UPLOADING EXPENDITURE REPORTS TO WEBGRANTS

Nebraska Children Webgrants Website Address: http://nebraska.dullestech.net

General Notes

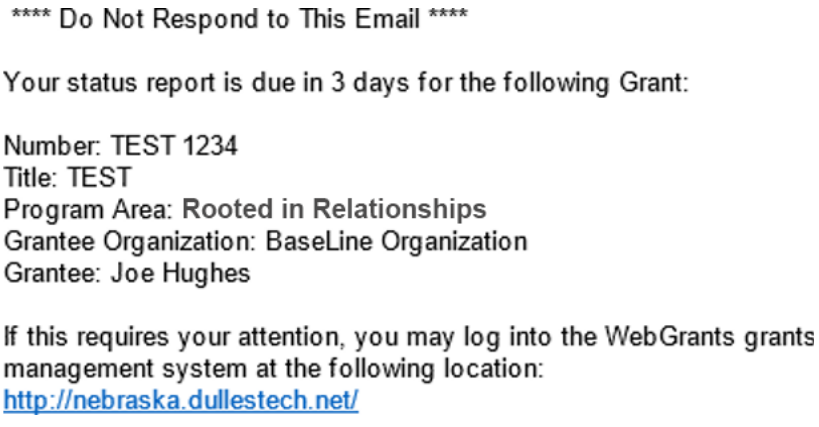
The following document is a step-by-step instruction guide to uploading Expenditure Reports to Webgrants. Above, you will find the website address for Nebraska Children's Webgrants platform. It will require an individual User ID and Password, which will be provided to each user separately. To request a user be added or deleted, please contact Molly Rosenberg at mrosenberg@nebraskachildren.org.

Before uploading your first Expenditure Report to Webgrants, here are some things you should know:

- Uploading to Webgrants is completely secure. Your information is not accessible by anyone other than the necessary Nebraska Children staff. The process by which you upload is also secure, thereby eliminating the need for encrypted email submission.
- **For a document to be uploaded to Webgrants, it must be in PDF form**. This ensures that the information you submit remains in the same format. Please scan or save documents as PDF files before logging into Webgrants to submit.
- Each expenditure report must be uploaded as one complete PDF file. This means the Invoice, expenditure report, and any supporting documentation (e.g., General Ledger, P&L, etc.) must be combined into one PDF file before uploading.
- All expenditure reports must be signed before submission. Electronic signatures are acceptable. Unsigned reports will not be accepted.
- If you have no expenses to submit during a reporting period, please continue with submitting your expenditure report marked with $0.00.

Email Reminders

Webgrants will automatically send email reminders to the assigned registered external users. These reminders will arrive at three different intervals: 14 days, 7 days, and 3 days prior to the due date of the report. If at any time the report is submitted, the reminder emails will stop. In Webgrants, expenditure reports will be found within the Grant Components category labeled "Status Reports". You will see that language reflected in the email reminder. A sample of the reminder is pictured below:



**** Do Not Respond to This Email ****

Your status report is due in 3 days for the following Grant:

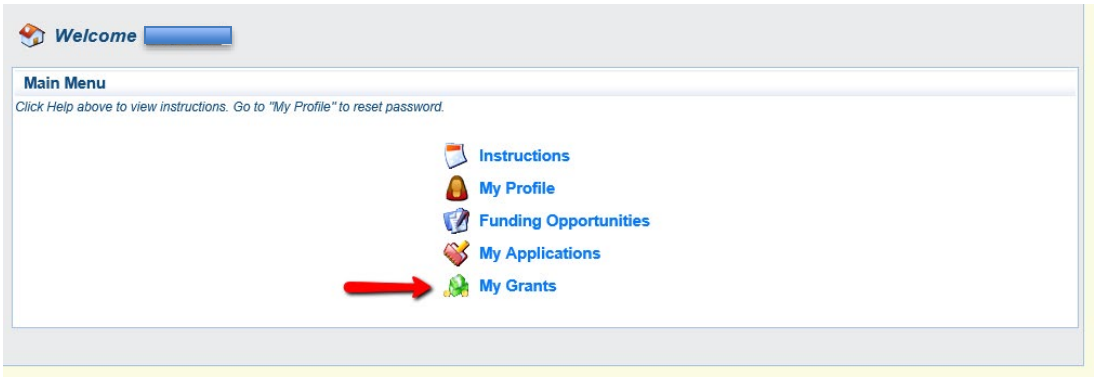
Number: TEST 1234
Title: TEST
Program Area: Rooted in Relationships
Grantee Organization: BaseLine Organization
Grantee: Joe Hughes

