

# Sub-Recipient Vendor Payments

## Parrascope Guidelines 2010

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FederalReporting.gov has recently revised its explanation of how vendor payments should be reported by sub-recipients. These new guidelines represent **significant changes** over what was previously understood, and they will be explained below in terms of usage within Parrascope.

Reporting guidelines for these vendor payments have been a source of confusion for many ARRA recipients, and **additional clarification and guidance documents are expected** in the future.

### NEW RULES OVERVIEW

#### Payment Totals are Cumulative

The new guidelines are as follows:

- If a vendor receives an **individual payment of \$25,000 or more** from a sub-recipient, it must be reported (*not cumulative as previously understood*)
- Each vendor payment greater than \$25,000 will be itemized on the report, even if it's to the same vendor
- Vendor payments under \$25,000 do **NOT** need to be reported (*but records should be kept of all payment activity*)

## PARRASCOPE REPORTING

### Two Techniques for Vendor Payment Reporting

The Parrascope vendor payment list is very versatile, allowing sub-recipients to use many different methods to comply with the new guidelines.

To manage reporting, sub-recipients can separate vendors into two categories:

- Those who will **definitely** receive a payment greater than \$25,000
- Those who **might** receive a payment greater than \$25,000

If a vendor will **definitely** receive a payment greater than \$25,000, sub-recipients should use the Parrascope vendor payment list to record these payments as they occur. Parrascope will automatically add all individual payments greater than \$25,000 to the federal report.

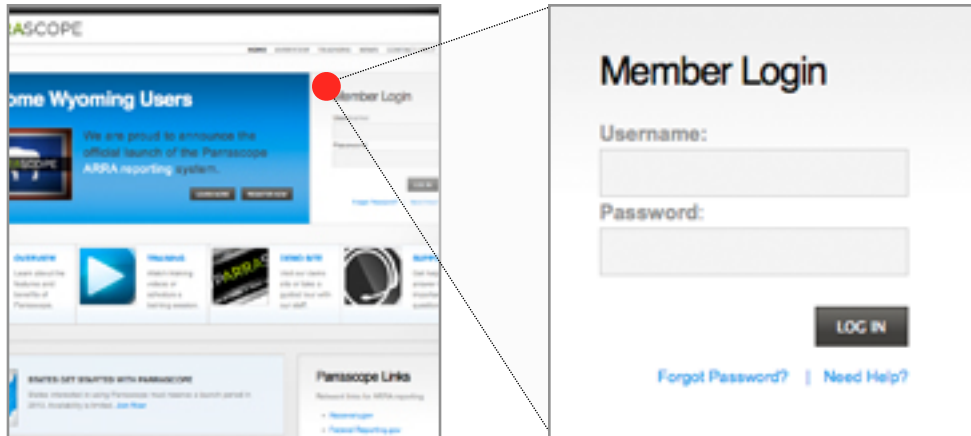
If a vendor **might** receive a payment of \$25,000 or more, sub-recipients should monitor spending (on at least a monthly basis) for that vendor. When a payment exceeds \$25,000, sub-recipients should enter it into Parrascope. This will produce the most accurate report with the least amount of effort, in full compliance with the current guidelines set by FederalReporting.gov.

# ADDING VENDORS TO YOUR VENDOR LIST

To add a vendor payment to a State Project, that vendor must be registered with Parrascope and appear on your Vendor list. The following pages will provide step-by-step instructions to build and manage your vendor list.

