



Grant Management

Munis-Financials: Project Accounting

CLASS DESCRIPTION

This class will provide an overview of how grants can be managed within Munis. Because of the broad range of grant requirements, several grant types will be explored to help to determine the appropriate setup within the General Ledger or Project Ledger. Impacts to the chart of accounts and ease of entry to end users will be highlighted. The Grant Manager program will be used to show how grant information can be viewed and the new options are available. After completing this class, users will have the tools to assess a grant's requirements to determine the recommended setup and how to obtain required grant reporting.

GRANT TYPES

Before looking at the possible Munis setups, six categories of grants examined are:

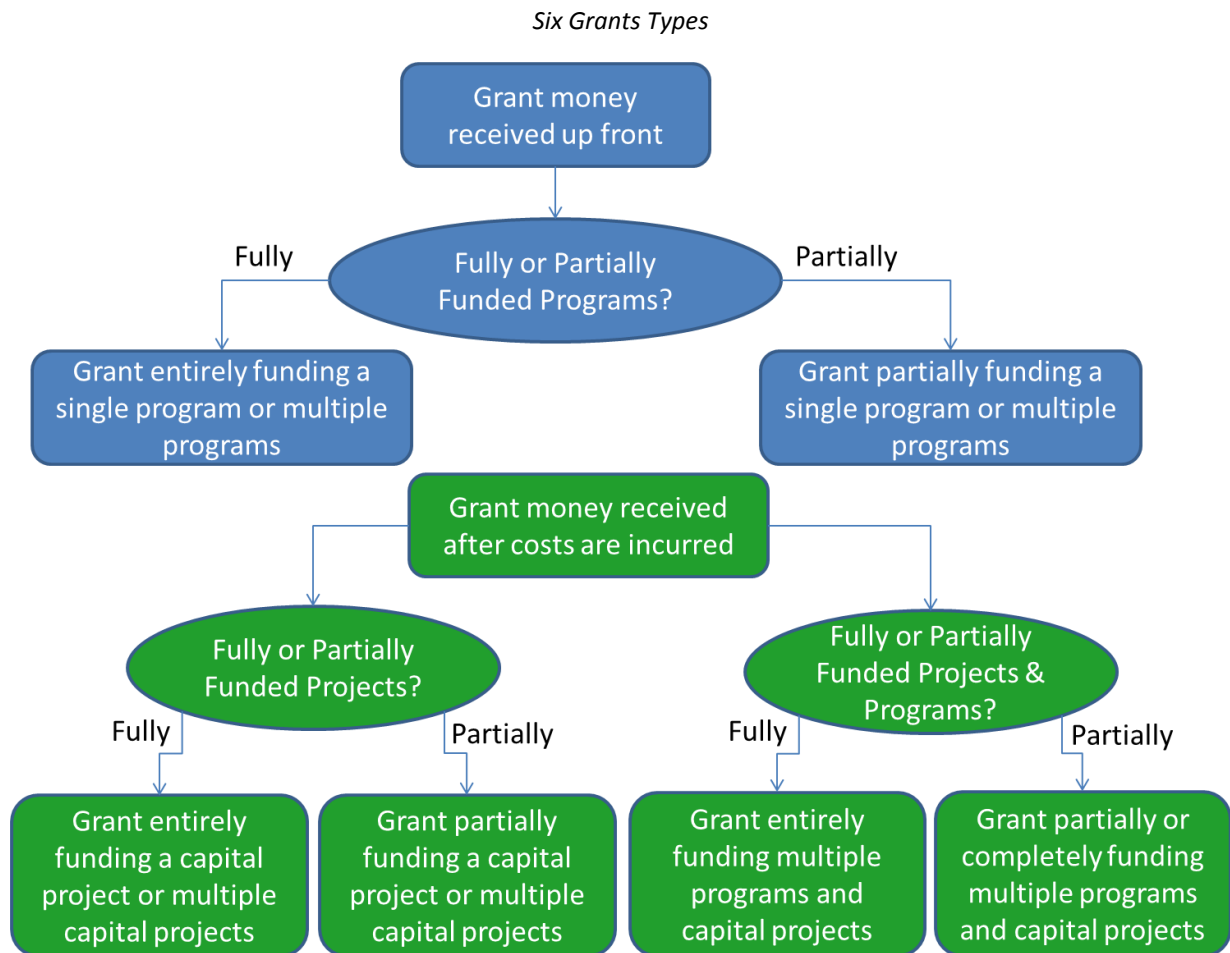
When grant money is received up front:

