Training Course on Grant Management using Infor Sun Accounting System

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective grant management is critical to ensuring the success of projects funded by grants. Organizations handling grant-funded initiatives require robust systems to track budgets, manage expenditures, and generate accurate reports to meet donor requirements. The **Infor Sun Accounting System** is a powerful, flexible financial management tool designed to streamline these processes. This course, *Grant Management Using Infor Sun Accounting System*, equips participants with the skills to utilize this system for seamless grant administration and compliance.

The Infor Sun Accounting System is widely recognized for its ability to handle complex financial data, making it ideal for managing multiple grants across diverse programs. Its advanced features allow users to monitor project expenses, allocate resources efficiently, and produce detailed financial reports. By mastering this tool, participants can ensure transparency, accountability, and the optimal use of grant resources, which are crucial for maintaining donor trust.

Programme Curriculum

Training Course on Grant Management using Infor Sun Accounting System

Effective grant management is critical to ensuring the success of projects funded by grants. Organizations handling grant-funded initiatives require robust systems to track budgets, manage expenditures, and generate accurate reports to meet donor requirements. The **Infor Sun Accounting System** is a powerful, flexible financial management tool designed to streamline these processes. This course, *Grant Management Using Infor Sun Accounting System*, equips participants with the skills to utilize this system for seamless grant administration and compliance.

The Infor Sun Accounting System is widely recognized for its ability to handle complex financial data, making it ideal for managing multiple grants across diverse programs. Its advanced features allow users to monitor project expenses, allocate resources efficiently, and produce detailed financial reports. By mastering this tool, participants can ensure transparency, accountability, and the optimal use of grant resources, which are crucial for maintaining donor trust.

This training program combines practical, hands-on sessions with theoretical insights to ensure participants gain a comprehensive understanding of the system. From setting up grant accounts to monitoring fund utilization, the course covers every aspect of grant management. Participants will also learn to automate repetitive tasks, enhance reporting accuracy, and comply with stringent donor reporting standards.

Whether you are new to grant management or seeking to enhance your skills, this course provides invaluable knowledge and tools. With expert-led instruction, case studies, and practical exercises, you will leave equipped to manage grants effectively using the Infor Sun Accounting System, ensuring your projects achieve their intended impact.

Course Duration

10 Days

Course Objectives

1. Understand the key functionalities of the Infor Sun Accounting System.
2. Learn to set up and configure grant accounts within the system.
3. Gain proficiency in budgeting and financial planning for grants.
4. Monitor and track grant expenditure against budget allocations.
5. Generate financial reports tailored to donor requirements.
6. Ensure compliance with grant agreements and financial regulations.
7. Automate processes to reduce errors and enhance efficiency.
8. Manage multi-currency transactions and global projects.
9. Learn techniques for audit readiness and donor accountability.
10. Strengthen decision-making with data-driven insights from system reports.

Organizational Benefits

1. Improved efficiency in managing grant funds and budgets.
2. Enhanced compliance with donor requirements and financial regulations.
3. Reduced financial errors through automation and robust controls.
4. Streamlined reporting processes, saving time and resources.
5. Increased transparency and accountability in financial management.
6. Enhanced capacity to manage multiple grants simultaneously.
7. Better audit readiness, minimizing risks of donor penalties.
8. Strengthened relationships with donors through accurate and timely reporting.
9. Improved resource allocation, maximizing grant impact.
10. Empowered staff with advanced financial management skills.

Target Participants

- Finance and grant managers handling donor-funded projects.
- Program managers responsible for overseeing grant implementation.

- Accountants and finance officers in NGOs, nonprofits, and government organizations.
- Compliance officers ensuring adherence to donor requirements.
- Auditors and consultants specializing in grant-funded programs.

Course Outline

Module 1: Introduction to Infor Sun Accounting System

1. Overview of the system and its relevance in grant management.
2. Key features and benefits for financial administration.
3. Navigating the system interface.
4. Setting up organizational profiles and preferences.
5. Case Study: Introduction to a nonprofit's grant management challenges.

Module 2: Setting Up Grant Accounts

1. Configuring grant accounts for new projects.
2. Linking funding sources to projects.
3. Allocating budgets to project components.
4. Setting up multi-currency options for international grants.
5. Case Study: Creating grant accounts for a multi-donor initiative.

Module 3: Budgeting and Financial Planning

1. Preparing detailed grant budgets.
2. Allocating indirect costs and overheads.
3. Monitoring budget variances and revisions.
4. Forecasting financial needs for project sustainability.
5. Case Study: Developing a budget for a health project grant.

Module 4: Expense Tracking and Reconciliation

1. Recording and categorizing project expenditures.
2. Reconciling grant expenditures with approved budgets.
3. Managing expense adjustments and reclassifications.
4. Identifying discrepancies in financial records.
5. Case Study: Expense reconciliation for a disaster relief program.

Module 5: Financial Reporting

1. Generating standard financial reports in the system.
2. Customizing reports for specific donor requirements.
3. Analyzing financial performance of grant projects.
4. Ensuring data accuracy in report generation.
5. Case Study: Preparing donor-specific financial reports for an education project.

Module 6: Multi-Currency and Global Project Management

1. Setting up and managing multi-currency accounts.
2. Tracking international transactions and exchange rates.
3. Allocating funds across global project sites.
4. Consolidating financial data from multiple locations.
5. Case Study: Managing funds for a global conservation program.

Module 7: Compliance and Audit Readiness

1. Understanding donor compliance requirements.
2. Preparing for internal and external audits.
3. Managing documentation for audit trails.
4. Responding to audit queries effectively.
5. Case Study: Audit readiness for a humanitarian aid project.

Module 8: Internal Controls and Fraud Prevention

1. Implementing internal controls in grant management.
2. Identifying and mitigating financial risks.
3. Monitoring user access and system security.
4. Detecting and addressing irregularities in transactions.
5. Case Study: Strengthening controls for a community development project.

Module 9: Automation and Process Optimization

1. Automating repetitive tasks such as expense tracking and reporting.
2. Streamlining workflows for grant approvals.
3. Reducing manual errors through system integration.
4. Enhancing collaboration across project teams.
5. Case Study: Process optimization in a rural development project.

Module 10: Advanced Reporting and Decision Support

1. Utilizing advanced analytics for financial insights.
2. Visualizing data trends to support decision-making.
3. Setting up dashboards for real-time grant monitoring.
4. Forecasting future grant requirements and impacts.
5. Case Study: Data-driven decision-making for a food security program.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com