Annual Liquid Fuel Report Manual Contents

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dotGrants Instructions

This document provides essential information about how to use dotGrants to file Liquid Fuels Annual Reports online and is intended to provide step by step instructions for completing the forms.

The dotGrants website can be accessed by visiting the following link:

https://www.dotgrants.state.pa.us/egrants

PC/System Requirements

In order to use this system effectively all of the following standard items are required:

- Operating System Requirement: Windows or Macintosh
- Internet Connection Recommendation: 33.6 kbps or higher
- Internet Web Browser Requirement: Internet Explorer, Firefox, Safari, Opera
- Printable Document Solution Requirement: Adobe Acrobat Reader

How to gain access to dotGrants

Before a user in a municipality or county can be granted access to dotGrants, they must submit a Municipal Resolution and/or an Electronic Access Licensing Agreement (EALA). These forms can be downloaded from our website at: http://www.dot.state.pa.us/bms then selecting the Forms and Publications menu link on the left.

After receipt of the form(s), Bureau staff will check for completeness. If complete, the form requires approval from PennDOT’s Office of Chief Counsel before an account can be activated. This process will take about two weeks. If the form(s) are incomplete, a letter will be sent notifying the municipality of the errors and request an updated form. For questions regarding your EALA or Municipal Resolution submission, please email: dotGrantsAdmin@state.pa.us or call 717-783-2446.

After approval of the EALA and Municipal Resolution, create a new user account, if necessary, on the dotGrants home page. Click the New User? link under the LOGIN box and enter your information. You will receive an email that your account has been validated and you can log into the system.

If an existing user, enter your Username and Password and click LOGIN.

How to Change/Reset Your Password

Passwords expire every 60 days in dotGrants. If your password has expired, after you log in, you will be taken to the Contact Information screen with text at the top in a grey box stating your password has expired. Enter in a new password in the Password and Confirm Password text boxes. Click SAVE. A confirmation box will appear at the top of the page.
**How to Unlock your account**

If your account is locked due to unsuccessful login attempts, wait fifteen (15) minutes and the dotGrants system will automatically unlock your account. Then, navigate to the Login page and click the **Forgot Password?** link under the login box on the main login page for dotGrants. Enter your Username and your email address. Click **NEXT**. Enter your Challenge Question answer and then click **EMAIL ME**.

A temporary password will be sent to your email. The temporary password will consist of your last name with some numbers behind it. Log into dotGrants with your username and temporary password. You will be taken to the Contact Information screen. From here you must enter a new password in the PASSWORD and CONFIRM PASSWORD text boxes.

After you have entered a new password, click **SAVE**. A message will display in a grey text box stating “Your password has been changed.....”

Click **LOGOUT** at the top right of the page. Click the link to login again and enter you username and your new password.

Please refer to the **Frequently Asked Questions** section of the dotGrants home page for more information regarding passwords.

**Using the Main Menu to Access Reports**

After successful login, users will be taken to the dotGrants home page. This page provides access to the **Municipal Services Dashboard** where users complete their Annual Liquid Fuels on-line report.

Click **Municipal Services Dashboard** in the **SYSTEM INFORMATION** section to access this year’s report. (Note: only an Authorized Official can complete a MLF 965 or CLF 991 report)

You will now be on the reporting menu page. All forms, information and messages regarding your Annual Reports and Projects can be accessed from here.
Navigating the Municipal Services Dashboard

The Municipal Services Dashboard provides access to your Annual Reports and Liquid Fuel Projects.

The first tab you will see is your INBOX. From here, you can view and search for Annual Reports and Liquid Fuel Projects. Also, any items requiring your attention will be listed here.

To view an item, double click on the selection in the list. To move to a different tab, select the tab name (i.e. Projects, Annual Reports).

Projects Tab

The second tab you will see is PROJECTS. From here, you can view and search for your Liquid Fuel Projects.

