

# Requesting Reimbursement

Reimbursement requests are made through our Grantsmith program and will often be referred to as “Draw Down Requests”.

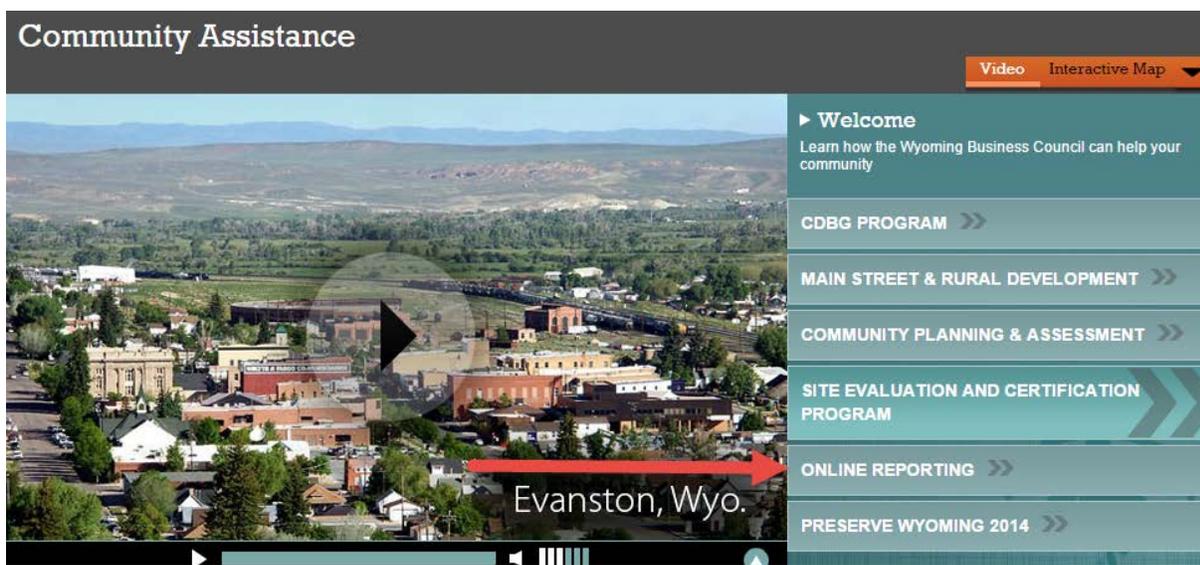
1. Grantsmith can be accessed through the Wyoming Business Council website:

<http://www.wyomingbusiness.org/>

And clicking the “Community Assistance” link



From the “Community Assistance” page, you will then click “Online Reporting”



Which will take you to the Grantsmith login

Secure Customer Login

Please enter your User Name.

User Name:

Password:

[Forgot your password?](#)

Your home screen will look like this:

The screenshot shows the Wyoming Business Council Grantsmith interface. At the top left is the Wyoming Business Council logo. Below it is a navigation bar with tabs for Home, GS Projects, Draw Down Requests, Payments, and Progress Reports. The main content area is divided into several sections: a 'Welcome' box with 'My Profile | Logout' links; a 'Messages and Alerts' box with contact information; a 'Search' box with a dropdown menu set to 'Reports' and a 'Go!' button; a 'Subgrantee Links' box; and a 'Recent Items' box. On the right side, there is a 'GS Projects Home' section with a 'View: All Projects' dropdown menu and a 'Go!' button. A red arrow points to the 'Go!' button. Below the dropdown is a message: 'Recent GS Projects' and 'No recent records. Click Go or select a view from the dropdown to display records.'

Click “Go” next to the “All Projects” drop down and select the project link you want to submit a request for.

The screenshot displays a detailed view of a project's financials. At the top, there are sections for 'Project Details', 'Summary/Description', 'Budget', 'Expenses', and 'Programs'. Below these is a 'Submissions' section with a table of 'New Draw Down Requests'. A red arrow points to a button labeled 'New Draw Down Request' in this section.

