pennsylvania
DEPARTMENT OF TRANSPORTATION

dotGrants Annual Reports Reference Manual For Local Governments

This reference manual is comprehensive and answers most common questions.

For further assistance with completing the forms, contact your District Municipal Services Representative or Financial Consutlant

For dotGrants system support, contact:
dotgrants-support@pa.gov or (717) 775-8135

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dotGrants System Overview

This document provides essential information for local governments to use dotGrants to complete their Annual Reports online and is intended to provide step-by-step instructions for completing the forms.

Computer System Requirements

In order to use this system effectively all of the following standard items are required:

- Operating System Requirement: Windows or Macintosh
- Internet Connection Recommendation: 33.6 kbps or higher
- Internet Browser Requirement: Internet Explorer
- Printable Document Requirement: Adobe Acrobat Reader

How To Get Access

Before a user from a local government can access dotGrants, they must submit a Municipal Resolution and/or an Electronic Access Licensing Agreement (EALA).

EALA Agreement & Municipal Resolution Forms

- http://www.penndot.gov/Doing-Business/LocalGovernment/LiquidFuels/
- Click the corresponding link for either Municipalities or Counties.
- Links to the forms are on the right side-bar.

Helpful Tips

- Email or call with questions BEFORE submitting the form at:
  - dotGrants-Support@pa.gov or 717-775-8135
- ORIGINALS must be sent through the mail and they must be complete.

Process of Approval

1. Complete the forms and send the originals through the mail.
2. A division staff member will contact and guide you through the approval process.
3. Once the agreement is approved you will be contacted the same day and given instructions to register a new user.
4. Once a newly registered user is approved and activated you will be contacted and can begin using dotGrants.

The form requires approval from PennDOT's Office of Chief Counsel before an account can be activated. This process will take about two weeks. If the form(s) is incomplete, notification will be sent to the municipality of the errors and request an updated form.

dotGrants System Login

- https://www.dotgrants.state.pa.us/egrants

User Management

How to Change/Reset Your Password

Passwords expire every 60 days in dotGrants. If your password has expired, after you log in, you will be taken to the **Contact Information** screen with text at the top in a grey box stating your password has expired. Enter in a new password in the **Password** and **Confirm Password** text boxes. Click **SAVE**. A confirmation box will appear at the top of the page.

How to Unlock your Account

If your account is locked due to unsuccessful login attempts, wait fifteen (15) minutes and the dotGrants system will automatically unlock your account. Then, navigate to the Login page and click the **Forgot Password?** link under the login box on the main login page for dotGrants. Enter your Username and your email address. Click **NEXT**. Enter your Challenge Question answer and then click **EMAIL ME**.

A temporary password will be sent to your email. The temporary password will consist of your last name with some numbers behind it. Log into dotGrants with your username and temporary password. You will be taken to the Contact Information screen. From here you must enter a new password in the PASSWORD and CONFIRM PASSWORD text boxes.

After you have entered a new password, click **SAVE**. A message will display in a grey text box stating "Your password has been changed….."

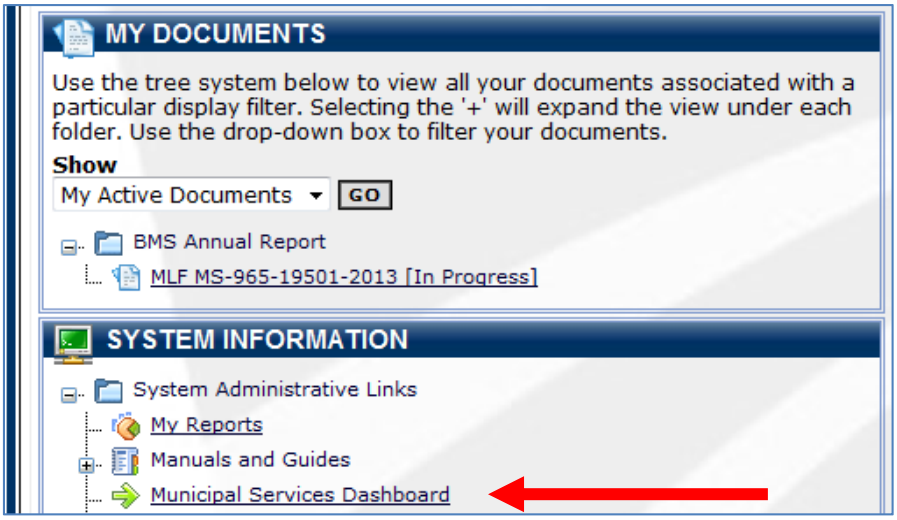
Click **LOGOUT** at the top right of the page. Click the link to login again and enter you username and your new password.

Please refer to the **Frequently Asked Questions** section of the dotGrants home page for more information regarding passwords.

Introduction to Main Menu and Tabs

After successful login, users will be taken to the dotGrants home page. This page provides access to the **Municipal Services Dashboard** where users complete their Annual Reports on-line.

Click **Municipal Services Dashboard** in the **SYSTEM INFORMATION** section to access your Projects and Annual Reports tabs. (Note: only an *Authorized Official* can complete annual reports.)



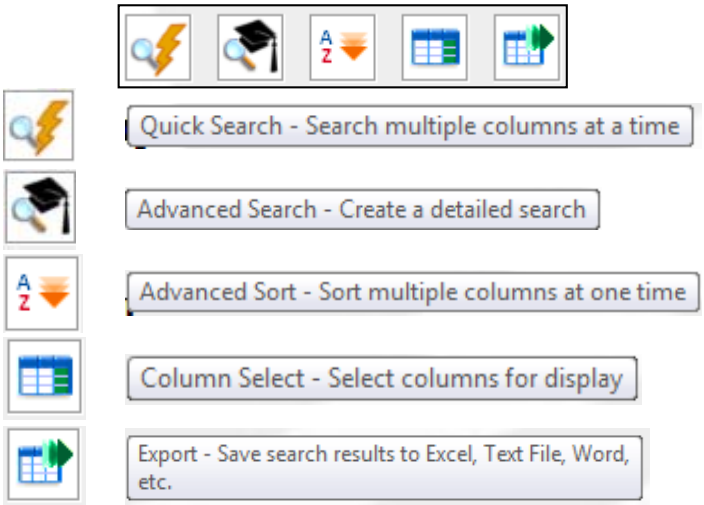
You will now be on the reporting menu page. All forms, information and messages regarding your Annual Reports and Projects can be accessed from here.

Municipal Services Dashboard

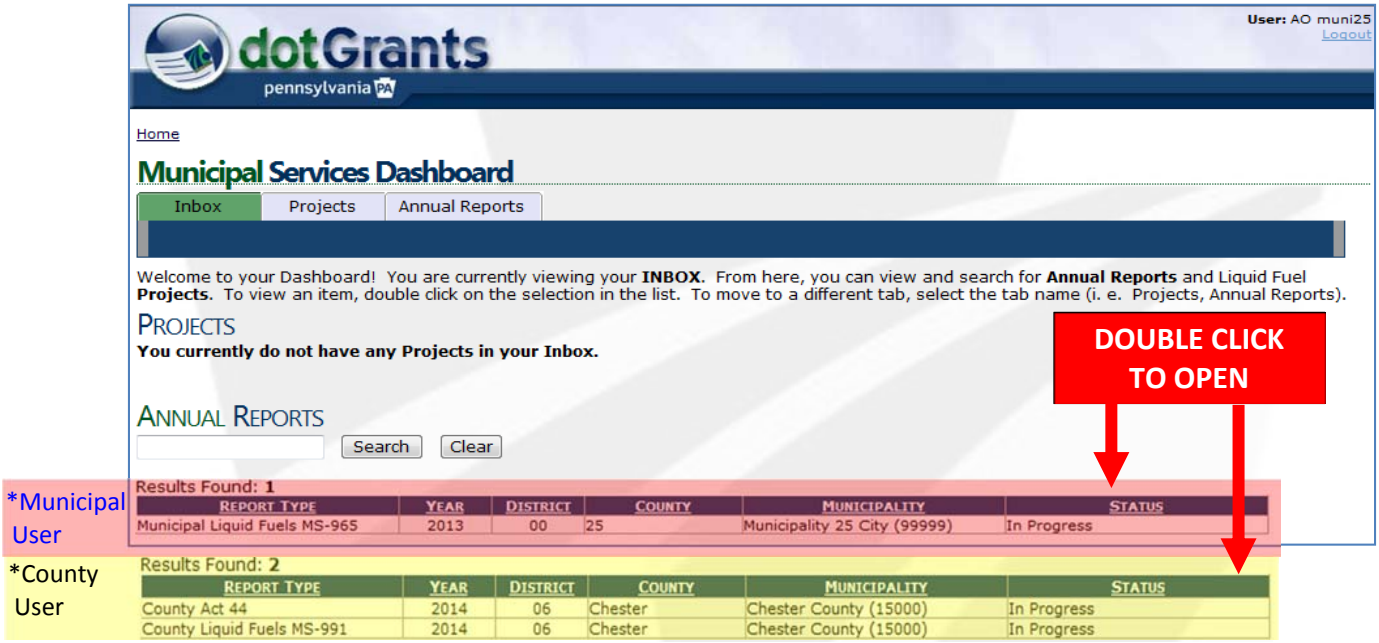
The **Municipal Services Dashboard** provides access to your **Annual Reports** and **Liquid Fuel Projects**.

Dashboard Search Options

On the Projects tab, and the Annual Reports tab, users have the ability to search for items a variety of ways.

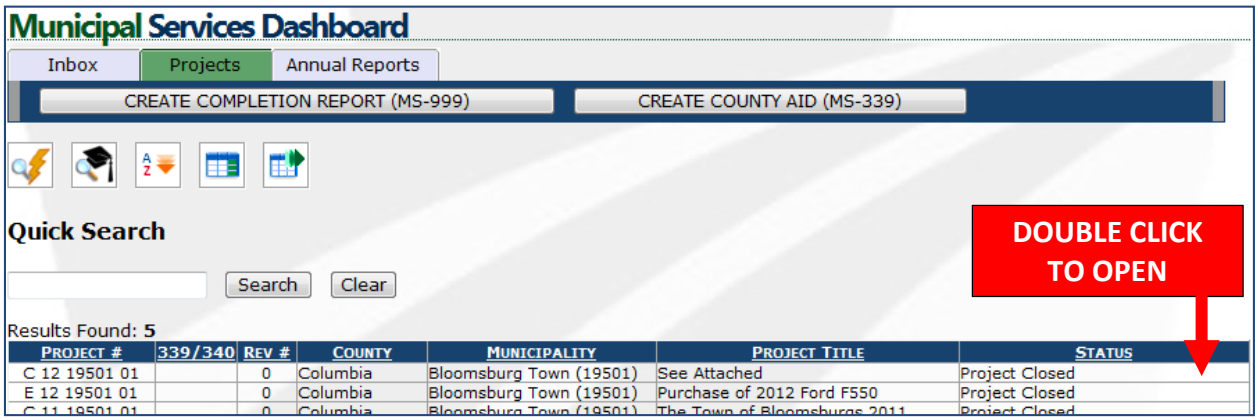


Inbox Tab



The first tab you will see is your **INBOX**. Any items requiring your attention will be listed here. To view an item, double click on the selection in the list. To move to a different tab, select the tab name (i. e. **Projects**, **Annual Reports**).

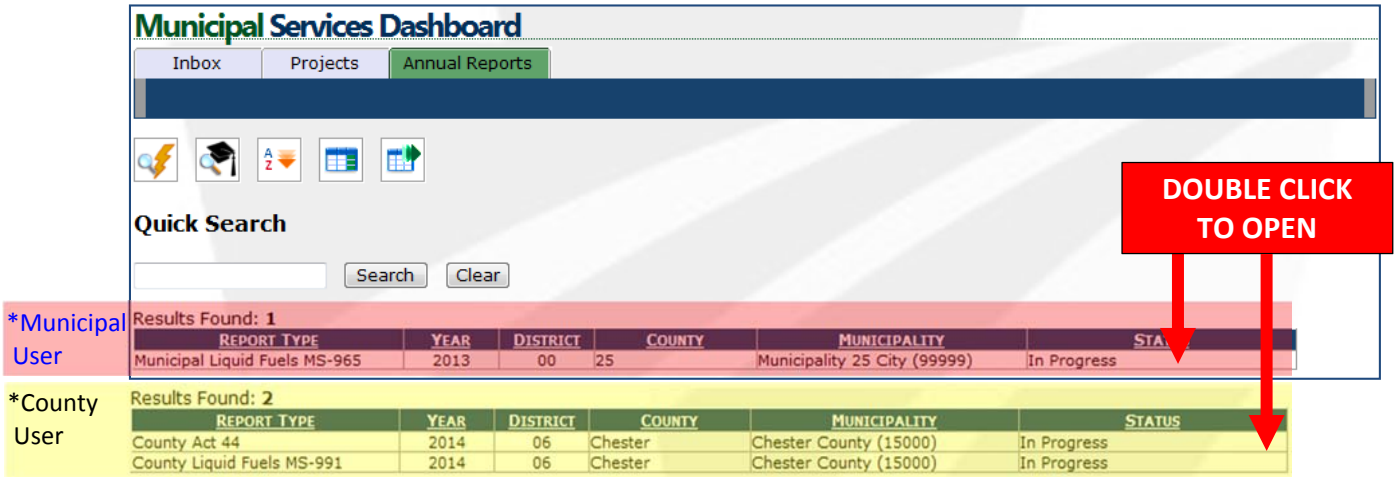
Projects Tab



The second tab you will see is **PROJECTS**, which shows all projects and their current statuses.

To view an item, double click on the selection in the list. To move to a different tab, select the tab name (i. e. **Inbox**, **Annual Reports**).

Annual Reports Tab



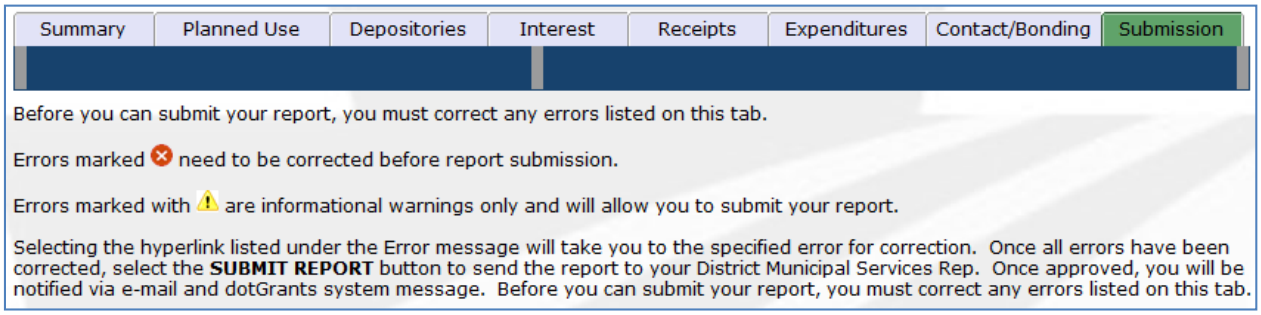
The third tab you will see is **ANNUAL REPORTS**. From here, you can view and search all your available Annual Reports. Only reports from 2013 and forward will be listed here.

To view an item, double click on the selection in the list. To move to a different tab, select the tab name (i. e. **Inbox**, **Projects**).

Introduction to Annual Reports

Submitting Reports

To submit your report to your District Municipal Services Representative, select the Submission tab from the Annual Report. If there are any errors or issues that require your attention, they will be listed here.

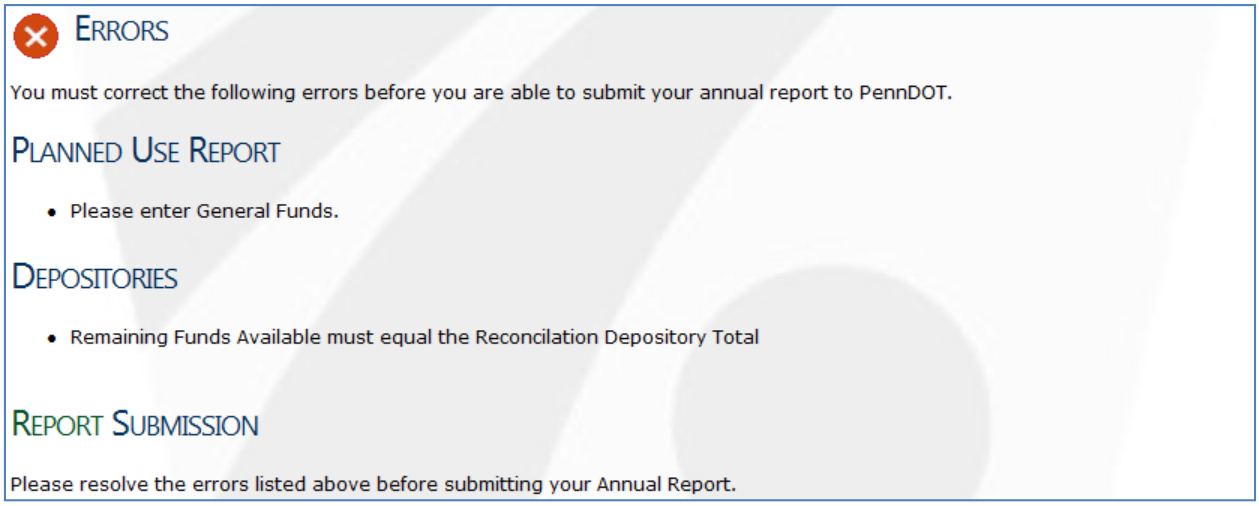


Error Warning

- Errors that need to be corrected will be listed with an explanation that refers to the tab that contains the error specified.
- Once these errors are corrected, the user will be able to submit the report.
- Reports will not be able to be submitted until after the 1st of January of each reporting year.

Informational Warnings

- Informational warnings will allow a user to submit the report and are listed to notify the user of any possible informational issues that were identified in the report.



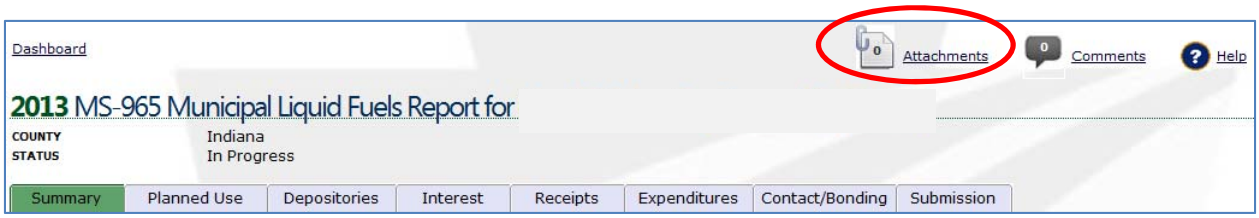
Printing Reports

In dotGrants, users are able to print per section of the Annual Report or print all of the sections of their Annual Report. Each tab will display a **PRINT SECTION** OR **PRINT REPORT** button below the tabs.

Once a print button is selected, a PDF of the form will open in a new window. Save the form to your computer hard drive or print a copy for your records.

Attaching & Deleting Documents to Reports

To upload supporting documents, select the Attachments icon from the Annual Report screen.

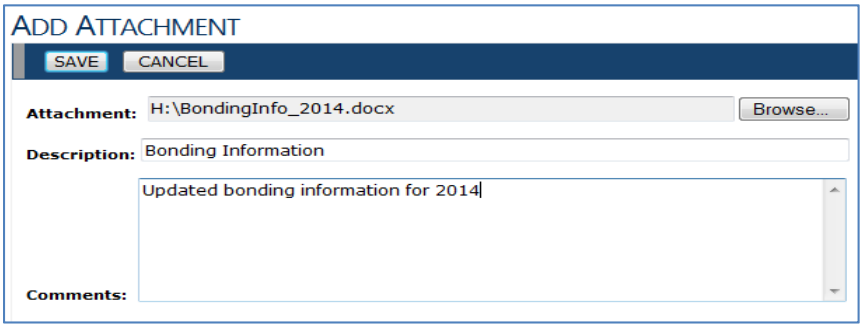


A dialog window will open. Select the **ADD ATTACHMENT** button.

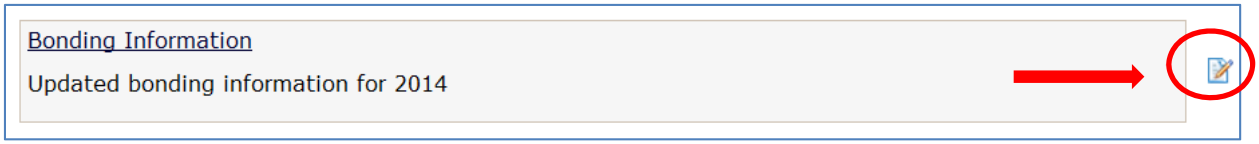
The types of documents that might be uploaded on this page include information that needs more than the boxes provided and multiple cost estimates or explanations of expenses. File types include all Microsoft Office formats (Office 97 to Office 2007) gif, jpg, pdf, png, tif, txt.

Please do not upload large documents such as an entire town plan report containing extensive data. If submitting maps or other graphics to illustrate the information pertinent to the report please use a commonly available format like PDF or JPG and compress the file if possible (30 MB limit).

Click the **Browse…** button to navigate to the document's location. Enter a description and comment, if desired. Click **SAVE**.



The document is added to the Attachments window. To edit the description, comment or document, select the Edit icon to the right.



Documents must be uploaded one at a time and saved. After you have saved the first document, you can click the **ADD ATTACHMENT** button to upload an additional document.

Click the icon to close the Attachments dialog window and return to the Annual Report screen.

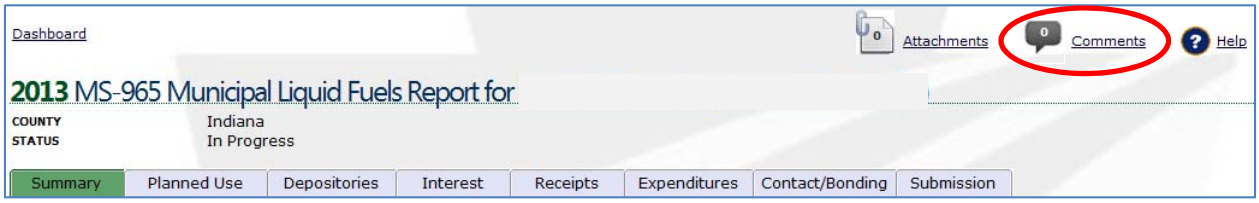
The icon will update to show the number of attachments to the Annual Report.

Deleting Attachments

To delete an attachment, click the edit icon and select the **DELETE** button.

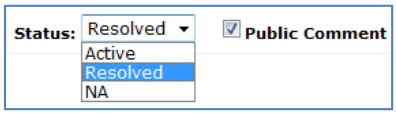
Adding & Deleting Comments on Reports

The ability to add a comment to your Annual Report is available by selecting the **Comments** icon from the Annual Report screen.



Once selected, the **DISPLAY COMMENTS** dialog box opens. Select the **ADD COMMENT** button.

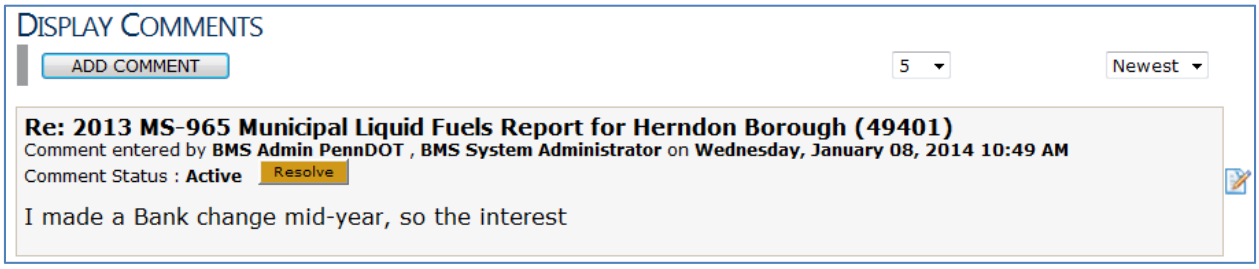
Enter in the comment in the text box.



Optional: select the **Status** drop down to choose an action. This can be used to track comments that require follow-up or another action. Select the **Public Comment** checkbox to allow all authorized users to view the comment, or unselect to keep the comment internal only.

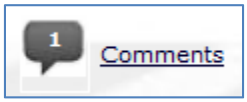
Click **SAVE**.

The comment will be displayed in the **DISPLAY COMMENTS** dialog box.

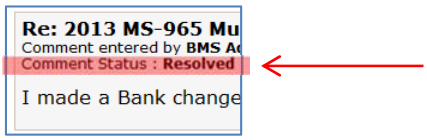


Click the **X** to close the comment dialog box.

On the Annual Reports page, the comment will display in red to notify authorized users that a comment exists.



Once the comment has been read and the comment status changed to **Resolved**, the comment icon will display in gray.

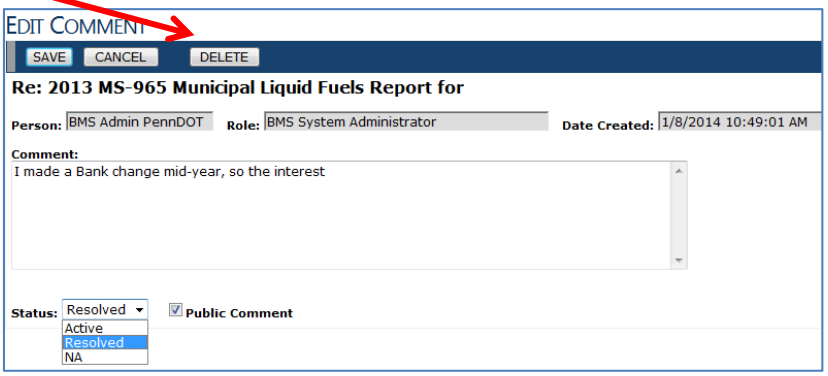


Deleting Comments

To delete a comment, select the Comment icon on the Annual Report page to open the DISPLAY COMMENTS dialog box.

Click the Edit icon next to the relevant comment.

Click the **DELETE** button in the **EDIT COMMENT** dialog box.



MS-965 Annual Report Instructions for Municipalities

Overview of Tabs

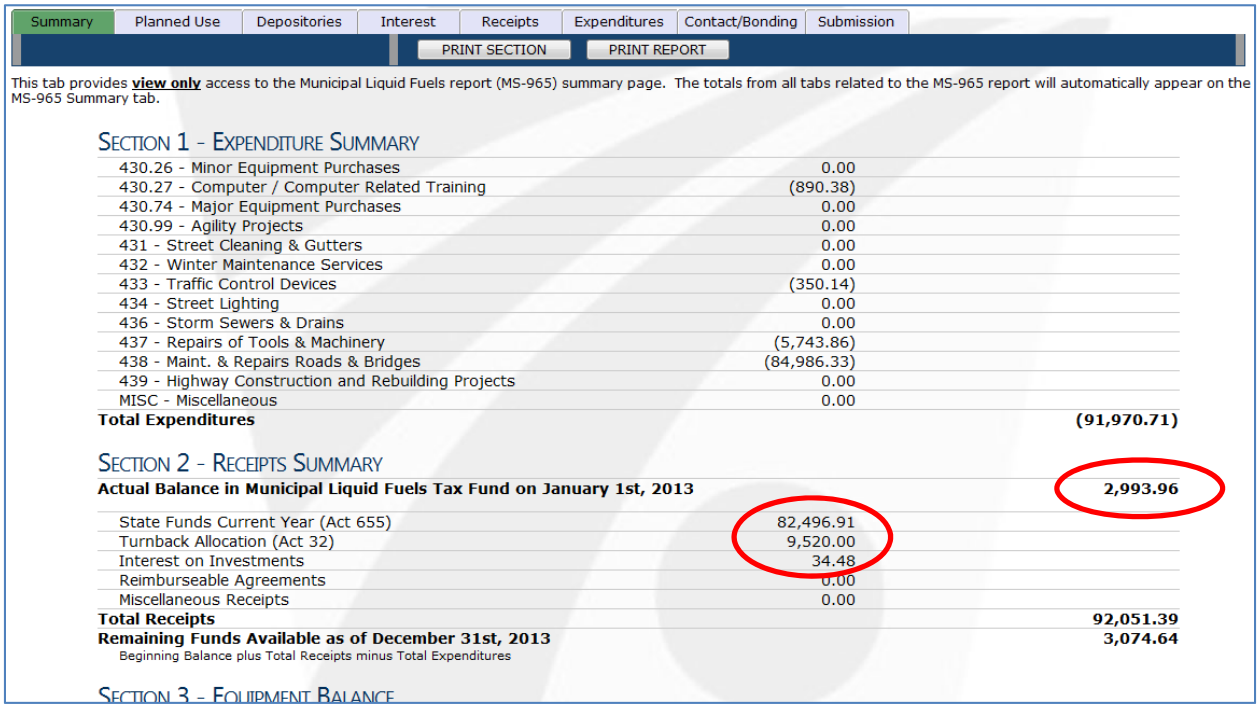
dotGrants has been updated with a fluid *tab structure*. This gives users the ability to access all of their reports from one interface. Detailed explanations of each tab are listed below. The MS-965 Annual Report for municipalities has the following tabs: Summary, Planned Use, Depositories, Interest, Receipts, Expenditures, Contact/Bonding, Submission.

Most tabs will have the **SAVE** and **RESET** button:

- **SAVE** button should be clicked when the data entered on the tab needs to be saved. Also, if you click on a different tab, this will automatically save the current tab.
- **RESET** button should be clicked when the user wants to reset the data to the *last* save. (Remember entries are saved by pressing the Save button *OR* clicking on a different tab.)

MS-965 Summary Tab

To open your Municipal MS-965 Liquid Fuels Annual Report from the Municipal Services Dashboard, double-click on the current year report. The page will open to the ***Summary Tab***.



Summary | Planned Use | Depositories | Interest | Receipts | Expenditures | Contact/Bonding | Submission

PRINT SECTION | PRINT REPORT

This tab provides **view only** access to the Municipal Liquid Fuels report (MS-965) summary page. The totals from all tabs related to the MS-965 report will automatically appear on the MS-965 Summary tab.

SECTION 1 - EXPENDITURE SUMMARY

430.26 - Minor Equipment Purchases	0.00	
430.27 - Computer / Computer Related Training	(890.38)	
430.74 - Major Equipment Purchases	0.00	
430.99 - Agility Projects	0.00	
431 - Street Cleaning & Gutters	0.00	
432 - Winter Maintenance Services	0.00	
433 - Traffic Control Devices	(350.14)	
434 - Street Lighting	0.00	
436 - Storm Sewers & Drains	0.00	
437 - Repairs of Tools & Machinery	(5,743.86)	
438 - Maint. & Repairs Roads & Bridges	(84,986.33)	
439 - Highway Construction and Rebuilding Projects	0.00	
MISC - Miscellaneous	0.00	
Total Expenditures		**(91,970.71)**

SECTION 2 - RECEIPTS SUMMARY

Actual Balance in Municipal Liquid Fuels Tax Fund on January 1st, 2013		**2,993.96**
State Funds Current Year (Act 655)	82,496.91	
Turnback Allocation (Act 32)	9,520.00	
Interest on Investments	34.48	
Reimburseable Agreements	0.00	
Miscellaneous Receipts	0.00	
Total Receipts		**92,051.39**
Remaining Funds Available as of December 31st, 2013		**3,074.64**
Beginning Balance plus Total Receipts minus Total Expenditures		

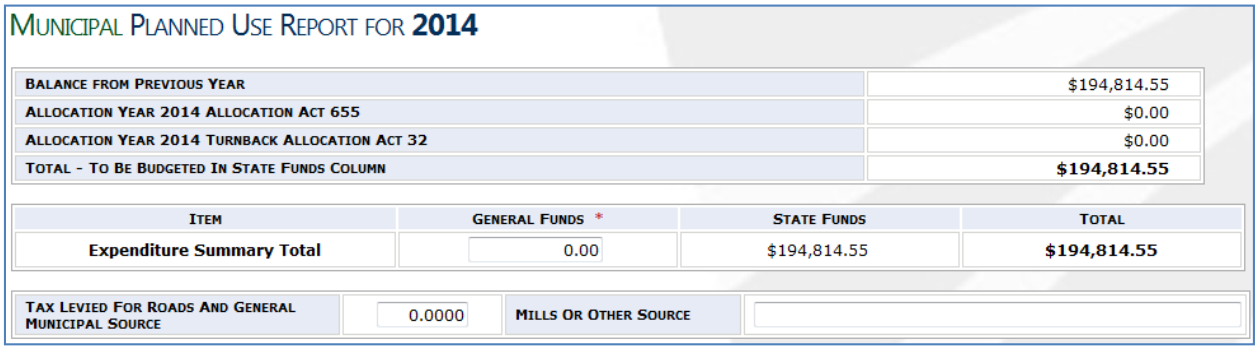
SECTION 3 - EQUIPMENT BALANCE

- The Summary tab provides view only access. The totals from all tabs related to the MS-965 report are automatically calculated on the Summary tab.
- The **Ending Balance** from the previous year's Annual Report will show in **SECTION – 2 RECEIPTS SUMMARY**.
- **Liquid Fuel or Turnback Allocations received from the Commonwealth are entered automatically**.
- This page will always reflect the most up-to-date information for your municipality.

