

# Louisiana Commission on Law Enforcement (LCLE)

## Electronic Grants Management System (Egrants)



### Fiscal Report Quick Start Guide

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Computer Aid, Inc. &  
Louisiana Commission on Law Enforcement  
July 8, 2013

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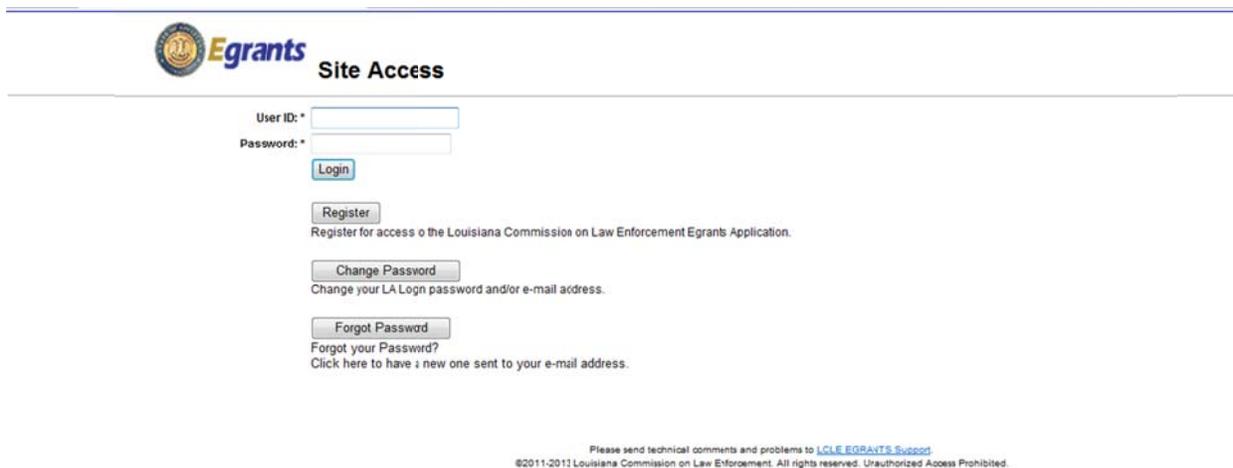
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## Accessing the Egrants System

Once an application is awarded, the subgrantee will be required to submit a quarterly fiscal report or an interim fiscal report documenting the progress of the project for LCLE staff to review.

**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 the Egrants logo at the top left. Below the logo, there are two input fields: 'User ID: \*' and 'Password: \*'. A 'Login' button is positioned below the password field. Underneath the login section, there are three buttons: 'Register', 'Change Password', and 'Forgot Password?'. Each button has a corresponding description: 'Register for access to the Louisiana Commission on Law Enforcement Egrants Application.', 'Change your LA Login password and/or e-mail address.', and 'Forgot your Password? Click here to have a new one sent to your e-mail address.' At the bottom of the page, there is a small footer with technical support information and a copyright notice: 'Please send technical comments and problems to [LCLE EGRANTS Support](#). ©2011-2012 Louisiana Commission on Law Enforcement. All rights reserved. Unauthorized Access Prohibited.'

Enter the “**user ID**” and “**password**” obtained through registration and click the “**Login**” button.

## Project Management

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The screenshot shows the main menu of the Egrants system. The menu items are: Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. The 'Project Management' item is circled in red. Below the menu, there is a welcome message: 'Welcome to LCLE Egrants! Please select a menu tab or prompt link to continue.' Below this, there are five 'CLICK HERE' hyperlinks, each with a description of the action it performs. The first 'CLICK HERE' link is also circled in red. At the bottom of the screenshot, 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

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

Search [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications in Process \(33\)](#)

[Awarded Projects - Active \(29\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
<a href="#">1078</a>	YMCA of the Capital Area, Baton Rouge	Project Short title	05/22/2013

If you know the Grant you want to work on, enter “**Grant ID**” field on the **Project Management Search** screen and click 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 number**” to go to the **Project Summary** screen associated with the application.



# Creating a Fiscal Report

[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 F. Reber](#)      Fiscal Contact: [Ms. Laura Zellers](#)

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

MAIN SUMMARY

Filter Criteria  
 Phase: [All]      To access a fiscal or program report, click on the period ending date to open the report  
 Approval Status: [All]

Cumulative Fiscal Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	<a href="#">9/30/2013</a>	Quarterly	Submitted	5/30/2013	Approved	Mr Al Church

Program Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	<a href="#">9/30/2013</a>	Quarterly	Submitted	5/30/2013	Approved	Mr Al Church

Inventory Reports				
Phase	Status	Last Update Date	Approval Status	Entered By

Program Monitoring Reports					
Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

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

Click the "Create Fiscal Report" button to create a new fiscal report for the grant.

