

Quick Guide to Working on Reimbursement Request

Performance Report and Budget Revision

To work on the Reimbursement Request, Performance Report and/or Budget Revision, the AO/AAO needs to log into their account and open the awarded application.

Note: If an AAO did not complete the application, he/she may be unable to view the awarded application until she/he gets access from IGS.

Working on a Reimbursement Request

1. Log into AO/AAO's account.
2. Open **My Tasks**.

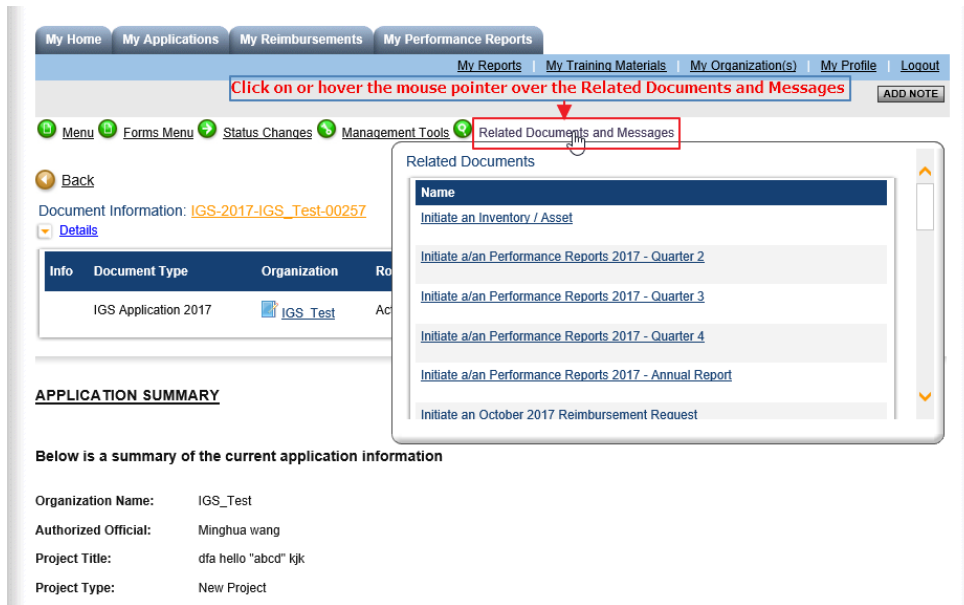
The screenshot shows the IGS CONNECT user interface. At the top, there is a navigation bar with tabs for 'My Home', 'My Applications', 'My Reimbursements', and 'My Performance Reports'. Below this, there are links for 'My Reports', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is also present. The main content area displays a welcome message for 'Minghua' and instructions on how to use the system. Below the instructions, there are three main sections: 'View Available Proposals' (with 1 opportunity), 'My Inbox' (with 50 new messages), and 'My Tasks' (with 14 new tasks, 6 critical). The 'My Tasks' section is highlighted with a red box, and a red arrow points to the 'OPEN MY TASKS' button with the text 'Open My Tasks by Clicking on OPEN MY TASKS'.

3. Open the awarded application in **My Tasks**.

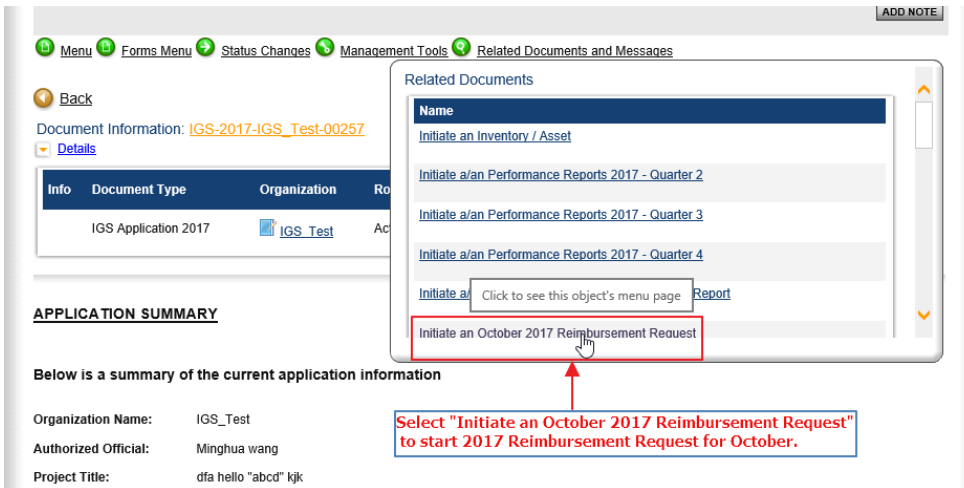
The screenshot shows the 'My Tasks' section of the IGS CONNECT system. It features a table with the following columns: Info, Document Type, Organization Name, Current Status, Date Received, and Date Due. The first row is highlighted, and the application name 'IGS-2017-IGS Test-00257' is circled in red. A red arrow points to this application name with the text 'Select and open the awarded application by clicking on application name'. Below the table, there is a 'CLOSE MY TASKS' button.

