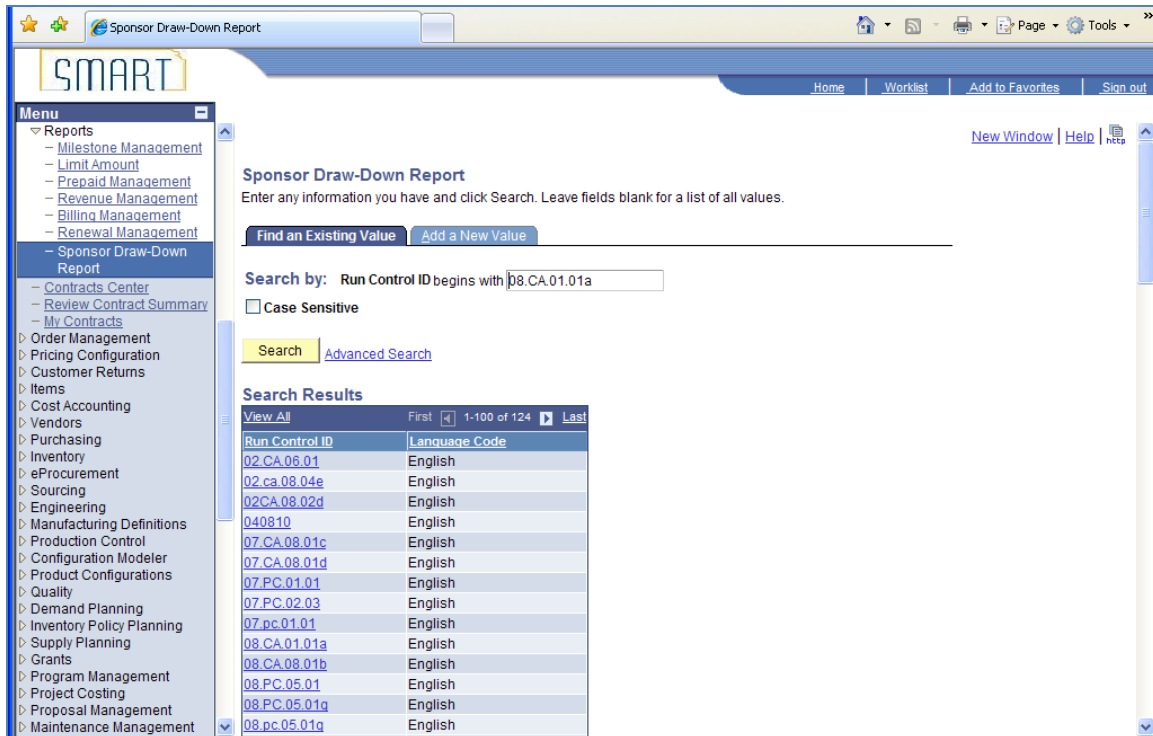**ROLE:** Agency Projects/Grants Reporter

DESCRIPTION OF REPORT: This report will assist grant managers in performing draw downs from their third-party systems. Decision-makers will be able to utilize this report to identify from which sponsors each agency should be drawing down money, identify which transactions agencies should bill their sponsors based on pending billable items in the system, and identify when the money should be drawn. The voucher payment date is included on the report to assist with determining the timing of draws to help ensure that we hold State cash as long as possible and Federal cash for as short a time as possible to comply with Cash Management Improvement Act (CMIA) standards. The report will generate a CSV formatted data extract to be opened in Excel, Access, or other database/spreadsheet software. Using a data extract will allow users to filter, sort and total values as desired.

Please note:
Currently, the Sponsor Draw Down Report is designed to pull BIL (billable) rows from Project Costing as an indicator of what your agency needs to draw-down from your grant sponsor for a given project. We have discovered that the DEF rows created in Project Costing from billing worksheet deferrals do not return to a BIL status on the Deferred Date, even though the costs re-appear on the billing worksheet on that date. Therefore, those deferred costs simply get dropped from the Sponsor Draw Down Report even though your agency has not drawn for them yet. We are requesting an enhancement be made to the report so it also includes DEF rows to display the full, accurate amount you need to draw. If your agency has deferred transactions on the billing worksheet, please look at the billing worksheet amounts to determine your draw.

