

SUBMITTING UFA VOUCHER CLAIMS 101

UFA Training Series

Presented by Travis Brodbeck of CARES of NY, Inc.

ABOUT THE UFA VOUCHER EXCEL WORKBOOK

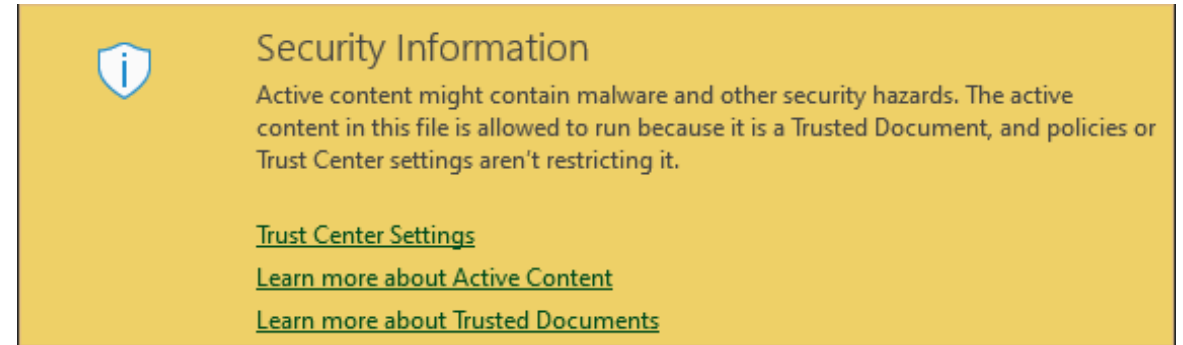
- The UFA voucher contains 5 worksheets that can be navigated by clicking the tabs at the bottom of the Microsoft Excel window.
 - INSTRUCTIONS
 - EXPENSES
 - CLAIM
 - MATCH
 - SUBMISSIONS
- The Excel File is not your default “.xlsx” file but rather a “.xlsm” file. The “.xlsm” is an Excel Macro-Enabled File.
- Excel Macro’s or VBA code allow custom actions and functions to occur. These custom features are designed to make submitting the UFA claim easier.

COMPUTER SECURITY AND MACRO-ENABLED FILES



BY DEFAULT, MOST COMPUTERS DISABLE MACROS OUT AN ABUNDANCE OF CAUTION

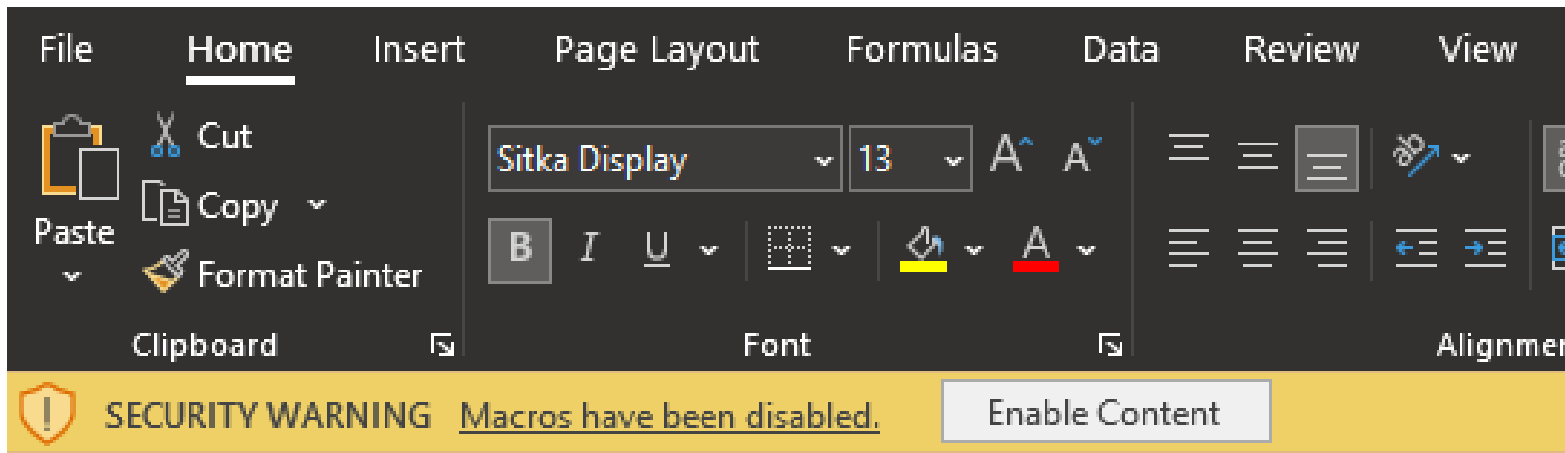
- Because Macros can be very powerful and can interact with the device directly by saving files, creating folders, and updating files, Microsoft will disable Macro's by default.
- Trusted files and trusted locations automatically enable files with macros (VBA code).



