

# e-Grants Financial Status Report Guide- Updated 1/16/2024

**Step 1:** To complete a Financial Status Report (FSR) click on, OPEN MY TASKS

**Welcome John**  
Authorized Representative  
[Change My Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello John, please choose an option below.

- View Available Opportunities**  
You have 29 My Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
[VIEW OPPORTUNITIES](#)
- View My Inbox**  
You have 25 new messages.  
Select the **Open My Inbox** button below to open your system message inbox.  
[OPEN MY INBOX](#)
- View My Tasks**  
You have 1 new tasks.  
You have 0 tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.  
[OPEN MY TASKS](#)

**Step 2:** Select the grant number link of the grant that the FSR is being created for

| Sort my tasks by: -- Select -- |                                   | GO  | Tasks                      |            |            |
|--------------------------------|-----------------------------------|---|----------------------------|------------|------------|
| OJP Grant                      | Name                              | 00013   | Application in Process     | 5/2/2011   | 6/3/2011   |
| HSEM Application               | <a href="#">Anoka County Name</a> | <a href="#">A-EMPG-2010-ANOKACO-11928 (2)</a> | Grant Awarded              | 10/31/2011 | 11/30/2011 |
| HSEM Application               | <a href="#">Anoka County Name</a> | <a href="#">A-OSGP-2011-ANOKACO-00001</a>     | Application In Process     | 12/5/2011  | 2/28/2012  |
| OJP Grant                      | <a href="#">Anoka County Name</a> | <a href="#">A-JABG-2012-ANOKACO-00047</a>     | Grant Awarded              | 1/20/2012  | 12/31/2012 |
| HSEM Application               | <a href="#">Anoka County Name</a> | <a href="#">A-UASI-2010-ANOKACO-12721 (1)</a> | Application In Process     | 11/30/2011 |            |
| HSEM FSR                       | <a href="#">Anoka County Name</a> | <a href="#">E-EMPG-2010-ANOKACO-00001</a>     | Payment Request in Process | 12/9/2011  |            |

# e-Grants Financial Status Report Guide- Updated 1/16/2024

**Step 3:** Click on VIEW RELATED ITEMS

[Back](#)

## OJP Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Document Information: [A-JABG-2011-ANOKACO-00017](#)

| Info | Document Type   | Organization                 | Role                      | Current Status | Period Date / Date Due                        |
|------|-----------------|------------------------------|---------------------------|----------------|---|
|      | OJP Application | <a href="#">Anoka County</a> | Authorized Representative | Grant Awarded  | 10/01/2010 - 12/31/2010<br>12/31/2010 11:59PM |

### View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

### Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

### Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

### Examine Related Items

Select the **View Related Items** button below to view see related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#) 

**Step 4:** Click, Initiate a/an Financial Status Report

### Related Documents

Sort search results by:  Filter by Document Type:  [GO](#)

| Document Type                           | Name   | Current Status             | Period Date / Date Due                        | Created By                              | Last Modified By                        |
|---|--|----------------------------|---|---|---|
| OJP FSR                                 | <a href="#">Initiate a/an OJP Financial Status Report 2014</a>  |                            |   |   |   |
| 2015 JABG Progress Report - 1st Quarter | <a href="#">R-JABG-2014-MENPEACE-00001</a>   | Progress Report In Process | 07/01/2014 - 09/30/2014<br>11/15/2014 11:59PM | Claire Redmond<br>7/16/2014 11:30:10 AM | Claire Redmond<br>7/16/2014 11:30:12 AM |

**Agreement**  
Please make a selection below to continue.

Are you sure you want to create an OJP financial status report?

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The above confirmation message is displayed before the FSR is created

**Step 5:** Click I AGREE

**Step 6:** Click on the VIEW FORMS to view the OJP FSR Menu- Forms

[Back](#)

### OJP FSR Menu

Document Information: [F-JABG-2015-MENPEACE](#)  
Parent Information: [A-JABG-2015-MENPEACE-00001](#)  
[Details](#)

| Info | Document Type | Organization                       | Role          | Current Status             | Period Date / Date Due |
|------|---------------|------------------------------------|---------------|----------------------------|------------------------|
|      | OJP FSR       | <a href="#">Men As Peacemakers</a> | Program Admin | Payment Request in Process | N/A - N/A<br>N/A       |

**View, Edit and Complete Forms**  
Select the **View Forms** button below to view, edit, and complete forms.

←

**Change the Status**  
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**Access Management Tools**

**Step 7:** Click on, Financial Status Report Type

[Back](#)

### OJP FSR Menu - Forms

Please complete all required forms below.

