



title III
**GRANT MANAGER
TRAINING MANUAL**
September 2011

Training Conducted by:

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TABLE OF CONTENTS

Section 1: ***Operational Expense Transactions***

Purchase Requisitions..... Pages 1-4

Copies Pages 5-8

Section 2: ***Travel Expense Transactions*** Pages 9-12

Section 3: ***Personnel Expense Transactions***

Employee Pages 13-16

Graduate Assistant..... Pages 17-20

Graduate Assistant Awards Pages 21-24

Section 4: ***Scanning Documents***..... Pages 25-29

Section 5: ***Generating Reports***..... Pages 30-34

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.

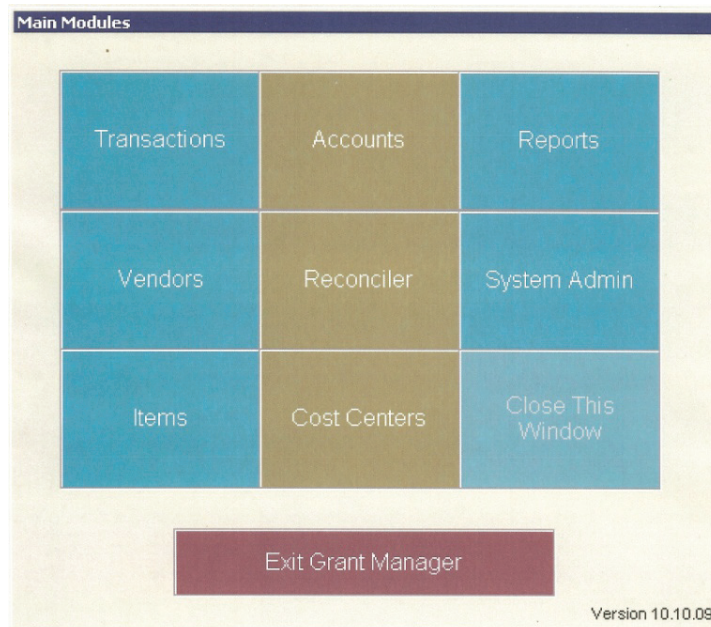
User Name _____

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]

General P.O./Transaction Data Batch Data Items Accounting

Transaction Number PR-12345678 Journal Entry

Requisition Number

Date 09/19/2011

Vendor's Invoice #

Description office supplies

Assoc. Documents (0)

Transaction Total 500.00

Vendor Staples Business Advantage

Address 1640 Phoenix Blvd

Suite 350

City Atlanta, State GA Zip 30353-0621

Email

Web Address

Contact

Phone () -

Update Vendor Lookup File 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 of 1 Batch Total

 Reconciled Status

Batch Date

Description

Ordered By Order Date

Expected Delivery Notes

Terms

Standard Carrier

BILL TO

Phone

SHIP TO

Phone

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.

Transaction # PR-12345678 [Batch 1 of 1]

General P.O./Transaction Data | Batch Data | Items | **Accounting**

Additional Charges/Credits

Subtotal 500.00
 Tax % 0.00
 Adjustment
 Shipping Cost
 Total 500.00

Assoc. Documents (0)

Account Distribution

Account Number ※	%	Amount	Cost Center
221000-11820-450-74000	100.00	500.00	Details

Account Distribution Total 100.00 % 500.00
 Batch Total 500.00
 Balance 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]		Batch Data	Items	Accounting
Transaction Number <input type="text" value="01-Copies-12"/> Requisition Number <input type="text"/> Date <input type="text" value="09/19/2011"/> Vendor's Invoice # <input type="text"/> Description <input type="text" value="Duplicating Charges"/>		<input type="checkbox"/> Journal Entry <input type="checkbox"/> Blanket Order Transaction Total <input type="text" value="56.00"/>		
Assoc. Documents (0)				
Vendor <input type="text" value="TSU"/> Address <input type="text"/> <input type="text"/> <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Email <input type="text"/> Web Address <input type="text"/> Contact <input type="text"/> Phone (<input type="text"/>) - <input type="text"/>		<input type="button" value="Update Vendor Lookup File"/> <input type="checkbox"/> 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 <input type="text" value="1"/> of 1 <input type="button" value="Add New Batch"/> <input type="button" value="Delete Current Batch"/>	Batch Total <input type="text" value="56.00"/> Reconciled Status <input type="text" value="Unreconciled"/>		
Batch Date <input type="text" value="09/19/2011"/> <input type="button" value="Calendar"/> Description <input type="text" value="Duplicating Charges"/> Ordered By <input type="text" value="STACIE"/>	Order Date <input type="text" value="09/19/2011"/> <input type="button" value="Calendar"/>		
Expected Delivery <input type="text" value="/ /"/> <input type="button" value="Calendar"/> Terms <input type="text"/> Standard Carrier <input type="text"/>	Notes <input type="text"/>		
BILL TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Bill-to Lookup File"/>	SHIP TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Ship-to Lookup 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.

