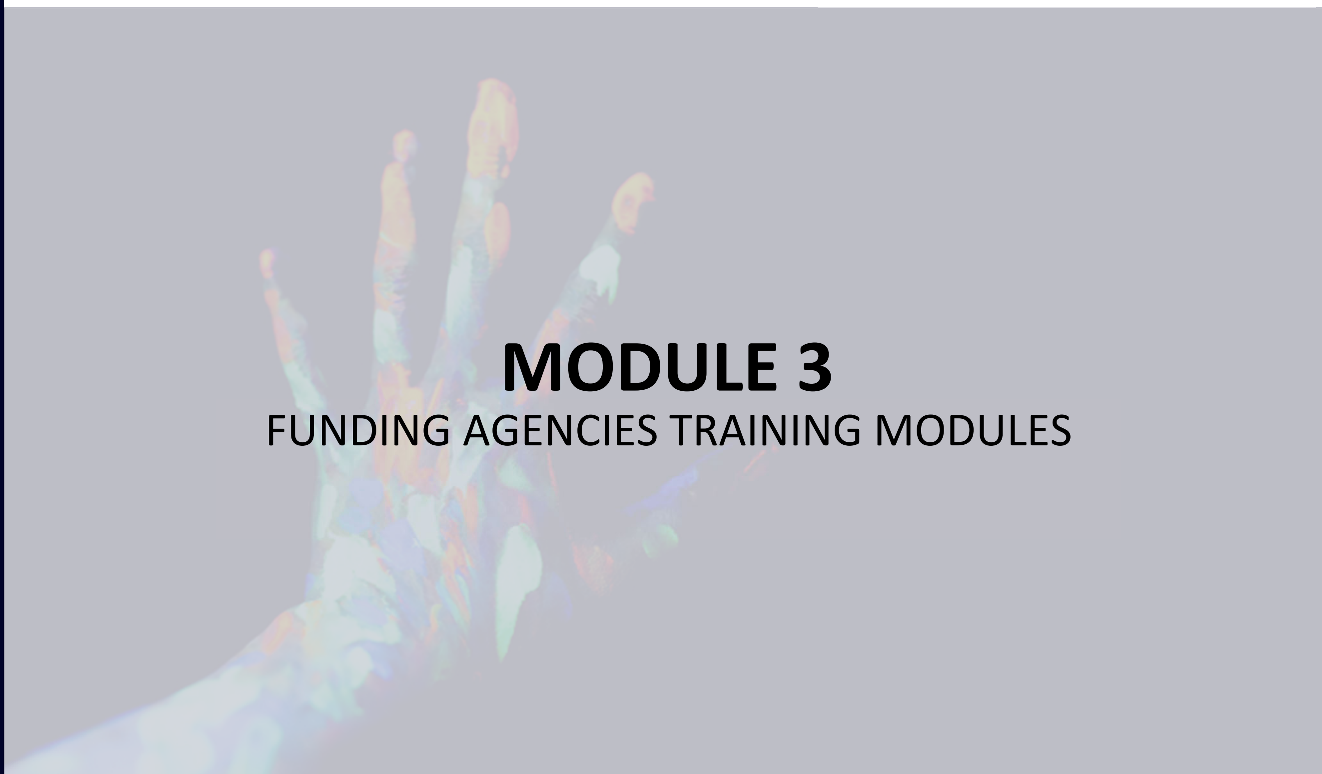
cadac

www.cadac.ca



MODULE 3

FUNDING AGENCIES TRAINING MODULES

Version 1.0

December 2022

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3.1 MANAGING AN AGENCY ACCOUNT

3.1.1 MANAGING THE AGENCY USERS

Types of Users and Their Access

Assigning the appropriate role for each of your team members is an important step to ensure that you have all the necessary accesses needed to manage CADAC. Choosing the appropriate level applies whether you have one or more users.

There are four types of roles available:

- Agency Supervisor
- Agency User
- Agency Researcher
- Agency Jury Member

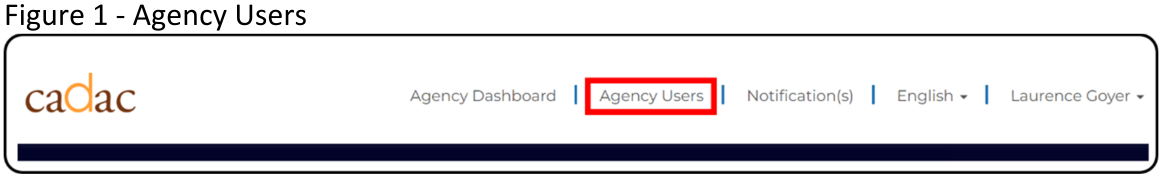
If you have multiple users in your agency, you will need to assign the appropriate role based on each user's tasks and responsibilities. If your Agency only has one CADAC user, this person should have the Agency Supervisor role.

How to View Users That Have Access to Your Agency

Agency users can view users that have access to their agency, as well as their assigned role.

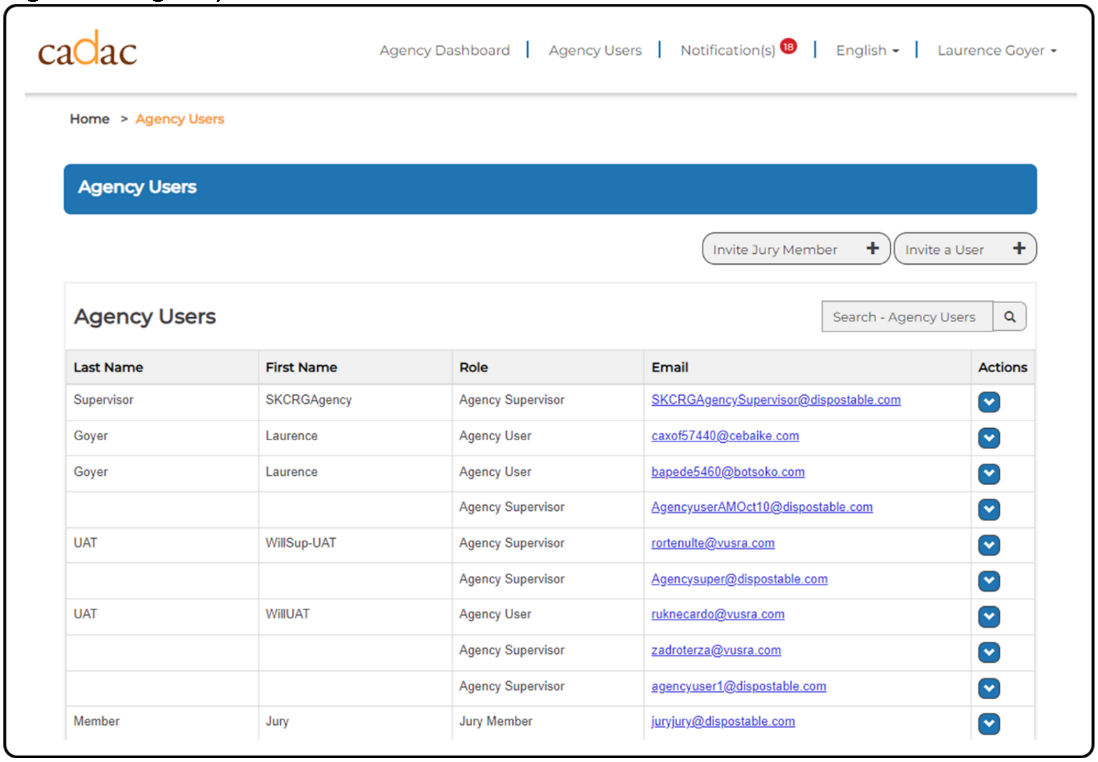
1. After logging in, click on **Agency Users** in the CADAC menu at the top (Figure 1).

   Figure 1 - Agency Users



2. The *Agency Users* page will display (Figure 2). All users associated with the agency are listed in the table with their assigned roles in the Role column. Users with no items listed under the Actions column have not yet completed their profile.

Figure 2 - Agency Users



Last Name	First Name	Role	Email	Actions
Supervisor	SKCRGAgency	Agency Supervisor	SKCRGAgencySupervisor@dispostable.com	
Goyer	Laurence	Agency User	caxof57440@cebaike.com	
Goyer	Laurence	Agency User	bapede5460@botsoko.com	
		Agency Supervisor	AgencyuserAMOct10@dispostable.com	
UAT	WillSup-UAT	Agency Supervisor	rortenulte@vusra.com	
		Agency Supervisor	Agencysuper@dispostable.com	
UAT	WillUAT	Agency User	ruknecardo@vusra.com	
		Agency Supervisor	zadroterza@vusra.com	
		Agency Supervisor	agencyuser1@dispostable.com	
Member	Jury	Jury Member	juryjury@dispostable.com	

How to Create and Edit Users

All agency users are assigned to a role thereby setting their security restrictions and permissions within CADAC. Only Agency Supervisors are allowed to create new users and manage existing users.

Overview of Roles and Permissions

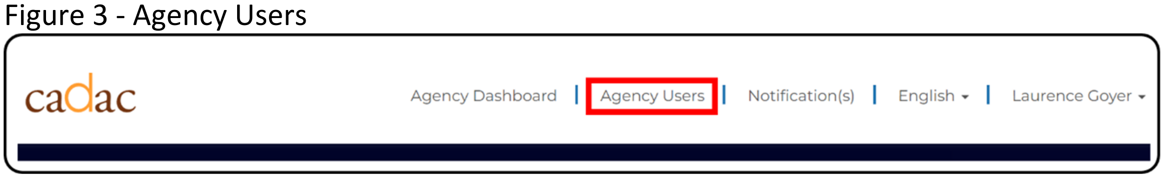
In CADAC, you can assign roles to new users. These roles help determine the accesses users can have within CADAC. For more information about each role and their accesses, please refer to the *CADAC User Roles for Agencies* document found on [the training page for Agencies.]

How to Add a New User Account

This section shows how an Agency Supervisor can add a new user to their agency in CADAC.

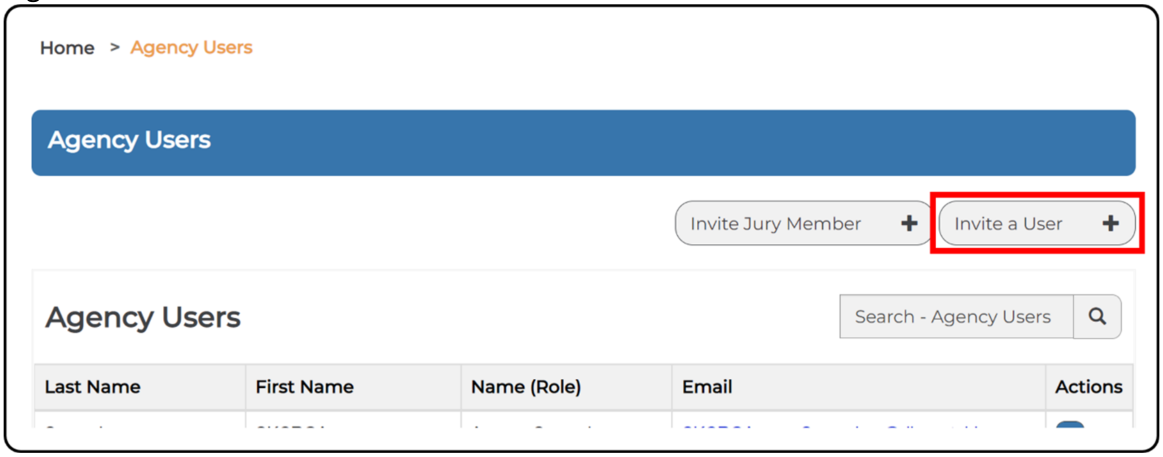
1. After logging in, click on **Agency Users** in the CADAC menu at the top (Figure 3).

Figure 3 - Agency Users



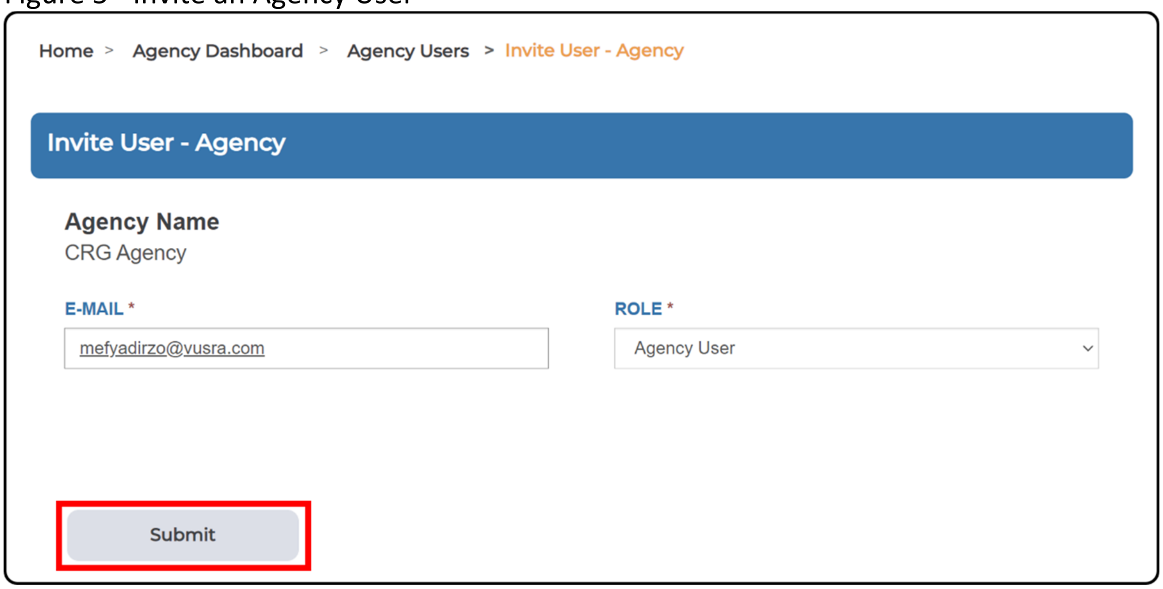
2. From the Agency Users list, click the **Invite a User** button (Figure 4).

Figure 4 - Invite a User



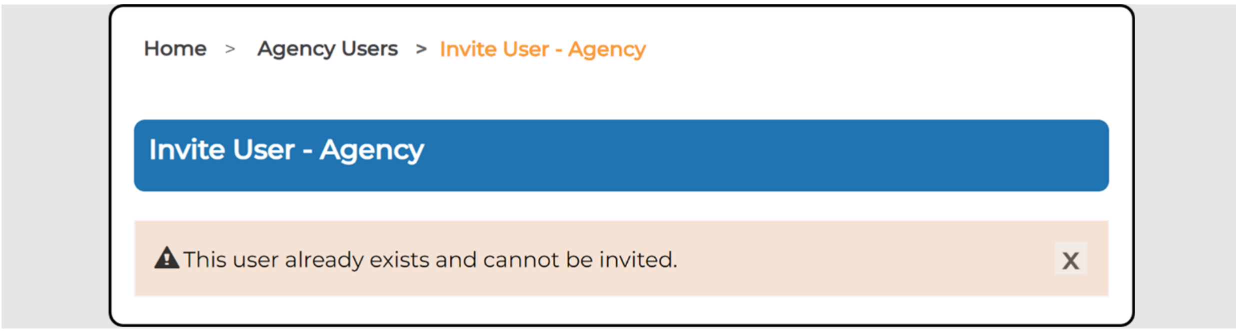
3. Enter the email address of the user you are inviting and assign them a Role. Click **Submit** (Figure 5).

Figure 5 - Invite an Agency User



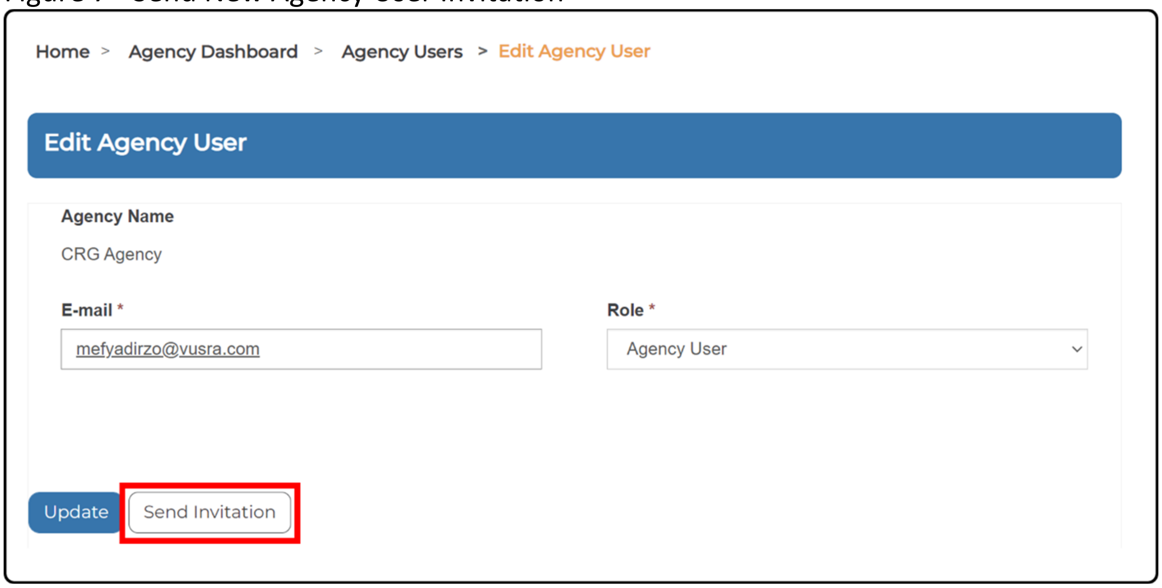
Note: After clicking on submit, CADAC will check to see if the user already exists in the system. If they do exist, you will receive an error message indicating “User already exists and cannot be invited” (Figure 6).

Figure 6 - Existing User Error Message



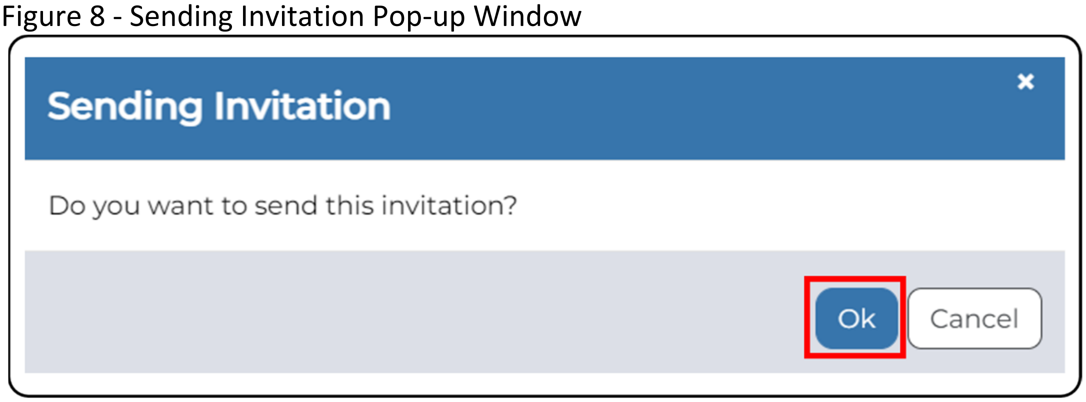
4. If they are a new user to CADAC, you will then have the option to click **Send Invitation** (Figure 7).

Figure 7 - Send New Agency User Invitation



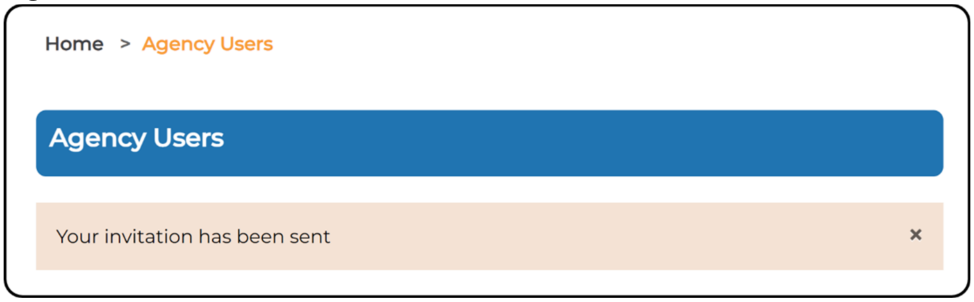
5. A pop-up window will appear. Click **Ok** to send the email invitation (Figure 8).

Figure 8 - Sending Invitation Pop-up Window



6. You will be redirected to the *Agency Users* page and a notification stating that the invitation has been sent will be visible (Figure 9).

Figure 9 - Invitation Confirmation



How to Add a New Jury Member

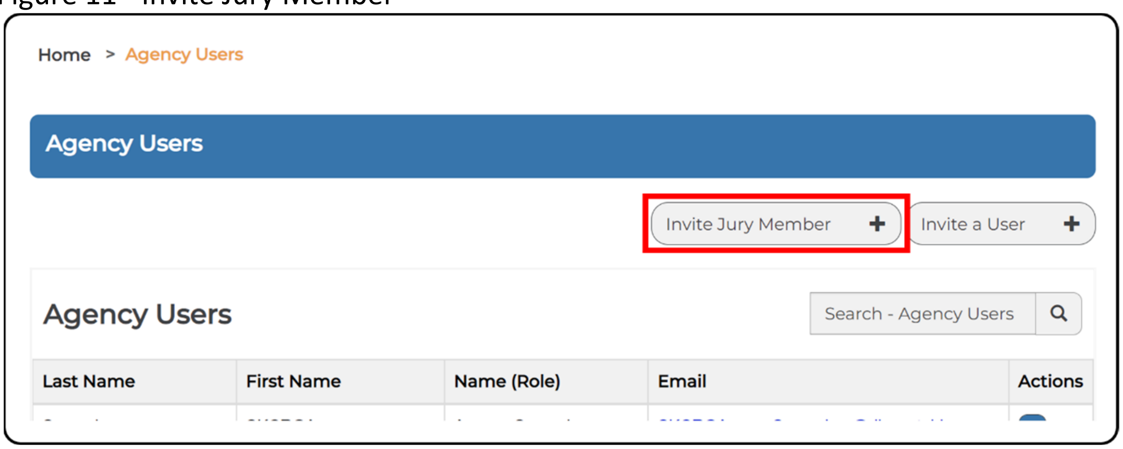
This section shows how an Agency Supervisor can create a new Jury Member access in CADAC.

1. After logging in, click on **Agency Users** in the CADAC menu at the top (Figure 10).

Figure 10 - Agency Users

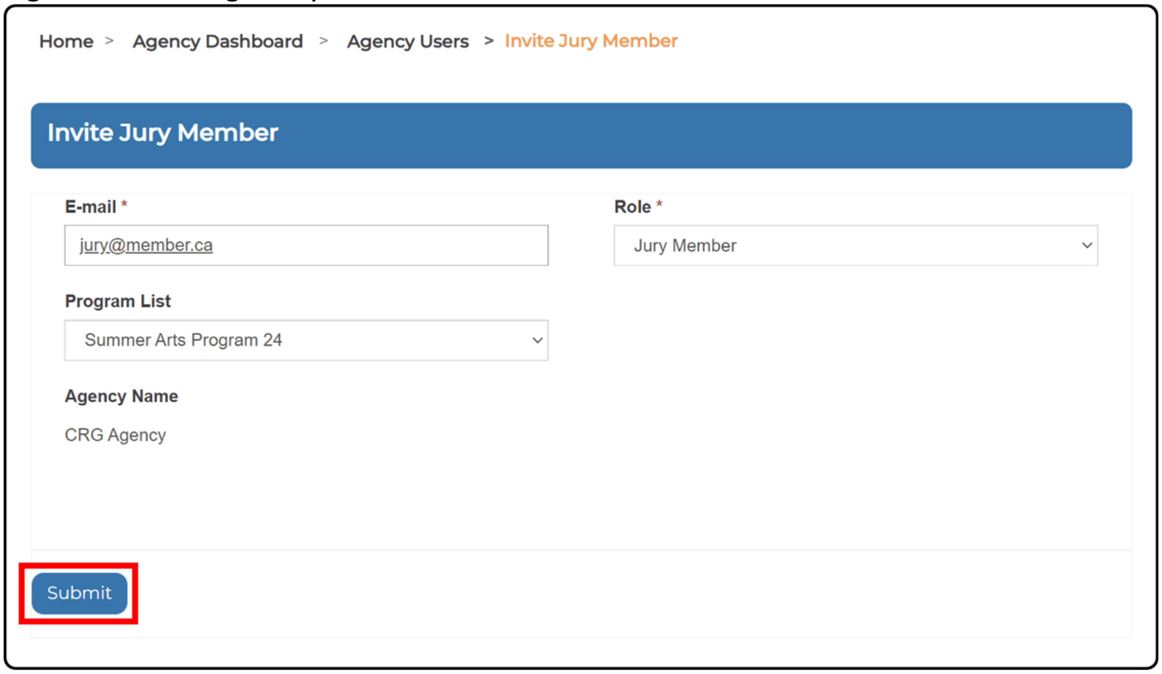
2. From the Agency Users list, click the **Invite Jury Member** button (Figure 11).

Figure 11 - Invite Jury Member



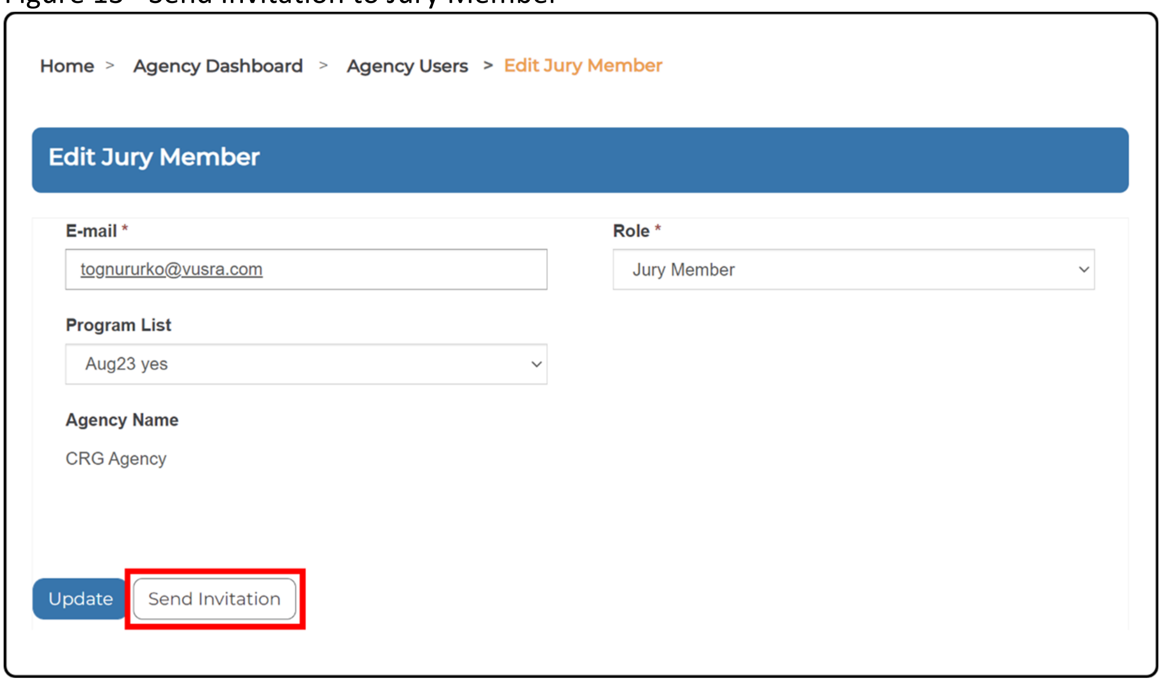
3. Enter the email address of the jury member user you are inviting, ensure their role is set to *Jury Member* and then choose the program list they will be assessing from the dropdown list. Click **Submit** (Figure 12).

