Grant Management

USER GUIDE

April 9, 2015

New World Systems®

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Grant Management Overview

The Grant Management module of Logos.NET provides the ability to track various grants. Users can maintain grants that may encompass more than one fiscal year, or that have a different fiscal year from your organization's current year.

If your organization is licensed to the Project Accounting module, the option to use project based tracking methods for grant revenues and expenditures is available.

About Grants

A grant is a contribution to or from a unit of government for specific or general purposes. The unit of government may have a number of roles in relation to grants. This could include:

- Being the *Grantee* - the entity receiving money to create a program.
- Being the *Grantor* - the entity giving money to another entity that will create a program.
- Being a *Pass-through Grantor* - taking money from a grantor and giving it to another entity that will create a program.
- Being a combination of *all three*.

A grant may support a number of different programs, and that program could include many different revenue sources and expense items.
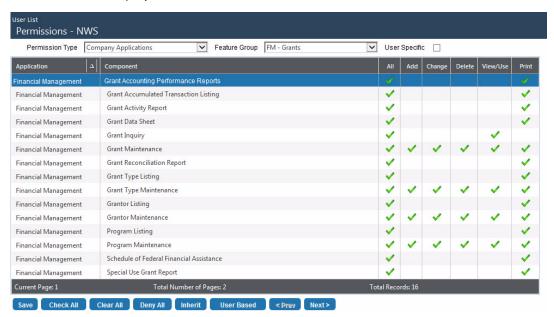
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Setup

Several setup steps need to be taken before the Grant Management module can be used. First, you will need to enable security permissions for users who will need access. After the security setup has been completed, move on to the Roles Setup and Approval Manager sections for additional configuration.

Security

To give users access to Grant Management, follow the steps below:

1. Navigate to **Maintenance > Logos Suite > Security > Users**.

2. Select a user who needs access to Grant Management and click **Permissions**.

3. In the *Feature Group* drop-down select FM - Grants. A screen like the following will be displayed:

User List							
Permissions - NWS							

Permission Type: Company Applications   Feature Group: FM - Grants   User Specific: ☐

Application	Component	All	Add	Change	Delete	View/Use	Print
Financial Management	Grant Accounting Performance Reports	✓					✓
Financial Management	Grant Accumulated Transaction Listing	✓					✓
Financial Management	Grant Activity Report	✓					✓
Financial Management	Grant Data Sheet	✓					✓
Financial Management	Grant Inquiry	✓				✓	
Financial Management	Grant Maintenance	✓	✓	✓	✓	✓	✓
Financial Management	Grant Reconciliation Report	✓					✓
Financial Management	Grant Type Listing	✓					✓
Financial Management	Grant Type Maintenance	✓	✓	✓	✓	✓	✓
Financial Management	Grantor Listing	✓					✓
Financial Management	Grantor Maintenance	✓	✓	✓	✓	✓	✓
Financial Management	Program Listing	✓					✓
Financial Management	Program Maintenance	✓	✓	✓	✓	✓	✓
Financial Management	Schedule of Federal Financial Assistance	✓					✓
Financial Management	Special Use Grant Report	✓					✓

Current Page: 1   Total Number of Pages: 2   Total Records: 16

Save   Check All   Clear All   Deny All   Inherit   User Based   < Prev   Next >

4. Select the appropriate user access levels for the components. Click the red X which indicates no access to change it to the green check which grants the user access.

5. Click **Save** to retain the settings.

To give users access to grant checklist documents and notes:

1. In the *Permission Type* drop-down select Company Documents and Notes.

2. Clear FM-Grants from the *Feature Group* drop-down.

3. Click **Show Search** at the top right of the screen.

4. In the *Component Name* field type, "checklist."

5 Click **Search**. A screen like the following will be displayed.
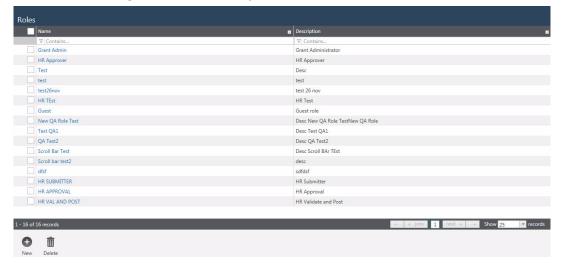
6 Select the appropriate user access levels for the Grant Preparation Checklist Task Documents and Grant Preparation Checklist Task Notes components. Click the red X which indicates no access to change it to the green check which grants the user access.

7 Click **Save** to retain the settings.

The new authorizations will take effect after the user has logged off and logged back on to the system.

Roles Setup

Maintenance > Logos Suite > Security > Roles

After assigning users the appropriate permissions to grant features, the next step is to create roles.
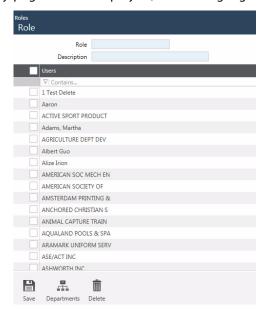
Roles determine the departments for which a user may process grants and the grants they will see.

When setting up a role, you will give it a name, associate users with it and associate departments with the users.

The Roles page contains a grid of all the roles that have been created. When you create a grant type, you will need to associate it with at least one role. When you create a role, you will need to assign it to at least one user.

To create a role, click **New**. To edit a role, click the role *Name* in the grid. In either instance, the Role entry page will be displayed, containing a grid of user names.

To delete a role, select it in the grid, and click **Delete**.
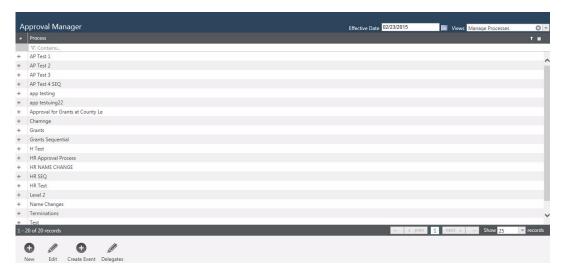
> ### 📓 NOTE:
>
> *A role may be deleted from the grid only if it is not attached to a grant type that has been used.*

Approval Manager Setup

Before any additional configuration can be done in grants, the Approval Manager needs to be set up.

Approval Manager is the location for creating the processes that will allow users to add their approval to a process. To create a new process in Approval Manager, navigate to **Maintenance > Logos Suite > Approval Manager**.
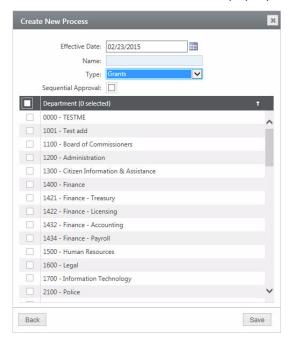
When setting up an approval process you will give it a name, associate departments with it, define approval levels and define approvers.

The Approval Manager page contains a grid of all the approval processes that have been created.

Creating an Approval Process

1   Click **New**. The Create New Process pop-up will be displayed.

2   Enter the *Name* of the approval process.

3   Select the *Type***.** For the purpose of this guide, choose Grants.

4   Select whether the approval process will require *Sequential Approval*. A sequential approval process must begin with the first-level approver. An approval marked for return is returned to the previous submitter with e-mail notification, and an approval that is rejected ends the approval process, locks the record and moves it to the canceled list. A non-sequential approval process may begin with an approver at any level. An approval marked for return in all cases is returned to the original submitter with e-mail notification, and only the highest level approver can reject a previous approval.

5   Click to select departments that will use the approval process. A check box will be displayed next to selected departments.

6   Click **Save**. The Edit Process pop-up will be displayed.

7   Click **Departments** if you need to add additional departments to this process.

Next, you will add approval levels to a department.

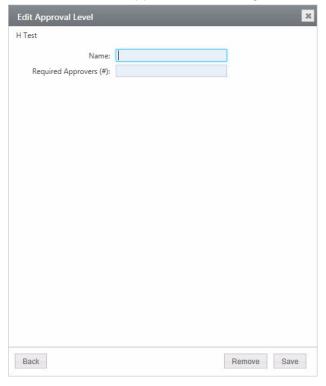**8** Click **Approval Levels**.The Manage Approval Levels dialog will be displayed.

9 Click **Add**. The Edit Approval Level dialog will be displayed.

10 Enter the *Name* of the approval level.

11 In the *Required Approvers (#)* field, enter the number of required approvers at this level.

12 To add users to an approval level, select the check box next to the user(s) who will approve at this level.

> 📋 **NOTE:**
>
> *A user cannot be selected for more than one level.*

> 📋 **NOTE:**
>
> *The **Copy User** function in Security (**Maintenance > Logos Suite > Security > Users**) will also copy all of the approval levels set up here.*

13 Click **Save**.

14 Repeat steps 9-12 to add approval levels as necessary. When you are finished, the Manage Approval Levels dialog should contain rows for each approval level you have created.

15 You may reorder approval levels by dragging them to the appropriate location.

16 Click **Back** to return to the Approval Manager grid.

Once Approval Manager setup has been completed, the list screen can be expanded by clicking on the plus symbol in front of each Process, Department, and Approval Level to show the detail of each section.

A process in Approval Manager can be edited by highlighting the Process, a Department within the process, or a Level under the process and clicking the **Edit** button on the bottom of the page. However, once the process has been used to complete a Grant, changes must be made using **Create Event**.

To create an event, highlight the process for which a change needs to be made and click on the **Create Event** button at the bottom of the page. Enter the effective date of the change. The page will refresh and will return to the list of processes. At the top of the page, select the effective date of the event just created. Highlight the process to be changed and click **Edit**. The ability to make changes to the process will be the same steps as when creating a new one.

To revoke the delegation of approvals given to another user as designated in the *Send Approvals To* field of the Out of Office Assistant (located under mySettings on the main screen of Logos.NET), select the process you want to remove their approval rights for in the grid and click the **Delegates** button. The Manage Delegates pop-up will be displayed. Select the *Revoked* check box next to the delegated user. Click **Save**.
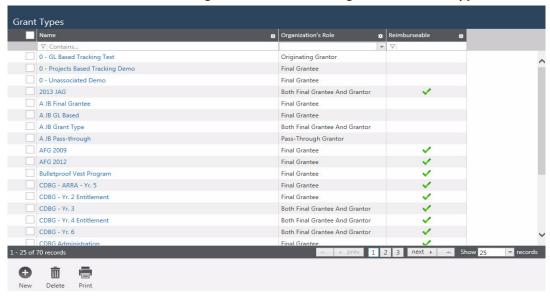
Maintenance

The Grant Management Maintenance area contains several sections that are used to set up Grant Management components. These include Grant Types, Programs, Grantors, and Grantees. The first three are available under **Maintenance > Financial Management > Grant Management**. Grantees is available under **Maintenance > Logos Suite > Procurement > Vendor Service**.

Grant Type List

Maintenance > Financial Management > Grant Management > Grant Types

Name	Organization's Role	Reimburseable
▽ Contains...		
0 - GL Based Tracking Test	Originating Grantor	
0 - Projects Based Tracking Demo	Final Grantee	
0 - Unassociated Demo	Final Grantee	
2013 JAG	Both Final Grantee And Grantor	✓
A JB Final Grantee	Final Grantee	
A JB GL Based	Final Grantee	
A JB Grant Type	Both Final Grantee And Grantor	
A JB Pass-through	Pass-Through Grantor	
AFG 2009	Final Grantee	✓
AFG 2012	Final Grantee	✓
Bulletproof Vest Program	Final Grantee	✓
CDBG - ARRA - Yr. 5	Final Grantee	✓
CDBG - Yr. 2 Entitlement	Final Grantee	✓
CDBG - Yr. 3	Both Final Grantee And Grantor	✓
CDBG - Yr. 4 Entitlement	Both Final Grantee And Grantor	✓
CDBG - Yr. 6	Both Final Grantee And Grantor	✓
CDBG Administration	Final Grantee	✓

1 - 25 of 70 records |◄ ◄ prev 1 2 3 next ► ►| Show 25 records

New   Delete   Print

The Grant Type List page allows authorized users to view a list of grant types, delete a specific grant type, or add a new grant type.

