The Center for Applied Management Practices

EXPENDITURE REPORT & DRAWDOWN REQUEST TRAINING GUIDE

2023

WRITTEN BY

eLogicGenesis© TEAM
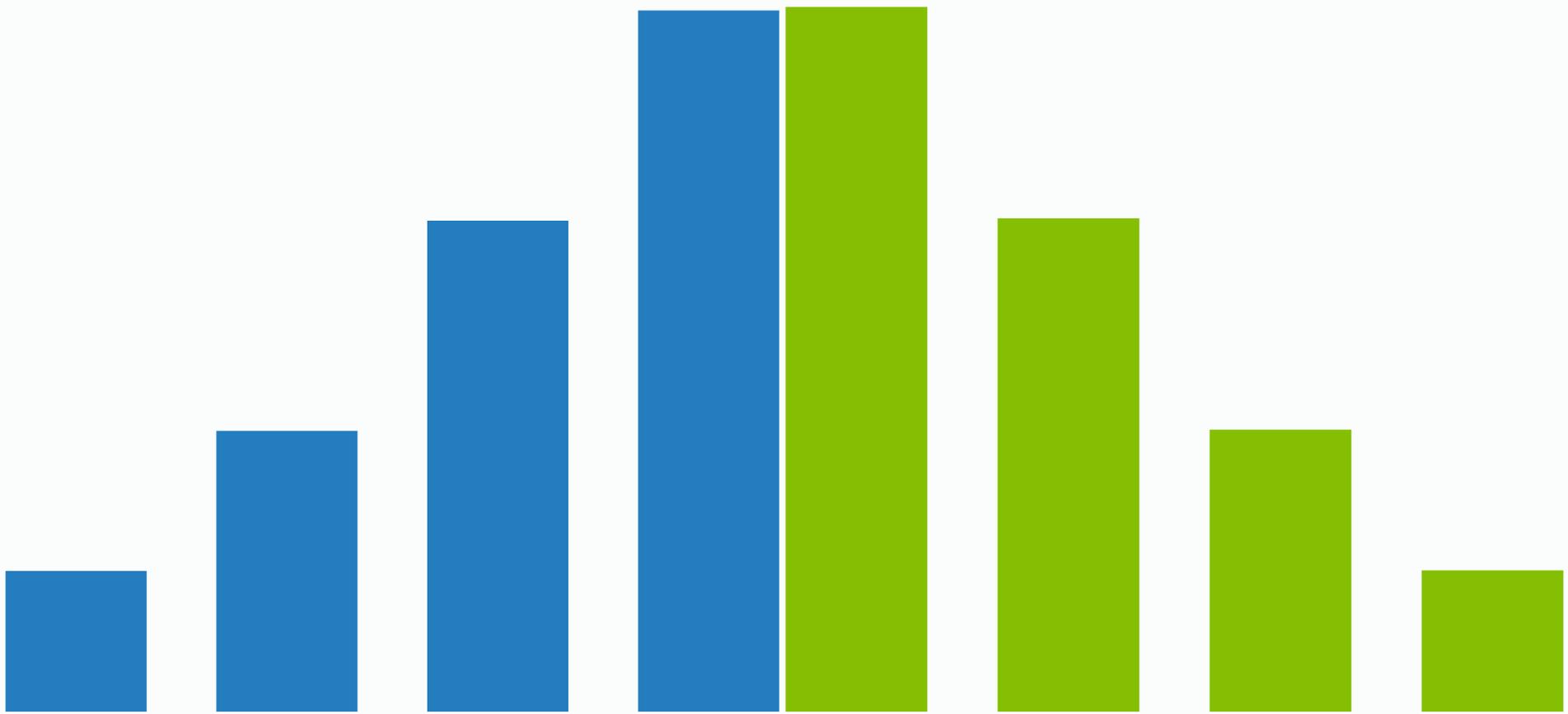
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Checklist Before Beginning

Before starting, there are three things you should have in place first:

☑ **HAVE AN ELOGIC GENESIS ACCOUNT LOGIN**

☑ **HAVE ACCESS TO THE COMPLIANCES TAB AND CSBG FINANCIALS SUBTAB**

☑ **HAVE A SPREADSHEET OF YOUR ORGANIZATION'S EXPENDITURE REPORT***
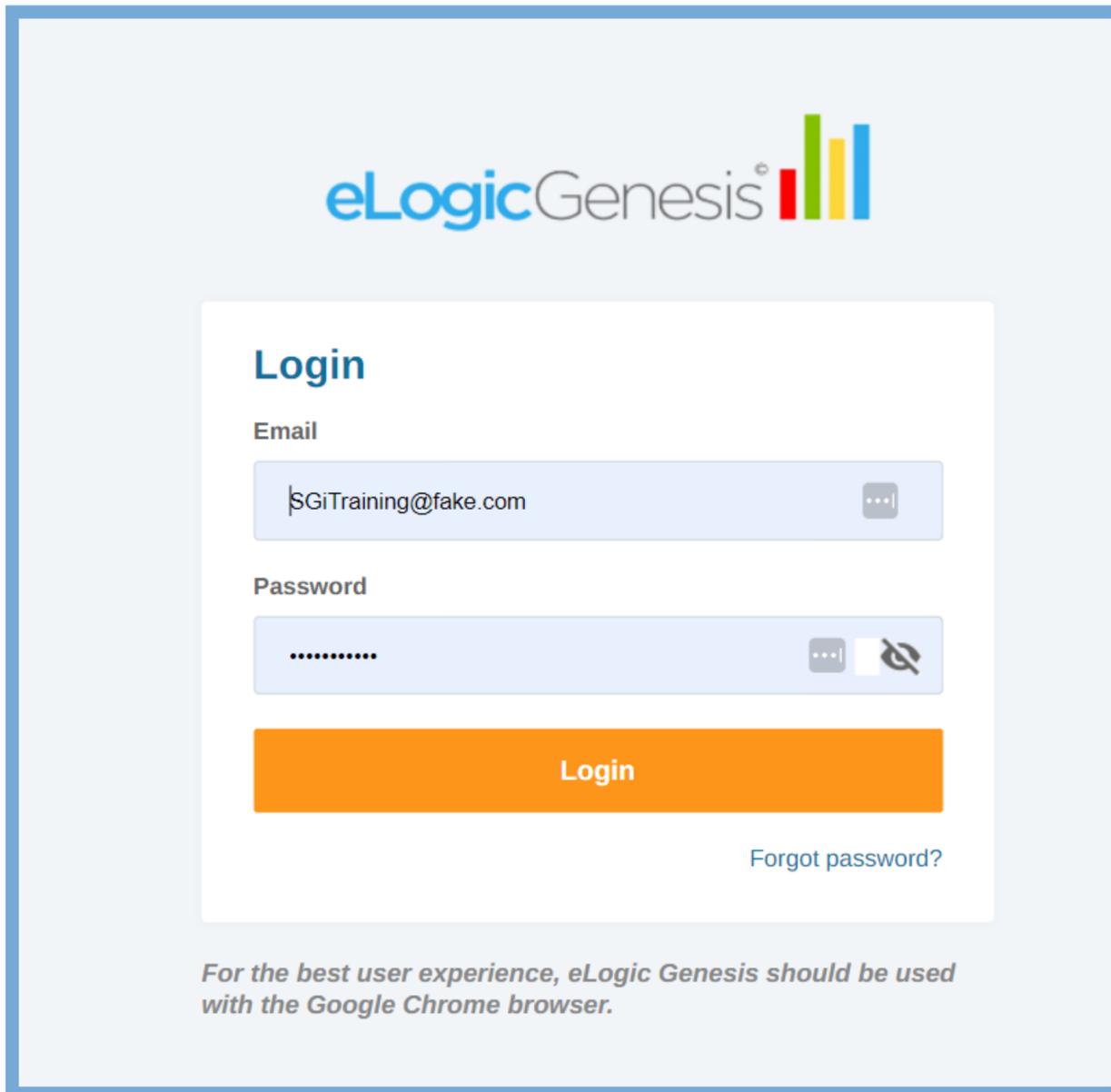
It is recommended for the first couple of reports until your organization is completely in the system.

