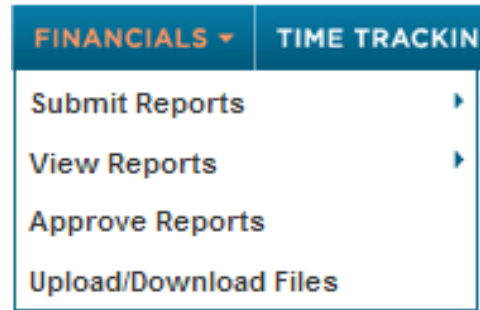


Financials

The **Financials** menu is where program directors are able to submit, view, approve, and upload or download financial reports. The standard financial reports included within **OnCorps Reports** for program directors are:

- Budgets
- Periodic Expense Reports (PER)
- Aggregate Financial Reports (AFR)
- Budget Modification Request (BMR)
- Program Income Report (PIR)
- In-Kind Other



Program directors may also have additional reports specific to their program.

*Note: Many of the **Financials** reports require other reports to be submitted and approved before they can be created. See the table below for more details.*

Report(s)	Prerequisite
PER, AFR, BMR	A budget must be submitted and approved by state commission staff.
AFR	There must be at least one approved PER on file which has not been used in a previously submitted Aggregate Financial Report.

If you have questions regarding the appropriate content for each report, please contact your state commission.

Hint: You can jump to any listed section below by clicking on that content item.

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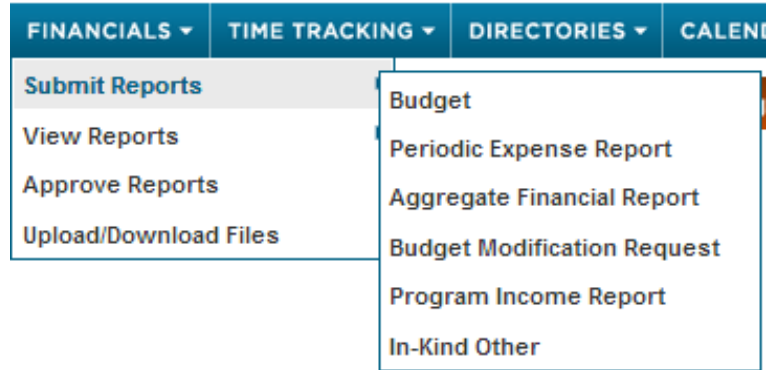
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Submit Reports

Financials > Submit Reports

All reports related to financial information for a program can be located under the **Financials** menu. Through the **Submit Reports** submenu, it is possible to enter the following standard reports:

- Budget
- Periodic Expense Report
- Aggregate Financial Report
- Budget Modification Request
- Program Income Report
- In-Kind Other



Program directors may also be asked to fill out additional reports specific to their state or program. Some reports require that another report first be approved within the system. Such prerequisites are noted within the instructions.

Budget

Financials > Submit Reports > Budget

The budget is the first report that should be created, since many of the other reports are dependent upon budget approval.

1. Select a **Budget Period** from the provided drop-down menu and click the **Choose** button.

Budget

Select a Budget Period: 2013-2014 Annual Budget Totals ▼

Choose



*Note: The current status of a budget will be clear from the drop-down menu. You will only be able to enter data for an unapproved budget. Once a budget is approved, you can use the **Budget Modification Request** tool to enter data changes for approval.*

2. Enter budget line items into the appropriate fields.
3. Click the **Calc Admin & Match (%)** button at the bottom of the screen.



Calc Admin & Match (%)

Save

Submit for Approval

Cancel

4. Check the small boxes beneath the budget to ensure calculated values (left) and amounts and percentages (right) for entered data are consistent with your intent.

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	\$0.00	\$0.00
2. Expenditures to Date (Before this report)	\$0.00	\$0.00
3. Grant Balance Available (line 1 less line 2)	\$0.00	\$0.00
4. Current Period Expenditures (linked above)	\$0.00	\$0.00
5. Grant Balance Remaining	\$0.00	\$0.00
6. Amount of This Request (current expenses)	\$0.00	\$0.00
Final Claim?	<input type="radio"/> Yes <input checked="" type="radio"/> No	---

CNCS Budget	\$0.00
10% Budget	\$0.00
CNCS Admin <= 5.26%	
Budget	0% (OK)
YTD Actual	0% (OK)
Overall Match >= 20%	
Budget	0% (NO)
YTD Actual	0% (NO)

5. Consult with your state commission regarding whether you need to change the **Final Claim?** radio button to **Yes** before submitting.
 - a. If you wish to save the form and return to continue your work later, click the **Save** button.

