



Negotiated Claim - Instructions for Resubmission

The Claim-General Information document details the requirements for submitting the correct and complete claim. If a claim did not meet the mentioned requirements, it will be negotiated back to the grantee with related comments/reasons for negotiation, for corrections. These comments can be found in the email generated by OGMS or in the **Alert History** of negotiated claim. All negotiated comments should include name and contact information of the DCJS staff requesting changes to contact for questions or assistance, if required.

Logging into OGMS

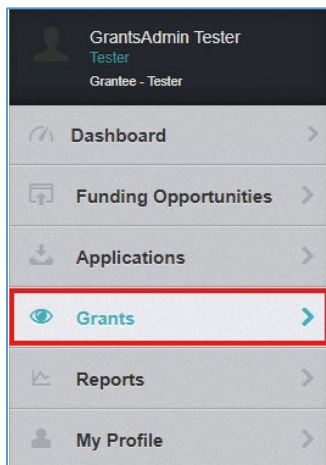
Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

- On the *Login* page, enter your User ID and Password.
- Click the green *Sign In* button.

The screenshot shows the login interface for the OGMS system. It features a header with a key icon and the text 'Login'. Below this is a section titled 'Enter your user id and password' with a user icon. There are two input fields: 'User ID' and 'Password'. A prominent green button labeled 'SIGN IN' is located below the input fields. At the bottom of the form, there are two links: 'Forgot User ID?' and 'Reset Password?'.

Accessing the Grant

On the left side navigation menu, click on *Grants*.



Select the grant you would like to access in the *Current Grant* listing.



If the grant you need does not appear in the list, select the *Closed Grants* tab. If the grant is closed, or you cannot find it, please contact your grant monitor for assistance.

Current Grants											
All active grants are listed below.											
Search: <input type="text"/>											
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount	Total Claimed	Remaining Balance
558953	Underway	2026	Testing-1	Virginia Department of Criminal Justice Services	TRAIN-OGMS Training Program	541775-Grants Admin Test			\$0.00	\$0.00	\$0.00

Once you have selected the grant, you will be directed to the *Grant Components* list.

Select *Claims* from the list.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

A negotiated claim will be in *Correcting* status, and the grantee has been notified by an email which includes the comments/reason for negotiation and the deadline for resubmission of the claim.



The system will show the list of all claims for the grant. Select the claim in *Correcting* status.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
26-301-D-001	Reimbursement	Paid	07/01/2025	09/30/2025	Dec 5, 2025 6:16 PM	12/19/2025	\$2,358.83
26-301-D-002	Reimbursement	Paid	10/01/2025	12/31/2025	Feb 4, 2026 3:47 PM	02/13/2026	\$7,085.28
26-301-D-003	Reimbursement	Correcting	01/01/2026	03/31/2026	Apr 20, 2026 6:59 PM		\$7,103.90
Submitted Amount:							\$0.00

A new screen will show the unlocked components/sections of the claim for correction.

The components without a check mark in the *Complete?* column are unlocked for edits, as illustrated below.

You can only see and edit the unlocked components; locked components will not be listed.

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement		Apr 20, 2026 6:57 PM -
Detail of Expenditures		Apr 20, 2026 6:59 PM -
Claim Certification Form		

Grantees can also see the negotiations comments in the *Alert History* tab of the claim, in addition to the system notification email.

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement		Apr 20, 2026 6:57 PM -
Detail of Expenditures		Apr 20, 2026 6:59 PM -
Claim Certification Form		

Edit Reporting Period or Mark as Final

For editing the *Reporting Period* or marking/unmarking the claim as *Final*, select the *General Information* from the mentioned list of components

You will be directed to a new screen where you click on the green *Edit Form* button.



Claim List Genera Reimbu Detail

General Information - Claim Edit Form

It is the sub-recipient's responsibility to renew SAM registration prior to the expiration date to ensure timely processing of claims.

