using the FM transaction, or are updated by using the Federal Aid Charge transaction (FX), and also by expenditure and revenue accounting transactions.

The key for this table is Agency and Federal Aid Number.

VALID ACTIONS	DEFINED
S	SCAN. To view data based on a key record
R	REFILL. To replenish screen with additional key record data.

Field Description:

FIELD NAME:	DESCRIPTION
AGENCY	Required. The SAAS agency number associated with this grant.
FED AID NO:	Optional. The Federal Aid Identifier assigned by the clearinghouse which uniquely identifies the grant. If no data is entered, the system will initiate view in alpha/numeric order.
TITLE:	System inferred. The two-letter code from the Federal Aid Status Table (FAST) that was input on the FM document establishing or modifying this grant.
REVENUE SOURCE	System inferred/calculated. Data associated with the various funding sources.
ESTIMATED:	The expected revenue amount by funding source input on the FM document establishing or modifying this grant.
ACCRUED:	The accrued revenue by revenue source. Accrued revenue is recorded to the grant when a receivable entry is input via a Cash Receipt (CR) transaction, Journal Voucher (JV) transaction or an Invoice (IN) transaction.
COLLECTED:	The cash received for the grant. The cash received is recorded to the grant when a Cash Receipt (CR) transaction is entered.
TOTALS:	The total estimated, accrued, and collected revenue amounts.
ENCUMBERED AMT:	System calculated. The amount of money encumbered against the grant, (i.e., all outstanding purchase orders).
FED DISBURSEMENTS:	System calculated. Total amount of payment vouchers which have been written against this grant.
EXPENDED AMT:	System calculated. The amount of money spent against the grant, (i.e., all payment vouchers or expenditure journal vouchers recorded referencing this grant in the account code field).
EXPENSED AMT:	System calculated. The total amount of all expenses charged to the grant (i.e., issued from inventory).
AVAILABLE AMT:	System calculated. The remaining balance of the grant. [Fund Source Totals] minus [Encumbered Amt plus Expended Amt]
FED AID CHARGES:	System calculated. Indirect charges (recorded on an FX document) against the grant.

AGF2 Table

```
ACTION: R    SCREEN: AGF2 USERID: AGCYUSER                    09/22/05   11:22:49 AM
AGENCY FEDERAL AID INQUIRY TABLE
KEY IS AGENCY, FED AID NUMBER

      AGENCY:          FED AID NO:                    ORGANIZATION:
FED AGENCY:                                     FED AID START DATE:
 FED CAT NO:                                      FED AID AND DATE:
FED APPR NO:                                     LAST ACTION DATE:
    FED ID NO:                                          CLOSE DATE:
       CAN NO:                            FED FISC YR START PERIOD:
  LETTER OF CREDIT NO:                        GOVT-WIDE FED AID NO:
 LETTER OF CREDIT AMT:                       MAJOR FEDERAL AID NO:
DISALLOWANCE AMOUNT:

 FTE POSITIONS - FED:              GOVT:                BOND:                LOCAL:
 CONTACT PERSON:                                                  PHONE:

 DESCRIPTION 1:
 DESCRIPTION 2:
```

Field Description:

FIELD NAME	DESCRIPTION
AGENCY:	Required. The SAAS agency number associated with this grant.
FED AID NUMBER:	Optional. The Federal Aid Identifier assigned by the clearinghouse which uniquely identifies the grant. If no data is entered, the system will initiate view in alpha/numeric order.
ORGANIZATION:	Optional. The organization number assigned to this grant on the first screen of the FM document. If no data is entered, the system will initiate view in alpha/numeric order.
FED AGENCY:	System inferred. The name of the federal grantor.
FED AID START DATE:	System inferred. The beginning date of the grant.
FED CAT NO:	System inferred. The first two characters identify the federal agency. The last four characters identify the number assigned for this grant to a program by the Federal Office of Management and Budget, as listed in the Catalog of Federal Domestic Assistance (CFDA).
FED AID END DATE:	System inferred. The ending date of the grant.
FED APPR NO:	System inferred. The federal code connecting the grant to a federal appropriation.
LAST ACTION DATE:	System inferred. The last date that a transaction updated this table.

FIELD NAME	DESCRIPTION
FED ID NO:	System inferred. The federal identification number.
CLOSE DATE:	System inferred. The last date for which transaction can post to this grant. After the close date, only cash receipts may be entered to this grant.
CAN NO:	System inferred. The common accounting number identifying the grant.
FED FISC YR START PERIOD:	System inferred. The calendar month that represents the start of the federal fiscal year.
LETTER OF CREDIT NO:	System inferred. The identifying code of a letter of credit connected to the grant.
GOVT-WIDE FED AID NO:	System inferred. The identifying number that connects a group of agency grants to an umbrella grant (i.e., a block grant).
LETTER OF CREDIT AMT:	System inferred. The dollar amount of the letter of credit.
MAJOR FEDERAL AID NO:	System inferred. An identifying number which denotes a relationship between different grants.
DISALLOWANCE AMOUNT:	A currently inactive field.
FTE POSITIONS: FED: GOVT: BOND: LOCAL:	System inferred. The number of positions funded by the grant classified by one or more of four types of revenue funding the grant.
CONTACT PERSON:	System inferred. The name of the person to contact concerning this grant.
PHONE:	System inferred. The telephone number of the contact person.
DESCRIPTION 1 and 2:	System inferred. A description of the grant.

