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.

Contents

Contents 0

I. Navigation 2

A. Dashboard - Invoices & Payments 2

1. Payment Request - Reflects the status of the REQUEST (Form 3) 3

2. Payments -Reflects the status of the PAYMENT 7

B. Financial Tab 9

1. Allocation by Funding Source 9

2. Payment Request 9

C. Individual Application/Project- Financial Tab 10

1. Payment Request – Corresponds to the status of the REQUEST (Form 3) 10

2. Payment – Corresponds to the status of the Payment in CORE 11

3. Funding Sources Payment Request - Corresponds to the status of the REQUEST (Form 3) 11

II. Processing Payments 12

A. Step 1. Review Payments Requests - Grant Financial Manager 12

1. Go to Pending Payment Requests 12

2. Click on the Payment Request Number to open the Payment Request (DCJ Form 3) 13

3. Review Header 1 Information 14

4. Review Header 2 Information 14

5. Review Payment Request Details 17

6. Payment Request Status 19

7. Payment 20

8. Notify the GPM that a payment is ready for Approval (Tasks) 21

B. Step 2. Approve Payments- Grant Program Manager 24

1. Review Tasks on the Dashboard 24

2. Go to the Application- Financial Tab 24
3. Open the Payment Request 25
4. Review the Payment Request Status 26
5. Update the Grant Program Manager Task 27
6. Notify the GFM that a Payment Request is ready for Payment (Tasks) 28
C. Step 3. Payment Confirmation - Grant Financial Manager 28
1. Review Tasks on the Dashboard 28
2. Go to the Application- Financial Tab 28
3. Open the Payment Request 28
4. Review Grant Program Manager Approval 29
5. Process Payment in CORE 29
6. Payment 30
7. PDF the document for EDO Accounting 32
8. Payment Request Status 32
9. Set a reminder (task) to enter CORE PRM data (Tasks) 33
D. Step 4. Enter CORE payment information - Grant Financial Manager 33
1. Review Tasks on the Dashboard 33
2. Go to the Application- Financial Tab 33
3. Open the Payment Request 34
4. Update the Payments 35
5. Update the Grant Financial Manager Task 36

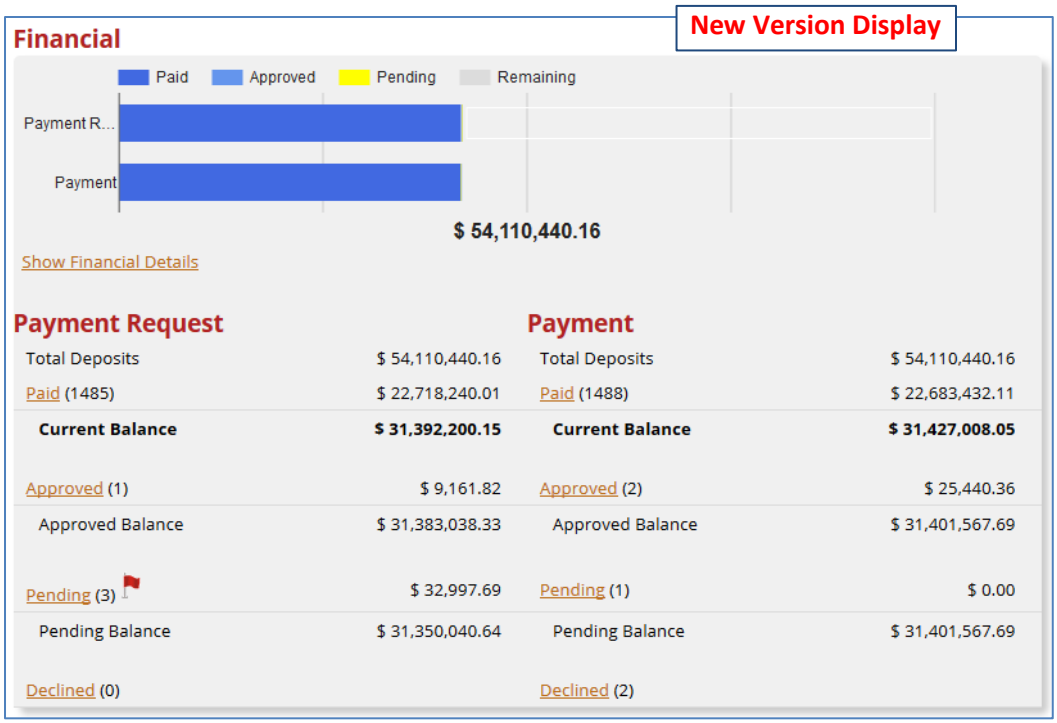
I. Navigation

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.

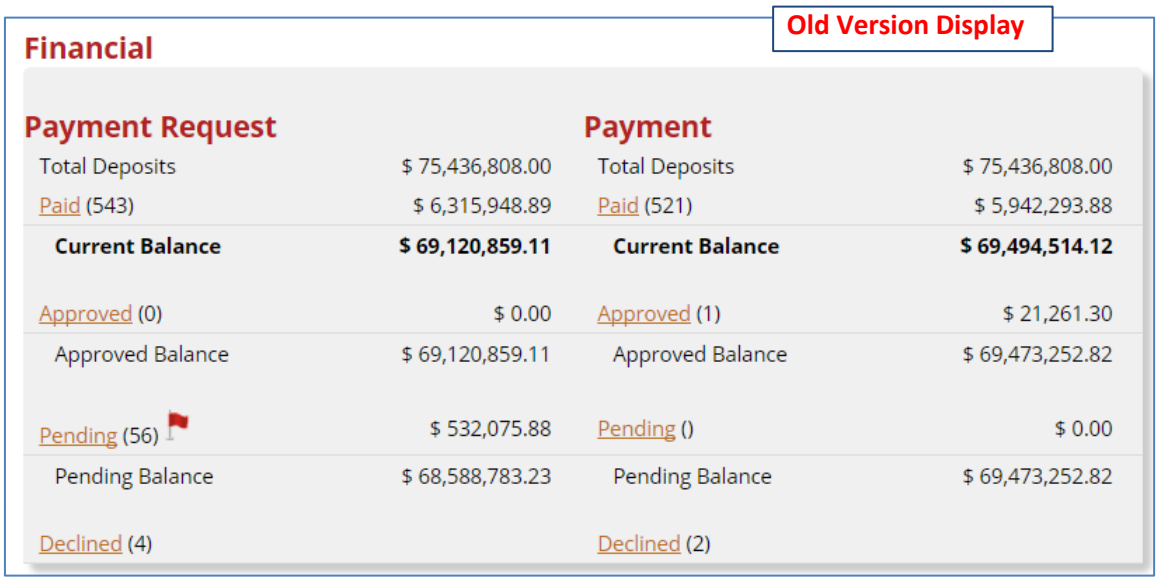
A. Dashboard - Invoices & Payments

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.

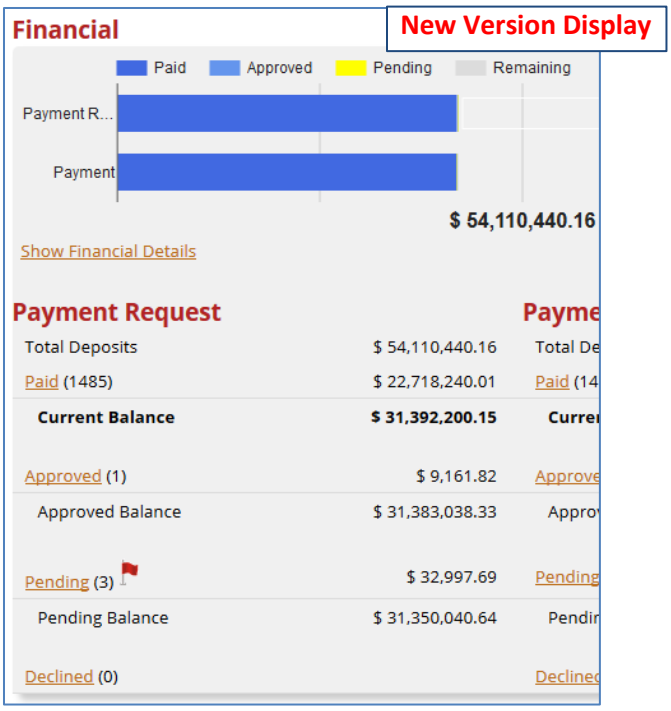


Payment Request - Reflects the status of the REQUEST (Form 3) – Final outcome is an approved form

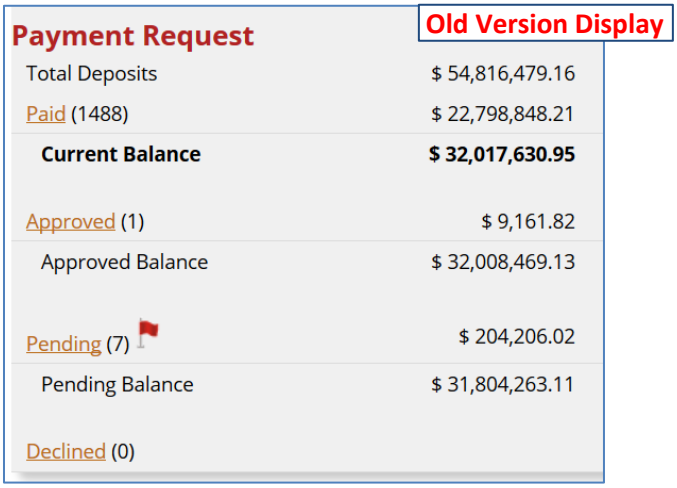
Payments - Reflects the status of the PAYMENT- Final outcome is the payment processed in CORE.

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).



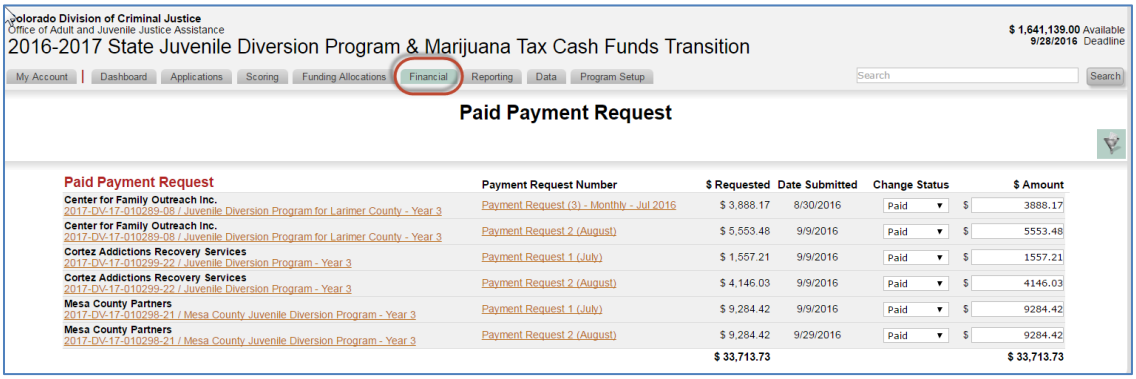
NOTE: To see the Payment Request and Payment sections on the New Version Display, click on the *Show Financial Details* button underneath the tables.



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).

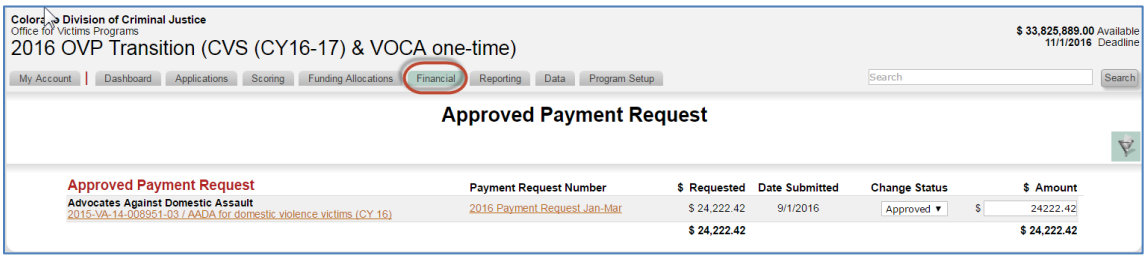
Total Deposits: Total amount of funds allocated to the Program regardless of funding sources. This does not reflect what is awarded.

