



## Accessing Budget Workbooks in GrantVantage

1. Open the Sub-Project for the Grant in question by double-clicking or right-clicking to open in a new tab. Click on "Related" and then "Agreements".

The screenshot shows the 'ESSER II' Sub-Project page. The 'Related' tab is selected and highlighted with a red box. A dropdown menu is open, listing various options: Objectives, Budgeting, Drawdowns & Disbursements, **Agreements** (highlighted with a red box), Assessments, Reporting, Grant Close-Out, and Communication. The background shows project details like 'Fiscal/Budget Start Date' (7/1/2020) and 'Sub-Project Type' (Sub-Award).

2. Navigate to the "Financial Reports & Audits" tab.

The screenshot shows the 'ESSER II' Sub-Project page with the 'Agreements' tab selected. The 'Financial Reports & Audits' tab is highlighted with a red box. Below the tabs, there is a navigation bar with icons for Pre-Award, Funder, Correspondence, Monitoring, Perf. Reports, **Financial Reports & Audits** (highlighted with a red box), and Editor. Below this is a table with the following data:

Document Name	Document Owner	Document Date	E-Sign ID
  <a href="#">ESSER II Budget Workbook.xlsx</a>	Emma Post	7/1/2020	

3. Click the document to download the Excel file.

ESSER II [REDACTED]  
Sub-Project

Sub-Project Details   Budget Period   Sub-Project Users   Sub-Projects   Agreements   Related

Pre-Award   Funder   Correspondence   Monitoring   Perf. Reports   **Financial Reports & Audits**   Editor

Document Name	Document Owner	Document Date	E-Sign ID
[REDACTED] <a href="#">ESSER II Budget Workbook.xlsx</a>	Emma Post	7/1/2020	

4. If you've had a previously approved revision, you'll see all historical budget workbooks included. The document with the most recent date should be used.

ESSER II [REDACTED]  
Sub-Project

Sub-Project Details   Budget Period   Sub-Project Users   Sub-Projects   Agreements   Related

Pre-Award   Funder   Correspondence   Monitoring   Perf. Reports   **Financial Reports & Audits**   Editor

Document Name	Document Owner	Document Date
[REDACTED] <a href="#">ESSER II Budget Workbook.xlsx</a>	Emma Post	7/1/2020
[REDACTED] <a href="#">ESSER II Budget Workbook 6.21.21.xlsx</a>	Emma Post	6/21/2021