Claim Number: 003
 Status*: Correcting
 Type*: Reimbursement
 Report Period: 01/01/2026 03/31/2026
 Start Date End Date
 Final Request?: No
 Click Yes if this is the final request

Make necessary changes and click on the green *Save Form* button.

General Information - Claim - Edit Save Form

Status*: Correcting
 Type*: Reimbursement
 Report Period: 01/01/2026 03/31/2026
 Start Date End Date
 Final Request?: Yes No
 Click Yes if this is the final request

To go back to the list of components, click on the Back button at the top left of the screen, otherwise, by saving each form, the system will automatically take you back the list of components.

Edit Reimbursement

To edit the *Reimbursement* section, click on *Reimbursement* in the list of components.

Claim Preview Attachments Alert History Map Versions

Claim Details Withdraw

Claim cannot be Submitted Currently
 • Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement		Apr 20, 2026 6:57 PM -
Detail of Expenditures		Apr 20, 2026 6:59 PM -
Claim Certification Form		

Click on the green *Edit Reimbursement* button.

Claim List Genera Detail Reimbu Claim

Reimbursement - Current Version Create New Version View Versions

Reimbursement Mark as Complete Edit Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Budget															
Personnel	\$14,063.00	\$0.00	\$4,459.79	\$4,459.79	\$9,603.21	\$0.00	\$4,459.79	\$9,603.21	\$4,688.00	\$0.00	\$0.00	\$0.00	\$4,688.00	0.00%	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$14,063.00	\$0.00	\$4,459.79	\$4,459.79	\$9,603.21	\$0.00	\$4,459.79	\$9,603.21	\$4,688.00	\$0.00	\$0.00	\$0.00	\$4,688.00	.00%	\$0.00

Last Edited By: Angela Donor - Nov 17, 2022 2:17 PM Edit Reimbursement



Make necessary changes and click the green *Save Reimbursement* button.

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Budget															
Personnel	\$214,088.16	97707.00	\$116,381.16	\$214,088.16	\$0.00	\$0.00	\$214,088.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,707.00
Consultant	\$8,840.00	0.00	\$0.00	\$0.00	\$8,840.00	\$0.00	\$0.00	\$8,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Supplies/Other	\$226,365.84	0.00	\$123,618.84	\$123,618.84	\$102,747.00	\$0.00	\$123,618.84	\$102,747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$449,294.00	\$97,707.00	\$240,000.00	\$337,707.00	\$111,587.00	\$0.00	\$337,707.00	\$111,587.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$97,707.00

Last Edited By: Julie Derr - Nov 22, 2022 12:44 PM

Then click on the orange *Mark as Complete* button.

Note: You will only be allowed to edit categories for which there is a budget or available balance.

All Federal, State General and State Special funding sources for each category should be entered into the Expenses This Period column.

All local Match (if applicable) should be entered in the Match Expenses This Period column.

Edit Detail of Expenditures

For editing the *Detail of Expenditures* section, click on *Detail of Expenditures* component.

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement		Apr 20, 2026 6:57 PM -
Detail of Expenditures		Apr 20, 2026 6:59 PM -
Claim Certification Form		

Click on each category for changes.

You can add new rows by clicking the green *Add Row* button.



Claim List Genera Detail Reimbu Claim

Detail of Expenditures - Current Version Create New Version View Versions

Personnel Expenditures - Multi-List Mark as Complete Add Row

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
No Data for Table						

Last Edited By: Angela Donor - Oct 31, 2022 10:47 AM Add Row

Consultant Expenditures - Multi-List Mark as Complete Add Row

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
No Data for Table						

Last Edited By: Angela Donor - Oct 31, 2022 10:47 AM Add Row

Travel Expenditures - Multi-List Mark as Complete Add Row

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
No Data for Table						

Last Edited By: Angela Donor - Oct 31, 2022 10:47 AM Add Row

Subsistence Expenditures - Multi-List Mark as Complete Add Row

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
-------------	---------	-------	---------	------------	---------------	-------

To delete an existing row, click on the red *Delete Row* button.

