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.

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:
  o 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.
  o See sample, above, of **Subject** line heading.
  o 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.
** View Submitted Transactions

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