

eLOCCS information submittal guide

1. Find your current and most recently closed grant numbers for the project seeking renewal funding.
2. Have your agency's authorized **Secure Systems Single Login** user access records for grants identified in #1.
3. Navigate to the **Line of Credit Control System (eLOCCS)**
4. Follow instructions below to provide **documentation for BOTH part A and part B.**
5. **Upload the screenshots** to the Project Management folder in your assigned Google folder.


A. Provide documentation of FUND BALANCE from last completed (closed) grant:

1. Select **Project Portfolio** from the main menu.

2. In the **Project Portfolio**, navigate to the **SNAP tab** to view closed grants.

Program Area	Project No.	Authorized	Disbursed	Payments in Process	Available Balance
Special Needs Assistance					
SNAP	MNO: [REDACTED] 001	97,116.00	36,241.19	0.00	60,874.81
SNAP	MNO: [REDACTED] 501	97,692.00	73,992.00	0.00	23,700.00
SNAP	MNO: [REDACTED] 500	59,405.00	38,100.00	0.00	21,305.00
SNAP	MNO: [REDACTED] 500	74,183.00	61,958.00	0.00	12,225.00
SNAP Subtotal:		\$328,396.00	\$210,291.19	\$0.00	\$118,104.81
Portfolio Totals: Projects: 4		\$328,396.00	\$210,291.19	\$0.00	\$118,104.81

- Find and select your most recently closed grant number in the **Project No.** column.


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 Portfolio

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)


Menu → Portfolio

All Projects SNAP

Cached Data. [Refresh](#) from database

Program Area	Project No.	Authorized	Disbursed	Payments in Process	Available Balance
SNAP	MNO001	149,665.00	149,665.00	0.00	0.00
SNAP	MNO002	149,665.00	149,665.00	0.00	0.00
SNAP	MNO003	149,665.00	149,665.00	0.00	0.00
SNAP	MNO004	149,665.00	149,665.00	0.00	0.00
SNAP	MNO005	147,538.00	147,538.00	0.00	0.00
SNAP	MNO006	147,538.00	147,538.00	0.00	0.00
SNAP	MNO007	147,538.00	147,538.00	0.00	0.00
SNAP	MNO001	175,916.00	175,916.00	0.00	0.00
SNAP	MNO002	175,915.00	175,915.00	0.00	0.00
SNAP	MNO003	175,915.00	175,915.00	0.00	0.00
SNAP	MNO004	175,915.00	175,915.00	0.00	0.00
SNAP	MNO005	173,388.00	173,388.00	0.00	0.00
SNAP	MNO006	173,388.00	173,388.00	0.00	0.00
SNAP	MNO007	173,376.00	173,376.00	0.00	0.00
SNAP	MNO008	173,807.00	173,807.00	0.00	0.00
SNAP	MNO009	0.00	0.00	0.00	0.00
SNAP	MNO000	20,939.00	20,939.00	0.00	0.00
SNAP	MNO000	63,284.00	63,284.00	0.00	0.00
SNAP	MNO001	97,116.00	36,241.19	0.00	60,874.81
SNAP	MNO001	97,692.00	73,992.00	0.00	23,700.00

- With the **General** tab in view on the **Grant Information** page, right click on the page for the option to print the page to PDF (choose print, then in the printer list select “Print/save to PDF”). Alternate method: Use the Print Screen function for your computer type (copies an image to be pasted into a Word or other document).


THREE RIVERS COMMUNITY ACTION COUNCIL
 Grant Information

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)

Menu → Portfolio → Grant Information

Grant: **MN0000** (SNAP) Special Needs Assistance

General Budget Vouchers

Contractual Organization	DUNS Organization	Contract Dates	Funding
Tax ID: <input type="text"/>	DUNS: <input type="text"/> Renewal Date: 02-09-2018	LOCCS Created: 07-21-2016	Authorized: 59,405.00
THREE RIVERS COMMUNITY ACTION COUNCIL PO Box 157 Zumbrota, MN 55992-0157	THREE RIVERS COMMUNITY ACTION 1414 NORTH STAR DRIVE ZUMBROTA, MN 55992-1091	Effective Date: 06-30-2016	Disbursed: <input type="text"/>
Payee Organization: - same as contractual-	Region: 05 - MID WEST Office: 46 - MINNESOTA STATE OFC.	Expiration Date: 12-31-2017	In process: 0.00
		Term (months): 12	Balance: <input type="text"/>
		Operating Start: 01-01-2017	

- Save as “<Project Name> eLOCCS fund balance” and upload to shared Google Drive folder.

