

Financial Status Report Expense Guide

This guide will navigate you through the steps and provide information to assist you in completing a Financial Status Guide.

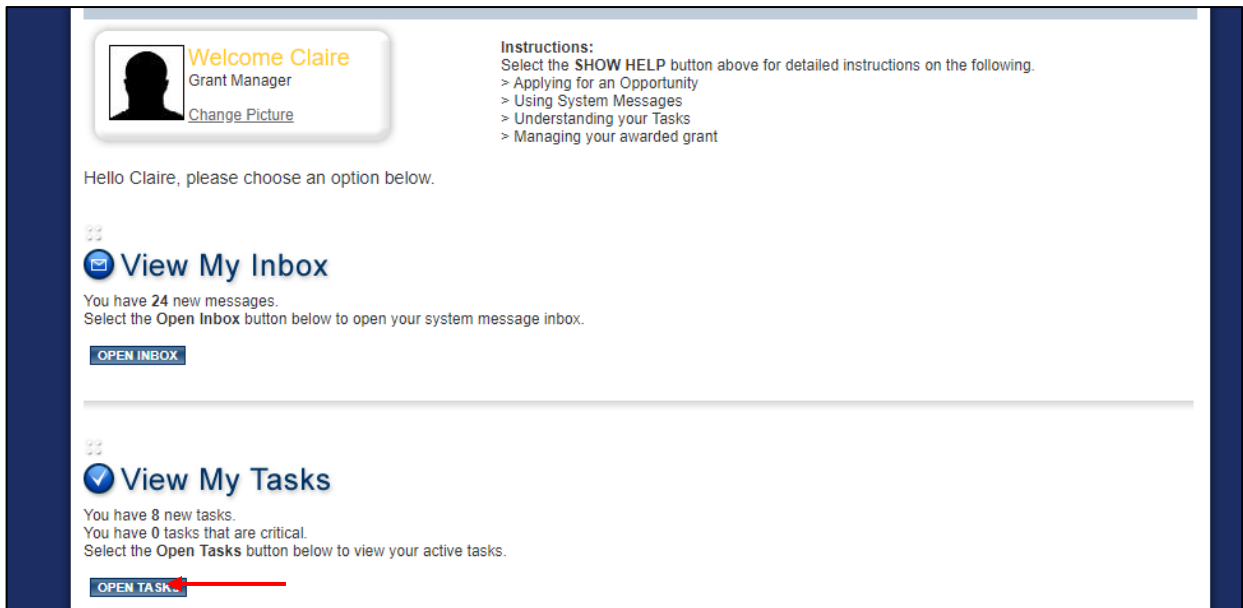
There are four forms in the Financial Status Report to complete,

- A. **Financial Status Report/ Payment Request Line items form**- Enter the expenses by line item here, using the [FSR Requirements](#) as a guide. Make sure expenses match the budget and to make sure there is enough detail to know what the expenses are.
- B. **FSR Summary form**- Enter the dates that the expenses occurred in.
- C. **FSR Source Documentation form**- for each expense in the FSR, source documentation is require. Use the [Source Documentation Report Guidelines](#) as a guide.

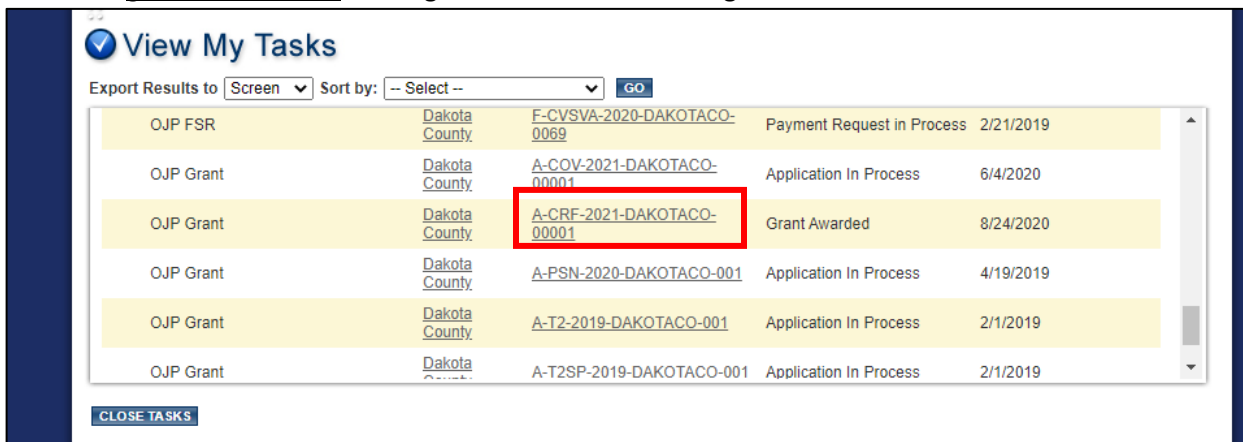
A. Financial Status Report/ Payment Request Line items form

A.1 Log into e-grants at <https://app.dps.mn.gov/EGrants/>.