Figure 12 - Adding a Jury Member



4. After clicking submit, you will be taken to the *Edit Jury Member* page. Once you have confirmed the information is correct you can click on **Send Invitation** to send the jury member a registration email (Figure 13).

Figure 13 - Send Invitation to Jury Member

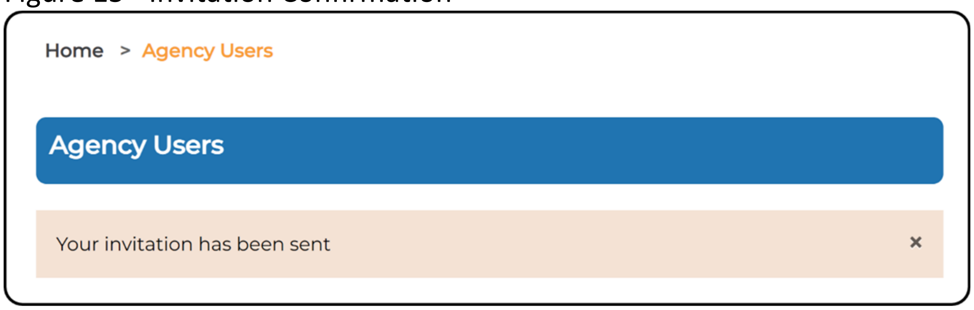


7. A pop-up window will appear. Click **Ok** to send the email invitation (Figure 14).

Figure 14 - Sending Invitation

8. You will be redirected to the *Agency Users* page and a notification stating that the invitation has been sent will be visible. You have now finished inviting a jury member to CADAC (Figure 15).

Figure 15 - Invitation Confirmation



How to Modify an Existing User Account

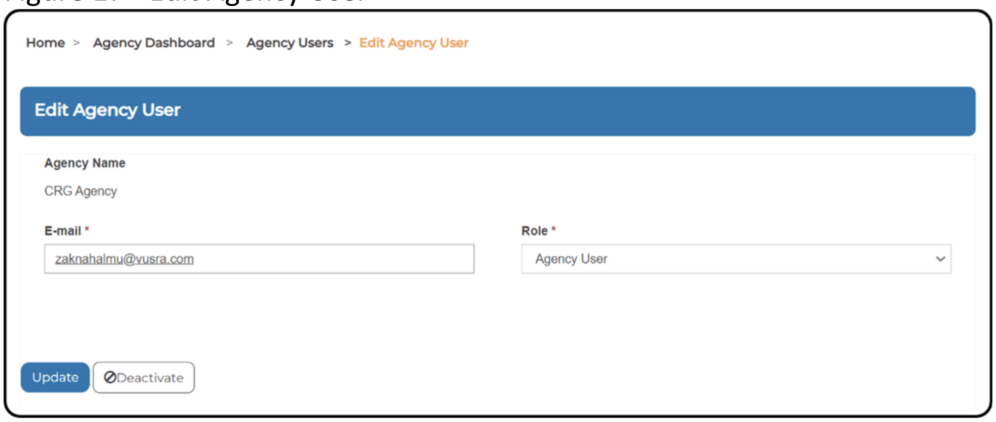
It is important to keep users up to date in CADAC. When a user requires a different role within CADAC, only an Agency Supervisor is able to change their role. Start from the *Agency Users* page (see How to View Users That Have Access to Your Agency for instructions on navigating to this page) and follow the steps below:

1. Look for the agency user that you want to modify on the list of users. For that user, click on **Edit** under the Actions column (Figure 16).

Figure 16 - Agency Users with Actions column

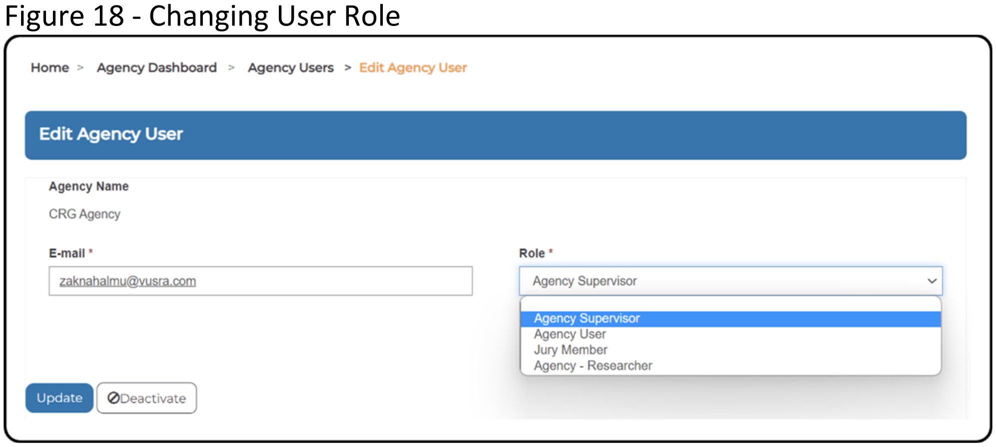
2. You will be on the *Edit Agency User* page for that agency user (Figure 17).

Figure 17 - Edit Agency User



3. On this page, you can change or correct the user's email address and Role and click **Update** (Figure 18).

Figure 18 - Changing User Role



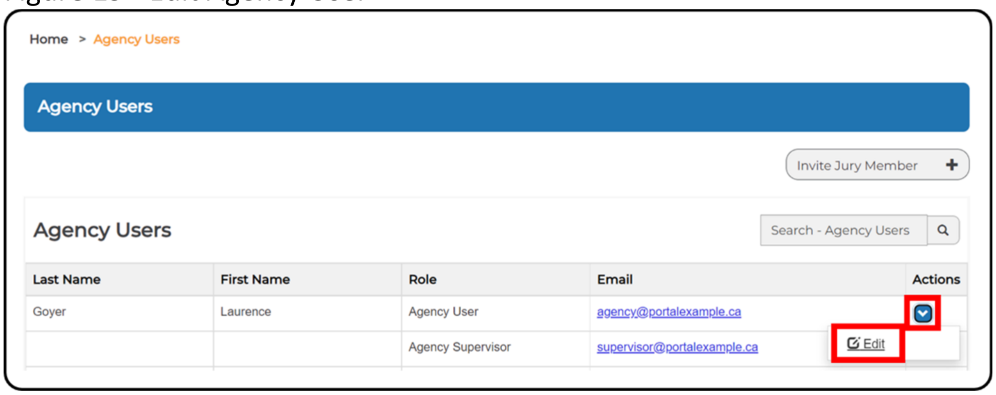
How to Deactivate a User Account

It is important to ensure that your agency user list is continually kept up to date. When a user no longer requires access to CADAC (e.g., no longer employed, changed responsibilities within the agency), the user's account should be deactivated as soon as possible by an Agency Supervisor. Deactivating a user's account removes them from the *Agency Users* page and revokes their access to CADAC.

Start from the *Agency Users* page (see How to View Users That Have Access to Your Agency for instructions on navigating to this page) and follow the steps below:

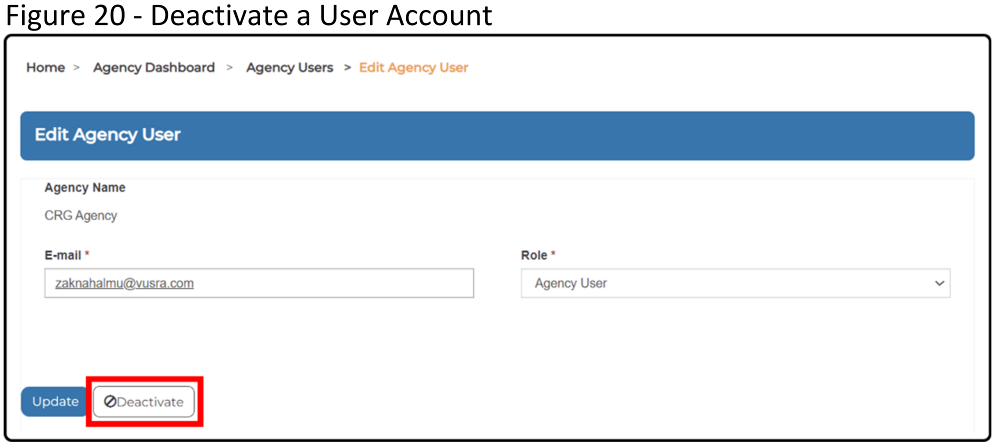
1. Look for the agency user that you want to deactivate. For that user, click on **Edit** under the Actions column (Figure 19).

Figure 19 - Edit Agency User



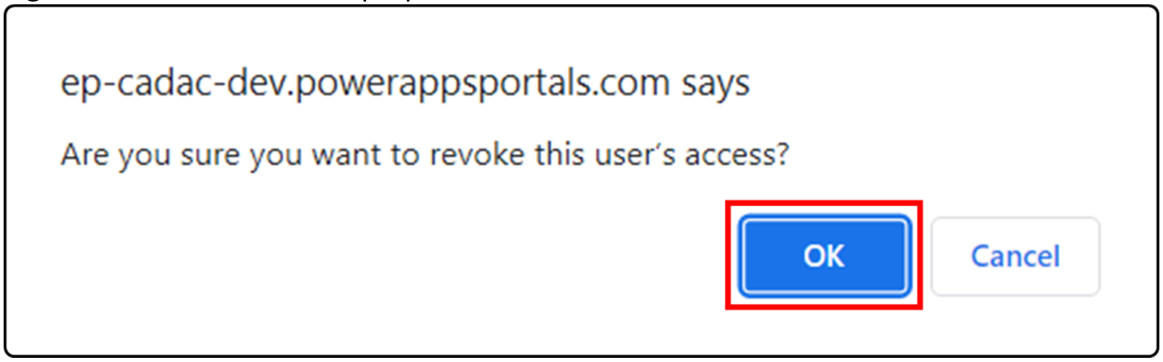
2. Once you have the Agency User profile open, click on the **Deactivate** button (Figure 20).

Figure 20 - Deactivate a User Account



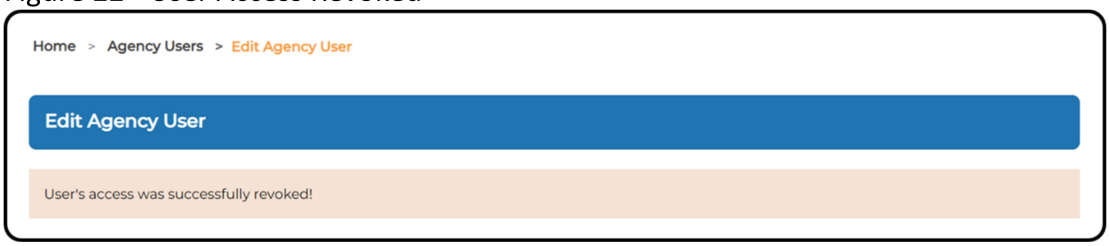
3. A confirmation pop-up box appears. Click **OK** to revoke the user's access to the organization (Figure 21).

Figure 21 - Confirmation Pop-up Box



4. You will receive a confirmation that the user's access was successfully revoked (Figure 22).

Figure 22 - User Access Revoked



Note: To reactivate a user that has been deactivated in your agency, please contact CADAC at cadacinfo@cadac.ca. Provide their email address, their name, and the agency from which they were deactivated.

3.1.2 OVERVIEW OF THE INVITATION / REGISTRATION PROCESS FOR ARTS ORGANIZATIONS

Inviting a New Organization to Register

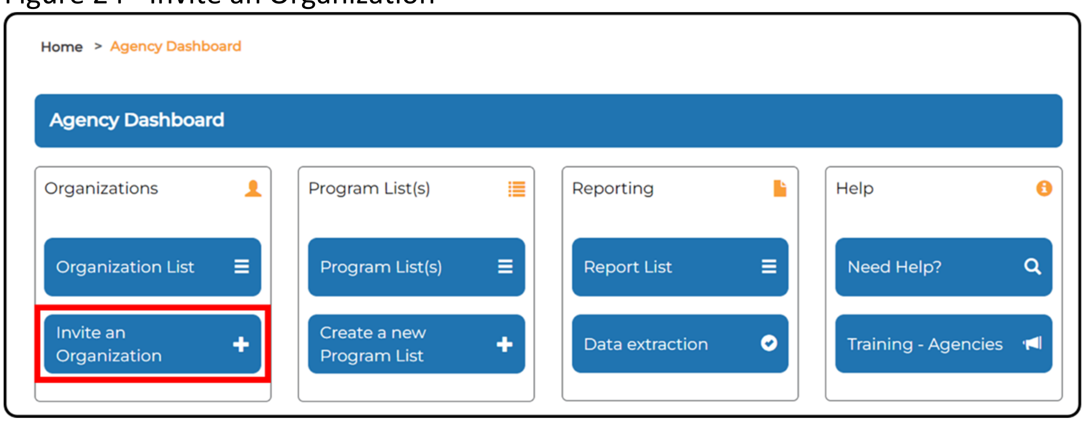
How to Invite a New Organization to Register
As an agency user you can invite new arts organizations to register in CADAC. To invite a new organization to register in CADAC, please follow the steps outlined below:

1. Sign into CADAC and from the main menu select 'Agency Dashboard' (Figure 23).

Figure 23 - CADAC Homepage

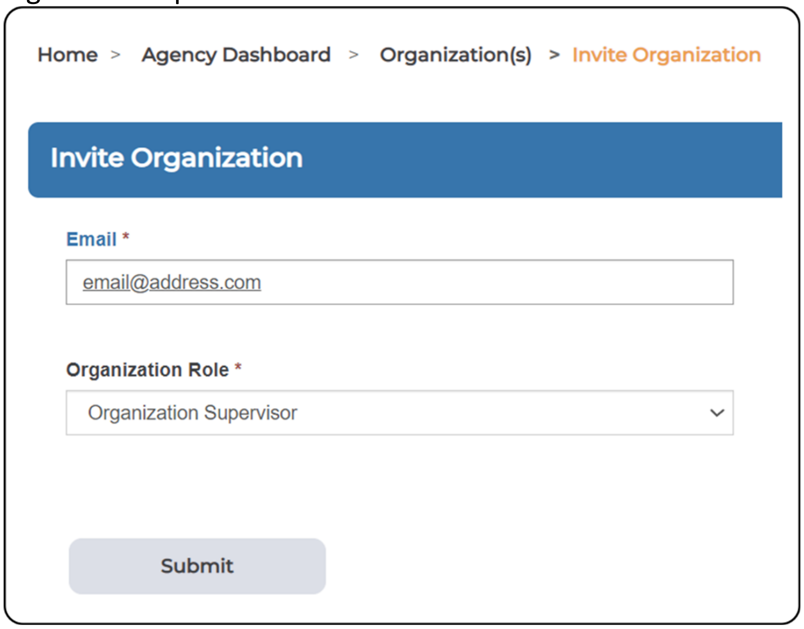
2. Click on **Invite an Organization** (Figure 24).

Figure 24 - Invite an Organization



3. Enter in the email address of the person responsible for registering the arts organization and select the role of 'Organization Supervisor' (Figure 25).

Figure 25 - Input Email and Select Role

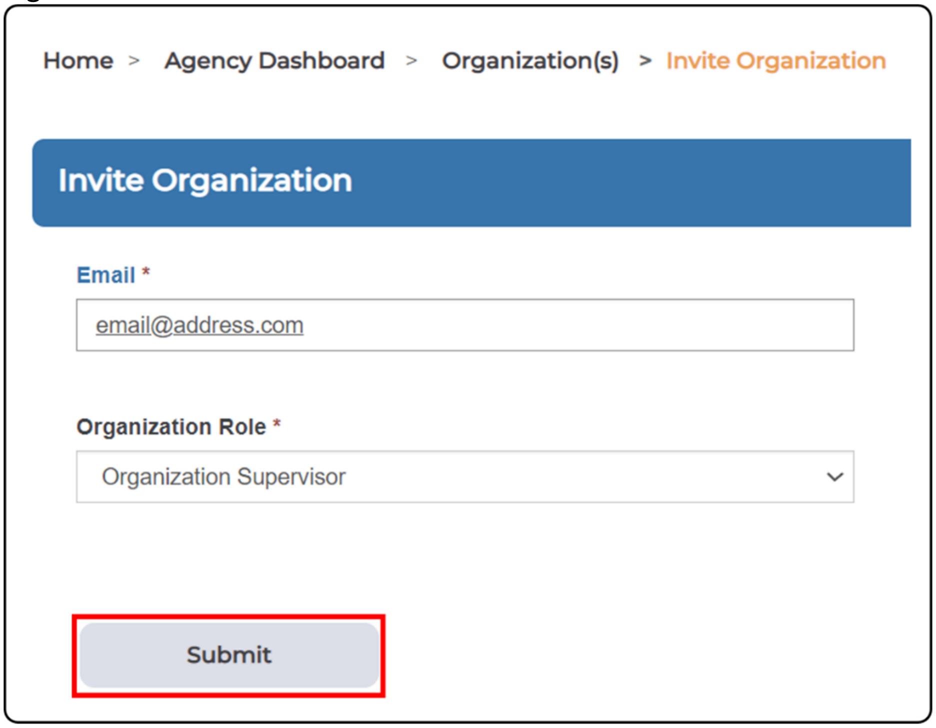


Notes:

- The first user for an arts organization should be an ‘Organization Supervisor’ who can coordinate inviting additional users as necessary.
- Please note that an ‘Organization Supervisor’ has full access to invite new organization users to CADAC, create their organization’s profile and input their organization’s financial and statistical information.

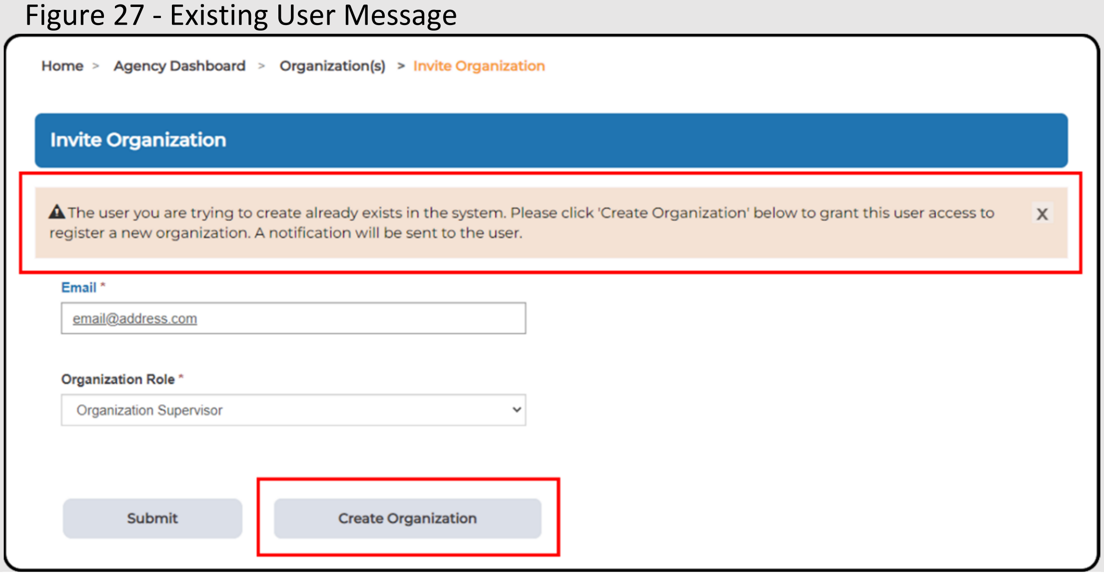
4. Click **Submit** (Figure 26).

Figure 26 - Submit



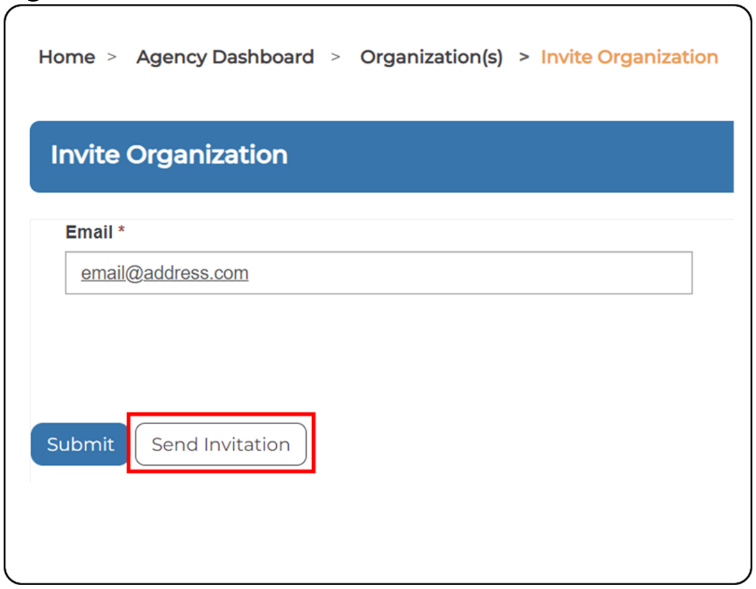
Note: After clicking on submit, CADAC will check to see if the user already exists in the system. If they do exist, you will receive a message indicating "The user you are trying to create already exists in the system. Please click **Create Organization** below to grant this user access to register a new organization. A notification will be sent to the user." (Figure 27).

Figure 27 - Existing User Message



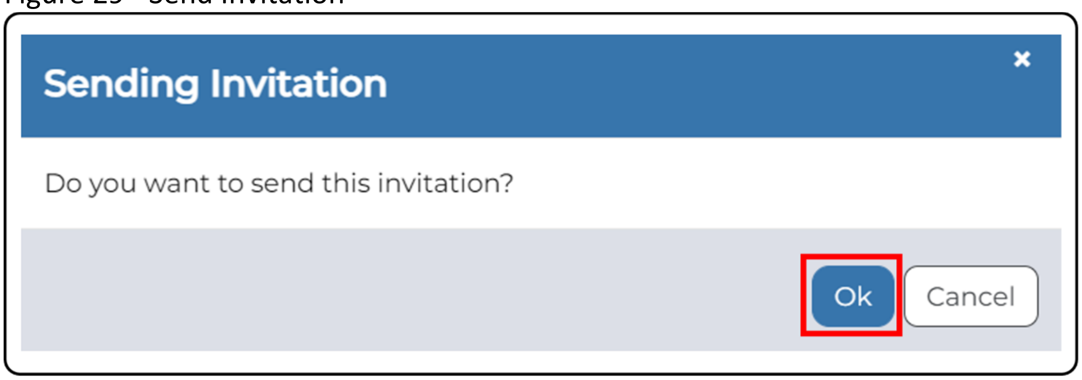
5. If they are a new user to CADAC, then a 'Send Invitation' button will appear (Figure 28). Click **Send Invitation**.

Figure 28 - Send Invitation



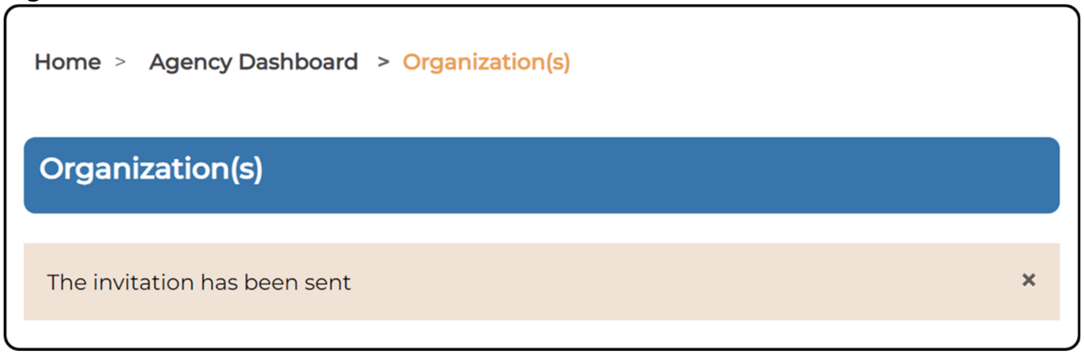
6. Click **Ok** to send the invitation (Figure 29).

Figure 29 - Send Invitation



7. A confirmation message will appear stating that your invitation has been sent (Figure 30).

Figure 30 - Sent Email Confirmation



An Invited User Cannot Find / Did Not Receive the Invitation Email
An agency can only invite a user once and send one single email invitation following the process outlined above. In some cases, a recently invited user may indicate that they never received their invitation email. Please instruct the user to check their junk mail, trash, and spam filters. Additionally, they can search their email for the term 'CADAC' and hopefully find the email. However, if a user still cannot find the email, please contact CADAC support at cadacinfo@cadac.ca and a CADAC staff member can send another email invitation.

How to Support Organizations in Assigning Disciplines, Specializations, and Practices
In CADAC, disciplines, specializations (if applicable) and practices (if applicable) are used to categorize organizations for the purpose of statistical analysis. When a user is completing their organization profile, they will need to select a discipline and one or more relevant specialization(s), and practice(s). If the discipline remains unassigned, data for the organization is excluded from all aggregate reports. An organization can update and modify their discipline, specialization(s), and practice(s) at any time.
As a funding agency, it is beneficial to ensure that the arts organizations have selected appropriate disciplines, specializations, and practices. This will improve the quality and depth of reporting provided to both the arts organization and to funding agencies.

3.1.3 VIEWING ARTS ORGANIZATION INFORMATION

How to View and / or Add Notes in an Organization's profile

CADAC and Funding Agency users can view and add notes to an arts organization profile in the CADAC system. Notes are a great tool allowing both CADAC and Agency staff to share information relevant to an arts organization. Arts organizations are not able to see these notes, only CADAC and Agency users.

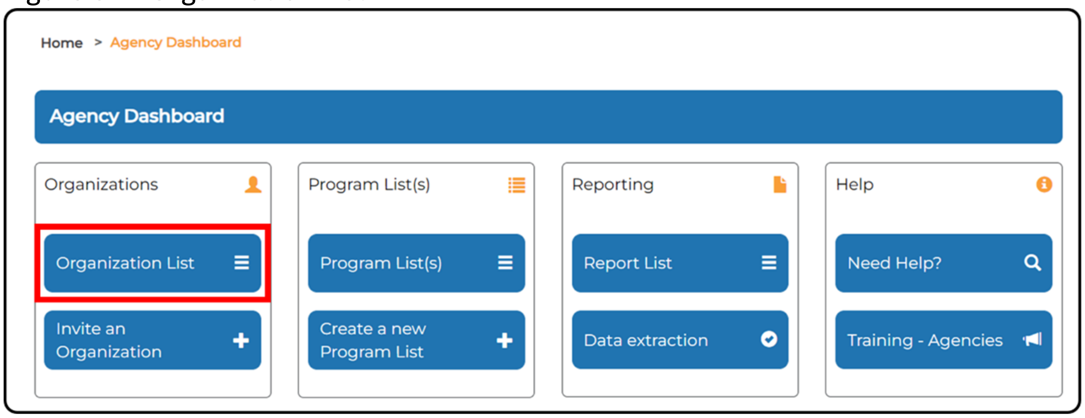
How to View Notes in an Arts Organization's Profile
To view all notes associated with an arts organization, follow the steps outlined below:

1. From the menu bar click on **Agency Dashboard** (Figure 31).

Figure 31 - Agency Dashboard

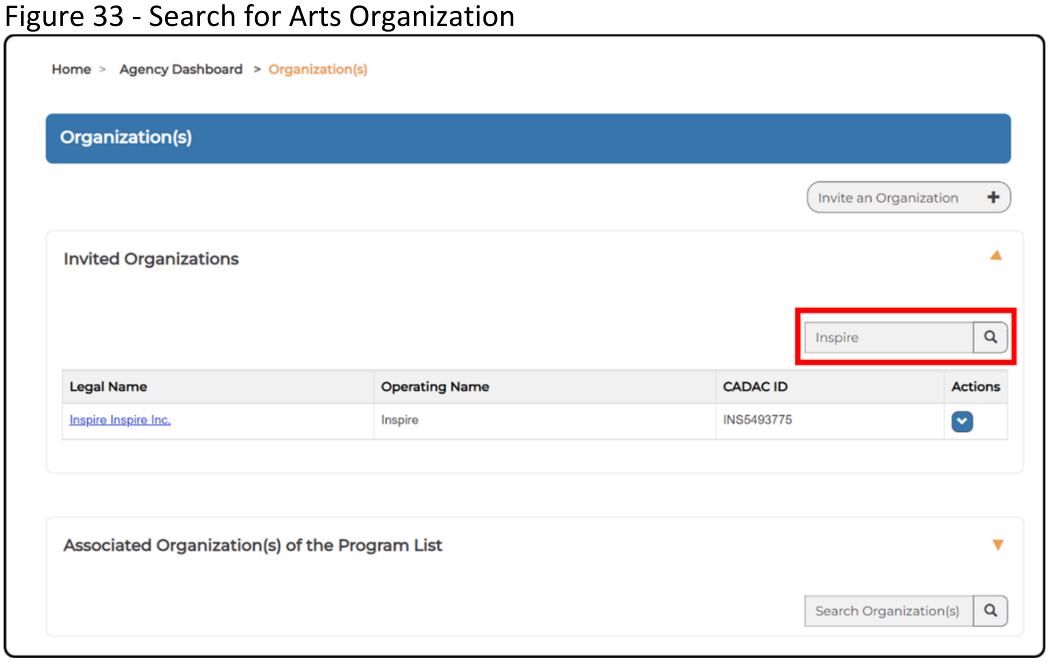
2. From the *Agency Dashboard* click on **Organization List** (Figure 32).

