

GMIS Portal Reporting Job Aid



Department of
Health

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Icon Key



Caution



Tip



Link

1.0 Navigate to Reports

This Section Is Intended For: Primary & Secondary Users

Start by logging into the GMIS Portal with your OH|ID and password.

ODH Grants

The Ohio Department of Health offers grants relating to a variety of public health programs to organizations in Ohio, including county and local health departments.

[Browse Grants](#)

Bulletin Boards
Active Bulletin Board

Bulletin B...	Description	Ye...	St...
1	Program Consul...	test 2	2023
2	Sys Admin test	Sys Admin test -	2024

Grant Tasks
All Grant Tasks

Su...	Indivi...	Status	Gr...	R...
1	252205 ...	Comple...		
2	252329 ...	Open		

Funding Awards
My Awards

A...	Fu...	S...	St...	A...	A...
1	0000...	0022...	HP2...	Draft	
2	0000...	0022...	QR2...	Fund...	\$14...

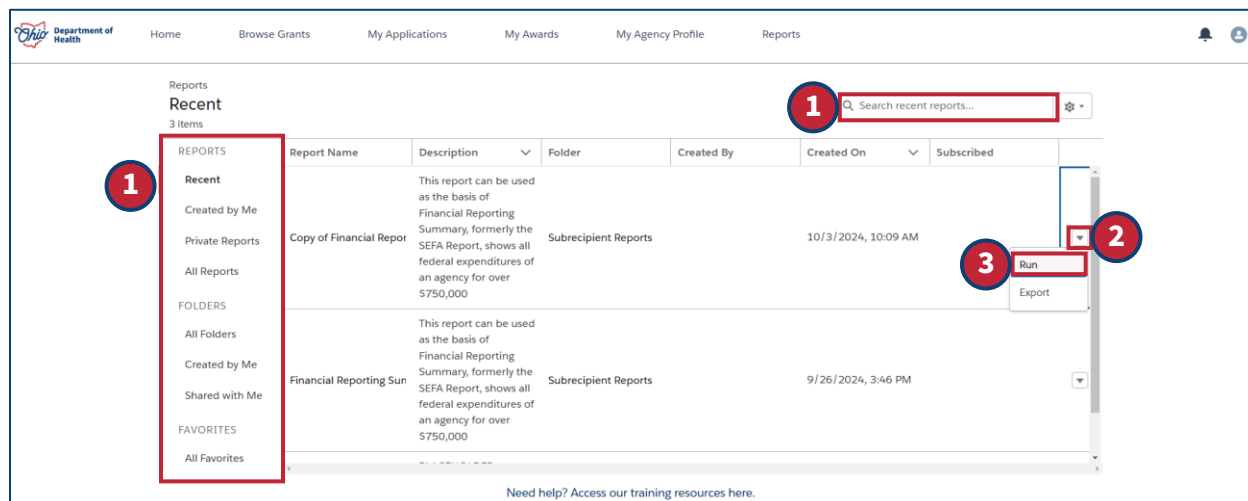
1. Select 'Reports'.

This is the conclusion of **1.0 Navigate to Reports**.

2.0 Run a Report

This Section Is Intended For: Primary & Secondary Users

Start by following the steps in section **1.0 Navigate to Reports**.



1. Use the left-hand navigation panel or search bar to navigate to the report you are looking to run.
2. Select the drop down next to the report.
3. Select 'Run'.

