

Procedure: Award, Budget Setup and Management in Advantage	Policy: Grant Budgeting		Number: GP0200.3
	() Complete Revision (X) Partial Revision () New	Supersedes: 4/29/15	Page: Page 1 of 17

Overview of Procedure

The Grant Fiscal Services (GFS) Grant Budget Analyst (GBA) is responsible for developing a yearly grant budget on a 12-month basis concurrent with the District fiscal year (FY). This effort requires frequent interaction with Grant Program Managers (GPMs) to estimate the amount of personnel and expenditures to budget in the current year (CY) and the following request year (RY). For multi-year award grants, this will also require a carry forward analysis (CFA) between FYs in order to derive, with the GPM, the amount of funds available and likely to be spent (programmed) in the CY and RY. Additionally, the GBA is responsible for working with the GPM and Office of Grant Development (OGD) to create a budget consistent with both the terms of the grant and good management and financial controls within the context of the Advantage Financial system.

The School District of Philadelphia (SDP) maintains a chart of accounts (COA) of Activity Based Cost (ABC) codes within the Advantage Financial system to receive revenue, expend funds, and to facilitate balance sheet transactions. An understanding of the proper use of the codes is essential to correctly – set up budgets, process expenditures and to maintain internal controls. The GBA must establish and ensure the accurate and consistent use of ABC coding for all SDP grants.

ABC coding for grant budgets are based on a Fund/Agency/Organization/Activity/Object line for revenue, direct and indirect expenditures. Expenditures can include materials/supplies, services, salaries, and benefits which are each assigned an independent ABC code combination representing a corresponding expense line. Once the ABC coding has been established for all revenue and expenditure budgets, an upload process will then interface the budget into Advantage Financial. The key elements for grant budgeting include the following ABC elements:

- **Fund** - Instead of creating a new fund for each grant year, a grant will have a single fund number beginning in FY14. The fund number will be the first three digits of the funds followed by “X”. For example, Title I will become “201X” for all years).
- **Agency** – A unique identifier will be used for grant agencies to ease security issues. Beginning in FY14, grant agencies will be converted from “M” agencies to “G”.
- **Activity** - The Commonwealth of Pennsylvania requires the District to categorize and report budget and expenditures according to broad functional categories and sub-categories that define the type of activity (i.e. Instruction 110X)
- **Reporting Category** – This field in Advantage is designed to be the unique identifier for specific grant awards. The current practice is to match the Reporting Category to the unique fund year which differentiated the grant award. Since the fund number will now be fixed, the Reporting Category will be used as intended to differentiate the budget and expenditures related to specific grant awards. For example, the Title I Basic reporting category codes for 2014 and 2015 will become IA14 and IA15 respectively.

The District will continue to use the following base Advantage Financial documents intended to establish budgets and control spending.

AA	-	Appropriation Allocation
EB	-	Expense Budget
RB	-	Revenue Budget
GM		Grant Master

The Appropriation and Expense/Revenue budget documents will continue to be loaded as part of the new-year initialization. The GBA is responsible for creating the Grant Master (GM) document, which establishes and maintains descriptive and budgetary information about the grant and provides an expiration date at which time no further expenditures can be charged. Each GM document has a Grant Number linked to a reporting category used to record accounting transactions.

Procedure Details

Generally, the process for establishing the appropriate COA elements and GM in the Advantage Financial system is as follows:

1. The budget is created in the various components of the Budget Formulation and Management (BFM) system.
2. The COA elements are established in the Advantage Financial System to include the ABC Code and Appropriation Allocation (AA) which helps facilitate expenditure flexibility while maintaining budgetary control.
3. The Expense Budget (EB) and Revenue Budget (RB) documents are loaded into Advantage Financial.
4. The Grant Master is created.

