

SECTION 1600: FISCAL REPORTS

1601: Introduction

The Fiscal Reports will remain open until the 5th of the month following the close of the previous month. During this time, revisions can be made to the Fiscal Report. After the 5th of the month, Fiscal Tracker will lock to allow processing of the State Report.

The following is a listing of the reports you can generate from the **Fiscal** tab:

- Fiscal Report for Contracts-SIS/CPoE
- Fiscal Report for Transportation/Legal/Medication Management/Counseling
- Fiscal Report for Caregiver/GRG Advisory Services/III-E Legal Services
- Fiscal Report for Nutrition
- Fiscal Report for Title VII
- Fiscal Report for Respite Services

1. In ClientTracker, click on the **Fiscal** tab.
2. The Fiscal page will appear. Click in the circle of the **Report** you wish to appear, then click on the **Select** tab.
3. Click in the **Personnel** box of the service you want to report. You must delete the -0- that appears in the box first and then enter your amount. To continue entering line item amounts, use the **Tab** key and **not** the **Enter** key. Total Costs, Net Costs and AAA Share are automatically calculated for you. **Please Note: Your AAA Share should not exceed your total AAA award for the fiscal year.**
4. When you are finished, click on the **Save** tab at the bottom.
5. Click on the **Fiscal Home** tab to enter additional reports by funding source.