



Steps to open or create a final expenditure report in E-Grants:

1. Log into E-Grants
2. Select the appropriate grant program from the menu list.
3. At the **Application Select** page, *click* the radio button to select the application and year.
4. *Click* the '**Payments**' button. This takes you to the **Payment Summary** page.
5. *Click* the '**View Cash Requests/Expenditure Reports**' button.
6. By using the dropdown menu titled '**Program**', *select* the program for close out.
7. *Click* '**Create Expense Rep**' button (bottom section of the page). If there is already a report created, *select* the report, then *click* '**Open Expense Rep**'.
8. Once the expenditure report is open, you will see the **Final Approved Budget by Object Code**.
9. *Enter* **Accumulated Expenditures to Date** for each Object Code line. Enter whole dollars only.
10. After entering expenditure amounts for all object code lines, *click* the '**Calculate Totals**' button. The total of all lines and the amount of indirect cost recovery will display.
 - Expenditures (including indirect cost recoveries) should not exceed the total award amount.
 - Indirect costs are not calculated on expenditures for Object Codes 700 Property and Equipment, or 900 Transfers.
11. *Select* the **Expenditure Period End Date** from the drop down list.
 - There is currently only one date to select from the list since only one expenditure report is required (to close out the project).
12. Under **Recap** at the bottom of the page:
 - Grant Award (Allocation) – Displays current allocation
 - Approved Budget – Displays most recent approved budget (approved amendments)
 - Amount Paid to Date – Displays payments that have been made by the OPI.
 - Expenses to Date – Displays the total of expenditures reported on this report and any previous reports
 - Balance Due LEA – Payments owed based on payments to date and reported expenditures, including this report
 - Funds on Hand – Calculated cash on hand based on amounts paid to date and reported expenditures, including this report.
13. *Check* the box for '**Final Expenditure**' at the bottom of the page.
14. *Click* the '**Save Page**' button.
15. *Click* the '**Submit to the OPI**' button. The expenditure report is submitted to the OPI and an automatic e-mail is sent to the program accountant.