



Reporting with Ease: Guide for Submitting Reports Through WIPS

SUBMITTING THE QUARTERLY NARRATIVE REPORT (QNR)

To submit the QNR, follow the steps below.

1. Log into WIPS, go to the **My Reports** tab which houses both the *Quarterly Narrative* and *Quarterly Progress Reports*. Select **Quarterly Narrative Reports** to open the Joint Quarterly Narrative Performance Report page (fig. 1).
2. Select **Add New** on the Joint Quarterly Narrative Performance Report (fig 2).
3. Complete all required fields (fig. 3). The **Quarter End Date** should reflect the end date of the reporting quarter. Select SCSEP for the Grant Program. For Sections II through XI, enter your responses in the form fields or upload your report as an attachment:
 - Option A. Enter QNR responses online. Enter your responses for each section in the form fields. If a section does not apply to your program, enter “Not applicable.” Upload attachments if desired. **Save at each form field!**
 - Option B. Upload the QNR as an attachment. Complete your Report offline as a Word document or PDF. Templates are available to assist you. Enter “See attached” in the form fields. **Save at each form field!**
4. If you entered your responses in the form fields (Option A above), Step 4 is optional. Scroll down to “Choose a File” at the bottom of the screen. Select Upload (fig. 3) and locate it.
5. Select the Certify button (bottom right) to submit your report (fig. 3).
6. After certifying your report, select the *Print* link in the upper right to generate a PDF of your report. A link to the file will appear. Select it to download and save a copy of your certified QNR for your records.

Figure 1. WIPS My Reports Tab

Figure 3. WIPS QNR Online Form

SUBMITTING THE QUARTERLY PROGRESS REPORT (QPR)

The QPR begins in GPMS! To access the SCSEP GPMS, go to [the GPMS Login Page](#). To submit the QPR, follow the steps below. *Note: GPMS QPR (Quarterly Progress Report) generation and submission tabs are only available on the Grantee Administrator Admin Console.*

Update GPMS QPR Data: WIPS QPR Addendum

1. From the Admin Console select **Generate WIPS QPR Addendum** to submit the most current information.
2. Select the **Grantee** for which you are an Administrator; this automatically includes all associated sub-grantees. Click **Submit**.
3. The **Program Year** and **Quarter** will be automatically selected, click **Generate**.
4. The **Report Confirmation** page displays three report *Statuses*: *Pending*, *Submitted*, and *Completed Successfully* (fig. 4). Click **Refresh** until you see **Completed Successfully**.
5. Click **Close** (lower left corner) to exit Generate WIPS QPR Addendum. *Note: The QPR Addendum MUST be generated before generating the WIPS QPR.*

Generate WIPS QPR in GPMS

6. From the Admin Console click the **Generate WIPS QPR** tab.
7. Select the **Grantee** for which you are reporting on, the *Year* and *Quarter*, *Sub-Grantee(s)*, and *Grant(s)* are automatically selected. Click **Export**.
8. The *Generate WIPS QPR* screen opens displaying, *Your WIPS QPR is being processed!* (fig. 5)
9. You must select the **clicking here** hyperlink (fig. 5) which opens *Edit Check Results* tab in WIPS to complete the report generation. *Note: Your file may take between 15-60 min to process and show up in Edit Check results or My Reports. An email will be sent from WIPS once the QPR processing has completed.*

Review and Correct QPR Data

10. Once you receive an email from WIPS, navigate to the WIPS **Edit Check Results** tab (fig. 6) which will display any errors or duplicates in the file that was just processed.
11. All errors must be corrected before the file can be certified. For information about error correction, refer to the tip sheet, *Correcting WIPS Errors*. Repeat steps 1-9 until the report is error free.

