

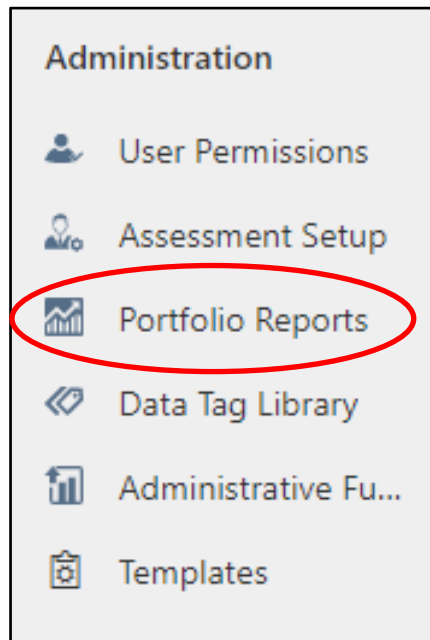
Generating Income-Disbursement Payment Reports In GrantVantage

This document describes the process within GrantVantage to pull the Income/Disbursement Payment Reporting (formally known as School Payment Report). This report aids schools in identifying grant banking deposits and is updated on a monthly basis.

All prior month payments are manually entered within the system no later than the 10th of the following month

Step 1 - Single click Performance Reports under Administration from the left side of the GrantVantage home screen.

Your screen may have fewer options than the example below





Step 2 - Single Income/Disbursement Payment Report from the Report Name dropdown.

Your screen may have fewer options than the example below

The screenshot displays the GrantVantage application interface. At the top, there is a navigation bar with the GrantVantage logo and a search box. On the left side, there is a sidebar menu with various navigation options. The 'Report Name' dropdown menu is open, showing a list of report options. The option 'Income/Disbursement Payment Report' is highlighted with a red circle.

GrantVantage

Search

Report Name

-Please Select-

- Please Select-
- Advanced Report Dashboards
- Assessment Report
- Source Code Report
- Data Tag Report 1
- Data Tag Report 2
- Data Tag Report 3
- Drawdown Report
- Financial Overview Report
- Global Transaction Report
- Invoice Drawdown Report
- Income/Disbursement Payment Report**
- Match Report
- Opportunity Applications
- SEFA Report
- Spending by Budget Category Report 1
- Spending by Budget Category Report 2
- Spending By GL Code
- Spending by Direct Source

Source Code

FAIN

Shared Documents

Congressional Dis...

Shared Documents

Administration

User Permissions

Assessment Setup

Portfolio Reports

Data Tag Library



Step 3 - Refresh the screen to generate the report and customize the State Date and End Date accordingly. The Excel icon can be used to download the report in an Excel file.

Refresh Icon

Download Icon

Project Name	Parent Project	Project Start	Project End	Payment Type	Budgeted	22-Jul	22-Aug	22-Sep	Total	Balance
MLE	FY	7/1/2022	6/30/2023	Income	256,461.46	0	21,371.79	21,371.79	42,743.58	213,717.88
SEHP	FY	7/1/2022	6/30/2023	Income	96,940.00	0	0	96,940.00	96,940.00	0
SEHP	FY	7/1/2022	6/30/2023	Disbursement	96,940.00	0	0	96,940.00	96,940.00	0
CCLC	FY	7/1/2021	6/30/2022	Income	149,895.00	96,355.37	0	53,439.63	149,795.00	100
CCLC	FY	7/1/2021	6/30/2022	Income	180,013.00	19,193.29	0	44,801.74	63,995.03	116,017.97
CCLC	FY	7/1/2021	6/30/2022	Income	161,892.00	39,701.93	0	38,040.09	77,742.02	84,149.98
CCLC	FY	7/1/2021	6/30/2022	Income	156,543.00	10,548.59	0	47,216.34	57,764.93	98,778.07
CCLC	FY	7/1/2021	6/30/2022	Income						
CCLC	FY	7/1/2021	6/30/2022	Disbursement						
CCLC	FY	7/1/2021	6/30/2022	Disbursement						
CCLC	FY	7/1/2021	6/30/2022	Disbursement						
CCLC	FY	7/1/2021	6/30/2022	Disbursement						
CCLC	FY	7/1/2021	6/30/2022	Disbursement						
TIA-P	FY	7/1/2021	6/30/2022	Income						
TIA-H	FY	7/1/2021	6/30/2022	Income						
TIA-P	FY	7/1/2021	6/30/2022	Disbursement						

Tag	Translation
Award	Grant Code Number
Project Start & End	Performance Period for Expenditures
Budgeted	Total Allocation
Payment Type	Income – funding released upfront Disbursement – RFF reimbursement
Total	Total Funds Paid to Date
Balance	Remaining Funds to be Paid