



Financial Status Reports

Automated Validations Training



Training Objectives

- 1 Review Types of Financial Status Reports
- 2 Review Automated Validations on Regular FSRs
- 3 Review Automated Validations on Final FSRs
- 4 Review Automated Messages



Types of Financial Status Reports

- **Regular FSR** – Used during course of grant period to report expenditures and request reimbursement.
- **Final FSR** – Indicates the Grantee would like to close out the grant.
 - Once approved, the grantee cannot submit another FSR.
 - Any unexpended funds must be deobligated

View of FSR

1

Financial Status Report Type
To initiate your Financial Status Report you MUST select the type of FSR you will be submitting: Regular Final

Budget Items Added/Updated/Deleted in last Grant Adjustment
Notice this Section is Blank

Submitting / Resubmitting Your Financial Status Report
This section is where you will submit or resubmit your Financial Status Report to OOG. If you make an error in creating a new report, simply click on the 'Delete Financial Status Report' button.

Types of Financial Status Reports

- **Regular FSR** – Used during course of grant period to report expenditures and request reimbursement.
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View of FSR

Financial Status Report Type 1

To initiate your Financial Status Report you **MUST** select the type of FSR you will be submitting: Regular Final

2	Budget Category	OOG Funds Balance	Cash Match Balance	In Kind Match Balance	GPI Balance	Total Balances
<input type="checkbox"/>	Contractual and Professional Services	\$15,647.83	\$1,489.00	\$0.00	\$0.00	\$17,136.83
<input type="checkbox"/>	Personnel	\$136,842.75	\$19,352.26	\$18,356.25	\$0.00	\$174,551.26
<input type="checkbox"/>	Supplies and Direct Operating Expenses	\$17,958.23	\$1,791.00	\$0.00	\$0.00	\$19,749.23
<input type="checkbox"/>	Travel and Training	\$0.00	\$1,623.69	\$0.00	\$0.00	\$1,623.69

Submitting / Resubmitting Your Financial Status Report

This section is where you will submit or resubmit your Financial Status Report to OOG. If you make an error in creating a new report, simply click on the 'Delete Financial Status Report' button.

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[View the Current Status for the Grantee's Vendor Information](#)

Vendor ID Status: The Vendor ID exists in FIS; Action: Verify the grantee's Direct Deposit status with FSD.

Validations on ALL FSRs

- 10% Rule Check

Validation: IF Total Negative Line Items > (OOG Funds * 10%)

Grant Award: \$246,796
 10% of Award: \$24,679.60

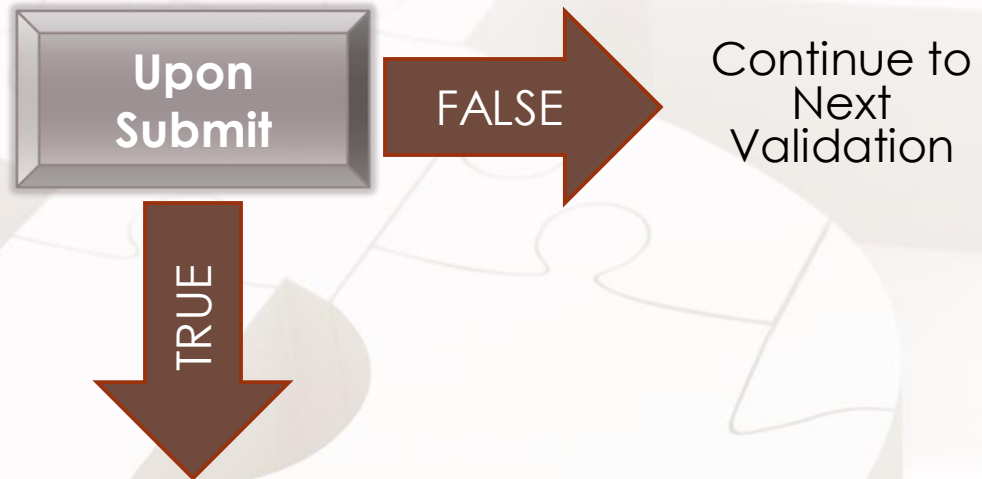
Budget Items	Grantee-Defined Line Item	% of Time / OOG Funds Qty	OOG Funds	Cash Match	In Kind Match	GPI	Project Total
+ Contractual and Professional Services			\$15,647.83	\$1,489.00	\$0.00	\$0.00	\$17,136.83
- Personnel			\$80,543.27	\$19,352.26	\$18,356.25	\$0.00	\$118,251.78
+ Report Expense	Advocate - Serves as the primary legal advocate for crime victims providing direct services including court accompaniment, crisis counseling, information and referral, interface with law enforcement and prosecutors and assistance with Crime Victims Compensation applications. Fringe \$8,163.	100	(\$26,238.00)	\$3,751.00	\$0.00	\$0.00	(\$22,487.00)
+ Report Expense	Assistant - assists the advocate by providing direct advocacy services to crime victims. Assists therapists by admitting and processing victims for counseling sessions. Fringe \$3,845.	60	\$11,783.98	\$1,734.00	\$0.00	\$0.00	\$13,517.98



