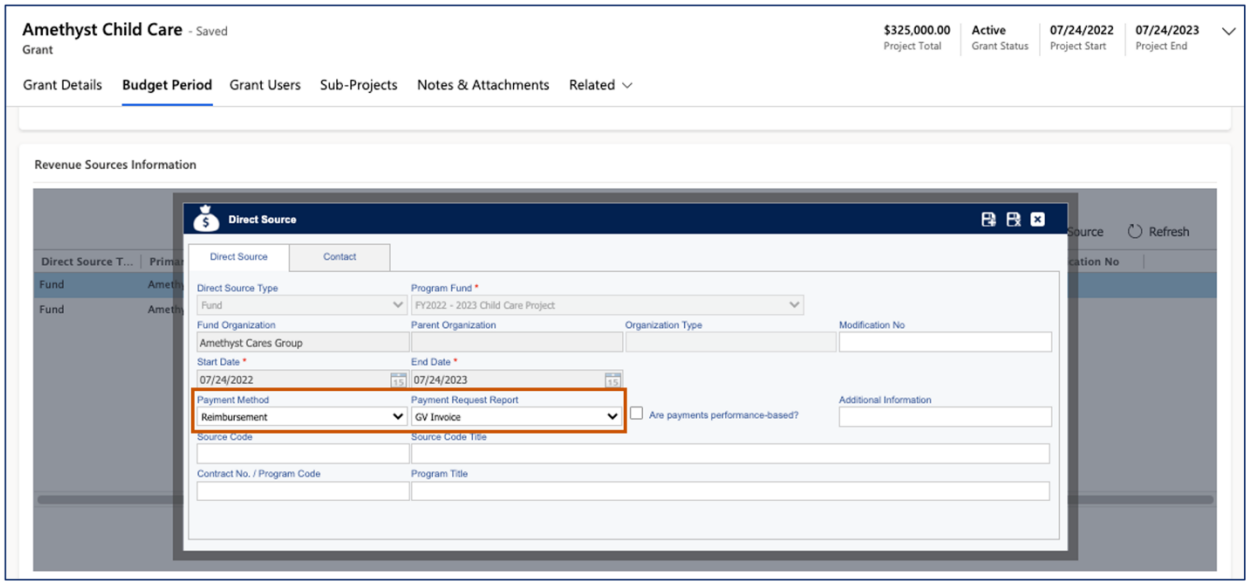
Reimbursements Overview

Reimbursements are a way to request and track funds received from funding sources, constituting repayments from a funder for funds already spent by a grantee.

Note: You must have the budget information saved and the revenue source(s) input before you complete this task. Refer to Step 3: Budget Period of How to Add a Grant/Project for more information on the setup of the assigned method to receive funds as a Drawdown or Reimbursement.

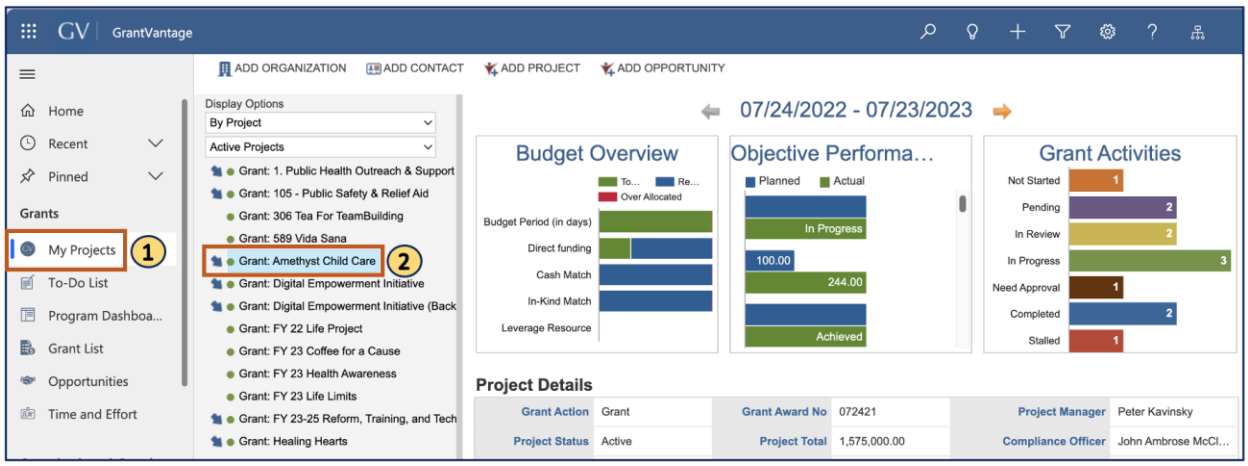
- *Reimbursement Payment Method*



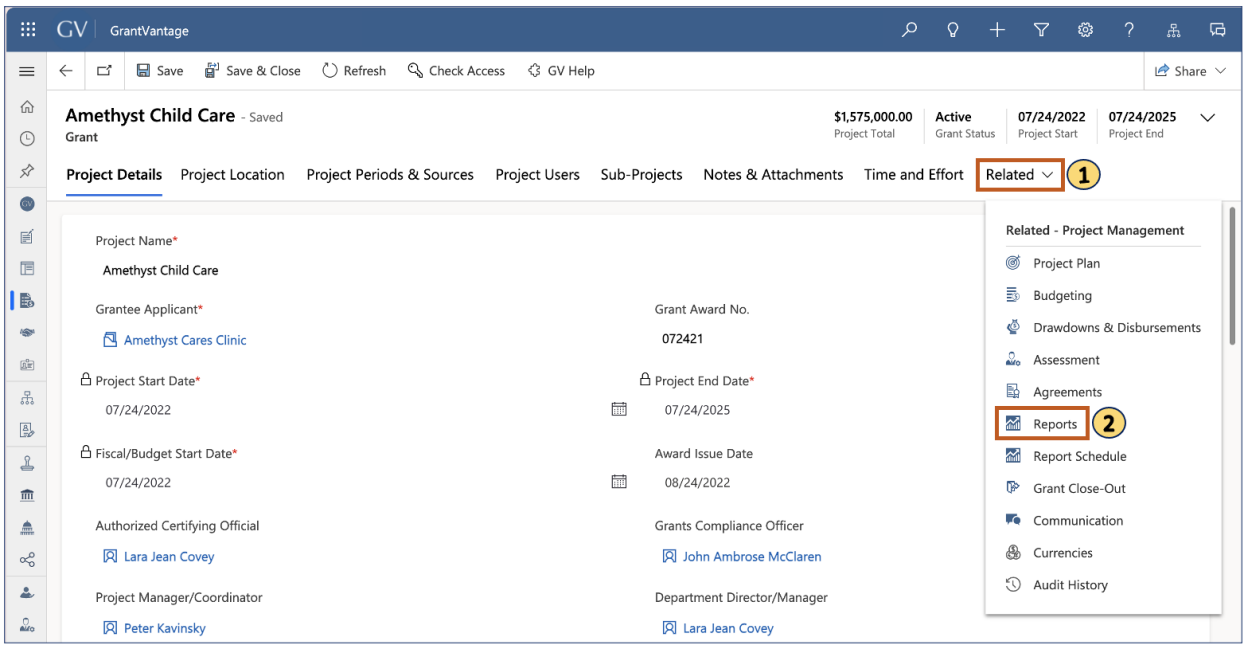
I. Request for a Reimbursement

Step 1: Post Transactions

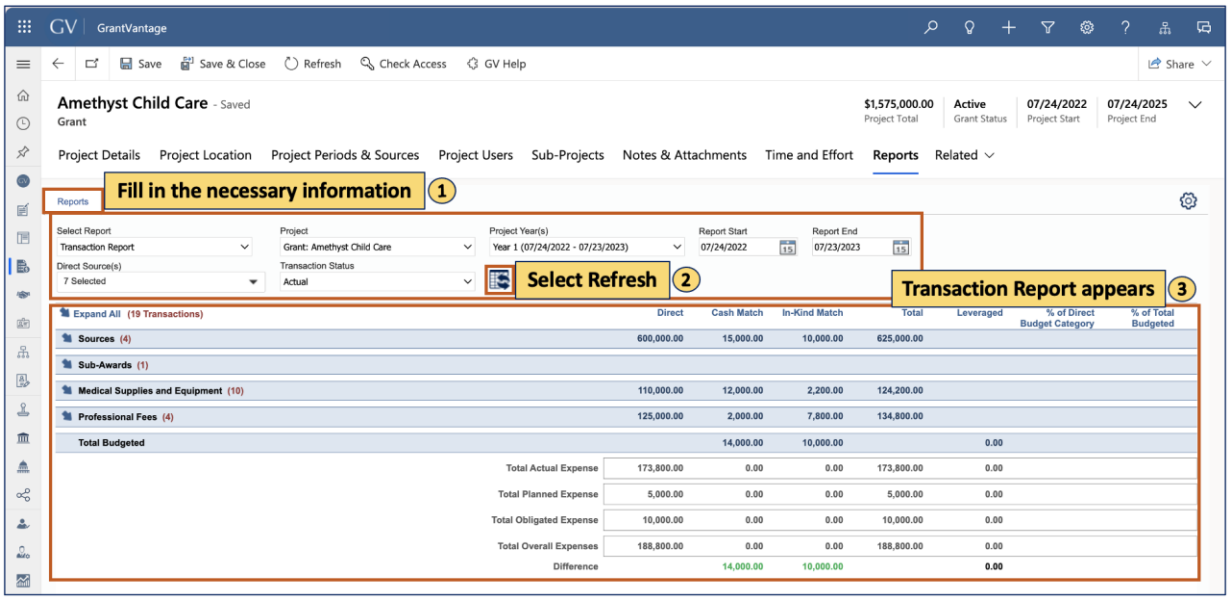
1. **Select** **My Projects** under Grants Section from the navigation menu, then **double-click** on the **Grant/Project** from which you want to post transactions.