Budget Creation in Budget Formulation and Management (BFM) system

The GBA will work with GPMs to estimate the amount of personnel and expenditures to budget in the CY and the RY within BFM. Since Fund will no longer be used to distinguish different grant award years, for multi-year awards the 12-month budget could include more than one grant award. Thus, the analysts will need to factor-in carry-forward amounts from prior awards in addition to the anticipated spend for the CY award to determine the 12-month budget for the fund. The GBA will use the BOSS component of BFM to project salary and benefits costs by position/employee and will upload the 3000-9000 budgets into BFM. The details of these policies and procedures can be found in [*GP0200.1 Budget Development in the BOSS - BFM Module*](#) and [*GP0200.2 Fund Carry Forward Analysis and Multi-Year Budgeting*](#).

Award and Budget Setup in Advantage

The Awards and Budgets must be established in Advantage Financial in the following sequence:

1. Establish new Funds or other ABC codes.
2. GM: Grant Master (see GM Table below)
3. AA: Appropriations Allocation
4. EB: Expense Budget
5. RB: Revenue Budget

Establish New Funds and other ABC Codes

The GBA will work with Grant Accounting Unit (GAU) to create any new ABC codes for grants. The following actions and forms will be used for expense and revenue codes respectively. Accounting is responsible for adding the new codes in the Advantage system.

The EB ABC code is established in the Advantage system using the grant forms created during the inter-office meetings regarding the grant award. A copy is kept in the GBA working file. The [*Chart of Account Adjustment Form*](#) is completed and procedures followed for new or revised ABC Codes, if necessary.

The RB ABC code is established in the Advantage system which is determined by the grant requirements. The GBA assigns revenue the code with consultation from the GAU. The Revenue Fund number consists of: the Agency number (G83), the Organization Code number (REVB), and the Revenue Source Code. See the SDP's [*Chart of Accounts User Manual*](#) for a complete explanation of each element.

NOTE: Each grant will have a single Fund code with the Reporting Category used to distinguish different grant award years.

Establish GM – Grant Master

The GBA must create a GM to enter and modify all descriptive and budgetary information about the grant and all its associated Reporting Categories. The Reporting Categories will be associated with award years (with the first two digits representing a specific award or recurring award (example Title I) and can be used across FYs).

- a. GBA creates a new GM document.
- b. Enter *Grant Agency*. NOTE: “M” agencies will no longer be used the grant agencies will now begin with a “G”. Similar to current process a GM will need to be created for each Agency that receives a portion of the grant award.
- c. Enter unique *Grant Number* that identifies the grant. The following naming scheme should be followed: The full fund number – the Fiscal Year (e.g. Title I will be 201X–2014 for FY14).
The same Grant Number should be used across all agencies receiving a portion of grant award.
- d. Enter *Reporting Category* code to identify the grant award year. The reporting category code should begin with a two digit sequential identifier with the last two digits identifying the award year.

For example, the Title I Reporting Category for award year 2014 would be IA14.

The sequential identifiers have been assigned to the existing active grants and will be assigned to future grants in the order requested. The Budget Operation's Assistant (BOA) for GFS will keep

track in a spreadsheet and assign the next available number upon request. Once assigned for a three digit fund prefix the two digit identifier will remain the same for the grant with only the last two digits changing for each new award.

- e. Select the “No” radial button for *Available Funds*, selecting “Yes” will control spending against the reporting category based on the budget amount entered.
- f. Enter the grant award *Budget Amount* for the specific agency.
- g. Enter the budget amounts in the *Funding Details* tab.

Batch: Document: GM M01 00000027915

Date of Record 03 / 04 / 14

New Modification

Grant Agency G04 Grant Number 201X-2014

Grantor Description

Rept Cat	OH Rec Rate	Open / Closed / No Change	Available Funds Yes / No / No Change	Description
1A14		<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	

Budget Amount 50,000.00 Def Inc Dec

Funding Details Descriptive Details

Funding

	Def / Inc / Dec	Letter of Credit
Appropriation Amount 50,000.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Number
Estimated Revenue Amount	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Amount
Budget Amount	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Calculated Budget Amount		

- h. Select the Descriptive Details tab.
- i. Enter Grant Period *From Date* and *To Date*. The Grant Period will be used to control spending within the time period indicated.
- j. Optional enter *Entity-wide Information* to group together multiple grants. The Entity-wide Number -is used to tie the same grant award from multiple agencies together. Advantage has an inquiry that rolls them together. The *Entity-wide Information* Grant Number must be the same as the Grant Number used above.

