



DIVISION OF FINANCE

**GRANTS ADMINISTRATION
MANUAL**

Updated 11/2023

<https://www.hvcc.edu/finance/grants/manual.pdf>

CONTRACT/GRANT ADMINISTRATION PROCEDURES MANUAL

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I. RESPONSIBILITIES

The objective of this document is to provide general information and outline responsibilities with respect to financial management and fiscal reporting aspects of contract/grant funding. A contract or grant is awarded to Hudson Valley Community College, not the individual or group that puts forth the application. Therefore, all institutional policies must be observed. In addition, Grants Administration will lead compliance with the Code of Federal Regulations, available here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

Most grants/contracts have specific reporting and management requirements, as well as institutional and administrative support needs. The individual leading the project, referred to as the Project Director, oversees the day-to-day administration of the project, as well as periodic deliverables related to reporting and compliance.

The Hudson Valley Community College Foundation and Hudson Valley Community College Faculty Student Association are independent 501(c)(3) organizations. Therefore, the Executive Directors submit requests and manage financial awards in their respective charts of accounts, which are held separate from the college. However, the Division of Finance is available to support efforts, such as grants and/or contracts, that ultimately benefit the college.

II. GRANT/CONTRACT PROPOSALS

- A. **Concept Proposal.** To initiate a proposal, the Project Director (and Team, if appropriate), will discuss the concept and obtain approval from the appropriate divisional leadership. Following this approval process, the individual will submit key details to Grants Administration. *(See appendix: Grants Concept Approval Form.)*
- B. **Proposal Development.** The individual leading the project is responsible for meeting internal timelines, which will be established at the beginning of the application process.

Procedure:

1. The Proposal Team will review and “sign off” on the final draft of the proposal.
2. Grants Administration will request review/approval from Dean/Divisional Vice President; and Vice President of Administration/Chief Financial Officer (VPA/CFO).
3. The Director of Grants Administration will submit the final version to the grantor agency.

Notes:

1. Data requests will be submitted to Institutional Research by the Project Director, and should incorporate adequate advance notice for processing of requests.
2. The budget for each grant/contract proposal must be complete in all detail. It should include all direct and indirect costs including in-kind and/or cost sharing contributions by the College.
3. If cost share is required, the VPA/CFO must approve prior to development of an application.

III. GRANT/CONTRACT ACCEPTANCE

Two individuals are authorized to sign contracts on behalf of HVCC: the VPA/CFO and the President.

The award is effective when the contract document is signed by both the College and the contracting/grant agency (“fully executed”), and/or the College receives an award letter that fully outlines the approved budget, with effective beginning and ending dates. Letters of intent are not considered “official” notification, and as a result, cannot be utilized to authorize expenditures.

Procedure:

1. Upon notification of an award, the Project Director will forward all documents to the Grants Administration Office (grants@hvcc.edu) for review, including any negotiations with grant/contracting agencies. The Project Director will be updated throughout this process, and included on emails with the grant agency.
2. Grants Administration will circulate the document for approvals/signatures, and return the signed contract to the grant agency.
3. The Project Director is expected to retain a copy of the approved proposal documents - and the signed contract - for reference during the project period.

Notes:

1. Employees are not authorized to perform work on contract/grant activities until the award is accepted and payroll authorizations have been approved and fully processed.
2. Expenditures (including payroll authorizations and requisitions) should not be submitted until a fully executed contract is received, unless approved by the VPA/CFO.

IV. GRANT/CONTRACT MODIFICATIONS

- A. Budget Modifications.** The Project Director must monitor expenditures to ensure costs are consistent with approved expense budget categories. If a budget modification is necessary, expenditures will not be authorized in advance of the grant agency’s approval.
- B. No-Cost Extension.** The Project Director must discuss with divisional leadership, and develop an alternate timeline.

Procedure:

1. To request a budget modification, and/or no-cost extension, the Project Director will make a request to Grants Administration. When necessary, the Comptroller will be consulted.
2. When necessary, Grants Administration will submit the request to the grantor agency.

Note: Certain grant agencies require as many as 180 days advance notice for no-cost extensions. It is the Project Director’s responsibility to monitor progress, and notify Grants Administration of concerns at the earliest opportunity so a plan of action can be developed.