MS-965 Planned Use Tab

The Planned Use tab displays information regarding municipalities estimated Liquid Fuels Allocations for the upcoming reporting year as well as previous year balances. This tab simply estimates the amount of Liquid Fuels Tax money and General Fund money that you'll have available for highway maintenance, construction and rebuilding in the coming year.

Municipalities are required (*) to enter the General Funds amount Tax Levied for Roads and/or millage rate information. The totals will auto-calculate once entered.



MUNICIPAL PLANNED USE REPORT FOR **2014**

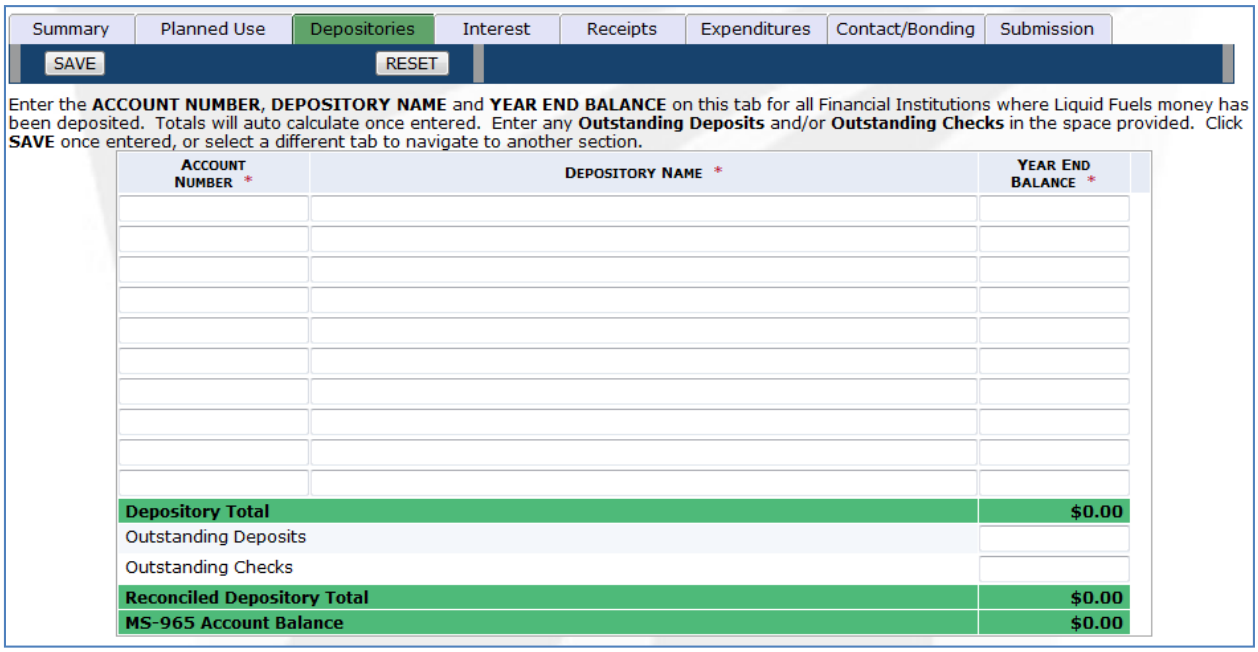
BALANCE FROM PREVIOUS YEAR	$194,814.55
ALLOCATION YEAR 2014 ALLOCATION ACT 655	$0.00
ALLOCATION YEAR 2014 TURNBACK ALLOCATION ACT 32	$0.00
TOTAL - TO BE BUDGETED IN STATE FUNDS COLUMN	**$194,814.55**

ITEM	GENERAL FUNDS *	STATE FUNDS	TOTAL
Expenditure Summary Total	0.00	$194,814.55	**$194,814.55**

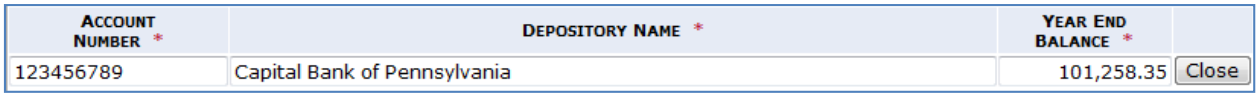
TAX LEVIED FOR ROADS AND GENERAL MUNICIPAL SOURCE	0.0000	MILLS OR OTHER SOURCE	

MS-965 Depositories Tab

The Depositories section is new for municipalities. Municipalities will need to enter banking information for Liquid Fuels Tax bank accounts.



Enter the **Account Number**, **Financial Institution (Depository Name)** and **Year End Balance** for all Liquid Fuels Tax bank accounts.

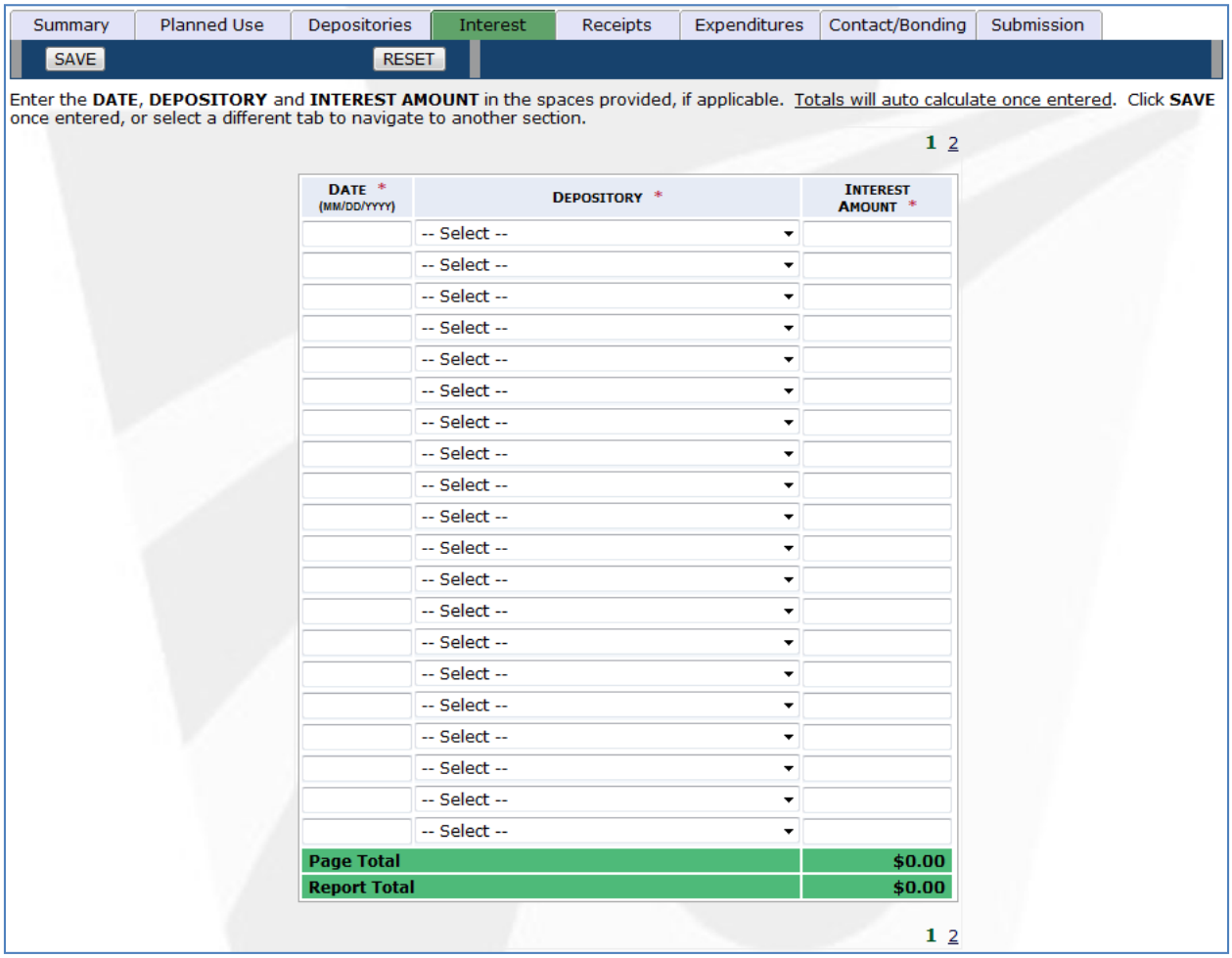


The municipality will need to account for and enter any **Outstanding Deposits** and any **Outstanding Checks** written on checking accounts dedicated to Liquid Fuels Tax money.

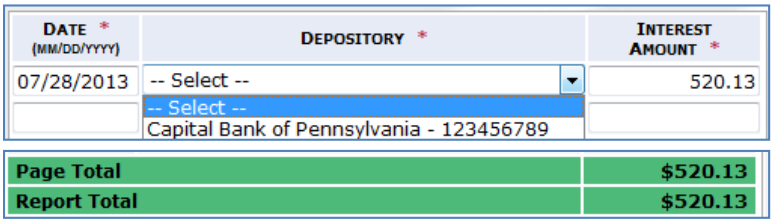
Once entered, the MS-965 Account Balance on the Summary tab must equal the Reconciled Depository total for your Liquid Fuels Tax bank accounts at year end.

MS-965 Interest Tab

Municipalities will need to enter the interest earned on all accounts that contained Liquid Fuels Tax money for the reporting year. Interest will be reported on the monthly statements and year-end 1099 forms that your bank will send.



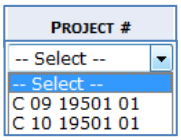
The Depository drop down list will contain all open bank accounts that were listed on the Depositories tab. Select the relevant bank from the drop down list and enter the date and interest amount in the spaces provided. Once entered, the total of all interest earned will populate at the bottom of the page.

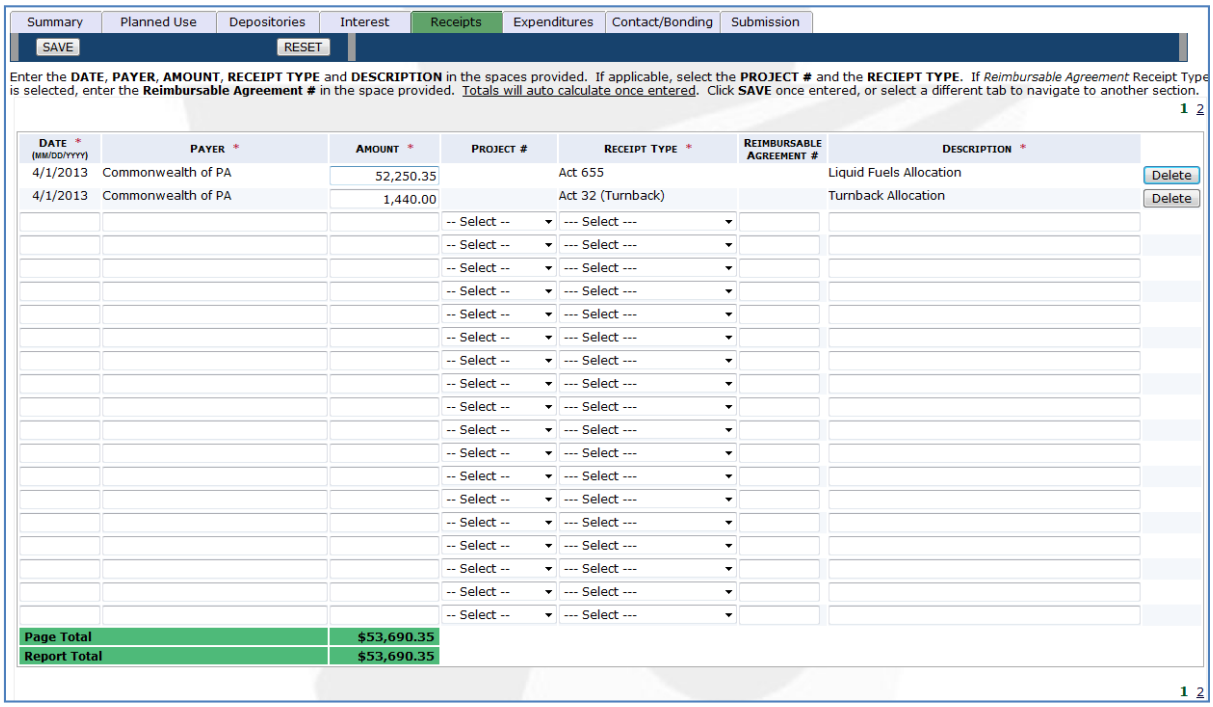


MS-965 Receipts Tab

Any receipts deposited to your Liquid Fuels Tax account during the year, such as a payment from the state or a reimbursement from your General Funds as a result of an audit finding, should be entered here. Any Liquid Fuels money received from the Commonwealth will auto populate.

- **Date** – enter the date on which you deposited the receipt to a Liquid Fuels Tax bank account
- **Payer** – enter the payer of the receipt
- **Amount** – enter the dollar amount of the receipt
- **Project #** - if the receipt relates to an approved Liquid Fuels project, select the project # from the drop down list
- **Receipt Type** – see below
- **Reimbursable Agreement #** - enter the relevant agreement # (required if selected)
- **Description** – briefly state the reason for the receipt

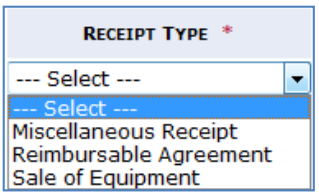




Receipt Types Column

There are three receipt types available for selection:

- **Reimbursable Agreement** receipt – for expenses paid from your Liquid Fuels Tax account reimbursed by a third party in accordance with a written agreement.
- Receipt from **Sale of Equipment** – sold equipment that you purchased with Liquid Fuels Tax money.
- **Miscellaneous Receipt** – any other money deposited into your Liquid Fuels Tax account, including reimbursement of Audit Findings.

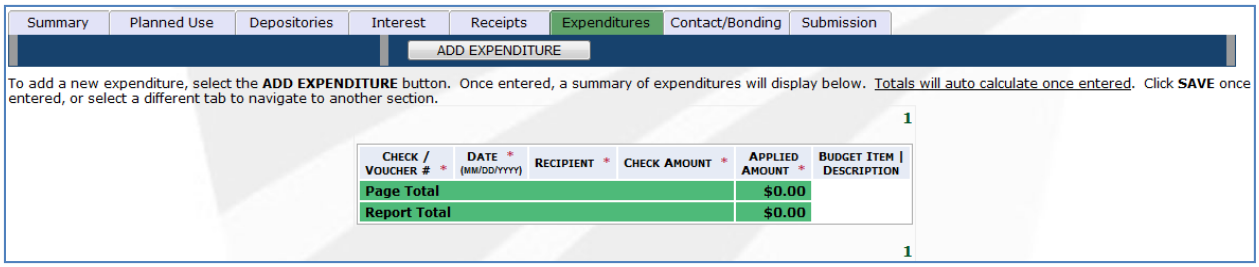


MS-965 Expenditures Tab

The Expenditures tab will display all checks that you wrote against your liquid fuels checking account and will show how the municipality spent their Liquid Fuels allocations for the year.

Record amounts such as bank fees deducted from the checking account, checking account adjustments and transfers from checking to a liquid fuels savings account or certificate of deposit.

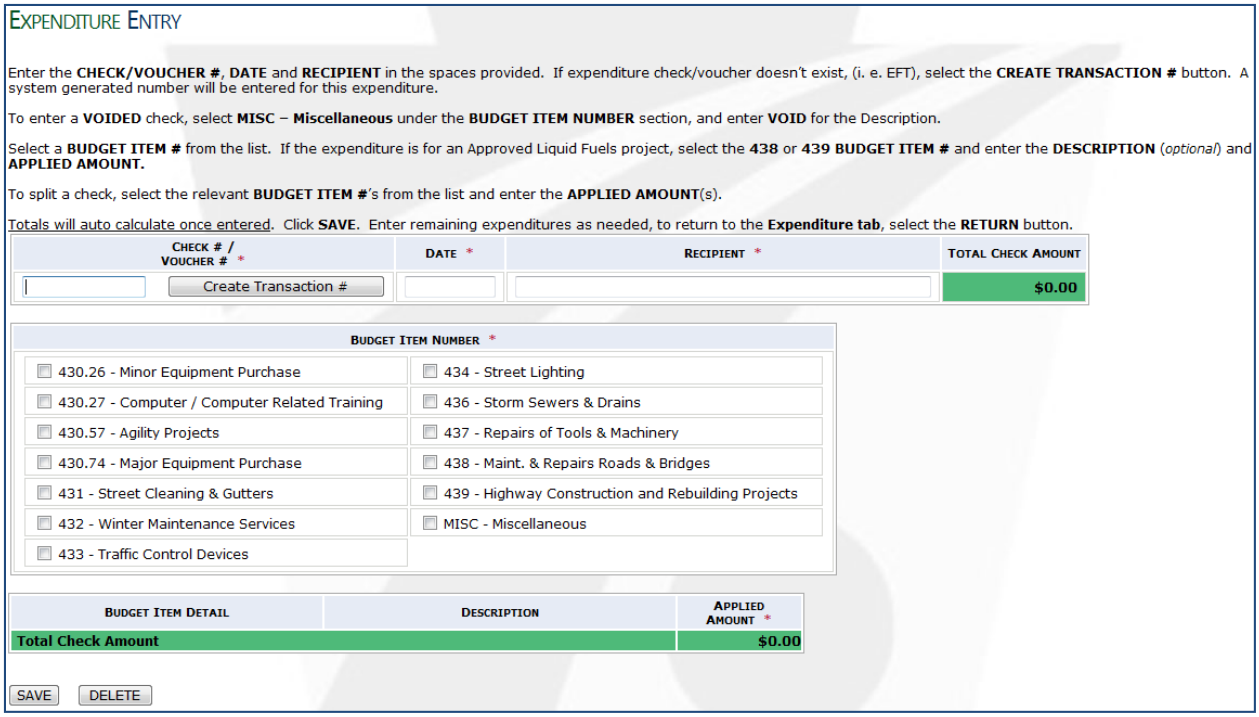
This tab records activity in your Liquid Fuels checking account, not your General Fund.



How to add Expenditures

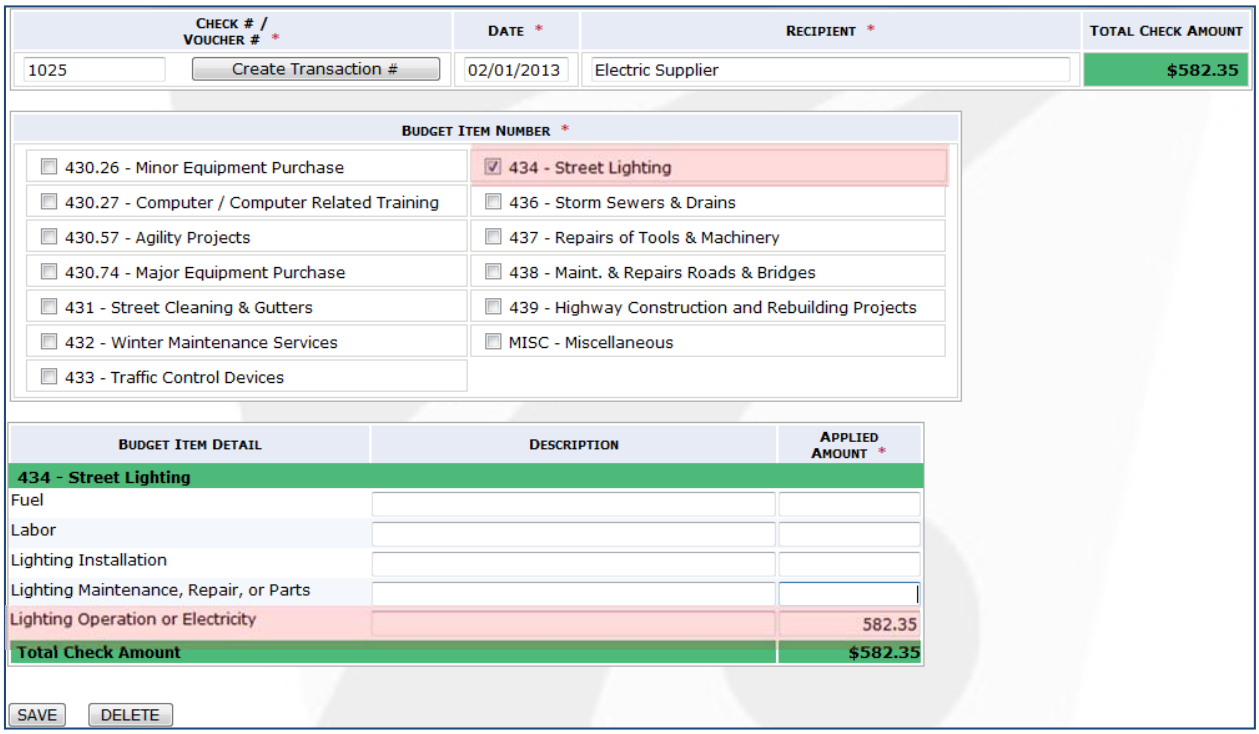
Select the **ADD EXPENDITURE** button from the Expenditures tab.

- The Expenditure Entry screen opens

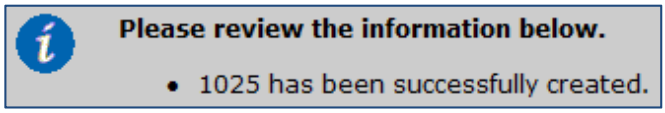


Enter the **CHECK/VOUCHER #**, **DATE** and **RECIPIENT** in the spaces provided.

- Select a **BUDGET ITEM NUMBER** from the list that relates to the check transaction
    - The **BUDGET ITEM DETAIL** expands to show the permissible entries
- Enter a **DESCRIPTION** (optional, unless "**OTHER**" is selected) and the amount applied to this expense
- Click **SAVE**



An informational message will appear above the page (as shown on the right), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.



Creating Transactions when Check Doesn't Exist

If an expenditure check/voucher doesn't exist, (i. e. EFT), select the **CREATE TRANSACTION #** button. A system generated number will be entered for this expenditure.

Check # / Voucher # *		Date *	Recipient *
EFT835314986	Create Transaction #	02/01/2013	Material Supplier

Expenditures for Approved Liquid Fuels Projects

If the expenditure is for an Approved Liquid Fuels project, select the **438** or **439 BUDGET ITEM NUMBER** and enter the **DESCRIPTION** (optional) and **DISTRIBUTED AMOUNT**, in the row containing the appropriate project number.

The approved bridge project # will be available for selection in the **BUDGET ITEM DETAIL** section. Enter the related project details in the text boxes and click **SAVE** to record the expenditure for the project. Click **RETURN** to view the entered Expenditure.

How to Enter a Split Check

When a paid expenditure is for multiple Budget Item categories, the user must select the relevant Budget Item numbers from the list.

Check # / Voucher # *		Date *	Recipient *	Total Check Amount
EFT835314986	Create Transaction #	02/01/2013	Material Supplier	$11,025.00

Budget Item Number *

☐ 430.26 - Minor Equipment Purchase	☐ 434 - Street Lighting
☐ 430.27 - Computer / Computer Related Training	☐ 436 - Storm Sewers & Drains
☐ 430.57 - Agility Projects	☐ 437 - Repairs of Tools & Machinery
☐ 430.74 - Major Equipment Purchase	☐ 438 - Maint. & Repairs Roads & Bridges
☑ 431 - Street Cleaning & Gutters	☐ 439 - Highway Construction and Rebuilding Projects
☑ 432 - Winter Maintenance Services	☐ MISC - Miscellaneous
☐ 433 - Traffic Control Devices	

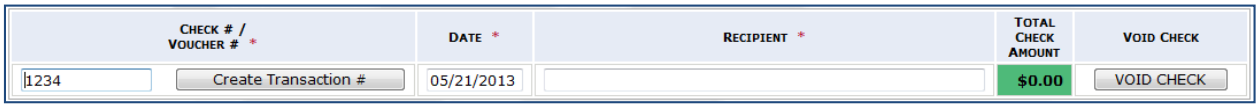
Budget Item Detail	Description	Applied Amount *
431 - Street Cleaning & Gutters		
Fuel		
Labor		
Tool or Equipment Rental	Equipment Rental	2,525.00
432 - Winter Maintenance Services		
Fuel		
Other Winter Maintenance Services		
Road Salt		8,500.00
Snow Fence		
Storage Sheds or Buildings (Road Salt)		
Winter Road Crew/Crew		
Total Check Amount		**$11,025.00**

To split a check, select the relevant **BUDGET ITEM NUMBER's** and enter the **APPLIED AMOUNT**(s) and **DESCRIPTION**.

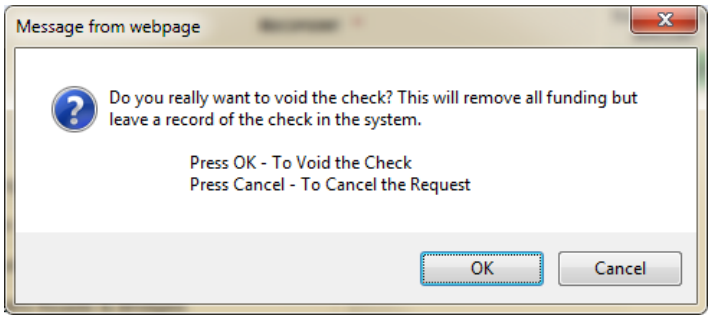
Totals will auto calculate once entered. Click **SAVE**.

How to Enter a VOIDED check

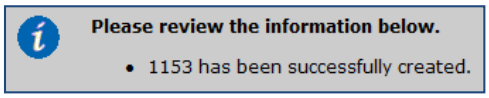
To enter a **VOIDED** check, select the **ADD EXPENDITURE** button. Enter the **CHECK #** and the **DATE** and select the **VOID CHECK** button.



A dialog box will open asking for confirmation. Click OK.

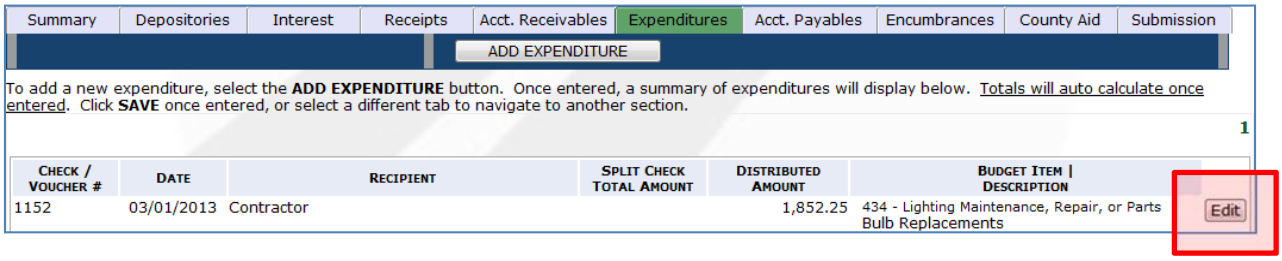


An informational message will appear above the page (as shown on the right), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

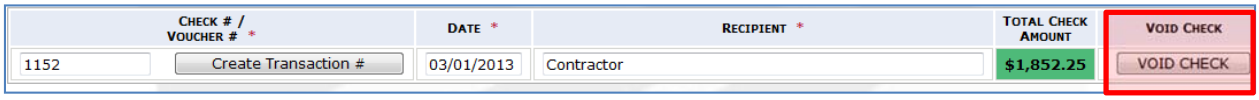


How to Void an Existing Expenditure

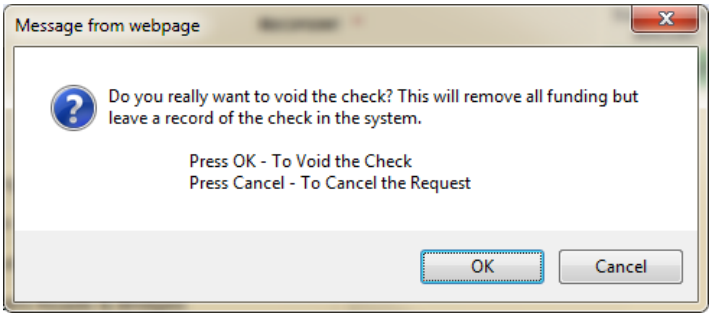
If a check has already been entered and needs to be voided, select **EDIT** next to the relevant check on the **Expenditures** tab.



Click the **VOID CHECK** button.



A dialog box will open asking for confirmation. Click **OK**.

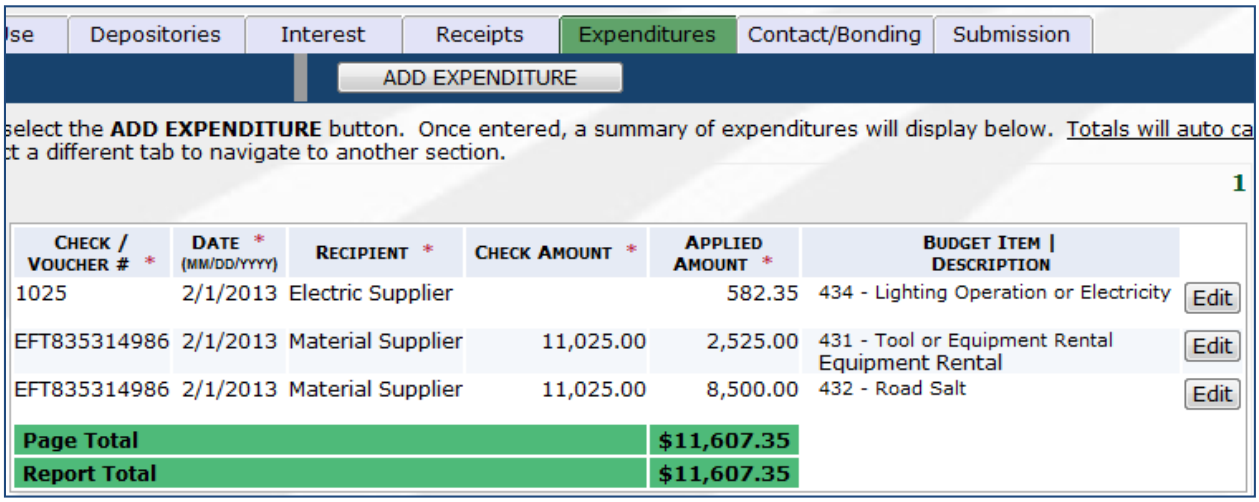


Click **SAVE**. Click **RETURN** to view the entered Expenditures.

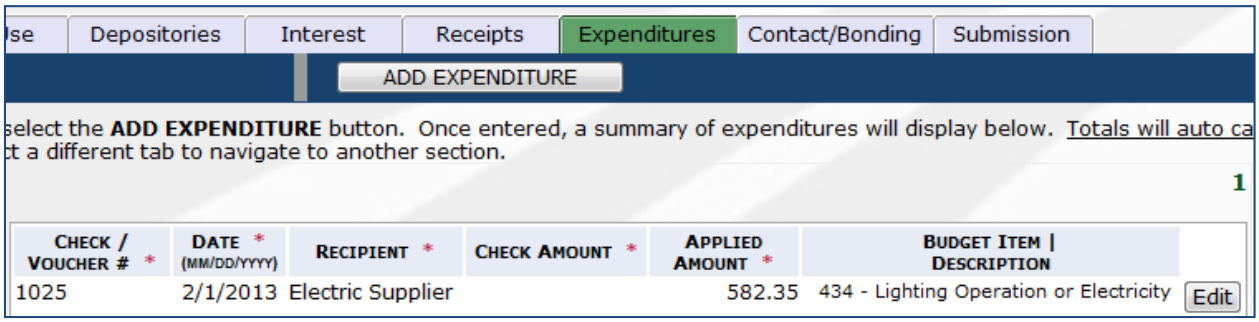
Viewing and Modifying Expenditures

After completion of entering your expenditures, select the **RETURN** button under the tab selection area.

