

# GMIS Portal Grant Close-Out Job Aid



Department of  
Health

## Table of Contents

Section Header	Intended Audience	Page Number
1.0 View & Complete Final Expense Report	Primary User Secondary User	<a href="#"><u>3-8</u></a>
1.1 Expense Report Approval	Primary User Secondary User	<a href="#"><u>8</u></a>
1.2 Expense Report Rejection & Resubmission	Primary User Secondary User	<a href="#"><u>8</u></a>
2.0 Appeal Final Expense Report	Primary User Secondary User	<a href="#"><u>9-13</u></a>
2.1 Attach Files to the Appeal	Primary User Secondary User	<a href="#"><u>11</u></a>
2.2 Chatter Messaging for Appeal	Primary User Secondary User	<a href="#"><u>12</u></a>
2.3 Appeal Status & Completion	Primary User Secondary User	<a href="#"><u>13</u></a>
3.0 View Final Invoice	Primary User Secondary User	<a href="#"><u>14</u></a>

### Icon Key



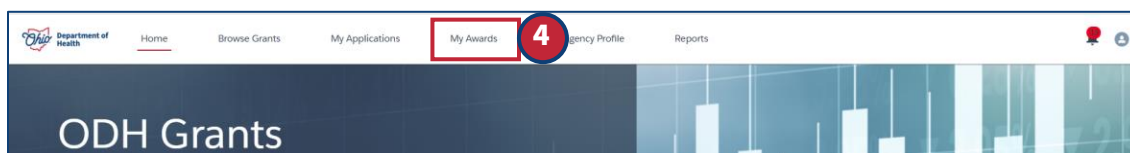
## 1.0 View & Complete Final Expense Report

*This Section Is Intended For: Primary Users, Secondary Users*

Once all previous Expense reports are in the "Approved" status, subrecipients can submit a Final Expense Report. Final Expense Reports go through the same approval process as all other expense reports. To view Expense Report records, first log into the GMIS Portal.

The image shows the OHID login page. At the top is the OHID logo and the text "Ohio's Digital Identity. One State. One Account." Below this is a "Create account" button. The "Log In" section contains a text input field for "OHID" (callout 1), a password input field with an eye icon (callout 2), and a "Log in" button (callout 3). A link "Forgot your OHID or password?" is at the bottom.

1. Enter OHID.
2. Enter Password when setting up your OHID.
3. Select 'Log in'.



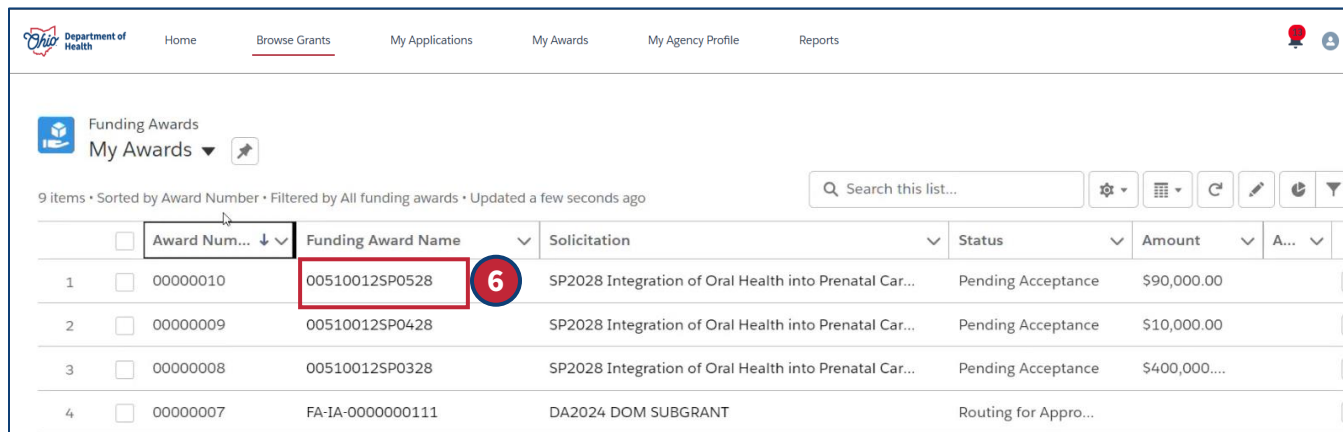
4. Select 'My Awards'.

