SAMIS 2.0

SAMIS Administrator

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Introduction

Services and Activities Management Information System (SAMIS) is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as ESG, Ryan White, and Financially Assisted Agencies create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways. It quickens the reimbursement process, there is fiscal workflow accountability and tracking, provides an audit trail from creation through approval, and is paperless.

User Access - A completed user request form will be required if your agency needs to add or remove SAMIS access for an employee. Information such as the employee's name, email address, and the role your agency would like them to fill in the workflow chain are part of the user request form.

Workflow Chain - At the agency level there are a minimum of two roles that are required…a creator and a submitter. The individuals placed into these roles will be decided by your agency. Once the creator creates the document it is forwarded to the submitter. The submitter then has the opportunity to submit/forward to the County or reject it back to the creator if it needs to be revised. A reviewer role may be added. The reviewer would have the opportunity to review it once it has been created and before the submitter reviews it. They too would have the option to reject the document back to the creator if revisions are required.

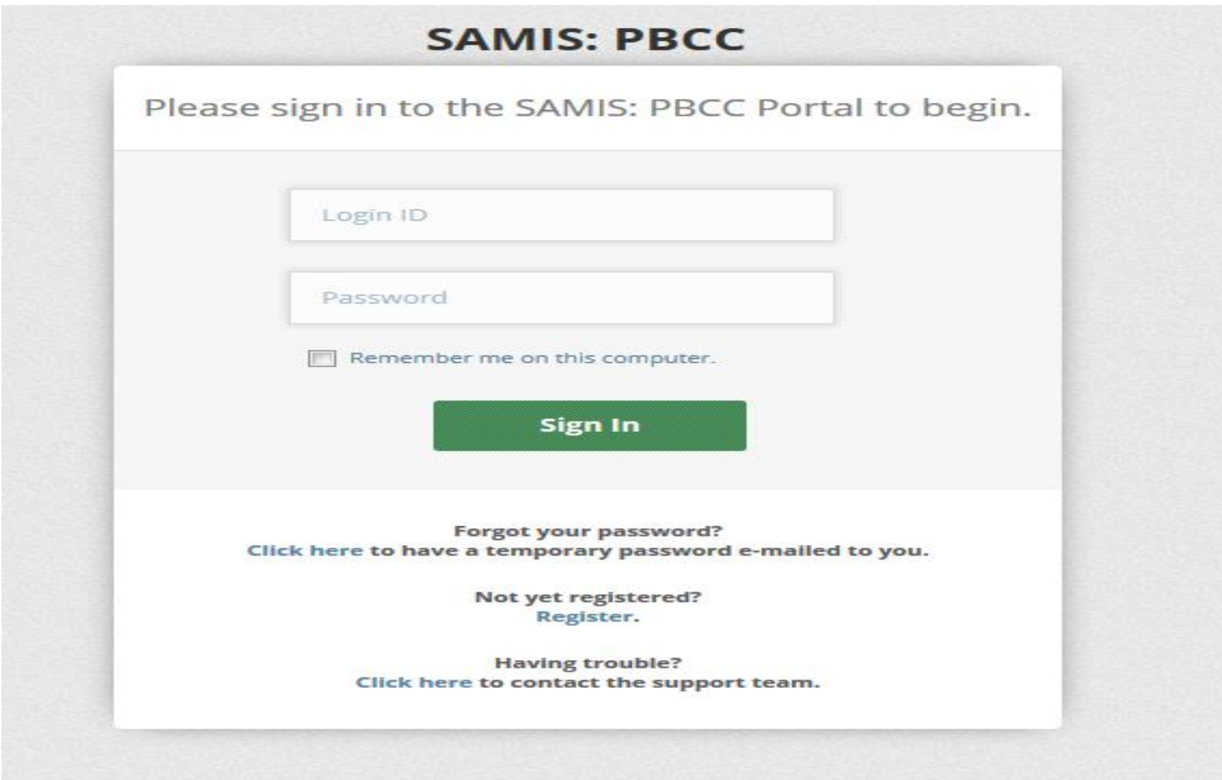
Once it is the County's queue, there are generally two levels of review: 1) Community Services fiscal review and 2) Palm Beach County Finance Department review. Certain programs may require a Community Services programmatic review prior to being reviewed fiscally. The reimbursement request can be rejected back to the originating agency from any one of these levels.

The agency will receive system generated email notifications when the document(s) have been received in your queue, approved, and/or rejected.

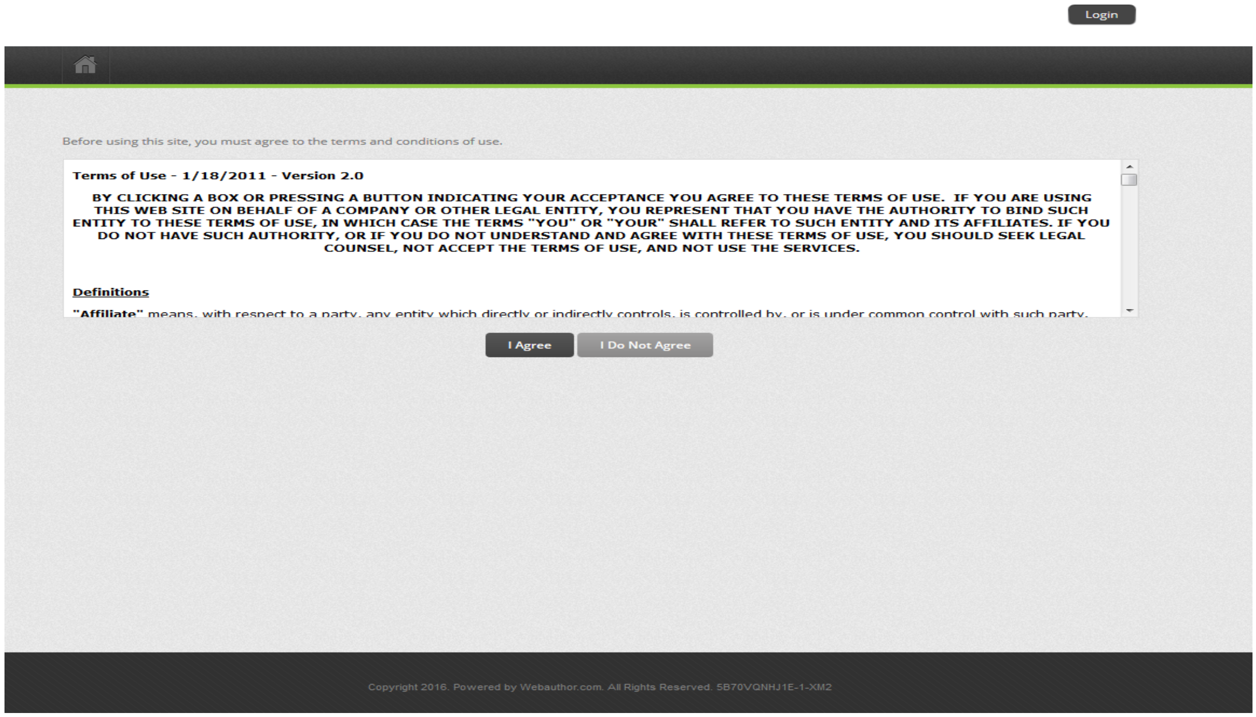
Log On

- Production Environment – https://pbcc.samis.io/

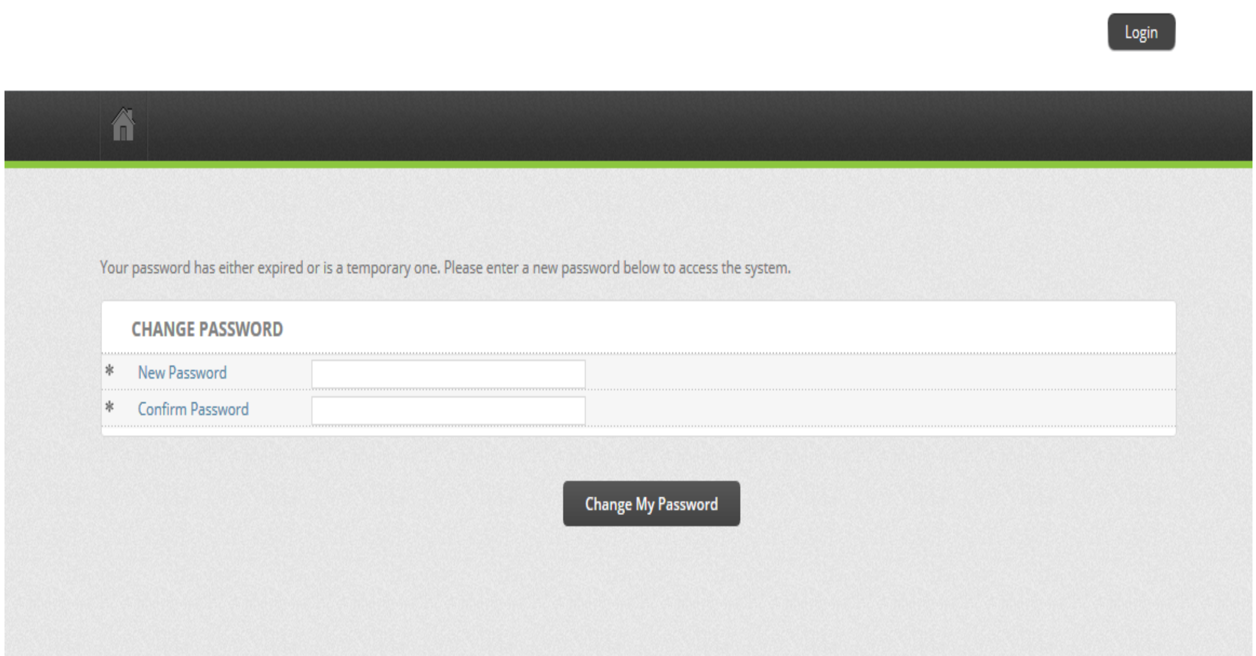
Login ID – Type in your username from SAMIS 1.0
Password - Type in your password from SAMIS 1.0



Terms and Conditions Page – First time users will be brought to this screen. Existing SAMIS 2.0 users will be taken to the main screen.

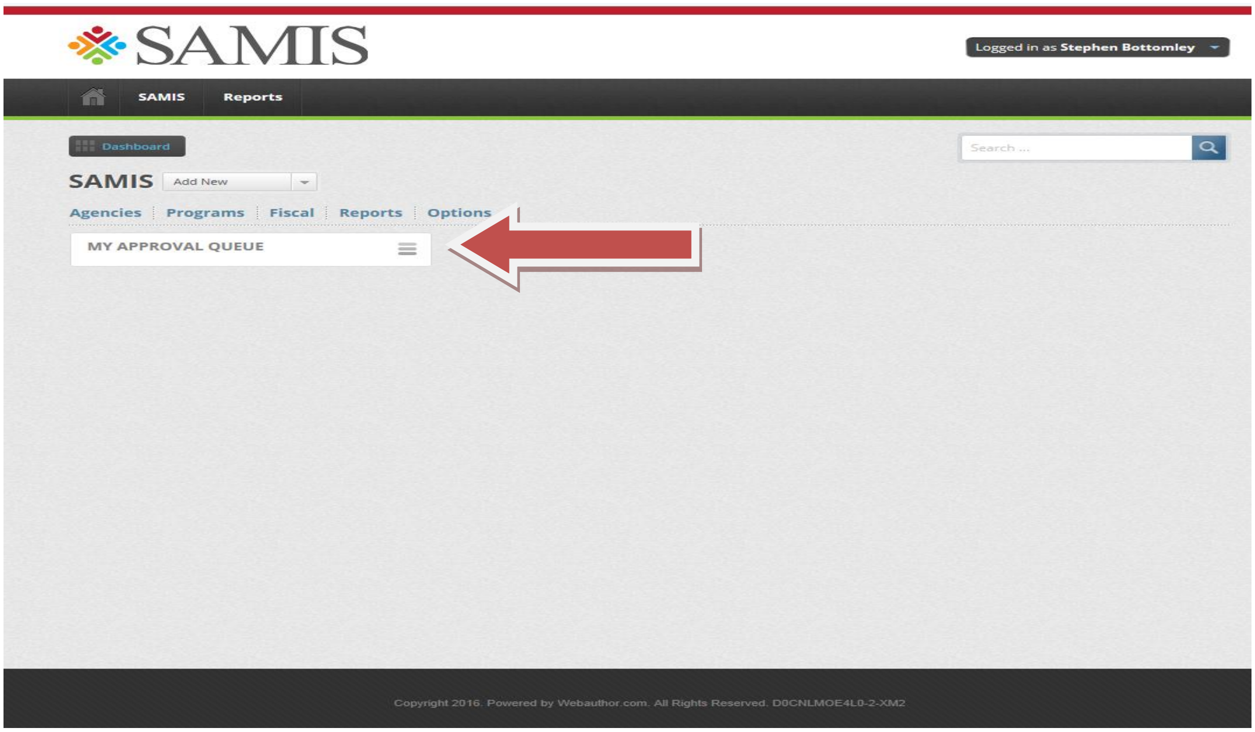


Once you have agreed to the terms and conditions you will be forced to create a new password .



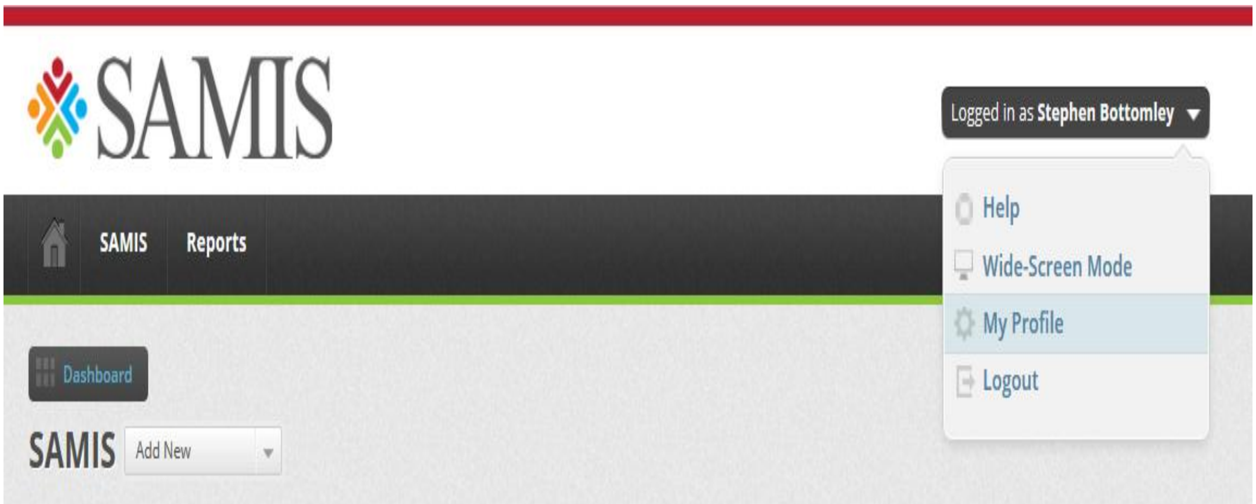
Main Screen

At any time you may click on "Dashboard" , Home icon, or "SAMIS" (located in the dark bar) to be brought back to the main screen. The main screen will have several tabs to work from as well as a "My Approval Queue" pod. The My Approval Queue pod is marked by the arrow below. This pod will show you any pending documents you may have in your queue. The pod is discussed in greater detail in My Approval Queue section of this packet.

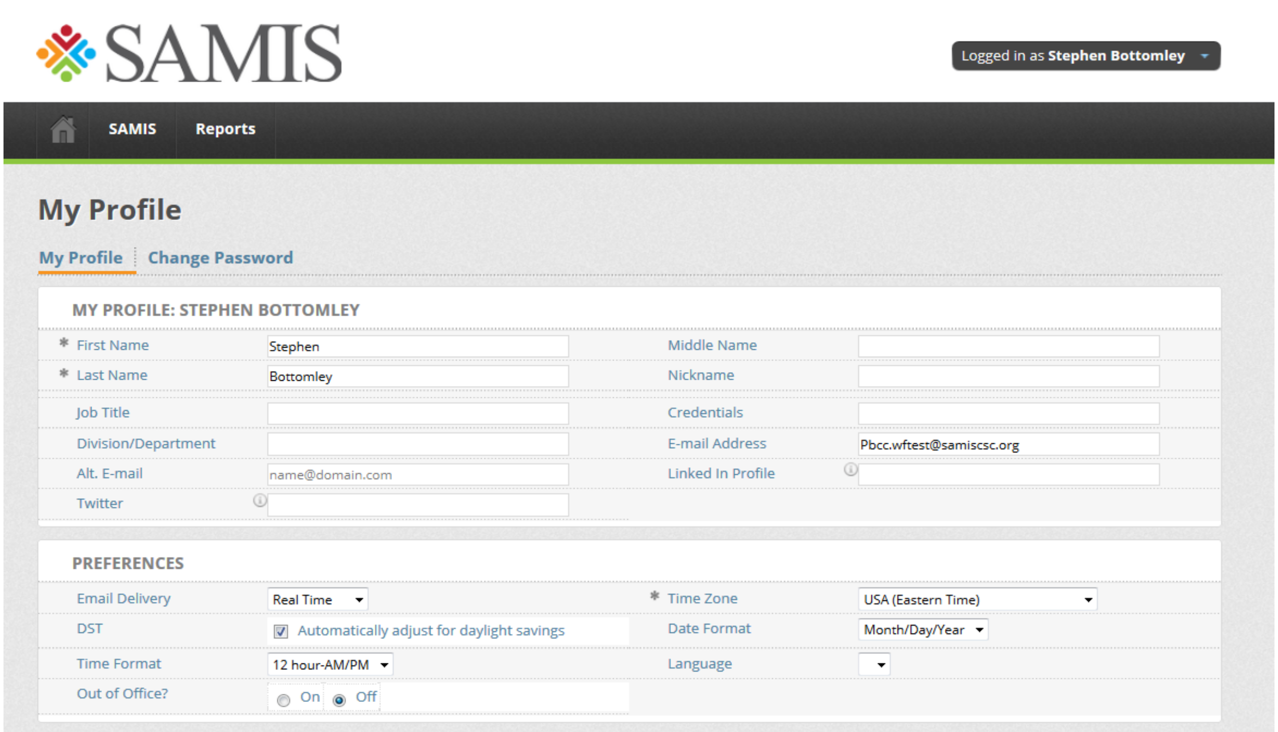


My Profile

You may change your password and personalize your account by going to the top right corner to "Logged In As" and choosing My Profile from the drop down box.

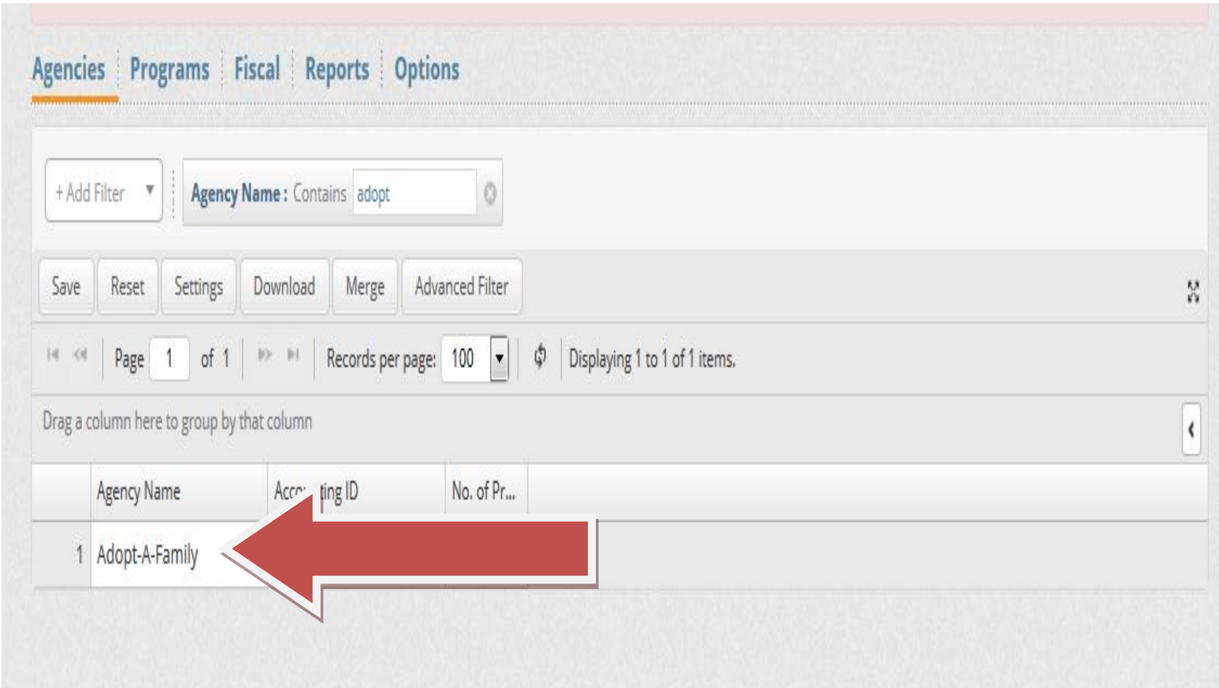


My Profile screen

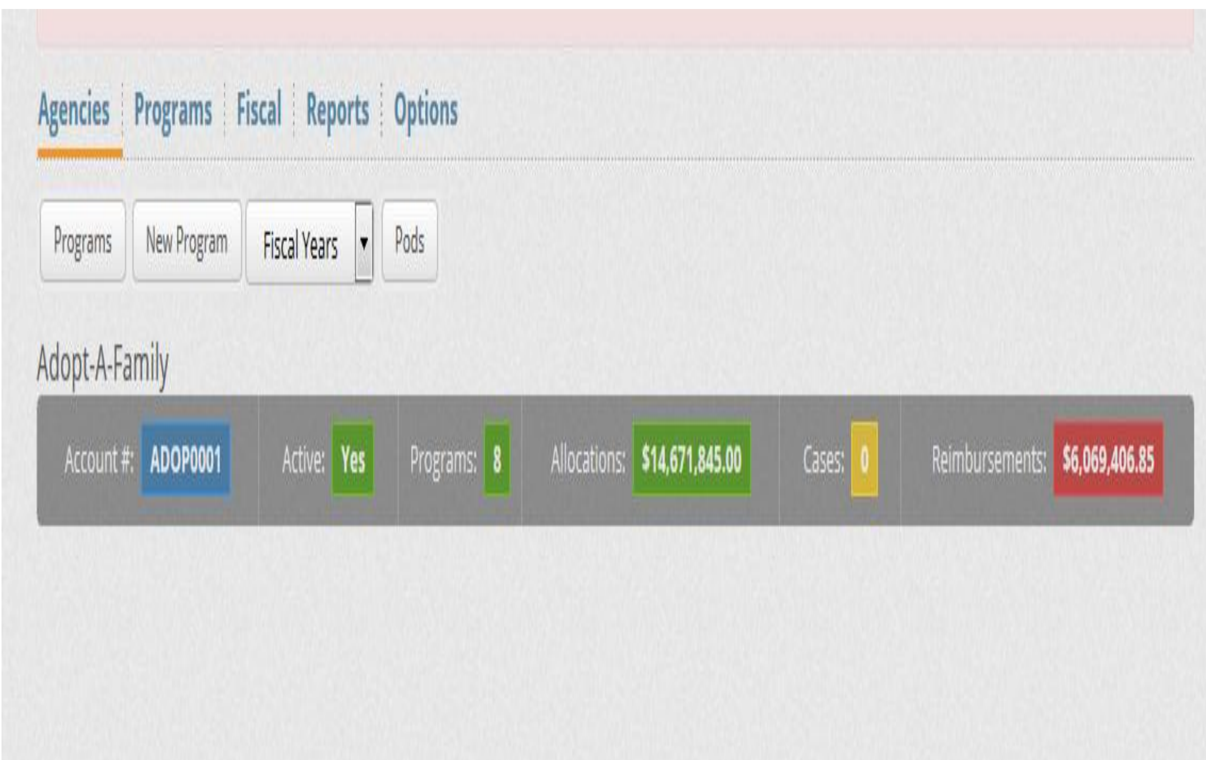


Agencies Tab

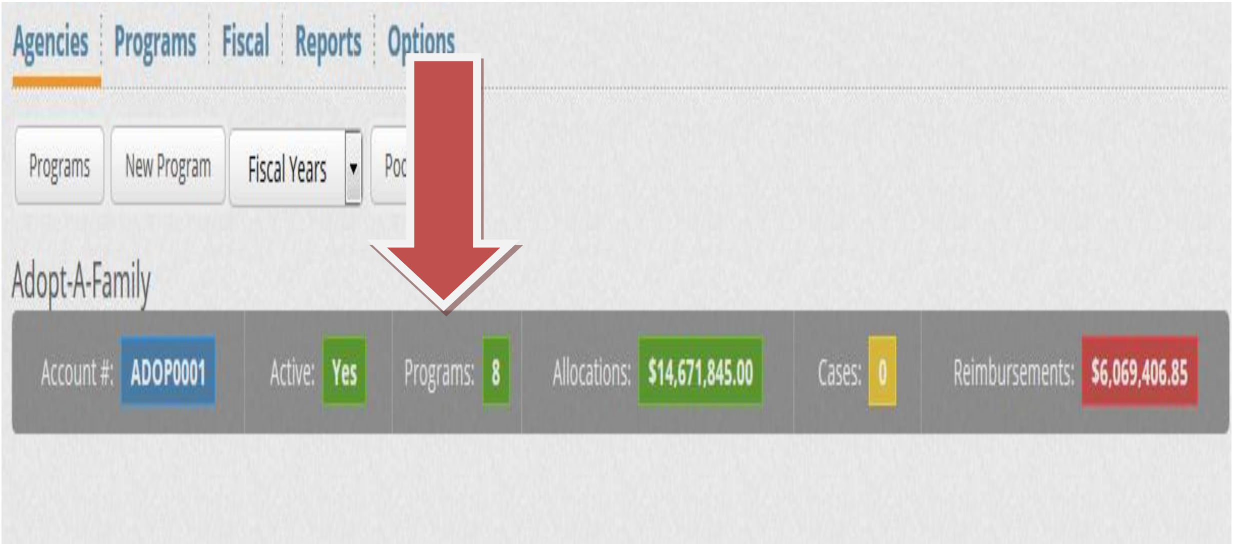
This tab shows agency level information. You may click on your agency's name to view its detail.



The details will have the Account Number (vendor code), Active Status, the number of programs, the total allocations, case numbers, and the total dollar amount reimbursed.

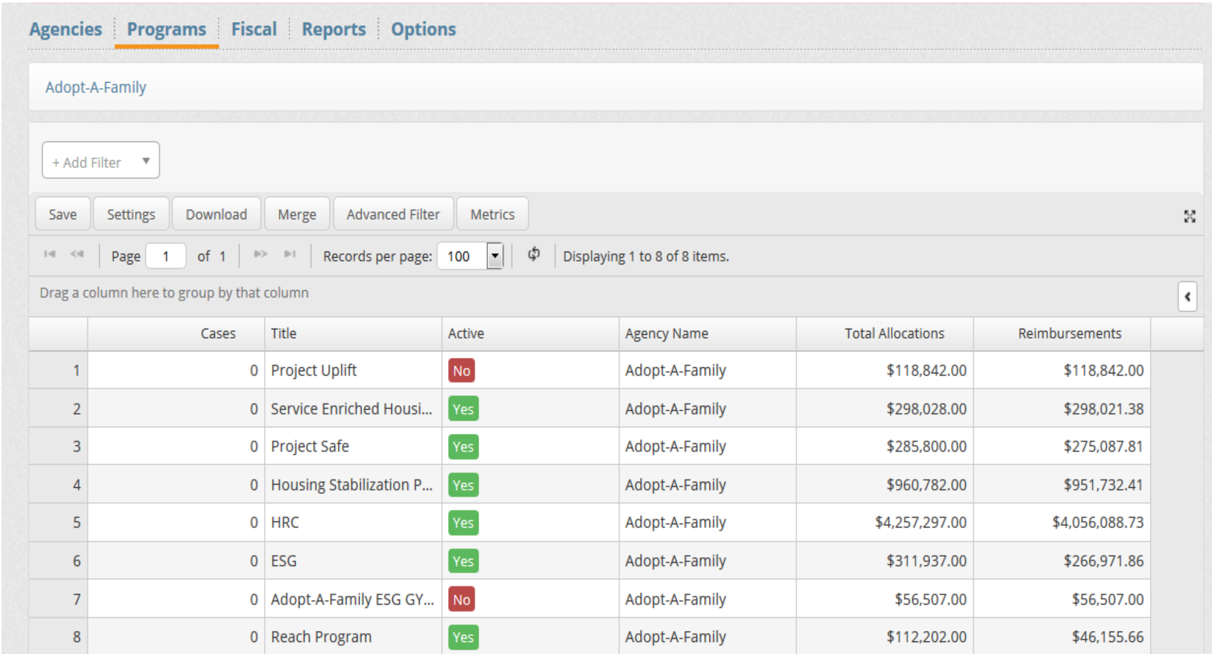


From here you can scroll over and click on the Programs field to view the programs of the agency. This will take you to the Programs tab. <u>Note:</u> Although there is a tab for adding a "New Program" you will not have access to do so.

