ROCHESTER CITY SCHOOL DISTRICT

PROCEDURES AND REFERENCE MANUAL

SECTION FIVE

FINANCIAL MANAGEMENT & GRANTS

Exceptions to any of the procedures in the Procedures and Reference manual <u>must be</u> <u>reviewed and approved</u> by the Chief Financial Officer.

DIRECTORY OF FINANCIAL MANAGEMENT & GRANTS PERSONNEL

NAME	TITLE	PHONE
Colleen Guyett	Budget Analyst	262-8461
Lynne Hawthorne	Grant Writer/Administrative Specialist	262-8321
Glendine Miller	Senior Budget Analyst	262-8309
Judy Schuster	Grant Writer/Project Resource Manager	262-8305
Elizabeth Spalty	Senior Budget Analyst	262-8746
FAX #	Central Office-First Floor	262-8141

Table of Contents

FINANCIAL MANAGEMENT

Introduction and Overview

The mission of the Department of Financial Management & Grants is to aggressively seek grant funding that meets the strategic plan of the District by establishing collaborative relationships with teachers, administrators and the community so the District is able to commit resources to programs which result in improved student performance. The department reviews financial requirements of grant awards to ensure the grant and special aid revenue stream is maximized while adhering to District policies and procedures.

- The Department of Financial Management & Grants (DFMG) is the primary contact for availability of grant funds. Responsibilities include reviewing federal and state legislation pertaining to the availability of funds; securing guidelines, legislation, regulations, planning documents, and proposal or application forms; reviewing the funding material to determine its appropriateness to the Rochester City Schools and the non-public schools located within the Rochester school attendance area.

- DFMG seeks federal, state, local, foundation and corporate grants that provide funds for district programs. These grants may be competitive in nature or formula grants that are appropriated through the legislative action of Congress or the State Legislature. The grants provide supplemental funds for district initiatives that impact many schools and a multitude of programs. Government grants are tied to the state and federal budgets and are officially announced when the budgets are passed. DFMG also searches for smaller competitive government, foundation and corporate grants that benefit individual schools or programs. DFMG posts smaller school-based grants in the weekly "Bulletin Board".

- The grant specialists in the DFMG serve as coordinators for grant writing teams that consist of school and/or Central Office staff. DFMG is the first point of contact for staff interested in pursuing a grant opportunity. They are responsible for providing technical assistance to administrators/teachers on project development by setting up and facilitating meetings of the grant design team; coordinating efforts of grant writing design team members by assigning grant components, and editing where necessary; compiling, synthesizing, and creating the grant application package per grant regulations; soliciting letters of commitment from community based partners; finalizing and submitting grant applications to the funding agency by the deadline. The grant specialists also act as liaisons with state, federal and foundation representatives by coordinating initial award processes, including grant monitor orientation and conducting workshops and professional development to school and Central Office staff in regards to grant sources and grant development.

- DFMG also assists with grants written by local community-based organizations, higher education, local governments and others in which a RCSD school, or the District, is named as a participant in a grant program operated and supervised by an external agency. **Representatives**

from groups that wish to include the District, a school or classroom in their grant proposals and/or need a Letter of Support (LOS) or Memorandum of Agreement (MOA) must contact the DFMG at least two weeks before the due date for further guidance. Any employee who is contacted by an agency requesting the District to participate in a grant must contact DFMG to obtain an "Intent to Partner" form. This form must be completed and signed by the chief of the school or department prior to DFMG requesting the signature of the Superintendent on an LOS or MOA.

- DFMG is also responsible for entering grants, grant matching funds and Contract for Excellence (C4E) appropriations online and analyzing expenditures. The department assists the Grant Monitors and the Grant Specialists in developing the financial portion of grant proposals and any amendments needed during the existence of the grants. Once grants are officially awarded by the funding agency, the department reviews the grant award notices for proper documentation and awards the grants in PeopleSoft. The department then enters the budgets in PeopleSoft so spending can commence. During the life of the grants, the department submits the necessary financial documents needed to obtain revenue. At the end of each grant, the department produces the compulsory financial reports according to each sponsors' requirements.

- DFMG assists District administrators with District policy and established procedures with regards to grants, budgets, and fiscal strategies. Members of this department provide district-wide PeopleSoft budget and report training. This Department provides the Chief Financial Officer with the Grant Revenue Summary. In addition, the department is also the liaison with the New York State Education Department Office of Grants Finance and several Federal and State grant program offices. Several members of this department participate in teams throughout the District to ensure grant compliance and financial reporting.

- DFMG is responsible for maintaining the PeopleSoft Grants and PeopleSoft Grants Project Costing Modules. This department works in conjunction with the Budget Department in developing the District's annual budget. Additionally, this Department assists the Accounting Department with annual financial reports, cash flow analysis and internal and external audits.

Definition of a Grant

A grant is a monetary award to a school or the District that has specific date parameters and/or payroll/benefits and/or financial reporting requirements. Grants are recorded in the financial records as Special Aid. Special Aid also includes formula-driven special aid such as EPE, Special Education Extended School Year and Special Education Preschool Reimbursement. All Special Aid is recorded separately on the general ledger. Therefore, all DFMG procedures must be followed for both grants and Special Aid.

Responsible Parties

DFMG is part of RCSD's Division of Finance and ensures the continued flow of more than $100 million in grants each year. The Department serves as a point of contact for schools and Central Office departments seeking supplemental grant funding the support students. DFMG supports all District staff in their grant writing endeavors, no matter what their level of experience. The Department strives to help all staff gain a higher level of grant writing expertise and confidence. DFMG will help teachers and administrators improve their grant writing and grant monitoring skills through formal training opportunities and one-on-one mentoring.

The **Director of Financial Management and Grants** coordinates all department activities that include the identification of grant opportunities, proposal development, submission and financial management of grant programs and assists District management with the development of grant programs and fiscal strategies. This position maintains governmental relations with State and Federal agencies, local and national foundations and is the fiscal liaison for District Audits.

The **Grant Writer/Specialist** provides technical assistance on grant development. For smaller, school-based grants, Grant Writers/Specialists are available to assist with applications, interpretation, preparation and submission. For larger, District-wide applications, Grant Writers/Specialists also provide writing support.