Figure 32 - Organization List



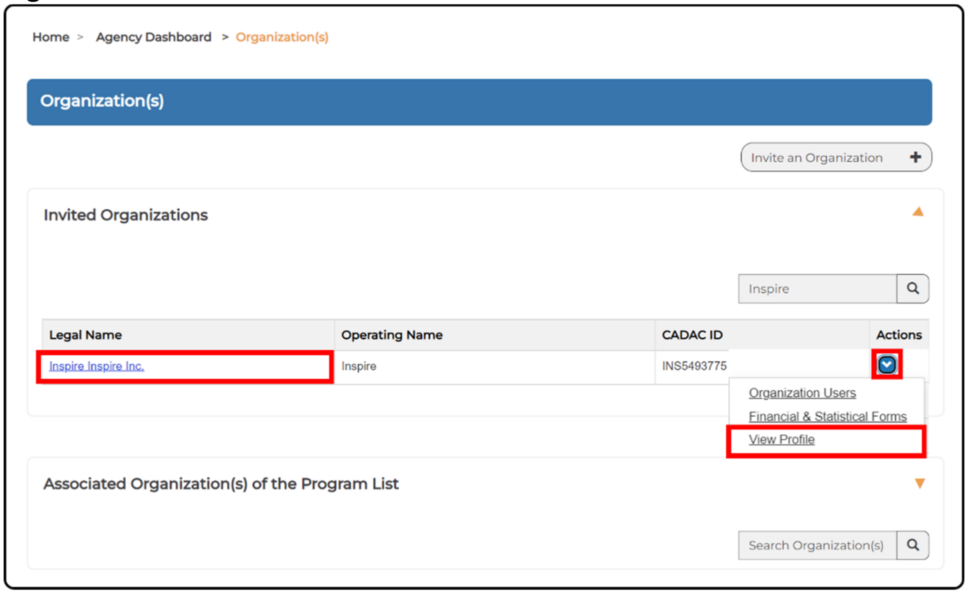
3. Search for or select the organization you wish to view. Note that you can view notes for organizations in both lists: *Invited Organization* and *Associated Organization(s) of the Program List* (Figure 33).

Figure 33 - Search for Arts Organization



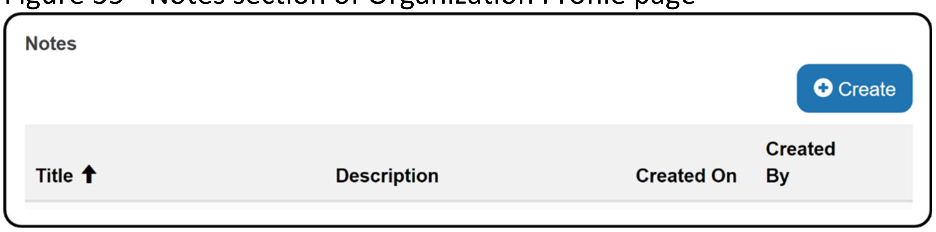
4. Click on the organization's **legal name** or on **View Profile** from the Actions dropdown menu (Figure 34).

Figure 34 - View Profile



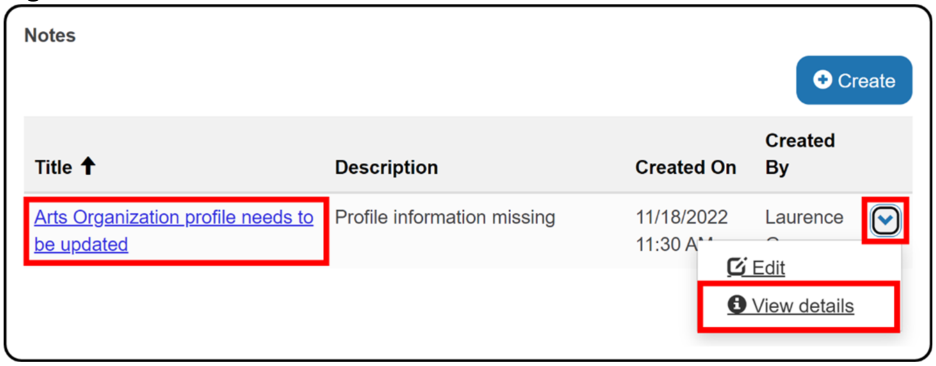
5. From the *Organization Profile* page, scroll down to the Notes section. Here you can view and sort by Title, Description, Created On, and Created by (Figure 35).

Figure 35 - Notes section of Organization Profile page



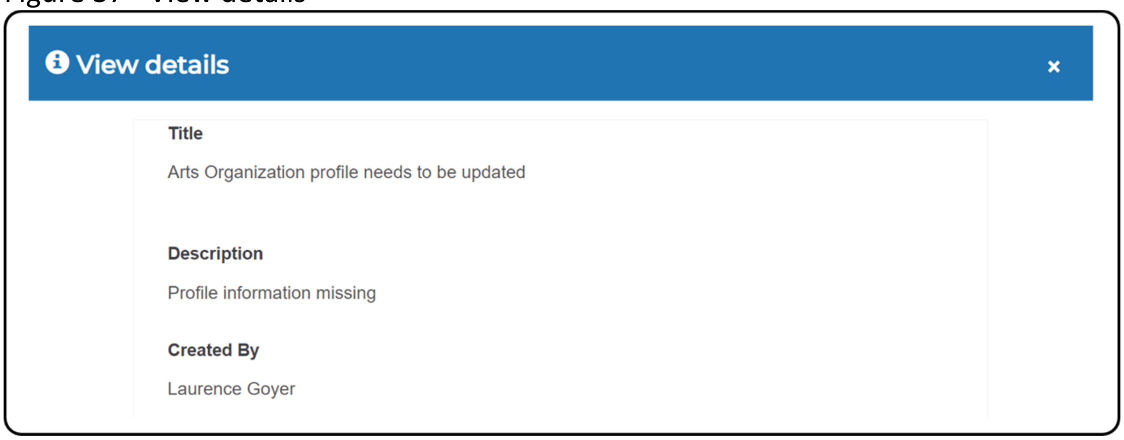
6. In the Notes section, you can click on the **note's title** or on **View details** from the Actions dropdown menu for the entry you wish to view (Figure 36).

Figure 36 - Notes section



7. The *View details* pop-up will display (Figure 37).

Figure 37 - View details



How to Add Notes to an Arts Organization

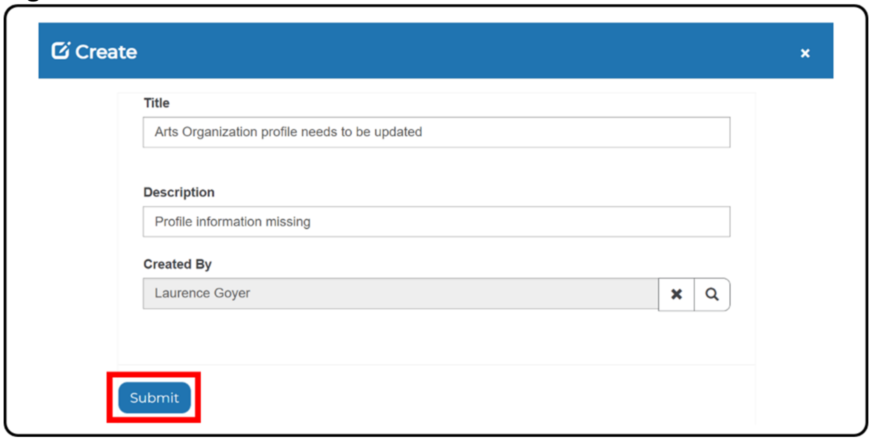
To add a note to an arts organization, follow the steps outlined below:

1. With an arts organization's profile open (see section above for instructions on how to open a profile) scroll to the Notes section and click on the **Create** button (Figure 38).

Figure 38 - Notes Section

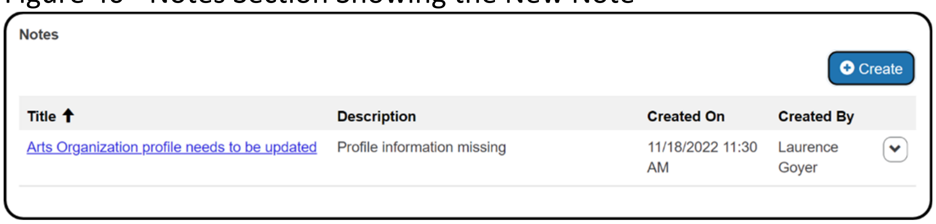
2. Enter the Title and Description fields and click the **Submit** button (Figure 39).

Figure 39 - Create Note



3. You will be redirected to the *Organization Profile* page's Notes section and the note will appear (Figure 40).

Figure 40 - Notes Section Showing the New Note



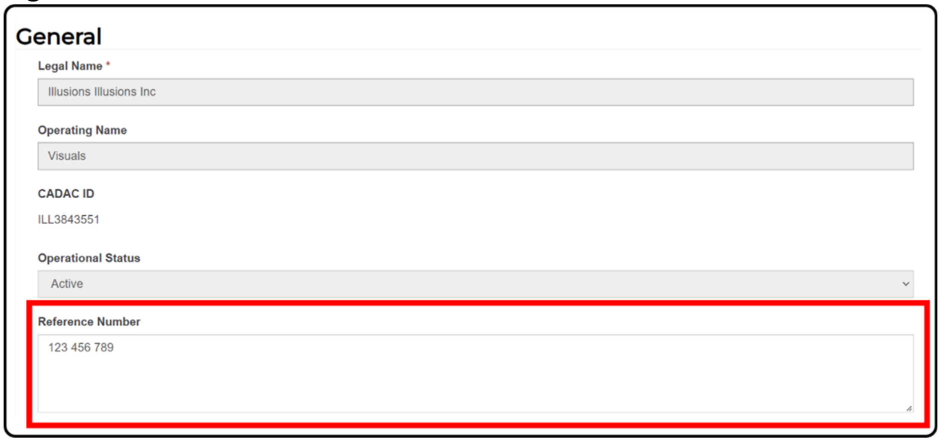
How to Add a Reference Number on an Arts Organization's Profile

Agency users can record reference numbers (identifiers) in Arts Organizations' profiles in the "reference number" field. This information is only visible by Agency users and CADAC analysts. It can be used to record file numbers, grant application numbers, client IDs, etc., for easy referencing to their grants management systems.

To add a reference number to an arts organization's profile, follow the steps outlined below:

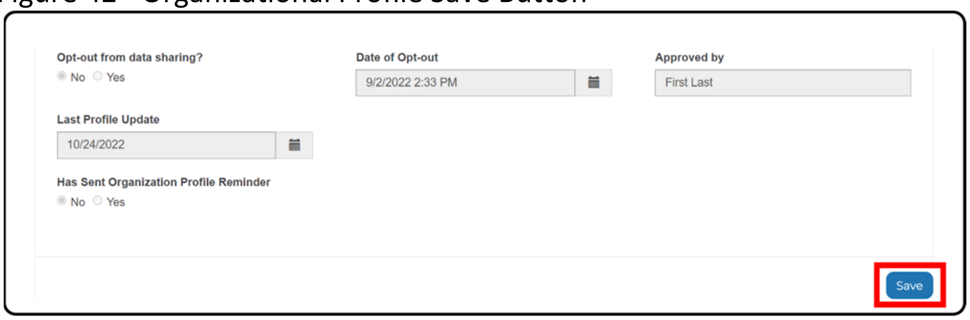
1. With an arts organization's profile open (see section above for instructions on how to open a profile) scroll to the Reference Number section and enter a reference number or other relevant details into the comment box (Figure 41).

Figure 41 - Reference Number section



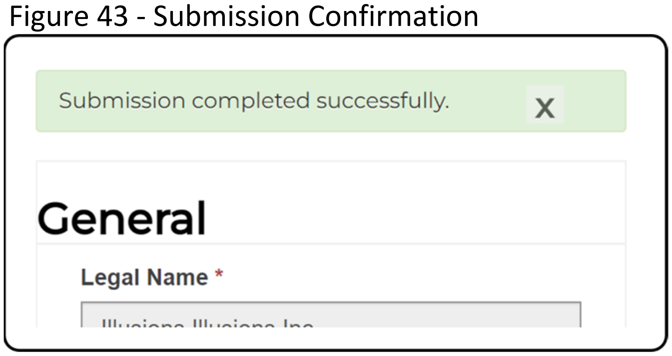
2. Once you have typed your entry into the Reference Number section, scroll down to the bottom of the *Organizational Profile* page and click **Save** (Figure 42).

Figure 42 - Organizational Profile Save Button



3. You will receive confirmation that your entry was successfully submitted (Figure 43).

Figure 43 - Submission Confirmation



3.2 MANAGING PROGRAM LISTS

3.2.1 OVERVIEW OF PROGRAM LISTS

What are Program Lists?

A program list is a list of organizations applying or receiving funding from a specific program. It is used to specify the application and reconciliation deadlines and the program officers responsible for that program. They are also used to generate reports and extracts. An agency must have an organization's CADAC ID to add them to a program list and access its profile information and its financial and statistical forms. Organizations may be included on more than one program list.

What Role do Program Lists Play in the Reconciliation Process?

The program list plays a crucial role in initiating the reconciliation process within CADAC. The reconciliation process only begins once the application date has passed for a program. At this point the CADAC team knows they can start the reconciliation process of the organizations part of that program list, with the goal of completing the process within 6-8 weeks.

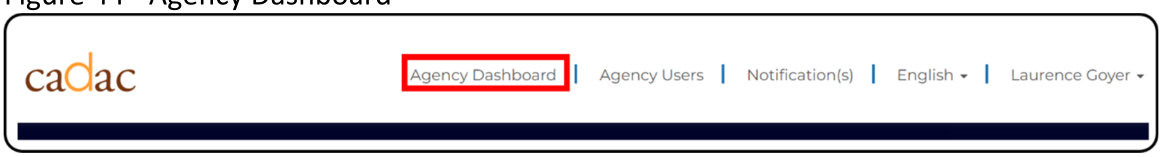
3.2.2 CREATING AND MANAGING A PROGRAM LIST

How to Create a Program List

To manually create a program list, please follow the steps outlined below:

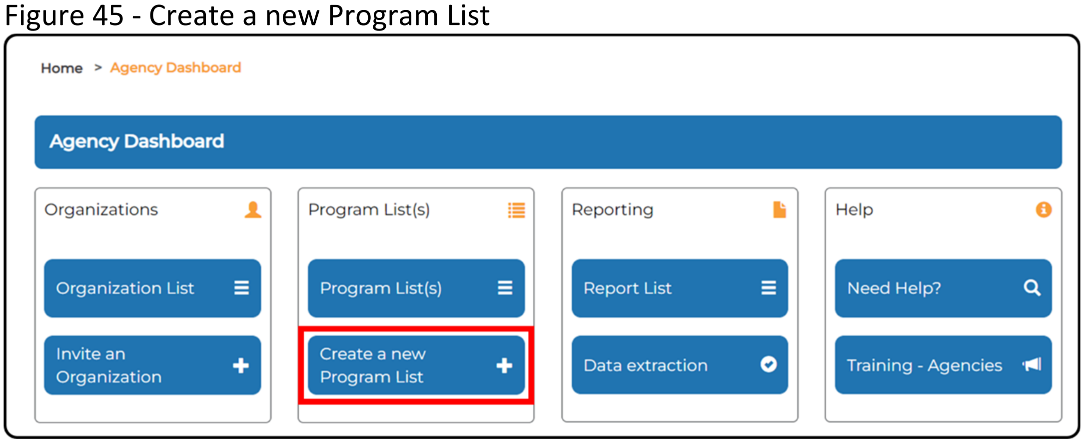
1. Login to CADAC and click on **Agency Dashboard** (Figure 44)

   Figure 44 - Agency Dashboard



2. Click on the **Create a new Program List** button (Figure 45)

   Figure 45 - Create a new Program List

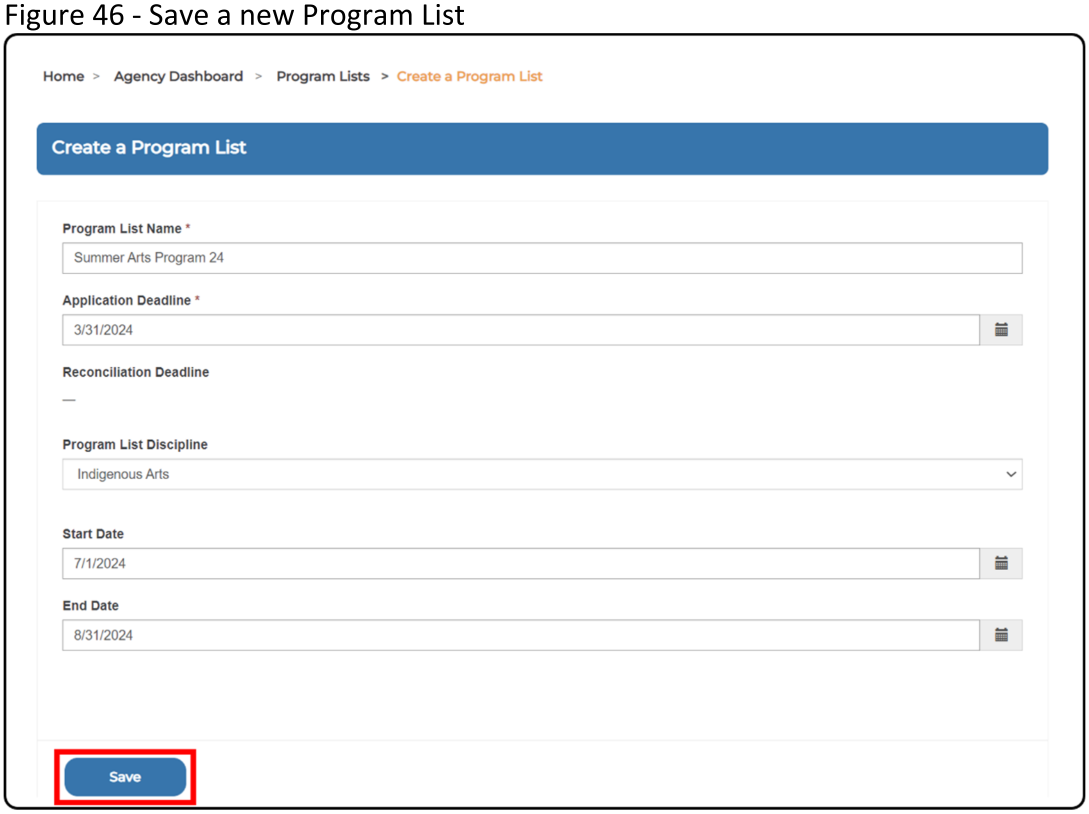


3. Input the following fields (Figure 46):

    a. Program List Name
        i. When naming a Program List, please include the year, the name of your Agency and the name of the program.
    b. Application Deadline
        i. Final date an art organization can apply to your program.
    c. Reconciliation Date
        i. Note the reconciliation date will automatically set to 2 months after the application deadline. This date will only populate once you submit your program list.
    d. Program List Discipline
        i. The discipline which best fits your program.
    e. Start Date
        i. The first day of your funding program.
    f. End Date
        i. The final day of your funding program.

4. Click the **Save** button (Figure 46).

Figure 46 - Save a new Program List

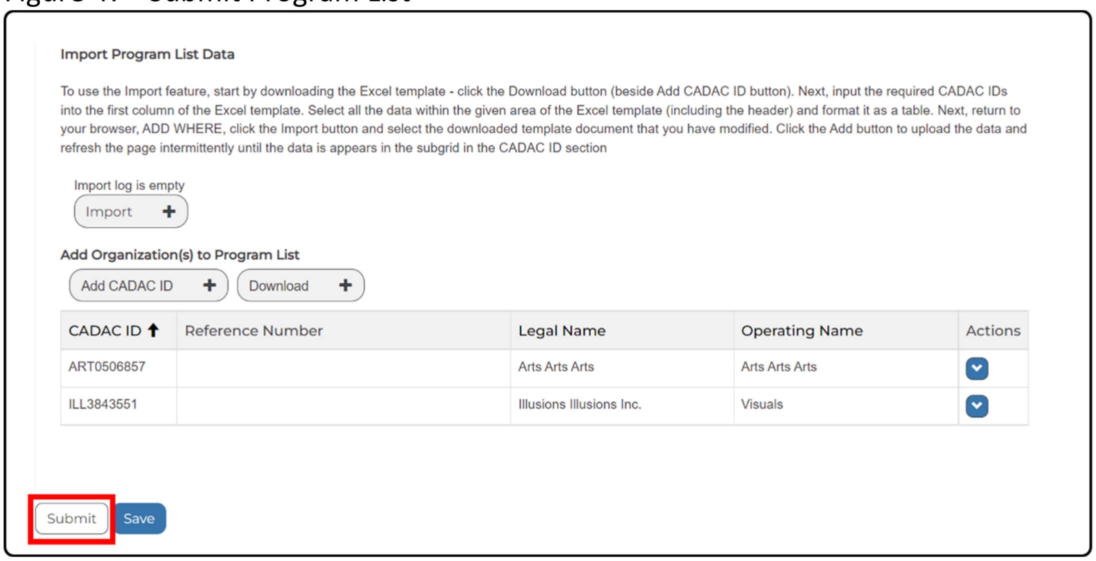


5. You will now be taken the *Edit Program List* page and you should see the name of your program list at the top. From this page you will be able to:
   a. Edit your program list.
   b. Manually add arts organizations.
   c. Import arts organizations in bulk.

6. Once you have added arts organizations to your program list and are ready to submit the Program List to CADAC (to initiate the reconciliation process), you can do so by clicking on the **Submit** button at the bottom of your program (Figure 47).

Note: You can still make changes to a submitted Program List.

Figure 47 - Submit Program List

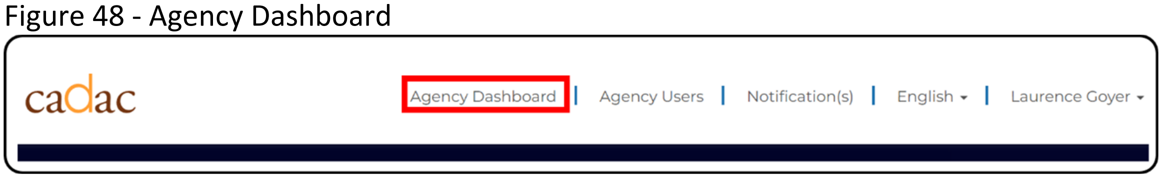


How to Add an Agency User to a Program List

To add an agency user to a program list you need to *Edit the Program List*. To edit a program list, we need to login to CADAC, go to the Agency Dashboard, view the program list, and select the program list we want to edit. Detailed steps are provided below.

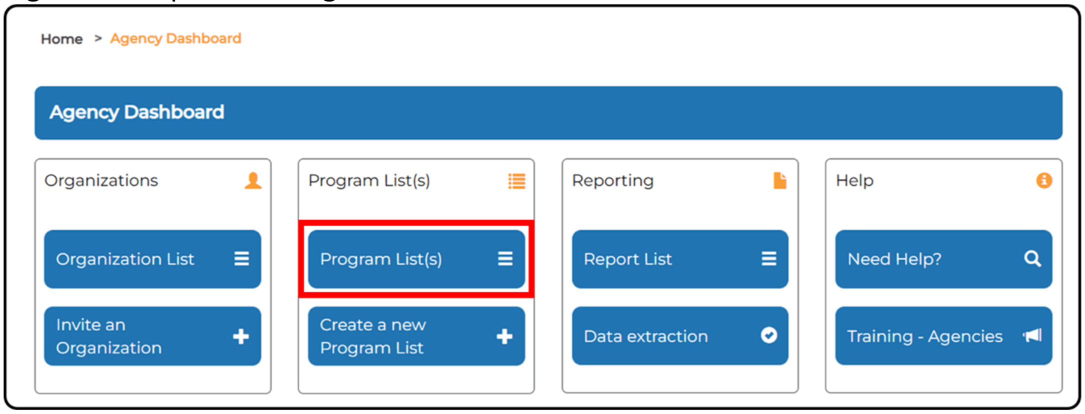
1. Login to CADAC and click on **Agency Dashboard** (Figure 48).

Figure 48 - Agency Dashboard



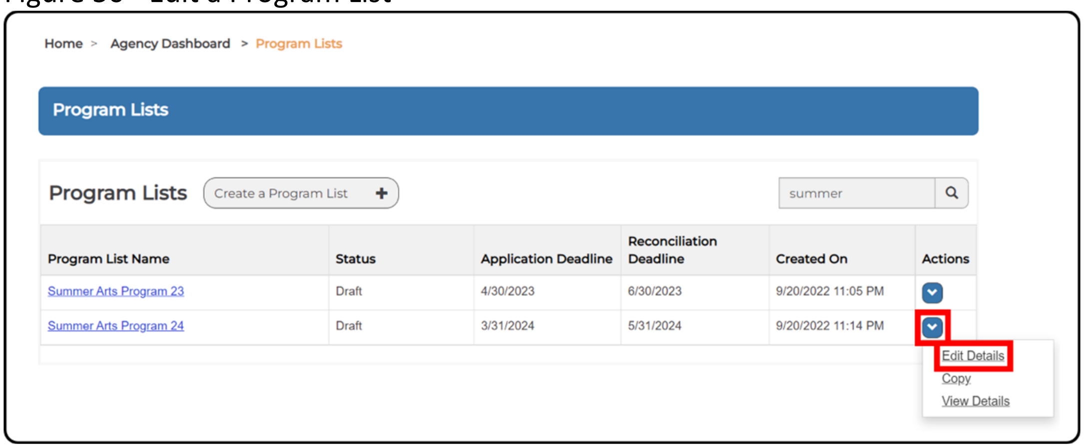
2. Click on the **Program List** button (Figure 49).

Figure 49 - Open the Program List



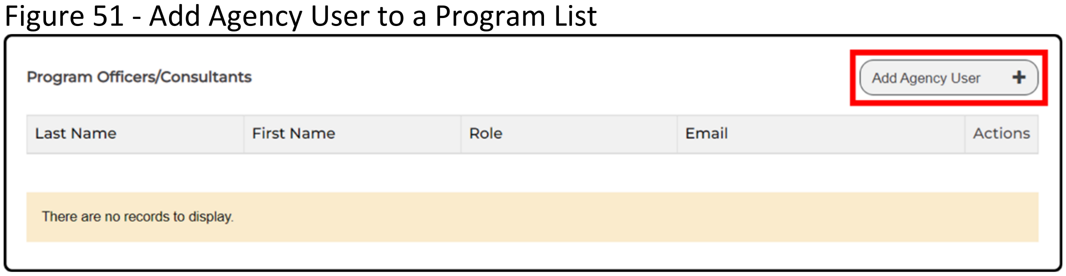
3. Search for / find the appropriate program you wish to edit and click on the **Edit Details** option from the action dropdown (Figure 50).