V. BUDGET OVERSIGHT

As the individual responsible for project and budget oversight, the Project Director is responsible for submitting expenses to the appropriate account lines, to manage budget categories and timeliness of expenditures.

- A. Budget set-up.** Following receipt of a fully executed contract document, the Finance Office

will assign a fund number to record the project budget in the college's web-based accounting database, Banner. In addition to the fund number, individual budget lines are established to correspond with project deliverables, using standardized account codes ("FOAPALs").

Procedure:

1. The Project Director will notify Grants Administration of individuals needing access to the grant/contract Fund in Banner.
2. Grants Administration will record the Fund budget in Banner, and notifies the Project Director of the Fund and Account breakdown, and the respective FOAPALs.
3. The Finance Office will provide access for the Project Director, and other HVCC employees upon request, to view the Fund in Banner.

Note: If the Project Director (or other participants) do not already have access to Banner, s/he should submit the request(s) to Enterprise and Information Technology through the web-based [HVCC Help Desk](#).

Access to ThorStore is managed separately. Individuals who need to set up access should email HVCCPurchasing@hvcc.edu.

- B. Expenditures.** It is the responsibility of the Project Director to regularly review the project budget in Banner (i.e. monthly). Additionally, the Project Director will follow up on outstanding expenditures (such as equipment, timesheets, or travel documentation). The Project Director will take care to submit expenses using the appropriate FOAPAL to ensure expenses are charged to the appropriate budget category.

Procedure:

1. **FGIBDST** - Organizational Budget Status Report - shows beginning balance, paid and pending expenses, and available balance. (*see page 11*)
2. Upon review, if expenses have been charged to the wrong account FOAPAL, the Project Director will notify Grants Administration to request a reallocation.

Notes:

1. Salary budget lines require close review to ensure the account is not overdrawn.
2. Transfers of expenditures is not generally allowed unless the reason for the transfer can be sufficiently explained (and documented), and the request for transfer is received within 60 days of expenditure.
3. Expenditures incorrectly directed to a grant will be transferred to the project director's departmental (college) budget if received more than 60 days after expenditure, or if there are insufficient funds in the grant.

VI. HUMAN RESOURCES/PAYROLL

Employees must be paid promptly for their efforts per Department of Labor regulations. As the individual responsible for project activities, the Project Director is expected to oversee timely processing of grant salary expenses.

- A. Payroll Authorization (PA) Forms.** A PA form is required for every employee working under a

grant/contract. In most cases, this is separate from the Payroll Authorization for the individual's primary employment.

Procedure:

1. The Project Director completes his/her own Payroll Authorization, and submits to the direct supervisor for signature.
2. The Project Director completes a Payroll Authorization form for all individuals working on the project, and submits per college protocol for approvals/signatures.
3. The Project Director's will ensure the forms include the correct Fund and Account to be charged, and the appropriate end date for the project.

Note:

Payroll Authorizations are needed for full-time College employees who are assigned to perform direct contract/grant duties as part of their "College" workload if their salary or a portion thereof, is being charged to the grant. In this instance, the Payroll Authorization should specify the duties/functions to be performed and indicate the following: "For chargeback purposes only." This description indicates that the employee will continue to receive his/her college salary, and that the contract/grant will be charged for the portion of salary related to grant deliverables. (*See Effort Reports Section*).

B. Time Sheets. The Project Director will approve timesheets (hourly pay) and attendance records (salary) for the Project Team. Individuals authorized, via Payroll Authorization, to work on a grant must submit timesheets within 30 days of working.

Procedure:

1. Individuals paid on an hourly basis for grant/contract activities will submit paper timesheets. (This will be indicated on the Payroll Authorization Form.)
 - a. Project Team members submit timesheets to the Project Director for review/approval.
 - b. The Project Director submits to his/her supervisor for review/approval.
2. Following approvals, grant timesheets are emailed to grants@hvcc.edu no later than 9:00 A.M. on the Friday prior to [payday](#).
3. Employees paid on a salary basis (not hourly) will submit biweekly attendance records to the Office of Human Resources. This is typically done through the [Kronos](#) web platform.

Note: If approved timesheets are not submitted to the Payroll Office within 30 days of working, the payroll expense may not be charged to the grant, in which case an alternate source of college funding will have to be identified by the department.

