# How to Generate a Quarterly Financial Report in Grant Vantage

Before you can generate a Quarterly Financial Report, you must have already submitted expense reports for the 3 months of that quarter. Please follow the instructions for *How to Enter & Submit Monthly Expense Reports* if you need to complete those. Then proceed with the following:

In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award).

Right-click on a project you want to open and select **Open in New Window**.
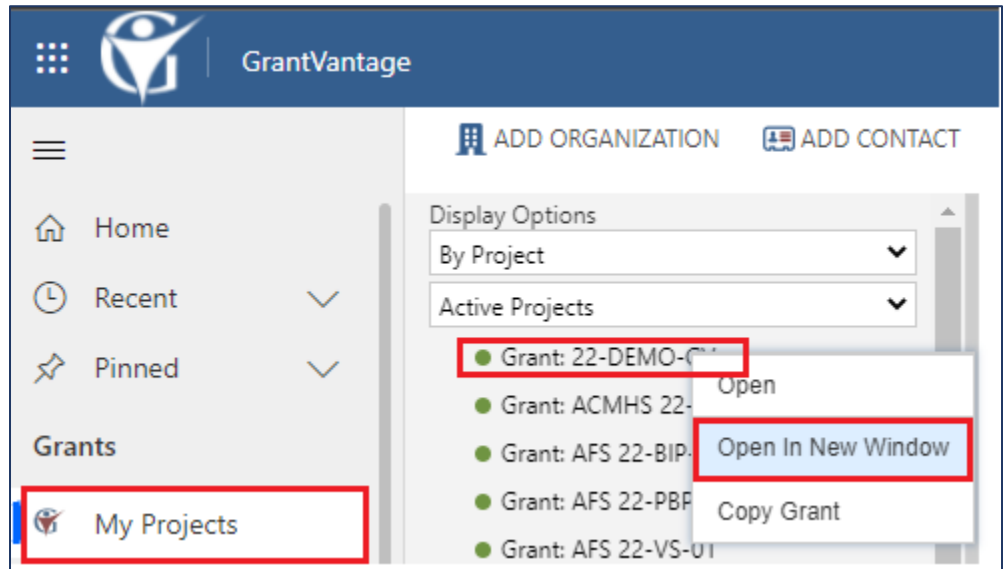
In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Reports** from the drop-down menu.
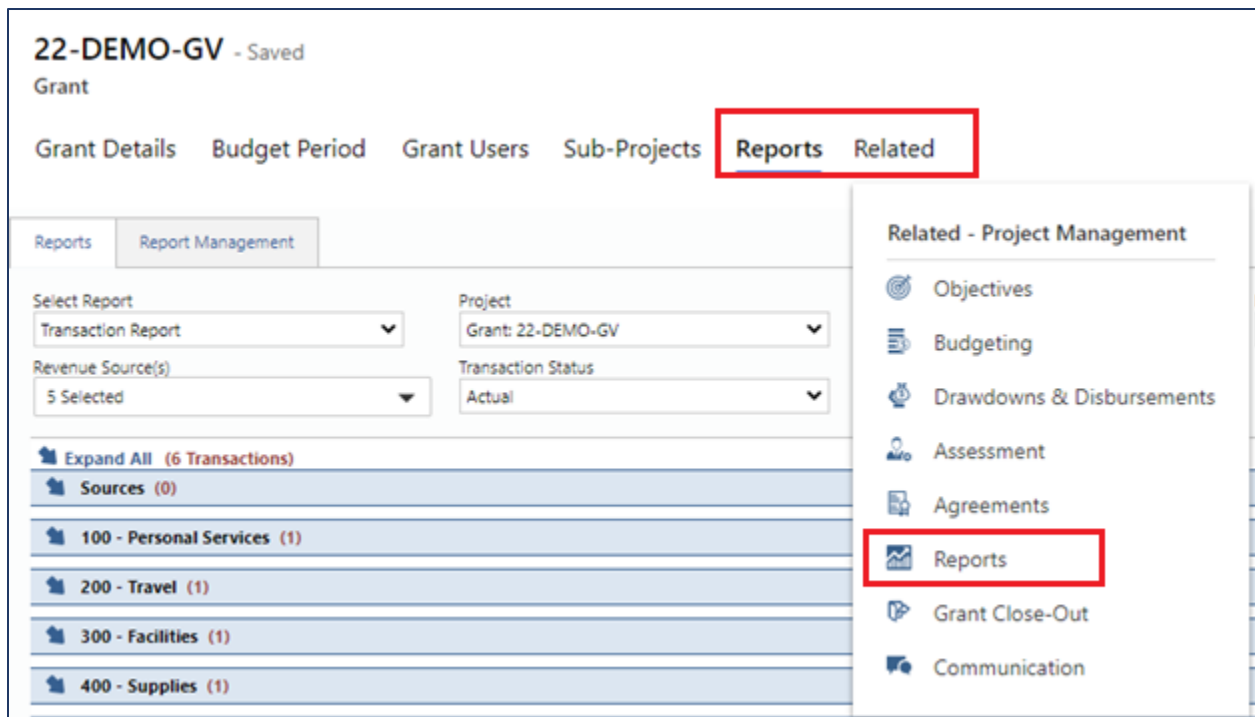
On the report page, you will:

1. Indicate the **Report Start** date and the **Report End** date of the quarter you are reporting on.
2. **Refresh** the table by clicking on the blue refresh icon.
3. Review the table for accuracy, checking that all amounts in the report correspond to accounts in your agency's accounting system.
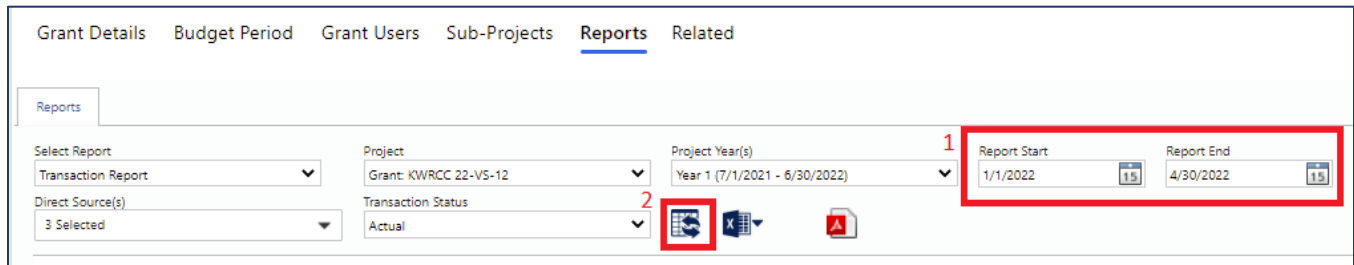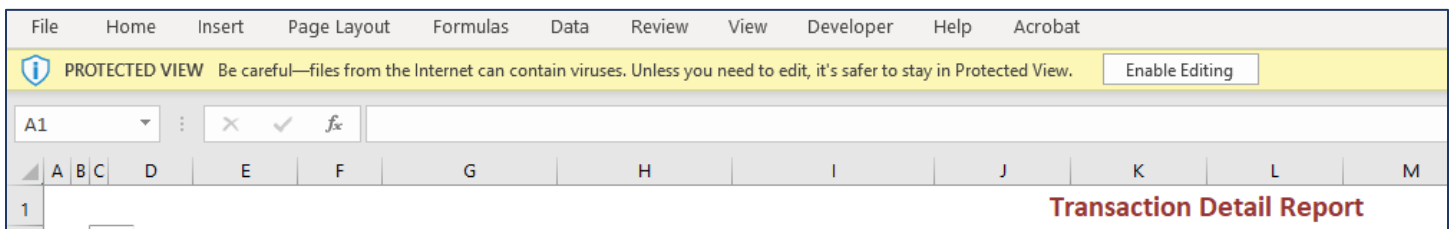

