



**Y\_DRP\_63000015**

**Work Instruction**

## **Run Grant Monitoring Report (Y\_DRP\_63000015 )**

### **Purpose**

Use this procedure to review the current status of a grant.

### **Trigger**

Perform this procedure when you require summary or detailed information regarding a grant.

### **Prerequisites**

None

### **Menu Path**

N/A

### **Transaction Code**

Y\_DRP\_63000015

### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry.



## Run Grant Monitoring Report (Y\_DRP\_63000015 )

### Procedure

1. Start the transaction using the menu path or transaction code. The *Grant Monitoring Report* screen displays.

### Grant Monitoring Report

2. As required, complete/review the following fields:

Field	R/O/C	Description
Posting Date	R	The date a transaction is posted within the system. <b>Example:</b> 070108



### Run Grant Monitoring Report (Y\_DRP\_63000015 )

Field	R/O/C	Description
to	R	Upper limit of the range of time covered in the report. <b>Example:</b> 063009
or Grant value(s)	R	<b>Example:</b> EM000000

3. Click **Execute** .

4. As required, complete/review the following fields:

Field	R/O/C	Description
Expenses	R	Financial posting for goods, services, or public charges, rates and taxes. These items are balanced against revenue in the profit and loss statement. <b>Example:</b> 5,000.00



## Run Grant Monitoring Report (Y\_DRP\_63000015 )

### Grants Management: Line Item Display

The screenshot shows the SAP interface for 'Grants Management: Line Item Display'. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area displays a table with the following data:

Grant	Fund	Sponsored Program	Sp. Class	GL Acc	VT	Stat.Ind.	DocumentNo	RefDocumnt	Document Number	Posting Date	Tran. Crcy	Asset	SN	Ort	
EM000000	217001	U08001080123010103	ASST ACQ	177500	99	R	1000001830	5000000054	5000000032	08/27/2008	5,000.00	400080	0	EM	
											-	5,000.00			
											-	5,000.00			

At the bottom of the screen, the status bar shows 'DRP (1) 200 sapdrp OVR'.

5. Click **RefDocumnt** field 5000000054 . The *Display Material Document XXXX - YYYY* screen displays.



### Run Grant Monitoring Report (Y\_DRP\_63000015 )

#### Display Material Document XXXX - YYYY



The screenshot shows the SAP interface for displaying a material document. The title bar reads "Display Material Document 5000000054 - Sheila Black-Craig". The document number is 5000000054 and the year is 2008. The document is categorized as a "Material Document".

Key fields include:

- Document Date: 08/27/2008
- Posting Date: 08/27/2008
- Vendor: EVERYTHING AND ANYTHING

Line	Mat. Short Text	Qty in UnE	EUn	Plnt	Cost Center	Order	Bus. Asset	SLoc	Vendor
1	test asset 1	1	EA	City of Portlan	EMEM000002	EM00030001	EM00 400079		EVERYTHIN
2	test asset 2	1	EA	City of Portlan	PLCH000004	EM0000055	PL00 400080		EVERYTHIN

The "Material" tab is active, showing details for "test asset 1" with a Material Group of 07200. The bottom status bar indicates "DRP (1) 200" and "sapdrp OVR".

- Review the line item detail to ensure accuracy.  
 Review the line item detail to ensure accuracy.
- Click **Back** .



### Run Grant Monitoring Report (Y\_DRP\_63000015 )

#### Grants Management: Line Item Display

The screenshot shows the SAP Grants Management: Line Item Display window. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area displays a table with the following data:

Grant	Fund	Sponsored Program	Sp. Class	GL Acc	VT	Stat.Ind.	DocumentNo	RefDocumnt	Document Number	Posting Date	Tran. Crcy	Asset	SN	Ort	
EM000000	217001	U08001080123010103	ASST_ACQ	177500	99	R	1000001830	5000000054	5000000032	08/27/2008	5,000.00	400080	0	EM	
											-	5,000.00			
											-	5,000.00			

The status bar at the bottom right shows 'DRP (1) 200 sapdrp OVR'.

