

# GMIS Portal Expenditure Reporting Job Aid



Department of  
Health

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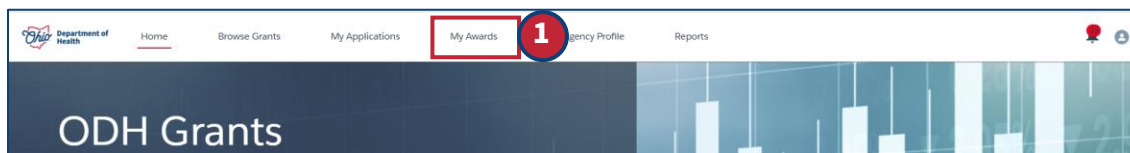
### Icon Key



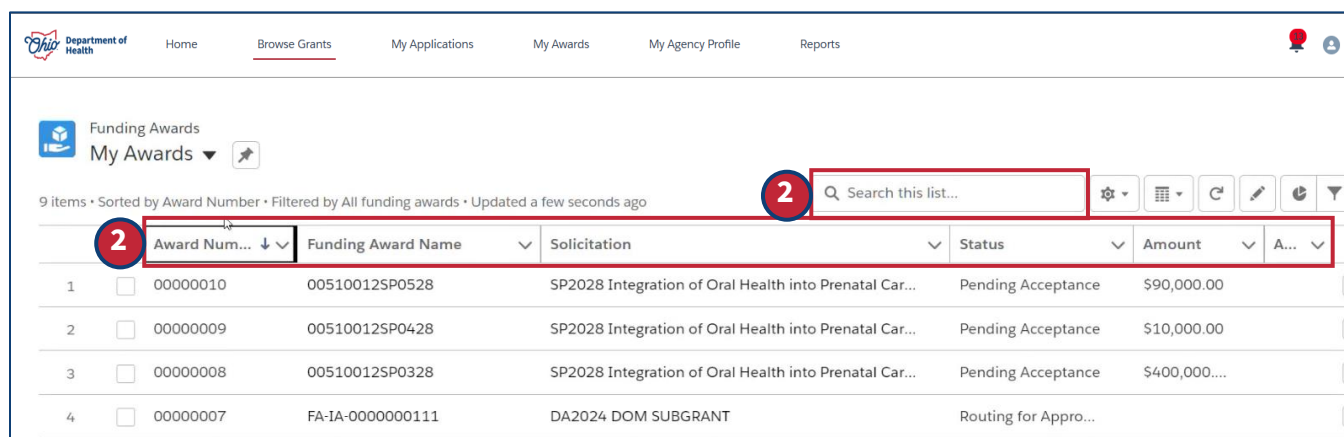
## 1.0 View Expense Reports

When a Subrecipient user accepts the Funding Award, the GMIS Portal will create Expense Report records for the entire Reimbursement Period selected in the Subrecipient's application. To view Expense Report records, first log into the GMIS portal.

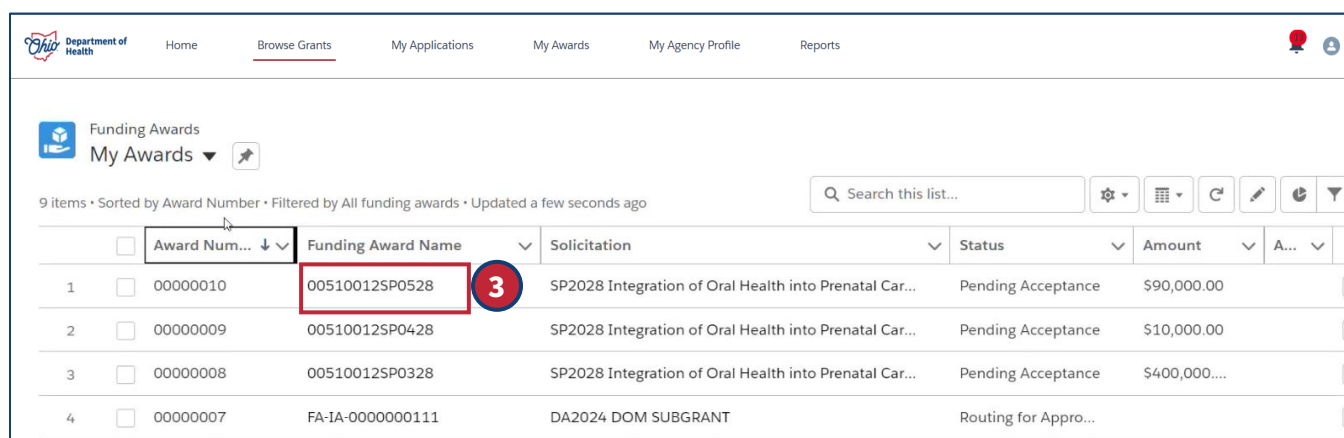
Subrecipients will view the Expense Report records on their funding award in the 'Expense Reports' tab.



### 1. Select 'My Awards'.



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



### 3. Select the desired Funding Award Name for additional details.

## 1.0 View Expense Reports (continued)

Funding Award  
00510012SP0428

Accept / Decline NOA

Withdrawal

Programmatic Contact Person  
Joe Barnard

Subrecipient  
Athens County Health Department

Amount  
 \$125,000.00

Status  
 Funded

Details

Workplan

Budget

Expense Reports **4**

Progress Reports

Deliverables

Tasks

Files

Funding Award Name  
 00510012SP0428

Solicitation  
SP2028 Integration of Oral Health into Prenatal Care Program

Budget Period Start Date  
 7/1/2024

Status  
 Funded

Individual Application  
 IA-0000000133

Owner Name

Amount  
 \$125,000.00

Budget Period End Date  
 6/30/2025

Programmatic Contact Person  
Joe Barnard

Subrecipient  
Athens County Health Department

### 4. Select the “Expense Reports” Tab.

The Expense Reports tab will load all the Expense Report records for each reporting period selected in the Subrecipient’s application, whether it is monthly or quarterly.

