



# **Admin Guide: SSA Fiscal Agent Management**



# Table of Contents

- Admin Guide: SSA Fiscal Agent Management** ..... i
- Grants and Projects Tracking** ..... 1
  - Prerequisites** ..... 1
    - Set up grants ..... 2
    - Set up user profiles ..... 4
    - Run GL inquiry ..... 5
    - Audit entry notes for funds continued during EOY fiscal year close ..... 10



# Grants and Projects Tracking

**Created:** 05/10/2021

**Reviewed:** 5/20/2022

**Revised:** 5/20/2022

The purpose of this document is to provide an overview of how to set up the Grants and Projects application to run the necessary inquiries.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



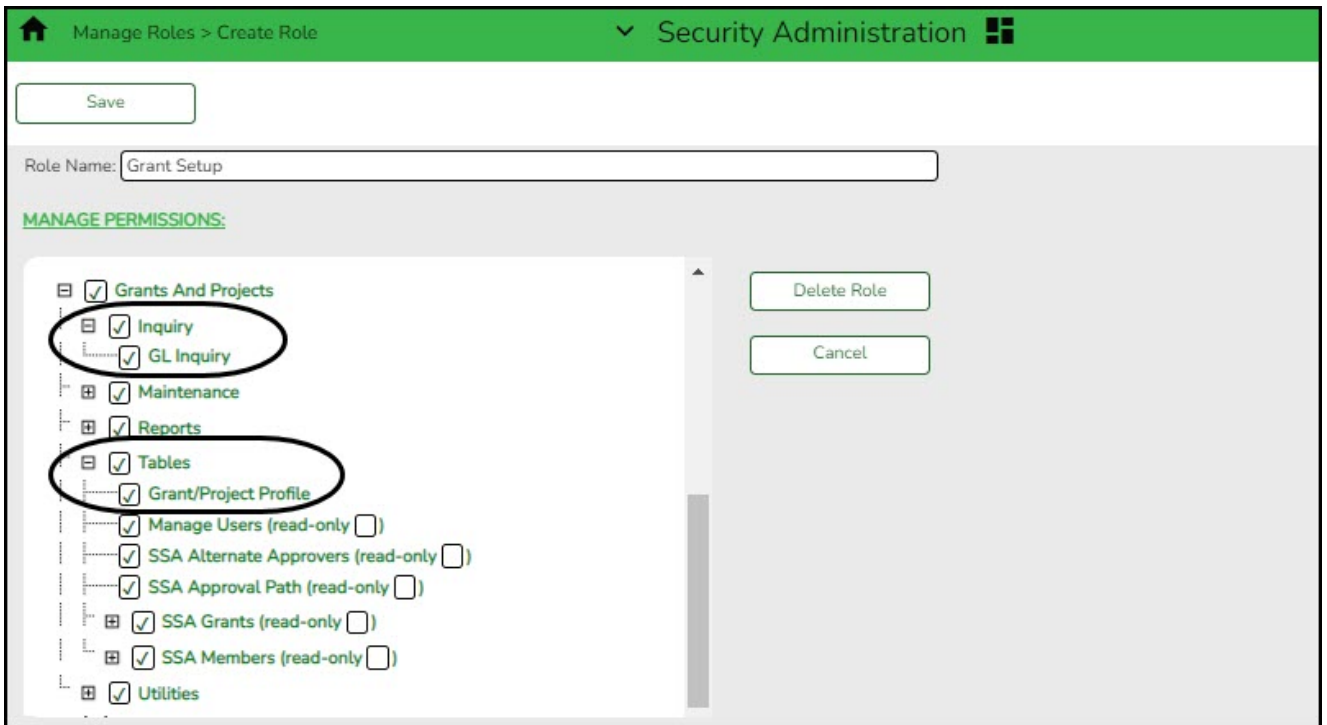
Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

---

## Prerequisites

### Prerequisites

Update Security Administration to access the Grants and Projects application. You can create a new role or add to an existing role. For the process covered in this document, you will need access to the GL Inquiry and Grant/Project Profile pages.