Transaction # T-12345678 [Batch 1 of 1]		General P.O./Transaction Data	Batch Data	Items	Accounting
Transaction Number	T-12345678				<input type="checkbox"/> Journal Entry
Requisition Number					<input type="checkbox"/> Blanket Order
Date	09/19/2011				Transaction Total
Vendor's Invoice #					
Description	John Doe - Orlando Fl, 11/05-10/11, IOCE Conference				
Assoc. Documents (0)					
Vendor	Doe, John				
Address	1234 Jefferson Street				
City	Nashville	State	TN	Zip	37208
Email					
Web Address					
Contact					
Phone	() -				
Update Vendor Lookup File					<input type="checkbox"/> 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]		Batch Data	Items	Accounting
General P.O./Transaction Data				
Select a Batch <input type="text" value="1"/> of 1		Batch Total <input type="text" value="1,500.00"/>		
<input type="button" value="Add New Batch"/>		Reconciled Status <input type="text" value="Unreconciled"/>		
<input type="button" value="Delete Current Batch"/>				
Batch Date <input type="text" value="09/19/2011"/>				
Description <input type="text" value="John Doe - Orlando, FL 11/05-10/11, IOCE"/>				
Ordered By <input type="text" value="STACIE"/>		Order Date <input type="text" value="09/19/2011"/>		
Expected Delivery <input type="text" value="/ /"/>		Notes <input type="text" value="Additional Information"/>		
Terms <input type="text"/>				
Standard Carrier <input type="text"/>				
BILL TO		SHIP TO		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
Phone <input type="text"/>		Phone <input type="text"/>		
<input type="button" value="Update Bill-to Lookup File"/>		<input type="button" value="Update Ship-to Lookup 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.

Transaction # T-12345678 [Batch 1 of 1]

General P.O./Transaction Data | Batch Data | Items | Accounting

Additional Charges/Credits

Subtotal 1,500.00
 Tax % 0.00
 Adjustment
 Shipping Cost
 Total 1,500.00

Assoc. Documents (0)

Account Distribution

Account Number *	%	Amount	Cost Center
221000-11820-450-73000	100.00	1,500.00	Details

Account Distribution Total 100.00 % 1,500.00
 Batch Total 1,500.00
 Balance 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: 221000-11820-450-73000

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 <input type="text" value="01-Emp01-12"/> Requisition Number <input type="text"/> Date <input type="text" value="09/19/2011"/> Vendor's Invoice # <input type="text"/> Description <input type="text" value="John Doe - Director"/>			<input type="checkbox"/> Journal Entry <input type="checkbox"/> Blanket Order Transaction Total <input type="text" value="50,000.00"/>
Assoc. Documents (0)			
Vendor <input type="text" value="Doe, John"/> Address <input type="text" value="1234 Jefferson Street"/> <input type="text"/> <input type="text"/> City <input type="text" value="Nashville"/> State <input type="text" value="TN"/> Zip <input type="text" value="37208"/> Email <input type="text"/> Web Address <input type="text"/> Contact <input type="text"/> Phone () - <input type="text"/>			<input type="checkbox"/> Locked Transaction
<input type="button" value="Update Vendor Lookup File"/>			

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 <input type="text" value="1"/> of 1 <input type="button" value="Add New Batch"/> <input type="button" value="Delete Current Batch"/>	Batch Total <input type="text" value="50,000.00"/> Reconciled Status <input type="text" value="Unreconciled"/>		
Batch Date <input type="text" value="09/19/2011"/> Description <input type="text" value="John Doe - Director"/> Ordered By <input type="text" value="STACIE"/> Order Date <input type="text" value="09/19/2011"/>			
Expected Delivery <input type="text" value="/ /"/> Terms <input type="text"/> Standard Carrier <input type="text"/>	Notes <input type="text" value="Additional Information"/>		
BILL TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Bill-to Lookup File"/>	SHIP TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Ship-to Lookup 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.

Transaction # 01-Emp01-12 [Batch 1 of 1]

General P.O./Transaction Data Batch Data Items Accounting

Additional Charges/Credits

Subtotal 50,000.00
 Tax % 0.00
 Adjustment
 Shipping Cost
 Total 50,000.00

Assoc. Documents (0)

Account Distribution

Account Number *	%	Amount	Cost Center
221000-11820-450-61200	100.00	50,000.00	Details

Account Distribution Total 100.00 % 50,000.00
 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 1]

General P.O./Transaction Data	Batch Data	Items	Accounting
Transaction Number <input type="text" value="01-GA01-12"/> Requisition Number <input type="text"/> Date <input type="text" value="09/19/2011"/> Vendor's Invoice # <input type="text"/> Description <input type="text" value="Jane Doe T00045678 - Graduate Asst"/> Assoc. Documents (0)			<input type="checkbox"/> Journal Entry <input type="checkbox"/> Blanket Order Transaction Total <input type="text" value="10,000.00"/>
Vendor <input type="text" value="Doe, Jane"/> Address <input type="text" value="4567 Smith Street"/> <input type="text"/> <input type="text"/> City <input type="text" value="Nashville"/> State <input type="text" value="TN"/> Zip <input type="text" value="37209"/> Email <input type="text"/> Web Address <input type="text"/> Contact <input type="text"/> Phone () - <input type="text"/> <input type="button" value="Update Vendor Lookup File"/>			<input type="checkbox"/> 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 <input type="text" value="1"/> of 1 <input type="button" value="Add New Batch"/> <input type="button" value="Delete Current Batch"/>		Batch Total <input type="text" value="10,000.00"/> Reconciled Status <input type="text" value="Unreconciled"/>	
Batch Date <input type="text" value="09/19/2011"/>		Description <input type="text" value="Jane Doe - Graduate Asst"/>	
Ordered By <input type="text" value="STACIE"/>		Order Date <input type="text" value="09/19/2011"/>	
Expected Delivery <input type="text" value="/ /"/> Terms <input type="text"/> Standard Carrier <input type="text"/>		Notes <input type="text"/>	
BILL TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Bill-to Lookup File"/>		SHIP TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Ship-to Lookup 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.

