

Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)



Fiscal Report Corrections Quick Start Guide

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

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Table of Contents

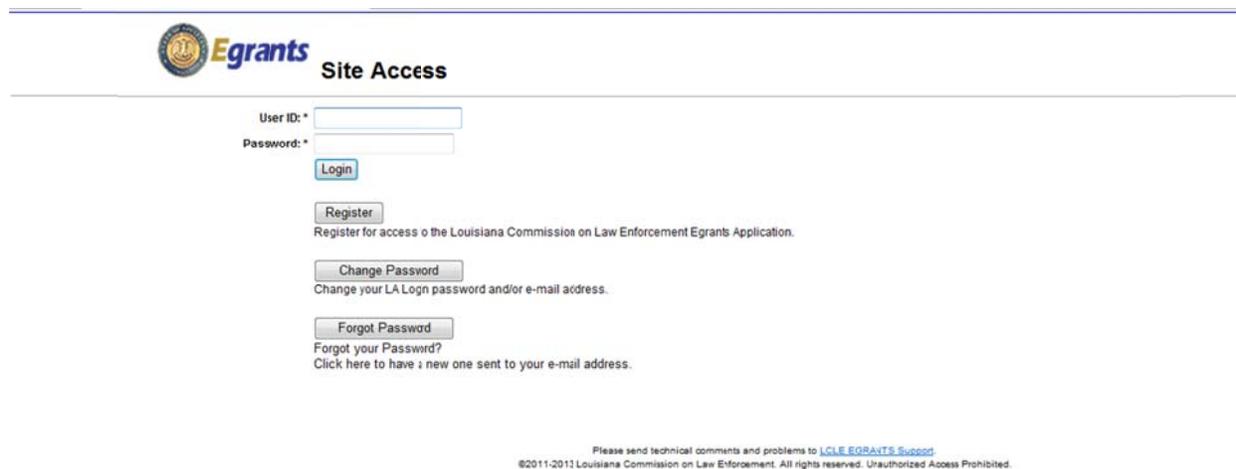
Accessing the Egrants System.....	4
Project Management	5
Finding Your Grant Application.....	6
Entering the Monitoring Area	7
Finding a Fiscal Report	8
Returned Fiscal Report for Correction	9
Work Manager	10
Work Manager Tasks and Alerts	11
Task and Alert Details	12
Corrective Actions.....	13
Corrective Action List	15
Resubmit the Fiscal Report with Updates.....	16
Fiscal Report Approval	18

Accessing the Egrants System

Once an application is awarded, the subgrantee will be required to submit a quarterly fiscal report documenting the progress of the project for LCLE staff to review. During LCLE's review, the LCLE staff may have questions or require additional information to the fiscal report. This quick start guide will assist you with determining whether or not the LCLE staff has returned the fiscal report requesting additional information and where to find issues or comments regarding the fiscal 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 'Site Access' page for the Egrants system. 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. 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 line of text: 'Please send technical comments and problems to [LCLE EGRANTS Support](#). ©2011-2013 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

[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](#)

Search Criteria:

PROJECT MANAGEMENT SEARCH

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
1078	YMCA of the Capital Area, Baton Rouge	Project Short title	05/22/2013

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.

Finding 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: ProjectShort title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Program Staff Contact: [Mr. Barry F. Reber](#) Fiscal Contact: [Ms. Laura Zellers](#)

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	5/30/2013	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	5/30/2013	Quarterly	Submitted	5/30/2013	Approved	Mr. Al Church

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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Fiscal reports which have been created already will be displayed. If you have started a fiscal report and need to continue working on it, click 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 the fiscal report will appear as **“Draft”** while you are creating and working on it. The fiscal 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”**.

Returned Fiscal Report for Correction

Once you submit a fiscal 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 F. Reber](#) Fiscal Contact: [Ms. Laura Zelera](#)

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 fiscal 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!
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.



