SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Manage Grants for Grant Makers

A grant is a class of contract which provides the transfer of cash or something of value to a recipient to support a public purpose authorized by law. Agencies must encumber grant funds in SWIFT prior to the execution of the grant agreement. One of the benefits of using SWIFT to enter grants is that transaction information for this grant can be viewed in several of the modules used in SWIFT.

This guide lists the steps and SWIFT modules used by grant makers to encumber and manage funds using SWIFT. It also describes how to code the transaction as a grant in each of these modules.

SWIFT Module	Purpose of SWIFT module for Grant Making
Supplier Contracts	The Department of Administration's Office of State Procurement (OSP) considers grants to be a class of contracts. Use this module to enter the grant as a contract in SWIFT. - Use the Grant Category Code of "84101501" - Use the Document Type of "Grant Contracts" - Use the Contract Type of "GRK"
Purchase Orders	Use this module to encumber grants. - Use the Grant Category Code of "84101501" - Use "KEO" for the Purchase Order Document Type. - Use "441XXX" Account Codes with "grant" in the description
Accounts Payable	Use this module to pay the grantee. Use "441XXX" Account Codes with "grant" in the description
Receipts (Recommended/ Not Required)	Many agencies also use this module to track what has been received against a purchase order.

Step 1: Enter and manage the grant in the Supplier Contracts module

Use the Supplier Contracts module to record and create a contract document. Use a related purchase order to set up the encumbrance for the grant.

SUGGESTION: OSP suggests that agencies set the Supplier Contract with "PLACEHOLDR" as the supplier. Then, you can encumber multiple purchase orders against it.

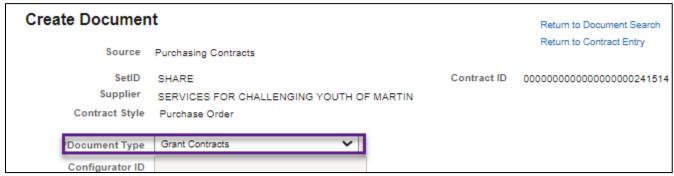1. Access the **Contract Entry** page in the Supplier Contracts module.

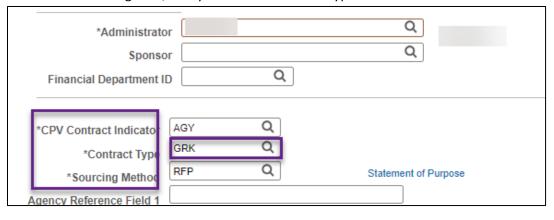| Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults
WorkCenter	Procurement, Supplier Contract, Contract/Sourcing WorkCenter. Left menu Links, Add/Update Contracts, Contract Entry page.

2. SWIFT opens the Add a New Value page. Add the required information to the header of the Contract Entry page.

3. Add the required line information on the Contract Entry page. For grants, always enter the grant **Category Code of 84101501** on the lines.

4. Enter the required information on the **Add Document** section on the Contract Entry page.

   a. For grants, always choose the Document Type of "**Grant Contracts.**"

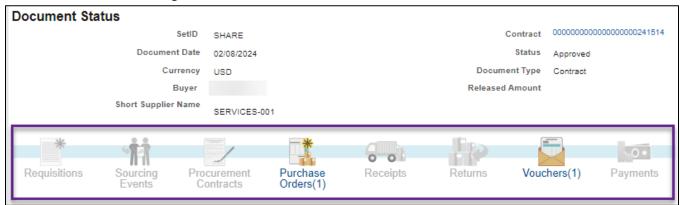   b. For grants, always enter the Contract Type of **"GRK."**

5. Save and process the grant through the Supplier Contracts module as required.

6. There are several ways to get information about the grant from the Supplier Contract module.

   a. You can get information about documents associated with the contract shell.

      i. In the header, select the **Document Status** link in the Contract Entry page to see activity against that grant.

      ii. SWIFT opens the Document Status page in a separate window. Depending on the activity, you can see purchase orders, receipts, vouchers, and payments associated with the grant contract.

   b. Look at the Amount Summary section to see how much of a grant has been used.

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Step 2: Use the Purchase Orders module to enter the details of the grant (Recipients)

Once you enter the grant in the Supplier Contracts module, you can track individual transactions against the grant in the Purchase Order module.

For example, an agency can set up separate purchase orders for different recipients of a grant by using "PLACEHOLDR" as the supplier in the Supplier Contract and adding individual suppliers under the Supplier List link. Create these purchase orders by referencing its SWIFT Contract ID.

- Always use the grant Category Code of "**84101501**."
- Also, use the Professional/Technical Contract Encumbering Order (**KEO**) for the Purchase Order Document Type.
- Use "**441XXX**" Account Codes with the "**Grant**" in the description.