The image shows the "My Awards" page. At the top is a navigation bar with links: Home, Browse Grants, My Applications, My Awards, My Agency Profile, and Reports. Below this is a section titled "Funding Awards" with a "My Awards" dropdown and a search bar (callout 5). Below the search bar is a table with 9 items. The table has columns: Award Num..., Funding Award Name, Solicitation, Status, Amount, and A... (callout 5). The table contains 4 rows of data.

	Award Num...	Funding Award Name	Solicitation	Status	Amount	A...
1	00000010	00510012SP0528	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$90,000.00	
2	00000009	00510012SP0428	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$10,000.00	
3	00000008	00510012SP0328	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$400,000....	
4	00000007	FA-IA-0000000111	DA2024 DOM SUBGRANT	Routing for Appro...		

5. Search for the Award either through the Search Bar or using the navigation tabs to filter for desired award information.

## 1.0 View & Complete Final Expense Report (continued)

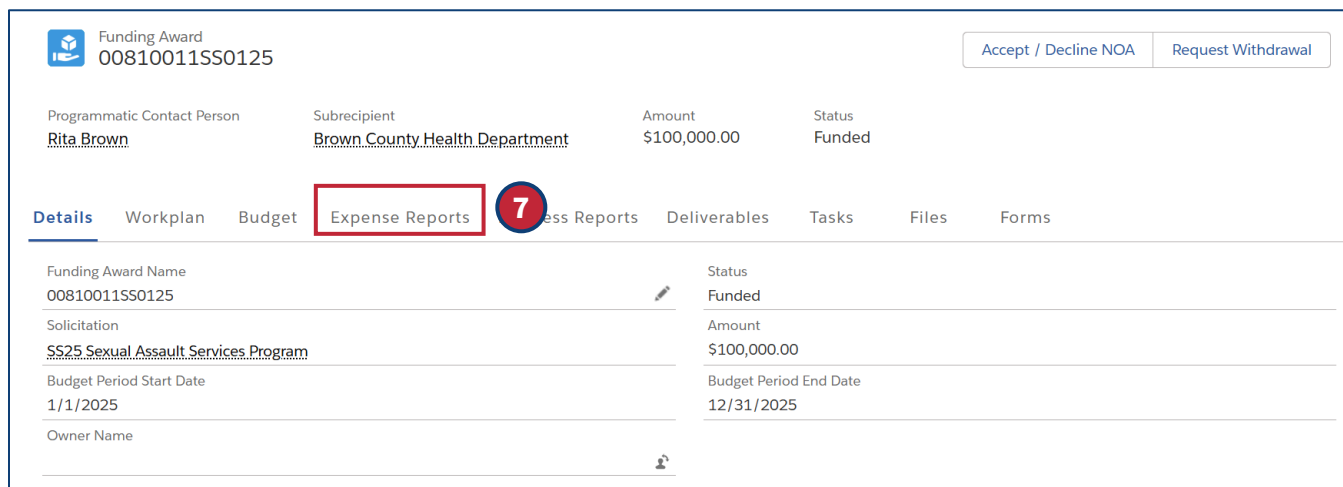


9 items • Sorted by Award Number • Filtered by All funding awards • Updated a few seconds ago

Search this list...

	<input type="checkbox"/>	Award Num...	Funding Award Name	Solicitation	Status	Amount	A...
1	<input type="checkbox"/>	00000010	00510012SP0528	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$90,000.00	
2	<input type="checkbox"/>	00000009	00510012SP0428	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$10,000.00	
3	<input type="checkbox"/>	00000008	00510012SP0328	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$400,000....	
4	<input type="checkbox"/>	00000007	FA-IA-0000000111	DA2024 DOM SUBGRANT	Routing for Appro...		