Info	Document Type	Organization Name	Current Status	Date Received	Date Due
	IGS Application 2017	IGS Test	Grant Awarded	10/31/2017	
	IGS Application 2017	IGS Test	Application In Process	7/17/2017	6/1/2017
	IGS Application 2017	IGS Test	Application In Process	7/17/2017	6/1/2017
	IGS Application 2017	IGS Test	Application In Process	7/31/2017	6/1/2017

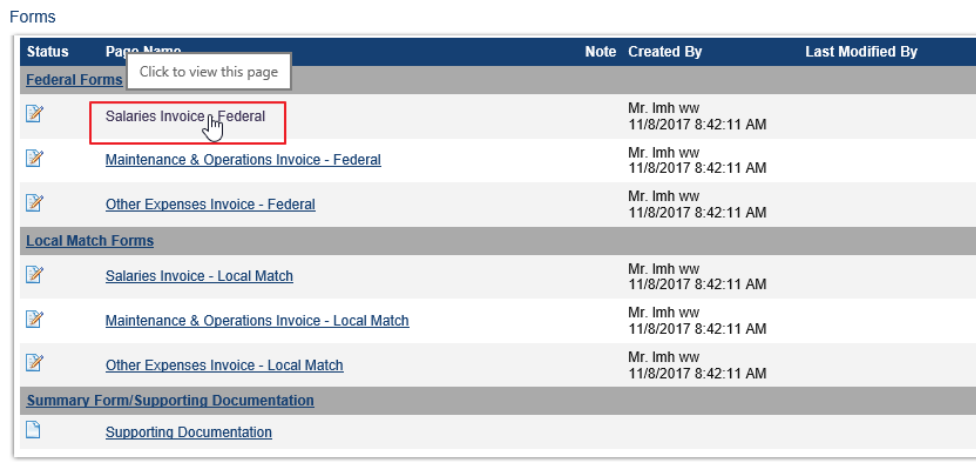
4. Click on or hover the mouse over the **Related Documents and Messages**



5. Select **Initiate an October 2017 Reimbursement Request** to start 2017 Reimbursement Request for October.



6. Select the name of a form to open.



7. Fill in the requested contents. Click **SAVE** button to save the information entered.

My Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS | SHOW HELP

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Your information has been saved and the following Page Error(s) have been found.

- Please enter claims for the month or check the checkbox at the bottom to indicate a \$0 invoice.
- The "From" date is required.
- The "To" date is required.

Ignore these error message when you open the form for the first time. Once you fill in the requested contents and click on the "SAVE" button, the error message will automatically disappear.

Back

Document Information: [RR-Oct-2017-IGS_Test-0133](#)
 Parent Information: [IGS-2017-IGS_Test-00257](#)
[Details](#)

You are here: > [October 2017 Reimbursement Request Menu](#) > [Forms Menu](#) > Federal Forms

SALARIES INVOICE - FEDERAL

Instructions:
 All required fields are marked with an *.
 Make sure to click the Save button when finished.

