

How to Submit a Financial Report

1. From the Award Dashboard, 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

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

3. 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

4. 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: *

Category	Spend	Match	Spend + Match	Award Remaining	
1. Personnel	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
2. Fringe Benefits	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
3. Travel	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
4. Equipment	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
5. Supplies	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
6. Contractual	<input style="border: 2px solid red;" type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 275,000.00"/>	
7. Construction	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	
8. Other	<input type="text" value="\$ 0.00"/>	<input style="border: 2px solid red;" type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 10,000.00"/>	
Program Income	Received		Expended		
	<input type="text" value="\$ 0.00"/>		<input type="text" value="\$ 0.00"/>		
Report Total	Spend		Match		Spend + Match
	<input type="text" value="\$ 0.00"/>		<input type="text" value="\$ 0.00"/>		<input type="text" value="\$ 0.00"/>
	<input type="text" value="0.00"/> %		<input type="text" value="0.00"/> %		

5. The *Spend+Match* and *Award Remaining* columns will automatically calculate the totals when you update the respective cells. 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	Expended		
	\$ 0.00	\$ 0.00		
Report Total	Spend	Match	Spend + Match	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

6. Once complete, check “reimbursement request”. The box will autopopulate 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
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		
Report Total	Spend	Match	Spend + Match	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

Reimbursement Request*
\$ 55,000.00

This is my final report

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.

7. Complete the financial report narrative, upload 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...

Show entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries