

Financial Report

(due quarterly)



-Formerly known as
the DCJ Form 1-A

Financial Report

- This form in COGMS is used to report project expenditures each quarter, to include grant funds (federal and state) and match, if applicable.
- Expenditure of funds, including match, must reconcile to the agency's General Ledger. If subledgers are used, a process to reconcile the subledger to the General Ledger must be in place.
- All reports must be submitted in COGMS within 15 days after the end of each calendar quarter, even if you do not incur any expenses within the quarter, **with the exception of the 2nd quarter report which is due 7 days after the end of the quarter.**

Quarter	Reporting Period	Date the report must be submitted in COGMS
1 st	January 1 – March 31	April 15, 2015
2 nd	April 1 – June 30	July 7, 2015
3 rd	July 1 – September 30	October 15, 2015
4 th	October 1 – December 31	January 15, 2016

Financial Report – Cont'd

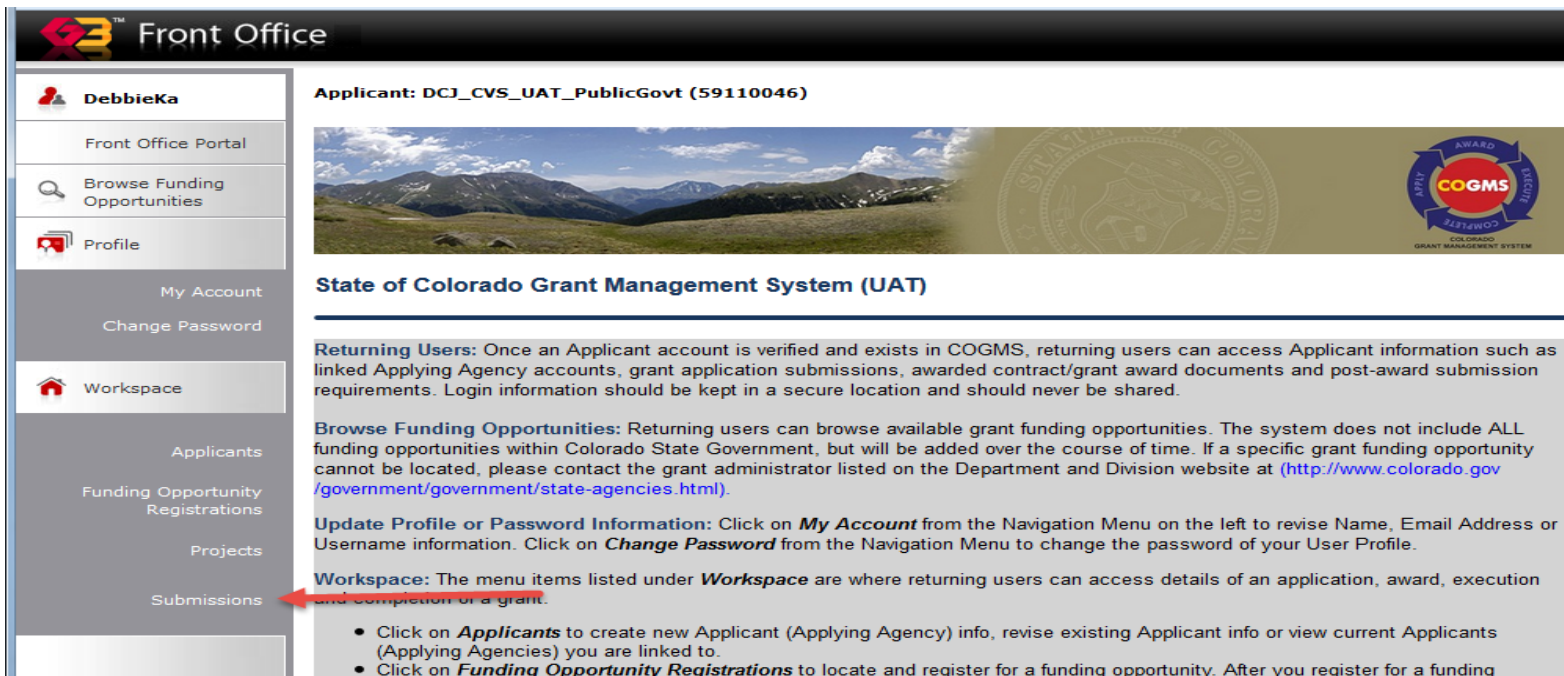
- * The online COGMS Financial Report is very similar to the paper DCJ Form 1-A used in the past to report expenditures.
- * If an agency has more than one grant award, a quarterly financial report will have to be completed for each award on a separate form.
- * The quarterly financial report will be visible in COGMS on the first day of each quarter. This means that you will see the 1st quarter report on January 1, 2015 and you will not see the second quarter report until April 1st, and so on for the rest of the calendar year.

