

QUICK REFERENCE GUIDE

Updated November 1, 2019

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

SWIFT Module	Purpose of SWIFT Module
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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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 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 “PLACEHOLDER” 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

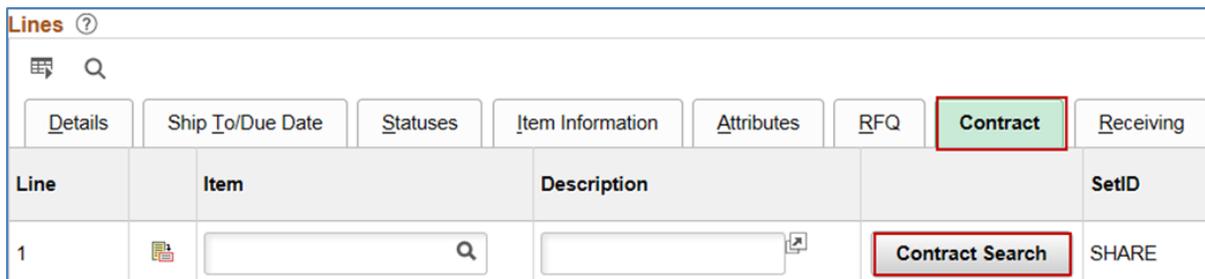
1. Navigate to the **Purchase Order** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

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, press the **Contract Search** button.

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.

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- 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.

Distribution									
Chartfields									
Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	*Account
1	Open	100.0000	4,000.00	USD	MN001				441352

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

Header ?

*PO Date: 08/09/2018 [Response Documentation](#)

Expiration Date: [Supplier Search](#)

*Supplier: CALEDONI-001 [Supplier Details](#)

*Supplier ID: 0000857070 [CALEDONIA AREA CONVENTION & TOURISM B](#)

*Buyer: 01087463 [Cunningham McComb, Shelia M](#)

PO Reference: 2018 MARKETING GRANT

*Billing Location: G104THFL00 [Billing Address](#)

[Header Details](#) [Activity Summary](#)

[PO Defaults](#) [Add Comments](#)

[PO Activities](#) [Add ShipTo Comments](#)

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.

Details									
Invoice									
Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency	
1		22222 MARKETING GRANT	LO	☑	0.000	USD	4,000.000	USD	

- 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.

Navigation Option	Navigation Path
Navigation Collection	Financials, Accounts Payable, Vouchers. The Regular Entry (Vouchers) page will display by default.
WorkCenter	Financials, Accounts Payable, AP WorkCenter. Left-menu, Links section, Regular Entry

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.

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Max Rows Search Copy Selected Lines

Select PO Lines 1 of 1

PO Unit G1001 PO Number 3000003637
 Supplier ID 0000246828 ACCESSABILITY INC PO Date 07/01/2016

Select All Deselect All

Select PO Lines 1-1 of 4

Main Information Contract Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO
<input checked="" type="checkbox"/>	4,000.00	1	1		MARKETING GRANT	1.0000	LO	4,000.00	USD	1.0000	LO

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.

Distribution Lines 1-1 of 4

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account
<input type="checkbox"/>	1	100.0000	100.0000	4000.00	1.0000	MN001	1000	G1039000	G100009	441352

7. Process the voucher as needed.

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