Grants Overview

Purpose of this document

This document will discuss how to create grants, receive in grant funds, and set up grant qualifiers. Using grants to offset purchase orders 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.

Ceres Object release 5.00.00 is required for the functionality described in this document.

Table of Contents

GENERAL SETUP **3**

GRANT SETUP 3
GRANT POSTING GROUPS 4
FBC GRANT SOURCES 6
MASTER QUALIFIERS 7

SETUP OF GRANTS **9**

GRANTS 9
GRANT CALCULATION METHOD STEPS AND BRACKETS 16
Copy Grant Method Lines *21*
ASSIGNMENT OF GRANT QUALIFIERS TO THE GRANT 23
ASSIGNMENT OF CATEGORIES TO THE GRANT 25
ASSIGNMENT OF REPORTING TO THE GRANT 26

APPLYING PAYMENTS TO A GRANT FOR SPECIFIC AGENCY AMOUNTS **27**

GRANT USAGE ON PURCHASE DOCUMENTS AND AGENCY ORDERS **31**

GRANT REPORTING **31**

GRANT USAGE REPORT 32
GRANT SUMMARY REPORT 34
GRANT STATUS REPORT 36
AGENCY ORDER AND AGENCY INVOICE REPORTS 37

STANDARD GRANT JOURNALS **39**

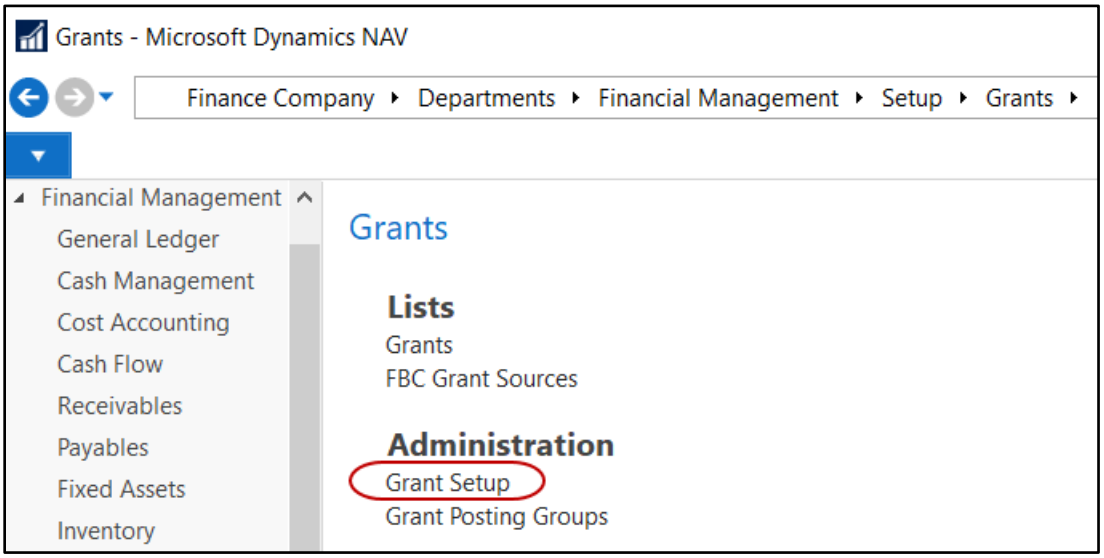
RELATED TOPICS **41**

General Setup

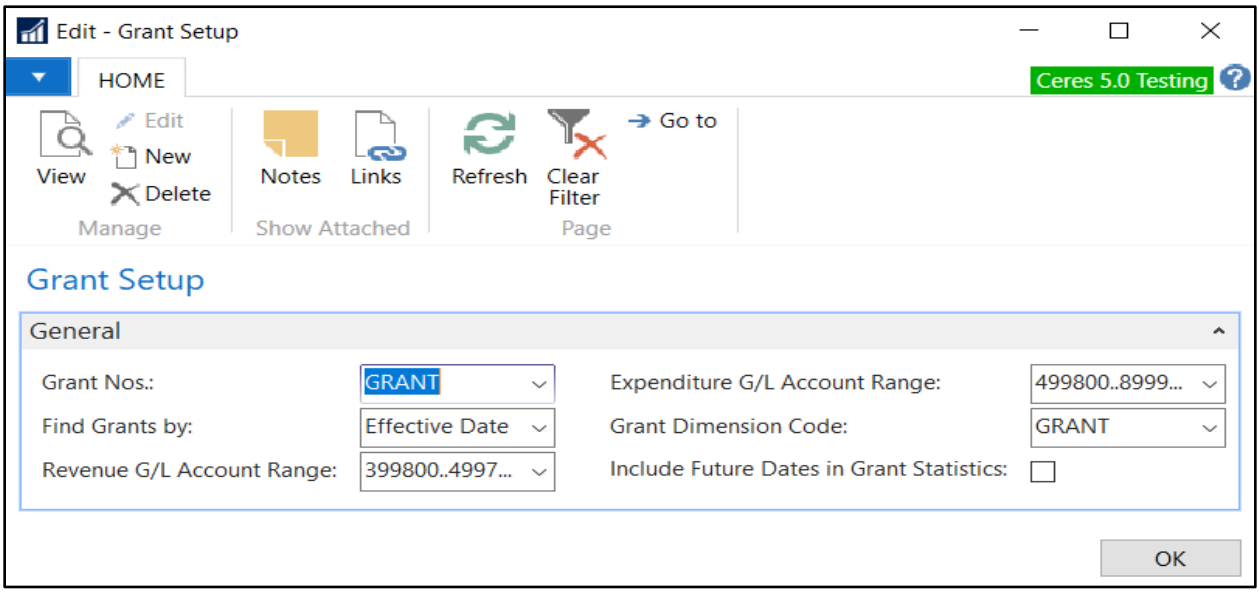
The usage of grants in Ceres requires the creation of Grant Number Series, Grant Posting Groups, FBC Grant Sources, and Master Qualifiers for Grants, Grants, Grant Method Steps and more.

Grant Setup

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

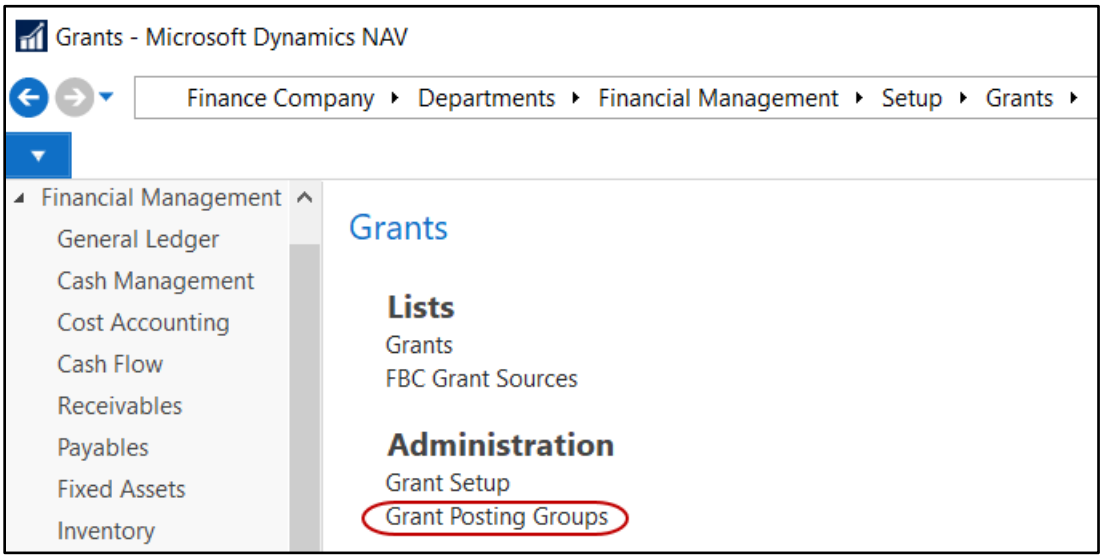
Expenditure G/L Account Range: Select the range of G/L accounts that will comprise the expenditures associated with grants for expenditure calculations.

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.

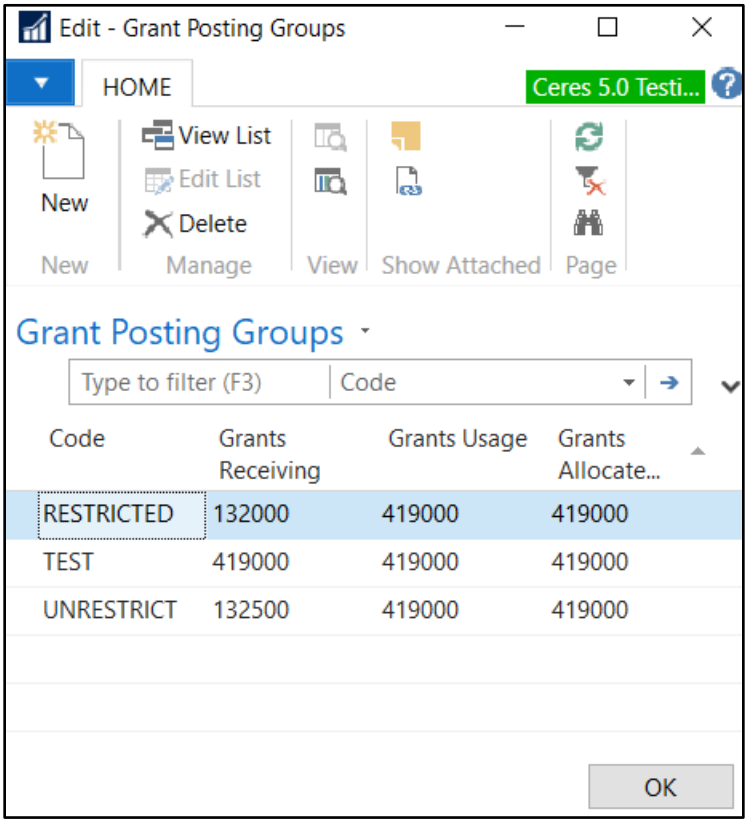
Include Future Dates in Grant Statistics: Place a check mark in this box to include future agency orders not processed with grant allocations in the computation of grant balances. It is recommended that this option is checked.

Grant Posting Groups

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



2. Enter as many Grant Posting Group Codes as you need to separate which G/L Accounts transactions will post to for certain types of grants.



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

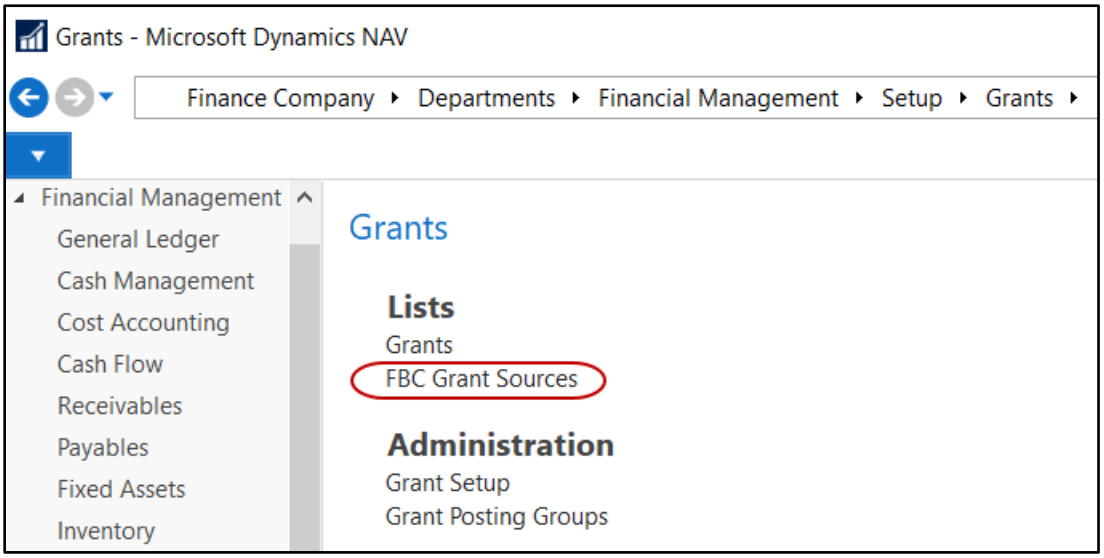
   Grants Receiving: Enter the G/L account number you want to post to in the General Ledger when you receive grant funds. Often a balance sheet account, but defer to your auditors for how they would like this to be booked.

   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.

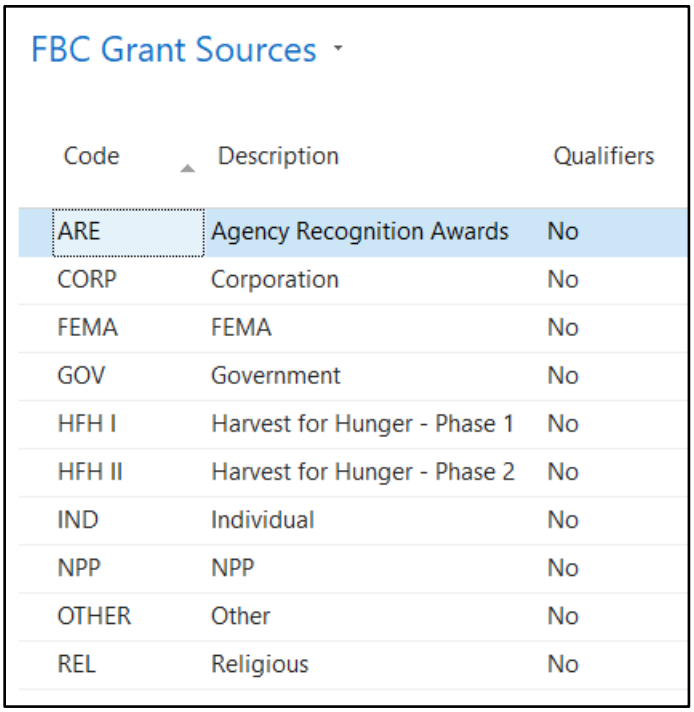
   Grants Allocated Not Paid: This is a holding account for unpaid purchase invoices with grant usage applied. Specify the account number you want to post to in the general ledger to track this information. This can be the same account as the Grants Usage Account.

