Fiscal Reports

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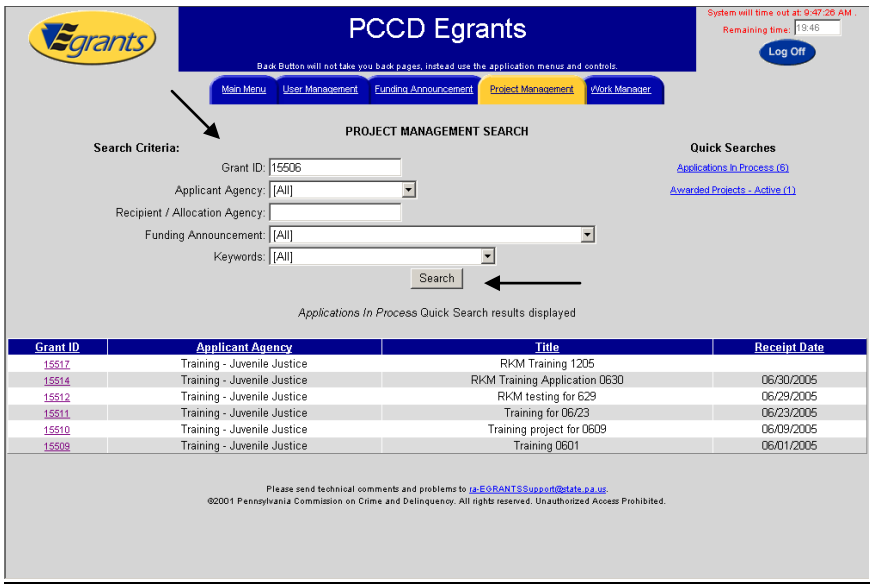
PCCD's Egrants System Instructions
Quick Start Guide
Input Quarterly Subgrantee Fiscal Report

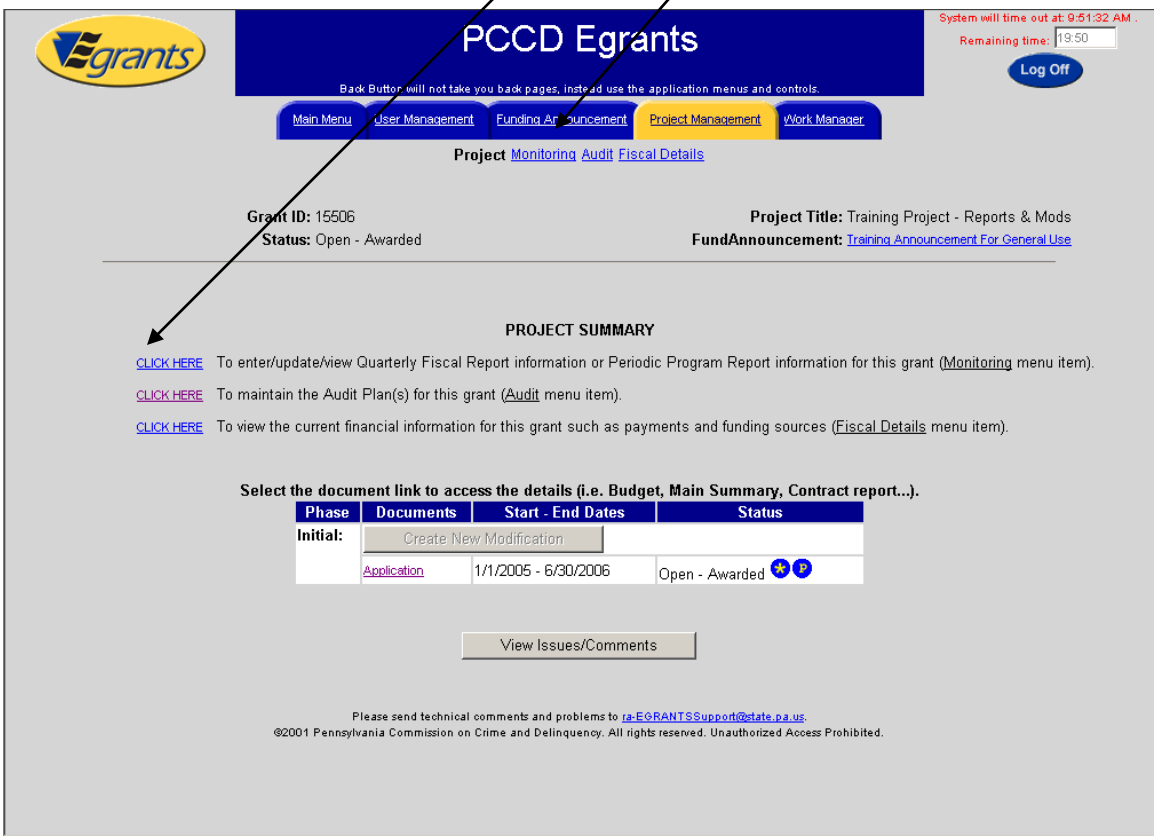
- Log onto PCCD's Egrants System
- At the "Welcome to PCCD Egrants" screen, on the Main Menu tab, select the Project Management tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you to the Project Management Tab