1. Grant entirely funding a single program or multiple programs
 - A grant to completely cover the costs of an after school reading program for two years. This includes one FTE and a flat amount for supplies.
 - A grant to fully fund one police officer to provide additional coverage. This includes one FTE and a new squad car.
 - A grant to provide E-reader capabilities at the town library. This includes a flat amount for technology upgrades.
2. Grant partially funding a single program or multiple programs
 - A grant is identified to cover half of the salary for a full time fire fighter position. The other half if the salary will be covered by paid out of the normal operating budget.
 - A grant is identified to cover 60% costs for field trips related to local conservation efforts at the grade school level.

When grant money is received after costs are incurred:

3. Grant entirely funding a capital project or multiple capital projects
 - A grant is identified to cover all the costs of a new covered bicycle parking areas at the town's schools and town hall. This will cover 100% of all material, employee, equipment, permitting, and other costs.
 - A grant will cover the costs of a new gym for the high school. This will cover 100% of all material, employee, equipment, permitting, and other costs.
4. Grant partially funding a capital project or multiple capital projects
 - A grant is identified to cover a third of the costs for energy improvements at the four fire stations. The first two-thirds of the cost must come first out of the town's budget.
 - A grant to cover half of a new technology center at the high school to enable a remote classroom with the state university.
5. Grant entirely funding multiple programs and capital projects
 - A grant is identified to completely cover the costs of a new art teacher position for five years and the cost of building an art classroom and supplies.
 - A grant is identified to cover the salary of two fire fighters, new fire truck with heat cameras, and training to use the new truck and technology.
6. Grant partially or completely funding multiple programs and capital projects
 - A grant is identified to cover half of the salary for a police officer, a third for the purchase of a new police car, and three quarters for the cost of adding surveillance cameras to the traffic lights.
 - A grant is identified to cover all the costs for a new teacher and half the costs of creating a new technology lab.

These six grant types can also be grouped visually:



MUNIS GRANT SETUPS

Munis has three different methods to manage grants with setups available in the General Ledger or Project Ledger.

General Ledger Setup with Grant identified in the Grant Attribute

Grant Setup

- For grants to be tracked in the GL, check 'Manage use General Ledger' on the Grant record.

Account Setup

- Create GL accounts with:
 - Program or Project identified in a segment

- Grant identified in the Grant Attribute

- Accounts will be setup for both Expense and Revenue accounts.
- The GL accounts are in the appropriate fund based on the program type.

General Ledger Setup with Grant identified as a Segment

Grant Setup

- For grants to be tracked in the GL, check 'Manage use General Ledger' on the Grant record.

Account Setup

- Create GL accounts with:
 - Grant identified in a segment
 - Grant identified in the Grant Attribute

- Accounts will be setup for both Expense and Revenue accounts.
- The GL accounts are in the appropriate fund based on the program type.

Project Ledger with the Grant identified on the Funding Source

Grant Setup

- For grants to be tracked in the GL, uncheck 'Manage use General Ledger' on the Grant record.

Project Ledger Setup

- Create Projects for every program or project the grant is going to fund.
- Create expenses strings for each project to capture required detail.
- Apply Expense types to the project strings in accordance to the Grant rules
- Create Funding Sources for each source of revenue for the program.

- Enter the grant onto the Grant field on the appropriate funding source

- For each funding source, define the allocation rules by completing the Revenue Allocation information.

Optional Setup: Expense detail tracking in the Project Ledger

When grant tracking is managed in the General Ledger, the Project Ledger can be used to capture additional expense detail when required by the program or project. This is expenditure detail beyond the requirements of the grantor.

Project Ledger Setup

- Create Projects for every program or project the grant is going to fund.
- Create expenses strings for each project to capture required detail.
- A funding source can optionally be created, but will not be used in the Revenue Allocation process.

HOW TO SELECT A GRANT SETUP

With six grant types and three possible Munis setups; the suggestions for pairings as follows (note that a grant type may have multiple options):

General Ledger Setup with Grant identified in the Grant Attribute

This setup works well when the grant is 100% funding programs or projects. Note that the Project Ledger could be used in addition to capture additional expense detail outside of the grantors requirements.