Next, click on the **Export Data Icon** and select **Export Report Data**. The report will download to your computer as an excel document.
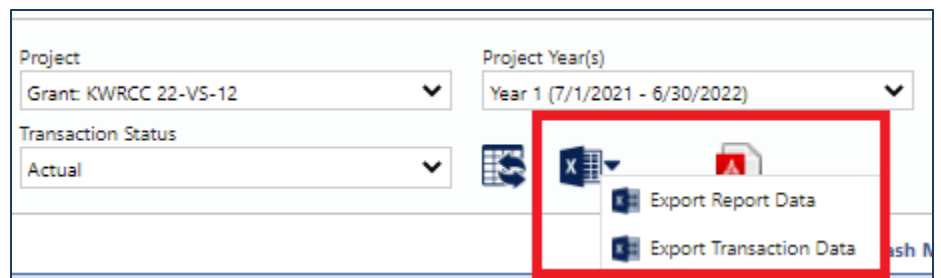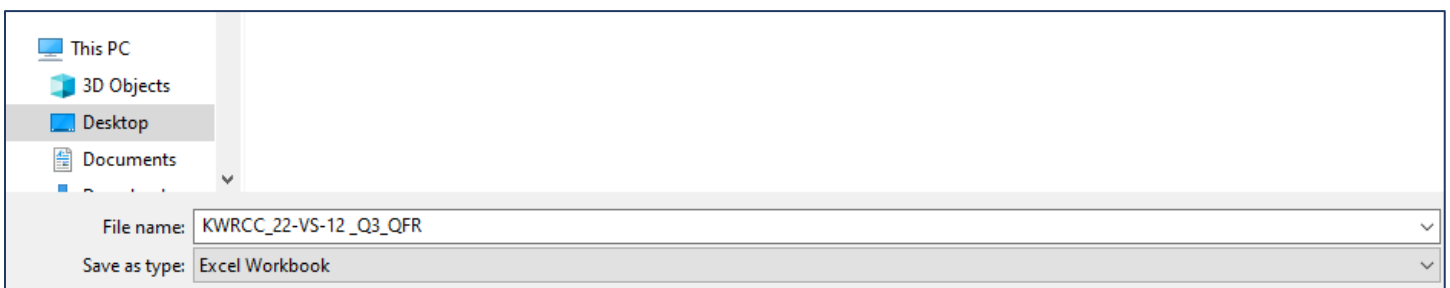

To save the report and print it as a pdf do the following:

1. Click on **Enable Editing** to start the formatting process.

2. Click on File and select "Save As". When you have selected where you want to save this report you need to:
   a. **File Name** follows the naming convention AGENCY_Grant Award Number_Q#_QFR
   b. **Save as Type** should be changed to Excel Workbook

3. Back on the transaction report, **click on the triangle** on the upper left corner to select the whole document and **change the font color to black** for the whole document.
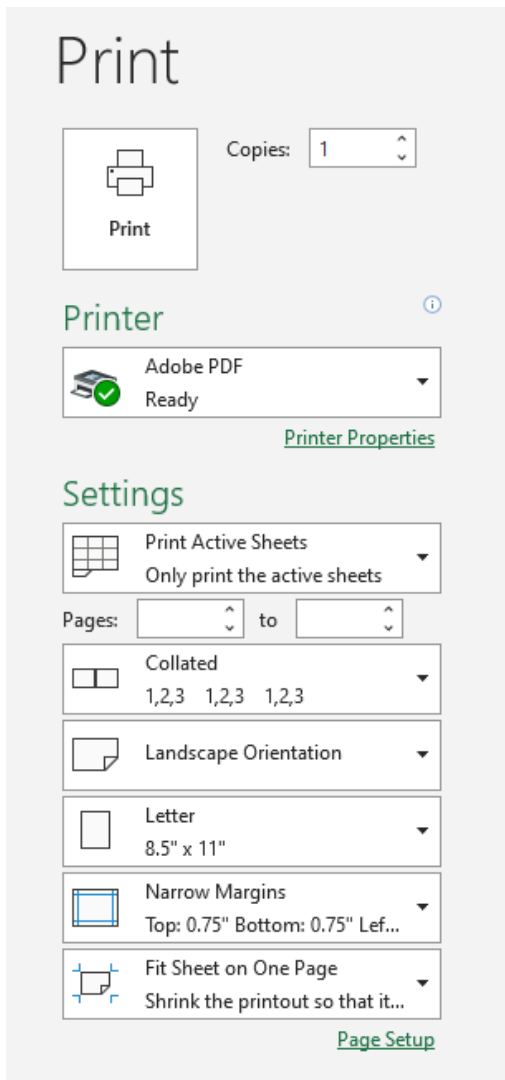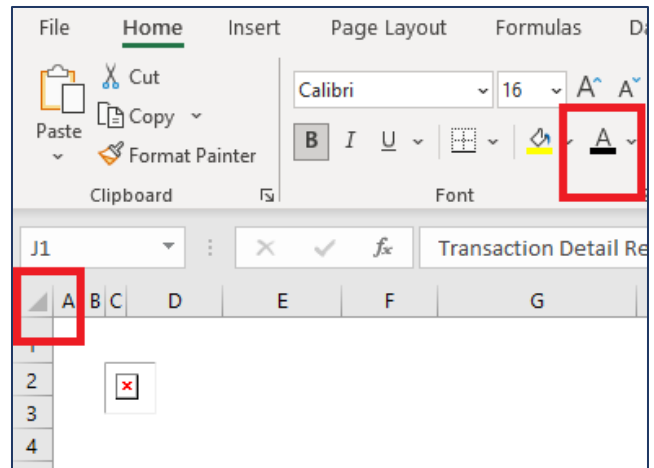

