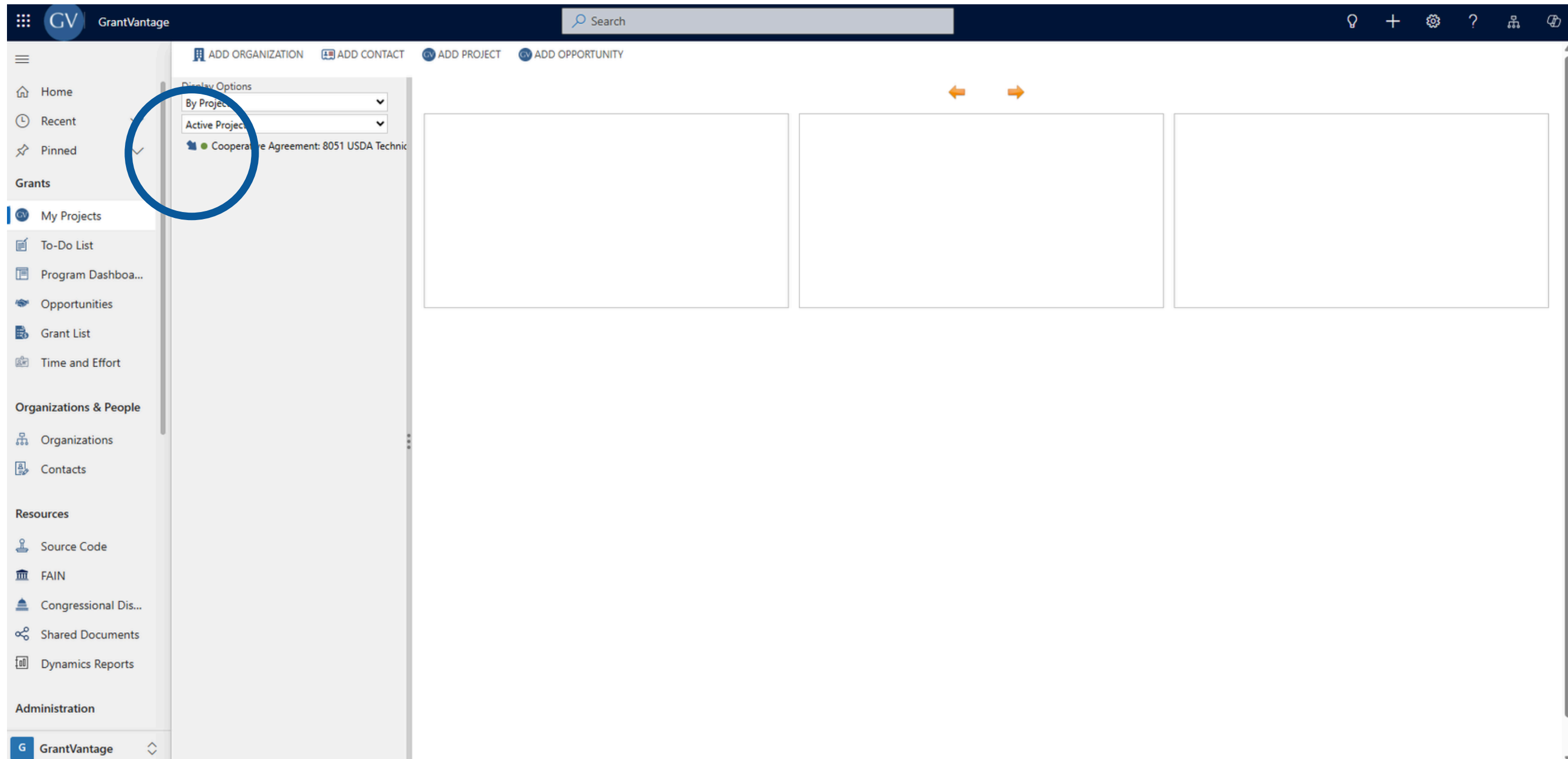


TA Reporting Financial Report Guide

Contact NACD Programs Manager Chessa Ossefoort at chessa-ossefoort@nacdnet.org with any questions.



