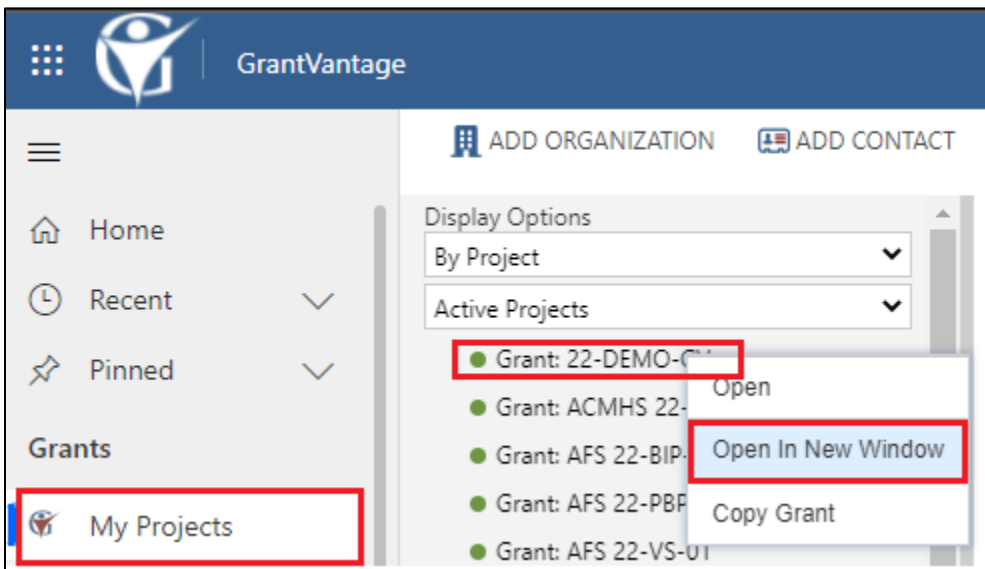


How to Enter & Submit Monthly Expense Reports in GrantVantage

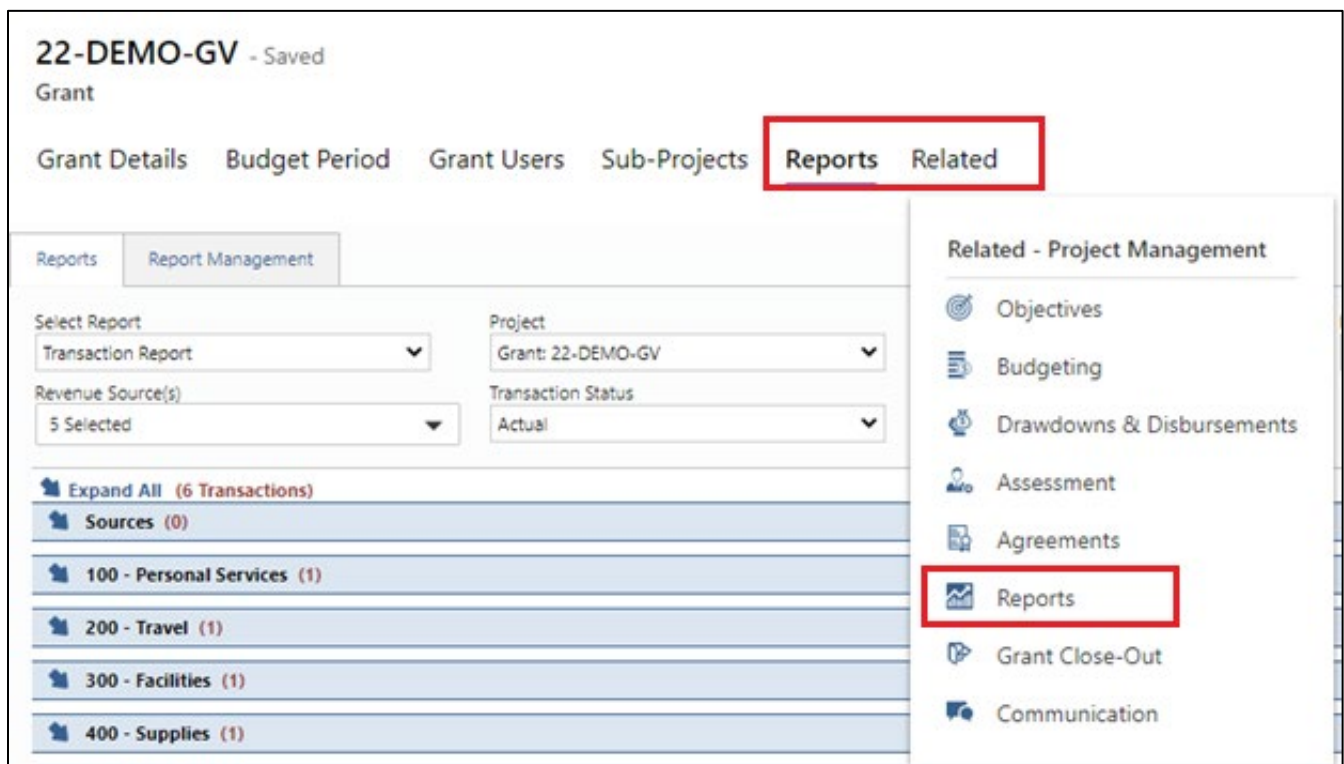
Monthly Financial Reports (MFR) for State General Funds Awards & Monthly Reimbursement Requests (MRR) for Federal Funds Awards



