Creating a Grant

Objective
This document provides instructions on how to add a grant record to the Grant Master program.

Overview
The use of the Grant Master program allows the tracking of a grant from the application process through the awarding of the grant. The Grant Master program stores the grant application number, grantor information, billing information, and so on.

Prerequisites
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

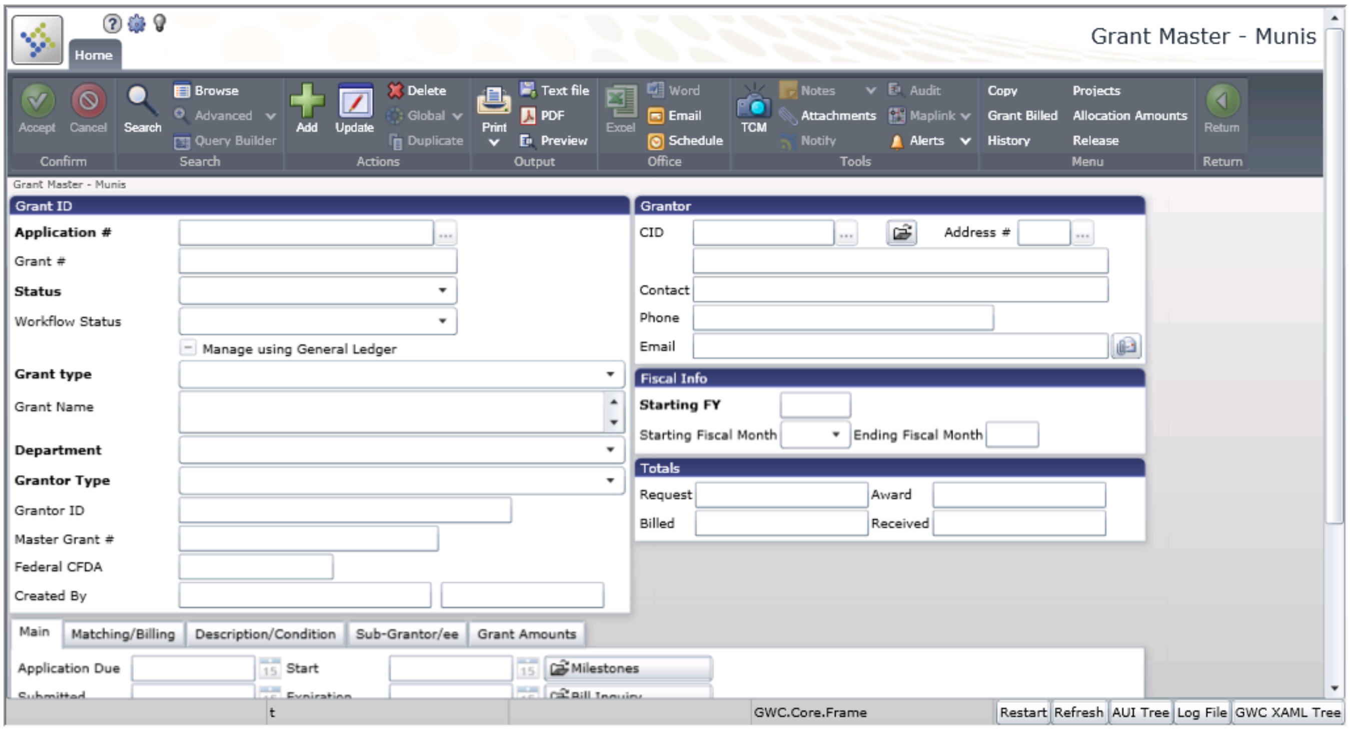
- The appropriate settings have been established in the General Ledger and Project Settings programs.
- The Project Journal Number Control program has been completed.
- Project segment codes are established.
- Project Miscellaneous Codes have been created.
- AR customer records exist.

Procedure

Use the following steps to add a grant record:

Open the Grant Master program.

Financials >General Ledger > Project Accounting > Project Ledger > Projects/Inquiry > Grant Master or Financials >General Ledger > Project Accounting > Projects Within the GL > Grant Master



Click Add .

Complete the fields to create the grant master record. Refer to the table that follows for specific field details.

When the fields are complete, click Accept .