Calc Admin & Match (%)

Save

Submit for Approval

Cancel

- b. If you wish to submit the budget to your State Commission staff for approval, check the box by the disclaimer and click the **Submit for Approval** button.

I certify that the amounts shown above are accurate and are consistent with the amounts approved by CNCS in my submitted grant proposal. All budgeted expenditures are in accordance with generally accepted accounting principles, OMB Circulars, and CNCS grant guidelines.

Additional Comments:

Calc Admin & Match (%) Save **Submit for Approval** Cancel

Note: If the budget is rejected by the State Commission, a notice will appear on the submitting Program Director's home page and the form will be unlocked to allow modifications.

*A budget cannot be unlocked after the State Commission has approved it; if a budget was approved in error, the program director will need to submit a **Budget Modification Request** for correction.*

Periodic Expense Reports

Financials > Submit Reports > Periodic Expense Reports

Periodic expense reports allow program directors to track ongoing expenses against budget line items. By default, these reports display as monthly periods within the system, although some programs may require bi-monthly expense reports.

1. Select the budget period for which you wish to enter a PER from the drop down menu, then click the **Choose** button.

Periodic Expense Report

Select a Budget Period:

Choose



Monthly PER forms are only available after an annual budget is approved by your state Program Officer. If no monthly forms are available from the drop-down menu below, please submit a current year program budget for approval. A notification will appear on your Notifications page once the approval is completed, then you will be able to select and submit monthly PER forms from the list below.

2. Enter your expenditure line items into the appropriate fields.

- a. If you would like to see the calculated total and subtotal fields before submitting, click the **Calc Admin & Match (%)** button.

- b. If you wish to leave the form and come back to it later without submitting, click the **Save** button.

3. To submit your finalized report, check the disclaimer and click the **Submit for Approval** button.

Current Expenditures			
CNCS	Grantee Cash	Grantee In-kind	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00
\$0.00	\$0.00	\$0.00	\$0.00

I certify that the amounts shown above are accurate and do not exceed the grant award. All grant expenditures have been recorded and reported according to generally accepted accounting principles, OMB Circulars, & CNCS grant guidelines.

Additional Comments:

Calc Admin & Match (%)

Save

Submit for Approval

Cancel



*Note: If your **Periodic Expense Report** is rejected by the State Commission, a notice will appear on your home page and the form will be unlocked to allow modifications.*

Aggregate Financial Report

Financials > Submit Reports > Aggregate Financial Reports

The **Aggregate Financial Report** tool is designed to aid Program Directors in creating a consolidated cash and expenditure report for compliance with federal regulations. It is required that an approved **Budget** and at least one approved **Periodic Expense Report** exist in the system before creating an **Aggregate Financial Report**.

1. Select the approved PERs which you wish to include in your Aggregate Financial Report.

Aggregate Financial Report

[Federal Instructions on How To Complete the FFR](#)

Create a New Aggregate Financial Report

Select the PERs that should be included as part of this report:

January 2014 Expense Report: *submitted and approved*

February 2014 Expense Report: *submitted and approved*

New Aggregate Financial Report


*Note: A Periodic Expense Report can only be associated with one **Aggregate Financial Report**. It cannot be reused.*

2. Click the **New Aggregate Financial Report** button.
3. A form will launch on-screen with all numerical figures populated according to the data in the approved PERs used. Text directions are provided regarding additional information solicited in each part.
4. Review and complete the form.
5. Enter any remarks or comments in one of the supplied text boxes.
 - a. If you wish to leave and return to edit or complete the form later, click the **Save** button.
 - b. If you are satisfied with the completed form, click the **Submit for Approval** button.

