

e-Grants Financial Status Report Guide

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

e-grants
DEPARTMENT OF PUBLIC SAFETY

My Home | My Application | My Progress Report | My Financial Status Report

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Welcome John
Authorized Representative
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello John, please choose an option below.

View Available Opportunities
You have 29 My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

View My Inbox
You have 25 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

View My Tasks
You have 1 new tasks.
You have 0 tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

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

View My Tasks

Sort my tasks by: -- Select --

	Name		Tasks		
OJP Grant	Name	00013	Application in Process	5/2/2011	6/3/2011
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	E-EMPG-2010-ANOKACO-00001	Payment Request in Process	12/9/2011	

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Step 3: Click on VIEW RELATED ITEMS

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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

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Agreement
Please make a selection below to continue.

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

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The above confirmation message is displayed before the FSR is created

Step 5: Click I AGREE

Step 6: Click on the VIEW FORMS to view the OJP FSR Menu- Forms

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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.

←

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

Access Management Tools

Step 7: Click on, [Financial Status Report Type](#)

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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 8: Select the Financial Status Report Type – **“Expense”** and click Save/Next to automatically advance you to the, Financial Status Report/Payment Request Line Items form

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Step 9: 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. Date is not a required field in this form. Use all available rows for the budget items. Rows are dynamically added each time you click SAVE.

The screenshot shows the 'FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS' form. At the top, there are buttons for 'SAVE', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. Below these is a 'Page Information' box stating 'The information has been saved.' and a 'Back' button. The form displays document and parent information: 'Document Information: F-JABG-2015-MENPEACE' and 'Parent Information: A-JABG-2015-MENPEACE-00001'. A breadcrumb trail shows 'You are here: > OJP FSR Menu > Forms Menu > FSR'. The main section is titled 'FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS' and includes a note: 'Please enter the expenses incurred during the current report period. (Additional blank items will appear upon saving)'. A table with four columns is shown: 'Budget Item', 'Date', 'Description', and 'Amount Requested'. The first row contains: '10. Interagency information sharing : Personnel (Award: \$5,666.00) - retr', '02/16/2016', '1 FTE Staff', and '\$1,000.00'. A '11 of 1000' indicator is at the bottom right of the table.

Step 10: After entering each line item that is being requested for reimbursement, click SAVE/NEXT to automatically advance to the [Financial Status Report/Payment Request Summary](#) form

Step 11: 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

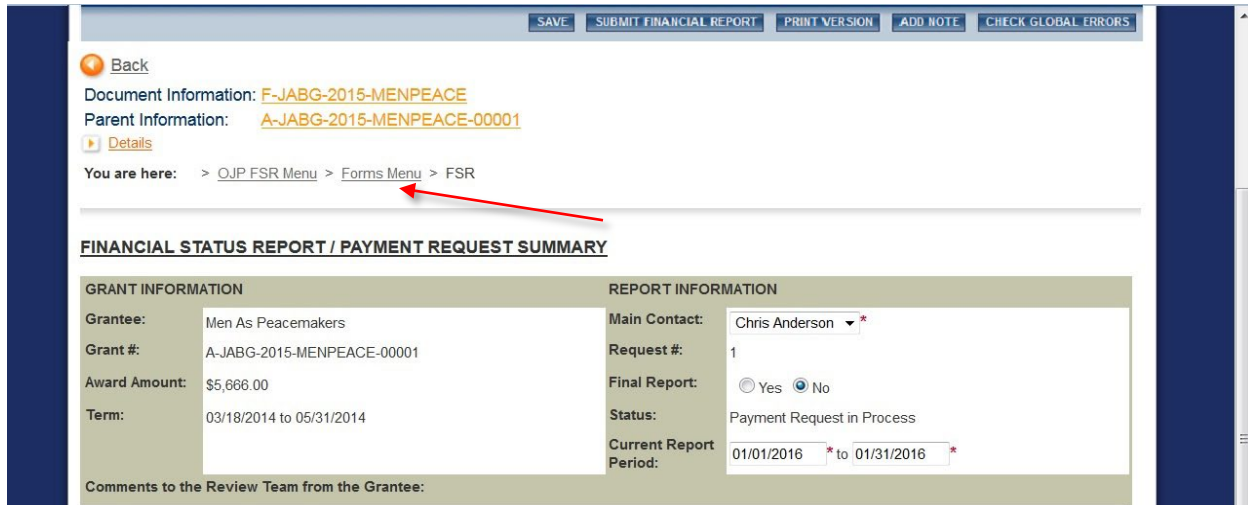
The screenshot shows the 'FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY' form. At the top, there are buttons for 'SAVE', 'SUBMIT FINANCIAL REPORT', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. Below these is a 'Back' button. The form displays document and parent information: 'Document Information: F-JABG-2015-MENPEACE' and 'Parent Information: A-JABG-2015-MENPEACE-00001'. A breadcrumb trail shows 'You are here: > OJP FSR Menu > Forms Menu > FSR'. The main section is titled 'FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY' and is divided into two columns: 'GRANT INFORMATION' and 'REPORT INFORMATION'. The 'GRANT INFORMATION' column contains: 'Grantee: Men As Peacemakers', 'Grant #: A-JABG-2015-MENPEACE-00001', 'Award Amount: \$5,666.00', and 'Term: 03/18/2014 to 05/31/2014'. The 'REPORT INFORMATION' column contains: 'Main Contact: Chris Anderson *', 'Request #: 1', 'Final Report: Yes No', 'Status: Payment Request in Process', and 'Current Report Period: 01/01/2016 * to 01/31/2016 *'. At the bottom, there is a field for 'Comments to the Review Team from the Grantee:'.

