



## 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](mailto: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.

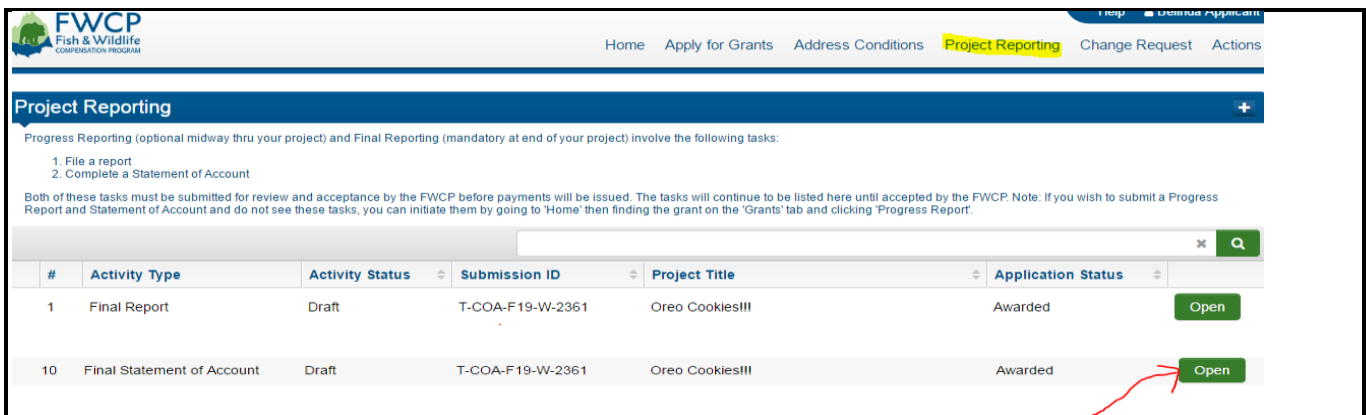
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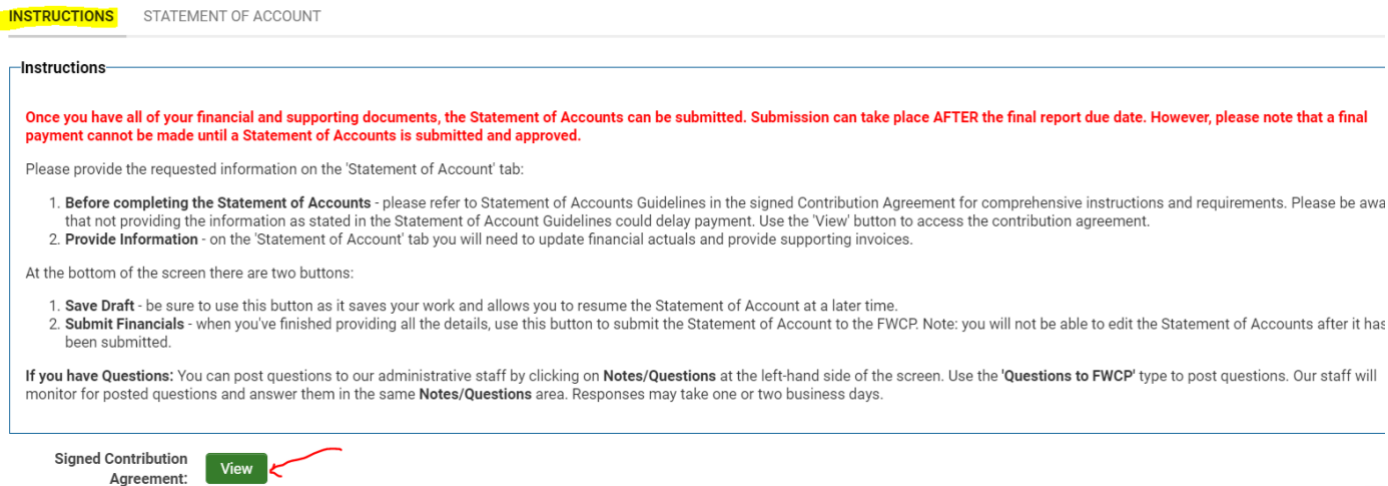
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# 1. ACCESS THE STATEMENT OF ACCOUNT TASK

1. To start a statement of account task, log in to our grant management system at [fwcp.smartsimple.ca](http://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.



