

Grant/Project Status Report

Overview

Run the Grant/Project Status Report to generate a report showing totals by Business Unit within Grant/Project for Authorized Amount, Period Activity, Grant/Project-To-Date Expenditures, Unexpended Balance, and Open Commitments.

-  Expenditures as shown in this report with the default data selection include transactions coded to revenue object range 486500 – 486599 (Miscellaneous Adjustments) which are considered expenditures for federal letter of credit grant reporting purposes.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Grants.

(Citrix users – right click on the menu, choose Apply Roles, choose Grants.)

Grants & Projects > Inquiries & Reports > Grants/Projects Reports > Grant Reports > Grant Project Status

Alternate Navigation: General Accounting > General Accounting–Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Grant/Project Reports > Grant/Project Status

Steps

Grant/Project Status Report

Start this instruction from the Work with Batch Versions – Available Versions window.

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NIS0001	Grant/Project Status		UATRCARLSO	03/27/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0002	HHSS Grant/Project Status		NISM5AWYER	01/08/2007	0	NO SECURITY	
<input type="checkbox"/> NIS0003	Grant/Project Status - BU Description		UATWMOHLIN	02/15/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0004	HHSS Grant/Project Status - BU Description		UATWMOHLIN	02/15/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0005	HHSS Grant/Project Status		UATWMOHLIN	02/15/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0006	Grant Project Status - Combined		UATWMOHLIN	02/15/2006	0	NO SECURITY	
<input type="checkbox"/> NIS0007	HHSS Grant/Project Status		UATWMOHLIN	02/15/2006	0	NO SECURITY	
<input type="checkbox"/> NIS001	GRANT/PROJECT STATUS		UATWMOHLIN	02/15/2006	0	NO SECURITY	
<input type="checkbox"/> NISM0001	Secure Version		NISNEDEV	05/18/2004	1	MEDIUM SECURITY	

- Choose desired Version (see report output examples of each version at the end of these instructions.)
 - Version NISM0001 is a secured version to be used only by a scheduled system process for monthly reports generated for posting on the State Accounting website. This version should not be used by agency users during normal processing.
 - Version NIS0001 provides grant data sorted by agency.
 - Version NIS0005 includes the Grants field (business unit category code 23.) This version was set up primarily for use by DHHS.
 - Version NIS0006 includes the Agency Division (Business Unit category code 10.) on the report. This report also includes summarized expenditure data for child business units with the parent business unit authorized amount.
 - Version NIS0007 includes the Grants field (business unit category code.) This report also includes summarized expenditure data for child business units with the parent business unit authorized amount. This version was set up primarily for use by DHHS.
- Choose desired Version.
- Click **Select**. The Version Prompting window appears.

- Choose **Data Selection**, click **Submit**. The Data Selection window appears.



Data Sequencing generally does not need to be checked because the default settings are usually acceptable for this report.

Data Selection			
<input type="checkbox"/> OK <input type="checkbox"/> Cancel <input type="checkbox"/> Delete <input type="checkbox"/> Up <input type="checkbox"/> Down			
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Object Account (F0901) (OBJ) [BC]	is equal to	"486500"
<input type="checkbox"/> Or	Object Account (F0901) (OBJ) [BC]	is equal to	"500000-961000"
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

5. Data selection determines the grant data that will be included in the report. Add or change lines of data selection to narrow or expand what is included in the report. The information you obtain for a report is restricted by the security access established for your userID. The line of default data selection for Object Account (F0901) restricts data to only designated accounts.

Any field listed under the left operand column is available for use for this report to restrict data selection, but many of the available fields are not utilized by NIS. Some of the more commonly utilized fields for this report would include:

- Description 04 (F0006) – This field is utilized in NIS to record the grant number. When a grant number is recorded on this line, all the business units established for that grant will be included in the report.
- Business Unit (F0901) – including business unit(s) on this line will limit the report to only those BU's listed
- Parent BU (F0006) – for agencies that have established parent/child relationships on their grants, this would include all business units with this associated parent
- BU Types (F0006) – can be utilized to limit a report to particular types of business units – the common grant related business unit types are:
 - GX – federal grants with grant authorization checking
 - GY – federal grants without grant authorization checking
 - GB – parent grant business units
 - MT – matching grant business units (State or other non-federal resource)
 - GO – other government grant business units
 - GP – private grant business units
 - GS – state grant business units
 - OT – agency-defined projects
- Fund (F0901) – can be utilized to limit a report to particular funds of an agency

- Agency Division (F0901) – can be utilized to limit a report to particular divisions of an agency based on the values included in the business unit master in category code field 10
- Grants (F0006) – corresponds to business unit category code field 23 and can be utilized to identify a detailed aspect for a group of business units
- Posting Edit Business Unit (F0006) – can be utilized to limit a report to business units with a particular posting edit code value – Values not equal to '2' for Fund 40000 letter of credit grants or 'N' for other grants would limit reporting to only active grants

ANY ADDITIONAL LINES OF DATAT SELECTIONS WILL NEED TO BE ADDED BEFORE AND AFTER THE "OR" STATEMENT.

