

Grant Management User Guide

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Table of Contents

PRODUCT DESCRIPTION	4
GRANT MANAGEMENT IMPLEMENTATION	5
ABOUT THIS GUIDE	6
GRANT MAINTENANCE CHECKLIST	7
INITIAL SETUP CHECKLIST	7
STANDARD CYCLES CHECKLIST	7
GRANT MANAGEMENT SETUP	8
EDIT MISCELLANEOUS CODES.....	8
TRAN CONTROL FORM	11
GRANT MAINTENANCE	12
NEW GRANT	12
MASTER	15
LINE ITEMS	15
PROJECTS	17
NOTES	18
CONTACTS	20
TRANSACTIONS – AWARD	21
TRANSACTIONS - ALLOCATION	24
DRAWDOWN	25
DELETE	30
REPORTS.....	31
GRANT ALLOCATION REPORT	32
GRANT INQUIRY	33

Product Description

Grant Management provides a method of effectively tracking grant data. Our application will enable you to improve your agency's operations and performance as well as minimize the risk of non-compliance with federal, state and local agencies.

Grant Management provides financial reports to withstand an audit. Collaboration between staff and the grantee(s) can be tracked and maintained. Fleet-Net's software is integrated to interface grants to projects, accounts payable and purchase orders.

1. Grant Compliance

- Record grant information
- Attachments/Notes
- Track grant status
- Type of grants
- Define funding source(s)
- Amount of grant
- Budget info
- Grant allocation
- Vendor, project info
- Contact info
- Manage the approval, distribution and tracking of grants

2. Cost Management

- Edit options pertaining to allocation
- Track drawdown amounts
- Fund transfers tracking at both the state and federal levels
- Controls that ensure proper cost allocation
- Accurate reporting features for the spending of grant funds
- Interfaces grants to projects and purchase orders
- Carry over unused funds from one budget period to the next

3. Auditing

- Complete financial system, encumbrance tracking, budget tracking, project tracking
- System provides audit reports often required to be approved for a grant on the state and local level "single audit if federal grant exceeds 300K within a year (single audit = entire organization)
- Income and expenditures associated with grant
- Quality Review and Control
- Track multiple grant sources
- Streamline grant management tasks
- Track closing out of a grant
- Performance measures pertaining to project and completion
- Report of active and non-active grants
- Manage the approval, distribution and tracking of Grants

4. Standard Reports and Inquires

- Quality review and Control
- Progress Reports
- View Budget
- Monthly and annual reports
- Reporting by date range

If you can't find an answer to your question(s) please call our Support Hotline at (800) 258-2762.

Grant Management Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Grant Management installation.

As with all Fleet-Net[®] modules the module must first be installed as directed in the System Administration Guide.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.



To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

Grant Maintenance Checklist

Initial Setup Checklist

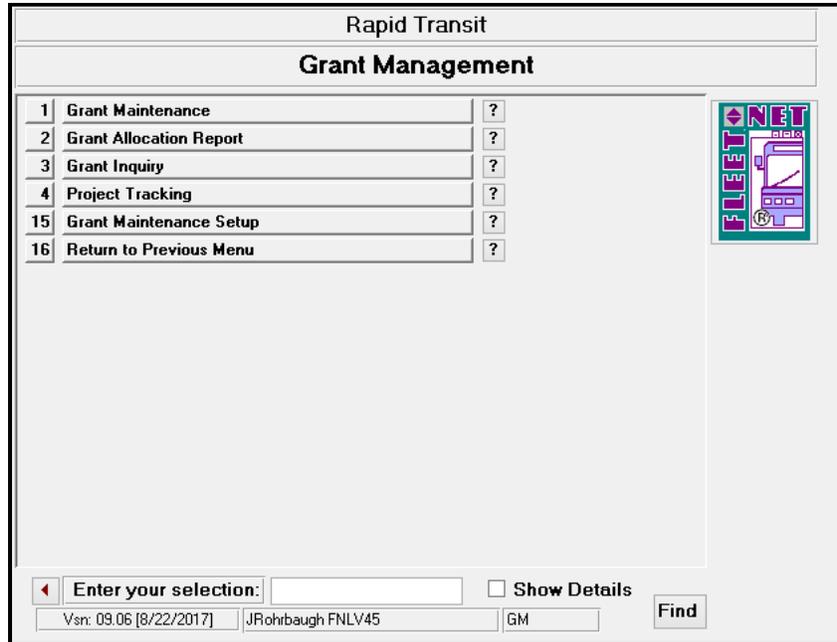
This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
_____	GM01	(a)	Miscellaneous Codes defined using <u>Edit Miscellaneous Codes</u>
_____	GM01	(b)	Record Setup defined using <u>Tran Control Form.</u>

Standard Cycles Checklist

Done	Menu		Program/Procedure
_____	GM	(a)	Create New /Edit Grant. <u>Grant Maintenance.</u>
_____	GM	(b)	Enter individual line items being funded & percentage. <u>Grant Maintenance.</u>
_____	PT	(c)	Create Project. <u>Project Tracking.</u>
_____	GM	(d)	Attach Project to Grant by Line Item if applicable. <u>Grant Maintenance</u>
_____	GM	(e)	Enter Transaction for Grant Award by Line Item if applicable. <u>Grant Maintenance.</u>
_____	GM	(f)	Allocate funds to the project by line item if applicable. <u>Grant Maintenance.</u>
_____	GM	(g)	Drawdown required funds. <u>Grant Maintenance.</u>

Grant Management



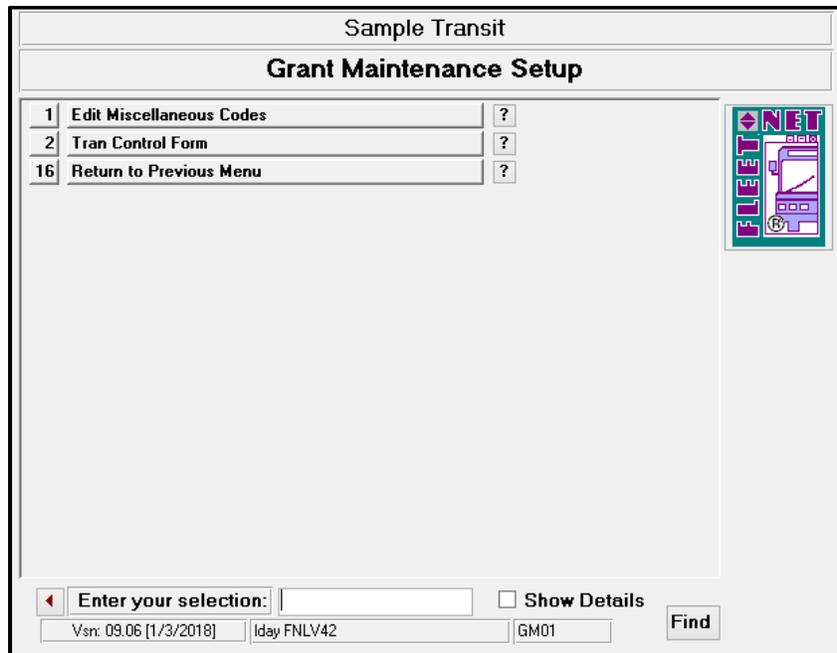
Grant Management Setup

Click **Grant Maintenance Setup** to setup all required setups to utilize the Grant Management module.