- [District Administration > Maintenance > User Profiles > Grants and Projects](#) is used to assign specific grant codes to individual users. After a grant code is assigned to a user, the user has permission to view the details associated with the grant code in the Grants and Projects application. This permission should be added to the role that assigns permissions in District Administration.
- [Grants and Projects > Tables > Grant/Project Profile](#) is used to define grant codes that can be tracked in the Grants and Projects application. This permission should be added to roles that will establish grants and projects.
- [Grants and Projects > Inquiry > GL Inquiry](#) is used to perform the inquiries for specific grant/project codes. This permission should be added to roles that will inquire and run reports for grant reporting and administration.

## 1. [Set up grants.](#)

### **Set up grants**

#### [Grants and Projects > Tables > Grant/Project Profile](#)

This page is used to define grant codes that can be tracked in the Grants and Projects application. Each grant code is assigned fund/fiscal years and file ID information allowing information to be combined across file IDs for a complete inquiry or report.

Field	Description
<b>Grant/Project Code</b>	Type a grant/project code, or click  to select a code from the <a href="#">Grant and Project Codes lookup</a> .
<b>Description</b>	The grant/project code description is displayed.

Click **Retrieve**. The grant record is displayed.

Click **Add** to clear the fields on the page and add a new record.

<b>Grant/Project Code</b>	Type a grant/project code. This code is user-defined and can be a maximum of ten alphanumeric characters. This field is required.
<b>Description</b>	Type a description for the code. It is recommended to add a date or year in order to easily identify the grant (e.g., Title 1A 2022). This field is required.


Update the following fields:

<b>Status</b>	Click  to select the code status ( <i>A - Active</i> or <i>I - Inactive</i> ).
<b>NOGA/Project Nbr</b>	Type the Notice of Grant Award (NOGA) or project number. This field is optional.
<b>CFDA Nbr</b>	Type the Catalog of Federal Domestic Assistance (CFDA) number that was assigned to the grant when awarded by the Federal government. This field is optional.
<b>Begin Date</b>	Type the beginning date of the grant or select a date from the calendar. This field is optional.
<b>End Date</b>	Type the ending date of the grant or select a date from the calendar. This field is optional.

**Note:** Grants often overlap fiscal years and file IDs so you can add as many lines as needed to ensure complete data is retrieved in the application. Be sure to consider file IDs, and fund/fiscal year details.

In the grid:

Click **+Add** to add rows as needed.

<b>GL File ID</b>	Select the one-character file ID.  <b>Note:</b> Duplicate account entries are allowed for different file IDs.
<b>Account Code</b>	Type all or some of the desired account code, or click  in each field of the lookup to select the appropriate account code components from the Account Codes lookup. The selected account code component is populated in the corresponding <b>Account Code</b> field.
<b>Description</b>	The account description is displayed.


Click **Save**.

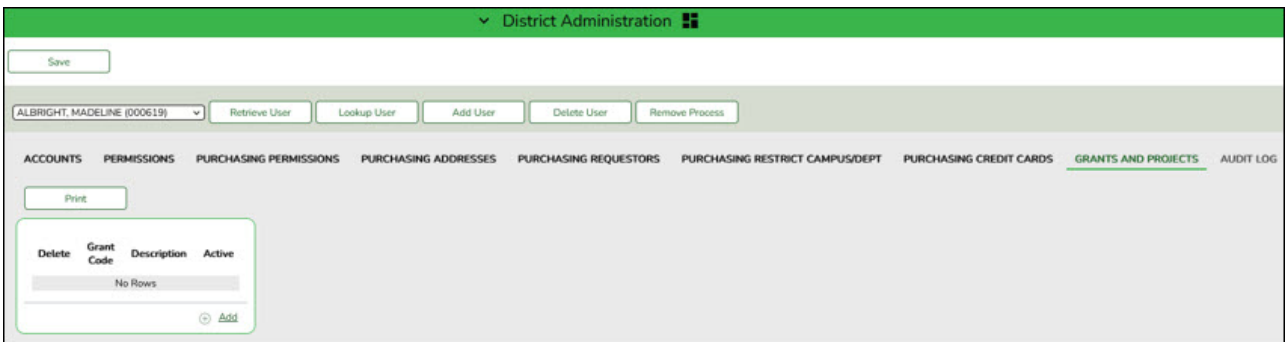
2. [Set up user profiles.](#)