Funding Details Descriptive Details

Federal Information

Grant Document Number

Appropriation Number

Category Number CAN

Grant Period

From Date 07 / 01 / 13

To Date 06 / 30 / 14

Entity-wide Information

Grant Number 201X-2014 Description

Navigator

Messages Status: NEW Ln 1/1 11:53 AM 03/04/13

- k. Process GM Document.

Once the GM is processed, the reporting category code will be automatically created on the Reporting Category table in Advantage. Note: The GM Code should not be approved on the system or opened by the GBA until the 1st day of the new FY, or at the start of a new grant period, otherwise the Reporting Category will be created in the wrong FY.

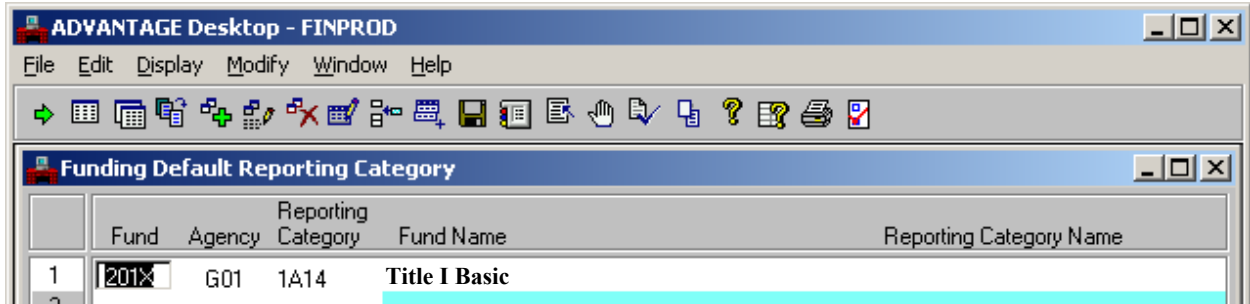
In addition the following inquiry screens are populated for the new grant award. These inquiries can be used to track grant budgets and actual.

- **Agency Grant Inquiry (AGRT).** This window contains one line per grant. The grant is identified in this table by Agency and Grant Number. It contains descriptive information about the grant and also original and current modified budgeted amounts, appropriated amounts and estimated revenues. Other amounts, such as encumbered amount, expended amount, and actual revenues, also exist in this table and are maintained by the accounting document processors.
- **Grant Budget Line Inquiry (GBLT).** This window contains one line for each agency recorded on the GM document for a specific award. The Screen contains the Agency, Grant Number, and Reporting Category code. In addition to original and current modified budgeted amounts for the agency, the table includes inception to date encumbered and expended amounts summed up for the entire agency from all agency budget lines.
- **Grant Fiscal Year Inquiry (GFYT).** This window contains one line for each grant agency for each fiscal year. It contains year to date and quarter to date encumbered and expended amounts for each fiscal year the award was available to incur expenditures.
- **Entity-wide Grant Inquiry (SGRT).** This window supports the sub-grant/main-grant relationships. Each entry in this window represents a unique grant. The entry contains summary budgetary and obligation amounts for the grant summing up all agency obligations assigned to this specific award. These amounts are the sum of all the relevant amounts for the sub-grants, as recorded in AGRT. The Entity-wide Grant Number field in AGRT identifies a sub-grant as belonging to a main (entity-wide) grant.

