



Grants Claim User Manual

Last Updated
April 22, 2010

Logging Into Grants Claim (All Users)

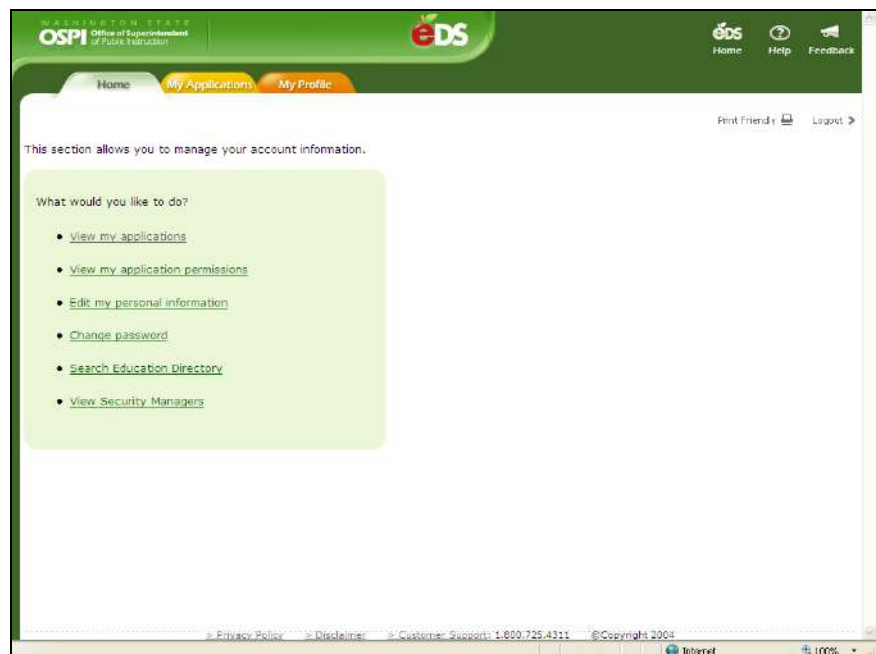
1. Open the EDS Login page.
Type your **User Name** and **Password** and click **Login**.
The EDS Home page opens.

Note: The Login address is:

<https://eds.ospi.k12.wa.us/Login.aspx>



2. Click on the **My Applications** tab. The **My Applications** page opens.



3. Click on the **Grants Claim** link located in the **Applications** table. The **Monthly Claims** page opens.

Note: Each user's Applications table will contain different links. If yours is missing the Grants Claim link, contact School District Security Manager.



Creating a Monthly Claim (SD Users)

1. The first screen you will see in the Grants Claim application is the Manage Grants screen. To create a claim for a Grant, select a Grant Number from the dropdown and click 'Create'.

Office of Superintendent of Public Instruction - Windows Internet Explorer

http://otl-appoint3.tat.wa.gov/GrantMonthlyClaims/Claims.aspx

Test Web Server

Select Org: Grants Main Monthly Claims

Manage Grants View Grants Reports

School Apportionment and Financial Services (SAFS)

Manage Grants

Reports for March, 2010 must be submitted no later than 4:00PM on March 25, 2010.

To create a new expenditure report:

Grant Number: [Select] [Create]

No expenditures found for current month.

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2. When you click 'Create' from the Manage Grants screen, you are taken to the Expenditure Matrix screen.