Completing the form in COGMS

- * To complete a Payment Request, log in to COGMS and enter your user name and password:
<https://g3.state.co.us/grantium/frontOffice.jsf>
- * If you have forgotten your password, use the link under the *Login* button to request that your password be reset. If you get locked out or have forgotten your user name, contact Kathy Holland at OVP at kathryn.holland@state.co.us.

Completing the form in COGMS Cont.

- * Click *Submissions* in the left menu bar after logging in.



Front Office

DebbieKa

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace


Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: DCJ_CVS_UAT_PublicGovt (59110046)



State of Colorado Grant Management System (UAT)

Returning Users: Once an Applicant account is verified and exists in COGMS, returning users can access Applicant information such as linked Applying Agency accounts, grant application submissions, awarded contract/grant award documents and post-award submission requirements. Login information should be kept in a secure location and should never be shared.


Browse Funding Opportunities: Returning users can browse available grant funding opportunities. The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact the grant administrator listed on the Department and Division website at (<http://www.colorado.gov/government/government/state-agencies.html>).

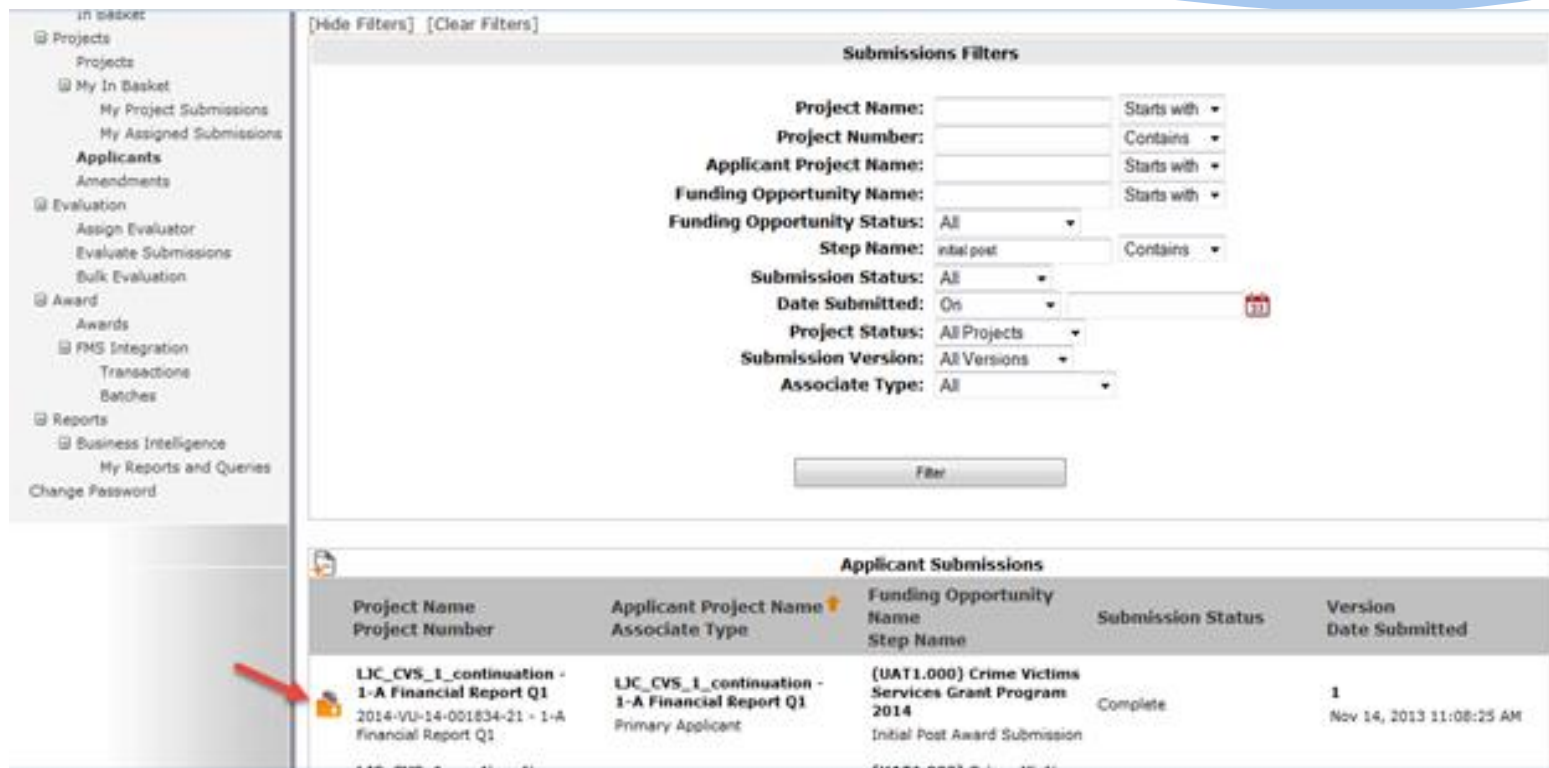
Update Profile or Password Information: Click on **My Account** from the Navigation Menu on the left to revise Name, Email Address or Username information. Click on **Change Password** from the Navigation Menu to change the password of your User Profile.

