

Grant Management (GM)

Advantage Financial System (AFNS) provides a grant management tool that can be used to accumulate accounting information for grants. The flexibility of the GM system allows agencies to use this feature to accumulate any type of accounting information, not just grants.

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Grant Management (GM)

Overview

Grants are identified by a unique Grant Number associated with an agency code.

Grant Management allows single and/or multi-year grants.

The Grant Management (GM) document is used to establish the grant descriptive and budgetary information in a series of master tables.

Reporting Category (RPTG) codes are used to link accounting documents to the grant. These RPTG codes must be used on all documents (PV, JV, CR, PO and RQ) as part of the accounting distribution.

Current summary information is available through the tables.

Detail reporting of obligations is available on a monthly basis from the General Ledger, Grant Ledger and Grant tables.

- General Ledger contains *all transactions including the ones associated with grants* until the State's FY is closed.
- The Grant Ledger contains detail accounting data for grants that are open but the accounting period of the transactions are equal to the State's FYs that are closed.
- Daily General Ledger (GENLEDD) contains detail information for expenditures, purchase orders and revenue transactions that processed during the NCYC. The daily ledger only stores transactions for one day then the next night's NCYC replaces the information with data processed that night.

Grant Management (GM)

Overview

The tables supporting grant management are listed below.

<u>Table Names</u>		<u>Maintained By</u>	
		<u>System</u>	<u>User</u>
Reporting Category	(RPTG)	X	X
Agency Grant Inquiry	(AGRT)	X	
Grant Budget Line Inquiry	(GBLT)	X	
Grant Fiscal Year Inquiry	(GFYT)	X	
Entity-Wide Grant Inquiry	(SGRT)	X	

NOTE: These tables are quick and easy references for information on grants.

Grant Management (GM)

Implementing

First Step

Assign the reporting category codes and the Grant Numbers. The RPTG code is the lowest level to record the accounting events. The Grant Number gives a total of all related RPTG codes.

Very Important. A lot of thought and research should be done before assigning reporting category codes and grant numbers. Listed below are some items to consider:

The reporting category code and the grant number are for the life of that grant. Grants that cross over the State fiscal year will use the same reporting category code and grant number in both years.

Agencies receiving the same type grants but different federal budget fiscal years can **not** use the same reporting category code or the same grant number. Consider assigning the last digit of the grant's BFY as the first position of the reporting category code and the grant number. Both of these fields are alpha/numeric.

RPTG code has four positions; using the grant's BFY as the first position allows the agency to identify the agency's needs in positions two, three and four. The last three positions will stay the same, year after year, which eliminates the learning curve for completely new reporting category codes for every new grant awarded to the agency.

GRANT NUMBER is not entered on the accounting transactions; however, this number is used to view the grant tables. Keeping the grant number simple (without dashes is an example) will make inquiring on the grant tables easier. GM transactions have a 12-position field named 'Federal Grant Number' that will store the grant number assigned by the federal government. Consider assigning only four or five characters for the Grant Number. The Grant Number and the Federal Grant Number are two separate fields.

Second Step

Assign the Entity-Wide Grant Number. This is an optional field.

The Entity-Wide Grant Number is a feature that allows the system to give totals of all accounting events for multiple Grant Numbers that are related. This feature provides the means for establishing and tracking sub-grants and their relationship to the main grant.

Grant Management (GM)

Implementing – Continued

Third Step

Choose an option: (After choosing an option, the flag must be set on the AGC2 table.)

Option 1:

System **will** require the RPTG code on all accounting transactions.

PRO – Guarantees all grant accounting entries will be recorded to a grant and will **not** allow the same accounting entry to be charged to different grants. No double dipping.

CON – Agencies may have non-grant money and the system will require a RPTG code on these transactions. The agency chooses between the two options listed below:

Option ONE

The system allows the users to manually add codes to the RPTG table. Generic users must call the AFNS hotline and request these codes be added. However, the Stand Alone users must enter their own codes. These RPTG codes will have a 'N' (not a grant) in the Grant Indicator column. By entering these codes on the transactions it meets the edit (requiring a RPTG code on all accounting transactions). No grant tables are created nor are these codes included on the monthly grant reports.

Option TWO

The second option is, the agency enters a GM transaction that sets up the tables which accumulate all accounting events associated with the non-grant funds. The agency can decide to set up one non-grant or set up as many as needed to meet the needs of the department. The non-grant accounting events will be included on the monthly grant reports.

