

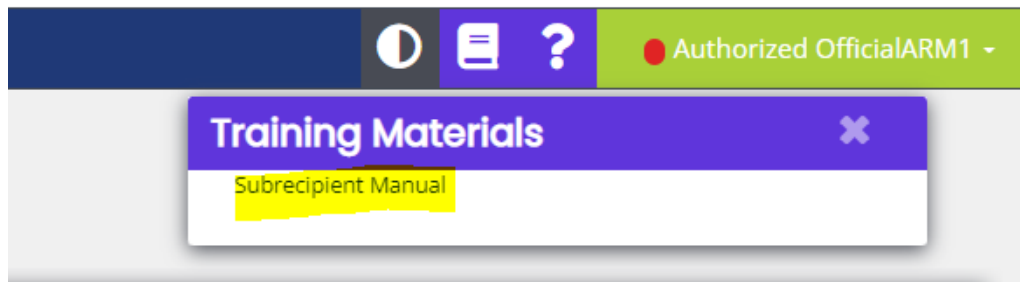
FY23 Expenditure Reporting eGrants Step-by-Step Guide

In FY23, beginning with both the VOCA and SAFEPLAN applications, all aspects of MOVA grants management will occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to submit monthly expenditure reports. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to expenditure reporting for both SAFEPLAN and VOCA with or without match.

Access to eGrants

The Website

Use [this link](#) to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants Subrecipient Manual on eGrants by clicking the book icon in the top right corner of your Dashboard or on [MOVA's eGrants webpage](#).



Registered Users

Current subrecipient users were required to register in the eGrants system by July 1, 2021. If a user has not yet been registered, visit the [Registration Tutorial](#) on [MOVA's eGrants webpage](#) or the eGrants Subrecipient Manual for instructions on registration.

Only the following users have the permissions to initiate, fill out, and submit an expenditure report to MOVA:

- Agency Administrator
- Authorized Representative
- Fiscal Contact

Please ensure that the individual(s) working on the contracting process are assigned to one or more of these roles for the specific application before moving on.

Submitting a New Expenditure Report

Initiating an Expenditure Report

To initiate an expenditure report, start by logging into the application for which you will be completing an expenditure report for. From your Dashboard, select the Searches tab at the top and click Applications.

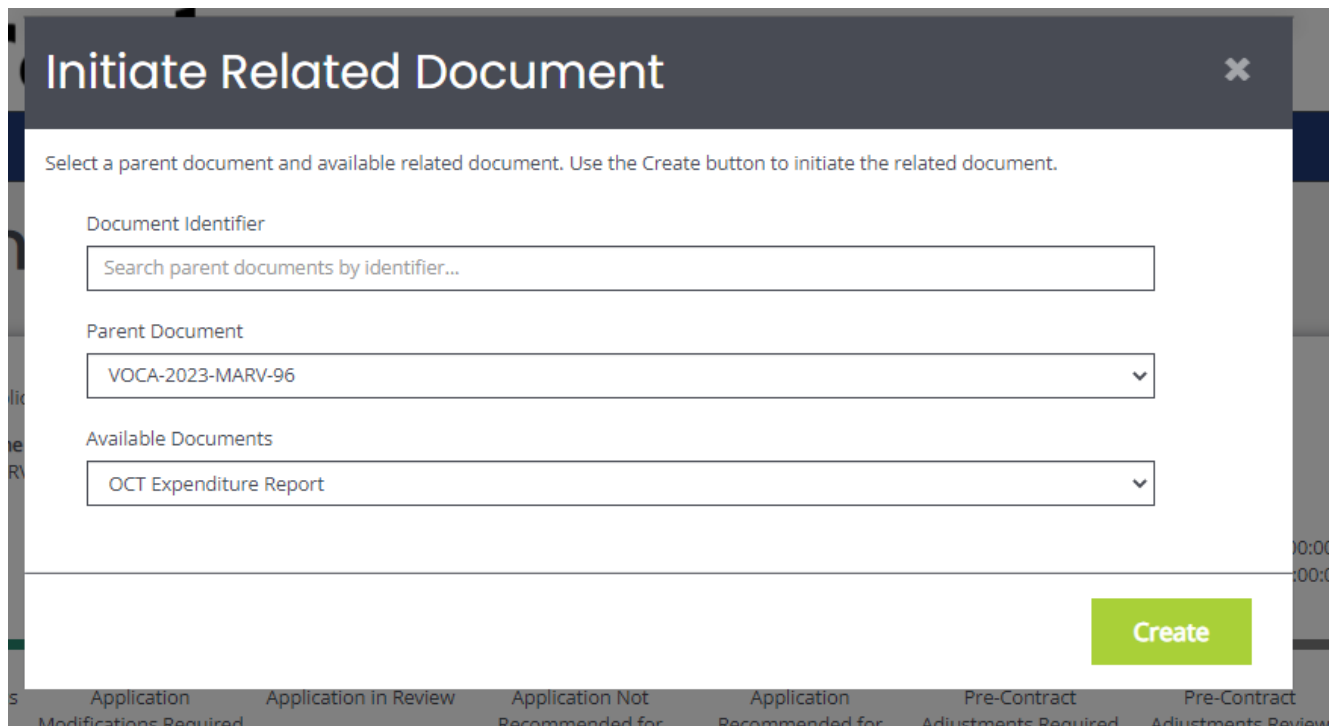
On the Applications Document Search page, search for your application using the filters. Once found, click on your application name to be taken to the Document Landing Page for the application.

