

## Reporting on a Grant – State Customized Reports

### Overview

Reports will provide information on cumulative expenditures, period expenditures, and year-to-date expenditures for federal grants. Some reports show detail and others are more summarized. These reports can be run for your entire Agency or on a specific grant or group of grants.

The following reports are available and can be viewed online or printed. The reports will be presented in this Work Instruction:

[Grant General Ledger](#)

[Grant Project Summary](#)

[Grant General Ledger by Subledger](#)

[Grant Project Status](#)

[Grant Project Balance Forward Quarterly](#)

### 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 and Projects > Inquiries and Reports > Grants & Projects Reports > Grant Reports:

- > Grant General Ledger, or
- > Grant/Project Summary, or
- > Grant General Ledger by Subledger, or
- > Grant Project Status, or
- > Grant Project Balance Forward Quarterly

## Steps

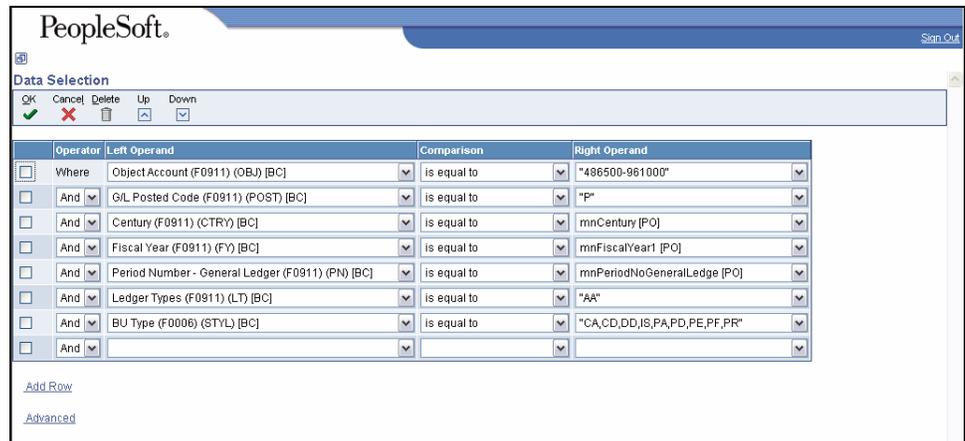
### Grant General Ledger

Grants and Projects > Inquiries and Reports > Grants and Projects Reports > Grants Reports > Grant General Ledger

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



1. Choose desired Version, NIS0001 for this exercise.
2. Click **Select**.
3. Choose **Data Selection**, click **Submit**.



4. Complete the following information on the first blank line (line 8):
  - Left Operand – Description 04 (F0006) [BC]
  - Comparison – is equal to
  - Right Operand –Your Grant Number

 When completing the information in the right operand, you must choose literal from the drop down menu, enter the desired information, and click **OK** to return to the Data Selection window.
5. Complete the following information on the next blank line (line 9):

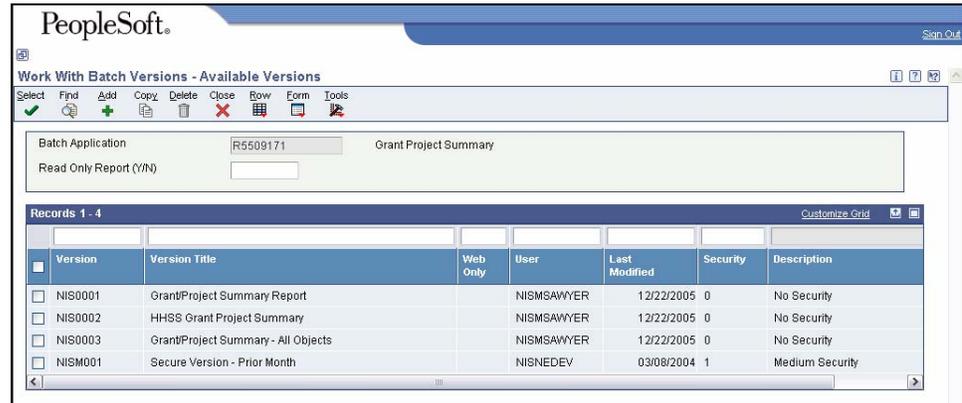
- Left Operand – Agency Number (F0006) [BC]
  - Comparison – is equal to
  - Right Operand – Your Agency Number
6. Click **OK**, the Processing Options Screen appears.