6. Select the desired Funding Award Name for additional details.



Funding Award  
00810011SS0125

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: [Rita Brown](#)  
Subrecipient: [Brown County Health Department](#)  
Amount: \$100,000.00  
Status: Funded

Details Workplan Budget **Expense Reports** Less Reports Deliverables Tasks Files Forms

Funding Award Name	00810011SS0125	Status	Funded
Solicitation	<a href="#">SS25 Sexual Assault Services Program</a>	Amount	\$100,000.00
Budget Period Start Date	1/1/2025	Budget Period End Date	12/31/2025
Owner Name			

7. Select the “Expense Reports” Tab.

## 1.0 View & Complete Final Expense Report (continued)

**Funding Award**  
**00510012DN0225**

[Accept / Decline NOA](#)
[Request Withdrawal](#)

**Programmatic Contact Person**  
Elizabeth Augustini

**Subrecipient**  
Athens County Health Department

**Amount**  
 \$75,000.00

**Status**  
 Funded

[Details](#)
[Workplan](#)
[Budget](#)
[Expense Reports](#)
[Progress Reports](#)
[Deliverables](#)
[Tasks](#)
[Files](#)
[Forms](#)

**Expense Report**

Name	Reporting Period Start ...	Reporting Period End D...	Status	Due Date	Description	
Expense Report - Q1	Jan 1, 2025	Mar 31, 2025	Approved	Dec 5, 2024	Quarter 1	▼
Expense Report - Q2	Apr 1, 2025	Jun 30, 2025	Approved	Dec 5, 2024	Quarter 2	▼
Expense Report - Q3	Jul 1, 2025	Sep 30, 2025	Approved	Dec 5, 2024	Quarter 3	▼
Expense Report - Q4	Oct 1, 2025	Dec 31, 2025	Approved	Dec 5, 2024	Quarter 4	▼
Expense Report - Final	Jan 1, 2025	Dec 31, 2025	Draft	Dec 5, 2024	Final	<div> <div>8</div> <div> <div>Edit</div> <div>10</div> <div>9</div> </div> </div>

If a Final Expense Report is required for the solicitation, it is seen at the bottom of the Expense Report screen. This covers the Expense Report for the entire reporting period and is due 35 days after the reporting period ends.

8. View Final Expense Report information, if applicable.

To edit and complete the Final Expense Report:

9. Select the dropdown arrow to the right of the Expense Report.

10. Select 'Edit'.

The Final Expense Report will load.

Submit Expense Report							
<a href="#">Summary</a> <a href="#">Personnel</a> <a href="#">Other Direct Costs</a> <a href="#">Equipment</a> <a href="#">Contracts</a> <a href="#">Deliverables</a> <a href="#">Chatter</a> <a href="#">Files</a>							
Category	YTD Amount	Current Period	ODH Adjustment	Net Amount	Budgeted Amount	Remaining	
Personnel	\$48,500.00	\$0.00	\$0.00	\$48,500.00	\$60,000.00	\$11,500.00	
Other Direct Costs	\$10,700.00	\$0.00	\$0.00	\$10,700.00	\$15,000.00	\$4,300.00	
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Deliverables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$59,200.00	\$0.00	\$0.00	\$59,200.00	\$75,000.00	\$15,800.00	

## 1.0 View & Complete Final Expense Report (continued)



### Final Expense Reports are completed the same way as prior Expense Reports.

The Final Expense Report will look the same as previous expense reports with the appropriate categories relevant to your grant. The Final Expense Report summary screen will display the year-to-date amounts for each category. The process remains the same for editing period amounts for line items.



### Need extra assistance or a refresher for completing an Expense Report?

Please reference the *GMIS Portal Expense Reporting Job Aid* in-depth instructions to correctly fill-out an Expense Report.