FBC Grant Sources

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



FBC Grant Sources

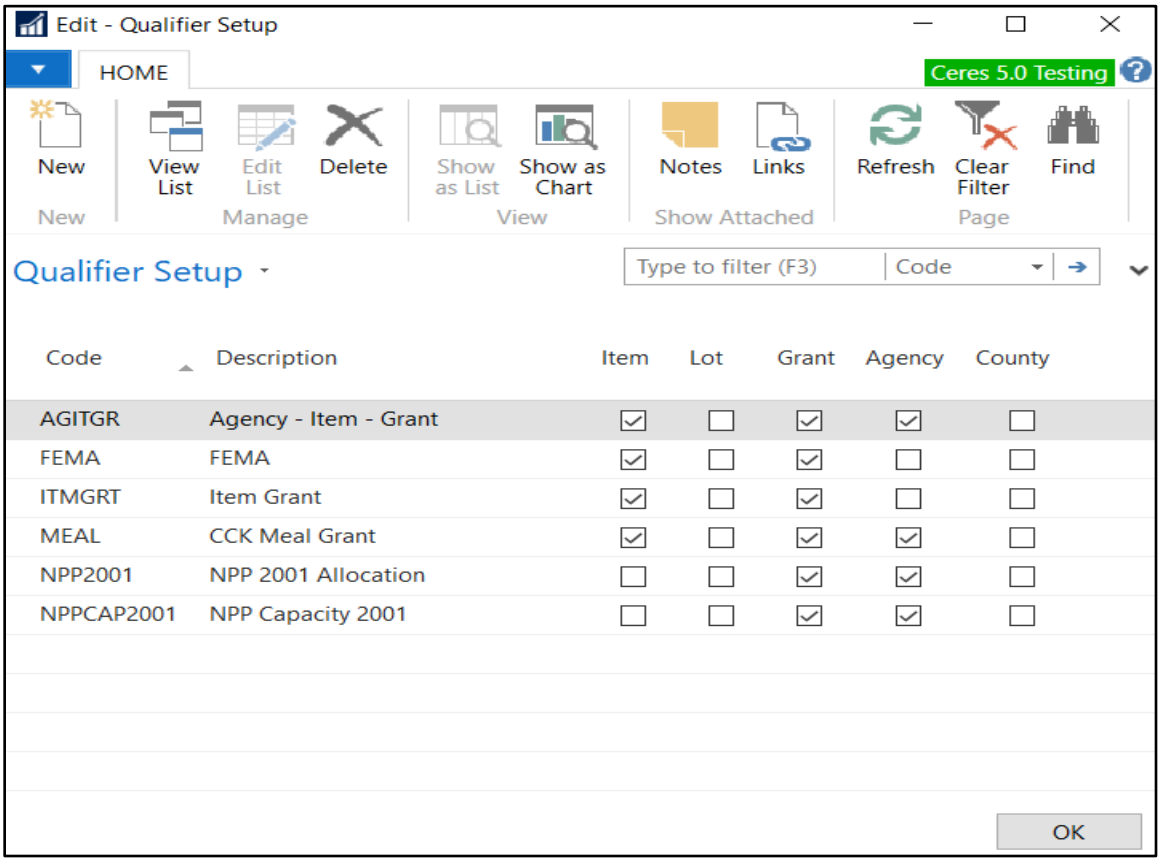
Code	Description	Qualifiers
ARE	Agency Recognition Awards	No
CORP	Corporation	No
FEMA	FEMA	No
GOV	Government	No
HFH I	Harvest for Hunger - Phase 1	No
HFH II	Harvest for Hunger - Phase 2	No
IND	Individual	No
NPP	NPP	No
OTHER	Other	No
REL	Religious	No

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 → Setup → Qualifiers → 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.



3. In the above screenshot of Qualifier Setup, there are six 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 the 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 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 the agency. Items with this qualifier that are on agency orders that also have this qualifier will qualify for the grant funds.

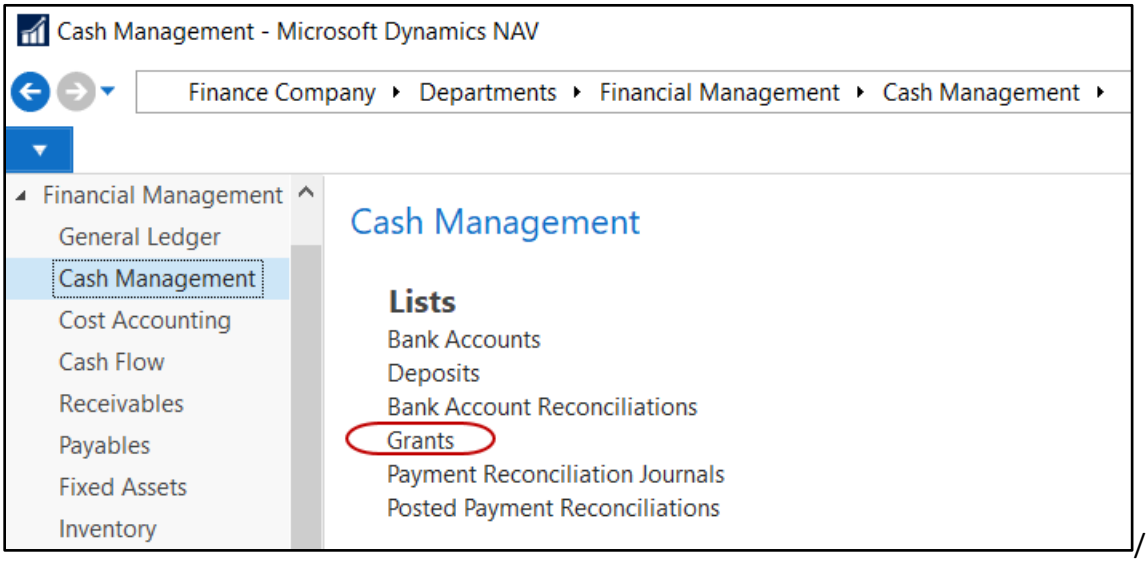
   Item / Grant / Agency / County: For the grant to apply on an agency order, the grant, agency, and Item all must have the same county qualifier assigned.

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

Setup of Grants

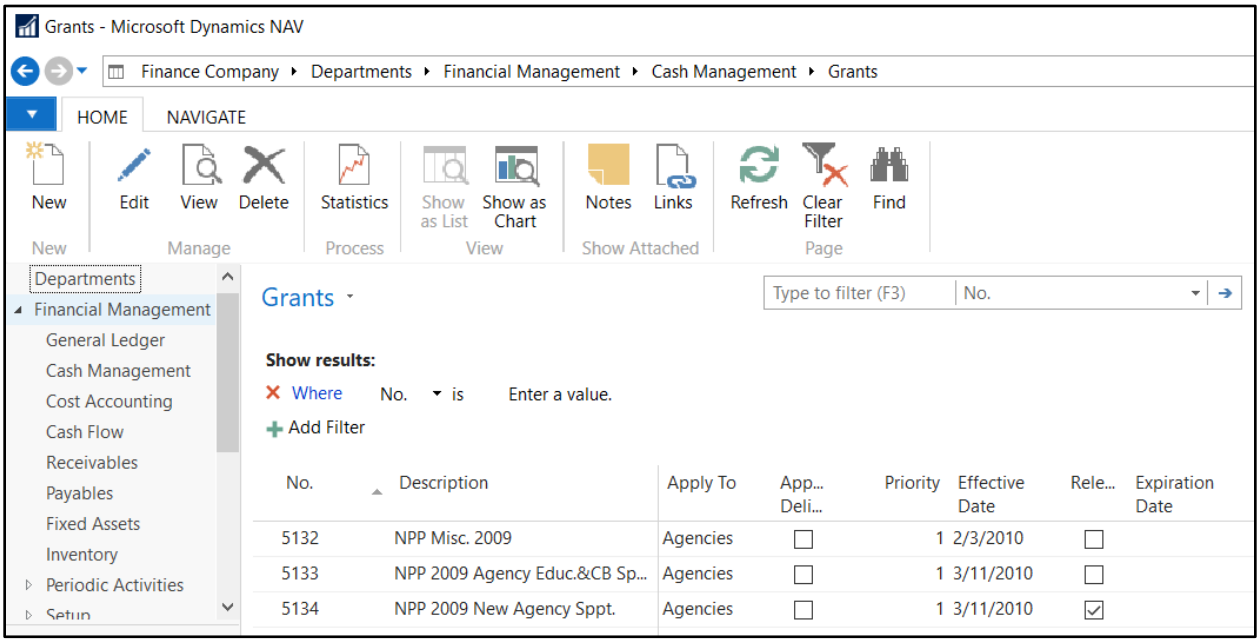
Grants

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

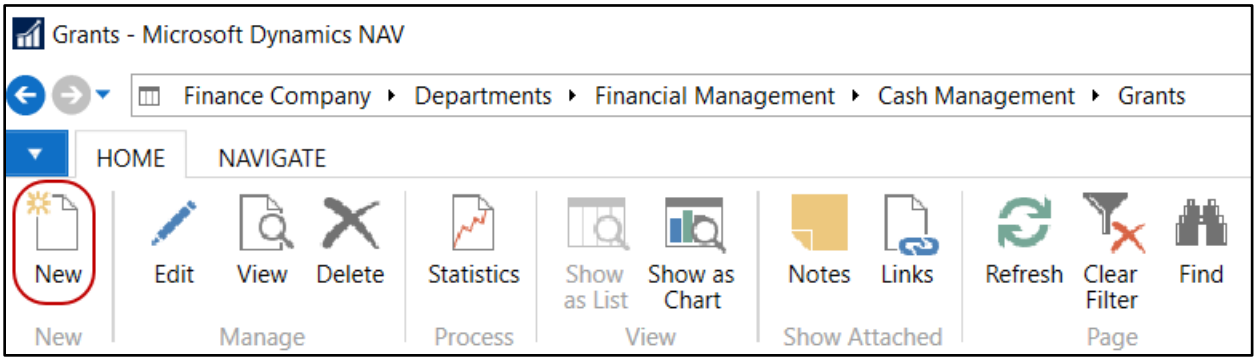


/

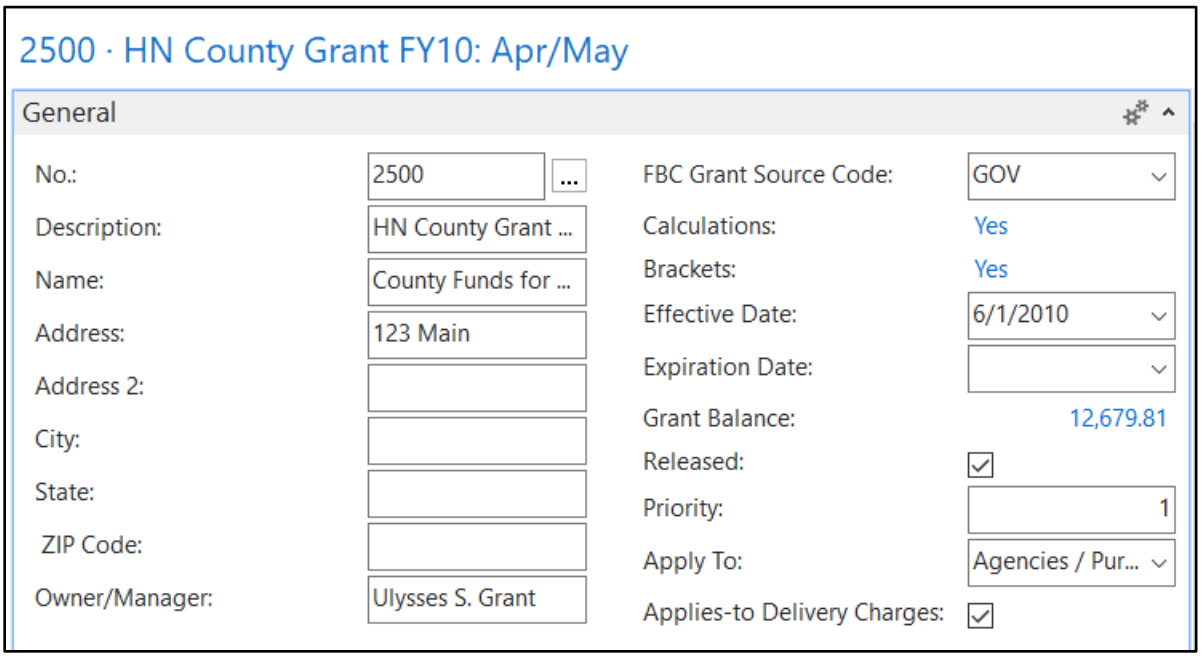
2. A list of grant that have already been setup will display.



3. To create a new grant, select Home → New.



4. From the Grant Card, update the fields on the General FastTab as necessary. Information about the Grant is defined on the General FastTab.



No.: If the grant numbering series is set up for auto creation, then simply hit enter to get a new grant number. If it is set up for manual numbering, then input a grant number.

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 this field. 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 (zero) 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.

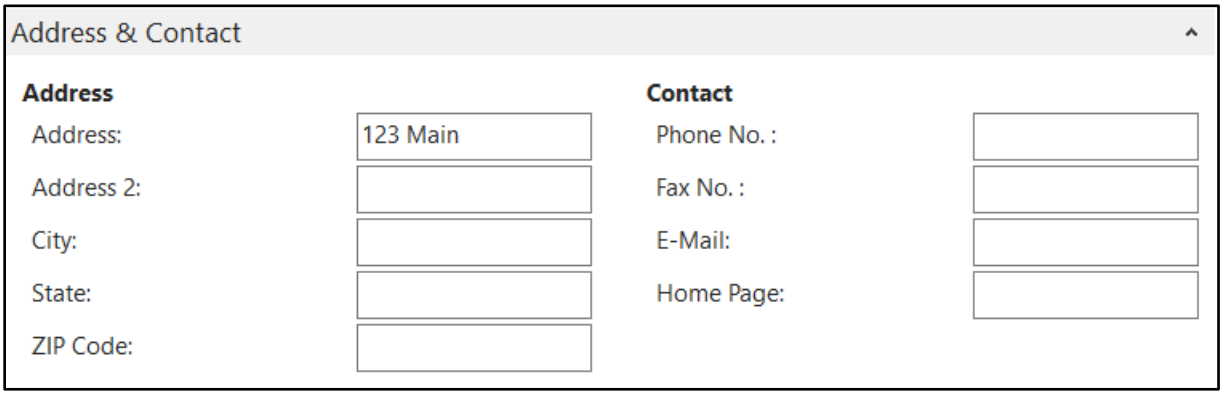
HPNAP Grant Type: If this is a State of NY HPNAP Grant, select the Grant Type; Donated, Purchased or Both.

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.

5. Move to the Address & Contact FastTab and update the fields as necessary. If Phone No. and Fax No. were entered on the General FastTab, they will flow here. Add Contact Email and Home Page if applicable.



Address/Phone No/Fax No. fields: Enter the name of the grantor along with address and contact information. IF the address was entered on the General FastTab the information will flow to the same fields on the Address & Contact FastTab.

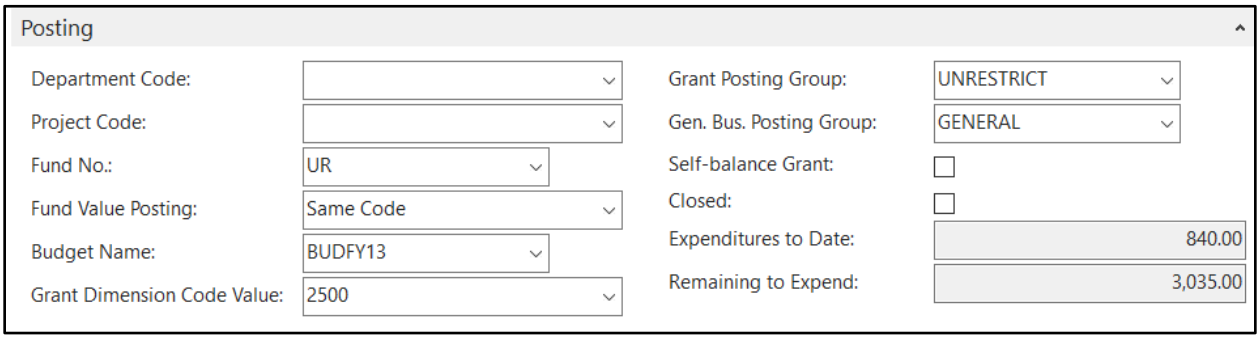
Phone No.: Enter the phone number of the grantor.

Fax No: Enter the fax number of the grantor.

E-Mail: Enter the email address of the grantor.

Home Page: Enter the Home Page of the grantor.

6. Move to the Posting FastTab and update the fields as necessary. Enter/select Dimensions applicable to this Grant that should default on any transaction 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. Refer to the GL Self-Balancing Overview Procedure Document for more information as to how the Self-balance Grant field is utilized.



Department Code: Use this field to assign the default Global Dimension 1 Code per your dimension setup. In the example, Global Dimension 1 has been defined as a Department.

Project Code: Use this field to assign the default Global Dimension 2 Code per your dimension setup. In this example, Global Dimension 2 has been defined as a Project.

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 options are.