Director Comments:

Staff Comments:

Save Submit for Approval Cancel



The Aggregate Financial Report automatically fills program and account information from your program record located via **Manager Records > Program Information**. In particular, the form uses the following fields from program information:

- Federal Grant Number
- Recipient Organization Name and Address
- DUNS number
- EIN number
- Recipient Account Number
- Project/Grant Period

Aggregate Financial Report

PERs included in the AFR:
January 2014 Expense Report
February 2014 Expense Report

AGGREGATE FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	
3. Recipient Organization (Name and complete address including Zip code) Name: Name Testing Service Official Addr: 4567 Testing Lane City: Minneapolis State: Select One Zip: 55408			
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	7. Basis of Accounting <input type="radio"/> Cash <input type="radio"/> Accrual
6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final		8. Project/Grant Period From: (Month, Day, Year) 01/01/2014 To: (Month, Day, Year)	
9. Reporting Period End Date			
10. Transactions (Use lines a-c for single or multiple grant reporting)		Current AFR	Total AFR's (Cumulative)
Federal Cash (To report multiple grants, also use FFR Attachment):			
a. Cash Receipts		0	0
b. Cash Disbursements		0	0
c. Cash on Hand (line a minus b)		0	0
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized (CNCS total from approved annual budget)			133680
e. Federal share of expenditures (CNCS total from approved selected PERs)	14980	0	14980
f. Federal share of unliquidated obligations	0	0	0
g. Total Federal share (sum of lines e and f)	14980	0	14980
h. Unobligated balance of Federal funds (line d minus g)	118720	133680	118720
Recipient Share:			
i. Total recipient share required (non-CNCS total from approved annual budget)			132700
j. Recipient share of expenditures (non-CNCS total from approved selected PERs)	12470	0	12470
k. Remaining recipient share to be provided (line i minus j)	120230	132700	120230
Program Income:			
l. Total Federal program income earned	0	0	0
m. Program income expended in accordance with the deduction alternative	0	0	0
n. Program income expended in accordance with the addition alternative	0	0	0
o. Unexpended program income (line l minus line m or line n)	0	0	0

Screenshot of Aggregate Financial Report form

Note: Once submitted, the **Aggregate Financial Report** cannot be edited. If there is an error, the state commission must reject the report to unlock it.

Budget Modification Request

Financials > Submit Reports > Budget Modification Request

In order to make changes to an approved program **Budget**, a **Budget Modification Request** must be submitted to state commission staff.

1. Click the **Request Budget Modification** button.

Note: Only one Budget Modification Request can be opened by a program at any time, but it is possible to create as many Budget Modification Requests over a program year as needed.

Budget Modification Request

You currently do not have a Budget Modification Request in progress.

To start a new Budget Modification Request, click the button below.

Request Budget Modification

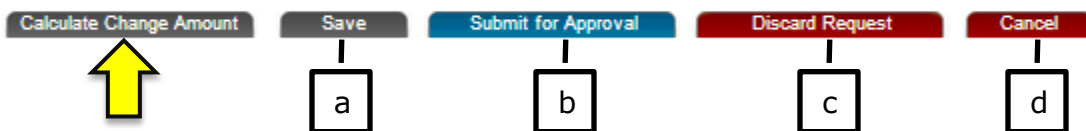


2. Enter the modified amounts into the appropriate line item and column fields within the Modified Budget section of the budget table.

Current Budget

Budget item	Original Budget				Modified Budget				Amount of Change				% Change			
	CNC \$	Grantee Cash	Grantee In-kind	Total	CNC \$	Grantee Cash	Grantee In-kind	Total	CNC \$	Grantee Cash	Grantee In-kind	Total	CNC \$	Grantee Cash	Grantee In-kind	Total
Program Operating Costs																
A Personnel Exp	\$1,000.00	\$5,000.00	\$200.00	\$6,200.00	1000	5000	200	\$6,200.00	---	---	---		---	---	---	
Details:																
B Fringe Benefits	\$100.00	\$100.00	\$100.00	\$300.00	100	100	100	\$300.00	---	---	---		---	---	---	
Details:																
C Travel									---	---	---		---	---	---	
Details:																

3. Click the **Calculate Change Amount** button at the bottom of the budget table to see calculations based on your modifications in the **Amount of Change** and **% Change** columns.



- a. If you wish to leave the form and return later to complete your entries, click **Save**.
- b. If you are satisfied with the Modified Budget Entries, click **Submit for Approval**.
- c. If you wish to entirely discard a saved **Budget Modification Request**, click **Discard Request**.
- d. If you wish to leave the form without saving an open request, click **Cancel**.