Validations on ALL FSRs

- 10% Rule Check

Validation: IF Total Negative Line Items $>$ (OOG Funds *10%)



You may not move more than 10% of the OOG award amount among or within approved Budget Categories without prior approval from OOG in the form of a grant adjustment.

10% of OOG Award: \$24679.60

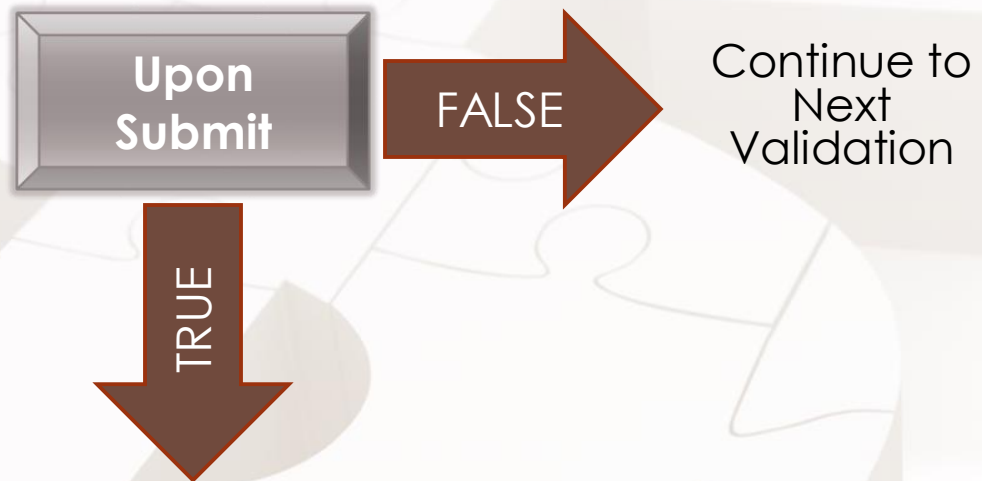
Total Funds Reported In Excess of Approved Budget Categories: \$26238.00



Validations on ALL FSRs

- Budget Check – Total CJD Funds

Validation: IF Total Reported OOG Funds > Budgeted OOG Funds



The total expenses reported as OOG Funds may not exceed the total approved budget for OOG Funds.

Total OOG Funds Reported: \$28426.00
Total OOG Funds Approved: \$28425.00

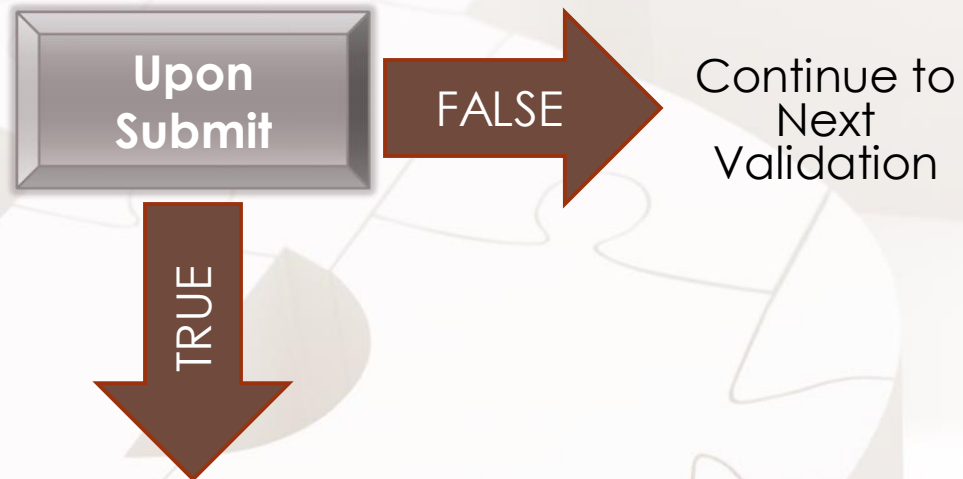


Validations on ALL FSRs

- Budget Checks – Total Grant Funds

Validation:

IF Total Reported OOG + Match + GPI > Budgeted OOG + Match + GPI





Total project expenses may not exceed the total approved budget for this project.

