


EGMS PROGRAM – TRAINING OVERVIEW: REIMBURSEMENT REQUEST SUBMISSION




810 1st Street NE, 9th Floor,
Washington, DC 20002
November 2014

LOGIN TO OSSE'S GRANTS MANAGEMENT SYSTEM TO ACCESS YOUR AGENCY'S GRANT(S) (WWW.GRANTS.OSSE.DC.GOV)

EGMS LOGIN PAGE



Office of the State Superintendent of Education
Government of the District Of Columbia



Office of the State Superintendent of Education
Welcome to the Grants Management System

ANNOUNCEMENTS

Welcome to the EGMS Portal! We enthusiastically introduce you to the future of state educational grant making in the District of Columbia. Here you will find resources, announcements, and login to EGMS. We invite you to review the information, training, NOFA and upcoming dates sections on this page.

Allocations for ConApp Title I, Title II, and Title III programs for FY15 are in the EGMS. Narrative portions as well as the Title I-A Budgeting processes can be completed. However, the entire ConApp cannot be completed until all allocations are budgeted or released.

HELPFUL HINT: When uploading documents to EGMS only use alpha numeric characters and the underscore (do NOT use ' ' or double space.)

HELPFUL HINT: You must accept the assurances and complete one (1) LSI in Central Data prior to submitting an application.

LOGON

Username/Email

Password

[Forgot Password](#)

LOGON

[New User](#)

INFORMATION

Review the [Budget and Program Categories](#)

Questions about EGMS? Contact our EGMS Support Team at osse.callcenter@dc.gov or helpdesk at 202-719-6500.

Click [HERE](#) for the OSSE Federal Grant Toolkit. This guidance provides specific program information on: Title I, Title II, Title III, IDEA, and Carl D. Perkins. In addition, the document provides some examples of how LEAs can coordinate spending of federal education funds to support comprehensive initiatives.

TRAINING

New to EGMS? Click [HERE](#) for a training video.

Click [HERE](#) for a brief video introducing Central Data.

The Early Learning Professional Development Unit, in conjunction with OSSE Certified Trainers, provide a number of professional development opportunities within the 11 Core Knowledge Areas for Early Childhood Educators. This [calendar](#) outlines the PD offerings provided.

UPCOMING

November 2014

November 24, 2014
The DC PREP initial application is now available. Applications are due Monday November 24, 2014 at 5:00 pm Eastern Time.