The screenshot shows the 'Document Landing Page' for application 'VOCA-2023-MARV-96'. The page has a dark blue header with 'Home', 'Administration', and 'Searches' tabs. A sidebar on the left lists 'Forms' including 'VICTIMS OF CRIME ACT (VOCA) GRANT APPLICATION FORMS', 'Section I', 'Section II', 'Organizational Questionnaire', and 'FY23 VOCA Budget Forms without Match'. The main content area displays document details in a grid: Template (FY23 VOCA Application), Instance (VOCA Application FY23), Process (Application), Document Name (VOCA-2023-MARV-96), Document Status (Contract Executed), Organization (Marvel), Your Role (Authorized Representative), and Period Date (11/1/2021 12:00:00 AM to 10/31/2023 12:00:00 AM). Below this is a horizontal timeline with 10 steps: Application in Process, Application Modifications Required, Application in Review, Application Not Recommended for Funding, Application Recommended for Funding, Pre-Contract Adjustments Required, Pre-Contract Adjustments Review, Contract Pending Executive Director Signature, and Contract Executed. The first, third, fifth, sixth, and tenth steps are marked with green checkmarks, while the second, fourth, seventh, eighth, and ninth steps are marked with grey circles.

Here, you will find all of your application information. To initiate an expenditure report, scroll to the bottom of the lefthand panel to the Related Documents section.

The screenshot shows a vertical sidebar with a blue background. It contains a 'Status Options' section with a dropdown arrow, followed by 'Amendment in Process' and 'Programmatic Change in Process'. Below these is a 'Related Documents' section with a dropdown arrow. Under 'Related Documents', there is a green button with a document icon and the text 'Initiate Related Doc'. At the bottom of the sidebar is the 'Expenditures' section.

Click the green Initiate Related Doc button. A pop up titled Initiate Related Document will show.



Initiate Related Document

Select a parent document and available related document. Use the Create button to initiate the related document.

Document Identifier

Parent Document

Available Documents

Create

Ensure that the Parent Document is the application for which you would like to create the expenditure report for. Then, use the drop down to select the applicable month from Available Documents. Once selected, click the green Create button.