To view an item, double click on the selection in the list. To move to a different tab, select the tab name (i.e. Inbox, Annual Reports).
Annual Reports Tab

The third tab you will see is **ANNUAL REPORTS**. From here, you can view and search your Annual Reports. Currently, only reports from 2013 and forward will be listed here.

To view an item, double click on the selection in the list. To move to a different tab, select the tab name (i.e. *Inbox*, *Projects*).

**Dashboard Search Options**

On the Projects tab, and the Annual Reports tab, users have the ability to search for items a variety of ways.
How to Submit Your Annual Report

Submission tab

To submit your report to your District Municipal Services Representative, select the Submission tab from the Annual Report. If there are any errors or issues that require your attention, they will be listed here.

Error Warnings

Errors that need to be corrected will be listed with an explanation that refers to the tab that contains the error specified.

Once these errors are corrected, the user will be able to submit the report.

Reports will not be able to be submitted until after the 1st of January of each reporting year.

Informational Warnings

Informational warnings will allow a user to submit the report and are listed to notify the user of any possible informational issues that were identified in the report.
**Printing Reports**

In dotGrants, users are able to print per section of the Annual Report or print all of the sections of their Annual Report. Each tab will display a PRINT SECTION OR PRINT REPORT button below the tabs.

Once a print button is selected, a PDF of the form will open in a new window. Save the form to your computer hard drive or print a copy for your records.

**Adding Attachments to an Annual Report**

To upload supporting documents, select the Attachments icon from the Annual Report screen.

A dialog window will open. Select the ADD ATTACHMENT button.

The types of documents that might be uploaded on this page include information that needs more than the boxes provided and multiple cost estimates or explanations of expenses. File types include all Microsoft Office formats (Office 97 to Office 2007) gif, jpg, pdf, png, tif, txt.

Please do not upload large documents such as an entire town plan report containing extensive data. If submitting maps or other graphics to illustrate the information pertinent to the report please use a commonly available format like PDF or JPG and compress the file if possible (4 MB limit).

Click the Browse... button to navigate to the document’s location. Enter a description and comment, if desired. Click SAVE.
The document is added to the Attachments window. To edit the description, comment or document, select the Edit icon to the right.

Documents must be uploaded one at a time and saved. After you have saved the first document, you can click the ADD ATTACHMENT button to upload an additional document.

Click the icon to close the Attachments dialog window and return to the Annual Report screen.

The icon will update to show the number of attachments to the Annual Report.
Deleting Attachments

To delete an attachment, click the edit icon and select the DELETE button.

Adding Comments to an Annual Report

The ability to add a comment to your Annual Report is available by selecting the Comments icon from the Annual Report screen.

Once selected, the DISPLAY COMMENTS dialog box opens. Select the ADD COMMENT button.

Enter in the comment in the text box.

Optional: select the Status drop down to choose an action. This can be used to track comments that require follow-up or another action. Select the Public Comment checkbox to allow all authorized users to view the comment, or unselect to keep the comment internal only.

Click SAVE.

The comment will be displayed in the DISPLAY COMMENTS dialog box.
On the Annual Reports page, the comment will display in red to notify authorized users that a comment exists.

Once the comment has been read and the comment status changed to Resolved, the comment icon will display in gray.

**Deleting Comments**

To delete a comment, select the Comment icon on the Annual Report page to open the DISPLAY COMMENTS dialog box.

Click the Edit icon next to the relevant comment.

Click the DELETE button in the EDIT COMMENT dialog box.
MS-965 Annual Report Instructions for Municipalities

Open your Municipal Liquid Fuels Annual Report form the Municipal Services Dashboard, by double-clicking on the current year report. The page will open to the Summary tab.

Summary tab (Municipalities)

The Summary tab provides view only access. The totals from all tabs related to the MS-965 report will automatically total on the Summary tab.

The Ending Balance from the previous year’s Annual Report will show in SECTION – 2 RECEIPTS SUMMARY.

Liquid Fuel or Turnback Allocations received from the Commonwealth are entered automatically.

