Welcome to E-Grants RTAP Invoicing Training



Presenter:

Diane Ohde E-Grants System Administrator <u>dohde@azdot.gov</u> 602-712-7465

Sarah Wuertz RTAP Administrator <u>rtap@azdot.gov</u> 602-712-7385



RTAP Invoicing Agenda

- RTAP Procedures and Application
- Presentation on RTAP Scholarship Invoicing
- Presentation on RTAP Materials Invoicing
- Demonstration on Submitting an Invoice for Scholarships and Materials in E-Grants



RTAP Procedures

- Reimbursement invoices for training expenses must be submitted within 45 days after training is completed.
- All training invoicing must follow the procedures outlined in the <u>RTAP Policy & Procedures</u> <u>Handbook</u>.
- For additional information on program training requirements or invoicing, contact Sarah Wuertz at <u>RTAP@azdot.gov</u> or 602-712-7385.



RTAP Program - Invoicing E-Grants Application Procedures

- RTAP is a 2 year application that will be used by the entire agency for invoicing:
 - Scholarship funding for all the staff
 - Training materials
 - Other training requests
- The Agency will receive an email notification stating their Invoices can be submitted once their request has been approved and the training event has occurred.
- **IMPORTANT NOTICE**: There can only be one Invoice per Training Request. Please make sure you have all the backup documentation needed to submit your Scholarship invoice for all the attendees.
- There can only be one Reimbursement Request processed at a time, but if the first Reimbursement Request has been approved and submitted for payment, a second one for a different training request may begin its life and start going through the process steps.



RTAP Program - Invoicing E-Grants Application Procedures (Cont)

- Any requests that have been approved can still be processed for payment even though the application is expired.
- Users with the following User Roles may submit invoices for an approved RTAP Request in E-Grants:
 - AGENCY Organization Administrator
 - AGENCY Authorized Official
 - AGENCY Financial Officer



Login to E-Grants



Login Username

Password

LOGIN

New User Registration

Forgot Password?

Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization; e.g. Program Director
- Once the Organization Administrator registers the organization, they will receive an
 email Notification of Access Approval from the online systems administrator
- Once your organization is registered in the system, you can apply for grants, complete/submit reports and submit requests for reimbursement.

New Users Register HERE

Use Google Chrome to Access E-Grants

https://egrants.azdot.gov

Login with Username & Password









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Under the Forms menu, click on Training and Events.





Click on the Plus Sign next to your organization name.



RTAP - Scholarships Fill out the stuff below			
Status: Training Type: Invoices Due Now: FILTER			
Opel Cong: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov	Phone Number: (760) 238-3503	Expiration Date: 06/30/22
AZTA ADOT Conference: Request Approved Last Modified: 11/25/20 10:52:14 AM	Amount Requested: \$1,84	48.84	
New Training: New Request	Amount Requested: N/A		

Click on the Plus Sign next to the Training Request that was Approved.



RTAP - Scholarships Fill out the stuff below				
Status: Training Invoices Due Now: FILTER	Type:			
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Training Location: Phoenix	Address: 1122 N 22d Ave			
Registration Fee: \$85.00	City: Phoenix	State: AZ	re: Test File.docx No file chosen	
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Sam Smith Last Modified: 11/20/20 02:07:46 PM				
Ginger Tobin Last Modified: 11/20/20 02:07:46 PM				
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Click the Plus Sign next to each attendee to view the Attendee section.



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For each attendee:

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- Enter optional comments.
- > Attach **Backup Documentation**.
- Click on SAVE.



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After entering Actuals and attaching Backup Documentation for <u>ALL</u> the attendees, select **Invoice Submitted to ADOT** from dropdown list, then click on **CHANGE STATUS**.



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Fil out the stuff below Interest Forms Me	I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I have engaged in local and regional coordination activities to the best of my ability. I am aware that any false, fictitious, or fraudulent information, or the comission of any material fact, may subject the terminal cities of any	d <u>Messages</u>
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Registration Fee: \$85.00 City: Ph	oenix State: AZ V	Event Brochure: Test File docx Choose File No file chosen
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Sam Smith Last Modified: 11/25/20 04:27:32 PM Name: Sam Smith Title:	Transit Manager	SAVE DELETE Are vou using an agency vehicle? Oyes No

Click **OK**, to certify the invoice is true, complete, and accurate . . .