Figure 50 - Edit a Program List



4. Once you have the *Edit Program List* page open, you can now add agency users to the selected program list. To do this, click on the **Add Agency User** button in the *Program Officers/Consultants* section of the page (Figure 51).

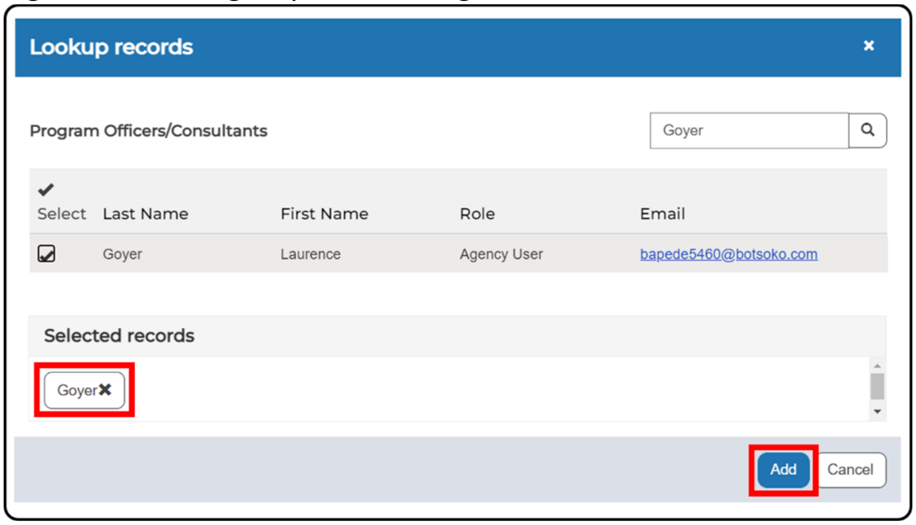
Figure 51 - Add Agency User to a Program List



5. This will open a window where you can search for agency users by name and add them to your program list. To add an agency user, click the check box beside each user you

wish to add. Note that you will also see a list of all users you are adding at the bottom of the window. If you are adding multiple users, this can be useful in keeping track of which ones you have already selected. When you have finished making your selections, click on the **Add** button (Figure 52).

Figure 52 - Add Agency User to Program List



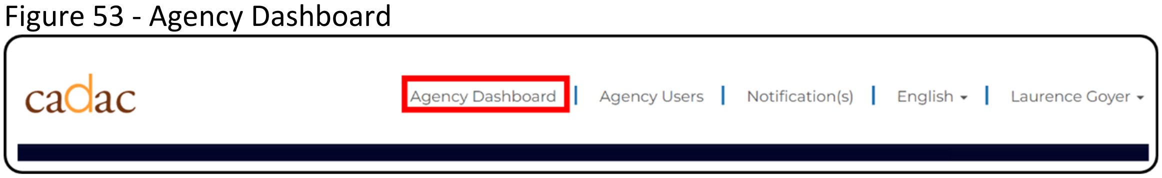
6. You will now be taken back to the *Edit Program List* window, and you should see the agency user you selected in the *Program Officer/Consultants* list.

How to Manually Add Arts Organizations to a Program List

To add arts organization(s) to a program list you need to *Edit the Program List*. To edit a program list, we need to login to CADAC, go to the Agency Dashboard, view the program list, and select the appropriate program to edit. Detailed steps are provided below.

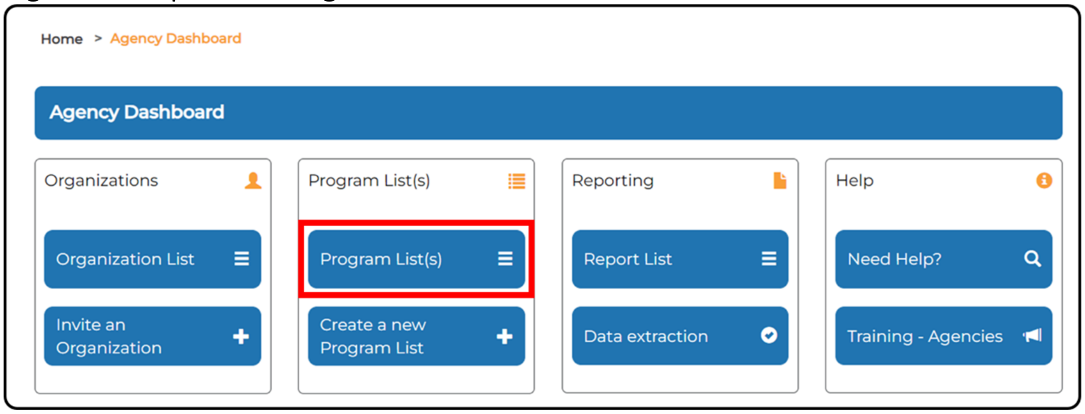
1. Login to CADAC and click on **Agency Dashboard** (Figure 53).

Figure 53 - Agency Dashboard



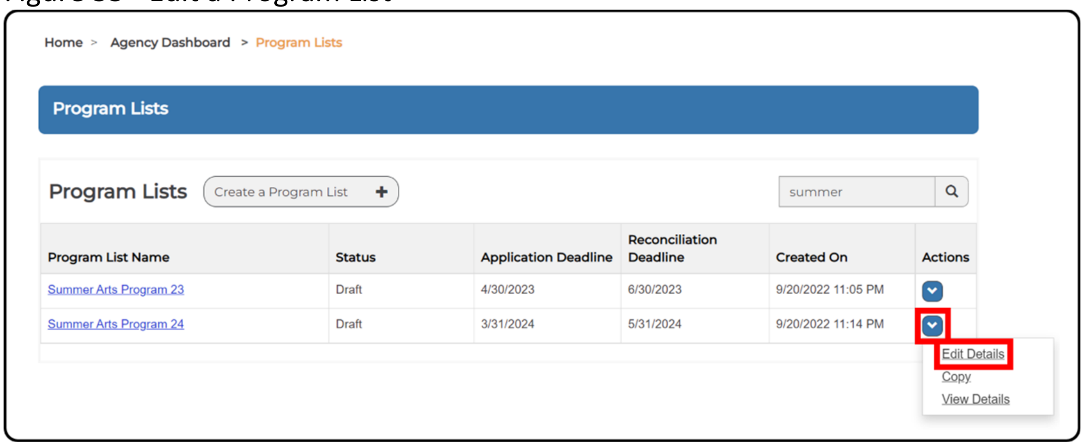
2. Click on the **Program List(s)** button (Figure 54).

Figure 54 - Open the Program List



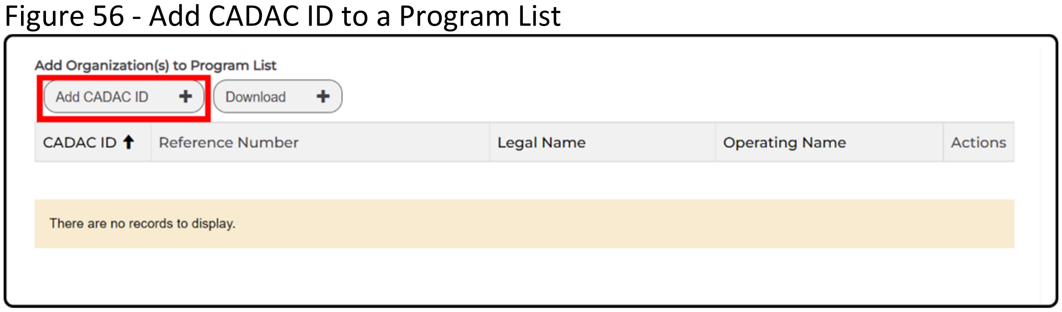
3. Search for / find the appropriate program you wish to edit and click on the **Edit Details** option from the action dropdown (Figure 55).

Figure 55 - Edit a Program List



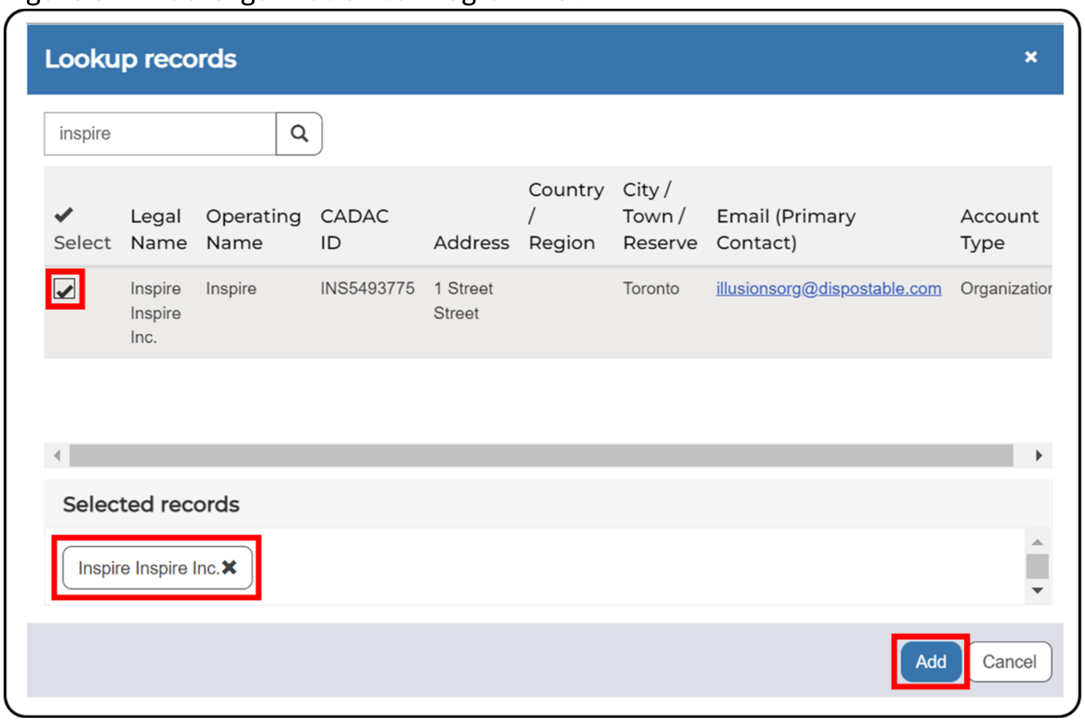
4. Once you have the *Edit Program List* page open, you can now manually add arts organizations to the selected program list. To do this click on the **Add CADAC ID** button in the *Add Organization(s) to Program List* section of the page (Figure 56).

Figure 56 - Add CADAC ID to a Program List



5. This will open a window where you can search for arts organizations by name or CADAC ID an add them to your program list. To add an arts organization, click the check box beside each organization you wish to add. Note that you will also see a list of all organizations you are adding at the bottom of the window. If you are adding multiple organizations this can be useful in keeping track of which ones are currently selected. When you have finished making your selections, click on the **Add** button (Figure 57).

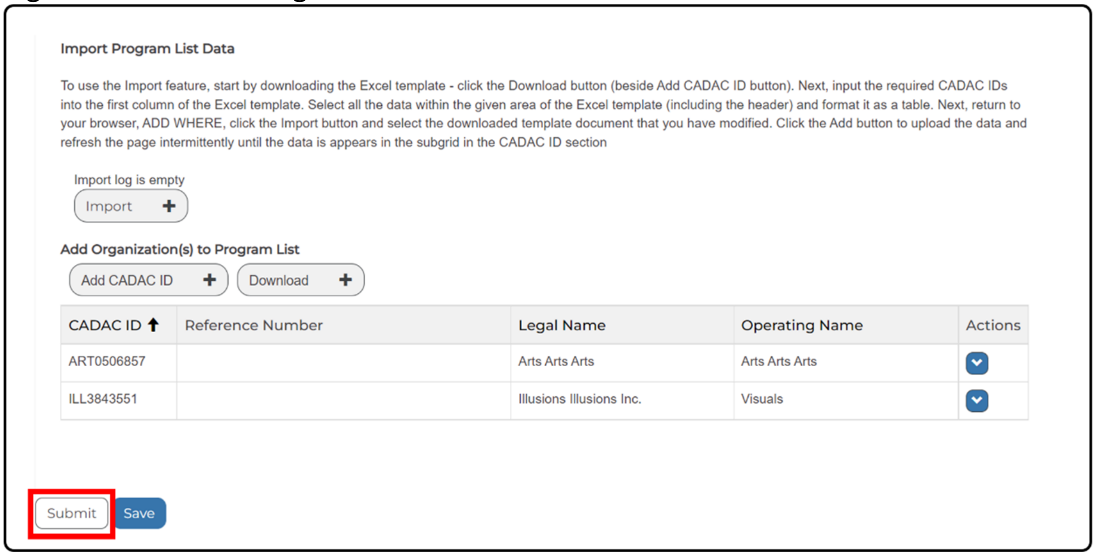
Figure 57 - Add Organization to Program List



6. You will now be taken back to the *Edit Program List* window, and you should see the organization(s) you selected in the program list.

7. Once you have added arts organizations to your program list and are ready to submit the Program List to CADAC (to initiate the reconciliation process), you can do so by clicking on the **Submit** button at the bottom of the page (Figure 58).

Figure 58 - Submit Program List



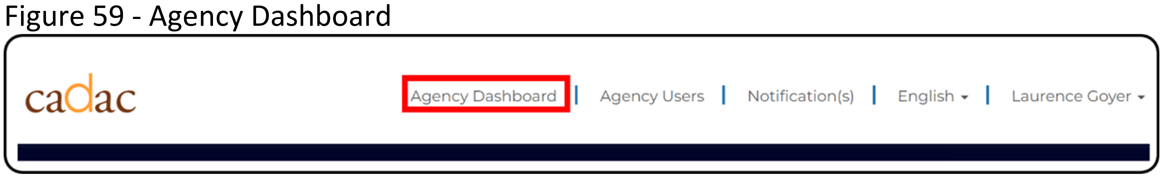
Note: At the moment, you can only manually add organizations that are already in your *Organization List.* To add new organizations (that are not in your *Organization List*) to a Program List, you will need to use the import function (see section below).

How to Import a Program List

The CADAC platform allows Agency's to import a Program List in bulk using the import feature. To add arts organization(s) to a program list using the import feature you need to *Edit the Program List*. To begin you will need to login to CADAC, go to the Agency Dashboard, view the program list, and select the appropriate program to edit. Detailed steps are provided below.

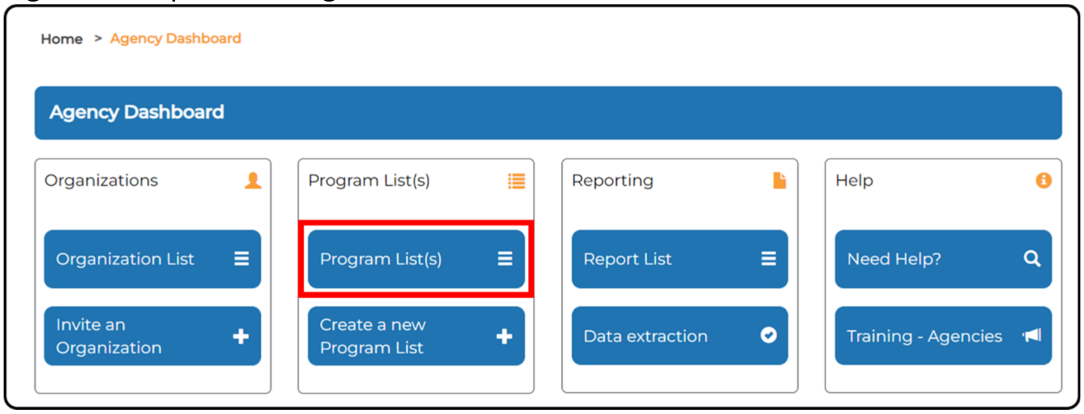
1. Login to CADAC and click on **Agency Dashboard** (Figure 59).

Figure 59 - Agency Dashboard



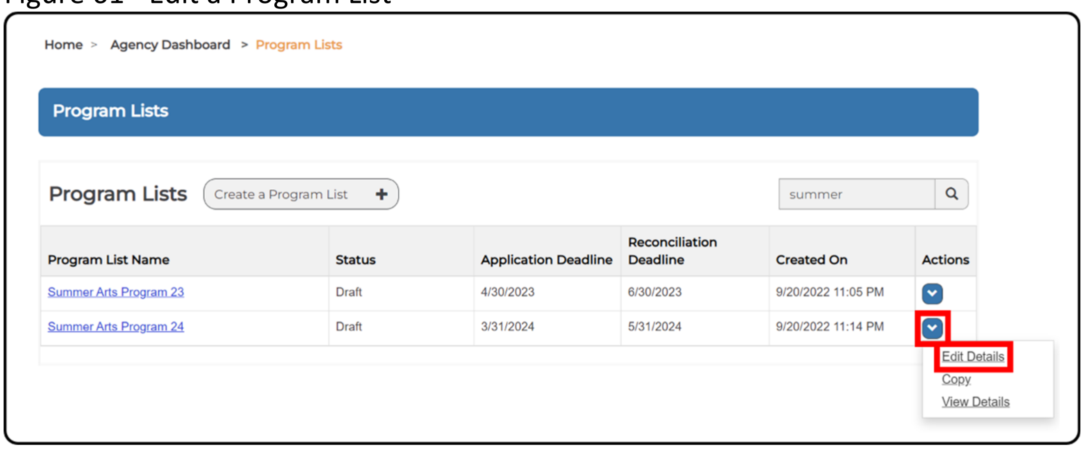
2. Click on the **Program List(s)** button (Figure 60).

Figure 60 - Open the Program List



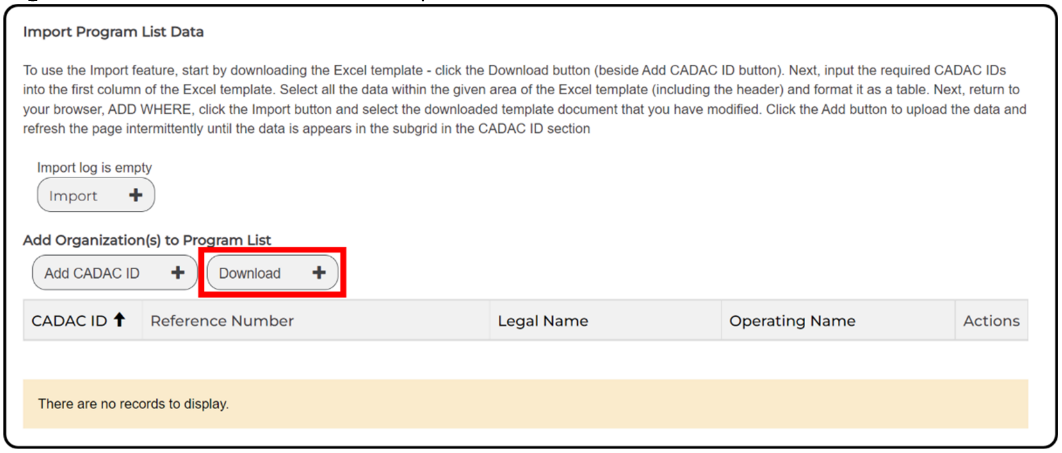
3. Search for / find the appropriate program list you wish to edit and click on the **Edit Details** option from the action dropdown (Figure 61).

Figure 61 - Edit a Program List



4. To use the Import feature, go down to the *Add Organization(s) to Program List* section and download the Excel template by clicking on the **Download** button (Figure 62).

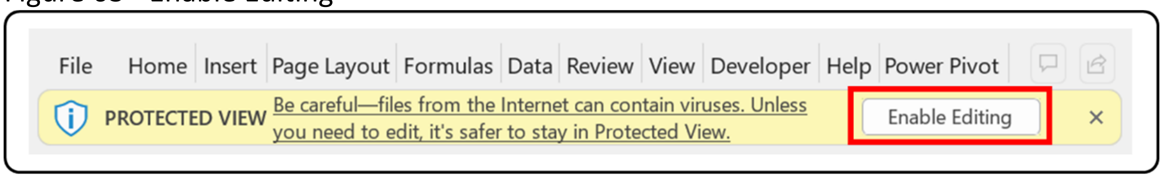
Figure 62 - Download Excel Template



5. Open the downloaded Excel file and click **Enable Editing** (Figure 63).

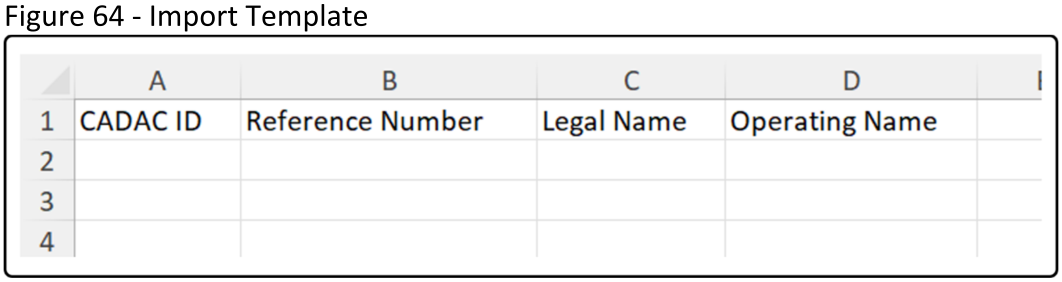
Note: If you cannot locate the downloaded file, go to your internet browser's Download page or use the shortcut Ctrl+J. You will be able to see the file and its location in your computer.

Figure 63 - Enable Editing



6. The excel template is a basic spreadsheet with a few columns. The only mandatory field required to enter is the CADAC ID field (Figure 64).

Figure 64 - Import Template

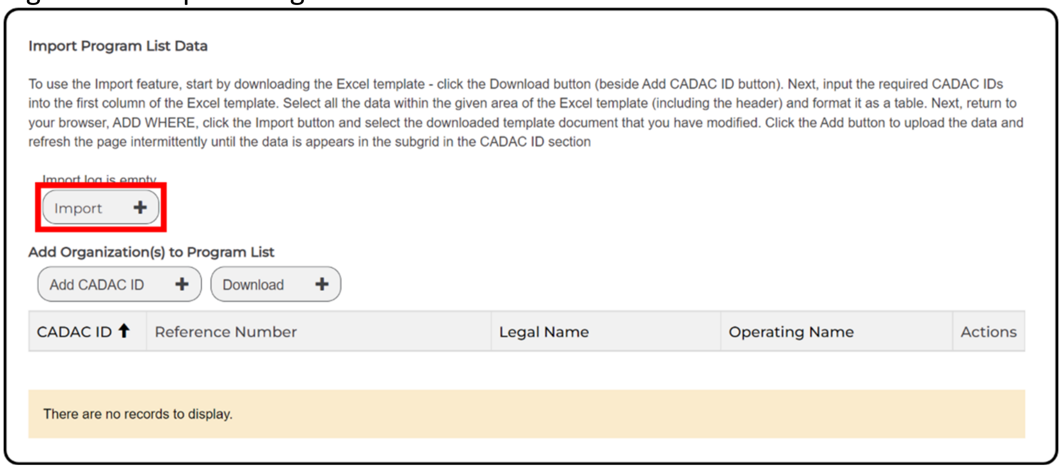


Column	DESCRIPTION
CADAC ID	Mandatory field which must contain the valid CADAC ID of any arts organizations you want to add to your program list.

Reference Number	Optional field ….
Legal Name	Optional field containing the legal name of the arts organization.
Operating Name	Optional field containing the operating name of the arts organization.

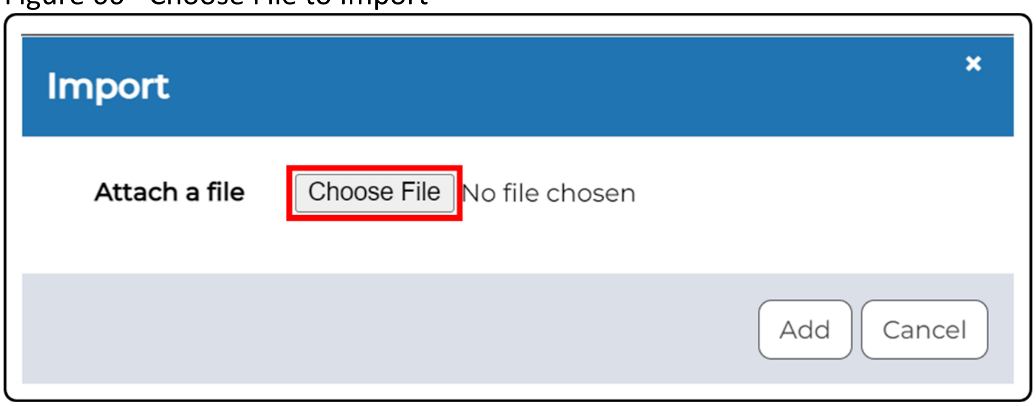
7. Once you have filled in the Excel template you need to import this into CADAC. To do this, click on the **Import** button in the *Edit Program List* page (Figure 65).

Figure 65 - Import Program List



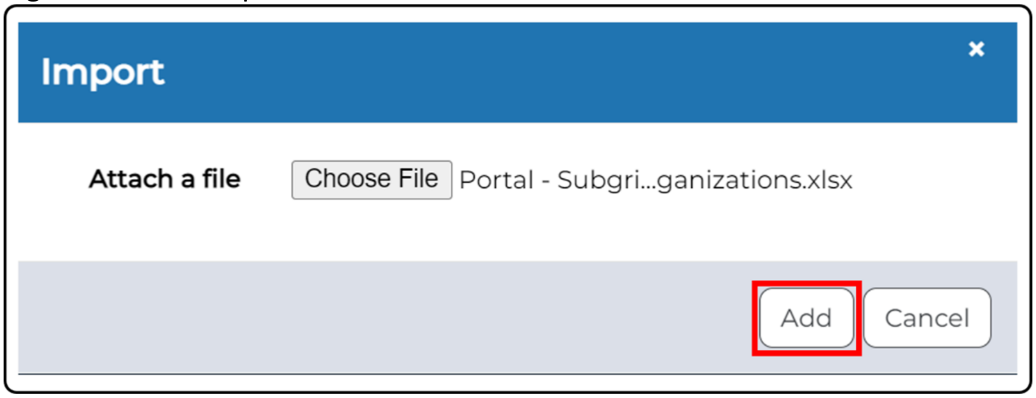
8. Next you need to choose the file to import by clicking on the **Choose File** button (Figure 66).

Figure 66 - Choose File to Import



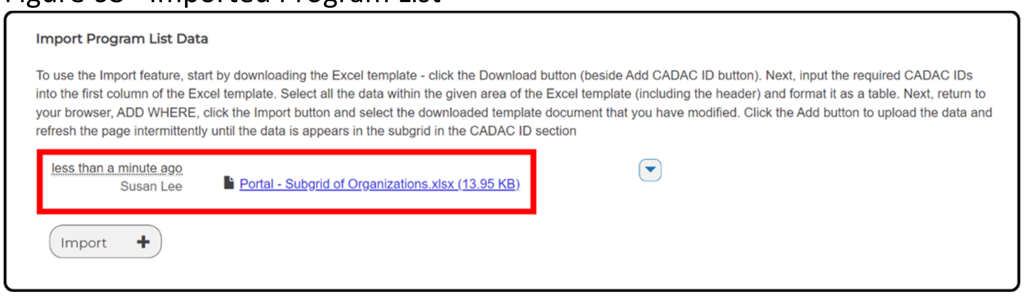
9. Once you have selected your file click on the **Add** button (Figure 67).

