



## FSR Guidelines

### Creating an Expense Report

- Progress Reports**
  - There are no reports available
- Financial Status Reports**
  - **Create Expense Report**
  - Give an Advance or Request a Refund
  - FSR History
- Application Menu**

On the bottom left side of the Grant Menu in SAGE, under “Financial Status Reports”, click on the “Create Expense Report” button.

Note: SAGE will NOT allow the creation of an expense report or FSR if there is a past due or currently in process agency audit, progress report, FSR, revision, or amendment.

**You can only do one thing at a time in SAGE!**

### Expense Summary

Once an expense report has been initiated, SAGE will open the “Expense Summary” tab as it appears in the top image.

Select the “Edit” button in the top right of this tab to access the editable fields, as seen in the bottom image.



Ensure that the selected “Main Contact” is correct.

Fill in the “Payee Reference” and “Current Report Period” fields.

Leave any comments in the text box at the bottom.

Make sure to click the “Save” button once these steps are completed.

Grant Information	Report Information
<b>Grantee:</b> Atlantic City	<b>Main Contact:</b> [dropdown] *
<b>Grant #:</b> 2022-02351-0051-09	<b>Request #:</b> 3
<b>Award Amount:</b> \$375,000.00	<b>Final Report:</b> <input type="radio"/> Yes <input type="radio"/> No *
<b>Term:</b> 10/1/2021 to 12/31/2024	<b>Status:</b> Initiated
<b>Previous Report Period:</b> 01/01/23 to 12/31/23	<b>Payee Reference:</b> [text field] *
<b>Uploads:</b> <a href="#">Click here for summary upload options</a> <a href="#">Click here for detail upload options</a>	<b>Current Report Period:</b> [text field] * to [text field] *
<b>Comments to the Review Team from the Grantee:</b> [text area]	

## Expense Detail

After completing the Expense Summary tab, go to the “Expense Detail” tab.

The screenshot shows the 'Add an Expense Item' form with the following fields and controls:

- Grant Program Component:** A dropdown menu with a red asterisk indicating it is a required field.
- Budget Category:** A dropdown menu with a red asterisk.
- Item:** A dropdown menu.
- Budget Column:** A dropdown menu with a red asterisk.
- Description:** A text input field with a character count of '00 of 1000 Characters'.
- Amount Requested:** A text input field with a red asterisk.
- Buttons:** 'Save' and 'Cancel' buttons are located at the top right and bottom right of the form.
- Legend:** A note at the bottom center states '\* = Required Field'.

For each budget item in the report, an expense item will need to be added.

When adding an expense item, start from the “Grant Program Component” field and work your way down.

The first four dropdown menus provide options based on the grant’s budget in SAGE – **Make sure the information entered for each expense corresponds to the correct item in the budget.**

Once all the fields for an Expense Item have been filled, click the “Save” button to add it to the report.

Repeat for each budget item.

## Uploads

Once all expenses have been entered in the “Expense Detail” tab, the next step is to upload the backup documentation. This is done from the “Expense Summary” tab.

The FSR summary document and the General and/or Cash Disbursement Ledger should be entered into the “Summary Upload Options”

The screenshot shows the 'Grant Information' section with the following details:

<b>Grantee:</b>	Atlantic City
<b>Grant #:</b>	2022-02351-0051-09
<b>Award Amount:</b>	\$375,000.00
<b>Term:</b>	10/1/2021 to 12/31/2024
<b>Previous Report Period:</b>	01/01/23 to 12/31/23
<b>Uploads:</b>	<a href="#">Click here for summary upload options</a> <a href="#">Click here for detail upload options</a>

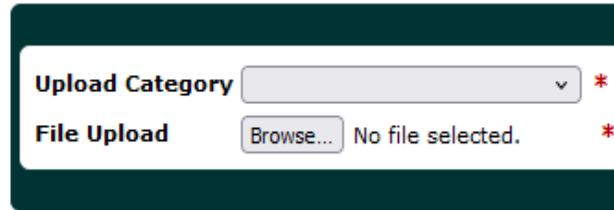
Proof of Payments and Expense should be entered in the “Detail Upload Options”.

