Course ID: FIN 211
Course: Create, Maintain, and Bill Grants

Course Overview

Course Description	This course provides a comprehensive review of the Create, Maintain, and Bill Grants processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Create and Maintain Grants • Module 3: Reporting and Inquiry • Module 4: Course Summary
Training Audiences	• Department Grant Administrator • Department Grant Manager • Department Contract Administrator • Department Contract Manager

Course Overview

Prerequisites	• ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting, & Online Help • FIN 101 – Financials Fundamentals • FIN 301 – Managing the General Ledger • FIN 209A – Create, Maintain, Budget Operating and Grant Projects • FIN 210 – Create and Amend Contracts
Estimated Duration	• 3 Hours

Course Outline

Content	
Module 1: Course Introduction	
Module 2: Create and Maintain Grants	
• Lesson 1: Create and Maintain Grants	
o Lecture 1: Pre-Requisites to Establishing the Award Profile	
o Lecture 2: Creating an Award Profile	
o Lecture 3: The Award Profile	
• Lesson 2: Reporting and Inquiry	
o Lecture 1: Running and Viewing Reports	
Module 3: Course Summary	

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Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
Introduction to Demonstrations, Activities, and Exercises

Course Administration and Logistics

To receive credit for completing this course, you must record your attendance at the beginning <u>and</u> end of class

Please turn off your cell phones and refrain from checking email and the Internet while in class

Actively participate in class

Take Breaks at scheduled times

Ask questions; this is your time to learn

Be back from Breaks on time

Learning Objectives

At the conclusion of this course, participants will be able to:

- Create and Maintain Grants

- Utilize Reporting

Roles and Responsibilities

The roles and responsibilities associated with the Create, Maintain, and Reporting Process(es) include:

Role	Responsibilities
Department Grant Administrator	The Department Grant Administrator is responsible for entering/submitting grant proposals, generating awards, and generate Reports.
Department Grant Manager	The Department Grant Manager will have the ability to view and approve proposals and generate reports.
Department Contract Administrator	The Department Contract Administrator is responsible for creating customer contracts for internal, external, and grant billing.
Department Contract Manager	The Department Contract Manager is responsible for reviewing and activating customer contracts for the department.

Navigation

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.
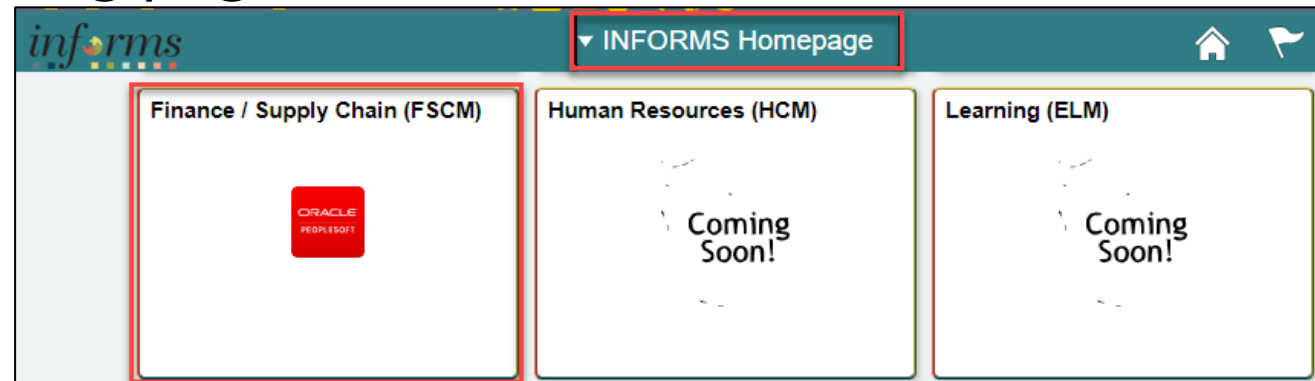
2. Select Grants Management
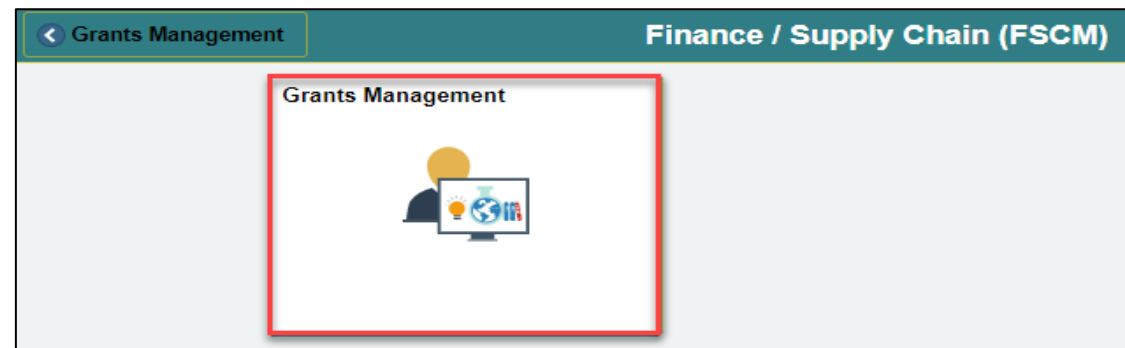
Key Changes to the Business Process

