OnCorps Reports™

On task. On time. Online.

The Online Reporting System for AmeriCorps Programs

Program Director Tutorials
Financials

OnCorps Reports 2.0, Standard Reports

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Financials

The Financials menu is where you can submit and view financial reports.

The standard financial reports in OnCorps Reports for program directors include:

- Budgets
- Periodic Expense Reports
- Federal Financial Reports
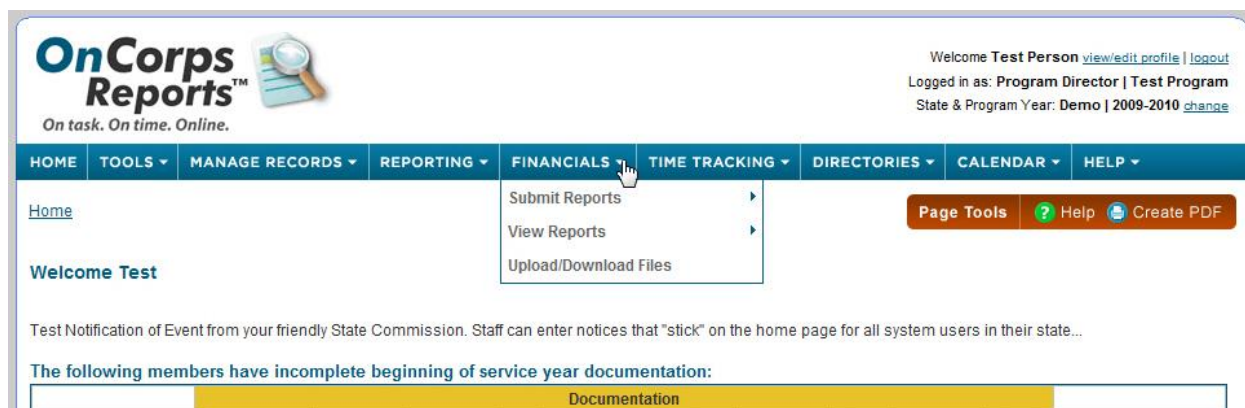- Budget Modification Requests
- In-Kind Other

You may also have to complete other reports that are specific to your program.

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.

To create and edit financial reports, choose the report you wish to create or modify from the Submit Reports submenu.

To view the financial reports you have already entered, choose the reports you wish to view from the View Reports submenu.

If you have any questions about what content should go in each report, please contact your state commission.

Submit Reports

Financials > Submit Reports

All reports that are related to financial information can be found under the Financials menu. Other reports on program activities can be found under the Reporting menu.

Under the Financials > Submit Reports menu, you will find the following standard reports:

- [Budgets](#)
- [Periodic Expense Reports](#)
- [Federal Financial Reports](#)
- [Budget Modification Requests](#)
- [In-Kind Other](#)

You may also be asked to fill out additional reports that are specific to your state and/or program.

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.

Budget

Financials > Submit Reports > Budget

Before a Periodic Expense Report, Federal Financial Report or Budget Modification Request can be submitted, you must first have an approved Budget on file.

To enter data into an unapproved Budget, select the Budget from the drop down menu and click the *Choose* button. Notice that you can immediate see the submittal and approval status of your Budget in the drop down menu.

Please be patient while the Budget form loads. Once the Budget financial form has opened, enter your budget line items into the appropriate fields.

The small box to the bottom left of the form shows calculated values, including, the Grant Amount, Expenditures to Date, Grant Balance Available, Current Period Expenditures, Grant Balance Remaining, Amount of this Request, and other financial information for AmeriCorps funds and Grantee funds. Consult with your state commission about whether you need to change the *Final Claim?* radio button to yes before submitting.

The small box on the bottom right of the budget can be used to verify amounts and percentages in your budget and is intended to help with error checking. The first two rows show the amount of your budget that comes from CNCS fund and what 10 percent of that CNCS budget is. The next three rows deal with the CNCS Administrative costs allowing you to check to make sure you do not exceed the maximum percentage allowed by CNCS. The last three rows deal with the match portions of your budget. The *Overall Match* row will show the minimum match required by CNCS; if this number is incorrect, your state commission staff can change it for you. The other two rows will show your actual match.

Budget

Select a Budget Period: [ARRA 2009-2010 Annual Budget Totals ▾] [**Choose**]

Program Name: *Test Program - Louisiana*
Legal Applicant: *Test Program - Louisiana*
Program Type: *Competitive (30% match)*
Program Year: *ARRA 2009-10 PY*
Budget Period: *ARRA 2009-2010 Annual Budget Totals*