Agencies may use other fields for their business units and may want to utilize other data selection fields to limit the scope of a requested report, but users need to understand how a particular field is established before using it for data selection.

6. Click **OK**. The Processing Options window appears.

7. Change processing options as necessary to obtain the results desired:

- On the **Date** tab:
 - **Period Number** - enter the month of the fiscal year for the report.
 - ✎ Since the State uses a June 30 fiscal year-end, July is period **1**, August is **2**, September is **3**, December is **6**, June is **12** etc.
 - **Fiscal Year** - enter the fiscal year for the report.
 - ✎ NIS numbers the fiscal year based on the first day of the year; so Fiscal Year **04** is the year beginning July 1, 2004, and **05** is the fiscal year beginning July 1, 2005.
 - **Date Override** - leave blank if period number and fiscal year values are entered above. Entering a value in this field will override any values entered above. Enter 'C' to run the report for the current month, or 'P' to run the report for the last month.
- Under the **Ledger Type** tab:
 - **Ledger Type** - leave the default value of 'AA'.
- Under the **Reverse Sign** tab:

- o **Reverse Sign** - leave the default value of '0'.
8. Click **OK**. The Printer Selection window appears.
 -  Click **CSV**(Comma Delimited) on the Document Setup tab of the Printer Selection window to have the report results available in a comma separated file format (CSV/Excel) in addition to the standard PDF file format. If this option is not available for a particular report, this field option is grey.
 9. Click **OK** to return to the Work With Batch Versions – Available Versions window.
 10. Click **Close**.
 -  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5509170 _...) once the Description is "Done".
 -  As referenced in section one on page two of these instructions, copies of a report run under each of the versions described are shown here, note the version number in the upper left hand portion of the report:

R5509170		STATE OF NEBRASKA										10/05/05	13:25:32
NIS0001		Grant/Project Status										Page -	1
Agency Number 020 HHS SYSTEM - REG & LIC		As of 08/30/05											
Parent	Business	Posting	BU	Description	Parent Authorized Amount	Child Authorized Amount	Period Activity	GrantProject-To-Date Expenditure	Parent Unexpended Balance	Child Unexpended Balance	Open Commitment		
26121204		1	GB	090CCH722562	1,792,459.00				1,792,459.00				
26121205		K	GB	090CCH722562	1,919,236.00								
Sub Total by BU Type					3,711,695.00				3,711,695.00				
26121203	25120104	1	GX	090CCH722562				635,362.51	635,362.51-	635,362.51-			
26121204	25120131	1	GX	090CCH722562				813,766.67	813,766.67-	813,766.67-			
26121205	25120064	K	GX	090CCH722562			55,709.32	316,252.50	316,252.50-	316,252.50-			
Sub Total by BU Type							55,709.32	1,765,381.68	1,765,381.68-	1,765,381.68-			
Total by Grant Number					3,711,695.00		55,709.32	1,765,381.68	1,946,313.32	1,765,381.68-			

