Sioux Empire Network of Care Training Manual

ServicePoint



FundManager



Icon Overview

Icon Overview refers to specific icons that are throughout SENC System.

	SerivcePoint Icon	SENC Partner Agency
40	Lock Icon	Agency Shared Information
ſu	UnLock Icon	Globally Shared Information
1	Edit Icon	Update / Change Current Information
1	Delete Icon	Remove enteries made in error- ONLY
୍ଦ୍	View Detail Icon	View Attachements
•	Select Icon	Add Selected Information
٢	Remove Icon	Removed Selected Information
	Notes Icon	Add Note
<u>#</u> 3	Date Selection, Reverse, Current Date Stamp Icon	Enter, clear a date or current date stamp {Date format: mm/dd/yyyy}
-	Bed Icon	Shelter Bed Check In

Data Measurement Tool



Fund Administrator Functions

A Fund Administrator manages a fund. They have the ability to enable/disable the fund, modify the fund settings, edit the Fund Amount, manage Providers with Access to the fund, and allocate specific amounts to Providers with Access. A Fund Administrator can also perform all functions of a Review Agent. Users are designated as a Fund Administrator on the Fund Profile; users with the role of System Administrator II have Fund Administrator access to all funds.

Basic Vs. Advanced Funds

At this time, funds are created as one of two types, **Basic** or **Advanced**. This designation is set by the **Fund Type** field on the **Fund Profile** at the time of fund creation. **Funding Source** picklist items that existed before *ServicePoint* 5.8.0 are converted into **Basic Funds** upon upgrade to *ServicePoint* 5.8.0. **Basic Funds** can be turned into **Advanced Funds**; however, **Advanced Funds** cannot be reverted back to **Basic Funds**.

Basic Funds can be used in all modules currently containing funding sources as of 5.7.x; however, they do not support complex settings. **Advanced Funds** can accommodate complex settings such as provider allocations, requiring approval, client distribution as vouchers, being included in check requests, etc. At this time, **Advanced Funds** can only be used in the *ClientPoint* and *CallPoint* modules. A chart demonstrating the **Basic** vs. **Advanced** functionality is below. (See Table 1)

Table 1

Function	Basic Fund	Advanced Fund
Use throughout ServicePoint	Yes	No, ClientPoint ONLY
Limiting fund for use by specified Providers	Yes	Yes
Limiting fund to specified Service Codes	Yes	Yes
Tracking the Balance of Fund with a starting Fund Amount	No	Yes
Allocating amounts to Providers	No	Yes
Requiring Approval	No	Yes
Check Request Generation	No	Yes
Bill Credit Authorization and Reconciliation	No	Yes
Voucher Generation and Reconciliation	No	Yes
Limiting fund to specified Vendors	No	Yes

Funds and Funding Cycles

Each fund created within *FundManager* has one or more funding cycles. **Fund Profiles** contain the settings that determine how fund requests from that fund behave. **Funding Cycles** are entities of the fund and contain the **Start and End Dates**, **Fund Amount** to be used during the cycle, and providers that have access to the funding cycle. As funds are used within services, the **Fund Profile** settings are checked by *FundManager* to determine what steps a fund request must go through before it is considered **Completed**.

Creating Vendors

1. Navigate to the FundManager Dashboard. Click Vendor Admin (1). The Vendor Search screen will display.

FundManager Dashboard								
	Fund Admin	Vendor Admin	Approval Bin	Outstanding Fund Requests	Reconciliation			
Figure 1-1	Check Requests							
	Eund Availability Report	و Fund Usage Report	My Managed Funds Report					

2. Click **Search** to review existing vendors to ensure the vendor to be created does not already exist (2); click **Show Advanced Options** for more search parameters, including location fields. **Vendor Search Results** will populate.

- If the Vendor does not populate on the list. Follow step 4.
- 3. Click the Edit icon 🖉 next to the Vendor you want to select or click the hyperlinked Vendor name
- 4. Click Add New Vendor to open the Vendor Profile window (3).

	Vendo	Vendor Search										
	Search for Ve	ndors by using keywords for Vendor Name, Vendor ID, and Description.										
	Search Bo	b Show Advanced Option	s									
	Search Vendo	Clear Add New Vendor 3										
	Vendor ID	Vendor Name	Address	Location	Distance A							
	<u>/</u>)	Aaron George	710 S. Prairie Avenue	Tea, SD 57064	N/A							
	12	Ann Smith_ St Francis	2100 S Aaron Ave	Sioux Falls, SD 57108	N/A							
•	/ 13	Bobs Wax & Bubbles	5001 N West Ave	Sioux Falls, SD 57106	N/A							
	/ 1	Country Meadow Apartment	3500 S Kuehn Park Sioux 221 N. Marion Rd Sioux	Sioux Falls, SD 57106	N/A							
	/ 2	Country View Mobile Home Park		Sioux Falls, SD 57107	N/A							
	/ 3	Gas Station 1	300 N Main Ave	Sioux Falls, SD 57103	N/A							
	/ 8	Housing TEST 1	6001 S Minor Ave	Sioux Falls, SD 57108	N/A							
	/ 6	Kon Choi	1201 N. West Ave	Sioux Falls, SD 57104	N/A							
	17	Ronning Companies	1903 S .Dakota Ave	Sioux Falls, SD 57105	N/A							
	/ 10	St Francis-Housing TEST	3000 N Main Ave	Sioux Falls, SD 57106	N/A							
	/ 11	TEST- 123 St Francis House	5000 N West Ave	Sioux Falls, SD 57106	N/A							
	/ 4	Tim Hurtgen	PO Box 235	Sioux Falls, SD 57108	N/A							
	/ 9	Xcel Energy	PO Box 13038	Grand Forks, ND 58202	N/A							
				Showing 1-13 of 13								

Figure 1-2

5. Enter Vendor Name, Tax ID Number (*if applicable*), and description (*if applicable*). Click Save & Continue. The screen will expand, and the Vendor Profile will be created.

	IC.	Vendor Profile		
	H	Vendor Name*	Bobs Wax & Bubbles	
		Tax ID Number	G20015	
and the second second		Description		
	11			
				Save & Continue Cancel

Figure 1-3

Fig

& Exit.		v	endor Profile								
		Ve	ndor ID	13							View Vendor in Fund Usage Report
		Ve	ndor Name*	Bobs Wax & Bubbles							
		Ta	ID Number	G20015							
		De	scription								
ure 1-3							🚺 Vendor Searches will display the Addres	a marked	as "Voucher' for this Vendor.	.al	
			Addresses			Add New Vendor A	ddress 🛛	1			
			Address 1	уре		Address Type*	Mailing V		City	s	tate ZIP Code Check Voucher
	5 -	≻	Add Address			Address*	5001 N West Ave		No matches.		
			Finance Acc	ount Numbers	H.	Additional		-			
			Associated	Provider 6	11	ZIP Code*	57106 Apply ZIP Code Information				Finance Account
	7 -	≻	Add Number		н	State	SD		No matches.		Number
	_	-				County/Parish	Minnehaha, SD 🗸				
							Save Cancel				Save Save & Exit Exit

6. Enter Vendors address- Click Add Address (5). Add New Vendor Address box will appear. Complete information (6). Click Save & Exit.

Enter Finance Account Numbers- Click Add Number (7). This is optional and base on your agencies process. Click Save & Exit.

Creating Funds

For a user to have the ability to create funds, settings must be enabled by a System Administrator for the user's provider and then on the user profile. Once the appropriate settings are enabled, the user can proceed with the following. The ability to create funds is independent of whether or not that a user has been set as a **Fund Administrator**.

1. Navigate to the FundManager Dashboard. Click Fund Admin (1). The Fund Search screen will display



2. Click **Search** to review existing funds to ensure the fund to be created does not already exist (2); click **Show Advanced Options** for more search parameters, including location fields. **Vendor Search Results** will populate.

- If the Vendor <u>does not</u> populate on the list. Follow step 5.
- 3. Click the Edit icon 🖉 next to the Vendor you want to select or click the hyperlinked Vendor name
- 4. Click Add New Vendor to open the Vendor Profile window (3).

	Fund Search											
	Search for Funds by using keywords for Fund Name, Category, or Description. Search Show Advanced Options											
	Search Clear Add New Fund											
	Fund *	Category	Enabled Tracks Balance									
	Cap	N/A	Disabled No									
	Durch uth Dation Aaron.	N/A	Enabled Yes									
	C FEMA	N/A	Disabled No									
	First Baptist Requires approval	N/A	Disabled N/A									
	General Fund - Housing (Community Outreach) Housing Fund	N/A	Enabled Yes									
Figure 1-5	General Fund - Utilities (Community Outreach) Utility Fund	N/A	Enabled Yes									
	A HPRP Source 1	N/A	Disabled No									
	Q HPRP Source 2	N/A	Disabled No									
	R HPRP Source 3	N/A	Disabled No									
	Q HUD Shetter+Care	N/A	Disabled No									
	Q HUD Supportive Housing Program	N/A	Disabled No									
	Q Internal Budget	N/A	Enabled No									
	V Juinor's Car Wash	N/A	Disabled Yes									
	Junior's Car Wash	N/A	Disabled Yes									
	Not Recorded	N/A	Disabled No									
	Sheker+Care	N/A	Disabled No									
	Supportive Housing Program	N/A	Disabled No									
	C Title III	N/A	Disabled No									
	C MA	N/A	Disabled No									
	Showing 1-19 of 19											

2. Click Add New Fund (4). The Fund Profile screen will display

	Fund Profile	
$4 \rightarrow$	Fund Name*	
	Description	
	Category	Select-v
	Fund Type	Banking Reductions index demonstration Calculations Andra in the standard demonstration Calculations Cal
	Require Approval	
Figure 1.6	Distribution Type to Vendors	Check Request O Bill Credit Authorization ®Not Applicable
Figure 1-6	Allow for Voucher Distribution to Clients	O <u>Yes</u> ® <u>No</u>
	Fund Usage Note	
	Initial Funding Cycle	Info
	Track Balance	○Yes ® No
	Availability to Providers	Allocated to Providers with Access Open to All-providers
	Start Date*	08/51/2016 20 8
	End Date	
		Save & Continue Cancel

Save & Continue Cancel

 Enter data into the Fund Profile and Initial Funding Cycle sections. To create funds with advanced settings, select Advanced as the Fund Type (5) and Save & Continue. An alert will display. Click Yes to confirm (6). The screen will expand and a Funding Cycles tab will display.

Note: The Fund Type field can be switch from Basic to Advanced but cannot be switched from Advanced to Basic. See the Basic vs. Advanced Funds section for more information on each Fund Type. Fields on the Fund Profile and Funding Cycles tab will be enabled or disabled based on the initial Fund Type selection.

4. Modify the data in the additional fields and tables (7), as necessary. (See Table 2)

5. Select Track Balance – Yes. Enter Initial Funding Cycle Info – <u>ALWAYS</u> select **Open to Providers with Access**. Start date will default to current date. (8)

6. Click Save & Continue. The Fund Profile will display.

	Fund Profile	
	Fund Name*	Junior's Car Wash
Eiguro 1 7	Description	
Figure 1-7	Category	-Select- v
	Fund Type	O Basic Funds have limited features and can be used throughout ServicePoint. ServicePoint.
r	Require Approval	
7	Distribution Type to Vendors	Check Request Bill C Are vou sure vou want to create this Fund as an Advanced
	Allow for Voucher Distribution to Clients	OYes ® № Doing so will open up all fields for editing, but will limit the
Ļ	Fund Usage Note	M modules that the Fund can be used in to ClientPoint (excluding Multiple Services) and CallPoint (for Call sinked to Clients). Once the Fund Type is saved as Advanced it cannot be set back to Basic.
	Initial Funding Cycle	Info
	Track Balance	CYes ⊛No
8	Availability to Providers	Allocated by Providers with Access Open to Providers with Access Open to Li Providers
L.	Start Date*	08/31/2016 33 43
	End Date	

Table 2

Fund Type	See Basic vs. Advanced Funds section				
Required Approval	This field determines whether or not fund requests for this fund go through an approval process. If Yes, fund requests must be approved by a Review Agent in the FundManager Approval Bin once a user has submitted the request. If No , fund requests do not go through the Approval Bin after submission. This setting is only available with Advanced Funds .				
Distribution Type to Vendors	Check Request allows fund requests to be grouped into check requests after approval or reconciliation. Bill Credit Authorization allows fund requests to be reconciled after approval or submission. This setting should be used when a vendor has allocated a specific amount of money to be used by an agency, but the vendor retains the actual money. The agency "authorizes" the vendor to apply the money to specified client accounts with the vendor. Fund requests from a fund marked as Not Applicable do not go through the check request generation or bill credit authorization process. This setting is only available with Advanced Funds.				
Allow for Vouchers Distribution to Clients	This field determines whether or not the fund may be used for services to be distributed as vouchers to clients; setting this field to Yes does not require that the fund be distributed as vouchers but only provides users with the option to do so. This setting is only available if Distribution Type to Vendors is set to Check Request .				
Fund Usage Note	Text entered in the Fund Usage Note is displayed when a fund is selected for use within a service and when entering an amount to be used from the fund. It should be used as a communication tool to end users; a possible use of the Fund Usage Note would be to include notes on fund restrictions that cannot be controlled by other fund settings, such as a maximum amount to be used per fund request.				

7. Enter the Fund Administrators and Review Agents for this fund. (9) (See Page 3 on job roles) Select Compatible
 Vendors and Compatible Service Codes for this fund. (10) *We encourage you not to use ALL as a selection*
 8. Select Fund Setting Enforcement- Click Do Not Allow. (11) *We encourage you to avoid using 'Allow with Override'*



NOTE: Click SAVE. On the same screen – scroll back to the top.

9. Click tab - Funding Cycles.

Fiaure

F

Fund Profile		Funding Cycles	
🧋 (52) Ax Coffee House Do	nations		View Fund in Fund Usage Report
O ENABLE Fund	BLE Fund		
Fund Name*	Ax Coffee House Donations		
Description			.a
Category	-Select- ~		
Fund Type	O Basic Funds have limited features and can be used throughout ServicePoint.	Advanced Funds have advanced features and can only be used within ClientPoint (secular) Multiple SinetDoint (for Calls linked to Clients).	
Require Approval	O Yes No		

Figure 1-9

- 10. Enter the following information (12) *if applicable*:
 - Fund Level Alert this will provide an alert when the fund reaches the specified dollar amount.
 - Start Date This will be the start date of the funding cycle. (required)
 - End Date This will be the end date of the funding cycle, if applicable.
 - End Date Alert- When fund cycle end date is near, *if applicable.*
 - Submission Date- This is the last date any requests can be made out of the fund, if applicable.
 - Voucher Generation Deadline This is the last date any vouchers can be generated out of this fund, if applicable
- 11. Click Add Funding Cycle to create ongoing funding cycles for each month, if applicable.
- 12. Click the Providers with Access tab. The Providers with Access to Funding Cycle table will display.

	Fund Profile		ĭ	Funding Cycles	
	(52) Ax Coffee House Donations				View Funding Cycle in Fund Usage Report
	Funding Cycles	Funding Cycle Info		Providers with Access	
1-10	01/24/2017 \$55,000.00 (\$85,000.00 remaining) 12 Add Funding Cycle	Track Balance Fund Amount Fund Level Alert Availability to Providers Start Date End Date End Date Alert Submission Deadline Voucher Generation Deadline	Yes \$85,000.00 \$ 25,000.00 Open to Providers with Access [2]/01/(2017]] \$ [2]/28/2017]] \$ [3] \$ [2]/24/(2017]] \$ [3] \$ [3		Save Save & Exit Exit
	Add Funding Cycle				Save Save & Exit Exi

13. Click Manage Providers. Search for the agency you want to have access to this fund. Select agency. Click Exit.

	Fund Profile		Funding Cycles	
	(52) Ax Coffee House Donat O ENABLE Fund ODISABLE	ions E Fund	View Funding Cycle in Fund Usage Re	port
	Funding Cycles	Funding Cycle Info	Providers with Access	
iaure 1-11	02/01/2017 - 02/28/2017 \$85,000.00 (\$85,000.00 remaining)	Fund Amount \$85,000.00 Total Amount Utilized \$0.00 (0%)		
		Manage Providers	Utilized Enal No matches.	le
	_Add Funding Cycle		Exit	
				_

14. Click **ENABLE** fund to begin using this fund. (13) If changes need to be made to this fund – you must **DISABLE** it prior to making changes. An alert will appear – click **YES** to Enable or NO to leave Disabled. (14) Click **Save & Exit**.

Last Viewed Favorites	Fund Profile	Ύι	Funding Cycles							
Home ClientPoint	Image: Wight of the second s									
ResourcePoint FundManager	Funding Cycles	Funding Cycle Info		Providers with Access						
ShelterPoint SkanPoint) Reports) Admin Logout	02/01/2017-07/20/2017 \$85.000.00 (\$55.000.00 #maining)	Track Balan Fund A You are about to <i>ENABLE</i> this fund. Once enabled, it will immediately be available i enabled. It will immediately be available i would you like to continue? 14 Yes No d Date Alert Yes No Submission Deadline 02 / 24 / 2017 20 & 20 Voucher Generation Yes No	n es.		Figure 1-1:					
	Add Funding Cycle			Save Save & Exit Exit						

Voucher Transaction Process

1. Add a **Service** that is connected to the fund you would like to use. Use the dropdown arrow to open the FundManager window. (*e.g. This fund allows vouchers to be wrote from it*)

- Vouchers Allowed select Yes
- Vouchers Not Allowed select No

2. Select the **Vendor** you would like to voucher to be written to. (1) Click **Search.** A search screen will appear that lists all the vendors in the system to choose. Add **Code for Accounting Department**, *if applicable*.

Ĺ	▼ Apply Funds for	or Service	
Г	Distribute as Voucher	● <u>Yes</u> O <u>No</u>	
\mathbf{H}	Vendor	(5) Aaron George Search Clear	Figure 1-13
	Code for Accounting Department	-Select-	

4. Add a Funding Source. Add Client Co- Pay, *if applicable*. (2) Add Other Contributing Sources, *if applicable*. (2) Click Add Funding Source. (3) Scroll down - Click Save to submit the voucher request.

- Client Co-pay means the client can provide that dollar amount towards their service (2)
- Add Other Contributing Sources any source outside of the fund you pulling from (e.g. friends, family, churches etc.) (2)

	(<	Funding Sources		
			Source		Amount
2	_	-	Client Co-Pay	\$	50.00
		_ 🧋	Other Contributing Source: Friends / Family	\$	100.00
		•	United Way Assistance	Void \$	600.00
			History 🗹 Submitted		
			Submitted on 01/26/2017, Awaiting Approval		
3	→	Ad	d Funding Source Add Other Contributing Sources	Calculate	; \$750.00

Go to Navigation Toolbar > FundManager > Approval Bin

5. Click Approval Bin. (e.g. This fund requires approval). Click the magnified glass. Click Approved, Not Approved, Deny. (e.g. This request will be approved). Once you have selected approve. (4) Scroll down – Click View Item in Service Transactions. (5)

()	Search Fund R	Requests Awaiting Approval				
Viewed Favorites	Fund	United Way Assistance (45)	✓ Manage L	ist		
Home	Vendor	-Select-	Manage List			
ResourcePoint	Provider	-Select-				
▼ FundManager	Last Action	-Select-	•			
Fund Admin	Has Support	-Select- V				
Approval Bin	Documentation	Celect v				
Outstanding Fund Requests Reconciliation	has overnues	-Select V				Search Clear
Check Requests	-					
Fund Availability Report Fund Usage Report	Fund Request	Search Results				
My Managed Funds Report	Date Last	Action Fund	Vendor	Provider	Client ID	Amount
Reports	09/28/2016 Subm	itted United Way Assistance	Bobs Wax & Bu	bbles General - The Community Outreach	(12) 22	\$466.00
Logout	1/26/2017 Subm	itted United Way Assistance	Aaron George	General - The Community Outreach	(12) 85	\$600.00
	Refresh			Showing 1-2 of 2		
	Funding Source	25				Figure 1-15
	Source			Amount		
	Client Co-Pay	,		\$ 50.00		
	Other Contrib	outing Source: Friends / Fan	nily	\$ 100.00		
Figure 1-16	✓ United Way A	ssistance		Void \$ 600.00		
	History	Submitted Approval	Voucher Generation	Reconciliation Completed		
	Charles	►	Dury I			
	Status	Approve Not Approve	Deny			
	4 Submitted on 0	1/26/2017, Awaiting Approval				
				Total: \$750.00		
Funding Sources						
Source			Amount			
Client Co-Pay			\$ 50.00	On the Service Tr	ansaction Screen. Lo	cate service
Other Contributing So	ource: Friends / Family		\$ 100.00	transaction you are o	currently working on.	Click Edit on the
· United Way Assistand	ce		\$ 600.00	Service.	, ,	
History	Approved Voucher Ge	eneration Reconciliation C	Completed	<u></u>		
Approved on 01/26/201	7, Awaiting Voucher Gei	neration		7. In Funding Source	es. Locate Voucher II) - Click Generate
			Total: \$750.00	Include Voucher Me	mo if applicable Cli	ck Generate
Conditional Commitme	nts			(again).		
Responsible Party 🔺		Condition Due	e Date Status			
		No matches.		8. Click Print Vouch	er. A new window wi	ll appear. Open fi
Current D. 1.11	-			attachment to view v	oucher.	
Support Documentation						
Added Name	Descript	ion	Туре	Version	knar	Data Insurds
		No matches.		Aaron George 710 S. Prairie Avenue	General - The Community Outreach 225 E. 11th Street, Suite 200	01/26/2017
Need Information				Tea, 3D 57084	Sioux Falls, SD 57104 Dane Blooh, Exeoutive Director	02/09/2017
Need Status Ident	ified			Feri Rent Baumant Ansistance (BU 9800 7000	1	
Outcome of Need	incu			Inent Payment Assistance (bH-3800,7000) Havinum Reinburgement: Attual Angent	/ Used:	
If Need is Not Met.				\$600.00 \$		
Reason	5			RENT PAYMENT ONLY		NOT TO BE USED FOR
				Smith, Snuggles Mar		
ew Item in Service Transactic	ons		Exit	Client Signature		

Figure 1-18

Go to Navigation Toolbar > FundManager > Reconciliation

Figure 1-17

8. Select the **fund and /or vendor** to search. Click **Verify Amount**. <u>Only use</u> **Adjust Amount** if changes need to be made to the previously requested dollar amount. Click Yes to verify this voucher amount. <u>Your voucher transaction is complete.</u>

Check Transaction Process

1. Add a **Service** that is connected to the fund you would like to use. Use the dropdown arrow to open the FundManager window. (e.g. This fund <u>does not</u> allows vouchers to be wrote from it)

- Vouchers Allowed select Yes
- Vouchers Not Allowed select No

2. Enter **Vendor's Client Account Number**, *if applicable*. Select the **Vendor** you would like to check to be written to. (6) Update the name on the bill, if applicable. Click **Search**. (See Figure 1-19) A search screen will appear that lists all the vendors in the system to choose. Add **Code for Accounting Department**, *if applicable*.

	_	 Apply Funds for Service 								
Figure 1-19		Dist Vou	ribute as cher	0	Y <u>es</u> O <u>No</u>					
			Vendor's Client Account Number	r	200300400500					
6			Name on Bill		Smith, Snuggles Mar					
		Ven	dor	(20) Bloch Property Management	Se	arch Clear			
		Cod Aco Dep	le for ounting partment	-Se	elect-	~]			

4. Add a Funding Source. Add Client Co- Pay, *if applicable*. (7) Add Other Contributing Sources, *if applicable*. (7) Click Add Funding Source. (8) Scroll down - Click Save to submit the check request.

- Client Co-pay means the client can provide that dollar amount towards their service (7)
- Add Other Contributing Sources any source outside of the fund you pulling from (e.g. friends, family, churches etc.) (7)

	(Funding Sources		
			Source		Amount
	7	-	Client Co-Pay	\$	25.00
		🖠	Other Contributing Source: Friends / Family	\$	95.00
		•	Internal Budget	Void \$	440.00
Figure 1-20					
			Submitted on 01/26/2017, Completed		
	8 ->	Ad	d Funding Source Add Other Contributing Sources	Calculate	\$560.00

Go to Navigation Toolbar > FundManager > Check Requests

5. Check the box next to the check request you submitted. Click Generate Check Requests. A popl will appear. Click Generate Check Requests (again).

6. Click the **Magnified Glass.** Click **Export Check Request**. A pop up will appear. Click **Export Check Request**. Open file attachment. You will now see an excel file and pdf. We recommend using the excel file attachment for record keeping purposes. <u>Your check request transaction is complete.</u>

FundManager Reporting

To view submitted, awaiting submission, and complete check requests use the Fund Usage Reporting tool (located on the navigation toolbar) *See screenshot below*

In the Fund Usage Report select the following:

- a. Fund and/ or Vendor
- b. Fund Request Status select from one of the choices.
- c. Report Results Columns
 - i. Creating User
 - ii. Service
 - iii. Client ID
 - iv. Client Name
 - v. Amount
 - vi. Fund
 - vii. Vendor
 - viii. Status (optional)
- 2. Click Download

Note: The report will be generated and available for you to open in a excel spreadsheet.



Figure 1-21

Example:

A		С	D	E			
Fund	Vendor	Creating User	Service	Client ID	Client Name	Amount	
Jumping Jacks Office Fund (TEST) CHECK FUND	Bobs Wax & Bubbles	Riley Zafft	Rental Deposit Assistance	17	Banner, Bruce Henry	\$1,470.00	