C. Effort Reports. When required by the grant/contract, Monthly Effort Report forms must be completed to certify, after the fact, the percentage of an employee's effort that was expended on a grant/contract, or various grants/contracts.

Procedure:

1. The individual completes an [Effort Report](#) and submits to his/her supervisor for approval.
2. The Effort Report must be submitted to the Payroll Department (Administration

Building, Room 250) by the 15th of the following month.

- D. Fringe Benefit Chargebacks.** Fringe costs include employer expense for FICA, Medicare, health insurance, retirement and vacation and sick leave pay. For grants that include salary expenses, fringe benefit expenses are calculated and charged back to grants on a pay period basis. As appropriate, any accruals will be charged to the grant at the employee's point of termination, in accordance with the terms and conditions of employment (ie. vacation leave, sick leave).
- E. Consultant Agreements.** Individuals supporting grant efforts on a consultant basis (non-employee) must be engaged through the college's [Agreement for Consulting Services](#).

Procedure:

1. The Project Director finalizes the Consultant Agreement and secures signatures from the Consultant, Department Head and Divisional Vice President.
2. The Project Director submits the signed Agreement to Grants Administration.
3. Grants Administration submits to the VPA/CFO for approval/signature, and returns the fully executed document to the Project Director.
4. The Project Director forwards the Agreement for processing.
 - a. Consultant Agreements for individuals are submitted to the Payroll Office, along with a photocopy of the Consultant's social security card.
 - b. Consultant Agreements for companies require a Purchase Order.
5. The Project Director will receive invoices from the Consultant, and forward to the Accounts Payable department indicating approval for payment under the grant/contract FOAPAL.

Notes:

1. It may be necessary to establish the Company as a new vendor in ThorStore, in coordination with the Purchasing Office.
2. Consultants paid as individuals will receive a 1099 form at each calendar year-end.

VII. PURCHASING & PAYMENTS:

Project Directors unfamiliar with the process for creating Requisitions, Travel Authorizations and Purchase Orders may schedule an appointment with the Purchasing Office for training.

A. Expense Requisitions. Grant/contract expenditures must follow the College's purchasing procedures. This includes approvals of Requisitions/ Purchase Orders (PO) prior to the expense delivery. (See appendix: *Purchasing and Accounts Payable Tips*.)

Procedure:

1. The Project Director (or designee) prepares and submits a Requisition/PO in ThorStore.
2. If items are approved under the grant/contract, submit relevant documentation as an attachment under the "Justification" section.
3. Specific questions can be discussed with the Purchasing Office.
 - a. Per college policy, depending on unit cost(s), bids may be necessary.

- b. The Project Director may be required to submit multiple quotes to ensure the lowest cost is incurred.
- c. Alternately, a sole source justification may be appropriate.
- 4. The Purchasing, Grants Administration, and Finance Offices will review all grant Requisitions/POs to verify that the purchase is in accordance with the approved grant budget.
- 5. Project Directors should adhere to the contract funding period and avoid acquisitions that cannot be fulfilled during the contract/grant funding period.

B. Travel. If the approved grant/contract budget allows for travel, Travel Authorization forms are required in accordance with the College's travel policy. The College's per diem rates for accommodations and meals should be followed, unless other reimbursement rates are specifically identified in the contract/grant document. This also applies to mileage reimbursement.

Procedure:

- 1. The Project Director (and/or team) will prepare and submit Travel Authorizations to the appropriate supervisor(s) for approval(s).
- 2. If a Travel Advance is requested, receipts must be submitted within 30 days.

C. Temporary Services. If the need arises for use of personnel through a temporary service agency to fill a vacancy while the search process is being conducted, the Grant Director should forward his/her request to the Office of Human Resources. The Office of Human Resources will contact the appropriate temporary service agency after receiving funding authorization from the Grants Accounting Office.

Note: The cost cannot exceed the approved grant/contract budget. Any overhead cost charged by the temporary agency's must be considered, and may require an alternate (college) funding source.

D. Vendor Payments. Payments to vendors for contract/grant activities shall follow College procedures as documented in the [Finance Office and Purchasing Procedures Manual](#). Vendor payments should be made within 30 days of the college receiving vendor invoice.

