

SUPPLEMENTAL GUIDE – INFINITE VISIONS

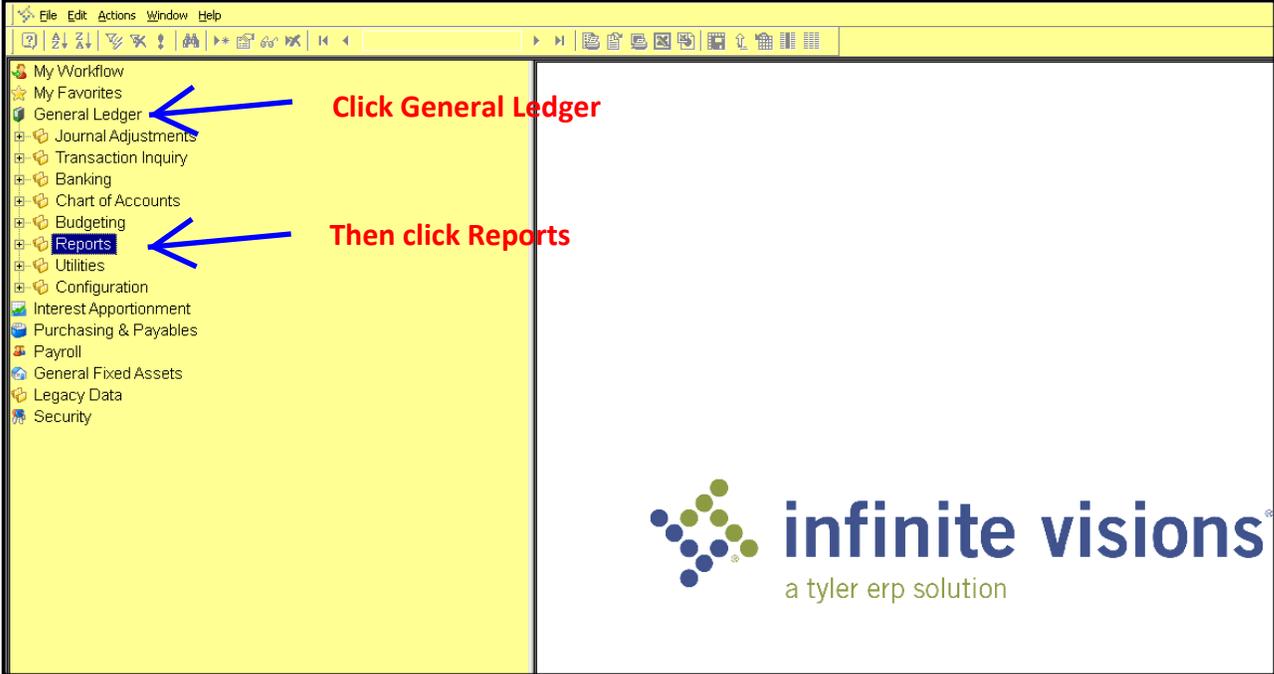
To assist LEAs in running the Grant Management Report that ADE is looking for, ADE has developed a Supplemental Guide with screenshots.

*Please note that depending on the level of customization to your Infinite Visions software, you may have some differences. However, the Grant Management Report is part of the base package provided and you should be able to create the report ADE is requesting using these instructions regardless of the customization to your program.

