

Grants Receiving, Usage & Reporting

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document illustrates the general overview and usage of grants in Ceres 4.0.

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Table of Contents

| | |
|---|-----------|
| PURPOSE..... | 3 |
| SETUP | 3 |
| GRANT SETUP..... | 3 |
| GRANT POSTING GROUPS | 4 |
| FBC GRANT SOURCES | 6 |
| MASTER QUALIFIERS | 7 |
| GRANT CARDS..... | 10 |
| GENERAL FASTTAB | 10 |
| COMMUNICATION FASTTAB | 12 |
| POSTING FASTTAB..... | 13 |
| ADDITIONAL INFO FASTTAB..... | 14 |
| GRANT CALCULATION METHOD STEPS AND BRACKETS..... | 15 |
| COPY GRANT METHOD LINES..... | 21 |
| ASSIGNMENT OF GRANT QUALIFIERS TO THE GRANT | 24 |
| ASSIGNMENT OF CATEGORIES TO THE GRANT | 25 |
| ASSIGNMENT OF REPORTING TO THE GRANT..... | 26 |
| EMAILING THE GRANT E-MAIL RECIPIENT | 27 |
| APPLYING PAYMENTS TO A GRANT FOR SPECIFIC AGENCY AMOUNTS | 28 |
| GRANT USAGE ON PURCHASE ORDER AND AGENCY ORDER DOCUMENTS | 31 |
| GRANT REPORTING | 31 |
| GRANT USAGE REPORT | 32 |
| GRANT SUMMARY REPORT..... | 34 |
| GRANT STATUS REPORT | 37 |
| AGENCY ORDER REPORT..... | 37 |
| STANDARD GRANT JOURNALS: | 39 |
| RELATED TOPICS:..... | 42 |

Purpose

This document will discuss how to create Grants, receive in Grant funds, and set up Grant Qualifiers. Using Grants to offset Purchase and Agency Orders are discussed in other documents.

Grants may be used to cover purchased food expenses or to alleviate charges incurred by an Agency for Shared Maintenance Fees or other fees associated with an Agency Order. Grants may be related to Funds or other Dimensions in Ceres in order to track any restricted donations to the food bank. Please refer to the Related Topics section.

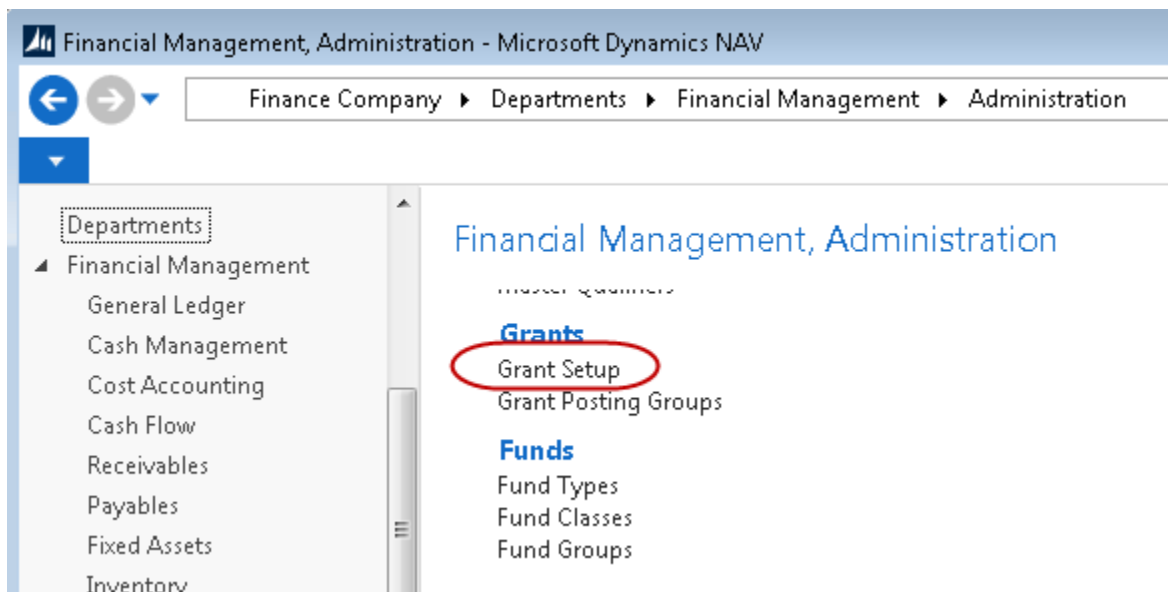
Ceres Object releases 4.00.00 and 4.01.02 is required for some of the functionality described in this document.

Setup

The usage of Grants in Ceres requires the creation of Grant Number Series, Grant Posting Groups, FBC Grant Sources, and Master Qualifiers for Grants, Grant Cards, Grant Method Steps and more.

Grant Setup

1. The Grant Setup can be accessed from Departments → Financial Management → Administration → Grants → Grant Setup



2. From the Grant Setup Page, update the fields as necessary

Grant Nos.: Select the appropriate Numbering Series to assign (this requires that you have already set up your numbering series for Grants).

Find Grants By: Select which option you would like the Grant rules to apply to. The options are Agency or Effective Date.

Revenue G/L Account Range: Select the range of G/L accounts that will comprise the revenues associated with grants for revenue calculations.

Expenditure G/L Account Range: Select the range of G/L accounts that will comprise the expenditures associated with grants for expenditure calculations.

Grant Dimension Code: Specify the dimension code that indicates the dimension your company uses to classify grants. This code will be used when creating individual grants to determine the proper dimension code used for grants. Each individual grant can then be associated with a grant value code associated with this Grant Dimension Code.

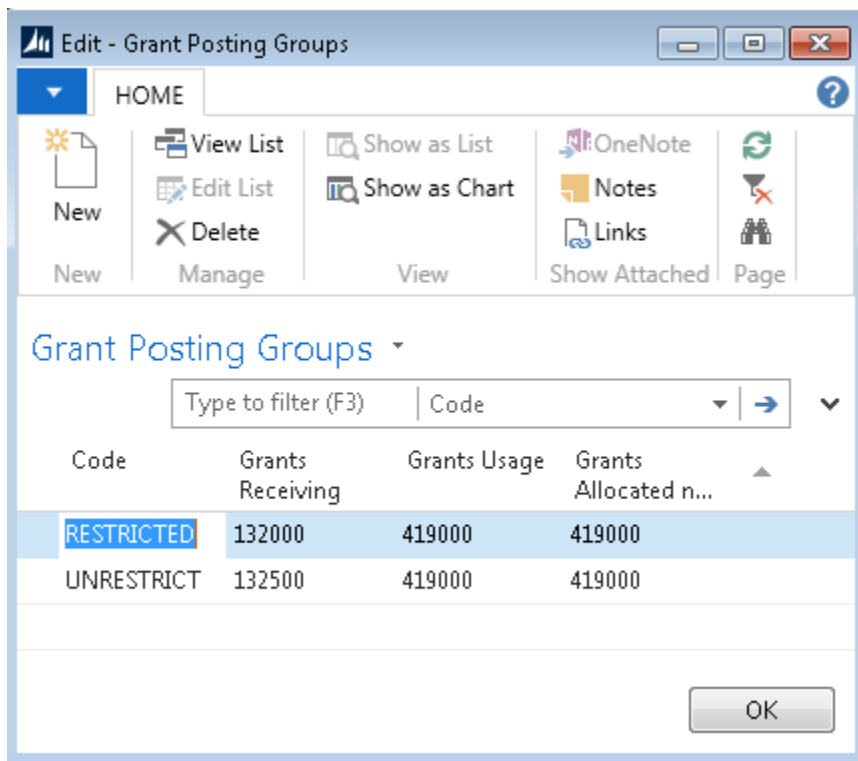
Include Future Dates in Grant Statistics: check this box to include future agency orders not processed with grant allocations in the computation of grant balances. It is recommended that this option is checked.

Grant Posting Groups

1. Grant Posting Groups can be accessed from Departments → Financial Management → Administration → Grants → Grant Posting Groups



2. Here you can enter as many Grant Posting Group Codes as you need to separate the G/L Accounts that will be hit by transactions associated with certain types of Grants.



3. You must assign a Grants Receiving, Grants Usage and Grants Allocated not Paid account to each Grant Posting Group.

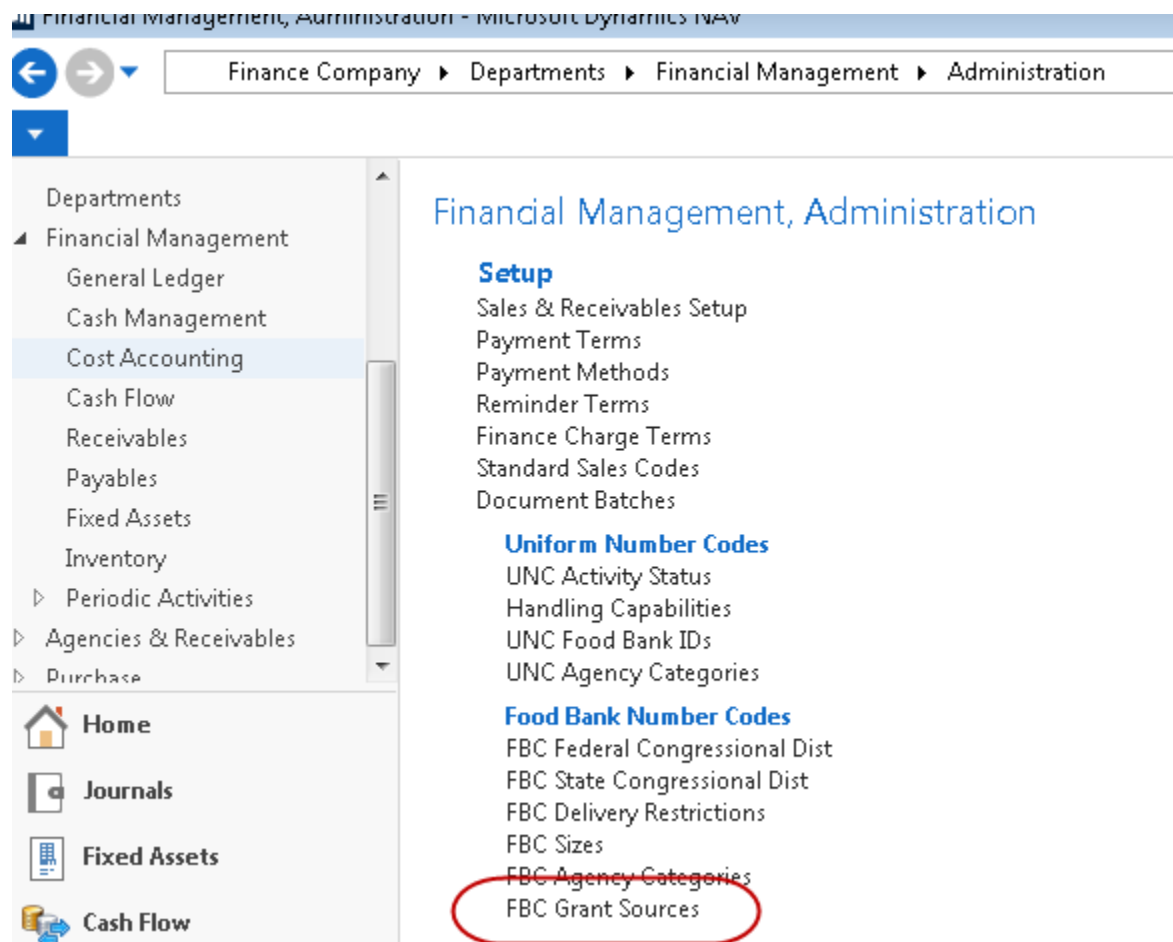
Grants Receiving: Enter the G/L Account Number you want to post to in the General Ledger when you receive grant funds. Often a Balance Sheet Account, but defer to your Auditors for how they would like this to be booked

Grants Usage: Enter the G/L Account Number you want to post to in the General Ledger when you use/apply a grant (use on a Purchase Order or apply on an Agency Order). This is also often a Balance Sheet Account.

Grants Allocated Not Paid: This is a holding account for unpaid purchase invoices with grant usage applied. Specify the account number you want to post to in the general ledger to track this information. This can be the same account as the Grants Usage.

FBC Grant Sources

1. FBC Grant Sources can be accessed from Departments → Financial Management → Administration → Setup → Food Bank Number Codes → FBC Grant Sources.