8. Click **Back**



### Run Grant Monitoring Report (Y\_DRP\_63000015 )

#### Grant Monitoring Report

SAP

Grant Monitoring Report

CITY OF PORTLAND

Grant Monitoring Report  
Grant Management  
Date & Time : 09/03/2008 & 20:56:33  
Run By & System : FASHEILA & DRP / 200

Sp Class	Original Budget	Budget Chang...	Reqs	PO's	Other Enc. Docs	Expenses	Balance	Payments
ASST_ACQ	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
GRT_REV	405,000.00	5,000.00	0.00	0.00	0.00	6,091.00	393,909.00	0.00
MISC_SVCS	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
NON_CITY_F	80,000.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00
OTH_COM	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00
PROF_SVCS	100,000.00	5,000.00	0.00	0.00	0.00	990.00	94,010.00	1,000.00
SAL_BEN	100,000.00	0.00	0.00	0.00	0.00	111.00	99,889.00	100.00
GRT_REV	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
PROF_SVCS	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
GRT_REV	50,000.00	0.00	0.00	0.00	0.00	10.00	49,990.00	0.00
NON_CITY_F	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
PROF_SVCS	0.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00
GRT_REV	70,000.00	0.00	0.00	0.00	0.00	10,000.00	60,000.00	0.00
OTH_COM	70,000.00	0.00	0.00	0.00	0.00	10,000.00	60,000.00	10,000.00
-	0.00	0.00	0.00	0.00	0.00	10.00	10.00	16,100.00
-	0.00	0.00	0.00	0.00	0.00	10.00	10.00	16,100.00

DRP (1) 200 sapdrp OVR

- Click **Budget Chang** field  . The *Grants Management: Line Item Display* screen displays.



## Run Grant Monitoring Report (Y\_DRP\_63000015 )

### Grants Management: Line Item Display

Grant	Fund	Sponsored Program	Sp. Class	GL Acc	VT	Stat.Ind.	DocumentNo	RefDocumnt	Document Number	Posting Date	Tran. Crcy	Asset	SN...	Ort
EM000000	217001	U08001080123010103	GRT_REV		R1		4000000024	1000000023		07/01/2008	5,000.00			
											-	5,000.00		
											-	5,000.00		

10. As required, complete/review the following fields:

Field	R/O/C	Description
RefDocumnt	R	Document Number <b>Example:</b> 1000000023





### Run Grant Monitoring Report (Y\_DRP\_63000015 )

#### GM Budget - Display Posted Document used by FASHEILA

Document Edit Goto Extras Environment System Help SAP

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**GM Budget - Display Posted Document used by FASHEILA**

Action Bar On Hold Prepost Undo Reverse Error Log Budget Overview

Document Number **1000000023** Check OK

**Header** Additional Information

Process	Return	Currency	USD	Document Status	Posted
Grant	EM000000	Document Date	07/31/2008	Reversal Status	Normal
GM Doc Type	S1	Budget Version	0	Budget Status	Released
Header Description	RETURN UNSPENT	Reason Code			

**List View** Hierarchy View

Line	Fund	Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Net Amount	Posting Date	Text
<b>Class Type E Expenses</b>						<b>5,000.00</b>		
000010	217001	U08001080123010103	PROF_SVCS	07/01/2008	06/30/2009	5,000.00	07/01/2008	
<b>Class Type R Revenues</b>						<b>5,000.00</b>		
000020	217001	U08001080123010103	GRT_REV	07/01/2008	06/30/2009	5,000.00	07/01/2008	

Bdgt Line **000010** 217001 U08001080123010103 PROF\_SVCS 07/01/2008 06/30/2009 5,000.00

Clear Amounts Show All Distribution off Distribution Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount	Distribution Key	Commitment Item	Funds Center
<b>5,000.00</b>											
000010	COP1	217001	U08001080123010103	PROF_SVCS	2009	07/01/2008	06/30/2009	5,000.00	1	521000	EMEM000002

