

Submitting Financial Reports and Editing for Changes Requested

1. From the Award Dashboard, click on the three lines in the “Actions” column and select “Create Financial Report” for the month you are requesting reimbursement.

| Task Type | Due Date | Actions |
|--------------------------|------------|---|
| Financial Report Request | 11/01/2019 | <div style="border: 1px solid red; padding: 2px;"> Create Financial Report Mark Task Complete </div> |
| Financial Report Request | 12/01/2019 | |
| Financial Report Request | 01/01/2020 | |

If no task is associated with your financial report, select “Submit Financial Report”

Award Dashboard

Award Detail

View Budget
Submit Financial Report

Subrecipient: Kelly Young **Program:** AZ911 FY20 Grant-TEST 2

Project: Test 1

Approval Date: 01/04/2019

Approved amount: \$100,000.00 +

Total Federal Award: \$0.00

Total Non-Federal Award: \$0.00

Total Match: \$0.00

Performance period: N/A - N/A

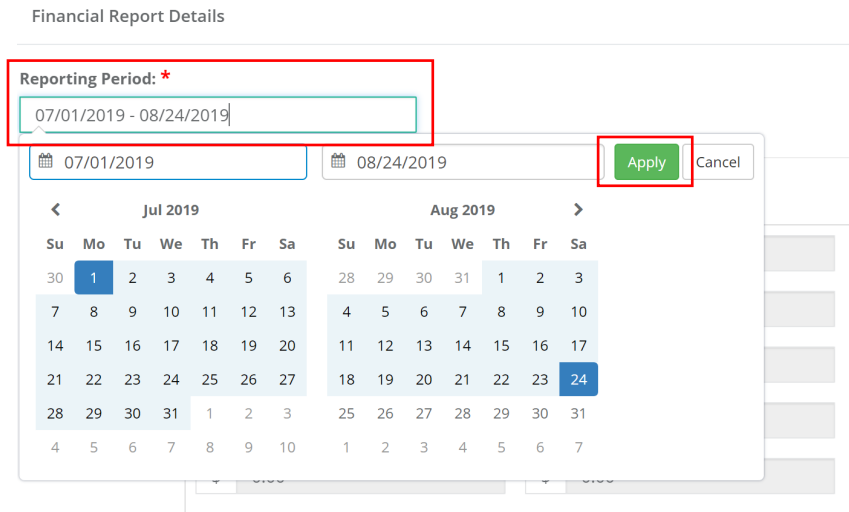
2. The top of the page, Award Financial Overview, is not editable but will update depending on the amounts that are submitted in the Financial Report Details. This area is a summary of the total award spent and the total award amount remaining.

Award Financial Overview

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

| | Spend | Match | Spend + Match |
|--------------------------|---------------|---------|---------------|
| Award Total Spend | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| | 0.00 % | 0.00 % | |
| Award Remaining | \$ 100,000.00 | \$ 0.00 | \$ 100,000.00 |

- In the Financial Report Details, click inside the “Reporting Period” text box and provide the dates of the reporting period then click apply:



- Enter the amounts in the appropriate category under the *Spend* and *Match* columns. **Spend is the amount of grant funds spent. Match is the amount of match funds spent.** Subrecipients can only report in categories they are awarded in. If a category is grayed out, and you would like to request reimbursement in that category, a budget modification is needed.

Financial Report Details

Reporting Period: *
07/01/2019 - 08/24/2019

| Category | Spend | Match | Spend + Match | Award Remaining | | | | | | | | |
|-----------------------|--|---------------|---------------|-----------------|---------|---------|---------|--------|--------|--|--|--|
| 1. Personnel | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | |
| 2. Fringe Benefits | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | |
| 3. Travel | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | |
| 4. Equipment | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | |
| 5. Supplies | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | |
| 6. Contractual | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 275,000.00 | | | | | | | | |
| 7. Construction | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | |
| 8. Other | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 10,000.00 | | | | | | | | |
| Program Income | <table border="1"> <tr> <th>Received</th> <th>Expended</th> </tr> <tr> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> </table> | | Received | Expended | \$ 0.00 | \$ 0.00 | | | | | | |
| Received | Expended | | | | | | | | | | | |
| \$ 0.00 | \$ 0.00 | | | | | | | | | | | |
| Report Total | <table border="1"> <tr> <th>Spend</th> <th>Match</th> <th>Spend + Match</th> </tr> <tr> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>0.00 %</td> <td>0.00 %</td> <td></td> </tr> </table> | Spend | Match | Spend + Match | \$ 0.00 | \$ 0.00 | \$ 0.00 | 0.00 % | 0.00 % | | | |
| Spend | Match | Spend + Match | | | | | | | | | | |
| \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | | | |
| 0.00 % | 0.00 % | | | | | | | | | | | |

