

## QUICK REFERENCE GUIDE

### *Create and Execute Grant Contracts*

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## Create and Execute Grant Contracts

Grant contracts provide funding to an outside entity to provide services or support to a third party who is not employed by the state. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor. Grant contracts are categorized as Professional/Technical contracts in SWIFT. Grant contracts may run for multiple years. The Office of Grants Management provides resources for managing State of Minnesota grants. [www.mn.gov/admin/government/grants](http://www.mn.gov/admin/government/grants)

### Step 1: Navigate to the Contract Entry Page.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Add a New Value
- On the **Add a New Value** page, follow these steps.
  - Leave the *Contract ID* with the default of "NEXT". SWIFT will assign the next available number. Do not change this field.
  - On the *Contract Process Options*, **ALWAYS** select "**Purchase Order**".
- Click the **Add** button.

**Contract Entry**

Find an Existing Value **Add a New Value**

SetID:

Contract ID:

Contract Process Option:

**Add**

### Step 2: Enter Header Information.

The Header is required for all contracts. It contains information that applies to the entire contract. There are required fields in the Main Header, Amount Summary and the Order Contract Options sections.

#### Enter the following information on the Main Header.

- View the *Status* field. This field defaults to "Open" when you first enter a new contract.
- Add the *Administrator/Buyer* using the drop down menu. You can search by *Buyer ID* or by *Name*.
- Enter the *Vendor ID*. SWIFT populates other fields next to the *Vendor ID*.
- The *Begin Date* defaults to the current date. Depending upon the type of contract, this field can be updated.

- Enter *Expire Date* or the date when the contract will expire. This field is not required but most agencies use it.
- Enter the *Vendor Contract Reference* (if applicable).
- Enter the *Description* of the contract. This field is available on reports. Most agencies create a standard use of these fields (e.g., Fiscal Year, Project/Grant, Purpose of Contract).
- Enter the *MMD Contract Release Number/T-Number* (if applicable).
- Enter other fields that are needed for your specific contract or agency requirements.

**Contract Entry**

**Contract**

SetID: SHARE Contract Version: Version: 1 Status: Current  
 Contract ID: 00000000000000000097593 New Version Approved Date: 07/31/2015  
 \*Status: Open  
 \*Administrator/Buyer: TRN20 Training User 20 Add a Document

**Header**

Process Option: Purchase Order Add Comments Activity Log  
 Vendor: ST PAUL CI-001 Vendor Search Contract Activities Document Status  
 Vendor ID: 0000192898 ST PAUL CITY OF Primary Contact Info Thresholds & Notifications  
 Begin Date: 07/06/2015 Add Vendor List Contract Header Agreement Subcontractors  
 Expire Date: 06/30/2018 Contract Releases Retention Tracking  
 Renewal Date: View Changes Current Change Reason  
 Currency: USD CRRNT  
 Primary Contact:  
 Vendor Contract Ref:  
 Description: CCGP-15-0009-Z-FY16  
 MMD Contract Release Number/T-Number:  
 Tax Exempt

**Amount Summary**

Maximum Amount: 199,000.00 USD  
 Line Item Released Amount: 199,000.00  
 Category Released Amount: 0.00  
 Open Item Released Amount: 0.00  
 Total Released Amount: 199,000.00  
 Remaining Amount: 0.00  
 Remaining Percent: 0.00

**Enter the following information on the Amount Summary section on the Header.**

- Add the Maximum Amount. This amount is the maximum amount of all contract lines.

**NOTE:** The **Add Vendor List** link allows you to create one grant contract in SWIFT where there are multiple grant recipients. The **Add Vendor List** link will display on the **Contract Entry** page after selecting “GRK” *Contract Type* on the **Add a Document** page and saving the contract.

Process Option: Purchase Order Add Comments Activity Log  
 Vendor: ARC FREE-001 Contract Activities Document Status  
 Vendor ID: 0000901006 ARC FREEBORN COUNTY THE Primary Contact Info Thresholds & Notifications  
 Begin Date: 04/27/2016 Add Vendor List Contract Header Agreement Subcontractors  
 Contract Releases Retention Tracking

**Enter the following information on the Order Contracts Options on the Header (e.g., PO Defaults).**

- This section displays values that will apply to the entire contract. It will also impact purchase orders created from this contract. Corporate Contract is the only field that you will likely check if you wish this contract to be available to other state agencies.
- Click on the **PO Defaults** link.

**Order Contract Options**

Corporate Contract  Allow Open Item Reference  Must Use Contract Rate Date Rate Date: 04/22/2016  
 Lock Chartfields  Adjust Vendor Pricing First  Auto Default  
 PO Defaults  Price Can Be Changed on Order Price Adjustment Template  
 Add Open Item Price Adjustments

**Update the PO Defaults page.**

- This field is required in SWIFT.
- On the **PO Defaults** page, enter the *Business Unit* and select the *Origin*.

- Click **OK** to return to the header page.

**PO Defaults**

SetID: SHARE Contract ID: NEXT Version: 1 Vendor ID: 0000833496

Header Find | View All First 1 of 1 Last

\*Business Unit:

Vendor Loc:

Buyer:

Origin:   Accounting Services

### Step 3: Enter Contract Lines.

**Contract Lines are required for all contracts.** They contain information about the goods or services to be purchased. Enter most contract information on these sections: **Details** tab, **Details for Line** page and **Release Amounts** tab/**Release Quantities** tab.

#### 1. Details Tab:

- Enter the *Description and UOM*
- Enter *Category*. All grants should use **84101501**.
- Enter information in other fields as needed.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.

