



POLICIES AND PROCEDURES

GRANTS AND CONTRACTS

Subject: Online Grant Expenditure Reports Instructional
Manual ONE SOLUTION

Policy No.:
Orig. Date: 10/01/2018
Revision: 1

Last Revision Date: 03/03/2022

**A. Procedures Manual for Processing Reports For Grant and Contract
Projects**

B. How to Process Reports

A. Procedures Manual for Processing Reports For Grant and Contract Projects

Foundation Financial Services has an accounting system where you can have access to current balances of your grant and contract account(s) at any time.

The weblink for this system is as follows: <https://onesolution.fdn.cpp.edu/Production/>

A copy of this user manual can be found on our website:
<http://www.foundation.cpp.edu/grants-contracts/>.

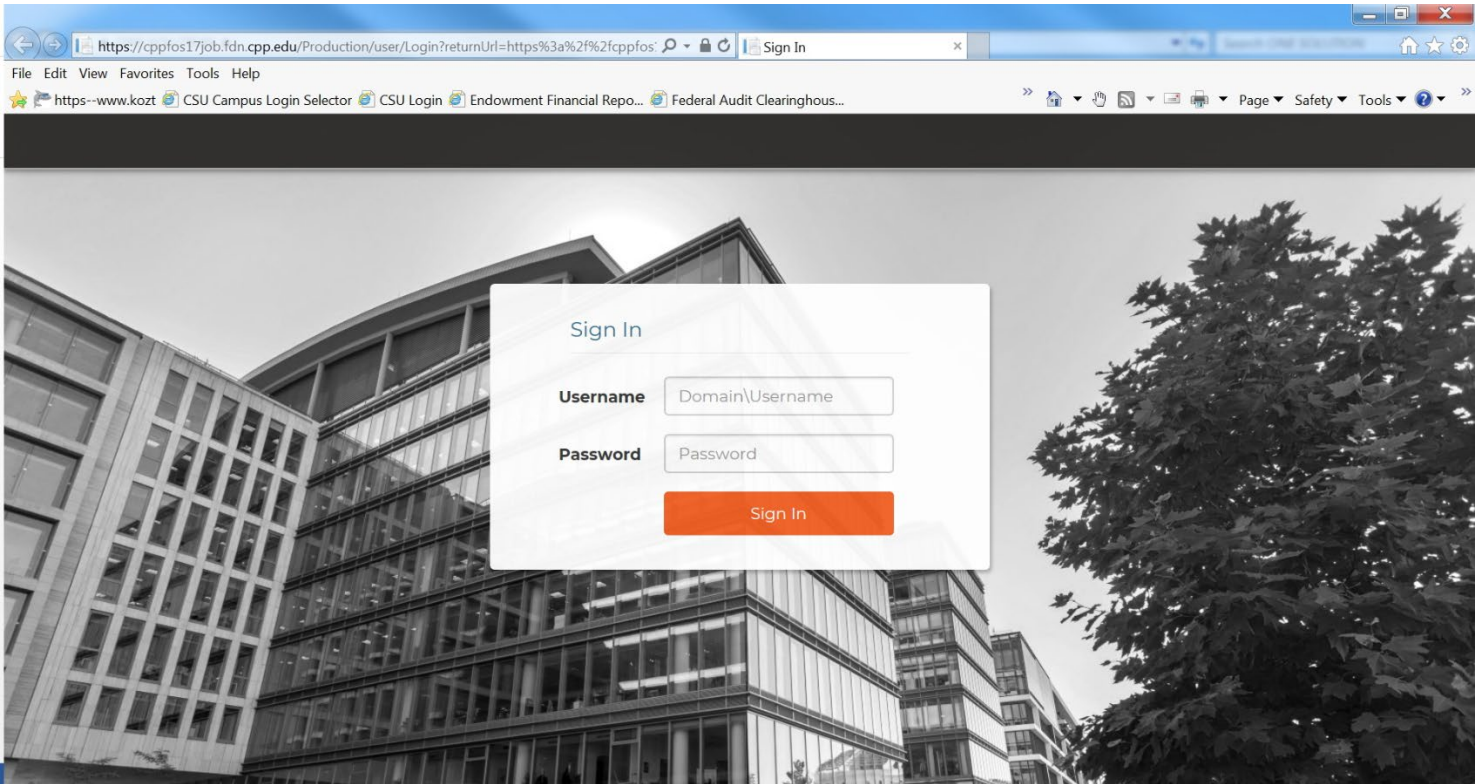
Your user name for this system is your email address before @cpp.edu. The temporary password is IF@S123. Please be sure to change this password to a permanent one after you log into the system for the first time.

