**Naming Conventions Example**

Timeline

Description automatically generated

Hello Everyone,

Just a reminder that all quarterly reports are due today (10/30). I have attached the documents if anyone needed a copy of them.

The 4 reports should be submitted in one email for approval. Please just save the PDF files (PFR/PPR).

**Linked below are the attachments:**

* Periodic Financial Report (PFR) ([PDF](https://www.illinoisworknet.com/DownloadPrint/Periodic%20Financial%20Report.pdf))
* PFR Trial Balance Cover ([Word](https://www.illinoisworknet.com/DownloadPrint/PFR%20Trial%20Balance%20Cover.docx))​
* Periodic Performance Report (PPR) ([PDF](https://www.illinoisworknet.com/DownloadPrint/Periodic%20Performance%20Report.pdf))
* PPR Support Cover ([Word](https://www.illinoisworknet.com/DownloadPrint/PPR%20Support%20Cover.docx))

**Financial Documents that should be added to the PFR Trial Balance Document**

PFR Trial Balance

Screenshot 362

Screenshot 371

**Grant Period:**