Document Information: [F-TEST-2024-TESTCI-00005](#)  
Parent Information: [A-TEST-2024-TESTCI-00004](#)  
[Details](#)

Forms

| Status         | Page Name                                    | Note | Created By | Last Modified By |
|----------------|--|------|------------|------------------|
|                | <a href="#">Financial Status Report Type</a> |      |            |                  |
| <b>Payment</b> |  |      |            |                  |
|                | <a href="#">Payment Request</a>              |      |            |                  |

**Step 8:** Select the Financial Status Report Type – “Expense” and click Save

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

[Back](#)

Document Information: [F-TEST-2024-TESTCI-00005](#)  
Parent Information: [A-TEST-2024-TESTCI-00004](#)

[Details](#)

You are here: > [OJP FSR Menu](#) > [Forms Menu](#)

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**FINANCIAL STATUS REPORT TYPE**

Expense  
 Advance

**Step 10:** Select one option, “the FSR period is 12/31, 3/31, 6/30, or 9/30” OR “the FSR end period IS NOT 12/31, 3/31, 6/30, 9/30” click SAVE.

Training Materials | Organization(s) | Profile | Logout

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

[Back](#)

Document Information: [F-TEST-2024-TESTCI-00005](#)  
Parent Information: [A-TEST-2024-TESTCI-00004](#)

[Details](#)

You are here: > [OJP FSR Menu](#) > [Forms Menu](#)

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**FINANCIAL STATUS REPORT TYPE**

Expense  
 FSR (End period of 12/31, 3/31, 6/30, 9/30)     FSR (End period NOT 12/31, 3/31, 6/30, 9/30)  
 Advance

**Step 11:** If the FSR period is 12/31, 3/31, 6/30, or 9/30, skip to Step 15.

**Step 12:** If the FSR period IS NOT 12/31, 3/31, 6/30, or 9/30, the “FSR Progress Statement” form will appear as a required form in the FSR forms after SAVE is selected. To complete this form, click on it.

[Back](#)

## OJP FSR Menu - Forms

Please complete all required forms below.

Document Information: [F-TEST-2024-TESTCI-00005](#)  
Parent Information: [A-TEST-2024-TESTCI-00004](#)

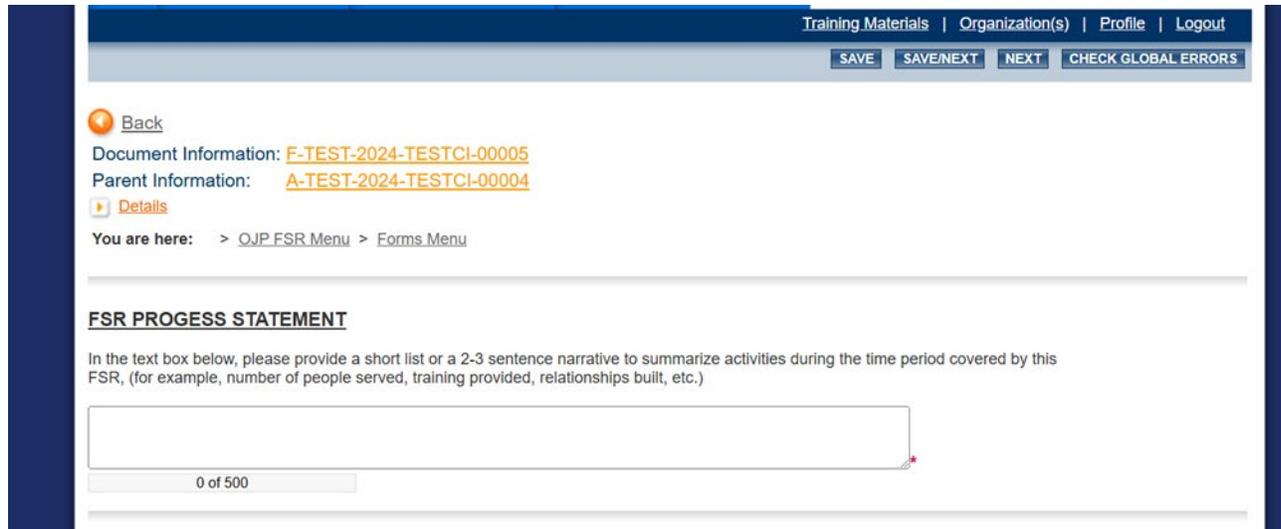
[Details](#)