Transaction # 01-GA01-12 [Batch 1 of 1]

General P.O./Transaction Data Batch Data Items Accounting

Additional Charges/Credits

Subtotal 10,000.00
 Tax % 0.00
 Adjustment
 Shipping Cost
 Total 10,000.00

Assoc. Documents (0)

Account Distribution

Account Number *	%	Amount	Cost Center
221000-11820-450-61210	100.00	10,000.00	Details

Account Distribution Total 100.00 % 10,000.00
 Batch Total 10,000.00
 Balance 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-Award1-12		Batch Data	Items	Accounting
Transaction Number <input type="text" value="01-Award1-12"/> Requisition Number <input type="text"/> Date <input type="text" value="09/19/2011"/> Vendor's Invoice # <input type="text"/> Description <input type="text" value="Jane Doe - Tuition"/>		<input type="checkbox"/> Journal Entry Journal Amount <input type="checkbox"/> Blanket Order Transaction Total <input type="text" value="3,590.00"/>		
Assoc. Documents (0)				
Vendor <input type="text" value="Doe, Jane"/> Address <input type="text" value="4567 Smith Street"/> <input type="text"/> <input type="text"/> City <input type="text" value="Nashville"/> State <input type="text" value="TN"/> Zip <input type="text" value="37209"/> Email <input type="text"/> Web Address <input type="text"/> Contact <input type="text"/> Phone () - <input type="text"/> <input type="button" value="Update Vendor Lookup File"/>				
				<input type="checkbox"/> 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 <input type="text" value="1"/> of 1 <input type="button" value="Add New Batch"/> <input type="button" value="Delete Current Batch"/>	Batch Total <input type="text"/> Reconciled Status <input type="text" value="Unreconciled"/>		
Batch Date <input type="text" value="09/19/2011"/> Description <input type="text" value="Jane Doe - Tuition"/> Ordered By <input type="text" value="STACIE"/>	Order Date <input type="text" value="09/19/2011"/>		
Expected Delivery <input type="text" value="/ /"/> Terms <input type="text"/> Standard Carrier <input type="text"/>	Notes <input type="text"/>		
BILL TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Bill-to Lookup File"/>	SHIP TO <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone <input type="text"/> <input type="button" value="Update Ship-to Lookup 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.

Transaction # 01-Award-12 [Batch 1 of 1]

General P.O./Transaction Data Batch Data Items Accounting

Additional Charges/Credits

Subtotal 3,590.00
 Tax % 0.00
 Adjustment
 Shipping Cost
 Total 3,590.00

Assoc. Documents (0)

Account Distribution

Account Number *	%	Amount	Cost Center
221000-11820-450-74710	100.00	3,590.00	Details

Account Distribution Total 100.00 % 3,590.00
 Batch Total 3,590.00
 Balance 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!

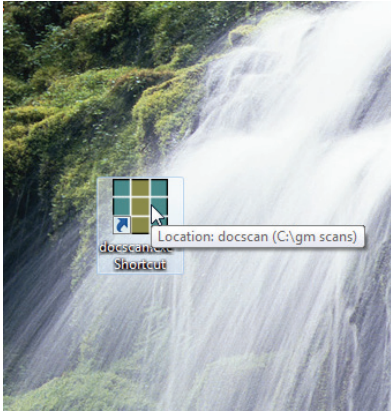
The balance at the bottom of the screen should be “0.00” with a check mark beside it. If the transaction is not balanced, check the amount on the “Items” page with the amount on the “Accounting” page.

