cadac

MODULE 2
ARTS ORGANIZATIONS TRAINING MODULES

Version 1.0   **November 2023**

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2.1 MANAGING AN ORGANIZATION ACCOUNT

2.1.1 MANAGING YOUR ORGANIZATION'S PROFILE

How to Edit the Organization's Profile

To edit your organization's main information such as the address, website and type of organization, follow the steps below:

1. After signing in, click on **Organization(s)** in the CADAC menu at the top (Figure 1).

   Figure 1 - Organization(s)
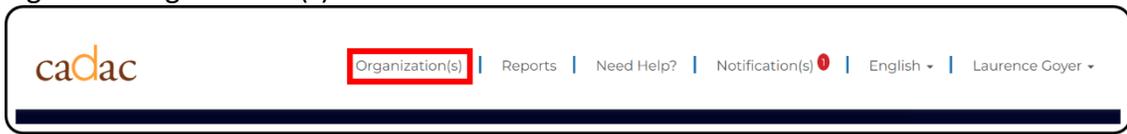
2. Open the Actions drop-down menu for the appropriate organization and click **Edit Organization** (Figure 2).

   Figure 2 - Edit Organization
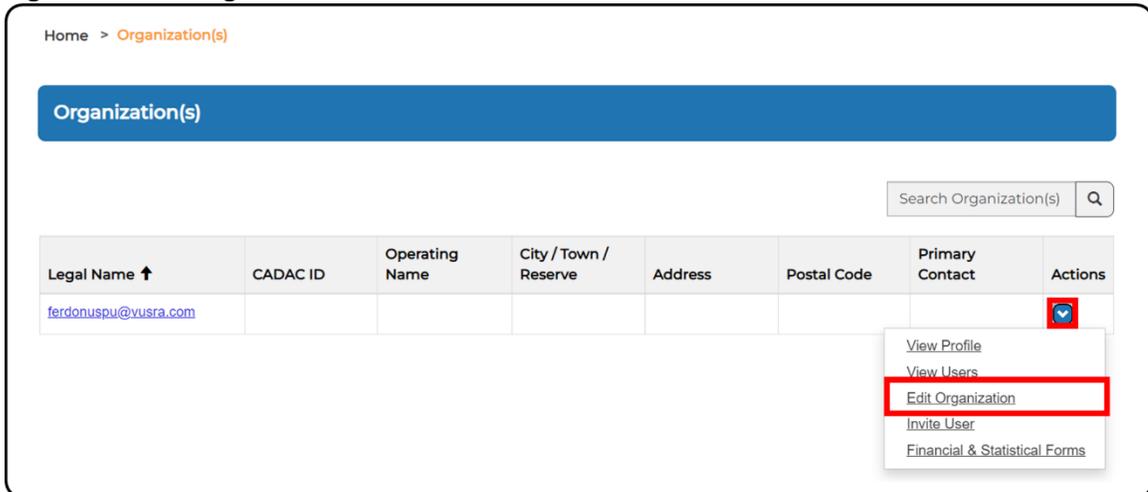
3. Edit the relevant information. Grey fields require CADAC intervention to edit. For more information on these fields please refer to the *Introduction to CADAC* document on the cadac.ca training page.

   Note: You can also see and/or update your data sharing preferences on the profile page. Once you have made the necessary updates, scroll down to the end of the page and click **Save** (Figure 3).

Figure 3 – Data Sharing & Save

4. A notification appears stating that the information has been saved.

How to Assign the Discipline, Specialization(s), and Practice(s)

The discipline, specialization and practice fields in the organization profile are mandatory. To edit these fields, follow the steps below:

1. After signing in, click on **Organization(s)** in the CADAC menu at the top (Figure 4).

Figure 4 - Organization(s)

2. Open the Actions drop-down menu for the appropriate organization and click **Edit Organization** (Figure 5).

Figure 5 - Edit Organization
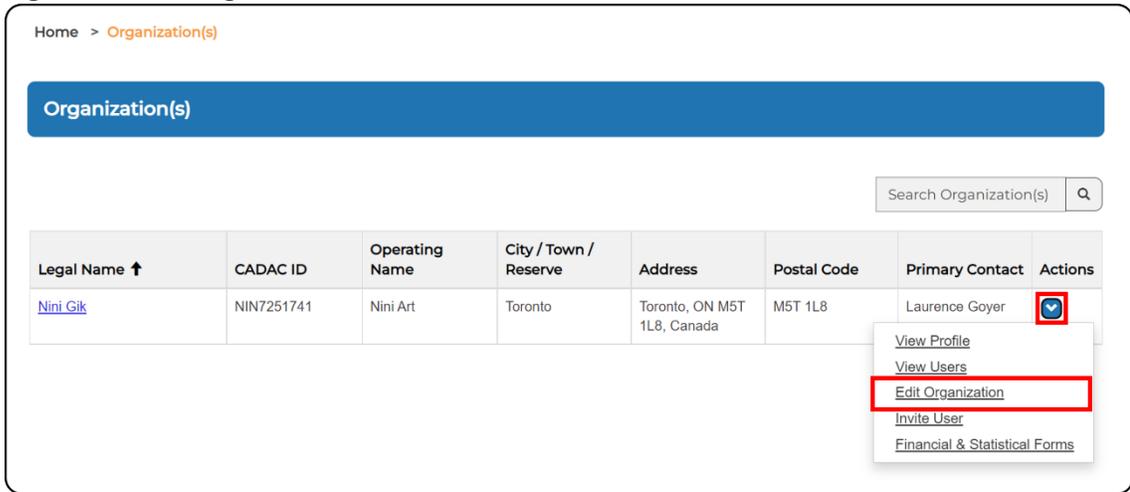
3. Under Organization Discipline, click dropdown arrow and then choose the appropriate discipline (Figure 6). If you have more than one discipline, you can select the *Multidisciplinary* discipline.

Figure 6 - Organization Discipline

4. Under Specializations, click **Add Specialization** (Figure 7).

Figure 7 - Specialization
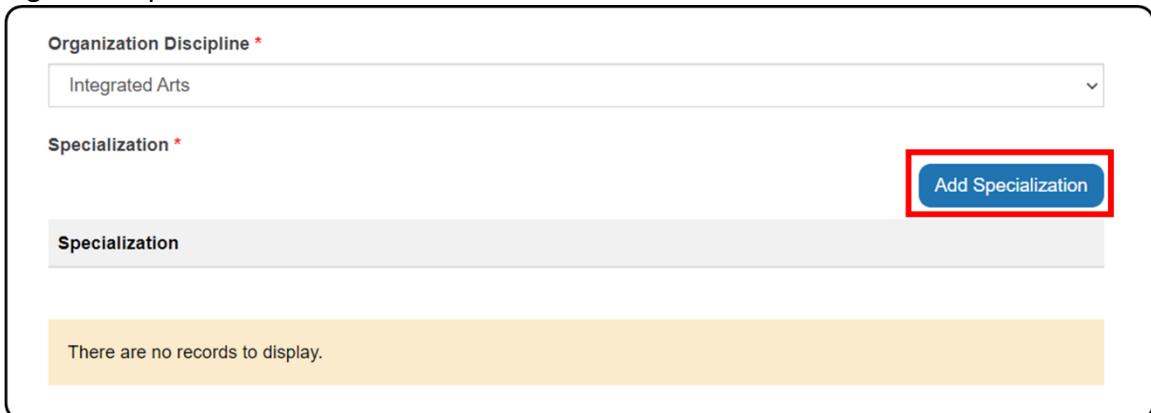
5. A pop-up window will appear (Figure 8). You can choose a specialization from the drop-down menu. The specializations are dependent on the discipline(s) you chose. If your organization does not have a specialization, choose Not Applicable. Click **Add Specialization**.

Figure 8 - Specialization Pop-up Window
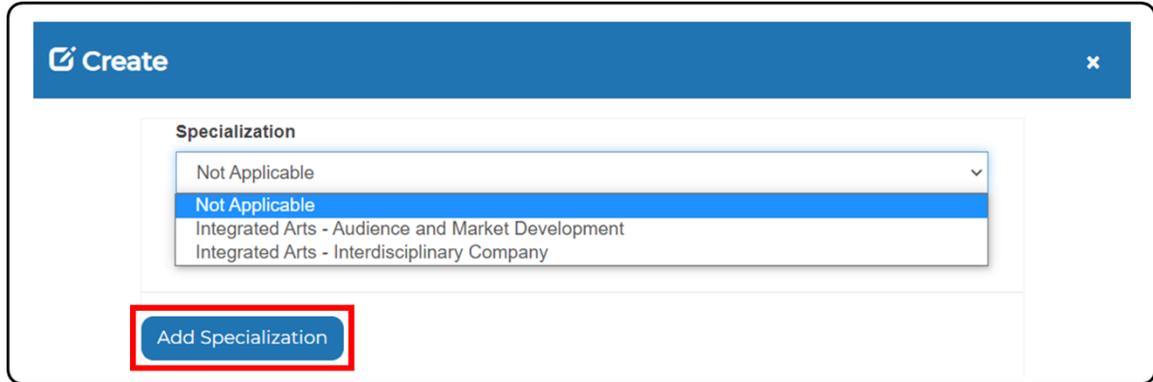
6. If your organization has more than one specialization, repeat steps 4 and 5 until all the organization's specializations have been added. The specializations will appear in the list under the Specialization heading (Figure 9).

Figure 9 - Assigned Specializations

7. To remove a specialization, click on the drop-down arrow next to the correct specialization and then click **Remove Specialization** (Figure 10).

Figure 10 - Remove Specialization

8. A pop-up window will appear (Figure 11). Click **Delete** to confirm the removal of the specialization. A notification stating that the specialization has been deleted will appear.

Figure 11 - Delete Pop-up Window

9. Under Practice, click **Add Practice** (Figure 12).

Figure 12 - Practice

10. A pop-up window will appear (Figure 13). You can choose a practice from the drop-down menu. If the organization does not have a practice, choose Not Applicable. Click **Add Practice**.

Figure 13 - Practice Pop-up Window
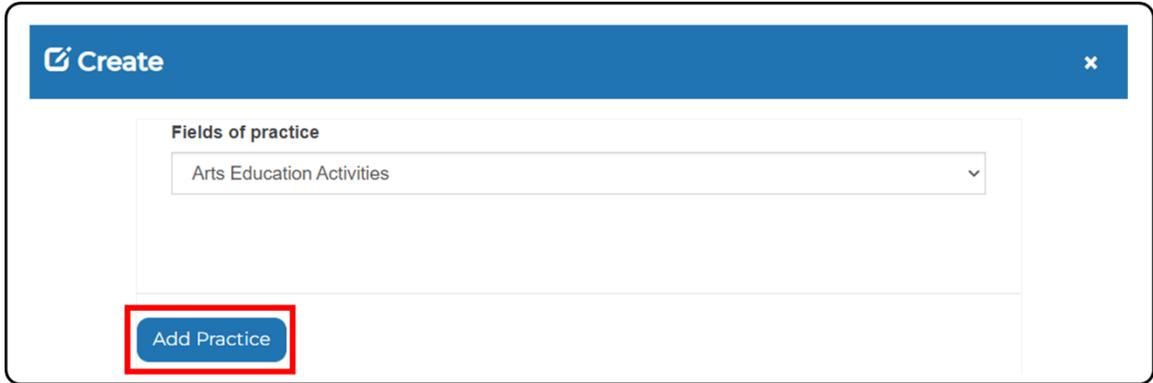
11. If your organization has more than one practice, repeat steps 9 and 10 until all the organization's practices have been added. They will appear in the list under the *Practice* heading (Figure 14).