> **{Blank}** - No validation check is made on the fund number specified for transactions posted to this grant.
> **Code Mandatory** – Transactions posted to this grant are required to have a fund code specified to allow posting.
> **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.
> **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 GL 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.

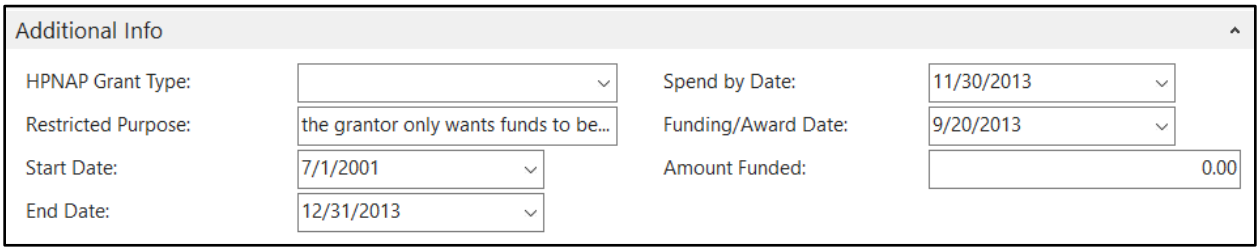
Self-balance Grant: Checking this field will force fund balance for this grant. If transactions posted to this grant would cause a fund due to postings with different funds, self-balancing will force the off-setting entries to be posted to the due to/from accounts with the appropriate fund codes to maintain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

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

Expenditure to Date: System maintained field that displays the expenditures to date for this grant. This field updates automatically when transactions are posted.

Remaining to Expend: System maintained field that displays the remaining grant fund to expend. This field updates automatically when transactions are posted.

7. Move to the Additional Info FastTab and update the field as necessary.



HPNAP Grant Type: Use this field to define the type of grant for HPNAP purposes. The options are.

{Blank} – Leave blank if this is not a HPNAP grant.
Donated –Select this option if this grant will be used for donated items.
Purchase – Select this option if this grant will be used for purchases.
Both – Selection this option if this grant applies to both donated items and purchases.
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.

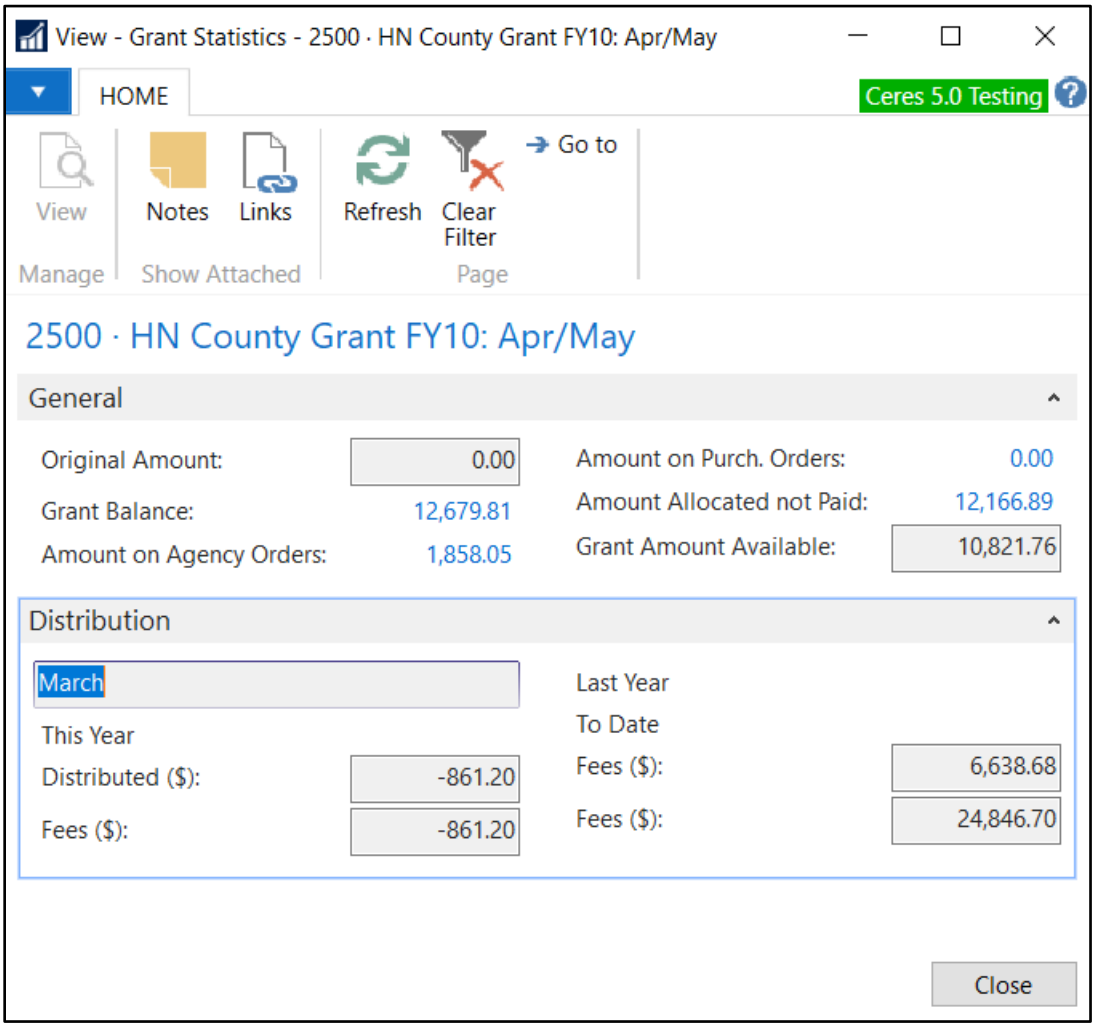
End Date: Specify the ending date of the grant.

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.

Amount Funded: Specify the amount funded or awarded for this grant.

8. Grant Statistics displays information about the grant at a glance. To access Grant Statistics, click on the Home Tab of the Ribbon on the Grant Card and then select Statistics. Statistics also display in the Grant Statistics Factbox.

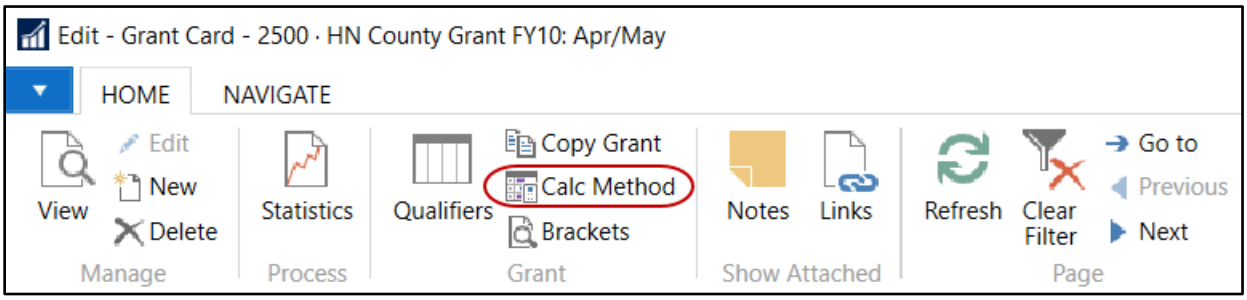


Grant Calculation Method Steps and Brackets

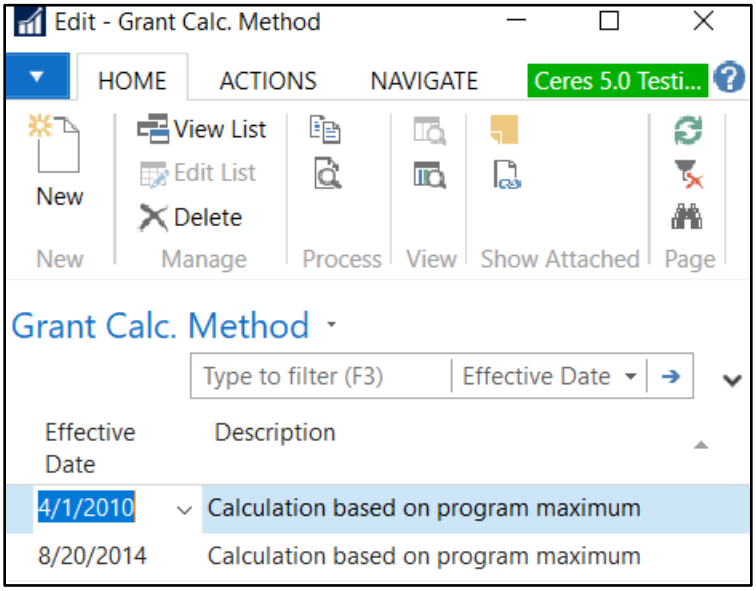
Some grants may require special calculations, such as funds available by agency to cover handling fees only, or to cover a percentage of the amount due on an agency order line. To facilitate these types of calculations, you may set up Grant Calc. Method Steps and/or Brackets.

Calc. Method Steps

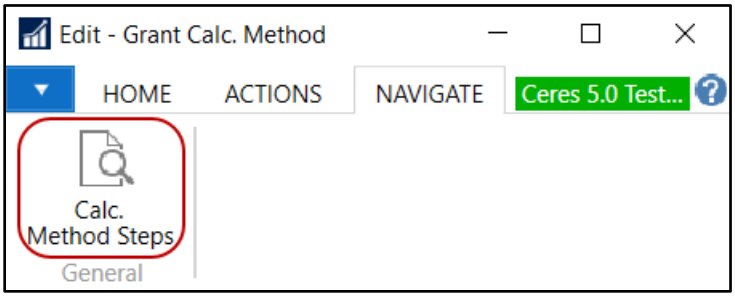
1. One option to restrict the funds available to certain agencies is to use the Grant Calc. Method Steps. This is done when a grant is provided but specified to only apply to certain agencies and for certain amounts per agency.
2. From the Grant Card, select Home → Grant → Calc Method.



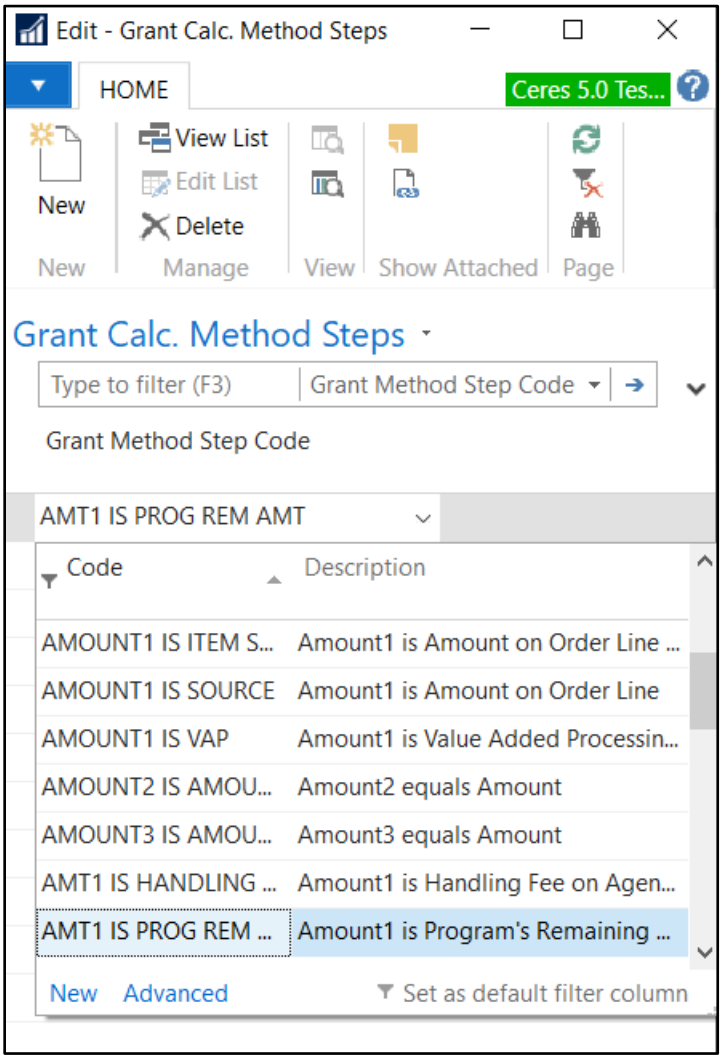
3. The Grant Calc. Method window will open. To add a new Grant Calc. Method, enter the Effective Date and a Description:



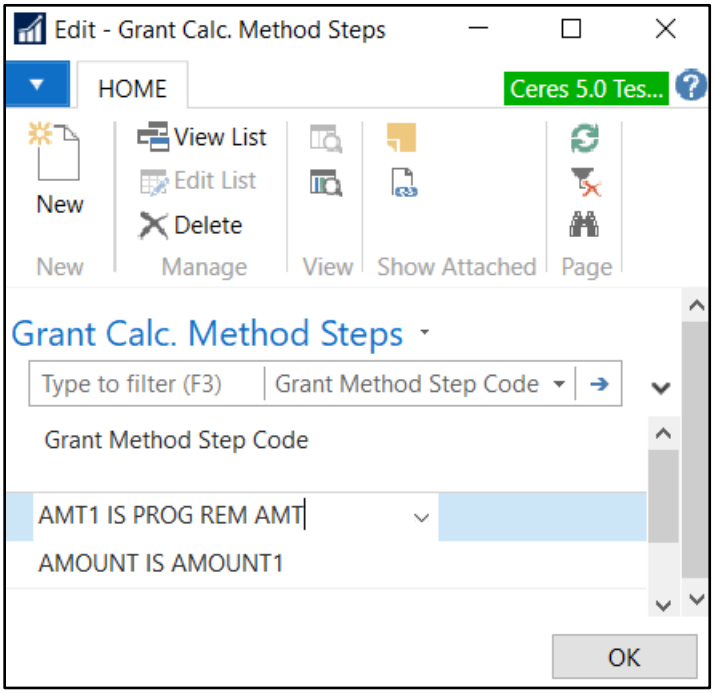
4. Select Home→ General → Calc. Method Steps to open the Page.



5. Enter as many Grant Calc. Method Steps as needed to restrict the Grant Funds for your needs. These are found by drilling down in the Grant Method Step Code field.



6. Example of common Calc. Method Steps are those restricting funds to the remaining amount available for a specific agency.