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



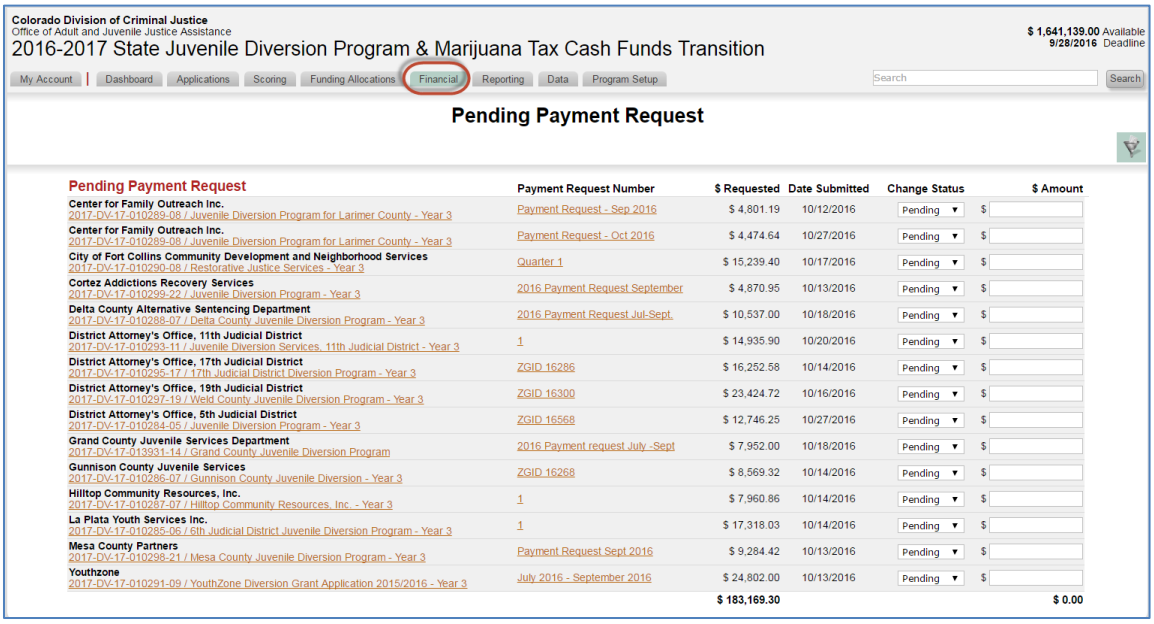
- Click on the Project Name to open the Project
- Click on the Payment Request Number to open the Payment Request
- To return to **all** Financial Information or the Dashboard click on the corresponding tab.

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



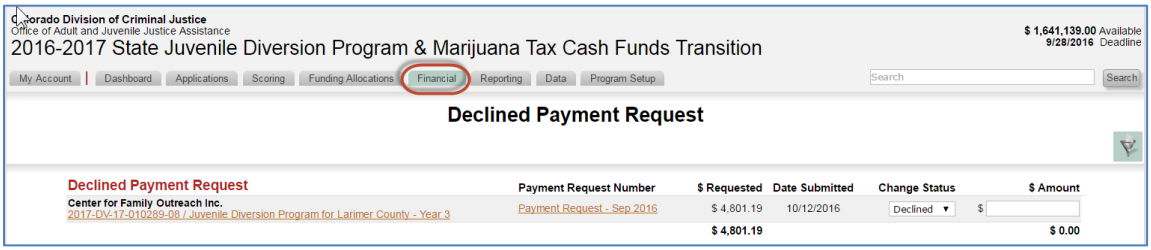
- Click on the Project Name to open the Project
- Click on the Payment Request Number to open the Payment Request
- To return to **all** Financial Information or the Dashboard click on the corresponding tab.

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



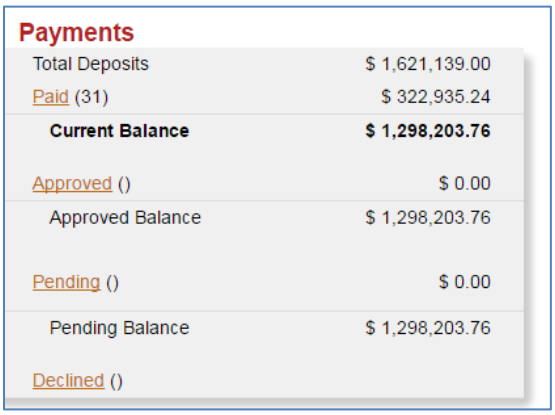
- Click on the Project Name to open the Project
- Click on the Payment Request Number to open the Payment Request
- To return to **all** Financial Information or the Dashboard click on the corresponding tab.

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

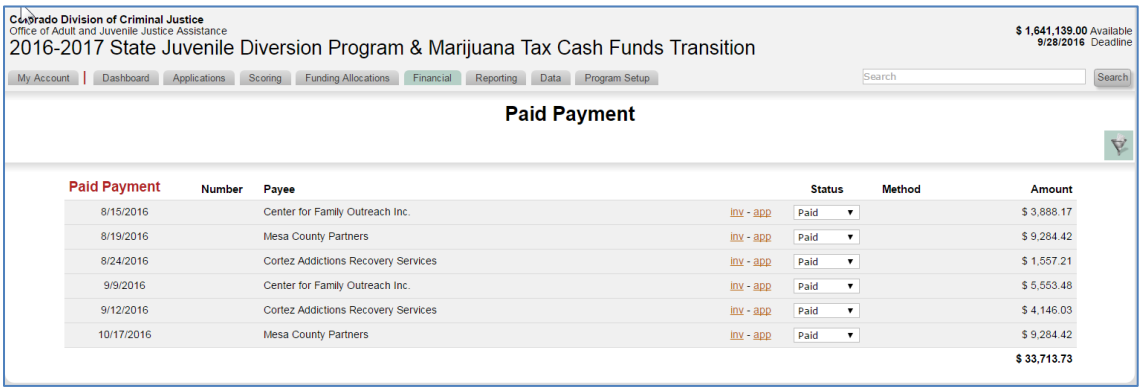


- Click on the Project Name to open the Project
- Click on the Payment Request Number to open the Payment Request
- To return to **all** Financial Information or the Dashboard click on the corresponding tab.

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

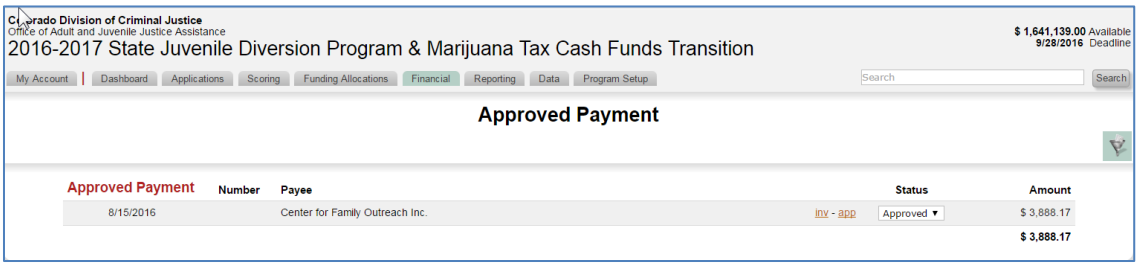


Payments Paid: Takes you to the Financial tab and filters on Paid Payments.



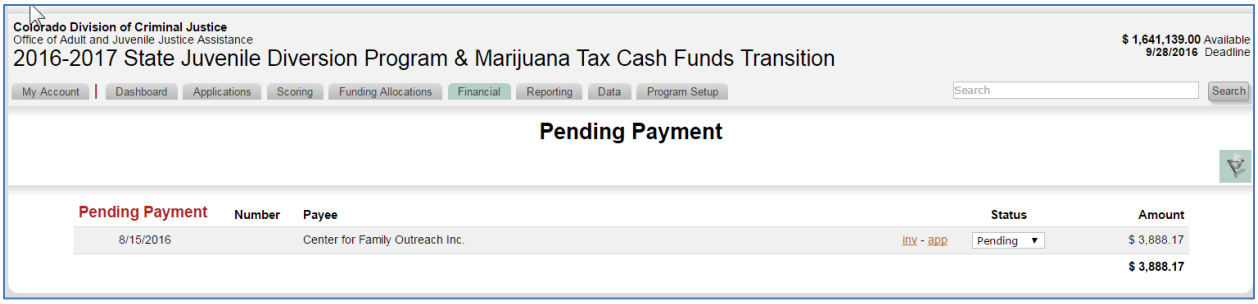
- Click on the app to open the Project
- Click on the inv to open the Payment Request
- To return to **all** Financial Information or the Dashboard click on the corresponding tab.

Payments Approved: Takes you to the Financial tab and filters on Approved Payments.



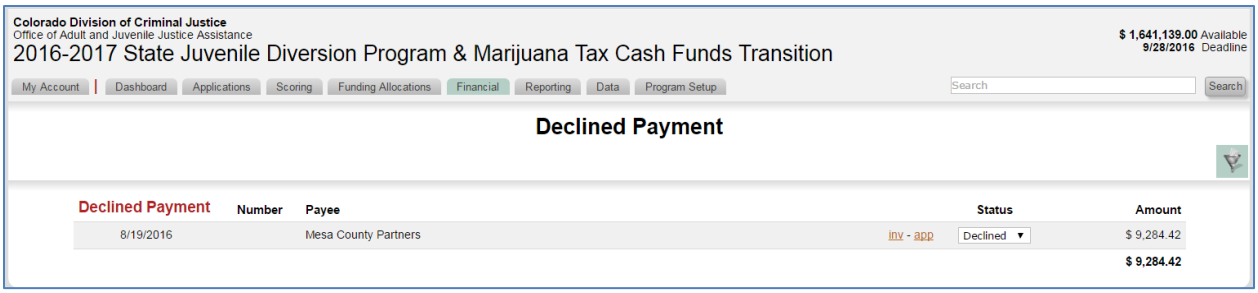
- Click on the app to open the Project
- Click on the inv to open the Payment Request
- To return to **all** Financial Information or the Dashboard click on the corresponding tab.

Payments Pending: Takes you to the Financial tab and filters on Pending Payments.



- 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.



- 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.

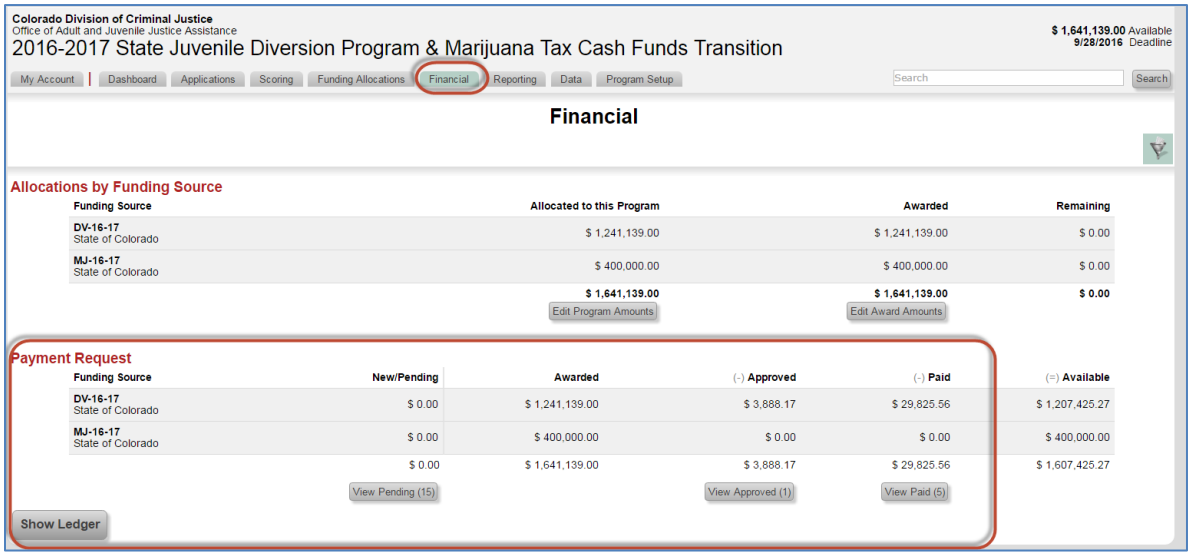
B. Financial Tab

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.



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.

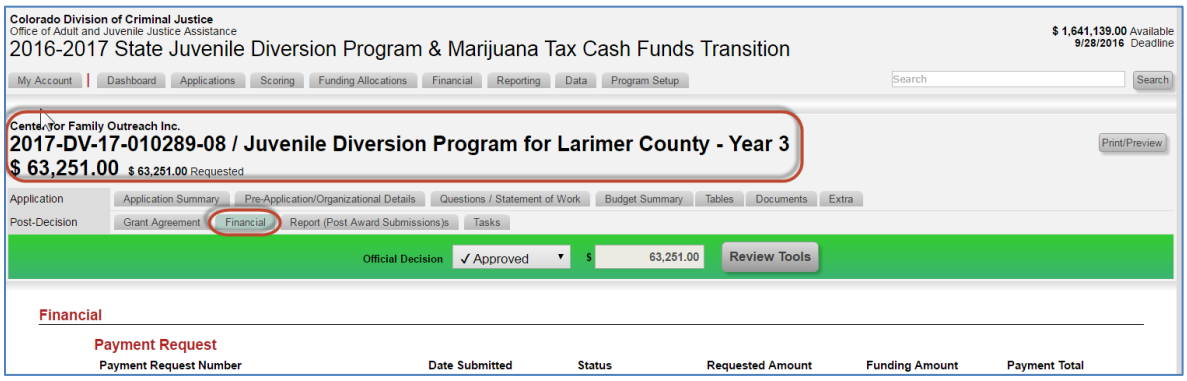
View Approved: Takes you to the Financial tab and filters on Approved Payment Requests.