- Chart of Accounts
  - For Grants, first create a grant chartfield
- Grants will be tracked as a Grants ChartField and departments will be creating Grants in the Grant Management Module
- Grants will require a Project and a Customer Contract
- Customer Contracts will be used to automate the billing of projects expenditures to customers

Key Changes to the Business Process

- Costs will be tracked in the Project Costing module

- Project transactions will now be tracked in Project Costing instead of the General Ledger

- Reports will be generated out of Project Costing, Customer Contracts, Grants, Billing and General Ledger
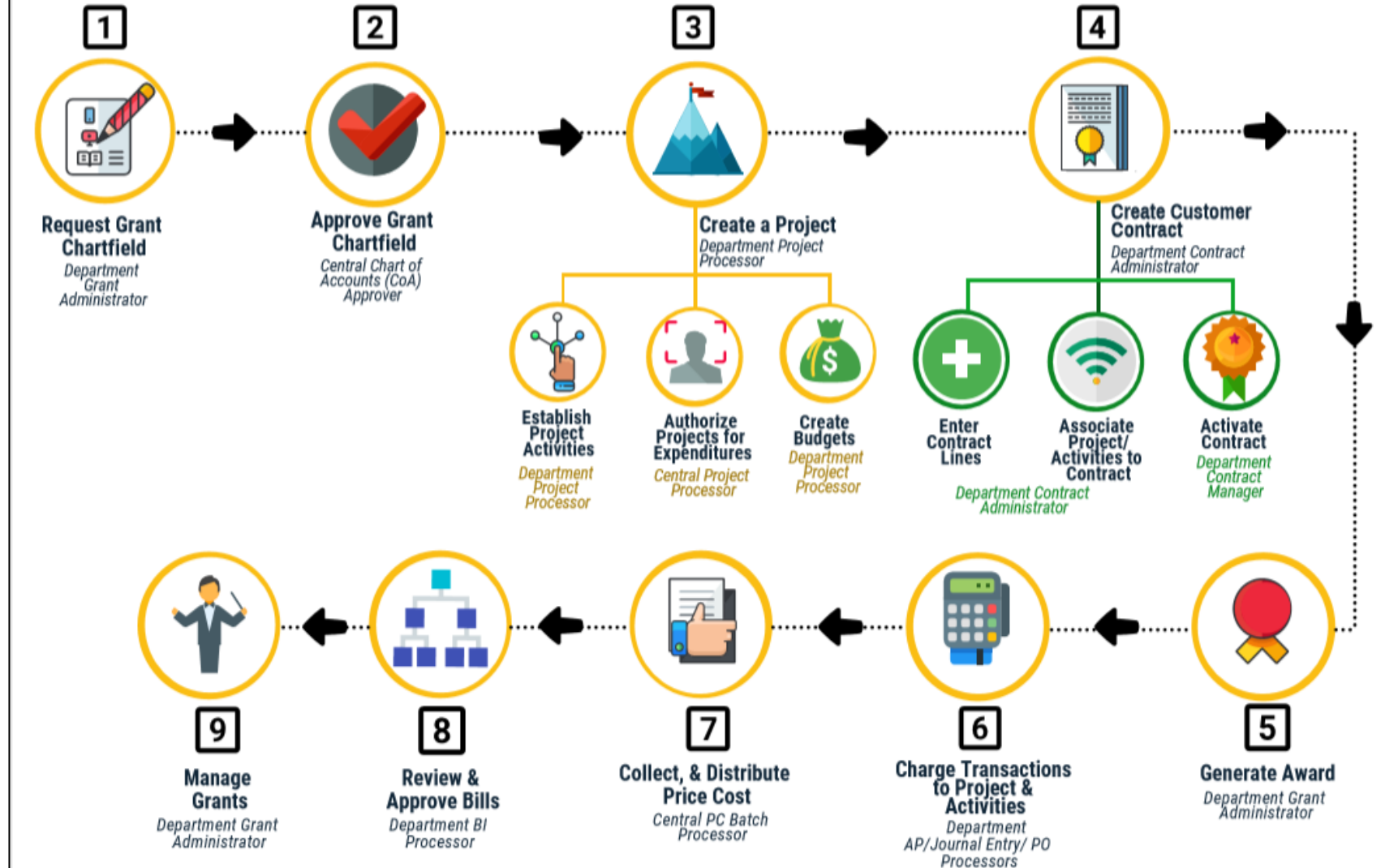
Purpose and Benefits of the Business Process