Once you are ready to submit, return to the 'Summary' tab of the Expense Report. Review all category totals to ensure correctness and completeness. To submit, scroll (if needed) to the bottom of the Summary screen.

Submit Expense Report						
Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deliverables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$59,200.00	\$10,600.00	\$0.00	\$69,800.00	\$75,000.00	\$5,200.00
Accrued ODH Adjustment:						
Funding Activity	Current Period	ODH Adjustment	Payment			
State 1234		\$8,000.00	\$500.00	\$8,500.00		
Federal 123		\$2,600.00	\$500.00	\$3,100.00		
Total		\$10,600.00	\$1,000.00	\$11,600.00		

11
Submit
Cancel

11. Select 'Submit'.

### Expense Report Submission

Please review the total amount requested and agree below before submission.

Amount Requested :  
\$11,600

Funding Activity	Current Period	ODH Adjustment	Payment
State 1234	\$8,000.00	\$500.00	\$8,500.00
Federal 123	\$2,600.00	\$500.00	\$3,100.00
<b>Total</b>	<b>\$10,600.00</b>	<b>\$1,000.00</b>	<b>\$11,600.00</b>

☐ I certify that the amount claimed is true and fully supported by the detailed accounting records of my agency, which are available for examination and/or audits.

Cancel
Submit

12. Review the amount requested.

## 1.0 View & Complete Final Expense Report (continued)

Expense Report Submission

Please review the total amount requested and agree below before submission.

Amount Requested :  
\$3,000

Funding Activity	Requested Amount
State Source 1234	\$3,000.00
<b>Total</b>	<b>\$3,000.00</b>

☐ I certify that the amount claimed is true and fully supported by the detailed accounting records of my agency, which are available for examination and/or audits.

Cancel
Submit

If you wish to exit from the submission process:

13. Select 'Cancel'.

If you wish to continue with submitting the Final Expense Report:

14. Review the statement and select the checkbox.

15. Select 'Submit'.

Department of Health

[Home](#)
[Browse Grants](#)

✓ Success  
Expense Report Submitted successfully

16

**Funding Award**  
00510012DN0225

[Accept / Decline NOA](#)
[Request Withdrawal](#)

Programmatic Contact Person  
Elizabeth Augostini

Subrecipient  
Athens County Health Department

Amount  
\$75,000.00

Status  
Funded

[Details](#)
[Workplan](#)
[Budget](#)
[Expense Reports](#)
[Progress Reports](#)
[Deliverables](#)
[Tasks](#)
[Files](#)
[Forms](#)

**Expense Report**

Name	Reporting Period Start ...	Reporting Period End D...	Status	Due Date	Description
Expense Report - Q1	Jan 1, 2025	Mar 31, 2025	Approved	Dec 5, 2024	Quarter 1
Expense Report - Q2	Apr 1, 2025	Jun 30, 2025	Approved	Dec 5, 2024	Quarter 2
Expense Report - Q3	Jul 1, 2025	Sep 30, 2025	Approved	Dec 5, 2024	Quarter 3
Expense Report - Q4	Oct 1, 2025	Dec 31, 2025	Approved	Dec 5, 2024	Quarter 4
Expense Report - Final	Jan 1, 2025	Dec 31, 2025	In Review	Dec 5, 2024	Final

16. Review the Success confirmation message.

17. Review the Status of the Final Expense Report as 'In Review'.

## 1.0 View & Complete Final Expense Report (continued)



### Not seeing the status change to 'In Review'?

Refresh your internet browser if needed to see the status update.

At this point, the Final Expense Report will route to ODH staff for review and approval.

### 1.1 Expense Report Approval

Once submitted, ODH staff will immediately be alerted of the Subrecipient Expense Report pending approval. Once the Expense Report has been reviewed, finalized, and approved by ODH – the status will update to 'Approved' on the Funding Award.