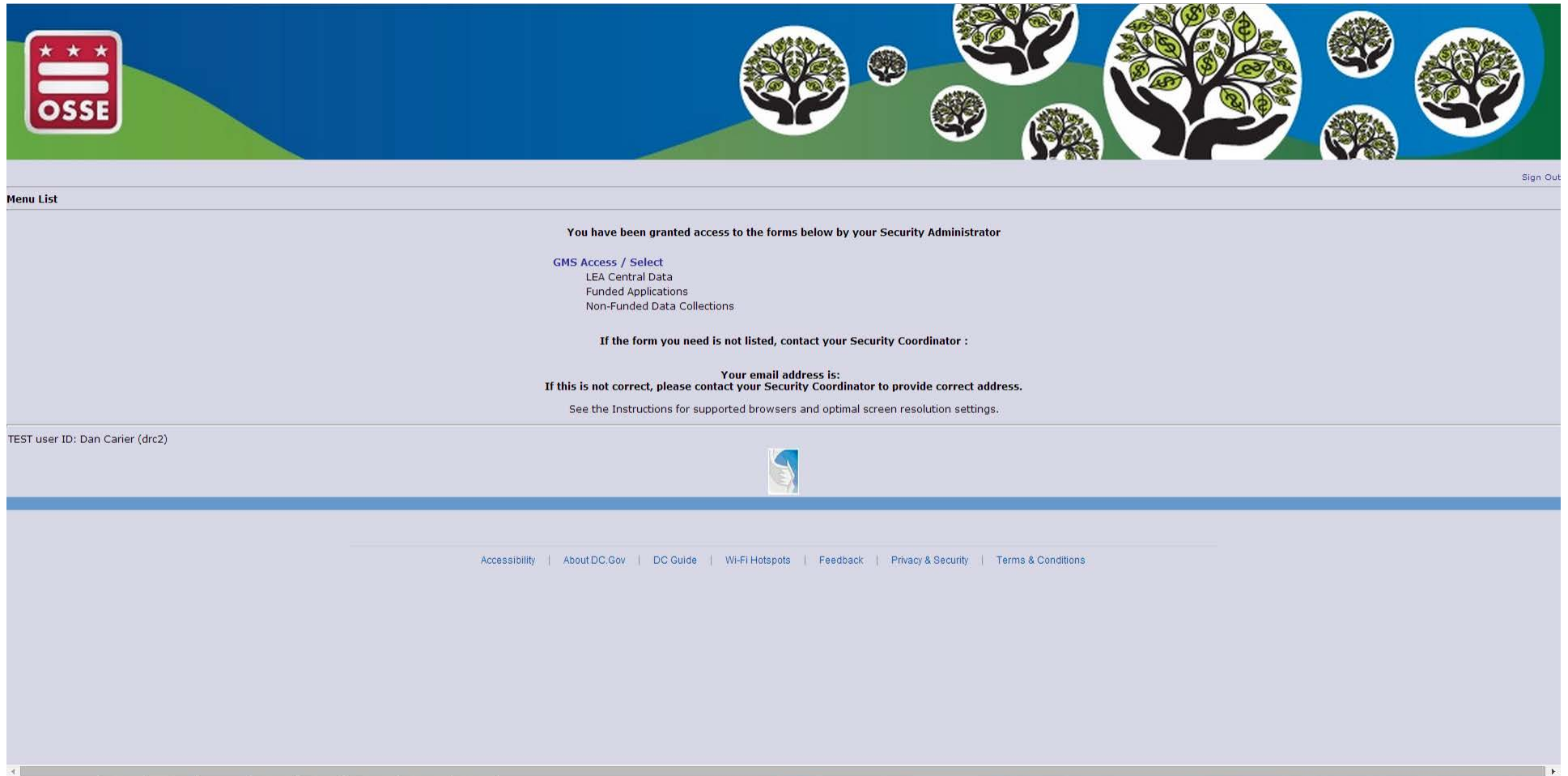
NOTICE OF FUNDING AVAILABILITY

The 2015 Schools Technology Fund application is now open in the Enterprise Grants Management System (EGMS). The fund is treated like a formula grant and is distributed to Local Education Agencies that participated in the 13-14 Annual Enrollment Audit. The funds are to be used to enhance technology in DC Public and Public Charter schools to support next generation assessments.

The DC School Garden Grant will post the NOFA in the DC Register on November 7, 2014.

ONCE YOU ENTER YOUR USERNAME/PASSWORD, YOU'LL BE DIRECTED TO THE LANDING PAGE TO BEGIN NAVIGATING THE WEBSITE – SELECT THE GMS ACCESS/SELECT LINK

EGMS LANDING PAGE



The screenshot shows the OSSE EGMS Landing Page. At the top is a blue header with a green hill graphic on the left. The OSSE logo is in the top left corner. The header features several circular icons of hands holding trees. A 'Sign Out' link is in the top right corner. Below the header is a 'Menu List' section. The main content area has a light blue background and contains the following text:

You have been granted access to the forms below by your Security Administrator

[GMS Access / Select](#)
LEA Central Data
Funded Applications
Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :


Your email address is:
If this is not correct, please contact your Security Coordinator to provide correct address.
See the Instructions for supported browsers and optimal screen resolution settings.

TEST user ID: Dan Carier (drc2)

At the bottom, there is a horizontal line with the following links: [Accessibility](#) | [About DC.Gov](#) | [DC Guide](#) | [Wi-Fi Hotspots](#) | [Feedback](#) | [Privacy & Security](#) | [Terms & Conditions](#)

THE GMS ACCESS/SELECT LINK DIRECTS YOU TO YOUR PRIMARY CONTROL PANEL FOR GRANT MANAGEMENT

GMS ACCESS/SELECT WEBPAGE



Office of the State Superintendent of Education
 Government of the District Of Columbia

[Click to Return to Menu List / Sign Out](#)

Enterprise Grants Management System -- Access Select

121 Hope Community Academy PCS

Select Fiscal Year: 2015

[Click for Instructions](#)

[Click to view Funding Summary](#)