Note: If a Budget Modification Request is rejected by the state commission, a notice will appear on the Program Director's home page and the form will be unlocked to allow for modifications.

Program Income Report

Financials > Submit Reports > Program Income Report

The Program Income Report allows Program Directors to document sources of both In-Kind as well as Cash income by various categories including:

1. Click the **New Program Income Report** button.
2. Enter the name of the income source and amount at the top of the form. Then select the source type, income type, and inkind description (if applicable).

Program Income Report

New Program Income Report



Program Income Report

Name of Income Source	Amount	Source Type	Income Type	Inkind Description
<input type="text"/>	<input type="text"/>	None ▾	None ▾	None ▾
<input type="button" value="Add Income Source"/>				

Program:	Name Testing Service	State & Program Year:	Demo 2013-2014
Period Start Date:	<input type="text"/>	Period Ending:	<input type="text"/>
Total Income for the Period:	<input type="text"/>	CNCS grant funds:	<input type="text"/>
Other Federal funds:	<input type="text"/>	State Govt:	<input type="text"/>
Local/Regional Govt:	<input type="text"/>	Nonprofit:	<input type="text"/>
Fee for Service/Program Income:	<input type="text"/>	Business/Corporation:	<input type="text"/>
Cash Total:	<input type="text"/>	Inkind Total:	<input type="text"/>

Director Comments:

Staff Comments:

Note: You only select an Inkind Description from the drop down menu if you have selected Inkind as the Income Type. If the type is Cash, Inkind Description should say "None" (this is the default).

3. Click the **Add Income Source** button.
4. Repeat steps 2 and 3 until all income sources display on screen. The fields will populate according to totals from your **Income Sources**.
5. Enter any comments in the provided text box.
 - a. If you wish to leave this form and return to submit later, click **Save**.
 - b. If you are satisfied with the report, click **Submit for Approval**.
 - c. If you wish to leave the page without recording changes, click **Cancel**.

In-Kind Other

Financials > Submit Reports > In-Kind Other

In-Kind Other refers to donated program goods and services, excluding site supervisor time. Program Directors with questions regarding what qualifies should contact their state commission. It is important for Program Directors to maintain original receipts for donated goods and services in program records. The **In-Kind Other** form tool is only intended as a convenient method to track information for use in other financial reports, not as a complete documentation of **In-Kind Other** data. Reports may be submitted by:

- Site Supervisors
- Regional Coordinators
- Program Directors

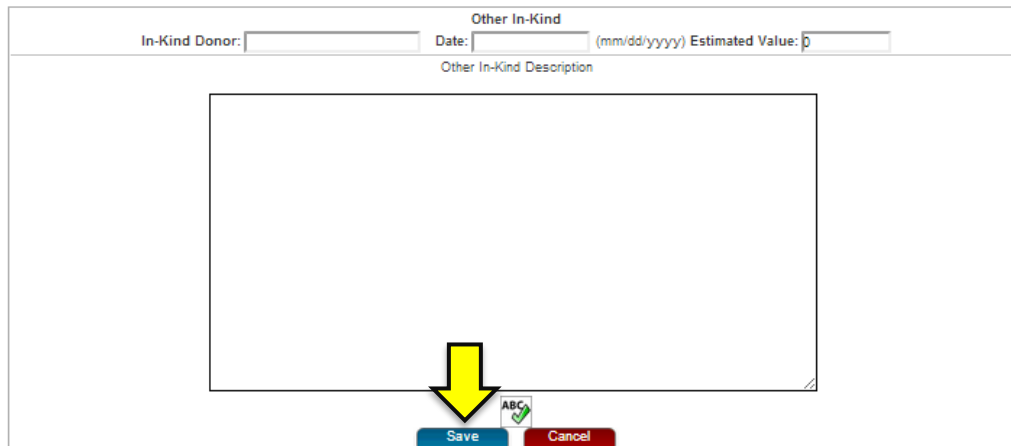
1. Click the **Add a New Other In-Kind Event** to create a new report.