- Grant entirely funding a single program or multiple programs (1)
- Grant entirely funding a capital project or multiple capital projects (3)
- Grant entirely funding multiple programs and capital projects (5)

General Ledger Setup with Grant identified as a Segment

This setup is required when the grant isn't fully funding the programs or projects. Often allocation setups are used in purchasing and payroll to manage any required splits.

- Grant partially funding a single program or multiple programs (2)
- Grant partially funding a capital project or multiple capital projects (4)
- Grant partially or completely funding multiple programs and capital projects (6)

Project Ledger with the Grant identified on the Funding Source

This setup is required when the grant isn't fully funding the programs or projects. The Project Ledger can be a good option when either the number of General Ledger accounts becomes cumbersome or if the allocation rules for the split of funding is complex.

- Grant partially funding a single program or multiple programs (2)
- Grant partially funding a capital project or multiple capital projects (4)
- Grant partially or completely funding multiple programs and capital projects (6)

GRANTS AT THE TIME OF ENTRY

Perhaps the biggest difference in how grants are managed within Munis can be how users interact with the grant at the time of transaction entry. Historically with a grants managed in the General Ledger required the user to enter the appropriate accounts or make use of allocation codes to split between grant funding and other funds for split purchases. The Project Ledger removes this need because the Revenue Allocation process to determine the funding split. Expenses are entered at the appropriate level of detail on the Project Ledger expense strings. Then revenue allocation process marries expenses to the funding sources for the project where a funding source can be associated to a grant.

Because the Project Ledger revenue allocation process may only be run once a month to create grantor bills, there can be a period of time when there isn't up to date information of grant expenses in the Project Ledger. New in V10.5 is a Project Revenue Allocation Update program to allow users to run a type of 'proof' revenue allocation run. This new process performs the calculations and allows reporting on amounts prior to them being committed in a true allocation run. Each time the update is run all amounts that have not been committed are recalculated to capture any changes in expense amounts or funding rules. This is a schedulable process that can be run nightly to give a grant manager information current amount calculations as of the previous day. Of course there is an option to update the allocation amounts at any time.

GRANT MANAGER

The reason for setting a grant up as described in the Munis Grant Setup section is to enable functionality in the Grant Manager. The Grant Manager provides a tool to group information to provide one place to see grant amounts across General Ledger accounts or Project Ledger projects.

Grant Manager Main Landing Page

Application #	Grant #	Name	Status	Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL
2	2	TYPE 3 GRANT	Active	T3	Local			4/7/2009	ryan.jacobson	<input type="checkbox"/>
2010	2010	MANY TYPES	Active	MANY	Federal			5/29/2009	david.foster	<input checked="" type="checkbox"/>
3	3	FIRST GRANT EVEI	Active	FRST	Federal			5/31/2006	jsilberstein	<input checked="" type="checkbox"/>
4	4	FIRST GRANT EVEI	Active	FRST	Federal			5/31/2006	jsilberstein	<input checked="" type="checkbox"/>
5454	5454	FIRST GRANT EVEI	Active	FRST	Federal			8/17/2009	ryan.jacobson	<input checked="" type="checkbox"/>
98	98	FIRST GRANT EVEI	Active	FRST	Federal			3/29/2007	joyce.bickford	<input checked="" type="checkbox"/>
981	981	FIRST GRANT EVEI	Active	FRST	Federal			3/29/2007	joyce.bickford	<input checked="" type="checkbox"/>
98777	98777	SCND GRANT EVEI	Active	SCND	Federal			12/3/2008	joyce.bickford	<input checked="" type="checkbox"/>
999	999	FIRST GRANT EVEI	Active	FRST	Federal			4/7/2009	ryan.jacobson	<input checked="" type="checkbox"/>
99987	98777	SCND GRANT EVEI	Active	SCND	Federal			12/3/2008	joyce.bickford	<input checked="" type="checkbox"/>

The main landing page provides an area to see all grants. A general search for Application number, Grant number, or Grant name is provide as well as an Advanced search to limit the number of grants brought to the main view.

Advanced Search options

Application #	<input type="text"/>	Status	<input type="text"/>
Grant Type	<input type="text"/>	Grantor Type	<input type="text"/>
Grant Name	<input type="text"/>	StartingFY	<input type="text"/>
		<input type="button" value="Search"/>	<input type="button" value="Reset"/>

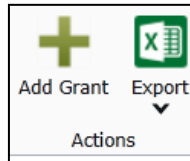
The colored buckets with numbers on the main landing page provide a way to control the list of grants to either show all in a Pre-Award status, Active status, Closed status, or those grants that are in Warning. Grant warnings are provided for Grants that are date driven:

- Status – Submitted and Submit Date is < 30 days away
- Status – Entered and Application Due Date < 30 days away
- Status - Active and Expiration date < 30 days away

Additionally, for grants managed on the Project Ledger warnings are provided for when the Revenue Allocation process has failed.