Figure 14 - Assigned Practice(s)
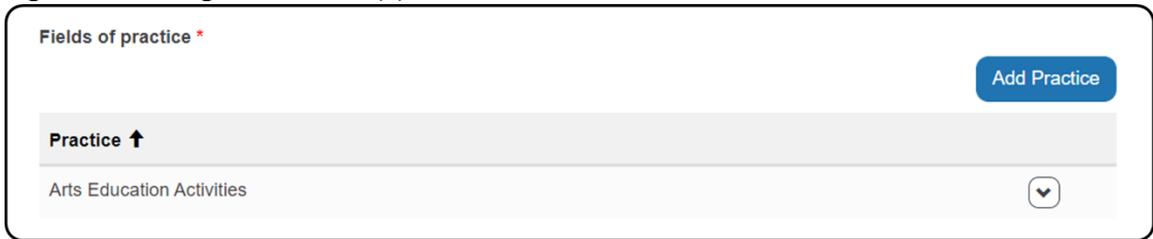
12. To remove a practice, click on the drop-down arrow next to the correct practice and then click **Remove Practice** (Figure 15).

Figure 15 - Remove Practice

13. A pop-up window will appear (Figure 16). Click **Delete** to confirm the removal of the practice. A notification stating that the practice has been deleted will appear.

Figure 16 - Delete Pop-up Window
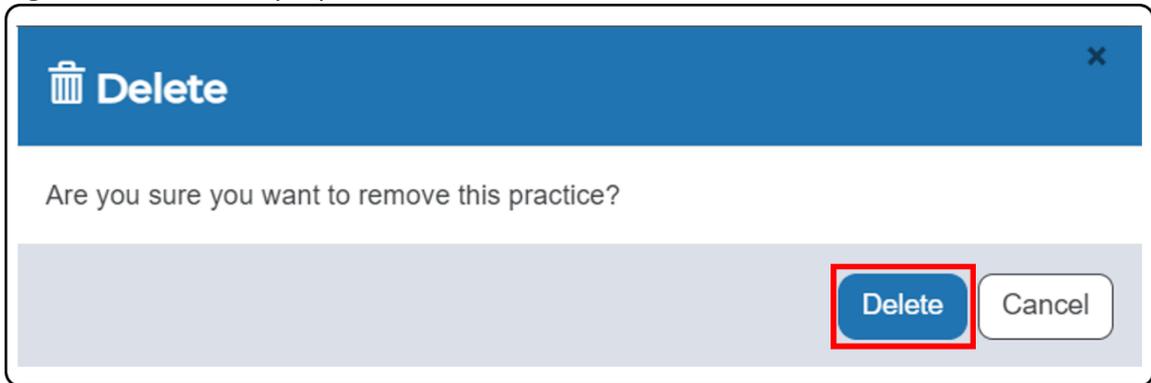
14. Scroll down to the bottom of the page and click **Save**. A notification appears stating that the information has been saved.

Edits That Require CADAC's Intervention

Some changes to your organization profile cannot be done on the CADAC webpage. You may notice that these fields are grey and not editable. Please contact CADAC at cadacinfo@cadac.ca to request changes to:

- The legal name of the organization (please also provide a copy of a legal document showing the name change)
- The operating name of the organization
- The fiscal year end of the organization

2.1.2 MANAGING YOUR ORGANIZATION'S USERS

Types of Users and Their Accesses

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

There are three types of roles available:

- Organization Supervisor
- Organization User
- Organization Contractor

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

To learn more about each role and their accesses, please refer to the [CADAC User Roles for organizations](#) support document on the cadac.ca training page

How to View Users That Have Access to Your Organization
Organization users can view users that have access to their organization, as well as their assigned role.

1. After signing in, click on **Organization(s)** in the CADAC menu at the top (Figure 17).

   Figure 17 - Organization(s)

2. Open the Actions drop-down menu for your organization and click **View Users** (Figure 18).

   Figure 18 - View Users
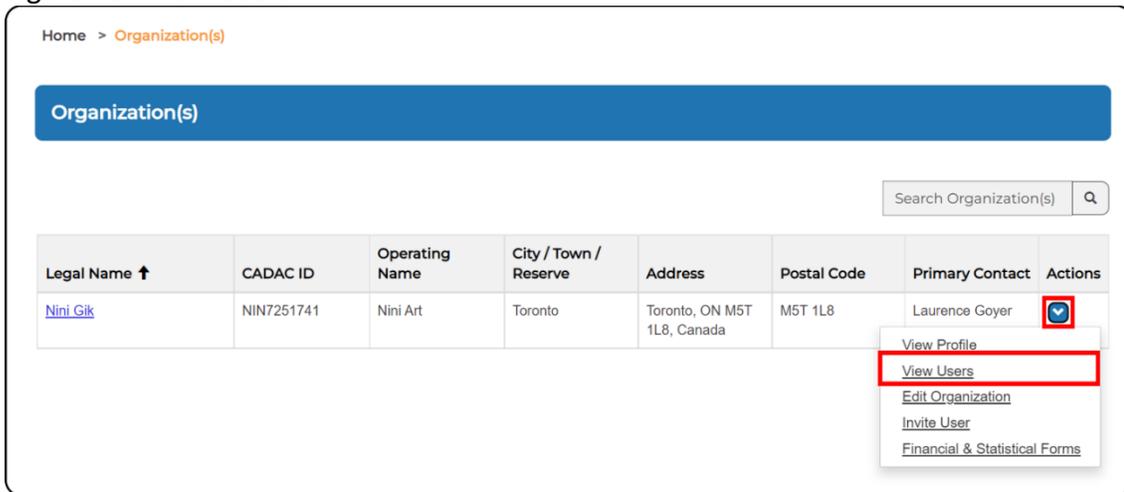
3. The *Organization Users* page will display (Figure 19). All users associated with the organization are listed in the table with their assigned roles in the Role column. Users with no items listed under the Actions column have not yet completed their profile.

Figure 19 - Organization Users
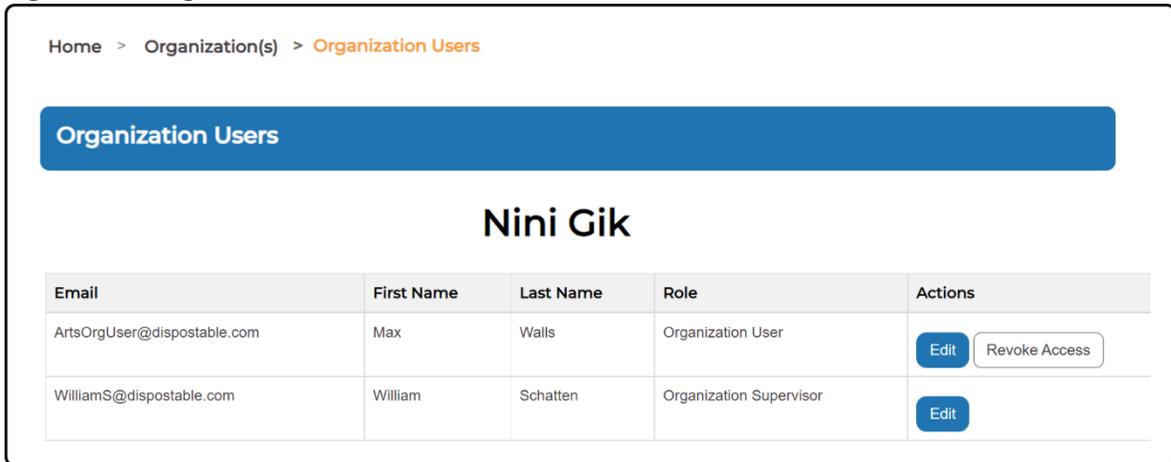
How to Create and Edit Users

All organization users are assigned a role thereby setting their security restrictions and permissions within CADAC. Only the Organization Supervisor is allowed to create new users and manage existing users.

Create a New Organization User

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

1. After signing in, click on **Organization(s)** in the CADAC menu at the top (Figure 20)

Figure 20 - Organization(s)

2. Open the Actions drop-down menu for your organization and click **Invite User** (Figure 21).

Figure 21 - Invite User
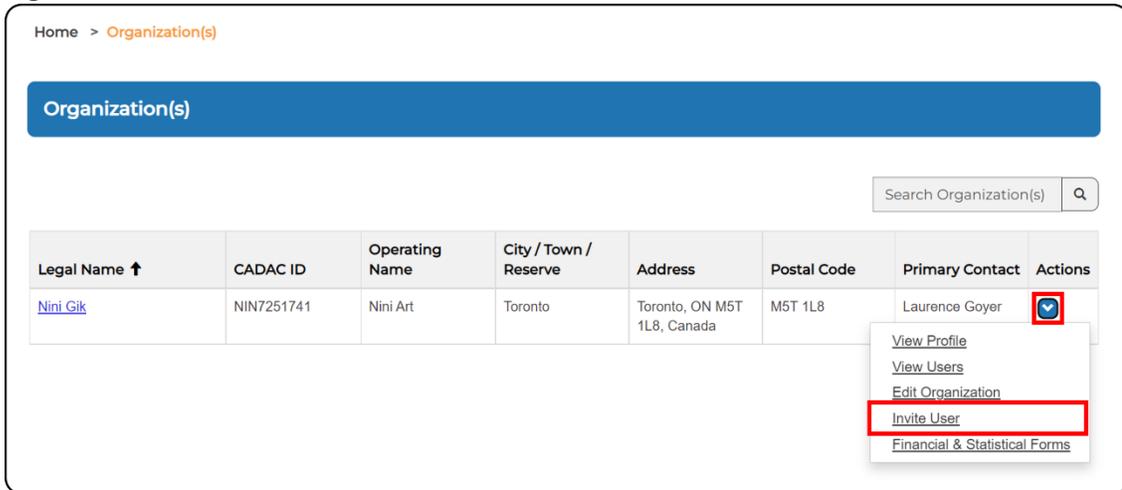
3. Enter the email address of the user you are inviting and choose their Organization Role. Click **Verify email address** (Figure 22).

Figure 22 - Invite Organization User Page
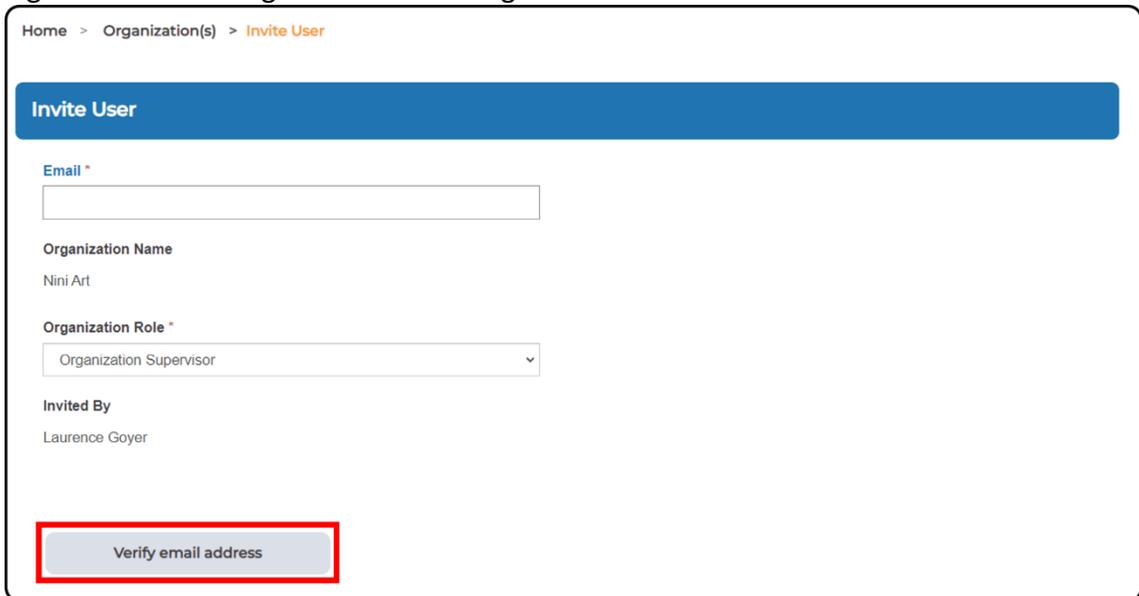
4. CADAC will check if the user already exists in the system. A notification will appear if a user already exists in the system but is associated with a different organization (Figure 23). Click **Add User** to add them to your organization. They will receive a notification that they have been linked to your organization the next time they sign in to CADAC. See the next steps for a new user.

