Repayment Requests

GM 304

Version 1.0

- Course Introduction

- Module 1 – Creating a Repayment Request

- Module 2 – Certifying a Repayment Request

- Course Summary

- Name

- Role

- Training Purpose

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Course Objectives

After completing this course, you will be able to:

- Summarize the ezFedGrants repayment request creation and submission process
- Navigate to and within ezFedGrants system

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After completing this module, you will be able to:

- Summarize the ezFedGrants Repayment Request creation process
- Understand when a Repayment Request is needed

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What is it?

- An improper payment or excess funds that need to be returned.

- Examples of when a **Repayment Request** would be appropriate:

  - Overpayment (e.g., ineligible expense(s), changes in Negotiated Indirect Cost Rates)

  - Duplicate payment (e.g. payment for same request)

  - Paid to incorrect recipient

  - Paid against incorrect recipient

  - Repayment of unused advance

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What's Needed?

- Access to the ezFedGrants External Portal.

- To create repayment requests and submit them for approval as an external user, you must have either the Grants Processor (GP) or Grants Administrative Officer (GAO) role.

- To create repayment requests and submit them for approval as an external user, you must have agreements with an agency that utilizes the ezFedGrants repayments functionality.

- In order to create a repayment for reimbursements, reimbursement claims must exist against the agreement.

- In order to create a repayment for advances, an unjustified advance amount must exist against the agreement.

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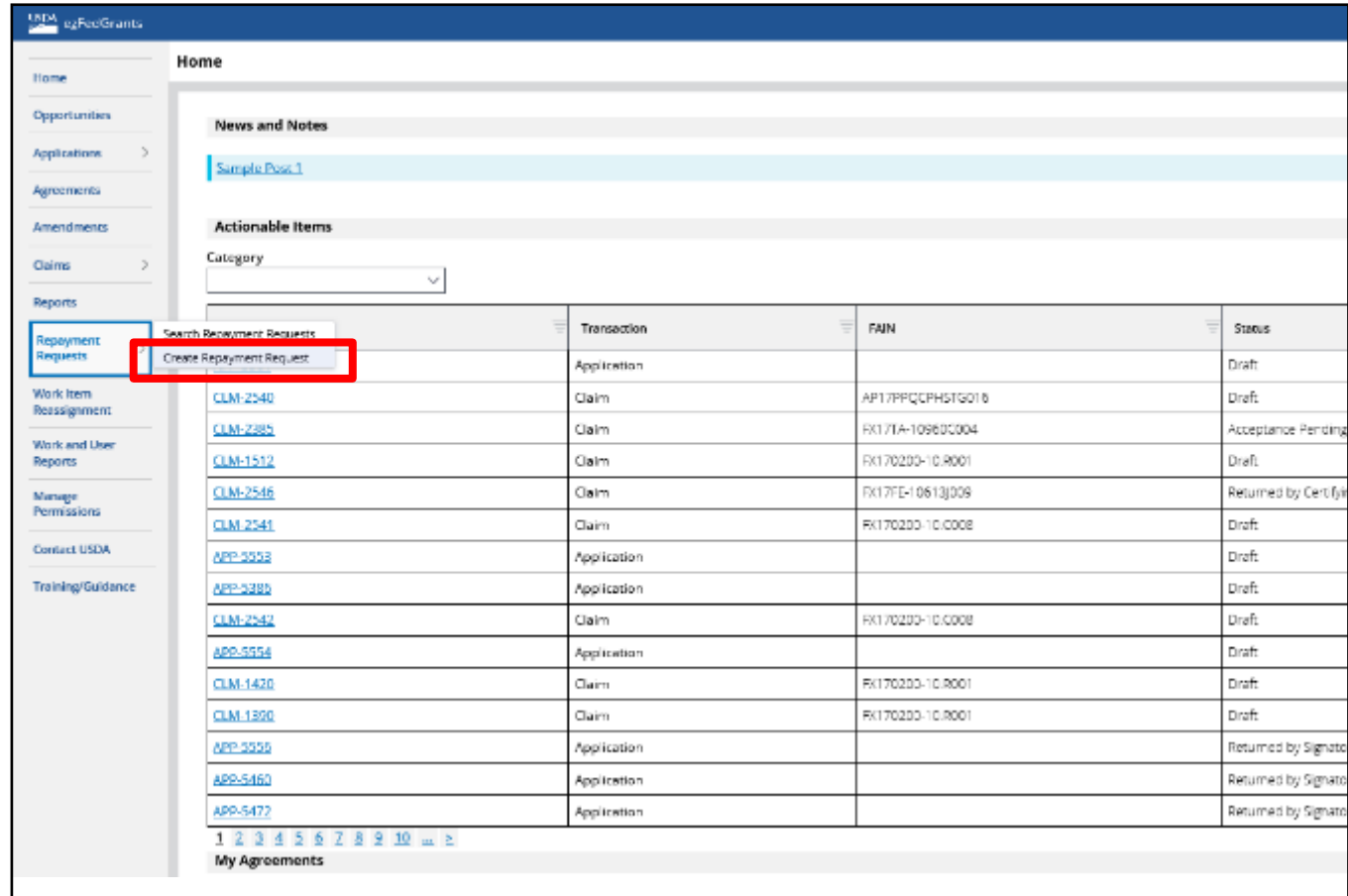
Helpful Hints