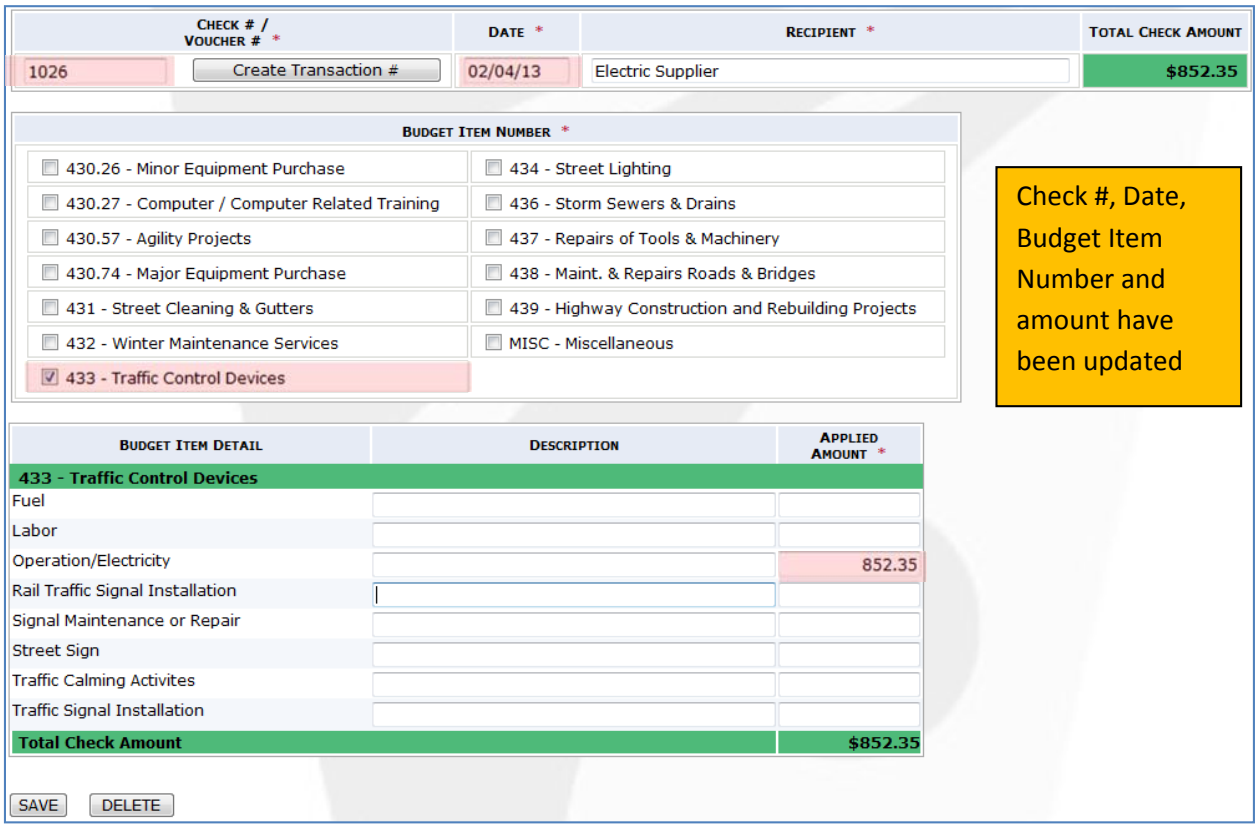
The entered expenditures will appear under the **Expenditures** tab.



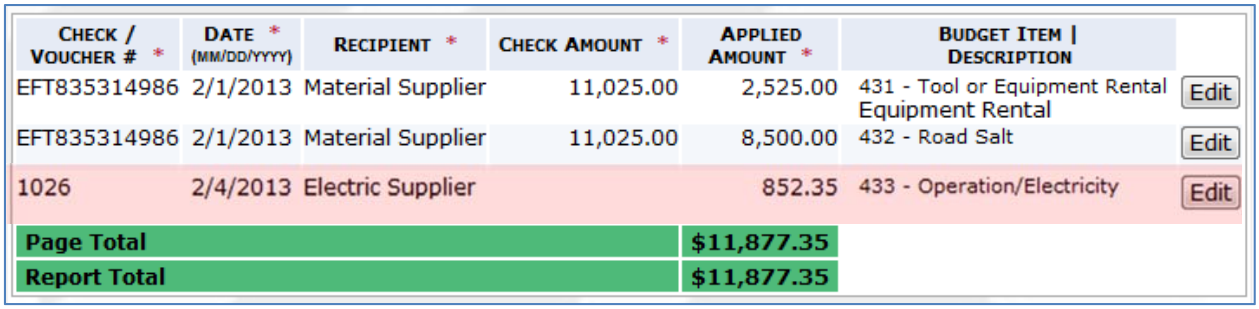
To modify an expenditure, select the **Expenditures** tab. Click **Edit** next to the relevant transaction.



Enter the updated data in the relevant text boxes. If necessary, to delete the amount entered previously, select the new **BUDGET ITEM NUMBER** from the list **and** uncheck the incorrect **BUDGET ITEM NUMBER**.



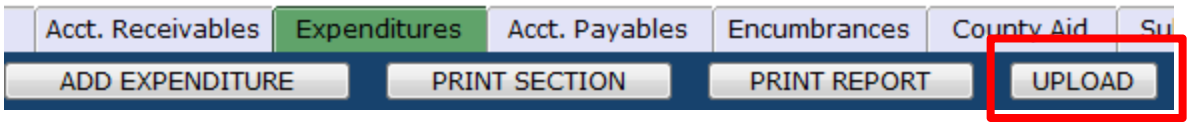
Click **SAVE**. The item updates on the Expenditures tab.



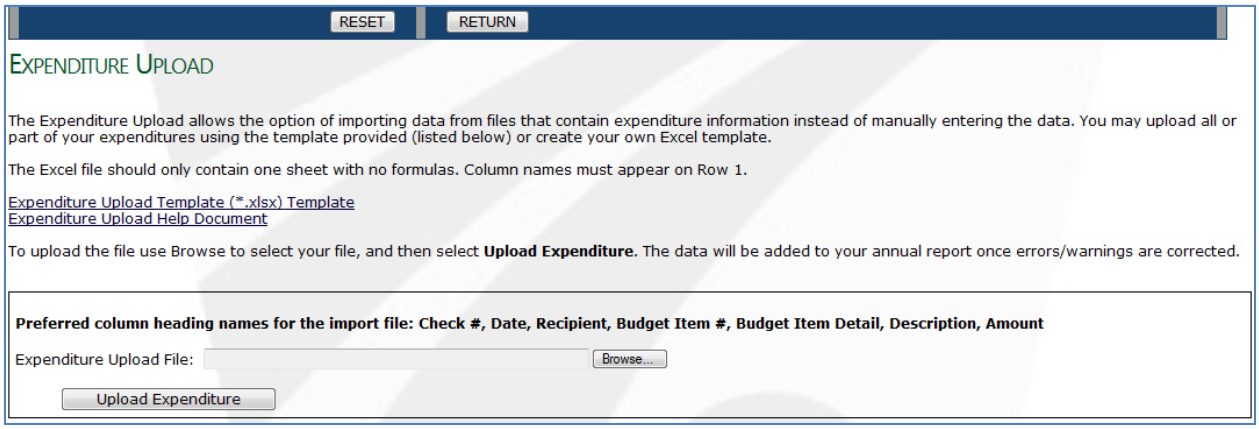
Check / Voucher # *	Date * (MM/DD/YYYY)	Recipient *	Check Amount *	Applied Amount *	Budget Item | Description	
EFT835314986	2/1/2013	Material Supplier	11,025.00	2,525.00	431 - Tool or Equipment Rental Equipment Rental	Edit
EFT835314986	2/1/2013	Material Supplier	11,025.00	8,500.00	432 - Road Salt	Edit
1026	2/4/2013	Electric Supplier		852.35	433 - Operation/Electricity	Edit
Page Total				**$11,877.35**		
Report Total				**$11,877.35**		

Uploading Expenditures

To upload expenditures into dotGrants, select the **UPLOAD** button on the **Expenditures** tab.



The **Expenditure Upload** screen opens.



For each spreadsheet that can be imported, there are requirements for which fields are allowed and which fields are required. Before importing a file, be sure to follow the below guidelines and requirements in preparing an import file.

Sample Check Expenditure Spreadsheet:

Type	Date	Num	Name	Account	Debit	Credit
Check	1/18/2013	4708	HILLSIDE STONE	CASH		632.85
			HILLSIDE STONE	438.25 MAINT SUPPLIES	632.85	
					632.85	632.85
	1					
Check	2/2/2013	4709	BAYLESS FUEL	CASH		2,853.48
			BAYLESS FUEL	438.23 MAINT FUEL	2,853.48	
					3 2,853.48	2,853.48
Check	2/24/2013	4710	BAYLESS FUEL	CASH		595.13
	4		BAYLESS FUEL	438.23 MAINT FUEL	595.13	
					595.13	595.13
Check	3/3/2013	4711	BAYLESS FUEL	CASH		515.01
			BAYLESS FUEL	438.23 MAINT FUEL	515.01	
					515.01	515.01

2 QuickBooks Export Tips | Sheet1

Modifications will be required before the Excel file can be uploaded to dotGrants.

1. File cannot contain blank rows or columns
2. Delete all tabs, except Sheet 1
3. No total cells/rows
4. Each row/expenditure must contain the check number and date

Acceptable upload format:

Date	Num	Name	Account	Debit
1/18/2013	4708	HILLSIDE STONE	438.25 MAINT SUPPLIES	632.85
2/2/2013	4709	BAYLESS FUEL	438.23 MAINT FUEL	2,853.48
2/24/2013	4710	BAYLESS FUEL	438.23 MAINT FUEL	595.13
3/3/2013	4711	BAYLESS FUEL	438.23 MAINT FUEL	515.01
3/24/2013	4712	CONWAY AND OMALLEY	437.25 MACH REP SUPPLIES	1,129.98
3/28/2013	4713	BAYLESS FUEL	438.23 MAINT FUEL	2,427.66
4/4/2013	4714	8 HASBROUCK SAND & GRA	438.25 MAINT SUPPLIES	139.05
4/10/2013	4715	FIVE STAR EQUIP CO	437.25 MACH REP SUPPLIES	2.39
4/10/2013	4716	WALSH EQUIPMENT	437.25 MACH REP SUPPLIES	377.58

Sheet1

The spreadsheet now follows the guidelines for import.

Other Guidelines to Consider

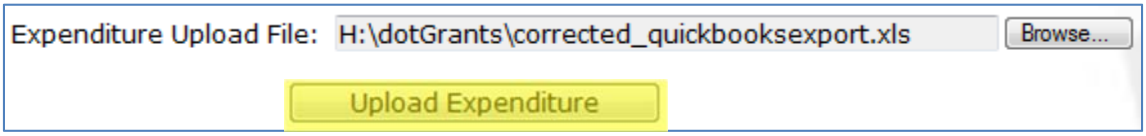
The predefined template contains the preferred column heading names for the spreadsheet import file.

Check #	Date	Recipient	Budget Item #	Budget Item Detail	Description	Amount

The column headings do not need to match the predefined headings (listed above), but the user may modify the headings in the spreadsheet import file to match.

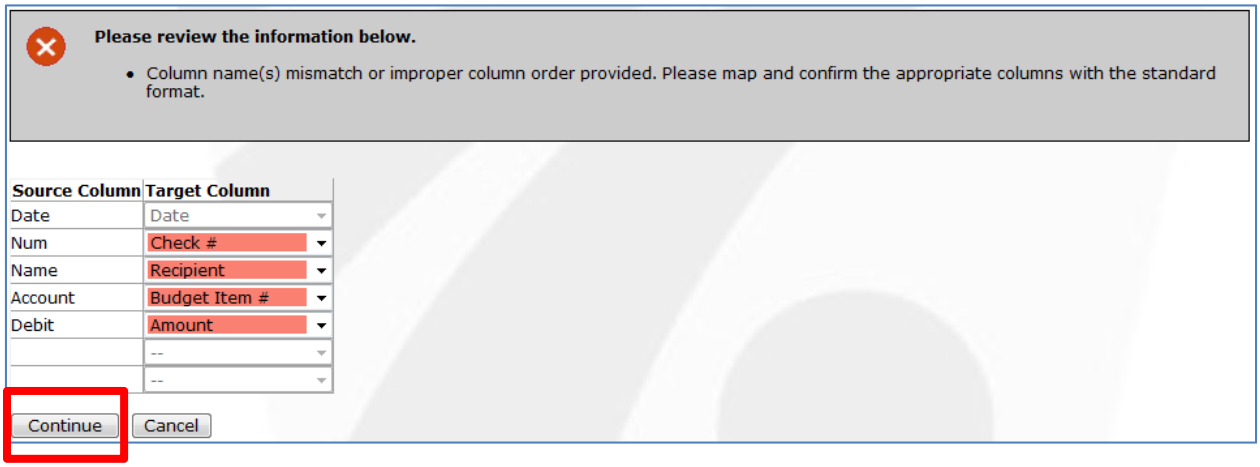
Once all modifications have been made to the spreadsheet import file,

1. Select the **Browse…** button to initiate the upload. Browse to the location and choose the file for import.



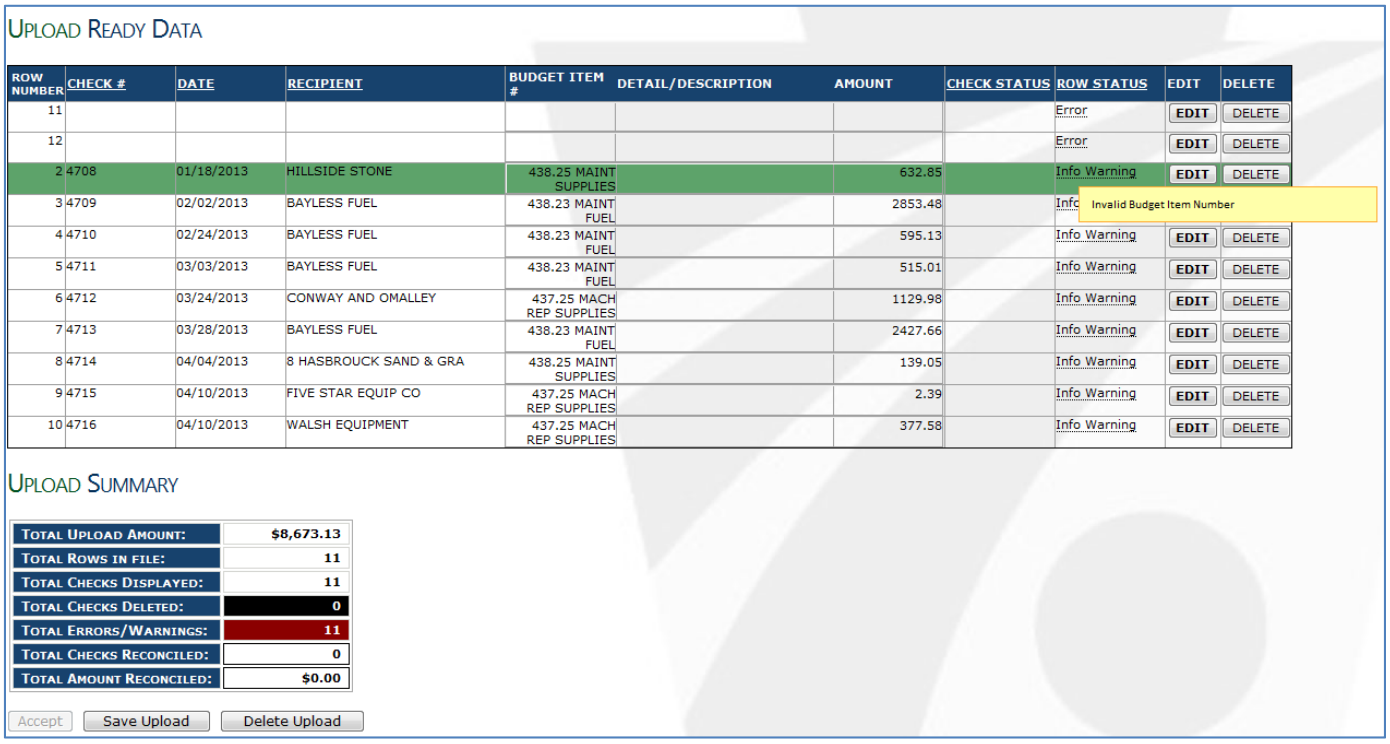
2. Click the **Upload Expenditure** button.

The spreadsheet import file contains different column headings that must be mapped to match the current expenditure field names. Click the relevant drop down box and map the source column name to the preferred column name.



Once the column names have been selected, click the **Continue** button.

The **UPLOAD READY DATA** screen opens.



UPLOAD READY DATA

ROW NUMBER	CHECK #	DATE	RECIPIENT	BUDGET ITEM #	DETAIL/DESCRIPTION	AMOUNT	CHECK STATUS	ROW STATUS	EDIT	DELETE
11								Error	EDIT	DELETE
12								Error	EDIT	DELETE
2	4708	01/18/2013	HILLSIDE STONE	438.25 MAINT SUPPLIES		632.85		Info Warning	EDIT	DELETE
3	4709	02/02/2013	BAYLESS FUEL	438.23 MAINT FUEL		2853.48		Info Invalid Budget Item Number		
4	4710	02/24/2013	BAYLESS FUEL	438.23 MAINT FUEL		595.13		Info Warning	EDIT	DELETE
5	4711	03/03/2013	BAYLESS FUEL	438.23 MAINT FUEL		515.01		Info Warning	EDIT	DELETE
6	4712	03/24/2013	CONWAY AND OMALLEY	437.25 MACH REP SUPPLIES		1129.98		Info Warning	EDIT	DELETE
7	4713	03/28/2013	BAYLESS FUEL	438.23 MAINT FUEL		2427.66		Info Warning	EDIT	DELETE
8	4714	04/04/2013	8 HASBROUCK SAND & GRA	438.25 MAINT SUPPLIES		139.05		Info Warning	EDIT	DELETE
9	4715	04/10/2013	FIVE STAR EQUIP CO	437.25 MACH REP SUPPLIES		2.39		Info Warning	EDIT	DELETE
10	4716	04/10/2013	WALSH EQUIPMENT	437.25 MACH REP SUPPLIES		377.58		Info Warning	EDIT	DELETE

UPLOAD SUMMARY

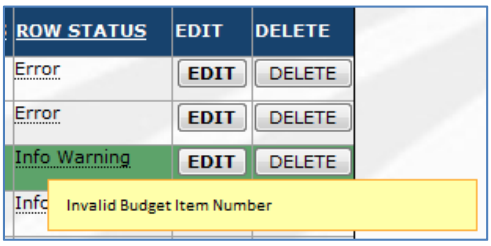
TOTAL UPLOAD AMOUNT:	$8,673.13
TOTAL ROWS IN FILE:	11
TOTAL CHECKS DISPLAYED:	11
TOTAL CHECKS DELETED:	0
TOTAL ERRORS/WARNINGS:	11
TOTAL CHECKS RECONCILED:	0
TOTAL AMOUNT RECONCILED:	$0.00

Accept | Save Upload | Delete Upload

The **UPLOAD SUMMARY** section will display the total rows, amounts and errors/warnings from the spreadsheet import file. Before the file can be uploaded, all errors/warnings must be corrected. You can correct your file on your pc and upload the file again or make the corrections using the EDIT button next to the line item.

Fixing Errors and Warnings

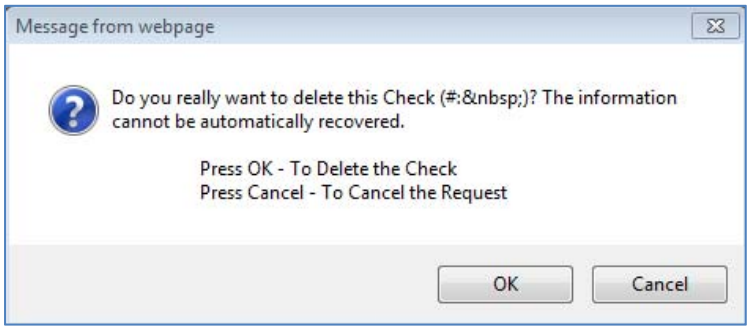
For each incomplete line item, a message will appear in the **ROW STATUS** column. Hover your mouse cursor over the message to view the details.



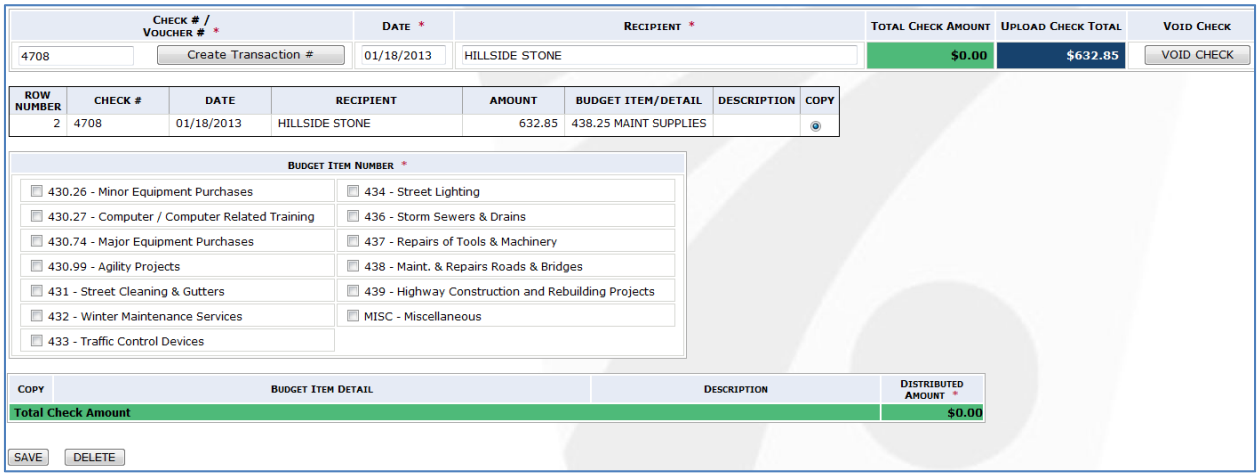
ROW STATUS	EDIT	DELETE
Error	EDIT	DELETE
Error	EDIT	DELETE
Info Warning	EDIT	DELETE
Info Invalid Budget Item Number		

To delete blank lines from the imported spreadsheet, click the **DELETE** button.

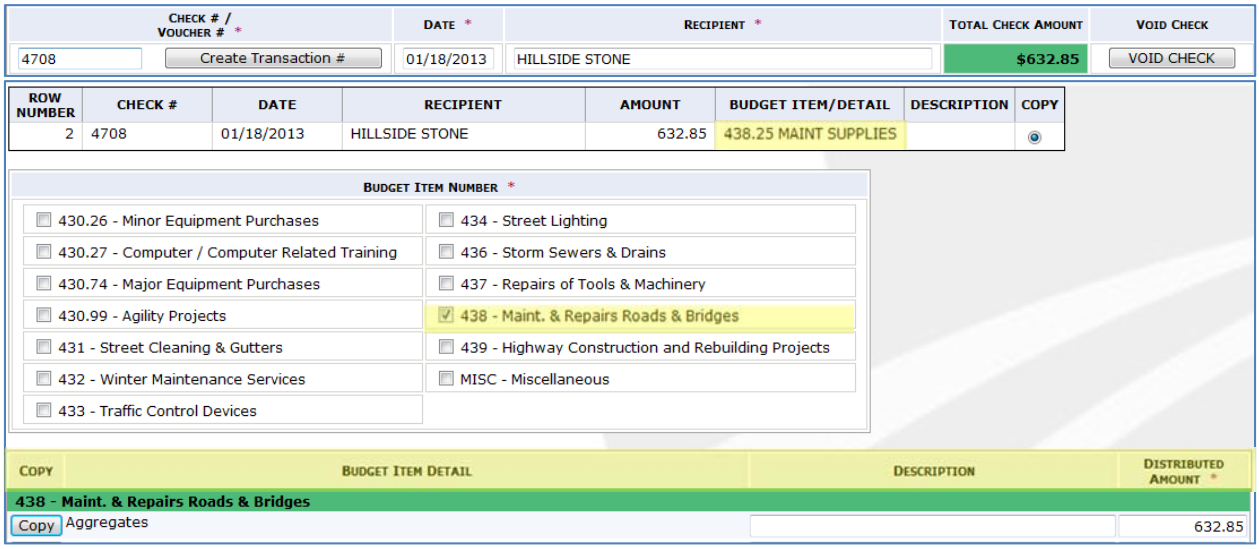
Click **OK** in the dialog box.



Click the **EDIT** button to modify the line item(s). The **EXPENDITURE ENTRY** screen opens.



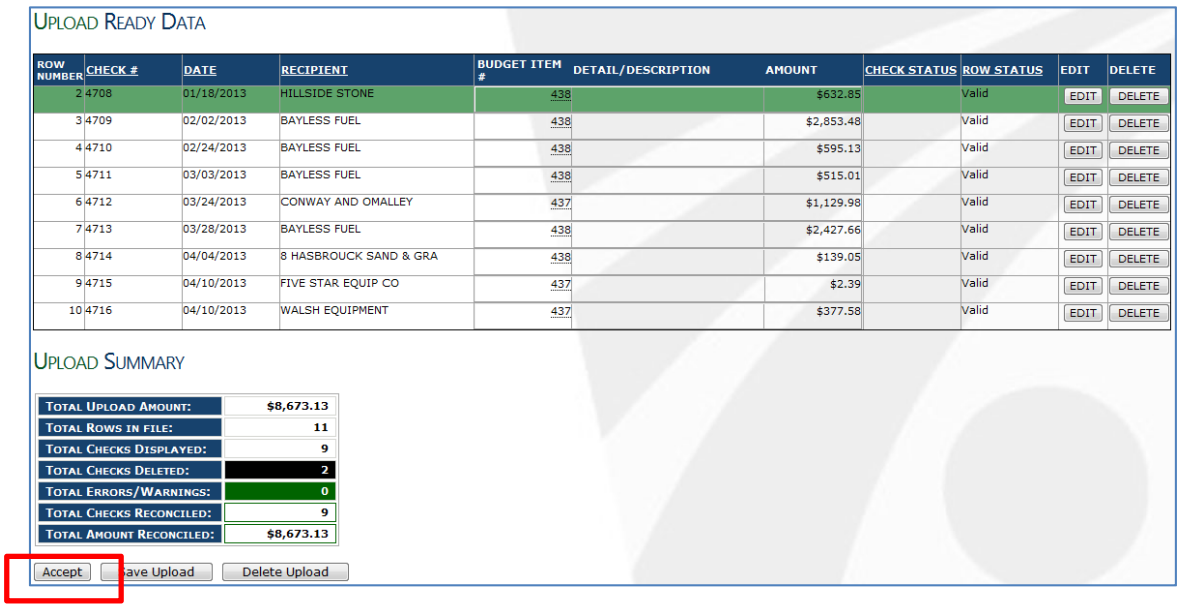
A common error is that the Budget Item # from the imported spreadsheet does not match the predefined Budget Item #'s for expenditures. To fix this error, select the relevant Budget Item # from the list, in this case, 438. The **BUDGET ITEM DETAIL** section displays below.



Click the **Copy** button next to the relevant detail item. This will carry the **DESCRIPTION** (if available), **DISTRIBUTED AMOUNT** and the **TOTAL CHECK AMOUNT** from the imported data to the detail line item for the expenditure. Manually enter any information that was not included in the upload.

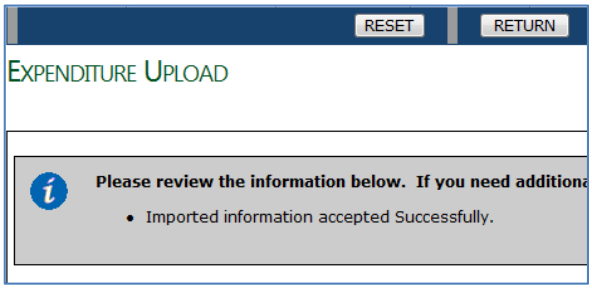
Click the **SAVE** button.

Once the expenditure item has been updated, the **UPLOAD READY DATA** table **ROW STATUS** changes from ***Error*** to ***Valid***. The **UPLOAD SUMMARY** displays "0" for **TOTAL ERRORS/WARNINGS**.

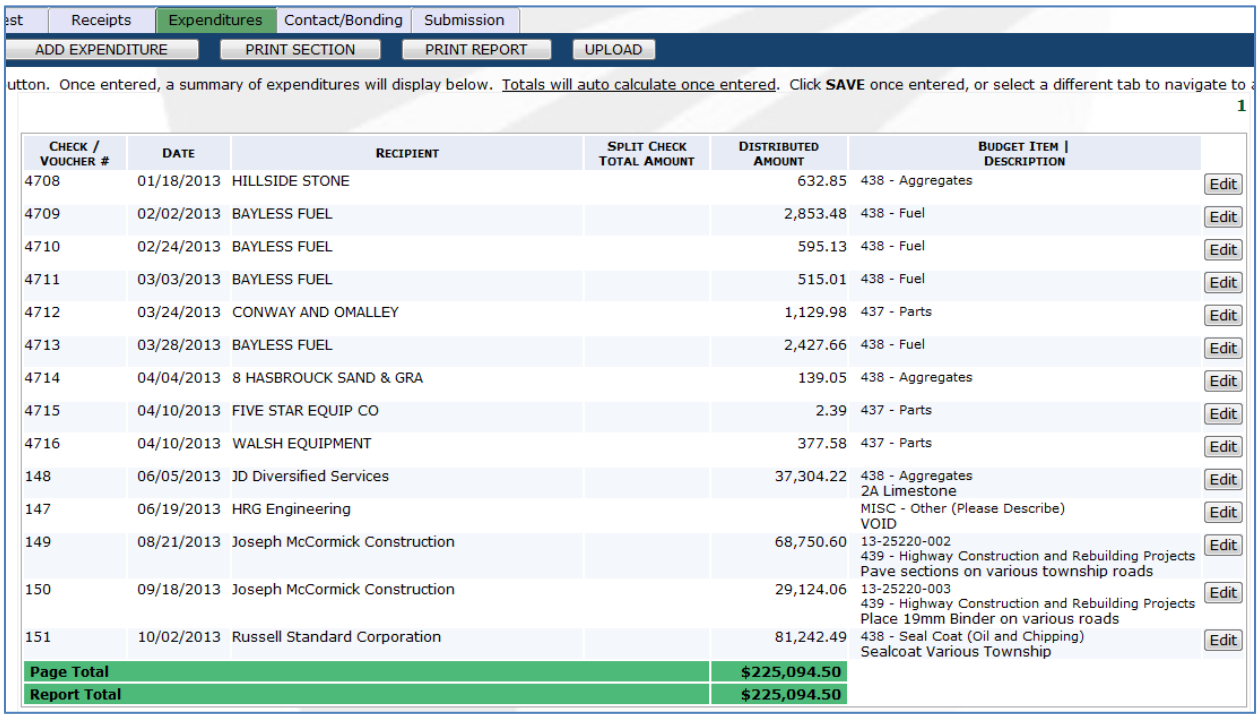


Click the **Accept** button to finalize the spreadsheet import steps.

A confirmation notification will be displayed.



Click the **RETURN** button. The Expenditures page opens displaying the uploaded items.

