Creating an FFVP Claim

SCHOOL NUTRITION ONLINE

GEORGIA DEPARTMENT OF EDUCATION – SCHOOL NUTRITION ONLINE (SNO)
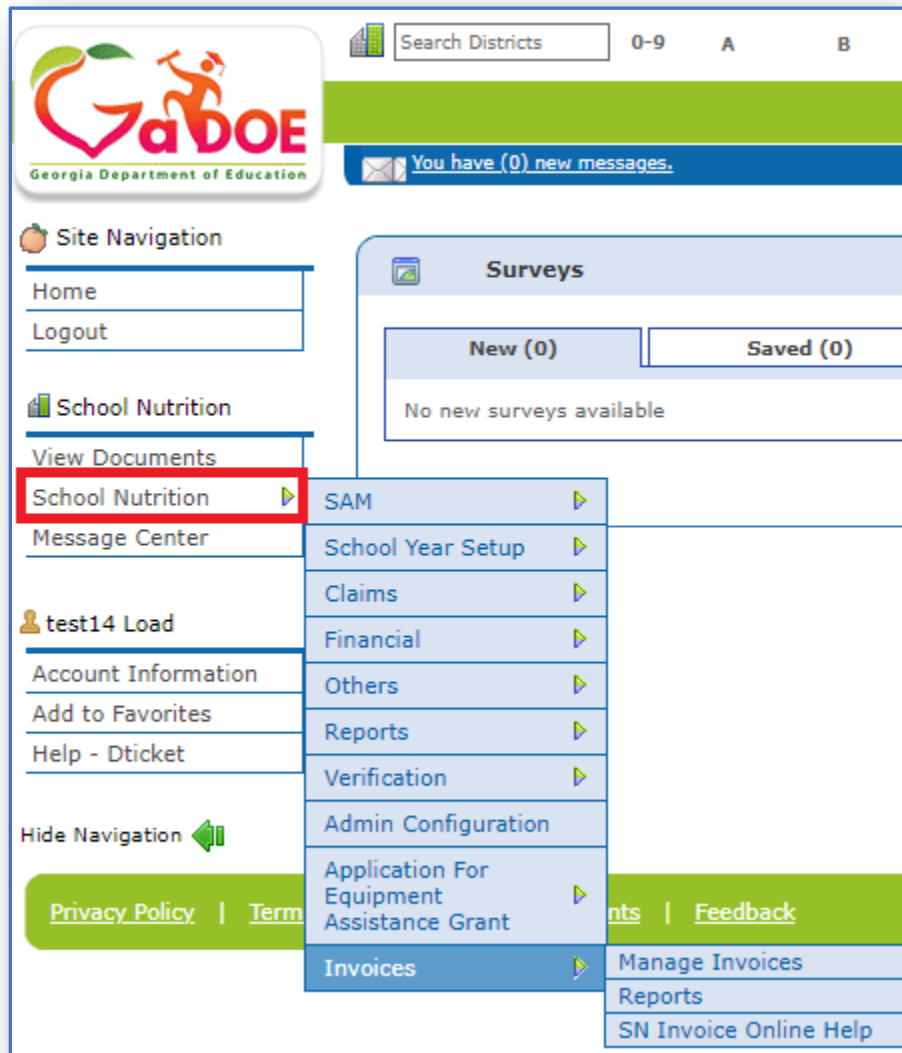
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Creating an FFVP Claim (Completed by the SN Invoice Preparer)

This document will provide step-by-step instructions on creating an invoice (claim).

1. From the Navigation Menu, click **School Nutrition** > **Invoices** > **Manage Invoices**.

2. The Grants page (tab) appears. In the **Search Grants** section, click the **Grant** drop-down arrow.

3. Select the applicable **Grant** from the list (either the Jul-Sep or Oct-Jun grant period and either Operating or Administrative expenses). The **Grants Period** and **Request Funds for Period** fields will appear and populate.