Figure 23 - Add an Existing User

5. If it is a new user, the **Send Invitation** button will appear. Click **Send Invitation** (Figure 24).

Figure 24 - Send Invitation to New User

6. A pop-up window will appear. Click **Ok** to send the email invitation (Figure 25).

Figure 25 - Sending Invitation Pop-up Window

Sending Invitation   ✖

Do you want to send this invitation?

[Ok] [Cancel]
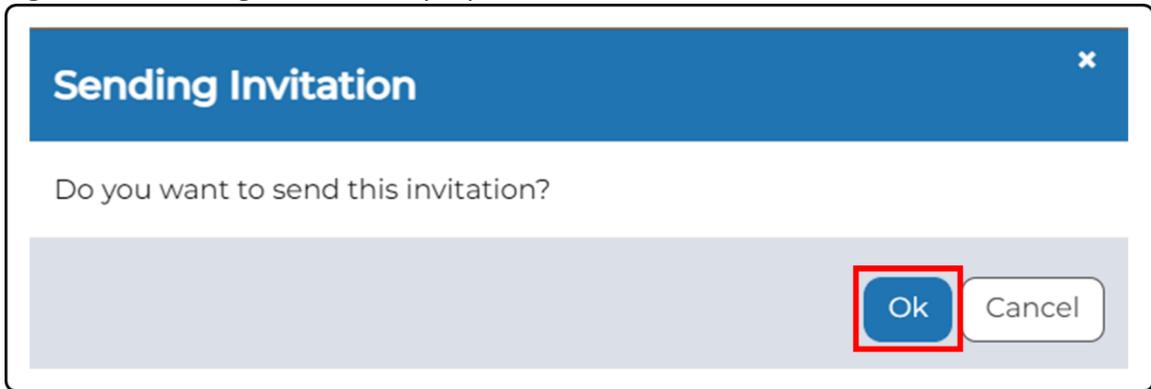
7. You will be redirected to the *Organization(s)* page and a notification stating that the invitation has been sent will be visible (Figure 26).

Figure 26 - Organization(s) Page

Home > Organization(s)

Organization(s)

Your invitation has been sent   ✕

Search Organization(s) 🔍

Legal Name ↑	CADAC ID	Operating Name	City / Town / Reserve	Address	Postal Code	Primary Contact	Actions
Nini Gik	NIN7251741	Nini Art	Toronto	Toronto, ON M5T 1L8, Canada	M5T 1L8	Laurence Goyer	🔽
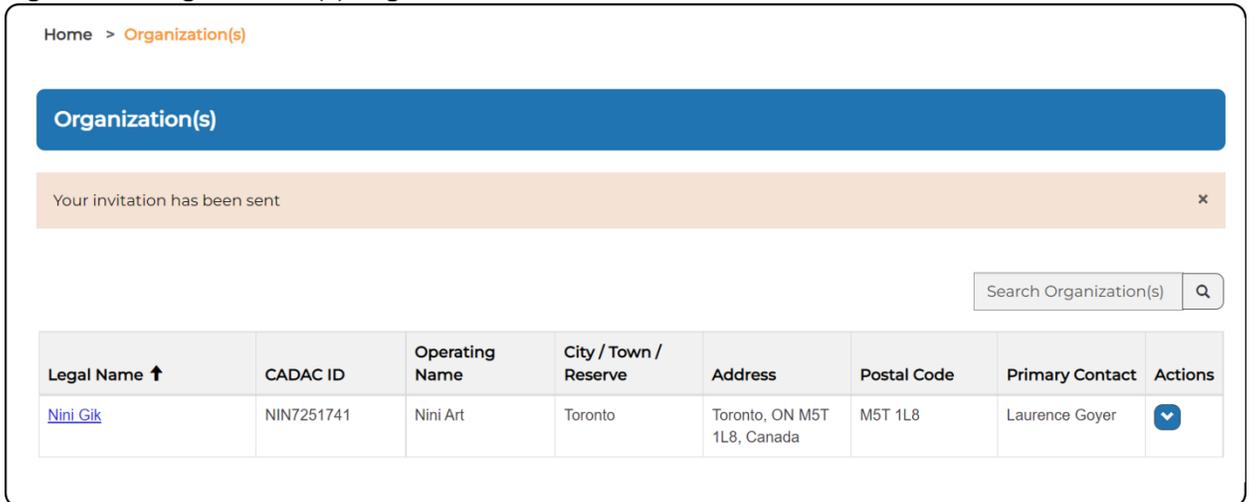
Modify an Organization User

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

1. Look for the organization user that you want to modify. For that user, click on **Edit** under the Actions column (Figure 27).

Figure 27 - Organization Users Page

2. You will be on the *User Profile* page for that organization user. Change the Role. Click **Update** (Figure 28)

Figure 28 - Role Change in Organization User Profile
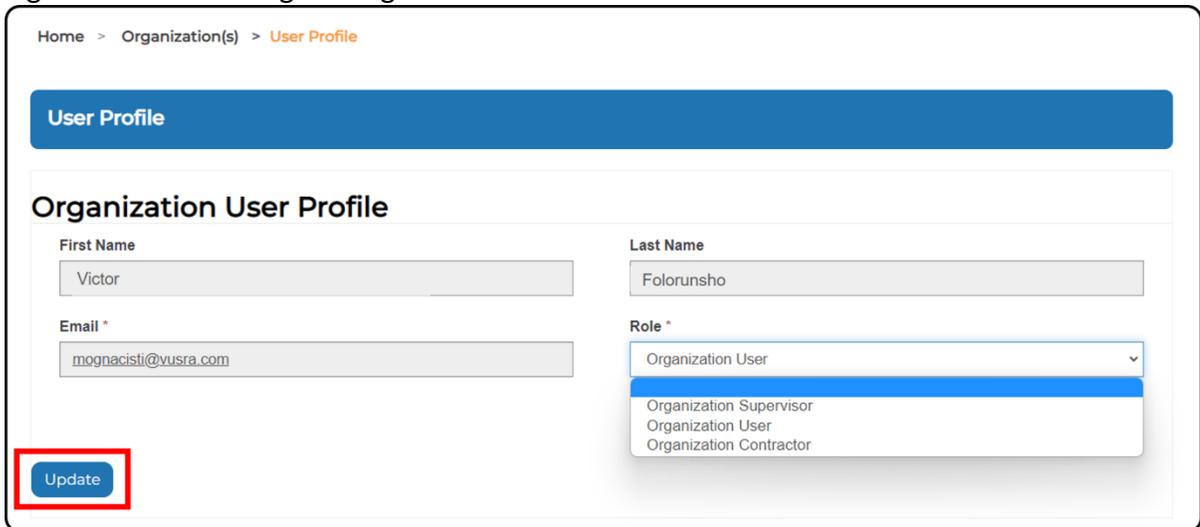
Deactivate an Organization User

When a user no longer requires access to CADAC (e.g., no longer employed, changed responsibilities within the organization), the user's account should be deactivated as soon as possible by an Organization Supervisor. Deactivating a user's account removes them from the *Organization Users* page and revokes their access to the organization. If they have access to more than one organization, their access to the other organizations will not be affected.

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

1. Look for the organization user that you want to deactivate. For that user, click on **Revoke Access** under the Actions column (Figure 29).

Figure 29 - Revoke Access

2. A confirmation pop-up box appears. Click **OK** to revoke the user's access to the organization (Figure 30).

Figure 30 - Confirmation Pop-up Box
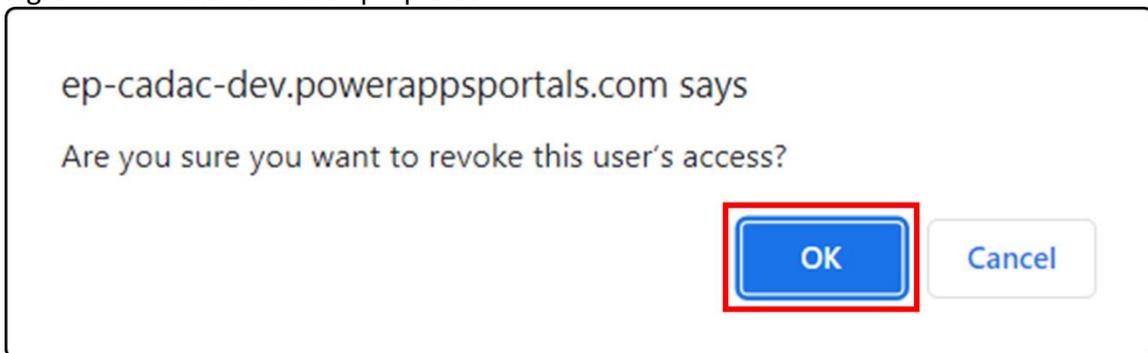
3. CADAC will provide you with a message indicating the user's access has been revoked and they will no longer appear in your user list.

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

2.2 EXPLORING AND MANAGING MY ORGANIZATION'S FINANCIAL INFORMATION

2.2.1 OVERVIEW OF THE FINANCIAL FORM

Structure and Navigation of the Financial Form

The *Financial and Statistical Forms* page displays the organization's financial and statistical forms by fiscal year. From that page, the user can choose to create, view, edit, download, and/or print financial forms.

Note: Users can only edit financial forms that have not been put under review or locked by CADAC

Structure of a Financial Form

The financial form consists of four sections:

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 Complete the Financial Form

There are two ways to record financial data in the CADAC financial form. You can download a form from CADAC, enter data into the Excel file, save it to your desktop and upload it to CADAC. You can also enter data directly into CADAC using the online form.

Once a fiscal year is completed and the financial statements are ready, you must update your financial form and attach your financial statements (please refer to Module 2.2.2 MANAGING FINANCIAL STATEMENTS for instructions on how to attach financial statements). Once the updated form is submitted to CADAC and financial statements are attached, CADAC will be

notified, and the reconciliation process will begin. For information about the reconciliation process, please refer to Module 2.3 Understanding the Reconciliation Process.

You can edit the financial form as often as you wish when the status of the form is "Draft", "Submitted", "Re-Submitted" or "Revise"; you cannot edit the financial form when it is "Under Review" or "Locked".

Uploading vs. Online Submission
The two methods of completing a financial form are uploading a filled Excel template or entering data directly into CADAC. While uploading saves the form as a draft version automatically, entering data online requires you to click **Save** to save the form as a draft version or to click on **Submit** to save and submit the form. When the form is saved as a draft, only your organization has access to it. Once completed, make sure to also submit the form.

Uploading
When the Excel template is downloaded, the organization name and fiscal years are already populated in the document. Data previously entered in CADAC for any fiscal year contained in the form is also included when the template is downloaded. To complete a financial form by uploading an Excel template, follow the steps below:

1. From the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page), scroll down to the bottom. Under the Financial table, click **Export** (Figure 31).