Add Funding Default Reporting Category

The GBA will then need to link the Reporting Category to the appropriate Fund on the Funding Default Reporting Category (FDRC) table. The FDRC table allows the analyst to setup a default Reporting Category that will be inferred for all transactions that post to the particular Fund. Typically this will be setup to the CY grant award.

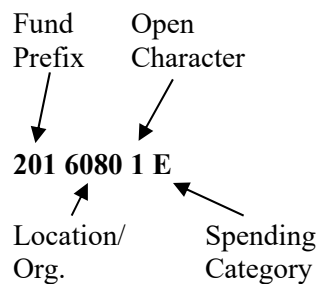
- a. Open the FDRC table.
- b. Add Fund, Agency and default Reporting Category. Note: Different agencies can be assigned the same default Reporting Category.
- c. Update Table.



It is not expected that GPMs or school Principals and staff will change the Reporting Category to the correct code as expenditures are processed in order to consume the first award budget allocation before using a more recent budget award allocation. Therefore, it will be the responsibility of the GBA to Journal Voucher (JV) expenditures from one Reporting Category to another to utilize funds based on First-In, First-Out (FIFO).

AA: Appropriation Allocation Documents

The GBA will use AA to assist with the budget requirements of the grantor. The AA is a method, consistent with the terms of each grant agreement, by which specified ABC codes are grouped together to provide flexibility and to control spending for a group of ABC codes. Expenditures are viewable in the Advantage Financial System by specific ABC code and by appropriation group. The Advantage Funds Available by Organization and Appropriation Detail Inquiry Application (or FAVD) provides budget detail along with available balances by Appropriation Allocation. The numbering scheme of appropriations will follow the pattern below:



SPENDING CATEGORIES FOR GRANTS

The letter is the last digit of the Appropriation Allocation code/ number

- A - 11XX - Full-time salary
- 2 - 1211 - Per Diem salary
- 3 - 1311 - Overtime salary
- 5 - 1511 - Extra Curricular salary
- 6 - 1611 - Professional Development salary
- 7 - 1711 - Summer salary
- 8 - 1811 - Auxiliary salary
- E - 2XXX - Benefits
- G - 3XXX - Prof Education / Tech Services
- J - 4XXX - Property Services
- L - 5XXX - Transportation /other services
- N - 6XXX - Supplies

- P - 64XX - Textbooks
- Q – 6116 - Teacher Allotment
- R - 7XXX - Property/Equipment
- T - 8XXX – Stipends (Parent Scholars)/Other
- V - 9XXX - Other Uses

(Other letters to be used as needed to further differentiate and control.)

Since the funds will no longer identify year and the appropriation has to be unique for each fund agency combination, GBA will not be able to identify a grant year when setting up appropriations. Thus, the appropriation budget control will be at the grant fund level, but analysts can continue to break the appropriation between organizations and object types as required by the grantor. For example, if the 2014 Title I award (\$1,000,000) is being given to two schools for salaries and the analyst wants to control the spending for each school the appropriation budget will look as follows:

Fund	Agency	Appropriation	Amount	Description
201X	G02	20122001A	\$500,000	201X is fund, 2200 is organization and A is salaries
201X	G02	20133001A	\$500,000	201X is fund, 3300 is organization and A is salaries

If another Title I award (2015 Title I) for the same Fund is also being budgeted during the 12-month budget, the appropriation budget will need to include both award year amounts for the schools. Thus, if the 2015 Title I award was for an additional \$122,740 in the CY (2014), the appropriation budget will look as follows:

Fund	Agency	Appropriation	Amount	Description
201X	G02	20122001A	\$561,370 (500k for 2014 and 61,370 for 2015)	201X is fund, 2200 is organization and A is salaries
201X	G02	20133001A	\$561,370 (500k for 2014 and 61,370 for 2015)	201X is fund, 3300 is organization and A is salaries

Appropriations will continue to be loaded through a download from BFM. AA will be created using upload worksheets. Refer to *Uploading Grant Budgets to Advantage* policy on the following pages for details.

