DGLVR Webinar

Quarterly Reporting and Replenishment 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.)

6/4/20
Starts at 9am

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer, and options can be accessed in the "audio options" button on the bottom left. If your computer audio is not working, you can listen on your phone by dialing 312-626-6799.
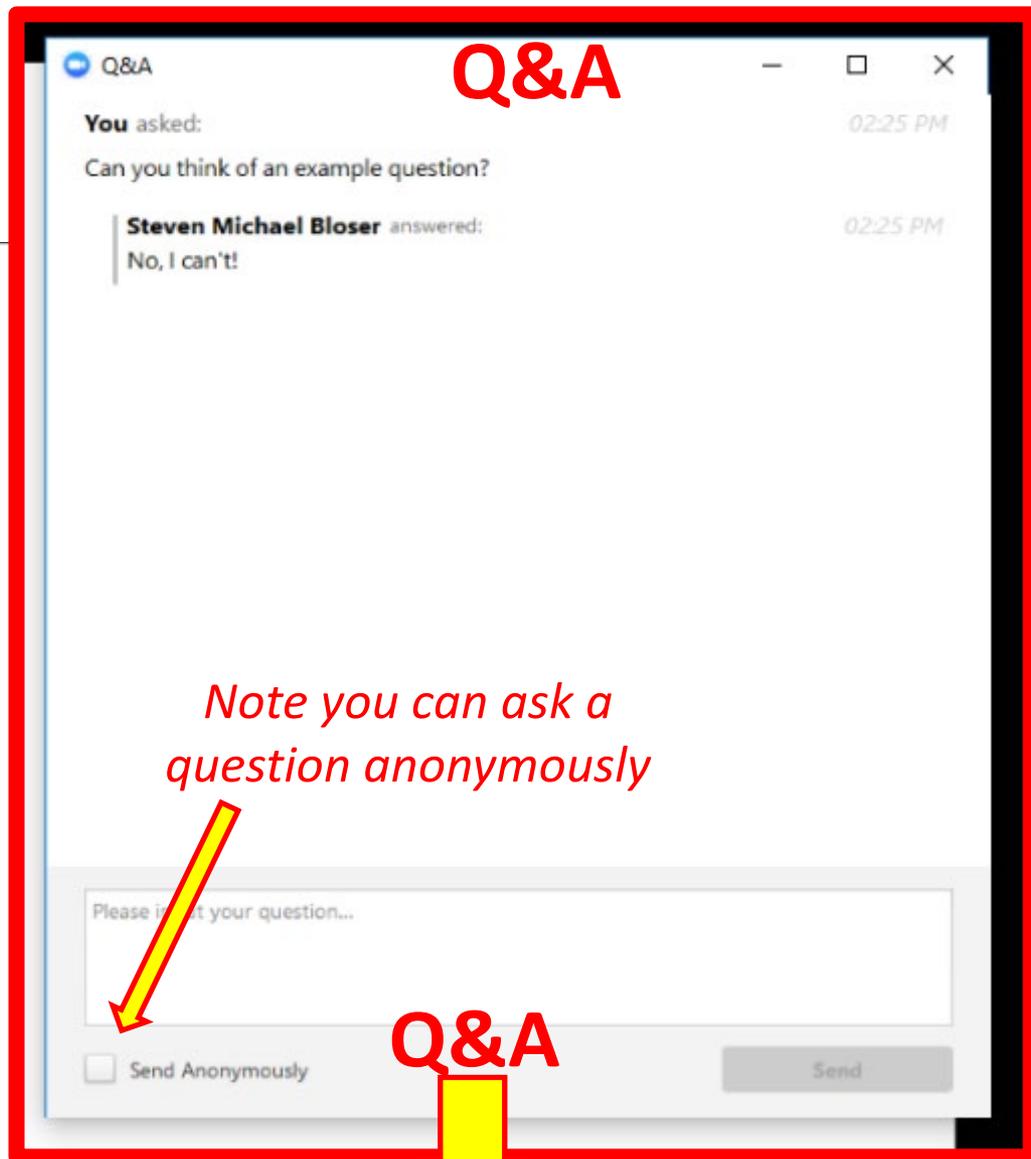
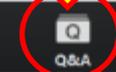**PENN STATE**
Center for Dirt and Gravel Road Studies

For technical assistance, call: 814-865-5355

DGLVR Webinar
Quarterly Reporting and Replenishment Updates

- **Visual Updates**

- **Unreported Replenishments**

- **ACH Changes**

- **Receipt Invoice Uploader**

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Purpose:

- Rearranged some buttons accessible to District Manager's

- Smaller monitors did not allow for all buttons to show

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Quarterly Report   ✕

01/01/2020 - 03/31/2020

| Dirt and Gravel | Low Volume | Activity Report | Managers |

Date Submitted:

Program Income

SCC Advance: $

SCC Replenishment: $

Interest Earned: $

Other: $

Program Expenses

Administrative: $

Education: $

Projects: $

Balance at District

Starting Balance: $

Income: $

Expenses Total: $

Ending Balance: $

Replenishments

Potential Claim: $

Harrisburg Funds (Cur): $

Harrisburg Funds (Prev): $

Amount Requested: $

Report Checklist

☐ Income & Expenses   ☐ Manager Reviewed

☐ Activity Report   ☐ Use ACH Transfer

SCC Use Only

Accept Date: _____ By: _____

☐ Replenishment Processed

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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

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- **Unreported Replenishments = Sum of <u>ALL</u> 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 determined 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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<u>Purpose:</u>

- 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**

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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:

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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:

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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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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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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PA State Conservation Commission

Revised 4/2020

Dirt, Gravel, & Low-Volume Roads Maintenance Form

Application for Replenishment of Advance Working Capital

for the

Vendor Name:_____ SAP Vendor ID:_____

Vendor Invoice Number:_____ Vendor Invoice Date:_____

Address:_____

Agreement #_____ Time Period:_____

☐ Use ACH Bank Transfer   Electronic Funds Transfer - Bank Account:

Administrative expenses claimed this period.. $

Education & training expenses claimed this period.............................. $_____

Project expenses claimed this period... $_____

TOTAL expenses claimed this period.. $_____

Current account balance.. $_____

Replenishment requested (the lower of total expenses claimed, or current account balance)................ $_____

I attest that:

All expenditures reflected herein were made in accordance with the "Dirt & Gravel Road Statement of Policy", "General Contract Conditions", and the criteria approved by the Conservation District's Quality Assurance Board. Advances and expenditures were made only for those expenses deemed eligible by Section 7 of the Statement of Policy and contractually agreed to in Section 7 of the Statement of Policy. A separate accounting of funds received under this program has been made and will be retained for three years. All required supporting expense documentation also to be available for audit.

Sworn: _____

District Manager/Authorized Personnel   Signature   Date

FOR STATE CONSERVATION COMMISSION USE ONLY

Commission verifies that the District's expenditures for projects, training and administration adhere to limits of Section 9105 of Act 3, 1997, the Dirt & Gravel Road Maintenance Program Statement of Policy and the Five Year Program Agreement.

Approved:_____

State Conservation Commission   Date

Voucher Number:

Amount:
$_____

Dirt and Gravel Receipt Invoice

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