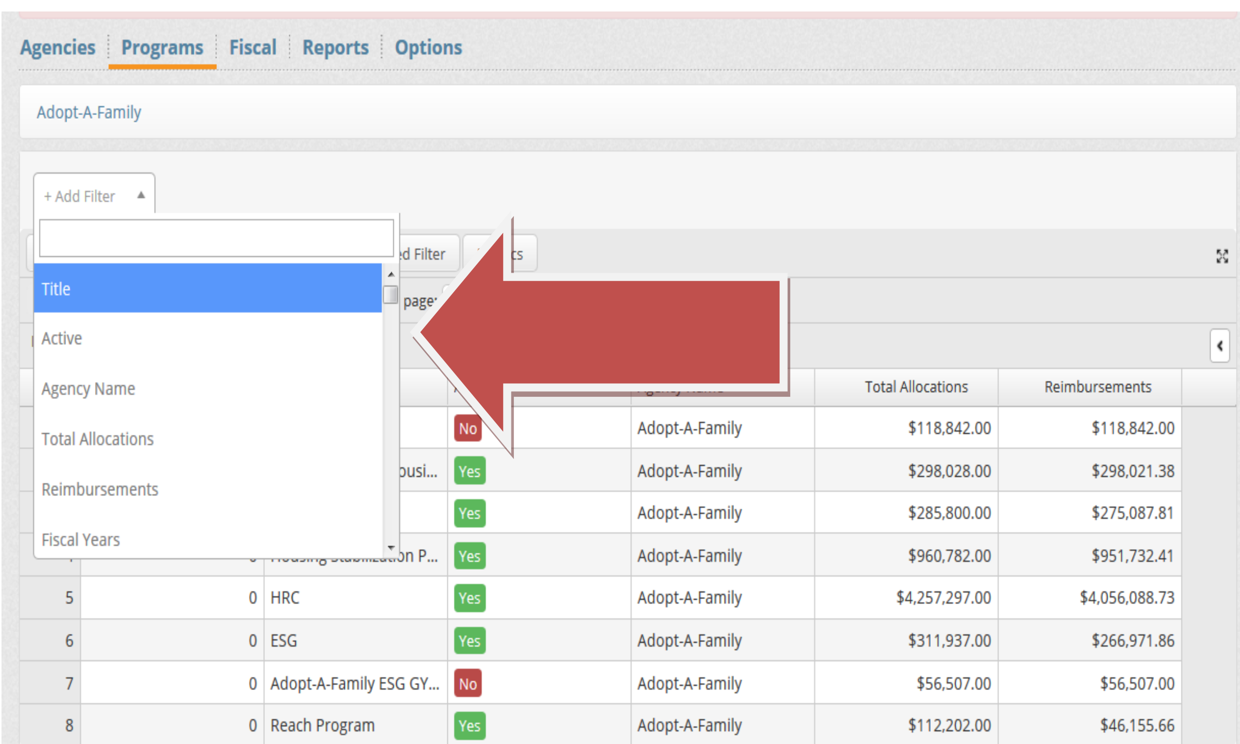


Programs Tab

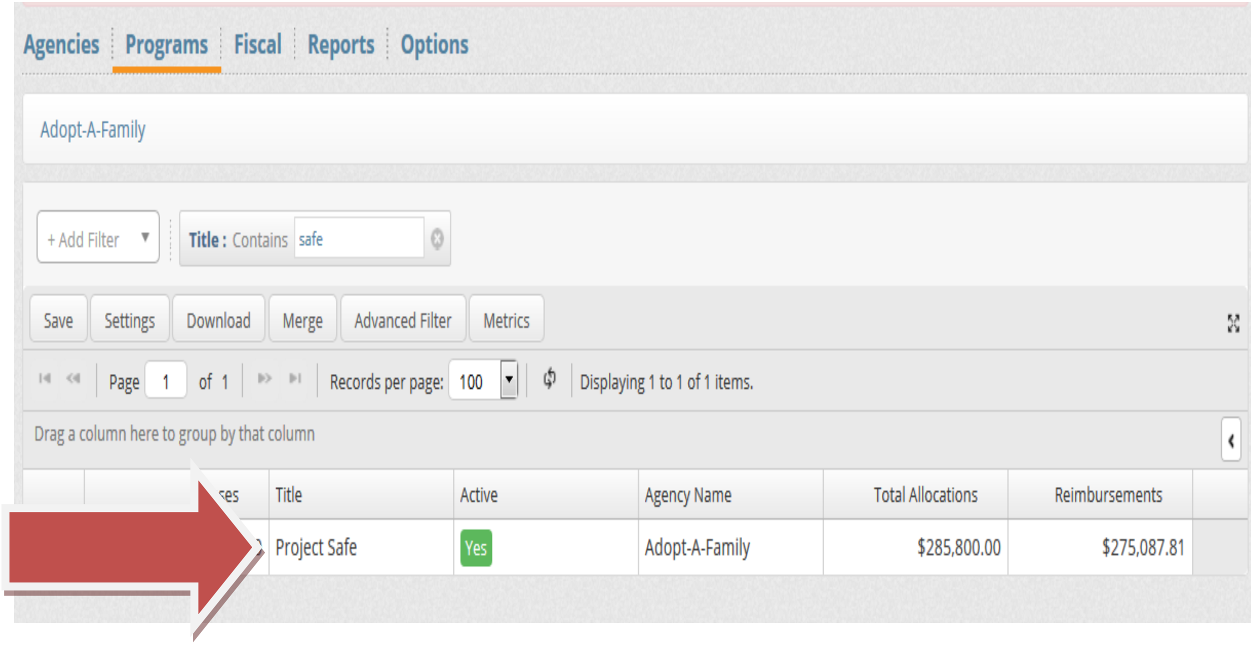
This tab shows all of the programs in the system for your agency.



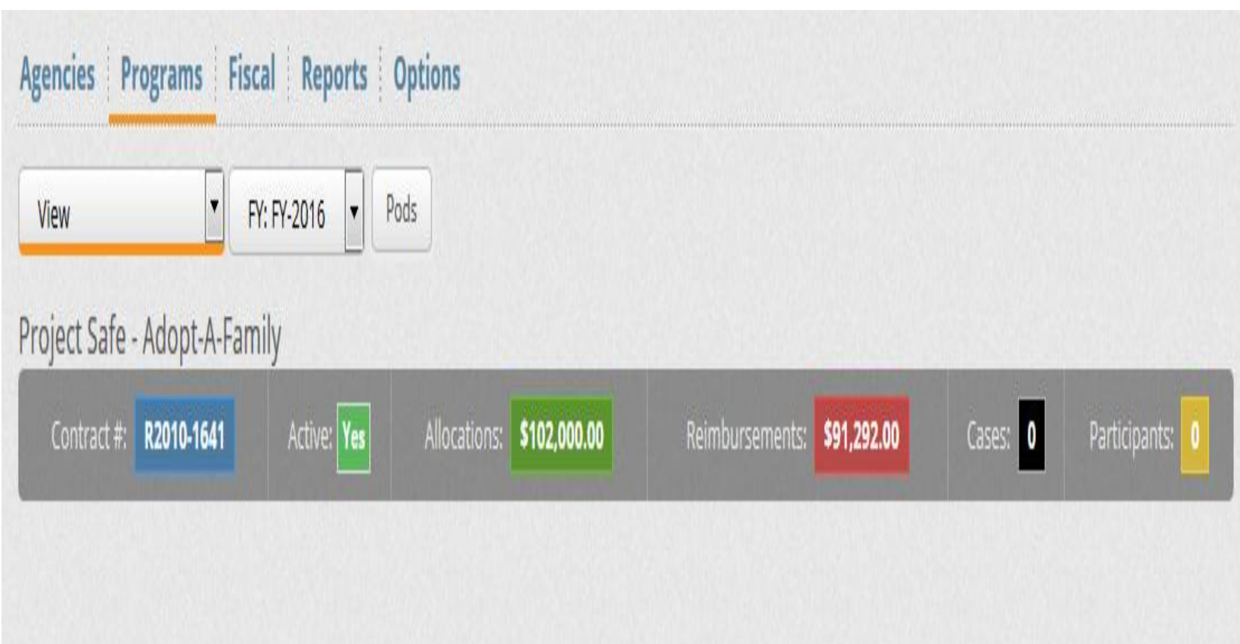
You may search for a specific program or multiple programs based on filters. Click on the "Add Filter" drop down box. You can search the system using the following filters: Title, Active (vs. Non-Active), Agency Name, Total Allocations, Reimbursements, Fiscal Year, etc.



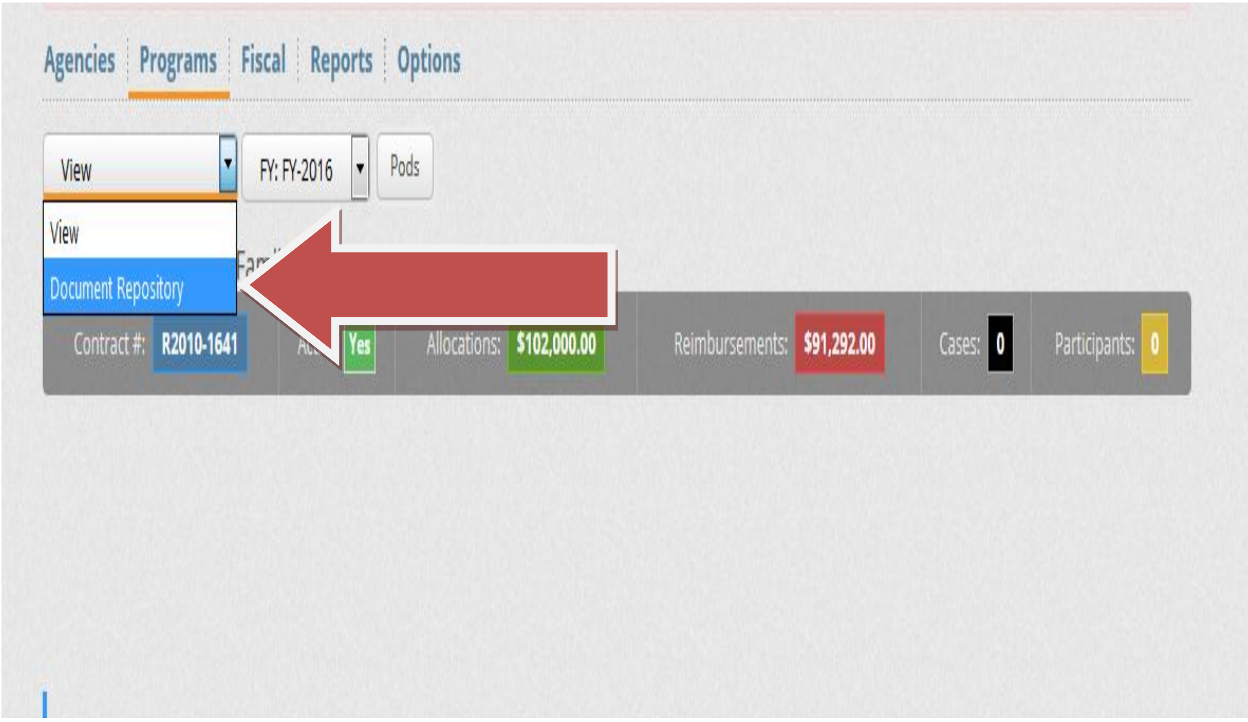
Once you have found the program you are looking for you can click on the program title to view its detail.



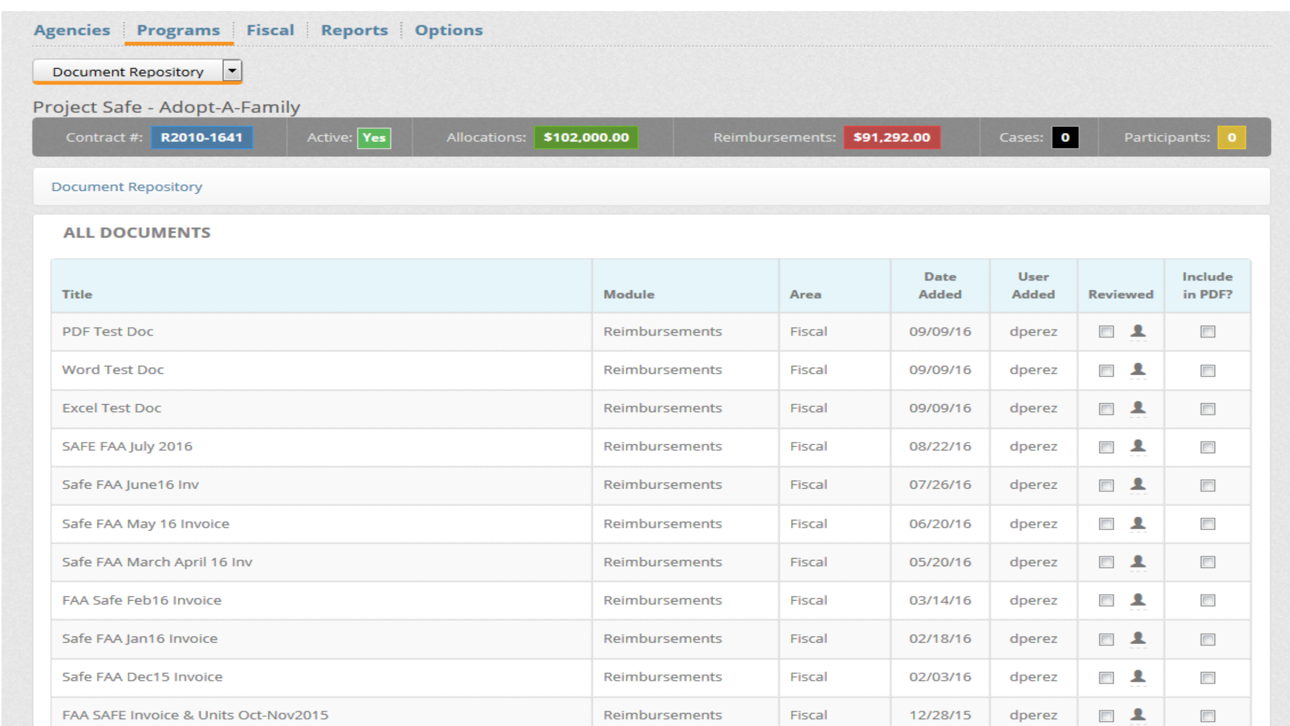
You will be brought to the view screen of the Programs tab. Information such as the contract number, active status, amount allocated, and amount reimbursed to date.



From here you will be able to access the document repository. Click on the drop down box which says "View" and you will have the option to choose Document Repository.

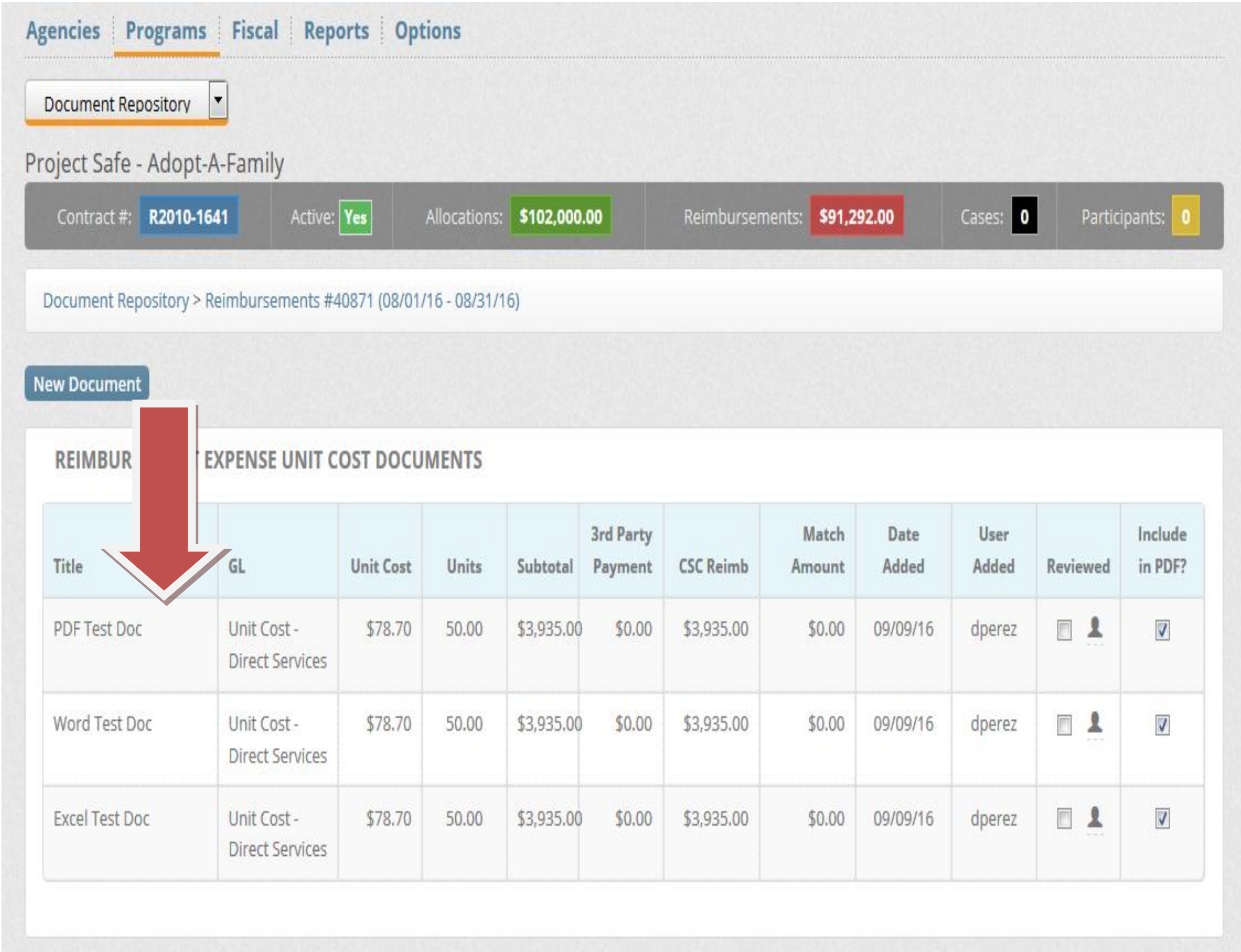


You can either search for a document by selecting "View All Documents" or by choosing a specific reimbursement which corresponds with the document(s) you are searching for. Below is a screenshot if "View All Documents" is chosen



Title	Module	Area	Date Added	User Added	Reviewed	Include in PDF?
PDF Test Doc	Reimbursements	Fiscal	09/09/16	dperez		
Word Test Doc	Reimbursements	Fiscal	09/09/16	dperez		
Excel Test Doc	Reimbursements	Fiscal	09/09/16	dperez		
SAFE FAA July 2016	Reimbursements	Fiscal	08/22/16	dperez		
Safe FAA June16 Inv	Reimbursements	Fiscal	07/26/16	dperez		
Safe FAA May 16 Invoice	Reimbursements	Fiscal	06/20/16	dperez		
Safe FAA March April 16 Inv	Reimbursements	Fiscal	05/20/16	dperez		
FAA Safe Feb16 Invoice	Reimbursements	Fiscal	03/14/16	dperez		
Safe FAA Jan16 Invoice	Reimbursements	Fiscal	02/18/16	dperez		
Safe FAA Dec15 Invoice	Reimbursements	Fiscal	02/03/16	dperez		
FAA SAFE Invoice & Units Oct-Nov2015	Reimbursements	Fiscal	12/28/15	dperez		

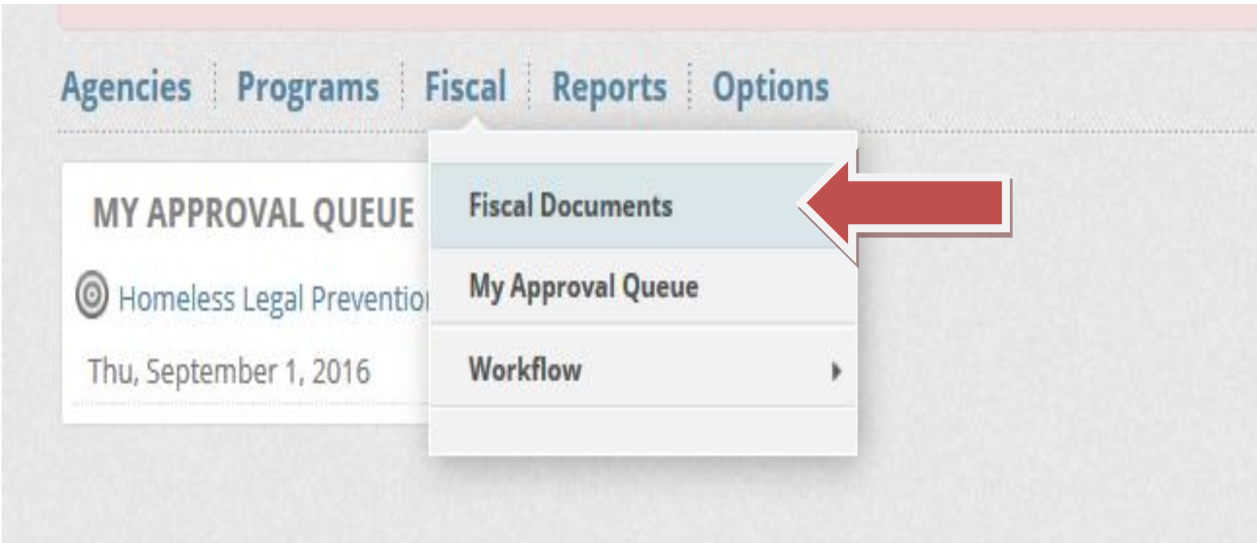
Screenshot of list of documents when a specific reimbursement is chosen



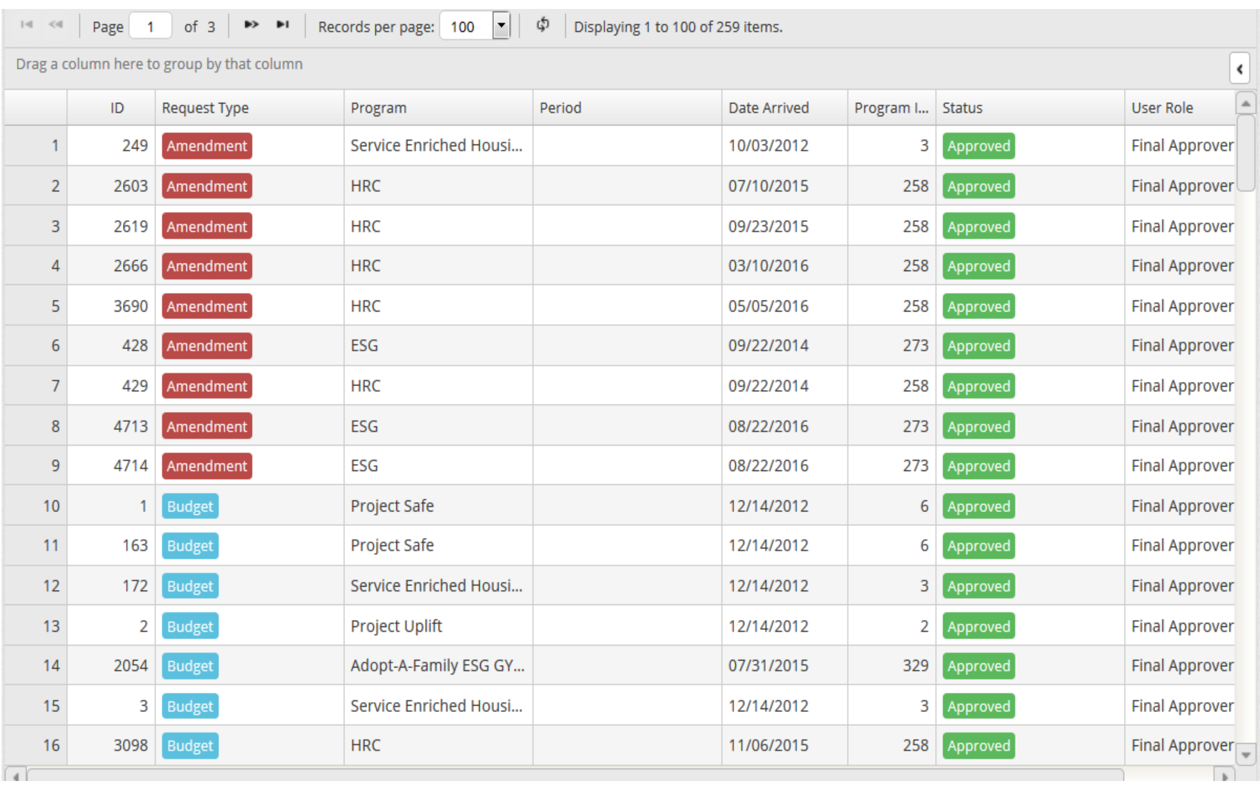
To view the documents you may click on the Title of the specific document you would like to view. The document will open in a new window.

Fiscal Tab

The Fiscal tab allows you to find and view any document in the system (similar to the Fiscal Search module from SAMIS 1.0). To access this module scroll over to the Fiscal tab and click on Fiscal Documents from the drop down box



Doing so will show all the documents in the system for your agency.

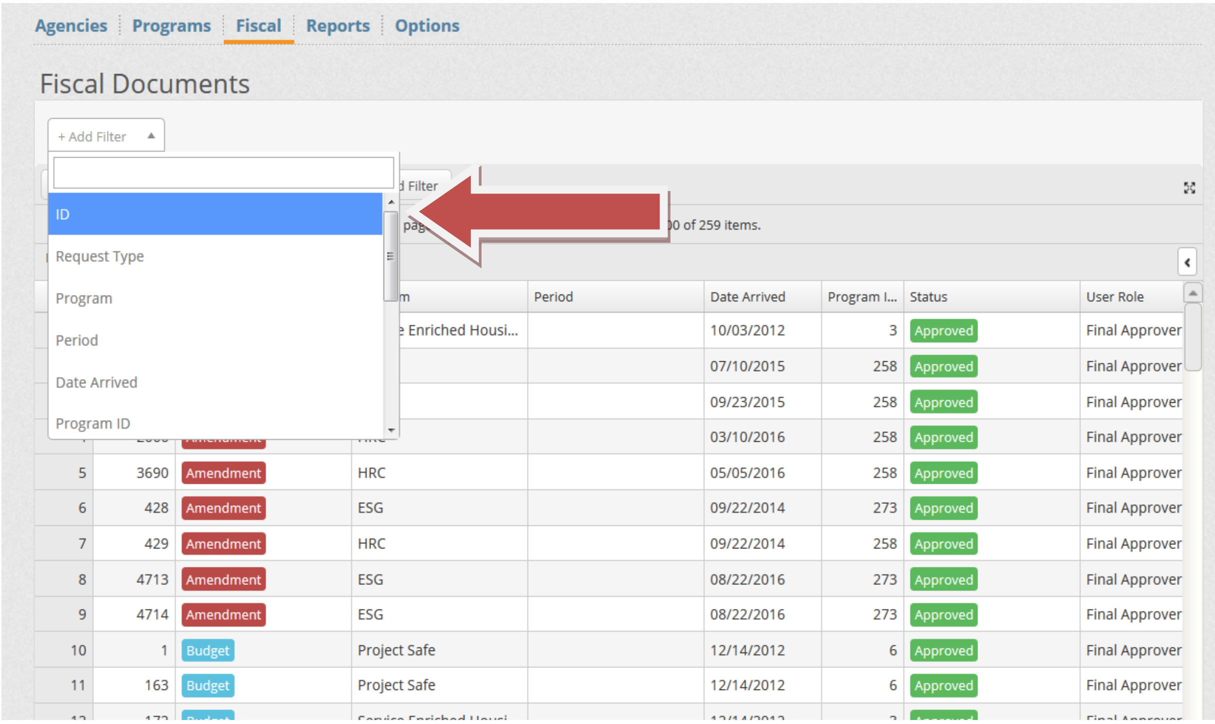


Page 1 of 3 | Records per page: 100 | Displaying 1 to 100 of 259 items.