- Review Grants Award history online
- Track Expenditure Limits against Grants Budget for reimbursement checking
- Track and manage Award Close-out activities

The End-to-End Business Process

- The Department Grant Administrator will request the Grant ChartField.

- Once the Department Project Processor has created the Grant Project and the Department Contract Administrator has created the Contract, the Department Grant Administrator will generate the Award.

- The Department Grant Administrator is responsible for maintaining and overseeing the Grant.

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GRANTS
Business Process

1 Request Grant Chartfield
Department Grant Administrator

2 Approve Grant Chartfield
Central Chart of Accounts (CoA) Approver

3 Create a Project
Department Project Processor
- Establish Project Activities — *Department Project Processor*
- Authorize Projects for Expenditures — *Central Project Processor*
- Create Budgets — *Department Project Processor*

4 Create Customer Contract
Department Contract Administrator
- Enter Contract Lines
- Associate Project/Activities to Contract — *Department Contract Administrator*
- Activate Contract — *Department Contract Manager*

5 Generate Award
Department Grant Administrator

6 Charge Transactions to Project & Activities
Department AP/Journal Entry/ PO Processors

7 Collect, & Distribute Price Cost
Central PC Batch Processor

8 Review & Approve Bills
Department BI Processor

9 Manage Grants
Department Grant Administrator
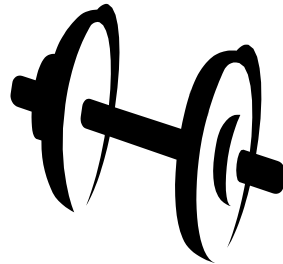
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Introduction to Demonstrations, Activities, and Exercises

You will take part in two levels of group and individual activities throughout this course:

Instructor Demonstrations

Training Activities

Training Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
Introduction to Demonstrations, Activities, and Exercises

Module 2: Create and Maintain Grants

Module Topics
Module Introduction
• Lesson 1: Create and Maintain Grants
○ Lecture 1: Pre-Requisites to Establishing the Award Profile
○ Lecture 2: Creating an Award Profile
○ Lecture 3: The Award Profile
• Lesson 2: Reporting and Inquiry
○ Lecture 1: Running and Viewing Reports

