Grants and Projects

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Grants and Projects

ASCENDER Grants and Projects provides grant/project data for the entire grant period regardless of the fiscal year. This application includes SSA Fiscal Agent Management allowing fiscal agents to more efficiently handle budget amendment and reimbursement requests from SSA members.

Grants and Projects

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Inquiry

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Inquiry

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GL Inquiry

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GL Inquiry - GRT5050

Grants and Projects > Inquiry > GL Inquiry

This page is used to perform the following inquiries for specific grant/project codes. You can view grant/project data for the entire grant period regardless of the fiscal year. In order to view details for a specific grant/project code, the grant/project code must be assigned to your user profile on the District Administration > Maintenance > User Profiles > Grants and Projects tab.

- Review the balances on individual accounts or groups of accounts.
- View a detailed listing of the account and drill down to view all transactions related to a single transaction. You can view the details for the following transaction types: journal voucher, check, cash receipt, credit cards, encumbrances, Accounts Receivable, Purchasing, and Warehouse. The selected transaction type determines the displayed view.
- View the account summary with just the balances.

Perform a GL inquiry:

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

❑ Under **Exclusions**:

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

❑ Under **Description**:

Reason	Select to display the reason for each account transaction.
Vendor Name	Select to display the vendor name for each account transaction.
Grant/Project Code	Type a grant/project code, or click ⋮ to select a code from the Grant and Project Codes lookup.
Account Code	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.

GL drill-down feature:

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

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

You can click various transaction numbers to refresh the pop-up window 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.

IMPORTANT: The accounts and account masks defined on the Grants and Projects record in the Tables > Grants and Projects Table are used to determine which accounts are selected for the initial display. Once the accounts are displayed, any 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 the detail popups.

DETAILS POPUP 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.

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

Review the report.

Other functions and features:

Reset	Click to reset all previously selected options to the default.

Maintenance

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Approval Dashboard - GRT3020

Grants and Projects > Maintenance > Approval Dashboard

This page allows you (the signed-on approver) to view a list of all grant budget revision requests and reimbursement requests awaiting your approval for a year/grant type. You can elect to approve all requests, individual requests, or return all requests or individual requests. Additionally, approvers can update the request details prior to approving or returning the request.

Retrieve a record:

Upon retrieving the page, a list of all budget revision requests and reimbursement requests awaiting your approval is displayed regardless of the year and grant type.

Use the following fields to narrow your search of pending approvals:

Year	Type a four-digit grant year.
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click ⌄ to select the request type (*ALL*, *Budget Adj & Rev*, *Reimbursement*).

❑ Click **Retrieve**. A list of pending requests matching your search criteria is displayed if any.

Under **Transactions Pending Approval**:

❑ Select the top-level check box to select/unselect all transactions. Or, select individual check boxes to only select specific transactions.

Detail	Click 🔍 to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens. **Note**: After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

Doc	If documents exist for the transaction, ▯ is displayed. Click ▯ to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.

Member	The member county district number and name tied to the transaction are displayed.
Year	The grant year for the transaction is displayed.
Grant ID	The grant ID for the transaction is displayed.
Transaction Date	The transaction date is displayed.
Type	The transaction type is displayed.
Amount	The transaction amount is displayed. This amount includes the sum of all object class amounts for the grant year and ID.
Final Rpt	For reimbursement requests only: If selected, the originator has indicated that the request is the final transaction for the grant year and ID. This field is read-only.

❏ Click **Approve** to approve the request.

- If there are subsequent approvers in the workflow, the transaction will continue to the next approver.
- If you are the last approver in the approval workflow and you approve the transaction, a final approval message is displayed, click **OK**. The transaction status is updated to *Posted* on the Grant Maintenance tab.
- If **Final Report** is selected for a reimbursement request, the **Final Report Processed Indicator** is automatically selected for the **Grant Year** and **Grant ID** on the Grant Maintenance tab.
- The approved requests are removed from the list.

❏ Click **Return** to return the request to the originator. The returned requests are removed from the list.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Documents	View or attach supporting documentation.

Member Grants

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Grant Maintenance - GRT3010

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

This tab allows fiscal agents to view and maintain various details related to a specified grant year, ID, type, or member (county district) record. Fiscal agents can create, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Expense accounts must exist in Finance file ID C.

Retrieve an existing grant record:

Field	Description
Year	Type a four-digit grant year. This field defaults to the current school year.
Grant ID	Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click ⋮ to select a grant ID from the Grant IDs lookup or press the Spacebar to view a list of grant IDs. The grant ID autosuggest list and the Grant IDs lookup is based on the **Year** field. For example, if you type 2020 in the **Year** field and tab to the **Grant ID** field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.

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

If the grant information is not known, click Directory to perform a search of all grants.

Note: If only the original transaction (first entry) exists, the **Member** (county district) and **Grant Type** fields can be edited. Once budget revision and reimbursement requests are applied to a grant ID/Year, the **Member** (county district) and **Grant Type** fields can no longer be edited.

Add a new grant record:

❑ Click **Add** to add a grant record. You have the option to select an existing year and grant ID for the new grant record using the **Year** and **Grant ID** fields at the top of the page. Or, you can type a new year and grant ID in the **Year** and **Grant ID** fields below the Grant Maintenance tab. If adding a new grant ID, you must enter the same year and grant ID in the **Year** and **Grant ID** fields at the top of the page and under the Grant Maintenance tab.