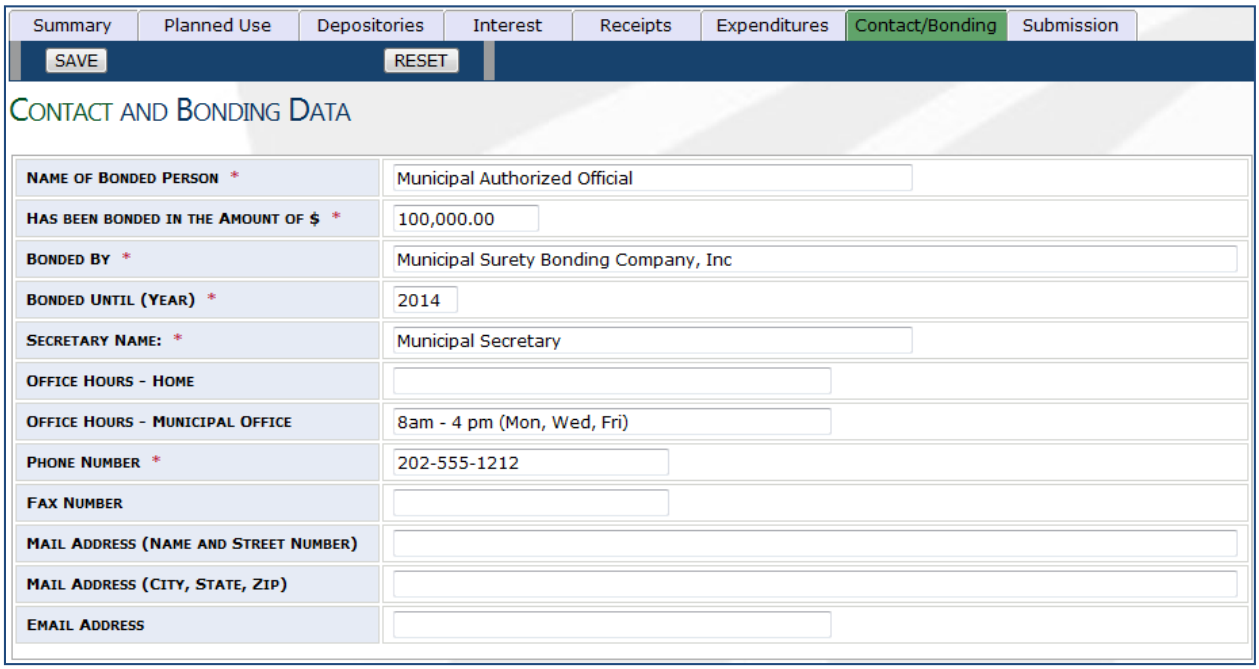


Check / Voucher #	Date	Recipient	Split Check Total Amount	Distributed Amount	Budget Item | Description	
4708	01/18/2013	HILLSIDE STONE		632.85	438 - Aggregates	Edit
4709	02/02/2013	BAYLESS FUEL		2,853.48	438 - Fuel	Edit
4710	02/24/2013	BAYLESS FUEL		595.13	438 - Fuel	Edit
4711	03/03/2013	BAYLESS FUEL		515.01	438 - Fuel	Edit
4712	03/24/2013	CONWAY AND OMALLEY		1,129.98	437 - Parts	Edit
4713	03/28/2013	BAYLESS FUEL		2,427.66	438 - Fuel	Edit
4714	04/04/2013	8 HASBROUCK SAND & GRA		139.05	438 - Aggregates	Edit
4715	04/10/2013	FIVE STAR EQUIP CO		2.39	437 - Parts	Edit
4716	04/10/2013	WALSH EQUIPMENT		377.58	437 - Parts	Edit
148	06/05/2013	JD Diversified Services		37,304.22	438 - Aggregates 2A Limestone	Edit
147	06/19/2013	HRG Engineering			MISC - Other (Please Describe) VOID	Edit
149	08/21/2013	Joseph McCormick Construction		68,750.60	13-25220-002 439 - Highway Construction and Rebuilding Projects Pave sections on various township roads	Edit
150	09/18/2013	Joseph McCormick Construction		29,124.06	13-25220-003 439 - Highway Construction and Rebuilding Projects Place 19mm Binder on various roads	Edit
151	10/02/2013	Russell Standard Corporation		81,242.49	438 - Seal Coat (Oil and Chipping) Sealcoat Various Township	Edit
Page Total				**$225,094.50**		
Report Total				**$225,094.50**		

The expenditures carry to the Summary page of the Annual Report.

MS-965 Contact/Bonding Tab

Municipalities must enter the Name of the Bonded Person, bonded amount, bonding agent, time period bonded until, the Municipal Secretary name and the phone number for the municipality. Additional contact information, such as address, email address and fax number should also be entered. Enter additional information as needed.



Summary | Planned Use | Depositories | Interest | Receipts | Expenditures | Contact/Bonding | Submission

SAVE RESET

CONTACT AND BONDING DATA

NAME OF BONDED PERSON *	Municipal Authorized Official
HAS BEEN BONDED IN THE AMOUNT OF $ *	100,000.00
BONDED BY *	Municipal Surety Bonding Company, Inc
BONDED UNTIL (YEAR) *	2014
SECRETARY NAME: *	Municipal Secretary
OFFICE HOURS - HOME	
OFFICE HOURS - MUNICIPAL OFFICE	8am - 4 pm (Mon, Wed, Fri)
PHONE NUMBER *	202-555-1212
FAX NUMBER	
MAIL ADDRESS (NAME AND STREET NUMBER)	
MAIL ADDRESS (CITY, STATE, ZIP)	
EMAIL ADDRESS	

MS-965 Submission Tab

Refer to “Submitting Reports” on page 6 of this manual. These instructions apply to all annual reports.

MS-991 Annual Report Instructions for Counties

Overview of Tabs

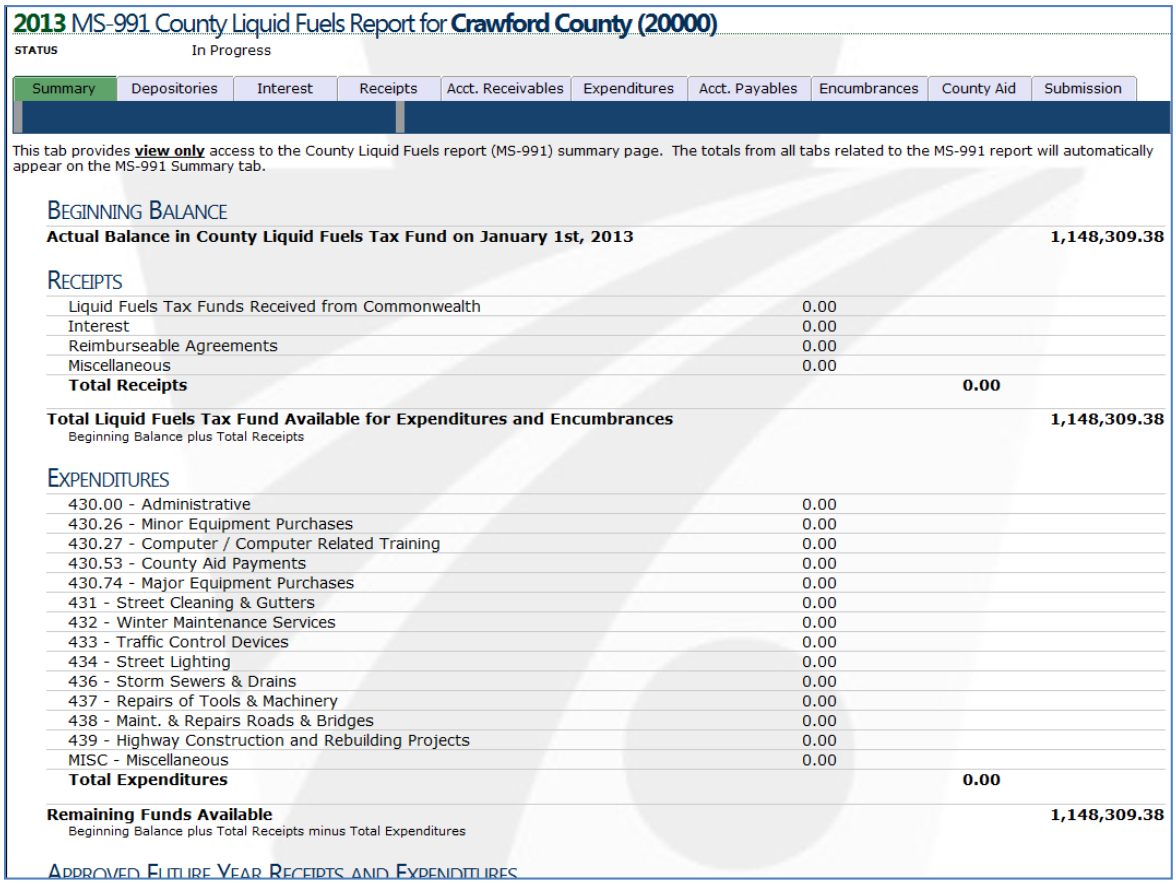
dotGrants has been updated with a fluid *tab structure*. This gives users the ability to access all of their reports from one interface. Detailed explanations of each tab are listed below. The MS-965 Annual Report for municipalities has the following tabs: Summary, Planned Use, Depositories, Interest, Receipts, Expenditures, Contact/Bonding, Submission.

Most tabs will have the **SAVE** and **RESET** button:

- **SAVE** button should be clicked when the data entered on the tab needs to be saved. Also, if you click on a different tab, this will automatically save the current tab.
- **RESET** button should be clicked when the user wants to reset the data to the *last* save. (Remember entries are saved by pressing the Save button *OR* clicking on a different tab.)

MS-991 Summary Tab

To open your County MS-991 Liquid Fuels Annual Report from the Municipal Services Dashboard, double-click on the current year report. The page will open to the ***Summary Tab***.



2013 MS-991 County Liquid Fuels Report for **Crawford County (20000)**

STATUS In Progress

Summary | Depositories | Interest | Receipts | Acct. Receivables | Expenditures | Acct. Payables | Encumbrances | County Aid | Submission

This tab provides **view only** access to the County Liquid Fuels report (MS-991) summary page. The totals from all tabs related to the MS-991 report will automatically appear on the MS-991 Summary tab.

BEGINNING BALANCE

Actual Balance in County Liquid Fuels Tax Fund on January 1st, 2013			**1,148,309.38**

RECEIPTS

Liquid Fuels Tax Funds Received from Commonwealth	0.00		
Interest	0.00		
Reimburseable Agreements	0.00		
Miscellaneous	0.00		
Total Receipts		**0.00**	
Total Liquid Fuels Tax Fund Available for Expenditures and Encumbrances Beginning Balance plus Total Receipts			**1,148,309.38**

EXPENDITURES

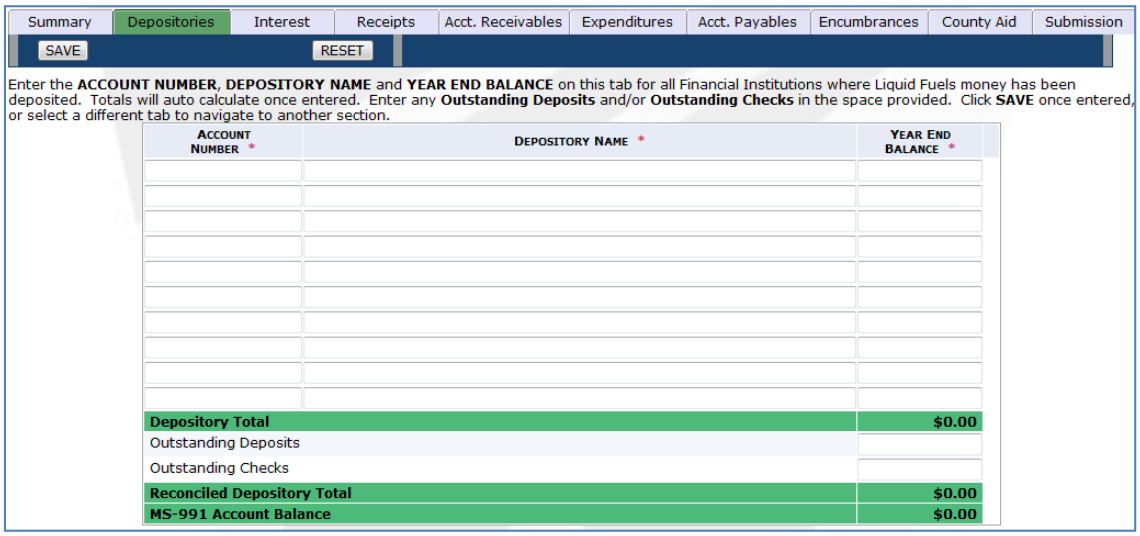
430.00 - Administrative	0.00		
430.26 - Minor Equipment Purchases	0.00		
430.27 - Computer / Computer Related Training	0.00		
430.53 - County Aid Payments	0.00		
430.74 - Major Equipment Purchases	0.00		
431 - Street Cleaning & Gutters	0.00		
432 - Winter Maintenance Services	0.00		
433 - Traffic Control Devices	0.00		
434 - Street Lighting	0.00		
436 - Storm Sewers & Drains	0.00		
437 - Repairs of Tools & Machinery	0.00		
438 - Maint. & Repairs Roads & Bridges	0.00		
439 - Highway Construction and Rebuilding Projects	0.00		
MISC - Miscellaneous	0.00		
Total Expenditures		**0.00**	
Remaining Funds Available Beginning Balance plus Total Receipts minus Total Expenditures			**1,148,309.38**

APPROVED FUTURE YEAR RECEIPTS AND EXPENDITURES

- The Summary tab provides view only access. The totals from all tabs related to the MS-991 report are automatically calculated on the Summary tab.
- The Ending Balance from the previous year's Annual Report will show in the **BEGINNING BALANCE** section.
- Liquid Fuel Allocations received from the Commonwealth are entered automatically.
- This page will always reflect the most up-to-date information for your county.

MS-991 Depositories Tab

The Depositories section has changed for Counties. Counties are required (*) to enter banking information for Liquid Fuels Tax bank accounts and use this tab to reconcile the amount of funds available at year end to the amount of funds remaining in the bank balance.



Enter the **Account Number**, Financial Institution (**Depository Name**) and **Year End Balance** for all Liquid Fuels Tax bank accounts.

ACCOUNT NUMBER *	DEPOSITORY NAME *	YEAR END BALANCE *	
123456789	Capital Bank of Pennsylvania	101,258.35	Close

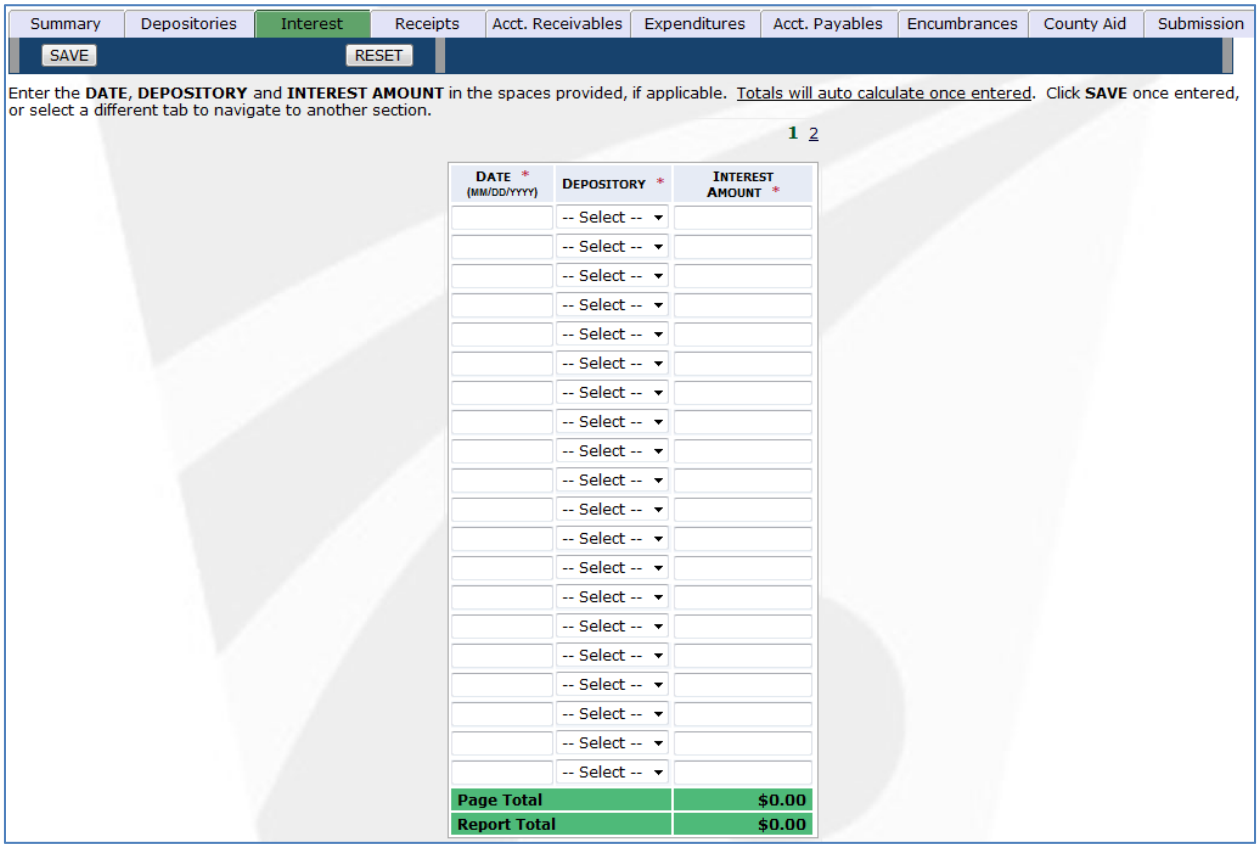
The county will need to account for and enter any **Outstanding Deposits** and any **Outstanding Checks** written on checking accounts dedicated to Liquid Fuels Tax money. Reconciliation helps to reduce balance adjustments in Monitoring Reviews and Auditor General Reports.

Once entered, the MS-991 remaining funds available **must equal** the Reconciled Depository total for your Liquid Fuels Tax bank accounts at year end.

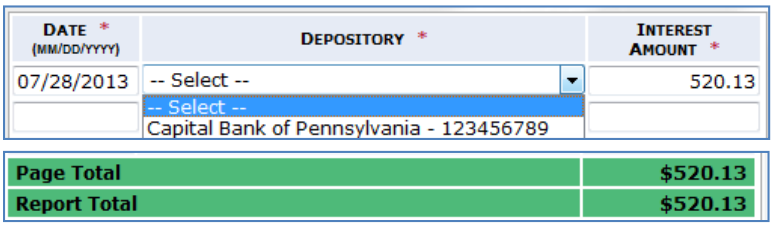
Depository Total	**$101,258.35**
Outstanding Deposits	
Outstanding Checks	
Reconciled Depository Total	**$101,258.35**
MS-991 Account Balance	**$0.00**

MS-991 Interest Tab

Counties are required (*) to enter the interest earned on all accounts that contained Liquid Fuels Tax money for the reporting year. Interest will be reported on the monthly statements and year-end 1099 forms that your bank will send.



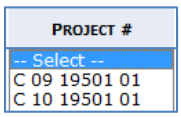
The **DEPOSITORY** drop down list will contain all open bank accounts that were listed on the ***Depositories*** tab. Select the relevant bank from the drop down list and enter the date and interest amount in the spaces provided. Once entered, the total of all interest earned will populate at the bottom of the page.

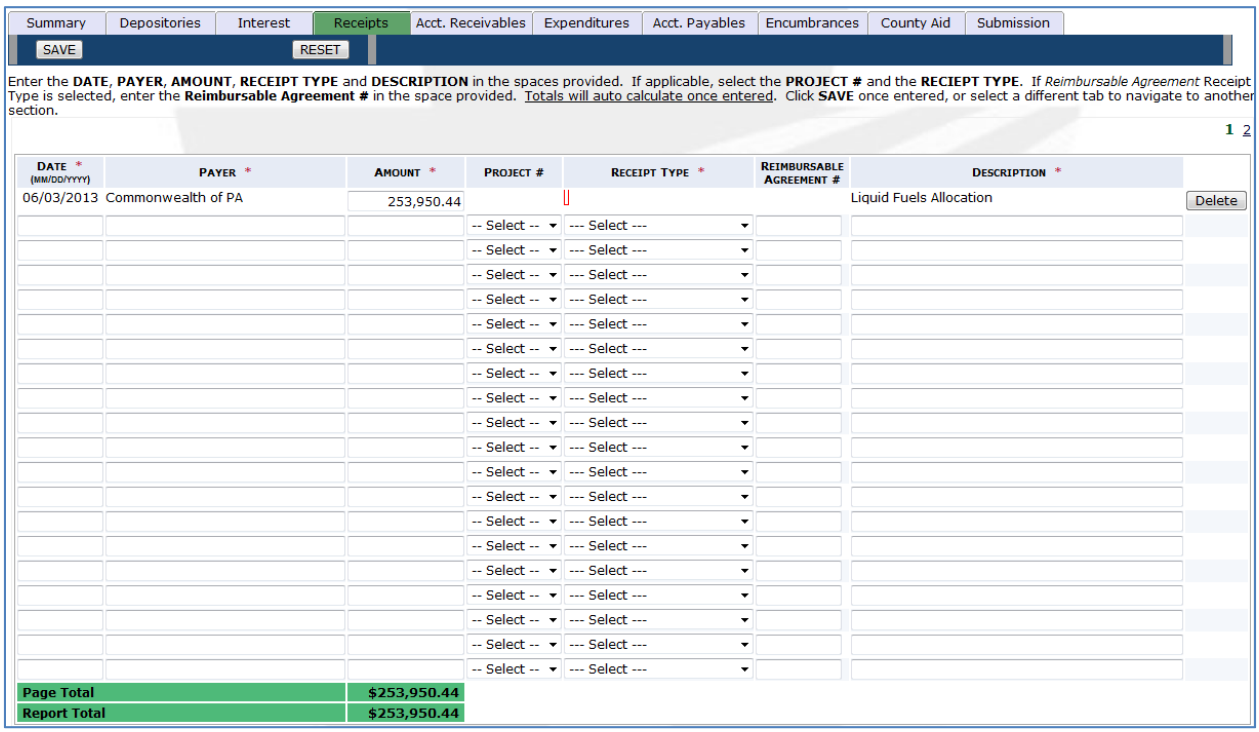


MS-991 Receipts Tab

Any receipts deposited to your Liquid Fuels Tax account during the year, such as a payment from the state, or a reimbursement from your General Funds as a result of an audit finding, should be entered here. Any Liquid Fuels money received from the Commonwealth will auto populate.

- **Date** – enter the date on which you deposited the receipt to a Liquid Fuels Tax bank account
- **Payer** – enter the payer of the receipt
- **Amount** – enter the dollar amount of the receipt
- **Project #** - if the receipt relates to an approved Liquid fuels project, select the project # from the drop down list
- **Receipt Type** – see below
- **Reimbursable Agreement #** - enter the relevant agreement # (required if selected)
- **Description** – briefly state the reason for the receipt

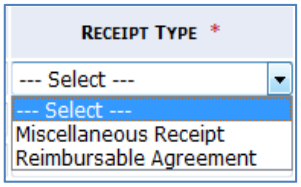




Receipt Types Column

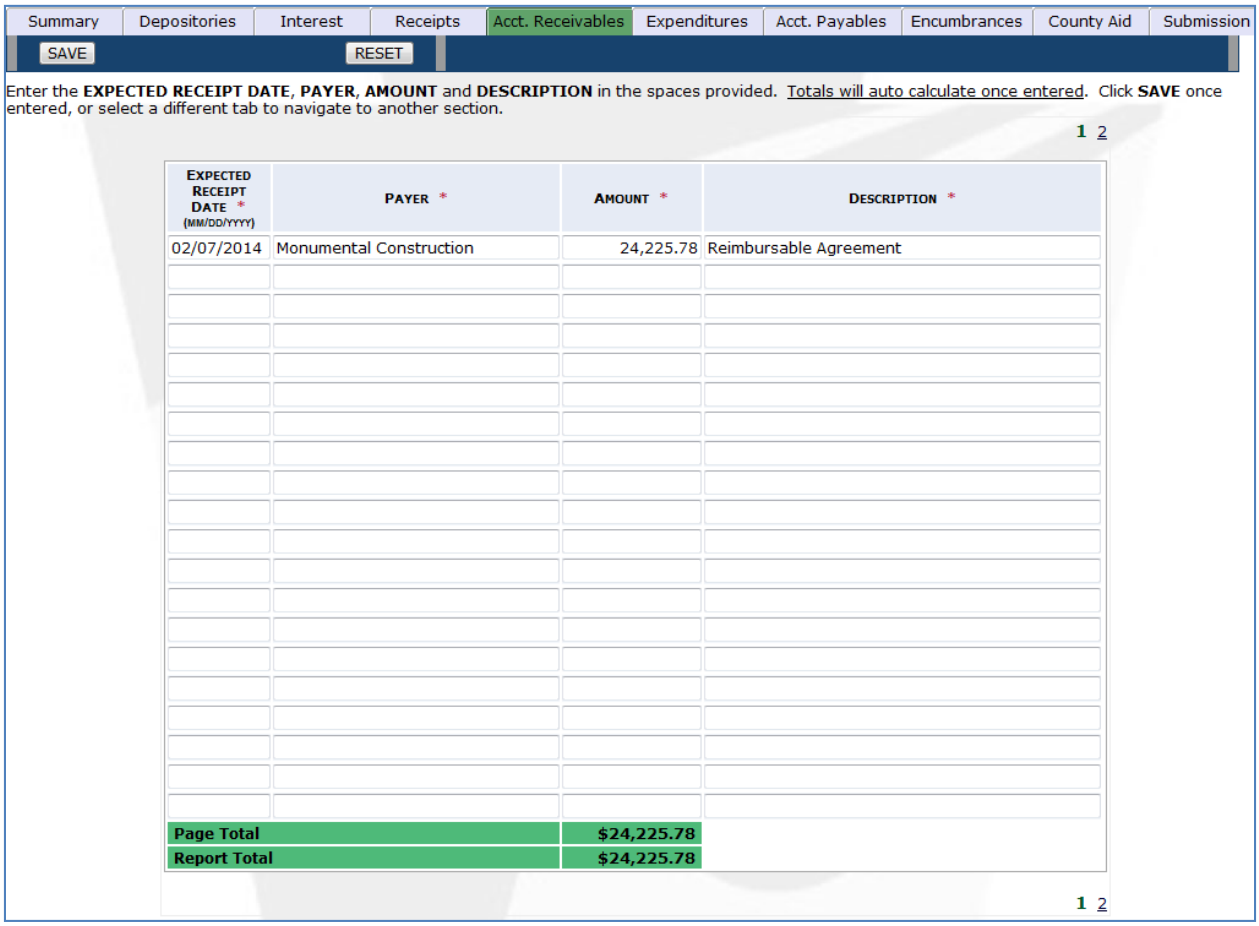
There are two receipt types available for selection:

- **Reimbursable Agreement** receipt – for expenses paid from your Liquid Fuels Tax account reimbursed by a third party in accordance with a written agreement
- **Miscellaneous Receipt** – any other money deposited into your Liquid Fuels Tax account, including reimbursement of Audit Findings



MS-991 Account Receivables Tab

The Accounts Receivable tab should be used to report money that is going to be deposited into the Liquid Fuels tax account within 90 days of year end and relates to the current reporting year.

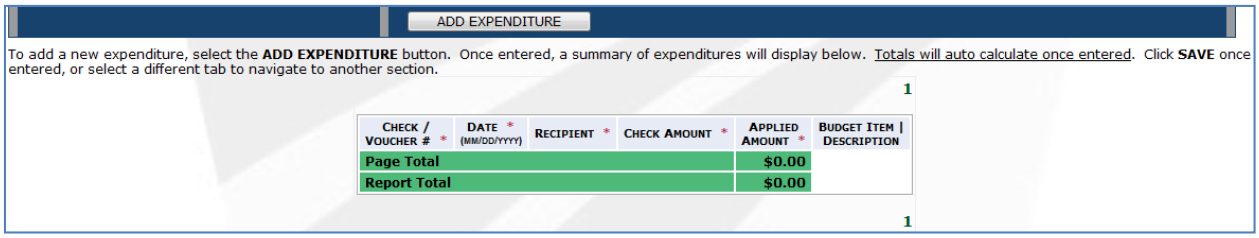


MS-991 Expenditures Tab

The Expenditures tab will display all checks that you wrote against your liquid fuels checking account and will show how the county spent their Liquid Fuels allocations for the year.

Record amounts such as bank fees deducted from the checking account, checking account adjustments and transfers from checking to a liquid fuels savings account or certificate of deposit.

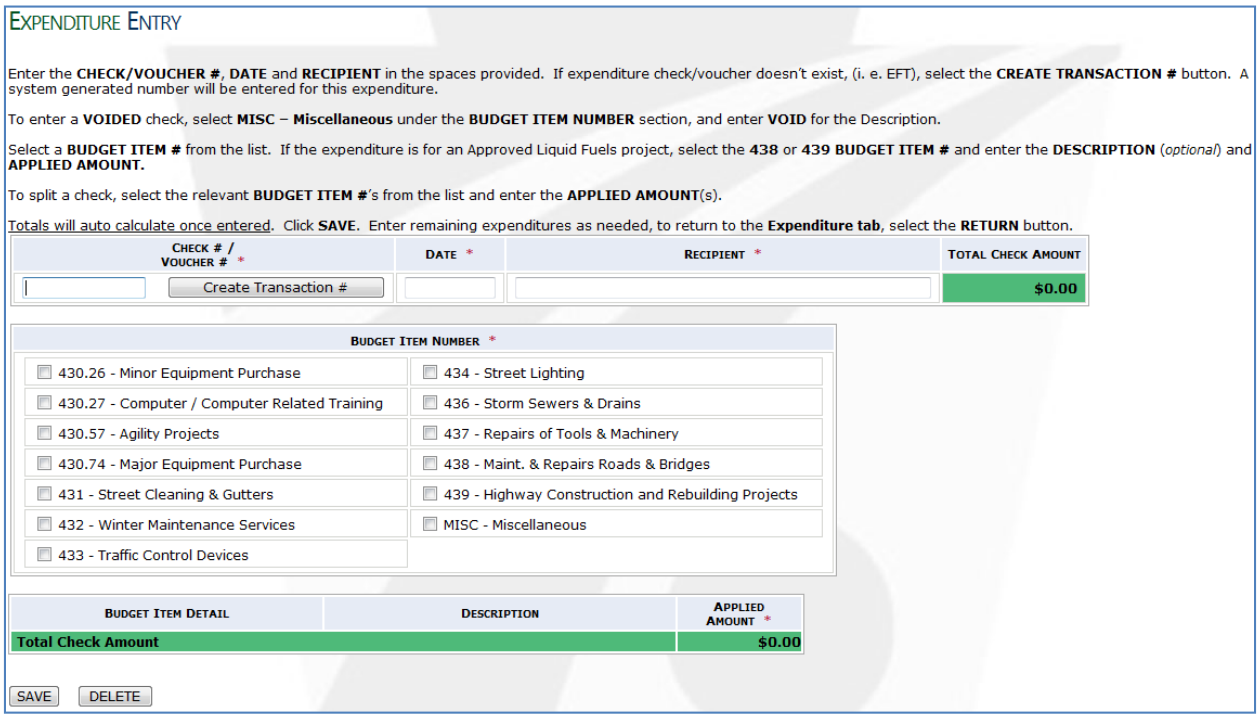
This tab records activity in your Liquid Fuels checking account, not your General Fund.



How to add Expenditures

Select the **ADD EXPENDITURE** button from the **Expenditures** tab.