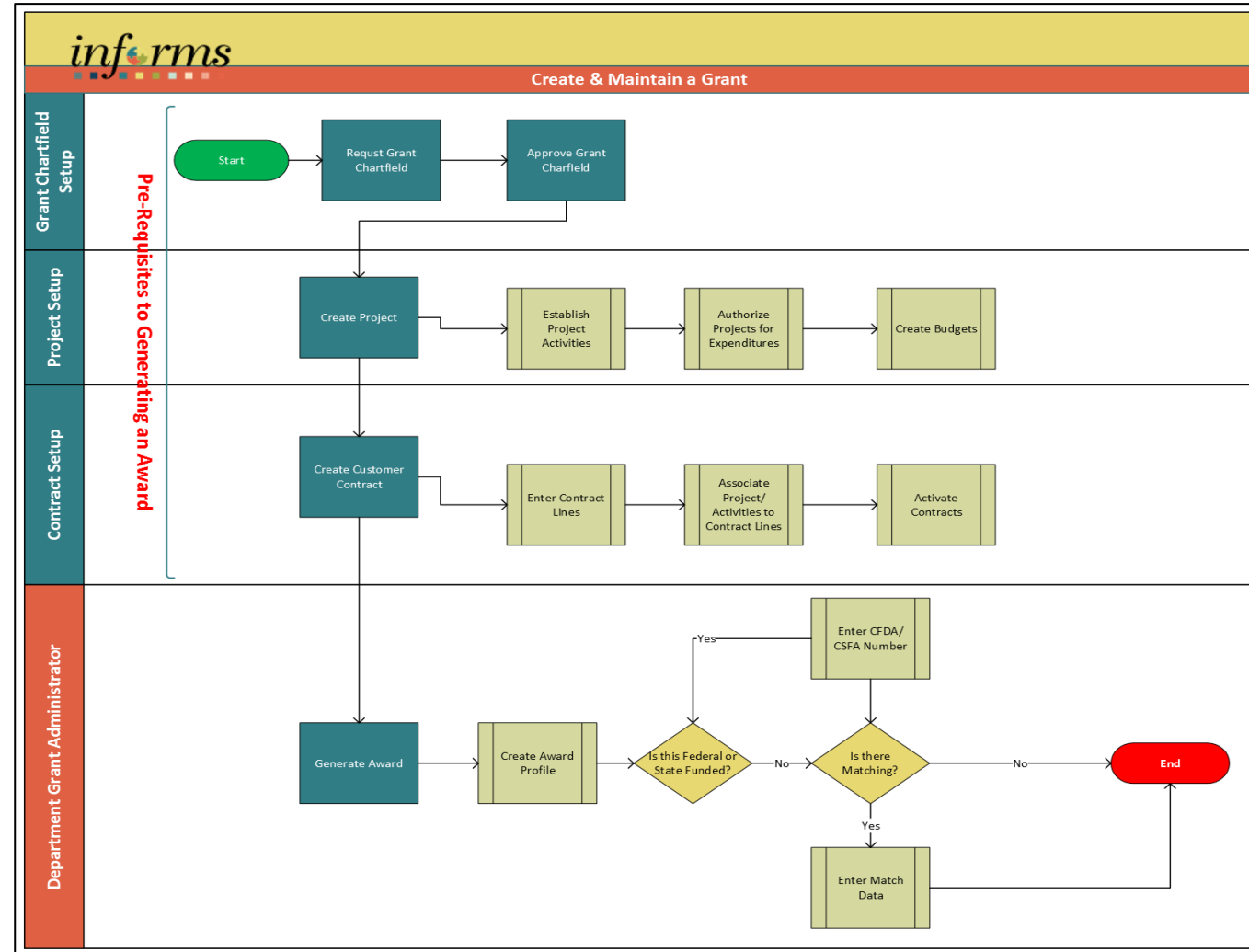# Lesson 1: Create and Maintain Grants

At the conclusion of this lesson, you will be able to:

- Create and Maintain Grants

- Establish an Award

- Update an Award Profile, this includes:
  - Entering Match Information
  - Selecting a CFDA or CSFA number
  - Adding a Subrecipient
  - Viewing the Funding Inquiry page
  - Adding an Attachment
  - Entering Department Credit Information

Lesson 1: Business Process Overview
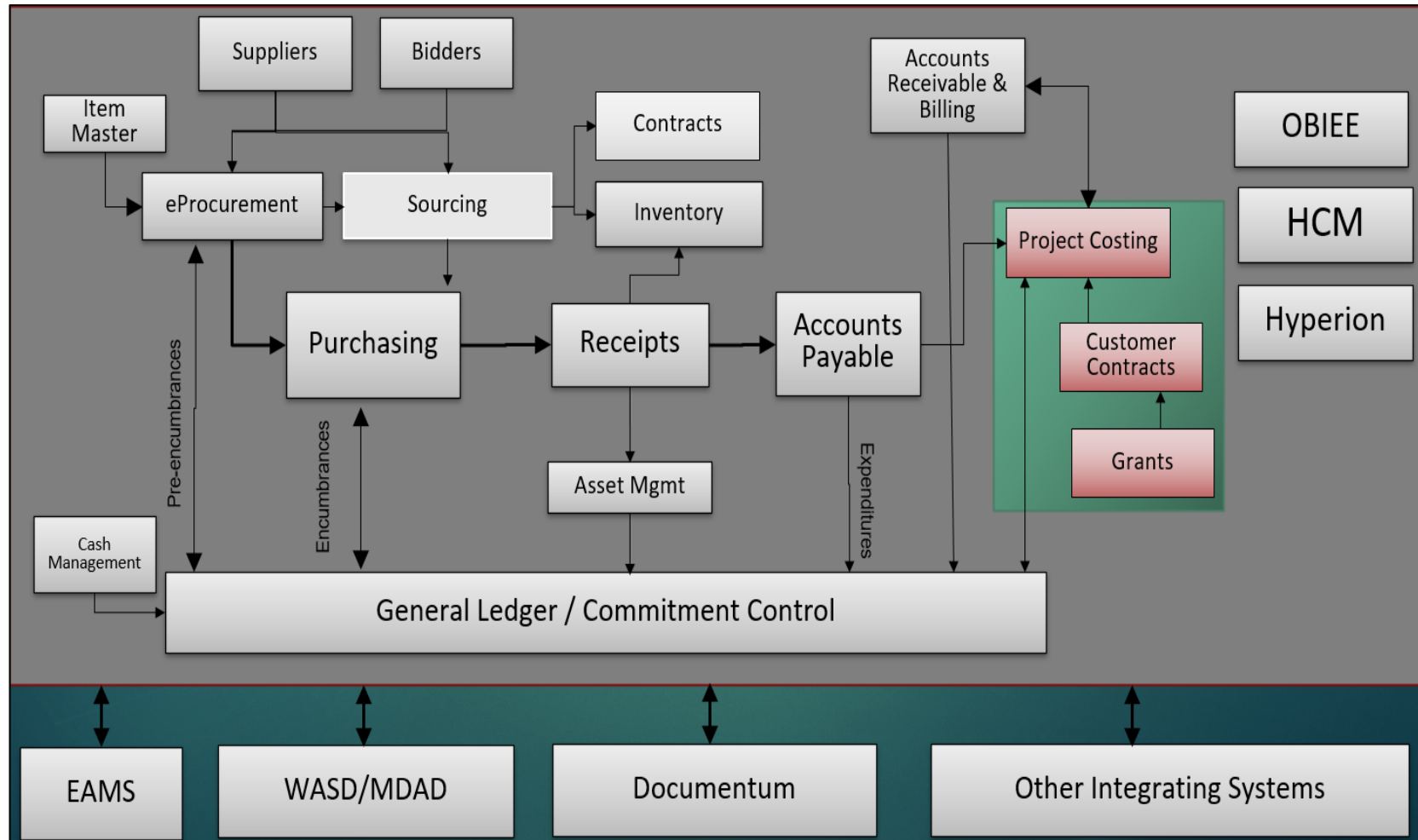
Lesson 1: Business Process Overview

