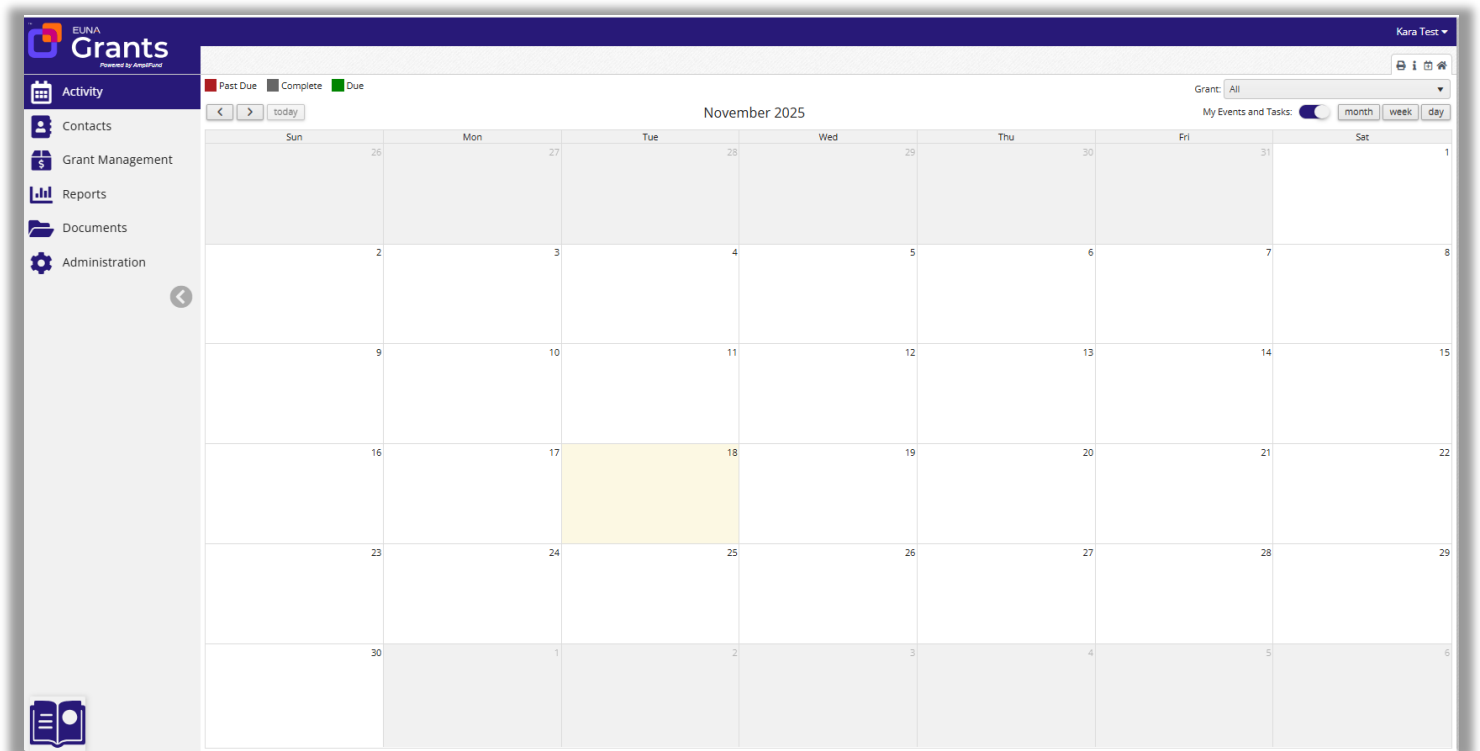


# EUNA Grants

## Creating Expenses, Reporting Periods and Payment Requests

### To successfully submit a payment request you must

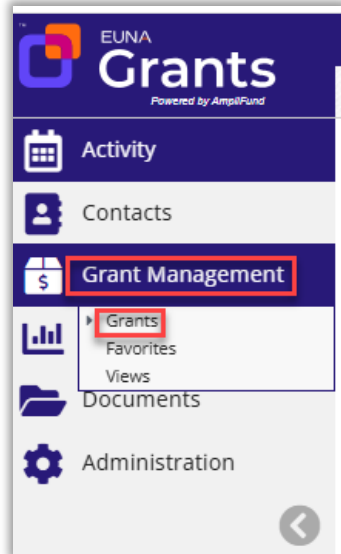
1. Enter all relevant Expenses
2. Create & Close the Reporting Period
3. Create/Submit Payment Request with the Reporting Period attached.