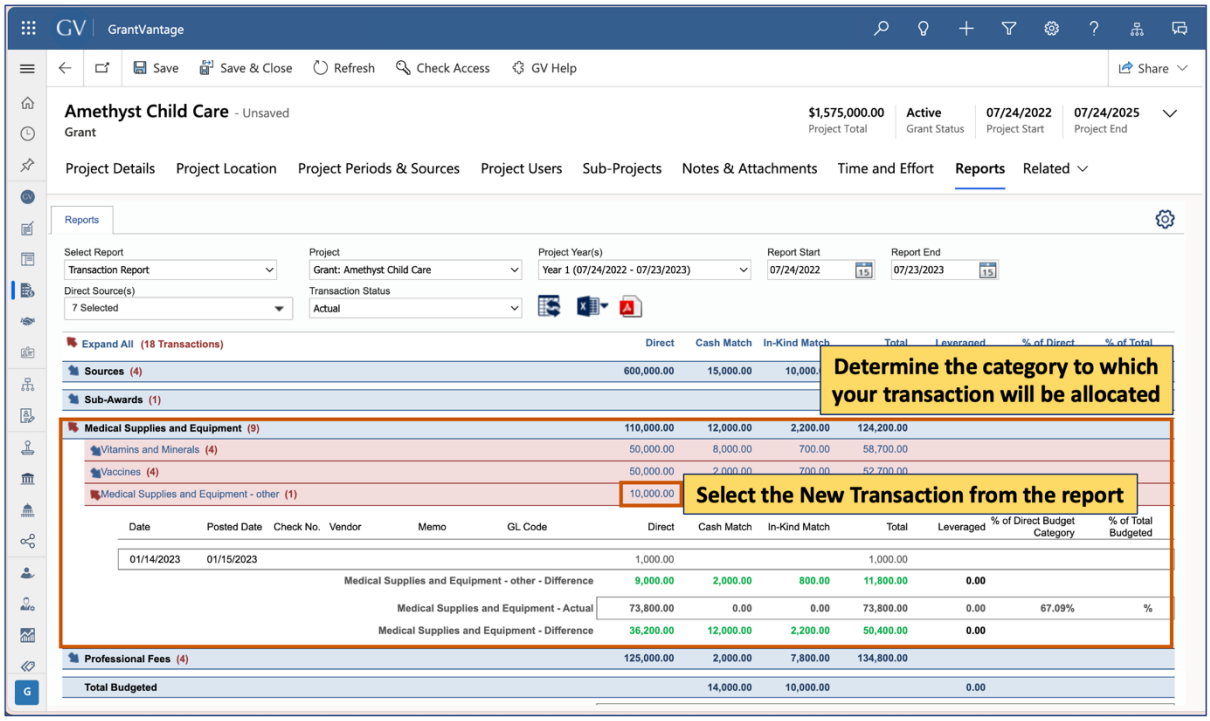
2. **Select** the **Related drop-down menu**, then **select** **Reports**.



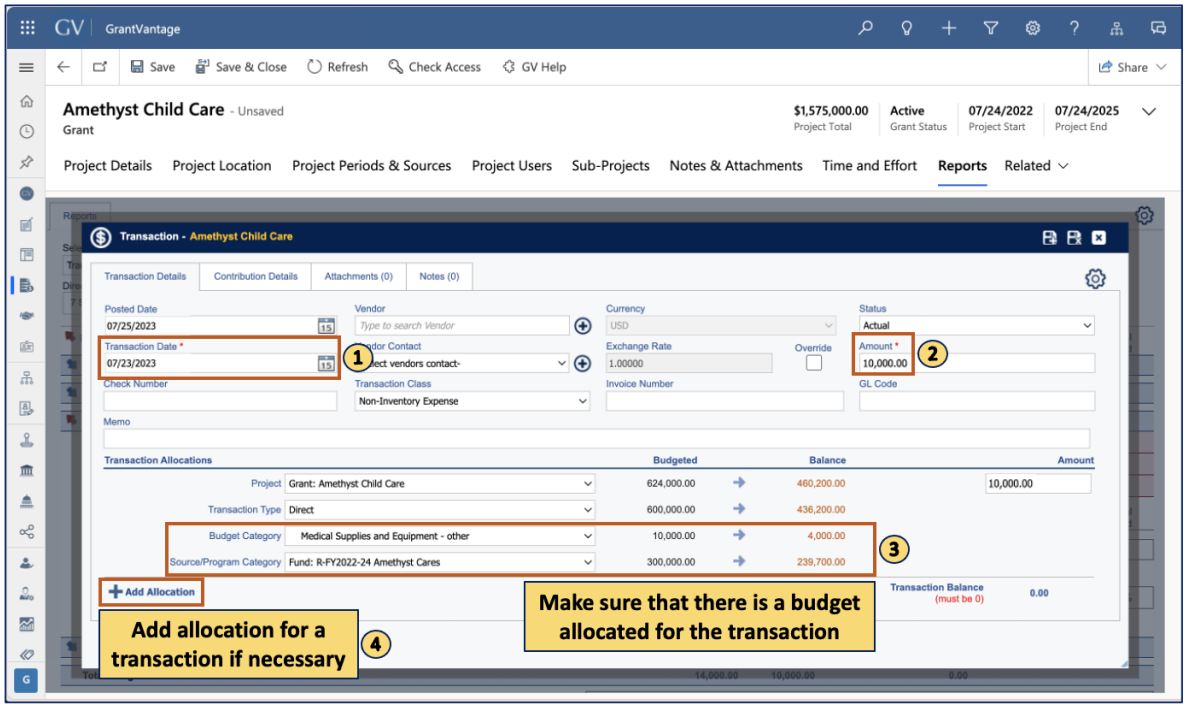
3. **Fill in** the **necessary information** to retrieve the Transaction Report. **Select** **Refresh**. ***Then, the Transaction Report appears:***



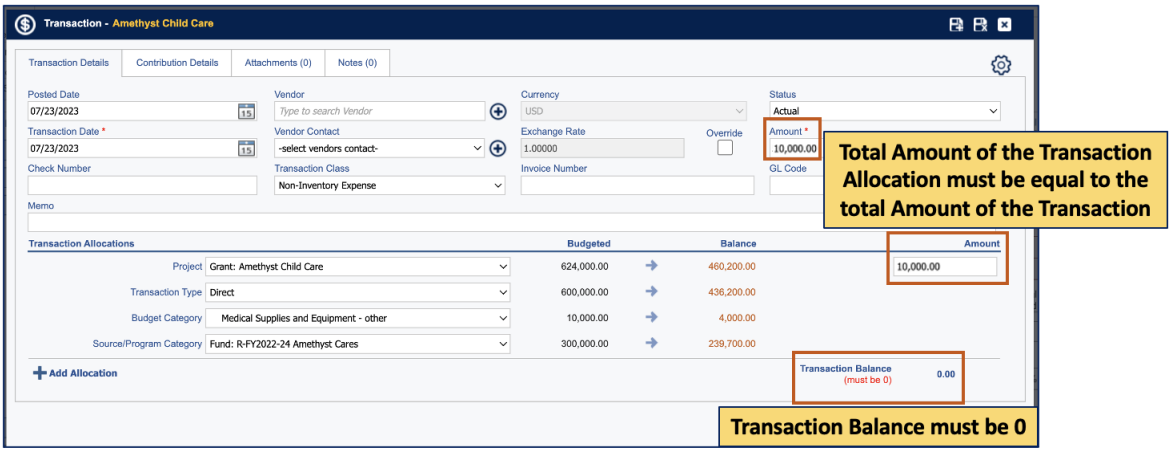
4. **Select** the **New Transaction** from the Transaction Report. **Note:** Determine the category to which your transaction will be allocated.



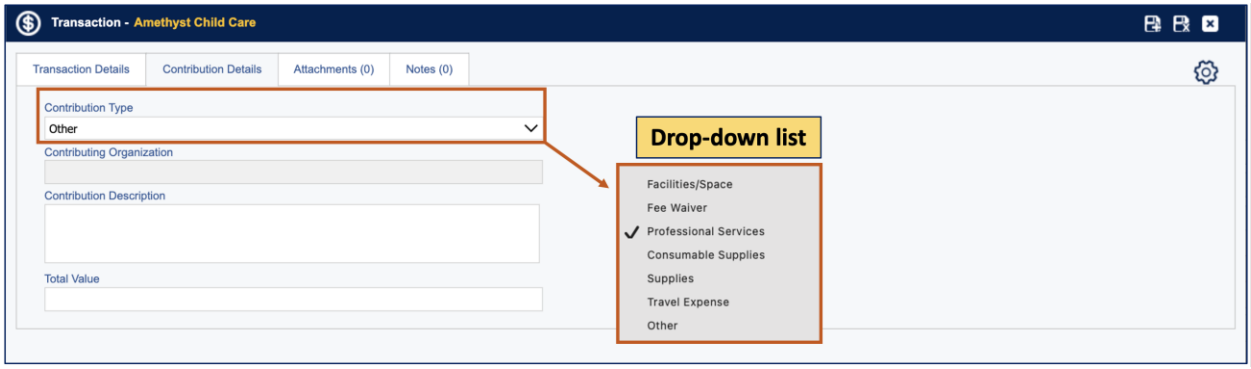
5. ***Transaction Form appears:*** **Fill in** the **required information*** about the transaction on the Transaction Details Tab.
    - ***Transaction Details Tab:***
        - **Posted Date** is the date today or can be any date defined by the Grant/Project.
        - **Transaction Date** must be within the date of the budget period of the Grant/Project.