Scanning Documents to Grant Manager Galaxy

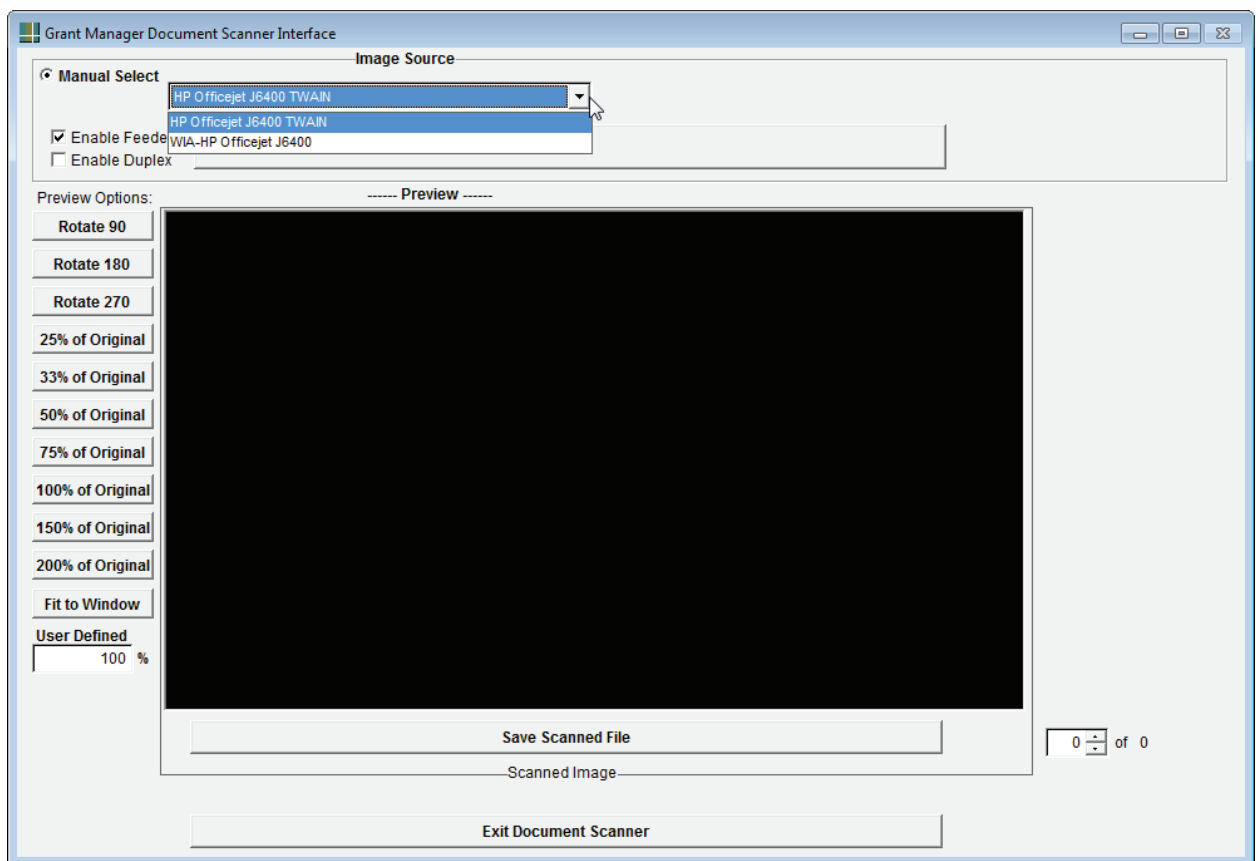
Please use the following address to install the document scanner to your computer:

www.northernlightssoftware.com/docscan_installer.exe

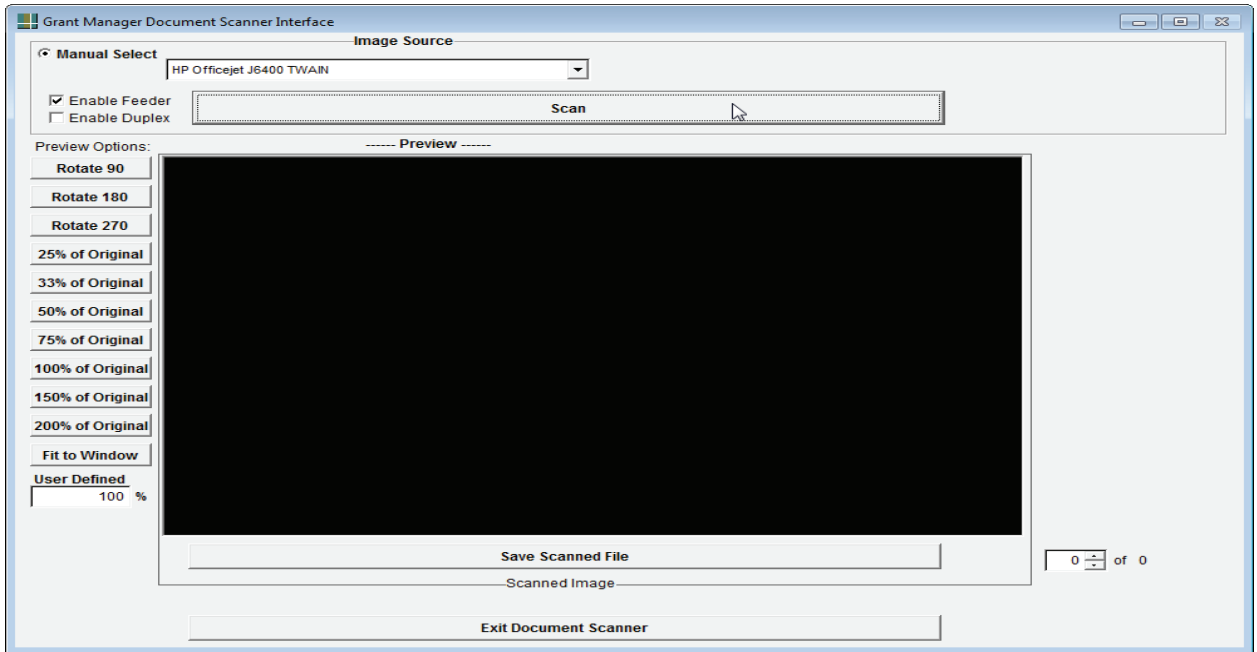
1. Start the DocScan –program on your computer