Agency Name:	Subgrant Number:	Vendor Number:	Bank Information:	Project Period:
IGS_Test	173-16PG		0002	10/01/2017 - 09/30/2018

Dates Covered by this Expense Claim				From:	To:	Invoice: 1
Budgeted Item	Approved Award Amount	Amount (YTD) Received	Remaining Award Balance	Expense Claim	Approved Expense	
h1	\$20,800.00	\$0	\$20,800.00	\$0	\$0	
h2	\$15,600.00	\$0	\$15,600.00	\$0	\$0	
FICA	\$2,784.60	\$0	\$2,784.60	\$0	\$0	
Worker's Compensation	\$1,664.00	\$0	\$1,664.00	\$0	\$0	
State Unemployment	\$72.00	\$0	\$72.00	\$0	\$0	
Health Insurance	\$840.00	\$0	\$840.00	\$0	\$0	
Dental Insurance	\$480.00	\$0	\$480.00	\$0	\$0	
Life Insurance	\$900.00	\$0	\$900.00	\$0	\$0	
Disability Insurance	\$600.00	\$0	\$600.00	\$0	\$0	
Retirement	\$2,080.00	\$0	\$2,080.00	\$0	\$0	
TOTAL	\$45,820.60	\$0	\$45,820.60	\$0	\$0	

****DOCUMENTATION MUST BE ATTACHED FOR ALL CLAIMS****

DFA/IGS Comments:

Check the checkbox of \$0 invoice, if the total of Expense Claim in this form is \$0; Uncheck the checkbox, if the total Expense Claim in this form is not \$0.

0 of 2000

I have reviewed all expenses pertaining to this form and acknowledge that this is a \$0 invoice.

8. After completing all **Federal Forms** and **Local Match Forms**, open **Supporting Documentation** to upload supporting documents.

Forms

Status	Page Name	Note	Created By	Last Modified By
Federal Forms				
	Salaries Invoice - Federal		Mr. Imh ww 11/8/2017 8:42:11 AM	Mr. Imh ww 11/8/2017 10:15:02 AM
	Maintenance & Operations Invoice - Federal		Mr. Imh ww 11/8/2017 8:42:11 AM	Mr. Imh ww 11/8/2017 10:17:18 AM
	Other Expenses Invoice - Federal		Mr. Imh ww 11/8/2017 8:42:11 AM	Mr. Imh ww 11/8/2017 10:17:58 AM
Local Match Forms				
	Salaries Invoice - Local Match		Mr. Imh ww 11/8/2017 8:42:11 AM	Mr. Imh ww 11/8/2017 10:18:37 AM
	Maintenance & Operations Invoice - Local Match		Mr. Imh ww 11/8/2017 8:42:11 AM	Mr. Imh ww 11/8/2017 10:19:12 AM
	Other Expenses Invoice - Local Match		Mr. Imh ww 11/8/2017 8:42:11 AM	Mr. Imh ww 11/8/2017 10:20:05 AM
Summary Forms				
	Supporting Documentation			

Click to view this page

- Click **Browse** for each category, then locate and select the relevant supporting documents from the available storage drives.

SUPPORTING DOCUMENTATION

Instructions:
All required fields are marked with an *.
Make sure to click the Save button when finished.

Agency Name:	Subgrant Number:	Vendor Number:	Bank Information:	Project Period:
IGS_Test	173-18FG		0002	10/01/2017 - 09/30/2018

Please upload supporting documents as proof of your expense claim for each category. Examples of supporting documents include timesheets, pay stubs, volunteer match summary, bills, and proof of payment.

Expense Category:

Salaries:

Maintenance & Operations:

Professional Services:

Miscellaneous:

Click Browse for each category, then locate and select the relevant supporting documents from your available storage drives.

- If you do not finish it, you can save and return to it later to complete.

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	IGS Application 2017	IGS_Test	IGS-2017-IGS_Test-00257	Grant Awarded	11/3/2017	
i	October 2017 Reimbursement Request	IGS_Test	RR-Oct-2017-IGS_Test-0133	Reimbursement Request In Process	11/8/2017	
	Performance Reports	IGS_Test	PR-2017-IGS_Test-00030	Performance Reports In Process	11/8/2017	
	Performance Reports	IGS_Test	PR-2017-IGS_Test-00031	Performance Reports In Process	11/8/2017	

Return to Reimbursement Request by clicking on the name of Reimbursement Request in My Tasks.

- Once all reimbursement request forms and required supporting documents are completed, the reimbursement can be submitted. It can be modified before submitting.

- Click on or hover the mouse pointer over the **Status Changes**.

DFA Arkansas Department of Finance and Administration **Demo** **IGS CONNECT** Intergovernmental Services

My Home | My Applications | My Reimbursements | My Performance Reports

Status Changes

Menu Forms Menu **Status Changes** Management Tools Related Documents and Messages

Page Information: The information has been...