If this requires your attention, you may log into the WebGrants grants management system at the following location:
http://nebraska.dullestech.net/

Instructions to Upload Monthly Expenditure Reports

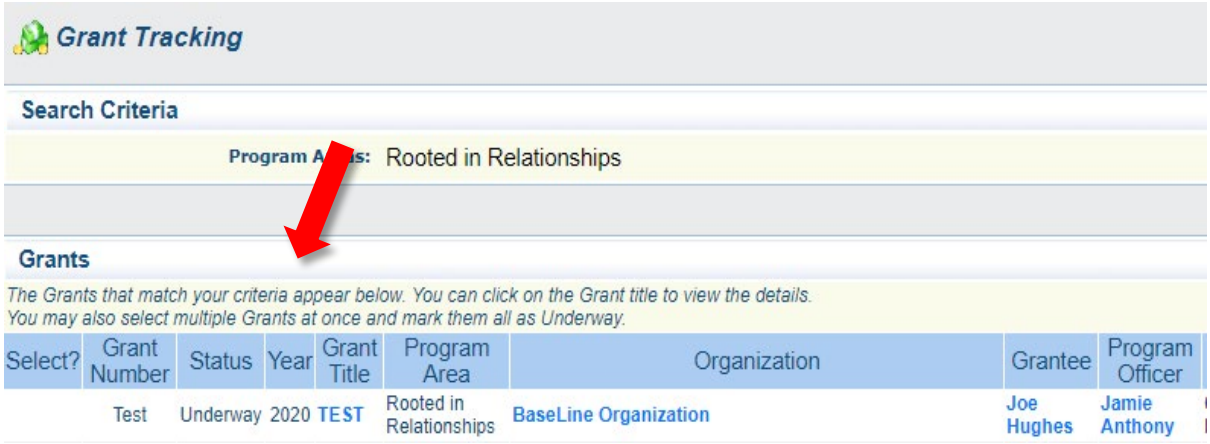
Step 1

Log in with your user information. This will take you to your community specific account. From the main menu, click on "My Grants"