4. Click the **Request Funds for Period** drop-down arrow to change the period.

5. A list of **Funds for Period** displays. Select a **Period**. This should be the month correlating with the dates on the invoices. For example, select April to create a claim for April's FFVP invoices.

6. Click the **Add** [Add] button.

7. The **Invoice** page (tab) appears. Click the **Select a School** drop-down arrow. **Note:** Funds are allocated to each school that was awarded FFVP funds for a particular grant and period.

8. **Select a School** from the drop-down list.

9. Enter the number of FFVP **Operating Days** for that month. **Note:** This is a required field.
10. Enter the **Justification**, if needed (optional).
11. Click the **Save** [Save] button.

12. Complete the **Invoice Entry** section. Enter the **Invoice Number**, **Vendor Name**, **Invoice Date**, **Invoice Amount**. For any disallowed or overage amounts, enter that amount in the **Paid from Other Sources** field. The **Amount Requested** field will auto populate. Enter **Comments** (if applicable), and select a **Reimbursement Type** from the drop-down menu (for operating claims: Fruit & Vegetable, Small Supply, or Labor; for administrative claims: Labor, Large Equipment, or Other). **Note:** If operating labor is more than 20% of total operating expenses, enter the overage amount in the **Paid from Other Sources** field. Use the Monthly Expenditure Report in

SNO to determine the 20% max. dollar equivalent for each school claiming operating labor.


13. After entering the required information, click the **Add** [Add] button. The Invoice will then appear in the **Invoice List** section. Repeat Steps 7-13 for each invoice to be added to the claim.