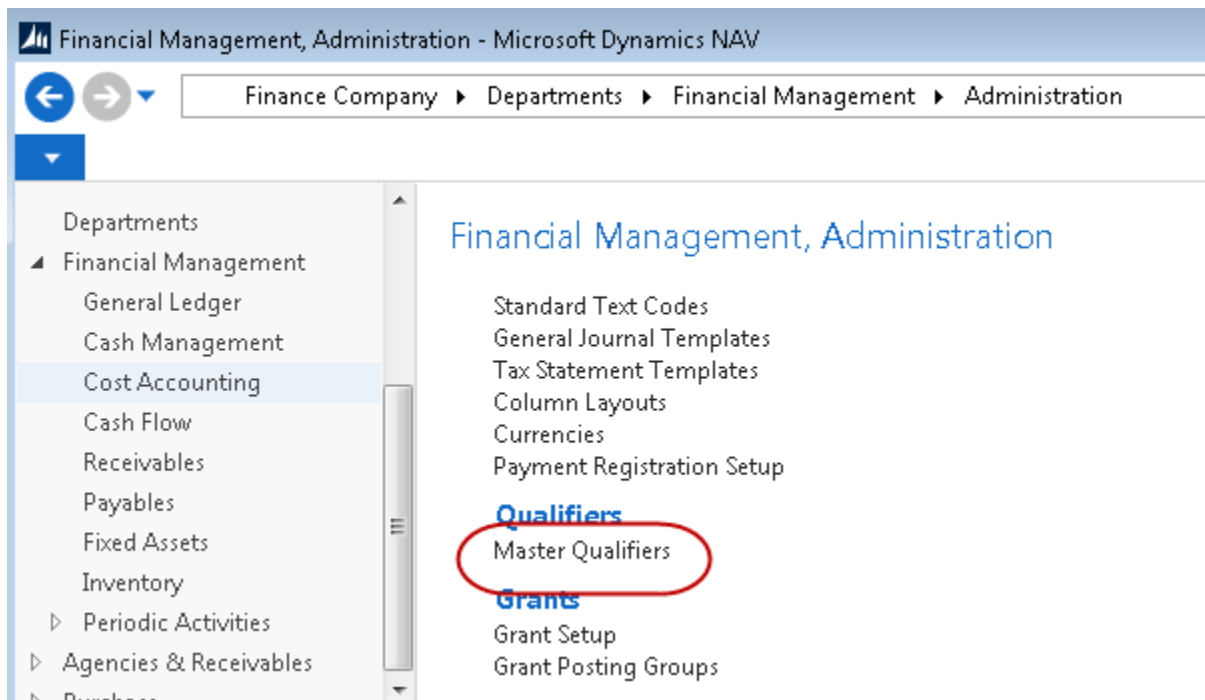
2. Enter as many Grant Source Codes as needed to identify the types of Grants you will be using. Grant Sources are the types of funding received.

| Code | Description | Qu... |
|--------|-----------------------|-------|
| ARE | Agency Recognitio... | No |
| CORP | Corporation | No |
| FEMA | FEMA | No |
| GOV | Government | No |
| HFH I | Harvest for Hunger... | No |
| HFH II | Harvest for Hunger... | No |
| IND | Individual | No |
| NPP | NPP | No |
| OTHER | Other | No |
| REL | Religious | No |

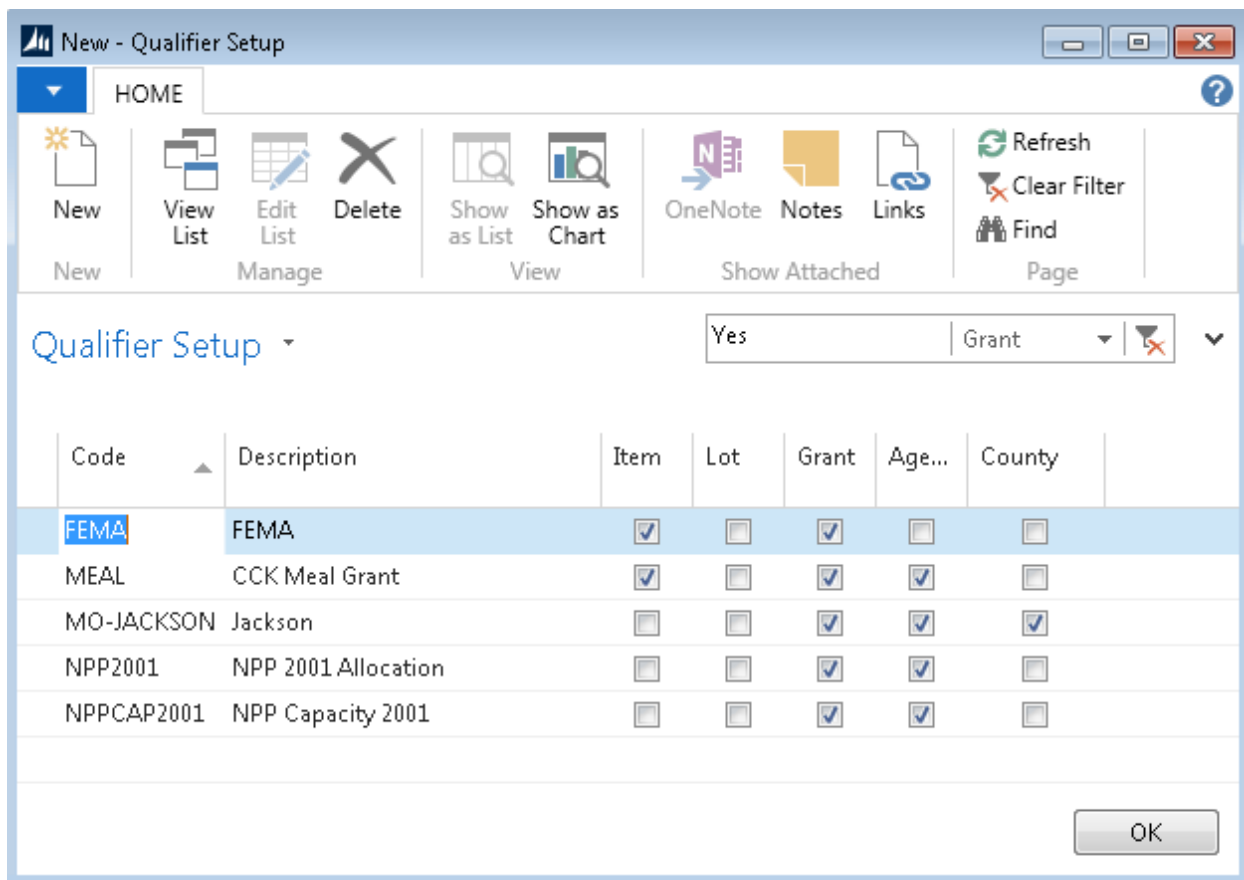
3. You may assign Qualifiers to Grant Sources, so that you do not have to assign Qualifiers directly to the Grant (unless you wish to assign additional qualifiers. Before assigning Qualifiers, It is imperative that you understand qualifier restrictions and how they will apply.

Master Qualifiers

1. Master Qualifiers are set up from Departments → Financial Management → Administration → Master Qualifiers



2. There are several types of Master Qualifiers, but for the purpose of this document, we'll only discuss Qualifiers where Grant is checked. Qualifiers only affect AGENCY Grants. They never affect Purchase Grants.



- In the above screenshot of Qualifier Setup, there are five Master Qualifiers that apply to Grants. These are just examples of naming conventions. The food bank may use whatever codes make the most sense for its needs. Combination of qualifiers and grants are:

Grant / Agency: For the Grant to apply on an Agency Order, both the Grant and the Agency must have the same qualifier assigned. Items on the order will qualify for the Grant funds, if the Agency has the same qualifier as the Grant.

Grant / Agency / County: For the Grant to apply on an Agency Order, both the Grant and Agency must have the same County qualifier assigned. Items on the order will qualify for the Grant funds, if the Agency has the same County qualifier as the Grant.

Item / Grant: For the Grant to apply on an Agency Order, the qualifier must be on both the Item Card and the Grant. Items with this qualifier will be funded by the Grant as long as there are funds available on the Grant.

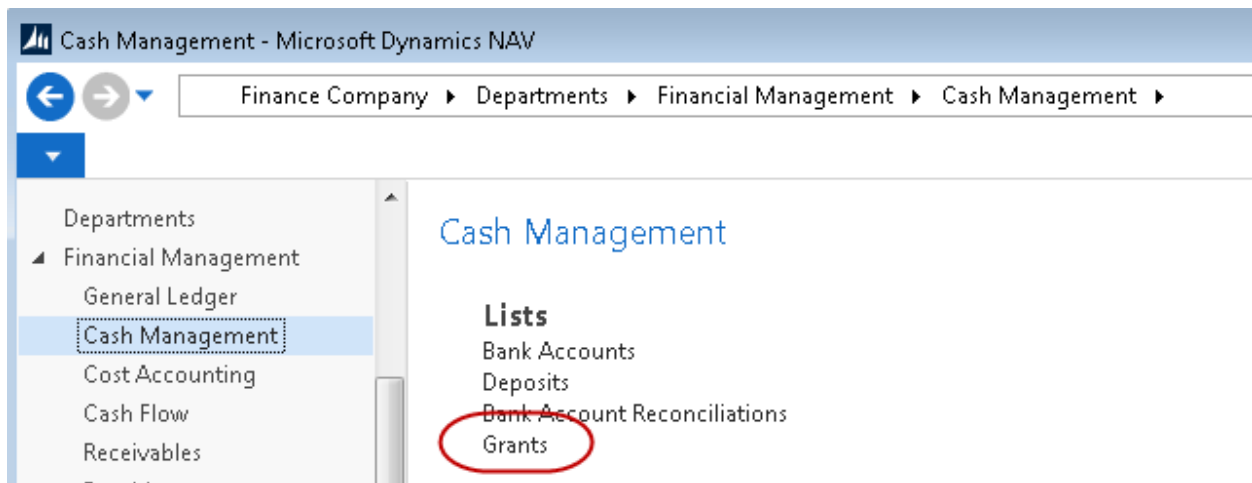
Item / Grant / Agency: For the Grant to apply, the qualifier must be on the Item, Grant and Agency Card. Items with this qualifier that are on orders for Agencies that also have this qualifier will qualify for the Grant funds.

Item / Grant / Agency / County: For the Grant to apply on an Agency Order, the Grant, Agency, and Item all must have the same County qualifier assigned.

- Any qualifier that includes a checkmark for Grant can be assigned to the FBC Grant Source, which is then assigned to a Grant Card. This eliminates the need for having to assign the qualifier to multiple grants. Both the Item Card and the Grant Card must have the Grant Source qualifier assigned. On the Grant Card, this is via the FBC Grant Source Code assigned. Items with this qualifier will automatically have the Grant applied until the funding is depleted.

Grant Cards

- Grants are created/managed from Departments → Financial Management → Cash Management → Lists



- To create a new Grant, click on New.
- From the Grant Card, update the fields for various FastTabs as necessary:

General FastTab

Information about the Grant is defined on the General FastTab.

2500 · HN County Grant FY10: Apr/May

| General | |
|------------------------------|-------------------------------------|
| No.: | 2500 ... |
| Description: | HN County Grant ... |
| FBC Grant Source Code: | GOV |
| Grantor Name: | County Funds for ... |
| Grantor Address: | |
| Grantor City: | |
| Grantor State: | |
| Grantor ZIP Code: | |
| Phone No. : | |
| Fax No. : | |
| Owner/Manager: | Ulysses S. Grant |
| Calculations: | Yes |
| Brackets: | No |
| Effective Date: | 4/1/2010 |
| Expiration Date: | |
| Grant Balance: | -3,195.49 |
| Released: | <input checked="" type="checkbox"/> |
| Priority: | 1 |
| Apply To: | Agencies / Pu... |
| Applies-to Delivery Charges: | <input type="checkbox"/> |
| HPNAP Grant Type: | |
| Expenditures to Date: | 5,171.28 |
| Remaining to Expend: | 5,171.28 |
| Amount Funded: | 0.00 |
| ▼ Show more fields | |

No. If the Grant Numbering series is set up to have the Grant Number auto-created, then simply hit enter to get a new Grant Number. If it is set up for manual numbering, you will receive a warning that you must assign the number manually. In either case, create a Grant Number/Code for your Grant Card.

Description: Enter a Description for the Grant that best describes what the Grant is used for.

FBC Source Code: Assign an FBC Grant Source Code to the Grant. This requires that FBC Grant Sources have already been setup. If qualifiers are assigned to the FBC Grant Source selected, they will apply to the Grant.

Name/Address/Phone No/Fax No. fields: Enter the Name of the Grantor along with address and contact information.

Effective Date: Enter the Effective Date of the Grant. Please note any cash receipts entered for this grant with a posting date after the Effective Date will not be included in the Grant Original Amount. See the Grant Status Report section below for what happens if any cash receipt has a posting date after the Effective Date.

Expiration Date: Enter the Expiration Date for the Grant, if one has been set, otherwise leave blank.

Released: When the Grant is ready to be released, place a checkmark in the Released flag on the Grant Card. You cannot receive funds to the Grant unless the Released field is checked. You

can return to the Grant Card after receiving funds and uncheck this flag until you are ready to use this Grant.

Priority: Enter a Priority for the Grant **if** there is more than one Grant that could apply on an Agency Order. Grant Priority does not apply to Purchase Orders. 0 is the highest priority, then 1, then 2, etc.

Apply To: Select the Apply To type. The Options are:

Agencies - Selecting this option means this Grant should apply to Agency Orders. If grant usage is determined by funds available per Agency, this type must be selected.

Purchases - Selecting this option means this Grant should apply to Purchase Orders/Invoices (as selected at document creation).

Agencies/Purchases - Selecting this option means this Grant may apply to both Purchase Orders and Agency Orders. This option must not be selected if grant usage is determined by funds available per Agency. See the section called Grant Calculation Method Steps and Brackets for setup.

Applies to Delivery Charges: Place a checkmark in this field if this Grant applies to delivery charges.

HPNAP Grant Type: If this is a State of NY HPNAP Grant, select the Grant Type; Donated, Purchased or Both.

Expenditures to Date: Ceres maintained field accumulating the general ledger transactions associated with this grant.

Remaining to Expend: Ceres maintained field accumulating the general ledger transactions associated with this grant and subtracting these expenses from the budgeted expenses for the grant.

Amount Funded: Enter the amount funded for the grant.

Communication FastTab

If Phone No. and Fax No. were entered on the General Tab, they will flow here. Add Contact Email and Home Page if applicable.

| Communication | | | |
|---------------|----------------------|------------|----------------------|
| Phone No. : | <input type="text"/> | E-Mail: | <input type="text"/> |
| Fax No. : | <input type="text"/> | Home Page: | <input type="text"/> |

Posting FastTab

Enter/Select Dimensions applicable to this Grant that should default on any transactions associated with this Grant, such as Department, Branch, Project, etc. Also select the Grant Posting Group, specify the Fund and Fund Value posting and Grant Dimension Code value on this FastTab.

See Self-Balancing Overview for details on how the Self-balance Grant field is utilized.

| Posting | | | |
|---------------------|----------------------|-----------------------------|--------------------------|
| Department Code: | <input type="text"/> | Grant Dimension Code Value: | 2500 |
| Project Code: | <input type="text"/> | Grant Posting Group: | UNRESTRICT |
| Fund No.: | UR | Gen. Bus. Posting Group: | GENERAL |
| Fund Value Posting: | Same Code | Self-balance Grant: | <input type="checkbox"/> |
| Budget Name: | BUDFY13 | Closed: | <input type="checkbox"/> |

Department Code: Use this field to assign the default global dimension 1 code per your dimension setup. In our test database global dimension 1 has been defined as a Department code.

Project Code: Use this field to assign the default global dimension 2 code per your dimension setup. In our test database global dimension 2 has been defined as a Project code.

Fund No.: Use this field to assign the default fund code for this grant. Transaction posting with a fund number for this grant will be controlled by the setting of “Fund Value Posting” field defined here.