Option 2:

System **will not** require the RPTG code on accounting transactions. The system allows transactions to process if the RPTG field is blank or the field has data.

The agency's employees are responsible for putting the RPTG code on the appropriate accounting transactions. There is no guarantee that every grant accounting entries will be recorded to a grant. As correcting transactions are entered, special attention is required so the same accounting event is not charged to different grants.

Grant Management (GM)

Implementing – Continued

Fourth Step

Grant Management (GM) transactions are entered which establishes the grant in the system. Through this document, the user enters and modifies all description and budgetary information pertaining to the grant. These tables must be created before any accounting transactions pertaining to grants are entered.

Detailed field descriptions for the GM transaction are found on *pages 8 - 12*.

GM transactions are **not** stored in ledgers. The grant tables are used to retrieve budget information for reports and on-line inquiry.

The following pages give more information pertaining to the GM transaction.

FUNCTION:	DOCID: GM	12/18/03 09:39:32 AM
STATUS:	BATID:	ORG: 000-000 OF 000
H-	GRANT MASTER INPUT FORM	
ACTION: (3) DOC DATE: (MM) (DD) (YY)		
GRANT AGENCY: (3) DESCRIPTION: (30)		
GRANT NUMBER: (12) GRANTOR: (20)		
GRANT PERIOD FROM: (MM) (DD) (YY) TO: (MM) (DD) (YY) FED CAT NBR: (6)		
CAN: (8) FED APPR NUM: (10)		
LETTER OF CREDIT NUMBER: (10) AMOUNT: (14)		
FED GRANT DOC NUM: (12)		
ENTITY-WIDE GRANT NUM: (12) DESCR: (30)		
I/D 1: (1) APPR AMT: (14) I/D 2: (1) EST REV AMT: (14)		
I/D 3: (1) GRANT BUDGET AMT: (14)		
CALCULATED GRANT BUDGET AMT: (14)		
REPT	OH REC STA AVAIL	BUDGET
CATG	RATE TUS FUNDS DESCRIPTION	I/D AMOUNT

01-	(4) (3) (1) (1) (30)	(1) (14)
02-		
03-		

The number of positions in each field is identified on the screen picture above by parentheses around the number except for the date field, which indicates the order the date is entered (month, day year).

Grant Management (GM)

Implementing – Continued

The reference table below identifies which fields are alpha, numeric or alpha/numeric.

FIELD NAME	ALPHA/ NUMERIC	NUMERIC	ALPHA
ACTION			X
DOC DATE		X	
GRANT AGENCY	X		
DESCRIPTION (Grant)	X		
GRANT NUMBER	X		
GRANTOR	X		
GRANT PERIOD		X	
FED CAT NBR	X		
CAN (Common Account Interest Number)	X		
FED APPR NUM	X		
LETTER OF CREDIT NUMBER	X		
AMOUNT (Letter of Credit)		X	
FED GRANT DOC NUM	X		
ENTITY-WIDE GRANT NUM	X		
DESCR (Entity-Wide Grant Num)	X		
I/D (Appr Amt)			X
APPR AMT		X	
I/D (Est Rev Amt)			X
EST REV AMT		X	
I/D (Grant Budget Amt)			X
GRANT BUDGET AMT		X	
CALCULATED GRANT BUDGET AMT (System Field)		X	
REPT CATG	X		
OH REC RATE		X	
STATUS			X
DESCRIPTION (Reporting Category)	X		
I/D (REPT Budget Amount)			X
BUDGET AMOUNT (Reporting Category)		X	

Grant Management (GM)

GM Transaction

FUNCTION:	DOCID: GM	12/18/03 02:06:58 PM
STATUS:	BATID:	ORG: 000-000 OF 000
H-	GRANT MASTER INPUT FORM	
ACTION:	DOC DATE:	
GRANT AGENCY:	DESCRIPTION:	
GRANT NUMBER:	GRANTOR:	
GRANT PERIOD	FROM:	TO: FED CAT NBR:
CAN:	FED APPR NUM:	
LETTER OF CREDIT	NUMBER:	AMOUNT:
FED GRANT DOC NUM:		
ENTITY-WIDE GRANT NUM: DESCR:		
I/D 1:	APPR AMT:	I/D 2: EST REV AMT:
I/D 3:	GRANT BUDGET AMT:	
CALCULATED GRANT BUDGET AMT:		
REPT	OH REC STA AVAIL	BUDGET
CATG	RATE TUS FUNDS DESCRIPTION	I/D AMOUNT

01-		
02-		
03-		

The Grant Management (GM) document establishes and maintains descriptive and budgetary information about grants.