Edit Miscellaneous Codes

Click **Edit Miscellaneous Codes**.

Each Fleet-Net[®] application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net[®] while others are user defined.



Modify / Add Misc List Codes

Module: GM

Type:

- ContactPhoneType
- ContactRelationship
- ControlRecord
- DocumentType
- FundingSource
- TransactionType



Print

Field	Description
Type	Select from the drop-down list or type in a new code.
Code	Enter the code associated with the value. The code is recognized by the program.
Value	Enter the description of the code. This value is used to identify field on reports and inquiries.

Miscellaneous codes can be added or modified using this form. *(Items entered via the green check mark options within the various GM options get written to this form.)*

The Miscellaneous Codes “Type” is a field that usually already exists or is set up by a Fleet-Net technician during installation of the product. The Type field is case sensitive and usually has no spacing between words.

Users can add or revise the *Code* and *Value* but not the *Type*. *(There are sometimes exceptions to this rule and some codes may not be modified or deleted.)*

ContactPhoneType (User Defined)

Modify / Add Misc List Codes

Module: GM

Type: ContactPhoneType

Code	Value
Business	Business Work Phone
Cell	Cell
Direct	Direct
Work	Office
▶	



Print

ContractRelationship (User Defined)

Modify / Add Misc List Codes

Module: GM

Type: ContractRelationship

Code	Value
FTA	FTA
IDOT	IDOT Grant Application Contact Person
Supervisor	Supervisor
▶	



Print

ControlRecord (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: GM
 Type: ControlRecord

Code	Value
JournalSource	GEN
▶	

Print

Code	Value
JournalSource	GEN

DocumentType (**User Defined**)

Modify / Add Misc List Codes

Module: GM
 Type: DocumentType

Code	Value
APL	Application Letter
AWL	Award Notification Letter
▶	

Print

FundingSource (**User Defined**)

Modify / Add Misc List Codes

Module: GM
 Type: FundingSource

Code	Value
F	Federal
L	Local
D	Operator
S	State
▶	

Print

TransactionType (**Specific**) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: GM
 Type: TransactionType

Code	Value
1	Grant Amt Award - Post to GL
2	Grant Amount Draw Down
3	Grant Amt Award - No GL Post
4	Grant Allocated to a Project
▶	

Print

Code	Value
1	Grant Amt Award – Post to GL
2	Grant Amount Draw Down
3	Grant Amt Award – No GL Post
4	Grant Allocated to a Project

Tran Control Form

Click **Trans Control Form** to define the values for GrantTranNo field.

Transaction Control Record Setup Form 

Record Type	Value	Maximum Value	Max Digits	Add Leading Zeros
GrantTranNo	506	2000000000	10	<input type="checkbox"/>
▶				<input type="checkbox"/>

Field Name	Description
Record Type	Enter Exactly as shown above. (GrantTranNo)
Value	Enter zero during initial installation. This field will increase with each transaction that is processed in Grant Management. Do not edit this field.
Maximum Value	Maximum value is the last number the system will automatically assign for each transaction. When that number is reached, the system will restart the numbering.
Max Digits	Enter the numeric value for the Maximum Value. In the example, Maximum Value field is set to 1 million which has 7 digits therefore Max Digits is set to 7. The Max Digits cannot be any larger than 10; they can be set lower.
Add Leading Zeros	Check this box to have the system add leading zeros to the record type. With the field checked the transaction number will be 0000000001. With no check mark 1.

Grant Maintenance

Click **Grant Maintenance** to add, edit or view Grants.

Grant Management

1	Grant Maintenance	?
2	Grant Allocation Report	?
3	Grant Inquiry	?
4	Projects	?
15	Grant Maintenance Setup	?
16	Return to Procurement	?



Show Details
 Find

Vsn: 09.06 [1/10/2017]
Iday FNLV42
GM

Grant Maintenance

Active Grants:

Funding Source	Grant #	Description	Posting Date:
▼	▼	▼	▼



-
-
-
-
-
-
-
-
-
-

New Grant

Select Funding Source from drop-down list.

Click **New Grant** to enter the information for a newly created Grant. The following form displays.

Enter the new Grant Number.

A dialog box titled "Microsoft Access" with a close button (X) in the top right corner. The main text reads "Enter New Grant # (30 Characters Max.)". Below this text is a single-line text input field. To the right of the input field are two buttons: "OK" and "Cancel".

Click **OK** to continue to the information form or **Cancel** to return to the Grant Maintenance main screen.

A dialog box titled "Microsoft Access" with a close button (X) in the top right corner. It features a blue information icon (i) on the left. To the right of the icon, the text reads "New grant # created.". At the bottom center of the dialog is an "OK" button.

Click **OK**.

The screenshot shows the "Grant Maintenance" application window. At the top, it says "Active Grants: ". Below this are several dropdown menus: "Funding Source" (set to 'F'), "Grant #" (set to 'NV-00999'), "Description" (set to 'New Grant'), and "Posting Date".

The main area contains several input fields: "Description:" (with "New Grant" entered), "Application Date:", "Award Date:", "Denied Date:", "Closed Date:", "Period Covered Start Date:", "Period Covered End Date:", and "ECHO #:". There is also an "Inactive" checkbox. To the right of these fields is a "Comment:" text area.

On the right side of the window is a vertical menu of buttons: "New Grant", "Master", "Line Items", "Projects", "Notes", "Contacts", "Transactions", "Drawdowns", "Delete", and "Reports".

At the bottom, there is a table with two rows of data:

Created:	JRohrbaugh	9/21/2016 11:42:47 AM	FNGM_GrantMaintenanceForm
Updated:	JRohrbaugh	9/21/2016 11:55:59 AM	FNGM_GrantMaintenanceForm

The system defaults to *New Grant* in the Description field. Highlight the default description and enter a Description for the Grant; press tab or enter. The new Description now displays in both Description field.