Back Document Information Parent Information: Details

You are here: > October 2017 Reimbursement Request > Primary Form/Supporting Documentation

SUPPORTING DOCUMENTATION

Instructions:
All required fields are marked with an *.
Make sure to click the Save button when finished.

Status Changes

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED

REIMBURSEMENT REQUEST CANCELLED

2.) Submit the reimbursement request.

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information
The information has been

Back
Document Information
Parent Information:
Details

Info Document Type
October 2017 Reimbursement Request
Created By: ww, Mr. I
Modified By: ww, Mr. I

You are here: > October 2017 Reimbursement Request Menu > Forms Menu > Summary Form/Supporting Documentation

Status Changes

Possible Statuses

REIMBURSEMENT REQUEST SUBMITTED
CLICK HERE TO SUBMIT

REIMBURSEMENT REQUEST CANCELLED
CLICK HERE TO CANCEL

Current Status Period Date / Date Due
Reimbursement Request In Process 10/01/2017 - 10/31/2017 N/A

Once the reimbursement is submitted, a notification will be sent to the AO/AO.

Your reimbursement request, RR-Oct-2017-IGS_Test-0123, has been successfully submitted for a review. You will no longer be able to edit any information submitted. However, you can log in at any time to view the request information.

You will be contacted by the Program Office when your reimbursement claim is processed or any other action is required by you.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

12. Check the **Current Status** of your Reimbursement Request.

1.) Click **My Reimbursements** tab.

DFA Arkansas Department of Finance and Administration

IGS CONNECT Intergovernmental Services

My Home My Applications My Reimbursements My Performance Reports

My Reports My Training Materials My Organization(s) My Profile Logout

SHOW HELP

2.) Click on **Search** button to view your reimbursement requests and their current statuses.

My Reimbursements

Use the search functionality below to find a specific Reimbursement.

Search Reimbursements

Reimbursement Types -- Select --

Reimbursement Name

Person

Status -- Select --

Year

SEARCH CLEAR

Click on Search button to view your reimbursement requests and their current statuses

You may enter the reimbursement name or ignore this field

Export Results to Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
October 2017 Reimbursement Request	Mission Clinical Services/Cooper-Anthony Mercy Child Advocacy Center	RR-Oct-2017-Cooper-Anthony Mercy-0056	Reimbursement Request Submitted	2017

1

Working on a Performance Report

1. Log into AO/AAO's account.
2. Open **My Tasks**
3. Open the awarded application in **My Tasks**.
4. Click on or hover the mouse pointer over the **Related Documents and Messages**
5. Select which quarter which you wish to report.

The screenshot shows the IGS CONNECT web application interface. At the top, there are logos for DFA (Arkansas Department of Finance and Administration), Demo, and IGS CONNECT (Intergovernmental Services). Below the logos are navigation tabs: My Home, My Applications, My Reimbursements, and My Performance Reports. A secondary navigation bar includes links for My Reports, My Training Materials, My Organization(s), My Profile, and Logout, along with an ADD NOTE button. A main menu bar contains icons for Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The 'Related Documents and Messages' menu is open, displaying a list of options: 'Initiate a/an Performance Reports 2017 - Quarter 1', 'Initiate a/an Performance Reports 2017 - Quarter 2', 'Initiate a/an Performance Reports 2017 - Quarter 3', 'Initiate a/an Performance Reports 2017 - Quarter 4', 'Initiate a/an Performance Reports 2017 - Annual Report', and 'Initiate a January 2018 Reimbursement Request'. A red box highlights the first option, and a red arrow points to it from a text box below that says 'Select one quarter which you wish to report.' The background shows a document information section for 'IGS-2017-IGS_Test-00251' and an 'APPLICATION SUMMARY' section.

6. Click on or hover the mouse pointer over the **Forms Menu** for performance report.

The screenshot shows the IGS CONNECT web application interface with the 'Forms Menu' dropdown open. The 'Forms Menu' dropdown is highlighted with a red box. The dropdown menu contains a table with the following columns: Status, Page Name, and Note. The table lists several forms, all with a 'STOP' status:

Status	Page Name	Note
STOP	STOP Instructions	
STOP	STOP General Information - A	
STOP	STOP Staff Information - A2	
STOP	STOP Purpose Areas - B	
STOP	STOP Function Areas/Training - C	
STOP	STOP Coordinated Community Response - C2	
STOP	STOP Policies C3	

The background shows the same navigation tabs and menu bar as the previous screenshot. A copyright notice at the bottom right reads: © Copyright 2000-2017 Agate Software, Inc.