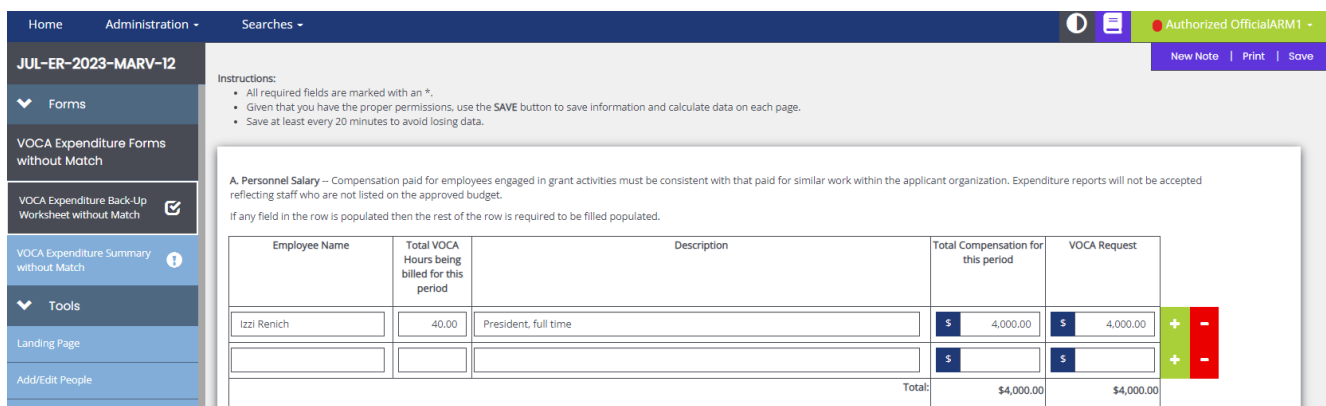
Completing an Expenditure Report

After initiating and creating a new expenditure report, you will be taken to the Document Landing Page. From here, there are two forms to fill out and review before submitting to MOVA.

Backup Worksheet

Depending on your application and award, the first form's title may vary from SAFEPLAN Backup Worksheet to VOCA Expenditure Backup-Up Worksheet without Match. All versions of the Backup Worksheet can be completed using the following steps.

When you click onto the Backup Worksheet, you will see the budget categories for your award. The format is very similar to the former Excel file. Just like the Excel worksheet, fill out the form with the line items you are requesting for that month, using the green + and red – buttons on the right side of each row to add and delete as many rows as you need.



Home Administration Searches Authorized OfficialARM1

JUL-ER-2023-MARV-12

Forms

VOCA Expenditure Forms without Match

VOCA Expenditure Back-Up Worksheet without Match

VOCA Expenditure Summary without Match

Tools

Landing Page

Add/Edit People

Instructions:

- All required fields are marked with an *.
- Given that you have the proper permissions, use the SAVE button to save information and calculate data on each page.
- Save at least every 20 minutes to avoid losing data.

A. Personnel Salary -- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Expenditure reports will not be accepted reflecting staff who are not listed on the approved budget.

If any field in the row is populated then the rest of the row is required to be filled populated.

Employee Name	Total VOCA Hours being billed for this period	Description	Total Compensation for this period	VOCA Request		
Izzi Renich	40.00	President, full time	\$ 4,000.00	\$ 4,000.00	+	-
			\$	\$	+	-
Total:			\$4,000.00	\$4,000.00		

It is encouraged that you save the page frequently using the Save button in the top right corner.

At the bottom of the Backup Worksheet, there will be an upload section. Although the system will not require uploads, please ensure to adhere to your FY23 monitoring level regarding how much and which backup documentation will be required of your agency.

Similar to the budget line items, use the green + and red – buttons at the end of the row as necessary, saving when finished.

Supporting Documentation: <div> <div>Select</div> <div>Drag Files Here</div> </div> <div> <div>Additional Documents_CFJ Test.docx</div> <div>83.70 KB</div> <div>×</div> </div>	Upload Description: <div>description</div>	<div>+</div> <div>–</div>
Supporting Documentation: <div> <div>Select</div> <div>Drag Files Here</div> </div>	Upload Description: <div></div>	

Summary Page

Before submitting the expenditure report to MOVA, you will have to click into and approve the summary page. The summary page will have 2 charts for your review:

VOCA Expenditures

Budget Cost Category	VOCA Approved Budget	Year-To-Date Spending Approved	
		\$ Amount	% Amount
Personnel	\$0.00	\$0.00	%
Salary + Fringe			
Salary	\$0.00	\$0	%
Fringe	\$0.00	\$0	%
Consultants	\$0.00	\$0	%
Office & Admin	\$0.00	\$0	%
Other	\$0.00	\$0.00	%
Equipment + Travel + Contracts + Other + Indirect			
Equipment	\$0.00	\$0	%
Travel	\$0.00	\$0	%
Contracts	\$0.00	\$0	%
Other	\$0.00	\$0	%
Indirect	\$0.00	\$0	%
Totals:	\$0.00	\$0.00	%

Current Period Request	Year-To-Date Spending *Pending GM Approval*	
	\$ Amount	% Amount
\$4,000.00	\$4,000.00	%
\$4,000.00	\$4,000.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$100.00	\$100.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$0.00	\$0.00	%
\$4,100.00	\$4,100.00	%

The first column of the chart on the left will have the approved budget numbers for each cost category. The Year-To-Date Spending Approved columns will have the dollar amounts and percentages of the spending MOVA has approved. For the first invoice in July, both of these columns should have 0s or be blank because MOVA has yet to approve any FY23 expenditures. The chart on the right has the month's request in the first column and what the totals would be—once approved—in the final two columns.

MOVA asks that you review the information and verify that the numbers are correct. To confirm, click the Save button in the top right corner.

It is possible that you may have error checks on this page. If so, review the error check and make the necessary update in order to submit to MOVA.

Submitting an Expenditure Report

When you have completed and saved your expenditure report backup worksheet and summary, scroll down the lefthand panel and select Expenditure Report Submitted from Status Options. If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
VOCA Expenditure Summary without Match	Error(s)	Yes

Otherwise, you will see the following pop up if your expenditure report is ready for submission:

✕

Are you sure that you want to change the status from

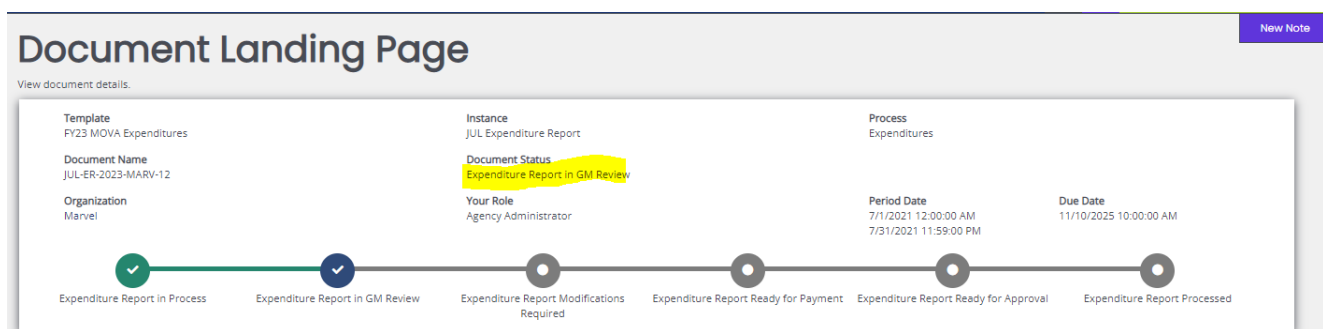
Expenditure Report in Process to Expenditure Report Submitted?

Please enter any notes in regards to this status change

Cancel

OK

Click the green OK to submit. The system will take you back to the Document Landing Page, where you can find the details of the expenditure report. Here, you can find the status changed from Expenditure Report in Process to Expenditure Report in GM (Grants Manager) Review.



A few minutes after, you will also receive an email notification confirming that the expenditure report has been submitted.

Your Expenditure Report, AUG-ER-2023-MARV-14 has been submitted.



CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your grant expenditure, AUG-ER-2023-MARV-14, has been successfully submitted for review. We know this represents a significant amount of time and thank you for your interest and dedication.

*****This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.

No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to resubmit an expenditure report with updates.

Expenditure Report Modifications Required

MOVA will send feedback and questions regarding expenditure reports over the eGrants system via Notes, similar to the FY23 contracting process.