National Association of
Conservation Districts



1

Single click on the arrow to expand the table



2

Double click on the project name to open the project details

The screenshot displays the GrantVantage web application interface. At the top, there is a dark blue header with the 'GV GrantVantage' logo on the left, a search bar in the center, and utility icons (lightbulb, plus, gear, question mark, user, refresh) on the right. Below the header, a navigation bar contains buttons for 'ADD ORGANIZATION', 'ADD CONTACT', 'ADD PROJECT', and 'ADD OPPORTUNITY'. A left sidebar lists navigation options: Home, Recent, Pinned, Grants, My Projects (selected), To-Do List, Program Dashboa..., Opportunities, Grant List, Time and Effort, Organizations & People, Organizations, Contacts, Resources, Source Code, FAIN, Congressional Dis..., Shared Documents, Dynamics Reports, and Administration. The main content area features a 'Display Options' section with 'By Project' selected and a list of 'Active Projects'. The list starts with 'Cooperative Agreement: 8051 USDA Tech' and includes numerous sub-awards across various states like AK, AR, CA, CO, CT, DE, and FL. The main area also contains three large empty rectangular boxes and two orange arrows pointing left and right.



The screenshot displays the GrantVantage web application interface. At the top, there is a dark blue header with the 'GV GrantVantage' logo on the left, a search bar in the center, and utility icons (lightbulb, plus, gear, question mark, list, refresh) on the right. Below the header is a navigation bar with icons for back, forward, save, save & close, refresh, check access, GV help, flow, and run report. A 'Share' button is also present.

The main content area is titled 'Grant' and includes summary information: '\$70,318.00 Project Total', 'Active Grant Status', '1/1/2025 Project Start', and '6/30/2026 Project End'. Below this is a tabbed interface with 'Project Details' selected. A 'Form assist' button is visible on the right.

The 'Project Details' section contains several fields:

- Project Name *
- Grantee Applicant *
- Project Start Date * (1/1/2025)
- Fiscal/Budget Start Date * (1/1/2025)
- Grant Award No. (---)
- Project End Date * (6/30/2026)
- Award Issue Date (12/30/2024)

A 'Related - Project Management' dropdown menu is open, listing the following options:

- Project Plan
- Budgeting
- Drawdowns & Disbursements
- Assessment
- Agreements
- Reports
- Report Schedule
- Grant Close-Out
- Communication

At the bottom of the main content area, there is a 'Current Project Period' section with a link to 'Project Period 1' and a 'Project Goal & Summary' section with a 'Project Goal' field.

3

Navigate to Budgeting page under Related



GrantVantage

Search

Save Save & Close Refresh Check Access GV Help Flow Run Report Share

Grant

\$70,318.00 Project Total Active Grant Status 1/1/2025 Project Start 6/30/2026 Project End

Project Details Project Location Project Periods & Sources Project Users Sub-Projects Notes & Attachments Time and Effort **Budgeting** Related Form assist

Grant/Sub-Projects Project Year Budget Version

S Project Period 1 (1/1/2025 - 12/31/2025) Approved Revision (10/2/2025)

	Direct	Cash Match	In-Kind Match	Total	Leveraged
Expansion					
Sources	58,599.00	11,719.00		70,318.00	
EQUIP	58,599.00	11,719.00		70,318.00	
CSP					
COTA					
Total	58,599.00	11,719.00	0.00	70,318.00	0.00

4

Click on the blue arrow to expand the table



5

Right click on the Direct Value for the budget category to add a transaction.
Click New Transaction.

The screenshot displays the GrantVantage web application interface. The top navigation bar includes the 'GV' logo, a search bar, and utility icons. A left-hand sidebar contains navigation options such as Home, Recent, Pinned, Grants, My Projects, To-Do List, Program Dashboards, Opportunities, Grant List, Time and Effort, Organizations & People, Resources, and Administration. The main content area shows a 'Budgeting' view for a grant with a total value of \$70,318.00. The interface includes filters for Grant/Sub-Projects (Sut), Project Year (Project Period 1 (1/1/2025 - 12/31/2025)), and Budget Version (Approved Revision (10/2/2022)). A table displays budget categories and their values across four columns: Direct, Cash Match, In-Kind Match, and Total. A context menu is open over the 'Direct' value of 47,909.00 for the 'EQIP Salaries and Fringe' category, showing options for 'New Transaction' and 'View All Transactions'. The table data is as follows:

	Direct	Cash Match	In-Kind Match	Total	Leveraged
Sources	58,599.00	11,719.00		70,318.00	
Grant Funder: National Association of Conservation Districts	58,599.00			58,599.00	
Conservation District		11,719.00		11,719.00	
EQIP	58,599.00	11,719.00		70,318.00	
EQIP Salaries and Fringe	47,909.00	9,581.90		57,490.90	
EQIP Contracting					
EQIP Travel	1,400.00	280.40		1,682.40	
EQIP Training					
EQIP Supplies	350.00	70.00		420.00	
EQIP Indirect	8,938.00	1,786.70		10,724.70	
EQIP - other					
CSP					
CSP Salaries and Fringe					
CSP Contracting					
CSP Travel					
CSP Training					
CSP Supplies					
CSP Indirect					
CSP - other					
COTA					
COTA Salaries and Fringe					



6

Complete the Transaction Details. The amount in section one should be the total of all expenses for that budget category (direct plus match).

Grant/Sub-Projects: Sub-Award: TA2024 - AK - Fairbanks St... Project Year: Project Period 1 (1/1/2025 - 1... Budget Version: Approved Revision (10/2/202...
Expand All
Sources
Grant Funder: National Associati...
Sub-Awardee: AK - Fairbanks Sol...
EQIP
EQIP Salaries and Fringe
EQIP Contracting
EQIP Travel
EQIP Training
EQIP Supplies
EQIP Indirect
EQIP - other
CSP
CSP Salaries and Fringe
CSP Contracting
CSP Travel
CSP Training
CSP Supplies
CSP Indirect
CSP - other
COTA
COTA Salaries and Fringe

Transaction - TA2024 -
Transaction Details Contribution Details Attachments(0) Notes (0)
Posted Date: [15] Vendor: Type to search Vendor Currency: USD Status: Actual
Transaction Date: 11/14/2025 Vendor Contact: -select vendors contact- Exchange Rate: 1.00000 Amount: 0.00
Check Number: Transaction Class: Non-Inventory Expense Invoice Number: GL Code:
Memo:
Transaction Allocations
Project: [] Budgeted: 70,318.00 Balance: 45,131.44 Amount: 0.00
Transaction Type: Direct Budgeted: 58,599.00 Balance: 40,530.68
Budget Category: EQIP Salaries and Fringe Budgeted: 47,909.00 Balance: 32,450.71
Source/Program Category: Grant Funder: National Association of Conservation Districts Budgeted: 58,599.00 Balance: 40,530.68
+ Add Allocation Transaction Balance (must be 0) 0.00



7

Allocate the total expenses between direct and match expenses. Change the transaction type to match the appropriate category. The transaction balance must equal \$0 to save.

TA2024 - AK - Fairbanks Soil and Water Conservation District - Saved

Project Total: \$70,318.00 | Grant Status: Active | Project Start: 1/1/2025 | Project End: 6/30/2026

Project Details | Project Location | Project Periods & Sources | Project Users | Sub-Projects | Notes & Attachments | Time and Effort | **Budgeting** | Related

Form assist

Transaction - TA2024 -

Posted Date: [Calendar] | Vendor: [Type to search Vendor] | Currency: USD | Status: Actual

Transaction Date: 11/14/2025 | Vendor Contact: -select vendors contact- | Exchange Rate: 1.00000 | Amount: 2,500.00

Check Number: | Transaction Class: Non-Inventory Expense | Invoice Number: | GL Code: | Memo: |

Transaction Allocations	Budgeted	Balance	Amount
Project []	70,318.00	43,131.44	2,000.00
Transaction Type: Direct	58,599.00	38,530.68	
Budget Category: []	47,909.00	30,450.71	
Source/Program Category: Grant Funder: National Association of Conservation Districts	58,599.00	38,530.68	
Project []	70,318.00	42,631.44	500.00
Transaction Type: Cash Match	11,719.00	4,100.76	
Budget Category: EQIP Salaries and Fringe	9,581.90	3,329.46	
Source/Program Category: Sub-Awardee: Fairbanks Soil and Water CD	0.00	-7,618.24	
Transaction Balance (must be 0)			0.00