Created

Central Data


Application Name	Revision	Status	Date	Actions				
Central Data	Original Application	Submitted For Review	7/17/2014	Open	Amend		Review Summary	Delete Application
Phase I Assurances - NCLB ConApp	Original Application	Not Submitted		Open	Amend			Delete Application
Phase I Assurances - IDEA	Original Application	Not Submitted		Open	Amend			Delete Application

Formula Grant


Application Name	Revision	Status	Date	Actions				
NCLB Consolidated	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
Perkins	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
Title I Part D Neglected Delinquent Youth	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
Charter Schools Planning and Implementation	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
School-Based HIV-STD Prevention and Physical Education- Physical Activity Program								
Race to the Top - RTTT - No Cost Extension	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
Race to the Top - RTTT - No Cost Extension - IIS	Original Application	Final Approved	7/18/2014	Open	Amend	Payments	Review Summary	Delete Application
Race to the Top - RTTT - No Cost Extension - PLACES	Original Application	Final Approved	7/18/2014	Open	Amend	Payments	Review Summary	Delete Application

SELECTING THE CHEVRON NEXT TO THE GRANTS WILL REVEAL SUB-APPLICATION(S) CREATED WITHIN THAT GRANT PROGRAM

GRANT SELECTION – DETAILS



Office of the State Superintendent of Education
 Government of the District Of Columbia



[Click to Return to Menu List / Sign Out](#)

Enterprise Grants Management System -- Access Select

121 Hope Community Academy PCS

Select Fiscal Year: 2015

[Click for Instructions](#)

Created

Central Data

Application Name	Revision	Status	Date	Actions					
▶ Central Data	Original Application	Submitted For Review	7/17/2014	Open	Amend	Review Summary			Delete Application
▶ Phase I Assurances - NCLB ConApp	Original Application	Not Submitted		Open	Amend				Delete Application
▶ Phase I Assurances - IDEA	Original Application	Not Submitted		Open	Amend				Delete Application

Formula Grant

Application Name	Revision	Status	Date	Actions				
▶ NCLB Consolidated	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
▶ Perkins	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
▶ Title I Part D Neglected Delinquent Youth	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
▶ Charter Schools Planning and Implementation	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
▶ School-Based HIV-STD Prevention and Physical Education- Physical Activity Program								
▶ Lightbourne Test Project	Original Application	Submitted For Review	10/29/2014	Open	Amend	Payments	Review Summary	Delete Application
▶ Race to the Top - RTTT - No Cost Extension	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application
▶ Race to the Top - RTTT - No Cost Extension - IIS	Original Application	Final Approved	7/18/2014	Open	Amend	Payments	Review Summary	Delete Application

Select the Chevron to Display the Grant(s) completed under this application

KEY INFORMATION FOR EACH CREATED GRANT IS AVAILABLE FROM THIS VIEW

- **Grant name**
- **Revision:** Displays the most current version of the application. Note: If you have created an amendment to an originally approved application, Amendment 1, 2,... will show. You will have to select the chevron (triangle) to select a lower version of the application.
- **Status:** Not Submitted, Submitted for Review, Final Approved, Returned for Changes, etc.
- **Date:** Displays the date Submitted, Returned or Approved
- **Actions:**
 - **Open:** Select this to open a completed application
 - **Amend:** Select this to create an Amendment to the originally submitted application: Note, you can only create an amendment if there is an “Final Approved” application
 - **Payments:** Select this button to navigate to the Payments module
 - **Review Summary:** Select this button to review the Review Checklist completed by OSSE Program Representative while reviewing the application revision selected.
 - **Delete Application:** Select this button to permanently delete an un-submitted application or amendment

ONCE YOUR APPLICATION HAS BEEN FINAL APPROVED, YOU CAN NOW SUBMIT A REIMBURSEMENT REQUEST – LETS START WITH SOME BASIC FACTS

- Reimbursement workbooks can only be submitted against completed and approved applications
- Submissions can be made as frequently as the Program Office allows – no system limitations
- The EGMS will only allow you to submit expenses against approved budget categories
- The EGMS **will not** allow you to submit expenses above the exact amount in the approved budget category
- Submissions are all or nothing
 - If a submission is made with 100 line items and 2 or not allowed the Reimbursement Request will be rejected with comments
 - The applicant can correct the two items in question and resubmit, or
 - The applicant can remove the two items in question and resubmit
 - The EGMS **will not** allow a partial payment for a Reimbursement Request

EGMS – Submitting a Reimbursement Request...