This page will always reflect the most up-to-date information for your municipality.
Navigating Your MS-965 Annual Report (tab structure)

dotGrants has been updated to reflect a more fluid tab structure. This gives users the ability to access all of their reports, projects and messages all from one interface. Detailed explanations of each tab are listed below.

Each tab (except Summary) will have a SAVE and RESET button.

The SAVE button should be clicked when the data entered on the screen needs to be saved.

The RESET button should be clicked when the user wants to clear out the data entered by the user in that session before the user has clicked on SAVE. This will reset the data to what it was before the user had started entering data on the screen.

**Planned Use tab (Municipalities)**

The Planned Use tab displays information regarding municipalities estimated Liquid Fuels Allocations for the upcoming reporting year as well as previous year balances. This tab simply estimates the amount of Liquid Fuels Tax money and General Fund money that you’ll have available for highway maintenance, construction and rebuilding in the coming year.

Municipalities are required (*) to enter the General Funds amount Tax Levied for Roads and/or millage rate information. The totals will auto-calculate once entered.
**Depositories tab (Municipalities)**

The Depositories section is new for municipalities. Municipalities will need to enter banking information for Liquid Fuels Tax bank accounts.

Enter the **Account Number**, **Financial Institution (Depository Name)** and **Year End Balance** for all Liquid Fuels Tax bank accounts.

The municipality will need to account for and enter any **Outstanding Deposits** and any **Outstanding Checks** written on checking accounts dedicated to Liquid Fuels Tax money.

Once entered, the MS-965 Account Balance must equal the Reconciled Depository total for your Liquid Fuels Tax bank accounts at year end.
**Interest tab (Municipalities)**

Municipalities will need to enter the interest earned on all accounts that contained Liquid Fuels Tax money for the reporting year. Interest will be reported on the year end 1099 forms that your bank will send.

The Depository drop down list will contain all open bank accounts that were listed on the Depositories tab. Select the relevant bank from the drop down list and enter the date and interest amount in the spaces provided. Once entered, the total of all interest earned will populate at the bottom of the page.
**Receipts tab (Municipalities)**

Any receipts deposited to your Liquid Fuels Tax account during the year, such as a payment from the state, or a reimbursement from your General Funds as a result of an audit finding, should be entered here. Any Liquid Fuels money received from the Commonwealth will auto populate.

- **Date** – enter the date on which you deposited the receipt to a Liquid Fuels Tax bank account
- **Payer** – enter the payer of the receipt
- **Amount** – enter the dollar amount of the receipt
- **Project #** - if the receipt relates to an approved Liquid Fuels project, select the project # from the drop down list
- **Receipt Type** – see below
- **Reimbursable Agreement #** - enter the relevant agreement # (required if selected)
- **Description** – briefly state the reason for the reimbursement

### Receipt Types (Municipalities)

There are three receipt types available for selection.

- **Reimbursable Agreement** receipt – for expenses paid from your Liquid Fuels Tax account reimbursed by a third party in accordance with a written agreement
- **Receipt from Sale of Equipment** – sold equipment that you purchased with Liquid Fuels Tax money
- **Miscellaneous Receipt** – any other money deposited into your Liquid Fuels Tax account, including reimbursement of Audit Tax Findings
**Expenditures tab (Municipalities)**

The Expenditures tab will display all checks that you wrote against your liquid fuels checking account and will show how the municipality spent their Liquid Fuels allocations for the year.

Record amounts such as bank fees deducted from the checking account, checking account adjustments and transfers from checking to a liquid fuels savings account or certificate of deposit.

This tab records activity in your Liquid Fuels checking account, not your General Fund.

**How to add Expenditures**

Select the **ADD EXPENDITURE** button from the Expenditures tab.

