

Grants & Dedicated Resource Fund Reports (PS Financials)

Grant Funding by Department Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Budget to Actual Report."
(If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name.

Remember, only one run control is needed for all reports!)

Report Selection: Grant Funding by Department (right side of screen)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Period: Current Month or Month just closed (e.g., 03-SEPT)

Fund: From 205 - To 299

Dept ID: Four-digit School ID Number (From & To)

Click "Save" and then "Run." On the Process Scheduler Request screen, make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF. This is a high-level summary report of all funding with a Project/Grant ID. To run a specific report by Project/Grant ID, please see the next section.

Grants / Dedicated Resource - Budget to Actual Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click "Budget to Actual Report."
(If the next window asks you to select a Run Control ID, click the "Search" button and select a blue link. If you need to establish a Run Control ID, click the "Add a New Value" tab and assign a name.

Remember, only one run control is needed for all reports!)

Report Selection: Grant Budget to Actual Report (right side of screen)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Period: Current Month or Month just closed (e.g., 03-SEPT)

Project ID: Select Grant Number (i.e., G1180) or leave "defaults" to select full range of Grants

Fund: From 205 - To 299

Dept ID: Four-digit School ID Number (From & To)

Program: From 10000 - To 71100

Class: From 05000 - To 99999

Click "Save" and then "Run." On the Process Scheduler Request screen, make certain that "Window" is selected for Type and that "PDF" is selected for Format. Click "OK" to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

Grant Combined Expenditure Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click “Grant Combined Expenditure Rpt.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Accounting Periods: Current Month, Month just closed, or Range of Months (From & To)

Project ID: Select Grant Number (i.e., G1180) or leave “defaults” to select full range of Grants

Fund: From 205 - To 299

Dept ID: Four-digit School ID Number (From & To)

Program: From 10000 - To 71100

Class: From 05000 - To 99999

Account: From 511100 - To 569000

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.

Grant Outstanding Encumbrance Parameters:

Main Menu (left side of screen) - Click PPS Reports and Processes: Click “Grant Outstanding Encumbrance Rpt.” (If the next window asks you to select a Run Control ID, click the “Search” button and select a blue link. If you need to establish a Run Control ID, click the “Add a New Value” tab and assign a name. Remember, only one run control is needed for all reports!)

Fiscal Year: 2012 (for the current 2011-2012 school year)

Project ID: Select Grant Number (i.e., G1180) or leave blank to select full range of Grants

Fund: From 205 - To 299

Dept ID: Four-digit School ID Number (From & To)

Program: From 10000 - To 71100

Click “Save” and then “Run.” On the Process Scheduler Request screen, check the box next to “Grant Outstanding Enc by ID” and make certain that “Window” is selected for Type and that “PDF” is selected for Format. Click “OK” to generate the report; it should indicate Queued, Processing, and then Success - Preparing Output for Viewing. The report may then be printed or saved to your computer as a PDF.