



GRANT MANAGEMENT SYSTEM USER GUIDE

Submitting a progress or final statement of account task

This user guide outlines the steps you need to follow to submit a progress or final statement of account task after your grant has been approved.

Contact us anytime if you have questions about how to manage your grant

If you have any questions about your approved grant application, please contact a Regional Manager. If you aren't sure who to talk to, contact our Business Coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

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Start here: what is a statement of account task?

A statement of account task is the process we use for financial reporting within our grant management system. Statement of account tasks must be completed and approved by FWCP staff in order to initiate a payment.

The main project contact and any collaborators on the project will have access to the statement of account task. In this user guide, the contact or collaborators will be referred to as “the proponent” or “you”.

Progress statement of account task: refer to the instructions in “submitting a progress report task,” to create the optional progress statement of account task. . Submission of a progress statement of account task is optional.

Final statement of account task: this task is created automatically when a grant for a fish or wildlife project is approved. Submission of a final statement of account task is mandatory for all projects.

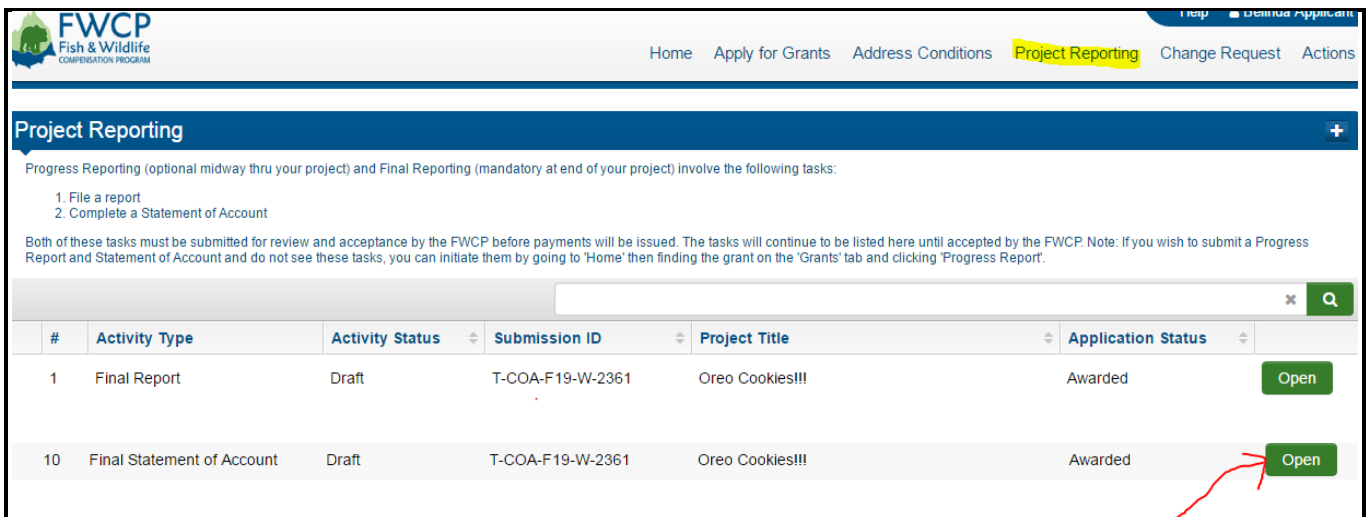
Follow these instructions to submit either a *progress* or a *final* statement of account.

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1. ACCESS THE STATEMENT OF ACCOUNT TASK

1. To start a statement of account task, log in to our grant management system at fwcp.smartsimple.ca.
2. Click on the “Project Reporting” in the top right menu bar.
3. You will see the final statement of account task in draft status.
4. Click the green “Open” button, beside the final statement of account to open the task.



The screenshot shows the FWCP (Fish & Wildlife Compensation Program) Project Reporting interface. The top navigation bar includes links for Home, Apply for Grants, Address Conditions, Project Reporting (highlighted), Change Request, and Actions. Below the navigation bar, there is a section titled "Project Reporting" with instructions on progress and final reporting. A table lists two tasks:

| # | Activity Type | Activity Status | Submission ID | Project Title | Application Status | |
|----|----------------------------|-----------------|------------------|-----------------|--------------------|----------------------|
| 1 | Final Report | Draft | T-COA-F19-W-2361 | Oreo Cookies!!! | Awarded | Open |
| 10 | Final Statement of Account | Draft | T-COA-F19-W-2361 | Oreo Cookies!!! | Awarded | Open |

A red arrow points to the "Open" button for the "Final Statement of Account" task.

