



OGMS Instructions for Submitting a Claim

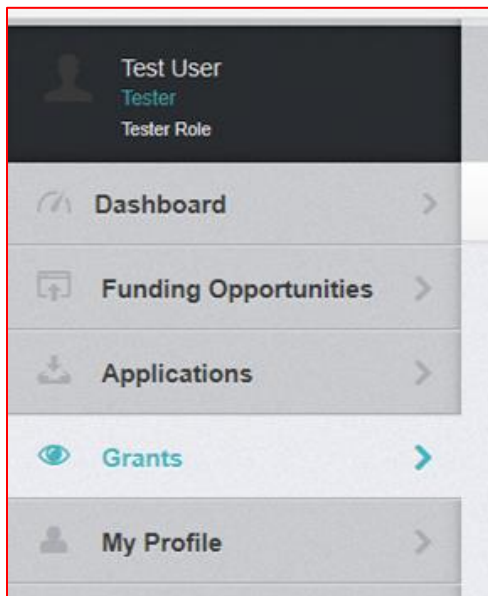
LOGGING INTO OGMS

Sign into OGMS <https://ogms.dcjs.virginia.gov>

- On the **Login** Page
 - Click on **User ID** on the left side of your page under Login
 - Enter your User ID
 - Enter your **Password**
 - **Click on Sign In**

Note: Use the OGMS Menu, not the Browser Menu.
OGMS is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

From the Side Menu: Click on **Grants**.





Select the **Grant** you would like to access in the **Active Grant** listing.
If you need to access a closed grant, click on the **Closed Grants** tab.

The screenshot shows the 'Grant' management interface. At the top, there is a header with an eye icon and the word 'Grant', followed by the subtitle 'List of all current grants'. Below the header is a navigation bar with buttons for 'Back', 'Print', 'Help', and 'Log Out'. A tabbed interface shows 'Active Grants' selected over 'Closed Grants'. Under the 'Active Grants' tab, there is a section titled 'Active Grants' with a sub-header 'All active grants are listed below.' Below this is a table with columns: ID, Status, Year, Title, Organization, Program Area, and Funding Opportunity. One grant is listed with ID 6874984321, Status 'Underway', Year 2019, Title 'DTPi - 9-20-19', Organization 'Grantee Organization', Program Area 'TEST-Test Program Area', and Funding Opportunity '2-Example Funding Opportunity'.

Once you have selected the Grant, you will be directed to the **Grant Components**.
Select **Claims** from the list of Grant Components.

The screenshot shows the 'Grant Components' page. At the top, there is a header with a list icon and the text 'Grant Components'. Below the header is a blue banner with the text 'The grant forms appear below. You can define your own alerts in the Alerts section'. Below the banner is a table with two columns: 'Component' and 'Last Edited'. The components listed are: 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, and Application.

Click **Add Claim**.

The screenshot shows the 'Claims' page. At the top, there is a navigation bar with tabs for 'Grant List', 'Genera', 'Claims', 'Encumb', 'Status', 'Contra', 'Site V', 'Contra', 'Corres', and 'Grid B'. Below the navigation bar is a header with a list icon and the text 'Claims', followed by a green button labeled 'Add Claim'. Below the header is a table with columns: ID, Type, Status, Reporting Period, Submitted Date, Paid Date, and Claim Amount. One claim is listed with ID T107 - 001, Type 'Reimbursement', Status 'Editing', Reporting Period '-', Submitted Date '-', Paid Date '-', and Claim Amount '\$4,000.00'. Below the table are summary rows: Submitted Amount: \$0.00, Approved Amount: \$0.00, Paid Amount: \$0.00, and Total Amount: \$0.00.



You will then be directed to the Claim **General Information**.

Complete the fields on the form, then click **Save Form**.

Status: Leave as 'Editing'

Type: Select 'Reimbursement' from the dropdown menu (unless otherwise directed by your Grant Monitor).

Reporting Period: Please note that the Financial Reports and Request for Funds processes from GMIS are now combined in OGMS under the two-part Claims process (Reimbursement and Detail of Expenditures). Claims are processed quarterly, and only one Claim may be submitted per quarter. If the due date falls on a weekend or non-business day, the Claim is due on the next business day. A Claim submission is still required even if no expenditures occurred during the quarter. Claims are due within 15 days after the end of each calendar quarter. Please refer to your grant program Special Conditions for more information.

Example: 01/01/2021 - 03/31/2021, 04/01/2021 - 06/30/2021, 07/01/2021 - 09/30/2021, or 10/1/21-12/31/21

Final Request?: Do not select 'Yes' unless this is your final quarterly Claim submission.

General Information - Claim - Edit Save Form

Status*: Editing

Type*: Reimbursement

Report Period: [] []
Start Date End Date

Final Request?: Yes No

Note: The system has created a claim # as soon as you clicked **Save**. If you log out of the system at this point or any future point, you will click on the existing claim until it has been submitted.

Once the **General Information** has been completed, you will be returned to the **Claim Component**:

This is a complete listing of all claim forms that may be required for completion in order to submit the claim.

You can now begin completing the claim forms designated for your grant.

Component	Complete?	Last Edited
General Information	✓	Apr 16, 2021 12:50 PM - DeAndrea Williams
Reimbursement	-	-
Detail of Expenditures	-	-
Claim Supporting Documentation	-	-

Note: All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required MUST have entries and EVERY form must be **Marked as Complete** to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

You will continue to click on and complete each form in the Claim **Component** listing.