   Figure 31 - Export
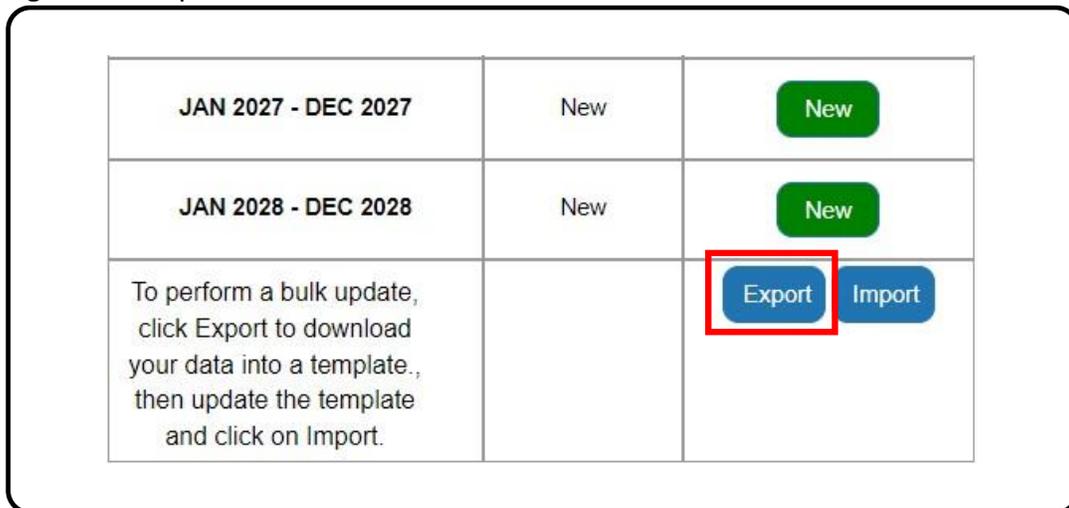
2. This downloads an Excel template that you will use to enter data for the desired fiscal years.

   Note: You won't be able to enter data in years that have a "Locked" or "Under Review" status.

3. Open the downloaded file and click **Enable Editing** (Figure 32).
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. Individual browser experience may vary.

Figure 32 - Enable Editing

4. Input the financial data in the "Edit" tab. You can also input comments in the line below the line value. See the table below to see detailed information about entering data in the template (Figure 33). For the financial form line definitions, refer to this section.

Figure 33 - Excel Template

Line #		Prior Year Actuals December 1, 2020 - November 30, 2021 Submitted ❶	% of Total
4000	- REVENUES		
4100	- Earned Revenue		
4105	- Production admissions and box office from subscriptions / admissions membership or group admissions	❷ 5000	66.67
4110	- Production admissions and box office from single ticket sales	2500	33.33
	❸	Test note	
4115	- Co-productions	0	❹
4120	- Touring revenue / exhibition rental	0	

❶ Make sure you are entering financial data for the correct fiscal year. The template includes two years prior to the current year and four years beyond the current year. If you need to enter financial data for a fiscal year that is not included in the template, you must enter it directly online.

❷ Enter values in the corresponding line in the column for the fiscal year you are working on.

③ You can enter comments (to give more information about your entry) in the row right underneath the line value. Comments cannot exceed 500 characters per line.

④ Do not input any data in cells that are grey. These cells either do not require data or contain formulas that automatically calculate values.

Note: The Financial Form Excel Template has two other tabs: *View without notes* and *Notes only*. These tabs are for reference only and not for input.

5. Once you have filled in the Excel template, save the file to your computer, and return to the *Financial & Statistical Forms* page. Click **Import** under the Financial table (Figure 34).

Figure 34 - Import
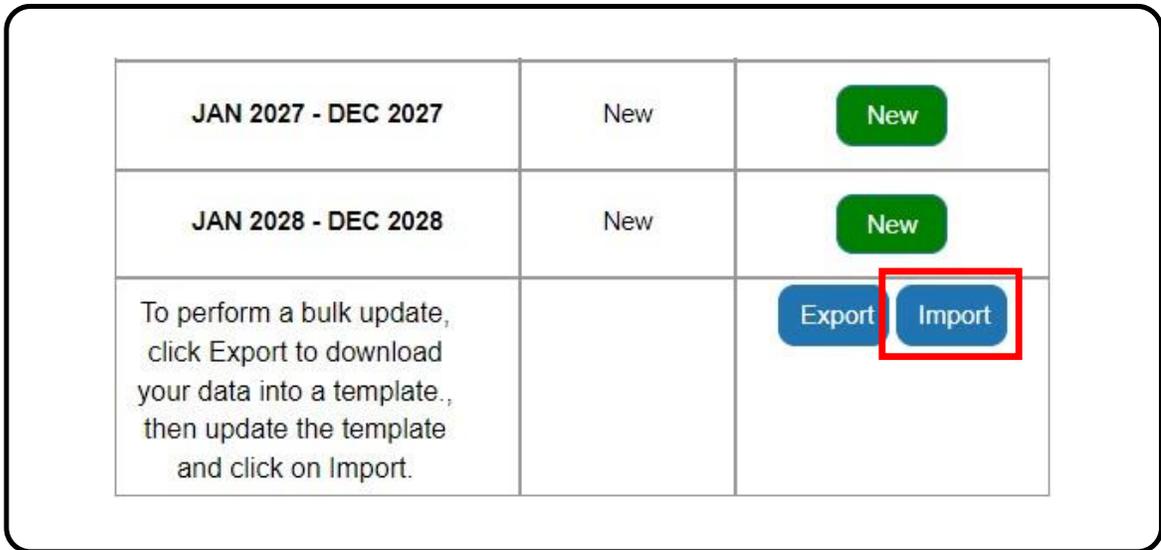
6. Navigate to where the saved template is located and select it. Click **Open** (Figure 35)

Figure 35 - Uploading the Saved Template
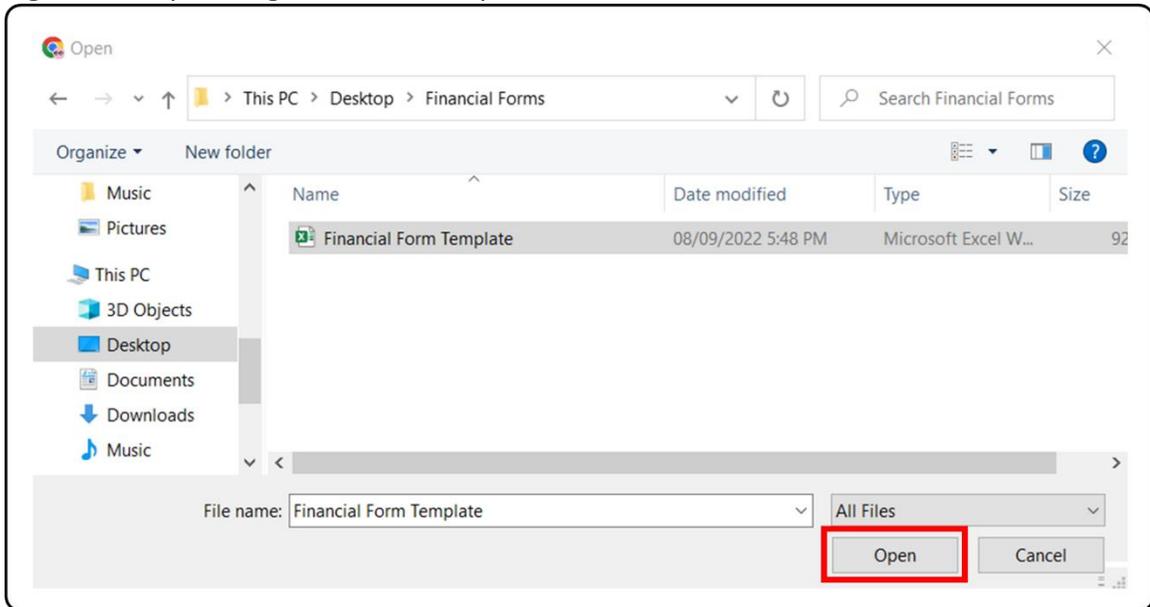
7. A message stating that the record was successfully uploaded will appear (Figure 36)

Figure 36 - Record Saved Successfully
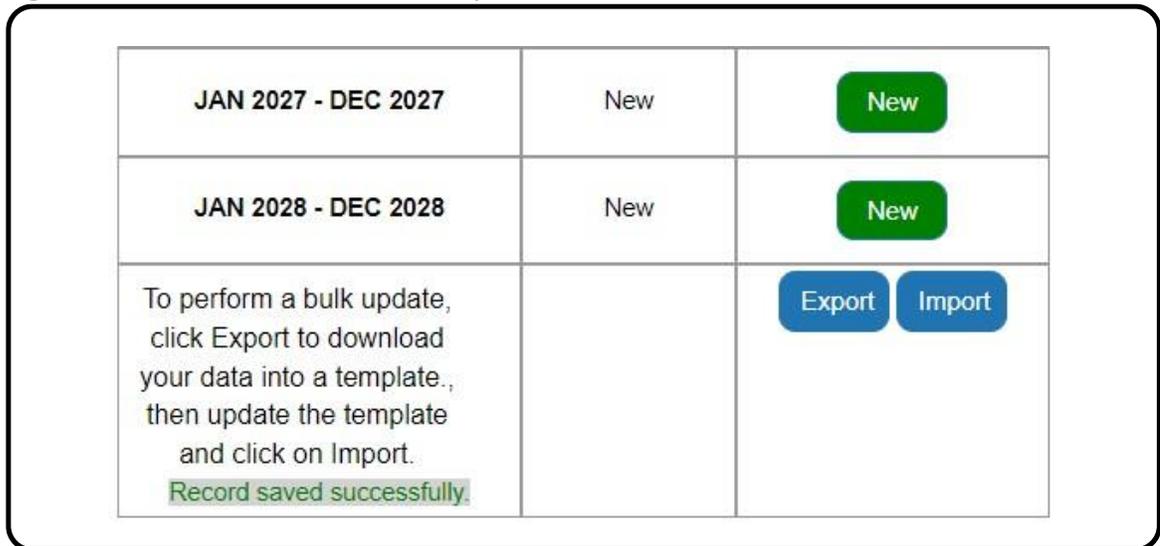
Note: You may need to refresh your page. The years that were modified and uploaded will now be in DRAFT (or +DRAFT) status.

8. Click **Edit** for the fiscal year that you uploaded data to (Figure 37).

Figure 37 - Edit Financial Form

JAN 2023 - DEC 2023	Submitted + Draft	Edit
JAN 2024 - DEC 2024	Draft	Edit

9. The *Financial Form* page will load. Review the uploaded data to make sure it is correct. Scroll to the bottom of the page and click **Submit** to submit the form (Figure 38).

Figure 38 - Submit

6360 - Working capital ratio ✉	0.00	0.00	0.00
6365 - Assets of associated foundations ✉	0.00	0.00	0.00
		Save Submit Revision	

10. A dialog box will appear to confirm your submission. Click **OK** (Figure 39)

Figure 39 - Confirm Submission

account-compte.cadac.ca says

You are about to share your financial form with the funding agency and CADAC.

Submitting this form does not prevent you from making modifications to your data.

TIP: If the financial statements are missing signatures or other fields do not match, the form will be returned for review, so please ensure your information is ready for review to ensure a prompt reconciliation process.

OK   Cancel

11. If there are discrepancies in the form, a different dialog box will appear (see Figure 40). Click **OK** and address the issue(s). When you have resolved the issue(s), remember to **Submit** again.

> **Note:** The figure below shows that lines 6275 (Total Assets) and 6345 (Total Liabilities and Net Assets) must be the same amounts. Go to 6250 - Statement of Financial Position / Balance Sheet (Information from Financial Statements – Actuals Only) to resolve the discrepancy.

Figure 40 - Discrepancy

cadac-prod.powerappsportals.com says

Lines 6275 and 6345 must contain the same amounts. Please review and modify these lines to ensure that the data match.