Details

Workplan

Budget

Expense Reports

Progress Reports

Deliverables

Tasks

Files

Forms

Expense Report

Name	Reporting Period Start ...	Reporting Period End D...	Status	Due Date	Description	
Expense Report - Q1	Jan 1, 2025	Mar 31, 2025	Approved	Dec 5, 2024	Quarter 1	
Expense Report - Q2	Apr 1, 2025	Jun 30, 2025	Approved	Dec 5, 2024	Quarter 2	
Expense Report - Q3	Jul 1, 2025	Sep 30, 2025	Approved	Dec 5, 2024	Quarter 3	
Expense Report - Q4	Oct 1, 2025	Dec 31, 2025	Approved	Dec 5, 2024	Quarter 4	
Expense Report - Final	Jan 1, 2025	Dec 31, 2025	1 Approved	Dec 5, 2024	Final	

1. View the Status as 'Approved'.

This is the conclusion of **1.1 Expense Report Approval**.

### 1.2 Expense Report Rejection & Resubmission

In some circumstances, an Expense Report may be rejected by ODH. ODH may communicate any changes through Chatter, and request updates to be made to the Expense Report.

Details

Workplan

Budget

Expense Reports

Progress Reports

Deliverables

Tasks

Files

Forms

Expense Report

Name	Reporting Period Start ...	Reporting Period End D...	Status	Due Date	Description	
Expense Report - Q1	Jan 1, 2025	Mar 31, 2025	Approved	Dec 5, 2024	Quarter 1	
Expense Report - Q2	Apr 1, 2025	Jun 30, 2025	Approved	Dec 5, 2024	Quarter 2	
Expense Report - Q3	Jul 1, 2025	Sep 30, 2025	Approved	Dec 5, 2024	Quarter 3	
Expense Report - Q4	Oct 1, 2025	Dec 31, 2025	Approved	Dec 5, 2024	Quarter 4	
Expense Report - Final	Jan 1, 2025	Dec 31, 2025	1 Rejected	Dec 5, 2024	Final	2

1. View the Status as 'Rejected'.
2. Select the dropdown arrow to edit and begin the revision process.

The Subrecipient will then have to complete the edits and re-submit the report, through the same process outlined previously in Section 1.0.

This is the conclusion of **1.2 Expense Report Rejection & Resubmission**.

This is the conclusion of **1.0 View & Complete Final Expense Report**.



## 2.0 Appeal Final Expense Report

*This Section Is Intended For: Primary Users, Secondary Users*

Once the Final Expense Report is approved by ODH, a 'Request Appeal' button will appear for 10 business days following. During this time, the subrecipient can review any ODH Adjustments and submit an Appeal if necessary. To start the Appeal process first navigate to view Expense Reports on the appropriate Funding Award:

Funding Award 00510012DN0225

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: Elizabeth Augustini  
Subrecipient: Athens County Health Department  
Amount: \$75,000.00  
Status: Funded

Details Workplan Budget **Expense Reports** Progress Reports Deliverables Tasks Files Forms

**Expense Report**

Name	Reporting Period Start ...	Reporting Period End D...	Status	Due Date	Description
Expense Report - Q1	Jan 1, 2025	Mar 31, 2025	Approved	Dec 5, 2024	Quarter 1
Expense Report - Q2	Apr 1, 2025	Jun 30, 2025	Approved	Dec 5, 2024	Quarter 2
Expense Report - Q3	Jul 1, 2025	Sep 30, 2025	Approved	Dec 5, 2024	Quarter 3
Expense Report - Q4	Oct 1, 2025	Dec 31, 2025	Approved	Dec 5, 2024	Quarter 4
Expense Report - Final	Jan 1, 2025	Dec 31, 2025	Approved	Dec 5, 2024	Final

1. Select the dropdown arrow to the right of the Approved Final Expense Report.
2. Select 'Request Appeal'.



### Not seeing the 'Request Appeal' button?

This button is only visible when the Final Expense Report is 'Approved' AND it is within 10 business days following approval.