CHOOSE YOUR APPLICATION AND CLICK THE PAYMENTS BUTTON

GMS ACCESS/SELECT WEBPAGE

Office of the State Superintendent of Education
Government of the District Of Columbia

Enterprise Grants Management System -- Access Select

142 School for Educational Evolution and Development (SEED) PCS

Select Fiscal Year: 2015

Click to view Funding Summary

Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Created

Application Name	Revision	Status	Date	Actions
Central Data	Original Application	Final Approved	11/18/2014	Open Review Summary CC Override
Phase I Assurances - NCLB ConApp	Original Application	Final Approved	7/2/2014	Open
Phase I Assurances - IDEA	Original Application	Final Approved	7/31/2014	Open

Formula Grant

Application Name	Revision	Status	Date	Actions
NCLB Consolidated	Original Application	Final Approved View GAN	11/20/2014	Open Payments Review Summary
IDEA Part B Consolidated	Original Application	Not Submitted		Open Payments Review Summary Regenerate GAN CC Override
School-Based HIV-STD Prevention and Physical Education- Physical Activity Program				
Schools Technology Fund	Original Application	Not Submitted		Open Payments Review Summary CC Override

Competitive Grant

Application Name	Revision	Status	Date	Actions
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EGMS – Submitting a Reimbursement Request – Payments Summary...

SELECTING “PAYMENTS” OPENS A PAYMENT SUMMARY REPORT SHOWING PAYMENTS INFORMATION FOR THE FOR APPLICATIONS WITHIN THE CONSOLIDATED APPLICATION – SELECT THE VIEW REIMBURSEMENTS/PERIODIC REPORTS BUTTON

PAYMENTS SUMMARY WEBPAGE

Applicant: 000-0180 Harmony DC PCS

Application: 2014-2015 NCLB Consolidated - 00- 2014-2015 7/1/2014 - 9/30/2015

Expenditure / Payment Summary

View Reimbursement Requests / Periodic Reports


FY2015 Expenditure/Payment Summary as of 11/12/2014

	SCHOOLWIDE	TitleIA	TitleIIA	TitleIIIA
Current Grant Year Allocation	\$0.00	\$117,008.48	\$30,901.04	\$0.00
FY14 Unexpended Balance	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Consortiums	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Transfers	\$45,000.00	(\$35,000.00)	(\$10,000.00)	\$0.00
Total Funds to be Budgeted at Beginning of FY2015	\$45,000.00	\$82,008.48	\$20,901.04	\$0.00
Approved Budget	\$45,000.00	\$82,008.48	\$20,901.04	\$0.00
Pending Reimbursement Requests				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Approved Reimbursement Requests	\$86.69	\$0.00	\$0.00	\$0.00
Total	\$86.69	\$0.00	\$0.00	\$0.00
Completed Reimbursement Requests				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance				
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$44,913.31	\$82,008.48	\$20,901.04	\$0.00
Released or Carried Over to next year	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$44,913.31	\$82,008.48	\$20,901.04	\$0.00


Select the “View Reimbursement Requests” button to access the Create Reimbursement Request function

selecting “view reimbursement requests/periodic reports” opens a summary of reimbursement requests for that grant – Complete history w/status (OPEN, CREATE, DELETE OR REVIEW FROM THIS PAGE)

VIEW REIMBURSEMENT REQUESTS WEBPAGE



Office of the State Superintendent of Education
 Government of the District Of Columbia



Applicant: 000-0180 Harmony DC PCS
Application: 2014-2015 NCLB Consolidated - 00-

2014-2015 7/1/2014 - 9/30/2015

[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

Reimbursement Request/Expenditure Report Menu
[Click for Instructions](#)

Program SCHOOLWIDE 2015

Reimbursement Requests:

Select a Reimbursement Request from the list(s) below and press one of the following buttons:

[Open Request](#)
[Create New Request](#)
[Delete Request](#)
[Review Summary](#)