Total Project Expenses: \$46340.00
Total Approved Budget: \$45640.00

Validations on ALL FSRs

- Spend GPI First Check

Validation: IF Budgeted GPI > \$0
AND
Rpt GPI < Budgeted GPI
AND Rpt OOG This Period > Rpt OOG Last Period

Grant Start Date: 9/1/2009	Enter the Service To Date: 3/31/2010	Enter the Invoice Date:  3/31/2010			
Budgeted OOG Funds: 8175.00	Budgeted Cash Match: 0.00	Budgeted In Kind Match: 0.00	Budgeted GPI: 2367.00	Budgeted Quantity: 0	
Last FSR OOG Funds: 1065.03	Last FSR Cash Match: 0.00	Last FSR In Kind Match: 0.00	Last FSR GPI: 2065.21	Last FSR Cumulative Expenditures: 3130.24	Last FSR Number of Hours Worked: 0.00
Enter OOG Funds: 2000	Enter Cash Match: 0.00	Enter In Kind Match: 0.00	Enter GPI(if approved): 2200.00	Enter Qty/% of Time: 0	Enter Number of Hours Worked: 0.00
<input type="checkbox"/> Allow report less than previously reported cumulative expenditures					
Explanation for reporting less than previously reported Number of Hours: <input type="text"/>			Enter equipment disposition explanation: <input type="text"/>		
Enter the Invoice/Purchase/Personnel/Tracking Order Number:  Invoice No. 1					
Enter Vendor Name: <input type="text"/>		Enter Zip Code + 4 Today's Date: <input type="text"/> 7/16/2010			
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Clear This Detail Item"/>					



Validations on ALL FSRs

- Spend GPI First Check

Validation:

IF Budgeted GPI > \$0
AND
Rpt GPI < Budgeted GPI
AND Rpt OOG This Period > Rpt OOG Last Period

Upon
Update
Line
Item

FALSE

Continue to
Next
Validation

TRUE

You have not spent down earned GPI for this line item prior to the use of OOG grant funds.

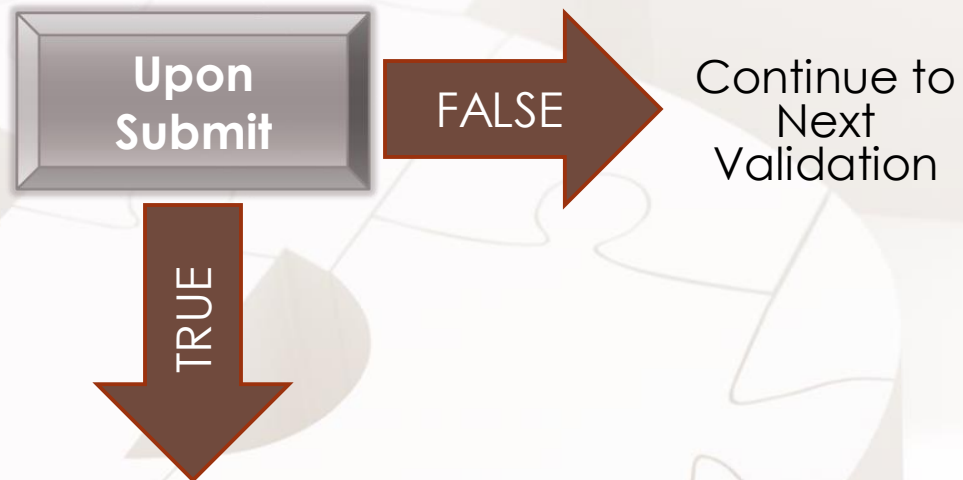
You must revise the FSR to show GPI earned and budgeted as expended prior to reporting OOG expenses. If the total GPI reflected in your approved budget is more than what was actually earned, you may initiate a grant adjustment request to lower the approved GPI funds budgeted. When that adjustment is approved, try again to submit your FSR.