7. Click the name of a form that you wish to complete or edit.

Performance Reports 2017 - Quarter 1 Menu - Forms

Please complete all required forms below.

Document Information: [PR-2017-IGS_Test-00031](#)

Parent Information: [IGS-2017-IGS_Test-00251](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
STOP	STOP General Information - A		Mr. Minghua Li	11/8/2017 2:39:35 PM
	STOP Staff Information - A2			
	STOP Purpose Areas - B			
	STOP Function Areas/Training - C			
	STOP Coordinated Community Response - C2			
	STOP Policies C3			
	STOP Information Materials - C4			
	STOP Data Collection and Communication Systems - C5			
	STOP Specialized Units - C6			
	STOP System Improvement - C7			
	STOP Victim Services - D			
	STOP Law Enforcement - E			
	STOP Prosecution - E2			
	STOP Courts - E3			
	STOP Probation and Parole - E4			
	STOP Batterer Intervention Program (BIP) - E5			
	STOP Narrative - F			

8. Fill in the requested contents. Click **SAVE** button to save the information entered.

My Home | My Applications | My Reimbursements | My Performance Reports | **Save**

My Reports | My Information Materials | My Organization(s) | My Profile | Logout

SAVE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Page Information
The information has been saved.

Back
Document Information: [PR-2017-IGS_Test-00031](#)
Parent Information: [IGS-2017-IGS_Test-00251](#)
[Details](#)

STOP GENERAL INFORMATION - A

Instructions:
All required fields are marked with an *.
Make sure to click the Save button when finished.

STOP Performance Report - General Information
Grant Information
All subgrantees must complete this subsection.

SECTION A1

1) Date of report

2) Current reporting period From To:

3) Organization name IGS_Test

4) Subgrant number(s) for each subgrant award under which activities were supported during the current reporting period *
(List the numbers for all subgrants supporting activities during the current reporting period.)

5) Type of funded organization*

9. If you do not finish it, you can save and return to it later to complete.

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	IGS Application 2017	IGS_Test	IGS-2017-IGS_Test-00257	Grant Awarded	11/3/2017	
	October 2017 Reimbursement Request	IGS_Test	RR-Oct-2017-IGS_Test-0133	Reimbursement Request In Process	11/8/2017	
	Performance Reports	IGS_Test	PR-2017-IGS_Test-00031	Performance Reports In Process	11/8/2017	

Return to Performance Report by clicking on the name of Performance Report in My Tasks.

10. Once all Performance Report forms are completed, the Performance Report can be submitted. It can be modified at any time before submitting.

1.) Click on or hover the mouse pointer over the **Status Changes**.

Status Changes

Menu Forms Menu **Status Changes** Management Tools Related Documents and Messages

Back Performance Please complete all required information. Document Information: Parent Information: Details

Possible Statuses

PERFORMANCE REPORTS CANCELLED

PERFORMANCE REPORTS SUBMITTED

2.) Submit the performance report.

DFA Arkansas Department of Finance and Administration Demo IGS CONNECT Intergovernmental Services

My Home My Applications My Reimbursements My Performance Reports My Reports My Training Materials My Organization(s) My Profile Logout

Menu Forms Menu **Status Changes** Management Tools Related Documents and Messages

Back Performance Please complete all required information. Document Information: Parent Information: Details

Possible Statuses

PERFORMANCE REPORTS CANCELLED

PERFORMANCE REPORTS SUBMITTED

Click "APPY STATUS" to submit the performance report.

Note: Performance Reports are different for different Grant Types, but the work flow is similar.

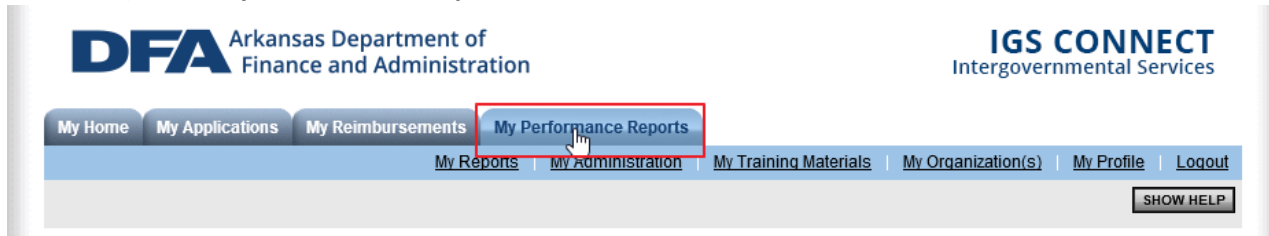
Once the Performance Report is submitted, a notification will be sent to the AO/AAO.

