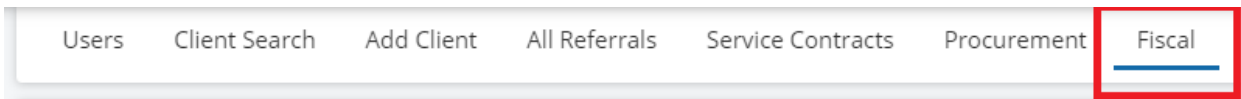


Fiscal Module:

- To begin entering data into the fiscal module, first navigate to the Fiscal tab.

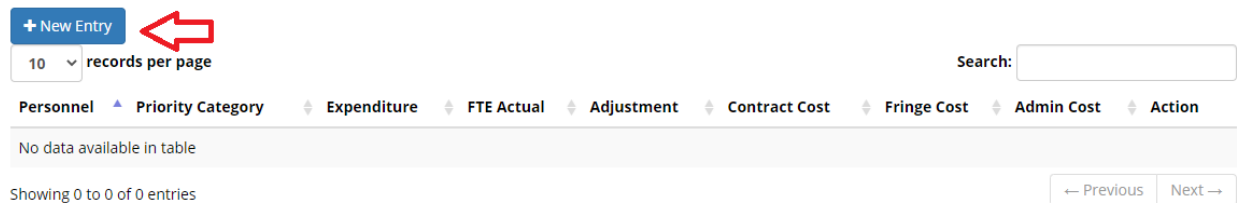


- Select the contract and month you wish to enter data for.
Note only contracts that have been approved in the procurement module may have data entered.
 - The Months dropdown will display the submission status of a month
 - Not yet submitted: no report submitted for that month
 - Submitted/resubmitted: report has been submitted and is pending Fulton County review
 - Rejected: Fulton County has reviewed and rejected the report, you need to make edits to the report and resubmit
 - Approved: Report has been approved by Fulton County
- On the “Reports” subtab click on a category on the “Budget Summary” table to enter expenses

Budget Summary

Category	Contract Budget	Prior Cumulative Expenditures	Current Expenditures for Reimbursement	Remaining Balance	YTD Expenditures	% Expended to Date
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Client Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%

- Click on “New Entry” to add an expense
 - Line items are determined from data entered in the procurement module



- Click “View Full Report” subtab to view the full report for the selected month and contract
 - Note: prior cumulative expenses will only display when a month is approved by Fulton County in the Budget Summary Report

- b. You may view and enter notes to individual expenses, by clicking the note icon. Icons in yellow mean there is a note for that item.
- 6. In the Upload subtab, you may upload any documents related to that report
- 7. The “Submit Report” subtab is where you go to submit a report to Fulton County once the report is complete.
 - a. Requires both a Program and Fiscal Designee signature to submit
 - i. Clicking on the signature pad will bring up the signature dialog, where you can choose to type or draw your signature.
 - b. Check off the affirmation checkbox and click “submit this month to Fulton County” to submit

Submit

Contract: FY2021 / FY2021 Part A

Month: March 2021 (Not Yet Submitted)

Report Status: Not Yet Submitted | Unlocked

Program Designee

Click to add e-Signature

Authorized e-Signature

Fiscal Designee

Click to add e-Signature

Authorized e-Signature

I affirm that the information provided for the final Monthly Fiscal Report for the above month is, to the best of my knowledge, complete, accurate, and true.

Submit this month to Fulton County

- c. Note: Report will lock for that month when submitted, so no edits or entries can be added to that month. Only if a month is rejected can you go back and make edits to that report.

Contract: FY2021 / FY2021 Part A

Month: March 2021 (Submitted)

Report Status: Submitted | Locked

View Submission History

- d. You can also click “view submission history” to view submission history