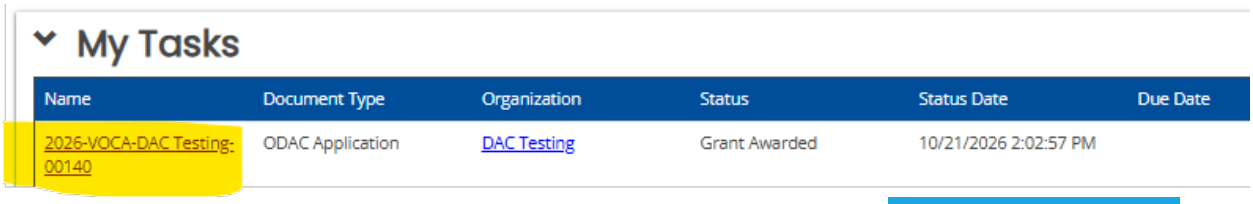
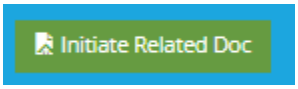
How to complete a Monthly Financial Report in OGX

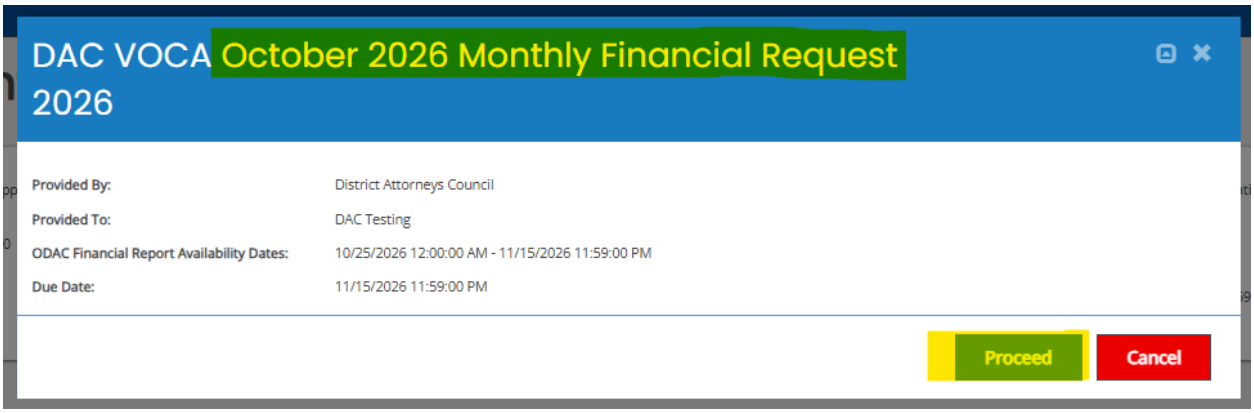
Initiating the MFR

Once you are logged into OGX, go into the application

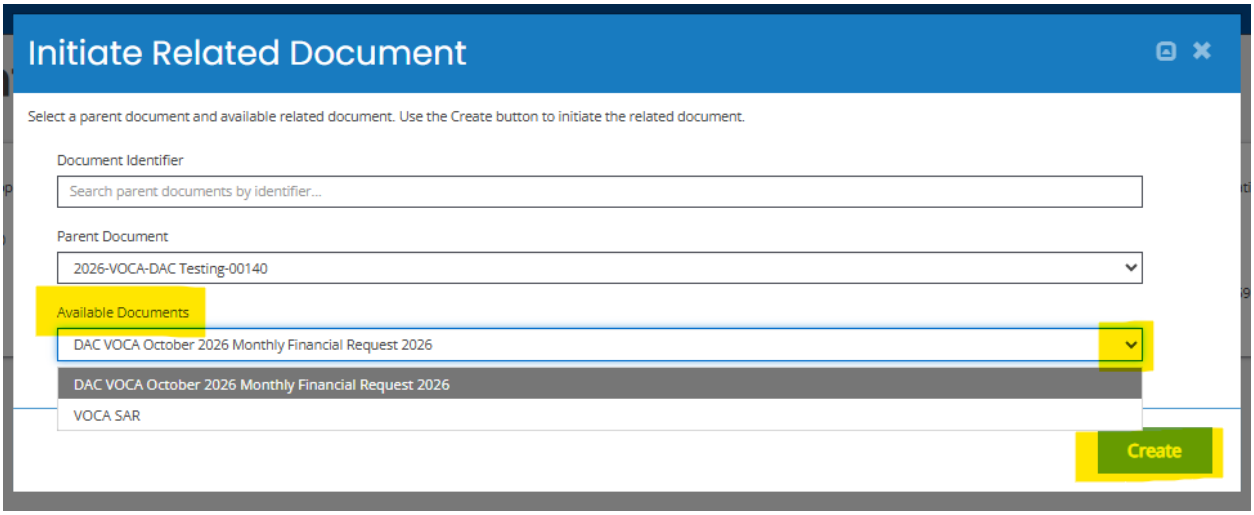


Scroll all the way to the bottom in the left side panel and select 

Make sure the document that pops up is the one you want to initiate. Then select Proceed