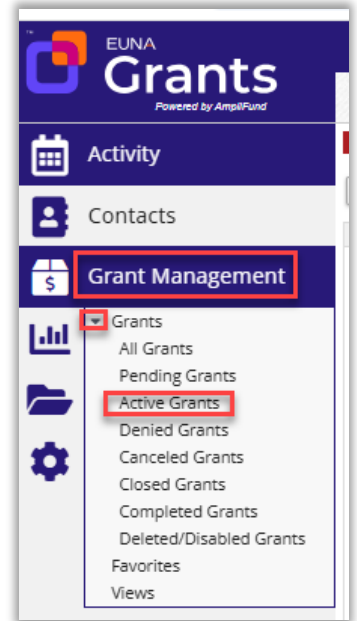
- Begin by logging into Euna Grants.
- Once logged in, on the left side navigation bar, find the grant you want to work on by clicking: Grant Management, Grants. A list of all your grants through MBCC will populate.

- To narrow the search to **ONLY** populate ACTIVE grants click on: Grant Management, click on the arrow for Grants, and then click on Active Grants.

will populate  
all grants



will populate ONLY  
active grants



After clicking on the grant you want, the Details page will open. The Details page provides a summary of the grant information.

# 1. Entering Expenses

- From the navigation bar click on Post-Award, Financial, Expenses.

The screenshot displays the EUNA Grants interface. On the left is a navigation sidebar with icons for Activity, Contacts, Grant Management, Reports, Documents, and Administration. The top navigation bar includes tabs for Details, Analytics, Pre-Award, Post-Award, and Tools. The 'Post-Award' tab is selected, and its dropdown menu is open, showing options: Financial, Performance, Cash Flow, Management, and Settings. The 'Financial' option is further expanded, showing sub-options: Budget and Expenses. The 'Expenses' option is highlighted. The main content area shows the details for 'Match Test 2 - Award', including a table of financial metrics.

Award Information and Summary	
Name	Match Test 2 - Award
Recipient Name	Match Test 2 - Recipient
Recipient Award Name	Match Test 2 - Award
Award Status	Closed
Grant-Funded Amount	\$52,000.00
Match Requirement	\$13,000.00
<b>Total Budget</b>	<b>\$65,000.00</b>
Expenses To Date	\$13,096.00
Match Contributions To Date	\$2,170.75
Invoiced To Date	\$10,827.25
Pending Invoices	\$9,710.00
Approved Invoices	\$25.00
Cash Received To Date	\$0.00
Remaining Available Grant-Funded Amount	\$42,265.00
Remaining Match Requirement	\$10,829.25
<b>Remaining Available Budget</b>	<b>\$53,094.25</b>

- The Expenses page will open. Start entering expenses by clicking on the (+) located just below Actions

- Add Expense will open once the (+) is selected. Enter the required information on **EACH** of the Tabs (General, Financial, Attachments)

## General Tab

- Enter information in the following fields – Category, Line Item, Direct Cost, Expense Date (this will default to the current date, the date MUST be within the reporting period), Payee, and description (if needed)

## Financials Tab

### Add Expense

General
Financials
Attachments

Grant Funded \$0.00  
Match Amount \$0.00  
Direct Cost \$0.00

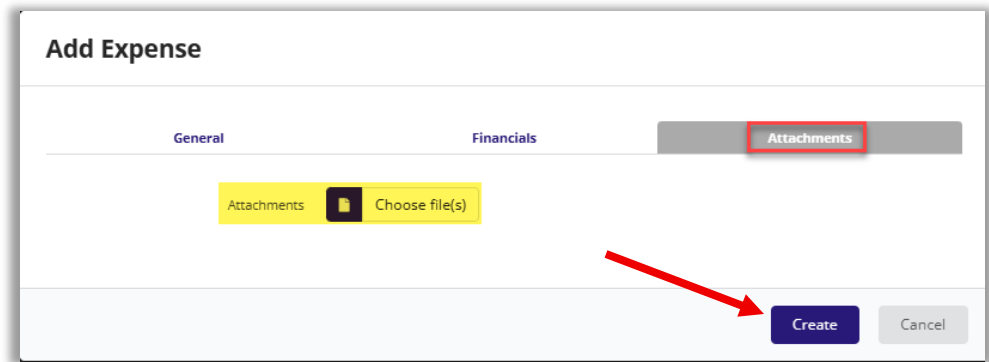
	Amount		Match Amount
Cash Match Amount	\$0.00	Dollar Percentage	\$0.00
In-Kind Amount	\$0.00	Dollar Percentage	\$0.00
Other Funding Amount	0.00%	Dollar Percentage	\$0.00

