grantsandprojects_ssafiscalagentmanagement

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Grants and Projects: SSA Fiscal Agent Management

The Shared Service Arrangement (SSA) Fiscal Agent Management feature provides fiscal agents a more efficient way to handle grant budget revision requests and reimbursement requests from SSA members as well as manage budget adjustments. Education Service Centers (ESCs) and Local Education Agencies (LEAs) can both serve as designated fiscal agents.

This guide covers the necessary steps to assist SSA fiscal agents in administering member LEA grant funds. As members LEAs submit requests via the new MemberPortal, fiscal agents will have the ability to promptly move the requests through a customized approval path to ensure timely budget revisions and reimbursements.

If the Document Attachments feature exists on a page, depending on your access, you may have the ability to upload or view supporting documentation.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Prerequisites

❑ Update roles/users in Security Administration to allow SSA Fiscal Agent Management permissions. You can add permissions to an existing role or create a new role.

Terms:

Shared Service Arrangement (SSA)	A financial arrangement used by Local Education Agencies (LEAs) and Education Service Centers (ESCs) to share and manage services for other LEAs referred to as members.
SSA Fiscal Agent	A fiscal agent is an organization that manages the accounting and financial reporting responsibility for grant funds on behalf of another organization. Education Service Centers (ESCs) and Local Education Agencies (LEAs) can both serve as designated fiscal agents.
SSA Member	An SSA member enters into a Shared Service Arrangement with a fiscal agent and is the LEA for which the fiscal agent manages services. The member designates a fiscal agent to conduct administrative duties for any grant funds issued to their LEA.
Grant	A grant is funds that are given to an LEA by an entity such as a public body, charitable foundation, or specialized grant institution to provide a specific level of support for a specified period of time.
Budget Adjustment	A budget adjustment allows you to add or subtract an amount from an object's total award.
Budget Revision	A budget revision allows you to move a total award from one object to another object.

Reimbursement	A reimbursement allows you to create a transaction to reimburse a vendor using an amount that equal to or less than the amount available in the **Eligible Remaining** column.
ASCENDER MemberPortal	An integrated portal that allows SSA members to submit grant budget revision requests and reimbursement requests to their respective fiscal agents.

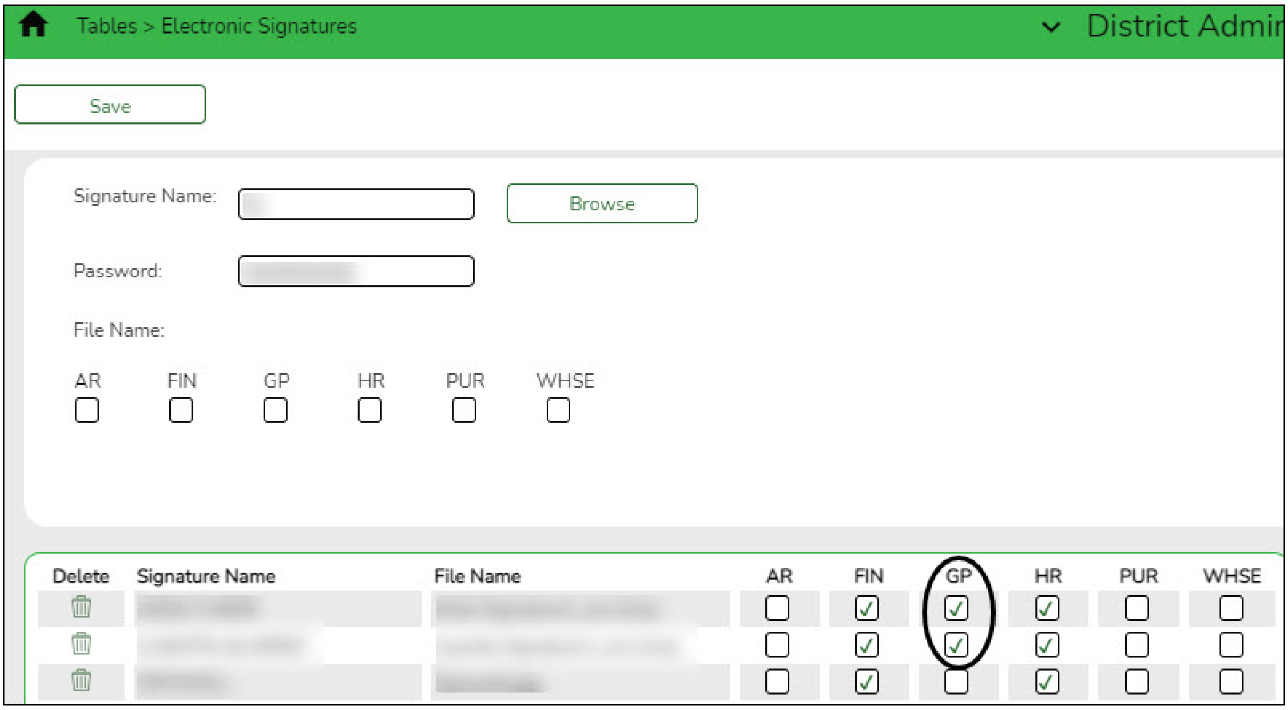
Upload Signatures in District Administration

1. Upload signatures for payments.

Upload signatures for payment

District Administration > Tables > Electronic Signatures

Upload electronic signatures to be used for grant check payments.



Field	Description
Signature Name	Type the name of the signature to be displayed across the applications. • Click **Browse** to open the Import window. • Select the desired file and click **Open** to select the signature file. You can import a .bmp, .jpeg, .jpg, gif., or .png file. • The signature image is displayed and the **File Name** field is automatically populated with the file name. • Click **Cancel** to close the window without selecting a signature file.

Field	Description
Password	Type a password to encrypt the signature file. This password is required for decryption each time you select and use the signature in an application. If you upload a signature file that was previously password encrypted, a pop-up window is displayed prompting you for that password. • In the **Password** field, type the password to decrypt the signature file. • Click **OK** to upload the signature file. • Click **Cancel** to return to the Electronic Signatures page. Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed: #, %, &

❏ Select **GP** to allow the signature to be used for payment processing in Grants and Projects.

❏ Click **Save**.

Define Grants

The following steps allow fiscal agents to define grants and set up approved grant applications for their member LEAs.

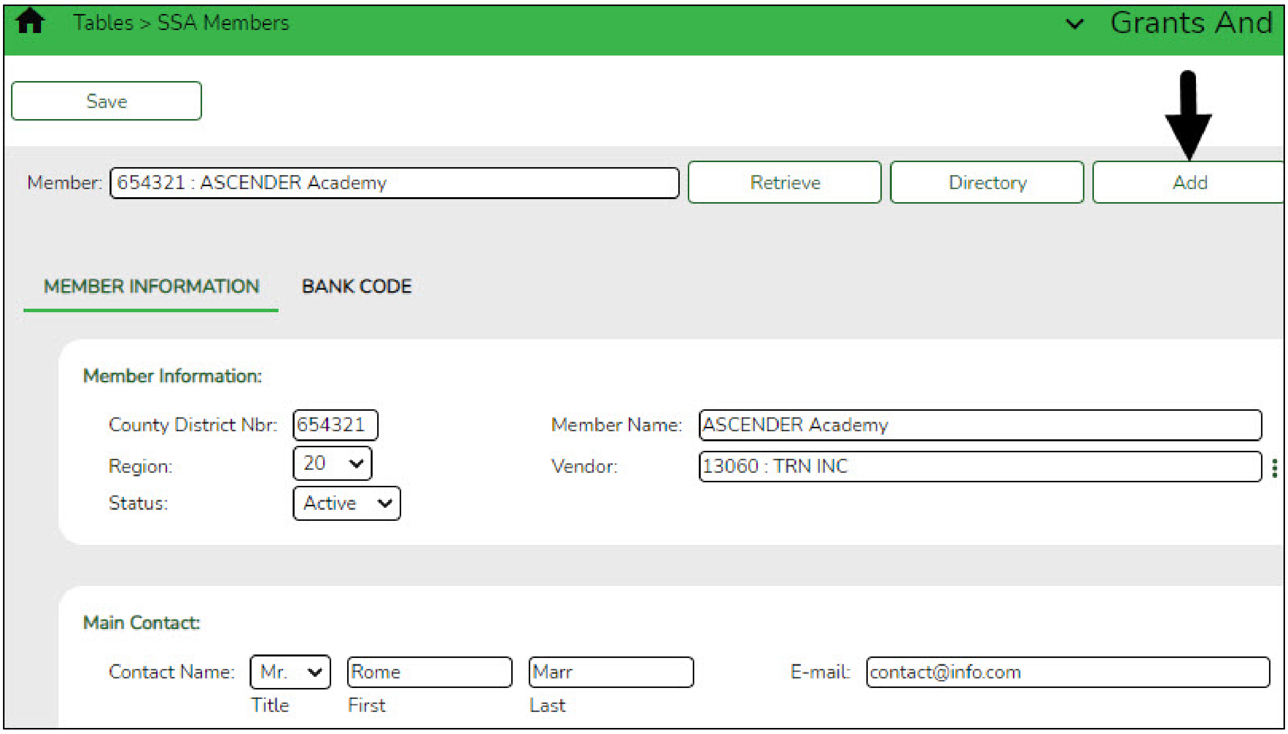
1. Create member record.

Create member records

Grants and Projects > Tables > SSA Members > Member Information

Add member data to create a member record. Member information records cannot be deleted; however, they can be set to an inactive status.

For privacy purposes, fiscal agents can use the Security Administration application to limit the users who can view this information.



❏ Click **Add** to add a new member record.

❏ Under **Member Information**:

County District Nbr	Type a six-digit county-district number. This field is required.
Member Name	Type the member name. This field can be a maximum of 35 alphanumeric characters. Special characters are limited to the following: apostrophe, colon, comma, and dash. This field is required.
Region	Click to select the two-digit Education Service Center (ESC) region number. This field is required.
Vendor	Type a valid vendor name or number. If the vendor number is not known, click to select a vendor from the Vendors directory. The Vendors directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. This field is required.
Status	Click to select the member's status (i.e., *Active* or *Inactive*). This field is required.

❏ Under **Main Contact**:

Title	Click to select a legal title for the contact person.
First	Type the contact's first name. This field can be a maximum of 50 characters.
Last	Type the contact's last name. This field can be a maximum of 50 characters.
E-mail	Type the contact's e-mail address. This field can be a maximum of 100 characters.

❏ Click **Save**.