Validations on ALL FSRs

- Total Reported GPI Check

Validation: IF Total Reported GPI > Budgeted GPI



Your cumulative GPI expenses are more than the total GPI budgeted.

Revise your figures to meet the budgeted amount or if additional GPI has been earned, initiate a grant adjustment request to increase the approved GPI funds budgeted. When that adjustment is approved, try again to submit your final FSR.

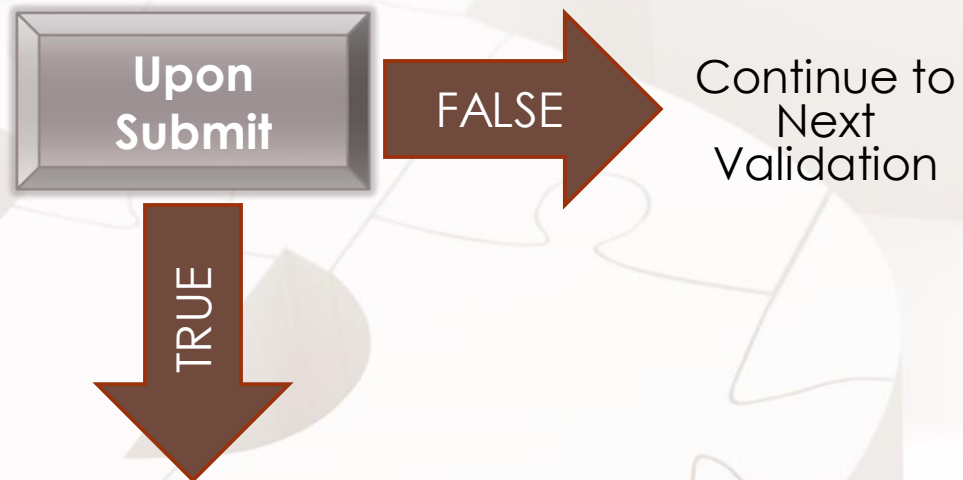


Validations on ALL FSRs

- Liquidation Date Check

Validation:

IF Total Paid < Total Reported AND Liquidation Date HAS Passed



The liquidation date for this grant has passed, therefore, additional payment requests will not be generated.



You must reduce the cumulative expenditures reported in this FSR to reconcile with the cumulative funds disbursed prior to the liquidation date.



Validations on ALL FSRs

- Equipment Units Check

Validation: IF Total Units Reported > Total Units Budgeted

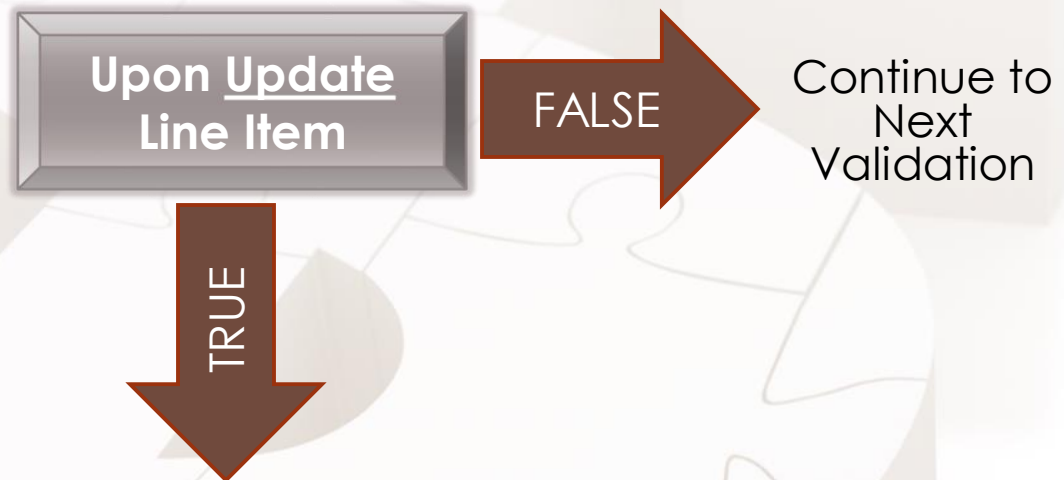
Grant Start Date: 10/1/2009	Enter the Service To Date: 6/30/2010	Enter the Invoice Date:  6/30/2010			
Budgeted OOG Funds: 28430.00	Budgeted Cash Match: 0.00	Budgeted In Kind Match: 0.00	Budgeted GPI: 0.00	Budgeted Quantity: 1	
Last FSR OOG Funds: 0.00	Last FSR Cash Match: 0.00	Last FSR In Kind Match: 0.00	Last FSR GPI: 0.00	Last FSR Cumulative Expenditures: 0.00	Last FSR Number of Hours Worked: 0.00
Enter OOG Funds: 28430.00	Enter Cash Match: 0.00	Enter In Kind Match: 0.00	Enter GPI(if approved): 0.00	Enter Qty/% of Time: 2	Enter Number of Hours Worked: 0.00
<input type="checkbox"/> Allow report less than previously reported cumulative expenditures			Enter equipment disposition explanation:		
Explanation for reporting less than previously reported Number of Hours: <input type="text"/>			<input type="text"/>		
Enter the Invoice/Purchase/Personnel/Tracking Order Number:  Test Invoice					
Enter Vendor Name: <input type="text"/>		Enter Zip Code + 4 Today's Date: <input type="text"/> 7/16/2010			



