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# **GRANT MANAGER v.10**

To log on to the Grant Manager system, please enter the following address into your web browser:

www.gmgalaxy.com/galaxy/logon.html

This address will take you to the main login page for Grant Manager. If you have logged in properly, the system will prompt you to enter your User ID. Below is the User ID for Title III:

GX21604

This code allows access to the online hosting site so please do not share this number with anyone that is not a Grant Manager user.

Please save this webpage to your favorites, and make a shortcut to the webpage on your desktop in order to easily access the Grant Manager system. The webpage will save as GO-Global.

Once you have entered the code. You will be asked to enter your user name and password. You will be assigned a password and user name by the Title III office.

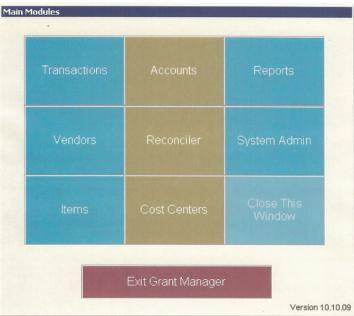
User Name \_\_\_\_\_

Password

Now that you are logged into the system, you will see the main modules page:

To get started, click the transactions box:

A blank screen should appear. If another transaction appears, click the save button on the toolbar to start a new transaction.



Transaction # PR-	-12345678 [Batch 1 of 1]			_ 🗆 X
General P.O.	/Transaction Data	Batch Data	Items	Accounting
Transaction Numbe Requisition Numbe			🔲 Journal Entry	
Date Vendor's Invoice a Description		*	🔲 Blanket Order	
Assoc. Documen		V	Transaction Total	500.00
Address 16	aples Business Advants 40 Phoenix Blvd Lite 350	age 👤		
Email	lanta, Sta	ate GA Zip 30353-0621		
Web Address Contact Phone (	) -		<u>@</u>	
	Update Vendor Lookup F	ile		Locked Transaction

# **TRANSACTION DATA**

**Transaction Number** - Enter the purchase requisition number generated by SciQuest in this field. (PR-12345678)

**Description** - Enter a description of the order.

Vendor - Enter the vendor's name, then press "Enter" on your computer. (Many of the vendor names are already in the system. If it is a new vendor, you will be prompted to enter the vendor's information on a different screen.)

Click Add to lookup file (Details) to enter the new vendor's name and address.

Click the Edit Items button to save the information. (If another screen appears, just close out of that screen.) The information for the vendor should appear in the vendor section.

Click the "Batch Data" tab at the top of the page to move to the next step.

Transaction # PR-12345678 [Batch 1 of 1]	×
General P.O./Transaction Data Batch Data Items Accounting	
Select a Batch 1 of 1 Batch Total Add New Batch Delete Current Batch Delete Current Batch	
Batch Date 09/19/2011 #	
Description office supplies	
Ordered By STACIE Order Date 09/19/2011	
Expected Delivery     / / III     Notes     additional information       Terms     Standard Carrier     Image: Standard Carrier     Image: Standard Carrier	I
BILL TO T SHIP TO	7
Phone	
Update Bill-to Lookup File	

### **BATCH DATA**

**Description** - Enter a description of the information.

**Notes** - Enter additional information in this section.

Click the "Items" tab at the top of the page to move to the next step.

Trans	saction # PR-12345	678 [Batch 1 of 1]						
	General P.O./Transa	action Data	Batch Data		Items		Account	ing
	<b></b>							
	Catalog # ×		cription ×	Unit	Qty.		Tax Total Ar	
		office supplies			1.00	500.00	500	0.00
×								[
								[
Mai	rk all items received				Total A	mount:	500.00	
□ Up	odate Vendor Catalo	9						

#### ITEMS

Click the "**blank page**" symbol (highlighted with a red circle) to start entering information for the transaction

Tab over to "**Description**" - Enter the same description from the first two steps)

Tab over to "**Qty**" - Enter the number 1. (The quantity will always be "1" since you are entering the total amount of the requisition.)

Tab over to "**Unit Price**" – Enter the total amount of the requisition and press enter on your computer.

If you have entered this information correctly, the total amount of the requisition should appear at the bottom of the page.

Click the "Accounting" tab at the top of the page to move to the final step.

Transactio	n # PR-12345678 [Batch 1 of 1]					
Gene	ral P.O./Transaction Data	Batch Data		Items	Accoun	ting
- Addition	nal Charges/Credits					
Tax Adju Ship Tota	pping Cost			A	ssoc. Docume	nts (0)
Fictoria	Account Numb	ors	%	Amount	Cost Center	
	221000-11820-450-74000	61 ~	~ 100.00	500.00		
×						
-						
						-
	Account Dis	tribution Total 100.	00 %	500.00		
		Batch Tota	il	500.00		
		Balanci	e	0.00 🗸		

# ACCOUNTING

Click the "blank page" symbol in the account distribution section.

Enter the account number that the transaction was charged to in SciQuest. The account number should be entered in the following sequence: Fund, Org, Program, and Object Code.

Example: 221000-11820-450-74000

The object codes for requisitions are 74000 and 78000. Although the requisition may have additional numbers after "74" and "78," only use 74000 and 78000 to record transactions.

Tab over to the percent (%) column—Enter 100.00%

Press "Enter" on your computer. Your transaction is complete!

The balance at the bottom of the screen should be "0.00" with a check mark beside it. If the transaction is not balanced, check the amount on the "Items" page with the amount on the "Accounting" page.

