



Alaska's Council on  
Domestic Violence  
& Sexual Assault

# FY23 Beginning of Year Financial Processes Webinar

September 14th and October 5th, 2022

# Housekeeping

1. Volume muted
2. Hold questions for the end
3. Use raise-hand feature to speak
4. Use chat to ask questions during presentation
5. This is being recorded

# Agenda

1. Review of roles and responsibilities
2. Reporting Timelines
3. Demo: How to Enter & Submit Monthly Financial Reports in GrantVantage
4. 2<sup>nd</sup> GV User Account Set Ups
5. Resources for Managing Your Grant Awards
6. Questions

# 1. Roles and Responsibilities

- CDVSA Staff Members:

Program Coordinator, Grants Administrator, Research Analyst

- Subgrantees:

- Is your budget in Grant Vantage accurate?
- Does it reflect the same budget amounts of your signed Grant Award Agreement?
- **Are your monthly expense reports in Grant Vantage in synch with your internal accounting system?**

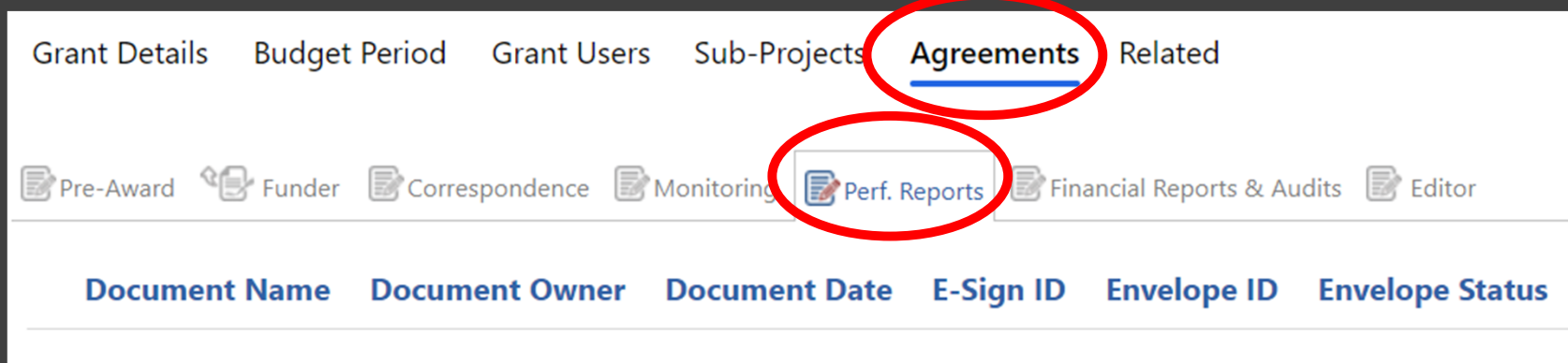
## 2.1 Reporting Timeline: Financial

All monthly financial reports due to be completed in GrantVantage by the 30th of the month following the reporting period.

1. January's reports are due the last day of February
2. Late reports may result in delayed payments (anything received after the deadlines may be processed with the next batch of reports)
3. Zero Expense Reporting – Required
4. CDVSA understands monthly reports are in “real time”. Adjustments to spending happen in later reports – no need to submit corrections for prior months

## 2.2 Reporting Timeline: Non-Financial

- All Quarterly Performance/Narrative Reports due to be uploaded to GrantVantage by the 30th of the month following the end of the quarter.
- Q1 = 7/1/2022 to 9/30/2022 due on 10/30/2022
- Upload in Grant Vantage > Agreements > Performance Reports tab



The screenshot displays the Grant Vantage interface. At the top, there is a navigation bar with tabs: Grant Details, Budget Period, Grant Users, Sub-Projects, **Agreements**, and Related. The 'Agreements' tab is highlighted with a red circle. Below this, there is a secondary navigation bar with icons and labels: Pre-Award, Funder, Correspondence, Monitoring, **Perf. Reports**, Financial Reports & Audits, and Editor. The 'Perf. Reports' icon is also highlighted with a red circle. Below the navigation bars, there is a table header with the following columns: Document Name, Document Owner, Document Date, E-Sign ID, Envelope ID, and Envelope Status.