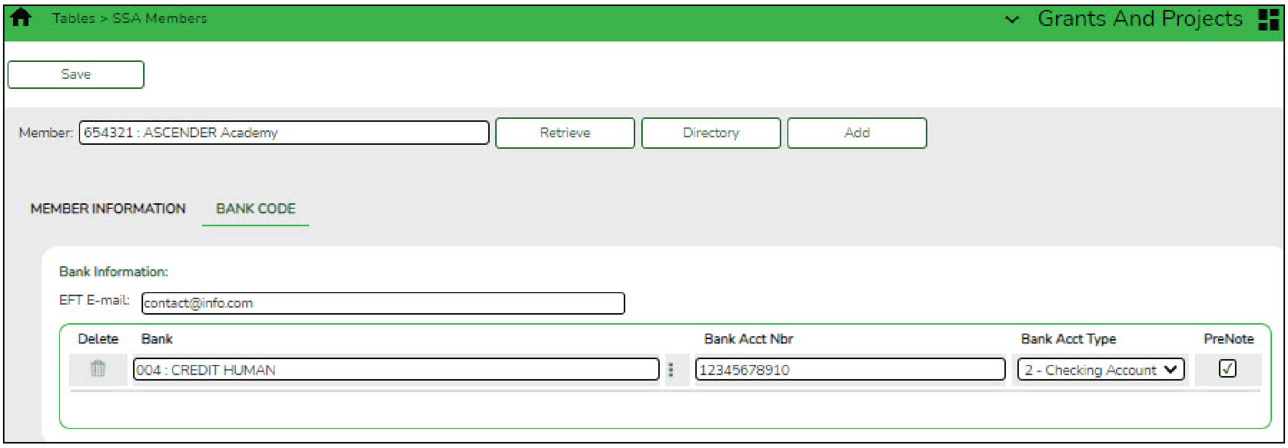
2. Add member bank information.

Add member bank information

Grants and Projects > Tables > SSA Members > Bank Code

Add the member's bank information to be used for EFT payments that are processed in the Grants and Projects application. If the member uses the same bank account information for vendor EFT payments, this page does not need to be completed.

The bank information hierarchy is as follows: This tab is the primary source of bank information for grant payments. If this tab is blank, the bank information from the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab is used. If the Vendor Miscellaneous tab is blank, a check is issued.



❑ Under **Bank Information**:

EFT E-mail	Type the member's email address to send EFT payment information. The field can be a maximum of 100 characters. This field is required when adding a bank information record.

Bank	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click ⋮ to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks.
Bank Acct Nbr	Type the corresponding bank account number for the selected bank.
Bank Acct Type	Select the account type for the selected bank and bank account number. • *2 Checking account* • *3 Savings account*
PreNote	Select to generate a prenote to the bank.

❑ Click **Save**.

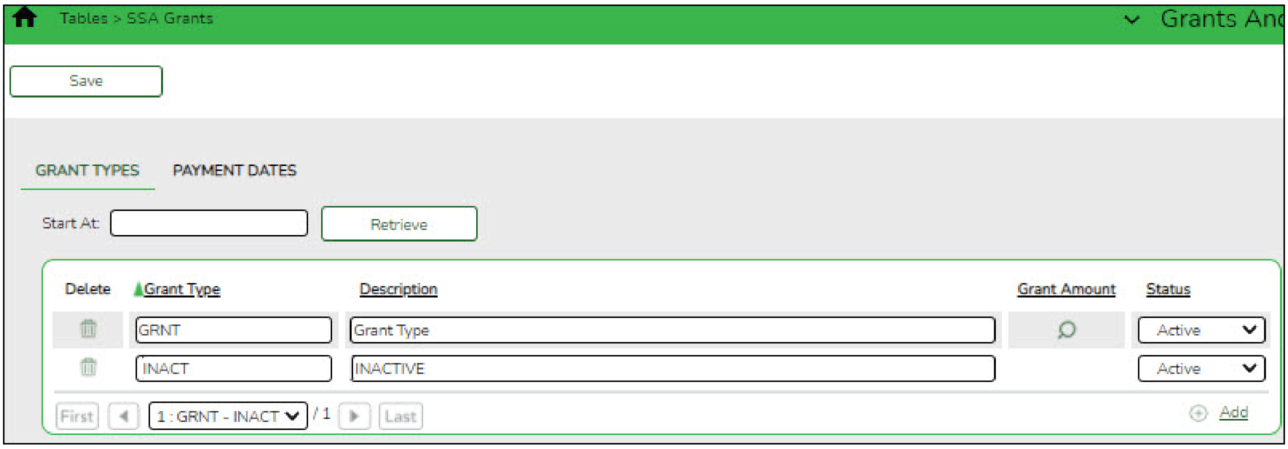
2. Set up grant types.

Set up grant types

Grants and Projects > Tables > SSA Grants > Grant Types

Set up a list of grant types and descriptions that can be used to facilitate the appropriate workflows and member notifications for each grant. Grant types are tied to a **Grant ID** and **Member** on the Grant Maintenance page. Grant types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

Additionally, you can use the grant amounts spyglass feature to maintain annual budget amounts for multi-year grant types.



❑ Click **+Add** to add a row.

Grant Type	Type a unique user-defined grant type. This field can be a maximum of ten alphanumeric characters.
Description	Type a user-defined grant type description. This field can be a maximum of 40 alphanumeric characters.

<table>
<tr><td>Grant Amount</td><td>Click to display the Grant Amounts pop-up window. The Grant Amounts pop-up window allows you to maintain annual budget amounts for each year associated with the selected multi-year grant type.

The selected Grant Type is displayed at the top of the pop-up window. You can add new years and budget amounts, or edit existing amounts as needed.
Note: Future functionality will use this information to prevent the disbursement of reimbursements over the allotted annual budget amount. However, at this time, it is for informational purposes only.
❏ Click +Add to add a new row.
<table>
<tr><td>Year</td><td>Type a four-digit grant year.</td></tr>
<tr><td>Amount</td><td>Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td></tr>
</table>
❏ Click OK to accept the changes and close the pop-up window. Otherwise, click X or Cancel to return to the Grant Types tab without making changes to the grant amounts.
<table>
<tr><td></td><td>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click OK to close the pop-up window and return to the Grant Types tab.

Click Save to delete the rows marked for deletion.</td></tr>
</table>
</td></tr>
<tr><td>Status</td><td>Click to select the grant type status (A - Active or I - Inactive).</td></tr>
</table>

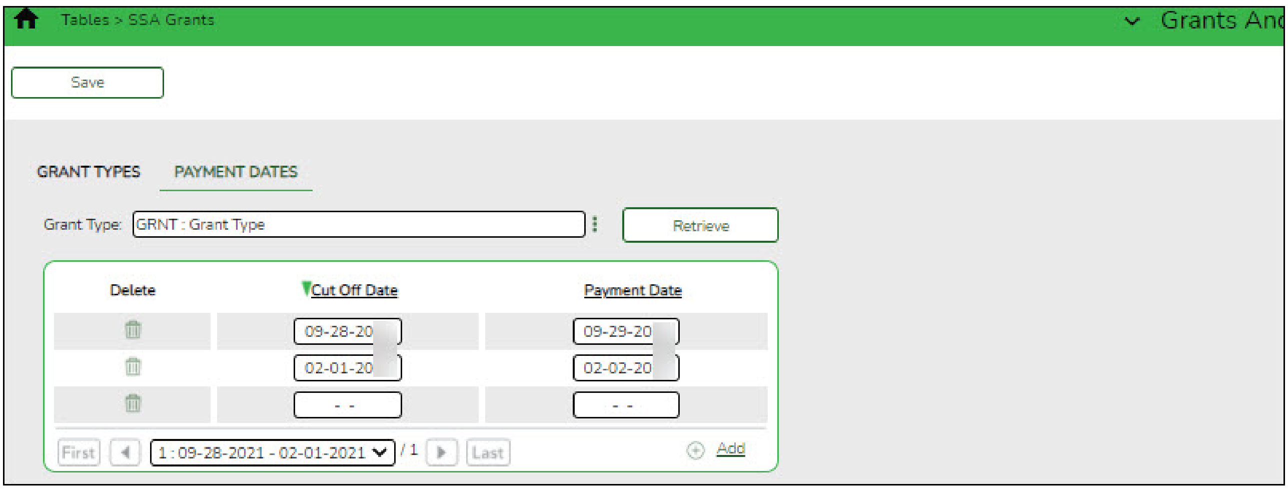
❏ Click **Save**.

3. (Optional) Set up grant type payment dates.

(Optional) Set up grant type payment dates

Grants and Projects > Tables > SSA Grants > Payment Dates

Set up a list of cut-off dates and expected payment dates for each grant type. These dates are for informational purposes only. The payment cut-off date is displayed for the grant type in MemberPortal to remind member LEAs of the fiscal agent's cut-off date.



Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click **Retrieve**. The payment dates for the grant type are displayed.

❑ Click **+Add** to add a row.

Cut Off Date	Type the grant cut-off date in the MM-DD-YYYY format. Or, select a date from the calendar.
Payment Date	Type the grant payment date in the MM-DD-YYYY format. Or, select a date from the calendar.

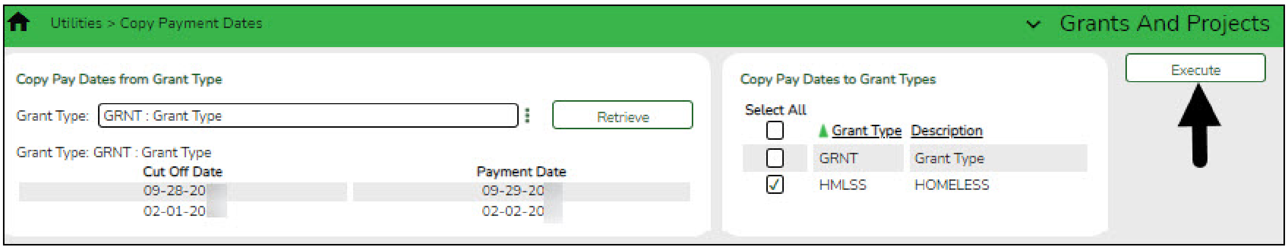
❑ Click **Save**.

4. (Optional) Copy payment dates.

(Optional) Copy payment dates

Grants and Projects > Utilities > Copy Payment Dates

Copy payments dates from one grant type to another. Payment information can be copied from one grant type to multiple grant types.



❑ Under **Copy Pay Dates from Grant Type**, retrieve a grant type from which you want to copy payment dates:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

❑ Click **Retrieve**. The selected grant type is displayed with a list of cut-off dates and payment dates for the grant.

❑ Under **Copy Pay Dates to Grant Type**, select the grant type(s) to which you want to copy pay dates. Only active grant types are displayed.

- Select the **Select All** check box to select all grant type check boxes.
- Select the individual check box for the grant type(s) to which you want to copy data.

❑ Click **Execute**. A message is displayed prompting you to continue the process.

- Click **Yes** to execute the process. Any existing data will be overwritten.
- Click **No** to cancel the process.

Use the Grants and Projects > Tables > SSA Grants > Payment Dates tab to verify the changes.