Transaction # 01-Copies-12 [Batch 1 of 1]	
General P.O./Transaction Data Batch Data	Items Accounting
Transaction Number 01-Copies-12 Requisition Number	□ Journal Entry
Date 09/19/2011 III	Blanket Order
Assoc. Documents (0)	Transaction Total 56.00
Vendor TSU Address	
City State Zip	
Web Address Contact Phone ( ) -	<u>@</u>
Update Vendor Lookup File	Locked Transaction

### **TRANSACTION DATA**

**Transaction Number** - Enter the transaction number by using the activity number, the word "copies", and the fiscal year. Ex. 01-Copies-12

**Description** - Enter "Duplicating Charges" in the description box.

Vendor – Enter "TSU."

Click the "Batch Data" tab at the top of the page to move to the next step.

Transaction # 01-Copies-12 [Batch 1 of 1]			
General P.O./Transaction Data	Batch Data	Items	Accounting
Select a Batch of 1 Add New Batch Delete Current Batch	Batch Total Reconciled Status ບັກ	56.00 reconciled	
Batch Date 09/19/2011 🇱			
Description Duplicating Charges Ordered By STACIE	Order Date	09/19/2011 🏢	
Expected Delivery / /	Notes		<u>^</u>
Terms Standard Carrier			<b>v</b>
F BILL TO	±	SHIP TO	±
Phone Update Bill-to Lookup File	Phone	Update Ship-to Loc	ikup File

### **BATCH DATA**

**Description** – Enter "Duplicating Charges."

**Notes** - Enter additional information in this section.

Click the "Items" tab at the top of the page to move to the next step.

Trans	saction # 01-Copies	-12 [Batch 1 of 1]								X
	General P.O./Trans:	action Data	Batch Data			Items			Accounting	
	Catalog # ×	De	scription ×		Unit	Qty.			Total Amoun	St
		date of copies	(11/01/2011)			1.00	56.0		56.00	_
×								_		_
				_				_		_
				_				_		_
				_				_		_
				_				_		-
				+				+		-
				_				+		-
				_				_		-
				_				+		-
	<u> </u>			+				+		-
				_				+		
		Į								
Mar	rk all items received					Total A	mount:		56.00	
∏ Up	date Vendor Catalo	g								

### ITEMS

Click the "**blank page**" symbol (highlighted with a red circle) to start entering information for the transaction

Tab over to "Description" - Enter the date on the invoice

Ex. date of copies - (11/01/2011)

Tab over to "**Qty**" - Enter the number 1. (The quantity will always be "1" since you are entering the total amount of the requisition.)

Tab over to "**Unit Price**" – Enter the total amount of the invoice and press enter on your computer.

If you have entered this information correctly, the total amount of the requisition should appear at the bottom of the page.

Click the "Accounting" tab at the top of the page to move to the final step.

📕 Transac	tion # 01-Copies-12 [Batch 1 of 1]			_ 🗆 🗙
Ge	neral P.O./Transaction Data	Batch Data	Items	Accounting
- Addit	ional Charges/Credits			
T A S T	ubtotal 56.00 ax 2 % 0.00 djustment 4 hipping Cost 56.00 unt Distribution 4		[	Assoc. Documents (0)
	Account Numbe	r≈ 9	6 Amount	Cost Center
	221000-11820-450-74000	100	.00 56.	00 Details
×				
	Account Distr	ribution Total 100.00 ( Batch Total Balance	% 56.00 56.00 0.00 √	,

# ACCOUNTING

Click the "blank page" symbol in the account distribution section.

Enter the account number. The account number should be entered in the following sequence: Fund, Org, Program, and Object Code. The object code for this transaction is 74000.

Example: 221000-11820-450-74000

Tab over to the percent (%) column—Enter 100.00%

Press "Enter" on your computer. Your transaction is complete!

The balance at the bottom of the screen should show "0.00" with a check mark beside it. If the transaction is not balanced, check the amount on the "Items" page with the amount on the "Accounting" page.

Transaction # T-1	2345678 [Batch 1 of 1]			
General P.O.	Transaction Data	Items	Accounting	
Transaction Numbe Requisition Numbe		-	☐ <u>J</u> ournal Entry	
Date Vendor's Invoice #	09/19/2011 🇱	1/05-10/11, IOCE	🗖 Blanket Order	
Assoc. Documen			Transaction Total	
Vendor Do Address 12	e, John 34 Jefferson Street	<b>•</b>		
City Na Email Web Address	shville St	tate TN Zip 37208	@	
Contact Phone (	) -	File		
	Update Vendor Lookup	FILE		Locked Transaction

# TRANSACTION DATA

**Transaction Number** - Enter the travel requisition number generated by SciQuest in this field. (T-12345678)

**Description** - Enter a description by indicating the traveler's name, date of travel, and name of conference.

Vendor - Enter the vendor's name, then press "Enter" on your computer. (Many of the vendor names are already in the system. If it is a new vendor, you will be prompted to enter the vendor's information on a different screen.)

Click Add to lookup file (Details) to enter the new vendor's name and address.

Click the Edit Items button to save the information. (If another screen appears, just close out of that screen.) The information for the vendor should appear in the vendor section.

Click the "Batch Data" tab at the top of the page to move to the next step.

Transaction # T-12345678 [Batch 1 of 1]			
General P.O./Transaction Data	Batch Data	Items	Accounting
Select a Batch 1 of 1 Add New Batch Delete Current Batch	Batch Total Reconciled Status	1,500.00 preconciled	
Batch Date 09/19/2011 📰 Description John Doe - Orlando, Ordered By STACIE		09/19/2011 🇱	
Expected Delivery / / IIII Terms Standard Carrier	Notes Ad	ditional Information	×
BILL TO		SHIP TO	±
Phone Update Bill-to Lookup File	Phone Phone	Update Ship-to Loo	kup File

### **BATCH DATA**

**Description** - Enter a description of the travel (same description from the first step).

**Notes** - Enter additional information in this section.

Click the "Items" tab at the top of the page to move to the next step.