Fund Value Posting: Use this field to define the rules for transactions posted to this grant when a fund number is specified. The available options for this field are as follows:

- i. **{Blank}** - No validation check is made on the fund number specified for transactions posted to this grant.
- ii. **Code Mandatory** – Transactions posted to this grant are required to have a fund code specified to allow posting.
- iii. **Same Code** – Transactions posted to this grant are required to have the same fund number value as specified on the grant in the “Fund No.” field.
- iv. **No Code** – Transactions posted to this grant are not allowed to have a fund specified and the fund number field must be empty to allow posting.

Budget Name: Use this field to specify the Budget associated with this grant. This field will be used in conjunction with the “Revenue G/L Account Range” and “Expenditure G/L Account

Range” specified on the “Grant Setup” page to calculate the revenues, expenditures and budgeted amounts for the grant.

Grant Dimension Code Value: Use this field to specify a valid grant dimension value for the grant. This code will be validated against the dimension values for the “Grant Dimension Code” specified on the “Grant Setup” page. Specifying the value here will assign the value as the default dimension code for this grant and a corresponding default dimension code will be automatically setup for you with a dimension posting rule of “Same Code”.

Grant Posting Group: Use this field to specify the grant posting group to be used for this grant. The general ledger accounts associated with the posting group will determine which g/l accounts are posted to when transactions are posted to the grant.

Gen. Bus. Posting: Use this field to specify the general business posting group to be used for this grant. The general ledger accounts associated with the posting group will determine which g/l accounts are posted to when transactions are posted to the grant.

Self-balance: Checking this field will force fund balance for this grant. If transactions posted to this grant would cause a fund due to postings with different funds, self-balancing will force the off-setting entries to be posted to the due to/from accounts with the appropriate fund codes to maintain overall fund balance in the general ledger.

Closed: Check this field to indicate that the grant is closed to any future postings.

Additional Info FastTab

| Additional Info | | | |
|---------------------|---|---------------------|---|
| Restricted Purpose: | <input data-bbox="496 1171 760 1220" type="text" value="the grantor only want..."/> | Spend by Date: | <input data-bbox="1166 1171 1404 1220" type="text" value="11/30/2013"/> |
| Start Date: | <input data-bbox="496 1224 760 1272" type="text" value="7/1/2001"/> | Funding/Award Date: | <input data-bbox="1166 1224 1404 1272" type="text" value="9/20/2013"/> |
| End Date: | <input data-bbox="496 1276 760 1325" type="text" value="12/31/2013"/> | | |

Restricted Purpose: This is a free form text field where you can enter information related to the restrictions of the grant as set forth by the grantor.

Start Date: Specify the starting date of the grant.

End Date: Specify the ending date of the grant.

Spend by Date: Specify the date all funds for this grant must be used by.

Funding/Award Date: Specify the date the grant monies were funded or awarded.

4. Grant Statistics: Displays information about the Grant at a glance.

2500 · HN County Grant FY10: Apr/May

| General | | | |
|--------------------------|-----------|----------------------------|-----------|
| Original Amount: | 0.00 | Amount on Purch. Orders: | 0.00 |
| Grant Balance: | -3,195.49 | Amount Allocated not Paid: | 16,850.16 |
| Amount on Agency Orders: | 2,014.29 | Grant Amount Available: | -5,209.78 |

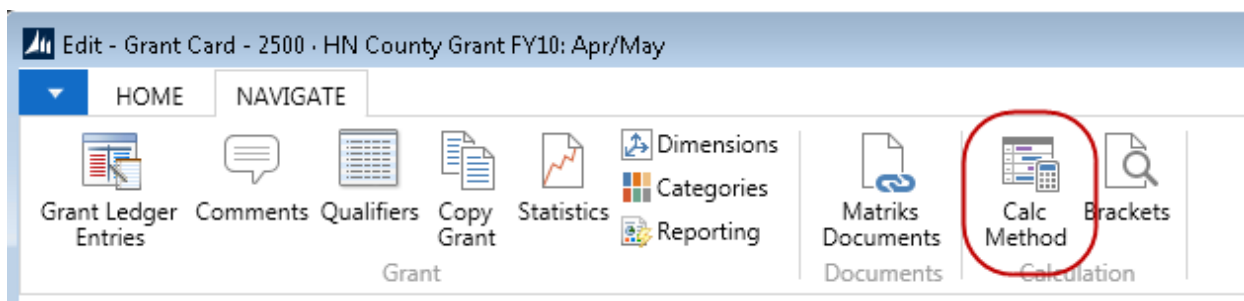
| Distribution | | | |
|-------------------|-----------|-------------|-----------|
| July... | | Last Year | |
| This Year | | To Date | |
| Distributed (\$): | -3,337.76 | Sales (\$): | 16,992.43 |
| Sales (\$): | -3,337.76 | Sales (\$): | 13,654.67 |

Grant Calculation Method Steps and Brackets

Some Grants may require special calculations such as: funds available by Agency, cover Handling Fees Only, or cover a percentage of the amount due on an order line. To facilitate these types of calculations, you may set up Grant Calc. Method Steps and/or Brackets.

Grant Calc. Method:

1. One option to restrict the funds available to certain agencies is to use the Grant Calc. Method Steps. This is done when a grant is provided but specified to only apply to certain Agencies and for certain amounts per Agency.
2. From the Grant Card, select Navigate → Calc Method (or you may setup a link on the Grant Card to take you directly to Calc Methods).



3. The Grant Calc. Method window will open. To add a new Grant Calc. Method, enter the Effective Date and a Description:

Edit - Grant Calc. Method

HOME ACTIONS NAVIGATE

Calc. Method Steps
General

Grant Calc. Method

Type to filter (F3) | Effective Date | →

| Effective Date | Description |
|----------------|----------------------------------|
| 4/1/2010 | Calculation based on program ... |

OK

4. Click on Navigate → Calc. Method Steps to open the steps page.

Edit - Grant Calc. Method

HOME ACTIONS NAVIGATE

Calc. Method Steps
General

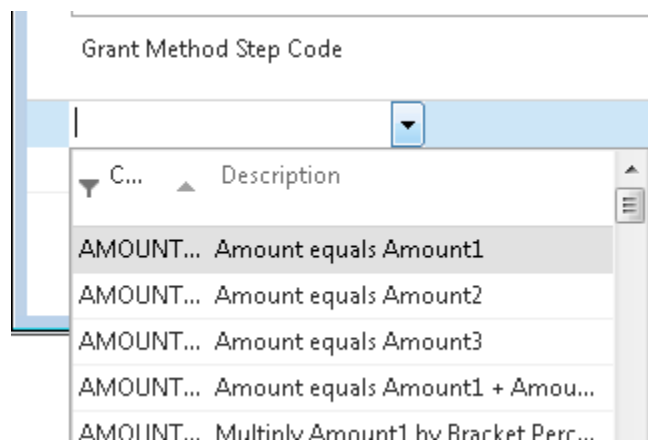
Grant Calc. Method

Type to filter (F3) | Effective Date | →

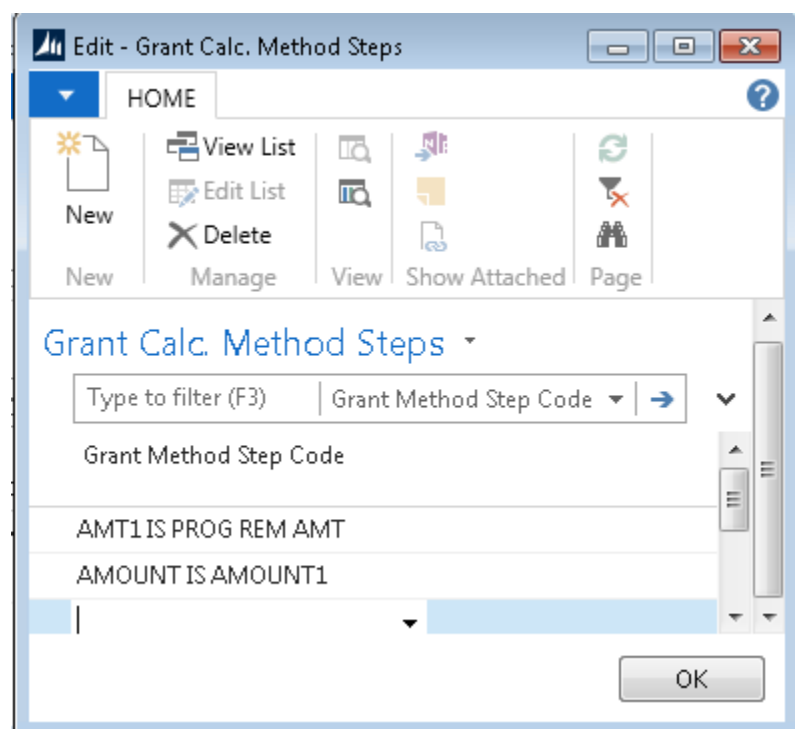
| Effective Date | Description |
|----------------|----------------------------------|
| 4/1/2010 | Calculation based on program ... |

OK

5. Enter as many Grant Calc. Method Steps as needed to restrict the Grant Funds for your needs. These are found by drilling up in the Grant Method Step Code window to the list of available codes.



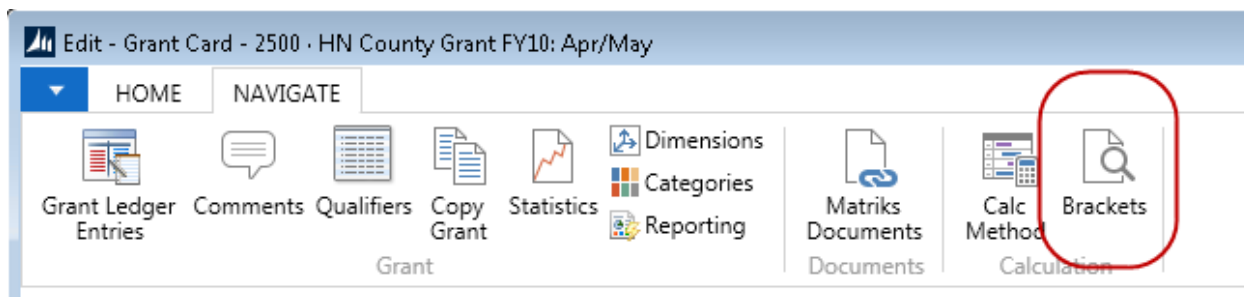
6. An example of common Calc. Method Steps are those restricting funds to the remaining amount available for a specific Agency and are defined as follows:
 - a. AMT1 IS PROG REM AMT
 - b. AMOUNT IS AMOUNT1



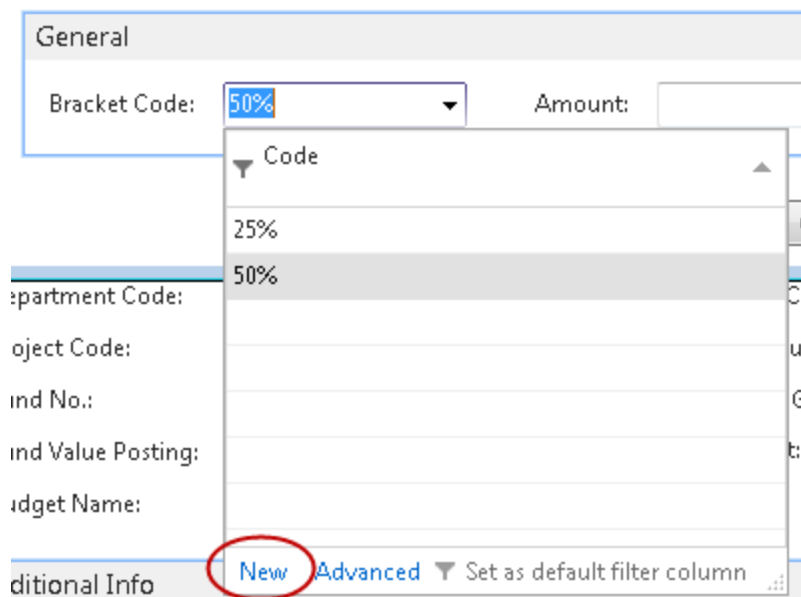
7. Click OK after entering the steps to save your selections.

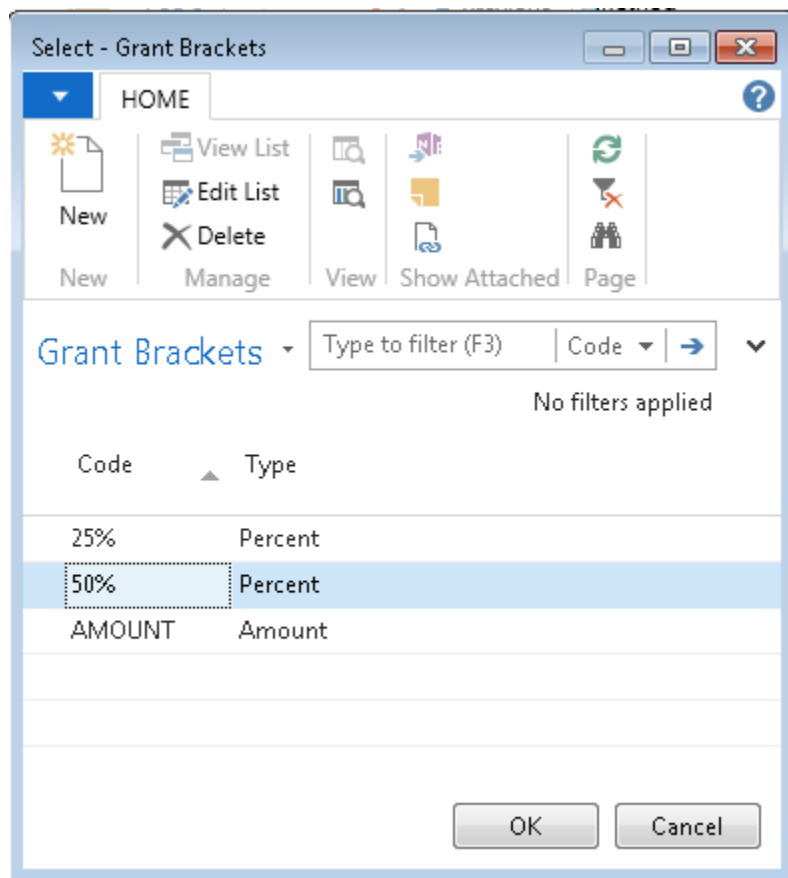
Bracket Code:

1. Another option to restrict funds for a Grant is to assign a Bracket Code and Amount or Percent. This allows for determining either a specific Amount to apply on a Grant Line or a percentage of the total line.
2. From the Grant Card, select Navigate → Brackets (or you may setup a link on the Grant Card to take you directly to Brackets):

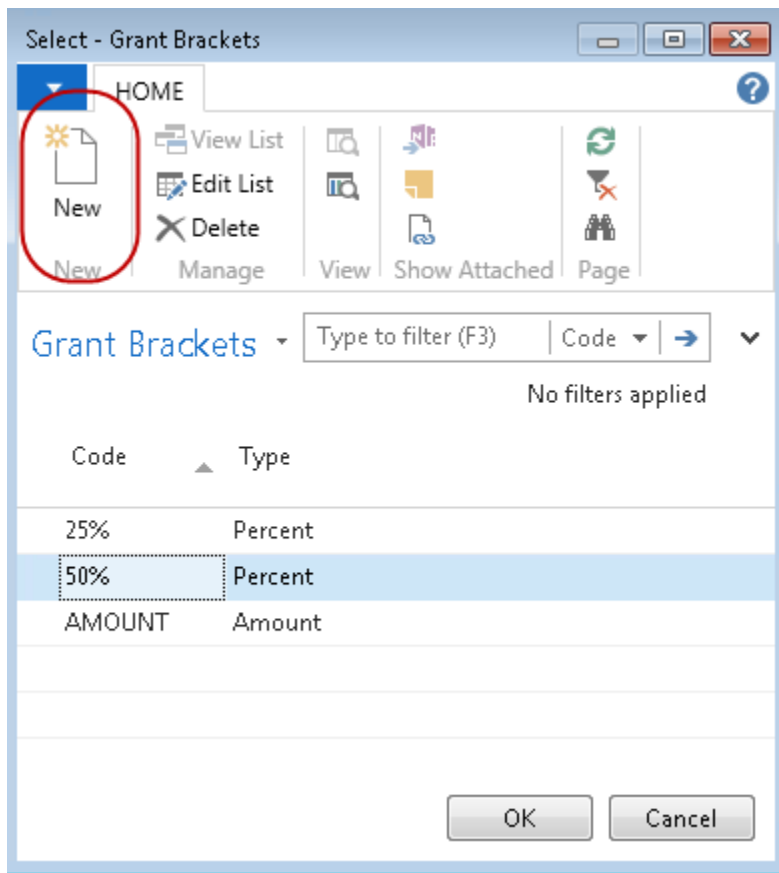


3. Enter/Select a Bracket Code from the drop down options. If no Bracket Codes exist, you may need to set them up.
4. To set up new Bracket Codes, click on New from the drop down list window. In the Code field, enter the name of your new Bracket Code. In the Type field, enter the Type of Bracket (Percent or Amount) Code, then click OK.





- To add your newly created (or an existing) Bracket Code to the Grant, from the Grant Bracket Amounts window, click on Actions → New



- Then select your Bracket Code and Enter the Amount (if the Type = Percent, then this will be a percentage; if the Type = Amount, then this will be an amount)

| Code | Type |
|--------|---------|
| 25% | Percent |
| 50% | Percent |
| AMOUNT | Amount |

Note: Once Calculations and/or Brackets have been assigned to the Grant, the Card will reflect that these are in place:

2500 · HN County Grant FY10: Apr/May

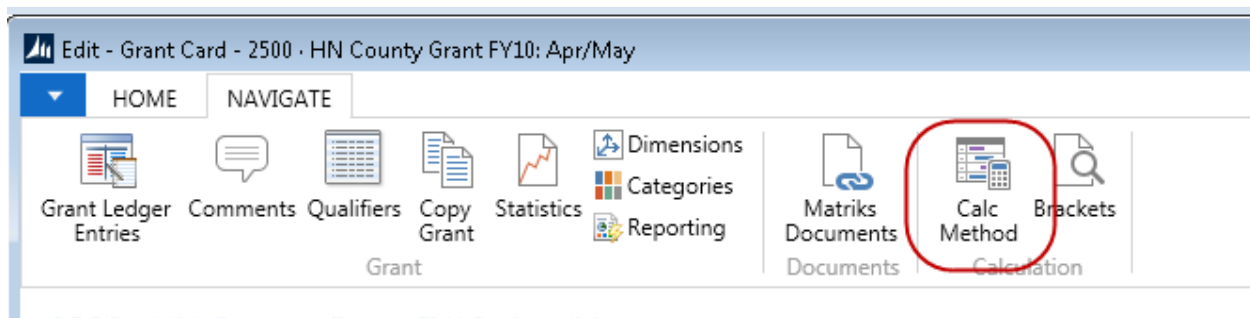
| | | | |
|----------------------------------|----------------------|------------------------------|-------------------------------------|
| General | | | |
| No.: | 2500 | Brackets: | Yes |
| Description: | HN County Grant ... | Effective Date: | 4/1/2010 |
| FBC Grant Source Code: | GOV | Expiration Date: | |
| Grantor Name: | County Funds for ... | Grant Balance: | -3,195.49 |
| Grantor Address: | | Released: | <input checked="" type="checkbox"/> |
| Grantor City: | | Priority: | 1 |
| Grantor State: | | Apply To: | Agencies / Pu... |
| Grantor ZIP Code: | | Applies-to Delivery Charges: | <input type="checkbox"/> |
| Phone No. : | | HPNAP Grant Type: | |
| Fax No. : | | Expenditures to Date: | 5,171.28 |
| Owner/Manager: | Ulysses S. Grant | Remaining to Expend: | 5,171.28 |
| Calculations: | Yes | Amount Funded: | 0.00 |
| Show more fields | | | |

Copy Grant Method Lines

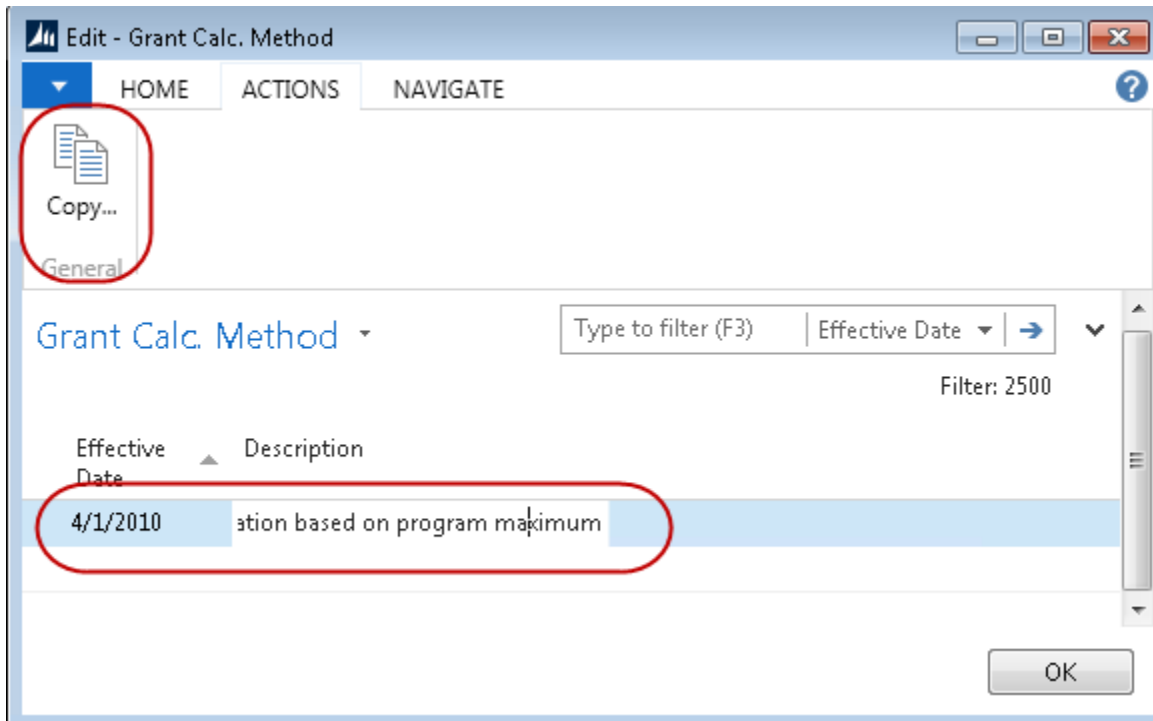
This is not a report shown on the reports menu, but it is accessed via the Grant Card. This utility report allows you to copy existing Grant Method Step lines from existing Grant Calculation Method Steps and set the New Effective Date at report run-time.

Note: This report can only be run from a Grant with existing Grant Calculation Method Steps and Effective Date.

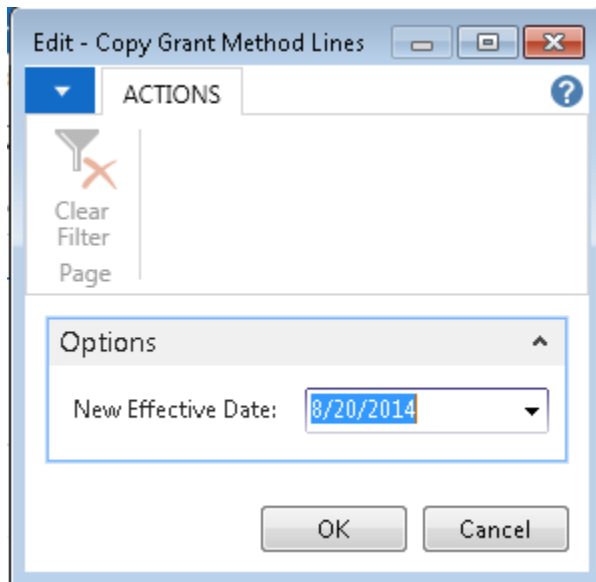
1. To run this function from the Grant Card, go to Navigate → Calc Method.



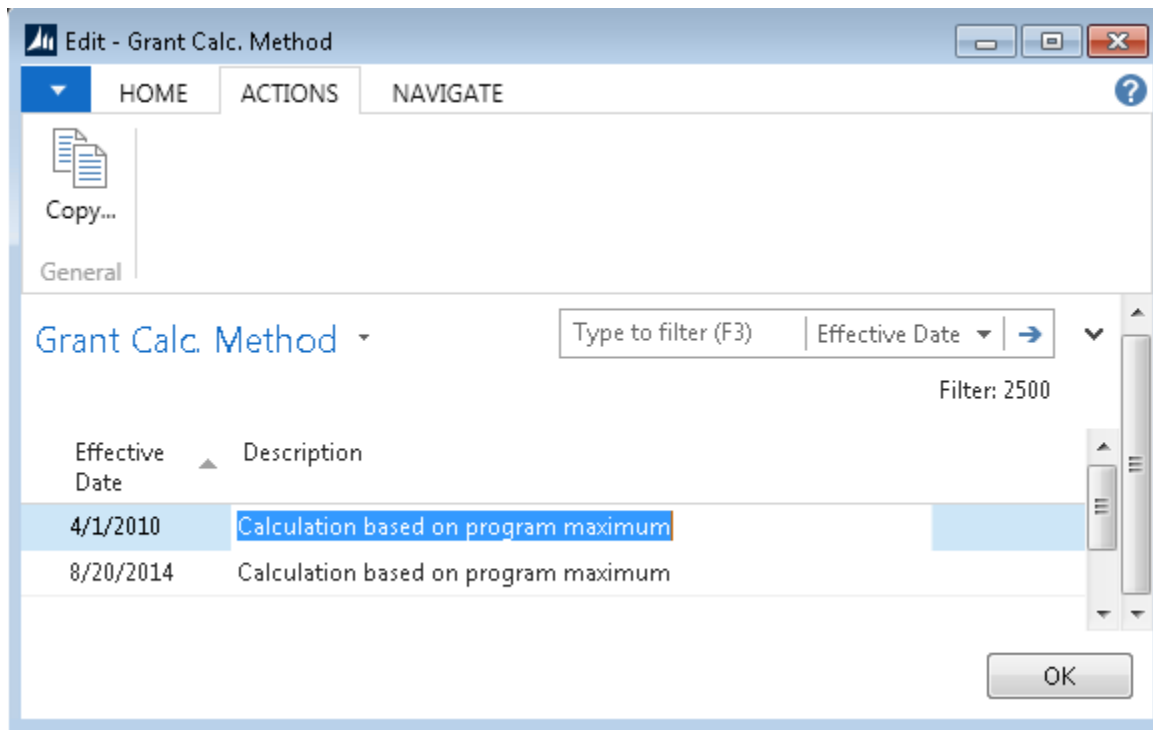
2. Place your cursor on the line you wish to copy and then click on Actions → Copy.



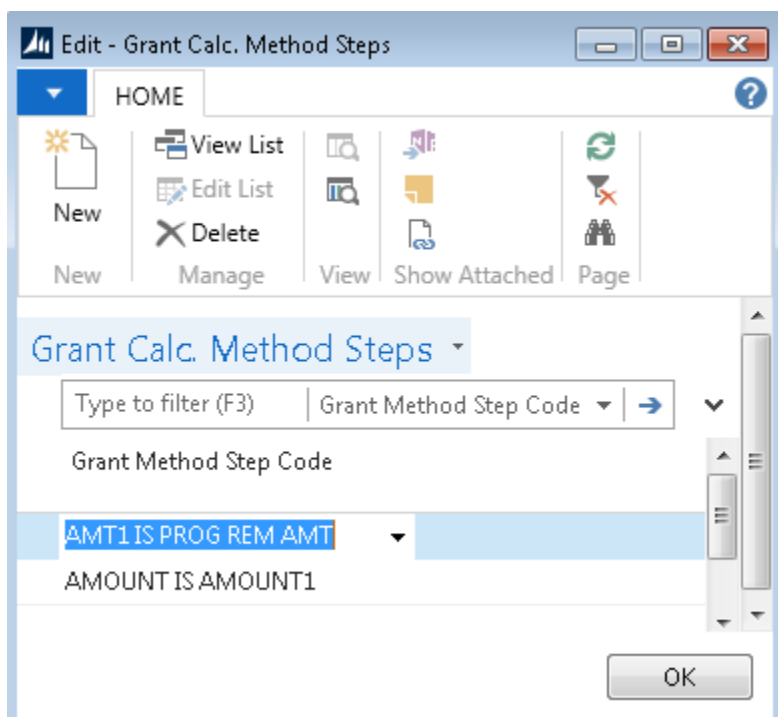
3. Enter the New Effective Date for your Grant Method Lines and click OK.