Set up Notice of Grant Award (NOGA)

The following steps allow fiscal agents to track all facets of a NOGA so that member LEAs can be reimbursed appropriately.

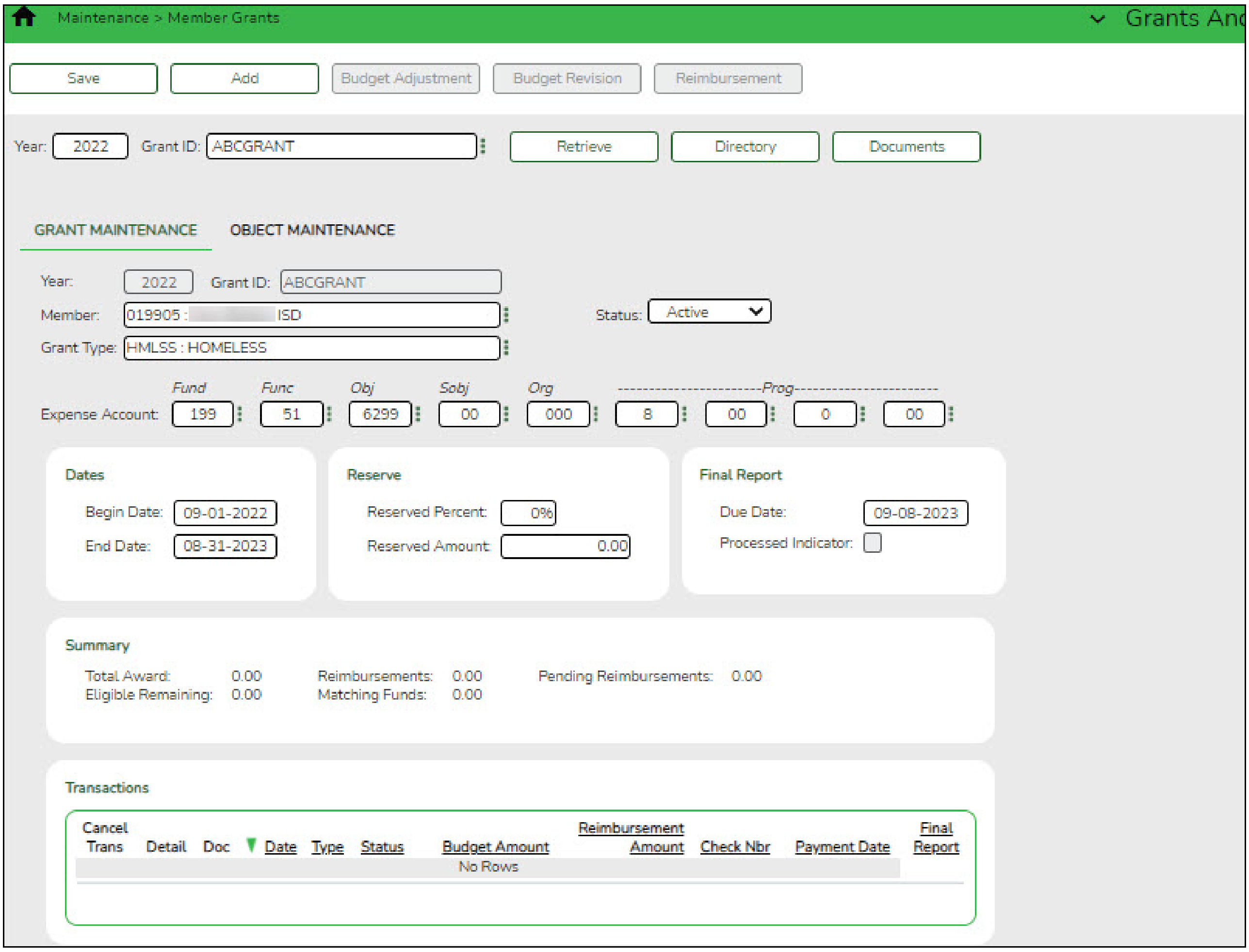
1. Create grant maintenance records.

Create grant maintenance records

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

Add and maintain various details related to a specified grant year, ID, type, or member (county-district) record. You can manage the grant type that is tied to a **Grant ID** and **Member**.

Fiscal agents can create, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Expense accounts must exist in Finance file ID C.



Retrieve an existing grant record:

Field	Description
Year	Type a four-digit grant year. This field defaults to the current school year.
Grant ID	Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click to select a grant ID from the Grant IDs lookup or press the Spacebar to view a list of grant IDs. The grant ID autosuggest list and the Grant IDs lookup is based on the **Year** field. For example, if you type 2020 in the **Year** field and tab to the **Grant ID** field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.

❏ Click **Retrieve**. The grant record is displayed.

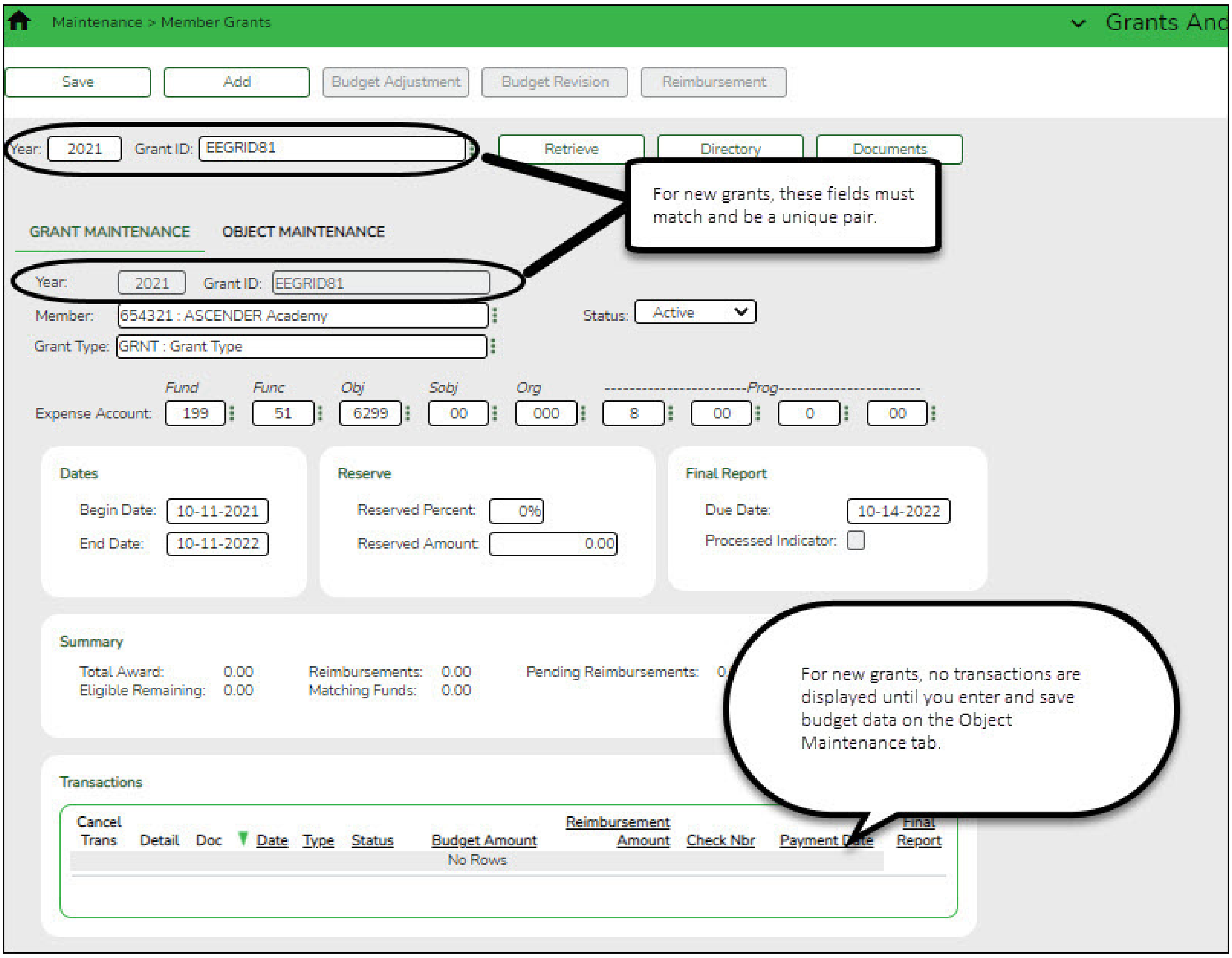
If the grant information is not known, click Directory to perform a search of all grants.

Note: If only the original transaction (first entry) exists, the **Member** (county district) and **Grant Type** fields can be edited. Once budget revision and reimbursement requests are applied to a grant ID/Year, the **Member** (county district) and **Grant Type** fields can no longer be edited.

Add a new grant record:

❑ Click **Add** to add a grant record. You have the option to select an existing year and grant ID for the new grant record using the **Year** and **Grant ID** fields at the top of the page. Or, you can type a new year and grant ID in the **Year** and **Grant ID** fields below the Grant Maintenance tab. If adding a new grant ID, you must enter the same year and grant ID in the **Year** and **Grant ID** fields at the top of the page and under the Grant Maintenance tab.

Year	Type a four-digit grant year. The grant year and ID must be a unique pair.
Grant ID	Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click ⋮ to select an existing grant ID from the Grant IDs lookup. The grant year and ID must be a unique pair.



❑ Under **Grant Maintenance**:

Year	Type the four-digit grant year. The grant year and ID must be a unique pair.
Grant ID	Type a grant ID. Dashes are allowed. This field can be a maximum of 20 alphanumeric characters. Or, click ⋮ to select an existing grant ID from the Grant IDs lookup. The grant year and ID must be a unique pair.

Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the SPACEBAR to view a list of members. When creating a new record, only members that exist on the Grants and Projects > Tables > SSA Members > Member Information tab can be selected.
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types. When creating a new record, only grant types that exist on the Grants and Projects > Tables > SSA Grants > Grant Types tab can be selected.
Status	Click ⌄ to select a status (*Active*, *Closed*, or *Canceled*) for the grant.

Expense Account	Type the account number to be charged for any reimbursements processed for the grant ID. Or, in each of the account code fields, click ⋮ to select an account code component from the corresponding lookup. The selected account code component is populated in the corresponding field. The selected account code must exist in Finance file ID C. Student Activity Funds are not allowed.

❏ Under **Dates**:

Begin Date	Type the grant begin date in the MM-DD-YYYY format. Or, select a date from the calendar.
End Date	Type the grant end date in the MM-DD-YYYY format. Or, select a date from the calendar.

❏ Under **Reserve**:

The following fields can be used to track reserve amounts. For example, if a grant guideline requires the grantee to hold back a portion (percentage or amount) of the grant until the end of the grant. This field is for <u>information purposes only</u> and does not affect grant calculations or totals.

