

Quarterly Reporting Process

1. Enter the following information in Nova for each quarter:
Note: This will be under fiscal reporting.
 - a. Under Expenditure Report
Project to Date (PTD) Expenditures for each object code, per quarter.
 - b. Under Financial Match Report
Financial Match for each object code, per quarter.
 - c. Under In-Kind Match Report
In-Kind Match for each object code, per quarter.

If there is no expenditure or match for that object code that quarter, then you would enter the number from the previous quarter. If it is the first report you would enter zero, until you have expenditures or match to report. Please see note below.

Note:

Even though you budget by fiscal year, and you track your expenditures by fiscal year, NOVA reporting is cumulative, so there is no annual "carry over".

NOVA is a cumulative reporting system. If in Q1 you report \$20,000, then the minimum amount required to be reported in Q2 is \$20,000. If you want to report \$5,000 in Q2, you will report \$25,000 (20,000 from Q1 + 5,000 from Q2). If you entered \$5,000 in Q2, then it would be like you have negative -\$15,000 in expenditures.

2. Upload the following to the "Match Report Supporting Documents" section:
General ledger back up with
Quarterly Financial Match Certification Letter (enclosed in this memo)
Note: Form must be filled out completely and signed. Please see instructions on form.
When submitting your documentation, the amounts must match the information in Nova. If not, your report will be rejected.
3. In the comment section add any information you would like the fiscal agent to know about the report you are submitting
4. Under Quarterly Progress Report, click on ONE of the following:
Project progressed as planned
Project progress delayed
This selection is required.
5. If there are any additional notes you would like to add to your report. Please enter in the additional comments section.
6. Click submit.

If you have any Questions, please contact Octavio Patino.

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