The default sort order of the grid is by Name. Additional sort options and grid controls are available by clicking on the ⚙ in the header row. See the online help for additional information on Column Controls and Filtering.
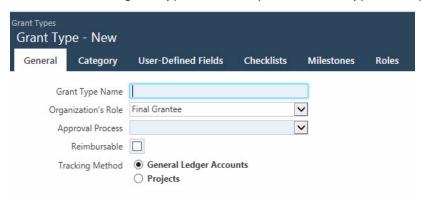
Clicking a grant type hyperlink in the Description column in the list opens the Grant Type page in edit mode, populates the entry fields and disables all fields on the General attribute page.

Adding a New Grant Type

General Tab

1 Click **New** to add a grant type. This will open the Grant Type - New page.

2 Enter a *Grant Type Name* for the grant type. This is a required field that may contain up to 32 alphanumeric characters. Also note that the name must be unique.

3 Select the *Organization's Role* from the drop-down:

Final Grantee - This will allow multiple programs to be attached to a grant of this type. No Grantees can be attached. This is most commonly used in a grant where multiple programs or designated areas of allotment need to be tracked, such as HUD Grants. All programs will need to be created first in Programs before this grant type is created. This is the default selection in the drop-down.

Pass-Through Grantor - This will allow the tracking of multiple grantees. Pass-through grant types are used where the city/county receives grant money, then acts as an intermediary or pass-through grantor for another entity. Selecting this option also allows for tracking of portions of disbursements by fiscal year.
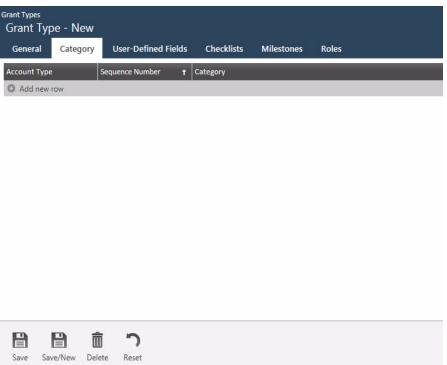
Originating Grantor - This will allow multiple grantees to be assigned to this grant. No programs can be attached. This is mainly used if one grant funding source is providing funding to multiple grantees which need to be tracked. All grantees will need to be set up in vendor service prior to creating this grant type.

Both Final Grantee and Grantor - This will allow for multiple programs and grantees to be tracked for one grant. Revenue and Expense account groupings can be defined and tracked within each program and grantee.

4 Select the *Approval Process* that should be used for the grant type. Approval Processes are set up in **Maintenance > Logos Suite > Approval Process**. See "Approval Manager Setup" on page 4.

5 If the grant type is *Reimbursable* select this check box.

6 If your organization is licensed to the Project Accounting module, the *Tracking Method* field will be displayed. This setting controls the workflow of the grant pages in entry and edit processes and how the grant accumulates transactions for revenues and expenditures. General Ledger Accounts is selected by default. Select Project to use project based tracking methods. Grants using this grant type will utilize Projects to track all revenue and expenditure transactions instead of using specific general ledger accounts.

7 Click **Save**.

Category Tab

The Category tab allows authorized users to organize grant revenues and expenses into groups for reporting. These groupings will also be assigned to the grantee or program when a new grant is added. Category is a required field for the grant types.

8 To add a category for the grant type click **Add new row** in the grid. This will enable the Account Type, Sequence Number and Category fields.

9 Select the *Account Type* associated with the grant type from the drop-down. The options are either Expense or Revenue.

10 Enter the *Sequence Number* to be associated with the grant type. It displays the order in which the category displays on reports. This is a required field that may contain a numerical value from 1 through 999.
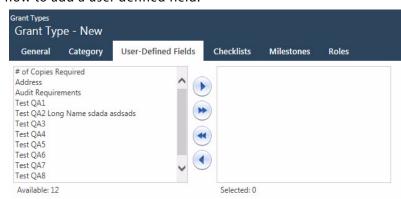
11 Enter the *Category* to associate with the grant type. This is a required field that may contain up to 32 alphanumeric characters. The entry made in this field must be unique.

12 Once all required fields have been entered, click **Done**. The information will be added to the grid. If any edits need to be made to the entered information, click on the row to reactivate the entry fields.

📝 NOTE:

*If a category needs to be deleted, hover over the row. It will become highlighted and an X symbol will appear on the right side of the row. Click this X to delete. A dialog will be displayed asking you to confirm the deletion. Click **Delete**.*

User Defined Fields Tab

The User Defined Fields tab allows authorized users to indicate which user-defined fields will be available for each grant type. User Defined Fields are set up in **Maintenance > Logos Suite> Security > User-Defined Fields**. Select Grant in the *Record Type* drop-down. Click on the Online Help icon on this software page for additional instructions on how to add a user defined field.
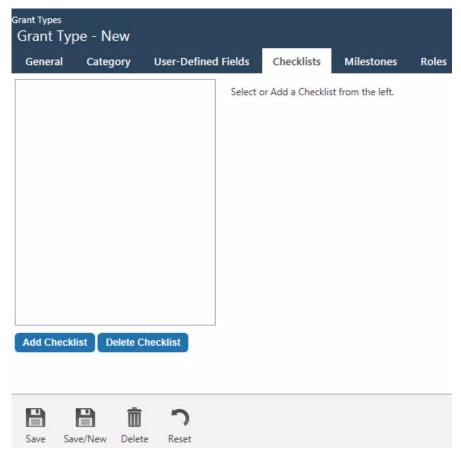

13 The Available User-Defined Fields column of the multi-select box displays all user-defined fields that have been defined for grants and to which the user has authority. Use the on-screen arrows to move the desired UDFs to the Selected User Defined Fields column on the right.

Checklists Tab

The Checklists tab allows authorized users to create one or more checklists that define the steps related to managing grants. The checklists created here are applied to any grant that uses this grant type. They can then be modified as necessary within the individual grant without making changes to the checklist steps created here.

Grant Types
Grant Type - New

| General | Category | User-Defined Fields | **Checklists** | Milestones | Roles |

Select or Add a Checklist from the left.

Add Checklist   **Delete Checklist**

Save   Save/New   Delete   Reset

14 To add a new checklist, click **Add Checklist**.

15 Enter a *Name* for the checklist.

16 Select the *Required* field if this checklist should be required for the grant.

17 In the Tasks grid, click **Add new row** to activate it, allowing you to enter information in the fields.

18 If the task item should be *Active*, select this check box.

19 Enter a *Sequence Number*. This required field may contain a numeric value from 1 through 999.

20 Select the *Required* field if this task should be required for the checklist.

21 In the *Task Name* field, enter a short identifying description of the task. This field is required and must be unique.

22 Select a *Responsible Department* from the drop-down. This is a listing of all departments in Logos that the user has rights to. This field is required.

23 Enter a *Responsible Employee* for the task. A list of names will be populated as you type. This pulls from all employees listed in the Human Resources module if your organization is licensed to it. Otherwise it is populated from Validation Set #38.
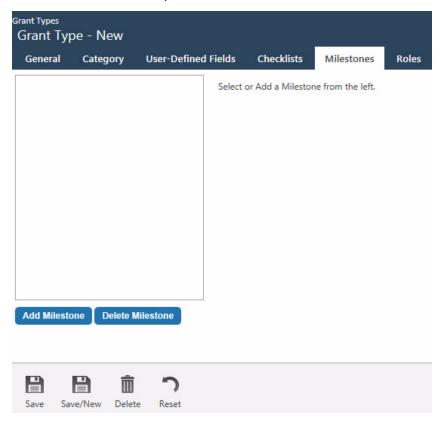
24 Click **Done**. This button will only be enabled once all required fields have been entered.

📋 *NOTE:*

*If a checklist needs to be deleted, select the checklist on the left hand side of the screen and click Delete Checklist. A dialog will be displayed asking you to confirm the deletion. Click **OK.***

Milestones Tab

The Milestones tab allows authorized users to create and maintain milestones that identify key steps, dates, and events in the grant management process. Milestones may be date, expense, or event driven. Once set up and enabled, they will send notifications to the users specified once the milestone has been achieved and informing them of any additional action that may be needed.

📋 *NOTE:*

Milestones only apply to grants with an active status.

25 To add a new milestone, click **Add Milestone**.

26 Enter a *Milestone Name*. This field is required.

27 The *Active* check box is selected by default. Clear it if the milestone should be inactive.

28 In the *Milestone Type* drop-down, select whether the milestone is for an Amount Received, Percent Received, Percent Expensed, Duration, Amount Expensed, Date, or Category Budget Warning. The selection made will determine the field displayed below.

- If Amount Received or Amount Expensed was selected, enter the *Amount*. You may enter up to nine numeric characters and two decimal places.

- If Percent Received or Percent Expensed was selected, enter the *Percent*. You may enter up to three numeric characters and two decimal places.

- If Duration was selected, enter the *Duration (in days)*. You may enter up to three numeric characters. In the Milestone Based On drop-down you may select from Approval Date, After Grant Start Date, Prior to Grant End Date, or After Grant End Date.

- If Date was selected, enter the *Milestone Date*.

- If Category Budget Warning is selected, no additional field will be displayed. When selected it will send out a milestone notification for each category when the Budget Warning Percentage entered on the Grant's Budget Tab is reached.

29 Select a *Milestone Action* from the drop-down. This is the next action that the user will need to complete once the milestone has been achieved. The options displayed are determined by Validation Set #547. This field is optional.

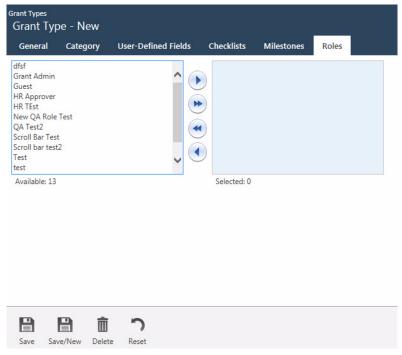**30** Click **Save Milestones**.

📋 **NOTE:**

If a milestone needs to be deleted, select the milestone on the left hand side of the screen and click ***Delete Milestone****. A dialog will be displayed asking you to confirm the deletion. Click* ***Delete****. Before leaving the page you must click* ***Save Milestones*** *to retain your changes.*

Roles Tab

The Roles tab allows authorized users to assign roles for the grant type. Users are allowed or denied access to the grants associated with the grant type based on their membership in a role and the departments assigned to users within that role. The roles available in the multi-select box are set up in **Maintenance > Logos Suite > Security > Roles**.

31 In the Available side of the Roles multi-select box, click to select the roles. Click the on-screen arrows to move them to the Selected box.

Once you have finished entering information on all tabs, click the **Save** icon located at the bottom left side of the screen.

Editing a Grant Type

Click on the Name of the Grant Type to open it in edit mode. As long as a grant type is not attached to a grant, the fields on each tab will be editable. Make the necessary changes on each tab as needed and click **Save**. An asterisk (*) indicates that information has been entered on that tab.

> **📋 NOTE:**
>
> *If the grant type has been associated with a grant, the fields on the General, Categories, and UDF tabs will be disabled. Roles can be added but if you attempt to delete them, a warning message will be displayed.*

> 📋 **NOTE:**
>
> *If grid rows need to be deleted on the Category, Checklists, or Milestone tabs, hover over the row. It will become highlighted and an X symbol will appear on the right side of the row. Click this X to delete. A dialog will be displayed asking you to confirm the deletion. Click **Delete**.*

Deleting a Grant Type

To delete an existing grant type from this page, click the **Delete** icon located at the bottom of the grid. A dialog will be displayed asking you to confirm the deletion. Click **OK**. The grant type will be deleted and you will be returned to the Grant Type List page.

> 📋 **NOTE:**
>
> *A grant type cannot be deleted if it is associated with an existing grant.*

Printing a Grant Type Listing

To print a listing of all grant types, click the **Print** button located at the bottom of the screen. A pop-up will be displayed notifying you that all grant types will be printed on the listing. Note that it will not just be those lines in the grid that you have selected.

Click **Print** on the pop-up. The Grant Type Listing will be displayed in a new window. If you would like to send it to myReports, click the **Send to myReports** button located at the upper right side of the window.