Office of Superintendent of Public Instruction - Windows Internet Explorer

http://otl-appoint3.tat.wa.gov/GrantMonthlyClaims/Claims.aspx

Office of Superintendent of Public Instruction

Expenditure Report

Office of Superintendent of Public Instruction
State and Federal Project Expenditure Report

Grant No.: 0200228 District: 16046 Brannen CFDA: 84.0106 Date: 03/25/2010
Program: 51 Revenue: 6151 Budgeted: 45,970.00 Report Ending Date: 02/28/2010
Project Type: 8910 T1A BASIC Allocated: 45,970.00 Paid: 20,247.09 Fiscal Year: 2009-2010
Balance: 25,722.91

	Total	Debit Transfer (6)	Credit Transfer (7)	Curr. Salaries (2)	Class. Salaries (3)	Employee Benefits (4)	Supplies & Mat's (5)	Purchased Services (8)	Travel (9)	Capital Outlay (10)
Public Relations (15)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supervision-Instruction (21)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Learning Resources (22)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guidance and Counseling (24)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pupil Management & Safety (25)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health Services (26)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teaching (27)	10,714.21	0.00		11,669.91	2,652.65	5,598.75	0.00	0.00	0.00	0.00
Payments to School Districts (28)	0.00	0.00					0.00	0.00	0.00	0.00
Operation of Buildings (63)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Maintenance (64)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Utilities (65)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Total	10,714.21	0.00	0	11,669.91	2,652.65	5,598.75	0.00	0.00	0.00	0.00

Indirect Expenditures To Date: 532.85 Indirect Percentage Rate: 0.0403

Total Expenditures To Date: 20,247.09

Submitted by: DEBORAH JOHNSON

Telephone: (206) 796-4846

Final report: Yes No

Save Save & Return Return

- On the Expenditure Matrix screen, enter or update the expenditures for each activity and object budgeted for the Grant. Enter or update Indirect Expenditures, Submitted By, and Telephone. If this is your final claim, select the 'Final Report' option and click 'Save & Return'.

Office of Superintendent of Public Instruction - Windows Internet Explorer

Expenditure Report
Office of Superintendent of Public Instruction
State and Federal Project Expenditure Report

Grant No.: 0200228 District: 16046 Brannen
Program: 51 Revenue: 6151
Project Type: 0910 T1A BASIC Allocated: 45,970.00
CFDA: 84.0106 Budgeted: 45,970.00 Paid: 20,247.09
Report Ending Date: 02/28/2010
Fiscal Year: 2009-2010
Balance: 25,722.91

	Total	Debit Transfer (0)	Credit Transfer (1)	Cert. Subsidies (2)	Class. Salaries (3)	Employee Benefits (4)	Supplies & Mat'ls (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)
Public Relations (15)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supervision-Instruction (21)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Learning Resources (22)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guidance and Counseling (24)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pupil Management & Safety (25)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health Services (26)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teaching (27)	19314.21	0.00		11069.91	2653.65	5596.75	0.00	0.00	0.00	0.00
Payments to School Districts (28)	0.00							0.00		
Operation of Buildings (03)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Maintenance (04)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Utilities (06)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Total	19314.21	0.00		11069.91	2653.65	5596.75	0.00	0.00	0.00	0.00

Indirect Expenditures To Date: 532.88 Indirect Percentage Rate: 0.0483
Total Expenditures To Date: 20247.09
Submitted By: DEBORAH JOHNSON
Telephone: (260) 796-4946

Final report: ☐ Yes ☒ No
[Save] [Save & Return] [Return]

- When you click 'Save & Return', you are taken back to the Manage Grants screen. You will see a table showing the claim you have created with a status of 'Saved'.

Note: You can click on the Grant Number link in the table to go back into the claim if you need to make any changes.

Office of Superintendent of Public Instruction - Windows Internet Explorer

Test Web Server

Select Org: Grants Main: Monthly Claims

Manage Grants View Grants Reports

School Apportionment and Financial Services (SAFS)

Manage Grants

Reports for March, 2010 must be submitted no later than 4:30PM on March 25, 2010.