In-Kind Other



Name	Date	Estimated Value		
Phil Lanthropist	01/15/2014	500	Edit	Delete
Charity Givens	02/01/2014	750	Edit	Delete

2. Enter the name of the in-kind donor, the date of the donation, an estimated value for the goods or services, and a description in the appropriate fields.



3. If you would like to spell check your description, click the **ABC** button at the bottom of the text field.
4. Click the **Save** button to save the report.

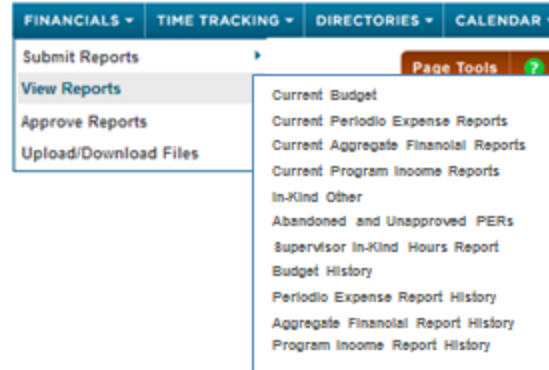
*Note: It is possible to see all **In-Kind Other** reports as soon as they are saved by users.*

View Reports

Financials > View Reports

It is possible to view any entered reports through the View reports menu, including:

- Current Budget
- Current Periodic Expense Reports
- Current Aggregate Financial Reports
- Current Program Income Reports
- In-Kind Other
- Abandoned and Unapproved PERs
- Supervisor In-Kind Hours Report
- Budget History
- Periodic Expense Report History
- Aggregate Financial Report History
- Program Income Report History



Program directors may also be able to view other custom financial reports specific to their program through this menu.

*Note: If you wish to fill out or submit financial reports, see the **Financials > Submit Reports** menu.*

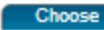

Current Budget

Financials > View Reports > Current Budget

This submenu allows program directors to view current budgets within **OnCorps Reports**.

1. **Select a Budget Period** from the drop down menu.

Current Budget

Select a Budget Period: 2013-2014 Annual Budget Totals Submitted: 01/27/2014 Approved: 01/27/2014  

2. Click the **Choose** button. The selected budget will display on-screen.

Program Name: Name Testing Service
Legal Applicant: Name Testing Service Official
Program Type: (25% match)
Program Year: 2013-2014
Budget Period: 2013-2014 Annual Budget Totals

Budget Item	Budget Total				Current Expenditures				Year-To-Date				Budget versus YTD Actual			
	CNC\$	Grantee Cash	Grantee In-kind	Total	CNC\$	Grantee Cash	Grantee In-kind	Total	CNC\$	Grantee Cash	Grantee In-kind	Total	CNC\$	Grantee Cash	Grantee In-kind	Total
Program Operating Costs																
A Personnel Exp	\$1,000.00	\$5,000.00	\$200.00	\$6,200.00												
B Fringe Benefits	\$100.00	\$100.00	\$100.00	\$300.00												
C Travel																

3. If you wish to save the budget, click **Create PDF** in the page tools.

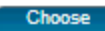
4. A pop up window will alert you that a PDF has been created. Click the link to download the PDF.

Current Periodic Expense Reports

Financials > View Reports > Current Periodic Expense Reports

This tool allows Program Directors to access all **Periodic Expense Reports**.

Current Periodic Expense Reports

Select a Budget Period: January 2014 Expense Report Submitted: 01/31/2014 Approved: 02/03/2014  

1. **Select a Budget Period** from the provided drop down menu.

Note: The status of the report is noted by date in the menu.

2. Click the **Choose** button.
3. The selected PER will display onscreen.
4. If you wish to export the data or create a PDF of the report, use the labeled page tools in the upper right corner of the screen.

Current Aggregate Financial Reports

Financials > View Reports > Current Aggregate Financial Reports


This tool allows Program Directors to access all **Aggregate Financial Reports**.

Current Aggregate Financial Reports

Report Type	Reporting Period End Date	Submitted	Submit Date	Approved	Approve Date	
Quarterly	12/12/2013	Yes	02/04/2014	Yes	02/04/2014	View

1. Locate the Aggregate Financial Report you wish to view within the displayed table.

Note: Only approved reports will be available on this screen.

