

Last Updated: 2/10/25

GMIS Portal Close-Out



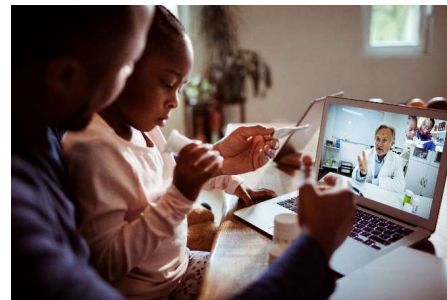
Duration: 45 Minutes



Audience: Agency Primary & Secondary User

Learning Objectives

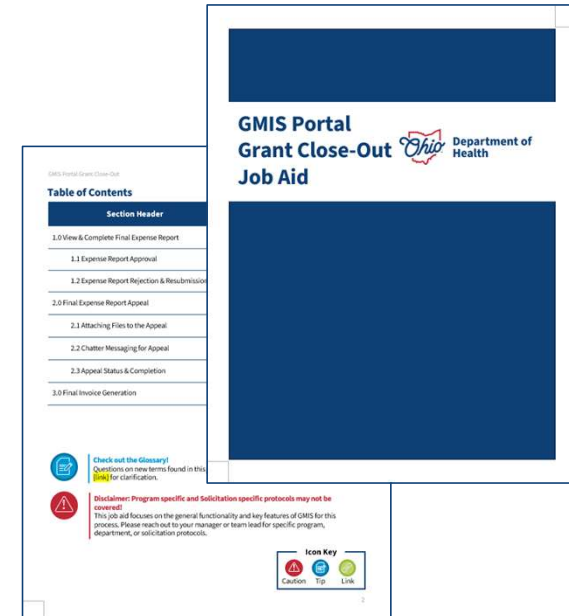
- ✓ Discuss an overview of Close-Out.
- ✓ Review the final expense report.
- ✓ Illustrate the appeals process.
- ✓ Review the Final Invoice.



Please Reference the Job Aid!

The following Job Aid Sections can be referenced for greater detail and a more in-depth overview for content covered in the next slides:

- **1.0 View & Complete Final Expense Report.**
- **2.0 Appeal Final Expense Report.**
- **3.0 View Final Invoice.**



GMIS Portal Grant Close-Out Job Aid.

Close-Out Overview



Audience: Agency Primary & Secondary User



Key Terms

Final Expense Report

Last Expense Report submitted by a Subrecipient on a Grant.

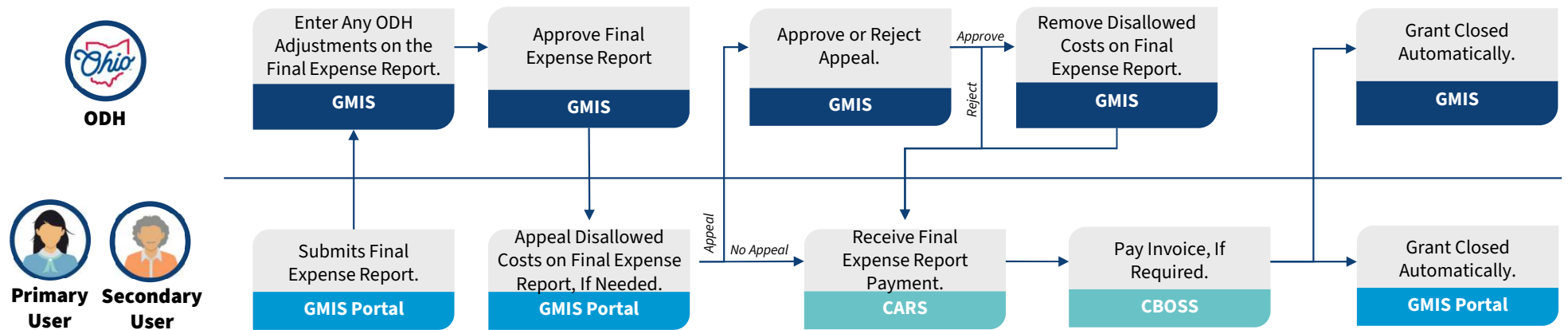
Appeal

Subrecipients request for reversal of disallowed costs on the Final Expense Report.