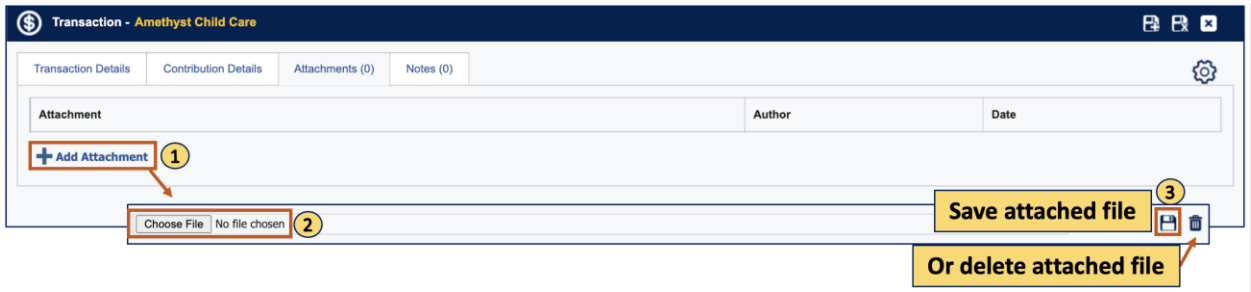
ⓘ **Note: The Total Amount of the Transaction Allocation** must be equal to the total Amount of the Transaction. **Transaction Balance must be 0.**



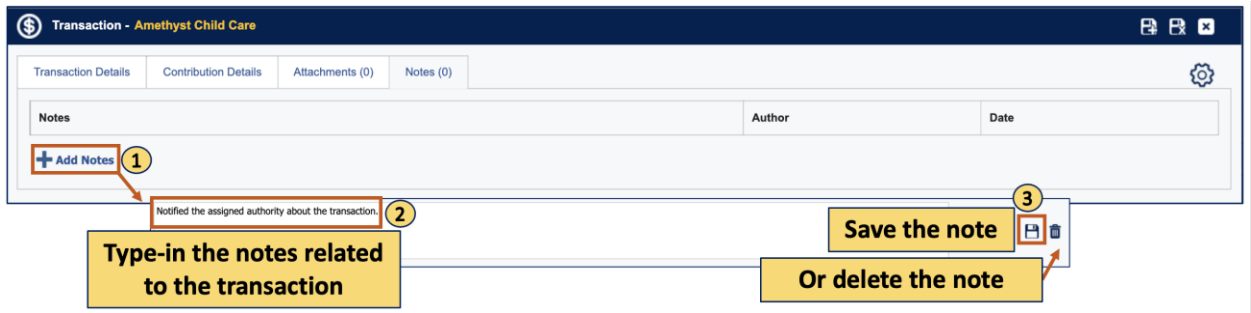
6. **Optional: *Contribution Details Tab:*** Contains information of leveraged resources such as funds and other contributions.



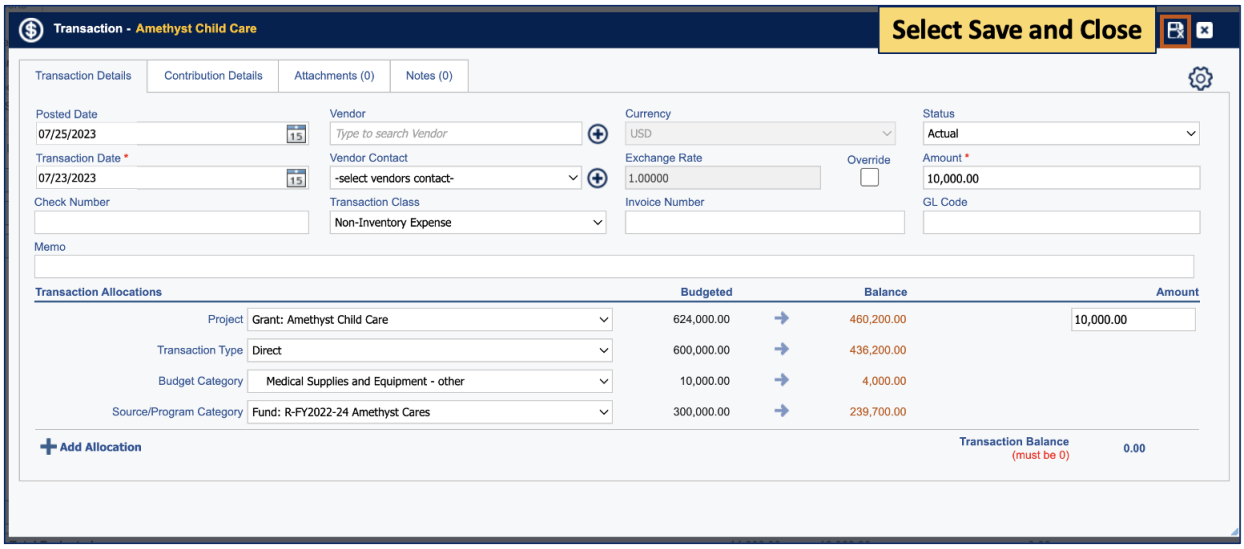
7. **Optional: *Attachments Tab:*** **Select** **Add Attachment** to attach receipts or other related files, then **select** **Save**.



8. **Optional: *Notes Tab:*** **Select** **Add Notes** to add notes related to the transaction, then **select** **Save**.



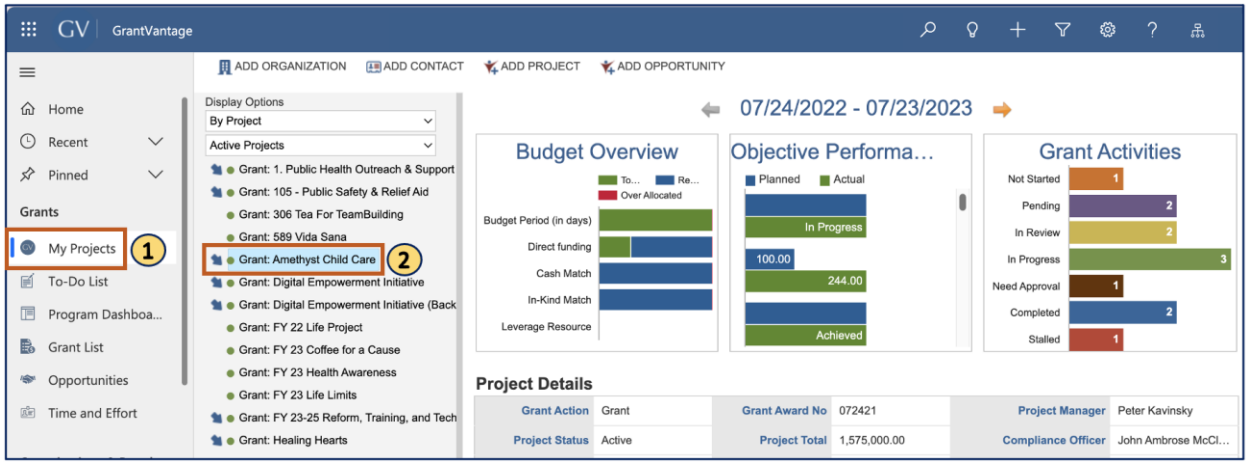
9. **Select** **Save and Close** once all necessary information is completed.



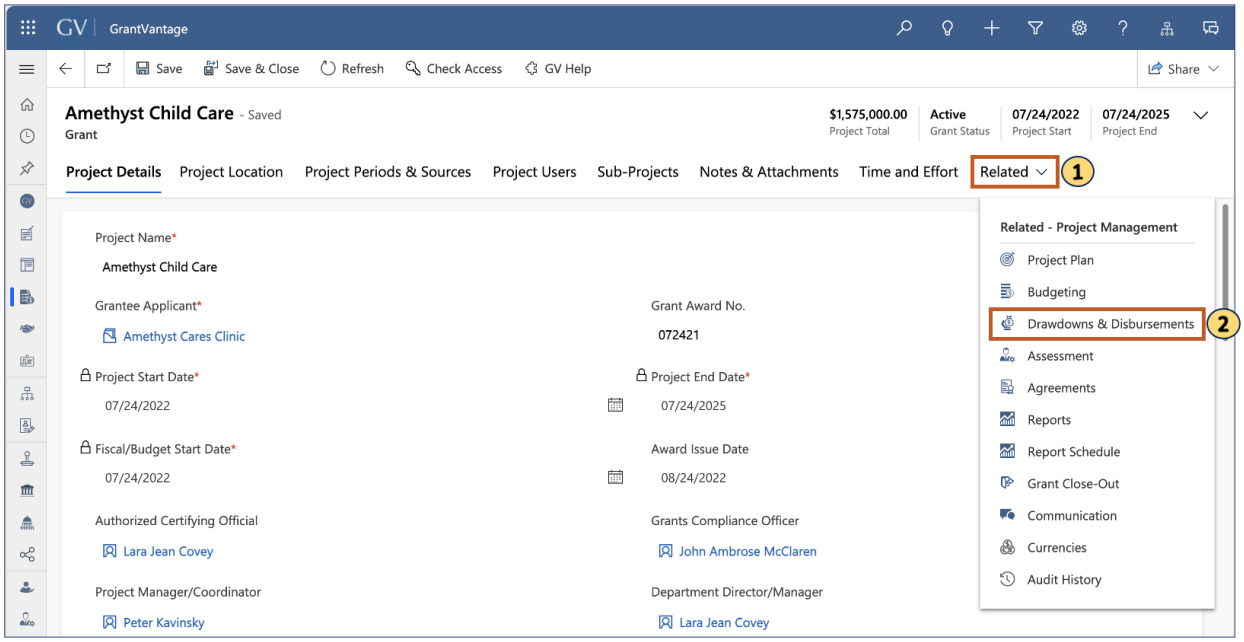
Step 2: Reimbursement Request

Note: After Posting Transactions for reimbursement, it is important to take note of the Transaction Date and Transaction Allocations to file for a Reimbursement Request.

1. **Select** **My Projects** under Grants Section from the navigation menu, then **double-click** on the **Grant/Project** from which you want to request reimbursement.

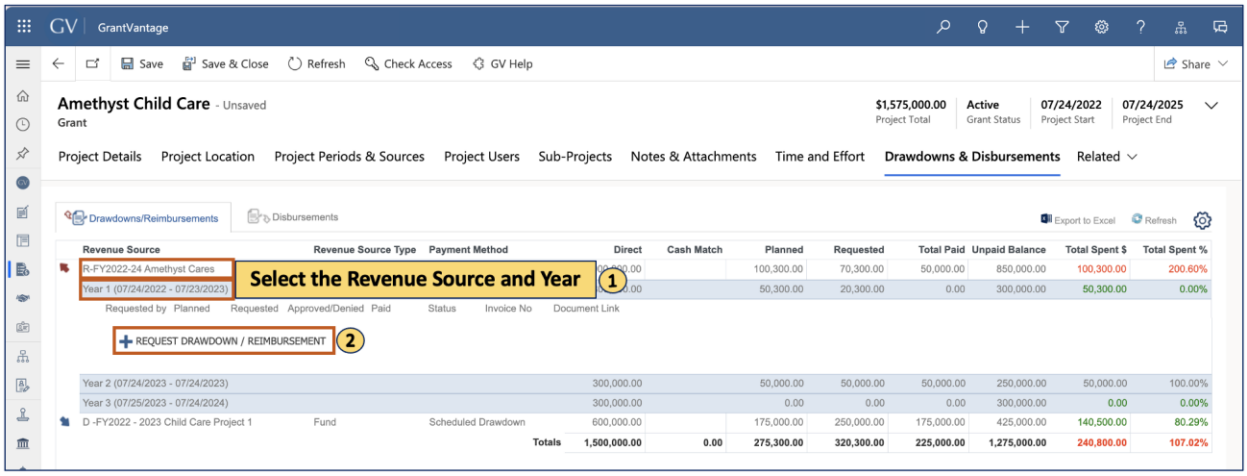


2. **Select** the **Related drop-down menu**, then **select** **Drawdowns & Disbursements**.

