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. Agencies must encumber grant funds in SWIFT prior to the execution of the grant agreement. One of the benefits of using SWIFT to enter grants is that transaction information for this grant can be viewed in any of the modules used in SWIFT.

AGENCIES WHO MAKE GRANTS USE THESE MODULES IN SWIFT

<table>
<thead>
<tr>
<th>SWIFT Module</th>
<th>Purpose of SWIFT Module</th>
</tr>
</thead>
</table>
| Supplier Contracts | The Department of Administration’s Office of State Procurement considers grants to be a class of contracts. Use this module to enter the grant as a contract in SWIFT.  
  - Use the Grant Category Code of “84101501”  
  - Use the Document Type of “Grant Contracts”  
  - Use the Contract Type of “GRK” |
| Purchase Orders    | Use this module to encumber grants.  
  - Use the Grant Category Code of “84101501”  
  - Use “KEO” for the Purchase Order Document Type.  
  - Use “441XXX” Account Codes with “grant” in the description |
| Accounts Payable   | Use this module to pay the grantee.  
  - Use “441XXX” Account Codes with “grant” in the description |
| Receipts (Recommended/ Not Required) | Many agencies also use this module to track what has been received against a purchase order. |

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.

Steps to complete

- Step 1: Enter the grant in the Supplier Contracts module
- Step 2: Use the Purchase Orders module to enter the details of the grant (e.g., Recipients)
- Step 3: Track actual expenditures (Vouchers) for a grant on the Accounts Payable module
Step 1: Enter and manage 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.

**SUGGESTION:** Office of State Procurement suggests that agencies set the Supplier Contract with “PLACEHOLDR” as the supplier. Then, you can encumber multiple purchase orders against it.

1. Access the Contract Entry page on the Supplier Contracts module.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.</td>
</tr>
</tbody>
</table>

On the Contract Entry page, select the Add a New Value tab and press the Add button.

2. Add the required information to the header of the Contract Entry page.

3. Add the required line information on the Contract Entry page.

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

4. Enter the required information on the Add Document section on the Contract Entry page.
   - For grants, always choose the Document Type of “Grant Contracts”.

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

6. Manage the grant on the Contract Entry page.
a. Look at the **Amount Summary** section to see how much of a grant has been used.

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

7. Process the supplier contract as needed.
Step 2: Use the Purchase Orders module to enter the details of the grant (e.g., Recipients)

Once you enter the grant in the Supplier Contracts module, you can 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 supplier in the Supplier Contract and adding individual suppliers under the Supplier 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.
- Use “441XXX” Account Codes with the “Grant” in the description

1. Navigate to the Purchase Order page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Purchase Order, Purchase Order page defaults.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.</td>
</tr>
</tbody>
</table>

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


IMPORTANT: On the Contract tab, ALWAYS start with the Contract Search button.

4. On the Contract Search page, enter the Contract ID of the grant. Press Search to review it.
5. On the **Contract Details** section, select the box next to the correct line on the **Item Detail** tab. Then, go to the bottom of the page and press **OK**.

SWIFT will populate the purchase order for that grant transaction. It will display the grant **Category Code** of “84101501”.

6. Select the “**KEO**” **Document Type** on the purchase order.
7. On the **Distribution** section, use the “441XXX” **Account** codes for the encumbrance. Use the **Account** codes with the description that specifically says “grants” in them.

8. Save and process the grant through the Purchase Orders module as required.

9. To manage purchase orders, select the **Activity Summary** link on the **Maintain Purchase Order** page to see the **Supplier Contract ID** that was used to create the purchase order.

On the **Invoice** tab on the **Activity Summary** page, you can also see any vouchers (e.g., Invoices) submitted through SWIFT and payments that have been processed against the grant.

10. Process the purchase order as needed.
Step 3: Track actual expenditures (Vouchers) for a grant on the Accounts Payable module.

Enter payments to grant recipients in the Accounts Payable module.

1. Access the Regular Entry page in the Accounts Payable module.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Financials, Accounts Payable, Vouchers. The Regular Entry (Vouchers) page will display by default.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Financials, Accounts Payable, AP WorkCenter. Left-menu, Links section, Regular Entry</td>
</tr>
</tbody>
</table>

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

3. SWIFT displays the Vouchers page. On the Invoice Information tab, scroll down to the Copy From Source Document section. Open it up. On the Copy From field, select “Purchase Order” only. Select Go.

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

5. SWIFT displays the Select PO Lines section. Check the Select box of the line or lines you wish to pay. Then, press the Copy Selected Lines button.
SWIFT populates the voucher from the purchase order.

6. 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.

7. Process the voucher as needed.

You have successfully reviewed how to manage grants for grant makers.