

# FISCAL REPORT WALKTHROUGH

A Guide to Completing  
Quarterly Fiscal  
Reports in Egrants



# INFORMATION GUIDE

This walkthrough provides a detailed, step-by-step process of how to create a Fiscal Report in PCCD's Egrants system.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

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## TABLE OF CONTENTS

1. [Creating a Quarterly Report in Egrants](#)
2. [Creating a Quarterly Fiscal Report](#)
3. [Entering Expenditures into Each Budget Category](#)
4. [Balancing the Fiscal Report's Financial Information](#)
5. [Submitting the Fiscal Report](#)

# Creating a Quarterly Report in Egrants

# Creating a Quarterly Report in Egrants

Log into Egrants at <https://www.pccdegrants.pa.gov/Egrants/Login.aspx>.



Site Access

**Announcement:** PCCD requires individual User ID's in order to provide appropriate communications to users and for information security purposes. You are about to access a site that is password protected. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a personal User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you are an authorized user with a personal User ID and password.

**Announcement:** Interested in receiving notifications of open grant opportunities? [Register](#) now to receive email notifications when grant opportunities become available from the Pennsylvania Commission on Crime and Delinquency.

User ID: \*

Password: \*

Login

Register

Register for access to the Pennsylvania Commission on Crime and Delinquency Egrants Application.

Change Password

Change your PA Login password and/or e-mail address.

Forgot Password

Forgot your Password?

Click here to have a new one sent to your e-mail address.

# Creating a Quarterly Report in Egrants

On the Main Menu, click the top menu item link which reads “To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).”

Welcome to PCCD Egrants!

*Please select a menu tab or prompt link to continue.*

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



# Creating a Quarterly Report in Egrants

On the right side of the Project Management Search page, you'll see a menu titled Quick Searches. Click on the linked titled **Awarded Projects – Active**.

**PROJECT MANAGEMENT SEARCH**

**Search Criteria:**

Grant ID:

Applicant Agency:

Recipient Agency:

Funding Announcement:

Keywords:

**Quick Searches**  
[Applications In Process \(0\)](#)  
**[Awarded Projects - Active \(1\)](#)**

# Creating a Quarterly Report in Egrants

Information about your active grants will appear below the Search Criteria section. Click on the **Grant ID** link that matches the grant you are creating a report for.

**PROJECT MANAGEMENT SEARCH**

**Search Criteria:**

Grant ID:

Applicant Agency:

Recipient Agency:

Funding Announcement:

Keywords:

**Quick Searches**  
[Applications In Process \(0\)](#)  
[Awarded Projects - Active \(1\)](#)

*Awarded Projects - Active Quick Search results displayed*

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>	<u>Receipt Date</u>
<a href="#">29999</a>	Sample Agency	Security Cameras and Sound Systems - Elementary	10/12/2018

# Creating a Quarterly Report in Egrants

On the Project Summary page, click the top menu item link which reads “To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).”

Grant ID: 29999      Project Title: Security Cameras and Sound Systems - Elementary

Status: Open - Awarded      Fund Announcement: [School Safety and Security Grant Program](#)

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**PROJECT SUMMARY**



[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).

[CLICK HERE](#) To view any Audit Information for this grant (Audit menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
29999:	Create Project Modification Request (PMR)		
	<a href="#">Application</a>	11/1/2018 - 10/31/2019	Open - Awarded  

[View Issues/Comments](#)



# Creating a Quarterly Report in Egrants

On the Main Summary page, click the **Create Program Report** or **Create Fiscal Report** button to open the appropriate report page. Please click on the corresponding link below to continue the walkthrough:

[Quarterly Fiscal Report Walkthrough](#)

[\[Quarterly Program Report Walkthrough\]](#)

[\[Final Program Report Walkthrough\]](#)

The screenshot displays the 'MAIN SUMMARY' page in the Egrants system. At the top, there are three buttons: 'Create Program Report', 'Create Fiscal Report', and 'Create Inventory Report'. Below these are filter criteria for 'Phase' and 'Approval Status', both set to '[All]'. A note states: 'To access a fiscal or program report, click on the period ending date to open the report.' There are two sections for delinquent quarterly report periods: 'Cumulative Fiscal Reports' with a period of 29999 (6/30/2019), and 'Program Reports' with periods 29999 (12/31/2018, 3/31/2019, 6/30/2019). Each section includes a table with columns: Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, and Entered By.