2. Click the **View** button in the row of your selected **Aggregate Financial Report**.
3. The selected report will display onscreen.
5. If you wish to save the report, click **Create PDF** in the page tools. 
6. A pop up window will alert you that a PDF has been created. Click the link to download the PDF.


Current Program Income Reports

Financials > View Reports > Current Program Income Reports

This tool allows program directors to access all **Program Income Reports**.

Current Program Income Reports

Period Start Date	Period Ending	Submitted	Submit Date	Approved	Approve Date	
10/25/2013	12/30/2013	Yes	02/04/2014	No		View
1/1/2014	1/30/2014	Yes	02/03/2014	Yes	02/03/2014	View

1. Locate the **Program Income Report** you wish to view within the displayed table.
2. Click the **View** button in the row of your selected **Program Income Report**.
3. The selected report will display onscreen.
4. If you wish to save the report, click **Create PDF** in the page tools. 
5. A pop up window will alert you that a PDF has been created. Click the link to download the PDF.

In-Kind Other

Financials > View Reports > In-Kind Other

This tool allows Program Directors to view all submitted ***In-Kind Other*** reports at a glance, according to the user filing the report and monthly totals.

In-Kind Other

Director In-Kind Other

Director Name	In-Kind Item	Date	Value	Description
Freyda Heitz	Phil Lanthropist	01/15/2014	500	Phil Lanthropist donated a new tablet device to the program to facilitate off-site work.
Freyda Heitz	Charity Givens	02/01/2014	750	Cash donation to help fund program goals.

Month/Year	Amount
February 2014	\$750
January 2014	\$500

Supervisor In-Kind Other

Supervisor Name	In-Kind Item	Date	Value	Description
Sarah Bellum	Maxwell Moneybags	02/01/2014	350	Donation of professional services

Month/Year	Amount
February 2014	\$350

Note: Tables with multiple rows are sortable by clicking the bold column headers.

1. The selected report will display onscreen.
2. If you wish to save the report, click **Create PDF** in the page tools.
3. A pop up window will alert you that a PDF has been created. Click the link to download the PDF.



Abandoned and Unapproved PERs


Financials > View Reports > Abandoned and Unapproved PERs

The Abandoned and Unapproved PERs allows Program Directors to view financial reports (particularly **Program Expense Reports**) which have not yet been approved by commission staff.

Note: This is important because Abandoned and Unapproved PERs calculate into some totals for other forms within the site.

Abandoned and Unapproved PERs

Program	Budget Period	
Name Testing Service	Budget Modification Request	View
Name Testing Service	December 2013 Expense Report	View

1. Locate the report you wish to view within the displayed table.
2. Click the **View** button in the row of your selected report.
3. The report will display onscreen.
4. If you wish to save the report, click **Create PDF** in the page tools. 
5. A pop up window will alert you that a PDF has been created. Click the link to download the PDF.

Supervisor In-Kind Hours Report

Financials > View Reports > Supervisor In-Kind Hours Report

The Filter Supervisor Timesheets tool allows you to view your supervisor's timesheets by period, supervisor, or timesheet status using the drop down menus.

Totals

	Total		Pending		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
	141	\$3174.00	114	\$2499.00	27	\$675.00

Totals by Month

Month	Total		Pending		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
January 2014	36	\$875	9	\$0	27	\$875
February 2014	76	\$1788	76	\$1788	0	\$0
March 2014	29	\$713	29	\$713	0	\$0

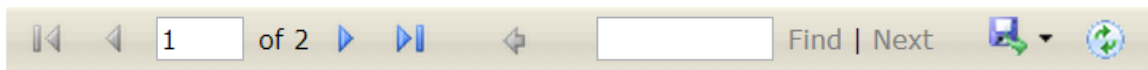
Totals by Site Supervisor

Supervisor	Service Site	Total		Pending		Approved	
		Hours	Amount	Hours	Amount	Hours	Amount
Bellum, Sarah	Binayat Al-Islm	90	\$2250	83	\$1575	27	\$675
Lewis, Mel F.	Casa de Nombres	51	\$924	51	\$924	0	\$0

Supervisor	Period	Hours	Wage	Amount	Approved	
Bellum, Sarah	02/16/2014 - 02/28/2014	17	\$25.00	\$425.00	No	
Bellum, Sarah	02/01/2014 - 02/15/2014	21	\$25.00	\$525.00	No	Review
Bellum, Sarah	01/16/2014 - 01/31/2014	27	\$25.00	\$675.00	Yes	
Bellum, Sarah	03/01/2014 - 03/15/2014	25	\$25.00	\$625.00	No	Review
Lewis, Mel F.	02/01/2014 - 02/15/2014	28	\$22.00	\$616.00	No	

Note: Tables with multiple rows are sortable by clicking the bold column headers.