Final Invoice

After the final expense report is finalized and all appeals are processed, a Final Invoice may be created if there is an outstanding balance to ODH.

Grant Close-Out Process



Final Expense Report



Audience: Agency Primary & Secondary User



Final Expense Reports Are Seen On The Funding Award

	<input type="checkbox"/> Funding Award Name	<input type="checkbox"/> Last Modified By	<input type="checkbox"/> Last Modified Date	
1	<input type="checkbox"/> 00220011SS0125		10/10/2024, 10:33 AM	<input type="checkbox"/>
2	<input type="checkbox"/> 00220014JE0218	Ben	10/29/2024, 11:28 AM	<input type="checkbox"/>
3	<input type="checkbox"/> 00220014JE1117		11/5/2024, 2:45 PM	<input type="checkbox"/>



Primary Users and the Programmatic Contact listed on the award will receive notification reminders of the upcoming Final Expense Report due date.

Expense Report Navigation

Edit



Pencil Icon can be used to edit an expense line item.

Save & Edit Next

Save & Edit Next

This saves the current expense line item and goes to the next expense line item to edit.

Save & Edit Previous

Save & Edit Previous

This saves the current expense line item and goes to the previous expense line item to edit.

Save

Save

This saves the current expense line item and returns the user to the previous view.

Cancel

Cancel

Closes the expense line item and returns user to the previous view.

Submit

Submit

Submits the entire expense report across all expense categories.

Caution! *Submit* Will Show Up On Each Tab of the Final Expense Report

Make sure you've edited all expenses on EACH tab prior to hitting *Submit*. Once the Expense Report is Submitted, the record is locked and Subrecipients cannot edit.

The image displays three overlapping screenshots of the 'Submit Expense Report' application, illustrating the 'Submit' button's placement across different tabs.

Top Screenshot (Other Direct Costs Tab):

Description	Funding Activity	YTD Amount	Current Period	ODH Adjustment	Net Amount	Budgeted Amount
Client Expenses	Activity2028	\$1,000	\$0	\$0	\$1,000	\$1,000
Utility Insurance	Activity2028	\$0	\$0	\$0	\$0	\$2,500

Middle Screenshot (Deliverables Tab):

Name	Deliverable	Funding Activity	Budgeted Amount	YTD Requested Amount	Requested Amount	Net Amount	Remaining	ODH Deliverable Met
Deliverable 1 - Meeting	Deliverable 1 - Meeting A	Activity2028	\$15,000	\$0	\$0	\$0	\$15,000	

Bottom Screenshot (Equipment Tab):

Warning: If you have purchased this equipment in the first 6 months of this budget period, you must submit an Equipment Purchase Order. If it was purchased in the last 6 months of this budget period, you must have an approved Equipment Waiver. You can do so on the Budget tab of your Funding Award.

Category	Funding Activity	YTD Amount	Current Period	ODH Adjustment	Net Amount	Budgeted Amount
Climate Control Unit	Activity123	\$500	\$0	\$0	\$500	\$7,500
Camera	Activity123	\$0	\$0	\$0	\$0	\$5,500

Use Chatter to Ask Questions

Use Chatter on the Final Expense Report to communicate with ODH.

Submit Expense Report

Summary Personnel Other Direct Costs Equipment Contracts Deliverables **Chatter** Files

Comments

Salesforce Sans 12 B I U

Post

Ben Low
9 minutes ago
I am not sure if I can expense XYZ. Can you please confirm?

Write a comment... **Comment**

Submit **Cancel**

Editing an Expense Report Line Item (Non-WIC)

Editing and Submitting the Final Expense Report is the same as any other Expense Report.