5. Open the statement of account.
6. When the task is opened, two tabs will be displayed. (see next page for screenshot)
7. The “Instructions” tab contains some general instructions and directs proponents to review the statement of account guidelines, found in Schedule B of your contribution agreement, before you complete the statement of account task.
8. To review the statement of accounts guidelines, click the green “View” button beside “Contribution Agreement” (see screenshot on next page).

Instructions Statement of Account

Instructions

Please provide the requested information on the 'Statement of Account' tab:

1. **Before completing the Statement of Accounts** - please refer to Statement of Accounts Guidelines in the signed Contribution Agreement for comprehensive instructions and requirements. Please be aware that not providing the information as stated in the Statement of Account Guidelines could delay payment. Use the 'View' button to access the contribution agreement.
2. **Provide Information** - on the 'Statement of Account' tab you will need to update financial actuals and provide supporting invoices.

At the bottom of the screen there are two buttons:

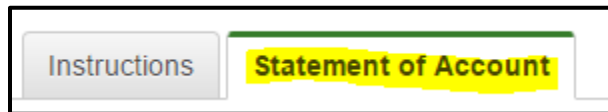
1. **Save Draft** - be sure to use this button as it saves your work and allows you to resume the Statement of Account at a later time.
2. **Submit Financials** - when you've finished providing all the details, use this button to submit the Statement of Account to the FWCP. Note: you will not be able to edit the Statement of Accounts after it has been submitted.

If you have Questions: You can post questions to our administrative staff by clicking on **Notes/Questions** at the right-hand side of the screen. Use the **'Questions to FWCP'** type to post questions. Our staff will monitor for posted questions and answer them in the same **Notes/Questions** area. Responses may take one or two business days. This notes section will expand or collapse by clicking on the tab itself.

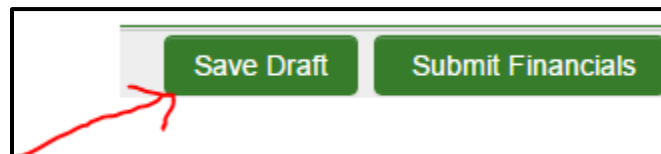
Signed Contribution Agreement: [View](#)

Statement of account tabs

1. All statement of account entries will be made on the "Statement of Account" tab.

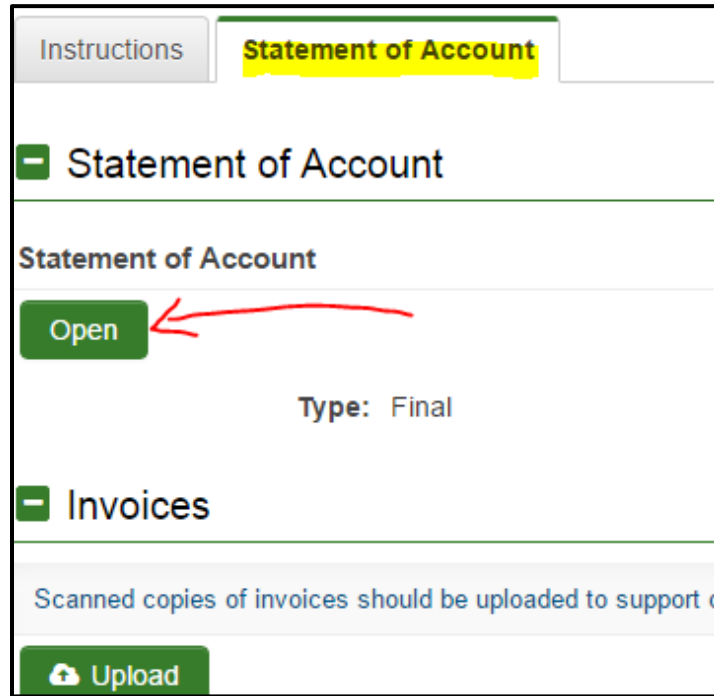


2. At any time, you can save your work by clicking the green "Save Draft" button at the bottom of the screen. This allows you to exit the system and continue working on the statement of account task at another time.



