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POLICIES AND PROCEDURES

GRANTS AND CONTRACTS

Subject: Online Grant Expenditure Reports Instructional Manual ONE SOLUTION	Policy No.: Orig. Date: 10/01/2018 Revision: 1
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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/.
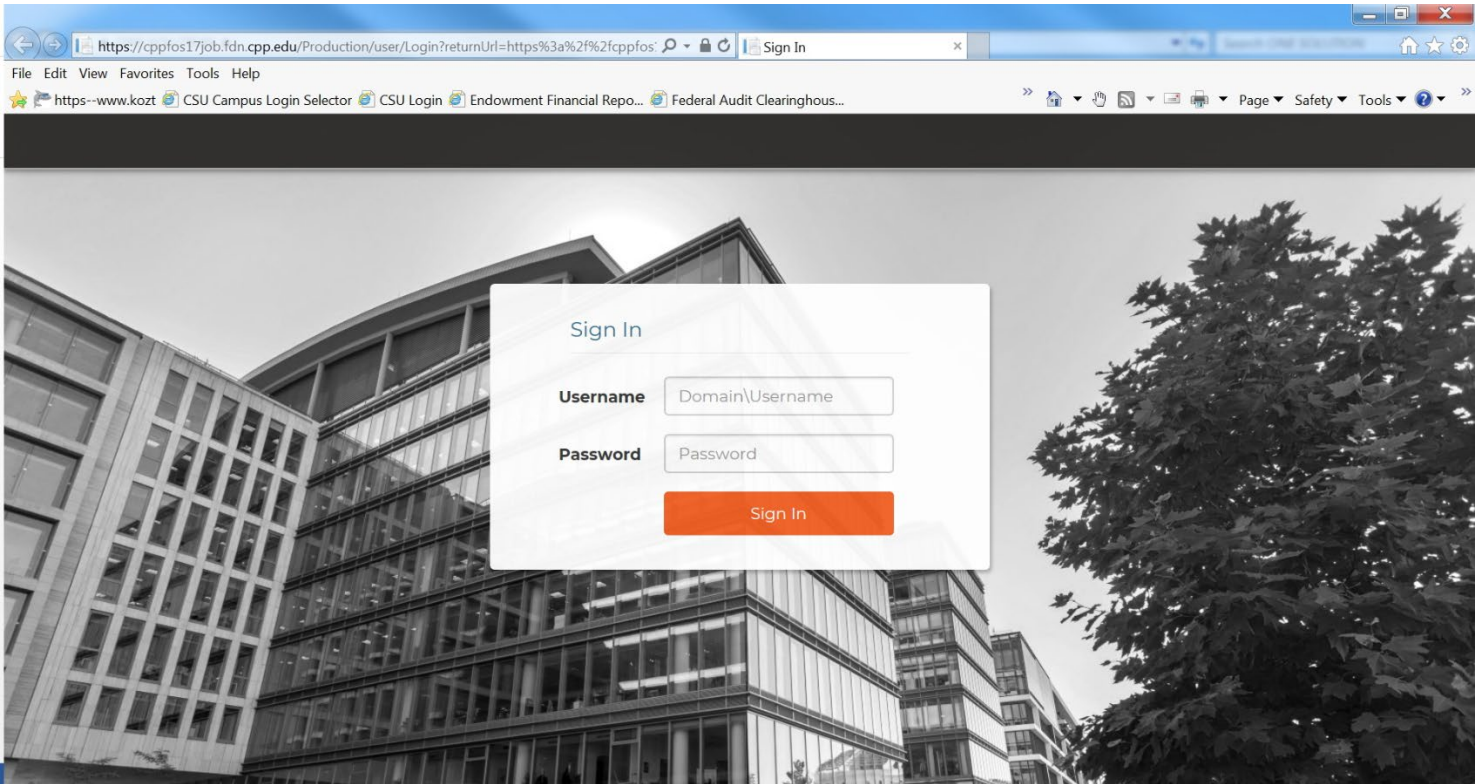
Your user name for this system is your email address before @cpp.edu.   The temporary password is IF@S123. Please be sure to change this password to a permanent one after you log into the system for the first time.