The **Senior Budget Analyst/Budget Analyst** assists in the development of proposed grant budgets and assists with amendments and fiscal analysis throughout the year. Senior Budget Analysts are paired with the Grant Writer/Specialist to provide "cradle to grave" support for the District's grant programs. The Budget Analyst completes the necessary forms to maintain the Special Aid revenue stream and assists with the Single Audit.

All grants have an assigned **Grant Monitor**. This position is held by an administrator outside of the DFMG. The Grant Monitor is typically a Central Office Administrator, School Principal or Department Manager responsible for overseeing and ensuring both the fiscal and program compliance of the grant.

Grant Proposal Development and Submission Process

The collaborative efforts of Central Office administrators and school staff ensure success in creating highly competitive, fundable proposals. The major steps in the grant development process are described below:

1. **Identify the Grant Opportunity** Grant opportunities can be found using a number of resources and assistance available through the DFMG. When exploring possible funding sources, one can investigate:
   a. Past grant applications
   b. District weekly electronic bulletin and internet sites
   c. Request for proposals (RFPs) distributed by grantors

   Public schools and/or district must be identified as eligible grant applicants. Once found, opportunities must be reviewed carefully by the Grant Monitor and DFMG to ensure their alignment with District priorities and strategic plan

2. **Submit an Intent to Submit or Intent to Partner** To start the grant development process, either an Intent to Submit (ITS) or an Intent to Partner (ITP) form must be completed.   These forms summarize basic information on the proposed project and are required to be signed by the Grant Monitor, respective Chief and Chief Financial Officer. They serve as documentation of administrative approval for the proposed grant project. Once completely executed, the form(s) is submitted to the Director of Grants.

   The **Intent to Submit** form is submitted for application to be developed and implemented by the District staff. The **Intent to Partner** form is used when the District or a school is named as a participant in a grant program that will be submitted and led by a non-District agency (e.g. community-based organizations, institutions of higher education).

   Upon receipt of the Intent to Submit form, DFMG verifies the District's and/or school's eligibility for the grant and the RFP is reviewed. Requests are monitored as to avoid, whenever possible, schools competing against each other for the same grant. After approval of an Intent to Submit or Intent to Partner, a DFMG Grant Writer/Specialist and Senior Budget Analyst are assigned to assist with project development.

3. **Develop the Grant Application** DFMG is committed to supporting the Grant Monitor throughout the grant development process. The scope of the proposed project and detail contained in the application determine the level of support provided. Services offered by the Grant Writer/Specialist and other DFMG staff may include any or all of the following:
   - Assistance in the identification of a Grant Development team
   - Preparation of a work plan that drives the grant development process including persons responsible for due dates
   - Writing the project narrative

- Completion of grant forms
- Collection of supplemental application materials
- Review of application package
- Securing required signatures
- Submission of the final application

4. **<u>Develop the Project Budget</u>** The Grant Monitor is responsible for preparing the project budget with the assistance of the Grant Development Team. All budgeted costs must be described clearly and align with a project objective/activity. The assigned Senior Budget Analyst will provide assistance with current cost rates and review the final grant budget. **<u>All grant budgets must be approved and initialed by the Senior Budget Analyst, Chief and Chief Financial Officer before being sent to the Superintendent for signature.</u>**

Unless explicitly prohibited by the grantor, **<u>all proposed budgets must include indirect cost</u>** associated with the project as determined by the rate negotiated by the United States Department of Education and the New York State Education Department. The current rate is available from the Senior Budget Analyst.

Grants may require District matching funds. The Director of Grants must approve any grant application that requires a District match. If the match can include in-kind contributions, the Grant Writer/Specialist and the Senior Budget Analyst may be helpful in providing sources for the in-kind match.

5. **<u>Review the Application Submission package</u>** Grant applications should be proof-read before submission. The Grant Writer/Specialist is available to conduct a technical and quality review to ensure the application addresses all Request for Proposal (RFP) requirements. A final draft should be provided to DFMG seven days in advance of due date to complete this review.

6. **<u>Secure Needed Signatures</u>** DFMG will facilitate the collection of required signatures. As the District's "designated Administrative Officer" the Superintendent must sign all grant applications. If other signatures are needed as identified by the RFP, such as Board President, School Principal or Department Manager, these must also be obtained. **<u>Application packages must be submitted for Superintendents signature seven (7) days before the application deadline.</u>**

7. **<u>Submit Application</u>** The grant submission process is clearly defined in the RFP and may be either in electronic or hard copy format. DFMG will submit all grant applications with the exception of school-based grants that are required to be submitted electronically. However, all school-based electronically submitted grants must be approved by the DFMG. Last minute submissions should be avoided in case of technical difficulties and unforeseen circumstances that delay submission; grantors are not obligated to accept late submissions due to any circumstances. Certification of submission of all grant components should be kept (e.g., receipt of mailing, email delivery receipt, fax transmission verification).

8. **Copy the Completed Application package** A complete copy of the submitted application including all required forms and supporting documents, will be maintained in Peoplesoft by DFMG for the required record retention period. An electronic copy of the documents will be provided to the Grant Monitor for reference during project implementation.

9. **Notify DFMG of Award Decision** A written document informing the District of the award decision will be sent to the Grant Monitor, Superintendent, and/or Director of Grants. Immediately upon receipt, this letter must be forwarded to the DFMG who will assume responsibility for informing all parties responsible for the programmatic and financial implementation of the grant. If funded, the Senior Budget Analyst will load the funding into the PeopleSoft system to allow spending to commence and be tracked.

   If less than the full requested amount is received or the award decision arrives late and there is insufficient time to completely implement the program as proposed, the Grant Monitor should work with the Grant Writer/Specialist and Senior Budget Analyst to modify the project plan agreement with the grantor(s) guidelines.

   There are many reasons for a grant not to be awarded, but the grantor will typically provide reviewer's comments that may be used to improve future submissions. These comments should be requested and carefully reviewed. The Grant Writer/Specialist can help in their interpretation and will work with the Grant Monitor to translate them into stronger proposals in the future.

10. **Manage Grant Program** It is imperative that the grant programs are implemented as planned. If adjustments to the proposed plan are needed, grantor guidelines must be followed. The Grant Writer/Specialist and the Senior Budget Analyst are available to assist in following grantor and District guidelines for modifying grant projects and budgets.

