GRANT TRAINING SESSION 2

Helpful Lawson Screens
Running A/C Dashboard Reports
Grant Closeout Process
# LIFE OF A GRANT

<table>
<thead>
<tr>
<th>Application</th>
<th>Management</th>
<th>Close Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify the Need</td>
<td>• GAN form, Set-up Grant and Budget</td>
<td>• Sustainability Plan</td>
</tr>
<tr>
<td>• Find a grant</td>
<td>• Grant Analyst / Grant Manager</td>
<td>• Evaluation of the Program’s Success</td>
</tr>
<tr>
<td>• Submit Intent to Apply</td>
<td>• Routine Fiscal Meetings</td>
<td>• Close Out</td>
</tr>
<tr>
<td>• Application to Funder or DPS Foundation</td>
<td>• Billing (RFF)</td>
<td>• Performance &amp; Financial Reporting</td>
</tr>
<tr>
<td>• Receive Award Letter</td>
<td>• Spending &amp; Reporting Requirements</td>
<td>• Records Retention</td>
</tr>
</tbody>
</table>
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?

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

- See RFFs processed and reimbursements received.

- Who is the grant manager or Financial Partner?
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

Only at posting levels
### Contract Levels

<table>
<thead>
<tr>
<th>Level Name</th>
<th>Size</th>
<th>Level Address</th>
<th>New Level Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>FiscalYr</td>
<td>4</td>
<td></td>
<td>2618</td>
</tr>
<tr>
<td>Grant</td>
<td>6</td>
<td>100401</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GM01
Grant Set Up Information

<table>
<thead>
<tr>
<th>Activity</th>
<th>8100401</th>
<th>Denver Prep League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>3810</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>DPS FOUNDATION</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Type</td>
<td>GM15</td>
<td></td>
</tr>
<tr>
<td>Award Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Line Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Transfer Agreement</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Must be contract # (not summary or posting)

Information comes from GAN

ATHLETICS

DPS Foundation Grants

Billable-Through Grant Billing

No
GM01 - CONT.
Grant Set Up Information

Federal Awards require more info

See what is due and when
### Grant Set Up Information

<table>
<thead>
<tr>
<th>Activity Dates</th>
<th>10/01/2017 - 06/30/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Proposal</td>
<td></td>
</tr>
<tr>
<td>Award Notice</td>
<td>10/06/2017</td>
</tr>
<tr>
<td>Award Receipt</td>
<td>10/11/2017</td>
</tr>
</tbody>
</table>

- **Date GAN Rec’d**: 10/06/2017
- **Date Sent for Upload**: 10/11/2017
GM20
Contract Set Up

~ Priority – drawdown order ~

~ Can split to drawdown as needed ~

~ Grant # for GM15 or GM16 ~

G = Billable GM15
F = Pre-funded GM16
GM15
Billable Grant Set Up

Grant Manager  
Financial Partner

Long Description: Smartboards & Technology
Awarded Amount: 20000.00
Currency: USD

Grant Budget: 0.00
Project Manager: 1, 100017848, JOHNSON, KARIN E.
Administrator: 1, 100193393, HALL, CORINA
Status: 1, Active
Pre Award: N, No
Cost Class Template: BILLING

Required: N, No
Ineligible: N, No
Percent: Match Budget: 0.00

Grant Expenses to be Billed

Buttons:
- Grant Budget
- Deliverables
GM15 – CONT.
Billable Grant Set Up

Grant: FY17-123100-0248
Smartboards & Technology

AR Customer: 26 AR0023
DPS Foundation
1860 Lincoln St., 9th Floor

Grant Dates: 07/01/2016 - 12/31/2017
Submit Date: 
Notice Date: 
Date Received: 
Est Close Date: 
Act Close Date: 

Billing: Request Format: STD
AR Customer: 26 AR0023
DPS Foundation
GM15 – CONT.
Billable Grant Set Up

## Schedule of Grant Expenditures

| Grantee | 26 |
| EIN | FOUNDATION |
| Funding Source | FOUNDATION |
| Funding Type | D Foundation |
| Program Title | Smartboards & Technology |
| CFDA Number | 0 |
| ARRA | N No |

## Contracted Amounts

<table>
<thead>
<tr>
<th>Contracted Amounts</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Expenditures</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Balance Remaining</td>
<td>16,052.50</td>
</tr>
<tr>
<td>Percent Spent</td>
<td>3,547.50</td>
</tr>
<tr>
<td>Requested Reimbursement</td>
<td>80%</td>
</tr>
<tr>
<td>Prepayments</td>
<td>16,052.50</td>
</tr>
<tr>
<td>Receipts</td>
<td>.00</td>
</tr>
<tr>
<td>By Contract</td>
<td>Funding</td>
</tr>
</tbody>
</table>
### GM15 – CONT.