Field	Max Field Size	Data Type	Description
Funding Source			Select the applicable source from the drop-down list.
Grant #	30	Alpha/Numeric	Select an existing grant from the drop-down list. <i>See below for instructions for adding a new grant.</i>
Description	100	Alpha/Numeric	This field will auto-populate based on the Grant selected.
Posting Date		Date/Time	Transactions and Drawdowns can be posted to the General Ledger from Grant Management. The date entered in this field will be the date that the transaction is posted to the General Ledger.
Application Date		Date/Time	Enter the Grant application date.
Award Date		Date/Time	Enter the date the Grant was awarded, if applicable.
Denied Date		Date/Time	Enter the date the Grant was denied, if applicable.
Closed Date		Date/Time	When the Grant is closed, enter the date closed.
Period Covered Start Date		Date/Time	Enter the starting date for the coverage period of the grant.
Period Covered End Date		Date/Time	Enter the ending date for the coverage period of the grant.
Comment	255	Alpha/Numeric	Enter notes/comments as applicable. To enter additional lines of data, Hold down Control button and hit Enter .
ECHO #	15	Alpha/Numeric	Electronic Clearing House Operation number provided by FTA for grant funding.
Amount Requested		Currency	Enter the amount being requested.
Eligible Cost		Currency	This field will auto-populate when Award Transactions are entered and updated.
Amount Awarded		Currency	This field will auto-populate when Award Transactions are entered and updated.
Allocated & % Allocated		Currency / Percentage	These fields will auto-populate when Grant Funds are allocated to Projects and updated.
Grant Remaining & % Remaining		Currency / Percentage	These fields will auto-populate with the difference between Amount Awarded and Allocated to a Project or Projects.
Drawn Down & % Drawn Down		Currency / Percentage	These fields will auto-populate with the running total of the funds drawn down.
Draw Down Remaining & % Remaining		Currency/ Percentage	These fields will auto-populate with the difference between the Amount Awarded and the Amount Drawn Down.

Master

Click **Master** to view or edit data for an existing Grant.

Grant Maintenance
Active Grants:

Funding Source:

Grant #:

Description:

Posting Date:

Description:
 Comment:

Application Date: Inactive
 Award Date:
 Denied Date:
 Closed Date:

Period Covered Start Date:
 Period Covered End Date:

ECHO #:

Amount Requested:	\$1,200,000.00		
Eligible Cost:	\$600,000.00		
Amount Awarded:	\$600,000.00		
Allocated:	\$600,000.00	% Allocated:	100.00
Grant Remaining:	\$0.00	% Remaining:	0.00
Drawn Down:	\$600,000.00	% Drawn Down:	100.00
Drawdown Remaining:	\$0.00	% Remaining:	0.00

Created: FNGM_GrantMaintenanceForm
 Updated: FNGM_GrantMaintenanceForm

New Grant

Master

Line Items

Projects

Notes

Contacts

Transactions

Drawdowns

Delete

Reports

Line Items

Click **Line Items** to enter individual line items if applicable for the selected Grant.

Grant Maintenance
Active Grants:

Funding Source:

Grant #:

Description:

Posting Date:

Grant Eligible:	\$0.00	Awarded:	\$0.00	Allocated:	\$0.00	Remaining:	\$0.00
-----------------	--------	----------	--------	------------	--------	------------	--------

Line Item	Description	Fiscal Year	FPC #			
01.01.01	First Line Item	<input type="text" value="2017"/>	<input type="text"/>	Eligible:	Allocated:	Remaining:
				Eligible:	Allocated:	Remaining:
01.01.02	Second Line Item	<input type="text" value="2017"/>	<input type="text"/>	Eligible:	Allocated:	Remaining:
				Eligible:	Allocated:	Remaining:

Record: 14 of 2

New Grant

Master

Line Items

Projects

Notes

Contacts

Transactions

Drawdowns

Delete

Reports

Field	Max Field Size	Data Type	Description
Line Item	6	Numeric	Enter the Grant Line Item number. (XX.XX.XX).
Description	50	Alpha/Numeric	Enter a Line Item Description.
Fiscal Year		Numeric	Select the Grant Fiscal Year from the drop-down list.
FPC#	15	Alpha/Numeric	Enter the Financial Purpose Code.
Eligible		Currency	This field will auto-populate when transactions are entered and updated.
Allocated		Currency	This field will auto-populate when transactions are entered and updated.
Remaining		Currency	This field will auto-populate when transactions are entered and updated.

Funding

Click **Funding** enter the 100% in the % field.

The screenshot shows the 'Grant Maintenance' interface. At the top, there are fields for 'Funding Source' (F), 'Grant #' (NV-00999), 'Description' (2016 Operating Assistance), and 'Posting Date' (9/21/2016). Below this, a summary row shows 'Grant Eligible: \$0.00', 'Awarded: \$0.00', 'Allocated: \$0.00', and 'Remaining: \$0.00'. The main table lists line items with columns for 'Line Item', 'Description', 'Fiscal Year', and 'FPC #'. For line item 01.01.01, the 'Funding' button is highlighted with a red box. A sidebar on the right contains navigation buttons like 'New Grant', 'Master', 'Line Items', 'Projects', 'Notes', 'Contacts', 'Transactions', 'Drawdowns', 'Delete', and 'Reports'. At the bottom, there is a 'Records' section showing '1 of 2' records and a 'Search' field.

Once data is entered **X** out to return to the Grant Maintenance Form.

This screenshot shows the 'Funding' tab for a specific line item (02.02.02) with a fiscal year of 2016 and an eligible amount of \$0.00. It features a table with columns for 'Funding Source', 'Grant #', 'Div #', 'Debit Account #', 'Div #', and 'Credit Account #'. The first row shows a funding source of '2016FEDERALGRANT' with a percentage of 100.00%, 'Funded' amount of \$0.00, and 'Allocated' and 'Remaining' fields. A 'Delete' button is present for each row. At the bottom, a 'Totals' row shows 'Totals: 100.00', 'Funded: \$0.00', 'Allocated:', and 'Remaining:'. A 'Records' section at the very bottom shows '1 of 1' records and a 'Search' field.

Field	Max Field Size	Data Type	Description
Funding Source	1	Alpha	Select the applicable funding source from the drop-down list.
Grant #		Alpha/Numeric	Select the applicable Grant Number from the drop-down list.
Div #	4	Alpha/Numeric	Optional Field.
Debit Account #	10	Alpha/Numeric	Optional Field.
Div #	4	Alpha/Numeric	Optional Field.
Credit Account #	10	Alpha/Numeric	Optional Field.
%		Percentage	Enter 100%.