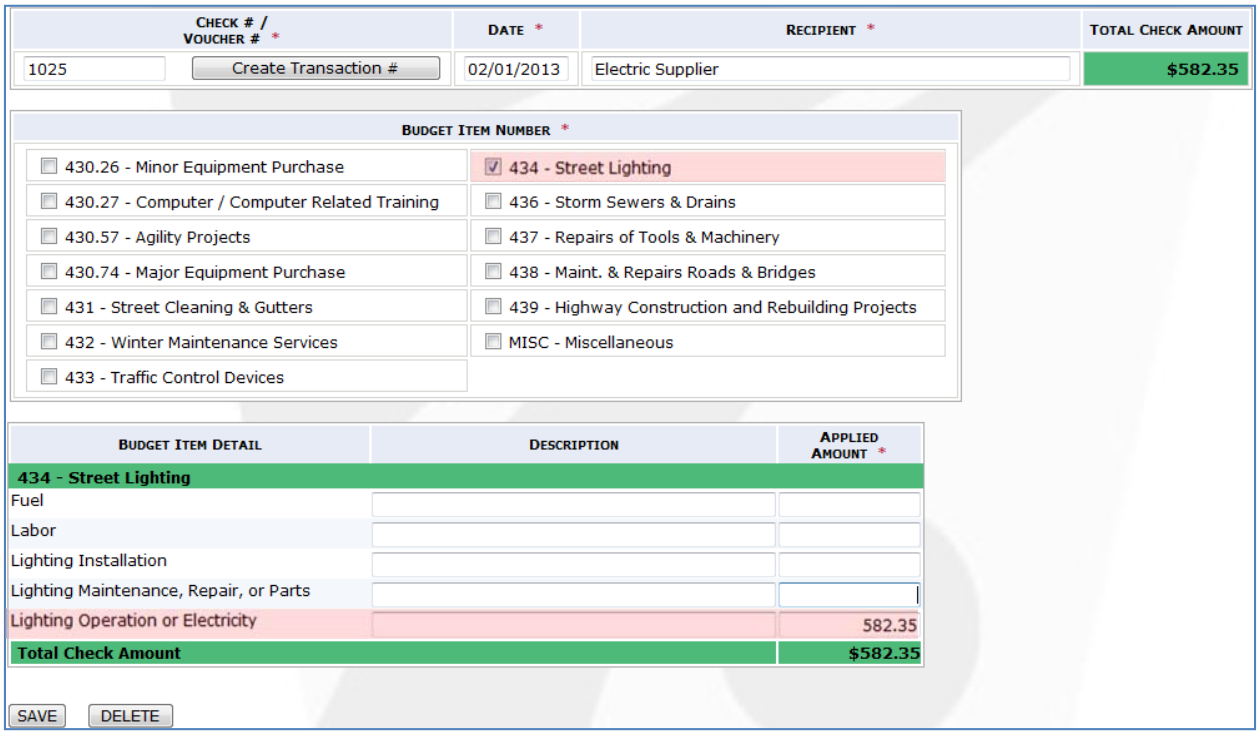
- the Expenditure Entry screen opens



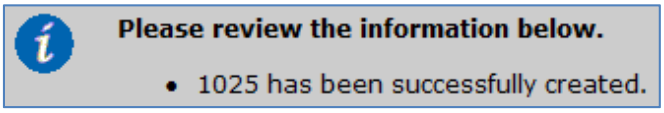
Enter the **CHECK/VOUCHER #**, **DATE** and **RECIPIENT** in the spaces provided.

- Select a **BUDGET ITEM NUMBER** from the list that relates to the check transaction
- The **BUDGET ITEM DETAIL** expands to show the permissible entries
- Enter a **DESCRIPTION** (*optional, unless "OTHER" is selected*) and the amount applied to this expense

Click **SAVE**



An informational message will appear above the page (*as shown on the right*), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.



Creating Transactions when Check Doesn't Exist

If an expenditure check/voucher doesn't exist, (i. e. EFT), select the **CREATE TRANSACTION #** button. A system generated number will be entered for this expenditure.

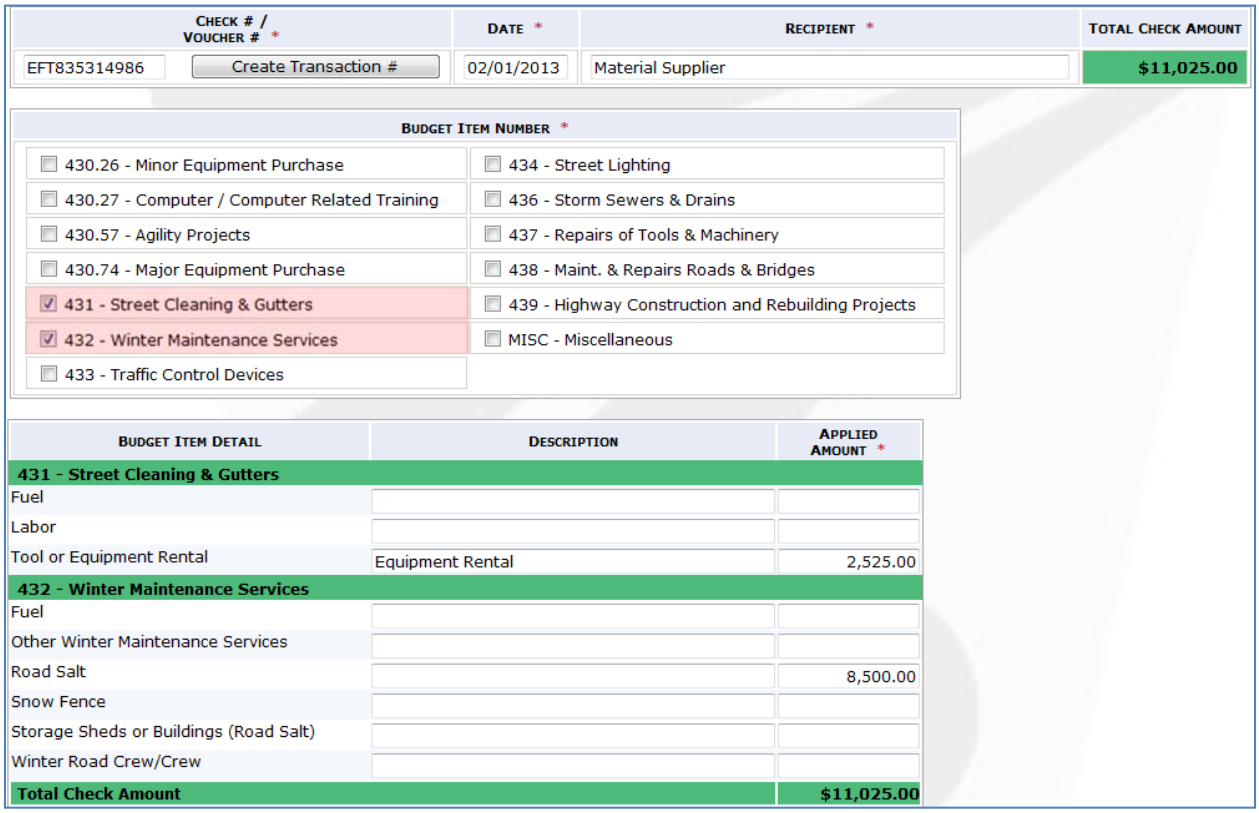
Expenditures for Approved Liquid Fuels Projects

If the expenditure is for an Approved Liquid Fuels project, select the **438** or **439 BUDGET ITEM NUMBER** and enter the **DESCRIPTION** (optional) and **DISTRIBUTED AMOUNT** in the row containing the appropriate project number.

The approved bridge project # will be available for selection in the **BUDGET ITEM DETAIL** section. Enter the related project details in the text boxes and click **SAVE** to record the expenditure for the project. Click **RETURN** to view the entered Expenditure.

How to Enter a Split Check

When a paid expenditure is for multiple Budget Item categories, the user must select the relevant Budget Item numbers from the list.



Check # / Voucher # *		Date *	Recipient *	Total Check Amount
EFT835314986	Create Transaction #	02/01/2013	Material Supplier	$11,025.00

Budget Item Number *

☐ 430.26 - Minor Equipment Purchase	☐ 434 - Street Lighting
☐ 430.27 - Computer / Computer Related Training	☐ 436 - Storm Sewers & Drains
☐ 430.57 - Agility Projects	☐ 437 - Repairs of Tools & Machinery
☐ 430.74 - Major Equipment Purchase	☐ 438 - Maint. & Repairs Roads & Bridges
☑ 431 - Street Cleaning & Gutters	☐ 439 - Highway Construction and Rebuilding Projects
☑ 432 - Winter Maintenance Services	☐ MISC - Miscellaneous
☐ 433 - Traffic Control Devices	

Budget Item Detail	Description	Applied Amount *
431 - Street Cleaning & Gutters		
Fuel		
Labor		
Tool or Equipment Rental	Equipment Rental	2,525.00
432 - Winter Maintenance Services		
Fuel		
Other Winter Maintenance Services		
Road Salt		8,500.00
Snow Fence		
Storage Sheds or Buildings (Road Salt)		
Winter Road Crew/Crew		
Total Check Amount		**$11,025.00**

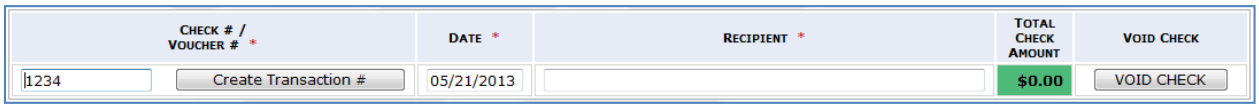
To split a check, select the relevant **BUDGET ITEM NUMBER(s)** and enter the **APPLIED AMOUNT(s)** and **DESCRIPTION**.

Totals will auto calculate once entered. Click **SAVE**.

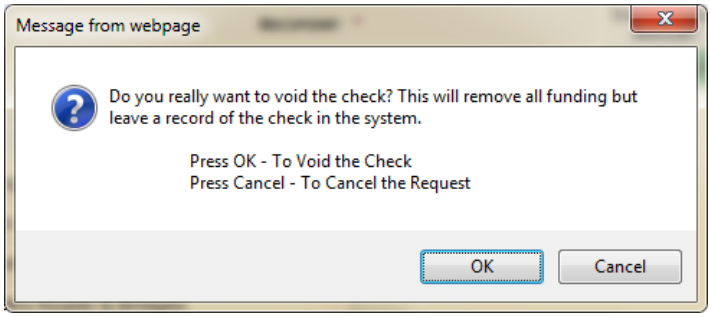
How to Enter a VOIDED check

To enter a **VOIDED** check, select the **ADD EXPENDITURE** button.

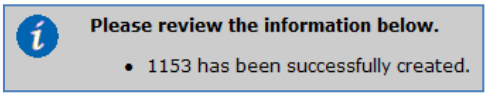
Enter the **CHECK #** and the **DATE** and select the **VOID CHECK** button.



A dialog box will open asking for confirmation. Click **OK**.

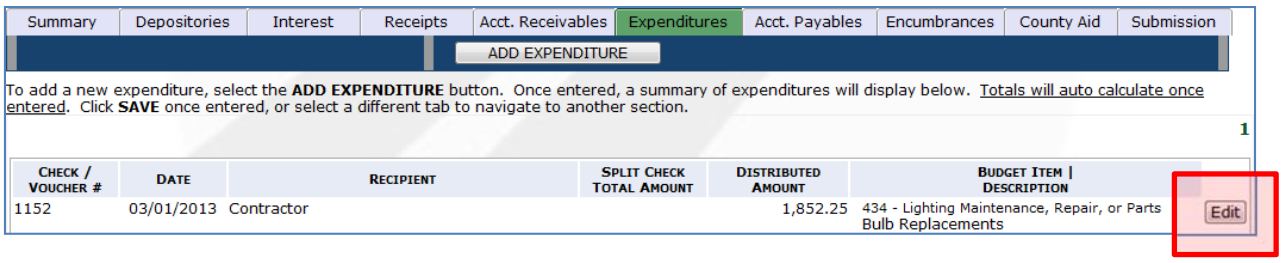


An informational message will appear above the page (*as shown on the right*), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

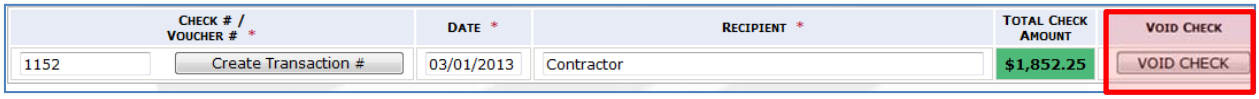


How to Void an Existing Expenditure

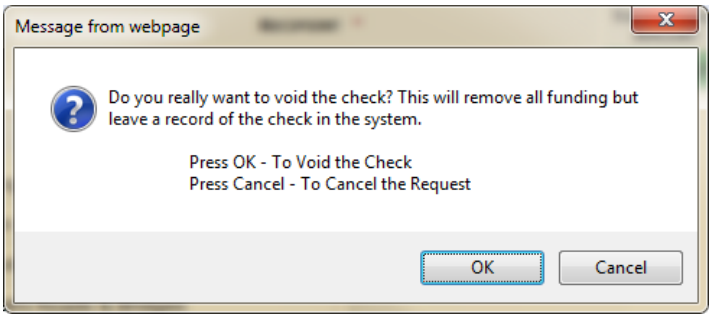
If a check has already been entered and needs to be voided, select **EDIT** next to the relevant check on the **Expenditures** tab.



Click the **VOID CHECK** button.



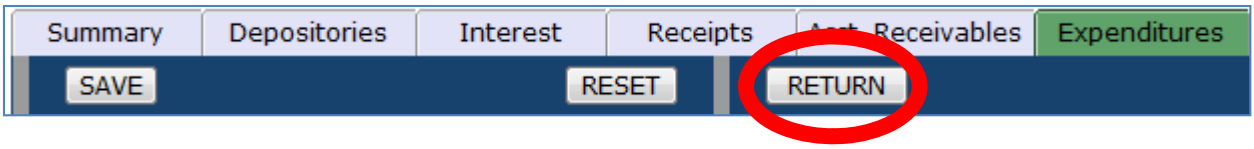
A dialog box will open asking for confirmation. Click **OK**.



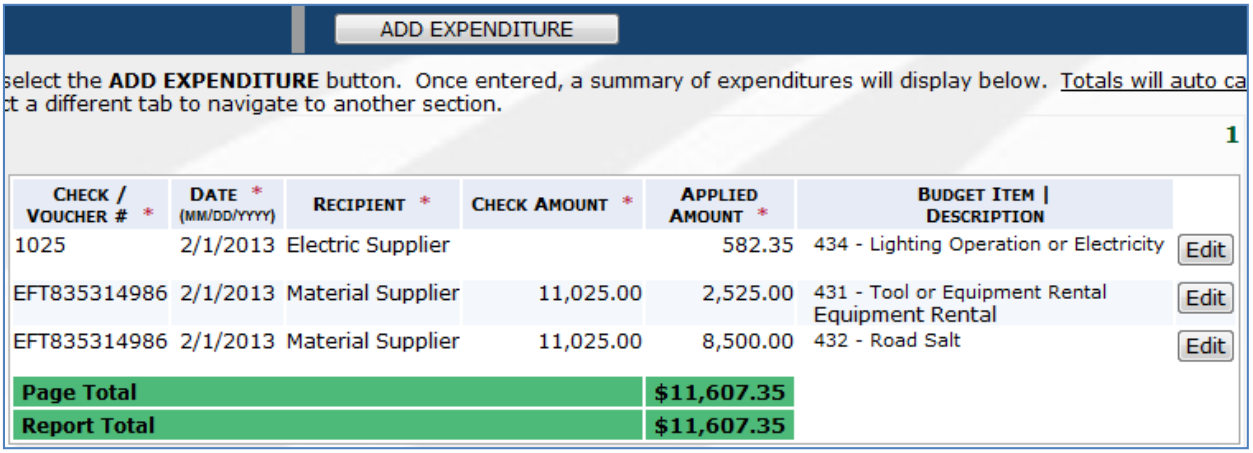
Click **SAVE**. Click **RETURN** to view the entered Expenditure.

Viewing and Modifying Expenditures

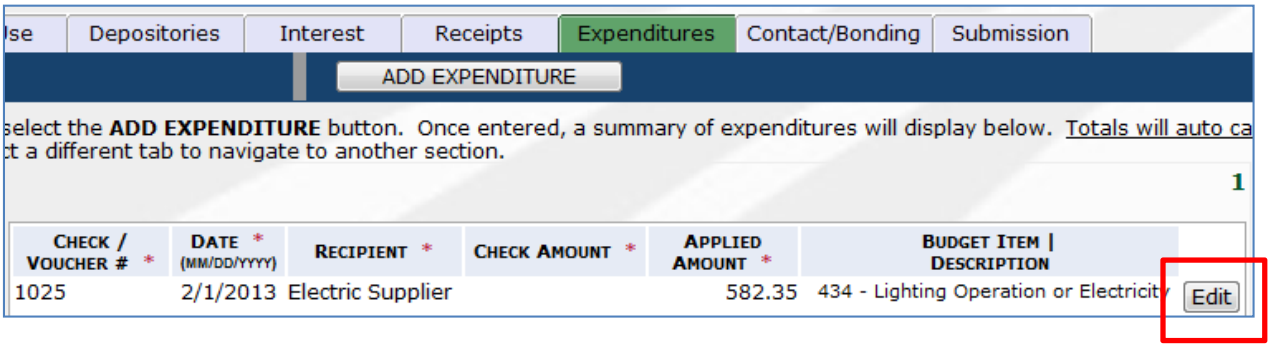
After completion of entering your expenditures, select the **RETURN** button under the tab selection area.



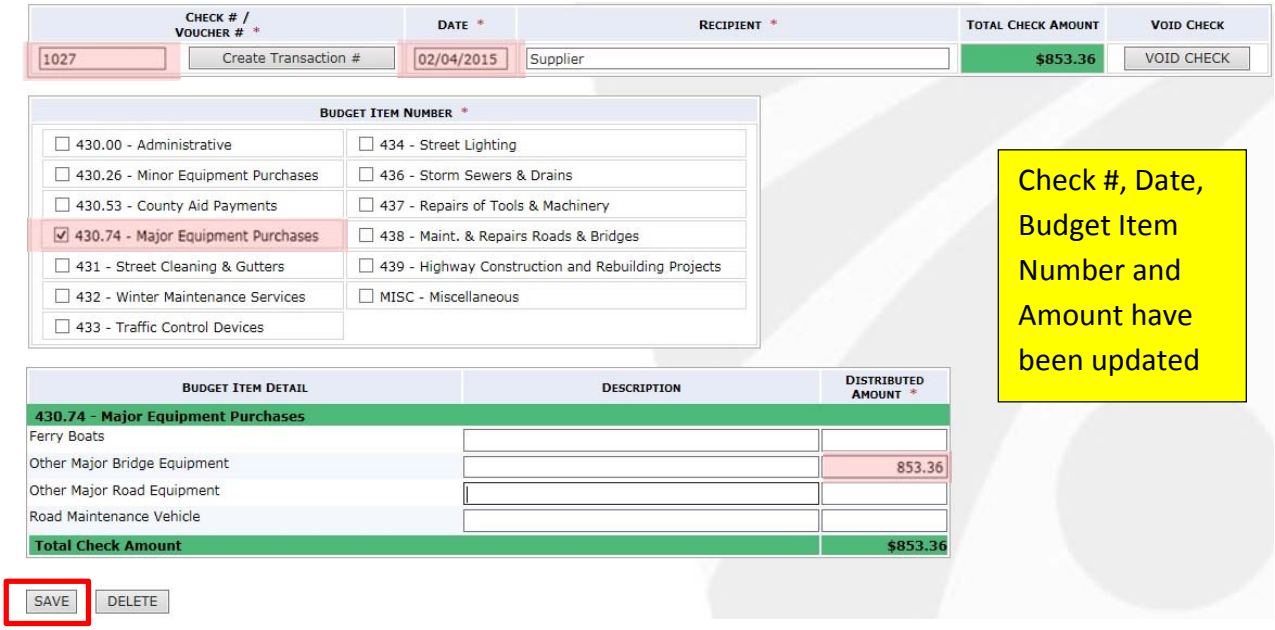
The entered expenditures will appear under the Expenditures tab.



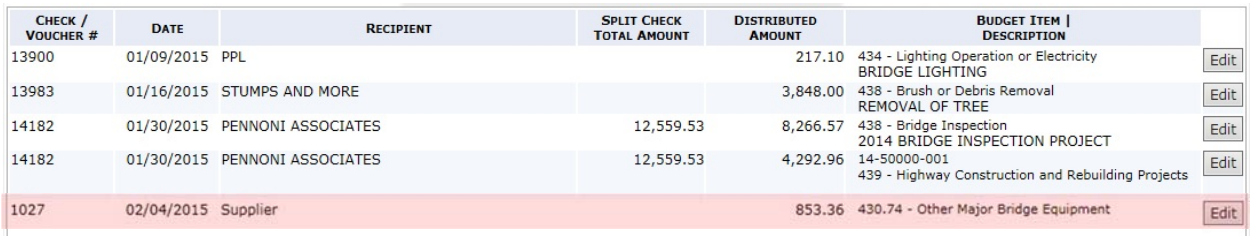
To modify an expenditure, select the **Expenditures** tab. Click **Edit** next to the relevant transaction.



Enter the updated data in the relevant text boxes. If necessary, select the new **BUDGET ITEM NUMBER** from the list and uncheck the incorrect **BUDGET ITEM NUMBER** and delete the amount entered previously.



Click **SAVE**. The item updates on the Expenditures tab.

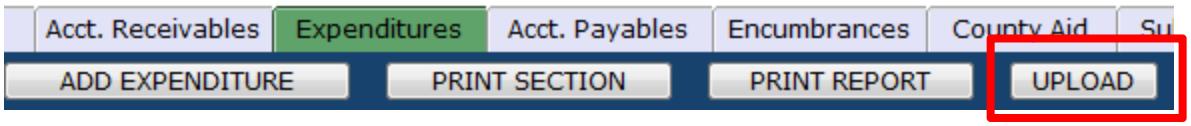


CHECK / VOUCHER #	DATE	RECIPIENT	SPLIT CHECK TOTAL AMOUNT	DISTRIBUTED AMOUNT	BUDGET ITEM | DESCRIPTION	
13900	01/09/2015	PPL		217.10	434 - Lighting Operation or Electricity BRIDGE LIGHTING	Edit
13983	01/16/2015	STUMPS AND MORE		3,848.00	438 - Brush or Debris Removal REMOVAL OF TREE	Edit
14182	01/30/2015	PENNONI ASSOCIATES	12,559.53	8,266.57	438 - Bridge Inspection 2014 BRIDGE INSPECTION PROJECT	Edit
14182	01/30/2015	PENNONI ASSOCIATES	12,559.53	4,292.96	14-50000-001 439 - Highway Construction and Rebuilding Projects	Edit
1027	02/04/2015	Supplier		853.36	430.74 - Other Major Bridge Equipment	Edit

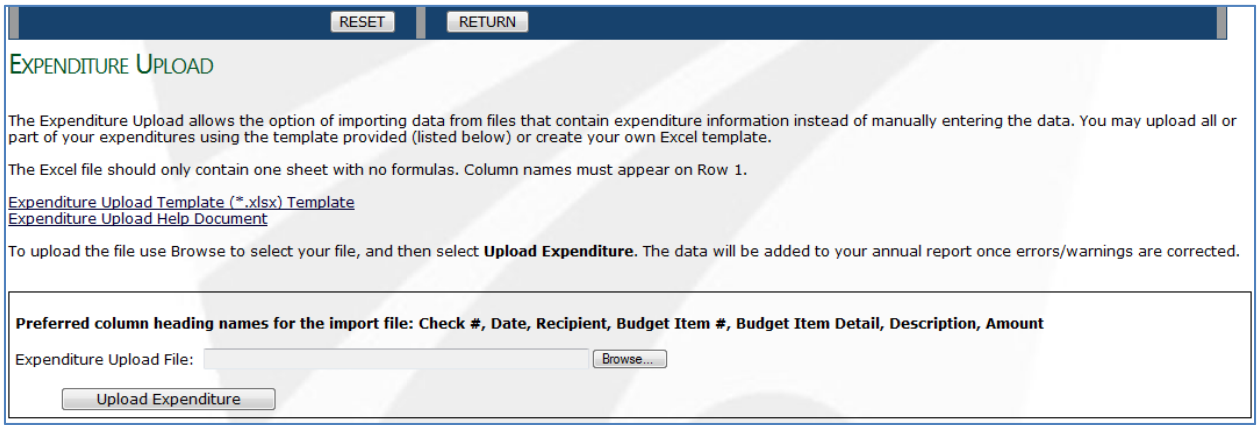
Enter remaining expenditures as needed. To return to the **Expenditure** tab, select the **RETURN** button.

Uploading Expenditures

To upload expenditures into dotGrants, select the **UPLOAD** button on the **Expenditures** tab.



The **Expenditure Upload** screen opens.



For each spreadsheet that can be imported, there are requirements for which fields are allowed and which fields are required. Before importing a file, be sure to follow the below guidelines and requirements in preparing an import file.

Sample Check Expenditure Spreadsheet:

Type	Date	Num	Name	Account	Debit	Credit
Check	1/18/2013	4708	HILLSIDE STONE	CASH		632.85
			HILLSIDE STONE	438.25 MAINT SUPPLIES	632.85	
					632.85	632.85
	1					
Check	2/2/2013	4709	BAYLESS FUEL	CASH		2,853.48
			BAYLESS FUEL	438.23 MAINT FUEL	2,853.48	
					3 2,853.48	2,853.48
Check	2/24/2013	4710	BAYLESS FUEL	CASH		595.13
	4		BAYLESS FUEL	438.23 MAINT FUEL	595.13	
					595.13	595.13
Check	3/3/2013	4711	BAYLESS FUEL	CASH		515.01
			BAYLESS FUEL	438.23 MAINT FUEL	515.01	
					515.01	515.01

2 QuickBooks Export Tips Sheet1

Modifications will be required before the Excel file can be uploaded to dotGrants.

5. File cannot contain blank rows or columns
6. Delete all tabs, except Sheet 1
7. No total cells/rows
8. Each row/expenditure must contain the check number and date

Acceptable upload format:

Date	Num	Name	Account	Debit
1/18/2013	4708	HILLSIDE STONE	438.25 MAINT SUPPLIES	632.85
2/2/2013	4709	BAYLESS FUEL	438.23 MAINT FUEL	2,853.48
2/24/2013	4710	BAYLESS FUEL	438.23 MAINT FUEL	595.13
3/3/2013	4711	BAYLESS FUEL	438.23 MAINT FUEL	515.01
3/24/2013	4712	CONWAY AND OMALLEY	437.25 MACH REP SUPPLIES	1,129.98
3/28/2013	4713	BAYLESS FUEL	438.23 MAINT FUEL	2,427.66
4/4/2013	4714	8 HASBROUCK SAND & GRA	438.25 MAINT SUPPLIES	139.05
4/10/2013	4715	FIVE STAR EQUIP CO	437.25 MACH REP SUPPLIES	2.39
4/10/2013	4716	WALSH EQUIPMENT	437.25 MACH REP SUPPLIES	377.58

Sheet1

The spreadsheet now follows the guidelines for import.

Other Guidelines to Consider

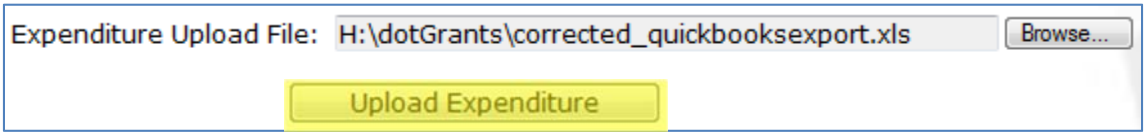
The predefined template contains the preferred column heading names for the spreadsheet import file.

Check #	Date	Recipient	Budget Item #	Budget Item Detail	Description	Amount

The column headings do not need to match the predefined headings (listed above), but the user may modify the headings in the spreadsheet import file to match.

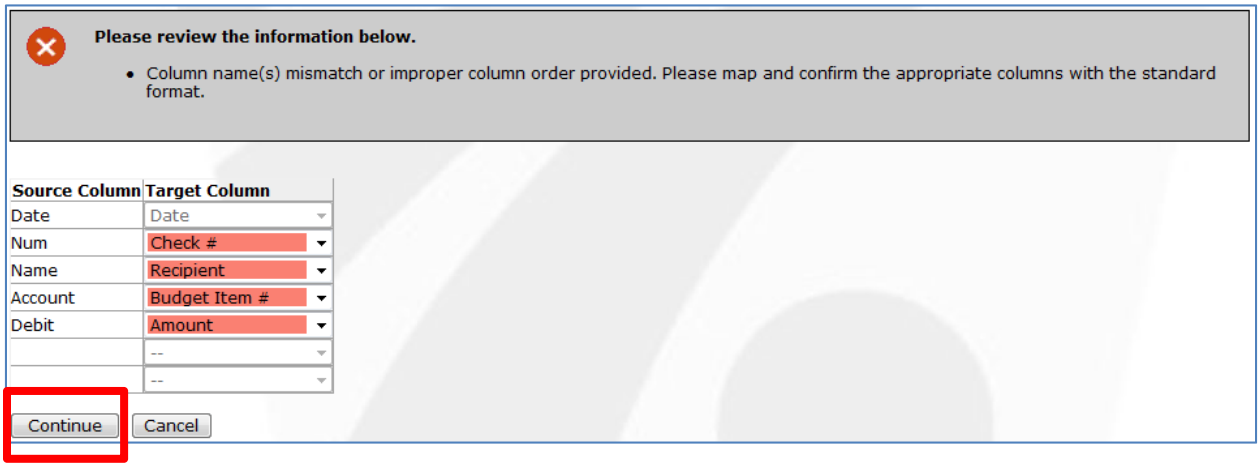
Once all modifications have been made to the spreadsheet import file,

3. Select the **Browse…** button to initiate the upload. Browse to the location and choose the file for import.



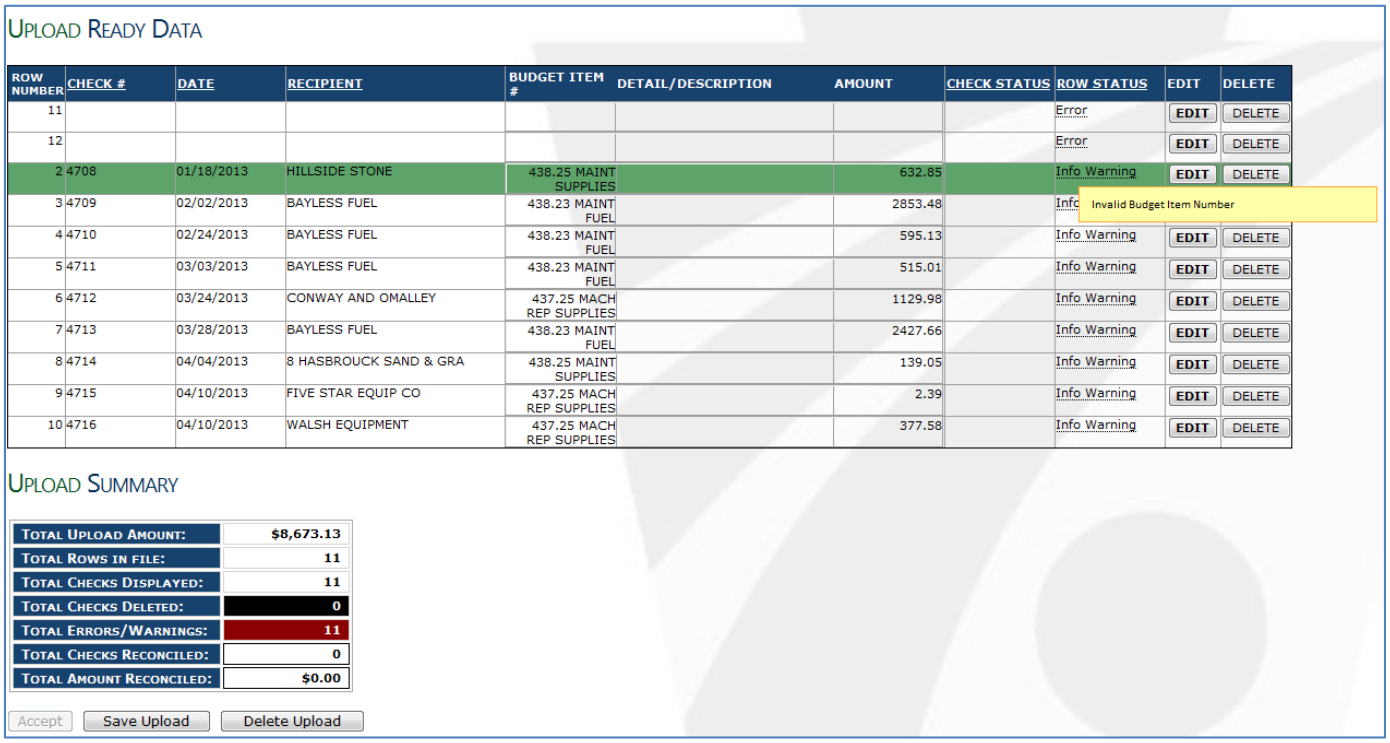
4. Click the **Upload Expenditure** button.