[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 F. Reber](#)      Fiscal Contact: [Ms. Laura Zellers](#)

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

MAIN SUMMARY

Filter Criteria  
 Phase: [All]      To access a fiscal or program report, click on the period ending date to open the report.  
 Approval Status: [All]

Cumulative Fiscal Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	<a href="#">9/30/2013</a>	Quarterly	Submitted	5/30/2013	Pending	Mr Al Church

Program Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	<a href="#">9/30/2013</a>	Quarterly	Submitted	5/30/2013	Approved	Mr Al Church

Inventory Reports				
Phase	Status	Last Update Date	Approval Status	Entered By

Program Monitoring Reports					
Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

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

Fiscal reports that have been created already will be displayed. If you have started a fiscal report and need to continue working on it, click on the **Period Ending** date to open 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 your report will appear as “**Draft**” while you are creating and working on it. The report cannot 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. After LCLE staff has approved it, the status will change to “**Approved**”. If LCLE staff requires additional information regarding the fiscal report, the status will change to “**Returned**”. If the fiscal report is returned, refer the “*Fiscal Report Corrections Quick Start Guides.*”

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## Entering Fiscal Report Information

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

GrantID: 1078  
 Project Title: Project Short title  
 Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)

Project Start: 7/1/2013  
 Project End: 12/31/2014  
 Phase Budget: \$60,800.00  
 Total Budget: \$60,800.00

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**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 9/30/2013  
 Report Period Ending Date: \* 9/30/2013

Report Type:  Quarterly  Interim  Final

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By:

Submitted Date:  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 7/1/2013-9/30/2013	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	41,640.00	0.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00	0.00
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.)	6,000.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	6,160.00	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:	64,800.00	0.00	0.00	0.00	0.00	0.00

Budget Categories	Budget	Expenses Paid This Period 7/1/2013-9/30/2013	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	11,000.00	0.00	0.00	0.00	0.00
Employee Benefits	1,800.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	21,000.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00
Consultants	28,000.00	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
Total Σ:	64,800.00	0.00	0.00	0.00	0.00

Project Income: Seized \$ 0.00      Forfeited \$ 0.00

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"/>				

The report being created is to reflect the activities which have taken place over the quarterly reporting period. The report will default to a report type of "Quarterly." This can be changed to "Interim" if you are submitting a report between the quarterly reports. Clicking on the calendar will allow you to select the ending date for the Interim report.

If you are at the end of your project and can submit your final report prior to the end date of your project, click on the "Final" report type.

Expenses for the reporting period are entered in the **Expenses Paid This Period** column by clicking each approved budget category associated with the expense to be reported and the amount of funds being reported as expenditures

In the example below, *Supplies and Operating Expenses* are being reported for a project.

First, click on the **Budget category** being reported. Egrants will take the user to the Expenditure Details page of the budget category. In the **Expenses Paid This Period column**, enter the amount of the expenditure according to the approved budget.

Enter **Outstanding Subgrantee Obligations** - Enter obligations/encumbrances of the approved line items that are made during the reporting period, but remain unpaid by the end of the reporting period.

Total Budget: \$104,579.00

SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS

Total Expenses Paid This Period: \$75.00

Louisiana District Attorney's Association (Master Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
ATV Rental	2,000.00	0.00	2,000.00	0.00
General Office Supplies	120.00	0.00	120.00	0.00
Library Reference Materials	1,800.00	0.00	1,800.00	0.00
Mandatory CLE Fees	100.00	0.00	100.00	0.00
Meeting Space Rental	1,000.00	0.00	1,000.00	0.00
Postage - DART Report	138.00	0.00	138.00	0.00
Postage - General Correspondence	25.00	0.00	25.00	0.00
Postage Training Mailout	138.00	25.00	163.00	0.00
Printing supplies DART Report	150.00	50.00	200.00	0.00
Printing Supplies Training Mailout	227.00	0.00	227.00	0.00
Telephone/Fax Charges	3,600.00	0.00	3,600.00	0.00
	9,290.00	75.00	6,725.00	0.00

Please send technical comments and problems to [LOLEGRANTS@lsued.edu](mailto:LOLEGRANTS@lsued.edu)

Click **“Save”** to return to the **Subgrantee Cumulative Fiscal Report** screen.

Report Status: Draft  
Approval Status: Pending  
Status Updated By: Super User

Report Type: Quarterly  Interim  Final

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

Financial Information	Budget	Cumulative Expenses as of 4/30/2013	Expenses Paid This Period 5/1/2013-5/31/2013	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash
Federal	104,679.00	58,469.00	75.00	58,544.00	0.00	58,469.00	
State	0.00	0.00	0.00	0.00	0.00	0.00	
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	
State Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	
Inclusion	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</b>	<b>104,679.00</b>	<b>58,469.00</b>	<b>75.00</b>	<b>58,544.00</b>	<b>0.00</b>	<b>58,469.00</b>	

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

Budget Categories	Budget	Cumulative Expenses as of 4/30/2013	Expenses Paid This Period 5/1/2013-5/31/2013	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	76,717.00	41,828.00	0.00	41,828.00	0.00	
Employee Benefits	16,679.00	8,823.00	0.00	8,823.00	0.00	
Travel Including Training	2,987.00	1,368.00	0.00	1,368.00	0.00	
Equipment	0.00	0.00	0.00	0.00	0.00	
Supplies & Operating Expenses	9,285.00	6,650.00	75.00	6,725.00	0.00	
Consultants	0.00	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</b>	<b>104,679.00</b>	<b>58,469.00</b>	<b>75.00</b>	<b>58,544.00</b>	<b>0.00</b>	

Project Income: \_\_\_\_\_ Seized \$ 0.00 Forfeited \$ 0.00

Remarks: \_\_\_\_\_

Add Attachment

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 the Federal share & Match share (if applicable) in the **Expenditures paid this period** column.