OK
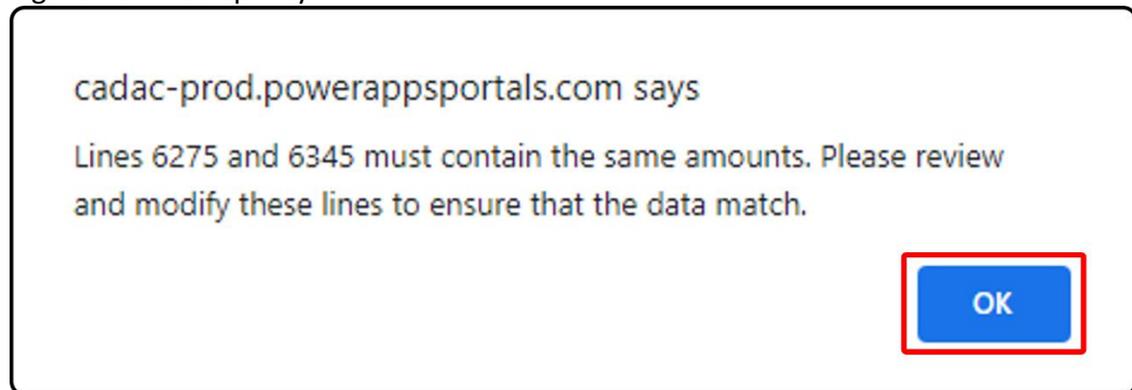
12. Once the form is successfully submitted, you can go back to the *Financial & Statistical Forms* page and see that the form status has been changed to "Submitted". If you click **Edit** for the form that you submitted, you will also see the Revision button at the bottom.

> **Notes**:
> - A draft form is saved if new or revised data is uploaded (forms that had a New status will now have a Draft status, and forms that were in Submitted, Re-submitted or Revise status will now have a +Draft attached to the status). ~~If a blank form is uploaded, the confirmation message will still indicate that the upload function was successful but because no data was entered, the form status will not change for that specific year.~~
> - Financial forms are automatically saved as drafts when completed through the Excel upload. If multiple years were updated using the Excel template upload, the user must access each year's form, and click **Submit** to finalize the process for each year.
> - **The financial forms should be submitted in chronological order for the carryover function to work properly. The system will not let you submit a form if the previous year has a draft status.**
> - If you are submitting data for a fiscal year that is completed, remember to also attach the financial statements for that form (please refer to How to Attach

[Financial Statements](#) for instructions). Current years and projected years do not require any attachments.

- Financial forms can be edited if the status of the form is "Draft", "Submitted", "Re-Submitted" or "Revise"; you cannot edit the financial form when the status is "Under Review" or "Locked".

Online Submission

To fill a financial form directly in CADAC, follow the steps below:

1. From the *Financial & Statistical Forms* page (see steps 1-2 [here](#) to navigate to this page), click **New** for the fiscal year that you will be working on (Figure 41)

Figure 41 - New Financial Form

JAN 2021 - DEC 2021	Locked	View
JAN 2022 - DEC 2022	Submitted	Edit
JAN 2023 - DEC 2023	New	New
JAN 2024 - DEC 2024	New	New
JAN 2025 - DEC 2025	New	New

2. The *Financial Form* page is displayed. The financial form will appear and show up to three years - the fiscal year that you chose will appear in the middle column. Only the middle column is editable. Enter all applicable information directly on the form (Figure 42). For the financial form line definitions, refer to this [section](#).

Note: Lines 4305 and 4310 will be read-only unless the organization is a federally registered charitable organization with a federal charity number.

Figure 42 - Entering Data in Financial Form

3. To enter comments regarding an amount in a specific line, click on the blue ✉ envelope at the end of the line description. After entering the comment, click **Save** and close the window (Figure 43).

Note: Comments can be used to provide details or a breakdown of figures. A comment cannot exceed 500 characters.

Figure 43 - Adding a Comment

4. Scroll to the bottom of the page and click **Save** to save the form. The data is saved as a draft version (Figure 44).

Figure 44 - Save Financial Form

5. Once all data has been added and finalized, click **Submit** to submit the form (Figure 52).

Figure 45 - Submit Financial Form

6. A dialog box will appear to confirm your submission. Click **OK** (Figure 46).

Figure 46 - Confirm Submission

account-compte.cadac.ca says

You are about to share your financial form with the funding agency and CADAC.

Submitting this form does not prevent you from making modifications to your data.

TIP: If the financial statements are missing signatures or other fields do not match, the form will be returned for review, so please ensure your information is ready for review to ensure a prompt reconciliation process.

OK   Cancel

7. If there are discrepancies in the form, a different dialog box will appear (See Figure 47). Click **OK** and address the issue(s). When you have resolved the issue(s), remember to **Submit** again.

    Note: The figure below shows that lines 6275 (Total Assets) and 6345 (Total Liabilities and Net Assets) must be the same amounts. Go to 6250 - Statement of Financial Position / Balance Sheet (Information from Financial Statements – Actuals Only) to resolve the discrepancy.

Figure 47 - Discrepancy

cadac-prod.powerappsportals.com says

Lines 6275 and 6345 must contain the same amounts. Please review and modify these lines to ensure that the data match.

OK
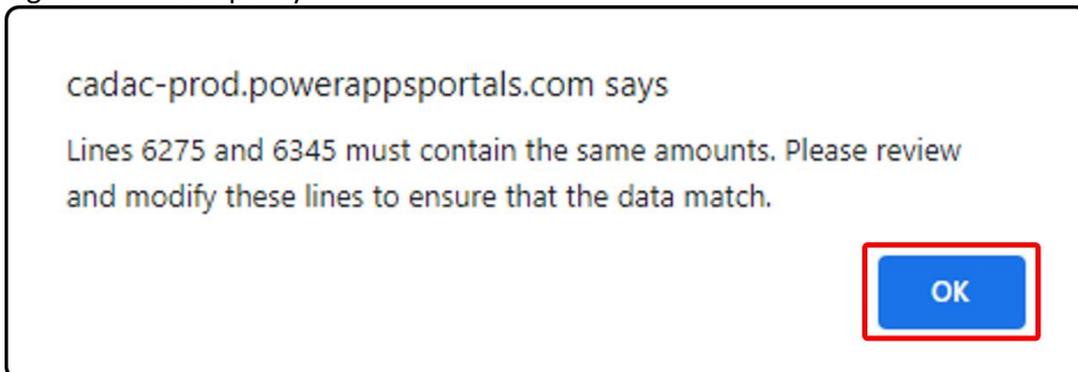
8. Once the form is successfully submitted, you can go back to the *Financial & Statistical Forms* page and see that the form status has been changed to "Submitted". If you click

Edit for the form that you submitted, you will also see the Revision button at the bottom.

> **Notes**:
> - **The financial forms should be submitted in chronological order for the carryover function to work properly. The system will not let you submit a form if the previous year has a draft status.**
> - If you are submitting data for a fiscal year that is completed, remember to also attach the financial statements for that form (please refer to How to Attach Financial Statements for instructions).
> - The financial forms can be edited if the status of the form is "Draft", "Submitted", "Re-Submitted" or "Revise"; you cannot edit the financial form when it is "Under Review" or "Locked".

How to Access Financial Form Line Definitions (Available Online)
For help with completing the financial form, there is a Financial Form Line Definitions document available in CADAC. To access it, follow the steps below:

1. Navigate to the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page). Click on **Edit** or **View** for any fiscal year (Figure 48).

   Figure 48 - Edit or View a Financial Form

2. On the Financial Form page, you will see a link to the Financial Form line definitions under the name of your organization. Click on the link (Figure 49).

Figure 49 - Financial Form Line Definitions
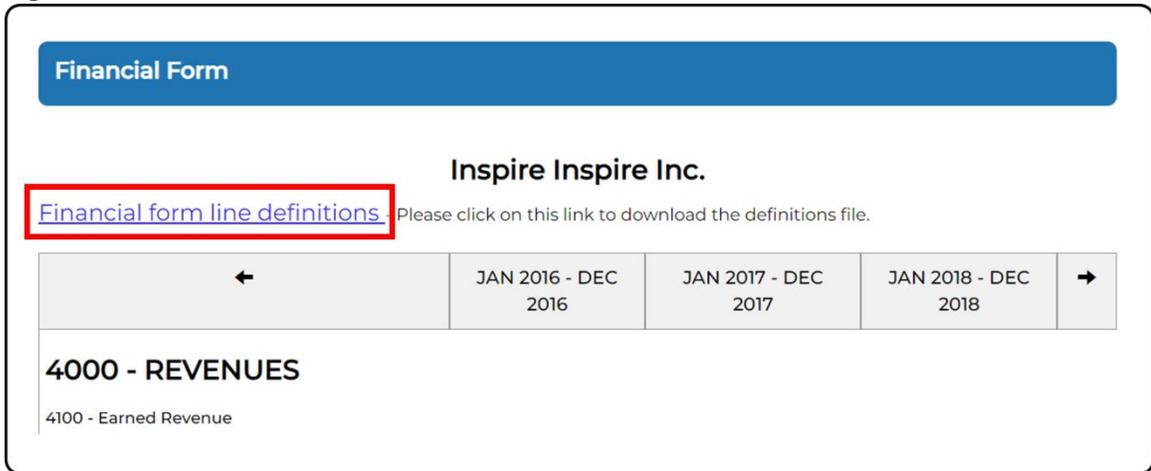
3. The file will download or open in your browser (depending on your settings).

   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. Individual browser experience may vary.

How to View, Download, and Print Existing Financial Forms
To view, download, or print existing financial forms, follow the steps below:

1. After signing in, click on **Organization(s)** on the menu at the top (Figure 50).

   Figure 50 - Organization(s)

2. Open the Actions drop-down menu for the appropriate organization and click on **Financial & Statistical Forms** (Figure 51).

Figure 51 - Financial & Statistical Forms

3. You are now in the *Financial & Statistical Forms* page. Click on **Edit** or **View** on a fiscal year to view the financial form for that year (Figure 52).

Note: Forms with a Draft, Submitted, Re-Submitted and Revise status will have an **Edit** button, and forms with an Under Review or Locked status will have a **View** button. (Figure 52).

Figure 52 - View Financial Form

4. You will be directed to the *Financial Form* page. The financial form will appear and show up to three years. The fiscal year that you selected will appear in the middle column (when three years are displayed). You can click on the arrows to scroll through different years.

Figure 53 - Financial Form Page

5. To print the form, you can either use your browser's Print function or click on EXPORT to download the form in an Excel document (see section 2.2.1) and print from there.

How to View Previously Submitted Versions of the Financial Form
CADAC allows you to view previously submitted versions of financial forms. Revisions are numbered and are identified by the status, the user who submitted the financial form, and the submission date. To view a financial form's submission history, navigate to the *Financial & Statistical Forms* page (see steps 1-2 above to navigate to this page) and follow the steps below:

1. On the *Financial & Statistical Forms* page, choose the year for which you want to view the financial form's submission history. Click on **Edit** or **View** (Figure 54).

Figure 54 - Edit or View Financial Form

2. Scroll to the bottom of the *Financial Form* page and click on **Revision** (Figure 55).

Note: The Revision button appears for the year in the middle column and only after a user successfully submits a financial form.