Workflow	Budget Line Item ID	Description	Budget Category	Current Request	Dis / Unapproved Amount	Remaining Balance	Approved / Unapproved
00	000001402	Construction	0000	0000	00.00	00.00	0000

Workflow	Program Request ID	Approval Status	Reporting Period Start Date	Reporting Period End Date	Requested Amount	Approved / Unapproved Amount	Pending / Program Amount	Approved / Program Amount	Requested / Program Amount
00	000-000001117	Approved	09/01/14	7/01/15	000,000.00	000,000.00	00.00	00.00	000,000.00
00	000-000001402	Approved	09/01/14	07/1/2015	07,120,071.00	07,120,071.00	00.00	00.00	07,120,071.00
00	000-000001404	Approved	07/1/2015	10/01/2015	000,000.00	000,000.00	00.00	00.00	000,000.00
00	000-000001405	Approved	11/01/2014	12/01/14	000,000.00	000,000.00	00.00	00.00	000,000.00

You will be taken to the GS Project Detail page, click “New Draw Down Request”

The screenshot shows the 'New Draw Down Request' form. The 'Information' section includes fields for 'DDR #', 'Project' (set to 'GS-000'), 'Senior Specialist', and 'Program Manager'. The 'Approval Status' dropdown is set to 'Draft'. The 'Reporting Period Start Date' and 'Reporting Period End Date' are both set to '5/7/2015'. The 'Submission Date' is also present. At the bottom, there are 'Save', 'Save & New', and 'Cancel' buttons. A red arrow points to the 'Approval Status' dropdown, and a blue arrow points to the 'Save' button.

Next you are going to enter the reporting period dates, these are the dates the work started and ended per the project invoices. **Note: The start date must match the earliest date on the invoice and the end date must match the latest date. If these do not match, the request will be returned for correction.** Click Save to continue.

[Back to List: Draw Down Requests](#)

Draw Down Request Detail

[Edit](#) [Clone](#) [Submit for Approval](#) [Draw Down Request Form](#)

DDR ID	DDR-00000	Approval Status	Draft
DDR #	2	Reporting Period Start Date	
Project	GS-000	Reporting Period End Date	
Senior Specialist		Submission Date	
Program Manager			

Expense Information

Requested Amount	\$0.00	Undocumented Cash Match	\$0.00
Approved Grant Award Amount	\$0.00	Cash Match	\$0.00

Created By: [Redacted] Record Type: Unapproved Expenditure Report  
Last Modified By: [Redacted]

[Edit](#) [Clone](#) [Submit for Approval](#) [Draw Down Request Form](#)

Budget Line Items

Budget Category	Remaining Amt	Requested Invoice Amt	Reimbursable Amt	Approved Draw Down Amt	Cash Match Amt	Action
Construction		\$0.00		\$0.00	\$0.00	<a href="#">DDR Line Items</a>

Google Docs, Notes, & Attachments [Add Google Doc](#) [New Note](#) [Attach File](#)

No records to display

The blue arrow shows the “Approval Status” check this to see if the request has been submitted, approved or rejected.

The red arrow points to “DDR Line Items”, click this to add in the reimbursable amounts under the budget categories.

[New DDRLI](#) [Quick Save](#) [Save](#) [Cancel](#)

Budget Category: Construction Remaining Balance: [Redacted] Payment Limit by %: 72% Reimbursable Amount: \$0.00

Action	Description	Total Invoice Amount
		\$0.00

[New DDRLI](#) [Quick Save](#) [Save](#) [Cancel](#)

Once you have opened the Draw Down Line Item you will click “New DDRLI” you will designate whether the invoice is for Construction or Non-Construction, you will enter a brief description (you do not need to enter your invoices separately, invoices can be combined) and you will enter the Total Invoice Amount. **Note: The total invoice amount must reflect the amount of all invoices submitted.**

New DDRLI Quick Save Save Cancel

Budget Category: Construction Remaining Balance:  Payment Limit by %: 72% Reimbursable Amount: \$0.00

Action Description Total Invoice Amount

[Del](#) | Attachment [0]

\$0.00

New DDRLI Quick Save Save Cancel

Click Save to continue.

Next you will need to print out the Draw Down Request Form. To open the form, click the Draw Down Request Form” button located right above the Draw Down section or the top of the page.

Edit Clone Submit for Approval Draw Down Request Form

nt	Requested Invoice Amt	Reimbursable Amt
	\$0.00	<input type="text"/>

The form will pre-fill with the information you entered and needs to be signed by the Responsible Official. Please ensure form is accurate before submitting. (example on the following page)

## Investment Ready Communities Draw Down Request Form

Grantee: [Redacted]

Project: GS-000[Redacted]

Project Title: [Redacted]

Request No.: 2

DDR ID: DDR-00000[Redacted]

Date: [Redacted]

### Invoice Period Covered

Start Date: [Redacted]

End Date: [Redacted]

Budget Categories	Beginning Balance	Total Invoice Amount	% of Charges to be Paid	Reimbursable Amount*	Remaining Balance**
Construction	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>Total</b>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

\*The Reimbursable Amount is limited by the Total Invoice Amount \* % of Charges to be Paid or the Remaining Balance.