3. A new line will be inserted with a new Effective Date for those steps. You can then modify the steps (if they are to be different from your current steps) by highlighting the new line and then selecting "Steps"



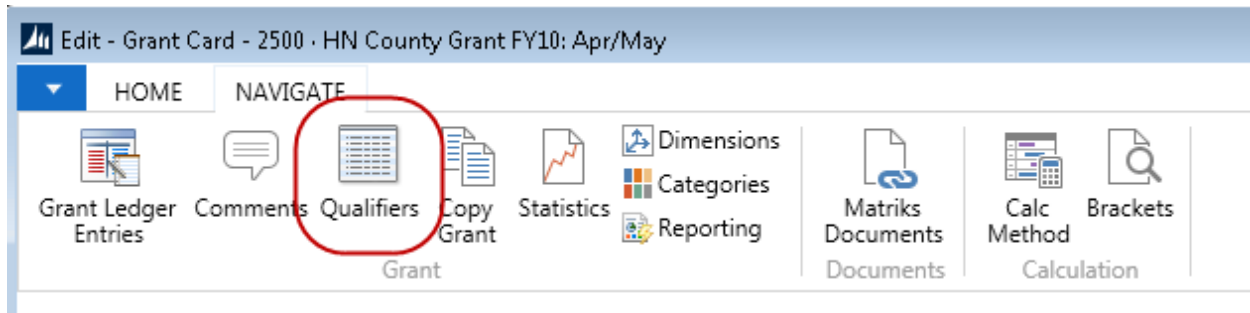
4. From the Grant Calc. Method Steps Page, make your changes to the steps for this Grant.



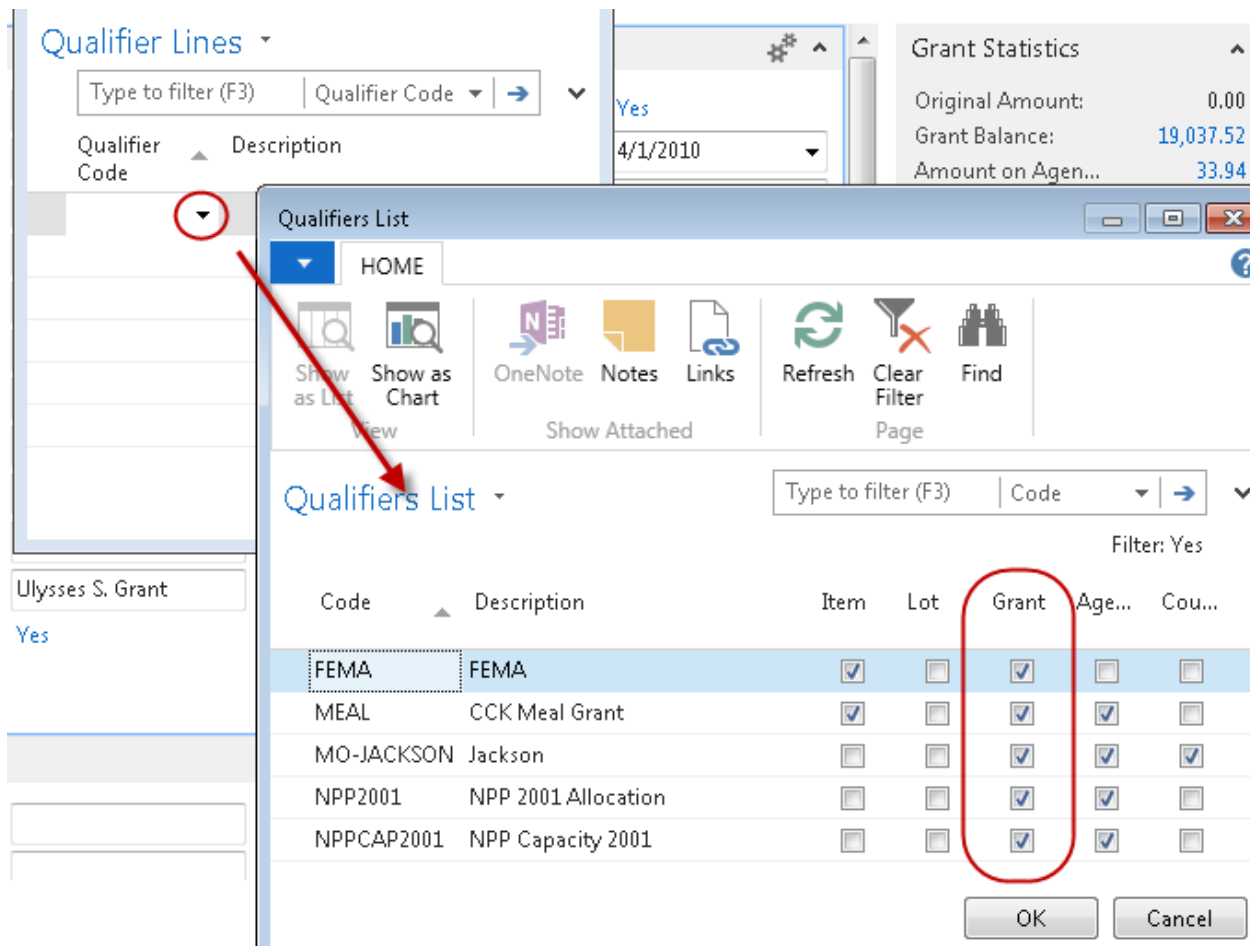
Assignment of Grant Qualifiers to the Grant

In order for the Grant to apply to the appropriate document type(s), you must assign qualifiers to the Grant Card. Qualifiers must have been created in the Master Qualifiers section (as previously described) that apply to Grants (have a checkmark in the “Grant” column).

1. To assign a qualifier, go to Navigate → Qualifiers:



2. Use the drop-down arrow in the Qualifier Code field to select the appropriate Grant Qualifier. Only those qualifiers where the “Grant” column was checked will display.

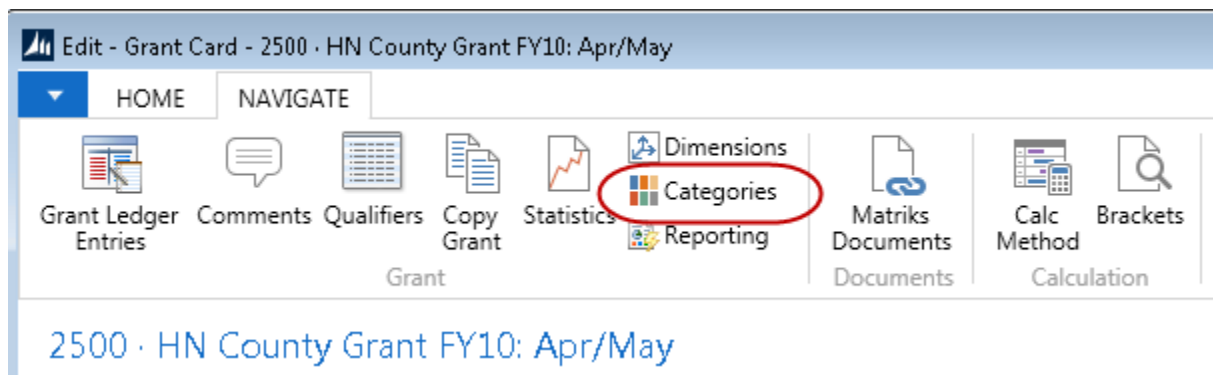


3. Select the Qualifier that applies to this Grant and click OK.

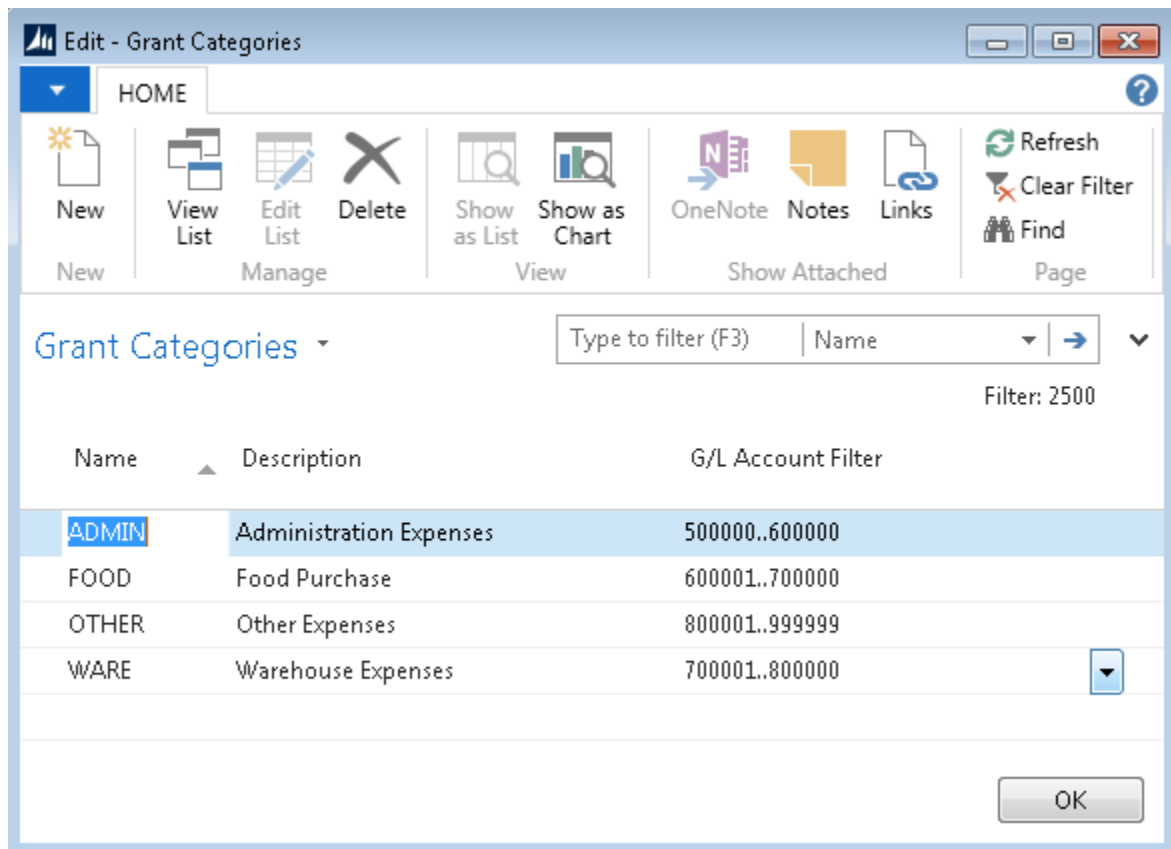
Please see Setup of Master Qualifiers section above for more information about the types of Qualifiers that can be applied to a Grant.

Assignment of Categories to the Grant

1. To assign categories to the grant, go to Navigate → Categories:

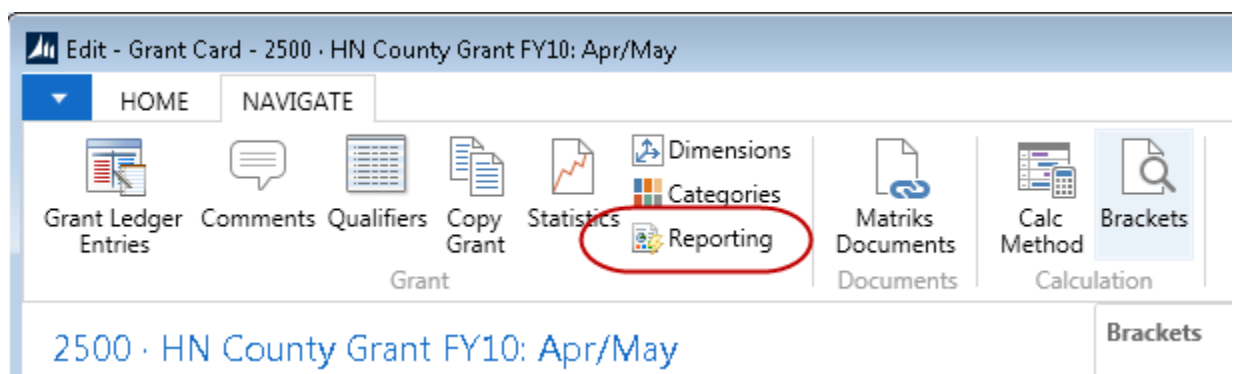


2. In the grant categories, you can assign one or more categories to the grant. Each category must have a unique name. You may also specify the description for the grant category and also the G/L Account Range for the grant. At this time, this information is strictly informational.

