

CREATE EXPENSES AND PAYMENT REQUESTS

This document provides step by step instructions on how to create expenses and payment requests.

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CREATE EXPENSES

Navigate to the **Grant Management -> Grants**



Select your Award by clicking it in the **Name** column

| Name | Grantor | Award Status | Total Awarded Amount |
|---|---|--------------|----------------------|
| <u>CORE Integration - Court Security-AB</u> | Colorado Judicial (Sandbox Environment) | Approved | \$20,000.00 |

The **Award Screen** will display

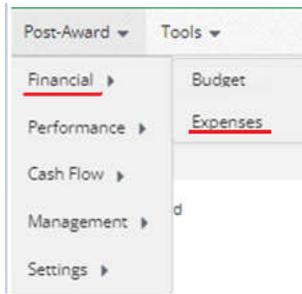
A screenshot of a software interface showing the "Award Details" screen for "CORE Integration - Court Security-AB". The screen has a top navigation bar with "Details", "Analytics", "Post-Award", and "Tools". The main title is "CORE Integration - Court Security-AB - Award Details". Below the title is a section titled "Award Information and Status" with a list of key-value pairs:

- Name: CORE Integration - Court Security-AB
- Recipient Name: CJD Test Recipient
- Recipient Award Name: CORE Integration - Court Security-AB
- Award Status: Approved
- Grant-Funded Amount: \$20,000.00
- Match Requirement: \$0.00
- Total Budget**: \$20,000.00
- Expenses To Date: \$1,650.00
- Match Contributions To Date: \$0.00
- Invoiced To Date: \$1,650.00
- Pending Invoices: \$250.00
- Approved Invoices: \$1,400.00
- Cash Received To Date: \$0.00
- Remaining Available Grant-Funded Amount: \$18,350.00
- Remaining Match Requirement: \$0.00
- Remaining Available Budget**: \$18,350.00

Below this is a section titled "Post-Award Information" with one key-value pair:

- Responsible Person: Audrey Boller

From the **Post-Award** tab on the top of the screen, select **Expenses** from the side dropdown



From the next screen, click the **+** below **Actions** in the **All Expenses** section



From the **Expense Entry Screen**, enter the values as indicated below

General Financials Attachments

Grant: CORE Integration - Court Security-AB

Category: Supplies

Line Item: Supplies

[Clear all filters](#)

Item Type: Non-Personnel Line Item

Direct Cost *: \$250.00

Exclude From Match

Responsible Individual: Audrey Boller

Created By: audrey.boller@judicial.state.co.us

Expense Date *: 8/1/2023

Expense Status: Reviewed

Payment Status: New

Payee: Other Select Payee... [Create New](#)

[Create](#)

Category - Select the relevant Budget Category from dropdown

Line Item – Select the relevant Budget Line Item from dropdown

Direct Cost – Enter the amount you are requesting

Expense Status – Select **Reviewed**

The Reviewed status makes Expenses eligible to be pulled into a Payment Request

- *Will a different person in your organization be reviewing the expense you have entered? If so, leave the Expense Status as **New** and have that person follow the instructions under the Review Expenses section*

Expense Date – Enter the date of the expense

- *If you are entering the entire amount for a quarter in one line, you can use the last date of the quarter (or any other date within that quarter)*

For example: if you are entering \$25,000 for the quarter 7/1/2023-9/30/2023, you can enter 9/30/2023

Click **Create**

Repeat all steps above for each expense line item you would like to add

REVIEW EXPENSES (IF EXPENSES ENTERED BY DIFFERENT PERSON THAN REVIEWER)