Delete

Click **Delete** to delete the funding line item entered. Line item can only be deleted when Eligible, Allocated and Remaining are zero.

Projects

Click **Projects** to allocate Grant funds to a Project or Projects (previously setup in PT: Project Tracking). Projects need to be assigned to the Grants prior to Allocation of Funds.

Field	Description
Project #	Select the applicable Project from the drop-down list. (Previously Setup in the Project Module.
Project Description	System defaults to the Description of the Project. The Description can be edited.
Line Item	Select the applicable Grant Line Item(s). Setup in the Line Items function.
Funded	This field will be auto populated when the Line Item is allocated to the Project through Transactions.

Field	Description
Used	This field will be auto populated when the Project and Grant are assigned in AP, PO, manual cost entries in Projects or GL transactions.
Labor	This field will be auto populated when the labor costs are entered on the Project.
Remaining	Calculated field – Funded minus Used minus Labor = Remaining.

Notes

Click **Notes** to view and/or enter notes or documents pertaining to the selected Grant.

The screenshot shows the 'Grant Maintenance' form with the following details:

- Active Grants:**
- Funding Source:** F
- Grant #:** NV-00999
- Description:** 2016 Operating Assistance
- Posting Date:** [Empty]
- Document Type:** A dropdown menu is open, showing options: APL (Application Letter) and AwL (Award Notification Letter).
- Existing Documents:** [Empty]
- Navigation Buttons:** New Grant, Master, Line Items, Projects, Notes, Contacts, Transactions, Drawdowns, Delete, Reports.

To add a new note or attach a new document select the Document Type from the drop-down list.

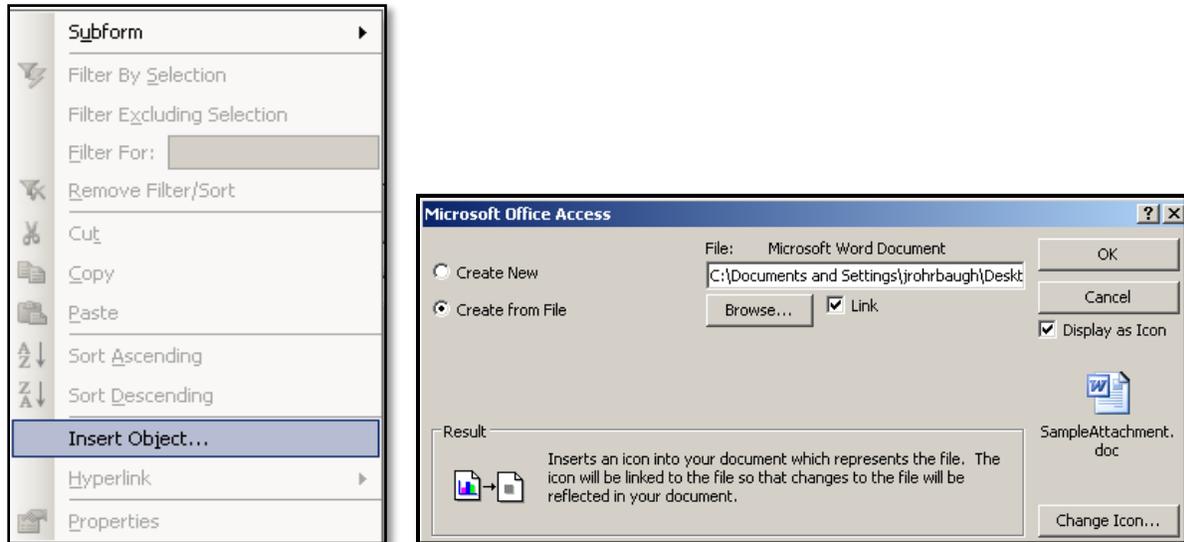
The screenshot shows the 'Grant Maintenance' form with the following details:

- Active Grants:**
- Funding Source:** F
- Grant #:** NV-00999
- Description:** 2016 Operating Assistance
- Posting Date:** [Empty]
- Document Type:** APL
- Existing Documents:** [Empty]
- Reference:** FTA Application
- Comment:** [Text area]
- Attachment:** Document Attached Print Notes
- Created:** JRohrbaugh | 10/11/2017 1:30:54 PM | FNGM_GrantMaintenanceForm
- Updated:** [Empty]
- Navigation Buttons:** New Grant, Master, Line Items, Projects, Notes, Contacts, Transactions, Drawdowns, Delete, Reports.
- Record Arrows:** Record: 1 of 1 | [Navigation icons]

To add additional information to a selected Document Type, use the Record Arrows at the bottom of the form to create a new record.

Field	Max Field Size	Data Type	Description
Reference	20	Alpha/Numeric	Mandatory Field. Enter a user defined reference for the note or document being attached.
Comment	255	Alpha/Numeric	Name of user, current date, and time automatically populate after clicking in the comment field. Enter notes pertaining to the selected Grant.
Attachment			Right click in the field to attach a document. Utilize the Insert Object option. The document can also be attached as a link (Icon).

Direction for Insert Object:



Right Click in Attachment box. Select Insert Object. Microsoft Access window will display.

Click **Create from File** button.

Click **Browse**.

Locate the document or photo to be attached. Highlight the record.

Click **OK**.

File location will populate in the location box.

Click **OK**.

Document will display in the Attachment box.

Double Click on the attached document to view.

Contacts

Click **Contact** to add contact information to the selected Grant.

Grant Maintenance Active Grants:

Funding Source: Grant #: Description: Posting Date:

#	Contact Name	Relationship	Phone Type	Phone	Ext	Active
1	John Johnson	FTA	Direct	(800) 555-5555	1234	<input checked="" type="checkbox"/>
Description		Email:				
Information:						
*						<input checked="" type="checkbox"/>
Description		Email:				
Information:						

New Grant

Master

Line Items

Projects

Notes

Contacts

Transactions

Drawdowns

Delete

Reports

Field	Max Field Size	Data Type	Description
#	5	Numeric	Enter a number for each contact.
Contact Name	30	Alpha/Numeric	Enter the contact's name.
Relationship			Selection the contact's relationship from the drop-down list.
Phone Type			Select the contact's phone type from the drop-down list.
Phone	10	Numeric	Enter the contact's phone number.
Ext	5	Numeric	Enter the contact's extension, if applicable.
Description		Alpha/Numeric	Enter title or other descriptive information.
Email	30	Alpha/Numeric	Enter the contact's email address.
Information	255	Alpha/Numeric	Enter any notes about this contact.

Transactions – Award

Click **Transactions** to enter Award transactions for the Grant.