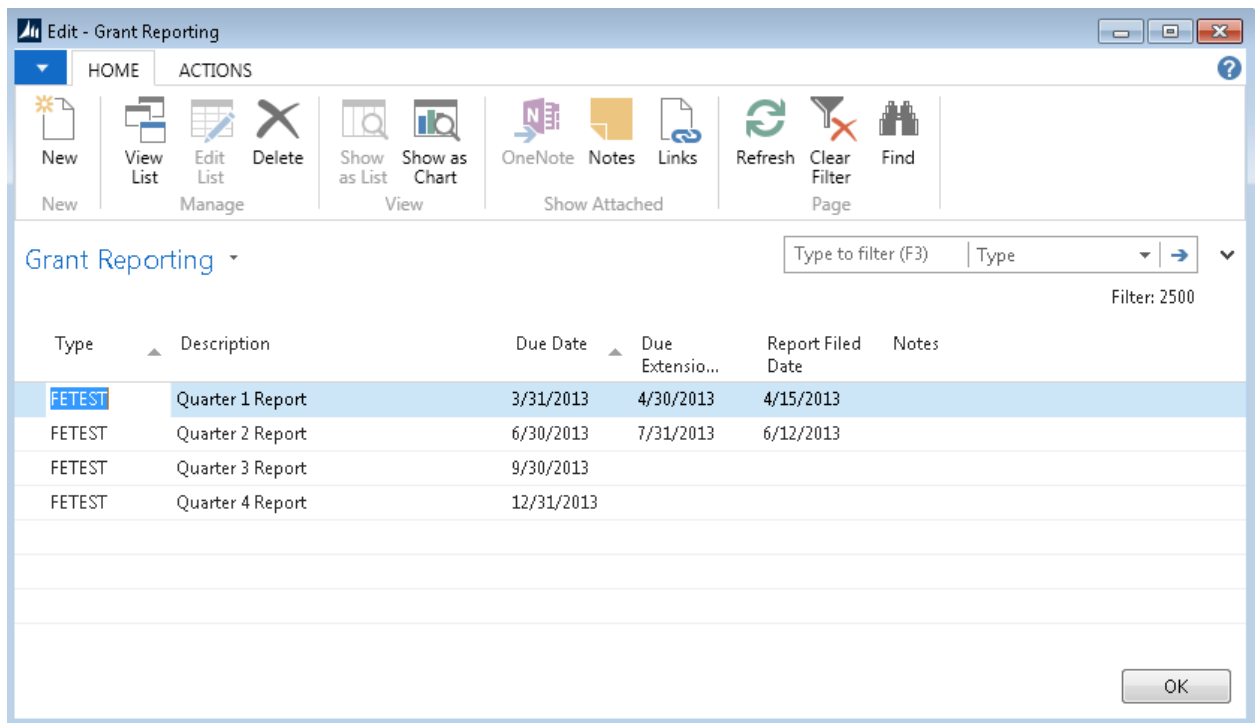


Assignment of Reporting to the Grant

1. To assign reporting to the grant, go to Navigate → Reporting:

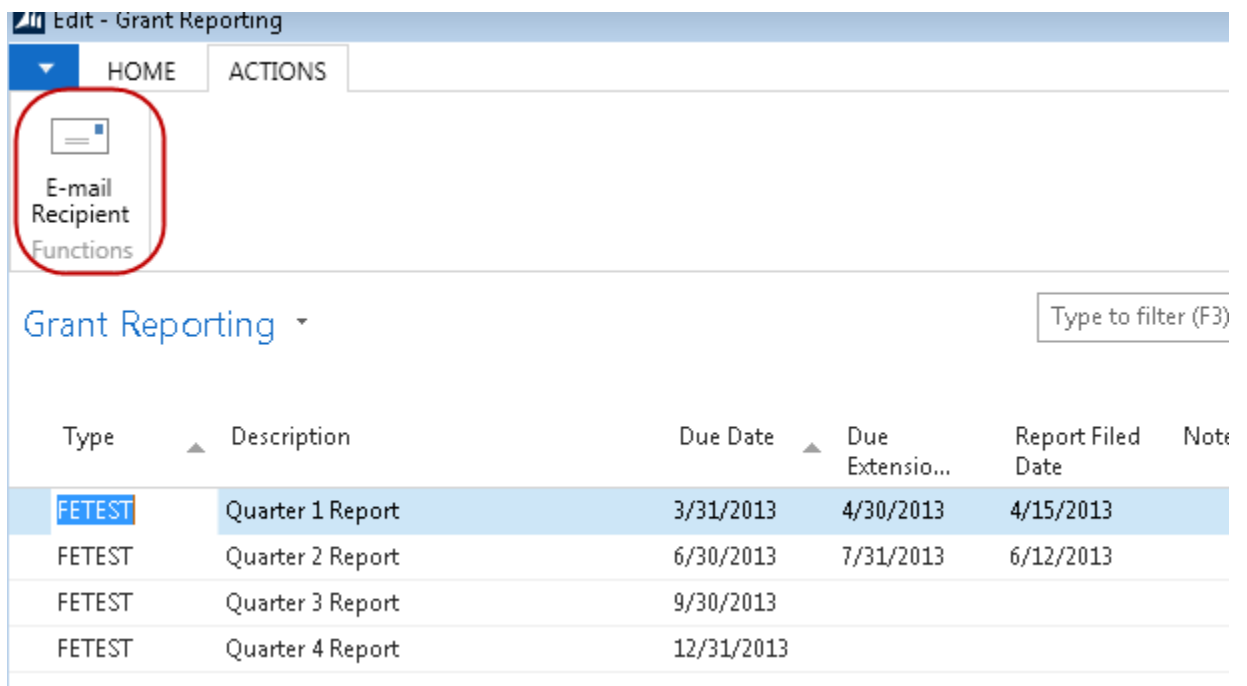


2. On the reporting page you may specify the grant reporting requirements. The available fields on the grant reporting page are the Type, Description, Due Date, Due Extension Date, Report Filed Date and Notes. This information is used when creating the reporting email.

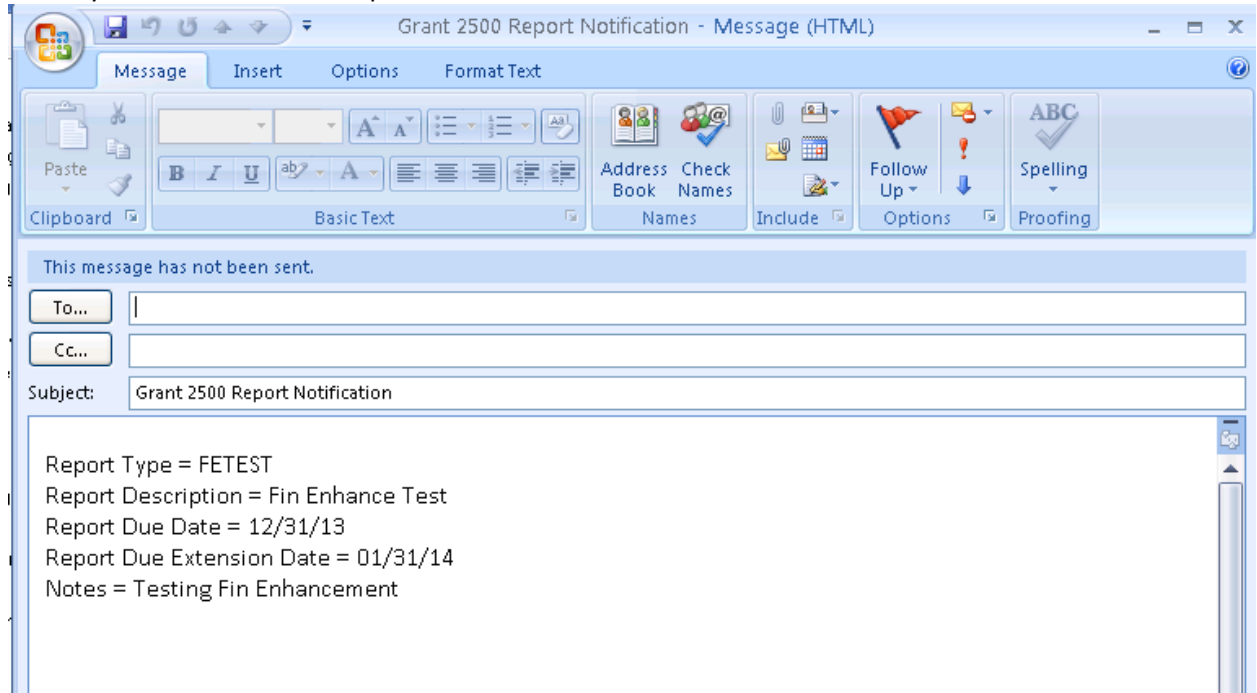


Emailing the grant E-mail Recipient

1. To e-mail the E-mail Recipient go to Actions → E-Mail Recipient:



2. This will create the base email message taking information from the grant reporting page and using this information as the message body. Completion of the email regarding email recipient and any other information is up to end-user.

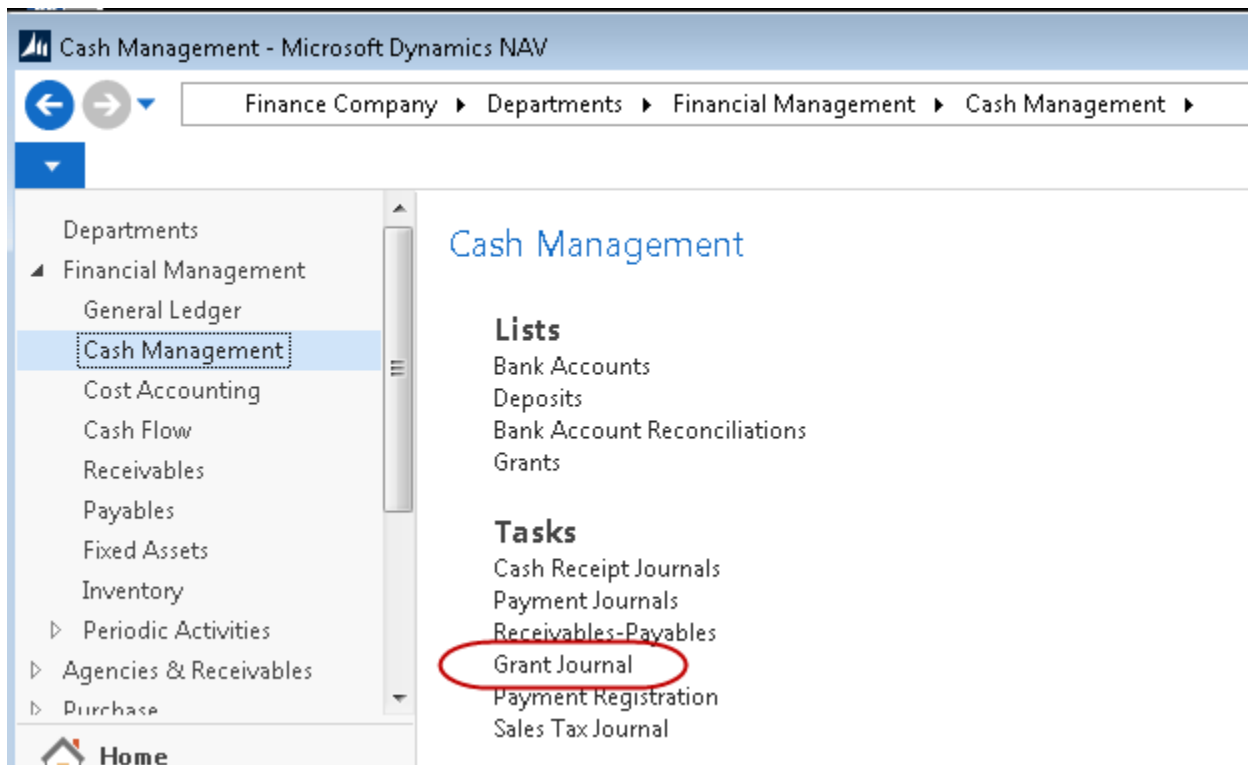


Applying payments to a Grant for specific Agency Amounts

In addition to setting up Grant Calculation Method Steps, in order for Grant funds to be dispersed based upon the total available funds per Agency, the funds must be received in by Agency. This section describes how to receive funds to the Grant and apply to specific Agencies. It will also describe how to fund the Grant if a Purchase Grant or an Agency Grant that is not restricted by amounts per Agency.

Note: To receive funds to the grant, the Grant must be marked as Released.

1. Enter the receipt in a Grant Journal accessed via Departments → Financial Management → Cash Management → Tasks



2. Select the Batch Name (if applicable) for your receipt (or use DEFAULT).
3. Enter your Posting Date
4. Enter the Document Type of Payment
5. Enter the Document No. (this could be the Check Number or WireTransfer No, etc.)
6. Select the Account Type of Bank Account and enter/select the Bank Account No. This is the bank account where the funds will be deposited. The G/L Account tied to this Bank Account will be debited.
7. The Description will auto-fill with the Bank Account Name. You may override this to describe your deposit.
8. Enter the Debit amount in either the Amount column or in the Debit Amount column (if showing).
9. Select the Bal. Account Type of Grant and then use the lookup to select the Grant Number to which the funds should be applied. When applying to specific Agencies, enter the Agency amount on each line...example shown here:

Batch Name: **DEFAULT**

| Posting Date | Document Type | Document No. | Account Type | Account No. | Account Name | Description | Amount | Bal. Account Type | Bal. Account No. | Grant Agency No |
|--------------|---------------|---------------|--------------|-------------|-------------------|-----------------|----------|-------------------|------------------|-----------------|
| 8/21/2014 | | GRANTJ-000... | Bank Account | 1000 | US Bank Operating | Fund Grant 2507 | 500.00 | Grant | 2507 | B0129 |
| 8/21/2014 | | GRANTJ-000... | Bank Acc... | 1000 | US Bank Operating | Fund Grant 2507 | 250.00 | Grant | 2507 | B0310 |
| 8/21/2014 | | GRANTJ-000... | Bank Account | 1000 | US Bank Operating | Fund Grant 2507 | 250.00 | Grant | 2507 | B0358 |
| 8/21/2014 | | GRANTJ-000... | Bank Account | 1000 | US Bank Operating | Fund Grant 2507 | 1,000.00 | Grant | 2507 | C0168 |

Account Name: **US Bank Operating** Balance: **0.00**
 Bal. Account Name: **HN County Grant FY10 - Dec.** Total Balance: **0.00**

OK

If entered this way, you do not have to enter a separate line for the Bank Account. If applying the funds to a specific Agency, enter/select the Grant Agency No. on the line.

If the funds are not specific to an Agency, then you may enter the Credit to the Grant on one line and the Debit to the Bank Account on a separate line OR you may enter them both on one line where one is the balancing account for the other (It is your decision as to how you want these to show in the journal).

Make sure that the Total Balance at the bottom of the Grant Journal is \$0.00 before posting.