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 - M1	Dec 1, 2024	Dec 31, 2024	Draft	Jan 10, 2025	Month 1			
Expense Report - M2	Jan 1, 2025	Jan 31, 2025	Draft	Feb 10, 2025	Month 2			
Expense Report - M3	Feb 1, 2025	Feb 28, 2025	Draft	Mar 10, 2025	Month 3			

### 5. View the Expense Report Name.



#### How are the Expense Report Name and Description populated?

The Expense Report Name and Description is automatically generated from the reimbursement period. If the Subrecipient specified monthly reimbursements in their application, naming convention will follow for M1 (Month 1), M2 (Month 2), .... M12 (Month 12), etc. If the Subrecipient specified quarterly reimbursements, the naming convention will follow Q1 (Quarter 1), Q2 (Quarter 2).... Q4 (Quarter 4), etc.

### 6. View the Reporting Period Start Date. This is the first date of the Expense Report period.

### 7. View the Reporting Period End Date . This is the last date of the Expense Report period.

### 8. View the Status. This shows the Expense Report as Draft, In Progress, In Review, Approved, or Rejected.

### 9. View the Due Date. This is the date and time the Expense Report must be submitted by.

### 10. View the Description.

## 1.0 View Expense Reports (continued)

Expense Report - M12	06/01/2025	06/30/2025	Draft	07/05/2025, 04:00 PM	Month 12
Expense Report - Final	07/01/2024	06/30/2025	Draft	08/05/2025, 04:00 PM	Final

11

Some Solicitations may have a Final Expense Report that 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.

11. View Final Expense Report information, if applicable.

This is the conclusion of **1.0 View Expense Reports**.

## 2.0 Complete an Expense Report

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



### Once an Expense Report is submitted, it becomes locked!

Once the Expense Report is submitted, the record is locked and Subrecipients cannot continue editing. Please be sure the information is correct prior to submitting the Expense Report, as any adjustments or errors will not be able to be corrected until the next Expense Report.

To complete an Expense Report, navigate to the 'Expense Reports' tab in the Funding Award. Not sure how to navigate? Follow the steps outlined in [1.0 View an Expense Report](#). The Expense Report will become eligible for edit and submission on the 1<sup>st</sup> of the month it is due. For example, if the Expense Report is due on October 5<sup>th</sup>, it will be open for edit and submission starting on October 1<sup>st</sup> and at the due time on October 5<sup>th</sup>. To edit an Expense Report:

There are a few important navigation tips for accessing and editing an Expense Report that will be utilized throughout the remainder of this job aid.

Submit Expense Report							
<a href="#">Summary</a> Personnel   Other Direct Costs   Equipment   Contracts   Deliverables   Chatter   Files							
Category ▾	YTD Amount ▾	Current Per... ▾	ODH Adjus... ▾	Net Amount ▾	Budgeted ... ▾	Remaining ▾	
Personnel	\$0	\$0	\$0	\$0	\$66,500	\$66,500	
Other Direct Co...	\$0	\$0	\$0	\$0	\$25,500	\$25,500	
Equipment	\$0	\$0	\$0	\$0	\$20,000	\$20,000	
Contracts	\$0	\$0	\$0	\$0	\$13,000	\$13,000	
Deliverables	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	\$125,000	\$125,000	

Expense Reports are structured differently depending on the type of grant – the Subrecipient Summary view contains the same Expense Report tabs that have been previously seen in the application and budget.

- **Deliverable-Based Grants:** only contain Summary and Deliverables tabs.
- **Reimbursement-Based Grants:** contain Summary, Personnel, Other Direct Costs, Equipment, and Contracts tabs.
- **Hybrid-Based Grants:** contain Summary, Personnel, Other Direct Costs, Equipment, Contracts and Deliverables tabs.

## 2.0 Complete an Expense Report (continued)

### 2.1 General Expense Report Navigation (continued)

Category ▾	YTD Amount ▾	Current Period ▾	ODH Adjustment ▾	Net Amount ▾	Budgeted Am... ▾	Remi
Person <b>1</b>	<b>2</b> \$0	<b>3</b> \$0	\$0	\$0	\$66,500	
Other Direct Co...	\$0	\$0	\$0	\$0	\$25,500	
Equipment	\$0	\$0	\$0	\$0	\$20,000	
Contracts	\$0	\$0	\$0	\$0	\$13,000	
Deliverables	\$0	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	\$125,000	

The Summary tab is read-only and compiles all the information from the additional category tabs. It displays:

- Category:** displays the applicable categories based on the grant type.
- YTD Amount:** displays the Year-to-Date Amount expensed for the category.
- Current Period:** displays the sum being expensed for the Current Period for the category.

Use the scroll feature at the bottom of the Summary table to move left or right to view more columns, if needed. The column width can also be adjusted by dragging the line between each column header.

YTD Amount ▾	Current Period ▾	ODH Adjustment ▾	Net Amount ▾	Budgeted Am... ▾	Remaining ▾
\$0	\$0	<b>4</b> \$0	<b>5</b> \$0	<b>6</b> \$66,500	<b>7</b> \$66,500
\$0	\$0	\$0	\$0	\$25,500	\$25,500
\$0	\$0	\$0	\$0	\$20,000	\$20,000
\$0	\$0	\$0	\$0	\$13,000	\$13,000
\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$125,000	\$125,000

- ODH Adjustment:** displays the ODH Adjustment for the category.
- Net Amount:** displays the net amount for the most recent budget period for the category +/- the ODH Adjustments.
- Budgeted Amount:** displays the Budgeted Amount for the category.
- Remaining:** displays the net amount remaining to be expended for the category.