1. The selected report will display onscreen.
 - a. If you wish to save the report, click **Create PDF** in the page tools.
 - i. A pop up window will alert you that a PDF has been created.
 - ii. Click the link to download the PDF.
 - b. If you wish to export the data, click **Export**.
 - i. The report will load in a new screen.
 - ii. Use the toolbar at the top to export the data to the program of your choice.



Navigate between pages, for multi-page reports

Search by keyword.

Download the report by file type.

Refresh report.

Budget History

Financials > View Reports > Budget History

This submenu allows program directors to view any submitted **Budget** or **Budget Modification** Request with the date approved and attendant comments.

Budget History

Program	Budget Period	Status	Date Approved	
Name Testing Service	2013-2014 Annual Budget Totals	Approved	01/27/2014	Download
Name Testing Service	Budget Modification Request	Approved	02/04/2014	Download



1. Locate the report you wish to view within the displayed table.
2. Click the **Download** button in the row of your selected report.
3. The report will download as a PDF file.

Periodic Expense Reports History

Financials > View Reports > Periodic Expense Reports History

Program directors are able to view a record of any submitted and approved **Expense Report** using this submenu tool.

Periodic Expense Report History

Program	Budget Period	Status	Date Approved	
Name Testing Service	December 2013 Expense Report	Approved	02/05/2014	Download
Name Testing Service	January 2014 Expense Report	Approved	02/03/2014	Download
Name Testing Service	February 2014 Expense Report	Approved	02/03/2014	Download
Name Testing Service	January 2014 Expense Report	Rejected	02/05/2014	Download



1. Locate the report you wish to view within the displayed table.
2. Click the **Download** button in the row of your selected report.
3. The report will download as a PDF file.

Aggregate Financial Report History

Financials > View Reports > Aggregate Financial Report History

Program directors are able to view a record of all submitted and approved **Aggregate Financial Reports** using this submenu tool.

Aggregate Financial Report History

Program	Budget Period	Status	Date Approved	PDF Date	
Name Testing Service	deleted	Approved		02/04/2014	Download
Name Testing Service	January 2013 February 2013 March 2013	Approved	02/06/2014 11:39:25	02/06/2014	Download
Name Testing Service	April 2013 May 2013 June 2013	Approved	02/06/2014 13:01:02	02/06/2014	Download
Name Testing Service	July 2013 August 2013 September 2013	Approved	02/06/2014 13:04:09	02/06/2014	Download
Name Testing Service	October 2013 November 2013 December 2013	Approved	02/06/2014 13:13:22	02/06/2014	Download
Name Testing Service	deleted	Rejected		02/06/2014	Download
Name Testing Service	April 2013 May 2013 June 2013	Rejected	02/06/2014 13:01:02	02/06/2014	Download

1. Locate the report you wish to view within the displayed table.
2. Click the **Download** button in the row of your selected report.
3. The report will download as a PDF file.



Program Income Report History

Financials > View Reports > Program Income Report History

Program directors are able to view a record of any submitted and approved **Program Income Report** using this submenu tool.

Program Income Report History

Program	Period Start Date	Period Ending	Status	Approve Date	
Name Testing Service	01/01/2014	01/30/2014	Approved	02/03/2014	Download
Name Testing Service	10/25/2013	12/30/2013	Approved	02/05/2014	Download
Name Testing Service	12/31/2013	12/30/2014	Approved	02/05/2014	Download

1. Locate the report you wish to view within the displayed table.
2. Click the **Download** button in the row of your selected report.
3. The report will download as a PDF file.



Upload/Download Files

Financials > Upload/Download Files

Program directors are able to upload files into the **OnCorps Reports** system for later reference. This is a useful tool if your program keeps any paper reports or documents of financial items. The tool and files available under Financials and Reporting menus are the same (it is possible to navigate to this option in both menus since some programs give Program Directors access to either one or the other).