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 6	11/13/2014	10/1/2014 - 11/13/2014	11/13/2014	11/13/2014	Approved	11/13/2014
<input type="radio"/>	Reimbursement Request 5	11/13/2014	10/1/2014 - 10/31/2014	11/13/2014	11/13/2014	Approved	11/13/2014
<input type="radio"/>	Reimbursement Request 4	11/12/2014	11/1/2014 - 11/12/2014	11/12/2014	11/12/2014	Approved	11/12/2014
<input checked="" type="radio"/>	Reimbursement Request 3	11/12/2014				Not Submitted	
<input type="radio"/>	Reimbursement Request 2	11/12/2014	10/1/2014 - 11/1/2014	11/12/2014	11/12/2014	Approved	11/12/2014
<input type="radio"/>	Reimbursement Request 1	11/12/2014	11/1/2014 - 11/4/2014	11/12/2014	11/12/2014	Approved	11/12/2014

TEST user ID: District Representative (distRep)

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KEY FUNCTIONALITY ON THIS PAGE








- Open request
- Create new request
- Delete request
- Review summary – Select the Radio Button next to the existing Reimbursement Request and press this button to view the comments provided by the Program Office. Note: Popup Blockers must be disabled to view this Review Summary.
- Status Table includes the following:
 - Select Reimbursement Request (radio button)
 - Reimbursement Request – numbered sequentially
 - Date Reimbursement Request was created
 - Date range of expenses covered on the submitted Reimbursement Request (you will fill in this range while completed the request)
 - Date Reimbursement Request was submitted to osse
 - Current status of Reimbursement Request (Not Submitted, Submitted to OSSE, Review in Progress, Returned for Changes, Approved, Rejected)
 - Status date changes to reflect the above listed actions

EGMS – Submitting a Reimbursement Request – Create New Request...

PRESS THE “CREATE” BUTTON TO CREATE A NEW REIMBURSEMENT REQUEST – YOU WILL SEE A STANDARD SET OF TABS, SIMILAR TO THE BUDGET DEVELOPMENT TABS IN YOUR APPLICATION – SELECT A TAB TO SEE IF YOU HAVE BUDGETED FUNDS IN A BUDGET CATEGORY



Office of the State Superintendent of Education
Government of the District Of Columbia



Applicant:000-0180 Harmony DC PCS

Application:2014-2015 NCLB Consolidated - 00-Reimbursement Request 3

Cycle:

2014-2015 7/1/2014 - 9/30/2015

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

Reimbursement
Request Overview

Salaries
and Benefits

Professional
Services

Equipment

Supplies
and Materials

Fixed
Property Costs

Other
Objects

Submit

Reimbursement Request Overview

The following tabs are for each Budget Category where planned expenditures were allowed for this program. Based on your most recently approved budget for this program, and the expenditures you are requesting reimbursement for, please complete as many tabs as are appropriate.

When all tabs have been completed and successfully saved, use the Submit tab to run a Consistency Check. Only Authorized Representatives from your organization will be able to submit the reimbursement request to OSSE for review.

TEST user ID: District Representative (distRep)

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EGMS – Submitting a Reimbursement Request – Complete a Request...

IN THIS CASE, THE SALARIES & BENEFITS TAB HAS FUNDING – THE BUDGET SUMMARY TAB IS DISPLAYED ON EACH TAB, WHETHER YOU HAVE FUNDING IN THAT CATEGORY OR NOT

Reimbursement Request Overview | **Salaries and Benefits** | Professional Services | Equipment | Supplies and Materials | Fixed Property Costs | Other Objects | Submit

Reimbursement Request 3 [Click for Instructions](#)

Program: SCHOOLWIDE

Click on the "Create Additional Entries" button to enter additional information.

Description of Object Codes and Function Codes

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Reimbursement Request is submitted to the SEA.

Site: All Budgets Combined

Remove blank rows from display: ☒ Yes ☐ No

Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
10	Instruction	20,000.00			8,000.00	500.00			28,500.00
20	Support Services	5,000.00							5,000.00
30	Administration		10,000.00						10,000.00
Total Direct Costs		25,000.00	10,000.00		8,000.00	500.00			43,500.00
		55.56 %	22.22 %		17.78 %	1.11 %			96.67 %
Approved Indirect Cost X 8.0000 %									1,500.00
									4.2254 %
Total Budget									45,000.00

Create Expense Items by line. This section is developed by grant and varies across grant programs.