	Budget Item	Budget Total				Current Expenditures				Year-To-Date				Budget versus YTD Actual			
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs																	
A	Personnel Exp	0	0	0	$.00												
B	Fringe Benefits	0	0	0	$.00												
C	Travel																
C.1	Staff Travel	0	0	0	$.00												
C.2	Member Travel	0	0	0	$.00												
C.3	**Travel Subtotal**	0	0	0	**$.00**												
D	Equipment	0	0	0	$.00												
E	Supplies	0	0	0	$.00												
F	Consultants	0	0	0	$.00												
G	Training																
G.1	Staff Training	0	0	0	$.00												
G.2	Member Training	0	0	0	$.00												
G.3	**Training Subtotal**	0	0	0	**$.00**												
H	Evaluation	0	0	0	$.00												
I	Other Op	0	0	0	$.00												
K	**Living Allowance**																
K.1	Full Time	0	0	0	$.00												
K.2	Half Time	0	0	0	$.00												
K.3	Reduced Half Time	0	0	0	$.00												
K.4	Quarter Time	0	0	0	$.00												
K.5	Minimum Time	0	0	0	$.00												
K.6	**Living Allowance Subtotal**	0	0	0	**$.00**												
L	**Member Support**																
L.1	FICA	0	0	0	$.00												
L.2	Workers Comp	0	0	0	$.00												
L.3	Health Care	0	0	0	$.00												
L.4	Unemployment Insurance	0	0	0	$.00												
L.5	**Member Support Subtotal**	0	0	0	**$.00**												
	Program Operating Costs Subtotal	$.00	$.00	$.00	$.00												
	Percentage	n/a	n/a	n/a													

Administrative ~ Indirect Costs												
A	CNCS Fixed Percentage											
A.1	CNCS Fixed Costs	0	0	0	$.00							
A.2	Commission Fixed Costs	0	0	0	$.00							
B	Federal Indirect	0	0	0	$.00							
	Administrative ~ Indirect Costs Subtotal	$.00	$.00	$.00	$.00							
	Percentage	n/a	n/a	n/a								
	TOTAL	$.00	$.00	$.00	$.00							
	Percentage	n/a	n/a	n/a								
	TOTAL PROGRAM		$.00									

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	$.00	$.00
2. Expenditures to Date (Before this report)	$.00	$.00
3. Grant Balance Available (line 1 less line 2)	$.00	$.00
4. Current Period Expenditures (linked above)	$.00	$.00
5. Grant Balance Remaining	$.00	$.00
6. Amount of This Request (current expenses)	$.00	$.00
Final Claim?	◯ Yes ⦿ No	---

CNCS Budget	$.00	
10% Budget	$.00	
CNCS Admin <= 5.26%		
Budget	0% (OK)	
YTD Actual	0% (OK)	
Overall Match >= 30%		
Budget	0% (NO)	
YTD Actual	0% (NO)	

☐ 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]

If you need to come back to the form before submitting it, click the *Save* button. If you would like to see the calculated line totals and subtotal fields without having to save the form and reopen it, click the *Calc Admin & Match (%)* button. To submit the form to your state commission for approval, check the box by the disclaimer and click on the *Submit for Approval.* You can also export the data in your budget to Excel by click on the *Export* button in the Page Tools bar at the top of the page. For instructions on how to export data, please refer to the Getting Started > Export Report Data.

If your Budget or any other financial form is rejected by the state commission, a notice will appear on your Home page and the form will be unlocked to allow modifications. Otherwise, after submittal the Budget will be locked. Because Budgets are used in other financial reports, they cannot be rejected after the have been approved, so you may have to submit a Budget Modification Request to correct a budget that has been approved in error.

Periodic Expense Reports

Financials > Submit Reports > Periodic Expense Reports

Before a Periodic Expense Report, Federal Financial Report or Budget Modification Request can be submitted, you must first have an approved Budget on file. If you do not see and available Periodic Expense Report periods in the drop down menu, then it means you do not have an approved budget on file.

To enter data into an unapproved or unsubmitted Periodic Expense Report, select the budget period from the drop down menu and click the *Choose* button. Notice that you can immediate see the submittal and approval status of your Periodic Expense Reports in the drop down menu.

Please be patient while the Periodic Expense Report form loads. Once the form has opened, enter your expenditure line items into the appropriate fields.

The small box to the bottom left of the form shows calculated values, including, the Grant Amount, Expenditures to Date, Grant Balance Available, Current Period Expenditures, Grant Balance Remaining, Amount of this Request, and other financial information for AmeriCorps funds and Grantee funds. Consult with your state commission about whether you need to change the *Final Claim?* radio button to yes before submitting.

The small box on the bottom right of the budget can be used to verify amounts and percentages in your budget and is intended to help with error checking. The first two rows show the amount of your budget that comes from CNCS fund and what 10 percent of that CNCS budget is. The next three rows deal with the CNCS Administrative costs allowing you to check to make sure you do not exceed the maximum percentage allowed by CNCS. The last three rows deal with the match portions of your budget. The *Overall Match* row will show the minimum match required by CNCS. The other two rows will show your actual match.

