

## 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](mailto: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



Menu List Sign Out

**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)



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## 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

Enterprise Grants Management System -- Access Select

121 Hope Community Academy PCS

Select Fiscal Year: 2015

Click to view Funding Summary

Click for Instructions

Created

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

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				
▶ 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 deleted 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

Click to Return to Organization Be  
Click to Return to Menu List / Sign

**Enterprise Grants Management System -- Access Select**

142 School for Educational Evolution and Development (SEED) PCS [Click for Instructions](#)

Select Fiscal Year:  [Click to view Funding Summary](#)

**Created**

**Central Data**

Application Name	Revision	Status	Date	Actions
Central Data	<input type="text" value="Original Application"/>	Final Approved	11/18/2014	<input type="button" value="Open"/> <input type="button" value="Review Summary"/> <input type="button" value="CC Override"/>
Phase I Assurances - NCLB ConApp	<input type="text" value="Original Application"/>	Final Approved	7/2/2014	<input type="button" value="Open"/>
Phase I Assurances - IDEA	<input type="text" value="Original Application"/>	Final Approved	7/31/2014	<input type="button" value="Open"/>

**Formula Grant**

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

**Competitive Grant**

Application Name	Revision	Status	Date	Actions

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
<b>Current Grant Year Allocation</b>	\$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
<b>Approved Budget</b>	\$45,000.00	\$82,008.48	\$20,901.04	\$0.00
<b>Pending Reimbursement Requests</b>				
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
<b>Completed Reimbursement Requests</b>				
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
<b>Remaining Balance</b>				
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

[Printer-Friendly](#)  
[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  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="checkbox"/>	Reimbursement Request 6	11/13/2014	10/1/2014 - 11/13/2014	11/13/2014	11/13/2014	Approved	11/13/2014
<input type="checkbox"/>	Reimbursement Request 5	11/13/2014	10/1/2014 - 10/31/2014	11/13/2014	11/13/2014	Approved	11/13/2014
<input type="checkbox"/>	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="checkbox"/>	Reimbursement Request 3	11/12/2014				Not Submitted	
<input type="checkbox"/>	Reimbursement Request 2	11/12/2014	10/1/2014 - 11/1/2014	11/12/2014	11/12/2014	Approved	11/12/2014
<input type="checkbox"/>	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

**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**



**OSSE** 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-  
**Cycle:** 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](#)

<a href="#">Reimbursement Request Overview</a>	<a href="#">Salaries and Benefits</a>	<a href="#">Professional Services</a>	<a href="#">Equipment</a>	<a href="#">Supplies and Materials</a>	<a href="#">Fixed Property Costs</a>	<a href="#">Other Objects</a>	<a href="#">Submit</a>
--	---------------------------------------	---------------------------------------	---------------------------	--	--------------------------------------	-------------------------------	------------------------

**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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**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

**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.**

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

**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 1<sup>st</sup> 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

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

**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...**

## KEY FUNCTIONS AT THE BOTTOM OF THE REIMBURSEMENT WORKSHEET

The screenshot shows a web browser window with the URL <https://ossetest.mtwgms.org/WDCosseGMSWeb/Payments/ReimbRqstFCOCbySite.aspx?PageLayout=1&DisplayName=Salaries%20and%20Benefits>. The page contains a table for data entry, a 'Calculate Totals' button, and a 'Save Page' button. Red circles and arrows highlight these buttons and other key fields.

**Calculate Totals**: Selecting this will ONLY calculate the total reimbursements entered on this page so far, this DOES NOT save your data.

**Payment Tracking Number**: 000-01801511007

**Expenditures from**: [ ] to [ ] Enter as MM/DD/YYYY

**DUNS #**: 12345678

**SAM Expiration Date**: 10/01/2017 [Click here to access SAM for Expiration Date Information](#)

**Note**: OSSE is **prohibited** from making payments to LEAs whose CCR Expiration Date (which has now been replaced by the SAM Expiration Date) has passed.

**RECAP**

	Amount
Grant Award (Allocation)	\$45,000.00
Approved Budget	\$45,000.00
Amount Paid To Date	\$0.00
Expenses To Date	\$0.00
Balance Due LEA	\$0.00
Funds on Hand	\$0.00

**Attach supporting PDF**: Choose File | No file chosen (Summary and Detailed Expenditure Reports are required)

**Save Page**: Use this function to SAVE the data entered on this page. Notes:  
1. If you are missing data when you select Save Page, you will get an error message  
2. DO NOT navigate away from this page without correcting errors or saving the page – YOUR DATA WILL BE LOST!

TEST user ID: District Representative (distRep) Spell Check

Contact Us

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

[Print-Friendly Display](#)  
[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 %
<b>Approved Indirect Cost X 8.00 %</b>									\$0.00
<b>Grand Total</b>	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/WDCosseGMSWeb/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

Browser address bar: <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](#)

**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)

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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 shows a web browser window displaying the OSSE EGMS Reimbursement Request Submission Overview page. The page header includes the OSSE logo and the text "Office of the State Superintendent of Education, Government of the District Of Columbia". The main content area shows the following information:

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

Navigation buttons include: Reimbursement Request Overview, Salaries and Benefits, Professional Services, Equipment, Supplies and Materials, Fixed Property Costs, Other Objects, and Submit.

The "Submit" button is highlighted, and the page displays a red error message:

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- 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.

Buttons for "Consistency Check", "Lock Request", and "Unlock Request" are visible. The page also shows the user's role as "Authorized Representative" and "Financial Review 1".

**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

The screenshot shows the 'SUBMIT TAB' interface for the Office of the State Superintendent of Education (OSSE) in the District of Columbia. The page header includes the OSSE logo and the text 'Office of the State Superintendent of Education Government of the District Of Columbia'. Below the header, the application details are displayed: 'Applicant: 000-0180 Harmony DC PCS' and 'Application: 2014-2015 NCLB Consolidated - 00-Reimbursement Request 3' with the period '2014-2015 7/1/2014 - 9/30/2015'. A navigation bar contains buttons for 'Reimbursement Request Overview', 'Salaries and Benefits', 'Professional Services', 'Equipment', 'Supplies and Materials', 'Fixed Property Costs', 'Other Objects', and 'Submit'. The main content area shows a message: 'District Representative ran the consistency check process which locked the request on 11/16/2014 at 10:34 PM.' Below this message are 'Lock Request' and 'Unlock Request' buttons. A table lists the consistency check steps: 'Consistency Check was run on: 11/16/2014', 'Authorized Representative', 'Financial Review 1', and 'Final Financial Review'. A 'Submit to OSSE' button is highlighted with a red circle, and an annotation points to it: 'Once your Consistency Check has run successfully, you will see the "Submit to OSSE" button – Select this to submit to your Grant Program Office'. The footer includes a 'Contact Us' link and a list of site links: 'Accessibility', 'About DC Gov', 'DC Guide', 'Wi-Fi Hotspots', 'Feedback', 'Privacy & Security', and 'Terms & Conditions'.

**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

[Printer-Friendly](#)  
[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  2014

**Reimbursement Requests:**

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

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-I012 EDMOND  
**Application:** 2013-2014 NCLB Consolidated - 00  
**Cycle:** Summary Expenditure Report 3

[Click to R](#)  
[Click to R](#)  
[Click to R](#)  
[Click to R](#)

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**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](mailto:osse.callcenter@dc.gov) or call 202-719-6500.