**Appeal**

Expense Report Name:  
Expense Report - Final

\* Appeal Description: ⓘ

Submit Close 3

If you wish to exit from the Appeal submission process:

3. Select 'Close'.

## 2.0 Appeal Final Expense Report (continued)

If you wish to continue with submitting the Appeal:

4. Enter an Appeal Description. Be clear and concise in your reasoning for the Appeal. Include details about the ODH Adjustment you are Appealing, including all Appeal details for the final expense report.
5. Select 'Submit'.



### **You may only submit one Appeal record.**

If you attempt to click the 'Request Appeal' button again, you will receive an error message. This is why it is critical that your Appeal Description follows all guidelines mentioned above.

## 2.1 Attach Files to the Appeal



### **You must still attach and submit the Appeal Description on Agency / Organization letterhead!**

After submitting the Appeal record, you must navigate to the Appeal task to submit a formal appeal document on Agency/Organization letterhead.

At this point, the Appeal is submitted and routed to ODH for review and approval. However, subrecipients must also attach a formal appeal document on Agency/Organization letterhead. This can be attached through the Appeal task that is generated on the Funding Award. To start this process, first navigate to the 'Tasks' tab of the Funding Award.

## 2.0 Appeal Final Expense Report (continued)

### 2.1 Attach Files to the Appeal (continued)

Funding Award 00510012DN0225

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: Elizabeth Augustini Subrecipient: Athens County Health Department Amount: \$75,000.00 Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables **Tasks** Files Forms

Grant Tasks (1)  
1 item • Updated a few seconds ago

Subject	Name	Record Type	Status	Action Required by Date
<b>Expense Report - Final Appeal</b>	GT-0215	Appeal	Routing for Approval	

[View All](#)

1. Select the 'Tasks' tab on the Funding Award.
2. Select the 'Expense Report - Final Appeal' task.

Grant Task Expense Report - Final Appeal

+ Follow

Record Type: Appeal Status: Routing for Approval Funding Award: 00510012DN0225 Expense Report: Expense Report - Final

▼ Appeal

Subject: Expense Report - Final Appeal

Appeal Description: Reason for appeal because these line items for total of \$1500

Funding Award: 00510012DN0225

Appeal Applied: ☐

Record Type: Appeal

Status: Routing for Approval

Expense Report: Expense Report - Final

Type: Grantmaking

Files (0) **Add Files**

Title	Owner	Last Mo...	Size
-------	-------	------------	------

Post

Share an update... **Share**

Sort by: Most Recent Activity

The Appeal task will open.

3. Select 'Add Files' and follow onscreen prompts to upload the formal appeal documentation on appropriate letterhead.

This is the conclusion of **2.1 Attach Files to the Appeal.**

## 2.0 Appeal Final Expense Report (continued)

### 2.2 Chatter Messaging for Appeal



#### Use Chatter to communicate with ODH!

Chatter is a direct messaging system to communicate any questions or comments with ODH. If you have questions regarding your appeal, please utilize the Chatter box located on the Appeal task.

To navigate to Chatter, open the Appeal task found on the “Tasks” tab of the Funding Award.

The screenshot shows the 'Funding Award' page for 00510012DN0225. The 'Tasks' tab is selected, indicated by a red box and a circled '1'. Below the tabs, the 'Grant Tasks (1)' section shows a single task: 'Expense Report - Final Appeal'. This task is highlighted with a red box and a circled '2'. The task details include: Subject: Expense Report - Final Appeal, Name: GT-0215, Record Type: Appeal, Status: Routing for Approval, and Action Required by Date: [dropdown].

1. Select the 'Tasks' tab on the Funding Award.
2. Select the 'Expense Report - Final Appeal' task.

The screenshot shows the 'Expense Report - Final Appeal' task page. The 'Record Type' is 'Appeal' and the 'Status' is 'Routing for Approval'. The 'Funding Award' is 00510012DN0225. The 'Expense Report' is 'Expense Report - Final'. The 'Appeal' section shows the 'Subject' as 'Expense Report - Final Appeal' and the 'Reason for appeal' as 'because these line items for total of \$1500'. The 'Expense Report' section shows the 'Type' as 'Grantmaking'. On the right, the 'Files (0)' section is visible. Below the 'Files' section, there is a 'Post' box with a text input field containing 'Share an update...'. A red box and a circled '3' highlight the input field, and a red box and a circled '4' highlight the 'Share' button.