14. Click the **Attachment** [icon] Icon (paper clip). The **Attachment page** (tab) appears. For claims with multiple invoices, the attachment can be uploaded to any invoice entered into SNO (it does not matter which one).
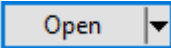
An attachment w/ documentation is required for all claims. Combine all documentation into one file and upload that file (please do not upload each invoice individually). All Administrative Claim documents must be attached to the Administrative Claim and Operating Claim documents attached to the Operating Claim.
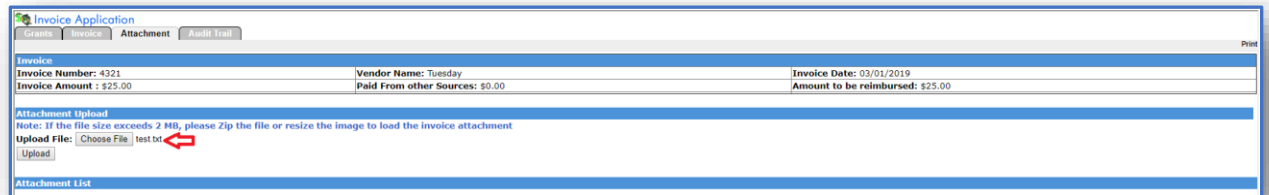
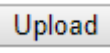15. Click the **Choose File** [Choose File] button. Windows File Explorer opens.
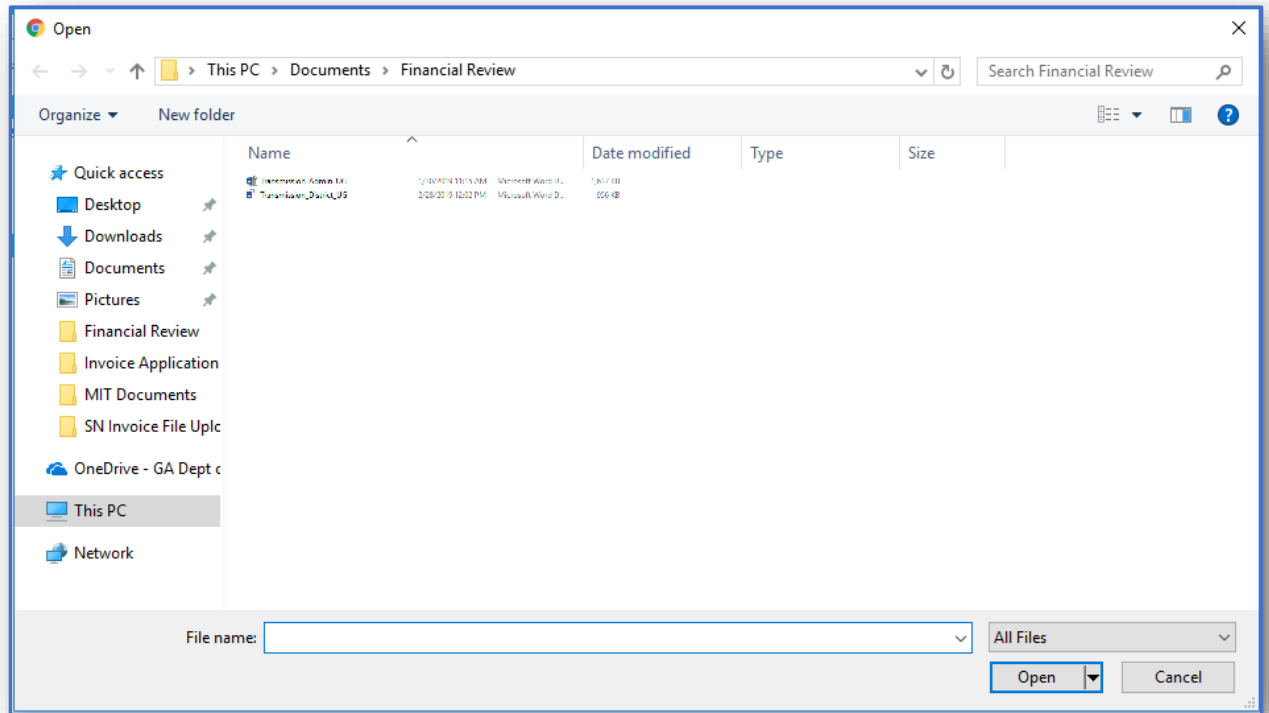
16. Select a file.
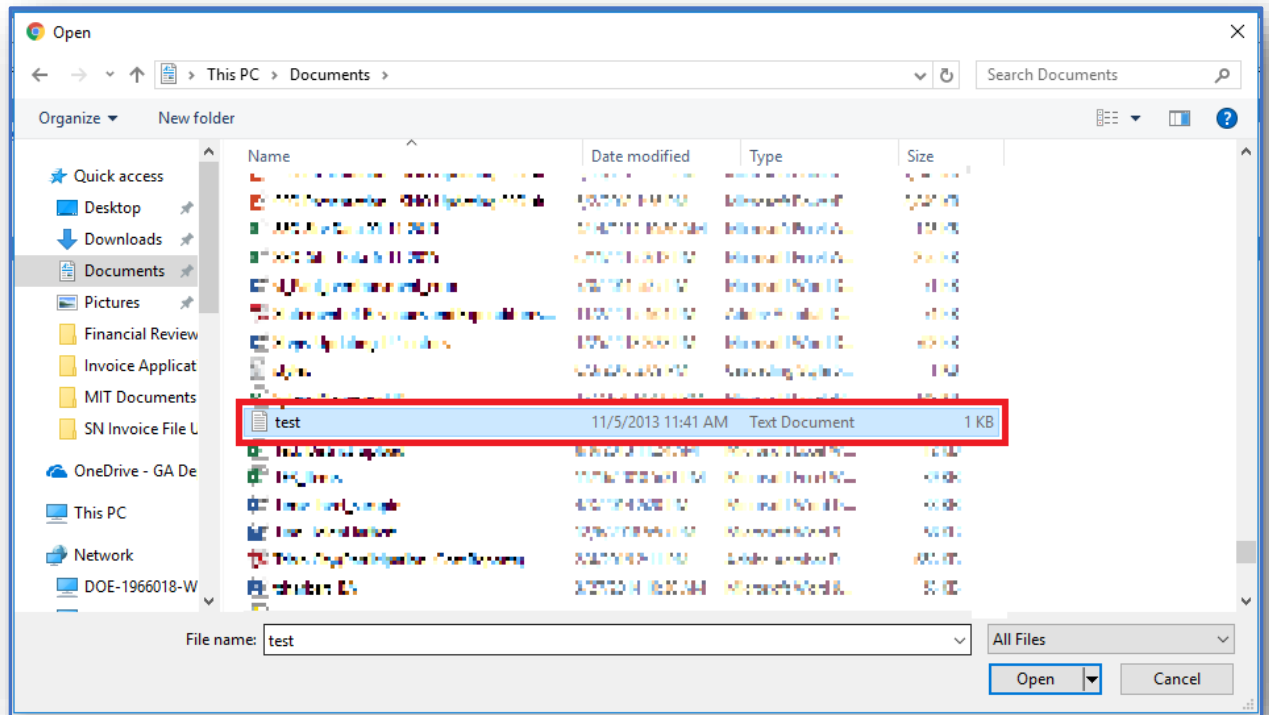
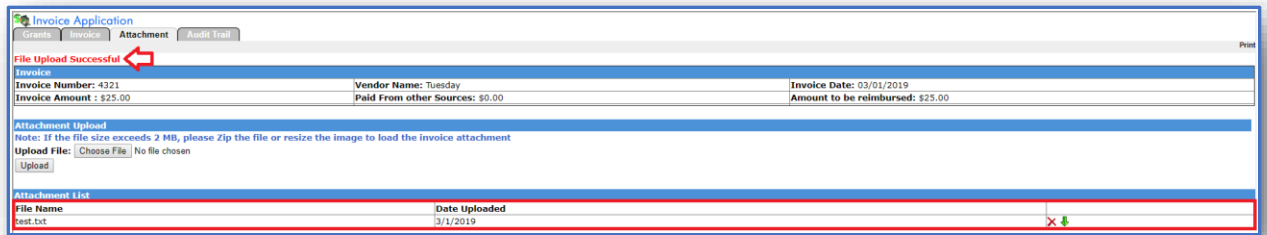17. Click the **Open** ![Open button] button. Windows Explorer closes. The attachment (file name) appears beside the **Choose File** button.