Personnel Expenditures Delete Row Save Row

Description*: Executive Director, Kathleen Petersen

Federal*: \$0.00

State*: \$16,810.37

Cash Match*: \$0.00

In-Kind Match*: \$0.00

Total: \$16,810.37

Save Row

Make necessary changes based on the negation comments and then click the green Save Row button.

Repeat the same process to make changes in other rows.

Make sure all fields including Description are correctly completed.

Once all rows are corrected/completed, click on the orange Mark as Complete button.

Please note that the system will not mark the entry as complete unless all information is entered correctly and all required fields are filled in. If there are errors, the system will display messages indicating the section that needs to be corrected. Follow these messages and make the necessary updates.



Edit Claim Certification Form

To submit the OGMS Claim Certification Form, select the *Claim Certification Form* component.

Claim Preview Attachments Alert History Map Versions

Claim Details Withdraw

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement		Apr 20, 2026 6:57 PM -
Detail of Expenditures		Apr 20, 2026 6:59 PM -
Claim Certification Form		

Click on the green *Edit Form* button.

OGMS Claim Certification Form Mark as Complete **Edit Form**

In our collective effort to ensure compliance and accountability, we ask that you please have your designated Financial Officer sign and post the required OGMS Claim Certification form. The signed certification, which will be an ongoing requirement, is required for all federally funded grants. DCJS does not need any additional invoices, receipts, or documentation posted within OGMS at this time, however, all supporting documentation should be maintained and made available upon request for any audit and reconciliation purposes. Should you need the required form, it can be found here: <https://www.dcs.virginia.gov/grants/forms>.

OGMS Claim Certification*: _____

Edit Form

Click on the grey *Select file* button.

This will allow you to select the related document from your computer and upload it.

Click on the green *Save Form* button and then the orange *Mark as Complete* button.

OGMS Claim Certification Form Save Form

In our collective effort to ensure compliance and accountability, we ask that you please have your designated Financial Officer sign and post the required OGMS Claim Certification form. The signed certification, which will be an ongoing requirement, is required for all federally funded grants. DCJS does not need any additional invoices, receipts, or documentation posted within OGMS at this time, however, all supporting documentation should be maintained and made available upon request for any audit and reconciliation purposes. Should you need the required form, it can be found here: <https://www.dcs.virginia.gov/grants/forms>.

OGMS Claim Certification*: **Select file**

Save Form



SAM Registration

To submit the SAM registration certificate (only for Federal funds), select the *Claim Supporting Documentation* component.

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement		Apr 20, 2026 6:57 PM -
Detail of Expenditures		Apr 20, 2026 6:59 PM -
Claim Supporting Documentation		Apr 20, 2026 6:57 PM -

Click the green *Add New Attachment* button.

Description	File Name	Type	Size	Upload Date	Delete
Signed OGMS Claim Certification	OGMS Claim Certification 06-28-2022.pdf	pdf	183 KB	06/28/2022 03:33 PM	Delete

Click on the grey *Select file* button, which will allow you to upload the document from your computer.

Click the green *Save file* button.

Attach File

Upload File*:

Description*:

500 character(s) left

Grantees also have the option of sending the SAM registration certificate by email to related DCJS staff instead of attaching it to the claim.



Resubmit the Claim

Make sure all the components/sections are corrected based on the negotiation comments.

Once all check marks are displayed under the *Complete?* Column, you will see the orange *Submit Claim* button.

Component	Complete?	Last Edited
General Information	✓	Apr 20, 2026 6:57 PM -
Reimbursement	✓	Apr 20, 2026 6:57 PM -
Detail of Expenditures	✓	Apr 20, 2026 6:59 PM -
Claim Supporting Documentation	✓	Apr 20, 2026 6:57 PM -

Click on the orange *Submit Claim* button, once submitted, the claim status will change from *Correcting* to *Submitted*, which will allow DCJS staff to review and process the claim.