**Outstanding Subgrantee Obligations** - Enter total obligations/encumbrances that are made during the reporting period, but remain unpaid by the end of the reporting period.

Refer to the next section for **Adding Expense Attachments** if supporting documentation for fiscal reports is required.

## Adding Expense Attachments

Add Attachment

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"/>				

Attachments needed to support the expenses being submitted for the reporting period can be associated with the budget category of the expense. Click on the **"Add Attachment"** button to display the attachment pop-up.

Grant ID: 1078  
Project Title: Project Short title  
Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)

Project Start: 7/1/2013  
Project End: 12/31/2014  
Phase Budget: \$60,800.00  
Total Budget: \$60,800.00

**Instructions:**  
Your attachment must be smaller than 3MB to be uploaded. Sometimes, reducing the scan resolution to 92 Dots Per Inch (DPI) will keep the size small. Make sure the scan is readable before uploading.

C:\Users\zeller\Documents

Budget Category(s): (Select all that apply to this attachment)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Personnel         | <input type="checkbox"/> Supplies & Operating Expenses |
| <input checked="" type="checkbox"/> Employee Benefits | <input type="checkbox"/> Consultants                   |
| <input type="checkbox"/> Travel (including Training)  | <input type="checkbox"/> Construction                  |
| <input type="checkbox"/> Equipment                    | <input type="checkbox"/> Other                         |

Short Description: \*

Employee paycheck

Maximum attachment size is 3072 KB (3 MB)

Enter the attachment document, the category (s) associated with the expense and a short description for the attachment.

Click on the "Save" button.

Add Attachment

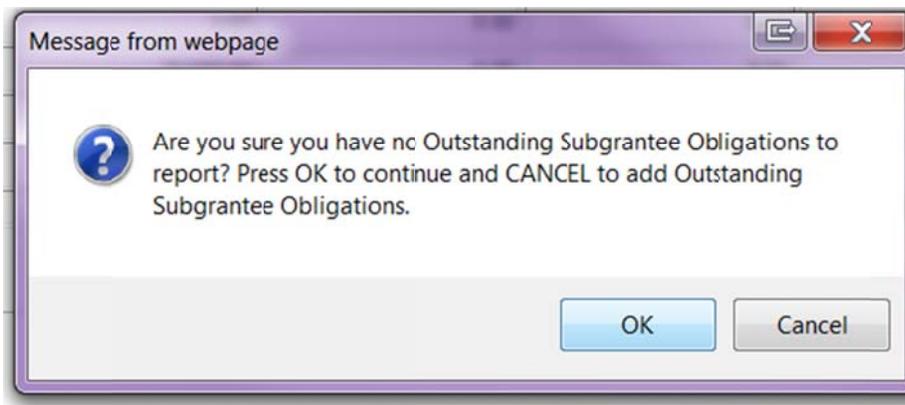
Actions	Attachment Name	Description	Budget Category(s)	Date
 	LCLE Attachment Document.docx	Employee paycheck	 	5/30/2013 4:19:22PM

The icons displayed in the budget category reflect the categories associated with the attached expense. Attachments already added are displayed in the list on the screen.

You can save the expenditure supporting documents attached and continue working by clicking on the **“Save and Continue Editing”** button.

You can save the expenditure supporting information attached and leave the report by clicking on the **“Save as Draft”** button.

You can save the expenditure supporting information entered and mark the report as complete by clicking on the **“Submit”** button.



**If no outstanding obligations were reported for the expenditure period this pop-up will appear, upon saving the report, to give the user an opportunity to reconsider reporting outstanding obligations. Fiscal Report Submission Confirmation**

**Fiscal Report Submitter Confirmation**

I certify that, to the best of my knowledge and belief, this report is correct and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by LCLE; and I further certify that I am aware of the requirements set forth in the current editions of the US DOJ OJP Financial Guide and/or OVW Financial Grants Management Guide (for federal funds only) and LCLE's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Once you have completed the fiscal report and added all supporting attachments with their associated categories, click on the **“Submit”** button. A fiscal report confirmation message will appear asking you to agree with the statement. Click **“Agree”** to continue with the report submission.

# Fiscal Report Approval

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[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 Zelens](#)

**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	<a href="#">9/30/2013</a>	Quarterly	Submitted	6/10/2013	Approved	<a href="#">Mr. JJ Church</a>

**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	<a href="#">9/30/2013</a>	Quarterly	Submitted	5/30/2013	Approved	<a href="#">Mr. JJ Church</a>

**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By

**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

Once the fiscal 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 the staff has approved it, the status will change to **“Approved”**. If additional information is required, the status will change to **“Returned”**.