R5509170		STATE OF NEBRASKA										10/05/05	13:35:58
NIS0005		Grant/Project Status										Page -	1
		As of 08/30/05											
Description	Posting	Grants	Parent	Business	Business Unit	BU	Authorized Amount	Period Activity	GrantProject-To-Date Expenditure	Unexpended Balance	Open Commitment		
090CCH722562	1	A120		26121203	IMMUNIZATION 12/03	GB	1,784,185.00		1,784,185.00				
090CCH722562	1	A120		26121204	IMMUNIZATION 12/04	GB	1,792,459.00		1,789,362.22		3,106.78		
090CCH722562	K	A120		26121205	IMMUNIZATION GE 12/05	GB	1,919,236.00		514,274.95		1,404,961.15		
090CCH722562 Total by BU Type							5,495,880.00		4,087,812.07		1,408,067.93		
090CCH722562	1	A120	26121203	25120104	IMMUNIZATION FY03	GX			635,362.51		635,362.51-		
090CCH722562	1	A120	26121203	26930269	IMMUNIZATION FY03	GX			1,148,822.49		1,148,822.49-		
090CCH722562	1	A120	26121204	25120131	IMMUNIZATION FY04	GX			813,766.67		813,766.67-		
090CCH722562	1	A120	26121204	26930397	IMMUNIZATION FY04	GX			975,565.55		975,565.55-		
090CCH722562	K	A120	26121205	25120064	IMMUNIZATION FY05	GX		55,709.32	316,252.50		316,252.50-		
090CCH722562	K	A120	26121205	26930477	IMMUNIZATION FY05	GX		4,083.05	198,022.35		198,022.35-		
090CCH722562 Total by BU Type								59,792.37	4,087,812.07		4,087,812.07-		

R5509170		STATE OF NEBRASKA						10/05/05	13:36:23		
NIS0006		Grant/Project Status						Page -	1		
		As of 08/30/05									
Description	Posting Edit Code	Division	Parent Business Unit	Business Unit	Business Unit Description	BU Type	Authorized Amount	Period Activity	Grant/Project-To-Date Expenditure	Unexpended Balance	Open Commitment
090CCH722562	1	120		26121203	IMMUNIZATION 12/03	GB	1,784,185.00		1,784,185.00		
090CCH722562	1	120		26121204	IMMUNIZATION 12/04	GB	1,792,459.00		1,789,352.22		3,108.78
090CCH722562	K	120		26121205	IMMUNIZATION GE 12/05	GB	1,919,238.00		514,274.85		1,404,961.15
		090CCH722562		Total by BU Type			5,495,880.00		4,087,812.07		1,408,967.93
090CCH722562	1	120	26121203	25120104	IMMUNIZATION FY03	GX			835,362.51		835,362.51-
090CCH722562	1	930	26121203	26930266	IMMUNIZATION FY03	GX			1,148,822.49		1,148,822.49-
090CCH722562	1	120	26121204	25120131	IMMUNIZATION FY04	GX			813,766.67		813,766.67-
090CCH722562	1	930	26121204	26930397	IMMUNIZATION FY04	GX			975,585.55		975,585.55-
090CCH722562	K	120	26121205	25120064	IMMUNIZATION FY05	GX		55,709.32	316,252.50		316,252.50-
090CCH722562	K	930	26121205	26930477	IMMUNIZATION FY05	GX		4,083.05	198,022.35		198,022.35-
		090CCH722562		Total by BU Type				59,792.37	4,087,812.07		4,087,812.07-

R5509170		STATE OF NEBRASKA						10/05/05	13:36:46		
NIS0007		Grant/Project Status						Page -	1		
		As of 08/30/05									
Description	Posting Edit Code	Grants Division	Parent Business Unit	Business Unit	Business Unit Description	BU Type	Authorized Amount	Period Activity	Grant/Project-To-Date Expenditure	Unexpended Balance	Open Commitment
090CCH722562	1	A120		26121203	IMMUNIZATION 12/03	GB	1,784,185.00		1,784,185.00		
090CCH722562	1	A120		26121204	IMMUNIZATION 12/04	GB	1,792,459.00		1,789,352.22		3,106.78
090CCH722562	K	A120		26121205	IMMUNIZATION GE 12/05	GB	1,919,238.00	59,792.37	514,274.85		1,404,961.15
		090CCH722562		Total by BU Type			5,495,880.00	59,792.37	4,087,812.07		1,408,967.93
090CCH722562	1	A120	26121203	25120104	IMMUNIZATION FY03	GX			835,362.51		835,362.51-
090CCH722562	1	A120	26121203	26930266	IMMUNIZATION FY03	GX			1,148,822.49		1,148,822.49-
090CCH722562	1	A120	26121204	25120131	IMMUNIZATION FY04	GX			813,766.67		813,766.67-
090CCH722562	1	A120	26121204	26930397	IMMUNIZATION FY04	GX			975,585.55		975,585.55-
090CCH722562	K	A120	26121205	25120064	IMMUNIZATION FY05	GX		55,709.32	316,252.50		316,252.50-
090CCH722562	K	A120	26121205	26930477	IMMUNIZATION FY05	GX		4,083.05	198,022.35		198,022.35-
		090CCH722562		Total by BU Type				59,792.37	4,087,812.07		4,087,812.07-