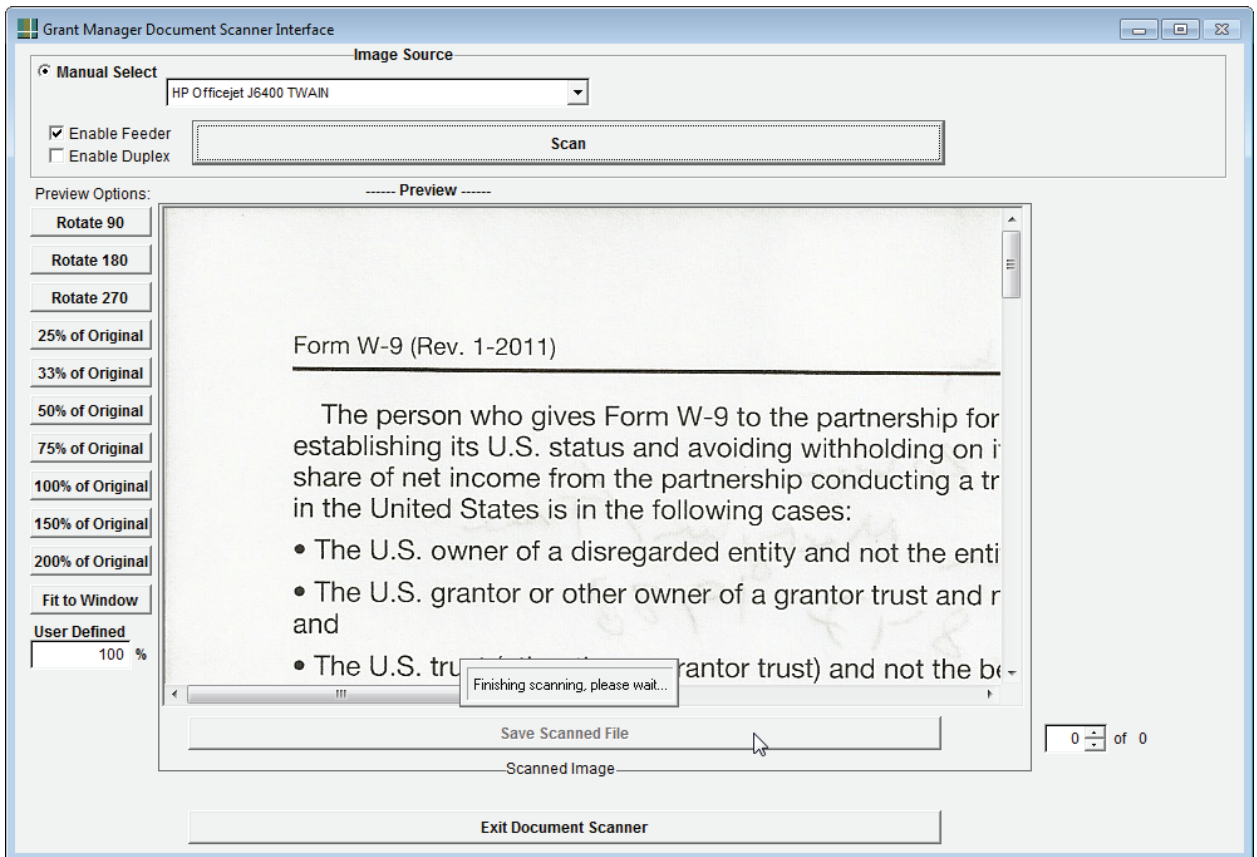
2. Select your scanner



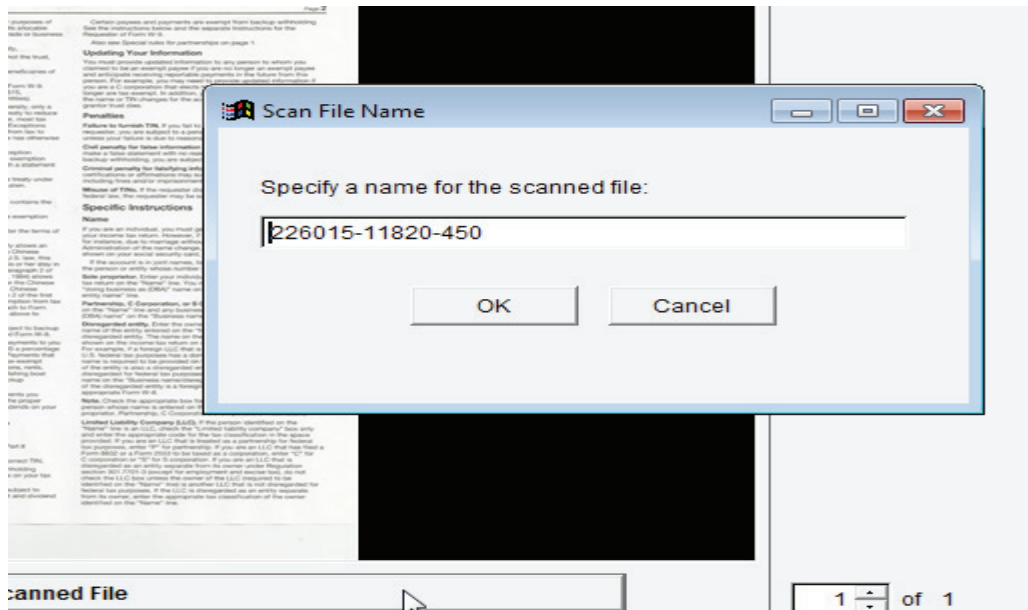
3. Click “Scan” and wait for the system to scan your document(s)