If the **Create Program Report** or **Create Fiscal Report** button does not appear, you will need to request the Program Creator or Fiscal Creator roles. The Egrants Registration Walkthrough includes directions on how to request these roles.

# Creating a Quarterly Fiscal Report

# Creating a Quarterly Fiscal Report

On the MAIN SUMMARY page, click the Create Fiscal Report button.

The screenshot displays the 'MAIN SUMMARY' page interface. At the top, there are three buttons: 'Create Program Report', 'Create Fiscal Report' (highlighted with a yellow border), and 'Create Inventory Report'. Below these buttons, the text 'MAIN SUMMARY' is centered. To the left, under 'Filter Criteria', there are two dropdown menus: 'Phase: [All]' and 'Approval Status: [All]'. To the right, a note states: 'To access a fiscal or program report, click on the period ending date to open the report.' Below this, there are two sections: 'Cumulative Fiscal Reports' and 'Program Reports'. Each section includes a red warning message: 'Delinquent Quarterly Report Periods: 29999 (6/30/2019)' for cumulative reports and '29999 (12/31/2018, 3/31/2019, 6/30/2019)' for program reports. Each section also features a table with the following columns: Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, and Entered By.

If the **Create Fiscal Report** button does not appear, you will need to request access to this ability by completing an [Egrants Role Request Form](#).

# Creating a Quarterly Fiscal Report

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

System will time out at: 11:36:00 AM.  
Remaining time: 19:31


[Main Menu](#) | 
 [User Management](#) | 
 [Funding Announcement](#) | 
 [Project Management](#) | 
 [Work Manager](#)  
[Project Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

**Grant ID:** 29999  
**Project Title:** Security Cameras and Sound Systems - Elementary  
**Applicant Agency:** [Sample Agency](#)

**Project Start:** 11/1/2018  
**Project End:** 10/31/2019  
**Adjusted Award:** \$25,000.00  
**Total Award:** \$25,000.00

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019 






Report Type: \*  Quarterly  Interim

**Report Status:** Draft  
**Approval Status:** Pending  
**Status Updated By:** [Ms. Phyllis Cull](#)

If the auto-populated **Report Period Ending Date** is not correct, click on the **Calendar Icon** to access the pop-up calendar and change the date.

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

 Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
 <a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
 <a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
 <a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
 <a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
 <a href="#">Capital &amp; Operating Expenses</a>	20,458.00	0.00	0.00	0.00	0.00

# Creating a Quarterly Fiscal Report

The screenshot shows a 'Date Selector' window with a calendar for December 2018. The date 31 is highlighted in red. Navigation arrows (back and forward) are visible at the top, and 'Cancel' and 'Save' buttons are at the bottom.

Use the forward and back arrows to select the correct month and year of the reporting period.

Click on the **desired end date** and then click the **Save** button.

System will time out at: 11:36:00 AM.  
Remaining time: 19:31

Project Start: 11/1/2018  
Project End: 10/31/2019  
Adjusted Award: \$25,000.00  
Total Award: \$25,000.00

## SUBGRANTEE CUMULATIVE FISCAL REPORT

Report submitted for the calendar quarter ending: 6/30/2019

Submitted Date:  
Return Date:  
Resubmitted Date:

	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00

# Entering Expenditures into Each Budget Category

# Entering Information into Each Budget Category

**SUBGRANTEE CUMULATIVE FISCAL REPORT** Remaining time: 15:33

This report submitted for the calendar quarter ending: 6/30/2019  
 Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income				0.00	0.00	0.00
Interest				0.00	0.00	0.00
State Match				0.00	0.00	0.00
Cash Match (New Approp.)				0.00	0.00	0.00
In-Kind Match				0.00	0.00	0.00
Project Income Match				0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>

**Fiscal Report review:**  
 The Fiscal Report includes a **Financial Information** “top-half” and a **Budget Categories** “bottom-half.”

**Budget Categories**

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	0.00	0.00	0.00	0.00
Consultants	4,544.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

It is important to remember that the top half Totals and bottom half Total should mirror each other as the fiscal report is completed.

# Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT Remaining time: 15:33

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:  
 Return Date:  
 Resubmitted Date:

Column Review:  
 The Budget column will auto-populate.

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00				0.00	0.00
Interest	0.00				0.00	0.00
State Match	0.00				0.00	0.00
Cash Match (New Approp.)	0.00				0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00			0.00	0.00
<a href="#">Equipment</a>	0.00			0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00			0.00	0.00
<a href="#">Consultants</a>	4,544.00			0.00	0.00
<a href="#">Construction</a>	0.00			0.00	0.00
<a href="#">Other</a>	0.00			0.00	0.00
Total Σ	25,000.00			0.00	0.00

The top half indicates the source or sources of the grant's funding.

The bottom half indicates how the grant's funds are budgeted within the eight Budget Categories.



# Entering Information into Each Budget Category

Column Review:  
The Expenses Paid This Period column is a combination of user entry and automatic calculations.

Remaining time: 15:33

Report Status: Draft  
Approval Status: Pending  
Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:  
Return Date:  
Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Unexpended Cash
Federal	0.00	0.00		0.00
State	25,000.00	0.00		25,000.00
Project Income	0.00	0.00		0.00
Interest	0.00	0.00		0.00
State Match	0.00	0.00		0.00
Cash Match (New Approp.)	0.00	0.00		0.00
In-Kind Match	0.00	0.00		0.00
Project Income Match	0.00	0.00		0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>		<b>25,000.00</b>

Enter the **total** of expenditures listed in the Budget Categories bottom half in the applicable funding fields.

In this example, **state funds** will be entered.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Obligations	Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	0.00	0.00	0.00	0.00
<a href="#">Consultants</a>	4,544.00	0.00	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>			<b>0.00</b>

The bottom half provides a breakdown of how the grant's funds were spent during the reporting quarter.

# Entering Information into Each Budget Category

Remaining time: 15:33

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019  
 Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	25,000.00	25,000.00
<a href="#">detail information.</a>						
		Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations		% Over Budget ?
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee B...</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (incl...</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Consultants</a>	4,544.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00		0.00

This sample budget includes line items in the **Supplies & Operating Expenses** and **Consultants** categories.

Each title is a link that opens the Expenditure Detail for that specific category.



# Entering Information into Each Budget Category

**SUBGRANTEE CUMULATIVE FISCAL REPORT** Remaining time: 15:33

This report submitted for the calendar quarter ending: 6/30/2019  
 Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Subgrantee Obligations\* detail information

	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including per diem)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	0.00	0.00	0.00	0.00
Consultants	4,544.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Click on the **Supplies & Operating Expenses** category link to open the Expenditure Detail for this category.

- [Employee Benefits](#)
- [Travel \(Including per diem\)](#)
- [Equipment](#)
- [Supplies & Operating Expenses](#)
- [Consultants](#)
- [Construction](#)
- [Other](#)

# Entering Information into Each Budget Category

**SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS**

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	0.00
Administrative Console	783.00	0.00	0.00	0.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	0.00	0.00	0.00
Caller ID Board	778.00	0.00	0.00	0.00
Equipment Cabinet	870.00	0.00	0.00	0.00
Input/Output Card	480.00	0.00	0.00	0.00
Main Control Assembly	3,345.00	0.00	0.00	0.00
Output Card	846.00	0.00	0.00	0.00
Rack Mount Kit	98.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,544.00	0.00	0.00	0.00
Server	2,014.00	0.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	0.00
	<b>20,456.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>

Budgeted line items for this category are listed to the left.

The budgeted cost of each line item is listed to the right.

# Entering Information into Each Budget Category

**SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS**

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	0.00
Administrative Console	783.00	0.00	0.00	0.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	873.00	0.00	0.00
Caller ID Board	778.00	0.00	0.00	0.00
Equipment Cabinet	870.00	870.00	0.00	0.00
Input/Output Card	270.00	0.00	0.00	0.00
Main Control Assembly	846.00	0.00	0.00	0.00
Output Card	98.00	0.00	0.00	0.00
Rack Mount Kit	4,740.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	2,544.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,014.00	2,014.00	0.00	0.00
Server	969.00	0.00	0.00	0.00
Software license for surveillance system	717.00	0.00	0.00	0.00
Visual Console	20,456.00	0.00	0.00	0.00

Enter the **expenses paid** during this reporting quarter.

