**Fiscal Management Toolkit**

**Overview of Flow Charts**

The following flow charts illustrate routine functions to support the fiscal officers and staff in translating program expenses into the local accounting system, starting with mapping the local accounting system to align with GRS categories of expenses.

Each function is broken out on the following functions on the following pages:

|  |  |
| --- | --- |
|  | Mapping Accounts to GRS Reporting |
|  | Realization of Monthly Expenses |
|  | Realization of Accruals |
|  | Reporting of Expenses and Accruals |
|  | Realization of Obligations |

The flowcharts also offer definitions and DCEO policies for major functions when reporting into GRS, which can help fiscal managers assess whether local practice aligns with the definitions and policies.

**Overview of Flow Charts**

Did Chart of Accounts Change?

Prepare a key or legend to map each account in COA to a specific GRS line, Grant, and funding stream.

No

Yes

Do the current month accounting expenses equal total of GRS reporting lines.

If questions about the appropriate coding of expense, Fiscal Officer talk to Director to ensure appropriate coding with program staff.

Review COA to add another line that aligns with GRS reporting lines.

Expenses and Accrual Reporting Completed

Report as expenses in GRS expenditure summary (#352).

Add current month expenses and current month accruals from data identified through above charts, less prior month reported accruals.

Realization of Accruals Completed

No

Yes

Do the totals for grant to date expenses equal the GRS reporting lines?

Get payroll data from payroll expense report. For training accruals, estimate expenses from accounting software and active Subcontracts.

Determine GRS reporting line items by Grant and funding stream.

Does the total of Accrual Report match amounts to report in GRS?

No

Realization of Monthly Expenses Completed

Use key or legend prepared in Mapping accounts flow chart to determine GRS reporting lines.

Yes

Match current month expenses in Microsoft 365 to the trial balance. If it doesn’t match, Fiscal Officer tracks missing or duplicative expenses.

Download Current Month Expenses and Year to Date (YTD) or Grant to Date Expenses reports.

Report as obligations in GRS Report: Sub Grantee Percentage Obligation Table (#377).

Realization of Obligations Completed

Determine GRS reporting lines by Grant and funding stream. Verify totals.

Gather obligation information from ITAs and Contracts.

Are there new grants that are not accounted for or was new guidance issued changing grant reporting procedures?

Complete “D365 to GRS Cost Transfer” (worksheet) to allocate cost pool expenses.

Mapping Completed

Yes

No

Determine COA in D365 to GRS Reporting lines for actual expenses.

No

Yes

**Mapping Accounts to GRS Reporting**

Did Chart of Accounts Change?

[Fiscal Officer and Program Manager]

Timing: New grant has been issued, or guidance has changed.

No

Yes

Fiscal Officer: Determine COA in D365 to GRS Reporting lines for actual expenses.

Timing: once annually, or when a new account is added to financial system, or new grant guidance is released.

Are there new grants that are not accounted for, or was new guidance issued changing grant reporting procedures?

Yes

No

Mapping Completed

Prepare a key or legend in the Finance Folder and map each account in D365 to a specific GRS line, Grant and funding stream.

**Realization of Monthly Expense**

**Expenses:** Charges made to the project or program in support of its authorized activities. These charges may be accounted for on either a cash or accrual basis.

Match current month expenses in accounting software to the trial balance. If they don’t match, Fiscal Officer tracks missing or duplicative expenses.

Download Current Month Expenses and Year to Date (YTD) or Grant to Date Expenses reports.

Complete “D365 to GRS Cost Transfer” (worksheet) to allocate cost pool expenses.

If questions about the appropriate coding of expense, Fiscal Officer talk to Director to ensure appropriate coding with program staff.

Review COA to add another line that aligns with GRS reporting lines.

Use key or legend prepared in Mapping accounts flow chart to determine GRS reporting lines.

Do the totals for grant to date expenses equal the GRS reporting lines?

No

Yes

Do the current month accounting expenses equal total of GRS reporting lines?

No

Yes

Realization of Monthly Expenses Completed

**Realization of Accruals**

**Accruals:** Charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments. [29 CFR 97.3]

Fiscal Officer get payroll data from Microsoft 365 expense report. For training accruals, estimate expenses from accounting software and active Subcontracts.

(e.g., accruals for formula grants: payroll and training)

Fiscal Officer determine GRS reporting line items by Grant and funding stream.

Does the total of Accrual Report match amounts to report in GRS?

No

Yes

Realization of Accruals Completed

**Expenses and Accrual Reporting**

Fiscal Officer add current month expenses and current month accruals from data identified through above charts, less prior month reported accruals (entered “Cost Reporting Entry Sheet”).

Fiscal Officer report as expenses in GRS Expenditure Summary (#352).

Expenses and Accrual Reporting Completed

**Realization of Obligations**

**Obligations:** The total amount of contracts and subgrants awarded, goods and services received, and similar transaction during a given period that will require payment by the grantee during the same or future period. Obligations represent legal commitments to pay. This includes subgrant agreements, purchase orders, or cash disbursements. Obligations do not include projected staff time, future rent payments or projected training. Example: Total financial commitments to the customer based on estimated costs for the duration of the program (i.e., the total budget in the customer’s IEP that sums ITA expenses and supportive services expenses for the duration of the IEP). (29 CFR 97.3)

**Unexpended Balances:** Current obligations, minus paid invoices, minus accruals.

Gather obligation information from ITAs and Contracts.

[Fiscal Manager]

Timing: Required quarterly but may be reported as needed.

Determine GRS reporting lines by Grant and funding stream. Verify totals.

Checkpoint: Verify when an obligation transitions into an actual expense.

Report as obligations in GRS Report “Sub Grantee Percentage Obligation Table” (#377).

Realization of Obligations Completed