- Learn more about [Trusted Locations](#).
- Learn more about [Trusted Documents](#).
- Learn more about [Active Content](#).
- Learn more about [Macros](#).

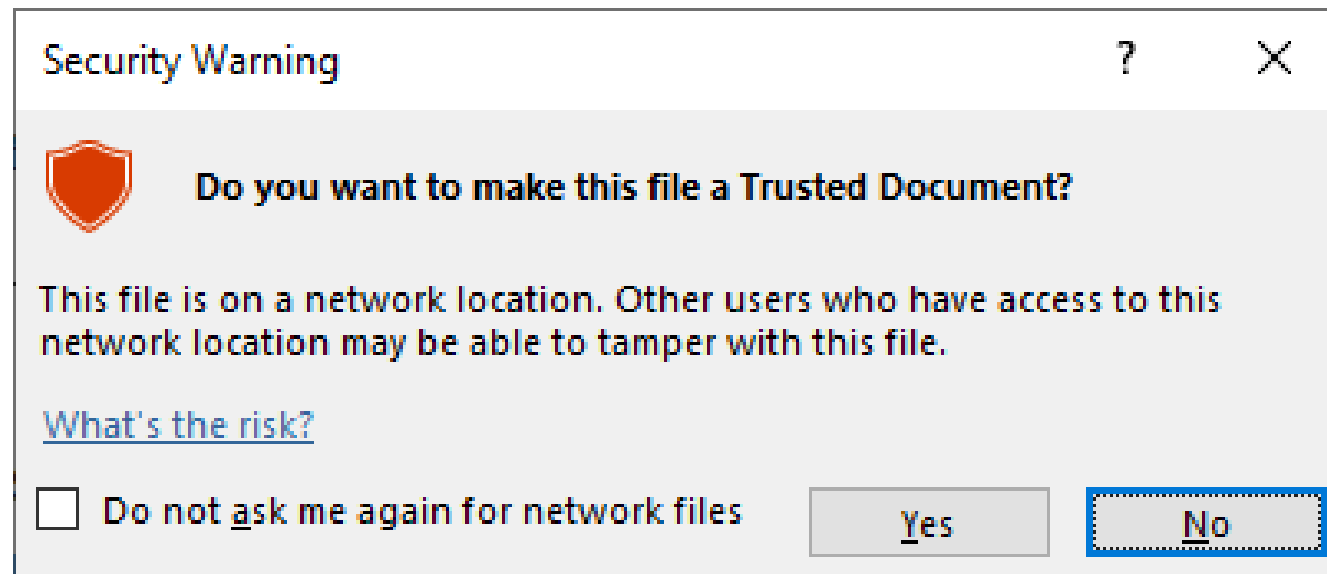
ENABLE CONTENT FOR VOUCHER TEMPLATE FUNCTIONS

- Macros are a form of instructions that people insert inside an Excel workbook that enables certain tasks or functions to occur.
- Because of their power, by default macros are disabled upon opening new Excel workbooks.
- For the voucher templates to work properly, please **click** “Enable Content”.



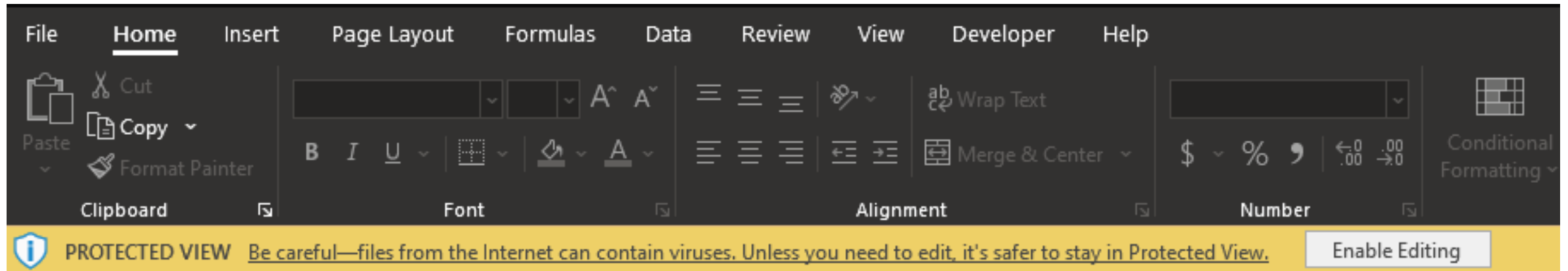
ENABLE CONTENT FOR VOUCHER TEMPLATE FUNCTIONS

- To avoid issues with the macros (VBA) not running due to a security restriction, we recommend making the voucher template a Trusted Document. Additionally, the folder where the voucher template is saved could also be marked a trusted location.



