



How to Enter in the Report of Expenditures (ROE)

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**

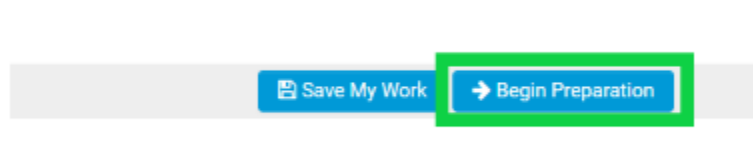


2. Once inside the **Upcoming Deliverables**, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Report of Expenditures deliverable.

A screenshot of the 'Upcoming Deliverables' table. The 'Upcoming Deliverables' tab is highlighted in green. The table has columns: #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row is highlighted, and the 'Report of Expenditures' deliverable is highlighted in green.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1			Report of Expenditures				
2							
3							
4							

3. You can then preparing the ROE by clicking **Begin Preparation**





- By clicking **Enter Budget Actuals** you can show what amount of the Estimated Budget funds were used

Budget Actuals: [Enter Budget Actuals](#)

Budget PDF: [Print](#)

Budget Actuals PDF: [Print](#)

- In entering the Budget actuals, please be sure to add actual expenses in the corresponding budget section under “Estimated”. The ROE sections will be pre-populated with the corresponding Estimated Budget projections. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**

Salaries & Benefits

Estimated

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Subtotal:								

Actuals salaries are restricted to the Federal salary cap (\$197,300.00 in 2020.))

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Subtotal:								

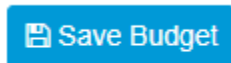
Add Salaries & Benefits Expense



- At the bottom of the Budget Actuals, you will see a breakdown of the **total expenses actually used**, the **estimated expenses**, the **total to be reported**, and the **variance between the amount to be reported and the total actual expenses**.

A screenshot of a web form showing a breakdown of budget actuals. It consists of four horizontal rows, each with a label on the left and a corresponding input field on the right. The labels are: "Total Actual Expenses:" (highlighted with a red box), "Total of Estimated Expenses:" (highlighted with a blue box), "Total Amount to be Reported:" (highlighted with a yellow box), and "Actual Expenses and Total Amount to be Reported Variance:" (highlighted with a green box). Below these rows are two buttons: "Save Budget" and "Close Budget".

- Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.

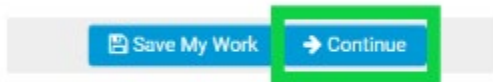


- Click **Save My Work** along the way to ensure you keep the data previously entered.





9. When you are finished filling out the ROE, click **Continue**



10. Here you may choose how your institution wishes to receive the remaining balance of the award (if applicable): Carry-Over, Refund Check, or Payment/Award Reduction

* If balance remaining, select one

☐ Carry-Over ☐ Refund Check ☐ Payment/Award Reduction

11. If you choose the Carry-Over option, you will need to explain the reason for un-expended funds. If the total Balance exceeds the carry over limit, you will need to choose how to address the discrepancy. You can receive a refund check or a payment/award reduction.

Period Carried From:

Period Carried To:

Carry Over Balance:

Carry Over Amount Requested:

* Reason for un-expended funds

Enter Reason for Carry Over Here

* Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

* If the total Balance exceeds the Balance allowed for carry-over, select one

☐ Refund Check ☐ Payment/Award Reduction



12. Next, add the Financial Officer who needs to review and approve the ROE for your institution. If the Financial Officer needs to be added, click **Add Financial Officer** to give them access to the ROE.

A screenshot of a web interface for selecting a Financial Officer. At the top, a green box highlights the "Financial Officer" label. Below it, a light gray box contains the instruction: "Select the Financial Officer who is responsible for this project. If the correct contact is not listed use the Add Financial Officer button below to add the contact to the system." Underneath the instruction is a white dropdown menu with a small 'x' icon to its right. At the bottom, a blue button with the text "Add Financial Officer" is highlighted with a green box.

13. If at any time, you need to navigate away from the ROE but are not ready to submit the report, click **Save My Work**

A screenshot of a navigation bar containing three buttons. The first button, "Save My Work", is highlighted with a green box. The other two buttons, "Update Budget Actuals" and "Submit", are also visible in the bar.

14. When you are ready to submit the Report of Expenditures for the CF Foundation Grants & Contracts office to review and approve click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.

A screenshot of a navigation bar containing three buttons. The third button, "Submit", is highlighted with a green box. The other two buttons, "Save My Work" and "Update Budget Actuals", are also visible in the bar.

***Please see "How to Enter in Financial Reports" for further guidance on the submission of the Report of Expenditures (ROE)**