



Financial Reporting User Manual





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Accessing and Submitting Financial Reports [Return to Top](#)

This section allows the Financial Points of Contact (FPOCs) to create and submit financial reports for the grant programs they are assigned.

How to create and submit a financial report:

Step 1 - Select the “Financial Reporting” button, as seen below.

Access Applications <ul style="list-style-type: none">• Create/Edit Applications• View Prior Applications	Review Applications <ul style="list-style-type: none">• Score Applications• View Prior Scoring	View Records <ul style="list-style-type: none">• View Record Information• Add/Update Information• Contact ACJC	Manage Personnel <ul style="list-style-type: none">• View Personnel Information• Create/Edit Personnel
Sub-Awardee Questionnaires <ul style="list-style-type: none">• View Questionnaires• Submit Questionnaires	Activity Reporting <ul style="list-style-type: none">• View Activity Reports• Submit Activity Reports	Financial Reporting <ul style="list-style-type: none">• View Financial Reports• Submit Financial Reports	Grant Adjustments <ul style="list-style-type: none">• Create a GAR• View Prior GARs

Step 2 – Filter for the grant you are reporting on and select.

From the drop-down menu choose:

- A. The ACJC grant program
- B. Your agency
- C. The grant number

Financial Reporting

Please select from the following:

A **B** **C**

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Step 3- Select the financial report you wish to complete

Note: There are two types of financial reports for grantees to submit: 1) a report for subsequent reimbursement, and 2) a report for allotment/advance expenditures. The first example, titled as a “Reimbursement Report”, will generate a payment request through the ACJC Grants Portal. The second, titled with either “Allotment Report” or “Advance Report,” is information-only to report to the ACJC on expenditures of funds already allotted or advanced.



Financial Reporting

Please select from the following:

Financial Reports Due

	REPORT NAME	DUE DATE
Re-Opened	Jul Monthly Reimbursement Report	08/25/2021
Reviewing	Aug Monthly Reimbursement Report	09/25/2021
Follow-Up	Sep Monthly Reimbursement Report	10/25/2021
Edit	Oct Monthly Reimbursement Report	11/25/2021

Reported Expenditures Snapshot

	REPORTED	REMAINING	TOTAL
Reimbursements	\$1,670.84	\$29,579.16	\$31,250.00
Total Budget	\$1,670.84	\$29,579.16	\$31,250.00

- A. The left column lists all financial reports due for the grant period with the status of the report, report name, and due date for the report.
1. Report status-
 - a. **Edit**- Click on a report with this status to edit and submit a financial report.
 - b. **Follow-up**- Additional information needs to be attached. Click on the status to access the Follow-up Request and attach the additional information needed.
 - c. **Re-opened**- A change is needed to either the request or the documents provided. Click on the status to access the financial report to make changes and/or to re-upload the documentation for the report, if necessary.
 - d. **Reviewing**- Being reviewed by ACJC. Once a report has been approved for payment it will move from the Financial Reports Due section to the Report Information section at the bottom of the screen.
- B. The right column provides a snapshot of total reported expenditures and any applicable match for a quick glance at your remaining balance. For a more detailed review, look at the Financial Ledger section located further down the page.

Submitting a Reimbursement Report [Return to Top](#)

A reimbursement report consists of several tabs to review and complete, as pictured below.



Process Reimbursement Report

General Financial Interest & Income Attachment Certification **Save** [Back to List](#)

The tabs include:

- **General**- Review general information regarding the reimbursement report, including the month the report is for, the percentages of federal, state and match for the grant, and the total award.
- **Financial**- Complete the reimbursement request and report match.
- **Interest & Income**- Report interest or income as required by your grant agreement. Speak with your ACJC Grant Coordinator for more information.
- **Attachment**- Upload required documentation to support your reimbursement request.
- **Certification**- Certify to the requirements listed and submit the report.

A. *Financial*

1. Enter the amount(s) expended for reimbursement in the box next to the corresponding budget category. Please ensure that the amount requested in the category does not exceed the amount available for that category unless the 10% slide as allowed under your grant agreement is utilized. Note that the 10% slide cannot be utilized for equipment and there might be additional restrictions on the use of the 10% slide for your specific grant. Please contact your grant coordinator for more information if you have questions.
2. If there is an explanation necessary for equipment and/or other requested reimbursement, provide that information in the Equipment section and the text box provided further down the page.

General **Financial** Interest & Income Attachment Certification **Save** [Back to List](#)

Financial Information

Please report below any reimbursable totals within each budget category. Only include amounts applicable to the month/quarter specified. Include all supporting documentation in the [Attachments](#) tab.

NOTE: Any advance or allotment reporting must be done in a separate advance/allotment financial report. Available reimbursable amounts coincide with each budget category below.

Budget Categories	Expenses	Available
Personal Services Salary	<input type="text" value="\$0.00"/>	\$11,300.00
Overtime	<input type="text" value="\$0.00"/>	\$6,350.00
Match	<input type="text" value="\$0.00"/>	\$6,250.00
Total Reported	\$0.00	
Total Match	\$0.00	
Total Paid	\$0.00	\$17,650.00 ⓘ

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B. *Interest & Income*

For programs reporting Interest and/or Program Income please report any interest and/or program income received and/or spent during the reporting period.

