

Quarterly Reporting Instructions

Quarterly Reporting Due Dates

1st Quarter Report due October 15th

July 1st – September 30th

2nd Quarter Report due January 15th

October 1st – December 31st

3rd Quarter Report due April 15th

January 1st – March 31st

4th Quarter Report due July 15th

April 1st – June 30th

*Late report submission will cause delay in funding release for your agency

Quarterly Reporting Requirements

Two (2) reports must be completed/submitted by each quarterly due date:

Expense Report

- Data-Entered Expenses
- Documentation
 - Personnel Time Report - PTR (for each grant-funded employee)
 - Any Pertinent Staff Change or Staff Vacancy Forms (refer to PTR for details)
 - Non-Personnel Grant Expense Details Form (if applicable)
 - Receipts, Invoices and Proof of Payment (if applicable)
 - Agency Job Descriptions for Grant-Funded Employees (Q1 Reporting only)
 - Grant-Funded Employee Resumes (Q1 Reporting only)

Performance Narrative Report

- Quarterly Performance Report

Quarterly Grant Funds Payment Request

- Create and submit once the Expense Report is complete

Overview of Quarterly Reporting Steps



Log into your Euna Account



Enter in Expenses
Post-Award > Financial >
Expense > Create Expense



Download &
Complete the
Quarterly
Performance Report
located on the OAG
Grants webpage



Create and Close
Reporting Period
Post-Award >
Management > Create
Budget > Close Budget
Reporting Period

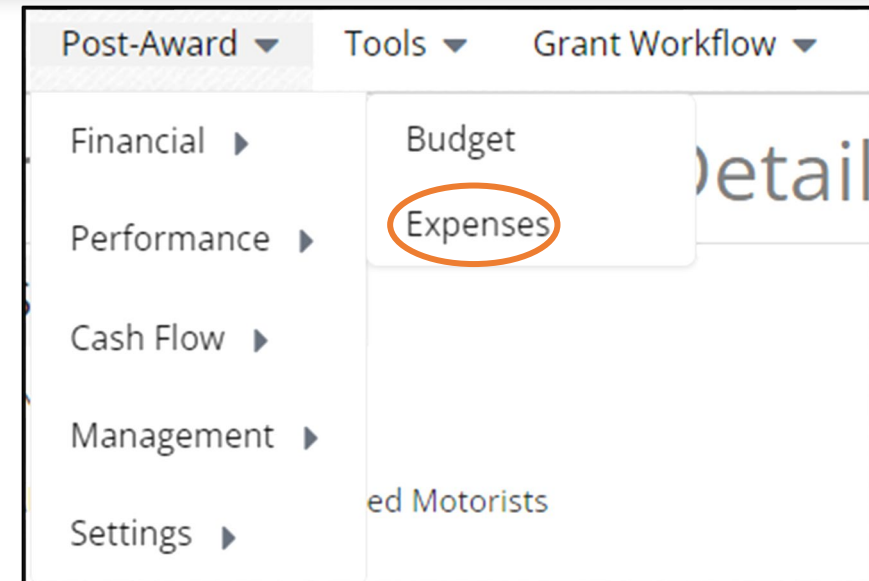


Submit Payment
Reimbursement Request
Post-Award > Cash Flow >
Payment Request

Reporting Expenses

Log into your Euna Account

- Scroll to Grant Management > **Grants**
- Select the VCVA/DV Grant
- Click Post-Award > Financial > Expenses



Reporting Expenses continued...

Creating Quarterly Expenses

- Click the **+** (Create Expense icon) under *Actions*.
- Select a **Category**.
- Select a **Line Item**.
- Add the **Direct Cost** or **Salary** amount
- Select Expense Date (Must be within the quarter your closing
- Select Expense Status, must be marked **Reviewed** prior to closing report
- Attach Documentation
- Click **“Create”**

Add Expense

Grant: FY24 VCVA Grant Fund

Category: Personnel

Line Item: Select a Budget Item...

[Clear all filters](#)

Item Type: Non-Personnel Line Item

Direct Cost *: \$100.00

☐ Exclude From Match

Responsible Individual

Created By: ahalteman@atg.state.il.us

Expense Date *: 3/31/2024

Expense Status: Reviewed

Payment Status: New

Payee

[Create](#)

Reporting Performance

Reporting Quarterly Performance

- Complete the Quarterly Performance Report (located on the OAG Grants webpage)
- Attach Form to the Reporting Period prior to closing

*Please note achievements **must** be within the relevant quarter:*

1st Quarter: July 1st -September 30th

2nd Quarter: October 1st -December 31st

3rd Quarter: January 1st - March 31st

4th Quarter: April 1st - June 30th

Closing Out the Report

1. Post-Award > Management > Reporting Period
2. Click the + icon located on top right-hand corner
3. Select Expenses and Reporting Period
4. Review Report
5. Close Report

The image shows a software interface for closing out a report. It includes a menu path, a dialog box for selecting reporting periods, and a final confirmation screen.

1 Points to the menu path: Post-Award > Management > Reporting Period.

2 Points to the 'Reporting Periods' dialog box, which contains the following text:

Which grant would you like this closeout to apply to?
FY21 Example Award

What types of reporting periods would you like to include?
☒ Expenses
☐ Achievements

What period of time would you like to close?
Select a time period... ▼

Buttons: Cancel, Save

3 Points to the final confirmation screen with buttons: Cancel, Close, Save.

Important Notice

The Expense Reporting Period **must** be closed prior to submitting a Payment Reimbursement Request

Creating a Payment Reimbursement Request

1. Post-Award > Cash Flow > Payment Request
2. Click the + icon located on the top right-hand corner
3. Select the related reporting period from the drop-down bar (do **not** type in the dates)
4. Enter in the Total Requested Amount
5. Submit

Payment Request Information	
Payment Request Name	2nd Quarter
Date Created	12/31/2023
Related Reporting Period(s)	Period ending 12/31/2023
Expenses From	10/1/2023 To 12/31/2023
Payment Type	Reimbursement

Support Resources

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Andrea Halteman

Assistant Director, VCVA

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Euna Support Resources

Submit a support ticket

- support.grants@eunasolutions.com

Visit the support portal

- <https://grants-help.eunasolutions.com/>

Supported Browsers

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+