



Office of Cannabis
Management

Community Reinvestment Program

Financial Reporting Tutorial

Managing an eGrants Contract

MARCH 13, 2026

AGENDA

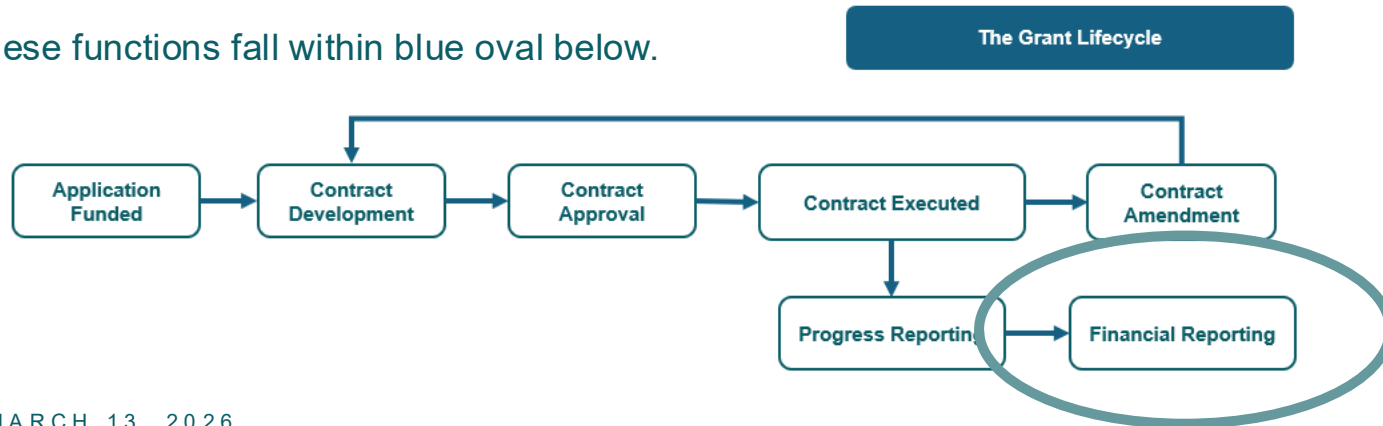
- Getting Started
- The Financial Reports Search
- The Financial Report Workflow
- Task and Emails
- Initiating a Financial Report
- Completing a Financial Report
- Submitting a Financial Report
- Support and Assistance

GETTING STARTED

Once your contract has been approved and your project is getting underway your organization will begin to incur the various costs lined out in its approved budget. To be reimbursed for these costs, it will need to initiate, complete, and submit financial reports in eGrants. eGrants provides 7 financial reports – one for each period of your 2-year contract. In the following slides, you will learn skills necessary to:

- Search for financial reports
- Initiate, Complete, and Submit financial reports
- Monitor the status of financial reports

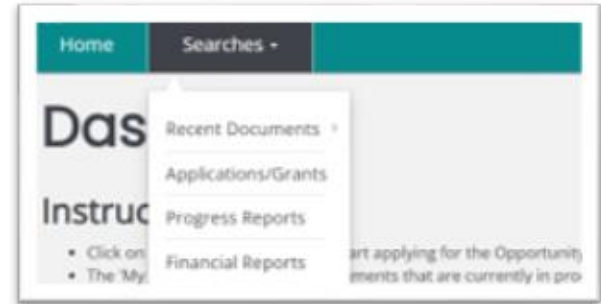
These functions fall within blue oval below.



FINANCIAL REPORT SEARCH

The **Financial Reports** search is used to locate and act on your requests for reimbursement. Some helpful tips include:

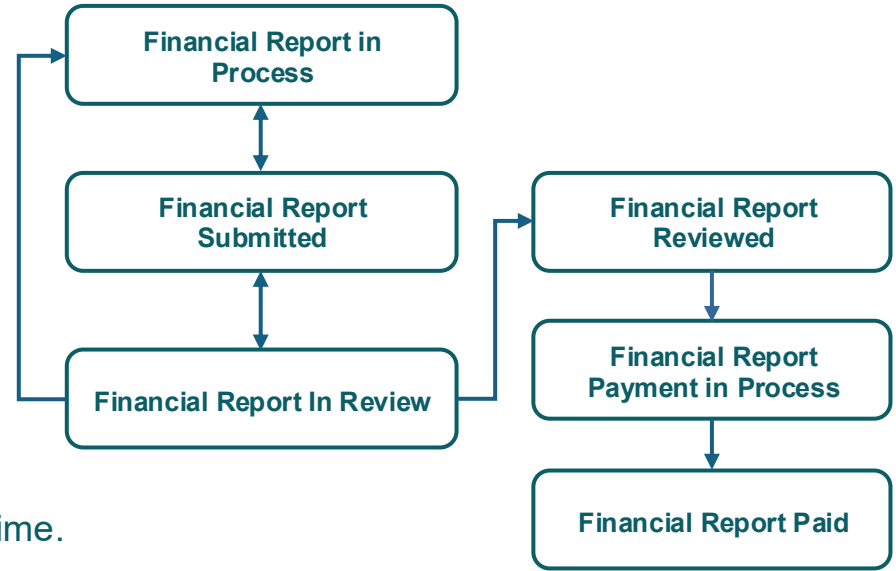
- Entering your Report Number in the **Name** field for a focused result.
- Using the **Status** field to target agreements in a particular workflow status.

A screenshot of the 'Financial Reports' search interface. The page has a teal header with 'Home' and 'Searches' links. Below the header, the title 'Financial Reports' is displayed. Underneath the title, there are instructions: 'Instructions: Fill out the Search Criteria and click Search to search for a specific document. Leave the Search Criteria blank and click Search to show all your documents.' Below the instructions, there is a 'Document Search' section with several input fields: 'Name', 'Sub Code', 'Type', 'Status', 'Organization', and 'Person'. Each field has a corresponding input box. At the bottom right of the search section, there are two buttons: 'Clear' and 'Search'.

THE FINANCIAL REPORT WORKFLOW

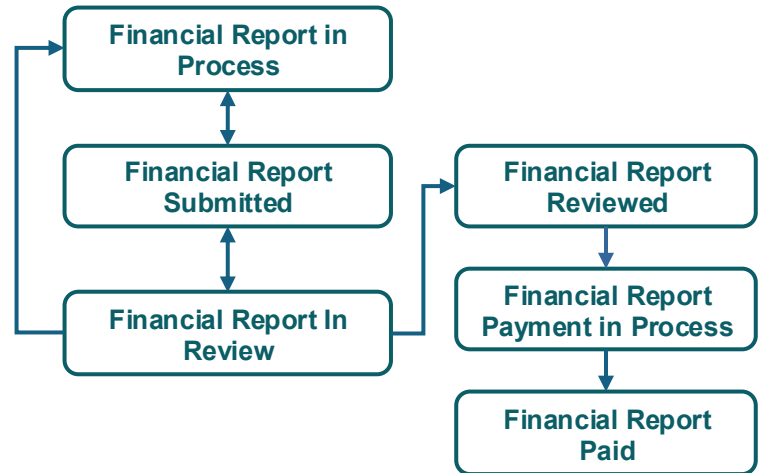
Financial reports, also known as claims, progress through an online workflow as they are assembled, submitted, audited, adjusted, and ultimately paid.

- Financial reports must be initiated, completed, submitted, approved, and paid in order, e.g., Q1, Q2, Q3 through Q7.
- A financial report cannot be submitted until the progress report for the corresponding quarter has been approved.
- Only one financial report may be in process at any time.
- eGrants does not allow financial reports and contract/budget modifications to occur simultaneously.



THE FINANCIAL REPORT STATUSES

- The **Financial Report in Process** status indicates that the report is awaiting your organization's attention. The report could be newly initiated and not yet submitted or returned by your OCM Grant Manager (GM) or Financial Manager (FM) for additional information.
- The **Financial Report Submitted** status indicates the GM is performing the initial audit of your report.
- The **Financial Report in Review** status indicates the FM is performing the secondary audit of your report.
- The **Financial Report Reviewed** status indicates the FM is now determining whether to recoup any advance balance received from the payment (if applicable).
- The **Financial Report Payment in Process** status indicates that the final OCM approved payment amount has been entered in the Statewide Financial System (SFS) for release.
- The **Financial Report Paid** status indicates that SFS has issued the payment.