- Have a copy of the SF-270 submission available to assist in completing the **Valid From**, **Valid To**, **Direct Expenses**, and **Indirect Expenses** fields.
- Certain screenshots may display only a portion of the screen. Note that when working within the system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.

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Creating a Repayment Request

Start by accessing the **ezFedGrants External Portal Home** screen.

Click the **My Repayment Request** item on the left side navigation bar to open the submenu and select the **Create Repayment Request** menu item to open the **Search Agreements** screen.

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On the **Search Agreements** screen, enter relevant search criteria in the **Search Criteria** fields to identify the agreement for which the repayment will be requested. This search will, by default, only include agreements for the organization that have been awarded and have a disbursed amount.
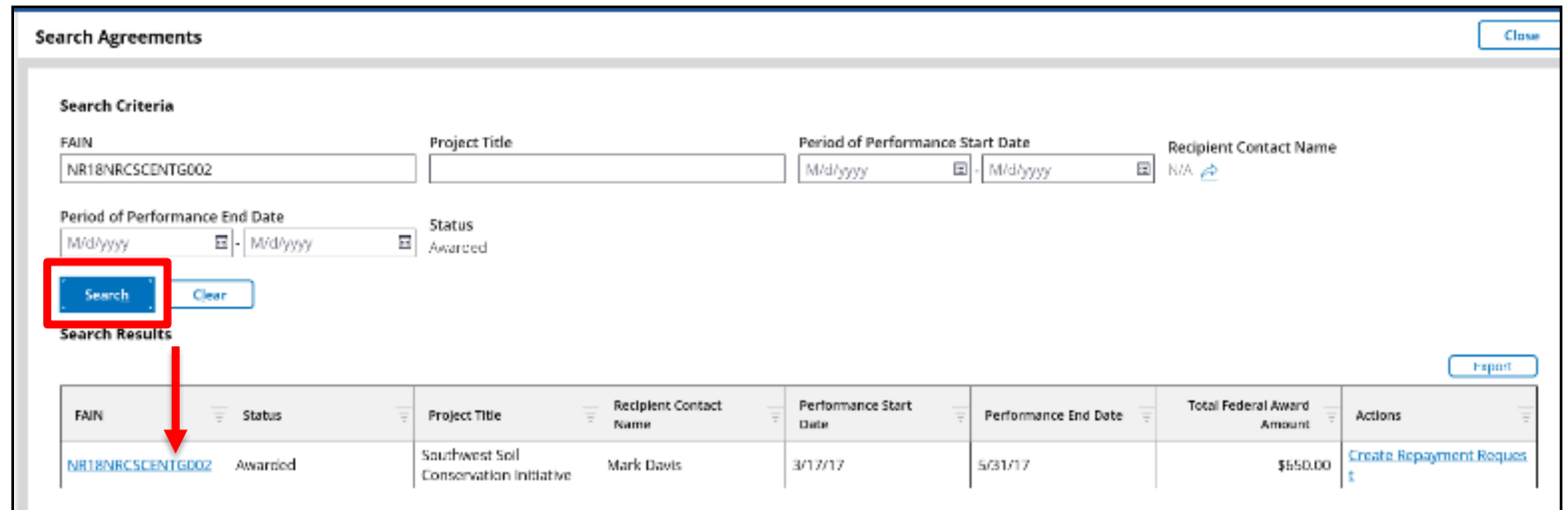
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Once you have entered your search criteria, click the **Search** button.