GL Account  
GL Source Code

Create Cancel

- If match needs to be reported, it will be recorded on the Financials Tab. Enter the amount in either Cash or In-Kind Match and select the Dollar Field. \* The match amount is also entered into the direct cost field on the General Tab. Make sure the exclude from match box is not selected on the General Tab or you will not be able to enter the match.

## Attachments Tab

The screenshot shows the 'Add Expense' form with three tabs: 'General', 'Financials', and 'Attachments'. The 'Attachments' tab is selected and highlighted with a red box. Below the tabs, there is a yellow button labeled 'Attachments' with a file icon, followed by a 'Choose file(s)' button. At the bottom right of the form, there are two buttons: 'Create' (dark blue) and 'Cancel' (light gray). A red arrow points from the 'Attachments' tab area towards the 'Create' button.

- Upload the backup documentation for the expenses here. After all the information has been entered on each tab, click Create.
- Continue entering each expense for the period by repeating the process. Be sure to keep everything in the correct budget category and line item.

## Marking expenses in Reviewed Status

- After the expenses have been entered, they **must** be marked in reviewed status. This can be done in two different ways. The method selected will be determined by your organization and what process fits your needs. In some situations, one employee could enter the expenses and another employee marks them as reviewed as they check for accuracy and backup.

### 1<sup>st</sup> Method

- From the list of expenses, you can change the expense status from new to reviewed by clicking on the box next to each expense and then click on the check mark under actions and select complete. You can select multiple expenses at once using this method.

## Test Grant - Expenses

Filter By

Grant
Test Grant

Category
Select a Category...

Line Item
Select a Budget Item...

Clear all filters

All Expenses

**Actions**  
☒

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/> Select All	Expe... ▾	Desc... ▾	Pay... ▾	Expe... ▾	Pay... ▾	Origin
<input checked="" type="checkbox"/>	6/14/2024	Expense	New	New	Manual	

## Mark as Reviewed

Mark all selected expenses as reviewed?

Complete

Cancel

## 2<sup>nd</sup> Method

- From the list of expenses click on the edit pencil. When the expense opens, click on the drop-down box for Expense Status and change from “New” to “Reviewed” and click Save. This method could also be used as the expenses are being entered into EUNA.

## Test Grant - Expenses

### Filter By

Grant

Category

Line Item


[Clear all filters](#)

### All Expenses

#### Actions



Drag a column header and drop it here to group by that column

<input type="checkbox"/> Select All	Expe... ▾	Desc... ▾	Pay... ▾	Expe... ▾	Pay... ▾	Origin ▾
<input type="checkbox"/>	6/14/2024	Expense 	New	New	Manual	

## Edit Expense

### General

### Financials

### Attachments

Grant

Category

Line Item

[Clear all filters](#)

Item Type

Direct Cost \*

☐ Exclude From Match

Assignee(s)

Created By

Expense Date \*

Expense Status

Payment Status

Payee

Payment Request

- New
- Matched
- Reviewed
- Payment Requested
- Paid
- Denied

[Create New](#)

