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Enter Grant Requests

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G&P SSA Fiscal Agent Management - Enter Grant Requests

The purpose of this document is to guide you through the necessary steps to assist SSA fiscal agents in creating, saving, and submitting budget adjustment requests, budget revision requests, and reimbursement requests.

If the Document Attachments feature exists on a page/pop-up window, depending on your access, you may have the ability to upload or view supporting documentation by clicking the **Documents** button or the paper icon.

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

Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA’s process.

Prerequisites

☐ Review the SSA Fiscal Management Setup guide.

Enter Budget Adjustments, Budget Revisions & Reimbursements

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

Budget adjustments can only be entered by fiscal agents using the Grant Maintenance page in the Grants and Projects application. The budget adjustment functionality is not available to members via the MemberPortal.

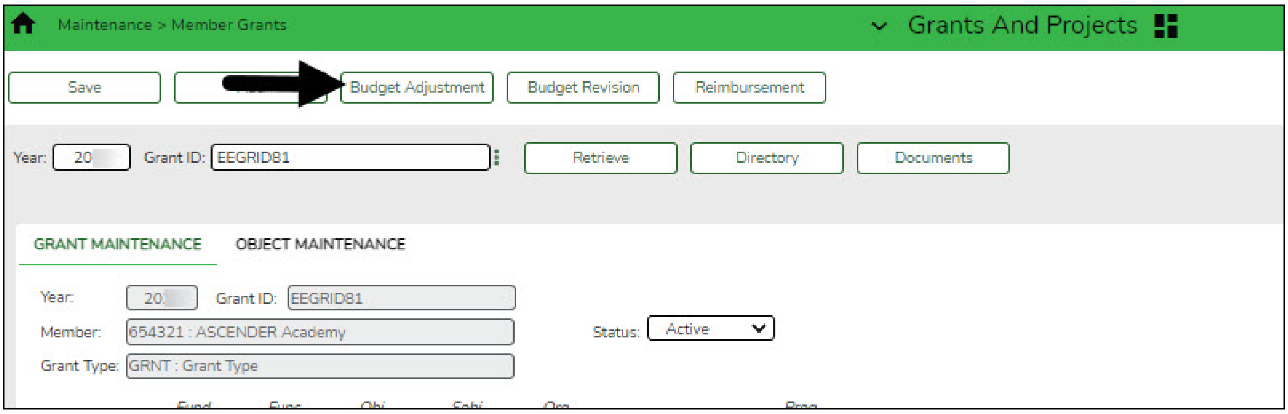
The **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled when the **Processed Indicator** is selected. This means that the final transaction has been submitted for the **Year** and **Grant ID**.

1. Enter a budget adjustment request.

Enter a budget adjustment request

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

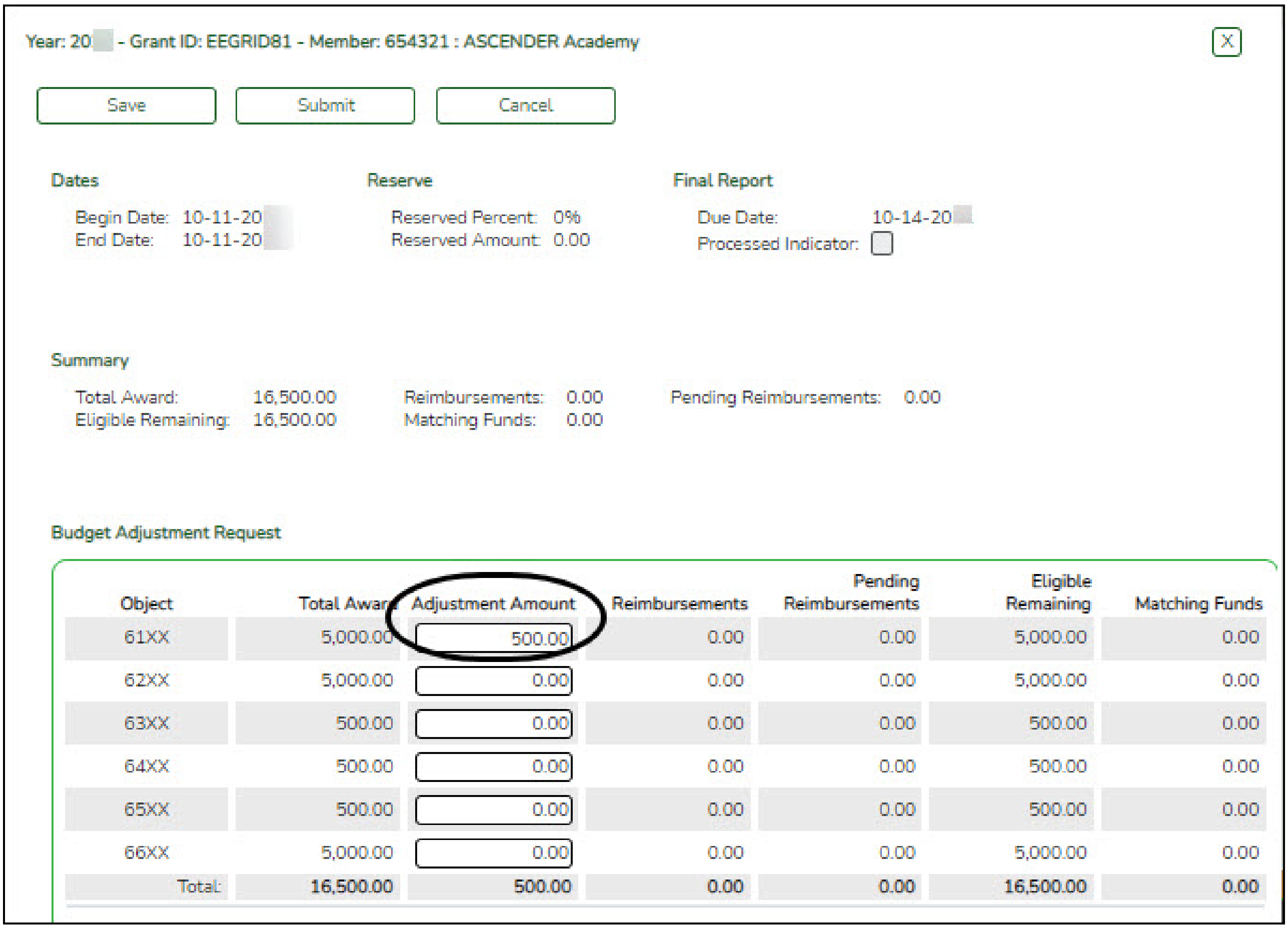
A budget adjustment is used to add or subtract an amount from an object's total award. To create a budget adjustment request, click **Budget Adjustment** from the top of the page.


