

# General Ledger - Grant Accounting

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## Creating a Grant

1. To track and report on Grant activity you can add grants and assign the General Ledger Numbers they are associated with. You can have multiple grants associated with one General Ledger number if applicable.
  - a. Program Setup → Database Setup → Grants

The screenshot shows the 'Grant Setup' window in a software application. The window title is 'Grant Setup' and it includes standard window controls (minimize, maximize, close) and a status bar indicating 'Grant 3 of 5'. The interface features a menu bar with options like 'Add', 'Delete', 'Audit', and 'Tools'. Below the menu bar, there are fields for 'Grant Code: ROAD18-01' and 'Description: ROAD RECONSTRUCTION STATE GRANT'. A 'Status' dropdown menu is set to 'Awarded'. The main form is divided into several sections: '1. Settings' (with sub-tabs for 'GL Numbers', 'Budget', 'Budget To Actual', and 'Comments'), 'Type: State', 'Manager' (empty), 'Start Date: 11/01/2018', 'Grant #: 18-12345', 'CFDA: \_\_\_', 'CSFA: 23.423', 'Completion Date: //', 'Amount: \$300,000.00', 'Budget For Individual GL #s' (checked), 'Fiscal Year End: 09/30', 'Budget Rolls Over From Year To Year' (unchecked), 'Grantor: MDOT SMALL URBAN PROGRAM', 'Default Report Custom Grouping Code: MDOT', 'Address' (315 W ALLEGAN ST, LANSING, MI, 48933), 'Application Due: 01/01/2017', 'Actual Award: 10/01/2018', 'Application Submitted: 01/01/2017', 'Board Approval: 12/15/2006', 'Estimated Award Date: 10/01/2018', 'Renewal Action: //', 'Expiration Date: //', 'Contact 1' (Name: ANDY PICKARD, Phone: (517) 234-2342), and 'Contact 2' (Name, Phone, Fax, Email fields). At the bottom right, there are 'Discard Changes' and 'Close' buttons.

2. Begin filling out the grant information as seen above
  - a. Grant Code: this is the code used in BS&A for association with grant during data entry.
  - b. Description: informational
  - c. Status: Awarded, Applied for, close, etc.
  - d. Grant Type: Federal, State, Local, Private
  - e. Manager: optional, informational
  - f. Department: optional, report option filter
  - g. Grant #
  - h. CFDA Number
  - i. Start Date
  - j. Fiscal Year End
  - k. Enter any other applicable information

## Assigning Grant GL Numbers

On the Grant Setup screen click on the 2. GL Numbers tab.

1. To create individual GL numbers
  - a. This will show all GL Numbers Associated with the Grant.

- b. Click the Add GL Numbers To Grant link. You can add them manually or add based on an existing grant with the link in the bottom left corner
- c. In here it will display the current existing GL numbers with the grant
- d. Use the left side to find the new numbers needed add and double to move to the right side or highlight and click add selected GL #. Once all GL Numbers are selected click Add GL #'s button.

Grant Setup

Grant Code: ROAD18-01 Description: ROAD RECONSTRUCTION STATE GRANT

1. Settings 2. **GL Numbers** 3. Budget 4. Budget To Actual 5. Comments Status: Awarded User Access...

Display Type: GL Number **Add GL Numbers To Grant...** Remove GL Numbers From Grant

Custom Grouping Code: MDOT Filter Numbers: \_\_\_\_\_

GL Number	Project	Description	18-19 Activity DR (CR)	19-20 Activity DR (CR)	20-21 Activity DR (CR)	Lifetime Activity
<b>Revenues</b>						
202-000.000-539.000	S1801	STATE GRANTS	\$(62,000.00)	\$0.00	\$0.00	\$(62,000.00)
<b>Revenues Totals:</b>			\$(62,000.00)	\$0.00	\$0.00	\$(62,000.00)
<b>Expenditures</b>						
202-449.001-702.000	S1801	WAGES	\$66,400.00	\$0.00	\$0.00	\$66,400.00
202-449.001-715.001	S1801	PAYROLL TAXES	\$4,664.00	\$0.00	\$0.00	\$4,664.00
202-449.001-716.000	S1801	FRINGE BENEFITS	\$3,336.00	\$0.00	\$0.00	\$3,336.00
202-449.001-718.000	S1801	RETIREMENT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
202-463.000-943.000	S1801	EQUIPMENT RENTAL	\$23,200.00	\$0.00	\$0.00	\$23,200.00
202-499.007-986.009	S1801	CONSTRUCTION	\$100,000.00	\$0.00	\$0.00	\$100,000.00
<b>Expenditures Totals:</b>			\$199,600.00	\$0.00	\$0.00	\$199,600.00