EB - Expense Budget Documents

EB are established for each Fund/Agency/Approp/Org/Activity/Major Object combination and all encumbrance and expenditures require an expense budget line to exist. Thus, grant funds will require budget lines to be created to the appropriate combination of codes.

For example, if the 2014 Title I award is being given to two schools for Activity 2272, the following expense budget lines would be established to split the money between schools (organizations):

Fund	Agency	Organization	Activity	Object	Amount
201X	G02	2200	2272	1100	\$500,000
201X	G02	3300	2272	1100	\$500,000

When coding expenditures the schools would use their respective budgets and the 2014 Title I Reporting Category "IA14" will be inferred based on the FDRCTable. These expenditures would then hit the expense budget lines above and the grant award budget established on the GM for the Reporting Category (IA14) agency G02.

Since the EB lines will now be 12 month estimates for grant spending and funds will no longer be used to identify grant years, if a school is receiving money from two grant award years within the same fund and expense budget line, the line will need to be a total of the two award amounts.

Fund	Agency	Organization	Activity	Object	Amount	Description
201X	G02	2200	1101	1100	\$500,000	2014 Title I Award - Reporting Category IA14
					\$122,740	Carry-forward from 2013 Title I Award – Reporting Category 201M
201X	G02	2200	1101	1100	\$622,740	Total Expense Budget Line

Thus, the expense budget line will look as follows:

Expense Budget Inquiry

Budget Fiscal Year: 14 Fund: 201X Agency: G02 Org: 2200 Activity: 1101

Function: Object: 1100 Desc: BUDGET ONLY - SALARIES

Appropriation Unit: 20122001A Budgeted Positions: 0.00

Series Number: Spending Control: Controlled by Expense Budget Controls

Expense Budget Line Active Sub-object Required

Revenue Sources Reference 1: 2 Reference 2: 3

	Current	Begin Day
Approved Budget	622,740.00	
Modified Budget	622,740.00	622,740.00
Pre-encumbered	0.00	0.00
Encumbered	0.00	0.00
Expended	0.00	0.00
Unobligated	622,740.00	
Uncommitted	622,740.00	

Note: "M" agencies will no longer be used for multi-year, so the grant budgets will now be G02.

The EB will not distinguish between the award amounts; however the actuals (i.e. expenditures) will be coded with the respective Reporting Category code (IA14 or 201M) to distinguish between awards. Thus, the EBs will not necessarily be at a grant level, if more than one grant award year is open for the 12-month budget. Additionally, EBs will be established on a budget FY basis.

Batch: Document: EB M01 TITLE1BASIC

Date of Record: / / Accounting Period: / Budget FY: 14
 Fund: 201X Agency: G01 Total Revised Budget: 50,000
 Calculated Revised Budget: 50,000

Action: Add Org: 9390 Appr Unit: 20193901A Activity: 1101
 Function: Object: 1126 Sub-object Required: No
 Spending Control: No Budgeted Positions: Series Num:
 Revenue References: Revised Amount: 50,000
 Inc / Dec Amount: 50,000 Description:

EBs will continue to be loaded through a download from BFM. Advantage EB documents will be created using upload worksheets. Refer to *Uploading Grant Budgets to Advantage* policy on the following pages for details.

RB - Revenue Budget Documents

All grant revenue is posted to the specific grant Fund, Agency Number (G83), the Organization Code REVB, and a specific Revenue Source Code. Thus, each grant fund that receives revenue will require EB lines to be created with the appropriate combination of codes.

ADVANTAGE Desktop - FINPROD

File Edit Display Process Window Help

Batch: Document: RB M83 00000008674

Date of Record: / / Accounting Period: / Budget FY: 14
 Fund: 201X Agency: G83 Total Revised Revenue Amount: 1,000,000
 Calculated Revised Revenue Amount: 1,000,000

Action	Org	Activity	Rev Source	Appropriation Unit	Revised Amount	Inc / Dec Amount
Add	REVB		8513		1,000,000	1,000,000

Description: Title I Basic

RBs will continue to be loaded through a download from BFM. Advantage RB documents will be created using upload worksheets. Refer to *Uploading Grant Budgets to Advantage* policy on the following pages for details.

