

Financial Status Reports

Status Tracking Guidelines

STEP	OWNER	PROCESS	SET STATUS TO
1	iPAS	Create new provision in InfoEd	Waiting for Dept. Docs/Confirmation* <small>*This is the default status</small>
2	Staging Coordinator	Department documents received and logged in EFM staging area. Distribute to appropriate fund accountant.	Department Docs Received
3	Fund Accountant	Receive documents from staging coordinator and begin review process	Under EFM Fund Accountant Review
	Fund Accountant/ Supervisor	Request additional information from department, if necessary. Indicate the Department contact and nature of issue in Comments	Waiting for Department response
	Fund Accountant/ Supervisor	Request additional information from Sponsor, if necessary. Indicate the Sponsor contact and nature of issue in Comments	Waiting for Sponsor response
	Fund Accountant/ Supervisor	Request additional information from OCGA, if necessary. Indicate the OCGA contact and nature of issue in Comments	Waiting for OCGA response
4	Fund Accountant	Complete review process. Submit to Supervisor for final review.	Under EFM Fund Accountant Review
5	EFM Supervisor	Receive documents from Fund Accountant. Begin final review process. *If there are issues, follow Step 3 and set statuses accordingly	Under EFM Supervisor Review
6	EFM Supervisor	Complete final review and approve documents. If paper documents, forward to Operations Admin Assistant.	EFM Supervisor Approved
7	EFM Supervisor/ Operations Admin Assistant	If electronic documents, submit to sponsor online. If paper documents, mail to sponsor.	Submitted to Sponsor*

*Also check the "Submitted – Y/N" box