Lesson 1: Key Terms

Term	Definition
Award	Award represents the final agreement between the sponsor and the state agency for receipt and expenditure of funds.
Contract	Manages billing and revenue associated to an award or internal billing agreement.
Project	Projects can be operating or capital. There are additional Project fields to further delineate information such as Activity and Source.
Recipient	The primary department receiving an award.
Subrecipients	Subrecipients are entities or individuals that receive Grants funding from the primary Grantee within the parameters of a Grants
Sponsor	The Sponsor represents the Grants funding source. The customer who will be invoiced for expense reimbursements associated with the award.

Lesson 1: Key Terms

Term	Definition
Grant Chartfield	General Ledger Chart of Account segment that will store the Grant ID for budgeting and accounting transactions. Chartfield attributes will be used to store reporting attributes related to Grant ID.
Award Profiles	Grant Management award that will store grant demographic information such as grant types, sponsor agency, CFDA/CSFA, etc. Award profile IDs match grant Chartfield values. **Award amount will equal sponsored amount**.
Grant Business Unit	Each area has one and only one Grants Management Business Unit. The Business Unit is a 2-character code representing the Area.

Lecture 1: Pre-Requisites to Establishing the Award Profile

- Verify the Billing Sponsor has been created and is available for use

- Request a Grant Chartfield

- Authorize a Grant Chartfield

- Create a Project with associated Activities

- Authorize the Project for Expenditures

- Create a Customer Contract

Lecture 2: Create an Award Profile

- Once a Customer Contract is established, the Award on the Customer Contract header page is created.

- The Customer Contract should be in an Active status

- The Create Award Profile button will generate the Award

- Once generated, the View Award Profile link can be used to review the Award

Lecture 2: Create an Award Profile

Navigate to: **Finance/Supply Chain (FSCM) > Customer Contracts > Customer Contracts**
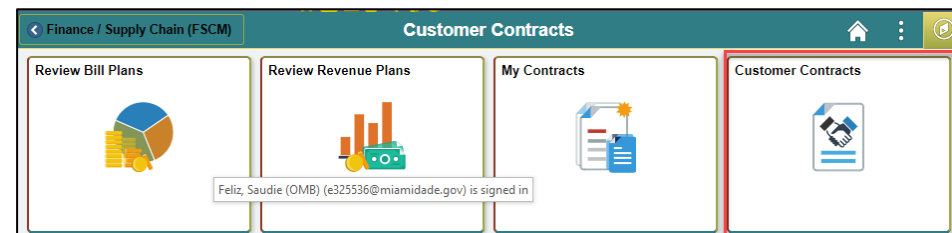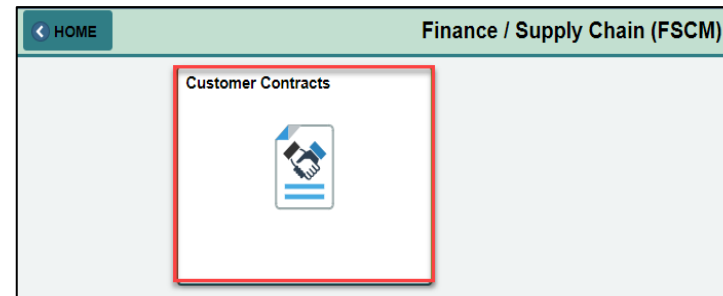
Lecture 3: The Award Profile

- Entering Match Information

- Selecting a CFDA or CSFA number

- Adding a Subrecipient

- Viewing the Funding Inquiry page

- Adding an Attachment

- Entering Department Credit Information

Lesson 1: Activities and Exercises

Lesson 2: Reporting and Inquiry

At the conclusion of this lesson, participants will be able to:

- Run and View Reports

Lesson 2: Key Terms

| Term	Definition
Award	Award represents the final agreement between the sponsor and the state agency for receipt and expenditure of funds.
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Lecture 1: Types of Reports