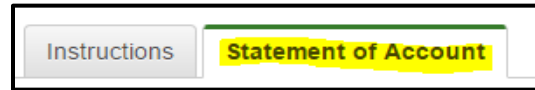
5. When the task is opened, two tabs will be displayed. (see next page for screenshot)
6. The “Instructions” tab contains some general instructions and directs proponents to review the statement of account guidelines, found in Schedule B of your contribution agreement, before you complete the statement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



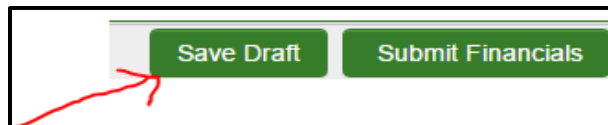
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## Statement of account tabs

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

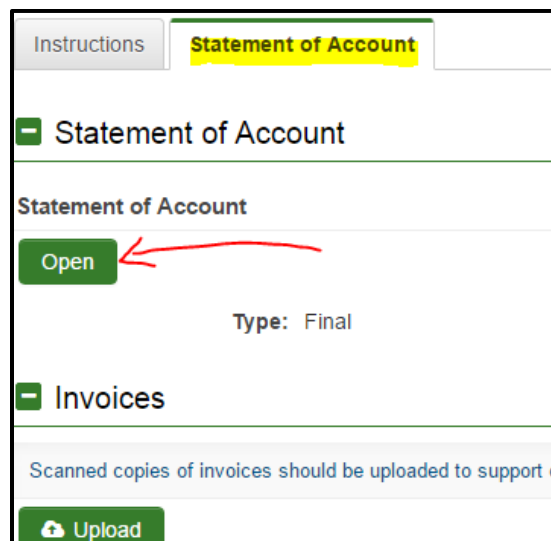


2. At any time, you can save your work by clicking the green “Save Draft” button at the bottom of the screen. This allows you to exit the system and continue working on the statement of account task at another time.



## 2. 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
FVWC Project Mana	\$350.00	96	\$33,600.00	\$9,000.00	11 days at \$350	\$3,850.00	\$3,850.00	\$5,150.00
FVWC 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**

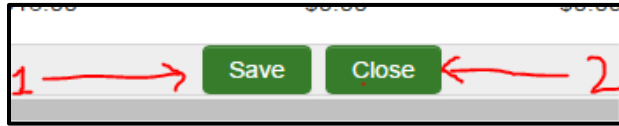
- b)** The description should reference the invoices/receipts and amounts, as in the sample below.

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).

### 3. 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.



## 4. UPLOADING SUPPORTING RECEIPTS AND INVOICES

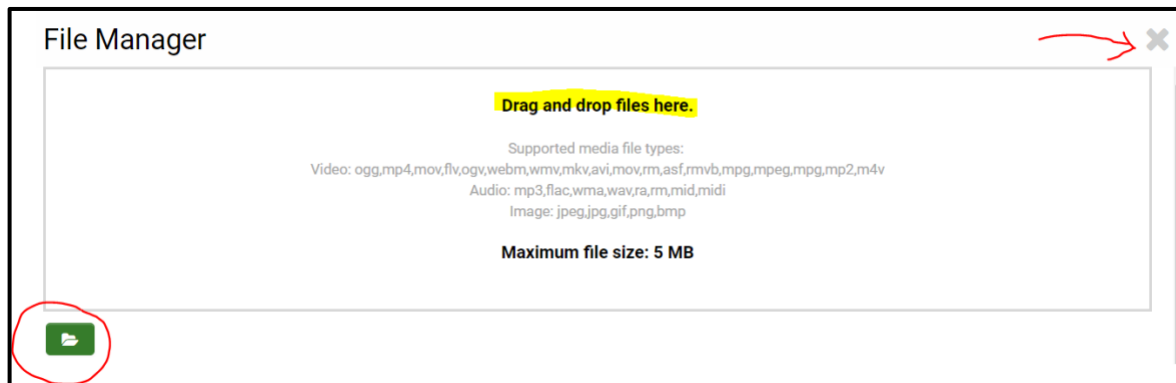
1. You must now upload any supporting invoices or receipts. Click the green “Upload” button in the lower section of the statement of account task.