To create a new expenditure report:
Grant Number: [Select] [Create]

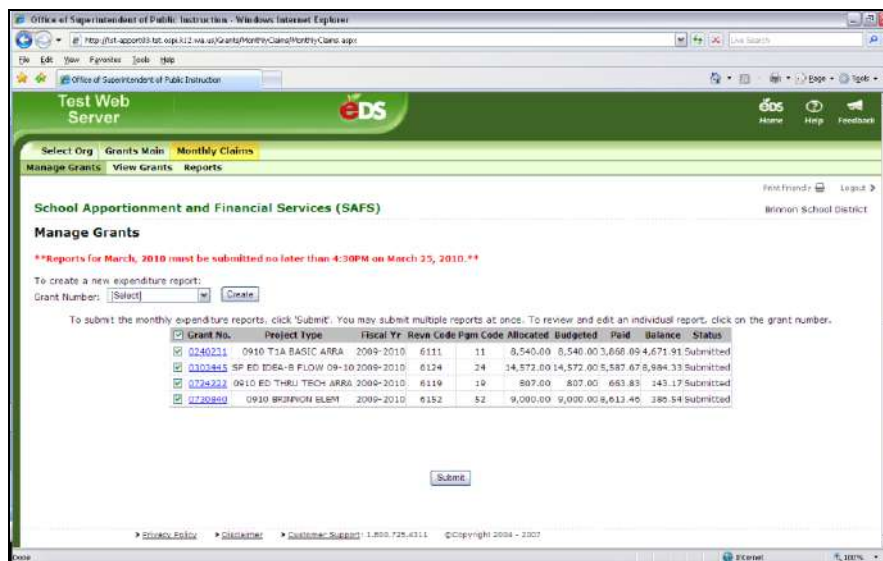
To submit this monthly expenditure reports, click 'Submit'. You may submit multiple reports at once. To review and edit an individual report, click on the grant number.

Grant No.	Project Type	Fiscal Yr	Reim Code	Fund Code	Allocated	Budgeted	Paid	Balance	Status
0240231	0910 T1A BASIC	APRA 2009-2010	0113	11	8,540.00	8,540.00	3,665.09	4,874.91	Saved

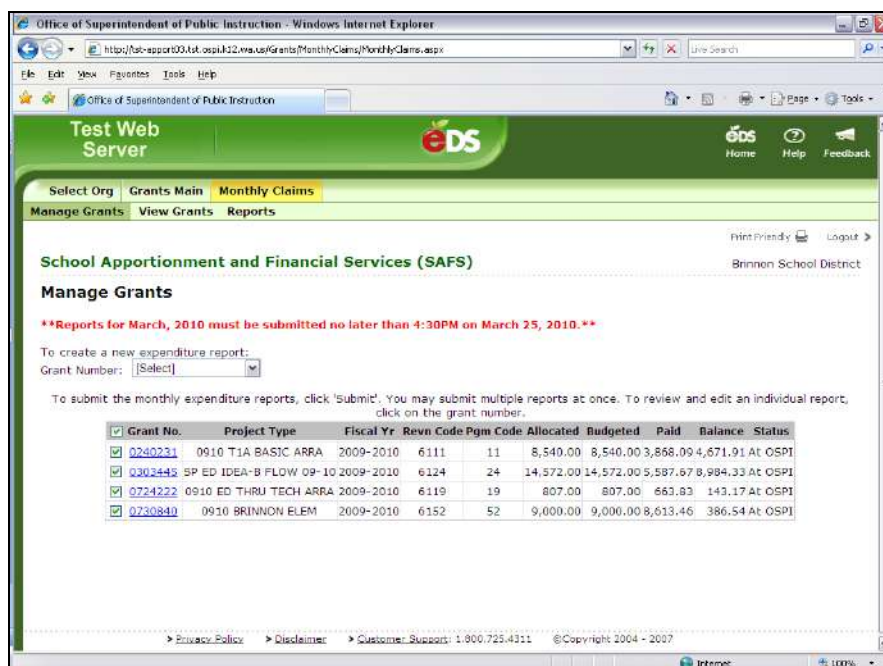
[Submit]

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- Once you have created all the claims for the month, check the box beside each Grant Number that has been saved and click the 'Submit' button. If you go back into a claim after submitting it and make changes, the status changes to 'Saved' and you will have to submit that report again.



