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# Mississippi Management and Reporting System

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Department of Finance and Administration

<b>MMRS MASH/Training Materials</b>		
5111	SAAS Sub-Grant Management	Revision Date: 11/10/2006
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## Introduction

The Sub-Grantee subsystem was developed to meet specific federal and state requirements for the tracking of contracts established within federal grants. These contracts exist between a third party and the state agency. In the Sub-Grantee system, contracts are budgeted, payments are made to Sub-Grantees, and costs are reported against contracts. Payments made in the Sub-Grantee system update the general ledger and applicable tables; the reporting of costs only updates tables in the Sub-Grantee system.

During the establishment of a sub-grantee contract (SG), one of three methods of payment may be selected:

**Current Needs/Advance** - involves payment of advances (SP) to the Sub-Grantee that are then liquidated (SL) as costs are reported.

**Cost Reimbursement** - a method of funding in which costs are reported and then a payment (SP) is made for the amount of reported costs.

**Combination** - this method is a combination of both the others: an advance is issued at the beginning of the contract and then payments are made during the contract with the Cost Reimbursement method. At the end of the contract, the original advance is liquidated.

Within a Sub-grantee contract, expenditures are grouped by activities that are further defined by a reporting category and sub-object. Sub-grantee processing uses this unique structure for the budgeting and recording of expenditures.

## Terminology

**Sub-Grant:** Refers to a contract awarded to a vendor (sub-grantee contractor) to spend against a budgeted amount from a federal grant.

**Advance Payment Method:** Method of payments to a sub-grantee where an advance payment is made and then reported costs liquidate the advanced amount.

**Cost Reimbursement Payment Method:** Method of payment to a sub-grantee where costs are reported for the contract and then payments are made for the federal and state shares.

**Cost Period:** The month for which a sub-grantee reports costs or payments are made. Costs are reported using the two-digit calendar month and year (ex. 07 06 for July 2006).

**Activity:** Services or functions provided by the sub-grantee into which a contract is divided. The total dollars budgeted and spent for each activity are described by reporting category and also by sub-object. At least one activity is needed for each contract.

**Reporting Category:** Identifies the grant providing funding for the sub-grant contract. At least one reporting category is needed for each sub-grant contract.

**Sub-Object:** Codes used to identify line item spending categories for sub-grant contracts. At least one sub-object is needed for each sub-grant contract.

**Sub-Grant Documents**

**SG**  
**SP**  
**SL**  
**RS**

<b>Sub-Grant Contract (SG) -</b>	<b>Used to Establish Contract</b>
<b>Sub-Grant Payment (SP) -</b>	<b>Used to make Contract Payments</b>
<b>Advance Liquidation (SL) -</b>	<b>Used to report costs and Liquidate advance payments</b>
<b>Cost Reduction (RS) -</b>	<b>Used to record contract refunds</b>

**Contact DFA/MMRS to set-up shell generation of the SP and SL documents.**

**Sub-Grant Contract Input (SG)**

The SG document begins the life cycle of a contract. Contract information, payment method and detailed budget information is recorded on the SG.

## Screen 1 of SG

FUNC:	DOCID: SG	999	00000000001	10/05/05	01:09:53 PM
STATUS:	BATID:		ORG:		
** SUB-GRANTEE CONTRACT INPUT FORM **			10/05/05	13:09:53	
[1] CONTRACT NUMBER:	[2] DEPARTMENT:	[3] ACTION:			
[4] TRANS DATE:	[5] CONTRACT AMT:	[6] INC/DEC:			
[7] SUB-OBJECT TOTAL:	[8] REPORTING CAT TOTAL:				
[9] VENDOR CODE:					
[10] TRUE MOD (Y):					
[11] ADVANCE ACTV:					
[12] ADVANCE RPTG CAT:		[13] OPEN/CLOSE IND:			
[14] FSP SUB-GRANTEE CODE:	[15] FEDERAL AID (GRANT) NUMBER:				
[16] CONTRACT START DATE:	[17] CONTRACT END DATE:				
[18] PAYMENT METHOD:	[19] CONTRACT TYPE:				
	[20] INACTIVE FLAG:				
*** ACCOUNT CODES ***					
[21] APPR UNIT:	[22] FUND:	[23] ORGANIZATION:	[24] OBJECT:		
[25] ADVANCE ACCOUNT:	[26] OVERAGE (DUE TO) ACCOUNT:	[27] LOCATION:			

Coding Instructions for screen 1 of SG document:

FIELD #	FIELD	DESCRIPTION
1	CONTRACT NUMBER:	Required. Enter the Sub-Grantee contract number. (Eight alpha-numeric characters.)
2	DEPARTMENT:	Inferred. The system will infer this field from the DOCID.
3	ACTION:	Optional. Defaults to "E" if blank. "E" (Original Entry) if this document is new. "M" (Modification) if this document is adjusting a previous document. Certain fields cannot be modified once a payment or cost has been posted to a contract.
4	TRANS DATE:	Inferred. The system will infer this field from the system date that the document is entered.
5	CONTRACT AMT:	Required. For action of "E" The total amount for which contract budgets are being established. For action of "M", the amount of contract change.
6	INC/DEC:	Required for modifications. Left blank for original entry. D = Decrease and I = Increase.
7	SUB-OBJECT TOTAL:	System calculated. The system computed total for the sub-object budgeted amount on screen 2.
8	REPORTING CAT TOTAL:	System calculated. The system computed the total of reporting category budgeted amounts.
9	VENDOR CODE:	Required. Code for the vendor (Sub-Grantee).
10	TRUE MOD (Y):	Optional. Enter "Y" if modification should update "mod counter" on SGHD. Examples: Changes to the contract terms = True Mod Data entry error correction = Not a True Mod
11	ADVANCE ACTV:	Required for advance payment contracts only. Enter the activity field to be used for advances. <b>Do not code field for cost reimbursement contracts (contract type "R").</b>
12	ADVANCE RPTG CAT:	Required for advance payment contracts only. Enter the reporting category to be used for advances. <b>Do not code field for cost reimbursement contracts (contract type "R").</b>
13	OPEN/CLOSE IND:	Optional. Indicates whether the contract is open or closed. Enter "O" for open and "C" for closed. The system will default to "O" when left blank.
14	FSP SUB-GRANTEE CODE:	Optional. This is a cross-reference field for use by the agency.
15	FEDERAL AID (GRANT) NUMBER:	Inferred. This is a system-inferred field from the grants module FBLT table established by the FM document.
16	CONTRACT START DATE:	Required. Enter the contract start date. Format is MM DD YYYY. Where MM is month, DD is day, and YYYY is the four character year.
17	CONTRACT END DATE:	Required. Enter the contract end date. Format is MM DD YYYY. Where MM is month, DD is day, and YYYY is the four character year.
18	PAYMENT METHOD:	Required. The method of payment used for the sub-grantee contract. "R" = cost reimbursement only "A" = for advances only