\*\*The Remaining Balance if all reimbursable amounts are approved.

I hereby certify that the above requested funds by the Grantee are a true and accurate request for funds from the Wyoming Business Council Grant & Loan Programs, that I am authorized to sign this Draw Down Request, and any Grant Funds drawn down for the retainage will be deposited into an escrow account on behalf of the Contractor, as specified by Wyoming Statutes.

Responsible Official Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Draw Down Request Contact Person: Teri Thon

Contact Title: Secretary

Phone Number: (307) 568-3331

Email Address: thontmt@tritel.net

When the form has been signed, you will attach it, along with any invoices and back-up documentation. The "Attach File" button is located at the bottom of the Draw Down Request page.

Draw Down Request Detail

[Edit](#) [Clone](#) [Submit for Approval](#) [Draw Down Request Form](#)

DDR ID: DDR-0000[Redacted] DDR #: 1 Project: GS-000 Senior Specialist: [Redacted] Program Manager: [Redacted]	Approval Status: Draft Reporting Period Start Date: [Redacted] Reporting Period End Date: [Redacted] Submission Date: [Redacted]
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Expense Information

Requested Amount: [Redacted]	Undocumented Cash Match: [Redacted]
Approved Grant Award Amount: [Redacted]	Cash Match: [Redacted]

Created By: [Redacted] Record Type: Unapproved Expenditure Report

Last Modified By: [Redacted]

[Edit](#) [Clone](#) [Submit for Approval](#) [Draw Down Request Form](#)

Budget Category	Remaining Amt	Requested Invoice Amt	Reimbursable Amt	Approved Draw Down Amt	Cash Match Amt	Action
Construction	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<a href="#">DDR Line Items</a>

Google Docs, Notes, & Attachments

[Add Google Doc](#) [New Note](#) [Attach File](#) [View All](#)

Once everything has been attached, click “Submit for Approval”. **Note: If you do not click “Submit for Approval” the WBC cannot process the request.**

By		Record Type	Unapproved Exp
By		<a href="#">Edit</a>	<a href="#">Clone</a>
		<a href="#">Submit for Approval</a>	<a href="#">Draw Down Request Form</a>
Remaining Amt	Requested Invoice Amt	Reimbursable Amt	Approved Draw Down
<a href="#">Add Google Doc</a>	<a href="#">New Note</a>	<a href="#">Attach File</a>	<a href="#">View All</a>

Tracking a payment is done through the Wyoming State Auditor's Office. To track your payment search Wyoming State Auditor's Office or go to <http://sao.wyo.gov/home>.

From the home page you will click "Vendor Resources"



From the next screen you will click "Vendor Payments", located on the right side of the screen

## State Auditor's Office in our efforts to receive your payments by electronic

- funds are available the day your bank receives them.

to deposit a check.  
money spent on gas)

e delivered by the Post Office.

st or damaged in the mail.

oney is in the bank, not in a mailbox waiting for you to return.

cks.

As a result

### Vendor Resources

[Vendor Management Packet](#)

[IRS Form W-9](#)

[Vendor FAQs](#)

**Vendor Payments**

## The most accurate filter will be by “Line Amount”

- To narrow your results please use the search fields below each field.
- The **Search for** box searches all fields and is not case sensitive.
- For example, searching for a Vendor called **Bob & Son's Painting**. Try **Bob** or **Bob & Son** or **Son's Painting** or **Paint**.

Be patient while the vendor payments records load.

*The vendor payments data does not appear within 60 seconds in Internet Explorer (IE), please try this page in another browser. We are working with the site host to resolve the problem with some versions of (IE) not displaying the data. The data displays in other browsers such as Chrome, Firefox and newer versions of IE.*



Date	Type	Total	Line Amount	Vendor	<input type="checkbox"/>	Invoice	Agency #	Agency Name	Contact	Document

Enter dollar amount you expect to be reimbursed

**Note: WBC will not be able to assist with State Auditor's Office website related questions.**