Periodic Expense Report

Program Name: *Test Program*
Legal Applicant: *Test Program*
Program Type: *Competitive (30% match)*
Program Year: *2009-2010*
Budget Period: *February 2010 Expense Report*

Budget Item	Budget Total				Current Expenditures				Year-To-Date				Budget versus YTD Actual			
	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs																
A Personnel Exp	$20,000.00	$10,000.00	$80,000.00	$110,000.00	123	123	12	$258.00	$10,576.00	$4,844.00	$22,733.00	$38,153.00	$9,424.00	$5,156.00	$57,267.00	$71,847.00
B Fringe Benefits	$7,500.00	$0.00	$0.00	$7,500.00	0	0	0	$.00	$9,671.00	$111.00	$11.00	$9,793.00	($2,171.00)	($111.00)	($11.00)	($2,293.00)
C Travel																
C.1 Staff Travel	$200.00	$150.00	$100.00	$450.00	0	0	0	$.00	$258.00	$126.00	$71.00	$455.00	($58.00)	$24.00	$29.00	($5.00)
C.2 Member Travel	$400.00	$100.00	$100.00	$600.00	0	0	0	$.00	$183.00	$46.00	$56.00	$285.00	$217.00	$54.00	$44.00	$315.00
C.3 Travel Subtotal	$600.00	$250.00	$200.00	$1,050.00	$0.00	$0.00	$0.00	$.00	$441.00	$172.00	$127.00	$740.00	$159.00	$78.00	$73.00	$310.00
D Equipment	$200.00	$0.00	$100.00	$300.00	0	0	0	$.00	$272.00	$300.00	$50.00	$622.00	($72.00)	($300.00)	$50.00	($322.00)
E Supplies	$200.00	$100.00	$0.00	$300.00	0	0	0	$.00	$80.00	$40.00	$0.00	$120.00	$120.00	$60.00	$0.00	$180.00
F Consultants	$0.00	$0.00	$400.00	$400.00	0	0	0	$.00	$0.00	$0.00	$215.00	$215.00	$0.00	$0.00	$185.00	$185.00
G Training																
G.1 Staff Training	$0.00	$0.00	$100.00	$100.00	0	0	0	$.00	$0.00	$0.00	$50.00	$50.00	$0.00	$0.00	$50.00	$50.00
G.2 Member Training	$0.00	$0.00	$1,500.00	$1,500.00	0	0	0	$.00	$0.00	$0.00	$800.00	$800.00	$0.00	$0.00	$700.00	$700.00
G.3 Training Subtotal	$0.00	$0.00	$1,600.00	$1,600.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$850.00	$850.00	$0.00	$0.00	$750.00	$750.00
H Evaluation	$100.00	$100.00	$200.00	$400.00	0	0	0	$.00	$40.00	$35.00	$75.00	$150.00	$60.00	$65.00	$125.00	$250.00
I Other Op	$0.00	$500.00	$0.00	$500.00	0	0	0	$.00	$0.00	$165.00	$0.00	$165.00	$0.00	$335.00	$0.00	$335.00
K Living Allowance																
K.1 Full Time	$50,000.00	$0.00	$0.00	$50,000.00	0	0	0	$.00	$16,500.00	$0.00	$0.00	$16,500.00	$33,500.00	$0.00	$0.00	$33,500.00
K.2 Half Time	$25,000.00	$0.00	$0.00	$25,000.00	0	0	0	$.00	$8,500.00	$0.00	$0.00	$8,500.00	$16,500.00	$0.00	$0.00	$16,500.00
K.3 Reduced Half Time	$10,000.00	$0.00	$0.00	$10,000.00	0	0	0	$.00	$3,700.00	$0.00	$0.00	$3,700.00	$6,300.00	$0.00	$0.00	$6,300.00
K.4 Quarter Time	$5,000.00	$0.00	$0.00	$5,000.00	0	0	0	$.00	$2,000.00	$0.00	$0.00	$2,000.00	$3,000.00	$0.00	$0.00	$3,000.00
K.5 Minimum Time	$1,000.00	$0.00	$0.00	$1,000.00	0	0	0	$.00	$550.00	$0.00	$0.00	$550.00	$450.00	$0.00	$0.00	$450.00
K.6 Living Allowance Subtotal	$91,000.00	$0.00	$0.00	$91,000.00	$0.00	$0.00	$0.00	$.00	$31,250.00	$0.00	$0.00	$31,250.00	$59,750.00	$0.00	$0.00	$59,750.00
L Member Support																
L.1 FICA	$5,000.00	$0.00	$0.00	$5,000.00	0	0	0	$.00	$1,800.00	$0.00	$0.00	$1,800.00	$3,200.00	$0.00	$0.00	$3,200.00
L.2 Workers Comp	$2,500.00	$0.00	$0.00	$2,500.00	0	0	0	$.00	$950.00	$0.00	$0.00	$950.00	$1,550.00	$0.00	$0.00	$1,550.00
L.3 Health Care	$5,000.00	$0.00	$0.00	$5,000.00	0	0	0	$.00	$2,000.00	$0.00	$0.00	$2,000.00	$3,000.00	$0.00	$0.00	$3,000.00
L.4 Unemployment Insurance	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
L.5 Member Support Subtotal	$12,500.00	$0.00	$0.00	$12,500.00	$0.00	$0.00	$0.00	$.00	$4,750.00	$0.00	$0.00	$4,750.00	$7,750.00	$0.00	$0.00	$7,750.00
Program Operating Costs Subtotal	$132,100.00	$10,950.00	$82,500.00	$225,550.00	$123.00	$123.00	$12.00	$258.00	$57,080.00	$5,667.00	$24,061.00	$86,808.00	$75,020.00	$5,283.00	$58,439.00	$138,742.00
Percentage	58.57%	4.85%	36.58%		47.67%	47.67%	4.65%		65.75%	6.53%	27.72%		54.07%	3.81%	42.12%	
Administrative ~ Indirect Costs																
A CNCS Fixed Percentage																
A.1 CNCS Fixed Costs	$2,000.00	$100.00	$200.00	$2,300.00	0	0	0	$.00	$635.00	$50.00	$85.00	$770.00	$1,365.00	$50.00	$115.00	$1,530.00
A.2 Commission Fixed Costs	$2,000.00	$100.00	$300.00	$2,400.00	0	0	0	$.00	$720.00	$50.00	$135.00	$905.00	$1,280.00	$50.00	$165.00	$1,495.00
B Federal Indirect	$300.00	$100.00	$100.00	$500.00	0	0	0	$.00	$90.00	$50.00	$50.00	$190.00	$210.00	$50.00	$50.00	$310.00
Administrative ~ Indirect Costs Subtotal	$4,300.00	$300.00	$600.00	$5,200.00	$.00	$.00	$.00	$.00	$1,445.00	$150.00	$270.00	$1,865.00	$2,855.00	$150.00	$330.00	$3,335.00
Percentage	82.69%	5.77%	11.54%		n/a	n/a	n/a		77.48%	8.04%	14.48%		85.61%	4.5%	9.9%	
TOTAL	$136,400.00	$11,250.00	$83,100.00	$230,750.00	$123.00	$123.00	$12.00	$258.00	$58,525.00	$5,817.00	$24,331.00	$88,673.00	$77,875.00	$5,433.00	$58,769.00	$142,077.00
Percentage	59.11%	4.88%	36.01%		47.67%	47.67%	4.65%		66%	6.56%	27.44%		54.81%	3.82%	41.36%	
TOTAL PROGRAM			$230,750.00				$258.00				$88,673.00				$142,077.00	