- Tran	saction # T-123456	78 [Batch 1 of 1]							
	General P.O./Transaction Data Batch Data Items				Accounting				
	Catalog # ×	De	scription ×	Unit	Qty.			Total Amoun	Sr
D		travel amount			1.00	1,500.00		1,500.00	
									_
									_
	L								_
									_
									_
	L								_
	L						-		
									-
									_
		<u></u>			ļ	Į	1		× ا
					Total A	mount:	1	500.00	
Ma	rk all items received				TOTALA	anount.	Ξ,	500.00	
🗆 Up	odate Vendor Catalo	g							

### ITEMS

Click the "**blank page**" symbol (highlighted with a red circle) to start entering information for the transaction.

Tab over to "**Description**" - Enter a description of the travel (ex. Total amount of travel requisition).

Tab over to "**Qty**" - Enter the number 1. (The quantity will always be "1" since you are entering the total amount of the requisition.)

Tab over to "**Unit Price**" – Enter the total amount of the requisition and press enter on your computer.

If you have entered this information correctly, the total amount of the requisition should appear at the bottom of the page.

Click the "Accounting" tab at the top of the page to move to the final step.

- Trans	saction # T-12345678 [Batch 1 of 1]					_ 🗆 X
	General P.O./Transaction Data B	latch Data		Items	Accour	nting
Ac	Iditional Charges/Credits					
— Ac	Subtotal 1,500.00 Tax 6 0.00 Adjustment 6 Shipping Cost 7 Total 1,500.00 Count Distribution				Assoc. Docume	nts (0)
	Account Number ×		%	Amount	Cost Center	<b></b>
	221000-11820-450-73000	1	LOO.OO	1,500.00	Details	
	Account Distribution To	otal 100.0 Batch Total Balance		1,500.00 1,500.00 0.00 √	1	

# ACCOUNTING

Click the "blank page" symbol in the account distribution section.

Enter the account number that the transaction was charged to in SciQuest. The account number should be entered in the following sequence: Fund, Org, Program, and Object Code.

Example: 221000-11820-450-73000

The object code for travel is 73000. Although the requisition may have additional numbers after "73," only use 73000 to record transactions.

Tab over to the percent (%) column-Enter 100.00%

Press "Enter" on your computer. Your transaction is complete!

The balance at the bottom of the screen should be "0.00" with a check mark beside it. If the transaction is not balanced, check the amount on the "Items" page with the amount on the "Accounting" page.

Transaction # 01-Emp01-12 [Batch	1 of 1]		
General P.O./Transaction Data	Batch Data	Items	Accounting
Transaction Number 01-Emp01-12 Requisition Number		🗖 Journal Entry	
Date 09/19/2011		🗖 Blanket Order	
Assoc. Documents (0)		Transaction Total	50,000.00
Vendor Doe, John Address 1234 Jefferson S	treet		
City Nashville Email Web Address	State TN Zip 37208	@	
Contact Phone ( ) -			
Update Vendor	Lookup File		Locked Transaction

#### **TRANSACTION DATA**

**Transaction Number** - Enter the transaction number by using the activity number, number assigned to the employee (1,2,3, etc), and the fiscal year.

Ex. 01-Emp01-12 (Employee) Ex. 01-ESP01-12 (Extra Service Pay)

**Description** – Enter the employee's name and position title (if recording extra service pay, please indicate after the position title)

Vendor - Enter the employee's name, then press "Enter" on your computer. (Many employees' names are already in the system. If it is a new employee, you will be prompted to enter the employee's information on a different screen.)

Click Add to lookup file (Details) to enter the new employee's name and address.

Click the Edit Items button to save the information. (If another screen appears, just close out of the screen.) The employee's information should appear in the vendor section.

Click the "Batch Data" tab at the top of the page to move to the next step.

Transaction # 01-Emp01-12 [Batch 1 of 1]			
General P.O./Transaction Data	Batch Data	Items	Accounting
Select a Batch of 1 Add New Batch Delete Current Batch	Batch Total Reconciled Status បារ	50,000.00 reconciled	
Batch Date 09/19/2011 🇱			
Description John Doe - Director			
Ordered By STACIE	Order Date	09/19/2011 🏢	
Expected Delivery / / IIII Terms Standard Carrier	Notes Add	ditional Information	×
☐ BILL TO		SHIP TO	Г
	±		<u>+</u>
	ŀ		
	i		
Phone	Phone		
Update Bill-to Lookup File		Update Ship-to Loc	okup File

# **BATCH DATA**

**Description** - Enter the employee's name and position title. (If recording ESP, indicate in description.)

**Notes** - Enter additional information in this section (ex. start/end dates, temporary employee).

Click the "Items" tab at the top of the page to move to the next step.

Tran:	saction # 01-Emp01	-12 [Batch 1 of 1]						□ ×
	General P.O./Transa	action Data	Batch Data		Items		Accounting	
	Catalog # ×	Des	scription ×	Unit	Qty. U	nit Price	Tax Total Amoun	Sr
		salary for 2011	-2012		1.0050,	000.00	50,000.00	
×								
	•	<u> </u>		1	+ +	I		▶
		-1						
Ma	rk all items received				Total Amo	unt:	50,000.00	
⊡ Up	date Vendor Catalo	g						

### ITEMS

Click the "**blank page**" symbol (highlighted with a red circle) to start entering information for the transaction.