7. Change the defaults as appropriate.
- Century – 20 is correct.
  - Enter Fiscal Year
    -  Fiscal Year – 2 is Fiscal Year beginning July 1, 2002.
  - Enter appropriate Period Number
    -  Note: December is 6, June is 12.
8. Click **OK**. The Printer Selection window appears.
9. Click **OK** to return to the Work with Batch Versions – Available Versions window.
10. Click **Close** to return to the menu.
-  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 (R5509168\_...) once the Description is "Done".

## Grant Project Summary

Navigation: Grants and Projects > Inquiries & Reports > Grants and Projects Reports > Grant Reports > Grant/Project Summary

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



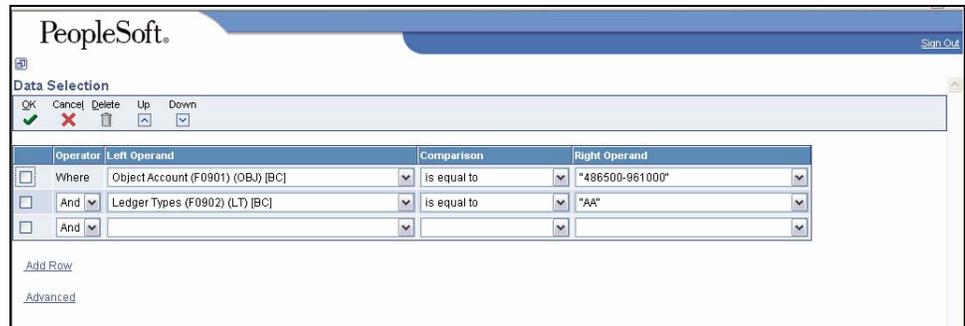
1. Choose desired Version.

- Version NISM001 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 includes only expenditure and miscellaneous adjustments object accounts.
- Version NIS0002 has been established with special formatting for use only by HHSS.
- Version NIS0003 includes all revenue and expenditure object accounts.

2. Click **Select**. The Version Prompting window appears.

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

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



4. Data selection determines the grant data to 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 also restricted by the security access established for your userID. The first line of default data selection for Object Account (F0901) restricts data to only designated accounts. The second line of default data selection limits to only the actual amounts ledger. **The default data selection lines for this report should not be changed or deleted.**



The default data selection for Object Account for Version NIS0001 starts at account 486500 because Miscellaneous Adjustments revenues (486500-486599) are considered the equivalent of expenditure transactions for federal letter of credit reporting purposes. If the data for this grant includes any revenue reported under objects 486600 – 499999, those transactions will appear on this report, causing the report total to be different than what would be shown on the Grant Project Status report run for the same grant. The default data selection for Object Account for Version NIS0003 includes all revenues since the range starts at account 400000.

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
  - Fund (F0901) – can be utilized to limit a report to particular funds of an agency
  - Agency Division (F0006) – 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
5. Click **OK**. The Processing Options window appears.

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Processing Options

OK Cancel

Process

1. Enter the period number and fiscal year for the report to based on.

Period Number

Fiscal Year

2. Date Override

C = Current Financial Period  
P = Prior Financial Period

3. Reverse Sign

0 = No Sign Reversal  
1 = Revenue +, Expense -  
2 = Balance Sheet Accounts  
3 = Revenue +, Expense +

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

- On the **Process** 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.
  - Reverse Sign - leave the default value of '0'.

7. 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.

8. Click **OK** to return to the Work with Batch Versions – Available Versions window.

9. Click **Close** to return to the menu.

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 (R5509171\_...) once the Description is "Done".

10. Please see an example of the report below:

R5509171 STATE OF NEBRASKA 01/10/05 16:45:22  
 NIS0003 Grant Project Summary Page - 1  
 As of 01/31/05