Reserved Percent	Type the reserved percentage amount. Valid values are 0-100.
Reserved Amount	Type the reserved amount. This amount cannot be greater than 999,999,999.99.

❏ Under **Final Report**:

Due Date	Type the final reporting due date for the grant. This date must be after the grant **End Date**.
Processed Indicator	This check box is display only and is automatically updated after the final transaction is submitted for a **Year** and **Grant ID**.

The following information is only displayed for existing records:

❏ Under **Summary**:

Total Award	The original amount of the award plus or minus any revisions that have been approved (posted) is displayed.
Reimbursements	The reimbursement amounts that have been paid are displayed.
Pending Reimbursements	The reimbursement amounts that have been approved but not paid are displayed.
Eligible Remaining	The eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**) is displayed.
Matching Funds	The total amount of matching funds is displayed.

❏ Under **Transactions**, a list of transactions for the selected **Year** and **Grant ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.

TIP: For new grants, no transactions are displayed until you enter the budget data on the Object Maintenance tab and save the record. After the record is saved, the opening (original) entry is posted with the total award amount for all object classes.

If you need to cancel a transaction:

❏ Under **Cancel Trans**, click to cancel the transaction. A message is displayed confirming that you want to cancel the transaction. The is only displayed for transactions that can be canceled (i.e., transactions with a Saved, Returned, or Pending status).

- Click **OK** to cancel the transaction.
- Click **Cancel** to return to the Grant Maintenance page without canceling the transaction.

View details for existing transactions:

❏ Under **Detail**, click to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens.

- Budget Adjustment Request

Budget Adjustment Request

If the transaction type is *Budget Adjustment*, the Budget Adjustment Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❏ Review the Budget data, indicate the adjustment amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Adjustment Amount	Type the applicable budget adjustment amounts. Amounts can be negative or positive values. A budget adjustment is used to add or subtract an amount from an object's total award.
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❏ Click **Save** to save the request without submitting it for approval.

❏ Click **Submit** to submit the request for approval.

❏ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, 🗋 is displayed on the **Documents** button.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

- If a document is uploaded in this pop-up, 🗋 is displayed for the transaction in the **Doc** column under **Transactions**.

❑ Click **Cancel** or X to close the pop-up window.

- Budget Revision Request

Budget Revision Request

If the transaction type is *Original* or *Budget Revision*, the Budget Revision Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.

- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❑ Review the Budget data, indicate the revision amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Revision Amount	Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the total award. The total revision amount for the request must net to zero. The total revision amount for the request must net to zero. For example, if you add 50.00 to an object class, you must deduct -50.00 from another object class for a **Total** of 0.00.
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.

Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❏ Click **Save** to save the request without submitting it for approval.

❏ Click **Submit** to submit the request for approval.

❏ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, is displayed on the **Documents** button.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.
- If a document is uploaded in this pop-up, is displayed for the transaction in the **Doc** column under **Transactions**.

❏ Click **Cancel** or X to close the pop-up window.

- Reimbursement Request

Reimbursement Request

If the transaction type is *Periodic*, the Reimbursement Request pop-up window opens with the corresponding budget details.

- If the transaction status is *Pending*, *Posted*, or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, only the **Reimbursement Request** and **Matching Funds** fields in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❏ Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

Over Expend Notes:

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

> Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)

Example: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Reimbursement Request	Type the amount of the reimbursement request. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved*. Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.

Matching Funds	Type the total amount of matching funds. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved* or when adding a new request. Otherwise, the field is disabled. This field can be used when a grantee is required to “match” the grant in some way from other sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for information purposes only and does not affect grant calculations or totals.
Total	Displays the totals for each column.
Final Report	Select to indicate that the reimbursement request will be the last transaction for the **Year** and **Grant ID**. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to *Final*, and the **Processed Indicator** is automatically selected. • Pending Periodic transactions that were submitted before or with the request with the **Final Report Indicator** selected will be allowed to be processed. • Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval.

❏ Click **Save** to save the request without submitting it for approval.

❏ Click **Submit** to submit the request for approval.

❏ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, 🗋 is displayed on the **Documents** button.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

- If a document is uploaded in this pop-up, 🗋 is displayed for the transaction in the **Doc** column under **Transactions**.

❏ Click **Cancel** or X to close the pop-up window.

Note: After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

Doc	If documents exist for the transaction, 🗋 is displayed. Click 🗋 to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
Date	The transaction date is displayed in the MM-DD-YYYY format.
Type	The transaction type is displayed. • *Budget Adjustment* - Budget Adjustment Request • *Budget Revision* - Budget Revision Request • *Original* - Original Budget • *Periodic* - Reimbursement Request • *Final* - Final Request
Status	The transaction status is displayed. • *Canceled* - The transaction was canceled (reversed or voided). • *Paid* - The reimbursement transaction completed the approval process and is approved and paid. • *Pending* - The reimbursement transaction completed the approval process and is approved but pending payment. • *Posted* - The budget revision transaction completed the approval process and is approved. • *Returned* - The transaction was returned back to the originator for review during the approval process. • *Saved* - The transaction was saved but not submitted for approval. • *Submitted* - The transaction was submitted for approval.
Budget Amount	The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00.
Reimbursement Amount	The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00.
Check Nbr	The check or EFT number for the reimbursement transaction is displayed after the payment is processed.
Payment Date	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.
Final Report	This check box is automatically selected to indicate that the final reimbursement transaction has been paid for the **Year** and **Grant ID** (i.e., **Final Report** was selected when the transaction was processed.) Once the final transaction is processed, the **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled and no other transactions can be submitted.

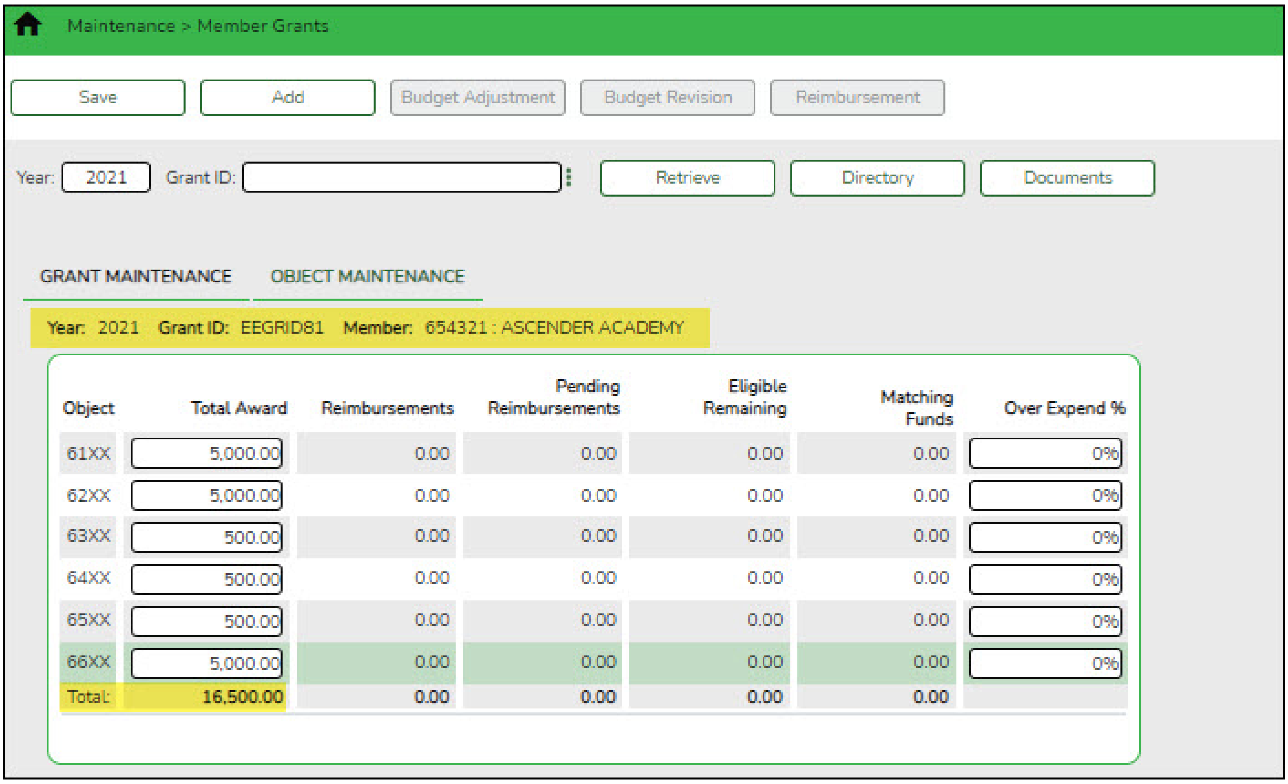
❏ Click **Save**. The changes made on this tab and the Object Maintenance tab are saved.

2. Add object code data.

Add object code data

Grants and Projects > Maintenance > Member Grants > Object Maintenance

Add budget details allocated by object class for a specified year and grant ID. Amounts can be added until the original budget is saved. If you need to make changes after the original budget is saved, a budget adjustment or revision is required.



Field	**Description**
Year	Type a four-digit grant year.
Grant ID	Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click ⋮ to select a grant ID from the Grant IDs lookup or press the SPACEBAR to view a list of grant IDs. The grant ID list in the autosuggest and the Grant IDs lookup is based on the **Year** field. For example, if you type 2020 in the **Year** field and tab to the **Grant ID** field, only active 2020 grant IDs are displayed.

❑ Click **Retrieve**. The grant record is displayed.

If the grant information is not known, click Directory to perform a search of all grants.

Notes:

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are display-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are display-only.

