

Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)



Inventory Report Quick Start Guide

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February 10, 2014

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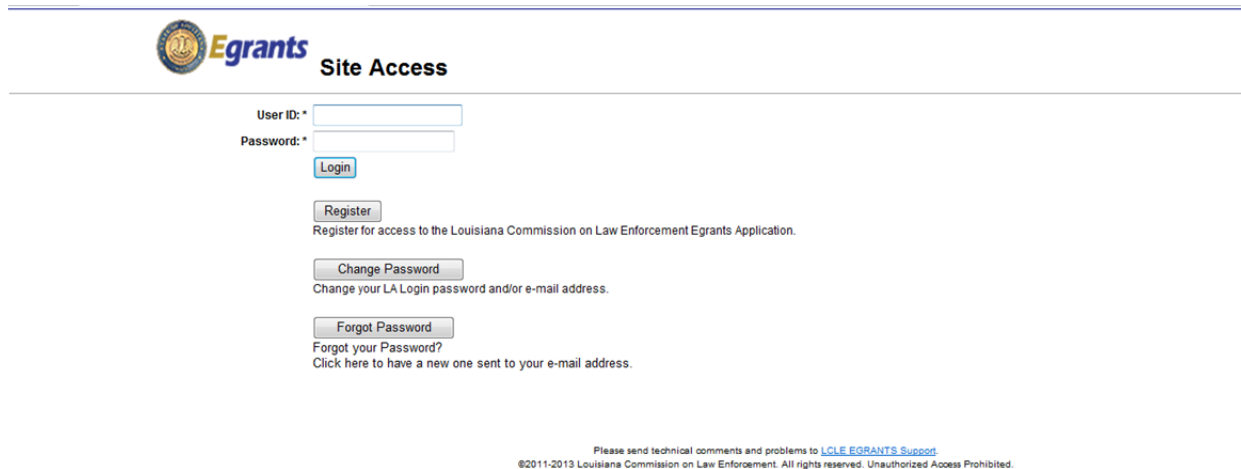
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Accessing the Egrants System

Once an application is awarded, the subgrantee will be required to submit an inventory report with each fiscal report in which reimbursement for an equipment purchase is requested. During LCLE's review, the LCLE staff may have questions or require additional information to the inventory report. This quick start guide will assist you with determining whether or not the LCLE staff has returned the inventory report requesting additional information and where to find issues or comments regarding the inventory report, which need your response.

NOTE: It is assumed that the Organization and User are already registered because an application has been submitted and awarded. A separate Quick Start Guide entitled "[LCLE Egrants User Registration Request Quick Start Guide](#)" is available to assist you with the registration process.

Go to the LCLE Egrants website at <http://egrants.lcle.la.gov/Egrants/Login.aspx>. The following screen will appear.



The screenshot shows the 'Egrants Site Access' page. It features a header with the Egrants logo and the text 'Site Access'. Below the header, there are two input fields: 'User ID: *' and 'Password: *'. A 'Login' button is positioned below the password field. Further down, there are three buttons: 'Register', 'Change Password', and 'Forgot Password'. Each button has a corresponding text description below it. At the bottom of the page, there is a small footer with technical support information and a copyright notice.

Site Access

User ID: *

Password: *

Register for access to the Louisiana Commission on Law Enforcement Egrants Application.

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

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

Please send technical comments and problems to [LCLE EGRANTS Support](#).
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Enter the "user ID" and "password" obtained through registration and click the "Login" button.

Project Management



The screenshot shows the Egrants system interface. At the top, there is a navigation menu with five tabs: "Main Menu", "User Management", "Funding Announcement", "Project Management", and "Work Manager". The "Project Management" tab is circled in red. Below the menu, a welcome message reads: "Welcome to LCLE Egrants! Please select a menu tab or prompt link to continue." Below this, there are five "CLICK HERE" hyperlinks, each followed by a description of the action it performs. The first "CLICK HERE" link is also circled in red. At the bottom of the page, the Egrants logo is displayed.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Welcome to LCLE 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/parish ([User Management](#) tab).