### Invoices

Scanned copies of invoices should be uploaded to support documented costs. Please reference these uploaded files in the description field on the Statement of Account.



2. A window will appear. Use the green button with the folder icon to browse through your files. Drag and drop copies of your receipts and back up invoices, then click the “X” at the top right when you are done.

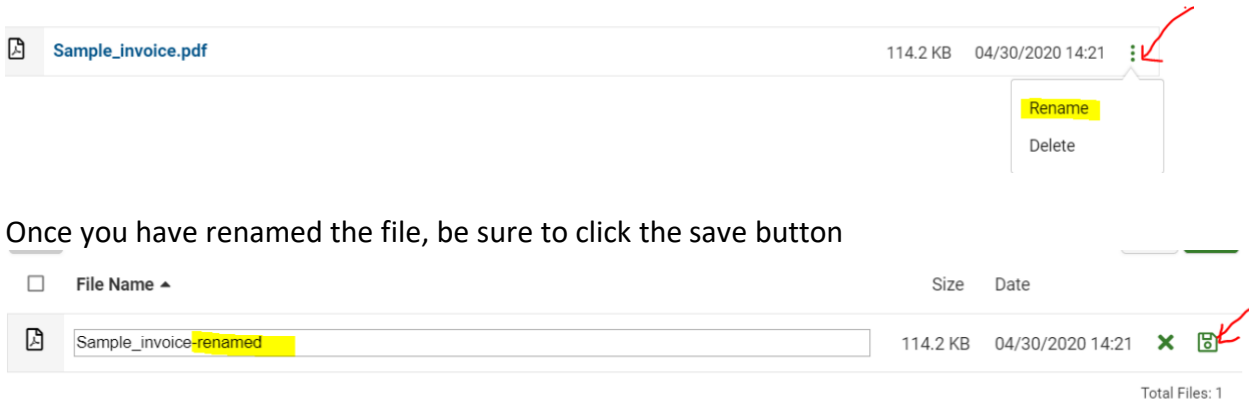


3. FWCP staff reviewing your statement of account should be able to identify which receipts or invoices are associated with which budget item. Please clearly communicate to us what budget item your receipts and invoices are related to. Here are 3 examples or suggestions for communicating this clearly.

**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.”

Note that you can change a file name directly in the system by clicking the 3 dots to the right of the file.



Once you have renamed the file, be sure to click the save button

**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	\$8065.95
		<i>Project management</i>	
<b>Total Professional Services</b>			<b>\$8065.95</b>

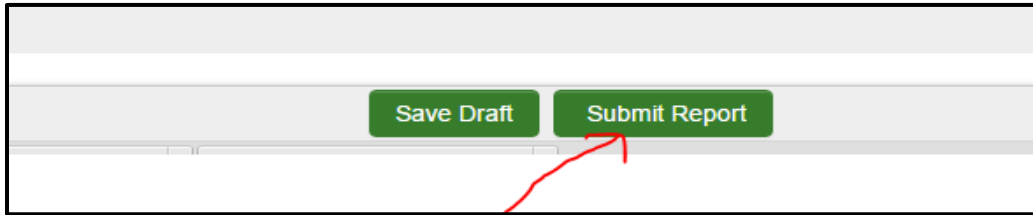
Expenses	Total	HST	Net
Mileage - .75*500km+0.535*582km:	--	<i>Mileage</i>	\$686.36
Boat usage – 7.1 days @ \$450/day			\$3200.00
<b>Total Expenses</b>			<b>\$3886.36</b>

*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.

## 5. SUBMITTING THE STATEMENT OF ACCOUNT TASK

- 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.
- If you leave the statement of account task in draft status, it will not be reviewed.