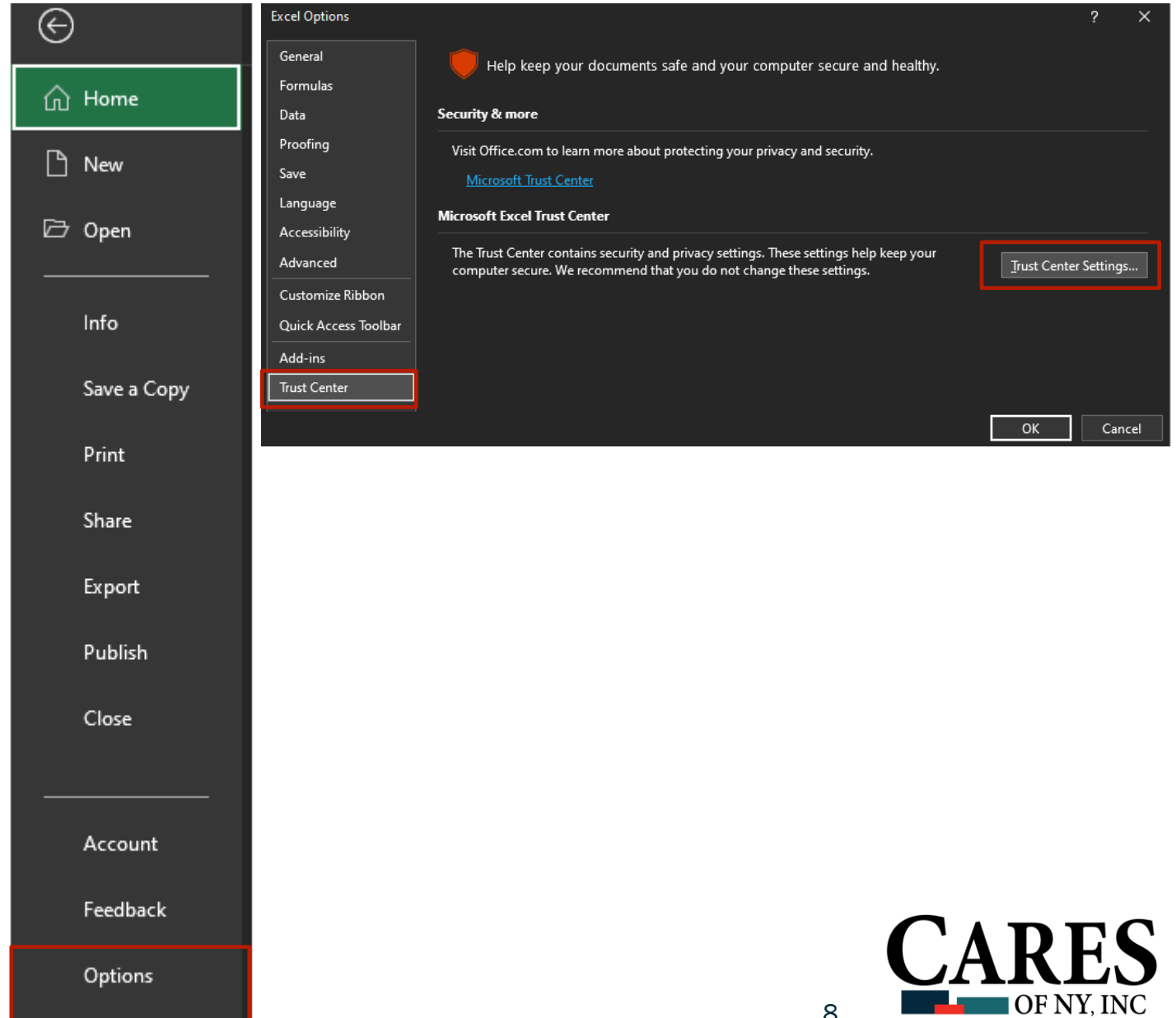
ENABLE CONTENT FOR VOUCHER TEMPLATE FUNCTIONS

- Sometimes, the Protected View security warning will appear. To be able to edit the file and submit the voucher claim, the “Enable Editing” button must be clicked.