The spreadsheet import file contains different column headings that must be mapped to match the current expenditure field names. Click the relevant drop down box and map the source column name to the preferred column name.



Once the column names have been selected, click the **Continue** button.

The **UPLOAD READY DATA** screen opens.



UPLOAD READY DATA

ROW NUMBER	CHECK #	DATE	RECIPIENT	BUDGET ITEM #	DETAIL/DESCRIPTION	AMOUNT	CHECK STATUS	ROW STATUS	EDIT	DELETE
11								Error	EDIT	DELETE
12								Error	EDIT	DELETE
2	4708	01/18/2013	HILLSIDE STONE	438.25 MAINT SUPPLIES		632.85		Info Warning	EDIT	DELETE
3	4709	02/02/2013	BAYLESS FUEL	438.23 MAINT FUEL		2853.48		Info Invalid Budget Item Number		
4	4710	02/24/2013	BAYLESS FUEL	438.23 MAINT FUEL		595.13		Info Warning	EDIT	DELETE
5	4711	03/03/2013	BAYLESS FUEL	438.23 MAINT FUEL		515.01		Info Warning	EDIT	DELETE
6	4712	03/24/2013	CONWAY AND OMALLEY	437.25 MACH REP SUPPLIES		1129.98		Info Warning	EDIT	DELETE
7	4713	03/28/2013	BAYLESS FUEL	438.23 MAINT FUEL		2427.66		Info Warning	EDIT	DELETE
8	4714	04/04/2013	8 HASBROUCK SAND & GRA	438.25 MAINT SUPPLIES		139.05		Info Warning	EDIT	DELETE
9	4715	04/10/2013	FIVE STAR EQUIP CO	437.25 MACH REP SUPPLIES		2.39		Info Warning	EDIT	DELETE
10	4716	04/10/2013	WALSH EQUIPMENT	437.25 MACH REP SUPPLIES		377.58		Info Warning	EDIT	DELETE

UPLOAD SUMMARY

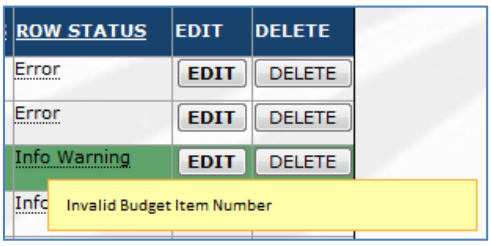
TOTAL UPLOAD AMOUNT:	$8,673.13
TOTAL ROWS IN FILE:	11
TOTAL CHECKS DISPLAYED:	11
TOTAL CHECKS DELETED:	0
TOTAL ERRORS/WARNINGS:	11
TOTAL CHECKS RECONCILED:	0
TOTAL AMOUNT RECONCILED:	$0.00

Accept | Save Upload | Delete Upload

The **UPLOAD SUMMARY** section will display the total rows, amounts and errors/warnings from the spreadsheet import file. Before the file can be uploaded, all errors/warnings must be corrected. You can correct your file on your pc and upload the file again or make the corrections using the EDIT button next to the line item.

Fixing Errors and Warnings

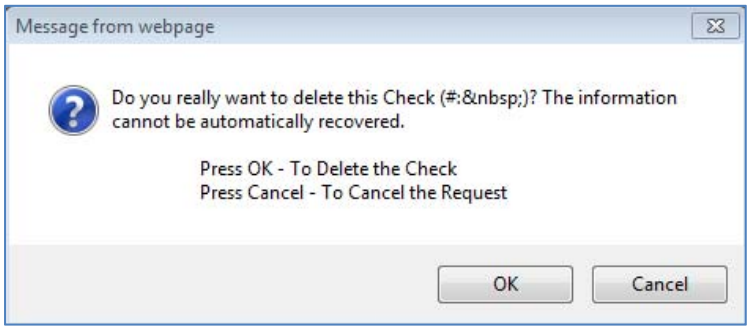
For each incomplete line item, a message will appear in the **ROW STATUS** column. Hover your mouse cursor over the message to view the details.



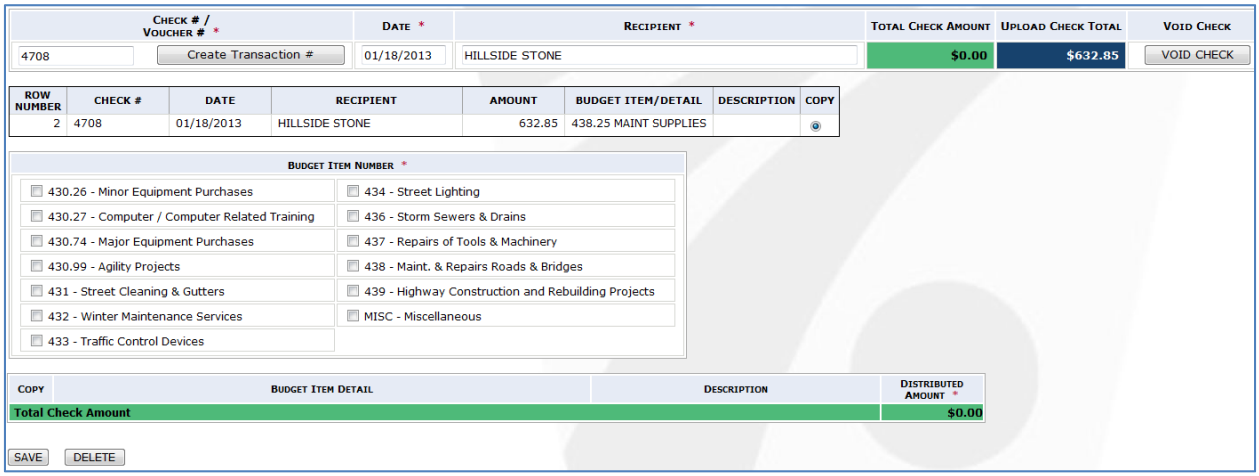
ROW STATUS	EDIT	DELETE
Error	EDIT	DELETE
Error	EDIT	DELETE
Info Warning	EDIT	DELETE
Info Invalid Budget Item Number		

To delete blank lines from the imported spreadsheet, click the **DELETE** button.

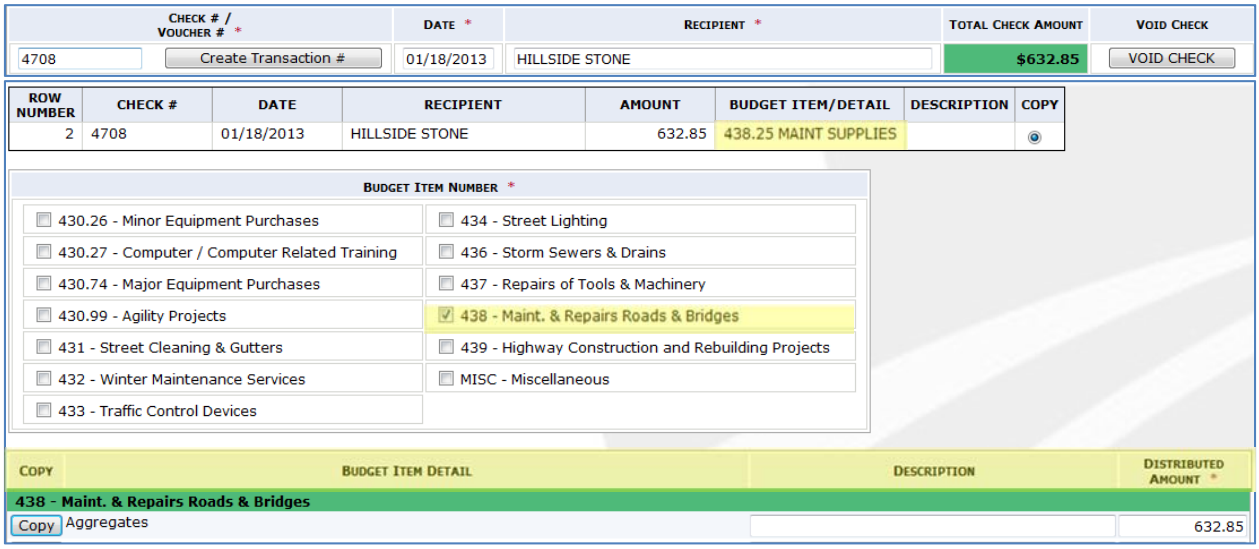
Click **OK** in the dialog box.



Click the **EDIT** button to modify the line item(s). The **EXPENDITURE ENTRY** screen opens.



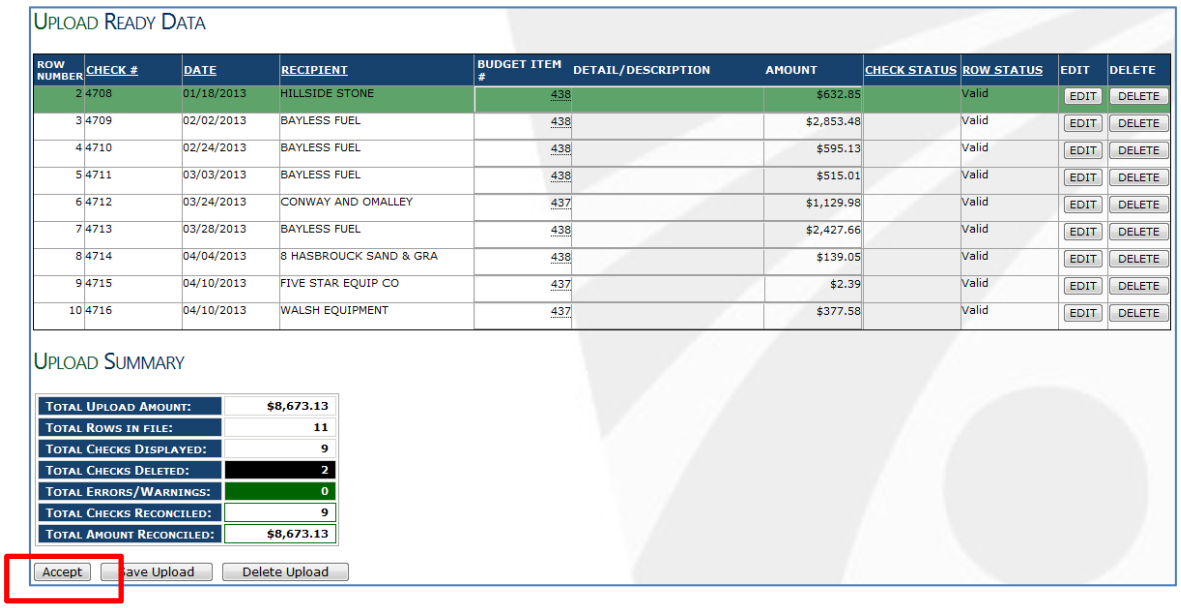
A common error is that the Budget Item # from the imported spreadsheet does not match the predefined Budget Item #'s for expenditures. To fix this error, select the relevant Budget Item # from the list, in this case, 438. The **BUDGET ITEM DETAIL** section displays below.



Click the **Copy** button next to the relevant detail item. This will carry the **DESCRIPTION** (if available), **DISTRIBUTED AMOUNT** and the **TOTAL CHECK AMOUNT** from the imported data to the detail line item for the expenditure. Manually enter any information that was not included in the upload.

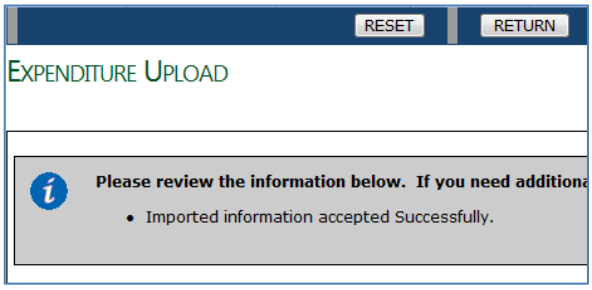
Click the **SAVE** button.

Once the expenditure item has been updated, the **UPLOAD READY DATA** table **ROW STATUS** changes from ***Error*** to ***Valid***. The **UPLOAD SUMMARY** displays "0" for **TOTAL ERRORS/WARNINGS**.

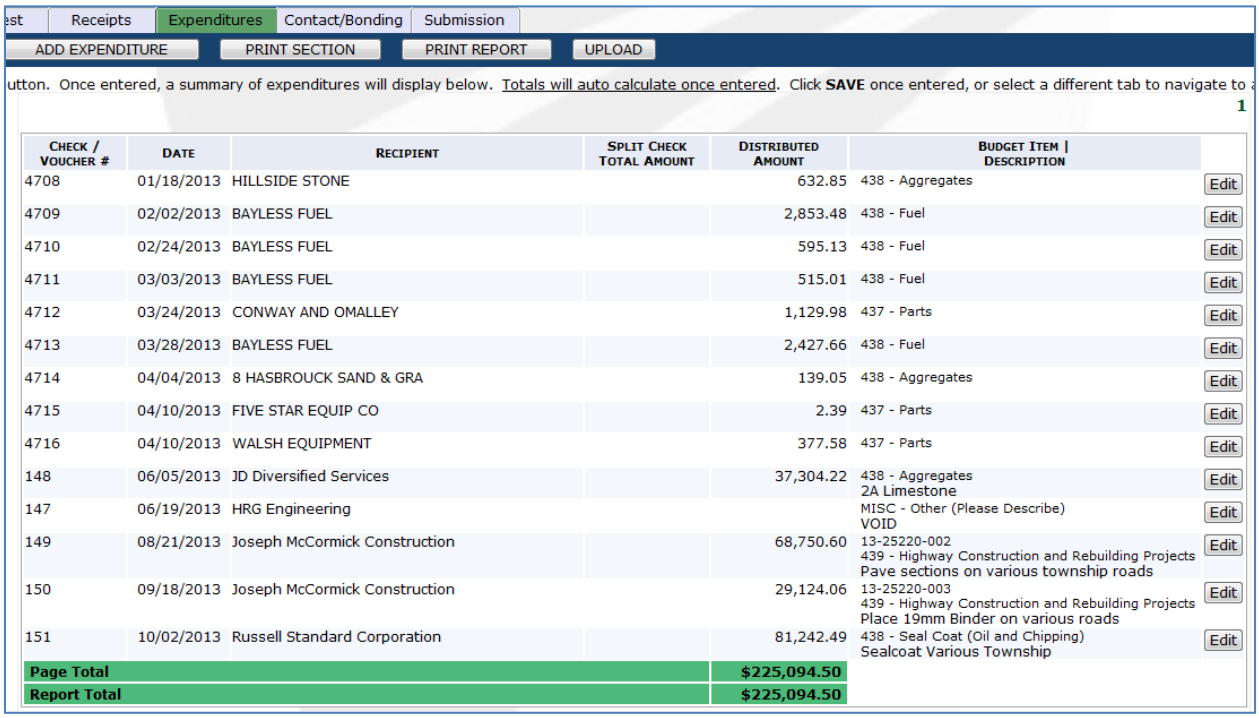


Click the **Accept** button to finalize the spreadsheet import steps.

A confirmation notification will be displayed.



Click the **RETURN** button. The Expenditures page opens displaying the uploaded items.

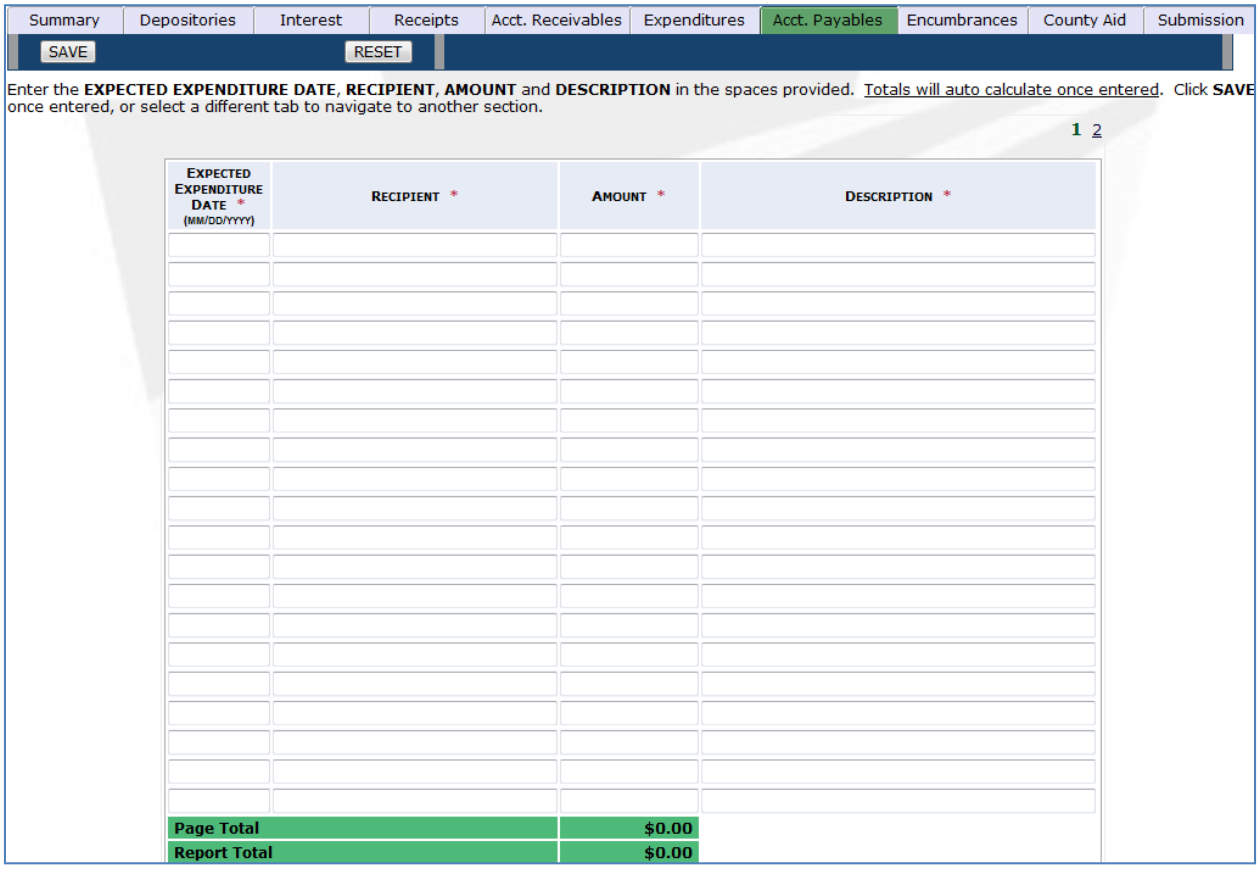


Check / Voucher #	Date	Recipient	Split Check Total Amount	Distributed Amount	Budget Item | Description	
4708	01/18/2013	HILLSIDE STONE		632.85	438 - Aggregates	Edit
4709	02/02/2013	BAYLESS FUEL		2,853.48	438 - Fuel	Edit
4710	02/24/2013	BAYLESS FUEL		595.13	438 - Fuel	Edit
4711	03/03/2013	BAYLESS FUEL		515.01	438 - Fuel	Edit
4712	03/24/2013	CONWAY AND OMALLEY		1,129.98	437 - Parts	Edit
4713	03/28/2013	BAYLESS FUEL		2,427.66	438 - Fuel	Edit
4714	04/04/2013	8 HASBROUCK SAND & GRA		139.05	438 - Aggregates	Edit
4715	04/10/2013	FIVE STAR EQUIP CO		2.39	437 - Parts	Edit
4716	04/10/2013	WALSH EQUIPMENT		377.58	437 - Parts	Edit
148	06/05/2013	JD Diversified Services		37,304.22	438 - Aggregates 2A Limestone	Edit
147	06/19/2013	HRG Engineering			MISC - Other (Please Describe) VOID	Edit
149	08/21/2013	Joseph McCormick Construction		68,750.60	13-25220-002 439 - Highway Construction and Rebuilding Projects Pave sections on various township roads	Edit
150	09/18/2013	Joseph McCormick Construction		29,124.06	13-25220-003 439 - Highway Construction and Rebuilding Projects Place 19mm Binder on various roads	Edit
151	10/02/2013	Russell Standard Corporation		81,242.49	438 - Seal Coat (Oil and Chipping) Sealcoat Various Township	Edit
Page Total				**$225,094.50**		
Report Total				**$225,094.50**		

The expenditures carry to the Summary page of the Annual Report.

MS-991 Account Payables Tab

The Accounts Payable tab will be used to track expenditures that are to be paid from the Liquid Fuels Tax Fund account within 90 days of year's end but relate to the reporting year. The system will not allow an Expected Expenditure Date of more than 90 days past year end.



MS-991 Encumbrances Tab

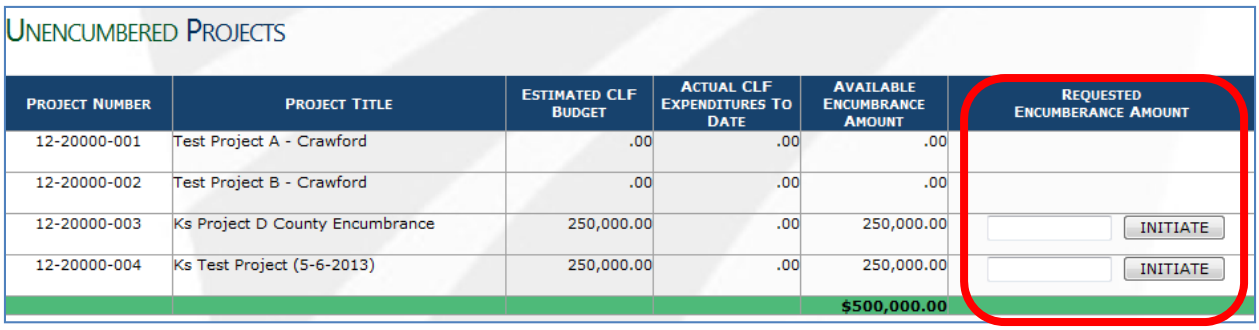
The Encumbrance tab is used to encumber funds at year end. There are three sections on this tab:

- **ACTIVE ENCUMBERED PROJECTS** – projects whose encumbrances have been approved during the current reporting year.
- **PROJECTS ENCUMBERED LAST YEAR** – those encumbered in prior years. The County Authorized Official will need to indicate that they would like to continue the encumbrance and that is remains a valid project/encumbrance by clicking the rollover button.
- **UNENCUMBERED PROJECTS** – these are projects which have been approved and can have an encumbrance initiated against them.

Initiating Encumbrances

If the County Authorized Official wants to encumber money for an approved project, they need do the following:

- Enter an amount in the **REQUESTED ENCUMBRANCE AMOUNT** text box
- Click the **INITIATE** button



The selected project will then move to the **ACTIVE ENCUMBERED PROJECTS** section at the top of the page and a message will appear that states the Encumbrance has been successfully initiated. However, the MS-340 for the project must be completed and approved before the MS-991 can be submitted.

ACTIVE ENCUMBERED PROJECTS

PROJECT NUMBER	MUNICIPALITY NAME	PROJECT TITLE	ESTIMATED CLF BUDGET	ACTUAL CLF EXPENDITURES TO DATE	AVAILABLE ENCUMBRANCE AMOUNT	APPROVED ENCUMBERED AMOUNT	STATUS
12-20000-003	Crawford County (20000)	KS Project D County Encumbrance	250,000.00	.00	250,000.00	**125,000.00**	Encumbrance (MS-340) In Progress
					$250,000.00	**$125,000.00**	

MS-991 County Aid Tab

The County Aid tab is a read-only tab which lists any County Aid requests that have been approved via a **MS-329 Project Approval**, but which was not paid out as of year-end. This is carried to the **SUMMARY** tab and shown with the Encumbrances as **Unpaid County Aid Grants**.

Summary | Depositories | Interest | Receipts | Acct. Receivables | Expenditures | Acct. Payables | Encumbrances | County Aid | Submission

ACTIVE COUNTY AID GRANT REQUESTS (MS-339)

PROJECT NUMBER	MUNICIPALITY NAME	PROJECT TITLE	APPROVED COUNTY AID	ACTUAL COUNTY AID PAYMENTS TO DATE	UNPAID COUNTY AID	STATUS
10-25-404-01CA	Edinboro Borough (25404)	Crack Sealing on Various Streets in the ...	16,342.00	.00	16,342.00	Approved
10-25-415-01ca	Wattsburg Borough (25415)	Winter snow removal on varius Borough St...	9,786.00	.00	9,786.00	Approved
10-25-302-01ca	Erie City (25302)	Street Lighting on various streets in th...	122,792.00	.00	122,792.00	Approved
10-25-405-01ca	Elgin Borough (25405)	Street Lighting on various streets in El...	1,617.00	.00	1,617.00	Approved
10-25-204-01ca	Elk Creek Township (25204)	Placement of aggregate on various Twp ro...	12,795.00	.00	12,795.00	Approved
10-25-206-01CA	Franklin Township (25206)	Winter Road Maintenance	11,623.00	.00	11,623.00	Approved
10-25-212-01ca	Mckean Township (25212)	Winter Maintenance on various twp roads	15,191.00	.00	15,191.00	Approved
10-25-215-01ca	Springfield Township (25215)	Seal Coating on Various Twp Roads	13,332.00	.00	13,332.00	Approved
10-25-216-01ca	Summit Township (25216)	Pipe replacement on various roads	12,715.00	.00	12,715.00	Approved
10-25-210-01ca	Harborcreek Township (25210)	Winter Maintenance/ Hourly Labor	25,056.00	.00	25,056.00	Approved

1 2 3 4 5 6 7 8 9 10 ...

MS-991 Submission Tab

Refer to “Submitting Reports” on page 6 of this manual. These instructions apply to all annual reports.

Act 44 Annual Report Instructions for Counties

Overview of Tabs

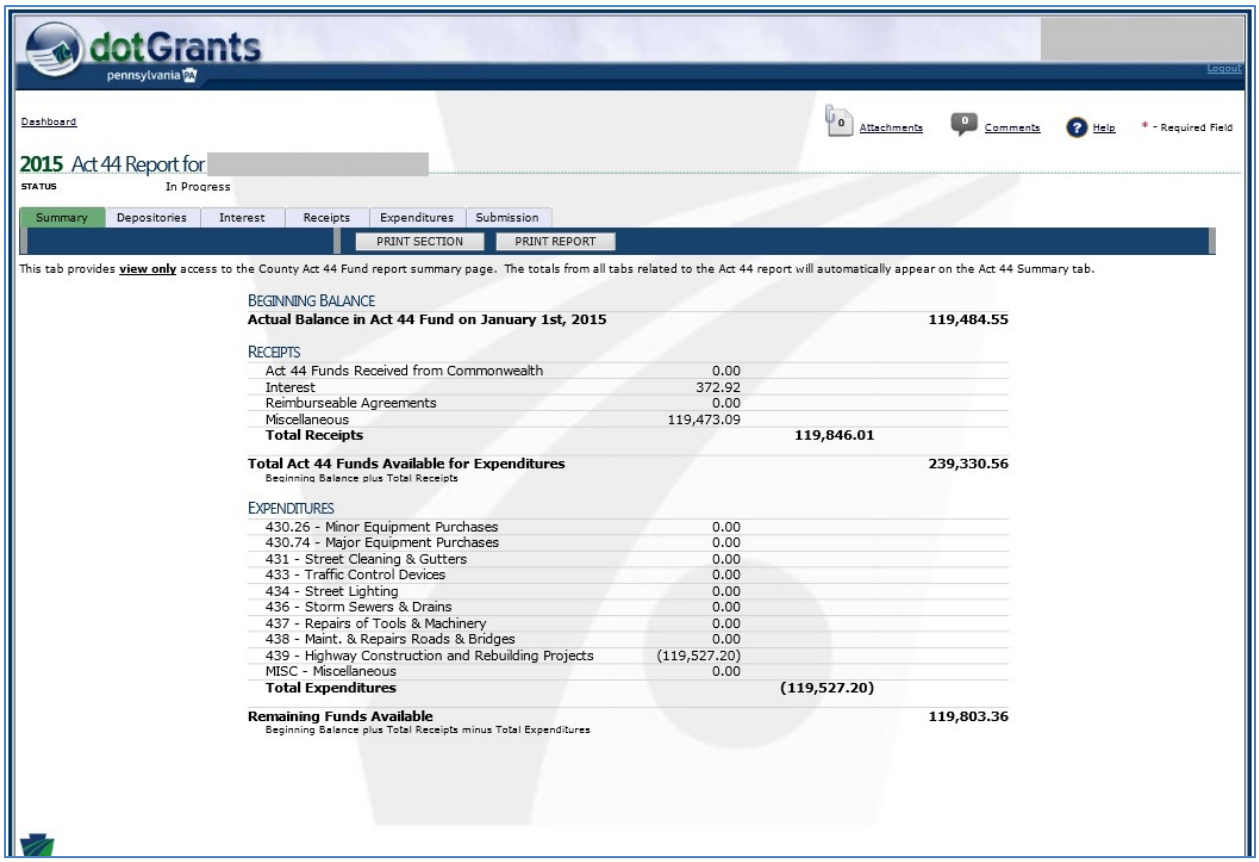
dotGrants has been updated with a fluid *tab structure*. This gives users the ability to access all of their reports from one interface. Detailed explanations of each tab are listed below. The MS-965 Annual Report for municipalities has the following tabs: Summary, Planned Use, Depositories, Interest, Receipts, Expenditures, Contact/Bonding, Submission.

Most tabs will have the **SAVE** and **RESET** button:

- **SAVE** button should be clicked when the data entered on the tab needs to be saved. Also, if you click on a different tab, this will automatically save the current tab.
- **RESET** button should be clicked when the user wants to reset the data to the *last* save. (Remember entries are saved by pressing the Save button *OR* clicking on a different tab.)

Act 44 Summary Tab

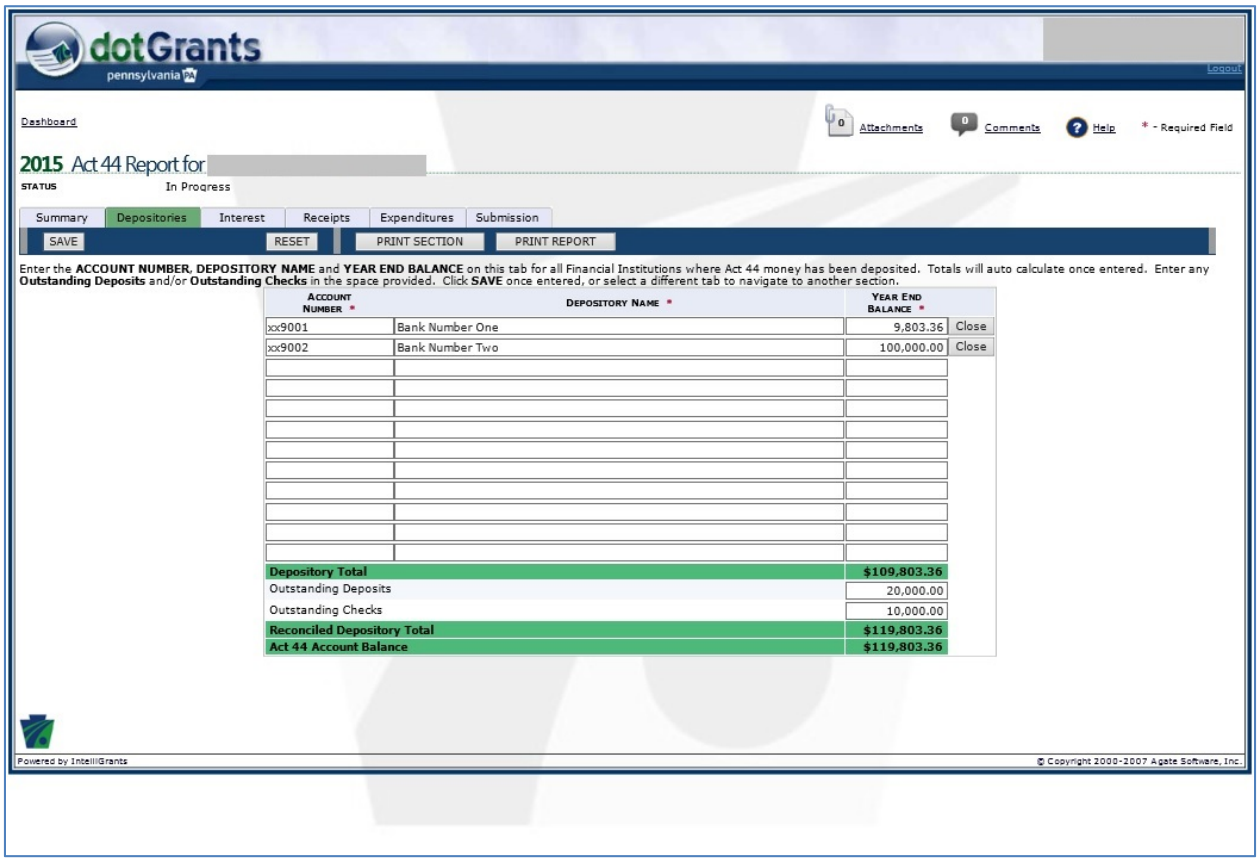
To open your County Act 44 Annual Report from the Municipal Services Dashboard, double-click on the current year report. The page will open to the ***Summary Tab***.



