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 Consultant

For dotGrants system support, contact: dotgrants-support@pa.gov or (717) 775-8135
# dotGrants Annual Reports Reference Manual Contents

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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**

- 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](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 **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).
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.

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*dotGrants Annual Reports Reference Manual*

Pennsylvania Department of Transportation - Center for Program Development & Management

Financial Contracts & Services Division - Financial Consulting Section
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.

![Attachment](image)

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 ![Delete](image) 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.

![Comments](image)
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 Tab Image]

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.
• 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](image-url)
**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
  o 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**

![Image](image_url)

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.

![Message Box](image_url)
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.

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.

![Image of tab selection area with RETURN button highlighted]

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

![Image of Expenditures tab with entries]

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**.

![Check #, Date, Budget Item Number and amount have been updated]

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>1/18/2013</td>
<td>4709</td>
<td>HILLSIDE STONE</td>
<td>CASH</td>
<td>632.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HILLSIDE STONE</td>
<td>438.25 MAINT SUPPLIES</td>
<td>632.85</td>
<td>632.85</td>
</tr>
<tr>
<td>Check</td>
<td>2/2/2013</td>
<td>4709</td>
<td>BAYLESS FUEL</td>
<td>CASH</td>
<td>2,863.48</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,863.48</td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>2/24/2013</td>
<td>4710</td>
<td>BAYLESS FUEL</td>
<td>CASH</td>
<td>595.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>595.13</td>
<td>595.13</td>
</tr>
<tr>
<td>Check</td>
<td>3/3/2013</td>
<td>4711</td>
<td>BAYLESS FUEL</td>
<td>CASH</td>
<td>515.01</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>515.01</td>
<td>515.01</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Account</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2013</td>
<td>4708</td>
<td>HILLSIDE STONE</td>
<td>438.25 MAINT SUPPLIES</td>
<td>632.85</td>
</tr>
<tr>
<td>2/2/2013</td>
<td>4709</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,863.48</td>
</tr>
<tr>
<td>2/24/2013</td>
<td>4710</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>595.13</td>
</tr>
<tr>
<td>3/3/2013</td>
<td>4711</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>515.01</td>
</tr>
<tr>
<td>3/24/2013</td>
<td>4712</td>
<td>CONWAY AND O'MALLEY</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>1,129.98</td>
</tr>
<tr>
<td>3/28/2013</td>
<td>4713</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,427.66</td>
</tr>
<tr>
<td>4/4/2013</td>
<td>4714</td>
<td>HASBROUCK SAND &amp; GRA</td>
<td>438.25 MAINT SUPPLIES</td>
<td>139.05</td>
</tr>
<tr>
<td>4/10/2013</td>
<td>4715</td>
<td>FIVE STAR EQUIP CO</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>2.39</td>
</tr>
<tr>
<td>4/10/2013</td>
<td>4716</td>
<td>WALSH EQUIPMENT</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>377.58</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Recipient</th>
<th>Budget Item #</th>
<th>Budget Item Detail</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

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.

   ![Expenditure Upload File](H:\dotGrants\corrected_quickbooksexport.xls) **Browse...**

   ![Upload Expenditure Button]

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.

![Please review the information below. Column name(s) mismatch or improper column order provided. Please map and confirm the appropriate columns with the standard format.]

Once the column names have been selected, click the **Continue** button.
The **UPLOAD READY DATA** screen opens.

![Upload Ready Data Screen]

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]

To delete blank lines from the imported spreadsheet, click the **DELETE** button.
Click **OK** in the dialog box.

![Message from webpage 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.

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.

![Contact and Bonding Data](image)

**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**.
- 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.

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.
**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.

<table>
<thead>
<tr>
<th>DATE (mm/dd/yyyy)</th>
<th>DEPOSITORY</th>
<th>INTEREST AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/28/2013</td>
<td>Capital Bank of Pennsylvania - 123456789</td>
<td>$520.13</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Project #</th>
<th>Receipt Type</th>
<th>Reimbursable Agreement #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C 09 19501 01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C 10 19501 01</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.