Figure 67 - Add Import File



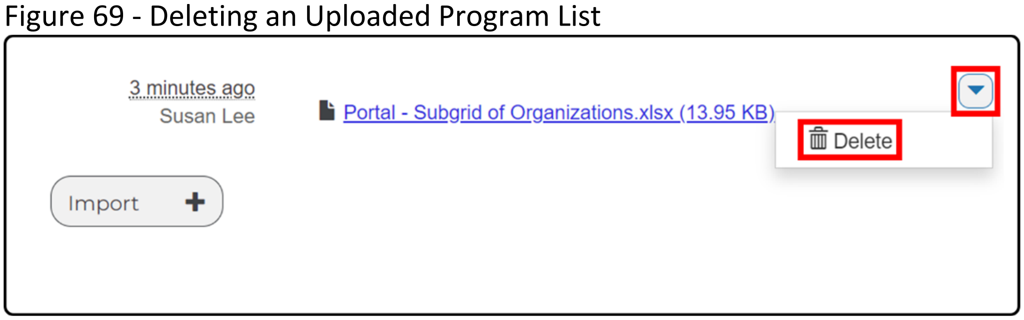
10. Once you have added your import list, you should see it reflected in the *Edit Program List* page. CADAC will also indicate which user imported the program list and provide the date and time of when the list was uploaded (Figure 68).

Figure 68 - Imported Program List



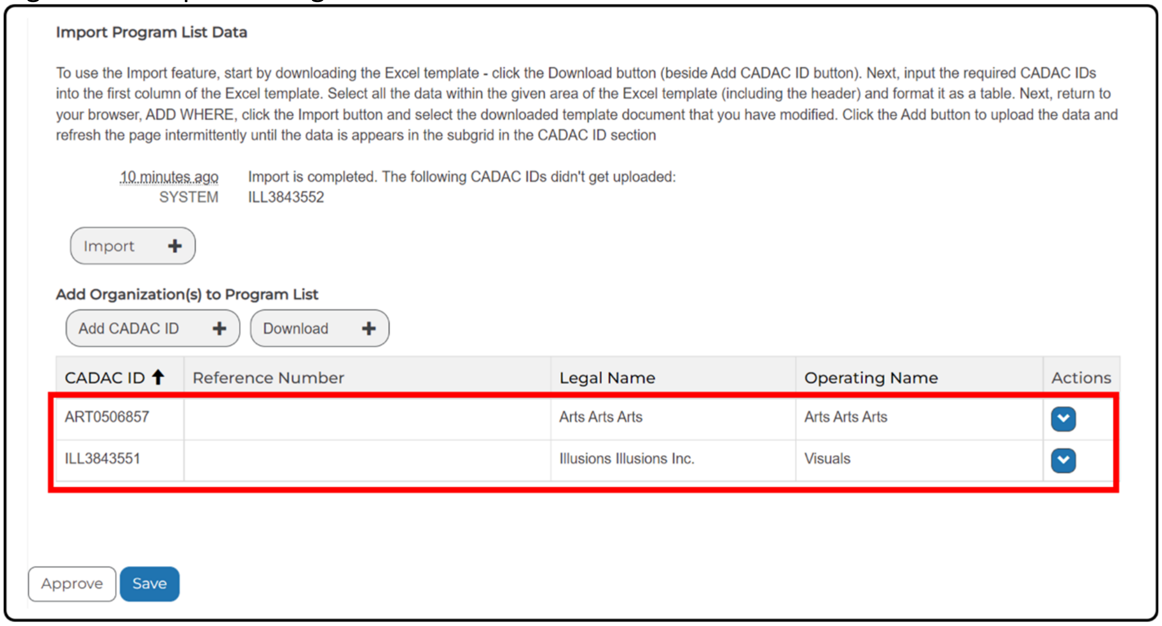
11. If you need to remove your import list, you can click on the dropdown arrow and click on **Delete** (Figure 69).

Figure 69 - Deleting an Uploaded Program List



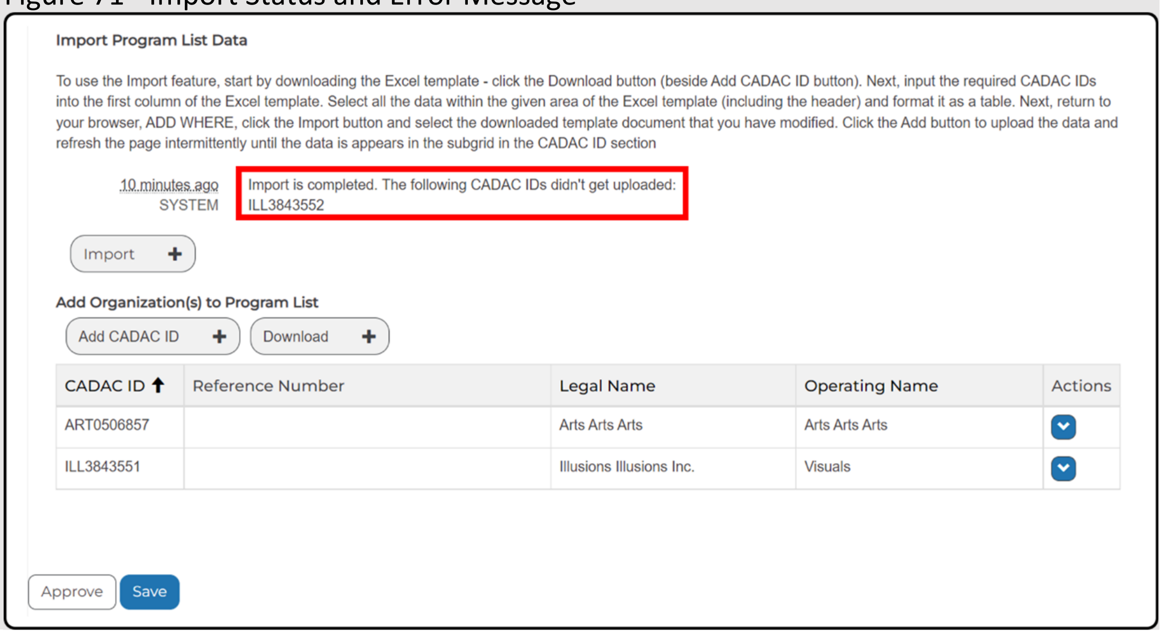
12. Once you have uploaded your import list, the CADAC platform will process your imported program lists. **You may need to click on your browser's refresh button.** The program list page will reload and will now show you all successfully loaded organizations. In the screenshot below, we can see that two arts organizations were successfully added to our program list (Figure 70).

Figure 70 - Imported Organizations



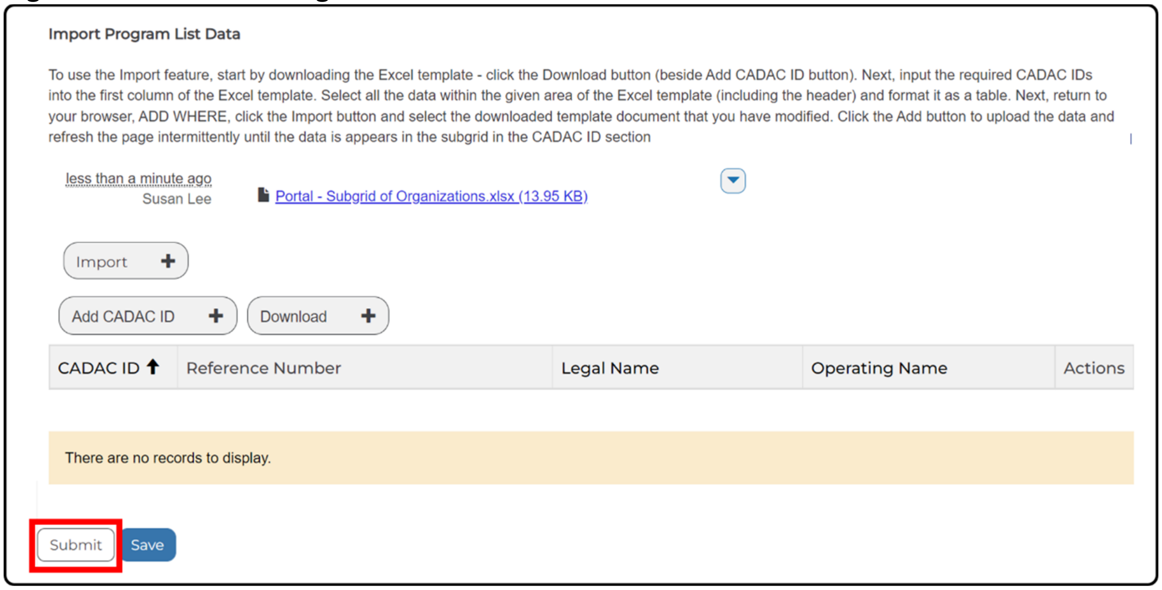
Note: Once your import has completed, you will receive a notification regarding the import process. If any of your CADAC IDs failed to load, you will receive a notification and will be provided with the IDs which failed to load into your program list. In the screenshot below, we see that the import has completed, and one of the CADAC IDs failed to upload (Figure 71).

Figure 71 - Import Status and Error Message



13. Once you have added arts organizations to your program list and are ready to submit the Program List to CADAC (to initiate the reconciliation process), you can do so by clicking on the **Submit** button at the bottom of your program (Figure 72).

Figure 72 - Submit a Program List

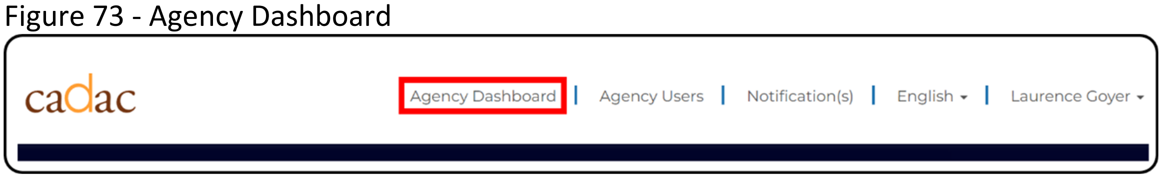


How to Modify a Program List

To edit the details of or add arts organization(s) to an existing program list, you need to *Edit the Program List*. To edit a program list we need to login to CADAC, go to the Agency Dashboard, view the program list, and select the appropriate program to edit. Detailed steps are provided below.

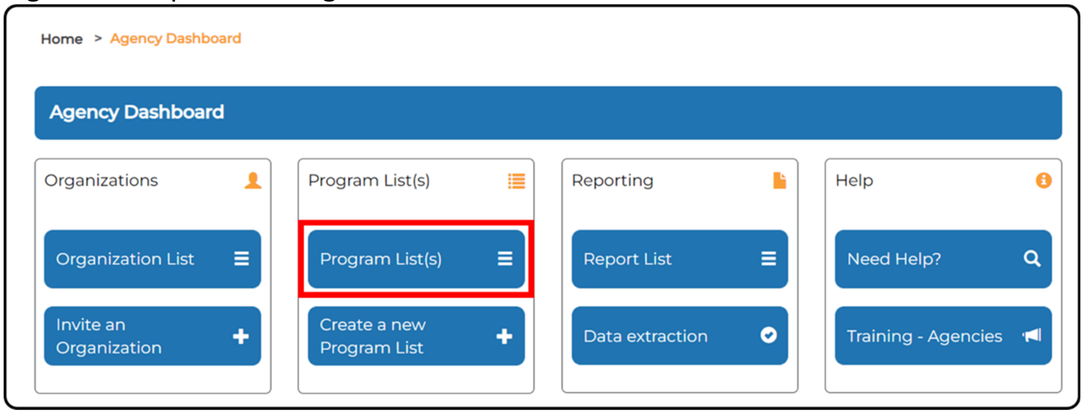
1. Login to CADAC and click on **Agency Dashboard** (Figure 73).

Figure 73 - Agency Dashboard



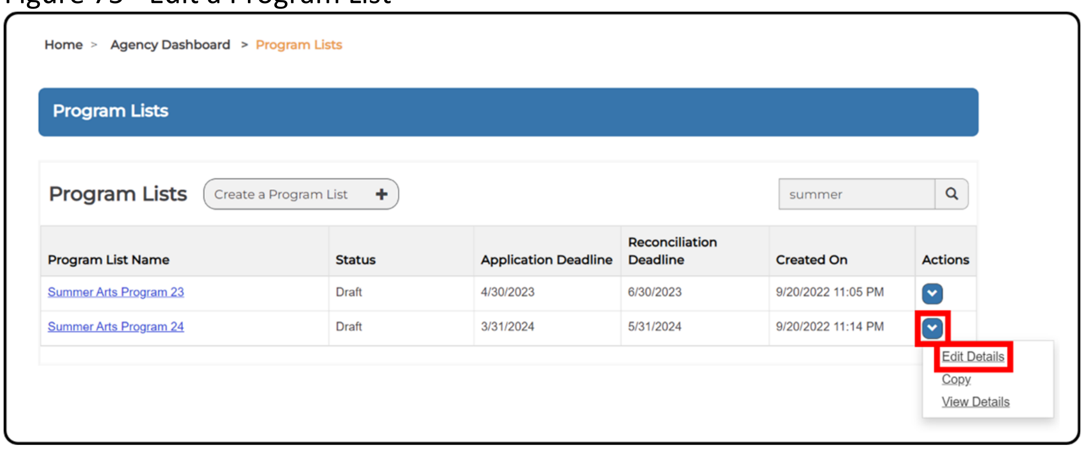
2. Click on the **Program List(s)** button (Figure 74).

Figure 74 - Open the Program List



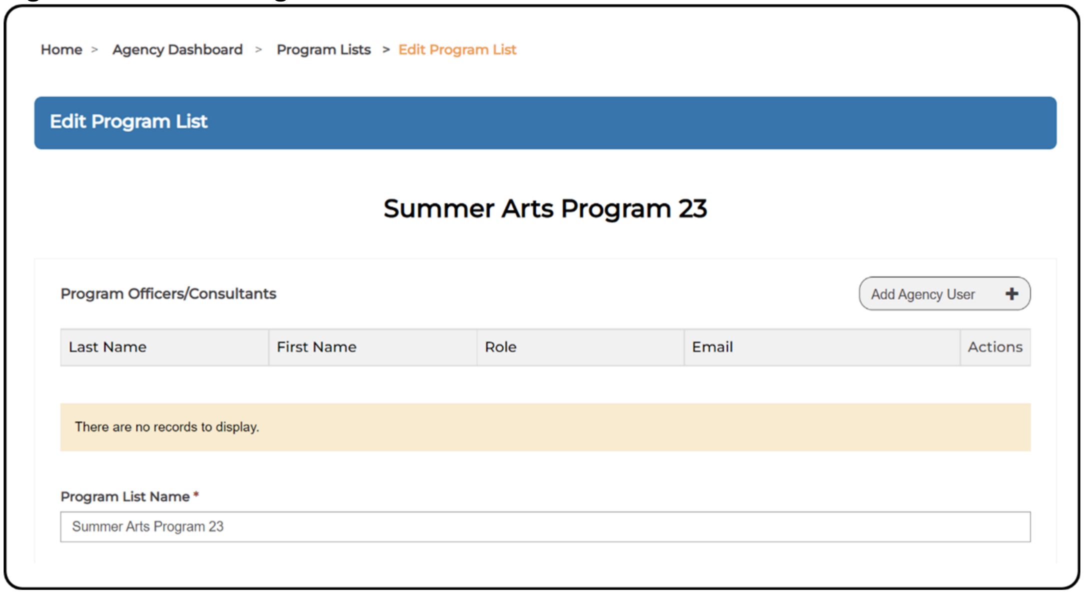
3. Search for / find the appropriate program you wish to edit and click on the **Edit Details** option from the action dropdown (Figure 75).

Figure 75 - Edit a Program List



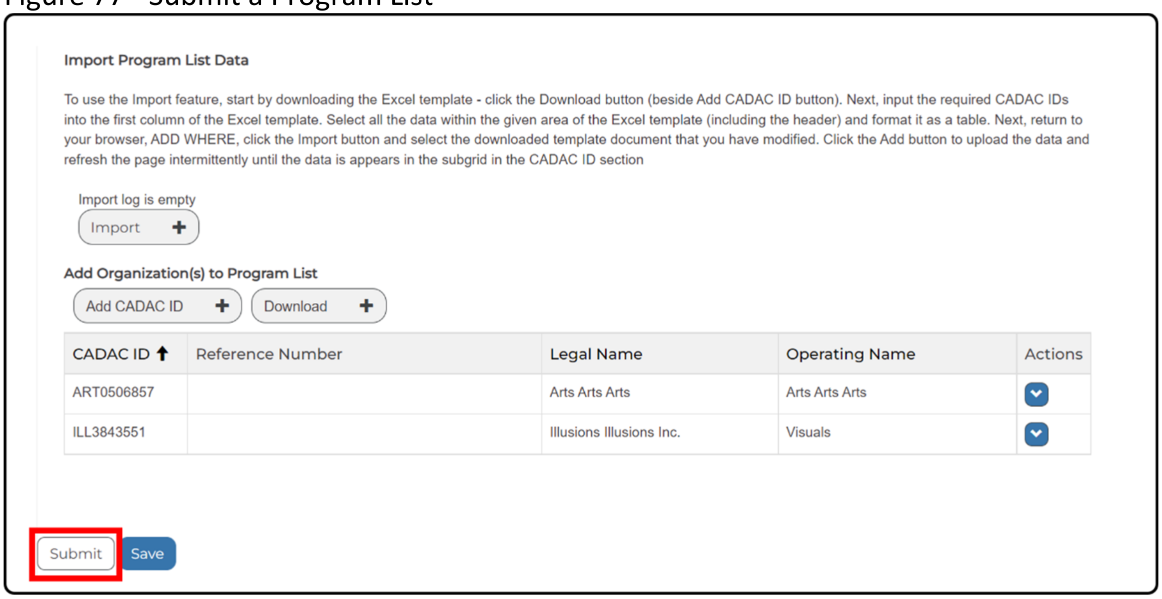
4. Once you have the *Edit Program List* page open, you can now edit all aspects of your program list (Figure 76).

Figure 76 - Edit a Program List



5. Once you have finalized your program list and are ready to submit it to CADAC (to initiate the reconciliation process), you can do so by clicking on the **Submit** button at the bottom of the page (Figure 77).

Figure 77 - Submit a Program List

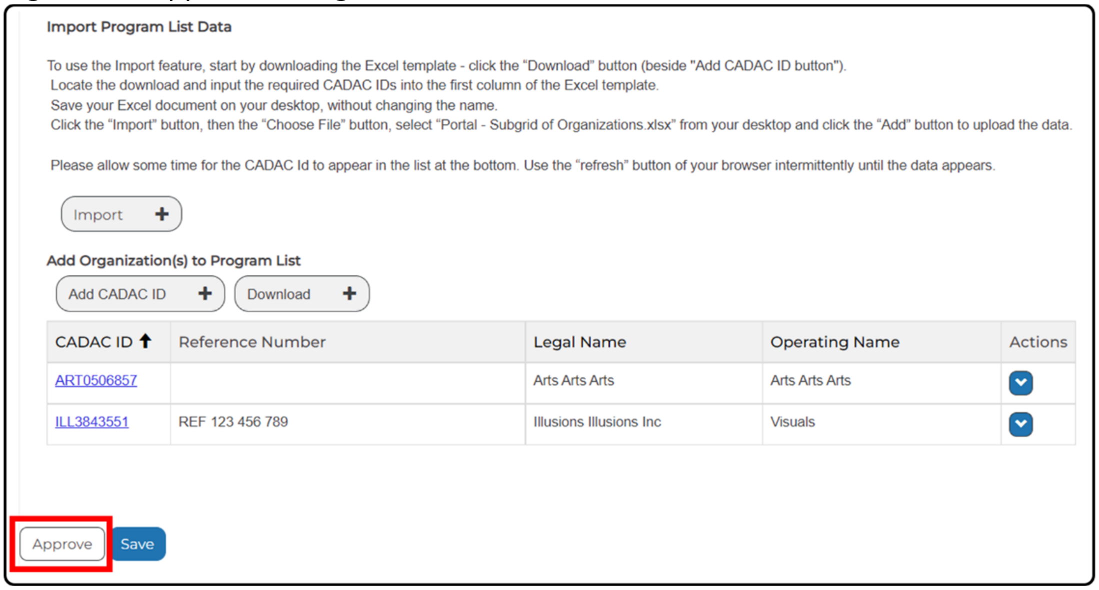


Approving a Submitted Program List

Once a program list is finalized and the list of funded / successful organizations is confirmed, the Agency User can clean up the program list by removing the unfunded / unsuccessful organizations from the list.

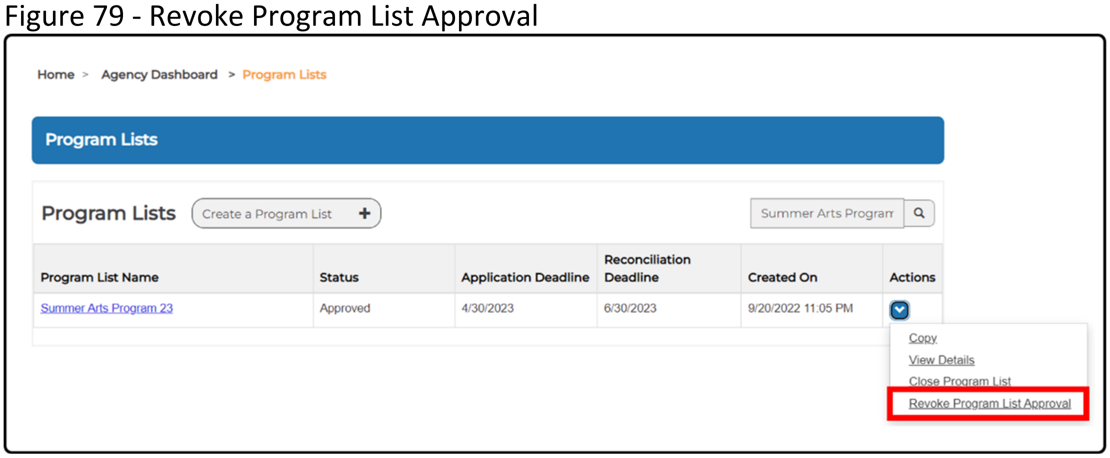
An Agency Supervisor can then approve the program list (Figure 78). Once approved, a program list can no longer be modified.

Figure 78 - Approve a Program List



If a program list was approved by mistake or if modifications need to be made after the approval, an Agency Supervisor can revoke the approval by navigating to the *Program Lists* page and clicking on *Revoke Program List Approval* in the Actions dropdown for the appropriate program list (Figure 79).

Figure 79 - Revoke Program List Approval



3.3 UNDERSTANDING AN ORGANIZATION'S FINANCIAL AND STATISTICAL INFORMATION

3.3.1 OVERVIEW OF FINANCIAL FORMS

Introduction to Financial Forms

The *Financial and Statistical Forms* page displays the organization's financial and statistical forms by fiscal year. It allows agency users to view, add notes, and print financial forms for any organization in their program lists.

When do Arts Organizations Submit Financial Forms?

1. There are two events that prompt arts organizations to submit financial forms: If applying for or receiving a core / operating grant, organizations will need to submit their financial forms and financial statements as per the grant program's guidelines and deadline.
2. On an annual basis, six months after an arts organization's fiscal year ends, CADAC will send reminders to complete relevant financial forms and submit their most recent financial statements.

Structure of a Financial Form

The financial form consists of four parts:

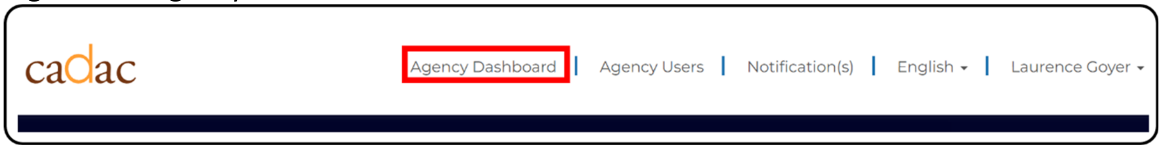
LINE NUMBER	SECTION NAME	DESCRIPTION
4000	Revenues	This section consists of labelled lines to capture the diverse ways an arts organization generates income including earned, investment, private sector, public sector and other revenues.
5000	Expenses	This section consists of labelled lines to capture the different ways an arts organization expends its income including hosting exhibitions, paying salaries, marketing, and communication as well as administration expenses.
6000	Surplus or Deficit	This section consists of labelled lines to show the monies left over after expenditures.
6250	Statement of Financial Position / Balance Sheet	This section consists of labelled lines to show the organization's assets, liabilities, and net assets.

How to View an Arts Organization's Financial Forms

To view the financial forms associated with an arts organization, follow the steps outlined below:

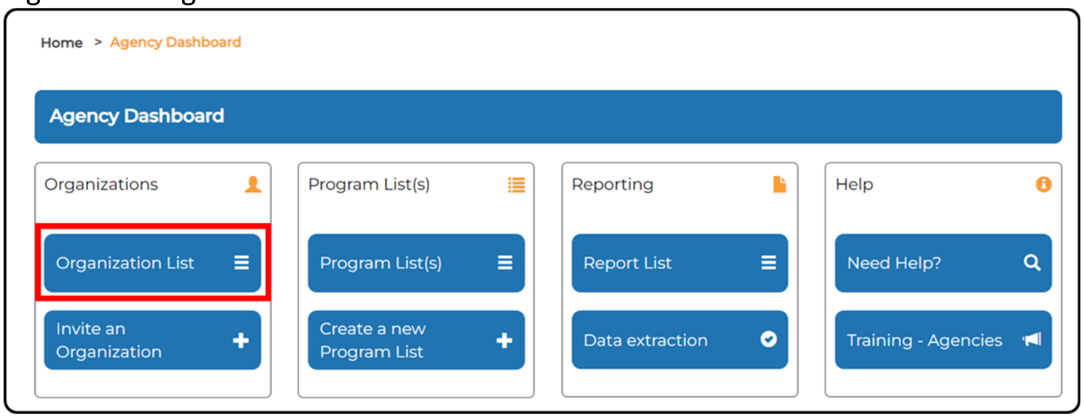
1. From the menu bar click on **Agency Dashboard** (Figure 80).

Figure 80 - Agency Dashboard



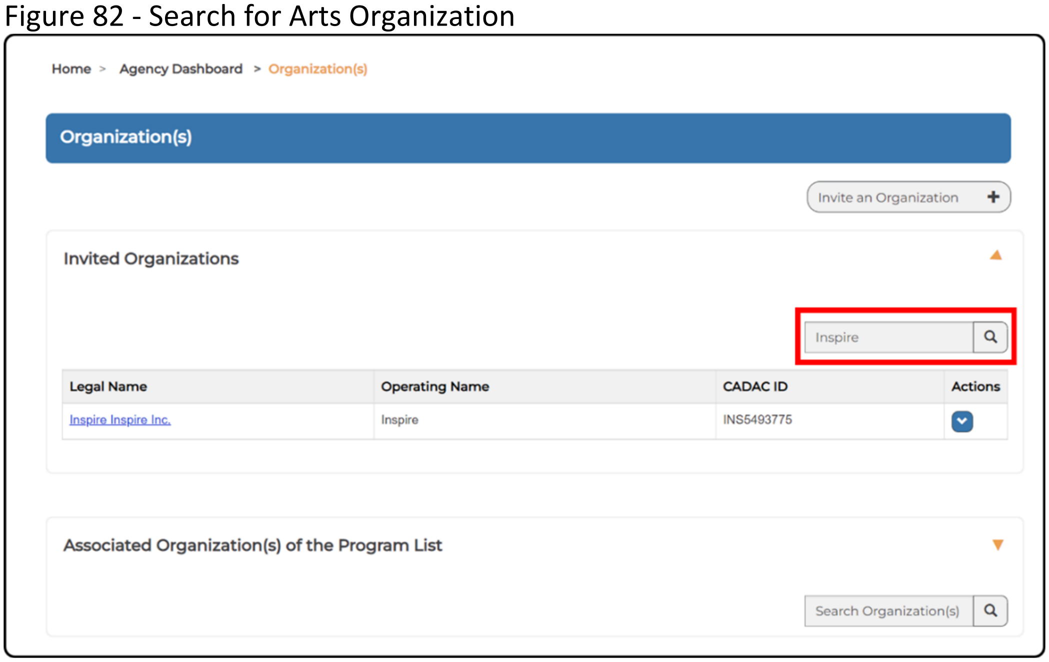
2. From the *Agency Dashboard* click on **Organization List** (Figure 81).