PROCESS – GRANT MANAGEMENT REPORT

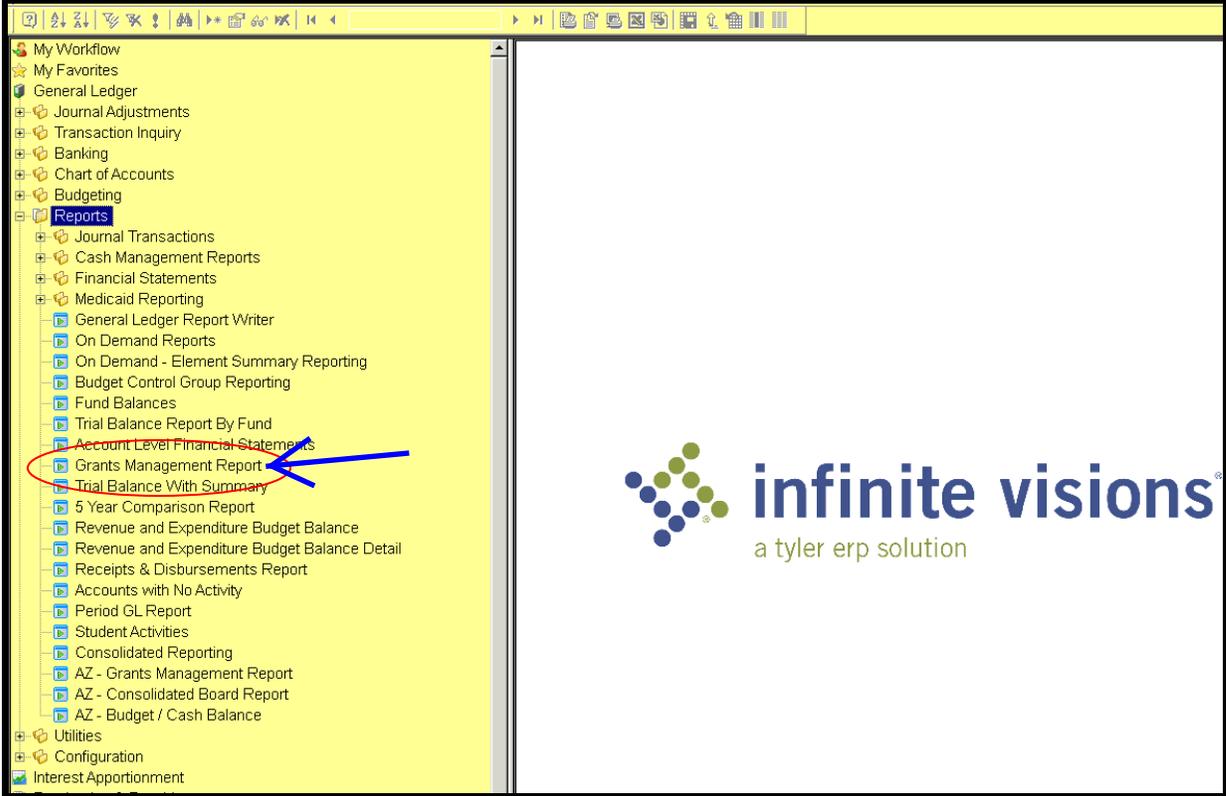
After you log into your Visions program, you will come to a similar screen. On the left hand side, you will notice several links and folders. To reach the Grant Management Report, you will need to click on the **Reports link** (see Screenshot #1).