- The Expenditure Entry screen opens

Enter the **CHECK/VOUCHER #**, **DATE** and **RECIPIENT** in the spaces provided.
• Select a **BUDGET ITEM NUMBER** from the list that relates to the check transaction
  o The **BUDGET ITEM DETAIL** expands to show the permissible entries
• Enter a **DESCRIPTION** (optional, unless “OTHER” is selected) and the amount applied to this expense
• Click **SAVE**

An informational message will appear above the page (as shown on the right), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

If expenditure check/voucher doesn’t exist, (i.e. EFT), select the **CREATE TRANSACTION #** button. A system generated number will be entered for this expenditure.

If the expenditure is for an Approved Liquid Fuels project, select the **438** or **439 BUDGET ITEM #** and enter the **DESCRIPTION** (optional) and **APPLIED AMOUNT**.
**How to Enter a Split Check**

When a paid expenditure is for multiple Budget Item categories, the user must select the relevant Budget Item numbers from the list.

![Check Details](image)

To split a check, select the relevant **BUDGET ITEM NUMBER’s** and enter the **APPLIED AMOUNT(s)** and **DESCRIPTION**.

**Totals will auto calculate once entered. Click SAVE.**

**How to Enter a VOIDED check**

To enter a **VOIDED** check, select the **ADD EXPENDITURE** button. Enter the **CHECK #** and the **DATE** and select the **VOID CHECK** button.

![Voided Check](image)

A dialog box will open asking for confirmation. Click OK.
An informational message will appear above the page (as shown on the right), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

If a check has already been entered and needs to be voided, select **EDIT** next to the relevant check on the **Expenditures** tab.

Click the **VOID CHECK** button.

A dialog box will open asking for confirmation. Click **OK**.

Click **SAVE**. Click **RETURN** to view the entered Expenditure.
**Viewing Expenditures**

After completion of entering your expenditures, select the **RETURN** button under the tab selection area.

The entered expenditures will appear under the **Expenditures** tab.

**Modifying Expenditures**

To modify an expenditure, select the **Expenditures** tab. Click **Edit** next to the relevant transaction.
Enter the updated data in the relevant text boxes. If necessary, select the new BUDGET ITEM NUMBER from the list and uncheck the incorrect BUDGET ITEM NUMBER and delete the amount entered previously.

Click SAVE. The item updates on the Expenditures tab.
**Contact/Bonding tab (Municipalities)**

Municipalities must enter the Name of the Bonded Person, bonded amount, bonding agent, time period bonded until, the Municipal Secretary name and the phone number for the municipality.

Enter additional information as needed.
MS-991 Annual Report Instructions for Counties

Open your County Liquid Fuels Annual Report from the Municipal Services Dashboard, by double clicking on the current year report. The page will open to the Summary tab.

**Summary tab (Counties)**

The Summary tab provides view only access. The totals from all tabs related to the MS-991 report will automatically total on the Summary tab.

The Ending Balance from the previous year’s Annual Report will show in the BEGINNING BALANCE section.

Liquid Fuel Allocations received from the Commonwealth are entered automatically.

This page will always reflect the most up-to-date information for your county.
Navigating your MS-991 Annual Report (tab structure)

dotGrants has been updated to reflect a more fluid tab structure. This gives users the ability to access all of their reports, projects and messages all from one interface. Detailed explanations of each tab are listed below.

Each tab (except Summary) will have a SAVE and RESET button.

The SAVE button should be clicked when the data entered on the screen needs to be saved.

The RESET button should be clicked when the user wants to clear out the data entered by the user in that session before the user has clicked on SAVE. This will reset the data to what it was before the user had started entering data on the screen.

**Depositories tab (Counties)**

The Depositories section has changed for Counties. Counties are required (*) to enter banking information for Liquid Fuels Tax bank accounts and use this tab to reconcile the amount of funds available at year end to the amount of funds remaining in the bank balance.

Enter the **Account Number**, Financial Institution (**Depository Name**) and **Year End Balance** for all Liquid Fuels Tax bank accounts.
The county will need to account for and enter any **Outstanding Deposits** and any **Outstanding Checks** written on checking accounts dedicated to Liquid Fuels Tax money. Reconciliation helps to reduce balance adjustments in Monitoring Reviews and Auditor General Reports.