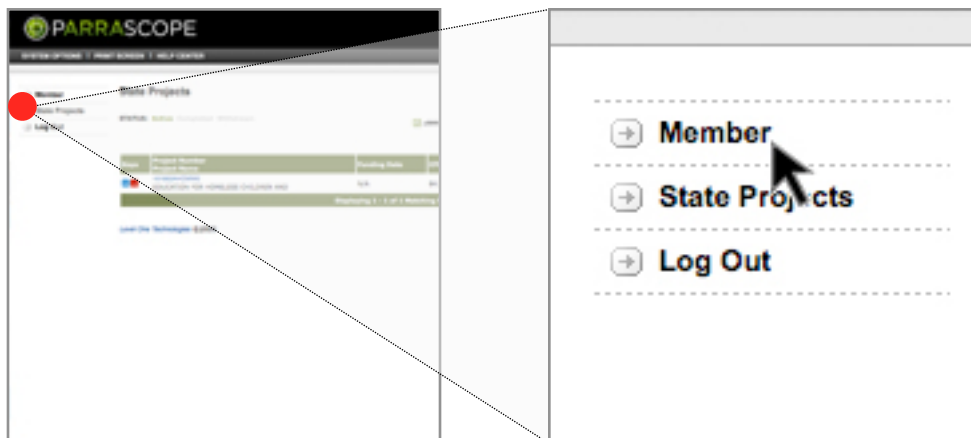
## 1. Login to Parrascope

Login to <https://www.parrascope.com> with the username and password created by your administrator.



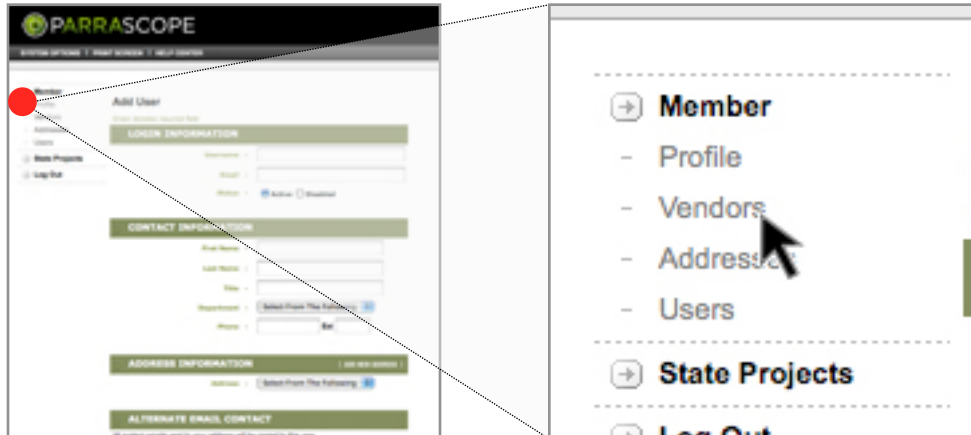
## 2. Click Member

Locate the Main Menu found in the top left hand corner of your screen and click "Member".



### 3. Click Vendors

Click "Vendors" under Member, to view your list of vendors. Vendors must appear on this list in the "ACTIVE" status to be available on the Add Vendor Payment form. Your vendor list will be blank upon initial registration.



The screenshot shows the 'Vendors' page in the Parrascope system. The header includes the Parrascope logo and 'FREMONT COUNTY SCHOOL DISTRICT #38'. A navigation menu on the left has 'Vendors' selected. The main content area shows a table with columns: Name, DUNS, Contact, City, State, and Status. The table is currently empty, displaying 'No Vendors found.' and '0 Matching Vendors'. A callout box points to the 'Add New Vendor' link above the table. Another callout box points to the 'Vendors' link in the navigation menu.

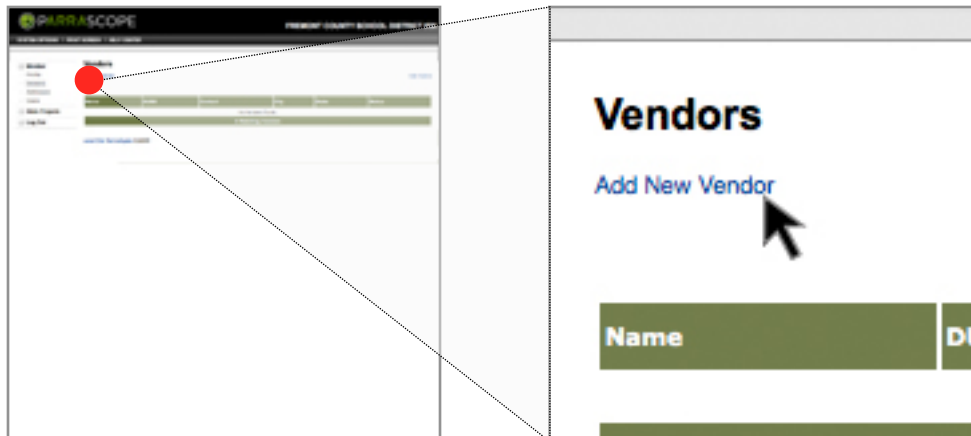
**Add New Vendor:**  
Click here to view a list of all vendors registered with Parrascope