- The Summary tab provides view only access. The totals from all tabs related to the Act 44 report will automatically total on the Summary tab.
- The Ending Balance from the previous year's Annual Report will show in the **BEGINNING BALANCE** section.
- Act 44 Allocations received from the Commonwealth are entered automatically.
- This page will always reflect the most up-to-date information for your county.

Act 44 Depositories Tab

The Depositories section has changed for Counties. Counties are required (*) to enter banking information for Act 44 bank accounts and use this tab to reconcile the amount of funds available at year end to the amount of funds remaining in the bank balance.



Enter the **Account Number**, Financial Institution (**Depository Name**) and **Year End Balance** for all Act 44 bank accounts.

Account Number *	Depository Name *	Year End Balance *	
123456789	Capital Bank of Pennsylvania	101,258.35	Close

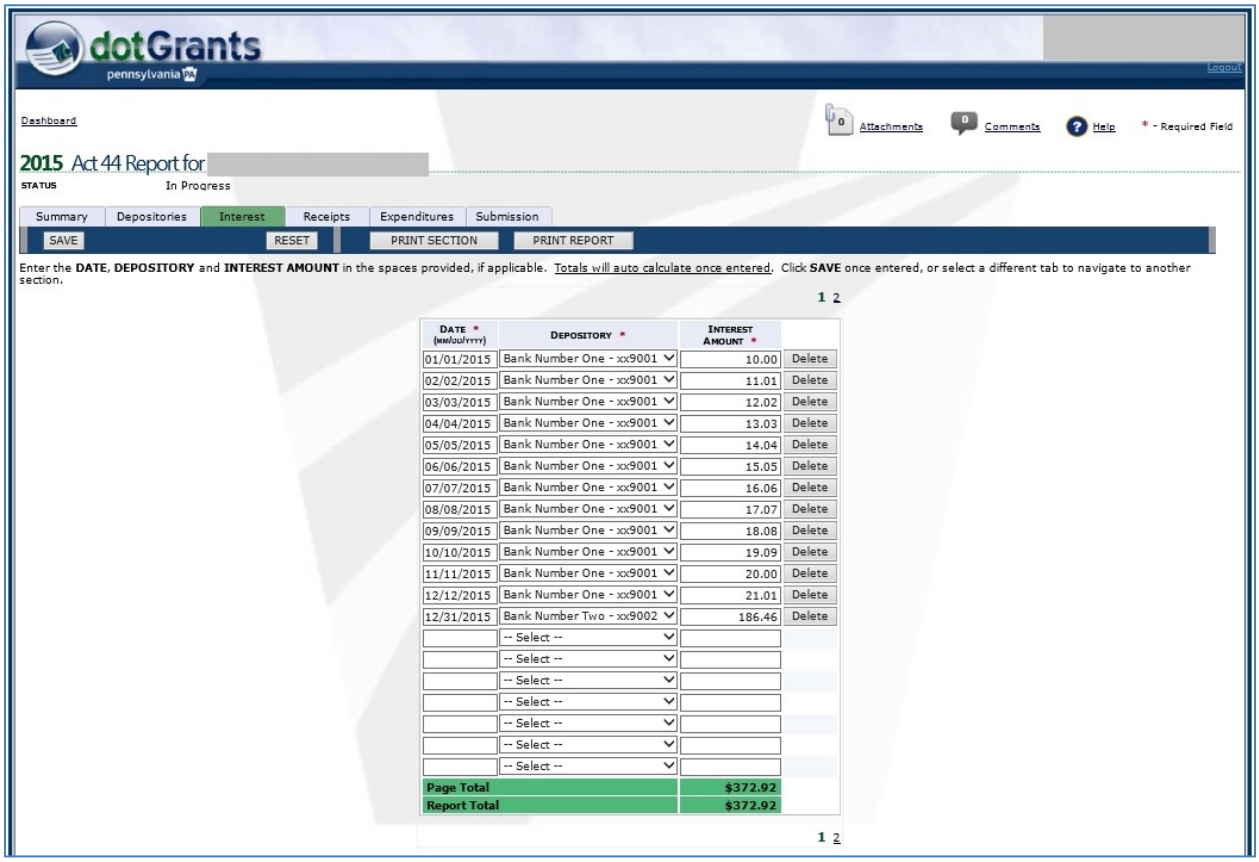
The county will need to account for and enter any **Outstanding Deposits** and any **Outstanding Checks** written on accounts dedicated to Act 44 money. Reconciliation helps to reduce balance adjustments in Monitoring Reviews and Auditor General Reports.

Once entered, the Act 44 remaining funds available **must equal** the Reconciled Depository total for your Act 44 bank accounts at year end.

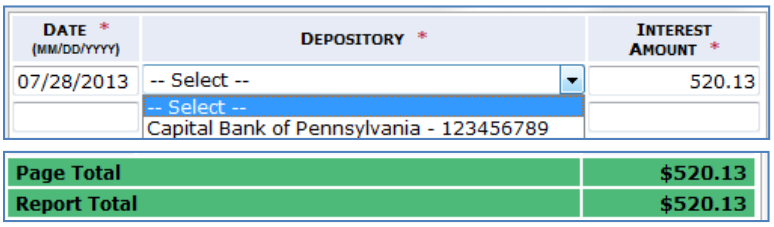
Depository Total	**$175,177.35**
Outstanding Deposits	
Outstanding Checks	
Reconciled Depository Total	**$175,177.35**
Act 44 Account Balance	**$175,177.35**

Act 44 Interest Tab

Counties are required (*) to enter the interest earned on all accounts that contained Act 44 money for the reporting year. Interest will be reported on the monthly statements and year-end 1099 forms that your bank will send.



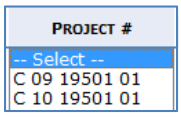
The **DEPOSITORY** drop down list will contain all open bank accounts that were listed on the ***Depositories*** tab. Select the relevant bank from the drop down list and enter the date and interest amount in the spaces provided. Once entered, the total of all interest earned will populate at the bottom of the page.

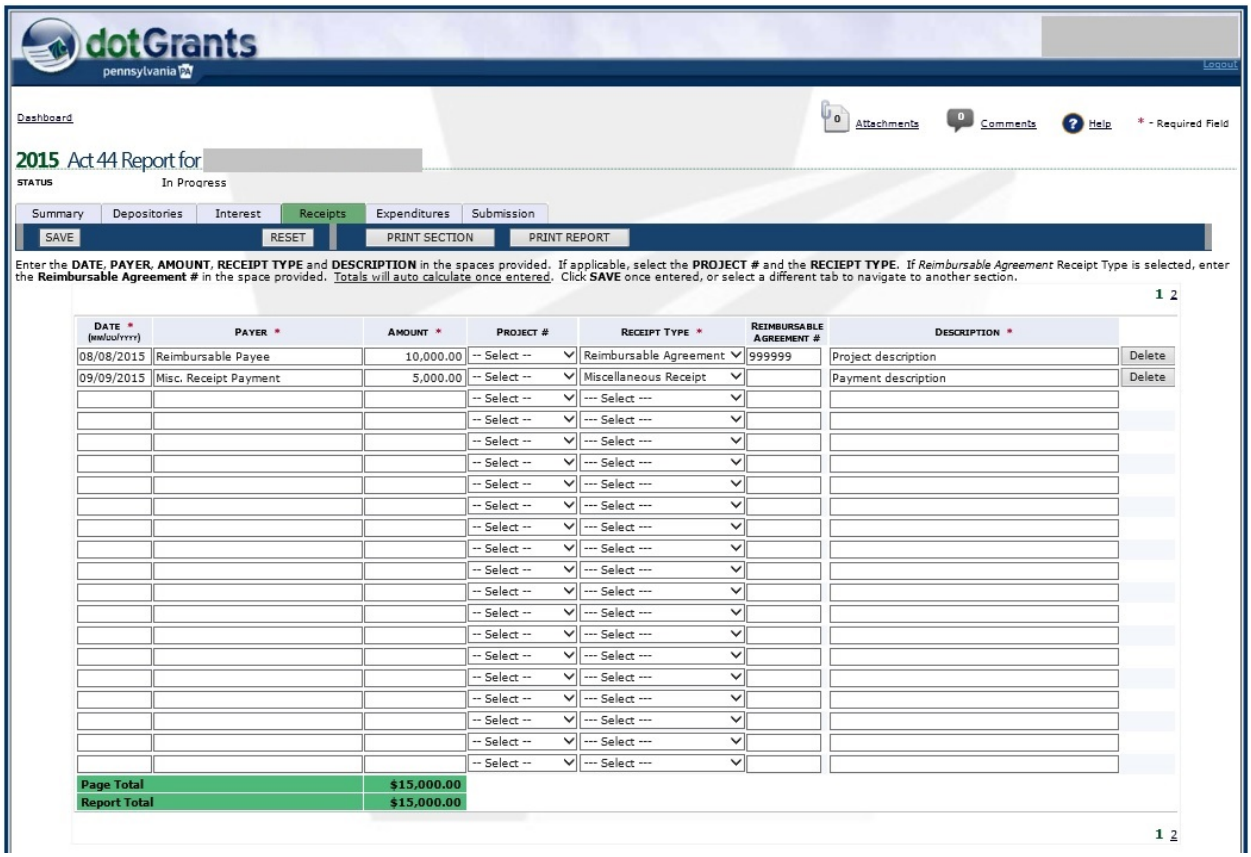


Act 44 Receipts Tab

Any receipts deposited to your Act 44 account during the year, such as a payment from the state, or a reimbursement from your General Funds as a result of an audit finding, should be entered here. Any Act 44 money received from the Commonwealth will auto populate.

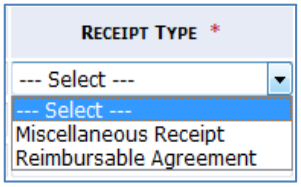
- **Date** – enter the date on which you deposited the receipt to a Act 44 bank account
- **Payer** – enter the payer of the receipt
- **Amount** – enter the dollar amount of the receipt
- **Project #** - if the receipt relates to an approved Act 44 project, select the project # from the drop down list
- **Receipt Type** – see below
- **Reimbursable Agreement #** - enter the relevant agreement # (required if selected)
- **Description** – briefly state the reason for the receipt





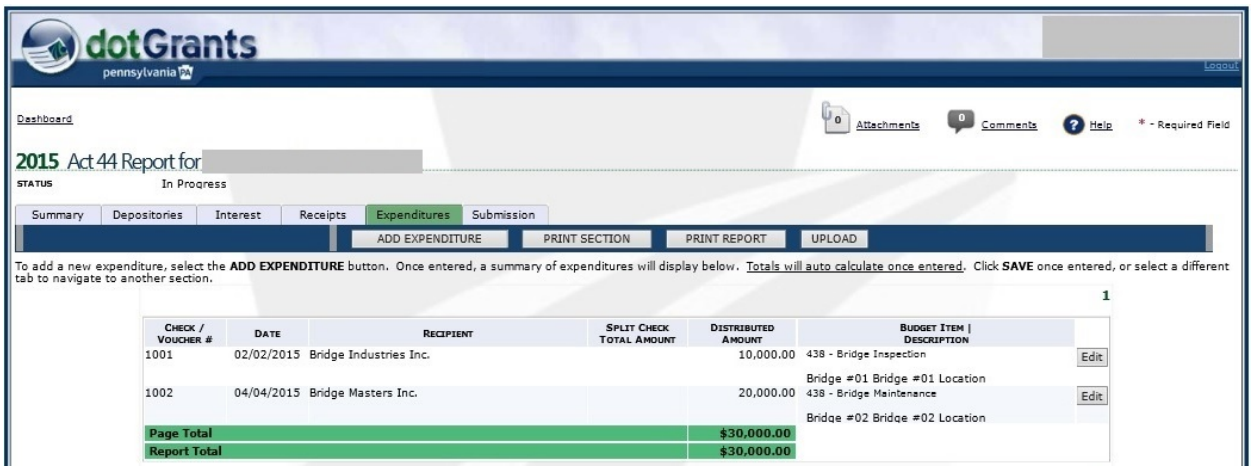
Receipt Types Column

- **Reimbursable Agreement** – for expenses paid from your Act 44 account reimbursed by a third party in accordance with a written agreement.
- **Miscellaneous Receipt** – any other money deposited into your Act 44 account, including reimbursement of Audit Findings.



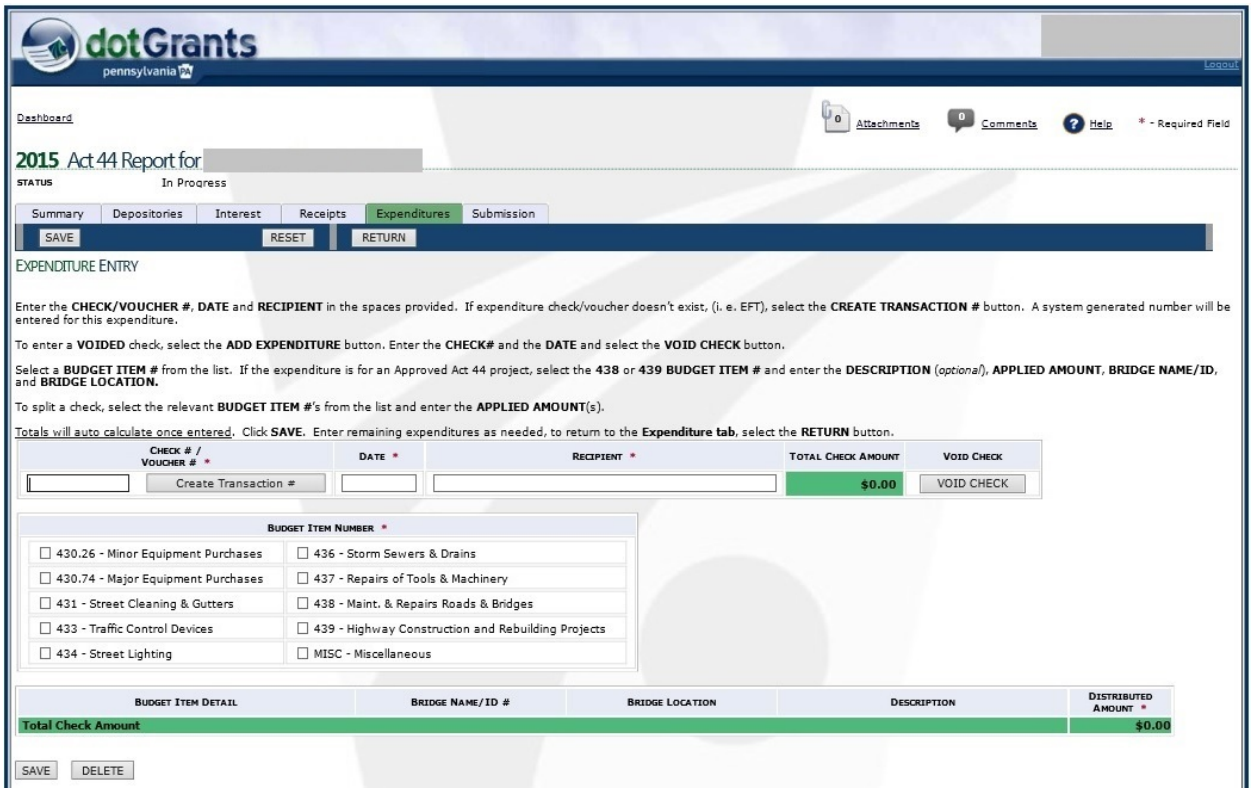
Act 44 Expenditures Tab

The Expenditures tab will display all checks that you wrote against your Act 44 checking account and will show how the county spent their Act 44 allocations for the year. Record amounts such as bank fees deducted from the checking account, checking account adjustments and transfers from checking to a Act 44 savings account or certificate of deposit. This tab records activity in your Act 44 checking account, not your General Fund.



How to add Expenditures

Select the **ADD EXPENDITURE** button from the **Expenditures** tab and the Expenditure Entry screen opens.



Enter the **CHECK/VOUCHER #**, **DATE** and **RECIPIENT** in the spaces provided.

CHECK # / VOUCHER # *		DATE *	RECIPIENT *
1025	Create Transaction #	02/01/2013	Electric Supplier

- Select a **BUDGET ITEM NUMBER** from the list that relates to the check transaction
- The **BUDGET ITEM DETAIL** expands to show the permissible entries
- Enter a Bridge Name/ID #, Bridge Location and **DESCRIPTION** (*optional, unless "OTHER" is selected*) and the amount applied to this expense

Click **SAVE**

CHECK # / VOUCHER # *		DATE *	RECIPIENT *	TOTAL CHECK AMOUNT	VOID CHECK
	Create Transaction #			$1,000.00	VOID CHECK

BUDGET ITEM NUMBER *	
☐ 430.26 - Minor Equipment Purchases	☐ 436 - Storm Sewers & Drains
☐ 430.74 - Major Equipment Purchases	☐ 437 - Repairs of Tools & Machinery
☐ 431 - Street Cleaning & Gutters	☑ 438 - Maint. & Repairs Roads & Bridges
☐ 433 - Traffic Control Devices	☐ 439 - Highway Construction and Rebuilding Projects
☐ 434 - Street Lighting	☐ MISC - Miscellaneous

BUDGET ITEM DETAIL	BRIDGE NAME/ID #	BRIDGE LOCATION	DESCRIPTION	DISTRIBUTED AMOUNT *
438 - Maint. & Repairs Roads & Bridges				
Aggregates				
Bridge Inspection				1,000.00
Bridge Maintenance				
Brush or Debris Removal				
Fuel				
Labor				
Line Painting				
Low Volume Road Products (Pub 447)				
Micro-surfacing				
Patching				
Pipe				
Total Check Amount				**$1,000.00**

SAVE DELETE

An informational message will appear above the page (*as shown on the right*), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

Please review the information below.

- 1025 has been successfully created.

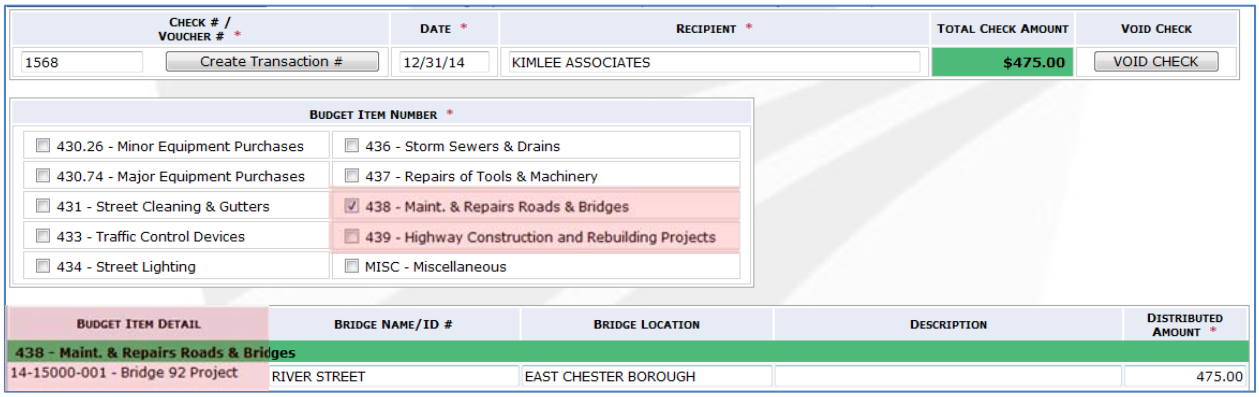
Creating Transactions when a Check Doesn't Exist

If an expenditure check/voucher doesn't exist, (i. e. EFT), select the **CREATE TRANSACTION #** button. A system generated number will be entered for this expenditure.

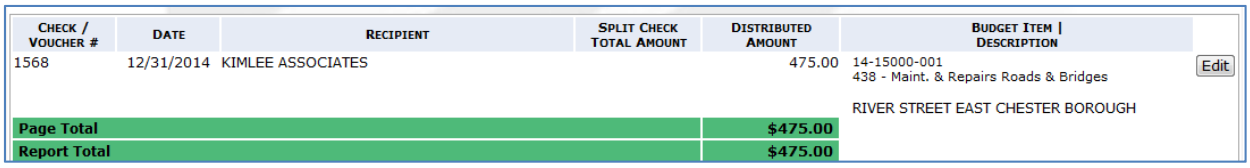
CHECK # / VOUCHER # *		DATE *	RECIPIENT *
EFT835314986	Create Transaction #	02/01/2013	Material Supplier

Expenditures for Approved Bridge Projects

If the expenditure is for an Approved Bridge project using Act 44 funds, select the **438** or **439 BUDGET ITEM NUMBER** and enter the **BRIDGE NAME/ID#, BRIDGE LOCATION AND DESCRIPTION** (optional) and **DISTRIBUTED AMOUNT**.

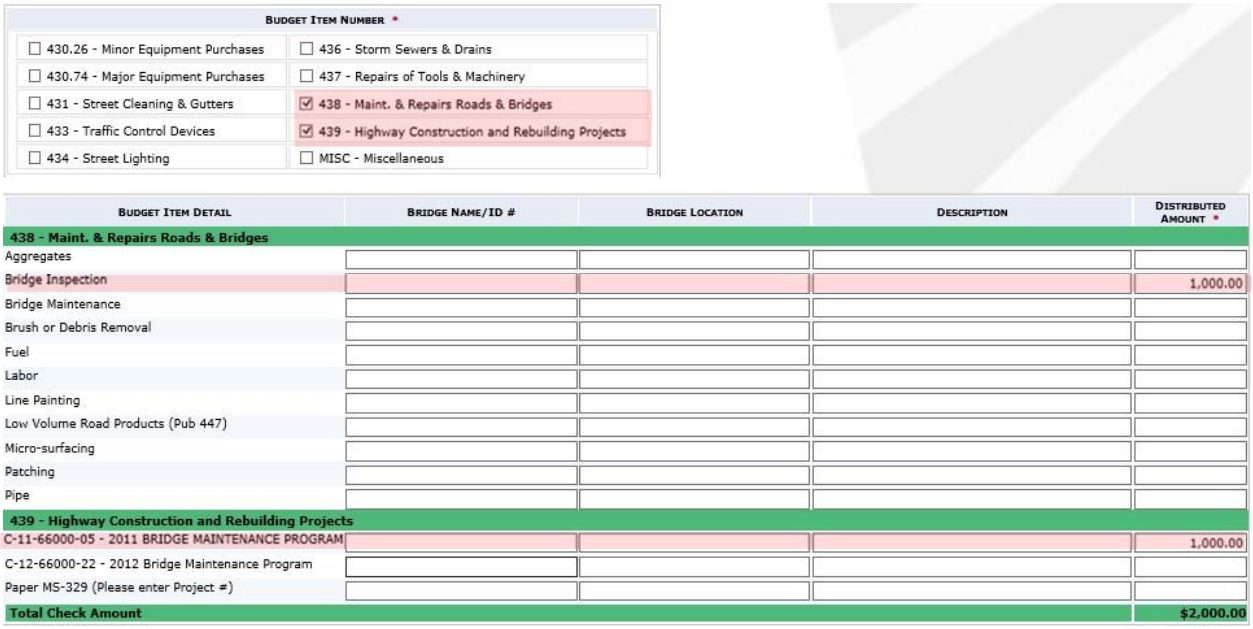


The approved bridge project # will be available for selection in the **BUDGET ITEM DETAIL** section. Enter the related project details in the text boxes and click **SAVE** to record the expenditure for the project. Click **RETURN** to view the entered Expenditure.



How to Enter a Split Check

- When a paid expenditure is for multiple Budget Item categories, the user must select the relevant Budget Item numbers from the list.
- To split a check, select the relevant **BUDGET ITEM NUMBER(s)** and enter the **DISTRIBUTED AMOUNT(s)** and **DESCRIPTION**.
- Totals will auto calculate once entered. Click **SAVE**

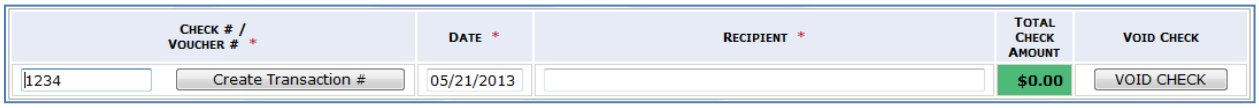


Budget Item Number *	
☐ 430.26 - Minor Equipment Purchases	☐ 436 - Storm Sewers & Drains
☐ 430.74 - Major Equipment Purchases	☐ 437 - Repairs of Tools & Machinery
☐ 431 - Street Cleaning & Gutters	☑ 438 - Maint. & Repairs Roads & Bridges
☐ 433 - Traffic Control Devices	☑ 439 - Highway Construction and Rebuilding Projects
☐ 434 - Street Lighting	☐ MISC - Miscellaneous

Budget Item Detail	Bridge Name/ID #	Bridge Location	Description	Distributed Amount *
438 - Maint. & Repairs Roads & Bridges				
Aggregates				
Bridge Inspection				1,000.00
Bridge Maintenance				
Brush or Debris Removal				
Fuel				
Labor				
Line Painting				
Low Volume Road Products (Pub 447)				
Micro-surfacing				
Patching				
Pipe				
439 - Highway Construction and Rebuilding Projects				
C-11-66000-05 - 2011 BRIDGE MAINTENANCE PROGRAM				1,000.00
C-12-66000-22 - 2012 Bridge Maintenance Program				
Paper MS-329 (Please enter Project #)				
Total Check Amount				**$2,000.00**

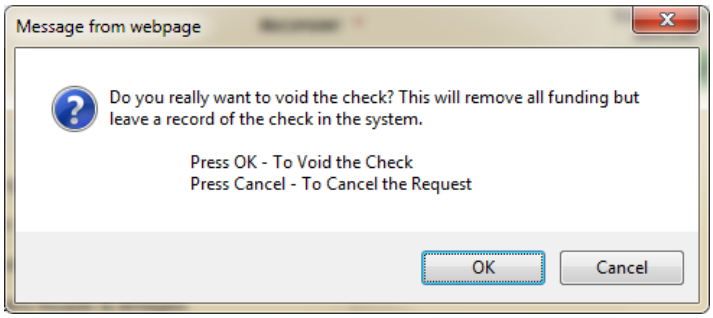
How to Enter a VOIDED check

- To enter a **VOIDED** check, select the **ADD EXPENDITURE** button.
- Enter the **CHECK #** and the **DATE** and select the **VOID CHECK** button.



Check # / Voucher # *		Date *	Recipient *	Total Check Amount	Void Check
1234	Create Transaction #	05/21/2013		$0.00	VOID CHECK

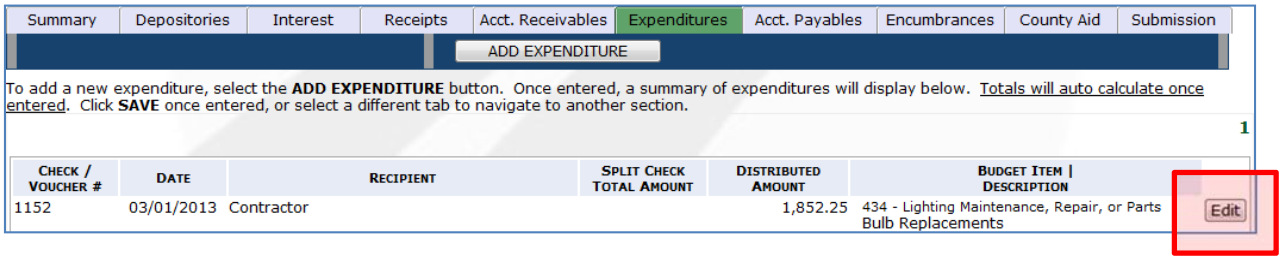
A dialog box will open asking for confirmation. Click **OK**.



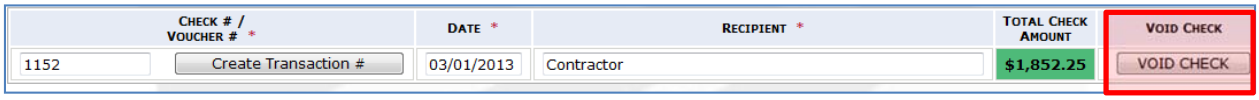
Click **SAVE**. Click **RETURN** to view the entered Expenditure.

How to Void an Existing Expenditure

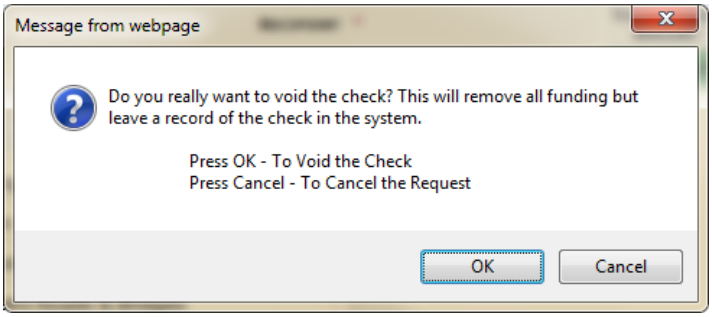
If a check has already been entered and needs to be voided, select **EDIT** next to the relevant check on the **Expenditures** tab.



Click the **VOID CHECK** button.



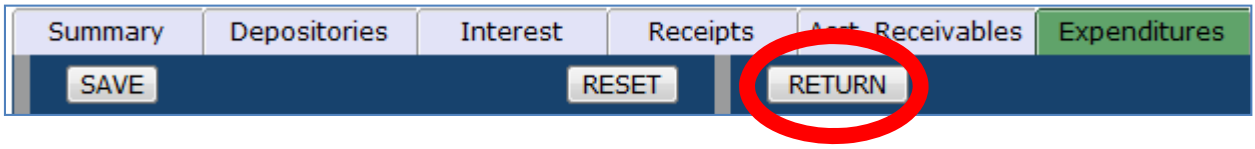
A dialog box will open asking for confirmation. Click **OK**.



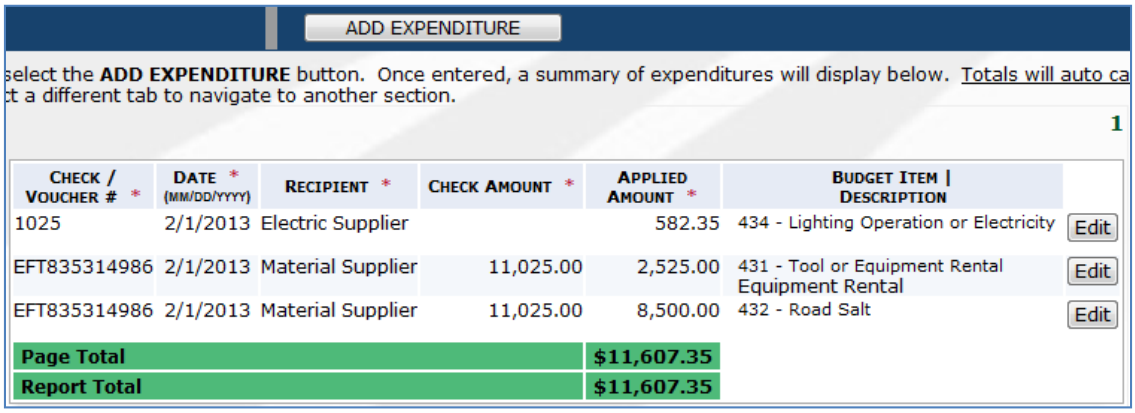
Click **SAVE**. Click **RETURN** to view the entered Expenditure.