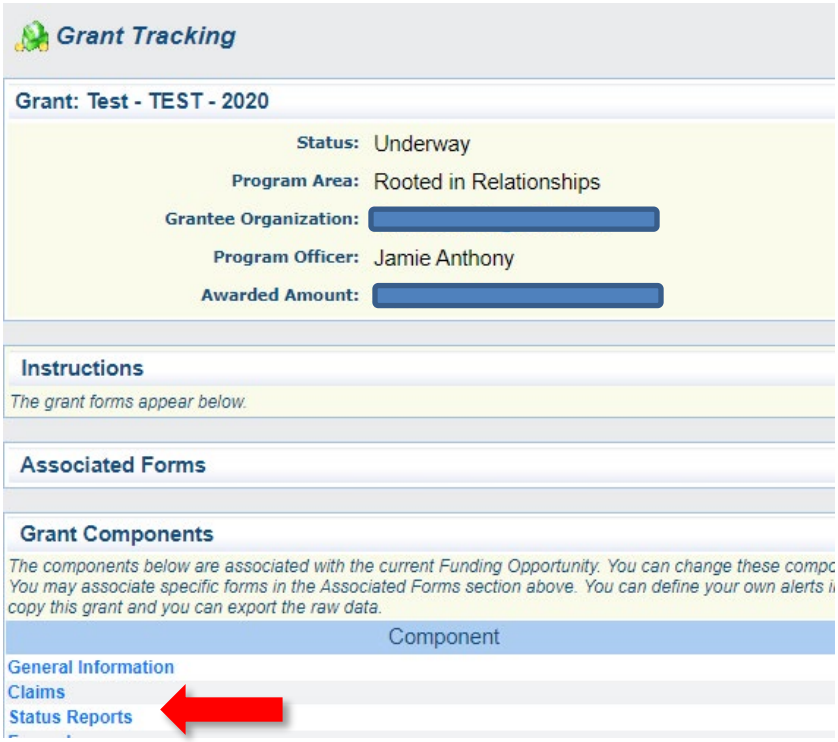
Step 2

Under "Current Grants", click on the "Title". If you have more than one listed – selected the grant with the most current contract year.



Step 3

Click “Status Reports”

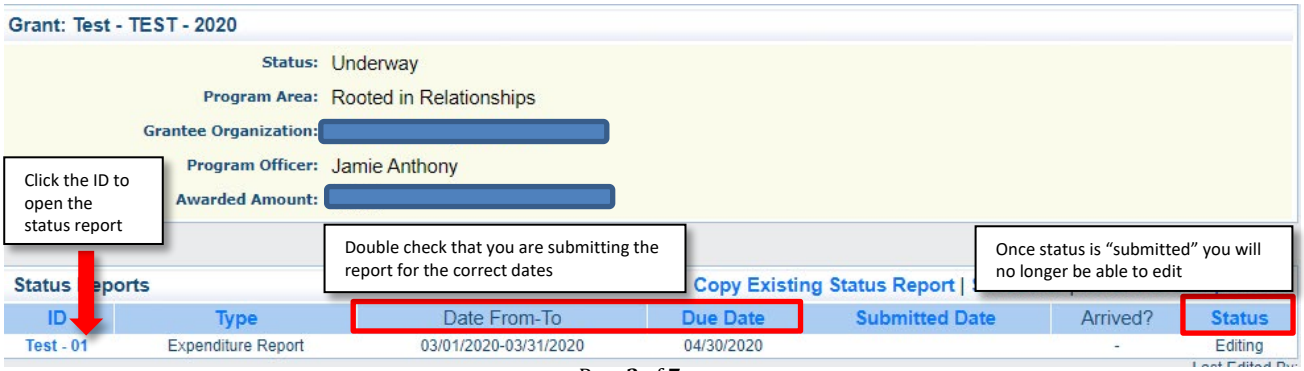


Step 4

Under “Status Reports” locate the status report due for the time period matching your Expenditure Report dates. For example, if you are uploading the Expenditure Report due May 15, 2022, “Date From-To” will read 04/01/2022 – 04/30/2022 and “Due Date” will read 04/15/2022.