Field	Description
ACTION	<p>Default is <i>New [E]</i>. Valid values are:</p> <p style="margin-left: 40px;"><i>New [E]</i> This is a new document.</p> <p style="margin-left: 40px;"><i>Modification [M]</i> This lets you modify information on the document except agency, grant number, and reporting category. It lets you add new budget lines and modify the current amount fields.</p>
DOC DATE	<p>Defaults to the date the system accepts the document. Enter the date (<i>mm dd yy</i>) that you want associated with this record, usually the current date. Do not enter a future date.</p>

Grant Management (GM)

GM Transaction - Continued

- GRANT AGENCY** **Required.** Enter the agency responsible for administering this grant. Refer to Agency Index (AGCY) for valid values. On a modification document, this field must be the same as the original entry.
- DESCRIPTION** **Optional.** Enter a description of the grant. To change this field to blanks, enter an asterisk (*).
- GRANT NUMBER** **Required.** Enter an identifying code for the grant. If sub-grants are involved, this is the identifying code of the sub-grant. On a new document, enter a unique code within the agency. On a modifying document, this field must be same as the original entry.
- GRANTOR** **Optional.** Enter the name of the person or organization issuing the grant. To change this field to blanks, enter an asterisk (*).

Grant Period

- FROM [DATE]** **Required.** Enter the date (mm dd yy) that accounting document can begin referencing this grant. Accounting documents associated with this grant are rejected if their document date is earlier than this date.
- TO [DATE]** **Required.** Enter the date (mm dd yy) that accounting documents must stop referencing this grant. Accounting documents associated with this grant are rejected if their document date is later than this date.
- FED CAT
NBR** **Optional.** Enter a federal number if one applies. To change this field to blanks, enter an asterisk (*).
- CAN** **Optional.** Enter a Common Account Interest Number (CAN) if one applies. To change this field to blanks, enter an asterisk (*).
- FED APPR
NUM** **Optional.** Enter the number that relates this grant to a federal appropriation only if one applies. To change this field to blanks, enter an asterisk (*).

Letter of Credit

- NUMBER** **Optional.** Enter only if you want to identify a letter of credit. To change this field to blanks, enter an asterisk (*).

Grant Management (GM)

GM Transaction - Continued

AMOUNT **Optional.** Enter the letter of credit amount if applicable. Enter two digits for cents. You can enter a decimal point, but do not enter a dollar sign or commas. To change this field to zeros, enter an asterisk (*).

FED GRANT
DOC NUM **Optional.** Enter the federal number identifying the grant, if applicable. To change this field to blanks, enter an asterisk (*).

Entity-wide Information

GRANT NUM **Optional.** If this grant is actually a sub-grant, enter the main grant number here. Information concerning this sub-grant is accumulated on Entity-Wide Grant (SGRT), along with information from other sub-grants referencing the same main grant number. To change this field to blanks, enter an asterisk (*).

12 positions – This is a alpha/numeric field

Generic User **must** follow this number procedure.

1st position is the last digit of the grant year

2nd, 3rd and 4th positions must be the agency code.

5th through the 12th positions are at the discretion of the agency.

Reason: The Entity-Wide Grant Inquiry (SGRT) table does not have agency code as a key field; therefore to eliminate multi agencies posting to the same record the agency code must be included.

DESC **Optional.** Enter a description of the statewide grant. If another sub-grant was already entered using this grant number, a description already exists on Entity-Wide Grant (SGRT). Any description entered here overrides the existing description. To change this field to blanks, enter an asterisk (*).

I/D 1 Defaults to *Default [blank]*. Required on a modification document if *Appropriation Amount* is changed. Valid values are **Increase [I]** or **Decrease [D]**.

APPR AMT **Optional.** On a new document, either appropriations or revenues (or both) are entered. Enter the portion of the total grant budget that is attributed to appropriations. This information is for reporting purposes only. Enter two digits for cents. You can enter the decimal point, but do not enter dollar signs or commas.

