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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.

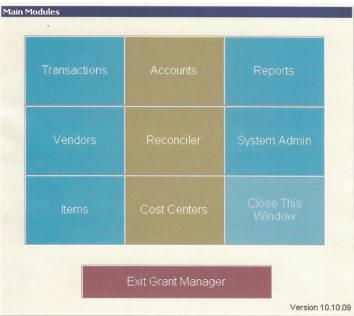
User Name _____

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 |
| | | | | | | | | |
| | Catalog # × | | cription × | Unit | Qty. | | Tax Total Ar | |
| | | office supplies | | | 1.00 | 500.00 | 500 | 0.00 |
| × | | | | | | | | [|
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| | | | | | | | | |
| | | | | | | | | |
| 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 | | | v |
| 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 | _ |
| × | | | | | | | | _ | | _ |
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| | | | | | | | | | | |
| 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 | • | | |
| 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 | |
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| | | | | | Total A | mount: | 1 | 500.00 | |
| Ma | rk all items received | | | | TOTALA | anount. | Ξ, | 500.00 | |
| 🗆 Up | odate Vendor Catalo | g | | | | | | | |
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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 | |
| | 221000-11820-450-73000 | 1 | LOO.OO | 1,500.00 | Details | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | 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> |
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| | 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 | |
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| Ma | rk all items received | | | | Total Amo | unt: | 50,000.00 | |
| ⊡ Up | date Vendor Catalo | g | | | | | | |
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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 | |
| | | | | |
| | | | | |
| | | | v | 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> |
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| 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 | _ |
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| | | | | | | | | | |
| 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 | | |
| × . | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | _ |
| | 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 | _ |
| | | | | | | | _ | | _ |
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| | | | | | | | | | |
| 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

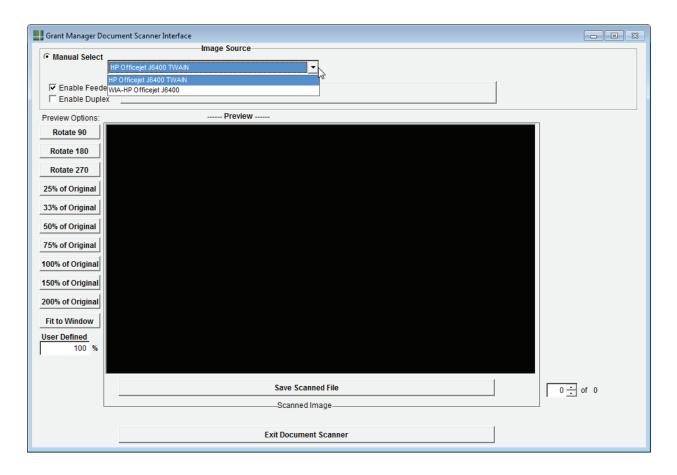
Please use the following address to install the document scanner to your computer:

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 | | | | | |
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| exemption | backup withheiding, you are subject | | | | | |
| P-a statement | Criminal penalty for fails/ping info | | | | | |
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| 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. | | | | | |
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| 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 | | | | |
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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 |

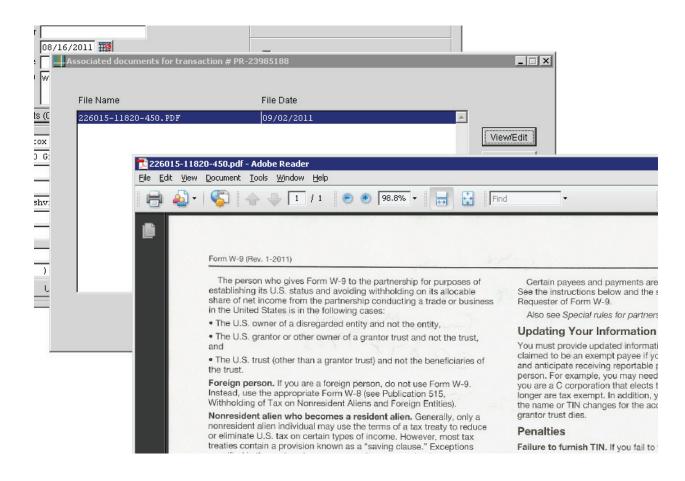
Scanning Documents 27

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

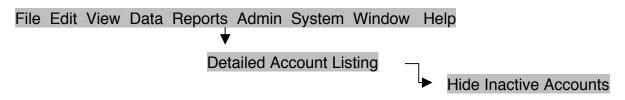
14. The document is now attached to your transaction, and can be viewed by selecting and clicking "View."



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 |