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Forms

| Status         | Page Name  | Note | Created By | Last Modified By     |
|----------------|--|------|------------|----------------------|
|                | <a href="#">Financial Status Report Type</a>                         |      | CER Bridge | 1/16/2025 2:50:20 PM |
| <b>Expense</b> |  |      |            |                      |
|                | <a href="#">Financial Status Report / Payment Request Line Items</a> |      |            |                      |
|                | <a href="#">Financial Status Report / Payment Request Summary</a>    |      |            |                      |
|                | <a href="#">FSR Progress Statement</a>                               |      |            |                      |
|                | <a href="#">Direct Client Assistance Cover Sheet</a>                 |      |            |                      |
|                | <a href="#">FSR Indirect Costs Calculator</a>                        |      |            |                      |

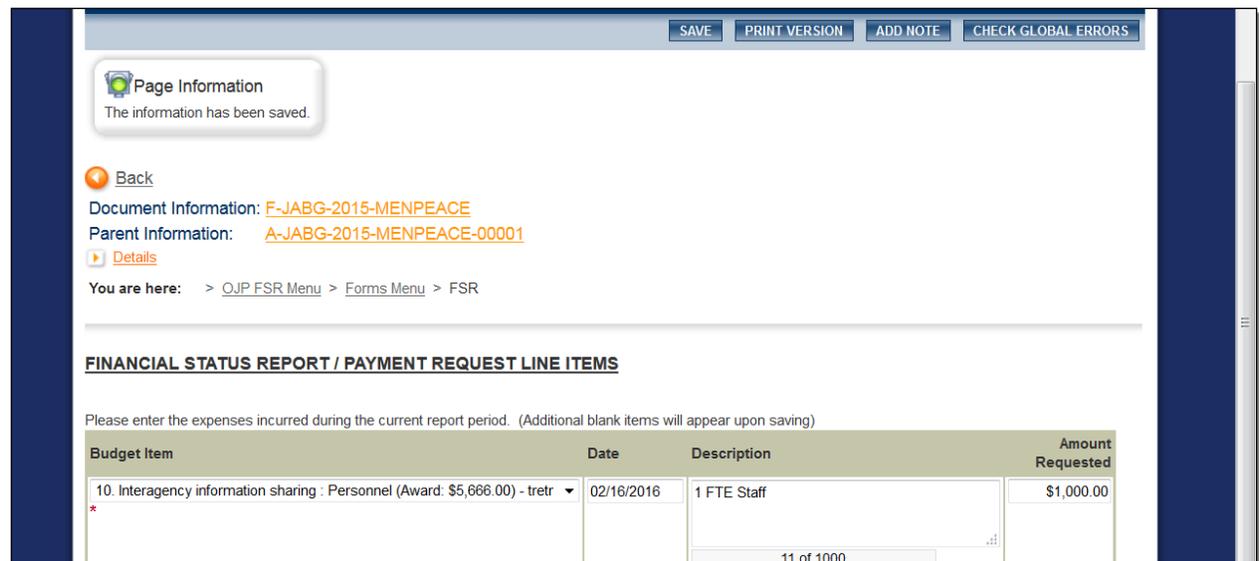
**Step 13:** Follow the directions on the form and click SAVE.



The screenshot shows the top navigation bar with links for Training Materials, Organization(s), Profile, and Logout. Below the navigation bar are buttons for SAVE, SAVE/NEXT, NEXT, and CHECK GLOBAL ERRORS. The main content area includes a Back button, Document Information (F-TEST-2024-TESTCI-00005), Parent Information (A-TEST-2024-TESTCI-00004), and a Details button. A breadcrumb trail shows 'You are here: > OJP FSR Menu > Forms Menu'. The section is titled 'FSR PROGRESS STATEMENT' and contains a text box for providing a short list or a 2-3 sentence narrative to summarize activities during the time period covered by this FSR. The text box is currently empty and has a character count of 0 of 500.

**Step 14:** Proceed to **Step 15**.

**Step 15:** Select the budget item from the Budget Item drop down, complete the Description using the [FSR Description Box Detail Requirements](#) and then enter the Amount Requested. Date is not a required field in this form. Use all available rows for the budget items. Rows are dynamically added each time you click SAVE.