- Query
- BI Publisher
- PIVOT GRID
  - Pivot Grid Only
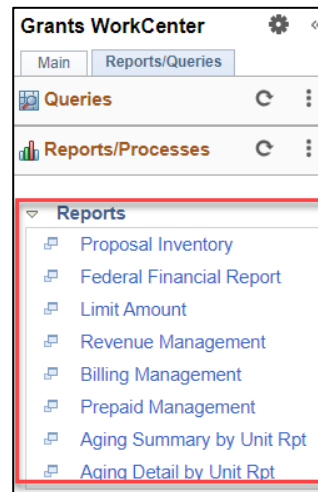 - Chart Only
  - Pivot Grid and Chart

Lecture 1: Run a Query

Navigate to: **Finance/Supply Chain (FSCM) tile > Select Grants Management tile > Select Grants**
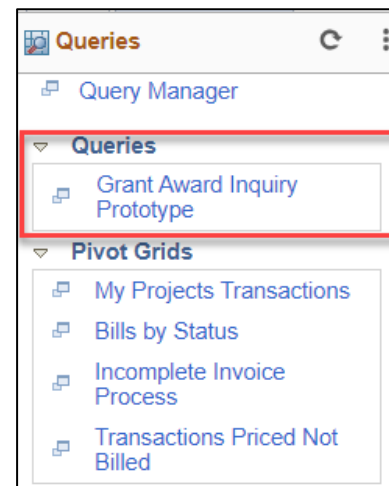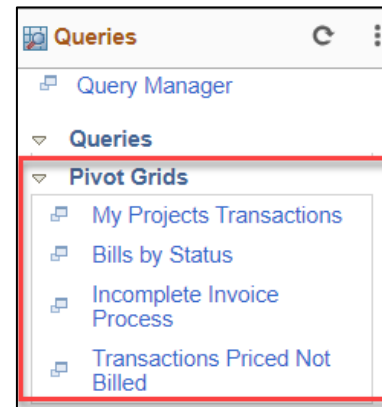
Lecture 1: Run a BI Publisher Report

Navigate to: **Finance/Supply Chain (FSCM) tile > Select Grants Management tile > Select Grants**

Lecture 1: Pivot Grid Reports

Navigate to: **Finance/Supply Chain (FSCM) tile > Select Grants Management tile > Select Grants**

Lecture 2: Available Reports

Term	Definition
Award Profile Inquiry Report	The purpose of the Award Profile Inquiry report is to provide a summary of Grant Awards connected to the Customer Contract information under a specific Business Unit.
Contracts Inquiry Report	The purpose of the Contracts Inquiry report is to provide a summary of the Customer Contract and its associated projects and to guide users to look at the specific project information through the report. The report provides the user the general information of the project such as: • Contract Header Information • Contract Line Information • Associated Projects and Activities

Lecture 2: Available Reports

Term	Definition
Projects Inquiry Report	The purpose of the Project Inquiry report is to provide a summary of projects under a specific Business Unit. The report provides users the general information of the project such as: • Header Information • Dates • Status • Project Manager Information • Project Location Information

Lecture 2: Available Reports

Term	Definition
Projects Transaction Inquiry Report	The purpose of the Project Transaction Inquiry report is to provide a summary of the transactions for each project and activity for each business unit. The report will be published as a pivot grid so that an analysis of the amounts per analysis types can be visualized.
	The report provides users the general information of the project such as:
	• Project Transaction Information
	• Chart of Accounts
	• Related Transactions

Lesson 2: Activities and Exercises

Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

Congratulations! Having completed the Create and Maintain Grants course users should now be able to:

- Create and Maintain Grants
  - Pre-Requisites to Establishing the Award Profile
  - Establishing an Award Profile
  - Award Profile

- Reporting and Inquiry
  - Running and Viewing Reports

Congratulations!

You have successfully completed the course material for:

FIN 211 – Create and Maintain Grants