Maintenance > Member Grants
Grants And Projects
Save
Budget Adjustment
Budget Revision
Reimbursement
Retrieve
Directory
Documents
GRANT MAINTENANCE
OBJECT MAINTENANCE

Year: 20 Grant ID: EEGRID81

Year: 20 Grant ID: EEGRID81
Member: 654321 : ASCENDER Academy
Status: Active
Grant Type: GRNT : Grant Type

The Budget Adjustment pop-window opens allowing you to add the request.


X
Save
Submit
Cancel

Year: 20 - Grant ID: EEGRID81 - Member: 654321 : ASCENDER Academy

Dates
Begin Date: 10-11-20
End Date: 10-11-20

Reserve
Reserved Percent: 0%
Reserved Amount: 0.00

Final Report
Due Date: 10-14-20
Processed Indicator: ☐

Summary
Total Award: 16,500.00
Eligible Remaining: 16,500.00
Reimbursements: 0.00
Matching Funds: 0.00
Pending Reimbursements: 0.00

Budget Adjustment Request

Object	Total Award	Adjustment Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	5,000.00	500.00	0.00	0.00	5,000.00	0.00
62XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
63XX	500.00	0.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total:	16,500.00	500.00	0.00	0.00	16,500.00	0.00

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 balances 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. The request is forwarded through the designated approval path for the selected grant type.

Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

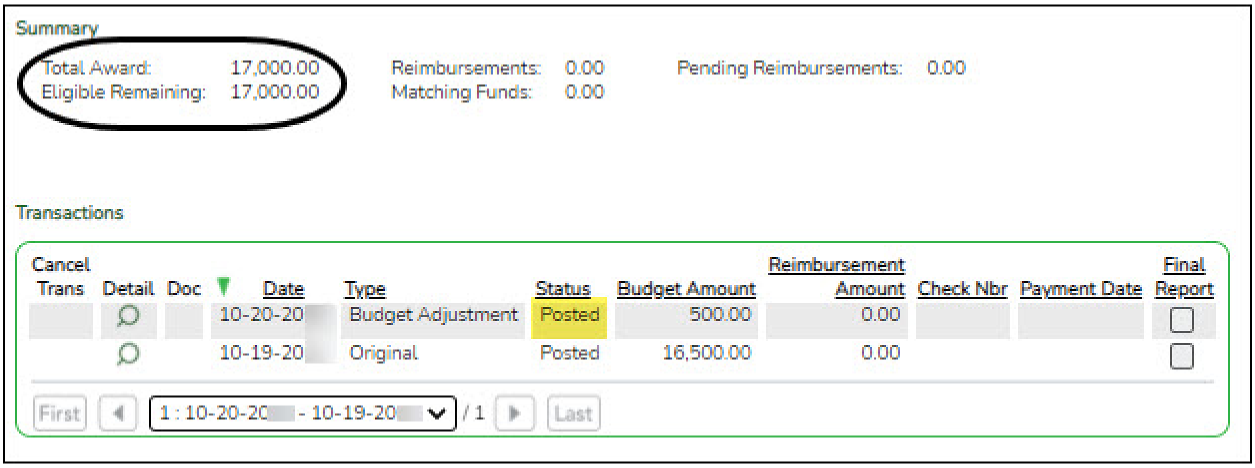
❑ Click **Cancel** or X to close the pop-up window.

Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click 🔍 under **Transactions** to open the Budget Adjustment Request pop-up window.

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

After the budget adjustment request goes through the appropriate approval path and is completely approved, the transaction status changes to *Posted* and the grant amounts are updated accordingly on the Grant Maintenance page under **Summary**.



Summary

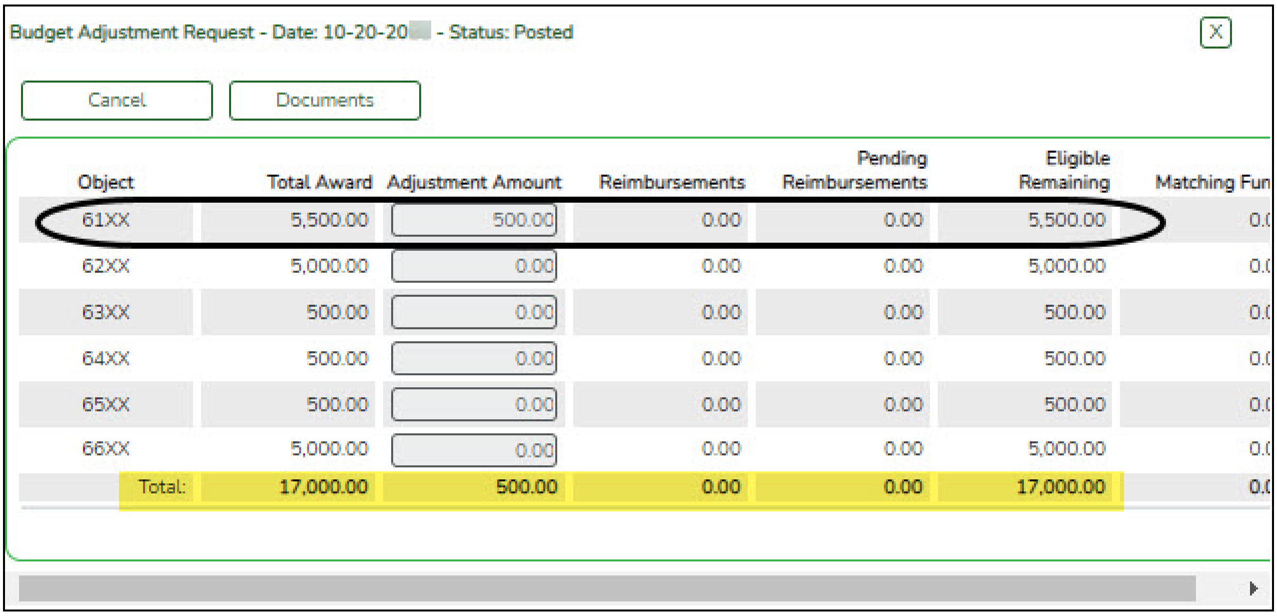
Total Award: 17,000.00
Eligible Remaining: 17,000.00
Reimbursements: 0.00
Matching Funds: 0.00
Pending Reimbursements: 0.00

Transactions

Cancel Trans	Detail	Doc	▼ Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
	🔍		10-20-20[redacted]	Budget Adjustment	Posted	500.00	0.00			☐
	🔍		10-19-20[redacted]	Original	Posted	16,500.00	0.00			☐

First ◀ 1 : 10-20-20[redacted] - 10-19-20[redacted] / 1 ▶ Last

Click the spyglass under **Transactions** to open the Budget Adjustment Request pop-up and view the transaction details.