## Summary Uploads

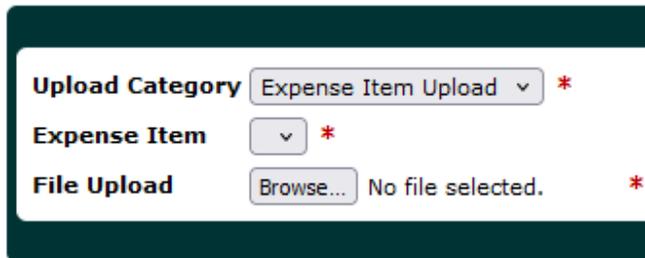
In the “Upload Category” field, identify if the file is a General Ledger, Cash Disbursement Ledger, or “Other” (summary document).

Upload the file with the “Browse” button.

Click “Save” to upload the file.



## Detail Uploads



The dropdown menu for “Expense Item” is populated by the Expense items previously entered in the “Expense Detail” tab.

Select the correct expense item for the documents being uploaded, then upload the file, and save.

Note:

- Group documentation by expense category.
- The first page must be a summary list of expenses for files containing more than 15 single expenses.
- If there are other expenses on the documents, you must highlight or distinguish what is covered by the NRTC or NPP grant funds (please make clear notations).
- **Make sure the file name ONLY consists of letters and numbers!** If there is a special character in the file name, the file will not open for us. If this happens, we will send the FSR back for modifications which will prolong the approval process.
- Upload all documents in the same direction, if possible.

## Minus Cash on Hand (Accounting for Advanced Funds)

Once all the expense information and uploads are entered, the next step is to ensure that the FSR accounts for the grant’s “Cash on Hand”.

Click the “Edit” button on the top right side of the FSR. This will make the “*Minus Cash on Hand to Spend Down*” field at the bottom of the FSR editable.

If there are any funds in the “Cash on Hand Remaining to Spend Down” field, enter that amount (or the entire amount of the FSR, if it’s lower) into the “Minus Cash on Hand to Spend Down” field. Any remaining funds will automatically populate the “Amount to be paid” field.

Make sure to click “Save” button at the top right of the FSR upon completion.

<b>Sub-Total</b>	\$86,500.00	\$0.00	\$0.00	\$0.00	\$86,500.00	\$0.00	\$11,027.88	\$0.00	\$11,027.88	\$0.00	
<b>TOTALS</b>	\$432,500.00	\$0.00	\$20,234.03	\$0.00	\$412,265.97	\$0.00	\$29,777.88	\$0.00	\$50,011.91	\$0.00	
Cash on Hand Remaining to Spend Down					\$0.00	Minus Cash on Hand to Spend Down	\$0.00	\$0.00			
AWARD REMAINING					\$412,265.97	AMOUNT TO BE PAID	\$29,777.88	\$382,488.09			

When the FSR is ready to be submitted, be sure to click the “Check for Errors” button at the top right hand corner of the page before submitting!

**Check for Errors**

FSR #: 3

Edit Delete View PDF

### Example

Our available grant balance is \$73,000.

We have an advance (cash on hand) of \$60,500.

We’re reporting \$73,000 of expenses.

Since we’re reporting more than what we have on hand, the difference (\$) will be reimbursed to us.

<b>TOTALS</b>	\$250,000.00	\$52,452.56	\$177,000.00	\$34,146.06	\$73,000.00	\$18,306.50	\$73,000.00	\$18,306.50	\$250,000.00	\$52,452.56	
Cash on Hand Remaining to Spend Down					\$60,500.00	Minus Cash on Hand to Spend Down	\$60,500.00	\$0.00			
AWARD REMAINING					\$12,500.00	AMOUNT TO BE PAID	\$12,500.00	\$0.00			