Workspace: The menu items listed under **Workspace** are where returning users can access details of an application, award, execution and completion of a grant.

- Click on **Applicants** to create new Applicant (Applying Agency) info, revise existing Applicant info or view current Applicants (Applying Agencies) you are linked to.
- Click on **Funding Opportunity Registrations** to locate and register for a funding opportunity. After you register for a funding

Completing the form in COGMS Cont.

Click on the  icon next to 2015 *Financial Report* under Submissions. Each Financial Report will be followed by Q1, Q2, Q3, or Q4 that corresponds with expenditures for that quarter.



The screenshot displays the COGMS interface. On the left is a navigation menu with categories like Projects, Applicants, Evaluation, Award, and Reports. The main area is titled 'Submissions Filters' and contains several search criteria: Project Name, Project Number, Applicant Project Name, Funding Opportunity Name, Funding Opportunity Status, Step Name, Submission Status, Date Submitted, Project Status, Submission Version, and Associate Type. Below the filters is a 'Filter' button. Underneath is the 'Applicant Submissions' table.


Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
LJC_CVS_1_continuation - 1-A Financial Report Q1 2014-VU-14-001834-21 - 1-A Financial Report Q1	LJC_CVS_1_continuation - 1-A Financial Report Q1 Primary Applicant	(UAT1.000) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Complete	1 Nov 14, 2013 11:08:25 AM

Completing the form in COGMS Cont.

Complete the mandatory fields below, “*Report Prepared By,” and “*Contact Phone.” Then click “Save & Next” to proceed to the next step.

- (UAT1.000) Crime Victims Services Grant Program 2014
- Financial Report Submission
- Project Information**
- Financial Report 1-A
- Report Certification
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

Project Information	
Grantee Name:	DCJ_CVS_UAT_PublicGovt
Project Title:	DK-Project 1 - continuation
Grant Number:	2014-VU-14-001833-01
Project Director:	Debbie Kasyon
Project Duration:	
From:	01/01/2015
To:	12/31/2015
Submission Information	
Report Type:	Financial Quarterly (1-A)
Reporting Period:	10-01-2015 to 12-31-2015
* Report Prepared By:	Debbie Kasyon
* Contact Phone:	(303) 239-1234
Submission Date:	11/15/2013



Completing the form in COGMS Cont.