Year	Type a four-digit grant year. The grant year and ID must be a unique pair.

| Grant ID | Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click ⋮ to select an existing grant ID from the Grant IDs lookup. The grant year and ID must be a unique pair. |

❑ Under **Grant Maintenance**:

Year	Type the four-digit grant year. The grant year and ID must be a unique pair.
Grant ID	Type a grant ID. Dashes are allowed. This field can be a maximum of 20 alphanumeric characters. Or, click ⋮ to select an existing grant ID from the Grant IDs lookup. The grant year and ID must be a unique pair.
Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the SPACEBAR to view a list of members. When creating a new record, only members that exist on the Grants and Projects > Tables > SSA Members > Member Information tab can be selected.
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types. When creating a new record, only grant types that exist on the Grants and Projects > Tables > SSA Grants > Grant Types tab can be selected.
Status	Click ⌄ to select a status (*Active*, *Closed*, or *Canceled*) for the grant.

| Expense Account | Type the account number to be charged for any reimbursements processed for the grant ID. Or, in each of the account code fields, click ⋮ to select an account code component from the corresponding lookup. The selected account code component is populated in the corresponding field.

The selected account code must exist in Finance file ID C. Student Activity Funds are not allowed. |

❑ Under **Dates**:

Begin Date	Type the grant begin date in the MM-DD-YYYY format. Or, select a date from the calendar.
End Date	Type the grant end date in the MM-DD-YYYY format. Or, select a date from the calendar.

❑ Under **Reserve**:

The following fields can be used to track reserve amounts. For example, if a grant guideline requires the grantee to hold back a portion (percentage or amount) of the grant until the end of the grant. This field is for information purposes only and does not affect grant calculations or totals.

Reserved Percent	Type the reserved percentage amount. Valid values are 0-100.
Reserved Amount	Type the reserved amount. This amount cannot be greater than 999,999,999.99.

❑ Under **Final Report**:

Due Date	Type the final reporting due date for the grant. This date must be after the grant **End Date**.
Processed Indicator	This check box is display only and is automatically updated after the final transaction is submitted for a **Year** and **Grant ID**.

The following information is only displayed for existing records:

❑ Under **Summary**:

Total Award	The original amount of the award plus or minus any revisions that have been approved (posted) is displayed.
Reimbursements	The reimbursement amounts that have been paid are displayed.
Pending Reimbursements	The reimbursement amounts that have been approved but not paid are displayed.
Eligible Remaining	The eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**) is displayed.
Matching Funds	The total amount of matching funds is displayed.

❑ Under **Transactions**, a list of transactions for the selected **Year** and **Grant ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.

> **TIP**: For new grants, no transactions are displayed until you enter the budget data on the Object Maintenance tab and save the record. After the record is saved, the opening (original) entry is posted with the total award amount for all object classes.

If you need to cancel a transaction:

❑ Under **Cancel Trans**, click 🗑 to cancel the transaction. A message is displayed confirming that you want to cancel the transaction. The 🗑 is only displayed for transactions that can be canceled (i.e., transactions with a Saved, Returned, or Pending status).

- Click **OK** to cancel the transaction.
- Click **Cancel** to return to the Grant Maintenance page without canceling the transaction.

View details for existing transactions:

❑ Under **Detail**, click 🔍 to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens.

- Budget Adjustment Request

Budget Adjustment Request

If the transaction type is *Budget Adjustment*, the Budget Adjustment Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.

- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❑ Review the Budget data, indicate the adjustment amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Adjustment Amount	Type the applicable budget adjustment amounts. Amounts can be negative or positive values. A budget adjustment is used to add or subtract an amount from an object's total award.
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval.

❑ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, 🗋 is displayed on the **Documents** button.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

- If a document is uploaded in this pop-up, ☐ is displayed for the transaction in the **Doc** column under **Transactions**.

❑ Click **Cancel** or X to close the pop-up window.

- Budget Revision Request

Budget Revision Request

If the transaction type is *Original* or *Budget Revision*, the Budget Revision Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.

- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❑ Review the Budget data, indicate the revision amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Revision Amount	Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the total award. The total revision amount for the request must net to zero. The total revision amount for the request must net to zero. For example, if you add 50.00 to an object class, you must deduct -50.00 from another object class for a **Total** of 0.00.
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❑ Click **Save** to save the request without submitting it for approval.

☐ Click **Submit** to submit the request for approval.

☐ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, ▯ is displayed on the **Documents** button.

> • Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

> • If a document is uploaded in this pop-up, ▯ is displayed for the transaction in the **Doc** column under **Transactions**.

☐ Click **Cancel** or X to close the pop-up window.

- Reimbursement Request

Reimbursement Request

If the transaction type is *Periodic*, the Reimbursement Request pop-up window opens with the corresponding budget details.

> • If the transaction status is *Pending*, *Posted*, or *Submitted*, the details in the pop-up are read-only.

> • If the transaction status is *Returned* or *Saved*, only the **Reimbursement Request** and **Matching Funds** fields in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

☐ Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

Over Expend Notes:

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

> Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)

Example: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Reimbursement Request	Type the amount of the reimbursement request. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved*. Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.
Matching Funds	Type the total amount of matching funds. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved* or when adding a new request. Otherwise, the field is disabled. This field can be used when a grantee is required to "match" the grant in some way from other sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for <u>information purposes only</u> and does not affect grant calculations or totals.
Total	Displays the totals for each column.