| Name               | DUNS | Contact | City | State | Status |
|--------------------|------|---------|------|-------|--------|
| No Vendors found.  |      |         |      |       |        |
| 0 Matching Vendors |      |         |      |       |        |

**Your Private Vendor List:**  
This is your organization's private list of known vendors. It will be empty upon registration, but you may use the "Add New Vendor" feature to add registered vendors to your list.

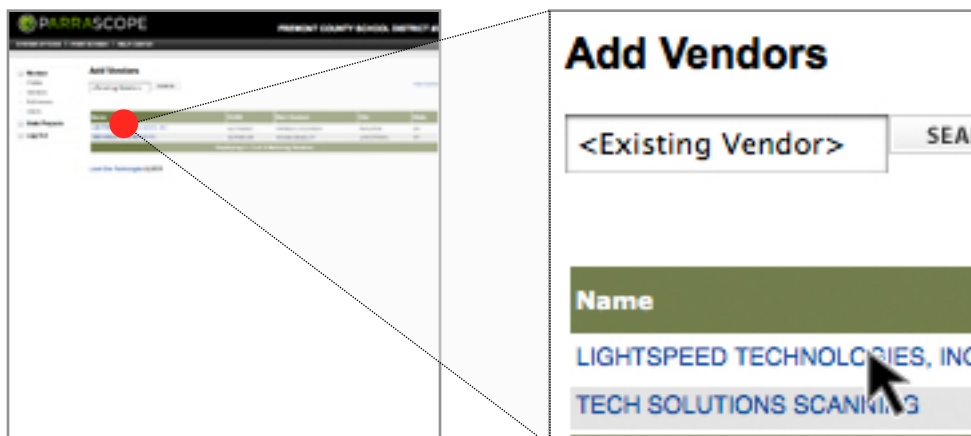
## 4. Click Add New Vendor

To add vendors to your list, click "Add New Vendor". This will display a list of all registered vendors. You may add any of these companies to your vendor list, which will allow you to record payments to that vendor from your project payment lists.



## 5. Click on the Vendor Name

To add a vendor to your list, click the vendor's name. This will immediately add the vendor to your list in the "ACTIVE" status and allow payments to be applied to this company. In the future, the system will allow you to select multiple vendors at once and add them to your Vendor list in batch.