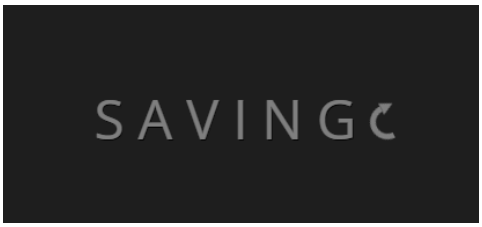


If there are multiple documents that need to be completed, you will see this pop-up:

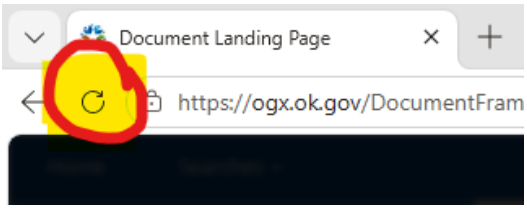


In the Available Documents Dropdown, select the document you would like to initiate. Once that is selected, hit Create, and then Proceed

OGX ERROR: The Saving Screen has been endless Loading and looks like this:



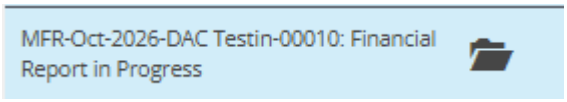
To get out of it, reload the screen:



You will then be taken back to your application landing page.

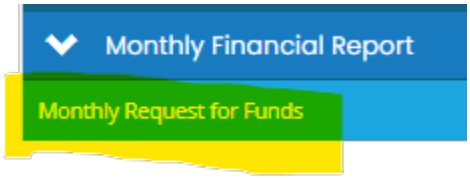
Scroll all the way to the bottom and select: ODAC Financial Report

Select the appropriate document from the list that pops out:



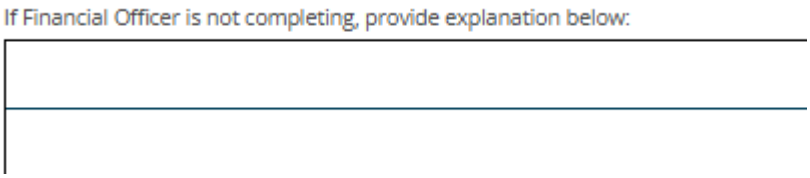
Completing the Monthly Financial Report

Once inside of the documents landing page, select



*The Financial Officer assigned to the grant is the only Administrator permitted to submit the Monthly Financial Report. If the financial officer cannot complete the MFR, you need to speak with your Grant Program Specialist otherwise the MFR will be sent back for modifications. *

If approved for the MFR to be submitted by someone other than the Financial Officer, please complete the box at the top:

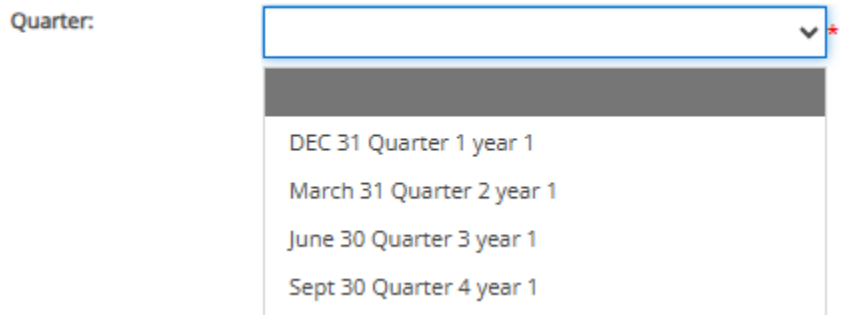


Select the Contact Person for this report



Select the appropriate quarter for this report

Quarter Ending	Month
Quarter 1 - March 31st	January February March
Quarter 2 - June 30th	April May June
Quarter 3 - Sept 30th	July August September
Quarter 4 - Dec 31st	October November December



Fill in the expenditures for that Month

	Approved Expenditure Budget	Total Expenses Previously Reported	Grant Funds Expended Last Month
Personnel	$20,000	$5,000	$
Benefits	$5,000	$1,000	$
Consultant/Contractor	$4,000	$2,000	$
Travel	$300	$50	$
Equipment	$1,000	$500	$
Facilities/Rental	$2,000	$150	$
Supplies/Operating	$100	$10	$
Other	$500	$75	$
Indirect Costs	$200	$20	$
Volunteer Hours			
TOTAL	$33,100	$8,805	$0

Submitting the completed MFR

Scroll to the bottom in the left side panel and select 

Then Select OK

