

e-grants Financial Status Report Guide

Step 1: To complete a Financial Status Report (FSR) click on, OPEN MY TASKS

The screenshot shows the e-grants user interface. At the top, there are navigation tabs: "My Home", "My Application", "My Progress Report", and "My Financial Status Report". Below these are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOW HELP" button is also present. The main content area features a welcome message for "John", an authorized representative, with a "Change My Picture" link. To the right, there are "Instructions" for using the system. Below this, there are three main sections: "View Available Opportunities" (with 29 opportunities), "View My Inbox" (with 25 messages), and "View My Tasks" (with 1 new task and 0 critical tasks). The "View My Tasks" section is highlighted with a blue circle, and a red arrow points to the "OPEN MY TASKS" button.

Step 2: Select the grant number link of the grant that the FSR is being created for

The screenshot shows the "View My Tasks" page. At the top, there is a "Sort my tasks by:" dropdown menu and a "GO" button. Below this is a table of tasks. The table has columns for "OJP Grant", "Name", "Grant Number", "Status", "Start Date", and "End Date". A red arrow points to the "Anoka County" link in the "Name" column of the third row.

OJP Grant	Name	Grant Number	Status	Start Date	End Date
HSEM Application	Anoka County Name	A-EMPG-2010-ANOKACO-11928 (2)	Grant Awarded	10/31/2011	11/30/2011
HSEM Application	Anoka County Name	A-OSGP-2011-ANOKACO-00001	Application In Process	12/5/2011	2/28/2012
OJP Grant	Anoka County Name	A-JABG-2012-ANOKACO-00047	Grant Awarded	1/20/2012	12/31/2012
HSEM Application	Anoka County Name	A-UASI-2010-ANOKACO-12721 (1)	Application In Process	11/30/2011	
HSEM FSR	Anoka County Name	F-EMPG-2010-ANOKACO-04100	Payment Request in Process	12/9/2011	

Step 3: Click on VIEW RELATED ITEMS

[Back](#)

OJP Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Document Information: [A-JABG-2011-ANOKACO-00017](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Application	Anoka County	Authorized Representative	Grant Awarded	10/01/2010 - 12/31/2010 12/31/2010 11:59PM

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

Step 4: Click, Initiate a/an Financial Status Report

Related Documents

Sort search results by: Filter by Document Type: [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
OJP FSR	Initiate a/an OJP Financial Status Report 2014				
2015 JABG Progress Report - 1st Quarter	R-JABG-2014-MENPEACE-00001	Progress Report In Process	07/01/2014 - 09/30/2014 11/15/2014 11:59PM	Claire Redmond 7/16/2014 11:30:10 AM	Claire Redmond 7/16/2014 11:30:12 AM

Agreement

Please make a selection below to continue.

Are you sure you want to create an OJP financial status report?

[I AGREE](#) [I DO NOT AGREE](#)

The above confirmation message is displayed before the FSR is created

Step 5: Click on the VIEW FORMS to view the OJP FSR Menu- Forms

Back

OJP FSR Menu

Document Information: [F-JABG-2015-MENPEACE](#)
Parent Information: [A-JABG-2015-MENPEACE-00001](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP FSR	Men As Peacemakers	Program Admin	Payment Request in Process	N/A - N/A N/A

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools

Step 6: Click on Financial Status Report Type

Back

OJP FSR Menu - Forms

Please complete all required forms below.

Document Information: [F-JABG-2015-MENPEACE](#)
Parent Information: [A-JABG-2015-MENPEACE-00001](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Financial Status Report Type			

Step 7: Select the Financial Status Report Type – “Expense” and click Save

Back

Document Information: [F-JABG-2015-MENPEACE](#)
Parent Information: [A-JABG-2015-MENPEACE-00001](#)
[Details](#)

You are here: > [OJP FSR Menu](#) > [Forms Menu](#)