Figure 81 - Organization List



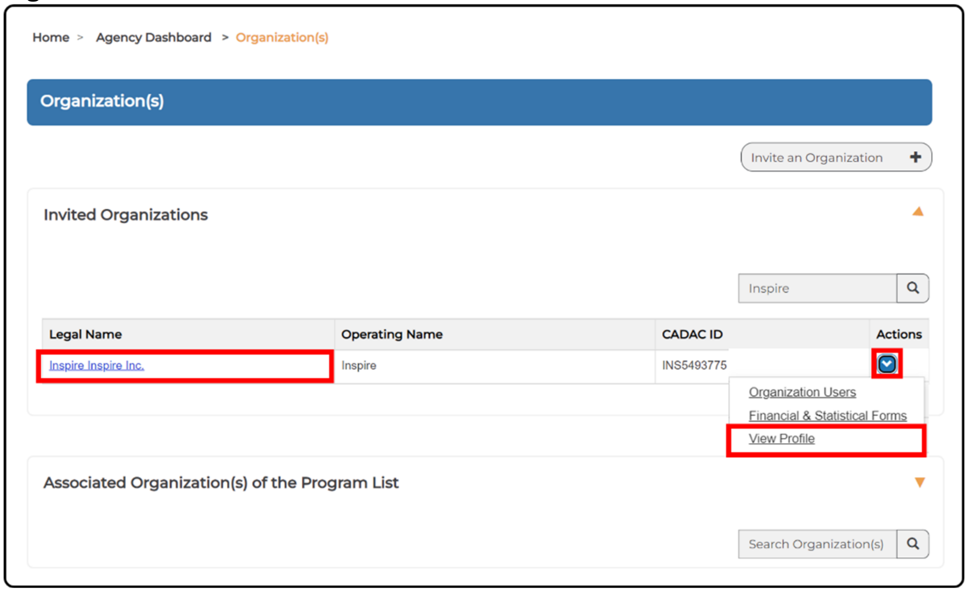
3. Search for or select the organization you wish to view. Note that you can view financial and statistical forms for organizations in both lists: *Invited Organization* and *Associated Organization(s) of the Program List* (Figure 82).

Figure 82 - Search for Arts Organization



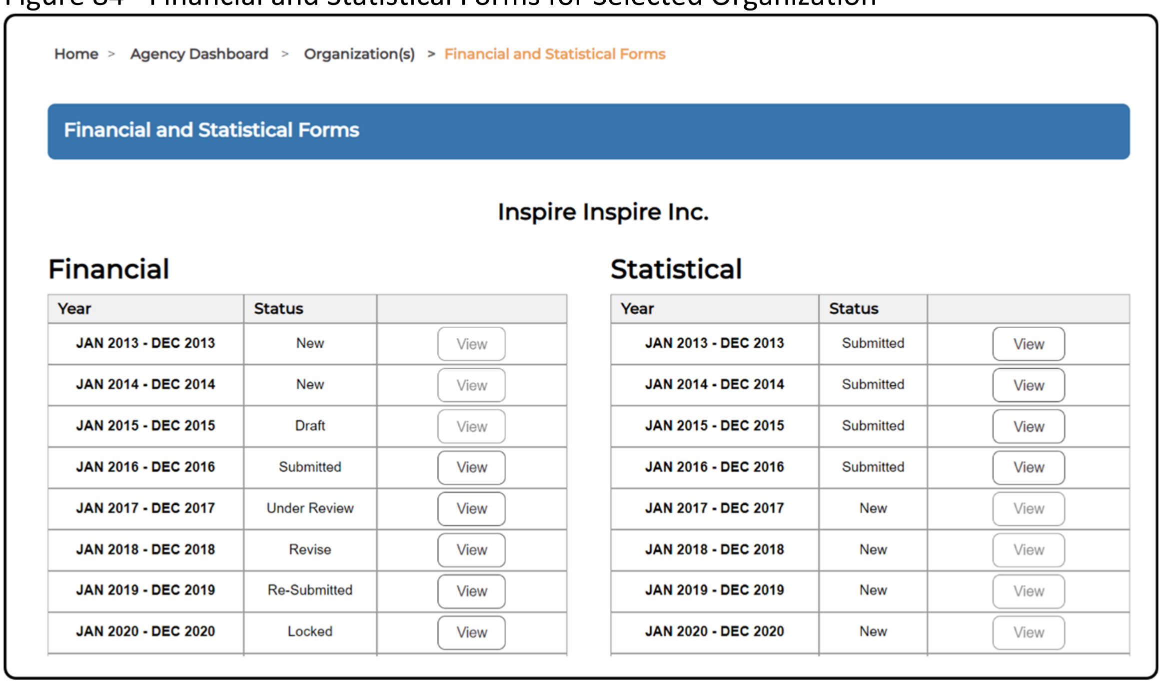
4. Click the **Financial & Statistical Forms** from the *Actions* dropdown menu (Figure 83).

Figure 83 - Financial & Statistical Forms



5. You will now see the *Financial and Statistical Forms* page for the selected arts organization (Figure 84).

Figure 84 - Financial and Statistical Forms for Selected Organization



6. Beside each fiscal year you will see the status of the financial form. In the table below, we have summarized the different statuses of a financial form and outlined when an Agency should review a financial form.

Status of Forms

During the financial reconciliation process, a financial form may have one of many statuses. The status indicates which stage the financial form submission and review is in and helps involved stakeholders stay informed. The table below provides an overview of all statuses that a form may take during the reconciliation process and define the characteristics of each.

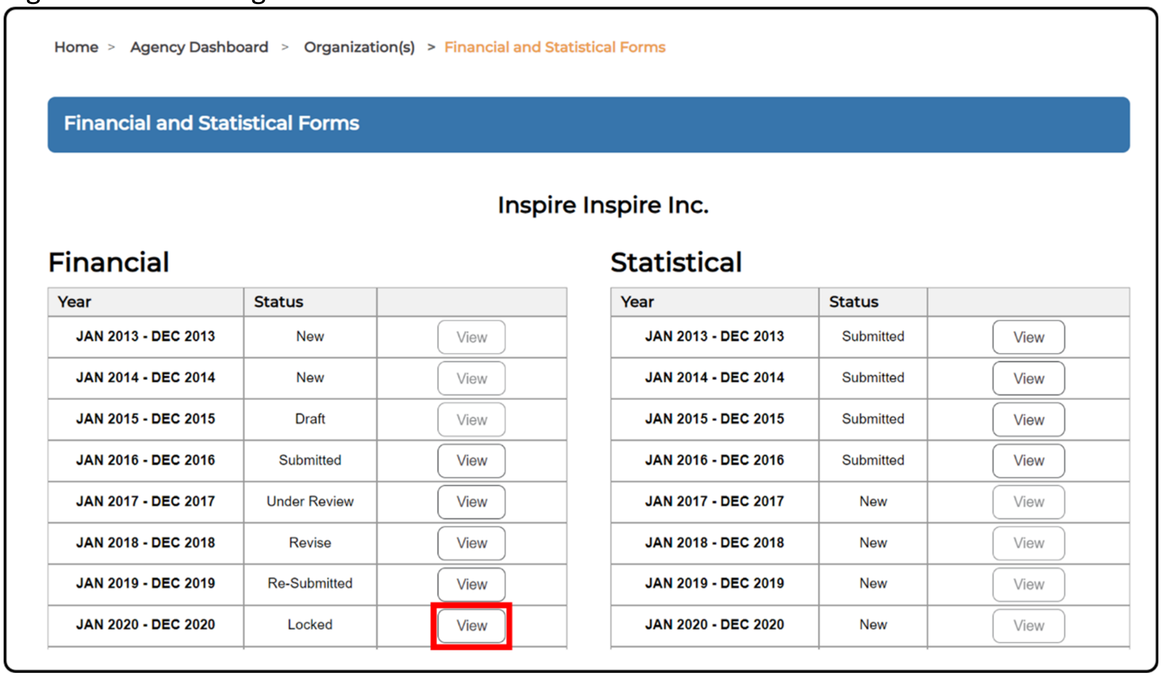
STATUS	DESCRIPTION
New	A 'New' form indicates that an arts organization has not yet started working on completing the form.
Draft	An arts organization has clicked 'save' to create a draft but has not yet submitted the form.
Submitted	An arts organization has submitted their financial form. **At this stage, Funding Agencies can / should verify that their grants are recorded properly in the form.**
Under Review	CADAC Analysts have begun their review of the financial form. In this state the form can not be edited by an arts organization.
Revise	CADAC Analysts / Funding Agencies have left notes for review and revision on the form and now awaits arts organization feedback.
Re-Submitted	An arts organization has revised and addressed all feedback provided and have again submitted their form for review.
Locked	The financial form has been approved and is now locked. No further edits can be made to the form.

How to View the Revisions on a Financial Form

To view previously submitted versions of a financial form, please follow the steps outlined below. The screenshots assume that you have already selected the organization you are interested in and have the financial and statistical forms page open (for instructions on how to get to this stage, please review How to View an Organization's Financial Forms).

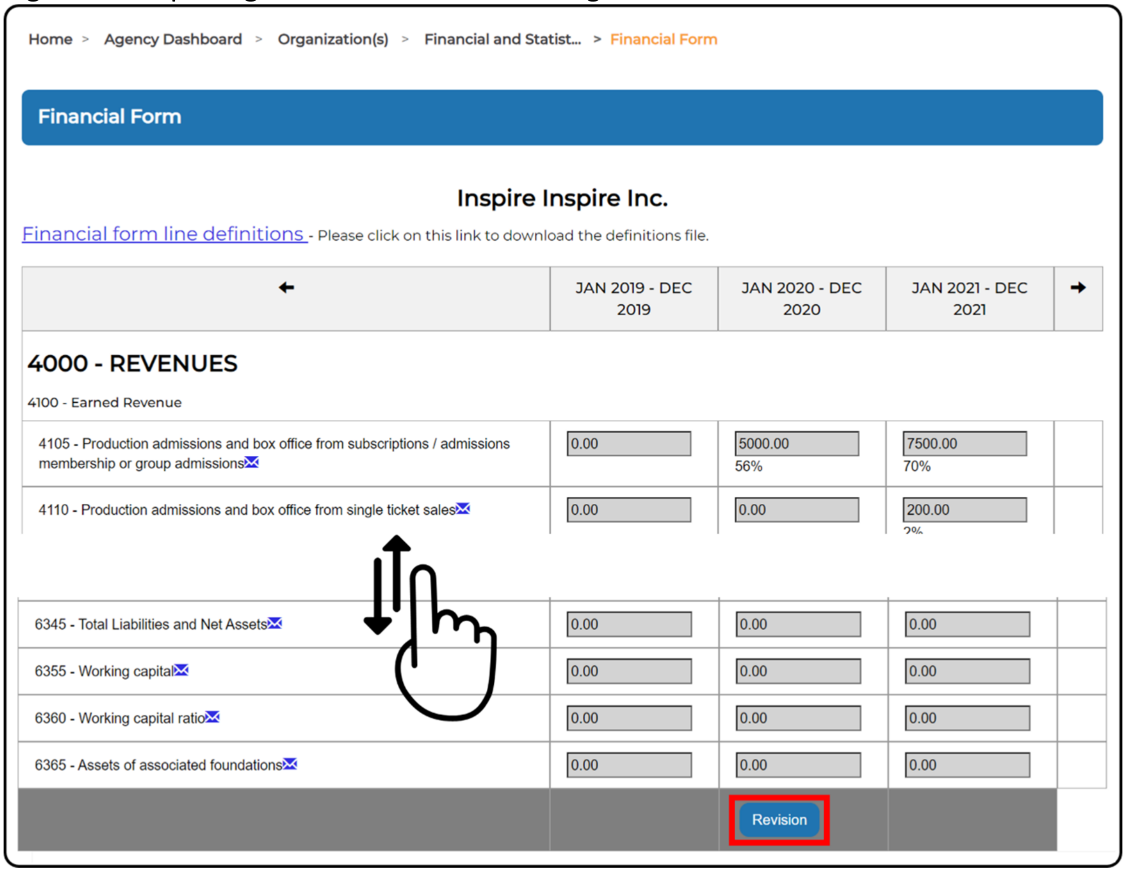
1. First, select the fiscal year you would like to review. Click on the **View** button to open the financial form (Figure 85).

Figure 85 - Selecting a Financial Form



2. Once you have a financial form open, scroll down to the bottom and click on the **Revision** button. This will open the *Financial Revision* page (Figure 86).

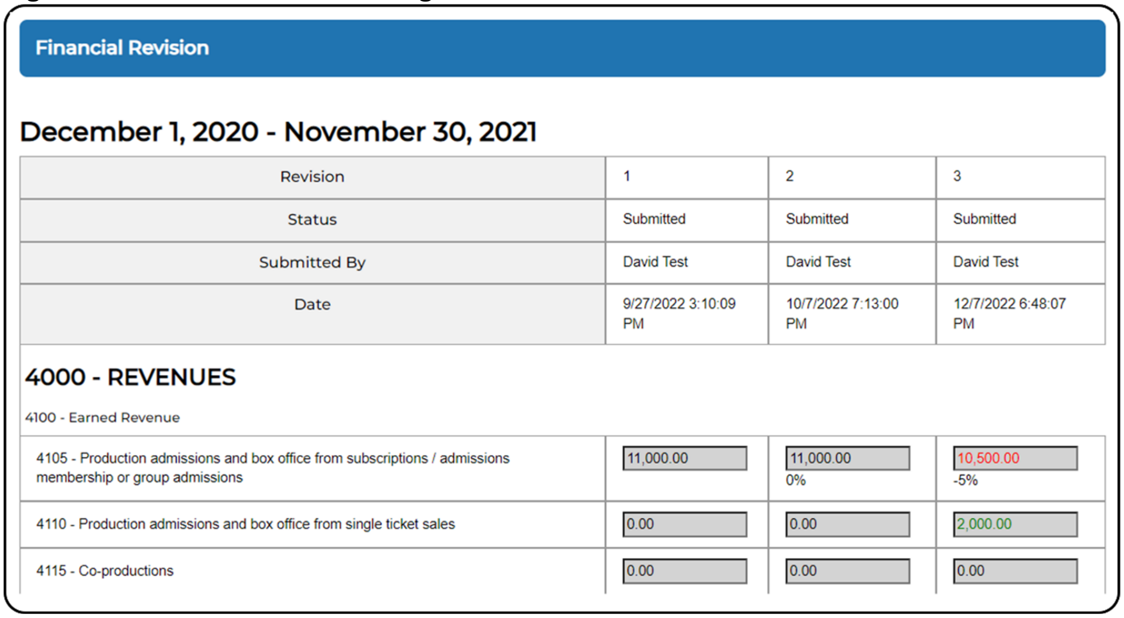
Figure 86 - Opening the Financial Revision Page



3. When you have the *Financial Revision* page open, you will see the fiscal year you selected and a series of column for each submission / revision (Figure 87). The submission history highlights any changes made to the form with each new revision; decreased line values will appear in red and increased line values will appear in green. The fields provided for each revision include:

STATUS	DESCRIPTION
Revision	The revision number i.e., revision 1 would be the first submitted version of the form, while revision 3 would be the third version.
Status	The status of the form at the time of the revision.
Submitted by	The user who made the changes and submitted the financial form.
Date	The date and time of the submission.

Figure 87 - Financial Revision Page



Financial Revision

December 1, 2020 - November 30, 2021

Revision	1	2	3
Status	Submitted	Submitted	Submitted
Submitted By	David Test	David Test	David Test
Date	9/27/2022 3:10:09 PM	10/7/2022 7:13:00 PM	12/7/2022 6:48:07 PM

4000 - REVENUES

4100 - Earned Revenue

4105 - Production admissions and box office from subscriptions / admissions membership or group admissions	11,000.00	11,000.00 0%	10,500.00 -5%
4110 - Production admissions and box office from single ticket sales	0.00	0.00	2,000.00
4115 - Co-productions	0.00	0.00	0.00

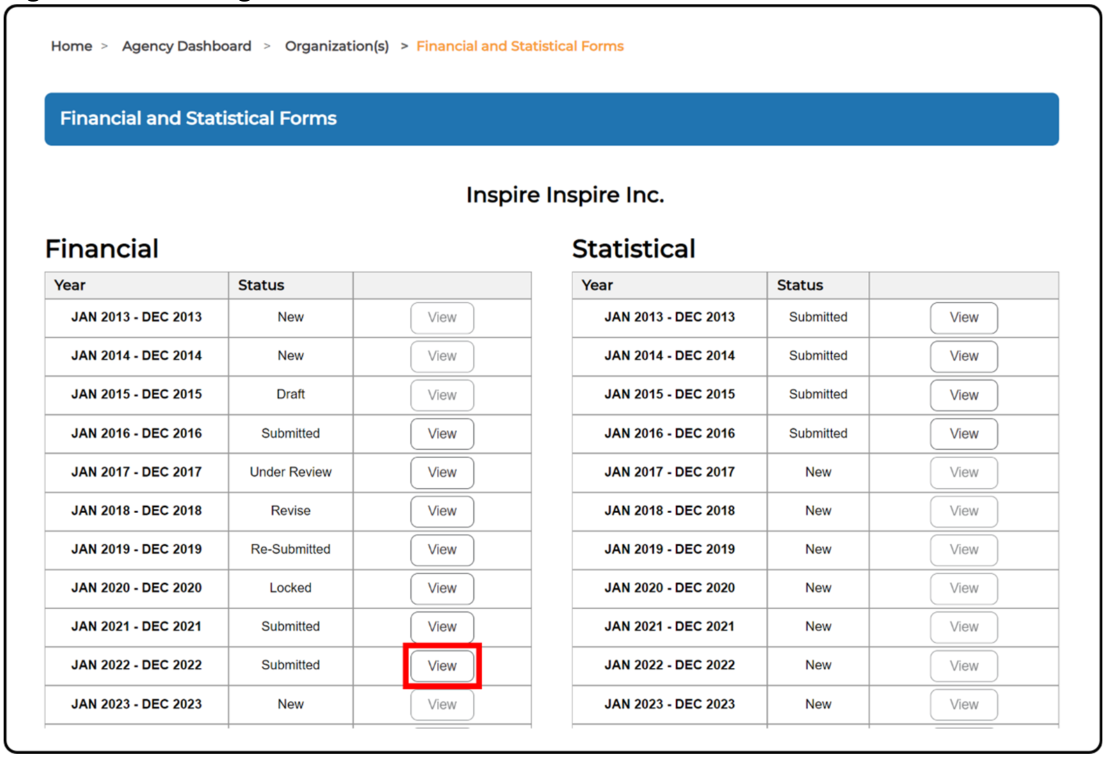
Note: You are unable to leave notes or comments in the *Financial Revision* page of CADAC. Revisions are for reference and tracking purposes only.

Agency Users' Role During the Reconciliation Process (Adding notes to a Financial Form)
As an Agency User, it is your responsibility to ensure that arts organizations funded by your agency are recording their grants correctly in CADAC (as per your agency's guidelines). As soon as a financial form is submitted, you should verify that grants paid out by your agency are properly recorded. If needed, you can request a correction or a clarification by adding a note to the concerned line in the financial form.

Adding notes to a financial form allows organizations and funding agencies to communicate throughout the reconciliation process. To view or add a note on a financial form, first select the organization you wish to communicate with and open their *Financial and Statistical Forms* page (for a guide on how to navigate to this page, please review How to View an Arts Organization's Financial Forms).

1. From the *Financial and Statistical Forms* page, click on **View** for the year you would like to review and add notes to. In this example, we are selecting the year Jan 2022 – Dec 2022 which has been 'Submitted' by the Arts Organization (Figure 88).

Figure 88 - Viewing a Financial Form



Home > Agency Dashboard > Organization(s) > Financial and Statistical Forms

Financial and Statistical Forms

Inspire Inspire Inc.

Financial

Year	Status	
JAN 2013 - DEC 2013	New	View
JAN 2014 - DEC 2014	New	View
JAN 2015 - DEC 2015	Draft	View
JAN 2016 - DEC 2016	Submitted	View
JAN 2017 - DEC 2017	Under Review	View
JAN 2018 - DEC 2018	Revise	View
JAN 2019 - DEC 2019	Re-Submitted	View
JAN 2020 - DEC 2020	Locked	View
JAN 2021 - DEC 2021	Submitted	View
JAN 2022 - DEC 2022	Submitted	View
JAN 2023 - DEC 2023	New	View

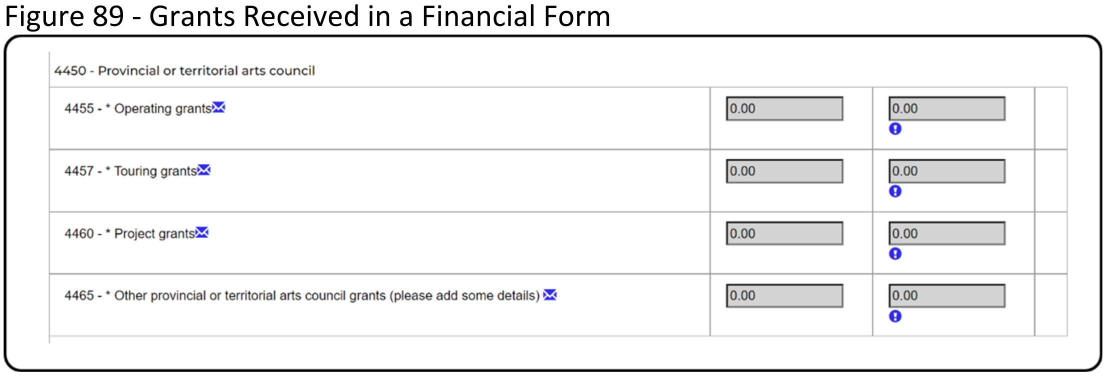
Statistical

Year	Status	
JAN 2013 - DEC 2013	Submitted	View
JAN 2014 - DEC 2014	Submitted	View
JAN 2015 - DEC 2015	Submitted	View
JAN 2016 - DEC 2016	Submitted	View
JAN 2017 - DEC 2017	New	View
JAN 2018 - DEC 2018	New	View
JAN 2019 - DEC 2019	New	View
JAN 2020 - DEC 2020	New	View
JAN 2021 - DEC 2021	New	View
JAN 2022 - DEC 2022	New	View
JAN 2023 - DEC 2023	New	View

2. Once you have the financial form open, agencies will need to review and, if necessary, add notes regarding grant amounts.

   a. For example, if a Provincial or Territorial Arts Council had provided an operating grant for the amount of $25,000 during the fiscal year selected, however the form indicated $0.00 (see line 4455 in the figure below), then the funding agency could leave a note asking the arts organization to review (Figure 89).

Figure 89 - Grants Received in a Financial Form

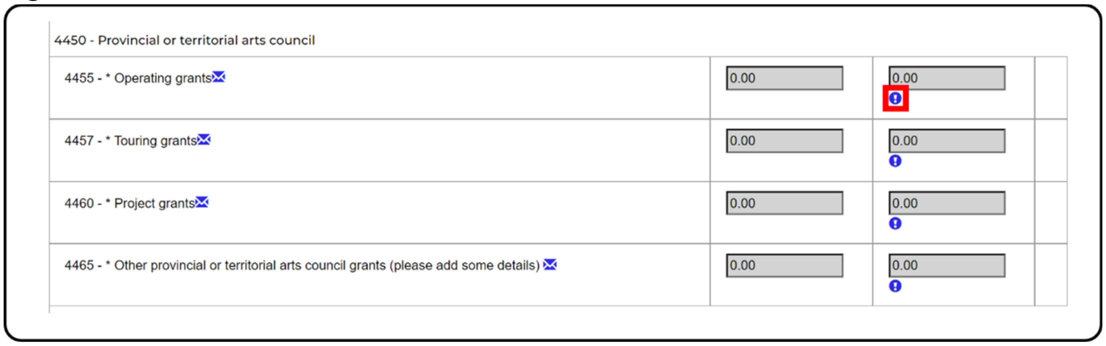


4450 - Provincial or territorial arts council

4455 - * Operating grants	0.00	0.00
4457 - * Touring grants	0.00	0.00
4460 - * Project grants	0.00	0.00
4465 - * Other provincial or territorial arts council grants (please add some details)	0.00	0.00

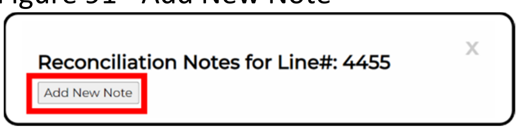
3. To add a note, a funding agency clicks on the **exclamation mark** ( ) underneath the appropriate line in the financial form. Please note that you can only add a note to a form if it is in one of these statuses: Submitted, Revise, or Re-Submitted (Figure 90).

Figure 90 - Add a Note to a Financial Form



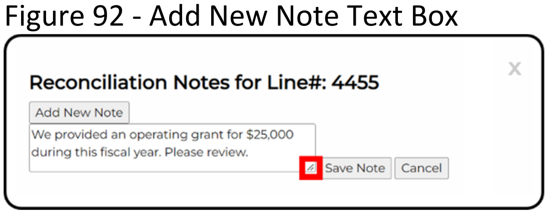
4. When the note window opens, you will be able to see if other notes were previously added for this line number. Before you add a new note, confirm that you have selected the correct line number. In our example, we have confirmed that we want to add a note to line 4455 (Figure 91).

Figure 91 - Add New Note



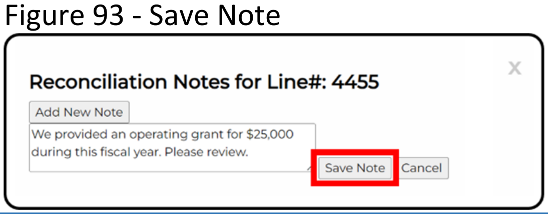
5. A text box will appear, and you will be able to add your note. If you want to increase the size of the text box, you can adjust it by clicking on the icon in the bottom right corner of the text box (Figure 92).

Figure 92 - Add New Note Text Box



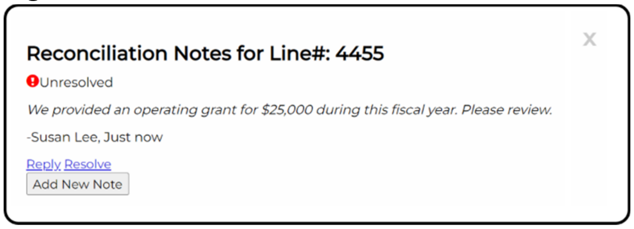
6. Once you have typed your note in, click on **Save Note** (For this example, we are requesting that the arts organization record their $25,000 operating grant). (Figure 93).

Figure 93 - Save Note



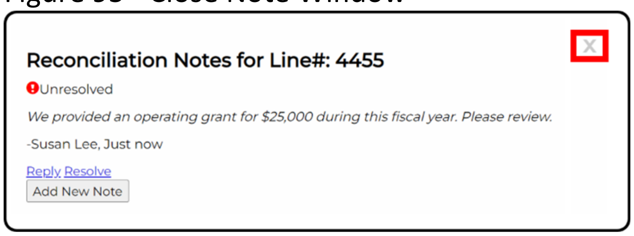
7. Once your note has been saved, you will see that the financial form now has an unresolved note, and the exclamation mark will have changed from blue to red (Figure 94).