Tab over to "Description" - Enter description of transaction

Ex. Salary for 2012

Ex. Summer salary for 2012

Tab over to "**Qty**" - Enter the number 1. (The quantity will always be "1" since you are entering the total amount of the employee's salary.)

Tab over to "**Unit Price**" – Enter the total salary amount and press enter on your computer.

If you have entered this information correctly, the total amount of the employee's salary should appear at the bottom of the page.

Click the "Accounting" tab at the top of the page to move to the final step.

Note: Summer salaries should be added to the employee's name under the "Items" tab. If it is a new employee, complete the entire process for employees.

Transaction # 01-Emp01-12 [Batch 1 of 1]			_	
General P.O./Transaction Data	Batch Data	Items	Accounting	
Additional Charges/Credits				
Tax % 0.00 Adjustment Shipping Cost				
Total 50,000.00 Account Distribution			Assoc. Documents (0)	
Account Numk	oer× %	Amount	Cost Center 🔺	
221000-11820-450-61200	100.	.00 50,000.0	0Details	
			<b>v</b>	1
Account Dis	stribution Total 100.00 9			
	Batch Total	50,000.00		
	Balance	0.00 🗸		

# ACCOUNTING

Click the "blank page" symbol in the account distribution section.

Enter the account number that was charged in People Admin. The account number should be entered in the following sequence: Fund, Org, Program, and Object Code. (The object codes for salary are 61200, 61300, and 61600.)

Example: 221000-11820-450-61200

Tab over to the percent (%) column-Enter 100.00%

Press "Enter" on your computer. Your transaction is complete!

The balance at the bottom of the screen should be "0.00" with a check mark beside it. If the transaction is not balanced, check the amount on the "Items" page with the amount on the "Accounting" page.

Transaction # 01-GA01-12 [Batch 1 of	l]		
General P.O./Transaction Data	Batch Data	Items	Accounting
Transaction Number 01-GA01-12 Requisition Number	_	☐ <u>J</u> ournal Entry	
Date 09/19/2011 ## Vendor's Invoice # Description Jane Doe T0004567	/8 - Graduate Asst	🗖 Blanket Order	
Assoc. Documents (0)	Transaction Total	10,000.00	
Vendor Doe, Jane Address 4567 Smith Street	<u>*</u>	_	
City Nashville Email	State TN Zip 37209		
Web Address		@	
Contact Phone ( ) -			
Update Vendor Loo	kup File		Locked Transaction

#### **TRANSACTION DATA**

**Transaction Number** - Enter the transaction number by using the activity number, the number assigned to the student (1,2,3, etc), and the fiscal year.

Ex. 01-GA01-12 (Graduate Assistant)

**Description** – Enter the student's name, T-number, and position (Graduate Assistant)

**Vendor** - Enter the student's name, then press "Enter" on your computer. ( If the graduate assistant is new, you will be prompted to enter the student's information on a different screen.)

Click Add to lookup file (Details) to enter the new student's name and address.

Click the Edit Items button to save the information. (If another screen appears, just close out of that screen). The student's information should appear in the vendor section.

Click the "Batch Data" tab at the top of the page to move to the next step.

Transaction # 01-GA01-12 [Batch 1 of 1]			
General P.O./Transaction Data	Batch Data	Items	Accounting
Select a Batch of 1 Add New Batch Delete Current Batch	Batch Total Reconciled Status ບົກ	10,000.00 preconciled	
Batch Date 09/19/2011 🇱			
Description Jane Doe - Graduate A			
Ordered By STACIE	Order Date	09/19/2011 🏢	
Expected Delivery / / III	Notes		
Terms			
Standard Carrier			<u></u>
□ BILL TO	пг	SHIP TO	
	<u>±</u>		<u>±</u>
	ŀ		
Phone	Phone		
LUpdate Bill-to Lookup File		Update Ship-to Loc	okup File

### **BATCH DATA**

**Description** - Enter the student's name and position title.

Notes - Enter additional information in this section (ex. start/end dates).

Click the "Items" tab at the top of the page to move to the next step.

Trans	action # 01-GA01-	12 [Batch 1 of 1]							
General P.O./Transaction Data Batch Data Items				Accounting					
	Catalog # ×	De	scription ¤	Unit	Qty.	Unit Price		Total Amoun	Sr
		GA 10/01/11-05/	/25/12		1.00	0,000.00		10,000.00	_
									_
									_
									_
									_
									_
									_
							$\left  \right $		_
							$\left  \right $		_
									_
							$\left  \right $		
		<u> </u>							 ▶
Mar	k all items received				Total Ai	mount:	10,0	000.00	
🗖 Up	date Vendor Catalo	g							

### ITEMS

Click the "**blank page**" symbol (highlighted with a red circle) to start entering information for the transaction

Tab over to "Description" - Enter the dates of the students contract

Ex. GA 10/01/11 - 05/25/12

Tab over to "**Qty**" - Enter the number 1. (The quantity will always be "1" since you are entering the total amount of the student's salary.)

Tab over to "**Unit Price**" – Enter the total salary amount and press enter on your computer.

If you have entered this information correctly, the total amount of the student's salary should appear at the bottom of the page.

Click the "Accounting" tab at the top of the page to move to the final step.