**Set up user profiles**

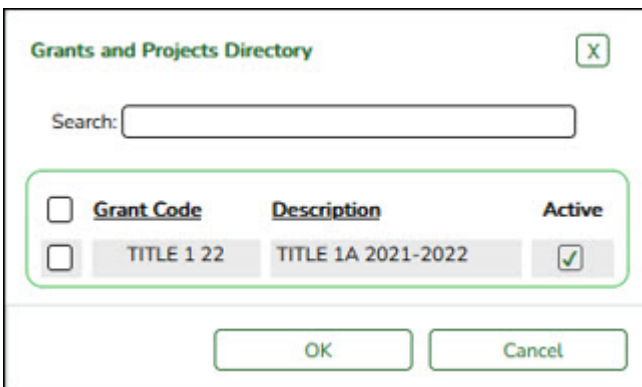
[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Grants and Projects](#)

This tab is used to assign specific grant codes to individual users. After a grant code is assigned to a user, the user has access to view the details associated with the grant code in the Grants and Projects application.

Click  to select an employee and click **Retrieve User**.



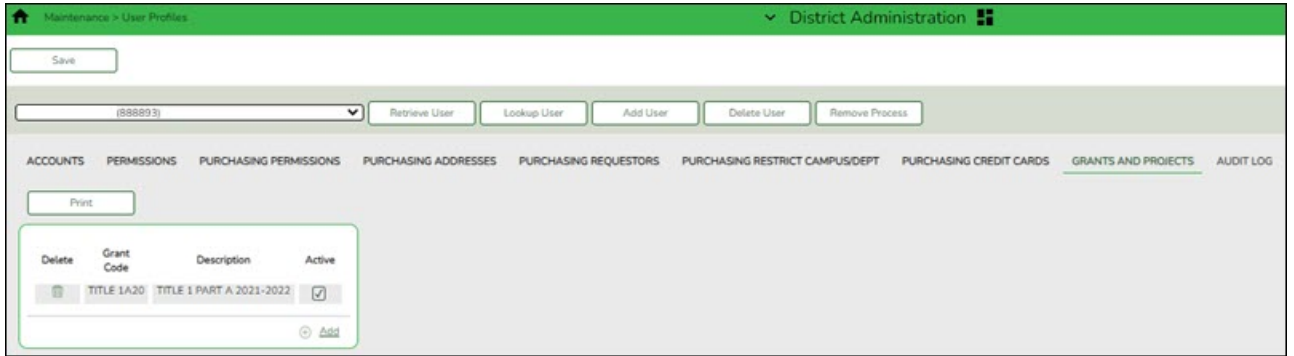
Click **+Add** to add a grant code to user. The Grants and Projects Directory is displayed.



- Select one or more grant codes to assign to the selected user. Only active grant codes that exist on the Tables > Grant/Project Profile page in the Grants and Projects application

are displayed.

- Type data in the **Search** field to narrow the list of grant codes displayed in the list.
- Click **OK** to continue and return to the Grants and Projects tab.
- Click **Cancel** to return to the Grants and Projects tab without making a selection.



Field	Description
<b>Grant Code</b>	The user-defined grant code is displayed.
<b>Description</b>	The user-defined grant code description is displayed.
<b>Active</b>	Indicates the grant code status.

Click **Save**.

### 3. [Run GL inquiry.](#)

#### **Run GL inquiry**

[Grants and Projects > Inquiry > GL Inquiry](#)

This page is used to perform inquiries for specific grant/project codes for the entire grant period regardless of the file ID.