Validations on ALL FSRs

- Equipment Units Check

Validation: IF Total Units Reported > Total Units Budgeted



You have reported purchasing more units of equipment than were approved in your budget. If this was an error, return to the FSR and reduce the number of units.

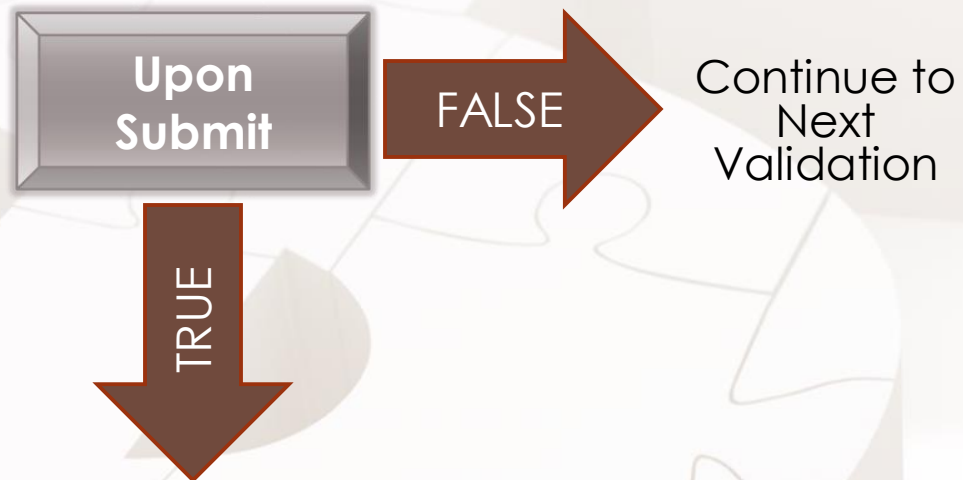
If you would like permission to request additional units, you may submit a grant adjustment request. Once the adjustment is approved, try again to submit your FSR.



Validations on FINAL FSRs

- Grant Adjustment Check

Validation: IF Grant Adjustment is Pending



Error! You may not submit a Final FSR when there is a pending adjustment.

Validations on Final FSRs

- Equipment Disposition Check

Validation:

$(\text{OOG} + \text{GPI} + \text{Match Rpt for Equip}) / \# \text{ Units Rpt} \geq \5000
AND
Equipment Disposition is BLANK

Grant Start Date: 10/1/2009	Enter the Service To Date: 6/30/2010	Enter the Invoice Date: ? 6/30/2010			
Budgeted OOG Funds: 28430.00	Budgeted Cash Match: 0.00	Budgeted In Kind Match: 0.00	Budgeted GPI: 0.00	Budgeted Quantity: 1	
Last FSR OOG Funds: 0.00	Last FSR Cash Match: 0.00	Last FSR In Kind Match: 0.00	Last FSR GPI: 0.00	Last FSR Cumulative Expenditures: 0.00	Last FSR Number of Hours Worked: 0.00
Enter OOG Funds: 28430.00	Enter Cash Match: 0.00	Enter In Kind Match: 0.00	Enter GPI(if approved): 0.00	Enter Qty/% of Time: 1	Enter Number of Hours Worked: 0.00
<input type="checkbox"/> Allow report less than previously reported cumulative expenditures					
Explanation for reporting less than previously reported Number of Hours: <input type="text"/>					
Enter equipment disposition explanation: <input type="text"/>					
Enter the Invoice/Purchase/Personnel/Tracking Order Number: ? Test Invoice		Enter Vendor Name: <input type="text"/>		Enter Zip Code + 4 Today's Date: <input type="text"/> 7/16/2010	
Update		Cancel		Clear This Detail Item	