PATH: Customer Contracts > Reports > Sponsor Draw-Down Report

1. On the Find an Existing Value click the Search button and select from the list of Run Control IDs, or you may choose to click the Add a New Value tab and create a new Run Control ID.

2. The Report page displays where you will enter your Contract Options. Click the Save button, then click the Run button.
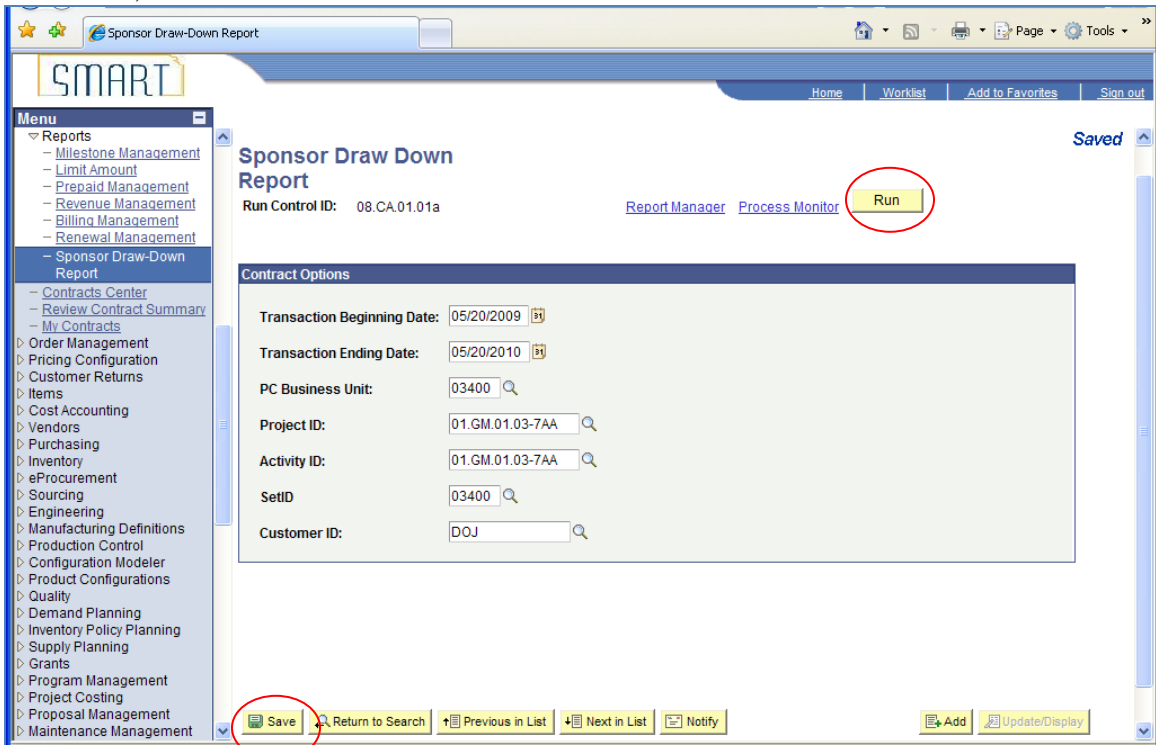