Figure 4. QPR Confirmation in GPMS

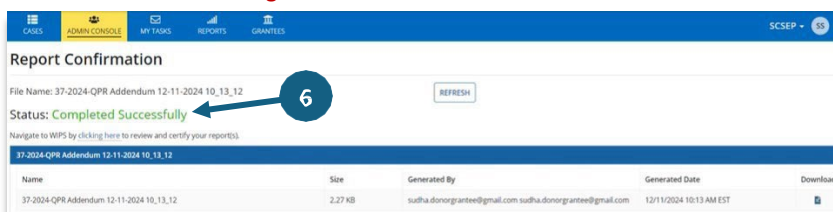
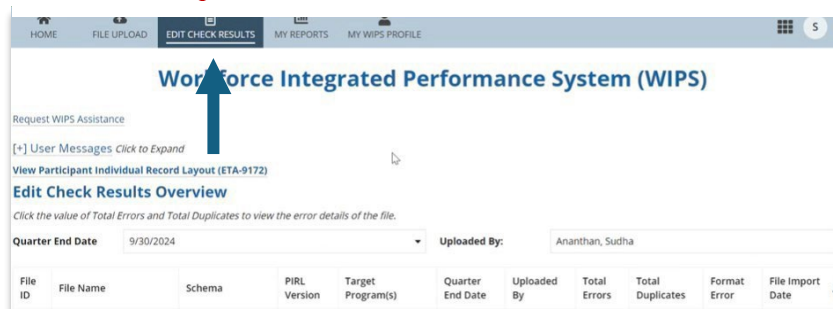


Figure 5. WIPS QPR Results



Figure 6. WIPS QPR Edit Check Results Overview



Certify the QPR

12. Once an error-free QPR has been submitted, navigate to the *My Reports* tab, select **Quarterly Performance Reports**. (fig. 7)
13. From the dropdowns, select the **Quarter End Date** and **Program** (SCSEP). All reports matching the selection criteria are displayed.
14. To certify the current QPR, from the Status column click the appropriate **Not Certified** report (fig. 8) to display the report details.
15. Once the report is ready for upload, click **Certify** in the lower right corner of the screen. This report may also be downloaded, printed and saved from this screen by clicking the *Print* icon. Only the user who generated the report may certify the report in WIPS.
16. Users may download, print and/or save QPRs for three different time periods:
 - Quarterly (one quarter)
 - Program Year to Day (beginning 7/1 to current)
 - Rolling 4 Quarters (the last four quarters) (fig. 9)
 Select the needed period to open it for download.

Figure 7. Quarterly Performance Reports



Figure 8. WIPS QPR Error Details

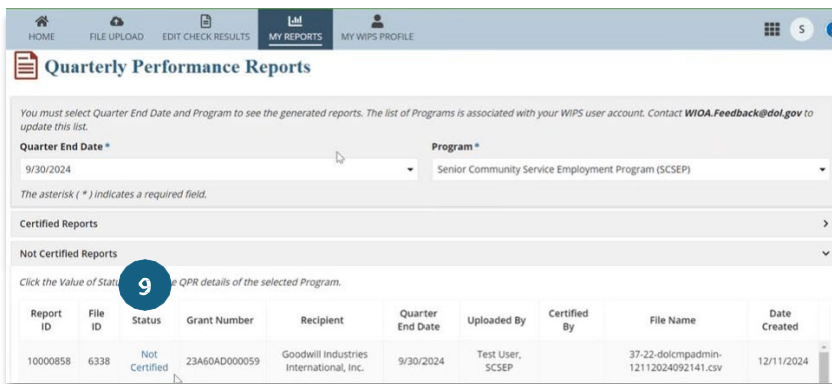


Figure 9. WIPS QPR Available Time Periods



Reporting Timeline

Reports are due 45 days after the end of each quarter.

Quarter	Q1	Q2	Q3	Q4
Months	July – Sept	Oct – Dec	Jan - Mar	Apr - Jun
Due Date	Nov 15	Feb 15	May 15	Aug 15

Technical Assistance

If you encounter any issues while submitting your report, refer to the [WIPS Walkthrough](#) or create a ticket in the GPMS Help Request Module.