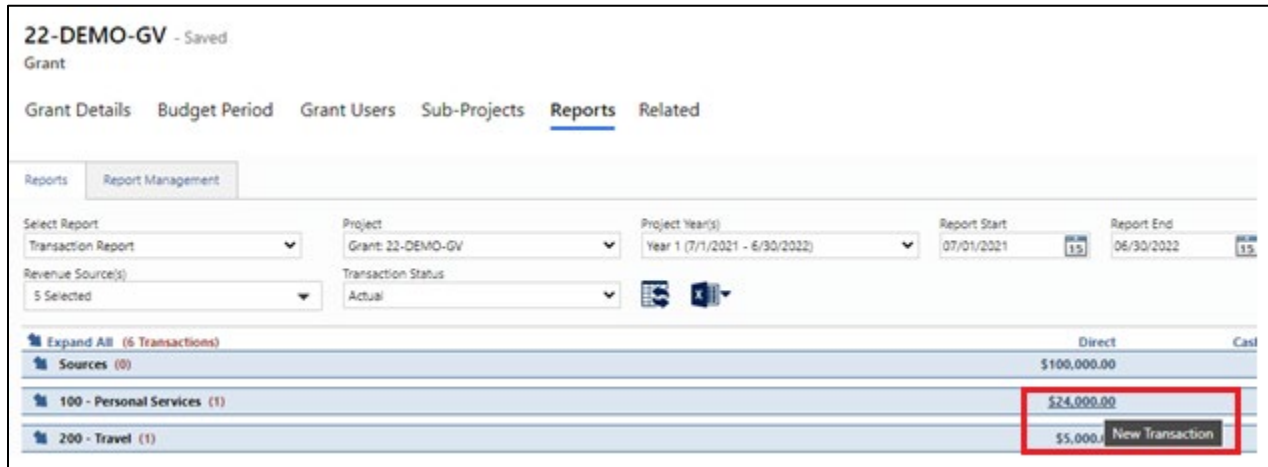
In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award).