View changes... Discard Changes Close

Add GL Numbers To Grant

GL # Filter

Fund: Select Funds... All Funds  
 Department: Select Depts... All Departments  
 Account: Select Accounts... All Accounts  
 Project: Select Projects... All Projects  
 Account Type: All Account Types

Select All GL #'s

GL #'s Available	Description
202-449.001-702.000	WAGES
202-449.001-715.001	PAYROLL TAXES
202-449.001-716.000	FRINGE BENEFITS
202-449.001-718.000	RETIREMENT
202-449.001-720.000	WORKMANS COMP.
202-449.001-721.000	UNEMPLOYMENT
202-449.001-801.000	PROFESSIONAL AND CONTRACTUAL SE
202-449.001-943.641	INTERNAL SERVICE FUND - MOBILE EQL
202-449.001-956.000	MISCELLANEOUS
202-449.002-702.000	WAGES
202-449.002-715.001	PAYROLL TAXES
202-449.002-716.000	FRINGE BENEFITS
202-449.002-718.000	RETIREMENT
202-449.002-720.000	WORKMANS COMP.
202-449.002-721.000	UNEMPLOYMENT
202-449.002-728.000	OPERATING SUPPLIES
202-449.002-801.000	PROFESSIONAL AND CONTRACTUAL SE
202-449.002-801.208	PROFESSIONAL SERVICES - TREES
202-449.002-943.641	INTERNAL SERVICE FUND - MOBILE EQL
202-449.002-956.000	MISCELLANEOUS

**Existing GL Numbers Within Grant**

GL Numbers	Description
202-000.000-539.000-S1801	STATE GRANTS
202-449.001-702.000-S1801	WAGES
202-449.001-715.001-S1801	PAYROLL TAXES
202-449.001-716.000-S1801	FRINGE BENEFITS
202-449.001-718.000-S1801	RETIREMENT
202-463.000-943.000-S1801	EQUIPMENT RENTAL
202-499.007-986.009-S1801	CONSTRUCTION

**GL Numbers To Add To Grant**

GL Number	Description
202-449.001-728.000	OPERATING SUPPLIES

Add GL#s Associated With Another Grant... Add Selected GL #'s Add GL #'s Cancel

## Adding the Budget for the Grant

1. Click on the 3. Budget
2. In here you can budget by GL # or uncheck the option on the first 1. Settings screen Budget for Individual GL #s to just enter a total budget amount for the grant.

Grant Setup

Grant Code: ROAD18-01 Description: ROAD RECONSTRUCTION STATE GRANT

1. Settings 2. GL Numbers 3. Budget 4. Budget To Actual 5. Comments Status: Awarded User Access...

Filter Numbers: \_\_\_\_\_

GL #	2019	2020	2021	GL # Total
R 202-000.000-539.000-S1801	150,000	150,000	0	300,000
E 202-449.001-702.000-S1801	50,000	50,000	0	100,000
E 202-449.001-715.001-S1801	3,500	3,500	0	7,000
E 202-449.001-716.000-S1801	2,500	2,500	0	5,000
E 202-449.001-718.000-S1801	1,500	1,500	0	3,000
E 202-463.000-943.000-S1801	17,500	17,500	0	35,000
E 202-499.007-986.009-S1801	75,000	75,000	0	150,000
<b>Total Revenues:</b> 150,000.00 150,000.00 0.00 300,000.00				
<b>Total Expenditures:</b> 150,000.00 150,000.00 0.00 300,000.00				
<b>Net Revenue/Expenditure:</b> 0.00 0.00 0.00 0.00				