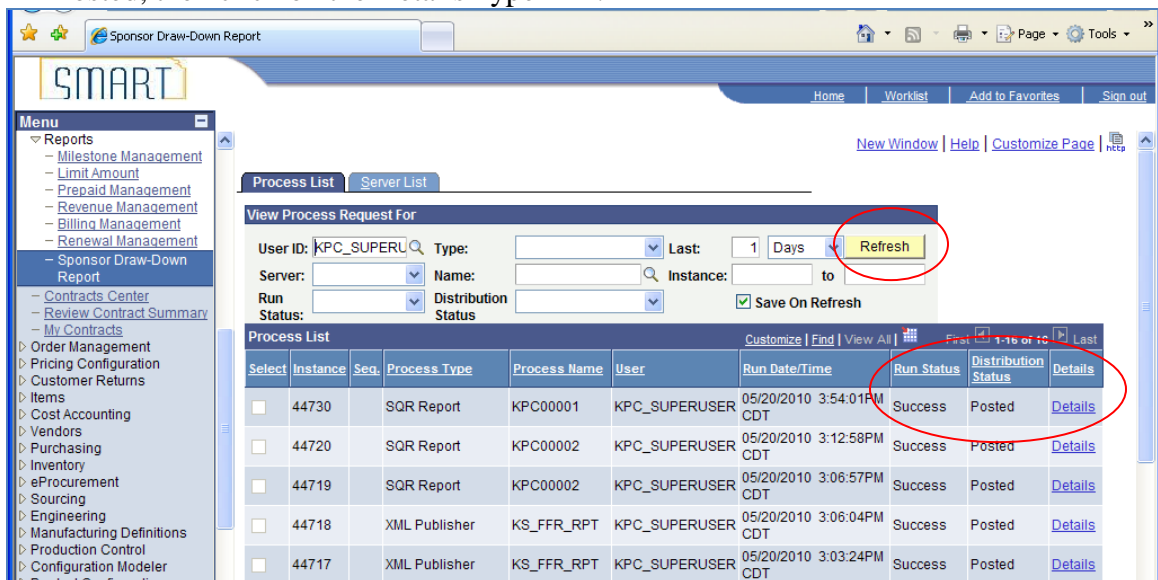| FIELDS	DESCRIPTION
Transaction Beginning Date	The beginning date for your report.
Transaction Ending Date	The ending date for your report.
PC Business Unit	Your agency's business unit.
Project ID	Select the project you want to report on from the lookup or leave blank to report on all projects.
Activity ID	Select the activity you want to report on or leave blank for all activities.
SetID	Your agency's business unit.
Customer ID	The Sponsor for which you want to run the report.

3. The Process Scheduler Request page displays. Click on the OK button.
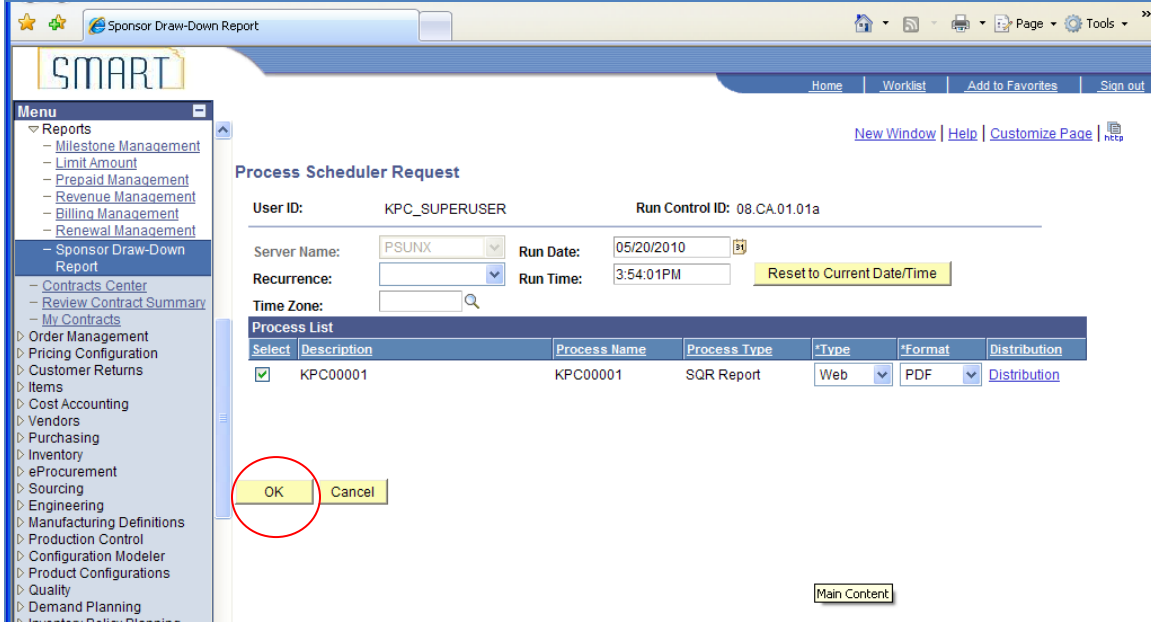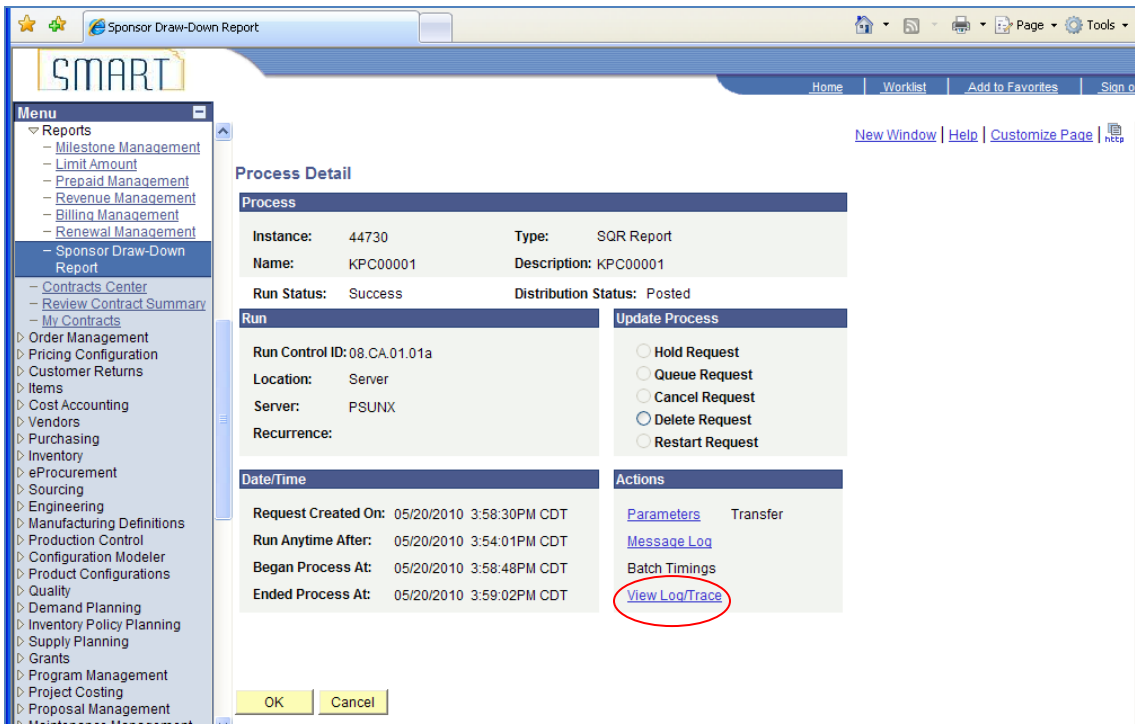

