

OHA/PHD Expenditure Report Process Guide

Roles:

Primary Fiscal Contact – Receives and fills out quarterly reports

Authorized Agent – Approves quarterly reports

Instructions:

Primary Fiscal Contact	
1.	Watch for Report Due email An email will be sent quarterly stating that quarterly reports are due. The Subject of these emails will be “OHA/PHD Expenditure Reports – Q[#] ([Report Period])”. Example: OHA/PHD Expenditure Reports - Q5 (Jul-Sep 2026)
2.	Open the Expense Report Dashboard Click the link within the email to open the dashboard.
3.	Open the Quarterly Expense Report Form Click the corresponding quarterly report button to add expenditures.
4.	Complete the report form for each program element Enter Expenditure data in each of the fields needed for that quarter.
5.	Upload attachments Include any additional documentation as needed/wanted for each PE, using the paperclip icon on left side of rows.
6.	Check the “This report is ready for submission**” The report will not be sent for certification until all the PE reports are complete and the “This report is ready for submission” checkbox is checked.
7.	Press Save and refresh
	WIC specific Program Elements ONLY: The 4 WIC cost-splitting activities are included at the end of the report. Ensure the 4 totals match the Quarterly Expenditure Report totals before submitting. If they do not match: i. Your submission will not be sent for certification ii. You will receive a new email showing the different totals iii. The dashboard Report Status will say “WIC<>Total” to indicate that the WIC total and the Total Expenditures do not match iv. Refresh the report to correct either of the two totals following Steps 1-4 above. v. Uncheck the “This report is ready for submission” checkbox and press save vi. Recheck the “This report is ready for submission” checkbox and press save and refresh vii. If the WIC total and the Total expenditures match, the Status Report message will clear

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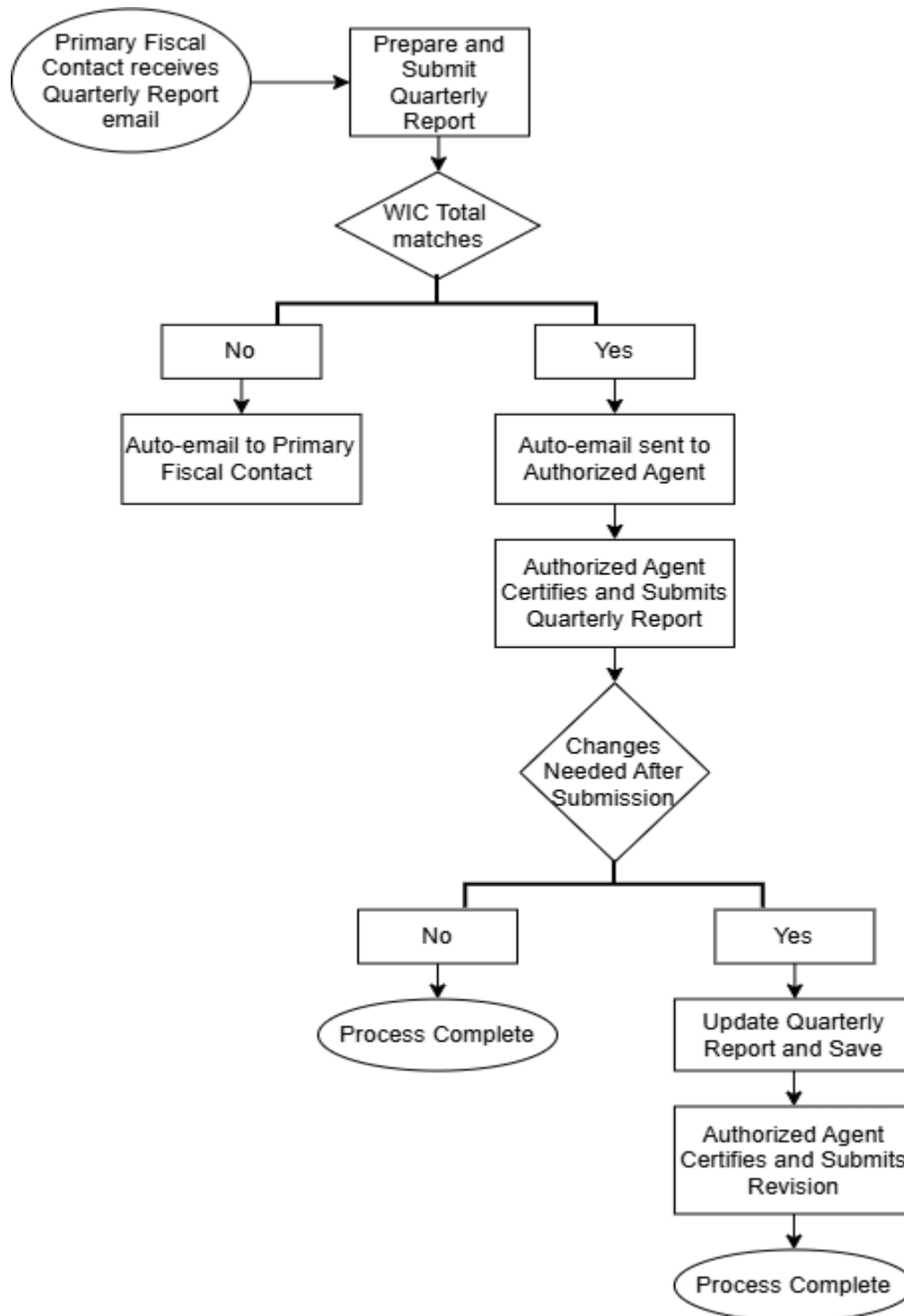
Authorized Agent	
1.	Watch for Final Approval emails An email will be sent to the Authorized Agent(s) listed for your agency to approve the quarterly expenditure reports. The Subject of these emails will be “OHA/PHD Expenditure Reports – Ready for Final Approval - Q[#] ([Report Period])”. Example: OHA/PHD Expenditure Reports – Ready for Final Approval - Q5 (Jul-Sep 2026)
2.	Open the Expense Report Collection Dashboard Click the link within the email to open the dashboard
3.	Click on the Reports to Certify button The number shown indicates the number of reports needing certification. Click on the button to open the quarterly reports to review.
4.	Confirm the total reported expenditures are correct The report will include the submitted quarter expenditures total, the awarded total, and the balance total.
5.	Check the “By checking this box, I certify this report” The report will be sent to PHD and accepted when this box is checked
6.	Press Save and wait 1-3 minutes Once you press save, it takes a couple minutes for the background formulas and automations to catch up
7.	Refresh the Dashboard When ready, the dashboard will reflect that you have completed report certifications, and will show zero when all are certified