## 2.3 Reporting Timeline: Changes

- Budget Change Request - moving funds between approved categories of spending
- Budget Revision - moving funds to a category with no approved funds
- Both types of budget changes need CDVSA approval
- Final Budget Change Request due June 1<sup>st</sup>

## 2.4 Reporting Timeline: Late Reports

### COMMUNICATE WITH US!!

- Extenuating circumstances or an emergency?

*Communicate promptly with your Program Coordinator.*

- Reports going to be late?

*Communicate promptly with your Program Coordinator.*

- Concerned about the accuracy of your reporting?

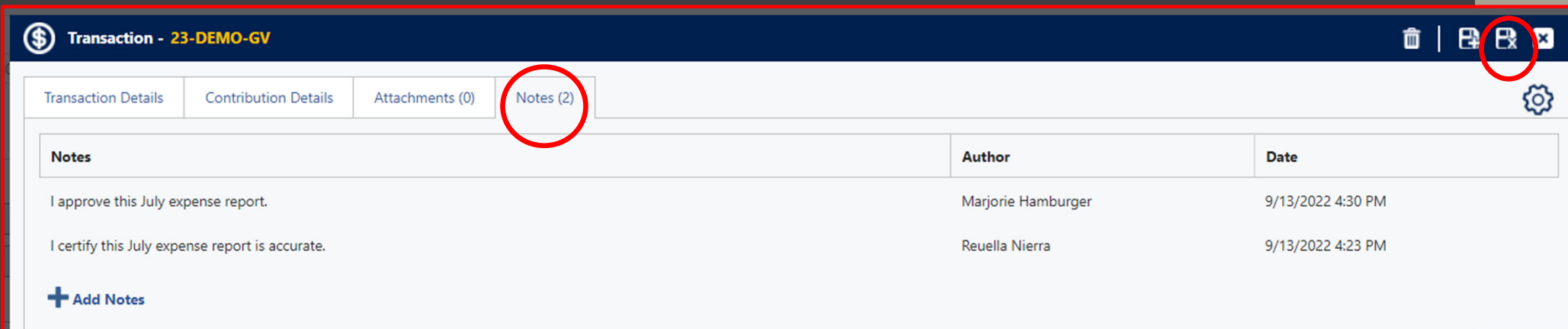
*Submit reports early to allow time for CDVSA staff to work with you to avoid payment delays.*



### 3. Demo: Completing Monthly Expense Reports in GrantVantage

- All Monthly Financial Reports regardless of funding stream (advanced or reimbursed funds) are entered the same way and at the same time in GV.
- Quarterly Financial Reports no longer necessary

## 3.2 Report Signatures \* Update \*



The screenshot shows a web interface for a financial report transaction. The title bar reads "Transaction - 23-DEMO-GV". Below the title bar are tabs for "Transaction Details", "Contribution Details", "Attachments (0)", and "Notes (2)". The "Notes (2)" tab is selected and circled in red. The main content area displays a table of notes with columns for "Notes", "Author", and "Date". Two notes are listed: "I approve this July expense report." by Marjorie Hamburger on 9/13/2022 4:30 PM, and "I certify this July expense report is accurate." by Reuella Nierra on 9/13/2022 4:23 PM. A "+ Add Notes" button is located at the bottom left. In the top right corner, there are icons for trash, save, and close, with the close icon also circled in red.

Notes	Author	Date
I approve this July expense report.	Marjorie Hamburger	9/13/2022 4:30 PM
I certify this July expense report is accurate.	Reuella Nierra	9/13/2022 4:23 PM

+ Add Notes

Financial Report signatures are now entered in the Notes tab within the Transaction window.

Remember to Save & Close the window.

## 4. GV 2<sup>nd</sup> User Account Set Ups

- Email the Grants Administrator with the name and email address of the 2<sup>nd</sup> user you wish to add.
- This multi-layer security process takes 2-5 business days for a successful login.

## 5. Resources for Managing Grant Awards

1. Foraker and ANDVSA for budgeting and financial training
2. CDVSA can provide individual TA on a case-by-case basis.
3. CDVSA Grantee Support webpage has instructions for GrantVantage processes
4. IRIS Vendor Self-Service to track status of payments  
<https://iris-vss.alaska.gov/PRDVSS1X1/Advantage4>

# TIP: Emailing your GA / PC

Always include the specific grant award number in your email subject line.

Example: AWARE 23-PREV-03b Late Report

# Questions?

- What support do you need to meet CDVSA expectations/requirements?
- What topics would be the most helpful for us to address?