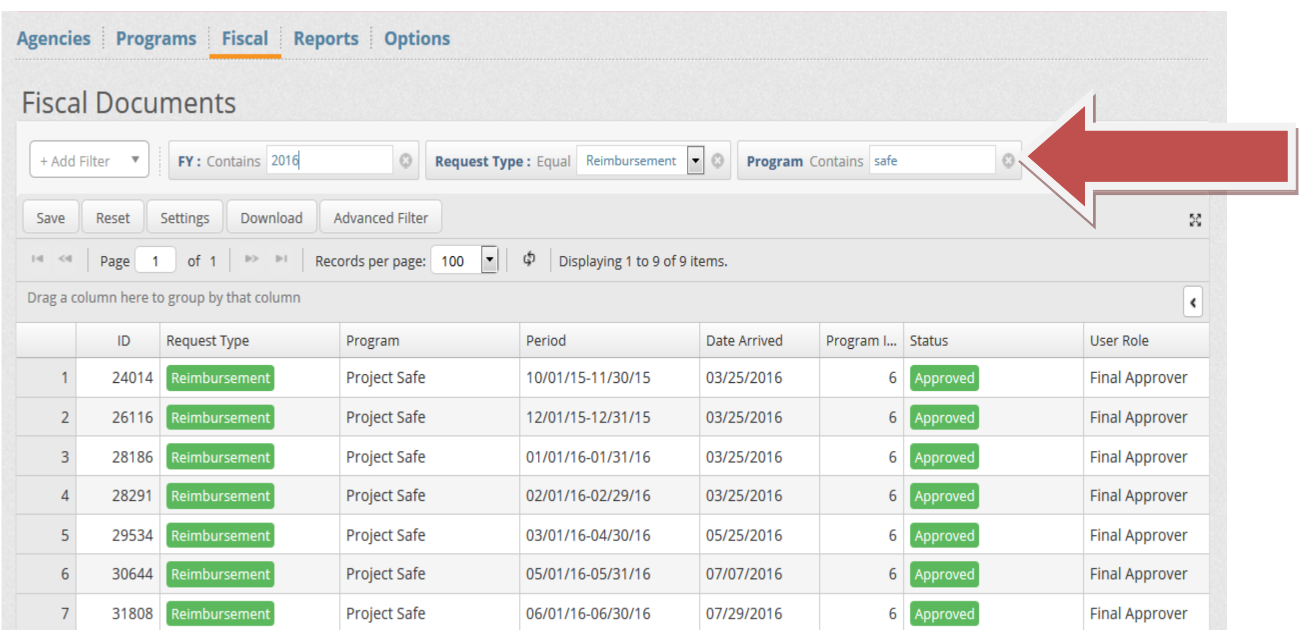
Drag a column here to group by that column

	ID	Request Type	Program	Period	Date Arrived	Program I...	Status	User Role
1	249	Amendment	Service Enriched Housi...		10/03/2012	3	Approved	Final Approver
2	2603	Amendment	HRC		07/10/2015	258	Approved	Final Approver
3	2619	Amendment	HRC		09/23/2015	258	Approved	Final Approver
4	2666	Amendment	HRC		03/10/2016	258	Approved	Final Approver
5	3690	Amendment	HRC		05/05/2016	258	Approved	Final Approver
6	428	Amendment	ESG		09/22/2014	273	Approved	Final Approver
7	429	Amendment	HRC		09/22/2014	258	Approved	Final Approver
8	4713	Amendment	ESG		08/22/2016	273	Approved	Final Approver
9	4714	Amendment	ESG		08/22/2016	273	Approved	Final Approver
10	1	Budget	Project Safe		12/14/2012	6	Approved	Final Approver
11	163	Budget	Project Safe		12/14/2012	6	Approved	Final Approver
12	172	Budget	Service Enriched Housi...		12/14/2012	3	Approved	Final Approver
13	2	Budget	Project Uplift		12/14/2012	2	Approved	Final Approver
14	2054	Budget	Adopt-A-Family ESG GY...		07/31/2015	329	Approved	Final Approver
15	3	Budget	Service Enriched Housi...		12/14/2012	3	Approved	Final Approver
16	3098	Budget	HRC		11/06/2015	258	Approved	Final Approver

To find a specific document you must add filters. The documents can be filtered by the following categories: ID number, Request Type (reimbursement, budget, amendment), Program Name, Period, Date, Program ID, Status (edit, submitted, or approved), FY (fiscal year), and User.

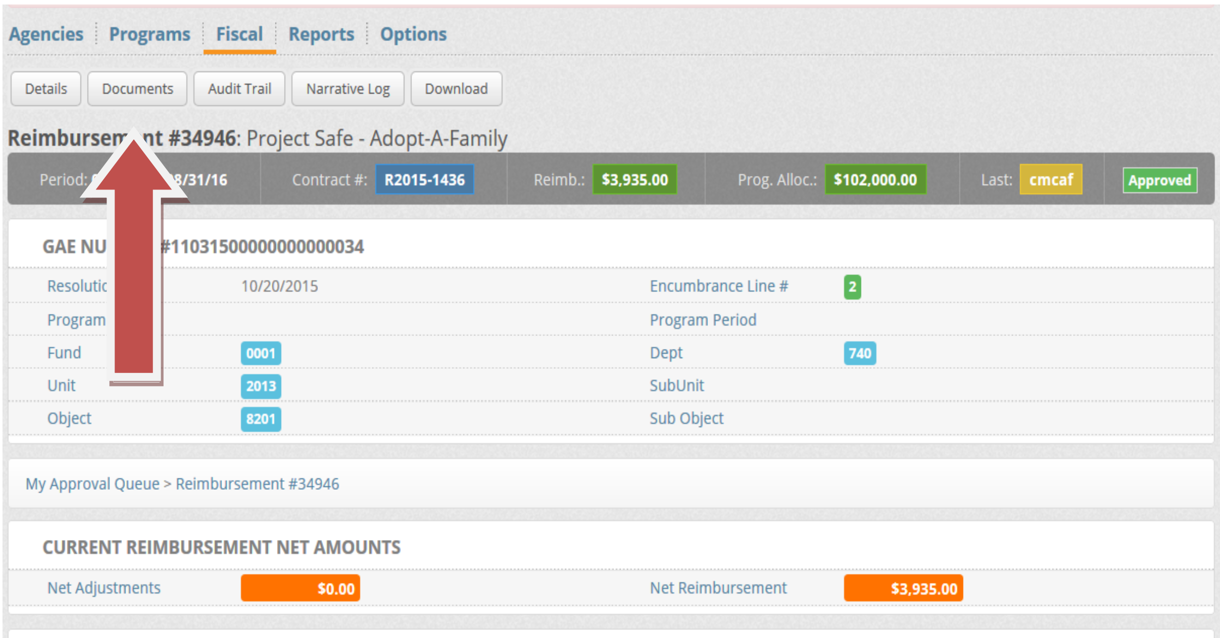


Adding as many filters as possible will help you locate the document you are looking for more easily. The filters will give you the option of inputting a key word that is contained in the field's title or will provide you with a drop down box to choose from.

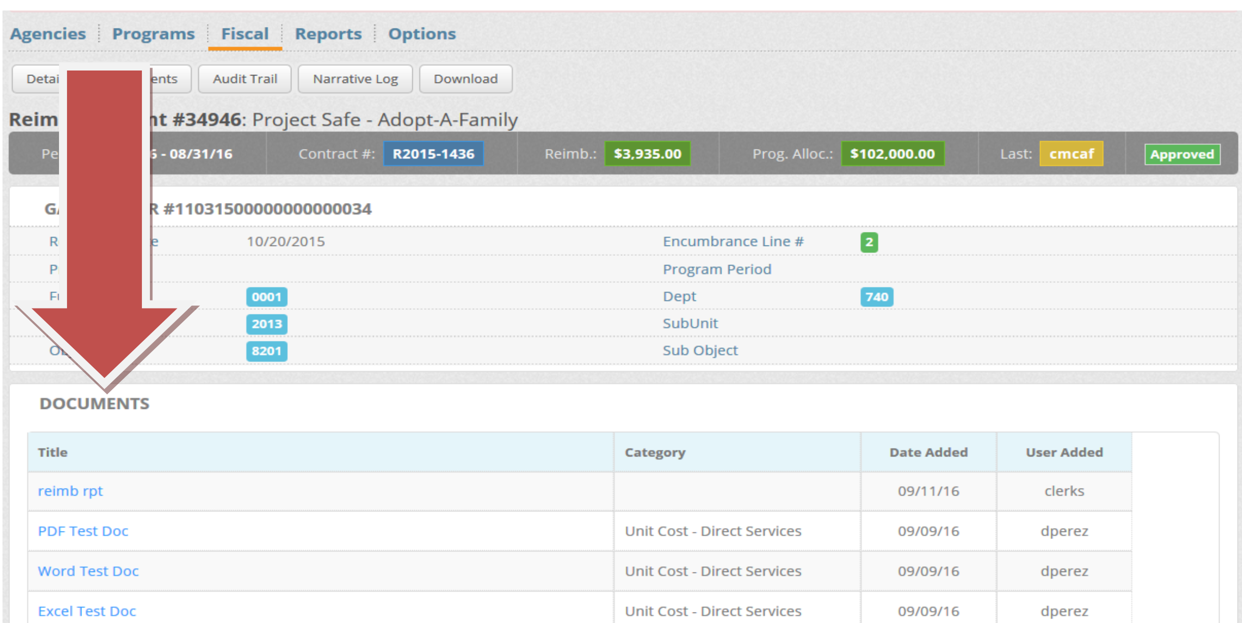


Once you see the document you are looking for on the screen, you may click anywhere on the document's line to view it.

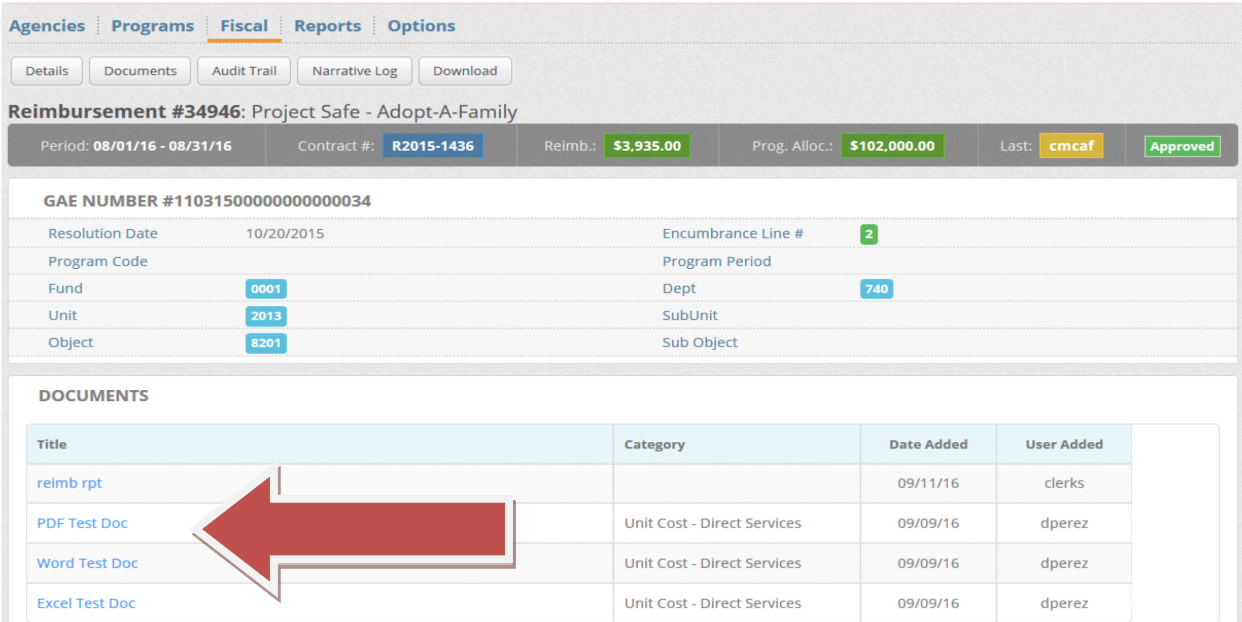
After choosing the specific document you would like to view via the Fiscal Documents search you can then view its attached supporting documentation via the Documents tab.



On the Documents screen you will see all of the supporting documents that were uploaded to the document repository for this particular reimbursement request.



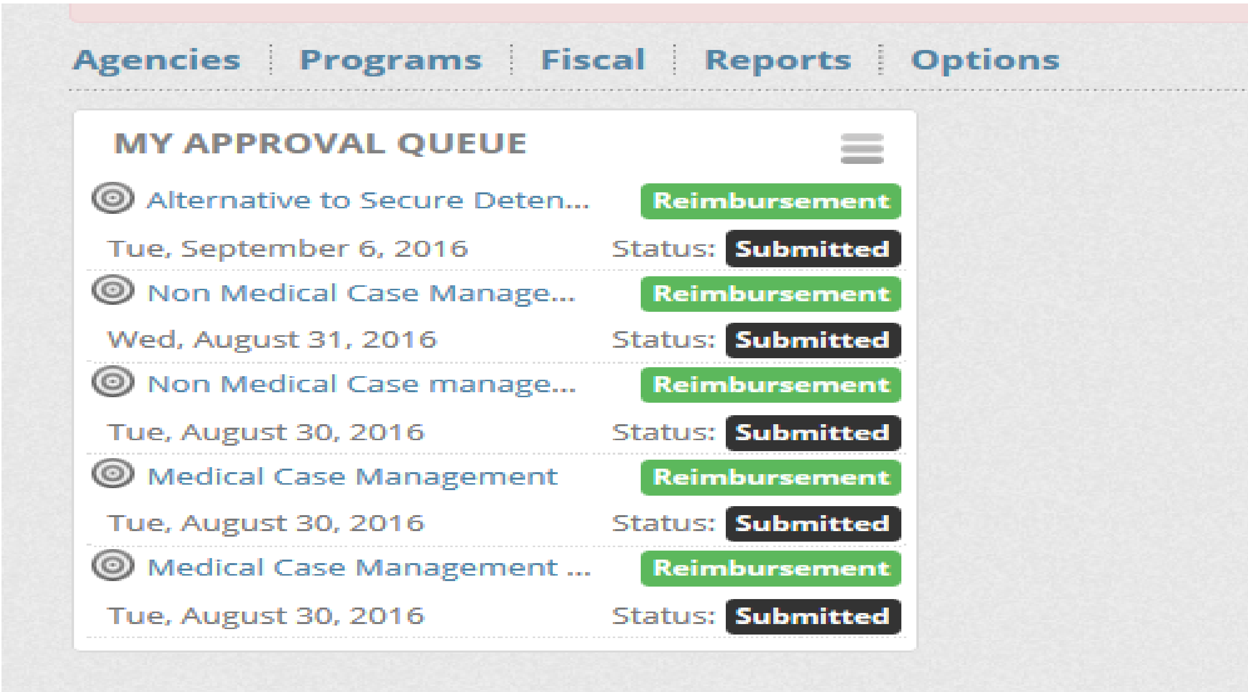
Click on the blue highlighted document title to view. The supporting document will open in a separate window. You can close the window when you are done reviewing the supporting document. You can then return to the original window which contains the reimbursement and open another supporting document or continue navigating the system.



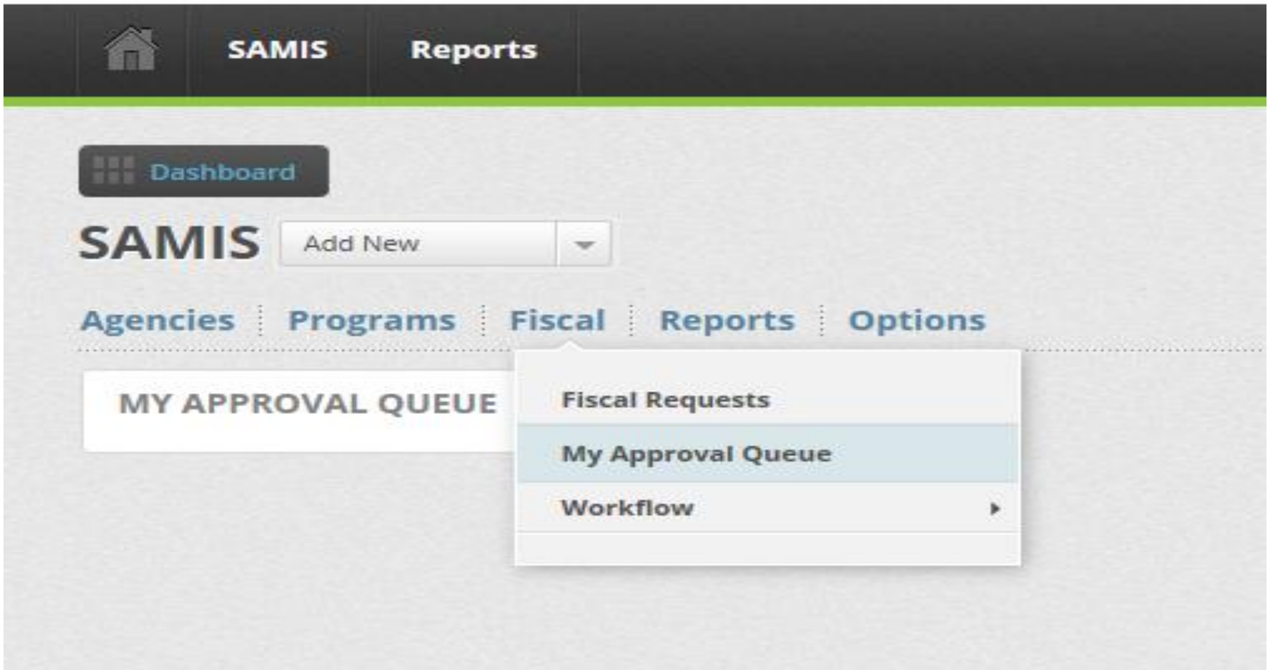
My Approval Queue

The My Approval Queue can be accessed two different ways:

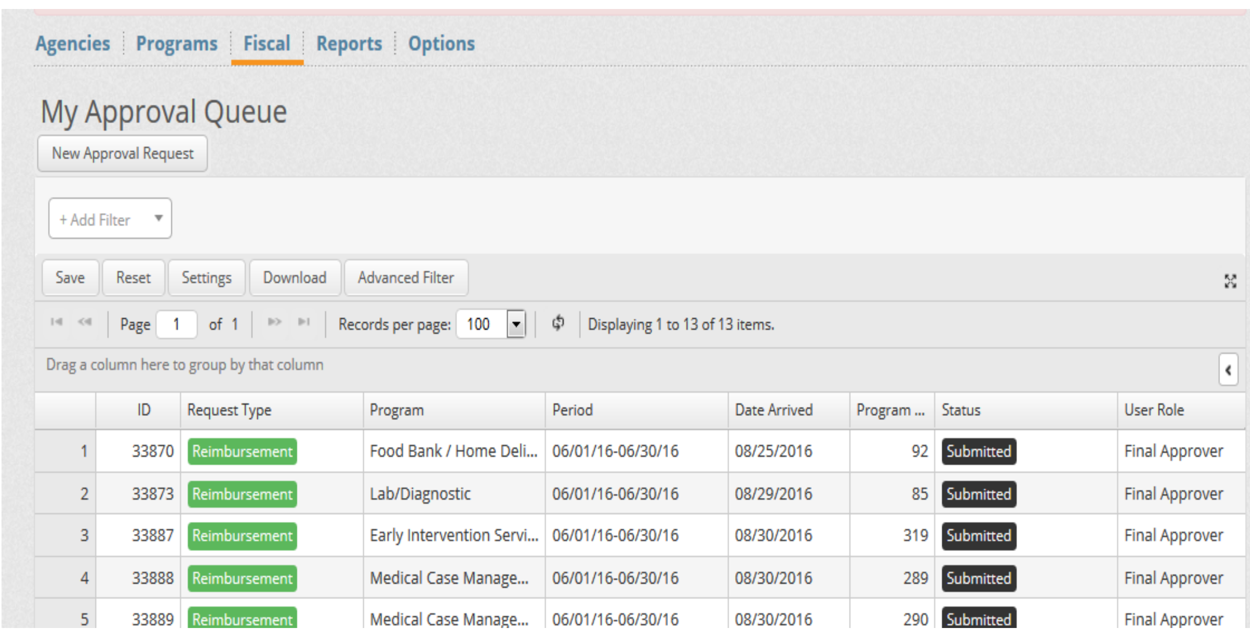
1. **As stated before, the main screen will now have a My Approval queue pod. Any pending documents that require your attention will appear here. Below is a screenshot of pending items in the My Approval Queue. You can open the documents by clicking on the Program Title.**



2. **From the main screen, scroll the cursor over the Fiscal tab. This will prompt a drop down box which contains "Fiscal Request", "My Approval Queue", and "Workflow". Click on "My Approval Queue".**



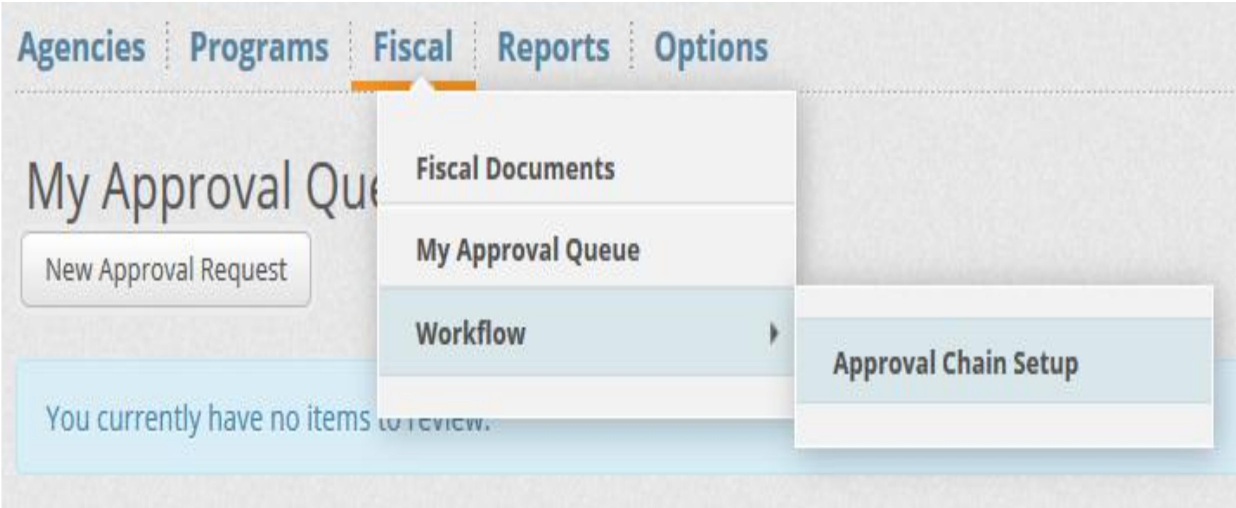
You will then see the pending document(s). You can click on the Request Type or program name to open the document.



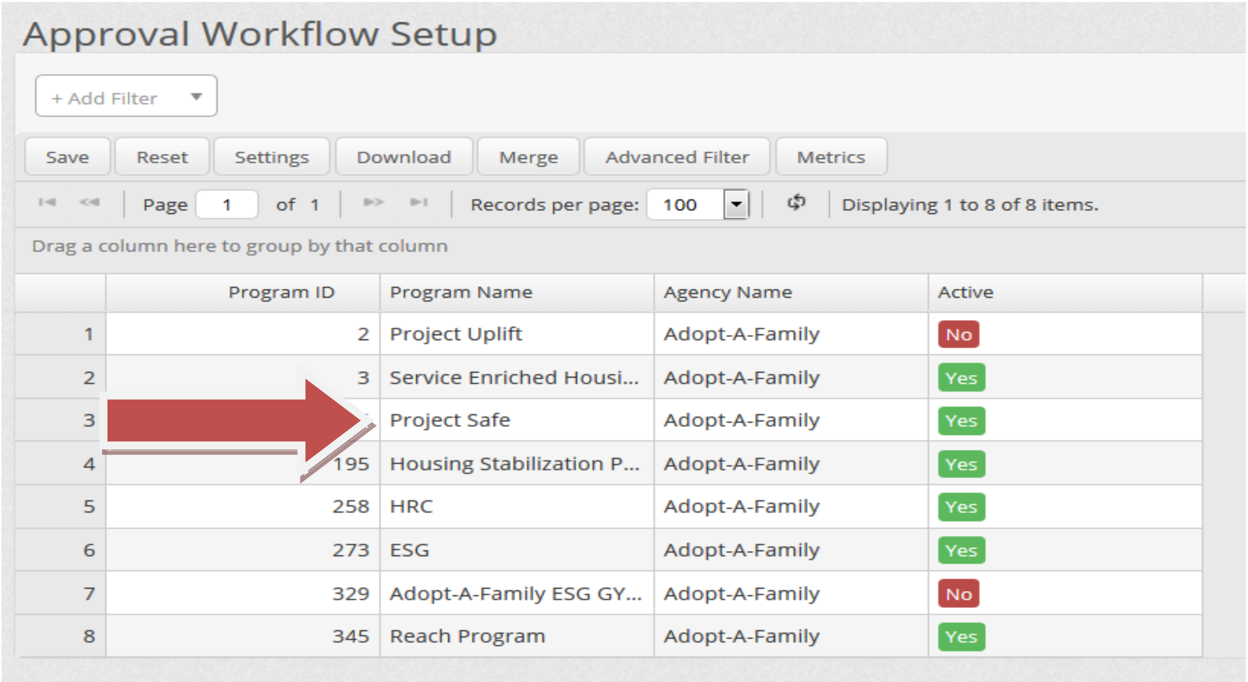
Workflow Approval Chain Setup

The Workflow Approval Chain Setup is used to assign roles to user(s). There are three types of roles at the agency level: creator, reviewer, and submitter. There are two roles at the County level: reviewer and final approver.

To create or edit a workflow approval chain scroll over to the Fiscal tab, then Workflow, and choose Approval Chain Setup.

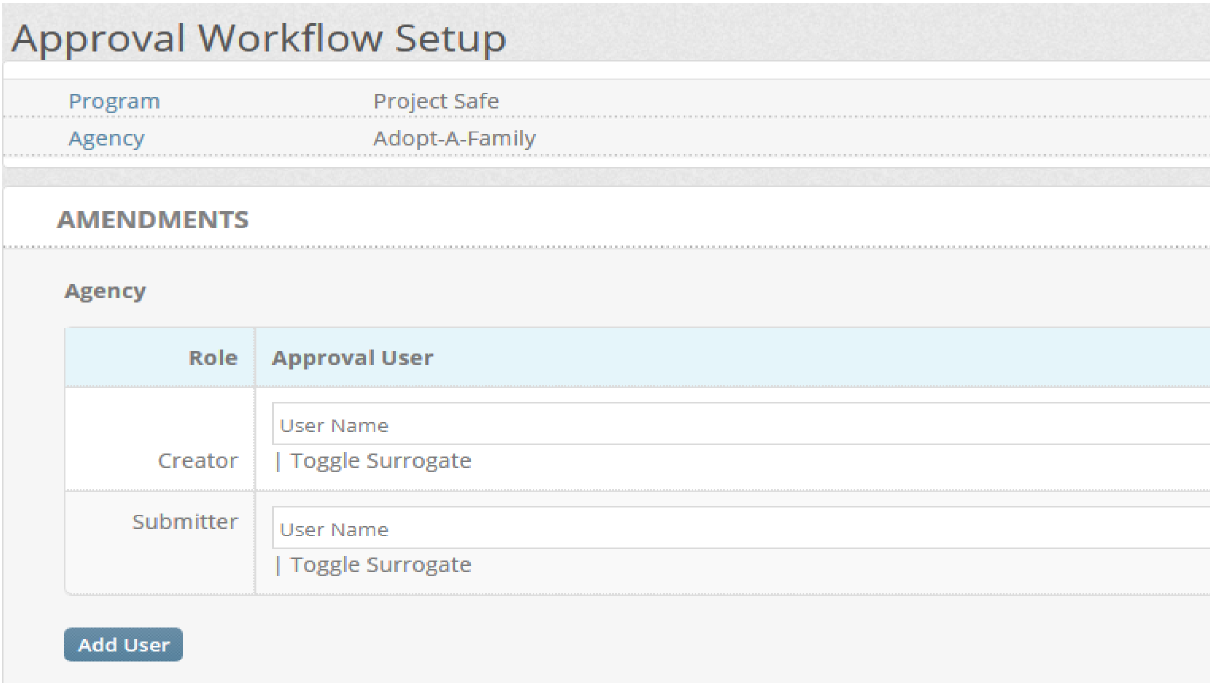


Choose the program that you would like to create or edit the workflow for by clicking on the program name.