Final Report	Select to indicate that the reimbursement request will be the last transaction for the **Year** and **Grant ID**. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to *Final*, and the **Processed Indicator** is automatically selected. • Pending Periodic transactions that were submitted before or with the request with the **Final Report Indicator** selected will be allowed to be processed. • Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval.

❑ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, 🗋 is displayed on the **Documents** button.

• Click **Documents** to open the [Document Attachments] pop-up window. You can view, upload, or delete documents as needed.

• If a document is uploaded in this pop-up, 🗋 is displayed for the transaction in the **Doc** column under **Transactions**.

❑ Click **Cancel** or X to close the pop-up window.

Note: After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

Doc	If documents exist for the transaction, 🗋 is displayed. Click 🗋 to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
Date	The transaction date is displayed in the MM-DD-YYYY format.
Type	The transaction type is displayed. • *Budget Adjustment* - Budget Adjustment Request • *Budget Revision* - Budget Revision Request • *Original* - Original Budget • *Periodic* - Reimbursement Request • *Final* - Final Request

Status	The transaction status is displayed. • *Canceled* - The transaction was canceled (reversed or voided). • *Paid* - The reimbursement transaction completed the approval process and is approved and paid. • *Pending* - The reimbursement transaction completed the approval process and is approved but pending payment. • *Posted* - The budget revision transaction completed the approval process and is approved. • *Returned* - The transaction was returned back to the originator for review during the approval process. • *Saved* - The transaction was saved but not submitted for approval. • *Submitted* - The transaction was submitted for approval.
Budget Amount	The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00.
Reimbursement Amount	The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00.
Check Nbr	The check or EFT number for the reimbursement transaction is displayed after the payment is processed.
Payment Date	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.
Final Report	This check box is automatically selected to indicate that the final reimbursement transaction has been paid for the **Year** and **Grant ID** (i.e., **Final Report** was selected when the transaction was processed.) Once the final transaction is processed, the **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled and no other transactions can be submitted.

❑ Click **Save**. The changes made on this tab and the Object Maintenance tab are saved.

Add a request:

❑ From the top of the page, click Budget Adjustment, Budget Revision, or Reimbursement to add a new request. The corresponding pop-window opens allowing you to add the request. Once the request is saved or submitted, it is displayed under **Transactions**.

The **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled when the **Processed Indicator** is selected.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Documents	View or attach supporting documentation.

Object Maintenance - GRT3010

Grants and Projects > Maintenance > Member Grants > Object Maintenance

This tab allows fiscal agents to add budget details allocated by object class for a specified year and grant ID. Amounts can be added until the original budget is saved. After the original budget is saved, a budget adjustment or revision is required.

View a record:

Field	Description
Year	Type a four-digit grant year.
Grant ID	Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click ⋮ to select a grant ID from the Grant IDs lookup or press the SPACEBAR to view a list of grant IDs. The grant ID list in the autosuggest and the Grant IDs lookup is based on the **Year** field. For example, if you type 2020 in the **Year** field and tab to the **Grant ID** field, only active 2020 grant IDs are displayed.

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

If the grant information is not known, click Directory to perform a search of all grants.

Notes:

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are read-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are read-only.

The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.

Add a record:

Object	A list of the six predefined object classes for each year and grant ID is displayed: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.

❏ Complete the applicable fields for each object class:

Total Award	Type the total award amount (original amount of the award plus or minus any approved (posted) budget revisions).
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**) is displayed.
Matching Funds	Displays the total amount of matching funds.
Over Expend %	Type the maximum percentage allowed for expenditures over the originally indicated amount of the grant. Valid values are 0-999%. **Over Expend Notes**: If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class: Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement) **Example**: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0. The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0) In this example, the **Reimbursement Request** cannot exceed 5100. If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

❑ Click **Save**. The changes made on this tab and the Grant Maintenance tab are saved. The total award amount for all object classes is posted as the opening (original) entry for the grant ID under **Transactions** on the Grant Maintenance tab.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Add	Click to add a grant. The Grant Maintenance tab is displayed.
Documents	View or attach supporting documentation.

Reports

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SSA Grant Reports

Grants and Projects > Reports > SSA Grant Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❏ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❏ Type or select the report options. **Parameters in bold are required.**

❏ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data:
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.

Click **OK** to apply the selected sort criteria to the report.
Click **Cancel** to close the window without re-sorting.

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.

GP1300 - Grant Detail General Ledger Report

Grants and Projects > Reports > SSA Grant Reports > Grant Detail General Ledger Report

This report provides a list of detailed transactions from the general ledger for a specified grant code. You can view grant/project data for the entire grant period regardless of the school year or file ID, or you can retrieve data based on the school year, file ID, and from/to accounting periods. To narrow the list of transactions to a specific accounting period range within a file ID, use the **From-To Account Period; School Year** ellipsis lookup to specify the from/to accounting periods.

