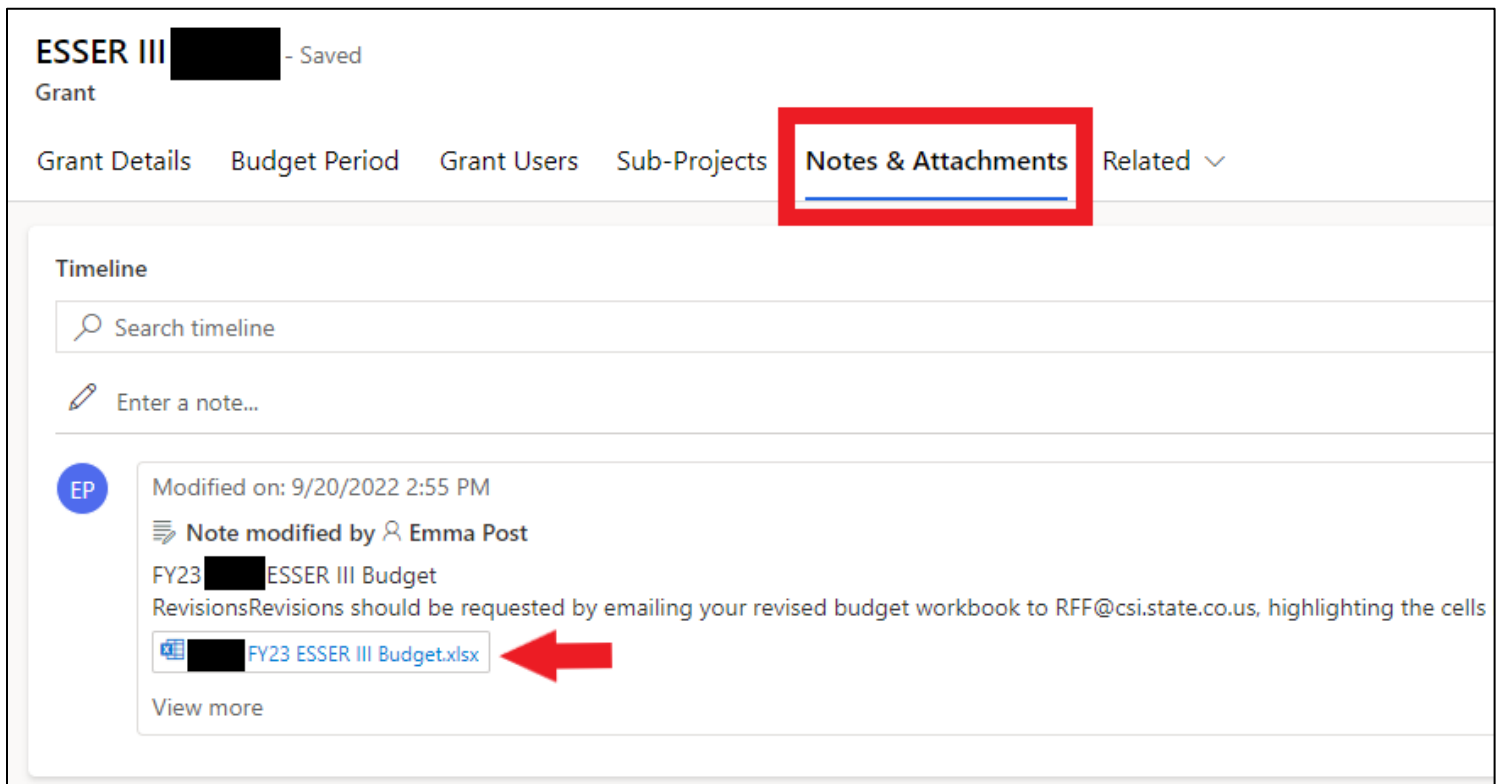


Accessing Budget Workbooks in GrantVantage

1. Open the grant subproject by either double-clicking or right-clicking and choosing “Open in New Window”
2. Click on “Notes & Attachments” in the top menu
3. Click on the Excel file to download



The screenshot shows the GrantVantage interface for a grant titled "ESSER III [REDACTED] - Saved". The top navigation bar includes "Grant Details", "Budget Period", "Grant Users", "Sub-Projects", "Notes & Attachments" (highlighted with a red box), and "Related" with a dropdown arrow. Below the navigation bar is a "Timeline" section with a search bar and an "Enter a note..." input field. A note is displayed, modified on 9/20/2022 at 2:55 PM, by Emma Post. The note text reads: "FY23 [REDACTED] ESSER III Budget Revisions Revisions should be requested by emailing your revised budget workbook to RFF@csi.state.co.us, highlighting the cells". Below the text is an attached Excel file named "[REDACTED] FY23 ESSER III Budget.xlsx", which is pointed to by a red arrow. A "View more" link is also visible.

4. When your revision is approved, CSI will upload the revised version of the budget workbook here. The workbook found here will always be the most current.