Inquiry > GL Inquiry Grants

---

**GL INQUIRY**

**Retrieval Options**

**Exclusions**

Exclude Objects 61XX

Exclude Accounts with No Transactions

**Description**

Reason

Vendor Name

Grant/Project Code:

Fund:  Func:  Obj:  Sobj:  Org:  Prog:

Detail	Account Code	Description	Rtld Rev	Encum	Expenditure	Balance
<input type="radio"/>	211-00-1110.00-000-200000	CASH AND TEMPORARY INVESTMENT	0.00	0.00	0.00	-5,393.58
<input type="radio"/>	211-00-1110.00-001-200000	CASH AND TEMPORARY INVESTMENT	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-2110.00-000-200000	TRADES PAYABLE 87-88	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-2161.00-000-200000	ACCRUED WAGES PAYBLE	0.00	0.00	0.00	-1,318.44
<input type="radio"/>	211-00-2171.00-000-200000	DUE TO GENERAL FUND 199	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-2171.00-001-200000	DUE FROM	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-2171.99-000-200000	DUE FROM	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-2211.11-000-200000	ACCRUED FEDERAL DEPOSIT	0.00	0.00	0.00	-102.19
<input type="radio"/>	211-00-2211.12-000-200000	ACCRUED FEDERAL CARE	0.00	0.00	0.00	-16.48
<input type="radio"/>	211-00-2211.14-000-200000	FICA / MEDICARE ACCRUED	0.00	0.00	0.00	-16.06
<input type="radio"/>	211-00-2211.16-000-200000	ACCRUED EXPENSES	0.00	0.00	0.00	-405.01
<input type="radio"/>	211-00-2211.19-000-200000	EMPLR TRS CARE ACCRUED	0.00	0.00	0.00	-9.92
<input type="radio"/>	211-00-4310.00-000-200000	RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-4310.01-000-200000	RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	0.00
<input type="radio"/>	211-00-5929.00-000-200000	TITLE 1, PART A	-8,083.09	0.00	0.00	31,721.91
<input type="radio"/>	211-11-6119.00-001-224000	SALARIES	0.00	0.00	0.00	0.00
<input type="radio"/>	211-11-6129.00-001-224000	SALARIES--SUPPORT PERSONNEL	0.00	0.00	9,739.87	-16,501.13


Under **Retrieval Options**, select any of the following fields to include/exclude in the inquiry:

Under **Exclusions**:


Field	Description
<b>Exclude Objects 61XX</b>	Select to exclude all object codes that begin with 61.
<b>Exclude Accounts with No Transactions</b>	Select to exclude all accounts that do not have associated transactions. Only accounts that have zero balances with account transactions are displayed.

Under **Description**:

<b>Reason</b>	Select to display the reason for each account transaction.
<b>Vendor Name</b>	Select to display the vendor name for each account transaction.
<b>Grant/Project Code</b>	Type a grant/project code, or click <input type="button" value="⋮"/> to select a code from the <a href="#">Grant and Project Codes lookup</a> .

<b>Account Code</b>	Type an account code for each of the account code components or click  to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.
---------------------	--

Click **Retrieve** to process the inquiry based on the values selected. The account inquiry results are displayed.

Click  to view a list of transaction details for a specific account. A pop-up window opens with a list of balances and transactions for the selected account.

### **Grant totals:**

The following screenshots provide an example of general ledger inquiries from finance file IDs 1 and C, then a GL inquiry from Grants and Projects to show the combined totals:

### **File ID 1:**

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

211/1

Inquiry > General Ledger Inquiry Finance

---

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed 
  Current Period: 08 
  Next Period: 08 
  Balance Accounts Only 
  Include Fund Totals 
  Exclude Objects 61XX

Fund: 211 Func: XX Obj: XXXX Sobj: XX Org: XXX Prog: X XX X XX  
 Account Code: 211 XX XXXX XX XXX X XX X XX

First | Last

**Date Run:** Inquiry Information for All Accounts Page: 1 of 1  
**Cnty Dist:** ISD File ID: 1  
**Processed:**  **Current (08):**  **Next (08):**  211 XX XXXX XX XXX X XX X XX