## 2.0 Complete an Expense Report (continued)

### 2.1 General Expense Report Navigation (continued)

Submit Expense Report

8

Summary

Personnel
Other Direct Costs
Equipment
Contracts
Deliverables

Chatter

Employee	Funding A...	YTD Amo...	Current P...	ODH Adju...	Net Amou...	Budgeted ...	
Joe Barnard	Activity123	\$0	\$0	\$0	\$0	\$16,500	<div style="border: 1px solid #003366; padding: 2px; display: inline-block;"> </div> <span style="border: 2px solid #003366; border-radius: 50%; padding: 2px 8px; font-weight: bold; color: white; float: right;">9</span>
Elizabeth A...	Activity123	\$0	\$0	\$0	\$0	\$40,000	<div style="border: 1px solid #003366; padding: 2px; display: inline-block;"> </div>
Anna A Coff...	Activity123	\$0	\$0	\$0	\$0	\$10,000	<div style="border: 1px solid #003366; padding: 2px; display: inline-block;"> </div>

To view different line items for each budget category:

8. Select the desired Category tab.
9. Select the Pencil edit icon for the line item.



**Have a question on the Expense Report?**

Use Chatter! This will go directly to ODH.



## 2.0 Complete an Expense Report (continued)

### 2.1 General Expense Report Navigation (continued)

There are several important navigation buttons for editing an Expense Report line-item record:

The screenshot shows a web form titled "Edit Record". It contains the following fields:

- Name: Joe Barnard
- Net Amount: \$500
- Funding Activity: Activity123
- YTD Amount: \$0
- ODH Adjustment: 0
- Budgeted Amount: \$16,500
- ODH Comments: (empty text area)
- Current Period: \$500
- Comments: (empty text area with a cursor)

At the bottom of the form, there are four buttons, each with a red circle containing a number above it:

- 10. Save & Edit Previous** (highlighted with a red border)
- 11. Cancel** (highlighted with a red border)
- 12. Save** (highlighted with a red border)
- 13. Save & Edit Next** (highlighted with a red border)

- 10. Save & Edit Previous:** Saves the current record and goes to the previous line item to edit. Not applicable for the first line item of the category.
- 11. Cancel:** Closes the 'Expense Report' record view and returns the Subrecipient user to the Funding Award screen.
- 12. Save:** Saves any edits made to line items and comments entered and returns user to the 'Expense Report' record view.
- 13. Save & Edit Next:** Saves the current record and goes to the next line item to edit. Not applicable for the last line item of the category.

This is the conclusion of **2.1 General Expense Report Navigation**.

## 2.0 Complete an Expense Report (continued)

### 2.2 Edit an Expense Report



#### Submitting expenses for a Deliverable?




Jump to section **4.0 Complete Deliverables** before completing your Expense Report. Completing your Deliverables is required before you submit your Expense Report if you are expensing Deliverables in this report.



#### Part of WIC?

Jump to section **5.0 Complete a WIC Expense Report** to view how to submit WIC Expense Reports.

To edit the Expense Report to ensure proper completion:

Submit Expense Report							
<div> <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> </div>							
Employee	▼Funding A... ▼	YTD Amo... ▼	Current P... ▼	ODH Adju... ▼	Net Amou... ▼	Budgeted ... ▼	
Joe Barnard	Activity123	\$0	\$0	\$0	\$0	\$16,500	
Elizabeth A...	Activity123	\$0	\$0	\$0	\$0	\$40,000	
Anna A Coff...	Activity123	\$0	\$0	\$0	\$0	\$10,000	

1. Select the desired Category tab.
2. Select the Pencil edit icon for the first line item.

## 2.0 Complete an Expense Report (continued)

### 2.2 Edit an Expense Report (continued)

**Edit Record**

Name:	Net Amount:
Joe Barnard	\$500
Funding Activity:	YTD Amount:
Activity123	\$0
ODH Adjustment:	Budgeted Amount:
0	\$16,500

ODH Comments:

Current Period:

\$500

Comments:

I

Save & Edit Previous Cancel Save Save & Edit Next

3. View details for the line item, including the budgeted, year-to-date, and net amount values.

4. Enter the requested amount for the Current Period.



#### **You can enter cents!**

Please note, GMIS Portal will accept cents when entering expenses.

5. Enter any Comments. This is the reason for the expense.

6. Save, using preferred saving method outlined in section **2.1 General Expense Report Navigation**.



#### **You cannot 'Save' if Current Period is much larger than Budgeted Amount!**

Subrecipients will not be able to enter and save a value for the Current Period that is significantly larger than the Budgeted Amount. The Current Period Amount must not exceed the Budgeted Amount by more than 30% or \$150,000, whichever is less.

## 2.0 Complete an Expense Report (continued)

### 2.2 Edit an Expense Report (continued)

Summary

Personnel

Other Direct Costs

Equipment

Contracts

Deliverables

8

Chatter

Files

Employee	Funding A...	YTD Amo...	Current P...	ODH Adju...	Net Amou...	Budgeted ...	
Joe Barnard	Activity123	\$0	\$500	\$0	\$500	\$16,500	
Elizabeth A...	Activity123	\$0	\$10,000	\$0	\$10,000	\$40,000	
Anna A Coff...	Activity123	\$0	\$500	\$0	\$500	\$10,000	

The values entered for the Current Period will populate in the general Expense Report record view, and automatically update the Net Amount totals.

- View the Current Period values to review what was saved.
- Select additional Category tabs to navigate to additional line items for updating the Expense Report. Repeat Steps 1-7, as needed, until the Expense Report entry is complete.