Notifications

When your expenditure report requires updates or feedback, it will be in the status of Expenditure Report Modifications Required, and the system will email you (and all relevant roles on eGrants) with the following notification:

Your Expenditure Report, AUG-ER-2023-MARV-14 needs modifications.



websites@agatesoftware.com

To  Renich-Malek, Ashlee (VWA)



12:20 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your grant expenditure report, AUG-ER-2023-MARV-14, has been found to be in need of modifications. Please check the Notes section for MOVA's questions and feedback, make the necessary modifications, and resubmit.

*****This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

Another way to find out if your expenditure report is in need of modifications is by checking your Dashboard on the eGrants home screen under My Tasks.

eGrants Tip: The My Tasks section is organized alphabetically by default, but can be organized by any of the columns by clicking on the column title. A best practice is to click the Status Date column title in order to organize your Tasks from most recent to least recent.

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Tasks

Initiate Related Document

> Filter

My Tasks

Name	Organization	Status	Due Date	Document Type	Status Date
JUL-ER-2023-MARV-12	Marvel	Expenditure Report Modifications Required	11/10/2025 10:00:00 AM	Expenditures	6/21/2022 2:53:03 PM
SEP-ER-2023-CFJ-35	test mova test	Expenditure Report in Process		Expenditures	6/21/2022 1:00:45 PM

From the My Tasks section, you can select the expenditure report's title and be taken directly to the expenditure report for revisions.

Navigation

There are also a couple of other ways to search for your expenditure report outside of the My Tasks section.

First, you can also use the Search tab at the top and select Expenditures to manually search for the report using the filters.

Expenditures

• Search Documents

Document Search

Name <input type="text" value="14"/>	Sub Code <input type="text"/>
Type <input type="text" value="Expenditures"/>	Status <input type="text" value="Expenditure Report in GM Review"/>
Organization <input type="text" value="Marvel"/>	Person <input type="text"/>

Clear

Search

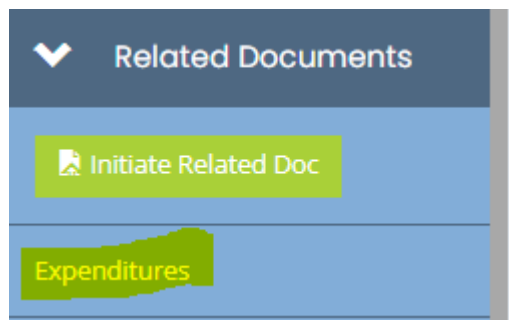
Documents

Number of Results: 1

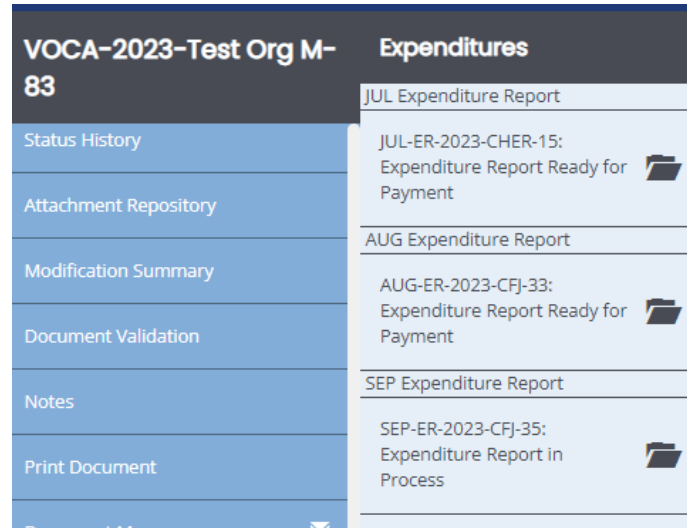
Name	Organization	Type	Status	Sub Code	Status Date
AUG-ER-2023-MARV-14	Marvel	FY23 MOVA Expenditures	Expenditure Report in GM Review	2023	6/21/2022 12:59:08 PM

< 1 >

Secondly, you can navigate to your application, scroll all the way to the bottom of the lefthand panel, and click on Expenditures underneath the green Initiate Related Doc button.

