



DCJ_Job Aid

Job Aid	Processing Payment Requests (DCJ Form 3)
Grant Programs	All
Publication Date	01/26/2017
Revision Date	01/15/2018
Description	This job aid provides instructions on how to process payments in ZoomGrants.

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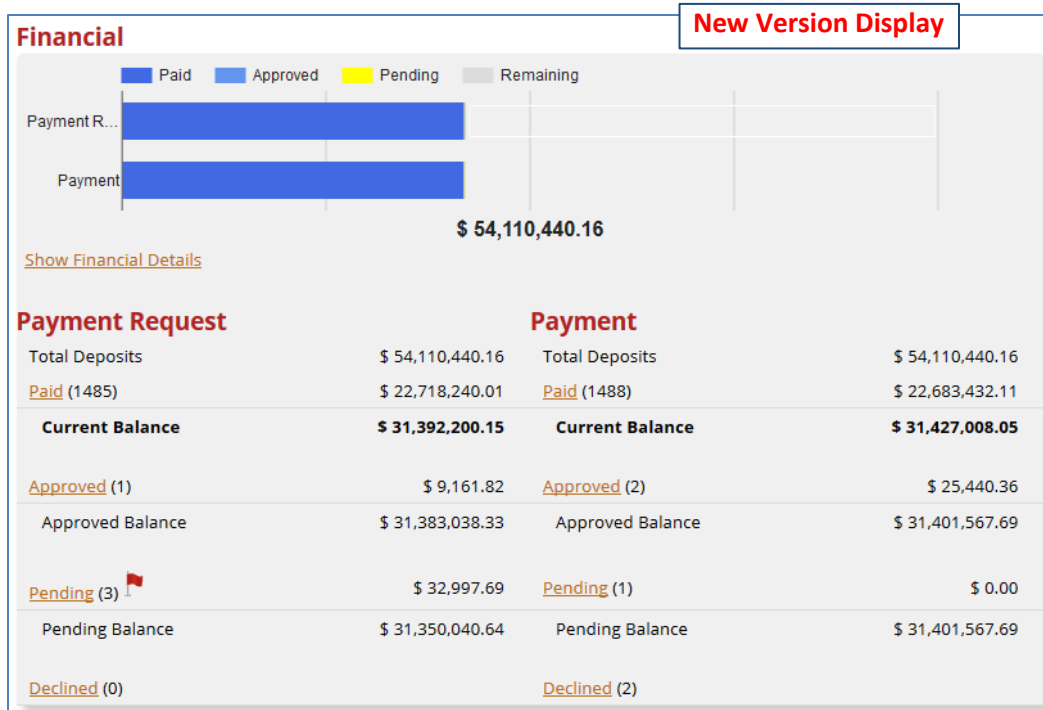
I. Navigation

There is not a workflow associated with a payment request. All approvals and payments for each individual payment request are notated on the payment request. The first step in processing a Payment is accessing the payment. There are three ways to access Payment Requests/Invoices in ZoomGrants: 1) Dashboard, 2) Financial Tab, 3) within each individual project.


A. Dashboard - Invoices & Payments

This section provides summary financial information for all grants in this program as well as quick links that will take you to the [Financial tab](#) for all submitted [Payment Requests](#) according to the filter you click on: [Payment Request](#) - Paid, Approved, Pending, Declined; [Payments](#)- Paid, Approved, Pending, Declined.

A red flag will appear next to items that are new or require action.



NOTE: To see the Payment Request and Payment sections on the New Version Display, click on the *Show Financial Details* button underneath the tables.

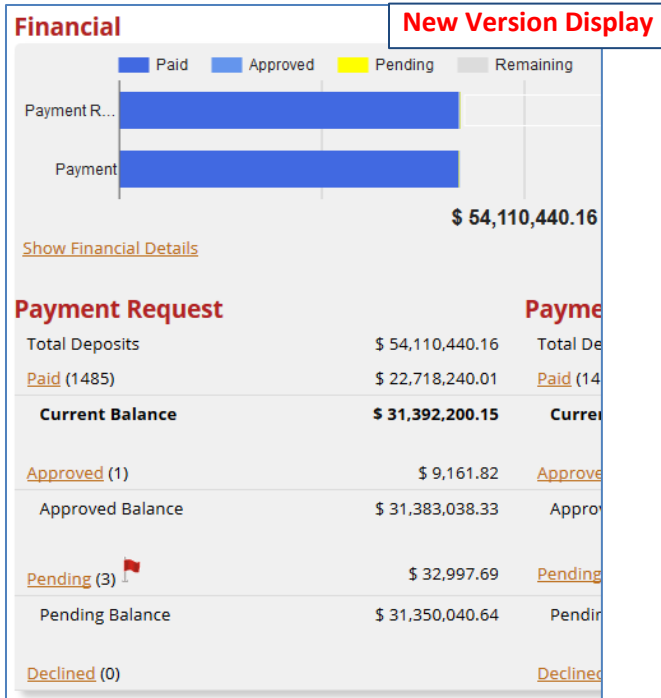
Financial		Old Version Display	
Payment Request		Payment	
Total Deposits	\$ 75,436,808.00	Total Deposits	\$ 75,436,808.00
Paid (543)	\$ 6,315,948.89	Paid (521)	\$ 5,942,293.88
Current Balance	\$ 69,120,859.11	Current Balance	\$ 69,494,514.12
Approved (0)	\$ 0.00	Approved (1)	\$ 21,261.30
Approved Balance	\$ 69,120,859.11	Approved Balance	\$ 69,473,252.82
Pending (56) 	\$ 532,075.88	Pending (1)	\$ 0.00
Pending Balance	\$ 68,588,783.23	Pending Balance	\$ 69,473,252.82
Declined (4)		Declined (2)	

Payment Request - Reflects the status of the REQUEST (Form 3) – Final outcome is an approved form

Payments - Reflects the status of the PAYMENT- Final outcome is the payment processed in CORE.

1. Payment Request - Reflects the status of the REQUEST (Form 3) – Final outcome is an approved form.

A submitted payment request will have one of four different statuses: Paid, Approved, Pending or Declined. A payment request will never have more than one status (i.e. after a payment has been approved the status changes from pending to approved; once it has been paid the status changes from approved to paid).



NOTE: To see the Payment Request and Payment sections on the New Version Display, click on the *Show Financial Details* button underneath the tables.

Payment Request	Old Version Display
Total Deposits	\$ 54,816,479.16
Paid (1488)	\$ 22,798,848.21
Current Balance	\$ 32,017,630.95
Approved (1)	\$ 9,161.82
Approved Balance	\$ 32,008,469.13
Pending (7)	\$ 204,206.02
Pending Balance	\$ 31,804,263.11
Declined (0)	

Never been submitted, or un-submitted payment requests will not appear here. If a grantee submits a payment request and you return it to the grantee for editing it does NOT appear on the list. Only submitted payment request appear here. If a payment request is incomplete/inaccurate, it is returned to the Grantee and is NOT Declined. Declined is reserved for payment requests that cannot be fixed by the Grantee (e.g. A duplicate request sent at the end of the award period, sending it back to the grantee won't fix the issue because they shouldn't submit a zero request and can't re-task it for the next payment period).

Total Deposits: Total amount of funds allocated to the **Program** regardless of funding sources. This does not reflect what is awarded.

Payment Requests Paid: Takes you to the **Financial** tab and filters on **Paid Payment Requests**.

Paid Payment Request	Payment Request Number	\$ Requested	Date Submitted	Change Status	\$ Amount
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request (3) - Monthly - Jul 2016	\$ 3,888.17	8/30/2016	Paid	\$ 3888.17
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request 2 (August)	\$ 5,553.48	9/9/2016	Paid	\$ 5553.48
Cortez Addictions Recovery Services 2017-DV-17-010299-22 / Juvenile Diversion Program - Year 3	Payment Request 1 (July)	\$ 1,557.21	9/9/2016	Paid	\$ 1557.21
Cortez Addictions Recovery Services 2017-DV-17-010299-22 / Juvenile Diversion Program - Year 3	Payment Request 2 (August)	\$ 4,146.03	9/9/2016	Paid	\$ 4146.03
Mesa County Partners 2017-DV-17-010298-21 / Mesa County Juvenile Diversion Program - Year 3	Payment Request 1 (July)	\$ 9,284.42	9/9/2016	Paid	\$ 9284.42
Mesa County Partners 2017-DV-17-010298-21 / Mesa County Juvenile Diversion Program - Year 3	Payment Request 2 (August)	\$ 9,284.42	9/29/2016	Paid	\$ 9284.42
		\$ 33,713.73			\$ 33,713.73

- Click on the **Project Name** to open the **Project**
- Click on the **Payment Request Number** to open the **Payment Request**
- To return to **all Financial Information** or the **Dashboard** click on the corresponding tab.

Payment Requests Approved: Takes you to the **Financial** tab and filters on **Approved Payment Requests**

Approved Payment Request	Payment Request Number	\$ Requested	Date Submitted	Change Status	\$ Amount
Advocates Against Domestic Assault 2015-VA-14-008951-03 / AADA for domestic violence victims (CY 16)	2016 Payment Request Jan-Mar	\$ 24,222.42	9/1/2016	Approved	\$ 24222.42
		\$ 24,222.42			\$ 24,222.42

- Click on the **Project Name** to open the **Project**
- Click on the **Payment Request Number** to open the **Payment Request**
- To return to **all Financial Information** or the **Dashboard** click on the corresponding tab.