- 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 Fish & Wildlife 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:

- File a report
- 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

## 6. REVISIONS TO THE STATEMENT OF ACCOUNT TASK

- 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.
- 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).
- 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.



The screenshot shows the FWCP Project Reporting page. At the top, there is a navigation bar with links: Home, Apply for Grants, Address Conditions, Project Reporting (highlighted), Change Request, and Actio. Below the navigation bar, the page title is 'Project Reporting' with a plus sign icon. The main content area contains instructions for Progress Reporting and Final Reporting, followed by a list of tasks. A search bar is present above a table. The table has columns: #, Activity Type, Activity Status, Submission ID, Project Title, and Application Status. The first row shows a task with ID 5, Activity Type 'Final Statement of Account', Activity Status 'Revisions Requested', Submission ID 'T-COA-F19-W-2361', Project Title 'Oreo Cookies!!!', and Application Status 'Awarded'. There is an 'Open' button next to the row.

#	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

## 7. RESUBMITTING THE STATEMENT OF ACCOUNT TASK

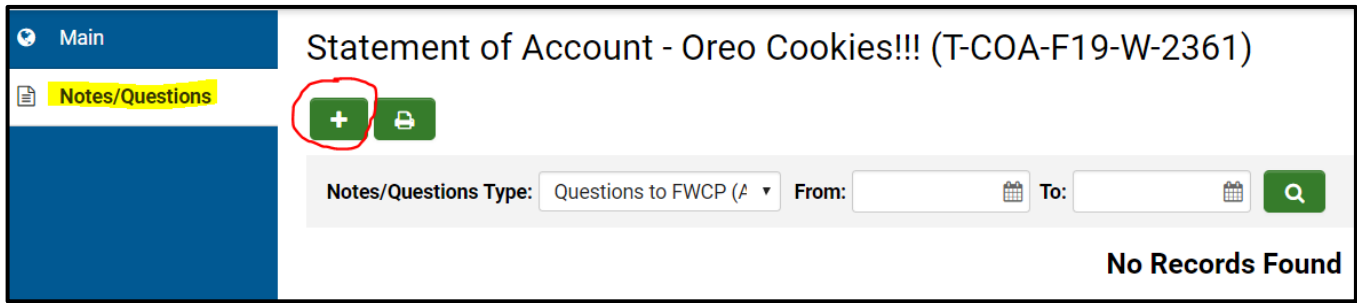
1. Once you have completed the revisions on the statement of account task, be sure to click the green “Submit” button at the bottom of the screen. This will prompt FWCP staff to review and approve the revised statement of account. If you leave the statement of account task in “Revisions Requested” status,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

The screenshot shows the FWCP Project Reporting page, similar to the previous one, but the Activity Status for the task is now 'Accepted'. The rest of the page content, including the navigation bar and instructions, remains the same.

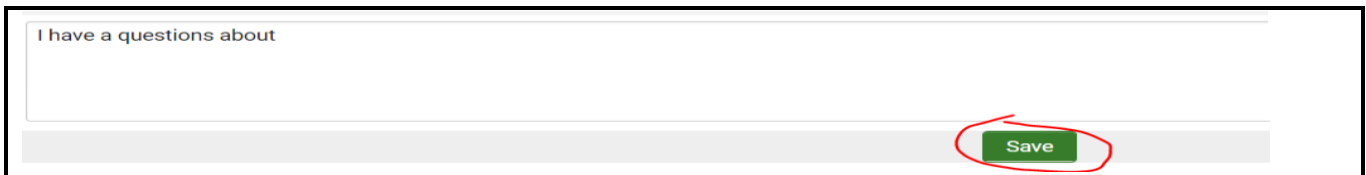
#	Activity Type	Activity Status	Submission ID	Project Title	Application Status
5	Final Statement of Account	Accepted	T-COA-F19-W-2361	Oreo Cookies!!!	Awarded

## 8. NOTES AND QUESTIONS

1. At any time, you can post questions to FWCP staff by clicking on the “Notes/Questions” tab, on the left side of the screen.
2. 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.



3. 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.



4. 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](mailto:lorraine.ens@bchydro.com).