-
- Enter your Grant ID and click on Search

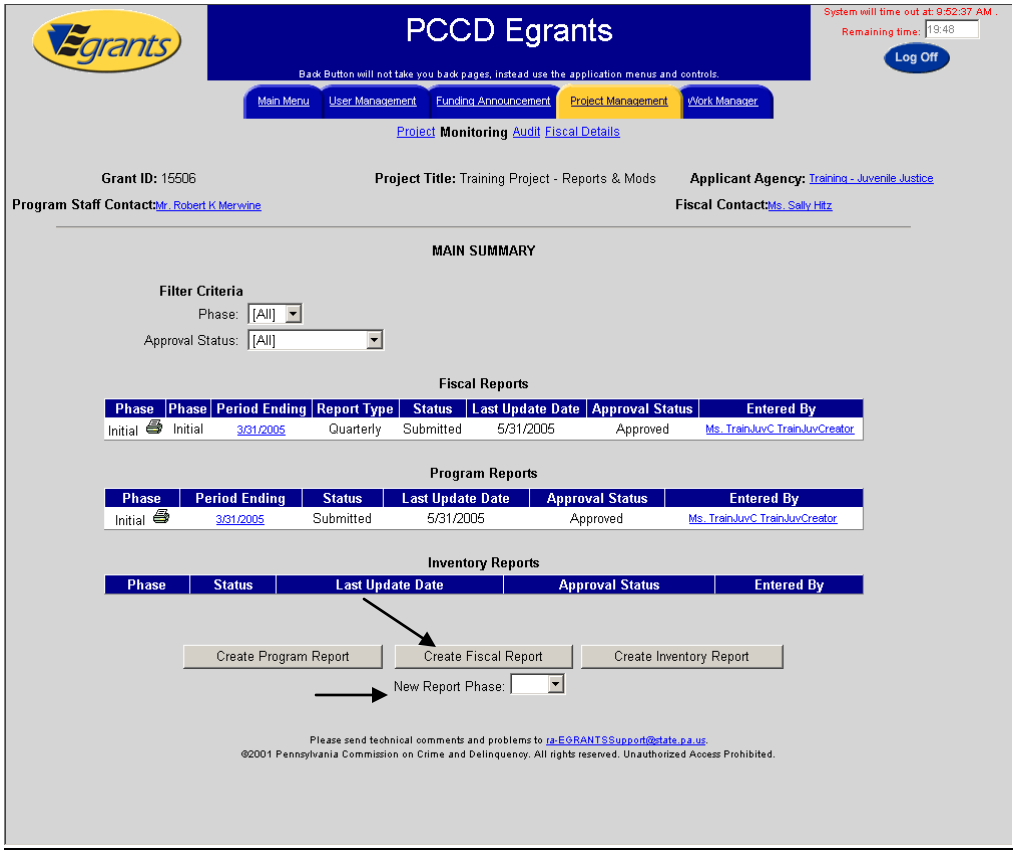


- Your grant number will appear as a link. Click on the Grant ID link.