Payment Requests Pending: Takes you to the [Financial tab](#) and filters on [Pending Payment Requests](#).

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,138.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | **Financial** | Reporting | Data | Program Setup

Search [] Search

Pending Payment Request

Pending Payment Request	Payment Request Number	\$ Requested	Date Submitted	Change Status	\$ Amount
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request - Sep 2016	\$ 4,801.19	10/12/2016	Pending ▼	\$ []
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request - Oct 2016	\$ 4,474.64	10/27/2016	Pending ▼	\$ []
City of Fort Collins Community Development and Neighborhood Services 2017-DV-17-010290-09 / Restorative Justice Services - Year 3	Quarter 1	\$ 15,239.40	10/17/2016	Pending ▼	\$ []
Cortez Addictions Recovery Services 2017-DV-17-010299-22 / Juvenile Diversion Program - Year 3	2016 Payment Request September	\$ 4,870.95	10/13/2016	Pending ▼	\$ []
Delta County Alternative Sentencing Department 2017-DV-17-010288-07 / Delta County Juvenile Diversion Program - Year 3	2016 Payment Request Jul-Sept.	\$ 10,537.00	10/18/2016	Pending ▼	\$ []
District Attorney's Office, 11th Judicial District 2017-DV-17-010292-11 / Juvenile Diversion Services, 11th Judicial District - Year 3	1	\$ 14,935.90	10/20/2016	Pending ▼	\$ []
District Attorney's Office, 17th Judicial District 2017-DV-17-010295-17 / 17th Judicial District Diversion Program - Year 3	ZGID 16286	\$ 16,252.58	10/14/2016	Pending ▼	\$ []
District Attorney's Office, 19th Judicial District 2017-DV-17-010297-19 / Weld County Juvenile Diversion Program - Year 3	ZGID 16300	\$ 23,424.72	10/16/2016	Pending ▼	\$ []
District Attorney's Office, 5th Judicial District 2017-DV-17-010294-05 / Juvenile Diversion Program - Year 3	ZGID 16568	\$ 12,746.25	10/27/2016	Pending ▼	\$ []
Grand County Juvenile Services Department 2017-DV-17-013931-14 / Grand County Juvenile Diversion Program	2016 Payment request July -Sept	\$ 7,952.00	10/18/2016	Pending ▼	\$ []
Gunnison County Juvenile Services 2017-DV-17-010286-07 / Gunnison County Juvenile Diversion Program - Year 3	ZGID 16268	\$ 8,569.32	10/14/2016	Pending ▼	\$ []
Hilltop Community Resources, Inc. 2017-DV-17-010294-05 / Hilltop Community Resources, Inc. - Year 3	1	\$ 7,960.86	10/14/2016	Pending ▼	\$ []
La Plata Youth Services Inc. 2017-DV-17-010285-06 / 6th Judicial District Juvenile Diversion Program - Year 3	1	\$ 17,318.03	10/14/2016	Pending ▼	\$ []
Mesa County Partners 2017-DV-17-010298-21 / Mesa County Juvenile Diversion Program - Year 3	Payment Request Sept 2016	\$ 9,284.42	10/13/2016	Pending ▼	\$ []
Youthzone 2017-DV-17-010291-09 / YouthZone Diversion Grant Application 2015/2016 - Year 3	July 2016 - September 2016	\$ 24,802.00	10/13/2016	Pending ▼	\$ []
		\$ 183,169.30			\$ 0.00

- Click on the [Project Name](#) to open the [Project](#)
- Click on the [Payment Request Number](#) to open the [Payment Request](#)
- To return to [all Financial Information](#) or the [Dashboard](#) click on the corresponding tab.

Payment Requests Declined: Takes you to the [Financial tab](#) and filters on [Declined Payment Requests](#).

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,138.00 Available
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My Account | Dashboard | Applications | Scoring | Funding Allocations | **Financial** | Reporting | Data | Program Setup

Search [] Search

Declined Payment Request

Declined Payment Request	Payment Request Number	\$ Requested	Date Submitted	Change Status	\$ Amount
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request - Sep 2016	\$ 4,801.19	10/12/2016	Declined ▼	\$ []
		\$ 4,801.19			\$ 0.00

- Click on the [Project Name](#) to open the [Project](#)
- Click on the [Payment Request Number](#) to open the [Payment Request](#)
- To return to [all Financial Information](#) or the [Dashboard](#) click on the corresponding tab.

2. **Payments -Reflects the status of the PAYMENT-** Final outcome is the payment has been processed in CORE

Payments	
Total Deposits	\$ 1,621,139.00
Paid (31)	\$ 322,935.24
Current Balance	\$ 1,298,203.76
Approved ()	\$ 0.00
Approved Balance	\$ 1,298,203.76
Pending ()	\$ 0.00
Pending Balance	\$ 1,298,203.76
Declined ()	

Payments Paid: Takes you to the [Financial tab](#) and filters on [Paid Payments](#).

Paid Payment	Number	Payee	Status	Method	Amount
8/15/2016		Center for Family Outreach Inc.	inv - app	Paid	\$ 3,888.17
8/19/2016		Mesa County Partners	inv - app	Paid	\$ 9,284.42
8/24/2016		Cortez Addictions Recovery Services	inv - app	Paid	\$ 1,557.21
9/9/2016		Center for Family Outreach Inc.	inv - app	Paid	\$ 5,553.48
9/12/2016		Cortez Addictions Recovery Services	inv - app	Paid	\$ 4,146.03
10/17/2016		Mesa County Partners	inv - app	Paid	\$ 9,284.42
					\$ 33,713.73

- Click on the [app](#) to open the [Project](#)
- Click on the [inv](#) to open the [Payment Request](#)
- To return to [all Financial Information](#) or the [Dashboard](#) click on the corresponding tab.

Payments Approved: Takes you to the [Financial tab](#) and filters on [Approved Payments](#).

Approved Payment	Number	Payee	Status	Amount	
8/15/2016		Center for Family Outreach Inc.	inv - app	Approved	\$ 3,888.17
					\$ 3,888.17

- Click on the [app](#) to open the [Project](#)
- Click on the [inv](#) to open the [Payment Request](#)
- To return to [all Financial Information](#) or the [Dashboard](#) click on the corresponding tab.

Payments Pending: Takes you to the [Financial tab](#) and filters on [Pending Payments](#).

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\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard Applications Scoring Funding Allocations **Financial** Reporting Data Program Setup

Search Search

Pending Payment

Pending Payment	Number	Payee	Status	Amount
	8/15/2016	Center for Family Outreach Inc.	inv - app Pending	\$ 3,888.17
				\$ 3,888.17

- Click on the [app](#) to open the [Project](#)
- Click on the [inv](#) to open the [Payment Request](#)
- To return to [all Financial Information](#) or the [Dashboard](#) click on the corresponding tab.

Payments Declined: Takes you to the [Financial tab](#) and filters on [Declined Payments](#).

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard Applications Scoring Funding Allocations **Financial** Reporting Data Program Setup

Search Search

Declined Payment

Declined Payment	Number	Payee	Status	Amount
	8/19/2016	Mesa County Partners	inv - app Declined	\$ 9,284.42
				\$ 9,284.42

- Click on the [app](#) to open the [Project](#)
- Click on the [inv](#) to open the [Payment Request](#)
- To return to [all Financial Information](#) or the [Dashboard](#) click on the corresponding tab.

B. Financial Tab

1. Allocation by Funding Source

This is how an individual Project is awarded funds and those funds are allocated to the appropriate funding sources (aka pot of money). Details are covered under a separate Job Aid.

2. Payment Request

This section provides summary of the financial information for all grants in this program as well as quick links that will take you to the [Pending](#), [Approved](#), and [Paid Payment Requests](#).

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | **Financial** | Reporting | Data | Program Setup

Search Search

Financial

Allocations by Funding Source

Funding Source	Allocated to this Program	Awarded	Remaining
DV-16-17 State of Colorado	\$ 1,241,139.00	\$ 1,241,139.00	\$ 0.00
MJ-16-17 State of Colorado	\$ 400,000.00	\$ 400,000.00	\$ 0.00
	\$ 1,641,139.00	\$ 1,641,139.00	\$ 0.00

Edit Program Amounts Edit Award Amounts

Payment Request

Funding Source	New/Pending	Awarded	(-) Approved	(-) Paid	(=) Available
DV-16-17 State of Colorado	\$ 0.00	\$ 1,241,139.00	\$ 3,888.17	\$ 29,825.56	\$ 1,207,425.27
MJ-16-17 State of Colorado	\$ 0.00	\$ 400,000.00	\$ 0.00	\$ 0.00	\$ 400,000.00
	\$ 0.00	\$ 1,641,139.00	\$ 3,888.17	\$ 29,825.56	\$ 1,607,425.27

Show Ledger View Pending (15) View Approved (1) View Paid (5)

View Pending: Takes you to the [Financial tab](#) and filters on [Pending Payment Requests](#). Note: Pending amounts are blank because until you allocate the request to a pot of money, it doesn't know where to put it.

View Approved: Takes you to the [Financial tab](#) and filters on [Approved Payment Requests](#).

View Paid: Takes you to the [Financial tab](#) and filters on [Paid Payment Requests](#).

