



Grants and Projects Tracking

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Grants and Projects Tracking

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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](#).

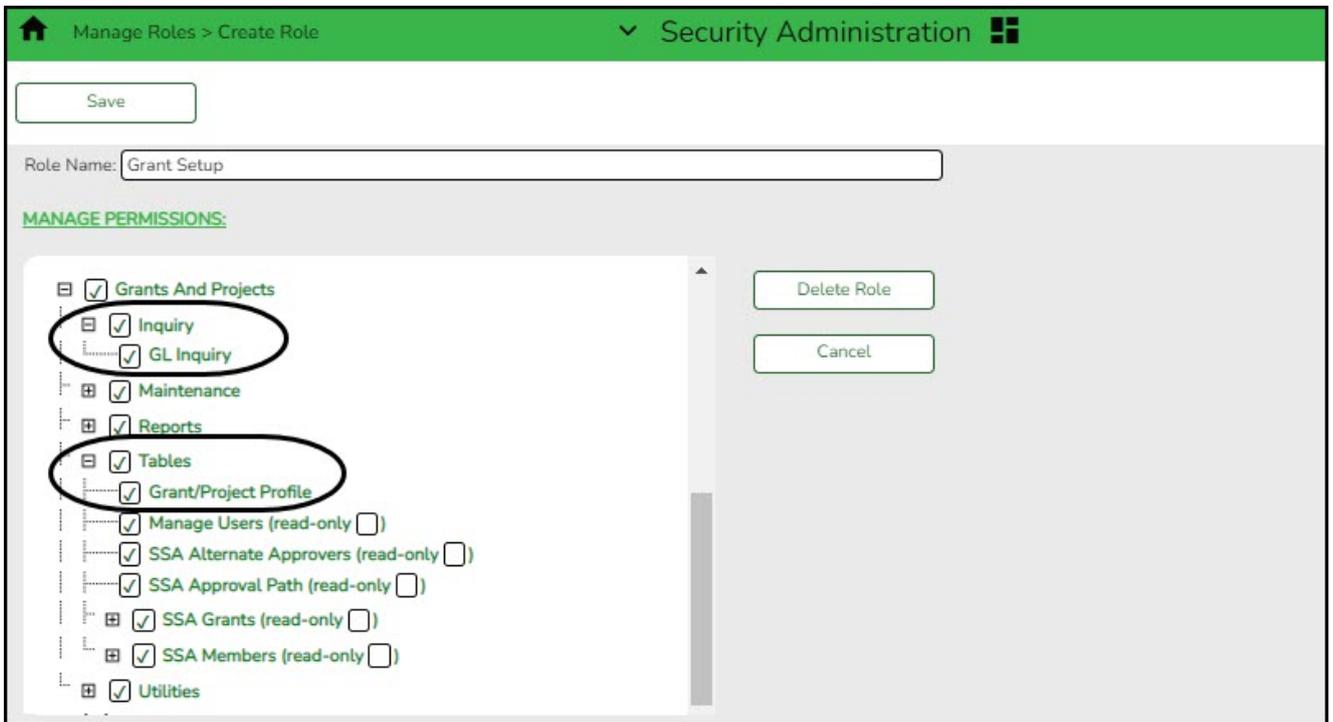


Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

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 |
|---------------------------|-----------------------------------------------------------------------------------------------------------------|
| 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 (<i>A - Active</i> or <i>I - Inactive</i>). |
| 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**.