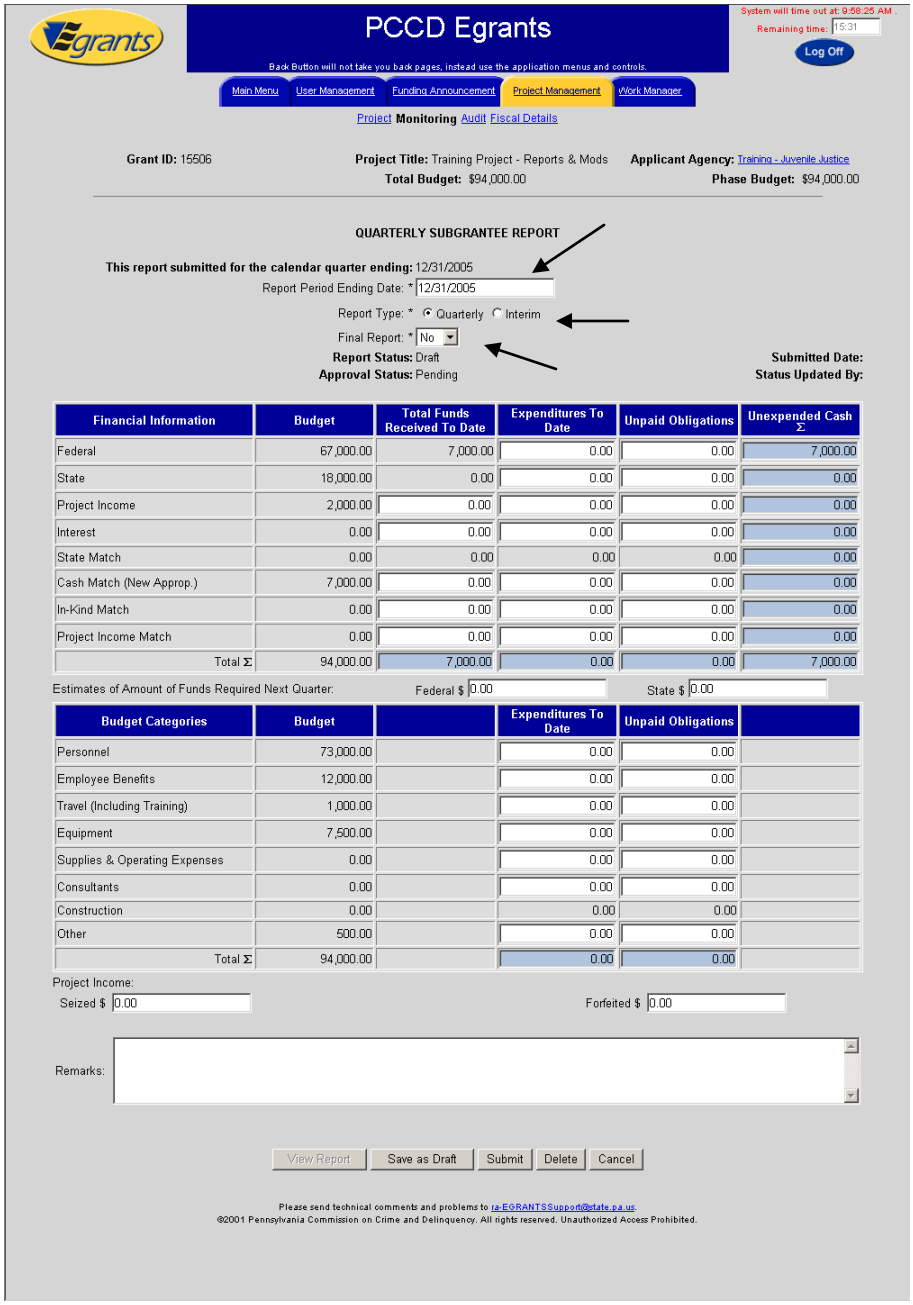
- Your Project Summary screen appears. Either click the Monitoring tab (from the menu at the top of the screen) or click on the first quick link in the body of the screen.



- The Main Summary page for Monitoring will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).
- Select the New Report Phase (initial, year two, or year three) from the dropdown box. - Click on Create Fiscal Report.



- You will be transferred to the Quarterly Subgrantee Report screen for fiscal reports.
- Input the calendar quarter ending date for the report being submitted.
- Check the Quarterly or Interim report box (A date other than a calendar quarter ending date may only be entered if you have checked the Interim Report box).
- From the dropdown box, indicate if the report is a Final Report (yes or no).