Program List

Maintenance > Financial Management > Grant Management > Programs

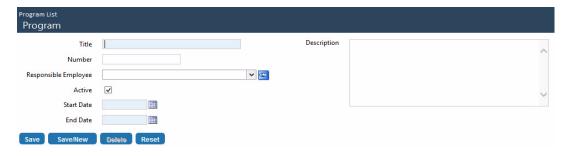| Active	Title	Δ	Program Number	Responsible Employee	Start Date	End Date
✗	06/07 Highway Safety		20.600		10/1/2006	9/30/2007
✗	06/07 Homeland Security - City		97.067		10/1/2006	8/31/2007
✗	06/07 Homeland Security - Region		97.067		11/1/2006	10/31/2007
✗	2005 JAG (FY06)		16.738		10/1/2004	9/30/2008
✓	2008 JAG (FY09)		16.738		10/1/2007	9/30/2011
✓	2009 AFG		97.044	Fuchett, Michael	10/10/2010	11/10/2012
✓	2009 JAG (FY10)		16.738		10/1/2008	9/30/2012
✓	2009 JAG- ARRA		16.804		3/1/2009	2/28/2013
✓	2009-AFG Match		Local		10/10/2010	12/21/2012
✓	2010 JAG (FY11)		16.738	Twitta, Keena	10/1/2010	9/30/2011
✓	2011 HIDTA		95.001	Twitta, Keena	1/1/2011	12/31/2011
✓	2011 JAG (FY12)		16.738	Twitta, Keena	10/1/2011	9/30/2014
✓	2012 JAG (FY13)		16.738	Twitta, Keena	10/1/2012	9/30/2015
✓	2013 JAG (FY 14)		16.738	Twitta, Keena	10/1/2013	9/30/2016
✓	5307 Transit Program		20.507		7/1/2010	6/30/2011
✓	AFG 2012		97.044	Stolla, Alaina	5/1/2013	4/30/2014
✓	Bulletproof Vest Program		16.607	Twitta, Keena	9/17/2010	9/17/2012
✓	CDBG		14.218		7/1/2009	6/30/2011
✗	CDBG - ARRA Year 5		14.253		7/1/2009	9/30/2012

The Program List page allows authorized users to view a list of programs, delete a program, or add a new program.

Clicking a hyperlink in the Title column in the list opens the Program page in edit mode where changes can be added to the fields as needed.

Adding a New Program

1   Click **New**. The Program page will be displayed.

The Program page is displayed with the following fields: Title, Number, Responsible Employee, Active, Start Date, End Date, and Description. Buttons available: Save, Save/New, Delete, Reset.

2   Enter the *Title* for the program. This will be the name of the program that shows up on reports and inquiries. This required field may contain up to 32 alphanumeric characters.

3   Enter the *Number* assigned to the program. This is an optional field that may contain up to 32 numeric characters.

4   Select a *Responsible Employee* from the drop-down. If you are licensed to the Human Resources application, the field is the *Employee* drop-down/NWS prompt. If you are not licensed to the Human Resources application, this field

will be populated with the Employee validation set. A selection in this field is optional.

5   If the program should be *Active* select the check box. If cleared, the Inactive Reason and Inactive Date fields will be displayed.

6   If enabled, in the *Inactive Reason* drop-down, select the reason why the grant was made inactive. This field will only be visible and required if the *Active* check box above is enabled and cleared.

7   If enabled, enter or select the *Inactive Date* by clicking on the Calendar icon. This field will only be visible and required if the *Active* check box above is enabled and cleared.

8   Enter a *Start Date* on which the program begins. This field is required.

9   Enter the *End Date* on which the program terminates. This required field may contain up to 32 alphanumeric characters.

10   Enter a *Description* for the program if desired.

11   Click **Save** to save all entered information. Click **Save/New** to save the entered information for the current program and advance to a new blank entry screen.

Editing a Program

Click on the Title of the Program in the Program List to open it in edit mode. Make the necessary changes as needed and click **Save**.

Deleting a Program

To delete an existing program from the list page, select the program in the list and click the **Delete** icon located at the bottom of the grid. A dialog will be displayed asking you to confirm the deletion. Click **OK**. The program will be deleted and you will be returned to the Program List page.

NOTE:

This button will be hidden if the user does not have Delete rights to the Program Maintenance security component.

Printing a Program Listing

To print a listing of all programs click the **Print** button located at the bottom of the screen. A pop-up will be displayed notifying you that all programs will be printed on the listing.

Click **Print** on the pop-up. The Program Listing will be displayed in a new window. If you would like to send it to myReports, click the **Send to myReports** button located at the upper right side of the window.

Grantor List

> 📓 **NOTE:**
>
> *Grantors only shows when the Miscellaneous Billing interface flag is not checked on the Company FM Settings, Grants tab. If checked, then Grantors will need to be defined as a Miscellaneous Billing Customer.*

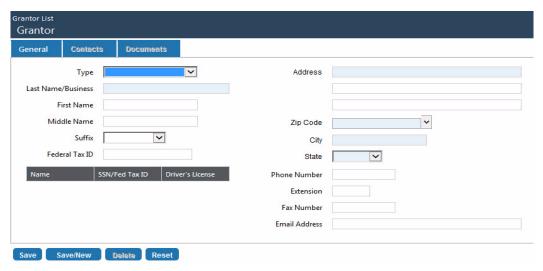**Maintenance > Financial Management > Grant Management > Grantors**

Grantor List		
Type	**Name**	**Δ**
State	Appalachia HIDTA	
Federal	Department of Energy	
Federal	Department of Interior	
Federal	Department of Local Government	
Federal	Federal Highway Administration	
Federal	Federal Transit Administration, Region IV	
Federal	FEMA	
Private	Freddie Mac	
State	Governor's Office for Local Development	
Federal	Housing & Urban Development	
State	Justice & Public Safety Cabinet	
Federal	Kentucky Housing Corporation	
State	Kentucky Office of Homeland Security	
Federal	KY Dept of Transportation	
State	KY Division of Emergency Management	
Federal	KY Division of Forestry	
Federal	KY Transportation Cabinet (Frankfort)	
Private	NWS Foundation, Garry	
Federal	Office of National Drug Control Policy	

The Grantor List page allows authorized users to view a list of grantors, delete a grantor, or add a new grantor.

Clicking a hyperlink in the Name column in the list opens the Grantor page in edit mode where changes can be made to the fields as needed.

Adding a New Grantor

1 Click **New**. The Grantor page will be displayed.

General
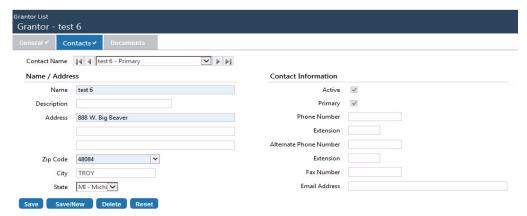
2 Select a *Type* for the grantor from the drop-down. The selections available are driven by Validation Set #202 Grantor Type.

3 Enter the *Last Name/Business* for the grantor. This required field may contain a maximum of 50 characters.

4 Enter the *First Name* of the grantor, if applicable. This is an optional field that may contain a maximum of 20 alphanumeric characters.

5 Enter the *Middle Name* of the grantor being added, if applicable. This is an optional field that may contain up to 20 alphanumeric characters.

6 Select a *Suffix* for the grantor from the drop-down. A selection in this field is optional.

7 Enter the *Federal Tax ID* for the grantor. Nine numeric characters may be entered. The ID entered must be unique. The mask defined in the *Federal Tax ID* field on the General tab of the Logos Settings page is applied to this field.

8 Enter the primary mailing *Address* for the grantor. The first line of the address is required. Subsequent lines are optional. This field may contain up to 40 alpha-numeric characters.

9 Enter the *Zip Code*. Based on the zip code entered, the *City* and *State* fields are automatically populated. This field is required.

10 This *City* field is required and is populated automatically when a *Zip Code* is entered in the field above.

11 A selection in the *State* field is required and is populated automatically when a *Zip Code* is entered.

12 Enter the *Phone Number* where the contact can be reached. This optional field may contain a maximum of ten numeric characters. The mask defined in the *Phone Number Mask* control on the System Settings page is applied to this field.

13 Enter the *Extension* number at which the contact can be reached, if necessary. This optional field may contain up to four numeric characters.

14 Enter the *Fax Number* where the contact can be reached. This field may contain a maximum of ten numeric characters. This optional field may contain a maximum of ten numeric characters. The mask defined in the *Phone Number Mask* control on the System Settings page is applied to this field.

15 Enter an *Email Address* where the contact can be reached. This field may contain a maximum of 128 characters.

16 Click **Save**. The Contacts and Documents tabs will be enabled.

Contacts

The Contacts tab allows authorized users to enter contact information for the grantor. This tab is only enabled once the General tab is saved.
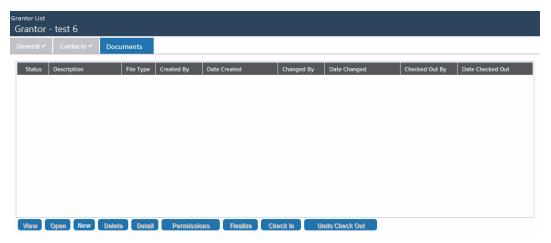
17 The *Contact Name* field is used to select an existing contact for the grantor. The default is the primary contact name entered on the General tab. On the right and left of the drop-down are arrow icons that allow you to quickly move through the names in the list.

18 Enter information in the fields the same as outlined in the General tab section.

19 The *Primary* check box signifies whether this contact and address is the primary contact for the vendor. In Add mode, the default is cleared for all secondary contacts. The *Primary* check box will be selected and disabled for primary contacts. Only one address can be selected as the primary address. To change primary contacts, select the *Primary* field for the new contact. The system will automatically change the existing primary contact's *Primary* field to cleared. When a primary contact exists for a grantor, the *Primary* field will be enabled and cleared when adding a new contact.

20 Click **Save**.

Documents

Clicking the Documents tab opens a page that uses the Document Processing control. For more information, refer to "Appendix: Grantor Document Processing" on page 65.

Status	Description	File Type	Created By	Date Created	Changed By	Date Changed	Checked Out By	Date Checked Out

Grantor List
Grantor - test 6

General ✓ | Contacts ✓ | **Documents**

View | Open | New | Delete | Detail | Permissions | Finalize | Check In | Undo Check Out

Deleting a Grantor

To delete an existing grantor from the list page, click the **Delete** icon located at the bottom of the grid. A dialog will be displayed asking you to confirm the deletion. Click **OK**. The grantor will be deleted and you will be returned to the Grantor List page.

> ### NOTE:
>
> *This button will be hidden if the user does not have Delete rights to the Grantor Maintenance security component.*

Printing a Grantor Listing

To print a listing of all grantors click the **Print** button located at the bottom of the screen. A pop-up will be displayed notifying you that all grantors will be printed on the listing.
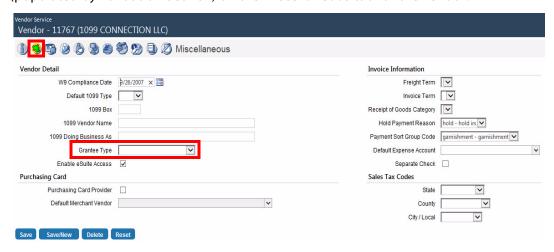
Click **Print** on the pop-up. The Grantor Listing will be displayed in a new window. If you would like to send it to myReports, click the **Send to myReports** button located at the upper right side of the window.

Grantees

Maintenance > Logos Suite > Procurement > Vendor Service

Grantees to be used for grants are set up in Vendor Service, located at the location shown above. To make a vendor a grantee, it must be associated with a *Grantee Type* (populated by Validation Set #81) on the Miscellaneous tab for the vendor.

Grant Management

The Grant Management List page is accessed from the menu by navigating to **Financial Management > Grant Management**. Here, authorized users can create and maintain grant information.
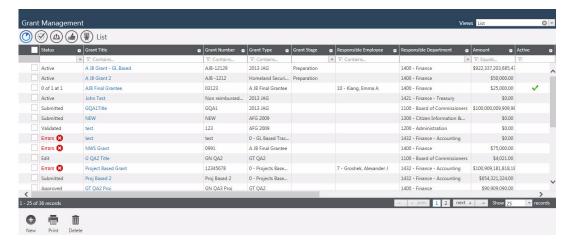

Table 2.1   Grant Status Column

Status	Description
Edit	A new grant that has not been validated yet.
Validated	The grant has been validated successfully.
Validation Errors	The grant was attempted to be validated but failed.
In Approvals	The grant has been submitted to begin the approval process.
Approved	The grant has gone through the approval process completely.
Processing Approvals	An approvals user has clicked Approve, Reject, Return, or Submit and now the system is waiting for the approval process to finish updating the grant with either new level information such as "0 of 1 at 1" for sequential approvals or "Active" for non-sequential approvals.
Rejected	A user at an approval level has rejected the grant, no further action can be taken on the grant for approvals.
Returned	A user at an approval level has sent the grant back to the prior level user for review.
Awarded	The grant has been fully approved and a user awarded the grant.

