Grant/Project Tracking

Training Guide

infinite visions
a tyler erp solution

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Section 1

Overview and Setup

- Define Project Status Codes
- Define Master Projects

Overview

In the Grant/Project Tracking module:

- Define an unlimited number of grants and projects without adding additional elements to your chart of accounts.
- Do multi-year tracking of project budgets, revenues, and expenditures.
- Define project start date, projected completion date, funding sources, and status.
- Display and view project activities in Purchasing and Payables, Payroll, Receipts, and General Ledger.
- Track the process and history of each grant/project.
- Generate reimbursement invoices and track indirect costs for specific projects.
- Establish budget checking at a project/job level.
- Generate Summary and Job or Project Detail Reports

IVEE Administration

User Roles

Grant Project Tracking needs to be unlocked under both the General Ledger menu and the Grant Project menu on Infinite Visions Administration User Roles in order for users to access.

Setup History Connection Group

Before starting this training, go to Security > Workflow > History Connection Group and add the connection group you logged into (such as VCxTrainx). A history connection group is required for accessing some of the Grant/Project Tracking windows.

Define Project Status Codes

General Ledger > Grant/Project Tracking > Grant/Project Status Codes

As part of setting up the Grant/Project tracking module, define Grant/Project Status Codes to assign to a grant/project. The Status Codes enable filtering grants/projects for specific projects.

For example, add a code to track grants applied for but not yet awarded. A status code like Appl. Submitted or Under Review would enable monitoring progress and assigning tasks to individuals to get the grant awarded, and so on.

Activity
(Required)

Adding Project Status Codes

Create the following new Grant/Project Status Codes:

Project Status
Active
App Submitted
Funded
Pending
Canceled

Define Projects

General Ledger > Grant/Project Tracking > Grant/Project Maintenance

In the Grant/Project Maintenance window, click Apply Selection to display all currently defined projects. To limit the display of records, select filter criteria as applicable. Mark the Display Active Projects checkbox to include only records with a status of active.

Defining a project consists of 5 tabs used to set up basic demographic data about the Grant/Project and identify the Grant/Project jobs and users In addition, tasks and notes for the project can be added and documents related to the project can be attached.

From the Actions menu, the following command is available:

Reporting: Use the Grant/Project Reporting command to select one of the following report types: Summary, Project Detail, or Job Detail. For each type of report, mark the Page Break by Project, Sort by Start Date, and Show Job Code checkbox as applicable.

If Job Detail is selected, the Print by Job/Account Summary checkbox becomes active. If marked, the report is grouped by Project and within each project by job and transactions and encumbrances are rolled up by account. If All is selected from the Job dropdown, the report also displays account number, description, and amount. Otherwise, only the account displays.

Activity
(Required)

Scenario: The district received a $250,000 grant awarded for Physical Education equipment and payroll expenditures which specifies how the money can be spent.

Project Definition tab

Add the following new project:

Project #1

Grant/Project Code	051920xx
Active	check box
Description	Physical Education Program
Budget Checking	Job Budget
Variance	n/a
Purpose	Enhance physical education programs
Start Date	07/02/20xx
End Date	06/28/20xx
Status	Active
Renewal	check box
Renewal Date	07/01/20xx (of the next year)
Grantor	U.S. Department of Education
Author	Owen Money
Notes	Provides grants to enhance physical education programs. Funds can be used to provide equipment, support staff, and teacher training and education.

Budget Checking Options

Project - Budget: The program totals all jobs for a given project and check against the total project budget. (If a variance amount is entered, it is added to the budget amount.)

Project - Available: The program totals all jobs for a given project and check against the total project revenue. (If a variance amount is entered, it is added to the revenue amount.)

Job - Budget: The program looks at the job only and use the budget amount (variance is not considered).

Job - Available: The program looks at the job only and use the revenue amount (variance is not considered).

None: This level of checking is not done.

Regardless of selected Budget Checking option, the system automatically budget checks by account.

Add Jobs

Jobs Tab

Use this window to add the project Jobs. Identify the specific expenditure categories and budget for each.

Notes about Jobs

- Every Grant/Project must have at least 1 job defined.
- Search Name can contain up to 35 characters and displays in grid and reports.
- The Benefits checkbox is marked only if the grant provides funding for benefits on positions or supplemental pays in for the job.
- One or more accounts can be assigned to each job and when those accounts are selected the grant/project code is auto populated. Accounts may also be assigned by selecting Assign by Individual Account Mask from the Actions menu.
- Accounts assigned to the project are not added to existing positions. The grant project needs to be added to those positions.

