

FUNDING MANAGEMENT SYSTEM (FMS)

HELP RESOURCES

Funding Management System (FMS) Glossary of Terms

Terms found in FMS	Definition
Achieved Outcomes	Achieved Outcomes are the total value of outcomes that the grantee has fulfilled.
Addendum	An Addendum is an additional documentation added to an agreement change request, containing details of the changes made to the original agreement.
Addendum Title	An Addendum Title refers to the name of the documentation relating to the agreement.
Agreement	An Agreement is a binding contract that SSG / WSG issues to the grantee. This is equivalent to a Letter of Acceptance (LOA) or Letter of Offer (LOO) between the grantee and SSG / WSG.
Agreement Budget	An Agreement Budget is the total amount of funds provided to the grantee by SSG / WSG under each funding award. The grantee is allowed to claim up to this amount under their agreement with SSG / WSG.
Agreement Description	An Agreement Description is a brief summary of the agreement signed with SSG / WSG.
Agreement End Date	The Agreement End Date is the effective date from which an agreement is no longer valid.
Agreement ID	An Agreement ID is the unique agreement ID assigned to each agreement in the FMS.
Agreement Start Date	The Agreement Start Date is the effective date from which an agreement is valid.
Agreement Status	Agreement Status refers to the current standing of the grantee's agreement with SSG / WSG. An agreement's status can be Approved or Closed.
Balance Claimable	Balance Claimable refers to the remaining balance of funds that the grantee can claim.
Bi-Annually	A Bi-Annual reporting cycle refers to the progress report submitted to SSG / WSG by Grantee every six months.
Claim	A Claim is a payment request by the grantee on expenses incurred during the duration of the agreement.
Claim Description	A Claim Description briefly describes a particular claim that has been submitted by the grantee.
Claim ID	A Claim ID is a unique ID assigned to each claim in the FMS.

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Claim Period	A Claim Period is the period where the requested amount was utilised.
Claim Status	Claim Status refers to the current standing of the grantee's claim with SSG / WSG. A claim's status can be Draft, Submitted, Pending Approval, Clarification Required, Approved, Rejected, or Reimbursed.
Claimed Amount	The Claimed Amount refers to the amount of funds that has been disbursed to the grantee.
Claimed Amount Description	A Claimed Amount Description refers to the explanation of the claim.
Disbursement Request Checklist	The Disbursement Request Checklist consists of questions which the grantee must answer when submitting a claim for an agreement.
Funding Component	A Funding Component refers to the area where funding is given to achieve the agreement's outcomes.
Funding Component Description	A Funding Component Description briefly summarises the details of the selected funding component.
Monthly	A Monthly reporting cycle refers to progress report submitted to SSG / WSG by Grantee every month.
Other Outcomes	Other Outcomes refer to outcomes that are not tagged to programs, unlike Tracked Outcomes.
Outcomes	Outcomes refer to the targets that specific agreements under programmes aim to achieve, as outlined in the agreement.
Programme	A Programme is an initiative offered by SSG / WSG to achieve the desired outcomes in line with SSG / WSG's objectives of supporting industry growth and bridging structural skills gap.
Programme Description	A Programme Description briefly describes a specific programme offered by SSG / WSG.
Programme ID	A Programme ID is a unique ID assigned to each programme in the FMS.
Progress Report	A Progress Report is submitted by the grantee to provide updates on their progress towards achieving set agreement outcomes.
Progress Report Description	A Progress Report Description briefly describes the progress report submitted by the grantee.
Progress Report ID	A Progress Report ID is a unique ID assigned to each progress report in the FMS.

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Progress Report Status	Progress Report Status refers to the current standing of the grantee's progress report with SSG / WSG. A progress report's status can be Draft or Submitted.
Quarterly	A Quarterly reporting cycle refers to progress report submitted to SSG / WSG by Grantee every quarter.
Refund	A Refund is a reconciliation of unutilised funding that was previously disbursed to the grantee.
Reporting Cycle	A Reporting Cycle is the timeframe in which the progress report is submitted to report achieved outcomes.
Requested Amount	A Requested Amount is the amount to be claimed.
Target	Target refers to the intended value of outcomes, as outlined in the agreement.
Total Reported	Total Reported refers to the sum of values reported by the grantee for the outcome.
Tracked Outcomes	Tracked Outcomes are agreement outcomes tied to the programme outcome, with specific targets to be achieved for the agreement.