Vendor transactions allow for the printing of either the name of the vendor or the reason for the transaction. Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
Grant/Project Profile Code	Type a grant/project code, or click ⋮ to select a code from the Grant and Project Codes lookup. This code determines the school years, file IDs and accounting periods to be included in the report. This is a required field.
From-To Account Period; School Year	Type the five-digit file ID and accounting period range to be included where the first character represents the one-digit file ID and the following four characters represent the accounting period range. For example, for file ID 1 and accounting period range 06-07, type 10607. Or, click ⋮ to select a code from the Grant School Year Range lookup. This is a required field.
Print Vendor Name (N), Reason (R)	N - Print the vendor name on the report. R - Print the reason on the report. This is a required field.
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	Y - Include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. N - Do not include requisition soft encumbrance transactions on the report when a purchase order encumbrance exists. This is a required field.
Use Check date (C) or Transaction date (T) for check transactions	C - Use the check date for check transactions on the report. T - Use the transaction date for check transactions on the report. This is a required field.

Parameter	Parameter Description
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.
Enter Optional Report Title	Type a report title using a maximum of 60 alphanumeric characters.

[Generate the report.](#)

GP1100 - Grant Payment Transaction Report

Grants and Projects > Reports > SSA Grant Reports > Grant Payment Transaction Report

This report provides a list of grant payment transactions.

Parameter	Parameter Description
Sort by Grant (T), Member (M)	T - Sort the report by grant type. M - Sort the report by grant member/county district number. This is a required field.
From Date (MMDDYYYY)	Type the from date in the MMDDYYYY format for which you want to retrieve grant transactions. This is a required field.
To Date (MMDDYYYY)	Type the to date in the MMDDYYYY format for which you want to retrieve grant transactions. This is a required field.
Select Grant Type(s) or blank for ALL	Type a grant type separating multiple types with a comma. Or, click to select a grant type(s). Otherwise, leave blank to include all grant types.
Select Member(s) or blank for ALL	Type a six-digit member/county district number separating multiple numbers with a comma. Or, click to select a member(s). Otherwise, leave blank to include all members.

Generate the report.

GP1000 - Grant Summary Status Report

Grants and Projects > Reports > SSA Grant Reports > Grant Summary Status Report

This report provides a summary of grant status information.

Parameter	Parameter Description
Sort by Grant (T), Member (M), Grant Year (Y)	T - Sort the report by grant type. M - Sort the report by grant member/county district number . Y - Sort the report by grant year. This is a required field.
Select Status for Grant Year & Grant ID Active (A), Closed (C), Canceled (X) or blank for ALL	A - Include grant years and IDs with an active status. C - Include grant years and IDs with a closed status. X - Include grant years and IDs with a cancelled status. Blank for All - Include all grant years and IDs regardless of status.
Select Grant Year (YYYY) or blank for ALL	Type a grant year in the YYYY format. Or, leave blank to include all grant years and IDs regardless of grant year.
Select Grant Type(s) or blank for ALL	Type a grant type separating multiple types with a comma. Or, click ⋮ to select a grant type(s). Otherwise, leave blank to include all grant types.
Select Member(s) or blank for ALL	Type a six-digit member/county district number separating multiple numbers with a comma. Or, click ⋮ to select a member(s). Otherwise, leave blank to include all members.

Generate the report.

GP1200 - Past Final Date Without Final Report

Grants and Projects > Reports > SSA Grant Reports > Past Final Date Without Final Report

This report provides a list of grant years and IDs that have a **Final Report Due Date** without a reimbursement transaction designated as the final reimbursement for the grant year and grant ID before the date entered in the **Effective Date** report parameter.

Parameter	Parameter Description
Effective Date (MMDDYYYY)	Type the effective date in the MMDDYYYY format from which you want to retrieve grant transactions. This is a required field.
Select Grant Year (YYYY) or blank for ALL	Type a grant year in the YYYY format. Or, leave blank to include all grant years and IDs regardless of grant year.
Select Grant Type(s) or blank for ALL	Type a grant type separating multiple types with a comma. Or, click ⋮ to select a grant type(s). Otherwise, leave blank to include all grant types.
Select Member(s) or blank for ALL	Type a six-digit member/county district number separating multiple numbers with a comma. Or, click ⋮ to select a member(s). Otherwise, leave blank to include all members.

Generate the report.

Tables

Use the Table of Contents to access a page.

Tables

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Grants and Projects Table

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Grant/Project Profile - GRT2110

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.

Modify a record:

Field	Description
Grant/Project Code	Type a grant/project code, or click ⋮ to select a code from the Grant and Project Codes lookup.
Description	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.

Grant/Project Code	Type a grant/project code. This code is user-defined and can be a maximum of ten alphanumeric characters. This field is required.
Description	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:

Status	Click ⌄ to select the code status (*A - Active* or *I - Inactive*).
NOGA/Project Nbr	Type the Notice of Grant Award (NOGA) or project number. This field is optional.
CFDA Nbr	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.
Begin Date	Type the beginning date of the grant or select a date from the calendar. This field is optional.
End Date	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.

GL File ID	Select the one-character file ID. **Note**: Duplicate account entries are allowed for different file IDs.
Account Code	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 **Account Code** field.
Description	The account description is displayed.

❏ Click **Save**.

Other functions and features:

Delete	Click to delete the grant/project code that is retrieved on the page. Grant codes assigned to user profiles in District Administration cannot be deleted. A message is displayed prompting you to confirm the deletion. Click **OK** to delete the record. Otherwise, click **Cancel** to return to the Grants and Projects page without deleting the record.

