Ecology's Administration of Grants & Loans (EAGL)

# Instruction Sheet for Recipient (Process)

## Process: Initiating a Payment Request / Progress Report

## System Status: Agreement Active

## What is the Process? To initiate, complete all necessary forms, and submit a Payment Request / Progress Report

**To initiate a new payment request, you must be in the role of Authorized Official, Recipient Project Manager, or Recipient Financial Officer. EAGL will not allow you to initiate a new payment request if any other payment requests associated with your agreement are not in one of the following statuses: "Payment Request/Progress Report Cancelled," "Payment Request/Progress Report Approved," or "Payment Request/Progress Report Active."**

**Important Note about Initiation Periods for Payment Requests**

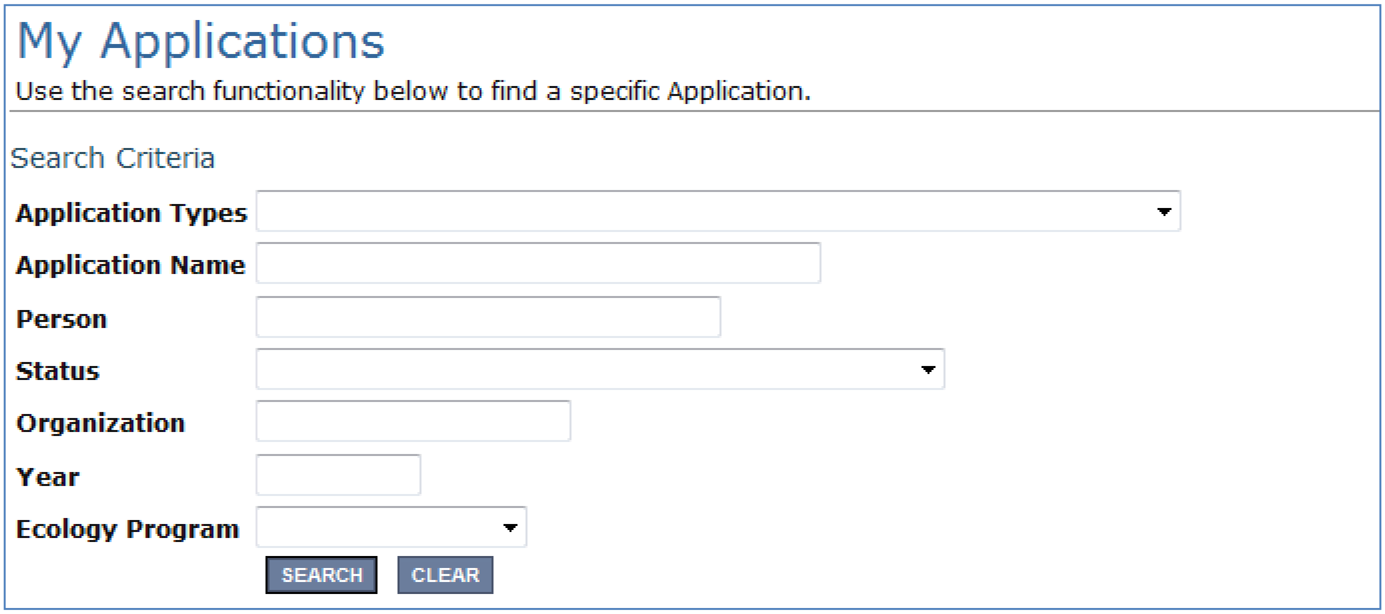
Each quarter's payment request/progress report is available for six months. The payment request for a given quarter becomes available on the first day of the quarter and is available until the end of the following quarter. For example, the Jan – Mar payment request becomes available on January 1 and remains open until June 30 (the last day of the following quarter). Payment requests that were already initiated can be submitted after the last day of the second quarter has passed, however new payment requests for that quarter cannot be initiated.

If you bill monthly, you may initiate three payment requests each quarter. If you bill quarterly, please only initiate one payment request per quarter.

- [ ] Log into EAGL
- [ ] Select "My Applications" at top of screen
- [ ] Using Search Criteria, insert "Application Type" using drop down menu

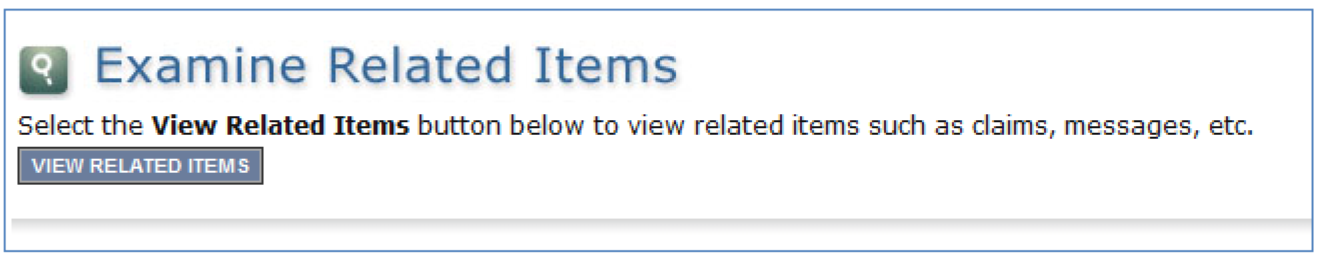
☐ In the Application Name field, insert last known digits (beyond 0's) or leave blank

