

Background:

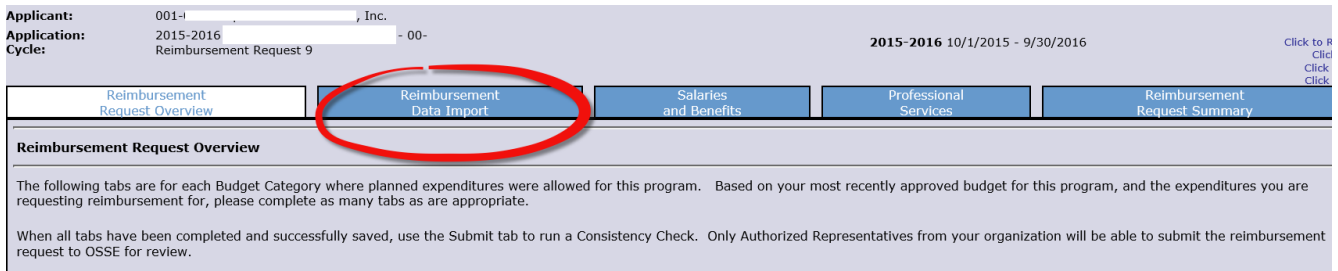
The GMS includes a process whereby applicants may optionally use a Comma Separated Value (CSV) file to load Budget Details into a grant application. In January 2016, a corresponding process is being implemented that will allow subgrantees to similarly use a CSV file to load Reimbursement Request details. Alternatively, subgrantees may continue to fill out the Reimbursement Request web pages.

This new Reimbursement Request Import process is an advanced level function, and is recommended for users familiar with submitting Reimbursement Requests in the GMS, and also familiar with using CSV files.

Other GMS documentation provides details for accessing the Payments section of the GMS to work with Reimbursement Requests. This document supplements that existing documentation.

Using the Import Process:

Starting in 2016 Reimbursement Requests, a new Tab will be added between the Overview Page, and the Salaries and Benefits Page. It will be labeled “Reimbursement Data Import”. (See Image Below)



Within the Reimbursement Data Import Page, there are individual Steps listed. They must be completed in sequence. Any errors that are detected during the sequence will be displayed for the user to be corrected prior to proceeding.

Step 1 – In this step, the user must select a Budget Category to be imported. While all possible Budget Categories are displayed, make sure to only use one(s) allowed by that program and that have funds budgeted to them. After Selecting a Budget Category, click the “Create Template” button.

Step 2 – Overview:

With the Budget Category now selected, links to 2 files will become available. The first file is for the LEA to complete (and subsequently import), and the second file contains valid values that can be used to complete the first file. This second file should not be imported. It is for reference only. (See Image on next page).

Reimbursement Request

Reimbursement Import Process Overview

For LEAs that require extensive data entry on their Reimbursement Request Pages, the EGMS provides a Reimbursement Upload process. This process is **optional**, and is only used if they have more data to enter than should be keyed into the GMS Reimbursement Request Web Pages. The Process described below will create a Comma Separated Value (CSV) file using Microsoft Excel. Many columns in the CSV have a precise list of valid values that can be entered. The Reimbursement Import process does not execute all the edits that the EGMS will implement. The Reimbursement Import process will insert contents into the EGMS database based on the contents of a properly formatted CSV file. Once completed, this process prepared for import must be previewed to confirm the correct number of columns has been used.

This page allows a data import of Reimbursement information. The process begins with a download of a template that must be used exactly. Absolutely no updates to columns Data must be in the correct format exactly. Any deviations from this will result in errors.

This process will be especially sensitive to special characters. Use only:

- A-Z
- a-z
- 0-9

Budget Category:

1. Select the Budget Category to be Imported. After selected, the CREATE TEMPLATE button will be available.
 2. After Clicking CREATE TEMPLATE, Steps 2 and 3 will display, including the links to the two files.