Navigation: Save, Save & Close, Refresh, Check Access, GV Help, Flow, Run Report, Share

TA2024 - / Grant - Saved

\$70,318.00 Project Total | Active Grant Status | 1/1/2025 Project Start | 6/30/2026 Project End

Project Details | Project Location | Project Periods & Sources | Project Users | Sub-Projects | Notes & Attachments | Time and Effort | **Budgeting** | Related

Form assist

Grant/Sub-Projects: Sub-Award: TA2024 - | Project Year: Project Period 1 (1/1/2025 -) | Budget Version: Approved Revision (10/2/202)

Expand All

	Direct	Cash Match	Total	Leveraged
Sources	58,599.00	11,719.00	70,318.00	
Grant Funder: National Association of Conservation Districts	58,599.00	11,719.00		
EQIP	58,599.00	11,719.00		
EQIP Salaries and Fringe	47,909.00	9,581.90		
EQIP Contracting				
EQIP Travel	1,402.00	280.40		
EQIP Training				
EQIP Supplies	350.00	70.00		
EQIP Indirect	8,938.00	1,786.70		
EQIP - other				
CSP				
CSP Salaries and Fringe				
CSP Contracting				
CSP Travel				
CSP Training				
CSP Supplies				
CSP Indirect				
CSP - other				
COTA				
COTA Salaries and Fringe				

Related - Project Management

- Project Plan
- Budgeting
- Drawdowns & Disbursements
- Assessment
- Agreements
- Reports
- Report Schedule
- Grant Close-Out
- Communication
- Currencies
- Audit History

8 After all transactions are entered, navigate to Reports under Related.



9

Generate the transactions report. If the actual expenses match your expectations, export the report to a PDF.

TA2024 - Grant

- Saved

\$70,318.00
Project Total

Active
Grant Status

1/1/2025
Project Start

6/30/2026
Project End

Project Details | Project Location | Project Periods & Sources | Project Users | Sub-Projects | Notes & Attachments | Time and Effort | **Reports** | Related

Form assist

Reports

Select Report: Transaction Report

Project: [Empty]

Project Year(s): Project Period 1 (1/1/2025 - 6/30/2026)

Report Start: 1/1/2025 | Report End: 6/30/2026

Direct Source(s): 3 Selected | Transaction Status: Actual

Expand All (8 Transactions)

	Direct	Cash Match	In-Kind Match	Total	Leveraged	% of Direct Budget	% of Total Budgeted Category
Sources (1)	58,599.00	11,719.00		70,318.00			
EQIP (7)	58,599.00	11,719.00		70,318.00			
CSP (0)							
COTA (0)							
Total Budgeted	58,599.00	11,719.00	0.00	70,318.00	0.00		
Total Actual Expense	18,068.32	7,118.24	0.00	25,186.56	0.00		
Total Planned Expense	0.00	0.00	0.00	0.00	0.00		
Total Obligated Expense	0.00	0.00	0.00	0.00	0.00		
Total Overall Expenses	18,068.32	7,118.24	0.00	25,186.56	0.00		
Difference	40,530.68	4,600.76	0.00	45,131.44	0.00		



10

To modify or delete transactions, expand the table then double click on the transaction you'd like to change. Use the trashcan icon in the top right to delete transactions or modify values as necessary. Save and close.

The screenshot displays a financial management application interface. At the top, there is a navigation bar with icons for Save, Save & Close, Refresh, Check Access, GV Help, Flow, and Run Report. Below this, a header section for 'TA2024 - Grant' shows a total of \$70,318.00, an active status, and project dates from 1/1/2025 to 6/30/2026. A menu bar includes options like Project Details, Project Location, Project Periods & Sources, Project Users, Sub-Projects, Notes & Attachments, Time and Effort, Reports, and Related. A 'Form assist' button is also present.

