

## 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](mailto: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.

### 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

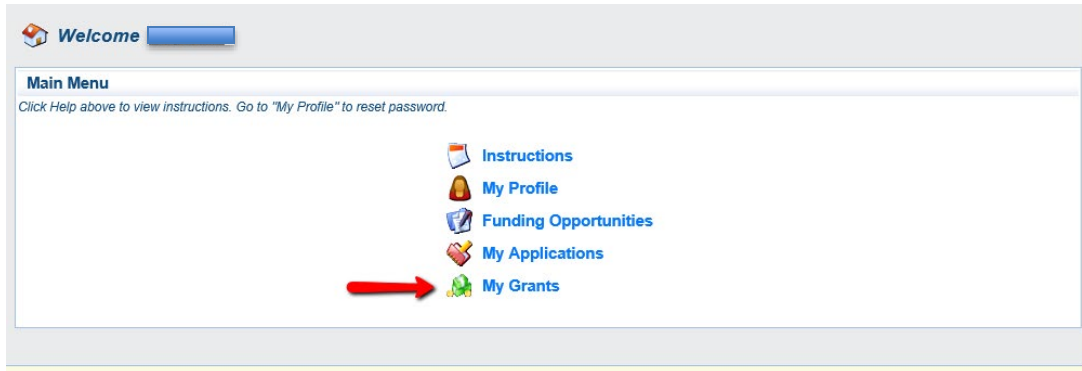
If this requires your attention, you may log into the WebGrants grants management system at the following location:

<http://nebraska.dullestech.net/>

## Instructions to Upload Monthly Expenditure Reports

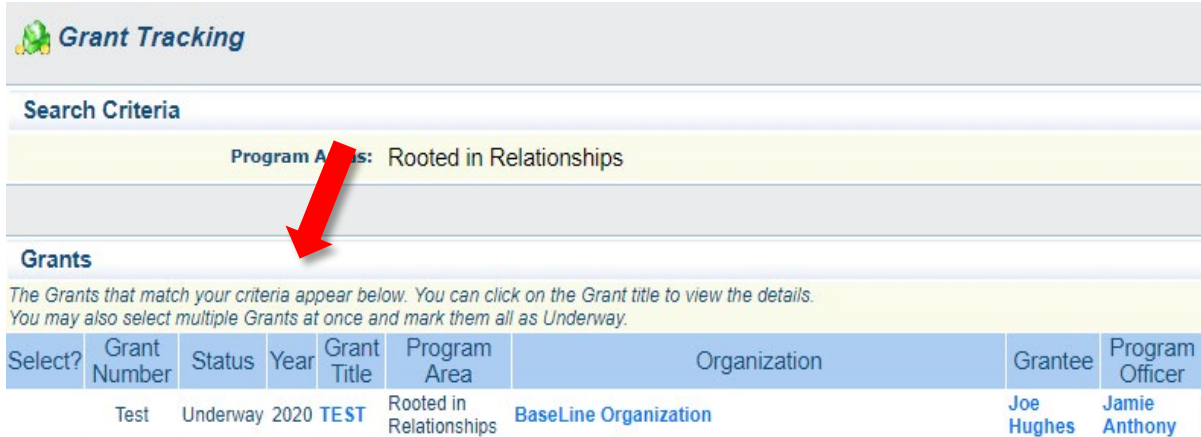
### Step 1

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.

A screenshot of the 'Grant Tracking' page. It shows a search criteria section with 'Program Areas: Rooted in Relationships'. Below this is a table of grants. A red arrow points to the 'Title' column of the table.

Select?	Grant Number	Status	Year	Grant Title	Program Area	Organization	Grantee	Program Officer
	Test	Underway	2020	TEST	Rooted in Relationships	BaseLine Organization	Joe Hughes	Jamie Anthony

### Step 3

Click "Status Reports"

**Grant Tracking**

**Grant: Test - TEST - 2020**

Status: Underway

Program Area: Rooted in Relationships

Grantee Organization: [Redacted]

Program Officer: Jamie Anthony

Awarded Amount: [Redacted]

**Instructions**  
The grant forms appear below.

**Associated Forms**

**Grant Components**  
The components below are associated with the current Funding Opportunity. You can change these components. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can copy this grant and you can export the raw data.

Component

General Information  
Claims  
Status Reports

A red arrow points to the "Status Reports" link.