<b>FIELD #</b>	<b>FIELD</b>	<b>DESCRIPTION</b>
		"B" = both advances and cost reimbursement
19	CONTRACT TYPE:	Required. The type of sub-grantee contract. "S" = standard sub-grantee contract "B" = Board of Supervisors contract
20	INACTIVE FLAG:	Optional. The system defaults to "N". "Y" = yes (inactive) "N" = no (active) "W" = worksheet will not print, but the contract will still print on reports.
21	APPR UNIT:	Inferred. Appropriation unit inferred from fund code.
22	FUND:	Required. Enter the fund number to be charged for this contract. The number must be valid in the FUND Table (FUND).
23	ORGANIZATION:	Required. Enter the organization code that is to be charged for this contract. The code must be valid in the Organization Table (ORGN).
24	OBJECT:	Required. Enter the object code that describes the type of contract. The code must be valid in the Object Table (OBJT).
25	ADVANCE ACCOUNT:	Required for advance payments only. Enter the balance sheet account used by this contract to record advances. The code must be valid in the Balance Sheet Account Table (BACC) as Account Type 01.
26	OVERAGE (DUE TO) ACCOUNT:	Required for advance contracts. Enter the overage balance sheet account used by this contract to record overages. The code must be valid in the Balance Sheet Account Table (BACC) as Account Type 02.
27	LOCATION:	Optional. Enter the location code that describes the location of this contract. The code must be valid in the Agency Location Table (ALOC).
<b>Press enter to input screen 2 of this document.</b>		

**Screen 2 of SG**

FUNC:	DOCID: SG 999 0000000001	10/05/05	01:09:53 PM
STATUS:	BATID:                    ORG:	000-000 OF 000	
	[3]                    [4]	10/05/05	13:59:09
[1]	[2]	REPORTING	[4]
ACTIVITY	SUB-OBJECT	CATEGORY	F/S/O
-----	-----	-----	-----
[5]	[6]	BUDGET AMOUNT	I/D
-----	-----	-----	-----
01-			
02-			
03-			
04-			
05-			
06-			

Coding Instructions for screen 2 of SG document:

FIELD #	FIELD	DESCRIPTION
1	ACTIVITY:	Required. The activity into which Sub-Grantee's contract is divided. Every line must have an activity entered. Must be a valid entry on ACTV table.
2	SUB-OBJECT:	Required if the REPORTING CATEGORY field is blank. The sub-object into which an activity is divided. Either a sub-object or a reporting category is entered on every line. Must be valid on the SOBJ table.
3	REPORTING CATEGORY:	Required if the SUB-OBJECT field is blank. The reporting category into which an activity is divided. Either a sub-object or a reporting category is entered on every line. Must be valid on the RPTG table.
4	100% F/S/O	Inferred. The system will infer this from the RPTG table.
5	BUDGET AMOUNT:	Required. The total amount for which the lines are budgeted.
6	I/D	Required for modifications. D = Decrease and I = Increase.
<b>Input a "q" in the FUNC field to edit the document. Correct all errors and apply approvals.</b>		

**Sub-Grant Payment (SP)**

The SP is used whenever a payment to a Sub-Grantee is required. Advance payments and Cost Reimbursement expenditures are recorded on the SP. Because the SP produces a warrant, DFA approval is required for the document.

**Screen 1 of SP**

FUNC:	DOCID: SP	999	0000000001	10/06/05	11:26:26 AM
STATUS:	BATID:		ORG:		
** SUB-GRANTEE PAYMENT INPUT FORM **					
[1] CONTRACT NUMBER:	[2] DEPARTMENT:		[3] ACTION:		
[4] TRANS DATE:	[5] FINAL COST:		[6] COST PERIOD:		
[7] ACCTG PRD:	[8] BUDGET FY:		[9] SCH PAY DATE:		
[10] EFT FLAG:					
[11] VENDOR CODE:					
[12] TOTAL COST AMOUNT:	[13] I/D:		[15]		
[14] CALC TOTAL COST AMOUNT:			--ADVANCE SPLIT--		
			FEDERAL:		
[16] TOTAL PAYMENT AMOUNT:	[17] I/D:		STATE:		
[18] CALC TOTAL PAYMENT AMOUNT:			OTHER:		
[19] CHECK CATEGORY:	[20] SINGLE CHECK FLAG:				
	[21] *** ACCOUNT CODES ***				
APPR UNIT:	FUND:		ORGANIZATION:	OBJECT:	
ADVANCE ACCOUNT:			OVERAGE (DUE TO) ACCOUNT:	LOCATION:	

Coding Instructions for screen 1 of SP document:

FIELD #	FIELD	DESCRIPTION
1	CONTRACT NUMBER:	Required. Enter the Sub-Grantee contract number.
2	DEPARTMENT:	Inferred. The system will infer this field from the DOCID.
3	ACTION:	Optional. Defaults to "E" if blank. "E" (Original Entry) if this document is new. "M" (Modification) if this document is adjusting a previous document that has not been paid. BFC approval on the modification is required. If the original has been paid before BFC approves the modification, the mod will be rejected and returned by BFC to the agency. <b>NOTE: To change codes in an existing line, that line must be decreased to 0.00 (I/D=D) and a new line recorded (I/D=I). These can both be recorded on the same input form, using an adjustment (M) action.</b>
4	TRANS DATE:	Inferred. The system will infer this field from the system date of the day the shell is completed or, if no shell is used, the date is the day the document is entered.
5	FINAL COST:	Optional. "Y" if document reports final costs, "N" if it does not. If left blank, an "N" is inferred.
6	COST PERIOD:	Required. Cost period for which costs are reported or payments are requested in "MM YY" format for the calendar month.
7	ACCTG PRD:	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the voucher date. If these transactions are to be recorded in some other accounting period (which must be open), using fiscal months and fiscal years. Future periods cannot be entered.
8	BUDGET FY:	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. Future budget years cannot be entered. Prior budget year must be coded during the lapse period.
9	SCH PAY DATE:	Optional. Date on which the payment is to be processed, if different from the transaction date.
10	EFT FLAG:	Required. "Y" if this payment is processed by electronic funds transfer. Defaults to "N" if blank.
11	VENDOR CODE:	Inferred from the contract number. Code for the vendor (sub-grantee).

FIELD #	FIELD	DESCRIPTION
12	TOTAL COST AMOUNT:	Required. The total amount for which costs are being reported (the "Grand Total" field for the Current Period Costs column on the reporting worksheet). <b>If SP is for an "Advance" enter 0.00.</b>
13	I/D	Optional for original entry. Required if making a modification. Code the following: D = Decrease and I = Increase.
14	CALC TOTAL COST AMOUNT:	System Calculated. It is the system computed total of the "R" type line amounts on screen 2.
15	ADVANCE SPLIT:	Inferred. The percentage split on advances for this contract based on the Reporting Category Table (RPTG) entry.
16	TOTAL PAYMENT AMOUNT:	Required. The amount for which the payment is issued. This amount is equal to the sum of "R" lines for "Current Period Cost" or the advance amount requested.
17	I/D	Optional for the original entry. Required if making a modification. Code the following: D = Decrease and I = Increase.
18	CALC TOTAL PAYMENT AMOUNT:	System Calculated. The sum of the "R" or "A" line amounts on screen 2.
19	CHECK CATEGORY:	Leave Blank. A currently inactive field.
20	SINGLE CHECK FLAG:	Optional. Enter "Y" to receive a single check per payment voucher entered to this vendor. If left blank, and multiple payment vouchers with the same vendor code are processed, the system will batch all payment vouchers for this vendor on one check (warrant).
21	ACCOUNT CODE:  APPR UNIT:  FUND:  ORGANIZATION:  OBJECT:  ADVANCE ACCOUNT:  OVERAGE (DUE TO) ACCOUNT:  LOCATION:	Inferred. The system will infer these fields from the accounting codes on the SGHD table.
<b>Press enter to input screen 2 of this document.</b>		