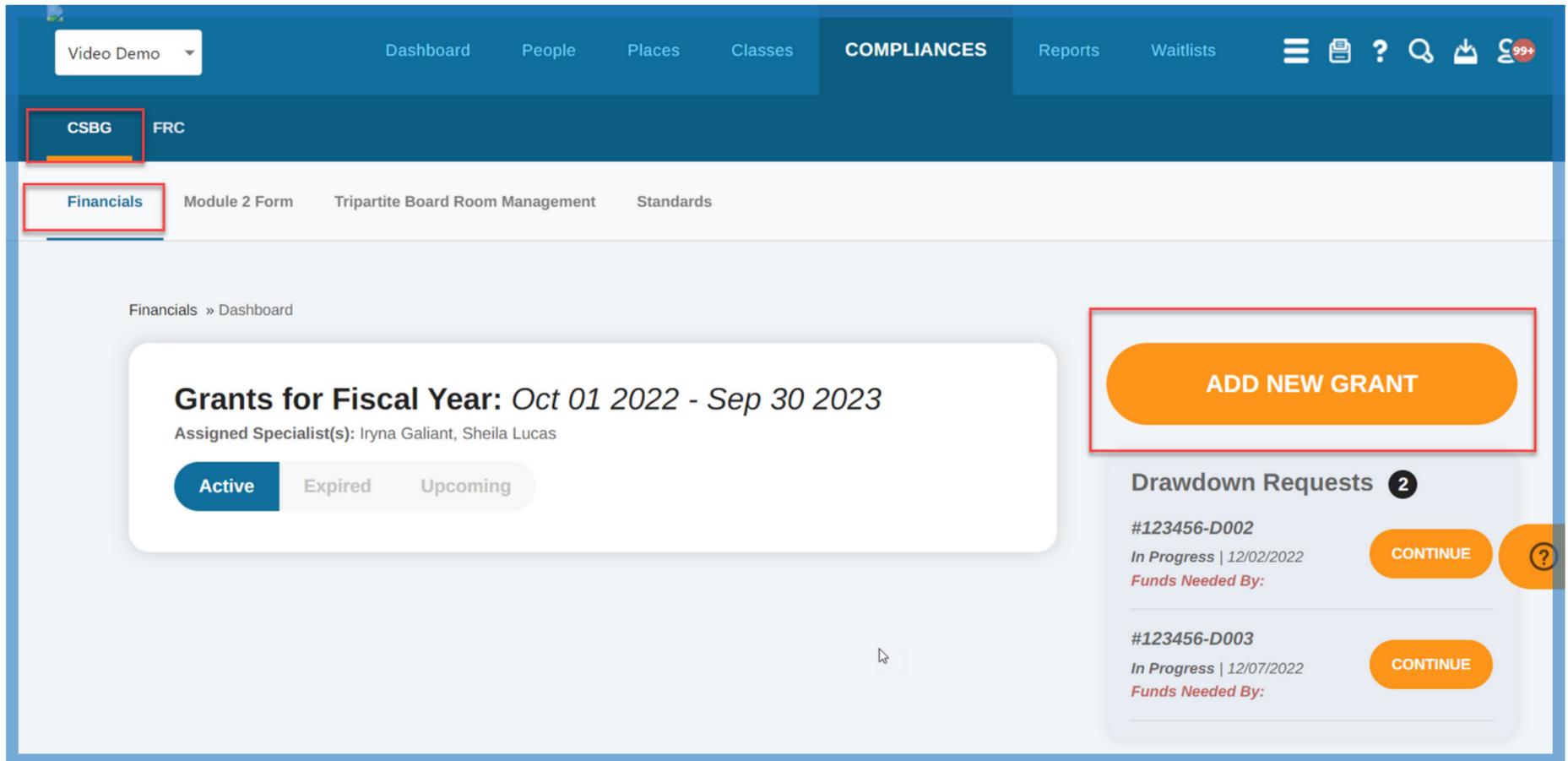# Part 1

Grant Management

Step 1

Log into your eLogic Genesis account.

Step 2

Click on the **Compliances Tab**, then the **CSBG Financials subtab**. The Financials tab Dashboard should be the first tab shown on the screen. On the right, click **Add New Grant**. A screen overlay should appear.