Line	Item	Description	UOM	Category	Include for Release	Status
1	<input type="button" value="Q"/>	<input type="text" value="CCGP-15-0009-Z-FY16"/> <input type="button" value="Q"/>	<input type="text" value="EA"/> <input type="button" value="Q"/>	<input type="text" value="84101501"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	Active

#### 2. Details for Line Page:

On the **Details for Line** page, expand the fields for the **Pricing Information** tab. Enter the following fields to update the pricing information as needed.

- Check the **Price Can Be Changed on Order** checkbox (if applicable).
- Click **OK** to return to the contract.

**Pricing Information**

Use Contract Base Price  Use Vndr Price UOM Adjustments

Price Can Be Changed on Order  Use Vendor Price Shipto Adjust

#### 3. Release the Contract.

- Click on the **Release by Amounts** tab.
- **Enter the Fiscal Year.** You can add separate lines for different fiscal years. Make sure the description is not the same for these lines.
- **Enter the Maximum Amount for each line.** The total of these lines must match the *Maximum Amount* listed on the header.

Line	Item	Description	Fiscal Year	Minimum Line Amount	Maximum Line Amount	Total Line Released Amount	Remaining Amount	Curr	Remaining Amount %
1	<input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text" value="2016"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>			USD	

#### 4. Save the Contract.

When you have completed the lines section, click **Save** at the bottom of the page. It will now have a *Contract ID* assigned to it. The *Status* remains "Open".

## Step 4: Create Document/Add a Document.

The **Create Document** section is required for all contracts. It specifies the contract type.

**As a best practice**, you can import a copy of the scanned contract documents. This allows contract administrators to keep the written contract with the SWIFT Contract ID. Typically, you will not have fully executed contract when you are doing a contract shell in SWIFT. You can return to this field and import the scanned contract documents.

To access the **Create Document** page, click on the **Add a Document** button on the contract header.

The screenshot shows the 'Contract Entry' page. At the top, it says 'Contract Entry' and 'Contract'. Below this, there are several fields: 'SetID: SHARE', 'Contract ID: 00000000000000000000107831', '\*Status: Open', and '\*Administrator/Buyer:'. To the right, there is a 'Contract Version' section with 'Version: 1', 'Status: Current', and 'Approval Due Date:'. A 'New Version' button is next to the version number. At the bottom right, there is a red-bordered button labeled 'Add a Document'.

On the *Document Type*, select "Grant Contracts" from the drop down menu.

- Enter or validate the information in these fields.
  - *Administrator*: Validate or update this field.
  - *CPV Contract Indicator* (Cooperative Purchasing Venture): Select an option, likely AGY.
  - *Contract Type*: **GRK**
  - *Sourcing Method*: **RFP**
  - *Contract Manager*: Enter the Employee ID.
  - *Statement of Purpose*: The Statement of Purpose is viewable by the general public
  - Enter other fields as required by your agency.

The screenshot shows the 'Create Document' page. At the top, it says 'Create Document'. Below this, there are several fields: 'Source: Purchasing Contracts', 'SetID: SHARE', 'Vendor: ST PAUL CITY OF', 'Contract ID: 000000000000000000097593', 'Document Type: Grant Contracts', 'Description: CCGP-15-0009-Z-FY16', 'Administrator:', 'Sponsor:', 'Financial Department ID:', 'CPV Contract Indicator: AGY', 'Contract Type: GRK', 'Sourcing Method: RFP', 'Contract Manager:', 'Additional Approver:', 'Renewals Authorized (Months):', 'Renewals Available (Months):', 'Last Signature Date:', 'Retention Not to Exceed Amount:'. At the bottom, there are buttons for 'Create Document', 'Import Document', and 'Save'. There are also links for 'Return to Document Search', 'Return to Contract Entry', 'Internal Contacts/Signers', 'External Contacts/Signers', and 'Document View Access'.

- After you enter the required information, click **Save**.

**Recommendation:** As an option, you can import a scanned copy of the fully executed contract.

(1) If you do not wish to import a scanned copy of the contract at this time, click the **Return to Contract Entry** link. On the header, update the status from “Open” to “Approved”.

(2) If you do wish to import a scanned copy of the contract, click the **Import Document** button. On the **Import Document** page, enter information that describes the document you will be importing.

- Select an **Import Option**.

**Import Option**

**Current Contract/Document**  
(Current Contract/Document with no formal amendments or history to load.)

**Amended Contract**  
(Single current contract as fully amended requiring an amendment number. History is optional.)

**Amended Contract and Amendment**  
(Current contract as fully amended and a current separate amendment summary file. History is optional.)

**Original and Amendment**  
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

- In the **Current Version** field, enter basic information about the contract document such as *Version*, *Status* and *Status Date*. Then, click the **Upload** button.

**Current Version** Personalize | Find | First 1 of 1 Last

Basic Info | Details

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		1	Executed ▾	06/01/2016		<b>Upload</b>	Clear

- The **Upload Contract Document** message appears. Click **Choose File**. Enter a file, click **Upload**.

**Upload Contract Document** ? Help

Choose File Procure to Pay Model.pdf

**Upload** Cancel

The **Current Version** field is updated to reflect the document that you uploaded.

- You can click on the *File Name* to see the check the document.
- When you are done, click the **Done with Import** button.

**Current Version** Personalize | Find | First 1 of 1 Last

Basic Info | Details

Type	File Name	Version	Status	Status Date	Status Time	Upload
Contract Document	<a href="#">Procure to Pay Model.pdf</a>	1.00	Execute ▾	04/11/2016		Upload

Prior Version is not applicable

**Done with Import** Cancel

SWIFT displays the **Document Management** page. You can click the **View Document** button to see the document.

- After you have entered the document, click the **Return to Contract Entry** link.
- On the header, update the status from “Open” to “Approved”.

**You have successfully entered a Grant contract.**