Your performance report, PR-2017-IGS_Test-00016, has been successfully submitted for a review. You will no longer be able to edit any information submitted. However, you can log in at any time to view the report information. You will be contacted by the Program Office when your performance report is processed or any other action is required by you.

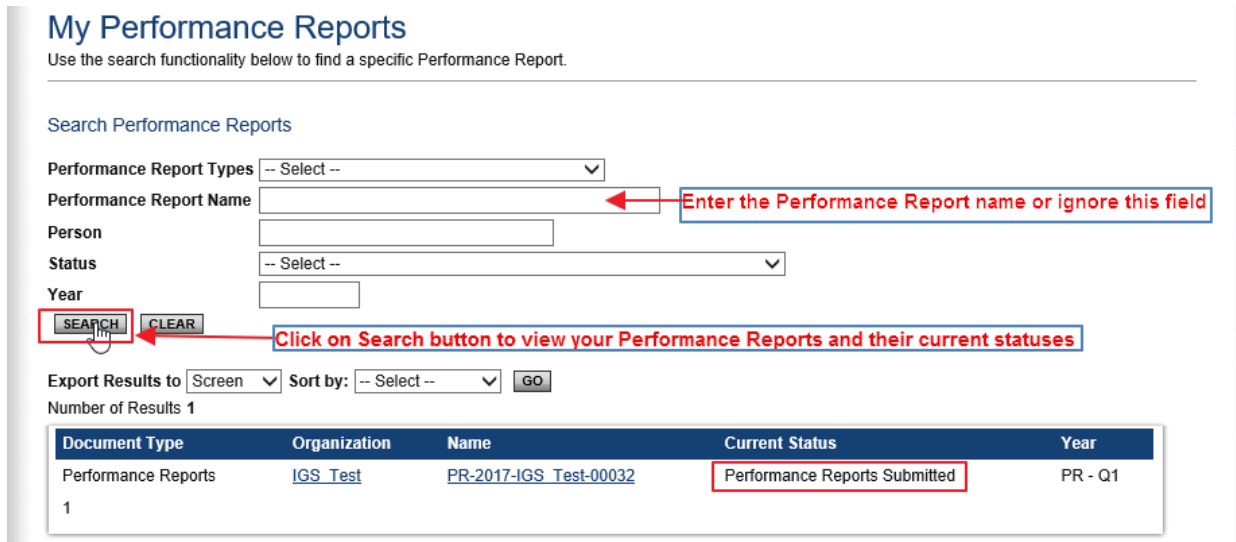
***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL. *****

11. Check the **Current Status** of your performance report.

- 1.) Click **My Performance Reports** tab.



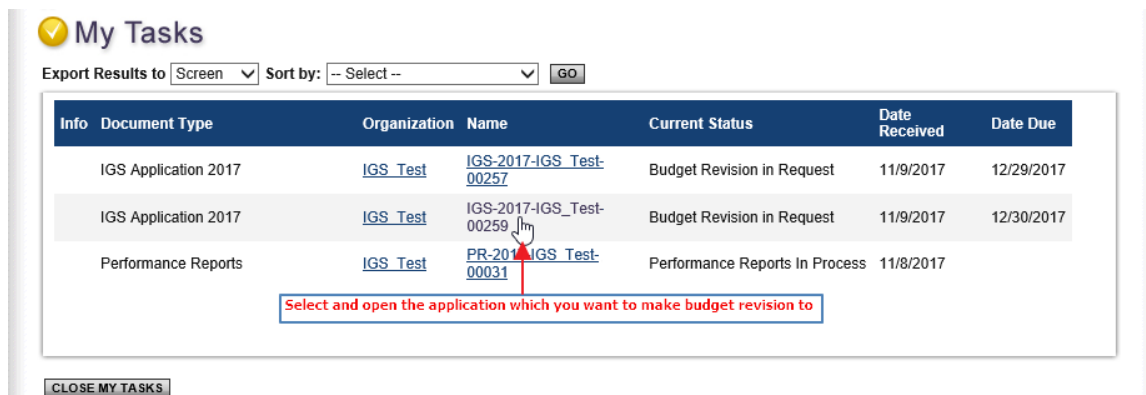
- 2.) Click on **Search** button to view your Performance Reports and their current statuses.