Agency Number	013	DEPT OF EDUCATION					Period	Quarter	Fiscal Yr to Date	Inception To Date
Description	Object	Description	CFDA Number	Business Unit	Description	Sub	To Date		Current Period	
H1254040990	461500	OP GRANTS - STATE AGENCI	13512042	VR Sec 110 Gen Mch 2004				304,338.12	861,412.44	
	494500	REIMS NON-GOVT SOURCES	13512041	VR Sec 110 Gen Mch 2004				304,338.12	861,412.44	
	486500	MISCELLANEOUS ADJUSTMENT	13512041	VR Sec 110 Gen Mch 2004				.00	175.28	
	511100	PERMANENT SALARIES-WAGES	13512041	VR Sec 110 Gen Mch 2004				2,223.63	2,223.63	
	511100	PERMANENT SALARIES-WAGES	13512044	VR Sec 110 Fed 2004				1,598.10	1,454,975.22	
	511100	PERMANENT SALARIES-WAGES	13512141	VR Sec 110 Gen Mch I&E 2004				1,424,397.86	2,805,704.94	
	511100	PERMANENT SALARIES-WAGES	13512144	VR Sec 110 Fed I&E 2004				.00	18,294.42	
	511100	PERMANENT SALARIES-WAGES	13512244	VR Sec 110 Fed CO 2004				19,991.48	36,232.46	
	511100	PERMANENT SALARIES-WAGES	13512344	VR Sec 110 Fed CO I&E 2004				1,428,183.33	1,428,183.33	
	511100	PERMANENT SALARIES-WAGES	13582041	VR/ATP Dec 110 Gen Mt SOG 2004				18,063.81	18,063.81	
	511100	PERMANENT SALARIES-WAGES	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	11,170.97	
	511100	PERMANENT SALARIES-WAGES	13582244	VR Sec 110 Fed CO SOG 2004			2,289.68	27,921.35	85,419.43	
	511200	TEMPORARY SALARIES-OJTS	13512041	VR Sec 110 Gen Mch 2004				30,639.54	30,639.54	
	511200	TEMPORARY SALARIES-OJTS	13512044	VR Sec 110 Fed 2004			2,289.68	2,289.68	5,890,683.02	
	511200	TEMPORARY SALARIES-OJTS	13512244	VR Sec 110 Fed CO 2004				.00	31,354.39	
	511800	COMPENSATORY TIME PAID	13512041	VR Sec 110 Gen Mch 2004				29,051.96	40,618.83	
	511800	COMPENSATORY TIME PAID	13512244	VR Sec 110 Fed CO 2004				3,752.30	36,225.92	
	511900	SUPPLEMENTAL	13512044	VR Sec 110 Fed 2004				3,752.30	106,199.14	
	511900	SUPPLEMENTAL	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	30.84	
	511900	SUPPLEMENTAL	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	89.56	
	511900	SUPPLEMENTAL	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	118.20	
	511900	SUPPLEMENTAL	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	70.25	
	511900	SUPPLEMENTAL	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	186.98	
	511900	SUPPLEMENTAL	13582044	VR/ATP Dec 110 Fed SOG 2004				.00	257.23	

 If the project is not Fund 10000 or Fund 40000, the *Project Total* in the *Inception to Date* column represents the Cash Balance. If revenues exceed expenditures (you have cash on hand), the cash balance figure will appear as a credit (applies to version NIS0003 only).

### Grant General Ledger by Subledger

Navigation: Grants and Projects > Inquiries and Reports > Grants & Projects Reports > Grants Reports > Grant General Ledger by Subledger

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

PeopleSoft. Sign Out

Work With Batch Versions - Available Versions

Select Find Add Copy Delete Close Row Form Tools

Batch Application: R5509180 Grant General Ledger by Subled

Read Only Report (Y/N):

Records 1 - 5 Customize Grid

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NIS0001	Agency with no Division Break		NISMSAWYER	12/22/2005 0	0	No Security
<input type="checkbox"/> NIS0002	Agency and Division Break		NISMSAWYER	12/22/2005 0	0	No Security
<input type="checkbox"/> NIS0003	Agency with no Division Break(Object/Subl)		NISMSAWYER	12/22/2005 0	0	No Security
<input type="checkbox"/> NIS0004	Agency and Division Break(Object/Subl)		NISMSAWYER	12/22/2005 0	0	No Security
<input type="checkbox"/> NIS0005	Agency With no Division Break(Total By Subledger)		NISMSAWYER	12/22/2005 0	0	No Security

1. Choose desired Version, NIS0001 for this example.
2. Click **Select**.
3. Choose **Data Selection**, click **Submit**.