Budget Adjustment Request - Date: 10-20-20[redacted] - Status: Posted

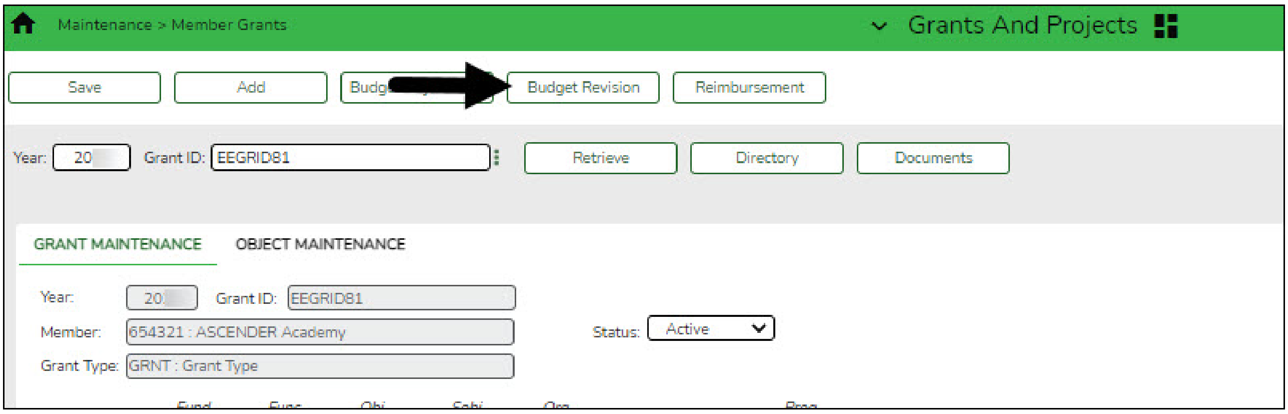
Object	Total Award	Adjustment Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Fun
61XX	5,500.00	500.00	0.00	0.00	5,500.00	0.0
62XX	5,000.00	0.00	0.00	0.00	5,000.00	0.0
63XX	500.00	0.00	0.00	0.00	500.00	0.0
64XX	500.00	0.00	0.00	0.00	500.00	0.0
65XX	500.00	0.00	0.00	0.00	500.00	0.0
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Total:	17,000.00	500.00	0.00	0.00	17,000.00	0.0

2. Enter a budget revision request.

Enter a budget revision request

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

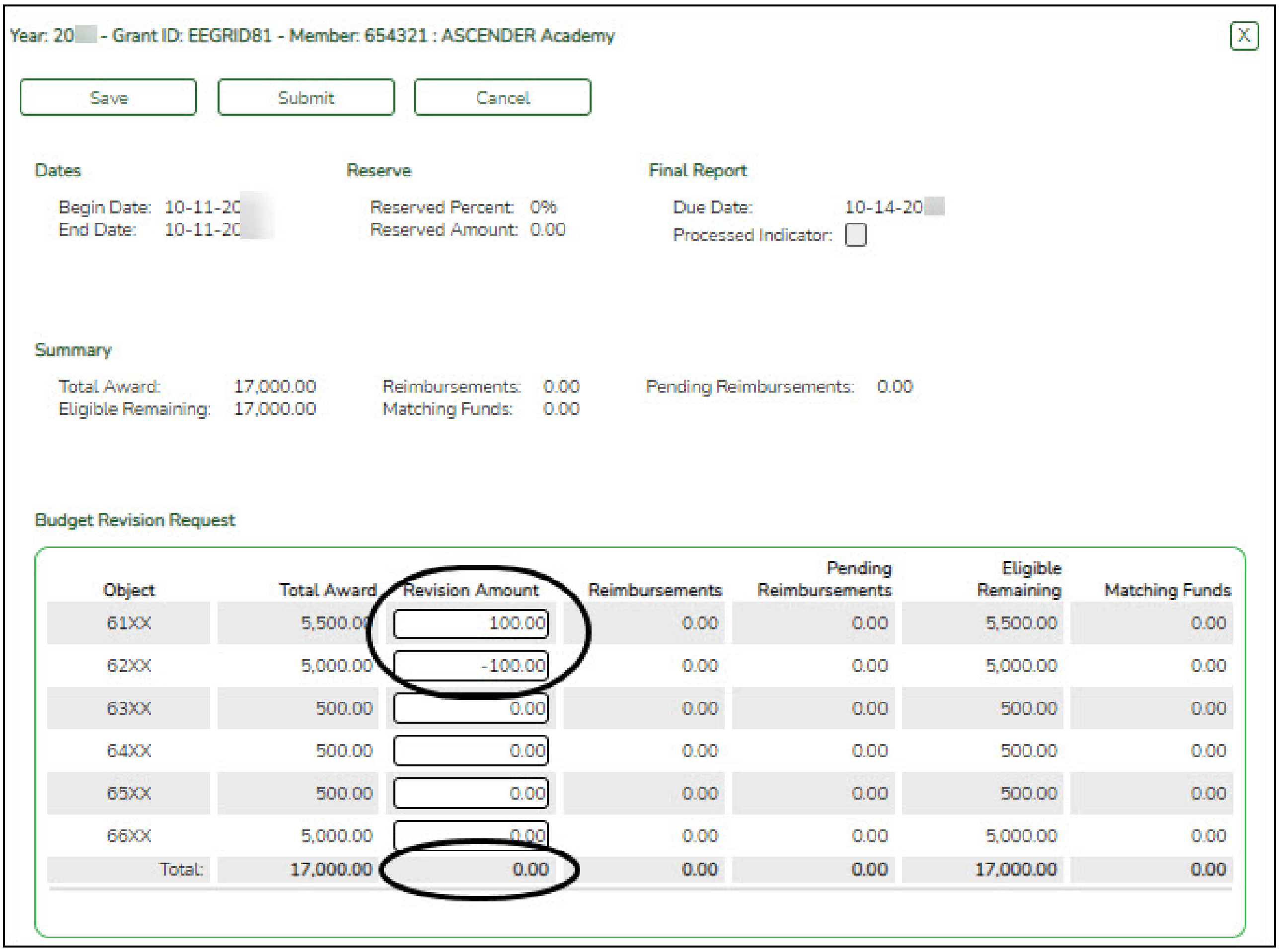
A budget revision is used to move an amount between object classes within the grant's total award. To create a budget revision request, click **Budget Revision** from the top of the page.