    The Grant Monitor is responsible for implementing the project on time and on budget. All awarded funds must be expended by the end of the identified grant period. Required interim and final reports will be completed according to the grantor requirements by the Grant Monitor (with assistance of the Project Evaluator, if available). The grant Writer/Specialist is available for technical assistance in preparation of program reports, and the Budget Analyst can assist with state financial reporting and all invoicing/vouchering.

FAQ: Frequently Asked Questions

Q. What is the main role of the Department of Financial Management and Grants (DFMG)?

A. Department of Financial Management and Grants (DFMG) assists with the grant application, the pre-award process and the post-award process. The DFMG team work to make the grant process seamless and straightforward, as possible, while complying with Federal and State regulations and District policy and procedures.

Q. I want to apply for a grant. What do I do?

A. Contact Department of Financial Management and Grants (DFMG) at 262-8435. All grant applications must be coordinated through DFMG. The DFMG will assist you with writing your grant, will review your application to ensure that it adheres to all District Policies and Procedures and that all paperwork is completed properly and is signed by an authorized District representative. The department also reviews and approves the budget portion of your grant proposal. All prospective grant budgets must be approved by DFMG.

Q. Why does DFMG review my grant budget?

A. DFMG reviews your budget to ensure that your cost estimates are accurate and the salary and benefit projections are based on current data and rates. DFMG makes certain that indirect cost is also included on your grant.

Q. Why do I need to include benefits with the salaries on my grant?

A. The District is legally obligated to pay FICA/Medicare, retirement, Workman's Compensation, and Unemployment for all payroll items and health benefits on all salary FTE items.

Q. How do I know the benefit cost?

A. Each year during the budget process, the benefit rates are estimated and distributed to department managers, principals and chiefs. The estimates are updated in May and finalized in the fall. The information is available anytime by calling the DFMG.

Q. What is indirect cost?

A. Indirect costs (F & A – facilities and administrative) are those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs considered to be indirect are normally limited to Finance Dept. costs, legal, auditing, purchasing, personnel and central printing/storeroom/IT. The District's indirect cost rates are negotiated on behalf of the District by the State Education Department and U.S. Department of Education.   Federal regulation require the use of restricted indirect cost rates for grant programs that prohibit supplanting and categorical grant programs. The unrestricted rate is used for school food service programs and certain direct funded Federal programs.   The rate changes annually and is available by contacting the DFMG. Indirect cost must be charged to all grants unless expressly prohibited in writing by the funding source.

Q. Who is responsible for the grant compliance?

A. The Grant Monitor, who is generally a Director level or above, assumes responsibility for the grant. Grant Monitors are responsible for both the fiscal and program compliance of a grant. A grant cannot be put on-line until a grant monitor assumes responsibility for the grant. Generally, a Grant Monitor is assigned prior to a grant submission to a sponsor. Day-to-day management of a grant can be designated to a grant manager, but ultimately the Grant Monitor is responsible for all compliance.

Q. How do I know if my grant has been approved by the funding source?

A. DFMG will send you a copy of the award letter and will contact you for a detailed explanation of your budget so the budget lines can be set-up in PeopleSoft.

Q. What do I do if the funding source sends the check to me or the school instead of the Cashier in Accounting?

A. Send the check to Cashier, Accounting CO-1 along with a note to see DFMG. Send an email to DFMG.

Q. When can I start to use my grant funds?

A. For grants that are included during the annual budget process, reviewed by the Superintendent's Cabinet and approved by the Board of Education, the individual budget accounts will be available on the first day that the grant is open. For grants that are awarded during the year, once the DFMG receive an official award document from the funding agency, the grant will be loaded into PeopleSoft. At that time, DFMG will set up and fund the individual budget accounts. Notification will be sent from DFMG to the appropriate parties. No purchases or additional hourly pay are allowed before DFMG sets-up and funds the individual budget accounts and before the first day of the grant.

Q. Who do I contact in DFMG regarding my Grant?

A. Each grant is assigned a Sr. Budget Analyst or a Budget Analyst. The assignment is based on the location of the Grant Monitor. The analyst will contact the Grant Monitor. If you are unsure of who is assigned to the grant, call 262-8435 and you will be directed to the correct analyst or the back-up analyst in case of an absence.

Q. What if my grant requires that an additional position be added?

A. The grant monitor will need to complete a position management action form and obtain all the appropriate approvals. Once approved, the grant monitor will need to work with the Human Capital Initiatives (HCI) department to complete the hiring process.

Q. What if my grant requires that additional hours be worked?

A. For certificated staff, a Personnel Authorization for Payment of Additional Services form needs to be completed, approved and submitted to the respective Chief within the timeframe published periodically in the weekly bulletin. Additional hourly pay rates can be found in each bargaining unit's contract. This authorization will need to be approved by the Board of Education before the additional hours can be worked. For non-certificated hourly staff, the Personnel Authorization for Payment of Additional Services for civil service employee form needs to be completed and submitted to the respective Chief but does not need to be approved by the Board of Education. Once approved the respective Chief's office will deliver the form to the Payroll department who will set up the account in the employee's time and labor. **ALL time worked must be recorded and payroll processed within the timeframe of the grant.**

Q. How do I make a purchase on my grant?

A. All District policies concerning contracts and purchases must be followed. Contact the Legal Department for questions about contracts and see the Purchasing section of the Business Services manual for information about purchase requisitions. The Accounts Payable section of the Business Services manual will have information on claim vouchers and travel.

Q. What if my grant plan has changed?

A. The grant monitor should first review the original RFP or contract to see if there are any prohibitions that might prevent a revised plan from happening and determine the proper amendment form required by the funding agency. Then, the grant monitor should work with the DFMG to ensure that the change in the grant plan will be acceptable and when the amended grant verbal approval is received, appropriate and necessary paperwork including a budget amendment will be prepared and submitted by DFMG. All submissions to funding agencies must be done by the DFMG. DFMG will set up new accounts and

transfer funds once the amendment and corresponding budget has been officially approved by the funding agency.

Q. What if I find that expenses are charged to my grant that should be charged elsewhere?

A. For salaries, the grant monitor will need to complete and sign a Grant Recode form and email the form to DFMG. The Senior Budget Analyst or Budget Analyst will notify the PARS coordinator if applicable. DFMG will then prepare a journal entry to correct the expense account distribution. For non-salary accounts, the grant monitor will need to obtain a copy of the invoice, travel expense report, chargeback, etc. and a copy of the check from Accounts Payable and forward all items to DFMG with an adequate explanation as to where the expense should be charged and why.

