



# Creating an FFVP Claim

SCHOOL NUTRITION ONLINE

GEORGIA DEPARTMENT OF EDUCATION – SCHOOL NUTRITION ONLINE  
(SNO)

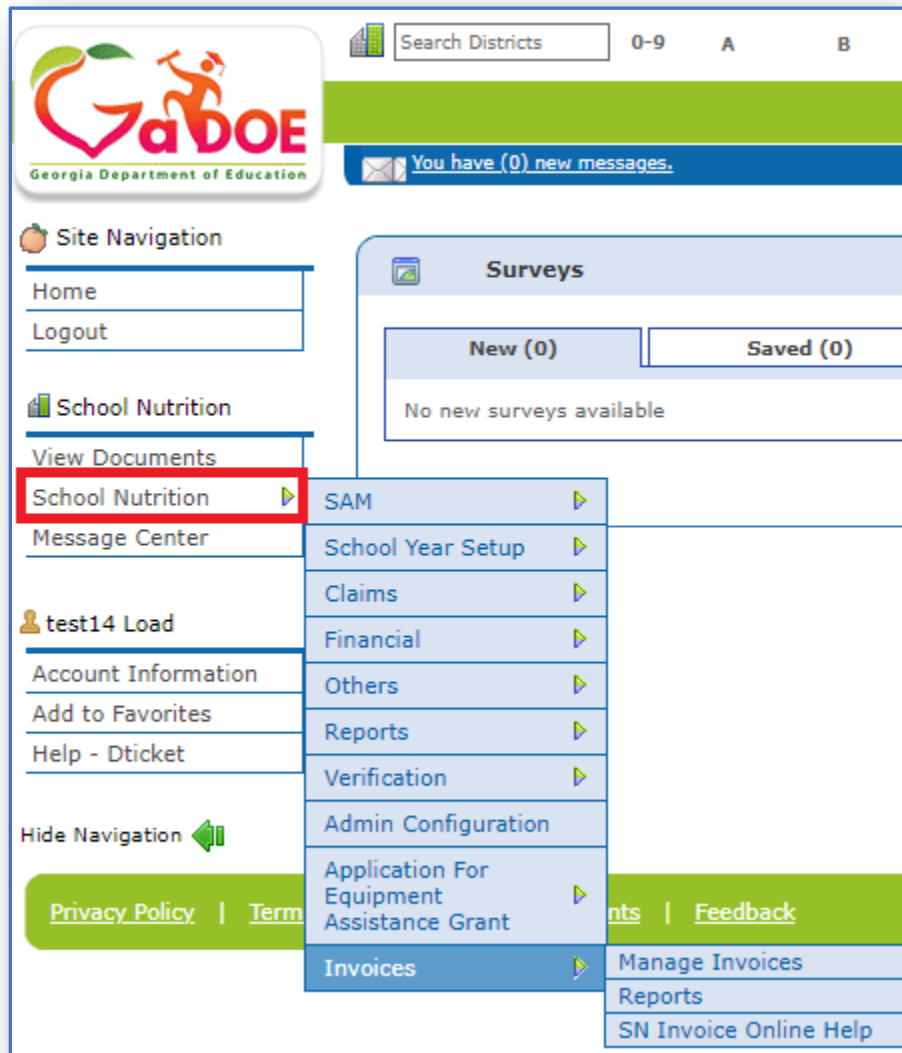
## Table of Contents

Creating an FFVP Claim .....	2
Submitting the Claim .....	10
Revising a Claim .....	12

## 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.

The screenshot shows the 'Invoice Application' Grants page. The 'Search Grants' section includes a 'Fiscal Year' dropdown set to '2019', a 'System Name' field, and a 'Grant' dropdown menu with 'All' selected. Below this is a table titled 'List of Requests'.