Once entered, the MS-991 Account Balance **must equal** the Reconciled Depository total for your Liquid Fuels Tax bank accounts at year end.

<table>
<thead>
<tr>
<th>Depository Total</th>
<th>$101,258.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Deposits</td>
<td></td>
</tr>
<tr>
<td>Outstanding Checks</td>
<td></td>
</tr>
<tr>
<td><strong>Reconciled Depository Total</strong></td>
<td>$101,258.35</td>
</tr>
<tr>
<td>MS-991 Account Balance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Interest tab (Counties)**

Counties are required (*) to enter the interest earned on all accounts that contained Liquid Fuels Tax money for the reporting year. Interest will be reported on the year end 1099 forms that your bank will send.

The **DEPOSITORY** drop down list will contain all open bank accounts that were listed on the **Depositories** tab. Select the relevant bank from the drop down list and enter the date and interest amount in the spaces provided. Once entered, the total of all interest earned will populate at the bottom of the page.
Receipts tab (Counties)

Any receipts deposited to your Liquid Fuels Tax account during the year, such as a payment from the state, or a reimbursement from your General Funds as a result of an audit finding, should be entered here. Any Liquid Fuels money received from the Commonwealth will auto populate.

- **Date** – enter the date on which you deposited the receipt to a Liquid Fuels Tax bank account
- **Payer** – enter the payer of the receipt
- **Amount** – enter the dollar amount of the receipt
- **Project #** - if the receipt relates to an approved Liquid fuels project, select the project # from the drop down list
- **Receipt Type** – see below
- **Reimbursable Agreement #** - enter the relevant agreement # (required if selected)
- **Description** – briefly state the reason for the reimbursement
Receipt Types (Counties)

There are two receipt types available for selection.

- **Reimbursable Agreement** receipt – for expenses paid from your Liquid Fuels Tax account reimbursed by a third party in accordance with a written agreement
- **Miscellaneous Receipt** – any other money deposited into your Liquid Fuels Tax account, including reimbursement of Audit Tax Findings

Accounts Receivables tab (Counties)

The Accounts Receivable tab should be used to report money that is going to be deposited into the Liquid Fuels tax account within 90 days of year end and relates to the current reporting year.

Expenditures tab (Counties)

The Expenditures tab will display all checks that you wrote against your liquid fuels checking account and will show how the county spent their Liquid Fuels allocations for the year.
Record amounts such as bank fees deducted from the checking account, checking account adjustments and transfers from checking to a liquid fuels savings account or certificate of deposit.

This tab records activity in your Liquid Fuels checking account, not your General Fund.

How to add Expenditures

Select the **ADD EXPENDITURE** button from the **Expenditures** tab.

- the Expenditure Entry screen opens

Enter the **CHECK/VOUCHER #**, **DATE** and **RECIPIENT** in the spaces provided.

To enter a **VOIDED** check, select **MISC – Miscellaneous** under the **BUDGET ITEM NUMBER** section, and enter **VOID** for the **Description**.

Select a **BUDGET ITEM #** from the list. If the expenditure is for an Approved Liquid Fuels project, select the **431** or **439 BUDGET ITEM #** and enter the **DESCRIPTION** (optional) and **APPLIED AMOUNT**.

To split a check, select the relevant **BUDGET ITEM #**'s from the list and enter the **APPLIED AMOUNT**'s.

Totals will auto calculate once entered. Click **SAVE**. Enter remaining expenditures as needed, to return to the Expenditure tab, select the **RETURN** button.
Select a **BUDGET ITEM NUMBER** from the list that relates to the check transaction

The **BUDGET ITEM DETAIL** expands to show the permissible entries

Enter a **DESCRIPTION** (*optional, unless “OTHER” is selected*) and the amount applied to this expense

Click **SAVE**

An informational message will appear above the page (*as shown on the right*), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

**Creating Transactions when Check Doesn’t Exist**

If an expenditure check/voucher doesn’t exist, (i.e. EFT), select the **CREATE TRANSACTION #** button. A system generated number will be entered for this expenditure.

