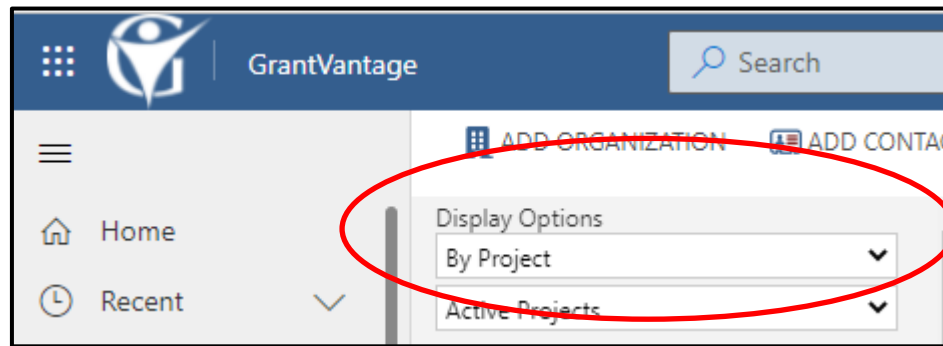


Requesting Reimbursable Funding in GrantVantage

This document describes the process to create a request for funds (RFF) within GrantVantage. Reimbursable grants require that grantees fully encumbered funds for prior approved activities and items before being reimbursed. This training document does not list the requirements for back-up documentation. For information on those requirements, refer to the [Required Elements for Reimbursable Grant Back-up Documentation](#) training.

Step 1 – Make sure your Display Options are set to By Project and Active Projects

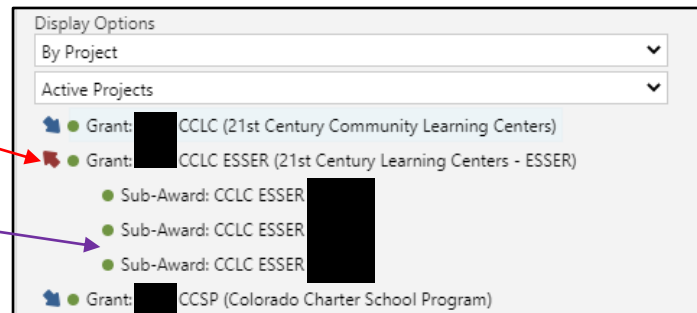
Prior closed projects are assessable by navigating to Archived Projects



Step 2 – Single click the blue arrow next to the relevant Parent grant to access the Sub-Award then Double-click the Sub-award.

Parent-project
single click

Sub-award
double click





Step 3 – Single-click Related and navigate to Reports.

ESSER III [REDACTED] - Saved \$140,904.33 Project Total Active Grant Status [REDACTED] Project Start [REDACTED] Project End

Grant Details Budget Period Grant Users Sub-Projects Notes & Attachments **Related**

Fiscal/Budget Start Date*	7/1/2022	Award Issue Date	---
Project Start Date*	7/1/2022	Project End Date*	6/30/2023
Current Funding Year	Year 1		

Project Goal

Project Summary/Abstract


Related - Project Management

- Objectives
- Cases
- Budgeting
- Drawdowns & Disbursements
- Assessment
- Agreements
- Reports**
- Report Schedule
- Grant Close-Out
- Communication
- Currencies

*Quick Tip - If you do not land on this page after clicking the Sub-project, the Sub-project was single-clicked not double-clicked.









Step 4 – Select the blue arrow next to Expand All in reporting to view the grant activities.








Reports 

Select Report: Transaction Report
Project: Sub-Award: ESSER I [redacted]
Project Year(s): Year 1 [redacted]
Report Start: [redacted] 15
Report End: [redacted] 15

Direct Source(s): 3 Selected
Transaction Status: Actual

 **Expand All** (0 Transactions)

	Direct	Cash Match	In-Kind Match	Total	Leveraged	% of Direct Budget Category	% of Total Budgeted
 Sources (0)		140,904.33		140,904.33			
 Instructional Program (0)							
 Support Program (0)		122,946.39		122,946.39			
 Improvement of Instructional Services (0)							
 Indirect Cost							
Total Budgeted		122,946.39	0.00	0.00	122,946.39	0.00	