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

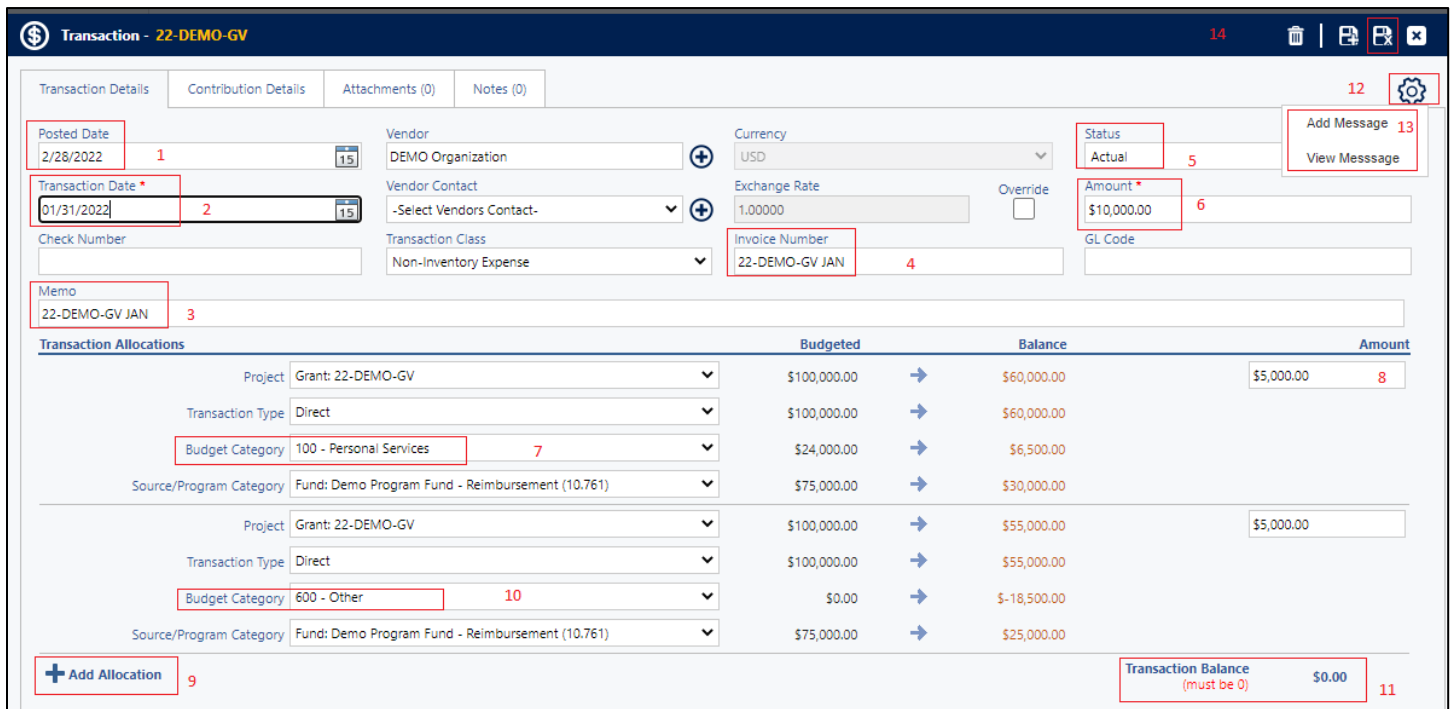
In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Reports** from the drop-down menu.



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.