The views for the various statuses and workflow actions that can be performed from this page are controlled by the *Views* drop-down located above the grid on the right side of the page.
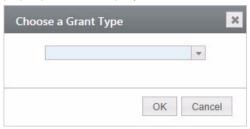
Adding a Grant

1 Click the **New** icon located at the bottom of the grid. The Choose a Grant Type pop-up will be displayed.

2 Make a selection from the drop-down and click **OK**. The new grant detail page will be displayed. The options are populated from the Grant Types that were set up in Maintenance.

The Tabs shown across the top of the screen will vary depending on whether a G/L Based or Project Based Grant Type was selected.

G/L Based will show:

General
Amounts
User Defined Fields (dependent on grant type settings)
Checklists
Milestones
G/L Information
Programs
Grantees (dependent on grant type settings)

Project Based will show:

General
Amounts
User Defined Fields (dependent on grant type settings)
Checklists
Milestones
Category Mapping
Projects
Budget
Grantees (dependent on grant type settings)
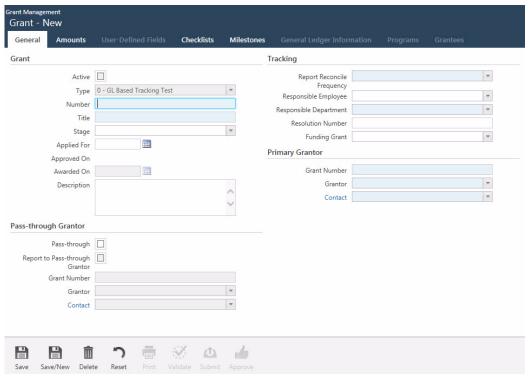
General Tab

The General tab is displayed by default. Here you can enter basic information about a grant.

Grant

1 The *Active* check box is disabled when adding a new grant. It will only become enabled and selected once the grant has been awarded.

2 The *Type* field is auto-populated by the selection made in the pop-up before entering the Grant - New screen. The selection will be shown but the field is not editable.

3 Enter the *Number* for the grant. This required field may contain a maximum of 32 numeric characters.

4 Enter the *Title* of the grant. This required field may contain a maximum of 32 numeric characters.

5 Select the grant *Stage* from the drop-down. The options available are populated from Validation Set #543.

6 The *Applied For* date field is required if the *Organization's Role* is Final Grantee on the General tab of the Grant Type page. Enter the date on which the application was made for the grant.

7 *Approved On* will not show any data until the grant has been approved. After approval it will contain the date it was approved. This is not an editable field.

8 Once a grant has been awarded, that date will be displayed in the *Awarded On* field. It is disabled for new entry.

9 Enter a *Description* for the grant. The field can accommodate a maximum of 512 characters.

10   The *Inactive Reason* drop-down will only be visible and required if the *Active* check box above is enabled (which occurs after a grant has been awarded) and cleared. If cleared, select the reason why the grant was made inactive from the drop-down.

11   The *Inactive Date* field will only be visible and required if the *Active* check box above is enabled (which occurs after a grant has been awarded) and cleared. If cleared, enter or select the date by clicking on the Calendar icon.

Pass-through Grantor

12   Select the check box if this is a *Pass Through* grant. If *Organization's Role* is Final Grantee on the Grant Type page, the check box will be selected by default. If selected, the *Primary Grantor* and *Pass-through Grantor* information is required.

13   Select the *Report to Pass-through Grantor* if a report should be generated for a pass-through grantor.

14   Enter the *Grantor Number*. This field is required.

15   In the *Grantor* field, select the code of the agency for the pass-through grant.

16   Once a *Grantor* has been selected, information in the *Contact* field below will be populated with the contacts associated with that grantor. A selection is this field is required.

17   Clicking on the *Contact* hyperlink will open the Grantor pop-up.

Tracking

18   Select how often reporting or reconciliation should be performed for the grant from the *Report Reconcile Frequency* drop-down. The available options are Monthly, Quarterly, Semi-Annually, and Annually. This field is required.

19   Select the *Responsible Employee* for maintaining the grant from the drop-down.

20   The *Responsible Department* field defaults to the user's current department. All departments that the user has rights to will be displayed in the drop-down as alternative selections.

21   In the *Resolution Number* field, select the tracking number assigned to the grant in order to submit the application. It may contain a maximum of 64 characters.

22   The *Funding Grant* drop-down will only be enabled if the Organization's Role is Final Grantee for the Grant Type. It is populated with all grants that are currently active and are associated with the selected grant type to which the user has the appropriate security permissions.
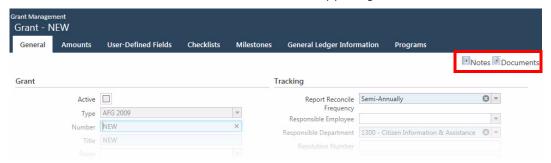
Primary Grantor

23   Enter the *Grant Number* for the primary agency. This required field may contain up to 32 characters.

24   In the *Grantor* field, select the code of the agency that provided the funds for the grant. This field is required.

25   Once a *Grantor* has been selected, information in the *Contact* field below will be populated with the contacts associated with that grantor. A selection in this field is required. Clicking on the *Contact* hyperlink will open the Grantor pop-up.
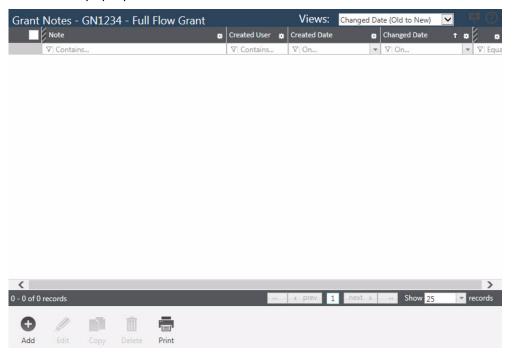
Adding Notes and Documents

The Notes and Documents icons are located in the upper right corner of the General tab.

Clicking the Notes icon opens a pop-up allowing you to add notes to the grant. For more information about this control, click on the online help icon located on the upper-right hand side of the pop-up.
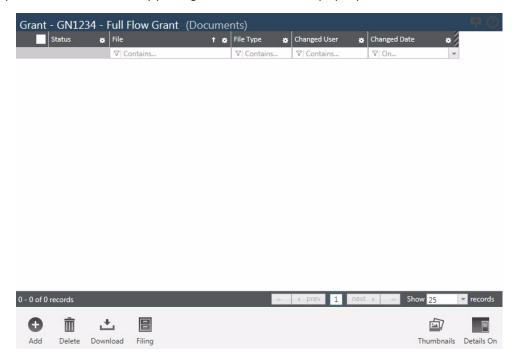

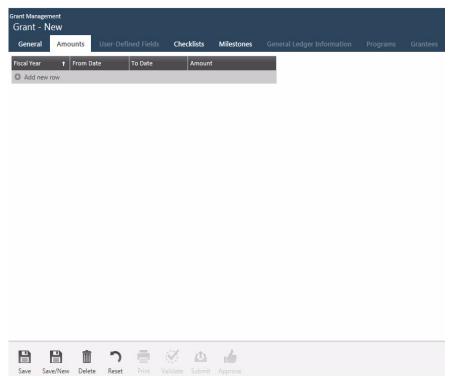When one or more notes have been added for the grant, the icon will be highlighted. .

Clicking the Documents icon opens the Document Viewer pop-up allowing you to add documents to the grant. For more information about this control, click on the online help icon located on the upper-right hand side of the pop-up.

When one or more documents have been added for the grant the icon will be high-lighted.

Amounts Tab

This tab allows authorized users to enter or modify the Fiscal Year(s) and amount infor-mation for the grant.

1 To create an amount for another fiscal year, click **Add new row** in the grid. This will allow you to enter information in the fields.

2 Enter the *Fiscal Year* for the grant.

3 Click the down arrow on the drop-down to select a *From Date* from the calen-dar. You may also enter the date directly. This field is required.

4 Click the down arrow on the drop-down to select a *To Date* from the calendar. You may also enter the date directly. The date entered must be greater than the *From Date*. This field is required.

5 Enter the *Amount* of the grant for the fiscal year. You may enter a dollar amount of $0.00 through $999,999,999.00. This field is required.

6 Click **Done** to add the information to the grid. This button will only be enabled once all required fields have been entered.

7 Click **Save** located at the bottom of the page.

User-Defined Fields Tab

Clicking the User-Defined Fields tab on the Grant page allows users to enter and main-tain user-defined information for the grant.

The fields shown are those that were set up in **Maintenance > Logos Suite> Security > User-Defined Fields** and selected for display in Grant Maintenance for the grant type. They will vary based on your organization's configuration.
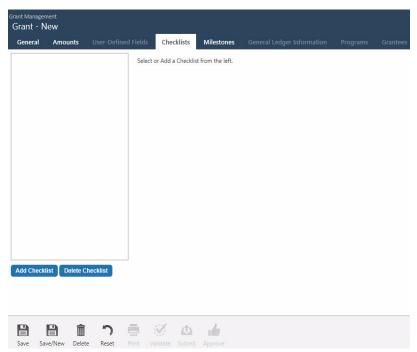
Once information is entered in any available fields, click **Save**.

Checklists Tab

Clicking the Checklists tab allows authorized users to create one or more checklists that define the steps related to managing grants.

Existing checklist tasks are shown in the box on the left side of the page. Existing checklists shown on the first visit to the page are those that were loaded by default with the selection of the grant type. They can be modified or deleted if necessary.

1 To add a new checklist, click **Add Checklist**.

2 Enter a *Name* for the checklist.

3 Select the *Required* field if this checklist should be required for the grant.

4 The *Completed* check box can ultimately be selected to indicate the checklist has been completed.

5 In the Tasks grid, click **Add new row** to activate it, allowing you to enter information in the fields.

6 If the task item should be *Active*, select this check box.

7 Enter a *Sequence Number*. This required field may contain a numeric value from 1 through 999.

8 Select the *Required* field if this task should be required for the checklist.

9 The *Completed* check box can be selected to indicate the task has been completed.

10 In the *Task Name* field, enter a short identifying description of the task. This field is required and must be unique.

11 Select a *Task Status* from the drop-down. These are populated from Validation Set #544.

12 Select a *Status Date* from the calendar in the drop-down.

13 Select a *Responsible Department* from the drop-down. This is a listing of all departments in Logos that the user has rights to. This field is required.

14 Enter a *Responsible Employee* for the task. A list of names will be populated as you type. This pulls from all employees listed in the Human Resources module if your organization is licensed to it. Otherwise it is populated from Validation Set #38.

15 Enter a *Percent Completed* for the task. This may be a number 0 to 100.

16 Click **Done**. This button will only be enabled once all required fields have been entered.

17 Once a task has been saved, Notes and Documents can be added by clicking on the icons in the row.

> 📓 **NOTE:**
>
> *If a checklist needs to be deleted, select the checklist on the left hand side of the screen and click Delete Checklist. A dialog will be displayed asking you to confirm the deletion. Click* **OK.**
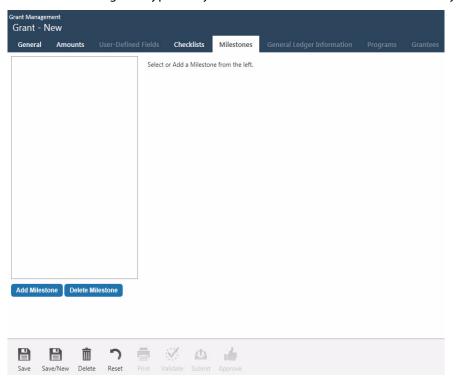
Milestones Tab

Clicking the Milestones tab allows authorized users to create and maintain milestones that identify key steps, dates, and events in the grant management process. Milestones may be date, expense, or event driven. Once set up and enabled, they will send notifications to the users specified.