Federal Aid Budget Line Inquiry Table (FBLT)

```
ACTION: R      SCREEN: FBLT USERID:  AGCYUSER                    09/22/05   11:26:26 AM
FEDERAL AID BUDGET LINE INQUIRY TABLE
KEY IS AGENCY, FED AID NUMBER, REPORTING CATEGORY
 01-
                AGENCY:                                FED AID NUMBER:
             REPT CATG:              CONTRACT:                 STATUS:
           OH REC RATE:                             AVAIL FUNDS EDIT:
           DESCRIPTION:

                                 CURRENT AMOUNTS          BEGIN DAY AMOUNTS
                                 -------------------------- ---------------------------------
          ORIG BDGT AMT:
         CURR BDGT AMT:
      ENCUMBERED AMT:
           EXPENDED AMT:
           EXPENSED AMT:
  FED AID CHARGES AMT:
```

(FM) transaction is accepted. Lines are modified by the FM transaction or updated by using the Federal Aid Charge transaction (FX), and also by expenditure and revenue accounting transactions.

The table key is Agency, Federal Aid Number, and Reporting Category.

VALID ACTIONS	DEFINED
S	SCAN. To view data based on a key record
R	REFILL. To replenish screen with additional key record data.

Field Description:

FIELD NAME	DESCRIPTION
AGENCY:	Required. The SAAS agency number associated with this grant.
FED AID NUMBER:	Optional. The Federal Aid Identifier assigned by the clearinghouse that uniquely identifies the grant. If no data is entered, the system will initiate view in alpha/numeric order.
REPT CATG:	Optional. The Reporting Category line item assigned. If no data is entered, the system will initiate view in alpha/numeric order.
CONTRACT:	Optional. Sub-grantee contract number. If no data is entered, the system will initiate view in alpha/numeric order.
STATUS:	System inferred. "O" for Open or "C" for Closed.
OH REC RATE:	System inferred. The overhead recovery rate is the percent at which indirect costs are recovered.
AVAIL FUNDS	System inferred. "Y" for Yes or "N" for No. These codes

FIELD NAME	DESCRIPTION
EDIT:	indicate whether or not a budget edit should be made when accounting transactions are entered against the grant.
DESCRIPTION:	System inferred. A description of this grant budget line.
CURRENT/BEGIN DAY AMOUNTS:	System inferred. Current = updated system transactions posted to this line item. Begin Day = system transactions as of last system wide processing.
ORIG BDGT AMT:	The budget amount coded on the initially processed FM document for the grant by reporting category.
CURR BDGT AMT:	The current total grant amount by reporting category including modifications processed on the Federal Aid Master (FM) transaction.
ENCUMBERED AMT:	The total dollar amount of all outstanding purchase orders submitted against this grant by reporting category.
EXPENDED AMT:	The total amount spent against the grant by reporting category (i.e., all payment vouchers and expenditure journal vouchers).
EXPENSED AMT:	The total amount of all expenses charged to the grant by reporting category (i.e., issued from inventory).
FED AID CHARGES AMT:	The total of all indirect (non-accounting) charges (FX documents) recorded against a grant by reporting category.

Federal Aid Federal Fiscal Year Inquiry Table (FFFY)

```
ACTION: R      SCREEN: FFFY USERID:AGCYUSER                    09/22/05   11:45:59 AM
FEDERAL AID FEDERAL FISCAL YEAR INQUIRY TABLE
KEY IS FISC YEAR, AGENCY, FED-AID-NUMBER, REPT CATEGORY

   FED FY:          AGENCY:     FED AID NUMBER:                          REPT CAT:

              BUDGET AMT:                          FEDERAL FY START MONTH:

                  QTR 1            QRT2                 QRT3                  QRT4
                ---------------  -----------------  --------------------  -------------------
 ENCUMBERED:
     EXPENDED:
     EXPENSED:
    DISBURSED:
      CHARGES:

 TOTALS --            ENCUMBERED:
                          EXPENDED:                      EXPENSED:
                         DISBURSED:                       CHARGES:
```

This table provides summaries of grant data by quarter within the federal fiscal year. This table is created and updated by normal expense transaction processing and federal aid charges.

The table key is Federal Fiscal Year, Agency, Federal Aid Number and Reporting Category.