## Screen 2 of SP

FUNC:	DOCID: SP	999	00000000001	10/06/05	12:29:30 PM				
STATUS:	BATID:		ORG:		000-000 OF 000				
[1] LINE	[2] LINE	[3] INVOICE	[4] ACTV	[5] SUB OBJ	[6] REPT CATG	[7] 100% F/S/O	[8] PRIOR CUMULATIVE	[9] LINE AMOUNT	[10] I/D

Coding Instructions for screen 2 of the SP document:

FIELD #	FIELD	DESCRIPTION
1	LINE NUM:	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. Two digits must be used. Shell generation populates this field.
2	LINE TYPE:	Required. For <b>Advance</b> payments, the single line has line type "A".  For <b>Cost Reimbursement</b> payments, the field is pre-entered by the shell generation process.  If shell process is not employed, enter the following: "S" = sub-object lines "R" = federal and state reporting category lines "N" = non-cash reporting category lines "D" = final line of the document. This is the cost reimbursement amount, which is the sum of the Federal and State expenditures (all of the "R" line types).  <b>SP documents never use the line type "L" (liquidations).</b>
3	INVOICE:	Required. Enter the vendor invoice number.
4	ACTV:	Required. Every line on the second page of the SP with the activity code appearing on the cost reporting worksheet. For generated shells, this field is pre-entered. On the total reimbursement line (line type "D") no activity is entered. For advance payments, use the "advance" activity.
5	SUB OBJ:	Required for each line with line type "S" the sub-object code for which costs are reported within an activity is entered in this field. For shell generated, this field is pre-entered. If the shell generation is not used, enter all sub-object codes appearing on the worksheet on an individual line.
6	REPT CATG:	Required for each line with the line type "R" or "N". The reporting category code for which costs are reported

FIELD #	FIELD	DESCRIPTION
		within an activity is entered in this field. For shell generated, this field is pre-entered. If the shell generation is not used, enter all reporting category codes appearing on the worksheet on an individual line. For the total cost reimbursement line (line type "D"), no reporting category code is entered. For advance payments, the system will infer the reporting category for the contract SGHD table.
7	100% F/S/O:	Inferred. The system will infer this field from the SGRC table.
8	PRIOR CUMULATIVE:	Inferred. This field is system generated. It is the sum of the line amounts entered against the contract to date. This field appears so lines on the worksheet can be matched to the SP lines easily. The Prior Cumulative will match the Cumulative Thru Last Report column on the worksheet.
9	LINE AMOUNT:	Required. Enter the amount of costs reported for each line as entered in the "Current Period Costs" column on the cost reporting worksheet. For the total cost reimbursement line (line type "D") the line amount is the sum of line type "R". If any line amount is set to 0.00, that line is not written to the Sub-Grantee tables when the document is processed. The shell generation sets all line amounts = 0.00 when the shell is created. Therefore, if any lines do not have costs reported for them for the current cost period, enter nothing on that line of the shell. The line will not update tables when processed.
10	I/D	Left blank for the original entry of reported costs, unless there is a negative line amount. For modifications, this field is required. Code the following: D = Decrease and I = Increase.
<b>Input a "q" in the FUNC field to edit the document. Correct all errors and apply approvals.</b>		

**Advance Liquidation (SL)**

The SL is used to report cost for a Sub-Grantee who has received an advance payment. While the SL is very similar to the SP, the SL document does not require DFA approval and does not produce a payment. Special use of the SL as a modification to an SP document occurs by flagging the SP Mod field with a Y. The total cost reported with a SP Mod flag of Y must be zero.

**Screen 1 of SL**

FUNC:	DOCID: SL	999	0000000001	10/06/05	01:13:15 PM
STATUS:	BATID:		ORG:		
** SUB-GRANTEE ADVANCE LIQUIDATION INPUT FORM **					
[1] CONTRACT NUMBER:	[2] DEPARTMENT:	[3] ACTION:			
[4] TRANS DATE:	[5] FINAL COST:	[6] COST PERIOD:			
[7] ACCTG PRD:	[8] BUDGET FY:	[9] SP MOD IND:			
[10] VENDOR CODE:					
[11] TOTAL COST AMOUNT:	[12] I/D:				
[13] CALC TOTAL COST AMOUNT:					
	[14]				
	*** ACCOUNT CODES ***				
APPR UNIT:	FUND:	ORGANIZATION:	OBJECT:		
ADVANCE ACCOUNT:	OVERAGE (DUE TO) ACCOUNT:		LOCATION:		

Coding Instructions for screen 1 of SL document:

FIELD #	FIELD	DESCRIPTION
1	CONTRACT NUMBER:	Required. Enter the Sub-Grantee contract number.
2	DEPARTMENT:	Inferred. The system will infer this field from the DOCID.
3	ACTION:	Optional. Defaults to "E" if blank. "E" (Original Entry) if this document is new. "M"(Modification) if this document is adjusting a previous document.
4	TRANS DATE:	Inferred. The system will infer this field from the system date of the day the shell is completed or, if no shell is used, the date is the day the document is entered.
5	FINAL COST:	Optional. "Y" if document reports final costs, "N" if it does not. If left blank, an "N" is inferred.
6	COST PERIOD:	Required. Cost period for which liquidations are reported in "MMYY" format.
7	ACCTG PRD:	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the trans date. If these transactions are to be recorded in some other accounting period, enter the desired period (which must be open), using fiscal months and fiscal years. Future periods cannot be entered.
8	BUDGET FY:	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. Future budget years cannot be entered.
9	SP MOD IND:	Optional. SP modification indicator. "N" if the SL is an SL modification. "Y" if the SL is an SP modification. If left blank, the SP modification indicator will default to "N".
10	VENDOR CODE:	Required. Code for the vendor (Sub-Grantee).
11	TOTAL COST AMOUNT:	Required. The total amount for which costs are being reported. (The "Grand Total" field for the Current Period Costs column on the worksheet.) If SP MOD IND field ="Y" , enter zero.
12	I/D:	Optional on original entry. Required for modifications. Code the following: D = Decrease or I = Increase.
13	CALC TOTAL COST AMOUNT:	Inferred. The system computed total of the line amounts on screen 2.
14	ACCOUNT CODE:  APPR UNIT:  FUND:  ORGANIZATION:  OBJECT:	Inferred. The system will infer these fields from the accounting codes on the SGHD table.