Step 01

Select the Edit icon  on the line item.

Step 02

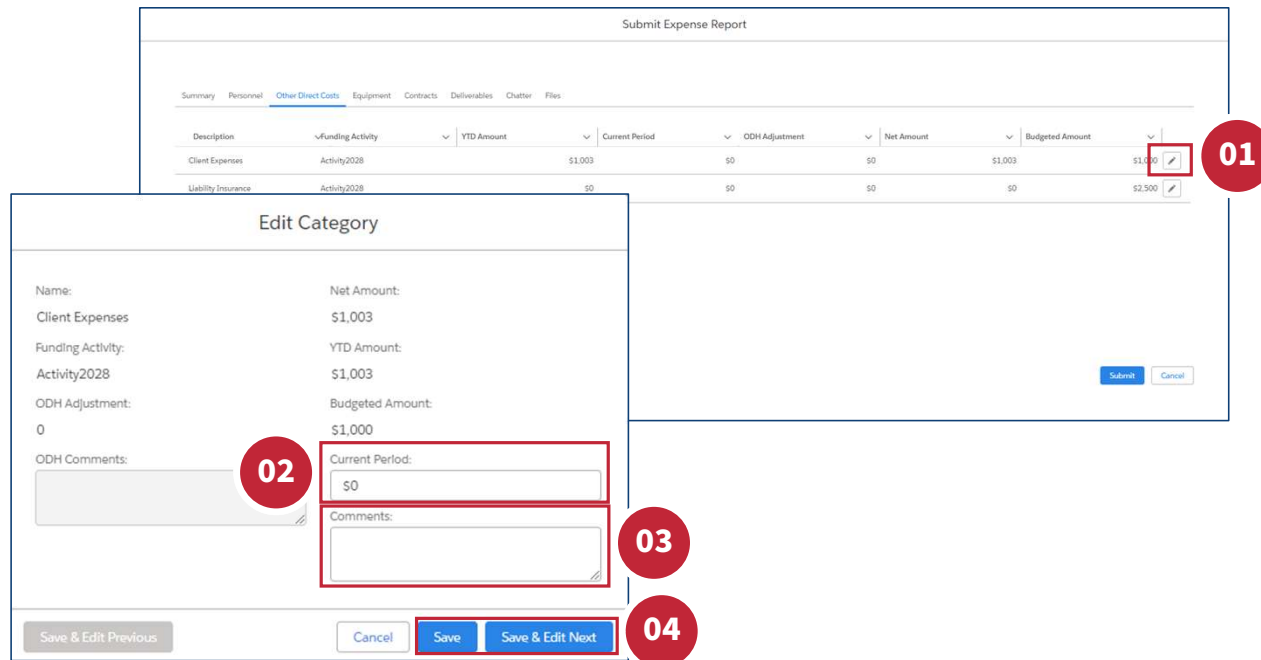
Add current period expenses. No decimals.

Step 03

Add Comments.

Step 04

Save or Save & Edit Next.



The screenshot displays the 'Submit Expense Report' interface. The 'Other Direct Costs' tab is active, showing a table with columns: Description, Funding Activity, YTD Amount, Current Period, ODH Adjustment, Net Amount, Budgeted Amount, and a final column with a pencil icon. The table contains two rows: 'Client Expenses' and 'Liability Insurance'. The 'Client Expenses' row has a YTD Amount of \$1,003 and a Net Amount of \$0. The 'Liability Insurance' row has a YTD Amount of \$0 and a Net Amount of \$0. A red circle labeled '01' highlights the pencil icon in the final column of the 'Client Expenses' row.

The 'Edit Category' modal is open, showing fields for Name, Funding Activity, ODH Adjustment, ODH Comments, Net Amount, YTD Amount, Budgeted Amount, Current Period, and Comments. The 'Current Period' field is highlighted with a red circle labeled '02' and contains the value '\$0'. The 'Comments' field is highlighted with a red circle labeled '03'. At the bottom of the modal, there are buttons for 'Save & Edit Previous', 'Cancel', 'Save', and 'Save & Edit Next'. The 'Save' and 'Save & Edit Next' buttons are highlighted with a red circle labeled '04'.