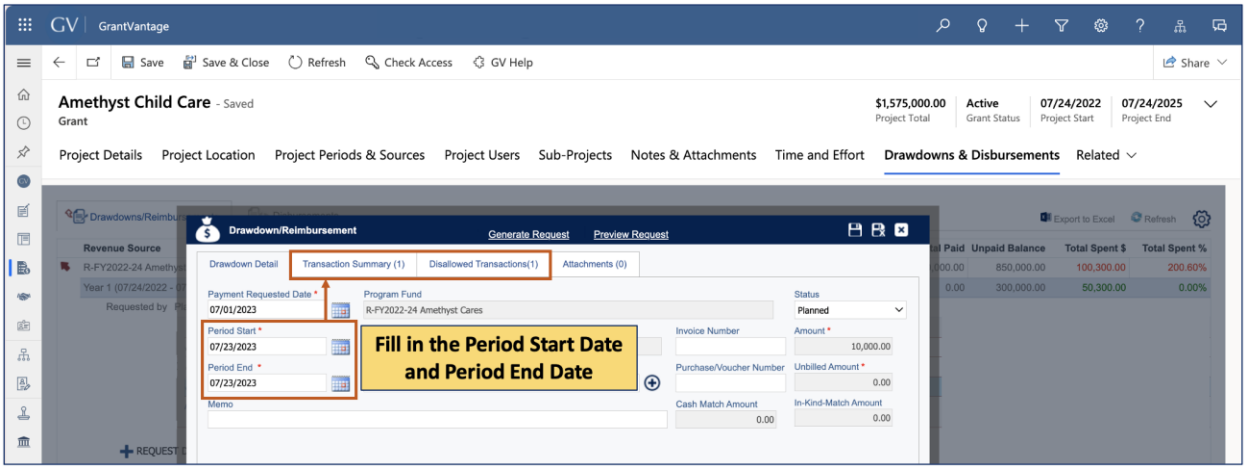


3. **Select** the **Revenue Source** and **Year** of the Posted Transaction.

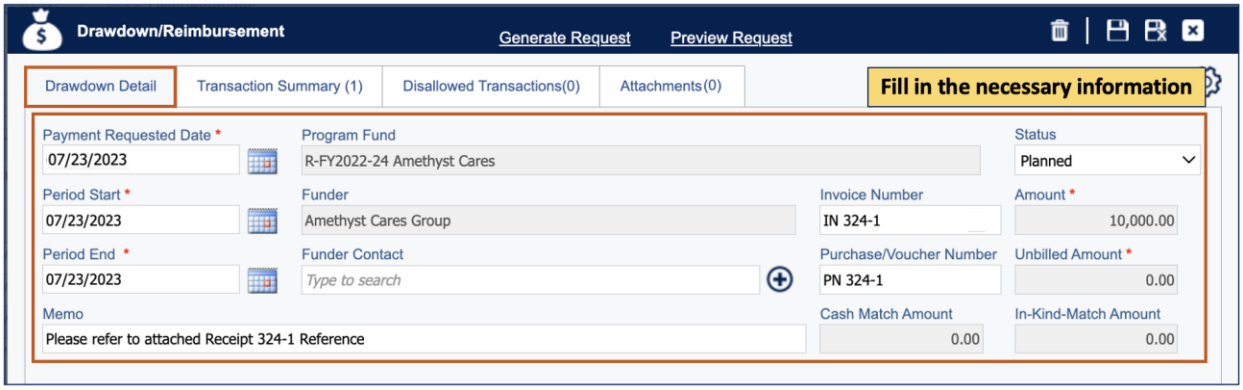
   Then, **select** ✚ **Request Drawdown/Reimbursement.**



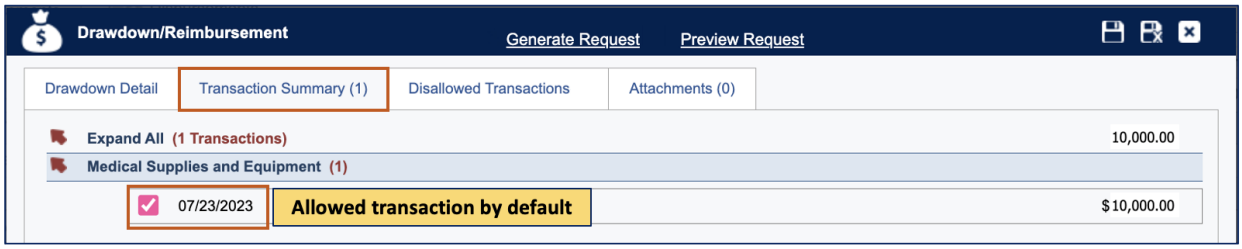
4. ***Drawdown/Reimbursement Form appears:*** **Fill in** the **Period Start Date** and **Period End Date** where the Transaction Date falls within this range. Then, the relevant transactions will appear in the Transaction Summary and Disallowed Transactions Tab.
   - **Transaction Summary** is a list of transactions that fall within the Period Start Date and End Date where the Transaction Date falls within this range.
   - **Disallowed Transactions** is a list of unreimbursed transactions that fall before the period of the drawdown detail. Select these transactions to include them in your reimbursement.



5. ***In the Drawdown Detail Tab:*** **Fill in** the **necessary information**.

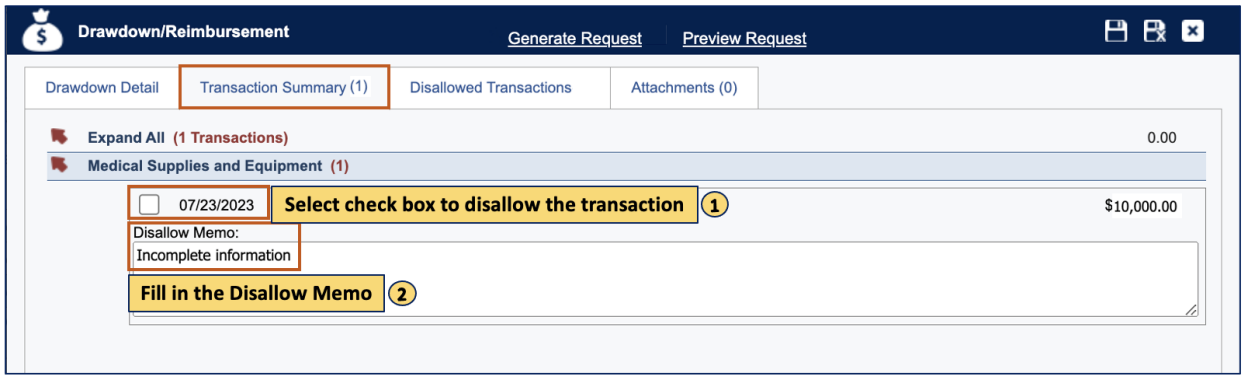


6. ***In the Transaction Summary Tab:*** **Allow or disallow** the **Reimbursement Request** by:
   - ☑ **Checked box –** The Transaction is allowed by default.



   - ☐ **Unchecked box –** The Transaction is disallowed.
     a. **Select** the ☑ **checked box** to ☐ uncheck the box and disallow the transaction.

     b. Then, **fill in** the **Disallow Memo.**



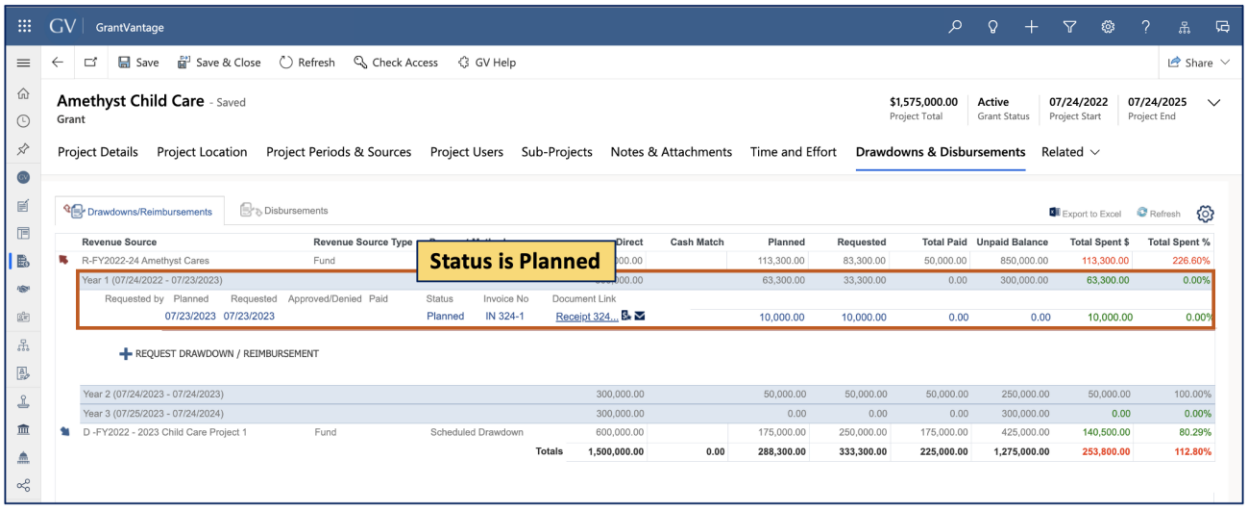
7. **Optional: *In the Attachments Tab:*** Attach related documents to the request.

   a. **Select + Add Attachment**.