Activity
(Required)

Enter the following jobs on the Jobs tab:
(*) Indicates a required field.

Job #1

Search Name (*)	0519 - Teaching Staff I
Budget	$50,000.00
Benefits	check
Active	check
Job Code (*)	10A
Job Description (*)	Teaching Salaries
Start Date (*)	8/15/20xx
End Date (*)	05/30/20xx
Assigned Account Codes	
110.10.200.5120	

Job #2

Search Name (*)	0519 - Teaching Staff II
Budget	$50,000.00
Benefits	check
Active	check
Job Code (*)	10B
Job Description (*)	Teaching Salaries
Start Date (*)	8/15/20xx
End Date (*)	05/30/20xx
Assigned Account Codes	
110.10.200.5190	

Job #3

Search Name (*)	0519 - Equipment
Budget	$100,000.00
Benefits	uncheck
Active	check
Job Code (*)	20
Job Description (*)	Sports Equipment
Start Date (*)	7/02/20xx
End Date (*)	06/28/20xx
Assigned Account Codes	

Job #4

Search Name (*)	0519 - Staff Training
Budget	$20,000.00
Benefits	uncheck
Active	check
Job Code (*)	30A
Job Description (*)	Staff Training
Start Date (*)	7/02/20xx
End Date (*)	06/28/20xx
Assigned Account Codes	

Job #5

Search Name (*)	0519 - Support Staff
Budget	$30,000.00
Benefits	uncheck
Active	check
Job Code (*)	40A
Job Description (*)	3 part time staff
Start Date (*)	8/15/20xx
End Date (*)	05/30/20xx
Assigned Account Codes	

Add Users

Users Tab

Use this program to add users who are authorized to create transactions against this grant/project. Every project must have at least 1 user defined.

Add the following users (use the dropdown to select employee) to the User tab:

Activity
(Required)

Users
AFresco
JNasium
OMoney
RByke

Notes about Users

- Only defined users are able to work with the Grant/project code in the system.
- The User ID field is a required field and at least 1 user must be defined in order to save the project.

Add Tasks/Notes

Tasks/Notes Tab

Use the Task/Notes tab to add notes or tasks for this project.

Activity
(Required)

Add the following note:

Playground Equipment ordered - 7/02/20xx.

Documents

Documents Tab

To attach documents to a grant/project. Use this window to add, edit, view, or delete documents on a project.

1. Choose the **Documents** tab.
2. In the Documents grid, right-click and select **Add.** The Project Documents window displays.
3. From the Actions menu, select **Get Attachment** and browse to select **C:\infinite-visions\file attachments\docs for attachments\Grant Teacher Contract.pdf**.
4. In the **Notes** field type “Grant Teacher Contract for Claire Asday”.

Notes about Projects

- A project with detailed activity cannot be deleted.
- If the Tyler Content Manager interface is being used, add documents by selecting Manage Documents from the Actions menu. Select the document type from the dropdown and click OK. The system opens the TCM Viewer.

Process Transactions

- Enter a Requisition using Grant/Project Codes
- Assign Grant/Project Codes to Employee Positions
- Process Deposits using Grant/Project Codes
- Create Adjusting Journal Entries using Grant/Project Codes

Assign Grant/Project Codes to Employee Positions

HR\Payroll > Employees > Employee Positions and Pay

The Grant/Project is assigned to the Employee Position through the individual funding lines on the Pay tab.

Activity
(Required)

Assign a Grant/Project to an Employee Position

Scenario: Rose Petal's position, PE instructor at the Capital City Elementary School, is now funded with money received on Grant/Project # 0519 - Teaching Staff I. Let's assign the grant/project to her position.

Control Code	Teacher	Position	Account Code	Grant/Project Code	Job Code
I-200-10010	Petals, Rose	Teacher	001.10.200.5120		10A
I-200-10010	Petals, Rose	Teacher	110.10.200.5120	0519 - Teaching Staff I	10A

1. From the Employee Positions and Pay grid, select Control Code # **I-200-10010** and click **Apply Selection**.
2. Double-click to open the record in edit mode and select the **Pay** tab.
3. In the Funding section, highlight the line for account # **110.10.200.5120**, then scroll to the right, and select Grant/Project code ***05192009***, job code *Teaching Staff I, 10A* from the dropdown.