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

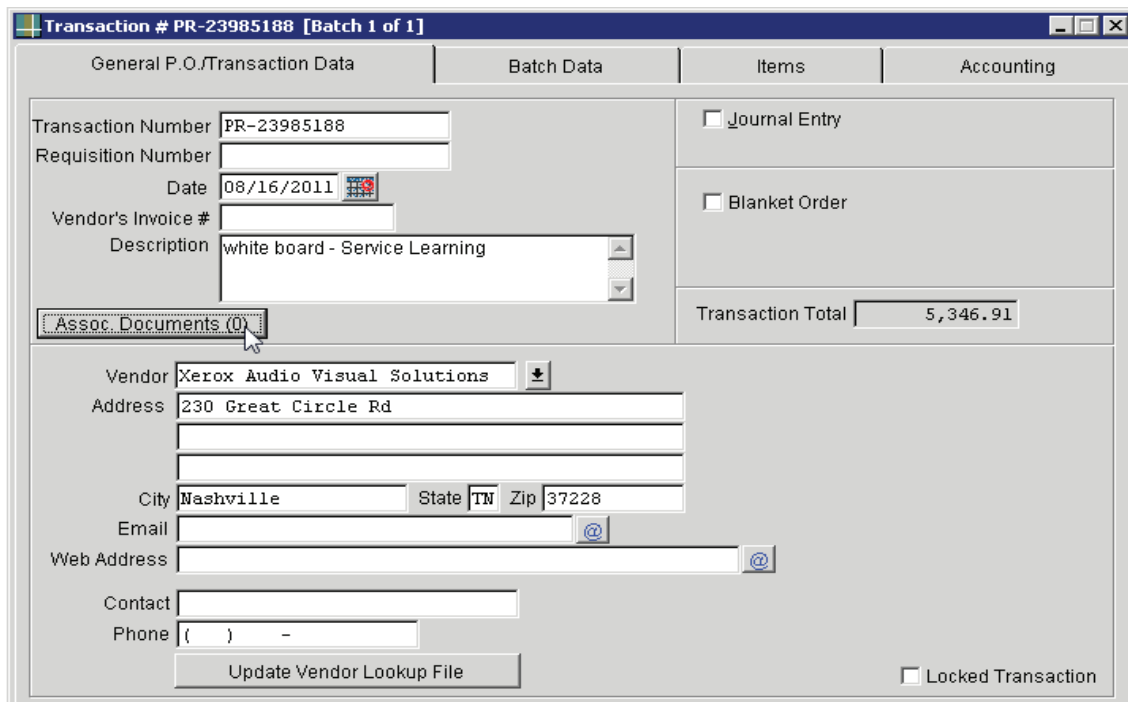


- Specify a name for the scanned file and press OK. Make sure your account number is in the file name.