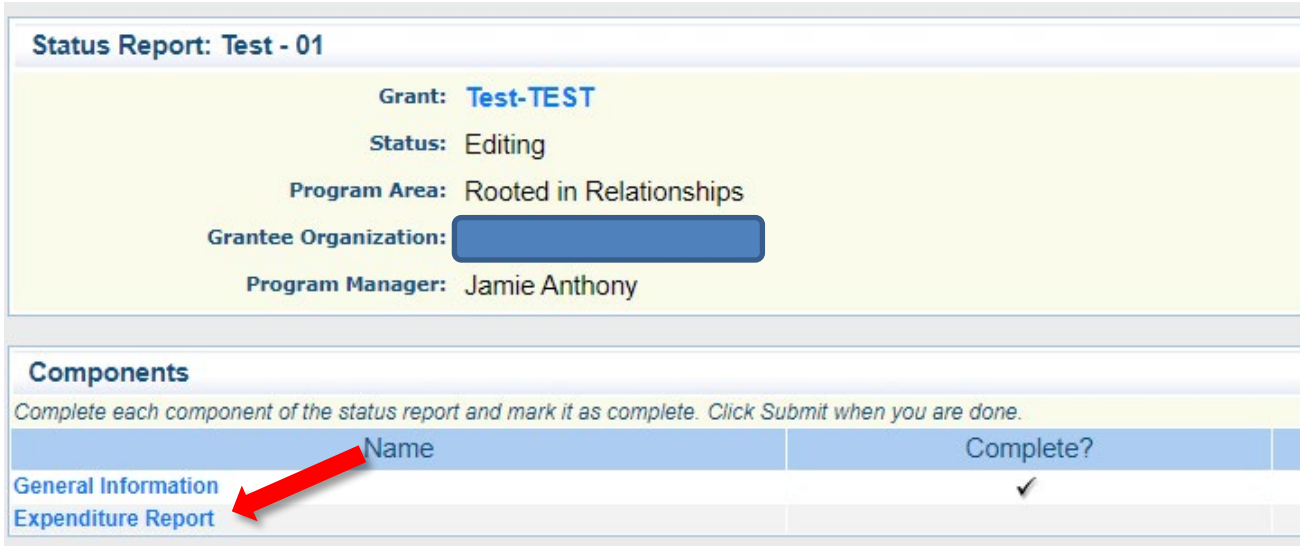
Note that you can verify from this page the due dates, dates submitted, and whether or not the reports were submitted on time. Also note, once the form is in Submitted status, you will not be able to upload or make any edits.

When you have verified you have the correct form with dates matching your Expenditure Report, and that the form is in Editing status, click on “ID” to open the form.