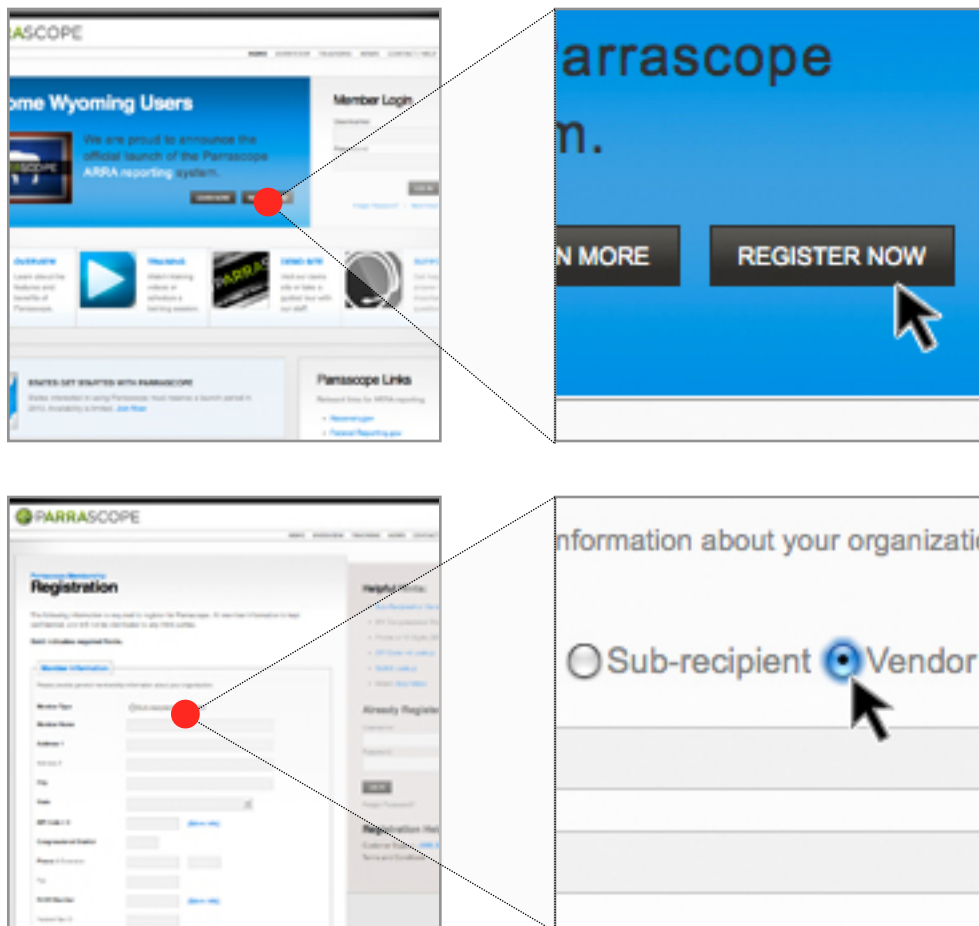
## 6. Repeat Steps 2-5 to Add More Vendors

If there are additional vendors registered with Parrascope that you would like to add to your Vendor list, repeat steps 2-5 above.

## 7. Register New Vendors

If you would like to add a vendor to your list that is not yet registered with Parrascope, please direct a representative from the vendor to [www.parrascope.com](http://www.parrascope.com), and have that individual complete the registration form as a "Vendor".

Once the vendor registers, it may be added to your Vendor list immediately by following the steps above. Vendors should **only register one time**. Once registered, any sub-recipient may add that vendor to their list. If you know that a vendor is likely to receive close to \$25,000, direct them the Parrascope registration page as early as possible. They will not have responsibilities inside the system at the present time. (They may be asked to enter job information in the future)

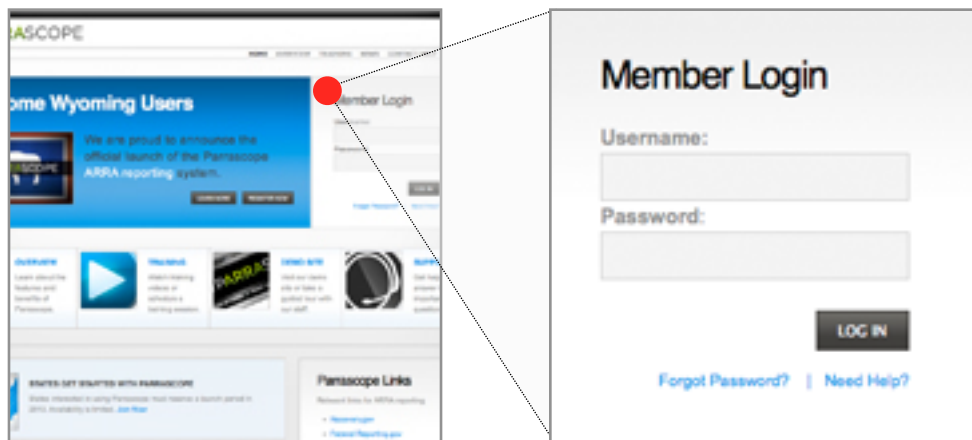


# ADDING VENDOR PAYMENTS TO A PROJECT

Parrascope allows sub-recipients to maintain records of all payments made to its vendors. Vendors that receive an **individual payment greater than \$25,000** from a sub-recipient must be included in the quarterly 1512 report. The following instructions will explain how to add these vendor payments in Parrascope to remain compliant with the current federal guidelines.