Locate the relevant agreement in the **Result List** table and click the **Create Repayment Request** link for the proper row. Once you click this link, the **Create Repayment Request** screen will appear. Agreements that belong to agencies that do not have repayment functionality will not have this link available for their agreements.

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Filling out a Repayment Request
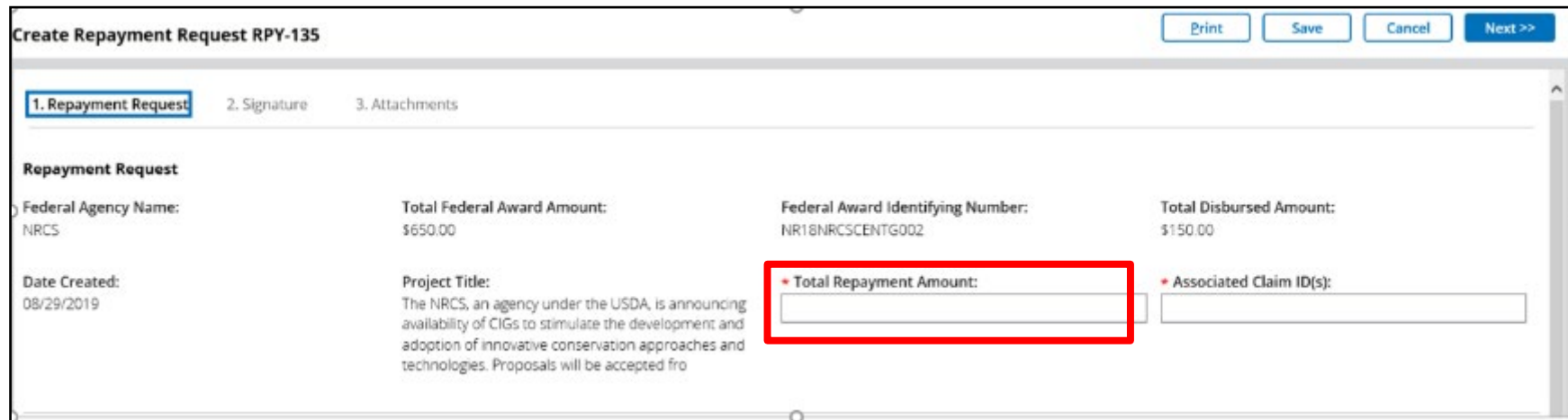
- On the **Create Repayment Request** screen there are several fields that are prepopulated and uneditable. The data in these fields are pulled from the agreement that the repayment request is for and include **Federal Agency Name, Federal Award Identifying Number (FAIN), Project Title, Total Federal Award Amount, Total Disbursed Amount,** and the **Recipient Organization** fields.

- Several fields are required to be filled before the repayment request can be submitted. These fields are indicated with an asterisk.

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Click into the **Total Repayment Amount** field and enter the total amount that is being requested for repayment. The amount in this field must be less than the total disbursed amount. Hovering over this field will provide you with a short explanation of the amount limitation on the field.

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Click into the **Associated Claim ID(s)** field and enter the **Grantor Claim IDs** of all of the claims associated with this request. You must enter at least one Claim ID to identify the source of the funds to be repaid. To locate the **Grantor Claim IDs**, the user can check the **Claim Overview** section of the **Agreement Details Screen** for this particular agreement.

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Creating a Repayment Request