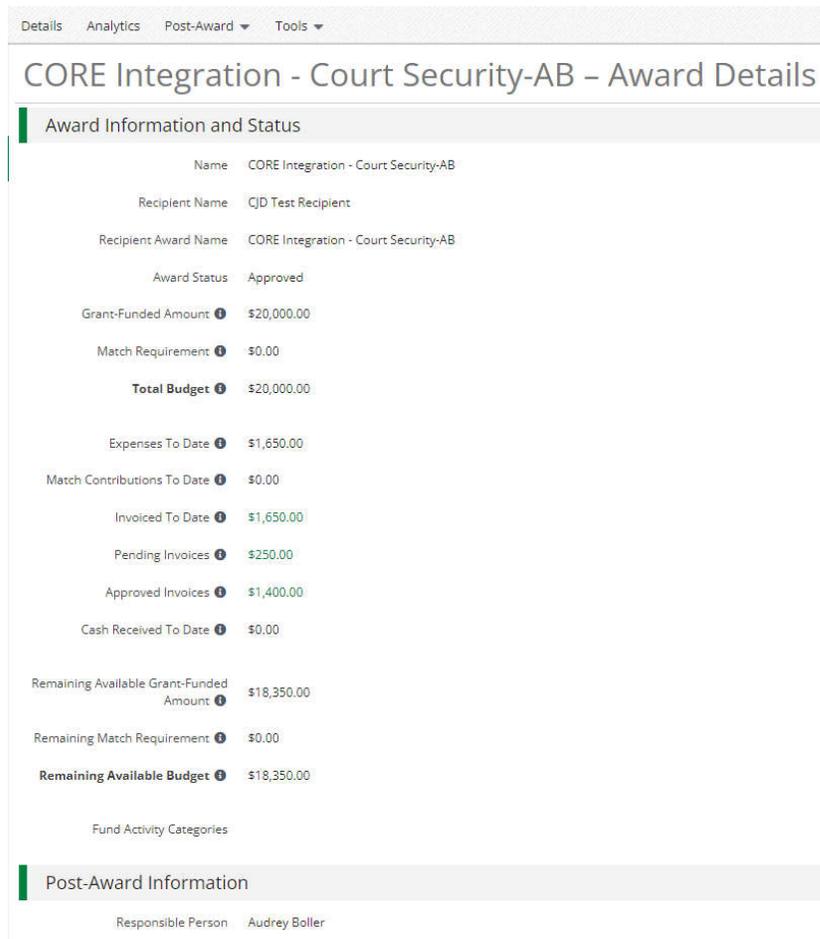
Navigate to **Grant Management -> Grants**



Select your Award by clicking it in the **Name** column

| Name | Grantor | Award Status | Total Awarded Amount |
|---|---|--------------|----------------------|
| <u>CORE Integration - Court Security-AB</u> | Colorado Judicial (Sandbox Environment) | Approved | \$20,000.00 |

The **Award Screen** will display



Details Analytics Post-Award Tools

CORE Integration - Court Security-AB – Award Details

Award Information and Status

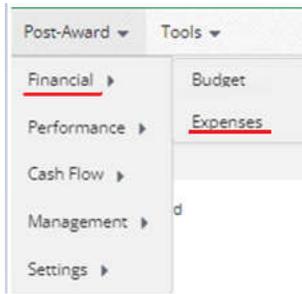
| | |
|---|--------------------------------------|
| Name | CORE Integration - Court Security-AB |
| Recipient Name | CJD Test Recipient |
| Recipient Award Name | CORE Integration - Court Security-AB |
| Award Status | Approved |
| Grant-Funded Amount | \$20,000.00 |
| Match Requirement | \$0.00 |
| Total Budget | \$20,000.00 |
| Expenses To Date | \$1,650.00 |
| Match Contributions To Date | \$0.00 |
| Invoiced To Date | \$1,650.00 |
| Pending Invoices | \$250.00 |
| Approved Invoices | \$1,400.00 |
| Cash Received To Date | \$0.00 |
| Remaining Available Grant-Funded Amount | \$18,350.00 |
| Remaining Match Requirement | \$0.00 |
| Remaining Available Budget | \$18,350.00 |

Fund Activity Categories

Post-Award Information

| | |
|--------------------|---------------|
| Responsible Person | Audrey Boller |
|--------------------|---------------|

From the **Post-Award** tab on the top of the screen, select **Expenses** from the side dropdown



Within the **All Expenses - Actions** section on the next screen, from the list of expenses that have been entered, click the  next to items with the **Expense Status of New**

CORE Integration - Court Security-AB

Filter By

Grant: CORE Integration - Court Security-AB

Category: Select a Category...