#### Have no expenses for this reporting period?

On some occasions, Agencies may not have expenses to report for a reporting period. If this is applicable, jump to section **2.6 Submit a \$0 Expense Report**.



#### Is this the Month 12 or Q4 expense report?

Make sure to *Chatter* your obligations for what you plan on reporting on your Final Expense Report.

This is the conclusion of **2.2 Edit an Expense Report**.

## 2.0 Complete an Expense Report (continued)

### 2.3 Submit an Expense Report



#### Once an Expense Report is submitted, it becomes locked!

Once the Expense Report is submitted, the record is locked and Subrecipients cannot continue editing. Please be sure the information is correct before submitting the Expense Report, as any adjustments or errors will not be able to be corrected until the next Expense Report.

Submit Expense Report

---

Summary
Personnel
Other Direct Costs
Equipment
Contracts
Deliverables
Chatter
Files

---

Category ▾	YTD Amount ▾	Current Period ▾	ODH Adjustm... ▾	Net Amount ▾	Budgeted Am... ▾	Remaining ▾
Personnel	\$0	\$11,000	\$0	\$11,000	\$66,500	\$55,500
Other Direct Costs	\$0	\$0	\$0	\$0	\$25,500	\$25,500
Equipment	\$0	\$7,500	\$0	\$7,500	\$20,000	\$12,500
Contracts	\$0	\$0	\$0	\$0	\$13,000	\$13,000
Deliverables	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$18,500	\$0	\$18,500	\$125,000	\$106,500

1 Submit Cancel

Review and verify all inputted values before submitting the Expense Report. Pay particular attention to the Current Period columns on the Summary tab to ensure accuracy. When ready to submit:

1. Select 'Submit' on the Summary tab.



#### Only Primary Users can submit Expense Reports!

Primary and Secondary Agency Users can view and modify an Expense Report, however, only Primary Users can submit.

Expense Report Submission

---

Please review the total amount requested and agree below before submission.  
 Amount Requested :  
 \$18,500

3 ☐

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.

2

Cancel Submit

2. Review the total amount requested and verify.
3. Select the checkbox to agree to the Terms and Conditions.

## 2.0 Complete an Expense Report (continued)

### 2.3 Submit an Expense Report (continued)

Expense Report Submission

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

Amount Requested :  
\$18,500

☒ 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.

4 Cancel
5 Submit

4. Select 'Cancel' to exit out of the Expense Report submission.
5. Select 'Submit' to proceed with the Expense Report submission.



Once submitted, a Success message will display at the top of the GMIS Portal. Please note there are validations built into the system to ensure accuracy for the Expense Report. If an error message is received, please adjust the Expense Report according to error instructions and resubmit, as needed.

Funding Award  
00510012SP0428

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

Programmatic Contact Person  
Joe Barnard

Subrecipient  
Athens County Health Department

Amount  
\$125,000.00

Status  
Funded

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

Expense Report

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	07/01/2024	07/31/2024	In Review	08/05/2024, 04:00 PM	Month 1
Expense Report - M2	08/01/2024	08/31/2024	Draft	09/05/2024, 04:00 PM	Month 2
Expense Report - M3	09/01/2024	09/30/2024	Draft	10/05/2024, 04:00 PM	Month 3 Request Extension

6. View the Status as 'In Review' after submission.

To view the details of a submitted Expense Report:

7. Select the dropdown arrow to the right of the Expense Report to view details.

This will open a screen displaying the Expense Report Record and its resulting category values, however, the screen will be view-only. No additional edits can be made to the Expense Report following submission.

This is the conclusion of **2.3 Submit an Expense Report.**

## 2.0 Complete an Expense Report (continued)

### 2.4 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.

The screenshot displays the 'Funding Award' page for award 00510012SP0428. The programmatic contact person is Joe Barnard, the subrecipient is Athens County Health Department, the amount is \$125,000.00, and the status is 'Funded'. The 'Expense Reports' tab is selected, showing a table with two reports. The first report, 'Expense Report - M1', has a status of 'Approved' (highlighted with a red box and a red circle with the number 1). The second report, 'Expense Report - M2', has a status of 'Draft'.

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	07/01/2024	07/31/2024	Approved	08/05/2024, 04:00 PM	Month 1
Expense Report - M2	08/01/2024	08/31/2024	Draft	09/05/2024, 04:00 PM	Month 2

1. View the Status as ‘Approved’.

This is the conclusion of **2.4 Expense Report Approval**.

### 2.5 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.

The screenshot displays the 'Funding Award' page for award 00510012SP2428. The programmatic contact person is Anna A. Coffaro, the subrecipient is Athens County Health Department, the amount is \$100,000.00, and the status is 'Funded'. The 'Expense Reports' tab is selected, showing a table with two reports. The first report, 'Expense Report - M1', has a status of 'Rejected' (highlighted with a red box and a red circle with the number 1). The second report, 'Expense Report - M2', has a status of 'Draft'. A red box and a red circle with the number 2 highlight the dropdown arrow next to the description 'Month 1' for the first report.