FIELD #	FIELD	DESCRIPTION
	ADVANCE ACCOUNT:  OVERAGE (DUE TO) ACCOUNT:  LOCATION:	
<b>Press enter to input screen 2 of this document.</b>		

**Screen 2 of SL**

FUNC:	DOCID: SL	999	00000000001	10/06/05	01:15:12 PM					
STATUS:	BATID:			ORG:	000-000 OF 000					
[1] LINE	[2] LINE	[3] INVOICE	[4] ACTV	[5] SUB REPT	[6] 100%	[7] F/S/O	[8] PRIOR	[9] CUMULATIVE	[10] LINE AMOUNT	I/D
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Coding Instructions for screen 2 of SL document:

FIELD #	FIELD	DESCRIPTION
1	LINE NUM:	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. Two digits must be used.
2	LINE TYPE:	Required. Filled in by the shell process.  If shell process is not employed, enter the following: "S" = sub-object lines "R" = federal and state reporting category lines "N" = non-cash reporting category lines "L" = final line of the document [This is the liquidation amount, which is the sum of the Federal and State expenditures (all of the "R" line types)].
3	INVOICE:	Optional. Enter the vendor invoice number.
4	ACTV:	Required. Every line on the second page of the SL requires the activity code appearing on the cost reporting worksheet.  For shell generated, this field is pre-entered. For the advance liquidation line (line type "L") the activity code is the activity established for advances.
5	SUB OBJ	Required for each line with the line type "S", the sub-object code for which costs are reported within an activity is entered in this column.

FIELD #	FIELD	DESCRIPTION
		For shell generated this field is pre-entered. If the shell generation is not used, enter all sub-object codes appearing on the worksheet on individual lines.
6	REPT CATG:	Required for each line with line type "R" or "N." The reporting category code for which costs are reported within an activity is entered in this field. For shell generated this field is pre-entered.  If the shell generation is not used, enter all reporting category codes appearing on the worksheet on individual lines. The system will infer the reporting category liquidation line (line type "L") from the advance reporting category on the SGHD table.
7	100% F/S/O:	Inferred. The system will infer this field from the SGRC table.
8	PRIOR CUMULATIVE:	System calculated. The sum of the line amounts entered against the contract to date. This field appears in order to match lines on the worksheet to the SL lines. The Prior Cumulative will match the Cumulative Thru Last Report column on the worksheet.
9	LINE AMOUNT:	Required. Enter the amount of costs reported for each line as entered in the "Current Period Costs" column on the cost reporting worksheet.  For the advance liquidation line (line type "L") the line amount is sum of Line Type "R".  <b>NOTE:</b> If any line amount is set to 0.00, that line is not written to the Sub-Grantee tables when the document is processed. The shell generation sets all line amounts = 0.00 when the shell is created. Therefore, if any lines do not have costs reported for them for the current cost period, enter nothing on that line of the shell. The line will not update any tables when processed.
10	I/D	Required for modifications. Left blank for the original entry of a liquidation entry, unless there is a negative line amount.  D = Decrease and I = Increase.
<b>Input a "q" in the FUNC field to edit the document. Correct all errors and apply approvals.</b>		

### Cost Reduction Input (RS)

An RS document is used to record a refund, warrant cancellation, or an adjustment to a Sub-Grantee contract. This document is used to make the required adjustment to reported costs or advance payments on the Sub-Grantee tables.

*When making an adjusting entry, the users document number should begin with an "A" to indicate that the entry is an adjustment and not a refund. When this numbering scheme is used, the user will be able to tell which transactions are adjustments and which are refunds when viewing the Sub-grantee Ledger Report (FMGM33). The description field will print "ADJUSTMENT" when the document number begins with "A"; otherwise, the description field will read "REF/ADJ".* The RS document has no impact outside of the Sub-Grantee system tables, and requires the appropriate document entry needed, if any, to record the entry on the general ledger.

### Screen 1 of RS

FUNC:	DOCID: RS	999	00000000001	10/06/05	01:18:20 PM
STATUS:	BATID:		ORG:		
** SUB-GRANTEE COST REDUCTION INPUT FORM **					
[1] CONTRACT NUMBER:	[2] DEPARTMENT:	[3] ACTION:			
[4] TRANS DATE:	[5] COST PERIOD:				
[6] ACCTG PRD:	[7] BUDGET FY:				
[8] VENDOR CODE:					
[9] TOTAL REDUCTION AMOUNT:	[10] I/D:				
[11] CALC TOTAL REDUCTION:					
	[12]				
	*** ACCOUNT CODES ***				
APPR UNIT:	FUND:	ORGANIZATION:	OBJECT:		
ADVANCE ACCOUNT:	OVERAGE (DUE TO) ACCOUNT:		LOCATION:		

Coding Instructions for screen 1 of RS document:

FIELD #	FIELD	DESCRIPTION
1	CONTRACT NUMBER:	Required. Enter the Sub-Grantee contract number.
2	DEPARTMENT:	Inferred. The system will infer this field from the DOCID.
3	ACTION:	Optional. Defaults to "E" if blank. "E" (Original Entry) if this document is new. "M" (Modification) if this document is adjusting a previous RS document.
4	TRANS DATE:	Inferred. The system will infer this field from the system date of the day the shell is completed or, if no shell is used, the date is the day the document is entered.
5	COST PERIOD:	Required. Cost period for which liquidations are reported in "MM" and "YY" format.
6	ACCTG PRD:	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the voucher date. If these transactions are to be recorded in some other accounting period, enter the desired period (which must be open), using fiscal months and fiscal years. Future periods cannot be entered.
7	BUDGET FY:	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. Future budget years cannot be entered.
8	VENDOR CODE:	Required. Code for the vendor (Sub-Grantee).
9	TOTAL REDUCTION AMOUNT:	Required. This amount is the sum of the R line (s) or the amount of the "A" line on screen 2.
10	I/D	Optional for original entry. If left blank, system defaults to "I". Required for modifications. D = Decrease and I = Increase.  <b>NOTE:</b> A decrease is a debit to an object code and an increase is a credit to an object code.
11	CALC TOTAL REDUCTION:	Inferred. The system will infer this field from the accounting codes on the SGHD table.
12	ACCOUNT CODE:  APPR UNIT:  FUND:  ORGANIZATION:  OBJECT:  ADVANCE ACCOUNT:	Inferred. The system will infer these fields from the accounting codes on the SGHD table.

