

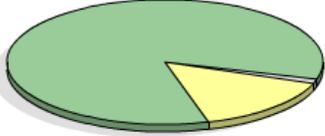
Cancel an Expenditure Item

Once expenditure has been approved, the subgrantee may cancel the expenditure line item in NCR/GMS. This slick sheet serves to provide instruction on how to complete this process when the item is in Invoiced status. If the expenditure item is in Needs POE status, only complete steps 4 through 6.

Step 1 | From the Home screen, click the **Expenditure List Items** hyperlink under the Pending Tasks section.

TRAINING 2006 SHSP Progress Report
Grant Amount: \$132,500.00

- Uncommitted -- \$1,500.00
- Review -- \$0.00
- Needs POE -- \$0.00
- On-Order -- \$111,000.00
- Invoiced -- \$20,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



THREAT LEVEL
ELEVATED

PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
Expenditure List Items	0	0	1	1
		Build	At SAA	Approved
Grant Applications		1	0	1
	Build	Submitted	Verified	Completed
Reimbursement Requests	1	0	0	0
		Pending	Submitted	Paid
Voucher Requests		0	0	0

Step 2 | Click the [edit] hyperlink for the expenditure item. *Quick Note: The expenditure status is Invoiced when the SAA denies the reimbursement request.*

Project: NIMS Compliance Officer - Prince George's (Continuation)								[edit]
(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes	Invoiced	1	\$705.62	\$705.62	No Invoice	No Invoice	[edit]
(140.HF.01.MASA) Manager	Prince George's County - Journal entry, summary and compensation and fringe reports	Complete	1	\$91,018.05	\$91,018.05	08/30/2010	09/27/2010	[edit]
(140.HF.01.PDSA) Program Director	Labor for T. Wells	Complete	1	\$30,199.29	\$30,199.29	11/24/2010	02/16/2011	[edit]

Step 3 | Click the [remove from invoice] hyperlink to the right of the Invoice Item Total amount. A pop-up prompt will confirm this action. Click the **OK** button to proceed.

INVOICE » denotes required

Subgrantee: **Prince George's County Office of Homeland Security**

Grant Number: **8UAS1543**

POE: **POE18543-101017032334**

Reimbursement: **RR110102100**

Invoice Number: » TEST1234

Invoice Date: » Jan 1 2011

Request Date: 03/21/2011 12:18 PM EST

Vendor: **Class Rosters**

Project: **NIMS Compliance Officer - Prince George's (Continuation)**

INSTRUCTIONS

- Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
- Adjust the cost of any item that requires cost adjustment.
- Add any shipping and Handling or Taxes and Fees.

INVOICE ITEMS (status: Subgrantee invoiced incomplete)

Expenditure	Category	Qty	Unit Cost	Total
✓ Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes	(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	1	\$700.00	\$700.00
Multiple Invoice Allowed				[remove from invoice]
Shipping/Handling:			\$0.00	\$0.00
Taxes/Fees:			\$0.00	\$0.00
Invoice Total:				\$700.00

Step 4 | Once returned to the Expenditure List screen, the item status changes to **On-Order - Needs Invoice**. Click the [\[edit\]](#) hyperlink to the right of the expenditure item.

Project: NIMS Compliance Officer - Prince George's (Continuation) [edit]									
(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes	On-Order	1	\$700.00	\$700.00	Needs Invoice	No Invoice	[edit]	[cancel]
(140.HF.01.MASA) Manager	Prince George's County - Journal entry, summary and compensation and fringe reports	Complete	1	\$91,018.05	\$91,018.05	08/30/2010	09/27/2010	[edit]	
(140.HF.01.PDSA) Program Director	Labor for T. Wells	Complete	1	\$30,199.29	\$30,199.29	11/24/2010	02/18/2011	[edit]	
(140.MR.01.CECP) Office supplies expenses	Several Vendors for Meeting Support	Complete	0	\$705.62	\$0.00	No Invoice	No Invoice		

Step 5 | Click the **Cancel Item** button in the Actions section to submit your request to the SAA. A pop-up prompt will confirm this action. Click the **OK** button to cancel the item.

EXPENDITURE ITEM

Project: NIMS Compliance Officer - Prince George's (Continuation)
 Expenditure: Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes
 AEL category: (120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training
 Request Date: 10/13/2010 09:26 PM EST
 Is this request a package: Yes No
 Grant Number: BUAS1543
 Item Status: On-Order

Disipline Quantities										Qty Total	Unit Cost	Total Cost
AG	LE	EMS-BF	EMS-F	FS	NZ	PW	PSC			1	\$ 700.00	\$700.00
0	0	0	0	0	0	0	0					
IC	EMA	PH	GA	CYB	NP	ETS						
0	1	0	0	0	0	0						

Grant	Total	Allocated	Available	Assigned
2008 UASI	\$ 121,922.96	\$121,917.34	\$5.62	\$ 700.00
Subgrantee Funds	-	-	-	\$ 0.00
			Required:	\$700.00
			Delta:	\$0.00

ITEM NOTES

Expenditure Item Notes: Training and Conference fees

Attached Documents:

ACTIONS

View proof of encumbrance information for this item.
 Return to the expenditure list.
 Request that this item be cancelled and removed from list.

Step 6 | On the Item Cancellation screen, enter the reason for the cancellation in the **Item Cancellation** box. Click the **Confirm** button to complete the request.

ITEM CANCELLATION

This will send a cancellation request to your SAA for review.
 If Approved, the item will remain in your list with a quantity of 0. Also the currently allocated **\$700.00** will be made available for other use.

Item: Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes

Reason: >>

ACTIONS

Confirm cancellation request for the above item
 Cancel request

The cancellation request will display in the SAA's queue for approval. The subgrantee can be notified via email if the request is denied. If approved, the item will remain on the expenditure list with a quantity of zero and the funds are made available for reallocation.