Figure 94 - Unresolved Note



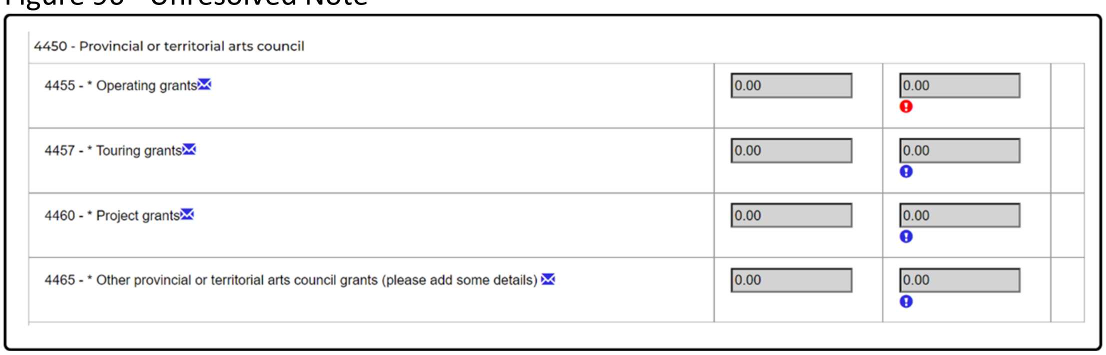
8. When you are done you can close the note by clicking on the **X** in the top right corner of the note window (Figure 95).

Figure 95 - Close Note Window



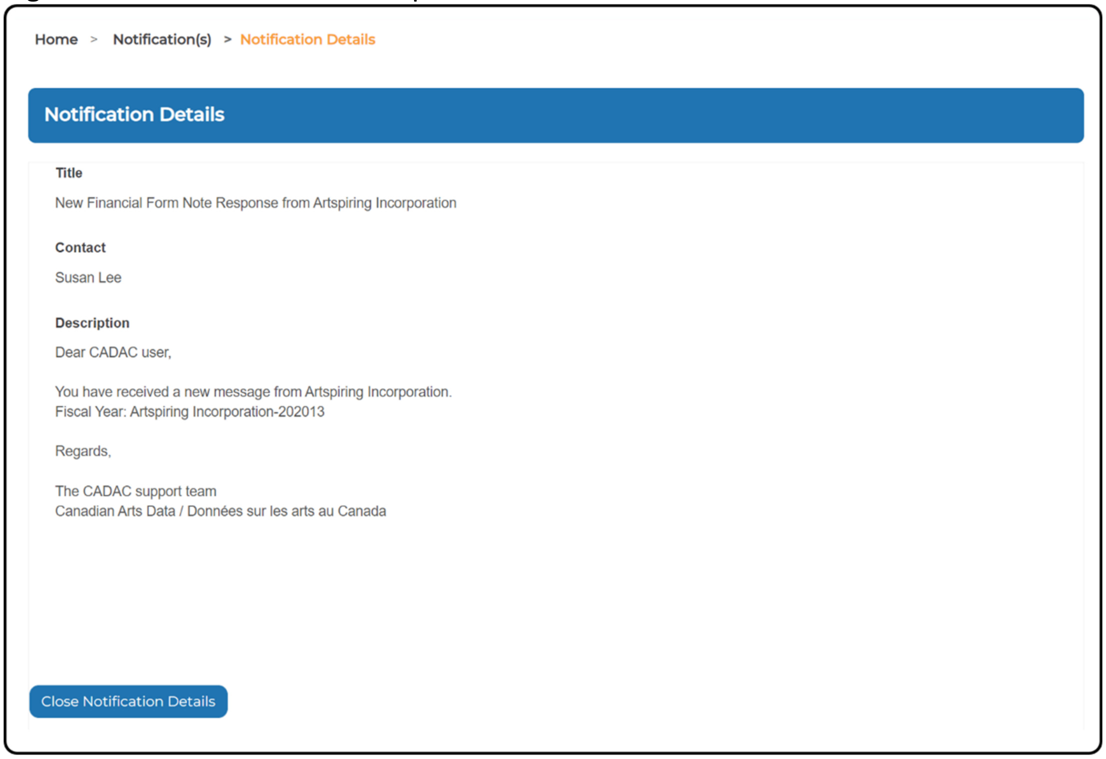
9. Once you have added your note and closed the note window you will be back at the financial form. You will now see the red exclamation mark (signifying an unresolved note) for the line on which you added a note (Figure 96).

Figure 96 - Unresolved Note



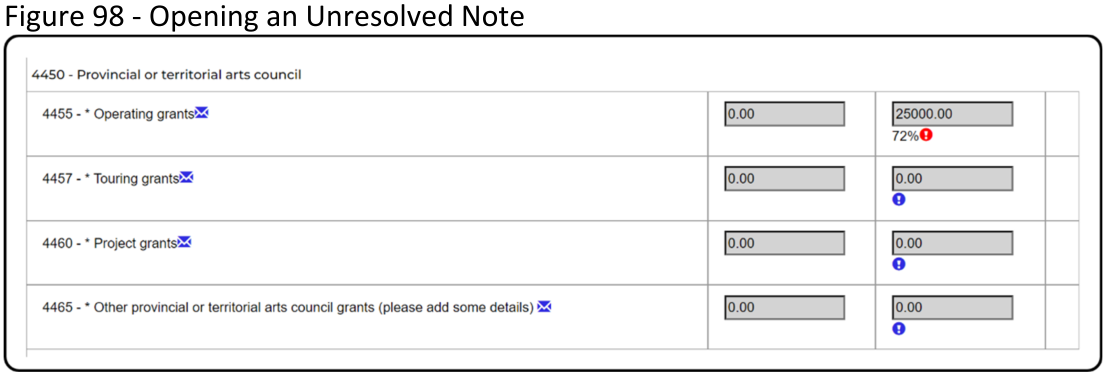
10. When you add a note, the arts organization will receive a notification letting them know which year and line number they need to review. Similarly, once the organization responds, the agency user who left the note will be notified that the arts organization has responded (Figure 97).

Figure 97 - Notification of a Response to Note on Financial Form



11. When you receive a notification indicating the arts organization has responded, you can navigate back to the relevant line on the financial form and click on the **red exclamation mark** (). You should also review the values for the line you made notes on to see if any updates have been made. In the example below we now see that line 4455 has a new value of 25000.00 (Figure 98).

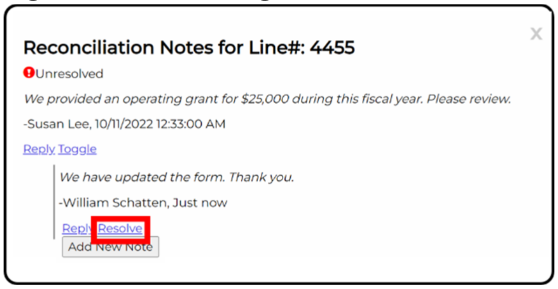
Figure 98 - Opening an Unresolved Note



12. Once you have the note open you will see the response from the arts organization and have the option to reply or resolve the note (if everything meets your expectations). In this example, the arts organization has correctly updated the amount on line 4455 to

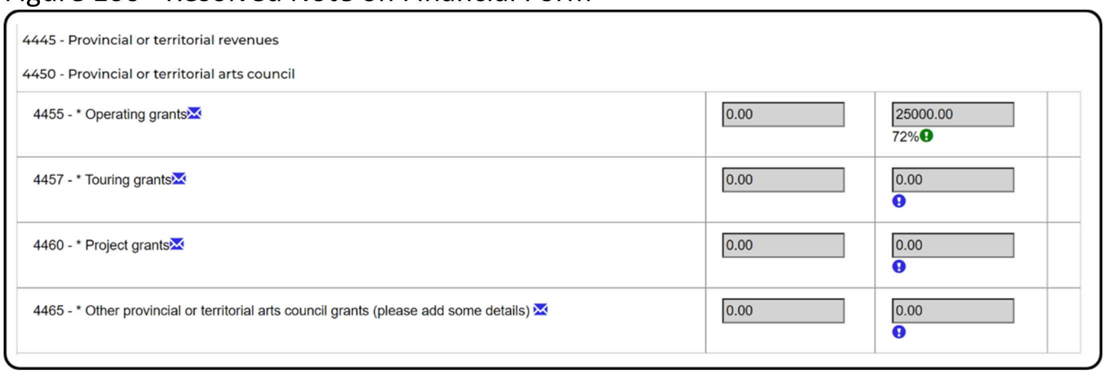
reflect the operating grant they received, and we are ready to resolve the note. To do this we will click on **Resolve** (Figure 99).

Figure 99 - Resolving a Note



13. You will now notice that the note indicates it has been resolved. On the financial form, the exclamation mark will now be green indicating there are notes attached to the line on the form, but that the note has been resolved (Figure 100).

Figure 100 - Resolved Note on Financial Form



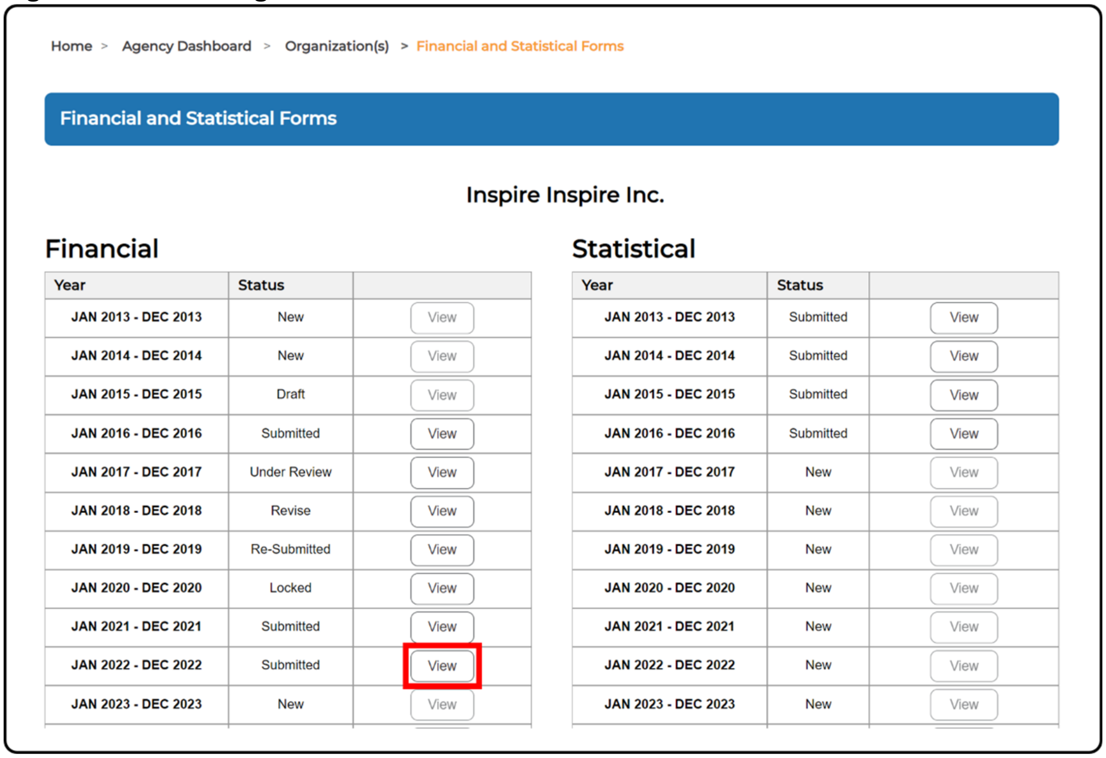
Note: You can only add notes when a form is in one of the following statuses: Submitted, Revise, Re-Submitted.

How to Download Financial Statements attached to a Financial Form

Art organizations can upload Financial Statements to a financial form. To download an attached document, first select the organization you wish to communicate with and open their *Financial and Statistical Forms* page (for a guide on how to navigate to this page, please review How to View an Arts Organization's Financial Forms).

1. From the *Financial and Statistical Forms* page, click on **View** for the year you would like to review, view, and add notes to. In this example we are selecting the year Jan 2022 – Dec 2022 which has been 'Submitted' by the Arts Organization (Figure 101).

Figure 101 - Viewing a Financial Form


Home > Agency Dashboard > Organization(s) > Financial and Statistical Forms

Financial and Statistical Forms

Inspire Inspire Inc.

Financial

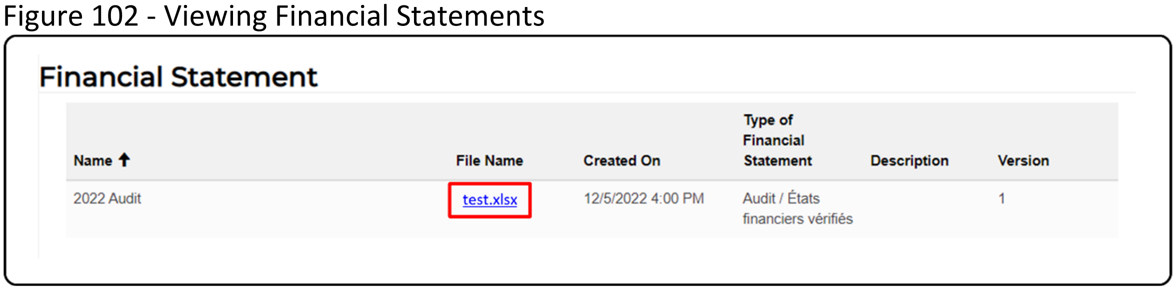
Year	Status	
JAN 2013 - DEC 2013	New	View
JAN 2014 - DEC 2014	New	View
JAN 2015 - DEC 2015	Draft	View
JAN 2016 - DEC 2016	Submitted	View
JAN 2017 - DEC 2017	Under Review	View
JAN 2018 - DEC 2018	Revise	View
JAN 2019 - DEC 2019	Re-Submitted	View
JAN 2020 - DEC 2020	Locked	View
JAN 2021 - DEC 2021	Submitted	View
JAN 2022 - DEC 2022	Submitted	View
JAN 2023 - DEC 2023	New	View

Statistical

Year	Status	
JAN 2013 - DEC 2013	Submitted	View
JAN 2014 - DEC 2014	Submitted	View
JAN 2015 - DEC 2015	Submitted	View
JAN 2016 - DEC 2016	Submitted	View
JAN 2017 - DEC 2017	New	View
JAN 2018 - DEC 2018	New	View
JAN 2019 - DEC 2019	New	View
JAN 2020 - DEC 2020	New	View
JAN 2021 - DEC 2021	New	View
JAN 2022 - DEC 2022	New	View
JAN 2023 - DEC 2023	New	View

2. Once you have the financial form open, scroll down to the *Financial Statement* section at the very bottom of the page to view the financial statements provided by the arts organization (Figure 102).

Figure 102 - Viewing Financial Statements


Financial Statement

Name	File Name	Created On	Type of Financial Statement	Description	Version
2022 Audit	test.xlsx	12/5/2022 4:00 PM	Audit / États financiers vérifiés		1

3.3.2 OVERVIEW OF STATISTICAL FORMS

Structure and Navigation of the Statistical Form

The *Financial and Statistical Forms* page displays the organization's financial and statistical forms by fiscal year. It allows agency users to view, add notes, and print statistical forms for any organization in their program lists.

Structure of a Statistical Form

The statistical form consists of eight parts:

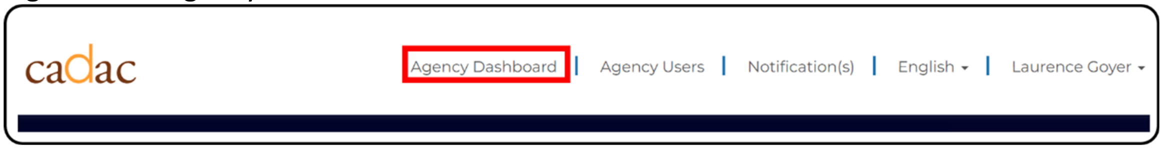
LINE NUMBER	SECTION NAME	DESCRIPTION
1000	Public Activity	This section consists of summarizing all of the performances, exhibitions, film / video / media screenings, and community arts activities of an arts organization.
1500	Public Attendance and Participation	This section consists of labelled lines to capture the different ways in which the public engages and participates with an arts organization.
1730	Digital Data	This section asks for a summary of any activities conducted through digital platforms.
1800	New Works	This section asks for an overview of any new works presented or exhibited by the arts organization.
1900	Arts and Cultural Service Organizations	This section asks arts organizations to summarize their involvement with professional development.
2000	Arts Education and Arts Learning Activities / Programs	This section consists of labelled lines to capture the different ways in which an organization provides programming and activities.
2170	Other	This section asks arts organizations to summarize their artist run centers and artists in residence.
2300	Artists, Staffing & Volunteers	This section provides arts organizations with fields to input data on the number of artists, staff and volunteers engaged with their organization.

How to View an Arts Organization's Statistical Forms

To view the statistical forms associated with an arts organization, follow the steps outlined below:

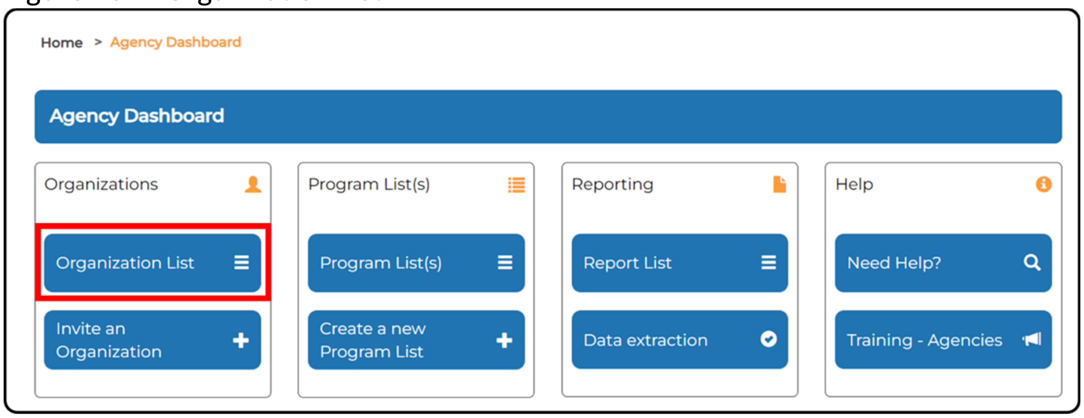
1. From the menu bar click on **Agency Dashboard** (Figure 103).

Figure 103 - Agency Dashboard



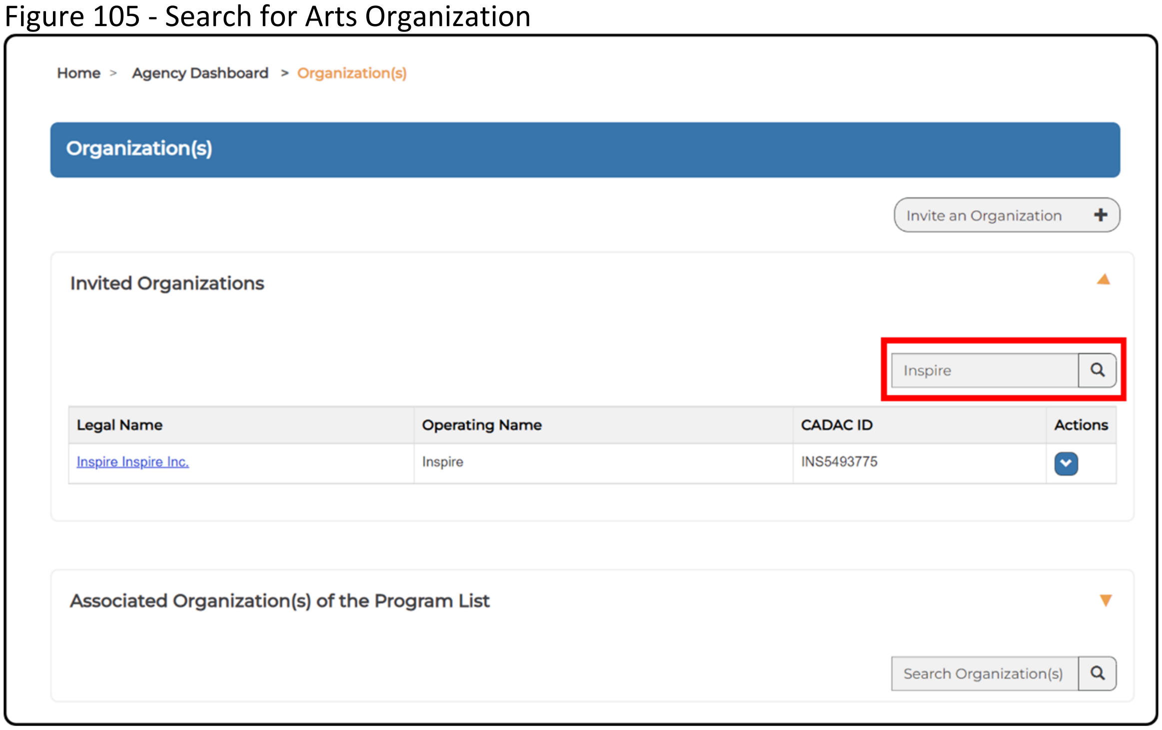
2. From the *Agency Dashboard* click on **Organization List** (Figure 104).

Figure 104 - Organization List



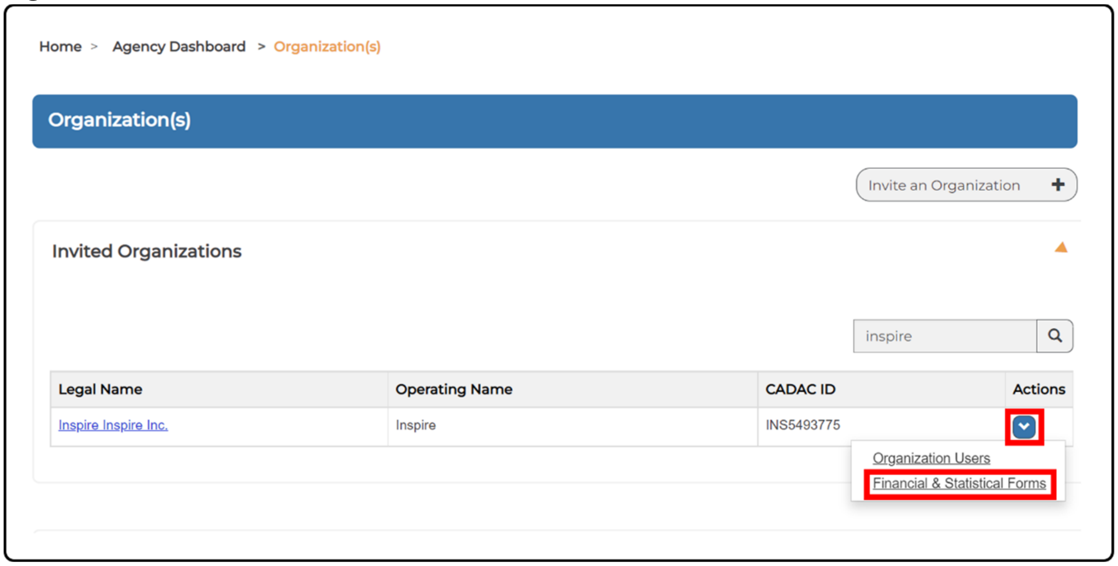
3. Search for or select the organization you wish to view. Note that you can view forms for organizations in both lists: *Invited Organization* and *Associated Organization(s) of the Program List* (Figure 105).

Figure 105 - Search for Arts Organization



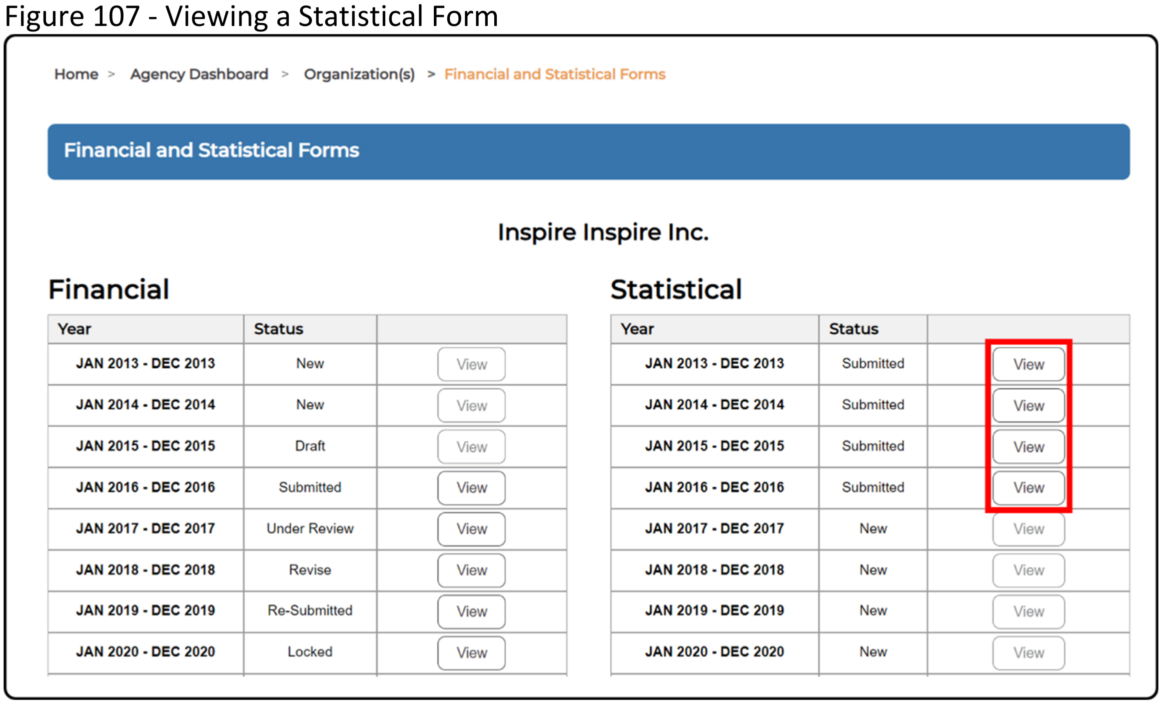
4. Click the **Financial & Statistical Forms** from the *Actions* dropdown menu (Figure 106).

Figure 106 - Financial & Statistical Forms



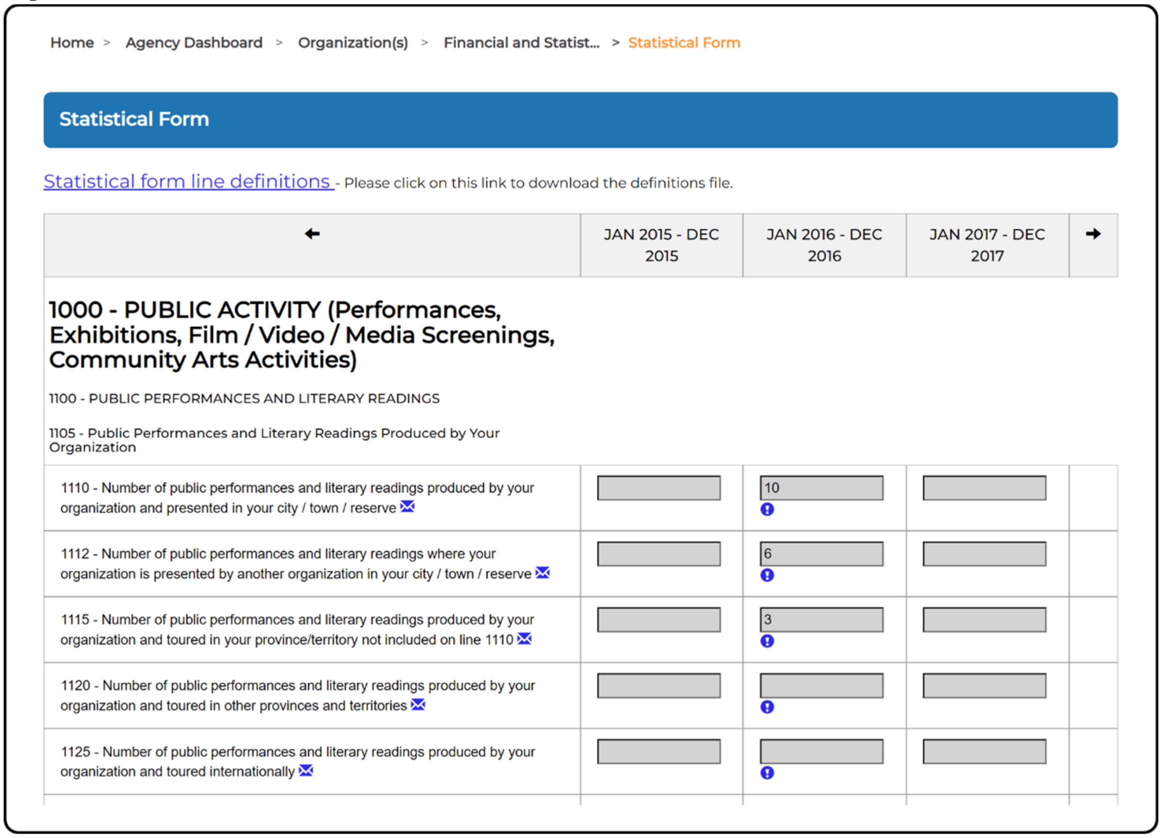
5. You will now see the *Financial and Statistical Forms* page for the selected arts organization. Beside each fiscal year you will see the status of the statistical form. To open a statistical form, you can click on **View** for any form with a "submitted" status (Figure 107).