Existing milestone events are shown in the box on the left side of the page. Existing milestones shown on the first visit to the page are those that were loaded by default with the selection of the grant type. They can be modified or deleted if necessary.

> ### 📝 NOTE:
>
> *Milestones only apply to grants with an active status.*

To add a new milestone, follow the steps below:

1. Click **Add Milestone**.

2. Enter a *Milestone Name*. This field is required.

3. The *Active* check box is selected by default. Clear the check box if the milestone should be inactive.

4. In the *Milestone Type* drop-down, select whether the milestone is for an Amount Received, Percent Received, Percent Expensed, Duration, Amount Expensed, Date, or Category Budget Warning. The selection made will determine the field displayed below.

- If Amount Received or Amount Expensed was selected, enter the *Amount*. You may enter up to nine numeric characters and two decimal places.

- If Percent Received or Percent Expensed was selected, enter the *Percent*. You may enter up to three numeric characters and two decimal places.

- If Duration was selected, enter the *Duration (in days)*. You may enter up to three numeric characters. In the Milestone Based On drop-down you may select from

Approval Date, After Grant Start Date, Prior to Grant End Date, or After Grant End Date.

- ▪ If Date was selected, enter the *Milestone Date*.

- ▪ If Category Budget Warning is selected, no additional field will be displayed but milestone notifications will be sent based on the percentages entered in the Budget Warning column on the Budget Tab.

5 Select the *Include Allocated* check box if the calculation includes the allocated amount.

6 Select a *Milestone Action* from the drop-down. This is the next action that will will need to be completed once the milestone has been achieved. The options displayed are determined by Validation Set #541. This field is optional.

7 In the Available side of the *Notification Users* multi-select box, click to select the user(s) that should be notified upon completion of the milestone. Click the on-screen arrows to move them to the Selected box.
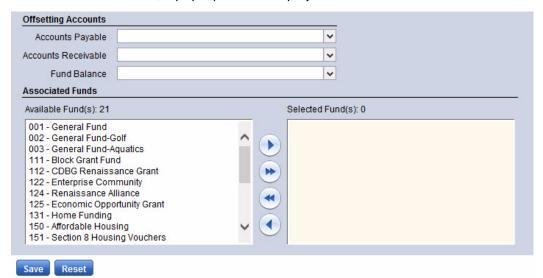
Once you have finished entering information on all tabs, click the **Save** icon located at the bottom left side of the screen.

📋 **NOTE:**

If a milestone needs to be deleted, select the milestone on the left hand side of the screen and click **Delete Milestone***. A dialog will be displayed asking you to confirm the deletion. Click* **Delete***. Before leaving the page you must click* **Save Milestones** *to retain your changes.*

General Ledger Information Tab

Clicking the General Ledger Information tab on the Grant page allows users to associate the offsetting accounts and associated funds with the grant. This tab will only be displayed for G/L Based Grant Types. It will be disabled until all information has been saved on the General tab. Once clicked, a pop-up will be displayed.
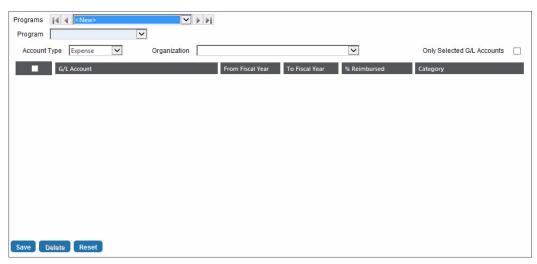
Entering General Ledger Information

1 Select the *Accounts Payable* account to be associated with the grant from the drop-down. Only the base and detail portions of the account are displayed.

2 Select the *Accounts Receivables* account to be associated with the grant from the drop-down. Only the base and detail portions of the account are displayed.

3 In the *Fund Balance* drop-down, select the fund equity account to associate with the grant. Only the base and detail portions of the account are displayed.

4 In the *Associated Funds* multi-select box, click to select the available funds and use the on-screen arrows to move them to the selected funds side on the right. At least one fund must be selected. Users may use Ctrl+Click to select multiple funds or Shift+Click to select a range of funds.

5 Click **Save**.

Programs Tab

Clicking the Programs tab opens a pop-up screen allowing authorized users to enter program information associated with the grant. This tab will only be displayed for G/L Based Grant Types.
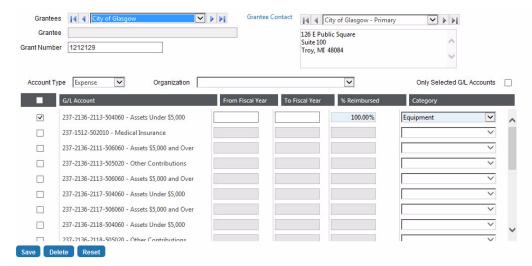

1 The *Programs* field contains the active programs associated with the grant. The default is <New>. The drop-down allows the selection of the program to associate with the grant. On the right and left of the drop-down are arrow icons that allow you to quickly move through the programs in the list. If a program is added it will be displayed in the drop-down.

2 The *Program* drop-down is visible and enabled when <New> is selected in the *Programs* drop-down above. A selection in this field is required. It contains the programs that have not already been defined for the grant.

3 To filter the results in the grid below, select an *Account Type* from the drop-down. The options are either Expense or Revenue.

4 Select the *Organization* by which to filter the accounts that display in the grid.

5 Select the check box if *Only Selected G/L Accounts* should be displayed in the grid.

6 Selections made in the check box column of the grid signify that the general ledger account is associated with the grant. If selected, you must select a *Category* for that row. If the *Account Type* control is set to Expense, the *% Reimbursed* field will be displayed. It is set to 100% by default.

7 The *From Fiscal Year* and *To Fiscal Year* fields contain the starting and ending fiscal year for the grant.

8 Click **Save**.

Grantees Tab

Clicking the Grantees workflow tab allows authorized users to enter any grantee information associated with the grant. This tab is hidden if the *Organization's Role* on the Grant Type associated with the grant is set to Final Grantee.
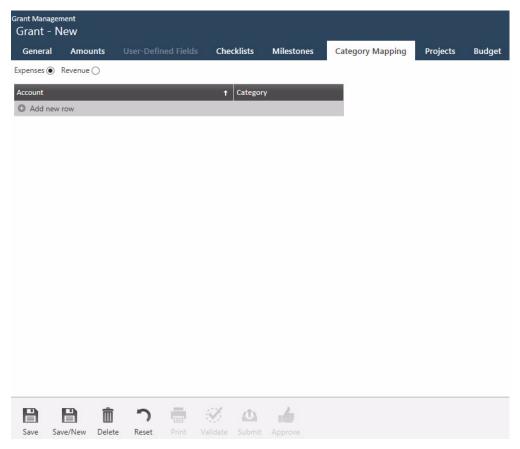

1 The *Grantees* field contains the grantees associated with the grant. The default is <New>. The drop-down allows the selection of the grantee to associate with the grant. On the right and left of the drop-down are arrow icons that allow you to quickly move through the contacts in the list.

2 The *Grantee* drop-down is visible and enabled in Add mode and only if Organization's Role is Originating Grantor on the General tab on the Grant Type page. It is hidden if *Organization's Role* is Final Grantee or Pass-through Grantor. This is a required field.

3 In the *Grant Number* field, enter the internal tracking number assigned to the grant. It may contain up to 32 characters.

4 The *Grantee Contact* field contains the grantee contact. The entry in this field is defaulted in from the selection made in the *Grantee* field. The drop-down lists all contacts defined for the grant chosen. On the right and left of the drop-down are arrow icons that allow you to quickly move through the contacts on the list.

5 To filter the results in the grid below, select an *Account Type* from the drop-down. The options are either Expense or Revenue.

6 Select the *Organization* by which to filter the accounts that display in the grid.

7 Select the check box if *Only Selected G/L Accounts* should be displayed in the grid.

8 Selections made in the check box column of the grid signify that the general ledger account is associated with the grant. If selected, you must select a *Category* for that row. If the *Account Type* control is set to Expense, the *% Reimbursed* field will be displayed. It is set to 100% by default.

9 The *From Fiscal Year* and *To Fiscal Year* fields are required. The contain the starting and ending fiscal year for the grant.

10 Click **Save**.

Category Mapping Tab

When the tracking method associated with the grant is Projects, the Category Mapping Tab will be displayed. This tab allows base and detail accounts to be mapped to grant categories. This tab will only be displayed for Project Based Grant Types.

1 Select whether *Expense* or *Revenue* accounts should be shown by selecting the radio buttons above the grid.

2 To map a category to an account, click **Add new row** in the grid. This will open the Choose Account(s) pop-up.

3 Select the *Accounts* you would like to associate with the category. One or more accounts may be selected by clicking the check box next to the account(s).

4 Select the *Category* the account(s) chosen should be associated with. The selections available in the drop-down are populated from the categories defined on the grant type.
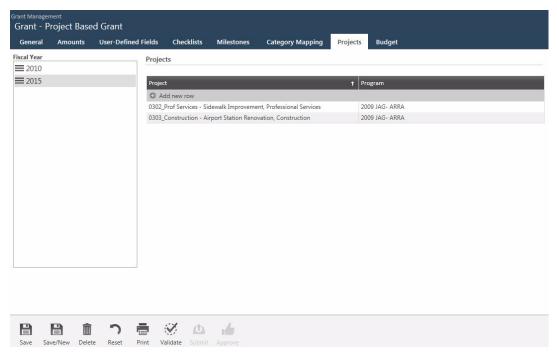
5 Click **OK**.

Deleting a Category Mapping

If a category mapping needs to be deleted, hover over the row and click the x icon that appears at the far right side of the row. Note that if the category is in use by one or more budgets it cannot be deleted.

Projects Tab

When the tracking method associated with the grant is Projects, the Projects Tab will be displayed. Each grant may contain more than one project. Projects are used to track transactions for either a Program or a Grantee. Each Project selected must be associated to either a Program or a Grantee. The Grantee drop-down is populated from the Grantees selected on the Grantee tab.

1   Select a *Fiscal Year* from the box on the left side of the screen. These are determined by fiscal years entered on the Amounts Tab. Once a fiscal year has been selected, the Projects grid will be displayed.

2   Click **Add new row** to enter information. The Add Projects pop-up will be displayed. All levels of the project (1-3) may be selected. Filtering options are available at the top of the grid to assist in locating projects. Click the plus symbol located next to each Project Level to expand. Clicking a project will activate the check box located to the left of the name. Multiple projects can be selected on this screen.

> ### 🗒 NOTE:
>
> *The projects displayed depend on user settings defined in **Maintenance > Logos Suite > Security > User- Based Security**. Select the User and select Project Categories in the Function drop-down. Users must be granted either Use or Maintain rights. Click **OK** to add the projects.*

New World Systems

3 To associate Programs or Grantees to Projects, click the appropriate drop-down located in the project row to make a selection.
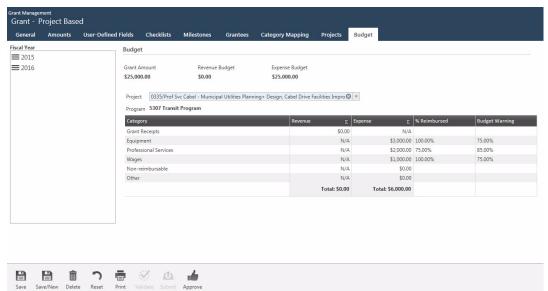
Budget Tab

When the tracking method associated with the grant is Projects, the Budget Tab will be displayed. On this tab, users can enter and review the budget amount, percent reimbursed and budget warnings for each category for all projects tied to the grant.
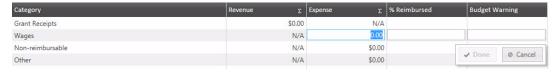
> 📋 **NOTE:**
>
> *One or more projects must be defined on the Projects Tab before using this tab.*

1 Fiscal Years for which grants exist are displayed on the left side of the screen. Click the relevant fiscal year to show budget information on the right side of the screen.