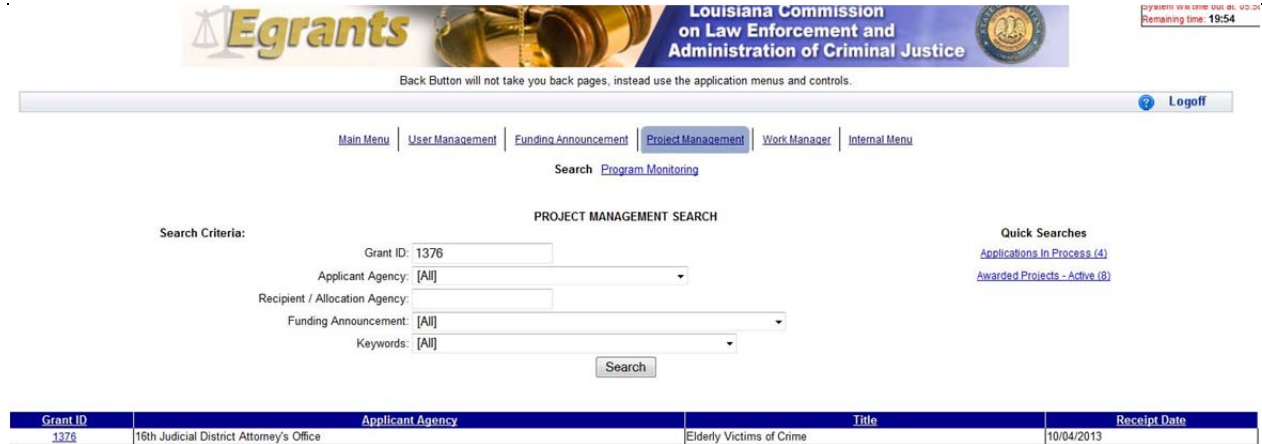
[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

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



If you are accessing an existing application to check on the status or to create/update a Program Report, Fiscal Report, or Inventory Report for a grant, click on the first “**CLICK HERE**” hyperlink, or select “**Project Management**” in the menu.

Finding Your Grant Application



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

Logoff

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

Search Program Monitoring

Search Criteria:

PROJECT MANAGEMENT SEARCH

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications In Process \(4\)](#)

[Awarded Projects - Active \(8\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1376	16th Judicial District Attorney's Office	Elderly Victims of Crime	10/04/2013

If you know the **Grant ID** you want to work on, enter it in the “**Grant ID**” field of the **Project Management Search** screen and click on the “**Search**” button. Only this grant application will display in the search results list.

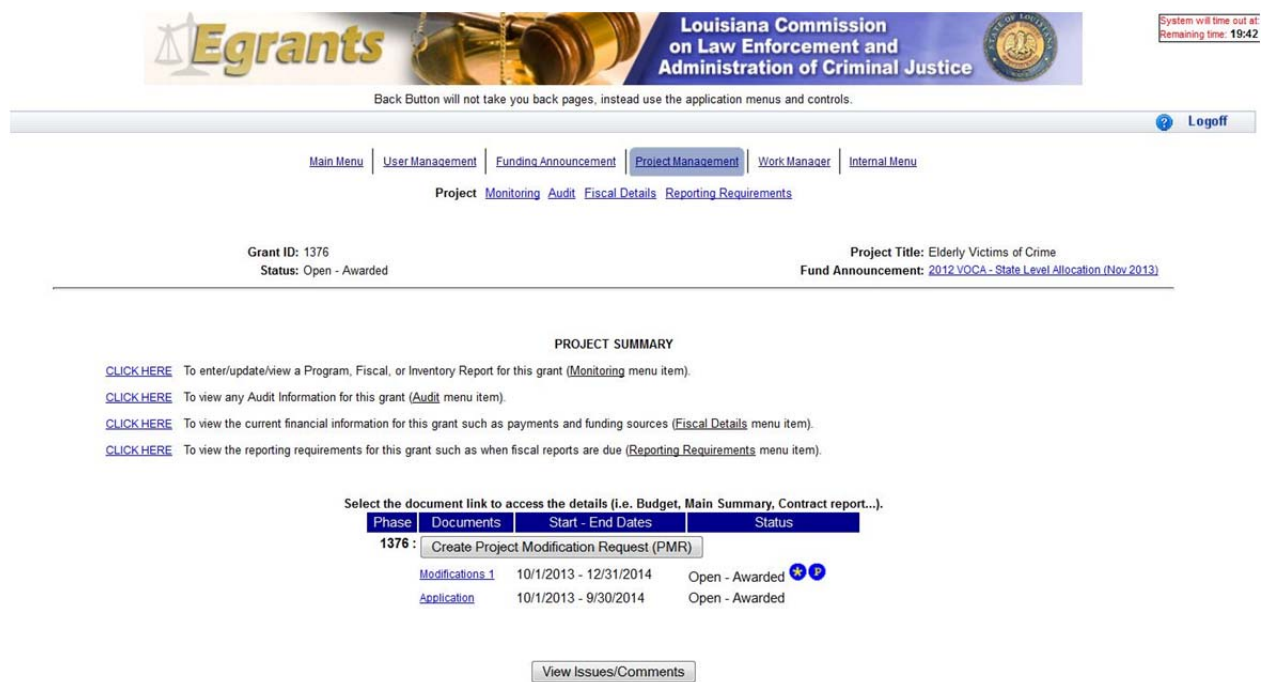
If you want to see a list of awarded grants for your agency, click on the “**Awarded Projects**” link. The list of grants will display with the most recent awarded grant application listed at the top of the results list. You can click on the column headers to change the order of the sort results.

