GM.11 – Generate Sponsored Awards Financial Reports

OCAA Accountant

- Revise PPM data
- Template in system?
  - Yes: Generate system financial report
  - No: Generate expenditures report

- Use generated report information to complete financial report
- Submit financial report to Departmental Grant Admin for review
- Submit report to appropriate party
- Mark reporting deliverables as complete where applicable
- Upload report in PPM and attach it to the award
- End

Department Grant Admin

- Communicate necessary changes to OCAA Accountant
- Approve?
  - Yes: Notify OCAA
  - No: Communicate necessary changes to OCAA Accountant