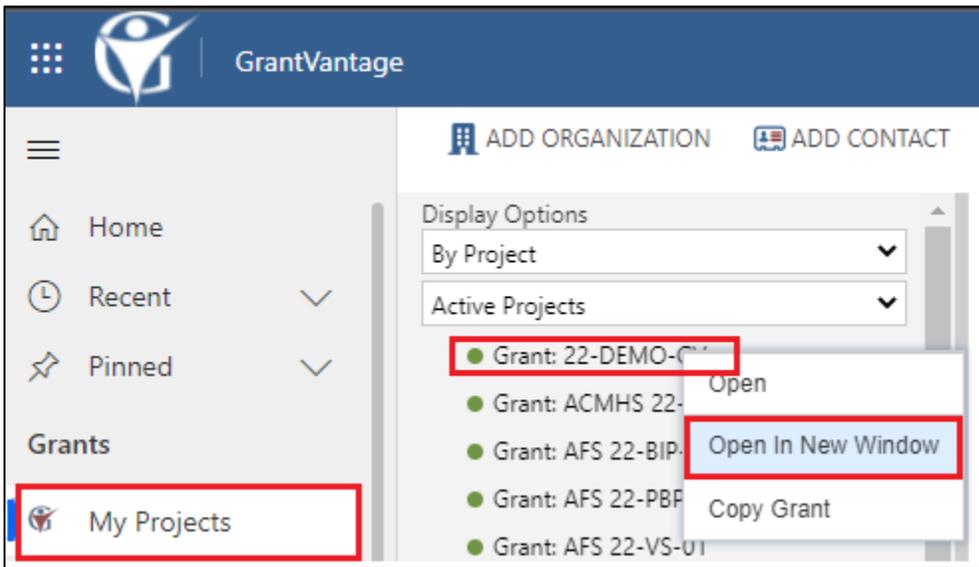


How to Enter & Submit Monthly Expense Reports in GrantVantage

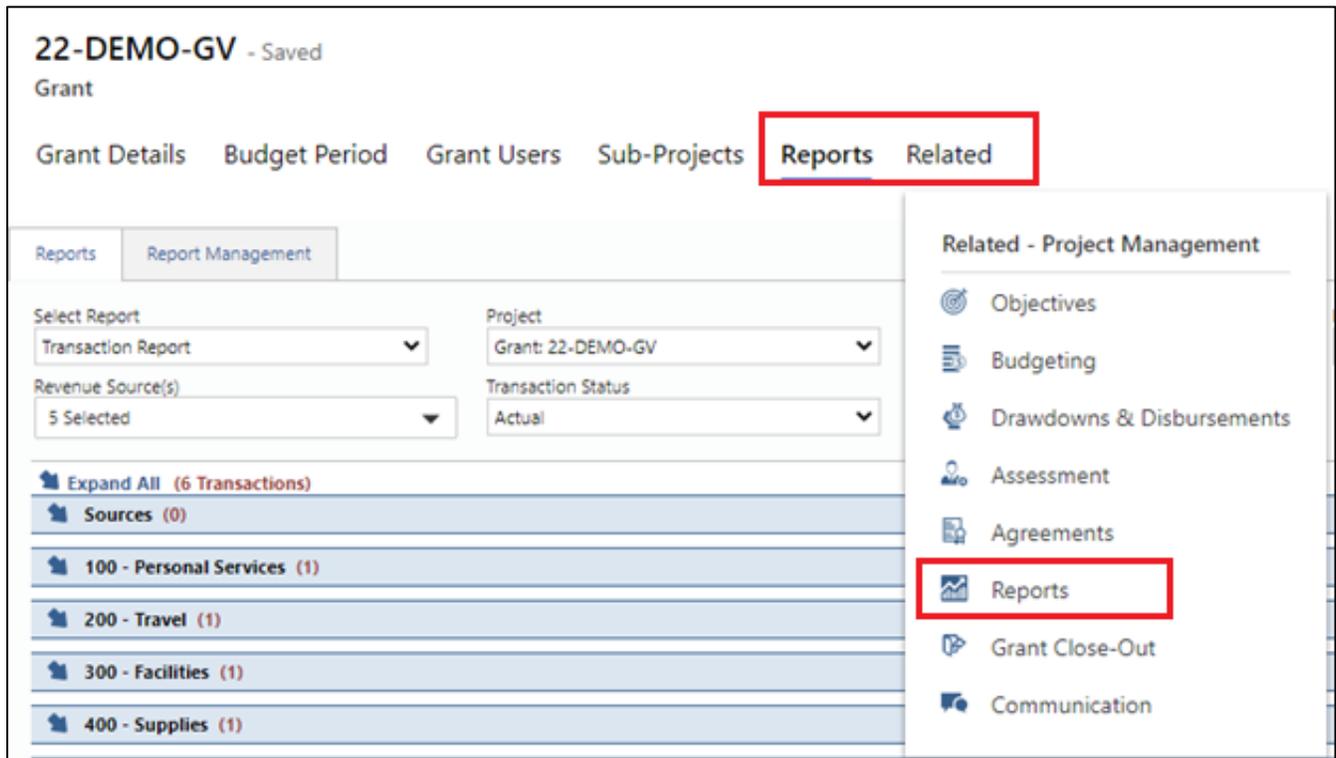
Monthly reports are to be made on all CDVSA awards, both State and Federal funds