Line Item: Select a Budget Item...

Clear all filters

All Expenses

Actions

Drag a column header and drop it here to group by that column

| <input type="checkbox"/> Select All | Expense Date... ↓ | Descripti... ↓ | Amount ↓ | Expense Status |
|-------------------------------------|-------------------|---|----------|----------------|
| <input type="checkbox"/> | 8/14/2023 | Expense  | \$250.00 | New |

On the **Edit Expense** screen, review the information that has been entered and change the **Expense Status** to **Reviewed**

Edit Expense

General **Fin**

Grant: CORE Integration - Court Security-AB

Category: Supplies

Line Item: Supplies

Clear all filters

Item Type: Non-Personnel Line Item

Direct Cost: \$250.00

Exclude From Match

Responsible Individual: Audrey Boller

Created By: audrey.boller@judicial.state.co.us

Expense Date: 8/1/2023

Expense Status: Reviewed

The Reviewed status makes Expenses eligible to get pulled into a Payment Request

CREATE AND SUBMIT PAYMENT REQUEST

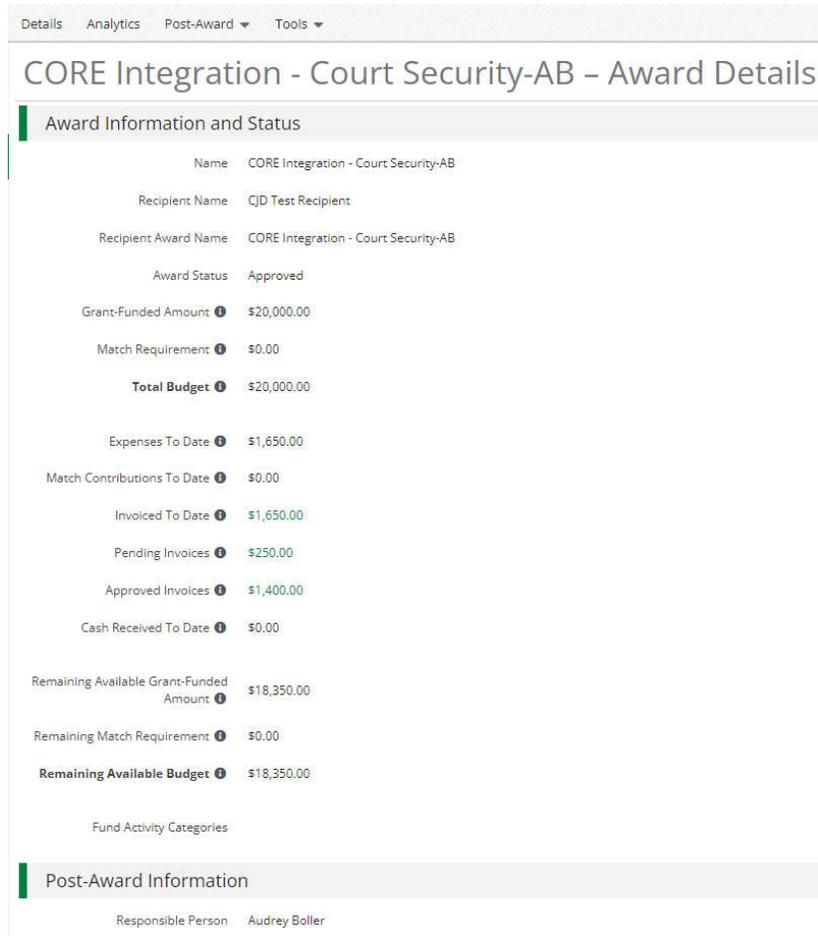
Navigate to **Grant Management -> Grants**



Select your Award by clicking it in the **Name** column

| Name | Grantor | Award Status | Total Awarded Amount |
|---|---|--------------|----------------------|
| <u>CORE Integration - Court Security-AB</u> | Colorado Judicial (Sandbox Environment) | Approved | \$20,000.00 |