Note: Project Directors are responsible for being knowledgeable about the terms of the grant/contract. If vendor payments must be made prior to the conclusion of the grant term, the Project Director is responsible for advance coordinate with the Finance Office and Grants Administration Office to ensure compliance.

E. Chargebacks. As appropriate, and allowed by the grant/contract, the Finance Office may charge the appropriate contract/grant on a monthly basis for actual activities/uses of the following college services (not limited to):

- 1. Postage;
- 2. Printshop/Graphics;
- 3. Photocopying (if not done on grant-owned/leased copier);
- 4. Telephone usage;
- 5. Classified Advertising.

F. Equipment. Equipment purchases must be explicitly approved in the grant document, and/or be authorized in writing by the grantor.

G. Unallowable Expenses. All expenses should be necessary, allocable and allowable. Federal Grants disallow expenditures for certain items which can be found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>

Note: Unless specifically authorized in the grant budget, expenditures for food (ie. hospitality for meetings) is not an allowable grant expense.

H. Substitution Cost. Faculty working on grant projects may need substitutions to cover classes in order to participate in grant related activity (ie. conference attendance). The cost of a substitute can be directly attributed (assignable) to specific grant. Therefore, the related expense can be charged to the grant (if there is provision/budget for the expense).

Procedure:

1. The Project Director (or faculty member) notifies the Finance Office – in advance - of the need for a substitute, with justification of the grant-related activities.
2. Prior to charging the grant for the expense, Finance will also require confirmation/ approval from the Project Director.

VIII. INVOICING AND FISCAL REPORTING:

Frequency of required fiscal reports should be outlined in contract/grant documents. This data may be required as part of a Project Report. The Grants Administration Office will collaborate with the Project Director, and review fiscal reports/financial information prepared by grant personnel, before items are submitted to the grant sponsor.

A. Matching or Cost Sharing. “Match or Cost Sharing” information should not be submitted to the contracting agency until reviewed and approved by the Comptroller. The Project Director is responsible for tracking this component of the grant/contract.

Note: This cost is not incorporated in the grant/contract budget, and must be maintained separately (ie. as a separate operating budget or account line).

B. Billing/Invoices. Grant funds are typically secured thru periodic billings to the grantor that detail expenditures, or periodic electronic fund requests to cover disbursements. Generally, grant billings/funds requests are done as reimbursement to cover grant disbursements. The frequency is outlined in the contract (ie. monthly, quarterly).

Procedure:

1. The Grants Administration Office will prepare and submit invoices to grantors, requesting payment for approved grant activities.
2. When a Project Report is required prior to invoicing, the Project Director will submit to the grant agency, and notify Grants Administration that the deliverable has been completed.
3. Any invoices prepared by a Project Director must be reviewed by Grants Administration before submission to a grant agency.

Notes:

1. Unless grant funds are provided at the beginning of the project, college operating funds are used to temporarily “cover” the cost of grant expenses, while funds are requested and received from the grantor agency.
2. If the Project Director approves an expense that is unallowable, or delayed to the point where it cannot be charged to the grant, a department budget will be charged.

- C. Outstanding Payments (Receivables).** Finance Office personnel will take appropriate “follow-up” action with the contracting agency to obtain prompt payment. The Grant Director may be requested to assist with “follow-up” action, when necessary.
- D. Payments to the College.** All payments should be forwarded by the contracting agency directly to Hudson Valley Community College, P.O. Box 1470, Troy, New York 12180. Payments are expected within 30 days of receipt of invoices.
- E. Equipment Decals/Inventory.** The college’s Inventory Office is responsible for assigning a numerical decal to all equipment acquired from contract/grant funds. A physical equipment inventory is taken on an annual basis in conjunction with the College's annual equipment inventory process.

IX. PROJECT/CONTRACT CONCLUSION:

Communication between the Finance Office, Grants Administration, and the Project Director is essential to ensure coordinated reporting and closeout of the grant/contract.

Procedure:

1. At the close of the contract/grant period, the Grants Administration Office will be responsible for the preparation or review of all final fiscal reports or financial information submitted to the grantor.
2. The Project Director is responsible for the completion and submission of all required programmatic and technical reporting in accordance with specified due dates.

Note: The Project Director should take care, even after submission of the final technical and fiscal reports, to maintain all the records relating to the project until the college’s annual audit is completed, and in accordance with the college’s documented retention standards.