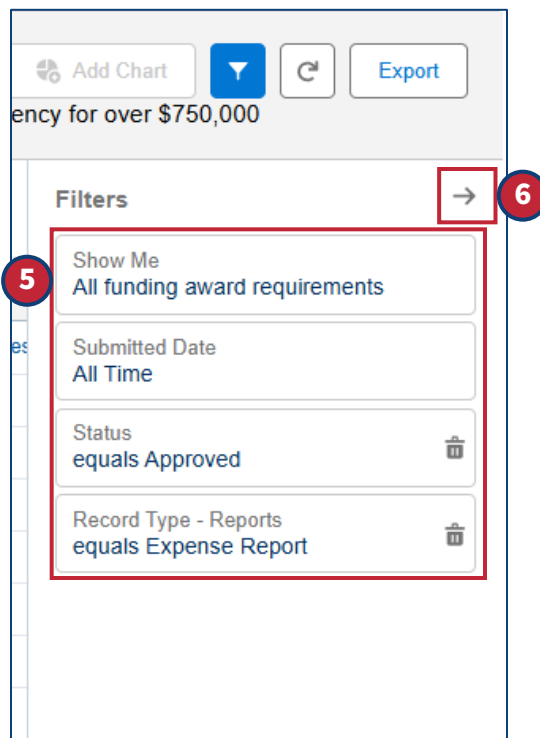
The report will open in a new tab.

The screenshot shows the 'Financial Reporting Summary Report' page. The top right corner has a red box highlighting the 'Filters' button (4). The table below shows the report data.

	Federal Grantor Agency	Pass Through Agency	Grant Title	Grant Project Number	Fund
1	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HVP2	00220014JE0220	QA Subgrant
2	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HVP2	00220014JE0220	QA Subgrant
3	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2019 QA Subgrant Sprint 5 HVP2	00220014JE0219	QA Subgrant
4	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2019 QA Subgrant Sprint 5 HVP2	00220014JE0219	QA Subgrant
5	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HVP2	00220014JE0220	QA Subgrant
6	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2018 QA Subgrant Sprint 5 HVP2	00220014JE0218	QA Subgrant
7	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HVP2	00220014JE0220	QA Subgrant
8	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2018 QA Subgrant Sprint 5 HVP2	00220014JE0218	QA Subgrant

4. [Optional] Select *Filters* to adjust the report.

2.0 Run a Report (continued)



5. Select the filter you would like to adjust – this is based on the information in the report. This will open a pop-up to adjust the filter.
 6. Select to close the filter panel.
- If any filter was adjusted, the report will adjust.

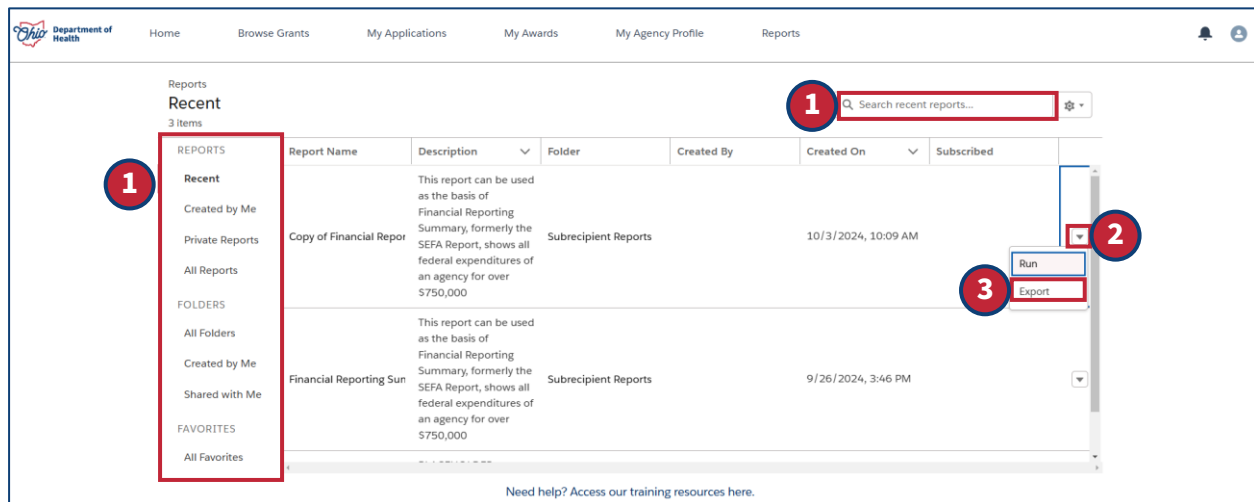
This is the conclusion of **2.0 Run a Report**.

