



Prop 302: Financial Report Walkthrough

The Mid-Year and Year-End financial reports throughout the Prop 302 program will need to be submitted through the eCivis Portal.

There are two Financial Reports per fiscal year that will need to be submitted:

- The Mid-Year Financial Report will include July to December charges and is due at the end of January.
- The Year-End Financial Report will include January to June charges, as well as other charges that did not clear prior to the Mid-Year Financial Report report.

A Financial Report can be started at any time. A draft will be created and saved until it has all required documentation for review.

Please note, no grant amendments will be accepted during the two weeks leading up to each reporting period.

eCivis Troubleshooting

- Technical support - eCivis Support Staff: submit a ticket through the Jira online portal [HERE](#). Please note, as of August 26, 2022 the support@ecivis.com email will be deactivated and ALL support requests will need to be submitted through the Jira online portal.
- Program Support - AOT Support Staff:
 - Jenna Lehman: jlehman@tourism.az.gov or 602-364-4158



Step 1: Login

Log in to your eCivis Portal Account at <https://portal.ecivis.com/#/login>.

Click on "Portal Login".

Step 2: Navigate to Program

Navigate to the *My Awards* and select the FY** Prop 302 program. It will be titled '*Prop 302 FY##*'. Simply click the blue text to navigate to the Award Dashboard. Please note, you will need to be in 'Awarded' status in order to access the Award Dashboard.

A screenshot of the 'My Awards' page. At the top, it says 'My Awards' with a search bar. Below is a table with columns: Grant Title, Project Title, Award/Contract Number, Award Status, Notification Date, Performance Period, Role, and Actions. A single row is visible for 'Prop 302 Maricopa Co. Marketing Grant' with status 'Awarded'.

Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
Prop 302 Maricopa Co. Marketing Grant	Arizona Office of Tourism	N/A	Awarded	07/01/2022	7/1/22 - 6/30/23	Owner	[Menu Icon]

Step 3: Navigate to *Submit Financial Report*

Click *Submit Financial Report*. **Activity Reports are NOT required.**

A screenshot of the 'Award Dashboard' for a specific award. It shows details like 'Subrecipient: Arizona Office of Tourism', 'Project: SA-AOT-ARPA-070121-01', and 'Award Status: Awarded'. A row of buttons is visible: 'View Budget', 'View Files', 'Submit Financial Report' (circled in red), 'Submit Activity Report', 'Request Grant Amendment', and 'Award Closeout'. Below is a 'Pending Tasks' table with columns: Task Type, Date Created, Due Date, and Actions. Two tasks are listed: 'Activity Report Request' and 'Financial Report Request'.

Task Type	Date Created	Due Date	Actions
Activity Report Request	01/03/2022	04/15/2022	[Menu Icon]
Financial Report Request	01/03/2022	04/15/2025	[Menu Icon]

A window will pop up where you will select the deadline, click *Continue with New Report*.

Would you like to use an existing financial report, or create a new report? ×

Pending Financial Report Requests:

Due Date: ▼ Create Report

Cancel Continue with New Report

Program: State Fiscal Recovery Fund: State Agencies
Award ID: ISA-AOT-ARPA-070121-01

Step 4: Fill Out the Financial Report

There are four (4) sections to review and/or fill out:

- Award Financial Overview
- Financial Report Details
- Financial Report Narrative
- Financial Report Files

Award Financial Overview:

Review this section but no changes or information will need to be inputted.

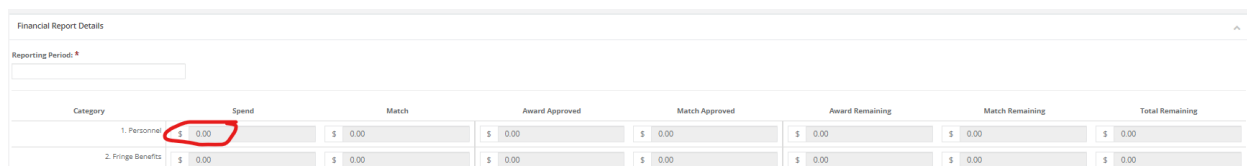
Financial Report Details:

Enter the dates of the report in the *Reporting Period* section:

- Mid-Year Report: 07/01/20## - 12/31/20##
- Year-End Report: 01/01/20## - 06/30/20##

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Type in the total cost reported for each tactic under the *Spend* column. (Note: You do NOT need to itemize each item under each tactic because it is itemized in the expense report).



At the bottom of the *Financial Report Details* section is a check box for *Reimbursement Request*. Leave this box unchecked.

Type in a brief description (1-2 sentences) for EACH tactic that is being reported. If four tactics are being reported, then four separate descriptions are required.

Financial Report Narrative

Please develop your narrative below including key metrics, spending details, and other pertinent details.

<>

H1

H2

H3

B

I

U

What tactics have been completed, and which have not been completed?

7931 characters remaining

Upload the following documents:

- 4



Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

[Upload File](#)

Show 10 entries

Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Save & Close](#) [Submit Report](#) [Cancel](#)

Step 5: Submit Completed Report

After the report has been completed with all required information, click *Submit Report*.

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

[Upload File](#)

Show 10 entries

Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Save & Close](#) [Submit Report](#) [Cancel](#)

If the report is not completed, click *Save & Close*. A draft of the report will be in the *Award Activities* on your dashboard and can be completed at a later date.