NAVIGATE TO THE TRUST CENTER SETTINGS

- With Microsoft Excel open, **click** “File”, then **select** “Options” from the left sidebar.
- In the pop-up, **click** “Trust Center” from the left sidebar.
- Then, **click** “Trust Center Settings”



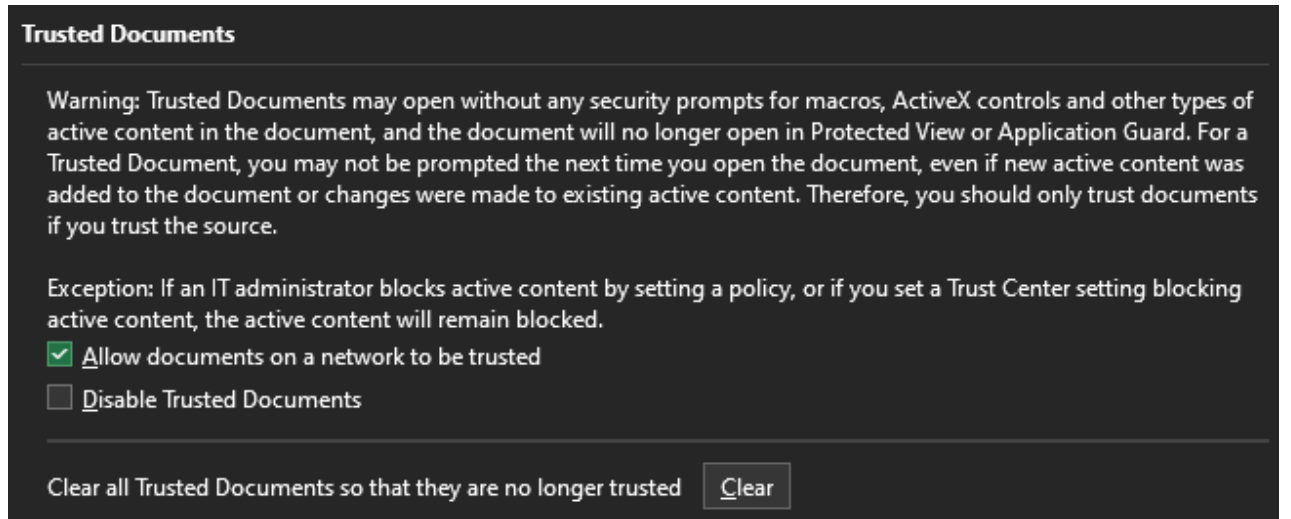
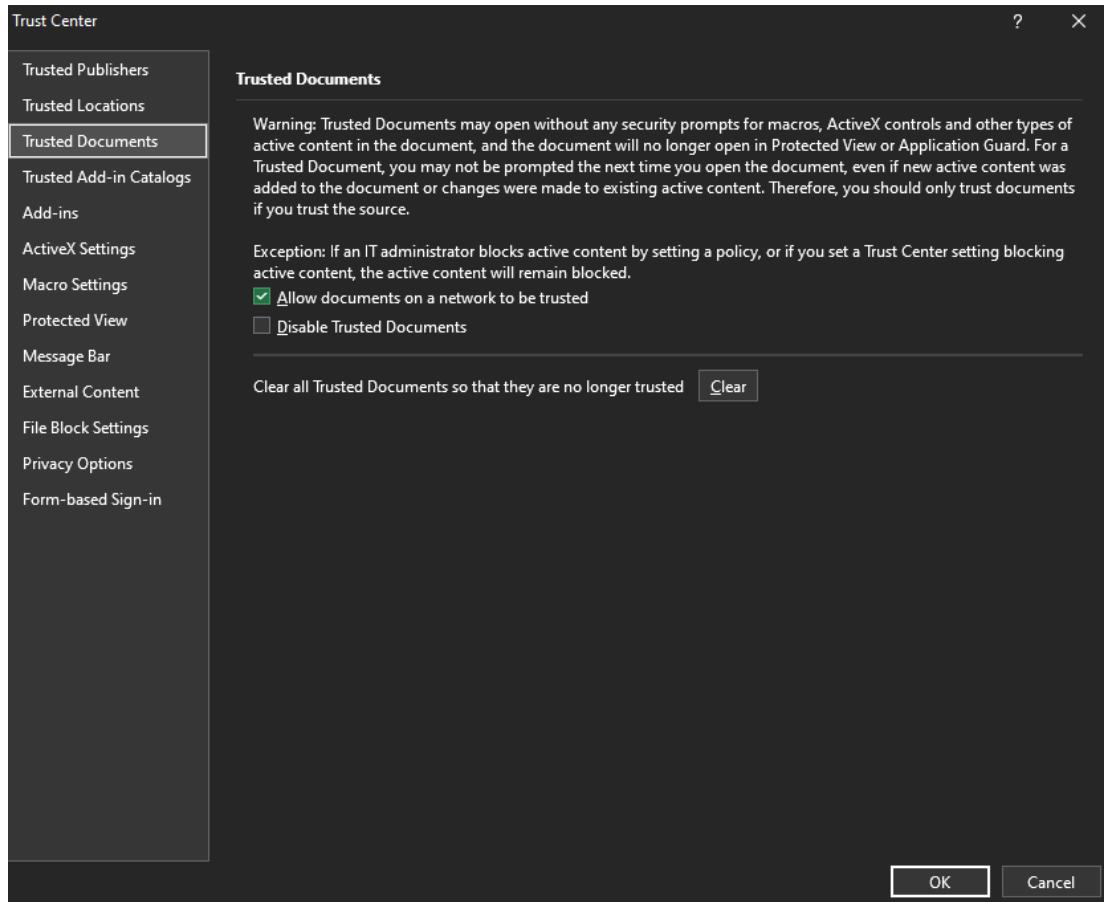
SET THE CURRENT FOLDER LOCATION AS A TRUSTED LOCATION