Program Category	Site	Name of Employee	Title/Position of Employee	LSI	Brief Description of Employee's Role	First Date Worked for Period	Last Date Worked for Period	Total ANNUAL Salary and Benefits from ALL Funding Sources Combined	Name of the Other Source	PO Number (DCPS Only)	Voucher Number (DCPS Only)	Document I (DCPS C

This is the Budget Summary Tab – Shows all approved budgeted funding by Budget Category

Create Expense Items by line. This section is developed by grant and varies across grant programs.

Site will remain at "000" unless the application was "site based budgeting". In that case, you would see a list of sites when you select the dropdown arrow.

COUPLE OF THINGS TO NOTE WHEN COMPLETING THE BUDGET TABS

- You must fill out each box in the expense line
- You can only expense line items against Approved/Budgeted Program Categories (see Budget Summary at the top of the page)
- The EGMS will not allow you to expense more than your approved budget
- The EGMS will create more lines as you get towards the bottom of the page:
 - Fill out each line
 - Complete all required information at the bottom of the page
 - “Save” the page. Upon saving, the EGMS will generate another 10 lines
- The Expenditures Dates cover the 1st and last day of Expenditures in the Reimbursement Request
- The SAM Expiration Date **MUST** be on or after the submission date. If your SAM Expiration Date is prior to the submission date, the EGMS will not allow you to submit the request. If expired...
 - Select the Link for SAM Expiration Date Information
 - Renew and get a new SAM Expiration date
 - Log back in to the EGMS – Create an Amendment to your Central Data file
 - Insert the new SAM Expiration date on the appropriate space on the DUNS Number Tab
 - Perform a Consistency Check on the Submit Tab
 - After successfully running the Consistency Check, select the “Submit to OSSE” button
 - You can now return to the Payments/Create or Open Reimbursement Requests section



ONCE YOU HAVE COMPLETED A PAGE, YOU ARE READY TO “SAVE” YOUR DATA – “SAVE PAGE” BUTTON IS AT THE BOTTOM OF EACH TAB – A FEW NOTES...

[illegible]

EGMS – Submitting a Reimbursement Request – Create New Request...

THE SYSTEM WILL GENERATE ERROR MESSAGES IF DATA IS MISSING WHEN YOU TRY TO SAVE THE PAGE – YOU MUST CORRECT THEN SELECT THE “SAVE PAGE” FUNCTION TO KEEP YOUR DATA

REIMBURSEMENT REQUEST WITH ERRORS

Applicant: 000-0001 District of Columbia Public Schools

Application: 2013-2014 NCLB Consolidated - 00-
Cycle: Reimbursement Request 19

2013-2014 7/1/2013 - 9/30/2014

[Printer-Friendly](#)
[Display Changes](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Reimb/Expend Menu](#)
[Click to Return to Menu List / Sign Out](#)

Reimbursement Request 19 [Instructions](#)

DATA NOT SAVED: Begin Period Expense is not a valid date!

DATA NOT SAVED: End Period Expense is not a valid date!

DATA NOT SAVED: Function Code/Object Code (20/100) expenditure amount and previously requested > allowable tolerance for this combination (\$4,000.00 > \$0).

Program: TitleIA

Click on the "Create Additional Entries" button to enter additional information.

[Description of Object Codes and Function Codes](#)

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Reimbursement Request is submitted to the SEA.

Site:

Remove blank rows from display: ☒ Yes ☐ No

		100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
10-Instruction	NON SETASIDE	\$50,000.00 100.00 %							\$50,000.00 100.00 %
Total of all program categories	NON SETASIDE	\$50,000.00 100.00 %							\$50,000.00 100.00 %
Approved Indirect Cost X 8.00 %									\$0.00
Grand Total	All Activities Combined	\$50,000.00 100.00 %							\$50,000.00 100.00 %

Budget Category	Program Category	Program Activity	Site	Expenditure Description	Final Approved Budget	Previously Requested	Expenditure Amount	Delete Row
<input type="text" value="100-Salaries and Benefits"/>	<input type="text" value="20-Support Services"/>	<input type="text" value="Equitable Services"/>	<input type="text" value="0000"/>	<input type="text" value="Sam King"/>			<input type="text" value="4000.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text" value="0.00"/>	<input type="checkbox"/>


https://ossetest.mtwgms.org/WD/OSSEGMSWeb/Payments/ReimbRqstFCOCbySite.aspx#


ONCE YOU'VE COMPLETED YOUR REIMBURSEMENT REQUEST, YOU HAVE TO RUN A CONSISTENCY CHECK PRIOR TO SUBMITTING TO OSSE FOR REVIEW (SIMILAR TO APPLICATION SUBMISSION PROCESS)