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

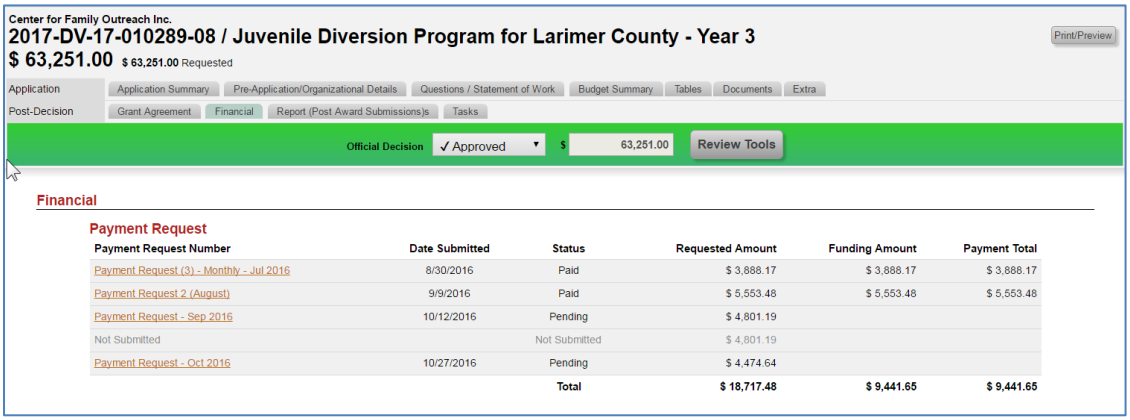
Show Ledger: DCJ is not using the Ledger since ZG tailored the payment information to relate to our Funding Sources, this feature is not used for DCJ.

C. Individual Application/Project- Financial Tab

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

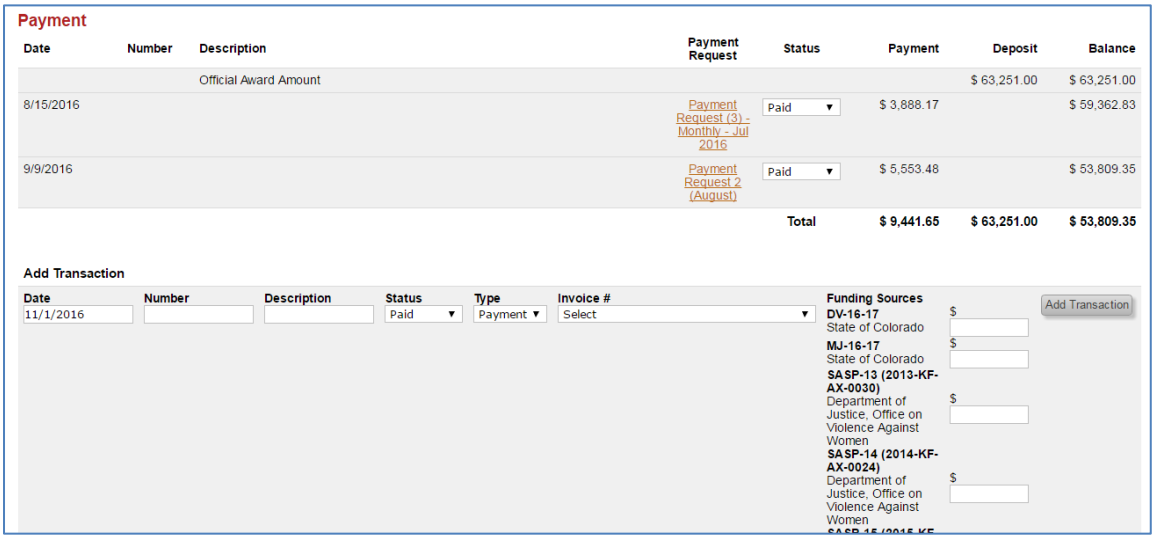


1. Payment Request – Corresponds to the status of the REQUEST (Form 3)



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				$ 63,251.00	$ 63,251.00
8/15/2016			Payment Request (3) - Monthly - Jul 2016	Paid	$ 3,888.17		$ 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 #
11/1/2016			Paid	Payment	Select

Funding Sources

DV-16-17
State of Colorado $

MJ-16-17
State of Colorado $

SASP-13 (2013-KF-AX-0030)
Department of Justice, Office on Violence Against Women $

SASP-14 (2014-KF-AX-0024)
Department of Justice, Office on Violence Against Women $

Add Transaction

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**

Edit Award | View Paid (1)

II. Processing Payments

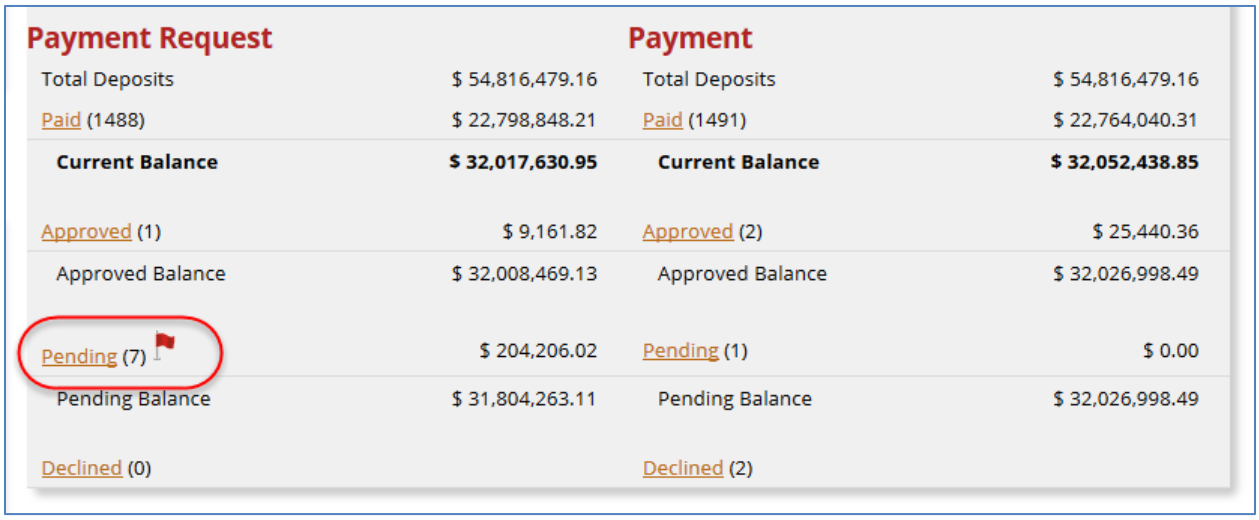
There is not a workflow associated with a payment request. All approvals and payments for each individual payment request are notated in the payment request.

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

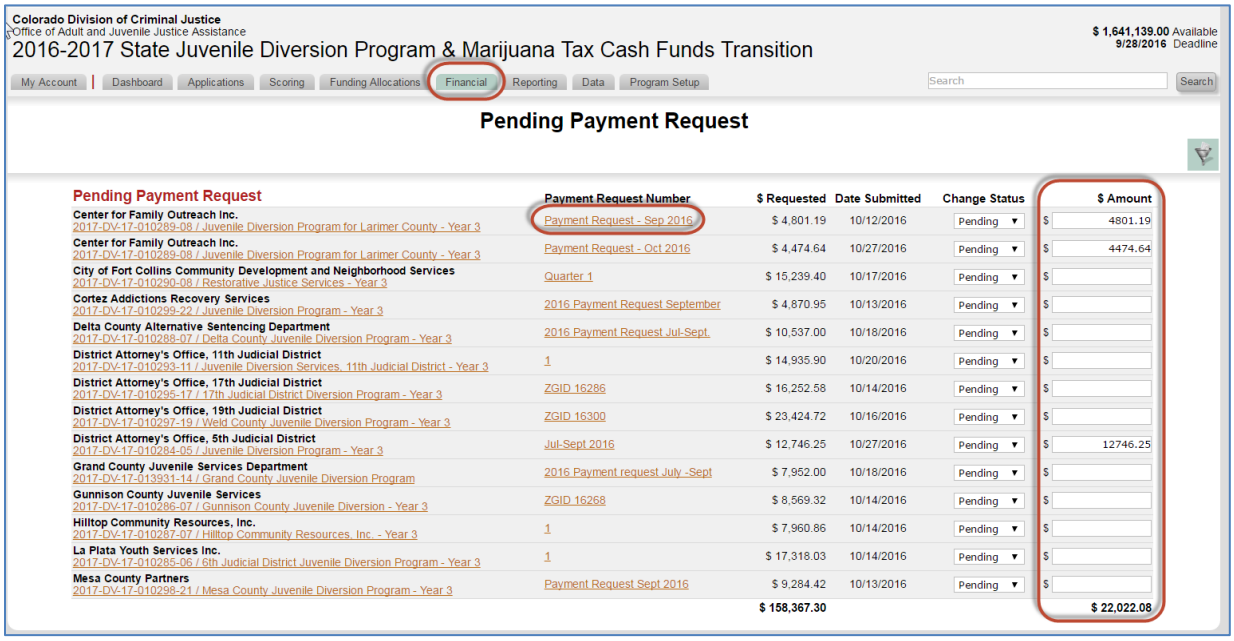
A. Step 1. Review Payments Requests - Grant Financial Manager

1. **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.



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

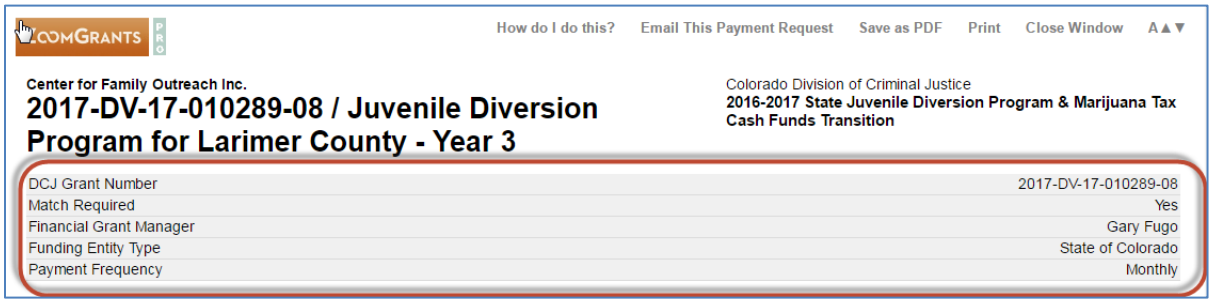


- **Project Name** – Opens the Project. Each payment may be processed within the application.
- **Payment Request Number** – Opens a specific payment Request. When you open a payment request it launches in a new window.
- **Requested**– Requested amount of the payment request.
- **Date Submitted**- The 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.

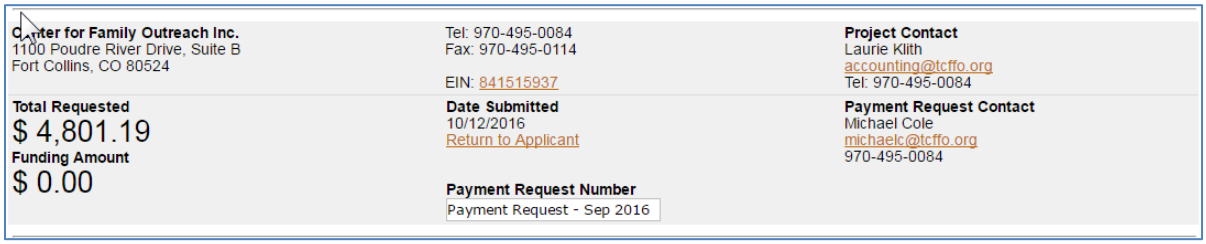
> Only those projects that have the DCJ Form 3 content (figures) approved, but are waiting supporting documents or other issues (e.g. SAM expiration, Narrative Report, Financial Report, DCJ Form 16, etc.) will have an **amount** in the column. This will help you distinguish between project that you have 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.



4. Review Header 2 Information



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.

