Title: Effective Grant Management

Description: This class will focus on the tracking of Grant Funds and provide a sneak peek of the upcoming and highly anticipated Grant Central program. Discussions will include the tracking of Grant Funds and the identification of Grant Expenses and Revenues. After completion of this class, participants will be able to apply their knowledge to track grants utilizing the Project Accounting Programs and the upcoming Grant Central.

In this session we will review the new Grant Central Program available within the 10.3 release named Grant Manager and how this program can be utilized for effective grant management.

The Grant Manager program will allow for the creation of new grant records and the maintenance of existing grants. It will also assist with the monitoring of grant records and the General Ledger accounts that are connected to that grant with the new grant field with in the Account Master program. It will also monitor Project Ledger records that are connected to the grant via the Project Ledger Funding Source record. And lastly, but certainly most importantly, the program will supply a detailed summary of expense and receivables of all connected accounts to the grant and allow for a breakdown of monthly, quarterly and yearly totals and journal detail records.

Set-Up
Account Master
The Grant Manager program is connected to the new field found on Account Master title 'Grant'. This field acts as a link from a General Ledger account in Account Master to the Grant Manger program.

Project Ledger
The grant is tied to a funding source by the grant field on the Funding Source record. This field also acts as a link from the Founding Source in the Project Ledger to the Grant Manager program.

With links established within the General Ledger and the Project Ledger the Grant Manager can be utilized for a complete view of the grant.

Grant Manager
The Grant Manager is comprised of several Status Panels and Tabs. The Status Panels will filter the grants displayed based on the grants status as shown below.

Pre-Award – This panel when selected will show all grant records that are in a status of Entered and/or Submitted

Active – The panel for active will show all grant records that are in a status of Awarded and Active

Warnings – The Warnings panel is based on the dates and status of each grant. Warnings will be created based on the following.

- Grant Status of 'Submitted' and the Submit Date is in less than 30 days.
- Grant Status of 'Entered' and Application Due Date is in less than 30 days.
- Grant Status of 'Active' and Expiration date is in less than 30 days.

Closed – This panel will show all grant records that are set to a status of Closed

By clicking on any of the Status Panels, the grants associated with that status will display. By clicking on any grant the Grant Manager will launch a multi view Tab display as follows.

Grant Summary Tab- The Grant summary tab will breakdown in detail all of the GL accounts that are connected to the Grant through the Grant field on Account Master.   There will be three different sections that will supply data information on this tab. Those three tabs are Grant details, Grant Totals, and Activity Detail.

> **Grant Detail** – The Grant Detail section of the Summary Tab will supply the yearly breakdown for the grant. This section offers a percentage bar that will depict the percentage of funds received for the grant. This is based on the grant's requested and awarded amounts.   Life to date amounts will also be supplied to display the amounts that have been billed and received for the grant along with any Accounts Payable

checks that have been disbursed. This section will also supply 3 years' worth of summary information for all of the accounts connected to the Grant. It will supply a summary total for current year, last year and last year 2 for original budget, revised budget, actuals (expenses), encumbrances and requisitions along with supplying an available budget total

Grant Totals - Grant Totals section will supply a summary breakdown of expenses, revenues received, invoices billed, Life To Date expenses, and Life To Date revenue received.   This tab will display totals yearly, quarterly and monthly total with the ability to export to Excel.

Activity Detail - The Activity Detail section will show journal detail records that were created in the time frame selected in the Grant Totals section. Each detail record provides a link to the underlying detail transaction record and can be called by clicking on the detail record. This section also has the ability to export the detail to Excel.

Grant#: 2615 Summary	Grant Details	Grant Dates	Matching/Billing	Associated Accounts/Projects

Grant

Application #	2615	Grant #	2615	Description/Purpose	Grant Detail Description field	
Grant Name	GRANT SCHOOL 500	Status	Active			
Grant Type	MATT PROJE	Department	Jefferson			
Starting Fiscal Year	2013	Federal CFDA				
Starting Fiscal Month	July	Ending Fiscal Month	June	Conditions/Restirctions		
Master Grant #	2615	Manage using GL	☐			
Allow Project Override	☐	Pass-Through Grant	☐			

Grantor / **Sub-Grantor/Sub-Grantee**

Grantor Type	Federal	Grantor Id		Name	USPS	Address #	0	Type
Grantor Name	Tyler Technologies	Address #	0	Address		
Email	Tyler Tech	Phone #		Address		
Contact				City, State, Zip Code		

✔ Accept   Cancel

Grant Details Tab - The grant detail tab will supply more information from the Grant Master program about the grant from name and type to Grantor and Grantee information.   It will also supply an option to link a parent grant by indicating a 'Major Grant'. This will allow for a hyperlink to view a summary of a yearly breakdown of the parent grant information and all the grants connected to the parent.