1. Clicking on the link to this 1st File "CSV Template..." will open the file with all required columns.
 2. The 2nd File link "Valid Codes..." will open a file with allowable values to be used in the 1st file.

Step1: Download the template which is a .csv file that can be opened in Excel



Step2: Right click on the following link to save the template by selecting 'Save target as...'. [CSV Template for Reimbursement Request Import](#) [Valid Codes for THIS Import](#)
 The CSV Template link above contains columns for each column on the Reimbursement Request web page, including columns that do not require input from the Subgrantee. I zeros in the template columns for Final Approved Budget and Amount Remaining. Please put 'N' in the Delete Row column for any row populated in the template.

Step3: Upload the carefully filled out .csv template



STEP 2 Image

Step 2 - Completing the CSV Template (in Microsoft Excel)

Upon clicking the link for the 1st file, the CSV Template, you will be asked if you want to Open, Save, or Save As the file. Ultimately, the file must be saved on your computer, prior to uploading it. We recommend clicking Open, and then Saving the file frequently while data is being entered into the template.

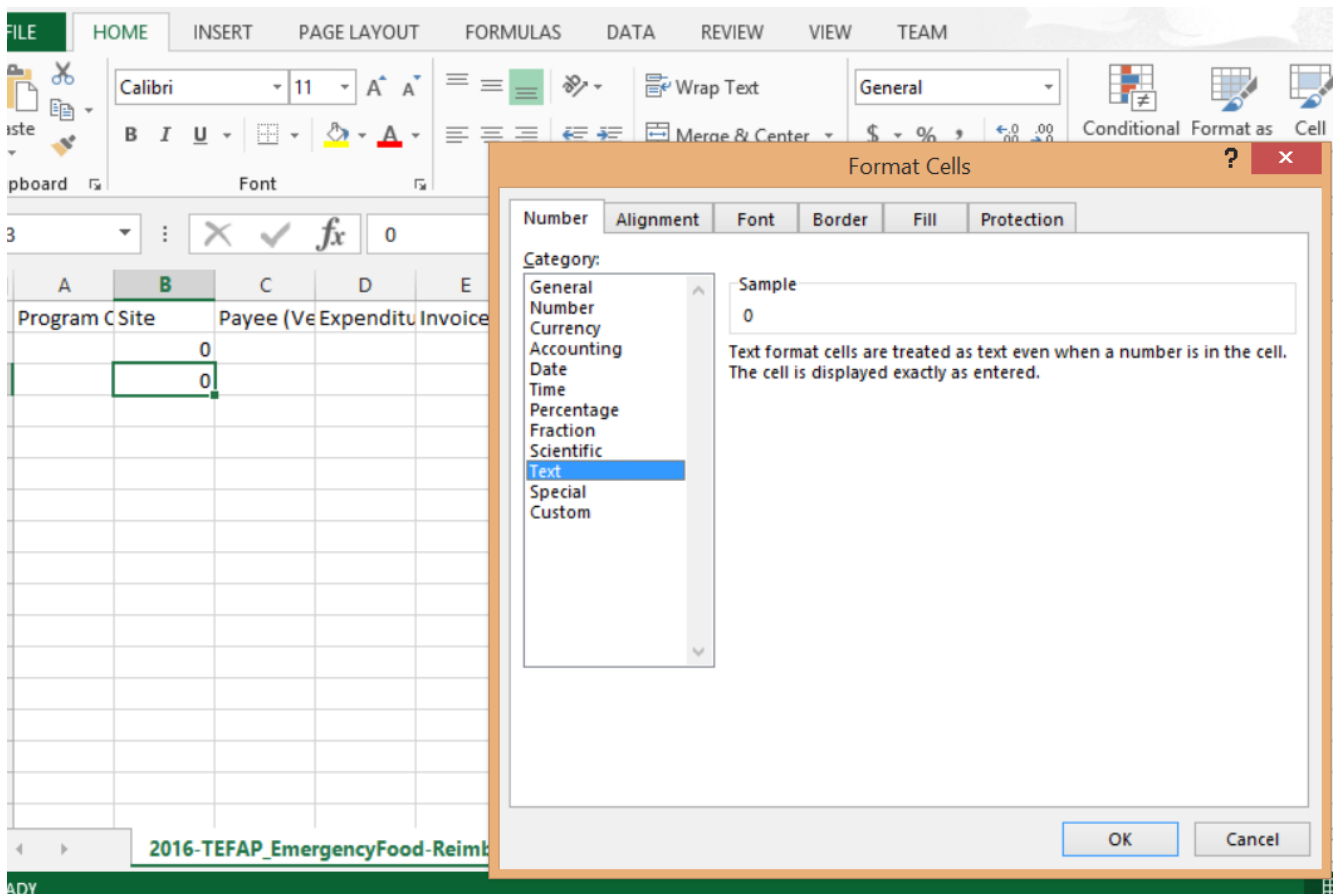
The following is an image of a sample CSV Template. This example is for Professional Services. This template is ONLY to be used for Professional Services, for this specific program. Other programs can contain different columns in the CSV Template, which prevents sharing of templates across programs. Columns can be widened as desired to display the full column header text.

