

Grant & Dedicated Resource Fund Reports (PS Financials)

Grant / Dedicated Resource - Budget to Actual Parameters:

Main Menu (top right NavBar) - 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: 2023 (for the current 2022-23 school year)

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

Fund: From 205 - To 299

Function: From 10000 - To 71100

Area: From 05000 - To 99999

Project ID: Select Grant Number (i.e., G2230) or leave blank to select full range of Grants

Dept ID: Four-digit School / Department 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.

Grant Combined Expenditure Parameters:

Main Menu (top right NavBar) - 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: 2023 (for the current 2022-23 school year)

Accounting Periods: Current month, month just closed, or range of months (From & To)

Fund: From 205 - To 299

Function: From 10000 - To 71100

Object: From 511100 - To 569000

Area: From 05000 - To 99999

Project ID: Select Grant Number (i.e., G2230) or leave blank to select full range of Grants

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

Click “Save” and then “Run.” On the Process Scheduler Request screen, make certain to check the box next to “Grant Combined Expen Rpt (XML)” and ensure 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 (top right NavBar) - 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: 2023 (for the current 2022-23 school year)

Project ID: Select Grant Number (i.e., G2230) or leave blank to select full range of Grants

Fund: From 205 - To 299

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

Program (Function): 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 (XML)” 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.

Grant Funding by Department Parameters - (High Level Summary of ALL Grants):

Main Menu (top right NavBar) - 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: 2023 (for the current 2022-23 school year)

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

Fund: From 205 - To 299

Dept ID: Four-digit School / Department 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.

Helpful Hints: Once a Run Control ID is established in PeopleSoft, you may use it to run most any report. If parameters have been saved previously, the only field that will typically need updating each time a report is run is the “Accounting Period” to indicate the timeframe involved:

Month	Accounting Period	Month	Accounting Period
July	01	January	07
August	02	February	08
September	03	March	09
October	04	April	10
November	05	May	11
December	06	June	12

The **Fiscal Year** for running reports is the year in which June 30 falls. For example, the Fiscal Year for the 2022-23 school year is 2023.