📕 Transacti	on # 01-GA01-12 [Batch 1 of 1]					_ 🗆 🗙
Gen	eral P.O./Transaction Data	Batch Data		Items	Accoun	iting
	nal Charges/Credits					
Ta: Adj Sh Tot	ustment pping Cost			,	Assoc. Docume	nts (0)
ACCOU			or (	0	0	
	Account Number 221000-11820-450-61210		% 100.00	Amount 10,000.00	Cost Center Details	
			100.00	10,000.00		
× .						
						<b>_</b>
	Account Distrik	Batch Tota	ıl	10,000.00		
		Balance	9	0.00 🗸		

# ACCOUNTING

Click the "blank page" symbol in the account distribution section.

Enter the account number that was used on the graduate assistantship form. The account number should be entered in the following sequence: Fund, Org, Program, and Object Code. (The object code for a graduate assistant is 61210.)

Example: 221000-11820-450-61210

Tab over to the percent (%) column-Enter 100.00%

Press "Enter" on your computer. Your transaction is complete!

The balance at the bottom of the screen should be "0.00" with a check mark beside it. If the transaction is not balanced, check the amount on the "Items" page with the amount on the "Accounting" page.

Transaction #01-A	ward1-12			
General Р.О.Л	Fransaction Data	Batch Data	Items	Accounting
Transaction Number Requisition Number		_	Lournal Entry Journal Amount	
Date Vendor's Invoice # Description		<u> </u>	🗖 Blanket Order	
Assoc. Documents	s (0)		Transaction Total	3,590.00
Vendor Doe Address 456	, Jane 7 Smith Street	<u>+</u>		
City Nas Email Web Address	hville St	ate TN Zip 37209		
Contact Phone (	) –			
	Update Vendor Lookup I	File		Locked Transaction

### TRANSACTION DATA

**Transaction Number** - Enter the transaction number by using the activity number, the number assigned to the award (1,2,3, etc), and the fiscal year.

Ex. 01-Award1-12

Description – Enter a description of the transaction

Ex. Jane Doe - Tuition

Vendor - Enter the student's name, then press "Enter" on your computer.

Click the "Batch Data" tab at the top of the page to move to the next step.

Transaction # 01-Award-12 [Batch 1 of 1]			
General P.O./Transaction Data	Batch Data	Items	Accounting
Select a Batch 1 of 1 Add New Batch Delete Current Batch	Batch Total Reconciled Status Un	reconciled	
Batch Date 09/19/2011 🇱			
Description Jane Doe - Tuition			
Ordered By STACIE	Order Date	09/19/2011 🏢	
Expected Delivery / / IIII Terms Standard Carrier	Notes		×
□BILL TO		SHIP TO	Г
	<u>+</u>		<u>±</u>
Phone	Phone		
Update Bill-to Lookup File		Update Ship-to Loo	kup File

# **BATCH DATA**

**Description** - Enter the description from the first step.

Notes - Enter additional information in this section (ex. start/end dates).

Click the "Items" tab at the top of the page to move to the next step.

Trans	saction # 01-Award	-12 [Batch 1 of 1]							
	General P.O./Transa	action Data	Batch Data		Items			Accounting	
	Catalog # ×	De	scription ×	Unit	Qty.			Total Amoun	Sr
		Fall 2012			1.00	3,590.0		3,590.00	_
							_		_
							_		_
							_		_
									_
									_
							_		-
									-
									-
									-
							+		-
		ļ					_		▶
Mar	rk all items received				Total A	mount:	з,	,590.00	
🗖 Up	date Vendor Catalo	g							

### ITEMS

Click the "**blank page**" symbol (highlighted with a red circle) to start entering information for the transaction

Tab over to "**Description**" - Enter the semester of the award

Ex. Fall 2011

Tab over to "**Qty**" - Enter the number 1. (The quantity will always be "1" since the total amount of the student's salary is being entered.)

Tab over to "**Unit Price**" – Enter the total amount of the award and press enter on your computer.

If you have entered this information correctly, the total amount of the student's award should appear at the bottom of the page.

Click the "Accounting" tab at the top of the page to move to the final step.

📕 Trai	nsacti	on # 01-Award-12 [Batch 1 of 1]					_ 🗆 🗙
	Gen	eral P.O./Transaction Data	Batch Data		Items	Accour	ting
- P	Additio	nal Charges/Credits					
	Ta: Adj Shi Tot	ustment pping Cost			,	Assoc. Docume	nts (0)
		Account Numbe	r≈	%	Amount	Cost Center	
	0	221000-11820-450-74710		~ 100.00	3,590.00		
	×						
							$\square$
							-
		Account Distr	ibution Total 100. Batch Tota Balanc		3,590.00 3,590.00 0.00 √		

# ACCOUNTING

Click the "blank page" symbol in the account distribution section.

Enter the account number that was used on the student authorization form. The account number should be entered in the following sequence: Fund, Org, Program, and Object Code. (The object code for this transaction is 74710).

Example: 221000-11820-450-74710

Tab over to the percent (%) column—Enter 100.00%

Press "Enter" on your computer. Your transaction is complete!

The balance at the bottom of the screen should be "0.00" with a check mark beside it. If the transaction is not balanced, check the amount on the "Items" page with the amount on the "Accounting" page.