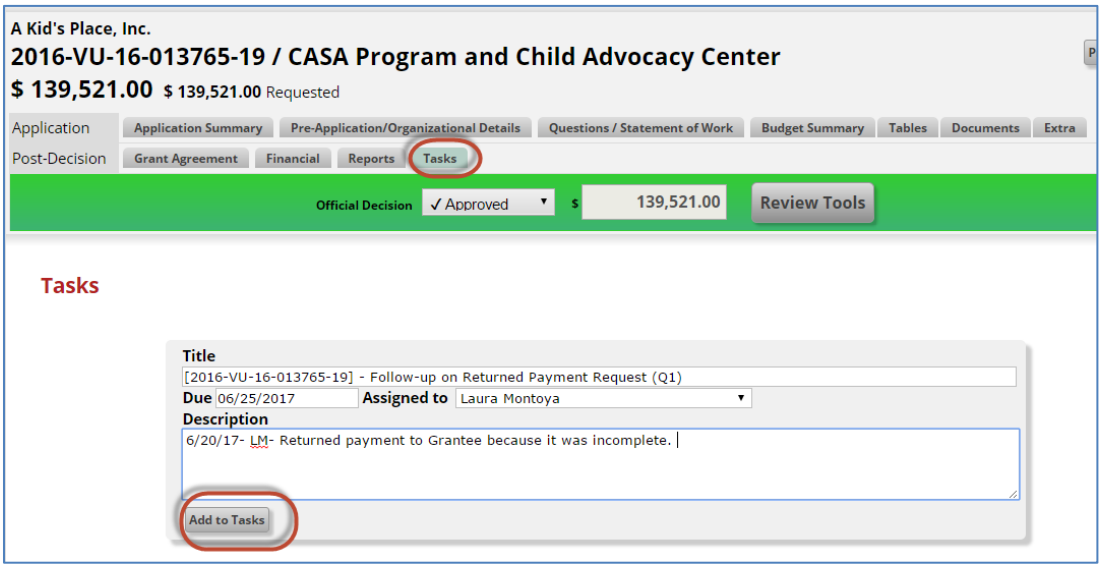
Total Requested: Is the amount the Grantee is requesting. The grantee manually entered this information. It should match questions 3 & 7 in the Payment Request Details. If this is blank, Return to Applicant, and note in the Instructions/Comments why you are returning it. You will also want to send a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



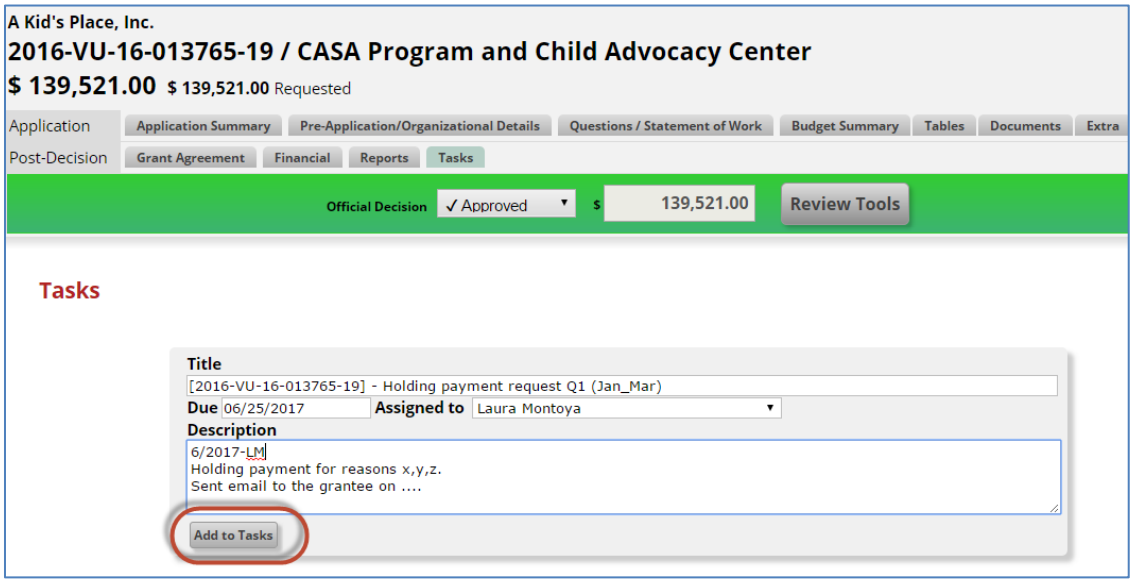
Payment Request Number: The GFM may change/overwrite this field at any time, even after the payment has been approved and paid. You will want the naming conventions to be standardized per Program (aka funding opportunity). This will allow you to easily identify the payment requests. The Grantee is supposed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

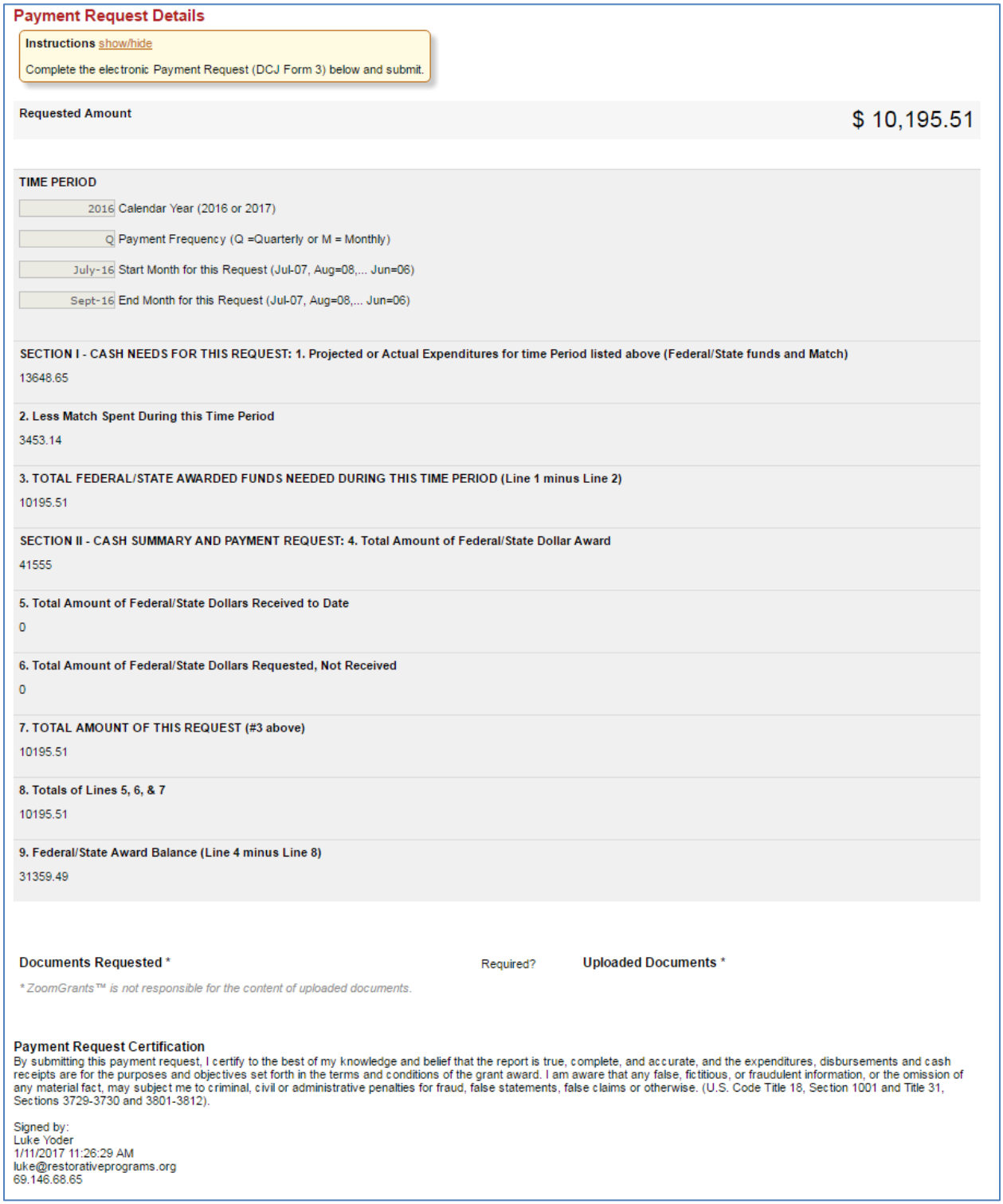
Skip over Payment Request Status section. This step is done after #5 below.

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.



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

2016 Calendar Year (2016 or 2017)

Q Payment Frequency (Q =Quarterly or M = Monthly)

July-16 Start Month for this Request (Jul-07, Aug=08,... Jun=06)

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 ***

** ZoomGrants™ is not responsible for the content of uploaded documents.*

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.

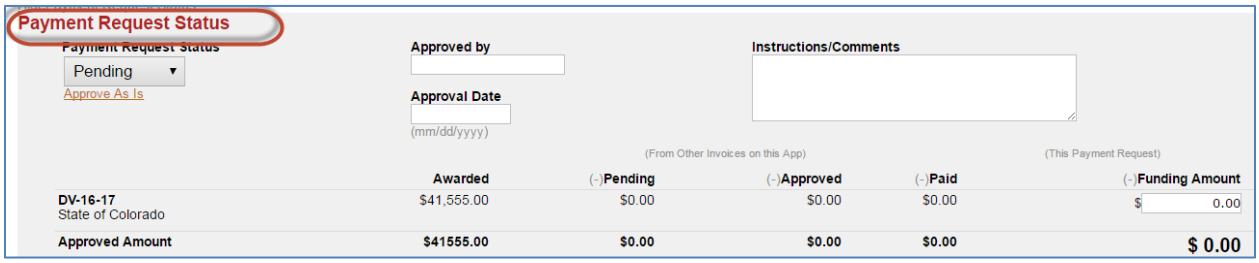
- Federal/State Award Balance (Line 4 minus Line 8) Check the math. If the grantee did not calculate correctly, Return to Applicant.

Payment Request Certification

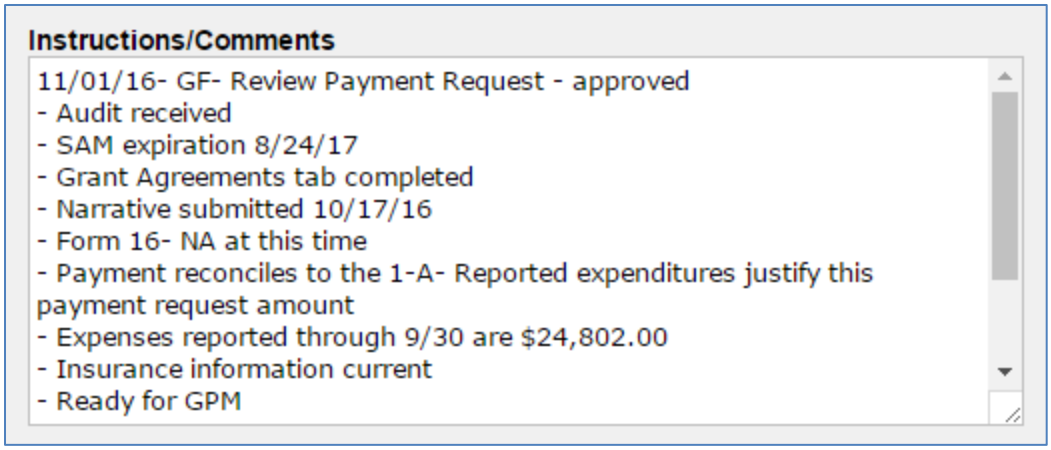
This must be signed by the Project Director. If the Project Director did not certify the statement, return to the applicant. The submission information is visible. If the PD's name is in Signed by:, but the information below it is different, it means it was NOT submitted by the PD. It must be Returned 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.



- ***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.



- ***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 appears if multiple pots of money are allocated to this project.

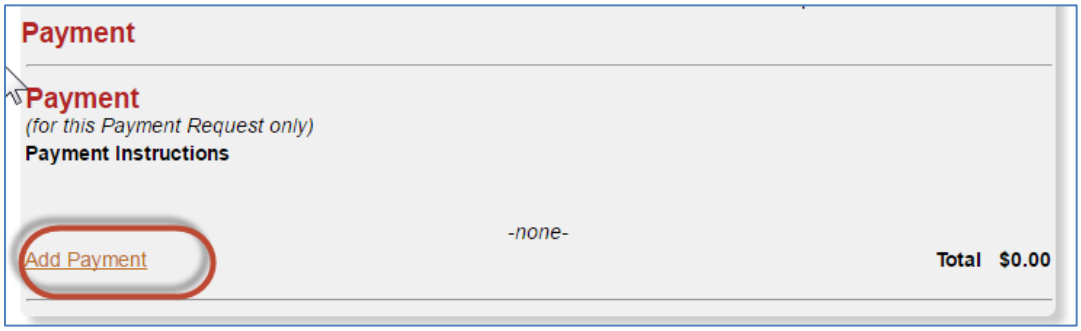
	Awarded	(-)Pending	(-)Approved	(-)Paid	(-)Funding Amount	(=)Remaining
State VALE-15-16 State of Colorado	$49,642.47	$0.00	$0.00	$41,873.86	$ 7,768.61	$0.00
State VALE-16-17 State of Colorado	$49,046.23	$0.00	$0.00	$49,046.23	$ 0.00	$0.00
Approved Amount	**$98688.70**	**$0.00**	**$0.00**	**$90920.09**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

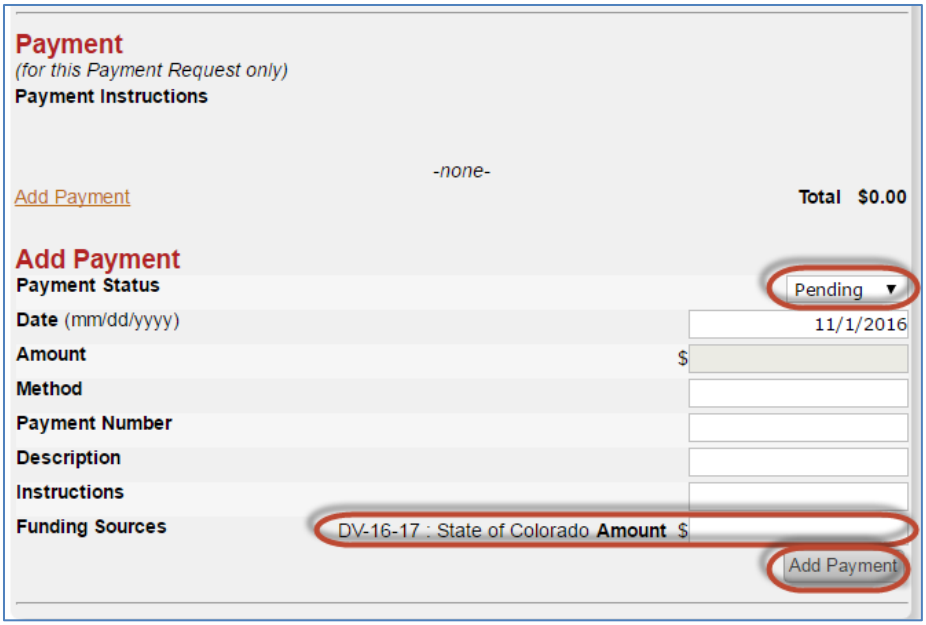
Do not proceed to step 7 until you have an accurate Payment Request submitted.
(If you are only waiting on supplemental documentation (e.g. updated SAM expiration), and the Payment Request is accurate, you may proceed.)