Uploading Grant Budgets to Advantage

The following steps outline the upload process for AA, EB, and RB documents to Advantage system.

RESPONSIBLE POSITION	Step	ACTION TAKEN
		UPLOADING GRANT BUDGETS TO ADVANTAGE
GBA	1	The GBA prepares the Excel upload worksheets for all grants (new and renewals).
GBA	2	Send the upload worksheets to the System Administration Unit (SAU) for submission.
SAU	3	Prepares and puts into the upload process and creates a test preview, Advantage BRPT, for GBA to review.
GBA	4	Reviews the test preview online and makes necessary adjustments or recommendations required and forwards it back to SAU.
SAU	5	Completes the upload process for both recurring and new grants. This annual upload is performed during the “old fiscal year” in May or June.
GBA	6	When deemed necessary by the GBA, an upload can be done manually as needed.
GBA	7	<p>If the GBA chooses to do a manual upload, the following process can be followed using Advantage:</p> <ol style="list-style-type: none"> 1. Set AA lines to zero. 2. Set EB lines to zero. 3. Modify EB lines to add dollars. <p>An AA number cannot be reassigned when already used and entered in Advantage.</p>
		CENTRAL OFFICE LOCATED PERSONNEL
GBA	8	Communicate the budgeted FTE’s by ABC Code and Title and Position to OMB’s Position Control Unit through the SMS system who will then establish the FTEs and position counts in the Advantage Position Authorization Maintenance Table (PAMT) that controls hiring by Home Agency and Home Org code along with SMS.
GPM	9	Notify HR to fill the positions as established in the grant budget regarding hiring timeframes and salary dollars using Job Requisitions.
		SCHOOL LOCATED DOLLARS AND PERSONNEL
GBA	10	Communicate the budgeted FTE’s by ABC Code and Title and Position to OMB’s Position Control Unit through establishing positions in SMS .-This information is placed in the Advantage Position Authorization Maintenance Table (PAMT) that controls

		hiring by Home Agency and Home Org code along with SMS by Position Control.
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RESPONSIBLE POSITION	Step	ACTION TAKEN
GPM	11	The Job Requisition system and SMS notifies HR to fill the positions as established in the grant budget consistent with the hiring timeframes and salary dollars.

Ongoing Grant Transactions

Since the Funds will no longer identify grant year, the Fund and Reporting Category will not match. Thus, in order for grant transactions (encumbrances, expenditures, and revenues) to post to the appropriate grant awards, the correct Reporting Category code will need to be coded to all grant related transactions. To ensure the correct code is used the FDRC table was created to default the desired Reporting Category code for each Fund. Therefore, end-users will not need to code the correct Reporting Category as it will be inferred on all accounting transactions.

Process a Purchase Order (Encumbrance)

Reporting Category is inferred from Fund Reporting Default table.

The screenshot shows a software window titled "Batch: Document: PO M07 TITLEB-1". It contains several input fields and sections:

- Date of Record:** / /
- Accounting Period:** 05 / 14
- Budget FY:** 14
- Order Type:** [Empty]
- Comments:** [Empty]
- Vendor Code:** 0000003
- Name:** ATLANTIC SERVICES
- Document Total:** 450,000.00
- Calculated Total:** 450,000.00
- Internal Order:**
- Seller Fund:** [Empty]
- Seller Agency:** [Empty]

Below these fields are three tabs: "Requisition View", "Accounting View", and "All Attributes View". The "All Attributes View" tab is active, showing a detailed view of a line item:

- Line:** 01
- Ref Requisition:** [Empty]
- Fund:** 201X
- Object / Sub:** 3000 / [Empty]
- Text Exists:**
- Agency:** G07
- Job Number:** [Empty]
- Amount:** 450,000.00
- Organization / Sub:** 9030 / [Empty]
- Report Cat:** 1A14 (highlighted with a red box)
- Def / Inc / Dec:** Def Inc Dec
- Appropriation Unit:** 20190302G
- Units:** [Empty]
- Activity:** 2272
- Description:** [Empty]
- Function:** [Empty]

Grant Inquiry tables are updated once the Purchase Order (PO) is processed.

