



How to View Approved Report of Expenditures/Carryovers:

1. You may find all your approved deliverables and financial reports by clicking on **Completed Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the Principal Investigator has added you as a contact to their award (Refer to “How to Add Contacts”)

The screenshot shows the 'My Awards' dashboard. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there are three main sections: 'My Awards', 'My Activities', and 'My Payments'. Each section contains several buttons with counts. In the 'My Activities' section, the 'Completed Deliverables' button is highlighted with a blue box.

Section	Item	Count
My Awards	Active Awards	1
	Past Awards	0
My Activities	Upcoming Deliverables	4
	Submitted Deliverables	0
	Completed Deliverables	2
My Payments	Scheduled Payments	1
	Paid Payments	1

2. On the **Completed Deliverables** page, you will find all completed deliverables for a given award. Click on **Report of Expenditures** of choice to view the carryover amount reviewed and approved.

The screenshot shows the 'Completed Deliverables' table. The table has columns for '#', 'Award Number', 'Deliverable', 'Completed Date', 'Status', 'Prepared By', and 'Description'. The second row is highlighted with a blue box.

#	Award Number	Deliverable	Completed Date	Status	Prepared By	Description
1	CC500	Estimated Budget	04/22/2021	Reviewed and Approved	Bruce Wayne	
2	CC500	Report of Expenditures	04/22/2021	Reviewed and Approved	Bruce Wayne	



3. To download the approved Report of Expenditure, click the **Print** button next to **Budget Actuals PDF**.

Activity Type: Report of Expenditures
Status: Reviewed and Approved
Activity Owner: Bruce Wayne
Submitted Date: 04/22/2021
Completed Date: 04/22/2021
Scheduled Date: 09/24/2020

CFF Award Number:	CC500	Report Date:	04/22/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
Award Amount:	\$44,085.00	Budget Period:	From: 07/01/2019 To: 06/30/2020

Award Period Start: 07/01/2019
Award Period End: 06/30/2020
Budget PDF: [Print](#)
Budget Actuals PDF: [Print](#)
Report of Expenditures Form: [View / Save](#)
Signed Report of Expenditures:
Balance: \$10,000.00
Prepared By: Bruce Wayne

4. To view your approved **Carry Over Amount**, scroll down to the bottom of the **Report of Expenditures** page. The **Carry Over Amount Requested** is the amount that has been approved.

CF Center Request for Carry-Over

Period Carried From: 07/01/2019 to 06/30/2020

Period Carried To: 07/01/2020 to 06/30/2021

Carry Over Balance: \$10,000.00

Carry Over Amount Requested: \$10,000.00

Reason for un-expended funds

Enter Reason for Carry Over Here

Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

If the total Balance exceeds the Balance allowed for carry-over, select one

Payment/Award Reduction