Q. What are the key dates of my grant?

A. Key information concerning all open grants is available using the PeopleSoft Query RCSD_GRANT_QUERY_GRID found in Reporting Tools ➔ Query Viewer. If you do not have security access to Query Viewer, contact the Helpdesk or the IT department to find out what you'll need to obtain access to Query Viewer. This query is updated several times a day. Key deadlines to remember are:
- Paid-to-date salary-last day of work performed must be prior to the grant ending date
- Additional hour pay and lag pay-time must be entered in Time and Labor **immediately** and all work performed must be prior to the grant ending date
- Purchase requisitions-must be entered and approved **90** days prior to the grant end date
- Receiving-must be completed immediately upon receiving service or material and before the grant end date. Purchase orders that contain materials and services that will not be received before the grant end date, must be cancelled
- Blanket Orders-all material must be shipped and invoiced one month prior to grant end date
- Charge-backs-due to Accounting two weeks prior to the grant end date
- Travel expense and mileage forms-due to accounting by the grant end date
- Wegmans card- Final purchase will be one month prior to grant end date.

Q. May I use my P-Card on my grant?

A. Not at this time. This purchasing method is currently being evaluated.

Q. What happens if I receive an expense/invoice/additional hours in payroll after the grant has closed?

A. The Grant Monitor will need to find alternative and allowable funding source(s) for these expenses.

Q. I want to keep careful track of my grant expenses. What is the best way to accomplish this?

A. The PeopleSoft budget details screen shows up to the minute expenditures and available funds. Also, the appendix contains three financial reports, with step-by-step instructions and screen shots, which can be run in PeopleSoft to view the grant available funds:

- Control Level Funds Report
- Monthly Account Analysis
- Grant Account Distribution and Available Funds

Q. Will I receive a copy of the FS10F (Final Financial Report) that DFMG completes?

A. A copy of the FS10F is sent to the Grant Monitors.

Q. How do I learn about the RCSD budgeting structure and strategies and the many financial screen shots and reports available to me?

A. DFMG is always available to provide training at your desk, in our office or in the IT Lab.

GRANT MONITOR ROLES AND RESPONSIBILITIES

- Approves, oversees project concept and signs "Intent to Submit" or "Intent to Partner" form.
- Completes FS10 or other budget request with the assistance of the Budget Analyst.
- Obtains budget approval from the Chief Financial Officer (CFO), Chief and Superintendent prior to submitting budget forms to sponsor.
- Monitors program implementation, fiscal oversight, programmatic reporting, program compliance, program evaluation, completion of Personnel Activity Reports (PARs) and program final reports.
- Ensures grant spending and program requirements are in compliance with granting terms.
- Resolves disputed and unapproved PARs.
- Approves purchase requisitions (as determined by PeopleSoft workflow) travel vouchers and Personnel Authorization Forms for additional pay.
- Approves and oversees program concept and implementation.
- Requests establishment of budget and account codes.
- Orients Grant Manager to terms and conditions of grant.
- Obtains written authorization from the grantor to transfer funds from one budget account code to another.
- Creates budget amendments including creation of FS-10-A and approval from the Chief.
- Submits FS-10-A to Director of Grants and Business Office who will secure signatures from CFO and Superintendent.
- Responsible for maintaining program within budgeted expenses.
- Functions as project supervisor for program evaluation.
- Provides information as required and requested by District and non-District personnel.

Glossary

Categorical Grant: Used synonymously with formula grant. State and federal grants that are driven by aid formula based on eligibility criteria established by the government.

Formula Grant: Refer to Categorical Grant.

Grant: Funds awarded by an outside agency to pay for specific activities requested in a written proposal or application document. Grant money is considered a gift in kind and does not have to be repaid. Some grant programs, however, do require a "match," i.e. a percentage of the grant amount that must be provided by the agency receiving the grant.

Grants Bulletin Alert: Weekly publication found in the *"Bulletin Board"* and SharePoint of available foundation and corporate grants, submission dates, how to apply, what is funded and other information helpful to school personnel.

Grant Monitor: The individual responsible for the daily management and implementation of a grant and ensures grant spending and program requirements are in compliance with grant application and specified terms. The Grant Monitor must be an administrator.

Grant Proposal: A document created in response to an RFP that describes the way the District will use the money if awarded. The proposal is also referred to as the application package. It includes a narrative written in prose that describes the program based on criteria provided by the funding agency. The grant proposal or application package may also include a budget, appendices, and signed application forms.

Intent to Partner: This district form is required and is used to indicate District participation with an outside partner in a grant opportunity. The Intent to Partner must be completed, signed and submitted to the DFMG prior to submission of a grant by an outside partner.

Intent to Submit: This district form is required to indicate interest in submission of a grant proposal and must be signed by the school principal/department manager, the school chief and the Chief Financial Officer. The Intent to Submit must be submitted to the DFMG prior to submission of the grant to the grant funding agency.

Memorandum of Agreement: A document normally developed between partnering agencies which details the roles and responsibilities.

Request for Proposal: The public announcement of a grant program. The RFP includes all the   necessary application forms, funding priorities, and criteria by which proposals will be judged.

Statement of Assurances: The form used to certify the information provided in the application complies with the requirement of the grant funding agency.

APPENDIX-THREE REPORTS TO VIEW YOUR GRANT AVAILABLE FUNDS

I. CONTROL LEVEL FUNDS REPORT

This report shows the Child and Parent accounts for a specific fund, department and grant. The Parent accounts are the same as the SED reporting categories.

This sample shows setting up and running a Grant Fund Report for a grant

    1.   Select RCSD Reporting.

    2.   Select RCSD Custom Menu.

Menu ▬

Search:

[   ] ⊗

▷ My Favorites
▷ Accounts Payable
▷ Commitment Control
▷ eProcurement
▷ General Ledger
▷ Grants
▷ PeopleTools
▷ Project Costing
▷ Reporting Tools
▽ RCSD Reporting
  ▽ RCSD Custom Menu
    ▾ Reports
      − RCSD Disbursement
        Detail
      − State Reporting
        Special Aid
      − State Reporting
        Consolidated
      − State Reporting
        Revenue
      − State Reporting Lunch
      − Account Distribution
        FundClass
      − Budgets Control Level
        Funds
      − Detailed Dist

Main Menu > RCSD Reporting > RCSD Custom Menu >

📁 **Reports**

RCSD Disbursement Detail
GLCRDSB: AP Disbursement Detail

State Reporting Revenue
GLSR0028: State Reporting Revenue. Accounting Department use.