- In Trust Center Settings, click “Trusted Locations” from the left sidebar.
- Press the button, “Add new location”
- In the popup, click “Browse” and choose the current folder location and click OK.
- Click the checkbox, “Subfolders of this location are also trusted” and press OK.
- Click OK to exit the Trust Center.

The screenshot displays the Microsoft Office Trust Center interface. On the left sidebar, the 'Trusted Locations' option is highlighted. The main window shows a list of 'Trusted Locations' under the 'User Locations' section. A 'Microsoft Office Trusted Location' dialog box is open, showing the path 'C:\Users\TravisBrodbeck\OneDrive - CARES of NY, Inc\Timesheets\' and the description 'For Voucher Templates'. The 'Subfolders of this location are also trusted' checkbox is checked. The 'Add new location...' button in the main window is highlighted, and the 'OK' button in the dialog box is also highlighted.

Path	Description	Date Modified
C:\Users\TravisBrodbeck\OneDrive - CARES of		7/6/2022 7:07 PM
C:\Users\TravisBrodbeck\Downloads\Voucher T		6/14/2022 8:09 PM
C:\Users\TravisBrodbeck\AppData\Roaming\M	Excel default location: User StartUp	
C:\Program Files\Microsoft Office\Root\Office	Excel default location: Excel StartUp	
C:\Users\TravisBrodbeck\AppData\Roaming\M	Excel default location: User Templates	
C:\Program Files\Microsoft Office\Root\Office	Excel default location: Office StartUp	
C:\Program Files\Microsoft Office\Root\Templ	Excel default location: Application Templates	
C:\Program Files\Microsoft Office\Root\Office	Excel default location: Add-ins	

USERS MAY WANT TO ALSO VIEW THEIR TRUSTED DOCUMENT SETTINGS.



ADDING EXPENSES

Expense Details

- Enter the date of the expense
- Enter the description of the expense

DATE (MM/DD/YYYY)	DESCRIPTION OF EXPENSE

Expense Cost and Budget Lines

- In each row, only a single column should contain cost information. If an expense applies to more than column/budget line, please use additional rows to record the costs of that expense in the other budget lines.
- The sum from each of these columns appears at the bottom of the EXPENSES tab and will also populate the CLAIM tab.

1030 OPERATING COSTS	1040 RENTAL ASSISTANCE	1050 SUPPORT SERVICES	1051 HMIS	1060 ADMIN	1100 LEASING

EXAMPLE EXPENSES TAB

One Budget Line Expense Per Row

At the bottom of the expenses tab, the sum of all expenses per budget line will appear.

UFA: Voucher/Expense Reimbursement - Expenses Log							
GRANTEE: EXAMPLE	GRANT / PROJECT: RRH	CLAIM PERIOD: 01/00/1900 - 01/00/1900	GRANT DATES: 07/01/2022 - 06/30/2023	AWARD AMOUNT: \$326330			
ENTER THE AMOUNT (USD\$) FOR THE EXPENSE LINE IN ONE (1) COLUMN							
The sum from each of these columns will populate the CLAIM tab.							
DATE (MM/DD/YYYY)	DESCRIPTION OF EXPENSE	1030 OPERATING COSTS	1040 RENTAL ASSISTANCE	1050 SUPPORT SERVICES	1051 HMIS		
10/1/2022	Example description of Support Services Expense			\$ 12,420.00			
10/15/2022	Example description of Rental Assistance Expense		\$ 35,710.00				
10/30/2022	Example description of HMIS Expense				\$ 1,750.00		
		\$ -	\$ 35,710.00	\$ 12,420.00	\$ 1,750.00	\$ -	\$ -