**Billable Grant Set Up**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue GL Code</td>
<td>L301</td>
</tr>
<tr>
<td>Revenue Acct Cat</td>
<td>19900</td>
</tr>
</tbody>
</table>

Revenue Account: **Miscellaneous Revenue**

**Grant:** FY17-123100-0248  
**Grantor:** Smartboards & Technology
## GM20.5

### Contract Pay Requests

**Project Lead the Way (PLTW)**

<table>
<thead>
<tr>
<th>Grant</th>
<th>Request Nbr</th>
<th>Date</th>
<th>Requested</th>
<th>Receipt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17-109101</td>
<td>IN00002240</td>
<td>11/22/2016</td>
<td>56,157.90</td>
<td>56,157.90</td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00002313</td>
<td>12/12/2016</td>
<td>5,110.55</td>
<td>5,110.55</td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00002583</td>
<td>03/01/2017</td>
<td>11,353.04</td>
<td>11,353.04</td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00003232</td>
<td>07/18/2017</td>
<td>63,927.32</td>
<td>63,927.32</td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00003604</td>
<td>09/20/2017</td>
<td>15,250.72</td>
<td>15,250.72</td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00003748</td>
<td>10/26/2017</td>
<td>8,015.02</td>
<td>8,015.02</td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00003943</td>
<td>12/20/2017</td>
<td>12,484.60</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>FY17-109101</td>
<td>IN00004078</td>
<td>01/24/2018</td>
<td>1,147.07</td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

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

Payments have not been received yet.
Find a grant for a location:

- Use * to pull in everything before and after.
- If contract activities is chosen, you will not see every posting level.
- Select Filter.
Search results:

<table>
<thead>
<tr>
<th>Contract level #s</th>
<th>Activity</th>
<th>Description</th>
<th>Status</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0022</td>
<td>3201501</td>
<td>The Denver OST Alliance</td>
<td>CL</td>
<td>06/30/2013</td>
</tr>
<tr>
<td>0022</td>
<td>45010230150</td>
<td>Diagnostic Review Grant</td>
<td>CL</td>
<td>09/30/2014</td>
</tr>
<tr>
<td>0022</td>
<td>65010270150</td>
<td>Connect for Success</td>
<td>CL</td>
<td>06/30/2014</td>
</tr>
<tr>
<td>0022</td>
<td>75010270150</td>
<td>Connect for Success</td>
<td>CL</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>0022</td>
<td>85010270150</td>
<td>Connect for Success</td>
<td>GB</td>
<td>06/30/2018</td>
</tr>
<tr>
<td>0026</td>
<td>N1015000455</td>
<td>Encana Cares Foundation</td>
<td>CL</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>0026</td>
<td>N1091000150</td>
<td>Project Lead the Way (PLTW)</td>
<td>CL</td>
<td>06/30/2016</td>
</tr>
</tbody>
</table>

Note the status and end dates (CL=Closed, GB=Grant Billing, CU=Clean up)
GRANT FILES
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
HELPFUL LAWSON SCREENS AND GRANT FILES

Q & A
RUNNING A/C DASHBOARD REPORTS
AC DASHBOARD REPORTS

Link found on the BIS page of The Commons

My Top FS Reports

1. 6007 AC-Budget to Actual (With Contract)
2. 6225 GR-Grant Activity Detail Report
3. 6008 AC-Transaction Detail (With Contract)
4. 8102 GL Transactions
5. 6419 AP - Process Hold Report
6. 6132 EM-Payroll Field Journal by Employee
7. 7421 GL-Budget to Actual
8. 6175 FM-BR Listing
9. 6014 AC-Activity Budget Transfers
10. 6209 GL-General Ledger Commitment Details Data