Grant/Project Profile

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Manage Users - GRT2160

Grants and Projects > Tables > Manage Users

This page is used to manage user accounts in Grants and Projects and MemberPortal. In order for users to have the appropriate access to a grant, user profiles must be completed by linking the user to a specific member and grant type, and assigning the level of access the user has to a grant type. Fiscal agents can use this page to add, change, and delete user accounts in both Grants and Projects and MemberPortal.

Member users can create an account via MemberPortal; however, they will not have access to any grant information until the fiscal agent or MemberPortal admin user completes their user profile.

> **TIP**: **It is recommended** that fiscal agents create at least one MemberPortal user with admin permission for each member LEA. Admin users will have access to a Manage Users page in MemberPortal where they can perform all of these same tasks for users within their member LEA.

Retrieve a record:

❏ Under **Users**, use the following fields to narrow your search results:

First Name	Type the MemberPortal user's first name.
Last Name	Type the MemberPortal user's last name.
Member	Type the member name or county district number.
Admin	Select to only include admin users.
Include Inactive	Select to include users with an inactive status.

❏ Click **Retrieve**. A list of records matching your search criteria displays in the **Results** grid.

If the user created an account in MemberPortal, the user's information is displayed in the list of results. However, you will notice that the **Member** column is blank since their user profile has not been completed. At this point, the user does not have access to view any grant information in MemberPortal.

❏ Click 🔍 to open the User detail pop-up window and enter the applicable data to complete the user's MemberPortal profile. The user's **First Name**, **Last Name**, **E-mail**, and **User Name** fields are automatically populated.

Add a record:

❏ Click **Add User** to open the User detail pop-up window and enter the applicable data to add a new user and complete the user's profile.

> When creating a new MemberPortal user or resetting a user's password, the change password date is set to 01/01/2000, which requires the user to change their password upon logging on to MemberPortal.

❏ Under **User**:

First Name	Type the user's first name. This field can be a maximum of 50 characters.
Last Name	Type the user's last name. This field can be a maximum of 50 characters.

❏ In the **Phone** fields:

Area Cd	Type the three-digit area code of the phone number.
Phone Nbr	Type the seven-digit phone number.
Ext	Type the four-digit extension number if any.

Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the SPACEBAR to view a list of members.
Admin	Select to indicate that the user is an admin user. Users designated as Admin users will be able to manage users for their assigned member in MemberPortal.
Status	Click ⌄ to select the user's status (*A - Active* or *I - Inactive*).
E-mail	Type the user's email address. The field can be a maximum of 250 characters.
E-mail Opt-Out	Select to indicate that this user is opted out of receiving emails.
User Name	Type a 6-25 character user name. (No embedded spaces are allowed.)
Password	Type a new password. If the user initiated the account profile via MemberPortal, this field is populated with an encoded and masked version of the user's password to secure their credentials. Fiscal agents or admin users can update user passwords as needed. Requirements: • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive

❏ Under **Grant Types**:

Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

Accessibility	Click ⌄ to select the user's level of access to the corresponding grant type. • All • Inquire Only • Enter and Save Data • Submit Reimbursement Request • Submit Budget Revision Request **Note**: If a user only has access to enter and save requests, they can only update their requests.

❑ Click **+Add** to add additional rows.

❑ Click **Save**. Otherwise, click **Cancel** to return to the Manage Users page without adding data.

Other functions and features:

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

SSA Alternate Approvers - GRT2140

Grants and Projects > Tables > SSA Alternate Approvers

> This page is used to assign an alternate approver to an approver who is unable to perform their assigned approval duties during a specified timeframe for grant requests.

View a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

❑ Click **Retrieve**. If an approval workflow exists for the selected grant type, the list of approvers is displayed.

Field	Description
Approver Emp Nbr	The employee number of the approver is displayed.
Approver Name	The name of the approver is displayed.
Use Alternate	Select to use the alternate approver instead of the approver. If selected, and no date range is entered in the **From Date** and **To Date** fields, the alternate approver becomes the approver. If selected, and no date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver. If selected, and a date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates. If selected, and a date range is entered in the **From Date** and **To Date** fields, and today's date is outside the range of the from and to dates, no updates occur for the selected original approver. If not selected, and/or a date range is entered in the **From Date** and **To Date** fields, no updates occur for the selected original approver. If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver.
Alternate Emp Nbr	Type an employee number or click ⋮ to select one from the Approver Directory.

Field	Description
Alternate Approver Name	The selected alternate approver name displays based on the **Alternate Emp Nbr** field.
From Date	Type the beginning date from which the alternate approver will serve as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.
To Date	Type the ending date on which the alternate approver will end serving as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.

❑ Click **Save**.

Other functions and features:

Clear Row	Click to delete an alternate approver and click **Save**.

SSA Alternate Approvers

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SSA Approval Path - GRT2130

Grants and Projects > Tables > SSA Approval Path

This page is used to create and maintain the sequence or hierarchy of approvers for grant requests. The order in which the approvers are listed indicates the approval sequence. You can add to or edit the approval path as needed. If a change is made to the approval path, the change will apply to all grant requests that have yet to reach that specific approver.

Notes: Any changes made to the approval path are immediate and automatically update (move) existing requests.

View a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

The drag-and-drop feature is available allowing you to change the order of the approval path.