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.

![Budget Item Details](image)

Check #, Date, Budget Item Number and Amount have been updated

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

![Remaining Expenditures](image)

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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>1/18/2013</td>
<td>4709</td>
<td>HILLSIDE STONE</td>
<td>CASH HILLSIDE STONE</td>
<td>632.85</td>
<td>632.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HILLSIDE STONE</td>
<td>438.25 MAINT SUPPLIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>2/2/2013</td>
<td>4709</td>
<td>BAYLESS FUEL</td>
<td>CASH BAYLESS FUEL</td>
<td>2,853.48</td>
<td>2,853.48</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>2/24/2013</td>
<td>4710</td>
<td>BAYLESS FUEL</td>
<td>CASH BAYLESS FUEL</td>
<td>595.13</td>
<td>595.13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>3/3/2013</td>
<td>4711</td>
<td>BAYLESS FUEL</td>
<td>CASH BAYLESS FUEL</td>
<td>515.01</td>
<td>515.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Account</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2013</td>
<td>4708</td>
<td>HILLSIDE STONE</td>
<td>438.25 MAINT SUPPLIES</td>
<td>632.85</td>
</tr>
<tr>
<td>2/2/2013</td>
<td>4709</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,853.48</td>
</tr>
<tr>
<td>2/24/2013</td>
<td>4710</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>595.13</td>
</tr>
<tr>
<td>3/3/2013</td>
<td>4711</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>515.01</td>
</tr>
<tr>
<td>3/24/2013</td>
<td>4712</td>
<td>CONWAY AND O'MALLEY</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>1,129.98</td>
</tr>
<tr>
<td>3/28/2013</td>
<td>4713</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,427.66</td>
</tr>
<tr>
<td>4/4/2013</td>
<td>4714</td>
<td>HASBROUCK SAND &amp; GRA</td>
<td>438.25 MAINT SUPPLIES</td>
<td>139.05</td>
</tr>
<tr>
<td>4/10/2013</td>
<td>4715</td>
<td>FIVE STAR EQUIP CO</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>2.39</td>
</tr>
<tr>
<td>4/10/2013</td>
<td>4716</td>
<td>WALSH EQUIPMENT</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>377.58</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Recipient</th>
<th>Budget Item #</th>
<th>Budget Item Detail</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>ROW NUMBER</th>
<th>CHECK #</th>
<th>DATE</th>
<th>RECIPIENT</th>
<th>BUDGET ITEM</th>
<th>DETAIL/DESCRIPTION</th>
<th>AMOUNT</th>
<th>CHECK STATUS</th>
<th>ROW STATUS</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>2 4708</td>
<td>01/18/2013</td>
<td>HILLSIDE STONE</td>
<td>438.32</td>
<td>MAINT SUPPLIES</td>
<td>632.85</td>
<td>Error</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Error</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>34706</td>
<td>02/02/2013</td>
<td>34710</td>
<td>02/24/2013</td>
<td>438.32 MAIN FUEL</td>
<td>2853.48</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>44711</td>
<td>03/03/2013</td>
<td>44711</td>
<td>03/15/2013</td>
<td>438.32 MAIN FUEL</td>
<td>595.13</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>54712</td>
<td>03/24/2013</td>
<td>54712</td>
<td>03/26/2013</td>
<td>438.32 MAIN FUEL</td>
<td>515.01</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>64713</td>
<td>03/25/2013</td>
<td>64713</td>
<td>03/28/2013</td>
<td>438.32 MAIN FUEL</td>
<td>1129.95</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>74714</td>
<td>04/04/2013</td>
<td>74714</td>
<td>04/09/2013</td>
<td>438.32 MAIN FUEL</td>
<td>3427.65</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>94715</td>
<td>04/10/2013</td>
<td>94715</td>
<td>04/10/2013</td>
<td>438.32 MAIN FUEL</td>
<td>139.05</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>104716</td>
<td>04/10/2013</td>
<td>104716</td>
<td>04/10/2013</td>
<td>438.32 MAIN FUEL</td>
<td>377.58</td>
<td>Info Warning</td>
<td>delete</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

### Upload Summary

- **Total Upload Amount:** $6,673.13
- **Total Rows in File:** 11
- **Total Rows Displayed:** 11
- **Total Errors/Warnings:** 11
- **Total Checks Reconciled:** 0
- **Total Amount Reconciled:** $0.00

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.