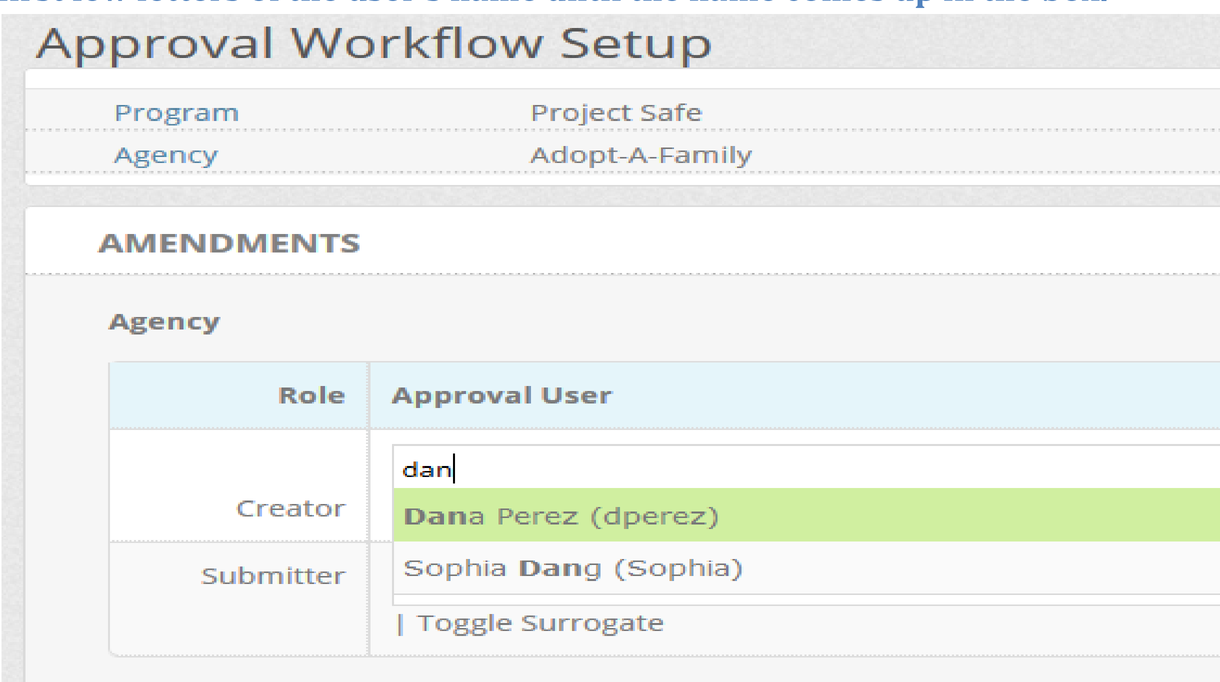


	Program ID	Program Name	Agency Name	Active
1	2	Project Uplift	Adopt-A-Family	No
2	3	Service Enriched Housi...	Adopt-A-Family	Yes
3		Project Safe	Adopt-A-Family	Yes
4	195	Housing Stabilization P...	Adopt-A-Family	Yes
5	258	HRC	Adopt-A-Family	Yes
6	273	ESG	Adopt-A-Family	Yes
7	329	Adopt-A-Family ESG GY...	Adopt-A-Family	No
8	345	Reach Program	Adopt-A-Family	Yes

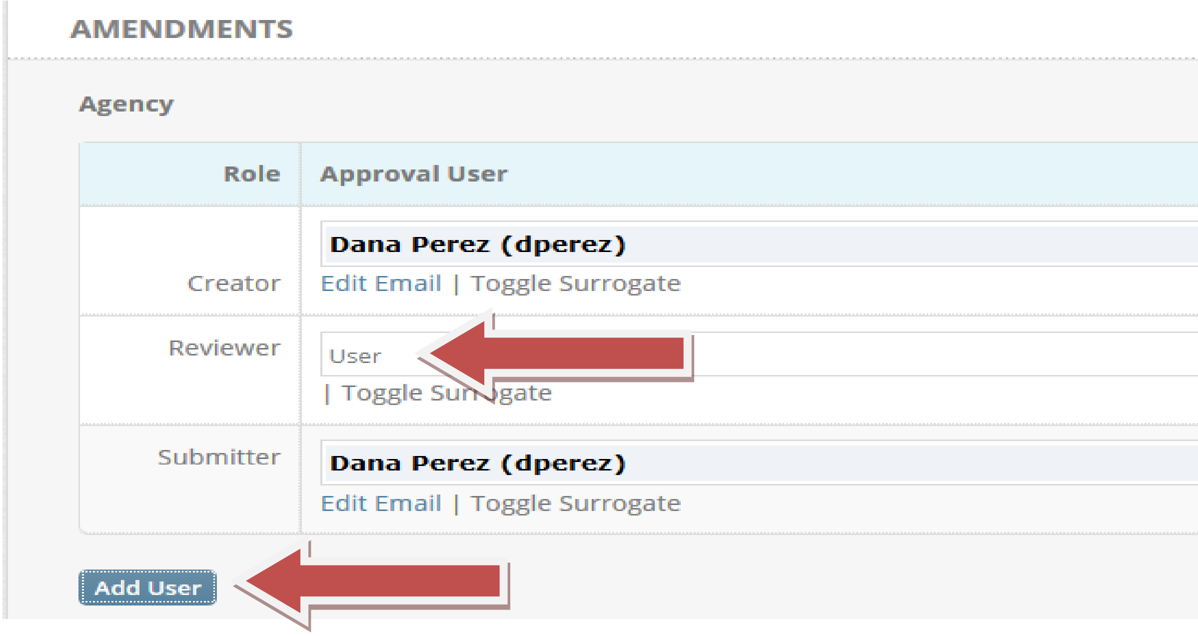
This screen will bring up all the workflow chains in the system for the particular program you have chosen. The three workflow chains you will need to complete are amendments, budgets, and reimbursements. Disregard the budget to actual and audit workpapers workflow chains.



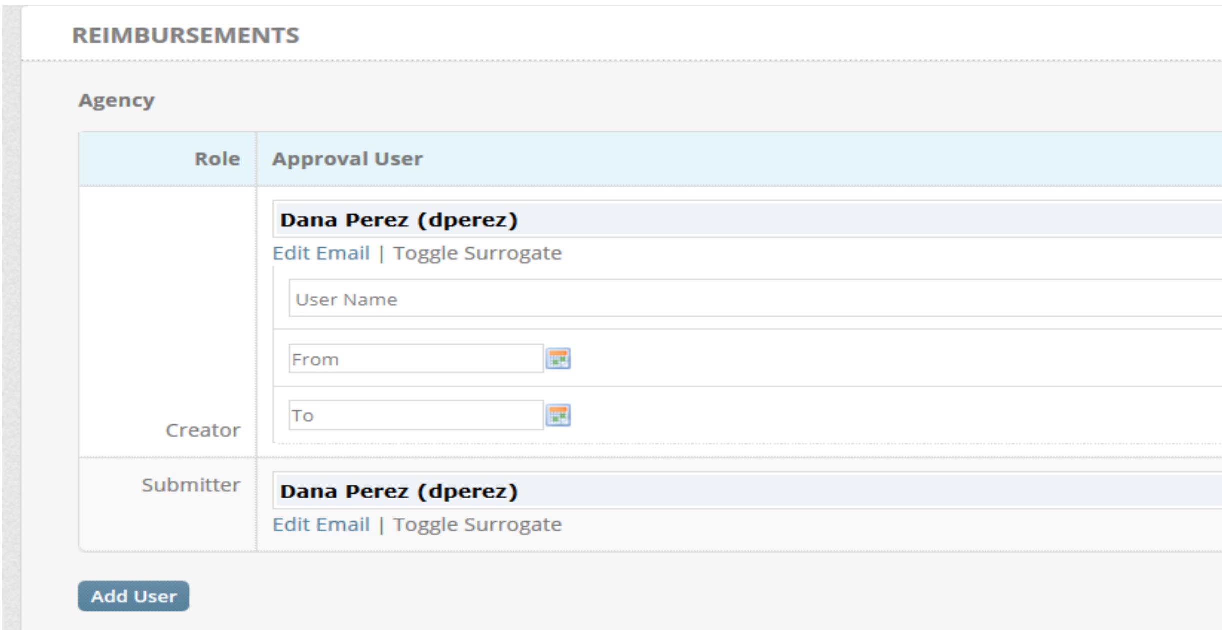
Click on the User Name box for the role you would like to assign. Enter in the first few letters of the user's name until the name comes up in the box.



You may add a reviewer role by clicking on the Add User button



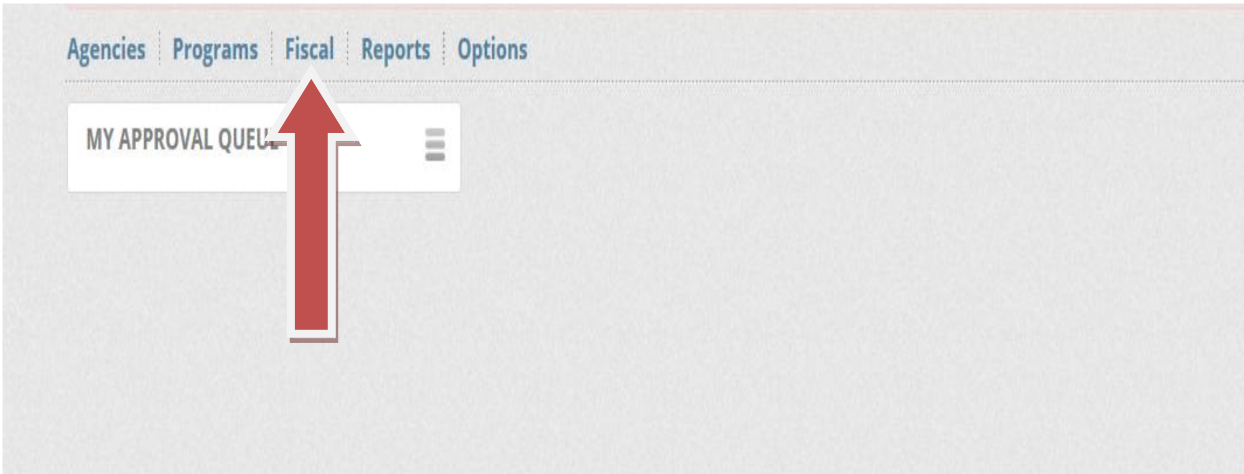
A surrogate may be added to replace a user for a specified period of time. This may be beneficial for individuals who may be out on leave for an extended period of time. To do so click on Toggle Surrogate. Enter the name of the individual that you would like to have the role replaced with and the date/time. The date/time can be chosen by clicking on the calendar.



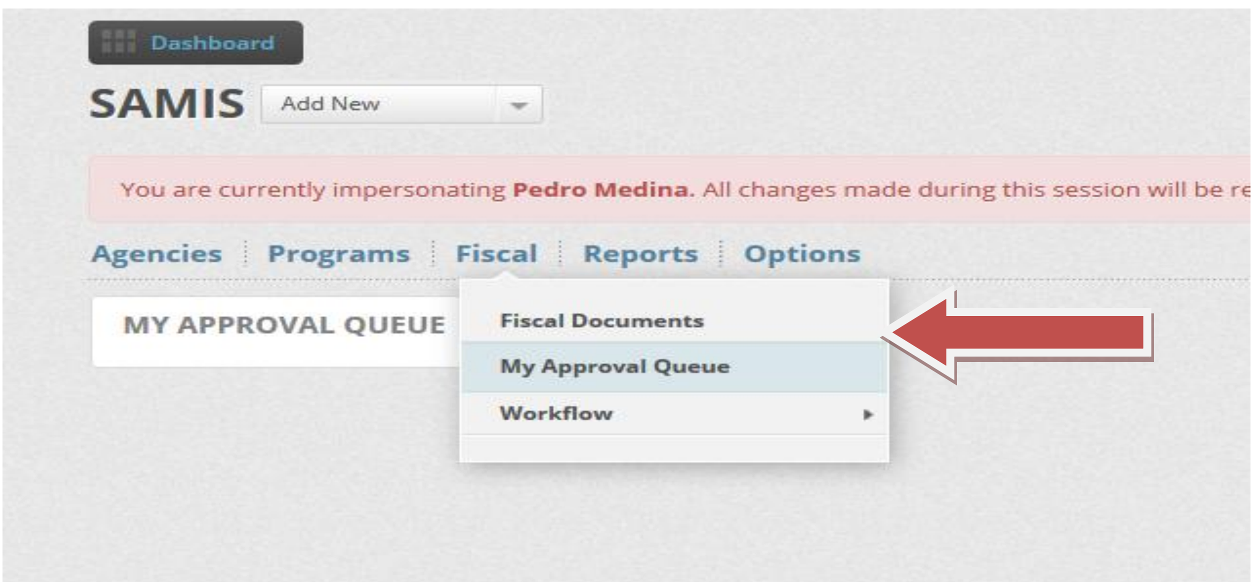
Save the changes to the Workflow Approval Chain by scrolling down to the bottom of the screen and clicking Save.

Budgets

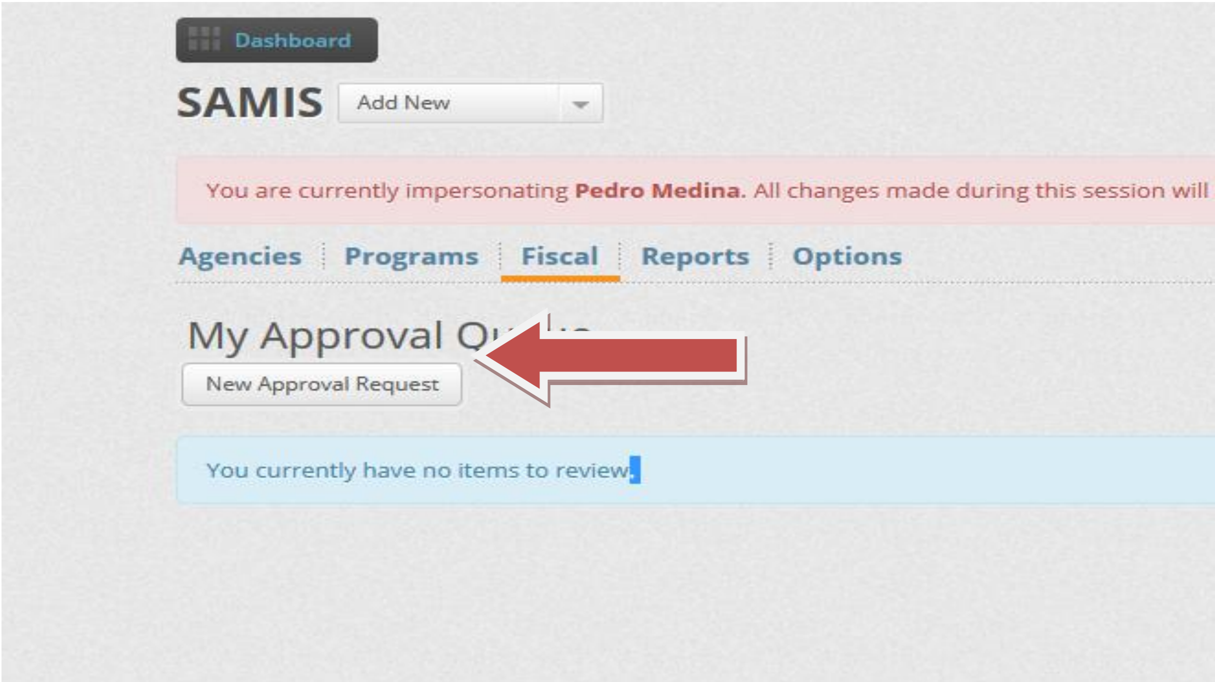
Creating a budget - From the main screen scroll over to Fiscal tab.



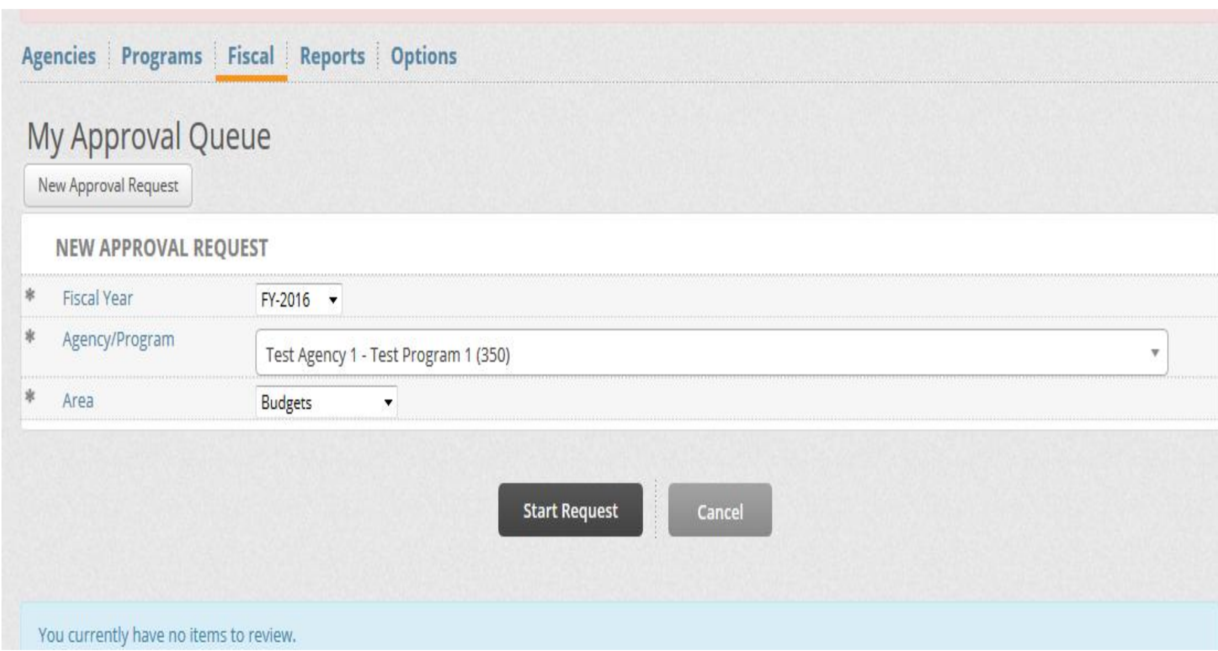
Click on My Approval Queue from the drop down box.



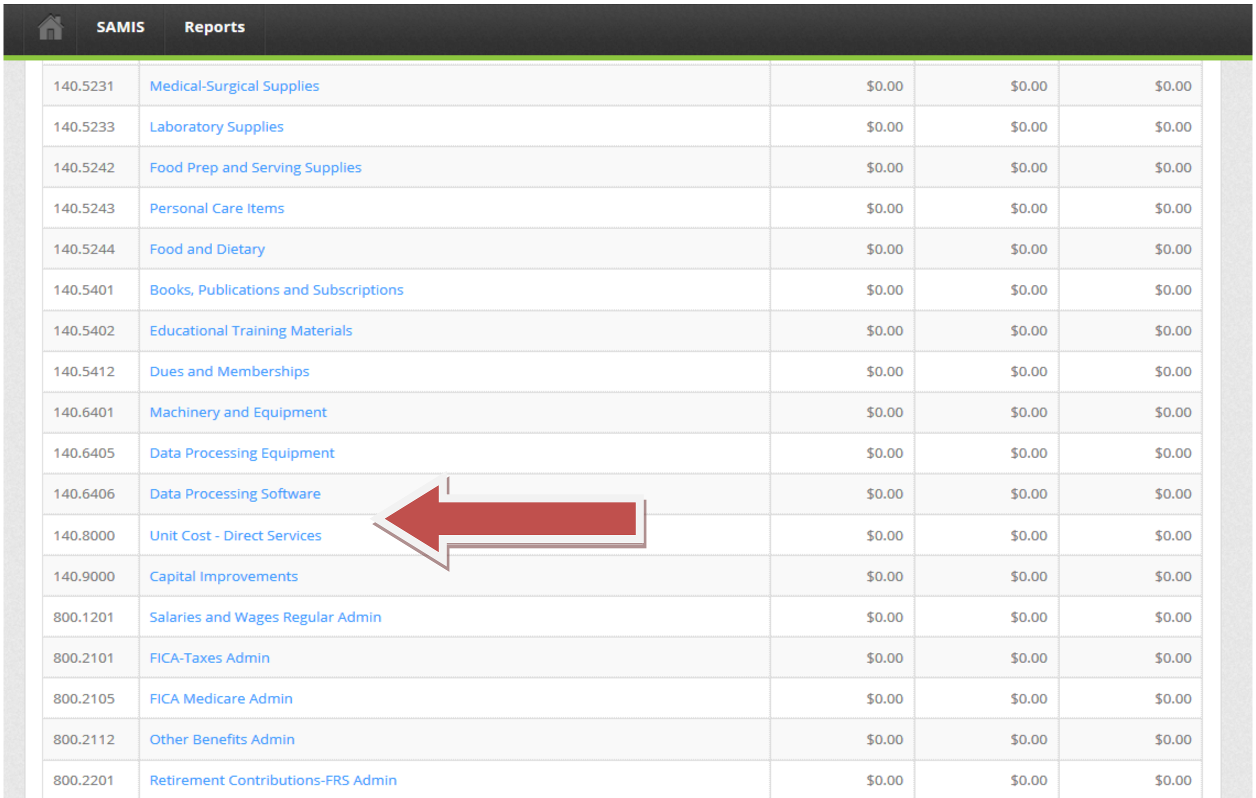
Click on New Approval Request



Select the Fiscal Year, Agency/Program, and Area (Budgets) for your agency and click on Start Request.



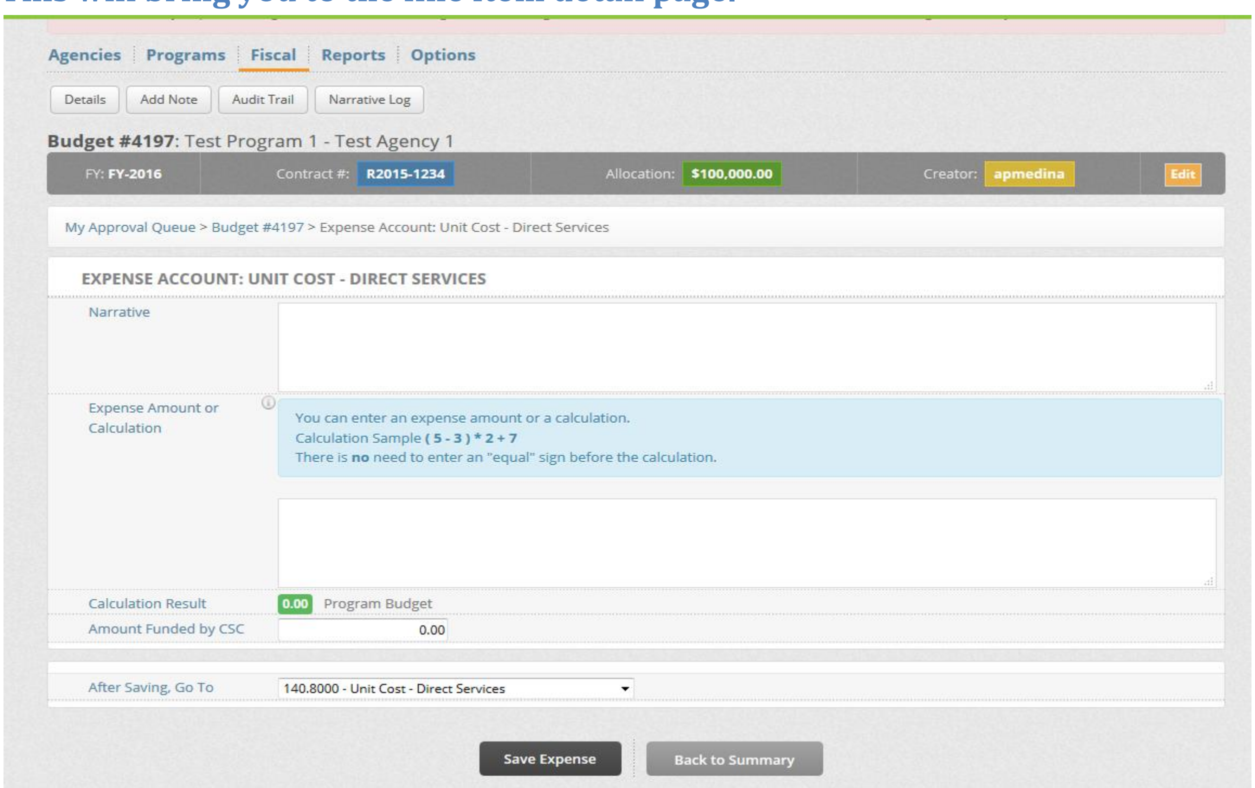
Scroll through the different line items and choose the line item(s) which you will be funding by clicking on the blue highlighted line item name.



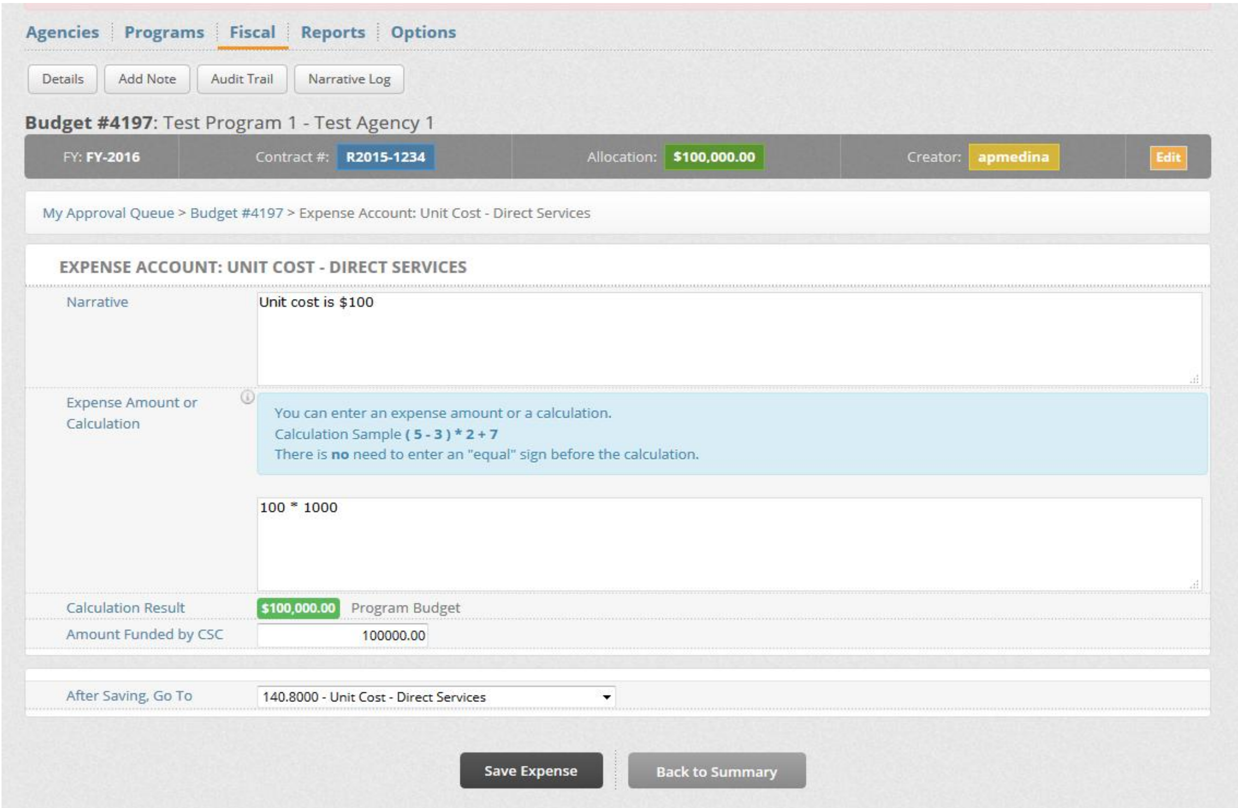
SAMIS Reports

140.5231	Medical-Surgical Supplies	$0.00	$0.00	$0.00
140.5233	Laboratory Supplies	$0.00	$0.00	$0.00
140.5242	Food Prep and Serving Supplies	$0.00	$0.00	$0.00
140.5243	Personal Care Items	$0.00	$0.00	$0.00
140.5244	Food and Dietary	$0.00	$0.00	$0.00
140.5401	Books, Publications and Subscriptions	$0.00	$0.00	$0.00
140.5402	Educational Training Materials	$0.00	$0.00	$0.00
140.5412	Dues and Memberships	$0.00	$0.00	$0.00
140.6401	Machinery and Equipment	$0.00	$0.00	$0.00
140.6405	Data Processing Equipment	$0.00	$0.00	$0.00
140.6406	Data Processing Software	$0.00	$0.00	$0.00
140.8000	Unit Cost - Direct Services	$0.00	$0.00	$0.00
140.9000	Capital Improvements	$0.00	$0.00	$0.00
800.1201	Salaries and Wages Regular Admin	$0.00	$0.00	$0.00
800.2101	FICA-Taxes Admin	$0.00	$0.00	$0.00
800.2105	FICA Medicare Admin	$0.00	$0.00	$0.00
800.2112	Other Benefits Admin	$0.00	$0.00	$0.00
800.2201	Retirement Contributions-FRS Admin	$0.00	$0.00	$0.00

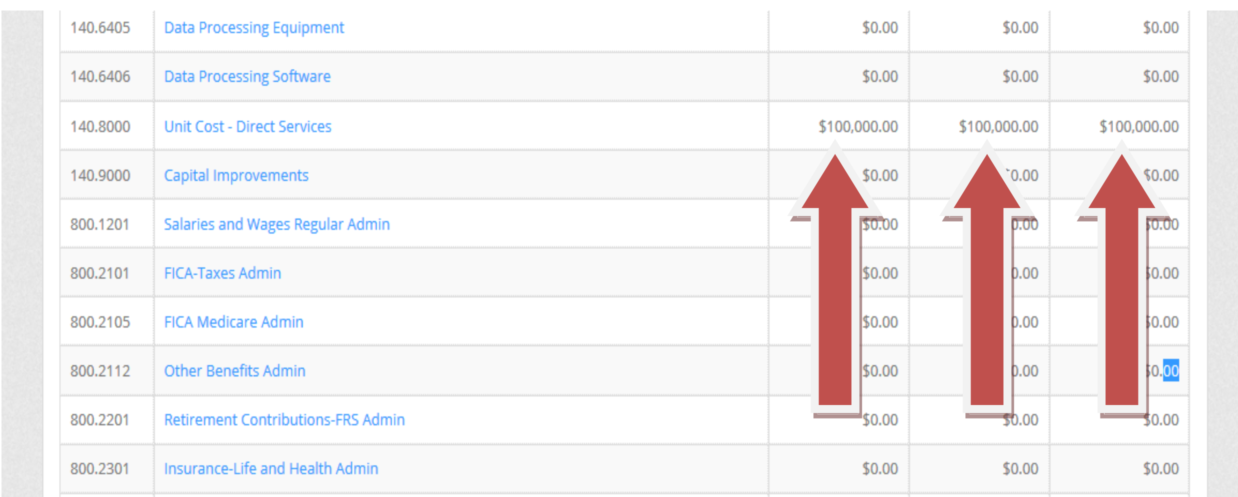
This will bring you to the line item detail page.



The narrative should include the unit cost. The expense amount/calculation box should have the number of units multiplied by the unit cost. No equal sign is needed before calculation. The amount funded by CSC field will populate itself with the result of your expense calculation.