INITIATING A FINANCIAL REPORT

- Use the **Application/Grant** search to locate and access the contract.
- Verify the contract is in the status of “**Agreement Executed.**”
- Scroll to the bottom of the **Navigation** bar. The “**Initiate Related Doc**” button is displayed. Click the button.

Document Landing Page

Instructions:

- View document details.

Template Community Reinvestment Program Grants	Instance Community Reinvestment Program Grants
Document Name CRPG-2024-00242	Document Status Agreement Executed
Organization Joe's Nonprofit	Your Role Grantee Official

Application in Progress Application Declared in Progress Agreement Executed

Home Searches ▾

CRPG-2024-00242

- ▾ Forms
- Project Overview
- Project Budget
- Award
- Amendment
- Tools
- Status Options
- ▾ Related Documents

Initiate Related Doc

INITIATING A FINANCIAL REPORT (CONT.)

- The **Initiate Related Document** box is auto populated with your Application/Grant ID and the first or next available financial report.
- Click the **Create** button, followed by the **Proceed** button.
- The Financial Report **Document Landing Page** is displayed.

The image shows two overlapping windows from a software application. The top window, titled "Initiate Related Document", has a dark header bar with a close button. Below the header, there is a "Parent Document" dropdown menu showing "CRPG-2024-00242". Below that is an "Available Documents" dropdown menu. A "Create" button is visible on the right side of this window. The bottom window, titled "Financial Report Quarter 1", also has a dark header bar with a close button. It displays the following information:

Provided By:	New York State Office of Cannabis Management
Provided To:	joe's Nonprofit
Financial Report Availability Dates:	12/1/2023 12:00:00 AM -
Due Date:	9/30/2026 11:59:00 PM

At the bottom of this window, there are two buttons: "Proceed" (dark grey) and "Cancel" (red).

COMPLETING A FINANCIAL REPORT

- Financial reports generated by eGrants mirror your approved contract budget. Each contract budget form appears in the financial report with a place to enter corresponding expenditures for the period.
- Your task is to update each applicable form to reflect expenditures for the reporting period.
- If you do not have any expenditure against a particular form, simply save the page.

Document Landing Page

Instructions:

- View document details.

Template
Financial Report

Document Name
FR-2024-Joe's Nonprofit-00063

Organization
Joe's Nonprofit

Your Role
Grantee Official

Financial Report in Process | **Financial Report Submitted**

Financial Report

- Financial Accounting and Claim Form
- Personnel
- Travel
- Equipment
- Supplies
- Contractual Services
- Other Costs

FINANCIAL ACCOUNTING FORM

The Financial Accounting and Claim Form is the centerpiece of the financial report. For each **Budget Category**, the following fields are displayed:

- **Approved Cost** – Maximum allowable reimbursement amount based on contract budget
- **Grants Funds Expended to Date** – Sum of all prior reimbursements from previously approved reports
- **Grant Funds Requested this Period** Amount requested in current report. Auto populated from your work on the corresponding detail forms, except Indirect Costs which are entered here.
- **Grant Funds Remaining Balance** – Approved Costs minus Expended to Date and Requested this Period.

Financial Accounting and Claim Form

Budget Category	Approved Cost	Grant Funds Expended To Date	Grant Funds Requested This Period	Grant Funds Remaining Balance
Personnel	\$12,000.00	\$	\$	\$12,000.00
Travel	\$2,500.00	\$	\$	\$2,500.00
Equipment	\$15,000.00	\$	\$	\$15,000.00
Supplies	\$4,500.00	\$	\$	\$4,500.00
Contractual Services	\$40,000.00	\$	\$	\$40,000.00
Other	\$24,000.00	\$	\$	\$24,000.00
Total Direct Costs	\$98,000.00	\$0.00	\$0.00	\$98,000.00
Indirect Costs	\$7,000.00	\$	<input type="text" value="\$"/>	\$7,000.00

Begin completing your report by updating the corresponding detail pages. You will need to save each form regardless of whether expenditures are requested.

