Instructions for moving allocation and match in OT

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Definitions:

Accounts: IDA Accounts is a tab in OT that details a client's deposit and transaction history. If a client has had more than one IDA with the same FO, they should have 1 client record, but multiple IDA Accounts.

Allocation: Listed as "Potential Match" in OT, it is the total amount you have committed to savers, including match they have already received and match that you are holding for them.

Match Source Group: This corresponds with the "Grant" or "Project" in Outcome Tracker (OT), and is the way that match money is assigned to a particular grant within each IDA account.

Match Withdrawn: the amount that savers have received in match.

Section A: Moving allocation for accounts with no match withdrawn

Moving allocation for match not yet withdrawn is necessary when a grant is over-allocated beyond 100%. To move allocation between grants, you will need to find accounts that do not have any matched withdrawals, and then reassign those funds to a different Match Source Group in OT

> *Note: to move allocation for accounts that have already had match withdrawn, see [Section B](#) of these instructions.*

Step 1: Check allocation levels for all open grants

This step will identify which grants (listed as "Projects" on the Project Summary) are over-allocated and which grants have allocation available.

Run a new OT Project Summary Report: In the Reports tab:

- Standard Reports > IDA / CSA > Project Reports > Project Summary – Select by Projects
  - Select all open IDA grants
    - <u>Start date</u>: 1/1/2000, <u>End date</u>: current date
    - Click "Go"
    - Under the heading: "Potential matches by project (grant)" look at "Amount Remaining"

Under "Potential matches by project (grant)"	
Amount remaining	% Available
0.00	0.00
-210,914.47	-93.74
78,391.86	34.84
118,325.08	60.68
-39,000.00	-20.00

<u>Negative numbers means</u>: the grant is over-allocated and savers should be moved out of that grant

- If you have questions about over allocation, please talk with you NP grant manager

<u>Positive number means</u>: There is room for savers to be allocated to this grant

Step 2: For grants that are over-allocated, you'll need to move accounts out

You'll first want to identify accounts that have not yet withdrawn match. To do this, run a Closed Award Year Analysis.v2 Report in OT:

- Shared Reports > Oregon IDA Network > Closed Award Year Analysis.v2
- Select a grant, and click "go" to run report

This report will show you a list of the accounts allocated to this grant. You want to find open accounts who have match allocated (aka "Potential Match") but $0 match withdrawn.

- To find accounts to move, look for
  - ➤ "<None>" under Closed Date
  - ➤ "$0.00" under Match Withdrawn

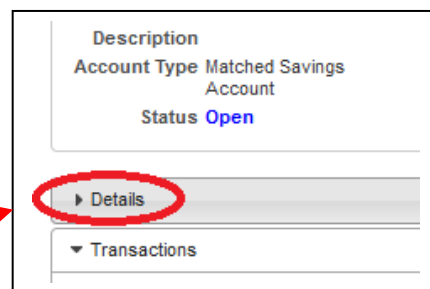|	Totals					
Project Name	Closed Date	Account Frozen Date	Potential Match	Match Earned	Match Withdrawn	Match Balance
ORIDA14 (Fake) <None>	<None>		$200.00	100.00	-100.00	$0.00
ORIDA14 (Fake) <None>	<None>		$3,000.00	825.00	0.00	$825.00
ORIDA14 (Fake) <None>	<None>		$9,000.00	2,580.00	0.00	$2,580.00
ORIDA14 (Fake) <None>	<None>		$18,000.00	1,230.00	0.00	$1,230.00
ORIDA14 (Fake) <None>	<None>		$9,000.00	1,950.00	-208.34	$1,741.66

To the left of the "Project Name" you will find the name of the client.

Step 3: Change their Match Source Group

Once you have identified which accounts you are moving, you'll do the following:

- Pull up the client record in OT, and click on the IDA Accounts Tab – (non-Flash).

  - It will show you the "Transactions" section. You should confirm that no matched withdrawals have been made for this account.
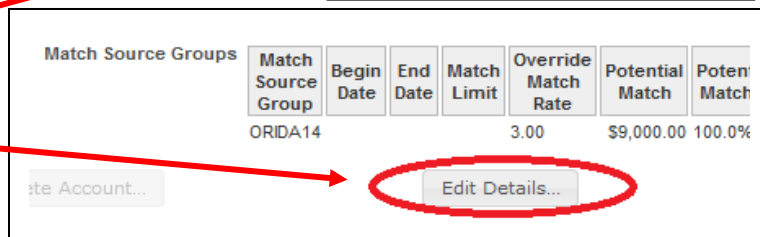
    - *If an account already has a matched withdrawal, go to Section B of these instructions.*