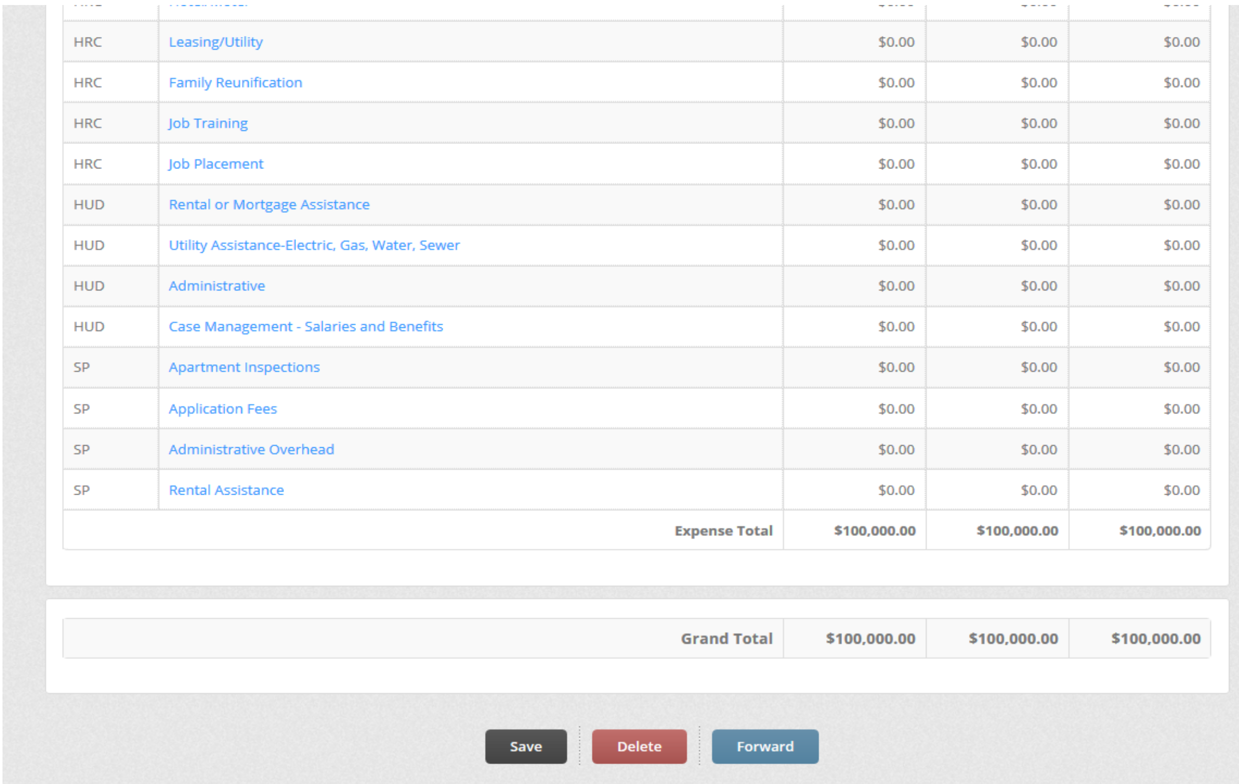


You can click Save Expense to save the entries and remain on the same page or click Back To Summary to save and go back to the summary page. Make sure that all three columns (Original Program Budget, Original CSC Budget, and Amended CSC Budget) are all populated with the correct amount on the Summary Page.



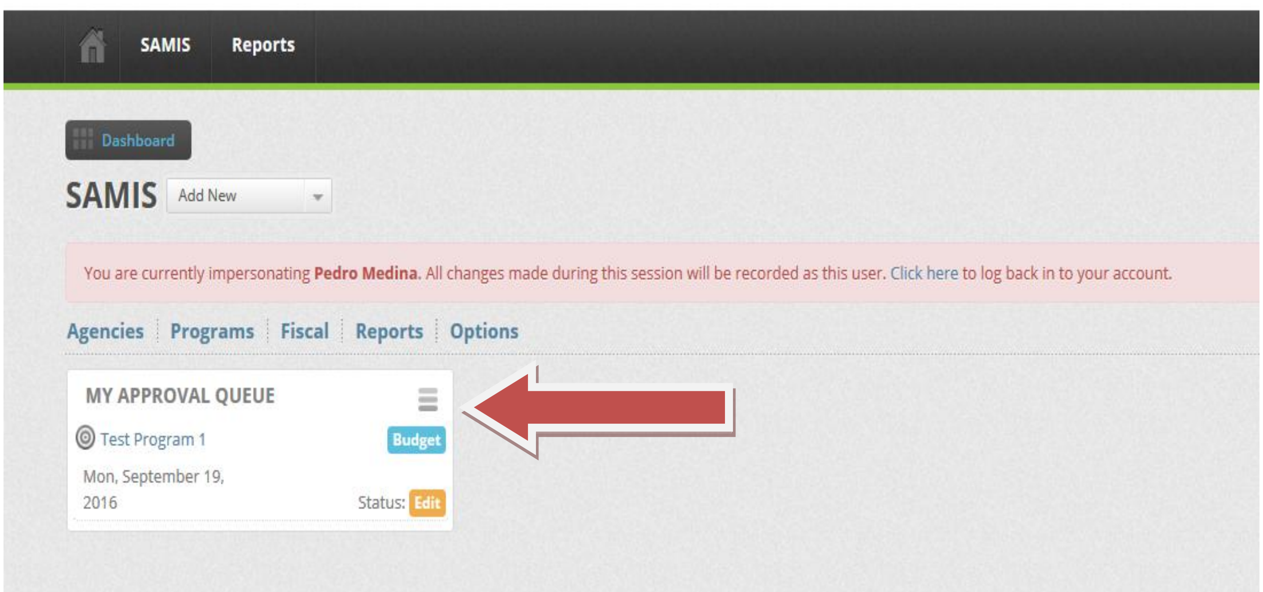
140.6405	Data Processing Equipment	$0.00	$0.00	$0.00
140.6406	Data Processing Software	$0.00	$0.00	$0.00
140.8000	Unit Cost - Direct Services	$100,000.00	$100,000.00	$100,000.00
140.9000	Capital Improvements	$0.00	$0.00	$0.00
800.1201	Salaries and Wages Regular Admin	$0.00	$0.00	$0.00
800.2101	FICA-Taxes Admin	$0.00	$0.00	$0.00
800.2105	FICA Medicare Admin	$0.00	$0.00	$0.00
800.2112	Other Benefits Admin	$0.00	$0.00	$0.00
800.2201	Retirement Contributions-FRS Admin	$0.00	$0.00	$0.00
800.2301	Insurance-Life and Health Admin	$0.00	$0.00	$0.00

You can forward the budget once you have reviewed it and determined everything is correct.

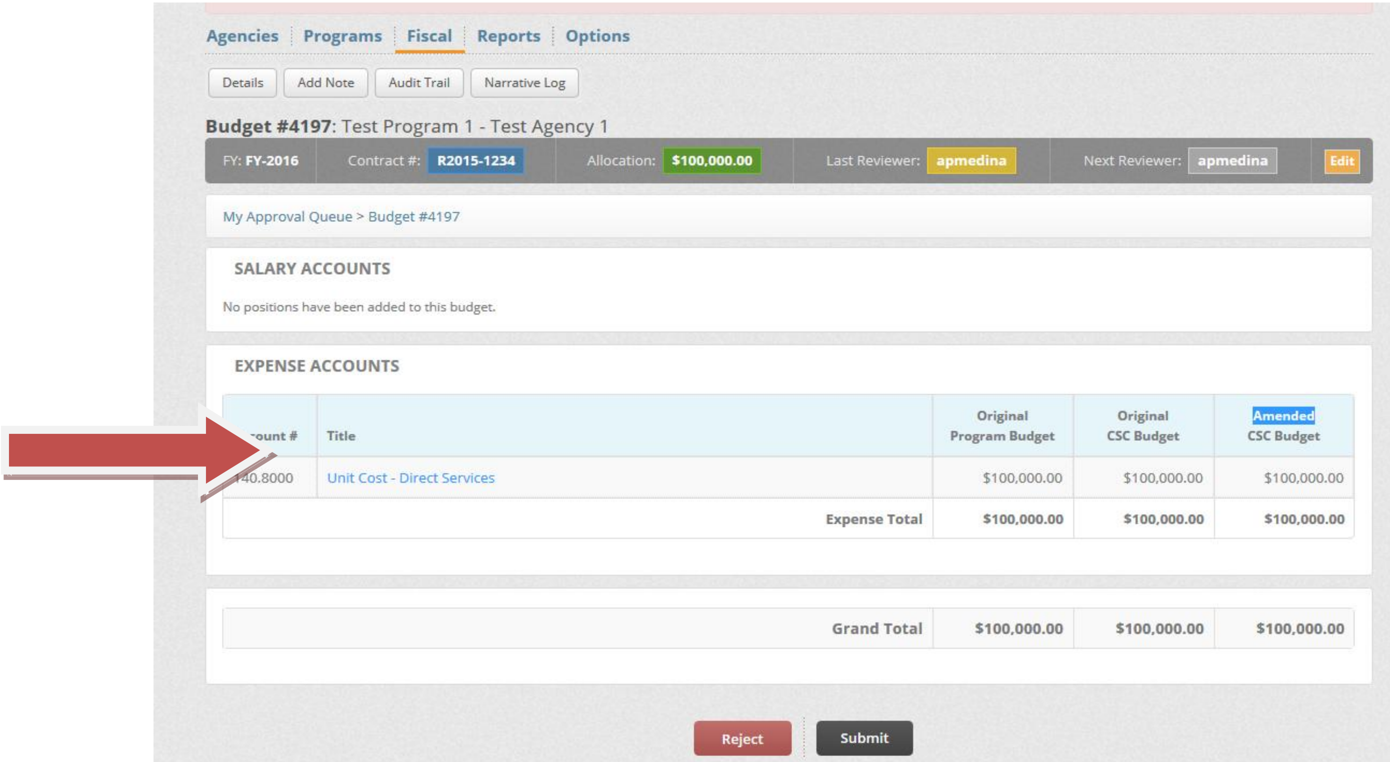


HRC	Leasing/Utility	$0.00	$0.00	$0.00
HRC	Family Reunification	$0.00	$0.00	$0.00
HRC	Job Training	$0.00	$0.00	$0.00
HRC	Job Placement	$0.00	$0.00	$0.00
HUD	Rental or Mortgage Assistance	$0.00	$0.00	$0.00
HUD	Utility Assistance-Electric, Gas, Water, Sewer	$0.00	$0.00	$0.00
HUD	Administrative	$0.00	$0.00	$0.00
HUD	Case Management - Salaries and Benefits	$0.00	$0.00	$0.00
SP	Apartment Inspections	$0.00	$0.00	$0.00
SP	Application Fees	$0.00	$0.00	$0.00
SP	Administrative Overhead	$0.00	$0.00	$0.00
SP	Rental Assistance	$0.00	$0.00	$0.00
	Expense Total	$100,000.00	$100,000.00	$100,000.00
	Grand Total	$100,000.00	$100,000.00	$100,000.00

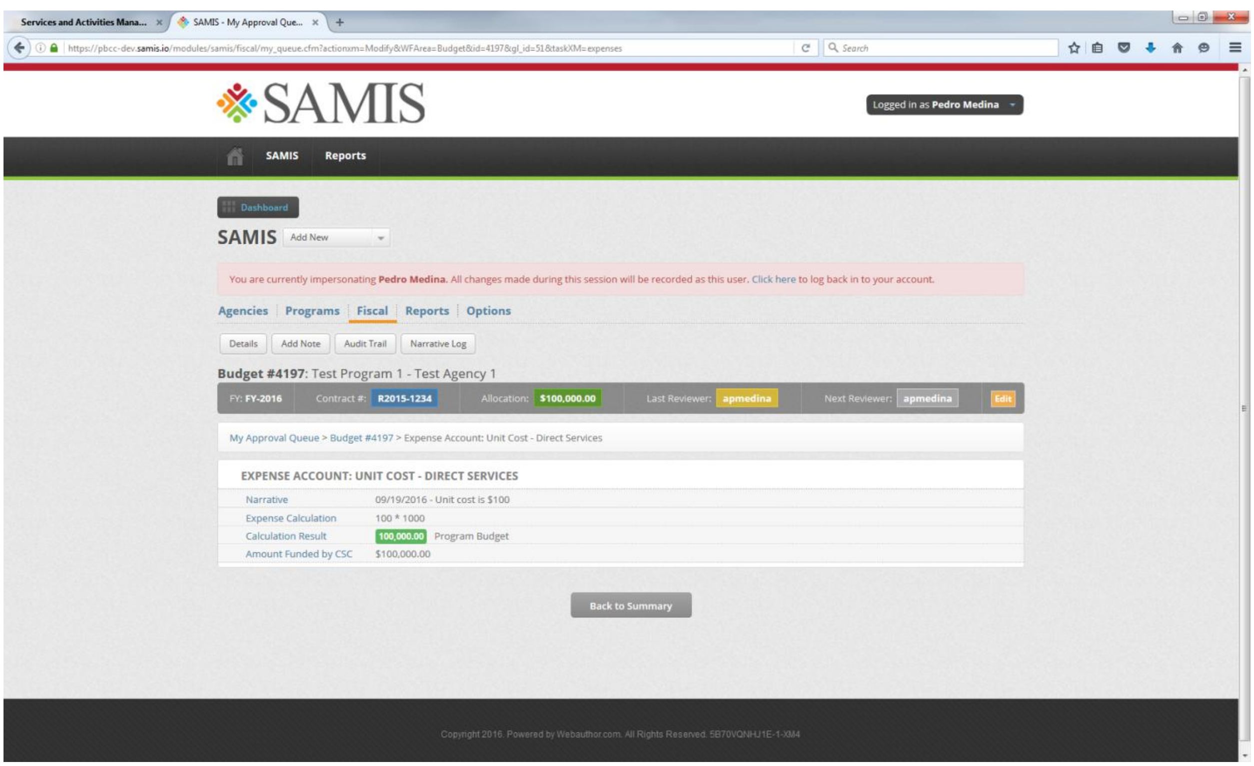
The reviewer or submitter, depending on your agency's workflow, will be able to see the budget in their My Approval Queue once it has been forwarded to them. The reviewer or submitter can now click on the budget from the pod.



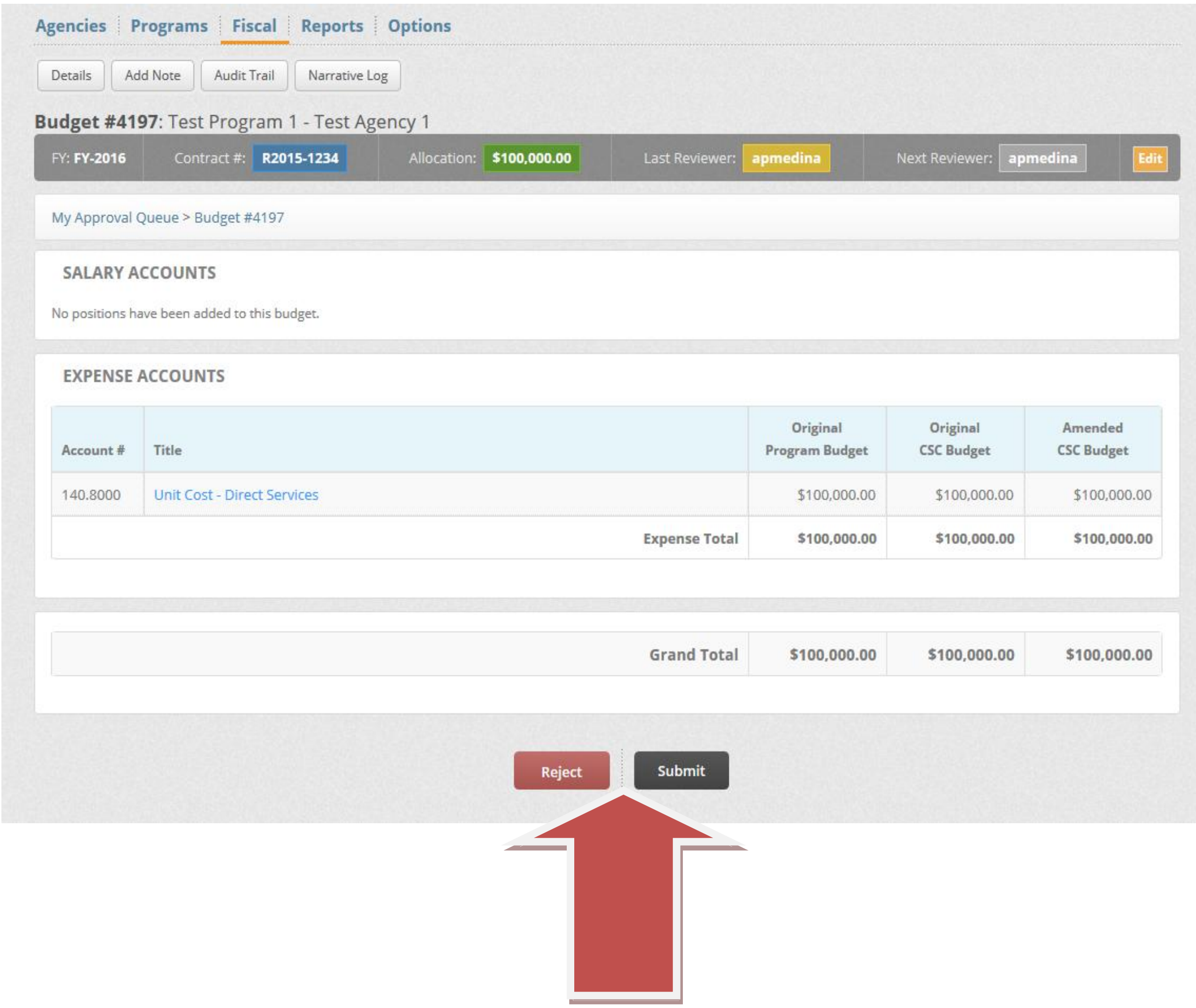
The page will show the funded line items. Click on the line item to go to the line item detail.



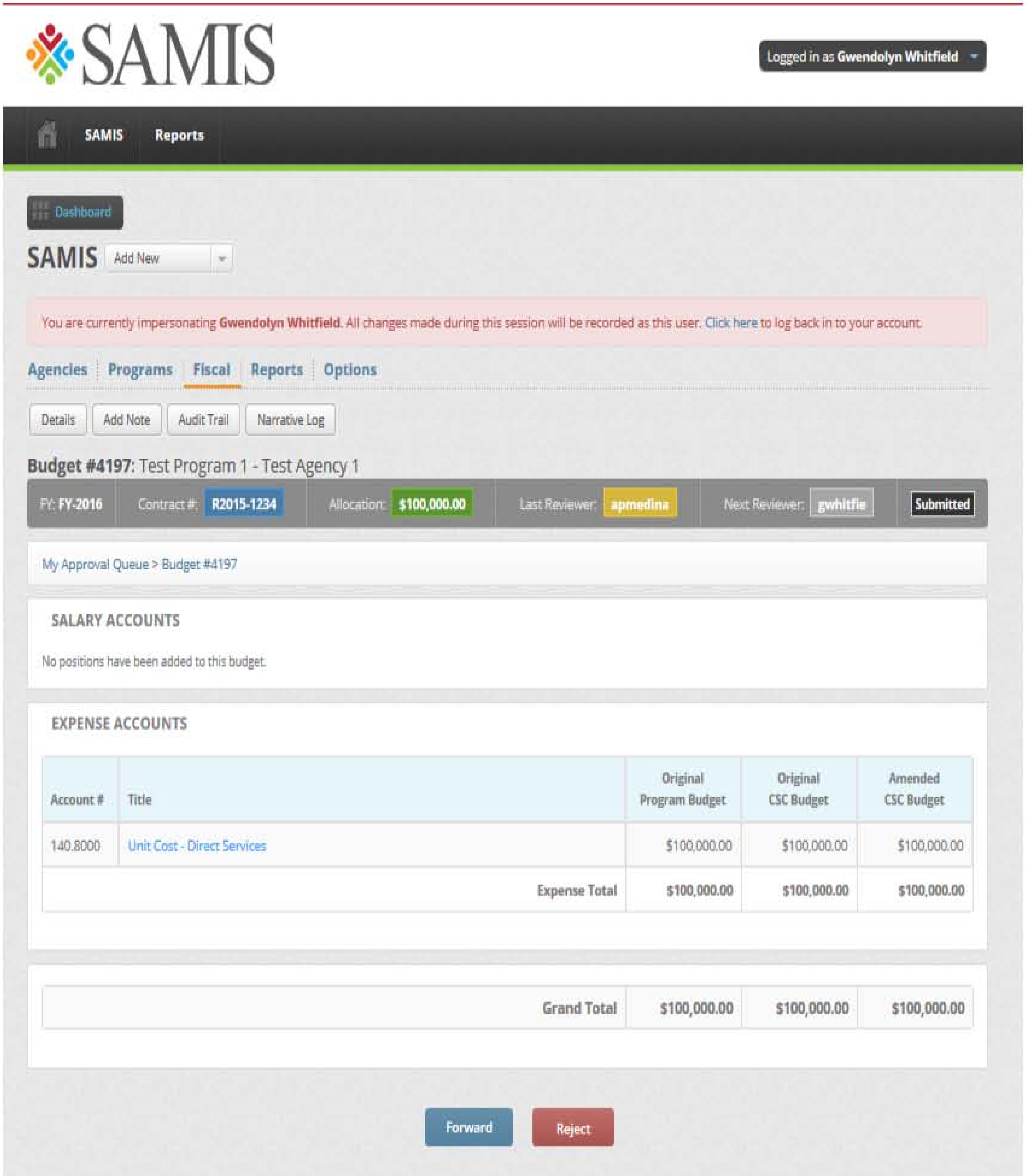
After reviewing the details, you can go back to the summary by clicking Back To Summary.



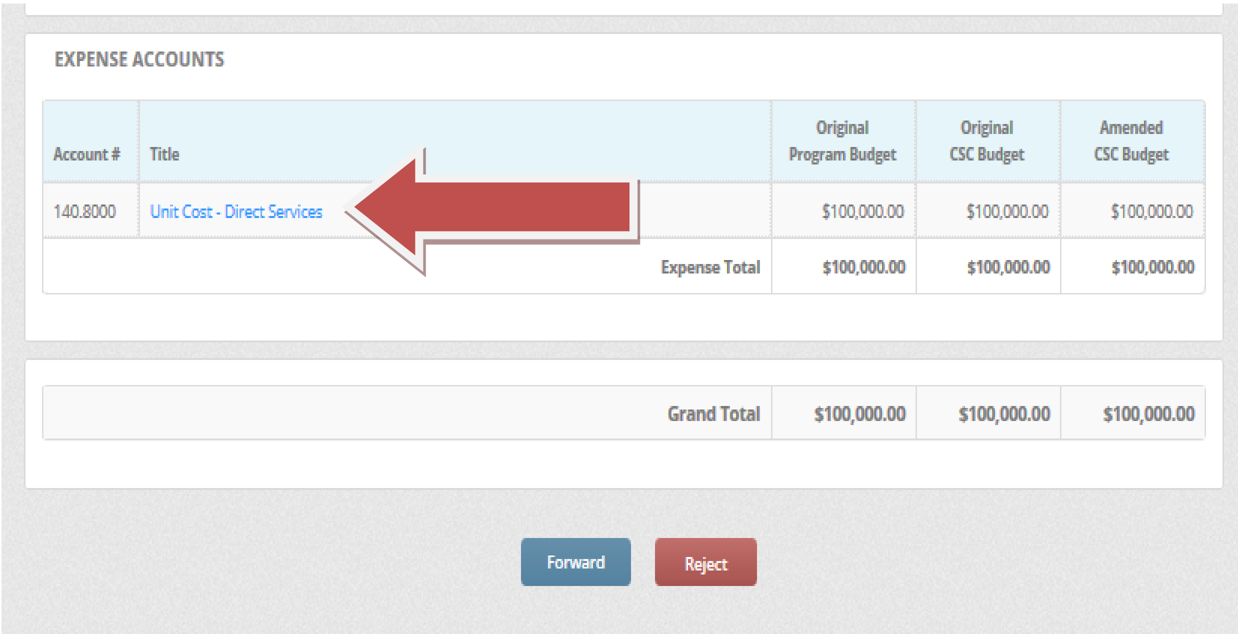
Depending on whether you are the reviewer or submitter, you will be able to forward the document or submit it after your review. In this example the submitter will submit the budget to the County for approval. The document may also be rejected by either the reviewer or the submitter at this point if needed.



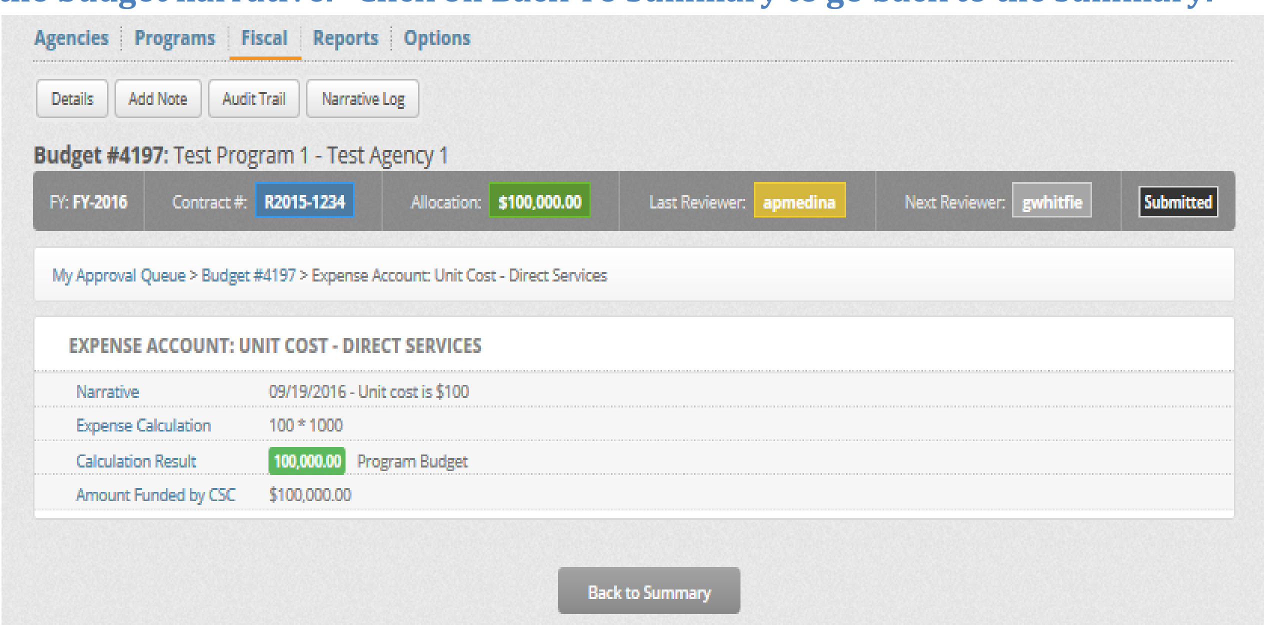
Reviewing Budget Requests **- Once you have chosen a budget request to review from you queue, you will see the following screen: (Note: Approve and Reject appear at the bottom of the screen. You will see Approve or Forward depending on your role. Final approvers will see Approve and reviewers will see Forward.)**



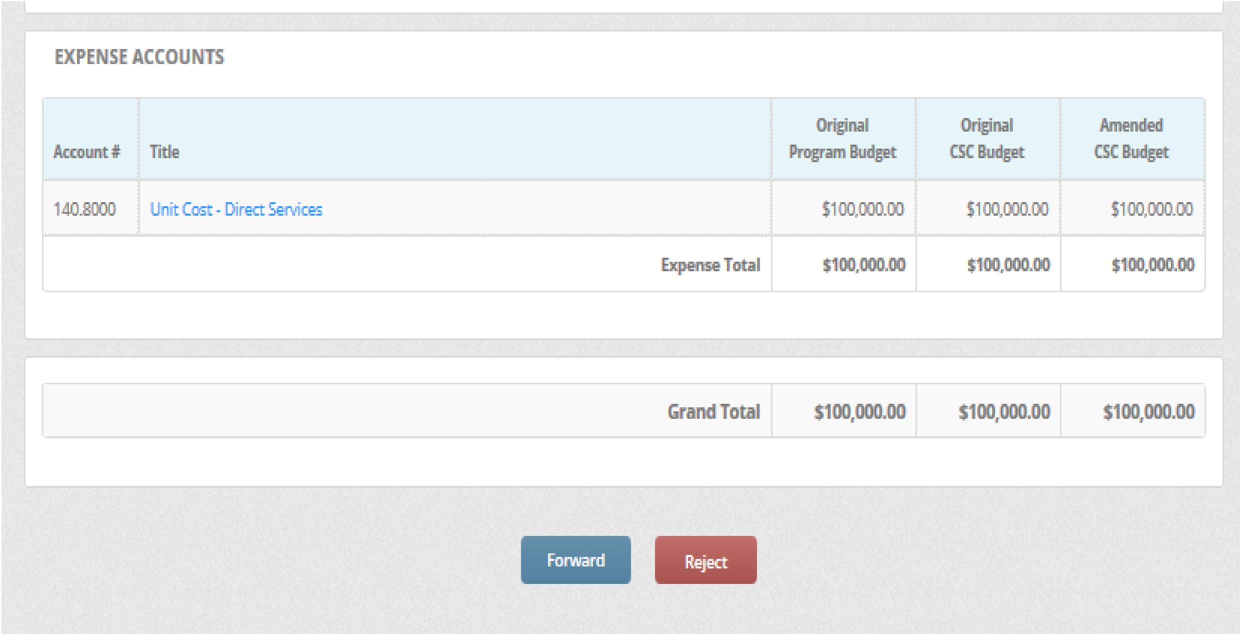
To review the individual line item details click on the blue highlighted expense account "Title". In this case, the expense account is Unit Cost – Direct Services. Please ensure that all three budget columns (Original Program Budget, Original CSC Budget, Original CSC Budget, and Amended CSC Budget) are populated with the correct amounts.