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
211 00 1110 00 000 1 00 0 00	CASH AND TEMPORARY INVESTMENT				-5,595.72
211 00 1110 00 001 1 00 0 00	CASH AND TEMPORARY INVESTMENT				0.00
211 00 1242 00 000 1 00 0 00	DUE FROM FEDERAL AGENCIES				8,083.09
211 00 2110 00 000 1 00 0 00	TRADES PAYABLE 87-88				0.00
211 00 2161 00 000 1 00 0 00	ACCRUED WAGES PAYBLE				-2,237.52
211 00 2171 00 000 1 00 0 00	DUE TO GENERAL FUND 199				0.00
211 00 2171 00 001 1 00 0 00	DUE TO				0.00

**File ID C:**

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

211/1

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period: 11  Next Period: 12  Balance Accounts Only  Include Fund Totals  Exclude Objects 61XX

Account Code: Fund: 211 Func: XX Obj: XXXX Sobj: XX Org: XXX Prog: X XX X XX X XX

---

Date Run: Inquiry Information for All Accounts  
 Cnty Dist: ISD  
 Processed  Current (11)  Next (12)  211 XX XXXX XX XXX X XX X XX Page: 1 of 1  
 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
211 00 1110 00 000 2 00 0 00	CASH AND TEMPORARY INVESTMENT				-5,393.58
211 00 1110 00 001 2 00 0 00	CASH AND TEMPORARY INVESTMENT				0.00
211 00 2110 00 000 2 00 0 00	TRADES PAYABLE 87-88				0.00
211 00 2161 00 000 2 00 0 00	ACCRUED WAGES PAYBLE				-1,318.44
211 00 2171 00 000 2 00 0 00	DUE TO GENERAL FUND 199				0.00
211 00 2171 00 001 2 00 0 00	DUE FROM				0.00
211 00 2171 99 000 2 00 0 00	DUE FROM				0.00

Grants and Projects > Inquiry > GL Inquiry

**GL drill-down feature:**

From the transaction details pop-up window, click a transaction number to display another pop-up window with a list of the related transactions. The transaction type determines the displayed view.

Types	Views
<b>General Journal (GJ)</b>	Accounts Receivable Finance Purchasing Warehouse Inventory - The PO number is not included. Warehouse Restock - The PO number is included.
<b>Encumbrances (EN)</b>	Finance Purchasing Warehouse Restock - The PO number is included.

You can click various transaction numbers and the pop-up window is refreshed with the newly selected transaction data. This functionality prevents you from having to close the pop-up window each time you click a different transaction number.

Example of an encumbrance (EN):

911875 08036 CONSULTING, LLC

Requestor: Approved Originator: 06 Reg Nbr: 022383 Date Request: 06-16-2020 Campus/Dept: curriculum Vendor Nbr: 08036  
 Status: Approved Req Per: 06 Priority: Regular Reason: curriculum PO Nbr: 911875 Vendor Name: CONSULTING, LLC

Comments: Goal CIP 1.1 Title One Money 8th grade US History STAAR focused curriculum 6-16-2020

Item	Approval Status	Item Status	Catalog Nbr	Item Nbr	Description	Unit of Issue	Unit Price	Quantity	Sub Total	Disc %	Disc Amt	Freight Elig	Freight %	Freight Amt	Total
001	Approved	N/A			curriculum	BN - Bulk	2,000.00000	1.00	2,000.00	0.00%	0.00	Y	0.00%	0.00	2,000.00
														Totals:	0.00 2,000.00

Account Codes

Item	Account Code	Description	Balance Amt	Pct	Amount
No Rows					

Purchasing Requisition Approval Path

Sequence	Approval User	Title	Alternate User	Print Name	Status	Date
No Rows						

Example of a general journal (GJ):