Budgets Control Level Funds
GLSRAVBL(Glsravail): Budgetary Control Level Funds report for General and Grant funds. This report lists departmental budgets at the detail level and the rollup summary controlling level and is intended for general use.

Grants Crosswalk View
RCSD Custom Grants crosswalk view relating subclass to project id.

3. Select Budgets Control Level Funds.
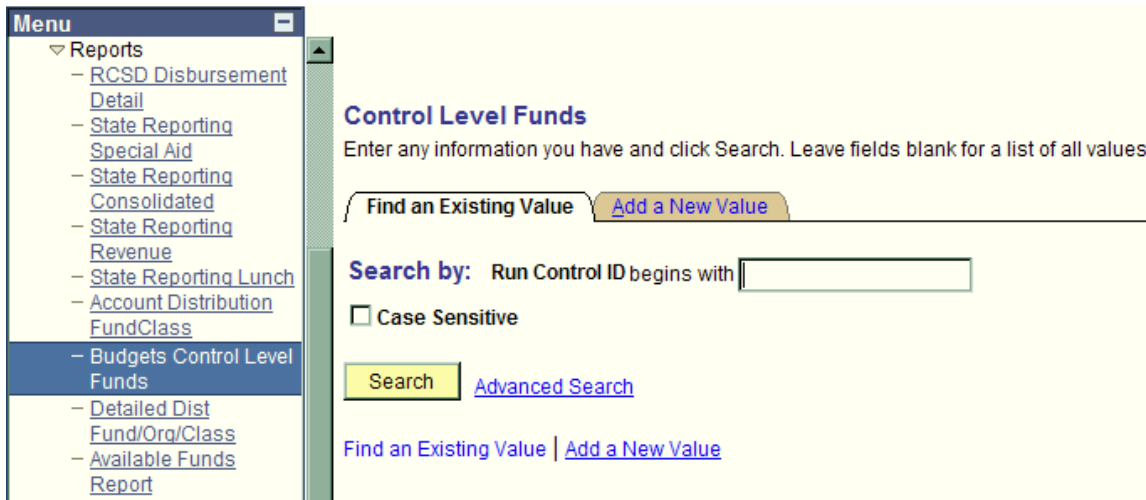
4. The first time you run this report click on the Add a New Value tab to set up a Run Control. (Remember: NO spaces allowed in the run control!).

5. Note; the next time you run a report, click on the yellow Search button and it will show your run control ids.
6. Complete the parameters for the report and then select the Run button. Please note that your PeopleSoft security will dictate what will be produced on your report. If you are the Grant Monitor you will see all of the accounts in the grant. If you are not the Grant Monitor, you will only see your department(s) so it is not necessary to enter the department information in the selection criteria unless you wish to narrow your report to specific department(s) in the grant.
7. For all grants, the date range must be reflected in both the "From Fiscal Year" and the "To Fiscal Year". Be sure to include the range of the grant plus one or two periods to accommodate final adjustments.
8. For all grants, the "Project" field must be filled in. This report must be run for only one grant at a time.

9. Select OK.

10. Select the Report Manager link.

11. Select the Administration tab.

12. If the report has completed processing, the Status will show as Posted. If it is not yet complete, click the Refresh button periodically until the report completes. Select the Control Level Funds link to go directly to the report.

13. The report will open in a new window.


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                                              ROCHESTER CITY SCHOOL DISTRICT
Report ID:  Glsravail                      RCSD COMMITMENT CONTROL AVAILABLE FUNDS                            Page No.  1
Run Control: 2010GRANTS                                                                                      Run Date 10/16/2009
                                                                                                             Run Time 12:50:51
Fund Account Dept  Program Class Project    Description                Budget    Pre-Encumbrance  Encumbrance      Expense      Balance
----------------------------------------------------------------------------------------------------------------------------------------

G   15   42217      0352 0364100046    Professional Salaries        2,000.00           0.00          0.00          0.00      2,000.00
    5148 42217 2110 0352 0364100046    Tchr Sal Subs K-6              500.00            0.00          0.00          0.00        500.00
    5149 42217 2110 0352 0364100046    Tchr Sal Subs 7-12             500.00            0.00          0.00          0.00        500.00
    5152 42217 2070 0352 0364100046    Tchr Sal Inservice/Curr      1,000.00           0.00          0.00          0.00      1,000.00
                                       Detail Line Total            2,000.00           0.00          0.00          0.00      2,000.00

G   40   42217      0352 0364100046    Purchased Services           1,500.00         200.00          0.00          0.00      1,300.00
    5426 42217 2110 0352 0364100046    Membership Fees                500.00           0.00          0.00          0.00        500.00
    5430 42217 2110 0352 0364100046    Prof & Tech Services         1,000.00         200.00          0.00          0.00        800.00
                                       Detail Line Total            1,500.00         200.00          0.00          0.00      1,300.00

G   45   42217      0352 0364100046    Supplies and Materials       3,254.00           0.00          0.00          0.00      3,254.00
    5380 42217 2610 0352 0364100046    Library Books                1,000.00           0.00          0.00          0.00      1,000.00
    5461 42217 2110 0352 0364100046    Printing & Advertising         275.00           0.00          0.00          0.00        275.00
    5468 42217 2110 0352 0364100046    Awards                         100.00           0.00          0.00          0.00        100.00
    5500 42217 2610 0352 0364100046    Instructional Supplies       1,879.00           0.00          0.00          0.00      1,879.00
                                       Detail Line Total            3,254.00           0.00          0.00          0.00      3,254.00

G   46   42217      0352 0364100046    Travel Expenses              1,000.00           0.00          0.00          0.00      1,000.00
    5425 42217 2110 0352 0364100046    Travel Out Of District       1,000.00           0.00          0.00          0.00      1,000.00

                                       Totals for Department: 42217  7,754.00         200.00          0.00          0.00      7,554.00