Grant Management (GM)

GM Transaction - Continued

I/D 2	Defaults to Default [blank] . Required on a modification document if Estimated Revenue Amount is changed. Valid values are Increase [I] or Decrease [D] .
EST REV AMT	Conditional. Required on a modification document. Optional on a new document, but you must enter either appropriations or revenues (or both). Enter the portion of the total grant budget that is attributed to other revenue sources besides appropriations. This information is for reporting purposes only. Enter two digits for cents. You can enter the decimal point but do not enter dollar signs or commas.
I/D 3	Conditional. Required on a modification document when Budget Amount is changed for the line. The valid values are Increase [I] or Decrease [D] .
GRANT BUDGET AMT	Required. On a new document, enter the sum of the appropriated amount and the estimated revenue amount. Make it equal to the sum of all line budgeted amounts. On a modification document, this field is equal to the net amount of all line budgeted amounts. To compute this amount: <ol style="list-style-type: none">1. Add all the increase amounts.2. Add all the decrease amounts.3. Subtract the smaller of these amounts from the larger, and enter that amount. Default/Increase/Decrease reflects whether the net change was an increase or a decrease.
CALCULATED GRANT BUDGET AMT	Display only. This is a system computed total of all budget line amounts.
REPT CATG	Conditional. Required on a new document. At least one reporting category must be entered for each grant. The reporting category does not have to exist on Reporting (RPTG). The Grant Management (GM) document processor creates an entry on Reporting Category (RPTG) if it does not already exist. If the reporting category exists on Reporting Category (RPTG), then Source of Funds (Grant) on Reporting Category (RPTG) must match Grant Number on this document. If Source of Funds (Grant) is blank, the Grant Management (GM) document processor infers it from this document. On a modification document, this field is required if you want to modify any of the other line level fields.

Grant Management (GM)

GM Transaction - Continued

OH REC RATE	Optional. Enter the overhead recovery rate that applies to this line, if any. This field is for information purposes only. (You can write custom reports that calculate the overhead amounts.) Enter a numeric value; otherwise, the format of this field is user-defined. It is a three-digit field.
STATUS	Conditional. Required on a new document. Valid values are <i>Open [O]</i> or <i>Closed [C]</i> . When <i>Closed [C]</i> is selected, accounting documents with that line's reporting category (and the proper agency) are rejected.
AVAILABLE FUNDS	Conditional. Required on a new document. Valid values are: <i>Yes [Y]</i> Accounting documents are rejected if they cause obligations against this line to exceed the line's budgeted amount. The current obligations against a grant budget line are the encumbered plus expended amounts, as maintained on Grant Budget Line Inquiry (GBLT). <i>No [N]</i> No expenditure control is exercised by this budget line.
DESCRIPTION	Optional. Enter a description of the portion of the grant represented by this line. To change this field to blanks, enter an asterisk (*).
I/D	Defaults to <i>Default [blank]</i> . Required on a modification document if Budget Amount is changed. Valid values are <i>Increase [I]</i> or <i>Decrease [D]</i> .
BUDGET AMOUNT	Conditional. Required on a new document. Enter the amount of this portion of the grant. The total of all budget line amounts must equal the total grant amount. Enter two digits for cents. Do not enter dollar signs or commas but you can enter the decimal point. On a modification document, enter the amount of the change over (under) the existing amount.

Grant Management (GM)

Implementing – Continued

Fifth Step

Coordinate the transition of implementing grant management with three other components of FRMS.

GHR

Salaries and benefits that are charged to a grant require the agency to update the individual employees records in GHR. In other words, add the RPTG code to their AGYS screens on each individual employee's record.

Agencies that choose the option 1 'System **will** require the RPTG code on all accounting transactions' as per instructions on page five, are required to update every employee's record in GHR to include the RPTG code in their accounting distribution (AGYS).

Contact GHR Hotline (242-2188) to coordinate the time frame that is available to make these updates before processing payroll transactions.

SNAP

Existing Purchase Orders associated with a grant and have outstanding balances must be changed to include the RPTG code on the accounting lines. Due to the edits in AFNS a new accounting line must be created for each line on the purchase order. Decrease the outstanding balance to zero on each existing line. Create a new accounting line for the same amount; make sure to include the RPTG code.

SNAP allows their screens to be customized per agency, therefore the agency must check the SNAP screens for the RPTG field. Agencies that the RPTG field is not displayed must request Terri Cole to add the field.

Contact Terri Cole (242-4650) to coordinate the changes.