4. Note the Process Instance number then click on the Process Monitor hyperlink.
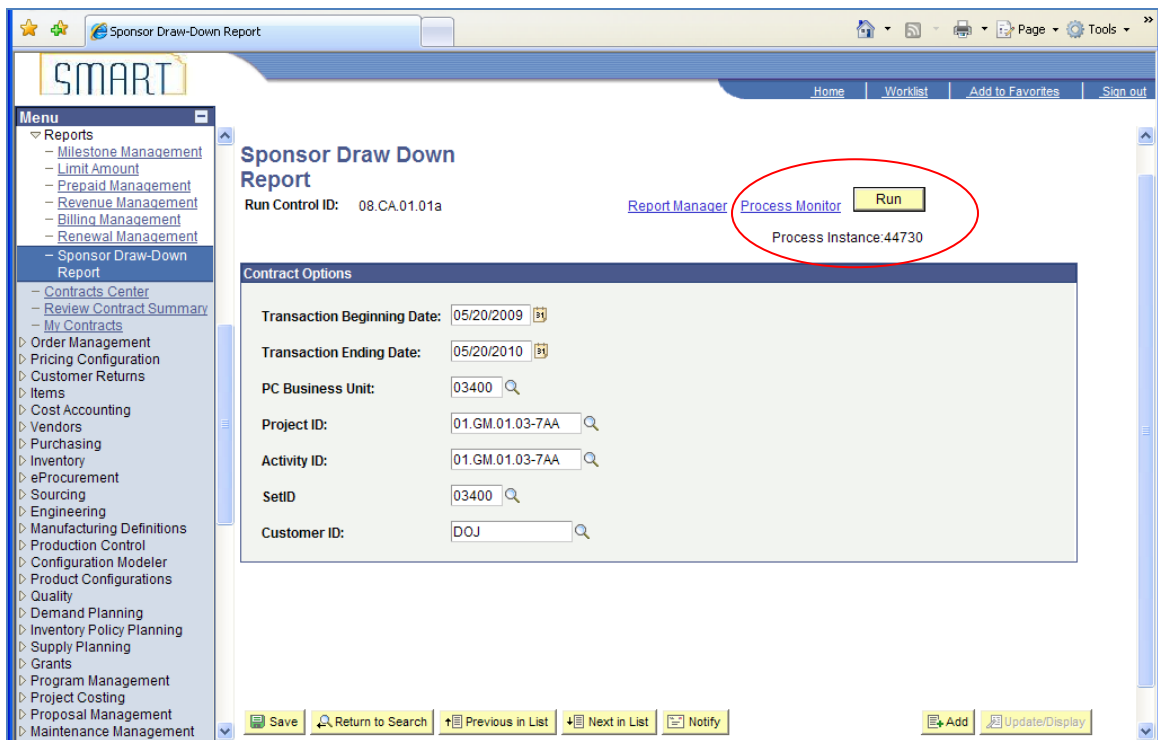
5. Click the Refresh button until the Run Status is Success and the Distribution Status is Posted, then click on the Details hyperlink.