### 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.

**Grant: Test - TEST - 2020**

Status: Underway

Program Area: Rooted in Relationships

Grantee Organization: [Redacted]

Program Officer: Jamie Anthony

Awarded Amount: [Redacted]

**Status Reports**

Copy Existing Status Report

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
Test - 01	Expenditure Report	03/01/2020-03/31/2020	04/30/2020		-	Editing

Annotations:

- Click the ID to open the status report (points to "Test - 01")
- Double check that you are submitting the report for the correct dates (points to "Date From-To")
- Once status is "submitted" you will no longer be able to edit (points to "Status")

**Step 5**

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

**Status Report: Test - 01**

Grant: **Test-TEST**  
Status: Editing  
Program Area: Rooted in Relationships  
Grantee Organization:   
Program Manager: Jamie Anthony

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**Components**  
*Complete each component of the status report and mark it as complete. Click Submit when you are done.*

Name	Complete?
<a href="#">General Information</a>	✓
<a href="#">Expenditure Report</a>	

**Step 6**

Click “Add”

Menu | Help | Log Out | Back | Print | **Add** | De

**Grant Tracking**

**Status Report: Test - 01**

Grant: **Test-TEST**  
Status: Editing  
Program Area: Rooted in Relationships  
Grantee Organization: **BaseLine Organization**  
Program Manager: Jamie Anthony

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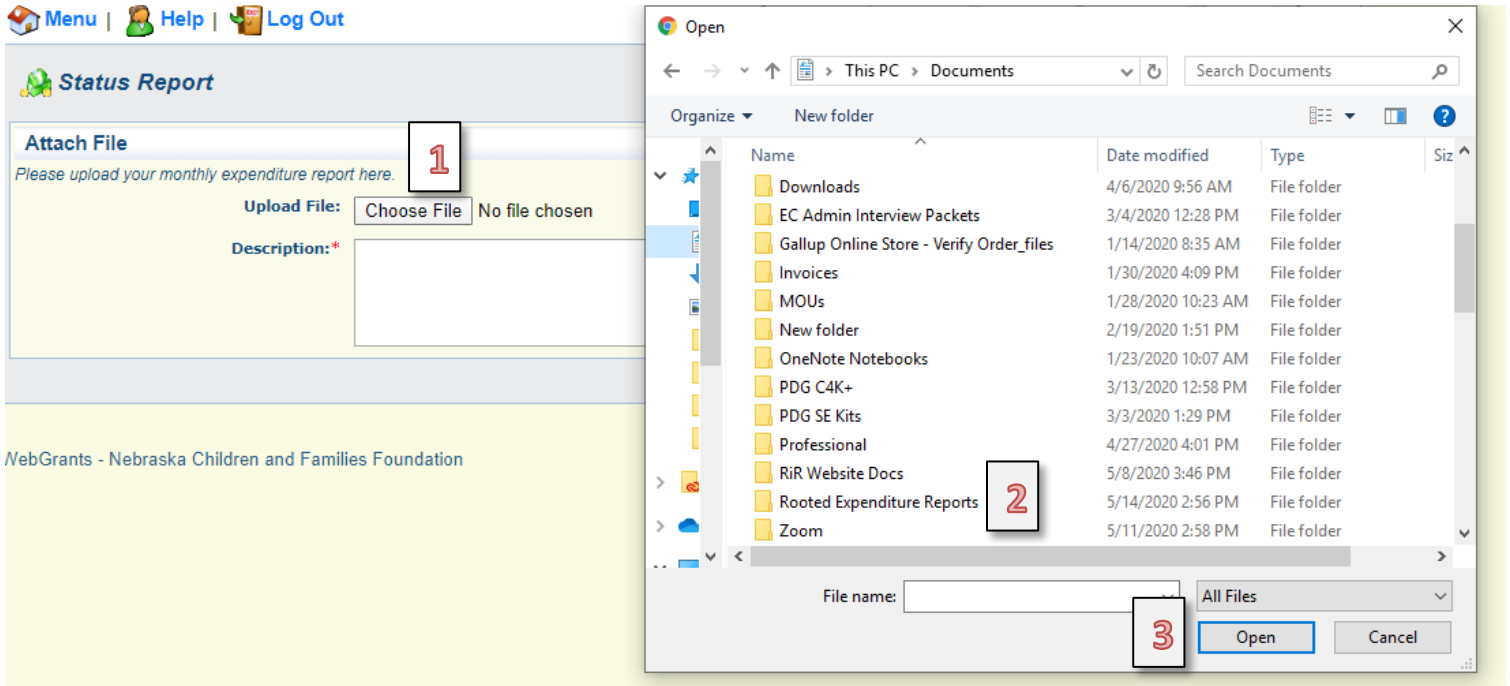
**Expenditure Report** [Create New Version](#) | [Mark as Complete](#) | [Go](#)

