**How To: Checking Finance Reports**

1. Begin on the DAODAS Portal tab of GMS



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1. Search your agency’s SABG23 grant.

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1. Sort the date by newest to oldest in order to track services by month.

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1. For ease of strategy checking, add a data column for strategy. Steps below:

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1. Click “Edit Columns” then Add a column for strategy.

Graphical user interface, application

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1. Search “Strategy” in the box and select it, then hit “Close”

Graphical user interface, application

Description automatically generated



1. After hitting “close,” Strategy should appear on the column list. Then hit “apply” to reflect the Strategy data column on your report.



Graphical user interface, application, table

Description automatically generated



1. Now you can compare your grant, date of event, and strategy of service for the drawdown and disbursements.

Graphical user interface, application, table, Excel

Description automatically generated



1. Compare each strategy submitted for each month by the strategies listed under drawdowns and disbursements for SAB23. Please notify DAODAS Prevention if any questions arise.