Grant Maintenance Active Grants:

Funding Source: Grant #: Description: Posting Date:

Transactions Fiscal Year:

Date	Type	Line Item	Fiscal Year	Description	Reference #	Amount	Updated							
9/21/2016	3	01.01.01	2017	First Line Item		\$75,000.00	<input checked="" type="checkbox"/>							
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>									
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>										
9/21/2016	3	01.01.02	2017	Second Line Item		\$75,000.00	<input checked="" type="checkbox"/>							
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>									
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>										
9/21/2016	1	01.01.01	2017	First Line Item		\$75,000.00	<input type="checkbox"/>							
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>									
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>										
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">1</td> <td>Grant Amt Award - Post to GL</td> </tr> <tr> <td>3</td> <td>Grant Amt Award - No GL Post</td> </tr> <tr> <td>4</td> <td>Grant Allocated to a Project</td> </tr> </table>	1	Grant Amt Award - Post to GL	3	Grant Amt Award - No GL Post	4	Grant Allocated to a Project				
1	Grant Amt Award - Post to GL													
3	Grant Amt Award - No GL Post													
4	Grant Allocated to a Project													
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>									
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>										

Record:

Field	Max Field Size	Data Type	Description
Date		Date	Enter the Transaction Date.
Type		Numeric	Select from the following transaction types: 1 – Grant Awarded – Transaction posts to the GL** 3 – Grant Awarded – Transaction does not post to the GL** 4 – Grant Allocated – Allocates grant funds to a Project
Line Item		Alpha/Numeric	Select the applicable line item from the drop-down list.
Fiscal Year			Auto-populates based on the Line Item selected.
Description			Auto-populates based on the Line Item selected; the field can be edited.
Reference #	20	Alpha/Numeric	Enter User Defined Reference Number (optional field).
Amount		Currency	Enter the amount awarded for the selected line item.

Enter GL

If Grants are posted to the General Ledger when awarded (Type 1), verify that a Posting Date and a Fiscal Year has been entered. Click **Enter GL**. Once information has been entered Click **Totals**. Balance will equal \$.00 as Debits & Credits must balance to zero.

Transaction Amount:		\$75,000.00		Debits:		\$75,000.00		Credits:		\$75,000.00	
Fiscal Year	Div	Account #	Description	Posting Amount	Posting Date	Batch #	Tran #				
2018	CATA	1110000000	First Line Item	\$75,000.00							
2018	CATA	4130101081	First Line Item	(\$75,000.00)							
Balance: \$0.00 Totals											

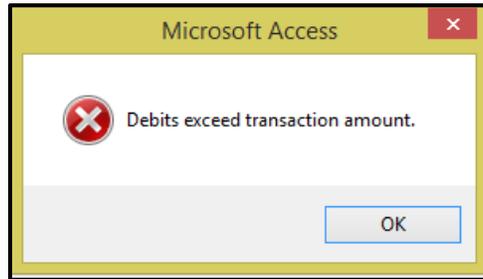
Field	Max Field Size	Data Type	Description
Fiscal Year		Alpha/Numeric	Auto-Populates when Division is selected.
Div	4	Alpha/Numeric	Select the General Ledger Division from the drop-down list.
Account #	10	Alpha/Numeric	Select the General Ledger Account from the drop-down list. Debit and Credit entries are required.
Description	50	Alpha/Numeric	System defaults to the Description on the Transaction form. The Description can be edited.
Posting Amount		Currency	Enter the amount of the line item award.
Posting Date		Date	This field will be auto populated when the transaction is updated.
Batch #			This field will be auto populated when the transaction is updated.
Tran #			This field will be auto populated when the transaction is updated.

Both the debit and credit posting Divisions and Accounts must be selected. Typical general ledger entries for **Type 1 transactions are a debit to grants receivable and a credit to revenue.

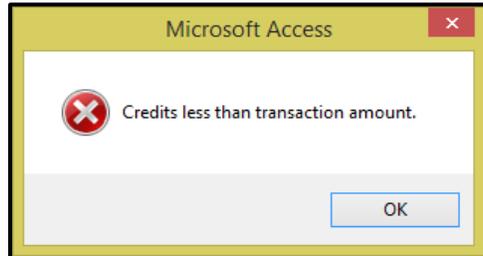
Updating a **Type 1** transaction creates a journal entry and updates the Grant Awarded field on the Master form. Other fields that will be affected are Allocation Remaining and Grant Remaining.

Transaction Amount:		\$75,000.00		Debits:		\$750,000.00		Credits:		\$0.00	
Fiscal Year	Div	Account #	Description	Posting Amount	Posting Date	Batch #	Tran #				
2018	CATA	1110000000	First Line Item	\$750,000.00							
*											

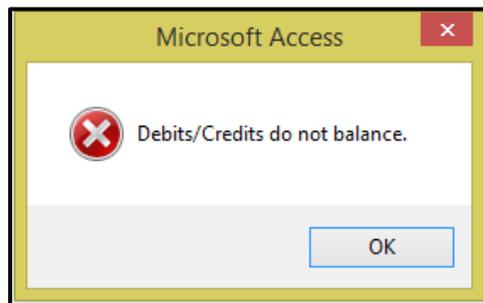
If entry is out of balance, the following warning messages will display.



Click **OK**.



Click **OK**.



Click **OK**.

Display GL

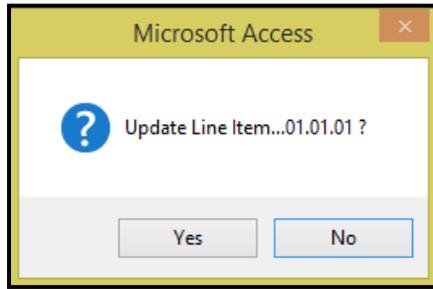
Click **Display GL** to view the General Ledger entries after a transaction has been updated.

		Transaction Amount:		\$75,000.00				
Fiscal Year	Div	Account #	Description	Debits	Credits	Posting Date	Batch #	Tran #
2018	CATA	1110000000	First Line Item	\$75,000.00				
2018	CATA	4130101081	First Line Item		\$75,000.00			

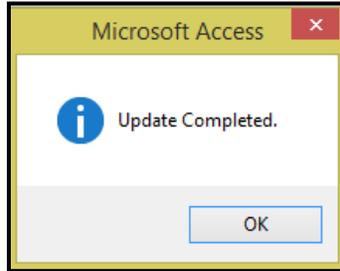
Update

Click **Update** to update the line item.

If Grants are **not** posted to the General Ledger when awarded (**Type Code 3**), Posting Date and Fiscal Year are not necessary.