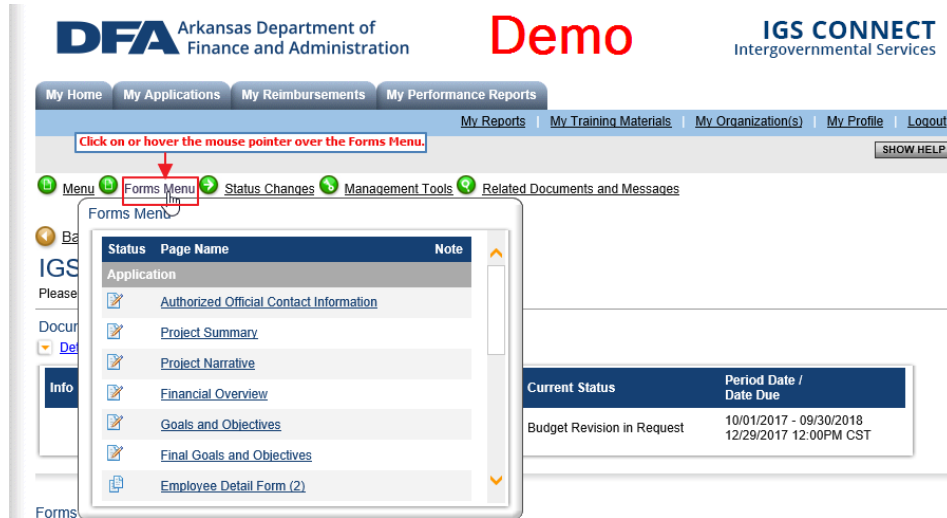
Working on Budget Revision

If a subgrantee needs a budget revision, she/he needs to contact IGS through email or phone. Once IGS allows access, she/he can work on the budget revision.

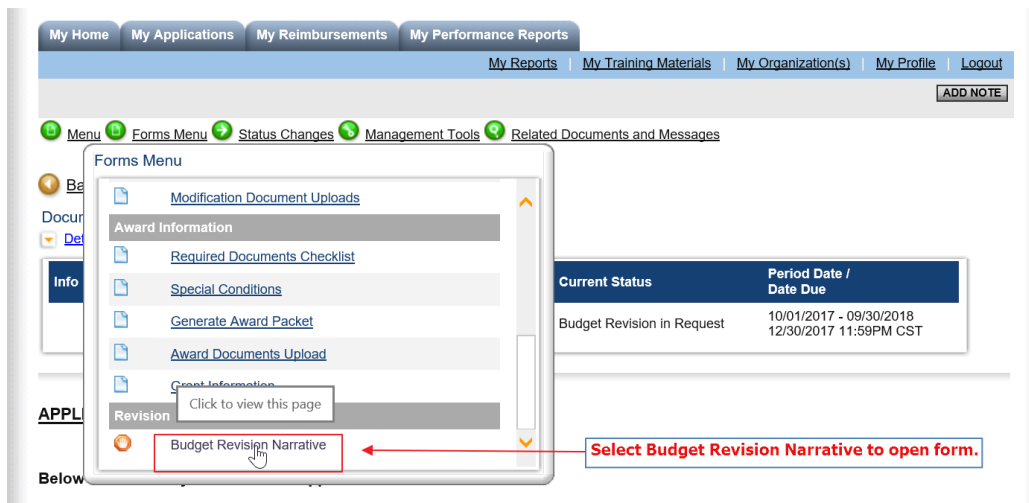
1. Log into AO/AAO's account.
2. Open **My Tasks**
3. Open the application which you want to make budget revision to in **My Tasks**.