Figure 55 - Revision

3. The *Financial Revision* page loads. 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 (Figure 56)

Figure 56 - Financial Revision Page

2.2.2 MANAGING FINANCIAL STATEMENTS

Important Note About Financial Statements

Organizations are required to submit financial statements to CADAC within 6 months after their fiscal year end. Financial statements are uploaded as electronic attachments to a specific year and can be viewed by CADAC and by funding agencies that have access to the organization's

data. It is the organization's responsibility to submit the type of financial statements required by the funding agency to which it is applying. There are three types of financial statements:

TYPE	DEFINITION
Audit	An audited financial statement is a formal financial report prepared from accounting records that includes a report expressing the professional opinion of the external auditor as to the fairness of the financial statement. The accountant's brief is to determine if the financial statement presents fairly, with no material misstatements, the financial position of the organization. The auditor examines financial records and accounts to verify the accuracy and performs certain tests of the information. The audit must by signed by two members of the Board of Directors or other governing body to confirm their acceptance of the auditor's report.
Review Engagement	A review engagement report is a formal financial report prepared from accounting records and reviewed by an independent accountant. The accountant's brief is to determine the plausibility of the financial information reported on; the accountant is confirming that nothing has come to light that would suggest the statements don't fairly represent the financial situation of the organization. The report must be signed by two members of the Board of Directors or other governing body to confirm their acceptance of the accountant's report.
Unaudited Statement	An unaudited financial statement is a formal financial report prepared by an organization, including a Statement of Financial Position (sometimes called a balance sheet) and a Statement of Revenues and Expenses (sometimes called a statement of operations). These reports do not require scrutiny by anyone outside the organization but must be signed by two members of the Board of Directors or other governing body to confirm their acceptance of the statements.

Regardless of whether your organization prepares an Audit, a Review Engagement, or a financial report compiled by internal or external accountants, the financial statements belong to the management. As such, the accountants and auditors should consent to your financial statements' presentation needs as requested by your financial stakeholders (the level of detail, the terminology used, how revenues and expenses are grouped, etc.). As such, please ensure you are adhering to those needs when preparing the financial statements.

For arts organizations, usually the most important stakeholders are the funding agencies that provide operating/core support. Other key stakeholders are banks, other financial lenders, large creditors, corporate sponsors, and major donors.

How to Attach Financial Statements

Organizations are required to attach an electronic copy of their financial statements to the corresponding fiscal year's financial form once that fiscal year is completed. To attach financial statements, follow the steps below:

1. Navigate to the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page). Click on **Edit** for the financial form you want to attach your financial statements to (Figure 57).

Figure 57 - Edit Financial Form

2. Scroll to the bottom of the *Financial Form* page. Under Attachments, click **Add** (Figure 58).

Figure 58 - Add Attachment

3. A pop-up window will appear. Enter the Name of the attachment, the Attachment Type, and a description. Click **Choose File** (Figure 59).

Figure 59 - Create Attachment Pop-up Window

4. Go to the location of the financial statements, select the file, and click **Open** (Figure 60).

    Note: Only financial statements in Word, Excel or PDF formats can be uploaded.

Figure 60 - Choose Financial Statement
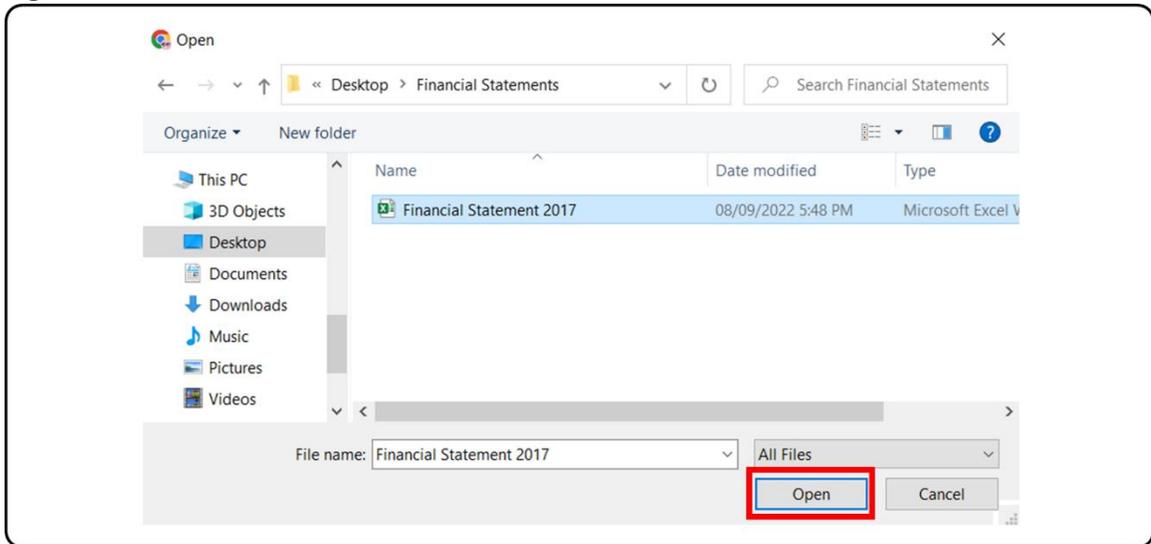
5. The name of the file that you chose will appear next the Choose File button. Click
    Submit (Figure 61).

Figure 61 - Upload Attachment

6. The attachment will appear in the Attachments table (Figure 62).

Figure 62 - List of Attachments

7. If you need to upload a new version of your financial statements, (i.e correction of error, restatement, missing signatures, etc.) you must upload the new file and a new version

will automatically be generated (see the Version column in Figure 62). The most recent version will be used for the reconciliation and for your grant applications.

Note: Do not attach any document other than your financial statements. If you are asked to provide additional documents such as a supporting letter, a grant breakdown, etc., combine that document with your financial statements and upload them as one new attachment.

How to View and Download Past Financial Statements

You can view and download financial statements attached to any financial form regardless of the status of the form. Follow the steps below:

1. Navigate to the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page). Click on **Edit** or **View** for the fiscal year that you want to see the financial statement for (Figure 63).

   Note: If a financial form is in the "Locked" or "Under Review" status, you can only view the financial form.

   Figure 63 - Edit or View Financial Form

JAN 2021 - DEC 2021	Locked	View
JAN 2022 - DEC 2022	Submitted	Edit
JAN 2023 - DEC 2023	New	New

2. Scroll down to the bottom of the *Financial Form* page. Under Attachments, you can see the uploaded financial statements.

3. Click on the link under the File Name column to download the financial statements (Figure 64).

Figure 64 - Download Attachment

4. Open the downloaded file to view the financial statement.

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. Individual browser experience may vary.

2.3 COMPLETING THE RECONCILIATION / VALIDATION PROCESS

2.3.1 OVERVIEW OF THE RECONCILIATION PROCESS

General Expectations During the Process

Once an arts organization has submitted a financial form and attached financial statements for that same year, this will begin the reconciliation process. This process involves the review and assessment of the financial form by CADAC.

Who the Actors Are (Roles)

Arts Organization
Responsible for submitting financial forms and providing the appropriate supporting documentation (see How to Complete the Financial Form).

CADAC analysts
Responsible for reviewing and reconciling the financial information that is provided by arts organizations within their financial statements.

Funding Agency
Funding agencies are not responsible for the financial reconciliation, but they are responsible for confirming the accuracy of certain entries in the financial statements and the financial form (i.e. the amount of funding provided by that funder, etc.)

Understanding the Process

1. Upon signing up initially and then every year afterwards, arts organizations will be prompted to complete their financial forms and provide the appropriate supporting documentation. On an annual basis, six months following the end of an arts organization's fiscal year, the CADAC system will remind the organization's user(s) to complete/update the financial forms. Forms that haven't been created yet will have a "New" status (Figure 65).

    a. Communication prompt: Arts Orgs will receive a notification informing them that their financial form needs to be completed and submitted.

Figure 65 - New Financial Form

Financial

Year	Status	Actions
JAN 2019 - DEC 2019	New	New

2. While an arts organization is working with any given year's financial form and inputting data, they can click on "Save" periodically to save their work. This will create a "draft"; forms that had a **New** status will now have a **Draft** status, and forms that had a **Revise**, **Submitted** or **Re-submitted** status will now have a **+Draft** attached to the status. (Figure 66).

Figure 66 - Draft Financial Form

JAN 2015 - DEC 2015	Revise + Draft	Edit
JAN 2016 - DEC 2016	Re-Submitted + Draft	Edit
JAN 2017 - DEC 2017	Submitted + Draft	Edit
JAN 2018 - DEC 2018	Draft	Edit

3. When ready, an organization can submit their form and the status will change to **"Submitted"** (or **Re-submitted** if the form previously had a **Revise** status). CADAC and relevant Agency users will receive a notification informing them of the change of status of each form (for which Financial Statements are attached) (Figure 67).

Figure 67 - Submitted Financial Form

4. CADAC will change the status of the form to **"Under Review"** while they are reconciling the data; in that state, the form is un-editable by the arts organization (Figure 68).

    a. Communication prompt: Arts organization will receive a notification informing them that their financial form is under review.

Figure 68 - Financial Form Under Review

5. If changes are required, the CADAC analyst will make notes on the lines needing corrections and the status of the form will be changed to **"Revise"** (Figure 69).

    a. Communication prompt: Email and notification in portal will be sent to arts organization indicating revisions are necessary.

Figure 69 - Financial Form Needing Revision

6. Once an organization has reviewed and adjusted as necessary, they can resubmit the form, the status will be **"Re-Submitted"**. CADAC and relevant Agency users will receive a notification about the form status change (Figure 70).

Figure 70 - Re-Submitted Financial Form

7. This review and revise process will repeat until the form has been accepted by CADAC (Figure 71).

Figure 71 - Financial Form Under Review

8. Once CADAC has accepted the form, the status will change to **"locked"** and no further edits can be made. However, the form will still be viewable (Figure 72).

   a. Communication prompt: Email and notifications will be sent to the arts organization and relevant funding agency(ies) indicating the form has been accepted and is now locked.

Figure 72 - Financial Form Locked

Communication Overview

There are several communication prompts which will be sent to arts organizations throughout the reconciliation process. CADAC Users will receive these communications through two channels:

1. Email notifications sent to arts organization users.
2. Notifications within the CADAC system.

There are several events which automatically trigger communication with arts organizations.

1. **Reminder notification:** Six months after an arts organization's fiscal year ends, an automated notification will be sent out reminding them to attach the financial statements and complete/update their financial form.

2. **Submission received and being reviewed:** After submission of a financial form, once CADAC is reviewing the form, the arts organisation will receive a notification informing them that the review process has been started.

3. **Review feedback and revise:** If a financial form needs to be reviewed and/or revised, the CADAC system will send a notification to the arts organization indicating that they need to review the financial forms and address the feedback provided.

4. **Form is finalized and now locked:** Once a financial form has been accepted by CADAC, the form will be locked, and a notification will be sent to arts organizations confirming acceptance of their financial form.

Reconciliation Notes

During the reconciliation process, if a CADAC analyst has a question or needs to request a correction, they will add reconciliation notes directly in the financial form and set the form status to "**Revise**". You will receive a notification in the CADAC system and by email (Figure 73).