Maintenance > Member Grants
Grants And Projects
Save
Add
Budg
Budget Revision
Reimbursement
Retrieve
Directory
Documents
GRANT MAINTENANCE
OBJECT MAINTENANCE
Fund
Func
Obj
Sobj
Org
Prog

Year: 20
Grant ID: EEGRID81

Year: 20
Grant ID: EEGRID81
Member: 654321 : ASCENDER Academy
Status: Active
Grant Type: GRNT : Grant Type

The Budget Revision pop-window opens allowing you to add the request.


X
Save
Submit
Cancel

Year: 20 - Grant ID: EEGRID81 - Member: 654321 : ASCENDER Academy

Dates
Begin Date: 10-11-20
End Date: 10-11-20

Reserve
Reserved Percent: 0%
Reserved Amount: 0.00

Final Report
Due Date: 10-14-20
Processed Indicator: ☐

Summary
Total Award: 17,000.00
Eligible Remaining: 17,000.00
Reimbursements: 0.00
Matching Funds: 0.00
Pending Reimbursements: 0.00

Budget Revision Request

Object	Total Award	Revision Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	5,500.00	100.00	0.00	0.00	5,500.00	0.00
62XX	5,000.00	-100.00	0.00	0.00	5,000.00	0.00
63XX	500.00	0.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total:	17,000.00	0.00	0.00	0.00	17,000.00	0.00

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 grant's total award. The total revision amount for the request must net to zero. For example, if you add 100.00 to an object class, you must deduct -100.00 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. The request is forwarded through the designated approval path for the selected grant type.

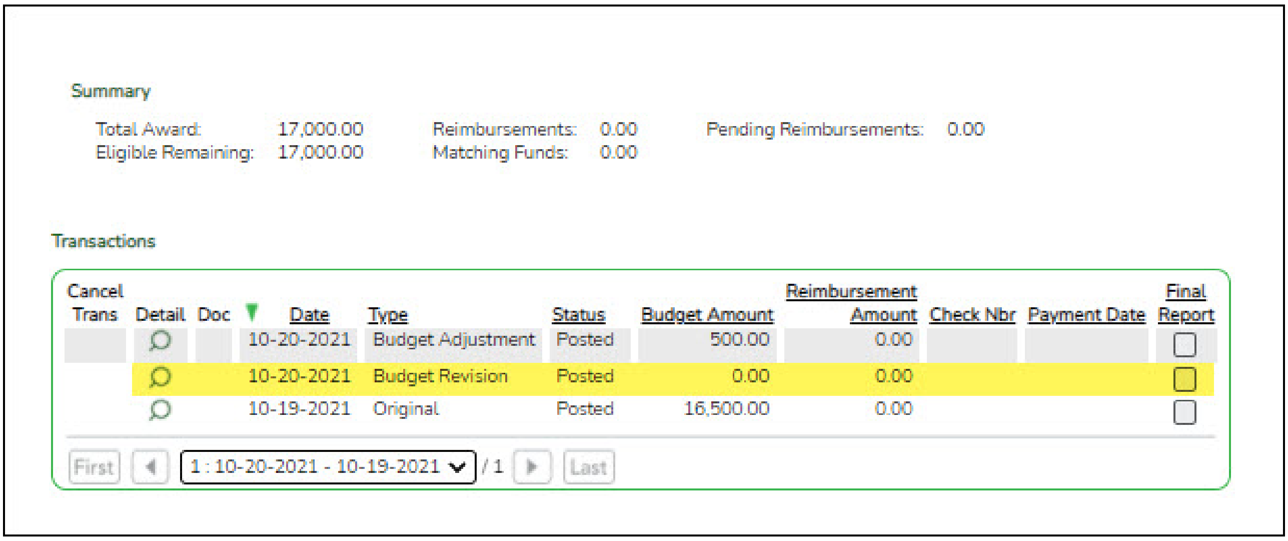
> Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

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

Documents:

> Once a request is saved or submitted and if you have access to Document Attachments, click 🔍 under **Transactions** to open the Budget Revision Request pop-up window.
>
> - Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.
> - If documents exist for the request, 🗋 is displayed on the **Documents** button.
> - If a document is uploaded in this popup, 🗋 is displayed for the transaction in the **Doc** column under **Transactions**.

After the budget revision request goes through the appropriate approval path and is completely approved, the transaction status is changed to *Posted* and the grant amounts are updated accordingly in the transaction details on the Grant Maintenance page.