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.





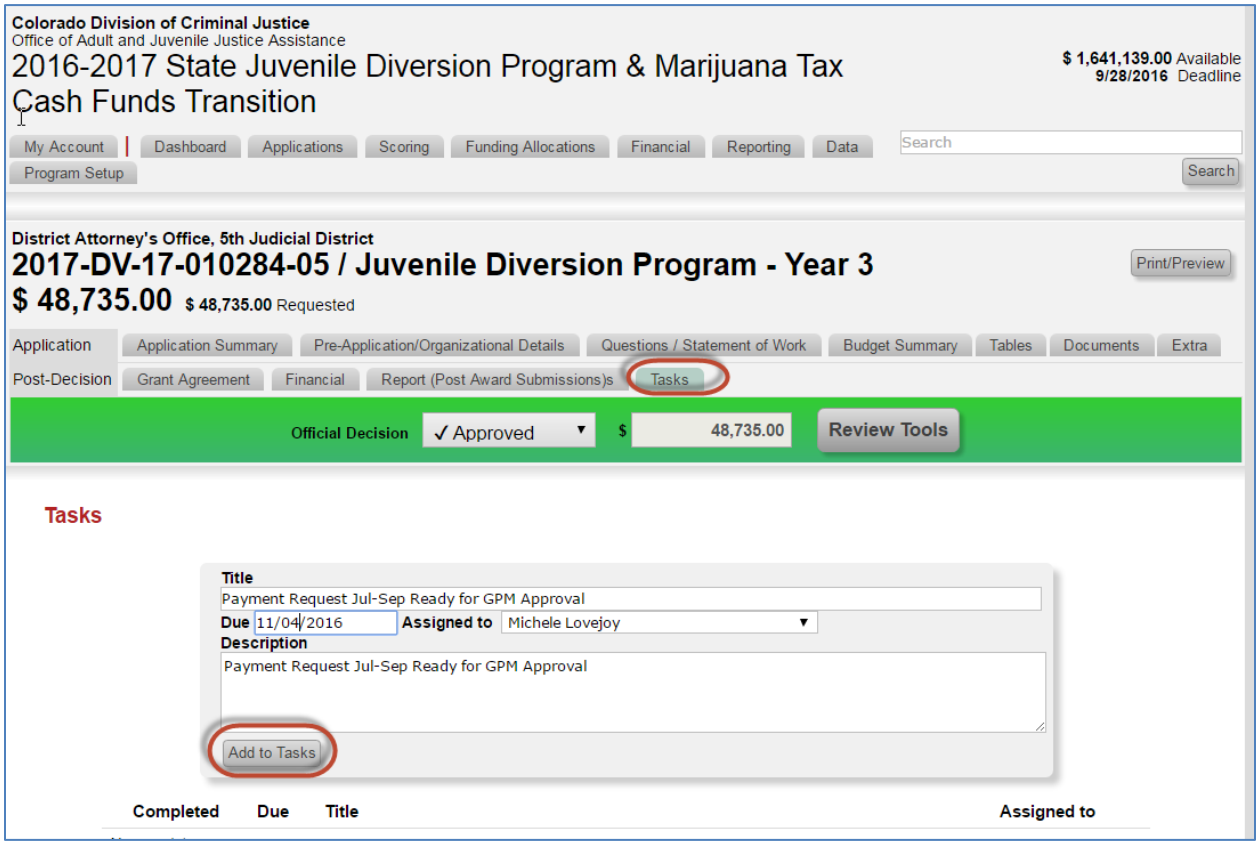
- ***Payment Status:***
  - If the GFM approves the payment request and it is ready to go to the GPM for approval, change the Payment Status from Pending to Approved.
  - If the payment request is accurate, but you are waiting on resolution on some other item (e.g. DCJ form 16, Audit, etc.) the status 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)

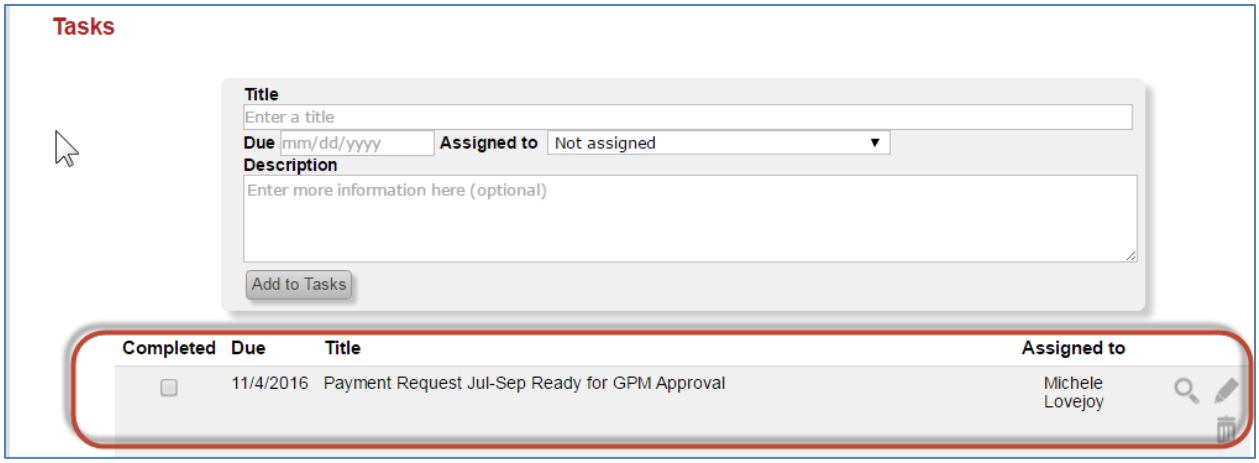
Go to Tasks for the **project** and create a task for the GPM to review the Payment Request.

- 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.



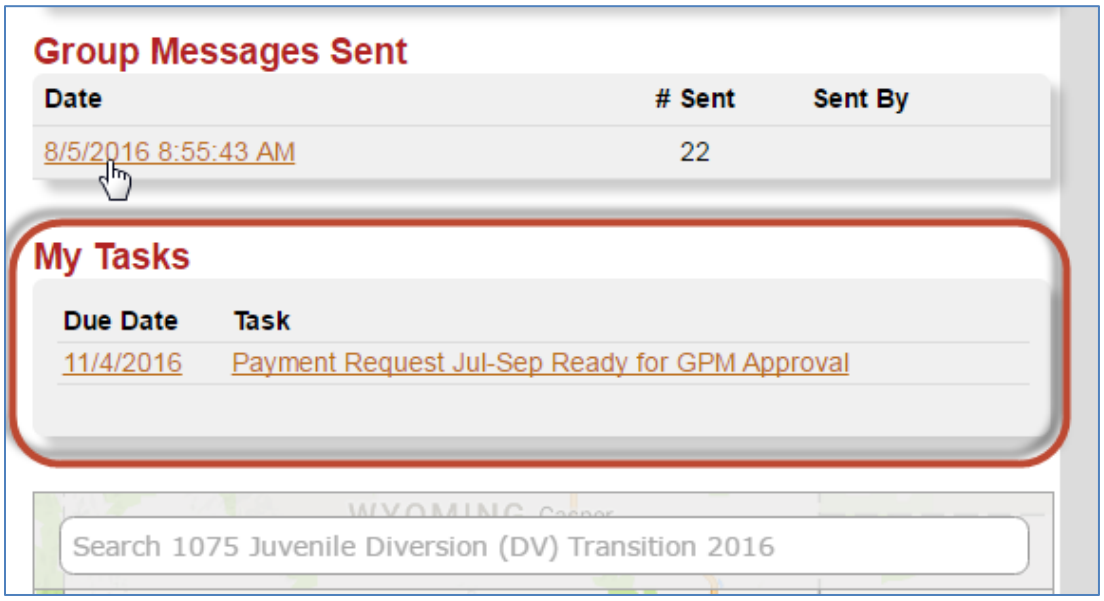
Once submitted, it will appear in the list below:


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
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

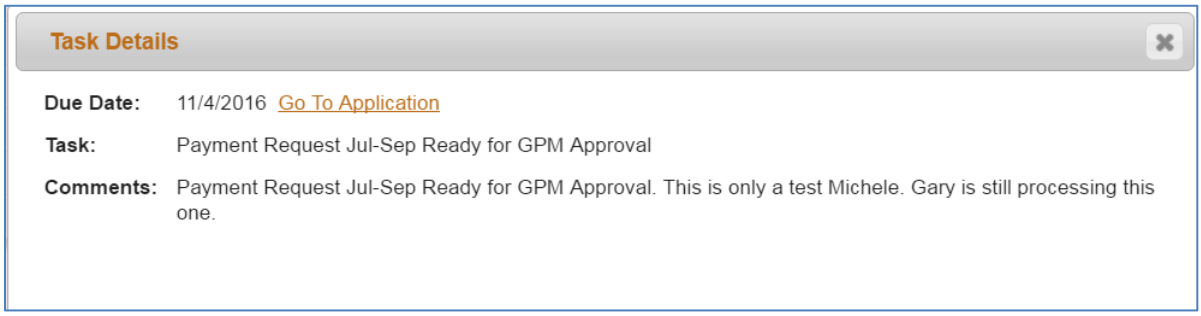
After the GFM has reviewed the payment, the GPM should approve the payment. Once the GFM finalizes the review step, a task will be posted for the GPM to approve the payment. Tasks appear on the Dashboard for each Program. NOTE: this example does not include the project number in the task title. The GFM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



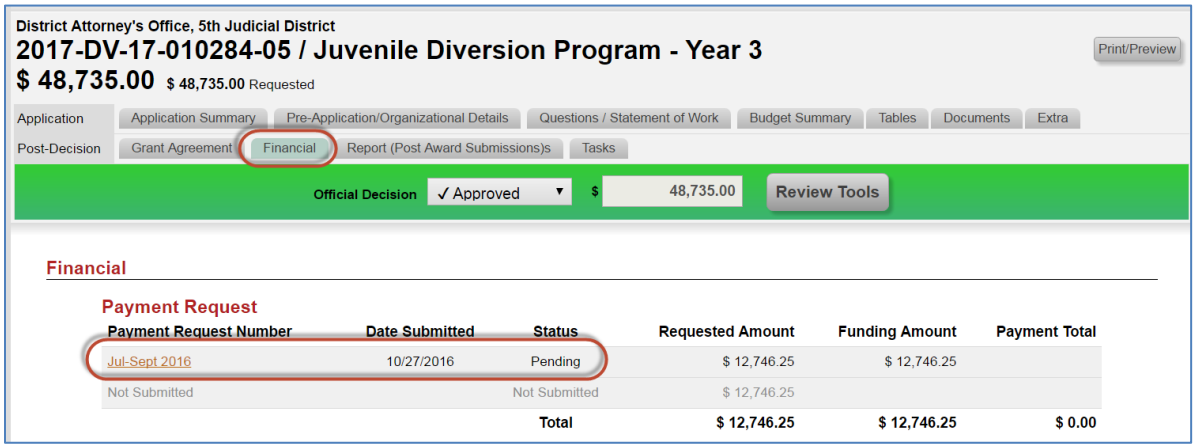
Click on the date or the task name and a pop-up window will appear with the message description.