09 ORBUD MOVE BUDGET TO FINANCE

Account Code	Account Description	Date	Req/Invc	Reason	Debit(+)	Credit(-)	User ID	
199-00-3700.00-000-000000	BUDGETARY FUND BALANCE LOCALY	09-01-2019	NONE	OPENING ENTRY	0.00	-250,567.00		
199-00-5711.00-000-000000	TAXES-CURRENT YEAR LEVY	09-01-2019	NONE	OPENING ENTRY	2,236,905.00	0.00		
199-00-5712.00-000-000000	TAXES, PRIOR YEARS	09-01-2019	NONE	OPENING ENTRY	50,000.00	0.00		
199-00-5719.00-000-000000	PENALTIES & INT./OTHER TAX REV	09-01-2019	NONE	OPENING ENTRY	20,000.00	0.00		
199-00-5742.00-000-000000	DEP-INVESTMENTS	09-01-2019	NONE	OPENING ENTRY	50,000.00	0.00		
199-00-5744.00-000-000000	GIFTS & BEQUESTS	09-01-2019	NONE	OPENING ENTRY	3,000.00	0.00		
199-00-5749.00-000-000000	MISC. LOCAL REVENUE	09-01-2019	NONE	OPENING ENTRY	30,000.00	0.00		
199-00-5749.02-000-000000	CO-OP FEES	09-01-2019	NONE	OPENING ENTRY	27,000.00	0.00		
199-00-5749.04-000-000000	LAPTOP COMPUTER FEES	09-01-2019	NONE	OPENING ENTRY	3,000.00	0.00		
199-00-5749.ER-000-000000	REFUNDED E-RATE	09-01-2019	NONE	OPENING ENTRY	17,000.00	0.00		
199-00-5752.01-000-000000	ATHLETIC RECEIPTS	09-01-2019	NONE	OPENING ENTRY	20,000.00	0.00		
199-00-5811.00-000-000000	PER CAPITA APPORTIONMENT	09-01-2019	NONE	OPENING ENTRY	169,778.00	0.00		
199-00-5812.00-000-000000	FOUNDATION ENTITLEMENTS	09-01-2019	NONE	OPENING ENTRY	5,317,847.00	0.00		
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	09-01-2019	NONE	OPENING ENTRY	329,894.00	0.00		
199-00-5831.11-000-000000	MEDICARE PART D	09-01-2019	NONE	OPENING ENTRY	21,000.00	0.00		
199-00-5931.00-000-000000	SHARES REVENUE	09-01-2019	NONE	OPENING ENTRY	30,000.00	0.00		
199-00-8911.00-000-000000	OPERATING TRANSFERS OUT	09-01-2019	NONE	OPENING ENTRY	0.00	-55,726.00		
199-11-6112.00-001-011000	SUB TEACHERS	09-01-2019	NONE	OPENING ENTRY	0.00	-25,000.00		
199-11-6112.00-001-022000	SUB TEACHERS	09-01-2019	NONE	OPENING ENTRY	0.00	-2,000.00		
199-11-6112.00-001-023000	SUB TEACHERS	09-01-2019	NONE	OPENING ENTRY	0.00	-200.00		
					Fund Total:	8,325,424.00	-8,325,424.00	
					Grand Total:	11,289,430.00	-11,289,430.00	

Example of a check (CK):

040201 08036 CONSULTING, LLC

Account Code	Type	Check Date	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Code	Due Date	PO/PA Type	PO/PA Number	Trans Date	Period	User ID	Document
211-11-6399.00-041-030000	Computer	07-02-2020	curriculum	2,000.00	-2,000.00	--	1544	211-00-2110.00-000-030000	--	O	911875	07-01-2020	07	AREEVES	
Check Total:				2,000.00	-2,000.00										

Click **Cancel** to close the pop-up windows and return to the GL Inquiry tab.

[Review the report.](#)

4. [Audit entry notes for funds continued during EOY fiscal year close.](#)

**Audit entry notes for funds continued during EOY fiscal year close**

If an audit entry needs to be entered for a continuing fund, the account(s) may need to be activated on the [Finance > Maintenance > Create Chart of Accounts](#) page in the prior year file ID.

Maintenance > Create Chart of Accounts Finance

File ID: 0 Account Period: 08

Retrieval Options

Account Code: 211 : XX : XXXX : XX : XXX : X : XX : X : XX : Active / Inactive: [v] Description: [ ]