Screenshot #1



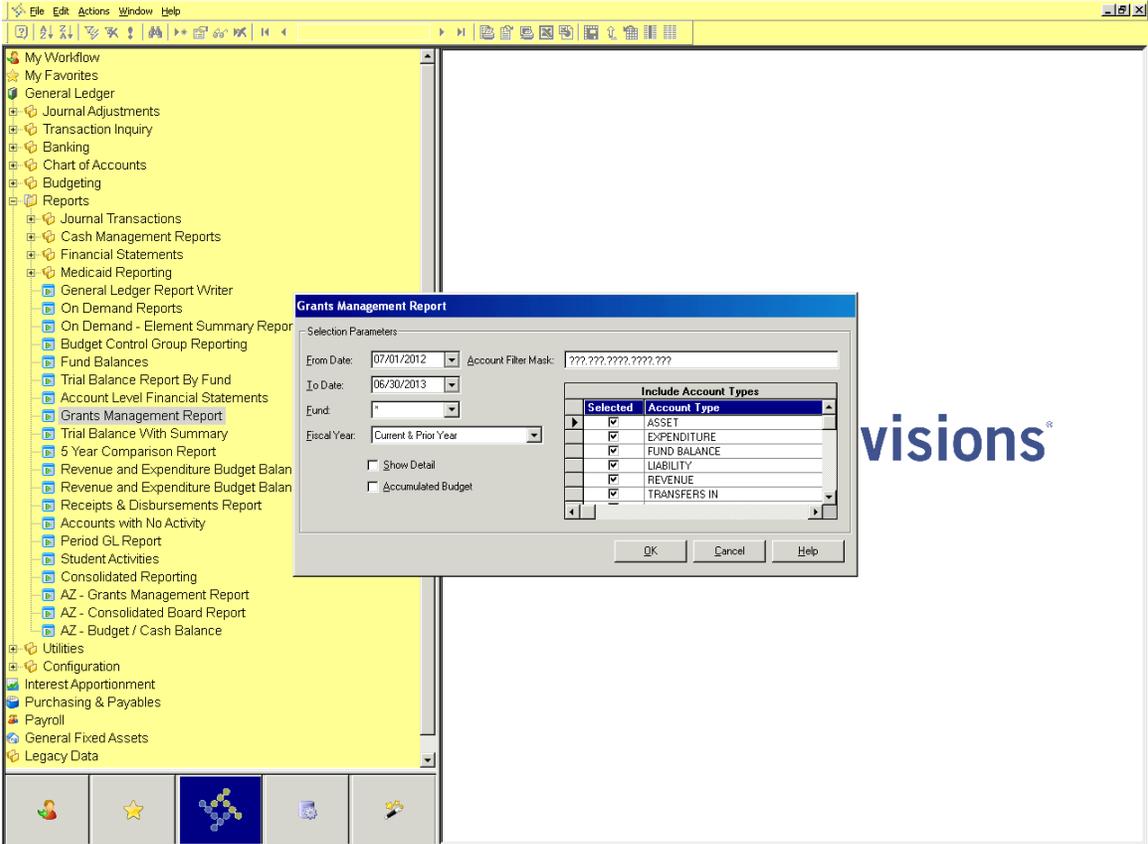
As you click the Reports link, it will open additional subfolders and links to pre-made report templates. Within the pre-made templates, you will notice a link to the **Grant Management Report** (see Screenshot #2).

Screenshot #2



Once you click on the Grant Management Report link, the Selection Parameters box will pop up. This is where you will select the appropriate Fund, date range, Fiscal Year, etc. (See Screenshot #3)