PCCD Egrants

System will time out at: 9:58:25 AM .
Remaining time: 15:31
Log Off

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project **Monitoring** Audit Fiscal Details

Grant ID: 15506 **Project Title:** Training Project - Reports & Mods **Applicant Agency:** Training - Juvenile Justice
Total Budget: $94,000.00 **Phase Budget:** $94,000.00

QUARTERLY SUBGRANTEE REPORT

This report submitted for the calendar quarter ending: 12/31/2005
Report Period Ending Date: * 12/31/2005
Report Type: * Quarterly Interim
Final Report: * No
Report Status: Draft
Approval Status: Pending
Submitted Date:
Status Updated By:

Financial Information	Budget	Total Funds Received To Date	Expenditures To Date	Unpaid Obligations	Unexpended Cash Σ
Federal	67,000.00	7,000.00	0.00	0.00	7,000.00
State	18,000.00	0.00	0.00	0.00	0.00
Project Income	2,000.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	7,000.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	94,000.00	7,000.00	0.00	0.00	7,000.00

Estimates of Amount of Funds Required Next Quarter: Federal $ 0.00 State $ 0.00

Budget Categories	Budget		Expenditures To Date	Unpaid Obligations	
Personnel	73,000.00		0.00	0.00	
Employee Benefits	12,000.00		0.00	0.00	
Travel (Including Training)	1,000.00		0.00	0.00	
Equipment	7,500.00		0.00	0.00	
Supplies & Operating Expenses	0.00		0.00	0.00	
Consultants	0.00		0.00	0.00	
Construction	0.00		0.00	0.00	
Other	500.00		0.00	0.00	
Total Σ	94,000.00		0.00	0.00	

Project Income:
Seized $ 0.00 Forfeited $ 0.00

Remarks:

View Report | Save as Draft | Submit | Delete | Cancel

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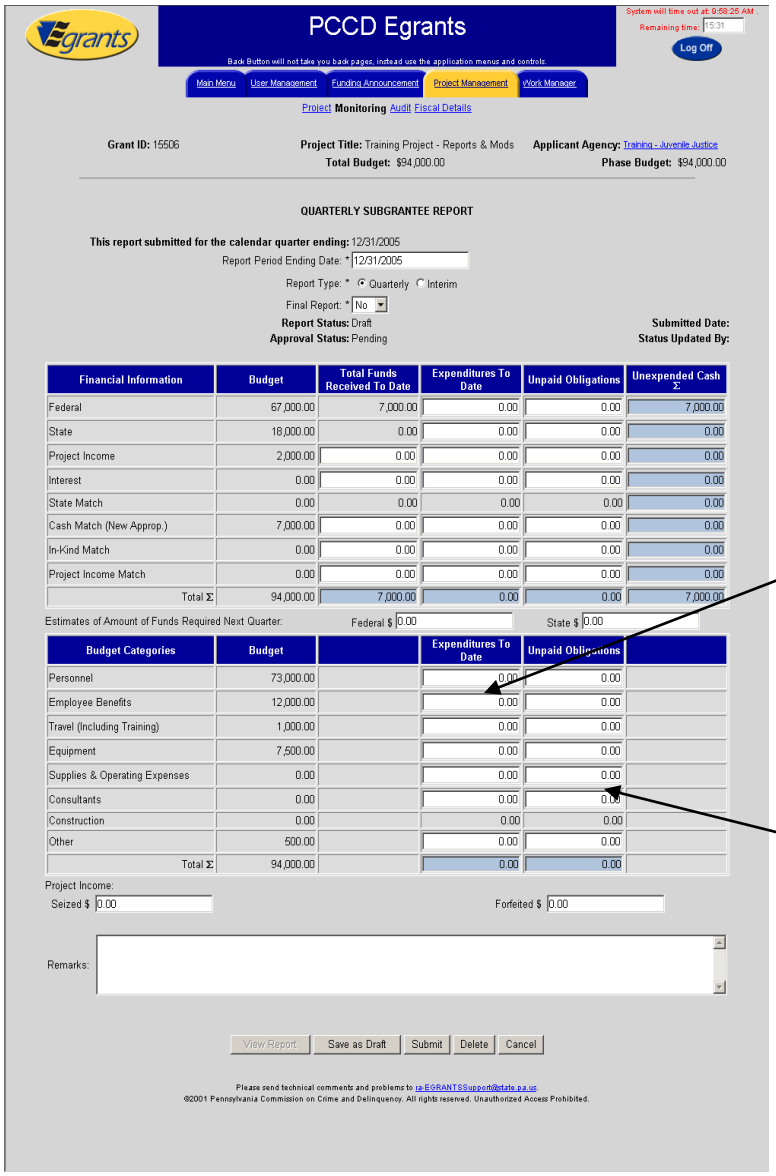
- Begin by entering the Expenditures to Date by budget category (bottom half of page).
- Also enter any Unpaid Obligations by budget category as of the Report Period Ending Date.