A.2 Navigate to, **View My Tasks** and click **OPEN TASKS**



A.3 Select the grant number link of the grant that the FSR is being created for



A.4 Click on VIEW RELATED ITEMS

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OJP Grant Menu

Document Information: [A-CRF-2021-DAKOTACO-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Dakota County	Program Admin	Grant Awarded	09/01/2020 - 12/30/2020 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

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 related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

A.5 Select Initiate a/an OJP Financial Status Report COV 2021

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OJP Grant Menu - Related Items

The various sections below can link to items that are associated with this document.

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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 COV 2021	←			
OJP FSR	F-CRF-2021-DAKOTACO-00004	Payment Request Approved	05/01/2020 - 12/31/2019 N/A	Claire Cbridge 9/4/2020 8:58:28 AM	Claire Cbridge 9/17/2020 2:41:01 PM
OJP FSR	F-CRF-2021-DAKOTACO-00005	Payment Request in Process	01/01/2020 - 12/31/2019 N/A	Claire Cbridge 9/17/2020 2:41:14 PM	Claire Cbridge 9/17/2020 2:41:14 PM

A.6 Select I AGREE

Agreement

Please make a selection below to continue.

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

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A.7 Click VIEW FORMS

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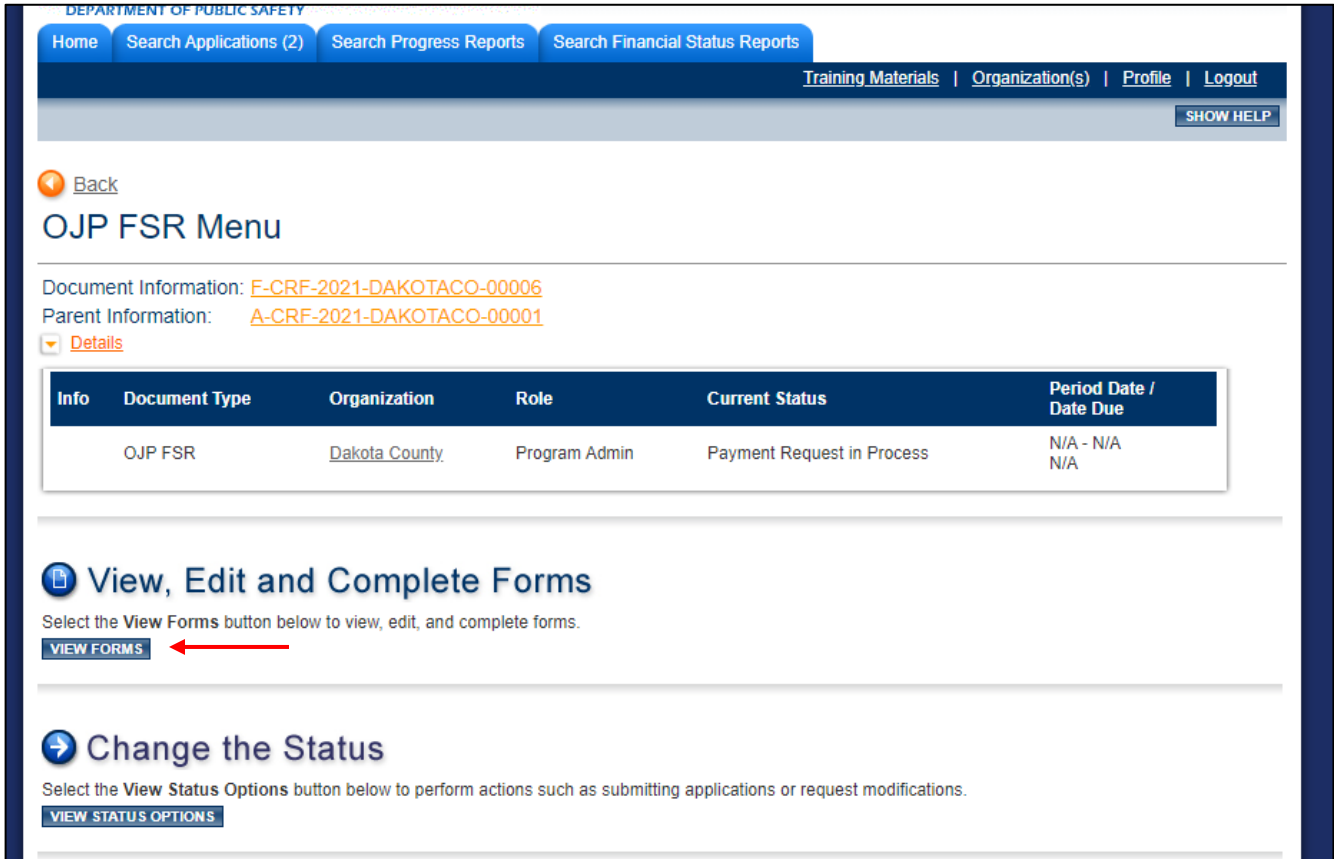
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP FSR	Dakota County	Program Admin	Payment Request in Process	N/A - N/A N/A

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.