18. Click the **Upload** ![Upload button] button. A message appears at the top of the page, "**File Upload Successful**." The file name will then appear in the **Attachment List** section.
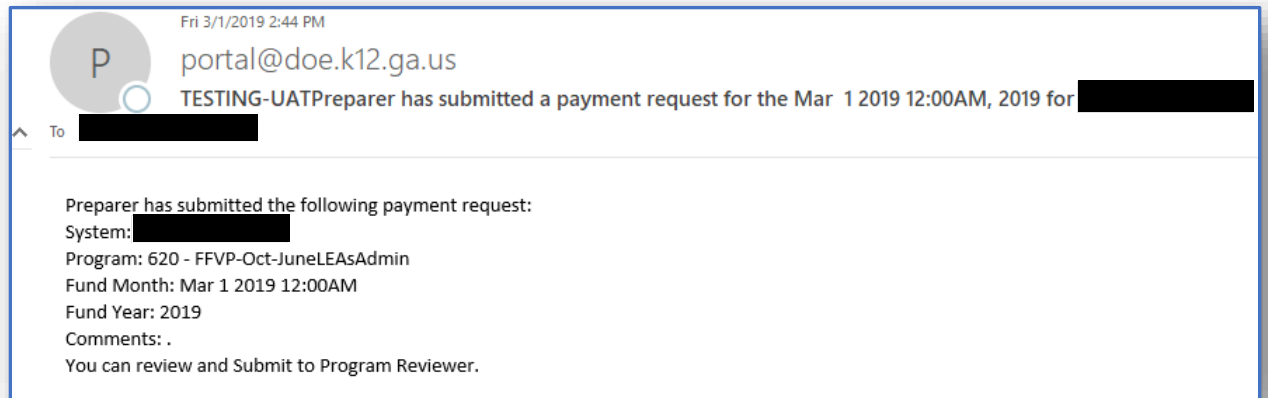
19. (Click the **Green Arrow** ⬇ to download the file and confirm the correct file, if needed.)

