**Grants Management process for federal funds**

**drawn by State Accounting and optionally for any other grants**. - Draft

We do not teach the agency personnel how to write the grant but as quickly as an award is received we begin the process of tracking it in E1.

1. Build the business units using Accounting Lesson 1 Building the parent and any additional business unit is usually done by Agency financial group. If more than 10 business units are being added to a fund consider using the '_BU_SETUP_Template_91.xls' which can be requested using the email address below. When using the spreadsheet parent business units must be segregated to be loaded before any child business units. We do sort and upload each fund individually.

2. Use an email to as.stateaccounting@nebraska.gov with the subject line of 'Business Units, Grants' to request activation of your business unit(s) or to submit if built individually by the Agency. (other helpful links are located at: http://das.nebraska.gov/accounting/nis/contacts.htm )

3. Attach a scanned copy of the award to the business unit after the business unit is in the system.

4. Complete the _E-mail Grant Updates spreadsheet and attach it to request to State Accounting. This spreadsheet will be used for the initial authorized amount(s) and any future adjustment to award amounts for the 40000 funds. [A posting edit code of K actives a business unit but looks authorized amounts in those funds and in ARRA funds. State Accounting will need to make those adjustments for the agency.] If the posting edit code is blank the authorized agency staff will be able to adjust the authorized amount using the Row > BU Budgets > Budget original row exits. Object code 961000 houses the authorized amount in a business unit.

   Any additional awards, decreases, or extensions should be documented by submitting adjusting spreadsheets and then adding it as an attachment to the parent business unit. Where dollar amounts are changed or money is redistributed with in the grant use the E-mail Grant Update spreadsheets for you submissions for the 40000 fund. Agencies are welcome but not required to use the business unit attachments to track non-40000 funds.

5. Enter transactions using the appropriate business units for expenditures, for payroll and in purchase orders.

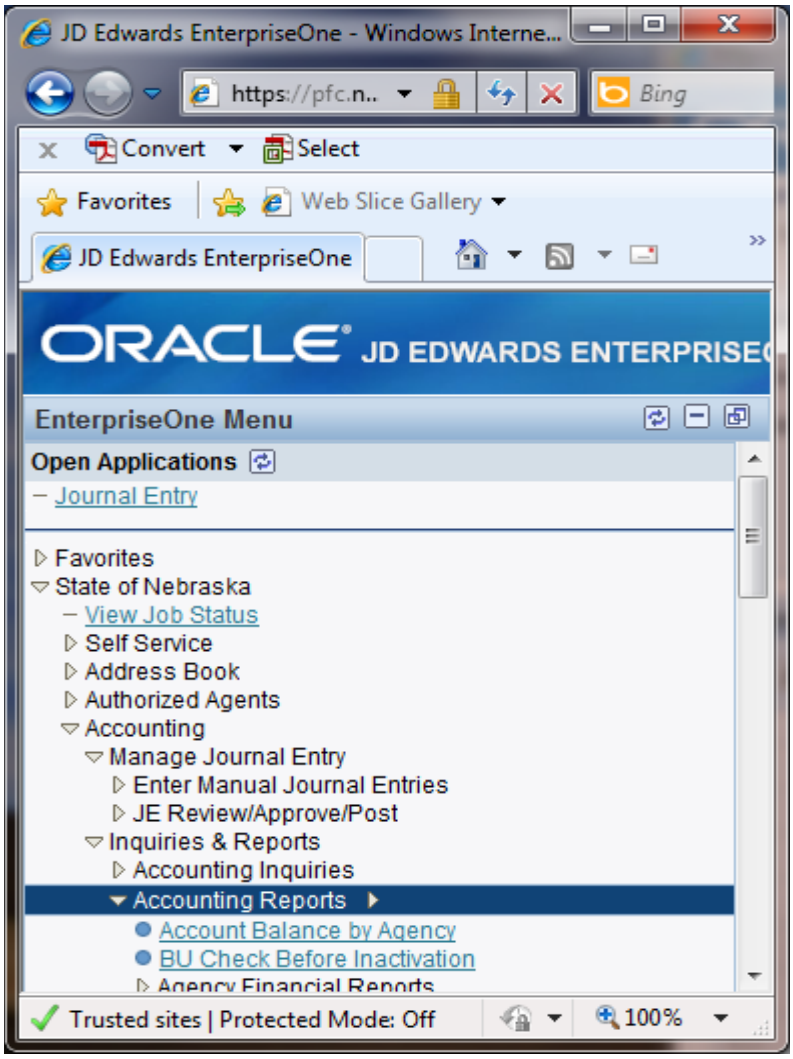
6. What if my grant runs for several years and has several functions /activities that I need to track each year? *A solution is to use multiple business units each year and to utilize the year column so expenses for each year can be identified.*

G:_Systems\BU Setup\Grants_management_instruction_draft.docx

7. There are a variety of reports available for use by the agencies:
   http://das.nebraska.gov/nis/training_manuals/bu/index.html
   Lesson 2 – Budget Reports walks you through many of those.

8. Run the 'BU Check Before Inactivation' report which can be run by
   a. listing the business unit numbers or
   b. by grant number.

   This should be run by the agency before requesting that business units or grants be closed. All outstanding items should be cleared before closing the business unit(s) or the grant can be closed excepting those business units with items which still need to be addressed.



There is a lesson on 'Checklist - Inactivating a Business Unit' which has been replaced by the 'BU Check Before Inactivation' report. Which gives more detail on processes the report does:

- Check for unposted batches
- See if the BU is used as an Interest Business Unit
- See if the BU is a Fixed Asset Responsible Business Unit
- Check for open purchase orders

**Notify payroll personnel that the BU is being inactivated must still be done by those at the agency requesting the business unit/grant closing.**

*Also the agency must realize that closing/inactivating the business unit does not keep their purchasing personnel from using the business units when they do purchase orders so they must notify those in purchasing of new numbers if there are blanket purchase orders or a list of accounts to use for certain areas.*

9. Request the State Accounting close your business units or grant as appropriate. If closing the grant please attach a copy of the Final Report.

10. Close grants in a timely manner.
    Bob Timme commented: The only item that I believe agencies will take exception too is item #9 as we currently cannot get most of them to follow these procedures. As noted in previous communications they don't seem to care if they run a transaction against a grant that has expired or has been closed by the feds which can be costly to the Agency. They continue to rely upon us/me to let them know if an exception in the daily work has occurred. This of course takes some of my time.