Screenshot #3

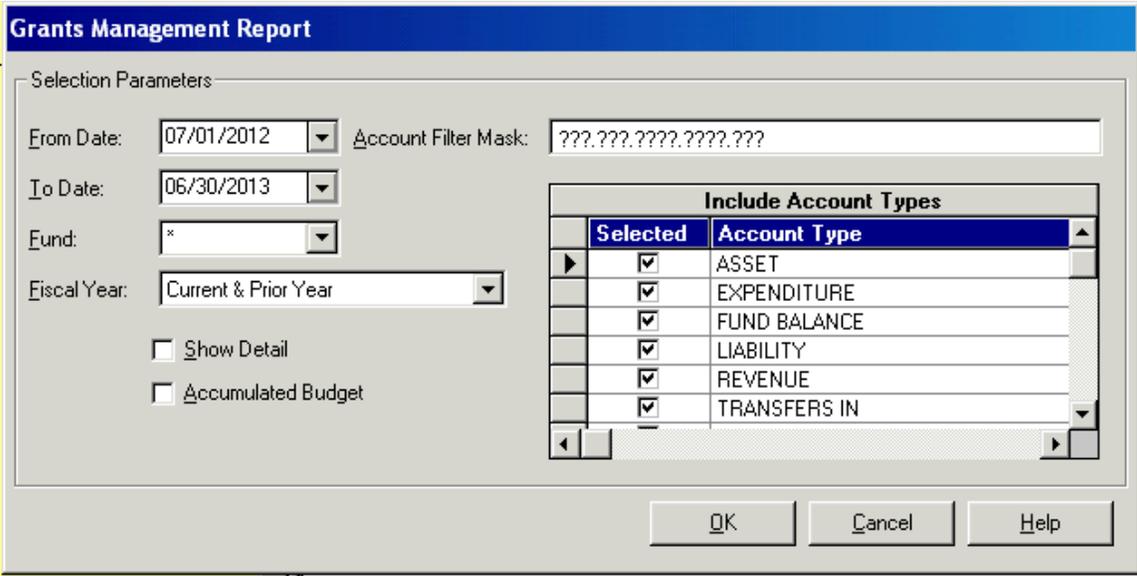


Zooming in on the Selection Parameters, you will see the default settings. To run the report ADE is looking for, you will need to adjust the parameters accordingly.

Parameters to Change:

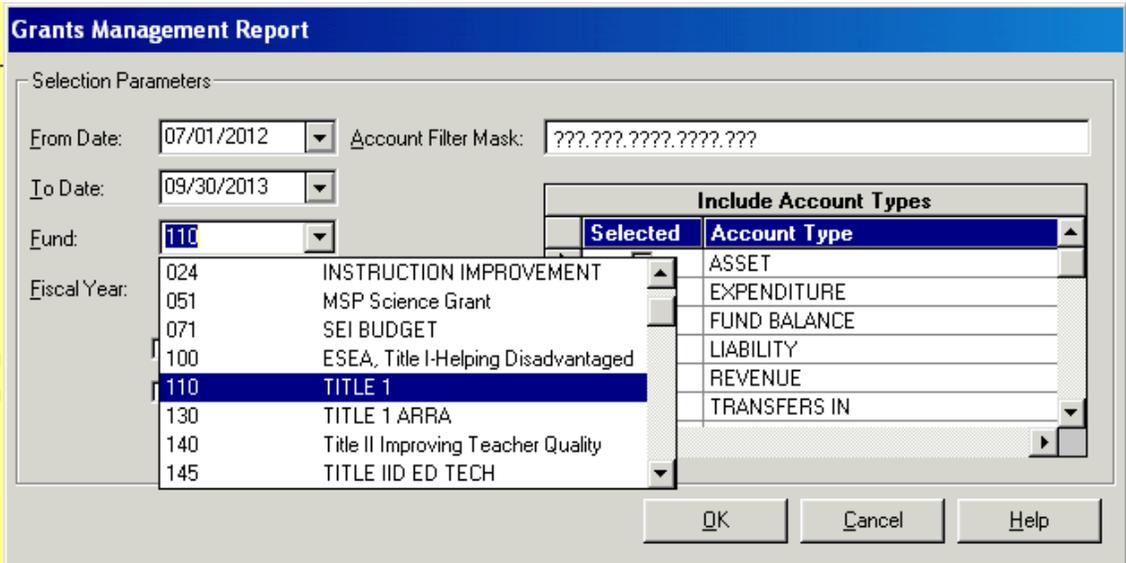
- **From Date:** Substantially Approved Date
- **To Date:** End of Project Period **or** 90 days past the end date of your grant **or** to the reporting of the Completion Report to ADE
- **Fund:** Fund code for the grant you are looking for (ie: Title I - 110 (111), Title II – 140 (141), IDEA Basic – 220 (221), etc.)
- **Fiscal Year:** Current Year Only
- **Show Detail:** Check the Box
- **Accumulated Budget:** Leave blank
- **Account Filter Mask:** **NO CHANGE**
- **Include Account Types:** **ONLY** select "Expenditure" & "Transfers Out"

Screenshot #4



Screenshot #5

This is what it looks like to change the Fund through the Drop Down menu



Screenshot #7 shows you what the report will look like after you hit ok in the Selection Parameters. *Note: this is only page #1 of 16 for the report.