REFERENCES:

<https://www.hvcc.edu/dept/finance/grants/effort-report-form.pdf>

**CONTRACT/GRANT EFFORT REPORT
HUDSON VALLEY COMMUNITY COLLEGE**

EMPLOYEE NAME: _____

EMPLOYEE BANNER ID #: _____

TITLE/POSITION: _____

MONTH _____ YEAR _____

<u>GRANT NUMBER</u>	<u>PERCENTAGE OF EFFORT</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>COLLEGE</u>	_____
TOTAL	<u>100%</u>

I certify the above information to be a reasonable estimate of my effort to the best of my knowledge and ability.

Employee's Signature *Date*

Supervisor's Signature *Date*

Forward Original to Administration Building, Room 252



GRANT CONCEPT APPROVAL FORM

_____ @hvcc.edu x _____
HVCC Project Lead Email Phone

Funding Organization _____

due date _____ Link to Funding Notice: _____

estimated budget: _____ Cost Share? No Yes \$_____, ____%

Concept _____

Are other HVCC colleagues, or external organizations, involved in the project?

Submitted by:

_____ Date _____
HVCC Project Lead

Required Approvals:

_____ Date _____
Dean

Divisional Vice President

Received in Grants Office by _____ Date _____



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Purchasing and Accounts Payable Tips

[September 1, 2023](#) [Tabitha A D'Attilio](#)

As we begin another semester and a new fiscal year, Procurement Services and Accounts Payable have teamed up to bring what we hope are some helpful tips to make purchasing, reconciling and paying invoices a stress-free experience!

PURCHASING TIPS

- Requisitions are required BEFORE an order for a commodity or service is placed.
- When creating requisitions, you must have all the appropriate documentation, i.e. quotes, contracts, etc. This expedites the placement of your order. Please refer to the Purchasing Reference Table:
<https://www.hvcc.edu/purchasing/employee-use/index.html>
- When utilizing the reference table, quotes are based on yearly spend to date. If you need clarification on number of quotes required, please contact Procurement.
- If a vendor is on NYS contract or another purchasing cooperative, the contract number MUST be on the quote.
- Sole Source, single source and emergency procurements where competition is required but not feasible, please be sure to fill out proper documentation. The department is responsible for maintaining that justification to support such instances.
- Keep copies of all purchasing information for your department's records.
- It is the responsibility of the department to verify the receipts of goods/services against a purchase order.
- On travel authorizations, please be sure to fill in all information. If you need assistance securing a hotel – please make sure that check box is checked. Don't forget the FOAPAL (account code) and signatures.
- For working meetings off campus/reimbursement for meals, the following are needed to process a reimbursement:
 1. Purpose and necessity of meeting including and explanation of why it couldn't be held during normal working hours on campus
 2. Specific nature of business being conducted
 3. Location of meeting
 4. All participants including names, titles and relationship to business being conducted.
 5. Cost of meal; include itemized receipt/invoice. You will not be reimbursed for alcohol and tips must not be more than 18%
- There is no reimbursement for tax. Hudson Valley Community College is tax exempt.
- Mazzone's is the college's exclusive foodservice provider and must be used unless Mazzone's provides written approval of the outside purchase.
- When using ThorStore for requisitions, please choose the correct type of purchase order: non-catalog (regular) or blanket. A blanket order is for yearly purchases that will have multiple invoices charged against it.
- When asked questions through ThorStore, please respond in the comments section of ThorStore under that order. Emailed replies cannot be seen within ThorStore.
- When preparing bid specifications, describe the needed items/services as completely and accurately as possible.
- Exceptions to the bid process:
 1. When items are economically procurable from one source, i.e. books, pamphlets, periodicals
 2. Emergencies; lack of planning is NOT an emergency. Emergencies involve public health and/or safety, or when College property is in need of immediate repair to minimize further loss and damage and/or prevent serious disruption to students, faculty and staff.
 3. The manufacturer authorizes only a specific dealer as an agent for maintenance or servicing of equipment.
 4. If goods are acquired from NYS Contracts, please see HOW TO use award in some cases by clicking on NYS contract award number (<https://ogs.ny.gov/procurement/ogs-centralized-awards-list>), cooperatives, true Sole Source and Preferred Source (Corcraft, NYS Industries for the Disabled).