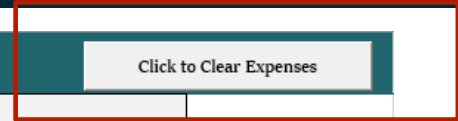
TOTAL EXPENSES WILL AUTOMATICALLY APPEAR ON THE CLAIM WORKSHEET OF THE VOUCHER

UFA: Voucher/Expense Reimbursement Claim					
GRANT / PROJECT	RRH	CLAIM PERIOD START	10/1/2022	CLAIM PERIOD END	10/31/2022
GRANTEE	EXAMPLE	GRANT DATES	07/01/2022 - 06/30/2023	AWARD AMOUNT	\$326,330.00
NY1051U2T062106 <i>Budget Version Number: 1</i>	CURRENT APPROVED BUDGET	CUMULATIVE REIMBURSEMENTS PRECEDING THIS CLAIM	TOTAL EXPENSES IN THIS CLAIM	TOTAL EXPENSES TO DATE	REMAINING BUDGET BALANCE
BUDGET LINE	<i>Approved budget modifications will be reflected in this column.</i>	<i>See total approved expenses on the SUBMISSIONS worksheet.</i>	<i>See total expenses on the EXPENSES worksheet.</i>	<i>Sum of Reimbursements and this claim's Total Expenses.</i>	<i>Difference of Current Budget and Total Expenses To Date.</i>
1030 Operating	\$ -	\$ -	\$ -	\$ -	\$ -
1040 Rental Assistance	\$ 214,200.00	\$ -	\$ 35,710.00	\$ 35,710.00	\$ 178,490.00
1050 Support Services	\$ 89,420.00	\$ -	\$ 12,420.00	\$ 12,420.00	\$ 77,000.00
1051 HMIS Costs	\$ 10,000.00	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 8,250.00
1060 Admin Awarded	\$ 12,710.00	\$ -	\$ -	\$ -	\$ 12,710.00
1100 Leasing	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 326,330.00	\$ -	\$ 49,880.00	\$ 49,880.00	\$ 276,450.00

CLEAR THE EXPENSES WORKSHEET BUTTON

UFA: Voucher/Expense Reimbursement - Expenses Log

GRANTEE: EXAMPLE	GRANT / PROJECT: RRH	CLAIM PERIOD: 10/01/2022 10/31/2022	GRANT DATES: 07/01/2022 - 06/30/2023	AWARD AMOUNT: \$326330				
ENTER THE AMOUNT (USD\$) FOR THE EXPENSE LINE IN ONE (1) COLUMN ONLY . The sum from each of these columns will populate the CLAIM tab.								
DATE (MM/DD/YYYY)	DESCRIPTION OF EXPENSE	1030 OPERATING COSTS	1040 RENTAL ASSISTANCE	1050 SUPPORT SERVICES	1051 HMIS	1060 ADMIN	1100 LEASING	[OPTIONAL: SUPPORT DOCUMENTATION INFORMATION]
10/1/2022	Example description of Support Services Expense			\$ 12,420.00				
10/15/2022	Example description of Rental Assistance Expense		\$ 35,710.00					
10/30/2022	Example description of HMIS Expense				\$ 1,750.00			



For some programs, expenses are recurring and there is no need to clear the expenses tab each submission. These programs can simply change the dates for each submission and submit their updated claim.

For other programs, expenses are variably different between each claim submission. For these programs, there is a button provided at the top of the expenses tab to clear all expenses from the worksheet.

UFA VOUCHER: CLAIM TAB

UFA: Voucher/Expense Reimbursement Claim					
GRANT / PROJECT	RRH	CLAIM PERIOD START	10/1/2022	CLAIM PERIOD END	10/31/2022
GRANTEE	EXAMPLE	GRANT DATES	07/01/2022 - 06/30/2023	AWARD AMOUNT	\$326,330.00
NY1051U2T062106 <i>Budget Version Number: 1</i>	CURRENT APPROVED BUDGET	CUMULATIVE REIMBURSEMENTS PRECEDING THIS CLAIM	TOTAL EXPENSES IN THIS CLAIM	TOTAL EXPENSES TO DATE	REMAINING BUDGET BALANCE
BUDGET LINE	<i>Approved budget modifications will be reflected in this column.</i>	<i>See total approved expense on the SUBMISSIONS worksheet.</i>	<i>See total expense on the EXPENSES worksheet.</i>	<i>Sum of Reimbursements and this claim's Total Expense.</i>	<i>Difference of Current Budget and Total Expense To Date.</i>
1030 Operating	\$ -	\$ -	\$ -	\$ -	\$ -
1040 Rental Assistance	\$ 214,200.00	\$ -	\$ 35,710.00	\$ 35,710.00	\$ 178,490.00
1050 Support Services	\$ 89,420.00	\$ -	\$ 12,420.00	\$ 12,420.00	\$ 77,000.00
1051 HMIS Costs	\$ 10,000.00	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 8,250.00
1060 Admin Awarded	\$ 12,710.00	\$ -	\$ -	\$ -	\$ 12,710.00
1100 Leasing	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 326,330.00	\$ -	\$ 49,880.00	\$ 49,880.00	\$ 276,450.00