The screenshot shows the top navigation bar with links for Training Materials, Organization(s), Profile, and Logout. Below the navigation bar are buttons for SAVE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. The main content area includes a Page Information box stating 'The information has been saved.', a Back button, Document Information (F-JABG-2015-MENPEACE), Parent Information (A-JABG-2015-MENPEACE-00001), and a Details button. A breadcrumb trail shows 'You are here: > OJP FSR Menu > Forms Menu > FSR'. The section is titled 'FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS' and contains a table for entering expenses. The table has columns for Budget Item, Date, Description, and Amount Requested. The first row shows '10. Interagency information sharing : Personnel (Award: \$5,666.00) - tetr' with a date of 02/16/2016, a description of '1 FTE Staff', and an amount requested of \$1,000.00. The table is currently empty and has a character count of 11 of 1000.

| Budget Item  | Date       | Description | Amount Requested |
|--|------------|-------------|------------------|
| 10. Interagency information sharing : Personnel (Award: \$5,666.00) - tetr | 02/16/2016 | 1 FTE Staff | \$1,000.00       |

**Step 16:** After entering each line item that is being requested for reimbursement, click **SAVE/NEXT** to automatically advance to the [Financial Status Report/Payment Request Summary](#) form

**Step 17:** Complete this form by selecting the Main Contact, select Yes or No for Final Report and enter the Period Dates that the expenses **occurred** in.

## e-Grants Financial Status Report Guide- Updated 1/16/2024

Document Information: [F-JABG-2015-MENPEACE](#)  
Parent Information: [A-JABG-2015-MENPEACE-00001](#)  
[Details](#)

You are here: > [OJP FSR Menu](#) > [Forms Menu](#) > FSR

### FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY

| GRANT INFORMATION                             | REPORT INFORMATION  |
|---|---|
| Grantee: Men As Peacemakers                   | Main Contact: Chris Anderson *  |
| Grant #: A-JABG-2015-MENPEACE-00001           | Request #: 1  |
| Award Amount: \$5,666.00                      | Final Report: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Term: 03/18/2014 to 05/31/2014                | Status: Payment Request in Process  |
|   | Current Report Period: 01/01/2016 * to 01/31/2016 *                         |
| Comments to the Review Team from the Grantee: |   |

**Step 18:** If you **do not** have any additional FSR forms that are required, click **SUBMIT FINANCIAL REPORT** and the report will be submitted to the grant manager

**Step 19:** If you are required to provide one or more of these forms: [FSR Source Documentation](#), [Direct Client Assistance Cover Sheet](#) or use the [FSR Indirect Costs Calculator](#) with the Financial Status Report, click SAVE

**Step 20:** Navigate to the Forms Menu using the [Forms Menu](#) link.

Document Information: [F-JABG-2015-MENPEACE](#)  
Parent Information: [A-JABG-2015-MENPEACE-00001](#)  
[Details](#)

You are here: > [OJP FSR Menu](#) > [Forms Menu](#) > FSR

### FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY

| GRANT INFORMATION                             | REPORT INFORMATION  |
|---|---|
| Grantee: Men As Peacemakers                   | Main Contact: Chris Anderson *  |
| Grant #: A-JABG-2015-MENPEACE-00001           | Request #: 1  |
| Award Amount: \$5,666.00                      | Final Report: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Term: 03/18/2014 to 05/31/2014                | Status: Payment Request in Process  |
|   | Current Report Period: 01/01/2016 * to 01/31/2016 *                         |
| Comments to the Review Team from the Grantee: |   |

**Step 21:** Select the additional form or forms that are required to be completed.

# e-Grants Financial Status Report Guide- Updated 1/16/2024

## OJP FSR Menu - Forms

Please complete all required forms below.

Document Information: [F-CJR-2020-DAKOTACO-20185](#)

Parent Information: [A-CJR-2020-DAKOTACO-001](#)

[Details](#)

### Forms

| Status | Page Name  | Note | Created By                        | Last Modified By                  |
|--------|--|------|-----------------------------------|-----------------------------------|
|        | <a href="#">Financial Status Report Type</a>                         |      | Claire C2<br>3/30/2022 7:51:00 AM |                                   |
| FSR    |  |      |                                   |                                   |
|        | <a href="#">Financial Status Report / Payment Request Line Items</a> |      | Claire C2<br>3/30/2022 7:51:03 AM | Claire C2<br>3/30/2022 7:58:15 AM |
|        | <a href="#">Financial Status Report / Payment Request Summary</a>    |      | Claire C2<br>3/30/2022 8:06:59 AM | Claire C2<br>3/30/2022 8:07:25 AM |
|        | <a href="#">FSR Source Documentation</a>                             |      |                                   |                                   |
|        | <a href="#">Direct Client Assistance Cover Sheet</a>                 |      |                                   |                                   |
|        | <a href="#">FSR Indirect Costs Calculator</a>                        |      |                                   |                                   |

**Step 22:** Follow the instructions to complete the selected forms. Once the additional forms are completed, change the status to **“Financial Status Report Submitted”**.