NEW REIMBURSEMENT REQUEST – CERTIFY/SUBMIT

← → ↻ <https://ossetest.mtwgms.org/WDCosseGMSWeb/StaticPages/Submit.aspx?DisplayName=Submit> 🔍 ⚙️ ☰

Apps Weekly On-Hig... DCG - TS Login Google Mobile SMS Te... RR Catering - O... Dine In The Clas... Basic Job Search... USAJOBS - The ... avast! Mobile S... LinkedIn Sign-in to my.in... System for Awa... Gmail: Email fro...

 **Office of the State Superintendent of Education**
Government of the District Of Columbia



Applicant: 000-0180 Harmony DC PCS
Application: 2014-2015 NCLB Consolidated - 00-Reimbursement Request 3
2014-2015 7/1/2014 - 9/30/2015

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

Reimbursement Request Overview Salaries and Benefits Professional Services Equipment Supplies and Materials Fixed Property Costs Other Objects Submit

Submit Click for Instructions

The Consistency Check must be successfully processed before you can submit your request.

Consistency Check Lock Request Unlock Request

Authorized Representative
Financial Review 1
Final Financial Review

TEST user ID: District Representative (distRep)

Contact Us

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Windows Taskbar: 10:29 PM 11/16/2014

EGMS – Submitting a Reimbursement Request – Consistency Check...

IF ERRORS ARE IDENTIFIED, YOU MUST CORRECT PRIOR TO SUBMITTING

■ ASDFASDA

The screenshot displays a web browser window with multiple tabs open, including 'Submit', 'msn', 'Inbox (1,870) - bjord', 'Welcome! | LinkedIn', and 'Citrix Online'. The address bar shows the URL: <https://ossetest.mtwgms.org/WDCosseGMSWeb/StaticPages/Submit.aspx?DisplayName=Submit>.

The page header features the OSSE logo and the text 'Office of the State Superintendent of Education, Government of the District Of Columbia'. Below the header, the applicant information is displayed: 'Applicant: 000-0180 Harmony DC PCS' and 'Application: 2014-2015 NCLB Consolidated - 00- Reimbursement Request 3'. The application period is '2014-2015 7/1/2014 - 9/30/2015'. A 'Printer-Friendly' link is available on the right.

A navigation bar contains the following links: 'Reimbursement Request Overview', 'Salaries and Benefits', 'Professional Services', 'Equipment', 'Supplies and Materials', 'Fixed Property Costs', 'Other Objects', and 'Submit'.

The 'Submit' section is active, showing a message: 'Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.' Below this message, a list of errors is shown under the heading 'SCHOOLWIDE':

- A file upload is required!
- The SAM Expiration Date is prior to the Expenditures To Date. You must obtain an updated SAM Expiration Date and re-enter that on this page before the Reimbursement Request can be submitted.

Below the error list, there are three buttons: 'Consistency Check', 'Lock Request', and 'Unlock Request'.

The page also includes sections for 'Authorized Representative', 'Financial Review 1', 'Final Financial Review', and 'TEST user ID: District Representative (distRep)'. A 'Contact Us' link is located at the bottom of the page.

The Windows taskbar at the bottom shows the time as 10:31 PM on 11/16/2014, along with various system icons and open applications.

ONCE YOU HAVE CLEARED YOUR ERRORS AND EXECUTE A CLEAN CONSISTENCY CHECK, YOU WILL SEE THE “SUBMIT TO OSSE” BUTTON – SELECT THIS BUTTON TO SUBMIT TO THE GRANT PROGRAM OFFICE

SUBMIT TAB

https://ossetest.mtwgms.org/WDCosseGMSWeb/StaticPages/Submit.aspx?DisplayName=Submit

Office of the State Superintendent of Education
Government of the District Of Columbia

Applicant: 000-0180 Harmony DC PCS
Application: 2014-2015 NCLB Consolidated - 00-Reimbursement Request 3
2014-2015 7/1/2014 - 9/30/2015

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

Reimbursement Request Overview | Salaries and Benefits | Professional Services | Equipment | Supplies and Materials | Fixed Property Costs | Other Objects | Submit

Submit [Click for Instructions](#)

District Representative ran the consistency check process which locked the request on 11/16/2014 at 10:34 PM.

