



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES

Policy/Procedure Title:	GM 1.2 – Creating The New Grant and Program GL Codes in MUNIS
Purpose:	This procedure establishes guidelines for the fiscal management of the federal grant award process
Abbreviations:	FGO - Federal Grants Office GAN - Grant Award Notification CFDA - Code of Federal Domestic Assistance ORG - Organization Codes USDOE – United States Department of Education SEA – State Education Agency LEA – Local Education Agency OMB – Office of Management and Budget BCO – Budget Control Office
Policy:	1. The Virgin Islands Department of Education (VIDE) shall coordinate the development of program codes to support the grant application submitted to USDOE. Such codes must facilitate accurate reporting of programmatic initiatives and related expenditures. The VIDE is responsible for monitoring the execution and spending of federal grant funds to ensure funds are spent for their intended purpose and prevent lapsing of funds.

Procedure:	
1.	Once the grant award has been substantially approved ( <a href="#">SEE GM 1.1 # 12</a> ) The New Grant and Program GL Codes will be created in MUNIS
2.	Federal Grants Office establishes a new unique project code for the consolidated grant, special education grant and any other new grants for the upcoming school year.
3.	The Federal Grant Office, in collaboration with the VIDE Budget Control Office creates a new grant profile.
4.	Setting up a grant project in MUNIS includes the following: From MUNIS menu → Financial → General Ledger (GL) Module → Project Accounting → Project Master Maintenance Screen enter the following: <ul style="list-style-type: none"> <li>•New unique Project Code</li> <li>•Grant Period of Performance</li> <li>•Code of Federal Domestic Assistance (CFDA) number</li> <li>•The Grant budgeted award amount</li> <li>•The Issuer of the grant award</li> <li>•Estimated completion date</li> </ul>



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(Note: If the grant is a reoccurring grant, Federal Grants Director utilizes a mass creation of account numbers by copying all accounts under the former grant (previous years' grant) and pasting those account numbers into the new project code for the new grant year).

5. The Budget Director in collaboration with the Federal Grants Director creates all required Organization and Object codes in MUNIS to facilitate the upload of all federal program budgets.

**Project Code:**

Project codes for reoccurring grants are created by checking the chart of accounts for the reoccurring previous year's grant project code. The previous year's project code is modified by changing the second digit in the project code format to reflect the current year (FYXXXX).

Project codes for new grants are formatted using the following configuration:

- First character "F" denoting it's a federally funded program
- Second character "**year #**" (ex. 2012 would be a 2)
- Last three (3) digits are assigned a unique number combination

**Organization Code:**

Organization codes are unique eight digit numbers, the first seven of which identify the activity centers. The last digit corresponds to the cost category as follows;

- 1 = Salaries (Classified, Unclassified, Temporary)
- 2 = Fringe (FICA, Health Insurance, Unemployment, Retirement, Workman's Compensation)
- 3 = Supplies
- 4 = Other Services
- 5 = NOT USED
- 6 = Indirect Costs
- 7 = Capital Outlay

The organization code file maintenance module in Tyler MUNIS is utilized to create organization codes.

**General Ledger Numbers:**

Validate that newly created codes using GL ledger account inquiry to insure all needed accounts are created to meet current needs

6. In the month of August, FGO conducts a budget call that requires LEAs and SEAs to submit their budget worksheets ((Form OMB/BR-IV) – see Appendix A) based on the grant application. Note: FGO requires use of Government of Virgin Islands (GVI) Form OMB / BR-IV revised June 19, 2008, for submission of federal budgets for processing in the



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Enterprise Resource Planning (ERP) system (MUNIS). (See GVI Office of Management and Budget Standard Operating Procedure # FP01-2010 – Federal Budgets for detailed procedures to complete the form.)

7. LEAs develop and submit budget worksheets to FGO for review and approval.
8. By the end of August, Federal Grants Office in collaboration with the Budget Control Office creates additional Organization (Org) and Object codes as necessary.