Grant Manager

Search by Application Number, Grant Number or Grant Name.

Advanced · View All

Add Grant · Update Status · Chart Manager

Search · Actions

Grant#: 2615 Summary | Grant Details | **Grant Dates** | Matching/Billing | Associated Accounts/Projects

Application Date		Start Date	
Date Submitted		Expiration Date	
Estimated Award Date		Renewal Action Date	
Actual Award Date		Extension Date	
Board Approval Date			

Milestones

Show Gantt View By [Year ▾]   Edit Milestones

Milestones	2010	2011	2012	2013
MSTG - New Munis.NET Application				
MSTG - Analyze User Requirements				
MSTG - Design The Program				
MSTG - Implementation				
MSTG - Testing And Documentation				
MSTG - Operate and Maintain				
MSTG - Get Customer Feedback				
MSTG - Code Enhancements				
MSTG - Yearly Upgrade				

Accept | Cancel

Grant Dates Tab - The Grants dates tab will display two date sections. The first section will display the date options that available within the Grant Master program such as application and submittal date, expiration and renew action dates. These dates are used in conjunctin with the grant status to display warnings in the Status Panels. The second section displays the timeline of the grant's milestones. The milestones are depicted in a timeline to view on a monthly or yearly basis.

Grant#: 2615 Summary | Grant Details | Grant Dates | **Matching/Billing** | Associated Accounts/Projects

Matching Funds

Type	
Percent	0.00
Amount	0.00
Other Amount	0.00
Comments	

Billing

Indirect

AR Code

Charge Code

Reimbursement

AR Code

Charge Code

Allocations   Add Line

Seq	Expense Type	Priority	Request Amount	Award Amount	Reimb %	Reimb Max Amount	Indirect %	Billed Amount	Received Amount
1	DISP	1	50000.00	10000.00	100.000	10000.00	0.000	0.00	0.00
2	LABR	1	50000.00	35000.00	100.000	35000.00	0.000	0.00	0.00

Accept | Cancel

Matching/Billing Tab – The Matching and Billing Tab displays the information for the grant's matching funds and the billing information for reimbursable grants. This section also displays the awarded allocations by expense types. The grant's receivable is created based on the percentages established by the expense types and the charge codes assigned for the indirect and direct costs.

.

| | Grant#: 2615 Summary | Grant Details | Grant Dates | Matching/Billing | Associated Accounts/Projects |

Associated GL Accounts

	Actuals	Revised Budget
▼ 🗐 Expense Accounts	23520.38	322932.24
🗐 MATERIALS AND SUPPLIES-------X	813.48	44123.04
🗐 FURNITURE AND FIXTURES-------X	1462.58	32284.84
🗐 EQUIPMENT--------------------X	1422.26	65455.48
🗐 VEHICLE EXPENSE--------------X	2463.84	16732.32
🗐 EQUIPMENT MAINTENANCE--------X	1173.48	14543.04
🗐 OFFICE SUPPLIES--------------X	2262.58	32274.84
🗐 POSTAGE----------------------X	1822.26	46575.48
🗐 SOFTWARE EXPENSE AND LICENSING	2663.84	36463.32
🗐 BOOKS, PERIODICALS, SUBSRIPTNS	3373.48	21753.04
🗐 TRAVEL EXPENSE---------------X	6062.58	12726.84
▶ 🍀 Revenue Accounts	14800.00	354253.00

Associated Projects

- ▼ Project – 3478
  - ▼ Expense Type – DISPOSABLE MATERIAL
    - 3478 -02 -02
    - 3478 -10 -22-34
  - ▶ Expense Type – LABOR
  - ▶ Expense Type – MATERIALS

✅ Accept   Cancel

Associated Accounts/Projects Tab - The associated Accounts and Projects Tab is segregated into two sections: associated General Ledger Accounts and associated Project Ledger Strings.
The General Ledger section is grouped by expense and revenue accounts. Both groupings display accounts that are linked to the associated grant by the Grant field that in the Account Master program. It will also display the revised budget and actual totals for each account and will sum over all by expense accounts and revenue categories.
The associated Projects section will display project ledger strings that linked to the grant. The information first will be displayed by project, then by expense type or funding source.

With this centralized view of grants and the ability to link the grant easily to the General Ledger and/or Project Ledger accounts provides for a more efficient management of grants within the system.