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	$136,400.00	$94,350.00
2. Expenditures to Date (Before this report)	$58,402.00	$30,013.00
3. Grant Balance Available (line 1 less line 2)	$77,998.00	$64,337.00
4. Current Period Expenditures (linked above)	$123.00	$135.00
5. Grant Balance Remaining	$77,875.00	$64,202.00
6. Amount of This Request (current expenses)	$123.00	$135.00
Final Claim?	○ Yes ◉ No	---

CNCS Budget	$136,400.00
10% Budget	$23,075.00
CNCS Admin <= 5.26%	
Budget	3.15% (OK)
YTD Actual	2.47% (OK)
Overall Match >= 30%	
Budget	40.89% (OK)
YTD Actual	34% (OK)

☐ Only include approved PERs in YTD values.

☐ 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]

If you need to come back to the form before submitting it, click the *Save* button. If you would like to see the calculated line totals and subtotal fields without having to save the form and reopen it, click the *Calc Admin & Match (%)* button. To submit the form to your state commission for approval, check the box by the disclaimer and click on the *Submit for Approval.* You can also export the data in your budget to excel by click on the *Export* button in the Page Tools bar at the top of the page. For instructions on how to export data, please refer to the Getting Started > Export Report Data. If you would like to see only values from approved PERs in the Year-To-Date columns, check the *Only include approved PERs in YTD values* check box.

If your Periodic Expense Report or any other financial form is rejected by the state commission, a notice will appear on your Home page and the form will be unlocked to allow modifications. Otherwise, after submittal the Periodic Expense Report will be locked and cannot be edited unless your state commission rejects the form.

Federal Financial Reports

Financials > Submit Reports > Federal Financial Reports

In order to create a Federal Financial Report, you must first have an approved Budget and at least one approved Periodic Expense Report in the system.

To create a new Federal Financial Report, select the approved Periodic Expense Reports that you want to include in the Federal Financial Report and click on the *New Federal Financial Report* button. A Periodic Expense Report can only by associated with one Federal Financial Report--it cannot be reused. If you mistakenly associate a PER with the incorrect Federal Financial Report, you must delete that Federal Financial Report to gain access to the Periodic Expense Report again. Below the area to create a new Federal Financial Report, you can also access all of your saved, and submitted Federal Financial Reports using the buttons in the table. For submitted and approved Federal Financial Reports, you can download a PDF of the report by clicking on the *Download* button, and you can view a pop-up window of the report using *View* button. If a Federal Financial Report has been saved but not submitted or approved, you can edit the report by clicking on the *Edit* button and delete the report so you can use the PER attached to it in a different Federal Financial Report by clicking on the *Delete* button.