If revisions are needed after any quarterly submission

Primary Fiscal Contact	
1.	Navigate to your Dashboard A link can be found on the original email stating that a report is due.
2.	Open the Quarterly Expense Report Form Click the quarterly report button that you wish to revise
3.	Update the Report Update the fields in the program element rows. Attach new documents to the row, if applicable.
4.	Press Save and refresh
5.	Authorized Agent Receives Notification to Certify They will complete steps in the Authorized Agent section above

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Expense Report Process



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Quarterly Report Email Example:



OHA/PHD Expenditure Reports - Q5 (Jul-Sep 2026)

Greetings,

The recent quarter has ended, and your expenditure reports are now open for submission using the LPHA Expense Report Dashboard linked below. Expenditure Reports for the Oregon Health Authority, Public Health Division (OHAPHD) are due 30 days from today, except for the final quarter of the year, which allows a 50-day submission period.

Please ensure that your submission includes all required documentation (uploaded as attachments) and that your report provides an accurate accounting of financial activity for the current and all preceding quarters.

To prepare and submit your quarterly reports, see your LPHA Expense Report Dashboard:
<https://app.smartsheet.com/dashboards/Mp9xp2vJh2RQ2CX7wHWcRJx784F5fPg2m3qwqJ31>

If you have questions about this process or if assistance is needed, please contact
OHA-PHD.ExpendRevReport@odhsoha.oregon.gov

Email recipients:

- Primary Fiscal Contact(s): Neal Armstrong
- Authorized Agent: Neal Armstrong

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Dashboard example:

Authorized Agent

Reports to Certify: 1

Quarterly Reports

Q1 (Jul-Sep 2025) Q2 (Oct-Dec 2025) Q3 (Jan-Mar 2026) Q4 (Apr-Jun 2026)
Q5 (Jul-Sep 2026) Q6 (Oct-Dec 2026) Q7 (Jan-Mar 2027) Q8 (Apr-Jun 2027)