How can you help?

1. Plan Ahead
2. Provide all documentation up front with requisition — upload in ThorStore or send email for Banner reqs.
3. Allow for a realistic turnaround time to meet required delivery dates.
4. Contacting Procurement Services if you have questions or need training.

ACCOUNTS PAYABLE TIPS

- Do not send an invoice to be paid prior to obtaining a PO number.
- The PO number must be entered in the email subject line to properly match the invoice to the PO.
- All ThorStore invoices MUST be submitted to invoices@hvcc.unimarket.com. Attaching an invoice to the requisition does not eliminate the need to send the invoice to the “invoices” box.

When sending the invoice to this email – please remember:

1. Only one invoice can be processed per email. Please send each invoice as a separate email.
 2. When sending the invoice to the email above, use the UP number in the subject line – do not add any additional information, no spaces, UP only. UB is for use in Banner only.
 3. DO NOT send an invoice directly from the scanner. Please scan the invoice to your email then forward to Thor Store. We have no way of following up with the sender if there is a problem/question about the invoice if we do not know who sent it.
 4. This email is to be used for sending invoices ONLY. Accounts Payable cannot respond from this email.
- All invoices that need to be paid by wire or credit card must be entered in Banner, not Thor Store.
 - For POs in Banner, written authorization is required. Please either return the signed authorization copy of the PO or send an email to accountspayable@hvcc.edu. In the email, please state that you authorize payment and the amount to be paid. The invoice should also be included when available.
 - All Banner invoices and general questions for Accounts Payable should be sent to accountspayable@hvcc.edu.

We appreciate your assistance in making purchasing and invoicing a painless experience. If you have any questions, please feel free to reach out to:

Procurement Services at purchasing@hvcc.edu for any purchasing related questions

Accounts Payable at accountspayable@hvcc.edu for any payment or invoice questions

Thank you!

Contact

Communications and Marketing
(518) 629-8071
campus-chronicle@hvcc.edu

Contribute

Editorial Guidelines
Submit Article/Student Announcement

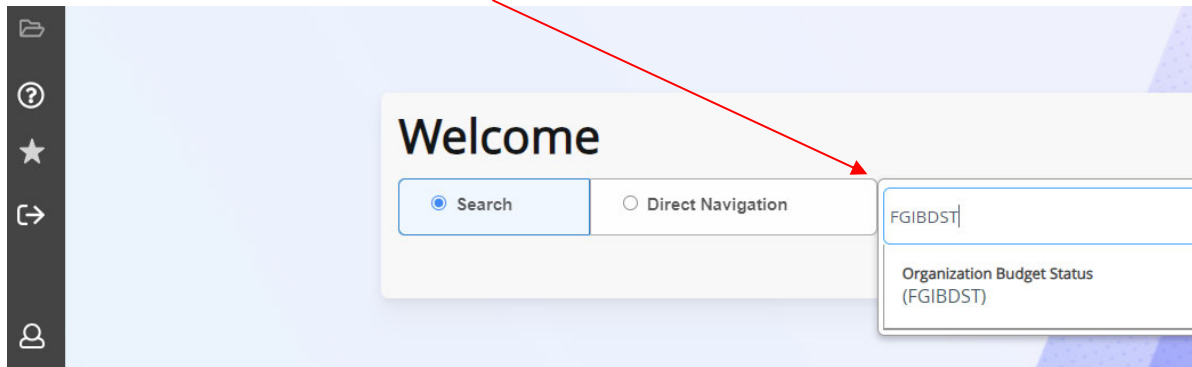
Categories

Student Announcements
Campus Announcements
Personnel Announcements
Upcoming Classes
Accolades
Community Announcements & Classified
Events
In the News
General News
Athletic News

How to View Grant Activity in Banner:

Log-in to Banner – log-in and password should be obtained from Computer Services.

1. Use the Navigation box to enter form FGIBDST. Click “Enter” to open the form.



Once in the form, uncheck the “Include Revenue” box.