System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
[REDACTED]	FFVP-Oct-JuneLEASAdmin - 620	07/2018	New	Approved (Wire transfer is scheduled)	\$50.00	\$50.00	02/27/2019
[REDACTED]	FFVP-July-SeptLEASOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$18,138.36	\$18,138.36	09/27/2018
[REDACTED]	FFVP-July-SeptLEASOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$17,754.64	\$17,754.64	10/25/2018

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.

The screenshot shows the 'Invoice Application' interface. At the top, there are tabs for 'Grants', 'Invoice', and 'Audit Trail'. Below the tabs, there are search filters for 'Fiscal Year' (2019), 'System Name', 'Grant' (All), and 'Select Status' (All). A table titled 'List of Requests' is displayed with columns: System, Grant Name, Fund Month, Request Status, Status, Requested Amount, Approved Amount, and Approved Date. A red box highlights the 'Grant' dropdown menu in the search filters.

System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
	FFVP-Oct-JuneLEASAdmin - 596						
	FFVP-Oct-JuneLEASAdmin - 620						
	FFVP-July-SeptLEASOperating - 621						
	FFVP-July-SeptLEASAdmin - 622						
	Admin - 620	07/2018	New	Approved (Wire transfer is scheduled)	\$50.00	\$50.00	02/27/2019
	FFVP-July-SeptLEASOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$18,138.36	\$18,138.36	09/27/2018
	FFVP-July-SeptLEASOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$17,754.64	\$17,754.64	10/25/2018

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

The screenshot shows the 'Invoice Application' interface. The search filters are updated: 'Fiscal Year' (2019), 'System Name', 'Grant' (FFVP-Oct-JuneLEASAdmin - 620), and 'Select Status' (All). A new field 'Request Funds for Period' is visible with a dropdown arrow and an 'Add' button. The table below shows one row of data.

System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
	FFVP-Oct-JuneLEASAdmin - 620	07/2018	New	Approved (Wire transfer is scheduled)	\$50.00	\$50.00	02/27/2019

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.

The screenshot shows the 'Invoice Application' interface. The search filters are updated: 'Fiscal Year' (2019), 'System Name', 'Grant' (FFVP-Oct-JuneLEASAdmin - 620), and 'Select Status' (All). The 'Request Funds for Period' dropdown menu is open, showing a list of months from 7/2018 to 3/2019. A red box highlights the dropdown menu. The table below shows one row of data.

System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
	FFVP-Oct-JuneLEASAdmin - 620	07/2018	New	Approved (Wire transfer is scheduled)	\$50.00	\$50.00	02/27/2019

6. Click the **Add** button.

- 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.

The screenshot shows the 'Invoice Application' form with the 'Invoice' tab selected. The 'Grant Details' section includes fields for Status, Fiscal Year, System, Grant, Grant Period, and Request of Fund for Period. The 'Select a School' dropdown menu is highlighted with a red box, showing 'ALL' as the selected option. Below the dropdown are fields for 'Operating Days' and 'Justification'. At the bottom, there are summary fields for Allocated Amount, Funds Requested, Amount Approved, and Available Budget, along with an 'Invoice List' section showing a total amount requested of \$0.00.

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


This screenshot is similar to the previous one, but the 'Select a School' dropdown menu is open, showing a list of schools. A red box highlights the dropdown menu. The rest of the form, including the 'Operating Days' and 'Justification' fields, remains the same.

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


The screenshot shows the top right corner of the 'Invoice Application' form. The 'Save' button is highlighted with a red box, indicating the next step in the process.

- 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.