Add A New Grant

Grant Name
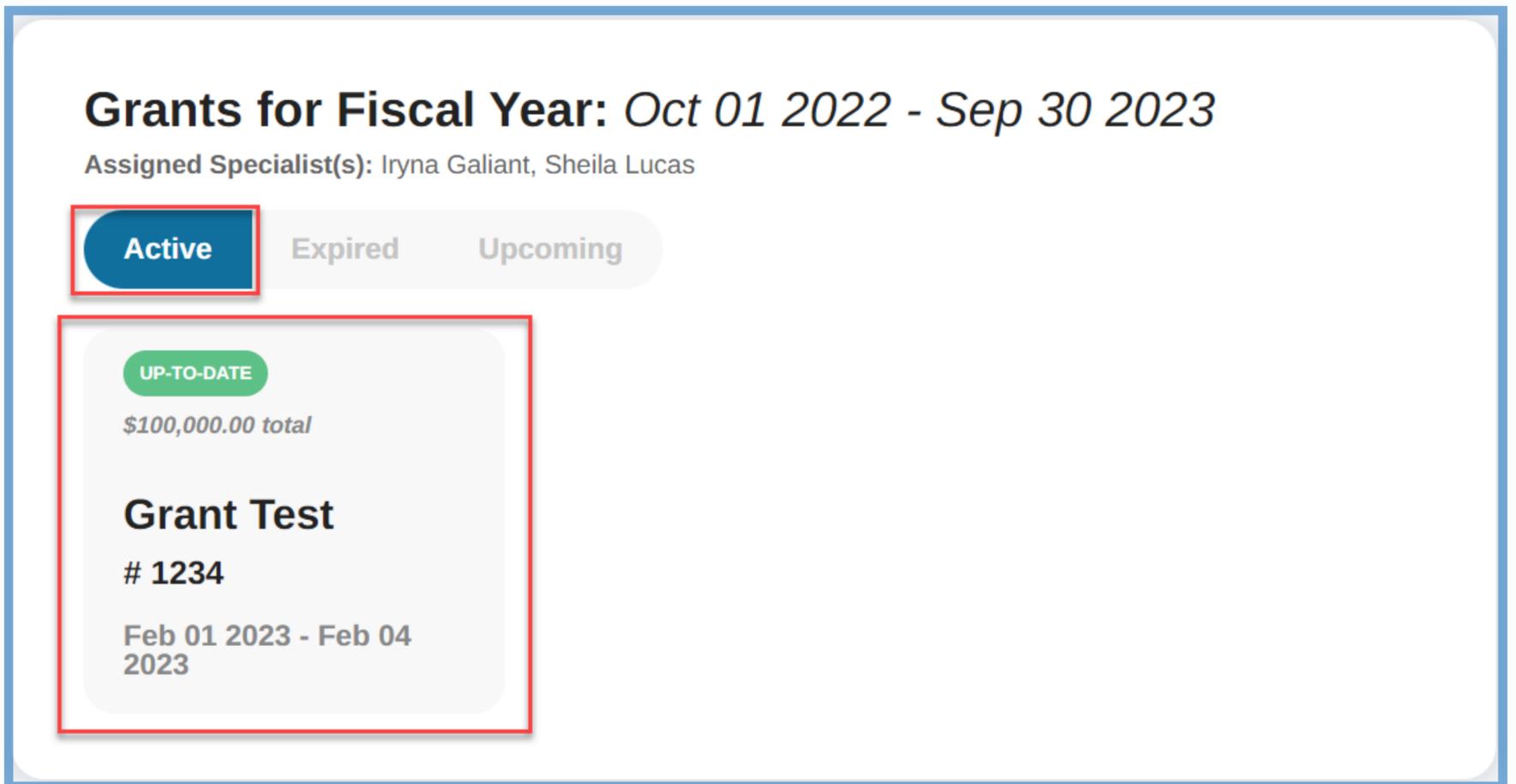
Grant Test

Grant #

1234

02/01/2023

02/04/2023

Total Subgrant Funding

$100,000.00

Cancel   **Create Grant**

Fill out all fields as shown on the screen, then click **Create Grant**.

Note: The Grant End Date must be the present date or a future date.

Grants for Fiscal Year: *Oct 01 2022 - Sep 30 2023*

Assigned Specialist(s): Iryna Galiant, Sheila Lucas

Active   Expired   Upcoming

UP-TO-DATE

$100,000.00 total

Grant Test

1234

Feb 01 2023 - Feb 04 2023

After grant is created, you should see a "**Tile**" appear on the dashboard under the **Active** tab. Before proceeding, make sure all information in the grant is correct and accurate.

Drawdown Requests 2

#123456-D002

In Progress | 12/02/2022
Funds Needed By:

CONTINUE

#123456-D003

In Progress | 12/07/2022
Funds Needed By:

CONTINUE

Outstanding Reports 4

#1234-E001
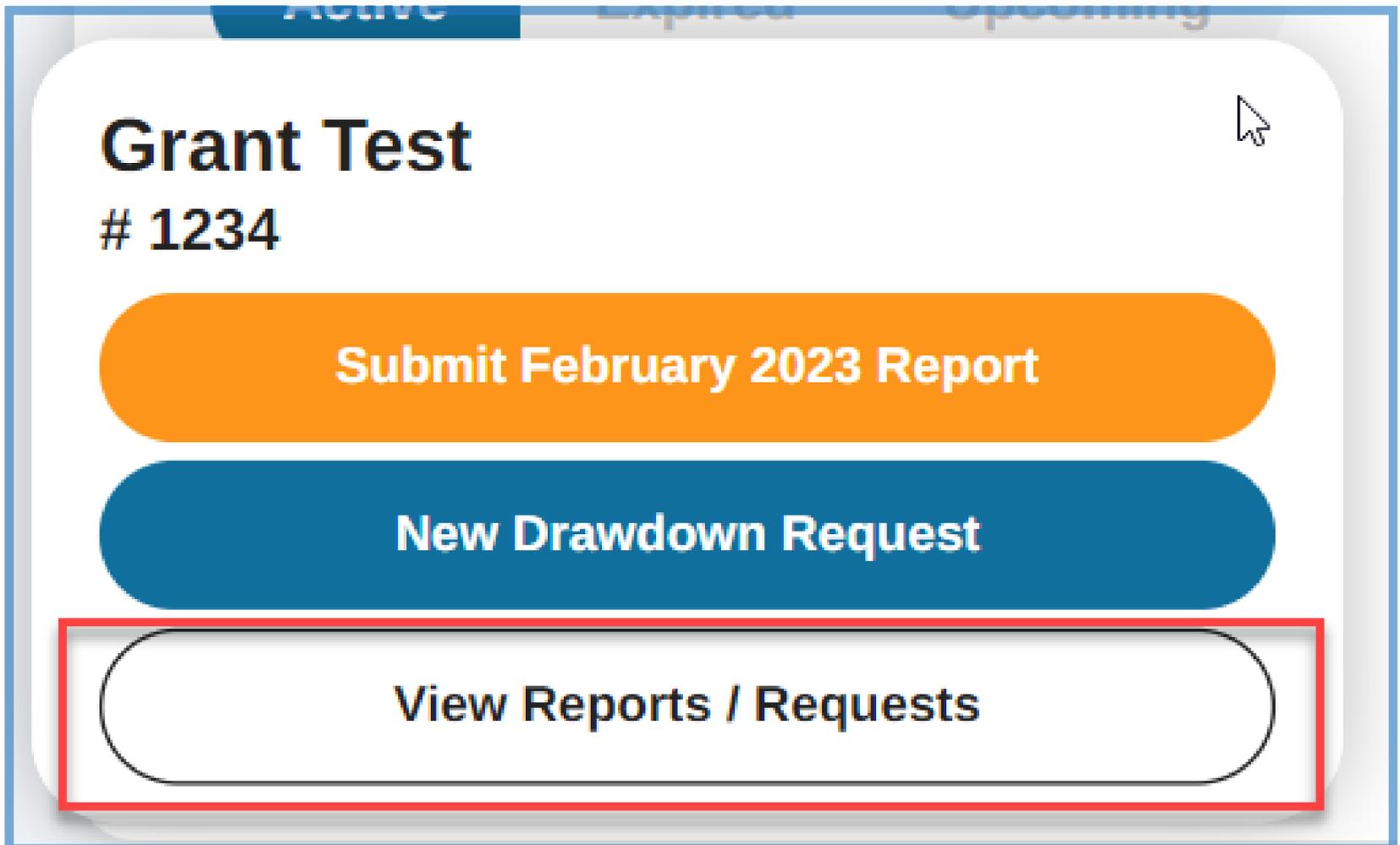*Report Type: Expenditure*
Not Yet Started | Feb 2023

START

#123456-E012
Report Type: Expenditure
Revisions Needed | Nov 2022

EDIT

#123456-E013
Report Type: Expenditure
Revisions Needed | Nov 2022

EDIT

See All

Look at the two feeds on the right. **Outstanding Reports** only populate Expenditure reports. Numbers will vary depending on your organization.

Hover over the newly created grant tile.

A pop-up box should display on the screen with three options:

1. Click on **Submit January 2023 Report** – will allow you to create new January Report.
2. Click on **New Drawdown Request** – will allow you to submit a new Drawdown Request.
3. Click on the **View Reports/ Requests** button – will allow you to view your Grants Calendar Dashboard for Expenditure/Closeout Reports and Drawdown Request.
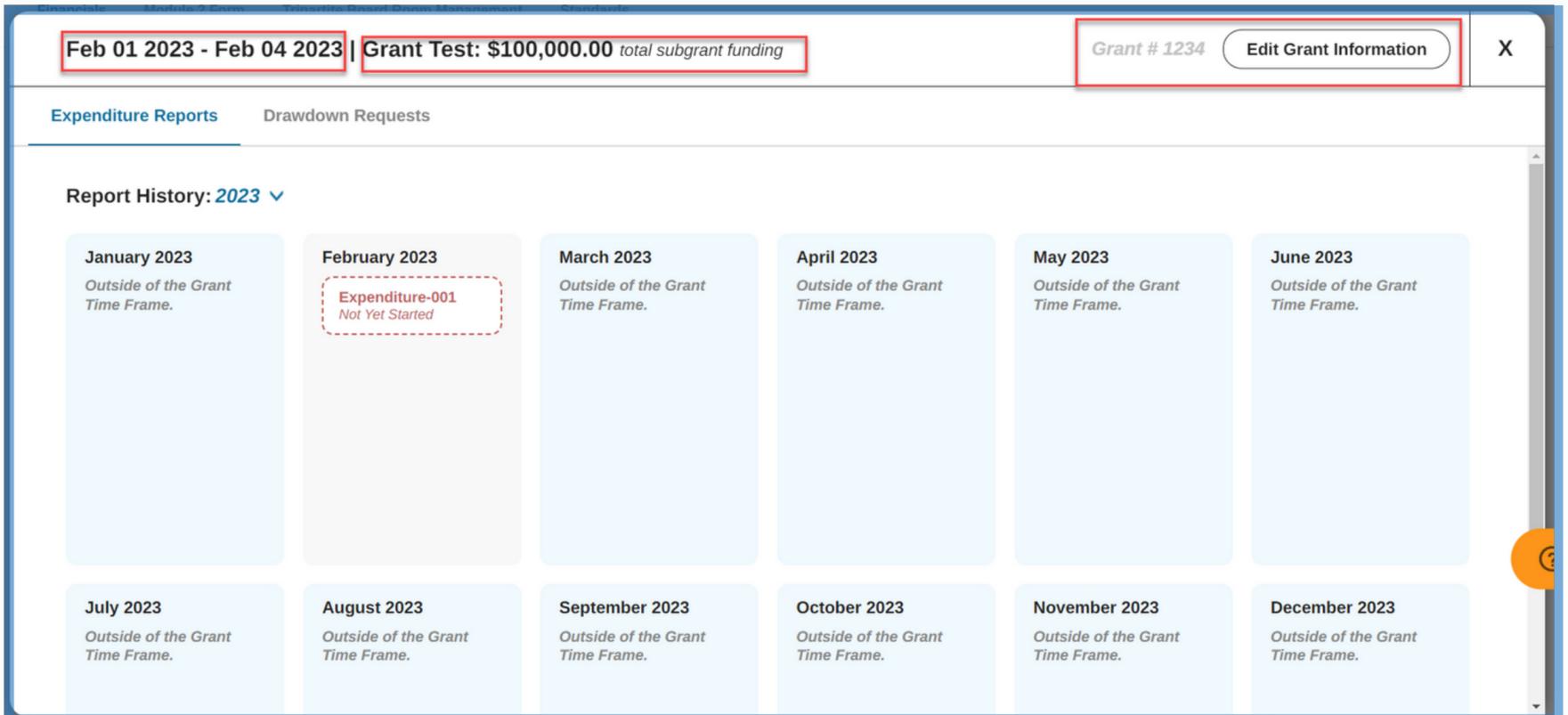
After clicking the View Reports/Request button, a screen overlay should appear. On the top bar you should see:

1. The dates for the grant period
2. The title of the grant
3. The total amount for subgrant funding
4. Grant number#
5. **Edit Grant Information** button

Edit Grant

Grant Name

Grant Test

Grant #

1234

02/01/2023

02/04/2023

Total Subgrant Funding

$100,000.00

Cancel Changes   **Save Grant**

To make any changes to the grant, click the **Edit Grant Information** button from the previous step. A screen Overlay should appear. After making the necessary changes, click **Save Grant**.