4. Now **print as a PDF**, following the print settings as seen at left:

- Landscape Orientation

- Narrow Margins

- Fit Sheet on One Page

- File Name should be the same as for the Excel Workbook

Save the PDF according to your filing system.

Now it is time to upload the pdf version of the Quarterly Financial Report to GrantVantage.

In the Project/Grant Award detail page, single click on the **Related** tab and select **Report Schedule** from the drop-down menu.
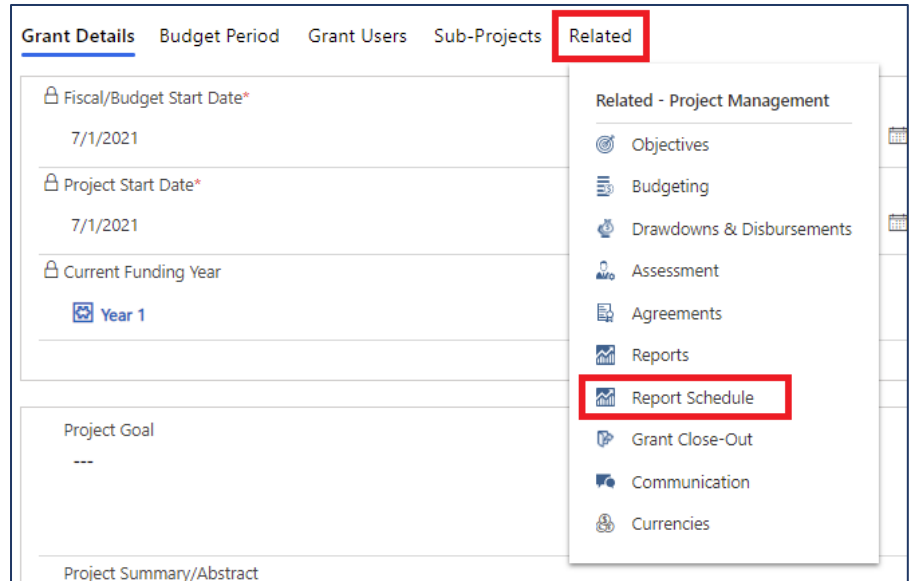

