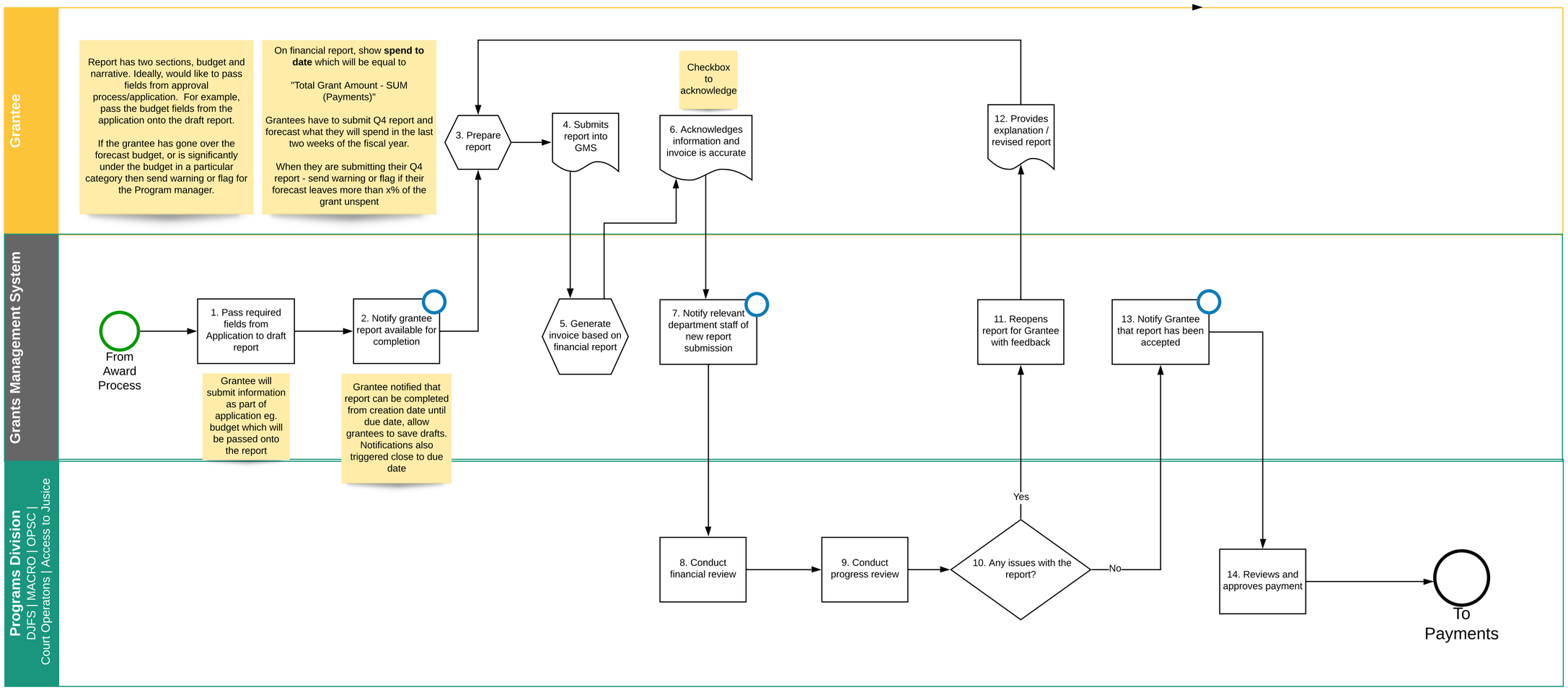
Reports


Grantee
Grants Management System
Programs Division
DJFS | MACRO | OPSC |
Court Operations | Access to Justice
Report has two sections, budget and narrative. Ideally, would like to pass fields from approval process/application. For example, pass the budget fields from the application onto the draft report.
If the grantee has gone over the forecast budget, or is significantly under the budget in a particular category then send warning or flag for the Program manager.
On financial report, show **spend to date** which will be equal to
"Total Grant Amount - SUM (Payments)"
Grantees have to submit Q4 report and forecast what they will spend in the last two weeks of the fiscal year.
When they are submitting their Q4 report - send warning or flag if their forecast leaves more than x% of the grant unspent
Checkbox to acknowledge
3. Prepare report
4. Submits report into GMS
6. Acknowledges information and invoice is accurate
12. Provides explanation / revised report
From Award Process
1. Pass required fields from Application to draft report
2. Notify grantee report available for completion
5. Generate invoice based on financial report
7. Notify relevant department staff of new report submission
11. Reopens report for Grantee with feedback
13. Notify Grantee that report has been accepted
Grantee will submit information as part of application eg. budget which will be passed onto the report
Grantee notified that report can be completed from creation date until due date, allow grantees to save drafts. Notifications also triggered close to due date
Yes
8. Conduct financial review
9. Conduct progress review
10. Any issues with the report?
No
14. Reviews and approves payment
To Payments