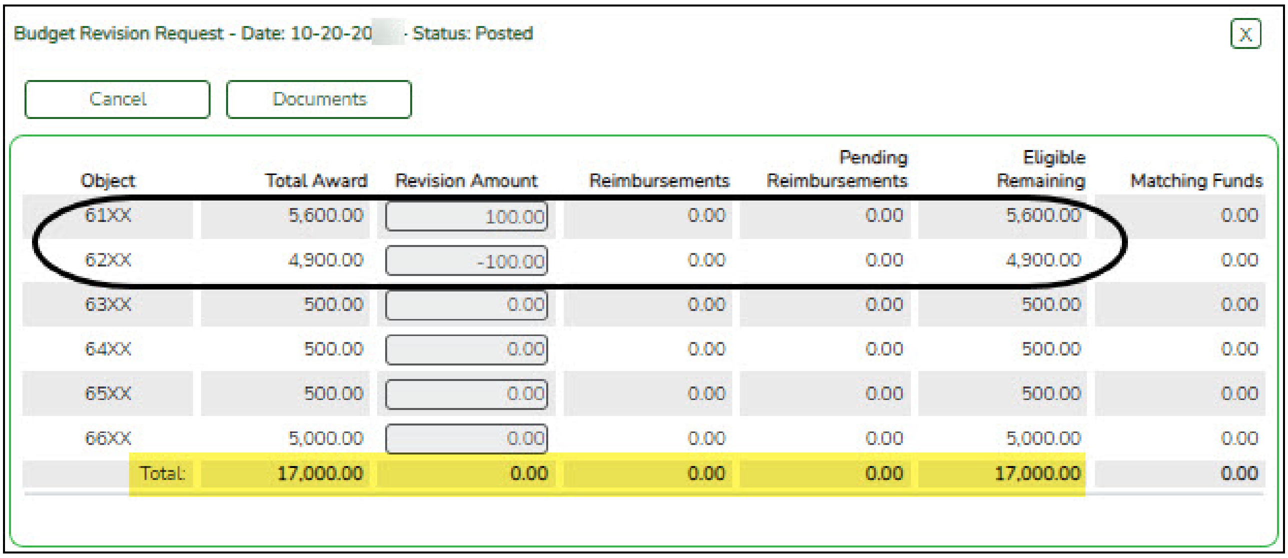
Summary

Total Award: 17,000.00
Eligible Remaining: 17,000.00
Reimbursements: 0.00
Matching Funds: 0.00
Pending Reimbursements: 0.00

Transactions

Cancel Trans	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
	⌕		10-20-2021	Budget Adjustment	Posted	500.00	0.00			☐
	⌕		10-20-2021	Budget Revision	Posted	0.00	0.00			☐
	⌕		10-19-2021	Original	Posted	16,500.00	0.00			☐

Click the spyglass under **Transactions** to open the Budget Revision Request pop-up and view the transaction details.



Budget Revision Request - Date: 10-20-20[redacted] - Status: Posted

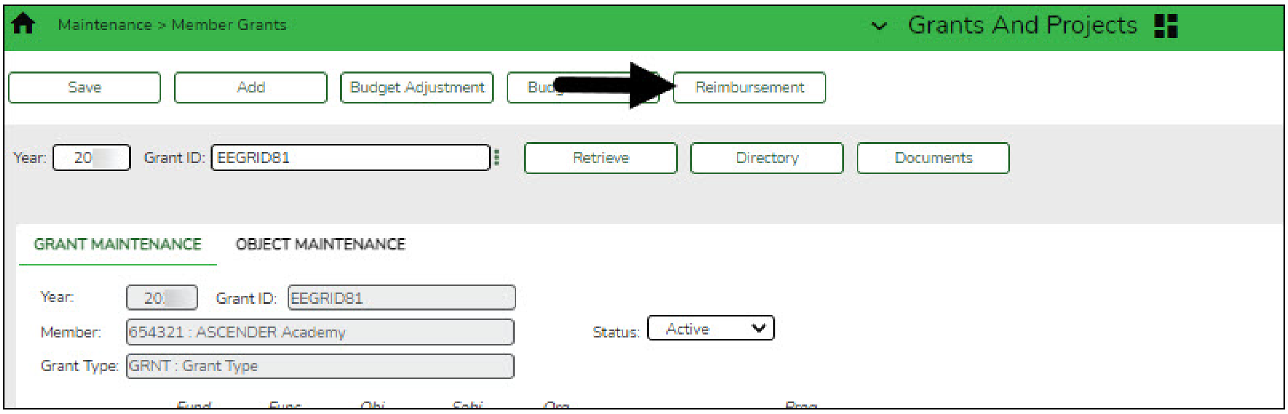
Object	Total Award	Revision Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	5,600.00	100.00	0.00	0.00	5,600.00	0.00
62XX	4,900.00	-100.00	0.00	0.00	4,900.00	0.00
63XX	500.00	0.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total:	17,000.00	0.00	0.00	0.00	17,000.00	0.00

3. Enter a reimbursement request.

Enter a reimbursement request

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

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. To create a reimbursement request, click **Reimbursement** from the top of the page.