*Please upload your monthly expenditure report here.*

Description	File Name
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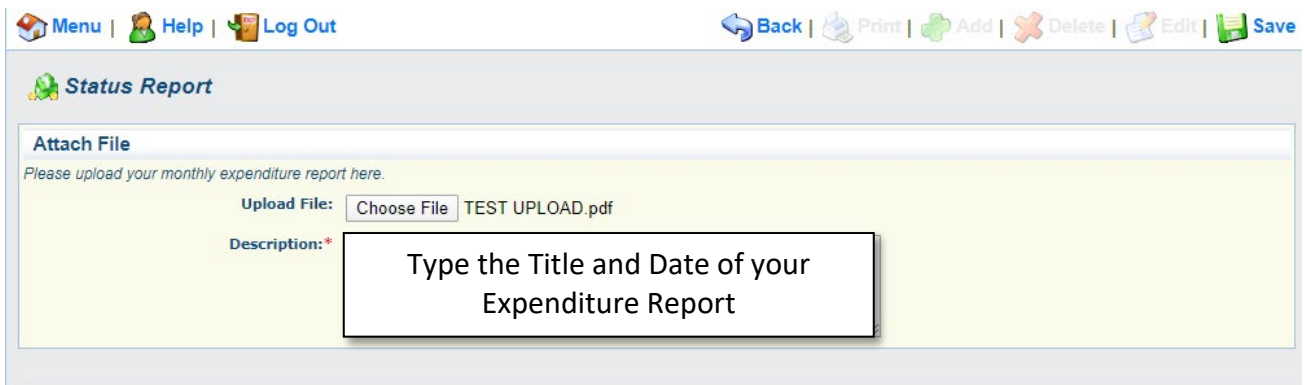
### Step 7

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"


Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Status Report**

**Attach File**  
Please upload your monthly expenditure report here.

Upload File:  TEST UPLOAD.pdf

Description:\*



**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.**

**Status Report: Test - 01**

Grant: **Test-TEST**  
Status: Editing  
Program Area: Rooted in Relationships  
Grantee Organization:   
Program Manager: Jamie Anthony

**Expenditure Report**  
Please upload your monthly expenditure report here.

Description	File Name
TEST UPLOAD	TEST UPLOAD.pdf

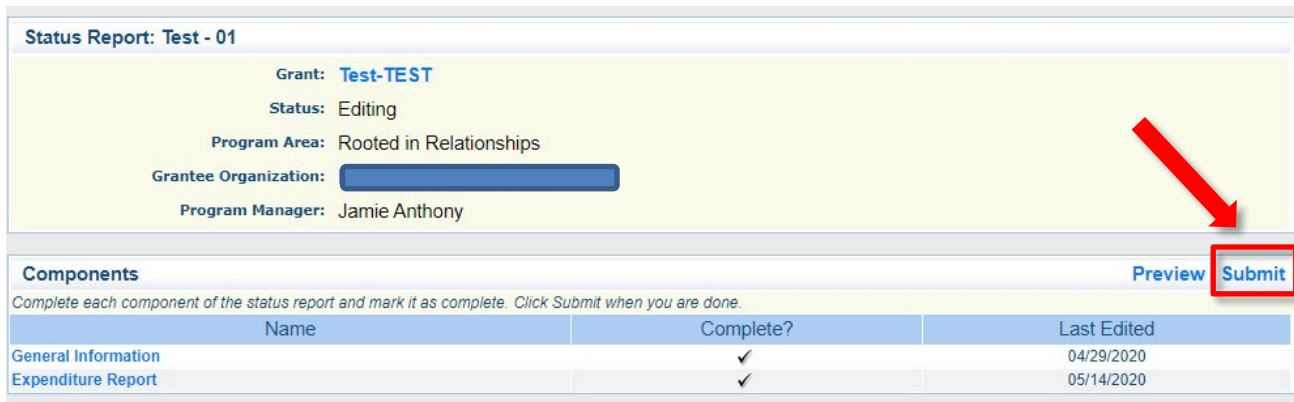
Last Edited

You MUST click "Mark as Complete" for the report to upload and submit!