View changes... Discard Changes Close

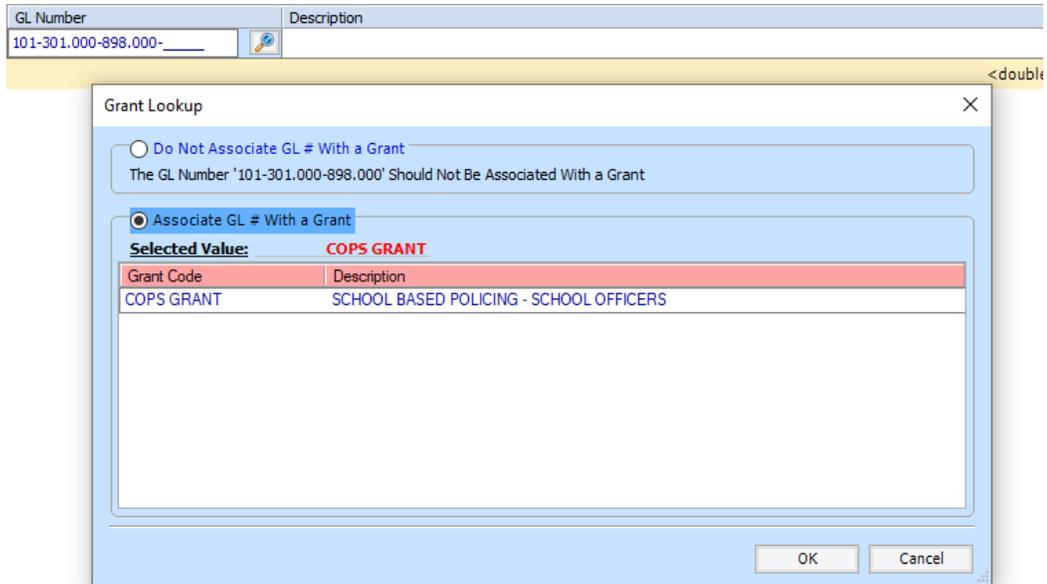
1. Settings 2. GL Numbers 3. Budget 4. Budget To Actual 5. Comments Status: Awarded User Access...

Filter Numbers: \_\_\_\_\_

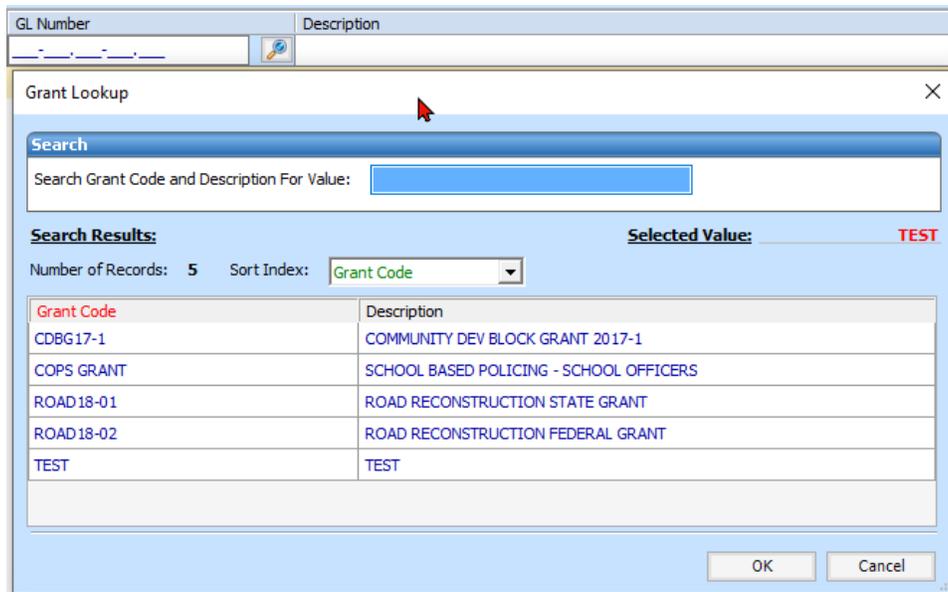
Year	Budget Amount	Revenue Activity	Expenditure Activity	Net Activity
19-20	\$0.00	\$0.00	\$0.00	\$0.00
20-21	\$0.00	\$0.00	\$0.00	\$0.00