A.8 Click Financial Status Report Type

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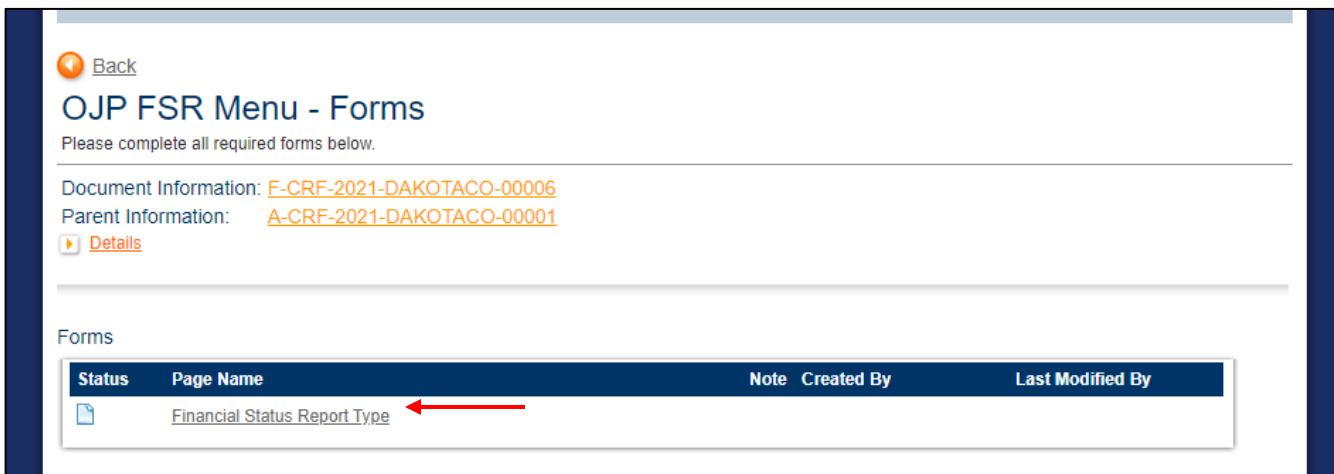
OJP FSR Menu - Forms

Please complete all required forms below.

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Forms

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



A.9 Select Expense, click SAVE/NEXT

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FINANCIAL STATUS REPORT TYPE

Expense
 Advance

A.10 Select the budget item from the Budget Item drop down, complete the Description using the [FSR Description Requirements](#) and then enter the Amount Requested. Use all available rows for the budget items. Rows are dynamically added each time you click **SAVE. Click **SAVE/NEXT** when finished.**

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FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS

Please enter the expenses incurred during the current report period. (Additional blank items will appear upon saving)

Budget Item	Date	Description	Amount Requested
CRF: Contracted Services (Award: \$5,000.00) - tes *		250 Hours of contracted services @ \$25 per hour	\$5,000.00
		47 of 1000	
		0 of 1000	

B. FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY form

B.1 Complete this form by selecting the **Main Contact**, select **Yes** or **No** for Final Report and enter the **Report Period Dates** that the expenses occurred in. Click **SAVE/NEXT**.

Things to Remember:

- Current reporting period is within the grant term and all expenses occurred during this period.
- Yes, is selected for Final Report ONLY when no other FSR will be submitted for the grant

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

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FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY

GRANT INFORMATION	REPORT INFORMATION
Grantee: Dakota County	Main Contact: <input type="text"/> *
Grant #: A-CRF-2021-DAKOTACO-00001	FSR Contact: <input type="text"/>
Award Amount: \$5,000.00	Request #: 2
Term: 09/01/2020 to 12/30/2020	Final Report: <input type="radio"/> Yes <input checked="" type="radio"/> No*
	Status: Payment Request in Process
	Current Report Period: <input type="text"/> * to <input type="text"/> *

C. FSR SOURCE DOCUMENTATION

C.1 Complete by using the [Source Documentation Requirements](#) as a guide. More fields to upload will appear when SAVE is clicked. Click **SUBMIT FINANCIAL REPORT** when completed.

SAVE SUBMIT FINANCIAL REPORT CHECK GLOBAL ERRORS

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FSR SOURCE DOCUMENTATION

Instructions:

Upload source documentation for each expense in this Financial Status Report (FSR). Refer to the [Source Documentation Requirements](#) for more information.

Date: *

Source Documentation
 No file chosen

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