Show Ledger: DCJ is not using the Ledger since ZG tailored the payment information to relate to our Funding Sources, this feature is not used for DCJ.

C. Individual Application/Project- Financial Tab

The Application **Financial Tab** contains three sections: 1) Payment Requests, 2) Payment, 3) Funding Sources Payment Request

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | **Financial** | Reporting | Data | Program Setup

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3
\$ 63,251.00 \$ 63,251.00 Requested

Application: Application Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | Extra

Post-Decision: Grant Agreement | **Financial** | Report (Post Award Submissions) | Tasks

Official Decision: ✓ Approved | \$ 63,251.00 | Review Tools

Financial

Payment Request

Payment Request Number	Date Submitted	Status	Requested Amount	Funding Amount	Payment Total
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1. Payment Request – Corresponds to the status of the REQUEST (Form 3)

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3
\$ 63,251.00 \$ 63,251.00 Requested

Application: Application Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | Extra

Post-Decision: Grant Agreement | **Financial** | Report (Post Award Submissions) | Tasks

Official Decision: ✓ Approved | \$ 63,251.00 | Review Tools

Financial

Payment Request

Payment Request Number	Date Submitted	Status	Requested Amount	Funding Amount	Payment Total
Payment Request (3) - Monthly - Jul 2016	8/30/2016	Paid	\$ 3,888.17	\$ 3,888.17	\$ 3,888.17
Payment Request 2 (August)	9/9/2016	Paid	\$ 5,553.48	\$ 5,553.48	\$ 5,553.48
Payment Request - Sep 2016	10/12/2016	Pending	\$ 4,801.19		
Not Submitted		Not Submitted	\$ 4,801.19		
Payment Request - Oct 2016	10/27/2016	Pending	\$ 4,474.64		
Total			\$ 18,717.48	\$ 9,441.65	\$ 9,441.65

Click on the **Payment Request Number** to open the **Payment Request**. The Payment Request Number is whatever the Grantee named it when completing the payment request. The grantee is supposed to be using the naming conventions listed on the Reporting Schedule. You may update this field when reviewing the payment request, if the grantee did not follow the naming conventions provided.

2. Payment – Corresponds to the status of the Payment in CORE

Payment							
Date	Number	Description	Payment Request	Status	Payment	Deposit	Balance
Official Award Amount							
8/15/2016			Payment Request (3) - Monthly - Jul 2016	Paid	\$ 3,888.17	\$ 63,251.00	\$ 59,362.83
9/9/2016			Payment Request 2 (August)	Paid	\$ 5,553.48		\$ 53,809.35
Total					\$ 9,441.65	\$ 63,251.00	\$ 53,809.35

Add Transaction							
Date	Number	Description	Status	Type	Invoice #	Funding Sources	
11/1/2016			Paid	Payment	Select	DV-16-17 State of Colorado	\$ <input type="text"/>
						MJ-16-17 State of Colorado	\$ <input type="text"/>
						SASP-13 (2013-KF-AX-0030) Department of Justice, Office on Violence Against Women	\$ <input type="text"/>
						SASP-14 (2014-KF-AX-0024) Department of Justice, Office on Violence Against Women	\$ <input type="text"/>
						SASP-15 (2015-KF-AX-0024) Department of Justice, Office on Violence Against Women	\$ <input type="text"/>

Add Transaction: DO NOT USE THIS FEATURE. This is left over from previous ZG configuration that did not allow us to track/pay by funding source/pot of money. You should NEVER need to enter any information here. All information will be populated here by different avenues. **It is possible that we may be able to use this for Administrative funds. Need to have additional meetings on this.**

3. Funding Sources Payment Request - Corresponds to the status of the REQUEST (Form 3)

This section will provided a breakout of which lines (if there are more than one) that money has been expended to by the Financial Manager when processing the request.

Funding Sources Payment Request						
Funding Source	Awarded	(-) Approved	(-) Paid	(=) Available	New/Pending	
VOCA-14 (2014-VA-GX-0002) Department of Justice, Office of Justice Programs, Office for Victims of Crime	\$ 15,304.39	\$ 0.00	\$ 15,304.39	\$ 0.00	\$ 0.00	
VOCA-15 (2015-VA-GX-0040) Department of Justice, Office of Justice Programs, Office for Victims of Crime	\$ 440,160.61	\$ 0.00	\$ 265,223.45	\$ 174,937.16	\$ 0.00	
	\$ 455,465.00	\$ 0.00	\$ 280,527.84	\$ 174,937.16	\$ 0.00	
	<input type="button" value="Edit Award"/>		<input type="button" value="View Paid (1)"/>			

II. Processing Payments

There is not a workflow associated with a payment request. All approvals and payments for each individual payment request are notated in the payment request.


Payment Request - Reflects the status of the REQUEST (Form 3) – Final outcome is an approved form

Payments - Payments (Reflects the status of the PAYMENT- Final outcome is the payment)

A. Step 1. Review Payments Requests - Grant Financial Manager

- Go to Pending Payment Requests.** You may access via the Dashboard, Financial Tab, or individual project (see Navigation instructions above), but follow the steps below which utilize the Dashboard until you learn the process. Once you are familiar with the ZG payment processing you may use any method to get to New/Pending invoices.

Pending Invoices- Are new Payment Requests that have not yet been approved or paid.

Payment Request		Payment	
Total Deposits	\$ 54,816,479.16	Total Deposits	\$ 54,816,479.16
Paid (1488)	\$ 22,798,848.21	Paid (1491)	\$ 22,764,040.31
Current Balance	\$ 32,017,630.95	Current Balance	\$ 32,052,438.85
Approved (1)	\$ 9,161.82	Approved (2)	\$ 25,440.36
Approved Balance	\$ 32,008,469.13	Approved Balance	\$ 32,026,998.49
Pending (7) 	\$ 204,206.02	Pending (1)	\$ 0.00
Pending Balance	\$ 31,804,263.11	Pending Balance	\$ 32,026,998.49
Declined (0)		Declined (2)	

2. Click on the Payment Request Number to open the Payment Request (DCJ Form 3)

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | **Financial** | Reporting | Data | Program Setup

Pending Payment Request


Pending Payment Request	Payment Request Number	\$ Requested	Date Submitted	Change Status	\$ Amount
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request - Sep 2016	\$ 4,801.19	10/12/2016	Pending	\$ 4801.19
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3	Payment Request - Oct 2016	\$ 4,474.64	10/27/2016	Pending	\$ 4474.64
City of Fort Collins Community Development and Neighborhood Services 2017-DV-17-010290-08 / Restorative Justice Services - Year 3	Quarter 1	\$ 15,239.40	10/17/2016	Pending	\$
Cortez Addictions Recovery Services 2017-DV-17-010292-22 / Juvenile Diversion Program - Year 3	2016 Payment Request September	\$ 4,870.95	10/13/2016	Pending	\$
Delta County Alternative Sentencing Department 2017-DV-17-010288-07 / Delta County Juvenile Diversion Program - Year 3	2016 Payment Request Jul-Sept.	\$ 10,537.00	10/18/2016	Pending	\$
District Attorney's Office, 11th Judicial District 2017-DV-17-010293-11 / Juvenile Diversion Services, 11th Judicial District - Year 3	1	\$ 14,935.90	10/20/2016	Pending	\$
District Attorney's Office, 17th Judicial District 2017-DV-17-010295-17 / 17th Judicial District Diversion Program - Year 3	ZGID 16286	\$ 16,252.58	10/14/2016	Pending	\$
District Attorney's Office, 19th Judicial District 2017-DV-17-010297-19 / Weld County Juvenile Diversion Program - Year 3	ZGID 16300	\$ 23,424.72	10/16/2016	Pending	\$
District Attorney's Office, 5th Judicial District 2017-DV-17-010284-05 / Juvenile Diversion Program - Year 3	Jul-Sept 2016	\$ 12,746.25	10/27/2016	Pending	\$ 12746.25
Grand County Juvenile Services Department 2017-DV-17-013931-14 / Grand County Juvenile Diversion Program	2016 Payment Request July -Sept	\$ 7,952.00	10/18/2016	Pending	\$
Gunnison County Juvenile Services 2017-DV-17-010286-07 / Gunnison County Juvenile Diversion - Year 3	ZGID 16268	\$ 8,569.32	10/14/2016	Pending	\$
Hilltop Community Resources, Inc. 2017-DV-17-010297-07 / Hilltop Community Resources, Inc. - Year 3	1	\$ 7,960.86	10/14/2016	Pending	\$
La Plata Youth Services Inc. 2017-DV-17-010285-06 / 6th Judicial District Juvenile Diversion Program - Year 3	1	\$ 17,318.03	10/14/2016	Pending	\$
Mesa County Partners 2017-DV-17-010298-21 / Mesa County Juvenile Diversion Program - Year 3	Payment Request Sept 2016	\$ 9,284.42	10/13/2016	Pending	\$
		\$ 158,367.30			\$ 22,022.08

- **Project Name** – Opens the Project. Each payment may be processed within the application.
- **Payment Request Number** – Opens a specific payment Request. When you open a payment request it launches in a new window.
- **Requested**– Requested amount of the payment request.
- **Date Submitted**- The date the grantee submitted the Payment Request.
- **Change Status**– You may, **but should not**, change the status and populate the amount from this screen. There is more detail that must be entered ON each payment request/approval. If you bypass that information it won't be on the Payment Request that goes upstairs and it won't get approved by EDO accounting. **Status & amounts can be changed at ANY Time by ANY DCJ staff, even after it has been paid. Just because the ZG system allows you to do this, does not mean you should!**
- **Amount**– The amount correlates with the amount approved or paid. You may, **but should not**, change the status and populate the amount from this screen.

