

## Reviewing and Approving Financial Reports

1. Under the “Grant Management” tab, select “Subrecipient Management”

The screenshot shows the eCIVIS interface. The 'Grant Management' menu is open, and 'Subrecipient Management' is highlighted with a red box. Below the menu, there is an 'Organization Activity Summary' table.

Open Projects	Applications Due	Application Submitted	Organization Dashboard	Post Award Reports Due
64	8	5	24	9

2. Submitted financial reports will be listed under *Your Pending Approval Tasks* in your program dashboard. Select “Visit Program”

The screenshot shows the 'Program Dashboard' with a search bar and a table titled 'Your Pending Approval Tasks'. The 'Visit Program' link in the 'Action' column is highlighted with a red box.

Program	Project	Org Name	Created Date	Task Type	Action
Next Generation 9-1-1 Program	Arizona NG911 Project	Arizona Department of Administration	11/04/2019	Financial Report Approval	<a href="#">Visit Program</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload

Select “Review Financial Report”

The screenshot shows the 'Pending Approval Tasks' table. The 'Review Financial Report' link in the 'Action' column is highlighted with a red box.

Project	Org Name	Task Type	Submitted Date	Action
Arizona NG911 Project	Arizona Department of Administration	Financial Report Approval	11/04/2019	<a href="#">Review Financial Report</a>

3. In the financial report, review requested amounts broken down by budget categories

Financial Report  
Reporting Period: 10/01/2019 - 10/31/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150,000.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75,000.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 400.00	\$ 0.00	\$ 400.00	\$ 249,580.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00
<b>Report Total</b>	<b>\$ 400.00</b> 100.00 %	<b>\$ 0.00</b> 0.00 %	<b>\$ 400.00</b>	

Subrecipients cannot request amounts that exceed their total award remaining.

4. If the request is complete, enter the amount for reimbursement from allocated funding, and click "Approve"

Amount Requested for Reimbursement:  
\$400.00

Allocate Funding:

	Available	Amount
US8144 911 Grant Program - FY 2018	\$ 1,997,290.00	\$ 0.00
911 Revenue	\$ 9,999,000.00	\$ 0.00
<b>Allocation Total</b>		<b>\$ 0.00</b>

Financial Report Narrative:  
\$400 requested on 11/4/19 for 10/1/-10/31

Financial Report Files:

Search:

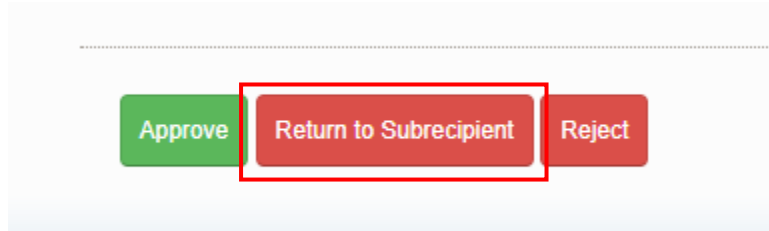
File Name	File Size	Created On	Actions
There are currently no files available.			

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Approve](#) [Return to Subrecipient](#) [Reject](#)

**If the request is not complete, and the subrecipient needs to make changes...**

5. Select "Return to Subrecipient"

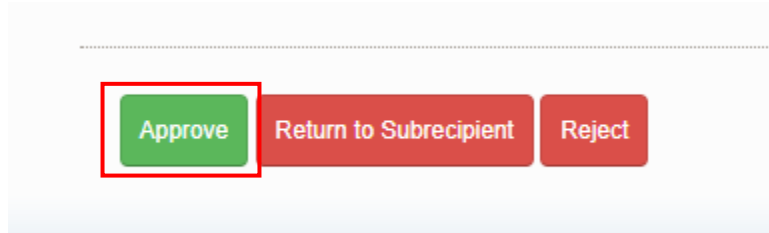


If you select "Reject" the report will be rejected and the subrecipient will not be able to make any changes to their request.

6. Enter instructions on what changes the subrecipient needs to make to the financial report before resubmitting, and select "Ok"

A screenshot of a confirmation dialog box. The text inside reads: "Are you sure you want to return this financial report for modification? Please clearly explain requested modifications below". Below this is a text input field with the label "Enter a comment:\*" and a "external" tag. The input field is empty. Below the input field, it says "5000 characters remaining.". At the bottom right of the dialog, there are two buttons: "Ok" (green, highlighted with a red box) and "Cancel" (grey).

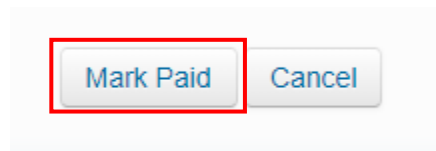
7. You can return finance reports back to the subrecipient for changes multiple times. If you reject the report, they cannot make changes to it. Once report is ready for payment/reimbursement, select "Approve"



8. Under Subrecipient Detail Reports, the current status will move to "Approved/ Awaiting Payment"



Once payment is sent to the subrecipient, select "View Payment Request" and mark their request "Paid"



Current status will update to "Approved/Paid".



Completed requests can be viewed by selecting "View Report"