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.

![Expenditure Upload](image)

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

<table>
<thead>
<tr>
<th>Check / Vendor #</th>
<th>Date</th>
<th>Recipient</th>
<th>Split Check Total Amount</th>
<th>Distributed Amount</th>
<th>Budget Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4708</td>
<td>01/18/2013</td>
<td>MIlLSIDE STONE</td>
<td>632.85</td>
<td>430 - Aggregates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4709</td>
<td>02/02/2013</td>
<td>BAYLESS FUEL</td>
<td>2,853.48</td>
<td>430 - Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4710</td>
<td>02/24/2013</td>
<td>BAYLESS FUEL</td>
<td>593.13</td>
<td>430 - Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4711</td>
<td>03/03/2013</td>
<td>BAYLESS FUEL</td>
<td>215.01</td>
<td>430 - Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4712</td>
<td>03/24/2013</td>
<td>CONWAY AND O'MALLEY</td>
<td>1,129.98</td>
<td>437 - Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4713</td>
<td>03/28/2013</td>
<td>BAYLESS FUEL</td>
<td>2,427.66</td>
<td>438 - Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4714</td>
<td>04/04/2013</td>
<td>HASKBROUCK SAND &amp; GRA</td>
<td>139.05</td>
<td>438 - Aggregates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4715</td>
<td>04/10/2013</td>
<td>FIVE STAR EQUIP CO</td>
<td>2.39</td>
<td>437 - Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4716</td>
<td>04/10/2013</td>
<td>WALSH EQUIPMENT</td>
<td>377.58</td>
<td>427 - Parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>146</td>
<td>06/05/2013</td>
<td>JD Diversified Services</td>
<td>37,304.22</td>
<td>436 - Aggregates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>147</td>
<td>06/10/2013</td>
<td>HRG Engineering</td>
<td>37,304.22</td>
<td>424 - Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>140</td>
<td>08/21/2013</td>
<td>Joseph McCormack Construction</td>
<td>68,750.60</td>
<td>429 - Highway Construction and Rebuilding Projects</td>
<td>15-285-0-695</td>
<td></td>
</tr>
<tr>
<td>151</td>
<td>10/02/2013</td>
<td>Russell Standard Corporation</td>
<td>81,242.49</td>
<td>438 - Seal Coat (Oil and Chipping) Sealcoat at Various Township</td>
<td>15-285-0-695</td>
<td></td>
</tr>
</tbody>
</table>

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.