Total Award Report

Report Status	Program Element No	Program Element Title	Total Reported Expenditures Cumulative	Total Executed Award	Total Award Balance
Past Due	PE00-00		\$0.00	\$200,000.00	\$200,000.00

Reporting Dates

Reporting Period	End of Quarter Date	Due Date
Q1 (Jul-Sep 2025)	09/30/25	10/31/25
Q2 (Oct-Dec 2025)	12/31/25	01/31/26
Q3 (Jan-Mar 2026)	03/31/26	04/30/26
Q4 (Apr-Jun 2026)	06/30/26	08/20/26
Q5 (Jul-Sep 2026)	09/30/26	10/31/26
Q6 (Oct-Dec 2026)	12/31/26	01/31/27
Q7 (Jan-Mar 2027)	03/31/27	04/30/27
Q8 (Apr-Jun 2027)	06/30/27	08/20/27

Program Element Overview

Quarterly Report Status	Reporting Period	WIC PE	Date Report First Certified	Date Revision Certified	Total Reported Expenditures by Quarter	Total WIC Reported Expenditures by Quarter	1. Personal Services (Salaries and Benefits)	2a. Professional Services/ Contracts	2b. Travel & Training	2c. General Supplies	2d. Medical Supplies
Total					Sum \$0.00	Sum 0	Sum \$0.00	Sum \$0.00	Sum \$0.00	Sum \$0.00	Sum \$0.00
Program Element 1					Sum \$0.00	Sum 0	Sum \$0.00	Sum \$0.00	Sum \$0.00	Sum \$0.00	Sum \$0.00
Past Due	Q1 (Jul-Sep 2025)				\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1. Reports to Certify Button – Authorized Agent will click to confirm and certify reports

2. Quarterly Report Buttons – click button to complete or update a Quarterly Report.

3. Total Award Report – overview of each Program Element, including reporting status and Total Award Balance

4. Reporting Dates – list of End of Quarter Date and Due Date for each Reporting Period

5. Program Element Overview – a more detailed look at the expenditures and totals for each Quarterly Report, including reporting status. Click the report to access another report with all the entries and expenditures.

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Quarterly Financial Report Form Example (partial):

a. 	This report is ready for submission	Quarterly Report Status	Reporting Period	Program Element No
b. 			Q5 (Jul-Sep 2026)	PE00-00

1. Personal Services (Salaries and Benefits)	2a. Professional Services/ Contracts	2b. Travel & Training	2c. General Supplies	2d. Medical Supplies	2e. Other (total from "Other S&S" Form)	2. Ser Suppl
\$0.00	c. 	\$0.00	\$0.00	\$0.00	\$0.00	

- Upload any attachments for the Quarterly Report
- The report will not be sent to the Authorized Agent for certification unless this box is checked
- Quarterly report fields to enter

Response email if 4 WIC cost-categories do not match total expenditures reported

Example:



Greetings,

You recently submitted the Q5 (Jul-Sep 2026) Quarterly Report for PE40-01. The total reported expenditures does not match the total WIC reported expenditures. Please update the necessary fields to make those two amounts match. OHA/PHD cannot accept the report until these totals match. Please update the expenditures accordingly using the "Open request" button below.

- Total Reported Expenditures by Quarter: \$1,000.00
- Total WIC Reported Expenditures by Quarter: \$100.00

For more information, see your LPHA Expense Report Dashboard:
<https://app.smartsheet.com/dashboards/Mp9xp2vJh2RQ2CX7wHWcRJx784F5fPg2m3qwqJ31>

If you have questions about this process or if assistance is needed, please contact
OHA-PHD.ExpendRevReport@odhsoha.oregon.gov

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Email recipients:
• Primary Fiscal Contact(s): Neal Armstrong

Open request

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Authorized Agent approval email example:

Greetings,

The link provided contains an expense report that has been prepared and is ready for your final review and authorization.

Please review and submit the report on behalf of your organization as the Authorized Agent.

For more information, see your LPHA Expense Report Dashboard:

<https://app.smartsheet.com/dashboards/Mp9xp2vJh2RQ2CX7wHWcRjX784F5fPg2m3qwgJ31>

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Email recipients:

- Authorized Agent: Neal Armstrong

[Open request](#)