Figure 107 - Viewing a Statistical Form



6. Upon successfully opening the statistical form you will see the data provided by the arts organization (Figure 108).

Figure 108 - Statistical Form



Status of Forms

A statistical form may have one of three statuses. The status indicates which stage the statistical form submission and review is in and helps involved stakeholders stay informed. The table below provides an overview of all statuses that a form may take during the reconciliation process and define the characteristics of each.

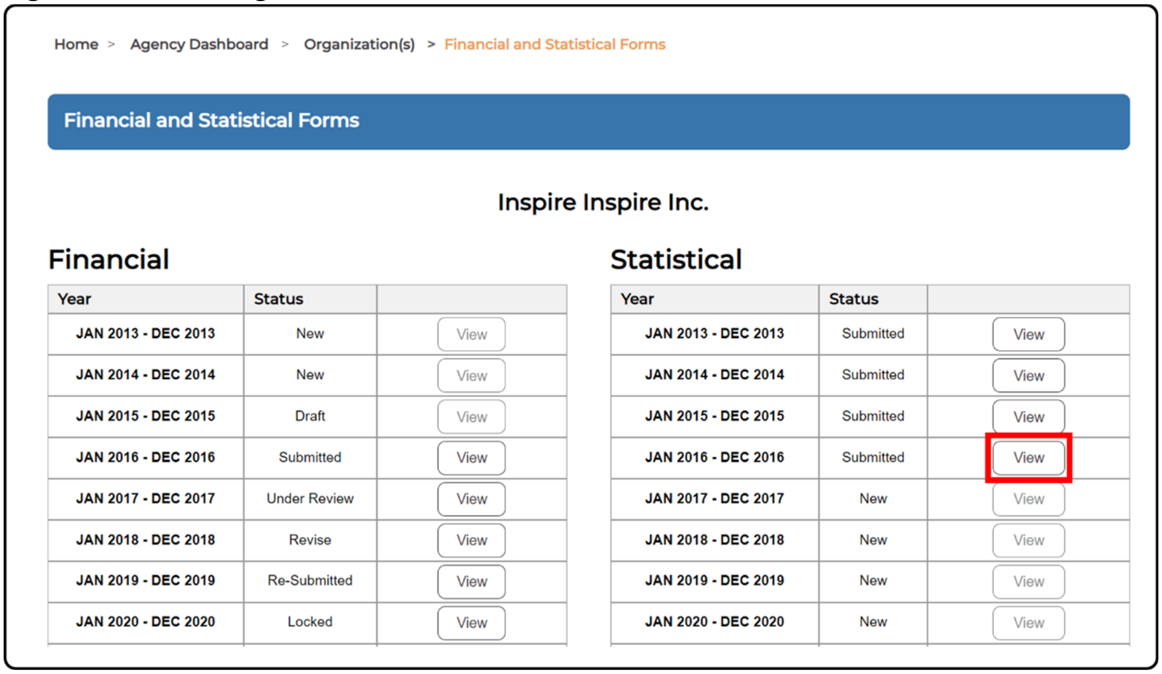
STATUS	DESCRIPTION
New	A 'New' form indicates that an arts organization has not yet started working on completing the form.
Draft	An arts organization has clicked 'save' to create a draft but has not yet submitted the form.
Submitted	An arts organization has submitted their statistical form for review. Agencies can review statistical forms when they are in this state.

How to View the Revisions on a Statistical Form

To view the submission history of a statistical form, please follow the steps outlined below. The screenshots assume that you have already selected the organization you are interested in and have the financial and statistical form page open (for instructions on how to get to this stage, please review How to View an Arts Organization's Statistical Forms).

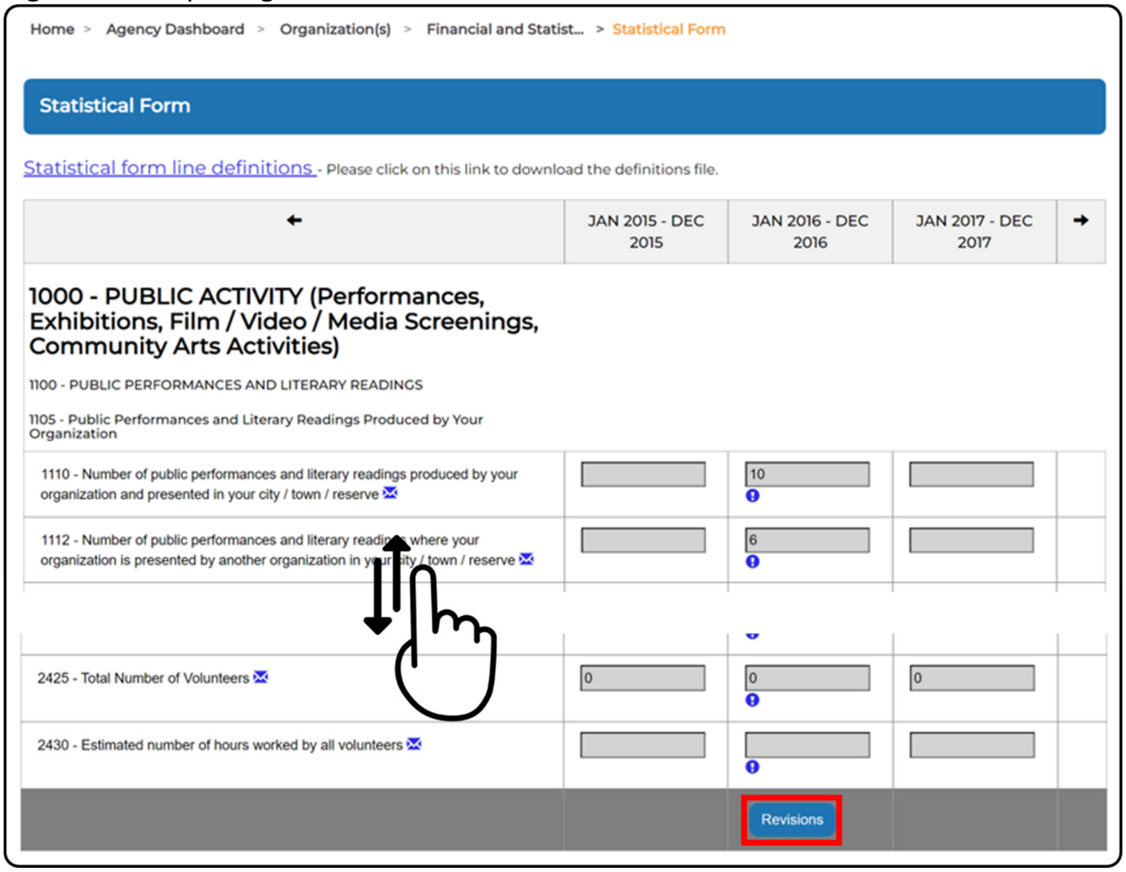
1. First, select the fiscal year you would like to review. Click on the **View** button to open the statistical form (Figure 109)

Figure 109 - Viewing a Statistical Form



2. Once you have a statistical form open, scroll down to the bottom and click on the **Revision** button. This will open the *Statistical Revision* page (Figure 110).

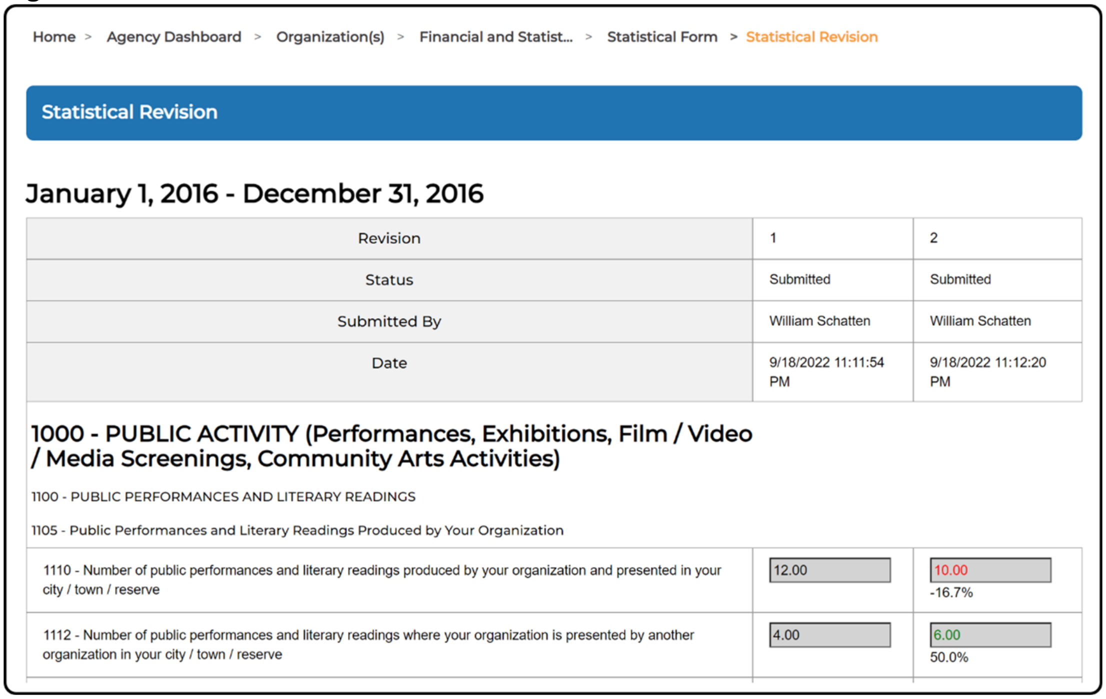
Figure 110 - Opening Revisions on a Statistical Form



3. When you have the *Financial Revision* page open, you will see the fiscal year you select and a series of column indicating any number of revisions made to the form (Figure 111). The fields provided for each revision includes:

STATUS	DESCRIPTION
Revision	The revision number i.e. revision 1 would be the first submitted version of the form, while revision 3 would be the third version.
Status	The status of the form at the time of the revision.
Submitted by	The user who made the changes and submitted the financial form.
Date	The date and time of the submission.

Figure 111 - Revisions of a Statistical Form



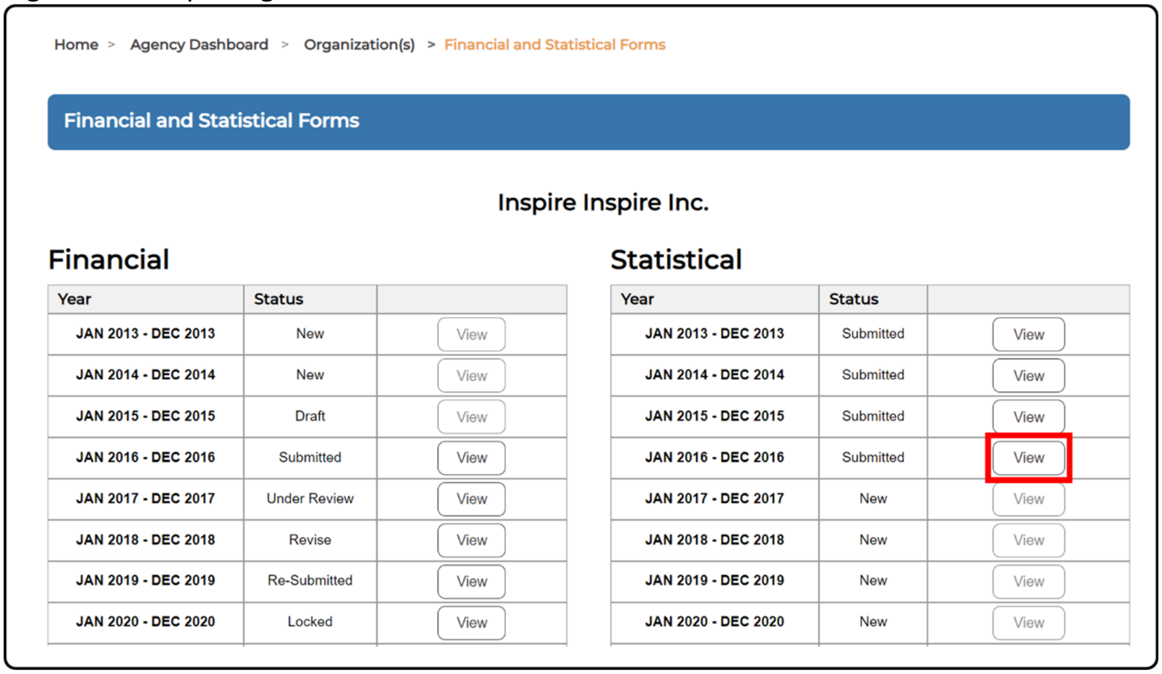
Note: You are unable to leave notes or comments in the *Statistical Revision* page of CADAC. Revisions are for reference and tracking purposes only.

How to View and Add Notes to a Statistical Form

Adding notes to a statistical form allows organizations and funding agencies to communicate throughout the reconciliation process. To view or add a note on a statistical form, first select the organization you wish to communicate with and open their *Financial and Statistical Forms* page (for a guide on how to navigate to this page, please review How to View an Arts Organization's Statistical Forms).

1. From the *Financial and Statistical Forms* page, click on **View** for the year you would like to review, view, and add notes to. In this example we are selecting the year Jan 2016 – Dec 2016 which has been 'Submitted' by the Arts Organization (Figure 112).

Figure 112 - Opening a Statistical Form


Home > Agency Dashboard > Organization(s) > Financial and Statistical Forms

Financial and Statistical Forms

Inspire Inspire Inc.

Financial

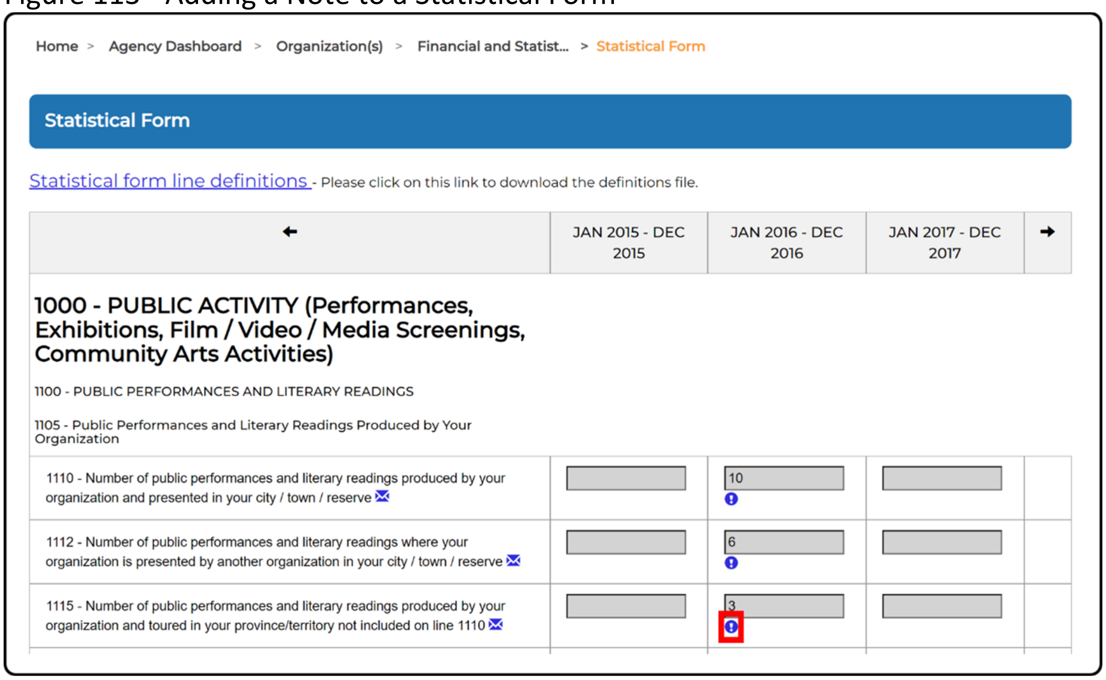
Year	Status	
JAN 2013 - DEC 2013	New	View
JAN 2014 - DEC 2014	New	View
JAN 2015 - DEC 2015	Draft	View
JAN 2016 - DEC 2016	Submitted	View
JAN 2017 - DEC 2017	Under Review	View
JAN 2018 - DEC 2018	Revise	View
JAN 2019 - DEC 2019	Re-Submitted	View
JAN 2020 - DEC 2020	Locked	View

Statistical

Year	Status	
JAN 2013 - DEC 2013	Submitted	View
JAN 2014 - DEC 2014	Submitted	View
JAN 2015 - DEC 2015	Submitted	View
JAN 2016 - DEC 2016	Submitted	View
JAN 2017 - DEC 2017	New	View
JAN 2018 - DEC 2018	New	View
JAN 2019 - DEC 2019	New	View
JAN 2020 - DEC 2020	New	View

2. Once you have the statistical form open, agencies can review and, if necessary, add notes. To add a note, click on the **exclamation mark** ( ) underneath the appropriate line in the statistical form (Figure 113)

Figure 113 - Adding a Note to a Statistical Form


Home > Agency Dashboard > Organization(s) > Financial and Statist... > Statistical Form

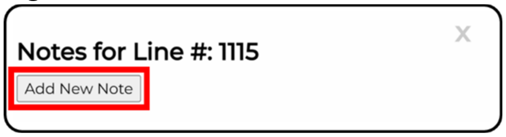
Statistical Form

Statistical form line definitions - Please click on this link to download the definitions file.

	JAN 2015 - DEC 2015	JAN 2016 - DEC 2016	JAN 2017 - DEC 2017
1000 - PUBLIC ACTIVITY (Performances, Exhibitions, Film / Video / Media Screenings, Community Arts Activities)			
1100 - PUBLIC PERFORMANCES AND LITERARY READINGS			
1105 - Public Performances and Literary Readings Produced by Your Organization			
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve		10	
1112 - Number of public performances and literary readings where your organization is presented by another organization in your city / town / reserve		6	
1115 - Number of public performances and literary readings produced by your organization and toured in your province/territory not included on line 1110		3	

3. When the note window opens, you will be able to see if other notes were previously added for this line number. Before you add a new note, confirm that you have selected the correct line number. In our example, we have confirmed that we want to add a note to line 1115 (Figure 114).

Figure 114 - Add New Note to Statistical Form

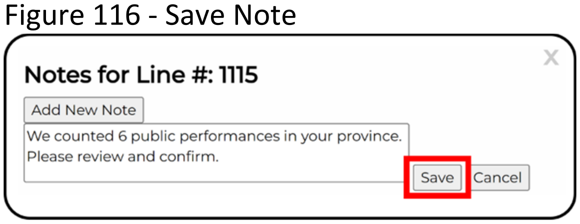


4. A text box will appear, and you will be able to add your note. If you want to increase the size of the text box, you can adjust by clicking on the icon in the bottom right corner of the text box (Figure 115).

Figure 115 - Adjusting Textbox Size for Note

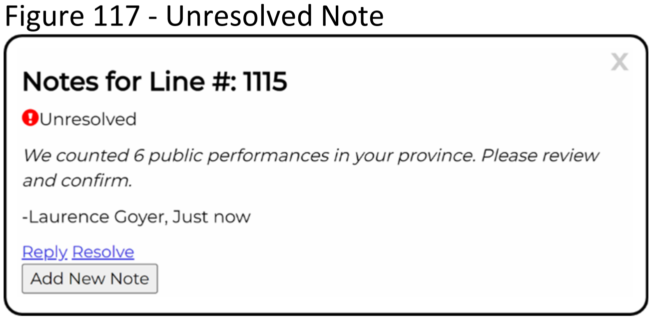
5. Once you have typed your note in, click on **Save** (For this example, we are requesting that the organization records 6 public performances on line 1115) (Figure 116).

Figure 116 - Save Note



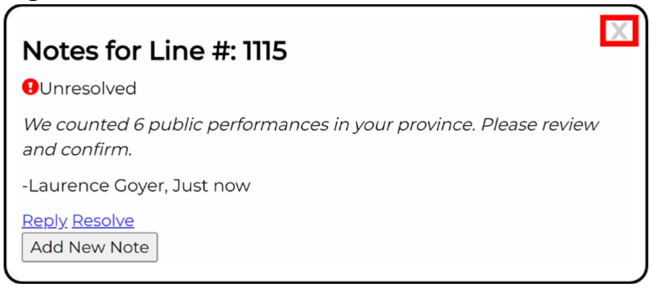
6. Once your note has been saved, you will see that the statistical form now has an unresolved note, and the exclamation mark will have changed from blue to red (Figure 117).

Figure 117 - Unresolved Note



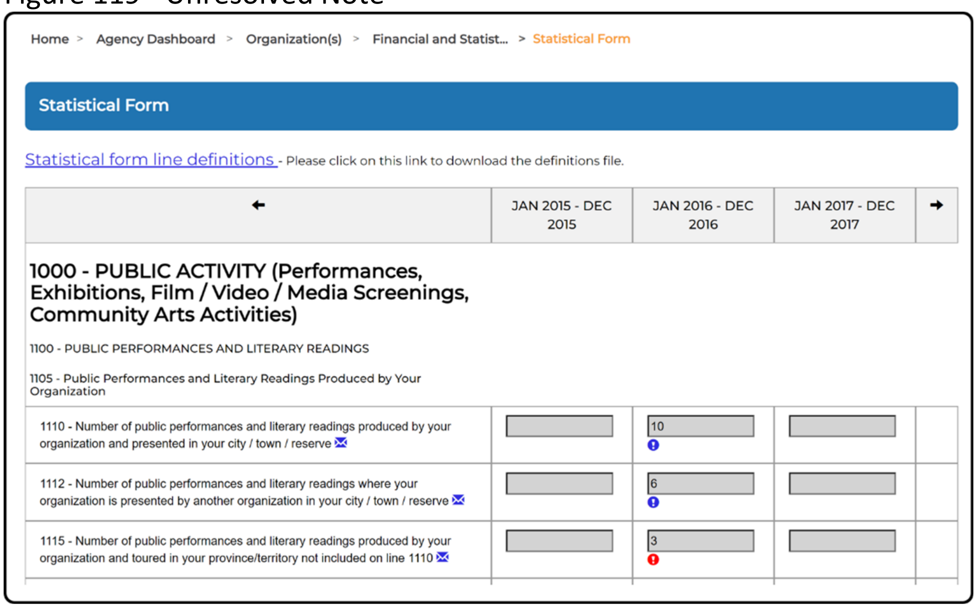
7. When you are done you can close the note by clicking on the **X** in the top right corner of the note window (Figure 118).

Figure 118 - Close the Note Window



8. Once you have added your note and closed the note window you will be back at the statistical form. You will now see the red exclamation mark (signifying an unresolved note) for the line on which you added a note (Figure 119).

Figure 119 - Unresolved Note

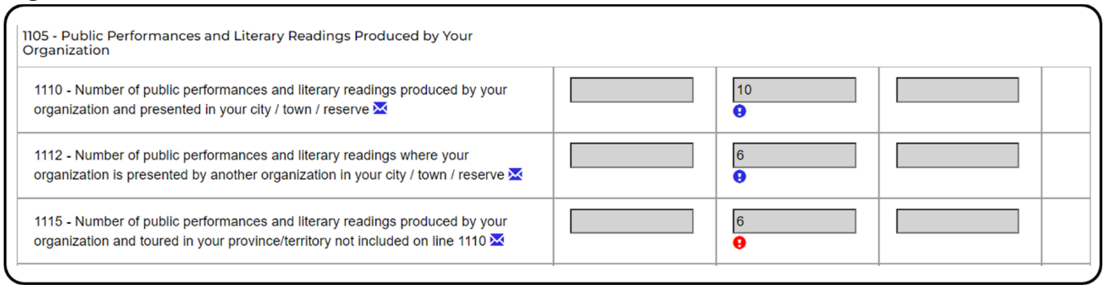


9. When you add a note, the arts organization will receive a notification letting them know which year and line number they need to review. Similarly, once the organization responds, the agency user who left the note will be notified that the arts organization has responded.

10. When you receive a notification indicating the arts organization has responded, you can navigate back to the relevant line on the financial form and click on the **red exclamation mark** (). You should also review the values for the line you made notes on to see if any

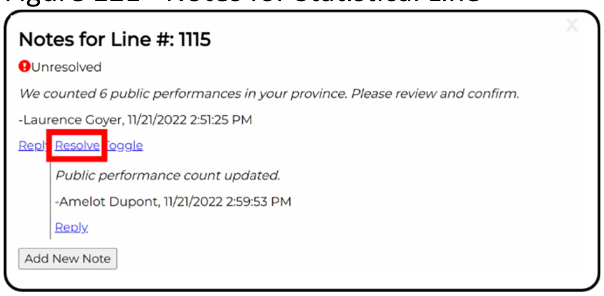
updates / corrections have been made. In the example below we now see that line 1115 now has a new value of 6 (Figure 120).

Figure 120 - Statistical Form with Unresolved Note



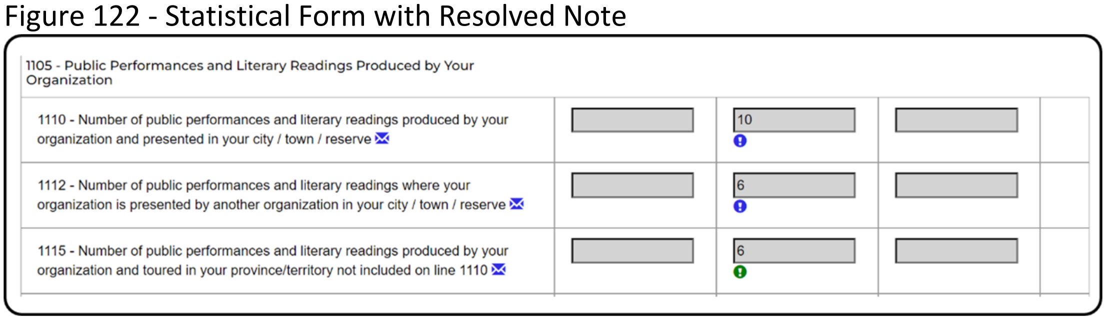
11. Once you have the note open you will see the response from the arts organization and have the option to reply or resolve the note if everything meets your expectations. Once satisfied and ready to resolve the note, you need to click on **Resolve** (Figure 121).

Figure 121 - Notes for Statistical Line



12. You will now notice that the note indicates it has been resolved. On the statistical form the exclamation mark will now be green indicating there are notes attached to the line on the form, but the note has been resolved (Figure 122).

Figure 122 - Statistical Form with Resolved Note



3.4 MAXIMIZING THE REPORTING CAPABILITIES OF CADAC

3.4.1 HOW TO RUN AND UNDERSTAND REPORTS

Overview of Reporting
The Reports section of CADAC allows its users to have access to historical data anytime. Because of this, organizations and agencies are able to analyze financial and statistical data to identify trends and access national aggregate (amalgamated) financial and statistical data. Organizations can run reports on their own data as well as run reports that compare their data to aggregate data from other organizations. For confidentiality purposes, comparison reports are only available when data can be drawn from five or more organizations. This ensures that the aggregate data cannot be identified for specific organizations.

How to Run Reports and Extracts
This section is still in development and will be updated soon.

Types of Reports Available
To view the types of reports that are available to you and for more details on each report, please see the *Types of Reports Available* document on the cadac.ca training page for Agencies.