2. Go to the Application- Financial Tab

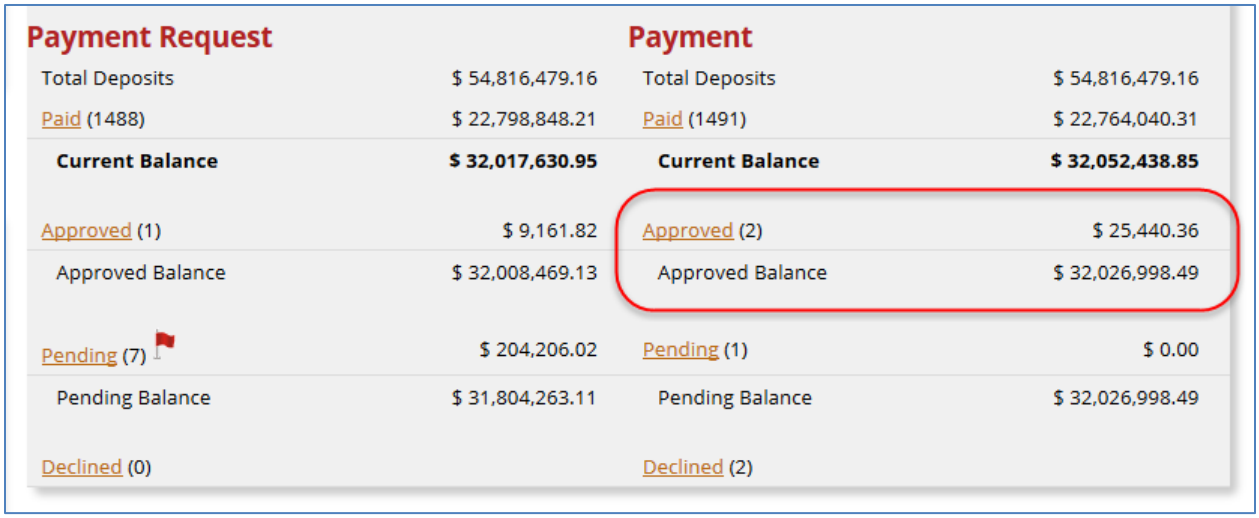
Click on Go To Application and go to the Financial Tab for the Project.



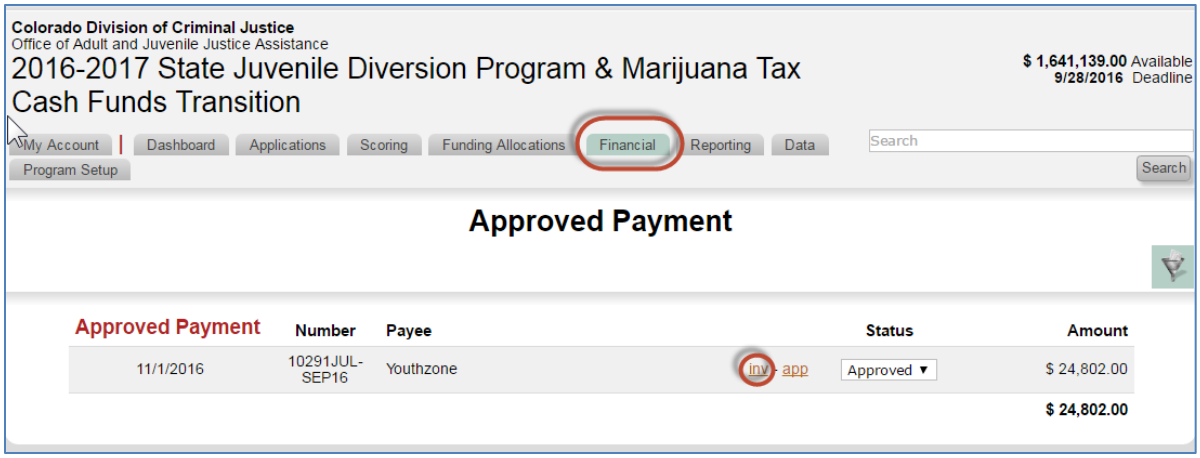
3. Open the Payment Request



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.

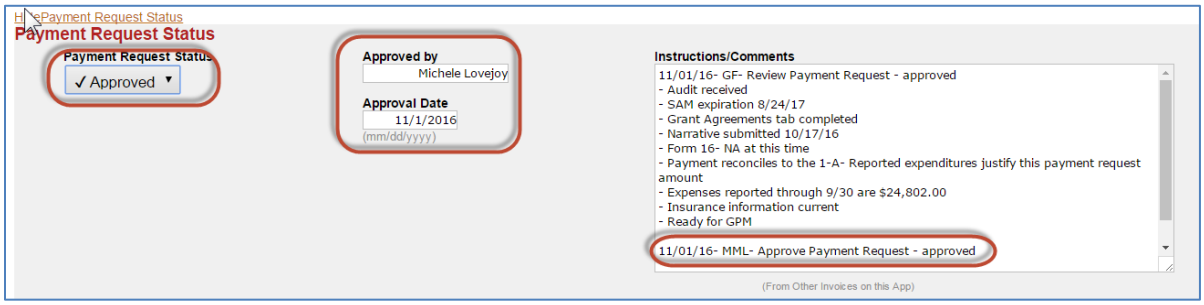


At this point the Invoice (payment request) is still in Pending Status, but the Payment is Approved.



4. Review the Payment Request Status

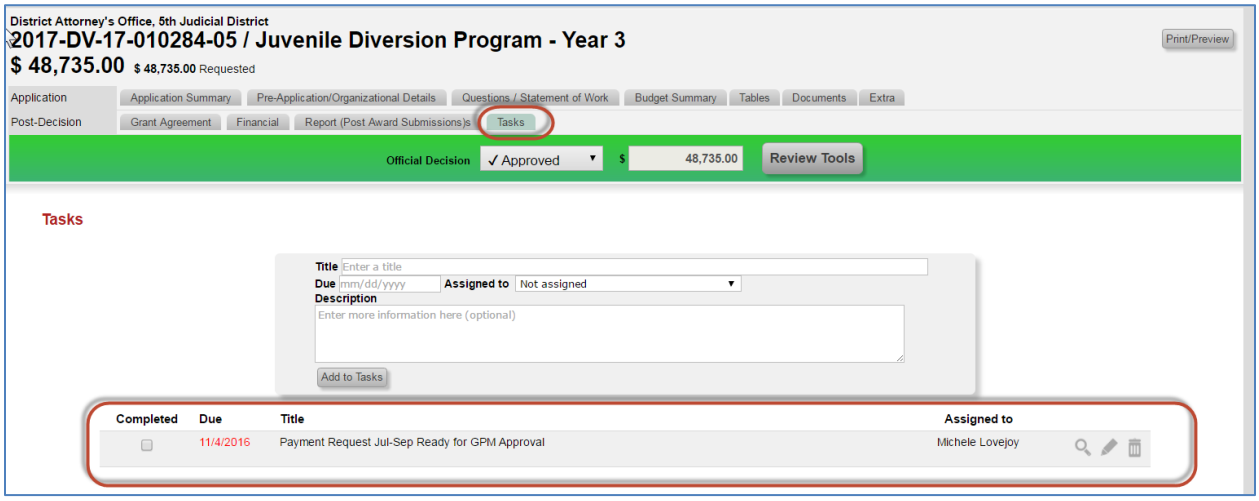
Review the Payment Request in its entirety and the notes from the GFM to determine if you will approve the payment request or not.



- ***Payment Request Status:*** 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

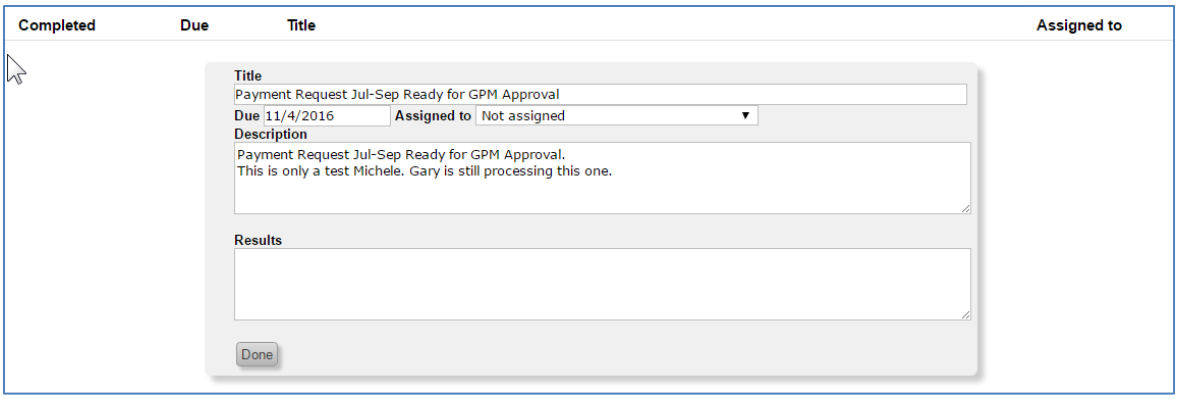
Edit the status of the associated task. This is done within the individual application on the Tasks tab.



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.



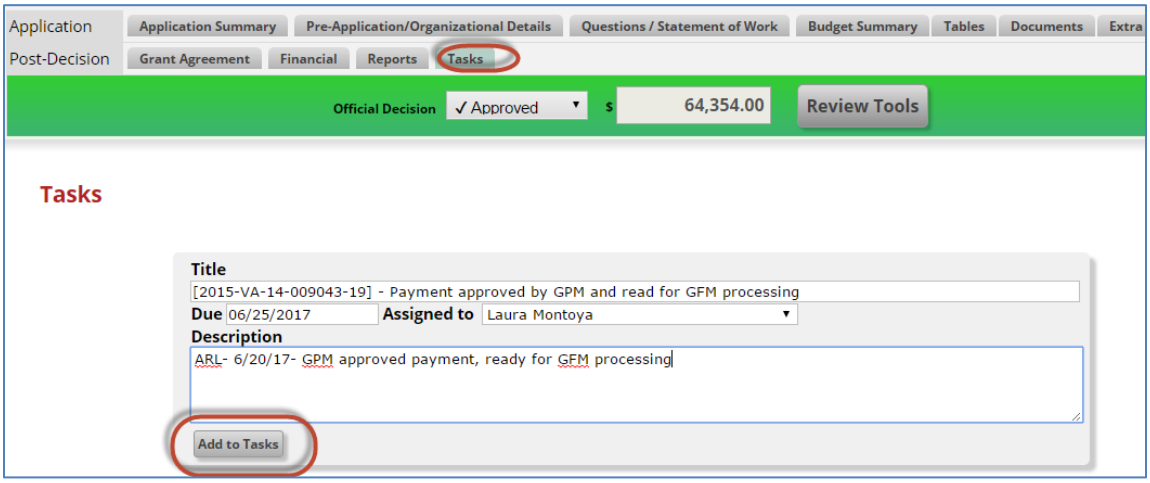
- Expand the Task: Click the magnifying glass to expand the task for viewing only .

- 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.



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.

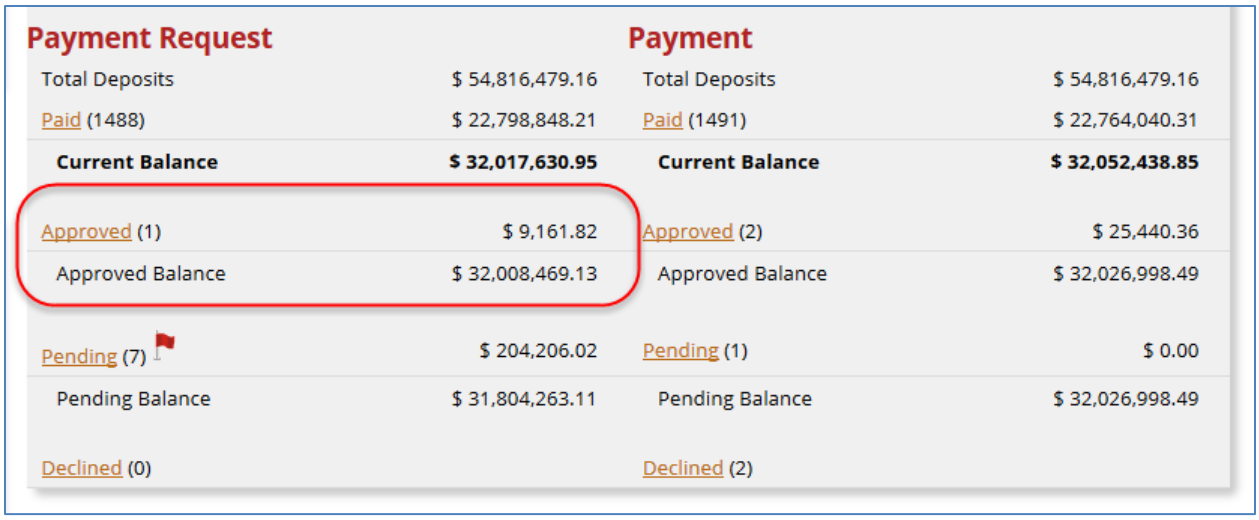
2. Go to the Application- Financial Tab

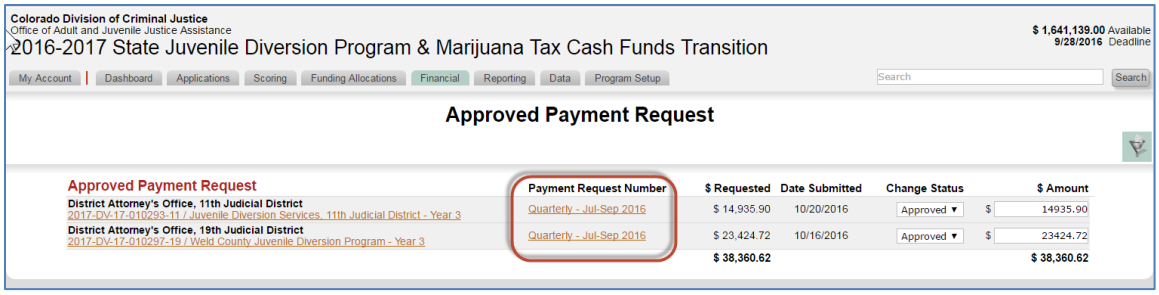
Click on Go To Application and go to the Financial Tab for the Project.