 Support Program (0)	122,946.39			122,946.39			
 0100 Salary (0)	43,188.00			43,188.00			
 233 School Nurse, Registered Nurse (0)	28,500.00			28,500.00			
(R15830) Salary for part-time nurse to oversee COVID-19 health response (0)	28,500.00			28,500.00			
233 School Nurse, Registered Nurse - other (0)							
 409 Health Care Technician (0)	14,688.00			14,688.00			
(R15832) Salary for part-time health tech to oversee COVID-19 health response (0)	14,688.00			14,688.00			
409 Health Care Technician - other (0)							
0100 Salary - other (0)							
 0200 Benefits (0)	9,868.46			9,868.46			
 233 School Nurse, Registered Nurse (0)	6,512.25			6,512.25			
(R15831) Benefits for part-time nurse to oversee COVID-19 health response (0)	6,512.25			6,512.25			
233 School Nurse, Registered Nurse - other (0)							
 409 Health Care Technician (0)	3,356.21			3,356.21			
(R15833) Benefits for part-time health tech to oversee COVID-19 health response (0)	3,356.21			3,356.21			
409 Health Care Technician - other (0)							



Step 5 – Single-click the dollar amount on the activity line you wish to request funds on. This will open the transaction window.

Support Program (0)	122,946.39	122,946.39
0100 Salary (0)	43,188.00	43,188.00
233 School Nurse, Registered Nurse (0)	28,500.00	28,500.00
(R15830) Salary for part-time nurse to oversee COVID-19 health response (0)	28,500.00	28,500.00
233 School Nurse, Registered Nurse - other (0)		
409 Health Care Technician (0)	14,688.00	14,688.00
(R15832) Salary for part-time health tech to oversee COVID-19 health response (0)	14,688.00	14,688.00
409 Health Care Technician - other (0)		

***Quick Tip**
Click the amount on the activity line, not the category line or the object code line

Step 6 – Create the transaction

Transaction - ESSER III ([redacted])

Transaction Details | Contribution Details | Attachments (0) | Notes (0)

Posted Date: [calendar icon] Vendor: [Type to search Vendor] Currency: USD Status: Actual

Transaction Date: 9/14/2022 Vendor Contact: -select vendors contact- Exchange Rate: 1.00000 Amount: 0.00

Check Number: [] Transaction Class: Non-Inventory Expense Invoice Number: [] GL Code: []

Memo: []

Transaction Allocations	Budgeted	Balance	Amount
Project: Sub-Award: ESSER III [redacted]	122,946.39	122,946.39	0.00
Transaction Type: Direct	122,946.39	122,946.39	
Budget Category: (R15830) Salary for part-time nurse to oversee COVID-19 hea	28,500.00	28,500.00	
Source/Program Category: --Please Select--	0.00	0.00	

+ Add Allocation

Transaction Balance (must be 0) 0.00



Transaction Option 1: Transaction Detail Tab

Transaction - ESSER III

Transaction Details | Contribution Details | Attachments (0) | Notes (0)

Posted Date: [Calendar icon] 15

Transaction Date*: 9/15/2022 [Calendar icon] 15

Vendor: Type to search Vendor (+)

Vendor Contact: -select vendors contact- (+)

Transaction Class: Non-Inventory Expense

Currency: USD

Exchange Rate: 1.00000

Status: Actual

Amount*: 5,000.00

Invoice Number: [Field]

SL Code: [Field]

Memo: RFF 01

Transaction Allocations		Budgeted		Balance	Amount
Project	Sub-Award: ESSER III	122,946.39	→	117,946.39	5,000.00
Transaction Type	Direct	122,946.39	→	117,946.39	
Budget Category	(R15830) Salary for part-time nurse to oversee COVID-19 hea	28,500.00	→	23,500.00	
Source/Program Category	--Please Select--	0.00	→	-5,000.00	

+ Add Allocation

Transaction Balance (must be 0) 0.00

Transaction Date: Use the date you are creating the request

Memo: Enter the RFF number
*Some requestors include other activity identifying notes in this area. Requestors may still do so if the RFF number is before any additional notes.

Amount: Enter the amount of the transaction

*Transaction balance must equal zero



Transaction Option 2: Multiple Expenditures in Single Transaction

There is an option to record multiple expenditures in a single transaction by using the Add Allocation button and entering the total amount of the RFF in Amount, by adding lines for each expenditure in the Transaction Allocations area.