Retrieve Print Reset Refresh Description

Delete	Fund	Func	Obj	Sobj	Org	FY	Pam	Ed	Sean	Proj	Description	Active/Inactive
[ ]	211	00	1110	00	000	0	00	0	00	0	CASH AND TEMPORARY INVESTMENT	Active [v]
[ ]	211	00	1241	00	000	0	00	0	00	0	DUE FROM STATE	Inactive [v]
[ ]	211	00	1411	00	000	0	00	0	00	0	PREPAID WORKMENS COMP	Inactive [v]
[ ]	211	00	2110	00	000	0	00	0	00	0	TRADES PAYABLE 87-88	Inactive [v]
[ ]	211	00	2110	02	000	0	00	0	00	0	FY4 ACCOUNTS PAYABLE	Inactive [v]
[ ]	211	00	2111	00	000	0	00	0	00	0	ACCT PAYABLE	Inactive [v]
[ ]	211	00	2161	00	000	0	00	0	00	0	ACCRUED WAGES PAYBLE	Inactive [v]
[ ]	211	00	2171	00	000	0	00	0	00	0	DUE TO GENERAL OPERATING	Inactive [v]
[ ]	211	00	2177	99	000	0	00	0	00	0	TRUST AND AGENCY FUND	Inactive [v]
[ ]	211	00	2181	00	000	0	00	0	00	0	DUE TO STATE	Active [v]
[ ]	211	00	2211	11	000	0	00	0	00	0	ACCRUED FEDERAL DEPOSIT	Inactive [v]
[ ]	211	00	2211	12	000	0	00	0	00	0	ACCRUED FEDERAL CARE	Inactive [v]
[ ]	211	00	2211	14	000	0	00	0	00	0	FICA/MEDICARE ACCRUED	Inactive [v]
[ ]	211	00	2211	15	000	0	00	0	00	0	UNEMPLOYMENT ACCRUED	Inactive [v]

**Finance > Maintenance > Postings > Journal Actual or Journal Budget**

When entering an Audit Entry in Journal Actual or Journal Budget in Finance, if the entry is in two file IDs, the Grants and Projects will show both entries. To prevent this, select the **Ignore for Grants and Projects** check box in the current file ID but not in the previous file ID. This will prevent it from listing the same amount twice by not showing in both file ids in Grants and Projects but will still show both in the GL in Finance.

Maintenance > Postings Finance

JOURNAL BUDGET JOURNAL INQUIRY PURCHASE ORDER CASH RECEIPT CREDIT MEMO CHECK PROCESSING - PA CHECK PROCESSING - PO JOURNAL ACTUAL

JV Number: [ ] JV Number Description: [ ] Retrieve Directory

JV Type: JV Number: JV Number Description: Acct Per: **Ignore for Grants and Projects:** [ ] Default JV Number Description: [ ]

ACTUAL [ ] [ ] 04 [ ]

Add JV Reset Reverse JV Delete Print

Delete	Detail	Reverse	Account Code	Description	Reason	Debit Amount	Credit Amount	Trans Date	User ID
No Rows									

Add

Account Code	Description	Curr Exp/Rtzd Rev	Current Balance	Debit Amount	Credit Amount	Adj Exp/Rtzd Rev	Adjusted Balance
No Rows							

**Notes:**

- o The **Ignore for Grants and Projects** only displays on the Journal Actual and Journal Budget tabs.
- o The accounts and account masks defined on the Grants and Projects record on the

Grant/Project Profile are used to determine which accounts are selected for the initial display. Once the accounts are displayed, the detailed view may include accounts that are not included in the grant definition list of eligible accounts. For example, if the grant definition includes fund 211 and you drill down to a check record that includes funds 199, 202, and 211, you will see all of the transactions included in the check (all of the funds of 199, 202, and 211). Finance user profile settings are currently used for detail pop-ups.

- **Details Pop-up TIP:** The totals only display the amounts for the accounts to which you have access. It is possible that the amounts may appear out-of-balance because you do not have access to a specific account(s). For example, if you have access to one account on a PO, you can view all of the purchase order details except the accounts to which you do not have access and the items that are fully paid out of an account to which you do not have access.
- The GJ for opening entries that were created to carry forward continuing funds in file ID C during the EOY process will not show in Grants and Projects. For continuity throughout the fiscal years, file ID C needs to have an opening entry that is equal to the ending balance; however, when viewed across all file IDs, the opening entry from one year to the next will not display so as to not double the total when you create this from Grants and Projects in a CSV/Excel report.