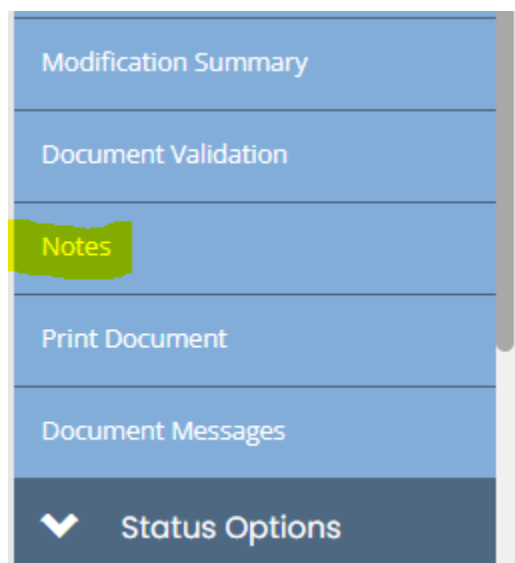


Here, a panel will appear with all of the possible expenditures. Choose the applicable expenditure and make changes from there.

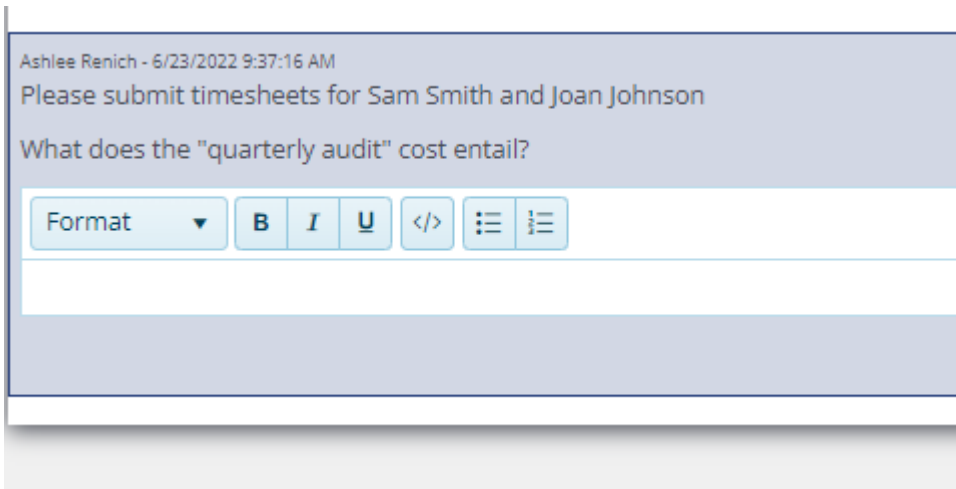


Modifications Required

Once you navigate to the expenditure report, scroll down the lefthand panel and select the Notes section.



The topmost note will contain MOVA's feedback and questions for the expenditure report.



Ashlee Renich - 6/23/2022 9:37:16 AM

Please submit timesheets for Sam Smith and Joan Johnson

What does the "quarterly audit" cost entail?