- The Award Remaining column will automatically calculate the totals when you update the respective cells.
- Once completed, check “Reimbursement Request.” The box will auto populate with the amount from the spend column. If different, define the amount your are requesting for reimbursement. Checking the task box will mark it completed on your Award Dashboard.

Reimbursement Request*

\$ 30.00

This is my final report

Mark the associated financial report task complete

When this is the final report and the final request for reimbursement, check the box “This is my final report.” The grant closeout process will automatically begin once this box is checked and submitted.

- Complete the financial report narrative, upload all supporting documentation (i.e.: invoices, personnel time and effort, receipts), and click *Submit Report*:

Financial Report Narrative*

Please develop your narrative below including key metrics, spending details, and other pertinent details.

8000 characters remaining

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

Upload File

Show 10 entries Search:

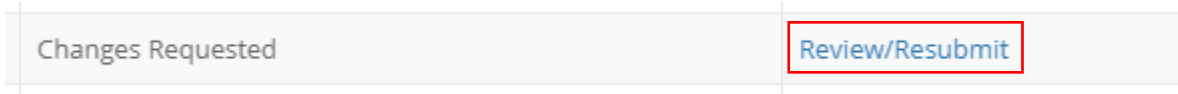
| File Name | File Size | Actions |
|-------------------------------------|-----------|---------|
| No files are available for download | | |

Showing 0 to 0 of 0 entries Previous Next

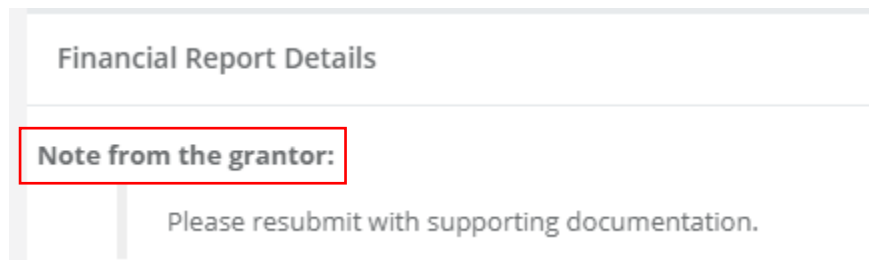
Submit Report Cancel

If Changes are requested...

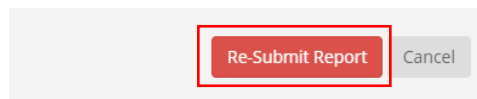
8. If your financial report is returned by the grantor, the status will be labeled “Changes Requested” under your Award Activities. Click “Review/Resubmit”



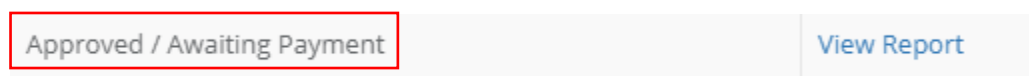
9. This will take you to your finance request. Review “Notes from the grantor” for instructions on how to edit your finance request.



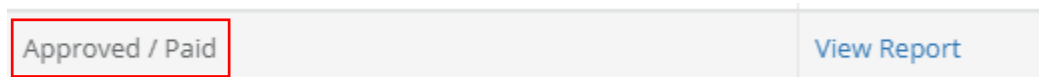
10. Make the necessary changes to your finance request and re-submit your report.



11. Once your finance request has been approved, current status will move to “Approved/ Awaiting Payment”



Once payment is processed, current status will read “Approved/Paid” also reflected in your Award Remaining amount.



Completed finance requests can be viewed by selecting “View Report”