From the Grant Manager main landing page the user also has the option to add new grants or export the find set to Excel. The Excel Export also has a SEFA (Schedule of Expenditures of Federal Awards) option to provide expenditure amounts by grant for a given time frame.

Grant Manager Actions



After selecting a grant the user is brought to the main amounts screen which provides a quick overview of amounts associated to the grant. The Grant Details section provides a type of account inquiry view of amounts for the grant. Note that for grant managed on the Project Ledger there will be an Actuals (Committed) and Actuals (Estimated) bucket. For amounts that have been calculated in the Revenue Allocation Update program will be 'Estimated' and 'Committed' will represent those amounts posted in Revenue Allocation.

Grant Totals gives expenditure amounts by year/quarter/month. Activity Detail populates with details for the selected time frame in the Grant Totals. Both the Grant Totals and Activity Detail provide an Excel export option. The Grant Details, Grant Dates, and Match/Billing tabs provide general information related to the grant, the same data that is provided in the Grant Master program.

Grant Summary

Grant Manager									
Welcome, Ryan Jacobson									
<div> <div>01019</div> <div> <div>+</div> Add Grant <div>Update Status</div> <div>Export</div> <div>Attachments</div> <div>Chart Manager</div> </div> </div>									
<div> <div>Advanced</div> <div>View All</div> </div>									
<div> <div>Search</div> </div>									
<div> <div>Application#: 01019 Summary</div> <div>Grant Details</div> <div>Grant Dates</div> <div>Matching/Billing</div> <div>Associated Accounts/Projects</div> <div>Employee Listings</div> <div>Invoice Listings</div> <div>Fixed Asset Listings</div> </div>									
<div> <div>Grant Details</div> <div>0% Received</div> <div> <div>Requested</div> <div>\$100,000.00</div> </div> <div> <div>Awarded</div> <div>\$100,000.00</div> </div> <div> <div>Billed LTD</div> <div>\$0.00</div> </div> <div> <div>Received LTD</div> <div>\$0.00</div> </div> <div> <div>AP Checks LTD</div> <div>\$706.17</div> </div> <div> <div>Budget Details</div> <div>2014 2013 2012</div> <div> <div>Original Budget</div> <div>\$52,500.00</div> <div>\$20,000.00</div> <div>\$0.00</div> </div> <div> <div>Revised Budget</div> <div>\$57,400.00</div> <div>\$20,000.00</div> <div>\$0.00</div> </div> <div> <div>Actuals (Committed)</div> <div>\$706.17</div> <div>\$0.00</div> <div>\$0.00</div> </div> <div> <div>Actuals (Estimated)</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> </div> <div> <div>Encumbrances</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> </div> <div> <div>Requisitions</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> </div> <div> <div>Available Budget</div> <div>\$56,693.83</div> <div>\$20,000.00</div> <div>\$0.00</div> </div> </div> </div>									
<div> <div>Grant Totals</div> <div> <div>Expenses</div> <div>Received</div> <div>Billed</div> <div>Expenses LTD</div> <div>Received LTD</div> </div> <div> <div>2014</div> <div>706.17</div> <div>0.00</div> <div>0.00</div> <div>706.17</div> <div>0.00</div> </div> <div> <div>Quarter: 1</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> </div> <div> <div>Quarter: 2</div> <div>706.17</div> <div>0.00</div> <div>0.00</div> <div>706.17</div> <div>0.00</div> </div> <div> <div>Quarter: 3</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>706.17</div> <div>0.00</div> </div> <div> <div>Quarter: 4</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>706.17</div> <div>0.00</div> </div> <div> <div>2013</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> </div> <div> <div>2012</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> </div> </div>									
<div> <div>Activity Detail for Quarter 2, 2014 (6)</div> <div> <div>Effective Date</div> <div>Journal</div> <div>Source</div> <div>Comments</div> <div>Amount</div> <div>Allocated Amount</div> <div>Type</div> <div>Project String</div> <div>Description</div> </div> <div> <div>11/12/2013</div> <div>61</div> <div>API</div> <div>proj alloc</div> <div>110.00</div> <div>44.00</div> <div>E</div> <div>09098 .321 .555</div> <div>Rails to Trails</div> </div> <div> <div>11/12/2013</div> <div>62</div> <div>API</div> <div>proj alloc</div> <div>55.00</div> <div>22.00</div> <div>E</div> <div>09098 .321 .555</div> <div>Rails to Trails</div> </div> <div> <div>11/12/2013</div> <div>63</div> <div>APM</div> <div>proj alloc</div> <div>0</div> <div>-22.00</div> <div>E</div> <div>09098 .321 .555</div> <div>Rails to Trails</div> </div> <div> <div>11/12/2013</div> <div>65</div> <div>API</div> <div>MI</div> <div>1,100.00</div> <div>100.00</div> <div>E</div> <div>09098 .321 .545</div> <div>Rails to Trails</div> </div> <div> <div>11/12/2013</div> <div>78</div> <div>API</div> <div>proj alloc</div> <div>276.10</div> <div>22.67</div> <div>E</div> <div>09098 .321 .555</div> <div>Rails to Trails</div> </div> <div> <div>11/13/2013</div> <div>84</div> <div>API</div> <div>proj alloc</div> <div>539.50</div> <div>539.50</div> <div>E</div> <div>09099 .200 .111 .111</div> <div>City Hall Refurbis</div> </div> </div>									