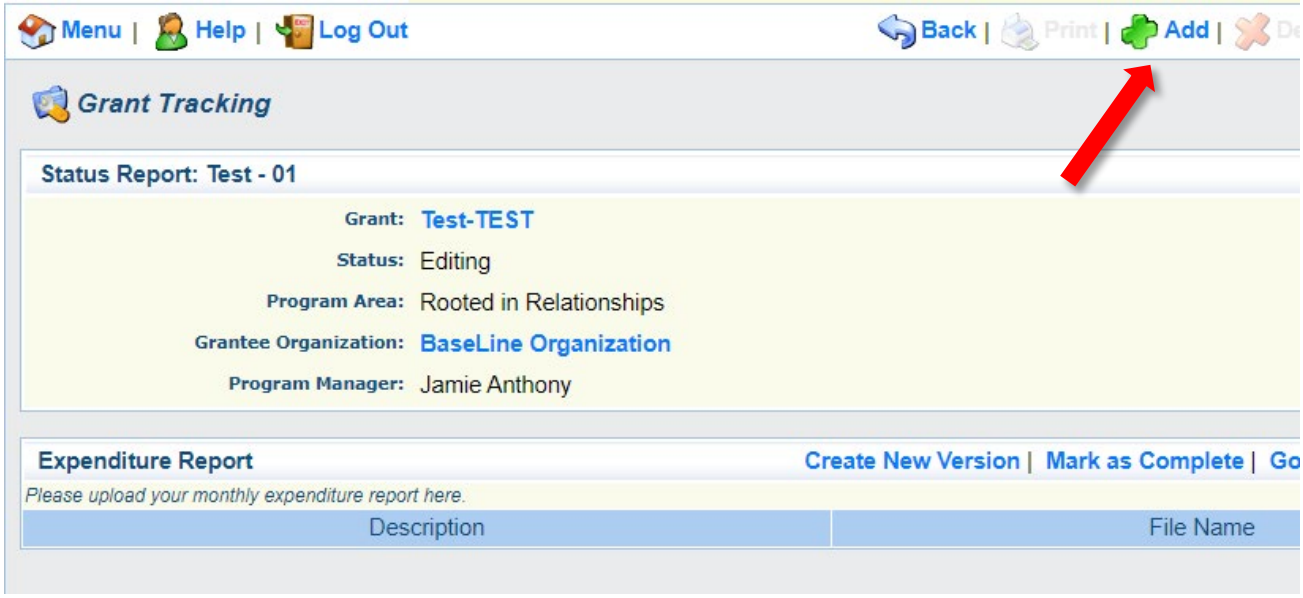
Step 5

Clicking the ID will open a Status Report, where you may upload your Expenditure Report. To upload, click "Expenditure Report"



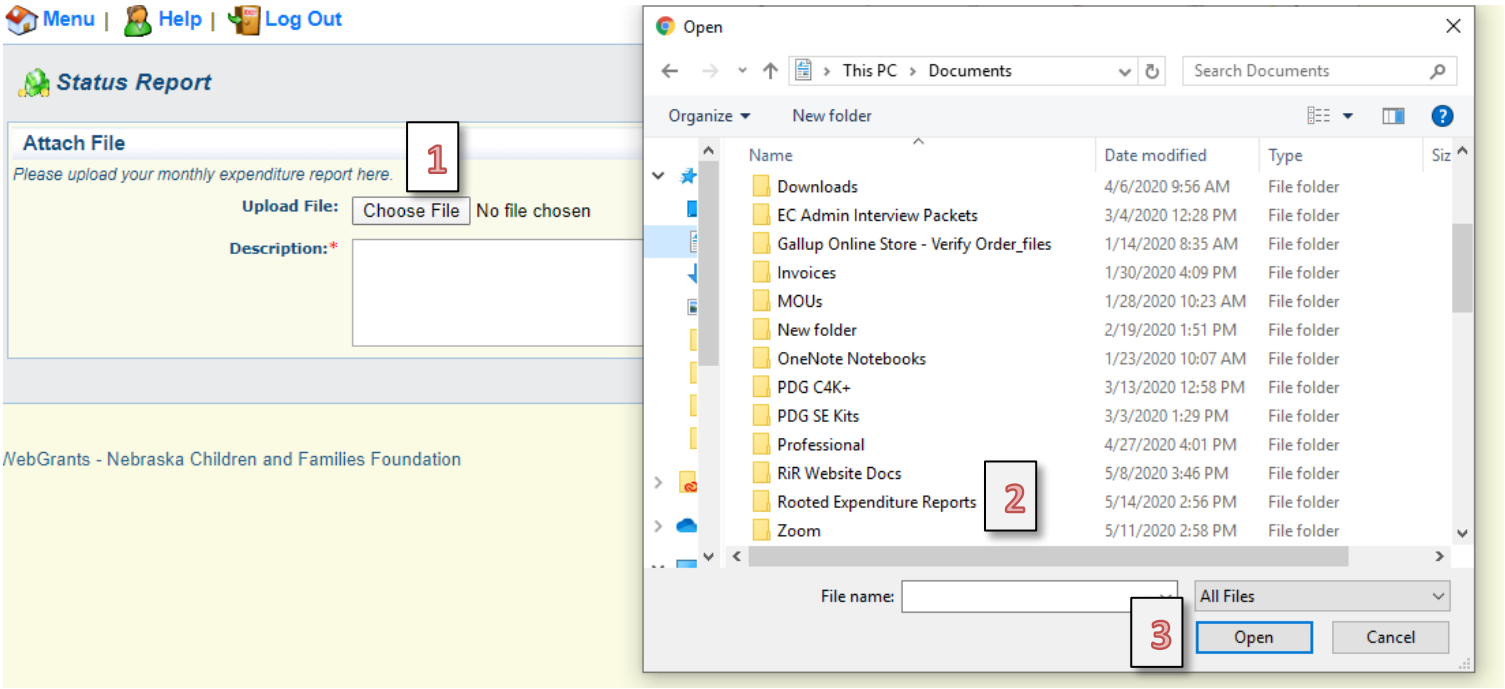
Step 6

Click "Add"