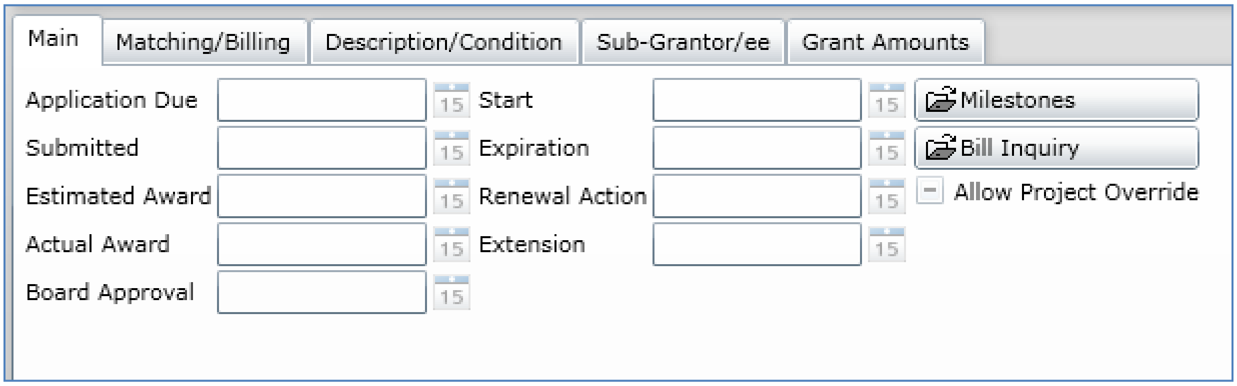
Field	Description
Grant ID	
Application #	This box specifies the application number for the proposed grant. This number can contain up to five alphanumeric characters.
Grant #	This box specifies the grant number assigned to the application. The default number is the application number, but you can change this. The grant number can contain up to five alphanumeric characters.
Status	This list indicates the status of the grant: Active, Closed, Entered, Approved, Submitted, or Awarded.

Field	Description
Workflow Status	This is the grant applications' current status in the Workflow system. The status is automatically updated as the record moves through the Workflow system. The list is only available if your organization has defined a grant approvals (GRA) business rule.
Manage Using the General Ledger	The value of this check box determines whether a grant is a valid choice when entering funding sources for a project. If you are entering a funding source in the GL Funding tab of Project Master, only grants with this check box selected are available. If you are entering a funding source in the Funding Source/Grantor Table program, only grants that have this check box cleared are available.
Grant Type	This list determines the grant type. Grant types are defined in the Project Accounting Miscellaneous Codes program.
Grant Name	This box contains the name of the grant. The grant name can contain up to 70 characters.
Department	This list identifies the department responsible for the grant. The department code is required.
Grantor Type	This list identifies the authority of the grant (for example, federal, local, state, and so on).
Grantor ID	This box specifies the grantor ID number.
Master Grant #	This box identifies the master grant number, if applicable, or the number of the grant under which this grant should be grouped.
Federal CFDA	This box contains the federal CFDA number for the grant, if applicable. If the grant does not have a CFDA number, leave this box blank.
Created By/Date	The first box contains the user ID of the person who created the record; the second box contains the date it was created. The program completes these values when you enter the project record; they are display only.
Grantor	
CID	This box contains a customer identification number for the grantor. This number must exist in the Accounts Receivable Customers program. This number is not required, but if you do not enter a CID number, the Project Master Maintenance program does not allow records to be added to the Actual Fund tables. Type the customer identification number directly, or click the field help button to identify the customer identification number using a primary or associated name search. Click the folder button to open the Accounts Receivable Customers program and view or update customer information.
Address #	This box specifies the grantor's address number. The program completes this value according to the customer number entered.