Agency	G07	Grant Number	201X-2014	Reporting Category	IA14
Description				Status	Open
Available Funds Edit	Yes			Overhead Recovery Rate	00.000
Amounts					
Original Budget	650,000.00		Encumbered	450,000.00	
Current Budget	650,000.00		Expended	0.00	

Process an Expenditure (Payment Voucher)
 Reporting Category is inferred from FDRC table.

Date	/ /	Acctg Period	05 / 11	Budget FY	11	<input checked="" type="radio"/> New	<input type="radio"/> Modification
Prepared By	BR			Phone	555 555 5555		
Vendor Code	000000E			Document Total	150,000.00		
Name	MC GRAY HILL BOOK CO			Calculated Total	150,000.00		
Other Attributes		Line Details					
Line	01	Fund	201X	Rept Category	IA14		
Referenced Documents		Agency	G07	BS Account			
Ref Code		Org / Sub	9030 /	Discount Type			
Number		Appr Unit	20190302N	Quantity			
Acctg Line		Activity	2272	<input checked="" type="radio"/> Def	<input type="radio"/> Inc	<input type="radio"/> Dec	
Comm Line		Function		Amount	150,000.00		
Invoice		Object / Sub	6000 /	<input checked="" type="radio"/> Def	<input type="radio"/> Inc	<input type="radio"/> Dec	
Invoice Date	/ /	Rev / Sub	/ /	Partial / Final	Default		
Invoice Line		Job Number					
		Description					

Grant Inquiry tables are updated once Payment Voucher is processed.

Agency	G07	Grant Number	201X-2014	Reporting Category	IA14
Description				Status	Open
Available Funds Edit	Yes			Overhead Recovery Rate	00.000
Amounts					
Original Budget	650,000.00		Encumbered	450,000.00	
Current Budget	650,000.00		Expended	150,000.00	

NOTE: The GM spending control dates are still in effect so if a transaction is processed outside the valid dates an error is still received.

Process Grant Revenue

The Reporting Category will need to be entered to identify the Grant Award that is receiving the revenue. Thus, Treasury will need to contact analysts to determine which award is receiving the revenue.

Process JV to correct expenditures

Journal Vouchers can still be used to move funds from one grant award year to another. The Reporting Category will be used to determine the award years being corrected.

Batch: Document: JV M01 TITLE1COR

Date of Record: / / Accounting Period: / Budget FY: 14
 New Modification Override Budget Reversal Date: / /
 Comments: _____
 Debit Total: 25,000.00 Credit Total: 25,000.00
 Calculated Debit Total: 25,000.00 Calculated Credit Total: 25,000.00

Line Details | Accounting

Account Type: Expense / Expenditure

Fund: 201X Object / Rev / Sub: 6000 / Debit: _____
 Agency: G07 BS Account: _____ Rept Cat: IA14
 Organization / Sub: 9030 / Job Number: _____ Vendor / Prov: None
 Appropriation Unit: 20190302G Internal Fund: _____ Code: _____
 Activity: 2272 Reference Agency: _____ Name: _____
 Function: _____ Bank Account Code: _____ Credit: 25,000.00
 Description: _____ Cash Indicator: No