VALID ACTIONS	DEFINED
S	SCAN. To view data based on a key record
R	REFILL. To replenish screen with additional key record data.

Field Description:

FIELD NAME	DESCRIPTION
FED FY:	Required. The fiscal year when the accounting transaction was posted.
AGENCY:	Required. The agency responsible for the grant.
FED AID NUMBER:	Optional. The Federal Aid Identifier assigned by the clearinghouse which uniquely identifies the grant. If no data is entered, the system will initiate view in alpha/numeric order.
REPT CAT:	Optional. The Reporting Category line item assigned. If no data is entered, the system will initiate view in alpha/numeric order.
BUDGET AMT:	System inferred. The current total grant amount by reporting

FIELD NAME	DESCRIPTION
	category including modifications processed on the Federal Aid Master (FM) transaction.
FEDERAL FY START MONTH:	System inferred. The calendar month that represents the start of the federal fiscal year.
QTR 1 thru 4:	System inferred. The grant year quarterly total of outstanding purchase orders, processed payment vouchers, journal vouchers, and indirect charges posted to this grant.
ENCUMBERED:	Quarterly total of all outstanding purchase orders posted to the grant.
EXPENDED:	Quarterly total of all expenditure codes posted to the grant.
EXPENSED:	The total amounts of all expenditures and expenses (i.e., issued from inventory) charged against the grant for the year.
DISBURSED:	A currently inactive field.
TOTALS:	System inferred. The total of all the above quarterly amounts.

Letter of Credit Award Table (LOCT)

```
ACTION: S  SCREEN: LOCT USERID: AGCYUSER                    09/26/05   03:03:12 PM
H-    LETTER OF CREDIT AWARD TABLE
      KEY IS AGENCY, LETTER OF CREDIT, FEDERAL AID (GRANT) NUMBER, FISCAL YEAR,
      QUARTER, AND SUPPLEMENTAL FLAG

                                AGENCY:
                     LETTER OF CREDIT:
        FEDERAL AID (GRANT) NUMBER:

            FISCAL                          SUPPLEMENTAL        LETTER OF CREDIT
            YEAR          QUARTER           AWARD NUMBER        AMOUNT
            ======        =========         ==============      ---------------------------
 01-
 02-
 03-
 04-
 05-
 06-
```

This table is used to enter letter of credit amounts for the purpose of comparing the federal grant award with the amount of revenue drawn against the award.

The key is the entire field coding with the exception of the Letter of Credit Amount Field.

VALID ACTIONS	DEFINED
A	ADD. To add a new key record to the table.
C	CHANGE: To modify key record data.
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.

Coding Instructions:

FIELD NAME	DESCRIPTION
AGENCY	Required. Enter the 3-character SAAS agency code.
LETTER OF CREDIT	Required. Enter up to a 10-character alpha/numeric code to identify award money drawn on the grant. Must be valid in the AGFA table.
FEDERAL AID (GRANT) NUMBER	Required. Enter the code assigned by the grantor agency.
FISCAL YEAR	Required. Enter the fiscal year in YYYY format.
QUARTER	Required. Enter the Quarter for which a letter of credit amount is to be recorded. Must be the numbers 1 thru 4.
SUPPLEMENTAL AWARD NUMBER	Optional. Enter the number (1-9) of the supplemental award associated with this grant.

FIELD NAME	DESCRIPTION
	NOTE: a supplemental award cannot be input prior to the original line item for the initial grant award.
LETTER OF CREDIT AMOUNT	Optional. Enter the letter of credit amount for the quarter.

Summary

Steps to Federal Aid Module Processing

1. Verify that the Federal Aid Indicator is set to “Y” on the FAGY Table
2. Input RPTG Table entry
3. Input FAIT Table entry
4. Input/approve FM Document
5. Review AGFA, AGF2, FBLT, and FFFY tables for accuracy
6. Input LOCT table if applicable
7. Reference the reporting category code on accounting documents as applicable
8. Follow CMIA requirements as outlined in section 22.20.10 of the MAAPP Manual
9. Input/approve FX Document as needed

Federal Aid Reports

The following reports are available, upon request, as part of Federal Aid (Grant) Management:

1. G100 – Federal Aid Obligations Summary Report
2. G110 – Federal Aid Transaction Detail Report
3. GM02 – Collected Revenue Transactions by Grant
4. GM03 – Federal Letter of Credit Status Report
5. GM21 – Anticipated Disbursement Activity Report
6. GM22 – Fiscal Quarter Expenditure Transaction By Reporting Category
7. GM23- Grant Activity by Reporting Category
8. GM25- Expenditure/Collected Revenue Status by Grant
9. GM26-Grant Reporting Category By Activity
10. GM28- Grant Expenditure/Collect Revenue by Accounting Fiscal year
11. GM32 – Federal Letter of Credit Status By Quarter
12. GM34 – Expenditure/Collected Revenue Status of Other Grants