- You must submit all your claims by the Cutoff Date shown at the top of the screen. After the Cutoff Date, any submitted claims will show a status of 'At OSPI' when they are included in the 'Final Calculation' for the month.



7. If you have not submitted a claim by 4:30 PM on the Cutoff Date, you cannot submit the claim for that month.

Note: The 'Create' button and the 'Submit' button will no longer display on the screen.

Office of Superintendent of Public Instruction - Windows Internet Explorer

http://test-web04a.tst.ospi.k12.wa.us/Grants/MonthlyClaims/MonthlyClaims.aspx

Test Web Server

DS

Home Help Feedback

Select Org Grants Main Monthly Claims

Manage Grants View Grants Reports

Print Friendly Logout

Brinnen School District

School Apportionment and Financial Services (SAFS)

Manage Grants

****Reports for March, 2010 must be submitted no later than 4:30PM on March 19, 2010.****

To create a new expenditure report:
Grant Number: [Select]

To submit the monthly expenditure reports, click 'Submit'. You may submit multiple reports at once. To review and edit an individual report, click on the grant number.

<input checked="" type="checkbox"/>	Grant No.	Project Type	Fiscal Yr	Rev Code	Pgm Code	Allocated	Budgeted	Paid	Balance	Status
<input checked="" type="checkbox"/>	0240231	0910 T1A BASIC ARRA 2009-2010	6111		11	8,540.00	8,540.00	3,868.09	4,671.91	Saved

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Viewing Grant Details (SD Users)

1. To view the budget details for a given grant or to view a summary of one, many or all grants you can use the View Grants screen.

Office of Superintendent of Public Instruction - Windows Internet Explorer
http://test.apportion3.tst.epl.k12.wa.us/Grants/MonthlyClaims/ViewGrants.asp

Test Web Server eDS

Select Org Grants Main Monthly Claims
Manage Grants View Grants Reports

School Apportionment and Financial Services (SAFS) View Privacy Policy Login
Brimmen School District

View Grants

To view a budget matrix, select a grant number, then click 'View Budget'.

Grant Number: [Select] View Budget

Select one of the following.

☐ Single Grant: [Select] View Budget

☐ Grant Range From: [] To: [] View Summary

☒ All Grants View Summary

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2. To view the Budget Matrix, use the dropdown to select a Grant Number and click 'View Budget'.

Office of Superintendent of Public Instruction - Windows Internet Explorer
http://test.apportion3.tst.epl.k12.wa.us/Grants/MonthlyClaims/ViewGrants.asp

Test Web Server eDS

Select Org Grants Main Monthly Claims
Manage Grants View Grants Reports

School Apportionment and Financial Services (SAFS) View Privacy Policy Login
Brimmen School District

View Grants

To view a budget matrix, select a grant number, then click 'View Budget'.

Grant Number: 0240231 View Budget

Select one of the following.

☐ Single Grant: [Select] View Budget

☐ Grant Range From: [] To: [] View Summary

☒ All Grants View Summary

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- When you click 'View Budget' from the View Grants screen you are taken to Grant Budget Report screen for the selected grant.

Note: To return to the View Grants screen, click the 'Return' button.

Grant Budget Report
Office of Superintendent of Public Instruction
State and Federal Project Expenditure Report

Grant No.: 0240231
Program: 11
Project Type: 0910 T1A BASIC ARRA

Budget Period: 07/01/2009 To 06/30/2010
District: 15046 Bremton School District
Revenues: \$111
CFDA: 84-289A
Allocated: \$540.00
Budgeted: \$540.00
Paid: 2,866.09

Budget Revision No.: [Only]
Budget Revision Date: 10/15/2009
Fiscal Year: 2009-2010
Balance: 4,073.91

