

A group of diverse children, including boys and girls of various ethnicities, are smiling and hugging each other outdoors. The background shows a playground with colorful equipment and green trees. The image is overlaid with a semi-transparent blue filter.

GRANT TRAINING SESSION 2

Helpful Lawson Screens
Running A/C Dashboard Reports
Grant Closeout Process

LIFE OF A GRANT

Application

- Identify the Need
- Find a grant
- Submit Intent to Apply
- Application to Funder or DPS Foundation
- Receive Award Letter

Management

- GAN form, Set-up Grant and Budget
- Grant Analyst / Grant Manager
- Routine Fiscal Meetings
- Billing (RFF)
- Spending & Reporting Requirements

Close Award

- Sustainability Plan
- Evaluation of the Program's Success
- Close Out
- Performance & Financial Reporting
- Records Retention

School Grant Account Example

Lawson General Ledger



Fund (2)

*Type (2)
 Location (4)
 Program (4)

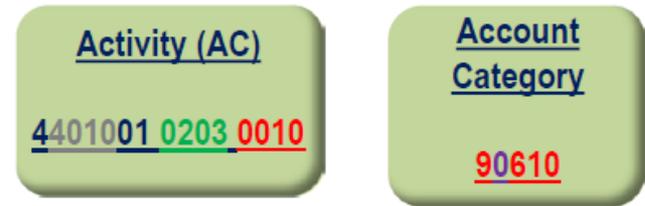
Object (4)

Job Class (1)

*Type

- | | |
|--|--|
| Fund Manager (1st Digit) | Function (2nd Digit) |
| 1- Gen Fund/School | 0- Non Specific |
| 2- Gen Fund/Dept. | 1- Spec Needs |
| 3- Grant/Activity/School | 2- ELA/ESL |
| 4- Grants/Activity/Dept. | |
| 5- Cap-Bond/School | |
| 6- Cap-Bond/Dept. | |

Lawson Project / Activities Grants, GF Activities, Capital Projects



Grant/Project Activity

- Year, X, or N (1)
- Grant/Project number (6)
- Location (4)
- Program (4)

Account Category

- Leading 9 (1)
- Job Class (1)
- Object (3)

Clue to Remember: Activity and Account Category is required when the Accounting Unit Type is 30 or greater.



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HELPFUL LAWSON SCREENS

HELPFUL LAWSON SCREENS

What do you want to know?

- Find Contract Level # (7 or 11 digits).
- Find grant beginning and end dates.
- See if an activity account code exists.
- Has a grant been closed?
- Find the funding source.
- Are there Indirect Costs and at what rate?

AC10

- What is the contract amount?
- Is this a billable or pre-funded grant?

GM20

- See RFFs processed and reimbursements received.

GM20.5

- Who is the grant manager or Financial Partner?

GM15

GM16

AC10

Special Actions ▾ Add Change Delete Previous Inquire Next Inquire ▾ Print Related Forms ▾

Activity

Active Budget 0

Main Levels Award Defaults Budget Overrides

Activity Group	<input type="text" value="0026"/>	FOUNDATION GRANTS
Currency	<input type="text" value="USD"/>	
Default Account	<input type="text" value="26"/> <input type="text" value="4008008000"/> <input type="text" value="9848"/>	
Status	<input type="text" value="GB"/>	<i>Active Grants/Billing</i>
Account Category	<input type="text"/>	
Date Range	<input type="text" value="07/01/2017"/> - <input type="text" value="06/30/2018"/>	<input type="text" value="POP"/> Only at posting levels
Billable, Contract	<input type="text" value="Y"/> <input type="text" value="Yes"/> <input type="text" value="8100401"/>	<i>Denver Prep League</i>
Invoice Group	<input type="text"/>	
Output Measure	<input type="text"/>	
User Analysis	<input type="text"/>	
Long Description	<input type="text" value="Denver Prep League"/>	

• • •

GB-Grant Billing
CL-Closed
CU-Clean Up

Start and
end dates

See budget at
posting levels

Find BR and
IDC rate

GM01-Set Up Info



AC10 – CONT.