20. (Click the **Red X** ✖ to delete the file, if incorrect.)

21. Click the **Invoice** tab. The Invoice page appears. **Note:** Notice the red box around the attachment icon/paper clip is no longer there, indicating that there is an attached file.
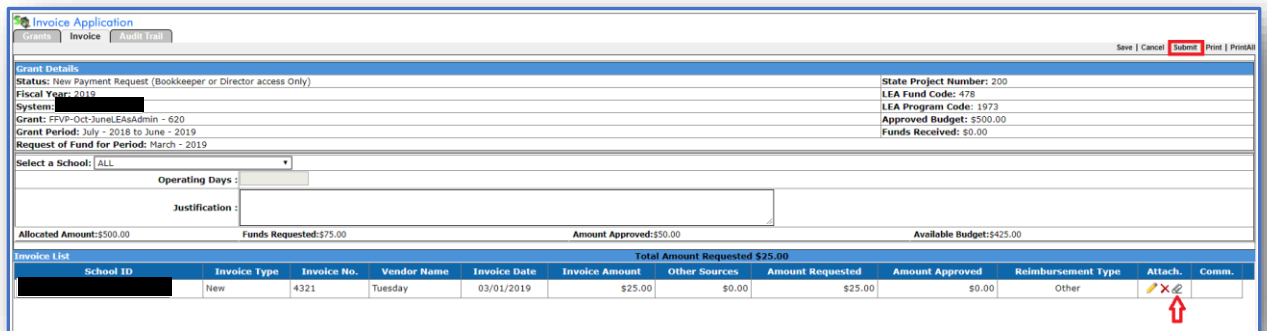
22. Once all invoices/timesheets have been entered and attachment(s) uploaded, click the Submit
    Submit button. The Status of the claim changes from **New Payment Request** to **Ready for Submission by Submitter**.
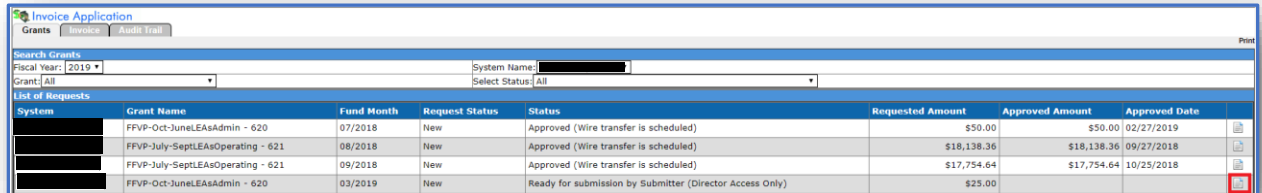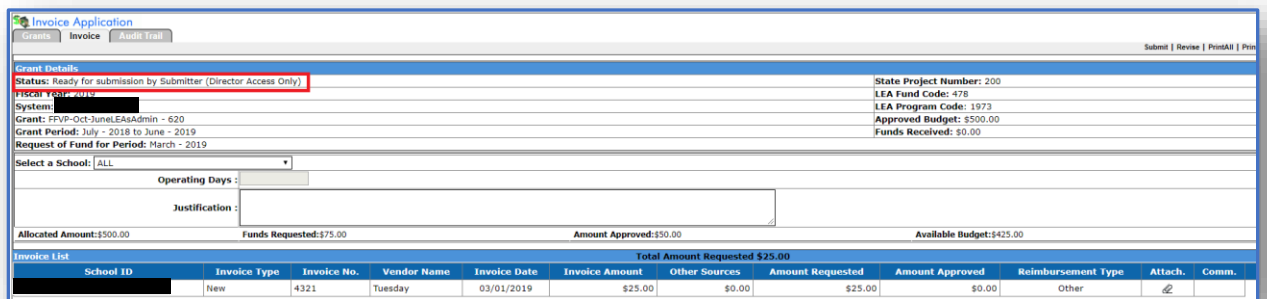
23. The **Preparer** and **Submitter** will receive an email, advising that there is a payment request pending.
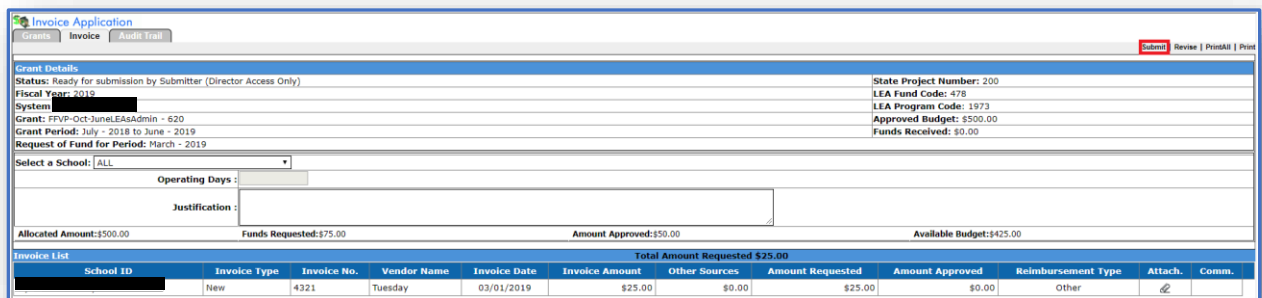
Fri 3/1/2019 2:44 PM