   This creates a link between the existing Chart of Account code and the new Grant/Project code.
4. Click **OK** to save the changes.

Activity
(Required)

Process a Payroll to Create Grant

Project Transactions

To create some payroll transactions against these new jobs, go to PR > Payroll Processing > Process Payroll and complete steps 1-9 for pay period #8.

Enter a Requisition using Grant/Project Codes

Purchasing and Payables > Purchasing > Control Panel

Activity
(Required)

Add a Requisition

Scenario: Owen Money is ready to order some playground equipment to be paid for out of the new physical education grant.

From the Control Panel window, click Add and enter the following requisition:

Capital City School District #1

Requisition

PO Box 1234
Capital City, IV 85000-1234
Phone: 600-546-8931
Fax: 600-546-1232

To:

Athletic Supply Warehouse

Ship To:

Capital City Elementary School

DAC	Requester	Buyer	Order Via	Project	Order Type	Award No.
Capital City Elem	Rose Petals		Phone	None	Purchase Order	

Description	Part No.	Unit	Unit Price	Quantity	Ext. Price
Commercial Playground Tether ball Pole 110.10.200.5410	PG209D	Each	$289.00	4	$1,156.00
Optic Rubber Yellow Tether ball 110.10.200.5410	CHVTB	Each	17.95	8	143.60
Champion Sport 6” Dodge balls 110.10.200.5410	CHRXD6SET	Set	79.95	2	159.90
Volleyball Standards (Poles) 110.10.200.5410	GY428-30M	Set	239.95	2	479.90
Tournament Power Volleyball Net 110.10.200.5410	CHVN600	Each	139.95	2	279.90
30 foot Double Dutch jump ropes - pair 110.10.200.5410	CHDD30	Each	9.95	10	99.50
MaxFitness 6 Station Jungle Gym 110.10.200.5410	MX5411	Each	10,615.00	1	10,615.00
Commercial Swing Set 001.00.100.5410	1500-BK	Each	2,149.00	1	2,149.00
				Subtotal	$15,082.80
				Sales Tax	1,206.62
PO Notes:				**Shipping & Handling**	1,508.28
Please deliver these items directly to Capital City Elementary School				**Total**	$17,797.70

Special Instructions:

- Select Quick Requisitions from the Actions menu to enter detail.
- When adding detail lines, assign Grant/Project: Equipment, job code 20**,** project code 0519 - Equipment.
- When done, approve the requisition and create the purchase order, process an invoice to pay for these items, process the payment on a voucher and cut a check in General Ledger.

Create an Adjusting Journal Entry using Grant/Project Codes

General Ledger > Journal Adjustments > General Journal Entry

Use this window to make journal entries for your General Ledger.

Activity
(Required)

Create an Adjusting Journal Entry

Scenario: When the Purchase requisition for the playground equipment was created, some of it was charged to the wrong account. The vendor check has been cut, mailed, and cashed by the vendor.

The Business Office needs to create an adjusting journal entry and move the money to the correct account. Create the Journal Entry as shown below. Line 1 reverses the original account posting; line 2 charges the purchase to the correct account.

GL Date: Default

Memo: Correct Expense Mis-coding

Reference: Adjust JE

Auto Balance Using: National Bank Operating Account

Line	Account	Line Description	Debit	Credit	Grant Project	Job Code
1	001.00.100.5410	Correct Coding Error		$2,363.90	0519 - Equipment	Equipment -20
2	110.10.200.5410	Correct Coding Error	$2,363.90		0519 - Equipment	Equipment -20

Special Instructions:

1. From the Actions menu, select **Submit for Approval**.
2. From the Actions menu, select **Review Approval Que**. Select the entry and double-click.
3. From the Actions menu, select **Post Approval JE**.

Process Deposits Using Grant/Project Codes

General Ledger > Banking > Deposit Manager

In this exercise, let's enter a deposit for the grant\project created earlier.

Activity
(Required)

Add a Deposit

Scenario: We have received payment for the Sports Equipment Project of the Physical Education Program Project and we need to record the revenue.