	Total	Debit Transfer (0)	Credit Transfer (1)	Class. Salaries (2)	Class. Salaries (3)	Employee Benefits (4)	Supplies & Mat'ls (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)
Public Relations (18)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supervision-Instruction (21)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Learning Resources (22)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Guidance and Counseling (24)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pupil Management & Safety (25)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health Services (26)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teaching (27)	6147.00	0.00		555.00	4442.00	2000.00	99.00	0.00	50.00	0.00
Payments to School Districts (29)	0.00							0.00		
Operation of Buildings (63)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Maintenance (64)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Utilities (65)	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Total	6147.00	0.00		555.00	4442.00	2000.00	99.00	0.00	50.00	0.00

Budgeted Indirect: 50.00
Indirect Rate Cost: 8.6485
Total Budgeted: \$540.00

Return

- To view summary information for one Grant, check the 'Single Grant' box and use the dropdown to select the Grant Number, and click the 'View Summary' button.

Note: To view summary information for all grants within a range or for all grants, use the appropriate check boxes and click the 'View Summary' button.

View Grants

To view a budget matrix, select a grant number, then click 'View Budget'.

Grant Number: [Select] [View Budget]

Select one of the following:

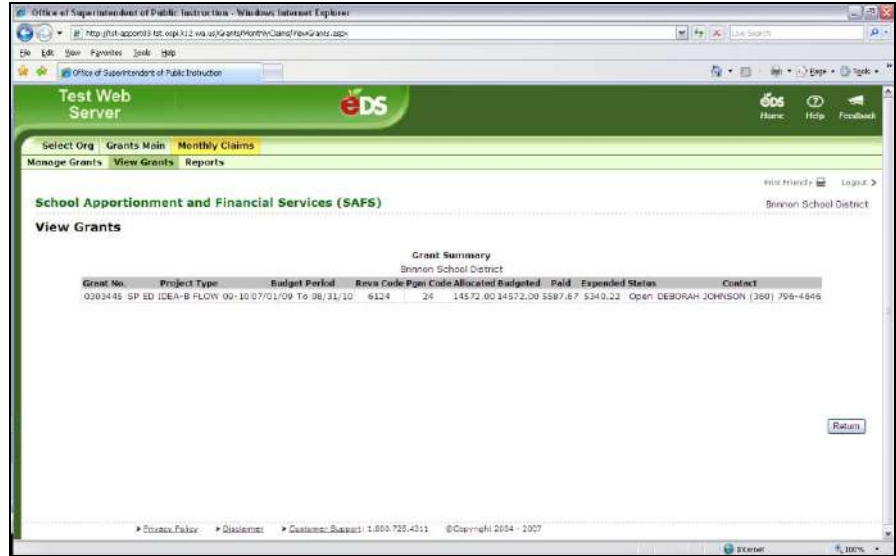
☒ Single Grant: 0303445 [View Budget]

☐ Grant Range From: [] To: [] [View Summary]

☐ All Grants [View Summary]

- When you click 'View Summary' from the View Grants screen, you are taken to the Grant Summary screen for the selected grant(s).

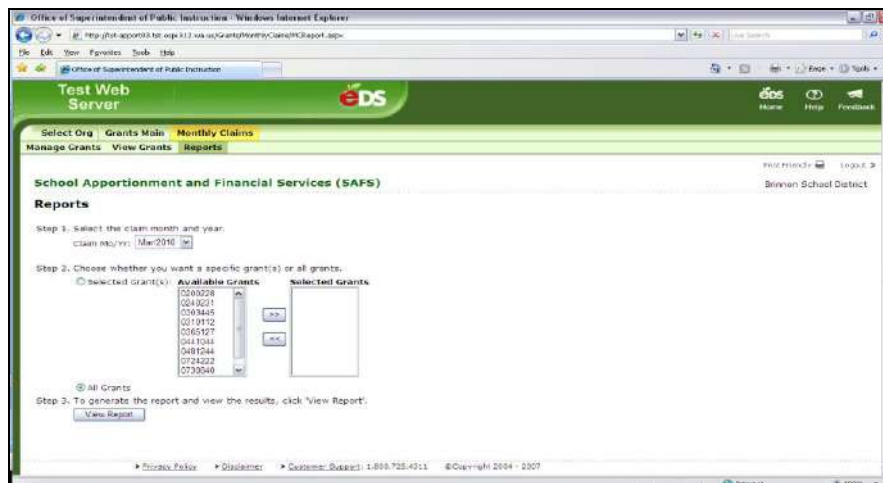
Note: To return to the View Grants screen, click the 'Return' button.