PCCD Egrants

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 9:59:25 AM . Remaining time: 15:31

Log Off

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Monitoring Audit Fiscal Details

Grant ID: 15506 **Project Title:** Training Project - Reports & Mods **Applicant Agency:** Training - Juvenile Justice

Total Budget: $94,000.00 **Phase Budget:** $94,000.00

QUARTERLY SUBGRANTEE REPORT

This report submitted for the calendar quarter ending: 12/31/2005

Report Period Ending Date: * 12/31/2005

Report Type: * Quarterly Interim

Final Report: * No

Report Status: Draft **Submitted Date:**

Approval Status: Pending **Status Updated By:**

Financial Information	Budget	Total Funds Received To Date	Expenditures To Date	Unpaid Obligations	Unexpended Cash Σ
Federal	67,000.00	7,000.00	0.00	0.00	7,000.00
State	18,000.00	0.00	0.00	0.00	0.00
Project Income	2,000.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	7,000.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	94,000.00	7,000.00	0.00	0.00	7,000.00

Estimates of Amount of Funds Required Next Quarter: Federal $ 0.00 State $ 0.00

Budget Categories	Budget		Expenditures To Date	Unpaid Obligations	
Personnel	73,000.00		0.00	0.00	
Employee Benefits	12,000.00		0.00	0.00	
Travel (Including Training)	1,000.00		0.00	0.00	
Equipment	7,500.00		0.00	0.00	
Supplies & Operating Expenses	0.00		0.00	0.00	
Consultants	0.00		0.00	0.00	
Construction	0.00		0.00	0.00	
Other	500.00		0.00	0.00	
Total Σ	94,000.00		0.00	0.00	

Project Income:

Seized $ 0.00 Forfeited $ 0.00

Remarks:

View Report | Save as Draft | Submit | Delete | Cancel

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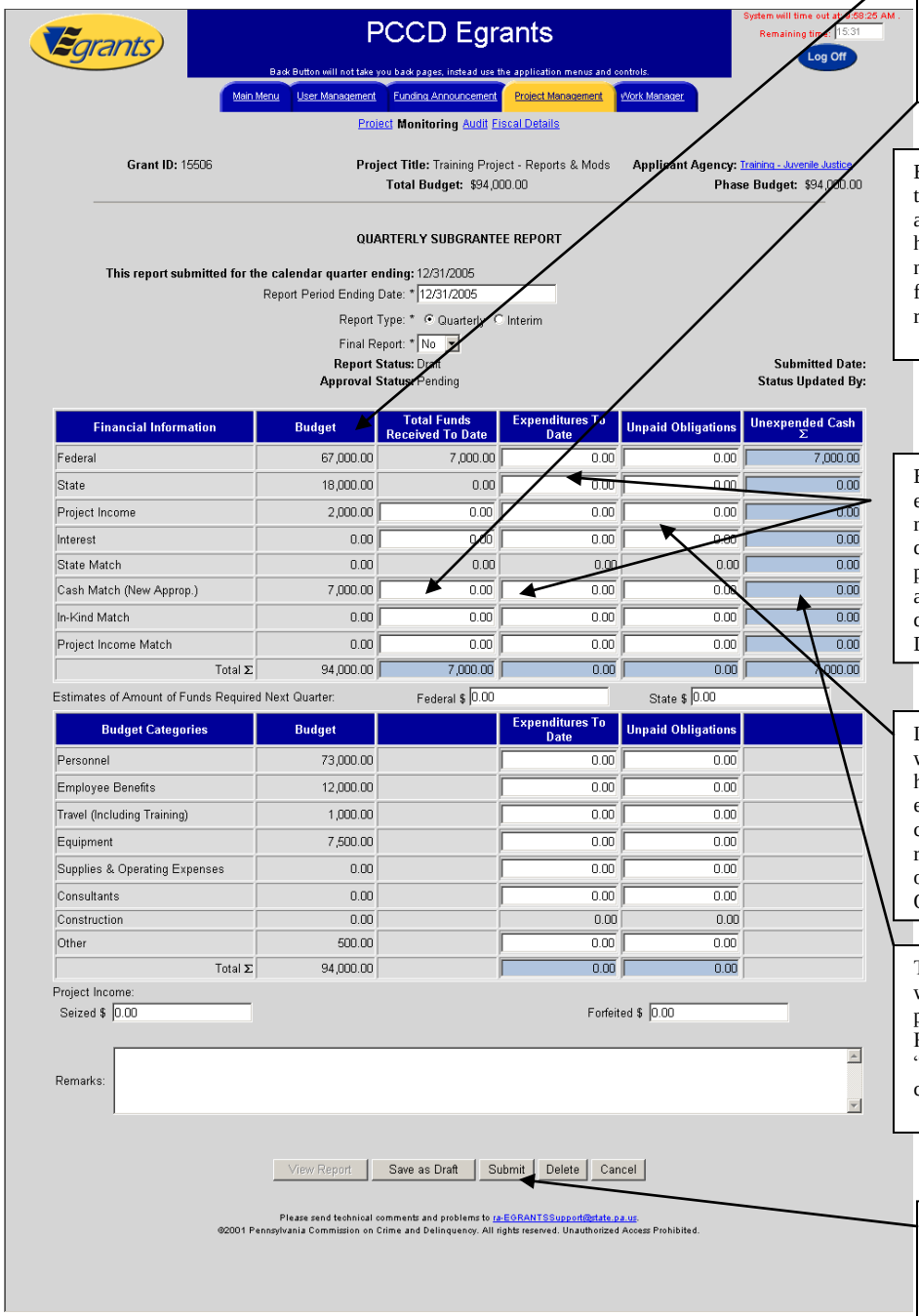
In this column you will assign your total expenditures to date to the proper budget category in which funds were spent. Note: The total of this column MUST equal "Expenditures to Date" above.