The **Award Details Screen** will display



Details Analytics Post-Award Tools

CORE Integration - Court Security-AB – Award Details

Award Information and Status

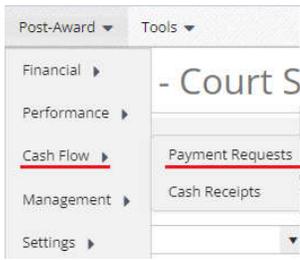
| | |
|---|--------------------------------------|
| Name | CORE Integration - Court Security-AB |
| Recipient Name | CJD Test Recipient |
| Recipient Award Name | CORE Integration - Court Security-AB |
| Award Status | Approved |
| Grant-Funded Amount | \$20,000.00 |
| Match Requirement | \$0.00 |
| Total Budget | \$20,000.00 |
| Expenses To Date | \$1,650.00 |
| Match Contributions To Date | \$0.00 |
| Invoiced To Date | \$1,650.00 |
| Pending Invoices | \$250.00 |
| Approved Invoices | \$1,400.00 |
| Cash Received To Date | \$0.00 |
| Remaining Available Grant-Funded Amount | \$18,350.00 |
| Remaining Match Requirement | \$0.00 |
| Remaining Available Budget | \$18,350.00 |

Fund Activity Categories

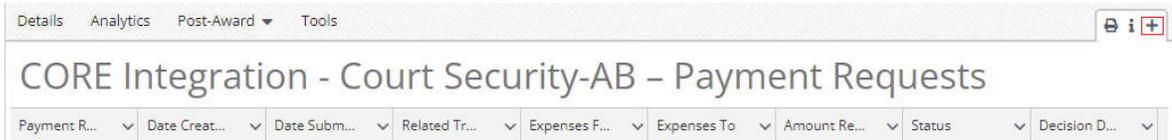
Post-Award Information

| | |
|--------------------|---------------|
| Responsible Person | Audrey Boller |
|--------------------|---------------|

From the **Post-Award** tab on the top of the screen, select **Cash Flow > Payment Requests** from the side dropdown



On the next screen, click the **+** in the icon toolbar on the top right to create a new Payment Request



From the **Payment Request Entry Screen**, enter the values as indicated below

Organization and Grant Information

Funder Organization: Colorado Judicial (Sandbox Environment)
 Grant Name: CORE Integration - Court Security-AB

Payment Request Information

Payment Request Name*: Payment Request: CORE Integration - Court Sec
 Date Created*: 8/14/2023
 Related Reporting Period(s): Select reporting periods...
 Expenses From: 7/1/2023 To: 8/4/2023
 Payment Type: Reimbursement
 Payment Request Status: Not Submitted

Financial Detail

Create New Expense +

| | Expensed | Cash Match | In-Kind Match | Grant Funded | Grant-Funded Remaining |
|---------------|-----------------|---------------|---------------|-----------------|------------------------|
| Supplies | \$250.00 | \$0.00 | \$0.00 | \$250.00 | \$18,350.00 |
| Totals | \$250.00 | \$0.00 | \$0.00 | \$250.00 | |

Requested Amount*: \$250.00

Payment Request Information Section

Enter the **Expenses From** and **To** dates to reflect the period of your request

For example: 7/1/2023 – 9/30/2023 for the 1st quarter of the 2023/24 grant year

Financial Details Section

As shown in the red box above, a list of all total reviewed expenses for the specified time period will display

Double-check that it matches the total you intended

*If it does not, go back to the **Expense** screen and check that all expenses have **Expense Status = Reviewed** and **Expense Date** within the intended time period*

Enter the **Requested Amount** to reflect the **Totals** amount in the Grant Funded column directly above

Certification Section

Review the information and enter your name to certify

Backup Requirements Section

make sure to read this carefully and provide all of the necessary backup

Many grants will have additional sections and fields to complete

Enter the requested information

Upload your backup

Click **Submit**

A pop-up will show to ensure that you are submitting the request for the intended amount. If it is correct, click **Submit** again

Submission Reminder

By submitting you will be sending the payment request to the funder.

You cannot make any further changes after submission.

The Requested Amount for this payment request is \$250.00 . Do you want to submit this request?