P portal@doe.k12.ga.us

TESTING-UATPreparer has submitted a payment request for the Mar 1 2019 12:00AM, 2019 for ▓▓▓▓▓▓

To ▓▓▓▓▓▓▓▓▓▓

Preparer has submitted the following payment request:
System: ▓▓▓▓▓▓▓▓
Program: 620 - FFVP-Oct-JuneLEAsAdmin
Fund Month: Mar 1 2019 12:00AM
Fund Year: 2019
Comments: .
You can review and Submit to Program Reviewer.

Submitting the Claim (Completed by the SN Invoice Submitter)

1. The Submitter will access the Grants page (tab). The Status displays "**Ready for Submission by Submitter.**" Locate the correct claim in the **List of Requests**. Click the **Paper icon** 📄. The **Invoice** page (tab) appears.

2. Review the information and click the **Submit** Submit button if the invoice (claim) is complete.

3. The **Certification** box appears. Read the content, then check the box and click the **Certify** Certify button to complete the submission process. The Status changes to "**Ready for Review by Program Manager.**" At this point, the State Agency will be able to review the claim.

4. The Program Manager at the State Agency will receive an email for approval.

Revising a Claim

1. The Program Manager at the State Agency may determine that the claim needs additional information. When this happens, the Program Manager will return the claim for revision. The status of the claim will change to **Revision Requested**.
2. The SFA will receive an email, informing them that the claim was returned for revision and the reason. Make the required changes and resubmit the claim.

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portal@doe.k12.ga.us

TESTING-UATPayment request REJECTED for Mar 1 2019 12:00AM, 2019 of ▮▮▮▮▮▮▮

To ▮▮▮▮▮▮▮

Following payment request has been REJECTED:
System: ▮▮▮▮▮▮▮
Program: 620 - FFVP-Oct-JuneLEAsAdmin
Fund Month: Mar 1 2019 12:00AM
Fund Year: 2019
Comments:
Incorrect attachment.

Please modify the request and resubmit.