#### Scanning Documents to Grant Manager Galaxy

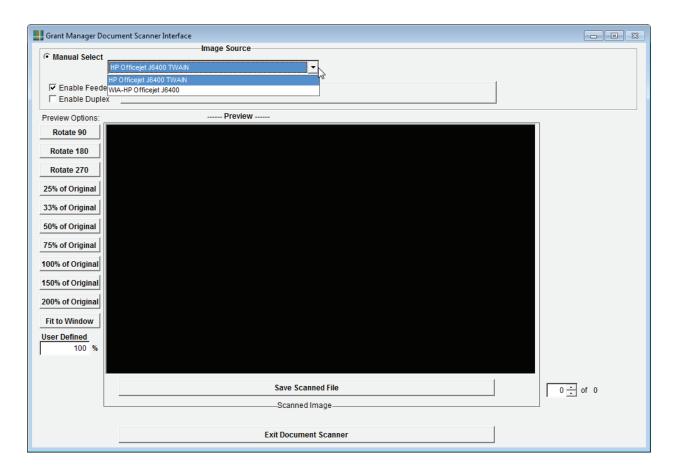
Please use the following address to install the document scanner to your computer:

www.northernlightssoftware.com/docscan\_installer.exe

1. Start the DocScan -program on your computer



2. Select your scanner



3. Click "Scan" and wait for the system to scan your document(s)

Grant Manager Docu	ment Scanner Interface					
		mage Source				
Manual Select						
н	P Officejet J6400 TWAIN		-			
Enable Feeder	ſ		Scan	N		
Enable Duplex			Scall	12		
Preview Options:		Preview				
Rotate 90						
Rotate 180						
Rotate 270						
25% of Original						
33% of Original						
50% of Original						
75% of Original						
100% of Original						
150% of Original						
200% of Original						
Fit to Window						
User Defined 100 %						
1 100 %						
		Save	Scanned File			0 ÷ of 0
		Sca	nned Image			
		Exit Doo	cument Scanner		1	
	-					

4. When the scanner is done, you can click the "Save Scanned File"

	Image Source	
Manual Select     HP Office	et J6400 TWAIN	
, . 		
Enable Feeder     Enable Duplex	Scan	
Preview Options:	Preview	
Rotate 90	·	
Rotate 180	E	
Rotate 270		
25% of Original	Form W-9 (Rev. 1-2011)	
33% of Original		
50% of Original	The person who gives Form W-9 to the partnership for	
75% of Original	establishing its U.S. status and avoiding withholding on i	
100% of Original	share of net income from the partnership conducting a tr	
150% of Original	in the United States is in the following cases:	
200% of Original	• The U.S. owner of a disregarded entity and not the enti	
Fit to Window	• The U.S. grantor or other owner of a grantor trust and r	
User Defined	and	
100 %	• The U.S. tru	
•	III Friisning scanning, piease wait	
	Save Scanned File	0 🕂 of 0
	Scanned Image	
	Exit Document Scanner	

5. Specify a name for the scanned file and press OK. Make sure your account number is in the file name.

		Page 2				
purposes of the affocation factor or business	Cartain payment and payments are an See the instructions before and the sep Requestion of Form W-0. Also see Special rules for partnership	arate instructions for the				
Pp.	Updating Your Information					
	You must provide updated information clarined to be an exempt pages if you is	to any person to effort you				
endourse of	and anticipate receiving reportable pay	ments in the future light this				
Form Wells	pertain. For example, privilities need to you are a C corporation that erects to	provide apdated information 1				
LAS,	tonger are tax exempt. In addition, y the name in TRV changes for the as	_				
analy, only a	granter trust data.	Scan File I	Mama			
maily to reduce a most tax	Penalties	Scan File I	Name			
Exceptions from tax to these otherwise	Fallure to furnish TML if you fail to requester, you are subject to a per- urses your fallure is due to reasons					
and the second se	Civil pervalty for failer information					
exemption	backup withheiding, you are subject					
P-a statement	Criminal penalty for fails/ping info					
I treatly under	outfloations or affirmations may as including fines and to impresented	- ·r				
atten.	Manage of This, 7 the subsector dis-	Specify a	name to	r the scann	ed file:	
contains the	federal late, the requester may be a					
	Specific Instructions					
a mean gallion	Name					
to the terms of	If you are an individual, you must ge your income tax return. However, 7 for instance, due to maniage attino.	226015-	11820-4	50		
y shows an	Administration of the name change, shown on your social security card.					
A.B. Saw, Mas.	If the appoint is in part names, in					
termination 2 of	The person or antily shope humber Baile proprieter, Drive ping millions					
1984) allows In the Chinese	tass restances the "Name" line. You of					
Ohinese 12 of the first	"thing business as (264)" name on writin carrier" line.					
stighted from the	Partnembio, C-Corporation, or \$-1			OK	Cancel	
attenue to	on the "Name" line and any Substrees DBA name" on the "Business same			UN	Cancer	
and the basings	Disregarded antity, Enter the owned			10000000		
and the second s	rights of the antity entered on the "b development antity. The name on the					
E a percentage	shown on the income tax return on a For example, if a functor LLC that is					
Facurrents that	U.S. Neckers' the purposes has a duri					
in desiringst	name is required to be provided on of the entity is also a divergentied on					
Induing local	damparied to lederal tas purposes rame or the "Business terms them."					
	of the disregarded with a 3 family					
the property	appropriate Parm IV-8. Note: Check the appropriate loss for					
dends on your	person shose name is artisted on 9 programs, Partnership, C Corporate					
	Unstand Liability Company EUEs in the "Hame" the is an (115), check the "Limb and writer the appropriate code for the 1	ed tability company" box anly				
ture in	priorities. If you are an U.C. that is freak too purposes, artist "P" for partnership.					
array Title	Form 6612 or a Form 2010 to be taxed C corporation or "3" for 5 corporation.					
Strend Strends						
s-on-your tax	section 301.7701-3 percept for angles/ check the ULC box unless the percent of	the LLC inequired to be				
address from	Identified on the "Name" and is another Referal fair purposes. If the LUC is drawn	/LLC that is not disregarded for				
and dividend	North its contrast, artists the appropriate to observational on the "Name" line.	a classification of the center				
	1000 C 1000 C 1000					
anne	dFile		N			1 1 of 1
			2.			0 1
			341			

You may exit document scanner at this time.

