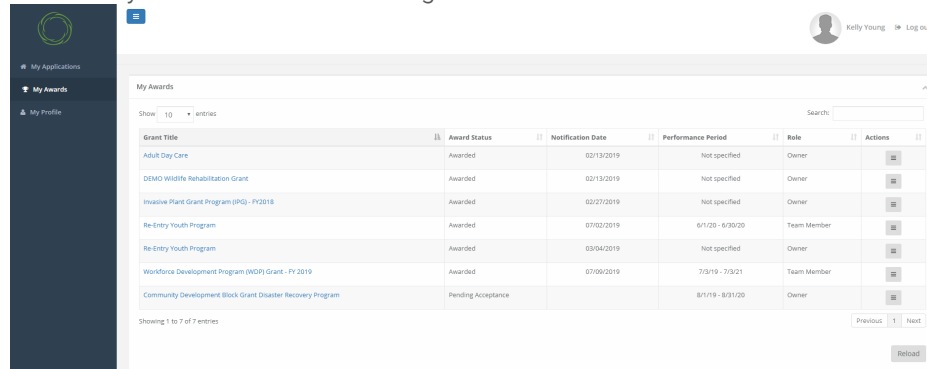


## 4. Submitting Reports to your Grantor

### 4.1 Submitting Financial Reports

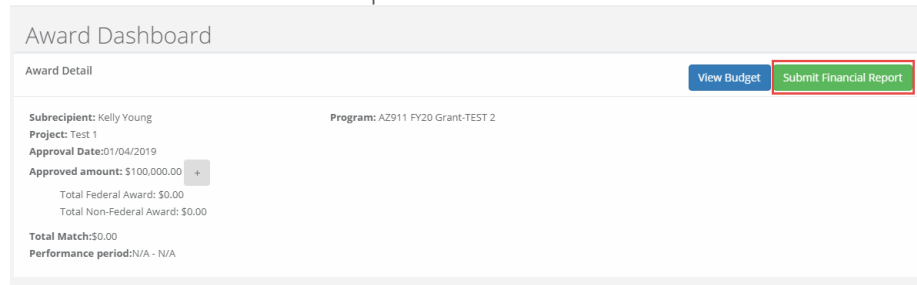
From the Award Dashboard, you can submit a Financial Report directly to the Program Officer.

- 1) Select "My Awards" from the navigation bar:



Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	Owner	[Icon]
DEMO Wildlife Rehabilitation Grant	Awarded	02/13/2019	Not specified	Owner	[Icon]
Invasive Plant Grant Program (IPG) - FY2018	Awarded	02/27/2019	Not specified	Owner	[Icon]
Re-Entry Youth Program	Awarded	07/02/2019	6/1/20 - 6/30/20	Team Member	[Icon]
Re-Entry Youth Program	Awarded	03/04/2019	Not specified	Owner	[Icon]
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/9/19 - 7/31/21	Team Member	[Icon]
Community Development Block Grant Disaster Recovery Program	Pending Acceptance		8/1/19 - 8/31/20	Owner	[Icon]

- 2) Click on "Submit Financial Report":

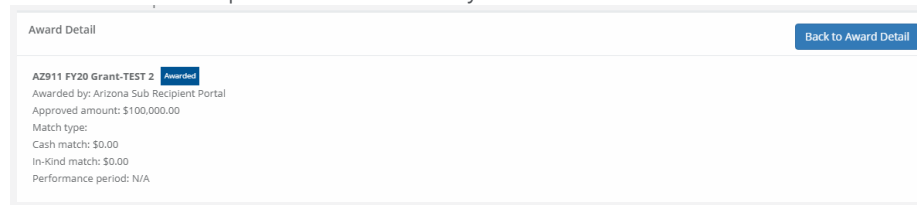


**Award Dashboard**

**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

- 3) The Award Detail provides a summary of the award information:



**Award Detail** [Back to Award Detail](#)

**AZ911 FY20 Grant-TEST 2** Awarded  
 Awarded by: Arizona Sub Recipient Portal  
 Approved amount: \$100,000.00  
 Match type:  
 Cash match: \$0.00  
 In-Kind match: \$0.00  
 Performance period: N/A

The Award Financial Overview is not editable, but will update itself 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":

Financial Report Details

Reporting Period: \*

07/01/2019 - 08/24/2019

07/01/2019 08/24/2019 Apply Cancel

Jul 2019							Aug 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

- 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. Applicants can only report in categories they are awarded in:

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	Received \$ 0.00	Expended \$ 0.00		
Report Total	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

NOTE: If a category is grayed out, and you would like to request reimbursement in that category, a budget modification is needed.

- 6) The "Spend + Match" and "Award Remaining" columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:

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	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Program Income	Received \$ 0.00	Expended \$ 0.00		
Report Total	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

- 7) Once complete, check *Reimbursement Requests*. The box will auto populate with the amount from the spend column. If different, define the amount you are requesting for reimbursement:

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	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

Reimbursement Request\*  
 \$ 55,000.00

This is my final report

NOTE: If your grantor has selected “Collect Detailed Financial Reports” for your solicitation, then your report will look like the below. Click “+” to add new line items:

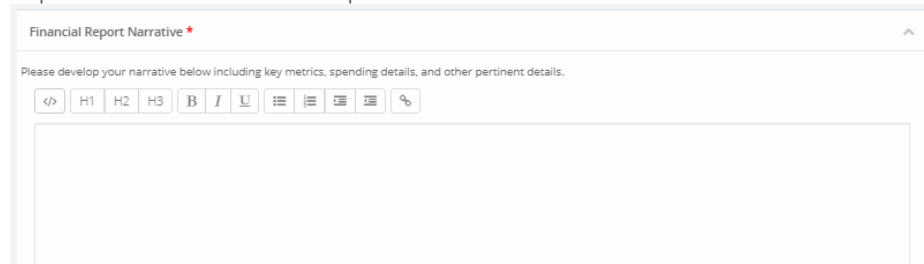
Financial Report Details

Reporting Period: \*

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 100.00	\$ 0.00	\$ 149,054.71	\$ 0.00	\$ 146,054.71	\$ 0.00	\$ 146,054.71
61. Code / Activity	Spend	Match	Description				
Test 1	\$ 100.00	\$ 0.00	TEST 1				
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 2,500.00	\$ 0.00	\$ 17,011.80	\$ 0.00	\$ 12,511.80	\$ 0.00	\$ 12,511.80
61. Code / Activity	Spend	Match	Description				
Test 2	\$ 2,500.00	\$ 0.00	TEST 2				
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00
61. Code / Activity	Spend	Match	Description				
Test 3	\$ 0.00	\$ 0.00	Test 3				
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Total Award Approved</b>	<b>Total Match Approved</b>	<b>Total Award Remaining</b>	<b>Total Match Remaining</b>	<b>Total Remaining</b>

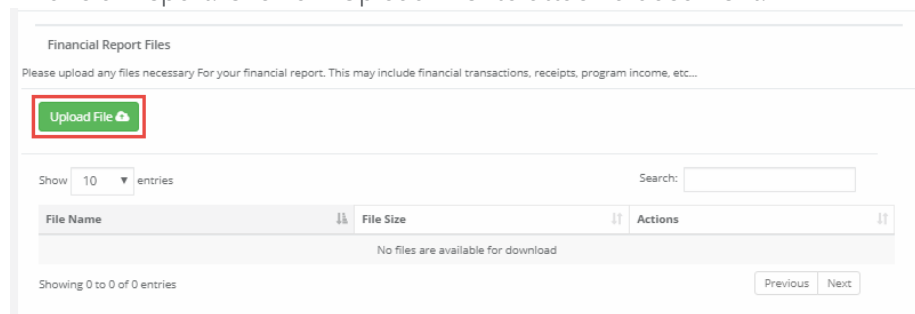
- 8) When this is the final report and the final request for reimbursement, check the “This is my final report” box. The grant closeout process will automatically begin once this box is checked and submitted.

Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative:



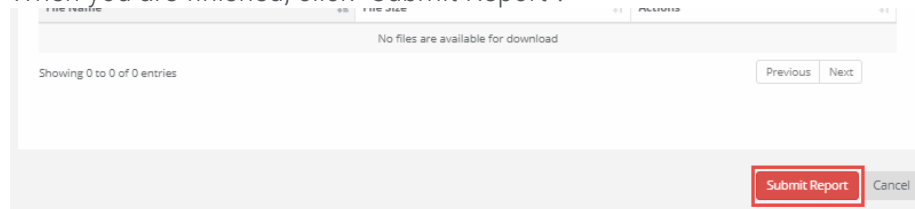
The screenshot shows a form titled "Financial Report Narrative" with a red asterisk. Below the title is a text area with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area is currently empty.

- 9) You can also upload any documents, including PDFs and scanned images, to the Financial Report. Click on "Upload File" to attach a document:



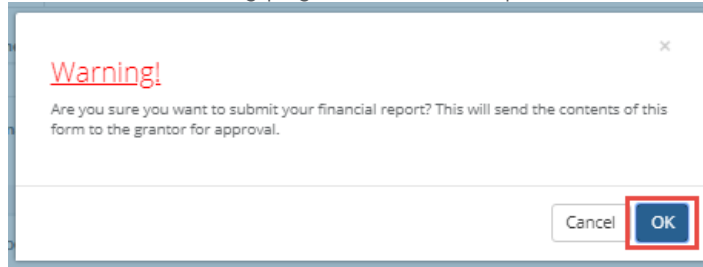
The screenshot shows the "Financial Report Files" section. It includes a text prompt: "Please upload any files necessary for your financial report. This may include financial transactions, receipts, program income, etc...". A green "Upload File" button with a cloud icon is highlighted with a red box. Below the button is a search bar and a table with columns for "File Name", "File Size", and "Actions". The table is currently empty, displaying "No files are available for download".

- 10) When you are finished, click "Submit Report":

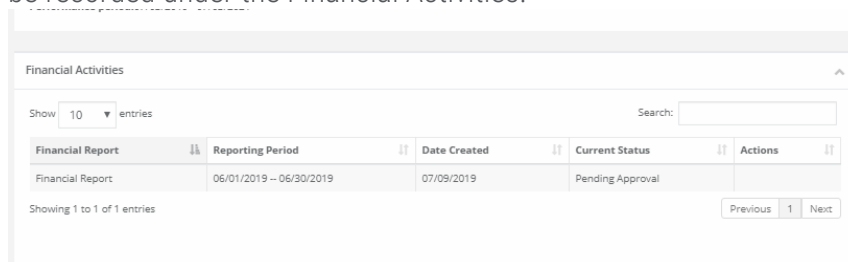


The screenshot shows the bottom of the form with a "Submit Report" button highlighted in a red box, next to a "Cancel" button. The table above it remains empty with the message "No files are available for download".

11) Click on the warning page to send the report to the funding agency:



12) You will be taken back to the Award Detail page, where the Financial Report will now be recorded under the Financial Activities:

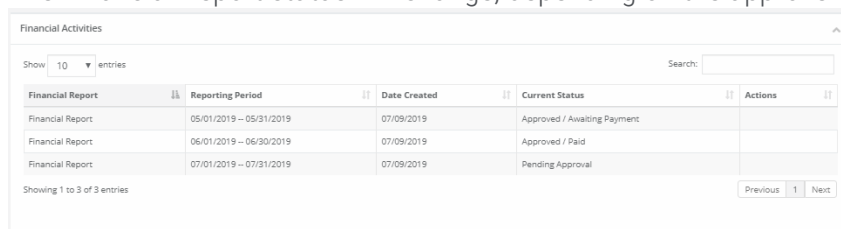


A screenshot of the "Financial Activities" section in a web application. It features a search bar, a "Show 10 entries" dropdown, and a table with the following data:

Financial Report	Reporting Period	Date Created	Current Status	Actions
Financial Report	06/01/2019 -- 06/30/2019	07/09/2019	Pending Approval	

Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous 1 Next" navigation buttons.