The budget details can be seen below. If there is an error in the budget columns from the previous screen, then the error(s) can be found here in the details. Check the Expense Calculation equation and the amount funded by CSC. These are two fields in which information is manually typed in. The Calculations Results field is automatically populated based on the Expense Calculation equation entered. Please ensure that unit costs are in included in the budget narrative. Click on Back To Summary to go back to the summary.



You may now choose to Forward (if you have a Reviewer Role), Approve (if you have a Final Approver role), or Reject (either role may reject) the document.

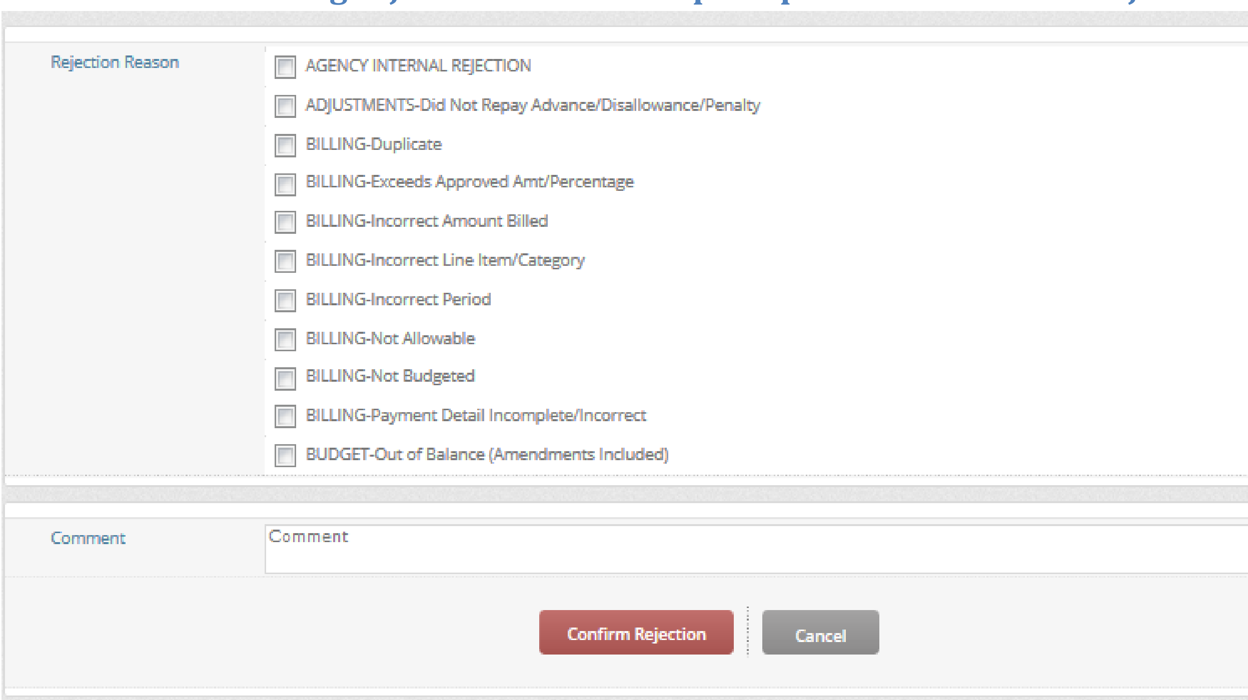


EXPENSE ACCOUNTS

Account #	Title	Original Program Budget	Original CSC Budget	Amended CSC Budget
140.8000	Unit Cost - Direct Services	$100,000.00	$100,000.00	$100,000.00
	Expense Total	$100,000.00	$100,000.00	$100,000.00
	Grand Total	$100,000.00	$100,000.00	$100,000.00

Forward Reject

If you choose to reject the document you may choose from the default rejection reasons and/or add a brief narrative in the Comments box as to why the document is being rejected. You will be prompted to confirm the rejection.



Rejection Reason

- AGENCY INTERNAL REJECTION
- ADJUSTMENTS-Did Not Repay Advance/Disallowance/Penalty
- BILLING-Duplicate
- BILLING-Exceeds Approved Amt/Percentage
- BILLING-Incorrect Amount Billed
- BILLING-Incorrect Line Item/Category
- BILLING-Incorrect Period
- BILLING-Not Allowable
- BILLING-Not Budgeted
- BILLING-Payment Detail Incomplete/Incorrect
- BUDGET-Out of Balance (Amendments Included)

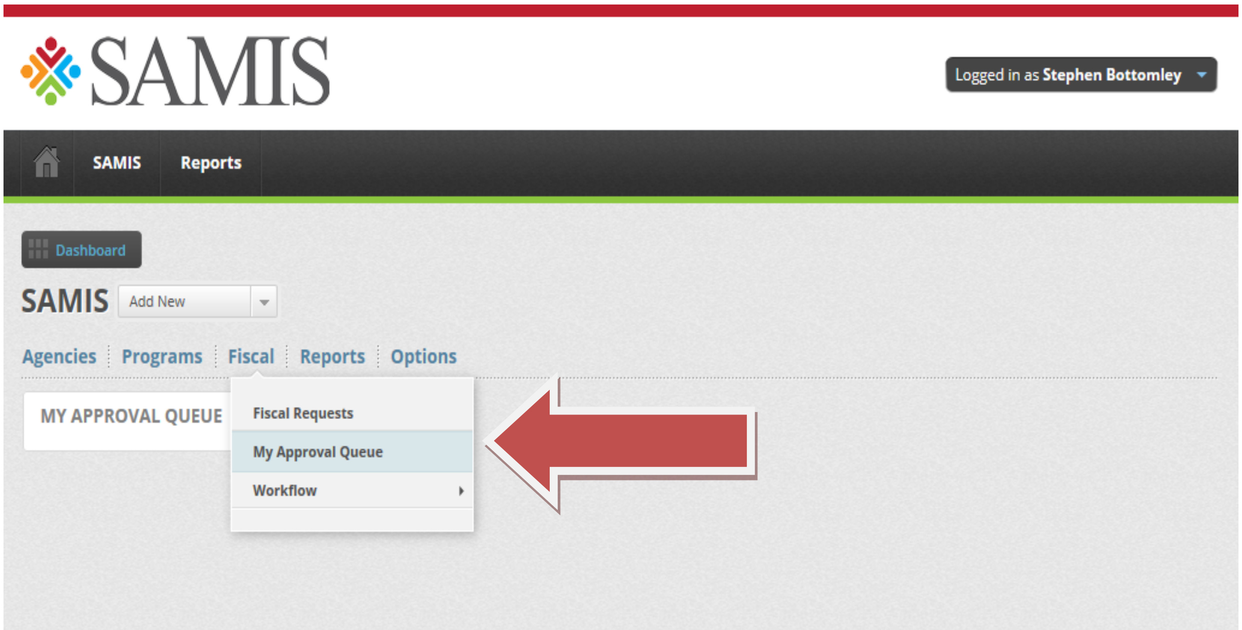
Comment

Comment

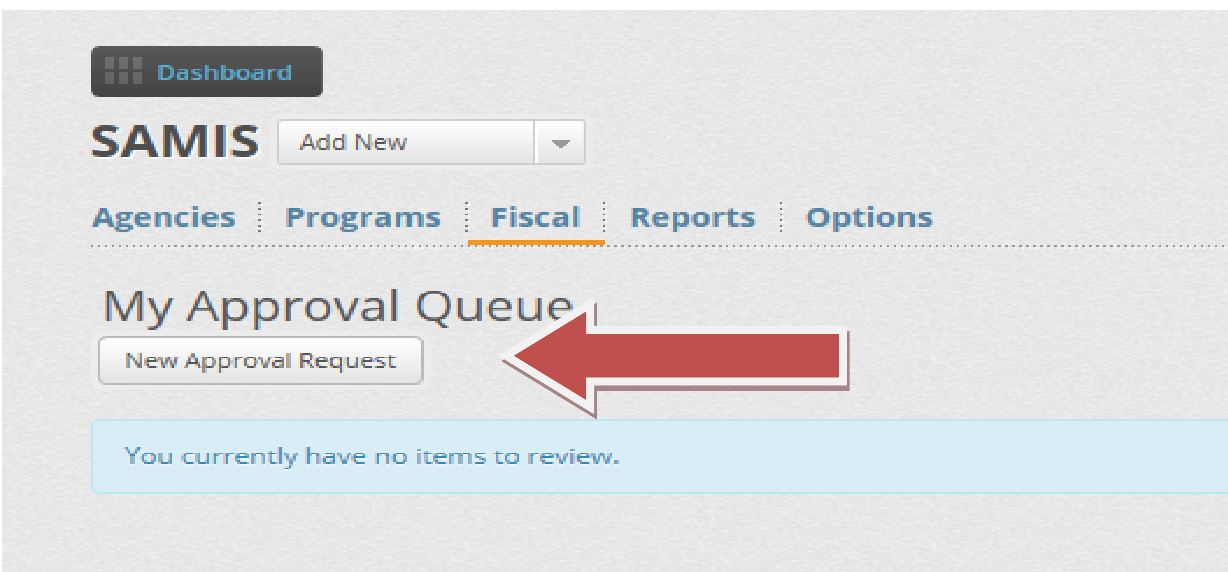
Confirm Rejection Cancel

Reimbursement Requests

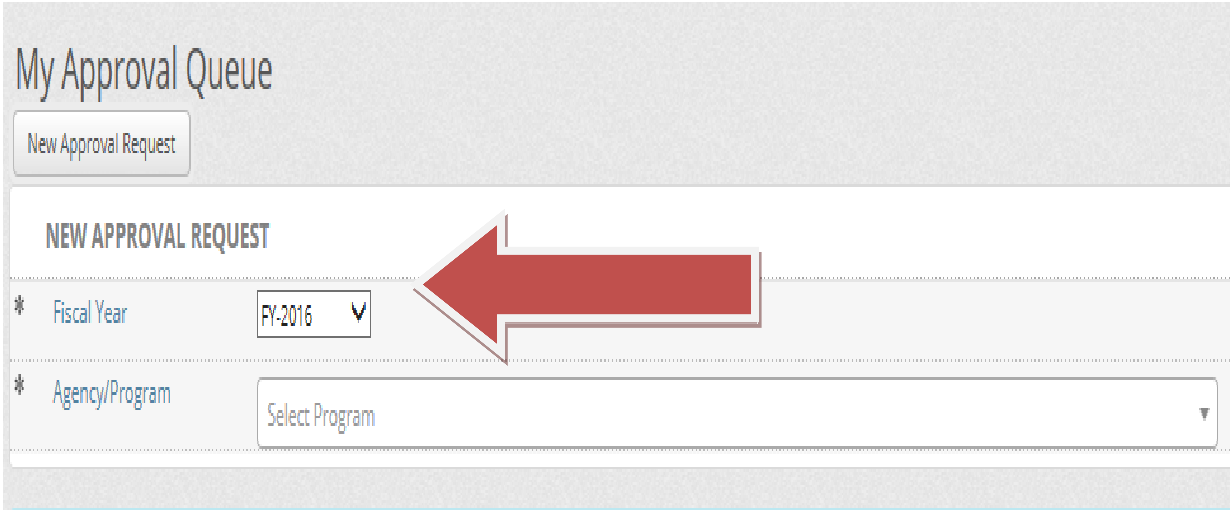
***Creating a reimbursement request* - From the main screen, scroll the cursor over "Fiscal". This will prompt a drop down box which contains "Fiscal Request", "My Approval Queue", and "Workflow". Click on "My Approval Queue".**



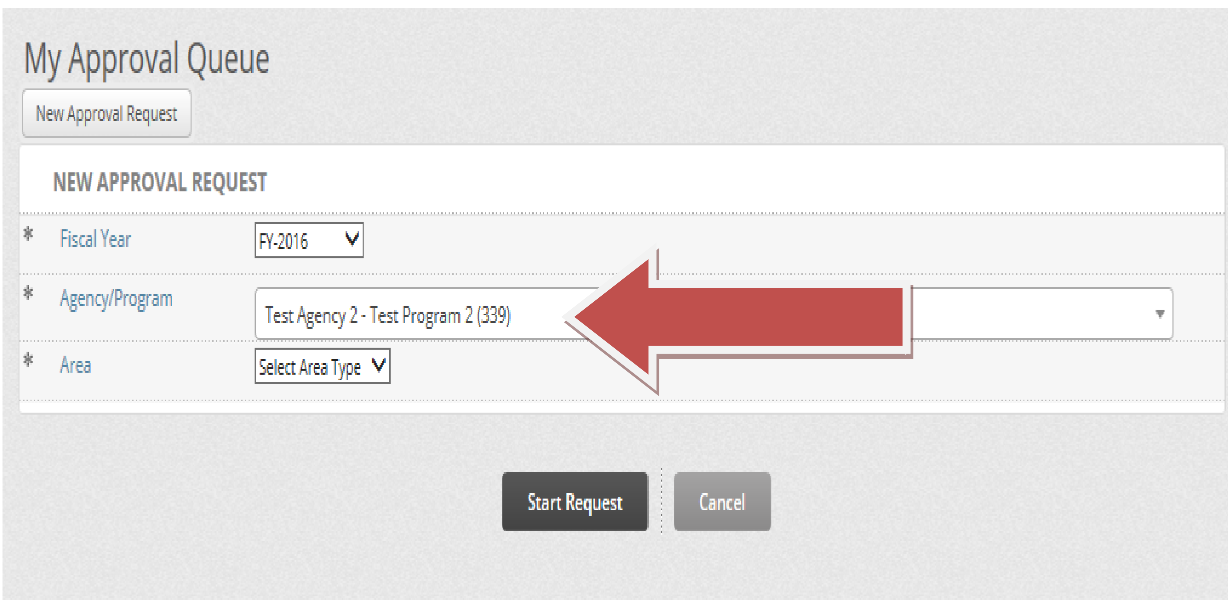
Click on "New Approval Request"



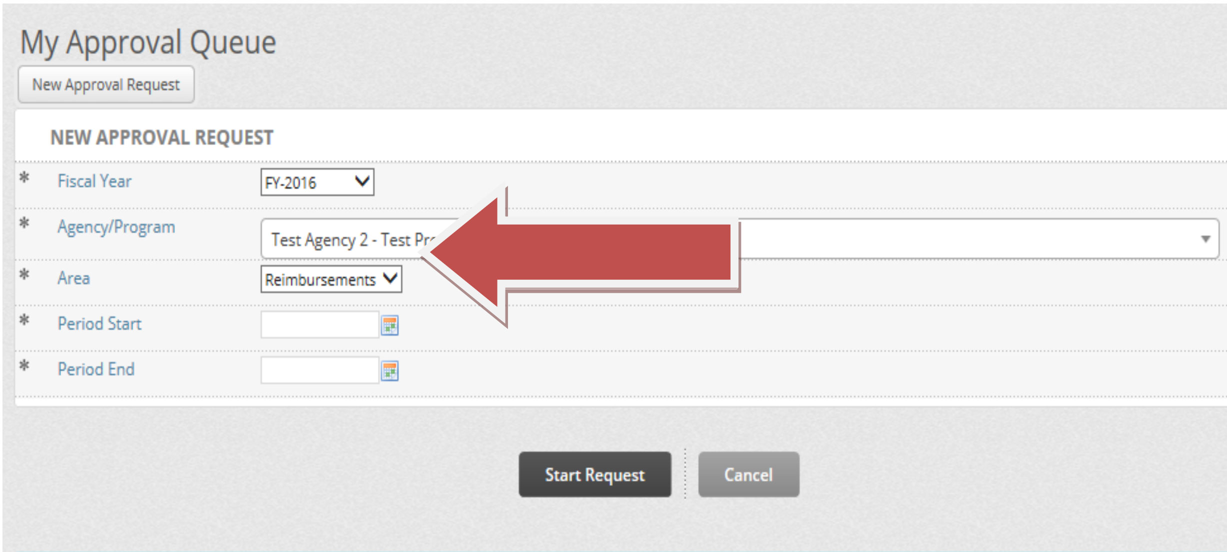
Select the appropriate "Fiscal Year"



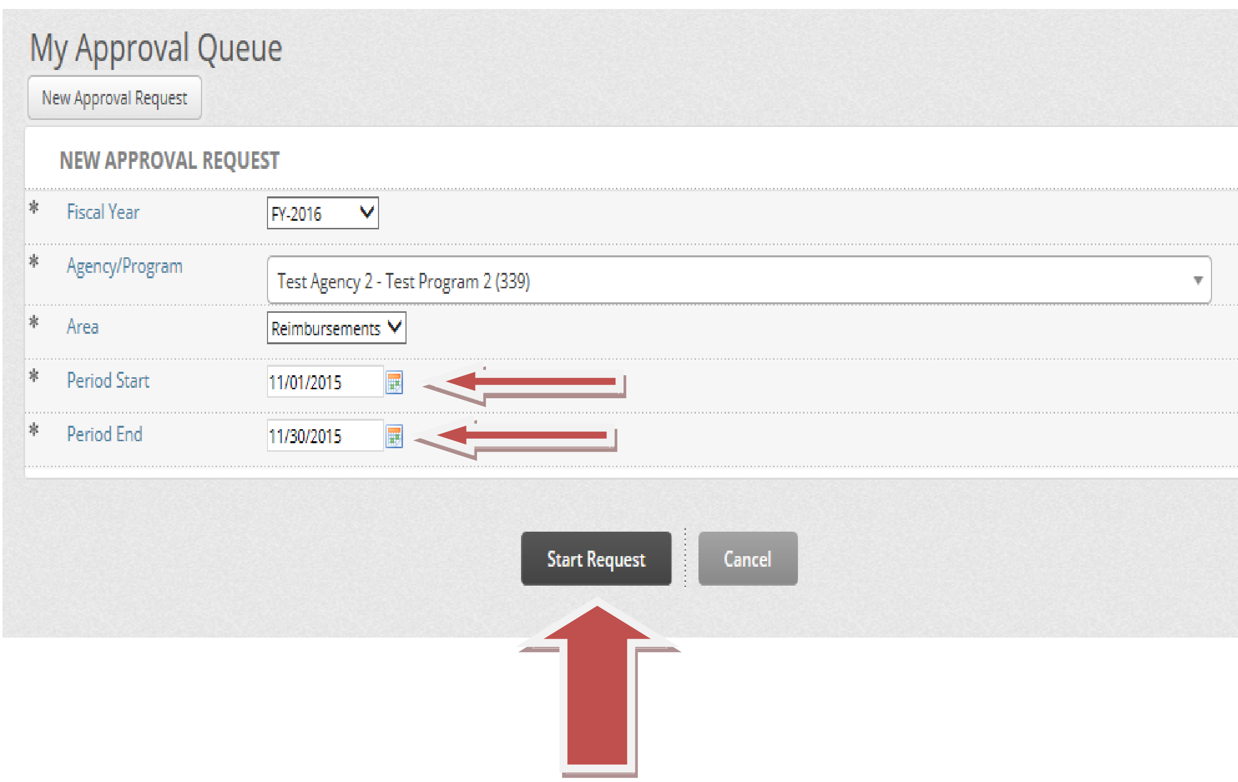
Select the "Agency/Program"



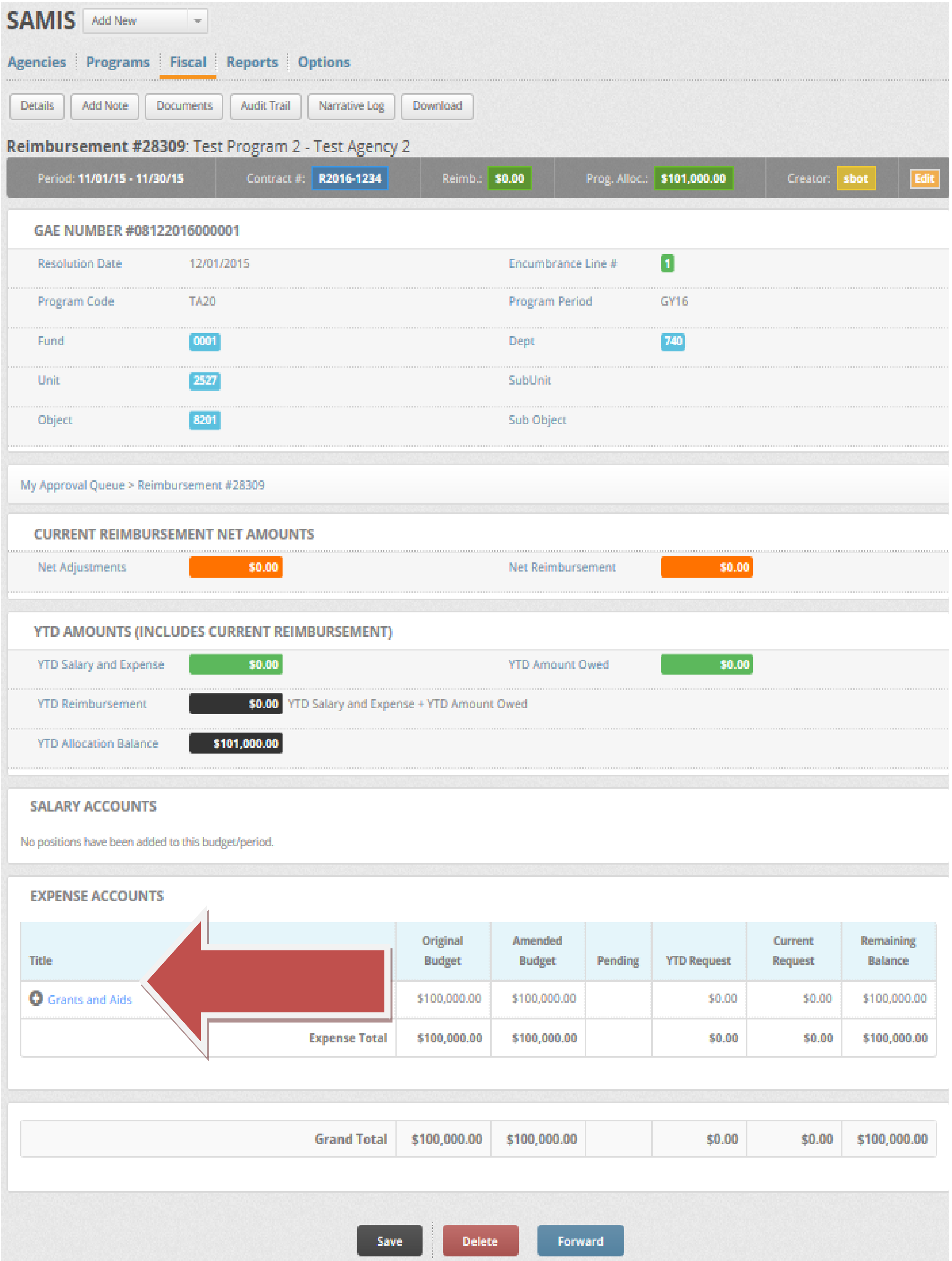
Select the "Area" and choose "Reimbursements"



Input the start and end dates for the period you are requesting reimbursement. Then click on "Start Request".



The new request will appear on your screen. Click on the blue hyperlink under "Expense Accounts". This is the category of the expense line(s) for which your agency is funded. In this case, the expense category is "Grants and Aids".



Now you will see the funded expense line(s). Click on the specific line item you would like to be reimbursed for.

EXPENSE ACCOUNTS

Title	Original Budget	Amended Budget	Pending	YTD Request	Current Request	Remaining Balance
Grants and Aids	$100,000.00	$100,000.00		$0.00	$0.00	$100,000.00
Unit Cost - Direct Services	$100,000.00	$100,000.00		$0.00	$0.00	$100,000.00
Expense Total	$100,000.00	$100,000.00		$0.00	$0.00	$100,000.00

Grand Total	$100,000.00	$100,000.00		$0.00	$0.00	$100,000.00

Save Delete Forward

View of program with multiple expense lines (NOT unit cost contract).

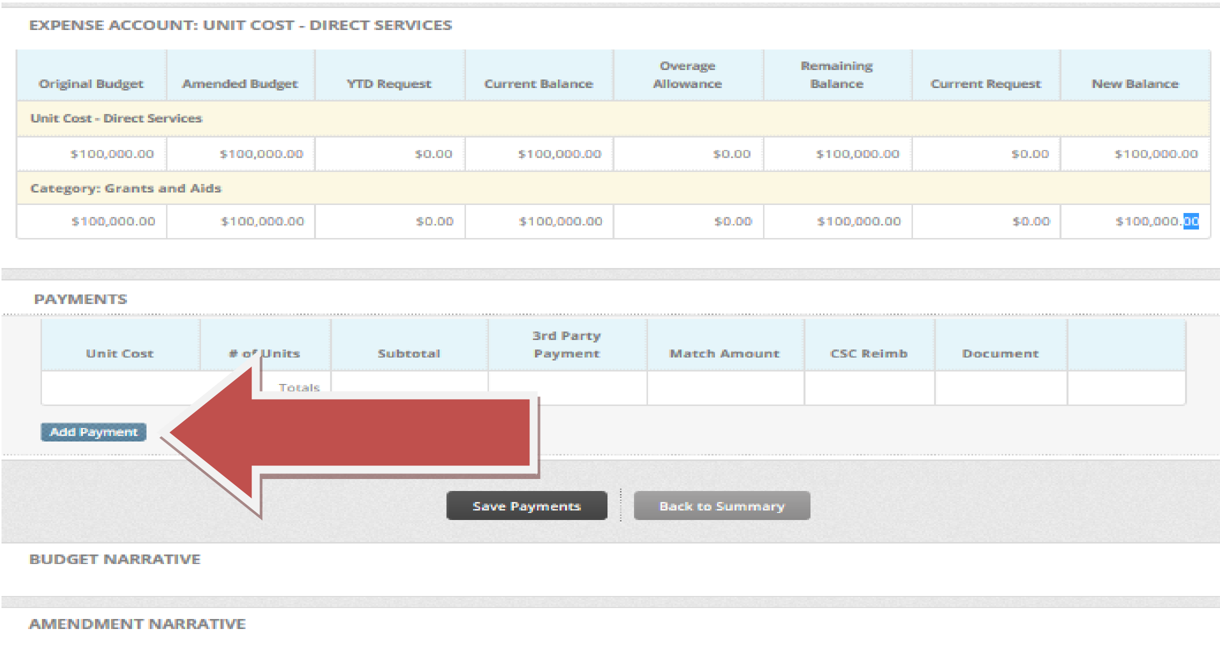
EXPENSE ACCOUNTS

Title	Original Budget	Amended Budget	Pending	Current Request	YTD Request	Remaining Balance
Administrative Expenses	$3,750.00	$3,750.00		$0.00	$1,042.79	$2,707.21
Program Expenses	$40,250.00	$40,250.00		$0.00	$14,668.80	$25,581.20
Salaries and Wages Regular Prgm	$34,632.00	$34,632.00		$0.00	$11,971.60	$22,660.40
Other Benefits Prgm	$5,618.00	$5,618.00		$0.00	$2,697.20	$2,920.80
Expense Total	$44,000.00	$44,000.00		$0.00	$15,711.59	$28,288.41

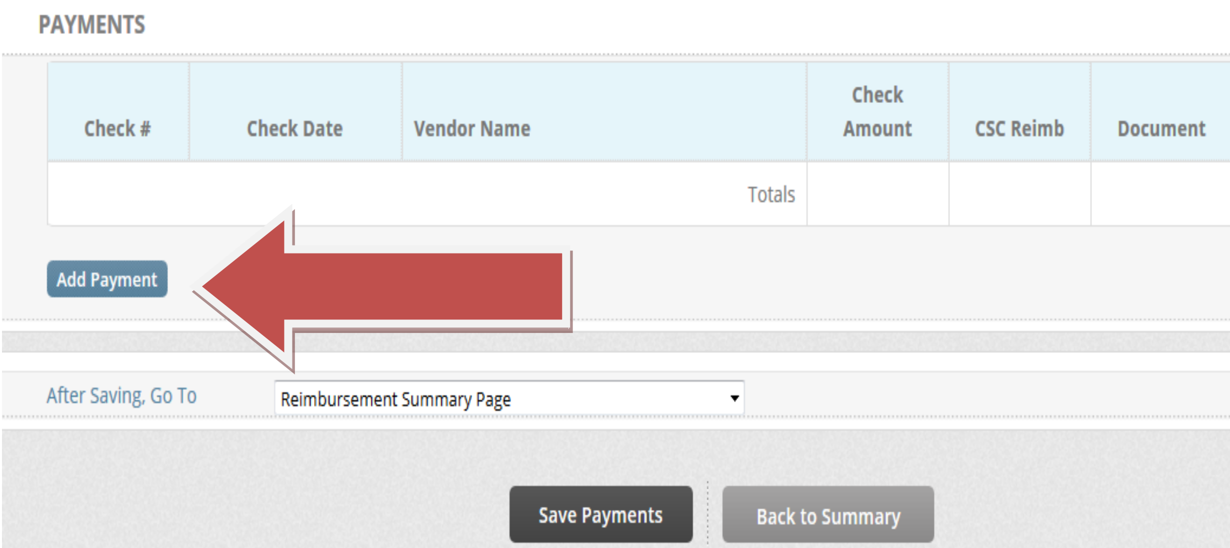
Grand Total	$44,000.00	$44,000.00		$0.00	$15,711.59	$28,288.41

Save Delete Forward

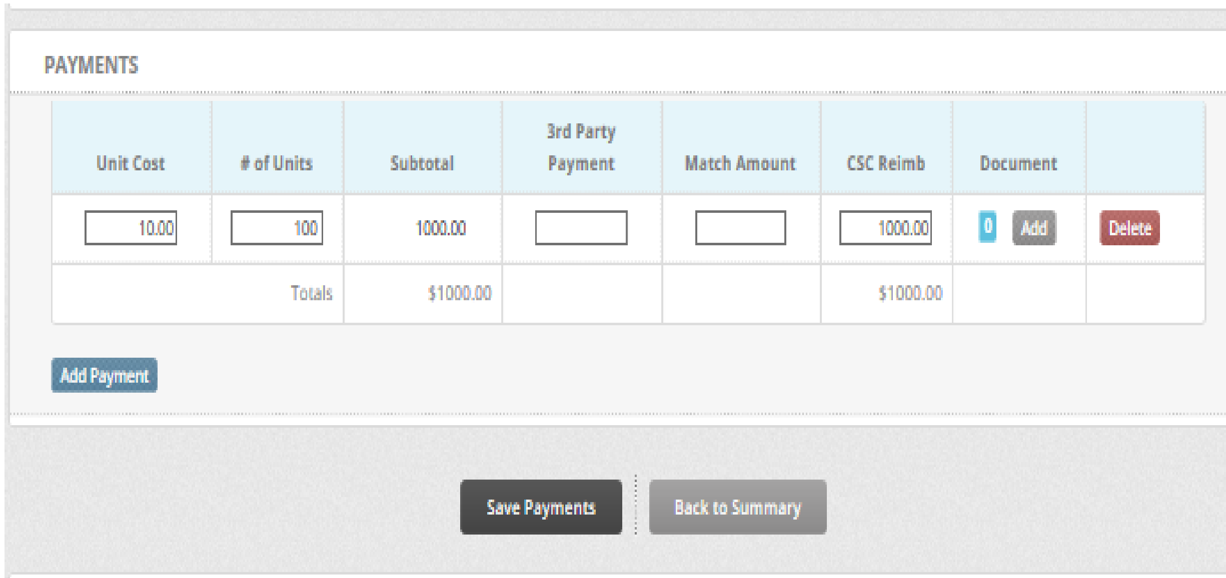
Click on “Add Payment” to begin inputting your entries. Multiple entries may be added by clicking on “Add Payment” for each additional entry.