Click the **Calendar** icon by the **FROM** and **TO** field in the **Period Covered by This Request** section and, from the pop out calendar, select the date that corresponds with the beginning of the claim period that is being repaid. The date can also be typed manually into this field using the format MM/DD/YYYY.
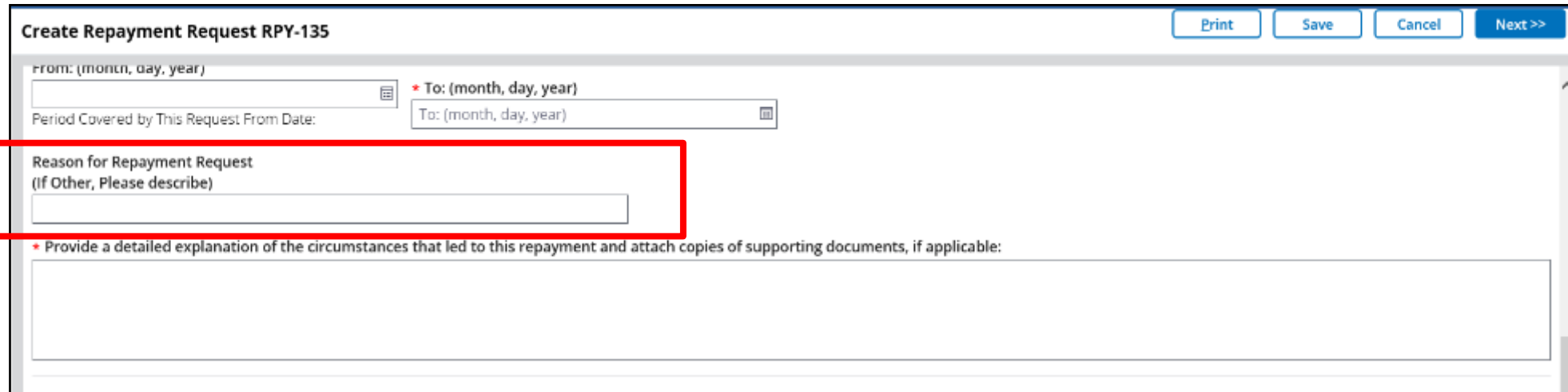
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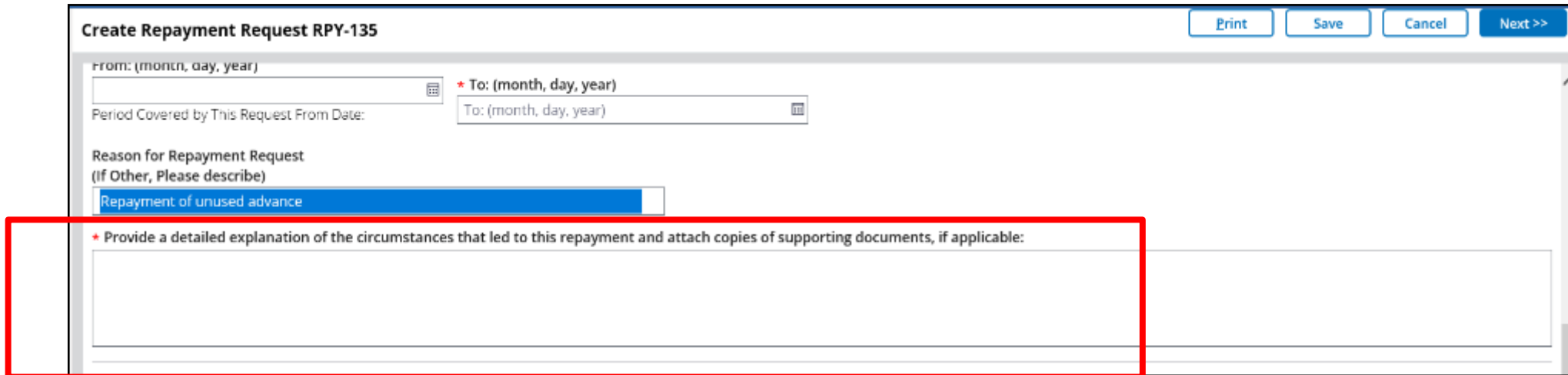
On the **Create Repayment Request** screen, click the **Reason for Repayment Request** field and select an option from the dropdown to indicate the reason that the claim is being repaid. If your explanation is included in an attachment (which you will upload later in this process), please enter "See attachment" or a similar comment.

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On the **Create Repayment Request** screen, enter an explanation of the repayment into the appropriate free text box. This explanation should be as detailed as possible, including any clarifications of the **Reason for Repayment Request**. Comments are required for all reasons but are especially important if you selected **Other** in the previous step.

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Creating a Repayment Request

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Once all required fields have been filled out, click **Next** in the top right corner of the screen.

