

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. Add 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 a Payment Request*
- b. To include documentation > Attachments tab

2. Generating a Payment Request

- a. Grants Management > Grants > Select Grant
- b. Post Award tab > Cash Flow > Payment Request > Click on (+)
- c. Enter Payment Request name
- d. Enter date created
- e. Expense From/To > Select the corresponding reporting time frame
 - i. *Pro-tip: All Reviewed Expenses within this time frame will automatically pull into your Payment Request*
- f. Under Financial Detail > Type in total Requested Amount
- g. Add any additional comments and/or upload files to Funder
- h. Click Submit to send completed Request to Funder

Add Expense

General
Financials
Attachments

Grant IL Test Recipient

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 * 10/19/2022

iii.

Expense Status New

iv.

Payment Request Information

Payment Request Name * Payment Request_Quarter 1 c.

Date Created * 6/15/2023 d.

Expenses From e. To

Payment Type Reimbursement

Payment Request Status Not Submitted