Choose the Fiscal Year you want to view, and enter the six-digit Fund number

Chart: * H Hudson Valley Community College
Index: ***
Include Revenue:
Accounts
Organization: ***
Program: ***
Account Type: ***
Location: ***
Fiscal Year: * 24 ***
Query Specific:
Account
Commit Type: Both
Fund: ***
Account: ***
Activity: ***

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Notes: Chart H = HVCC funds; Chart E = EOC funds

Fiscal Year will default to the current year

Once you enter the Fund number, the Organization number will auto-populate (85001 for HVCC grants and restricted funds).

Click “go” (top right of the screen to view the fund budget, broken down by account (line) detail:

Beginning Balance
Paid Expenditures
Pending Expenditures
Remaining Balance

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61129	L	Curriculum Development	15,567.00	1,244.12	1,116.00	13,206.88
62730	L	Grant Chargebacks	5,449.00	0.00	0.00	5,449.00
71001	E	Travel	31,400.00	0.00	0.00	31,400.00
71978	E	Stipending	10,000.00	0.00	0.00	10,000.00
75900	E	Grant Equipment	437,477.00	0.00	88,201.33	349,275.67
Net Total			499,893.00	1,244.12	89,317.33	409,331.55

To view activity in greater detail, click on the account line you wish to view. Then click “Related”, followed by “Transaction Detail Information [FGITRND]”

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available
56350	R	Federal Grant Revenue		0.00	5,229,087.43	0.00
61102	L	Classified/NIEU		6,419.11	6,483.32	0.00
61105	L	Confidential		0.00	50.00	0.00
611201	L	Temporary Services		43,137.00	0.00	0.00
71001	E	Travel		0.00	576.82	902.00
71004	E	Memberships		0.00	396.00	0.00
71502	E	Books		0.00	15,816.12	0.00
71603	E	Educational Supplies		0.00	329,340.47	96,711.29
71607	E	Campus Protective Equipment		0.00	67,031.23	37,341.49
71611	E	software acquisition		0.00	118,996.33	66,103.47
Net Total				-8,596,187.05	0.00	3,334,526.26

Note: This view shows all year-to-date activity within that account line.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
61129	85001	32	ENC	-1,244.12	-	INEI	10256605	09/20/2023	10/04/2023	ASNT Certification Services LLC	U	221320
61129	85001	32	YTD	1,244.12	+	INEI	10256605	09/20/2023	10/04/2023	ASNT Certification Services LLC	U	221320
61129	85001	32	ENC	1,244.12	+	PORD	UP129285	09/20/2023	09/20/2023	ASNT Certification Services LLC	U	221320
61129	85001	32	ABD	15,567.00	+	BD02	J0074930	09/07/2023	09/07/2023	ES to roll grant bdgts fy23 to fy24	U	221320
61129	85001	32	ENC	1,116.00	+	PORD	HP128105	09/01/2023	09/01/2023	ASNT Certification Services LLC	U	221320
Total				17,927.12	+							

To see further detail, choose the cell you wish to view. Again, click “Related” and “Transaction Detail Information,” as shown above.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: H Hudson Valley Community College Fiscal Year: 24 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 85001 Contracts and Grants Fund: 221320 SUNY- Offshore Wind 7/1/23-6/30/25 Start Over

Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS								Settings	Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance						
61129	L	Curriculum Development		15,567.00	1,244.12	1,116.00	13,206.88					
62730	L	Grant Chargebacks		5,449.00	0.00	0.00	5,449.00					
71001	E	Travel		31,400.00	0.00	0.00	31,400.00					
71978	E	Stipending		10,000.00	0.00	0.00	10,000.00					
75900	E	Grant Equipment		437,477.00	0.00	88,201.33	349,275.67					
Net Total				499,893.00	1,244.12	89,317.33	409,331.55					Record 5 of 5

The next view includes Purchase Order numbers, which can be used to search for further detail in ThorStore:

Detail Transaction Activity FGITRND 9.3.22 (PROD)

COA: H Fiscal Year: 24 Index: Fund: 221320 Organization: 85001 Account: 75900 Program: Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY													Settings	Insert	Delete
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activit		
75900	85001	32	ENC	88,201.33	+	PORD	UP129437	09/26/2023	09/26/2023	Airgas USA, LLC	U	221320			
Total				88,201.33	+										

Note: “UP” indicates the Purchase Order is in ThorStore; Invoice numbers begin with “I”; Journal Entries (“J”) are made by the Finance team.