B. Provide documentation of DRAWS in current (open) grant and, if applicable, from last completed (closed) grant:

1. Navigate back to the **Project Portfolio**.
2. Find and select your current open grant number on the **All Projects** tab.

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Portfolio

Menu [Log Off](#) [Auth](#) [Bottom](#)

Menu [Portfolio](#)

All Projects **SNAP**

Show Zero Balance Projects

Program Area	Project No.	Authorized	Disbursed	Payments in Process	Available Balance
Special Needs Assistance					
SNAP	MNC 001	97,116.00	36,241.19	0.00	60,874.81
SNAP	MNC 001	97,692.00	73,992.00	0.00	23,700.00
SNAP	MNC 000	59,405.00	38,100.00	0.00	21,305.00
SNAP	MNC 000	74,183.00	61,958.00	0.00	12,225.00
SNAP Subtotal:		\$328,396.00	\$210,291.19	\$0.00	\$118,104.81
Portfolio Totals: Projects: 4		\$328,396.00	\$210,291.19	\$0.00	\$118,104.81

3. On the **Grant Information** page, click on the **Vouchers** tab.

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Grant Information

Menu [Log Off](#) [Auth](#) [Bottom](#)

Menu [Portfolio](#) [Grant Information](#)

Grant: MN 000 (SNAP) Special Needs Assistance

General **Budget** **Vouchers**

Contractual Organization	DUNS Organization	Contract Dates	Funding
Tax ID: [REDACTED]	DUNS: [REDACTED] Renewal Date: 02-09-2018	LOCCS Created: 07-21-2016	Authorized: 59,405.00
THREE RIVERS COMMUNITY ACTION COUNCIL PO Box 157 Zumbrota, MN 55992-0157	THREE RIVERS COMMUNITY ACTION 1414 NORTH STAR DRIVE ZUMBROTA, MN 55992-1091	Effective Date: 06-30-2016	Disbursed: [REDACTED]
Payee Organization: - same as contractual-	Region: 05 - MID WEST Office: 46 - MINNESOTA STATE OFC.	Expiration Date: 12-31-2017	In process: 0.00
		Term (months): 12	Balance: [REDACTED]
		Operating Start: 01-01-2017	

4. With the **Vouchers** tab in view on the **Grant Information** page, right click on the page for the option to print the page to PDF (choose print, then in the printer list select "Print/save to PDF"). Alternate method: Use the Print Screen function for your computer type (copies an image to be pasted into a Word or other document).



Menu → Portfolio → Grant Information

Grant: MN 00 (SNAP) Special Needs Assistance

General Budget **Vouchers**

✓ Paid							
		Voucher No	Entered	Source	Amount	Schedule No	Est Deposit Date
1)	✓	501-00320186	06-30-2017	KINDRA PAPEN	8,000.00	LH5821	07-05-2017
2)	✓	501-00312542	05-31-2017	KINDRA PAPEN	6,850.00	LH5738	06-02-2017
3)	✓	501-00305261	04-28-2017	KINDRA PAPEN	1,600.00	LH5654	05-02-2017
4)	✓	501-00298849	03-31-2017	KINDRA PAPEN	1,850.00	LH5579	04-04-2017
5)	✓	501-00291331	02-28-2017	KINDRA PAPEN	14,900.00	LH5495	03-02-2017
6)	✓	501-00284201	01-30-2017	KINDRA PAPEN	4,900.00	LH5411	02-01-2017

5. Save as “<Project Name> eLOCCS draws current” and upload to shared Google Drive folder.
6. If there are not two quarters (six months) of draws visible in the **Entered** column, follow the same process to generate a print of the Vouchers tab for the most recently completed (closed) grant period. This is the same grant for which you reported the eLOCCS Fund Balance in part A. Save that document as “<Project Name> eLOCCS draws previous”