- Expand the "Details" section.
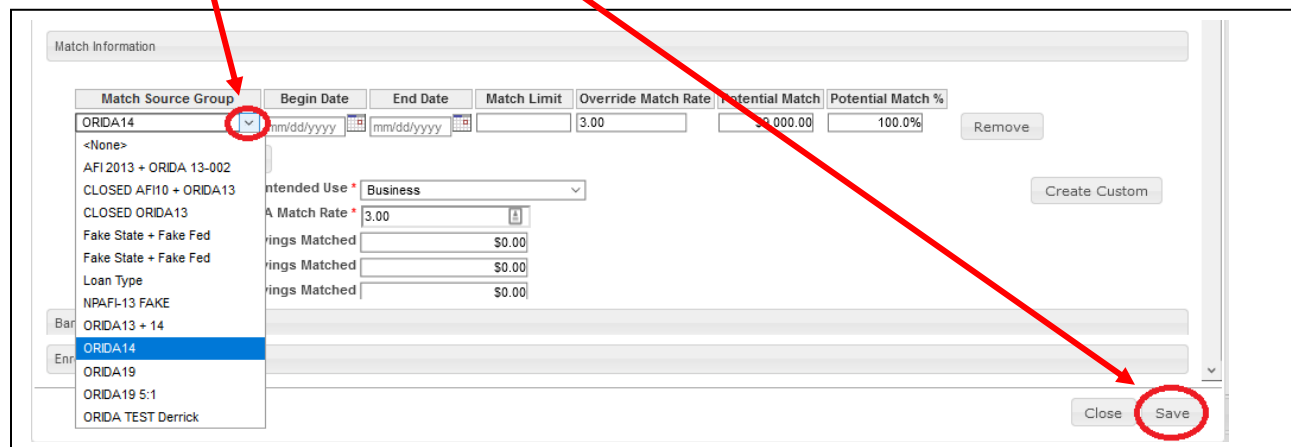
- Under "Match Source Groups" click "Edit Details"

  - Click on the down-facing arrow to change the "Match Source Group" and select the Match Source Group that you want this allocation to be moved to

    - You do not need to fill out an End Date or Match Limit. *If there is more than one Match Source Group already listed, refer to Section C of these instructions before making any changes.*

      - Click "Save"

Check your work: You can re-run a Project Summary and verify that under the "Potential Match" section, the "Amount Remaining" changed.

Errors in OT: At times OT will give you an error message for various reasons, including exceeding allocation limits or date ranges. Please reach out to NP if you are in need of technical assistance understanding the error message.

Section B: Moving match withdrawn between grants

Changing the Matched Source Group for matched withdrawals in OT may be necessary when you are

➢ reconciling a grant between OT and Accounting, or
➢ trying to close a grant

This section is for accounts with **only one** Match Source Group. *To split match between two Match Source Groups see* [Section C](#) *of these instructions.*

When moving match withdrawn, clear communication between Accounting and Program staff is important.

Step 1: Identify the Match Source Groups you need to change

First, consider what you end goal is:

➢ If you are reconciling a grant or transactions between OT and Accounting:
  o IDA staff and fiscal staff will have to work together to first identify the transactions that are causing a discrepancy. This will determine which transactions are affected and in which grants they are in. Then decide whether the fix needs to happen in accounting or in OT.
➢ If you are closing a grant:
  o First, check the match balance for the grant you are closing. To do this, you'll run a new OT *Project Summary* Report, as outlined in [Section A](#) Step 1.
  o Under the heading: "Actual matches" look at "Match Balance in Accounts". This is what tells you how much match is still available in that grant.

Match Withdrawn	Match Balance in Accounts
-328,700.35	100,779.60
-274,902.29	118,514.36
-68,006.12	106,797.43
-671,608.76	326,091.39

  o Moving match withdrawn may be necessary in order to spend all remaining match balance from a particular grant. To close a grant, the "Match Balance in Accounts" will need to be $0.00.

Step 2: Identify which accounts you will be changing

➢ If you are reconciling a grant between OT and Accounting:
  o IDA staff and fiscal staff will have to identify this based on discrepancies from individual transactions.
➢ If you are closing a grant:
  o You will want to identify closed accounts with match withdrawn that are assigned to another grant.

Step 3: Changing the Match Source Group

- Pull up the client record in OT, and click on the IDA Accounts Tab – (non-Flash).
    - It will show you the "Transactions" section. Notice the matched withdrawals that have been made in this account.
    - Note that when you change the Match Source Group, ALL past matched withdrawal transactions are automatically assigned to that Match Source Group. The account's full allocation is also changed to the new Match Source Group.
- Follow Section A Step 3 to change the Match Source Group.
    - If the account already has more than one Match Source Group assigned to it: *you need to follow the process in Section C of these instructions for splitting match between multiple Match Source Groups.*

Step 4: Communicate the change with Accounting

- Accounting will need to know:
    - Name
    - Exact amount of match that was moved
    - From which grant and to which grant

NP recommends you save details about the accounts that you move, in case you need to trace your steps. Consider a simple spreadsheet to record your work:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		Moving Allocation FROM grant year								Moving Allocation TO grant year							
2		2013	2014	2015	2016	2017	2018	2019		2013	2014	2015	2016	2017	2018	2019	
3	Saver Name	$6,000.00													$6,000.00		
4	Saver Name	$3,000.00													$3,000.00		
5																	
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Check your work: You can re-run a Project Summary and verify that the numbers for the "Potential Match" and "Match Withdrawn" changed. Have accounting confirm that the move was made in their records.

Section C: Grant close-out: splitting match

When closing a grant, you'll likely need to split one account's match between two grants in order to spend the full amount of match from the grant that you are closing.

- Communication between Accounting and OT is essential for accounts who have already withdrawn match funds.
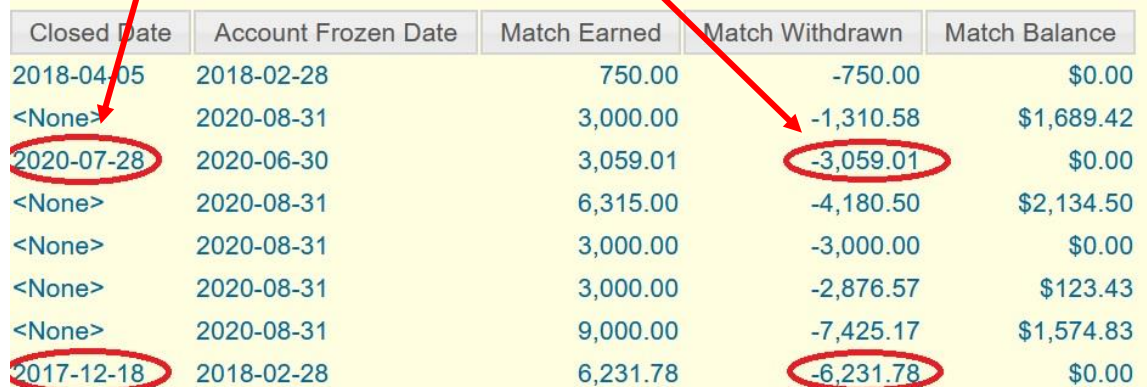
Step 1: Identify how much you need to move

- Run a new OT *Project Summary* Report, as outlined in Section A Step 1:
  - o Look under the heading: "Actual matches"
    - "Match Balance in Accounts" will tell you how much match remains.

Step 2: Identify a closed account from another grant

- You can pick any closed account that has match withdrawn from another grant.

- If you need help identifying a closed account, run a new Closed Award Year Analysis.v2
  - o Shared Reports > Oregon IDA Network > Closed Award Year Analysis.v2
  - o Select the grant you want to pull someone's match from (not the grant you are trying to close), and click "go"

- To find a saver to move, look for
  - ➤ A date filled out under "Closed Date"
    - ➤ A large enough amount listed under "Match Withdrawn"

> It is far easier to perform this process on an account that has few withdrawals and no adjustments, so you may want to confirm that before proceeding.

Closed Date	Account Frozen Date	Match Earned	Match Withdrawn	Match Balance
2018-04-05	2018-02-28	750.00	-750.00	$0.00
<None>	2020-08-31	3,000.00	-1,310.58	$1,689.42
2020-07-28	2020-06-30	3,059.01	-3,059.01	$0.00
<None>	2020-08-31	6,315.00	-4,180.50	$2,134.50
<None>	2020-08-31	3,000.00	-3,000.00	$0.00
<None>	2020-08-31	3,000.00	-2,876.57	$123.43
<None>	2020-08-31	9,000.00	-7,425.17	$1,574.83
2017-12-18	2018-02-28	6,231.78	-6,231.78	$0.00

Step 3: Add a 2nd Match Source Group

Once you find a closed account with enough match withdrawn to cover the amount you need to move, you will split their match between 2 Match Source Groups.

To do that, you must

- Pull up the Client record in OT, and click on the IDA Accounts Tab – (non-Flash).

