

# eLOCCS information submittal guide

1. Find your current and most recently closed grant numbers for the project seeking renewal funding.
2. Log into your agency's **Secure Systems Single Login** account
3. Navigate to the **Line of Credit Control System (eLOCCS)**

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

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

**Line of Credit Control System (eLOCCS)**  
**THREE RIVERS COMMUNITY ACTION COUNC**  
**Special Needs Assistance (SNAP)**

User: \_\_\_\_\_

**Secure Systems**

[Your Profile](#)  
[About LOCCS](#)  
[FAQ](#)

[Authorizations](#)

Send LOCCS your questions and comments

**Queries**

- [Project Portfolio \(SNAP\)](#)
- [SNAP Program](#)
- [Wire Payments](#)

**Updates**

- [Payment Voucher Entry](#)
- [Cancel Voucher](#)

**Miscellaneous**

- [Maintain Email Addresses](#)
- [Maintain Email Assignments](#)

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


**THREE RIVERS COMMUNITY ACTION COUNC**  
**Portfolio**

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

All Projects **SNAP**

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

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


**THREE RIVERS COMMUNITY ACTION COUNC**  
 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	<a href="#">MNO001</a>	149,665.00	149,665.00	0.00	0.00
SNAP	<a href="#">MNO002</a>	149,665.00	149,665.00	0.00	0.00
SNAP	<a href="#">MNO003</a>	149,665.00	149,665.00	0.00	0.00
SNAP	<a href="#">MNO004</a>	149,665.00	149,665.00	0.00	0.00
SNAP	<a href="#">MNO005</a>	147,538.00	147,538.00	0.00	0.00
SNAP	<a href="#">MNO006</a>	147,538.00	147,538.00	0.00	0.00
SNAP	<a href="#">MNO007</a>	147,538.00	147,538.00	0.00	0.00
SNAP	<a href="#">MNO001</a>	175,916.00	175,916.00	0.00	0.00
SNAP	<a href="#">MNO002</a>	175,915.00	175,915.00	0.00	0.00
SNAP	<a href="#">MNO003</a>	175,915.00	175,915.00	0.00	0.00
SNAP	<a href="#">MNO004</a>	175,915.00	175,915.00	0.00	0.00
SNAP	<a href="#">MNO005</a>	173,388.00	173,388.00	0.00	0.00
SNAP	<a href="#">MNO006</a>	173,388.00	173,388.00	0.00	0.00
SNAP	<a href="#">MNO007</a>	173,376.00	173,376.00	0.00	0.00
SNAP	<a href="#">MNO008</a>	173,807.00	173,807.00	0.00	0.00
SNAP	<a href="#">MNO009</a>	0.00	0.00	0.00	0.00
SNAP	<a href="#">MNO000</a>	20,939.00	20,939.00	0.00	0.00
SNAP	<a href="#">MNO000</a>	63,284.00	63,284.00	0.00	0.00
SNAP	<a href="#">MNO001</a>	97,116.00	36,241.19	0.00	60,874.81
SNAP	<a href="#">MNO001</a>	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 COUNC**  
 Grant Information
 
[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Portfolio → Grant Information

Grant: **MN000** (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 COUNC PO Box 157 Zumbrota, MN 55992-0157	Tax ID: <input type="text"/> ✓ Matches contractual org.	Effective Date: 06-30-2016	Disbursed: <input type="text"/>
Payee Organization: - same as contractual-	THREE RIVERS COMMUNITY ACTION 1414 NORTH STAR DRIVE ZUMBROTA, MN 55992-1091	Expiration Date: 12-31-2017	In process: 0.00
	Region: 05 - MID WEST	Term (months): 12	Balance: <input type="text"/>
	Office: 46 - MINNESOTA STATE OFC.	Operating Start: 01-01-2017	

- Save as “<Project Name> eLOCCS fund balance” and upload to Dropbox.

**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.

THREE RIVERS COMMUNITY ACTION COUNCIL  
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.

THREE RIVERS COMMUNITY ACTION COUNCIL  
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).



Grant: MN  (SNAP) Special Needs Assistance

General Budget **Vouchers**

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

5. Save as “<Project Name> eLOCCS draws current” and upload to Dropbox.
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”