Reminder Days	Type the number of days after which no action has been taken on an item and a reminder email should be forwarded to the originator and approver. This field has a maximum of three digits. By default, this field is set to zero indicating that no reminders will be sent. If the value is greater than zero, the Approver has that many days to respond to the approval before a reminder email is sent to the Approver. After the initial reminder email message is sent, email messages are sent on a daily basis until action is taken.

❑ Click **+Add** to add an approver. The Approver Directory is displayed. Or, click ⋮ to open the directory and select an approver.

Approver	The selected approver name is displayed.
Email Opt-Out	Select to indicate that this approver is opted out of receiving approval workflow emails.

❑ Click **Save**. Depending on the change, the appropriate application message is displayed indicating the action.

Other functions and features:

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

SSA Approval Path

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SSA Grants

Use the Table of Contents to access a page.

Grant Types - GRT2120

Grants and Projects > Tables > SSA Grants > Grant Types

This tab allows fiscal agents to maintain a list of grant types and descriptions, which can be used to facilitate the appropriate workflows and member notifications for each grant type. Grant types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

Additionally, fiscal agents can use the grant amounts feature to maintain annual budget amounts for multi-year grant types.

Modify a record:

Field	Description
Start At	Type the starting grant type from which you want to retrieve.

❏ Click **Retrieve**. A list of grant types equal to and greater than the entered starting grant type is displayed.

Add a record:

❏ Click **+Add** to add a row.

Grant Type	Type a unique user-defined grant type. This field can be a maximum of ten alphanumeric characters.
Description	Type a user-defined grant type description. This field can be a maximum of 40 alphanumeric characters.

Grant Amount	Click 🔍 to display the Grant Amounts pop-up window. The Grant Amounts pop-up window allows you to maintain annual budget amounts for each year associated with the selected multi-year grant type. The selected Grant Type is displayed at the top of the pop-up window. You can add new years and budget amounts, or edit existing amounts as needed. **Note**: Future functionality will use this information to prevent the disbursement of reimbursements over the allotted annual budget amount. However, at this time, it is for informational purposes only. ❑ Click **+Add** to add a new row. <table><tr><td>**Year**</td><td>Type a four-digit grant year.</td></tr><tr><td>**Amount**</td><td>Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td></tr></table>❑ Click **OK** to accept the changes and close the pop-up window. Otherwise, click X or **Cancel** to return to the Grant Types tab without making changes to the grant amounts. <table><tr><td>🗑</td><td>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **OK** to close the pop-up window and return to the Grant Types tab. Click **Save** to delete the rows marked for deletion.</td></tr></table>
Status	Click ⌄ to select the grant type status (*A - Active* or *I - Inactive*).

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
+Add	Click to add a row to the table. Or, from the last row of the table, type a value in the **Grant Type** field and press Tab. A new row is added to the table.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Payment Dates - GRT2120

Grants and Projects > Tables > SSA Grants > Payment Dates

This tab allows fiscal agents to maintain a list of cut-off dates and expected payment dates for each grant type. These dates are for informational purposes only. The payment cut-off date is displayed for the grant type in MemberPortal to remind member LEAs of the fiscal agent's cut-off date. This tab is optional.

Retrieve a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

❑ Click **Retrieve**. The payment dates for the grant type are displayed if any.

Add a payment date:

❑ Click **+Add** to add a row.

Cut Off Date	Type the grant cut-off date in the MM-DD-YYYY format. Or, select a date from the calendar.
Payment Date	Type the grant payment date in the MM-DD-YYYY format. Or, select a date from the calendar.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

SSA Members

Use the Table of Contents to access a page.

Bank Code - GRT2150

Grants and Projects > Tables > SSA Members > Bank Code

This tab is used to add and maintain member bank information for EFT payments processed in the Grants and Projects application. If the member uses the same account information for vendor EFT payments, this tab does not need to be populated.

The bank information hierarchy is as follows: This tab is the primary source of bank information for grant payments. If this tab is blank, the bank information from the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab is used. If the Vendor Miscellaneous tab is blank, a check is issued.

View a record:

Field	Description
Member	Begin typing the member name or six-digit county-district number. As you type the data, a drop-down list of corresponding data is displayed. Or, press the Spacebar to view a list of members. Select a member and click **Retrieve**. The member record is displayed. If the member name or county-district number is not known, click Directory to perform a search of all active members.

Add a bank record:

❑ Under **Bank Information**:

EFT E-mail	Type the member's email address to send EFT payment information. The field can be a maximum of 100 characters. This field is required when adding a bank information record.

Bank	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click ⋮ to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks.
Bank Acct Nbr	Type the corresponding bank account number for the selected bank.
Bank Acct Type	Select the account type for the selected bank and bank account number. • *2 Checking account* • *3 Savings account*
PreNote	Select to generate a prenote to the bank.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Add	Click to add a new member record.

Member Information - GRT2150

Grants and Projects > Tables > SSA Members > Member Information

This tab allows fiscal agents to add and maintain member data. Fiscal agents can use the Security Administration application to limit the users who can view this information.

Member Information records cannot be deleted; however, they can be set to inactive.

View a record:

Field	Description
Member	Begin typing the member name or six-digit county-district number. As you type the data, a drop-down list of corresponding data is displayed. Or press the Spacebar to view a list of members. Select a member and click **Retrieve**. The member record is displayed. If the member name or county-district number is not known, click Directory to perform a search of all active/inactive members.

