How to Withdraw a Reimbursement Request

After submitting a reimbursement request, a user may withdraw the request. Go to the View Reimbursement Request screen by clicking on the Search Payment tab on the top of the screen. Click on the "Submitted" box to search for reimbursement requests that have been submitted, but not approved. Start and end dates and grant award may also be selected to narrow down the search results. Click on the payment you want to withdraw to bring up the View Reimbursement Request screen.

	Profile	Filing Cabinet	Search Payments				Welcor	ne Cosmos Site 3	Log Out
earcl	h Pa	yment	S						
Start Date:		End Date							
Grant Award:		88888							
Clear Sea	:: ed 🗆 F	Reviewed 🗌 In	Progress Deleted	Submitted	Denied Repa	yment			
Paymen	its								
Results Four	nd								
Grant Name				\$	Amoun	t ¢ Date	\$	Status	¢
FY 2022 VOC	A Assistanc	e Grant			\$2,000	.00 02/07/2022		Submitted	
Total:					\$2,000	.00			

Return

Click on the "Withdraw Reimbursement Request" button at the bottom of the page.

Supervise: Grant Nume: FY 2022 VOCA Assistance Grant Request Status: Submitted 02/07/2022 01:51 PM 9 Grant Nume: FY 2022 VOCA Assistance Grant Request Amount: S2,000.00 Coverage Dates: 02/07/2022 - 02/07/2022 Attachments found. Comments Submission Comments: (no comments) Submission Comments: Comments Comments Submission Comments: (no comments entered) Submission Comments: Submission Comments: Faid (no comments entered) Submission Comments: Comments Faid Request Amount: Submission Comments: (no comments entered) Submission Comments: Comments Submission Comments: (no comments entered) Submission Comments: Comments Submission Comments: (no comments entered) Submission Comments: Submission Comments: Submission Comments: (no comments entered) Submission Comments: Submission Comments: Submission Comments: (no comments entered) Submission Comments: Submission Comments: Submission Comments:<	ow Poimb	urcomo	nt Poquos	+			
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Lease - Buildings/Land \$4,200.00 \$3,50.00 \$3,80.00 \$0.00 \$3,80.00 \$0.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$3,80.00 \$5,90.00 \$5,90.00 <td>Line Item</td> <td></td> <td>Budgeted Amount \$1,225,00 \$2,571,00</td> <td>Paid \$106.40 \$0.00</td> <td>Remaining 51,118.60 \$2,571.00</td> <td>Request Amount 50.00 \$0.00</td> <td>Remaining if Approv 51,11 \$2,57</td>	Line Item		Budgeted Amount \$1,225,00 \$2,571,00	Paid \$106.40 \$0.00	Remaining 51,118.60 \$2,571.00	Request Amount 50.00 \$0.00	Remaining if Approv 51,11 \$2,57
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Photocopying/Printing \$825.00 \$68.75 \$756.25 \$0.00 \$57 Postage \$220.00 \$58.00 \$162.00 \$0.00 \$57 Total: \$20,335.00 \$1,097.90 \$19,237.10 \$0.00 \$19,237 ward Award Amount Paid Remaining Request Amount Remaining if App	Line Item Iravel Advertising Other (Client Assistance) Lease - Buildings/Land		Budgeted Amount \$1,225.00 \$2,571.00 \$5,700.00 \$4,200.00	Paid \$106.40 \$0.00 \$0.00 \$350.00	Remaining \$1,118.60 \$2,571.00 \$5,700.00 \$3,880.00	Request Amount 50.00 \$0.00 \$0.00 \$0.00	Remaining if Approv \$1.11 \$2,57 \$5,70 \$3,88
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Award Amount Paid Remaining Request Amount Remaining if App	Line Item Iravel Advertising Dther (Client Assistance) Lease - Buildings/Land Operating Fees/Services Photocopying/Printing Postage Total:		Budgeted Amount \$1,225,00 \$2,571,00 \$5,700,00 \$4,200,00 \$4,200,00 \$825,00 \$825,00 \$220,00 \$220,00	Paid \$106.40 \$0.00 \$0.00 \$350.00 \$0.00 \$68.75 \$58.00 \$1,097.90	Remaining \$1,118.60 \$2,571.00 \$5,700.00 \$3,850.00 \$250.00 \$756.25 \$162.00 \$19,237.10	Request Amount 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00	Remaining if Approv \$1,11 \$2,57 \$5,70 \$3,88 \$25 \$75 \$16 \$19,23
	udgeted Items Salaries and Wages Line Item Iravel Advertising Other (Client Assistance) Lease - Buildings/Land Operating Fees/Services Photocopying/Printing Postage Total: wward		Budgeted Amount \$1,225,00 \$2,571,00 \$5,700,00 \$4,200,00 \$250,00 \$220,00 \$220,00 \$220,00	Paid \$106.40 \$0.00 \$350.00 \$350.00 \$68.75 \$58.00 \$1,097.90	Remaining \$1,118.60 \$2,571.00 \$5,700.00 \$3,850.00 \$250.00 \$756.25 \$162.00 \$19,237.10	Request Amount 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00	Remaining if Approv \$1,11 \$2,57 \$5,70 \$3,85 \$25 \$76 \$16 \$19,23



A pop-up box will appear, click on "Confirm" to continue. The user will then be able to delete or edit the reimbursement request.



User will return to the View Reimbursement Request page. Scroll to the bottom of the page to edit the request or delete the request.

Line Item	Budgeted Am	ount Pa	aid Remainin	ng	Request	Amount	Remaining if Approved
Supplies	\$1,93	1.00 \$0.	00 \$1,931.	00		\$100.00	\$1,831.00
Total:	tal: \$1,931.00		0.00 \$1,931.00			\$1,831.00	
quipment							
Line Item			Budgeted Amount	Paid	Remaining	Request Amount	Remaining if Approved
Equipment/Computer/Furniture - Purchased			\$24,351.00	\$0.00	\$24,351.00	\$5,000.00	\$19,351.00
Equipment/Computer/Furniture - Installation/Support			\$4,718.00	\$0.00	\$4,718.00	\$0.00	\$4,718.00
Total:			\$29,069.00	\$0.00	\$29,069.00	\$5,000.00	\$24,069.00
ward							
	Award Amount	Paid	Remaining		Request Am	ount	Remaining if Approved
Total:	\$31,000.00	\$0.00	\$31,000.00		\$5,10	00.00	\$25,900.00

How to Edit Reimbursement Request

On the View Reimbursement Request page click on the "Edit Reimbursement Request" button on the bottom of the page. This will take you the Submit Reimbursement Request. Make edits to the budget, add attachments, and select coverage dates. Click on "Submit Reimbursement Request" button at the bottom of the page.

Budgeted Amount	Paid	Remaining			Reimbursement Amount
\$1,931.00	\$0.00	\$1,931.00	\$ 100.00		
\$1,931.00	\$0.00	\$1,931.00	\$100.00		
	Budgete	d Amount Paid	Remaining		Reimbursement Amount
sed	S	\$24,351.00 \$0.00	\$24,351.00	\$ 5,000.00	
tion/Support		\$4,718.00 \$0.00	\$4,718.00	\$ <mark>0.00</mark>	
	S	29,069.00 \$0.00	\$29,069.00	\$5,000.00	
	Budgeted Amount \$1,931.00 \$1.931.00 sed	Budgeted Amount Paid \$1,931.00 \$0.00 \$1,931.00 \$0.00 Budgete sed \$ tion/Support \$	Budgeted Amount Paid Remaining \$1,931.00 \$0.00 \$1,931.00 \$1,931.00 \$0.00 \$1,931.00 \$1,931.00 \$0.00 \$1,931.00 Budgeted Amount Paid Budgeted Amount Paid \$24,351.00 \$0.00 tion/Support \$4,718.00 \$0.00	Budgeted Amount Paid Remaining \$1,931.00 \$0.00 \$1,931.00 \$ 100.00 \$1,931.00 \$0.00 \$1,931.00 \$ 100.00 \$1,931.00 \$0.00 \$ 1,931.00 \$ 100.00 Budgeted Amount Paid Remaining sed \$ 24,351.00 \$ 0.00 \$ 24,351.00 tion/Support \$ 4,718.00 \$ 0.00 \$ 29,069.00 \$ 29,069.00	Budgeted Amount Paid Remaining \$1,931.00 \$0.00 \$1,931.00 \$ 100.00 \$1,931.00 \$0.00 \$1,931.00 \$ 100.00 \$1,931.00 \$0.00 \$1,931.00 \$ 100.00 Budgeted Amount Paid Remaining sed \$24,351.00 \$ 0.00 \$ 24,351.00 \$ 0.00 tion/Support \$ 4,718.00 \$ 0.00 \$ 4,718.00 \$ 0.00

A pop-up to confirm edits will appear. Click on "Confirm" button to accept edits.

		Budgete	d Amount	Paid	Remaining
Confirm	Reimburser	nent F	Reque	st	
ease review th is request for 1	e summary of your re reimbursement, or "Ec	imburseme lit" to go b	ent request, ack and ma	and click or ike changes.	n "Confirm" to sub
Operating E	Expenses				
Line Item	Budgeted Amount	Paid	Remaining	g Reimb	ursement Amount
Supplies	\$1,931.00	\$0.00	\$1,931.00)	\$200.00
Equipment					
Line Item		Budgete Amour	d nt Paid	Remaining	Reimbursement Amount
Equipment/Co Purchased	omputer/Furniture -	\$24,351.0	0 \$0.00	\$24,351.00	\$8,000.00
tal Requested	: \$8,200.00 e Dates				
/01/2020 - 11/1	5/2020				
ubmiss	ion Comme	nts:			
o comments en	tered)				

How to delete reimbursement request

On the View Reimbursement Request page, click on "Delete Reimbursement Request" at the bottom of the page. A pop-up will appear, click on "Confirm" to complete deletion of request.

В	Delete Re	quest			×
	Are you sure you wa	ant to delete this request?			
	Cancel Confir	rm			
		Budgeted Amoun	t Paid	Remaining	Request Am