Professional Service Contract Sub-System

Existing Professional Service Contracts associated with a grant and have outstanding balances must be changed to include the RPTG code on the accounting lines. Due to the edits in AFNS a new accounting line must be created for each line on the purchase order. Decrease the outstanding balance to zero on each existing line. Create a new accounting line for the same amount; make sure to include the RPTG code.

Contact Pam Harris (242-4225) to coordinate the changes.

Grant Management (GM)

Implementing – Continued

Sixth Step

Agencies with grants that began before implementing Grant Management can choose one of the following options:

Option One

Set up only new grants in the Grant system. The agency will continue their current procedures for recording information on these grants.

Option Two

Agencies may set up existing grants by entering GM transactions for the full amount of the grant, even for multi year grants. Then enter OT JVs **without** the RPTG code to reverse the accounting events that were previously recorded in the accounting system. To record these same accounting events and have them update the grant system, enter increasing OT JVs **with** the RPTG code.

Seventh Step

Always enter the RPTG code on transactions when appropriate.

Grant Management (GM)

Budgeting

Grant Management allows multiple reporting categories within a grant. A budget line can be set up for different cost types within the grant. It also has the ability to establish different overhead recovery rates for different categories of costs or to satisfy the grant reporting requirements.

Each budget line allows the agency to choose the option that will not permit overpayments. This feature is set up per RPTG code. A 'Y' (Yes) in the *Available Funds Edit* field of Grant Budget Line Inquiry (GBLT) table indicates that grant expenditure control is in effect. Any accounting document containing the Agency and Reporting Category code for the grant must not exceed the available budget amount as calculated from Grant Budget Line Inquiry (GBLT) table. Purchase order, payment voucher and journal voucher transactions perform the edit. This edit is in addition to the expenditure control edits performed from the Expense Budget control option on the Fund (FUN2) table.

Budgets established with the Grant Management (GM) document are for the life of the grant. Below explains how grant budgets affect the State's Operation Plan.

Example: A Three-Year Grant

The original GM transaction includes the full amount for all three years.

Agencies that receive additional funding for a grant will enter a GM transaction to increase the dollar amounts.

A State of Alabama budget revision will be created **only** if the additional funding is expended in this BFY.

Operation Plan/State of Alabama Budget

Include only the portion of the grant that will be expended in the BFY.

Budget revisions to the Operation Plan will not affect the grant tables; therefore, do not enter a GM transaction.

Example: A budget revision to the Operation Plan that transfers money from one major object code to another will not require a GM transaction.

NOTES:

Grant Budget information is only stored on the grant tables.

Recording in-kind match on the grant system, the agency enters a JV using account type '24'. This information updates the grant tables and ledgers but does not post against the state budget (EXP2, ESUM, ALLT AND APP2).

Grant Management (GM)

Accounting Transactions

Grant expenditure and revenue information is available on a monthly report. No special controls or options are required. The first GM transaction that is accepted will set the flag for the system to produce Grant Management reports.

The following screen pictures are examples of the different types of transactions that require a RPTG code. Note on each of these transactions the RPTG code field is highlighted.

EXAMPLE OF CASH RECEIPT (CR):

FUNCTION:	DOCID: CR	12/18/03 09:42:46 AM
STATUS:	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	CMIA SCHEDULE DATE:	
	BANK ACCOUNT CODE:	CASH ACCOUNT:
COMMENTS:		
	DOCUMENT TOTAL:	
	CALCULATED DOCUMENT TOTAL:	

FUNCTION:	DOCID: CR	12/18/03 09:43:17 AM
STATUS:	BATID:	ORG: 000-000 OF 000
01-		
LINE NUMBER:	REFERENCE DOC ID:	REF LINE NO:
VEND/PROV/CUST:	NAME:	
BILLING CODE:		
FUND:	AGENCY:	ORG/SUB-ORG:
ACTIVITY:	REV/SUB-REV:	APPR UNIT:
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:
REPT CAT:	BS ACCOUNT:	
DESCRIPTION:		
AMOUNT:	I/D:	P/F:

Grant Management (GM)

Accounting Transactions – Continued

EXAMPLE OF A QUICK PAYMENT VOUCHER (PVQ) SCREEN:

FUNCTION:	DOCID: PVQ	12/18/03 09:55:11 AM
STATUS:	BATID:	ORG: 000-000 OF 000
H-	QUICK PAYMENT VOUCHER INPUT FORM	
DATE:	ACCT PRD:	BFY: ACT:
VENDOR CODE:		SCH PAY DATE:
NAME:		OFF LIAB ACCT:
ADDRESS:		DOCUMENT TOTAL:
		CALC DOC TOTAL:
		FA IND:
EFT IND:	APPLICATION TYPE:	SINGLE CHECK FLAG: CHECK CATEGORY:
LN	COM	
NO REF CD/NUMBER/LN	LN VI NUMBER/LN	DESCRIPTION

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB	JOB NO	RCAT BS ACCT

DISC TYPE	LINE AMOUNT	I/D P/F QUANTITY I/D

01-		

EXAMPLE OF A JOURNAL VOUCHER (JV) SCREEN:

FUNCTION:	DOCID: JV	12/18/03 09:56:26 AM
STATUS:	BATID:	ORG: 000-000 OF 000
H-	JOURNAL VOUCHER INPUT FORM	
JV DATE:	ACCTG PRD:	BUDGET FY: REVERSAL DATE:
ACTION:	BUDGET OVERRIDE IND:	COMMENTS:
DEBIT DOC TOTAL:		CREDIT DOC TOTAL:
CALC DEBIT TOTAL:		CALC CREDIT TOTAL:
AC	SUB	FUNC OBJ SUB BS JOB
TP FUND AGCY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER		

INT REF BK	DEBIT	VENDOR / PROVIDER
FUND AGCY CD	AMOUNT	NAME
	REPT CAT	CODE

DESCRIPTION	CREDIT AMOUNT	CASH IND

Grant Management (GM)

Accounting Transactions - Continued

EXAMPLE OF A PURCHASE ORDER (PO) SCREEN:

FUNCTION:		DOCID: PO		01/21/04 03:53:26 PM		
STATUS:		BATID:		ORG: 000-000 OF 000		
H- PURCHASE ORDER INPUT FORM						
PO DATE:		ACCTG PRD:		BUDGET FY:		
ACTION:		ORDER TYPE:		COMMENTS:		
VENDOR:		NAME:				
INT IND:		SELLER FUND:		SELLER AGENCY:		
CALCULATED DOC TOTAL:				DOC TOTAL:		
LN	REF RQ					JOB
NO	NUMBER	FUND	AGCY	ORG/SUB	APPR UNIT	ACTV FUNC OBJ/SUB NUMBER

	TEXT	RPT CAT	UNITS	DESCRIPTION		AMOUNT I/D

01-						
02-						
03-						

EXAMPLE OF A REQUISITION (RQ) SCREEN:

FUNCTION:		DOCID: RQ		01/21/04 03:54:22 PM	
STATUS:		BATID:		ORG: 000-000 OF 000	
H- REQUISITION INPUT FORM					
REQ DATE:		ACCTG PRD:		BUDGET FY:	
ACTION:		TYPE:		INTERNAL REF:	
				COMMENTS:	
=====					
01-					
FUND:		AGENCY:		ORGN:	
ACTIVITY:		FUNCTION:		OBJECT:	
REPT CAT:				AMOUNT:	
				APPR UNIT:	
				BS ACCT:	
				I/D:	

Grant Management (GM)

Grant Tables

Grant Management provides comprehensive information concerning grants. Since this information is stored in a series of tables, current information is always readily available.

This section explains how each table fits into the grant management scheme.

EXAMPLE OF AGRT TABLE:

```
ACTION: S SCREEN: AGRT USERID:

      A G E N C Y   G R A N T   I N Q U I R Y

      AGENCY=                                GRANT NUMBER=

      START DATE:                            END DATE:
LETTER OF CREDIT NO:                        LETTER OF CREDIT AMT:
      GRANTOR:
      DESCRIPTION:
      FED CATEGORY NO:                       COMMON ACCTG NO:
      FED GRANT DOC NO:                      FED APPROPRIATION NO:
      LAST ACTION DATE:                      ENTITY-WIDE GRANT NO:

      ORIG APPR AMT:                          CURR APPR AMT:
ORIG EST REVENUE AMT:                       CURR EST REVENUE AMT:
      ORIG GRANT BDGT AMT:                    CURR GRANT BDGT AMT:

      ENCUMBERED AMT:                          ADVANCE AMT:
      EXPENDED AMT:                            REVENUE RECOGNIZED AMT:
      EXPENSED AMT:                            DISALLOWANCE AMT:
```

Agency Grant Inquiry (AGRT). This table contains one line per grant. Agency and Grant Number identify the grant. It contains descriptive information about the grant and original and current modified budgeted amounts, appropriated amounts and estimated revenues. Other amounts, such as encumbered amount, expended amount, and actual revenues also exist in this table and are updated by the following accounting documents: PV, JV, CR and PO.