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	07/01/2024	07/31/2024	Rejected	08/05/2024, 04:00 PM	Month 1
Expense Report - M2	08/01/2024	08/31/2024	Draft	09/05/2024, 04:00 PM	Month 2

1. View the Status as ‘Rejected’.
2. Select the dropdown arrow to Edit and begin the revision process.

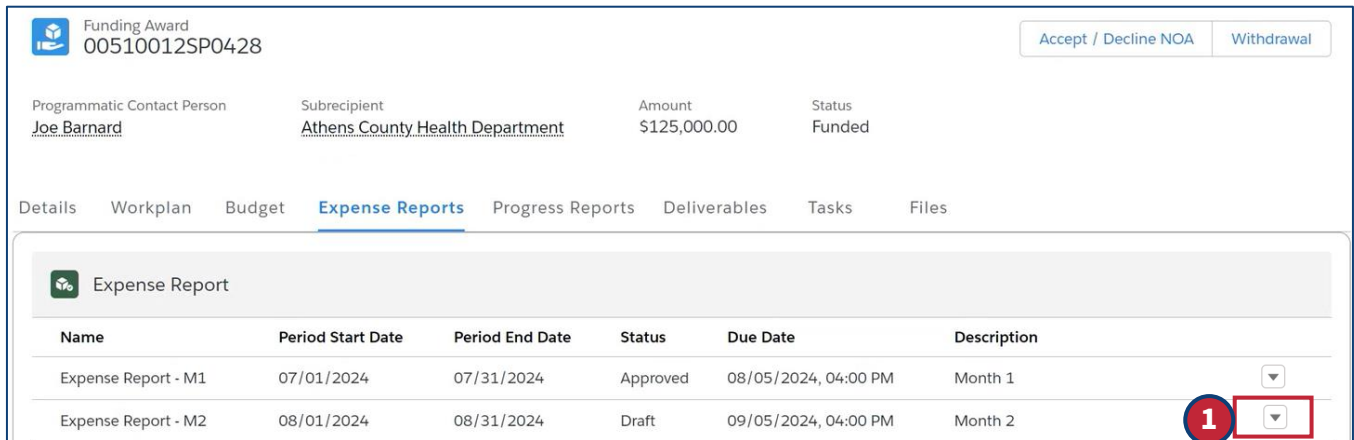
The Subrecipient will then have to complete the edits and re-submit the report, through the same process outlined in **Sections 2.1-2.3**.

This is the conclusion of **2.5 Expense Report Rejection & Resubmission**.

## 2.0 Complete an Expense Report (continued)

### 2.6 Submit a \$0 Expense Report

In some circumstances, a Subrecipient may submit an Expense Report that is empty for \$0. To submit a \$0 Expense Report:



Funding Award 00510012SP0428

Accept / Decline NOA Withdrawal

Programmatic Contact Person: Joe Barnard  
Subrecipient: Athens County Health Department  
Amount: \$125,000.00  
Status: Funded

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

Expense Report

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	07/01/2024	07/31/2024	Approved	08/05/2024, 04:00 PM	Month 1
Expense Report - M2	08/01/2024	08/31/2024	Draft	09/05/2024, 04:00 PM	Month 2

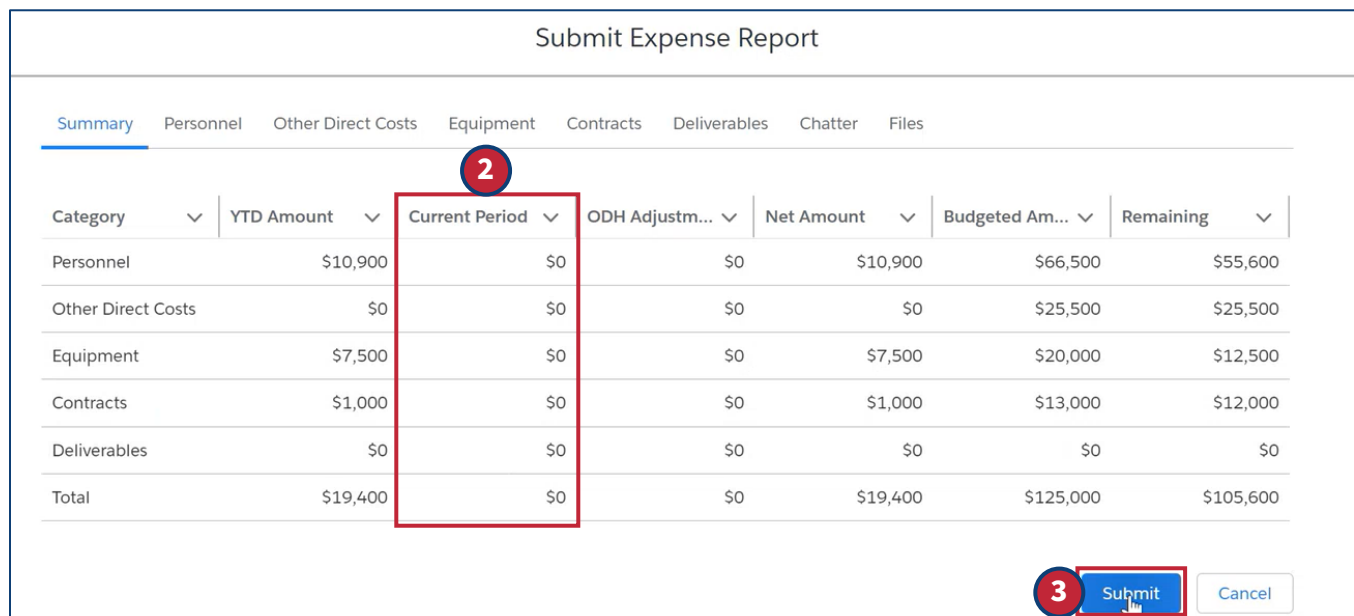
1. Select the dropdown arrow to the right of the desired Expense Report to edit.



#### **Only Primary Users can submit Expense Reports!**

Primary and Secondary Agency Users can view and modify an Expense Report, however, only Primary Users can submit.

