

## Grants Management WorkCenter

WorkCenters provide a centralized place where you can access frequently used pages, queries, processes, and reports. Options that you see in the WorkCenter depend on your security roles. You may see more or fewer options than shown in this guide.

The following Grants WorkCenter sections are covered in this Quick Reference Guide:

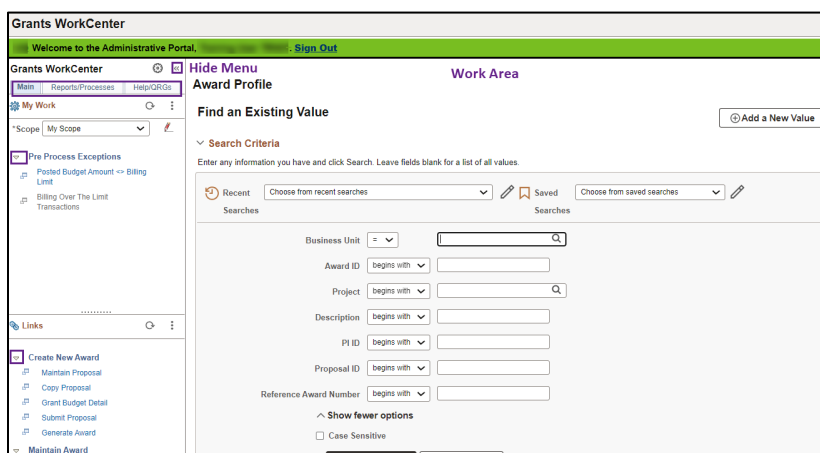
- **My Work:** Resolve Exceptions
- **Links:** Access Frequently Used pages
- **Reports/Processes:** - Run Reports, Processes or Queries
- **Help/QRGs:** View Quick Reference Guides and SWIFT Help Desk Contact Information

## Access the Grants WorkCenter

1. Navigate to the **Grants WorkCenter**.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Grants Management, Grants WorkCenter.

2. The Grants WorkCenter displays with the Award Profile page opened in the Work Area by default, on the right side page.



- The left menu includes the Main, Reports/Processes, and Help/QRGs tabs
- Select the **Expand/Collapse** drop-down arrow to hide or see options in the left menu.
- Select the **Hide Menu** button to hide the left menu.

## My Work: View Exceptions

1. The My Work section on the **Main** tab includes the Pre Process Exceptions inquiries described below. If the inquiry name is greyed out, no exceptions were found.

My Works Inquiry	Description
<b>Posted Budget Amount &lt;&gt; Billing Limit</b>	Provides a listing of active grants and shows exceptions where the “Posted Budget Amount” of an award does not equal the billing limit for the post award contract.
<b>Billing Over The Limit Transactions</b>	Lists grant transactions that are over the contract limit (Analysis Type: “OLT”).

- When you select an inquiry, information is displayed on the General and Detail tabs.
- Select the **Show All Columns** icon to see all of the fields.
- Use the Arrows or **View** link on the right side to scroll through the rows of data.

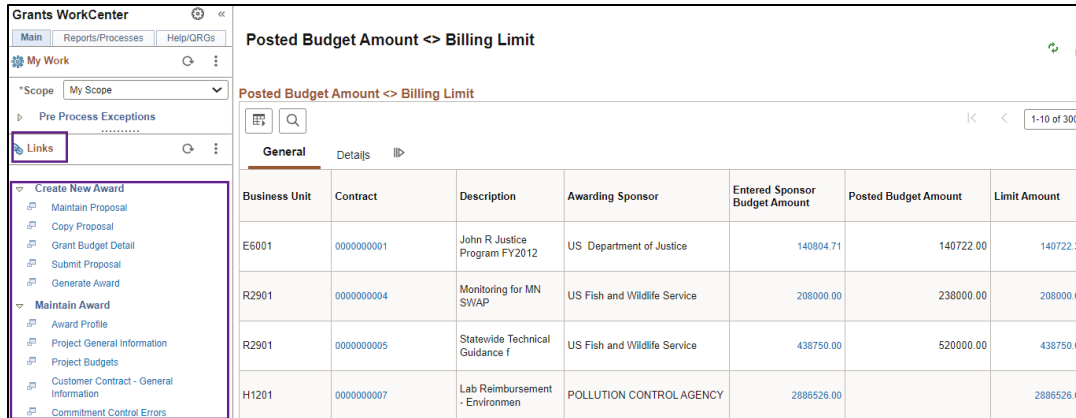
The screenshot shows the 'Grants WorkCenter' interface. The main content area displays the 'Posted Budget Amount <> Billing Limit' inquiry. A table lists the following data:

Business Unit	Contract	Description	Awarding Sponsor	Entered Sponsor Budget Amount	Posted Budget Amount	Limit Amount	Currency
E6001	0000000001	John R. Justice Program FY2012	US Department of Justice	140804.71	140722.00	140722.35	USD
R2901	0000000004	Monitoring for MN SWAP	US Fish and Wildlife Service	208000.00	238000.00	208000.00	USD

## Links: Access Frequently Used pages

The Links section includes links to frequently used pages. Expand the folders listed below to access the pages:

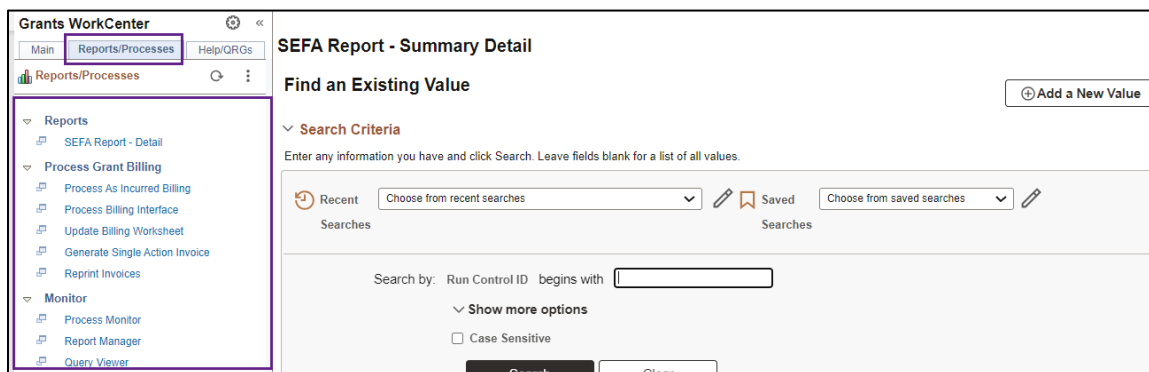
- **Create New Award:** Maintain Proposal, Copy Proposal, Grant Budget Detail, Submit Proposal, and Generate Award pages.
- **Maintain Award:** Award Profile, Project General Information, Project Budgets, Customer Contract—General Information, and Commitment Control Errors.



## Reports/Processes: Run Reports, Processes or Queries

The Reports/Processes tab includes reports, processes, or queries for grants. The **Reports/Processes** section includes the following options:

Reports/Processes Section	Description
<b>Reports</b>	Run the “Schedule of Expenditures of Federal Awards (SEFA) report. Refer to the <a href="#">Run SWIFT SEFA Report</a> Quick Reference Guide for instructions.
<b>Process Grant Billing</b>	For use by agencies that process grant bills for reimbursement only. Refer to the <a href="#">Process Grant Bills for Reimbursement</a> Quick Reference Guide for instructions
<b>Monitor</b>	Access the Process Monitor, Report Manager, and Query Viewer.



The **Queries** section includes links to queries related to grant processing.

- When you select a query, the parameter page displays on the right where you can enter parameters and run the query.
- You can also access the Query Viewer page to run your favorite queries or search for any available query. The page is available in the Monitor folder under the Reports/Processes section.



## Help/QRGs: View Quick Reference Guides and Help Desk Contact Information

The Help/QRGs tab provides access to Quick Reference Guides (QRGs) and SWIFT Help Desk contact information on the Left Menu. When you select a QRG, the pdf displays in a new window.