Click **Yes** to continue or **No** to cancel.



Click **OK**.

Updating a **Type 3** transaction updates the Grant Awarded field on the Master form. Other fields that will be affected are Allocation Remaining and Grant Remaining.

Transactions - Allocation

The **Transactions** button is also used to allocate funds to a specific project or projects.

Select Type Option #4 Project. Choose a Line Item from the drop-down and enter the Amount. The reference number is optional. Select a project from drop-down list.

NOTE: *Project(s) must be assigned to the grant prior to entering allocation transactions.*

Grant Maintenance Active Grants:

Funding Source: Grant #: Description: Posting Date:

Transactions

Date	Type	Line Item	Fiscal Year	Description	Reference #	Amount	Updated
9/21/2016	3	01.01.01	2017	First Line Item		\$75,000.00	<input checked="" type="checkbox"/>
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>		
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>			
9/21/2016	3	01.01.02	2017	Second Line Item		\$75,000.00	<input checked="" type="checkbox"/>
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>		
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>			
11/9/2016	4	01.01.01	2017	First Line Item		\$75,000.00	<input type="checkbox"/>
				Project #: <input type="text" value="SAMPLE PROJECT"/>	Src: <input type="text" value="F"/> Grant #: <input type="text" value="NV-00999"/>		
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>			
				Project #: <input type="text"/>	Src: <input type="text"/> Grant #: <input type="text"/>		
				<input type="button" value="Enter GL"/> <input type="button" value="Display GL"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>			

Record: 4 of 4 No Filter Search

Field	Max Field Size	Data Type	Description
Date		Date	Enter the Transaction Date.
Type		Numeric	Select from the following transaction types. 4 – Grant Allocated – Allocates grant funds to a Project.
Line Item		Alpha/Numeric	Select the applicable line item from the drop-down list.
Fiscal Year			Auto-populates based on the Line Item selected.
Description			Auto-populates based on the Line Item selected. The field can be edited.
Reference #	20	Alpha/Numeric	Enter User Defined Reference Number (optional field).
Amount		Currency	Enter the amount being allocated to the Project for each line item.
Project #			Select the Project from the drop-down list. Only Projects assigned to the selected grant will be available for selection.
Source			Auto-populates based on the Project selected.
Grant #			Auto-populates based on the Project selected.

Click **Update** to update the Project allocation to the line item.

Click **Delete** to delete entries that have not been updated for the applicable transaction line.

Once updated the amount allocated will be reflected on the Grant Master screen.

The screenshot displays the 'Grant Maintenance' interface. At the top, it shows 'Active Grants: '. Below this, there are dropdown menus for 'Funding Source' (set to 'F'), 'Grant #' (set to 'NV-00999'), and 'Description' (set to '2016 Operating Assistance'). A 'Posting Date' field is also present. The main section contains a 'Description' field with the value '2016 Operating Assistance' and an 'Inactive' checkbox. Below this are date fields for 'Application Date' (12/7/2015), 'Award Date' (12/15/2015), 'Denied Date', and 'Closed Date'. There are also fields for 'Period Covered Start Date' (1/1/2016) and 'Period Covered End Date' (12/31/2016). An 'ECHO #' field is empty. To the right, a summary table shows financial data:

Amount Requested:	\$150,000.00		
Eligible Cost:	\$150,000.00		
Amount Awarded:	\$150,000.00		
Allocated:	\$75,000.00	% Allocated:	50.00
Grant Remaining:	\$75,000.00	% Remaining:	50.00
Drawn Down:	\$0.00	% Drawn Down:	
Drawdown Remaining:	\$150,000.00	% Remaining:	100.00

At the bottom, there are 'Created' and 'Updated' fields with user and timestamp information. On the right side, a vertical menu contains buttons for 'New Grant', 'Master', 'Line Items', 'Projects', 'Notes', 'Contacts', 'Transactions', 'Drawdowns', 'Delete', and 'Reports'.

Drawdown

Click **Drawdowns** to record the drawdowns for the selected Grant. (Monies received or monies requested). Enter the GL Posting Date to reflect the date the transaction will impact the General Ledger accounts.

The system will allow for 2 different options for creating the draw down entry.

Option #1 When the draw down impacts the Checking Account this option will create a journal entry and write to the bank reconciliation form. Table #1 reflects the information required for this type of draw down transaction.

Field	Max Field Size	Data Type	Description
Checking Account			Select the checking account from the drop-down were the grant funds will be deposited.
Last Statement Date			Auto populates based on the last statement date.
GL Division #			Auto populates to the division associated with the checking account selected.
GL Account #			Auto populates to the General Ledger Account associated with the checking account selected.
Fiscal Year			Select the fiscal year from the drop-down box. The fiscal year is used to validate the GL account.
Date		Date	Enter Drawdown date.
Type			System Defaults to 2 - Grant Amount Drawdown.
Line Item			Select the Line Item from the drop-down list.
Fiscal Year			Auto populates when the line item is entered.
Reference #	20	Alpha/Numeric	Mandatory field: Enter user defined reference number.
Description	20	Alpha/Numeric	Defaults "Grant Amount Draw Down." Field can be edited.
Amount		Currency	Enter the amount of the drawdown.
Updated			Checkmark will populate once record is updated.
Project #			Select applicable Project from drop-down.
Request #	5	Numeric	Optional field: Enter the draw down request number
Echo #	20	Alpha/Numeric	Optional field: Enter the Echo number assigned to the drawdown.

Enter GL

Click **Enter GL** to enter the General Ledger account numbers impacted by the drawdown.

Click **Totals** to verify that Debits & Credits equal the same amount, making sure the transaction is in balance.

Fiscal Year	Div	Account #	Description	Posting Amount	Posting Date	Batch #	Tran #
2018	00	1410001	Grant Amount Draw Down	\$50,000.00			
2018	00	4000010	Grant Amount Draw Down	(\$50,000.00)			

Transaction Amount: \$50,000.00 Debits: \$50,000.00 Credits: \$50,000.00

Balance: \$0.00 **Totals**

Field	Max Field Size	Data Type	Description
Fiscal Year			Auto-Populates based on the fiscal year selected on the main form.
Div			Select the GL Division for the drawdown entry from the drop-down list.
Account #			Select the General Ledger account for the drawdown entry from the drop-down list.
Description	50	Alpha/Numeric	Automatically populates with Grant Amount Drawdown. The Description can be edited.
Posting Amount		Currency	Enter the amount of the drawdown.
Posting Date		Date	This field will auto-populate when the transaction is updated.
Batch #		Numeric	This field will auto-populate when the transaction is updated.
Tran #		Numeric	This field will auto-populate when the transaction is updated.

