

ONLINE FINANCIAL REPORTING FOR SUBGRANTEES

The Commission on Criminal and Juvenile Justice provides online financial reporting capabilities for all subgrantees. All Financial Status Reports (FSRs) need to be submitted via the Internet. The following is a step-by-step set of instructions to access the online system.

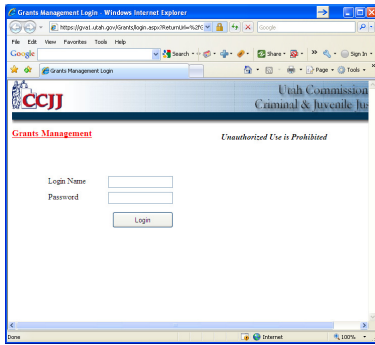
FINANCIAL STATUS REPORTS and PROGRAM INCOME REPORTS

Two Ways to access online reporting from CCJJ's web page: www.justice.utah.gov.

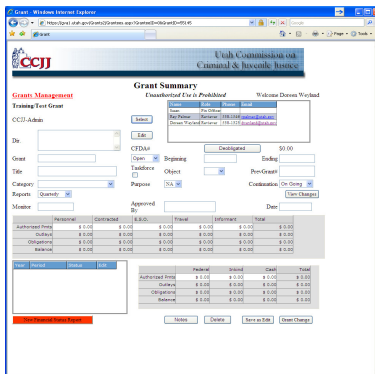
The screenshot shows the website for the Utah Commission on Criminal and Juvenile Justice (CCJJ). The browser window title is "Utah Commission on Criminal and Juvenile Justice (CCJJ) - Windows Internet Explorer". The address bar shows "http://www.justice.utah.gov/". The page content includes a banner for "Do the Write Thing" with "CCJJ | UBJJ" below it. A sidebar on the right contains a "Latest News & Announcements" menu with items like "Judicial Vacancies", "CCJJ Commission Members", "Agenda and Minutes", "Citizen Information", "Protect Your Property", "Report a Drug/Nuisance Home", "Utah's Do the Write Thing", "CCJJ Links", "DUI Reports to the Legislature", "Extraditions", "Archives", "CCJJ Research", "Drug Offender Reform Act (DORA)", and "Grants Management System". Below this menu are two buttons: "Office of Domestic & Sexual Violence" and "online grants management". Two arrows point to these buttons from the right side of the page.

- (1) Click on either button "Grants Management System" or "online grants management" at the bottom of the box on the right side of the page; or
- (2) Enter <https://gva1.utah.gov/grants> on your web browser.

Sign in using the name and password provided by your CCJJ grant manager.



The first page is the Grant Summary Page.
From here Project Directors can add their financial person for access to the reporting section.



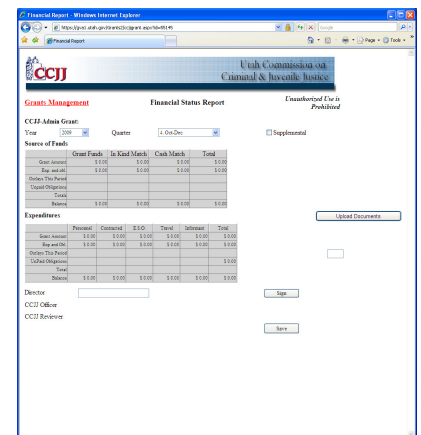
Click on **Edit** (located on the top right portion of the Grant Summary page). Select **Add Official** and fill in the information by assigning a login name and a password unique to that individual. You can add or remove names as necessary. Make sure the **Role** selected is **Fin Officer** and **Save** the entry.

REMINDER: When individuals are no longer acting in the financial or director roles, their names must be removed from the grant.

- To file an FSR click on the RED button at the bottom of the Grant Summary page entitled **“New Financial Status Report”**
 - Task Forces will also see a button for **“Income Reports”**.
- You are now at the Financial Status Report (“FSR”) page where you enter your monthly/quarterly financial information.

Make Sure To Change The Year and Month/Quarter Of Reporting.