The Federal Financial Report also auto-fills program and account information from your program record found under Manager Records > Program Information. You should make sure that the following fields are complete in your program record to facilitate filling out the Federal Financial Report:

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

Federal Financial Report

PER's included on this FFR:
July 2009 Expense Report

<div align="center">

FEDERAL FINANCIAL REPORT
(Follow form instructions)

</div>

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)		
Demo Commission	0987654321		

3. Receipient Organization (Name and complete address including Zip code)

Name: Test Program

Addr: 123 Test Ave   City: Minneapolis   State: Demo ▾   Zip: 55404

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
1234567890	1234567890	1234567890	● Quarterly ○ Semi-Annual ○ Annual ○ Final	● Cash ○ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date
09/01/2009	08/31/2010	09/30/2009

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0
b. Cash Disbursements	0
c. Cash on Hand (line a minus b)	0
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	136400
e. Federal share of expenditures	2870
f. Federal share of unliquidated obligations	0
g. Total Federal share (sum of lines e and f)	2870
h. Unobligated balance of Federal funds (line d minus g)	133530
Recipient Share:	
i. Total recipient share required	94350
j. Recipient share of expenditures	1335
k. Remaining recipient share to be provided (line i minus j)	93015
Program Income:	
l. Total Federal program income earned	0
m. Program income expended in accordance with the deduction alternative	0
n. Program income expended in accordance with the addition alternative	0
o. Unexpended program income (line l minus line m or line n)	0

11. Indirect Expenses	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
		0			0	0	0
		0			0	0	0
		0			0	0	0
		0			0	0	0
				g. Totals:	0	0	0

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. **Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, ficticious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official
Test Demo Program Director

c. Telephone (Area code, number and extension)
612-222-2222

d. Email address
test@test.com

b. Signature of Authorized Certifying Official
Test Demo Program Director

e. Date Report Submitted (Month, Day, Year)
07/12/2009

14. Agency use only:

Director Comments:
Test Comments go here

Staff Comments:

Save   **Submit for Approval**   **Cancel**

The Federal Expenditures and Unobligated Expense section (lines d-h) will be auto-filled from the Periodic Expense Reports you have associated with the Federal Financial Report. These lines show only the current expenditures, not year-to-date expenditures, of the PERs selected. If there is math to be done in the other sections of the form, such as addition and subtraction, it will be done automatically as you fill in the fields. Click on the *Save* button to save the report so you can continue editing it at a later time. Click on the *Save and Print* button to save the form and create a PDF of the form. Click on the *Submit for Approval* button to submit the report to your state commission for approval. Once a Federal Financial Report has been submitted, it cannot be edited unless your state commission rejects it.

Budget Modification Request

Financials > Submit Reports > Budget Modification Request

After a program budget has been approved by the state commission staff, it becomes locked and cannot be changed. In order to make changes to an approved program budget, a Budget Modification Request must be submitted to state commission staff. A Budget Modification Request cannot be submitted unless the program budget has already been approved.

To create a Budget Modification Request, click the *Update/Submit Budget Modification Request* button. Only one Budget Modification Request can be opened by each program at a time, but you can have as many Budget Modification Requests over your program year as you need. Confirm with the State Commission Staff about when you should submit a Budget Modification Request.

When you open a new Budget Modification Request the first two columns in the form will show the original budget that was approved by your state commission. To modify the budget, change the appropriate fields in the *Modified Budget* column to reflect the new budget. Descriptions of the changes can be added in the *Details* fields.