Special Actions ▾ Add Change Delete Previous Inquire Next | Inquire ▾ | Print

Activity

Active Budget

0

Main **Levels** Award Defaults Budget Overrides

C = Contract
S = Summary
P = Posting

Level Type

Contract

Effective Date

Level Name	Size	Level Address	New Level Address
<i>FiscalYr</i>	4	<input type="text" value="2618"/>	<input type="text"/>
<i>Grant</i>	6	<input type="text" value="100401"/>	<input type="text"/>
<i>Location</i>	4	<input type="text"/>	<input type="text"/>
<i>Program</i>	4	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

GM01

Grant Set Up Information

Must be contract #
(not summary or
posting)

Activity

Denver Prep League

Main Sponsor Dates

Information comes
from GAN

Institution

ATHLETICS

Location

Division

DPS Foundation Grants

Department

Project Type

Billable-Through Grant Billing

Award Type

Business Line Type

Material Transfer Agreement

No

Personnel

Subcontractors

Protocols

Cost Sharing

Program Income

Deliverables

GM01 - CONT.

Grant Set Up Information

Activity

SRTS-CommuteDPS Communications

Main **Sponsor** Dates

Federal Awards
require more info

or

Direct Sponsor *CO DEPT OF TRANSPORTATION*

Direct Sponsor Award Number

Prime Sponsor

Prime Sponsor Code

Prime Sponsor Award Number

CFDA Number

Include in Schedule of Federal Awards *Include*

Major Category *Department of Transportation*

Program Title

Personnel

Subcontractors

Protocols

Cost Sharing

Program Income

Deliverables *

See what is due and when

GM01 - CONT.

Grant Set Up Information

Activity

TANF

Main

Sponsor

Dates

Activity Dates **10/01/2017** - **06/30/2018**

Award Proposal

Award Notice

Award Receipt

Estimated Award Close

Actual Award Close

Date GAN Rec'd

Date Sent for Upload

Personnel

Subcontractors

Protocols

Cost Sharing

Program Income

Deliverables

GM20

Contract Set Up

Contract: 8200801 Arts Field Trip Fund *Approved*

Contract Activity: 8200801 Arts Field Trip Fund *USD*

Contract Amount: 9734.00 USD

Contract Budget: 9,734.00

Exclude Unpaid AP: Y Yes

Position To:

Priority – drawdown order

Can split to drawdown as needed

FC	St	Pty	Ty	Grant/Internal Funding	Pct	Amount
▼	1	▼	1	F FY17-200801-CARRYOVER	100.000	5734.00
▼	1	▼	2	F FY18-200801	100.000	4000.00
▼	▼	▼	▼			
▼	▼	▼	▼			
▼	▼	▼	▼			

Grant # for GM15 or GM16

Amounts	Grant Accts	Internal Funding Accts	Match Reporting		
Req Reimbursement		1,624.00	Expenditures	Billed to date	1,624.00
Prepayments		.00	Balance Remaining		4,110.00
			Percent Spent		28

G = Billable GM15
F = Pre-funded GM16



GM15

Billable Grant Set Up

Grant

Main Grantor Dates Billing Reporting Amounts Accounts

Long Description

Awarded Amount Currency *U. S. Dollars*

Grant Budget

Grant Manager → Project Manager *JOHNSON, KARIN E.*

Financial Partner → Administrator *HALL, CORINA*

Status *Active*

Pre Award *No*

Cost Class Template *Grant Expenses to be Billed*

Match

Required *No* Ineligible *No*

Percent Match Budget

GM15 – CONT.