Grant Management (GM)

Grant Tables – Continued

EXAMPLE OF GBLT TABLE:

ACTION: S SCREEN: GBLT USERID:		
G R A N T B U D G E T L I N E I N Q U I R Y		
01-	AGENCY= GRANT NUMBER=	REPORTING CATEGORY=
	DESCRIPTION:	AVAILABLE FUNDS EDIT:
	STATUS:	
	OH RECOVERY RATE:	
	ORIGINAL BUDGET AMT:	ENCUMBERED AMT:
	CURRENT BUDGET AMT:	EXPENDED AMT:
		EXPENSED AMT:
02-	AGENCY= GRANT NUMBER=	REPORTING CATEGORY=
	DESCRIPTION:	AVAILABLE FUNDS EDIT:
	STATUS:	
	OH RECOVERY RATE:	
	ORIGINAL BUDGET AMT:	ENCUMBERED AMT:
	CURRENT BUDGET AMT:	EXPENDED AMT:
		EXPENSED AMT:

Grant Budget Line Inquiry (GBLT). This table contains one line for each grant budget line recorded on the Grant Management (GM) document. Agency, Grant Number, and Reporting Category code identify each budget line. In addition to original and current modified budgeted amounts, the table includes inception-to-date encumbered, expended, and expensed amounts against each budget line.

Grant Management (GM)

Grant Tables – Continued

EXAMPLE OF GFYT TABLE:

ACTION: S SCREEN: GFYT USERID:			
G R A N T F I S C A L Y E A R I N Q U I R Y			
FISCAL YEAR= GRANT NUMBER=		AGENCY= REPORTING CATEGORY=	
YTD ENCUMBERED AMT:		ORIG FY BUDGET AMT:	
YTD EXPENDED AMT:		CURR FY BUDGET AMT:	
YTD EXPENSED AMT:			
QTD ENCUMBERED AMT Q1:		QTD EXPENDED AMT Q1:	
	Q2:		Q2:
	Q3:		Q3:
	Q4:		Q4:
QTD EXPENSED AMT Q1:			
	Q2:		
	Q3:		
	Q4:		

Grant Fiscal Year Inquiry (GFYT). This table contains one line for each grant budget line for each fiscal year. It contains year-to-date and quarter-to-date encumbered, expended, and expensed amounts for each fiscal year during the life of the grant.

Grant Management (GM)

Grant Tables – Continued

EXAMPLE OF SGRT TABLE:

ACTION: S SCREEN: SGRT USERID:	
E N T I T Y - W I D E G R A N T I N Q U I R Y	
ENTITY-WIDE GRANT NUMBER=	
DESCRIPTION:	
-- ORIG AMT -- -- CURR AMT --	
APPROVED:	
ESTIMATED REVENUE:	
GRANT BUDGET:	
ENCUMBERED AMT:	ADVANCE AMT:
EXPENDED AMT:	REV RECOGNIZED AMT:
EXPENSED AMT:	DISALLOWANCE AMT:

Entity-Wide Grant Inquiry (SGRT). This table maintains the total of all sub-grants pertaining to the main-grant. The table contains summary amounts for budgetary and accounting amounts for the main grant. The sub-grants, as recorded in AGRT table, identify all sub-grants as belonging to a main (entity-wide) grant.

Entity-Wide Grant – 12 positions – Can use alpha, numeric or alpha/numeric characters

Generic User – 1st position is the last digit of the grant year
2nd, 3rd and 4th positions must be the agency code.
5th through the 12th positions are at the discretion of the agency.

Reason: The Entity-Wide Grant Inquiry (SGRT) table does not have agency code as a key field; therefore, to eliminate multi agencies posting to the same record the agency code must be included.

Grant Management (GM)

Grant Tables – Continued

EXAMPLE OF RPTG TABLE:

ACTION: S SCREEN: RPTG USERID:						
R E P O R T I N G C A T E G O R Y						
FY	AGENCY	REPT CAT	NAME	SOURCE OF FUNDS (GRANT)	GRANT IND	PROJ
==	=====	====	-----	-----	-----	-----
01-						
02-						
03-						
04-						
05-						
06-						
07-						
08-						
09-						
10-						
11-						
12-						
13-						
14-						

Reporting Category (RPTG). Entries are added to this table by the GM document. The document records a ‘Y’ in the *Grant Indicator* column and enters the grant number in the *Source of Funds* column.