In this column you will assign your unpaid obligations to the proper category. Note: The total of this column MUST equal "Unpaid Obligations" above.



PCCD Egrants

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at 7:58:25 AM . Remaining time: 15:31

Log Off

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project **Monitoring** Audit Fiscal Details

Grant ID: 15506 **Project Title:** Training Project - Reports & Mods **Applicant Agency:** Training - Juvenile Justice

Total Budget: $94,000.00 **Phase Budget:** $94,000.00

QUARTERLY SUBGRANTEE REPORT

This report submitted for the calendar quarter ending: 12/31/2005

Report Period Ending Date: * 12/31/2005

Report Type: * Quarterly Interim

Final Report: * No

Report Status: Draft **Submitted Date:**

Approval Status: Pending **Status Updated By:**

Financial Information	Budget	Total Funds Received To Date	Expenditures To Date	Unpaid Obligations	Unexpended Cash Σ
Federal	67,000.00	7,000.00	0.00	0.00	7,000.00
State	18,000.00	0.00	0.00	0.00	0.00
Project Income	2,000.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	7,000.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	94,000.00	7,000.00	0.00	0.00	7,000.00

Estimates of Amount of Funds Required Next Quarter: Federal $ 0.00 State $ 0.00

Budget Categories	Budget		Expenditures To Date	Unpaid Obligations	
Personnel	73,000.00		0.00	0.00	
Employee Benefits	12,000.00		0.00	0.00	
Travel (Including Training)	1,000.00		0.00	0.00	
Equipment	7,500.00		0.00	0.00	
Supplies & Operating Expenses	0.00		0.00	0.00	
Consultants	0.00		0.00	0.00	
Construction	0.00		0.00	0.00	
Other	500.00		0.00	0.00	
Total Σ	94,000.00		0.00	0.00	

Project Income:

Seized $ 0.00 Forfeited $ 0.00

Remarks:

View Report | Save as Draft | Submit | Delete | Cancel

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.

