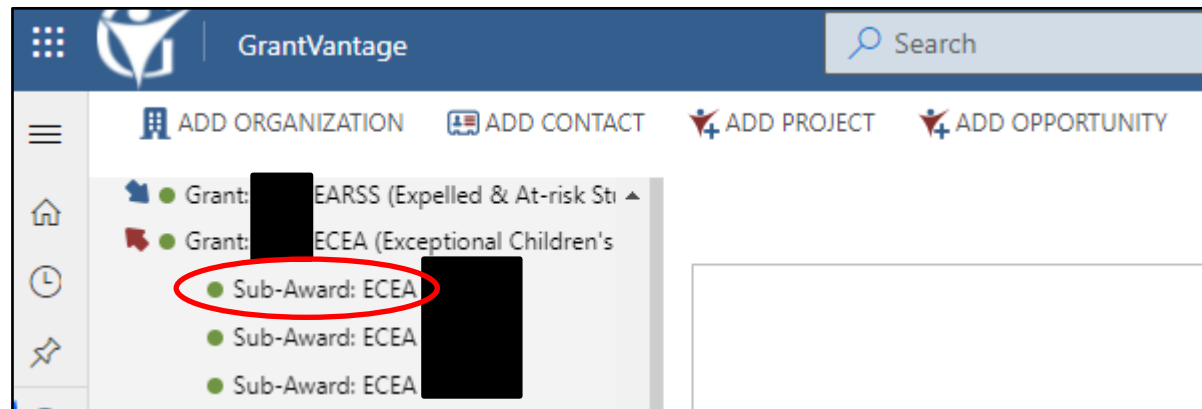


Uploading Required Reporting in GrantVantage

This document describes the steps to upload required reporting within GrantVantage.

- ❑ Interim Financial Reporting (IFR)
- ❑ Annual Financial Reporting (AFR)

Step 1 – Double click the project that needs reporting.





Step 2 – Navigate to Report Schedule under Related

ECEA [redacted] - Saved
Grant

\$25,531.40
Project Total

Active
Grant Status

- Grant Details
- Budget Period
- Grant Users
- Sub-Projects
- Notes & Attachments
- Related**

Fiscal/Budget Start Date*

7/1 [redacted]



Project Start Date*

7/1 [redacted]



Current Funding Year

Year 1

Related - Project Management

- Objectives
- Cases
- Budgeting
- Drawdowns & Disbursements
- Assessment
- Agreements
- Reports
- Report Schedule**
- Grant Close-Out
- Communication
- Currencies

Project Goal

Project Summary/Abstract



Step 3 – Expand all and edit the correct report.

ECEA [redacted] - Saved \$25,531.40 Project Total | Active Grant S

Grant Details Budget Period Grant Users Sub-Projects Notes & Attachments Report Schedule Related

Report Management

Report Status: All Report Type: All Project: Sub-Award: ECEA [redacted] + ADD REPORTING

Report Title	Report Type	Report Frequency	Reporting Lag(in days)
FY23 ECEA Interim Financial Reporting	Financial	Quarterly	30

Reporting Period Start	Reporting Period End	Reporting Due Date	Report Filed By	Report Filed On	Report Approved By	Report Approved On	Report Status	Report
7/1/[redacted]	9/30/[redacted]	10/30/[redacted]					Pending	
10/1/[redacted]	12/31/[redacted]	1/30/[redacted]					Pending	
1/1/[redacted]	3/31/[redacted]	4/30/[redacted]					Pending	
4/1/[redacted]	6/30/[redacted]	7/30/[redacted]					Pending	

Reporting Lag(in days)
30

Approved On	Report Status	Report Risk	Audit	
	Pending		No	
	Pending		No	

Edit





Step 4 – Fill-in school areas and add attachment.

Reporting Period

Detail Add Notes/Attachments Audit Required

Reporting Period Start: 7/1/███ Reporting Period End: 9/30/███ Reporting Due Date: 10/30/███

Report Filed By: type to search contacts Report Filed On: █ 15 Reporting Lag (in days): 30

Report Type: Financial Reporting Frequency: Quarterly Grant: ECEA █

Report Reviewed By: type to search contacts Report Reviewed On: █ 15 Report Risk: --Select--

Report Status: Pending Report Title: FY███ ECEA Interim Financial Reporting

School information

Reporting Period

Detail Add Notes/Attachments

Title	Notes	File Name
+ Add Note and Attachment		



Step 5 – Send communication, save, and close.

From *
[Redacted]

To *
CSI RFF Submission x

Related To (Select One) *
Report Management

Subject *
ECEA Quarter 1 Reporting Submission

Message Type (Check One) *
 Inquiry/Response For Approval/Review Accept Decline FYI

Message *
ECEA Quarter 1 Reporting Submission

Project
ECEA [Redacted]

Save and close the transaction after sending the communication

SEND