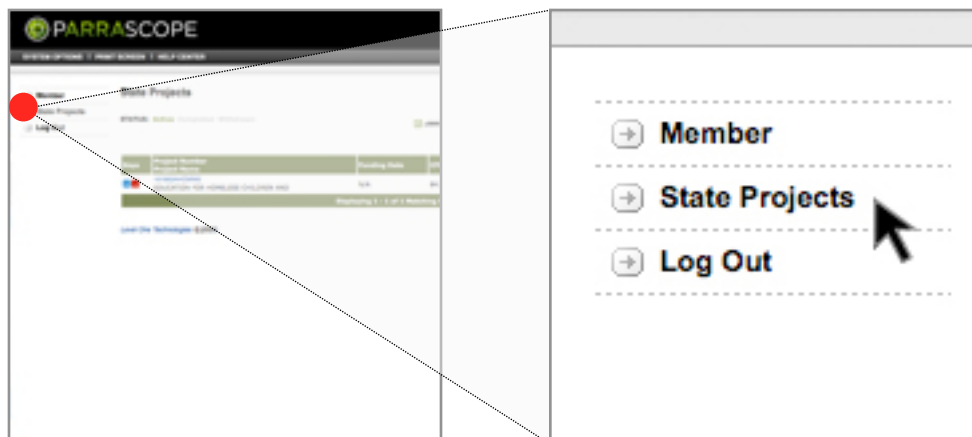
## 1. Login to Parrascope

Login to <https://www.parrascope.com> with the username and password created by your administrator.



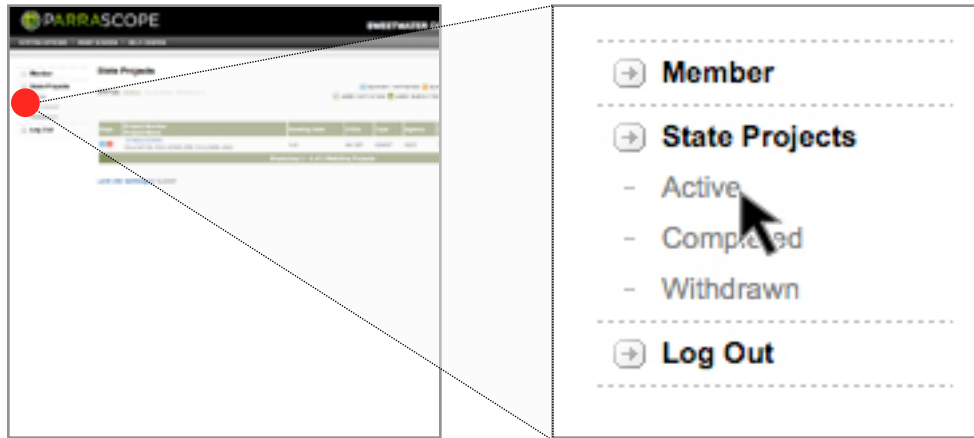
## 2. Click State Projects

Locate the Main Menu found in the top left hand corner of your screen and click "State Projects".



