

GrantSolutions Grants Management Services: Funds Planning

Master Series

Agenda

- Introduction
 - Business Process Workflow
 - Define FMO Role
 - External Agency Financial Systems
- Create and Manage Financial Accounts
 - Search/Add Financial Accounts
 - View Existing Financial Accounts
- Manage Funds Planning
 - Search and Add/Remove Funds
 - View Details for a Transaction
 - Add Notes to a Transaction
 - Transfer Funds Between Grant Programs
- Q&A
- Follow-Up Materials
- Resources
- Office Hours



Objectives



Understand a summary of Funds Planning

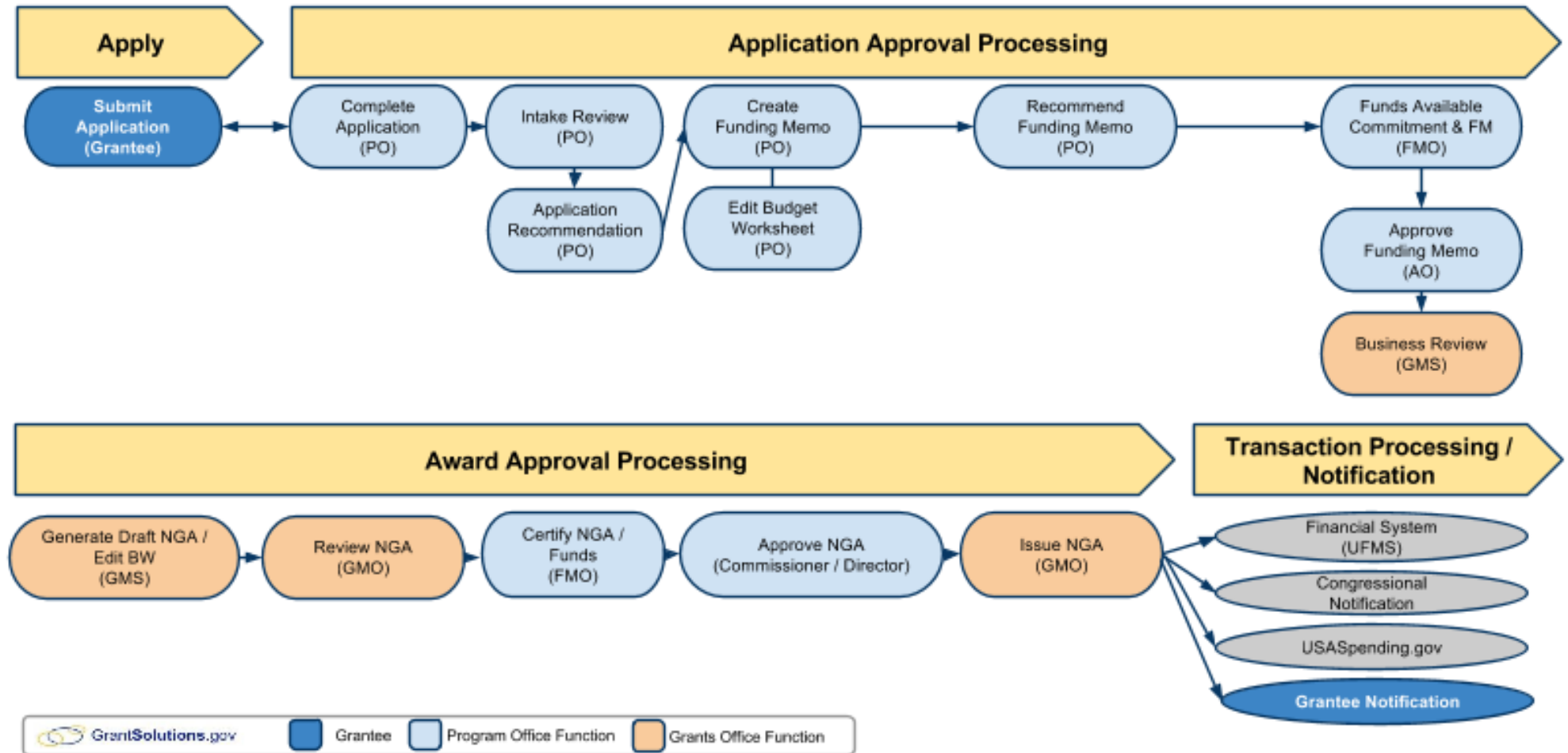


Locate Funds Planning features in GrantSolutions



Perform Funds Planning functions in GrantSolutions

Introduction: Business Process Workflow Sample



Introduction: Financial Management Officer (FMO) Role and Key Terms

- **Financial Management Officer (FMO) Role:** Responsible for creating, managing, deleting, and funding Financial Accounts in GrantSolutions
- **Financial Accounts:** Program Office monies are tracked through 'bank' accounts called Financial Accounts