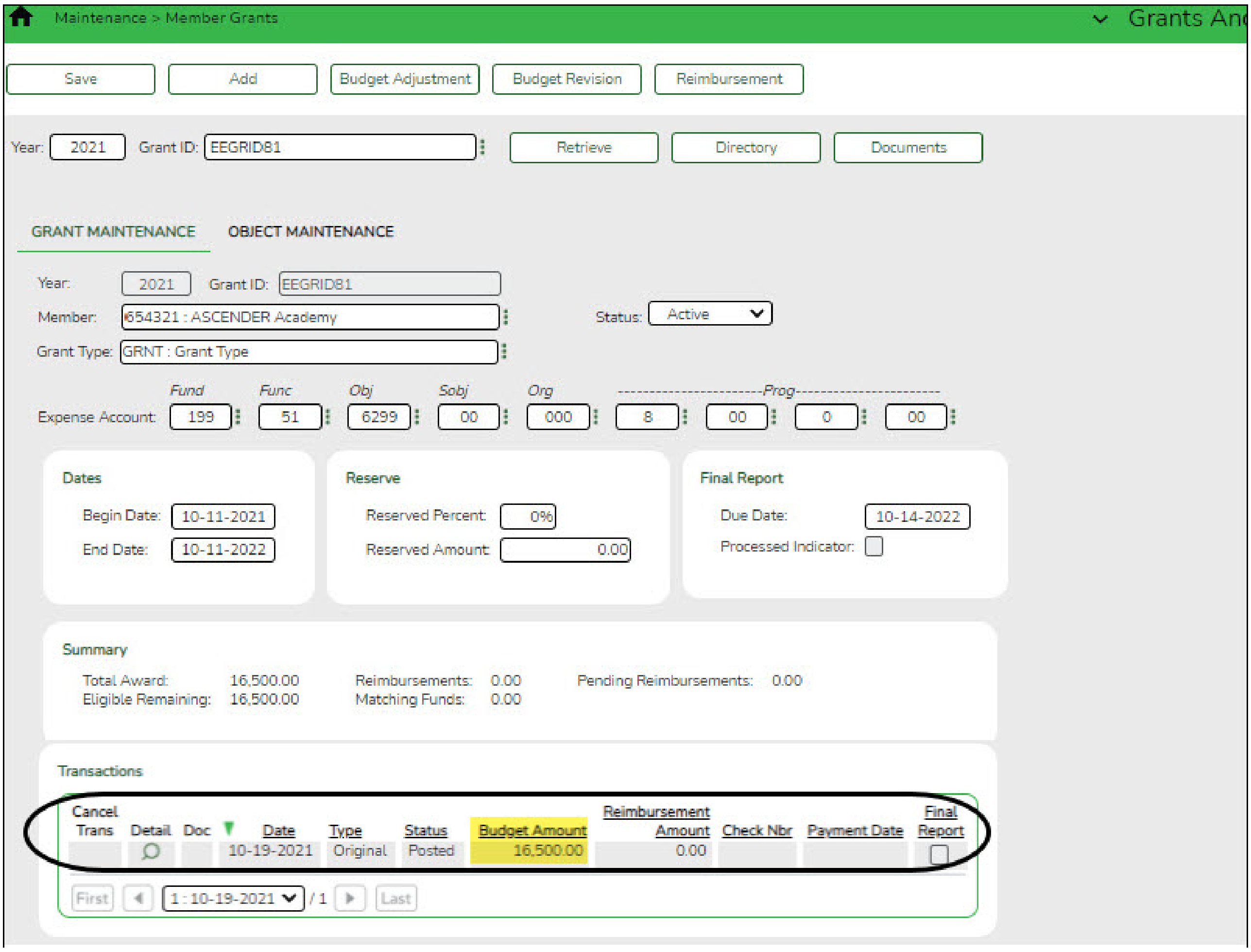
The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.

Object	A list of the six predefined object classes for each year and grant ID is displayed: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.

❑ Complete the applicable fields for each object class:

Total Award	Type the total award amount (original amount of the award plus or minus any approved (posted) budget revisions).
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**) is displayed.
Matching Funds	Displays the total amount of matching funds.
Over Expend %	Type the maximum percentage allowed for expenditures over the originally indicated amount of the grant. Valid values are 0-999%. **Over Expend Notes**: If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class: Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement) **Example**: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0. The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0) In this example, the **Reimbursement Request** cannot exceed 5100. If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

❑ Click **Save**. The changes made on this tab and the Grant Maintenance tab are saved. The total award amount for all object classes is posted as the opening (original) entry for the grant ID under **Transactions** on the Grant Maintenance tab.



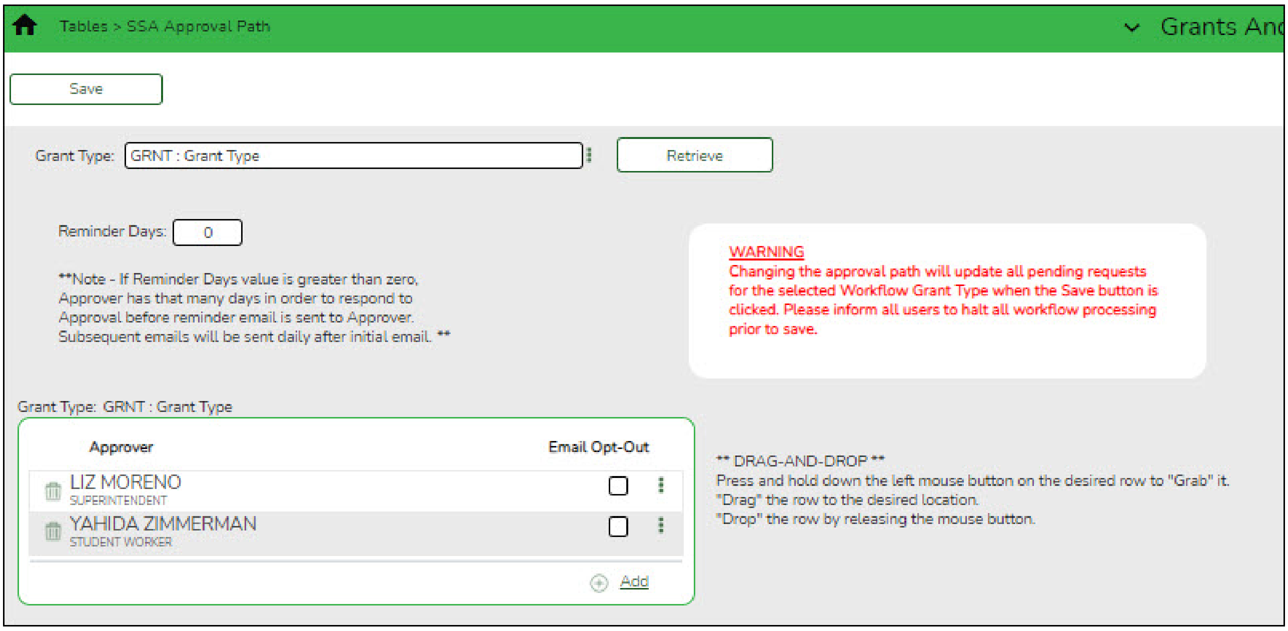
Set up & Manage Grant Request Workflows

1. Set up approval path.

Set up approval path

Grants and Projects > Tables > SSA Approval Path

Create and maintain the sequence or hierarchy of approvers for grant requests.



Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

The drag-and-drop feature is available allowing you to change the order of the approval path.

Reminder Days	Type the number of days after which no action has been taken on an item and a reminder email should be forwarded to the originator and approver. This field has a maximum of three digits. By default, this field is set to zero indicating that no reminders will be sent. If the value is greater than zero, the Approver has that many days to respond to the approval before a reminder email is sent to the Approver. After the initial reminder email message is sent, email messages are sent on a daily basis until action is taken.

❑ Click **+Add** to add an approver. The Approver Directory is displayed. Or, click ⋮ to open the directory and select an approver.

Approver	The selected approver name is displayed.
Email Opt-Out	Select to indicate that this approver is opted out of receiving approval workflow emails.

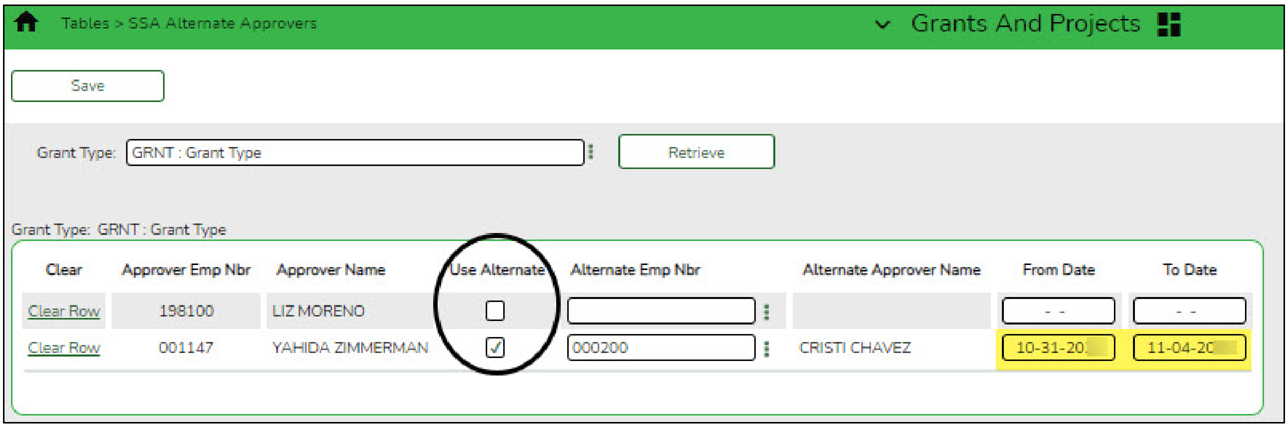
❑ Click **Save**. Depending on the change, the appropriate application message is displayed indicating the action.

2. Set up alternate approvers as needed.

Set up alternate approvers as needed

Grants and Projects > Tables > SSA Alternate Approvers

Assign an alternate approver to an approver who is unable to perform their assigned approval duties during a specified timeframe for grant requests.



Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click to select a grant type from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

❏ Click **Retrieve**. If an approval workflow exists for the selected grant type, the list of approvers is displayed.

Field	Description
Approver Emp Nbr	The employee number of the approver is displayed.
Approver Name	The name of the approver is displayed.

Field	Description
Use Alternate	Select to use the alternate approver instead of the approver. If selected, and no date range is entered in the **From Date** and **To Date** fields, the alternate approver becomes the approver. If selected, and no date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver. If selected, and a date range is entered in the **From Date** and **To Date** fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates. If selected, and a date range is entered in the **From Date** and **To Date** fields, and today's date is outside the range of the from and to dates, no updates occur for the selected original approver. If not selected, and/or a date range is entered in the **From Date** and **To Date** fields, no updates occur for the selected original approver. If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver.
Alternate Emp Nbr	Type an employee number or click ⋮ to select one from the Approver Directory.
Alternate Approver Name	The selected alternate approver name displays based on the **Alternate Emp Nbr** field.
From Date	Type the beginning date from which the alternate approver will serve as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.
To Date	Type the ending date on which the alternate approver will end serving as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.

❏ Click **Save**.

3. Approval emails.

Approval emails

When a grant request is submitted, it is sent through the appropriate approval path and an email is generated to the approver to notify them of the pending request. If it is a direct request (i.e., the originator is the final approver) and no one else is in the approval path, an email is not generated.

Approvers will receive the following workflow emails:

- Approved email notifications are generated for fully approved grant requests.
- Returned email notifications are generated for returned grant requests.
- Pending approval email notifications are generated for submitted/pending grant requests.

Enter Budget Adjustment, Reimbursement, and Revision Requests

If a member LEA does not use MemberPortal, fiscal agents can use the following steps to create, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests on their behalf. Expense accounts must exist in Finance file ID C.

Note: Budget adjustments can only be done by fiscal agents using the Grant Maintenance page in the Grants and Projects application.