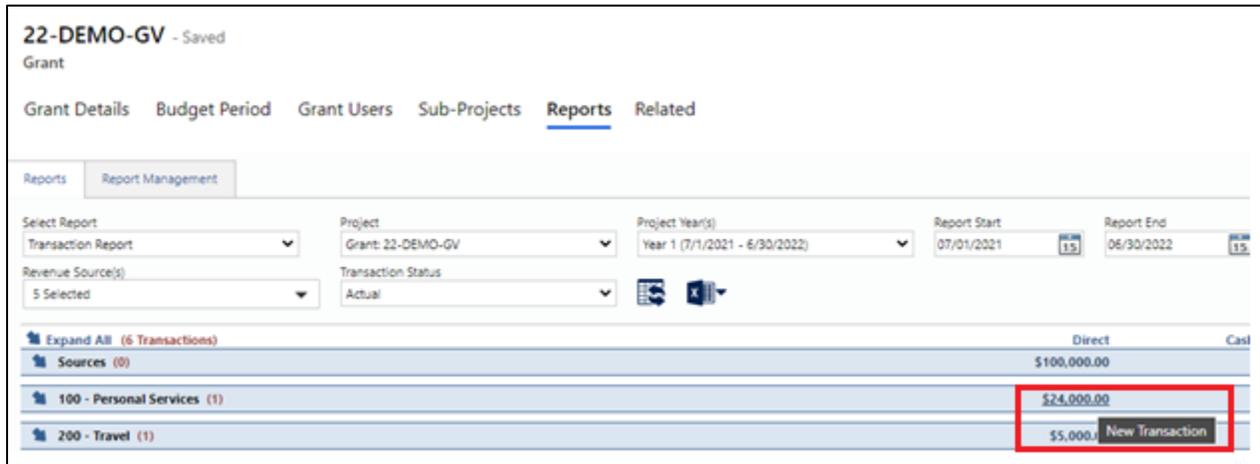
In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award).

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

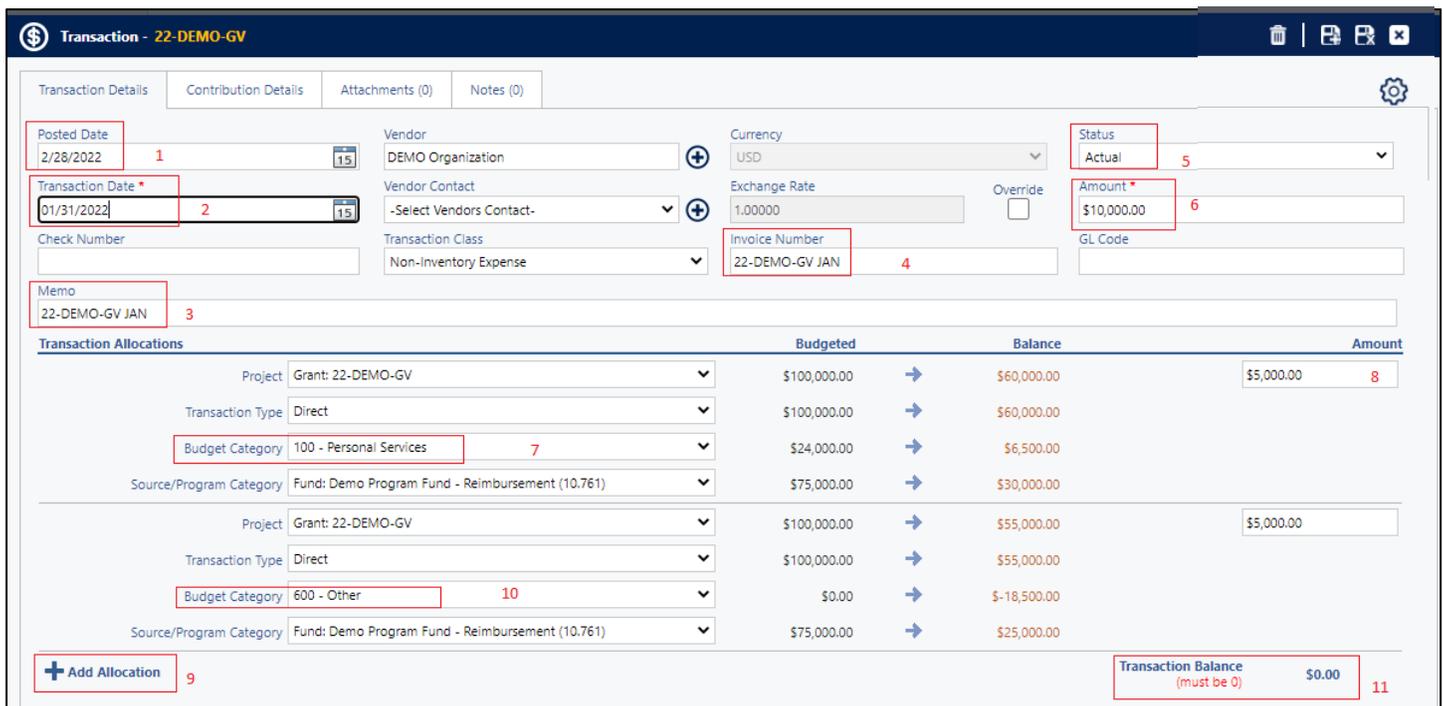
In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Reports** from the drop-down menu.