 - Financial Accounts are used to commit, obligate, and de-obligate funds
 - Sometimes referred to as CANs (Common Account Numbers)
- **Funds Planning:** Internal accounting system used to track funds in GrantSolutions
 - Does not interact with external systems
 - Keeps a checkbook for a Grant Program's financial accounts in GrantSolutions, allowing for the tracking of funds at the Financial Account, Grant Program, and Service Area (optional) level
 - Funds Planning is typically set up and managed by a Partner's Budget Office



External Agency Financial Systems

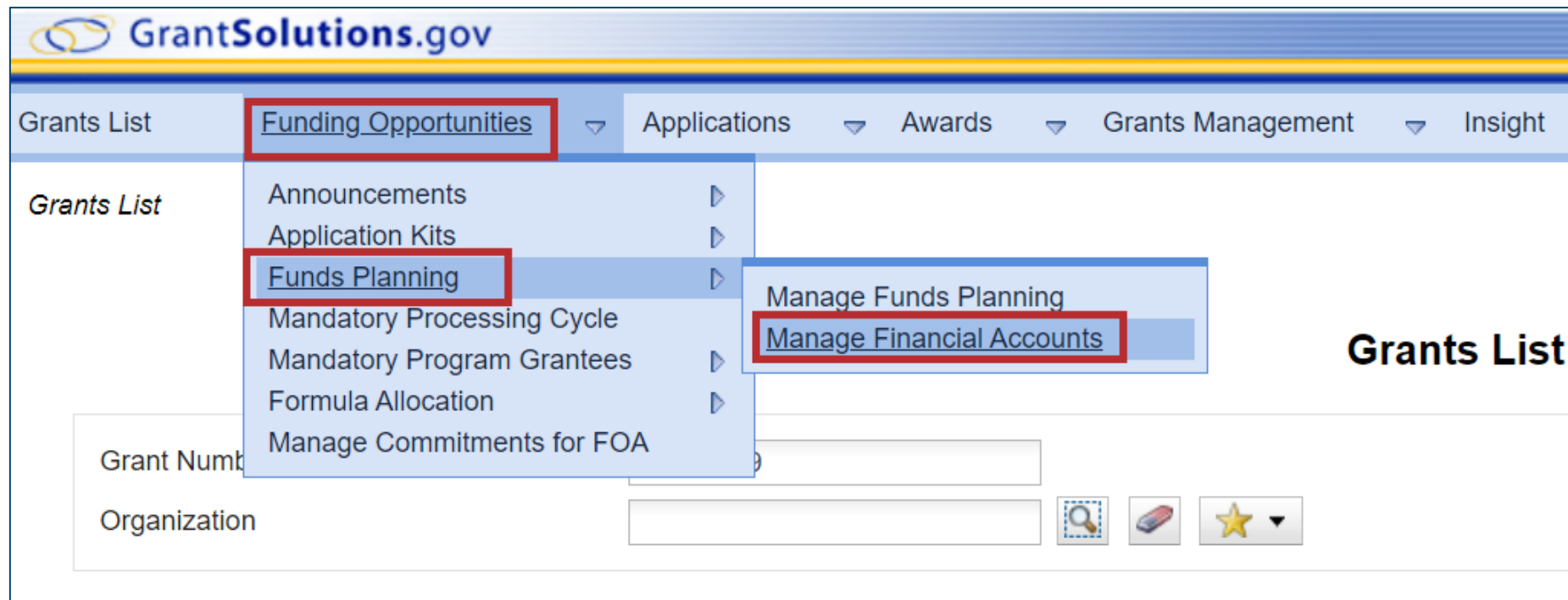
- Accounting systems used by partners that interact with GrantSolutions
- External accounting systems vary by partner
- Examples of external accounting systems:
 - Unified Financial Management System (HHS)
 - Payment Management System (HHS)
 - Global Financial Management System (State)
 - Automated Standard Application for Payments (DOI)
 - Delphi (DOT)
 - Social Security Online Accounting and Reporting System (SSA)
 - Administrative Resource Center (Treasury)
 - Healthcare Integrated General Ledger Accounting System (CMS)