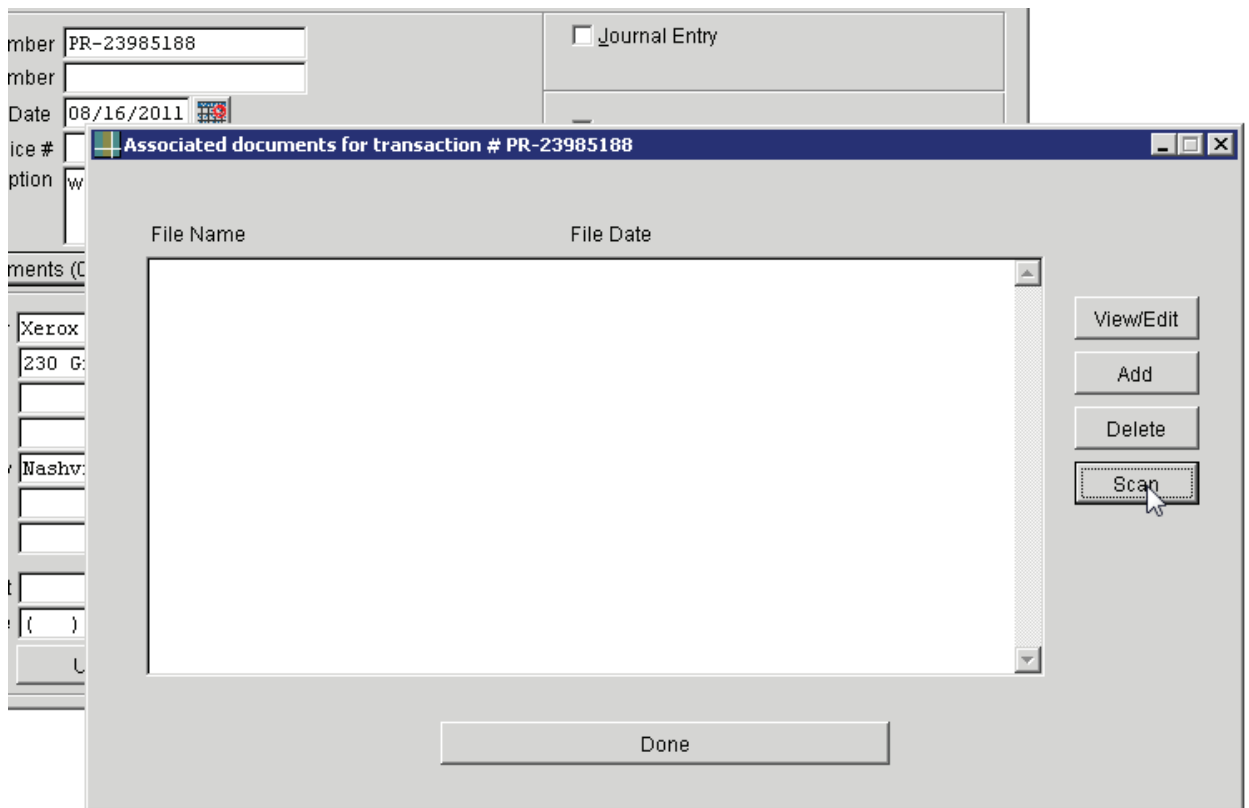


You may exit document scanner at this time.

- Locate a transaction in Grant Manager where you want to attach one or more documents and Click the “Associated Documents” –button