View of payment line for contracts that are not based on unit cost. Note: The “Check Amount” is the actual amount the check was written for. The “CSC Reimb” amount is the amount being requested to be reimbursed by the County.

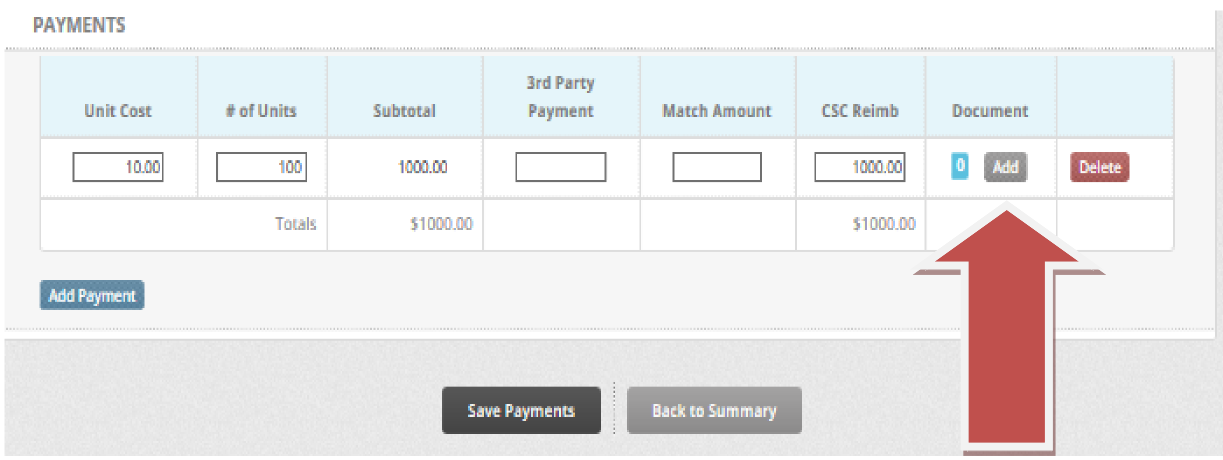


The unit cost for unit cost contracts may or may not pre-populate. It will depend on the type of service(s) your agency provides. In most cases, the unit cost will pre-populate. Enter the number of units provided during the period being requested. The "CSC Reimbursement" amount is calculated as you type in the number of units. Disregard the "3rd Party Payment" and "Match Amount" fields.

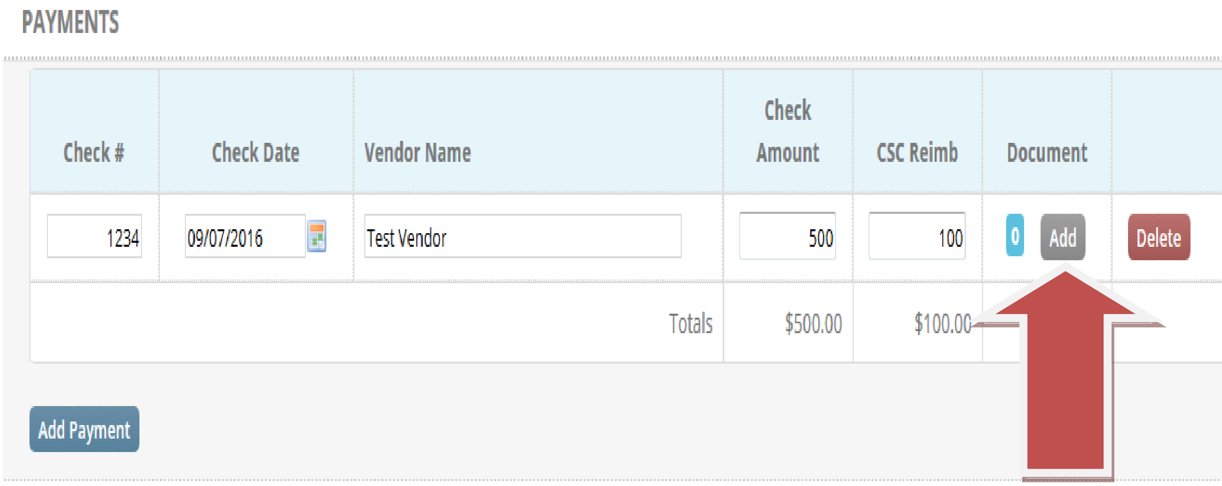


Supporting documentation for your request can be uploaded by clicking on "Add" under the "Document" heading on the same payment request line.

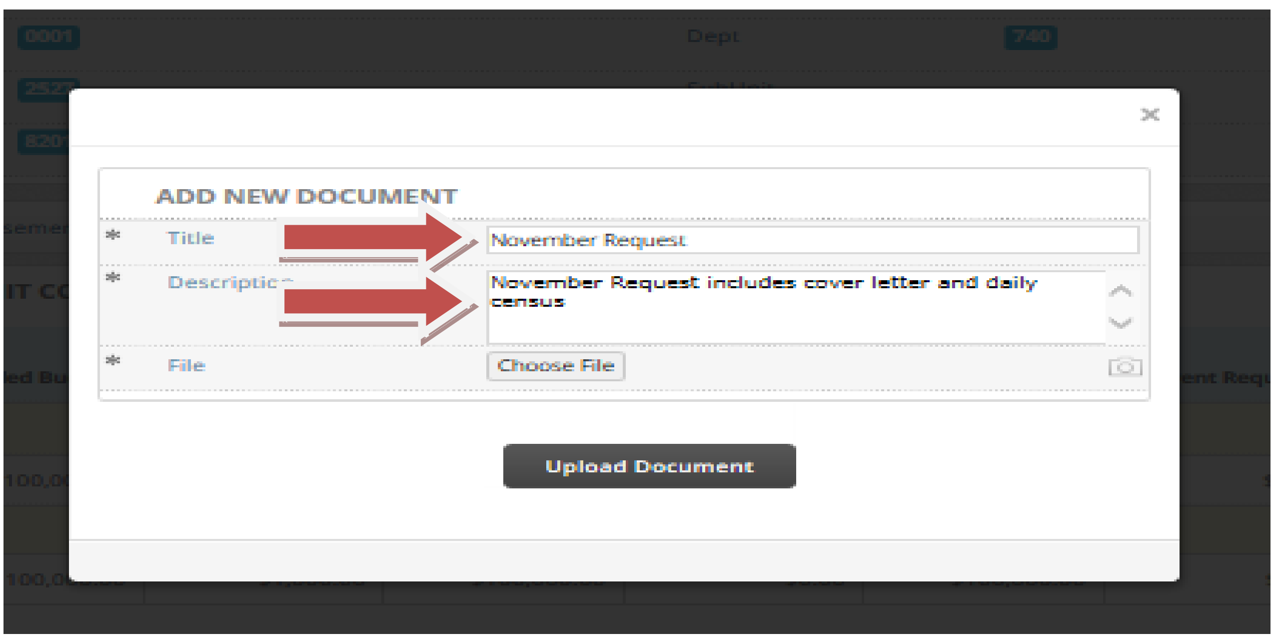
(View of unit cost payment line)



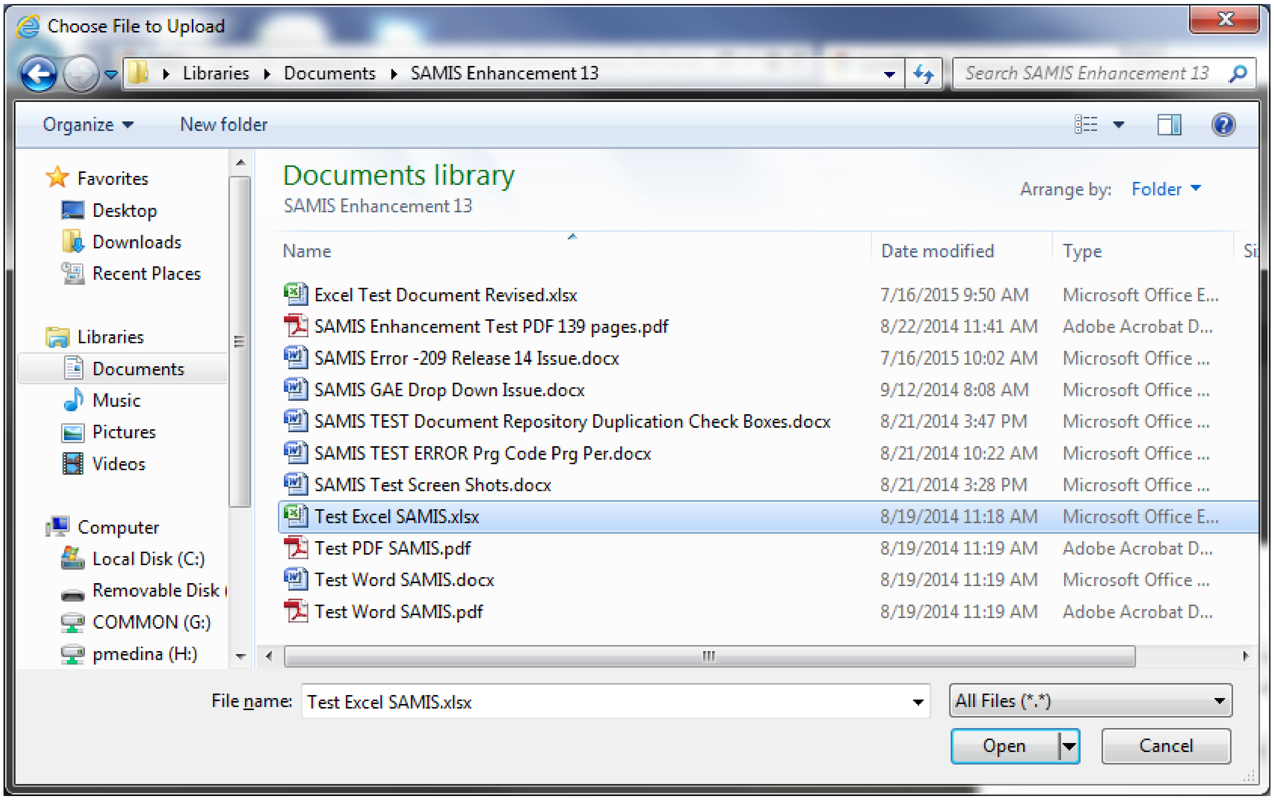
(View of non-unit cost payment line)



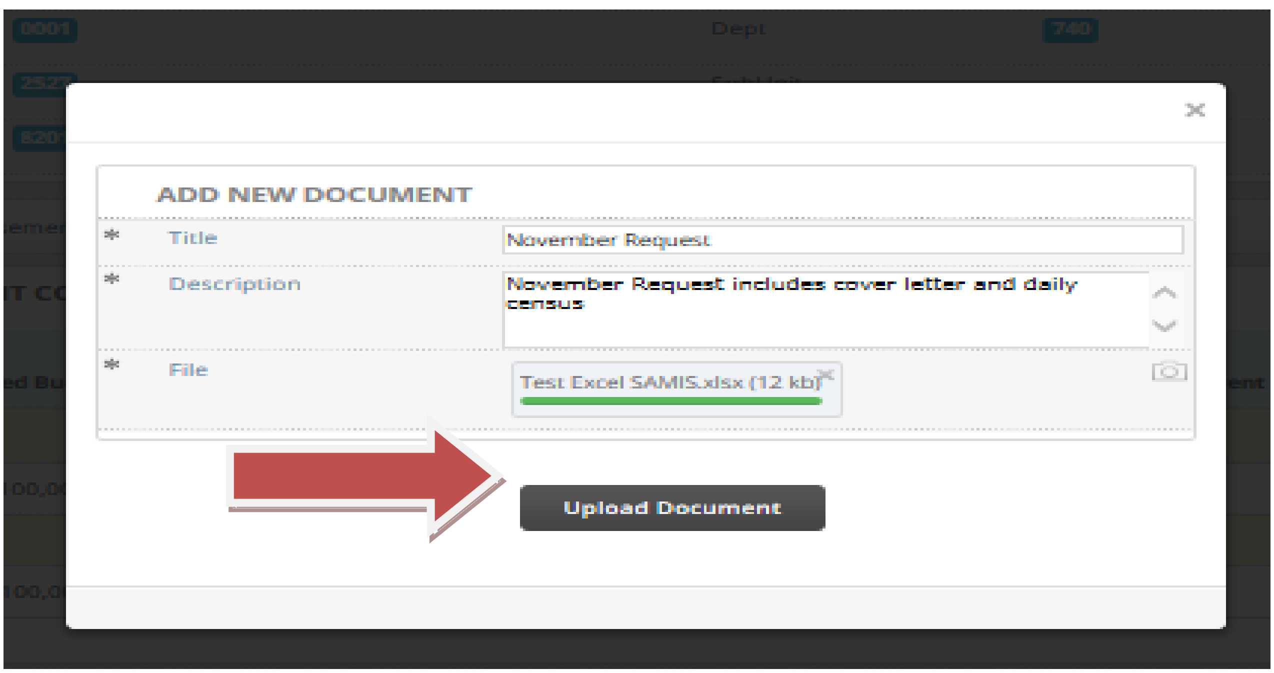
You will be asked to provide a title and description for the document being uploaded. Both of the fields are required. Click on choose file when you have entered the title and description. This will allow you to browse and select the file you intend to upload.



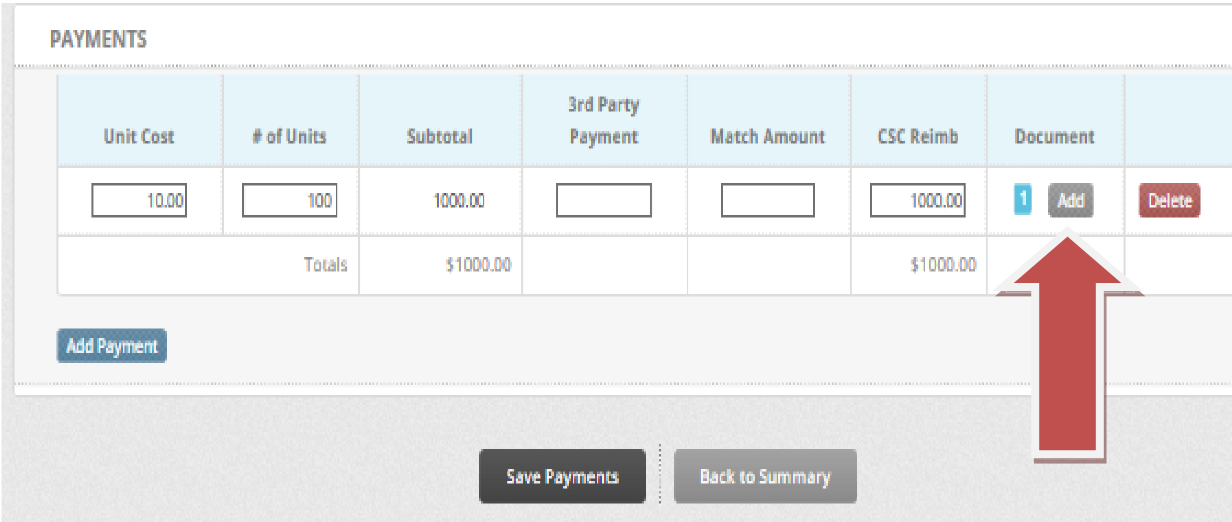
Select the file you would like to upload from your computer/network drive. Click Open once you have selected the file.



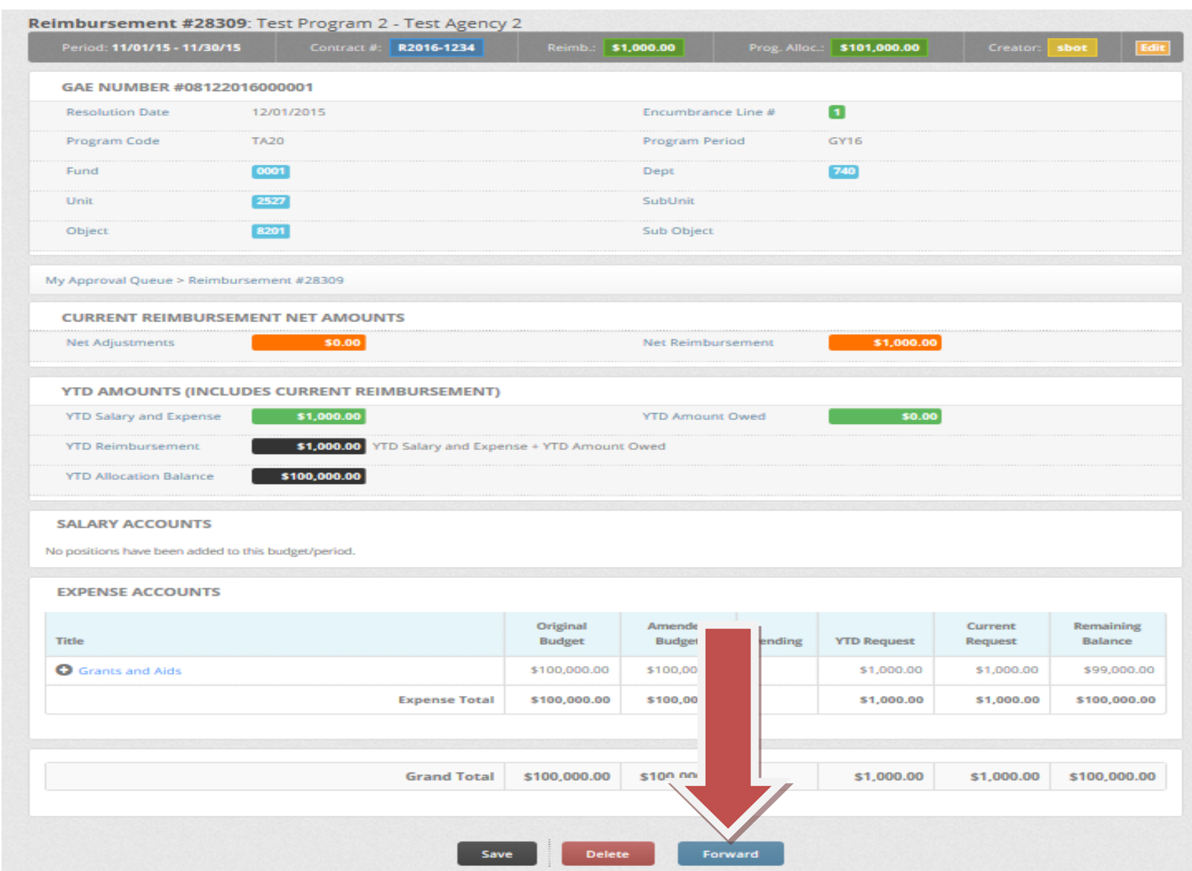
Click on “Upload Document” once you have selected the file.



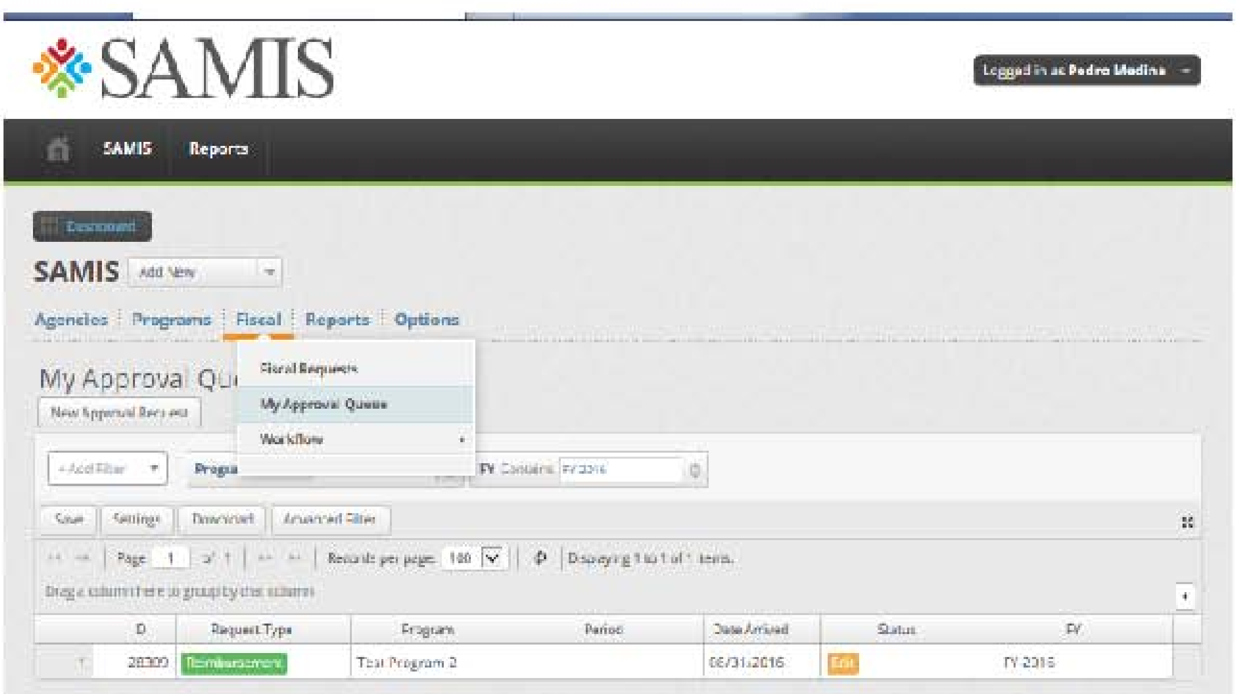
You will be redirected back to the reimbursement request once you have uploaded the document. The "Document" field keeps a count of the number of files you upload. Click on "Add" each time to upload multiple files. "Save Payment" when you are done with your entry.



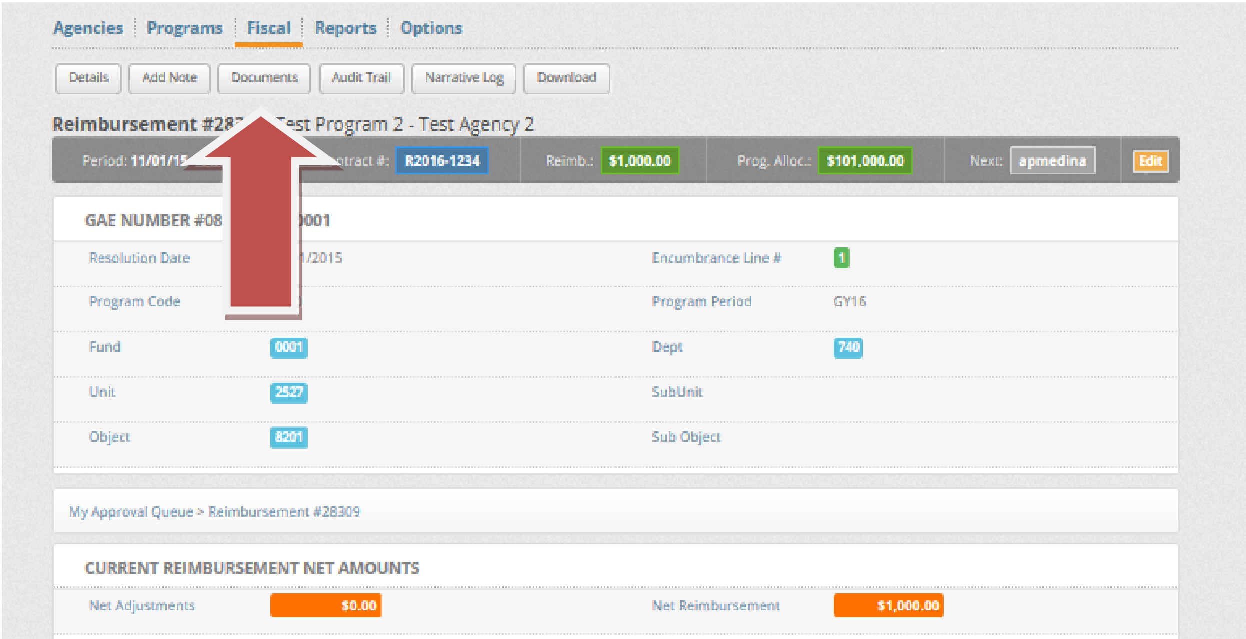
You are now ready to forward your request to the submitter. Most agencies only have a creator and a submitter in their workflow. If your agency has a reviewer the request would go to them. You will then be redirected back you the main screen.