Reminder: Do not hit *Submit* until you have edited all Expense Reports tabs and are ready to submit to ODH!

Editing A WIC Expense Report

WIC Expense Reports will include a breakdown of percentages tagged to Administration, Breastfeeding, Clinic, and Nutrition.

Submit Expense Report

Summary Personnel Other Direct Costs Equipment Contracts Deliverables Chatter Files

Administration % Breast Feeding % Clinic % Nutrition %

0% 0% 0% 0%

Employee Funding Acti... YTD Amount Current Peri... ODH Adjust... Net Amount Budgeted A...

Anna A Coffaro WIC9999 \$0 \$0 \$0 \$0 \$5,000

Edit Record

WIC9999 \$0

ODH Adjustment: 0 Budgeted Amount: \$5,000

ODH Comments: Current Period: \$1,000

Comments:

* Administration \$250 * Breast Feeding \$250

* Clinic \$300 * Nutrition \$200

Save & Edit Previous Cancel Save Save & Edit Next

Appeals



Audience: Agency Primary & Secondary User

Submit an Appeal on the Final Expense Report

Final Expense Reports go through the same approval process as all other Expense Reports.

Funding Award
00510012DN0225

Accept / Decline NOARequest Withdrawal

Programmatic Contact Person
Elizabeth Augustini

Subrecipient
Athens County Health Department

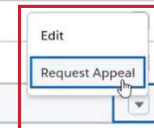
Amount
\$75,000.00

Status
Funded

DetailsWorkplanBudgetExpense ReportsProgress ReportsDeliverablesTasksFilesForms

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



View section 2.0 Appeal Final Expense Report.

Invoice Generation



Audience: Agency Primary & Secondary User

Subrecipients Accessing the Invoice Record in GMIS Portal

Subrecipients will access their Invoices on their Agency Profile.

The screenshot illustrates the steps to access an invoice record in the GMIS Portal. The interface is divided into two main sections: the Agency Profile and the Invoices section.

Agency Profile (01): The top navigation bar includes links for Home, Browse Grants, My Applications, My Awards, and My Agency Profile (highlighted with a green box and a green circle labeled 01). The main content area shows the account information for Athens County Health Department, including Agency Key (0051001), Agency Type (County Agency), Office Phone Number ((721) 689-8471), and ICQ Risk Level (Medium). Below this, there are tabs for Agency Details, Agency Contacts, Pending Agency Forms, Files, Agency Forms, and Invoices (highlighted with a green box and a green circle labeled 02).

Invoices (02): The Invoices section displays a table of invoices. The table has columns for Invoice Name, Invoice Number, and Status. The first row shows Invoice Name I-000001, Invoice Number 25200874, and Status Paid. A green box highlights the Invoice Name field, and a green circle labeled 03 is next to it. A dashed line connects this field to the Invoice Details view.

Invoice Details (04): The Invoice Details view shows the specific information for Invoice I-000001. The details include Invoice Name (I-000001), Invoice Number (25200874), Status (Paid), Amount Due (\$3,000), Due Date (1/19/2025), and Payment Date (11/27/2024). A green box highlights the Invoice Number field, and a green circle labeled 04 is next to it. A dashed line connects this field to the 'View Final Invoice' button.

View Final Invoice: A green button with a document icon and the text 'View section 3.0 View Final Invoice.' is located at the bottom left of the screenshot.

Have Questions?

For any further inquiries or additional support, please reach out to:

Grant.Support@odh.ohio.gov.

Thank You!

We appreciate your time and participation in today's training session. Your engagement is key to our shared success! In today's session you:

- ✓ Discussed an overview of Close-Out.
- ✓ Reviewed the final expense report.
- ✓ Illustrated the appeals process.
- ✓ Reviewed the Final Invoice.