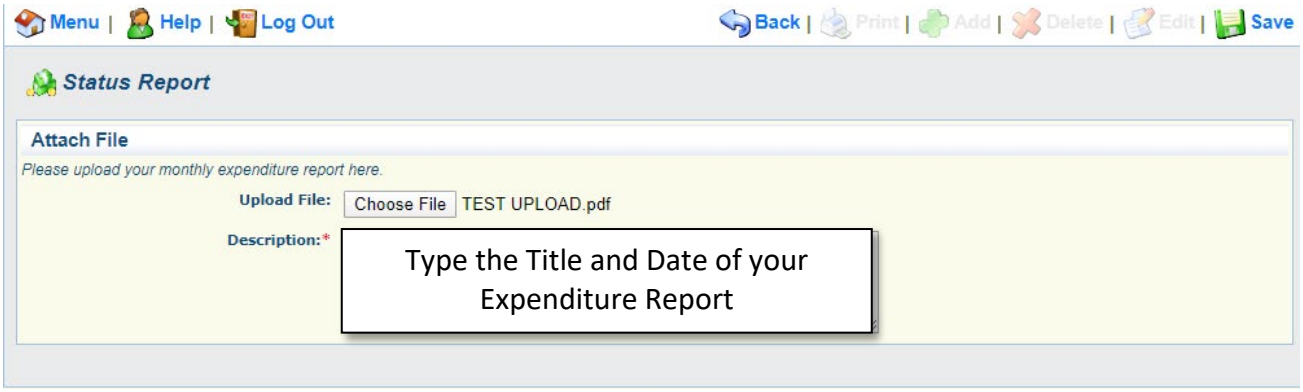
Step 7

Click “Choose File” to Upload (1.). This will open a dialogue box to select a file from your computer (2.). Once you have selected the file to upload, Click “Open” (3.).

