

PDF Comparison Tool

The PDF comparison tool offers a streamlined way for LEAs to track modifications within USBE applications and payment requests. By automatically highlighting the differences between original submissions and revisions, the tool eliminates the guesswork of identifying specific edits. This transparency is intended to minimize recurring errors and expedite the approval process, ensuring that documents move through the system with fewer revisions.

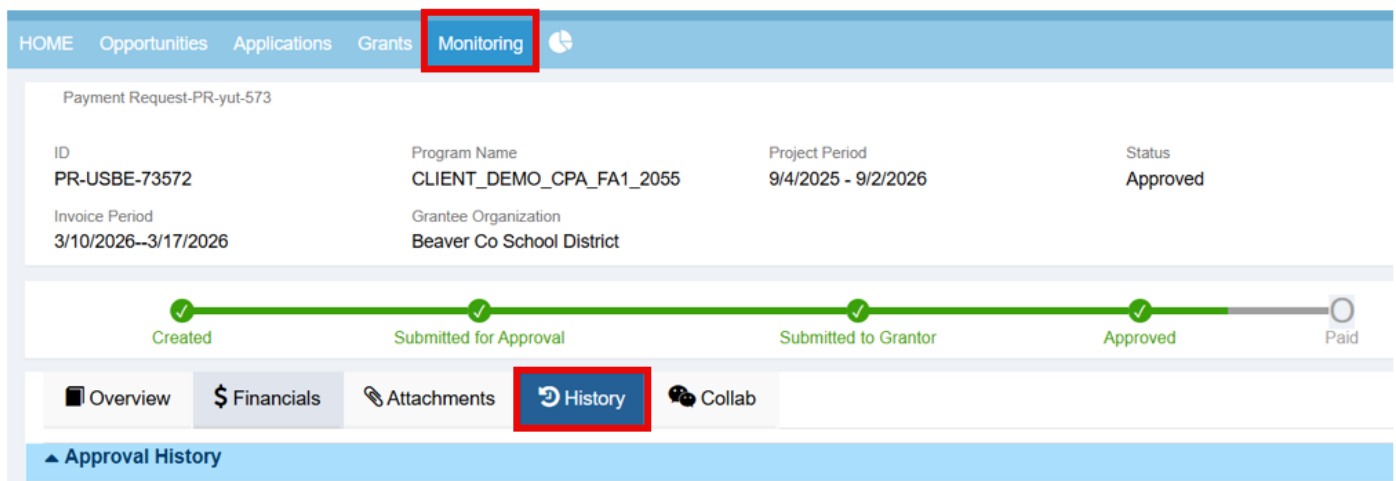
The PDF Comparison Tool is only active for submissions after March 2, 2026.

External User

Please note: The process for reviewing these PDFs is the same, whether it is for an application or a payment request.

1. In Utah Grants, go to your History tab. Then scroll to the bottom of the page. Under snapshot history, you will see PDFs that were created by payment submissions or revisions.

Please note: If there is only one PDF and the payment/application has been fully approved, you will not be able to compare PDFs. If there are two PDF lines, that means the payment or application was sent back for revision and then resubmitted to USBE, which created the other PDF. Unless a manual snapshot was created.



HOME Opportunities Applications Grants **Monitoring**

Payment Request-PR-yut-573

ID PR-USBE-73572	Program Name CLIENT_DEMO_CPA_FA1_2055	Project Period 9/4/2025 - 9/2/2026	Status Approved
Invoice Period 3/10/2026--3/17/2026	Grantee Organization Beaver Co School District		

Created Submitted for Approval Submitted to Grantor Approved Paid

Overview Financials Attachments **History** Collab

▲ Approval History

2. Select View to Compare PDFs

▲ Snapshot History

File Name	Date Taken ↑	Taken By	View Comparison ⓘ
Payment Submission.pdf	02/12/2026 10:21 AM	Christy Douglas	Not Applicable
Payment Submission.pdf	03/17/2026 7:24 AM	Christy Douglas	View

Once the PDFs are opened and side by side, all updates will be highlighted. The red highlights show the previous information, and the green highlights show the updated information.

You can also see the changes in the tables on the right of the PDFs

You can also create a manual snapshot for future records, which will be saved to your snapshot history. Go to the three-lined icon in the top-right corner and select Take Snapshot.

Tips:

- Before submission, take a manual snapshot for your records before submitting your payment request or application.
- When doing a peer review, use the Take Snapshot feature to compare any changes your reviewer may have made.

Payment Request-Allocated test 2

ID
PR-USBE-73407

Invoice Period
12/1/2025--12/31/2025

Program Name
26BTS Arts IHE Consolidated Grant
Fy26 TEST

Grantee Organization
Beaver Co School District

Project Period
7/1/2025 - 6/30/2027

Status
Paid

Download As PDF

Take Snapshot