The Summary tab of the Expense Report will load. Because no values are entered for the current reporting period:



Submit Expense Report

Summary Personnel Other Direct Costs Equipment Contracts Deliverables Chatter Files

Category	YTD Amount	Current Period	ODH Adjustm...	Net Amount	Budgeted Am...	Remaining
Personnel	\$10,900	\$0	\$0	\$10,900	\$66,500	\$55,600
Other Direct Costs	\$0	\$0	\$0	\$0	\$25,500	\$25,500
Equipment	\$7,500	\$0	\$0	\$7,500	\$20,000	\$12,500
Contracts	\$1,000	\$0	\$0	\$1,000	\$13,000	\$12,000
Deliverables	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$19,400	\$0	\$0	\$19,400	\$125,000	\$105,600

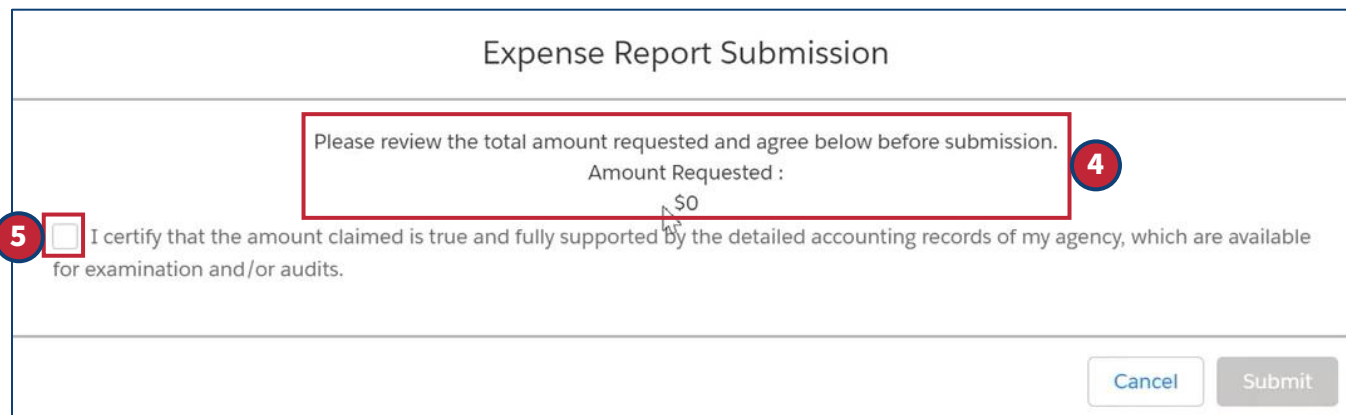
Submit Cancel

2. View the Current Period values as '\$0' for every category.
3. Select 'Submit'.



## 2.0 Complete an Expense Report (continued)

### 2.6 Submit a \$0 Expense Report (continued)



Expense Report Submission

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

Amount Requested : \$0

**4**

**5** ☐ 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

4. Review the total amount requested as \$0 and verify accuracy.

5. Select the checkbox to agree to the Terms and Conditions.



Expense Report Submission

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

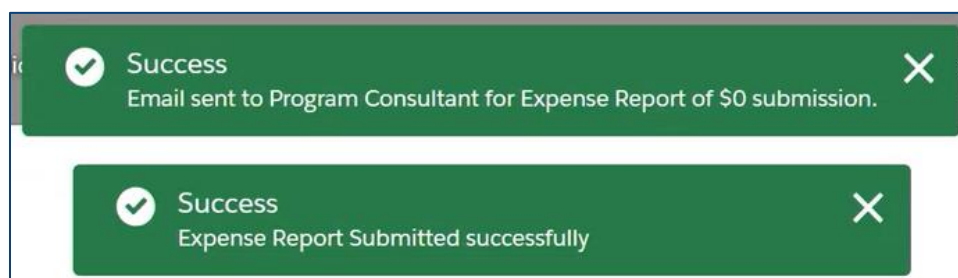
Amount Requested : \$0

☒ 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.

**6** Cancel **7** Submit

6. Select 'Cancel' to exit out of the Expense Report submission.

7. Select 'Submit' to proceed with the Expense Report submission.



Success  
Email sent to Program Consultant for Expense Report of \$0 submission.

Success  
Expense Report Submitted successfully

Once submitted, a Success message will display at the top of the GMIS Portal. Refresh the GMIS Portal screen, if needed. Because it is a \$0 Expense Report, there is no approval process for ODH Staff and the status will automatically update to 'Approved'.

## 2.0 Complete an Expense Report (continued)

### 2.6 Submit a \$0 Expense Report (continued)


**Funding Award**  
00510012SP0428

Accept / Dec

Programmatic Contact Person

Subrecipient

Amount

Status

Joe Barnard

Athens County Health Department

\$125,000.00

Funded

Details
Workplan
Budget
Expense Reports
Progress Reports
Deliverables
Tasks
Files


**Expense Report**

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	07/01/2024	07/31/2024	Approved	08/05/2024, 04:00 PM	Month 1
Expense Report - M2	08/01/2024	08/31/2024	Approved	09/05/2024, 04:00 PM	Month 2

8. View the Status as 'Approved'.

This is the conclusion of **2.6 Submit a \$0 Expense Report**.

This is the conclusion of **2.0 Complete an Expense Report**.

### 3.0 Request Expense Report Extension

On the Expense Reports Tab list view on the Funding Award, Subrecipients can click the 'Request Extension' button to initiate the extension request for an Expense Report.



#### Limitations on Extension Requests.

Extension Requests can only be submitted on or after the 1st day of the month before the Expense Report is due and up to 30 days before. For example, a Subrecipient can only request an extension for the Expense Report due on October 5<sup>th</sup> between September 1<sup>st</sup> – September 5<sup>th</sup>. Extension requests are only approved for extenuating circumstances. The 'Request Extension' button will not be visible if it is outside that window of time.