☐ Select "Search"




☐ Within the Search Results, select the appropriate application "Name/Number"

☐ Under Examine Related Items, select "View Related Items"




☐ There are two options for a Payment Request/Progress Report (Select appropriate "Name/Number"):

1. Initiate a/an (appropriate quarter) Payment Request/Progress Report
2. Continue working on a Payment Request/Progress Report that you have already initiated

☐ Under View, Edit and Complete Forms, select "View Forms"

☐ In the Forms Menu, select "Payment Request"

☐ On the Payment Request Form, answer required questions:

*__Final: Yes / No__ Is *this your final Payment Request for this funding opportunity?*

*__Billing Period End Date:__ _____ *What is the last date of charges this billing period encompasses?*

***Do you have expenditures to report? Yes / No** *If you have expenditures to report, select Yes. If you are only submitting a Progress Report, select No.*

## Payment Request

Please fill in the appropriate fields.
Required fields / columns are marked with an *.
To add a row, click the **Add Row** button below the expenditures grid.
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.
Save your work often by clicking the **Save** button at the top of the form.

**Expenditures** | Uploads | Download Expenditures Report | Download Modifications Report

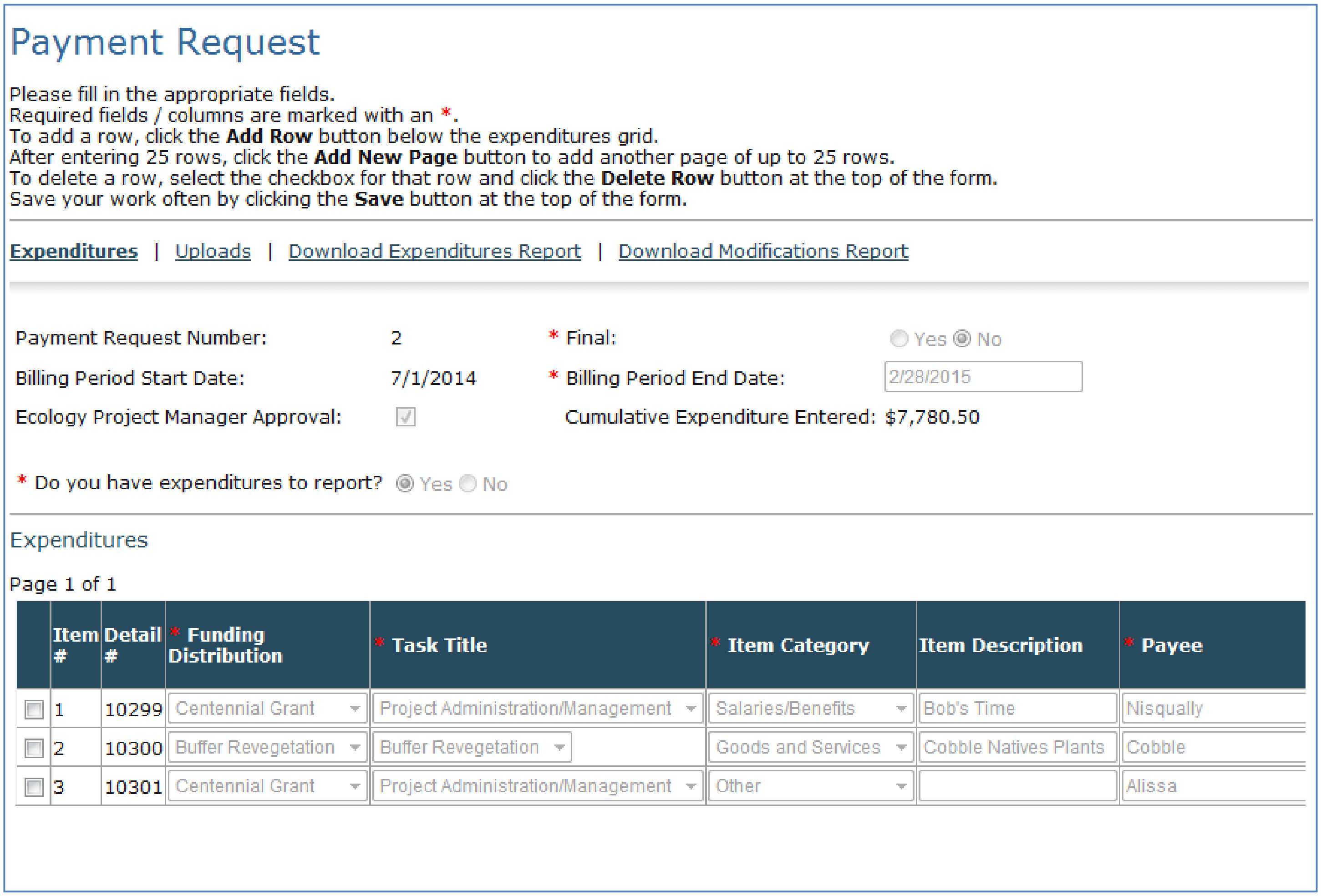
| | | | |
|---|---|---|---|
| Payment Request Number: | 2 | * Final: | Yes No |
| Billing Period Start Date: | 7/1/2014 | * Billing Period End Date: | 2/28/2015 |
| Ecology Project Manager Approval: | | Cumulative Expenditure Entered: | $7,780.50 |

