How to Enter & Submit Monthly Expense Reports in GrantVantage

Monthly reports are to be made on all CDVSA awards, both State and Federal funds

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=	ADD ORGANIZATION 🛛 🖽 ADD CONTACT
⇔ Home	Display Options
bu nome	By Project 🗸
🕒 Recent 🗸 🗸	Active Projects 🗸
🖈 Pinned 🗸 🗸	● Grant: 22-DEMO-C**
/	Grant: ACMHS 22-
Grants	Grant: AFS 22-BIP. Open In New Window
My Projects	 Grant: AFS 22-PBF Copy Grant
w wy Projects	Grant: AFS 22-VS-U1

In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award).

Right-click on a Project you want to open and select **Open In New Window**.

In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Reports** from the drop-down menu.

22-DEMO-GV - Saved Grant	
Grant Details Budget Period Grant Users Sub-Projects Reports	Related
Reports Report Management	Related - Project Management
Select Report Project	Ø Objectives
Transaction Report V Grant: 22-DEMO-GV V	- Budgeting
Revenue Source(s) Transaction Status	Ep budgeting
5 Selected 👻 Actual 👻	Orawdowns & Disbursements
Section 2017 (6 Transactions)	🚨 Assessment
Sources (0)	Agreements
100 - Personal Services (1)	Reports
1 200 - Travel (1)	
1 300 - Escilities (1)	Grant Close-Out
SVV-Technics (1)	Communication
1 400 - Supplies (1)	

Single click on a budgeted amount under an approved budget category to open the Transaction window where you will enter your expenditures for the month you are reporting.

22-DEMO-GV - Saved Grant				
Grant Details Budget Period G	rant Users Sub-Projects Reports	Related		
Reports Report Management Select Report Transaction Report	Project Grant: 22-DEMO-GV	Project Year(s) Year 1 (7/1/2021 - 6/30/2022)	Report Start 07/01/2021 15	Report End 06/30/2022
Revenue Source(s) 5 Selected	Transaction Status Actual	S		
Expand All (5 Transactions) Sources (0)			Dir \$100,000	rect Car
100 - Personal Services (1)	\$24,000	.00		
1 200 - Travel (1)	\$5,000	New Transaction		

The **Transaction** window will now appear. You will be able to enter expenditures in all the appropriate budget categories within this window, as described below.

Transaction - 22-DEMO-GV						ô	B) B(×				
Transaction Details	Contribution Deta	ails Attaci	hments (0)	Notes (0)							Ø
Posted Date 2/28/2022 1 Transaction Date * 01/31/2022 Check Number Mome	2	15	Vendor DEMO Orgi Vendor Con -Select Ven Transaction Non-Inven	anization tact dors Contact- Class tory Expense	• • •	Currency USD Exchange Rate 1.00000 Invoice Number 22-DEMO-GV JAN	4	Override	Status Actual 5 Amount * \$10,000.00 GL Code		•
22-DEMO-GV JAN	3										
Transaction Allocatio	Transaction Allocations					Budgeted		Balance			Amount
	Project	Grant: 22-DEM	/IO-GV		~	\$100,000.00	→	\$60,000.00		\$5,000.00	8
	Transaction Type	Direct			~	\$100,000.00	→	\$60,000.00			
	Budget Category	100 - Persona	I Services	7	~	\$24,000.00	→	\$6,500.00			
Source	e/Program Category	Fund: Demo F	Program Fund	- Reimbursement (10.761)	~	\$75,000.00	→	\$30,000.00			
	Project	Grant: 22-DEN	/IO-GV		~	\$100,000.00	→	\$55,000.00		\$5,000.00	
	Transaction Type	Direct			~	\$100,000.00	→	\$55,000.00			
	Budget Category	600 - Other		10	~	\$0.00	+	\$-18,500.00			
Source	e/Program Category	Fund: Demo F	Program Fund	- Reimbursement (10.761)	~	\$75,000.00	→	\$25,000.00			
+ Add Allocation	9								Transaction E (mu	Balance \$0 st be 0)	.00 11

Enter transaction/expenditure details as follows (see corresponding numbers in screenshot image, above):

- 1. **Posted Date** is the due date of your monthly expenditure report.
- 2. Transaction Date is the last date of the month of the expenditure you are reporting.
- 3. The **Memo** field should be completed as AGENCY PROJECT/GRANT AWARD NUMBER REPORTING MONTH (example AVV 22-VS-02 JAN)
- 4. The **Invoice Number** field should contain the same information as in the Memo field.
- 5. **Status** should be ACTUAL expenditures.

- 6. **Amount** should be the total amount of expenditures for the month; then you will allocate for each budget category below this header area.
- 7. Under Transaction Allocations, click on the drop down in **Budget Category** to select the appropriate category.
- 8. To the right, enter the **Amount** of spending in that budget category.
- 9. Single click **+** Add Allocation to add the next budget category of expense.
- 10. Repeat steps as 7-9 until all categories of spending have been completed for the month.

11. **Transaction Balance** must be zero after you allocate the amount for the month in each category.

The next steps concern the certification and approval process for your monthly expenditure report. CDVSA recommends as best practice one person entering the financial report information which is then reviewed and approved by the authorized official for your organization.

12. The **Notes** tab within the **Transaction** window is the place to document approval of the monthly expenditure report. Click on the **Notes** tab.

Transaction - 22-DEMO-GV						
Transaction Details	Contribution Details	Attachments (0)	Notes (0)			
		·				

13. Click on Add Notes

- 14. The person entering the monthly transactions writes a note in GrantVantage indicating that they have completed the report and are submitting it for approval.
- 15.Be sure to **Save and Close** the window.
- 16. The authorized official logs into GrantVantage, reviews the report via the Transaction window, clicks on the Notes tab, and adds a note indicating approval of the report.

S Transaction - 23-DEMO-GV							
	Transaction Details Contribution Details Attachments (0) Notes (2)		\$				
	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						

You have now completed your monthly expense report. The information is ready for the CDVSA Grants Administrator to use to process your reimbursement (for federal awards).

Transaction

Transaction Details

Add Note

Notes