

How to Submit a Prior Approval Request

Office of Early Learning Finance and Accounting Portal

240.05 Attachment I





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1. Creating a New Prior Approval Request

1.1. From the Finance and Accounting Portal main page, click on the “Report a Prior Approval Request” link.

1.2. An FA Ticket template will appear on the screen containing a Prior Approval Request Form.



- The contact information of the end user who is logged into the Finance and Accounting Portal will auto-populate in the **“Requested By”** section of the ticket (**end user will appear as the ticket submitter**).

“Requested By” Section

Requested By

Name: [submitter's name]
 Email: [submitter's email address]
 Phone: [submitter's office phone number]

- If the end user is submitting a ticket on behalf of another employee, click the **“Requested for Someone Else”** checkbox (located under the **“Requested By”** section), and the **“Requested For”** section will appear on the screen.

“Requested By” Section

“Requested For” Section


Requested By

Name:
 Email:
 Phone:

Requested for Someone Else

Requested For

Name:
 Email:
 Phone:


- Click the **“Search”** button  next to the **“Name”** field and locate the employee’s name within the search window. Double-click on the employee’s name and the employee’s contact information will populate in the fields listed under the **“Requested For”** section.

1.3. Fill out the **“Prior Approval Request Form”** accordingly.

Please Note:

- Red border box fields are required to be completed.**

Program Guidance 240.05
Prior Approval Procedures



Prior Approval Request

* Prior Approval Type:
 To: Contract Grant Manager Name:
 Requested Date: Contract Grant Manager Email:
 Approval Period: From: To:
 Is this a request for retroactive approval?
 * Local Classification Threshold:

Approval Requests

* Prior Approval Item:
 * Reference Citation:
 * Additional Information:
 * Estimated Total Cost:
 * Funding Source(s):
 * Narrative: Provide sufficient description and other information for the request to be approved. This information is used to determine if the request is reasonable and reasonable for the project.

Certification Statement

Please note that transmission of this request form to CEL indicates your acknowledgment of applicable purchasing policies and/or procurement procedures from the contract, state, and federal regulations or other program guidelines. Transmission of this request form to CEL also indicates compliance with the above mentioned standards.

Click to Sign Document Name of Person Completing Form: _____
 Date Signed: _____

Notes

Any approval authorized by CEL is only applicable to funding that CEL provides to early learning coalitions and other direct sub-recipients. CEL's granting of any approval is based on the information provided with this request. It is the user's responsibility to ensure that the actual expenditure is not in violation of any applicable federal, state, or local laws, regulations, or other program guidelines. The expenditure can not be conditional or

- Inadequate documentation
- Failure to follow internal, state, or federal policies
- Expenditure is not necessary, allocable, and reasonable, or
- Failure to comply with applicable federal and state laws or regulations



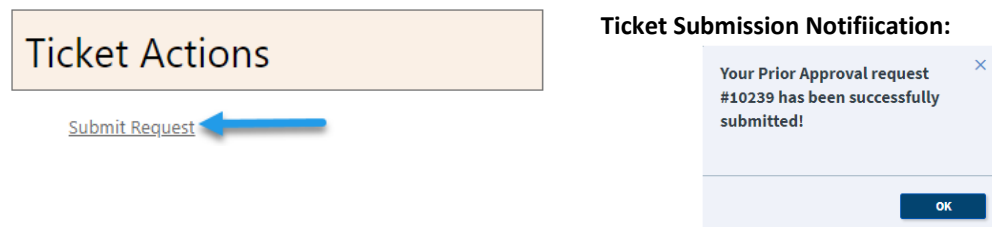
- 1.4. If the submitter needs to add an attachment file to the FA ticket, click the attachment file icon located on the top of the ticket template and select **“Attach a file (Import)”**, or select the **“Add an Attachment”** link located under the **“Other Actions”** section towards the left-side of the FA Ticket.



- Once the **“Import File”** window appears on the screen, click the green plus button next to the **“File Name”** field to locate and attach a file from your workstation to the FA Ticket.

The "Import File" window contains three input fields: "Name:", "Description:", and "File Name:". The "File Name:" field has a green plus button to its right. At the bottom right of the window are "Close" and "Save" buttons.

- Click the **“Save”** button once the file is identified in the **“File Name”** field. If done successfully, the attachment file icon will increase by one .
- 1.5. Click the **“Submit Request”** link, which is located under the **“Ticket Actions”** section, and a **“Ticket Submission Notification”** will appear on the screen.



- An email notification of the FA Ticket creation will be sent to the customer(s) listed in the ticket.



- The FA Request ticket status will change from “New” to “Contract/Grant Manager”.

Before Ticket Submission

FA Request 10239

Status: New

Description:

After Ticket Submission

FA Request 10239

Status: Contract/Grant Manager

Description: Review and Complete

- The Grant Manager assigned to the coalition selected in the FA Ticket will receive and review the prior approval request.