Billable Grant Set Up

Grant

Main **Grantor** Dates Billing Reporting Amounts Accounts

AR Customer *DPS Foundation*
1860 Lincoln St., 9th Floor

Grant

Main Grantor **Dates** Billing Reporting Amounts Accounts

Grant Dates

Submit Date

Notice Date

Date Received

Est Close Date

Act Close Date

Grant

Main Grantor Dates **Billing** Reporting Amounts Accounts

Request Format

AR Customer *DPS Foundation*

Bill To

GM15 – CONT.

Billable Grant Set Up

Grant

Main Grantor Dates Billing **Reporting** Amounts Accounts

Schedule of Grant Expenditures

Grantee **26** *FOUNDATION GRANTS*

EIN Duns Number **000000000**

Funding Source *FOUNDATION GRANTS*

Funding Type **D** *Foundation*

Program Title

CFDA Number

ARRA *No*

Grant

Main Grantor Dates Billing Reporting **Amounts** Accounts

Contracted Amounts

Contracted	20,000.00
Expenditures	16,052.50
Balance Remaining	3,947.50
Percent Spent	80
Requested Reimbursement	16,052.50
Prepayments	.00

GM15 – CONT.

Billable Grant Set Up

Grant	<input type="text" value="FY17-123100-0248"/>	<input type="text" value="Smartboards & Technology"/>					
Main	Grantor	Dates	Billing	Reporting	Amounts	Accounts	
Accrual	Modified Accrual						
Revenue Account			Revenue GL Code	<input type="text" value="L301"/>	26	3008008000	1990
			Revenue Acct Cat	<input type="text" value="19900"/>	<i>Miscellaneous Revenue</i>		

GM16

Pre-funded Grant Set Up

Only 2 tabs

Non-Grant Fund

Main Accounts

Long Description

Date Range

Amount Currency *U. S. Dollars*

Status *Active*

Funding Source *PRIVATE GRANTS*

Funding Type *P Private*

Project Manager *SEGURA-MENDOZA, ROSA A.*

Contracted Amounts

Fund Amount	3,000.00	
Expenditures	3,000.00	
Balance Remaining	.00	
Fund Revenue	3,000.00	<input type="button" value="By Contract"/> <input type="button" value="Funding"/>

Non-Grant Fund

Main Accounts

Accrual Modified Accrual

Revenue Accounts

Revenue GL Code	<input type="text" value="L301"/> <input type="button" value="🔍"/>	26	3008008000	1990
Revenue Acct Cat	<input type="text" value="1990"/> <input type="button" value="🔍"/>		<i>Miscellaneous Revenue</i>	
Source Fund Expense GL Code	<input type="text" value="L302"/> <input type="button" value="🔍"/>	26	2008008000	7481

GM20.5

Contract Pay Requests

Contract  *Project Lead the Way (PLTW)*

Status *Processed/Released*

Total Allocated **173,446.22**
Total Requested **172,299.15**
Total Receipts **159,814.55**
Total Adjustments

Grant	Request Nbr	Date	Requested	Receipt	St
<input type="text" value="FY17-109101"/>	IN00002240	11/22/2016	56,157.90	56,157.90	P
<input type="text" value="FY17-109101"/>	IN00002313	12/12/2016	5,110.55	5,110.55	P
<input type="text" value="FY17-109101"/>	IN00002583	03/01/2017	11,353.04	11,353.04	P
<input type="text" value="FY17-109101"/>	IN00003326	07/18/2017	63,927.32	63,927.32	P
<input type="text" value="FY17-109101"/>	IN00003604	09/20/2017	15,250.72	15,250.72	P
<input type="text" value="FY17-109101"/>	IN00003748	10/26/2017	8,015.02	8,015.02	P
<input type="text" value="FY17-109101"/>	IN00003943	12/20/2017	12,484.60		P
<input type="text" value="FY17-109101"/>	IN00004078	01/24/2018	1,147.07		R
<input type="text" value=""/>					
<input type="text" value=""/>					
<input type="text" value=""/>					
<input type="text" value=""/>					