- Fill in both the **Source of Funds** and **Expenditures** in the **“Outlays This Period”** row.

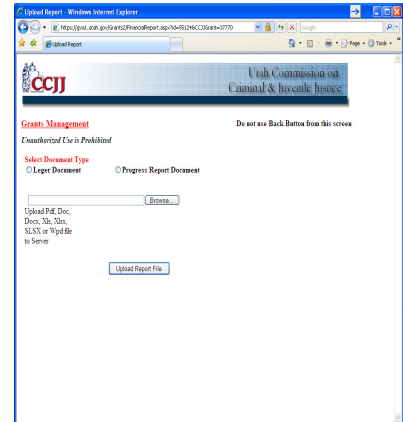


4. After you have entered your financial data, **AND** before the project director signs the FSR, click on “Upload Documents” to attach your Quarterly Progress Report **AND** a copy of your Detailed Ledger for all grant expenditures for the same period in which you are reporting.

The documents must be saved in Word, Excel, or PDF formats.

You must select document type; either “Ledger Document” or “Progress Report Document” before browsing for the document.

After selecting the “Ledger Document,” click on *Browse* to locate your ledger. By selecting “open” the window will populate with the link.



Next click on the Upload Report File button thereby attaching your document.

You must repeat this process to upload the Progress Report.

NOTE: If you are filing on a monthly basis you only need to file a quarterly report every three months.

5. After attaching the Progress Report **and** the Detailed Ledger the quarterly financial is ready to be signed. **NOTE: The Detailed Ledger must be uploaded prior to the Project Director signing.** After completing the financial report, uploading the quarterly progress, and uploading the detailed ledger report, the Project Director can now **Sign**. The program will default back to the summary page and you will notice the status will indicate it has been **Submitted**.

NOTE: At any time during the entry process, prior to the project director signing, you can save your work and leave the financial status report. The summary page will indicate **Entering** in the summary box under status.

6. You have successfully submitted your monthly/quarterly financial status report, quarterly report, and detailed ledger. If at any time you need to change the information (prior to CCJJ signing), the Director must **Unsign** before making changes to the report.
7. After the director has signed the report, your CCJJ program manager will review the reports and sign. The Status will indicate the report has been **Approved**. Once this occurs, you no longer have rights to change the report.
8. After the grant manager has approved the report, the reimbursement will be processed. Once this occurs, the monthly/quarterly FSR will indicate the status as **Paid**.
9. Close your Internet browser to exit the program.

FREQUENTLY ASKED QUESTIONS

Q: What if I am the project director and the financial officer?

A: You will complete the form and sign as director.

Q: What if the director discovers a mistake after he has signed?

A: The project director will "Unsign" and fix the mistake then re-sign in order for the report to be processed.

Q: What happens when the program will not allow me to sign?

A: It is likely the total amounts are incorrect or the ledgers have not been uploaded. The total Source of Funds must equal the total Expenditures. If the amounts are different, you will see a red warning to fix the entries.

Q: I notice that I submitted the wrong year on my report and the director has already signed. Can I fix the year?

A: Yes. But first, the director must "Unsign" the report in order to fix the error. Once the error is fixed, click on the "Save" button. Again, the director must re-sign for the report to be processed.

Q: Can I view the prior reports for my grant?

A: Yes, just click on the month/quarter edit button.

Q: Can I change information on a prior report that has been signed by the CCJJ Officer and Reviewer?

A: No. Once the CCJJ Officer and Reviewer have signed the report, you cannot make any changes. Please contact your grant manager.

Q: Can I change the name of the financial officer or director?

A: The director can change the financial officer, but CCJJ's grant manager will need to change the director's name and login. To change the financial officer, you must be on the grant summary page. Click on the "Edit" button (top-right) and then click on "Add Official." Make sure to identify the appropriate role for the person. You can assign a login and password from this screen. If you want to delete a financial officer, select his/her name and then delete. Don't forget to save.

Q: What happens if the financial officer or the project director leaves our employment?

A: If the financial officer changes, the project director can delete his/her access to the online reporting. If the project director changes, contact the CCJJ grant manager and he/she will change the information.