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

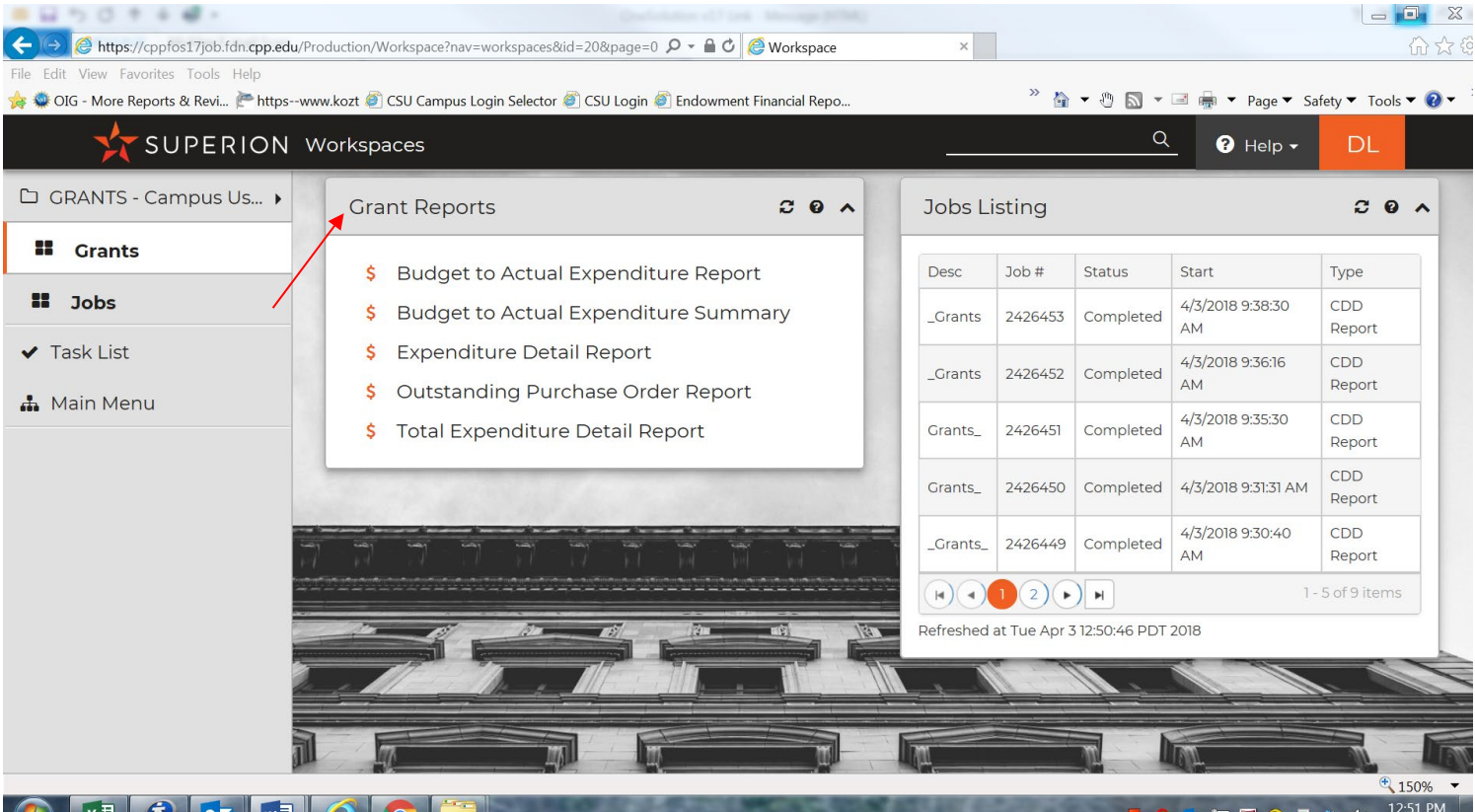# POLICIES AND PROCEDURES

GC_Online Grant Expenditure Reports Instructional Manual_ONE SOLUTION

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B.   How to Process Reports

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

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**:

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:

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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"**

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.**"

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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**".

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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.