FIELD #	FIELD	DESCRIPTION
	OVERAGE (DUE TO) ACCOUNT:	
	LOCATION:	
<b>Press enter to input screen 2 of this document.</b>		

**Screen 2 of RS**

FUNC:		DOCID: RS	999	00000000001	10/06/05	01:18:54 PM
STATUS:		BATID:			ORG:	000-000 OF 000
[1]	[2]	[3]	[4]	[5]	[6]	
LINE	LINE	ACTV	SUB	REPT	100%	[7] [8]
NUM	TYPE	ACTV	OBJ	CATG	F/S/O	LINE AMOUNT I/D
-----	-----	-----	-----	-----	-----	-----

Coding Instructions for screen 2 of RS document:

FIELD #	FIELD	DESCRIPTION
1	LINE NUM:	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. Two digits must be used.
2	LINE TYPE:	Required.  <b>Advances</b> have only one line, with line type "A".  For <b>Cost Reimbursement</b> adjustments, enter the following: "S" = sub-object lines "R" = federal and state reporting category lines "D" = final line of an RS [This is the sum of the Federal and State lines (all of the "R" line types)].
3	ACTV:	Required. An "A" line requires the advance activity code on the single line of entry. Every "R" or "S" line requires an activity code. Do not enter an activity code on line type "D".  <b>Note:</b> A line type of "N" is not allowed on the RS document.
4	SUB OBJ:	Required on all line type "S" entries. Do not code on "A" line types and "R" line type.
5	REPT CATG:	Required on all line type "R" entries. Do not code on line type "S" or line type "D". Optional on line type "A", the system will infer from SGHD table.
6	100% F/S/P:	Inferred. The system will infer this field from the SGRC table.
7	LINE AMOUNT:	Required. All line types, A, R, S and D require the amount to be entered.
8	I/D:	Optional for the original entry. For modifications, the field is required. Code the following: D = Decrease and I = Increase.

FIELD #	FIELD	DESCRIPTION
		<b>NOTE:</b> A decrease (D) is a debit to an object code and an increase (I) is a credit to an object code.
<b>Input a “q” in the FUNC field to edit the document. Correct all errors and apply approvals.</b>		

## Sub-Grant Tables

Updated by  
Document Entry

**SGHD**

**SGSO**

**SGRC**

**SPHD**

**SPLN**

Valid actions for the above tables are as follows:

<b>VALID ACTIONS</b>	<b>DEFINED</b>
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.
L	LEAF. To view linked tables with related information.

**Sub-Grantee Contract Header Inquiry (SGHD)**

ACTION: S	SCREEN: SGHD	USERID: AGCYUSER	10/11/05	02:03:46
PM				
SUB-GRANTEE CONTRACT HEADER INQUIRY TABLE			10/11/05	14:03:46
KEY IS DEPARTMENT, CONTRACT NUMBER				
DEPARTMENT=				
CONTRACT NUMBER=		CONTRACT TYPE:		
VENDOR CODE:				
CONTRACT START DATE:		FSP SUB-GRANTEE CODE:		
END DATE:		FEDERAL AID (GRANT) NUMBER:		
CONTRACT AMOUNT:		---ADVANCES TO		
DATE----				
OUTSTANDING ADVANCE AMOUNT:		FEDERAL:		
TOTAL COSTS REPORTED:		STATE:		
CONTRACT BALANCE:		OTHER:		
FEDERAL BUDGETED AMOUNT:		CASH REQUESTS:		
STATE BUDGETED AMOUNT:		ADVANCE RPTG/ACTV: /		
FEDERAL EXPENDITURES REPORTED:		PAYMENT METHOD:		
STATE EXPENDITURES REPORTED:		MOD COUNTER:		
TOTAL EXPENDITURES REPORTED:		OPEN/CLOSE:		
REMAINING PAYMENT:		FINAL COST:		
*** ACCOUNT CODES ***				
APPR UNIT:		FUND:		INACTIVE FLAG:
ADVANCE ACCOUNT:		ORGANIZATION:	OBJECT:	
		OVERAGE (DUE TO) ACCOUNT:	LOCATION:	

The Sub-Grantee Contract Header Inquiry Table provides a current view of the contract's budgets, payments, and expenditures. It stores the contract information entered on the SG document's first screen, and the table is updated by all payment, refund, and cost reporting activity for the contract.

The SGHD table is used for general information or current status queries on a sub-grantee contract. The table key is Department (Agency) and Contract Number.

## Field Description:

<b>Field Name:</b>	<b>Description:</b>
DEPARTMENT	Required. Enter the SAAS three-character agency code.
CONTRACT NUMBER	Optional. The number assigned to the Sub-Grantee contract. If left blank the system will infer data in alpha/numeric order.
CONTRACT TYPE	Inferred. The type of sub-grantee contract. This code was established with the SG document. "S" = standard sub-grantee contract "B" = Board of Supervisors contract
VENDOR CODE	Inferred. The vendor code established on the SG document for this sub-grantee.
CONTRACT START DATE	Inferred. The start date of the contract.
FSP SUB-GRANTEE CODE	Inferred. This is a cross-reference field for use by the agency.
END DATE	Inferred. The end date of the contract.
FEDERAL AID (GRANT) NUMBER:	Inferred. The number established in the grant module system.
CONTRACT AMOUNT	Inferred. The amount established on the SG document for this contract plus/minus any SG modifications.
OUTSTANDING ADVANCE AMOUNT	System Calculated. Total advances amount minus total cost reported.
ADVANCES TO DATE	System Calculated. The percentage split of combined SP and RS documents for this contract.
TOTAL COSTS REPORTED	System Calculated. The sum of SL or RS documents TOTAL COST AMOUNT fields.
CONTRACT BALANCE	System Calculated. The amount remaining on the contract.
FEDERAL BUDGETED AMOUNT	Inferred. The federal amount of contract based on the REPORTING CATEGORY field of the SG document.
STATE BUDGETED AMOUNT	Inferred. The state amount of contract based on the REPORTING CATEGORY field of the SG document.
CASH REQUESTS	System Calculated. The tally of SL documents processed for this contract.
FEDERAL EXPENDITURES REPORTED	System Calculated. The sum of the federal, state, and total payments/refunds (SP and RS documents) issued for this contract.
STATE EXPENDITURES REPORTED	
TOTAL EXPENDITURES REPORTED	
ADVANCE RPTG/ACTV	Inferred. The reporting category/activity codes established for advances on the SG documents.
PAYMENT METHOD	Inferred. The method of payment used for the sub-grantee contract. "R" = cost reimbursement only "A" = advances only "B" = both advances and cost reimbursement
MOD COUNTER:	System Calculated. The tally of SG documents entered with the TRUE MOD field as "Y".
REMAINING PAYMENT	System Calculated. The contract balance.

<b>Field Name:</b>	<b>Description:</b>
OPEN/CLOSE	Inferred. The status of the contract based on SG document entry/modification.
FINAL COST	Inferred. Based on the FINAL COST entry field on the SP or SL documents.
INACTIVE FLAG	Inferred from the SG document. “Y” = inactive “N” = active “W” = worksheet will not print, but the contract will still print on reports.
ACCOUNT CODES	Inferred from the SG document.
APPR UNIT	The appropriation unit to be charged for this contract.
FUND	The fund number to be charged for this contract.
ORGANIZATION	The organization code to be charged for this contract.
OBJECT	The object code that describes the type of contract.
ADVANCE ACCOUNT	The balance sheet account assigned to an advance contract to record payments.
OVERAGE (DUE TO) ACCOUNT	The balance sheet account assigned to an advance contract to record overages.
LOCATION	The location code of the contract.