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

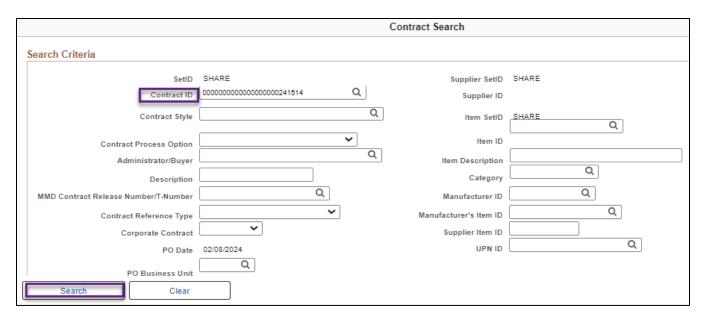| Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. SWIFT opens the Add a New Value page. Press the **Add** button.
3. SWIFT opens the Maintain Purchase Order page. Go to the **Lines** section and select the **Contract** tab.
4. In the Contract tab, press the **Contract Search** button.

IMPORTANT: On the Contract tab, ALWAYS start with the **Contract Search** button.

5. On the Contract Search page, enter the **Contract ID** of the grant.
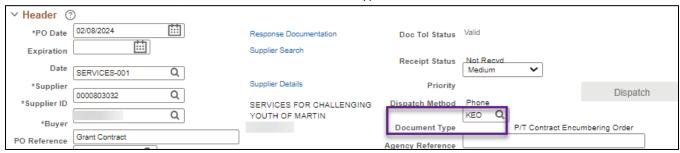   a. Press **Search** to review it.

b. On the Contract Details section, select the **box** next to the correct line on the Item Detail tab. Then, go to the bottom of the page and press **OK.**

6. SWIFT populates the purchase order for that grant transaction. Review and update it.

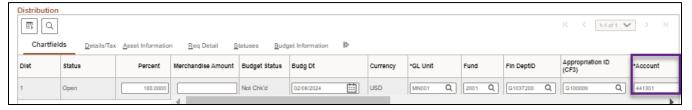   a. In the header, select the "**KEO**" Document Type.

b. In the Lines section, open the **Details** tab. The grant Category Code is **"84101501."**
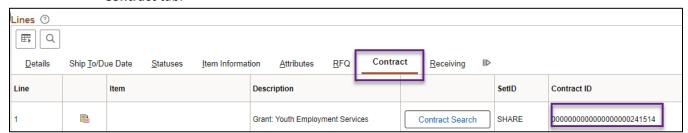
c. In the **Distribution** section, use the "**441XXX**" Account codes for the encumbrance. Use the Account codes with the description that specifically says "grants" in them.

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

8. There are several ways to get information to manage the grant in the purchase order.

   a. To see the Contract ID associated with the purchase order, go to the **Lines** section and open the **Contract** tab.
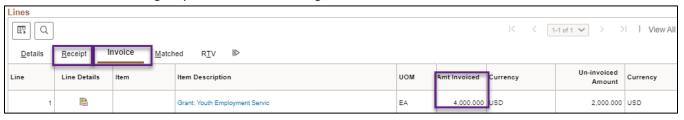

   b. To see activity against the purchase order, select the **Activity Summary** link on the header.

   c. SWIFT opens the Activity Summary page in a separate window.

      i. In the **Invoice** tab you can also see any vouchers, which are invoices from the supplier, submitted through SWIFT and payments that have been processed against the grant. If you select the Invoice icon on the far right of this tab, SWIFT opens an Invoice inquiry page to get to the Voucher ID.

ii. In the **Receipt** tab, you can see if there are receipts against the purchase order, if your agency uses this module on grant contracts.

Step 3: Track actual expenditures (Vouchers) for a grant in the Accounts Payable module

Enter payments to grant recipients in the Accounts Payable module.

1. Access the **Regular Entry Voucher** page in the Accounts Payable module.

Navigation Options	Navigation Path
Navigation Collection	Financials, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.
WorkCenter	Financials, Accounts Payable, AP WorkCenter. Left-menu, Links section, Regular Entry Voucher page.

2. SWIFT displays the Add a New Value page. Enter the **Business Unit** and select **Add.**

3. SWIFT displays the Vouchers page. In the Invoice Information tab, scroll down to the **Copy From Source Document** section and open it up. In the **Copy From** field, select "Purchase Order" only. Select **Go**.
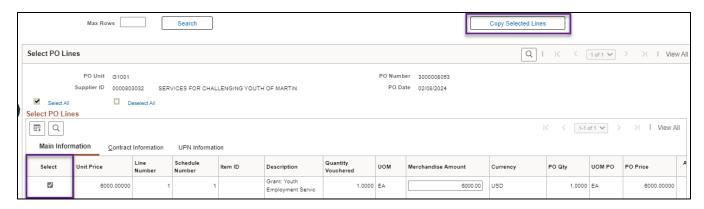

4. On the Copy Worksheet page, enter the **PO Business Unit** and the **PO Number**. Press **Search**.

5. SWIFT displays the Select PO Lines section. Check the **Select** box of the line or lines you wish to pay. Then, press the **Copy Selected Lines** button.

6. SWIFT populates the voucher from the purchase order. Enter the remaining required fields and process the voucher in SWIFT.

Grants are coded with the "**441XXX**" Account Codes for the payment of individual transactions. Use the Account Codes with the description that specifically says "**grants**" in them.

7. Process the voucher as needed.