Maintenance > Member Grants
Grants And Projects
Save
Add
Budget Adjustment
Bud
Reimbursement
Retrieve
Directory
Documents
GRANT MAINTENANCE
OBJECT MAINTENANCE
Fund
Func
Obj
Sobj
Org
Prog

Year: 20 Grant ID: EEGRID81

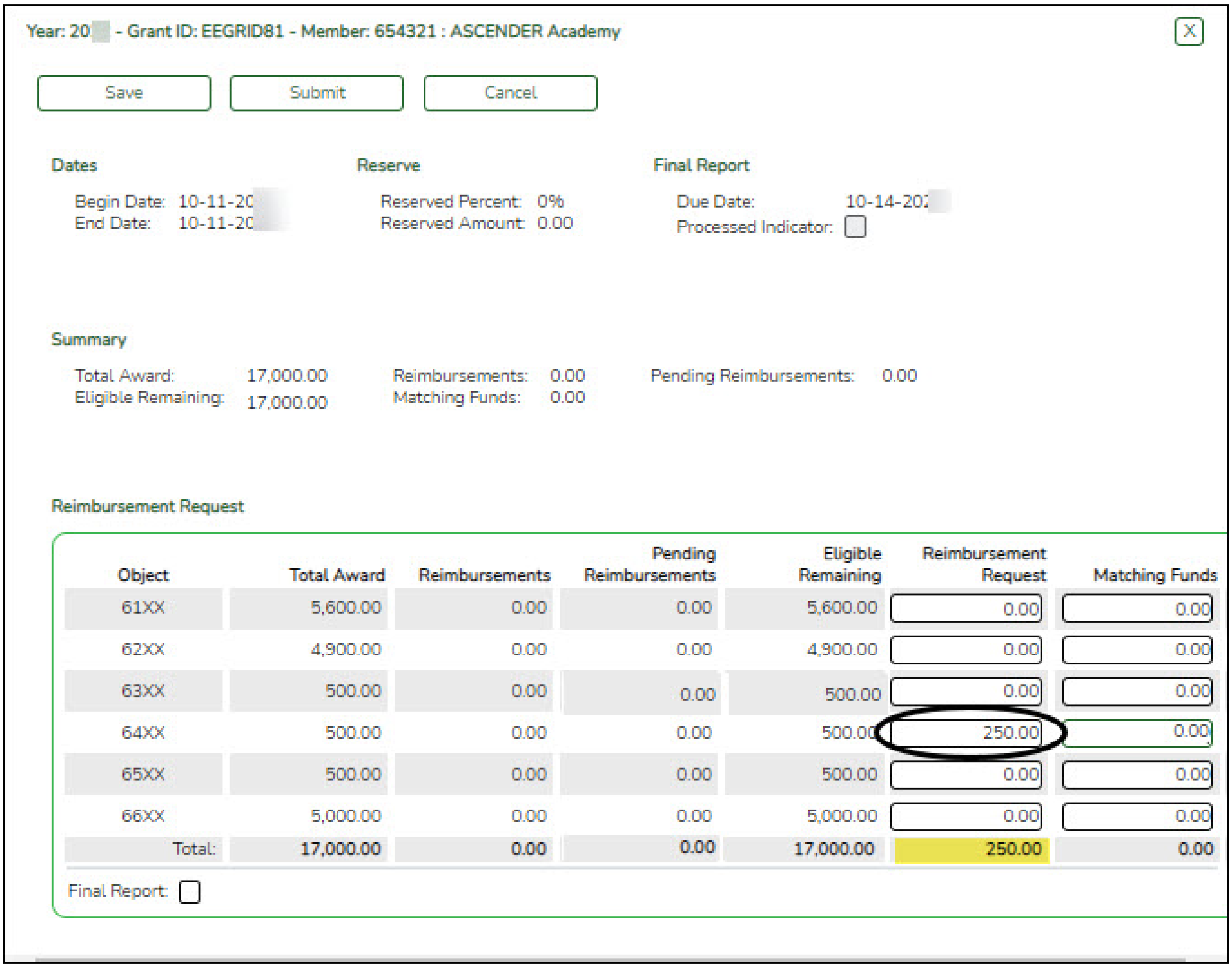
Year: 20 Grant ID: EEGRID81

Member: 654321 : ASCENDER Academy

Grant Type: GRNT : Grant Type

Status: Active

The Reimbursement Request pop-window opens allowing you to add the request.