Operator	Left Operand	Comparison	Right Operand
Where	Agency Number (F0006) (RP01) [BC]	is equal to	Agency Number (F0006) (RP01) [BC]
And	Agency Division (F0006) (RP10) [BC]	is equal to	Agency Division (F0006) (RP10) [BC]
And	Subledger - G/L (F0902) (SBL) [BC]	is equal to	Blank
And	Object Account (F0902) (OBJ) [BC]	is equal to	*400000-899999*
And	Ledger Types (F0902) (LT) [BC]	is equal to	*AA*
And			

4. Complete the following information on the first blank line (line 6):

- Subledger (F0902) [BC]
- Comparison – is equal to
- Right Operand – your Subledger Number

When completing the information in the right operand, you must choose literal from the drop down menu, enter the desired information, and click **OK** to return to the Data Selection window.

5. Click **OK**, the Processing Options Screen appears.

6. Change as Appropriate.

- Enter appropriate Period Number  
 Note: December is 6, June is 12.
- Enter Fiscal Year  
 Fiscal Year – 02 is Fiscal Year beginning July 1, 2002.
- Enter Century – 20 is correct.

7. Click **OK**, the Printer Selection window appears.

8. Click **OK** to return to the Work with Batch Versions – Available Versions window.

9. Click **Close** to return to the menu.

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 (R5509180\_...) once the Description is "Done".

## Grant Project Status

Navigation: Grants and Projects > Inquiries & Reports > Grants and Projects Reports > Grant Reports > Grant Project Status

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

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NIS0001	GrantProject Status		NISMSAWYER	12/22/2005	0	No Security
<input type="checkbox"/> NIS0002	HHSS GrantProject Status		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NIS0003	GrantProject Status - BU Description		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NIS0004	HHSS GrantProject Status - BU Description		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NIS0005	HHSS GrantProject Status		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NIS0006	Grant Project Status - Combined		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NIS0007	HHSS GrantProject Status		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NIS0001	GRANT/PROJECT STATUS		NISMSAWYER	12/21/2005	0	No Security
<input type="checkbox"/> NISM0001	Secure Version		NISNEDEV	05/18/2004	1	Medium Security

1. Choose desired Version (see a report output example of one 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 HHSS.
  - 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 HHSS.
2. Choose desired Version.
3. Click **Select**. The Version Prompting window appears.
4. 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.

Operator	Left Operand	Comparison	Right Operand	
<input checked="" type="checkbox"/>	Where	Object Account (F0901) (OBJ) [BC]	is equal to	"486500-961000"
<input type="checkbox"/>	And			
<input type="checkbox"/>	And			

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

Agencies may use other fields for their business units and so 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:
  - **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	Parent	Child	Period
<u>Business Unit</u>	<u>Unit</u>	<u>Edit Code</u>	<u>Type</u>	<u>Authorized Amount</u>	<u>Authorized Amount</u>	<u>Activity</u>
			<u>Description</u>			
	26121204	1	GB	090CCH722562		
	26121205	K	GB	090CCH722562		
	Sub Total by BU Type			3,711,895.00		
26121203	25120104	1	GX	090CCH722562		
26121204	25120131	1	GX	090CCH722562		
26121205	25120064	K	GX	090CCH722562		
	Sub Total by BU Type				55,709.32	
	Total by Grant Number			3,711,895.00	55,709.32	
					1,785,381.68	
					1,785,381.68	
					1,946,313.32	
					1,785,381.68	

## Grant Project Balance Forward Quarterly

Navigation: Grants and Projects > Inquiries and Reports > Grants & Projects Reports > Grants Reports > Grant Project Balance Forward Quarterly

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



1. Choose desired Version, NIS0001 for this example.
2. Click **Select**.
3. Choose **Data Selection**, click **Submit**.



4. Complete the following information on the first blank line (line 4):
  - Left Operand – Description 04 (F0006) [BC]
  - Comparison – is equal to
  - Right Operand – your grant number

 When completing the information in the right operand, you must choose literal from the drop down menu, enter the desired information, and click **OK** to return to the Data Selection window.
5. Click **OK**, the Processing Options window appears.



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Processing Options

OK Cancel

Selection

Agency Number: 855

Period Number: 12

Century: 20

Fiscal Year: 4

6. Change as Appropriate.
  - Enter Your Agency Number
  - Enter appropriate Period Number
    -  Note: December is 6, June is 12.
  - Enter Century – 20 is correct.
  - Enter Fiscal Year
    -  Fiscal Year – 2 is Fiscal Year beginning July 1, 2002.
7. Click **OK**. The Printer Selection window appears.
8. Click OK to return to the Work with Batch Versions – Available Versions window.
9. Click **Close** to return to the menu.
  -  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 (R5509169\_...) once the Description is "Done".