3.0 Export a Report

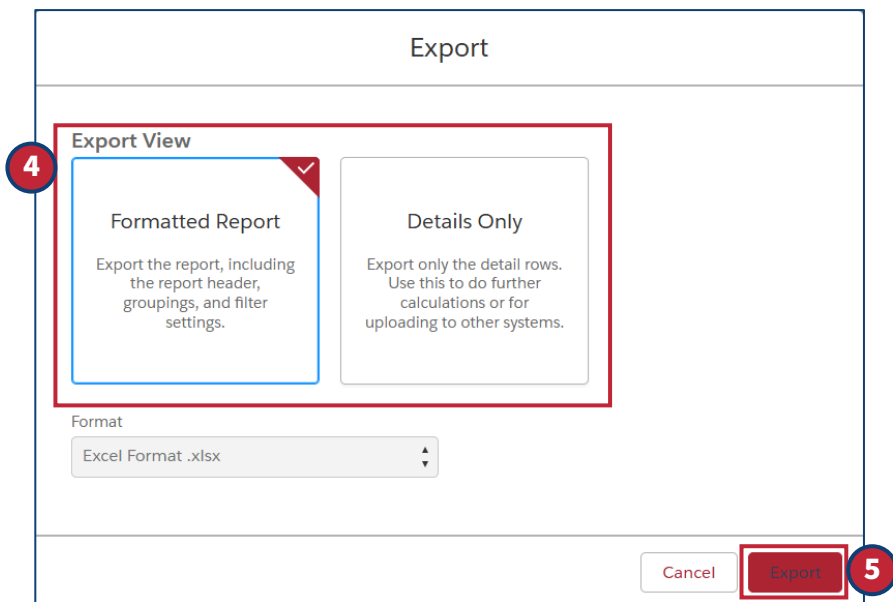
This Section Is Intended For: Primary & Secondary Users

There are two ways to export a report. Start by following the steps in section **1.0 Navigate to Reports**.

3.1 Via the Reports Object



1. Use the left-hand navigation panel or search bar to navigate to the report you are looking to run.
2. Select the drop down next to the report.
3. Select 'Export'.



4. Select the Export View Type.
5. Select 'Export'.


The report will now download.

This is the conclusion of **3.1 Via the Reports Object**.

3.0 Export a Report (continued)

3.2 Via the Report Viewer

Start by following the steps in section **2.0 Run a Report**.


Report: Financial Reporting Summary
Financial Reporting Summary Report
 This report can be used as the basis of Financial Reporting Summary, formerly the SEFA Report, shows all federal expenditures of an agency for over \$750,000

[Enable Field Editing](#)

[Add Chart](#)

[Export](#)

Total Records
 12

	Federal Grantor Agency	Pass Through Agency	Grant Title	Grant Project Number	Fund
1	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HIVP2	00220014JE0220	QA Subgrant
2	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HIVP2	00220014JE0220	QA Subgrant
3	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2019 QA Subgrant Sprint 5 HIVP2	00220014JE0219	QA Subgrant
4	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2019 QA Subgrant Sprint 5 HIVP2	00220014JE0219	QA Subgrant
5	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HIVP2	00220014JE0220	QA Subgrant
6	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2018 QA Subgrant Sprint 5 HIVP2	00220014JE0218	QA Subgrant
7	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2020 QA Subgrant Sprint 5 HIVP2	00220014JE0220	QA Subgrant
8	Federal Award Agency Subgrant	Bureau of HIV, STI and Hepatitis	JE2018 QA Subgrant Sprint 5 HIVP2	00220014JE0218	QA Subgrant

1. Select 'Export'.

Export

2

Export View

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format

Excel Format .xlsx

Cancel

Export

3

2. Select the Export View Type.

3. Select 'Export'.

The report will now download.

This is the conclusion of **3.2 Via the Report Viewer**.
 This is the conclusion of **3.0 Export a Report**.

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