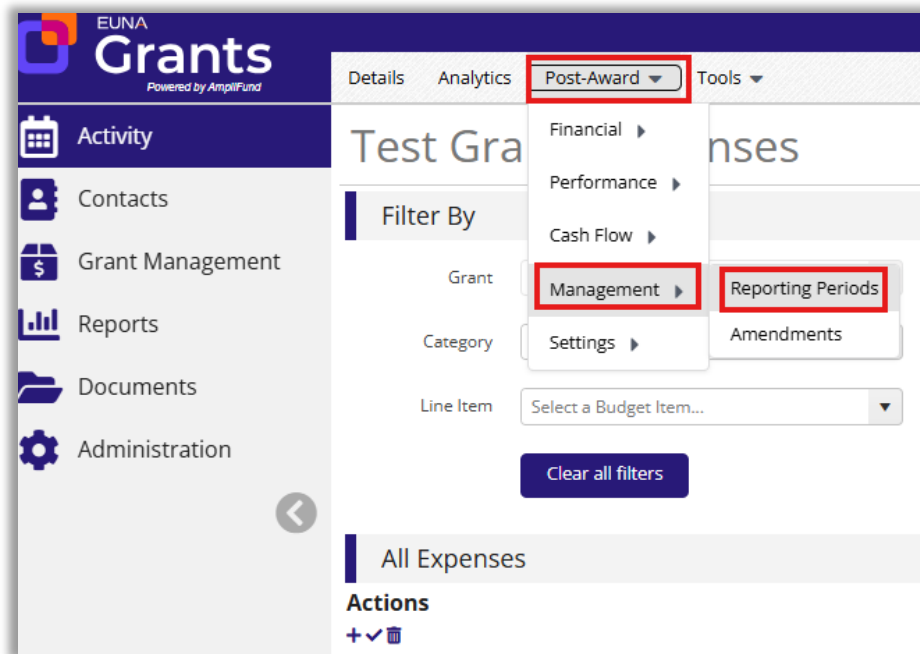
[Save](#)

[Cancel](#)

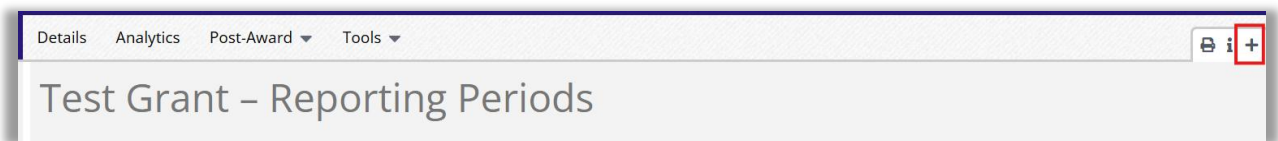


## 2. Creating Reporting Periods

- From the navigation bar click on Post-Award, Management, Reporting Periods.



- Click on the (+) located in the top right corner



- Check the box for expenses, select the time period from the drop down (these are preset by MBCC), click Save

## Reporting Periods

Which grant would you like this closeout to apply to?

Test Grant

What types of reporting periods would you like to include?

☒ Expenses

☐ Achievements

What period of time would you like to close?

8/1/2022-8/31/2022 ▼

Cancel Save

- Before the reporting period is closed make sure that there are no unreviewed expenses. If there are unreviewed expenses, you must go back to the expenses and change the expense status to reviewed. (If you click on the unreviewed expense number it will take you directly to the expenses window). Any expenses not marked as reviewed will NOT pull into the reporting period.

Expenses

### Overall Expense Details

Total Awarded Amount \$150,000.00

Total Expense Amount for Period 1 \$10,000.00

Number of Unreviewed Expenses 1

Comments

Attach Documentation

This example shows 1 unreviewed expense

Expenses

### Overall Expense Details

Total Awarded Amount \$150,000.00

Total Expense Amount for Period 1 \$5,000.00

Number of Unreviewed Expenses 0

Comments

Attach Documentation

This example shows 0 unreviewed expenses

- When there are “0” unreviewed expenses, scroll to the bottom of the page. Make sure that there is a check mark on all boxes in the Expense Closeout, click on close. A confirmation box will pop up, select Close. After the reporting period is closed you will not be able to edit any expenses that are attached to that reporting period. If you need to edit the expenses, you will need to reach out to your grant account to have the reporting period reopened. If you select Save it will not close the reporting period but only save it. You will have to navigate back to the reporting period and close later.

Expenses Closeout

Select All ☒

Select	Category Name	Budgeted Amount	Total Amount
<input checked="" type="checkbox"/>	Contracted Services	\$5,208.34	\$500.00

