**SWIFT** STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

*Manage Grants for Grant Maker*

*November 7, 2016*

## Manage Grants for Grant Makers

A grant is a class of contract which provides the transfer of cash or something of value to a recipient to support a public purpose authorized by law.  Grant funds must be encumbered in SWIFT prior to the execution of the grant agreement.  This guide lists the steps and SWIFT modules used by grant makers to encumber and manage funds using SWIFT.  It also describes how to code the transaction as a grant in each of these modules.

**Agencies who make grants use three modules in SWIFT.**

| SWIFT Module | Purpose of SWIFT Module |
|---|---|
| Supplier Contracts Module | The Department of Administration's Office of State Procurement considers grants to be a class of contract.  Use this module to enter the grant as a contract in SWIFT. |
| Purchase Orders Module | Use this module to encumber grants. |
| Accounts Payable Module | Use this module to pay the grantee. |

- **NOTE:** Many agencies also use the Receipts module to track what has been received against a purchase order.

- For information about the SWIFT modules, please refer to the SWIFT Reference Guides. https://mn.gov/mmb/accounting/swift/training-support/reference-guides/

- For schedules of training on these modules, please look them up in ELM or find them in the weekly SWIFT updates.  https://mn.gov/mmb/accounting/swift/general-information/swift-updates/

### Step 1: Enter the Grant in the Supplier Contracts Module

Use the **Supplier Contracts** module to record and create a contract document.  Use a related purchase order to set up the encumbrance for the grant.  The benefit of using this module to enter grants is that all transactions for this grant can be viewed in one place.

**NOTE:**  Office of State Procurement suggests that agencies set the Supplier Contract with "PLACEHOLDR" as the vendor.  Then, you can encumber multiple purchase orders against it.

To enter a grant in the Supplier Contracts module:

1. **Navigation:** Supplier Contracts, Create Contracts and Documents, Contract Entry
2. On the **Add a New Value** tab, click **Add**.
3. On the **Contract Entry** page, enter all of the required data.

**1 |** P a g e - Q u i c k R e f e r e n c e G u i d e

a. For grants, always enter the grant *Category Code* of **84101501** on the line.



b. For grants, always enter the grant *Contract Type* of **GRK** on the **Add a Document** page.



4. Save and process the grant through the Supplier Contracts module as required.

5. Use the **Contract Entry** page to manage the grant.
   a. Look at the **Amount Summary** section to see how much of a grant has been used.



   b. Click the **Document Status** link in the **Contract Entry** page to see activity against that grant.



## Step 2:  Use the Purchase Orders Module to Enter the Details (e.g., Recipients) of a Grant.

Once the grant is entered in the Supplier Contracts module, track individual transactions against the grant in the Purchase Order module.  For example, an agency can set up separate purchase orders for different recipients of a grant by using PLACEHOLDR as the vendor in the *Supplier Contract* and adding individual vendors under the vendor list link. Create these purchase orders by referencing its SWIFT *Contract ID*.  Always use the grant Category Code of **84101501.**  Also, use the Professional/Technical Contract Encumbering Order (**KEO)** for the *Purchase Order Document Type*.

To enter a grant transaction in the Purchase Order module:
1. **Navigation:** Purchasing, Purchase Orders, Add/Update POs

2. On the **Add a New Value** tab, click **Add**.

3. On the **Maintain Purchase Order** page, click the **Contract** tab on the **Lines** section.  On the **Contract** tab, click the Contract Search button.

4. On the **Contract Search** page, enter the *Contract ID* of the grant. Click **Search** to review it.



5. On the **Contract Details** section, select the correct line on the *Item Detail* section. Then, click **OK.**



6. SWIFT will populate the purchase order for that grant transaction. For example, the grant *Category Code* of **84101501** is on the line.



7. Select the **KEO** *Document Type* on the purchase order.

8. Save and process the grant through the Purchase Orders module as required. Grants are coded with the **441XXX** Account codes for the encumbrance. Use the Account codes with the description that specifically says "grants" in them.

9. Use the **Document Status** link on the **Purchase Order** page to see the *Supplier Contract ID* that was used to create the purchase order. You can also see any vouchers submitted through SWIFT and payments that have been processed against the grant.

**Document Status**

| Business Unit: | B2201 | PO ID: | 3000256641 |
| Document Date: | 07/01/2016 | Status: | Dispatched |
| Currency: | USD | Document Type: | Purchase Order |
| Buyer: | | Merchandise Amt: | 49,862.00 |
| | | Budget Status: | Valid |

**Associated Document**      Personalize | Find | View All | 🔲 | 🏢    First ◄ 1-4 of 4 ► Last

**Documents**  Related Info  📧

| SetID | Business Unit | Document Type | DOC ID | Status | Document Date | Vendor ID | Location | |
|-------|---------------|---------------|--------|--------|---------------|-----------|----------|---|
| SHARE | | Contract | 00000000000000000000111511 | Approved | 06/27/2016 | 0000209253 📊 | | 📄 |
| | B2201 | Voucher | 01061485 | Posted | 09/16/2016 | 0000209253 📊 | 001 | 📄 |
| | B2201 | Voucher | 01061486 | Posted | 09/16/2016 | 0000209253 📊 | 001 | 📄 |
| SHARE | | Payment | 0003480223 | Posted | 09/22/2016 | 0000209253 📊 | 001 | 📄 |

## Step 3:  Track Actual Expenditures (Vouchers) for a Grant on the Accounts Payable Module.

To enter a payment in the Accounts Payable module.

1. **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Entry

2. On the **Add a New Value** tab, enter the *Business Unit* and click **Add**.

3. On the **Invoice Information** section of the voucher, scroll to the **Copy From** section.  Select *Purchase Order* only.  Click Go.

**Copy From Source Document**

| | |
|---|---|
| PO Unit: | 🔍 |
| PO Number: | 🔍    Copy PO |
| Copy From: | Purchase Order Only ▼    Go |

4. On the **Copy Worksheet** page, enter the *PO Business Unit* and the *PO ID*.  Click **Search**.

5. SWIFT displays the **Select PO Lines** section.  Check the **Select** box of the line or lines you wish to pay.

   Then, click the **Copy Selected Lines** button.

SWIFT populates the voucher from the purchase order. Enter the remaining required fields and process the voucher in SWIFT. Grants are coded with the **441XXX** *Account* codes for the payment of individual transactions. Use the Account codes with the description that specifically says "grants" in them.