Step 9
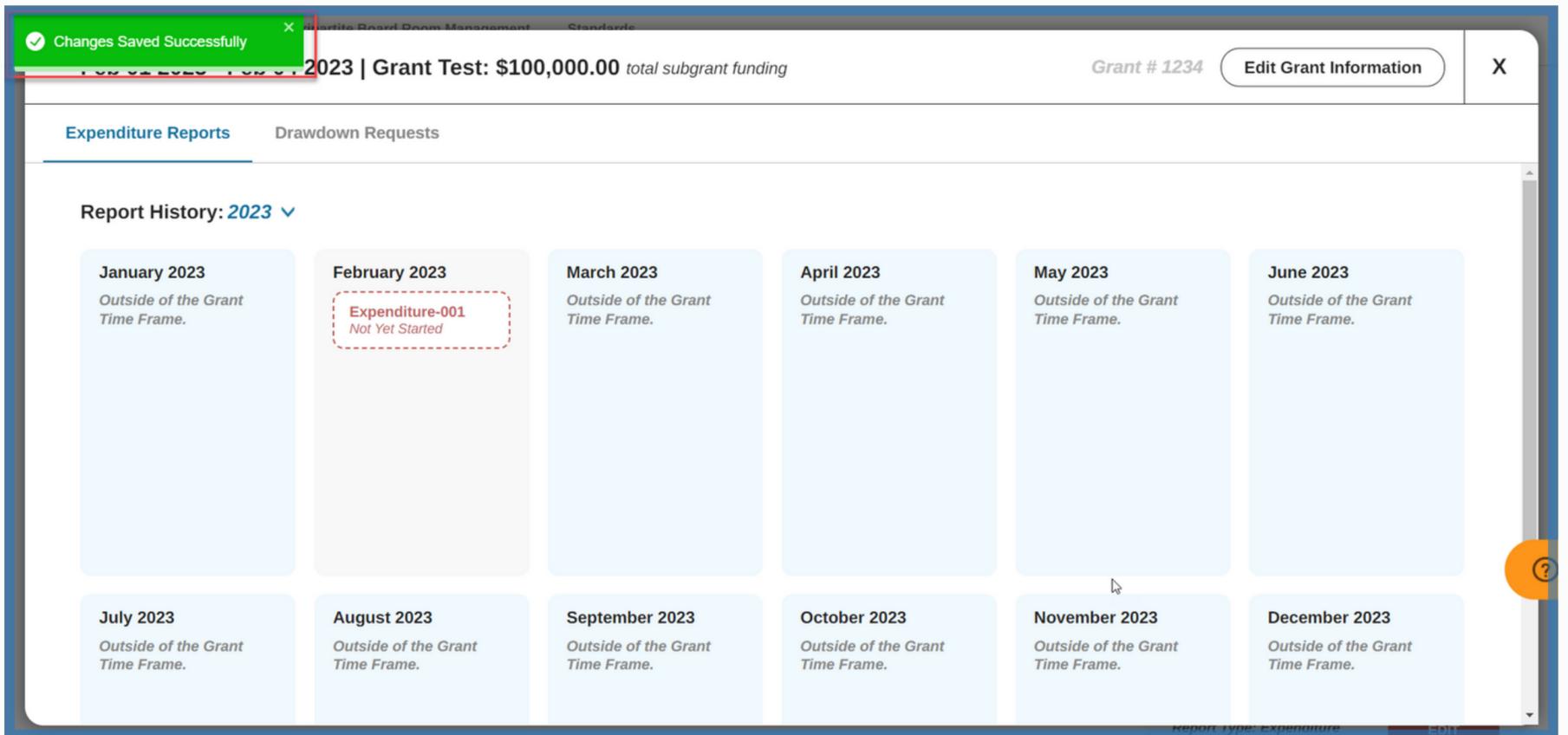
A **green validation** should appear at the top left, saving the changes in the system.

Part 2

Expenditure Report
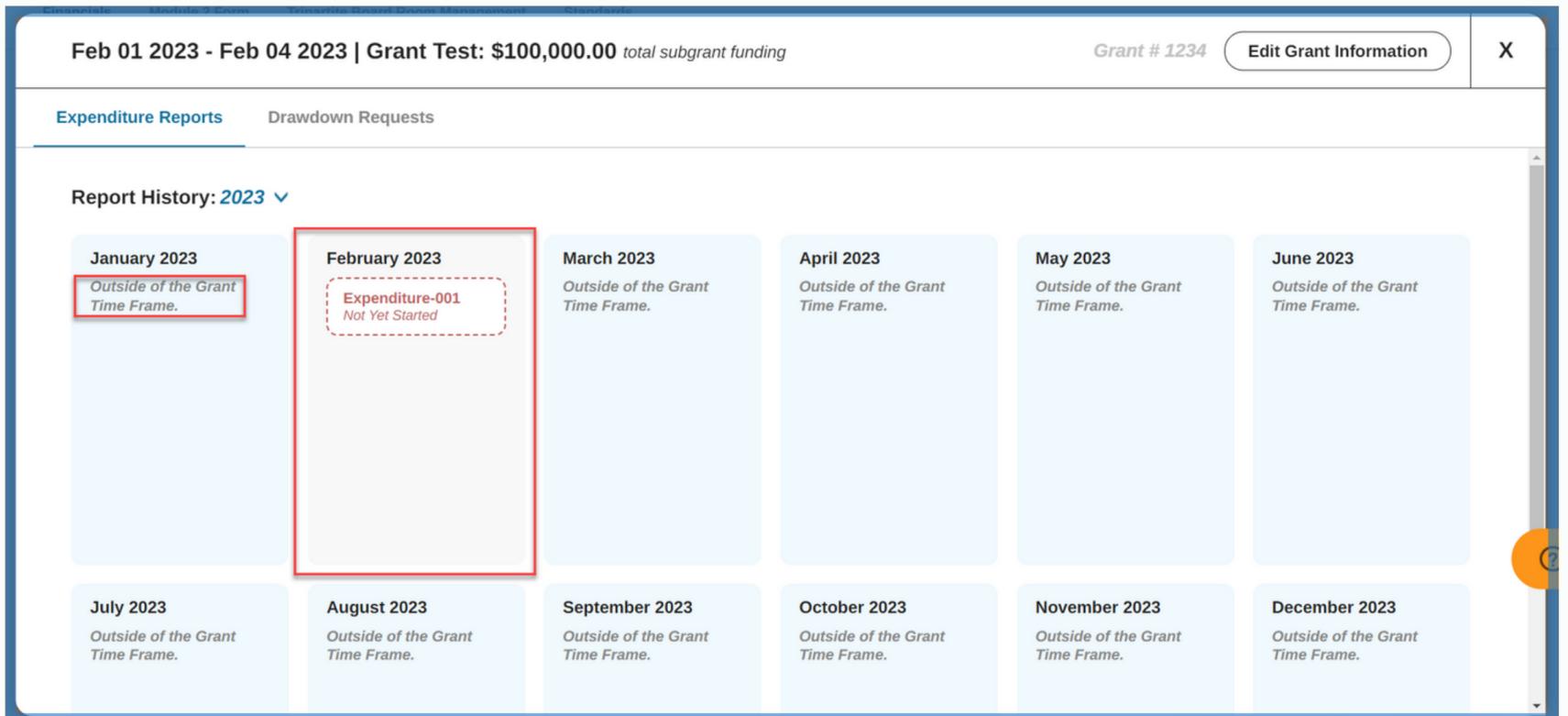
Once you navigate to the Calendar dashboard, you will notice month tiles that have system-generated reports. These reports are due based on the due date set by the system administrator. The system-generated reports are **red** and indicate its current status. You can move between Years to view old or upcoming reports.