Viewing and Modifying Expenditures

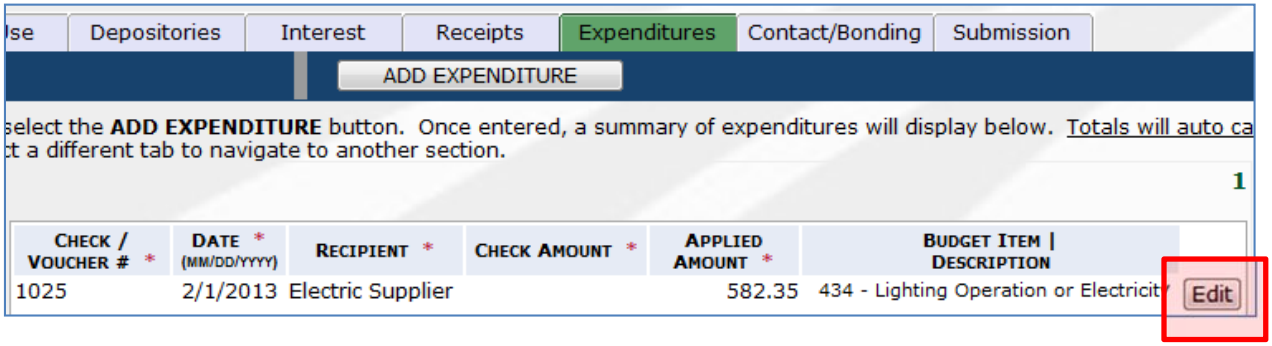
After completion of entering your expenditures, select the **RETURN** button under the tab selection area.



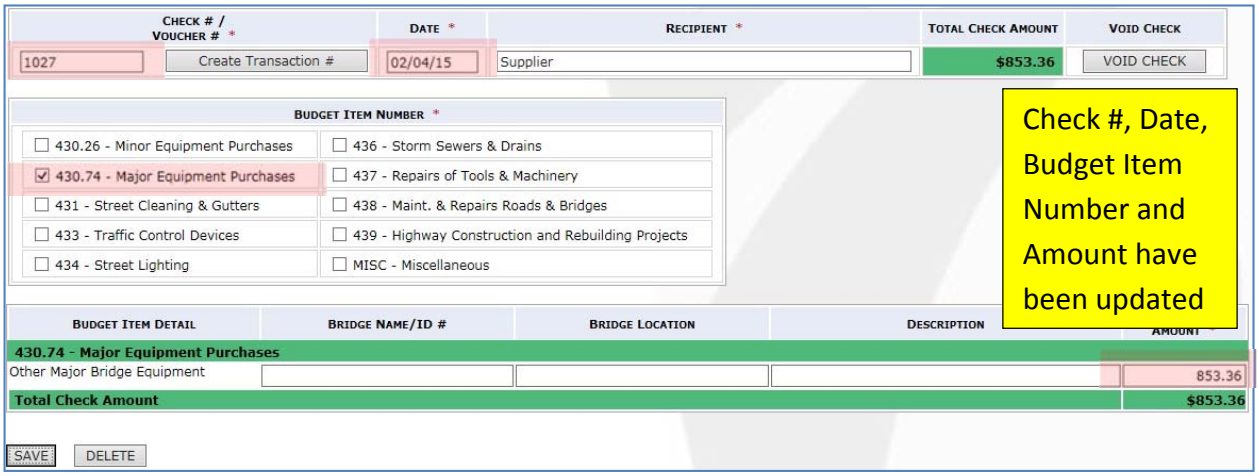
The entered expenditures will appear under the Expenditures tab.



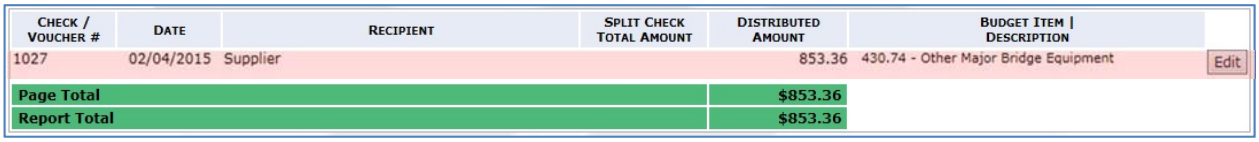
To modify an expenditure, select the **Expenditures** tab. Click **Edit** next to the relevant transaction.



Enter the updated data in the relevant text boxes. If necessary, delete the amount entered previously, and select the new **BUDGET ITEM NUMBER** from the list and uncheck the incorrect **BUDGET ITEM NUMBER**.



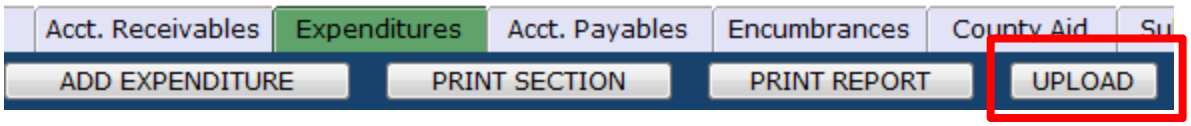
Click **SAVE**. The item updates on the Expenditures tab.



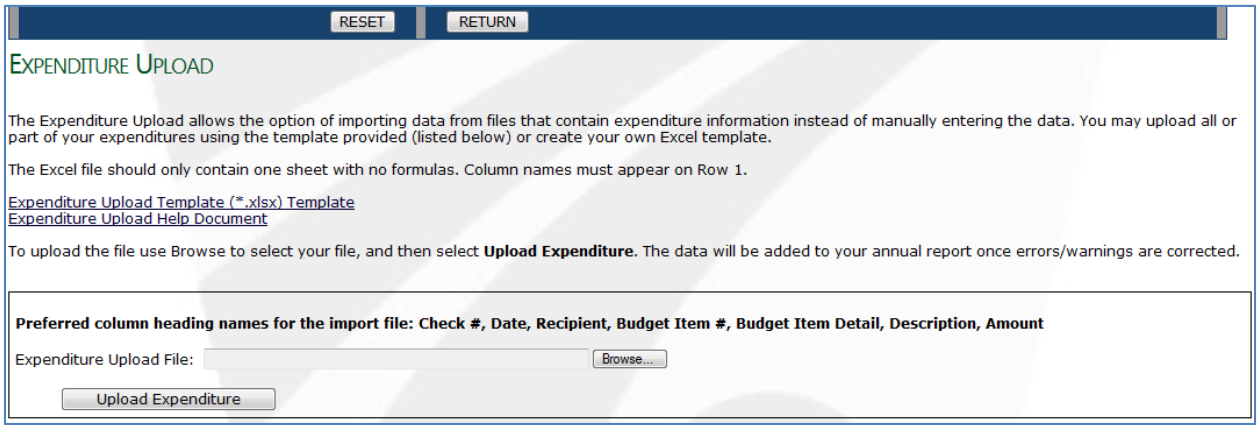
Enter remaining expenditures as needed. To return to the **Expenditure** tab, select the **RETURN** button.

Uploading Expenditures

To upload expenditures into dotGrants, select the **UPLOAD** button on the **Expenditures** tab.



The **Expenditure Upload** screen opens.



For each spreadsheet that can be imported, there are requirements for which fields are allowed and which fields are required. Before importing a file, be sure to follow the below guidelines and requirements in preparing an import file.

Sample Check Expenditure Spreadsheet:

Type	Date	Num	Name	Account	Debit	Credit
Check	1/18/2013	4708	HILLSIDE STONE	CASH		632.85
			HILLSIDE STONE	438.25 MAINT SUPPLIES	632.85	
					632.85	632.85
	1					
Check	2/2/2013	4709	BAYLESS FUEL	CASH		2,853.48
			BAYLESS FUEL	438.23 MAINT FUEL	2,853.48	
					3 2,853.48	2,853.48
Check	2/24/2013	4710	BAYLESS FUEL	CASH		595.13
	4		BAYLESS FUEL	438.23 MAINT FUEL	595.13	
					595.13	595.13
Check	3/3/2013	4711	BAYLESS FUEL	CASH		515.01
			BAYLESS FUEL	438.23 MAINT FUEL	515.01	
					515.01	515.01

2 QuickBooks Export Tips Sheet1

Modifications will be required before the Excel file can be uploaded to dotGrants.

9. File cannot contain blank rows or columns
10. Delete all tabs, except Sheet 1
11. No total cells/rows
12. Each row/expenditure must contain the check number and date

Acceptable upload format:

Date	Num	Name	Account	Debit
1/18/2013	4708	HILLSIDE STONE	438.25 MAINT SUPPLIES	632.85
2/2/2013	4709	BAYLESS FUEL	438.23 MAINT FUEL	2,853.48
2/24/2013	4710	BAYLESS FUEL	438.23 MAINT FUEL	595.13
3/3/2013	4711	BAYLESS FUEL	438.23 MAINT FUEL	515.01
3/24/2013	4712	CONWAY AND OMALLEY	437.25 MACH REP SUPPLIES	1,129.98
3/28/2013	4713	BAYLESS FUEL	438.23 MAINT FUEL	2,427.66
4/4/2013	4714	8 HASBROUCK SAND & GRA	438.25 MAINT SUPPLIES	139.05
4/10/2013	4715	FIVE STAR EQUIP CO	437.25 MACH REP SUPPLIES	2.39
4/10/2013	4716	WALSH EQUIPMENT	437.25 MACH REP SUPPLIES	377.58

Sheet1

The spreadsheet now follows the guidelines for import.

Other Guidelines to Consider

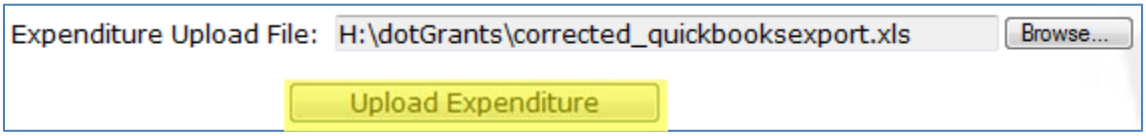
The predefined template contains the preferred column heading names for the spreadsheet import file.

Check #	Date	Recipient	Budget Item #	Budget Item Detail	Description	Amount

The column headings do not need to match the predefined headings (listed above), but the user may modify the headings in the spreadsheet import file to match.

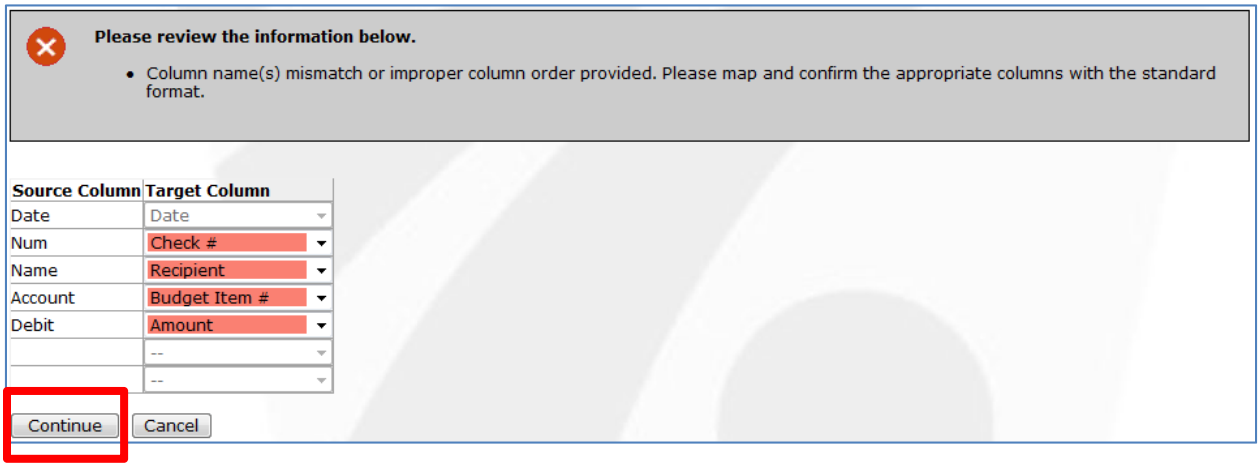
Once all modifications have been made to the spreadsheet import file,

5. Select the **Browse…** button to initiate the upload. Browse to the location and choose the file for import.



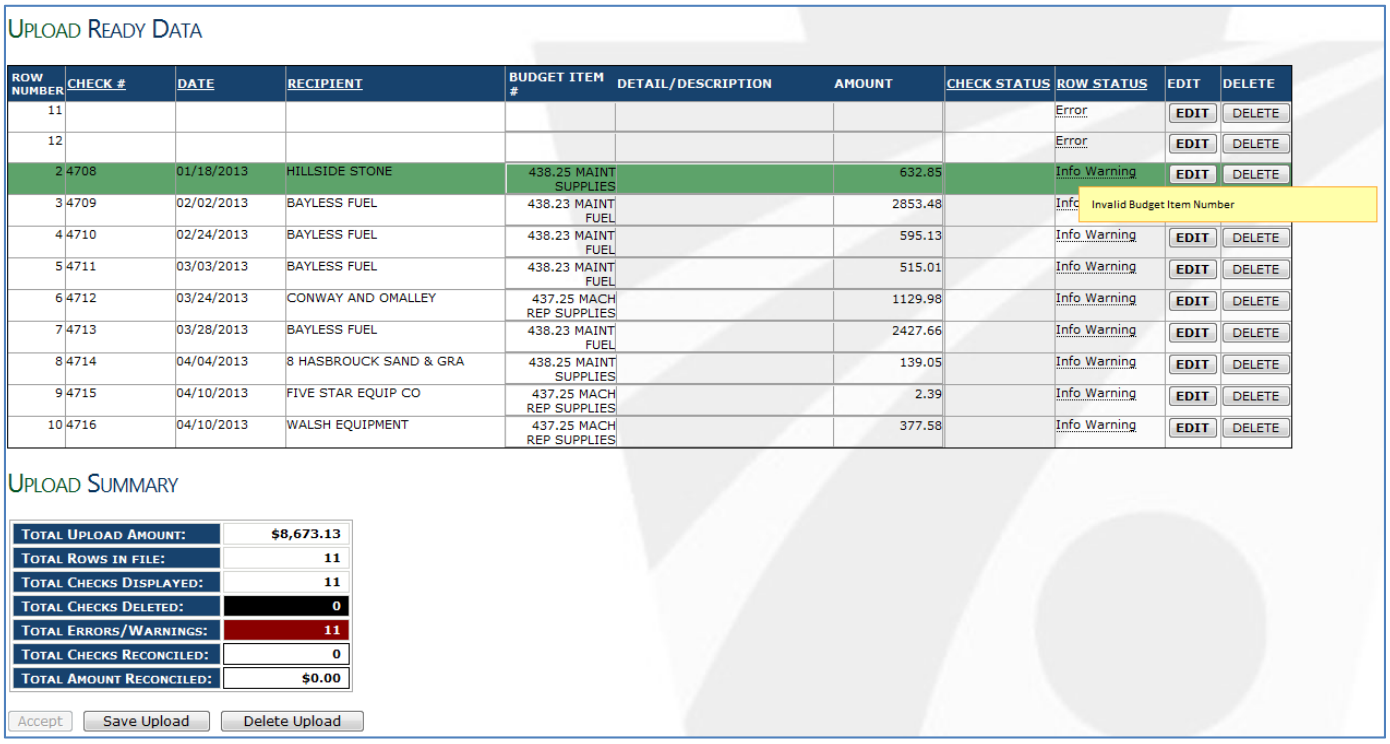
6. Click the **Upload Expenditure** button.

The spreadsheet import file contains different column headings that must be mapped to match the current expenditure field names. Click the relevant drop down box and map the source column name to the preferred column name.



Once the column names have been selected, click the **Continue** button.

The **UPLOAD READY DATA** screen opens.



UPLOAD READY DATA

ROW NUMBER	CHECK #	DATE	RECIPIENT	BUDGET ITEM #	DETAIL/DESCRIPTION	AMOUNT	CHECK STATUS	ROW STATUS	EDIT	DELETE
11								Error	EDIT	DELETE
12								Error	EDIT	DELETE
2	4708	01/18/2013	HILLSIDE STONE	438.25 MAINT SUPPLIES		632.85		Info Warning	EDIT	DELETE
3	4709	02/02/2013	BAYLESS FUEL	438.23 MAINT FUEL		2853.48		Info Warning	EDIT	DELETE
4	4710	02/24/2013	BAYLESS FUEL	438.23 MAINT FUEL		595.13		Info Warning	EDIT	DELETE
5	4711	03/03/2013	BAYLESS FUEL	438.23 MAINT FUEL		515.01		Info Warning	EDIT	DELETE
6	4712	03/24/2013	CONWAY AND OMALLEY	437.25 MACH REP SUPPLIES		1129.98		Info Warning	EDIT	DELETE
7	4713	03/28/2013	BAYLESS FUEL	438.23 MAINT FUEL		2427.66		Info Warning	EDIT	DELETE
8	4714	04/04/2013	8 HASBROUCK SAND & GRA	438.25 MAINT SUPPLIES		139.05		Info Warning	EDIT	DELETE
9	4715	04/10/2013	FIVE STAR EQUIP CO	437.25 MACH REP SUPPLIES		2.39		Info Warning	EDIT	DELETE
10	4716	04/10/2013	WALSH EQUIPMENT	437.25 MACH REP SUPPLIES		377.58		Info Warning	EDIT	DELETE

Invalid Budget Item Number

UPLOAD SUMMARY

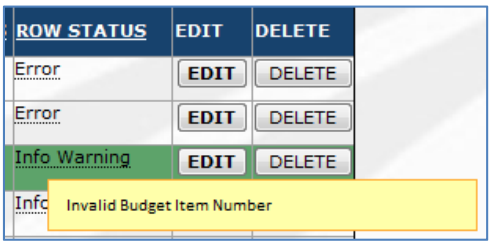
TOTAL UPLOAD AMOUNT:	$8,673.13
TOTAL ROWS IN FILE:	11
TOTAL CHECKS DISPLAYED:	11
TOTAL CHECKS DELETED:	0
TOTAL ERRORS/WARNINGS:	11
TOTAL CHECKS RECONCILED:	0
TOTAL AMOUNT RECONCILED:	$0.00

Accept | Save Upload | Delete Upload

The **UPLOAD SUMMARY** section will display the total rows, amounts and errors/warnings from the spreadsheet import file. Before the file can be uploaded, all errors/warnings must be corrected. You can correct your file on your pc and upload the file again or make the corrections using the EDIT button next to the line item.

Fixing Errors and Warnings

For each incomplete line item, a message will appear in the **ROW STATUS** column. Hover your mouse cursor over the message to view the details.

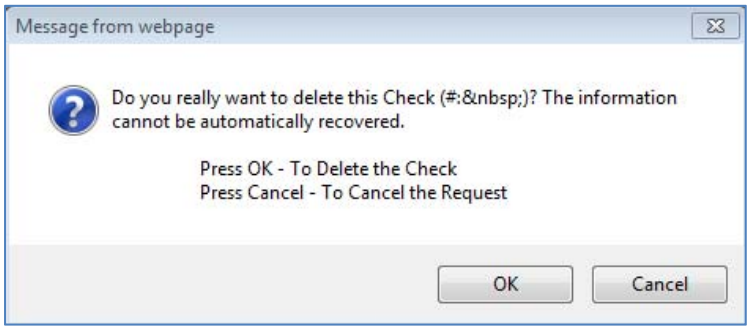


ROW STATUS	EDIT	DELETE
Error	EDIT	DELETE
Error	EDIT	DELETE
Info Warning	EDIT	DELETE

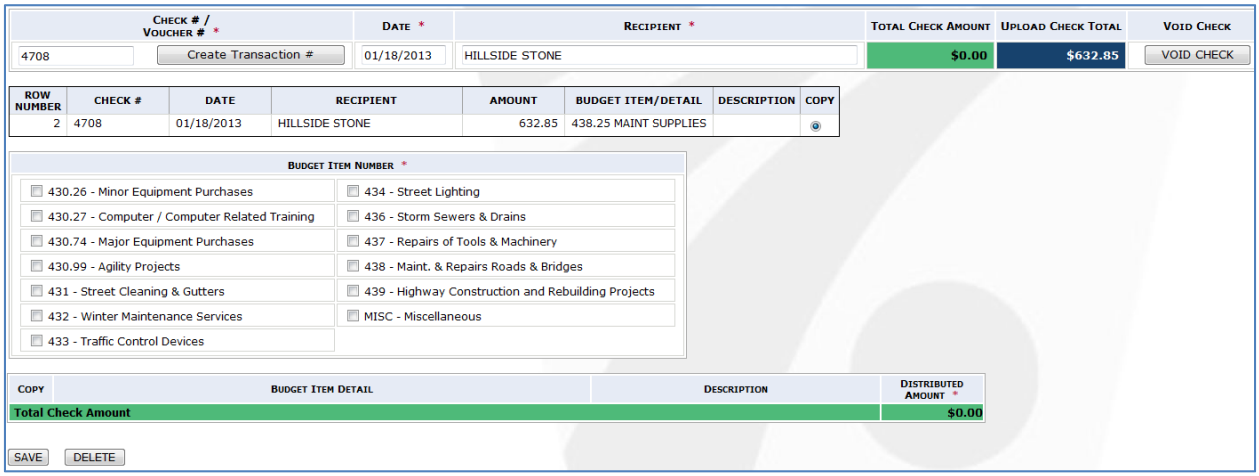
Invalid Budget Item Number

To delete blank lines from the imported spreadsheet, click the **DELETE** button.

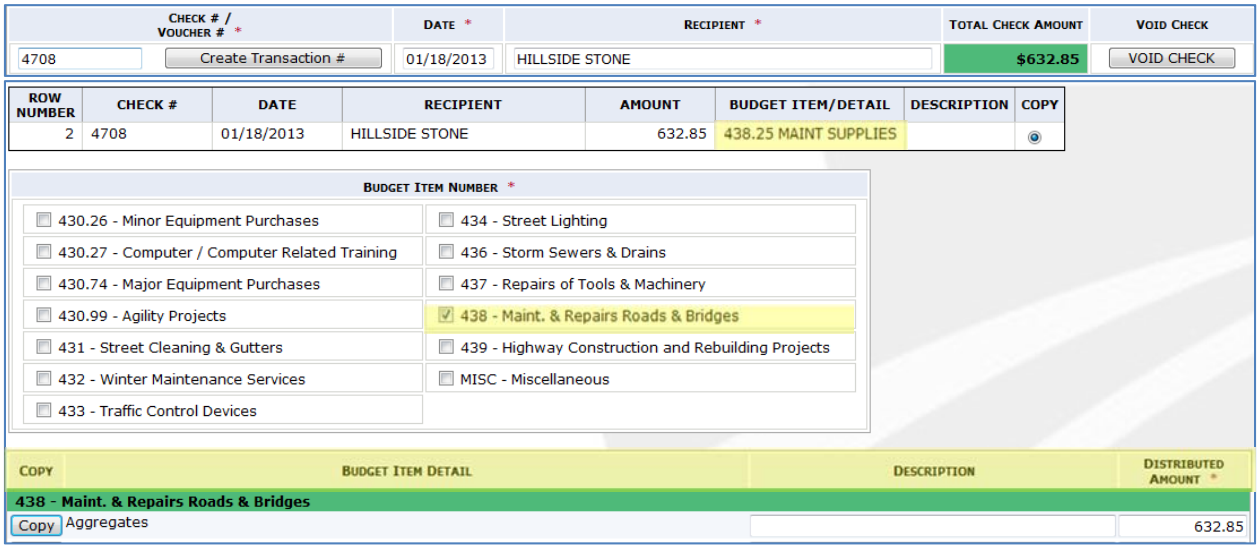
Click **OK** in the dialog box.



Click the **EDIT** button to modify the line item(s). The **EXPENDITURE ENTRY** screen opens.



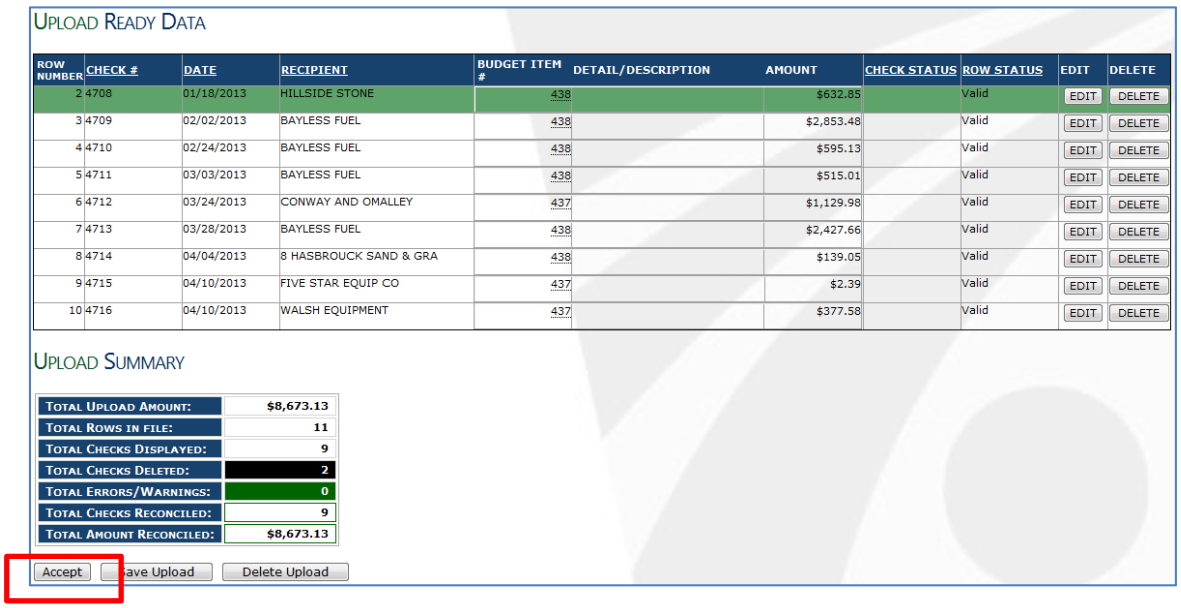
A common error is that the Budget Item # from the imported spreadsheet does not match the predefined Budget Item #'s for expenditures. To fix this error, select the relevant Budget Item # from the list, in this case, 438. The **BUDGET ITEM DETAIL** section displays below.



Click the **Copy** button next to the relevant detail item. This will carry the **DESCRIPTION** (if available), **DISTRIBUTED AMOUNT** and the **TOTAL CHECK AMOUNT** from the imported data to the detail line item for the expenditure. Manually enter any information that was not included in the upload.

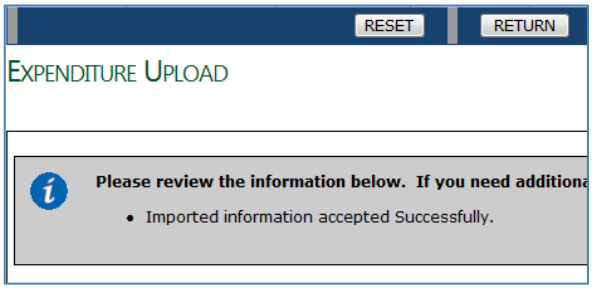
Click the **SAVE** button.

Once the expenditure item has been updated, the **UPLOAD READY DATA** table **ROW STATUS** changes from ***Error*** to ***Valid***. The **UPLOAD SUMMARY** displays "0" for **TOTAL ERRORS/WARNINGS**.

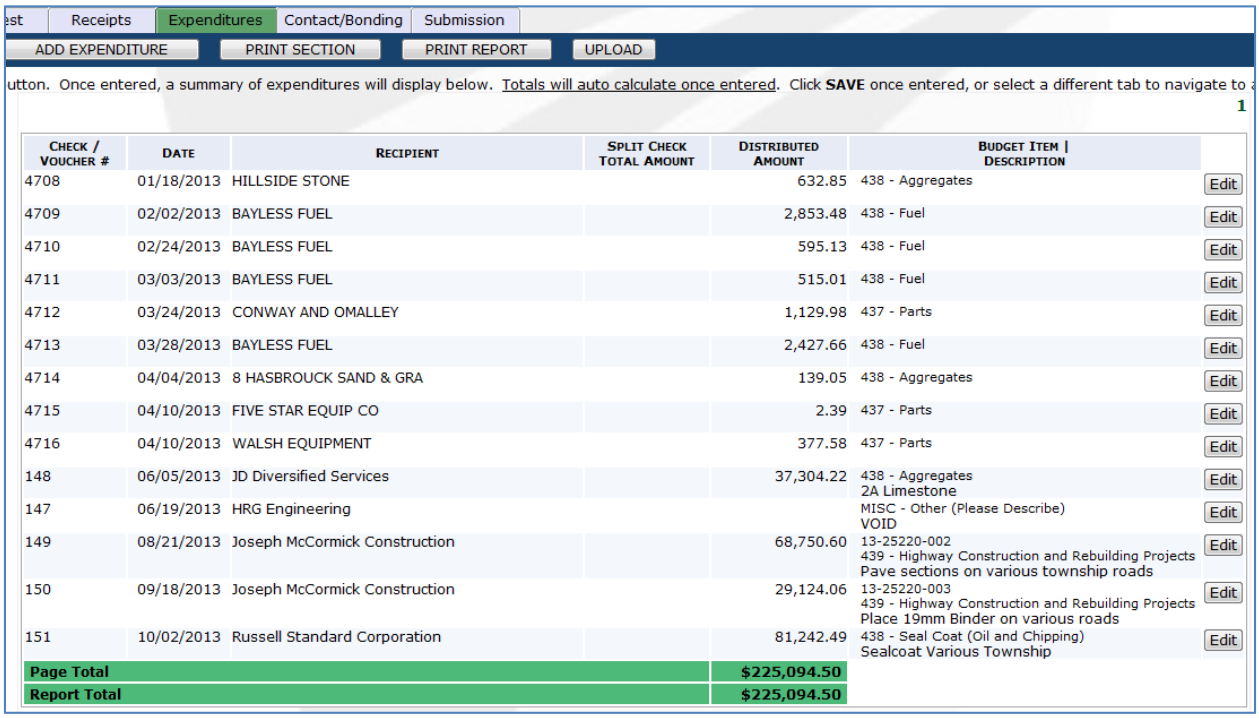


Click the **Accept** button to finalize the spreadsheet import steps.

A confirmation notification will be displayed.



Click the **RETURN** button. The Expenditures page opens displaying the uploaded items.



Check / Voucher #	Date	Recipient	Split Check Total Amount	Distributed Amount	Budget Item | Description	
4708	01/18/2013	HILLSIDE STONE		632.85	438 - Aggregates	Edit
4709	02/02/2013	BAYLESS FUEL		2,853.48	438 - Fuel	Edit
4710	02/24/2013	BAYLESS FUEL		595.13	438 - Fuel	Edit
4711	03/03/2013	BAYLESS FUEL		515.01	438 - Fuel	Edit
4712	03/24/2013	CONWAY AND OMALLEY		1,129.98	437 - Parts	Edit
4713	03/28/2013	BAYLESS FUEL		2,427.66	438 - Fuel	Edit
4714	04/04/2013	8 HASBROUCK SAND & GRA		139.05	438 - Aggregates	Edit
4715	04/10/2013	FIVE STAR EQUIP CO		2.39	437 - Parts	Edit
4716	04/10/2013	WALSH EQUIPMENT		377.58	437 - Parts	Edit
148	06/05/2013	JD Diversified Services		37,304.22	438 - Aggregates 2A Limestone	Edit
147	06/19/2013	HRG Engineering			MISC - Other (Please Describe) VOID	Edit
149	08/21/2013	Joseph McCormick Construction		68,750.60	13-25220-002 439 - Highway Construction and Rebuilding Projects Pave sections on various township roads	Edit
150	09/18/2013	Joseph McCormick Construction		29,124.06	13-25220-003 439 - Highway Construction and Rebuilding Projects Place 19mm Binder on various roads	Edit
151	10/02/2013	Russell Standard Corporation		81,242.49	438 - Seal Coat (Oil and Chipping) Sealcoat Various Township	Edit
Page Total				**$225,094.50**		
Report Total				**$225,094.50**		

The expenditures carry to the Summary page of the Annual Report.

Act 44 Submission Tab

Refer to “Submitting Reports” on page 6 of this manual. These instructions apply to all annual reports.