Another pop-up will display briefly that says

Success

Payment Request Submitted

REVIEW SUBMITTED PAYMENT REQUESTS

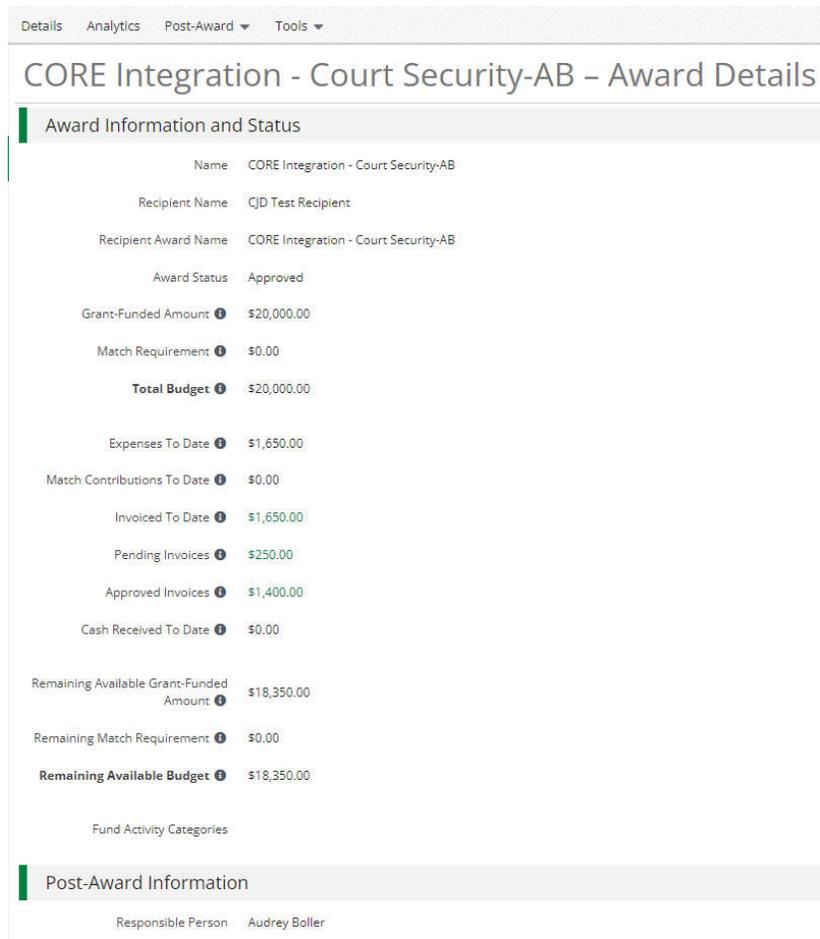
Navigate to **Grant Management -> Grants**



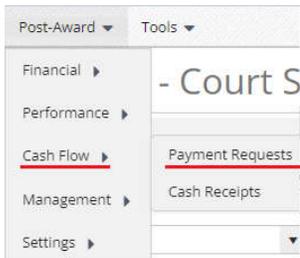
Select your Award by clicking it in the **Name** column

| Name | Grantor | Award Status | Total Awarded Amount |
|---|---|--------------|----------------------|
| <u>CORE Integration - Court Security-AB</u> | Colorado Judicial (Sandbox Environment) | Approved | \$20,000.00 |

The **Award Screen** will display

A screenshot of a software interface showing 'Award Details' for 'CORE Integration - Court Security-AB'. At the top, there are tabs for 'Details', 'Analytics', 'Post-Award', and 'Tools'. The 'Post-Award' tab is selected. Below the tabs is a title 'CORE Integration - Court Security-AB - Award Details'. Underneath is a section titled 'Award Information and Status' containing various metrics: Name (CORE Integration - Court Security-AB), Recipient Name (CJD Test Recipient), Recipient Award Name (CORE Integration - Court Security-AB), Award Status (Approved), Grant-Funded Amount (\$20,000.00), Match Requirement (\$0.00), Total Budget (\$20,000.00), Expenses To Date (\$1,650.00), Match Contributions To Date (\$0.00), Invoiced To Date (\$1,650.00), Pending Invoices (\$250.00), Approved Invoices (\$1,400.00), Cash Received To Date (\$0.00), Remaining Available Grant-Funded Amount (\$18,350.00), Remaining Match Requirement (\$0.00), and Remaining Available Budget (\$18,350.00). Below this is a section titled 'Post-Award Information' with 'Responsible Person' listed as 'Audrey Boller'. On the right side of the screen, there is a vertical dropdown menu with 'Cash Flow' selected.