6. Locate a transaction in Grant Manager where you want to attach one or more documents and Click the "Associated Documents" –button

Transaction # PR-23985188 [Batch 1 of 1]		
General P.O./Transaction Data Batch Data	Items	Accounting
Transaction Number PR-23985188 Requisition Number	🗖 Journal Entry	
Date 08/16/2011 III Vendor's Invoice # Description white board - Service Learning	🗖 Blanket Order	
Assoc. Documents (0)	Transaction Total	5,346.91
Vendor Xerox Audio Visual Solutions 🛓 Address 230 Great Circle Rd	-	
City Nashville State TN Zip 37228 Email @	@	
Contact Phone ( ) – Update Vendor Lookup File		Locked Transaction

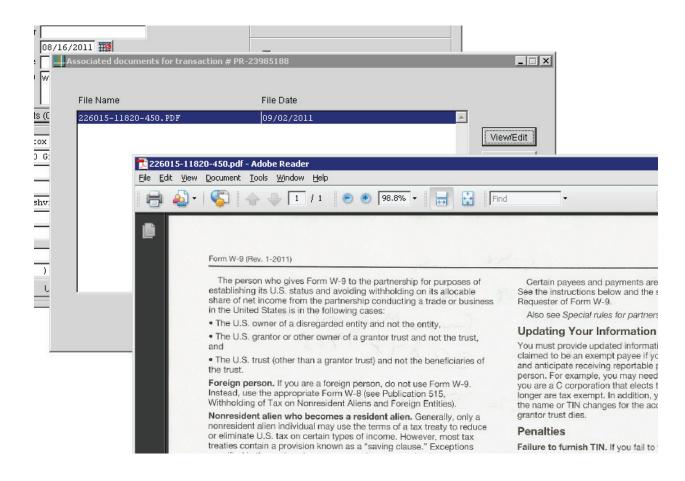
Scanning Documents 27

7. Click the "Add" --button

mber 🗌	R-23985188	Insaction # PR-23985188	
	File Name	File Date	
<pre>ments (C     Xerox     230 G:     ////////////////////////////////</pre>			View/Edit Add Delete
		Done	

- 8. Click the browse button next to the text box to find the file
- 9. Locate the file you would like to add to the transaction
- 10. Click OK
- 11. Click "Yes" to continue
- 12. Name of the file should appear under "File Name"
- 13. Click Done

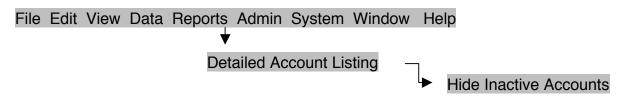
14. The document is now attached to your transaction, and can be viewed by selecting and clicking "View."



15. From the associated documents window, you can also delete associated documents or attach any other kinds of files (word files, spreadsheets, etc.) that are already in your computer. You may add other documents from your computer by going to the C: and saving associated documents in the GM Scans folder.

#### **Generating Reports**

To generate a report, go to the toolbar at the top of the screen



Click on Reports Click on Detailed Account Listing Click on Hide Inactive Accounts

Your Account Number should appear in the box on the left.

Click the arrow icon to select the account. The account number will appear in the box on the right.

Click Print at the bottom of the gray box to generate the report. A preview of the report will become visible.

To print a paper copy of the report, click the printer icon on the toolbar.

#### 09/20/2011 02:41:59 PM Report format:

Include all entries

Sorted by Transaction Number

[\*] in Transaction Description identifies a Blanket Order

Account Summary for 221000-11820-450						
Account Number:	221000-11820-45	50				
Account Name:	Example					
Grant Name:						
Principal Investigator:	Dr. John Doe					
Grant Period:	10/01/2011 throu	ıgh 09/30/2012				
Total Grant Budg	get (Direct):	500,000.00	Reconciled Expenses:	0.00		
Current Expense	es (Direct):	65,646.00	Unreconciled Expenses:	65,646.00		
Current Balance	(Direct):	434,354.00				
Total Grant Budg	get (Indirect):	0.00				
Current Expense	es (Indirect):	0.00				
Current Balance	(Indirect):	0.00				
Total Grant Bala	nce:	434,354.00				
Encumberances (Blan	nket Orders): =	0.00				
Total Grant Balance (V	with Encumb):	434,354.00				

221000-11820-	450-61200 Academic Salaries						
Transaction Date	Transaction Number	Transaction Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount		Reconciled Date
09/19/2011	01-Emp01-12 [1]	Doe, John	John Doe - Director	0.00	50,000.00	50,000.00	//
			Totals for subaccount 61200	0.00	50,000.00	50,000.00	

Budget type: Direct				
Breakdown by Reconciliat	tion	Breakdown by Budget		
Budget	100,000.00	Budget	100,000.00	
Reconciled Expenses	0.00	Total Expenses	50,000.00	
Reconciled Balance	100,000.00	Balance	50,000.00	
Unreconciled Expenses	50,000.00			

221000-11820-	450-61210	Graduate Assistant				
Transaction Date	Transaction Number	Transaction Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount	Total Reconciled Amount Date
09/19/2011	01-GA01-12 [1]	Doe, Jane	Jane Doe T00045678 - Graduate Asst	0.00	10,000.00	10,000.00 / /