Account Type: Expense / Expenditure

Fund: 201X Object / Rev / Sub: 6000 / Debit: 25,000.00
 Agency: G07 BS Account: _____ Rept Cat: IA12
 Organization / Sub: 9030 / Job Number: _____ Vendor / Prov: None
 Appropriation Unit: 20190302G Internal Fund: _____ Code: _____
 Activity: 2272 Reference Agency: _____ Name: _____
 Function: _____ Bank Account Code: _____ Credit: _____
 Description: _____ Cash Indicator: No

Advantage HR setup and Process a Payroll Journal Voucher

As with the current process, employee records within Advantage HR will need to be coded to the appropriate grant award via Reporting Category Code). The new grant award will be linked to the appropriate employees on the Agency Specific and Accounting Data (AGYS) and Labor Distribution Profile Record (LDPR) screens.

Agency Specific and Accounting Data

Name: [Redacted]
 Employee ID: 000 - 00 - | Appointment ID: []

Agency Information

Agency Action: [] Reason: [] Pay Location: []
 Effective Date: 09 / 27 / 99 Expiration Date: / / Work Location: []
 Home Agency: G01 Home Organization: []

Work Location Phone 1: () - Ext: [] Agency Specific ID: []
 Work Location Phone 2: () - Ext: [] Seniority Date: / /
 Seniority Number: [] Work Cycle: []
 Labor Distribution Override Option: Selection Required Labor Distribution Profile: N958B

Override Accounting Distribution

Fund: [] Agency: [] Organization / Sub: [] / []
 Appr Unit: [] Activity: [] Function: []
 Object / Sub: [] / [] Job: [] **Reporting Category: []**

Check Distribution: Home Pay Location Pay Address

ADVANTAGE Desktop - HRPROD

File Edit Display Modify Window Help

Labor Distribution Profile

Agency: M07 Labor Distribution Profile: N958B
 Effective Date: 09 / 27 / 99 Expiration Date: 99 / 99 / 99

	Fund	Agency	Org	Sub-org	Appropriation Unit	Activity	Function	Object	Sub-object	Job	Reporting Category	Distribution Percent
1	241X	M07	9570			1101		1123			1014	0.4000
2	201X	M07	9500			1101		1123			1A14	0.6000
3												
4												
5												
6												

The Reporting Categories setup on the AGYS or LDPR within Advantage HR will be carried forward to the creation of the payroll JV that will post to Advantage Financial.

Batch: Document: JV M01 TITLE1BASIC

Date of Record / / Accounting Period 11 / 14 Budget FY 14
 New Modification Override Budget Reversal Date / /
 Comments

Debit Total 50,000.00 Credit Total 50,000.00
 Calculated Debit Total 50,000.00 Calculated Credit Total 50,000.00

Line Details Accounting

Account Type Expense / Expenditure

Fund 201X Object / Rev / Sub 1126 / Debit 50,000.00
 Agency G01 BS Account Rept Cat IA14
 Organization / Sub 9390 / Job Number Vendor / Prov None
 Appropriation Unit 20193901A Internal Fund Code
 Activity 1101 Reference Agency Name
 Function Bank Account Code Credit
 Description Cash Indicator No

Grant Inquiry tables are updated once JV is processed.

Grant Budget Line Inquiry

Agency G01 Grant Number 201X-2014 Reporting Category IA14
 Description Status Open
 Available Funds Edit Yes Overhead Recovery Rate 00.000

Amounts

Original Budget	50,000.00	Encumbered	0.00
Current Budget	50,000.00	Expended	50,000.00

Policy

- *GP0200.6:12-Month Grant Budgeting and Management*

Forms

Definitions

Contacts

- *Grant Fiscal Services*
- *Office of Management and Budget (OMB)*

Frequently Asked Questions

Related Information

History

Amended:

- Amended on 3/13/2013 for renumbering and expansion to more comprehensively capture the implementation and management of the 12 month budgeting paradigm in the Advantage Financial system.
- Amended on 4/29/2015 for technical adjustments.
- Amended on 5/21/2018 for technical updates.

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