- Expand the "Details" section.

  o Under "Match Source Groups" click "Edit Details"

    ➢ Click "Add Match Source Group"
    ➢ Dropdown to select the Match Source Group that you are closing
    ➢ Fill out an End Date, which should be the day after the last withdrawal
    ➢ Add the Match Limit (the Match Balance in Accounts" amount identified in Step 1)
    ➢ Leave all fields blank for the original Match Source Group
    ➢ Click Save

In this scenario, I am trying to close ORIDA14, and I know that I need to move $1,650.75 from ORIDA 19 to ORIDA14. So first, I found an account that was closed and had $9,000 in match already withdrawn from ORIDA19. Then I add a Match Source Group with an end date and match limit of $1,650.75. This will move $1,650.75 into ORIDA14, and leave the remaining amount ($7,349.25) in ORIDA19.

Check your work: You can re-run a Project Summary and verify that the numbers for the "Match Withdrawn" changed, and that the "Match Balance in Accounts" is $0.00.

Step 4: Communicate the change with Accounting

- Accounting will need to know

  - ➢ Name

  - ➢ Exact amount of match that was moved

  - ➢ from which grant and into which grant

- After this happens in accounting, they should also be able to confirm that their records match OT records, showing all funds spent from the grant being closed.

Section D: Grant close-out: moving unspent match allocation

When closing a grant, you may find that there are clients who have made a matched withdrawal, but are still saving towards their goal. No additional allocation can be assigned to a grant that is being closed. You will have to assign all additional allocation to another grant.
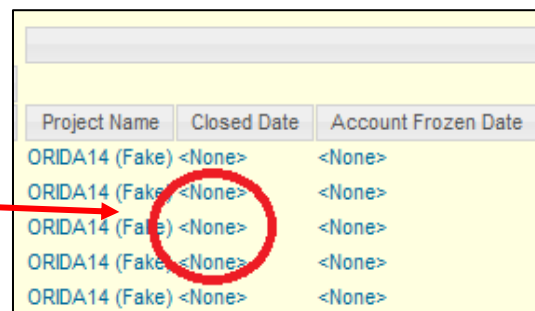
This step if done correctly should not affect any match withdrawn. But regardless, NP recommends you save details about which accounts you changed in case you need to trace your steps. Consider a simple spreadsheet to record your work.

Step 1: Identify which savers you'll need to move

- First, you'll need to review all open accounts in the grant you are trying to close. To do this, run a Closed Award Year Analysis.v2 Report:

  ➢ Shared Reports > Oregon IDA Network > Closed Award Year Analysis.v2

  ➢ Select the grant you are closing, and click "go" to run the report

This report will show you a list of the accounts assigned to this grant. You will need to review every **open** account on this list.

- To locate all open accounts, look for "<None>" under Closed Date

  o To the left of the "Project Name" you will find the names of the savers.

  - If the saver has received all their match and completed their IDA:

    ➢ Close that account

  - If the saver is still saving toward their goal

    ➢ Continue to step 2 to proceed with moving their remaining allocation

Step 2: Identify which grant to move their allocation to

- *Refer to Section A step 1 of these instructions to identify a grant with allocation available*

Step 3: For each account that needs allocation moved

- First, pull up the Client record in OT, and click on the IDA Accounts Tab – (non-Flash). It will show you the "Transactions" section.

  - o Identify the sum total of match withdrawn from all previous matched withdrawals. **Only match**, not including participant's account savings.

- Next, expand the "Details" section.

- Under "Match Source Groups" click "Edit Details"

Step 4: Add a 2ⁿᵈ Match Source Group

- Click on "Add Match Source Group"

Step 5: Change the following fields

➢ Select the additional Match Source group the unspent allocation should be moved to (which was identified in step 2)

➢ Fill out the "End Date" for the **original** Match Source Group that the disbursed match will remain in. The end date should be the day after the last match withdrawal.

➢ Set the Match Limit to the sum total of match withdrawn from all previous matched withdrawals (identified during step 3)

EXAMPLE: In this scenario, the account has $750 match already disbursed from ORIDA14. I want to leave that $750 there, and assign remaining unspent allocation to ORIDA19.

Then click "Save"

When done correctly, OT will first pull match from the Match Source Group that **has an End Date**, up to the Match Limit.

➢ The end date should be the day *after* the last matched withdrawal transaction that you want included.

➢ You do not need to fill out any of the other fields.

Check your work: Re-run a Project Summary and verify that the "Amount Remaining" in "Potential Match" section changed, but "Match Withdrawn" did not change.