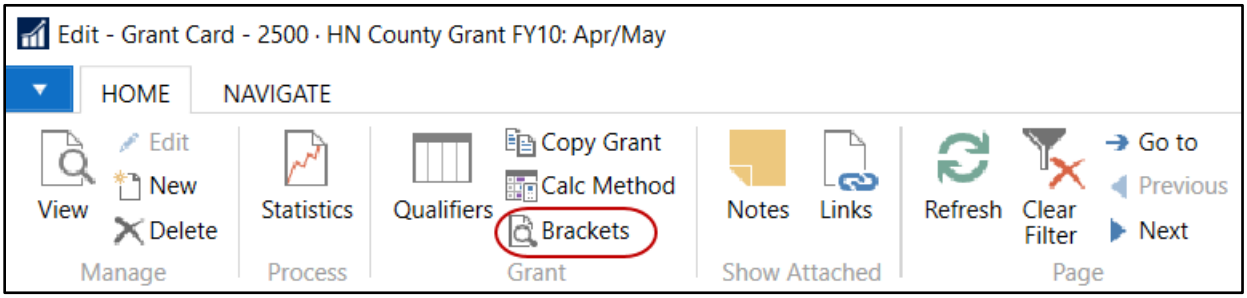


7. Click OK after entering the steps to save your selections.

Brackets

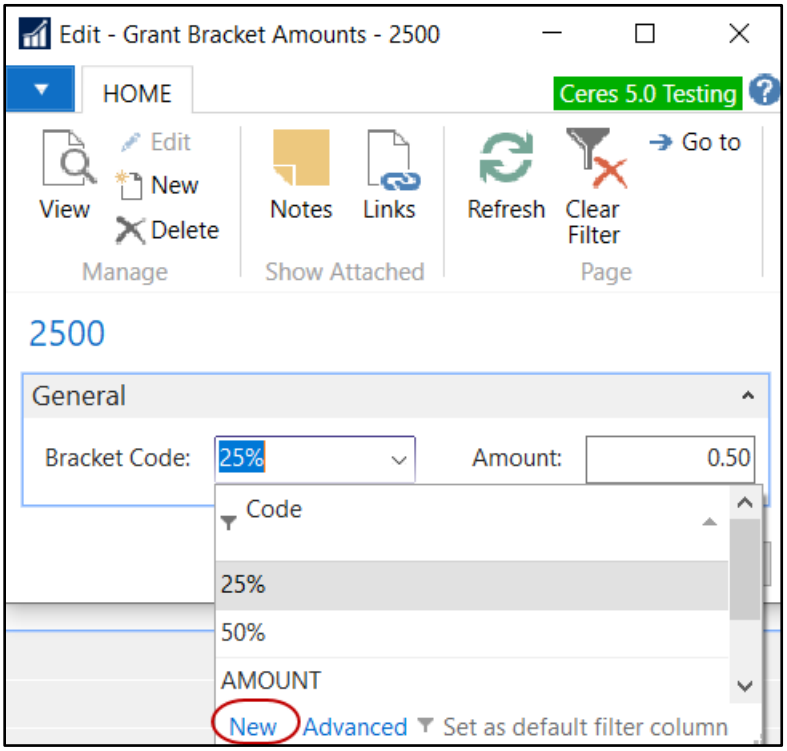
1. Another option to restrict funds fora grant is to assign a Brackets (amount or percentage). This allows for a specific amount or a percentage of a line total to be applied to a grant.

2. From the Grant Card, select Home → Grant → Brackets.

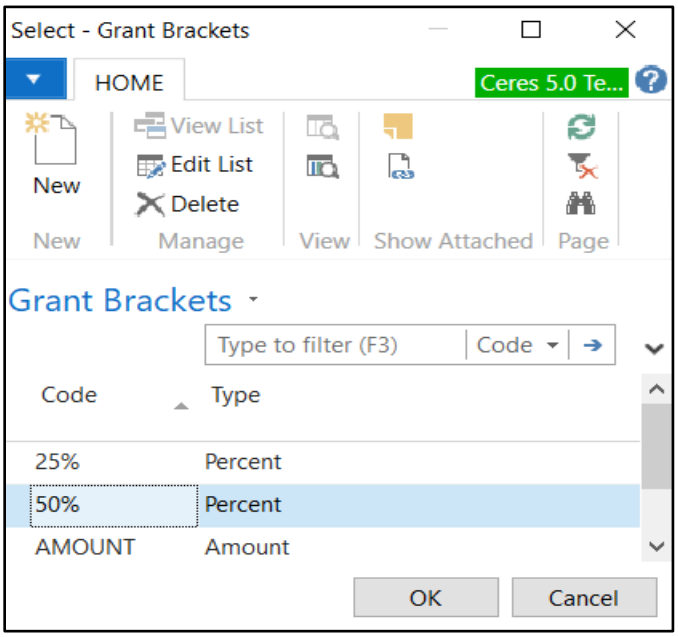


3. Enter or select a Bracket Code from the drop down options. If no Bracket Codes exist, you may need to set them up

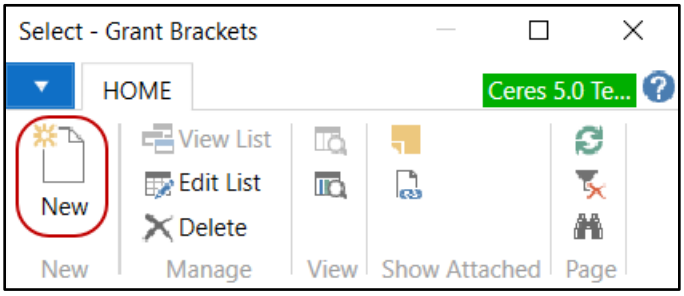
4. To set up new Bracket Codes, click on New from the drop down list.



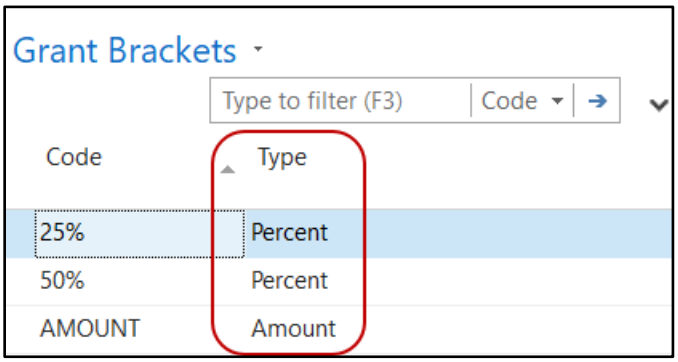
5. In the Code field, enter the name of your new Bracket Code. In the Type field, enter the Type of Bracket (Percent or Amount) Code, then click OK.



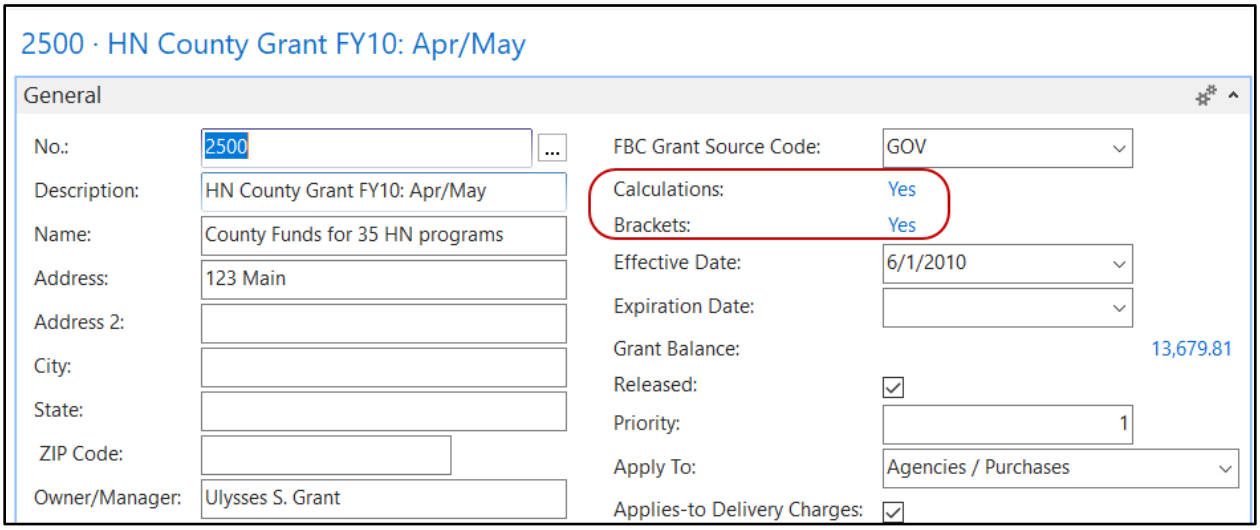
6. To add your newly created (or an existing) Bracket Code to the grant, from the Grant Bracket window, select Home→ New.



7. 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).



Note: Once calculations and/or brackets have been assigned, the grant will reflect that these are in place.

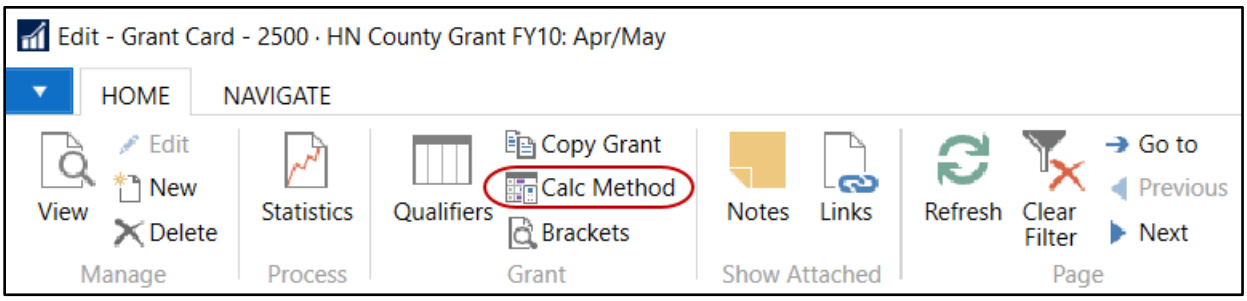


Copy Grant Method Lines

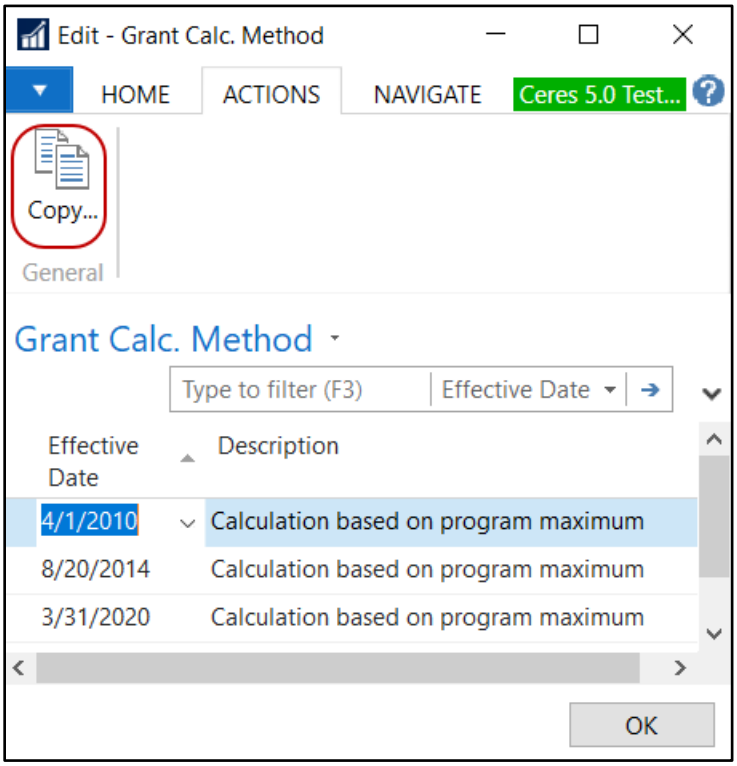
Copy Grant Method Lines is a function that allows you to copy existing Grant Method Step lines and set a new Effective Date at run-time.

Note: This function can only be run from a grant with existing Grant Calculation Method Steps and Effective Dates.

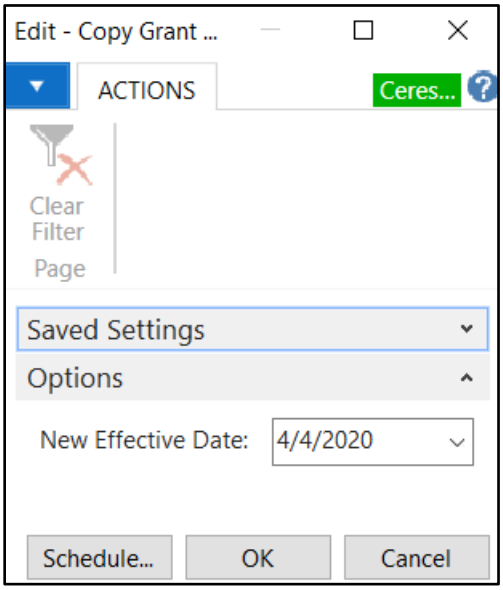
1. To run this function from the Grant Card, select Home → Calculation→ Calc Method.



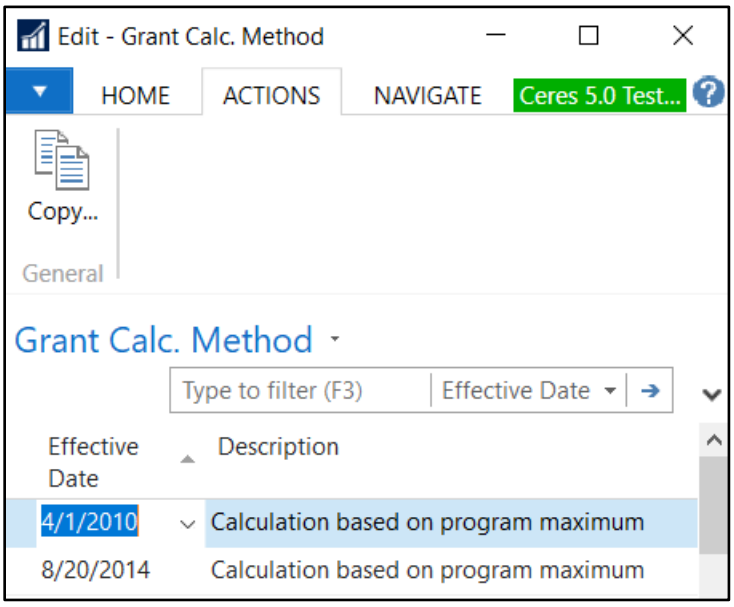
2. From the Grant Calc Method window, highlight the line you wish to copy. Select Actions → General → Copy.



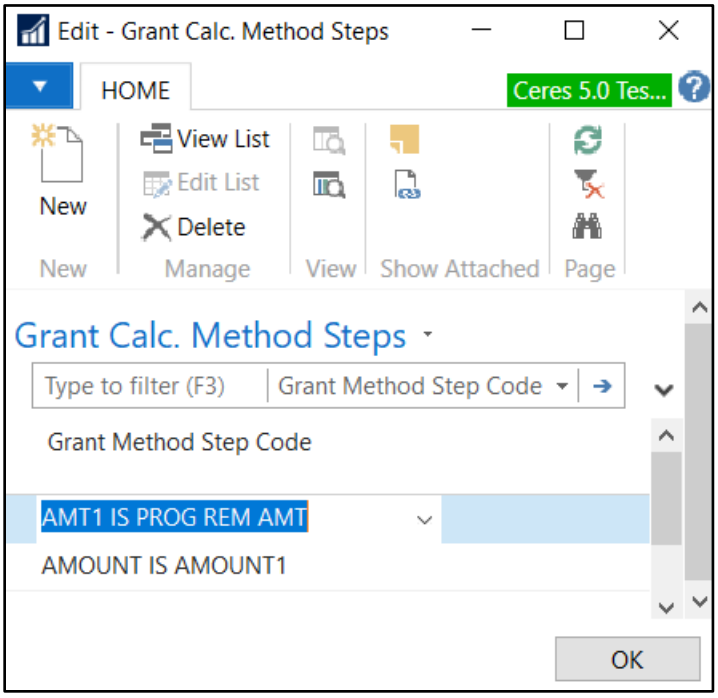
3. Enter the New Effective Date for your Grant Method Lines and click OK.



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 Calc. Method Steps on the Navigate Tab of the Ribbon.



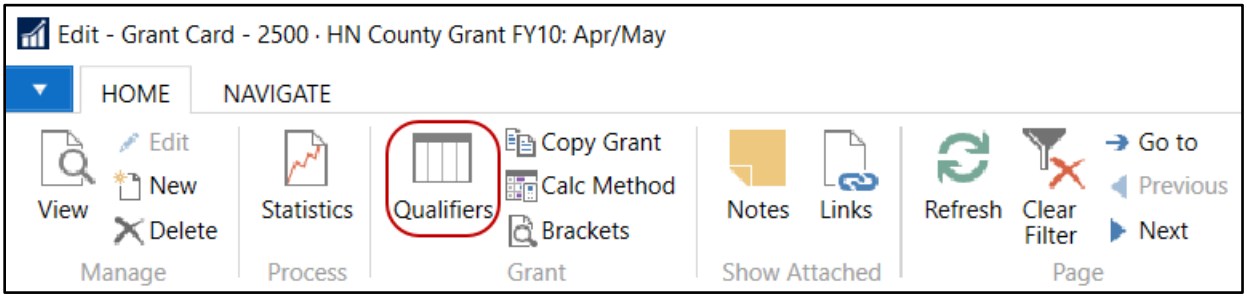
4. From the Grant Calc. Method Steps Page, make your changes to the steps for this grant.