Any Month Tiles that read **Outside of Grant Time Frame** will be locked for reporting.
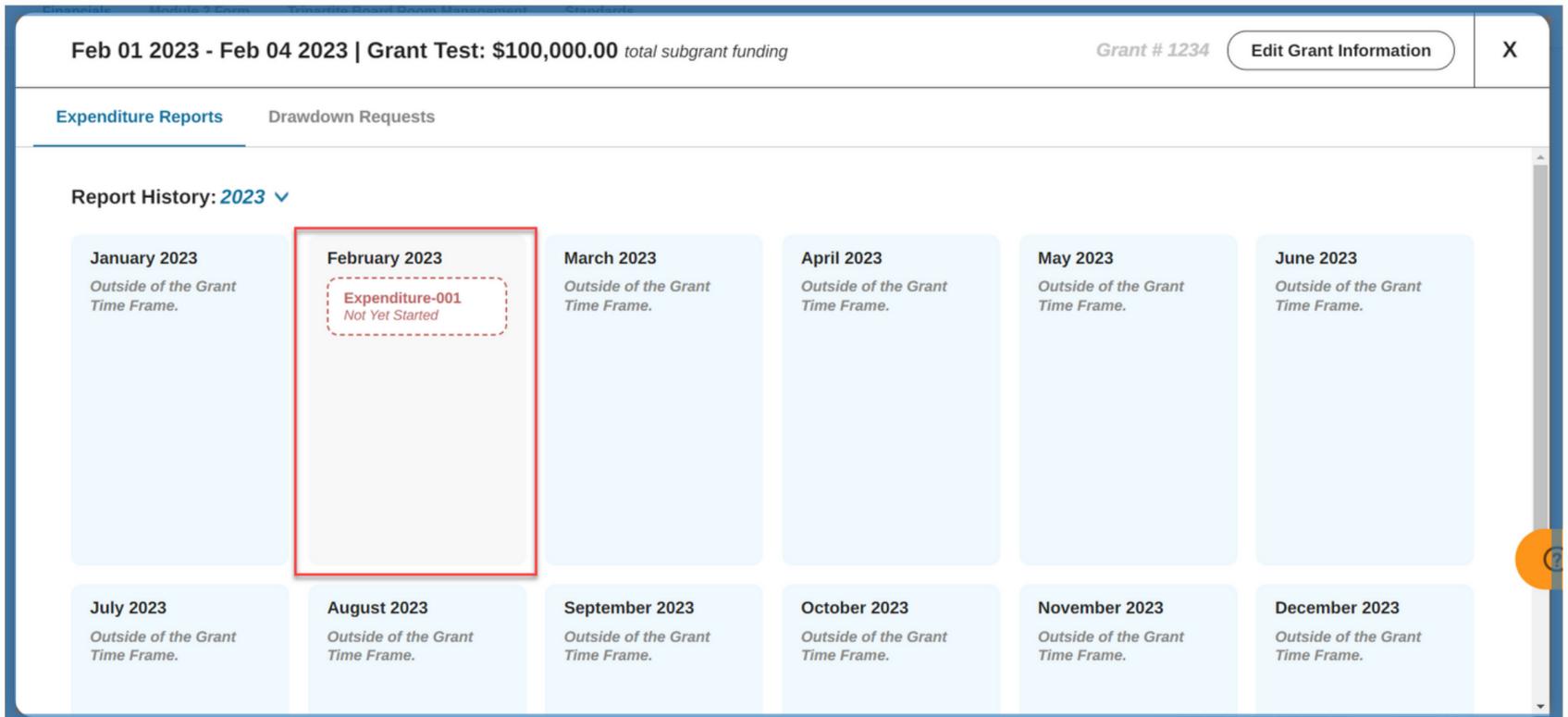
Navigate to the month tile you want to complete the Expenditure report for.

Click on the red **Expenditure -00** tile to open the expenditure report.

The best practice would be to always use the system-generated report for submitting, only clicking **create new report** when you have satisfied the original system requirement.

 After clicking on the tile or beginning an expenditure report, if you exit the screen, the tile will now say **In Progress**. All information within the Expenditure Report "saves on blur" or automatically.

When you open your Expenditure Report the top/first line shows the Grant Information, and the option to click **Clear Report** which will empty the columns and rows that have been filled, and another option to delete the entire report. On the second line down, you can switch between **Report Types**: Expenditure Report and Closeout Report. On the third line you are able to adjust the **Reporting Year/Month**.

Step 5

Below the third tab lies the "Report Details" for the Expenditure Report. On this screen you can enter your numbers into each of the appropriate columns. Please review your numbers to ensure that they are calculated correctly.