Grand Totals                           Summary                      7,754.00         200.00          0.00          0.00      7,554.00
                                       Detail Line                  7,754.00         200.00          0.00          0.00      7,554.00
```

II. MONTHLY ACCOUNT ANALYSIS REPORT

The Monthly Account Analysis Report has been revised to work with the PeopleSoft Financials 8.9 ledger structure. This report provides details of all transactions within a range of specified departments. It is sorted first by department, then by subclass, and then by account.

This report provides a compact and integrated presentation of transactional data, which will facilitate departmental review and reconciliation of budget code detail.

Running the Monthly Account Analysis Report

Available from RCSD Reporting → RCSD Custom Menu

Monthly Account Analysis
GLSR0016: Monthly Account Analysis for school use.

1. Select

RCSD Custom Menu

RCSD Disbursement Detail GLCRDSB: AP Disbursement Detail	**State Reporting Special Aid** GLCR003: State Reporting Special Aid. Accounting Department use.
State Reporting Revenue GLSR0028: State Reporting Revenue. Accounting Department use.	**State Reporting Lunch** GLCR005: State Reporting Lunch. Accounting Department use.
Budgets Control Level Funds GLSRAVBL(Glsravail): Budgetary Control Level Funds report for General and Grant funds. This report lists departmental budgets at the detail level and the rollup summary controlling level and is intended for general use.	**Detailed Dist Fund/Org/Class** GLSR0010: Detailed Distribution by Fund, Org and Class
Grants Crosswalk View RCSD Custom Grants crosswalk view relating subclass to project id.	**Claim Voucher**
RCSD Budget Summary and Detail GLSRDETL, GLSRSUMM: RCSD Summary and Detail Budget reports for general reporting use.	**RCSD Report by Fund/Location** GLSR0006: RCSD Report by Fund/Location
RCSD Report by Fund/Class/Acct GLSR0013: RCSD Report by Fund/Class/Acct	**Monthly Account Analysis** GLSR0016: Monthly Account Analysis for school use.

An existing Run Control can be selected r a new run control can be entered   (no spaces
allowed in the run control ID)

Monthly Analysis Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Search by: **Run Control ID** begins with [   ]
☐ **Case Sensitive**

[Search]   Advanced Search

Find an Existing Value | Add a New Value

2.   After selecting or entering the run control, select   [**Run**]

| Org/Class/Jrnl |

Run Control ID: 2010GRANTS   Report Manager   Process Monitor   [Run]

.

Business Unit: RCSD1 🔍
Fund Code: G 🔍
Department: [   ] 🔍   **To Department:** [   ] 🔍
Sub-Cls From: 0352 🔍   **Sub-Cls To:** 0352 🔍
Year End Report: Yes ▼   ☐ **Start New Page on Odd Page**

Journal Date From: 07/01/2009 📅   **To Journal Date:** 08/31/2010 📅

[💾 Save] [🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [✉ Notify] [➕ Add] [📄 Update/Display]

3. Select **OK**

Process Scheduler Request

User ID:	2006132		Run Control ID: 2010GRANTS

Server Name:	PSNT	Run Date:	10/16/2009
Recurrence:		Run Time:	1:13:55PM	Reset to Current Date/Time
Time Zone:			

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	RCSD Reporting - Org/Class	GLSR0016	SQR Report	Web	PDF	Distribution

OK   Cancel

4. Select Report Manager

Org/Class/Jrnl

Run Control ID: 2010GRANTS   Report Manager   Process Monitor   Run

Process Instance:1013391

Business Unit: RCSD1

Fund Code: G

Department: _____   To Department: _____

Sub-Cls From: 0352   Sub-Cls To: 0352

Year End Report: Yes   ☐ Start New Page on Odd Page

Journal Date From: 07/01/2009   To Journal Date: 08/31/2010

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

5. Select **Administration** (Administration tab)

Select **Refresh** to check the report status

After it reaches a Posted status, select RCSD Reporting – Org/Class to open the report

A sample page of the Monthly Account Analysis report is shown below:

Improvements provide compact, integrated data presentation

- Zero Budget lines do not display, thereby reducing report length

```
ACCT-DESC.: Printing & Advertising
5461 2110 07/15/2007  ORGBB3399   Original Budget                              1,200.00
          10/31/2007  010895      Print Shop 20071001 thru 1015                   0.00
          02/25/2008  011508      Print Shop 01/01/2008 thru 02/                  0.00
                                                                         --------------
                                                                              1,200.00
```

- Shows the total requisition amount, not each of the lines on the requisition

```
ACCT-DESC.: Instructional Supplies
5500 2110 07/15/2007  ORGBB839   Original Budget                     29,304.00      0.00
          07/25/2007  0000873502 REQ: 0000000846/1640030/BARNESNOBL       0.00  1,000.00
          07/25/2007  0000873513 REQ: 0000000855/1640030/JRHOLCOMBC       0.00  1,000.00
          07/25/2007  0000873524 REQ: 0000000866/1640030/STAPLESBUS       0.00     61.38
```

- For each PO, displays the associated requisition number

```
5500 2110 09/11/2007  0000893966  REQ: 0000002764/1640030/STAPLESBUS
          09/11/2007  0000894007  REQ: 0000002784/1640030/STAPLESBUS
          09/11/2007  0000894119  PO:  0001080302/STAPLESBUS/REQ: 0000002669
          09/11/2007  0000894119  PO:  0001080302/STAPLESBUS/REQ: 0000002669
          09/12/2007  0000894248  REQ: 0000002830/1640030/STAPLESBUS
          09/12/2007  0000894309  REQ: 0000002854/1640030/TRIUMPHLEA
          09/17/2007  0000894773  PO:  0001080430/STAPLESBUS/REQ: 0000002764
          09/17/2007  0000894773  PO:  0001080430/STAPLESBUS/REQ: 0000002764
          09/17/2007  0000894774  PO:  0001080431/STAPLESBUS/REQ: 0000002830
          09/17/2007  0000894774  PO:  0001080431/STAPLESBUS/REQ: 0000002830
          09/17/2007  0000894784  PO:  0001080437/STAPLESBUS/REQ: 0000002784
          09/17/2007  0000894784  PO:  0001080437/STAPLESBUS/REQ: 0000002784
```

- ▪ Includes an indicator for Blanket (amount only) POs

```
               TRANS                                                          BLANKET
ACCT PROG      DATE      JRNL/TRANS  VCHR/REQ/PO/VEND/DESCR/CHK#                  PO
---- ---- ----------    ----------  ----------------------------------------  ------- -

5452 1620 07/15/2007    ORGBB2212    Original Budget
                                                                                   --