Funding Award 00510012SP0428

Programmatic Contact Person: Joe Barnard

Subrecipient: Athens County Health Department

Amount: \$125,000.00

Status: Funded

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

Expense Report

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	07/01/2024	07/31/2024	Draft	08/05/2024, 04:00 PM	Month 1
Expense Report - M2	08/01/2024	08/31/2024	Draft	09/05/2024, 04:00 PM	Month 2
Expense Report - M3	09/01/2024	09/30/2024	Draft	10/05/2024, 04:00 PM	Month 3

1. Select the dropdown arrow to 'Request Extension' of the desired Expense Report.

Request Extension

Expense Report Extension Request Details

Name: Expense Report - M3

Task Type: Extension Request

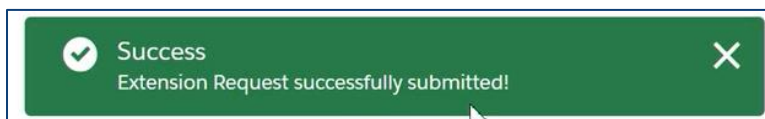
\* Description

\* Requested Due Date

Cancel Submit

2. Enter the Description, including the reason why you are requesting an extension.
3. Enter the Requested Due Date or select the date from the calendar icon.
4. Select 'Cancel' if you wish to exit out from the Extension Request or select 'Submit' if you want to proceed with the extension request.

### 3.0 Request Expense Report Extension (continued)



Once submitted, view the Success message at the top of the funding award screen.



#### There are no Extension Requests for Final Expense Reports!

There will be no extension requests for final Expense Reports, if applicable for the grant.

**Funding Award**  
00510012SP0428

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

Programmatic Contact Person  
[Joe Barnard](#)

Subrecipient  
[Athens County Health Department](#)

Amount  
\$125,000.00

Status  
Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables **5 Tasks** Files

**6**

**Grant Tasks (2)**  
2 items • Updated a few seconds ago

	Subject	Name	Record Type	Status	Action Required by...
1	<a href="#">Budget Revision</a>	GT-0040	Special Condition	Completed-Approved	7/31/2024
2	<a href="#">Expense Report - M3 - Extension Request Task</a>	GT-0041	Extension Request	Submitted	

View All

To view the Extension Request and verify its status, navigate to the Tasks tab on the Funding Award screen.

5. Select the 'Tasks' tab.
6. View the Extension Request record for the Expense Report.

The Extension Request will automatically submit for ODH staff to review and approve. If the Extension is approved, the status will change on the grant task.

**Funding Award**  
00510012SP0428

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

Programmatic Contact Person  
[Joe Barnard](#)

Subrecipient  
[Athens County Health Department](#)

Amount  
\$125,000.00

Status  
Funded

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

**Grant Tasks (2)**  
2 items • Updated a few seconds ago


	Subject	Name	Record Type	Status	Action Required by...
1	<a href="#">Budget Revision</a>	GT-0040	Special Condition	Completed-Approved	7/31/2024
2	<a href="#">Expense Report - M3 - Extension Request Task</a>	GT-0041	Extension Request	Completed-Approved	

View All

7. View the Status as 'Completed-Approved'.

### 3.0 Request Expense Report Extension (continued)

If the Extension is approved, the Due Date for the Expense Report will be updated on the Expense Reports tab to the requested date.

 Funding Award  
00510012SP0428

Accept / Decline NOAWithdrawal


Programmatic Contact Person  
Joe Barnard

Subrecipient  
Athens County Health Department

Amount  
\$125,000.00

Status  
Funded

DetailsWorkplanBudgetExpense ReportsProgress ReportsDeliverablesTasksFiles

 Expense Report

Name	Period Start Date	Period End Date	Status	Due Date	Description	
Expense Report - M1	07/01/2024	07/31/2024	Approved	08/05/2024, 04:00 PM	Month 1	Edit
Expense Report - M2	08/01/2024	08/31/2024	Submitted	09/05/2024, 04:00 PM	Month 2	Edit
Expense Report - M3	09/01/2024	09/30/2024	Draft	10/31/2024, 04:00 PM	Month 3	Request Extension

8. View the updated Due Date.

This is the conclusion of **3.0 Request Expense Report Extension**.

## 4.0 Complete Deliverables

If the grant is Hybrid-based or Deliverable-based, Subgrantees will need to report on Deliverables as they are completed according to the timeframe outlined in the grant workplan. This is not applicable to Reimbursement-based grants. Deliverables can be viewed on the Funding Award:

**Funding Award**

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: Primary User Training Subrecipient: Brown County Health Department Amount: \$50,000.00 Status: Funded

Details Workplan Budget Expense Reports Progress Reports **Deliverables** 1 Tasks Files Forms

**Deliverables**

Name	Due Date	Status	Frequency
Annual meeting - Deliverable Quarter 01		Draft	Quarterly
Annual meeting - Deliverable Quarter 02		Draft	Quarterly
Annual meeting - Deliverable Quarter 03		Draft	Quarterly
Annual meeting - Deliverable Quarter 04		Draft	Quarterly

2

1. Select the 'Deliverables' tab.
2. View Deliverable details table, including the Deliverable Name, Due Date, Status, and Frequency.

To update Deliverable information:

**Funding Award**

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: Primary User Training Subrecipient: Brown County Health Department Amount: \$50,000.00 Status: Funded

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

**Deliverables**

Name	Due Date	Status	Frequency
Annual meeting - Deliverable Quarter 01		Draft	Quarterly
Annual meeting - Deliverable Quarter 02		Draft	Quarterly
Annual meeting - Deliverable Quarter 03		Draft	Quarterly
Annual meeting - Deliverable Quarter 04		Draft	Quarterly

3

3. Select the dropdown arrow to the right of the desired deliverable, and 'Edit'.

## 4.0 Complete Deliverables (continued)

Submit Deliverable

Deliverable Chatter

**Meeting Schedule**  
Upload a calendar of the meetings for the year

Edit 4

**Attendees Form**

Edit

Submit for Approval

The Deliverables will auto-populate according to how they were set up for the grant and application. To update the Deliverable information:

4. Select 'Edit' next to the desired Deliverable.

### 4.1 Upload-Based Deliverables

For Deliverables that require a file upload:

Submit Deliverable

Deliverable Chatter

**Meeting Schedule**  
Upload a calendar of the meetings for the year

Edit 1

Upload Document

Upload Document

Upload Files Or drop files 2

Cancel Save

1. View the Deliverable description and requirements.
2. Select 'Upload Files' to browse your device for Deliverable file to upload. Or drag and drop a Deliverable file from your device to the section to upload.



