

# Financial Reports

## For Program Directors and State Commission Staff

### Main Financial Reports

#### Submit and Approve Reports

- Budget
- Periodic Expense Reports
- Aggregate Financial Report
- Budget Modifications

#### View Reports

- Current Budget
- Current Periodic Expense Reports
- Current Aggregate Financial Reports
- Budget History
- Periodic Expense Report History
- Aggregate Financial Report History

Many of the Financials reports require other reports to be approved before they can be created. Before any other standard financial reports can be created--with the exception of the In-Kind Other report--a Budget must first be submitted and approved by state commission staff. Once an approved budget is on file, then Periodic Expense Reports can be accessed. To submit a Federal Financial Report, you must have approved Periodic Expense Reports on file. A Budget Modification Request cannot be created unless you have an approved Budget on file, as well.

For the Aggregate Financial Reports, make sure that you submit them in chronological order according to the PERs that are included in that report. There can only be one Aggregate Financial Report open at a time.

State Commission Staff can reject Periodic Expense Reports and Aggregate Financial reports that have already been approved by accessing that report from the Approve Reports submenu.

### Other Financial Reports

- In-Kind Other
- Supervisor In-Kind Hours

### Questions