**Mark as Complete**

### 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.**



**Status Report: Test - 01**

Grant: **Test-TEST**  
Status: Editing  
Program Area: Rooted in Relationships  
Grantee Organization:   
Program Manager: Jamie Anthony

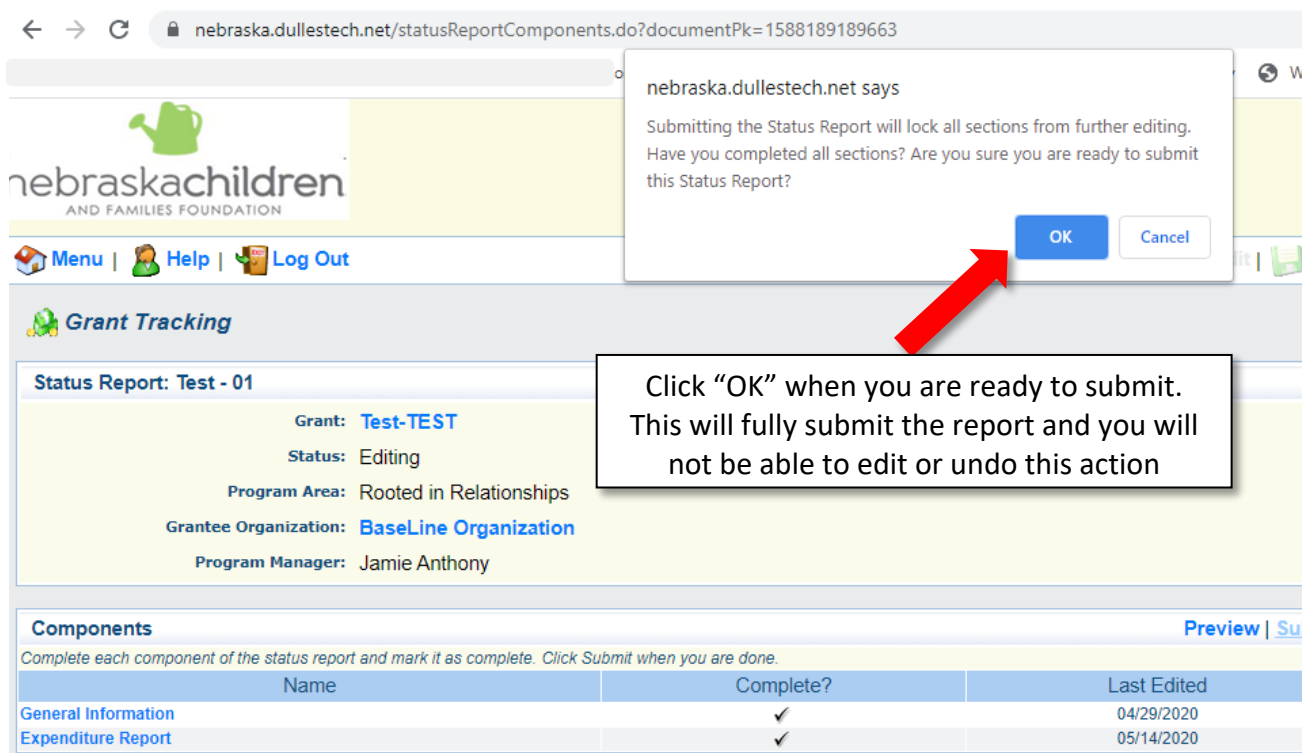
**Components** [Preview](#) **Submit**

*Complete each component of the status report and mark it as complete. Click Submit when you are done.*

Name	Complete?	Last Edited
General Information	✓	04/29/2020
Expenditure Report	✓	05/14/2020

### 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”



nebraska.dullestech.net/statusReportComponents.do?documentPk=1588189189663

nebraskachildren AND FAMILIES FOUNDATION

Menu | Help | Log Out

**Grant Tracking**

**Status Report: Test - 01**

Grant: **Test-TEST**  
Status: Editing  
Program Area: Rooted in Relationships  
Grantee Organization: **BaseLine Organization**  
Program Manager: Jamie Anthony

**Components** [Preview](#) [Submit](#)

*Complete each component of the status report and mark it as complete. Click Submit when you are done.*

Name	Complete?	Last Edited
General Information	✓	04/29/2020
Expenditure Report	✓	05/14/2020

nebraska.dullestech.net says  
Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK Cancel

Click “OK” when you are ready to submit. This will fully submit the report and you will not be able to edit or undo this action

**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.