1. Enter budget adjustment, reimbursement, and revision requests.

Approve Grant Requests

The following steps allow fiscal agents to review submitted budget revision/reimbursement requests and determine eligibility for approval as outlined in the grant.

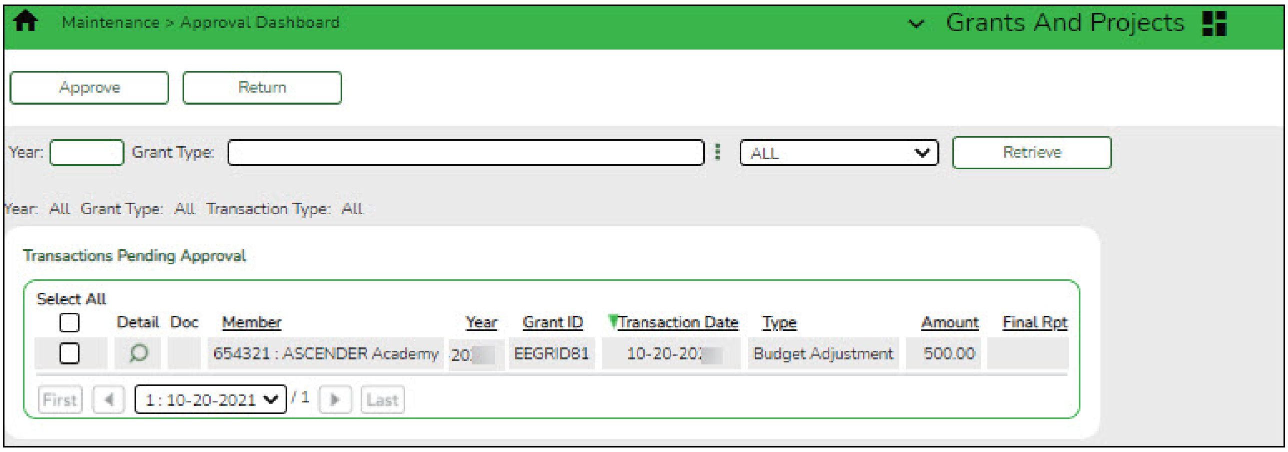
1. Approve grant requests.

   ### Approve grant requests

   Grants and Projects > Maintenance > Approval Dashboard

   Upon retrieving the page, a list of all budget adjustment, budget revision, and reimbursement requests awaiting your approval is displayed regardless of the year and grant type.

   You can elect to approve all requests, individual requests, or return all requests or individual requests. Additionally, you can update the details for an individual request prior to approving or returning the request. And, if you have Document Attachment permission, the **Documents** button is displayed allowing you to view/upload documents.



Use the following fields to narrow your search of pending approvals:

Year	Type a four-digit grant year.
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types.

❏ Click to select the request type (*ALL*, *Budget Adj & Rev*, *Reimbursement*).

❏ Click **Retrieve**. A list of pending requests matching your search criteria is displayed if any.

Under **Transactions Pending Approval**:

❏ Select the top-level check box to select/unselect all transactions. Or, select individual check boxes to only select specific transactions.

Detail	Click to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens. **Note**: After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

Doc	If documents exist for the transaction, is displayed. Click to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
Member	The member county district number and name tied to the transaction are displayed.
Year	The grant year for the transaction is displayed.
Grant ID	The grant ID for the transaction is displayed.
Transaction Date	The transaction date is displayed.
Type	The transaction type is displayed.

Amount	The transaction amount is displayed. This amount includes the sum of all object class amounts for the grant year and ID.
Final Rpt	For reimbursement requests only: If selected, the originator has indicated that the request is the final transaction for the grant year and ID. This field is display-only.

❑ Click **Approve** to approve the request.

- If there are subsequent approvers in the workflow, the transaction will continue to the next approver.
- If you are the last approver in the approval workflow and you approve the transaction, a final approval message is displayed, click **OK**. The transaction status is updated to *Posted* on the Grant Maintenance tab.
- If **Final Report** is selected for a reimbursement request, the **Final Report Processed Indicator** is automatically selected for the **Grant Year** and **Grant ID** on the Grant Maintenance tab.
- The approved requests are removed from the list.

❑ Click **Return** to return the request to the originator. The returned requests are removed from the list.

Process Grant Payments

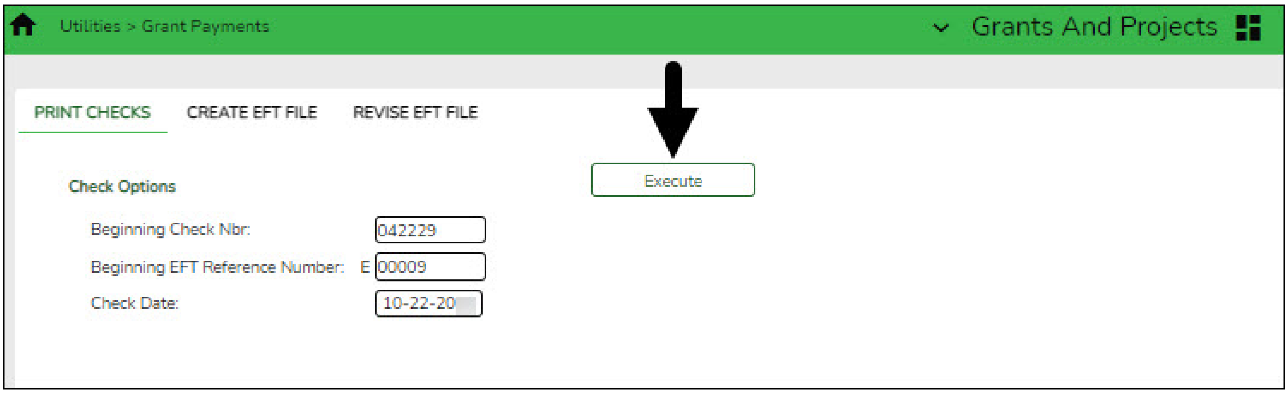
The following steps allow fiscal agents to process payments to member LEAs after a reimbursement request is approved.

1. Process grant payments.

Process grant payments

Grants and Projects > Utilities > Grant Payments > Print Checks

Process reimbursement requests to the member's vendor via check or electronic funds transfer, and then post the transactions to Finance. The payment method is determined by the member's selected payment preference (i.e., if the member has bank information set on the Grants and Projects > Tables > SSA Members > Bank Code tab or the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab (if the member uses the same account information for vendor EFT payments).

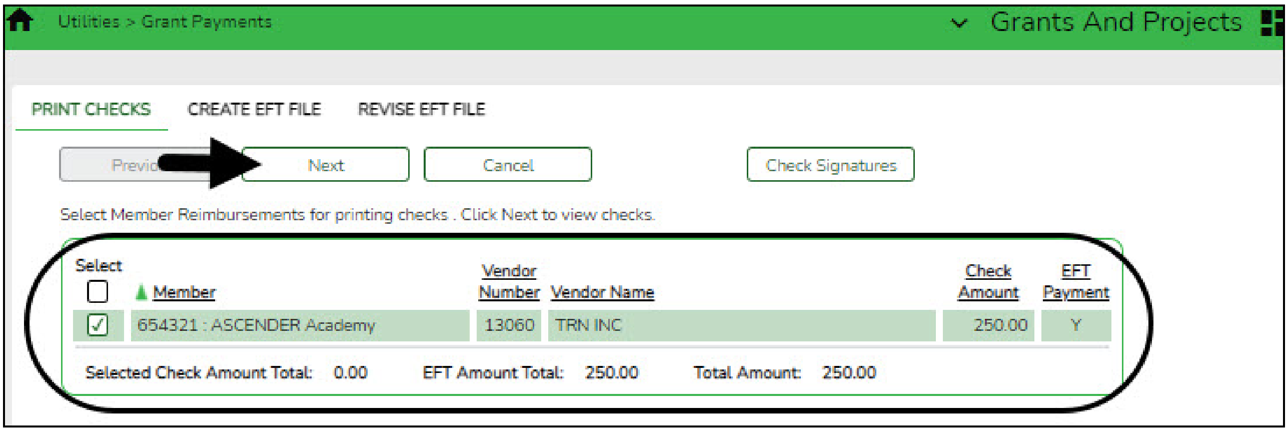


❑ Under **Check Options**:

Field	Description
Beginning Check Nbr	Populates based on the last check stock number used in the check run for the Finance payment process, but it can be modified.
Beginning EFT Reference Number	Populates based on the last EFT reference number used in the check run for the Finance payment process, but can be modified. The field displays an “E” at the beginning of the EFT reference number, which identifies the transaction as an electronic funds transfer throughout the application.
Check Date	Type the date in the MM-DD-YYYY format, or select a date from the calendar. This field represents the date of the check/EFT payment.

❑ Click **Execute**. The Member Reimbursement payment processing page is displayed with a list of all transactions to be processed. If two different members use the same vendor, there will be separate checks; one for each member payable to the same vendor.

The following transaction details are displayed:



Member	The county district number and member name are displayed.
Vendor Number	The vendor number is displayed.
Vendor Name	The vendor name is displayed.
Check Amount	The transaction amount is displayed.
EFT Payment	*Y* - Displays if either the member or member's vendor has bank information. Indicates the transaction is an EFT payment. *N* - Displays if neither the member nor member's vendor has bank information. Indicates the transaction is a check payment.

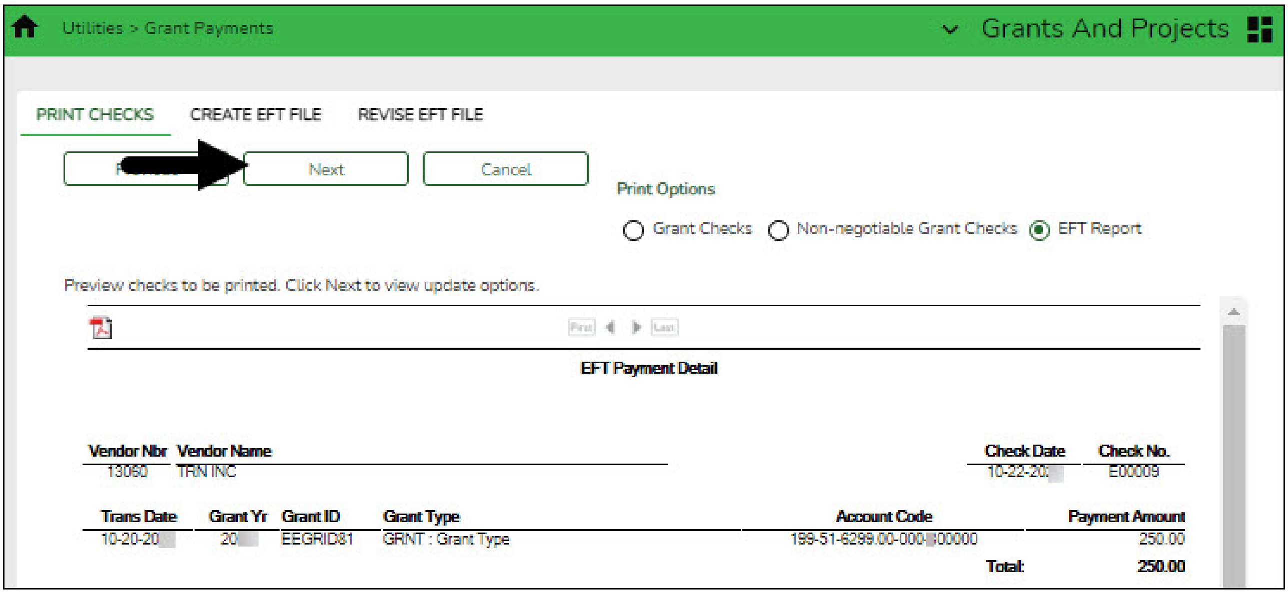
All transactions listed are selected by default for processing and included in the totals at the bottom of the grid.