Step 12: If you **do not** have a source documentation request or requirement, click SUBMIT FINANCIAL REPORT and the report will be submitted to the grant manager

Step 13: If you are required to provide source documentation with the Financial Status Report, click SAVE

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Step 14: Navigate to the Forms Menu using the Forms Menu link.



SAVE SUBMIT FINANCIAL REPORT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

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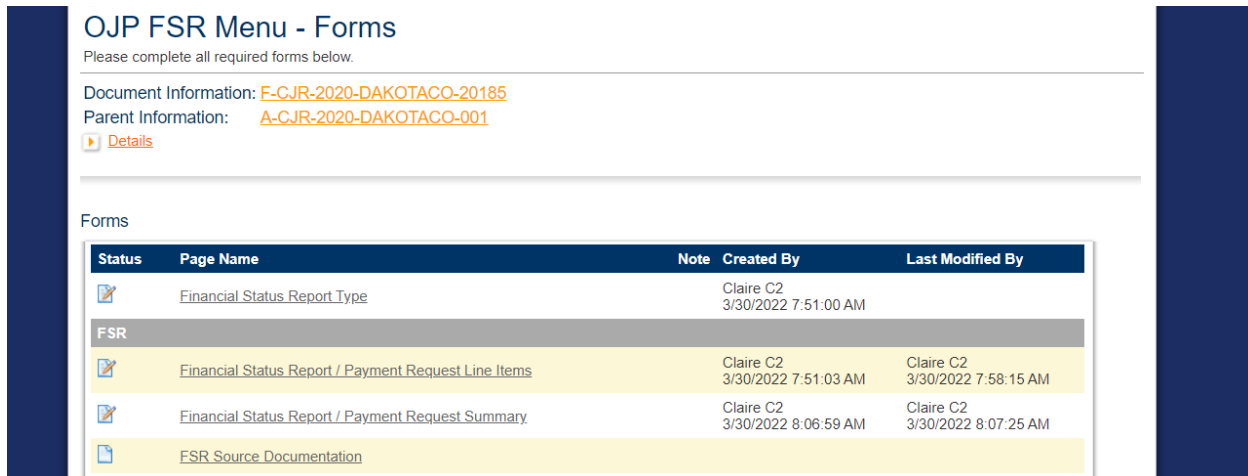
Document Information: [F-JABG-2015-MENPEACE](#)
Parent Information: [A-JABG-2015-MENPEACE-00001](#)
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You are here: > [OJP FSR Menu](#) > [Forms Menu](#) > FSR

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 15: Select FSR Source Documentation form



OJP FSR Menu - Forms

Please complete all required forms below.

Document Information: [F-CJR-2020-DAKOTACO-20185](#)
Parent Information: [A-CJR-2020-DAKOTACO-001](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Financial Status Report Type		Claire C2 3/30/2022 7:51:00 AM	
FSR				
	Financial Status Report / Payment Request Line Items		Claire C2 3/30/2022 7:51:03 AM	Claire C2 3/30/2022 7:58:15 AM
	Financial Status Report / Payment Request Summary		Claire C2 3/30/2022 8:06:59 AM	Claire C2 3/30/2022 8:07:25 AM
	FSR Source Documentation			

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Step 16: Select the date and upload the source documentation, click SAVE to for additional uploads to appear **PLEASE NOTE:** This step is only required if source documentation is requested by any Office of Justice Staff

SAVE SUBMIT FINANCIAL REPORT ADD NOTE CHECK GLOBAL ERRORS

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Document Information: [E-CJR-2020-DAKOTACO-20185](#)
Parent Information: [A-CJR-2020-DAKOTACO-001](#)

[Details](#)

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

FSR SOURCE DOCUMENTATION

Instructions:

Upload source documentation for the required expenses in this Financial Status Report (FSR). Refer to the [Source Documentation Requirements](#) for more information. Please organize your files to upload by line item. For example, upload one is all personnel source documents, upload two is client support source documents.

Date:

Source Documentation
 No file chosen

If more than one upload is required, more will appear when the page is Saved.

Step 16: After all source documentation is uploaded, click SUBMIT FINANCIAL REPORT and the report will be submitted to the grant manager