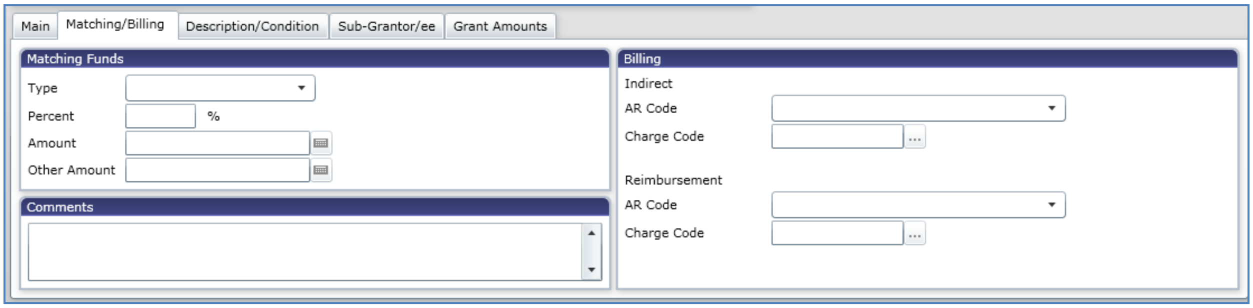
Field	Description
Contact	This box contains the name of the person to contact regarding the grant. When you are adding a new record, the default value is the grantor name, but you may change this if the contact name is different. The name can contain up to 30 characters.
Phone	This box provides the telephone number for the grant contact.
Email	This box contains the contact's electronic mail address. When this box is complete, click the e-mail button to open your electronic mail application at a new message pre-addressed to the contact's specified e-mail address.
Fiscal Information	
Starting FY	This box contains the grant's starting fiscal year. The default value is the current year established in General Ledger Settings, but you can change this when you are adding a new entry. The starting fiscal year is required.
Starting/Ending Fiscal Month	The Starting Fiscal Month list identifies the first month of the grantor's fiscal year. When you complete the Starting Fiscal Month list, the program completes the Ending Fiscal Month box with a value 12 months from the value of the Starting Fiscal Month list.
Totals	
Request/Award/Billed/Received	The program completes these amount values as transactions are processed against the Grant. • Request – The amount of money requested from the Grantor. • Award – The amount of money awarded by the Grantor • Billed – The amount of money requested for reimbursement. • Received – The amount of money that has been reimbursed by the Grantor

The tabs in the Grant Master program can be completed as the information becomes available.

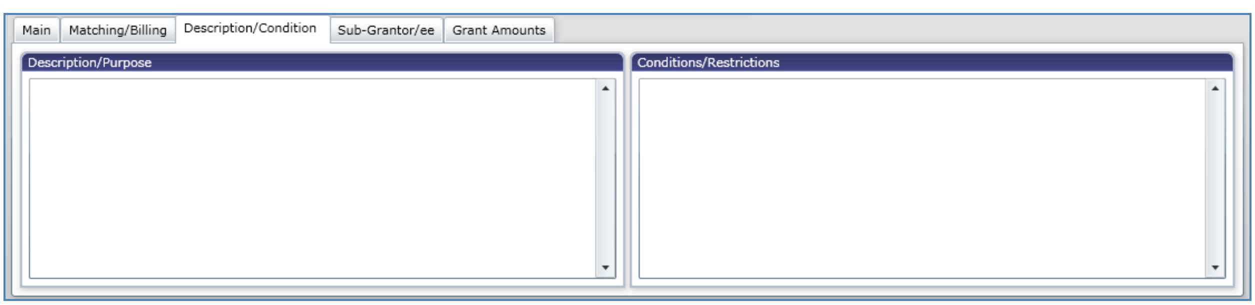
Once the original Grant Master record is saved, click Update on the toolbar to maintain the additional details.



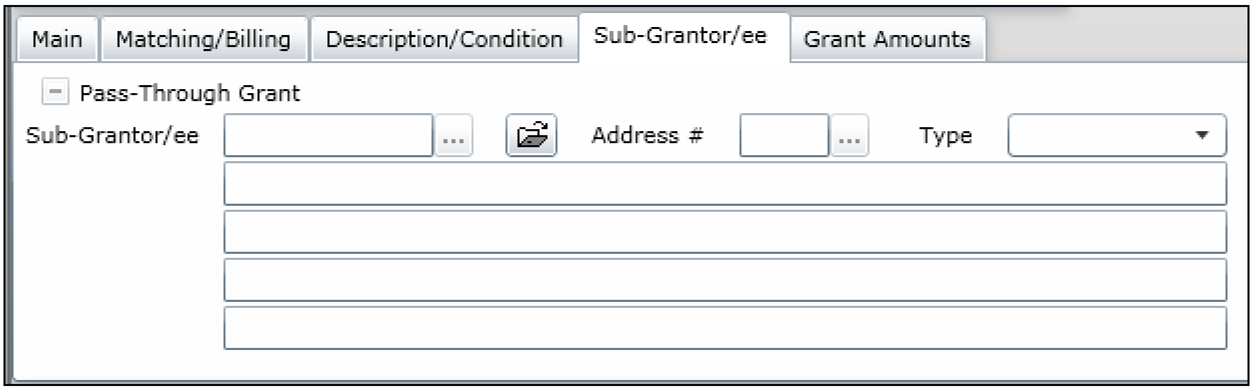
Field	Description
Main Tab	*The dates on this tab are optional; they are available to help you manage the grant process.*
Application Due	This is the date that the application for the grant is due.
Submitted	This is the date that the application for the grant is submitted.
Estimated Award	This is the date in which the grant is expected to be awarded.
Actual Award	This is the date that the grant is awarded.
Board Approval	This is the date the grant is approved.
Start	This is the start date for the grant.
Expiration	This is the date in which the grant will expire.
Renewal Action	This is the date in which the grant will require renewal action if applicable.
Extension	This is the extension date of the grant, if applicable.
Allow Project Override	This check box, if selected, indicates that the project allocation amounts may be overridden. Clear the check box to prohibit project overrides.
On-Screen Options	
Milestones	This button opens the Milestones program, where you can maintain applicable milestones related to this grant.
Bill Inquiry	This button opens the AR Bill Inquiry program, which displays applicable general billing invoices associated with this grant.