Create and Manage Financial Accounts

Manage Financial Accounts

- Program Office monies are tracked through “bank accounts” called Financial Accounts. Also referred to as CANs (Common Account Numbers)
- Financial Accounts are used to commit, obligate, and de-obligate funds



The screenshot displays the GrantSolutions.gov website interface. At the top, the logo and name 'GrantSolutions.gov' are visible. Below this is a navigation bar with several tabs: 'Grants List', 'Funding Opportunities', 'Applications', 'Awards', 'Grants Management', and 'Insight'. The 'Funding Opportunities' tab is currently selected and highlighted with a red box. A dropdown menu is open under this tab, listing various options: 'Announcements', 'Application Kits', 'Funds Planning', 'Mandatory Processing Cycle', 'Mandatory Program Grantees', 'Formula Allocation', and 'Manage Commitments for FOA'. The 'Funds Planning' option is also highlighted with a red box. A secondary dropdown menu is open under 'Funds Planning', showing 'Manage Funds Planning' and 'Manage Financial Accounts'. The 'Manage Financial Accounts' option is highlighted with a red box. In the background, the 'Grants List' section is partially visible, showing input fields for 'Grant Number' and 'Organization', and a search bar with a magnifying glass icon. The text 'Grants List' is also displayed in large bold letters on the right side of the page.

Search and Results Table

- To view existing or add a new financial account, a search must be done first

Manage Financial Accounts

* Fiscal Year

2022

▼

Account Number

Search

Please enter the search criteria above.

Financial Account	Fiscal Year	Account Created By	Account Created On	Account Last Edited On	Action
	2022		12/11/2019	12/11/2019	Edit Delete
	2022		06/11/2019	06/11/2019	Edit Delete
	2022		10/11/2019	10/11/2019	Edit Delete

AddClose

Add Financial Account screen

* Account Number:

* Fiscal Year:

Please select Fiscal Year ▾

* Authorization:

Please select an Authorization ▾

☐ Child Abuse and Neglect State Grant - Part 2

☐ Community-Based Child Abuse Prevention (formerly Community-Based Family Resource)

☐ Family and Youth Services

☐ Refugee Cash and Medical Assistance Demonstration

☐ Temporary Assistance for Needy Families Stimulus

☐ Child Care and Development Fund Mandatory & Matching

☐ State Access and Visitation

☐ Statewide Community Food & Nutrition

☐ Children's Justice Act

☐ Low Income Emergency Energy

☐ Child Support Enforcement - Tribal IV- D

☐ HealthyMarriages/Healthy Relationships Demo

☐ Abstinence Education

☐ Abstinence Education Grant Program

☐ State Provisional Grants (obsolete) formerly Challenge Grant

☐ Emergency Community Services Homeless (Inactive)