Budget Modification Request Form

Budget Item	Original Budget				Modified Budget				Amount of Change				% Change			
	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs																
A Personnel Exp	$20,000.00	$10,000.00	$80,000.00	$110,000.00	20000	10000	80000	$110,000.00	---	---	---		---	---	---	
Details:																
B Fringe Benefits	$7,500.00	$0.00	$0.00	$7,500.00	7500	2000	36	$9,536.00	---	$2,000.00	$36.00		---	100%	100%	
Details: dfsdsfdsfdsfdsfd																
C Travel									---	---	---		---	---	---	
Details:																
C.1 Staff Travel	$200.00	$150.00	$100.00	$450.00	2000	1500	1000	$4,500.00	$1,800.00	$1,350.00	$900.00		90%	90%	90%	
Details: tertdt																
C.2 Member Travel	$400.00	$100.00	$100.00	$600.00	4000	1000	1000	$6,000.00	$3,600.00	$900.00	$900.00		90%	90%	90%	
Details: trtedt																
C.3 Travel Subtotal	$600.00	$250.00	$200.00	$1,050.00	$6,000.00	$2,500.00	$2,000.00	$10,500.00	$5,400.00	$2,250.00	$1,800.00		90%	90%	90%	
Details:																
D Equipment	$200.00	$0.00	$100.00	$300.00	200	2500	100	$2,800.00	---	$2,500.00	---		---	100%	---	
Details:																
E Supplies	$200.00	$100.00	$0.00	$300.00	200	100	0	$300.00	---	---	---		---	---	---	
Details:																
F Consultants	$0.00	$0.00	$400.00	$400.00	0	0	400	$400.00	---	---	---		---	---	---	
Details:																
G Training									---	---	---		---	---	---	
Details:																
G.1 Staff Training	$0.00	$0.00	$100.00	$100.00	0	0	100	$100.00	---	---	---		---	---	---	
Details:																
G.2 Member Training	$0.00	$0.00	$1,500.00	$1,500.00	0	0	1500	$1,500.00	---	---	---		---	---	---	
Details:																
G.3 Training Subtotal	$0.00	$0.00	$1,600.00	$1,600.00	$0.00	$0.00	$1,600.00	$1,600.00	---	---	---		---	---	---	
Details:																
H Evaluation	$100.00	$100.00	$200.00	$400.00	100	100	200	$400.00	---	---	---		---	---	---	
Details:																
I Other Op	$0.00	$500.00	$0.00	$500.00	0	500	0	$500.00	---	---	---		---	---	---	
Details:																
K Living Allowance									---	---	---		---	---	---	
Details:																
K.1 Full Time	$50,000.00	$0.00	$0.00	$50,000.00	50000	0	0	$50,000.00	---	---	---		---	---	---	

		Col1	Col2	Col3	Col4	Col5	Col6	Col7	Col8							
	Details:															
K.2	Half Time	$25,000.00	$0.00	$0.00	$25,000.00	25000	0	0	$25,000.00	---	---	---		---	---	---
	Details:															
K.3	Reduced Half Time	$10,000.00	$0.00	$0.00	$10,000.00	10000	0	0	$10,000.00	---	---	---		---	---	---
	Details:															
K.4	Quarter Time	$5,000.00	$0.00	$0.00	$5,000.00	5000	0	0	$5,000.00	---	---	---		---	---	---
	Details:															
K.5	Minimum Time	$1,000.00	$0.00	$0.00	$1,000.00	1000	0	0	$1,000.00	---	---	---		---	---	---
	Details:															
K.6	Living Allowance Subtotal	$91,000.00	$0.00	$0.00	$91,000.00	$91,000.00	$0.00	$0.00	$91,000.00	---	---	---		---	---	---
	Details:															
L	Member Support									---	---	---		---	---	---
	Details:															
L.1	FICA	$5,000.00	$0.00	$0.00	$5,000.00	5000	0	0	$5,000.00	---	---	---		---	---	---
	Details:															
L.2	Workers Comp	$2,500.00	$0.00	$0.00	$2,500.00	2500	0	0	$2,500.00	---	---	---		---	---	---
	Details:															
L.3	Health Care	$5,000.00	$0.00	$0.00	$5,000.00	5000	0	0	$5,000.00	---	---	---		---	---	---
	Details:															
L.4	Unemployment Insurance	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	---	---	---		---	---	---
	Details:															
L.5	Member Support Subtotal	$12,500.00	$0.00	$0.00	$12,500.00	$12,500.00	$0.00	$0.00	$12,500.00	---	---	---		---	---	---
	Details:															
	Program Operating Costs Subtotal	$132,100.00	$10,950.00	$82,500.00	$225,550.00	$137,500.00	$17,700.00	$84,336.00	$239,536.00	$5,400.00	$6,750.00	$1,836.00	$13,986.00			$.00
	Percentage	58.57%	4.85%	36.58%		57.4%	7.39%	35.21%		38.61%	48.26%	13.13%				
Administrative ~ Indirect Costs																
A	CNCS Fixed Percentage									---	---	---		---	---	---
	Details:															
A.1	CNCS Fixed Costs	$2,000.00	$100.00	$200.00	$2,300.00	2000	100	200	$2,300.00	---	---	---		---	---	---
	Details:															
A.2	Commission Fixed Costs	$2,000.00	$100.00	$300.00	$2,400.00	2000	100	300	$2,400.00	---	---	---		---	---	---
	Details:															
B	Federal Indirect	$300.00	$100.00	$100.00	$500.00	300	100	100	$500.00	---	---	---		---	---	---
	Details:															
	Administrative ~ Indirect Costs Subtotal	$4,300.00	$300.00	$600.00	$5,200.00	$4,300.00	$300.00	$600.00	$5,200.00	$.00	$.00	$.00	$.00			$.00
	Percentage	82.69%	5.77%	11.54%		82.69%	5.77%	11.54%		n/a	n/a	n/a				
	TOTAL	$136,400.00	$11,250.00	$83,100.00	$230,750.00	$141,800.00	$18,000.00	$84,936.00	$244,736.00	$5,400.00	$6,750.00	$1,836.00	$13,986.00			$.00
	Percentage	59.11%	4.88%	36.01%		57.94%	7.35%	34.71%		38.61%	48.26%	13.13%				
	TOTAL PROGRAM		$230,750.00				$244,736.00				$13,986.00					

Staff Comments:

[Calculate Change Amount] [Save] [Submit for Approval] [Discard Request] [Cancel]

Once the changes to the budget have been entered, the *Amount of Change* and *Percent Change* columns can be calculated using the *Calculate Change Amount* button. The Budget Modification Request can also be saved for changes at a later time. When the Budget Modification Request is finished, send it to the state commission staff for approval using the *Submit for Approval* button. A Budget Modification Request can also be discarded so you can start a new Budget Modification Request.