Figure 73 – Form Returned for Revision Notification
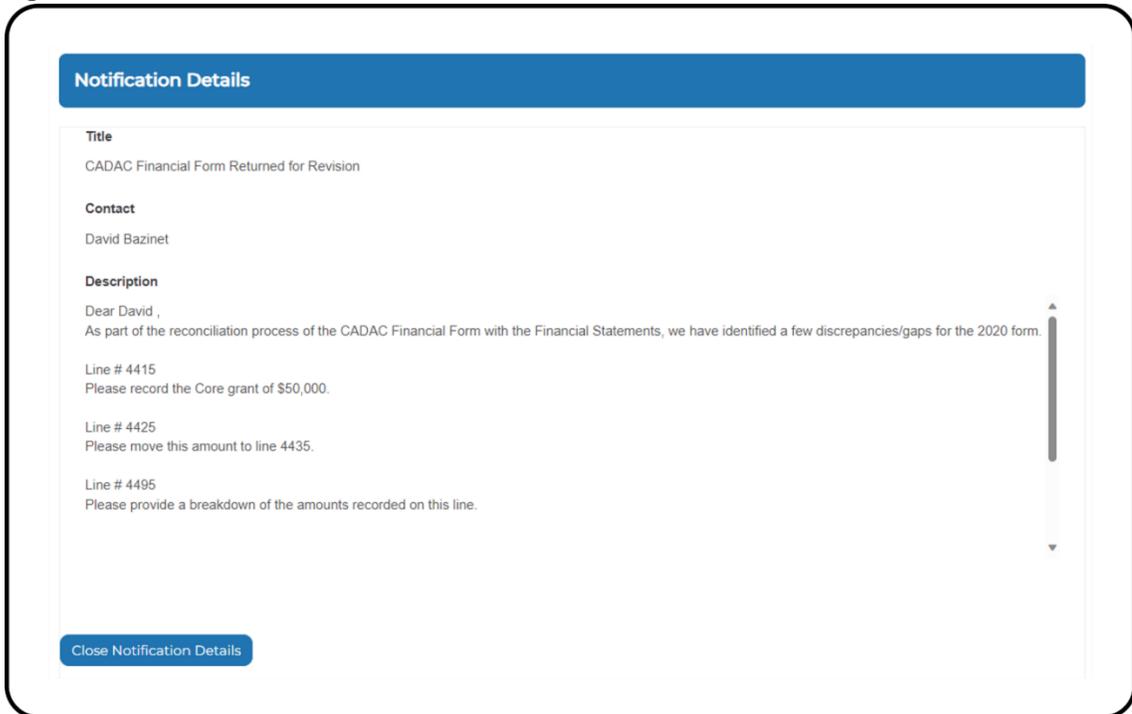
Viewing and Responding to Reconciliation Notes
To view and respond to a reconciliation note, follow the steps below:
1. From the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page), click **Edit** for the fiscal year that was returned for revision (Figure 74)

Figure 74– Financial Form Returned for Revision

2. The *Financial Form* page is displayed. The financial form will appear and show up to three years - the fiscal year that you chose will appear in the middle column. Only the

middle column is editable. Lines that have a reconciliation note will have a red exclamation mark next to them (Figure 75).

Figure 75– Red Exclamation Mark

3. To view the note, click on the red exclamation mark (Figure 76).

Figure 76– Reconciliation Note

4. From here, you can close the note by clicking on the **X** in the top right corner and make the requested corrections directly in the financial form. When you are done, make sure to submit the form (see instructions on how to submit a form here).

5. You can also reply to a reconciliation note if needed. To do so, click on **Reply** underneath the reconciliation note. When you are done, click on **Save** (Figure 77). If no other corrections or modifications are needed in the financial form, you do not need to save or submit the form.

Figure 77– Replying to a Reconciliation Note

6. You can also navigate to the Reconciliation Notes section by scrolling to the bottom of the form. Here, you can view every reconciliation note posted in the Financial Form with their replies and status (Figure 78).

Figure 78–Reconciliation Notes Section

Note: When a reconciliation note is resolved (following a review by CADAC), the exclamation mark will turn green (Figure 79).

Figure 79 – Resolved Reconciliation Note

Status of Forms

During the financial reconciliation process, a financial form may have one of many statuses (Figure 80). 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 (or +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.
Under Review	CADAC has begun their review of the financial form. In this state the form can not be edited by an arts organization.
Revise	CADAC / 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.

Note: Review of data by agencies can take place at any time once a form status is updated to submitted. This is not part of the reconciliation process. The submission of projections for future years will not go into review until the fiscal year is complete.

Figure 80 - Financial Form Status

Financial

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

2.4 EXPLORING AND MANAGING MY ORGANIZATION'S STATISTICAL INFORMATION

2.4.1 EXPLAINING THE STATISTICAL FORM

Structure and Navigation of the Statistical Form

The *Financial and Statistical Forms* page displays the organization's statistical forms. It allows users to view, complete, download, and print statistical forms.

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 as well as attendances to Public Activity recorded above.
1730	Digital Data	This section is for a summary of any activities conducted through digital platforms.
1800	New Works	This section is for an overview of any new works presented or exhibited by the arts organization.
1900	Arts and Cultural Service Organizations	This section is to summarize an arts organizations 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 is to summarize an arts organizations artist run centers and artists in residence.
2300	Artists, Staffing & Volunteers	This section consists of fields to input data on the number of artists, staff and volunteers engaged with the arts organization.

How to View, Download, and Print Existing Statistical Forms

To view, download, or print existing statistical forms, follow the steps below:

1. After signing in, click on **Organization(s)** on the menu at the top (Figure 81).

Figure 81 - Organization(s)

2. Open the Actions drop-down menu for the appropriate organization and click on **Financial & Statistical Forms** (Figure 82).

Figure 82 - Financial & Statistical Forms
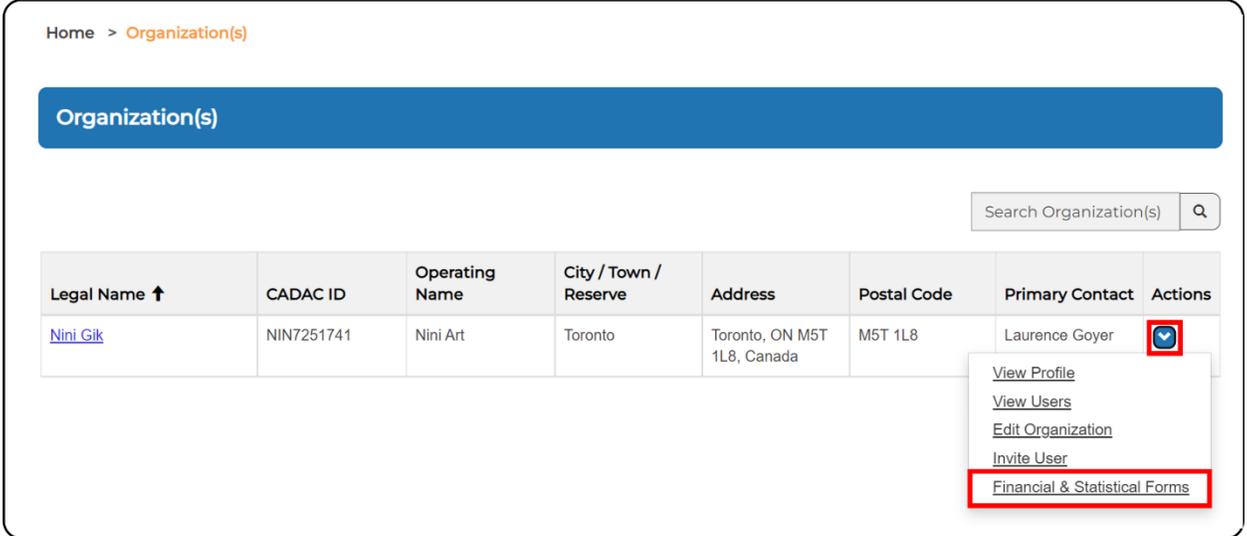
3. You are now in the *Financial & Statistical Forms* page. A statistical form that has been created can be viewed (the View button has a black border and text). Click on **Edit** on a fiscal year to view the statistical form for that year (Figure 83)

Figure 83 - View a Statistical Form

4. You will be directed to the *Statistical Form* page. The statistical form for a maximum of three years will appear - the fiscal year that you chose will appear in the middle column. You can click on the arrows to scroll through different years (Figure 84).

Figure 84 - Statistical Form Page

5. To print the form, you can either use your browser's Print function or click on EXPORT to download the form in an Excel document ([see section 2.2.1](#)) and print from there.

How to View Previously Submitted Versions of the Statistical Form
The *Financial & Statistical Forms* page allows you to view previously submitted versions of statistical forms. Revisions are numbered and are identified by the status, the user who submitted the statistical form, and the submission date. To view a statistical form's submission history, navigate to the *Financial & Statistical Forms* page (see steps 1-2 [above](#) to get to this page) and follow the steps below:

1. On the *Financial & Statistical Forms* page, choose the year that you want to view the statistical form's submission history. Click on **Edit** (Figure 85).

Figure 85 - Viewing a Statistical Form
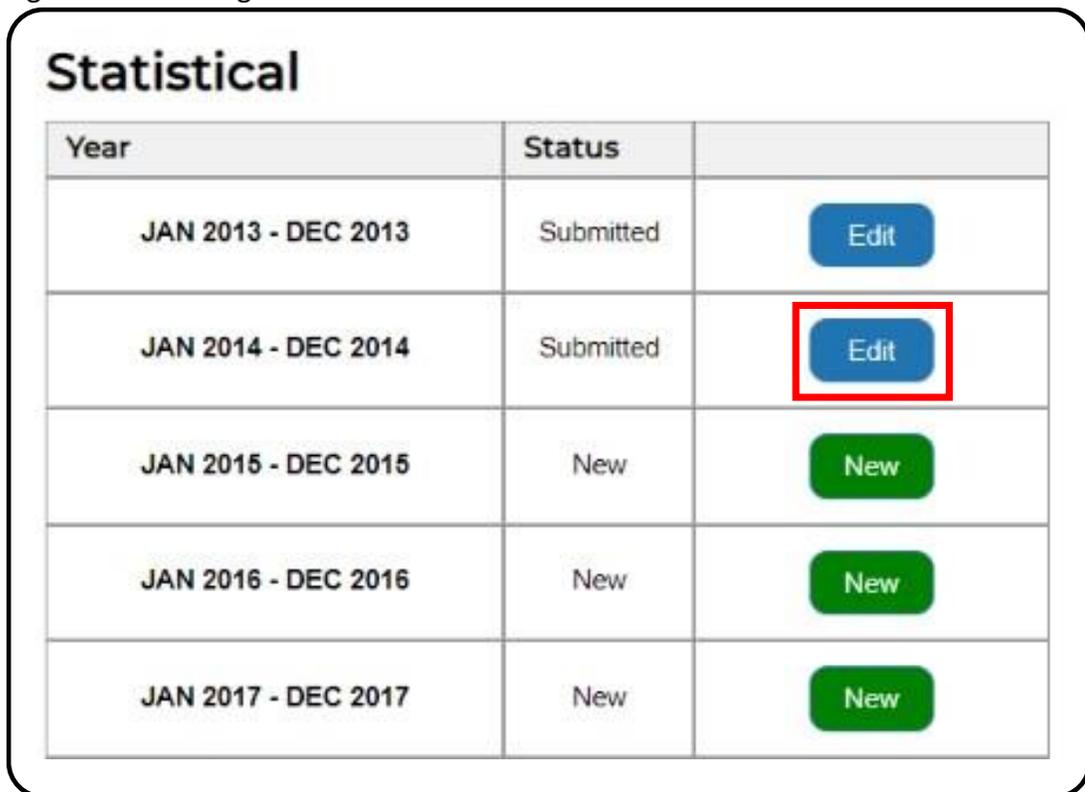
2. Scroll to the bottom of the *Statistical Form* page and click on **Revision**.

   Note: The Revision button only appears after a user successfully submits a statistical form (Figure 86).

Figure 86 - Revision

2415 - Number of board members ✉		2
2420 - Number of other volunteers ✉		
2425 - Total Number of Volunteers ✉	0	2
2430 - Estimated number of hours worked by all volunteers ✉		
	Revisions	

3. The *Statistical Revision* page loads. 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 (Figure 87).

Figure 87 - Revision Summary

Statistical Revision

Revision	1	2
Status	Submitted	Submitted
Submitted By	William Schatten	William Schatten
Date	9/18/2022 11:11:54 PM	9/18/2022 11:12:20 PM

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	12.00	10.00 -16.7%
1112 - Number of public performances and literary readings where your organization is presented by another organization in your city / town / reserve	4.00	6.00 50.0%
1115 - Number of public performances and literary readings produced by your organization and toured in your province/territory not included on line 1110	3.00	3.00 0.0%

2.4.2 COMPLETING THE STATISTICAL FORM

How to Complete the Statistical Form

There are two ways to create statistical data in CADAC. You can download a form from CADAC, save it to your desktop, enter data into the Excel file and upload it to CADAC. You can also enter data directly into CADAC using the online form.