On the Financial Report, enter all the expenditures for the quarter in the highlighted area, and if applicable, any unpaid invoices/obligations in the “Unpaid Invoices at the End of Quarter” column. Click on “Recalculate.” Finally, click on “Save & Next” to proceed to Report Certification.

e.Forms Logout

Applicant Name:
UC_UAT_Public Government

Applicant Number:
62412754

Project Name:
UC_CVS_1_new - 1-A
Financial Report Q2

Project Number:
2014-VU-14-001815-21

(UAT1,000) Crime Victims Services Grant Program 2014

Financial Report Submission

Project Information
Financial Report 1-A
Report Certification
Submission Summary

View Applicant Profile

Export to PDF
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Financial Report 1-A

Reporting Period: 04-01-2015 to 06-30-2015

		Approved Budget	Expenditures Beginning of Quarter	Expenditures This Quarter	Total Expenditures to Date	Unpaid Invoices at End of Quarter
PERSONNEL	Award	10,000.00	50.00	0.00	50.00	
	Match	0.00	0.00	0.00	0.00	
	Total	10,000.00	50.00	0.00	50.00	
SUPPLIES & OPERATING	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00
TRAVEL	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00
EQUIPMENT	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00
CONSULTANTS & PROFESSIONAL SERVICES	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00
TOTALS	Award	10,000.00	50.00	0.00	50.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	Total	10,000.00	50.00	0.00	50.00	0.00

Completing the form in COGMS Cont.

Report Certification is required. By certifying this report, the grantee understands that backup documentation must be available upon request from DCJ and that the person authorized to submit the report is the one doing so. Click “Save & Next” to proceed to Submission Summary.

e.Forms

Report Certification

*** I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement.**

I, hereby, also certify that I am authorized to submit this report.

Save Save & Back Save & Next

Back Next

Applicant Name:
DC_UAT_Public_Government

Applicant Number:
02410754

Project Name:
DC_CVS_1_new - 1-A
Financial Report Q2

Project Number:
2014-VU-14-001815-21

(UAT1.000) Crime Victims Services Grant Program 2014

Financial Report Submission

Project Information
Financial Report 1-A
Report Certification
Submission Summary

Completing the form in COGMS Cont.

The Financial Report cannot be submitted until all mandatory elements are completed. The “Submit” button will be grayed-out until everything is complete. Clicking on sections marked “Please Complete” will take you to that section. When all sections have been completed, you will be able to click the “Submit” button. The “Submit” button will be grayed out once the form has been successfully submitted.

e.Forms Logout

Applicant Name: LIC_UAT_Public_Government
Applicant Number: 62410754
Project Name: LIC_CVS_UAT_V2_continuation1 - Payment Request Q2
Project Number: 2014-SA-14-002180-21

(UAT 2.0) Crime Victims Services Grant Program 2014

Payment Request

Project Information
Payment Request
Certification
Submission Summary

View Applicant Profile

Export to PDF
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Back to Applicant Submissions List

Submission Summary

Page	Last Updated
Project Information	Please Complete
Payment Request	No Input Required
Certification	Please Complete

Back Next

Export to PDF
Get PDF Viewer

Submit

Page Generation Time: 0.231s Grantium

Completing the form in COGMS Cont.

- * After submitting the form, click on the “Back to Submissions List” in the left menu bar to return to the main screen.
- * Once the Financial Report has been submitted, the form cannot be revised unless DCJ staff rejects or amends the request back to the grantee.

Things to remember

- * Grantees must submit a Financial Report for each quarter.
- * When requested, financial back-up documentation must be submitted to DCJ by mail, fax or email as these documents cannot be attached in COGMS.
- * Completing the Financial Reports for subsequent quarters is easy – just follow the same steps outlined above.

More things to remember

- * In subsequent quarters, COGMS will bring forward the totals in the “Expenditures Beginning of the Quarter” column from the previous report.
- * Enter quarterly expenditures in “Expenditures This Quarter” and COGMS will add across for new totals in the “Total Expenditures to Date” once you click the “recalculate” button.
- * Remember to complete the “Unpaid Invoices at the End of Quarter” column if applicable. Most grantees do not need to complete this column.

Things to remember for the 4th Quarter Report

- * **At the end of the 4th quarter**, if the grantee has any unpaid obligations, these should be noted on the Financial Report and the agency should contact DCJ to request that a Final Financial Report be sent so it can be completed once the unpaid obligations have been paid, usually within 30 days.
- * If all of your funds have been spent by the end of the 4th quarter, the amounts in the “Total Expenditures to Date” column will be the same as the “Approved Budget” column.
- * If the 4th quarter report is also your final report, don’t forget to check “Yes” that this is your Final Financial Report on the Report Certification.

Questions????

- * Please contact your grant manager with questions at (303) 239-5719