1. From the Deposit Manager window, click **Add New Record** on the tool bar.
2. Enter the deposit as follows:

Bank Account:	National Operating Account
Date:	08/15/20xx
Memo:	Physical Ed Grant - Revenue for Sports Equipment Project
Deposit No.	GPI
Cash:	N/A
Check:	$100,000.00
Credit:	N/A

3. In the Account Detail section enter the following:

Account Number	Description	Amount	Receipt/Ref	Grant/ Project
110.00.000.4140	Revenue for Project 0519 - Equipment	$100,000.00		0519 - Equipment
Total:		$100,000.00		

4. Use the Equipment Job Code 20 for the project.
5. Clear the **Print Deposit** and **Print Journal Entries** checkbox.
6. Click **OK** to save.

Detail Transactions and Budget Status

- Review Grant/Project Detail Transactions
- Check Budget Status

Review Grant/Project Detail Transactions

General Ledger > Grant/Project Tracking > Grant/Project Detail Transactions

After Grant/Project Tracking is set up, use this utility to review detail transactions posted to the grant or project. Analyze the spending and available budget balance left on each job and Grant/Project at the detail level.

From the Actions menu, the following command is available:

Reporting: Use the Grant/Project Reporting command to generate 1 of the following report types: Summary, Project Detail, or Job Detail. For each type of report, mark the Page Break by Project, Sort by Start Date, and Show Job Code checkbox as applicable.

If Job Detail is selected, the Print by Job/Account Summary checkbox becomes active. If marked, the report is grouped by Project and within each project by job and transactions and encumbrances are rolled up by account. If All is selected from the Job dropdown, the report also displays account number, description, and amount. Otherwise, only the account displays.

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Activity
(Required)

Review Grant/Project Detail Status

Review the different types of transactions created in Section 2 of this guide as they relate to the grant for Enhancing Physical Education at the District.

Notes about Detail Transactions

- Only record types PR Wages, PR Benefits, PR Wage Encumbrance, and PR Benefit Encumbrance can use the Show Detail option.
- Once the grid contains the data to review, print a listing of the information using the normal grid-listing utilities.

Check Grant/Project Budget Status

General Ledger > Grant/Project Tracking > Grant/Project Budget Status

Use this utility to check the current budget status of a Grant/Project.

In the Filter Criteria use the Grant/Project dropdown to select a specific project. Mark the Show Job Detail checkbox to view the transaction detail for the selected project or mark the Summary View checkbox to view budget, revenue, expenditure, and encumbrance totals for the selected grant/project. Mark the Active Jobs Only checkbox to limit the grid display to active records.

From the Actions menu, the following command is available:

Reporting: Use the Grant/Project Reporting command to generate one of the following Report Types: Summary Level, Project Detail, or Job Detail. For each type of report, mark the Page Break by Project, Sort by Start Date, and Show Job Code checkbox as applicable.

If Job Detail is selected, the Print by Job/Account Summary checkbox becomes active. If marked, the report is grouped by Project and within each project by job and transactions and encumbrances are rolled up by account. If All is selected from the Job dropdown, the report also displays account number, description, and amount. Otherwise, only the account displays.

Activity
(Required)

Review Grant/Project Budget Status

Review the budget remaining as it relates to the grant for Enhancing Physical Education at the District.

Notes about Budget Status

- If a Grant/Project is defined with Job as the type of budget checking, then normal budget checking is used.
- If a Grant/Project is defined as Project, then budget checking is based on the established budget for the Grant/Project minus all expenditures and adjustments for the fiscal year coded to the Grant/Project.
- Double-click any of the blue amounts in the columns to drill-down and view additional detail.

Reports

- Grant / Project Tracking Report

Grant / Project Tracking Report

General Ledger > Grant/Project Tracking > Reports > Grant / Project Tracking Report

After Grant/Project Tracking has been set up, use this utility to create a landscape report displaying detail grouped and subtotaled by Grant Project Tracking Job Codes. Generate a report for all GPT/Codes or for a selected code and to cross fiscal years (Current & Prior Year, Current Year Only, GL History Connection Groups). Additional Report options include: Show Detail, Accumulated Budget (from selected fiscal year option), and whether to Include Search Name (from Project Job window).

Notes about Grant / Project Tracking Report

- Accounts can be used for multiple jobs and could display multiple times in the report.
- To cross fiscal years, prior year connection group must exist.
- Report is only generated if accounts are assigned to Grant Project Jobs.