❑ Select the top-level checkbox to select/unselect the list of transactions. Or, select individual checkboxes to only select specific transactions.

The **Selected Check Amount Total**, **EFT Amount Total**, and **Total Amount** of transactions are displayed at the bottom of the grid and are automatically updated as you select/unselect transactions.

❑ Click the Check Signatures button to select the signature(s) to be printed on the check(s).

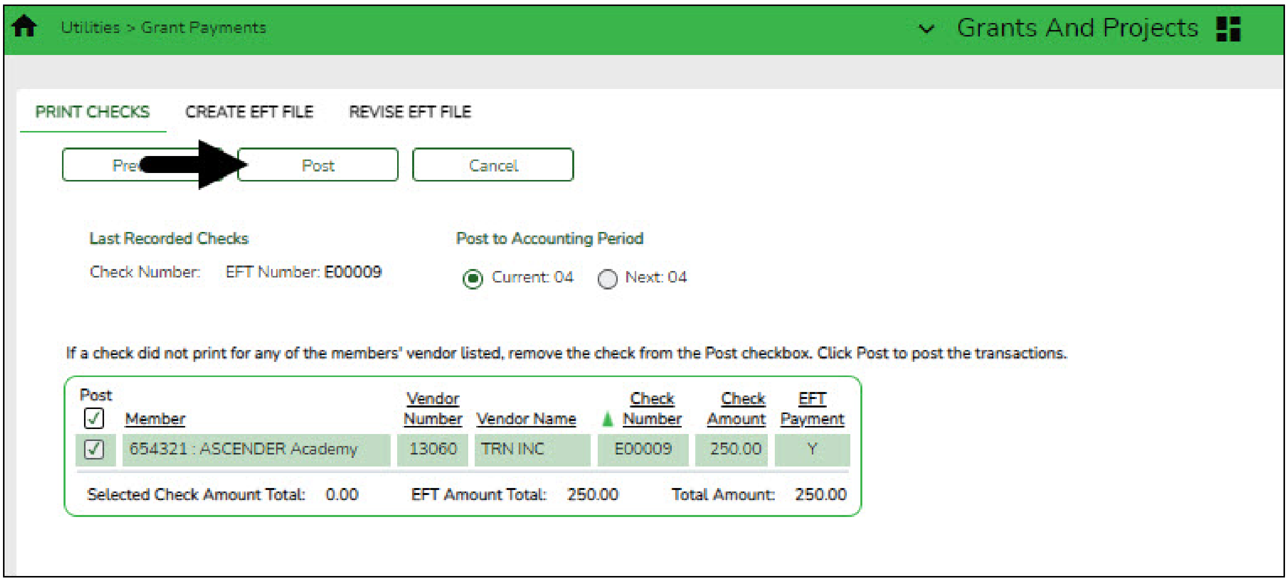
❑ Click **Next**. A preview of the checks to be printed is displayed. Use the scroll bars to view the check details. If only EFT transactions are included, then the EFT Payment Detail report is displayed.



❑ Under **Print Options**, select one of the following:

- **Grant Checks** - Selected by default and displays the grant checks to be printed.
- **Non-Negotiable Grant Checks** - Select to display the non-negotiable check pages for each transaction, which can be printed for internal use.
- **EFT Report** - Select to view the EFT Payment Detail report.

❑ Click **Next**. A list of the transactions to be processed is displayed.



❑ Under **Last Recorded Checks**:

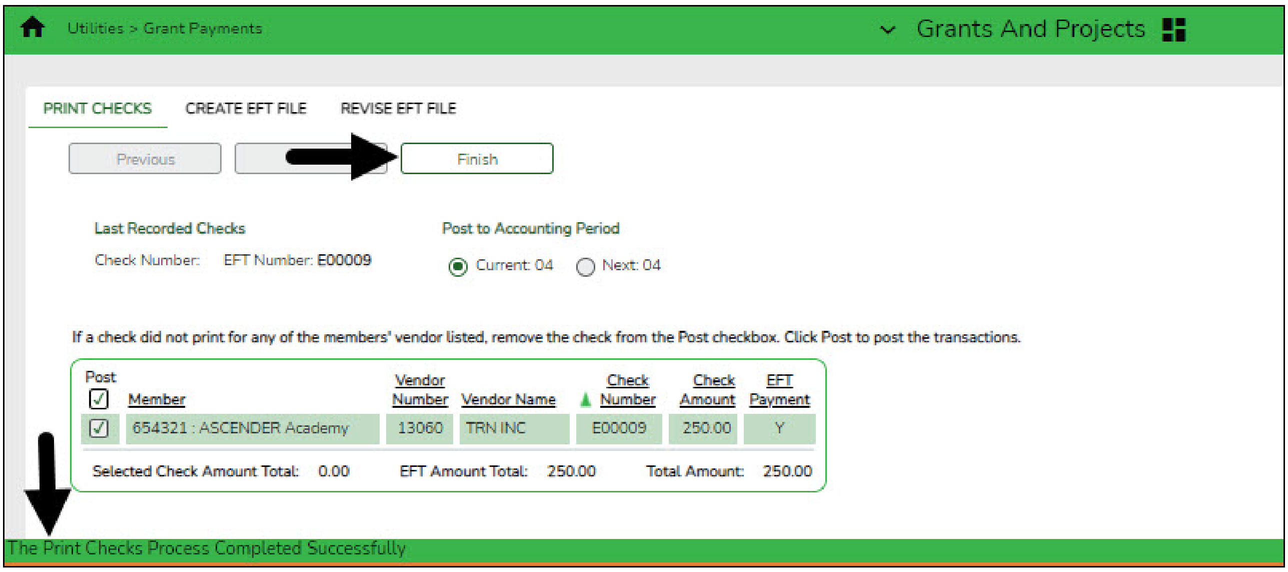
Check Number	The last recorded check number from the list of selected check transactions is displayed.
EFT Number	The last recorded EFT number from the list of selected EFT transactions is displayed.

❑ Under **Post to Accounting Period**:

Current	The current accounting period is displayed. Select to post the transactions to the current accounting period.
Next	The next accounting period is displayed. Select to post the transactions to the next accounting period.

❑ If a check did not print for any of the listed vendors, unselect the **Post** check box for the transaction.

❑ Click **Post** to post the transactions. A journal entry for each transaction that was included in the check or EFT payment for each member is posted to the general ledger in Finance.



A message is displayed indicating that the print checks process was completed successfully.

❑ Click **Finish** to return to the Print Checks tab.

If any errors occurred during the process, the **Cancel** button is displayed.

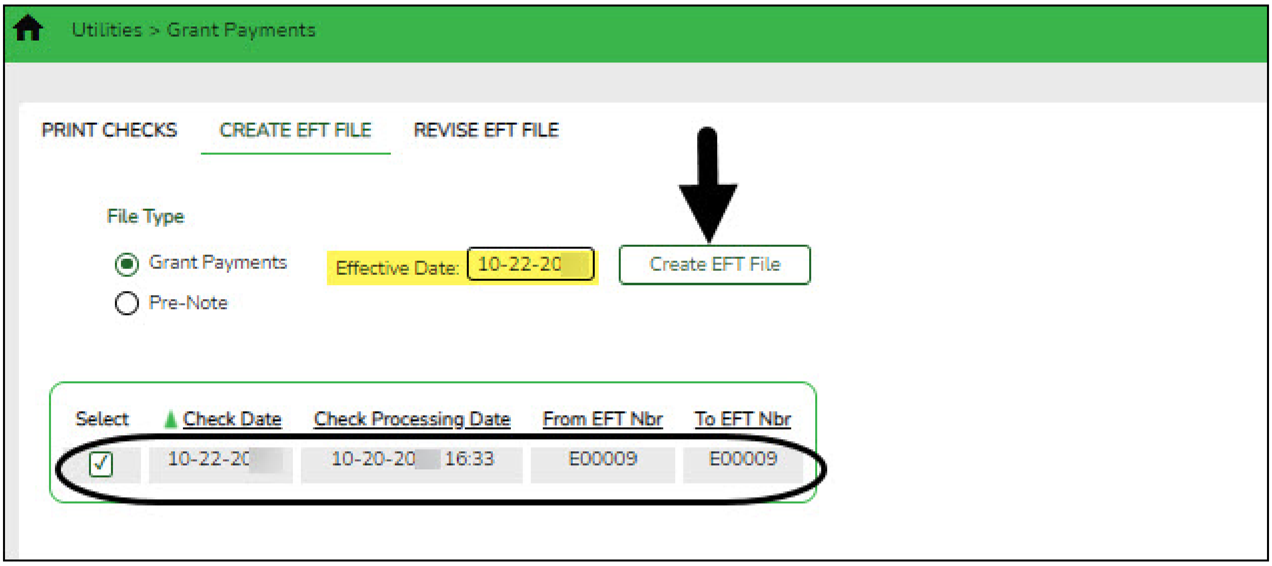
❑ Click **Cancel** to return to the Print Checks tab, correct any errors and run the process again. Otherwise, click **Previous** at any point to return to the previous page.

2. Create EFT file.

Create EFT file

Grants and Projects > Utilities > Grant Payments > Create EFT File

When applicable, create an EFT file for the bank to process EFT payments for grant reimbursement requests.



There are two types of EFT file options available on this tab.

❑ Under **File Type**:

Field	Description
Grant Payments	If selected, all EFT grant payments for the selected date time stamp(s) are included in the EFT file. If multiple date time stamp records are selected, all records will be included in the same file. A list of data from the last ten check runs is displayed in the grid.
Pre-Note	If selected, all members with **PreNote** selected on the Grants and Projects > Tables > SSA Members > Bank Code tab are included in the file. The file is sorted by member number. After the prenote file is generated, the **PreNote** field is cleared on the Bank Code tab.