Add a record:

❑ Click **Add** to add a new member record.

❑ Under **Member Information**:

County District Nbr	Type a six-digit county-district number. This field is required.
Member Name	Type the member name. This field can be a maximum of 35 alphanumeric characters. Special characters are limited to the following: apostrophe, colon, comma, and dash. This field is required.
Region	Click ⌄ to select the two-digit Education Service Center (ESC) region number. This field is required.
Vendor	Type a valid vendor name or number. If the vendor number is not known, click ⋮ to select a vendor from the Vendors directory. The Vendors directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. This field is required.
Status	Click ⌄ to select the member's status (i.e., *Active* or *Inactive*). This field is required.

❑ Under **Main Contact**:

Title	Click ⌄ to select a legal title for the contact person.
First	Type the contact's first name. This field can be a maximum of 50 characters.
Last	Type the contact's last name. This field can be a maximum of 50 characters.
E-mail	Type the contact's e-mail address. This field can be a maximum of 100 characters.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Utilities

Use the Table of Contents to access a page.

Copy Payment Dates - GRT8030

Grants and Projects > Utilities > Copy Payment Dates

This utility is used to copy payments dates from one grant type to another. Payment information can be copied from one grant type to multiple grant types.

Copy payment dates:

❏ Under **Copy Pay Dates from Grant Type**, retrieve a grant type from which you want to copy payment dates:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

❏ Click **Retrieve**. The selected grant type is displayed with a list of cut-off dates and payment dates for the grant.

❏ Under **Copy Pay Dates to Grant Type**, select the grant type(s) to which you want to copy pay dates. Only active grant types are displayed.

- Select the **Select All** check box to select all grant type check boxes.
- Select the individual check box for the grant type(s) to which you want to copy data.

❏ Click **Execute**. A message is displayed prompting you to continue the process.

- Click **Yes** to execute the process. Any existing data will be overwritten.
- Click **No** to cancel the process.

Use the Grants and Projects > Tables > SSA Grants > Payment Dates tab to verify the changes.

Email Notifications

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Grant Payments

Use the Table of Contents to access a page.

Create EFT File - GRT8020

Grants and Projects > Utilities > Grant Payments > Create EFT File

This page is used to create an EFT file for the bank to process EFT payments for grant reimbursement requests.

Electronic fund transfer (EFT) is a method of electronically transferring funds to a vendor for payment. The transfer is accomplished by creating an EFT file during a payment run. The file is sent to the bank to be transmitted to an automated clearing house (ACH). The ACH is a centralized, federal reserve bank that transmits the necessary data for electronically transferring funds to the vendor's participating depository financial institution (DFI).

Notes:

- The member's bank information must either be completed on the Grants and Projects > Tables > SSA Members > Bank Code or the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab (if the member uses the same account information for vendor EFT payments). Otherwise, the create EFT file process cannot be performed.
- Grants and Projects EFT files cannot be created in Finance and vice versa.

Create an EFT file:

There are two types of EFT file options available on this tab.

❏ Under **File Type**:

Field	Description
Grant Payments	If selected, all EFT grant payments for the selected date time stamp(s) are included in the EFT file. If multiple date time stamp records are selected, all records will be included in the same file. A list of data from the last ten check runs is displayed in the grid.
Pre-Note	If selected, all members with **PreNote** selected on the Grants and Projects > Tables > SSA Members > Bank Code tab are included in the file. The file is sorted by member number. After the prenote file is generated, the **PreNote** field is cleared on the Bank Code tab.
Effective Date	Type the effective date for the EFT file in the MM-DD-YYYY format. This is the date that the bank will transfer the funds to the vendor's bank.

❏ A list of available EFT payments or payment groups is displayed with the following details:

- **Check Date** - Displays the date on the check.
- **Check Processing Date** - Displays the date of the actual check run regardless of the **Check Date**.
- **From EFT Nbr** - Displays the beginning Finance EFT number for the check run.
- **To EFT Nbr** - Displays the ending Finance EFT number for the check run.

❑ Select the payments to be included in the EFT file. If **Pre-Note** is selected, payments cannot be selected.

❑ Click **Create EFT File** to create the EFT file. If **Pre-Note** is selected, the Grants and Projects EFT Pre-Note Report is displayed with a zero transaction. Otherwise, the Grants and Projects EFT Report is displayed with a list of transactions to be processed. Review the report.

❑ Click **Process** to proceed. A dialog box is displayed with a preset File name.

- If **Grant Payments** is selected, the GRANTS_EFT_MMDDYYYY file is generated with the actual EFT payments for each vendor.
- If **Pre-Note** is selected, the GRANTS_Prenote_MMDDYYYY file is generated for those members with **Pre-Note** selected on their bank information record.

You can type a different name for the file, and save the file on your computer or network.

❑ Click **Cancel** to close the report and return the Create EFT file tab.

Print Checks - GRT8020

Grants and Projects > Utilities > Grant Payments > Print Checks

This tab allows fiscal agents to process member reimbursement request payments to the member's vendor via check or electronic funds transfer, and then post the transactions to Finance. The payment method is determined by the member's selected payment preference (i.e., if the member has bank information set on the Grants and Projects > Tables > SSA Members > Bank Code tab or the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab (if the member uses the same account information for vendor EFT payments).

