

Drawdown Process Instructions

BBBSA Online Reporting Site

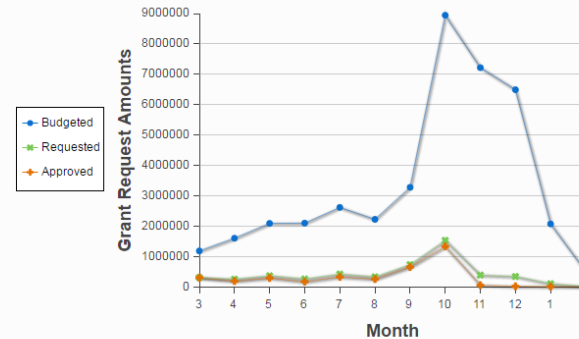
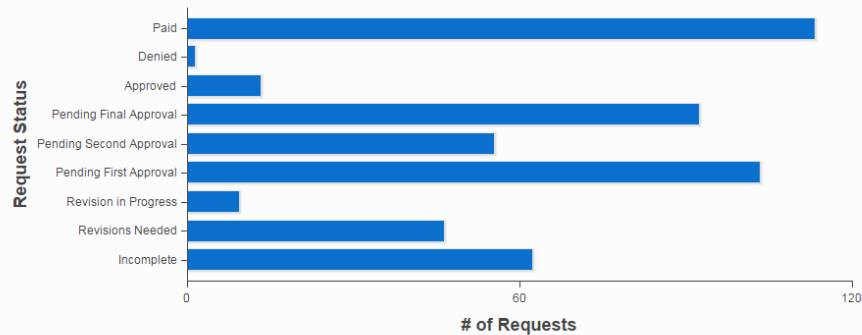


Please contact Kelly Baird at FirstPic, Inc. with any questions at kbaird@firstpic.org or 443-302-2080.

When you first login you will be taken to the Dashboard

HELLO AP USER.

We are currently making updates to the system. If you encounter any errors, please refresh your browser or log-out and log back in.




What's New/System Updates

- Edit button removed once a reimbursement has been submitted
- Users will be alerted when system updates are being made.
- Users can delete Self-Assessments
- Only PDFs will be accepted as attachments.

Click on the “Active Grants” tab

Select the grant name


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Active Grants

Grant Name	Budget	Requested Amount	Approved Amount	Balance
JJ6 2016-JU-FX-0010	\$4,000,000.00	\$0.00	\$0.00	\$0.00
JJ2 2011-MU-MU-0017	\$11,310,000.00	\$0.00	\$0.00	\$0.00
JJ5 2012-JU-FX-0008	\$7,000,000.00	\$0.00	\$0.00	\$0.00

Click on “Drawdown Reports”

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JJ6 2016-JU-FX-0010

TOTAL: \$ 4,000,000.00

Total Awarded Amount: \$ 36,490,502.79Total Requested Amount: \$ 5,003,050.07Total Approved Amount: \$ 3,538,130.86

Drawdown Reports

All Unpaid Drawdown Request Reports will be visible

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JJ5 2012-JU-FX-0008

Drawdown Requests Report

Report Id: Paid Date Range: mm / dd / yyyy - mm / dd / yyyy

Report Id	Sub-Grant Name	Request Month	Requested Amount	EFT	Paid Date	View Report
JJ5-OJDP_2017-02-16_6:16	JJ5-0683-Ventura County-CA	September, 2016	\$3,982.17	<input type="text"/>	<input type="text"/>	PDF / XLS
JJ5-OJDP_2017-02-16_6:16	JJ5-0683-Ventura County-CA	October, 2016	\$6,338.31	<input type="text"/>	<input type="text"/>	PDF / XLS

Total Drawdown: \$ 11,109.49

By clicking on PDF or XLS under View Report, you can open and/or download the full drawdown report that this request was part of. To filter to a particular drawdown report, copy the Report Id and paste it in the search bar and click “Update”.

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JJ6 2016-JU-FX-0010

Drawdown Requests Report

Report Id: Paid Date Range: mm/dd/yyyy - mm/dd/yyyy

Report Id	Sub-Grant Name	Request Month	Requested Amount	EFT	Paid Date	View Report
ZBw7PTJ7to-2017-02-13	JJ6-0290-GreaterCincinnati-OH	November, 2016	\$11,631.27	<input type="text"/>	<input type="text"/>	PDF / XLS
Ax47pOlcLK-2017-02-13	JJ6-0764-ColumbiaNorthwest-OR	November, 2016	\$0.00	<input type="text"/>	<input type="text"/>	PDF / XLS

Total Drawdown: \$ 0.00

Enter the EFT and Paid Date for each Reimbursement Request

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JJ5 2012-JU-FX-0008

Drawdown Requests Report

Report Id: Paid Date Range: mm/dd/yyyy - mm/dd/yyyy

Report Id	Sub-Grant Name	Request Month	Requested Amount	EFT	Paid Date	View Report
JJ5-OJJD_2017-02-16_6:16	JJ5-0683-Ventura County-CA	September, 2016	\$3,982.17	537	<input type="text"/>	PDF / XLS
JJ5-OJJD_2017-02-16_6:16	JJ5-0683-Ventura County-CA	October, 2016	\$6,338.31	<input type="text"/>	<input type="text"/>	PDF / XLS

Total Drawdown: \$ 11,109.49

Click “Process” to complete. The reimbursement request will no longer be immediately visible.

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JJ5 2012-JU-FX-0008

Drawdown Requests Report


Report Id: Paid Date Range: mm/dd/yyyy - mm/dd/yyyy

Report Id	Sub-Grant Name	Request Month	Requested Amount	EFT	Paid Date	View Report
JJ5-OJJD_2017-02-16_6:16	JJ5-0683-Ventura County-CA	October, 2016	\$6,338.31	<input type="text"/>	<input type="text"/>	PDF / XLS

Total Drawdown: \$ 11,109.49

Save Successful

To find a hidden reimbursement request enter part of all of the date range during which it was paid or part of the report id (note: report id’s include JJx, date and time) and click “update”.

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JJ5 2012-JU-FX-0008

Drawdown Requests Report

Report Id: Paid Date Range: 03/01/2017 - mm/dd/yyyy

UpdateClear


Report Id	Sub-Grant Name	Request Month	Requested Amount	EFT	Paid Date	View Report
JJ5-OJJDP_2017-02-16_6:16	JJ5-0683-Ventura County-CA	October, 2016	\$6,338.31	<input type="text"/>	<input type="text"/>	PDF / XLS

Process

Total Drawdown: \$ 11,109.49

Save Successful

All paid reimbursement requests within that date range and all unpaid reimbursement requests will be visible.

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JJ5 2012-JU-FX-0008

Drawdown Requests Report

Report Id: Paid Date Range: 03/01/2017 - mm/dd/yyyy

UpdateClear

Report Id	Sub-Grant Name	Request Month	Requested Amount	EFT	Paid Date	View Report
JJ5-OJJDP_2017-02-16_6:16	JJ5-0683-Ventura County-CA	September, 2016	\$3,982.17	537	3/6/2017	PDF / XLS
JJ5-OJJDP_2017-02-16_6:16	JJ5-0683-Ventura County-CA	October, 2016	\$6,338.31	<input type="text"/>	<input type="text"/>	PDF / XLS

Process

Total Drawdown: \$ 11,109.49

Save Successful