Submitting a Financial Acquittal and Activity Work Plan

Grant Recipient Portal Task Card

The Portal enables Grant Recipients to submit some reporting milestones including Financial Acquittals and Activity Work plans online. Reporting milestones are displayed on both the Milestones and Grant Activities pages. This task card describes the process for submitting these reports.

# Navigating to Milestones

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen select on the **Milestones** tile or select the **Milestones** in the top navigation menu.  Screenshot of home page of the Portal |
|  | Select the dropdown and select **Upcoming Milestones** then select **Apply Filter**.  Screenshot of the Milestones screen |
|  | Select on the **Actions** button against the appropriate milestone and select **Launch report** to launch the form.  Screenshot of the milestone screen and the launch report option under actions. |

# Navigate to Milestones from Grant Activities

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen, select the **Grant Activities** tile. Alternatively, select **Grants** in the Navigation menu and select **Grant Activities** from the drop down menu.  Screenshot of the home page with grant activities selected |
|  | The Grant Activities screen will display. Select the **View** button to open the Activity details.  Screenshot of the grant activities page |
|  | The Activity details screen will display. Select **Milestones** from the Grant Activity menu.  Screenshot of the activity details page |
|  | The Milestones screen will display. By default, Filter 1. Upcoming Milestones will be presented.  To change the filter, use the drop down and select **Apply Filter** or,  To locate a specific Milestone, perform a search by selecting **Search all Milestones**.  Screenshot of the milestone page under the grant activity menu |
|  | When the correct milestone has been identified, select **Actions** to submit the report.  To submit a Financial Acquittal, proceed to step 9. To submit an Activity Work Plan, proceed to step 21.  This is a screenshot of the Milestones screen within Grant Activities. The filter options are highlighted. |

# Submitting a Financial Acquittal

| **Step** | **Action** |
| --- | --- |
|  | Select the **Actions** button to **Launch Report**.  This screenshot shows the options under the action key - launch report |
|  | The Financial Acquittal Report screen will display.  Screenshot of the Financial Acquittal report screen |
|  | The Activity funding received from the prior financial year will need be declared. The mandatory fields marked with a red asterisk need to be completed.  **Note:** If SACS funding was received for the financial year it will be declared in a separate section of the acquittal.  Screenshot of the Activity funding checklist when submitting a financial acquittal |
|  | Supporting documents must be provided if the Grant Agreement requires an Audited or Non-audited Financial Acquittal.  Screenshot of adding an attachment in the submitting a financial acquittal process |
|  | Select **Add Attachment** to include documents saved on a desktop.  Screenshot showing instructions on how to add attachments to the portal |
|  | After choosing the document, select the **Actions** drop down to **View**, **Remove** or **Edit comment** for the attachment.  Screenshot of options in submitting a report. |
|  | Once all attachments to support the Acquittal have been provided, select **Save Attachments.**  Screenshot of saving attachments |
|  | Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.  Screenshot of saving attachment with message to not leave the screen until complete. |
|  | A message will display to advise if the documents were successfully saved.  **Note:** If more documents need to be attached, select **Return to list**.  Screenshot of how to add more attachments in the Portal |
|  | Review the Disclaimer and select the **checkbox** to agree to the Disclaimer. Select **Submit**.  Screenshot of disclaimer and checkbox prior to submitting report |
|  | A message will appear to advising to stay on this screen until the data has been submitted.  Screenshot of message when submitting report |
|  | A confirmation page will display. Select **Save and exit** to close the form.  Screenshot of successful confirmation page |

# Submitting an Activity Work Plan

| **Step** | **Action** |
| --- | --- |
|  | Select the **Actions** button to Launch Report.  Screenshot of how to commence the submitting an activity work plan |
|  | The Upload Report screenwill display. The Activity Work Plan (AWP) template will need to be completed and saved before attaching it in this view.  If an Activity Work Plan template is required, select on the Activity Work Plan (AWP) report templatelink.  Screenshot of submitting activity work plan instructions |
|  | The link will display the Department of Social Services webpage. Select the **Standardised AWP report template** link.  Screenshot of getting the Activity Work Plan template |
|  | Use the word version for completing the Activity Work Plan report and save the document to upload it into the Portal.  Screenshot of which template to use |
|  | Select **Add attachment** and choose the appropriate file.  Screenshot of adding an activity work plan to the portal |
|  | To review an Attachment, select the **Actions** button to **View, Remove** or **Edit** **comment**.  Screenshot of options once attachment has been added |
|  | Once all attachments have been added, select **Save Attachments**.  Screenshot of saving attachments |
|  | Do not leave this screen while data is being submitted. Once the message disappears, continue to complete the report.  Screenshot of message when saving |
|  | A message will display to advise if the documents were successfully saved.  **Note:** To attach more documents, select **Return to list.**  Screenshot of when activity work plan has been uploaded successfully |
|  | Select **Continue** to go to the next step.  Screenshot of how to continue with the process |
|  | Review the Disclaimer and select the **checkbox** to agree to the Disclaimer. Select **Submit**.  Screenshot of disclaimer prior to submitting report |
|  | A message will appear to advising to stay on this screen until the data has been submitted.  Screenshot of message you will get when saving report. |
|  | A confirmation page will display. Select **Exit** to close the form.  Screenshot of successful confirmation page |

# Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone**: 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 8:30am – 5:30pm (AEST/AEDT)