Under Report Title, click on Quarterly Financial Report to open up the list , hover your cursor over the appropriate quarter you are reporting, and click on the pencil icon at the right.
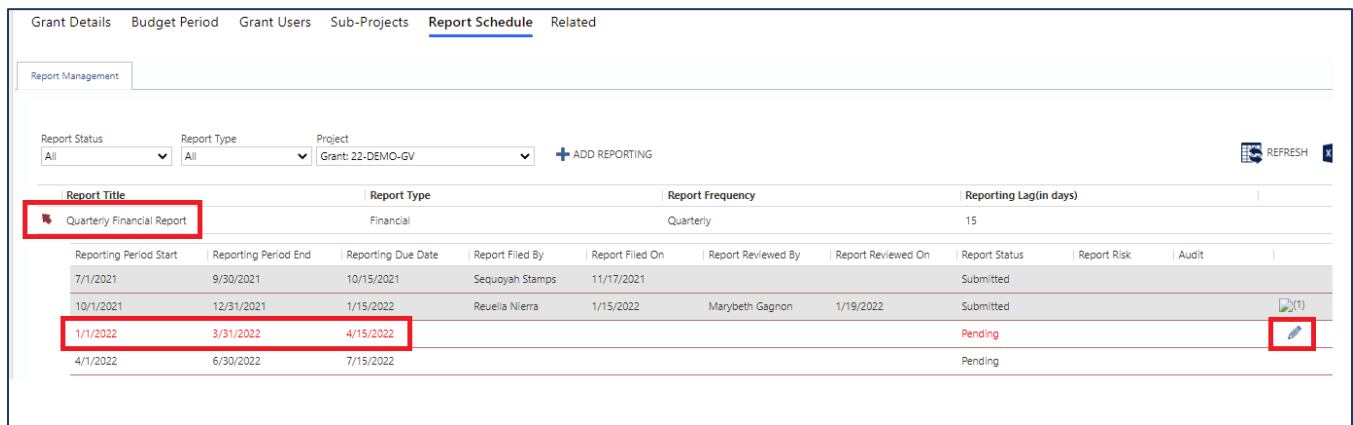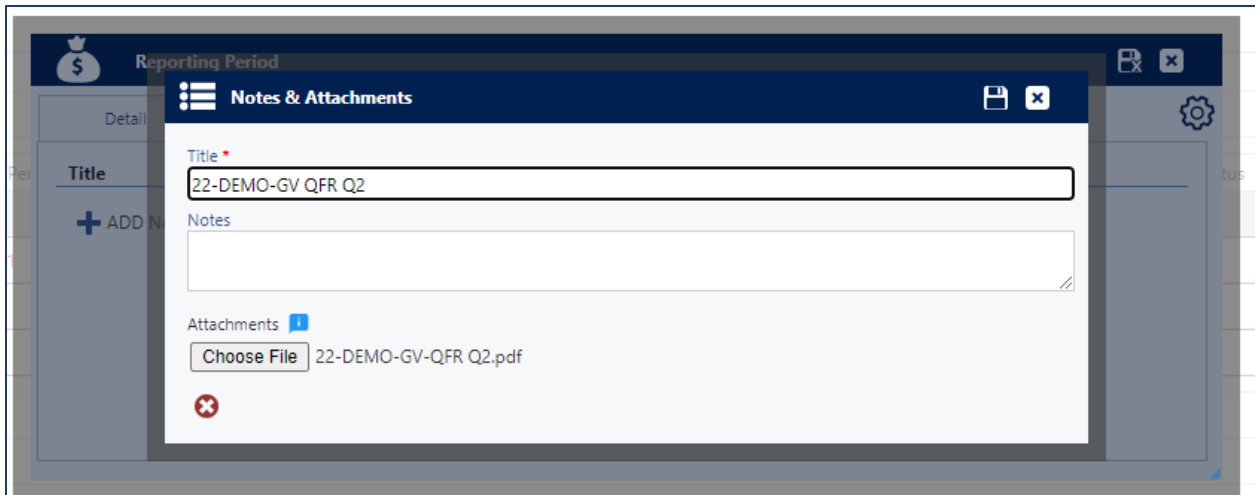

