

Online Expense Portal

GLOSSARY OF TERMS

The following terms are commonly used throughout the expense portal:

- **Amount:** Price of an item, service, or fee
- **Applicant:** Legal guardian that applied on behalf of a student for the ESA program
- **Application Number:** Unique number assigned to a student's application/account
- **Back:** Returns to a previous screen or closes a window
- **Cancel:** Returns to the previous screen without saving information
- **Complete:** Status of an expense entry that indicates all information was provided
- **Contract Year:** Current year in which the ESA contract was signed and returned by an applicant
- **Credential:** Documentation showing that the skillset of tutor, therapist, or paraprofessional is appropriate for the service they provide, and that any licenses/certificates are up-to-date and valid.
- **Expense Entry:** Classification, and sometimes itemization, of an ESA transaction
- **Expense Report:** One or more expense entries, provided by an applicant, that accounts for how funds were spent during the quarter
- **Expense Type:** Category in which an ESA transaction is classified
- **Export to PDF:** Creates a PDF document containing information entered in an expense report
- **Incomplete:** Status of an expense entry that indicates information is missing
- **Payment Amount:** Total amount of an ESA transaction
- **Payment Date:** Date in which a transaction occurred using the ESA card
- **Payment Frequency:** How often the ESA card is used (per year) for recurring charges
- **Payment Method:** How the ESA card was used to make a transaction:
 - **PayPal:** Popular online payment system using an online account
 - **Point of Sale:** In-person payment
 - **Phone/Mail/Internet:** Communicating the ESA card number verbally over the phone, written and mailed using a paper form, or typed into an online payment form
 - **Square:** Common device that uses a phone to process payment
- **Publisher:** Company responsible for the printing and binding curriculum

- **Other:** Common menu option that displays a textbox for entering information that is not listed in a menu
- **Report Status:** State of an expense report:
 - **Approved:** Expense report was submitted and all expenses were approved
 - **Pending:** Expense report was submitted or resubmitted and is currently under ESA review
 - **Rejected:** Expense report was submitted and at least one expense was not approved
 - **Resubmitted:** Expense report was submitted after being modified or corrected and is awaiting ESA review
 - **Submitted:** Expense report was submitted and is awaiting ESA review
 - **Unsubmitted:** Expense report has not been submitted
- **Receipt File:** Electronic copy or picture of a paid invoice or receipt to show proof of payment
- **Request for Information:** Email or letter sent by ESA Staff requesting missing or additional documentation in regards to an expense report
- **Reporting Period:** Quarter in which funds were spent
- **Save:** Saves the content entered on a screen
- **School Year:** First date of a school calendar, beginning July 1st
 - **Example:** July 1st 2016 – June 30th 2017 = 2016/2017 school year
- **Subject:** General area of study
- **Supplemental Material:** Materials that are required by a curriculum to complete the lesson
- **Tuition:** Amount paid to a school or program for participation
- **Vendor / Facility:** Company, school, website, store, or person issuing services that receives payment using the ESA card