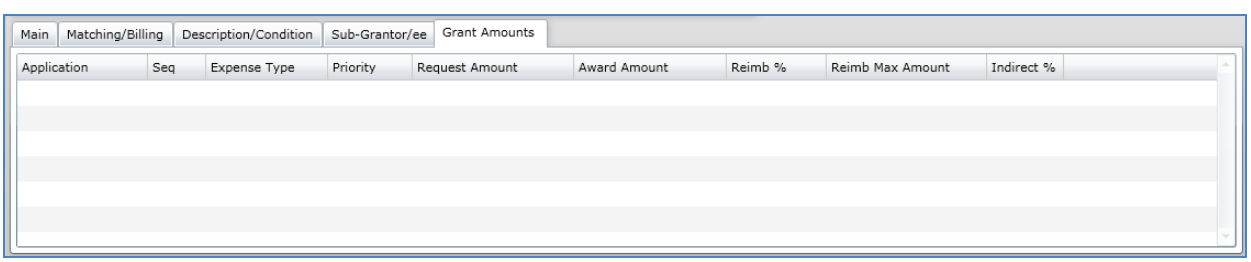
Field	Description
Matching/Billing Tab	
Matching Funds	
Type	This list provides the type of matching fund. These types are created in Project Accounting Miscellaneous Codes.
Percent	This box specifies the percent of which the matching fund will cover.
Amount	This box specifies the amount of which the matching fund will cover.
Other Amount	This box contains any other amount that the matching fund will cover.
Comments	
	This box contains any comments that further describe the matching fund associated with the grant.
Billing	
Indirect	
AR Code	This list specifies the AR code for the indirect billing costs.
Charge Code	This box specifies the AR charge code for the indirect billing costs.
Reimbursement	
AR Code	This list specifies the AR code for the grant reimbursement
Charge Code	This box specifies the AR charge code for the AR charge code grant reimbursement.



Field	Description
Description/Purpose	This box contains a description or purpose of the grant. The description can contain up to 200 characters.
Conditions/Restrictions	This box contains any conditions or restrictions that may affect the use of this grant. This box contains up to 200 characters.



Field	Description
Sub-Grantor/ee Tab	*The fields on this tab are optional.*
Pass-Through Grant	This check box, if selected, indicates that the grant is a pass-through grant. In a pass-through grant, the recipient (grantee) receives the grant funds and disperses those same funds to a subrecipient (subgrantee). The grantee, in this case, acts as the administrator. A portion of the funds are often retained by the grantee to cover the cost of administration. The subgrantee or recipient must abide by all the regulations of the original grant, and any guidelines established by the grantee.
Sub-Grantor/ee	This box identifies the customer ID of the subgrantor/ee from the Accounts Receivable Customers program.
Address #	This box contains the address number for the secondary grantor/ee.
Type	This list allows you to select whether the value in the Sub-Grantor/ee box is a Grantor or Grantee.



Field	Description
Grant Amounts Tab	The Grant Amounts tab lists each grant by number and displays the amount requested, amount awarded, and reimbursement details. To update the information, double-click on a line item to open the Grants Amount program. On the Main tab, click the Milestone Maintenance option to track meeting, payment, and work schedules, and to determine whether goals were met, or click Bill Inquiries to track the billing and payment history of the grant.

What's Next?

Once a grant has been entered, it may be used when creating the funding source strings in the Project Ledger.