The screenshot shows the 'Transaction - ESSER III' interface. The 'Transaction Allocations' table is as follows:

	Budgeted	Balance	Amount
Project 0200 Benefits	5,000.00	117,946.39	5,000.00
Transaction Type (R15831) Benefits for part-time nurse to oversee COVID-19 health response	5,000.00	117,946.39	
Budget Category 409 Health Care Technician	23,500.00	23,500.00	
Source/Program Category (R15833) Benefits for part-time health tech to oversee COVID-19 health response	0.00	-5,000.00	
Project 0300 Purchased Services	10,000.00	107,946.39	10,000.00
Transaction Type 0400 Purchased Property Services	107,946.39	107,946.39	
Budget Category 0100 Salary	0.00	-10,000.00	
Source/Program Category Grant Funder: Colorado Charter School Institute	140,904.33	130,904.33	
Transaction Balance (must be 0)			0.00

***Quick Tip**
This option may be quicker but can create confusion if a single expenditure needs to be adjusted later on.



Simple Transaction Example Part 2: Attachment Tab

Transaction - ESSER III

Transaction Details | Contribution Details | Attachments (0) | Notes (0)

Posted Date: [Calendar icon] 15

Vendor: Type to search Vendor

Transaction Date * [Calendar icon]

Vendor Contact

***Quick Tip**

Requestors may upload each back-up document separate or as a single PDF containing all back-up documentation.

CSI may require irrelevant documentation to be removed prior to reviewing and approving a request if there is excessive amounts of documentation.

Transaction - ESSER III

Transaction Details | Contribution Details | Attachments (0) | Notes (0)

Attachment

+ Add Attachment

Transaction - ESSER III

Transaction Details | Contribution Details | Attachments (1) | Notes (0)

Attachment	Author	Date
Requesting-Funds-Printable.pdf	Marcie Robidart	9/15/2022 5:4 PM

Choose File | No file chosen

Upload the files associated with the activity.
*Don't forget to save the file to the transaction

Last step - Save and close the transaction.
*Transaction will not save if you just close it out with the furthest right 'x'.





Transactions and changes will not show until you refresh the report.

Reports


Select Report: Transaction Report

Project: Sub-Award: ESSER III

Project Year(s): Year

Direct Source(s): 3 Selected

Transaction Status: Actual



Expand All (0 Transactions)

0735 Non-Capitalized Equipment (0)

Instructional Program - other (0)

Support Program (0) 122,946.39

Support Program (2)		122,946.39	122,946.39									
0100 Salary (1)		43,188.00	43,188.00									
233 School Nurse, Registered Nurse (1)		28,500.00	28,500.00									
(R15830) Salary for part-time nurse to oversee COVID-19 health response (1)		28,500.00	28,500.00									
Date	Posted Date	Check No.	Vendor	Memo	GL Code	Direct	Cash Match	In-kind Match	Total	Leveraged	% of Direct Budget Category	% of Total Budgeted
9/15/2022				RFF 01		10,000.00			10,000.00			
(R15830) Salary for part-time nurse to oversee COVID-19 health response - Difference						18,500.00	0.00	0.00	18,500.00	0.00		
233 School Nurse, Registered Nurse - other (0)												
409 Health Care Technician (0)						14,688.00			14,688.00			
(R15832) Salary for part-time health tech to oversee COVID-19 health response (0)						14,688.00			14,688.00			
409 Health Care Technician - other (0)												
0100 Salary - other (0)												
0200 Benefits (1)						9,868.46			9,868.46			
233 School Nurse, Registered Nurse (1)						6,512.25			6,512.25			
(R15831) Benefits for part-time nurse to oversee COVID-19 health response (1)						6,512.25			6,512.25			
Date	Posted Date	Check No.	Vendor	Memo	GL Code	Direct	Cash Match	In-kind Match	Total	Leveraged	% of Direct Budget Category	% of Total Budgeted
9/15/2022				RFF 01		5,000.00			5,000.00			
(R15831) Benefits for part-time nurse to oversee COVID-19 health response - Difference						1,512.25	0.00	0.00	1,512.25	0.00		



Step 7 – Navigate Drawdowns and Disbursements under Related to create your RFF.

Grant Details Budget Period Grant Users Sub-Projects Notes & Attachments Reports **Related**

Reports

Select Report: Transaction Report Project: Sub-Award: ESSER III Year 1

Direct Source(s): 3 Selected Transaction Status: Actual

Expand All (2 Transactions)

	Direct	Cash Match	In-Kind Match
0735 Non-Capitalized Equipment (0)			
Instructional Program - other (0)			
Support Program (2)		122,946.39	
0100 Salary (1)		43,188.00	
233 School Nurse, Registered Nurse (1)		28,500.00	
(R15830) Salary for part-time nurse to oversee COVID-19 health response (1)		28,500.00	

Date	Posted Date	Check No.	Vendor	Memo	GL Code	Direct	Cash Match
9/15/2022				RFF 01		10,000.00	
				(R15830) Salary for part-time nurse to oversee COVID-19 health response - Difference		18,500.00	0.00

Related - Project Management

- Objectives
- Cases
- Budgeting
- Drawdowns & Disbursements**
- Assessment
- Agreements
- Reports
- Report Schedule
- Grant Close-Out
- Communication
- Currencies



Step 8 – Creating the request for reimbursement.

