Standard FSR Monitoring Process for PRC
(Contracts)

Contractor

- Collect and prepare ledgers/invoices/receipts/progress reports/other supporting documents
- Attach invoices/receipts/progress reports/other supporting documents to FSR on CCJJ's GMS
- Provide additional information/documentation as requested
- Approve FSR in GMS

Grant Manager

- Review FSR in GMS for required programmatic documentation
- Request additional information/documentation/progress reports if needed
- Approve FSR in GMS
- Enter payment approval information into Grant Payment Tracking Spreadsheet in shared Google Drive for Grant Monitor financial review and approval

Grant Monitor

- Review FSR ledgers/invoices/receipts/financial documentation in GMS
- Request additional information/documentation if needed
- Approve FSR in GMS
- Update Grant Payment Tracking Spreadsheet with any notes
- Add approved documentation in shared G:Drive FSR Approvals folder
- Add FSR approval documentation to monitoring tab in GMS
- Once Financial Manager approve PRC in FINET, upload PRC coversheet to monitoring tab in GMS

Financial Manager

- Review FSR documentation for completeness and correctness (ledgers/invoices/receipts/financial documentation)
- Create PRC payment in FINET and Attach FSR documentation to PRC
- Approve PRC in FINET
- If mistakes/return to Grant Monitor and/or Program Manager for correction and resubmission
- If correct, approve PRC in FINET

State Finance

- PRC finalized and warrant sent to contractor one day after final approval in FINET