Printing Grant Reports (SD users)

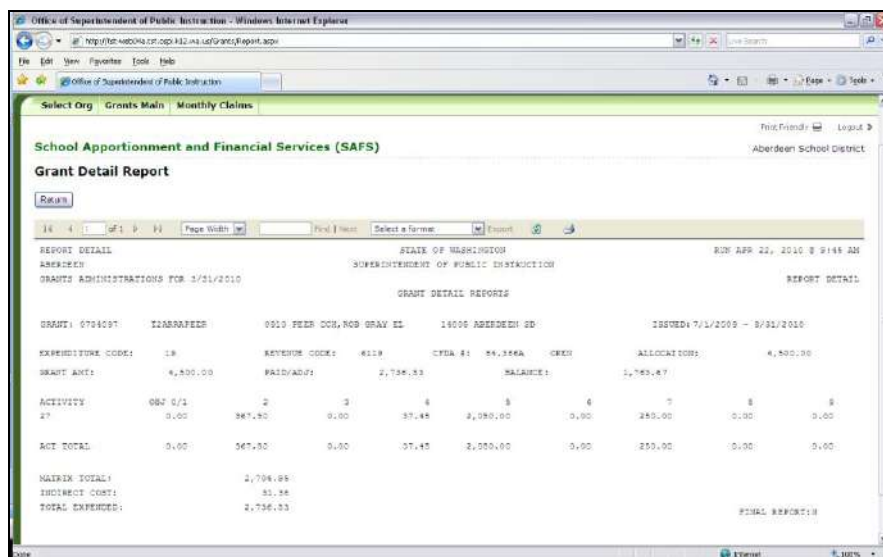
1. To view or print the Grant Detail Report, click on the Reports tab in the navigation bar. Select the claim month/year, then select the Grant Number (or all grants) and click the 'View Report' button.

Note: To view multiple grants, use the mover box. Select a grant in the left-hand pane and click the '>>' arrow to move the grant to the right-hand pane.

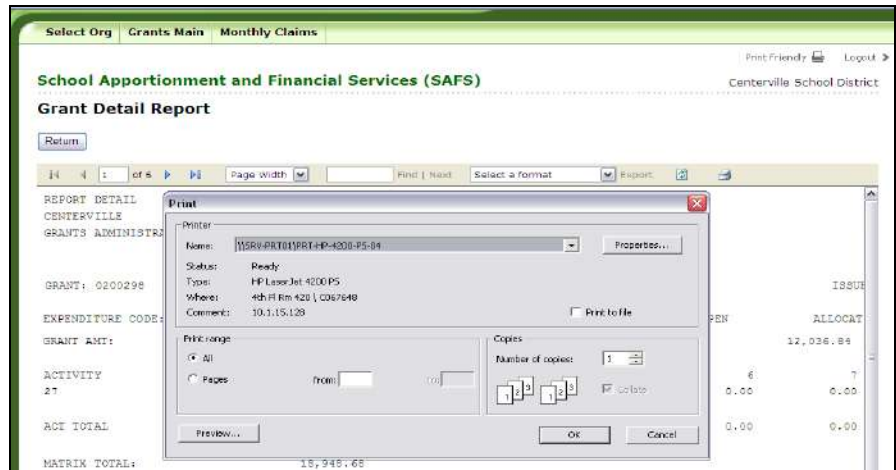


2. The report displays as a PDF file within a report viewer frame. You can view the information online or print a paper report.