        ACCT-DESC.: Serv Conts & Equip Repair
5452 2110 07/15/2007    ORGBB2544    Original Budget
          07/16/2007    0000871813   PO:   0001078488/AUDIOMEDTR/REQ: 0000000493
          12/18/2007    APVCHR0665   VCHR: 00446599/AUDIOMEDTR/CHK#: 164674/PO: 0001078488
          12/18/2007    APVCHR0665   VCHR: 00446599/AUDIOMEDTR/CHK#: 164674/PO: 0001078488
          02/27/2008    0000958318   REQ: 0000007539/1640030/
          03/13/2008    0000967047   PO:   0001085107/XEROXCORP/REQ: 0000007539        YES
                                                                                   --
```

- ▪ For each voucher, shows the associated PO number

```
            TRANS
ACCT PROG   DATE      JRNL/TRANS   VCHR/REQ/PO/VEND/DESCR/CHK#
---- ----   ----------    ----------  ----------------------------------------------

5500 2110 11/01/2007  APVCHR0051   VCHR: 00439162/STAPLESBUS/CHK#: 163044/PO: 0001080475
          11/01/2007  APVCHR0051   VCHR: 00439162/STAPLESBUS/CHK#: 163044/PO: 0001080475
          11/01/2007  APVCHR0051   VCHR: 00439163/STAPLESBUS/CHK#: 163044/PO: 0001080475
          11/01/2007  APVCHR0051   VCHR: 00439163/STAPLESBUS/CHK#: 163044/PO: 0001080475
          11/01/2007  APVCHR0051   VCHR: 00439217/STAPLESBUS/CHK#: 163560/PO: 0001080537
          11/01/2007  APVCHR0051   VCHR: 00439217/STAPLESBUS/CHK#: 163560/PO: 0001080537
          11/01/2007  APVCHR0051   VCHR: 00438830/STAPLESBUS/CHK#: 163560/PO: 0001080302
          11/01/2007  APVCHR0051   VCHR: 00438830/STAPLESBUS/CHK#: 163560/PO: 0001080302
```

III. GRANT ACCOUNT DISTRIBUTION AND AVAILABLE FUNDS

This report shows pre-encumbrances, encumbrances, expenditures and available funds for a subclass, range of subclasses or a project ID. The detail report is sorted by account code. The summary report is sorted by New York State Education Code.

In PeopleSoft Financials, navigate to:
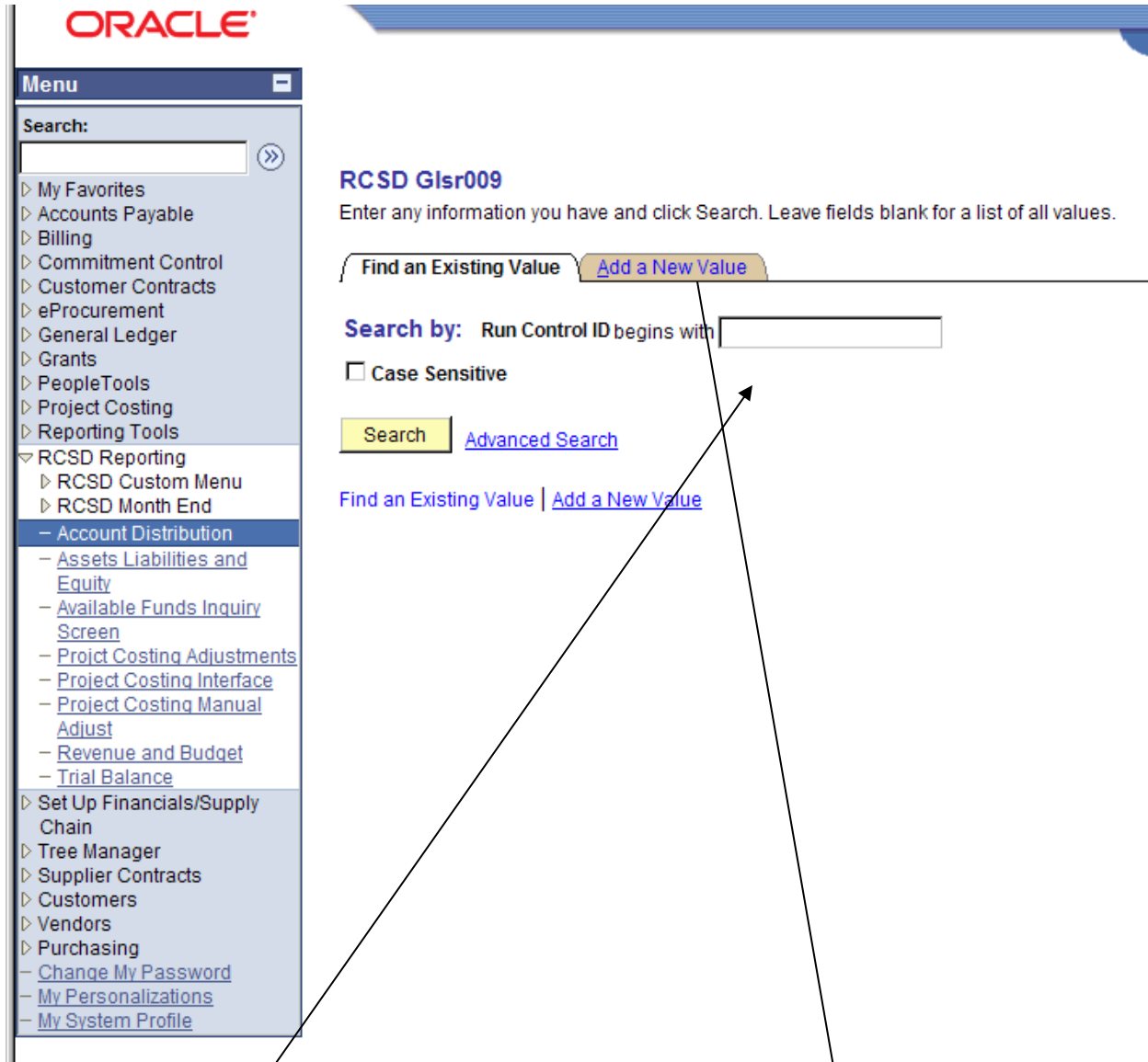
Click on Search

Enter a run control ID by picking a value (first time you will have to Add a New Value by clicking on the Add a New Value tab)

Enter Business Unit (RCSD1), Fund Code, Subclass From and To or Project ID and Journal Date From (Use July 1 of current Fiscal Year) and To Journal Date (Use current date)

Click on Run

Select the first box in the Process List if you want the detailed report.
Select the second box in the Process List if you want a summary report by SED code

Click on OK

Click on Report Manager link

Menu ▬

Search:
[_____] ⟨»⟩

▷ My Favorites
▷ Accounts Payable
▷ Billing
▷ Commitment Control
▷ Customer Contracts
▷ eProcurement
▷ General Ledger
▷ Grants
▷ PeopleTools
▷ Project Costing
▷ Reporting Tools
▽ RCSD Reporting
  ▷ RCSD Custom Menu
  ▷ RCSD Month End
  – Account Distribution
  – Assets Liabilities and Equity
  – Available Funds Inquiry Screen
  – Projct Costing Adjustments
  – Project Costing Interface
  – Project Costing Manual Adjust
  – Revenue and Budget
  – Trial Balance
▷ Set Up Financials/Supply Chain
▷ Tree Manager
▷ Supplier Contracts
▷ Customers
▷ Vendors
▷ Purchasing
– Change My Password
– My Personalizations
– My System Profile

| List | Explorer | Administration | Archives |

View Reports For

Folder: [_____] ▾ Instance: [____] to: [____] **Refresh**

Name: [_____] Created On: [_____] 🗓 Last: [1] Days ▾