3. Open the Payment Request

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

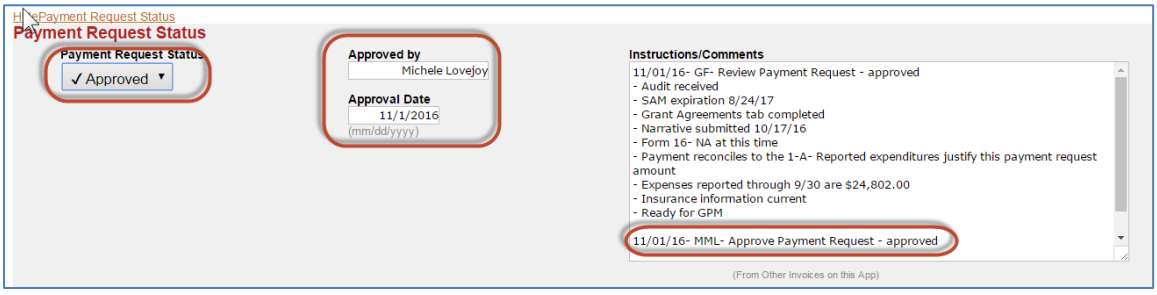
An alternate way to access/track the payment requests that have been approved by the GPM and are ready for GFM payment processing is to view the Dashboard. Any Invoice (Payment Request) in the Approved column is ready for CORE processing.





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.



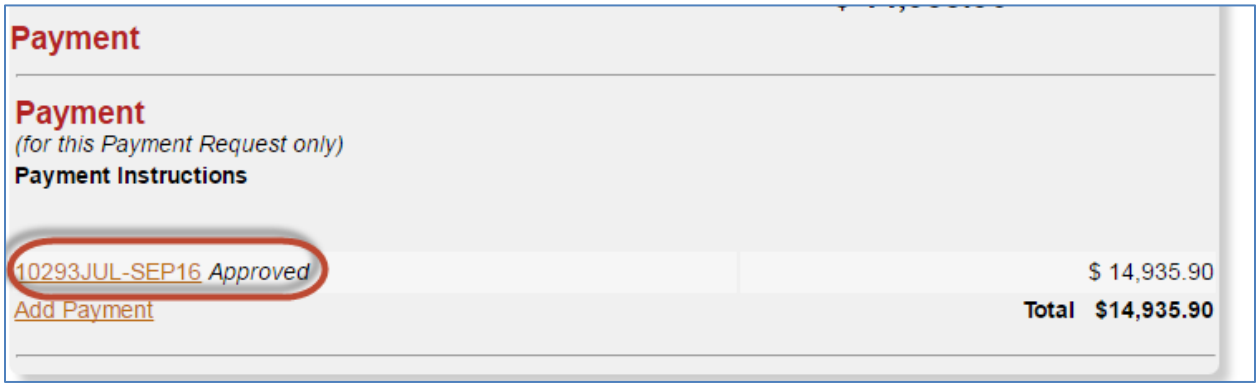
5. Process Payment in CORE

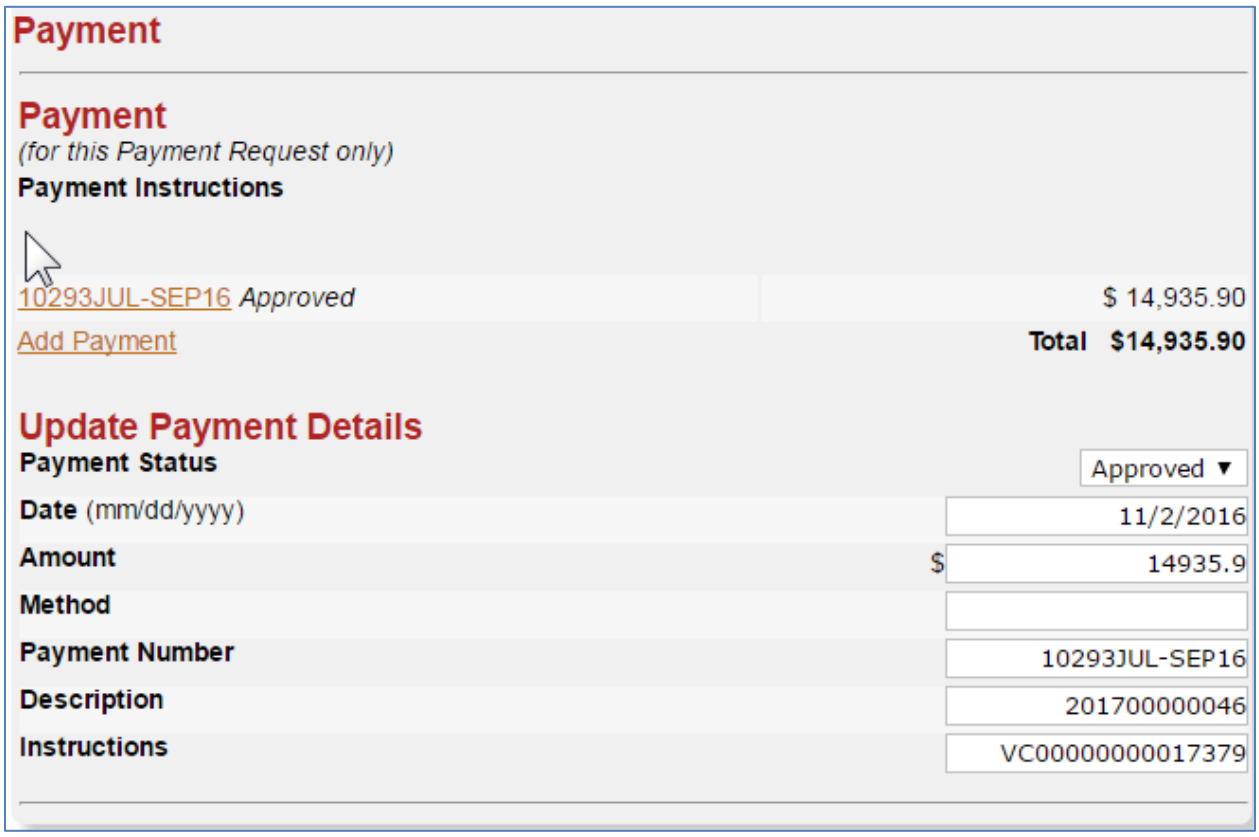
ZoomGrants does NOT interface with CORE. Use established practice to enter a payment request into CORE. You will be entering CORE information into ZG in the next step.

6. Payment

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

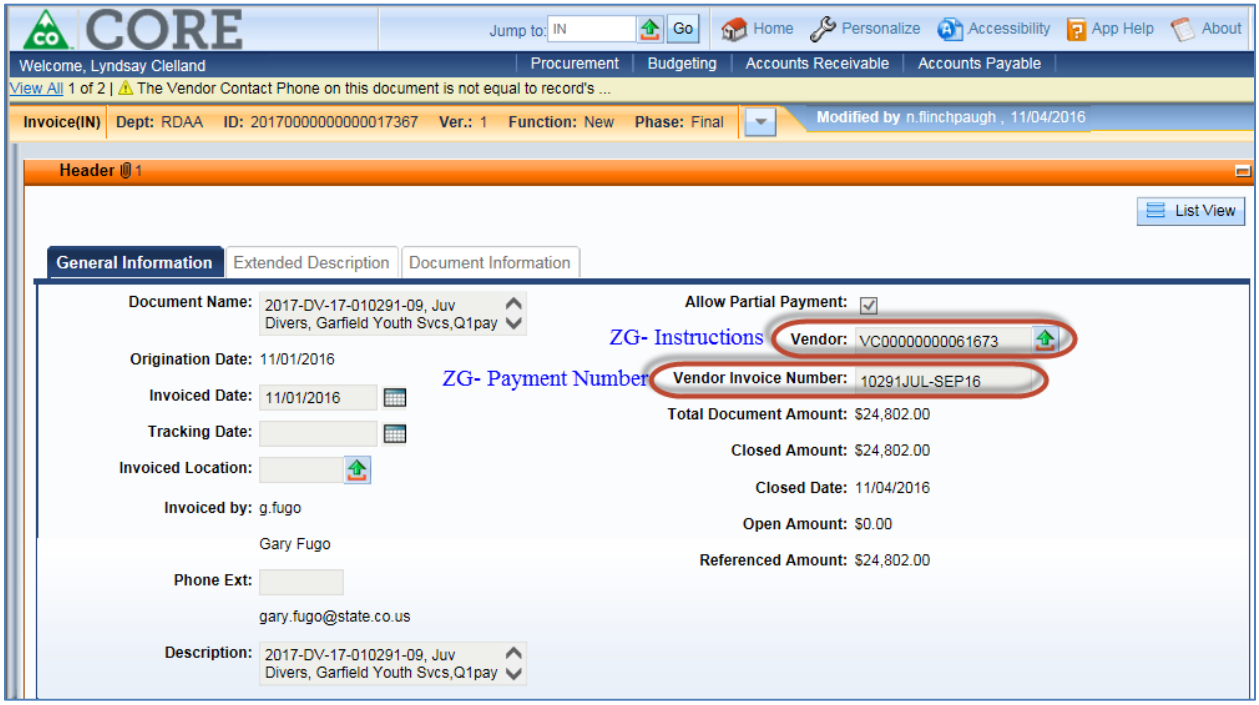
To expand the payment section click the previously entered payment. DO NOT ADD A NEW PAYMENT.

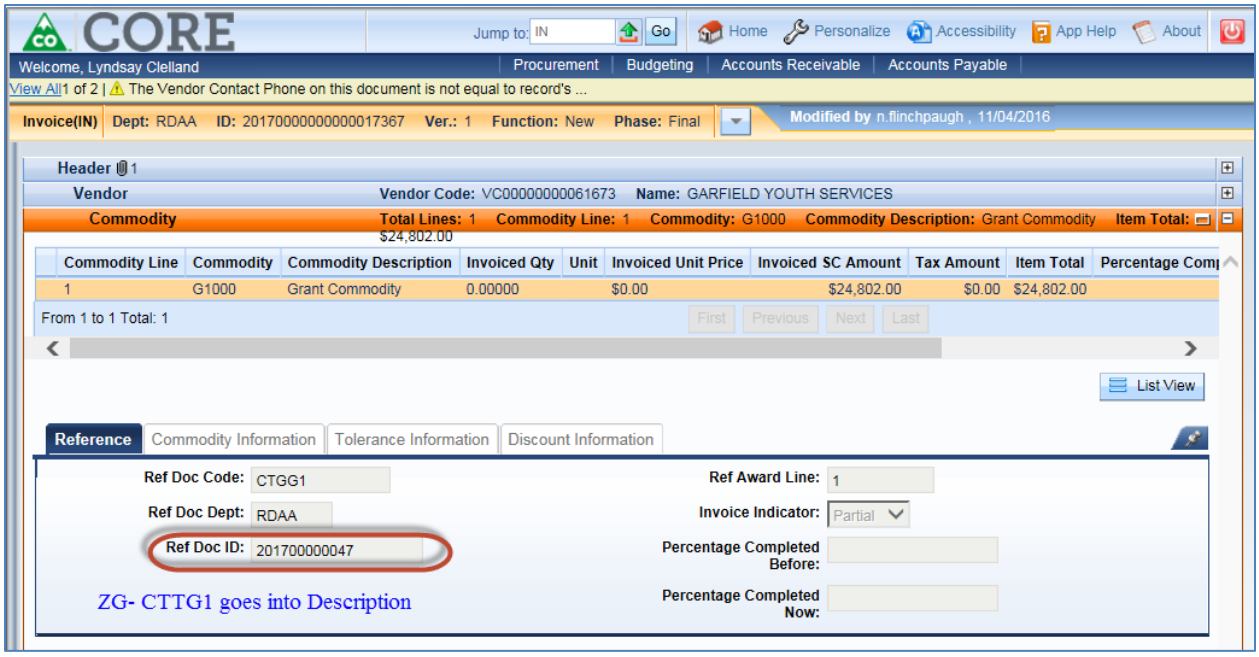




- ***Payment Status:***
  - Payment status should remain at **Approved**.
- ***Date:*** Change the date to today's date. You will update this date later after the payment has been processed on CORE.