STARTING THE STATEMENT OF ACCOUNT

1. To start your statement of account task, click the green “Open” button.



Making entries in the statement of account window

1. A window will open displaying the budget, as submitted with the project’s grant application. Two blank fields will appear beside each budget item that FWCP has been asked to contribute to:
 - 1) one field in the “Final Description” column; and
 - 2) one field in the “Actual Cost” column.
2. Enter the description in the “Final Description” column. Enter the total expenditures for each item in the “Actual Cost” column. Report only on the amounts and items that FWCP is funding. Do not report on items or amounts covered by other funders.

| A) Labour Expenses (i.e. Salaries/Wages) | | | | | | | |
|--|------------|------------|-------------|-------------------|-------------------|-------------|-------------|
| Service | Daily Rate | Total Days | Total Cost | FWCP Contribution | Final Description | Actual Cost | Total Spent |
| FVWC Project Mana | \$350.00 | 96 | \$33,600.00 | \$9,000.00 | [Redacted] | [Redacted] | \$0.00 |
| FVWC Field Operati | \$350.00 | 96 | \$33,600.00 | \$9,000.00 | [Redacted] | [Redacted] | \$0.00 |

3. As per the examples below, descriptions should include either **a)** or **b)**, as follows:

- a) The description should include the calculation used to arrive at the actual cost. Calculations are important when there is no supporting invoice/receipt (e.g. organization’s employee labour, mileage, or per diem), as in the sample below.

A) Labour Expenses (i.e. Salaries/Wages)

| Service | Daily Rate | Total Days | Total Cost | FWCP Contribution | Final Description | Actual Cost | Total Spent | Remaining Unspent |
|--------------------|------------|------------|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| FWWC Project Mana | \$350.00 | 96 | \$33,600.00 | \$9,000.00 | 11 days at \$350 | \$3,850.00 | \$3,850.00 | \$5,150.00 |
| FWWC Field Operati | \$350.00 | 96 | \$33,600.00 | \$9,000.00 | 14 days at \$350 | \$4,900.00 | \$4,900.00 | \$4,100.00 |

OR

- b) The description should reference the invoices/receipts and amounts, as in the sample below.

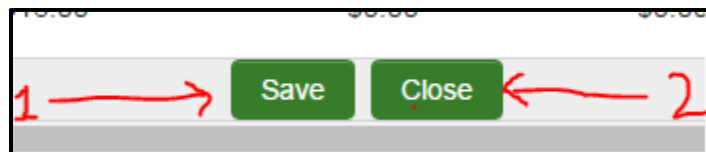
B) Materials, Equipment, Transportation and Field Expenses

| Item | Number Units | Unit Cost | Total Cost | FWCP Contribution | Final Description | Actual Cost | Total Spent | Remaining Unspent |
|----------------|--------------|------------|-------------|-------------------|--|-------------|-------------|-------------------|
| Field Supplies | 1 | \$1,000.00 | \$1,000.00 | \$400.00 | See Home Depot Receipt A - \$25.99, John's Surplus receipt B - \$146.79, Rona Receipt C - \$286.33 | \$459.11 | \$459.11 | (\$59.11) |
| Helicopter | 15 | \$1,200.00 | \$18,000.00 | \$10,000.00 | See XYZ Helicopter Inv 101 - \$3200 and ABC Helicopter Inv 2399 - \$5890.00 | \$9,090.00 | \$9,090.00 | \$910.00 |

4. Our grant management system calculates the remaining amounts on each budget item or negative amounts (i.e. if there is an over-spend as circled in red above).

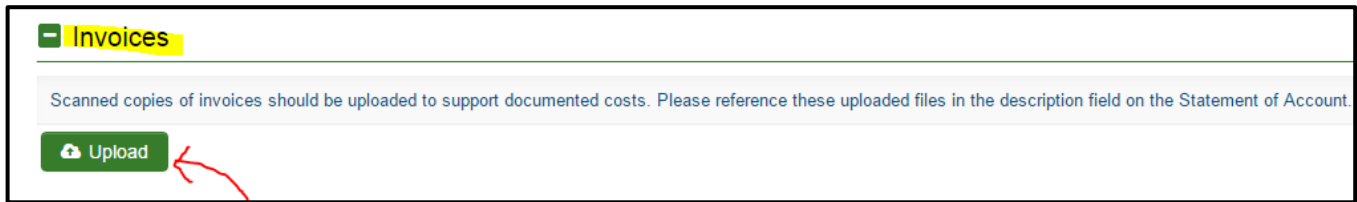
SAVING AND CLOSING THE STATEMENT OF ACCOUNT WINDOW

- Once you have completed your entries in the statement of accounts window, click the green “Save” button to save your entries. Then click the green “Close” button at the bottom of the screen and the window will close.

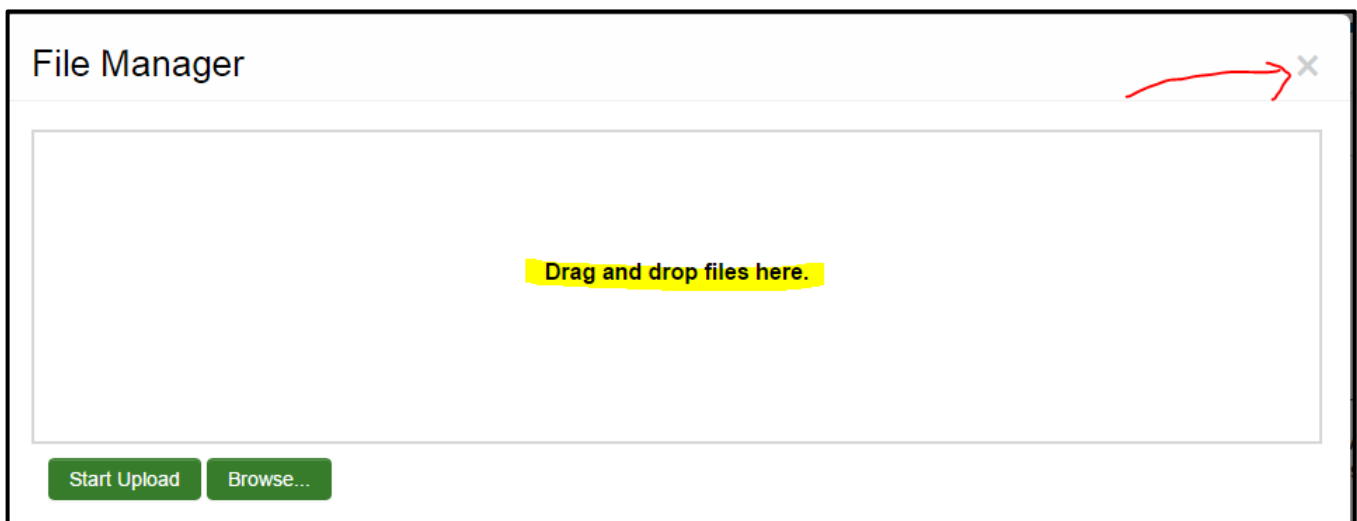


UPLOADING SUPPORTING RECEIPTS AND INVOICES

1. You must now upload any supporting invoices or receipts. Click the green “Upload” button in the lower section of the statement of account task.



2. Once you click the “Upload” button, another window will open that will allow you to drag and drop digital copies of invoices and receipts. Press the “X” to close the window when you are done.



3. FWCP staff reviewing your statement of account should be able to identify which receipts or invoices are associated with which budget item. Please clearly communicate to us what budget item your receipts and invoices are related to. Here are some suggestions for communicating this clearly.

Example 1: If you have multiple receipts and would like to scan them as one file, mark individual receipts as “A”, “B”, or “C”, etc. Then reference “Receipt A” or “Receipt B” in the description box of the appropriate budget item.

Example 2: If you are scanning each supporting receipt or invoice separately, please name the file accordingly. If your description reads “see ABC Company Invoice #2338,” then please name the file “ABC Company Invoice #2338.”