**Sub-Grantee Sub-Object Budget/Cost Inquiry Table (SGSO)**

ACTION: S		SCREEN: SGSO	USERID: AGCYUSER	10/11/05 02:06:43 PM
SUB-GRANTEE SUB-OBJECT BUDGET/COST INQUIRY TABLE				
KEY IS DEPARTMENT, CONTRACT, VENDOR, ACTIVITY, SUB-OBJECT				
DEPARTMENT=				
CONTRACT NUMBER=				
VENDOR CODE=				
ACTIVITY=				
SUB- OBJECT	SUB-OBJECT NAME	BUDGET AMOUNT	COSTS REPORTED	
=====	-----	-----	-----	
01-				
02-				
03-				
04-				

The Sub-Grantee Sub-Object Budget/Cost Inquiry Table displays all of the sub-objects established with budgets on the SG document. Each screen of the table contains sub-objects for a single activity within a contract. Sub-objects are shown with their two-character code and thirty-character name.

Two amounts are shown for each sub-object line: the current budget amount and the total costs reported for the contract. The budget amount is from the SG document and is updated by any SG modifications processed. The costs reported field is updated by all SP, SL, and RS documents recording costs against the sub-object. The table key is the department, contract number, vendor code, activity, and sub-object. The key information is based on SG document entry.

## Field Description:

Field Name	Description
DEPARTMENT	Required. The three-character agency code assigned to this contract
CONTRACT NUMBER	Optional. If left blank the system will infer in alpha/numeric order.
VENDOR CODE	Optional. The vendor code assigned to this contract. If left blank the system will infer in alpha/numeric order.
ACTIVITY	Optional. The activity code assigned to this contract.
SUB-OBJECT	Optional. The sub-object code assigned to this contract.
SUB-OBJECT NAME	Inferred. The name of the assigned sub-object.
BUDGET AMOUNT	Inferred. The amount of budget for the line item entered on SG document entry and modifications.
COSTS REPORTED	System Calculated. The amount of line-item cost processed on the SL and/or SP documents.

**Sub-Grantee Funding Source Budget/Cost Inquiry Table (SGRC)**

ACTION: S    SCREEN: SGRC    USERID: AGCYUSER		10/11/05 02:08:02 PM		
SUB-GRANTEE FUNDING SOURCE BUDGET/COST INQUIRY TABLE				
KEY IS DEPARTMENT, CONTRACT, VENDOR, ACTIVITY, REPT CATG				
DEPARTMENT= CONTRACT NUMBER= VENDOR CODE= ACTIVITY=				
REPT CATG	REPORTING CATEGORY DESCRIPTION	100% F/S/O	BUDGET AMOUNT	EXPENSES REPORTED
=====	-----	-----	-----	-----
01-				
02-				
03-				
04-				
05-				
06-				
07-				
08-				

The Sub-Grantee Funding Source Budget/Cost Inquiry Table displays all of the reporting categories established with budgets on the SG document. Each screen of the table contains reporting categories for a single activity within a contract. The table key is the department, contract number, vendor code, activity, and reporting category.

## Field Description:

Field Name	Description
DEPARTMENT	Required. The three-character agency code assigned to this contract
CONTRACT NUMBER	Optional. If left blank the system will infer in alpha/numeric order.
VENDOR CODE	Optional. The vendor code assigned to this contract. If left blank the system will infer in alpha/numeric order.
ACTIVITY	Optional. The activity code assigned to this contract.
REPT CATG	Optional. The reporting category code assigned to this contract for an activity.
REPORTING CATEGORY DESCRIPTION	Inferred. The description of the assigned reporting category.
100% F/S/P	Inferred from the SG document. Indicates if the funding source is 100% Federal ("F"), State ("S"), or Other ("O"). The percentage is established on the Reporting Category table (RPTG).
BUDGET AMOUNT	Inferred. The amount of budget for the line item entered on SG document entry and modifications.
EXPENSES REPORTED	System Calculated. The amount of line-item cost processed on the SL, SP and/or RS documents.

**Sub-Grantee Payment Header Inquiry Table (SPHD)**

ACTION: S		SCREEN: SPHD	USERID: AGCYUSER	10/11/05 02:09:06 PM
SUB-GRANTEE PAYMENT HEADER INQUIRY TABLE				10/11/05 14:09:06
KEY IS SP/SL/RS DOCUMENT NUMBER				
DOCUMENT NUMBER:				
CONTRACT NUMBER:		DEPARTMENT:		BUDGET FY:
TRANS DATE:		FINAL COST:		COST PERIOD:
VENDOR CODE:				
TOTAL COST AMOUNT:				
TOTAL PAYMENT AMOUNT:				
ADVANCE REPORTING CAT:				
*** ACCOUNT CODES ***				
APPR UNIT:	FUND:	ORGANIZATION:		OBJECT:
ADVANCE ACCOUNT:	OVERAGE (DUE TO) ACCOUNT:			LOCATION:

The Sub-Grantee Payment Header Inquiry Table maintains document header information on each SP, SL, and RS document entered in the Sub-Grantee system. When an RS, SL, or SP document is processed, it creates an entry in the SPHD with the information entered on the first screen (header) of the document. The table key is the document number in type, agency, and number format.

## Field Description:

Field Name	Description
DOCUMENT NUMBER	Required. The document number processed against this contract. Example: SP 999 06000000001
CONTRACT NUMBER	Optional. If left blank the system will infer in alpha/numeric order.
DEPARTMENT	Optional. The agency code assigned to this contract.
BUDGET FY	Inferred. The budget fiscal year in which this document was processed.
TRANS DATE	Inferred. The date the document was entered.
FINAL COST	Inferred. Based on the FINAL COST entry field on the SP or SL documents.
COST PERIOD	Inferred. The cost period for which costs were reported or payments requested.
VENDOR CODE	Inferred. The vendor number assigned to this contract. The system also infers the name and address of the vendor based on this code.
TOTAL COST AMOUNT	Inferred. The amount of cost reported on the referenced document.
TOTAL PAYMENT AMOUNT	Inferred. The payment/refund amount of the document.
ADVANCE REPORTING CAT	Inferred. The reporting category used for advance payment contracts. Will be blank for cost reimbursement contracts (contract

<b>Field Name</b>	<b>Description</b>
	type "R")
ACCOUNT CODES	Inferred from the referenced document.
APPR UNIT	The appropriation unit charged to this document.
FUND	The fund number charged to this document.
ORGANIZATION	The organization code charged to this document.
OBJECT	The object code that describes the type of contract for this document.
ADVANCE ACCOUNT	The balance sheet account assigned to this document if the document references an advance type contract.
OVERAGE (DUE TO) ACCOUNT	The balance sheet account assigned to this document to record an overage for an advance type contract.
LOCATION	The location code assigned based on the referenced document.

**Sub-Grantee Payment Line Inquiry Table (SPLN)**

ACTION: S		SCREEN: SPLN	USERID: AGCYUSER	10/11/05	02:11:36 PM		
SUB-GRANTEE PAYMENT LINE INQUIRY TABLE				10/11/05	14:11:36		
KEY IS SP/SL/RS DOCUMENT NUMBER, LINE NUMBER							
DOCUMENT NUMBER:							
LINE NUM	LINE TYPE	INVOICE	ACTIVITY	SUB OBJ	REPT CATG	100% F/S/O	LINE AMOUNT
-----	-----	-----	-----	-----	-----	-----	-----
01-							
02-							
03-							
04-							
05-							
06-							

The Sub-Grantee Payment Line Inquiry Table maintains detail line information for each SP, RS, and SL entered in the Sub-Grantee system. When an SL or SP document is processed, it creates an entry in the SPLN with the line detail information entered on the second screen of the document. The key for this table is Document Number and Line Number.