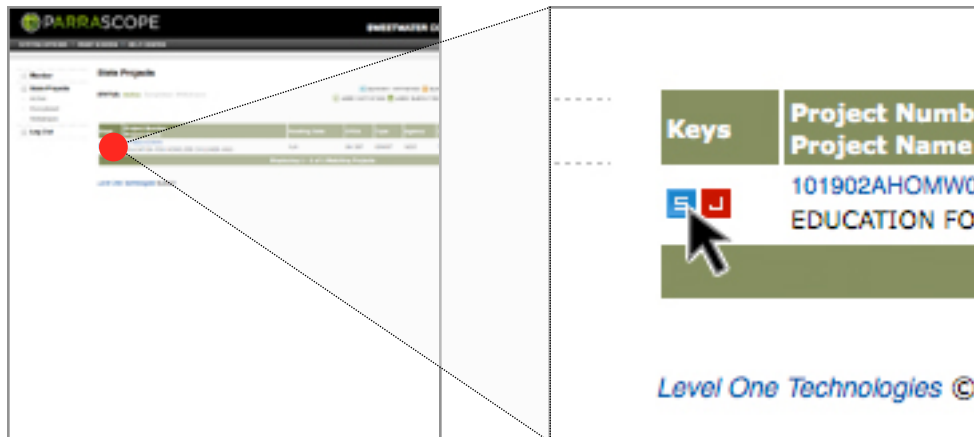
### 3. Click Active

Click "Active" under State Projects to view your active projects list. All active projects will be reported on quarterly.



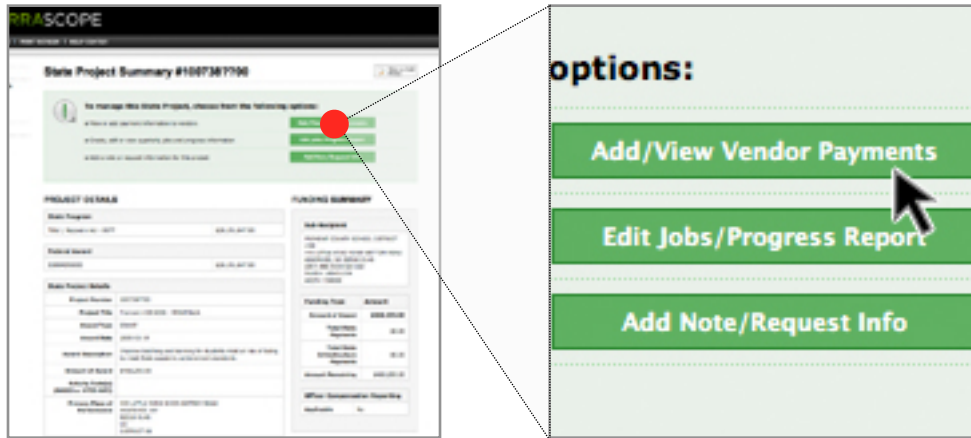
### 4. Click the "S" Icon

Click the "S" (Summary) Icon next to the project that you would like to apply the payment to. This will direct you to a summary of the activity for the **current reporting quarter**.



## 5. Click Add/View Vendor Payments

Click the “Add/View Vendor Payments” button to view a list of existing vendor payments for this project, or to add new payments.



## 6. Click Add New Payment

Click the “Add New Payment” link to attach a new vendor payment to this project. Payments can be added at any time, for any dollar amount, but only payments greater than \$25,000 will appear in the final report.



## 7. Enter Payment Information and Click Continue

Complete the short vendor payment form and click "Continue". Begin by choosing a vendor from your private list of known vendors. If the desired vendor does **NOT** appear in this drop down menu, then it needs to be added to your vendor list according to the instructions found at the beginning of this document. This may involve the vendor completing a one time registration.

The payment on this form should represent an individual payment that your organization has made to this vendor. The amount and payment date on this form should correspond to an exact record found in your accounting system.

Sub-recipients are **NOT required to enter all vendor payments**, just a list of payments to an individual vendor greater than \$25,000.

If a vendor will **definitely** receive a payment greater than \$25,000, sub-recipients should use this form to record each of these payments as they occur.

If a vendor **might** receive a \$25,000 payment, sub-recipients should monitor spending (on at least a monthly basis) for that vendor. If a payment exceeds \$25,000, it should be added to Parrascope right away.