Example 3: If one receipt supports more than one budget item, please mark up the receipt by referencing each budget item and the associated specific dollar amount. See the sample below.

| Professional Services | Hourly Rate | Hours | Total |
|--|-------------|------------------------------------|-----------|
| FWCP - planning, coordination, and data management, Presentations to local organizations, meeting with | \$37.50 | 215.1 <i>Project Management</i> | \$8065.95 |
| Total Professional Services | | | \$8065.95 |

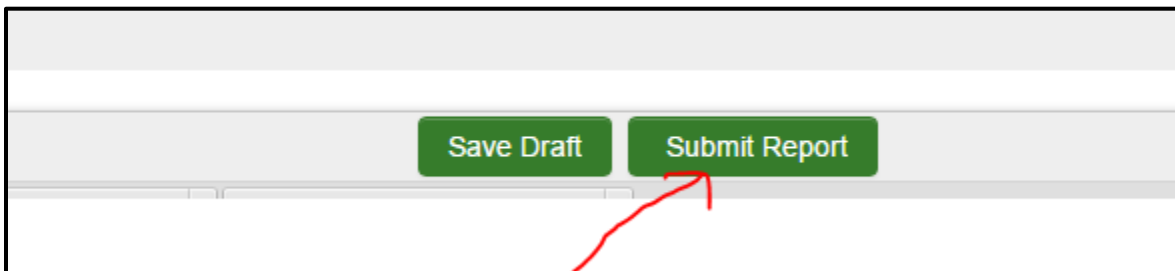
| Expenses | Total | HST | Net |
|-----------------------------------|-------|----------------|-----------|
| Mileage - .75*500km+0.535*582km: | -- | <i>Mileage</i> | \$686.36 |
| Boat usage – 7.1 days @ \$450/day | | | \$3200.00 |
| Total Expenses | | | \$3886.36 |

Boat Rental

4. A supporting receipt or invoice can exceed the amount being claimed from FWCP. We understand that other funders may be providing funds to the same budget items.

SUBMITTING THE STATEMENT OF ACCOUNT TASK

1. Once you have completed your entries and uploaded all the receipts, be sure to click the green “Submit Report” button at the bottom of the screen. This will prompt FWCP staff to review and approve your statement of account.
2. If you leave the statement of account task in draft status, it will not be reviewed.



3. When the statement of account task has been submitted, it can no longer be modified by the proponent. The task will continue to appear in the “Project Reporting” tab in “submitted” status (see screenshot on next page).

FWCP
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COMPENSATION PROGRAM

Home Apply for Grants Address Conditions **Project Reporting** Change Request Actio

Project Reporting

Progress Reporting (optional midway thru your project) and Final Reporting (mandatory at end of your project) involve the following tasks:

1. File a report
2. Complete a Statement of Account

Both of these tasks must be submitted for review and acceptance by the FWCP before payments will be issued. The tasks will continue to be listed here until accepted by the FWCP. Note: If you wish to submit a Progress Report and Statement of Account and do not see these tasks, you can initiate them by going to 'Home' then finding the grant on the 'Grants' tab and clicking 'Progress Report'.

| # | Activity Type | Activity Status | Submission ID | Project Title | Application Status | |
|---|----------------------------|-----------------|------------------|-----------------|--------------------|------|
| 5 | Final Statement of Account | Submitted | T-COA-F19-W-2361 | Oreo Cookies!!! | Awarded | Open |

REVISIONS TO THE STATEMENT OF ACCOUNT TASK

1. FWCP staff will review the submitted statement of account task. If revisions are required, they will put the statement of account task into “Revisions Requested” status.
2. Our grant management system will email the main project contact to notify them that revisions have been requested. There will be no specific details in the automated email. FWCP staff will provide details on the required revisions in the “Notes/Questions” tab of the task OR they will communicate the required revisions by email (see the Notes and Questions section, below).
3. The task will appear in the “Project Reporting” tab, in “revisions requested” status, and you will be able to open and modify the statement of account task, as requested.