The main content area is a modal window titled 'Transaction - TA2024 -'. It contains several input fields for transaction details:

- Posted Date: 10/17/2025
- Transaction Date: 10/17/2025
- Vendor: Type to search Vendor
- Vendor Contact: -select vendors contact-
- Currency: USD
- Exchange Rate: 1.00000
- Status: Actual
- Amount: 7,118.24
- Transaction Class: Non-Inventory Expense
- Invoice Number: (empty)
- GL Code: (empty)

Below the input fields is a table titled 'Transaction Allocations' with columns for Budgeted, Balance, and Amount. The table lists several entries:

	Budgeted	Balance	Amount
Project: Sub-Award: TA2024 - /	70,318.00	46,497.24	5,752.44
Transaction Type: Cash Match	11,719.00	5,966.56	
Budget Category: EQIP Salaries and Fringe	9,581.90	3,829.46	
Source/Program Category: Sub-Awardee: F	0.00	-7,118.24	
Project: Sub-Award: TA2024 - /	70,318.00	46,482.82	14.42
Transaction Type: Cash Match	11,719.00	5,952.14	
Budget Category: EQIP Travel	280.40	265.98	
Source/Program Category: Sub-Awardee: F	0.00	-12,870.68	
Project: Sub-Award: TA2024 - /	70,318.00	46,412.82	70.00





Refresh the report. Changes to transactions will not be reflected until the report is refreshed. Generate the PDF after changes are complete.

← Save Save & Close Refresh Check Access GV Help Flow Run Report Share

TA2024 - - Saved \$70,318.00 Project Total Active Grant Status 1/1/2025 Project Start 6/30/2026 Project End

Project Details Project Location Project Periods & Sources Project Users Sub-Projects Notes & Attachments Time and Effort **Reports** Related Form assist

Reports

Select Report: Transaction Report Project: ar Project Year(s): Project Period 1 (1/1/2025 - 6/30/2026) Report Start: 1/1/2025 Report End: 6/30/2026

Direct Source(s): 3 Selected Transaction Status: Actual

Expand All (8 Transactions)

	Direct	Cash Match	In-Kind Match	Total	Leveraged	% of Direct Budget	% of Total Budgeted Category
Sources (1)	58,599.00	11,719.00		70,318.00			
EQIP (7)	58,599.00	11,719.00		70,318.00			
CSP (0)							
COTA (0)							
Total Budgeted	58,599.00	11,719.00	0.00	70,318.00	0.00		
Total Actual Expense	18,068.32	7,118.24	0.00	25,186.56	0.00		
Total Planned Expense	0.00	0.00	0.00	0.00	0.00		
Total Obligated Expense	0.00	0.00	0.00	0.00	0.00		
Total Overall Expenses	18,068.32	7,118.24	0.00	25,186.56	0.00		
Difference	40,530.68	4,600.76	0.00	45,131.44	0.00		



← | ↻ | Save | Save & Close | Refresh | Check Access | GV Help | Flow | Run Report | Share

TA2024 - Grant \$70,318.00 Project Total | Active Grant Status | 1/1/2025 Project Start | 6/30/2026 Project End

Project Details | Project Location | Project Periods & Sources | Project Users | Sub-Projects | Notes & Attachments | Time and Effort | **Reports** | Related | Form assist

Reports

Select Report: Transaction Report | Project: | Project Year(s): Project Period 1 (1/1/2025 - 6/30/2026) | Report Start: 1/1/2025 | Report End: 6/30/2026

Direct Source(s): 3 Selected | Transaction Status: Actual

Related - Project Management

- Project Plan
- Budgeting
- Drawdowns & Disbursements
- Assessment
- Agreements
- Reports
- Report Schedule**
- Grant Close-Out
- Communication
- Currencies
- Audit History

12

Navigate to Report Schedule to submit the PDF.



13

Expand the table by clicking the arrow next to Quarterly Financial Report. Click on the pencil on the right side of the row for the appropriate reporting period.