Field Description:

Field Name	Description
DOCUMENT NUMBER	Required. The document number processed against this contract. Example: SP 999 06000000001
LINE NUMBER	Optional. If left blank, the system will infer in numerical order. This is the line number assigned to the processed document.
LINE TYPE	Inferred. The line type assigned on the referenced document.  A = Advance Payments S = Sub Object R = Reporting Category (federal and state) N = Non-Cash Reporting Category Lines D = Final Line of Document (total of R lines)
INVOICE	Inferred. The vendor invoice number entered on this document line item.
ACTIVITY	Inferred. The activity code entered for this document line item.
SUB OBJ	Inferred. The sub-object code entered for this document line item.
REPT CATG	Inferred. The reporting category entered for this document line item.
100% F/S/O	Inferred if a reporting category code is entered on the document line item. Indicates if the funding source is 100% Federal ("F"), State ("S"), or Other ("O"). The percentage is established on the Reporting Category table (RPTG).
LINE AMOUNT	Inferred. The amount entered for the referenced document line item.

**Other Sub-Grant Tables****SGGE**

<b>VALID ACTIONS</b>	<b>DEFINED</b>
A	ADD. To set up data.
C	CHANGE. To modify screen information to a previously updated table.
D	DELETE. To erase screen data.
S	SCAN. To view data based on a key record.

**OPVH****OPVL**

<b>VALID ACTIONS</b>	<b>DEFINED</b>
S	SCAN. To view data based on a key record.
R	REFILL. To replenish screen with additional key record data.
L	LEAF. To view linked tables with related information.

**Sub-Grantee GAAP Entry Table (SGGE)**

ACTION: S	SCREEN: SGGE	USERID: AGCYUSER	10/17/05 05:04:11 PM
H-	SUB-GRANTEE GAAP ENTRY TABLE		10/17/05 17:04:11
KEY IS FISC-YEAR, DEPARTMENT, ORGANIZATION, FEDERAL AID NUMBER, AND CONTRACT NUMBER			
FISC-YEAR:			
DEPARTMENT:			
FUND:			
FEDERAL AID NUMBER:			
CONTRACT NUMBER		DUE TO AMOUNT	DUE FROM AMOUNT
=====		-----	-----
01-			
02-			
00			

This table was developed to support the Schedule of Federal Sub-Grant Activity Report (GM27) by storing the prior year Due To/Due From amounts for each Sub-Grantee contract. Entries to this table are made before the Sub-Grantee GM27 Report is generated. The key fields of this report are Department, Organization, Federal Aid Number, and Contract Number.

## Field Description:

Field Name:	Description:
FISC-YEAR	Required. Enter the GAAP fiscal year in YY format for which the sub-grant activity applies.
DEPARTMENT	Required. Enter the three-character SAAS agency code.
FUND	Required for ADD and CHANGE actions. Enter the Fund number associated with this table entry. Can be left blank in SCAN mode, and system will infer in numeric order.
FEDERAL AID NUMBER	Required for ADD and CHANGE actions. Enter the Federal Aid Number associated with this contract.
CONTRACT NUMBER	Required for ADD and CHANGE actions. Enter the contract number for which the table entry is applicable.
DUE TO AMOUNT	Required for ADD action. Enter the amount due to the subcontractor for the prior GAAP year-end. DO NOT ENTER AN AMOUNT IF THE DUE FROM AMOUNT FIELD IS TO BE ENTERED.
DUE FROM AMOUNT	Required for ADD action. Enter the amount due from the subcontractor for the prior year-end. DO NOT ENTER AN AMOUNT IF THE DUE TO AMOUNT FIELD HAS DATA ENTERED.

**Open Payment Voucher Header Table (OPVH)**

ACTION: S    SCREEN: OPVH    USERID: AGCYUSER    10/17/05 05:07:34 PM		
OPEN PAYMENT VOUCHER HEADER TABLE		
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER		
01-		
VENDOR CD:	VOUCHER AGENCY:	VOUCHER NO:
NAME:		
ADDRESS:		
:		
:		
BUDGET FY:	VOUCHER TYPE:	OFF LIAB ACCT:
	VOUCHER AMT:	DATE:
	CLOSED VOUCHER AMT:	DATE:
	SCHED PYMT DATE:	HOLD IND:
	CHECK CATEGORY:	OUTSTANDING AMT:
	SINGLE CHECK FLAG:	DISCOUNT AMT:
	EFT-IND:	RET AMT:
	HIPAA-FLAG:	VEND PAYMENT TYPE:

This table contains summary information about all outstanding and some recently closed payment voucher documents (SP/PV/P1). Most of the information comes from the header part of the payment input form. In addition, the total amount closed and the total outstanding amount is included.

This table is organized by vendor code, so that all payments for a particular vendor can be accessed sequentially from the table. The table key is vendor code, voucher (SP input form) agency, and voucher (SP input form) number.

## Field Description:

Field Name	Description
VENDOR CODE	Required. The vendor code entered on the sub-grantee payment input form.
VOUCHER AGENCY	Required. The submitting agency from the sub-grantee payment document ID.
VOUCHER NO	Optional. The payment document number. If left blank the system will infer in alpha/numeric order.
NAME/ADDRESS	Inferred. The vendor name and address inferred from the Vendor Table (VEND).
BUDGET FY	Inferred. The budget year for the document.
VOUCHER TYPE	Inferred. SP documents = 6.
OFF LIAB ACCT	Inferred. The liability balance sheet account used on the offsetting entry for this payment voucher document. This is the account coded on the payment voucher input form or, if that was blank, the system-wide vouchers payable account in the System Special Accounts Table (SPEC).
VOUCHER AMT	Inferred. The total amount of this payment document.
DATE	Inferred. The transaction date from the input form.

<b>Field Name</b>	<b>Description</b>
CLOSED VOUCHER AMT	Inferred. The total amount cleared so far on this sub-grantee payment document (i.e., the total of all payment document line closed amounts for this sub-grantee payment from the Open Payment Voucher Line Table (OPVL)).
DATE	Inferred. The date on which the sub-grantee payment document closed amount equaled the sub-grantee payment total payment amount.
SCHED PAYMT DATE	Inferred. The date on which the payment was processed.
HOLD IND	Inferred. "H" means that this voucher will not be selected for payment through the cash disbursement process.
CHECK CATEGORY	Inferred. Defaults to 5 if left blank on the SP document.
OUTSTANDING AMT	Inferred. The amount of the payment document that has not been cleared by cash disbursements or manual warrants. This is the sub-grantee payment amount minus the closed amount.
SINGLE CHECK FLAG	Inferred. If set to "Y", one sub-grantee payment input form = one check. If left blank, multiple sub-grantee payment input forms for this vendor will be combined on one check.
DISCOUNT AMT	Not applicable to sub-grantee payments
EFT-IND	Inferred. "Y" = an electronic funds transfer was processed and no warrant printed. "N" = no EFT was processed.
RET AMT	Not applicable to sub-grantee payments.
HIPAA-FLAG	Not applicable to sub-grantee payments.
VEND PAYMENT TYPE	Not applicable to sub-grantee payments.