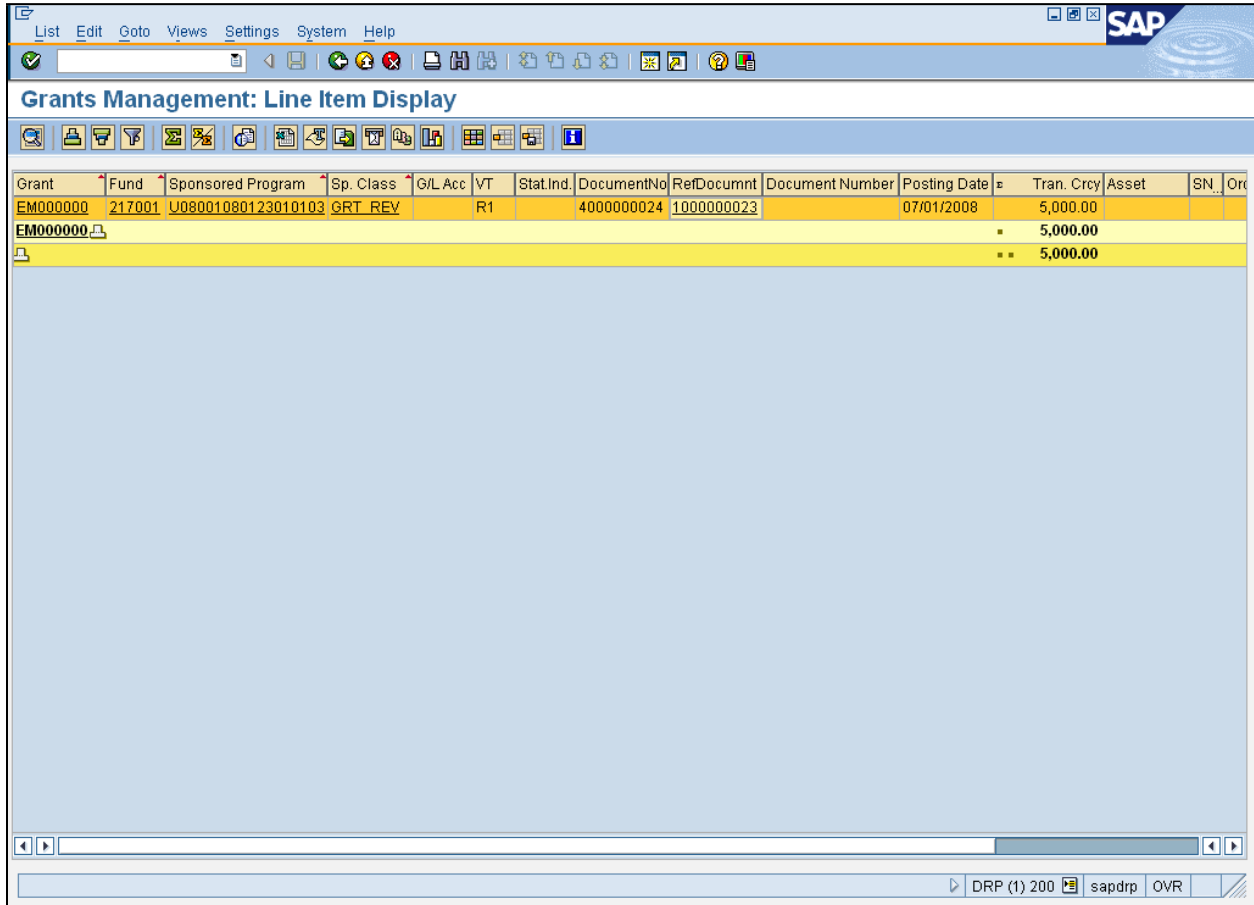
DRP (1) 200 sapdrp OVR

11. Review information and then click **Back**



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### Grants Management: Line Item Display



The screenshot shows the SAP interface for 'Grants Management: Line Item Display'. The window title is 'SAP' and the menu bar includes 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. The main content area displays a table with the following data:

Grant	Fund	Sponsored Program	Sp. Class	GL Acc	VT	Stat.Ind.	DocumentNo	RefDocumnt	Document Number	Posting Date	Tran. Crcy	Asset	SN...	Ort
EM000000	217001	U08001080123010103	GRT_REV		R1		4000000024	1000000023		07/01/2008	5,000.00			
											-	5,000.00		
											-	5,000.00		

The status bar at the bottom right shows 'DRP (1) 200', 'sapdrp', and 'OVR'.

12. Click **Back**  .



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**Work Instruction**

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### **Result**

You have reviewed a grant.