Batch Name: **DEFAULT**

| Posting Date | Document Type | Document No. | Account Type | Account No. | Account Name | Description | Amount | Bal. Account Type | Bal. Account No. | Grant Agency No |
|--------------|---------------|---------------|--------------|-------------|-------------------|-----------------|----------|-------------------|------------------|-----------------|
| 8/21/2014 | | GRANTJ-000... | Bank Account | 1000 | US Bank Operating | Fund Grant 2507 | 500.00 | Grant | 2507 | B0129 |
| 8/21/2014 | | GRANTJ-000... | Bank Acc... | 1000 | US Bank Operating | Fund Grant 2507 | 250.00 | Grant | 2507 | B0310 |
| 8/21/2014 | | GRANTJ-000... | Bank Account | 1000 | US Bank Operating | Fund Grant 2507 | 250.00 | Grant | 2507 | B0358 |
| 8/21/2014 | | GRANTJ-000... | Bank Account | 1000 | US Bank Operating | Fund Grant 2507 | 1,000.00 | Grant | 2507 | C0168 |

Account Name: **US Bank Operating** Balance: **0.00**
 Bal. Account Name: **HN County Grant FY10 - Dec.** Total Balance: **0.00**

OK

10. Click on Home → Post (or Post & Print) to post the journal.

11. Once the journal has been posted, the funds should show as the Grant Balance (and Original Amount, if the posting date on your journal was On or Before the Effective Date of the Grant):

| | |
|------------------|-------------------------------------|
| Brackets: | No |
| Effective Date: | 8/21/2014 |
| Expiration Date: | |
| Grant Balance: | 2,000.00 |
| Released: | <input checked="" type="checkbox"/> |

| Grant Statistics | |
|--------------------|-----------------|
| Original Amount: | 2,000.00 |
| Grant Balance: | 2,000.00 |
| Amount on Agen... | 0.00 |
| Amount on Purc... | 0.00 |
| Amount Allocate... | 0.00 |
| Grant Amount Av... | 2,000.00 |
| Distributed (\$) | 2,000.00 |

12. Access the Grant Ledger Entries (click on the Grant Balance field or go to Navigate → Grant Ledger Entries to view the results of your journal posting:

Grant Ledger Entries

Type to filter (F3) | Posting Date | Filter: 2507

| Posti... Date | Document Type | Document No. | Description | Amount | Agency No. | User ID | Source Code | Reason Code | Document Date | External Docume. |
|------------------|------------------|-----------------|-----------------|-----------|---------------|-------------|----------------|----------------|------------------|---------------------|
| 8/21/2014 | | GRANTJ-0... | Fund Grant 2507 | -500.00 | B0129 | SWPROS\R... | GRNTJNL | | 8/21/2014 | |
| 8/21/2014 | | GRANTJ-0... | Fund Grant 2507 | -250.00 | B0310 | SWPROS\R... | GRNTJNL | | 8/21/2014 | |
| 8/21/2014 | | GRANTJ-0... | Fund Grant 2507 | -250.00 | B0358 | SWPROS\R... | GRNTJNL | | 8/21/2014 | |
| 8/21/2014 | | GRANTJ-0... | Fund Grant 2507 | -1,000.00 | C0168 | SWPROS\R... | GRNTJNL | | 8/21/2014 | |

13. Access the G/L Account Entries (Departments → General Ledger → Lists → Chart of Accounts) to see how the account tied to the Bank Account was impacted:

General Ledger Entries

*2507 | Description

Show results:

Where G/L Account No. is 100000

+ Add Filter

| Posti... Date | Document Type | Document No. | External Docume... | G/L Acco... | G/L Account Name | Description | Amount | Departme... Code | Project Code |
|------------------|------------------|-----------------|-----------------------|----------------|-------------------------|-----------------|----------|---------------------|-----------------|
| 8/21/2014 | | GRANTJ-0... | | 100000 | Cash: US Bank Operating | Fund Grant 2507 | 500.00 | | |
| 8/21/2014 | | GRANTJ-0... | | 100000 | Cash: US Bank Operating | Fund Grant 2507 | 250.00 | | |
| 8/21/2014 | | GRANTJ-0... | | 100000 | Cash: US Bank Operating | Fund Grant 2507 | 250.00 | | |
| 8/21/2014 | | GRANTJ-0... | | 100000 | Cash: US Bank Operating | Fund Grant 2507 | 1,000.00 | | |

14. Access the Bank Account Entries (Departments → Cash Management → Lists → Bank Accounts → Ledger Entries) to see the impact to the Bank Account:

Bank Account Ledger Entries

*2507 | Description

Type to filter (F3) | Filter: 1000

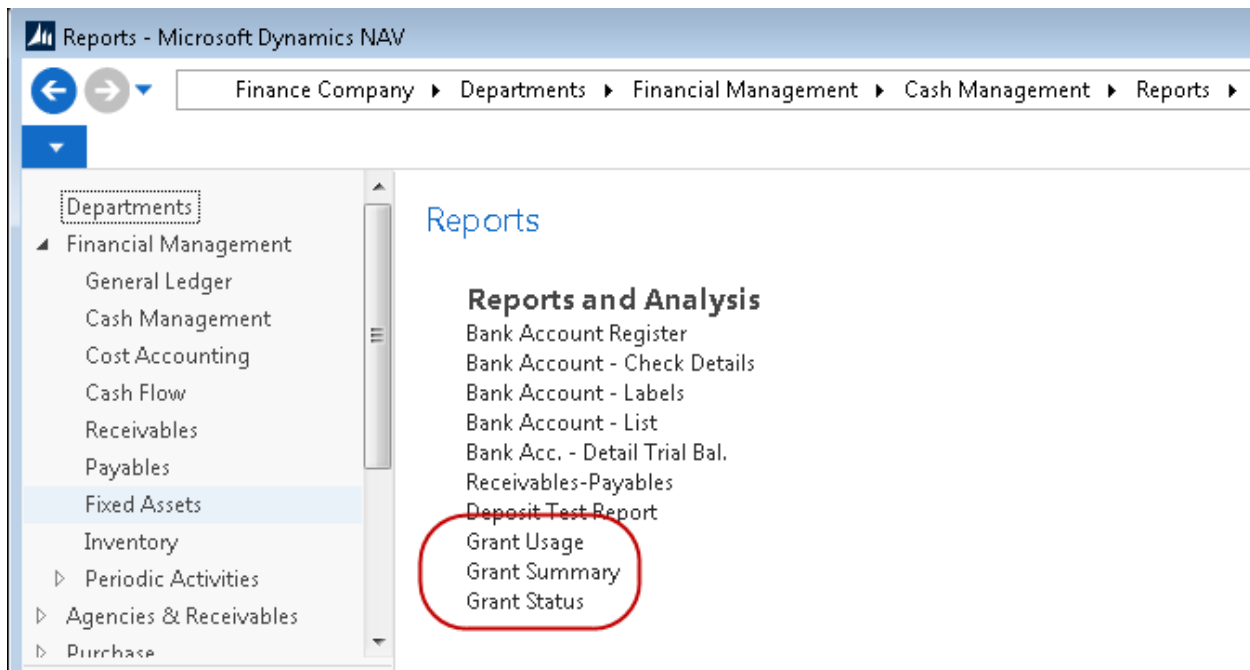
| Posti... Date | Document Type | Document No. | Bank Acco... | Description | Departme... Code | Project Code | Fund No. | Amount | Open |
|------------------|------------------|-----------------|-----------------|-----------------|---------------------|-----------------|----------|----------|-------------------------------------|
| 8/21/2014 | | GRANTJ-0... | 1000 | Fund Grant 2507 | | | | 500.00 | <input checked="" type="checkbox"/> |
| 8/21/2014 | | GRANTJ-0... | 1000 | Fund Grant 2507 | | | | 250.00 | <input checked="" type="checkbox"/> |
| 8/21/2014 | | GRANTJ-0... | 1000 | Fund Grant 2507 | | | | 250.00 | <input checked="" type="checkbox"/> |
| 8/21/2014 | | GRANTJ-0... | 1000 | Fund Grant 2507 | | | | 1,000.00 | <input checked="" type="checkbox"/> |

Grant Usage on Purchase Order and Agency Order Documents

The application/usage of Grants will be described in the documents noted in Related Topics.

Grant Reporting

Grant Reports help you determine how funds have been assigned and used for specified grants. The three reports are found under Departments → Financial Management → Cash Management → Reports & Analysis:



Grant Usage Report

The Grant Usage Report displays (when applicable) the Grant No., Grant Description, Effective Date, Expiration Date, Credit Amount, Debit Amount, Allocated Not Paid Amount, Amount on Purchases, Agency Orders Amount and Remaining Amount based upon the filters used at run time.

1. Enter the filters depending on how you want to view the report (filter example shown here will print a usage report for Grant No = Shared Maintenance)

Edit - Grant Usage

ACTIONS

Clear Filter
Page

Options

Show Open Grants Only: ☒

Grant

Show results:

Where No. ▼ is 2500

And FBC Grant Source Code ▼ is Enter a value.

And Grantor Name ▼ is Enter a value.

And Department Code ▼ is Enter a value.

And Project Code ▼ is Enter a value.

+ Add Filter

Limit totals to:

+ Add Filter

Print... Preview Cancel

2. Click Print (or Print Preview) and the results will be displayed.

Grant Usage

| <div> <div> 1 of 1 </div> <div> 100% </div> <div> Find Next </div> </div> | | | | | | | | | |
|---|-----------------------------|----------------|-----------------|---------------|--------------|--------------------|---------------------|-------------------|------------------|
| Grant Usage <div> 8/21/2014 6:35 AM </div> | | | | | | | | | |
| JITC Test <div> Page 1 </div> | | | | | | | | | |
| SWPROSVRXF | | | | | | | | | |
| No.: 2500 | | | | | | | | | |
| No. | Description | Effective Date | Expiration Date | Credit Amount | Debit Amount | Allocated not Paid | Amount on Purchases | Agency Orders Amt | Remaining Amount |
| 2500 | HN County Grant FY10: Apr/M | 8/21/2014 | | 18,901.86 | -1,435.66 | 12,176.89 | 5,245.97 | 33.94 | 2,880.72 |
| | Report Total | | | 18,901.86 | -1,435.66 | 12,176.89 | 5,245.97 | 33.94 | 2,880.72 |

- If no filter for Grant No. is used, then results for all Grants will be displayed:

| Grant Usage <div> 8/21/2014 6:36 AM </div> | | | | | | | | | |
|---|------------------------------|----------------|-----------------|---------------|--------------|--------------------|---------------------|-------------------|------------------|
| JITC Test <div> Page 1 </div> | | | | | | | | | |
| SWPROSVRXF | | | | | | | | | |
| No. | Description | Effective Date | Expiration Date | Credit Amount | Debit Amount | Allocated not Paid | Amount on Purchases | Agency Orders Amt | Remaining Amount |
| 2500 | HN County Grant FY10: Apr/M | 8/21/2014 | | 18,901.86 | -1,435.66 | 12,176.89 | 5,245.97 | 33.94 | 2,880.72 |
| 2505 | HN County Grant FY10 - Oct. | 10/1/2010 | | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 | -300.00 |
| 2506 | HN County Grant FY10 - Nov. | 11/1/2010 | | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 |
| 2507 | HN County Grant FY10 - Dec. | 8/21/2014 | | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 2514 | County Grant: July - 2011 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2600 | HN County Grant ADJ April 20 | 4/30/2010 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2601 | HN County Admin. Grant | 7/16/2010 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4011 | Agency Incentive Grant | 9/30/2009 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4013 | EFP FY2010 | 9/29/2010 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4020 | Serve Safe Completion grant | 2/19/2010 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5101 | NPP Capacity Building | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5103 | NPP Shared Maintenance Gran | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5109 | NPP County Development | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

- You may filter this report further per your needs.

Grant Summary Report

The Grant Summary Report displays the Grant No., Grant Description, Expiration Date, Initial Grant Amount, Total Grant Amount, Used to Date Amount, Amount on Orders and Available Grant balance based upon filters entered at run-time.

- Enter the filters depending on how you want to view the report.

Edit - Grant Summary

ACTIONS

Clear Filter

Grant

Show results:

Where No. is 2500

And Closed is Select a value

And Expiration Date is Enter a value.

+ Add Filter

Limit totals to:

Where Date Filter is 08/01/14..08/31/14

And Agency Filter is Enter a value.

+ Add Filter

Print... Preview Cancel

2. Check Print or Preview to review your results.

Grant Summary 8/21/2014 6:37 AM

Finance Company Page 1

SWPROS/RXF

No.: 2500, Date Filter: 08/01/14..08/31/14

| No. | Name | Expiration Date | Initial Grant | Total Adjustments | Total Grant | Used to Date | Amt. On Orders | Avail. Balance |
|----------------|-------------------------------|-----------------|---------------|-------------------|-------------|--------------|----------------|----------------|
| 2500 | HN County Grant FY10: Apr/May | | 0.00 | 0.00 | 0.00 | -2,000.00 | 0.00 | 2,000.00 |
| B0129 | Safehome, Inc. | | 0.00 | 0.00 | 0.00 | -500.00 | 33.94 | 466.06 |
| B0310 | Newhouse, Inc. | | 0.00 | 0.00 | 0.00 | -250.00 | 0.00 | 250.00 |
| C0168 | Community House Inc. | | 0.00 | 0.00 | 0.00 | -250.00 | 0.00 | 250.00 |
| C1599 | Rediscover Substance Abuse | | 0.00 | 0.00 | 0.00 | -300.00 | 0.00 | 300.00 |
| Grant Totals: | | | 0.00 | 0.00 | 0.00 | -3,300.00 | 33.94 | 3,266.06 |
| Report Totals: | | | 0.00 | 0.00 | 0.00 | -3,300.00 | 33.94 | 3,266.06 |

5. If no filter for Grant No. is entered, then all grants will be displayed (based upon other filters entered at run-time).