X
Save
Submit
Cancel

Year: 20 - Grant ID: EEGRID81 - Member: 654321 : ASCENDER Academy

Dates

Begin Date: 10-11-20

End Date: 10-11-20

Reserve

Reserved Percent: 0%

Reserved Amount: 0.00

Final Report

Due Date: 10-14-20

Processed Indicator: ☐

Summary

Total Award: 17,000.00

Eligible Remaining: 17,000.00

Reimbursements: 0.00

Matching Funds: 0.00

Pending Reimbursements: 0.00

Reimbursement Request

Object	Total Award	Reimbursements	Pending Reimbursements	Eligible Remaining	Reimbursement Request	Matching Funds
61XX	5,600.00	0.00	0.00	5,600.00	0.00	0.00
62XX	4,900.00	0.00	0.00	4,900.00	0.00	0.00
63XX	500.00	0.00	0.00	500.00	0.00	0.00
64XX	500.00	0.00	0.00	500.00	250.00	0.00
65XX	500.00	0.00	0.00	500.00	0.00	0.00
66XX	5,000.00	0.00	0.00	5,000.00	0.00	0.00
Total:	17,000.00	0.00	0.00	17,000.00	250.00	0.00

Final Report: ☐

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 another 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. **Note**: If the total reimbursement request is zero but the matching funds is greater than zero, then the **Final Report** check box is disabled. If an approval path exists, the request status is set to a Submitted status and will go to the Approval Dashboard. If approved, the transaction will bypass the Grant Payments process and be set to a Paid status. If an approval path does not exist, the transaction will be set to a Paid status. A check transaction is not created.

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

❏ Click **Submit** to submit the request for approval. The request is forwarded through the designated approval path for the selected grant type.

Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

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

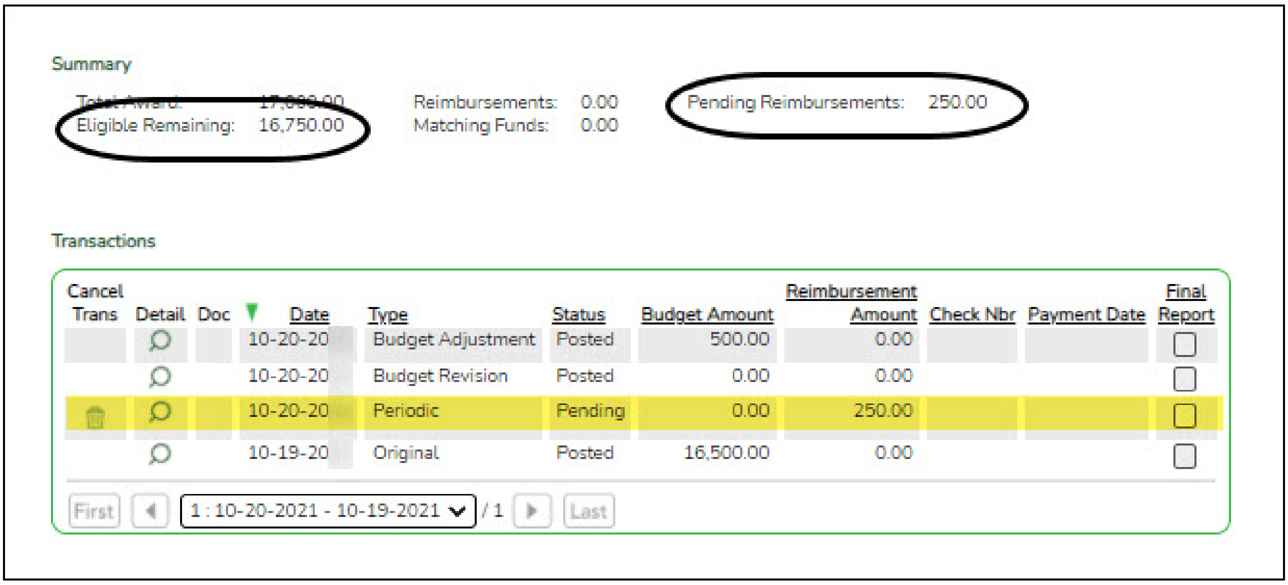
Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click 🔍 under **Transactions** to open the Budget Reimbursement Request pop-up window.

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

After the budget adjustment request goes through the appropriate approval path and is completely approved, the transaction status changes to Posted and the grant amounts are updated accordingly on the Grant Maintenance page under Summary.

After the reimbursement request goes through the appropriate approval path and is completely approved, the transaction status changes to *Posted*, the request amount is deducted from the **Eligible Remaining** amount, and is displayed as a **Pending Reimbursement Amount**.



Summary

Total Award: 17,000.00
Eligible Remaining: 16,750.00

Reimbursements: 0.00
Matching Funds: 0.00

Pending Reimbursements: 250.00

Transactions

Cancel Trans	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
			10-20-20	Budget Adjustment	Posted	500.00	0.00			☐
			10-20-20	Budget Revision	Posted	0.00	0.00			☐
			10-20-20	Periodic	Pending	0.00	250.00			☐
			10-19-20	Original	Posted	16,500.00	0.00			☐

The reimbursement request is now ready to be processed for payment using the Grants and Projects > Utilities > Grant Payments > Print Checks page. Reference the G&P SSA Fiscal Agent Management Process Grant Payments guide for additional information.

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