PERSONNEL FORM

- From the Navigation Bar, click on the arrow to the right of **Personnel** to view a list of staff or positions included in your approved budget. Select the staff for whom your organization is requesting reimbursement and enter the requested amounts. Click the **Save** button with each update.
- Repeat this process for each staff or position.

Personnel

Total Cost	Match	Approved Grant Funds	Grant Funds Expended to Date:	Match Reported This Period:	Grant Funds Claimed This Period:	Grant Funds Remaining Balance:
\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$ 0.00	\$ 0.00	\$5,000.00

Type of Benefit	Total Cost	Match	Approved Grant Funds	Grant Funds Expended to Date:	Match Reported This Period:	Grant Funds Claimed This Period:	Grant Funds Remaining Balance:
Other	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$ 0.00	\$ 0.00	\$1,000.00
Benefits Grand Total(s):	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

ADDITIONAL BUDGET FORMS

- Working from the **Navigation Bar**, update each of remaining budget forms and subforms pulled from your approved contract budget: **Travel, Equipment, Supplies, Contractual Services, and Other Costs**.
- Each budget form, including **Personnel**, provides the ability to **Upload** supporting documentation required for reimbursement. Please pay close attention to the instructions provided by your GM or FM and include all required documents. Failure to do so may delay reimbursement.
- Space is also provided to describe the impact of the expenditure on the project. Again, failure to complete may delay reimbursement.

Add Attachment(s)

- To add additional attachments, select the (+) button.

Attachment Description:

0 of 50

Please describe how the grant funds included in the expenditure(s) for the financial report were utilized to support your project.

0 of 4000

COMMENTS AND ATTESTATION

Once all requested reimbursements have been entered on the corresponding report forms, return to the **Financial Accounting and Claim Form** and take the following actions:

- Review the **Claim Form** to verify the auto populated amounts for each budget category are consistent with your expectation. Enter any Indirect costs in the space provided.
- Enter comments or **Remarks** pertaining to your overall request. Is there anything you would like your GM or FM to consider or otherwise be aware of when reviewing the report?
- Complete the **Certification** by clicking on the **Checkbox** followed by the **Save** button.

Remarks:

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Certification:

I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing

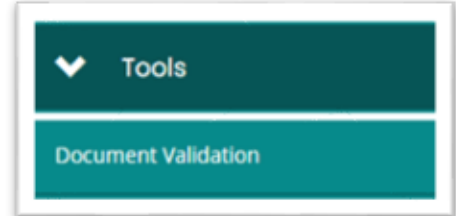
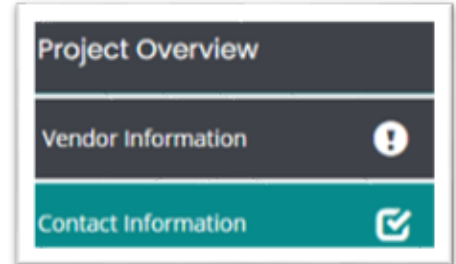
Grantee Fiscal Signature *

Name: Bazooka Joe Date Signed: 06/17/2025

FINANCIAL REPORT VALIDATION

Two methods are available to prospective grantees to identify errors that must be resolved before financial reports can be submitted:

- **Navigation Bar** – The **Form** button icons will display as a Checkbox next to each successfully completed item. If the Form Button appears as an Exclamation Point, issues must be addressed before the application can be submitted.
- **Document Validation Tool** - Available under Tools on the Navigation Bar. This form provides a single listing of all issues across the application.



A screenshot of the 'Document Validation' tool window. It features a title bar with the text 'Document Validation' and window control icons. Below is a table with the following data:

Form Name	Status	May Prevent Status Change
Vendor Information	Error(s)	Yes

SUBMITTING A FINANCIAL REPORT

After reviewing your financial report to verify there are no system errors that will prevent submission, scroll down to the **Status Options** section of the **Navigation Bar** and click **Submit** followed by the OK button (not shown).