ESSER III [REDACTED] - Saved \$140,904.33 Project Total Active Grant Status

Grant Details Budget Period Grant Users Sub-Projects Notes & Attachments Drawdowns & Disbursements Related

Drawdowns/Reimbursements

Revenue Source	Revenue Source Type	Payment Method	Direct	Cash Match	Planned	Requested	Total Paid	Unpaid Balance
Colorado Charter School Institute	Funder	Reimbursement	140,904.33		0.00	0.00	0.00	140,904.33
Year 1 (7/1/2022 - 6/30/2023)			\$140,904.33		0.00	0.00	0.00	
Totals			140,904.33	0.00	0.00	0.00	0.00	140,904.33

Single click on Year 1

Drawdowns/Reimbursements EXPORT TO

Revenue Source	Revenue Source Type	Payment Method	Direct	Cash Match	Planned	Requested	Total Paid	Unpaid Balance
Colorado Charter School Institute	Funder	Reimbursement	140,904.33		0.00	0.00	0.00	140,904.33
Year 1 (7/1/2022 - 6/30/2023)			\$140,904.33		0.00	0.00	0.00	0.00
Requested By	Planned	Requested	Approved/Denied	Paid	Status	Invoice No	Document Link	
+ REQUEST DRAWDOWN / REIMBURSEMENT								
Totals			140,904.33	0.00	0.00	0.00	0.00	140,904.33



Step 9 – Completing the Drawdown/Reimbursement

Drawdown/Reimbursement GENERATE REQUEST ~~PREVIEW REQUEST~~

Drawdown Detail | Transaction Summary (2) | Disallowed Transactions (0) | Attachments (0)

Payment Requested Date *	Program Fund	Status
9/15/2022	Type to search	Planned
Period Start *	Funder	Invoice Number
9/1/2022	Colorado Charter School Institute	Amount * 15,000.00
Period End *	Funder Contact	Purchase/Voucher Number
9/30/2022	Type to search	Unbilled Amount * 0.00
Memo	Cash Match Amount	In-Kind-Match Amount
RFF 01	0.00	0.00

Payment Requested Date should be the date of your transactions in Reporting.

Your Period Start and Period End date must be adjusted to make sure the Payment Requested Date falls in-between or the amount from Reporting will not pull through.

Payment Requested Date: 09/15/2022
 Period State: 09/16/2022
 Period End: 09/30/2022



Example
 Payment Requested Date: 09/15/2022
 Period State: 09/01/2022
 Period End: 09/30/2022



Enter RFF number in Memo.

Save the request.



*Quick Tip

Do NOT Generate Request. CSI will delete requests that have been generated by the requestor.

Do NOT add backup documentation. Back-up must be added to reporting because it cannot be accessed from this area once a grant is archived.



After saving the request, use the communication toggle to send a message to CSI RFF Submission.

Drawdown/Reimbursement

GENERATE REQUEST PREVIEW REQUEST

Drawdown Detail Transaction Summary (2) Disallowed Transactions (0) Attachments (0)

Payment Requested Date * 9/15/2022

Program Fund Type to search

Period Start * Funder Invoice Number Amount *

New Message

View Communication

From *
Marcie Robidart

To *
CSI RFF Submission

Related To (Select One) *
Drawdowns/Reimbursements

Subject
RFF 01 Ready for Review

Message type (Check One) *
 Inquiry/Response For Approval/Review Accept Decline FYI

Message *
RFF 01 Ready for Review

Project
ESSER III

SEND

Indicate which RFF is ready for review in Subject.



The reimbursement request is now complete!

Additional training docs related to the reimbursement process:

How to Follow-up on RFF Action Requests in GV *link

Required Elements for Reimbursable Grant Back-up Documentation *link

GrantVantage Support Options

Open office hour occurs on Wednesdays from 11:30 am – 12:30pm

*Registration: <https://us02web.zoom.us/meeting/register/tZUvc--qqzMtE9I9h1rDe8VxuYaZWR1yQ2Gx>

Email RFF@csi.state.co.us with a support request if you are unable to make office hours, or the matter is time sensitive.