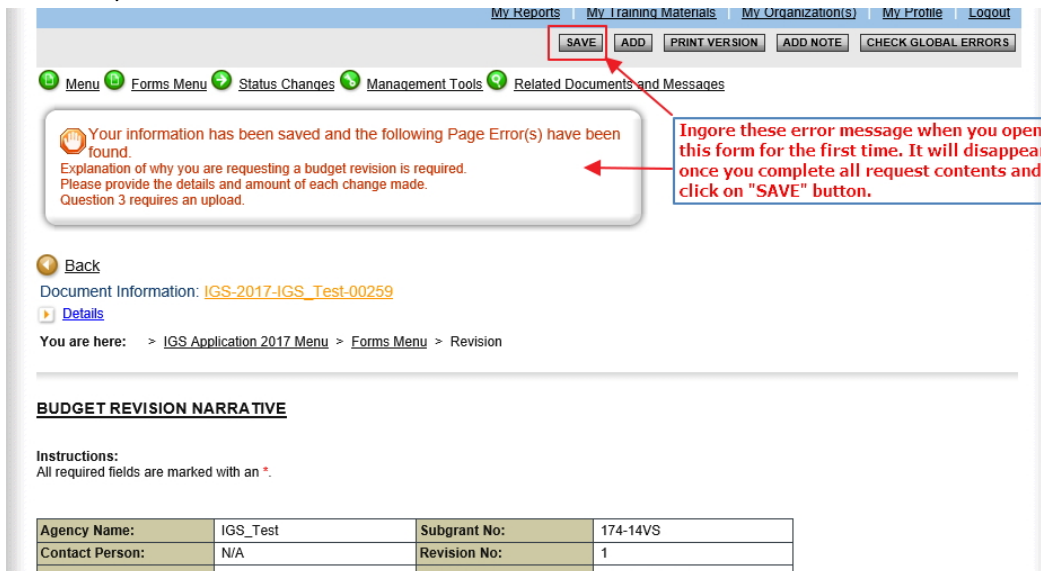
4. Click on or hover the mouse pointer over the **Forms Menu**.



5. Select **Budget Revision Narrative** to open the form.



6. Fill out the **Budget Revision Narrative** form and upload the proposed budget following the requirements/instruction described on form. Click **SAVE** button to save the information.



7. If you do not finish it, you can save and return to it later to complete.

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	IGS Application 2017	IGS Test	IGS-2017-IGS_Test-00257	Budget Revision in Request	11/9/2017	12/29/2017
	IGS Application 2017	IGS Test	IGS-2017-IGS_Test-00259	Budget Revision in Request	11/9/2017	12/30/2017
	Performance Reports	IGS Test	PR-2017-IGS_Test-00031	Performance Reports In Process	11/8/2017	

Return to budget revision clicking on the application name in My Tasks

8. Once **Budget Revision Narrative** form is completed, the **Budget Revision** can be submitted. It can be modified at any time before submitting.

1.) Click on or hover the mouse pointer over the **Status Changes**.

My Home | My Applications | My Reimbursements | My Performance Reports

My Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | **Status Changes** | Management Tools | Related Documents and Messages

Back

Document Information

Details

Info | Document Type

IGS Application

Status Changes

Possible Statuses

BUDGET REVISION REQUEST SUBMITTED

BUDGET REVISION REQUEST CANCELLED

Current Status	Period Date / Date Due
Budget Revision in Request	10/01/2017 - 09/30/2018 12/29/2017 12:00PM CST

2.) Submit the budget revision

My Home | My Applications | My Reimbursements | My Performance Reports

My Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | **Status Changes** | Management Tools | Related Documents and Messages

Back

Document Information

Details

Info | Document Type

IGS Application

Status Changes

Possible Statuses

BUDGET REVISION REQUEST SUBMITTED

BUDGET REVISION REQUEST CANCELLED

Current Status	Period Date / Date Due
Budget Revision in Request	10/01/2017 - 09/30/2018 12/29/2017 12:00PM CST

Click on the Apply button to submit the Budget Revision.

Once the Budget Revision is submitted, a notification will be sent to the AO/AO.

Your budget revision request, IGS-2017-IGS_Test-00257, has been successfully submitted for a review. You will no longer be able to edit any information submitted. However, you can log in at any time to view the revision request information. You will be contacted by the Program Office when your budget revision request is processed or any other action is required by you.

***** This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

9. Check the **Current Status** of your Budget Revision in **My Applications**.

1.) Click **My Applications** tab.



2.) Click on **Search** button to view your Applications and their current statuses.