Only those projects that have the DCJ Form 3 content (figures) approved, but are waiting supporting documents or other issues (e.g. SAM expiration, Narrative Report, Financial Report, DCJ Form 16, etc.) will have an **amount** in the column. This will help you distinguish between project that you have not yet reviewed and those that are waiting on missing information. See Payment Request status below.

3. Review Header 1 Information

If any information in the header is incorrect, then it must be updated in the Internal Research questions located on the Application Summary page for that project. Consult/Collaborate with the Grant Program Manager before making any changes to the Internal Research questions.

		How do I do this? Email This Payment Request Save as PDF Print Close Window A ▲ ▼	
Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3		Colorado Division of Criminal Justice 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition	
DCJ Grant Number	2017-DV-17-010289-08		
Match Required	Yes		
Financial Grant Manager	Gary Fugo		
Funding Entity Type	State of Colorado		
Payment Frequency	Monthly		

4. Review Header 2 Information

Center for Family Outreach Inc. 1100 Poudre River Drive, Suite B Fort Collins, CO 80524	Tel: 970-495-0084 Fax: 970-495-0114 EIN: 841515937	Project Contact Laurie Klith accounting@tcffo.org Tel: 970-495-0084
Total Requested \$ 4,801.19 Funding Amount \$ 0.00	Date Submitted 10/12/2016 Return to Applicant	Payment Request Contact Michael Cole michaelc@tcffo.org 970-495-0084
Payment Request Number Payment Request - Sep 2016		

Address: Compare to CORE VCUST address. If there are any discrepancies you must resolve:

- **Minor Changes:** Suite number missing, typo in last 4 of zip, etc.
 - Contact the Project Director (account owner) and request that they update their organization information. Once organization information is updated, it will update everywhere, even past approved/paid payments.
 - Do **NOT** [Return to Applicant](#).
- **Major Changes:** Require additional follow-up with the grantee. Depending on what the issue is will determine what fields need to be updated. Only the Account Owner can update the Organization Information.
 - Once organization information is updated, it will update everywhere, even past approved/paid payments.
 - Do **NOT** [Return to Applicant](#).

Total Requested: Is the amount the Grantee is requesting. The grantee manually entered this information. It should match questions 3 & 7 in the Payment Request Details. If this is blank, [Return to Applicant](#), and note in the [Instructions/Comments](#) why you are returning it. You will also want to send a communication to the Grantee informing the agency that it was returned and why.

Return to Applicant: Returns the submission to the grantee for updates.

- If the applicant needs to make changes to the Payment Request (DCJ Form 3) fields, return the payment request to the applicant. Include instructions to the Grantee in the Instructions/Comments box.
- Do not decline the payment request. Decline payment request is reserved for payments request that will never be paid (i.e. submitted a duplicate, submitted a request and funds are already fully expended, etc.).
- You should only return the form to the applicant after you have reviewed the entire form and notated all issues.
- If you return a payment request to the applicant, the applicant is NOT notified. You must follow-up with an email to the Payment Request Contact and copy the Project Director. The email will be sent from your own email and not tracked within ZG. You will need to note in the Instructions/Comments box indicating that you sent an email to who, when, and about what.

If you return a payment create a task for yourself to follow-up on the payment.

- Go to Tasks for the **individual project** and create a task for the GFM to follow-up on the Payment Request.
- Provide any additional notation of why it was returned to the Grantee.
- Assign a due date of 5 business days.
- Click Add to Tasks to add the task to the GFM dashboard.


The screenshot shows the ZG system interface for a payment request. At the top, it displays the organization name 'A Kid's Place, Inc.' and the project ID '2016-VU-16-013765-19 / CASA Program and Child Advocacy Center'. The amount requested is '\$ 139,521.00'. Below this, there are several tabs: 'Application', 'Pre-Application/Organizational Details', 'Questions / Statement of Work', 'Budget Summary', 'Tables', 'Documents', and 'Extra'. Under the 'Post-Decision' section, there are tabs for 'Grant Agreement', 'Financial', 'Reports', and 'Tasks', with 'Tasks' being the active tab and circled in red. A green bar at the top of the 'Tasks' section shows 'Official Decision' as 'Approved' and the amount '\$ 139,521.00'. Below this, there is a 'Review Tools' button. The main content area is titled 'Tasks' and contains a form for creating a new task. The form has fields for 'Title', 'Due', 'Assigned to', and 'Description'. The 'Title' field contains '[2016-VU-16-013765-19] - Follow-up on Returned Payment Request (Q1)'. The 'Due' field is set to '06/25/2017' and the 'Assigned to' field is set to 'Laura Montoya'. The 'Description' field contains '6/20/17- LM- Returned payment to Grantee because it was incomplete.'. At the bottom of the form, there is an 'Add to Tasks' button, which is circled in red.

Payment Request Number: The GFM may change/overwrite this field at any time, even after the payment has been approved and paid. You will want the naming conventions to be standardized per Program (aka funding opportunity). This will allow you to easily identify the payment requests. The Grantee is supposed to use the naming convention listed in the Report Schedule.

Payment Request Contact: Check to ensure that the appropriate Financial Officer is listed on the form. If not, [Return to Applicant](#) for appropriate completion. The Payment Request Contact may not necessarily be the person completing the form, but is the person responsible for the information.

Skip over Payment Request Status section. This step is done after #5 below.

If the DCJ Form 3 fields are accurate and you are only waiting on other (non-DCJ Form 3) items/issues to be resolved,

- Do NOT [Return to Applicant](#).
- Create a follow-up task.
 - **NOTE:** If you have previously created a task for a project you may re-task/re-purpose the task by editing it.
 - If you returned the payment request you may want to edit the task to remind you to check in some number of days in the future. Edit the task and change the date.
 - You may want to add comments here about why you selected [Return to Applicant](#) to remind yourself. **These comments will be internal notes that anyone with access to the funding opportunity can view, but are NOT part of the final archived record/grant file** (i.e. the results section does not replace the steps above to indicate an approval).
 - Click the pencil to edit a task . The edit box will open up, make the changes, and when you are done click Done.

A Kid's Place, Inc.
2016-VU-16-013765-19 / CASA Program and Child Advocacy Center
\$ 139,521.00 \$ 139,521.00 Requested

Application | Application Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | Extra
Post-Decision | Grant Agreement | Financial | Reports | **Tasks**

Official Decision: Approved | \$ 139,521.00 | Review Tools

Tasks

Title
[2016-VU-16-013765-19] - Holding payment request Q1 (Jan_Mar)

Due 06/25/2017 | **Assigned to** Laura Montoya

Description
6/2017-LM
Holding payment for reasons x,y,z.
Sent email to the grantee on

Add to Tasks

5. Review Payment Request Details

Payment Request Details		
Instructions show/hide Complete the electronic Payment Request (DCJ Form 3) below and submit.		
Requested Amount		\$ 10,195.51
TIME PERIOD		
<input type="text" value="2016"/>	Calendar Year (2016 or 2017)	
<input type="text" value="Q"/>	Payment Frequency (Q =Quarterly or M = Monthly)	
<input type="text" value="July-16"/>	Start Month for this Request (Jul-07, Aug=08,... Jun=06)	
<input type="text" value="Sept-16"/>	End Month for this Request (Jul-07, Aug=08,... Jun=06)	
SECTION I - CASH NEEDS FOR THIS REQUEST: 1. Projected or Actual Expenditures for time Period listed above (Federal/State funds and Match)		
	13648.65	
2. Less Match Spent During this Time Period		
	3453.14	
3. TOTAL FEDERAL/STATE AWARDED FUNDS NEEDED DURING THIS TIME PERIOD (Line 1 minus Line 2)		
	10195.51	
SECTION II - CASH SUMMARY AND PAYMENT REQUEST: 4. Total Amount of Federal/State Dollar Award		
	41555	
5. Total Amount of Federal/State Dollars Received to Date		
	0	
6. Total Amount of Federal/State Dollars Requested, Not Received		
	0	
7. TOTAL AMOUNT OF THIS REQUEST (#3 above)		
	10195.51	
8. Totals of Lines 5, 6, & 7		
	10195.51	
9. Federal/State Award Balance (Line 4 minus Line 8)		
	31359.49	
Documents Requested *	Required?	Uploaded Documents *
<i>* ZoomGrants™ is not responsible for the content of uploaded documents.</i>		
Payment Request Certification		
By submitting this payment request, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).		
Signed by: Luke Yoder 1/11/2017 11:26:29 AM luke@restorativeprograms.org 69.146.68.65		

Request Amount: Must match lines 3 AND 7. If it does not, [Return to Applicant](#) for editing after you review the rest of the Payment Request Details.

Time Period: These fields are for tracking and reporting.