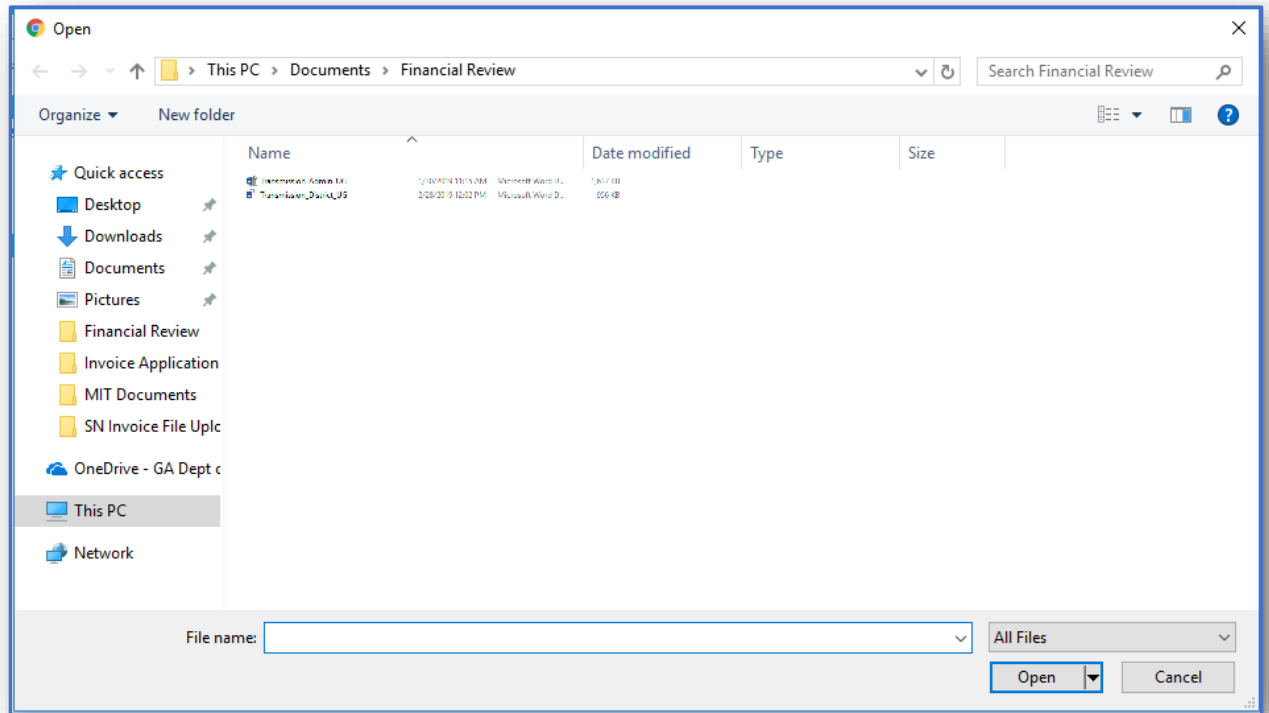
13. After entering the required information, click the **Add**  button. The Invoice will then appear in the **Invoice List** section. Repeat Steps 7-13 for each invoice to be added to the claim.

School ID	Invoice Type	Invoice No.	Vendor Name	Invoice Date	Invoice Amount	Other Sources	Amount Requested	Amount Approved	Reimbursement Type	Attach.	Comm.
[REDACTED]	New	4321	Tuesday	03/01/2019	\$25.00	\$0.00	\$25.00	\$0.00	Other		

