

Recipient Financial Reporting Guide

1. Expense Entry

- a. Grants Management > Grants > Select Grant > Post Award tab > Financial > Expenses > Click on (+) OR Activity > Expenses
 - i. Select Grant Name, Category, and Line item
 - ii. Enter Direct Cost or Salary Amount
 1. *If Match: leave "Exclude From Match" unchecked and enter match amount in 'Financials' tab*
 2. *If no Match: check the box "Exclude From Match"*
 - iii. Select Expense Date
 - iv. Select Expense Status
 1. *Status must be "Reviewed" to pull into Reporting Period*
- b. To include documentation > Attachments tab

2. Generating a Reporting Period

- a. Grants Management > Grants > Select Grant > Post Award tab > Management > Reporting Periods > Click on (+)
- b. Check Expenses box
- c. Select a Time Period > Save
 - i. *Pro-tip: If the period you are looking for is not listed, is because you have already created it. Click Cancel and you should see it on the list.*
- d. Review expenses & details, click Close to send completed reporting period to Funder
 - i. *Pro-tip: Click on the  icon next to the Reporting Period to jump into the Payment Request creation screen.*

3. Generating a Payment Request from Reporting Period

- a. Grants Management > Grants > Select Grant > Post Award tab > Cash Flow > Payment Request > Click on (+)
- b. Enter Payment Request name and date created
- c. Select corresponding Reporting Period
 - i. *Pro-tip: If no reporting period selected, expenses won't be included*
- d. Under Financial Detail > Type in total Requested Amount
- e. Click Submit to send completed Request to Funder

**Images for reference in the next page*

1. Expense Entry:

Add Expense

General
Financials

Grant MTZ Test Recipient - Award ▼

Category Equipment ▼

Line Item Machine #1 ▼

i.

Clear all filters

Item Type Non-Personnel Line Item

Direct Cost * \$100.00

Exclude From Match

ii.

Responsible Individual Grace Grant

Created By pmartinez@streamlinksoftware.com

Expense Date * 10/21/2022 📅

Expense Status Reviewed ▼

iii.
iv.

2. Generating a Reporting Period:

Reporting Periods

Which grant would you like this closeout to apply to?

MTZ Test Recipient - Award

What types of reporting periods would you like to include?

Expenses

Achievements

b.

What period of time would you like to close?

Select a time period... ▼

Select a time period...

07/01/2022-07/31/2022

08/01/2022-08/31/2022

09/01/2022-09/30/2022

10/01/2022-10/31/2022

c.

Cancel
Save

3. Generating a Payment Request:

Organization and Grant Information

Funder Organization MTZ Funder Org

Grant Name MTZ Test Recipient - Award

Payment Request Information

Payment Request Name * Test

Date Created * 10/19/2022 📅

Related Reporting Period(s) Period ending 8/31/2022 ✕

b.

c.

Expenses From 8/1/2022 📅 To 8/31/2022 📅

Payment Type Reimbursement ▼

Payment Request Status Not Submitted