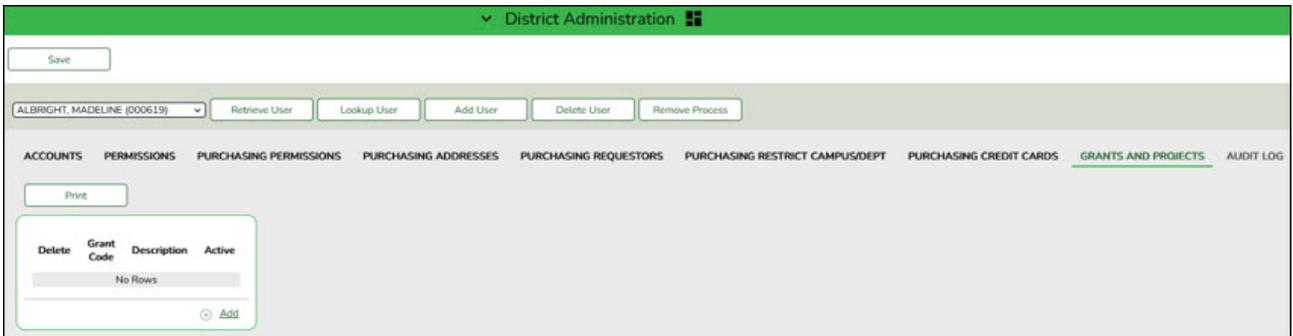
2. [Set up user profiles.](#)

Set up user profiles

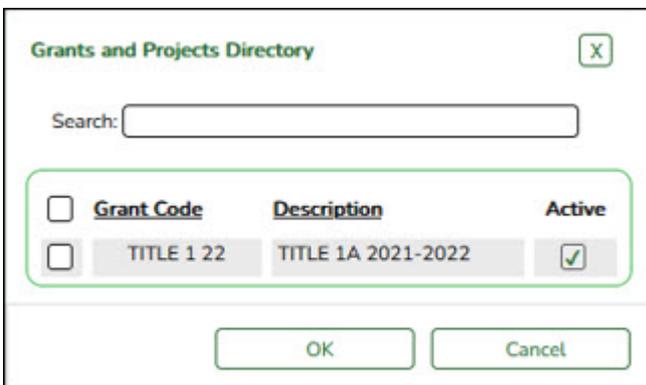
[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Grants and Projects](#)

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**.

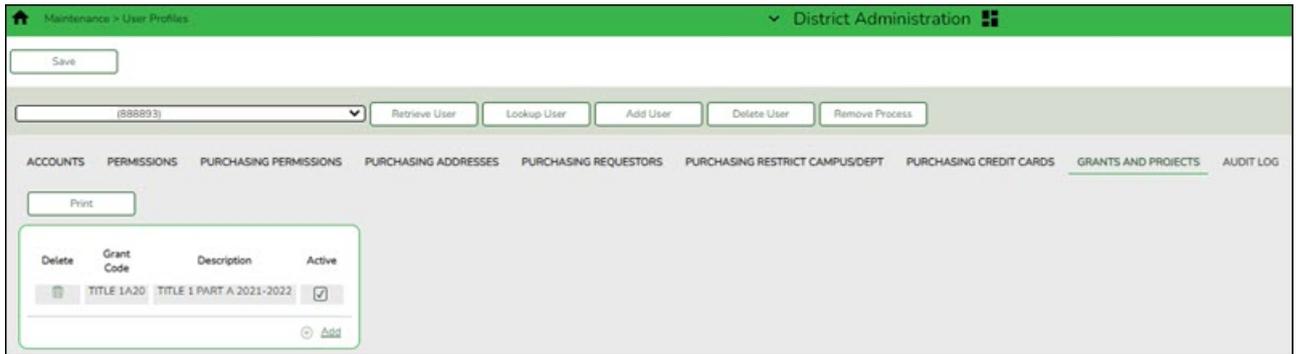


Click **+Add** to add a grant code to user. The Grants and Projects Directory is displayed.



- 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 |
|--------------------|-------------------------------------------------------|
| Grant Code | The user-defined grant code is displayed. |
| Description | The user-defined grant code description is displayed. |
| Active | 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: Subj: 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 |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <input type="button" value="⋮"/> 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.

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: 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 |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 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: 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: [dropdown] Description: [text]

Retrieve Print Reset Refresh Description

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

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

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

ACTUAL [text] [text] 04 [checkbox]

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.



Back Cover