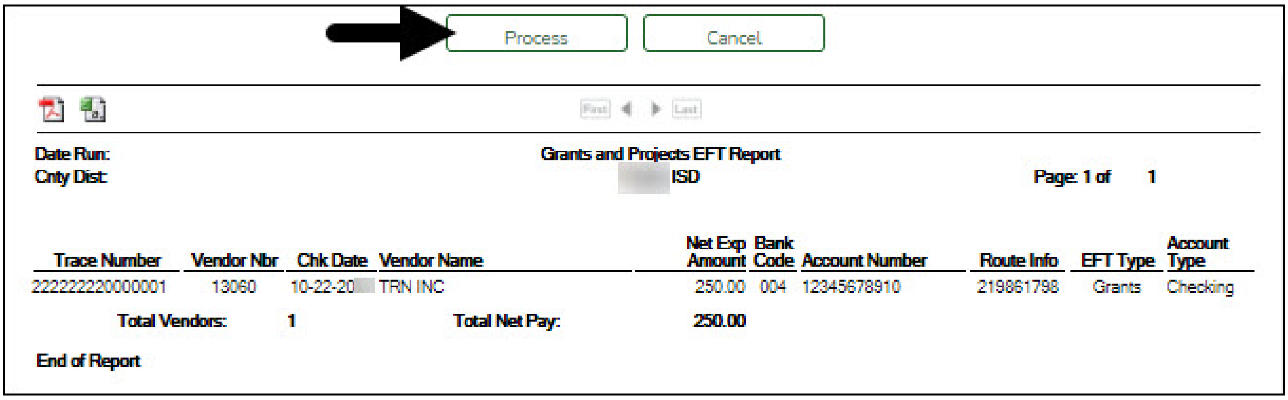
Field	Description
Effective Date	Type the effective date for the EFT file in the MM-DD-YYYY format. This is the date that the bank will transfer the funds to the vendor's bank.

❑ A list of available EFT payments or payment groups is displayed with the following details:

- **Check Date** - Displays the date on the check.
- **Check Processing Date** - Displays the date of the actual check run regardless of the **Check Date**.
- **From EFT Nbr** - Displays the beginning Finance EFT number for the check run.
- **To EFT Nbr** - Displays the ending Finance EFT number for the check run.

❑ Select the payments to be included in the EFT file. If **Pre-Note** is selected, payments cannot be selected.

❑ Click **Create EFT File** to create the EFT file. If **Pre-Note** is selected, the Grants and Projects EFT Pre-Note Report is displayed with a zero transaction. Otherwise, the Grants and Projects EFT Report is displayed with a list of transactions to be processed. Review the report.



❑ Click **Process** to proceed. A dialog box is displayed with a preset File name.

- If **Grant Payments** is selected, the GRANTS_EFT_MMDDYYYY file is generated with the actual EFT payments for each vendor.
- If **Pre-Note** is selected, the GRANTS_Prenote_MMDDYYYY file is generated for those members with **Pre-Note** selected on their bank information record.

You can type a different name for the file, and save the file on your computer or network.

❑ Click **Cancel** to close the report and return the Create EFT file tab.

3. (If necessary) Revise EFT file.

Revise EFT file

Grants and Projects > Utilities > Grant Payments > Revise EFT File

When applicable, you can edit Grant Payment and Prenote EFT files.

❑ Click **Choose File**.

- Locate and select the file (e.g., GRANTS_EFT_MMDDYYYY.txt or GRANTS_Prenote_MMDDYYYY.txt) to be revised.
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

❑ Click **Retrieve File**.

- The selected EFT file is displayed in the table fields.
- Make changes to the data fields, as needed.

Record Cd	Only displays detail record code 6.
Account Type	Type the one-digit account type code. Or, select one of the following from the drop-down list. • *2 - Checking account* • *3 - Savings account*
Run Type	Type the one-digit run type code. Or, select one of the following from the drop-down list. • *2 - Finance EFT file* • *3 - Finance Prenote EFT file*
Transit Route	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
Bank Account Nbr	Type the vendor's bank account number. The account number must be a numeric value.
Bank Account Amt	Type the bank account amount. The bank account amount should be zero if the **Run Type** is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value.
Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name. If the vendor number is not known, click ⋮. The Vendor Information directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor from the list. Otherwise, click **Cancel**.
Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click ⋮. The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Description Data	The description data listed in the file is displayed.
Addend Ind	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
Orig DFI ID Cd	The eight-digit code used to identify the originating depository financial institution is displayed.
Totals	A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the **Bank Account Amount** field.

❑ Click **Process File** when all changes have been entered.

  - The preview report is displayed. Review the report.
  - Click **Process** to process the data. Or, click **Cancel** to return to the Revise EFT File tab without making changes.

The revised .txt file is generated and a message is displayed indicating that the EFT file was created successfully. Click **OK**.

Reports

The following reports are available:

- **GP1000 - Grant Summary Status Report** - This report provides a summary of grant status information.
- **GP1100 - Grant Payment Transaction Report** - This report provides a list of grant payment transactions.
- **GP1200 - Past Final Date Without Final Report** - This report provides a list of grant years and IDs that have a Final Report Due Date without a reimbursement transaction designated as the final reimbursement for the grant year and grant ID before the date entered in the **Effective Date (MMDDYYYY)** report parameter.

Set up & Manage MemberPortal Users

The following steps allow fiscal agents to create MemberPortal user accounts. **It is recommended** that fiscal agents create at least one MemberPortal user with admin permission for each member LEA.

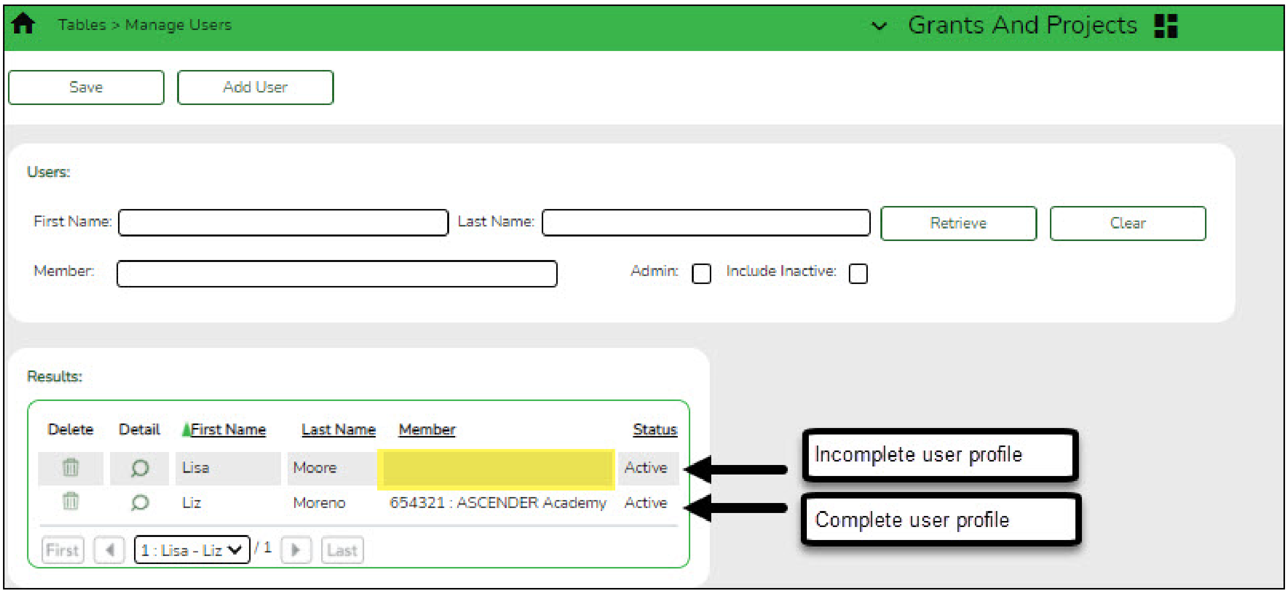
1. Create and maintain user accounts in Grants & Projects.

   ## Create and maintain user profiles

   Grants and Projects > Tables > Manage Users

   This page is used to manage user accounts in Grants and Projects and MemberPortal. In order for users to have the appropriate access to a grant, user profiles must be completed by linking the user to a specific member and grant type, and assigning the level of access the user has to a grant type. Fiscal agents can use this page to add, change, and delete user accounts in both Grants and Projects and MemberPortal.

   Member users can create an account via MemberPortal; however, they will not have access to any grant information until the fiscal agent or MemberPortal admin user completes their user profile.



TIP: **It is recommended** that fiscal agents create at least one MemberPortal user with admin permission for each member LEA. Admin users will have access to a Manage Users page in MemberPortal where they can perform all of these same tasks for users within their member LEA.

If the user created an account in MemberPortal, the user's information is displayed in the list of results. However, you will notice that the **Member** column is blank since their user profile has not been completed. At this point, the user does not have access to view any grant information in MemberPortal.

❏ Click to open the User detail pop-up window and enter the applicable data to complete the user's MemberPortal profile. The user's **First Name**, **Last Name**, **E-mail**, and **User Name** fields are automatically populated.

Add a record:

❏ Click **Add User** to open the User detail pop-up window and enter the applicable data to add a new user and complete the user's profile.

When creating a new MemberPortal user or resetting a user's password, the change password date is set to 01/01/2000, which requires the user to change their password upon logging on to MemberPortal.

❑ Under **User**:

First Name	Type the user's first name. This field can be a maximum of 50 characters.
Last Name	Type the user's last name. This field can be a maximum of 50 characters.

❑ In the **Phone** fields:

Area Cd	Type the three-digit area code of the phone number.
Phone Nbr	Type the seven-digit phone number.
Ext	Type the four-digit extension number if any.

Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the SPACEBAR to view a list of members.
Admin	Select to indicate that the user is an admin user. Users designated as Admin users will be able to manage users for their assigned member in MemberPortal.
Status	Click ⌄ to select the user's status (*A - Active* or *I - Inactive*).
E-mail	Type the user's email address. The field can be a maximum of 250 characters.
E-mail Opt-Out	Select to indicate that this user is opted out of receiving emails.
User Name	Type a 6-25 character user name. (No embedded spaces are allowed.)
Password	Type a new password. If the user initiated the account profile via MemberPortal, this field is populated with an encoded and masked version of the user's password to secure their credentials. Fiscal agents or admin users can update user passwords as needed. Requirements: • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive

❑ Under **Grant Types**:

Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

Accessibility	Click ⌄ to select the user's level of access to the corresponding grant type. • All • Inquire Only • Enter and Save Data • Submit Reimbursement Request • Submit Budget Revision Request **Note**: If a user only has access to enter and save requests, they can only update their requests.

❑ Click **+Add** to add additional rows.

❑ Click **Save**. Otherwise, click **Cancel** to return to the Manage Users page without adding data.