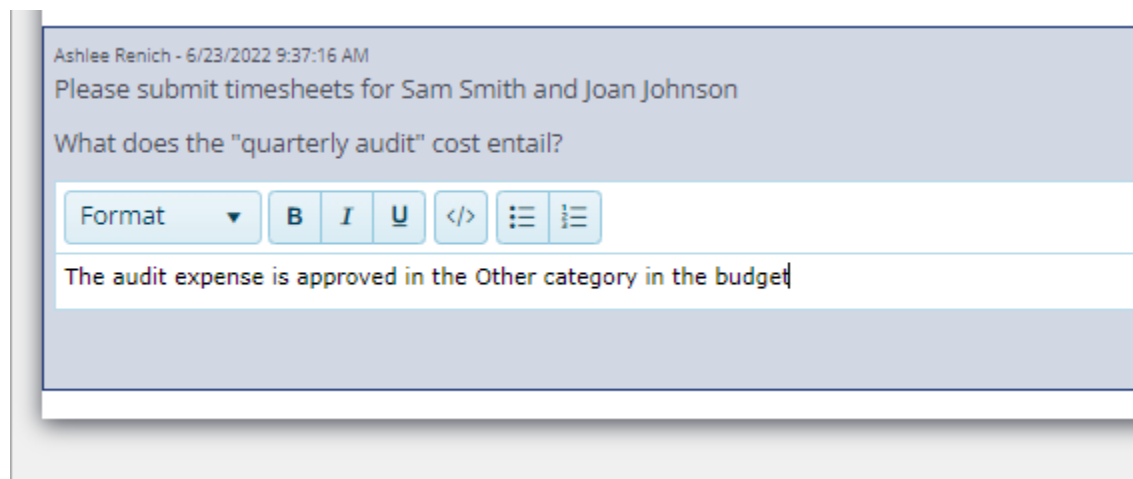
Format ▼ B I U </> ☰ ☷

For approval, make the requested updates in two ways:

First, click back into the Backup Worksheet and update the reimbursement request and backup documentation using the steps found in the Backup Worksheet section above. Then, click into the Summary page to confirm that your numbers are correct, referring to the Summary page section above for more information.

For both forms, always make sure to save after making any changes by clicking the Save button in the top right corner.

If MOVA has left a question in the Notes section, you can respond to the Note by clicking in the white space underneath the Note and typing your response.



Ashlee Renich - 6/23/2022 9:37:16 AM

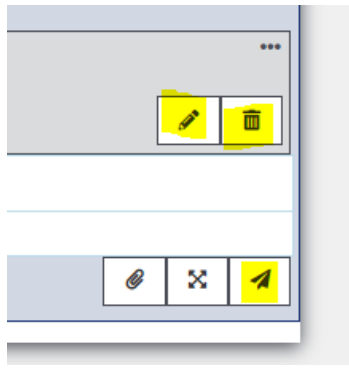
Please submit timesheets for Sam Smith and Joan Johnson

What does the "quarterly audit" cost entail?

Format ▼ B I U </> ☰ ☷

The audit expense is approved in the Other category in the budget

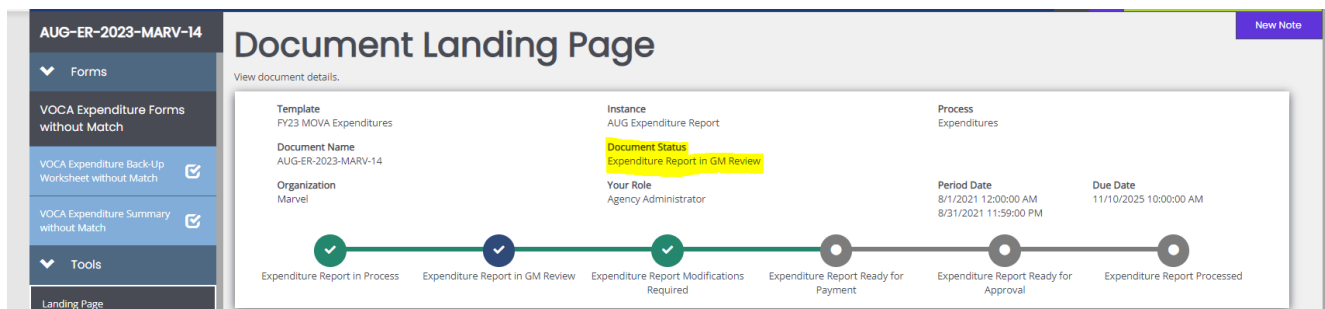
You can save the Note by clicking Enter on your keyboard or by clicking the Save Reply button in the form of a paper airplane. Once saved, you may also edit or delete the Note using the pencil or trash icons respectively.



After addressing MOVA’s feedback and questions, resubmit your invoice by scrolling down the lefthand panel, selecting Expenditure Report Modifications Submitted from the Status Options, and confirming.

The modification process will continue until the expenditure report is approved by MOVA.

eGrants Tip: You will receive an email confirming that your modifications have been submitted to MOVA. These emails are oftentimes delayed so although the email is a great confirmation, a more immediate way to verify that your submission has gone through is to navigate to the Document Landing Page for the expenditure report and look at the Document Status.