   b. **Select Choose File Button** to search for the attachment. Then, **select Save.**

   c. **Select Save and Close** the **Reimbursement Request.**

8. ***Reimbursement Request Status is Planned.***

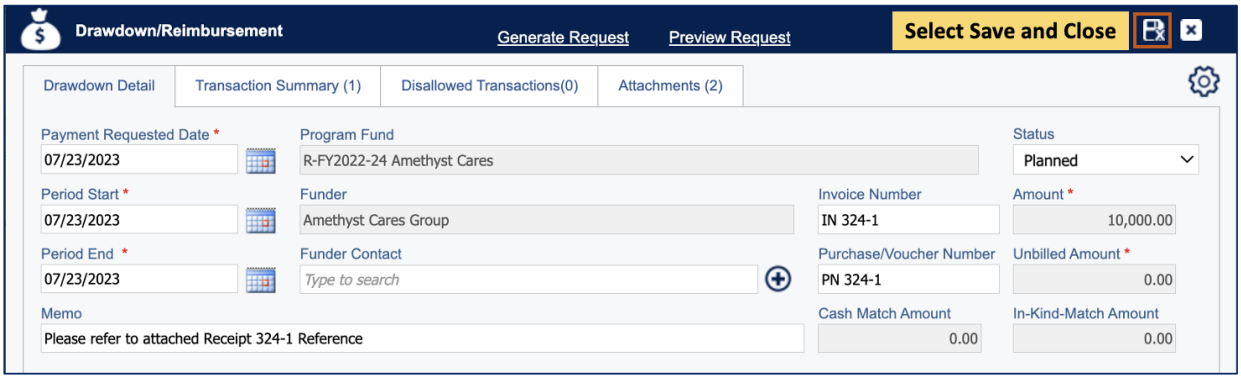


Step 3: Generate the Request

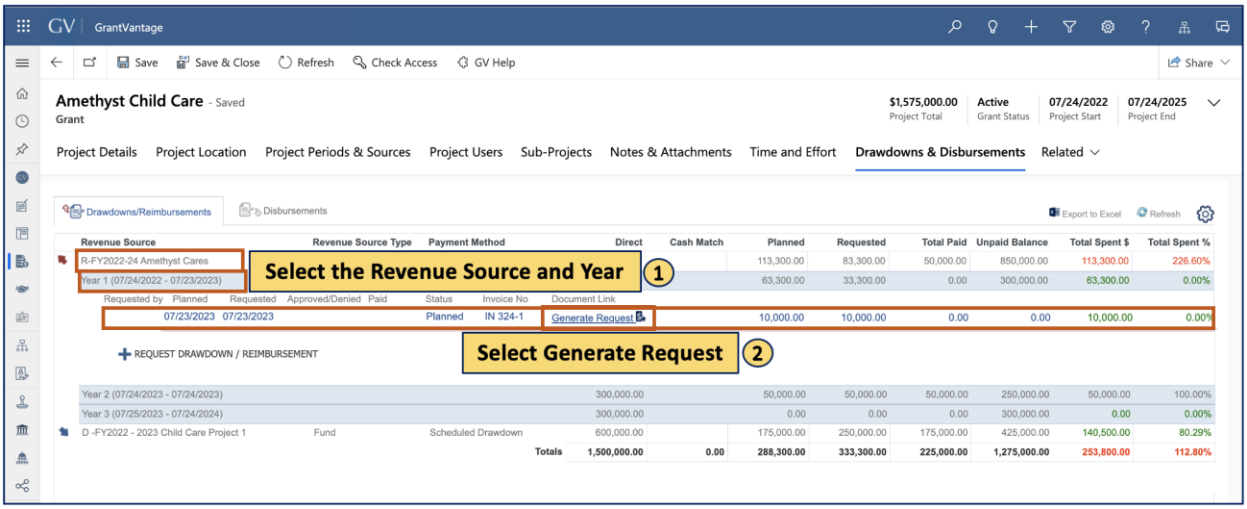
1. **Review** the **necessary information** of the Reimbursement Request. Then, **save** the **Reimbursement Request.** ***<u>There are two methods to generate the request:</u>***

ⓘ **Option 1:** ***<u>After saving and closing the Drawdown/Reimbursement Form:</u>***

a. **Select** **Save and Close** to save the changes.



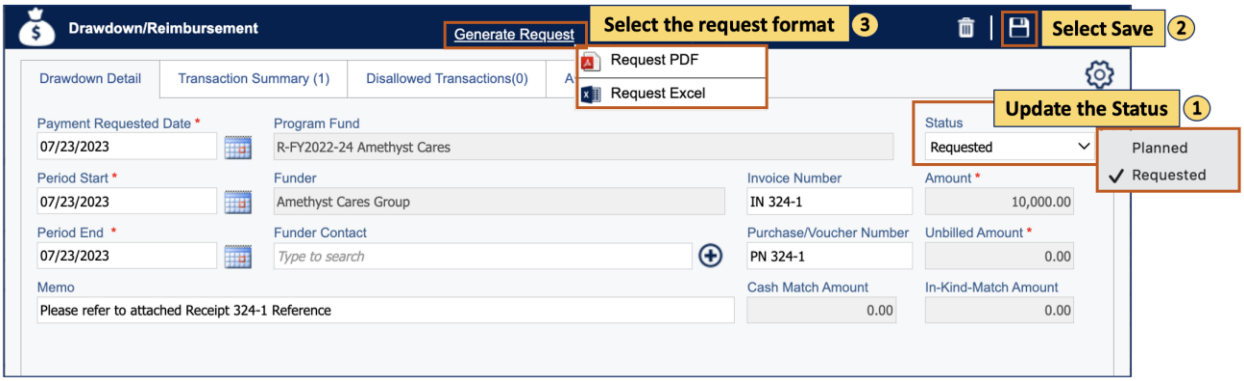
b. **Select** the **Revenue Source** and **Year** of the Posted Transaction. Then, **select Generate Request** to generate the request.



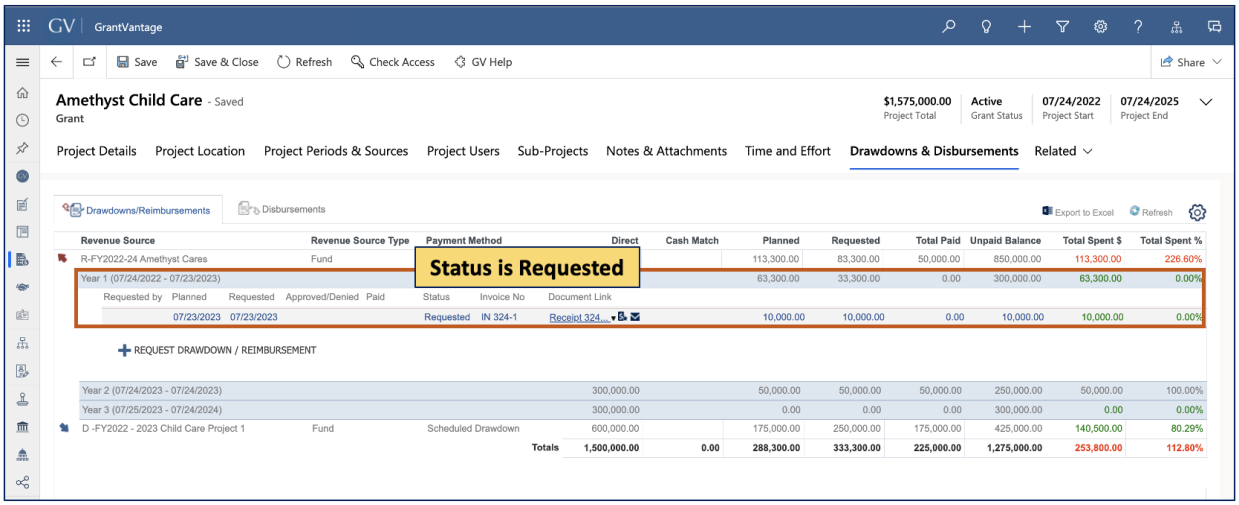
Option 2: ***After saving the Drawdown/Reimbursement Form:***

a. **Update** the **Status: Requested.** Then, **select** **Save.**

b. **Select** the **request format** as PDF or as an Excel.