Note: Grants and Projects payments cannot be processed in Finance and vice versa.

Process a payment:

❑ Under **Check Options**:

Field	Description
Beginning Check Nbr	Populates based on the last check stock number used in the check run for the Finance payment process, but it can be modified.
Beginning EFT Reference Number	Populates based on the last EFT reference number used in the check run for the Finance payment process, but can be modified. The field displays an "E" at the beginning of the EFT reference number, which identifies the transaction as an electronic funds transfer throughout the application.
Check Date	Type the date in the MM-DD-YYYY format, or select a date from the calendar. This field represents the date of the check/EFT payment.

❑ Click **Execute**. The Member Reimbursement payment processing page is displayed with a list of all transactions to be processed. If two different members use the same vendor, there will be separate checks; one for each member payable to the same vendor.

The following transaction details are displayed:

Member	The county district number and member name are displayed.
Vendor Number	The vendor number is displayed.
Vendor Name	The vendor name is displayed.
Check Amount	The transaction amount is displayed.
EFT Payment	*Y* - Displays if either the member or member's vendor has bank information. Indicates the transaction is an EFT payment. *N* - Displays if neither the member nor member's vendor has bank information. Indicates the transaction is a check payment.

All transactions listed are selected by default for processing and included in the totals at the bottom of the grid.

❑ Select the top-level checkbox to select/unselect the list of transactions. Or, select individual checkboxes to only select specific transactions.

> The **Selected Check Amount Total**, **EFT Amount Total**, and **Total Amount** of transactions are displayed at the bottom of the grid and are automatically updated as you select/unselect transactions.

❑ Click the Check Signatures button to select the signature(s) to be printed on the check(s).

❑ Click **Next**. A preview of the checks to be printed is displayed. Use the scroll bars to view the check details. If only EFT transactions are included, then the EFT Payment Detail report is displayed.

❑ Under **Print Options**, select one of the following:

- **Grant Checks** - Selected by default and displays the grant checks to be printed.
- **Non-Negotiable Grant Checks** - Select to display the non-negotiable check pages for each transaction, which can be printed for internal use.
- **EFT Report** - Select to view the EFT Payment Detail report.

❑ Click **Next**. A list of the transactions to be processed is displayed.

❑ Under **Last Recorded Checks**:

Check Number	The last recorded check number from the list of selected check transactions is displayed.
EFT Number	The last recorded EFT number from the list of selected EFT transactions is displayed.

❑ Under **Post to Accounting Period**:

Current	The current accounting period is displayed. Select to post the transactions to the current accounting period.
Next	The next accounting period is displayed. Select to post the transactions to the next accounting period.

❑ If a check did not print for any of the listed vendors, unselect the **Post** check box for the transaction.

❑ Click **Post** to post the transactions. A journal entry for each transaction that was included in the check or EFT payment for each member is posted to the general ledger in Finance.

> A message is displayed indicating that the print checks process was completed successfully.

❑ Click **Finish** to return to the Print Checks tab.

> If any errors occurred during the process, the **Cancel** button is displayed.

❑ Click **Cancel** to return to the Print Checks tab, correct any errors and run the process again. Otherwise, click **Previous** at any point to return to the previous page.

Revise EFT File - GRT8020

Grants and Projects > Utilities > Grant Payments > Revise EFT File

This tab is used to edit Grant Payment and Prenote EFT files.

Note: Grants and Projects EFT files cannot be revised in Finance and vice versa.

Important: Please reference the NACHA file format at www.NACHA.org before modifying the EFT file.

The following warning is displayed at the top of the tab:

WARNING: Ensure that you are entering correct information. Any information entered will be processed.

Revise the EFT file:

☐ Click **Choose File**.

- Locate and select the file (e.g., GRANTS_EFT_MMDDYYYY.txt or GRANTS_Prenote_MMDDYYYY.txt) to be revised.
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

☐ Click **Retrieve File**.

- The selected EFT file is displayed in the table fields.
- Make changes to the data fields, as needed.

Record Cd	Only displays detail record code 6.
Account Type	Type the one-digit account type code. Or, select one of the following from the drop-down list. • *2 - Checking account* • *3 - Savings account*
Run Type	Type the one-digit run type code. Or, select one of the following from the drop-down list. • *2 - Finance EFT file* • *3 - Finance Prenote EFT file*
Transit Route	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
Bank Account Nbr	Type the vendor's bank account number. The account number must be a numeric value.
Bank Account Amt	Type the bank account amount. The bank account amount should be zero if the **Run Type** is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value.

Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name. If the vendor number is not known, click ⋮ . The Vendor Information directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor from the list. Otherwise, click **Cancel**.
Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click ⋮ . The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Description Data	The description data listed in the file is displayed.
Addend Ind	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
Orig DFI ID Cd	The eight-digit code used to identify the originating depository financial institution is displayed.
Totals	A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the **Bank Account Amount** field.

❏ Click **Process File** when all changes have been entered.

- The preview report is displayed. Review the report.
- Click **Process** to process the data. Or, click **Cancel** to return to the Revise EFT File tab without making changes.

The revised .txt file is generated and a message is displayed indicating that the EFT file was created successfully. Click **OK**.

Other functions and features:

+Add	Click to add a new row.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.