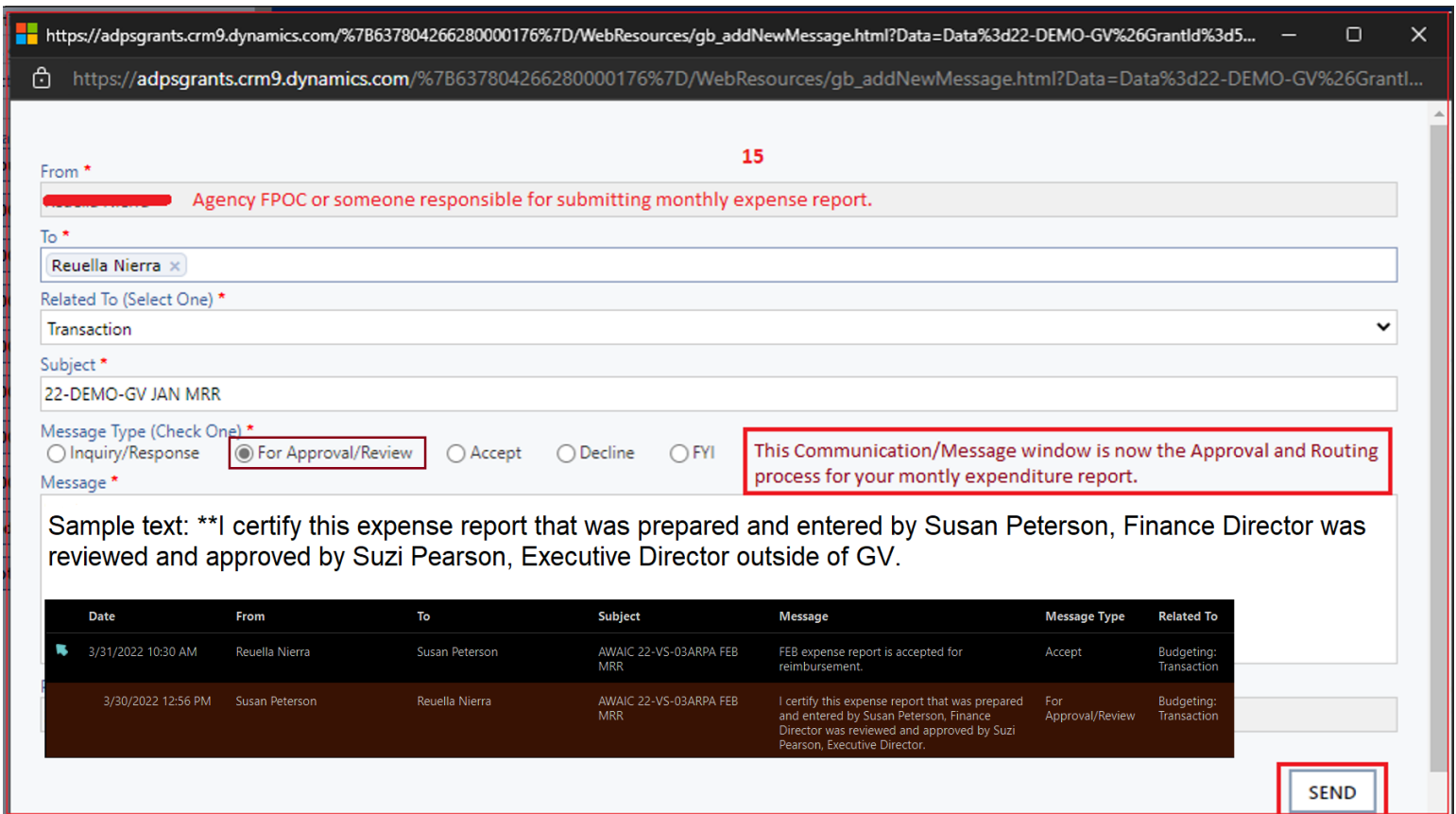
The **Transaction** window will now appear. Entering transactions in this window is similar to the reporting formerly done in an MFR or MRR excel sheet form.



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.
12. Single click on the **Gear Icon** in the upper right of the Transaction window. 
13. Select **Add Message**.
14. The **Communication/Message** window should now open, as shown below.



From *

Agency FPOC or someone responsible for submitting monthly expense report.

To *

Reuella Nierra

Related To (Select One) *

Transaction

Subject *

22-DEMO-GV JAN MRR

Message Type (Check One) *

Inquiry/Response For Approval/Review Accept Decline FYI

This Communication/Message window is now the Approval and Routing process for your montly expenditure report.