PROGRAM INCOME WITHIN THE CLAIM PERIOD	
<i>Yes or No</i>	
(If yes) Description of Program Income	
(If yes) Amount of Program Income Received or Recorded Within Claim Period (\$)	
(If yes) Amount of Program Income Spent During Claim Period (\$)	
(If yes) Percentage of Program Income Spent Before Submitting this Claim (%)	

The undersigned certifies that the expenditures shown above are related to the project identified; are just, true and correct, and have been duly authorized; and that all expenditures have been made in accordance with the approved project proposal. Documentation should be maintained by the agency to support these costs.

[CLICK the button to the left to save progress and close the file.](#)

Authorized Agency Signatory (Signature) _____
Date

Authorized Agency Signatory (Print Name/Title)

[CLICK the button to the left to sign the claim sheet, submit the claim, export PDFs of the claim and expenses sheets, and to save the file.](#)

FILLING THE CLAIM SHEET

Claim Period Dates

- Enter the Claim Period Start as a date (e.g., 10/01/2022)
- Enter the Claim Period End as a date (e.g., 10/01/2022)

Program Income Within the Claim Period

- Complete the Program Income section of the Claim Worksheet
 - Did the program generate “program income” during the claim period?
 - If so, describe the source of the income.
 - If so, how much was earned?
 - If so, how much of that income was spent?

UFA: Voucher/Expense Reimbursement Claim					
GRANT / PROJECT	RRH	CLAIM PERIOD START	10/1/2022	CLAIM PERIOD END	10/31/2022
GRANTEE	EXAMPLE	GRANT DATES	07/01/2022 - 06/30/2023	AWARD AMOUNT	\$326,330.00
NY1051U2To62106 <i>Budget Version Number: 1</i>	CURRENT APPROVED BUDGET	CUMULATIVE REIMBURSEMENTS PRECEDING THIS CLAIM	TOTAL EXPENSES IN THIS CLAIM	TOTAL EXPENSES TO DATE	REMAINING BUDGET BALANCE
BUDGET LINE	<i>Approved budget modifications will be reflected in this column.</i>	<i>See total approved expenses on the SUBMISSIONS worksheet.</i>	<i>See total expenses on the EXPENSES worksheet.</i>	<i>Sum of Reimbursements and this claim's Total Expenses.</i>	<i>Difference of Current Budget and Total Expenses To Date.</i>
1030 Operating	\$ -	\$ -	\$ -	\$ -	\$ -
1040 Rental Assistance	\$ 214,200.00	\$ -	\$ 35,710.00	\$ 35,710.00	\$ 178,490.00
1050 Support Services	\$ 89,420.00	\$ -	\$ 12,420.00	\$ 12,420.00	\$ 77,000.00
1051 HMIS Costs	\$ 10,000.00	\$ -	\$ 1,750.00	\$ 1,750.00	\$ 8,250.00
1060 Admin Awarded	\$ 12,710.00	\$ -	\$ -	\$ -	\$ 12,710.00
1100 Leasing	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 326,330.00	\$ -	\$ 49,880.00	\$ 49,880.00	\$ 276,450.00

PROGRAM INCOME WITHIN THE CLAIM PERIOD	
Did this project generate program income during the current claim period? (Answer Yes or No)	Yes
(If yes) Description of Program Income	Tenant Rent
(If yes) Amount of Program Income Received or Recorded Within Claim Period (\$)	\$1,710.00
(If yes) Amount of Program Income Spent During Claim Period (\$)	\$1,710.00
(If yes) Percentage of Program Income Spent Before Submitting this Claim (%)	100%

SAVING OR SUBMITTING THE CLAIM SHEET

Save Progress and Close

- Saves the workbook.
 - If claim is not signed, date of last edit is added.
- Message box shows the file location.
- Asks user if they want to close the workbook. User clicks yes or no.

Sign and Submit Claim

- User will type their name.
- User will type their title.
- All fillable worksheets will be exported a .PDF file and saved in the same location as the Excel workbook.
- Submission tab is updated with the submitted claim information.
- Claim sheet cells are reset and cleared.