If you have any problems with accessing the system, please contact Debra Chavez at debrachavez@cpp.edu and she can reset it for you.

If you have not used this system for three months, your password will need to be reset



POLICIES AND PROCEDURES





POLICIES AND PROCEDURES

B. How to Process Reports

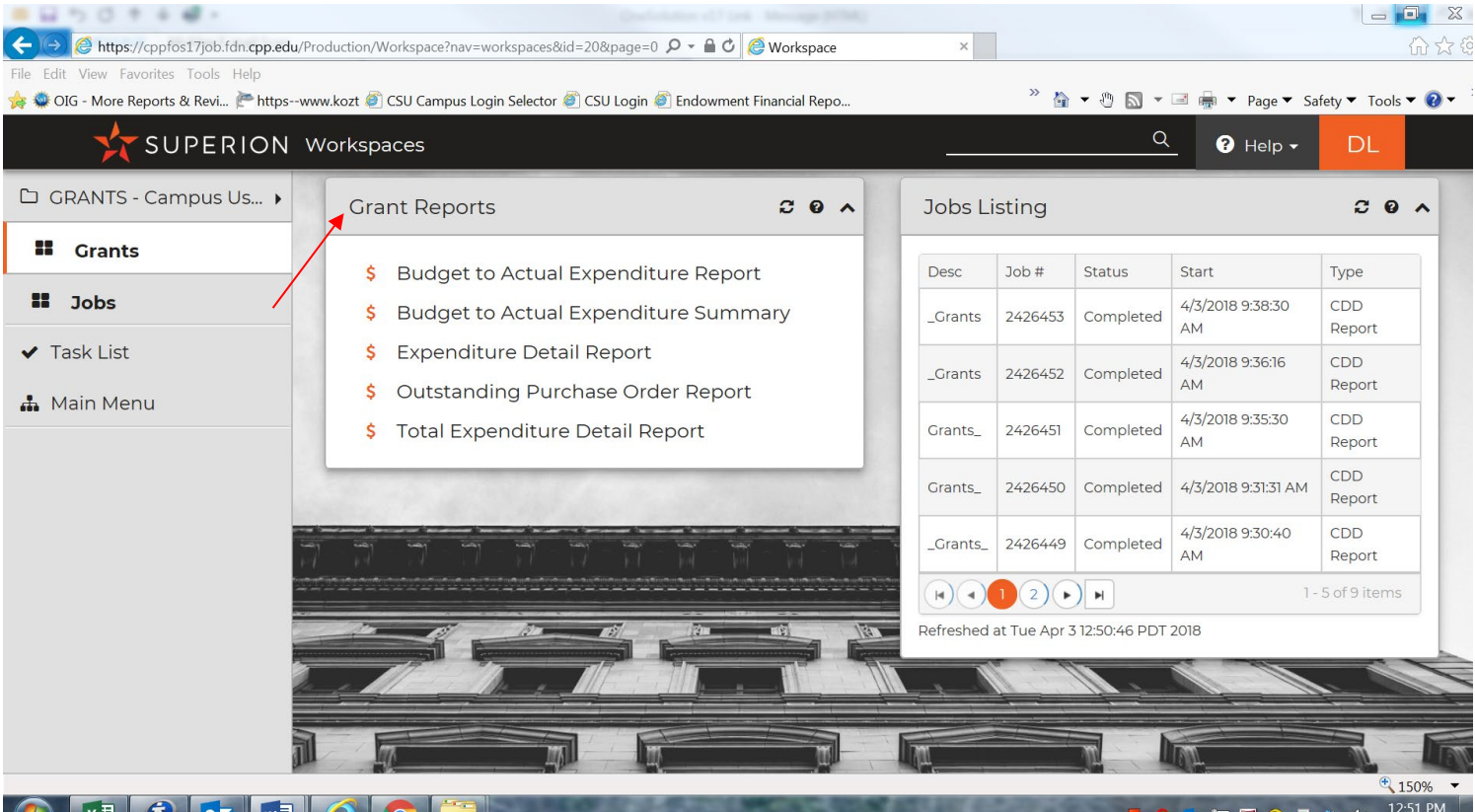
After you have logged in, your screen should look similar to this:

The screenshot shows the SUPERION Workspaces application interface. The navigation menu on the left includes 'GRANTS - Campus Us...', 'Grants', 'Jobs', 'Task List', and 'Main Menu'. A dropdown menu is open under 'GRANTS - Campus Us...', listing 'Foundation', 'GRANTS - Campus Users', 'test publ', and several report types: 'Budget to Actual Expenditure Report', 'Budget to Actual Expenditure Summary', 'Expenditure Detail Report', 'Outstanding Purchase Order Report', and 'Total Expenditure Detail Report'. The 'Jobs Listing' table on the right displays the following data:

Desc	Job #	Status	Start	Type
_Grants	2426453	Completed	4/3/2018 9:38:30 AM	CDD Report
_Grants	2426452	Completed	4/3/2018 9:36:16 AM	CDD Report
Grants_	2426451	Completed	4/3/2018 9:35:30 AM	CDD Report
Grants_	2426450	Completed	4/3/2018 9:31:31 AM	CDD Report
Grants	2426449	Completed	4/3/2018 9:30:40 AM	CDD Report

The interface also shows a task list, a main menu, and a footer indicating the page is refreshed at Tue Apr 3 12:50:46 PDT 2018.

POLICIES AND PROCEDURES



The screenshot shows the SUPERION Workspaces interface. On the left, a navigation menu includes 'GRANTS - Campus Us...', 'Grants', 'Jobs', 'Task List', and 'Main Menu'. A red arrow points to the 'Grant Reports' dropdown menu, which lists five report types: 'Budget to Actual Expenditure Report', 'Budget to Actual Expenditure Summary', 'Expenditure Detail Report', 'Outstanding Purchase Order Report', and 'Total Expenditure Detail Report'. On the right, a 'Jobs Listing' table displays the following data:

Desc	Job #	Status	Start	Type
_Grants	2426453	Completed	4/3/2018 9:38:30 AM	CDD Report
_Grants	2426452	Completed	4/3/2018 9:36:16 AM	CDD Report
Grants_	2426451	Completed	4/3/2018 9:35:30 AM	CDD Report
Grants_	2426450	Completed	4/3/2018 9:31:31 AM	CDD Report
Grants	2426449	Completed	4/3/2018 9:30:40 AM	CDD Report

The table indicates 1-5 of 9 items and was refreshed at Tue Apr 3 12:50:46 PDT 2018.

There are 5 reports available for you to use.

The **Budget to Actual Expenditure Report** which details your budget activity in detail.

The **Budget to Actual Expenditure Summary** which details your budget activity in a summarized format.

The **Expenditure Detail Report** which reports the detail of the expenditures that have been processed for your grant account.

The **Outstanding Purchase Order Report** details any outstanding Purchase Order Forms that have been processed for your account but the vendor has not been paid for the items/services to date.

The **Total Expenditure Detail Report** is a trial balance for your account which details all of the financial activity for your grant account.

Most grant accounts will use the first three reports in the administration of their project.

To Process Monthly Budget Reports, click on the **Budget to Actual Expenditure Report** or the **Budget to Actual Expenditure Report in Summary**:



POLICIES AND PROCEDURES

https://cppfos17app.fdn.cpp.edu/Finance/cdd/LaunchReport.aspx?Report=BAER&Parent=0 Workspace Budget to Actual Expenditure...

view Favorites Tools Help

www.kozi CSU Campus Login Selector CSU Login Endowment Financial Repo... Federal Audit Clearinghou...

SUPERION Budget to Actual Expenditure Report

Budget to Actual Expenditure Report / Budget to Actual Report

Selection Criteria Options

No Criteria

Budget to Actual Report

Enter the Start Date: 2018-03-01

Enter the Report Date: 2018-03-31

Enter the value for Project Number: *

Enter the value for Budget Code: *

Enter the Misc Code: *

Print Project Net (Y/N)? N

Enter the value for 'Status': A

Enter the Default Budget Version: WB

Submit

To process a current report, you do not need to change any of the information above. All you need to do is press **Submit** and your monthly report will process.

If you have more than one grant account and what to process a report for just that one account, under the “**Enter the value for Project Number**”, enter your grant account number and a report will process for that one account. Otherwise, press the **Submit** button and all of the grant accounts will print at one time.

Just a word of caution for the last report, do not cross fiscal years (July 1-June 30) when you enter the dates.