## Entering transaction Associated with a Grant

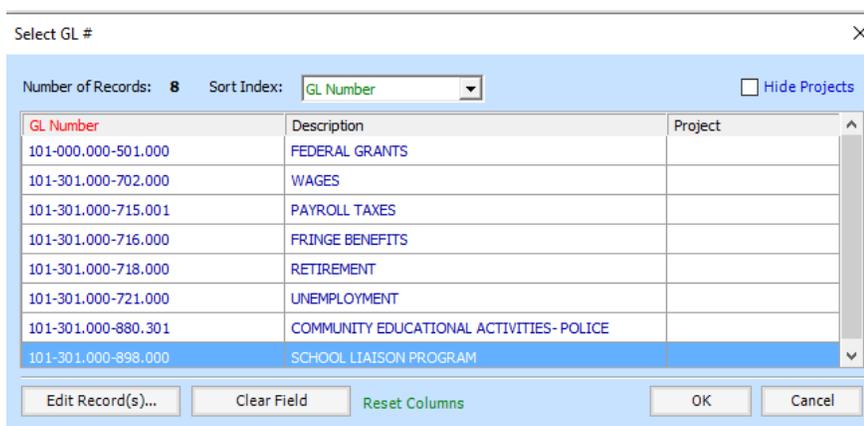
1. You will want to associate any Purchase Orders, Invoices, Cash Receipts, and Journal Entries with the grant at the time of entry.
2. To do this when entering in the GL number on the applicable transaction you will be prompted for the Grant association.
  - a. This screen will list all Grants Associated with the GL number entered. You can select the applicable grant and Click OK



- b. Another option for entry: If you know grant code when you click into the GL Number field hit the “G” key on your keyboard to get a list of the grants. Select your grant and click OK



- c. This will then give you a list of the GL Numbers associated with the selected Grant. Select the GL Number and click OK.



- d. Once a GL Number and Grant will be displayed in the GL Number field. If you hover the mouse over the GL Number, more details will be displayed.

GL Number	Description
*101-301.000-898.000 COPS GR	SCHOOL LIAISON PROGRAM

Grant Code: COPS GRANT  
 Grant Description: SCHOOL BASED POLICING - SCHOOL OFFICERS  
 GL Number: 101-301.000-898.000  
 GL Description: SCHOOL LIAISON PROGRAM  
 Department: 301.000  
 Dept Description: POLICE

## Reporting

There is a Category of reports dedicated to Grants.

### 1. These are located Reports → Grant Reports

- a. Grant Activity: This will allow you to report on all of the transactions by GL number and or Grant to see all posting activity.