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.



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.



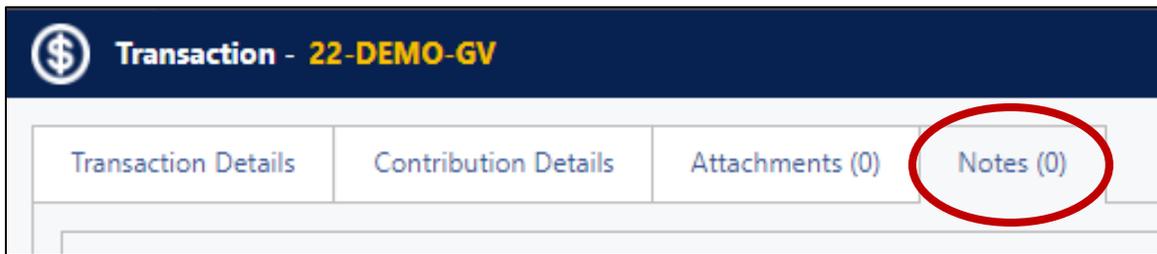
Enter transaction/expenditure details as follows (see corresponding numbers in screenshot image, above):

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.

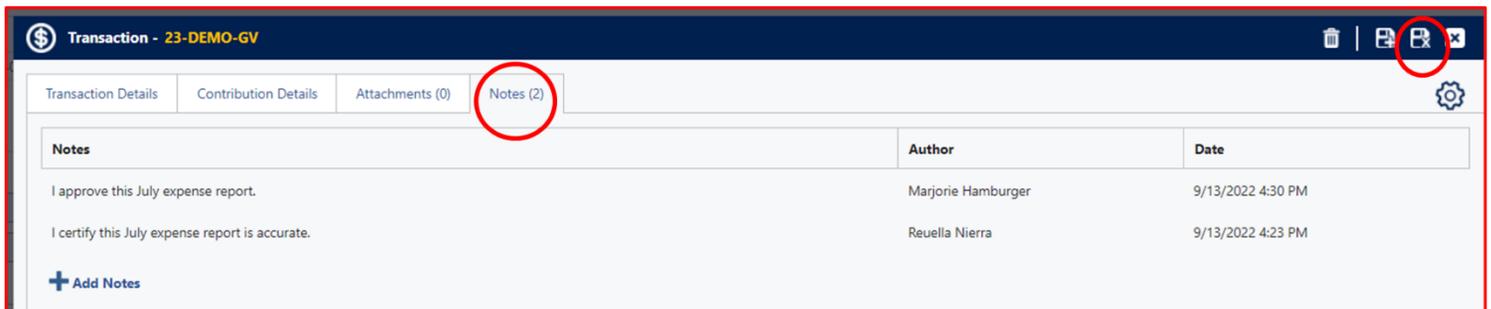
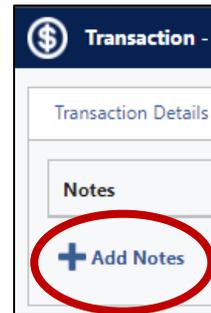
6. **Amount** should be the total amount of expenditures for the month; then you will allocate for each budget category below this header area.
7. Under Transaction Allocations, click on the drop down in **Budget Category** to select the appropriate category.
8. To the right, enter the **Amount** of 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.



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.



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).