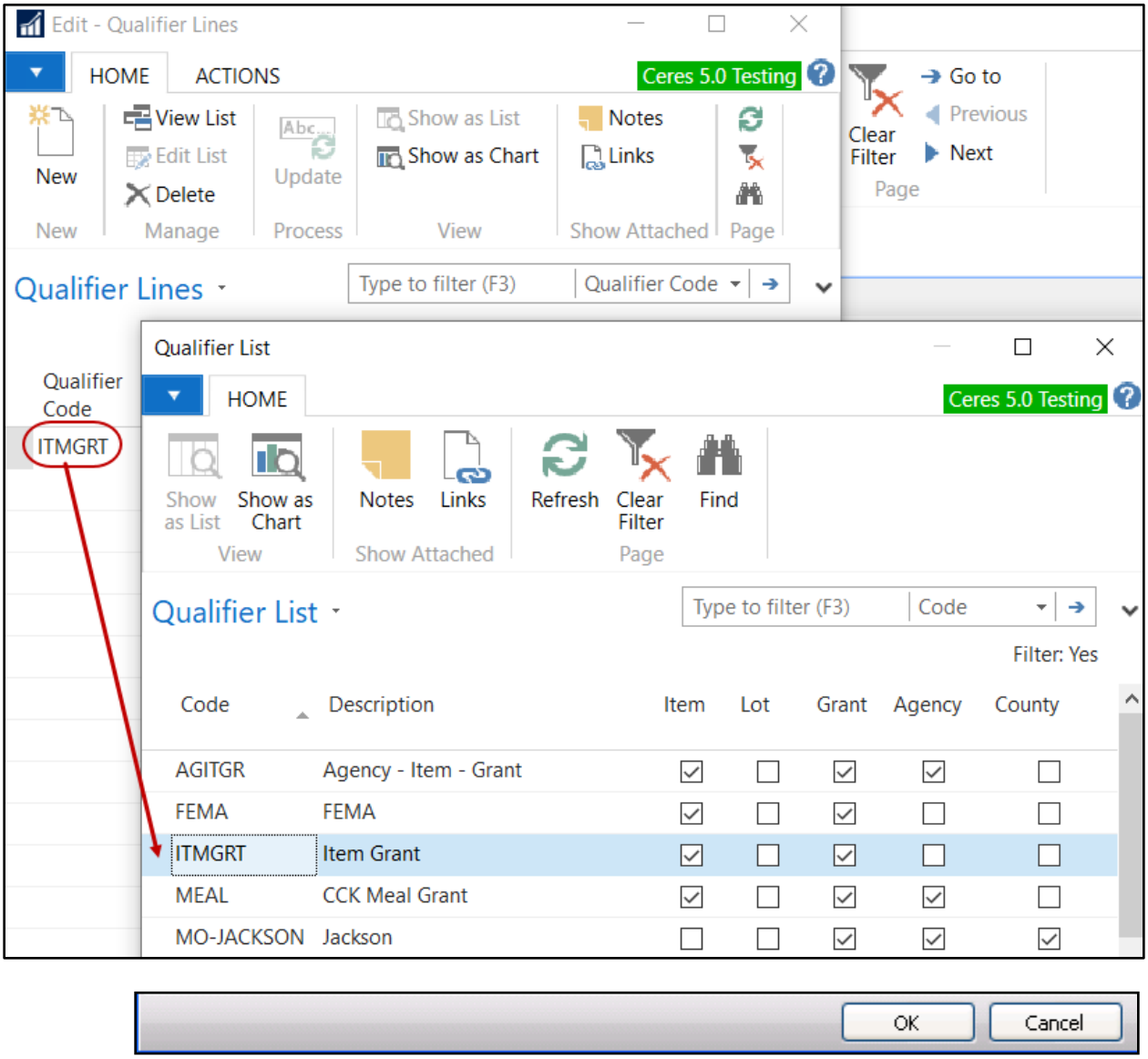
Assignment of Grant Qualifiers to the Grant

In order for the grant to apply to the appropriate document types, you must assign qualifiers to the grant. Qualifiers must have been created in the Master Qualifiers section, as previously described, that apply to grants.

1. To assign a qualifier from the Grant Card, select Home → Grant → Qualifiers.



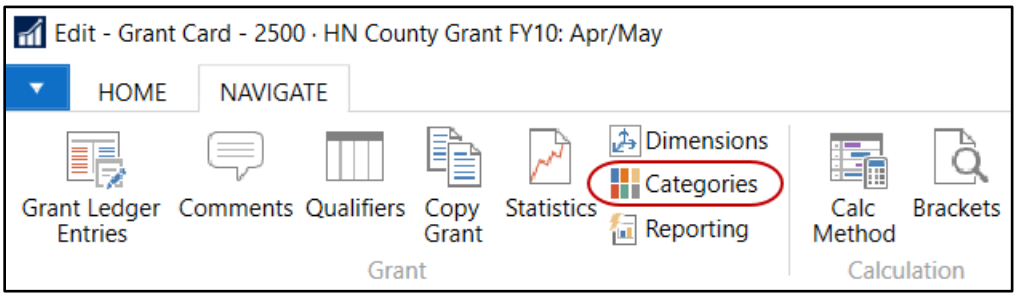
2. Use the drop-down arrow in the Qualifier Code field to select the appropriate Grant Qualifier. Only those qualifiers where the Grant column was checked will display.



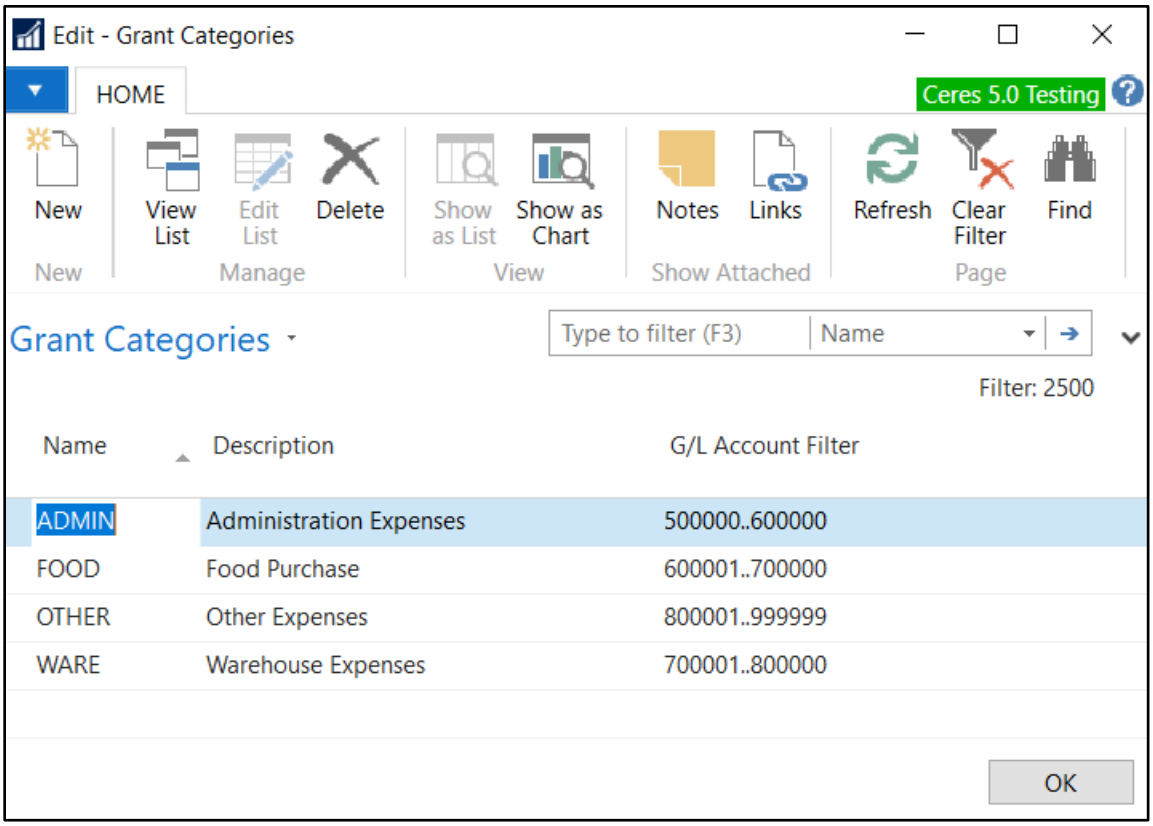
3. Select the Qualifier that applies to this Grant and click OK. Refer to the Setup o Master Qualifiers section above for more information about the types of Qualifiers that can be applied to a grant.

Assignment of Categories to the Grant

1. To assign categories from the Grant Card, select Navigate → Grant → Categories.

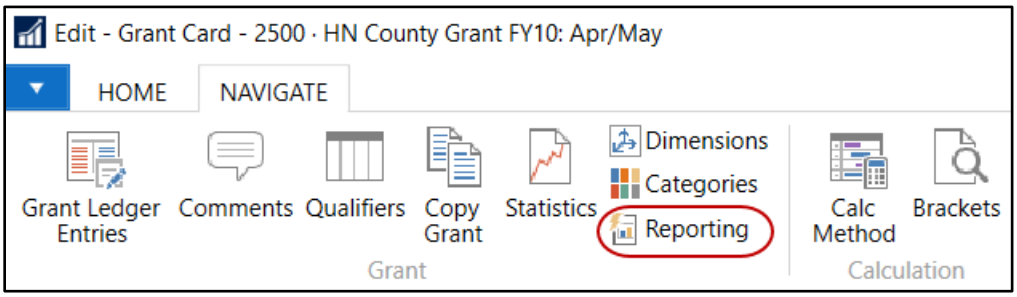


2. In the grant categories, you can assign one or more categories to the grant. Each category must have a unique name. You may specify the description for the grant category and the G/L Account Range for the grant. Currently, this information is strictly informational.

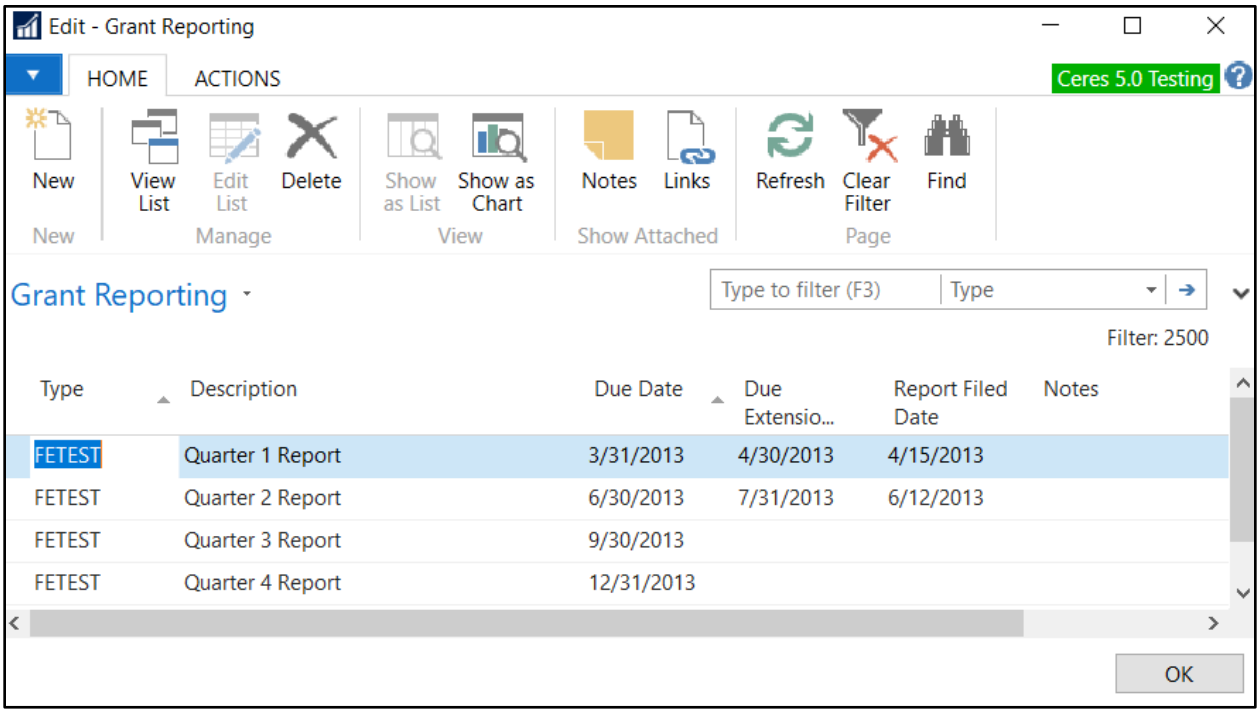


Assignment of Reporting to the Grant

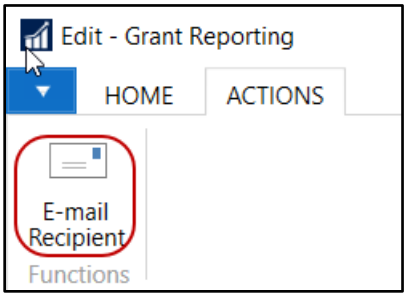
1. To assign reporting from the Grant Card, click on the Navigate → Grant → Reporting.



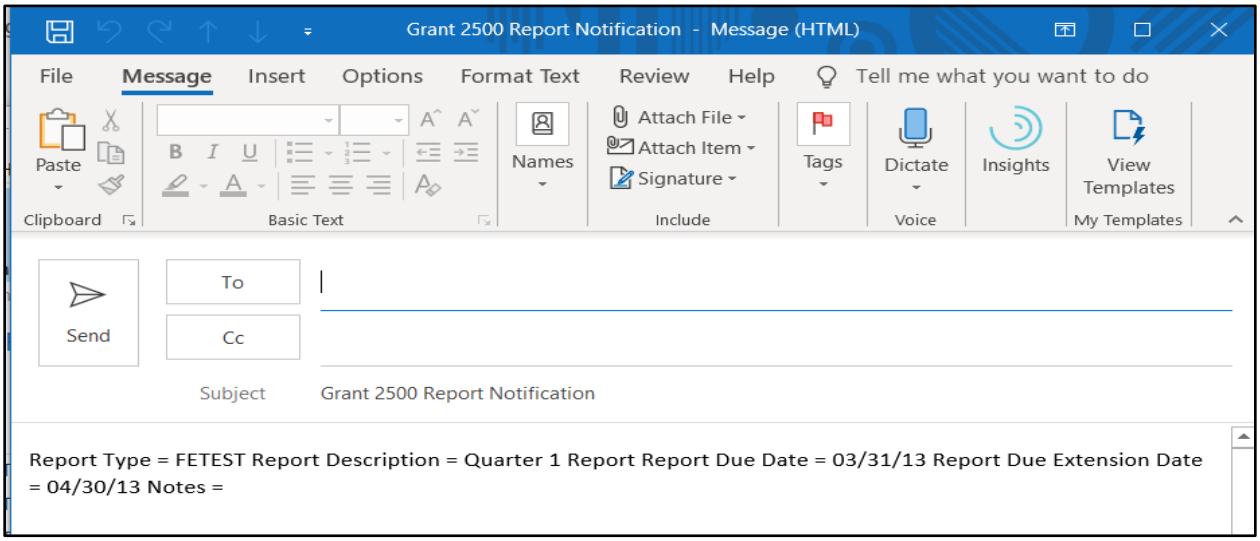
2. On the reporting page you may specify the grant reporting requirements. The available fields on the grant reporting page are the Type, Description, Due Date, Due Extension Date, Report Filed Date and Notes. This information is used when creating the reporting email.