Screenshot #7

Grants Management Report		Fiscal Year: 2012-2013	Date Range: 07/01/2012 - 09/30/2013	Fund: *			
FUND: 110	TITLE 1	ACCOUNT MASK: 110.???.???.???.???		FISCAL YEAR: Current Year Only			
ACCOUNT TYPES: /#							
ACCOUNT	BUDGET	EXPEND. AMOUNT	ENCUMBR. AMOUNT	TOTAL AMOUNT	BUDGET BALANCE		
110.000.0000.0100.000	CASH ON DEPOSIT WITH FFI	\$0.00	(\$49,875.19)	\$0.00	(\$49,875.19)	\$49,875.19	
Transaction Detail (Standard)							
Date	Reference No.	Requisition No.	PO/Ship No.	Description	Name	Journal	Amount
07/01/2012	0	0	0	JE REV1141		Deposits	\$0.21
10/25/2012	0	0	0	JE REV1500		Deposits	\$121.78
11/67/2012	0	0	0	Moving expenses into Title 1		Adjusting	\$0.00
11/67/2012	0	0	0	Reversing journal entry for jc		Adjusting	-\$9,105.29
12/13/2012	0	0	0	JE REV1920		Deposits	\$219.48
12/13/2012	0	0	0	Reversing journal entry for jc		Adjusting	-\$109.74
01/25/2013	0	0	0	Moving expense to pay for		Adjusting	-\$1,008.62
01/25/2013	0	0	0	Reversing journal entry for jc		Adjusting	\$1,008.62
01/28/2013	0	0	0	Correctly moving expenses 1		Adjusting	-\$1,008.62
02/11/2013	0	0	0	JE REV1130		Deposits	\$98,194.29
02/28/2013	0	0	0	JE REV2230		Deposits	\$6,577.10
04/23/2013	0	0	0	Moving expenses to pay for		Adjusting	-\$789.66
04/23/2013	0	0	0	JE REV2470		Deposits	\$29,542.91
06/20/2013	0	0	0	Moving expenses back into		Adjusting	-\$1,904.19
06/20/2013	0	0	0	Moving expenses to indirect		Adjusting	-\$827.21
Detail Total:							\$88,965.16
110.000.0000.0300.000	FUND BALANCE	\$0.00	(\$109.74)	\$0.00	(\$109.74)		\$109.74
Transaction Detail (Standard)							
Date	Reference No.	Requisition No.	PO/Ship No.	Description	Name	Journal	Amount
10/25/2012	0	0	0	JE REV1500		Deposits	-\$121.78
03/19/2013	V267752	13301	13294	AP POSTING	ARIZONA DEPT OF EDUCATION 1	Accounts Payable	\$12.94
Detail Total:							-\$109.74
110.000.0000.1510.000	INTEREST ON INVESTMENTS	\$0.00	(\$0.21)	\$0.00	(\$0.21)		\$0.21
Transaction Detail (Standard)							
Date	Reference No.	Requisition No.	PO/Ship No.	Description	Name	Journal	Amount
07/01/2012	0	0	0	JE REV1141		Deposits	-\$0.21
Detail Total:							-\$0.21
110.000.0000.4100.000	FEDERAL GRANTS IN AID	\$0.00	(\$102,414.11)	\$0.00	(\$102,414.11)		\$102,414.11
Transaction Detail (Standard)							
Date	Reference No.	Requisition No.	PO/Ship No.	Description	Name	Journal	Amount
12/13/2012	0	0	0	JE REV1820		Deposits	-\$219.48
12/13/2012	0	0	0	Reversing journal entry for jc		Adjusting	\$109.74
02/11/2013	0	0	0	JE REV2130		Deposits	-\$98,194.29
02/28/2013	0	0	0	JE REV2230		Deposits	-\$6,577.10
04/20/2013	0	0	0	JE REV2470		Deposits	-\$29,542.91
Detail Total:							-\$102,414.11

You will need to repeat the process for each grant being reviewed. If you need additional assistance, contact the ADE team member that initiated the review and they will direct you to the right person if they cannot assist you further.