FWCP
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Project Reporting

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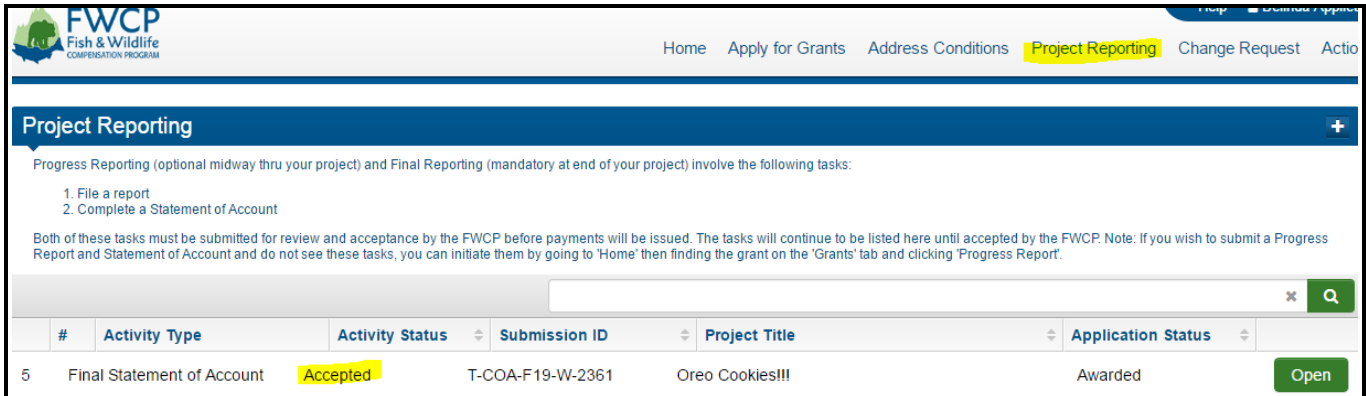
Both of these tasks must be submitted for review and acceptance by the FWCP before payments will be issued. The tasks will continue to be listed here until accepted by the FWCP. Note: If you wish to submit a Progress Report and Statement of Account and do not see these tasks, you can initiate them by going to 'Home' then finding the grant on the 'Grants' tab and clicking 'Progress Report'.

| # | Activity Type | Activity Status | Submission ID | Project Title | Application Status | |
|---|----------------------------|---------------------|------------------|-----------------|--------------------|------|
| 5 | Final Statement of Account | Revisions Requested | T-COA-F19-W-2361 | Oreo Cookies!!! | Awarded | Open |

RESUBMITTING THE STATEMENT OF ACCOUNT TASK

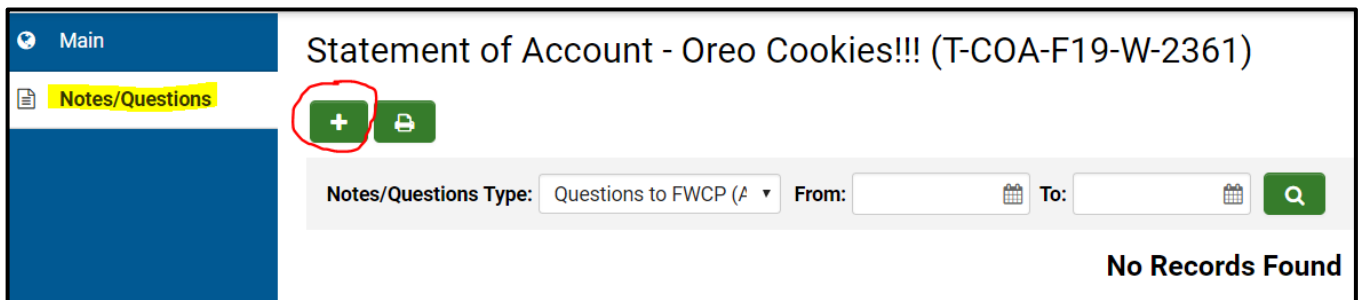
1. Once you have completed the revisions on the statement of account task, be sure to click the green “Submit” button at the bottom of the screen. This will prompt FWCP staff to review and approve the revised statement of account. If you leave the statement of account task in “Revisions Requested” status, it will not be reviewed.

- When the statement of account task is fully approved, it will appear in the “Project Report” tab, in “Accepted” status.



NOTES AND QUESTIONS

- At any time, you can post questions to FWCP staff by clicking on the “Notes/Questions” tab, on the left side of the screen.
- Use the "Questions to FWCP" option to post questions. Click the green “+” sign and a text box will open and you can enter your question.



- Then be sure to hit the green “Save” button at the bottom of the text box, which will send the question(s) to FWCP staff.



- FWCP staff will monitor Notes/Questions and respond in the same “Notes/Questions” area. Responses may take one or two business days.

If you have any questions about these instructions, please contact Lorraine Ens, FWCP Business Coordinator, at 604-528-8136 or lorraine.ens@bchydro.com.