TA2024 - [redacted] - Saved \$70,318.00 Project Total | Active Grant Status | 1/1/2025 Project Start | 6/30/2026 Project End

Project Details | Project Location | Project Periods & Sources | Project Users | Sub-Projects | Notes & Attachments | Time and Effort | Report Schedule | Related

Report Management Form assist

Reporter Organization: All | Report Status: All | Report Type: All | Project: [redacted] | + ADD REPORTING REFRESH | X

Report Title	Report Type	Report Frequency	Reporting Lag(in days)						
Quarterly Accomplishments Report	Performance	Custom	15						
Quarterly Financial Report	Financial	Custom	15						
Reporting Period Start	Reporting Period End	Reporting Due Date	Report Filed By	Report Filed On	Report Approved By	Report Approved On	Report Status	Report Risk	Audit
1/1/2025	6/30/2025	7/15/2025		7/15/2025			Submitted	No	(1)
7/1/2025	9/30/2025	10/15/2025		10/15/2025			Submitted	No	(1)
10/1/2025	12/31/2025	1/15/2026					Pending	No	
1/1/2026	3/31/2026	4/15/2026					Pending	No	
4/1/2026	6/30/2026	7/15/2026					Pending	No	
Staffing Report - Assessment	Internal	Custom					15		



14

Attached the PDF on the Add Notes/Attachments tab. Complete the project details tab. Click Save and Close.

The screenshot displays a software interface for project management. At the top, a navigation bar includes icons for back, refresh, save, save & close, refresh, check access, GV Help, flow, and run report. The main header shows 'TA2024 - / Grant' with a '- Saved' status. Key metrics include '\$70,318.00 Project Total', 'Active Grant Status', '1/1/2025 Project Start', and '6/30/2026 Project End'. A menu bar contains 'Project Details', 'Project Location', 'Project Periods & Sources', 'Project Users', 'Sub-Projects', 'Notes & Attachments', 'Time and Effort', 'Report Schedule', and 'Related'. A 'Form assist' button is visible on the right.

The 'Report Management' section is active, showing a list of reports. A modal window titled 'Reporting Period' is open, displaying a form with the following fields:

- Reporting Period Start: 10/1/2025
- Reporting Period End: 12/31/2025
- Reporting Due Date: 1/15/2026
- Report Filed By: Type to search contacts
- Report Filed On: [calendar icon] 15
- Reporting Lag (in days): 15
- Report Type: Financial
- Reporting Frequency: Custom
- Grant: TA2024 -
- Report Approved By: Type to search contacts
- Report Approved On: [calendar icon] 15
- Report Risk: --Select--
- Report Status: Pending
- Report Title: Quarterly Financial Report

The background shows a table with columns for 'Reporting Period Start', 'Reporting Period End', 'Reporting Lag(in days)', 'Report Status', 'Report Risk', and 'Audit'. The table contains several rows of data, including 'Submitted' and 'Pending' reports.



15

Report Status will change to submitted when complete. Ensure there is an attachment for your report.



Navigation bar: Save, Save & Close, Refresh, Check Access, GV Help, Flow, Run Report, Share

TA2024 Grant | Saved | \$70,318.00 Project Total | Active Grant Status | 1/1/2025 Project Start | 6/30/2026 Project End

Project Details | Project Location | Project Periods & Sources | Project Users | Sub-Projects | Notes & Attachments | Time and Effort | **Report Schedule** | Related | Form assist

Report Management

Reporter Organization: All | Report Status: All | Report Type: All | Project: | + ADD REPORTING | REFRESH | X

Report Title	Report Type	Report Frequency	Reporting Lag(in days)
Quarterly Accomplishments Report	Performance	Custom	15
Quarterly Financial Report	Financial	Custom	15

Reporting Period Start	Reporting Period End	Reporting Due Date	Report Filed By	Report Filed On	Report Approved By	Report Approved On	Report Status	Report Risk	Audit	
1/1/2025	6/30/2025	7/15/2025		7/15/2025			Submitted	No	No	
7/1/2025	9/30/2025	10/15/2025		10/15/2025			Submitted	No	No	
10/1/2025	12/31/2025	1/15/2026					Pending	No	No	
1/1/2026	3/31/2026	4/15/2026					Pending	No	No	
4/1/2026	6/30/2026	7/15/2026					Pending	No	No	

Staffing Report - Assessment | Internal | Custom | 15