Both the debit and credit posting Divisions and Accounts must be selected. Typical general ledger entries for **Type 2 transactions are a debit to cash and a credit to revenue. If the grant was posted to the general ledger when it was awarded, the credit entry for a **Type 2** transaction would be to a receivable account.

Display GL

Click **Display GL** to view the General Ledger Accounts associated with the line item selected for the drawn down transaction.

Option #2 If, the drawdown will not impact the Checking Account the drawdown is only being recorded in Grant Management Module.

The screenshot shows the 'Grant Maintenance' window with 'Active Grants' checked. The 'Funding Source' is 'F', 'Grant #' is 'FEDGRANT1', and 'Description' is 'Federal Grant #1'. The 'Posting Date' is '11/13/2017'. The 'Drawdowns' section includes fields for 'Checking Account #', 'Last Statement Date', 'GL Division #', 'GL Account #', and 'Fiscal Year'. Below these is a table with the following data:

Date	Type	Line Item	Fiscal Year	Reference #	Description	Amount	Updated
11/10/2017	2	01.01.01	2017	DD #2	Grant Amount Draw Down	\$3,000.00	<input checked="" type="checkbox"/>
11/10/2017	2	02.01.01	2017	DD #2	Grant Amount Draw Down	\$500.00	<input checked="" type="checkbox"/>
11/10/2017	2	03.01.01	2017	DD #2	Grant Amount Draw Down	\$1,000.00	<input checked="" type="checkbox"/>
11/10/2017	2	04.01.01	2017	DD #2	Grant Amount Draw Down	\$500.00	<input checked="" type="checkbox"/>
Total:						\$52,700.00	

Field	Max Field Size	Data Type	Description
Checking Account			Leave Blank if drawdown is not impacting the Checking Account at this time.
Last Statement Date			Field will be blank.
GL Division #			Field will be blank.
GL Account #			Field will be blank.
Fiscal Year			Field will be blank.
Date		Date	Enter Drawdown Date.
Type			System Defaults to 2 – Grant Amount Drawdown.
Line Item			Select the Line Item from the drop-down list.
Fiscal Year			Auto-populates.
Reference #	20	Alpha/Numeric	Mandatory field: Enter user defined reference number.
Description	20	Alpha/Numeric	Defaults to Grant Amount Draw Down. This field can be edited.
Amount		Currency	Enter the amount of the Drawdown.
Updated			This box will be checked and the transaction locked down once the update process is completed.
Project #			Select the applicable Project from the drop-down list
Request #	5	Numeric	Optional field: Enter the draw down request number.
Echo #	20	Alpha/Numeric	Optional field: Enter the Echo number assigned to the drawn down.

Both Option #1 & #2 will need to be updated.

Option #1: Once updated the system then creates journal entries based on the posting date entered.

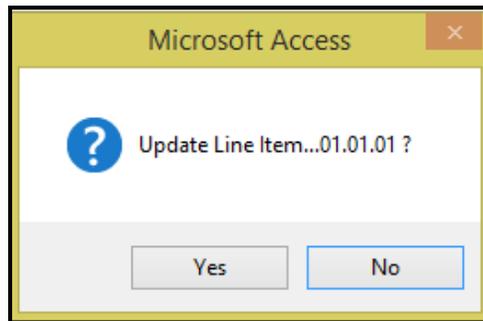
Option #2: Will update only the Grant Management drawdown amount. No journal entries will be created. Once funds need to be deposited into the applicable bank account, entries can be made either through Accounts Receivable or by Journal Entries.

Enter the General Ledger posting date and fiscal year.

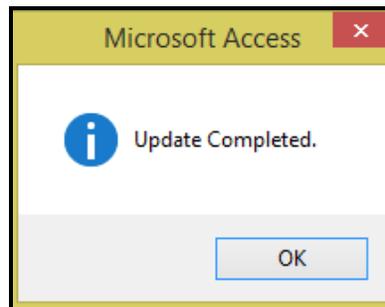
Update

Click **Update** to update the transaction to Grant Management drawdown amount and General Ledger if applicable.

The following message displays.



Click **Yes** to update the Line Item transaction to the General Ledger or **No** to return to the Grant Maintenance form.



Click **OK** on the confirmation message.

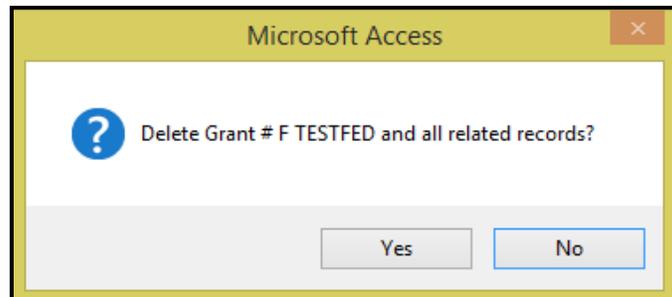
Delete

Click **Delete** to delete to delete the Line Item prior to updating. Once the record has been updated the line item cannot be deleted. If line item has been updated, then the procedure to remove the line item transaction will be to enter a reversing entry against the line item entered and updated.

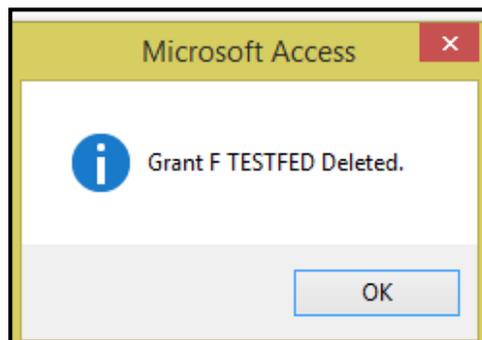
Delete

Grants are closed by entering a date in the Closed Date once date is entered Click **Delete**.

Click **Yes** to Delete the Grant # and all related records for the Grant stated on the confirmation message or **No** to return to the Grant Maintenance form.



Click **Yes** to delete the Grant or **No** to return to the Grant Maintenance form.



Click **OK**.

Reports

Select a Funding Source from the drop-down options and a Grant from the Grant # drop-down options.

Click **Reports** to view the report options available to view and/or printed.

Grant Maintenance
Active Grants:

Funding Source

Grant #

Description

Posting Date:

Print Options

Master
 Line Items
 Funding
 Projects
 Transactions
 Drawdowns
 Notes
 Contacts

New Grant

Master

Line Items

Projects

Notes

Contacts

Transactions

Drawdowns

Delete

Reports

Select any or all the options. Click **Print** to preview the report on the screen. Use Windows File/Print to print the reports.