Reimbursement Due D	Date: 01/30/2021		Review Da	ite: 11/25/202	20 li	nvoice Submitted: 11/2	7/20 by Dia	neTest OhdeTest				
Training Type:	AZTA ADOT Conferenc	e 🗸	Event Nam	ne: AZTA	ADOT Confe	erence			Start Date:	12/14/2020	End Date:	12/16/2020
Training Location: Pl	hoenix		Address:	1122 N	N 22d Ave							
Registration Fee: \$8	85.00		City:	Phoen	nix	State: AZ	~		Event Broch Choose File	No file chosen		
Comments:												
ADOT Comments:	Modified: 11/27/20 12:	:47:55 PM										/)
ADOT Comments: Sam Smith Last I Name:	Modified: 11/27/20 12: Sam Smith	:47:55 PM		Title:	Transit M	Manager				Are you using	g an agency veh	icle? Yes
ADOT Comments: Sam Smith Last Name: Conference/	Modified: 11/27/20 12: Sam Smith Training Hotel Rate o	:47:55 PM or Out of State	e travel?	Title: O Yes	Transit M	Aanager Map Link:	(https://www	.google.com/maps/d	r/Goodyear,+AZ/112	Are you using 20+N+22nd+Ave,+Phoe	g an agency veh enix,+AZ+85009/	icle? Yes @33.461386,-1
ADOT Comments:	Modified: 11/27/20 12: Sam Smith Training Hotel Rate o Departure	:47:55 PM or Out of State Return	e travel? Lodging	Title: Yes Meals To	Transit M No No No No	Manager Map Link: Nileage \$ Registration Fees	https://www Other expenses	google.com/maps/d	r/Goodyear,+AZ/112	Are you using 20+N+22nd+Ave,+Phoe Commen	g an agency veh enix,+AZ+85009/ ts	icle? Yes @33.461386,-1
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Your Invoice is now in Invoice Submitted to ADOT status and will be reviewed by ADOT Transit.



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AZTA ADOT Conference: Invoice	Paid Last Mod	dified: 08/16/21 1	10:02:41 AM						Amount Paid: \$156.68
RTAPRRAug-2021-Emmanuel Tes	st Org-00578							L	
Reimbursement Due Date: 10/15/	/2021	Rev	view Date: 08/16/	2021	Invoi	ce Submitted	1: 08/16/21 by	y Aaron Silva	a
Training Type: AZTAADOT	Conference	- Eve	nt Name:	(AZTAADOT	Conference			Start Date: 08/01/2021 End Date: 08/31/2021
Training Location: Goodyear		Add	iress:	(123 Test St				
Registration Fee: \$125.00		City	<i>ı</i> :		Goodyear		s	tate: AZ	~
Event Brochure: New - Copy.docx	<u>s</u>								
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Aaron Silva Last Modified: 0	8/16/21 10:02:0	38 AM							
Name: Aaron Silva			Title:	IA					Are you using an agency vehicle? Yes No
Conference/Training Ho	tel Rate or Ou	it of State trave	I? Yes	s 🔍 No	Ma	ap Link:	IA		Ø
μ σ	Departure R MM/DD/YYYY) (MM	Return VDD/YYYY) Lodg	jing Meals	Total Miles	Mileage \$	Registration Fees	Other expenses	Total	Comments
Pre-Approval Estimated 0)8/01/2021 08/	31/2021 \$	\$0.00 \$25.00	15	\$6.68	\$125.00	\$0.00	\$156.68	
Reimbursement Actual 0)8/01/2021 08/	31/2021 \$	\$0.00 \$25.00	15	\$6.68	\$125.00	\$0.00	\$156.68	1
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- Reimbursement Request link
- Paid Amounts & Date







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Document Type	Organization	Name		Current Status	Year
RTAP 1	Delane Org	RTAP[07/2020-06/2022]Delane Org*-0007		RTAP Active	2020

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Please com Document Details	Venu - Forms plete all required forms below. Information: <u>RTAP[07/2020-06/2022]Delane Org</u>	<u>*-0007</u>		
Forms				
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RTAP Req	uests			
e	Training and Events			
Ø	Materials and Other Training Requests			

Under the Forms Menu, Click on Materials and Other Training Requests.