If there are areas where you had no expenditures/information please enter zeros.

Best Practices: Clicking the tab button on your keyboard will help you move through the editable fields quicker. Ensure all columns have data, the system will not allow you to proceed if all fields are not completed.

At the bottom of the report, you can change the **Report Type**, or Click **Create Report Summary.**

Step 6

After creating the report summary, the Expenditure Report Summary page should be displayed.
If you realize that there were errors on the Backup sheets please click the Edit Report button on the top tab of the Summary screen.

If you want to print it at its current stage, click the printer icon.

Note: the system will indicate if the report is an Original, Revised, Or Final Closeout Report by showing the checkmark in the appropriate box.

Below the Printer Icon in the section with the grey background, you will need to Enter the **Start date for the use of subgrant's funds.** A green validation should appear from the left side of the screen. Double check the information entered in the table to make sure it is the correct information.

Step 8

On the right hand side of your screen you will send the **Additional Report Requirements**. First you will need to select your Accounting Method, **Accrual-Based** or **Cash-Based**.
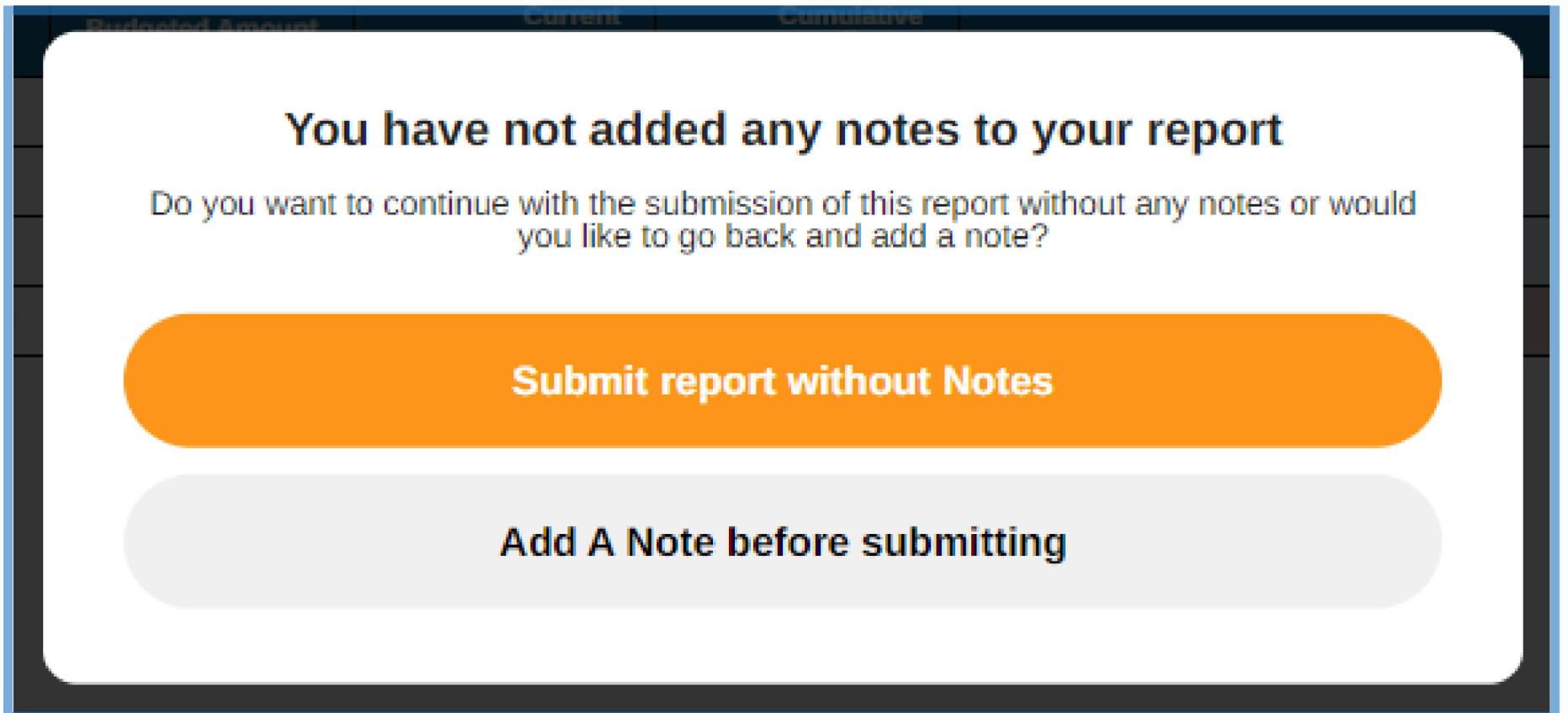
Next you will enter the **Book Cash Balance (CSBG)**. Lastly, you will need to upload required files with your Expenditure Report.

Click the **Upload** button. Required files will be indicated in red with an exclamation point.

If you need to add a note , click the **Add a Note** button.
Once you've added your note (if you need to add one) you can click **Submit Report**.

Note: all required sections must be filled out, or the system will prevent you from submitting.

You have not added any notes to your report

Do you want to continue with the submission of this report without any notes or would you like to go back and add a note?

Submit report without Notes

Add A Note before submitting

If you submitted the report without adding a note, a popup will appear asking if you'd like to continue. If you need to add a note, click the **Add a Note before submitting** button. If no note needs to be added, click the **Submit report without Notes** button.

At the top, a confirmation will appear asking if you want to submit the report. If all information is correct and accurate, click the **Confirm** button. If the information is not correct or there's uncertainty, click the **Cancel** button.

Clicking the confirmation button will "Lock down" the report, sending it to your administrator. No edits can be made until the report is reviewed by your state specialist.

You will be taken to a view-only screen of the report. Click the printer icon to print the information from the "Summary Sheet" or "Report Details" tab.

To download the file you uploaded, click the blue tray icon.