10/15/2020 11:46 AM

GRANT ACTIVITY REPORT  
TRANSACTIONS FROM 01/01/2009 TO 10/15/2020

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Date	GL Number	JNL	Type	DESC	Reference #	Debits	Credits	Activity DR(CR)
Grant CDBG17-1 COMMUNITY DEV BLOCK GRANT 2017-1								
203-000.000-501.000-S1701 FEDERAL GRANTS								
02/14/2017	203-000.000-501.000-S17	CR		RCPT GRANT REVENUE 02/14/2017			60,000.00	
Total 203-000.000-501.000-S1701:							60,000.00	(60,000.00)
203-499.009-986.014-S1701 W. FIRST STREET IMPROVEMENTS								
02/14/2017	203-499.009-986.014-S17	AP	INV	STREET IMPROVEMENTS	3423424	15,000.00		
Total 203-499.009-986.014-S1701:						15,000.00		15,000.00
203-499.009-986.015-S1701 HEMLOCK STREET IMPROVEMENT								
02/14/2017	203-499.009-986.015-S17	AP	INV	STREET IMPROVEMENTS	3423424	5,000.00		
Total 203-499.009-986.015-S1701:						5,000.00		5,000.00
414-000.000-501.000-L1701 FEDERAL GRANTS								
02/14/2017	414-000.000-501.000-L17	CR		RCPT GRANT REVENUE 02/14/2017			40,000.00	
02/14/2017	414-000.000-501.000-L17	GJ	JE	FEDERAL GRANTS	161861	2,000.00		
Total 414-000.000-501.000-L1701:						2,000.00	40,000.00	(38,000.00)
414-728.003-807.000-L1701 LOAN DISBURSEMENTS								
01/01/2017	414-728.003-807.000-L17	AP	INV	CDBG LOAN FOR BUILDING REHAB	4234234	5,000.00		
02/14/2017	414-728.003-807.000-L17	GJ	JE	LOAN DISBURSEMENTS	161861		2,000.00	
03/01/2017	414-728.003-807.000-L17	MRB	BILL	SUMMARY MRB 03/01/2017			1,000.00	
Total 414-728.003-807.000-L1701:						5,000.00	3,000.00	2,000.00
TOTAL FOR GRANT CDBG17-1 COMMUNITY DEV BLOCK GRANT 2017-1						27,000.00	103,000.00	(76,000.00)

- b. Grant Ledger: This report will allow you to look at the budget to actual for your grants. It can be run as of month end or based on a date range. You also have the ability to add additional columns to customize this report. One common column to add would be Lifetime Activity.

10/15/2020 11:49 AM		GRANT LEDGER REPORT FOR MY CITY				PAGE: 4/4	
User: BSA		Grant ROAD18-02 ROAD RECONSTRUCTION FEDERAL GRANT					
DB: G1 Conference		Period Ending: 09/30/2019					
GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	AVAILABLE BALANCE	ACTIVITY FOR MONTH 09/30/19	YEAR-TO-DATE THRU 09/30/19	END BALANCE 09/30/2019	LIFETIME ACTIVITY
Fund 203							
Revenues							
Dept 000.000-GENERAL							
203-000.000-501.000-S1801	FEDERAL GRANTS	150,000.00	150,000.00	0.00	0.00	56,000.00	56,000.00
TOTAL 000.000-GENERAL		150,000.00	150,000.00	0.00	0.00	56,000.00	56,000.00
TOTAL Revenues		150,000.00	150,000.00	0.00	0.00	56,000.00	56,000.00
Expenditures							
Dept 499.009-LOCAL STREET RESURFACING							
203-499.009-986.014-S1801	W. FIRST STREET IMPROVEMENTS	75,000.00	75,000.00	0.00	0.00	100,000.00	100,000.00
203-499.009-986.015-S1801	HEMLOCK STREET IMPROVEMENT	75,000.00	75,000.00	0.00	0.00	100,000.00	100,000.00
TOTAL 499.009-LOCAL STREET RESURFACING		150,000.00	150,000.00	0.00	0.00	200,000.00	200,000.00
TOTAL Expenditures		150,000.00	150,000.00	0.00	0.00	200,000.00	200,000.00
TOTAL FUND 203		0.00	0.00	0.00	0.00	144,000.00	144,000.00
TOTAL ROAD18-02 - ROAD RECONSTRUCTION FEDERAL GRANT		0.00	0.00	0.00	0.00	144,000.00	144,000.00
TOTAL REPORT		15,000.00	15,000.00	0.00	0.00	281,600.00	158,660.00

- c. Grant List:
- d. Schedule of Federal Awards: Allows you to select your fiscal year and will print total expenditures per grant.

10/15/2020 11:40 AM		SCHEDULE OF FEDERAL AWARDS			Page: 1/1	
User: BSA		For the Year Ended 06/30/2021				
DB: G1 Conference						
Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Grant Amount	Federal Expenditures		
COMMUNITY DEV BLOCK GRANT 2017-1	14.218	6565464654	390,000.00	0.00		
SCHOOL BASED POLICING - SCHOOL OFFICERS		324234234	100,000.00	0.00		
ROAD RECONSTRUCTION FEDERAL GRANT	23.423	18-4567	300,000.00	0.00		
TEST			0.00	0.00		

- e. Schedule of State Awards: Same as the schedule of Federal Awards above.