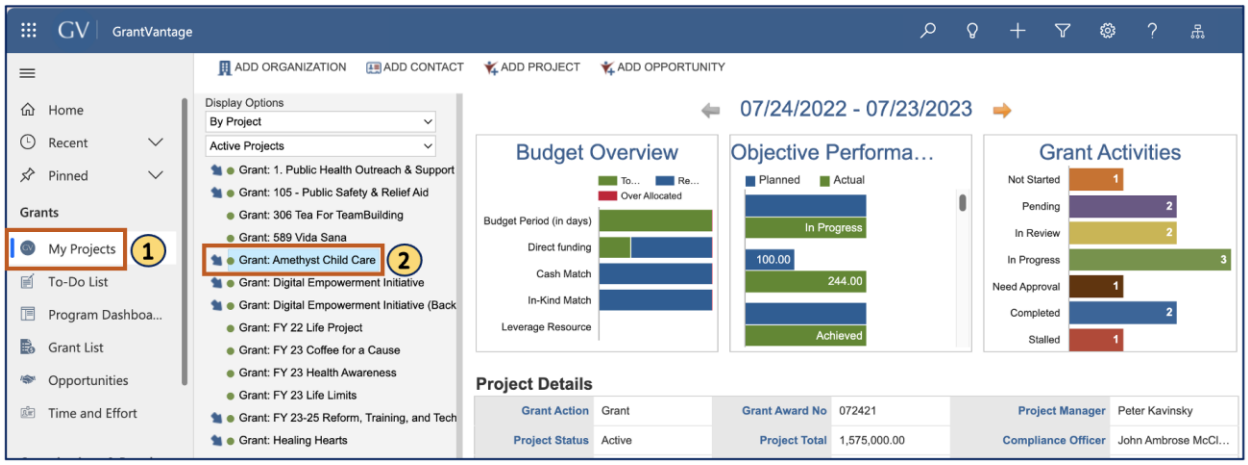


2. ***Reimbursement Request Status is Requested:***

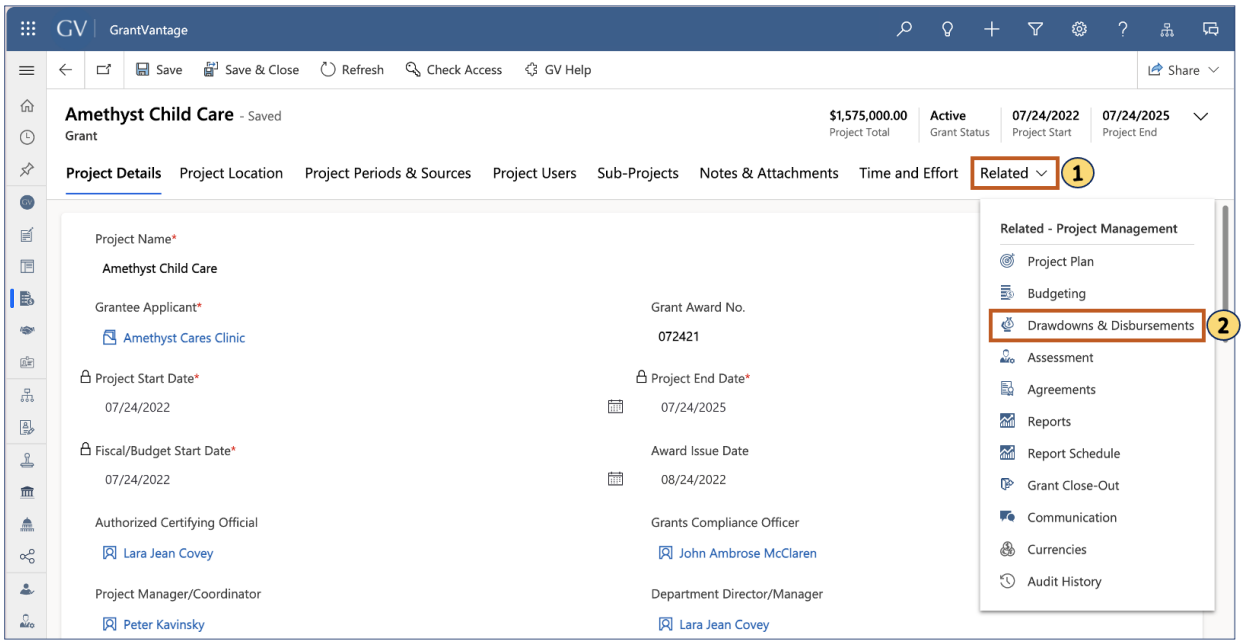


II. Approve or Deny a Reimbursement Request

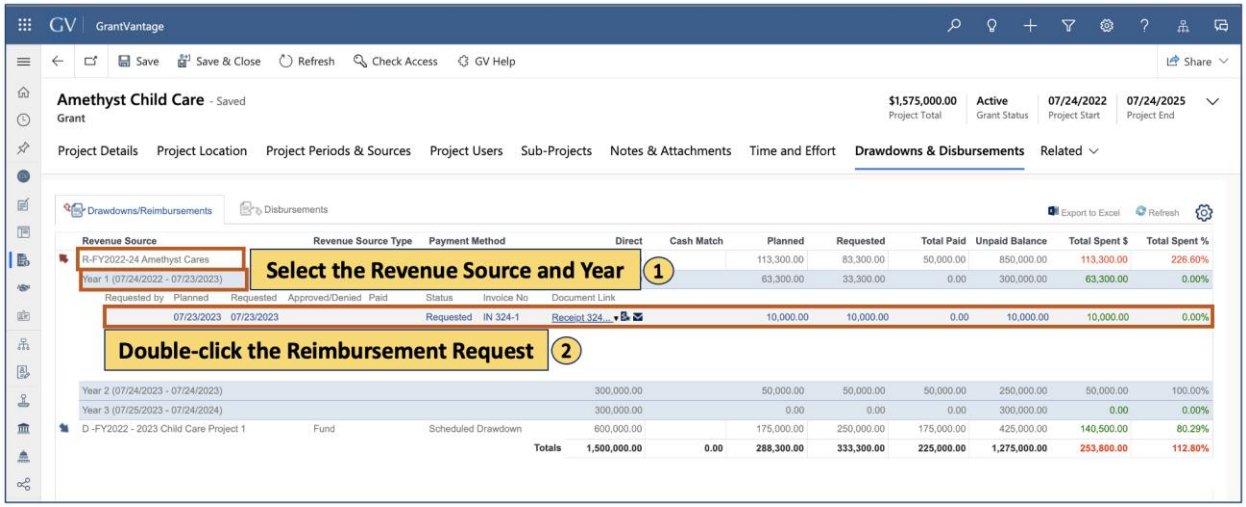
1. **Select** **My Projects** under Grants Section from the navigation menu, then **double-click** on the **Grant/Project** from which you want to request reimbursement.



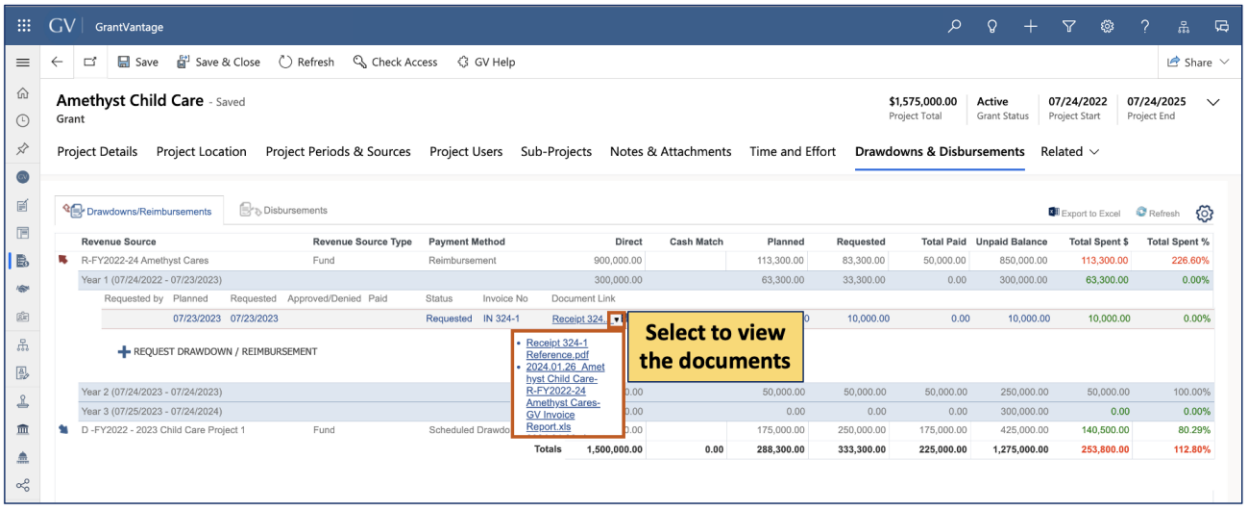
2. **Select** the **Related drop-down menu**, then **select** **Drawdowns & Disbursements**.



3. **Select** the **Revenue Source** and **Year** of the Reimbursement Request. Then, **double-click** on the **Reimbursement Request** to open it.



4. ⓘ **Optional: Select** the ▼ **drop-down list** to view relevant documents attached to the Reimbursement Request.



5. ***Attached Invoice Report for the Reimbursement Request:***

GrantVantage

Invoice Generated: July 30, 2024 at 3:30 AM

Invoice Request

Request Made To

Project	Amethyst Child Care		
Program Fund	Fund: R-FY2022-24 Amethyst Cares		
Contact			
Address			
Award Number	72421	Invoice No.	IN 324-1
Invoice Date	7/23/23	Invoice Period	07/23/2023 - 07/23/2023

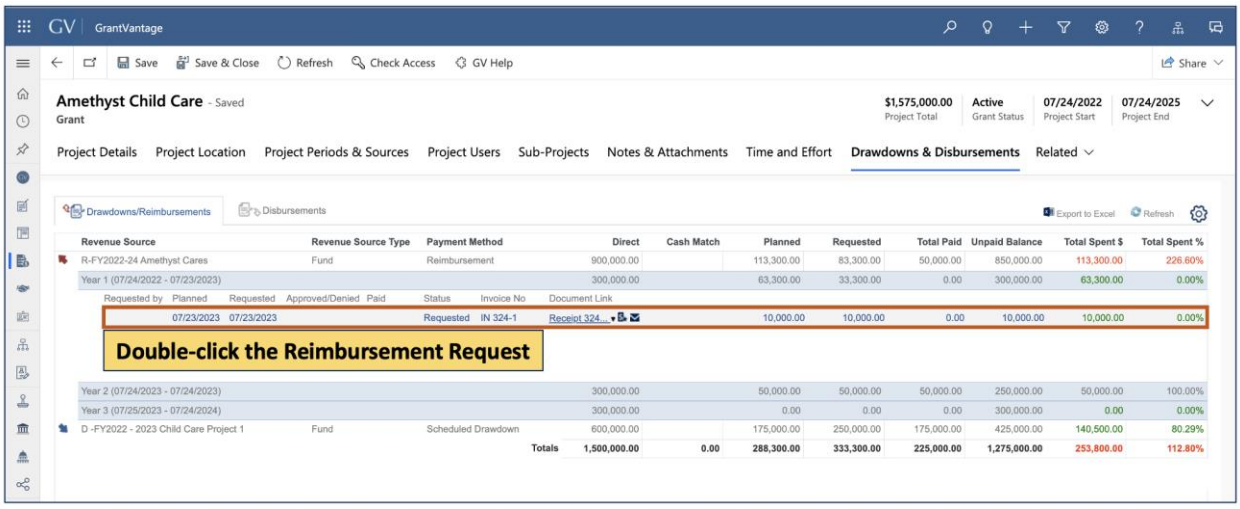
Request Made By

Grantee Organization	Amethyst Cares Clinic		
Mailing Address	555 South Beach Drive St Louis, Missouri 628390, United States of		
Agency Id			
Project Manager	Peter Kavinsky		
Compliance Officer	John Ambrose McClaren		
Requested Amount	10,000.00	Requested Date	7/23/23

Transaction Summary

Medical Supplies and Equipment (1)	**10000**
7/23/23	10,000.00
Professional Fees (1)	**10000**
Nurse' Fee (1)	10000
1/14/23	10,000.00

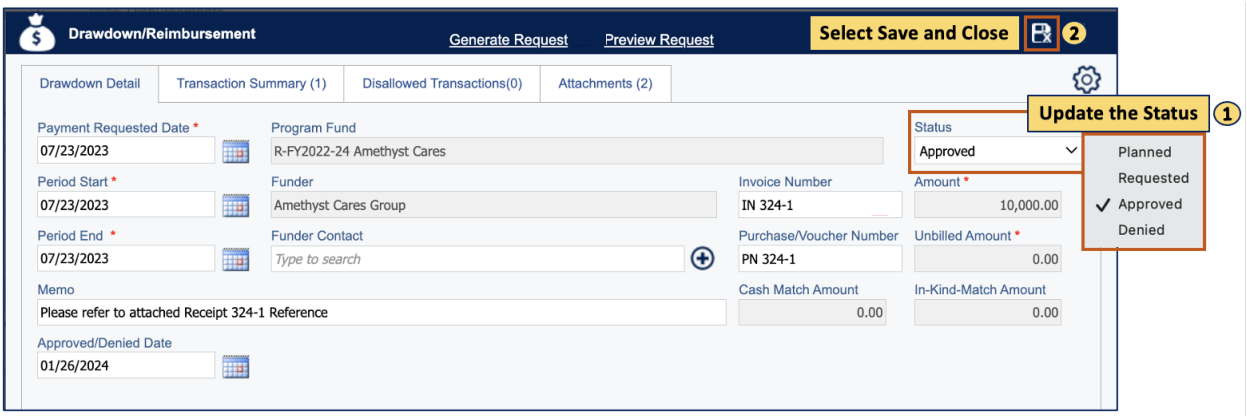
6. **Double-click** the **Reimbursement Request**.