* Do you have expenditures to report? Yes No

Select "SAVE" at the top right hand corner of your screen

If you selected **No** regarding expenditures to report, skip to step # 28

If you selected **Yes** regarding expenditures to report, begin entering your expenditure details Be sure to complete each column, per line item. You will not be able to enter informatin in the: Approved/Denied, Authorized Amount, or Comment Fields. These fields are reserved for Ecology staff.



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Payment Request Number: 2 | * Final: Yes No
Billing Period Start Date: 7/1/2014 | * Billing Period End Date: 2/28/2015
Ecology Project Manager Approval: | Cumulative Expenditure Entered: $7,780.50

* Do you have expenditures to report? Yes No

### Expenditures

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| | Item # | Detail # | * Funding Distribution | * Task Title | * Item Category | Item Description | * Payee |
|---|---|---|---|---|---|---|---|
| | 1 | 10299 | Centennial Grant | Project Administration/Management | Salaries/Benefits | Bob's Time | Nisqually |
| | 2 | 10300 | Buffer Revegetation | Buffer Revegetation | Goods and Services | Cobble Natives Plants | Cobble |
| | 3 | 10301 | Centennial Grant | Project Administration/Management | Other | | Alissa |

If you have uploads, be sure to select "uploads" in the middle of your screen.

**TIP: To add rows, simply select "enter" on your keyboard after you've entered the Expenditure Type or select "Add Row" found at the bottom left hand corner of the screen.**

**TIP: You can delete a row by selecting the box next to the correct line item, and selecting "DELETE ROW(s)" in the top right hand corner of your screen.**

Select "SAVE" at the top right hand corner of your screen when you have completed entering your expenditure details.

In the You are here: ribbon (otherwise known as cookie crumbs), select "Forms Menu"

Select the "Payment History" Form

Simply view the information on this page, and select "SAVE"

Most of the information on this form will not be updated until Ecology screens your payment request.

In the You are here: ribbon (otherwise known as cookie crumbs), select "Forms Menu"

- [ ] Select the "Progress Report" Form
- [ ] On the Progress Rport Form, complete all necessary fields:

  ***Final: Yes / No** *Is ths your final Progress Report for this funding opportunity?*

  ***By Task Progress** *What is the approximate percentage of work complete? Provide a summary of the accomplishments for this reporting period. Provide a description and reasons behind a delay. Provide a description and reasons for any cost overruns. Add any General Comments. Add Metrics if applicable.*

- [ ] Upload any supporting documents
- [ ] Select "SAVE" at the top right hand corner of your screen when you have completed entering your progress report
- [ ] Select "CHECK GLOBAL ERRORS" in the upper right hand corner of your screen. Fix any errors that are noted.
- [ ] Return to the Forms Menu by using link provided.
- [ ] Next to "Document Information," select the PRPR name

Document Information: PRPR-AprJun2014-AppOrg-00023

- [ ] On the Pay Request Menu, under "Change the Status," select "VIEW STATUS OPTIONS"

## Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

- [ ] If you have completed your Payment Request/Progress Report, go ahead and select "APPLY STATUS" under Payment Request/Progress Report Submitted
- [ ] If you "submitted" your PRPR, you are now presented with an agreement statement. Please read.
- [ ] If the agreement is accurate, go ahead and select "I AGREE"
- [ ] You will now notice that the Current Status: Payment Request/Progress Report Submitted.

| Info | Document Type | Organization | Role | Current Status | Period Date / Date Due |
|---|---|---|---|---|---|
| | Payment Request | Applicant Organization 2 | Authorized Official | Payment Request/Progress Report Submitted | N/A - N/A N/A |