

DGLVR Webinar

GIS & Quarterly Reporting Updates

(While waiting for the webinar to begin, log in to the GIS Mapper. I'll have each of you open the new tool once I introduce it.)



7/14/20

Starts at 9am

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Q&A

You asked: 02:25 PM

Can you think of an example question?

Steven Michael Bloser answered: 02:25 PM

No, I can't!

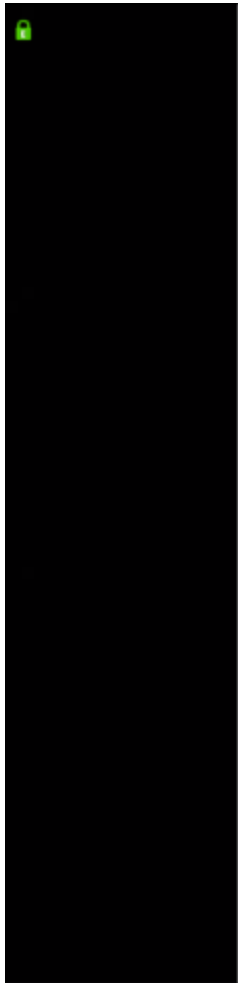
Please input your question...

Send Anonymously

Send

Note you can ask a question anonymously

Q&A



Audio Settings ^

Chat Raise Hand **Q&A** Leave Meeting

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Slide # 2

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GIS & Quarterly Reporting Updates

- **Visual Updates**
- **Unreported Replenishments**
- **ACH Changes**
- **Receipt Invoice Uploader**
- **Demo w/ Tioga CD**
- **Verifying Your Ending Balance**

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GIS & Quarterly Reporting Updates: Visual Updates

Purpose:

- Rearranged some buttons accessible to District Manager's
- Smaller monitors did not allow for all buttons to show

GIS & Quarterly Reporting Updates: Visual Updates

Quarterly Report x

01/01/2020 - 03/31/2020 📄 📄 📄 📄 📄 ?

Dirt and Gravel | Low Volume | Activity Report | Managers Date Submitted:

📄 📄 📄 📄 ?

Program Income	Program Expenses
SCC Advance: \$ <input type="text"/>	Administrative: \$ <input type="text"/>
SCC Replenishment: \$ <input type="text"/>	Education: \$ <input type="text"/>
Interest Earned: \$ <input type="text"/>	Projects: \$ <input type="text"/>
Other: \$ <input type="text"/>	

Balance at District	Replenishments
Starting Balance: \$ <input type="text"/>	Potential Claim: \$ <input type="text"/>
Income: \$ <input type="text"/>	Harrisburg Funds (Cur): \$ <input type="text"/>
Expenses Total: \$ <input type="text"/>	Harrisburg Funds (Prev): \$ <input type="text"/>
Ending Balance: \$ <input type="text"/>	Amount Requested: \$ <input type="text"/>

Report Checklist	SCC Use Only
<input type="checkbox"/> Income & Expenses	Accept Date: <input type="text"/> By: <input type="text"/>
<input type="checkbox"/> Activity Report	<input type="checkbox"/> Replenishment Processed 🔒 🔒
<input type="checkbox"/> Manager Reviewed	
<input type="checkbox"/> Use ACH Transfer	

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GIS & Quarterly Reporting Updates: Unreported Replenishments

Purpose:

- Enables the Districts to determine if they have missed reporting any SCC Replenishment income.
- Misreporting of income has led to confusion pertaining to:
 - Accurate Program balances
 - Misleading Uncommitted balances

GIS & Quarterly Reporting Updates: Unreported Replenishments

- Unreported Replenishments = Sum of ALL SCC Replenishments scheduled to be received from previous quarters for a given Program. Does not include the currently active quarter.
- Automatically reduced when entering SCC Replenishment Income.
- Will prevent accidental over stating of SCC Replenishment Income.
- Will allow for more accurate representation of Uncommitted Balance.
 - Uncommitted Balance = Current Balance – Committed Remaining
 - Current Balance = Ending Balance + Remaining Harrisburg Money + Unreported Replenishments

Spending Status

Unreported Replenishments: \$

Current Balance: \$

Committed Remaining: \$

Uncommitted Balance: \$

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What should I do if I have unreported replenishments?

