



# 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. If you only have access to enter and save requests, you can only update requests that you created.

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
<b>Year</b>	Type a four-digit grant year. This field defaults to the current school year.
<b>Grant ID</b>	<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 <a href="#">Grant IDs lookup</a> 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 <b>Year</b> field. For example, if you type 2020 in the <b>Year</b> field and tab to the <b>Grant ID</b> 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.

The following information only displays for existing records:

Under **Dates**:

<b>Begin Date</b>	Displays the grant begin date in the MM-DD-YYYY format.
<b>End Date</b>	Displays the grant end date in the MM-DD-YYYY format.

Under **Reserve**:

<b>Reserved Percent</b>	Displays the reserved percentage amount.
<b>Reserved Amount</b>	Displays the reserved amount.

Under **Final Report**:

<b>Due Date</b>	Displays the final reporting due date for the grant.
-----------------	--

<b>Processed Indicator</b>	This field is automatically updated and selected after the final transaction is submitted for a <b>Year</b> and <b>Grant ID</b> .
----------------------------	---

Under **Summary**:


<b>Total Award</b>	Displays the original amount of the award plus or minus any amendments that have been approved (posted).
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the reimbursement amounts that have been approved but not paid.
<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements</b> and <b>Pending Reimbursements = Eligible Remaining</b> ).
<b>Matching Funds</b>	Displays the total amount of matching funds.

**Create a reimbursement request:**

Under **Reimbursement Request**:

<b>Object</b>	Displays a list of the six predefined object classes for each year and grant ID: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
<b>Total Award</b>	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).
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the pending reimbursement amounts that have been approved but not paid.
<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements</b> and <b>Pending Reimbursements = Eligible Remaining</b> ).
<b>Reimbursement Request</b>	Type the amount of the reimbursement request. This field can only be edited if the transaction <b>Type</b> is <i>Periodic</i> and the <b>Status</b> is <i>Saved</i> . Otherwise, the field is disabled.
<b>Matching Funds</b>	Type the total amount of matching funds. This field can only be edited if the transaction <b>Type</b> is <i>Periodic</i> and the <b>Status</b> is <i>Saved</i> . Otherwise, the field is disabled.
<b>Total</b>	Displays the totals for each column.
<b>Final Report</b>	<p>Select to indicate that the reimbursement request will be the last transaction for the <b>Year</b> and <b>Grant ID</b>. 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 <b>Processed Indicator</b> is automatically selected.</p> <ul style="list-style-type: none"> <li>• Pending Periodic transactions that were submitted before or with the request with the <b>Final Report Indicator</b> selected will be allowed to be processed.</li> <li>• Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval.</li> </ul>

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



- The transaction is added to the transaction list with a **Status** of *Saved*.
- If you need to make changes to the request, click  to open the Reimbursement Request pop-up window and make the necessary changes.

Click **Submit** to submit the request for approval. The request is sent through the appropriate approval path.

You will receive an email notification when the request is approved/returned.

**View/edit details:**

Under **Transactions:**

<b>Doc</b>	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.
<b>Date</b>	Displays the transaction date.
<b>Type</b>	Displays the transaction type. <ul style="list-style-type: none"> <li>• <i>Budget Adjustment</i> - Budget Adjustment Request</li> <li>• <i>Budget Revision</i> - Budget Revision Request</li> <li>• <i>Original</i> - Original Budget</li> <li>• <i>Periodic</i> - Reimbursement Request</li> <li>• <i>Final</i> - Final Request</li> </ul>
<b>Status</b>	Displays the transaction status. <ul style="list-style-type: none"> <li>• <i>Canceled</i> - The transaction was canceled (reversed or voided).</li> <li>• <i>Paid</i> - The reimbursement transaction completed the approval process and is approved and paid.</li> <li>• <i>Pending</i> - The reimbursement transaction completed the approval process and is approved but pending payment.</li> <li>• <i>Posted</i> - The budget amendment transaction completed the approval process and is approved.</li> <li>• <i>Returned</i> - The transaction was returned back to the originator for review during the approval process.</li> <li>• <i>Saved</i> - The transaction was saved but not submitted for approval.</li> <li>• <i>Submitted</i> - The transaction was submitted for approval.</li> </ul>
<b>Budget Amount</b>	Displays the transaction budget amount. If the transaction type is periodic, the budget amount is 0.00.
<b>Reimbursement Amount</b>	Displays the transaction reimbursement amount. If the transaction type is original or amended, the reimbursement amount is 0.00.
<b>Payment Date</b>	Displays the transaction payment date. If the transaction type is original or amended, the payment date is blank.



## Back Cover