Key FS Reports

1. 6007 AC-Budget to Actual (With Contract)
2. 6008 AC-Transaction Detail (With Contract)
3. 6055 AP-Invoice Status Report
4. 6130 EM-FTE
5. 6131 EM-Payroll Field Journal by AcctUnit and Activity
6. 6132 EM-Payroll Field Journal by Employee
7. 8102 GL Transactions
8. 7421 GL-Budget to Actual
9. 6203 GL-Capital Asset Summary
10. 6243 PM-Project Summary - Budget to Actual(PM10)
11. 7420 PM-Scope Summary - Budget to Actual(PM11)

BIS on The Commons
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:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2016, 2017, 2018</th>
<th>Company</th>
<th>13, 22, 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Period</td>
<td>1 - Jul</td>
<td>End Period</td>
<td>12 - Jun</td>
</tr>
<tr>
<td>Location</td>
<td>0159</td>
<td>BR</td>
<td>0150, 0158, 0159, 0162, 0165,</td>
</tr>
<tr>
<td>Grant Year</td>
<td>7, 8, 9, N, X</td>
<td>Grant</td>
<td>1107, 1283, 1576, 1917, 1921,</td>
</tr>
</tbody>
</table>
When running reports watch for multiple activities.

Filter to review one Activity at a time.
Know your systems

Transaction Detail Report

<table>
<thead>
<tr>
<th>FY</th>
<th>BR</th>
<th>COMPANY</th>
<th>ACCT UNIT</th>
<th>ACCT</th>
<th>ACCOUNT DESCRIPTION</th>
<th>SUB ACCT</th>
<th>ACTIVITY</th>
<th>ACCT CAT</th>
<th>LOC</th>
<th>CONTRACT LEVEL</th>
<th>AMOUNT</th>
<th>TRANSACTION DESCRIPTION</th>
<th>PERIOD</th>
<th>POSTING DATE</th>
<th>VENDOR / EMPLOYEE</th>
<th>TRANSACTION DATE</th>
<th>SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>0254</td>
<td>26</td>
<td>3002540010</td>
<td>9334</td>
<td>Consultant Services</td>
<td>0</td>
<td>71008002540010</td>
<td>90334</td>
<td>254</td>
<td>7100800254</td>
<td>$3,000.00</td>
<td>THINK 360 ARTS COMPLETE ED</td>
<td>5</td>
<td>11/7/2017</td>
<td>AP</td>
<td>5/2/2017</td>
<td>AP</td>
</tr>
<tr>
<td>2018</td>
<td>0254</td>
<td>26</td>
<td>3008008000</td>
<td>1990</td>
<td>Miscellaneous Revenue</td>
<td>0</td>
<td>71008002540010</td>
<td>19900</td>
<td>254</td>
<td>7100800254</td>
<td>($3,000.00)</td>
<td>Miscellaneous Revenue</td>
<td>6</td>
<td>12/8/2017</td>
<td>GM</td>
<td>12/8/2017</td>
<td>GM</td>
</tr>
<tr>
<td>2018</td>
<td>1000</td>
<td>26</td>
<td>3008008000</td>
<td>7481</td>
<td>Deferred Revenues</td>
<td>0</td>
<td>710080025448000</td>
<td>74810</td>
<td>254</td>
<td>7100800254</td>
<td>$3,000.00</td>
<td>FY18 NOV 2017 RRP</td>
<td>6</td>
<td>12/8/2017</td>
<td>GL</td>
<td>12/8/2017</td>
<td>GL</td>
</tr>
<tr>
<td>2018</td>
<td>1000</td>
<td>26</td>
<td>3008008000</td>
<td>7481</td>
<td>Deferred Revenues</td>
<td>0</td>
<td>810080025448000</td>
<td>74810</td>
<td>254</td>
<td>8100800254</td>
<td>($1,000.00)</td>
<td>5643 Colo Arts Partnership Gra</td>
<td>6</td>
<td>12/15/2017</td>
<td>CB</td>
<td>12/15/2017</td>
<td>CB</td>
</tr>
</tbody>
</table>

**AP-Accts Payable**

**GM-Grant Billing**

**GL- Journal Entry**

**CB-Cash Books (Revenue)**
RUNNING A/C DASHBOARD REPORTS

Q & A
GRANT CLOSEOUT
GRANT CLOSEOUT

Responsible Grant Team Members: Myles Lawler and Lora Langlee

- Grant Ends
- Final Reporting
- Final Billing/Deferred Revenue
- Close Commitments/Move FTEs
- Inactivate Account Numbers
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
GRANT CLOSEOUT
Q & A