Totals for subaccount 61210

0.00 10

10,000.00 10,000.00

Subaccount Summary for 221000-11820-450-61210						
Budget type: Direct						
Breakdown by Reconciliat	ion	Breakdown by Bud	get			
Budget	60,000.00	Budget	60,000.00			
Reconciled Expenses	0.00	Total Expenses	10,000.00			
Reconciled Balance	60,000.00	Balance	50,000.00			
Unreconciled Expenses	10,000.00					

#### 221000-11820-450-61300

#### Supporting Salaries

Transaction Date	Transaction Number	Vendor	Transaction	Transaction Description	Reconciled Amount	Unreconciled Amount		Reconciled Date
11	[0]				0.00	0.00	0.00	//

Budget type: Direct					
Breakdown by Reconciliation		Breakdown by Bud	Breakdown by Budget		
Budget	60,000.00	Budget	60,000.00		
Reconciled Expenses	0.00	Total Expenses	0.00		
Reconciled Balance	60,000.00	Balance	60,000.00		
Unreconciled Expenses	0.00				

#### 221000-11820-450-61600

#### **Prof Support Salaries**

Transaction Date	Transaction Number	Vendor	Transaction	Transaction Description	Reconciled Amount	Unreconciled Amount	Total Reconciled Amount Date
	[0]	]			0.00	0.00	0.00 / /

Budget type: Direct			
Breakdown by Reconcilia	tion	Breakdown by Bud	get
Budget	50,000.00	Budget	50,000.00
Reconciled Expenses	0.00	Total Expenses	0.00
Reconciled Balance	50,000.00	Balance	50,000.00
Unreconciled Expenses	0.00		

221000-11820-4	450-62000		Emp Benefit Bud Pool			
Transaction	Transaction	Transaction	Transaction	Reconciled	Unreconciled	Total Reconciled
Date	Number	Vendor	Description	Amount	Amount	Amount Date

to move \$18,500 from 74000	0.00	-18.500.00	-18.500.00 / /
. ,		,	,
to 63000			

0.00

Totals for subaccount 62000

-18,500.00

-18,500.00

Budget type: Indirect			
Breakdown by Reconciliat	tion	Breakdown by Buo	lget
Budget	0.00	Budget	0.00
Reconciled Expenses	0.00	Total Expenses	-18,500.00
Reconciled Balance	0.00	Balance	18,500.00
Unreconciled Expenses	-18,500.00		

Transaction Date	Transaction Trans Number Vendor	action Transaction Description	Reconciled Amount	Unreconciled Amount	Total Reconcile Amount Date
09/19/2011	T-12345678 [1] Doe, John	John Doe - Orlando Fl, 11/05-10/11, IOCE Conference	0.00	1,500.00	1,500.00 / /
		= Totals for subaccount 73000	0.00	1,500.00	1,500.00
		Subaccount Summary for 221000-11	820-450-73000		
	Budget type: Indirect Breakdown by Reconciliation	on	Breakdow	n by Budget	
	Budget	0.00	Budget	0.	.00
	Reconciled Expenses	0.00	Total Expe	enses 1,500.	.00
	Reconciled Balance	0.00	Balance	-1,500	.00

#### 221000-11820-450-74000

#### **Operating Exp Bud Pool**

Transaction Date	Transaction Number	Transaction Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount	Total Reconciled Amount Date
09/19/2011	01-Copies-12 [1]	TSU	Duplicating Charges	0.00	56.00	56.00 / /
09/20/2011	01-Rev01-12 [1]		to move \$18,500 from 74000 to 63000	0.00	18,500.00	18,500.00 / /
09/19/2011	PR-12345678 [1]	Staples Business Advantage	office supplies	0.00	500.00	500.00 / /

Totals for subaccount 74000

0.00

19,056.00

3,590.00

0.00

19,056.00

Total Reconciled

Amount Date

3,590.00 / / 3,590.00

Subaccount Summary for 221000-11820-450-74000				
Budget type: Direct				
Breakdown by Reconciliation		Breakdown by Budget		
Budget	165,000.00	Budget	165,000.00	
Reconciled Expenses	0.00	Total Expenses	19,056.00	
Reconciled Balance	165,000.00	Balance	145,944.00	
Unreconciled Expenses	19,056.00			

221000-11820-	450-74710	Tuition & Fees			
Transaction Date	Transaction Number	Transaction Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount
09/19/2011	01-Award1-12 [1]	Doe, Jane	Jane Doe - Tuition	0.00	3,590.00

Subaccount Summary for 221000-11820-450-74710					
Budget type: Direct					
Breakdown by Reconciliation		Breakdown by Bud	get		
Budget	40,000.00	Budget	40,000.00		
Reconciled Expenses	0.00	Total Expenses	3,590.00		
Reconciled Balance	40,000.00	Balance	36,410.00		
Unreconciled Expenses	3,590.00				

#### 221000-11820-450-78000

Equipment Bud Pool

Transaction	Transaction	Transaction	Transaction	Reconciled	Unreconciled	Total Reconciled
Date	Number	Vendor	Description	Amount	Amount	Amount Date
<i>I I</i>	[0]			0.00	0.00	0.00 / /

Totals for subaccount 74710

Subaccount Summary for 221000-11820-450-78000							
Budget type: Direct							
Breakdown by Reconciliation		Breakdown by Budget					
Budget	25,000.00	Budget	25,000.00				
Reconciled Expenses	0.00	Total Expenses	0.00				
Reconciled Balance	25,000.00	Balance	25,000.00				
Unreconciled Expenses	0.00						

_	Reconciled	Unreconciled	Total
	Amount	Amount	Amount
= REPORT TOTALS:	0.00	65,646.00	65,646.00