3. View the Success message to confirm the file(s) were uploaded successfully.

## 4.0 Complete Deliverables (continued)

### 4.1 Upload-Based Deliverables (continued)

00510012SP1828

Success  
1 file(s) uploaded Successfully

Submit Deliverable

Deliverable Chatter

**Meeting Schedule**  
Upload a calendar of the meetings for the year

Upload Document

Upload Document  
Upload Files Or drop files

Equipment Waiver 9.4.docx.

Cancel Save

4

4. Select 'Save'.

This is the conclusion of **4.1 Upload-Based Deliverables**.

### 4.2 Form-Based Deliverables

For Deliverables that require response to a form:

Submit Deliverable

**Attendees Form**

How many people attended? \*

Did you attend all meetings? \*

☐ Yes  
☐ No  
☐ N/A

Save

1

2

1. Respond to all form questions, if applicable.

2. Select 'Save'.

This is the conclusion of **4.2 Form-Based Deliverables**.



## 4.0 Complete Deliverables (continued)

### 4.3 Submit for Approval

How many people attended? \*

Did you attend all meetings? \*

☒ Yes  
☐ No  
☐ N/A

Save

1

Submit for Approval

Once all Deliverables have been completed for a submission period:

1. Select 'Submit For Approval'.

Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks Files					
<div>  Deliverables                 </div>					
Name	Due Date	Status	Frequency		
Deliverable 1 - Meeting Attendance - Deliverable Month 01	-	In Review	Monthly	Edit	
Deliverable 1 - Meeting Attendance - Deliverable Month 02	-	Draft	Monthly	Edit	
Deliverable 1 - Meeting Attendance - Deliverable Month 03	-	Draft	Monthly	Edit	

2. View the Status change to 'In Review'.

The Deliverable(s) will automatically submit for ODH staff to review and approve. In some circumstances, Deliverable(s) may be rejected by ODH. ODH may communicate any changes through Chatter, and request updates to be made to the Deliverable(s). The Subrecipient will then have to complete the edits and re-submit the report, through the same process outlined in **Section 4.0 Complete Deliverables**.

If the Deliverable(s) are approved, the status will change on the funding award.

## 4.0 Complete Deliverables (continued)

### 4.3 Submit for Approval (continued)

Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks Files					
Deliverables					
Name	Due Date	Status	Frequency		
Deliverable 1 - Meeting Attendance - Deliverable Month 01	-	Approved	Monthly	Edit	
Deliverable 1 - Meeting Attendance - Deliverable Month 02	-	Draft	Monthly	Edit	
Deliverable 1 - Meeting Attendance - Deliverable Month 03	-	Draft	Monthly	Edit	

#### 3. View the Status as 'Approved'.

Once you've updated your Deliverables, jump to section **2.2 Edit an Expense Report** to complete your Expense Report for those Deliverables.

This is the conclusion of **4.3 Submit for Approval**.

This is the conclusion of **4.0 Complete Deliverables**.

## 5.0 Complete a WIC Expense Report

WIC Expense Reporting follows similar processes as other Expense Reporting. Please read section **2.0 Complete an Expense Report** thoroughly before utilizing the procedures in this section. This section only covers the main differences in completing a WIC Expense Report and is not comprehensive of the entire Expense Report process.

WIC Expense Reports require a breakdown of percentages tagged to Administration, Breast Feeding, Clinic, and Nutrition. When editing a WIC Expense Report:

Submit Expense Report

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

Administration % 0% Breast Feeding % 0% Clinic % 0% Nutrition % 0%

Employee	Funding Acti...	YTD Amount	Current Peri...	ODH Adjust...	Net Amount	Budgeted A...
Anna A Coffaro	WIC9999	\$0	\$0	\$0	\$0	\$5,000

1. Select a tab in the Expense Report.
2. View and enter the appropriate percentages for Administration %, Breast Feeding %, Clinic %, and Nutrition %.

Once the total percentages have been added for a category, the system will automatically break these down into each budget line item. To edit and view:

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

Administration % 25% Breast Feeding % 25% Clinic % 30% Nutrition % 20%

Employee	Funding Acti...	YTD Amount	Current Peri...	ODH Adjust...	Net Amount	Budgeted A...
Anna A Coffaro	WIC9999	\$0	\$0	\$0	\$0	\$5,000

3. Select the 'Pencil Icon' to the right of a line item.

## 5.0 Complete a WIC Expense Report (continued)

**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

4. Enter the requested amount for the Current Period.



### You can enter cents!

Please note, GMIS Portal will accept cents when entering expenses.

5. Enter any Comments, if applicable.
6. View the totals automatically populated by the system. These are based on the percentages outlined in Step 2.



### WIC totals may be adjusted!

Although the totals are automatically populated by the system based on the percentages, they can be overridden and edited - if the sum of the categories equals the total amount for the Current Period.

Repeat this process, as needed, for all Categories on an Expense Report prior to submission. Jump to section **2.3 Submit an Expense Report**.

This is the conclusion of **5.0 Complete a WIC Expense Report**.