

# Reports Available

*Budget Summary – Allocation/Budget/Unbudgeted* ★

Budget Details– Function/Object Detail Approval Status


Budget Status– Grant Level – Approval Status

*Expenditure Summary – Budget versus Actuals – Shows Net Funds Remaining* ★

Expenditure Status – Grant Level – Approval Status

Expenditure Details– Function/Object Detail Approval Status

# Report Selection Screen



Budget Report | GAPS Administrator | Member Center | Contacts | Logout

Sub Grant Selector

Admin

Reports ▾

Grant Management ▾

Sub-Recipient Management ▾

Process Grants ▾

Bulk Email

Budget Report

Expenditures Reports

List Inactivated SubGrants

Grant Name

Select Grant Name ▾

Grant

Select a Grant ▾

Sub Grant

Select Sub Grant ▾

Sub Recipient Type

Select Sub Recipient Type ▾

Sub Recipient

Select Sub Recipient ▾

Sub Program Number

Select Sub Program ▾

Report Type

Select Report to run ▾

You must select a report to run

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# Budget Status– Grant Level – Approval Status

Quick way to view approval status of budget on all grants

Selection can be limited further by selecting drop downs from other fields

Reports ▾ Grant Management ▾ Sub-Recipient Management ▾ Process Grants ▾ Bulk Email

## Budget Report

Listing Current SubGrants

**Grant Name**  
Select Grant Name ▾

**Grant**  
Select a Grant ▾

**Sub Grant**  
Select Sub Grant ▾

**Sub Recipient Type**  
Select Sub Recipient Type ▾

**Sub Recipient**  
Newberry ▾

**Sub Program Number**  
Select Sub Program ▾

**Report Type**  
Budget Status ▾

Clear Selections Report to Excel

Grants ID	Sub Grant Name	Entity Name	Entity Code	Budget Status	Budget Status Breakdown
H63010006815	15 Title II - Teacher Quality	Newberry	3601	Approved	[A, 8]
H63010006715	15 English Language Acquisition - Title III	Newberry	3601	Submitted to SCDE Program	[SP, 7]
H63010101015	15 Adult Education	Newberry	3601	Approved	[A, 4]
H63010100114	15 Title I Carryover from Prior Year	Newberry	3601	Approved	[A, 3]
H63010100115	15 Title I - Regular	Newberry	3601	Approved	[A, 20]
H63010007015	15 REAP - Rural and Low Income Schools	Newberry	3601	Approved	[A, 6]
H63010100915	15 IDEA	Newberry	3601	Submitted to SCDE Program	[SP, 10]
H63010100815	15 IDEA Preschool	Newberry	3601	Submitted to SCDE Program	[SP, 3]

# Export to EXCEL Feature

All reports can be exported to EXCEL

Sort a column by clicking on any column heading

Example shown – All approved items are listed first based on clicking on the Budget Status heading

Sub Recipient Type		Sub Recipient		Sub Program Number	
Select Sub Recipient Type		Newberry		Select Sub Program	
Type					
Budget					
Clear Selection		Export to Excel			
Grants ID	Sub Grant Name	Entity Name	Entity ID	Budget Status	Budget Status Breakdown
H63010006815	15 Title II - Teacher Quality	Newberry	3601	Approved	[A, 8]
H63010101015	15 Adult Education	Newberry	3601	Approved	[A, 4]
H63010100114	15 Title I - Carryover from Prior Year	Newberry	3601	Approved	[A, 3]
H63010100115	15 Title I - Regular	Newberry	3601	Approved	[A, 20]
H63010007015	15 REAP - Rural and Low Income Schools	Newberry	3601	Approved	[A, 6]
H63020313615	15 Student Health and Fitness Nurses	Newberry	3601	Approved	[A, 2]
H63010100115	15 Title I N & D (LEA)	Newberry	3601	Approved	[A, 4]
H63010101015	15 Adult Education - English Literacy/Civics	Newberry	3601	No Budget reported	
H63010101015	15 Adult Education - Family Literacy	Newberry	3601	No Budget reported	
H63010013514	15 Child Nutrition Food Equipment Grant	Newberry	3601	No Budget reported	
H63010101014	15 Adult Education Reverted Funds for Districts	Newberry	3601	No Budget reported	
H63010006715	15 English Language Acquisition - Title III	Newberry	3601	Submitted to SCDE Program	[SP, 7]
H63010100915	15 IDEA	Newberry	3601	Submitted to SCDE Program	[SP, 10]

# Exported Report

BudgetReportStatus [Read-Only] - Microsoft Excel

FileHomeInsertPage LayoutFormulasDataReviewViewDYMO LabelAcrobat

CutCopyFormat Painter

Clipboard

Calibri11

**B***I*U

Font

Wrap Text

Merge & Center

Alignment

General

\$%&#

Number

Conditional FormattingFormat as Table

Styles

NormalBadGood

NeutralCalculationCheck

A1	Grant_ID						
A	B	C	D	E	F	G	
1	Grant_ID	SubGrant_Number	SubGrant_Name	Entity_Code	Entity_Name	Summary_Status	Status_BreakDown
2	H63010006815	1	15 Title II - Teacher Quality	3601	Newberry	Approved	[Approved : 8]
3	H63010101015	1	15 Adult Education	3601	Newberry	Approved	[Approved : 4]
4	H63010100114	2	15 Title I Carryover from Prior Year	3601	Newberry	Approved	[Approved : 3]
5	H63010100115	1	15 Title I - Regular	3601	Newberry	Approved	[Approved : 20]
6	H63010007015	1	15 REAP - Rural and Low Income Schools	3601	Newberry	Approved	[Approved : 6]
7	H63020313615	1	15 Student Health and Fitness Nurses	3601	Newberry	Approved	[Approved : 2]
8	H63010100115	6	15 Title I N & D (LEA)	3601	Newberry	Approved	[Approved : 4]
9	H63010101015	4	15 Adult Education - English Literacy/Civics	3601	Newberry	No Budget reported	
10	H63010101015	3	15 Adult Education - Family Literacy	3601	Newberry	No Budget reported	
11	H63010013514	1	15 Child Nutrition Food Equipment Grant	3601	Newberry	No Budget reported	
12	H63010101014	6	15 Adult Education Reverted Funds for Districts	3601	Newberry	No Budget reported	
13	H63010006715	1	15 English Language Acquisition - Title III	3601	Newberry	Submitted to SCDE Program	[Submitted to SCDE Program : 7]
14	H63010100915	1	15 IDEA	3601	Newberry	Submitted to SCDE Program	[Submitted to SCDE Program : 10]
15	H63010100815	1	15 IDEA Preschool	3601	Newberry	Submitted to SCDE Program	[Submitted to SCDE Program : 3]
16							
17							

# Expenditure Summary – Budget versus Actuals – Shows Net Funds Remaining

Report type selection

Reports Grant Management Sub-Recipient Management Process Grants Bulk Email

## Expenditure Report

**Current as of Date**  
3/2/2015

**Date Validation Level**  
Grant Name

**Grant Name**  
Select Grant Name

**Grant**  
Select a Grant

**Sub Grant**  
Select Sub Grant

**Sub Recipient Type**  
Select Sub Recipient Type

**Sub Recipient**  
Newberry

**Sub Program Number**  
Select Sub Program

**Report Type**  
Expenditure Summary

**From Fiscal Quarter**  
Select a Fiscal Quarter

Clear Selection Export to Excel

Grants ID	Sub Grant Name	Entity Name	Sub Program Number	Approved Budgeted Amount	Approved Expenditure Amount	Net Funds Remaining	Pending Request
H63010006815	15 Title II - Teacher Quality	Newberry	01	\$246,045.61	\$112,402.53	\$133,643.09	\$0.00
H63010101015	15 Adult Education	Newberry	01	\$47,055.00	\$26,313.95	\$20,741.05	\$0.00
H63010100114	15 Title I Carryover from Prior Year	Newberry	01	\$502,689.85	\$324,947.43	\$177,742.42	\$0.00
H63010100115	15 Title I - Regular	Newberry	01	\$1,494,756.89	\$285,760.43	\$1,208,996.46	\$0.00

Pending expenditure requests

Funds Remaining to be claimed

# Email Notifications

Users should now be receiving notifications when items are awaiting their approval

And

Users should be receiving notifications once items have been approved