The fields in the **Certification** section on the first breadcrumb are populated when the **Certifying Official** signs the **Actionable Item** for the repayment request during workflow. Before this stage, they remain blank.

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Click the **Primary Certifying Official** field and begin typing the name of the individual you would like to assign as the primary certifying official for this request. Any individual in your organization with ezFedGrants access may be assigned as a Certifying Official, including yourself. Repeat this step if you would like to assign an alternate Certifying Official in the **Secondary Certifying Official** field.

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Creating a Repayment Request

Once a Primary Certifying Official, and any secondary certifying officials have been selected, navigate to the next step in the process by clicking **Next** in the top right corner of the screen.

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On the **Attachments** breadcrumb, the attachments required for upload are listed. To upload this attachment, select the **Click Here to Attach Files**. This will trigger the **Add Attachment** popup to display. For repayment requests, the creator will be required to upload a Justification attachment before submission.

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On the **Add Attachment** popup, click the **Browse** button to load a file from the local hard drive. Once this is completed, the **OK** button can be clicked to attach the file to the repayment request.

Add Attachment

Title:
Other

Other Attachment Title:

Please enter a valid value

Upload Document From Local Hard Disk: Browse...

Submit   Cancel

Once all fields are filled and attachments are uploaded, the repayment request will be able to be submitted. Click the **Submit** button in the top right corner of the **Create Repayment Request** screen.

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ezFedGrants will check that your repayment request meets all minimum requirements. Once the repayment request is successfully submitted, a confirmation message will be displayed, and the status will change. The **Certifying Official** indicated on the **Signatures** portion of the repayment request will receive an **Actionable Item**, which starts the **Repayment Request Workflow**.

Agenda

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After completing this module, you will be able to:

- Summarize ezFedGrants Repayment Request Certification process

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What is it?

- Once a Repayment Request has been created and submitted, it must be reviewed by the Certifying Official(s) that were designated.

- Once the Certifying Official reviews the Repayment Request, it can then be submitted to the Awarding Agency for review and processing.

Certifying a Repayment Request

Start the procedure by accessing the **ezFedGrants External Portal Homepage** screen to locate the repayment request you want to review in the **Actionable Items** section.

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Certifying a Repayment Request

Under the **Actionable Items** section, click the relevant **Transaction ID** link to open the repayment request work item.

Note: If you have a lot of work items, use the **Category** dropdown menu to filter the **Actionable Items** list.

Actionable Items

Category

Transaction ID	Transaction	FAIN	Status
RPY-145	Repayment Request	NR18NRCSCENTG008	Draft Pending Signature
RPY-144	Repayment Request	NR18NRCSCENTG008	Draft Pending Signature

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If the Repayment Request is complete, correct, and ready to submit to the awarding agency, click the **Sign and Submit** option on the **Please select an option** dropdown menu to proceed with digitally signing the Repayment Request and submitting it to the awarding agency.

Select **Return** to return the Repayment Request to the Repayment Request creator for editing. The **Cancel** option will remove the Repayment Request from the workflow.

Certifying Official Decision:

Please select an option ⌄

Repayme...

Sign and Submit

Return

Repaym...

Cancel

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Certifying a Repayment Request

I certify that to the best of my knowledge and belief the data in this form are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice ←

Once you select the **Sign and Submit** option, you must review and agree to the legal notice/terms and conditions before submitting the Repayment Request to the awarding agency. To review and accept the terms and conditions, click the **Legal Notice** button. This will open the **Legal Notice** popup window.

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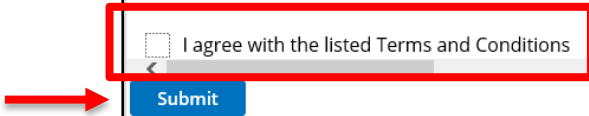
Once you click the **OK** button, you will be returned to the **Repayment Request** screen. Click the **Complete Signature** button to finalize your digital signature and submit the Repayment Request to the awarding agency for review. If submission is successful, the system should display a confirmation message. Otherwise, you can confirm the successful submission by checking that the Repayment Request no longer appears on your worklist/actionable items list.

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- Today we learned about:

    – How to Create a Repayment Request in ezFedGrants

    – How to Certify and Submit a Repayment Request

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- Monthly FAQ Session

- Your Agency Representative

- ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov

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