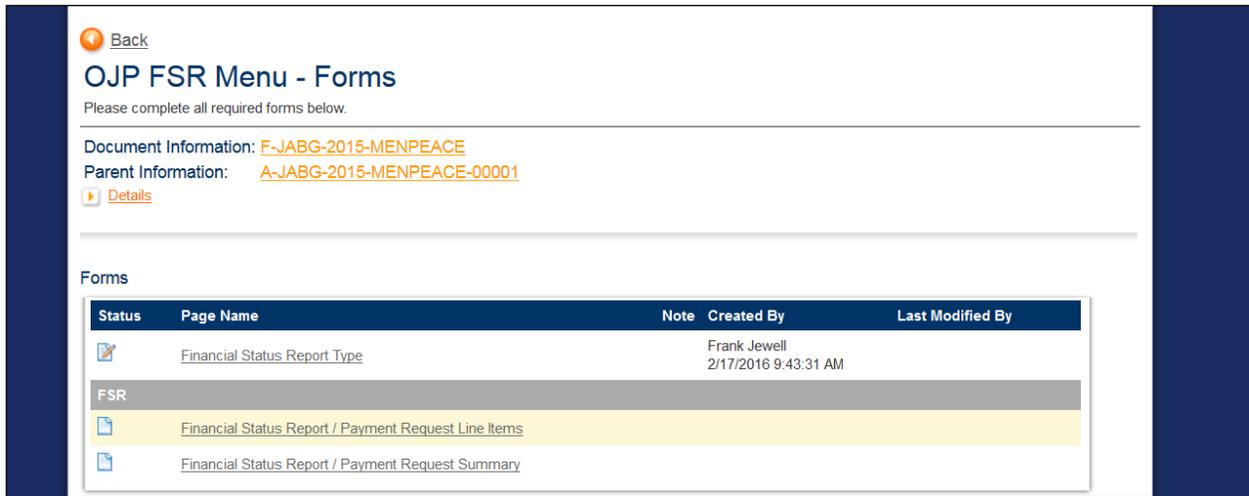
FINANCIAL STATUS REPORT TYPE

Expense
 Advance

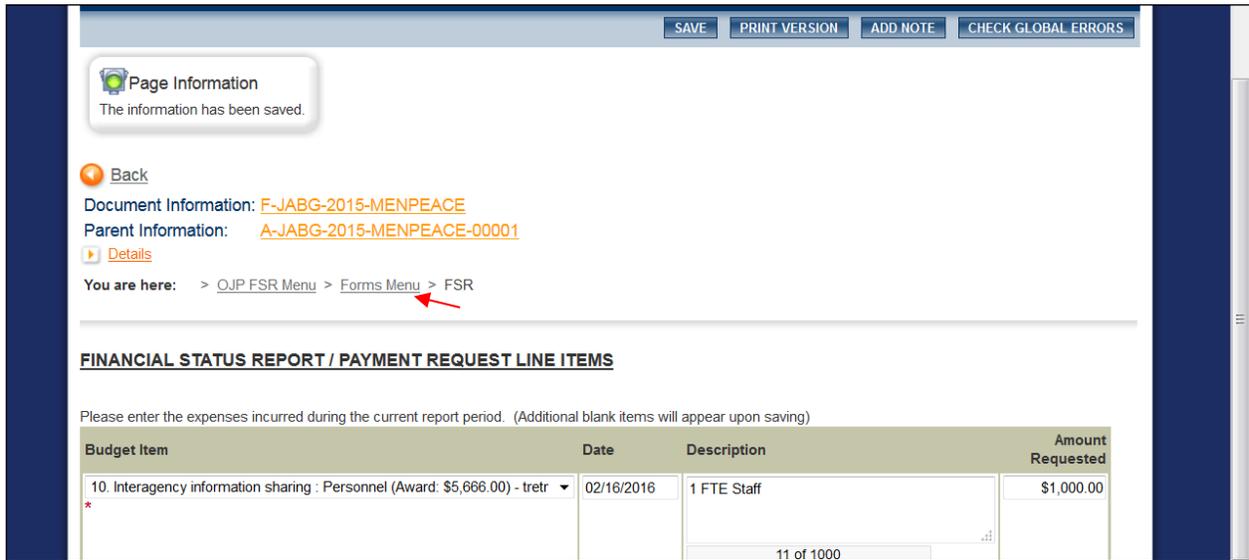
Step 8: Navigate back to Forms Menu by clicking on the Forms Menu button

Please note: After accessing the Forms Menu you will notice that the Financial Status Report forms are now available in the menu.

Step 9: Select the Financial Status Report/Payment Request Line Items form to begin completing the expense report



Step 10: Select the budget item from the Budget Item drop down, complete the Description using the [FSR Description Box Detail Requirements](#) and then enter the Amount Requested. Use all available rows for the budget items. Rows are dynamically added each time you click SAVE.



Step 11: After completing the payment request line items navigate to the Financial Status Report/Payment Request Summary form by clicking on the Forms Menu link

Step 12: Complete this form by selecting the Main Contact, select Yes or No for Final Report and enter the Period Dates that the expenses occurred in

[SAVE](#) [SUBMIT FINANCIAL REPORT](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)

[Back](#)

Document Information: [F-JABG-2015-MENPEACE](#)
Parent Information: [A-JABG-2015-MENPEACE-00001](#)

[Details](#)

You are here: > [QJP FSR Menu](#) > [Forms Menu](#) > [FSR](#)

FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY

GRANT INFORMATION		REPORT INFORMATION	
Grantee:	Men As Peacemakers	Main Contact:	Chris Anderson *
Grant #:	A-JABG-2015-MENPEACE-00001	Request #:	1
Award Amount:	\$5,666.00	Final Report:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Term:	03/18/2014 to 05/31/2014	Status:	Payment Request in Process
Comments to the Review Team from the Grantee:		Current Report Period:	01/01/2016 * to 01/31/2016 *

Step 13: Click **SUBMIT FINANCIAL REPORT** and the report will be submitted to the grant manager