### 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**.

#### ACTIVE COUNTY AID GRANT REQUESTS (MS-339)

<table>
<thead>
<tr>
<th>PROJECT NUMBERS</th>
<th>MUNICIPALITY NAME</th>
<th>PROJECT TITLE</th>
<th>APPROVED COUNTY AID</th>
<th>ACTUAL COUNTY AID PAYMENTS TO DATE</th>
<th>UNPAID COUNTY AID</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-26-401-01CA</td>
<td>Edinboro Borough (25404)</td>
<td>Crack Sealing on Various Streets in the ...</td>
<td>16,242.00</td>
<td>0.00</td>
<td>16,242.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-401-01CA</td>
<td>Edinboro Borough (25415)</td>
<td>Winter snow removal on various Borough St...</td>
<td>9,768.00</td>
<td>0.00</td>
<td>9,768.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-401-01CA</td>
<td>Erie City (25301)</td>
<td>Street Lighting on various streets in th...</td>
<td>122,792.00</td>
<td>0.00</td>
<td>122,792.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-401-01CA</td>
<td>Finley Borough (25408)</td>
<td>Street Lighting on various streets in Fin...</td>
<td>1,417.00</td>
<td>0.00</td>
<td>1,417.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-201-01CA</td>
<td>Elk Creek Township (25004)</td>
<td>Placement of aggregate on various Two r...</td>
<td>12,795.00</td>
<td>0.00</td>
<td>12,795.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-201-01CA</td>
<td>Elk Creek Township (25005)</td>
<td>Winter Road Maintenance</td>
<td>11,023.00</td>
<td>0.00</td>
<td>11,023.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-201-01CA</td>
<td>Elk Creek Township (25006)</td>
<td>Winter Road Maintenance</td>
<td>15,191.00</td>
<td>0.00</td>
<td>15,191.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-201-01CA</td>
<td>Elk Creek Township (25007)</td>
<td>Winter Road Maintenance</td>
<td>13,332.00</td>
<td>0.00</td>
<td>13,332.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-201-01CA</td>
<td>Elk Creek Township (25008)</td>
<td>Winter Road Maintenance</td>
<td>12,715.00</td>
<td>0.00</td>
<td>12,715.00</td>
<td>Approved</td>
</tr>
<tr>
<td>10-26-201-01CA</td>
<td>Elk Creek Township (25009)</td>
<td>Winter Road Maintenance</td>
<td>29,656.00</td>
<td>0.00</td>
<td>29,656.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>

#### 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**.

![Act 44 Summary Tab Image](image-url)
- 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.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>DEPOSITORY NAME</th>
<th>YEAR END BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>Capital Bank of Pennsylvania</td>
<td>101,258.35</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Depository Total</th>
<th>$175,177.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Deposits</td>
<td></td>
</tr>
<tr>
<td>Outstanding Checks</td>
<td></td>
</tr>
<tr>
<td><strong>Reconciled Depository Total</strong></td>
<td>$175,177.35</td>
</tr>
<tr>
<td><strong>Act 44 Account Balance</strong></td>
<td>$175,177.35</td>
</tr>
</tbody>
</table>
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.

- 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

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 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.
**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**.

![Expenditure Form](image)

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.

<table>
<thead>
<tr>
<th>Budget Item Delineation</th>
<th>Budget Item Number</th>
<th>Description</th>
<th>Distribution Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate</td>
<td>438 - Maint. &amp; Repairs Roads &amp; Bridges</td>
<td>Aggregate</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td>439 - Highway Construction and Rebuilding Projects</td>
<td>Aggregate</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**How to Enter a VOIED check**

- To enter a VOIED 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.

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**.

![Image of a budget item list with a check mark indicating that Check #, Date, Budget Item Number and Amount have been updated]

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

![Image of a budget item list with columns for Check #, Date, Recipient, Split Check Total Amount, Distributed Amount, and Budget Item Description]

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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>1/18/2013</td>
<td>4708</td>
<td>HILLSIDE STONE</td>
<td>CASH</td>
<td>632.85</td>
<td>632.85</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HILLSIDE STONE</td>
<td>438.25 MAINT SUPPLIES</td>
<td>632.85</td>
<td>632.85</td>
</tr>
<tr>
<td>Check</td>
<td>2/2/2013</td>
<td>4709</td>
<td>BAYLESS FUEL</td>
<td>CASH</td>
<td>2,863.48</td>
<td>2,863.48</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,863.48</td>
<td>2,863.48</td>
</tr>
<tr>
<td>Check</td>
<td>2/24/2013</td>
<td>4710</td>
<td>BAYLESS FUEL</td>
<td>CASH</td>
<td>595.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>595.13</td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>3/3/2013</td>
<td>4711</td>
<td>BAYLESS FUEL</td>
<td>CASH</td>
<td>515.01</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>515.01</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Account</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2013</td>
<td>4708</td>
<td>HILLSIDE STONE</td>
<td>438.25 MAINT SUPPLIES</td>
<td>632.85</td>
</tr>
<tr>
<td>2/2/2013</td>
<td>4709</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,863.48</td>
</tr>
<tr>
<td>2/24/2013</td>
<td>4710</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>595.13</td>
</tr>
<tr>
<td>3/3/2013</td>
<td>4711</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>515.01</td>
</tr>
<tr>
<td>3/24/2013</td>
<td>4712</td>
<td>CONWAY AND O'MALLEY</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>1,129.98</td>
</tr>
<tr>
<td>3/28/2013</td>
<td>4713</td>
<td>BAYLESS FUEL</td>
<td>438.23 MAINT FUEL</td>
<td>2,427.66</td>
</tr>
<tr>
<td>4/4/2013</td>
<td>4714</td>
<td>HASBROUCK SAND &amp; GRA</td>
<td>438.25 MAINT SUPPLIES</td>
<td>139.05</td>
</tr>
<tr>
<td>4/10/2013</td>
<td>4715</td>
<td>FIVE STAR EQUIP CO</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>2.39</td>
</tr>
<tr>
<td>4/10/2013</td>
<td>4716</td>
<td>WALSH EQUIPMENT</td>
<td>437.25 MACH REP SUPPLIES</td>
<td>377.58</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Recipient</th>
<th>Budget Item #</th>
<th>Budget Item Detail</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

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.

   ![Expenditure Upload File](H:\dotGrants\corrected_quickbooksexport.xls)

   ![Upload Expenditure](button)

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

<table>
<thead>
<tr>
<th>Row Number</th>
<th>CHECK #</th>
<th>DATE</th>
<th>RECIPIENT</th>
<th>BUDGET ITEM #</th>
<th>DETAIL/DESCRIPTION</th>
<th>AMOUNT</th>
<th>CHECK STATUS</th>
<th>ROW STATUS</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>24708</td>
<td>01/18/2013</td>
<td>HILLSIDE STONE</td>
<td>438.22</td>
<td>MAINT SUPPLIES</td>
<td>635.25</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34700</td>
<td>02/02/2013</td>
<td>5AYLESS FUEL</td>
<td>438.22 MAIN</td>
<td>FUEL</td>
<td></td>
<td>2853.48</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>44710</td>
<td>02/24/2013</td>
<td>5AYLESS FUEL</td>
<td>438.23 MAIN</td>
<td>FUEL</td>
<td></td>
<td>595.13</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>54711</td>
<td>03/03/2013</td>
<td>5AYLESS FUEL</td>
<td>438.22 MAIN</td>
<td>FUEL</td>
<td></td>
<td>515.01</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>64712</td>
<td>03/24/2013</td>
<td>5CONWAY &amp; O'MALLEY</td>
<td>437.25</td>
<td>SUPPLIES</td>
<td></td>
<td>1129.96</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>74713</td>
<td>05/30/2013</td>
<td>5AYLESS FUEL</td>
<td>438.23 MAIN</td>
<td>FUEL</td>
<td></td>
<td>3427.06</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>84714</td>
<td>04/04/2013</td>
<td>55 MARBROCK SAND &amp; GRA</td>
<td>437.25</td>
<td>MAINT SUPPLIES</td>
<td></td>
<td>139.05</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>94715</td>
<td>04/10/2013</td>
<td>5FIVE STAR EQUIP CO</td>
<td>437.25</td>
<td>MAINT SUPPLIES</td>
<td></td>
<td>2.29</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>104716</td>
<td>04/10/2013</td>
<td>5WALES EQUIPMENT</td>
<td>437.25</td>
<td>MAINT SUPPLIES</td>
<td></td>
<td>377.58</td>
<td>Error</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

### Upload Summary

- **Total Upload Amount:** $6,673.13
- **Total Rows in File:** 11
- **Total Errors/Warnings:** 11
- **Total Amount Reconciled:** $0.00
- **Total Checks Displayed:** 11
- **Total Checks Deleted:** 0
- **Total ChecksReconciled:** 0

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]

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.

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.