A	B	C	D	E	F	G	H	I	J	K	L	M
1	Program	Site	Payee (Vendor)	Expenditure	Invoice Date	Total Invoice	Check Number	Check or Final Approval	Amount Requested	Amount Reimbursed	Delete Row	
2												
3												
4												
5												
6												
7												
8												
9												
10												

The following steps should be completed for all imports, unless otherwise noted:

- The last column, Delete Row, should always be set to “N”. (Column L in the image)
- The 2nd to last column, Amount Requested, should be completed, and will be the amount paid for that line item if the reimbursement request is approved.
- The 3rd to last column, Amount Remaining, should be set to 0. (Column J in the image) EGMS will determine this amount.
- The 4th to last column, Final Approved Budget, should be set to 0. (Column I in the image) EGMS will determine this amount.
- Columns which would be completed using Drop Down Lists, will have Valid Codes available in the 2nd File. Examples include Site, LSI, Program Activity, etc.
- All columns require some value, even if that value is a single blank space, or zero.

Where needed, Building Numbers should only contain the 4 digit building code. However, the full name of the building is included in the Valid Codes spreadsheet for informational purposes. Entering a Site Code of “0000” in a cell for Site Code, will be reduced to “0” by Microsoft Excel. “0” is NOT a valid site code though. In order to allow “0000” to be saved in the cell, you must convert the Format of the Cell to “Text”, as shown in the image below. (Recommend converting the whole column to “Text” first, so that the Site codes only have to be entered once.



After completing the File, remember to save it, using the file type “CSV” Comma Separated Value on your computer.

Step 3 (back on the EGMS Webpage – Reimbursement Data Import) – This step involves using the Browse button to locate and select the completed CSV file. Navigate to the desired CSV file, and click “Open” (See Image 3.1). This will link the file to the EGMS webpage (showing the name of the file on the webpage). Once the file name displays on the webpage, click the “Upload Updated Template” button.

This page allows a data import of Reimbursement information. The process begins with a download of a template that must be used exactly. Absolutely no work. Data must be in the c