After the report has processed, the screen will look like this:



POLICIES AND PROCEDURES

Cal Poly Pomona Foundation, Inc.
Budget To Actual with Outstanding Purchase Orders
As of 03/01/2018 Through 03/31/2018

Foundation Project Number 009999 GRANTS IN PROCESS

Period of Award SGPRENOV to

Budget Code	Budget Code Description	Total Budget	Current Month	Total Expended Since Inception	Outstanding Purchase Orders	Ending Available Balance
Expenditures						
G701	SALARIES					
Total Expenditures						

All Grant and Contract reports will need to be downloaded to Adobe and printed via your printer.

As a reminder, all reports can be saved to your computer and/or downloaded into an excel file for your convenience. If you wish to download the reports to excel, press on the paperclip icon above.

To process the report with the expenditure detail, choose **“Expenditure Detail Report”**



POLICIES AND PROCEDURES

https://cppfos17app.fdn.cpp.edu/Finance/cdd/LaunchReport.aspx?Report=_Grants&Parent= Workspace Expenditure Detail Report

www.kozt CSU Campus Login Selector CSU Login Endowment Financial Repo... Federal Audit Clearinghous... Page Safety Tools

SUPERION Expenditure Detail Report Help DL

Expenditure Detail Report / Prompt for GL Transactions

Selection Criteria Options

No Criteria
Prompt for GL Transactions

Enter the value for 'Project': *

Enter the Start Date: 2017-07-01

Enter the value for 'Object': 7***

Enter the Report Date: 2018-03-31

Enter the value for 'Status' or * for All: A

Enter the value for 'GL Ledger Code': GL

Enter the Misc Code: *

Submit

To process a current report, you do not need to change any of the information above. All you need to do is press **Submit** and your monthly report will process.

If you have more than one grant account and what to process a report for just that one account, under the “**Enter the value for Project Number**”, enter your grant account number and a report will process for that one account. Otherwise, press the **Submit** button and all of the grant accounts will print at one time.

Just a word of caution, do not cross fiscal years (July 1-June 30) when you enter the dates.

Follow the same process above to print out the report to the printer.

If the account has outstanding purchase order forms, you can process a report which will give you the detail of these expenditures by processing an “**Outstanding Purchase Orders Request Report.**”



POLICIES AND PROCEDURES

Selection Criteria Options

No Criteria

PO,PR Numbers, Vendor ID (PEID)

Enter the Report Date: 2018-03-22

Would you like the short format? (Y/N): Y

Enter 'Purchase Order Number': *

Enter 'Purchase Request Number': *

Enter the value for 'Vendor ID': *

Enter the Project *

Add Prompt

Submit

To process a current report, you do not need to change any of the information above. All you need to do is press **Submit** and your monthly report will process.

If you have more than one grant account and what to process a report for just that one account, under the “**Enter the value for Project Number**”, enter your grant account number and a report will process for that one account. Otherwise, press the **Submit** button and all of the grant accounts will print at one time.

Just a word of caution, do not cross fiscal years (July 1-June 30) when you enter the dates.

Follow the same process above to print out the report to the printer.

If you need to process a Detailed Trial Balance, you can process a “**Total Expenditure Detail Report**”.



POLICIES AND PROCEDURES

https://cppfos17app.fdn.cpp.edu/Finance/cdd/LaunchReport.aspx?Report=Grants_&Parent= Workspace Total Expenditure Detail Rep...
File Edit View Favorites Tools Help
https--www.kozi CSU Campus Login Selector CSU Login Endowment Financial Repo... Federal Audit Clearinghou...
SUPERION Total Expenditure Detail Report Help DL
Total Expenditure Detail Report / Prompt for GL Transactions

Selection Criteria Options

No Criteria
Prompt for GL Transactions

Enter the Start Date: 2017-07-01
Enter the Report Date: 2018-03-31
Enter the value for 'Project': *
Enter the value for 'Object': *
Misc Codes: *
Enter the value for 'GL Ledger Code': GL
Enter the value for 'Status' or * for All: A

Submit

To process a current report, you do not need to change any of the information above. All you need to do is press **Submit** and your monthly report will process.

If you have more than one grant account and what to process a report for just that one account, under the “**Enter the value for Project Number**”, enter your grant account number and a report will process for that one account. Otherwise, press the **Submit** button and all of the grant accounts will print at one time.

Just a word of caution, do not cross fiscal years (July 1-June 30) when you enter the dates.

Follow the same process above to print out the report to the printer.

Please note, most grant accounts will not need to process this report.