Payments have not been received yet

P=Posted, GM121 has been ran
R=Released, GM120 RFF created but GM121 not ran yet

LAWSON SEARCH TIPS

Find a grant for a location:

The screenshot shows the Lawson Drill Select interface. At the top, there are navigation buttons: "Previous", "Next", and "Options". Below that is the "Drill Select -- Webpage Dialog" header. The main toolbar includes "Close", "Search", "Find Next", "Reset", "Printable View", and "Explorer View". A red arrow points to the "Search" button. Below the toolbar, the "View Options" section shows a dropdown menu set to "Contract Activities", with a red arrow pointing to it. A yellow callout box next to it says: "If contract activities is chosen, you will not see every posting level." Below this is a table with columns: "Select", "Activity Group", "Activity", "Description", "Status", and "End Date".

A "Search" dialog box is open in the foreground. It has a title bar with "Search" and a close button. Below the title bar, there are two buttons: "Find" and "Filter". A red arrow points to the "Filter" button. To the right of these buttons is a yellow callout box that says "Select Filter". Below the buttons, there is a text instruction: "Select 'Find' to display the first occurrence of the search criteria or 'Filter' to display all occurrences of the search criteria." Below this instruction is a table with columns: "Conjunction", "Search Field", "Comparator", "Value", and "Operations". The "Search Field" is set to "Activity", the "Comparator" is set to "like", and the "Value" is "*0150*". A yellow callout box below the "Value" field says: "Use * to pull in everything before and after." There is also a "+" icon in the "Operations" column.

LAWSON SEARCH TIPS – CONT.

Search results:

Select	Activity Group	Activity	Description	Status	End Date
	0022	3201501	The Denver OST Alliance	CL	06/30/2013
	0022	45010230150	Diagnostic Review Grant	CL	09/30/2014
	0022	65010270150	Connect for Success	CL	06/30/2016
	0022	75010270150	Connect for Success	CL	06/30/2017
	0022	85010270150	Connect for Success	GB	06/30/2018
	0026	N1015000455	Encana Cares Foundation	CL	06/30/2017
	0026	N1091000150	Project Lead the Way (PLTW)	CL	06/30/2016

Contract level #s

Note the status and end dates
(CL=Closed GB = Grant Billing
CU=Clean up)



GRANT FILES

GRANT FILES ON THE P: DRIVE

To get access to the P Drive request permission from Jeremiah Johnson

- Grant Files contain:
 - Award Documents
 - Contracts
 - Correspondence
 - Copies of reports filed
- Miscellaneous Donations (Co 13) files contain:
 - Copies of checks received

[P Drive](#)

GRANT FILES ON THE P: DRIVE

P Drive

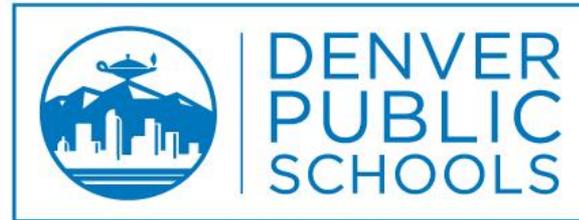
The screenshot shows a Windows Explorer window with the address bar set to 'Computer > fedprog (\\dpsnas01) (P:) > Grants Admin > GRANT FILES'. The left sidebar shows the 'Computer' section with 'fedprog (\\dpsnas01) (P:)' selected. The main pane displays a list of folders in a table format.