Grant Inquiry Report										
Grant #:		PTFUNDING20171024			Description: Remodel Restrooms			Echo #:		<input type="checkbox"/> Inactive
Application Date:	7/31/2017	Award Date:	9/20/2017	Denied Date:		Closed Date:		Amount Requested:	\$100,000.00	
Period Covered Start Date:	10/1/2017	Period Covered End Date:	9/30/2018	ECHO #:				Eligible Cost:	\$100,000.00	
Created:	lday	10/24/2017 9:19:02 AM	FNPT_GrantMaintenanceForm					Amount Awarded:	\$100,000.00	
Updated:	lday	10/24/2017 1:55:03 PM	FNGM_GrantMaintenanceForm					Allocated:	\$100,000.00	
Comments:								% Allocated:	100.00	
								Grant Remaining:	\$0.00	
								% Remaining:	0.00	
								Drawn Down:	\$100,000.00	
								% Drawn Down:	100.00	
								Drawdown Remaining:	\$0.00	
								% Remaining:	0.00	
Activity Line Items										
Line Item	Description	FPC #	Fiscal Year	Eligible	Allocated	Remaining				
01.01.01	Men's Room		2018	\$50,000.00	\$50,000.00	\$0.00				
01.01.02	Ladies Room		2018	\$50,000.00	\$50,000.00	\$0.00				
Totals:				\$100,000.00	\$100,000.00	\$0.00				
Funding										
Line Item	Fiscal Year	Src	Grant #	%	Funded	Allocated	Remaining			
01.01.01	2018	F	PTFUNDING20171024	100.00	\$50,000.00	\$50,000.00	\$0.00			
01.01.02	2018	F	PTFUNDING20171024	100.00	\$50,000.00	\$50,000.00	\$0.00			
Totals:					\$100,000.00	\$100,000.00	\$0.00			
Projects										
Project #	Line Item	Fiscal Year	Src	Grant #	Funded	Used	Labor	Remaining		
TEST	PT Grant Test									
	01.01.01	2018	F	PTFUNDING20171024	\$50,000.00	\$0.00	\$0.00	\$50,000.00		
TEST	PT Grant Test									
	01.01.02	2018	F	PTFUNDING20171024	\$50,000.00	\$0.00	\$0.00	\$50,000.00		
Totals:					\$100,000.00	\$0.00	\$0.00	\$100,000.00		

Grant Allocation Report

Click **Grant Allocation Report** to view and/or print all transactions that have been paid using the selected grant. The report will only populate the expenses that have been entered using the selected grant.

Item	Description	Icon
1	Grant Maintenance	?
2	Grant Allocation Report	?
3	Grant Inquiry	?
4	Projects	?
15	Grant Maintenance Setup	?
16	Return to Procurement	?

▼ Enter your selection: Show Details

Vsn: 09.06 [1/10/2017] | Iday FNLV42 | GM

Display

Select the Funding Source and Grant # from the drop-down options.

Click **Display** to view all costs associated with the grant # selected. No changes can be made from this form.

Grant Allocation

Funding Source
F

Grant #
2018REVENUEVEHICLESF

Description
2018 Revenue Vehicles (4 Orion Buses)

All Grants

Grant #	Line #	Fiscal Year	Due Date	Project #	Div #	Reference #	Amount
2018REVENUEVEHICLESF	01.01.18	2018	10/19/2017	BUS PURCHASE 2018	10	Travel2	\$546.00
Src: F		Line Item Grant #: 2018REVENUEVEHICLESF		2 Orion Buses			
Vendor #: 00000017		Vendor: Orion Parts Division		Desc:			
2018REVENUEVEHICLESF	01.01.18	2018	10/19/2017	BUS PURCHASE 2018	10	CC20171030	\$653.25
Src: F		Line Item Grant #: 2018REVENUEVEHICLESF		2 Orion Buses			
Vendor #: 00000017		Vendor: Orion Parts Division		Desc: Travel Expense Colton Orion			
Total:							\$1,199.25

Print

Click **Print** to print a report showing all the costs associated with the grant # selected.

A/P Grant Allocation Report							
Due Date	Project #	Vendor #	Vendor Name	Div #	Reference #	Description	Amount
Funding Source: F Federal							
Grant #: 2018REVENUEVEHICLESF		2018 Revenue Vehicles (4 Orion Buses)					
Activity Line Item: 01.01.18		Fiscal Year: 2018		Source: F		Grant #: 2018REVENUEVEHICLESF 2 Orion Buses	
10/19/2017	BUS PURCHASE 2018	00000017	Orion Parts Division	10	Travel2	DI	\$546.00
10/19/2017	BUS PURCHASE 2018	00000017	Orion Parts Division	10	CC20171030	DI	\$653.25
Activity Line Item Total:							\$1,199.25
Grant Total:							\$1,199.25
Funding Source Total:							\$1,199.25

Grant Inquiry

Click **Grant Inquiry** to view information and transaction associated with the Grant # selected. No changes can be made on this form.

Grant Management		
1	Grant Maintenance	?
2	Grant Allocation Report	?
3	Grant Inquiry	?
4	Projects	?
15	Grant Maintenance Setup	?
16	Return to Procurement	?



◀ Enter your selection: Show Details

Vsn: 09.06 [1/10/2017] | day FNLV42 | GM

Select Funding Source & Grant # from the drop-down options.

Inquiry option allows for viewing only. No changes can be made when using the Inquiry form.

Grant Inquiry



Funding Source	Grant #	Description
F	21FUNDING20171024	Remodel Restrooms

Description: Remodel Restrooms **Comment:**

Application Date: 7/31/2017 **Inactive**

Award Date: 9/20/2017

Denied Date:

Closed Date:

Period Covered Start Date: 10/1/2017 **Period Covered End Date:** 9/30/2018

ECHO #: <input type="text"/>	Grant Requested: \$100,000.00	% Allocated: 100.00
	Total Eligible Cost: \$100,000.00	% Remaining: 0.00
	Grant Awarded: \$100,000.00	
	Grant Allocated: \$100,000.00	
	Grant Remaining: \$0.00	
	Drawn Down: \$100,000.00	% Drawn Down: 100.00
	Drawdown Remaining: \$0.00	% Remaining: 0.00

Created: lday	10/24/2017 9:19:02 AM	FNPT_GrantMaintenanceForm
Updated: lday	10/24/2017 1:55:03 PM	FNGM_GrantMaintenanceForm

Vsn: 09.06 [9/15/2017]

- Master
- Line Items
- Projects
- Notes
- Contacts
- Transactions
- Drawdowns
- Reports