Reporting Category is 4 digits: 1st digit must represent the grant year, 2nd, 3rd and 4th is at the discretion of the agency.

The RPTG code is stored in the general ledger and the grant ledger with all other account coding.

Grant Management (GM)

Grant Accounting

Accounting for these grants is performed through the standard accounting document. A document is identified as grant-related when its Agency and Reporting Category codes exist in the Agency Grant Inquiry (AGRT) table. The Grant Number, which is also a key field on the Agency Grant Inquiry (AGRT), is inferred from the Reporting Category (RPTG) table. The appropriate Amount fields in the grant tables are updated as each transaction is processed (document accepted). Note that expenditure, revenue and encumbrance information is collected against the grant.

State of Alabama has single year budgets – from October to September. Grants sometimes have Grant periods different from the State. We use Organization codes in AFNS to set up the budget that runs from October to September.

Inception-to-date, fiscal-year-to-date, quarterly and monthly reporting is available with the following State Grown reports:

- Grant Budget VS Grant Actual Disbursement (GMR1)
- Grant Budget VS Grant Actual Revenue (GMR2)
- Reconciliation of AFNS Cash By Grant (GMR3)

Grants Management information is always available online in the master tables.

The Grant Ledger contains detail accounting data concerning grants. Specifically, the Grant Ledger (GRANT) contains the following information:

State Budget Fiscal Year	Fund	Balance Sheet
Acceptance Date	Agency	Vendor Code
Transaction Code	Organization	Vendor Name
Transaction Number	Object	Reference Transaction Code
Dollar Amount	Sub-Object	Reference Transaction No.
Debit/Credit	Reporting Category	Reference Line Number
Increase/Decrease	Revenue	

When to Use the Grant Management (GM) Document

GM is the most appropriate method for block grants and other types of grant that are administered by agencies. Each portion of the grant assigned to a Grant Number is established as a separate “grant” through use of reporting categories. Grants with the same entity-wide grant number assigned will be rolled together on the SGRT table. Each grant can develop its own grant budget, and online

Grant Management (GM)

Accounting – Continued

information is available to support each grant. Summary level data for the entire grant is maintained by the system on the Entity-Wide Grant (SGRT) table.

Remember, grant budgets are separate from the State's Operations Plan.

Grant Management (GM)

Grant Management Summary

The following lists various attributes and capabilities of Grant Management.

Capability	GM Management
Detailed Grant Budget	Yes
Budgetary Controls on the Grant Expenditures	Yes
Multi-Year Budgeting	Yes

Detail Monthly Reporting

Budgeting	Yes
Accounting	Yes
Inception-to-Date Reporting	Yes
Multiple Organizations Administering the Grant	Yes

Daily Reporting (Tables)

Budgeting	Yes
Accounting	Yes
Capture Overhead Recovery Rates	Yes
Descriptive Information for Reporting Purposes	Yes

Grant Management (GM)

Grant Closings

The Grant Management (GM) document includes the grant period 'From Date' and 'To Date' fields. No accounting documents will be accepted against the grant after the 'To Date'. Also, each grant budget line includes a Status field and when the Status is 'Closed' no accounting document will be accepted against that grant budget line.

All grant accounting information stored in the general ledger will remain in the general ledger until the accounting period of the transactions equals the year that is being closed. At that time, these transactions will be removed from the general ledger and added to the grant ledger. The programs that create the monthly grant reports pulls data from both the general ledger and the grant ledger. This allows the report to give ITD [inception-to-date] totals. Although data in the general ledger is being removed, the data in the grant tables will remain untouched.

Agencies have complete control when grant information is deleted from the grant tables. As long as the 'To Date' on AGRT table is greater than the year being closed, the grant information will stay on the tables. During the closing period, a report listing all grants with a 'To Date' equal to the year being closed is sent to the agencies. After reviewing the report and identifying grants that should not be purged, the agency **must** do a modifying GM document changing the 'To Date' to a greater year. All remaining grants listed on the report will be deleted from the grant tables.

Once a year the transactions in the grant ledger will be compared to the grant tables. Transactions that do not find a match will be deleted out of the grant ledger.