1. Compare to last quarter. Likely they will be same.
2. If different, look at previous quarters to determine the missed replenishment(s).
3. Verify that the missed replenishments have been deposited and transferred into the correct Program account.
4. If having trouble with 1-3, call Ken for help.

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GIS & Quarterly Reporting Updates: ACH Changes

Purpose:

- To eliminate issues with invalid ACH Bank Account information.
- To reflect what Treasury now recommends with submitted replenishment requests
 - Actual Bank Account Information - **NO**
 - Assigned Bank Partner Number – **YES**
- ACH is OPTIONAL for Districts

Bank Partner Numbers

- Replaces Bank Account/Key
- Tied to District's SAP Vendor ID
- Will appear on Replenishment Form when "Use ACH Transfer" is selected
- Are not editable locally.
 - Contact Vendor Services to obtain a new one.
 - Must contact Roy to request change of one shown.

ACH Bank Info*

SAP Vendor ID:

DGR Bank Partner No:

LVR Bank Partner No:

What should I do to prepare for the July-September quarter?

If you have ACH implemented :

1. Verify that the Bank Partner Numbers are correct.
2. If not, contact Roy and provide him with the correct information.
3. We will update the GIS once verified.

If you do not have ACH implemented (OPTIONAL):

1. Contact Vendor Services to set up your account.
2. Contact Roy once Vendor Services has activated your account.
3. We will update the GIS once verified.

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GIS & Quarterly Reporting Updates: Receipt Invoice Uploader

Purpose:

- To help eliminate possible delays with District's replenishment requests.
- Allows Districts to attach expense documentation to the replenishment request
- These tools only available to users with the District Manager or Financial roles

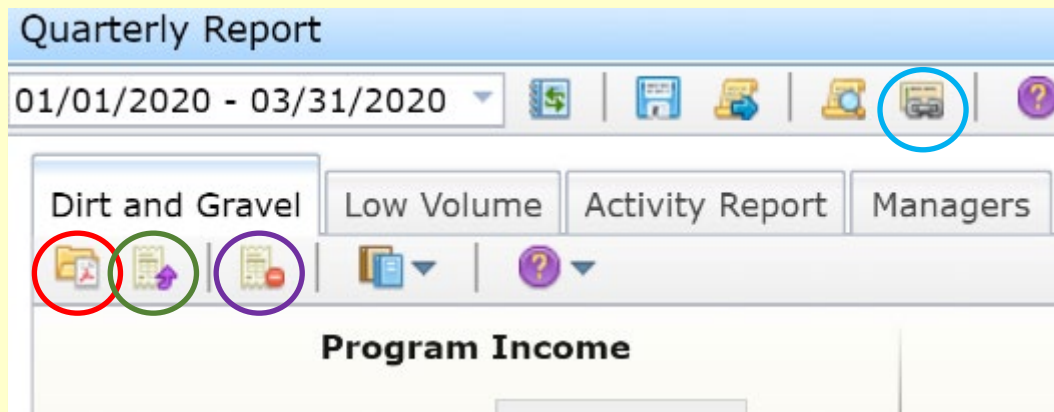
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GIS & Quarterly Reporting Updates:
Receipt Invoice Uploader

**THIS IS COMPLETELY
OPTIONAL!!**

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To Use the Uploader

1. Click the Browse Receipt Invoice button and browse for the appropriate pdf.
 - Once uploaded, you can verify the file name by hovering the mouse over the Browse Receipt Invoice button.
2. Click the Upload Receipt Invoice button. You'll receive confirmation upon successful upload.
 - To remove an uploaded receipt invoice, click the Delete Receipt Invoice button.
3. Click the View Replenishment button to view the receipt invoices with the replenishment request.



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GIS & Quarterly Reporting Updates:
Demo

Quarterly Report
Demo w/ Tioga CD

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GIS & Quarterly Reporting Updates: Verifying Your Ending Balance

Purpose:

- To match the local account balance at the District with the balance in the GIS

In order to have the SCC accept the April-June QR, Districts must:

- **Verify that both the Dirt and Gravel AND Low Volume ending balances match the local account balance**
- **The verification must come from the District Manager/Appointed Representative**
- **If the balances do NOT match, then the balances need to be fixed prior to the report being accepted**