Uploading vs. Online Submission

The two methods of completing a statistical form are uploading a filled Excel template or entering data directly into CADAC. While uploading saves the form as a draft version automatically, entering data online requires you to click **Save** to save the form as a draft version. When the form is saved as a draft version, only your organization has access to it.

Uploading

When the Excel template is downloaded, the organization name and fiscal years are already entered. Data previously entered in CADAC for any fiscal year contained in the form is included when the template is downloaded. To fill a statistical form by uploading an Excel template, follow the steps below:

1. From the *Financial & Statistical Forms* page (see steps 1-2 here to get to this page), scroll down to the bottom. Under the Statistical table, click **Export** (Figure 88).

    Figure 88 - Export Statistical Forms

2. This downloads an Excel template that you will use to enter data for the fiscal years.

3. Open the downloaded file and click **Enable Editing** (Figure 89).

    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. Individual browser experience may vary.

Figure 89 - Enable Editing

4. Input the statistical data in the "Edit" tab. You can also input comments in the line below the line value. See the table below to see detailed information about entering data in the template (Figure 90). For the statistical form line definitions, refer to this section. It is critical that you save your data to your computer before you upload to CADAC.

Figure 90 - Excel Template

① Make sure you are entering statistical data for the correct fiscal year. The template includes two years prior to the current year and four years beyond the current year. If you need to enter statistical data for a fiscal year that is not included in the template, you must enter it directly online.

② Enter values in the corresponding line in the column for the fiscal year you are working on.

3 You can enter comments in the row right underneath the line value. <u>Comments cannot exceed 500 characters per line.</u>

4 Do not input any data in cells that are grey. These cells either do not require data or contain formulas that automatically calculate values.

Note: The Statistical Form Excel Template has two other tabs: *View without notes* and *Notes only*. These tabs are for reference only and not for input.

5. Once you have filled in the Excel template, return to the *Financial & Statistical Forms* page. Click **Import** under the Statistical table (Figure 91).

Figure 91 - Import

6. Navigate to where the saved template is located and select it. Click **Open** (Figure 92).

Figure 92 - Import Template
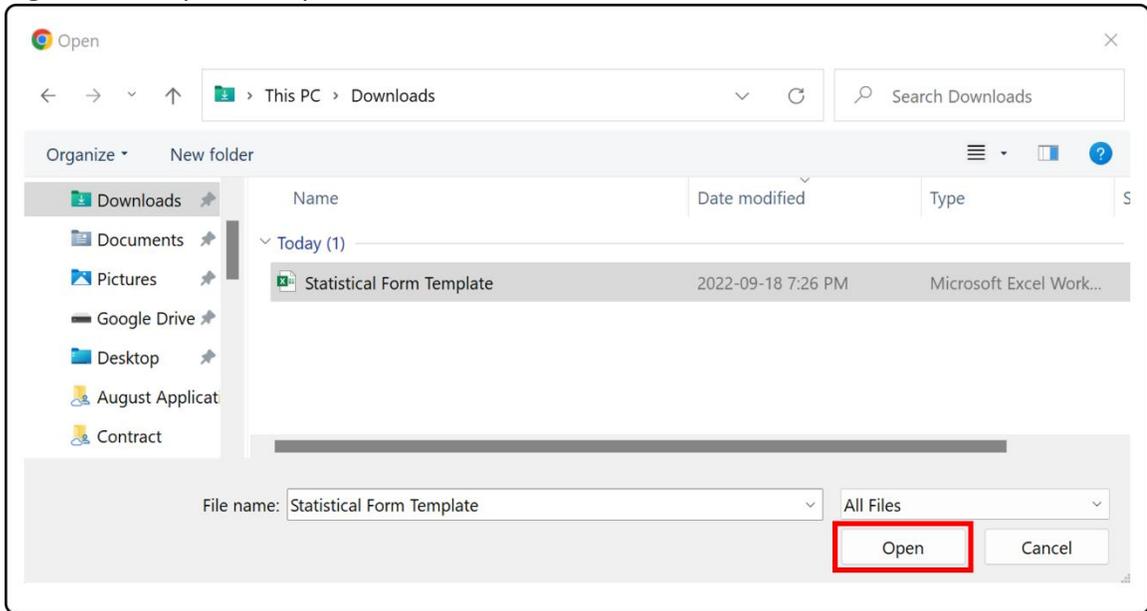
7. A message stating that the record was successfully uploaded will appear (Figure 93).

Figure 93 - Record Saved Successfully

8. To see the successfully saved record, **refresh the browser window**, then click **Edit** for the fiscal year that you uploaded data to (Figure 94).

Figure 94 - Edit Statistical Form

JAN 2019 - DEC 2019	New	New
JAN 2020 - DEC 2020	New	New
JAN 2021 - DEC 2021	Draft	Edit

9. The *Statistical Form* page will load. Confirm the uploaded data is as expected. Scroll to the bottom of the page and click **Submit** to submit the form (Figure 95).

Figure 95 - Submit

2425 - Total Number of Volunteers ✉	0	0	0	
2430 - Estimated number of hours worked by all volunteers ✉				
		Save		
		Submit		

10. Once the form is submitted, you can go back to the *Financial & Statistical Forms* page and see that the form status has been changed to "Submitted". If you click **Edit** for the form that you submitted, you will also see the Revision button at the bottom.

> **Notes**:
> - A draft form is saved if new or revised data is uploaded. If a blank form is uploaded, the confirmation message will still indicate that the upload function was successful but because no data was entered, the form status will not change for that specific year.
> - Statistical forms are automatically saved as drafts when completed through the Excel upload. If multiple years were updated in the Excel template, the user must open each year's form and click **Submit** to finalize the process for each year.

Online Submission

To fill a statistical form directly in CADAC, follow the steps below:

1. From the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page), click **New** for the fiscal year that you will be working on (Figure 96).

Figure 96 - List of Statistical Forms
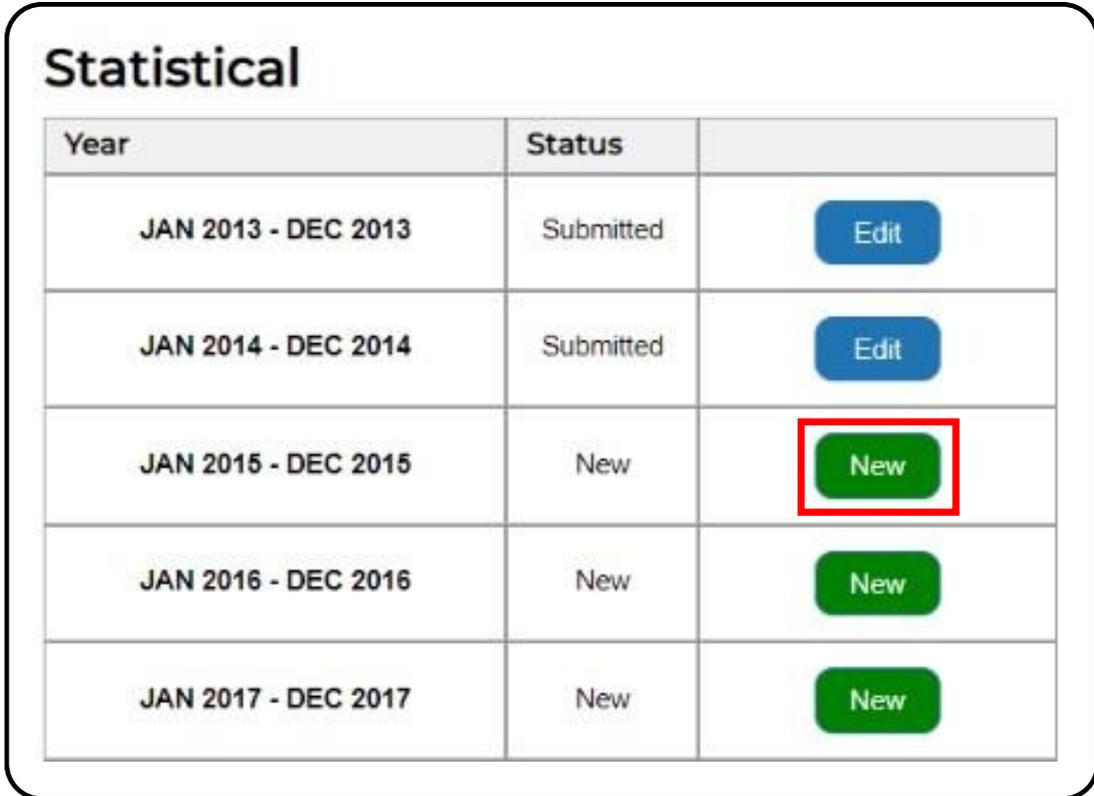
2. The *Statistical Form* page is displayed. The statistical form for a maximum of three years will appear - the fiscal year that you chose will appear in the middle column. Enter all applicable information on the form (Figure 97). For the statistical form line definitions, refer to this section.

Figure 97 - Statistical Form

3. To enter comments for a line, click on the blue envelope (✉) at the end of the line description. After entering the comment, click **Save** and close the window (Figure 98).

Note: Comments can be used to provide details or specify breakdown of figures. A comment cannot exceed 500 characters.

Figure 98 - Adding a Comment

4. Scroll to the bottom and click **Save** to save the form. The data is saved as a draft version (Figure 99).

Figure 99 - Save a Statistical Form

5. Once all data has been added and finalized, click **Submit** to submit the form (Figure 100).

Figure 100 - Submit a Statistical Form

6. Once the form is submitted, you can go back to the *Financial & Statistical Forms* page and see that the form status has been changed to "Submitted". If you click **Edit** for the form that you submitted, you will also see the Revision button at the bottom.

How to Access Statistical Form Line Definitions (available online)

For help with completing the statistical form, there is a Line Definitions document available in CADAC. To access it, follow the steps below:

1. Navigate to the *Financial & Statistical Forms* page (see steps 1-2 here to navigate to this page). Click on **Edit** for any fiscal year (Figure 101).

Figure 101 - Edit or View a Statistical Form

2. On the Financial Form page, you will see a link to the Statistical form line definitions under the name of your organization. Click on the link (Figure 102).

Figure 102 - Statistical Form Line Definitions

3. The file will download or open in your browser (depending on your settings).

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. Individual browser experience may vary.

Status of Forms

A statistical form may have one of four statuses (Figure 103). The status indicates which stage the statistical form submission is in and helps involved stakeholders stay informed. The table below provides an overview of all statuses that a form may take 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 created a New form, clicked 'save' to create a draft but has not yet submitted the form.
Submitted	An arts organization has submitted their financial form.
Submitted +Draft	After having submitted the form, an arts organization has made changes, clicked on Save, but has not yet submitted the new changes.

Note: Since there is no way for CADAC to validate the statistical entries, we do not reconcile the statistical form. The statistical forms will therefore never have a **Locked** status.

2.5 MAXIMIZING THE REPORTING CAPABILITIES OF CADAC

2.5.1 OVERVIEW OF REPORTING

Benefits of using reports

The Reports section of CADAC allows an organization to run reports on its own data as well as run reports that compare its 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.

Why are they pertinent

CADAC reports allow its users to have access to historical data anytime. Because of this, organizations are able to:

- analyze financial and statistical data to identify trends

- access national aggregate (amalgamated) financial and statistical data

Types of reports available in CADAC

Organizations have access to a variety of reports in CADAC. Here is a list of reports:
- Reconciliation Note List Report
- Comparative Full Fin & Stat Report
- Financial and Statistical Trends Report
- Ratio Report
- Overview of Financial Impact on Core Funded Orgs Report
- Revision History Report
- Comparative Fin & Stat Report
- Financial & Statistical Report

For more information about CADAC Reports, please view our *Using Reports as an Arts Organization* guide along with training videos on the cadac.ca training page.