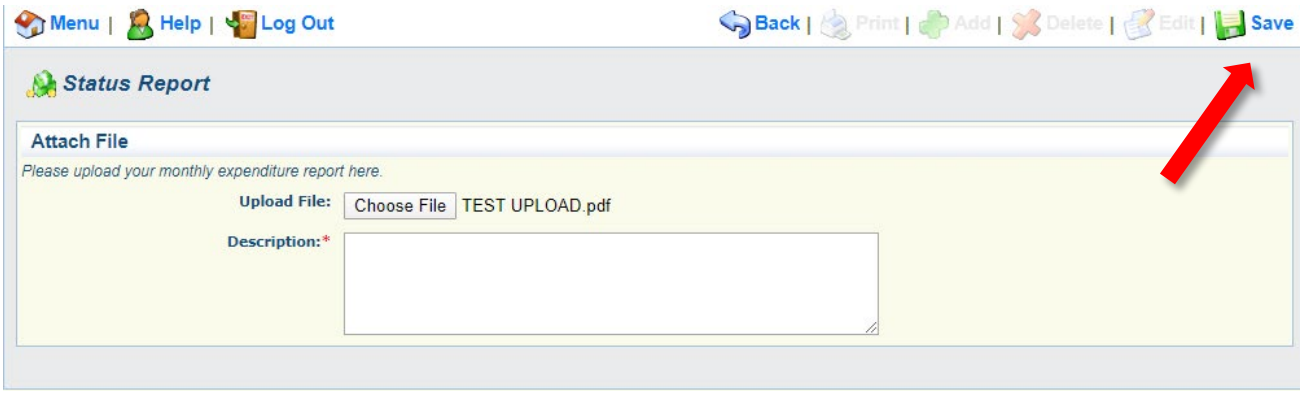


Step 8

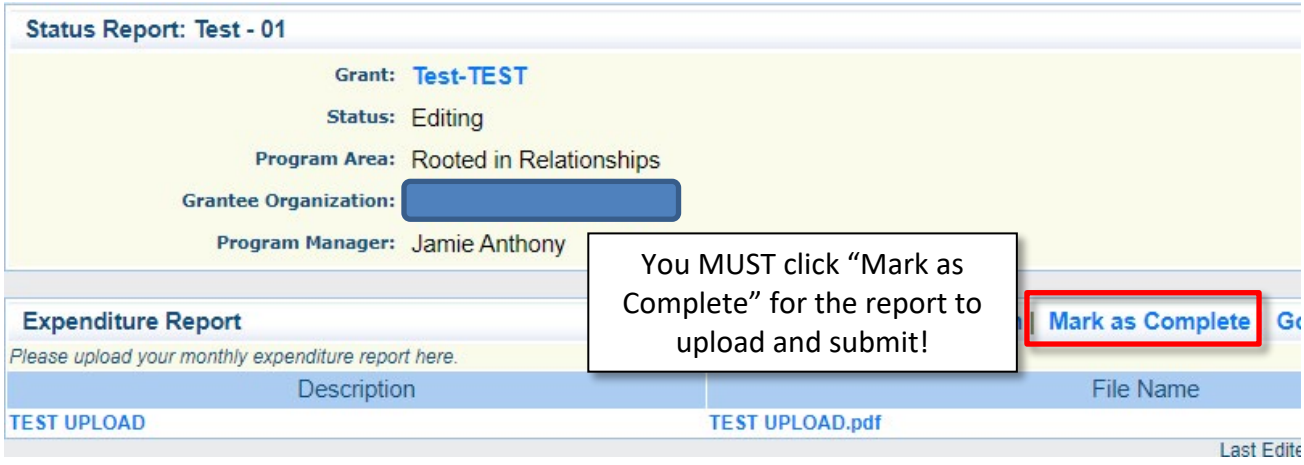
You will now be able to see the file name next to the “Choose File” box. Type the Title and Date of the uploaded Expenditure Report in “Description”.



Step 9
Click “Save”

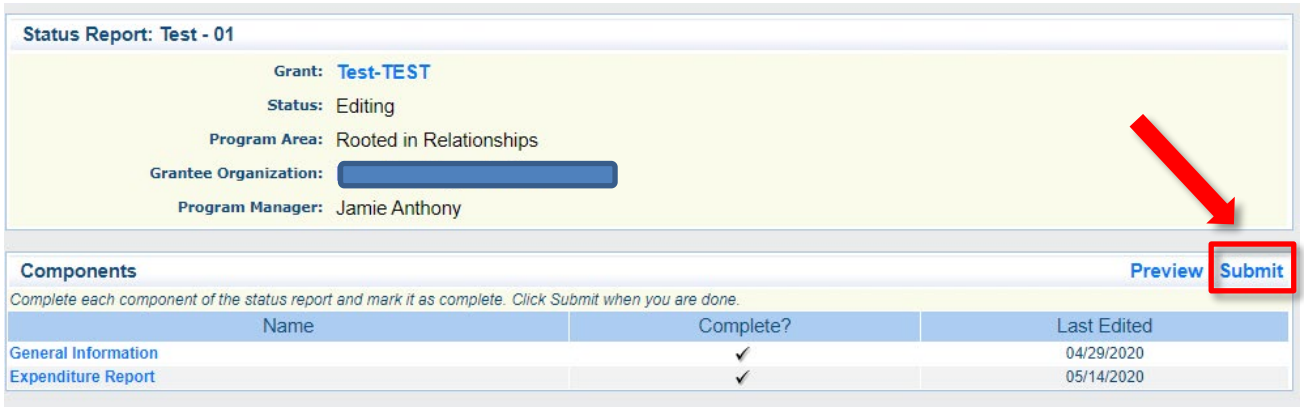


Step 10
In order to complete the upload and submit your report to Nebraska Children, you must click “Mark as Complete”. **If this step is forgotten, the report will not be submitted.**