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🗟 <u>Menu</u> 💷 Forms Menu 🎛 Status Changes 🌾 Management Tools 📶 Rel	ated Documents and Messages		
Back RTAP - Materials Fill out the stuff below Status: Invoices Due Now: FILTER			
Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007	Email Address: dohde@azdot.gov Pho	one Number: (760) 238-3503 Ex	piration Date: 06/30/22

Click on the Plus Sign next to your organization name.



RTAP - Materials

Fill out the stuff below

Status:		~
Invoices Due Now:		
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	Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
	Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3		\$150.00		Choose File No file chosen	11/25/2020	01/22/21		Request Approved	SAVE
	CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5		\$0.00		Choose File No file chosen	11/25/2020	03/01/20		Request Approved	SAVE
	ß								Choose File No file chosen		N/A		New Request	SAVE
	omment													
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For Non-ADOT Procured requests, enter the Actual Amount and attach a copy of the Materials Invoice for Supporting Documentation, then click on **SAVE**.



RTAP - Materials

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Delane Org: RTAP[07/2020-06/2022]Delane Org*-0007								Email	Address: dohde@	Dazdot.gov	Phone Number: (760) 238-3503 Expiration Date: (
	Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save
	Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3		\$150.00	\$150.00	Download Choose File No file chosen	11/25/2020	01/22/21		Request Approved	SAVE
	CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5		\$0.00		Choose File No file chosen	11/25/2020	03/01/20		CHANGE STATUS	SAVE
									Choose File No file chosen		N/A		New Request	SAVE
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Select **Invoice Submitted to ADOT** from the dropdown list. Click on **CHANGE STATUS**.



Back RTAP - Materials			🗟 <u>Menu</u> 🗐 Forms Me	I certify to the bi true, complete, a and cash receipt terms and condi and regional cor aware that any fi	est of my and accur is are for tions of t ordinatio alse, ficti material	y knowled rate, and the purp the Feder n activitie tious, or f	Ige and belief the the expenditures oses and objection al award. I have as to the best of in fraudulent inform coubiect moto co	at the report is s, disbursements ves set forth in the engaged in loca my ability. I am hation, or the triminal, civit, or	he <u>d Messa</u> al	ges		My C	Organization(s) My Profi	ie Log
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Defensive Driver Training	12/08/2020	12/08/2020	Descript	tion er Manuals	Att.	Pro.	Requested \$150.00	Amount \$150.00	Documentation Download Choose File No file chosen	Reviewed 11/25/2020	01/22/21	Paid	Request Approved	· SAV
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	Training Title	Begin Date	End Date	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid	Status	Save	
	Defensive Driver Training	12/08/2020	12/08/2020	Defensive Driver Manuals	3		\$150.00	\$150.00	Download Choose File No file chosen	11/25/2020	01/22/21		Invoice Submitted to ADOT	SAVE	
	CTAA Training	01/15/2020	01/16/2020	CTAA Manuals	5		\$0.00		Choose File No file chosen	11/25/2020	03/01/20		Request Approved	SAVE	
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Your Invoice is now in **Invoice Submitted to ADOT** status and will be reviewed by ADOT Transit.



Training Title	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Materials/Other Description	# of Att.	ADOT Pro.	Amount Requested	Actual Amount	Supporting Documentation	Date Reviewed	Due Date	Amount Paid/Date Paid	Status
			Drug & Alcohol Manu									
Drug & Alcohol Training	06/21/2021	06/22/2021	PO Number	3		\$0.00	\$100.00	Choose File No file chosen	04/07/2021	08/06/21		Invoice Paid
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Test	01/01/2000	11/20/2001	PO Number 100	1			\$125.00	Download Choose File No file chosen	06/10/2021	01/04/02		Invoice Paid
			PO Date 11/20/2000				1					
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	01/01/2020	01/01/2020				\$100.00	\$100.00	No file chosen	00/10/2021	02/15/20	8/14/2021	Request

Reimbursement Request link Paid Amounts & Date



Questions ?

THANK YOU!

E-Grants questions can be directed to:

Diane Ohde at dohde@azdot.gov

RTAP specific questions should be directed to:

Sarah Wuertz at <u>RTAP@azdot.gov</u> or 602-712-7385