From the **Post-Award** tab on the top of the screen, select **Cash Flow** from the side dropdown



The list of **Payment Requests** will display as shown below. Look in the **Status** column. To review the details of the request, click it in the **Payment Request Name** column

| Payment Request Name | Date Created | Date Submitted | Related Tracking Periods | Expenses From | Expenses To | Amount Requested | Status |
|---|--------------|----------------|--------------------------|---------------|-------------|------------------|-----------|
| Payment Request: CORE Integration - Court Security-AB_8/14/2023 | 8/14/2023 | 8/14/2023 | | 7/1/2023 | 8/4/2023 | \$250.00 | Submitted |
| Payment Request: CORE Integration - Court Security-AB_8/14/2023 | 8/14/2023 | 8/14/2023 | | 8/1/2023 | 8/31/2023 | \$250.00 | Submitted |

On the **Payment Request Screen**, see the **Payment Request Status**

Payment Requests

CORE Integration - Family Violence

Organization and Grant Information

Funder Organization: Colorado Judicial (Sandbox Environment)

Grant Name: CORE Integration - Family Violence - AB #2

Payment Request Information

Payment Request Name: Payment Request: CORE Integration - Family Violence

Date Created: 9/5/2023

Related Reporting Period(s)

Expenses From: 9/1/2023 To: 9/5/2023

Payment Type: Reimbursement

Payment Request Status: **Approved**

Date Submitted: 9/5/2023

Submitted By: Shannon Martin

Submitted By: Shannon Martin

Scroll to the bottom to view the **Payment Request History** Section. You can see the actions taken on this Payment Request and who took those actions. When it has been approved for payment by the State Court Administrator’s Office, that will also show.

Payment Request History

- 9/5/2023 Payment Request for \$125.00 approved by Audrey Boller
- 9/5/2023 Payment Request for \$125.00 submitted by Shannon Martin
- 9/5/2023 Payment Request created by Shannon Martin

Click **Cancel** to close

Cancel

EDIT AND RESUBMIT REJECTED PAYMENT REQUEST

NOTE: You can only resubmit a rejected Payment Request once. If it is rejected another time, you will need to create a new Payment Request.

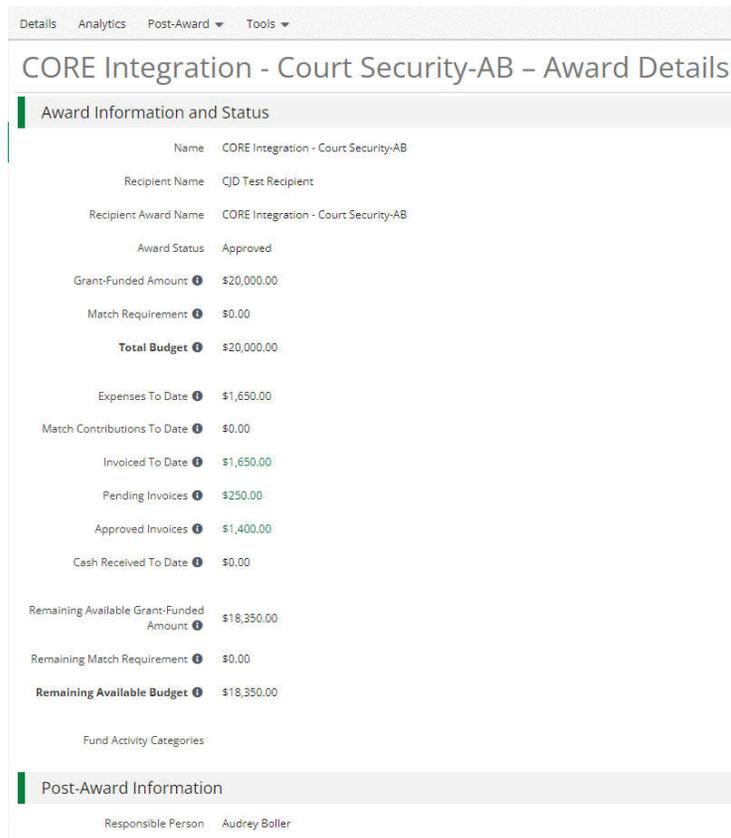
Navigate to **Grant Management -> Grants**