**Open Payment Voucher Line Table (OPVL)**

ACTION: S    SCREEN: OPVL USERID: AGCYUSER    10/17/05 05:08:39 PM				
OPEN PAYMENT VOUCHER LINE TABLE				
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER, VENDOR INVOICE, LINE NO				
VEND:	VCHR AGENCY:	VCHR NO:	VEND INV:	
LINE NO:	DESCRIPTION:			
FUND:	JOB NUMBER:	OLD YEAR CASH:	EFT FLAG:	
AGENCY:	PROJECT:	CASH FUND:		
ORG:	BS ACCOUNT:	PV LINE DISC AMT:		
SUB-ORG:	OBJECT:	PV LINE AMOUNT:		
APPR UNIT:	SUB-OBJ:	CLOSED AMT:		
ACTIVITY:	REPT CATG:	DISB AMT:		
REV SRCE:	SUB-REV SRCE:	DISCOUNT TYPE:	LOC:	
LAST CHECK/MW:		LAST CHECK/MW DATE:		
RET PCT:	RET AMT:	RETAINED AMOUNT:		
ACCOUNT NUMBER:				
***** REFERENCE DOCUMENT *****				
TRANS CODE:	AGENCY:	NUMBER:	LINE:	DATE:
TRANS CODE:		NUMBER:	LINE:	DATE:

This table contains detail information about all outstanding and some recently closed sub-grantee payment voucher lines. Most of the information comes from the line level of the sub-grantee payment input form. In addition, the payment closed amount and disbursed amount are included for each line. This table is organized by vendor code, so that all payments for a particular vendor can be accessed sequentially from the table.

Field Description:

Field Name	Description
VEND	Required. The vendor code used on the sub-grantee payment input form.
VCHR AGENCY	Required. The submitting agency from the sub-grantee payment input document ID.
VCHR NO	Optional. The document number assigned to the SP document. If left blank, will infer in alpha/numeric order.
VEND INV	Optional. The vendor's invoice number from the input form. If left blank, the system will infer in alpha/numeric order.
LINE NO	Optional. The line number from the SP document. If left blank the system will infer in numeric order.  <b>NOTE:</b> Only the "A" and "R" line types are updated to this table.
DESCRIPTION	Not applicable to sub-grantee payments.
FUND	Inferred. The fund number from the account codes field of the SP document.
JOB NUMBER	Not applicable to sub-grantee payments.
OLD YEAR CASH	Inferred. The code indicating whether or not last year's cash is involved. "Y" = Yes; "N" = No.

<b>Field Name</b>	<b>Description</b>
EFT FLAG	Inferred. "Y" = an electronic funds transfer was processed and no warrant was printed. Blank = no EFT was processed.
AGENCY	Inferred. The agency code from the SP document.
PROJECT	Not applicable to sub-grantee payments.
CASH FUND	Inferred. Defaults to 2999 for 2XXX funds; all other funds are blank.
ORG	Inferred. The organization code from the account codes field of the SP document.
BS ACCOUNT	Inferred. The balance sheet account applicable to this transaction.
PV LINE DISC AMT	Not applicable to sub-grantee payments.
SUB-ORG	Not applicable to sub-grantee payments.
OBJECT	Inferred. The object code from the account codes field of the SP document.
PV LINE AMOUNT	Inferred. The line amount from screen 2 of the SP document.
APPR UNIT	Inferred. The appropriation number from the account codes field of the SP document.
SUB-OBJ	Not applicable to sub-grantee payments. ("S" line types are not updated to this table.)
CLOSED AMT	Inferred. The total amount cleared so far on this SP line.
ACTIVITY	Inferred. The activity code assigned to this SP line.
REPT CATG	Inferred. The reporting category code assigned to this SP line.
DISB AMT	Inferred. The amount paid so far on this payment voucher line. This is the total of all manual warrant and cash disbursement transactions against this line.
REV SRCE/SUB-REV SRCE/DISC TYPE	Not applicable to sub-grantee payments.
LOC	Inferred. Inferred. The object code from the account codes field of the SP document.
LAST CHECK/MW	Inferred. The transaction number of the last automated warrant that paid for this line or the last manual warrant that referenced this line.
LAST CHECK/MW DATE	Inferred. The warrant date of the disbursement or the transaction date of the manual warrant referenced in the previous field.
RET PCT/RETAINED AMOUNT/ACCOUNT NUMBER	Not applicable to sub-grantee payments.
REFERENCE DOCUMENT	Inferred. The invoice number entered on screen 2 of the SP document.

## Reports

MMRS/SAAS Sub-Grantee Subsystem Reports support both the financial and management aspects of sub-grantee subsystem. Various summary and detail reports are produced with appropriate summarization and sorts. Additionally, each active sub-grantee contract is available for on-line inquiry.

The Sub-Grantee Subsystem includes various management and accounting reports. All reports except the cost reporting worksheets are identified by a report ID consisting of the letters "GM" followed by a two-digit number. Sub-Grantee reports are run on request.

Report ID	Name	Description
GM15	SG01 Reporting Work Sheet	Creates work sheets that are distributed for completion to all Sub-Grantee contracts with a status of "O" Open. It is used to report costs on an SL or SP document to liquidate advances or generate cost reimbursement payments. This turn-a-round report serves as the invoice.
GM16	Sub-Grantee Cost Report by Grant	Displays each contract's cost reporting detail for the Current Period and Cumulative Costs to Date as well as the Budgeted Amounts. Totals are provided at the activity, grant, contract, organization, and department levels.
GM18	Sub-Grantee Summary Report	Shows each contract on a separate line with the contract start and end dates, contract number, and total contract budget. In addition, the reports show the contract's total costs, total payments, and the balance of costs minus payments. This report may be used to identify amounts due to or from the sub-grantee.
GM19	Sub-Grantee Activity Report	Provides the user with summary information on Contract Budgets and Actual Expenditures at the grant level. This report is organized by grant, and reports on all reporting categories existing within each activity funded by the grant. Totals are given on this report at the activity, federal aid (grant) number, major federal aid number, and department levels.
GM27	Sub-grantee State Year and Cumulative Activity Report	Provides information necessary for state GAAP reporting. The report sorts information by department, organization, and federal aid (grant) number.
GM33	Sub-Grantee Ledger	Provides the user with transaction detail on all cost reporting, payment, and refund transactions entered for a contract. Contract balances and variances are also completed.

**Summary****Steps to Sub-grant Management Sub-System**

1. Verify that all Federal Aid information related to the sub-grant has been input. (FM, RPTG and FAIT table entries)
2. Input/Approve SG document
3. Review SGHD, SGSO, and SGRC tables for accuracy
4. Input/Approve SP/SL/RS documents as applicable
5. Request/Review/Analyze Sub-Grant Reports
6. Input fiscal year SGGE information for GAAP entries