- **Calendar Year:** Check for correctness. If it is not correct, [Return to Applicant](#) for editing.
- **Payment Frequency:** Check for correctness. If it is not correct, [Return to Applicant](#) for editing.
- **Start Month for this Request:** Check for correctness. If it is not correct, [Return to Applicant](#) for editing.
 - They may enter numbers or text. If the formatting is not correct, it is not an issue at this time. If the period is correct (regardless of format) it does not need to be returned to the applicant.
- **End Month for this Request:** Check for correctness. If it is not correct, [Return to Applicant](#) for editing.
 - They may enter numbers or text. If the formatting is not correct, it is not an issue at this time. If the period is correct (regardless of format) it does not need to be returned to the applicant.

Lines 1-9 Payment Request (DCJ Form 3)

Quarterly payment requests must be reconciled against the Financial Report (DCJ Form 1-A) prior to approving payment.

Monthly Payment request are reconciled against the Financial Report (DCJ Form 1-A) with the last month of the quarterly report period.

- **Projected or Actual Expenditures:** Reconcile against the 1-A
- **Less Match Spent During this Time Period:** Reconcile against the 1-A
- **TOTAL FEDERAL/STATE AWARDED FUNDS NEEDED DURING THIS TIME PERIOD:** Check the math. If the grantee did not calculate correctly, [Return to Applicant](#).
- **Total Amount of Federal/State Dollar Award:** Compare to Awarded amount on file for this project (Budget Summary in ZG). If it is not correct, [Return to Applicant](#) for editing.
- **Total Amount of Federal/State Dollars Received to Date:** Compare to Paid amount list for this grant (visible in Payment Request Status above). If it is not correct, [Return to Applicant](#) for editing.
 - Pay attention to the timing- Grantee may have submitted the payment request prior to a previous payment being marked as Paid. If that is the case, do not [Return to Applicant](#).
- **Total Amount of Federal/State Dollars Requested, Not Received:** Compare to Pending and/or Approved amount list for this grant (visible in Payment Request Status above). If it is not correct, [Return to Applicant](#) for editing.
 - Pay attention to the timing- Grantee may have submitted the payment request prior to a previous payment being marked as Paid. If that is the case, do not [Return to Applicant](#).
- **TOTAL AMOUNT OF THIS REQUEST (#3 above):** This should match line 3 above. If it is not correct, [Return to Applicant](#) for editing.
- **Totals of Lines 5, 6, & 7:** Check the math. If the grantee did not calculate correctly, [Return to Applicant](#).

- Federal/State Award Balance (Line 4 minus Line 8) Check the math. If the grantee did not calculate correctly, [Return to Applicant](#).

Payment Request Certification

This must be signed by the Project Director. If the Project Director did not certify the statement, return to the applicant. The submission information is visible. If the PD’s name is in Signed by:, but the information below it is different, it means it was NOT submitted by the PD. It must be [Returned to Applicant](#), to get the PD to submit.

6. Payment Request Status

Payment Request Status refers to the status of the **Payment Request**, and not the actual **Payment** that is posted/paid in CORE. Note: Click on the “Hide Payment Request Status” link to expand or minimize this section.

	Awarded	(-)Pending	(-)Approved	(-)Paid	(-)Funding Amount
DV-16-17 State of Colorado	\$41,555.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Approved Amount	\$41555.00	\$0.00	\$0.00	\$0.00	\$ 0.00

- **Payment Request Status:** The status should be **Pending** at this step.
- **Approved by:** This should be blank at this step.
- **Approval Date:** This should be blank at this step.
- **Instructions/Comments:**
 - This box is visible to the grantee.
 - Each comment should be dated and initialed.
 - Update the information in this box to reflect the outcome of your review.
 - If the payment request is returned to the applicant for any reason, indicate that in the box.
 - Enter the complete review information that is included on the paper DCJ Form 3. All the information needed for the GPM to approve the payment must be included.

Instructions/Comments

11/01/16- GF- Review Payment Request - approved

- Audit received
- SAM expiration 8/24/17
- Grant Agreements tab completed
- Narrative submitted 10/17/16
- Form 16- NA at this time
- Payment reconciles to the 1-A- Reported expenditures justify this payment request amount
- Expenses reported through 9/30 are \$24,802.00
- Insurance information current
- Ready for GPM

- Funding Amount:** Once the DCJ Form 3 is accurate (does not need to be returned for edits), enter the Funding Amount in the appropriate row. If there is only one source of funding there will only be one row. Multiple lines will appear if multiple pots of money are allocated to this project.

	Awarded	(-)Pending	(-)Approved	(-)Paid	(-)Funding Amount	(=)Remaining
State VALE-15-16 State of Colorado	\$49,642.47	\$0.00	\$0.00	\$41,873.86	\$ 7,768.61	\$0.00
State VALE-16-17 State of Colorado	\$49,046.23	\$0.00	\$0.00	\$49,046.23	\$ 0.00	\$0.00
Approved Amount	\$98688.70	\$0.00	\$0.00	\$90920.09	\$ 7,768.61	\$0.00

Do not proceed to step 7 until you have an accurate Payment Request submitted.
(If you are only waiting on supplemental documentation (e.g. updated SAM expiration), and the Payment Request is accurate, you may proceed.)

7. Payment

Payment Status refers to the status of the actual **CORE Payment**, and not the **Payment Request** that is posted/paid in CORE. Update to the Payment section updates the Payment information, not the Request information.

To expand the payment section click Add Payment.

Payment

Payment
(for this Payment Request only)

Payment Instructions

-none-

Total \$0.00

[Add Payment](#)

Payment
(for this Payment Request only)
Payment Instructions

-none-

[Add Payment](#) Total \$0.00

Add Payment

Payment Status	Pending ▼
Date (mm/dd/yyyy)	11/1/2016
Amount	\$
Method	
Payment Number	
Description	
Instructions	
Funding Sources	DV-16-17 : State of Colorado Amount \$


[Add Payment](#)

- **Payment Status:**
 - If the GFM approves the payment request and it is ready to go to the GPM for approval, change the Payment Status from Pending to Approved.
 - If the payment request is accurate, but you are waiting on resolution on some other item (e.g. DCJ form 16, Audit, etc.) the status should remain in Pending status.
- **Date:** The date will auto-populate to today's date. You will update this date later after the payment has been processed on CORE.
- **Amount:** This field is populated once you enter an amount in Funding Sources field below.
- **Method:** This is an open box that does not have an assigned purpose. You may use it to document any additional information you want to track.
- **Payment Number:** This will be the **Vendor Invoice Number** from CORE, and will be updated at a later step.
- **Description:** This will be the **CTGG1** from CORE, and will be updated at a later step.
- **Instructions:** This will be the **VCUST#** from CORE, and will be updated at a later step.
- **Funding Sources:** Enter the approved amount for this payment by funding source.
- **Add Payment:** Once information is entered, click Add payment to save the changes.

8. Notify the GPM that a payment is ready for Approval (Tasks)

Go to Tasks for the **project** and create a task for the GPM to review the Payment Request.

- Provide any additional notation that the GPM might need/want in the description.
- Assign a due date of 2 business days.
- Click Add to Tasks to add the task to the GPM dashboard. **NOTE: this example does not include the project number in the task title. You should always include the project number in the task title.**

- **NOTE:** If you have previously created a task for a project you may re-task/re-purpose the task by editing it.
 - If you returned the payment request you may want to edit the task to remind you to check in some number of days in the future. Edit the task and change the date.
 - You may want to add comments here about why you selected [Return to Applicant](#) to remind yourself. **These comments will be internal notes that anyone with access to the funding opportunity can view, but are NOT part of the final archived record/grant file** (i.e. the results section does not replace the steps above to indicate an approval).
 - Click the pencil to edit a task . The edit box will open up, make the changes, and when you are done click Done.

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance

2016-2017 State Juvenile Diversion Program & Marijuana Tax
Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | Financial | Reporting | Data | Search

Program Setup

District Attorney's Office, 5th Judicial District
2017-DV-17-010284-05 / Juvenile Diversion Program - Year 3

Print/Preview

\$ 48,735.00 \$ 48,735.00 Requested

Application | Application Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | Extra

Post-Decision | Grant Agreement | Financial | Report (Post Award Submissions) | **Tasks**

Official Decision Approved \$ 48,735.00 Review Tools

Tasks

Title
Payment Request Jul-Sep Ready for GPM Approval

Due **Assigned to**

Description
Payment Request Jul-Sep Ready for GPM Approval

Completed	Due	Title	Assigned to
-----------	-----	-------	-------------

Once submitted, it will appear in the list below:

Tasks



Title
Enter a title

Due **Assigned to**

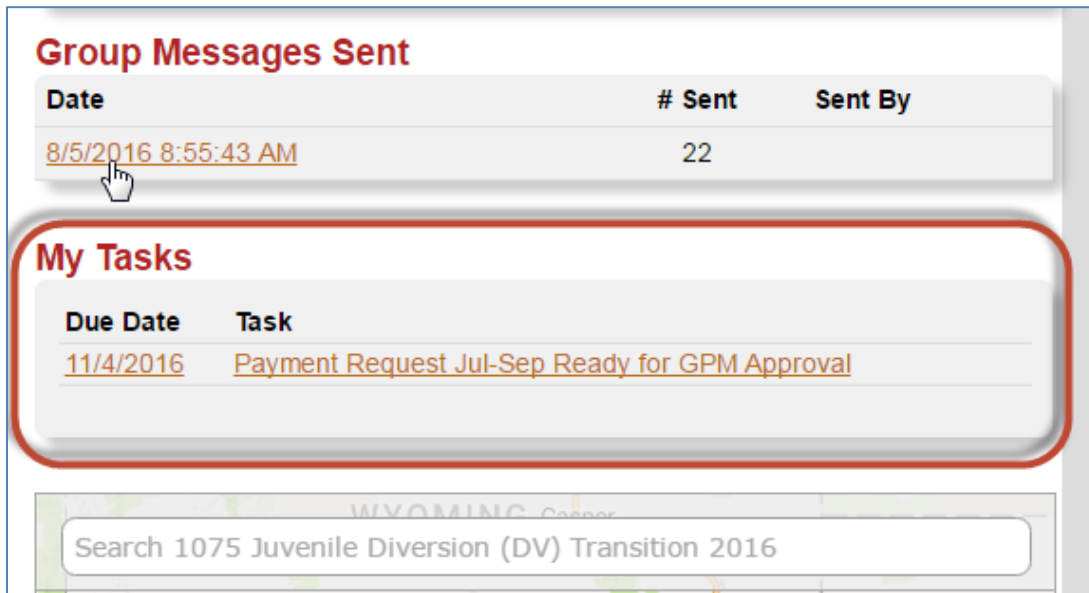
Description
Enter more information here (optional)

Completed	Due	Title	Assigned to
<input type="checkbox"/>	11/4/2016	Payment Request Jul-Sep Ready for GPM Approval	Michele Lovejoy

B. Step 2. Approve Payments- Grant Program Manager

1. Review Tasks on the Dashboard

After the GFM has reviewed the payment, the GPM should approve the payment. Once the GFM finalizes the review step, a task will be posted for the GPM to approve the payment. Tasks appear on the Dashboard for each Program. **NOTE: this example does not include the project number in the task title. The GFM should always include the project number in the task title.**

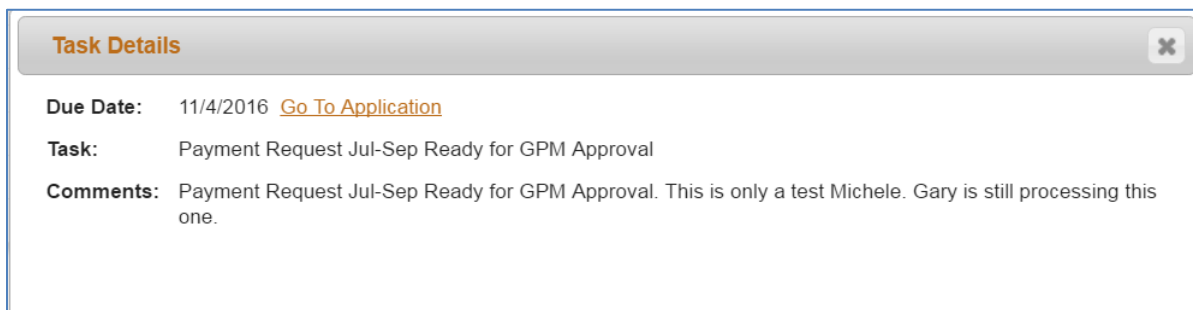


The screenshot shows a dashboard interface. At the top, there is a section titled "Group Messages Sent" with a table containing one row: "8/5/2016 8:55:43 AM" under the "Date" column, "22" under the "# Sent" column, and an empty space under the "Sent By" column. A mouse cursor is pointing at the date. Below this is a section titled "My Tasks" with a table containing one row: "11/4/2016" under the "Due Date" column and "Payment Request Jul-Sep Ready for GPM Approval" under the "Task" column. The "My Tasks" section is highlighted with a red border. At the bottom, there is a search bar with the text "Search 1075 Juvenile Diversion (DV) Transition 2016".

Click on the date or the task name and a pop-up window will appear with the message description.

2. Go to the Application- Financial Tab

Click on Go To Application and go to the Financial Tab for the Project.



The screenshot shows a pop-up window titled "Task Details" with a close button (X) in the top right corner. The window contains the following information:

- Due Date:** 11/4/2016 [Go To Application](#)
- Task:** Payment Request Jul-Sep Ready for GPM Approval
- Comments:** Payment Request Jul-Sep Ready for GPM Approval. This is only a test Michele. Gary is still processing this one.

3. Open the Payment Request

District Attorney's Office, 5th Judicial District
2017-DV-17-010284-05 / Juvenile Diversion Program - Year 3 Print/Preview
\$ 48,735.00 \$ 48,735.00 Requested

Application Application Summary **Pre-Application/Organizational Details** Questions / Statement of Work Budget Summary Tables Documents Extra

Post-Decision Grant Agreement **Financial** Report (Post Award Submissions)s Tasks

Official Decision ✓ Approved \$ 48,735.00 Review Tools

Financial

Payment Request

Payment Request Number	Date Submitted	Status	Requested Amount	Funding Amount	Payment Total
Jul-Sept 2016	10/27/2016	Pending	\$ 12,746.25	\$ 12,746.25	
Not Submitted		Not Submitted	\$ 12,746.25		
Total			\$ 12,746.25	\$ 12,746.25	\$ 0.00

An alternate way to access/track the payment requests that have been approved by the GFM and are ready for GPM review is to view the Approved Payments. You may access via the Dashboard, Financial Tab, or individual project (see Navigation instructions above), but follow the steps using the Task as described to learn the process. Once you are familiar with the ZG payment processing you may use any method to get to the invoices that are ready for GPM approval.

Payment Request		Payment	
Total Deposits	\$ 54,816,479.16	Total Deposits	\$ 54,816,479.16
Paid (1488)	\$ 22,798,848.21	Paid (1491)	\$ 22,764,040.31
Current Balance	\$ 32,017,630.95	Current Balance	\$ 32,052,438.85
Approved (1)	\$ 9,161.82	Approved (2)	\$ 25,440.36
Approved Balance	\$ 32,008,469.13	Approved Balance	\$ 32,026,998.49
Pending (7)	\$ 204,206.02	Pending (1)	\$ 0.00
Pending Balance	\$ 31,804,263.11	Pending Balance	\$ 32,026,998.49
Declined (0)		Declined (2)	

At this point the Invoice (payment request) is still in Pending Status, but the Payment is Approved.

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax
Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | **Financial** | Reporting | Data

Program Setup

Approved Payment

Approved Payment	Number	Payee	Status	Amount
11/1/2016	10291JUL-SEP16	Youthzone	Approved	\$ 24,802.00
				\$ 24,802.00

4. Review the Payment Request Status

Review the Payment Request in its entirety and the notes from the GFM to determine if you will approve the payment request or not.

Payment Request Status

Payment Request Status

Payment Request Status
✓ Approved

Approved by
Michele Lovejoy

Approval Date
11/1/2016
(mm/dd/yyyy)

Instructions/Comments

11/01/16- GF- Review Payment Request - approved
- Audit received
- SAM expiration 8/24/17
- Grant Agreements tab completed
- Narrative submitted 10/17/16
- Form 16- NA at this time
- Payment reconciles to the 1-A- Reported expenditures justify this payment request amount
- Expenses reported through 9/30 are \$24,802.00
- Insurance information current
- Ready for GPM

11/01/16- MML- Approve Payment Request - approved

(From Other Invoices on this App)

- **Payment Request Status:** This will be at Pending.
 - Once you approve the payment request change it to **Approved**.
 - If you do not approve the document leave it in pending status and **update the task with reasons why you have not yet approved it and set the due date of the task out for the requirement amount of days.**
- **Approved by:** Enter your name, but please note that when the **Payment Request Status** is updated the name may change/prepopulate. Please make sure the correct name is listed.
- **Approval Date:** Enter today's date/date of the approval, but please note that when the **Payment Request Status** is updated the date may change/prepopulate. Please make sure the correct date is listed.
- **Instructions/Comments:**
 - Add your approval with date and initials to the bottom of the box.
 - If you do not approve the payment request, note the reason and send an email communication to the Payment Request Contact. Notate in the field that you sent an email to whom and when about what.
 - You may include any additional information here, but please **note that the Grantee can see this as well as EDO Accounting.**

5. Update the Grant Program Manager Task

Edit the status of the associated task. This is done within the individual application on the Tasks tab.

District Attorney's Office, 5th Judicial District
2017-DV-17-010284-05 / Juvenile Diversion Program - Year 3
\$ 48,735.00 \$ 48,735.00 Requested

Application Summary Pre-Application/Organizational Details Questions / Statement of Work Budget Summary Tables Documents Extra
Post-Decision Grant Agreement Financial Report (Post Award Submissions) **Tasks**

Official Decision ✓ Approved \$ 48,735.00 Review Tools

Tasks

Title [Enter a title]
Due [mm/dd/yyyy] Assigned to Not assigned
Description
Enter more information here (optional)
Add to Tasks

Completed	Due	Title	Assigned to
<input type="checkbox"/>	11/4/2016	Payment Request Jul-Sep Ready for GPM Approval	Michele Lovejoy

Locate the task and update/edit it.


- **Complete a Task:** If you have approved the payment request and there is no further action needed, check the Completed box. This will remove this from your Tasks box on your dashboard.
- **Edit a Task:** You may want to edit a task for various reasons.
 - If you are not approving the payment request you may want to edit the task to remind you to check in some number of days in the future. Edit the task and change the date.
 - You may want to add comments here about why you did not approve to remind yourself. **These comments will be internal notes that anyone with access to the funding opportunity can view, but are NOT part of the final archived record/grant file** (i.e. the results section does not replace the steps above to indicate an approval).