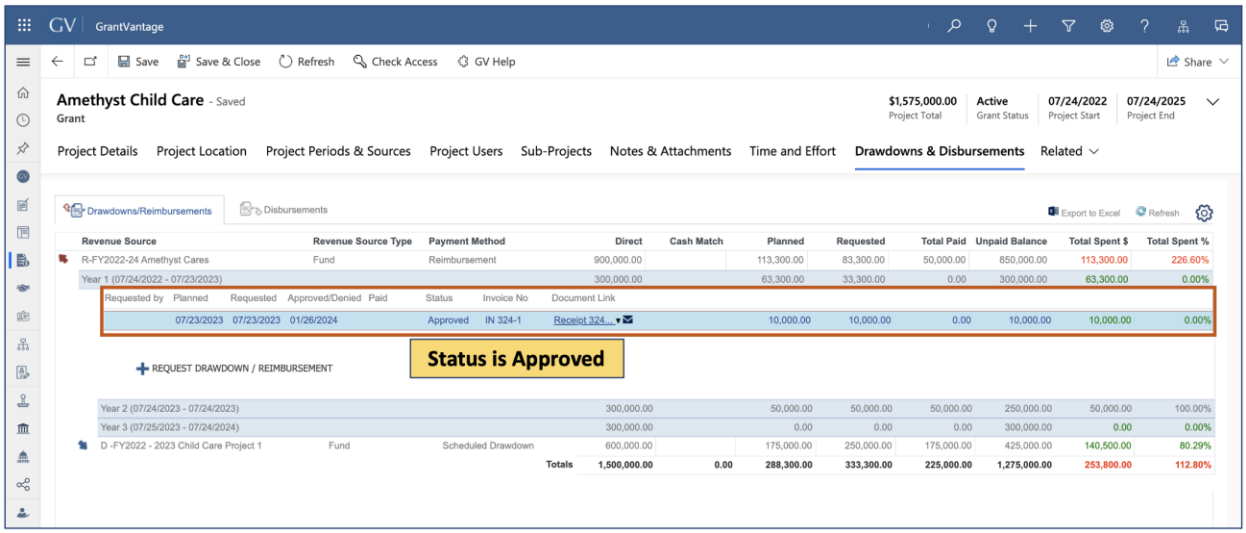
7. ***Review the Reimbursement Request and decide whether it is Approved or Denied:***
   Approve or deny the **Reimbursement Request** by:

   a. ***Approve the Reimbursement Request:***

      1. **Select Status: Approved** from the Status drop-down list, then **select Save and Close.**

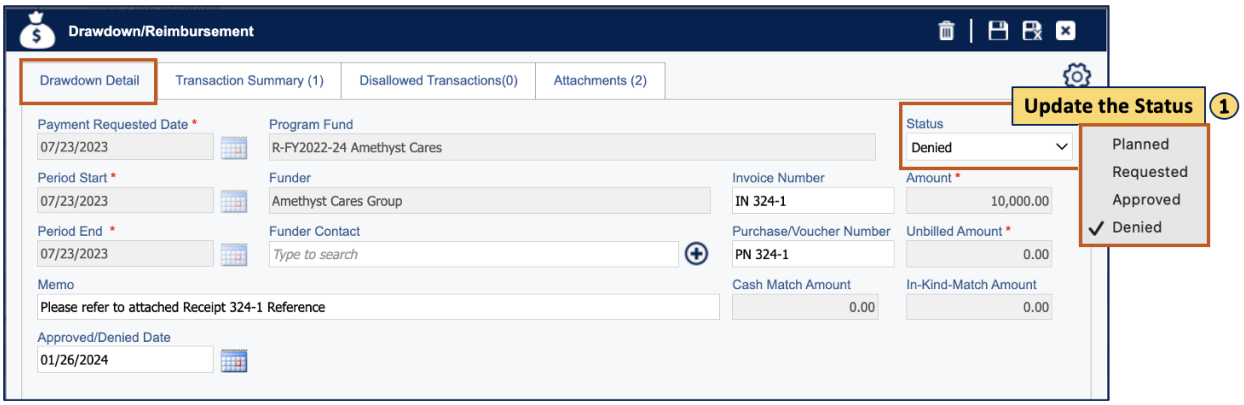


      2. ***Reimbursement Request is Approved:***

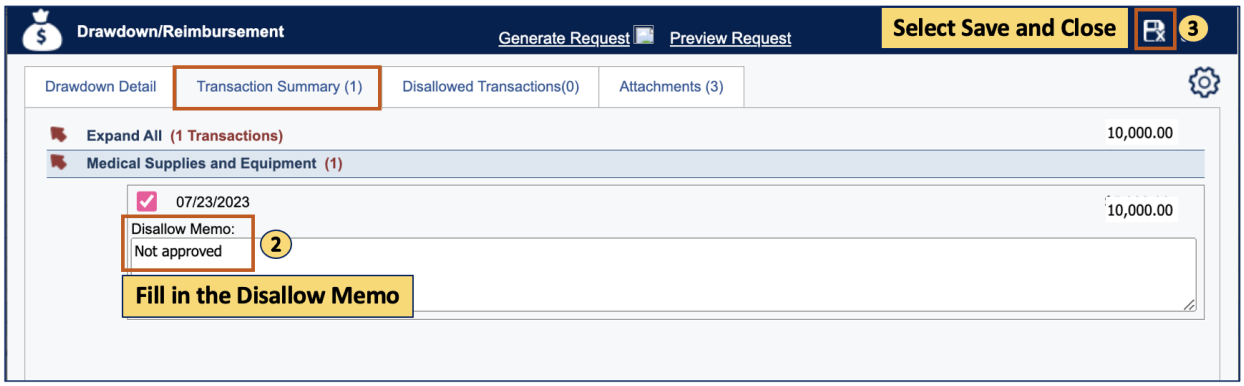


b. ***Deny the Reimbursement Request:***

1. ***In the Drawdown Detail Tab:*** **Select Status: Denied** from the Status drop-down list.

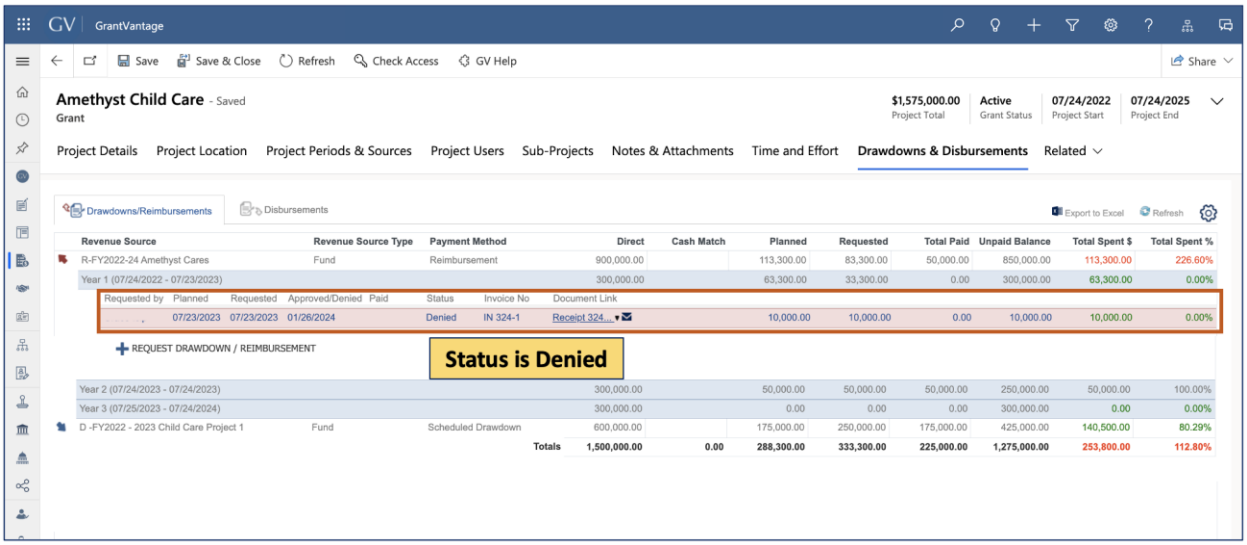


2. ***In the Transaction Summary Tab:*** **Fill in** the **Disallow Memo**. **Select Save and Close** to deny the Reimbursement Request.