3. To e-mail the report, click on the Actions → Function → E-Mail Recipient.



4. This will create the base email message taking information from the Grant Reporting Page using this information as the message body. Completion of the email regarding who it will be sent to and any other information is up to end-user.

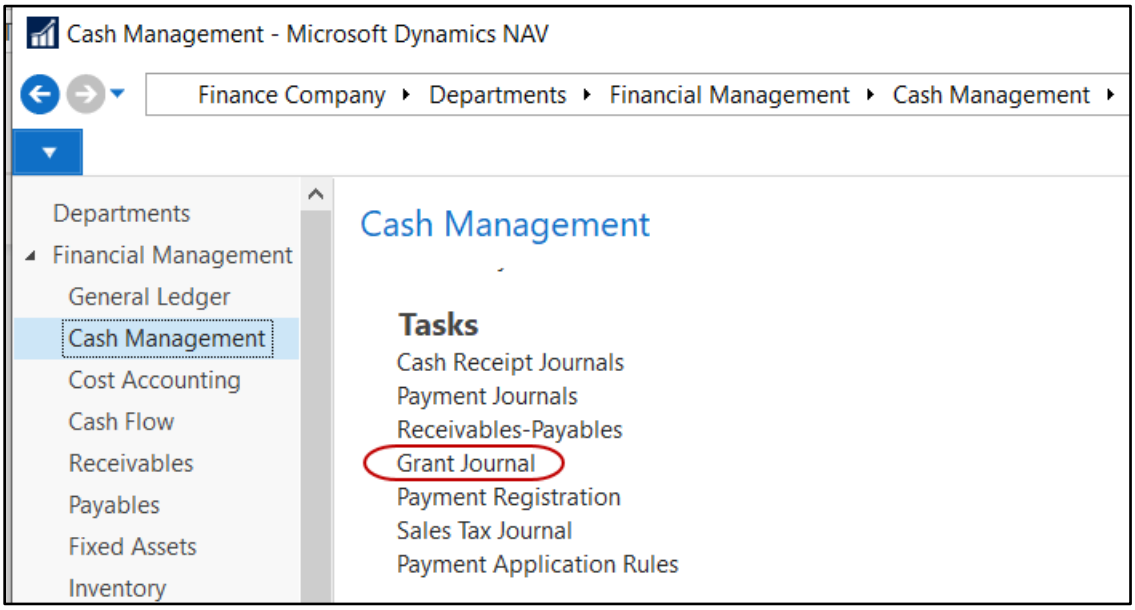


Applying payments to a Grant for specific Agency Amounts

In addition to setting up Grant Calculation Method Steps, 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. The Grant Journal is accessed from Departments → Financial Management → Cash Management → Tasks.



2. Select the Batch Name (if applicable) for your receipt.

3. Enter a Posting Date.

4. Enter the Document Type of Payment.

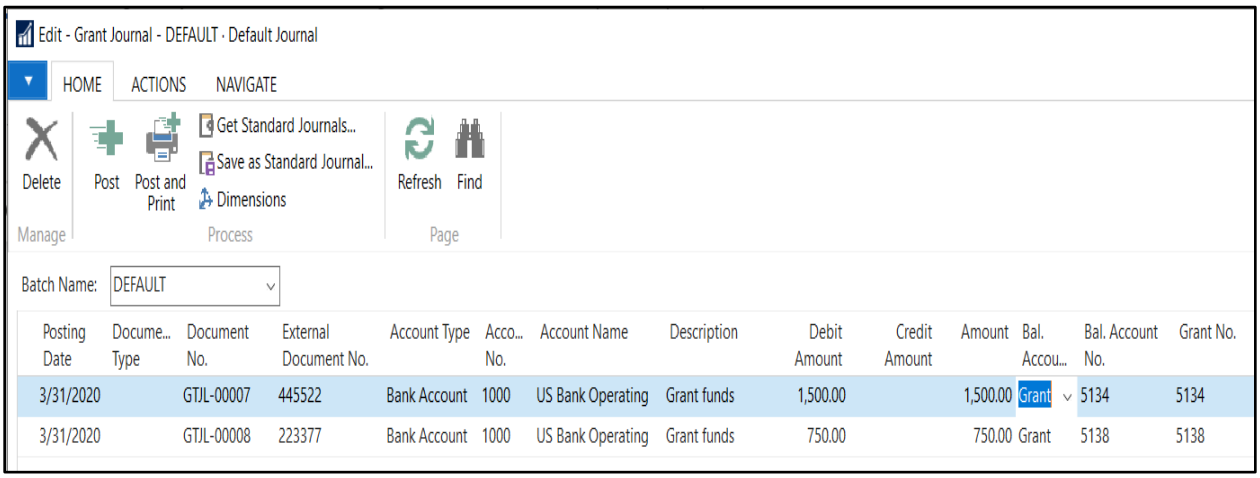
5. Enter the Document No. This could be the check number or wire transfer number, etc.

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 as shown below.



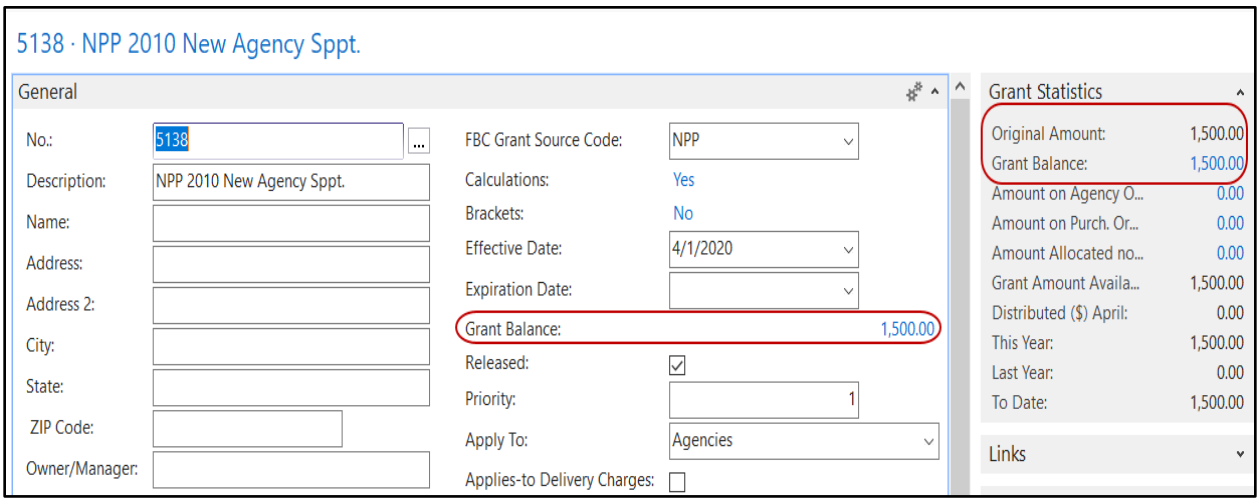
Posting Date	Docume... Type	Document No.	External Document No.	Account Type	Acco... No.	Account Name	Description	Debit Amount	Credit Amount	Amount	Bal. Accou...	Bal. Account No.	Grant No.
3/31/2020		GTJL-00007	445522	Bank Account	1000	US Bank Operating	Grant funds	1,500.00		1,500.00	Grant	5134	5134
3/31/2020		GTJL-00008	223377	Bank Account	1000	US Bank Operating	Grant funds	750.00		750.00	Grant	5138	5138

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.

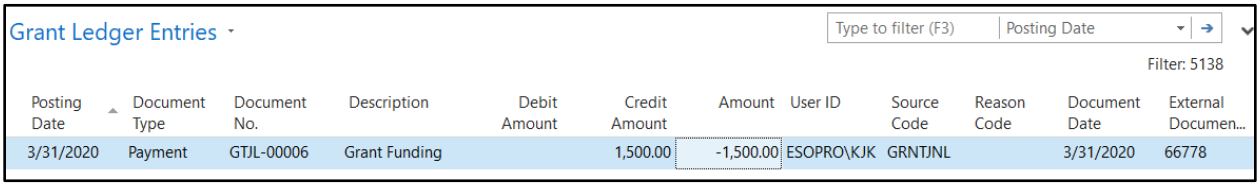
If the funds are not specific to an agency, then you may enter the credit to the grant on one line and the debit to the bank account on a separate line, or you may enter them both on one line where one is the balancing account for the other. Make sure that the Total Balance at the bottom of the Grant Journal is $0.00 before posting.

10. Click on the Home → Process →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.



12. To view the grant entries from your journal posting, select Navigate → Account → Ledger Entries. You can also drill down the Grant Balance field to view the entries.



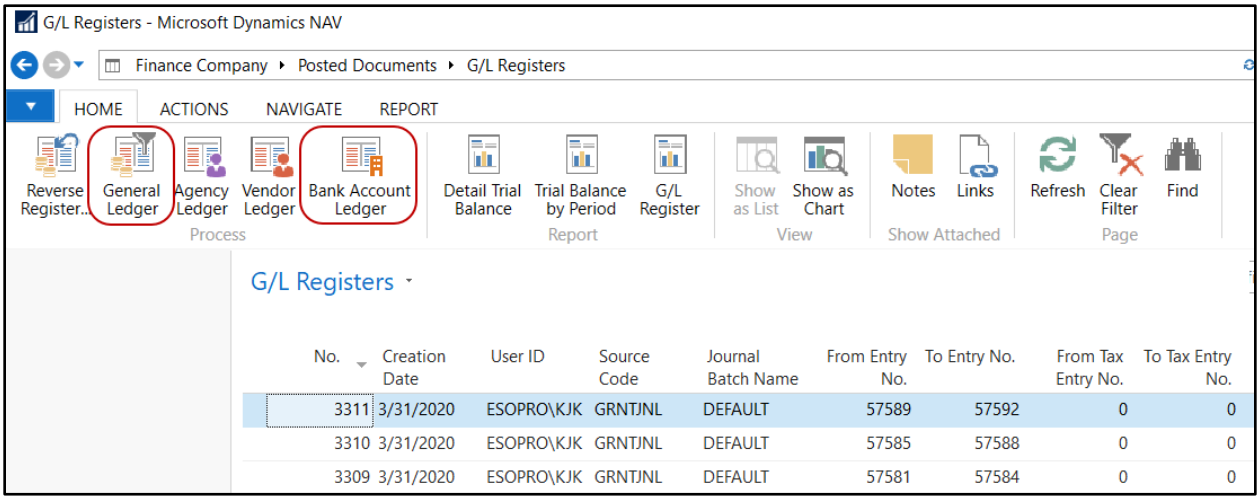
Grant Ledger Entries

Type to filter (F3) | Posting Date

Filter: 5138

Posting Date	Document Type	Document No.	Description	Debit Amount	Credit Amount	Amount	User ID	Source Code	Reason Code	Document Date	External Documen...
3/31/2020	Payment	GTJL-00006	Grant Funding		1,500.00	-1,500.00	ESOPRO\KJK	GRNTJNL		3/31/2020	66778

13. To view the general ledger entries from your journal posting, go to G/L Registers. Find the entries that were posted and then select Home → Process → General Ledger. The bank account entries can be viewed from this same Page by selecting Bank Account Ledger.



G/L Registers - Microsoft Dynamics NAV

Finance Company ▸ Posted Documents ▸ G/L Registers

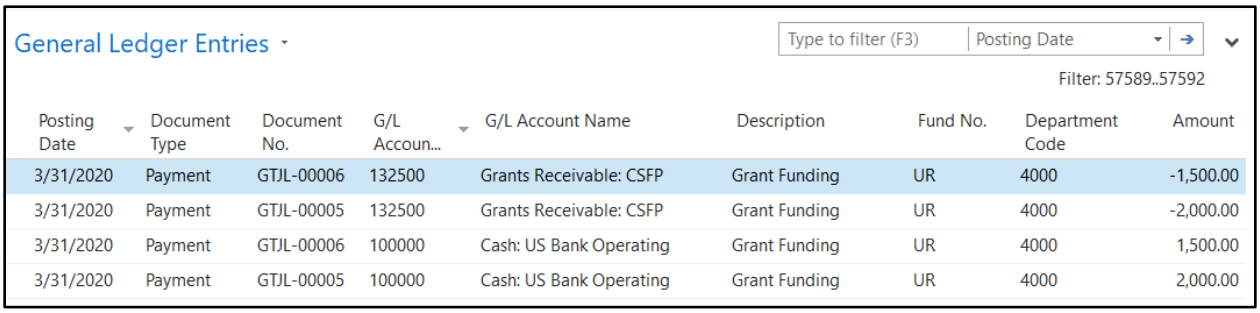
HOME | ACTIONS | NAVIGATE | REPORT

Reverse Register... | General Ledger | Agency Ledger | Vendor Ledger | Bank Account Ledger | Detail Trial Balance | Trial Balance by Period | G/L Register | Show as List | Show as Chart | Notes | Links | Refresh | Clear Filter | Find

Process | Report | View | Show Attached | Page

G/L Registers

No.	Creation Date	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	From Tax Entry No.	To Tax Entry No.
3311	3/31/2020	ESOPRO\KJK	GRNTJNL	DEFAULT	57589	57592	0	0
3310	3/31/2020	ESOPRO\KJK	GRNTJNL	DEFAULT	57585	57588	0	0
3309	3/31/2020	ESOPRO\KJK	GRNTJNL	DEFAULT	57581	57584	0	0

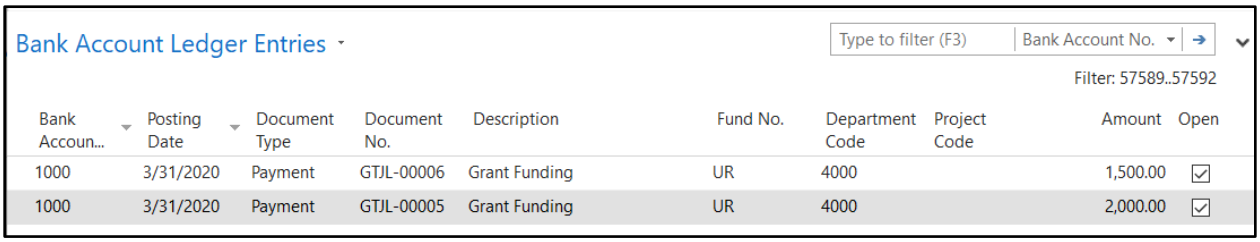


General Ledger Entries

Type to filter (F3) | Posting Date

Filter: 57589..57592

Posting Date	Document Type	Document No.	G/L Accoun...	G/L Account Name	Description	Fund No.	Department Code	Amount
3/31/2020	Payment	GTJL-00006	132500	Grants Receivable: CSFP	Grant Funding	UR	4000	-1,500.00
3/31/2020	Payment	GTJL-00005	132500	Grants Receivable: CSFP	Grant Funding	UR	4000	-2,000.00
3/31/2020	Payment	GTJL-00006	100000	Cash: US Bank Operating	Grant Funding	UR	4000	1,500.00
3/31/2020	Payment	GTJL-00005	100000	Cash: US Bank Operating	Grant Funding	UR	4000	2,000.00



Bank Account Ledger Entries

Type to filter (F3) | Bank Account No.