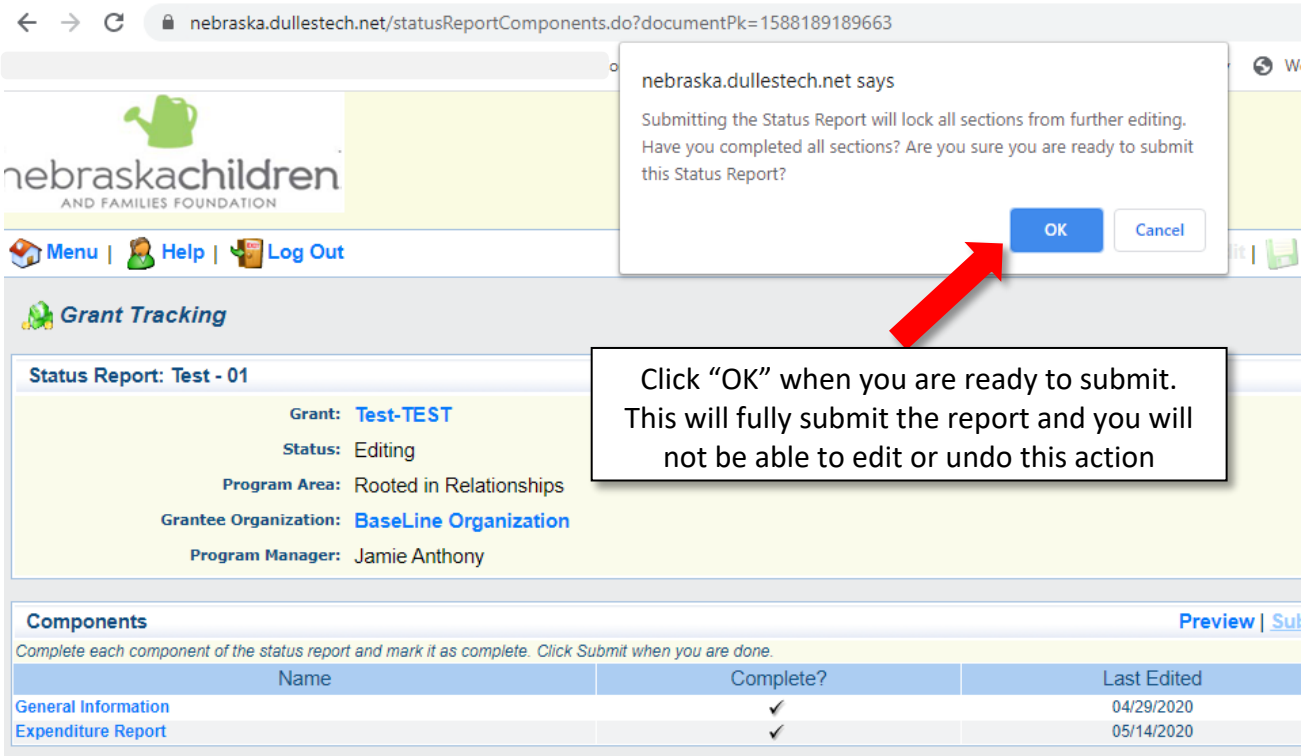
Step 11

After you click "Mark as Complete", you will be returned to the Status Report page, where you will see a check mark noting that your upload is Complete. **HOWEVER**, you must still click "Submit" in order for NC to receive your report.



Step 12

After you click "Submit", you will get a pop-up message, verifying you are ready to submit the report in final draft. Click "Ok"



Step 13

After you click “Ok”, you will get a confirmation that you have submitted your report, and there is no further action needed by you. You can now log out of the system until your next report is due.