You will then be directed to the Claim **Reimbursement** component. Complete the fields on the form, then click **Save Form**.

Reimbursement 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)	
Budget									

Note: Most forms are editable by clicking 'Edit' at the top part of the section. However, multi-list sections are editable by clicking 'Add' on the section.

Expenses: You will only be allowed to key into categories for which there is a budget. Enter line item totals of all federal and state funding sources for each category in the 'Expenses This Period' column. All local match (if applicable) should be reported in the 'Match Expenses This Period' column.

Example: Personnel \$50000 'Expenses This Period' (\$30000 federal and \$20000 state general funds)

Personnel \$10000 'Match Expenses This Period' (local match)

Reimbursement - Edit Save 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	
Budget															
Personnel	\$150,000.00	50000	\$25,000.00	\$25,000.00	\$125,000.00	\$0.00	\$25,000.00	\$125,000.00	\$216,666.00	10000	\$10,000.00	\$10,000.00	\$206,666.00	28.57%	
Consultant	\$6,000.00	0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$7,000.00	0.00	\$0.00	\$0.00	\$7,000.00	0%	
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%	
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%	
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%	
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%	
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%	
	\$156,000.00	\$0.00	\$25,000.00	\$25,000.00	\$131,000.00	\$0.00	\$25,000.00	\$131,000.00	\$223,666.00		\$0.00	\$10,000.00	\$10,000.00	\$213,666.00	28.57%

Last Edited By: Tester External - Dec 14, 2020 2:15 PM [Save Reimbursement](#)

Note: All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Claim Preview Alert History Map Versions		
Claim Details		
Component	Complete?	Last Edited
General Information	✓	Apr 16, 2021 12:50 PM - DeAndrea Williams
Reimbursement	✓	Apr 16, 2021 1:09 PM - DeAndrea Williams
Detail of Expenditures	-	
Claim Supporting Documentation	-	

Note: EVERY form must be **Marked as Complete** to submit a Claim.



You will then be directed to the Claim **Detail of Expenditures** component. Complete the fields on the form, then click **Save Form**.

This section must correspond to the expenditures entered in the previous 'Reimbursement' section, however, expenditures in this section will need to be broken out by funding source.

Example: In the Description type 'Personnel'

- Enter \$30000 federal
- Enter \$20000 state (general funds)
- Enter \$10000 match (if applicable)

Personnel Expenditures Delete Row Save Row

Description*:

Federal*:

State*:

Special*:

Cash Match*:

In-Kind Match*:

Total: \$60,000.00

Save Row

Note: All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Details will display within the grid after you click the 'Save Row' button.

Claim List Genera Reimbu Detail Claim							
Detail of Expenditures - Current Version Create New Version View Versions							
Personnel Expenditures - Multi-List Add Row							
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	
Q1 Personnel Expenditures	\$30,000.00	\$20,000.00	\$0.00	\$10,000.00	\$0.00	\$60,000.00	
	\$30,000.00	\$20,000.00	\$0.00	\$10,000.00	\$0.00	\$60,000.00	Add Row
Last Edited By: Will Abbott - Apr 16, 2021 2:13 PM							
Consultant Expenditures - Multi-List Add Row							
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	
No Data for Table							
Last Edited By: Will Abbott - Apr 16, 2021 2:13 PM Add Row							
Travel Expenditures - Multi-List Add Row							
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	
No Data for Table							
Last Edited By: Will Abbott - Apr 16, 2021 2:13 PM Add Row							



Claim Preview Alert History Map Versions

Claim Details

Component	Complete?	Last Edited
General Information	✓	Apr 16, 2021 12:50 PM - DeAndrea Williams
Reimbursement	✓	Apr 16, 2021 1:09 PM - DeAndrea Williams
Detail of Expenditures	✓	Apr 16, 2021 1:15 PM - DeAndrea Williams
Claim Supporting Documentation	-	-

Note: EVERY form must be **Marked as Complete** to submit a Claim.

You will then be directed to the **Claim Supporting Documentation** component (only if required). More information on this component will be provided by Grants Management and/or DCJS program staff. Complete the fields on the form, then click **Save Form**.

Claim Supporting Documentation - Other Attachments

Mark as Complete Add from Doc Repository Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: DeAndrea Williams - Apr 16, 2021 1:17 PM

Attach File

Save File Cancel

Upload File*: Select file

Description*:

500 character(s) left

Note: All information must be saved by clicking 'Save' on the forms. If you do not click 'save' and you back out of the form or section of the form, your information will be lost.

Once you have filled out all required fields and you have marked each form as complete, you can **Submit the Claim**. Once submitted, you will not be able to go back and edit. If corrections need to be made, please contact ogmssupport@dcjs.virginia.gov.

Claim Preview Alert History Map Versions

Claim Details Submit Claim

Component	Complete?	Last Edited
General Information	✓	Apr 16, 2021 12:50 PM - DeAndrea Williams
Reimbursement	✓	Apr 16, 2021 1:09 PM - DeAndrea Williams
Detail of Expenditures	✓	Apr 16, 2021 1:15 PM - DeAndrea Williams
Claim Supporting Documentation	✓	Apr 16, 2021 1:20 PM - DeAndrea Williams

Note: EVERY form must be **Marked as Complete** to submit a Claim.