Select your Award by clicking it in the **Name** column

| Name | Grantor | Award Status | Total Awarded Amount |
|---|---|--------------|----------------------|
| <u>CORE Integration - Court Security-AB</u> | Colorado Judicial (Sandbox Environment) | Approved | \$20,000.00 |

The **Award Screen** will display



Details Analytics Post-Award Tools

CORE Integration - Court Security-AB - Award Details

Award Information and Status

Name: CORE Integration - Court Security-AB

Recipient Name: CJD Test Recipient

Recipient Award Name: CORE Integration - Court Security-AB

Award Status: Approved

Grant-Funded Amount: \$20,000.00

Match Requirement: \$0.00

Total Budget: \$20,000.00

Expenses To Date: \$1,650.00

Match Contributions To Date: \$0.00

Invoiced To Date: \$1,650.00

Pending Invoices: \$250.00

Approved Invoices: \$1,400.00

Cash Received To Date: \$0.00

Remaining Available Grant-Funded Amount: \$18,350.00

Remaining Match Requirement: \$0.00

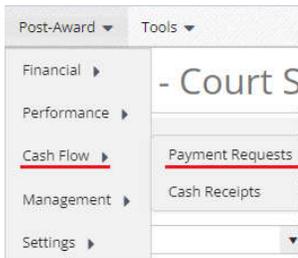
Remaining Available Budget: \$18,350.00

Fund Activity Categories

Post-Award Information

Responsible Person: Audrey Boller

From the **Post-Award** tab on the top of the screen, select **Cash Flow** from the side dropdown



The list of **Payment Requests** will display as shown below. Look in the **Status** column. If the Status is **Rejected**, edit the request by clicking it in the **Payment Request Name** column

CORE Integration - Family Violence - AB #2 – Payment Requests

| Payment Request Name | Date Created | Date Submitted | Expenses From... | Expenses To | Amount Requested | Status |
|---|--------------|----------------|------------------|-------------|------------------|-----------------|
| Payment Request: CORE Integration - Family Violence - AB #2 9/11/2023 | 9/11/2023 | 9/11/2023 | 9/1/2023 | 9/11/2023 | \$200.00 | <u>Rejected</u> |

On the **Payment Request Screen**, the **Payment Request Status** will be **Rejected**

CORE Integration - Family Violence - AB

Organization and Grant Information

Funder Organization: Colorado Judicial (Sandbox Environment)
 Grant Name: CORE Integration - Family Violence - AB #2

Payment Request Information

Payment Request Name *: Payment Request: CORE Integration - Family Violence - AB #2
 Date Created: 9/11/2023
 Related Reporting Period(s): Select reporting periods...
 Expenses From: 9/1/2023 To: 9/11/2023
 Payment Type: Reimbursement
 Payment Request Status: Rejected

Scroll to the bottom to view the **Payment Request History** Section and see the **Reason for Edit** on the rejected line

Payment Request History

| | |
|------------|---|
| 10/5/2023 | Payment Request for \$200.00 <u>rejected by Audrey Boller</u> <u>Reason for Edit: need additional backup</u> |
| 9/11/2023 | Payment Request for \$200.00 submitted by Shannon Martin |
| 9/11/2023 | Payment Request created by Shannon Martin |
| Grant Name | CORE Integration - Family Violence - AB #2 |

Based on the **Reason for Edit**, update the Payment Request as needed

Click **Submit**