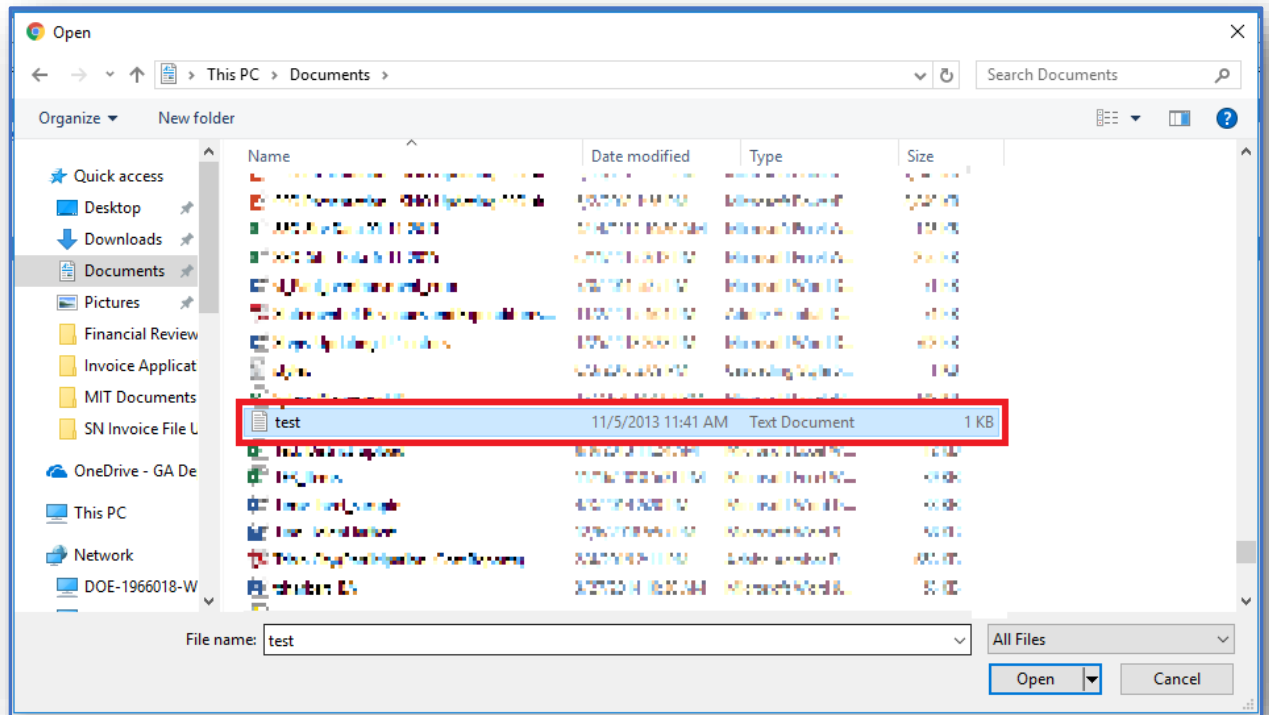
14. Click the **Attachment**  icon (paper clip). The **Attachment page** (tab) appears. For claims with multiple invoices, the attachment can be uploaded to any invoice entered into SNO (it does not matter which one).

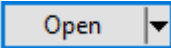
An attachment w/ documentation is required for all claims. Combine all documentation into one file and upload that file (please do not upload each invoice individually). All Administrative Claim documents must be attached to the Administrative Claim and Operating Claim documents attached to the Operating Claim.

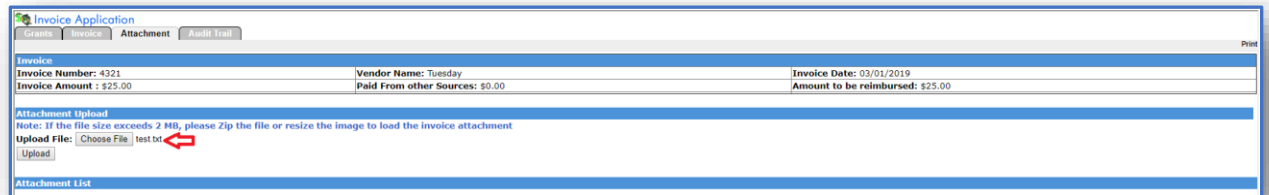
15. Click the **Choose File**  button. Windows File Explorer opens.

