Financial Reporting

Agreement

Start

All agreements received by SPO Post-Award during award setup are reviewed to ensure the financial reporting attributes coincide with the terms and conditions of the award.

Billing & Financial Report Generation

Award expenditure is pulled in the billing module within WD, generate financial report, and routed for review and approval.

Review & Approval Process

- The financial report is routed to the Assistant Director of SPO Post-Award for review and approval.

Issue Identified? — No / Yes

PI/Designee and CRA are notified to assist with correcting the issue identified by SPO Post-Award.

Approved? — No / Yes

- The financial report is routed to the Sr. Director of SPO Post-Award for review and approval.

Approved? — No / Yes

SPO Post-Award sends a copy of the final report to the PI/Designee 48 hours before distributing the financial report to the sponsor.

Final Report

End

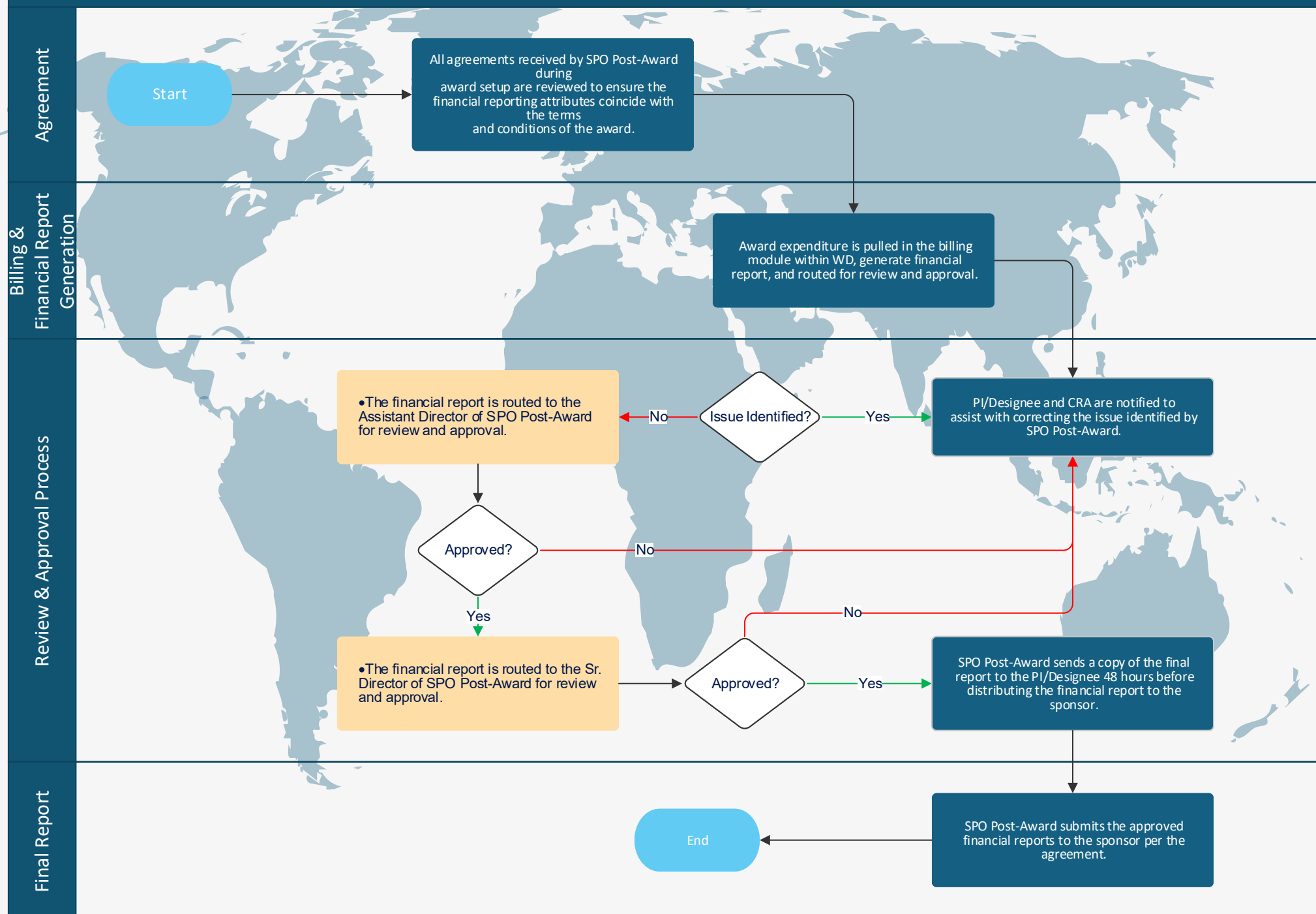SPO Post-Award submits the approved financial reports to the sponsor per the agreement.

Key:
SPO - Sponsored Programs Office
CRA - College Research Administrator
UG - Uniform Guidance
PI - Principal Investigator
GL - General Ledger
WD - Workday

Key Controls:
. SPO reviews and approves invoice and financial report to ensure accuracy and compliance with UG.
. The billing information and financial report is routed to the Assistant Director of SPO Post-Award for review and approval.
. The billing information and financial report is routed to the Sr. Director of SPO Post-Award for review and approval.