Click the pencil to edit a task . The edit box will open up, make the changes, and when you are done click Done.

Completed Due Title Assigned to


Title
Payment Request Jul-Sep Ready for GPM Approval
Due 11/4/2016 Assigned to Not assigned
Description
Payment Request Jul-Sep Ready for GPM Approval.
This is only a test Michele. Gary is still processing this one.
Results
Done

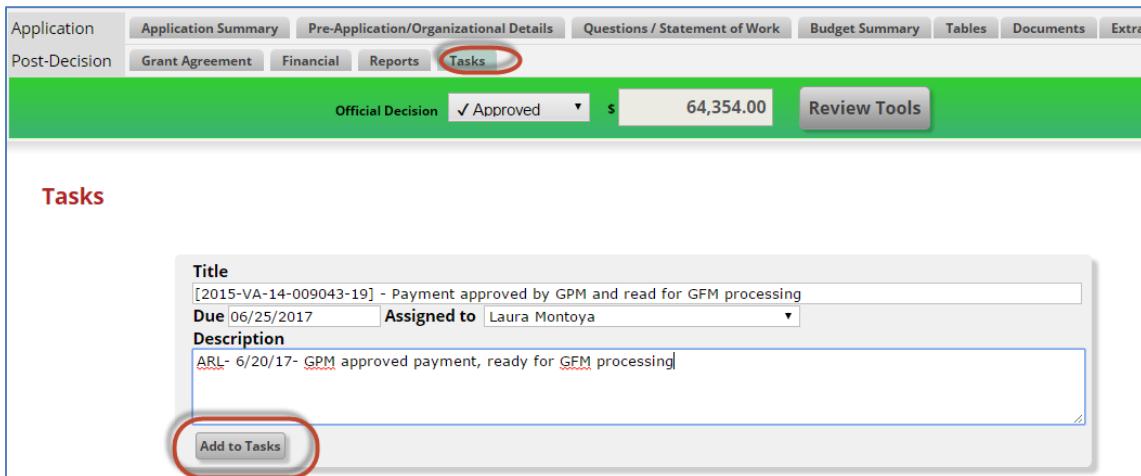
- **Expand the Task:** Click the magnifying glass to expand the task for viewing only .

- Deleting a Task: This is not recommended unless you entered a task by mistake. If you are done with a task, mark it complete. To delete a task, click on the trash can .

6. Notify the GFM that a Payment Request is ready for Payment (Tasks)

Go to Tasks for the **project** and create a task for the GFM to process the payment.

- Assign a due date of 2 business days.
- Click Add to Tasks to add the task to the GFM dashboard.
- **NOTE:** If you have previously created a task for a project you may re-task/re-purpose the task by editing it.
 - Click the pencil to edit a task . The edit box will open up, make the changes, and when you are done click Done.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Application, Application Summary, Pre-Application/Organizational Details, Questions / Statement of Work, Budget Summary, Tables, Documents, and Extra. Below this is a sub-navigation bar with Post-Decision, Grant Agreement, Financial, Reports, and Tasks (which is circled in red). A green banner displays 'Official Decision' with a dropdown menu set to 'Approved', a dollar sign, and the amount '64,354.00', along with a 'Review Tools' button. The main content area is titled 'Tasks' and contains a form for adding a new task. The form fields are: Title: '[2015-VA-14-009043-19] - Payment approved by GPM and read for GFM processing'; Due: '06/25/2017'; Assigned to: 'Laura Montoya'; Description: 'ARL- 6/20/17- GPM approved payment, ready for GFM processing'. The 'Add to Tasks' button at the bottom of the form is circled in red.

C. Step 3. Payment Confirmation - Grant Financial Manager

1. Review Tasks on the Dashboard

After the GPM has approved the payment request, the GFM processes the payment. Tasks appear on the Dashboard for each Program.

Click on the date or the task name and a pop-up window will appear with the message description.

2. Go to the Application- Financial Tab

Click on [Go To Application](#) and go to the Financial Tab for the Project.

3. Open the Payment Request

Go to the Financial Tab and open the appropriate invoice/payment request.

An alternate way to access/track the payment requests that have been approved by the GPM and are ready for GFM payment processing is to view the Dashboard. Any Invoice (Payment Request) in the Approved column is ready for CORE processing.

Payment Request		Payment	
Total Deposits	\$ 54,816,479.16	Total Deposits	\$ 54,816,479.16
Paid (1488)	\$ 22,798,848.21	Paid (1491)	\$ 22,764,040.31
Current Balance	\$ 32,017,630.95	Current Balance	\$ 32,052,438.85
Approved (1)	\$ 9,161.82	Approved (2)	\$ 25,440.36
Approved Balance	\$ 32,008,469.13	Approved Balance	\$ 32,026,998.49
Pending (7)	\$ 204,206.02	Pending (1)	\$ 0.00
Pending Balance	\$ 31,804,263.11	Pending Balance	\$ 32,026,998.49
Declined (0)		Declined (2)	

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

\$ 1,641,139.00 Available
9/28/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | Financial | Reporting | Data | Program Setup

Approved Payment Request

Approved Payment Request	Payment Request Number	\$ Requested	Date Submitted	Change Status	\$ Amount
District Attorney's Office, 11th Judicial District 2017-DV-17-010293-117 Juvenile Diversion Services, 11th Judicial District - Year 3	Quarterly - Jul-Sep 2016	\$ 14,935.90	10/20/2016	Approved	\$ 14935.90
District Attorney's Office, 19th Judicial District 2017-DV-17-010297-197 Weld County Juvenile Diversion Program - Year 3	Quarterly - Jul-Sep 2016	\$ 23,424.72	10/16/2016	Approved	\$ 23424.72
		\$ 38,360.62			\$ 38,360.62

4. Review Grant Program Manager Approval

Review the Payment Request in its entirety and the notes from the GPM to determine if you will proceed with processing the payment in CORE. If after reviewing and Grant Program Manager comments you are ready to process the payment in CORE, follow the steps below.

Payment Request Status

Payment Request Status

✓ Approved

Approved by
Michele Lovejoy

Approval Date
11/1/2016
(mm/dd/yyyy)

Instructions/Comments

11/01/16- GF- Review Payment Request - approved
 - Audit received
 - SAM expiration 8/24/17
 - Grant Agreements tab completed
 - Narrative submitted 10/17/16
 - Form 16- NA at this time
 - Payment reconciles to the 1-A- Reported expenditures justify this payment request amount
 - Expenses reported through 9/30 are \$24,802.00
 - Insurance information current
 - Ready for GPM

11/01/16- MML- Approve Payment Request - approved

(From Other Invoices on this App)

5. Process Payment in CORE

ZoomGrants does NOT interface with CORE. Use established practice to enter a payment request into CORE. You will be entering CORE information into ZG in the next step.

6. Payment

Payment Status refers to the status of the actual **CORE Payment**, and not the **Payment Request** that is posted/paid in CORE.

To expand the payment section click the previously entered payment. **DO NOT ADD A NEW PAYMENT.**

Payment

Payment
(for this Payment Request only)

Payment Instructions

10293JUL-SEP16 <i>Approved</i>	\$ 14,935.90
Add Payment	Total \$14,935.90

Payment

Payment
(for this Payment Request only)

Payment Instructions

10293JUL-SEP16 <i>Approved</i>	\$ 14,935.90
Add Payment	Total \$14,935.90

Update Payment Details

Payment Status	Approved ▼
Date (mm/dd/yyyy)	11/2/2016
Amount	\$ 14935.9
Method	
Payment Number	10293JUL-SEP16
Description	201700000046
Instructions	VC00000000017379

- **Payment Status:**
 - Payment status should remain at **Approved**.
- **Date:** Change the date to today's date. You will update this date later after the payment has been processed on CORE.

- **Amount:** This should remain unchanged unless something was changed in the course of approval. If it needs to be changed, change it below in the Funding Sources row.
- **Method:** This is an open box that does not have an assigned purpose. You may use it to document any additional information you want to track.
- **Payment Number:** Enter the **Vendor Invoice Number** from CORE.
- **Description:** Enter the **CTGG1** from CORE.
- **Instructions:** Enter the **VCUST#** from CORE.
- **Funding Sources:** This should remain unchanged unless something was changed in the course of approval.