Filter: 57589..57592

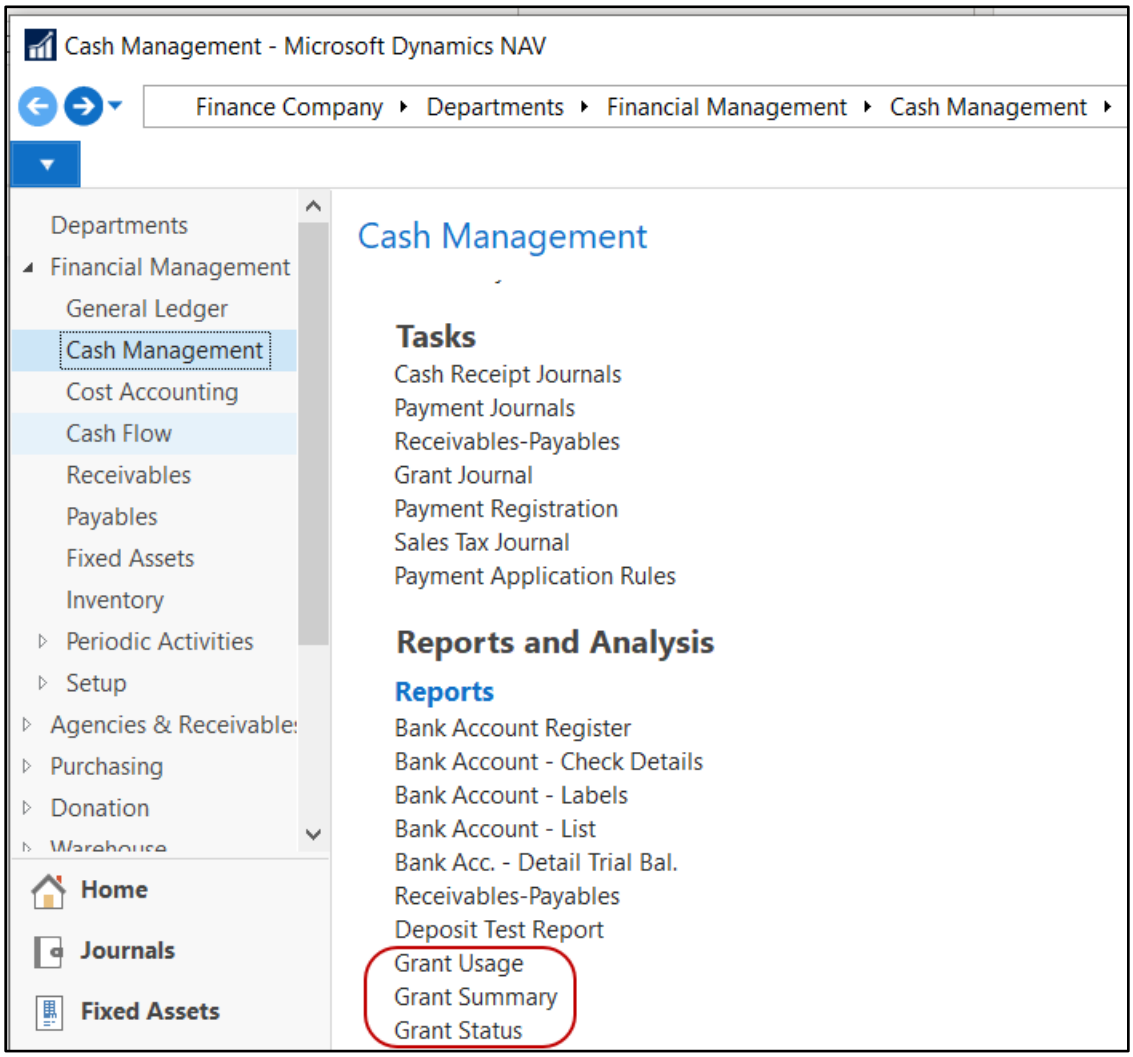
Bank Accoun...	Posting Date	Document Type	Document No.	Description	Fund No.	Department Code	Project Code	Amount	Open
1000	3/31/2020	Payment	GTJL-00006	Grant Funding	UR	4000		1,500.00	☑
1000	3/31/2020	Payment	GTJL-00005	Grant Funding	UR	4000		2,000.00	☑

Grant Usage on Purchase Documents and Agency Orders

The application/usage of grants on purchase documents and agency documents is described in the Purchase Orders and Invoices with Grants, and Agency Orders with Grants Procedure Documents.

Grant Reporting

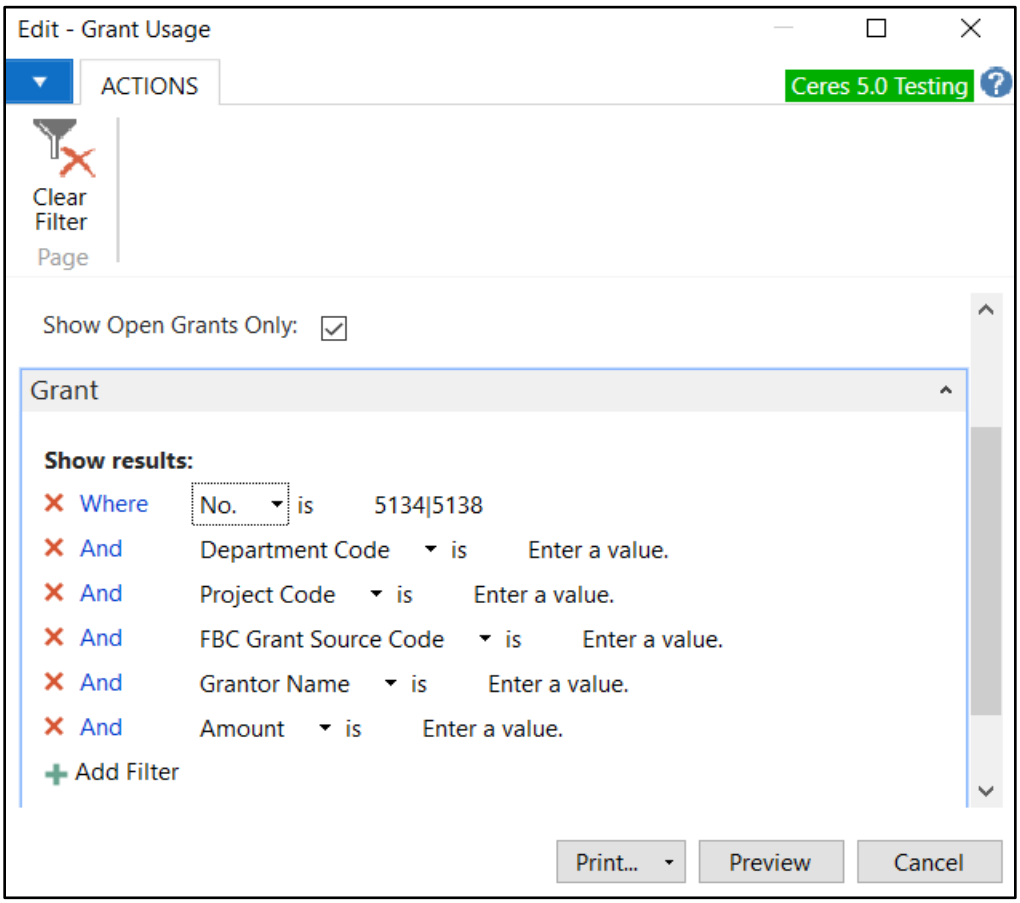
Grant Reports help you determine how funds have been assigned and used for specified grants. The three reports are found under Departments → Financial Management → Cash Management → Reports & Analysis.



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. In the below example, the report is filtered for specific grants.



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

Grant Usage 3/31/2020 12:25 PM
Ceres 5.0 Testing Page 1
ESOPRO\KJK

No.: 5134|5138

No.	Description	Effective Date	Expiration Date	Credit Amount	Debit Amount	Allocated not Paid	Amount on Purchases	Agency Orders Amt	Remaining Amount
5134	NPP 2009 New Agency Sppt.	3/11/2010		2,000.00	0.00	0.00	0.00	0.00	2,000.00
5138	NPP 2010 New Agency Sppt.	4/1/2020		1,500.00	0.00	0.00	0.00	0.00	1,500.00
	Report Total			**3,500.00**	**0.00**	**0.00**	**0.00**	**0.00**	**3,500.00**

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

Grant Usage 3/31/2020 12:27 PM
Ceres 5.0 Testing Page 1
ESOPRO\KJK

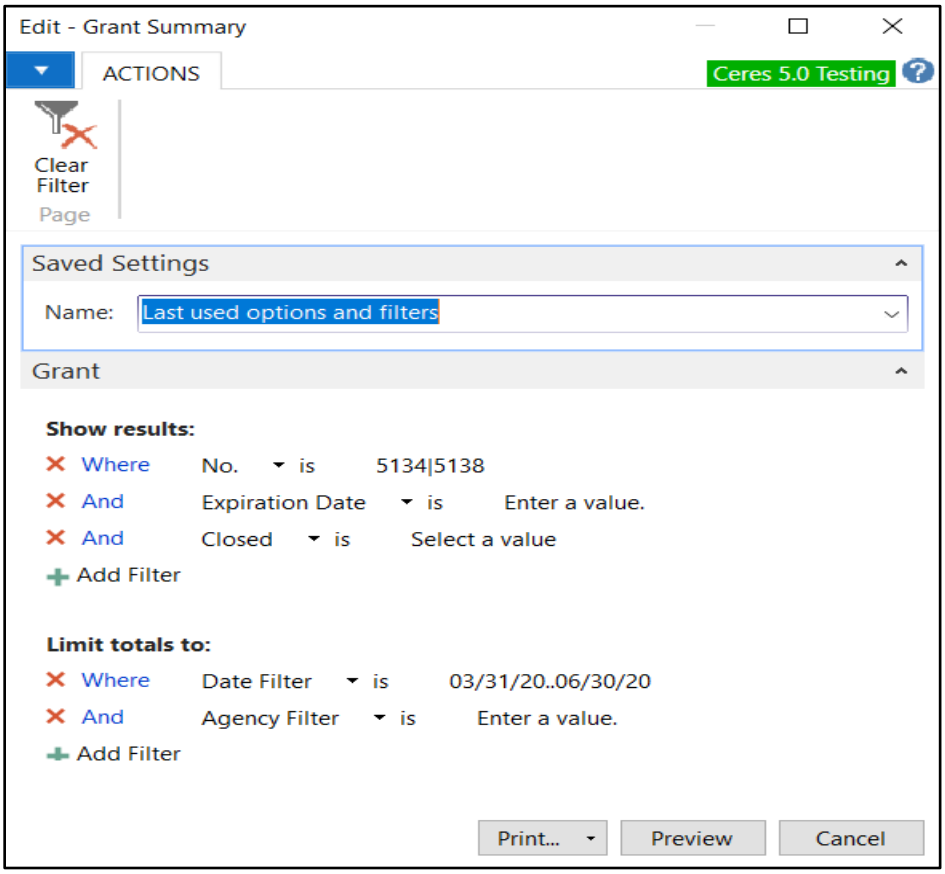
No.	Description	Effective Date	Expiration Date	Credit Amount	Debit Amount	Allocated not Paid	Amount on Purchases	Agency Orders Amt	Remaining Amount
2500	HN County Grant FY10: Apr/M	6/1/2010		29,221.62	3,374.92	12,166.89	0.00	1,858.05	11,821.76
2501	HN County Grant FY10 - June	6/1/2010		7,050.00	1,600.00	0.00	0.00	176.10	5,273.90
2505	HN County Grant FY10 - Oct.	10/1/2010		1,720.00	1,520.00	0.00	0.00	0.00	200.00
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 FY20 - Dec.	8/21/2019		7,000.00	1,325.00	0.00	0.00	0.00	5,675.00

4. 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.

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



2. Check Print or Preview to review your results.

Grant Summary 3/31/2020 12:32 PM
Finance Company Page 1
ESOPRO\KJK

No.: 5134|5138, Date Filter: 03/31/20..06/30/20

No.	Name	Expiration Date	Initial Grant	Total Adjustments	Total Grant	Used to	Amt. On Orders	Avail.
5134	**NPP 2009 New Agency Sppt.**							
			0.00	2,000.00	2,000.00	0.00	0.00	2,000.00
	Grant Totals:		**0.00**	**2,000.00**	**2,000.00**	**0.00**	**0.00**	**2,000.00**
5138	**NPP 2010 New Agency Sppt.**							
			1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
	Grant Totals:		**1,500.00**	**0.00**	**1,500.00**	**0.00**	**0.00**	**1,500.00**
Report Totals:			**1,500.00**	**2,000.00**	**3,500.00**	**0.00**	**0.00**	**3,500.00**

5. If a Grant No. filter is used, then all grants will be displayed based upon other filters entered at run-time.

Grant Summary 3/31/2020 12:33 PM
Finance Company Page 1
ESOPRO\KJK

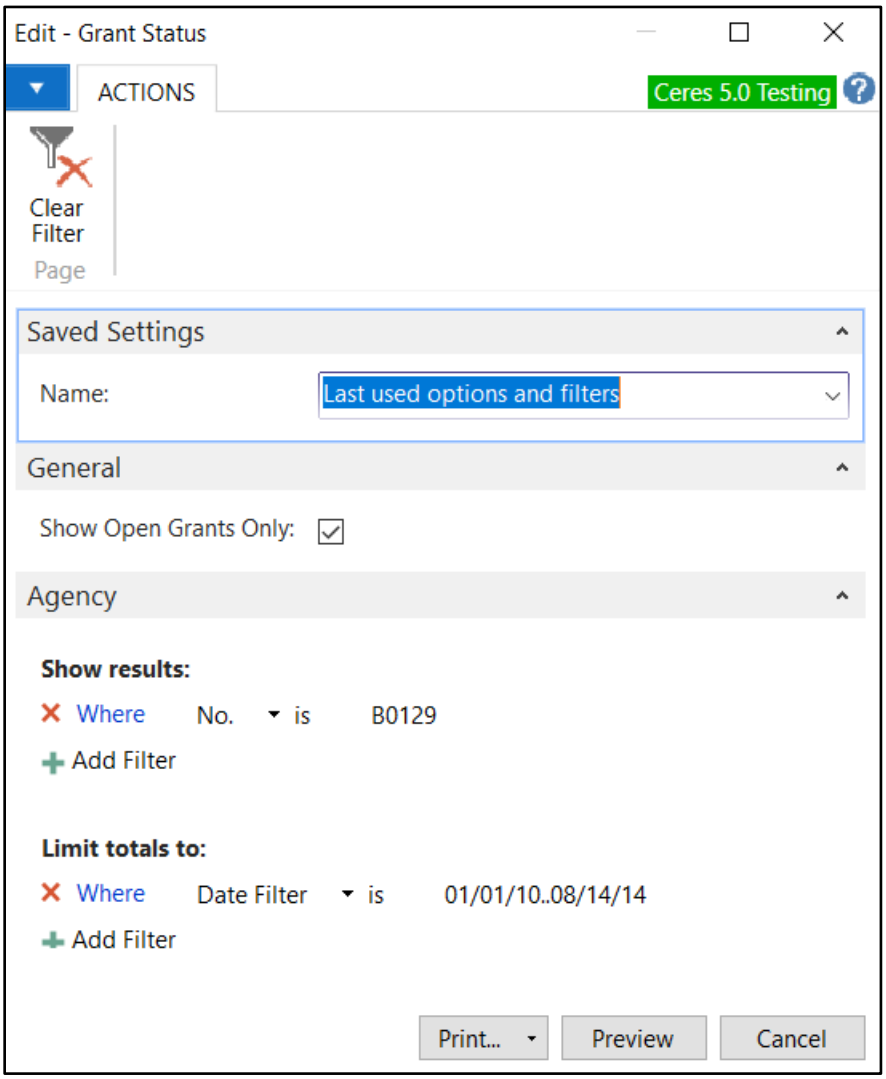
Date Filter: 03/31/20..06/30/20

No.	Name	Expiration Date	Initial Grant	Total Adjustments	Total Grant	Used to	Amt. On Orders	Avail.
2500	**HN County Grant FY10: Apr/May**							
			0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
A0442	Synergy Services-2		0.00	0.00	0.00	0.00	817.83	-817.83
B0129	Safehome, Inc.		0.00	0.00	0.00	0.00	619.52	-619.52
B0310	Newhouse, Inc.		0.00	0.00	0.00	0.00	407.92	-407.92
B0558	Hope House, Inc.		0.00	0.00	0.00	0.00	12.78	-12.78
	Grant Totals:		**0.00**	**1,000.00**	**1,000.00**	**0.00**	**1,858.05**	**-858.05**
2501	**HN County Grant FY10 - June**							
A0592	TLC For Children and		0.00	0.00	0.00	0.00	126.10	-126.10
B0129	Safehome, Inc.		0.00	0.00	0.00	0.00	50.00	-50.00
	Grant Totals:		**0.00**	**0.00**	**0.00**	**0.00**	**176.10**	**-176.10**

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 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.