The screenshot shows the Parrascope web interface for adding a vendor payment. The header includes the Parrascope logo and navigation links for 'SYSTEM OPTIONS', 'PRINT SCREEN', and 'HELP CENTER'. A sidebar on the left contains menu items: 'Member', 'State Projects' (with sub-items 'Active', 'Completed', 'Withdrawn'), and 'Log Out'. The main content area is titled 'Add Project Vendor Payment' and features a 'PAYMENT INFORMATION' section with the following fields: 'Vendor' (a dropdown menu showing 'TECH SOLUTIONS SCANNING'), 'Date' (a text field with '01/12/2010' and a calendar icon), and 'Amount' (a text field with '12549.33'). Below the form are 'CANCEL' and 'CONTINUE' buttons. Three callout boxes provide instructions: 'Choose a Vendor' points to the dropdown menu; 'Date' points to the date field; and 'Amount' points to the amount field.

**Choose a Vendor:**  
Select the vendor from your vendor list. If the vendor does not appear on this list, it will need to be added according to the instructions at the beginning of this document.

**Date:**  
This is the date that the payment was made. Payments greater than \$25,000 can be added any time during the quarter in which the payment was made.

**Amount:**  
This is an individual payment amount. It can be any amount, but only payments greater than \$25,000 will appear on the final report.

## 8. Review the Payment Entry and Click Continue

Review the payment entry for accuracy and click “Continue” to add the payment. The payment will now appear on your Project Vendor Payments List where it can be viewed, edited, or deleted.

**PARRASCOPE** **FREMONT CO**

SYSTEM OPTIONS | PRINT SCREEN | HELP CENTER

**Member**  
**State Projects**  
 - Active  
 - Completed  
 - Withdrawn  
**Log Out**

### Add Project Vendor Payment Review

Green denotes required field

**PAYMENT INFORMATION**

**Vendor** - TECH SOLUTIONS SCANNING

**Date** - 01/12/2010

**Amount** - 12549.33

Green denotes required field

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**PARRASCOPE** **FREMONT COUNTY SCHOOL DISTRICT #38**

SYSTEM OPTIONS | PRINT SCREEN | HELP CENTER

**Member**  
**State Projects**  
 - Active  
 - Completed  
 - Withdrawn  
**Log Out**

### Vendor Project Payments

**Project Number: 100738??00**

Add New Payment

| Date                   | Vendor                  | Amount              | Action  |
|------------------------|-------------------------|---------------------|---|
| 01/12/2010             | TECH SOLUTIONS SCANNING | \$ 12,549.33        | <a href="#">Edit</a>   <a href="#">Delete</a> |
| <b>Payment Balance</b> |                         | <b>\$ 12,549.33</b> |   |

Displaying 1 - 1 of 1 Matching Payments

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## 9. Repeat Steps 6-8 for Each Additional Payment

You may continue to add vendor payments by repeating steps 6-8 listed above.

**PARRASCOPE** FREMONT COUNTY SCHOOL DISTRICT #38  
SYSTEM OPTIONS | PRINT SCREEN | HELP CENTER

**Vendor Project Payments**  
Project Number: 100738700  
Add New Payment

| Date                   | Vendor                  | Amount              | Action        |
|------------------------|-------------------------|---------------------|---------------|
| 01/12/2010             | TECH SOLUTIONS SCANNING | \$ 12,549.33        | Edit   Delete |
| 01/29/2010             | TECH SOLUTIONS SCANNING | \$ 41,278.89        | Edit   Delete |
| <b>Payment Balance</b> |                         | <b>\$ 53,828.22</b> |               |

Displaying 1 - 2 of 2 Matching Payments

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**Vendor Payment Totals:**  
Each individual vendor payment greater than \$25,000 will be itemized on the final federal report for each quarter

## CUSTOMER SUPPORT

If you need assistance using Parrascope please contact JJ Kirkpatrick at:

phone: **800.240.1824 x 138** email: **jjk@parrascope.com**