Cancel

Close

Save

Choose a file

Reporting Period Reminder

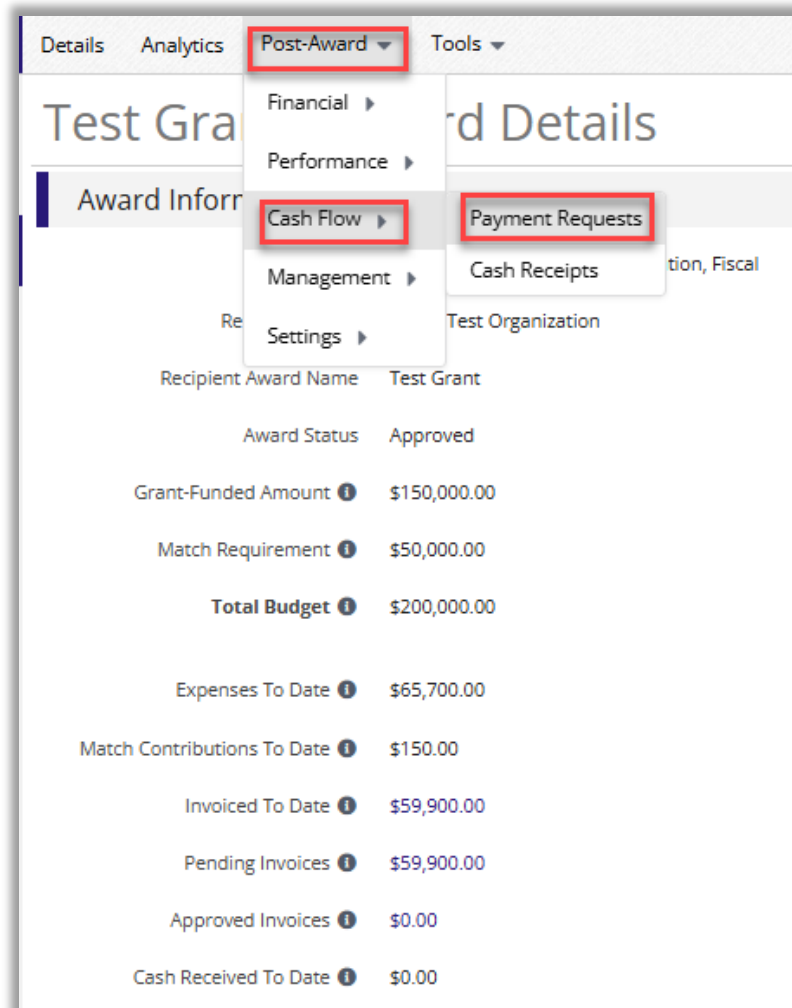
By submitting, you will be sending the reporting period to your funder.  
You cannot make any further changes to the expenses included in this period.

Close

Cancel

### 3. Create and Submit Payment Request

- From the navigation bar click on Post Award, Cash Flow, Payment Request.



- Click on the (+) in the upper right corner to create a new payment request.
  - If you need to edit a payment request that has already been created DO NOT create a new payment request, click on the edit pencil of the payment request and make correction/edits.

Select the edit pencil if a payment request for that period has already been created.

- Complete the following fields:
  - Enter the payment Request Name
    - Format should be the Grant Award, then period ending (month or Quarter end date) Example MT-01-1176 Period End 11.30.2023
  - Date Created (it will default to today's date)
  - Related Reporting Period – This is where the reporting period is attached that was created in previous steps. Attach by clicking in the field and selecting the reporting period. The expenses will pull into the Payment Request when the Reporting Period is attached. DO NOT ENTER ADDITIONAL EXPENSES HERE.
  - Review the expense amounts
  - Enter the Requested Amount
  - Enter any comments that may be needed for clarification
  - Backup can be attached here if needed
  - Certify the payment request
  - Click on Submit
    - If you Click on Create this will only Save the payment request. When you are ready to submit the payment request you will click on the edit pencil of the payment request, scroll to the bottom and click Submit.

## Test Grant – Test Grant Period End 11.30.2023

### Organization and Grant Information

Funder Organization Montana Board of Crime Control

Grant Name Test Grant

### Payment Request Information

Payment Request Name \* Test Grant Period End 11.30.2023

Date Created \* 1/8/2026

Related Reporting Period(s) Period ending 11/30/2023 X

Expenses From 11/1/2023 To 11/30/2023

Payment Type Reimbursement

Payment Request Status Not Submitted

### Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
Contracted Services	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$60,100.00
<b>Totals</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	

Requested Amount\* \$0.00

Remaining Grant Balance \$139,950.00

### Additional Information

Comments

Attachments

Choose file(s)

### 2 CFR 200.415[B] Certification

Certification Language I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Certification\* ☐ Yes, I certify the above.

Create

Submit

Cancel