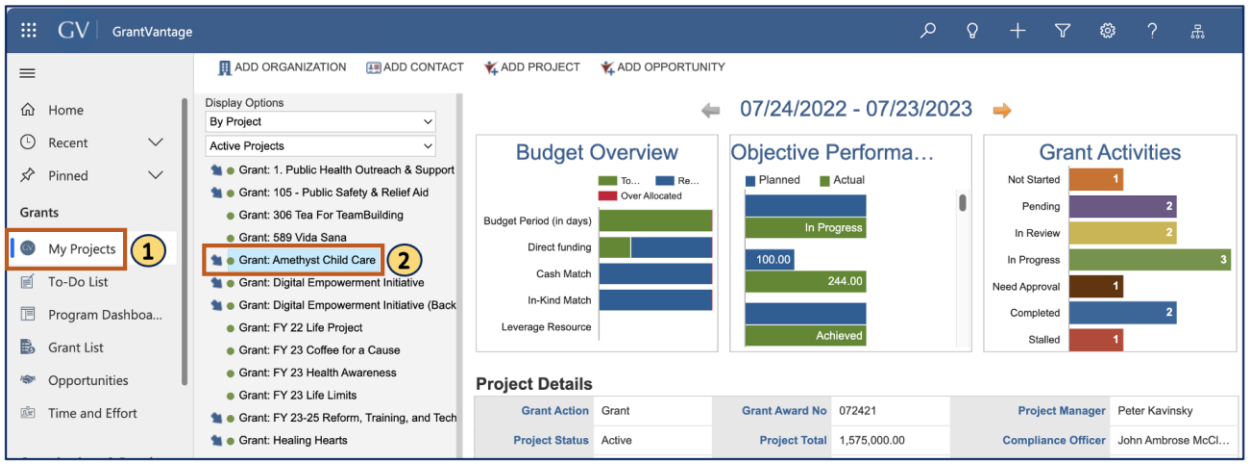
3. ***Message popup appears:*** **Select** the **OK Button**.

4. ***Reimbursement Request is Denied:***

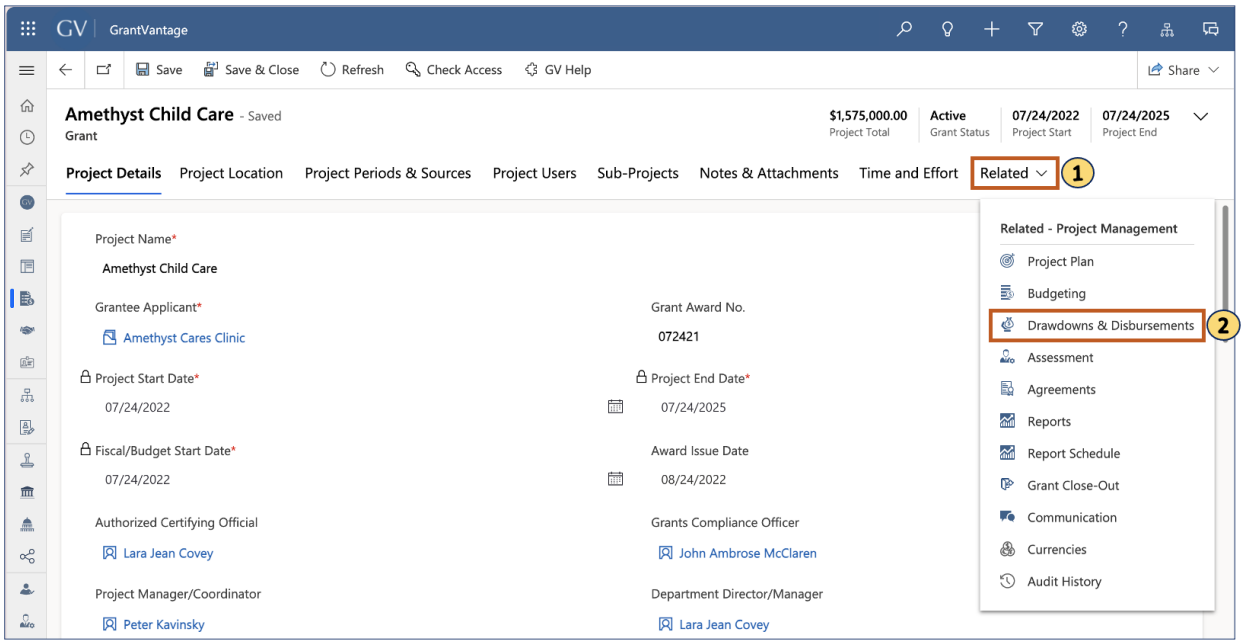


III. Pay for a Reimbursement Request

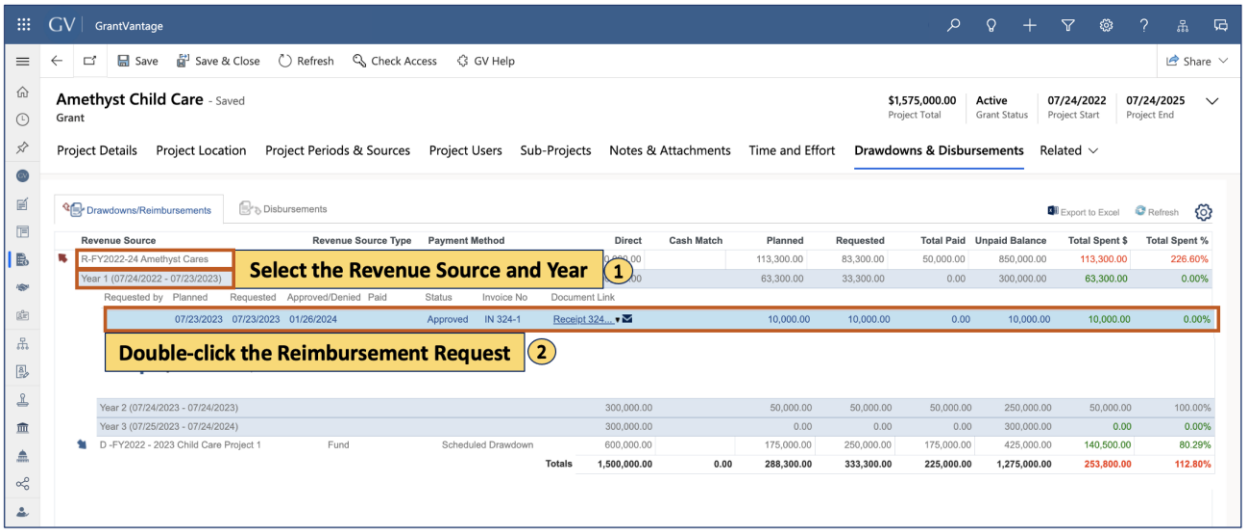
1. **Select** **My Projects** under Grants Section from the navigation menu, then **double-click** on the **Grant/Project** from which you want to request reimbursement.



2. **Select** the **Related drop-down menu**, then **select** **Drawdowns & Disbursements**.



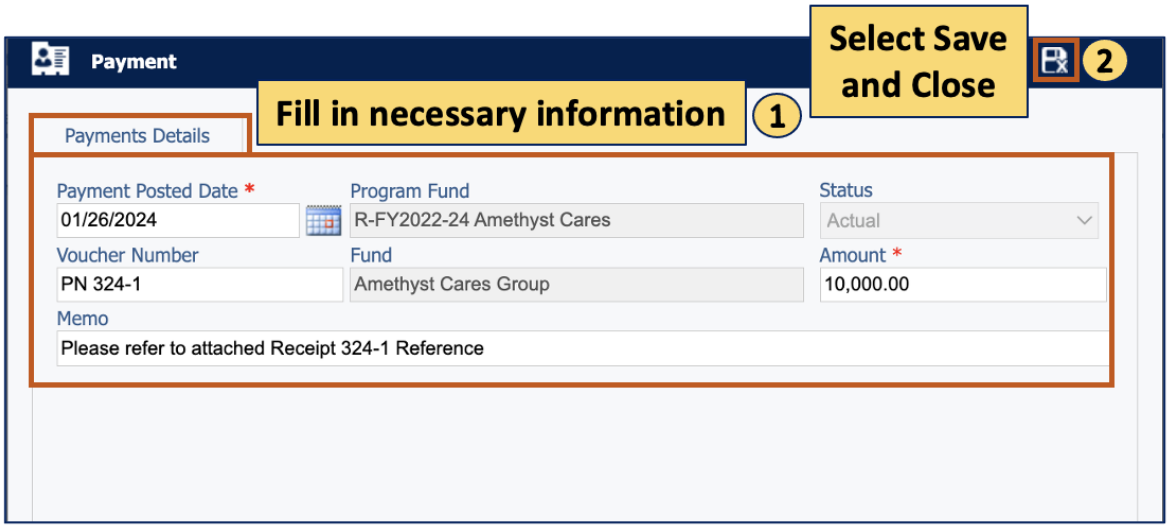
3. **Select** the **Revenue Source** and **Year** of the Reimbursement Request. Then, **double-click** on the **Reimbursement Request** to open it.



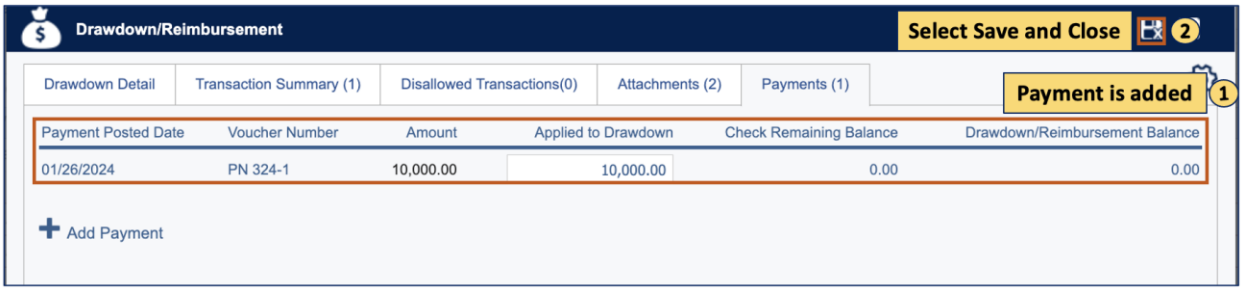
4. ***Drawdown/Reimbursement Form appears:*** **Select** the **Payments Tab**, then **select** ✚ **Add Payment.**

5. ***Payment Form appears:*** **Fill in** the **necessary information** regarding the payment from the Payment Form. Then, **select** **Save and Close.**

Note: Update the **Amount Field** to pay in full or partial payment.



6. **Payment is added. Select** **Save and Close** once all information is completed.



7. ***Reimbursement Request Status is Paid in Full:***