# Entering Information into Each Budget Category

**SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS**

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	0.00
Administrative Console			0.00	0.00
Amplifier			0.00	0.00
Cables and wiring for surveillance system			0.00	0.00
Caller ID Board			0.00	0.00
Equipment Cabinet			0.00	0.00
Input/Output Card			0.00	0.00
Main Control Assembly			0.00	0.00
Output Card			0.00	0.00
Rack Mount Kit			0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,544.00	0.00	0.00	0.00
Server	2,014.00	2,014.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	0.00
	20,456.00	0.00	0.00	0.00

**Column Review:**  
**Outstanding Subgrantee Obligations** are any invoices that have been received, or purchase orders or requisitions that have been executed during this reporting quarter, but have not yet been paid.

# Entering Information into Each Budget Category

**SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS**

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	126.00
Administrative Console	783.00	0.00	0.00	783.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	873.00	0.00	0.00
Caller ID Board			0.00	778.00
Equipment Cabinet			0.00	0.00
Input/Output Card			0.00	0.00
Main Control Assembly			0.00	3,345.00
Output Card			0.00	0.00
Rack Mount Kit	98.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,544.00	0.00	0.00	0.00
Server	2,014.00	2,014.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	717.00
	20,456.00	0.00	0.00	0.00

Enter the outstanding obligations received and/or executed during this reporting quarter.

# Entering Information into Each Budget Category

**SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS**

System Test   System Test   System Test   System Test   System Test

Total Expenses Paid This Period: \$0.00

**Sample Agency (Agency Budget)**

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	126.00
Administrative Console	783.00	0.00	0.00	783.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	873.00	0.00	0.00
Caller ID Board	778.00	0.00	0.00	778.00
Equipment Cabinet	870.00	870.00	0.00	0.00
Input/Output Card	480.00	0.00	0.00	0.00
Main Control Assembly	3,345.00	0.00	0.00	3,345.00
Output Card	846.00	0.00	0.00	0.00
Rack Mount Kit	98.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channel	2,544.00	0.00	0.00	0.00
Server	2,014.00	2,014.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	717.00
	20,456.00	0.00	0.00	0.00

**When reporting is complete for this category, click Save.**



# Entering Information into Each Budget Category

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period	Total Cumulative	Outstanding Subgrantee	Total Funds Received To	Unexpended Cash
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>

Each column will auto-calculate:

- Expenses Paid This Period
- Total Cumulative Expenses
- Outstanding Subgrantee Obligations

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	0.00	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>3,757.00</b>	<b>3,757.00</b>	<b>5,749.00</b>	<b>0.00</b>

# Entering Information into Each Budget Category

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

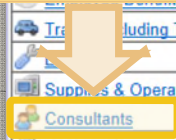
Submitted Date:  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Other Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>

Clicking Subgrantee Obligations\* detail information.

	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Travel (including Training)	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<b>Consultants</b>	<b>4,544.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>3,757.00</b>	<b>3,757.00</b>	<b>5,749.00</b>	<b>0.00</b>

Next, click on the **Consultants** category link to open the Consultants Expenditure Detail.



# Entering Information into Each Budget Category

**CONSULTANTS EXPENDITURE DETAILS**

Save Save And Continue Editing Cancel  
Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

CONSULTANT

Name / Position	Service Provided	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Acme Surveillance and Security	Installation of surveillance system	4,544.00	2,145.00	0.00	562.00
		4,544.00	0.00	0.00	0.00

Save Save And Continue Editing Cancel

Enter the **expenses paid** and **outstanding obligations** during this reporting period for the Consultants category.

# Entering Information into Each Budget Category

**CONSULTANTS EXPENDITURE DETAILS**

Save Save And Continue Editing Cancel  
Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

CONSULTANT

Name / Position	Service Provided	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Acme Surveillance and Security	Installation of surveillance system	4,544.00	2,145.00	0.00	562.00
		4,544.00	0.00	0.00	0.00

Save Save And Continue Editing Cancel



When reporting is complete for this category, click **Save**.