6. The Process Detail page displays. Click on the View Log/Trace hyperlink.
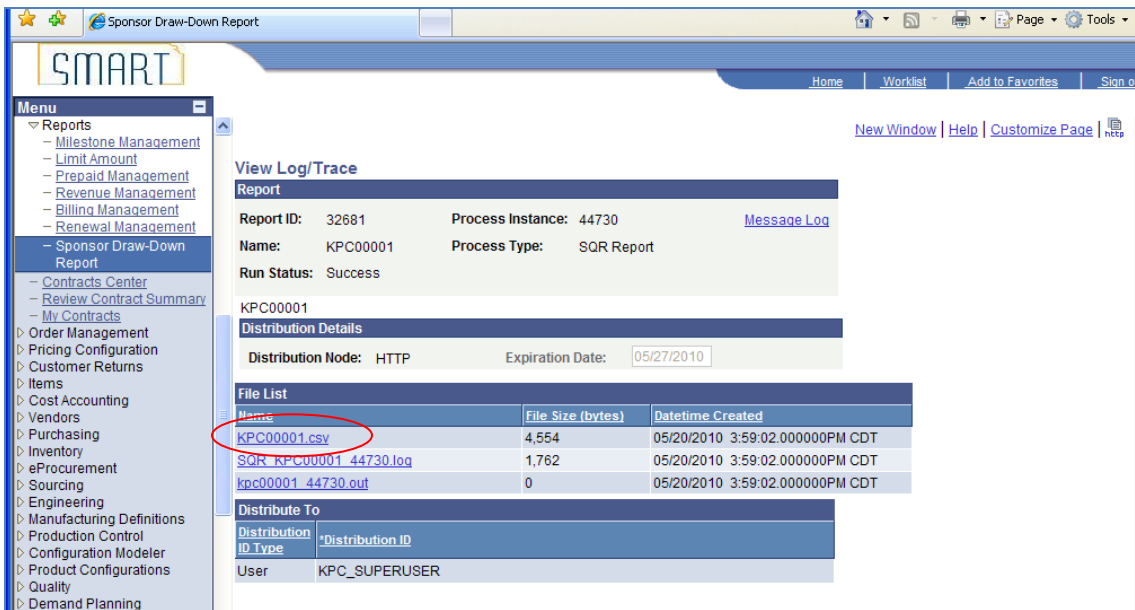
7. You are going to open the KPC00001.csv file as an Excel file. See instructions below.

8. Save your KPC00001.csv file onto your desktop.

9. On your computer go to Start, select Excel, from Excel select Open then choose the KPC00001.csv file that you saved on your desktop. The Text Import Wizard appears, choose Delimited then click the Next button. Uncheck the Tab box and check the Comma box, then click the Next button, and then the Finish button and your report will display in Excel format. Be sure to save the document as an Excel document.
10. View a sample report by clicking the icon below:

RPTPC018 Sponsor
Draw Down