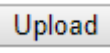


16. Select a file.

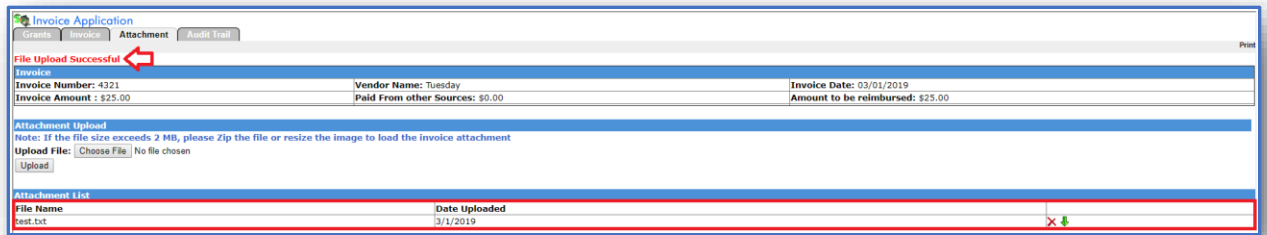




17. Click the **Open**  button. Windows Explorer closes. The attachment (file name) appears beside the **Choose File** button.

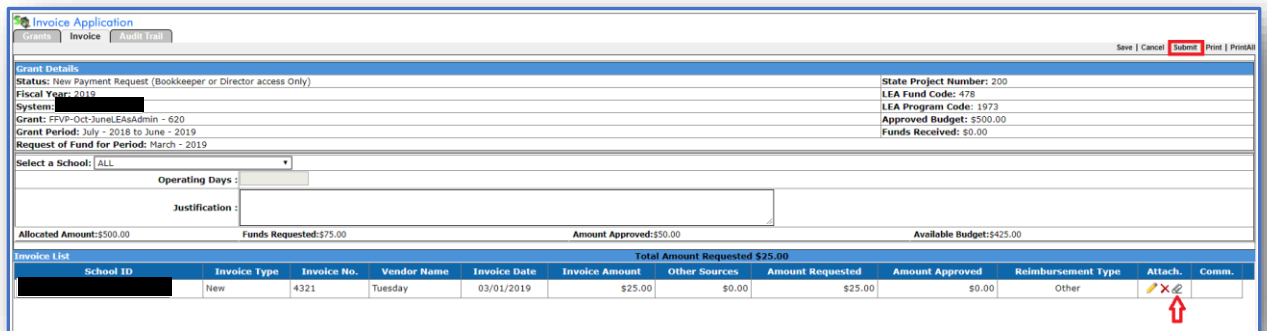


18. Click the **Upload**  button. A message appears at the top of the page, “**File Upload Successful.**” The file name will then appear in the **Attachment List** section.