Click on the “**Grant ID**” hyperlink to go to the **Project Summary** screen associated with the application.

Entering the Monitoring Area

The **Project Summary** screen displays the current status of the grant application.

Click on the first “**Click Here**” or “**Monitoring**” hyperlink to direct you to the **Monitoring** page for the application.



The screenshot shows the Egrants system interface. At the top, there is a navigation bar with the Egrants logo and the text "Louisiana Commission on Law Enforcement and Administration of Criminal Justice". Below this is a "Logoff" button. A main menu is visible with options: Main Menu, User Management, Funding Announcement, Project Management (highlighted), Work Manager, and Internal Menu. Under Project Management, there are sub-links: Project, Monitoring, Audit, Fiscal Details, and Reporting Requirements. The main content area displays the following information:



Grant ID: 1376
 Status: Open - Awarded

Project Title: Elderly Victims of Crime
 Fund Announcement: [2012.VOCCA - State Level Allocation \(Nov 2013\)](#)

PROJECT SUMMARY

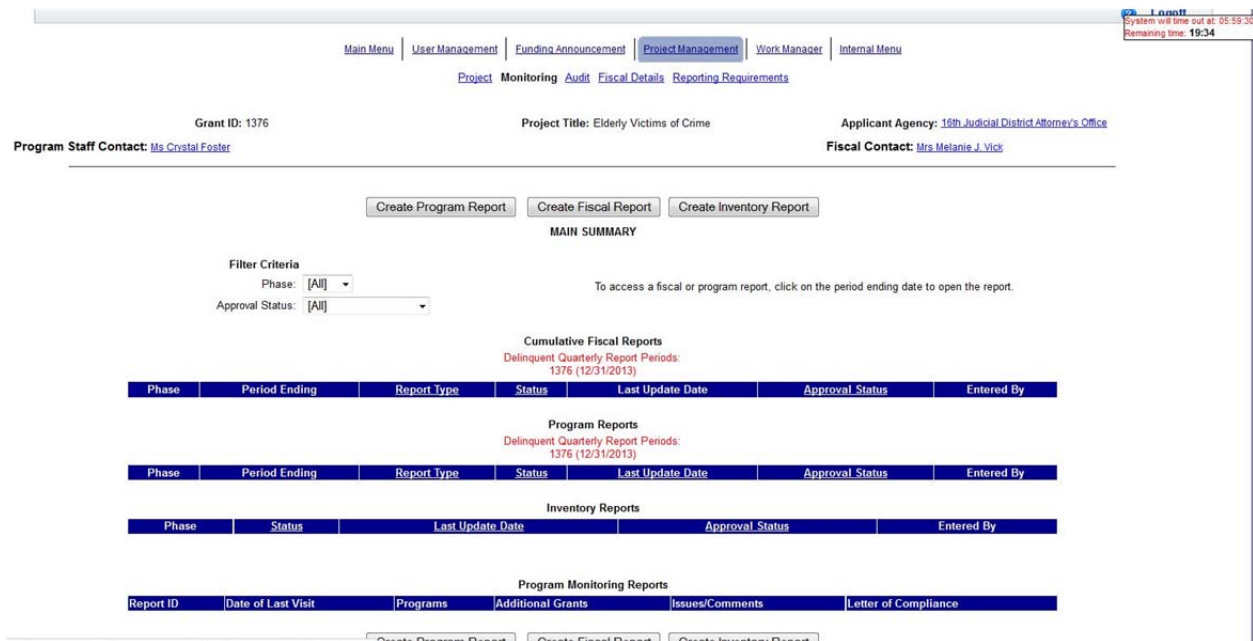
[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding 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
1376 :	Create Project Modification Request (PMR)		
	Modifications 1	10/1/2013 - 12/31/2014	Open - Awarded  
	Application	10/1/2013 - 9/30/2014	Open - Awarded

[View Issues/Comments](#)

Creating and correcting an Inventory Report



The screenshot shows the Egrants system interface for grant management. At the top, there is a navigation menu with options like 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', 'Work Manager', and 'Internal Menu'. Below this, the 'Project Management' section is active, showing details for Grant ID: 1376, Project Title: Elderly Victims of Crime, and Applicant Agency: 16th Judicial District Attorney's Office. 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 four summary tables: 'Cumulative Fiscal Reports', 'Program Reports', 'Inventory Reports', and 'Program Monitoring Reports'. Each table has columns for Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, and Entered By. At the bottom, there are three buttons: 'Create Program Report', 'Create Fiscal Report', and 'Create Inventory Report'.