# Entering Information into Each Budget Category

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information						Expended Cash
Federal						0.00
State						25,000.00
Project Income						0.00
Interest						0.00
State Match						0.00
Cash Match (New Approp.)						0.00
In-Kind Match						0.00
Project Income Match						0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Each column will auto-calculate to incorporate the additional Consultants category expenditures:

- Expenses Paid This Period
- Total Cumulative Expenses
- Outstanding Subgrantee Obligations

# Entering Information into Each Budget Category

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	0.00	0.00	0.00	0.00
<a href="#">Consultants</a>	4,544.00	0.00	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>25,000.00</b>	<b>5,902.00</b>	<b>5,902.00</b>	<b>6,311.00</b>	<b>0.00</b>

Egrants will alert you if any category becomes overbudget.



# Balancing the Fiscal Report's Financial Information

# Balancing the Fiscal Report's Financial Information

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal				0.00	0.00	0.00
State				0.00	25,000.00	25,000.00
Project Income				0.00	0.00	0.00
Interest				0.00	0.00	0.00
State Match				0.00	0.00	0.00
Cash Match (New Approp.)				0.00	0.00	0.00
In-Kind Match				0.00	0.00	0.00
Project Income Match				0.00	0.00	0.00
Total Σ				0.00	25,000.00	25,000.00

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Column review:  
The Total Funds Received to Date column will automatically calculate with the exception of any interest that may be required to be reported by the user.



# Balancing the Fiscal Report's Financial Information

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Received To Date	Unexpended Cash $\Sigma$
Federal	0.00	0.00	0.00
State	25,000.00	0.00	25,000.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
<b>Total <math>\Sigma</math></b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>

Column review:  
When grant funds are made available upfront, the Unexpended Cash column will automatically calculate.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
<b>Total <math>\Sigma</math></b>	<b>25,000.00</b>	<b>5,902.00</b>	<b>5,902.00</b>	<b>6,311.00</b>	<b>0.00</b>

# Balancing the Fiscal Report's Financial Information

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

		Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal		0.00	0.00	0.00	0.00	0.00
State		5,902.00	5,902.00	0.00	25,000.00	19,098.00
Project Inc		0.00	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.)		0.00	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	25,000.00	5,902.00	0.00	25,000.00	19,098.00

Enter the total of reported expenses for this reporting period.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
		5,902.00	5,902.00	6,311.00	0.00

This is the total of reported expenses for this reporting period.

# Balancing the Fiscal Report's Financial Information

## SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: \* 6/30/2019

Report Type: \*  Quarterly  Interim  Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

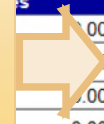
Submitted Date:

Return Date:

Resubmitted Date:

Financial Information				Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash $\Sigma$
Federal				0.00	0.00	0.00
State				6311.00	25,000.00	19,098.00
Project Income				0.00	0.00	0.00
Interest				0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total <math>\Sigma</math></b>	<b>25,000.00</b>	<b>5,902.00</b>	<b>5,902.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>19,098.00</b>

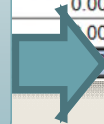
Enter the total of outstanding obligations for this reporting period.



Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>			2,145.00	562.00	0.00
<a href="#">Construction</a>			0.00	0.00	0.00
<a href="#">Other</a>			0.00	0.00	0.00
<b>Total <math>\Sigma</math></b>				<b>6,311.00</b>	<b>0.00</b>

This is the total of outstanding obligations for this reporting period.



# Balancing the Fiscal Report's Financial Information

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: \_\_\_\_\_  
 Return Date: \_\_\_\_\_  
 Resubmitted Date: \_\_\_\_\_

System will time out at: 11:47:18 AM.  
 Remaining time: 16:36

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	0.00	25,000.00	19,098.00

*Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.*

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>					0.00
<a href="#">Supplies &amp; Operating Expenses</a>					0.00
<a href="#">Consultants</a>					0.00
<a href="#">Construction</a>					0.00
<a href="#">Other</a>					0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$  Forfeited \$

Remarks:

Actions	Attachment Name	Description	Budget Category(s)	Date
<input type="button" value="View Report"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save and Continue Editing"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

Enter comments and upload supporting documentation such as invoices or purchase orders if applicable.