If your Budget Modification Request or any other financial form is rejected by the state commission, a notice will appear on your Home page and the form will be unlocked to allow modifications. Otherwise, after submittal the Budget Modification Request will be locked and cannot be edited unless your state commission rejects the form.

In-Kind Other

Financials > Submit Reports > In-Kind Other

In-Kind Other refers to goods and services other than site supervisor time that have been donated to the program. Contact your state commission if you have questions about what qualifies as In-Kind Other. Always be sure to keep paper receipts for all donated goods and services in your records. This form is only intended to be a way to easily collect In-Kind Other information for use in other financial reports. Site supervisors, regional coordinators and program directors can all submit In-Kind Other reports.

To create a new in-kind other report, select *Add a New In-Kind Other*. Select the *Edit* button next to an in-kind other report to view or change that report. To delete an In-Kind Other report, click on the *Delete* button.

Enter the name of the in-kind donor, the date of the donation, the estimated value of the donation, and a description of the in-kind other donation. Spell check the description of your in-kind other donation using the *ABC* button at the bottom of the text field. Contact your program director with any questions about what to include in this report. When finished, select *Save* to save the report. Click on the *Save and Print* button if you would like to create a PDF of the report in addition to saving it. You will be able to see all In-Kind Other reports as soon as they are saved by users in your program.

In-Kind Other

Other In-Kind

In-Kind Donor: Test Donor   Date: 09/23/2009   Estimated Value: 125

Other In-Kind Description

test test test test test test test test test test test test test test test test test test test test test
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ABC ✓

[Save and Print]   [Save]   [Cancel]

View Reports

Financials > View Reports

If your program requires you to fill out financial reports, they will appear in the [Financials > Submit Reports](#) menu. You can view any financial reports in the Financials > View Reports section.

Under the Financials > View Reports menu, you will find the following standard reports:

- [Approved Budgets](#)
- [Approved Periodic Expense Reports](#)
- [Approved Federal Financial Reports](#)
- [In-Kind Other](#)
- [Supervisor In-Kind Hours Report](#)

You may also be able to view other financial reports custom to your program here.

Approved Budget

Financials > View Reports > Approved Budget

Whenever state commission staff approves a Budget or a Budget Modification Request, a PDF is automatically generated by the system so that there is always a record of all approved financial forms. You can download those PDFs by clicking on the *Download* button for each Budget or Budget Modification Request in the table.

Approved Budgets

Approved Budgets and PERs

Program	Budget Period	Date	
Test Program	2009-2010 Annual Budget Totals	7/1/2009 4:55:28 PM	Download

Approved Periodic Expense Reports

Financials > View Reports > Approved Periodic Expense Reports

Whenever state commission staff approves a Periodic Expense Report, a PDF is automatically generated by the system so that there is always a record of all approved financial forms. You can download those PDFs by clicking on the *Download* button for each Periodic Expense Report in the table.

Approved Periodic Expense Reports

Approved Budgets and PERs

Program	Budget Period	Date	
Test Program	August 2009 Expense Report	7/12/2009 2:25:34 AM	Download
Test Program	September 2009 Expense Report	7/12/2009 2:33:07 AM	Download
Test Program	October 2009 Expense Report	8/1/2009 11:33:33 PM	Download
Test Program	July 2009 Expense Report	7/12/2009 2:25:08 AM	Download
Test Program	May 2009 Expense Report	7/12/2009 2:28:40 AM	Download

Approved Federal Financial Reports

Financials > View Reports > Approved Federal Financial Reports

Whenever state commission staff approves a Federal Financial Report, a PDF is automatically generated by the system so that there is always a record of all approved financial forms. You can download those PDFs by clicking on the *Download* button for each Federal Financial Report in the table.

Approved Federal Financial Reports

Program	Budget Period	Date	
Test Program	May 2009	8/1/2009 11:33:01 PM	Download

In-Kind Other

Financials > View Reports > In-Kind Other

The In-Kind Other report shows all of the In-Kind Other entries for your program, divided up by user type. Each section has two parts. The first details all of the In-Kind Other reports submitted by that user type for the program. The second part sums all of the In-Kind Other entries by month and year for easy entry into the Periodic Expense Reports.