Name	Date modified	Type	Size
0000-A to Z - Company 10 adjustment	11/27/2017 12:15 ...	File folder	
0808-Reading is Fundamental R.I.F	4/29/2017 11:05 AM	File folder	
1002-Healthy Learner PO	1/30/2018 10:26 AM	File folder	
1002-Student Records	1/23/2018 8:44 AM	File folder	
1003-Civil Rights & Equity Alliance	1/23/2017 9:22 PM	File folder	
1004-Denver Prep League	5/1/2017 2:39 PM	File folder	
1006-Diversity Teacher Recruitment	12/30/2016 9:44 PM	File folder	
1007-Learning Ally	5/1/2017 2:40 PM	File folder	
1008-CAP Think 360 Arts	12/10/2016 11:00 ...	File folder	
1009-SmartLab-Campos EPC	5/1/2017 2:41 PM	File folder	
1010-Immunization Grant	5/1/2017 2:42 PM	File folder	
1014-Master Planning for Innovation	2/21/2017 6:39 AM	File folder	
1015-Encana Cares Foundation	5/1/2017 2:43 PM	File folder	
1020-Tax Help Colorado	11/20/2016 9:20 AM	File folder	
1022-Pena Family Fund	5/1/2017 2:44 PM	File folder	
1023-Daniels Fund Schol	1/30/2017 11:03 AM	File folder	
1024-DPS Shakespeare Festival	11/20/2016 1:52 PM	File folder	
1025-Principal Supervisor Project	1/2/2017 8:13 PM	File folder	
1026-Kenneth King Entprnr Trng Prog	5/1/2017 2:45 PM	File folder	
1027-Bosworth Trade & Ind Schol	5/1/2017 2:45 PM	File folder	
1029-Video Prod & Editing Schol	5/1/2017 2:45 PM	File folder	
1032-Gallivan Health Scholarship	5/1/2017 2:45 PM	File folder	
1033-Fuel Up to Play 60	5/1/2017 2:47 PM	File folder	
1034-Luckys Farmers Market Schol	5/1/2017 2:47 PM	File folder	
1037-Strengthening Neighborhoods	12/7/2017 3:29 PM	File folder	



HELPFUL LAWSON SCREENS AND GRANT FILES

Q & A



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RUNNING A/C DASHBOARD REPORTS

AC DASHBOARD REPORTS



BIS Reporting Finance Home



Link found on the BIS page of The Commons

MY DASHBOARD

HR HOME

FS HOME

SEARCH REPORTS

RESOURCES

SUBMIT REQUEST

Reports by Category

Accounts Payable	Budget
Daily Admin	Enterprise Management
Facilities Reporting	Grants
Office of the Controller	Payroll
Strategic Sourcing	Tuition Billing

My Top FS Reports

- 6007 AC-Budget to Actual (With Contract) ★
- 6225 GR-Grant Activity Detail Report
- 6008 AC-Transaction Detail (With Contract) ★
- 8102 GL Transactions
- 6419 AP - Process Hold Report
- 6132 EM-Payroll Field Journal by Employee ★
- 7421 GL-Budget to Actual
- 6175 FM-BR Listing
- 6014 AC-Activity Budget Transfers
- 6209 GL-General Ledger Commitment Details Data

My top 3

Key FS Reports

- 6007 AC-Budget to Actual (With Contract)
- 6008 AC-Transaction Detail (With Contract)
- 6055 AP-Invoice Status Report
- 6130 EM-FTE
- 6131 EM-Payroll Field Journal by AcctUnit and Activity
- 6132 EM-Payroll Field Journal by Employee
- 8102 GL Transactions
- 7421 GL-Budget to Actual
- 6203 GL-Capital Asset Summary
- 6243 PM-Project Summary - Budget to Actual(PM10)
- 7420 PM-Scope Summary - Budget to Actual(PM11)

[BIS on The Commons](#)

RUNNING REPORTS - TIPS

TIPS

Fiscal Year – If grant covers multiple years, select all years that the grant has had activity.
Check dates on AC10

BR – Select All

- Revenue is coded to BR 1000 so if you don't run ALL BR's you will not see the revenue accounts.

Location – Choose desired location/s

Example

AC Budget to Actual for Location 0159 – all grants for the last 3 fiscal years:

Fiscal Year	2016, 2017, 2018	Company	13, 22, 26
Start Period	1 - Jul	End Period	12 - Jun
Location	0159	BR	0150, 0158, 0159, 0162, 0165,
Grant Year	7, 8, 9, N, X	Grant	1107, 1283, 1576, 1917, 1921,

RUNNING REPORTS - TIPS

When running reports watch for multiple activities.