# Balancing the Fiscal Report's Financial Information

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: \_\_\_\_\_  
 Return Date: \_\_\_\_\_  
 Resubmitted Date: \_\_\_\_\_

System will time out at: 11:47:18 AM.  
 Remaining time: 16:36

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	0.00	25,000.00	19,098.00

*Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.*

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$  Forfeited \$

Remarks:

Click on Save and Continue Editing to review entries.

Actions	Attachment Name	Attachment	Budget Category(s)	Date
<input type="button" value="View Report"/> <input type="button" value="Save as Draft"/> <input style="border: 2px solid orange;" type="button" value="Save and Continue Editing"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

# Balancing the Fiscal Report's Financial Information

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: \_\_\_\_\_  
 Return Date: \_\_\_\_\_  
 Resubmitted Date: \_\_\_\_\_

System will time out at: 12:09:44 PM.  
 Remaining time: 18:47

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Appro...)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00

Click the Budget Categories" detail information.

Budget Category	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Train...	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$  Forfeited \$

Remarks:

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date
View Report   Save as Draft   Save and Continue Editing   Submit   Delete   Cancel				

Confirm the figures entered into the Financial Information top-half balance with the automatically calculated Totals in the Budget Categories bottom-half.

# Submitting the Fiscal Report

# Submitting the Fiscal Report

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: \_\_\_\_\_  
 Return Date: \_\_\_\_\_  
 Resubmitted Date: \_\_\_\_\_

System will time out at: 12:09:44 PM.  
 Remaining time: 18:47

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00

*Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.*

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: \_\_\_\_\_ Seized \$  Forfeited \$

Remarks:

If the report is not ready to submit for PCCD review, click on **Save as Draft**.

↓

Actions	Attachment Name	Description	Budget Category(s)	Date
<input type="button" value="View Report"/> <input style="border: 2px solid orange;" type="button" value="Save as Draft"/> <input type="button" value="Save and Continue Editing"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				



# Submitting the Fiscal Report

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: \_\_\_\_\_  
 Return Date: \_\_\_\_\_  
 Resubmitted Date: \_\_\_\_\_

System will time out at: 12:09:44 PM.  
 Remaining time: 18:47

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00

*Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.*

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	20,456.00	3,757.00	3,757.00	5,749.00	0.00
<a href="#">Consultants</a>	4,544.00	2,145.00	2,145.00	562.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$  Forfeited \$

Remarks:

If the report is complete and ready for PCCD review, click on **Submit**.

↓

Actions	Attachment Name	Description	Budget Category(s)	Date
<input type="button" value="View Report"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save and Continue Editing"/> <input style="border: 2px solid orange;" type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

# Submitting the Fiscal Report

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](#) [Reporting Requirements](#)

**Grant ID:** 29999

**Project Title:** Security Cameras and Sound Systems - Elementary

**Applicant Agency:** [Sample Agency](#)

**Project Start:** 11/1/2018

**Project End:** 10/31/2019

**Adjusted Award:** \$25,000.00

**Total Award:** \$25,000.00

---

The following validation errors occurred and must be corrected before saving.

- Source and Category Cumulative Expenses and Outstanding Subgrantee Obligations must match when the report is Submitted.

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 6/30/2019

If the validation error “Source and Category Cumulative Expenses and Outstanding Subgrantee Obligations must match when the report is Submitted” appears after clicking Submit, go back and confirm the Financial Information top-half totals exactly match the Budget Categories bottom-half totals.

# Additional Information

- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- All Egrants forms can be found on the [Egrants Home](#) page of PCCD's website.
- If you have any questions throughout this process, email [ra-cd-sssc@pa.gov](mailto:ra-cd-sssc@pa.gov)
- For additional grant guides and walkthroughs, please visit the [PCCD Grant Training Site](#).

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## TABLE OF CONTENTS

1. [Creating a Quarterly Report in Egrants](#)
2. [Creating a Quarterly Fiscal Report](#)
3. [Entering Expenditures into Each Budget Category](#)
4. [Balancing the Fiscal Report's Financial Information](#)
5. [Submitting the Fiscal Report](#)