Click the **“Create Inventory Report”** to create a new inventory report for the grant.

Inventory reports which have been created already will be displayed. If you have started an inventory report and need to continue working on it, click to open the report.

Inventory reports are cumulative. If you need to add inventory items to a previously submitted inventory report, contact your fiscal contact and request the previously submitted inventory report be returned. This will allow you to add additional items to the report.

Clicking on the printer will create a PDF version of the report for printing. A message will appear asking if you like to include attachments in the PDF document being created. Once you click on the **“Yes”** or **“No”** button, the report will be created and displayed.

The Status of the inventory report will appear as **“Draft”** while you are creating and working on it. The inventory report will not be transmitted to LCLE while in **“Draft”** status. Once the report is submitted to LCLE, the Status will change to **“Submitted”**. The Approval status for the report will initially appear as **“Pending”** until it is reviewed and approval by LCLE staff. Once LCLE staff has approved it, the status will change to **“Approved”**.

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

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1376

Project Title: Elderly Victims of Crime

Applicant Agency: 16th Judicial District Attorney's Office

Item Number:

Inventory Quantity:

Description:

Identification Number:

Date Acquired:

Cost:

Present Condition Code:

Present Use and Location:

Anticipated Future Code:

Remarks:

Individual equipment information will be entered on this screen. If entering multiple items, Click **“Save & Add Another”**; otherwise, Click **“Save & Return”**.

Returned Inventory Report for Correction

Once you submit an Inventory report, LCLE staff will be notified to review it.

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

Grant ID: 1078 Project Title: Project Short title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Program Staff Contact: [Mr. Barry E. Reber](#) Fiscal Contact: [Ms. Laura Zellers](#)


[Create Program Report](#) [Create Fiscal Report](#) [Create Inventory Report](#)

MAIN SUMMARY


Filter Criteria
 Phase: [All] ▾
 Approval Status: [All] ▾

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078 	9/30/2013	Quarterly	Draft	6/10/2013	Return to Applicant	Mr Al Church

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078 	9/30/2013	Quarterly	Submitted	5/30/2013	Approved	Mr Al Church

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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If the LCLE staff encounter any problems with the inventory report that need to be corrected, they will document them as corrective actions. The status of the report will be changed to **“Returned to Applicant”** and the report will be returned to you for correction.

Work Manager

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Welcome to LCLE Egrants!
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You will be notified of any problems with the fiscal report through **Work Manager**

Work Manager Tasks and Alerts

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | **Work Manager**

Tasks/Alerts For: Mr Al Church Date: 06/10/2013

TASKS AND ALERTS

Search Criteria:


Title:


Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the  in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type/Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task : 1078 - Project Short Title (YMCA of the Capital Area, Baton Rouge)	Fiscal	Cumulative Fiscal Report Returned 	New	6/10/2013 3:48:17 PM

A Work Manager **task** is a work item that must be performed. If you receive a task, some action must be taken within Egrants on the Inventory Report to clear the task. The Primary Contact associated with each application will receive all task notifications.

A Work Manager **alert** is a notification of an event that has occurred or an activity that is pending within the Egrants system regarding the Inventory Report. No action by the recipient is required. You can manually clear any alert notifications received.

Work Manager will display a task about the fiscal report being returned.

Task and Alert Details

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

Tasks/Alerts For: Mr Al Church Date: 06/10/2013

TASKS AND ALERTS

Search Criteria:


Title:


Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the  in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type	Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task	1078 - Project Short title (YMCA of the Capital Area, Baton Rouge)	Fiscal	Cumulative Fiscal Report Returned 	New	6/10/2013 3:48:17 PM

You can click on the “?” in the Action column to learn the cause for receiving the task or alert as well as the next steps to take on the **Notification Details** screen.

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

Tasks/Alerts For: Mr Al Church Date: 06/10/2013

NOTIFICATION DETAILS

Reference Number: 1506.4-0060

Type: Task

Category: Fiscal

Action: Cumulative Fiscal Report Returned

Cause: LCLE has returned your Cumulative Fiscal Report for corrections.

Next Steps (if any): A corrected Cumulative Fiscal Report must be submitted. Review the Input Cumulative Fiscal Report Quick Start Guide or contact the Fiscal Staff.

Title: [1078 - Project Short title \(YMCA of the Capital Area, Baton Rouge\)](#)

Date/Time Posted: 6/10/2013 3:48 PM

Status: New

Resubmit the Inventory Report with Updates

After you are finished with the corrections, click the “**Submit**” button.

LACLE staff will be notified that updates have been completed and the report is ready for their review.