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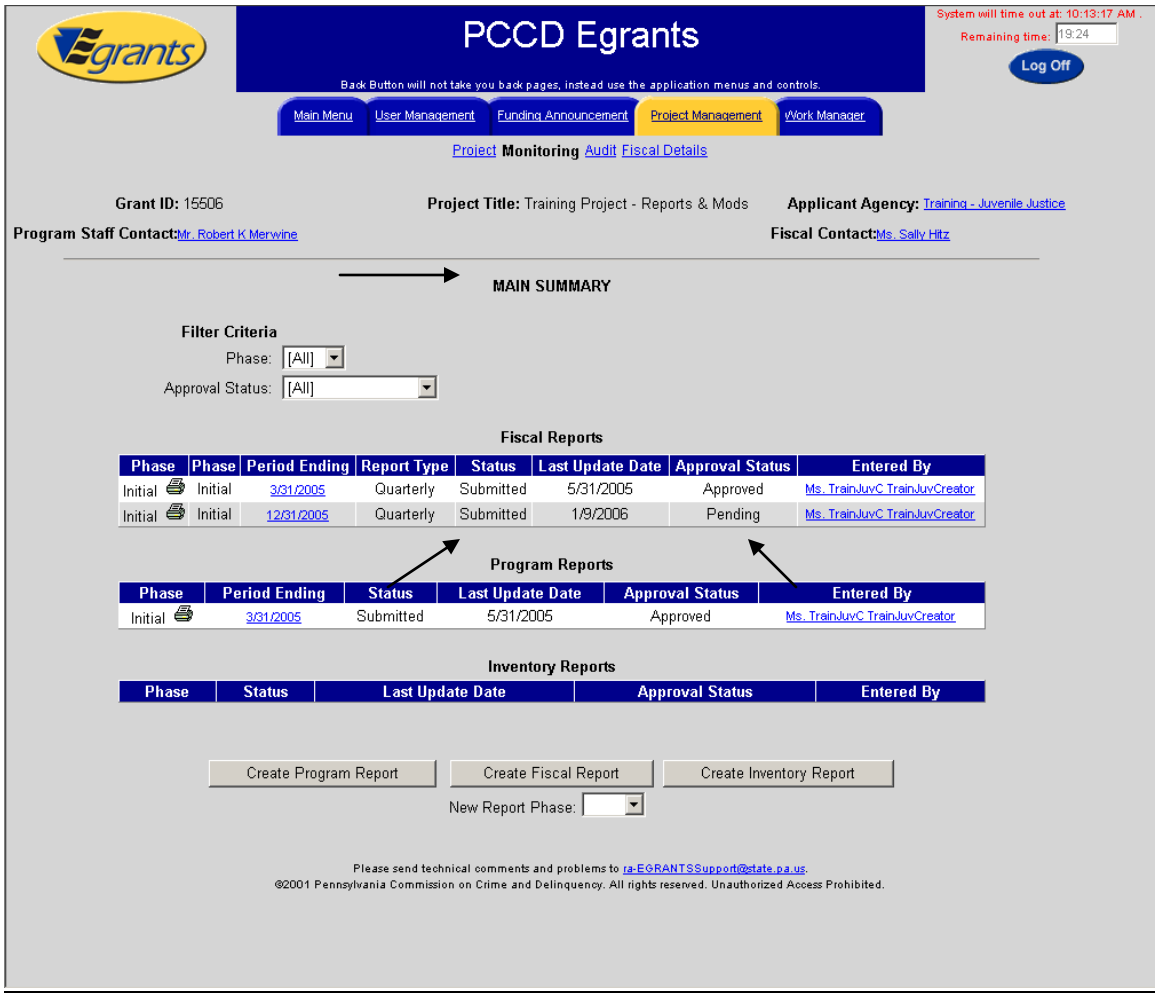
This column will appear pre-filled with your approved grant budget.

Enter in-kind or cash match received to date in this column. (Also record any project income or interest earned here, if applicable). Note: You will not be able to enter federal / state funds received; all grant funds released will be pre-filled in for you.

Enter your federal / state expenditures, along with your cash match or in-kind expenditures to date. (Enter any expenditures of project income/interest here, if applicable). Note: Expenditures to date must equal Expenditures To Date Column below.

List any equipment/supplies for which you have a purchase order but haven't paid for as of the quarter ending date, and/or any consultant/contractual obligations remaining unpaid. Note: The total of this column MUST equal Unpaid Obligations below.

The "Unexpended Cash" column will be automatically calculated and pre-filled for you ("Total Funds Received to Date" minus "Expenditures to Date". **This could be a negative figure).

Upon completion of the Quarterly Subgrantee Report, scroll down to the submit button and click "Submit".

- After submitting the report, you will be taken back to the Main Summary screen. The report you created will appear as "Submitted" and "Pending Approval" status. After review and approval by appropriate PCCD fiscal staff, the "Pending Approval" status will change to "Approved".