Message *

Sample text: **I certify this expense report that was prepared and entered by Susan Peterson, Finance Director was reviewed and approved by Suzi Pearson, Executive Director outside of GV.

Date	From	To	Subject	Message	Message Type	Related To
3/31/2022 10:30 AM	Reuella Nierra	Susan Peterson	AWAIC 22-VS-03ARPA FEB MRR	FEB expense report is accepted for reimbursement.	Accept	Budgeting: Transaction
3/30/2022 12:56 PM	Susan Peterson	Reuella Nierra	AWAIC 22-VS-03ARPA FEB MRR	I certify this expense report that was prepared and entered by Susan Peterson, Finance Director was reviewed and approved by Suzi Pearson, Executive Director.	For Approval/Review	Budgeting: Transaction

SEND

15. The Communication/Message window is the approval and routing process for your monthly expenditure report. Please do the following:
 - For a subgrantee with 1 GrantVantage user:
 - In the **To** field, choose the email of the CDVSA Grants Administrator.
 - See sample, above, of **Subject** line heading.
 - Click **For Approval/Review** dial.
 - In the **Message** field, include "I certify this expense report is reviewed or approved by (insert name of person who reviewed/authorize expenditures)."

- For a subgrantee with 2 GrantVantage users:
 - Person preparing the report will route it to the person approving the report by selecting their email in the **To** field and selecting the **For Approval/Review** dial.
 - See sample, above, of **Subject** line heading.
 - After receiving and reviewing the report, the person approving the report will route it to the CDVSA Grants Administrator and will select the **For Approval/Review** dial.
- Remember to Save and Close after you send the message.

You have now submitted your monthly expense report or monthly reimbursement request report.

- After review, the CDVSA Grants Administrator will select the **Accept** dial, indicating your monthly expense report is in payment processing (for Federal awards) or that the monthly expense report is filed (for State GF/DGF awards).

IMPORTANT NOTE: You can view communication/messages by selecting **Communication** under the **Related** tab. ****Do not use NEW MESSAGE**.**

To respond to a message, double click on the message line you want to respond to.

Grant Details Budget Period Grant Users Sub-Projects Communication Related							
Date	From	To	Subject	Message	Message Type	Related To	
4/1/2022 12:57 PM	Reuella Nierra 3	Cheri Smith	LSC 22-VS-13ARPA February	FEB expense report is accepted for reimbursement.	Accept	Budgeting: Transaction	(3)
3/30/2022 12:46 PM	Cheri Smith 2	Reuella Nierra	LSC 22-VS-13ARPA February	Monthly VS ARPA report approved - Cheri Smith	For Approval/Review	Budgeting: Transaction	
3/30/2022 10:14 AM	Michele Johnson 1	Cheri Smith, Reuella Nierra	LSC 22-VS-13ARPA February	For Approval/Review	For Approval/Review	Budgeting: Transaction	

View Submitted Transactions

Grant Details Budget Period Grant Users Sub-Projects Reports Related

Reports

Select Report
Transaction Report ▼

Direct Source(s)
5 Selected ▼

Project
Grant: 22-DEMO-GV ▼

Transaction Status
Actual ▼

Project Year(s)
Year 1 (7/1/2021 - 6/30/2022)

Expand All (20 Transactions) **Direct** **Cash Match**

Sources (0)	107,000.00
100 - Personal Services (6)	20,000.00
200 - Travel (2) Click on this space to expand transactions within this budget category	7,000.00

Date	Posted Date	Check No.	Vendor	Memo	GL Code	Direct
11/30/2021	12/15/2021		Demo Organization	22-DEMO-GV NOV		1,250.00
12/31/2021	1/15/2022	**	DEMO Organization	22-DEMO-GV DEC		2,000.00
200 - Travel - Difference						3,750.00
200 - Travel - Actual						3,250.00
200 - Travel - Difference						3,750.00

**** Within this line, double click on blank space to open the December transaction.**