Grant Management
Grant - Project Based

| General | Amounts | User-Defined Fields | Checklists | Milestones | Grantees | Category Mapping | Projects | **Budget** |

Fiscal Year
≡ 2015
≡ 2016

Budget

Grant Amount	Revenue Budget	Expense Budget
$25,000.00	$0.00	$25,000.00

Project 0335/Prof Svc Cabel - Municipal Utilities Planning+ Design, Cabel Drive Facilities Impro ⊗ ▾

Program 5307 Transit Program

Category	Revenue	Σ	Expense	Σ	% Reimbursed	Budget Warning
Grant Receipts	$0.00		N/A			
Equipment	N/A		$3,000.00		100.00%	75.00%
Professional Services	N/A		$2,000.00		75.00%	85.00%
Wages	N/A		$1,000.00		100.00%	75.00%
Non-reimbursable	N/A		$0.00			
Other	N/A		$0.00			
	Total: $0.00		**Total: $6,000.00**			

| 💾 Save | 💾 Save/New | 🗑 Delete | ↩ Reset | 🖨 Print | ✓ Validate | ⬆ Submit | 👍 Approve |

2 Select a *Project* from the drop-down. These are defined on the Projects Tab. If no projects have been defined the drop-down will be blank and no entry can occur on this tab.

3 To enter Revenue/Expense, % Reimbursed, and Budget Warning information for each category double click on that row in the grid. The rows will become editable. When you have finished entering information click **Done**. Any information entered in the Budget Warning column will work with the *Milestone Type* Category Budget Warning on the Milestones Tab.

Category	Revenue	Σ	Expense	Σ	% Reimbursed	Budget Warning
Grant Receipts	$0.00		N/A			
Wages	N/A		0.00			
Non-reimbursable	N/A		$0.00		✓ Done	⊘ Cancel
Other	N/A		$0.00			

Once all information has been saved for the various tabs, click the **Save** icon located at the bottom of the screen.

Grant Detail Page Icons

The row of button icons at the bottom of the grant detail page allows you to perform various actions for the grant.

Saves information entered on all tabs.

Saves all information entered on all tabs of the current grant and opens the Choose a Grant Type pop-up for the entry of a new grant.

Deletes the current grant. A pop-up message will be displayed asking you to confirm the deletion.

Resets the changes made to previously entered information.

Opens the Grant Edit Listing in a new window. You may then choose to Print, Export or send the listing to myReports.

In order for a grant to successfully validate, all checklist tasks must be set to 100% complete. It also checks the grant for amounts, any required UDFs, category mapping and projects. If there are any errors during validation a link will be displayed indicating this. Click it to show the edit and error listing. This report will open in a new window. If you need to re-print it in the future, it can be accessed by clicking the ⊗ icon in the status column of the grid. Once a grant has been successfully validated, it is ready to be submitted.
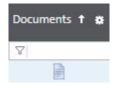
The Submit button will become available after the grant has been successfully validated. Once clicked, a message will be displayed notifying you of the result. Once a grant has been successfully submitted, it is ready to enter the approval process.
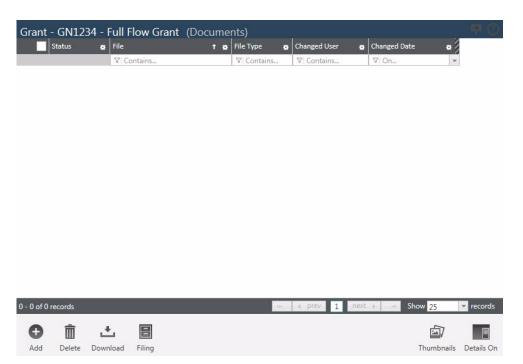
The Approve button will become available after the grant has been successfully validated. Once clicked, a pop-up will be displayed allowing you to enter an optional *Comment*. Click **Submit**. A message will be displayed notifying you of the result. Once a grant has gone through the approval process, it is ready to be awarded.
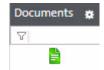
Adding Documents

Clicking the Documents icon on the Grant List page for the grant you would like to add documents to opens the Document Viewer pop-up. For more information about this control click on the online help icon located on the upper-right hand side of the pop-up.
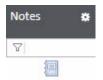
When one or more documents have been added for the grant the icon will be highlighted.
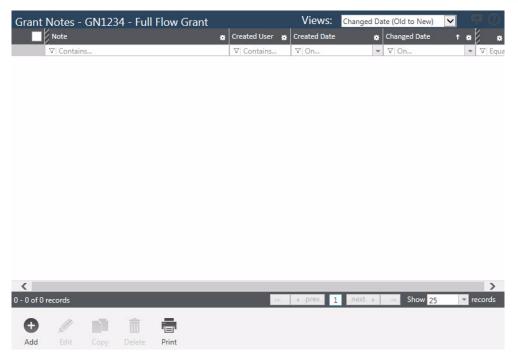
Adding Notes

Clicking the Notes icon on the Grant List page for the grant you would like to add a note to opens the Notes pop-up. For more information about this control, click on the online help icon located on the upper-right hand side of the pop-up.

When one or more notes have been added for the grant, the icon will be highlighted.

Validating a Grant

To view a list of grants that need to be validated in the grid, select the Validate icon above the grid or select Validate from the *Views* drop-down on the upper right side of the screen.

1   Click the **Validate** button located at the bottom of the grid.

2   A message will be displayed notifying you of the result.

In order for a grant to successfully validate, all checklist tasks must be set to 100% complete. It also checks the grant for amounts, any required UDFs, category mapping and projects. If there are any errors during validation a link will be displayed indicating this. Click it to show the edit and error listing. This report will open in a new window. If you need to re-print it in the future, it can be accessed by clicking the ❌ icon in the status column of the grid.

> **📋 NOTE:**
>
> *The **Print** button located at the bottom of the Grant Maintenance grid does **not** re-print the validation edit & error listing report. It prints a list of all grants.*

Once a grant has been successfully validated, it is ready to be submitted.

Submitting a Grant ⬆

To view a list of grants that need to be submitted in the grid, select the Submit icon above the grid, or select Submit from the *Views* drop-down on the upper right side of the screen.

1. Select the check boxes on the left side of the grid next to the grant(s) you would like to submit.
2. Click the **Submit** button located at the bottom of the grid.
3. A message will be displayed notifying you of the result.

Once a grant has been successfully submitted, it is ready to enter the approval process.

Approving a Grant 👍

To view a list of grants that are waiting to be approved, select the Approve icon above the grid or select Approve from the *Views* drop-down on the upper right side of the screen.

1. Select the check boxes on the left side of the grid next to the grant(s) you would like to approve.
2. Click the **Approve** button located at the bottom of the grid.
3. A message will be displayed notifying you of the result.

Once a grant has gone through the approval process, it is ready to be awarded.

> **📋 NOTE:**
>
> *If any changes are made to a grant after it has begun the validation, submission, and approval process (at any level), the grant will be returned to its pre-validation state and these steps, including any approvals that have already been made, will need to be performed again.*

Awarding a Grant ✪

To view a list of grants that are waiting to be awarded, select the Award icon above the grid, or select Award from the *Views* drop-down on the upper right side of the screen.

1. Select the check boxes on the left side of the grid next to the grant(s) you would like to approve.
2. Click the **Award** button located at the bottom of the grid.
3. A message will be displayed notifying you of the result.

Viewing Awarded Grants

To view grants that have already been awarded, select Awarded from the *Views* drop-down on the upper right side of the screen.

Printing a Grant Edit Listing

To print an edit listing for a grant or grants, select the check box located to the left of the grant(s) in the grid. Then click the **Print** button located at the bottom of the screen. The Grant Edit Listing will be displayed in a new window. If you would like to send it to myReports, click the **Send to myReports** button located at the upper right side of the window.

📝 NOTE:
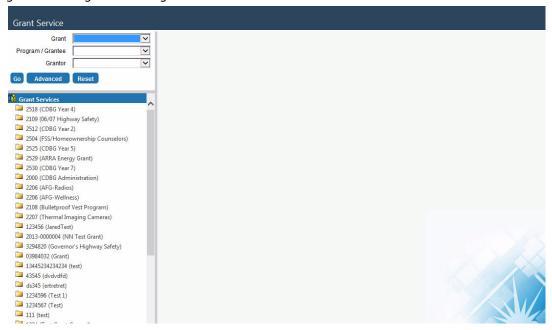
*At least one grant must be selected before clicking **Print** or an error message will be displayed.*

Inquiries

The Grant Inquiry page can be accessed from the menu by navigating to **Financial Management > Inquiries > Grants**. It allows authorized users to search for and view information for grants to which they have authority. Users can search for a grant, a program/grantee or a grantor using the Search controls.

Search Section

The Search section located in the upper left hand corner of the page contains controls that allow you to search for a range of grants or a specific grant. Clicking the **Advanced** button provides additional options The results of the search display in the Treeview section below it.

Searching for a Grant
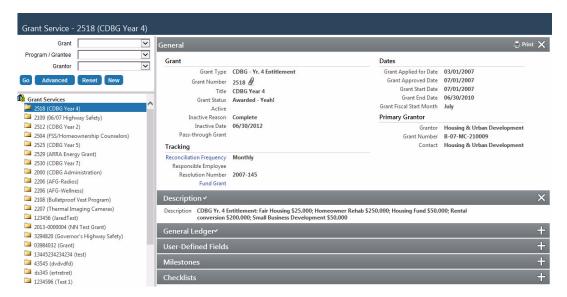
1   In the *Grant* field, select the type of Grant for which you would like to search. If the field is left blank, all grants to which the user has authority will be displayed.

2   In the *Program/Grantee* field, select the type of Program or Grantee for which you would like to search. If the field is left blank, all programs or grantees to which the user has authority will be displayed.

3   In the *Grantor* field, select the specific grantor for which you would like to search. If the field is left blank, all grantors to which the user has authority will be displayed.
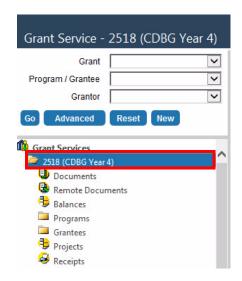
4   Click **Go**. Relevant results will be displayed.

Viewing a Grant

All grants are displayed by default under Grant Inquiry in the treeview section. If a grant or grants were specifically searched for, they will be displayed there as well. Click on a grant to view detailed information in the main section of the page.
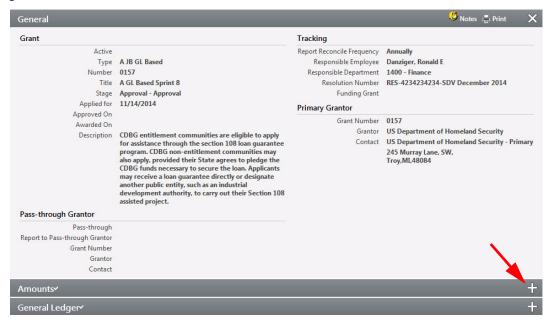

Clicking on the folder icon next to the grant name in the treeview section of the page will expand additional information sub-sections. Click each in the treeview to show information in the main section of the page.
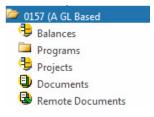
G/L Based Grants

For G/L based grants, click the plus icon located on the right side of the header bar to expand the section. Click the X icon to collapse it. A check mark next to the header designates that information has been entered for that section.
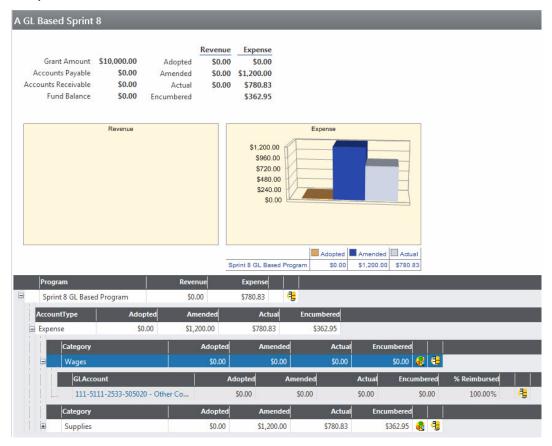

The following sections can all be accessed by clicking on the grant folder in the tree structure on the left side of the page.

Balances

Revenue and Expense amounts for the grant can be viewed in both numerical and graphical presentations. All programs associated to the grant and the Revenue and Expense amounts per program are also displayed. It is also possible to drill down to each account type from the program. You can then drill further down into categories and finally to G/L account information.