Program Interest & Income

Please report any interest received and interest spent during the financial reporting period.

Interest Earned	<input type="text" value="\$0.00"/>
Interest Spent	<input type="text" value="\$0.00"/>

Please report total revenue along with program income spent during the financial reporting period.

Total FTE Portion Paid by the Grant	<input type="text" value="0"/>
Total FTE Portion Dedicated to Program	<input type="text" value="0"/>
Program Income Formula	<input type="text" value="0"/> %
Total Revenue	<input type="text" value="\$0.00"/>
Total Grant-Related Income Earned by Grantee	<input type="text" value="\$0.00"/>
Percentage of Federal Funding	<input type="text" value="35.00"/> %
Total Reportable Program Income	<input type="text" value="\$0.00"/>
Program Income Spent	<input type="text" value="\$0.00"/>

C. Attachments

A single attachment package containing all supporting documentation for the financial report submitted for reimbursement should be attached on this tab. Please assure that the package attachment is a PDF document, is under 100MB in size, and has the proper naming convention, as identified in the directions. For more information and an example of what information should be contained in the attachment please refer to the Supporting Documentation for Financial Reporting supplement, which is available via hyperlink in the final bullet point of the directions.

Document Attachment

Please select one (1) attachment for your financial report. Assure the following:

- The attachment is a PDF document.
- The attachment is less than 100MB in size.
- Please assure the following file naming convention: "[Grant Number]_[Month_Year]_Financial_Report" where month/year is the report date.
Example: ACESF-21-023_January_2020_Financial_Report.pdf
- **At least the minimum documentation is attached, as outlined by clicking [here](#).**

Select a File:

No file chosen

D. Certification

Prior to submitting, please review the certification and enter your name. If the SUBMIT button is grayed out click on the "How do I activate the Submit button?" for information on what is missing from your submission.

[General](#) [Financial](#) [Interest & Income](#) [Attachment](#) [Certification](#) [Back to List](#)

Financial Certification

By clicking "Submit" below, I certify to all of the following:

1. All the information presented in this financial report is accurate and complete;
2. Proper documentation has been uploaded to support all purchases and expenditures; and
3. Each purchase and expenditure reported has been previously approved by the Commission through formal documentation on this grant.

Certified By



[How do I activate the Submit button?](#)

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Submitting an Allotment or Advance Report [Return to Top](#)

An allotment/advance financial report is required following an advance disbursement of grant funds. This section will guide the financial contact/alternate the process of submitting an allotment financial report with a match.



Process Allotment/Advance Report

[General](#) [Financial](#) [Interest & Income](#) [Attachment](#) [Certification](#) [Save](#) [Back to List](#)

Financial Information

The tabs include:

- General- Review general information regarding the reimbursement report, including the month the report is for, the percentages of federal, state and match for the grant, and the total award.
- Financial- Complete the advance report. Be sure to include the appropriate match amount based on the award requirement.
- Interest & Income- Report interest or income as required by your grant agreement. Speak with your ACJC Grant Coordinator for more information.
- Attachment- Upload required documentation to support your reimbursement request.
- Certification- Certify to the requirements listed and submit the report.

A. *Financial*

- a. Enter the total advanced and the applicable match amount for each approved category. Please note: the “Available” balance **ONLY** includes the processed advanced/allotted portion of the grant. Speak to your coordinator if the “Available” balance is zero.

Financial Information

Please report below any advance and/or allotment expenditures within each budget category. Only include amounts applicable to the month/quarter specified. Include all supporting documentation in the [Attachment](#) tab.

NOTE: Any reimbursement requests must be done in a separate reimbursement financial report. Available advance/allotment amounts should coincide with each budget category below.

Budget Categories	Expenses	Available
Personal Services Salary	<input type="text" value="\$0.00"/>	\$100,000.00 (+ Addl. Match)
Overtime	<input type="text" value="\$0.00"/>	\$100,000.00 (+ Addl. Match)
Consultant/Contractual Services	<input type="text" value="\$0.00"/>	\$100,000.00 (+ Addl. Match)
Total Reported	\$0.00	\$400,000.00
Total Match	\$0.00	
Total Allotted/Advanced	\$0.00	

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- b. If there is an explanation necessary for equipment and/or other requested reimbursement, provide that information in the Equipment section and the text box provided further down the page.

B. Interest & Income

For programs reporting Interest and/or Program Income, please report any interest and/or income received and/or spent during the reporting period.

Program Interest & Income

Please report any interest received and interest spent during the financial reporting period.

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Please report total revenue along with program income spent during the financial reporting period.

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Total FTE Portion Dedicated to Program	<input type="text" value="0"/>
Program Income Formula	<input type="text" value="0"/> %
Total Revenue	<input type="text" value="\$0.00"/>
Total Grant-Related Income Earned by Grantee	<input type="text" value="\$0.00"/>
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Select a File:

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3. Each purchase and expenditure reported has been previously approved by the Commission through formal documentation on this grant.

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