**Expenditures for Approved Liquid Fuels Projects**

If the expenditure is for an Approved Liquid Fuels project, select the **438** or **439 BUDGET ITEM NUMBER** and enter the **DESCRIPTION** (optional) and **APPLIED AMOUNT**.
**How to Enter a Split Check**

When a paid expenditure is for multiple Budget Item categories, the user must select the relevant Budget Item numbers from the list.

To split a check, select the relevant **BUDGET ITEM NUMBER(s)** and enter the **APPLIED AMOUNT(s)** and **DESCRIPTION**.

Totals will auto calculate once entered. Click **SAVE**.

**How to Enter a VOIED check**

To enter a **VOIDED** check, select the **ADD EXPENDITURE** button.

Enter the **CHECK #** and the **DATE** and select the **VOID CHECK** button.
A dialog box will open asking for confirmation. Click **OK**.

An informational message will appear above the page (*as shown on the right*), and a blank **EXPENDITURE ENTRY** screen becomes available for the user to enter more expenditure items.

**How to Void and Existing Expenditure**

If a check has already been entered and needs to be voided, select **EDIT** next to the relevant check on the **Expenditures** tab.

Click the **VOID CHECK** button.

A dialog box will open asking for confirmation. Click **OK**.

Click **SAVE**. Click **RETURN** to view the entered Expenditure.
**Viewing Expenditures**

After completion of entering your expenditures, select the **RETURN** button under the tab selection area.

The entered expenditures will appear under the Expenditures tab.

**Modifying Expenditures**

To modify an expenditure, select the **Expenditures** tab. Click **Edit** next to the relevant transaction.

Enter the **updated data** in the relevant text boxes. If necessary, select the new **BUDGET ITEM NUMBER** from the list and **uncheck** the incorrect **BUDGET ITEM NUMBER** and delete the amount entered previously.
Check #, Date, Budget Item Number and Amount have been updated

Click SAVE. The item updates on the Expenditures tab.

Enter remaining expenditures as needed. To return to the Expenditure tab, select the RETURN button.
**Accounts Payable tab (Counties)**

The Accounts Payable tab will be used to track expenditures that are to be paid from the Liquid Fuels Tax Fund account within 90 days of year end. The system will not allow an Expected Expenditure Date of more than 90 days past year end.

<table>
<thead>
<tr>
<th>EXPECTED EXPENDITURE DATE (MM/DD/YYYY)</th>
<th>RECIPIENT</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
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</tbody>
</table>

Page Total: $0.00  
Report Total: $0.00
Encumbrances tab (Counties)

The Encumbrance tab is used to encumber funds at year end. There are three sections on this tab:

- **ACTIVE ENCUMBERED PROJECTS** – projects whose encumbrances have been approved during the current reporting year.
- **PROJECTS ENCUMBERED LAST YEAR** – those encumbered in prior years. The County Authorized Official will need to indicate that they would like to continue the encumbrance and that it remains a valid project/encumbrance.
- **UNENCUMBERED PROJECTS** – these are projects which have been approved and can have an encumbrance initiated against them.

**Initiating Encumbrances**

If the County Authorized Official wants to encumber money for an approved project, they need do the following:

- Enter an amount in the **REQUESTED ENCUMBRANCE AMOUNT** text box
- Click the **INITIATE** button
The selected project will then move to the **ACTIVE ENCUMBERED PROJECTS** section at the top of the page and a message will appear that states the Encumbrance has been successfully initiated.

### County Aid tab (Counties)

The County Aid tab is a read-only tab which lists any County Aid requests that have been approved via a [MS-329 Project Approval](#), but which was not paid out as of year-end. This is carried to the **SUMMARY** tab and shown with the Encumbrances as **Unpaid County Aid Grants**.