The Appeal task will open.

3. Enter the desired question or comment for ODH staff.
4. Select 'Share'.

This is the conclusion of **2.2 Chatter Messaging for Appeal**.

## 2.0 Appeal Final Expense Report (continued)

### 2.3 Appeal Status and Completion

The status of the appeal can be tracked on the 'Tasks' tab of the Funding Award.

Funding Award  
00510012DN0225

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person  
Elizabeth Augostini

Subrecipient  
Athens County Health Department

Amount  
\$75,000.00

Status  
Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables **Tasks** Files Forms

Grant Tasks (1)  
1 item • Updated a few seconds ago

Subject	Name	Record Type	Status	Action Required by Date
1 Expense Report - Final Appeal	GT-0215	Appeal	Routing for Approval	

[View All](#)

1. Select the 'Tasks' tab on the Funding Award.
2. View the Status of the 'Expense Report - Final Appeal' task.
  - 'Routing for Approval' – this is the initial status on the creation of the appeal.
  - 'In Review'.
  - 'Completed – Approved'.
  - 'Rejected'.

Once ODH has completed its review, you will be notified via email if your appeal was approved or rejected.

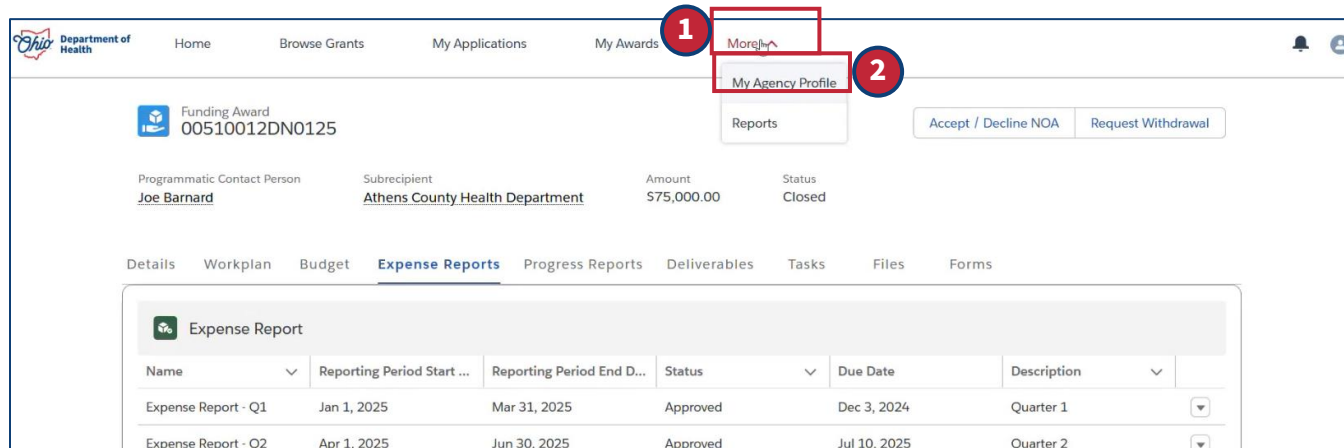
This is the conclusion of **2.3 Appeal Status and Completion.**