In-Kind Other

Director In-Kind Other

Director Name	In-Kind Item	Date	Value	Description
Test Person	Test Donor	09/23/2009	125	test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test
Test Person	Test Donor II	11/23/2009	2000	test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test

Month/Year	Amount
November 2009	$2000
September 2009	$125

Coordinator In-Kind Other

Coordinator Name	In-Kind Item	Date	Value
Test Coordinator	RC In-Kind Other Test	03/12/2009	145
Test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test			

Month/Year	Amount
March 2009	$145

Supervisor In-Kind Other

Supervisor Name	In-Kind Item	Date	Value	Status
Test Super 2	Super Test 2 In-Kind Other	09/22/2009	45	Pending
test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test test				
Test Supervisor	Test Super In-Kind	09/23/2009	235	Pending
Supervisors must keep receipts in their files. This is only a way for financial staff in the program office to track site based in-kind other donations more easily. Do not throw away paperwork for the Other In-Kind donation.				

Month/Year	Amount
September 2009	$280

Supervisor In-Kind Hours Report

Financials > View Reports > Supervisor In-Kind Hours Report

The Supervisor In-Kind Hours Report shows all of the In-Kind Hours entered in by site supervisors in your program. Hours and the value of those hours are divided up by those that have been approved by a program director and those that are pending approval and are saved in a supervisor in-kind hours timesheet. The Supervisor In-Kind Hours Report shows all of the in-kind hours by month, supervisor, and by individual timesheet. You can access timesheets that are pending approval by clicking on the *Review* button next to that timesheet. For more information about supervisor in-kind hours, refer to the Time Tracking > Supervisor In-Kind Hours section of this tutorial.

Supervisor In-Kind Hours Report

Totals

	Total		Pending		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
	140	$4222.00	97.25	$3019.75	42.75	$1202.25

Totals by Month

Month	Total		Pending		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
August 2009	14.5	$463.5	9	$315	5.5	$148.5
September 2009	47.5	$1478.5	34.5	$1073.5	13	$405
October 2009	20.25	$708.75	16	$560	4.25	$148.75
November 2009	44.75	$1246.25	24.75	$746.25	20	$500
December 2009	13	$325	13	$325	0	$0

Totals by Supervisor

Supervisor	Total		>Pending		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
Test Super 2	22.25	$600.75	16.75	$452.25	5.5	$148.5
Test Super 3	2	$20	0	$0	2	$20
Test Supervisor	115.75	$3601.25	80.5	$2567.5	35.25	$1033.75

Supervisor	Period	Hours	Wage	Amount	Approved	
Test Super 2	08/31/2009 - 09/06/2009	5.5	$27.00	$148.50	Yes	
Test Super 2	09/07/2009 - 09/13/2009	8.25	$27.00	$222.75	No	
Test Super 2	09/14/2009 - 09/20/2009	6.5	$27.00	$175.50	No	
Test Super 2	09/21/2009 - 09/27/2009	2	$27.00	$54.00	No	
Test Super 3	09/07/2009 - 09/13/2009	1	$10.00	$10.00	Yes	
Test Super 3	09/14/2009 - 09/20/2009	1	$10.00	$10.00	Yes	
Test Supervisor	08/31/2009 - 09/06/2009	9	$35.00	$315.00	No	
Test Supervisor	09/07/2009 - 09/13/2009	7	$35.00	$245.00	Yes	
Test Supervisor	09/14/2009 - 09/20/2009	8.25	$35.00	$288.75	No	Review
Test Supervisor	09/21/2009 - 09/27/2009	9.5	$35.00	$332.50	No	Review
Test Supervisor	09/28/2009 - 10/04/2009	4	$35.00	$140.00	Yes	
Test Supervisor	10/05/2009 - 10/11/2009	5.25	$35.00	$183.75	No	Review

Upload/Download Files

Financials > Upload/Download Files

The Upload/Download Files tool allows state commission staff and program directors to exchange files for reports not included in OnCorps Reports system. Make sure the files you upload into OnCorps Reports have no spaces or characters other than letter, numbers and dashes, or you may receive an error.

To upload a new file to the system, go the *Upload a new File/Document* area on the page. Click on the *Choose File* button and find the file you wish to upload on your system. Fill in who uploaded the file and a brief description and then click the *Upload* button.

After a file has been uploaded, a small table for that file will appear on the screen that contains the filename, who uploaded the file last, the upload date, who originally uploaded the file, a description of the file and three buttons: *Upload*, *Download*, and *Delete*. The file can be downloaded to your system by clicking the *Download* button. The file can be deleted by clicking on the *Delete* button. The *Upload* button allows a user to overwrite the originally uploaded file. This can be used if, for example, a state commission staff member uploads a blank form, the program director downloads it and fills it out, and then the program director replaces the original blank form with the filled in form that they created by clicking on the *Upload* button on the table for the blank form.

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			
Testing.docx	Program Director	06/30/2009	Test Person	test test test test test test test test test test test test test test test test	Upload	Download	Delete ☒

Upload a new File/Document:

File:	Choose File No file chosen
Program:	Test Program
Uploaded By:	
Description:	
	Upload

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