Grant Summary

Finance Company

8/21/2014 6:37 AM

Page 1

SWPROS\R\F

Date Filter: 08/01/14..08/31/14

| No. | Name | Expiration Date | Initial Grant | Total Adjustments | Total Grant | Used to Date | Amt. On Orders | Avail. Balance |
|-------|-------------------------------|-----------------|---------------|-------------------|-------------|--------------|----------------|----------------|
| 2500 | HN County Grant FY10: Apr/May | | 0.00 | 0.00 | 0.00 | -2,000.00 | 0.00 | 2,000.00 |
| B0129 | Safehome, Inc. | | 0.00 | 0.00 | 0.00 | -500.00 | 33.94 | 466.06 |
| B0310 | Newhouse, Inc. | | 0.00 | 0.00 | 0.00 | -250.00 | 0.00 | 250.00 |
| C0168 | Community House Inc | | 0.00 | 0.00 | 0.00 | -250.00 | 0.00 | 250.00 |
| C1599 | Rediscover Substance Abuse | | 0.00 | 0.00 | 0.00 | -300.00 | 0.00 | 300.00 |
| | Grant Totals: | | 0.00 | 0.00 | 0.00 | -3,300.00 | 33.94 | 3,266.06 |
| 2507 | HN County Grant FY10 - Dec. | | | | | | | |
| B0129 | Safehome, Inc. | | 0.00 | 0.00 | 0.00 | -500.00 | 0.00 | 500.00 |
| B0310 | Newhouse, Inc. | | 0.00 | 0.00 | 0.00 | -250.00 | 0.00 | 250.00 |
| B0358 | Rose Brooks Center | | 0.00 | 0.00 | 0.00 | -250.00 | 0.00 | 250.00 |
| C0168 | Community House Inc | | 0.00 | 0.00 | 0.00 | -1,000.00 | 0.00 | 1,000.00 |
| | Grant Totals: | | 0.00 | 0.00 | 0.00 | -2,000.00 | 0.00 | 2,000.00 |
| 9032 | Misc. Agency Grant | | | | | | | |
| A1764 | Scarborough Childrens Home | | 0.00 | 0.00 | 0.00 | 0.00 | 0.60 | -0.60 |
| B0129 | Safehome, Inc. | | 0.00 | 0.00 | 0.00 | 0.00 | 8.90 | -8.90 |
| B0310 | Newhouse, Inc. | | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 | -0.50 |
| C0416 | The Salvation Army | | 0.00 | 0.00 | 0.00 | 0.00 | 101.40 | -101.40 |
| C1422 | Mirror Inc | | 0.00 | 0.00 | 0.00 | 0.00 | 123.70 | -123.70 |
| C1722 | The Salvation Army | | 0.00 | 0.00 | 0.00 | 0.00 | 11.70 | -11.70 |
| H5010 | Kansas City Missouri S.D. | | 0.00 | 0.00 | 0.00 | 0.00 | 134.95 | -134.95 |
| | Grant Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 381.75 | -381.75 |

Grant Status Report

The Grant Status Report displays (when applicable) the Agency No., Grant No., Grant Description, Grant Expiration Date, Initial Grant Amount, Total Adjustments, Total Grant Amount, Used to Date Amount, Amount on Orders and Available Grant Balance based upon filters entered at run-time. This report allows you to filter by a specific Agency if desired, so that you can see all of the Grants that the Agency is qualified for and how much balance they have remaining).

1. Enter the filters depending on how you want to view the report (example shown here will display all grants for agency B0129 for the date filter of 01/01/10 through 08/21/14.

| Grant Status | | 8/21/2014 6:39 AM | | | | | | |
|---|-------------------------------|-------------------|---------------|-------------------|-------------|--------------|----------------|----------------|
| Finance Company | | Page 1 | | | | | | |
| | | SWPROSRXF | | | | | | |
| No.: B0129, Date Filter: 01/01/10..08/21/14 | | | | | | | | |
| No. | Name | Expiration Date | Initial Grant | Total Adjustments | Total Grant | Used to Date | Amt. On Orders | Avail. Balance |
| B0129 | Safehome, Inc. | | | | | | | |
| 2500 | HN County Grant FY10: Apr/May | | 1,000.00 | 0.00 | 1,000.00 | -5,186.66 | 33.94 | 6,152.72 |
| 2507 | HN County Grant FY10 - Dec. | | 0.00 | 0.00 | 0.00 | -500.00 | 0.00 | 500.00 |
| 9032 | Misc. Agency Grant | | 0.00 | 0.00 | 0.00 | 0.00 | 8.90 | -8.90 |
| GRANT-T1 | Grant Test 1 | 12/31/2013 | 0.00 | 0.00 | 0.00 | -504.49 | 2.80 | 501.69 |
| Agency Totals: | | | 1,000.00 | 0.00 | 1,000.00 | -6,191.15 | 45.64 | 7,145.51 |

Note: The value in the Initial Grant column is determined by the “Effective Date” on the Grant and the posting date(s) on the payments funding the grant for that agency. Receipts posted before or on the effective date of the grant will appear in the “Initial Grant” column. Any receipts posted after the effective date of the grant will appear in the “Total Adjustments” column.

Agency Order Report

If setup as default in Report Selections, this version of the Agency Order Report will print when the agency order option of post and print or print is selected.

1. To set this reports as the default go to setup in Departments → Administration → Application Setup → Agencies & Marketing → Agencies → Tasks → Report Selection – Agencies.

Edit - Report Selection - Sales

HOME NAVIGATE

Delete Refresh Find

Manage Page

Usage: Order

| Sequen... | Report ID | Report Caption | No. of Copies |
|-----------|-----------|----------------|---------------|
| 1 | 14012273 | Agency Order | 0 |

- It will include the Grant Amounts on the Order when using Home → Order Confirmation. To include the food bank address and the Grant Detail, check the boxes in the Options FastTab):

Options

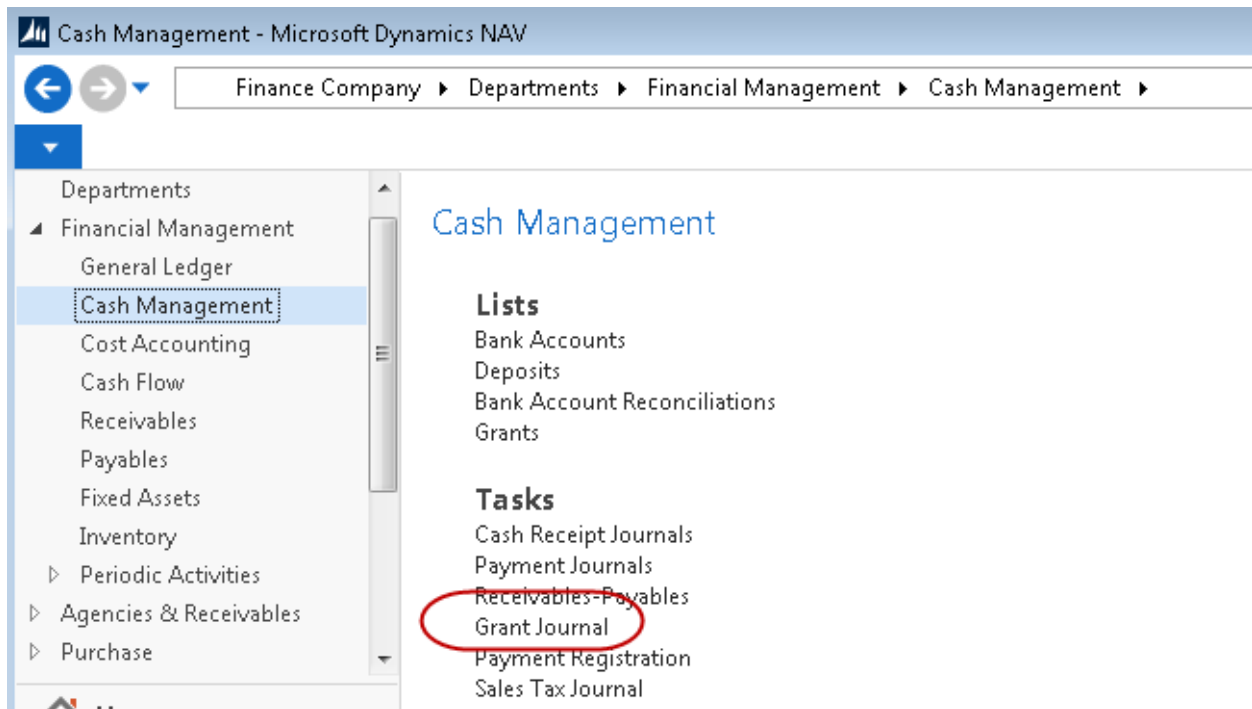
Number of Copies: 0

Print Company Address: ☒

Print Grant Detail: ☒

Standard Grant Journals:

In many cases the allocation of grant monies to agencies is the same for additional grants. The standard grant journals allows for the creation and storing of the standard grant journals to streamline the entry of future grant journals. Access to the standard grant journals is accomplished from the grant journal. To access grant journals select Departments → Financial Management → Cash Management → Grant Journals



The grant journal page will open. Two new options have been added to the action pane called “Save as Standard Journal” and “Get Standard Journal”. Complete the grant journal as needed but prior to posting the grant journal click on “Save as Standard Journal” to save a copy of the grant journal just entered.

Edit - Grant Journal - DEFAULT - Default Journal

HOME ACTIONS NAVIGATE

Delete Post Post and Print Apply Entries... Get Standard Journals... Save as Standard Journal... Reconcile Dimensions Refresh Find

Batch Name: DEFAULT

| Posting Date | Document Type | Document No. | Account Type | Account No. | Account Name |
|--------------|---------------|---------------|--------------|-------------|--------------|
| 8/21/2014 | | GRANTJ-000... | Bank Account | | |

The Save as Standard Gen. Journal page will open and prompt you for the code, description and whether or not the amounts are to be saved as well. Complete the Code and Description code to uniquely identify the standard grant journal. If you wish to retain the amounts as well check the "Save Amount" box, otherwise only the journal structure will be saved and the amounts saved will be zero.

Edit - Save as Standard Ge...

ACTIONS

Clear Filter Page

Options

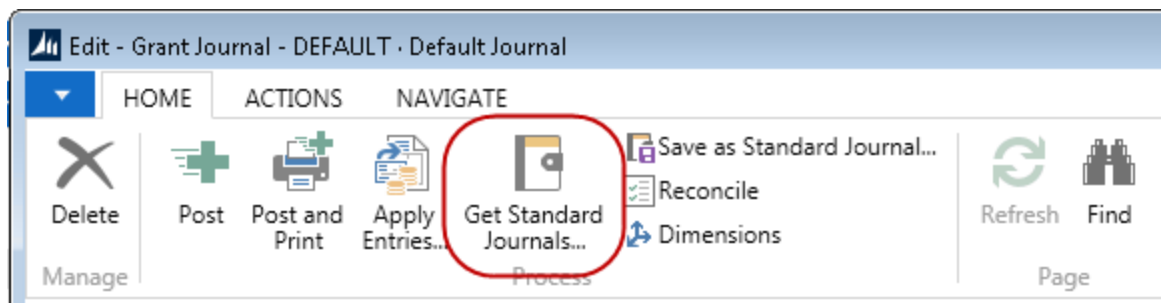
Code: SG-LAKE

Description: Lake County Grant

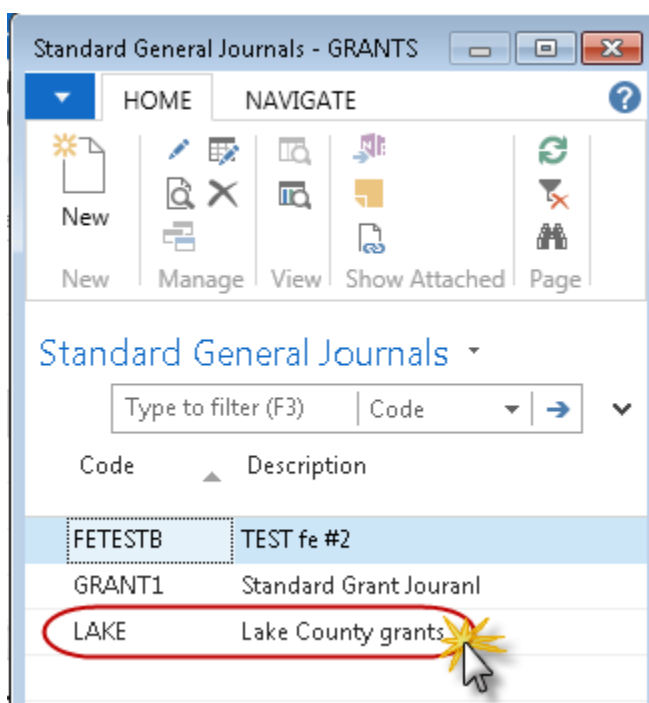
Save Amount: ☐

OK Cancel

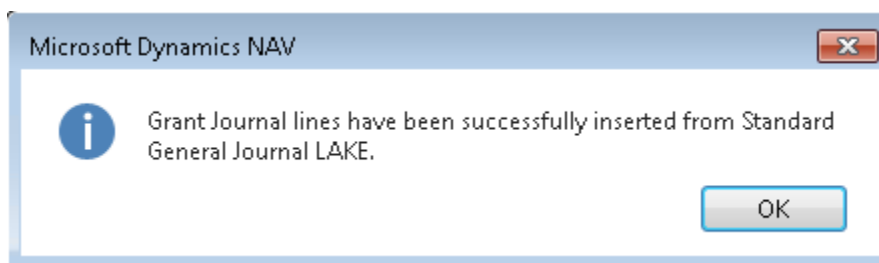
Once you have saved your standard grant journals they can be used any time in the future by recalling them into the grant journal via the "Get Standard Journal" functionality. Begin with a clear grant journal page and select "Get Standard Journal"



Ceres will open the “Get Standard Journal” page where you may select the desired journal and click OK.



Ceres will populate the journal with the records from the saved journal and a message box will be displayed indicating the successful loading of the journal from the saved journal.



Click OK and the grant journal will show the records retrieved.

Edit - Grant Journal - DEFAULT - Default Journal

HOME

ACTIONS

NAVIGATE

Delete

Post

Post and Print

Apply Entries...

Get Standard Journals...

Save as Standard Journal...

Reconcile

Dimensions

Refresh

Find

Manage

Process

Page

Batch Name:

DEFAULT

| Posting Date | Document Type | Document No. | Account Type | Account No. | Account Name | Description | Amount | Bal. Account Type | Bal. Account No. | Grant Agency No |
|----------------------|---------------|---------------|--------------|-------------|--------------|-------------|-----------|-------------------|------------------|-----------------|
| <div>8/21/2014</div> | Payment | GRANTJ-000... | Bank Account | 1000 | | | 5,000.00 | Grant | | |
| 8/21/2014 | Payment | GRANTJ-000... | Grant | 2500 | | | -1,000.00 | Grant | | A0440 |
| 8/21/2014 | Payment | GRANTJ-000... | Grant | 2500 | | | -1,000.00 | Grant | | A0442 |
| 8/21/2014 | Payment | GRANTJ-000... | Grant | 2500 | | | -2,000.00 | Grant | | A0592 |
| 8/21/2014 | Payment | GRANTJ-000... | Grant | 2500 | | | -500.00 | Grant | | B0129 |
| 8/21/2014 | Payment | GRANTJ-000... | Grant | 2500 | | | -500.00 | Grant | | B0310 |

You may then make any necessary changes and post the journal as any other grant journal. If you make changes and wish to save the changes you must use the “Save as Standard Journal” function again.

Related Topics:

1. Funds
2. Dimension Values
3. Self-Balancing Overview.
4. Agency Groups and Qualifiers
5. Agency Orders
6. Purchase Orders
7. Purchase Invoices