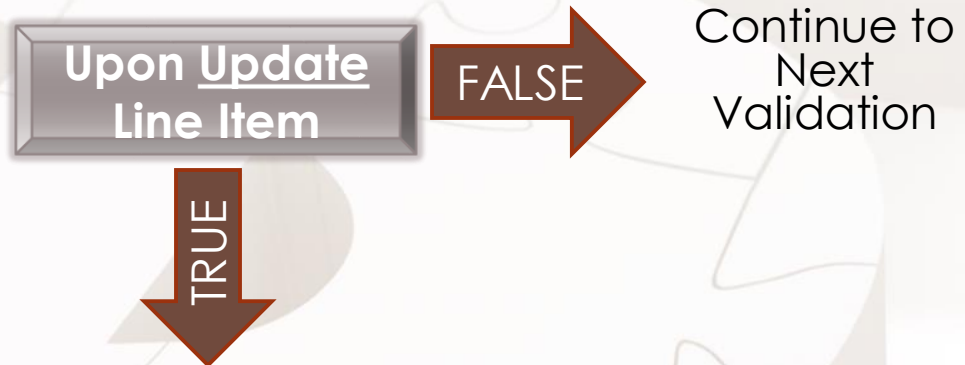


Validations on Final FSRs

- Equipment Disposition Check

Validation:

$(\text{OOG} + \text{GPI} + \text{Match Rpt for Equip}) / \# \text{ Units Rpt} \geq \5000
AND
Equipment Disposition is BLANK



Based on the cumulative FSR expenses reported for this line item, your agency has purchased this equipment with grant funds and has a value of at least \$5,000.

You must complete the Equipment Disposition Explanation box indicating to OOG how you would like to dispose of the equipment item purchased.

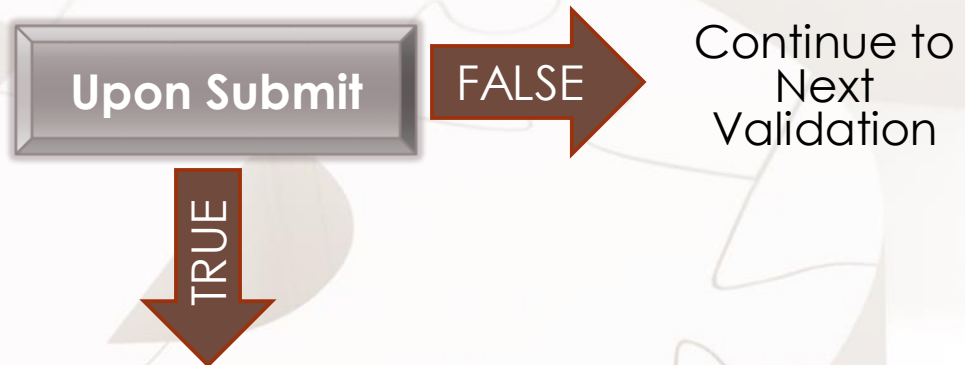


Validations on Final FSRs

- Required Match Check

Validation:

$$\frac{\text{Total Rpt Match}}{\text{Total Rpt OOG} + \text{Total Rpt Match}} < \frac{\text{Total Bud Match}}{\text{Bud OOG} + \text{Bud Match}}$$



You have not met the minimum match requirement for this grant.

