

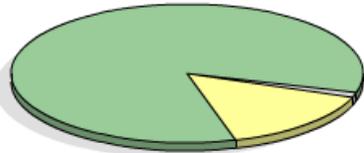
Adjust the Expenditure Amount

The subgrantee may adjust the expenditure item amount in the Needs Invoice or Invoiced status without submitting a change request. This slick sheet serves to provide instruction on how to complete this process.

Step 1 | From the Home screen, click the **Expenditure List Items** hyperlink under the Pending Tasks section.

TRAINING 2006 SHSP Progress Report
Grant Amount: \$132,500.00

- Uncommitted -- \$1,500.00
- Review -- \$0.00
- Needs POE -- \$0.00
- On-Order -- \$111,000.00
- Invoiced -- \$20,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



THREAT LEVEL
ELEVATED

PENDING TASKS

	Build	Needs POE	On-Order	Inu/Complete
Expenditure List Items	0	0	1	1
		Build	At SAA	Approved
Grant Applications		1	0	1
		Build	Submitted	Verified
Reimbursement Requests	1	0	0	0
		Pending	Submitted	Paid
Voucher Requests		0	0	0

Step 2 | When the expenditure status is Needs Invoice or Invoiced status, click the [\[edit\]](#) hyperlink to the right of the expenditure item. *Quick note: Needs Invoice is when an item has not been submitted to the SAA. Invoiced is when the request was submitted but denied by the SAA.*

Project: NIMS Compliance Officer - Prince George's (Continuation)							[edit]
(120.OO.01.OTHE) Expenses directly related to Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes the conduct or attendance of training	Invoiced	1	\$705.62	\$705.62	No Invoice	No Invoice	[edit]
(140.HF.01.MASA) Manager Prince George's County - Journal entry, summary and compensation and fringe reports	Complete	1	\$91,018.05	\$91,018.05	08/20/2010	09/27/2010	[edit]
(140.HF.01.PDSA) Program Director Labor for T. Wells	Complete	1	\$30,199.29	\$30,199.29	11/24/2010	02/16/2011	[edit]

- Step 3 |** On the Invoice – Invoice Items screen, update the expenditure amount by taking the following steps:
- a. To change the expenditure amount from \$705.62 to \$702, enter the new amount in the **Unit Cost** field.
 - b. Ensure the amount **Assigned** equals the total for the request and utilizes only grant funds. If this is not the case, click the [\[auto adjust\]](#) hyperlink.
 - c. Attach any **Additional Documents** that support/explain the expenditure request or provide details in the **Subgrantee Notes** section. *Tip: make sure the attached documents are accurate and reflect the revised amount. You can attach new or remove current documents before submitting the request to the SAA.*
 - d. Click the **Reimbursement** button in the Actions section to save changes to your invoice and place it in queue for reimbursement.

INVOICE >> denotes required

Subgrantee: Prince George's County Office of Homeland Security
Grant Number: 8UAS1543
POE: POE18543-101017032334
Invoice Number: 10192010
Invoice Date: Oct 19 2010
Request Date: 10/19/2010 03:12 PM EST
Vendor: Class Rosters
Project: NIMS Compliance Officer - Prince George's (Continuation)

INSTRUCTIONS

- Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
- Adjust the cost of any item that requires cost adjustment.
- Add any shipping and Handling of Taxes and Fees.

INVOICE ITEMS

Expenditure	Category	Qty	Unit Cost	Total
Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes <i>Multiple Invoice Allowed</i>	(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	1	\$702.00	\$702.00

Process the request as is, leaving no quantities behind for a future PO/Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$702.00	\$702.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2008 UASI	\$ 121,922.96	\$121,919.34	\$3.62	\$702.00
Subgrantee Funds	-	-	-	\$0.00
			Required:	\$702.00
			Delta:	\$0.00

Shipping/Handling: \$0.00
Taxes/Fees: \$0.00
Invoice Total: \$702.00

INVOICE NOTES

Invoice Notes:
Per the request of the SAA the expenditure amount has been adjusted to \$702 instead of \$705.62.

Attached Documents
[Attach Document](#) Attach documents to this Invoice
 A copy of the Proof of Payment will be faxed to the SAA [upload]
 Electronic Copy of Invoice [remove]

ACTIONS

[Reimbursement](#) Save Invoice changes and place in queue for reimbursement.
[Cancel](#) Cancel any changes.

Step 4 | A pop-up prompt will confirm the submission of the item. Click **OK**.



Step 5 | On the Reimbursement – Reimbursement items screen, click the **Submit** button in the Actions section to send the invoice to the SAA for review.

ACTIONS

[Submit](#) Submit all checked items on this reimbursement to the SAA for review.
[More Invoices](#) Return to your expenditure list to enter more invoices for this reimbursement.
[Return](#) Return to the Reimbursement Manager.

Attached Documents

- Electronic Copy of Invoice [remove]
- Electronic Copy of Invoice [remove]
- Electronic Copy of Proof of Payment [remove]
- Electronic Copy of Invoice [remove]
- Electronic Copy of Proof of Payment [remove]

[Attach Document](#) Attach documents to this reimbursement request.

This request will display in the SAA's queue for approval. The subgrantee can be notified via email if the request is denied. If approved, the request will move through the SAA's approval process.