Reports   Customize | Find | View All | ▦ First ◀ 1 of

Report	Report Description	Folder Name	Completion Date/Time	Report ID
1 Report				

Go back to RCSD Glsr009

💾 **Save**

List | Explorer | Administration | Archives

Click on the Administration Tab

Click on the top report link

Report ID: GLSR0009
Run Control: reports

ROCHESTER CITY SCHOOL DISTRICT
DETAILED ACCOUNT DISTRIBUTION BY FUND/PROJECT GLSR009_NEW
FROM: 07/01/2009 TO: 10/21/2009
FUND: G
SUBCLASS:0119 Title IIB Math Partnership

Page No. 1
Run Date 10/22/2009
Run Time 13:12:05

ACCT	ORG	PROG	PROJECT	JOURNAL DATE	POST DATE	JOURNAL ID	VOUCHER/PO/VENDOR/JOURNAL DESC	CHECK NUMBER	APPROPRIATION AMOUNT	PRE-ENCUMBRANCE AMOUNT	ENCUMBRANCE AMOUNT	EXPENDITURE AMOUNT	AVAILABLE BALANCE
ACCT.-DESC.: Stipends													
5126	73516	2070	0294100107	06/19/2009	06/19/2009	0001314416	Original Budget		61,459.00	0.00	0.00	0.00	61,459.00
			0294100107	07/01/2009	07/01/2009	0001376134	Budget Adjustment		13,554.00-	0.00	0.00	0.00	13,554.00-
			0294100107	07/01/2009	07/01/2009	0001376134	Budget Adjustment		8,158.00-	0.00	0.00	0.00	8,158.00-
			0294100107	09/08/2009	09/08/2009	0001448949	Budget Adjustment		39,746.00-	0.00	0.00	0.00	39,746.00-
			0294100107	09/25/2009	09/25/2009	0001455200	Budget Adjustment		245,220.00	0.00	0.00	0.00	245,220.00
									245,220.00	0.00	0.00	0.00	245,220.00
						TOTALS BY ORGANIZATION			245,220.00	0.00	0.00	0.00	245,220.00
						TOTALS BY ACCOUNT			245,220.00	0.00	0.00	0.00	245,220.00
ACCT.-DESC.: Tchr Sal 7-12													
5130	73516	2110	0294100107	06/19/2009	06/19/2009	0001314408	Original Budget		64,808.00	0.00	0.00	0.00	64,808.00
			0294100107	09/08/2009	09/08/2009	0001448939	Budget Adjustment		2,686.00	0.00	0.00	0.00	2,686.00
			0294100107	09/11/2009	09/24/2009	PAY0164418			0.00	0.00	0.00	3,185.19	3,185.19-
			0294100107	09/25/2009	10/02/2009	PAY0164679			0.00	0.00	0.00	3,185.19	3,185.19-
			0294100107	10/09/2009	10/13/2009	PAY0164964			0.00	0.00	0.00	3,185.19	3,185.19-
									67,494.00	0.00	0.00	9,555.57	57,938.43
						TOTALS BY ORGANIZATION			67,494.00	0.00	0.00	9,555.57	57,938.43
						TOTALS BY ACCOUNT			67,494.00	0.00	0.00	9,555.57	57,938.43
ACCT.-DESC.: Tchr Sal Hourly 7-12													
5132	73516	2110	0294100107	07/01/2009	07/01/2009	0001376132	Budget Adjustment		13,554.00	0.00	0.00	0.00	13,554.00
			0294100107	07/31/2009	08/14/2009	PAY0163759			0.00	0.00	0.00	3,569.28	3,569.28-
			0294100107	08/14/2009	09/04/2009	PAY0163925			0.00	0.00	0.00	3,893.76	3,893.76-
			0294100107	08/28/2009	09/09/2009	PAY0164145			0.00	0.00	0.00	3,893.76	3,893.76-
			0294100107	09/08/2009	09/08/2009	0001448954	Budget Adjustment		1,743.00-	0.00	0.00	0.00	1,743.00-
			0294100107	09/11/2009	09/24/2009	PAY0164418			0.00	0.00	0.00	1,946.88	1,946.88-
			0294100107	09/25/2009	10/02/2009	PAY0164679			0.00	0.00	0.00	334.44	334.44-
									11,811.00	0.00	0.00	13,638.12	1,827.12-
						TOTALS BY ORGANIZATION			11,811.00	0.00	0.00	13,638.12	1,827.12-
						TOTALS BY ACCOUNT			11,811.00	0.00	0.00	13,638.12	1,827.12-
ACCT.-DESC.: Tchr Sal Subs 7-12													
5149	73516	2020	0294100107	06/19/2009	06/19/2009	0001314421	Original Budget		4,800.00	0.00	0.00	0.00	4,800.00
			0294100107	09/08/2009	09/08/2009	0001449946	Budget Adjustment		2,800.00-	0.00	0.00	0.00	2,800.00-

Result