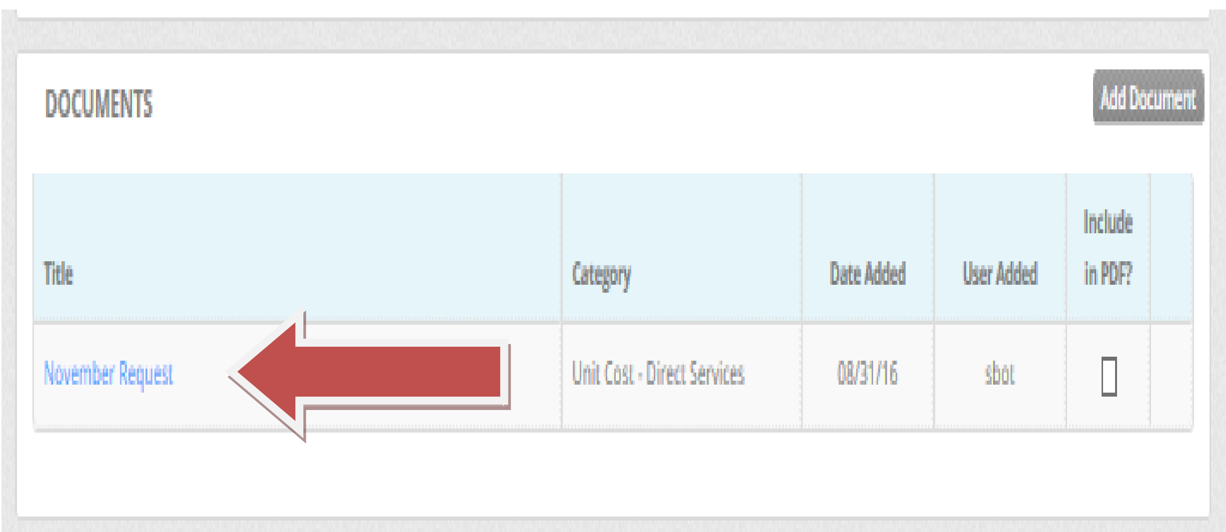
Reviewing a reimbursement request **- The individual listed as the submitter will have the request in their queue. They will have the opportunity to review and submit the request. You can access the request by clicking on it in the pod or you may access it by going the "Fiscal" page and clicking "My Approval Queue".**



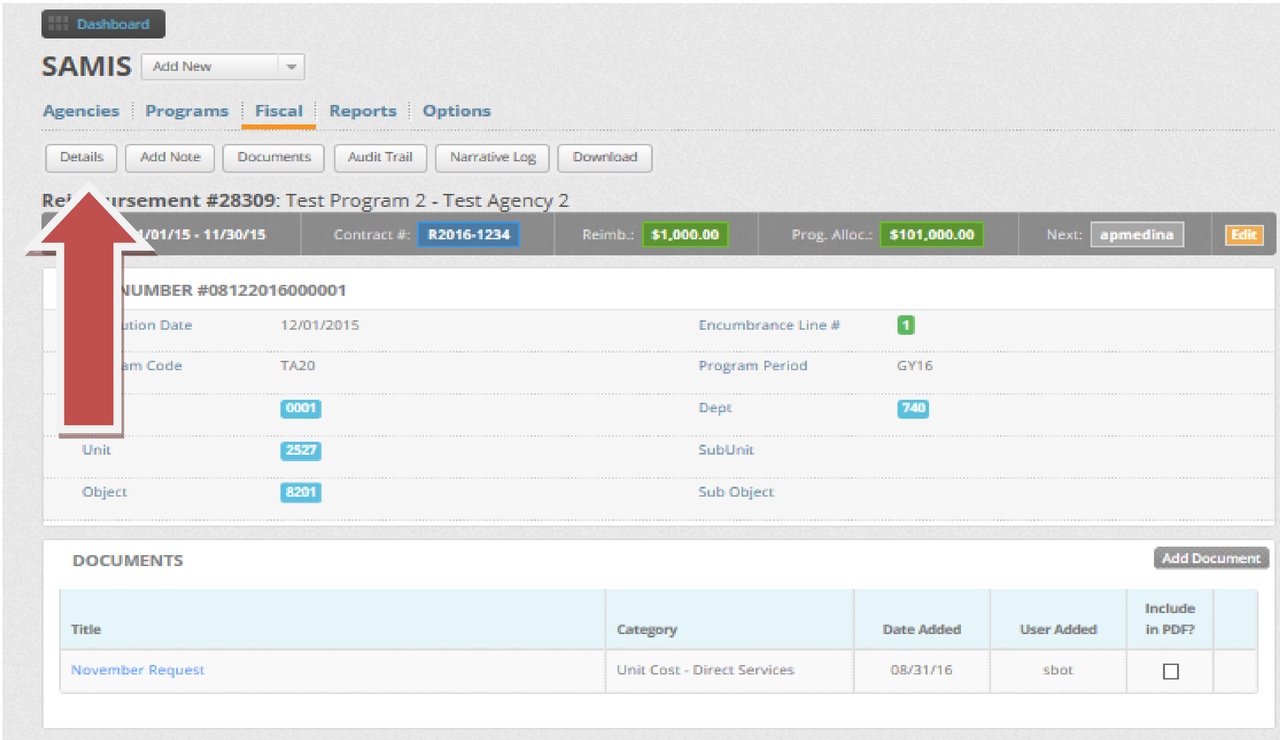
Now you can review the reimbursement request. Uploaded supporting documentation can be viewed by clicking on "Documents" towards the top of your screen.



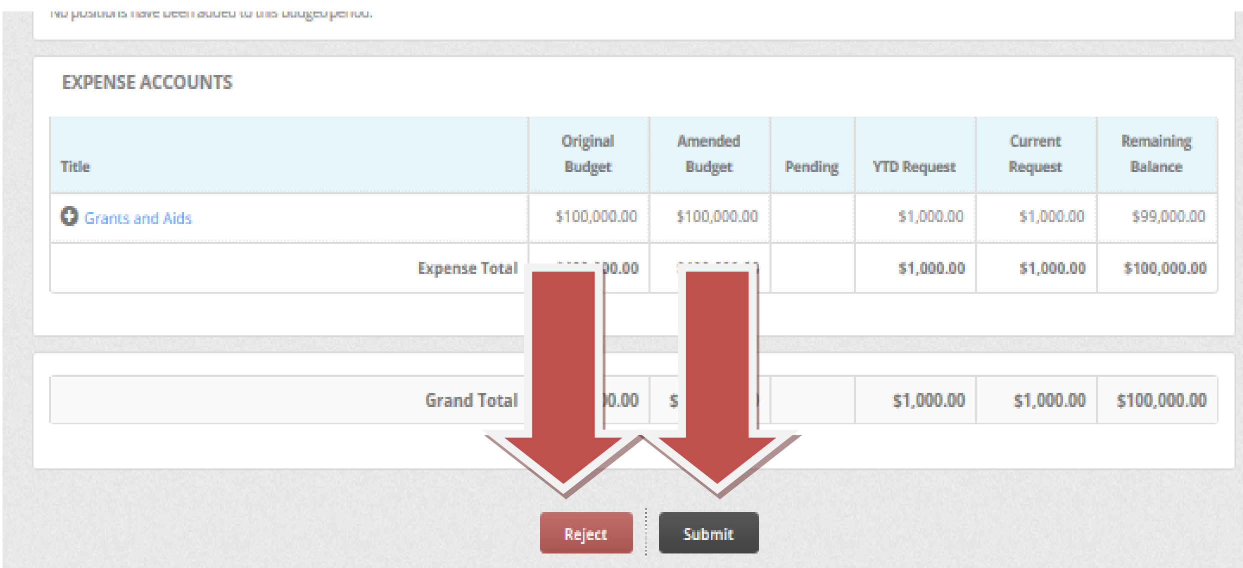
The document(s) will appear towards the bottom of the screen. You can click on the blue hyperlink(s) to view them.



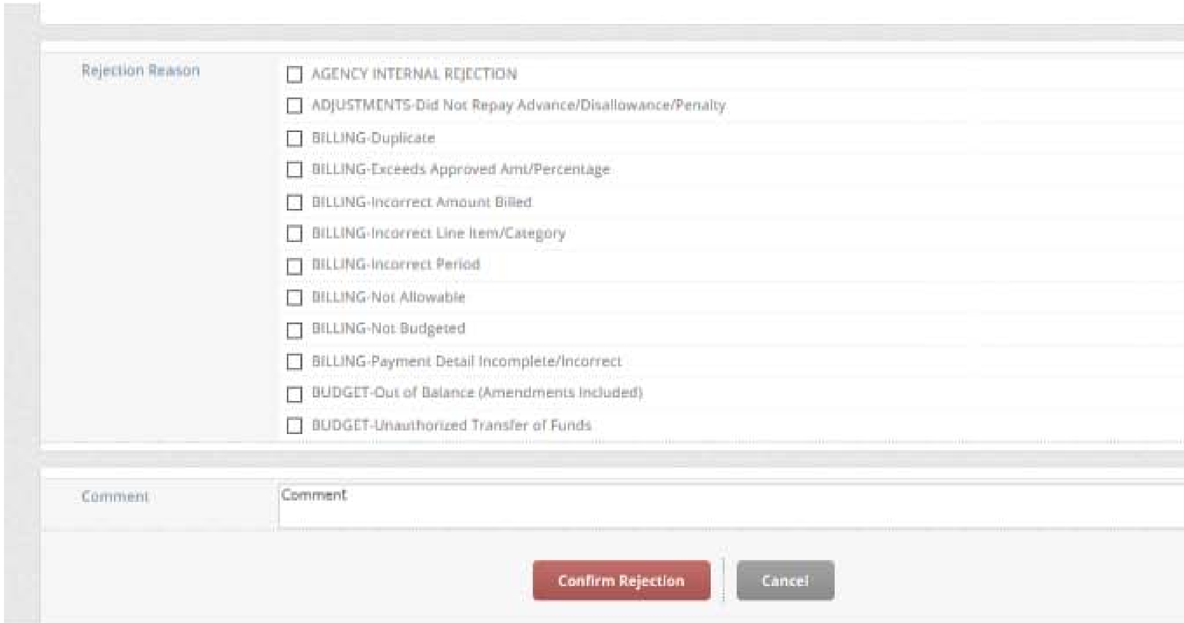
To go back to the request you can click back on your browser or "Details" .



You may "Reject" or "Submit" the request once you have reviewed it and its supporting documentation.

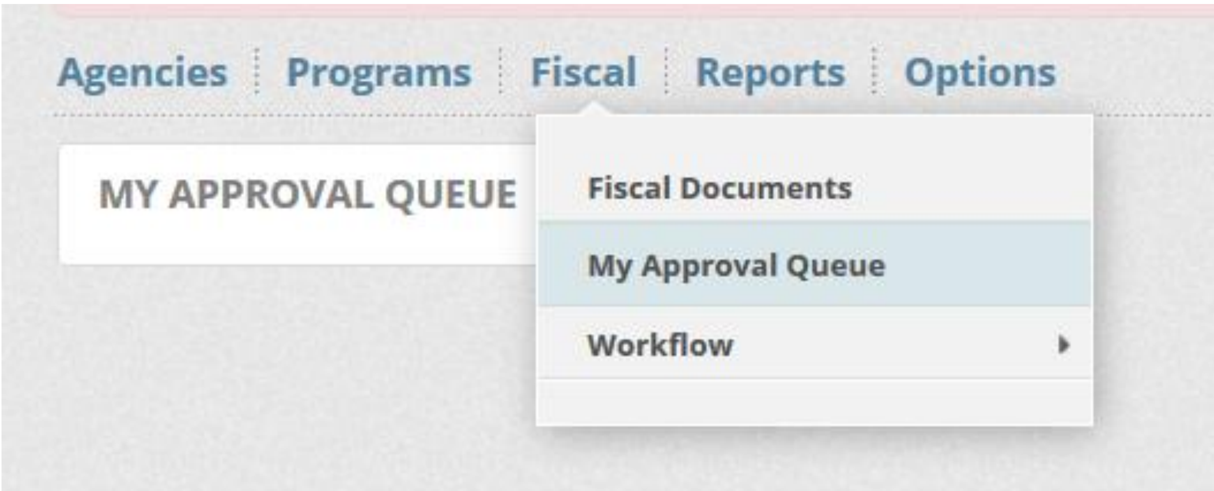


If you choose to reject the request, then you can choose from the default "Rejection Reasons" and/or type in a brief narrative in the "Comment" box to explain the reason(s) for rejecting it.

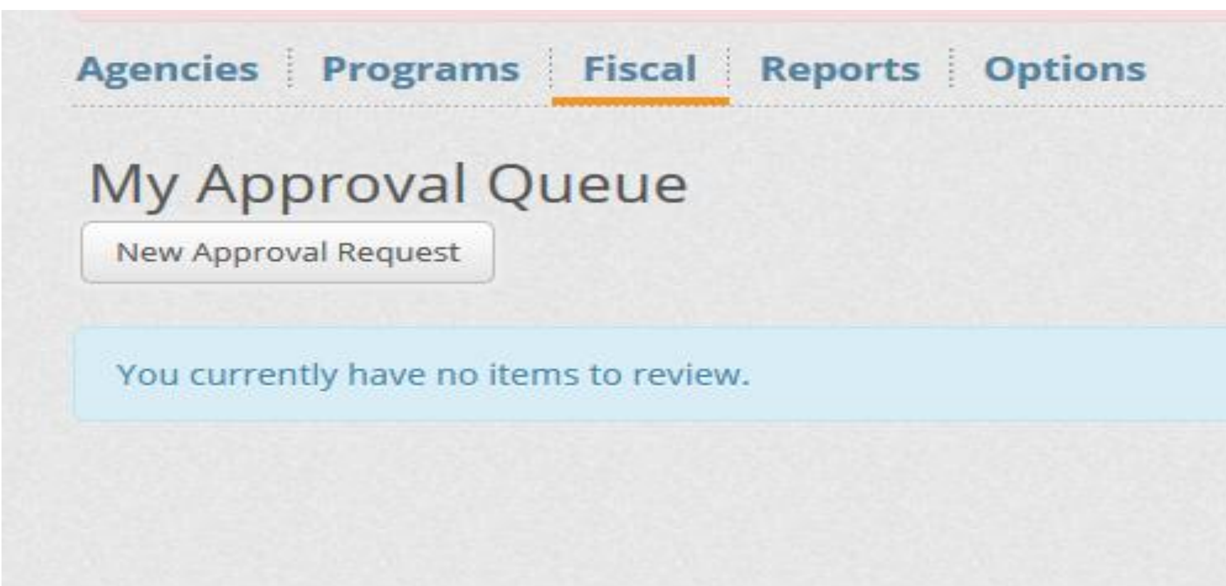


Amendments

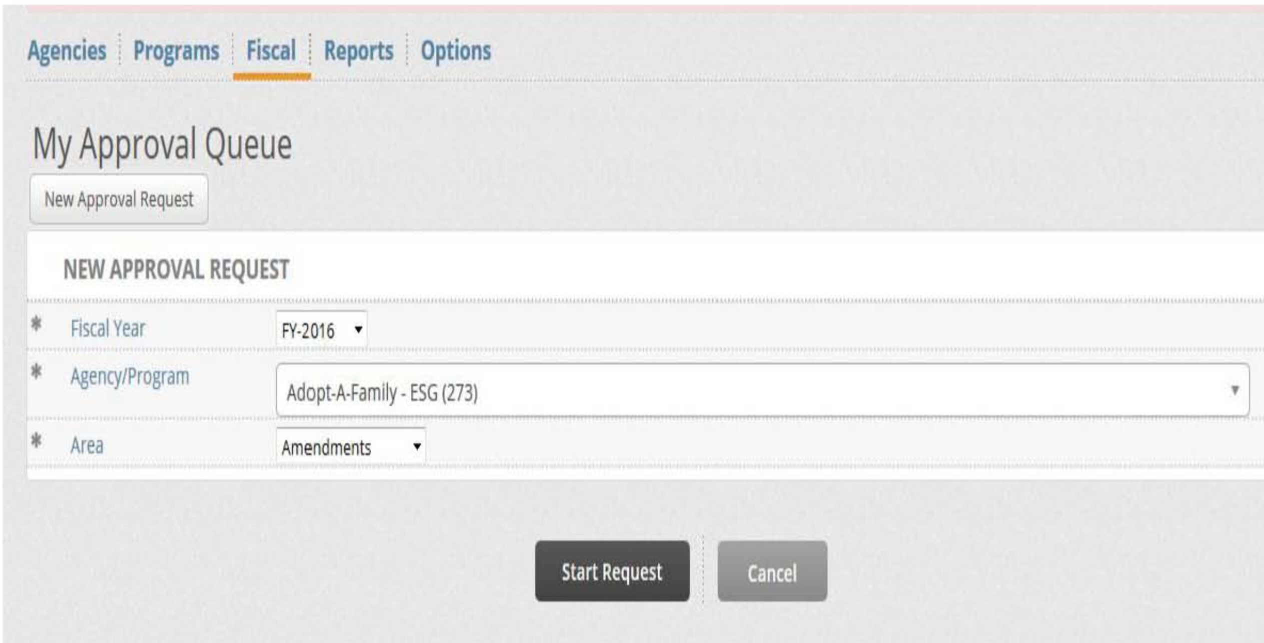
Amendments are for agencies that have multiple expense lines in one program and need to reallocate funding between them. To create an amendment scroll over to the Fiscal tab and click on My Approval Queue.



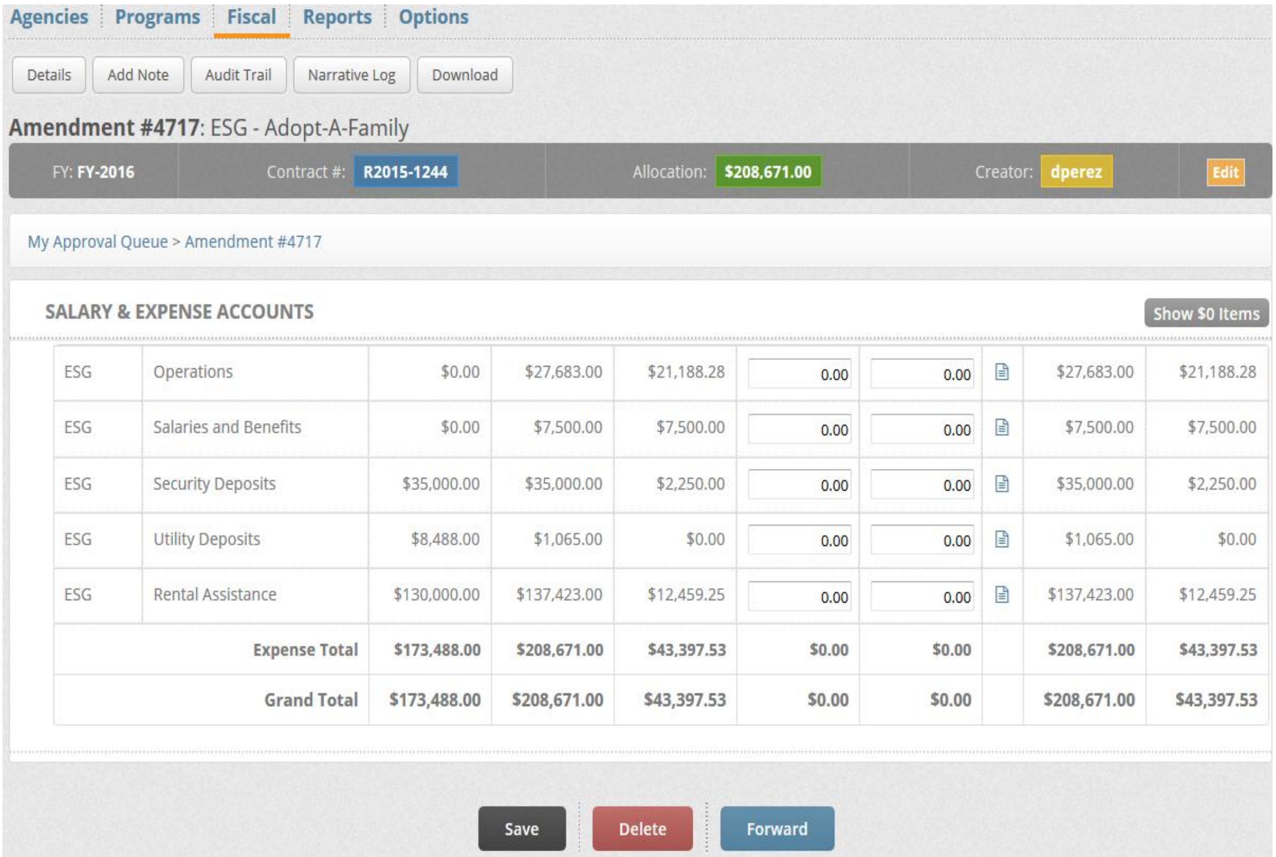
Select New Approval Request



Complete the following three required fields: Fiscal Year, Agency/Program, and Area. The Area in this case will be Amendments. Click on Start Request to begin.

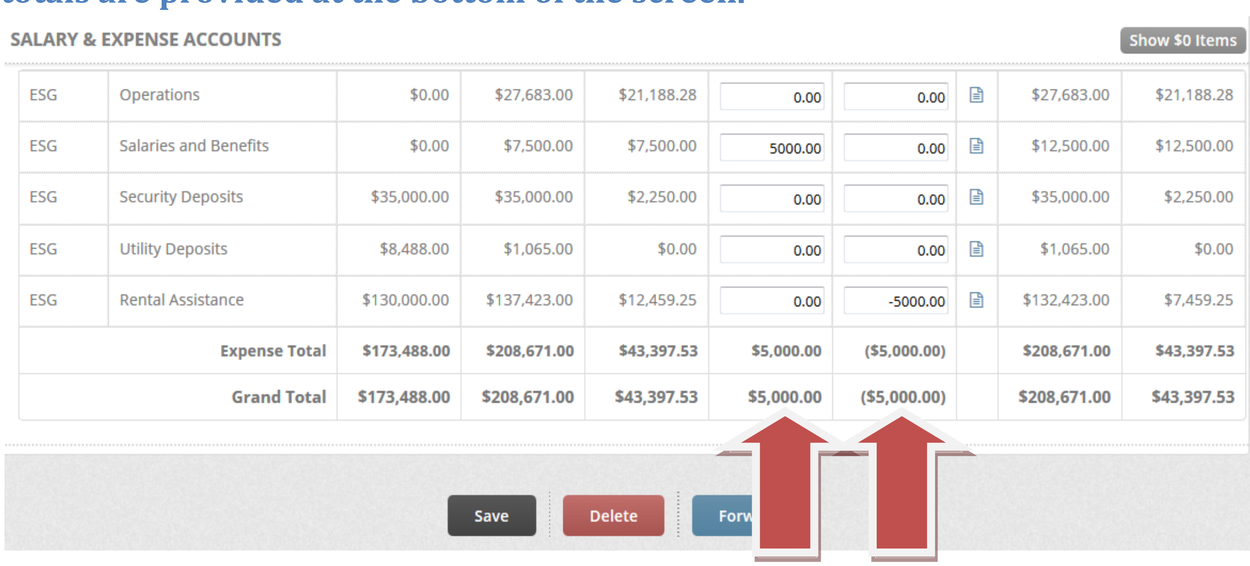


From here you can increase or decrease each expense line. This page will initially only show expense lines that have an allocation assigned to them. However, you may choose to show all lines items including ones that do not have an allocation by clicking on the "Show $0 Items" button. By doing so, you can then add an allocation to an expense line which previously did not have one.



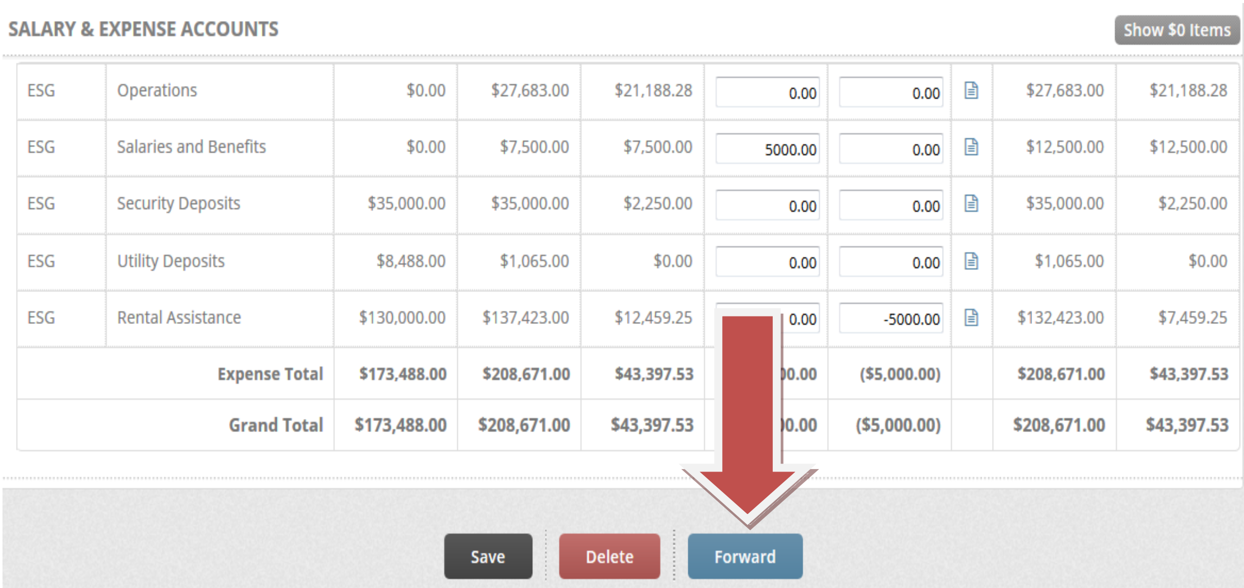
ESG	Operations	$0.00	$27,683.00	$21,188.28	0.00	0.00		$27,683.00	$21,188.28
ESG	Salaries and Benefits	$0.00	$7,500.00	$7,500.00	0.00	0.00		$7,500.00	$7,500.00
ESG	Security Deposits	$35,000.00	$35,000.00	$2,250.00	0.00	0.00		$35,000.00	$2,250.00
ESG	Utility Deposits	$8,488.00	$1,065.00	$0.00	0.00	0.00		$1,065.00	$0.00
ESG	Rental Assistance	$130,000.00	$137,423.00	$12,459.25	0.00	0.00		$137,423.00	$12,459.25
	Expense Total	**$173,488.00**	**$208,671.00**	**$43,397.53**	**$0.00**	**$0.00**		**$208,671.00**	**$43,397.53**
	Grand Total	**$173,488.00**	**$208,671.00**	**$43,397.53**	**$0.00**	**$0.00**		**$208,671.00**	**$43,397.53**

Please ensure that your expense line increases and decreases are equal. The totals are provided at the bottom of the screen.



ESG	Operations	$0.00	$27,683.00	$21,188.28	0.00	0.00		$27,683.00	$21,188.28
ESG	Salaries and Benefits	$0.00	$7,500.00	$7,500.00	5000.00	0.00		$12,500.00	$12,500.00
ESG	Security Deposits	$35,000.00	$35,000.00	$2,250.00	0.00	0.00		$35,000.00	$2,250.00
ESG	Utility Deposits	$8,488.00	$1,065.00	$0.00	0.00	0.00		$1,065.00	$0.00
ESG	Rental Assistance	$130,000.00	$137,423.00	$12,459.25	0.00	-5000.00		$132,423.00	$7,459.25
	Expense Total	**$173,488.00**	**$208,671.00**	**$43,397.53**	**$5,000.00**	**($5,000.00)**		**$208,671.00**	**$43,397.53**
	Grand Total	**$173,488.00**	**$208,671.00**	**$43,397.53**	**$5,000.00**	**($5,000.00)**		**$208,671.00**	**$43,397.53**

You are now ready to forward your request to the submitter. Most agencies only have a creator and a submitter in their workflow. If your agency has a reviewer the request would go to them.

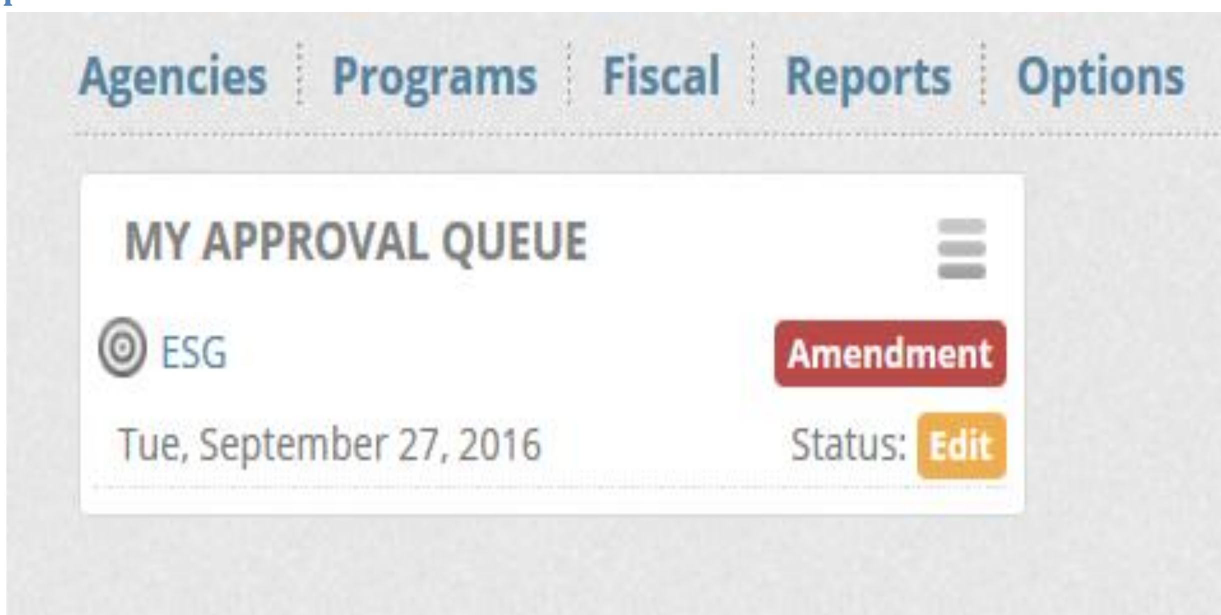


SALARY & EXPENSE ACCOUNTS

Show $0 Items

ESG	Operations	$0.00	$27,683.00	$21,188.28	0.00	0.00	$27,683.00	$21,188.28
ESG	Salaries and Benefits	$0.00	$7,500.00	$7,500.00	5000.00	0.00	$12,500.00	$12,500.00
ESG	Security Deposits	$35,000.00	$35,000.00	$2,250.00	0.00	0.00	$35,000.00	$2,250.00
ESG	Utility Deposits	$8,488.00	$1,065.00	$0.00	0.00	0.00	$1,065.00	$0.00
ESG	Rental Assistance	$130,000.00	$137,423.00	$12,459.25	0.00	-5000.00	$132,423.00	$7,459.25
	Expense Total	**$173,488.00**	**$208,671.00**	**$43,397.53**	[illegible]	**($5,000.00)**	**$208,671.00**	**$43,397.53**
	Grand Total	**$173,488.00**	**$208,671.00**	**$43,397.53**	[illegible]	**($5,000.00)**	**$208,671.00**	**$43,397.53**

The reviewer or submitter, depending on your agency's workflow, will be able to see the amendment in their My Approval Queue once it has been forwarded to them. The reviewer or submitter can now click on the amendment from the pod.



The amendment can be reviewed and submitted/rejected once it has been reviewed.