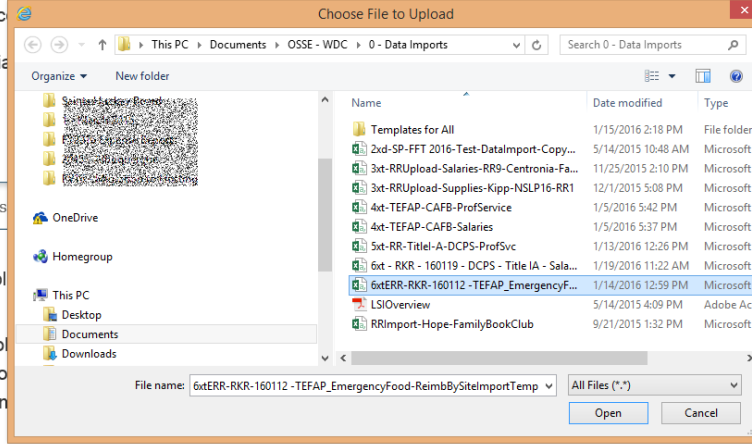
This process will be especia

- A-Z
- a-z
- 0-9

Budget Category: Profess

Step1: Download the temp

Step2: Right click on the fo
 The CSV Template link abo
 please put zeroes in the ten



Reimbursement Request Import Valid Codes
 g columns that do not require input from
 Delete Row column for any row populat

Step3: Upload the carefully filled out .csv template

After clicking Browse, locating the File, clicking Open – the file name will display on the webpage as shown in image 3.2 below:

Budget Category: Professional Services

Step1: Download the template which is a .csv file that can be opened in Excel

Step2: Right click on the following link to save the template by selecting 'Save target as...'. [CSV Template for Reimbursement Request Import Valid Codes f](#)
 The CSV Template link above contains columns for each column on the Reimbursement Request web page, including columns that do not require input from t
 please put zeroes in the template columns for Final Approved Budget and Amount Remaining. Please put 'N' in the Delete Row column for any row populated

Step3: Upload the carefully filled out .csv template

C:\Users\carierd\Documents\OSSE - WDC\0 - Data Imports\6xtERR-RKR-160112 - TEFAP_EmergencyFood-ReimbBySitelmp...

Click the Upload Updated Template, to complete Step 3.

Step 4 – This step requires the user to click the Review button, which will perform edits against the syntax and some basic edits of the file. Cells within rows with errors will highlight in red, and be accompanied by error messages at the top of the page. If any errors exist, the only option will be to click the button to Return to Step 3, so that an updated CSV file can be loaded. At this point, no data has been loaded, so returning to Step 3 does not create any concern about importing multiple CSV files.



Step 5 – After all preliminary edits have successfully been executed, the Button for Step 5 – “Save Page” will display. This is the point at which data will attempt to be saved to the Reimbursement Request. If any errors occur, they will be displayed in Red at the top of the page, and require the user to return to Step 3 for correction.

Step 6 – This step is an instruction to move to the web page where the details have now been imported, to review and confirm they are as expected. The process is now complete.

At this point, additional rows can be added, and the imported rows can be updated or deleted, if needed.

Information such as the Expenditure Date Range, and attaching supporting documentation should be addressed prior to running the consistency check, and submitting the claim to OSSE for review.

Rules for Using the Import Process:

1. Subgrantees must still Create the Reimbursement Request shell, by clicking “Create New Request” on the menu where all Reimbursement Request for the project year are displayed.
2. When used, the Import Process SHOULD ALWAYS occur first. Do Not execute an Import after any Reimbursement Request details have been manually entered or edited on one or more of the web pages.
3. Only Import One CSV per Budget Category. It is acceptable to import one file for Salaries and Benefits, and a separate file for Equipment. Since each Budget Category requires a different CSV template to be used, it is not possible to include multiple Budget Categories in the same file.
4. After an Import has been performed, it is fine to add more details manually, or update/delete imported lines.
5. Error messages that would have occurred when Saving a Reimbursement Request page will display when attempting to import a CSV file.
6. In the event that a Reimbursement Request ultimately includes rows which the web pages cannot correct (typically due to errors on multiple Budget Categories), the most expedient way to resolve this is to click the link to Return to the Reimbursement Report menu, Delete the Reimbursement Request, Create a new request, and import the CSV again (with any discrepancies removed). While this is not expected to be needed, this instruction is included for any contingencies which may not have been foreseen.