2. Checking the Status on an Existing Prior Approval Request

- To check the status on an existing FA Ticket, locate the “My FA Request Tickets” widget from the main page of the Finance and Accounting Portal, and click the number under the “My Requests - OPEN” column.

	OPEN	CLOSED
My Requests	9	0
My Approvals Needed	2	

[VIEW DASHBOARD >](#)

- From the “My Open FABS Requests” page, the current status of an FA Ticket will display in the “Status” column.

My Open FABS Requests

Request ID	Created Date Time	Phase Number	Status
10256	2/13/2019 3:08 PM		1 New
10254	2/12/2019 10:28 PM		4 Financial Manager
10253	2/12/2019 10:23 PM		2 Contract/Grant Manager
10252	2/12/2019 10:17 PM		6 Pending Submitter

Note: If the “My Open FABS Requests” display is shown under a different view (example below), please perform the following actions to change the display screen.

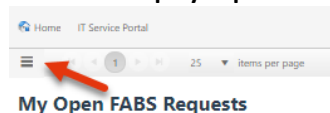
My Open FABS Requests

Request ID 10256

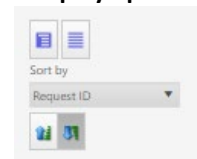
Last Modified February 13 @ 3:10 PM by Alex Lai
Prior Approval Type

- Click on the “Display” option button located on the “My Open FABS Requests” title. If done successfully, a display option window will appear.

Click on the “Display” option button



Result: Display option window



- From the “Display” option window, click the “Show results grid” button to change the FA Ticket record view from “Show current record” to “Show results”



grid". If done successfully, the "My Open FABS Requests" page display screen will be present as shown on step 2.1.1.

- 2.2. To view any documented updates from the existing FA Ticket, double-click on the "**Request ID**" (**FA Ticket number**) to bring up the FA Ticket in **read-only** mode.

Open Annual Prior Approvals

Request ID	Created Date Time	Phase Number	Status
10239	2/6/2019 11:35 PM	2	Contract/Grant Manager
10233	2/3/2019 11:49 AM	2	Contract/Grant Manager
10231	2/3/2019 11:35 AM	2	Contract/Grant Manager

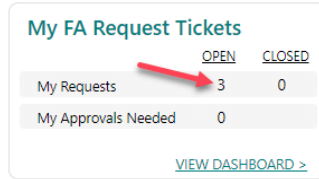
- 2.2.1. From the FA Ticket, click on the "**Journals**" tab to view all incoming/outgoing emails, and documented journal notes.





3. Adding a Customer Note to an Existing Prior Approval Request

3.1. To add a customer note to an existing FA ticket, locate the “My FA Request Tickets” widget from the main page of the Finance and Accounting Portal, and click the number under the “My Requests - OPEN” column.



3.1.1. From the “Open Annual Prior Approvals” page, double-click on the “Request ID” (FA Ticket number) to bring up the FA Ticket.
Open Annual Prior Approvals

Request ID	Created Date Time	Phase Number	Status
10239	2/6/2019 11:35 PM	2	Contract/Grant Manager
10233	2/3/2019 11:49 AM	2	Contract/Grant Manager
10231	2/3/2019 11:35 AM	2	Contract/Grant Manager

3.1.2. The FA Ticket will appear on the screen in **read-only** mode. Click the “Edit” button to access the ticket in **edit** mode.



- If done successfully, the “**Click on the Edit button above to edit this record**” message will disappear.

Before Selecting the “Edit” Button
Click on the Edit button above to edit this record!

FA Request 10239

Status: Contract/Grant Manager
Description: Review and Complete

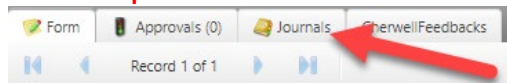
After Selecting the “Edit” Button

FA Request 10239

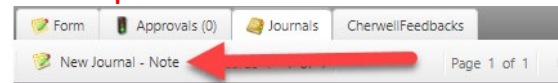
Status: Contract/Grant Manager
Description: Review and Complete

3.1.3. From the FA Ticket, click on the “Journals” tab and select “New Journal – Note”.

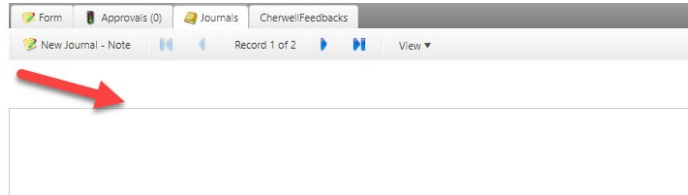
Step 1 – Select “Journals” Tab



Step 2 – Select “New Journal – Note”



- If done successfully, the “**New Journal – Note**” field will appear on the screen.



3.1.4. Fill out the “New Journal – Note” field accordingly and click the “Save” button to update and return the FA Ticket to **read-only** mode.