- ***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.





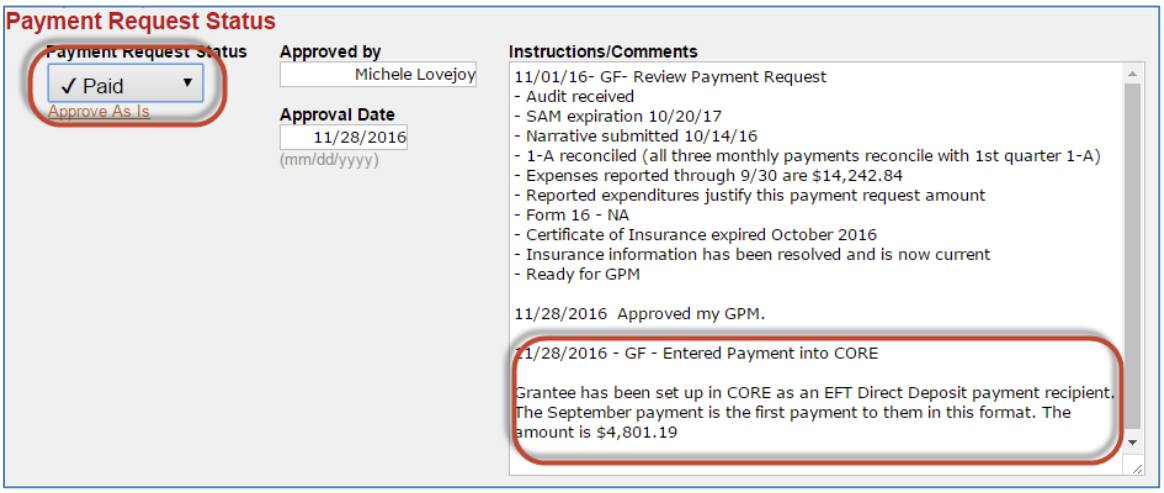
7. PDF the document for EDO Accounting

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:*** 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

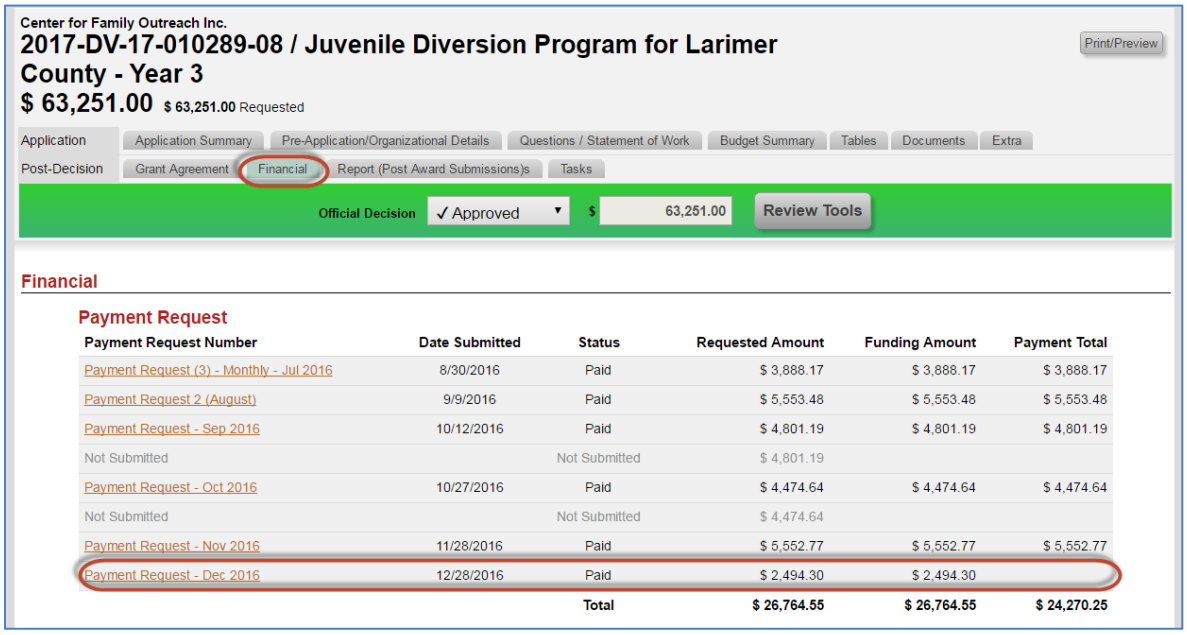
After the GFM has entered the payment into CORE, the GFM should put the PRM data into ZoomGrants after the payment has been issued via CORE. Tasks appear on the Dashboard for each Program.

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

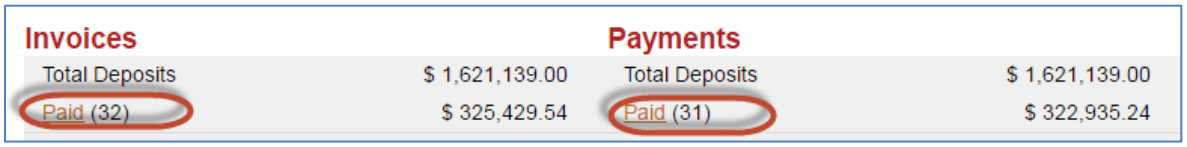
Click on Go To Application and go to the Financial Tab for the Project.

3. Open the Payment Request



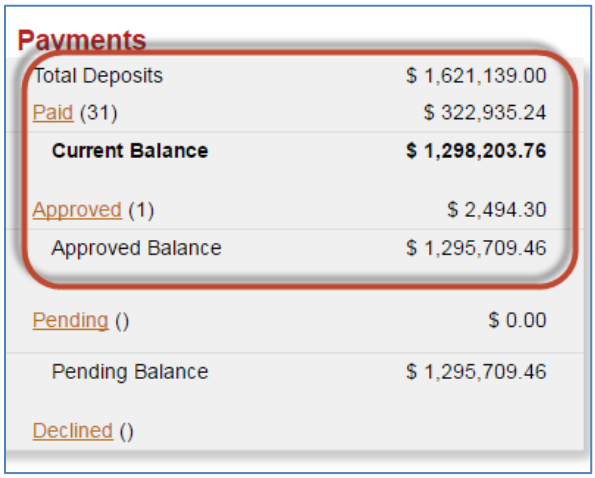
Payment Request Number	Date Submitted	Status	Requested Amount	Funding Amount	Payment Total
Payment Request (3) - Monthly - Jul 2016	8/30/2016	Paid	$ 3,888.17	$ 3,888.17	$ 3,888.17
Payment Request 2 (August)	9/9/2016	Paid	$ 5,553.48	$ 5,553.48	$ 5,553.48
Payment Request - Sep 2016	10/12/2016	Paid	$ 4,801.19	$ 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

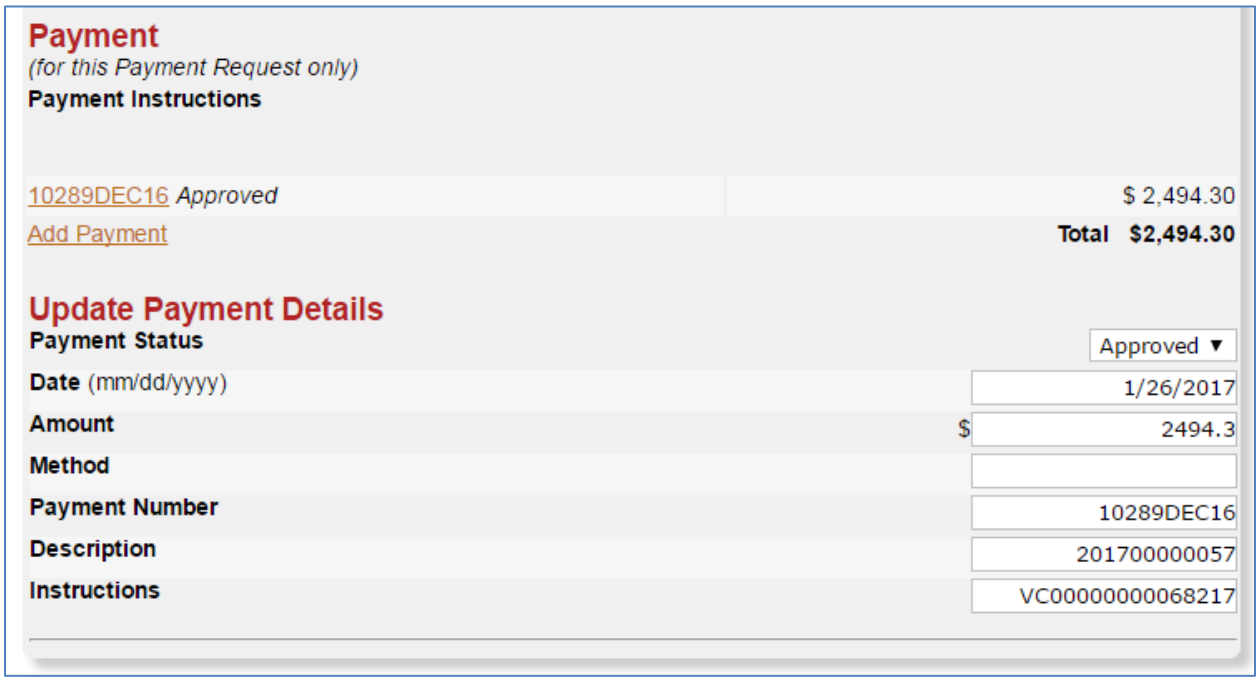
Total Deposits	$ 1,621,139.00
Paid (31)	$ 322,935.24
Current Balance	**$ 1,298,203.76**
Approved (1)	$ 2,494.30
Approved Balance	$ 1,295,709.46
Pending ()	$ 0.00
Pending Balance	$ 1,295,709.46
Declined ()	

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).

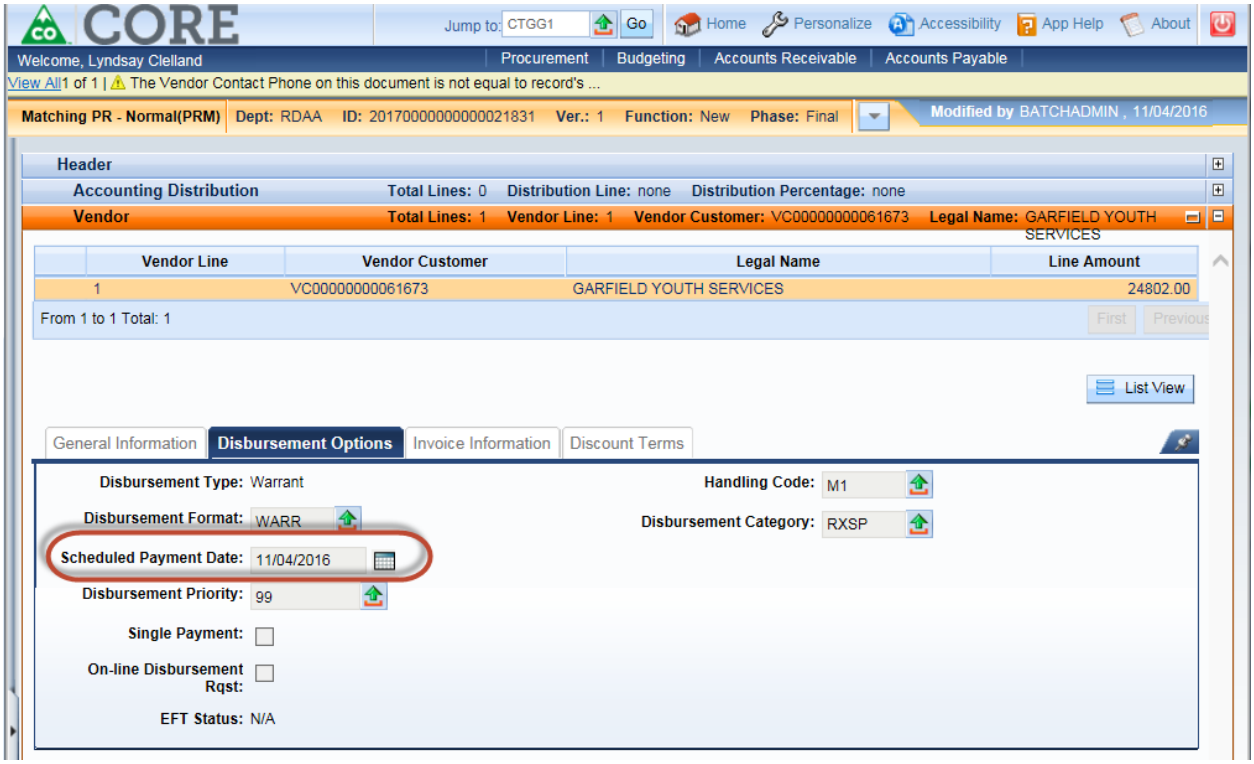
4. Update the Payments

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 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).



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).