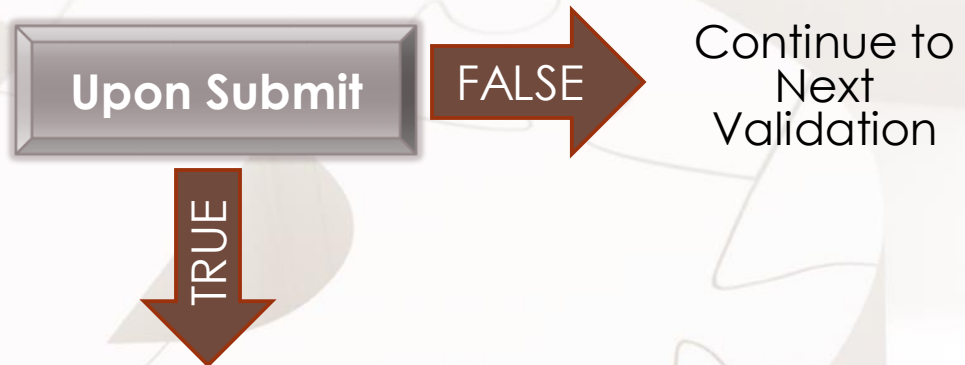
Revise your figures on the FSR to meet the match requirement and/or reduce the amount of CJD Funds reported, or create a grant adjustment to lower the approved Match Percent.



Validations on Final FSRs

- All GPI Expended Check

Validation: IF Total Reported GPI < Total Budgeted GPI



You have not spent down all earned GPI prior to the use of grant funds. You must revise the FSR to show all GPI earned and budgeted as expended. This may result in a refund owed if expenditures previously reported as CJD expended funds have to be re-categorized as GPI expenditures.

If the total GPI reflected in your approved budget is more than what was actually earned, you may initiate a grant adjustment request to lower the approved GPI funds budgeted. When that adjustment is approved, try again to submit your final FSR.



Validations on Final FSRs

- Payment Eligibility Check - Generate Payment

Validation: IF Total Paid < Total Reported

AND

Liquidation Date has NOT PASSED

Upon Submit

Message
to Grantee

You have indicated this is your Final FSR. This means that you do not expect to report any additional expenses for this grant project. If approved by OOG, your grant will be reimbursed \$59,659.46 then financially closed out. Your remaining award balance of \$20,912.00 will be deobligated. Do you want to continue?

YES - Submit Final Financial Status Report

NO - Cancel Financial Status Report Submission



Validations on Final FSRs

- Payment Eligibility Check – Generate Payment

Validation: IF Total Paid < Total Reported

AND

Liquidation Date has NOT PASSED

Upon
Approve

Message
to OOG



Upon approval a Final payment totaling \$42,465.52 will be disbursed to the grantee. The remaining award balance of \$5,385.60 must be deobligated. Do you want to continue?

YES - Approve Final Financial Status Report

NO - Cancel Financial Status Report Approval



Validations on Final FSRs

- Payment Eligibility Check – No Payment

Validation: IF Total Paid = Total Reported

Upon Submit

Message
to Grantee

You have indicated this is your Final FSR. This means that you do not expect to report any additional expenses for this grant project. If approved by OOG, your grant will be financially closed out and your unpaid award balance of \$58,657.22 will be deobligated. Do you want to continue?

YES - Submit Final Financial Status Report

NO - Cancel Financial Status Report Submission



Validations on Final FSRs

- Payment Eligibility Check – No Payment

Validation: IF Total Paid = Total Reported

Upon
Approve

Message
to OOG



The cumulative reported expenses reconcile to the total disbursements for this grant. Upon approval the grant will be financially closed and the award balances of \$58,657.22 will be deobligated. Do you want to continue?

YES - Approve Final Financial Status Report

NO - Cancel Financial Status Report Approval



Validations on Final FSRs

- Payment Eligibility Check – Refund

Validation: IF Total Paid > Total Reported

Upon Submit

Message
to Grantee

You have indicated this is your Final FSR. This means that you do not expect to report any additional expenses for this grant project. According to your final FSR expenditures, your cumulative reported expenses are less than the total amount paid to your agency, resulting in a refund owed to OOG in the amount of \$585.08. Would you like to continue?

YES - Submit Final Financial Status Report

NO - Cancel Financial Status Report Submission



Validations on Final FSRs

- Payment Eligibility Check – Refund

Validation: IF Total Paid > Total Reported

Upon
Approve

Message
to OOG



The cumulative reported expenses are less than the total amount disbursed to this agency resulting in a refund owed to OOG in the amount of \$585.08. Would you like to continue?

YES - Approve Final Financial Status Report

NO - Cancel Financial Status Report Approval