The screenshot displays the CORE system interface for an invoice header. The top navigation bar includes the CORE logo, a search field with 'IN', and links for Home, Personalize, Accessibility, App Help, and About. Below this, a breadcrumb trail shows 'Welcome, Lyndsay Clelland' and 'Procurement | Budgeting | Accounts Receivable | Accounts Payable'. A status bar indicates 'Invoice(IN) Dept: RDAA ID: 2017000000000017367 Ver.: 1 Function: New Phase: Final Modified by n.flinchpaugh, 11/04/2016'. The main content area is titled 'Header 1' and contains a 'List View' button. The 'General Information' tab is active, showing the following fields:

- Document Name:** 2017-DV-17-010291-09, Juv Divers, Garfield Youth Svcs.Q1pay
- Origination Date:** 11/01/2016
- Invoiced Date:** 11/01/2016
- Tracking Date:** (empty)
- Invoiced Location:** (empty)
- Invoiced by:** g.fugo
Gary Fugo
gary.fugo@state.co.us
- Phone Ext:** (empty)
- Description:** 2017-DV-17-010291-09, Juv Divers, Garfield Youth Svcs.Q1pay

Additional fields and annotations include:

- Allow Partial Payment:**
- ZG- Instructions:** Vendor: VC00000000061673 (circled in red)
- ZG- Payment Number:** Vendor Invoice Number: 10291JUL-SEP16 (circled in red)
- Total Document Amount:** \$24,802.00
- Closed Amount:** \$24,802.00
- Closed Date:** 11/04/2016
- Open Amount:** \$0.00
- Referenced Amount:** \$24,802.00

Header 1

Vendor: Vendor Code: VC0000000061673 Name: GARFIELD YOUTH SERVICES

Commodity: Total Lines: 1 Commodity Line: 1 Commodity: G1000 Commodity Description: Grant Commodity Item Total: \$24,802.00

Commodity Line	Commodity	Commodity Description	Invoiced Qty	Unit	Invoiced Unit Price	Invoiced SC Amount	Tax Amount	Item Total	Percentage Com
1	G1000	Grant Commodity	0.00000		\$0.00	\$24,802.00	\$0.00	\$24,802.00	

From 1 to 1 Total: 1

Reference Commodity Information Tolerance Information Discount Information

Ref Doc Code: CTGG1 Ref Award Line: 1

Ref Doc Dept: RDA Invoice Indicator: Partial

Ref Doc ID: 201700000047 Percentage Completed Before:

Percentage Completed Now:

ZG- CTTG1 goes into Description

7. PDF the document for EDO Accounting

EDO accounting only wants the first page (they do not need the Payment Request Details). Do this BEFORE you mark the Payment Request Status as Paid.

Click Print and Print to PDF. Save this to a file on your drive (or whatever procedure your unit uses to save these documents) so that you may upload to CORE.

8. Payment Request Status

Mark the **Payment Request** as Paid. This notes that the payment is being processed in CORE. This does not mark the **Payment** as Paid, only the request.

Payment Request Status

Payment Request Status: Paid
 Approve As Is

Approved by: Michele Lovejoy

Approval Date: 11/28/2016 (mm/dd/yyyy)

Instructions/Comments

11/01/16- GF- Review Payment Request
 - Audit received
 - SAM expiration 10/20/17
 - Narrative submitted 10/14/16
 - 1-A reconciled (all three monthly payments reconcile with 1st quarter 1-A)
 - Expenses reported through 9/30 are \$14,242.84
 - Reported expenditures justify this payment request amount
 - Form 16 - NA
 - Certificate of Insurance expired October 2016
 - Insurance information has been resolved and is now current
 - Ready for GPM

11/28/2016 Approved my GPM.

11/28/2016 - GF - Entered Payment into CORE


Grantee has been set up in CORE as an EFT Direct Deposit payment recipient. The September payment is the first payment to them in this format. The amount is \$4,801.19

- **Payment Request Status:** This will be at Approved.
 - Once you approve the payment request change it to **Paid**.

- **Approved by:** Should not change, but please note that when the **Payment Request Status** is updated the name may change/prepopulate. Please make sure the correct name is listed.
- **Approval Date:** Should not change, but please note that when the **Payment Request Status** is updated the date may change/prepopulate. Please make sure the correct date is listed.
- **Instructions/Comments:**
 - Add a comment that you the payment was entered into CORE with date and initials to the bottom of the box.

9. Set a reminder (task) to enter CORE PRM data (Tasks)

Go to Tasks for the **project** and create a task for the GFM to update the CORE information in ZoomGrants.

- Provide any additional notation that the GFM might need/want in the description.
- Assign a due date of 2-5 business days.
- **NOTE:** If you have previously created a task for a project you may re-task/re-purpose the task by editing it.
 - Click the pencil to edit a task . The edit box will open up, make the changes, and when you are done click Done.

D. Step 4. Enter CORE payment information - Grant Financial Manager

1. Review Tasks on the Dashboard

After the GFM has entered the payment into CORE, the GFM should put the PRM data into ZoomGrants after the payment has been issued via CORE. Tasks appear on the Dashboard for each Program.

Click on the date or the task name and a pop-up window will appear with the message description.

2. Go to the Application- Financial Tab

Click on Go To Application and go to the Financial Tab for the Project.

3. Open the Payment Request

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer
County - Year 3
\$ 63,251.00 \$ 63,251.00 Requested

Application | Application Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | Extra

Post-Decision | Grant Agreement | **Financial** | Report (Post Award Submissions) | Tasks

Official Decision | **✓ Approved** | \$ 63,251.00 | Review Tools

Financial

Payment Request

Payment Request Number	Date Submitted	Status	Requested Amount	Funding Amount	Payment Total
Payment Request (3) - Monthly - Jul 2016	8/30/2016	Paid	\$ 3,888.17	\$ 3,888.17	\$ 3,888.17
Payment Request 2 (August)	9/9/2016	Paid	\$ 5,553.48	\$ 5,553.48	\$ 5,553.48
Payment Request - Sep 2016	10/12/2016	Paid	\$ 4,801.19	\$ 4,801.19	\$ 4,801.19
Not Submitted		Not Submitted	\$ 4,801.19		
Payment Request - Oct 2016	10/27/2016	Paid	\$ 4,474.64	\$ 4,474.64	\$ 4,474.64
Not Submitted		Not Submitted	\$ 4,474.64		
Payment Request - Nov 2016	11/28/2016	Paid	\$ 5,552.77	\$ 5,552.77	\$ 5,552.77
Payment Request - Dec 2016	12/28/2016	Paid	\$ 2,494.30	\$ 2,494.30	
Total			\$ 26,764.55	\$ 26,764.55	\$ 24,270.25

Note: *Payment Request* is Paid (Form is complete and payment information entered into CORE); but the Payment is not yet paid (payment data from CORE not yet in). The Payment Totals is blank.

Invoices		Payments	
Total Deposits	\$ 1,621,139.00	Total Deposits	\$ 1,621,139.00
Paid (32)	\$ 325,429.54	Paid (31)	\$ 322,935.24

In this example 32 payments have been entered into CORE, but only 31 payments have been marked as paid (the transaction – PRM information updated).

Payments

Total Deposits	\$ 1,621,139.00
Paid (31)	\$ 322,935.24
Current Balance	\$ 1,298,203.76
Approved (1)	\$ 2,494.30
Approved Balance	\$ 1,295,709.46
Pending ()	\$ 0.00
Pending Balance	\$ 1,295,709.46
Declined ()	

This example shows you that 1 (Approved) has been approved by the Grant Program Manager, but not yet Paid. It could be at any stage between the GPM approving and the CORE return data (i.e. that CORE entry may have been made and the grantee paid, but the GFM hasn't entered to PRM date in yet and marked it as paid).

4. Update the Payments

Payment Status refers to the status of the actual **CORE Payment**, and not the **Payment Request** that is posted/paid in CORE.

To expand the payment section click the previously entered payment. **DO NOT ADD A NEW PAYMENT.**

Payment
(for this Payment Request only)

Payment Instructions

10289DEC16 Approved	\$ 2,494.30
Add Payment	Total \$2,494.30

Update Payment Details

Payment Status	Approved ▼
Date (mm/dd/yyyy)	1/26/2017
Amount	\$ 2494.3
Method	
Payment Number	10289DEC16
Description	201700000057
Instructions	VC00000000068217

- **Payment Status:**
 - Change the payment status from **Approved** to **Paid**.
- **Date:** Change the date to the **PRM date** (date of payment).
 - The Payment will be marked as Paid once it is entered into CORE. The PRM date will be used as the paid date. During fiscal year end, the rule on dates and status might need to be changed to get the appropriate expenditure on the correct Grant Chart period.
- **Amount:** This should remain unchanged.
- **Method:** This is an open box that does not have an assigned purpose. You may use it to document any additional information you want to track.
- **Payment Number:** This should remain unchanged (**Vendor Invoice Number** from CORE).
- **Description:** This should remain unchanged (**CTGG1** from CORE).
- **Instructions:** This should remain unchanged (**VCUST#** from CORE).

CO CORE Jump to: CTGG1 Go Home Personalize Accessibility App Help About

Welcome, Lyndsay Clelland Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 1 | ⚠ The Vendor Contact Phone on this document is not equal to record's ...

Matching PR - Normal(PRM) Dept: RDAA ID: 2017000000000021831 Ver.: 1 Function: New Phase: Final Modified by BATCHADMIN, 11/04/2016

Header

Accounting Distribution Total Lines: 0 Distribution Line: none Distribution Percentage: none

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC00000000061673 Legal Name: GARFIELD YOUTH SERVICES

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC00000000061673	GARFIELD YOUTH SERVICES	24802.00

From 1 to 1 Total: 1

List View

General Information **Disbursement Options** Invoice Information Discount Terms

Disbursement Type: Warrant Handling Code: M1

Disbursement Format: WARR Disbursement Category: RXSP

Scheduled Payment Date: 11/04/2016

Disbursement Priority: 99

Single Payment:

On-line Disbursement Rqst:

EFT Status: N/A

5. Update the Grant Financial Manager Task

Edit the status of the associated task. This is done within the individual application on the Tasks tab.

Locate the task and update/edit it.

- **Complete a Task:** If the payment is fully process mark it complete. This will remove this from your Tasks box on your dashboard.
- **Edit a Task:** You may want to edit a task for various reasons (i.e. if the information is not returned from CORE).