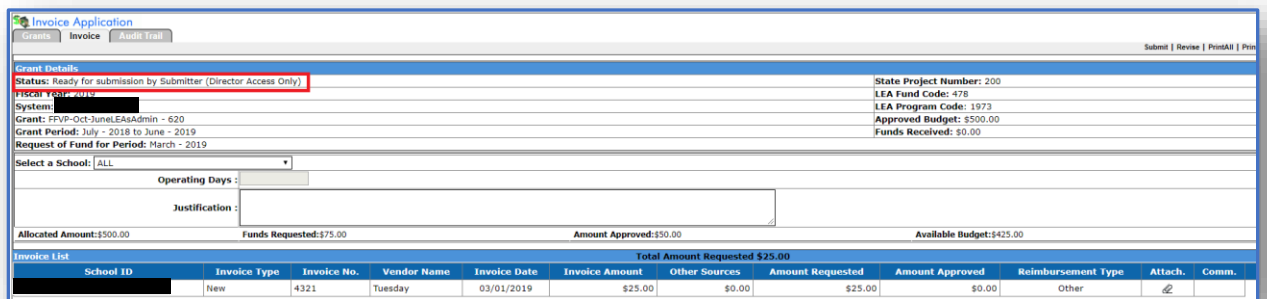




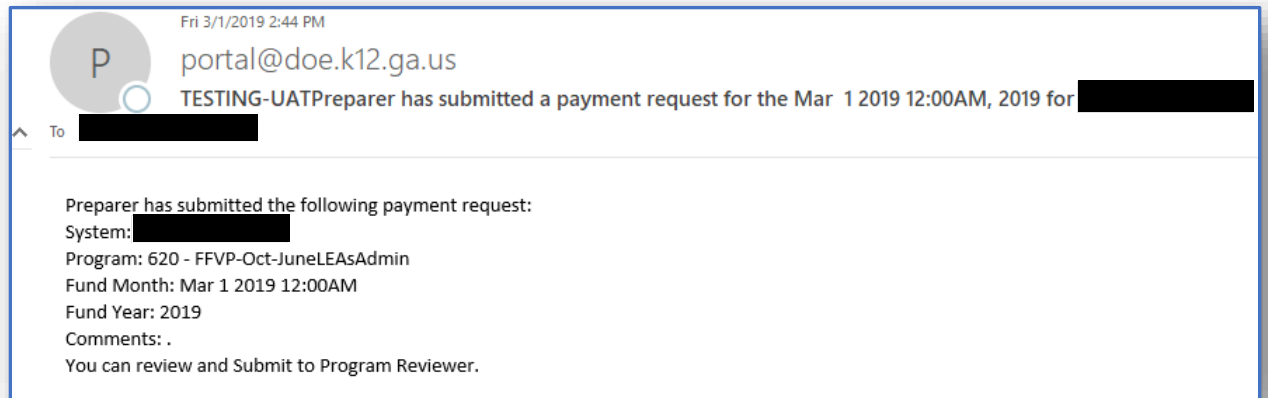
19. (Click the **Green Arrow**  to download the file and confirm the correct file, if needed.)
20. (Click the **Red X**  to delete the file, if incorrect.)
21. Click the **Invoice** tab. The Invoice page appears. **Note:** Notice the red box around the attachment icon/paper clip is no longer there, indicating that there is an attached file.




22. Once all invoices/timesheets have been entered and attachment(s) uploaded, click the **Submit** button. The Status of the claim changes from **New Payment Request** to **Ready for Submission by Submitter**.

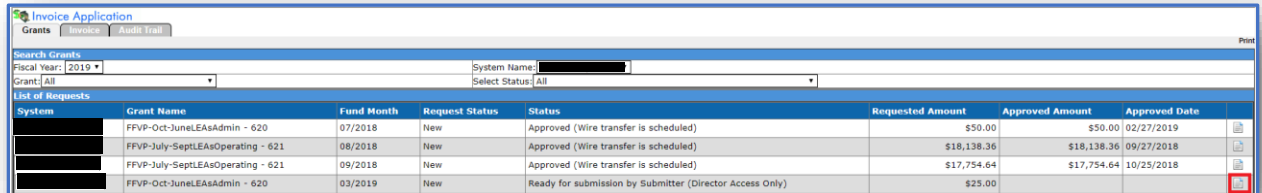


23. The **Preparer** and **Submitter** will receive an email, advising that there is a payment request pending.



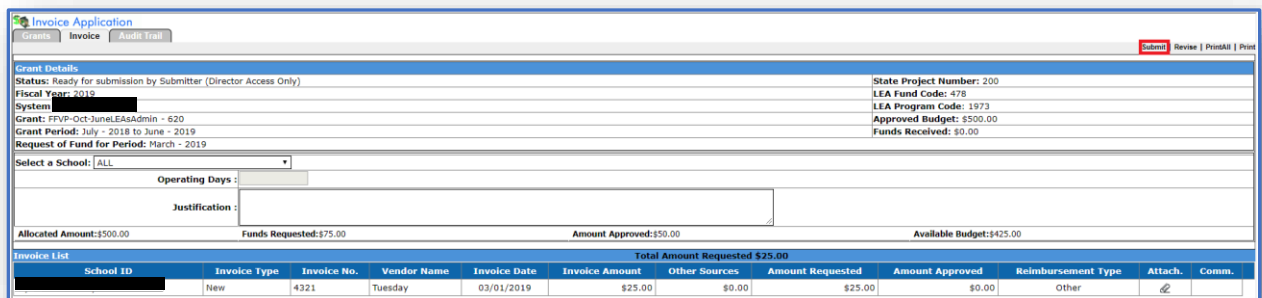
## Submitting the Claim (Completed by the SN Invoice Submitter)

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.