Lock Request | Unlock Request

Consistency Check was run on: 11/16/2014

Authorized Representative
Financial Review 1
Final Financial Review

Submit to OSSE

Once your Consistency Check has run successfully, you will see the "Submit to OSSE" button – Select this to submit to your Grant Program Office

TEST user ID: District Representative (distRep)


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EGMS – Submitting a Reimbursement Request – Create New Request...

IF YOU RETURN TO “VIEW REIMBURSEMENT REQUESTS” SUMMARY PAGE, YOU WILL NOW SEE THAT THE REIMBURSEMENT REQUEST HAS BEEN SUBMITTED TO OSSE FOR REVIEW

VIEW REIMBURSEMENT REQUEST SUMMARY WEBPAGE





Applicant: 000-0001 District of Columbia Public Schools
Application: 2013-2014 NCLB Consolidated - 00-
2013-2014 7/1/2013 - 9/30/2014

[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

[Printer-Friendly](#)

Reimbursement Request/Expenditure Report Menu [Click for Instructions](#)

Program 2014

Reimbursement Requests:
Select a Reimbursement Request from the list(s) below and press one of the following buttons:
[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Reimbursement Request 19	5/16/2014	5/1/2014 - 5/16/2014	5/16/2014		Submitted to OSSE	5/16/2014
<input type="checkbox"/>	Reimbursement Request 18	4/22/2014	5/1/2014 - 5/16/2014			Not Submitted	
<input type="checkbox"/>	Reimbursement Request 17	4/21/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 16	4/21/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 15	4/21/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 14	4/7/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 13	3/5/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 12	2/27/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 11	2/27/2014	9/1/2013 - 9/30/2013	2/27/2014		Submitted to OSSE	2/27/2014
<input type="checkbox"/>	Reimbursement Request 10	2/26/2014	9/1/2013 - 9/30/2013	2/26/2014		Review In Progress	5/12/2014
<input type="checkbox"/>	Reimbursement Request 9	2/21/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 8	2/21/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 7	2/21/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 6	2/12/2014	12/1/2013 - 12/31/2013	2/12/2014		Review In Progress	3/12/2014
<input type="checkbox"/>	Reimbursement Request 5	2/12/2014	11/1/2013 - 11/30/2013	2/12/2014	5/13/2014	Approved	5/13/2014
<input type="checkbox"/>	Reimbursement Request 4	2/12/2014	1/1/2014 - 1/31/2014	2/12/2014		Returned for Changes	2/12/2014

TEST user ID: District Representative (distrep)

ONCE A REIMBURSEMENT REQUEST HAS BEEN PAID, YOU WILL BE ABLE TO SEE TRANSACTION INFORMATION PRINTED ON THE TOP RIGHT CORNER OF THE OPENED REQUEST PAGE

EXAMPLE OF PAID REIMBURSEMENT REQUEST RECEIPT

Applicant:	55-1012 EDMOND	Click to R
Application:	2013-2014 NCLB Consolidated - 00	Click to R
Cycle:	Summary Expenditure Report 3	Click to R

Summary Expenditure Report 3

This request has been approved. No more updates will be saved.

Agency:	001
Document #:	YR111002258
Check/EFT #:	450217946
Check/EFT Date:	1/16/2014

Program: TitleIA

Click on the "Create Additional Entries" button to enter additional information.

[Description of Object Codes and Function Codes](#)

Show Budget Summary: ☒ Yes ☐ No

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the SEA.

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Other Services	600 - Supplemental Instruction Materials	700 - Property	800 - Other Objects
1000	Instruction	989,643.43	305,019.12		41,556.00	800.00	102,759.92		
2110	Attendance and Social Work Services								
2120	Guidance Services	69,763.04	23,181.05						

Need Help?

- For Program specific questions, contact your Grant Program Office contact
- For technical help, contact our EGMS Support Team at osse.callcenter@dc.gov or call 202-719-6500.