



Reimbursement Request

Table of Contents

Reimbursement Request 1


Reimbursement Request

MemberPortal > Reimbursement Request

This page is used to create and submit grant reimbursement requests to your fiscal agent. Depending on your access, you can inquire only, enter and save data, create new reimbursement requests, or perform all tasks. Your fiscal agent is responsible for assigning your member information, grant type(s), and level of accessibility.

Retrieve a grant record:

Use the following fields to retrieve a specific grant.

Field	Description
Year	Type a four-digit grant year. This field defaults to the current school year.
Grant ID	<p>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.</p> <p>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.</p>

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

- If you do not have access to submit reimbursement requests or if the final reimbursement request has already been submitted for the selected grant year and ID, a message is displayed to inform you.

Under **Dates**:

Begin Date
End Date

Under **Reserve**:

Reserved Percent
Reserved Amount

Under **Final Report**:

Due Date
Processed Indicator

Under **Summary**:

Total Award

Reimbursements	
Pending Reimbursements	
Eligible Remaining	
Matching Funds	

Submit a reimbursement request:

Under **Reimbursement 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 amendments 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 <i>Periodic</i> and the Status is <i>Saved</i> . Otherwise, the field is disabled.
Matching Funds	Type the total amount of matching funds. This field can only be edited if the transaction Type is <i>Periodic</i> and the Status is <i>Saved</i> . Otherwise, the field is disabled.
Total	Displays the totals for each column.
Final Report	<p>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 <i>Final</i>, and the Processed Indicator is automatically selected.</p> <ul style="list-style-type: none"> • 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 reimbursement request, a paperclip icon is displayed in 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 popup,  is displayed for the transaction in the **Doc** column under **Transactions**.

Click **Cancel** or X to close the pop-up window. </WRAP>



Back Cover