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: Task	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 Fiscal 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 Fiscal 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: Itr AI 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: Itr AI 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

Corrective Actions

[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 - 1076 - Project Short title YMCA of the Capital Area, Balin Round	Fiscal	Cumulative Fiscal Report Returned 	In-Process	6/10/2013 3:48:17 PM

You can click on the title of the returned fiscal report to see the reviewer's corrective actions.

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: \$40,800.00
 Total Budget: \$40,800.00

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: Return to Applicant
 Status Updated By: [Ms. Laura Zebens](#)

Submitted Date: 5/30/2013
 Return Date: 6/10/2013
 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	48,640.00	1,090.00	1,090.00	0.00	0.00	(1,090.00)
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	10.00	10.00	0.00	0.00	10.00
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	60,800.00	1,100.00	1,100.00	0.00	0.00	(1,090.00)

Budget Categories	Budget	Expenses Paid This Period 7/1/2013-9/30/2013	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	18,000.00	1,000.00	1,000.00	0.00	0.00
Employee Benefits	1,000.00	100.00	100.00	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	20,000.00	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	60,800.00	1,100.00	1,100.00	0.00	0.00

Project Income: Seized \$ 0.00 Forfeited \$ 0.00

Remarks:

Add Attachment

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

[View Report](#) |
 [View Corrective Actions](#) |
 [Save as Draft](#) |
 [Save and Continue Editing](#) |
 [Submit](#) |
 [Delete](#) |
 [Cancel](#)

You can see the list of corrections which has been created for the report by clicking on the “View Corrective Actions” button to see the details of the question or change requested.

Corrective Action List

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

Grant ID: 1078
Report Period Ending: 9/30/2013

Project Title: Project Shcrt title
Total Budget: 60,800.00

Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
Phase Budget: 60,800.00

CORRECTIVE ACTIONS LIST

Created By: Ms. Laura Zellers
Last Update By: Ms. Laura Zellers
Status: Open
Due Date: 6/12/2013
Created Date: 6/10/2013 3:48:04 PM
Last Update Date: 6/10/2013 3:48:04 PM
Problem Description: Please include additional attachments showing paycheck details - hours worked and hourly rate.
Required Action: Attach additional information

[Return to Report](#)

The **Corrective Action List** screen appears. Actions contain a corresponding **Due Date**. This is the date when LCLE would like the problem resolved. Click on the **“Return to Report”** button to address the issues with the report.

Resubmit the Fiscal Report with Updates

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

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

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: Return to Applicant
 Status Updated By: [Ms. Laura Zedler](#)

Submitted Date: 5/30/2013
 Return Date: 6/10/2013
 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	48,640.00	1,090.00	1,090.00	0.00	0.00	(1,090.00)
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	10.00	10.00	0.00	0.00	(10.00)
In-Kind Match	6,160.00	0.00	0.00	0.00	0.00	0.00
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Budget Categories	Budget	Expenses Paid This Period 7/1/2013-9/30/2013	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	18,000.00	1,000.00	1,000.00	0.00	0.00
Employee Benefits	1,800.00	100.00	100.00	0.00	0.00
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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	20,000.00	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	60,800.00	1,100.00	1,100.00	0.00	0.00

Project Income: Forfeited \$ 0.00

Remarks:

Actions	Attachment Name	Description	Budget Category(s)	Date
	LCLE Attachment Document.docx	Employee paycheck		5/30/2013 4:19:22 PM
	LCLE Attachment Timesheet Documen.docx	Timesheet Documentation		6/10/2013 4:13:34 PM

When drilling into a budget category for correcting dollar amounts, the **Financial information** should be corrected first (**federal and match share**). It may be a good idea to set it to zero until the corrections are made. If the user doesn't reset the **Financial Information** (federal and match breakdown) the category expenditures when corrected will appear skewed.

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

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] ▾
 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 	9/30/2012	Quarterly	Submitted	6/10/2013	Pending	Mr Al Church

Program Reports

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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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[Create Program Report](#) [Create Fiscal Report](#) [Create Inventory Report](#)

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

Fiscal Report Approval

[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 Zelers](#)

MAIN SUMMARY

Filter Criteria
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 Approval Status: [All] ▾

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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 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”**.