FISCAL YEAR	BR	CO	ACCT UNIT	ACTIVITY	ACTIVITY DESCRIPTION	ACCT CATEGORY	ACCT CATEGORY DESCRIPTION	LOCATION	GRANT	CONTRACT #	FTE BUDGET	BUDGET	ACTUAL
2018	6170	26	4001591910	715760201591910	Lights on After School	19900	Miscellaneous Revenue	0159	1576	7157602		-	(\$2,415.76)
2018	6170	26	4001591910	815760201591910	Lights on After School-Comp	19900	Miscellaneous Revenue	0159	1576	8157602		-	(\$7,500.00)
2018	6170	26	4001591910	815760201591910	Lights on After School-Comp	92110	Teacher FT Pay	0159	1576	8157602	0.12	\$5,930.00	\$5,951.67
2018	6170	26	4001591910	815760201591910	Lights on After School-Comp	92200	Teacher Employee Benefits	0159	1576	8157602		\$1,074.00	\$1,077.85
2018	6170	26	4001591910	815760201591910	Lights on After School-Comp	92204	Teacher Benefit Allowance	0159	1576	8157602		\$496.00	\$470.48



Filter to review one Activity at a time

RUNNING REPORTS - TIPS

Know your systems

Transaction Detail Report

FY	BR	COMPANY	ACCT UNIT	ACCT	ACCOUNT DESCRIPTION	SUB ACCT	ACTIVITY	ACCT CAT	LOC	CONTRACT LEVEL	AMOUNT	TRANSACTION DESCRIPTION	PERIOD	POSTING DATE	VENDOR / EMPLOYEE	TRANSACTION DATE	SYSTEM
2018	0254	26	3002540010	9334	Consultant Services	0	710080002540010	90334	254	71008000254	\$3,000.00	4747THINK 360 ARTS COMPLE	5	11/7/2017	THINK 360 ARTS COMPLETE ED	5/2/2017	AP
2018	0254	26	3008008000	1990	Miscellaneous Revenue	0	710080002540010	19900	254	71008000254	(\$3,000.00)	Miscellaneous Revenue	6	12/8/2017		12/8/2017	GM
2018	1000	26	3008008000	7481	Deferred Revenues	0	710080002548000	74810	254	71008000254	\$3,000.00	FY18 NOV 2017 RRP	6	12/8/2017		12/8/2017	GL
2018	1000	26	3008008000	7481	Deferred Revenues	0	810080002548000	74810	254	81008000254	(\$1,000.00)	5643 Colo Arts Partnership Gra	6	12/15/2017		12/15/2017	CB

AP-Accts Payable
 GM-Grant Billing
 GL- Journal Entry
 CB-Cash Books (Revenue)



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RUNNING A/C DASHBOARD REPORTS Q & A