Upload/Download Files

When naming files that you intend to UPLOAD to our system, make sure you don't use any "special characters" in the file name, such as: spaces, dashes, or any characters like --- % #@*&.

If you're having trouble uploading a file, rename it and try again.

Here is an example: "good_filename.pdf" as opposed to "good file name %.pdf"

Upload a new File/Document:

File:	<input type="button" value="Choose File"/> No file chosen
Program:	Name Testing Service
Uploaded By:	<input type="text"/>
Description:	<div style="border: 1px solid black; height: 40px; width: 100%; display: flex; align-items: center; justify-content: center;"></div>
	<input type="button" value="Upload"/>

How to upload a new file

1. Click the **Choose File** button. A file explorer will automatically launch.
2. Choose the document which you wish to upload.
3. Enter your name into the **Uploaded By** text box.
4. Enter a **Description** into the provided field.
5. Click the **Upload** button.

Note: The text fields are important for tracking multiple uploads or drafts of documents. Using a specific formula for naming documents over time is also helpful.

Upload/Download Files

When naming files that you intend to UPLOAD to our system, make sure you don't use any "special characters" in the file name, such as: spaces, dashes, or any characters like --- % # @ * & .

If you're having trouble uploading a file, rename it and try again.

Here is an example: "good_filename.pdf" as opposed to "good file name %.pdf"

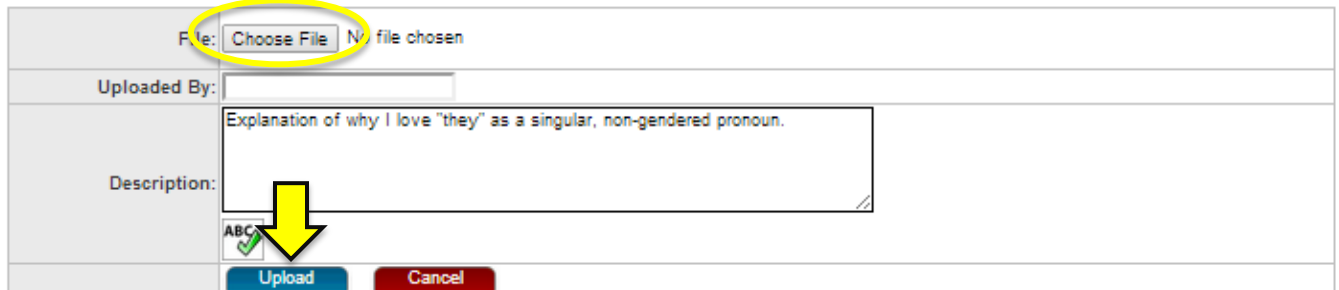
Uploaded Files/Documents:

Filename	Last Uploaded By	Upload Date	Uploaded By	Description				
practice_document.docx	Program Director	02/06/2014	Freyda Heitz	This document contains a beautiful picture.	Update	Download	Delete	X
they.jpg	Program Director	02/06/2014	Freyda Heitz	Explanation of why I love "they" as a singular, non-gendered pronoun.	Update	Download	Delete	X

How to update a file

1. Find the file you wish to update, download, or delete in the displayed table.
2. Click the **Update** button.

Upload an existing Document (replacing they.jpg):



The screenshot shows a form for uploading a document. A yellow circle highlights the "Choose File" button in the "File:" field. A yellow arrow points to the "Upload" button at the bottom of the form. The "Description:" field contains the text "Explanation of why I love 'they' as a singular, non-gendered pronoun." and has a small "ABC" icon with a checkmark next to it. The "Uploaded By:" field is empty. The "File:" field shows "No file chosen".

3. Click the **Choose File** button and select the replacement file.
4. Enter your name into the **Uploaded By** text box.
5. Review the **Description**; make any necessary changes.
6. Click the **Upload** button.

How to download a file

1. Find the file you wish to update, download, or delete in the displayed table.
2. Click the **Download** button.
3. Save the document to the location you wish on your computer.

How to delete a file

1. Find the file you wish to update, download, or delete in the displayed table.
2. Click the **Delete** button or the red **X** button.
3. Confirm in the pop up screen that you wish to permanently delete the chosen file by clicking the **OK** button.