The Employee Listings tab will show the list of employees that have been associated to a grant. Basic employee information is provided as well as a filter and an Excel export.

Employee Listings

Application#: 01019 SummaryGrant DetailsGrant DatesMatching/BillingAssociated Accounts/ProjectsEmployee ListingsInvoice ListingsFixed Asset Listings

Employee Earning Records

First NameLast NameEmployee NumberHoursWarrantJobPayCheck Date

Filters

Check Start Date

15

Check End Date

15

Employee Number

ApplyReset


The Invoice listings tab provides an area to get a quick snap shot of invoices for the grant. A filter and Excel Export option is provided.

Invoice Listings

Application #: 01019 Summary	Grant Details	Grant Dates	Matching/Billing	Associated Accounts/Projects	Employee Listings	Invoice Listings	Fixed Asset Listings
<div> <div>Invoices</div> <div> <div> <div>Document</div> <div>Vendor</div> <div>Vendor Number</div> <div>Description</div> <div>Clerk</div> <div>Amount</div> <div>Paid</div> </div> <div> <div>21212717</div> <div>MICROSOFT CORP.</div> <div>8</div> <div>proj alloc</div> <div>misherwood</div> <div>44.00</div> <div></div> </div> <div> <div>21212718</div> <div>MICROSOFT CORP.</div> <div>8</div> <div>proj alloc</div> <div>misherwood</div> <div>22.00</div> <div></div> </div> <div> <div>21212719</div> <div>MICROSOFT CORP.</div> <div>8</div> <div>MI</div> <div>misherwood</div> <div>100.00</div> <div></div> </div> <div> <div>21212723</div> <div>MICROSOFT CORP.</div> <div>8</div> <div>proj alloc</div> <div>misherwood</div> <div>22.67</div> <div></div> </div> <div> <div>21212724</div> <div>U.S. POSTMASTER</div> <div>1</div> <div>proj alloc</div> <div>misherwood</div> <div>539.50</div> <div></div> </div> </div> </div> <div> <div>Filters</div> <div> <div>Document</div> <div>Vendor Number</div> </div> <div> <div>Apply</div> <div>Reset</div> </div> </div>							

The Fixed Asset Listings will show all Assets associated to the Grant. Note that for Grant Manager to display assets, an invoice will have to be processed through the Fixed Asset Work File process to tie the asset purchase to a Munis transaction.

Fixed Asset Listings

Application#: 01019 Summary	Grant Details	Grant Dates	Matching/Billing	Associated Accounts/Projects	Employee Listings	Invoice Listings	Fixed Asset Listings
Fixed Assets 							Filters Asset <input type="text"/> <input type="button" value="Apply"/> <input type="button" value="Reset"/>
Asset	Description	Purchase Date	Document	Vendor	Amount		

SUMMARY

After understanding the different grant type and possible Munis setups hopefully an educated decision can be made as to how best to setup and track a grant within Munis. Regardless if a General Ledger or Project Ledger setup is chosen, the Grant Manager provides a single place to review all grants and see amounts and transactions.