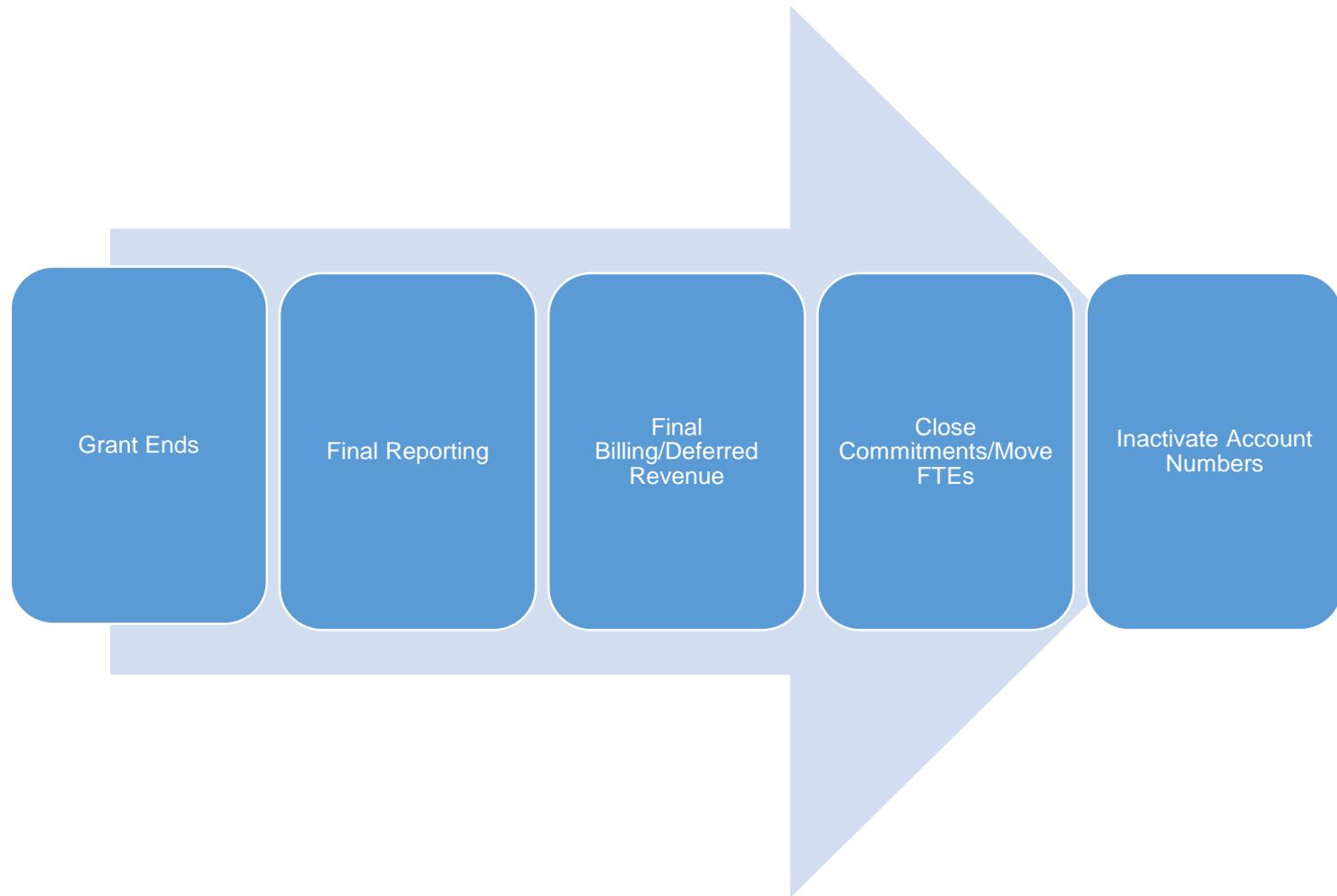


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GRANT CLOSEOUT

GRANT CLOSEOUT

Responsible Grant Team Members: Myles Lawler and Lora Langlee



GRANT CLOSEOUT

Final Reporting

- Annual Financial Report (AFR) Reviewed/approved by Grants Admin (Suzanne)
- Progress Reports
- Final Billing

Reconcile Grant

- Revenue equals Expenses – Submit JE as necessary
- Return unspent funds on pre-funded awards
- Work with OTC if any outstanding AR issues on billable grants
- Close any open commitments
 - Run GL Commitment Detail
 - Contact Strategic Sourcing to request that a PO be closed
- Re-assign any employees that are being charged to the grant (account code change)

Email Grants Administration and request that the activity be closed and the account codes inactivated. Grants Admin will verify everything is complete and close or contact FP with concerns.

[Additional Resources](#) – Grants Guidance Manual on [The Commons](#)



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GRANT CLOSEOUT

Q & A