This is the conclusion of **2.0 Appeal Final Expense Report.**

***This Section Is Intended For: Primary Users, Secondary Users***

### 3.0 View Final Invoice

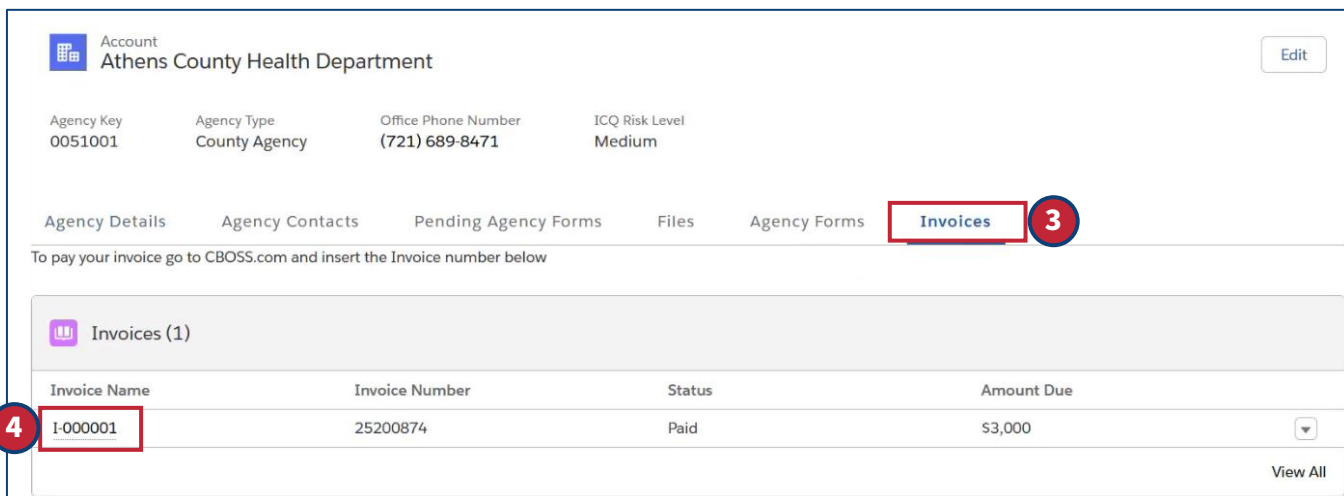
After the Final Expense Report record is finalized and all appeals are appropriately processed, an invoice record may be created and available on the Agency Account page. Invoices will only be available if there is an outstanding balance to ODH. To view any invoice(s), first navigate to 'My Agency Profile':



The screenshot shows the 'My Agency Profile' page for the Athens County Health Department. The page includes a navigation bar with 'Home', 'Browse Grants', 'My Applications', 'My Awards', and a 'More' dropdown menu. The 'More' dropdown menu is open, showing 'My Agency Profile' (highlighted with a red box and a '2' in a red circle) and 'Reports'. The 'My Agency Profile' section displays the funding award '00510012DN0125' and the subrecipient 'Athens County Health Department'. The 'Expense Reports' tab is selected, showing a table of expense reports.

Name	Reporting Period Start ...	Reporting Period End D...	Status	Due Date	Description
Expense Report - Q1	Jan 1, 2025	Mar 31, 2025	Approved	Dec 3, 2024	Quarter 1
Expense Report - Q2	Apr 1, 2025	Jun 30, 2025	Approved	Jul 10, 2025	Quarter 2

1. Select the 'More' dropdown, if applicable to your browser screen.
2. Select 'My Agency Profile'.



The screenshot shows the 'Invoices' tab for the Athens County Health Department. The page displays the agency key '0051001' and the agency type 'County Agency'. The 'Invoices' tab is selected, showing a table of invoices. The 'Invoice Name' field in the first row is highlighted with a red box and a '4' in a red circle.

Invoice Name	Invoice Number	Status	Amount Due
I-000001	25200874	Paid	\$3,000

3. Select the 'Invoices' tab.
4. Select the 'Invoice Name' to open invoice details.



#### **Invoices will still be paid according to legacy procedures.**

Agencies will continue to receive paper invoices and be able to pay them via check. If preferred however, Agencies can pay digitally by navigating to [www.CBOSS.com](http://www.CBOSS.com) and inserting the invoice number seen in the *Invoice Details* on GMIS Portal.

This is the conclusion of **3.0 View Final Invoice**.