☐ Refugee Resettlement - Discretionary

☐ State Court Improvement - Data Program

☐ Child Abuse and Neglect State Grant - Part 1

☐ Statewide Domestic Violence Coalition

☐ Temporary Assistance for Needy Families ARRA Supplemental

☐ PSSF Caseworker Visitation

☐ Child Development Associate Scholarship Assistance (Inactive)

☐ Refugee Cash and Medical Assistance Health

☐ Refugee Social Services Demonstration

☐ Child Care Development Fund Discretionary

☐ Low Income Home Energy Assistance

☐ Chafee Ed & Training Vouchers State Grants

☐ CSB2- Community Services Block Grant

☐ Grants to States for Planning & Development of Dependent Care Program (Inactive)

☐ Social Services in Enterprise Zones (Urban)

☐ Adoption Assistance

☐ State Court Improvement - Basic Program

☐ Social Services Block Grant

☐ Child Support Enforcement - States

☐ Refugee Targeted Assistance

☐ Low Income Home Energy Assistance Reallotment

☐ Community Services

☐ Job Opportunity and Basic Skills (Title IV-F)

☐ Children, Youth and Families

☐ Child Care and Development Fund Stimulus

☐ Social Services in Enterprise Zones (Rural)

☐ Chafee (formerly ILP)

☐ Community Services Block Grant

☐ Erroneous Payments

☐ State Court Improvement - Training Program

☐ Personal Responsibility Education Program

☐ Head Start

☐ Promoting Safe and Stable Families

☐ Child Welfare Social Services

☐ Family Violence Prevention & Services State Grants

☐ Residential Energy Assistance Challenge Options Program

☐ State Legalization Impact Assistance Grants

☐ Social Services Flood Relief

☐ National Humans Services Architecture

☐ Child Care and Development Fund Mandatory

☐ Social Services in Economic Communities (Rural)

☐ Native Americans

☐ Health Profession Opportunity Grants

☐ Planning, Research, Evaluation and Admin

☐ Child Care

☐ Child Support Enforcement

☐ Refugee Resettlement - Mandatory

☐ Office on Trafficking in Persons

☐ Office of Family Assistance

☐ Children's Bureau

☐ Community Services Block Grant Stimulus

☐ Child Care and Development Fund Matching

☐ Social Services in Economic Communities (Urban)

☐ Native Employment Works Program

(Limit 2000 characters)

Purpose/Comment:

Recovery Act Flag:

☐

Affordable Care Act Flag:

☐

* Treasury Account Code:

Treasury Sub Account Code:

Appropriation Number:

Allotment Number:

Allowance Number:

Account Name:

-

Save

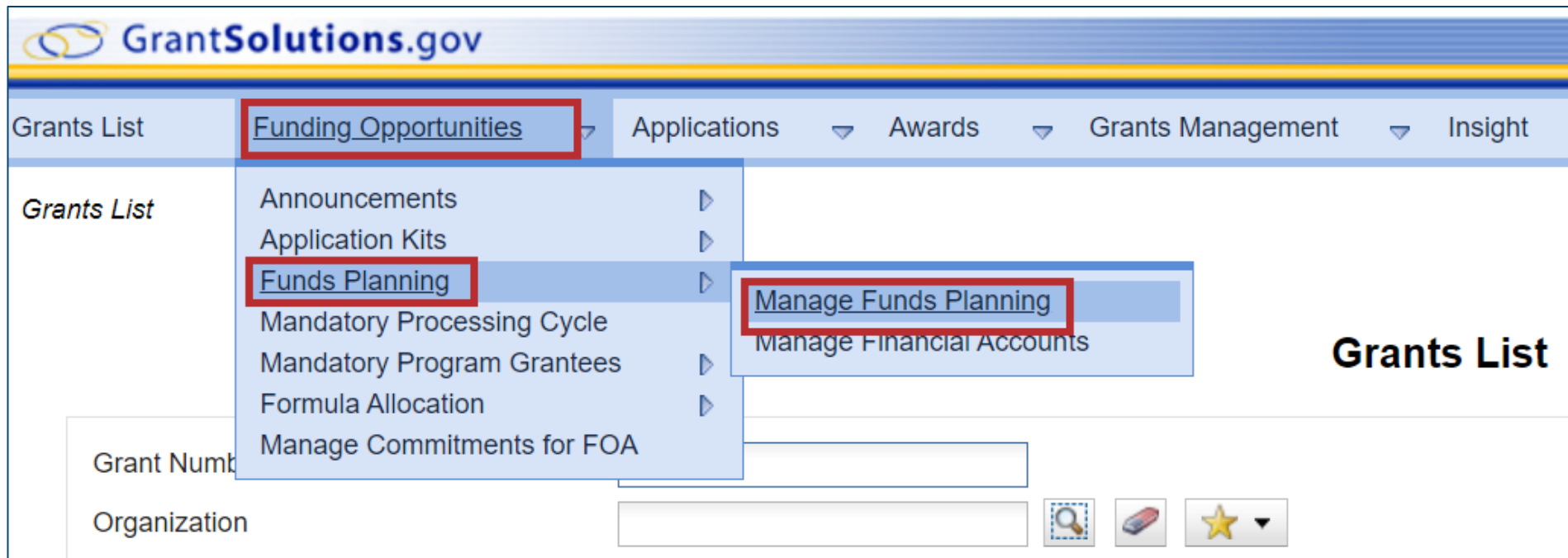
Close

Manage Funds Planning

Manage Funds Planning

Internal accounting system used to track funds in GrantSolutions (similar to a checkbook ledger)

- Keeps a log of a Grant Program's financial accounts in GrantSolutions, allowing for the tracking of funds at the Financial Account, Grant Program, and Service Area (optional) level
- Typically set up and managed by a Partner's Budget Office
- Does not interact with external systems



Manage Funds Planning

Manage Funds Planning

★ indicates a required field.

Please enter search criteria

Fiscal Year ★
Program ★
Financial Account

Page(s): 1

Financial Account	Fiscal Year	Grant Program	Service Area	Total Deposit	Total Balance	Action
1-2021120	2021	CU - Targeted Grants to Address Needs of Families Affected	None	\$1,000,000.00	\$1,000,000.00	Add/Remove Funds Transfer Funds View Details

Actions:

- Add/Remove Funds: Increase or Decrease funds from a financial account
- Transfer Funds: Relocate funds to another Grant Program
- View Details: View details about a transaction within Grants Management Services and add a Memo

Manage Funds Planning

- This screen is where you add, remove, and transfer funds

Manage Funds

Financial Account / Fiscal Year: / 2019

*Grant Program:

Service Area: - Please Select a Service Area -

Quarter	Starting Balance	Increase	Decrease	Ending Balance
First	\$0.00	100000.00	0	\$100,000.00
Second	\$0.00	0	0	\$0.00
Third	\$0.00	0	0	\$0.00
Fourth	\$0.00	0	0	\$0.00
Subtotal	\$0.00	\$100,000.00	\$0.00	\$100,000.00
Obligation	\$0.00			\$0.00
Total	\$0.00			\$0.00

Save

Close

Questions?



Post-Training Items

- Recording will be sent to all participants

Resources

- [Chapter 5: Financial Management](#)
 - Lessons 1, 2, and 3 (pages 1 – 43)



Help Desk

- The GrantSolutions Help Desk is available to provide technical assistance
 - Monday – Friday 7 AM to 8 PM Eastern Time
 - Excluding Federal Holidays
 - **Email:** help@grantsolutions.gov
 - **Phone:** 202-401-5282 or 866-577-0771

Thanks for attending!