The undersigned certifies that the expenditures shown above are related to the project identified; are just, true and correct, and have been duly authorized; and that all expenditures have been made in accordance with the approved project proposal. Documentation should be maintained by the agency to support these costs.

Click to Save Progress and Close

CLICK the button to the left to save progress and close the file.

Authorized Agency Signatory (Signature)

Date

Authorized Agency Signatory (Print Name/Title)

Click to Sign and Submit Claim

CLICK the button to the left to sign the claim sheet, submit the claim, export PDFs of the claim and expenses sheets, and to save the file.

ENTER INFORMATION IN THE CELLS AS NEEDED

VOUCHER DATE (MM/DD/YYYY)	Match Source / Description	Match Type	Match Amount

- For programs that have match income to report, the program can complete the Match worksheet in the workbook.
- This sheet is a cumulative log and should only be added to and never deleted (unless an error was made in a previous entry).

UFA VOUCHER: SUBMISSIONS TAB

UFA: Voucher/Expense Reimbursement - Submission Log

GRANTEE	EXAMPLE	GRANT / PROJECT	RRH	GRANT DATES	07/01/2022 - 06/30/2023	Submissions For Admin Review
SUBMISSION TOTALS	PENDING	APPROVED	REJECTED	AWARDED	REMAINING	#CALC!
1030 Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1040 Rental Assistance	\$0.00	\$0.00	\$0.00	\$214,200.00	\$214,200.00	
1050 Support Services	\$0.00	\$0.00	\$0.00	\$89,420.00	\$89,420.00	
1051 HMIS Costs	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	
1060 Admin Awarded	\$0.00	\$0.00	\$0.00	\$12,710.00	\$12,710.00	
1062 CoC Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1064 UFA Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1100 Leasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

UFA ADMINISTRATOR USE ONLY

Use the dropdown below to select a submission to review.
In the dropdown, utilize the scrollbar to see all options.

After the submission date is selected, press "Review" button.

Review Submission

SUBMISSIONS PENDING REVIEW (\$0)			APPROVED SUBMISSIONS (\$0)			DENIED SUBMISSIONS (\$0)			
SUBMISSION DATE	BUDGET LINE	EXPENSE AMOUNT	SUBMISSION DATE	BUDGET LINE	EXPENSE AMOUNT	SUBMISSION DATE	BUDGET LINE	EXPENSE AMOUNT	NOTES / COMMENTS

SUMMARY INFORMATION AT THE TOP

UFA: Voucher/Expense Reimbursement - Submission Log

GRANTEE	EXAMPLE	GRANT / PROJECT	RRH	GRANT DATES	07/01/2022 - 06/30/2023
SUBMISSION TOTALS	PENDING	APPROVED	REJECTED	AWARDED	REMAINING
1030 Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1040 Rental Assistance	\$0.00	\$0.00	\$0.00	\$214,200.00	\$214,200.00
1050 Support Services	\$0.00	\$0.00	\$0.00	\$89,420.00	\$89,420.00
1051 HMIS Costs	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
1060 Admin Awarded	\$0.00	\$0.00	\$0.00	\$12,710.00	\$12,710.00
1062 CoC Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1064 UFA Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1100 Leasing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- For transparency purposes, all pending, approved, and rejected claim information is available at the top of the worksheet.
- CARES UFA Administrators will review submissions. Approved submissions will automatically populate the Claim worksheet's Cumulative Reimbursements Preceding This Claim column

DETAILED INFORMATION AT THE BOTTOM

SUBMISSIONS PENDING REVIEW (\$o)			APPROVED SUBMISSIONS (\$o)			DENIED SUBMISSIONS (\$o)			
SUBMISSION DATE	BUDGET LINE	EXPENSE AMOUNT	SUBMISSION DATE	BUDGET LINE	EXPENSE AMOUNT	SUBMISSION DATE	BUDGET LINE	EXPENSE AMOUNT	NOTES / COMMENTS

- The summary columns at the top of worksheet are referencing the detailed total table of the Submissions.
- The submissions are divided into Pending Review, Approved, and Denied.
- Denied submissions contains notes for each budget line submitted.

SUPPORTING DOCUMENTATION



PROGRAMS CAN ENTER SUPPORTING DOCUMENTATION DIRECTLY INTO THE CLAIM WORKBOOK IF DESIRED

- Supporting Documentation is specific to each submitted claim.
- In the workbook, press the “+” button to the right of the “Submissions” worksheet tab.
- In the new worksheet, add the supporting documentation.
 - Example: Table of payroll summary data, table of utilities information, table of invoices paid, etc.

SEND US YOUR COMMENTS AND FEEDBACK

- Speak with your UFA Representative to provide your comments and feedback on how the process can be improved.