2. In the below example, all grants for agency B0129 for the date range of 01/01/10 through 08/21/14 display.

Grant Status 8/21/2014 6:39 AM
Finance Company Page 1
SWPROS\RXF

No.: B0129, Date Filter: 01/01/10..08/21/14

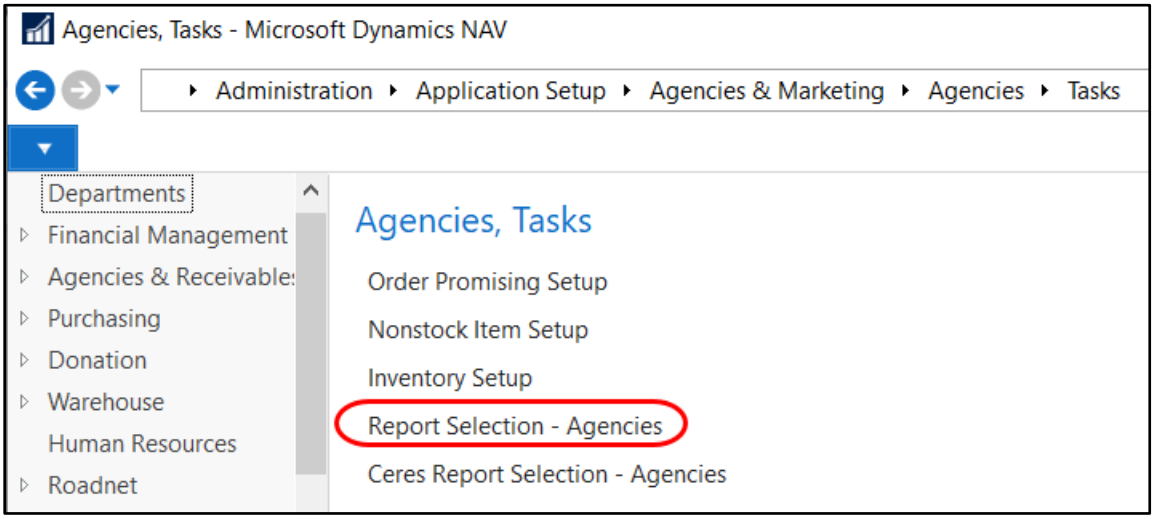
No.	Name	Expiration Date	Initial Grant	Total Adjustments	Total Grant	Used to Date	Amt. On Orders	Avail. Balance
B0129	Safehome, Inc.							
2500	HN County Grant FY10: Apr/May		1,000.00	0.00	1,000.00	-5,186.66	33.94	6,152.72
2507	HN County Grant FY10 - Dec.		0.00	0.00	0.00	-500.00	0.00	500.00
9032	Misc. 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 dates of 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.

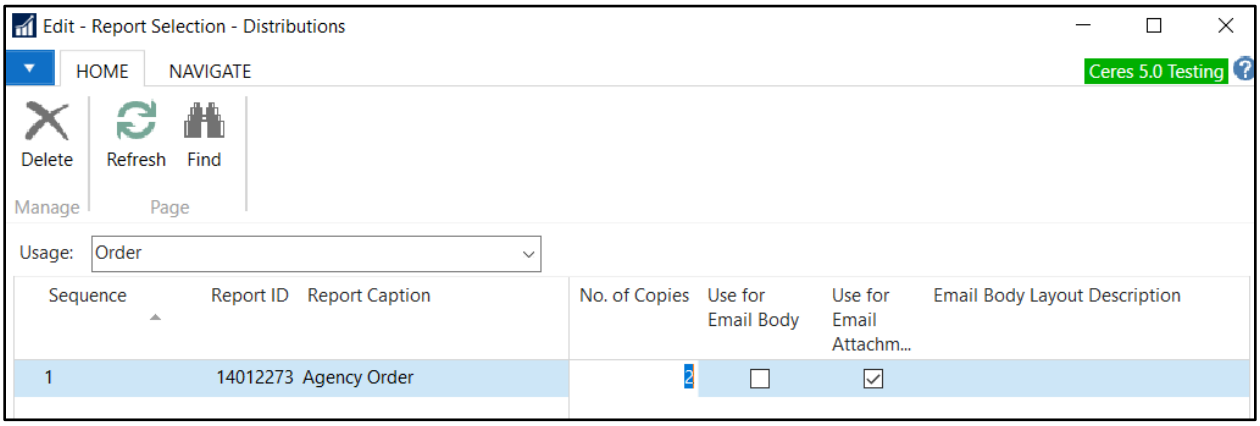
Agency Order and Agency Invoice Reports

Different reports can be linked to setup to print grant details or grant summaries on the Agency Order and Agency Invoice Reports, such as Report 14102574 – Agency Invoice Grant/VAP.

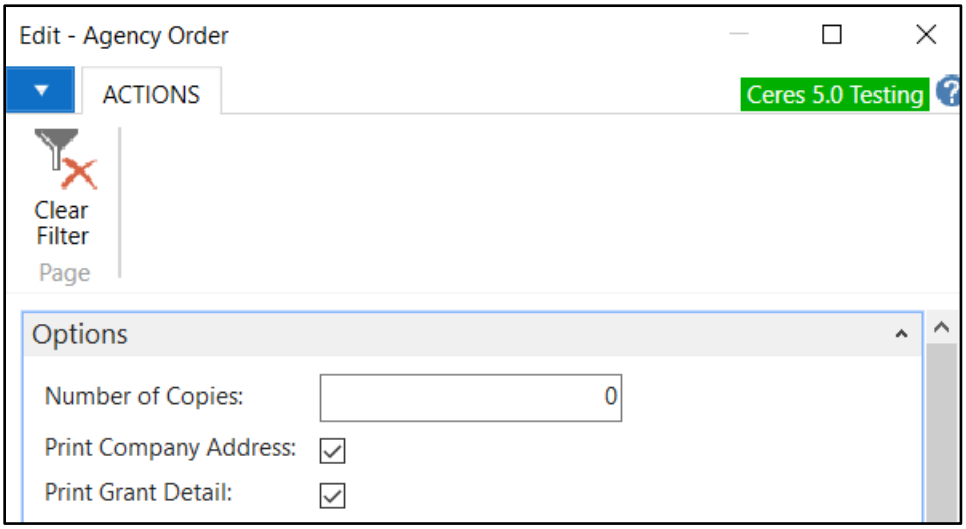
1. To set one of the reports as the default, go to Departments → Administration → Application Setup → Agencies & Marketing → Agencies → Tasks →Report Selection – Agencies.



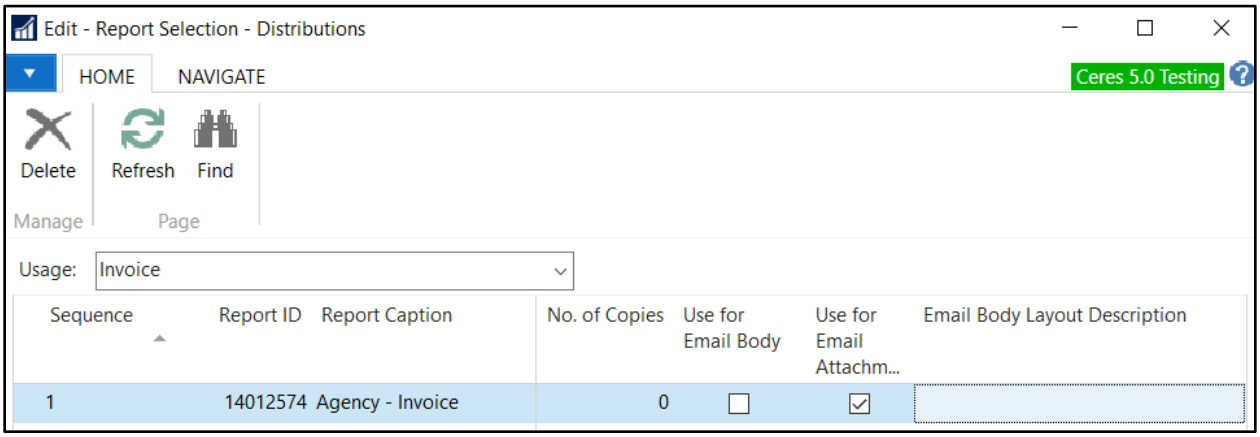
2. To link an Agency Order Report, select Order in the Usage field from the Report Selection – Distributions Page. Move down to the lines and input 14012273 (Agency Order) in the Report Id field. Then click OK.



3. When you print this report, it will include the grant amounts on the order. To include the food bank address and the Grant Detail, check the boxes on the Options FastTab.



4. To link an Agency Invoice Report, select Invoice in the Usage field from the Report Selection – Distributions Page. Move down to the lines and input 14012533 (Agency Invoice w/Grant Det.) or 14012574 (Agency Invoice Grant/VAP Det. in the Report Id field. Then click OK.

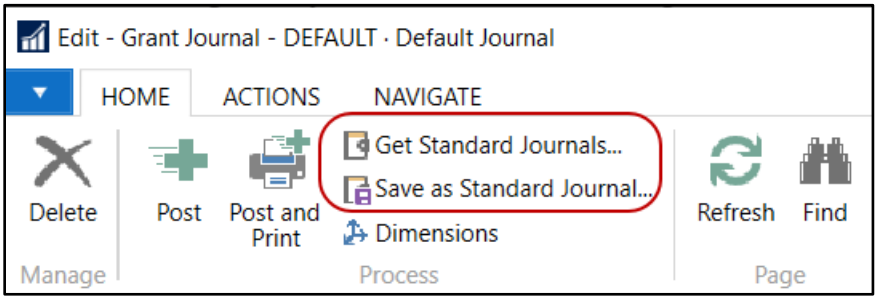


Standard Grant Journals

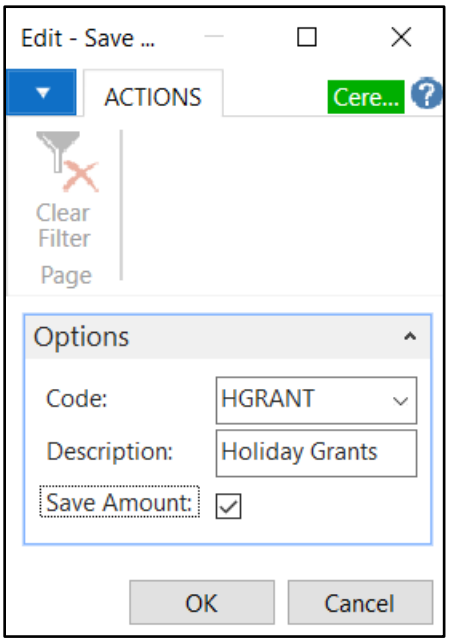
In many cases the allocation of grant monies to agencies is the same for additional grants. The standard grant journals allow for the creation and storing of the standard grant journals to streamline the entry of future grant journals.

1. Standard grant journals can be accessed from Departments → Financial Management → Cash Management → Grant Journals.

2. On the Home Tab of the Grant Journal Page, there are Save as Standard Journal, and Get Standard Journal options. Complete the grant journal as needed. Prior to posting the grant journal click on Save as Standard Journal to save a copy of the grant journal just entered.

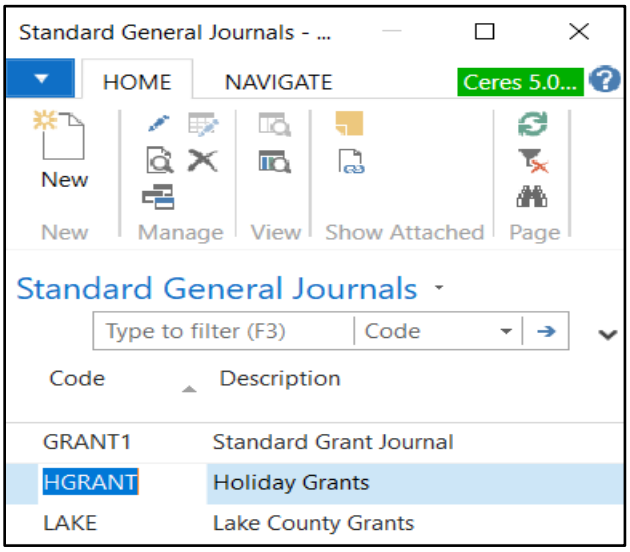


3. The Save as Standard Gen. Journal Page will open and prompt you for a Code, Description and whether the amounts are to be saved as well. If you wish to retain the amounts as well check the Save Amount box, otherwise only the journal structure will be saved, and the amounts saved will be zero.

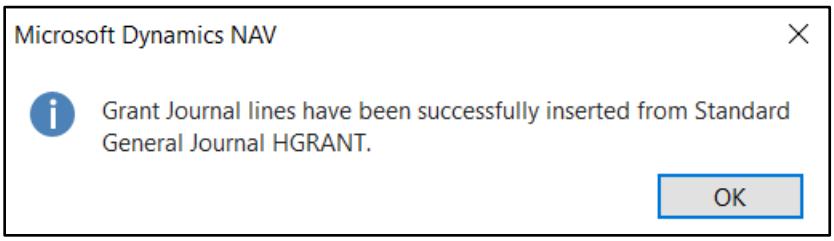


4. Once you have saved your standard grant journals, they can be used any time in the future by recalling them into the grant journal via the Get Standard Journal function. Begin with a clear grant journal page and select Get Standard Journal.

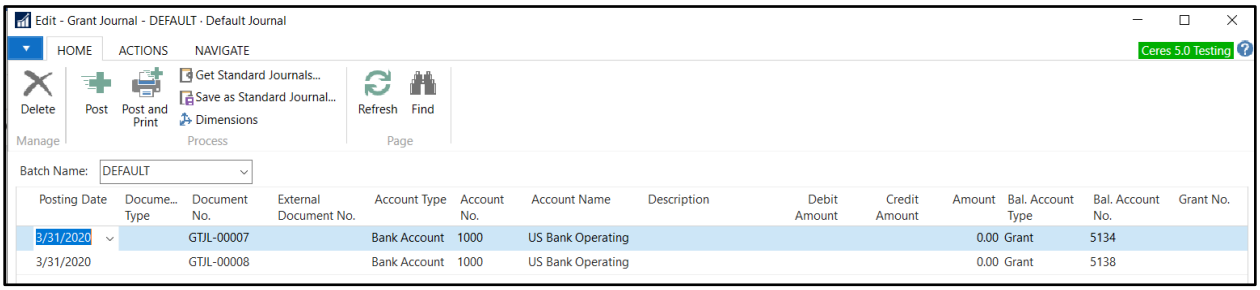
5. Ceres will open the Get Standard Journal Page where you may select the desired journal and click OK.



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



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



8. 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 with Grants
6. Purchase Order and Invoices with Grants