Programs

For each program, Revenue and Expense details are displayed.

Projects

Each project associated with the grant will be displayed.

Documents

All documents associated with the grant are displayed.

Remote Documents

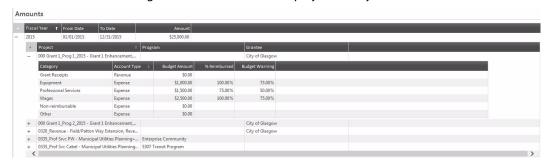All remote documents associated with the grant are displayed.

Project Based Grants

For Project based grants, sections can be hidden or shown by selecting the Views drop-down located at the top right of the page and clearing or selecting the sub-section check boxes.

Additionally, in Project Based Grants, information can be expanded in various sections including Amounts, Checklists, Category Mapping, and Approvals by clicking the + icons on the left side of the grid. This drill-down helps you easily view additional details.

The following sections can all be accessed by clicking on the grant folder in the tree structure on the left side of the page.

Balances

Balances can be viewed Year-to-Date or by Fiscal Years defined on the grant. THe Summary section contains the summary of all budget information and unposted transactions for Revenue and Expenses. The Categories section displays all balances by category.

Grantees

The Grantees page displays grantees information for the grant. Users can select one of the associated grantees and view the Revenues and Expenses information for the grantee.

Project Balances

The Project Balance page displays the Revenue and Expense details per project. These can be selected from the drop-down at the top of the page. Users can view the Expense and Revenue information for the fiscal year of the selected project, then drill down into categories. From there, users can drill down into G/L account information.

Receipts

Users can view all the receipts associated with the grant for a selected date range. Users can also click on the receipt number and view detailed information.
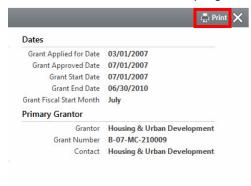
Documents

All documents associated with the grant are displayed.
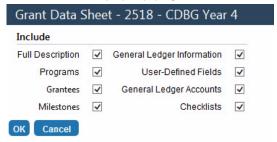
Remote Documents

All remote documents associated with the grant are displayed.

Printing a Grant

Select the grant you would like to print by clicking it in the treeview section. Then, click the Print icon located at the top right of the General tab.

The Grant Data Sheet pop-up will be displayed. For project-based grants, the report will run without the pop-up page. All sections will be included.

All check boxes will be selected by default to be included on the report. If any of these selections are unnecessary, clear the check box(es).

Click **OK**. The grant listing will open in a new window. If you would like to send it to myReports, click the **Send to myReports** button located at the upper right side of the page.
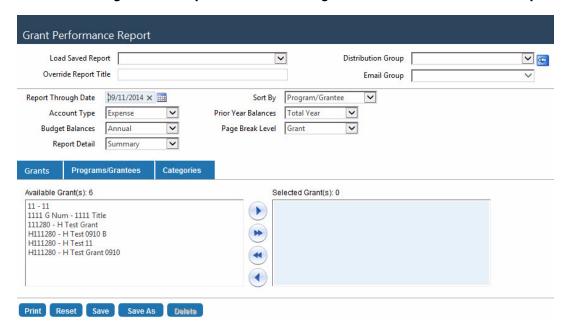
Reports

Grant Management Reports are used to gauge grant performance, assist with required reporting and reconcile grant transactions. Many of the listings also display comparative information (how much has been spent or received this year versus last year).

Grant Management Reports are located under **Financial Management > Reports > Grant Management**. They include the following:

- Grant Performance Report
- Program Performance Report
- Grantee Performance Report
- Grant Accumulated Transaction Listing
- Grant Reconciliation Report
- Schedule of Expenditures of Federal Awards
- Grant Activity Report
- Grant Listing

Grant Performance Report

Financial Management > Reports > Grant Management > Grant Performance Report

The Grant Performance Report provides a comparison between budget balances and actual expenses or revenues incurred. The comparison provides remaining balances and the percentage used. The remaining balances as of the same time last year are also included.

Printing a Grant Performance Report

1 By default, the *Report Through Date* contains the current system date as the ending date of the report. It can be changed if necessary. This field is required.

2 Select an *Account Type*, the options are either Expense or Revenue. The default selection is Expense.

3 Select a *Budget Balance* from the drop-down. This field is used to determine whether to print the adopted and amended budget balances for the entire fiscal year without regard to the month-end date or the adopted and amended budget balances that occur in the fiscal year on or prior to the month end date entered in the *Report Through Date* control on the report. The options are either Annual or Year-to-Date. The default selection is Annual.

4 In the *Report Detail* drop-down, select the level of detail you would like to have included on the report. The options are either Summary or Detail. The default selection is Summary.

5 In the *Sort By* drop-down, select the order in which information should be sorted on the report. The available options are Program/Grantee or Category. The default selection is Program/Grantee.

6 In the *Prior Year Balances* drop-down select whether to print total year budget balances or whether to print year-to-date budget balances on the report. The available options are Total Year or Year-to-Date. The default selection is Total Year.

7 In the *Page Break Level* drop-down select the level on which to insert page breaks in the report. The available options are Grant or Program/Grantee. The default selection is Grant. Selecting a level causes the report to begin printing on a new page for each organization included on the listing.

8 On the Grants tab, click to select the grant(s) that should be included on the report from the Available Grants multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grants field. At least one selection is required.

9 Click the Programs/Grantees tab to display it. On this tab, click to select the programs/grantees that should be included on the report from the Available Program(s)/Grantee(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Program(s)/Grantee(s) field. At least one selection is required.

10 Click the Categories tab to display it. On this tab, click to select the categories that should be included on the report from the Available Category(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Category(s) field. At least one selection is required.

11 Click **Print**. The report will be sent to myReports.
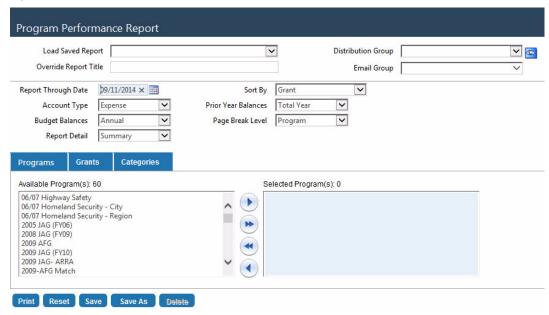
Saving a Grant Performance Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Program Performance Report

Financial Management > Reports > Grant Management > Program Performance Report

The Program Performance Report provides a comparison between budget balances and actual expenses or revenues incurred for a program. The comparison provides remaining balances and the percentage used. The remaining balances as of the same time last year are also included.

Printing a Program Performance Report

1 By default, the *Report Through Date* contains the current system date as the ending date of the report. It can be changed if necessary. This field is required.

2 Select an *Account Type*, the options are either Expense or Revenue. The default selection is Expense.

3 Select a *Budget Balance* from the drop-down. This field is used to determine whether to print the adopted and amended budget balances for the entire fiscal year without regard to the month-end date or the adopted and amended budget balances that occur in the fiscal year on or prior to the month end date entered in the *Report Through Date* control on the report. The options are either Annual or Year-to-Date. The default selection is Annual.

4 In the *Report Detail* drop-down, select the level of detail you would like to have included on the report. The options are either Summary or Detail. The default selection is Summary.

5 In the *Sort By* drop-down, select the order in which information should be sorted on the report. The available options are Grant or Category. The default selection is Grant.

6 In the *Prior Year Balances* drop-down select whether to print total year budget balances or whether to print year-to-date budget balances on the report. The available options are Total Year or Year-to-Date. The default selection is Total Year.

7 In the *Page Break Level* drop-down select the level on which to insert page breaks in the report. The available options are Program or Grant. The default selection is Program. Selecting a level causes the report to begin printing on a new page for each organization included on the listing.

8 On the Programs tab, click to select the grant(s) that should be included on the report from the Available Program(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Program(s) field. At least one selection is required.

9 Click the Grants tab to display it. On this tab, click to select the grants that should be included on the report from the Available Grant(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grant(s) field. At least one selection is required.

10 Click the Categories tab to display it. On this tab, click to select the categories that should be included on the report from the Available Category(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Category(s) field. At least one selection is required.

11 Click **Print**. The report will be sent to myReports.
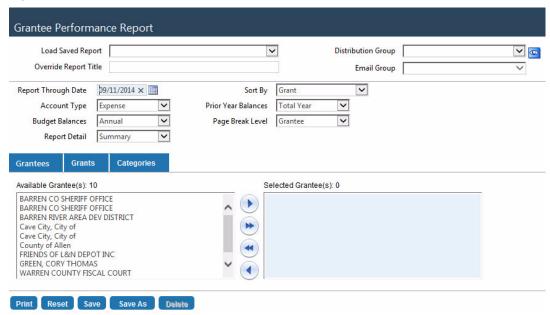
Saving a Program Performance Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Grantee Performance Report

Financial Management > Reports > Grant Management > Grantee Performance Report

The Grantee Performance Report provides a comparison between budget balances and actual expenses or revenues incurred for a grantee. The comparison provides remaining balances and the percentage used. The remaining balances as of the same time last year are also included.

Printing a Grantee Performance Report

1 By default, the *Report Through Date* contains the current system date as the ending date of the report. It can be changed if necessary. This field is required.

2 Select an *Account Type*, the options are either Expense or Revenue. The default selection is Expense.

3 Select a *Budget Balance* from the drop-down. This field is used to determine whether to print the adopted and amended budget balances for the entire fiscal year without regard to the month-end date or the adopted and amended budget balances that occur in the fiscal year on or prior to the month end date entered in the *Report Through Date* control on the report. The options are either Annual or Year-to-Date. The default selection is Annual.

4 In the *Report Detail* drop-down, select the level of detail you would like to have included on the report. The options are either Summary or Detail. The default selection is Summary.

5 In the *Sort By* drop-down, select the order in which information should be sorted on the report. The available options are Grant or Category. The default selection is Grant.

6 In the *Prior Year Balances* drop-down select whether to print total year budget balances or whether to print year-to-date budget balances on the report. The available options are Total Year or Year-to-Date. The default selection is Total Year.

7 In the *Page Break Level* drop-down select the level on which to insert page breaks in the report. The available options are Grantee or Grant. The default selection is Grantee. Selecting a level causes the report to begin printing on a new page for each organization included on the listing.

8 On the Grantees tab, click to select the grantee(s) that should be included on the report from the Available Grantee(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grantee(s) field. At least one selection is required.

9 Click the Grants tab to display it. On this tab, click to select the grants that should be included on the report from the Available Grant(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grant(s) field. At least one selection is required.

10 Click the Categories tab to display it. On this tab, click to select the categories that should be included on the report from the Available Category(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Category(s) field. At least one selection is required.

11 Click **Print**. The report will be sent to myReports.
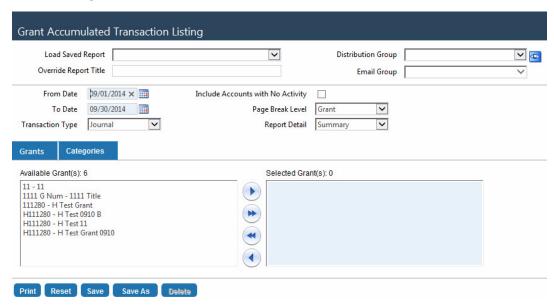
Saving a Grantee Performance Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Grant Accumulated Transaction Listing

Financial Management > Reports > Grant Management > Grant Accumulated Transaction Listing

The Grant Accumulated Transaction Listing provides a report of all transactions drawn on one or more general ledger accounts during a specified timeframe. This report documents the date and amount of each transaction, the journal from which the transaction was posted, and the running balance of the general ledger account, as modified by the transaction.

Printing a Grant Accumulated Transaction Listing Report

1 An entry in the *From Date* field is required. By default it is set to the first day of the current month. It can be changed to a different date if necessary.

2 An entry in the *To Date* field is required. By default it is set to the last day of the current month. It can be changed to a different date if necessary.

3 Select a *Transaction Type* to be included on the report from the drop-down. The available options are Journal, Budgetary or Encumbrance. The default selection is Journal.