The Document Statuses

Although only a few statuses will be relevant to subrecipients, the Document Statuses indicate the following:

- Expenditure Report in Process—an expenditure report will be in this status when it has been initiated but not submitted to MOVA
- Expenditure Report in GM Review—an expenditure report will be in this status when it has been submitted and is pending MOVA’s review
- Expenditure Report Modifications Required—an expenditure report will be in this status when MOVA has follow up questions and the report is pending the subrecipient’s resubmission
- Expenditure Report Ready for Payment—an expenditure report will be in this status when MOVA’s first review has been approved and MOVA’s second review is pending
- Expenditure Report Ready for Approval—an expenditure report will be in this status when MOVA’s second review has been approved and MOVA’s third review is pending

- **Expenditure Report Processed**—an expenditure report will be in this status when it has been fully approved by MOVA

Payment Tracking

When an expenditure report reaches the status of Expenditure Report Processed, it has been fully approved by MOVA’s grants and fiscal teams. You can find the most accurate payment date on [VendorWeb](#) using your organization’s specific VendorWeb information, which can be found on eGrants.

To find your VendorWeb information on eGrants, first navigate to Organization Information. This can be done by clicking on your name in the top right corner of the screen and selecting Profile, where you will be taken to your user’s profile.

MOVA eGrants
Victim & Witness Assistance Board

Home Administration Searches Ashlee SAO

Organization Information

Person Information
• Edit person profile and organization role information.

Profile

Basic Information

First Name: Ashlee Middle Name:

Last Name: SAO Prefix: Suffix:

Title: Authorized Official

Organizations

Casa Project, Inc.

Role Name	Active Date	Inactive Date	Assigned By
Agency Administrator	8/9/2021	1/13/2022	Renich-Malek, Ashlee

Test Organization - MOVA

Role Name	Active Date	Inactive Date	Assigned By
Agency Administrator	7/27/2020		Sewell, Lucas

From here, click on Organization Information from the lefthand panel. Scroll to the bottom of Organization Information and find the Additional Information – MOVA Use Only section. Use the Vendor Number and the last 4 digits of the Tax ID listed in this section on eGrants to log onto VendorWeb.

[How to Use VendorWeb](#) [Home](#) [Feedback](#) [FAQs](#) [Help](#) [Log In](#)

[MassHealth Providers](#)

[What is EFT?](#)

[1099 FAQs](#)

[Department Contacts](#)

VendorWeb

New to VendorWeb? Please see the [“How to Use VendorWeb”](#) job aid for a description of system features and instructions.

This is a secure area
Due to the nature of the material contained in VendorWeb, this session is encrypted, and we ask that you enter your vendor code to continue. If you do not know, or are unable to remember your vendor code, please contact your departmental representative for this information.

Vendor Login

To log in, enter your 12-digits alpha/numeric Vendor Code and last 4-digits Taxpayer Identification Number (TIN), then click "Login".

Vendor Code:

Last 4-digits TIN:

Login

Once logged in, click Payment History and select “VWA – Victim and Witness Assistance Board” from the Department Search to find information on your payment(s).

Submitting Another Expenditure Report

All FY23 expenditure reports will be submitted over eGrants starting with the July 2022 expenditure report. After the first expenditure report has been submitted, eGrants remembers and auto-populates the content from the last Backup Worksheet. Because eGrants will auto-populate expenses, MOVA requires that subrecipients thoroughly review each Backup Worksheet before submitting to ensure duplicative costs have not been requested.

Conclusion

By following all of the above steps, subrecipients can successfully use the MOVA eGrants system to submit all FY23 expenditure reports.

Timeline

As outlined in MOVA's Policies and Procedures, monthly expenditure reports are due by the 30th day of each month following the close of the expenditure reporting period or the next business day if the 30th falls on a holiday or weekend.

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting all FY23 expenditure reports. More information about this process can be found in the [expenditure report video walkthrough](#).

More information about the MOVA eGrants system can be found on [MOVA's eGrants webpage](#) and the Subrecipient Manual.

Please direct your questions to your assigned MOVA Program Coordinator—title updated from Grants Manager as of July 1, 2022—or the Grants Administration Specialist, [Ashlee Renich-Malek](#).