13) The Financial Report status will change, depending on the approver's actions:



A screenshot of the "Financial Activities" section showing three entries in the table:

Financial Report	Reporting Period	Date Created	Current Status	Actions
Financial Report	05/01/2019 -- 05/31/2019	07/09/2019	Approved / Awaiting Payment	
Financial Report	06/01/2019 -- 06/30/2019	07/09/2019	Approved / Paid	
Financial Report	07/01/2019 -- 07/31/2019	07/09/2019	Pending Approval	

Below the table, it says "Showing 1 to 3 of 3 entries" and has "Previous 1 Next" navigation buttons.

- **Pending Approval:** The Financial Report has not been reviewed.


- **Approved/Awaiting Payment:** The Financial Report has been reviewed and is waiting for payment.

- **Approved/Paid:** The reimbursement is complete.

- 14) If this report fulfills an assigned *Financial Report* task in your *Pending Tasks* table, click on the Actions icon next to that task and click “Mark Task Complete”:

Pending Tasks

Show 10 entries Search:


Task Type	Due Date	Actions
Financial Report Request	06/30/2020	
Financial Report Request	09/30/2020	<ul style="list-style-type: none"> <li>Create Financial Report</li> <li>Mark Task Complete</li> </ul>
Activity Report Request	09/30/2020	

## 4.2. Submitting Activity Reports

- 1) From “My Awards,” select the Grant Title of the award:

My Awards

Show 10 entries Search: WDP

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

Reload

- 2) At the top right, click “Submit Activity Report”:

Award Dashboard

Award Detail View Budget Submit Financial Report Submit Activity Report Manage Project Team

Subrecipient: Ulysses Grant Program: Workforce Development Program (WDP)  
 Grant - FY 2019  
 Project: Job Incubator Award ID: HXI-082019-001  
 Approval Date: 07/09/2019  
 Approved amount: \$40,000.00 +  
 Total Federal Award: \$0.00  
 Total Non-Federal Award: \$40,000.00

3) Complete the following form and attach any pertinent files:

Activity Report

Reporting Period: \*

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

Report Narrative: \*

Rich text editor toolbar: <> H1 H2 H3 B I U %

4) Update any Goal/Activity Metrics

Activity Report Metrics

Please enter metrics to describe progress on your goals.

**Businesses Trained and Implemented :**  **(5.00)**

**Total Served Target:**  **(1000.00)**

5) Attach any Activity Report Files by clicking the green *Upload File* button

Activity Report Files

Please upload any files necessary for your activity report.

[Upload File](#)

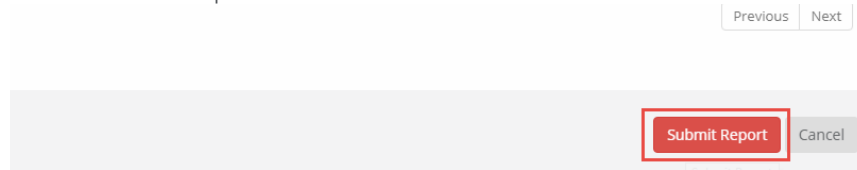
Show  entries

File Name	File Size	Actions
No files are available for download		







6) Click "Submit Report":



7) If this report fulfills an assigned Activity Report task in your *Pending Tasks* table, click on the Actions icon next to that task and click "Mark Task Complete":

Task Type	Due Date	Actions
Activity Report Request	09/30/2020	
Activity Report Request	12/31/2020	

Showing 1 to 2 of 2 entries