The Reporting Period window opens and will default to the reporting period associated with the quarter you selected. Complete the fields: **Report Filed By** and **Report Filed On.**
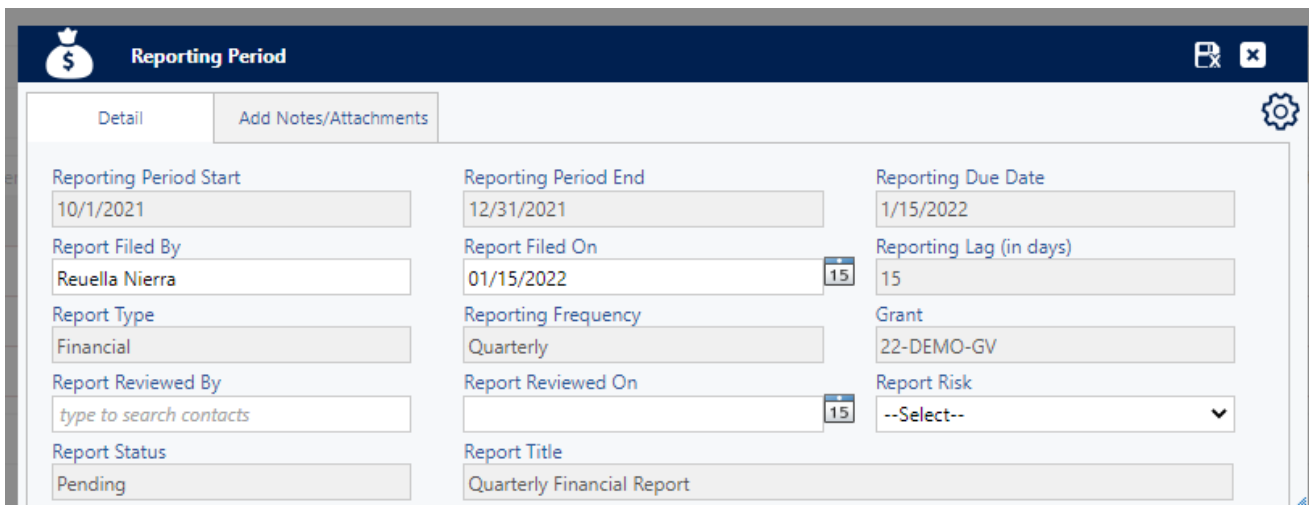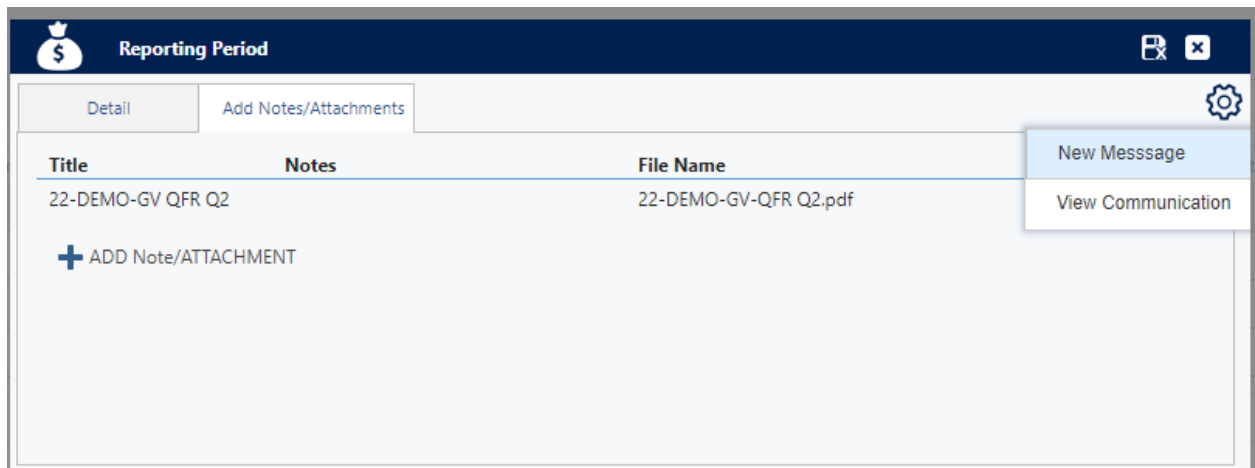
Click on the **Add Notes/Attachments tab**, click on ✚ **ADD Note/ATTACHMENT.**
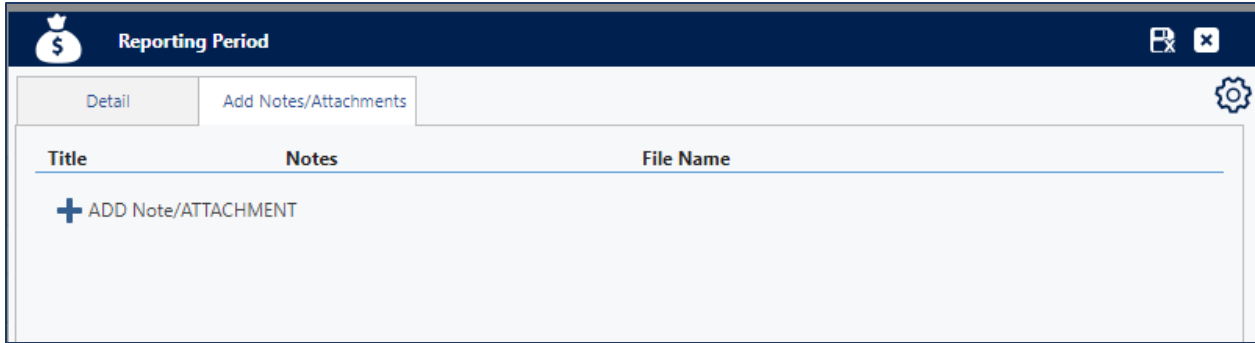
The **Title** should be the same as the file name. Then **Choose File** and select the pdf you stored in your computer. Once attached, save and close this window.
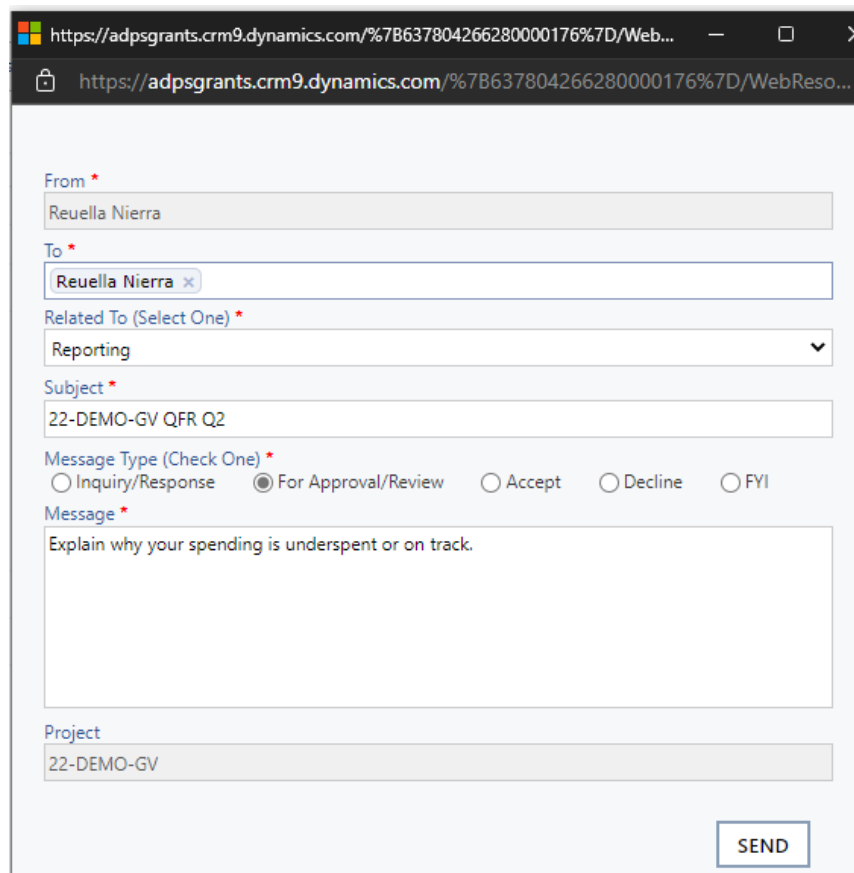

Back in the Reporting Period window, click on the gear icon and select **New Message**.

The **Communication/Message** window will open, as shown below and is the approval and routing process for your Quarterly Financial Report. Please do the following:

- For a subgrantee with 1 GrantVantage user:
  - In the **To** field, choose the email of the CDVSA Grants Administrator.
  - The **Subject** line heading should be the same as the name of the report.
  - Click **For Approval/Review** dial.
  - In the **Message** field, explain why your spending is underspent or on track. Include "I certify this expense report is reviewed or approved by (insert name of person who reviewed/authorize expenditures)."
- For a subgrantee with 2 GrantVantage users:
  - Person preparing the report will route it to the person approving the report by selecting their email in the **To** field and selecting the **For Approval/Review** dial.
  - The **Subject** line heading should be the same as the name of the report.
  - After receiving and reviewing the report, the person approving the report will route it to the CDVSA Grants Administrator and will select the **For Approval/Review** dial.

You have now submitted your Quarterly Financial Report.