System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
	FFVP-Oct-JuneLEASAdmin - 620	07/2018	New	Approved (Wire transfer is scheduled)	\$50.00	\$50.00	02/27/2019
	FFVP-July-SeptLEASOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$18,138.36	\$18,138.36	09/27/2018
	FFVP-July-SeptLEASOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$17,754.64	\$17,754.64	10/25/2018
	FFVP-Oct-JuneLEASAdmin - 620	03/2019	New	Ready for submission by Submitter (Director Access Only)	\$25.00		

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



**Grant Details**

Status: Ready for submission by Submitter (Director Access Only)

Fiscal Year: 2019

System: [Redacted]

Grant: FFVP-Oct-JuneLEASAdmin - 620

Grant Period: July - 2018 to June - 2019


Request of Fund for Period: March - 2019


Select a School: ALL

Operating Days: [Redacted]

Justification: [Redacted]

Allocated Amount: \$500.00      Funds Requested: \$75.00      Amount Approved: \$50.00      Available Budget: \$425.00

School ID	Invoice Type	Invoice No.	Vendor Name	Invoice Date	Invoice Amount	Other Sources	Amount Requested	Amount Approved	Reimbursement Type	Attach.	Comm.
[Redacted]	New	4321	Tuesday	03/01/2019	\$25.00	\$0.00	\$25.00	\$0.00	Other		

3. The **Certification** box appears. Read the content, then check the box and click the **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.

**Certification**

Please be advised that the amounts you drawdown must be spent within the months requested.

I Certify, by processing this payment request, that the funds are being expended within the month for which the funds were requested for the purpose and condition of the grant agreement.

**Invoice Application**

Grants Invoice Audit Trail Print | Print All

---

**Grant Details:**  
**Status:** Ready for review by program manager (State Access Only)

**Fiscal Year:** 2019 **State Project Number:** 200  
**System:** ██████████ **LEA Fund Code:** 478  
**Grant:** FFVP-Oct-JuneLEAsAdmin - 620 **LEA Program Code:** 1973  
**Grant Period:** July - 2018 to June - 2019 **Approved Budget:** \$1,963.65  
**Request of Fund for Period:** November - 2018 **Funds Received:** \$0.00

Select a School: ALL

Operating Days:

Justification:

Allocated Amount: \$1,963.65      Funds Requested: \$50.00      Amount Approved: \$0.00      Available Budget: \$1,913.65

---

**Invoice List** **Total Amount Requested \$50.00**

School ID	Invoice Type	Invoice No.	Vendor Name	Invoice Date	Invoice Amount	Other Sources	Amount Requested	Amount Approved	Reimbursement Type	Attach.	Comm.
██████████	New	03216	Sunny	11/14/2018	\$50.00	\$0.00	\$50.00	\$0.00	Other		

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

Reply Reply All Forward IM

Thu 3/21/2019 3:59 PM

portal@doe.k12.ga.us

TESTING-UATSubmitter has submitted a payment request for the Nov 1 2018 12:00AM, 2019 for ██████████

To ██████████

---

Submitter has submitted the following payment request:

System: ██████████

Program: 620 - FFVP-Oct-JuneLEAsAdmin

Fund Month: Nov 1 2018 12:00AM

Fund Year: 2019

Comments: .

You can review and Submit to Grants Accountant Reviewer.

You can reject the request to the preparer.

## 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.