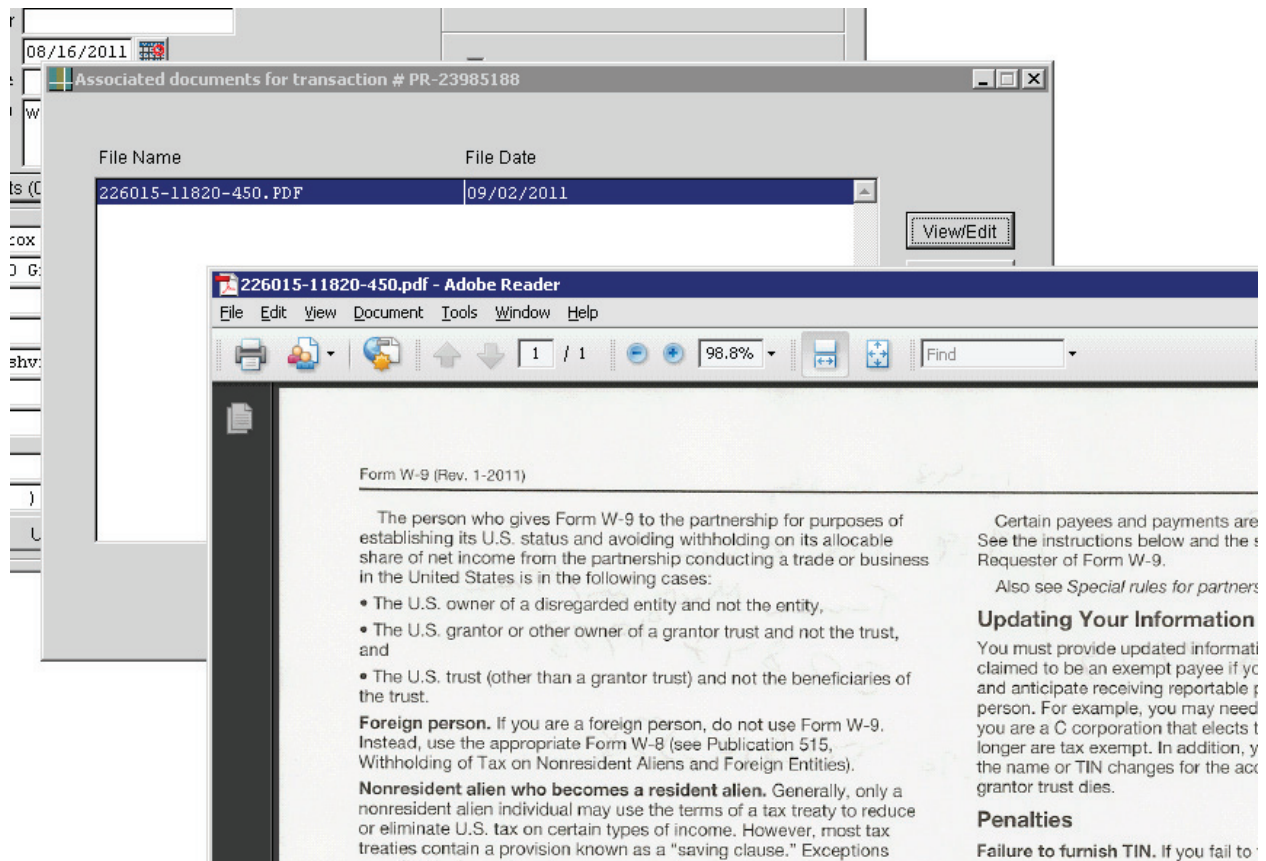


7. Click the “Add” –button



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

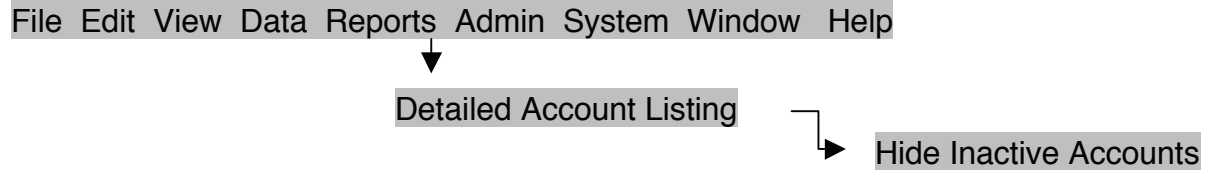
14. The document is now attached to your transaction, and can be viewed by selecting and clicking “View.”



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.

Detailed Account Listing

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:	221000-11820-450		
Account Name:	Example		
Grant Name:			
Principal Investigator:	Dr. John Doe		
Grant Period:	10/01/2011 through 09/30/2012		
Total Grant Budget (Direct):	500,000.00	Reconciled Expenses:	0.00
Current Expenses (Direct):	65,646.00	Unreconciled Expenses:	65,646.00
Current Balance (Direct):	434,354.00		
Total Grant Budget (Indirect):	0.00		
Current Expenses (Indirect):	0.00		
Current Balance (Indirect):	0.00		
Total Grant Balance:	<u>434,354.00</u>		
Encumbrances (Blanket Orders):	<u>0.00</u>		
Total Grant Balance (with Encumb):	<u>434,354.00</u>		

221000-11820-450-61200

Academic Salaries

Transaction Date	Transaction Number	Transaction Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount	Total Reconciled 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				<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	

Subaccount Summary for 221000-11820-450-61200			
Budget type: Direct			
Breakdown by Reconciliation		Breakdown by Budget	
Budget	100,000.00	Budget	100,000.00
Reconciled Expenses	0.00	Total Expenses	50,000.00
<u>Reconciled Balance</u>	<u>100,000.00</u>	<u>Balance</u>	<u>50,000.00</u>
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	Reconciled Date
09/19/2011	01-GA01-12 [1]	Doe, Jane	Jane Doe T00045678 - Graduate Asst	0.00	10,000.00	10,000.00	/ /

09/20/2011 01-Rev01-12 [1] to move \$18,500 from 74000 0.00 -18,500.00 -18,500.00 / /
to 63000

Totals for subaccount 62000 0.00 -18,500.00 -18,500.00

Subaccount Summary for 221000-11820-450-62000			
Budget type: Indirect			
Breakdown by Reconciliation		Breakdown by Budget	
Budget	0.00	Budget	0.00
Reconciled Expenses	0.00	Total Expenses	-18,500.00
<hr/>		<hr/>	
Reconciled Balance	0.00	Balance	18,500.00
Unreconciled Expenses	-18,500.00		

221000-11820-450-73000 **Travel Budget Pool**

Transaction Date	Transaction Number	Transaction Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount	Total Reconciled Amount	Reconciled 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				<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	

Subaccount Summary for 221000-11820-450-73000			
Budget type: Indirect			
Breakdown by Reconciliation		Breakdown by Budget	
Budget	0.00	Budget	0.00
Reconciled Expenses	0.00	Total Expenses	1,500.00
<hr/>		<hr/>	
Reconciled Balance	0.00	Balance	-1,500.00
Unreconciled Expenses	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	Reconciled 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 19,056.00

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
<hr/>		<hr/>	
Reconciled Balance	165,000.00	Balance	145,944.00
Unreconciled Expenses	19,056.00		

221000-11820-450-74710

Tuition & Fees

Transaction Date	Transaction Number	Vendor	Transaction Description	Reconciled Amount	Unreconciled Amount	Total Amount	Reconciled Date
09/19/2011	01-Award1-12 [1]	Doe, Jane	Jane Doe - Tuition	0.00	3,590.00	3,590.00	/ /
Totals for subaccount 74710				0.00	3,590.00	3,590.00	

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

221000-11820-450-78000

Equipment Bud Pool

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

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
<hr/>		<hr/>	
Reconciled Balance	25,000.00	Balance	25,000.00
Unreconciled Expenses	0.00		

	<u>Reconciled Amount</u>	<u>Unreconciled Amount</u>	<u>Total Amount</u>
REPORT TOTALS:	0.00	65,646.00	65,646.00