4 Select the *Include Accounts with No Activity* if these accounts should be included in the listing.

5 In the *Page Break Level* drop-down select the level on which to insert page breaks in the report. The available options are Grant or Category. The default selection is Grant. Selecting a level causes the report to begin printing on a new page for each organization included on the listing.

6 In the *Report Detail* drop-down, select the level of detail you would like to have included on the report. The options are either Summary or Detail. The default selection is Summary.

7 On the Grants tab, click to select the grants that should be included on the report from the Available Grant(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grant(s) field. At least one selection is required.

8   Click the Categories tab to display it. On this tab, click to select the categories that should be included on the report from the Available Category(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Category(s) field. At least one selection is required.

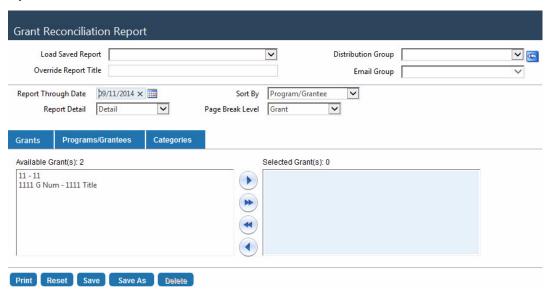9   Click **Print**. The report will be sent to myReports.

Saving a Grant Accumulated Transaction Listing Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Grant Reconciliation Report

Financial Management > Reports > Grant Management > Grant Reconciliation Report

The Grant Reconciliation Report allows authorized users to track how much has been spent for a grant and how much needs to be reimbursed.

Printing a Grant Reconciliation Report

1   By default, the *Report Through Date* contains the current system date as the ending date of the report. It can be changed if necessary. This field is required.

2   In the *Report Detail* drop-down, select the level of detail you would like to have included on the report. The options are either Summary or Detail. The default selection is Summary.

3   In the *Sort By* drop-down, select the order in which information should be sorted on the report. The available options are Program/Grantee or Category. The default selection is Program/Grantee.

4   In the *Prior Year Balances* drop-down select whether to print total year budget balances or whether to print year-to-date budget balances on the report. The available options are Total Year or Year-to-Date. The default selection is Total Year.

5   In the *Page Break Level* drop-down select the level on which to insert page breaks in the report. The available options are Grantee or Grant. The default selection is Grantee. Selecting a level causes the report to begin printing on a new page for each organization included on the listing.

6   On the Grantees tab, click to select the grantee(s) that should be included on the report from the Available Grantee(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grantee(s) field. At least one selection is required.

7   Click the Grants tab to display it. On this tab, click to select the grants that should be included on the report from the Available Grant(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grant(s) field. At least one selection is required.

8   Click the Categories tab to display it. On this tab, click to select the categories that should be included on the report from the Available Category(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Category(s) field. At least one selection is required.

9   Click **Print**. The report will be sent to myReports.
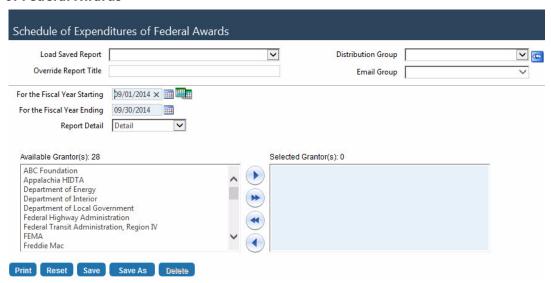
Saving a Grant Reconciliation Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Schedule of Expenditures of Federal Awards

Financial Management > Reports > Grant Management > Schedule of Expenditures of Federal Awards

The Schedule of Expenditures of Federal Awards Report assists users in preparing a Federal report that list expenses by program for a grant.

Printing a Schedule of Expenditures of Federal Awards Report

1 An entry in the *For the Fiscal Year Starting* field is required. By default it is set to the first day of the current month. It can be changed to a different date if necessary.

2 An entry in the *For the Fiscal Year Ending* field is required. By default it is set to the last day of the current month. It can be changed to a different date if necessary.

3 In the *Report Detail* drop-down, select the level of detail you would like to have included on the report. The options are either Summary or Detail. The default selection is Detail.

4 Click to select the grantor(s) that should be included on the report from the Available Grantor(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grantor(s) field. At least one selection is required.

5 Click **Print**.

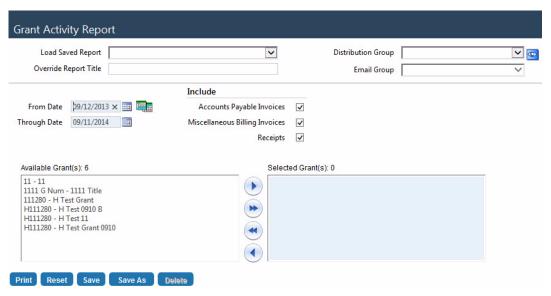## Saving a Schedule of Expenditures of Federal Awards Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Grant Activity Report

Financial Management > Reports > Grant Management > Grant Activity Report

The Grant Activity Report allows authorized users to generate a report of grants and their related Accounts Payable, Miscellaneous Billing, and Receipt activity.

Printing a Grant Activity Report

1 An entry in the *From Date* field is required. By default it is set to the first day of the current month. It can be changed to a different date if necessary.

2 An entry in the *To Date* field is required. By default it is set to the last day of the current month. It can be changed to a different date if necessary.

3 Under the Include section, the check boxes *Accounts Payable Invoices, Miscellaneous Billing Invoices,* or *Receipts* are selected by default. If you do not want any of this information to be included on the report, clear the appropriate check box(es).

4 Click to select the grant(s) that should be included on the report from the Available Grant(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grant(s) field. At least one selection is required.
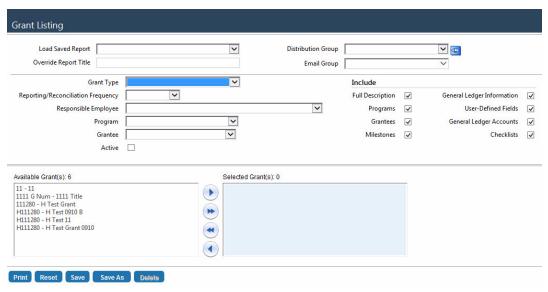
5 Click **Print**.

Saving a Grant Activity Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.

Grant Listing

Financial Management > Reports > Grant Management > Grant Listing

The Grant Listing report allows authorized users to generate a report of grants and their associated Full Description, Programs, Grantees, General Ledger Information, General Ledger Accounts, and User-Defined Fields.

Printing a Grant Listing Report

1   Select the *Grant Type* to be included on the listing.

2   Select the *Reporting Frequency* from the drop-down. The available options are Monthly, Quarterly, Semi-Annually, and Annually.

3   Select the *Responsible Employee* to be included in the listing.

4   Select the *Program* by which to select records to include on the listing.

5   Select the *Grantee* by which to select records to include on the listing.

6   Select the *Active* check box if you would only like to include active grants on the listing.

7   If you would like to have a *New Page per Grant* select this check box.

8 Under the Include section, the check boxes *Full Description, Programs, Grantees, Milestones, General Ledger Information, User-Defined Fields, General Ledger Accounts* and *Checklists* are selected by default. If you do not want any of this information to be included on the report, clear the appropriate check box(es).

9 Click to select the grant(s) that should be included on the report from the Available Grant(s) multi-select box. You can CTRL+Click to select multiple. Click the on-screen arrows to move them to the Selected Grant(s) field. At least one selection is required.

10 Click **Print**.

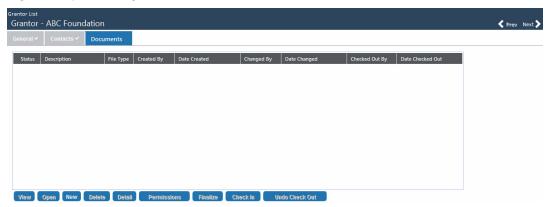## Saving a Grant Listing Report

To save report settings for future use, click the **Save** button located at the bottom of the grid. A pop-up dialog will be displayed asking you to enter a *Report Name*. Select the check box if you would like to share this saved report with all users. Click **OK** to confirm.

Once saved, the next time you would like to run this report, select the report name from the *Load Saved Report* drop-down at the top of the page and the fields and list boxes will be populated automatically. If necessary, you may edit options before running the report. If you would like to save these additional changes as a different name than the original, click **Save As**.
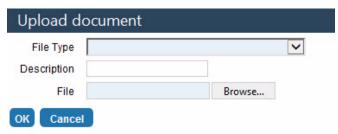
Appendix: Grantor Document Processing

The Document Control acts as a component utilized by other Logos.NET components. Rather than functioning on its own, it appears in tabs and sub-tabs of other, stand-alone Logos.NET processing windows.

Use the Document Control to track documents associated with the current record. Documents may include Microsoft Word® text files, digitized photographs, or even video clips.

Importing a New Document

1 Click the **New** button. The Upload Document pop-up will be displayed prompting you to choose the type of document to upload.

2 Choose a *File Type* from the drop-down, which includes standard Windows file extensions, such as .txt or .jpg. Then type a *Document Description* in the text box. Click the **Browse** button to select a *File* to upload. *File Type* and selection of a *File* is required.

3 Click **OK**. The document will be added to the document list.

4 To edit the document, click on the hyperlink in the Description column. The document will open in the program in which it was created if you have security rights to it. Make any necessary changes, save, and close it. Then click the **Check In** button to make it available to other users. No one else can view the new document if it is not checked in.

Viewing a Document

1 Click the document in the selection grid.

2 Click the **View** button. The document will open in the application used to create it; it displays in read-only mode; it may not be modified while viewed. Note

that if an external program is needed to open the document, Logos.NET runs it automatically.

Opening a Document

The ability to open a document for editing is based on user authority and may be unavailable.

1   Select a document from the list by clicking on the hyperlink in the **Description** column or by clicking on the row and then clicking the **Open** button.

2   If the user has the correct authority, the system marks the document as "checked out" with a green check mark. If the document is already checked out you will be notified of this.

3   Click **Save** on the File Download page and on the Save As page. Enter a file path and file name and click Save or Save As. The Download Complete page will be displayed. Click **Open**. When you are finished editing, save the document then close it.

OR

Click **Open** on the File Download page. When you are finished editing, click File Save As. The Save As page will be displayed. Enter a file path and file name, then click Save and close the document.

Deleting a Document

THe ability to delete is based on user authority and may not be available.

1   Click the desired Document in the selection grid. You may want to view the document before deleting it to ensure that the proper document was selected.

2   Click the **Delete** button. A confirmation will be displayed. Click the **OK** button to delete it.

NOTE:

If the document is in use, you will not be allowed to delete it. Ensure that the document is closed before retrying.

Viewing Document Details

1   Click on the document in the selection grid.

2   Click the **Details** button. The Document Detail pop-up will be displayed.

3   Click **OK** when you have finished reviewing the information.

Setting Document Permissions

Permissions determine what actions a user can take with respect to a particular document.

1   Select the row in the grid that you want to work with.

2   Click the **Permissions** button. The following pop-up will be displayed.

3   Click the checkboxes to add or remove permissions for the available users.

4   Click **OK** to save the changes.

Finalizing a Document

Finalizing a document flags it as being in final, completed form. This means that the document can no longer be modified. Only users with proper authority can Finalize a document.

1   Click the desired Document in the selection grid.

2   Click the **Finalize** button. A Confirmation window will be displayed.

3   Click the **OK** button to finalize the document. A padlock icon will appear in the Status column of the list.

Checking in a Document

Checking in a document saves the changes and closes the file; however, unlike finalizing, the document can still be modified.

1   Click the desired Document in the selection grid.

2   Click the **Check In** button. The check in the Status column is removed and one of the following error messages will be displayed:

If the document has been finalized:
"This document has been finalized. It cannot be checked in."

If the document has been checked out by the same user on a different PC:
"This document is checked out on a different PC. The document is on <Machine Number>."

If the document has been checked out by another user:
"This document is checked out by another user."

Undo Check Out on a Document

Undoing the Check Out status of a document closes the document without saving any of the changes.

1   Click the desired Document in the selection grid.

2   Click the **Undo Check Out** button. The check in the Status column is removed.

3   CLick the **OK** button to finalize the document. A padlock icon appears in the Status column of the list.