The Document Landing Page displays the updated status, indicating that the financial report is with the GM for review.

Document Landing Page

▼ Status Options

SUBMIT

Instructions:

- View document details.

Template

Financial Report

Document Name

FR-2024-Joe's Nonprofit-00063

Organization

Joe's Nonprofit

Instance

Financial Report Quarter 1

Document Status

Financial Report Submitted

Your Role

Grantee Official



Financial Report in Process



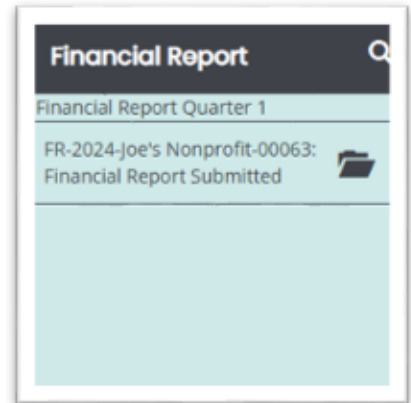
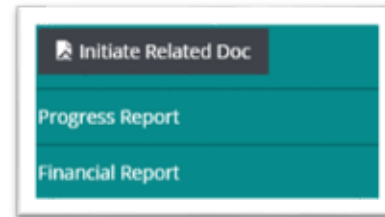
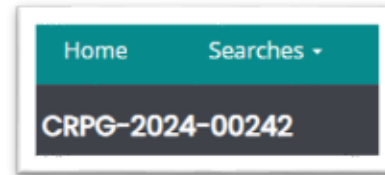
Financial Report Submitted

VIEWING PREVIOUS REPORTS

While your organization can always access financial reports via the Search function described earlier in this presentation, reports can also be accessed directly from the agreement.

- Scroll down the agreement Navigation Bar to the **Related Documents** section.
- Click the **Financial Report** link. A folder listing all reports initiated to date and their status opens.
- Click on the **Financial Report ID** to transfer to report itself.

Note - To return to the agreement, simply reverse the process. Scroll to the bottom of the financial report's Navigation Bar and click the **Application** link.

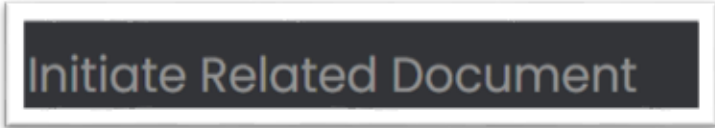


CONCURRENT REPORTING

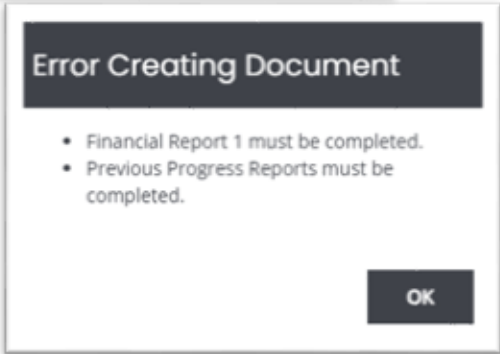
As previously noted, eGrants reporting is organized by periods. Each of the 7 periods that comprise your organization's 2-year contract has an associated financial and progress report.

These reports must be initiated, completed, submitted, and approved in order. The following rules summarize system edits in place to ensure reporting is timely.

- Q1 Progress Report must be initiated before the corresponding Financial Report can be initiated.
- Q1 Progress Report Must be approved before the corresponding Financial Report can be submitted.
- Q1 Progress and Financial Reports must be approved before the Q2 Progress Report can be initiated.



Initiate Related Document



Error Creating Document

- Financial Report 1 must be completed.
- Previous Progress Reports must be completed.

OK

SUPPORT AND ASSISTANCE

- Application
 - All OCM eGrants system questions should be directed to ITS Grants Management at grantsmanagement@its.ny.gov. Include “OCM eGrants Application” in the subject line.
- Prequalification
 - All questions regarding Prequalification should be sent to the SFS Helpdesk at helpdesk@sfs.ny.gov or call 518-457-7717.



Office of Cannabis Management

The Grant Lifecycle