*Note: when exiting this screen, the month tile for this expenditure report will be **blue** indicating submission.*
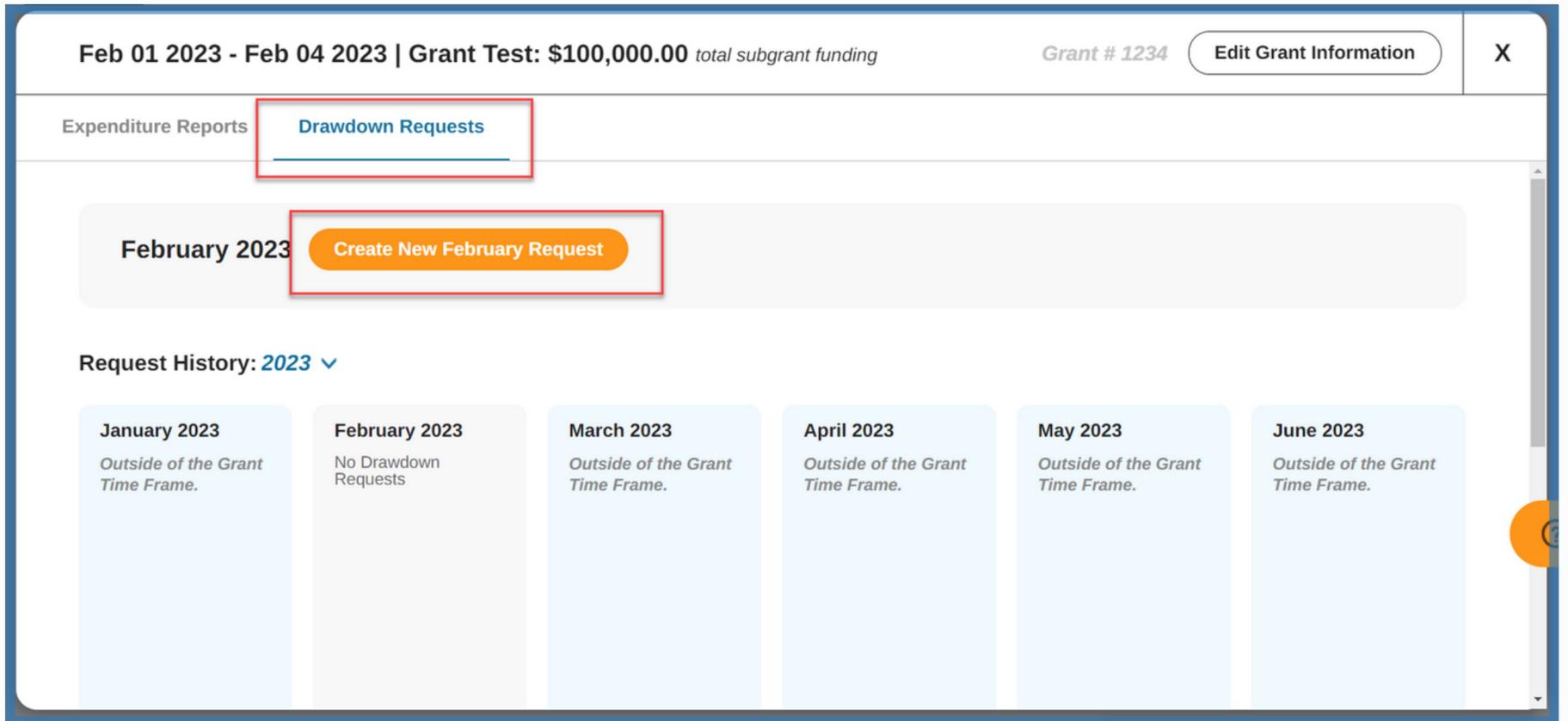
Part 3

Drawdown Request

Grant Test

1234

Create February 2023 Report

New Drawdown Request

View Reports / Requests

Hover arrow over the newly created grant. A pop-up box should display on the screen. You can click the **New Drawdown Request Button**, or Click on the **View Reports/ Requests** button to navigate again to the Month Dashboard.

Step 2

Navigate to the **Drawdown Request** tab. Select the appropriate month tile you want to submit your Drawdown request for, then click the **Create New Request** button.

Once you click Create New Request, you will be taken to the "Drawdown Detail" tab.
At the top of the screen, you are able to **Clear Request** Details, or Delete the entire Request.
You are also able to change the Request Month/Year if you determine that you need to complete it for another month.

Please enter your requested amounts for **Program Costs**, **Administrative Costs**, and **Discretionary Funds** into the appropriate columns. If you do not have a request amount please enter a zero into the appropriate column.

Once all columns are completed, and you review the Total Amount of your request tables into the appropriate table click the **Create Drawdown Summary** button.

Note: All fields must be filled out, or the system will prevent you from submitting the request.

Step 5

After creating the Drawdown, you should be able to view the summary of the request details.

If you notice that information is incorrect, please use the **Edit Request** button on the top right side of your screen to navigate back to the Request Details screen.

Under the **Recap of Funds** section, enter a number for the **Total Subgrant Funding** and **Prior Drawdowns** fields.

Note: if there are no prior drawdowns, enter a "0" for that section.

Under the **Component Expenditures** section, near the bottom of the screen, please enter a number for the **Less: Balance of funds from previous request** section. After this then Select a date for the **Funds Needed by** field. A green validation from the top left should appear.

Note: As always please ensure all field as completed, the system will not allow you to submit the request if any of the fields are incomplete.

Step 8

Additional Request Requirements

⚠ **Select Types of Funds**

○ *Regular*   ○ *Discretionary*

⚠ **Federal Employee I.D. No.**

Enter ID Number Amount

⚠ **Typed Name and Title**

Enter Name and Title

Date

02/02/2023

Notes

Add A Note

Submit Request

On the right side, under **Additional Request Requirements**, select the type of funds and enter the **FEIN (Federal Employee ID Number)**. Then type your name and title. Add any notes if applicable. Then click the **Submit Request** button.

You have not added any notes to your request

Do you want to continue with the submission of this request without any notes or would you like to go back and add a note?

Submit request without Notes

Add A Note before submitting

If you submitted the request without adding a note, a popup will appear asking if you'd like to continue. If you need to add a note, click the **Add a Note before submitting** button. If no note needs to be added, click the **Submit report without Notes** button.

Step 10

At the top, a confirmation will appear asking if you want to submit the request. If all information is correct and accurate, click the **Confirm** button. If the information is not correct or there's uncertainty, click the **Cancel** button.

Clicking the confirmation button will "Lock down" the request, sending it to your administrator. No edits can be made until the report is reviewed by your state specialist.

You will be taken to a view-only screen of the request. Click the printer icon to print the information from the **Summary Sheet** or **Request Details** tab.

Note: when exiting this screen, the month tile for this grant will be **blue** *indicating submission.*