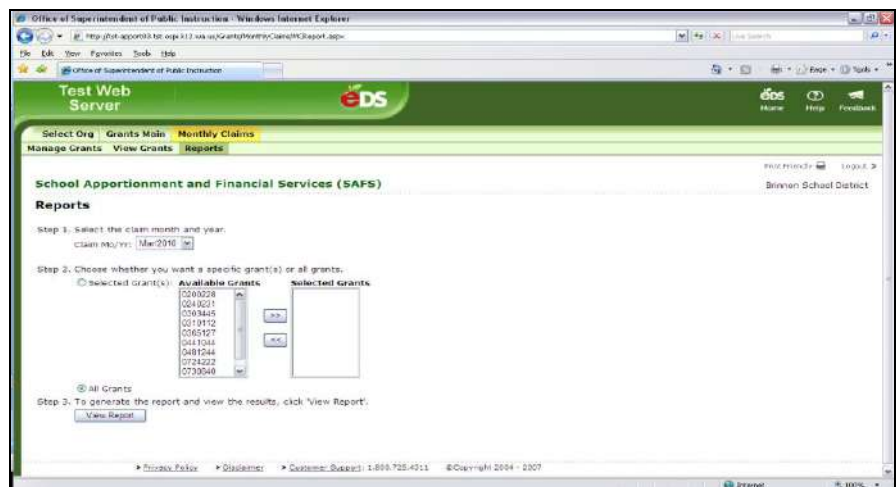
Note: If you do not see the report after clicking the 'View Report' button, your browser settings may need to be adjusted. See Appendix 1 for details.



- To print a paper report, click the print icon in the top right of the report viewer frame. Select the printer, page range, and number of copies. Click OK to print the report.

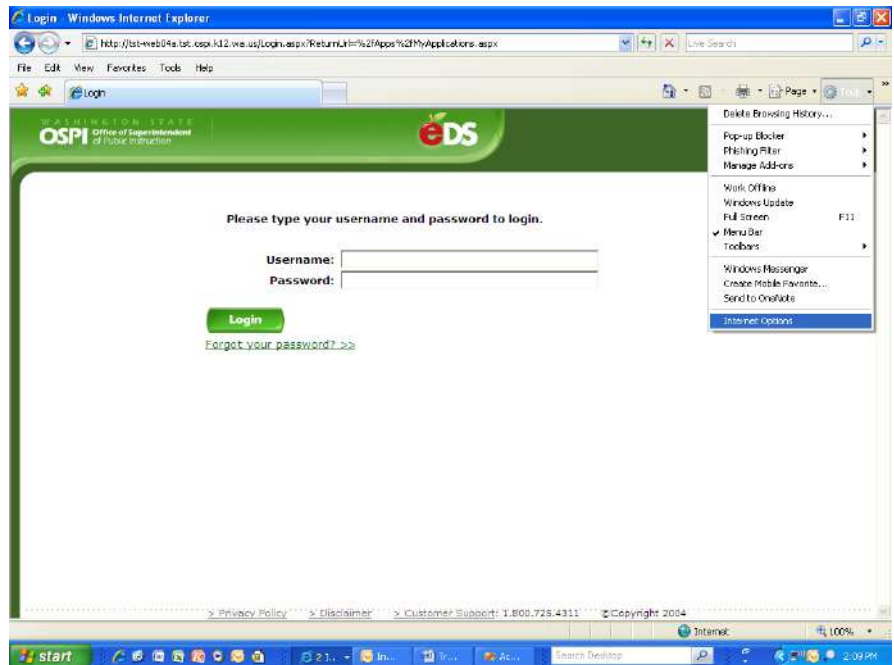


- To return to the Reports screen, click the 'Return' button.

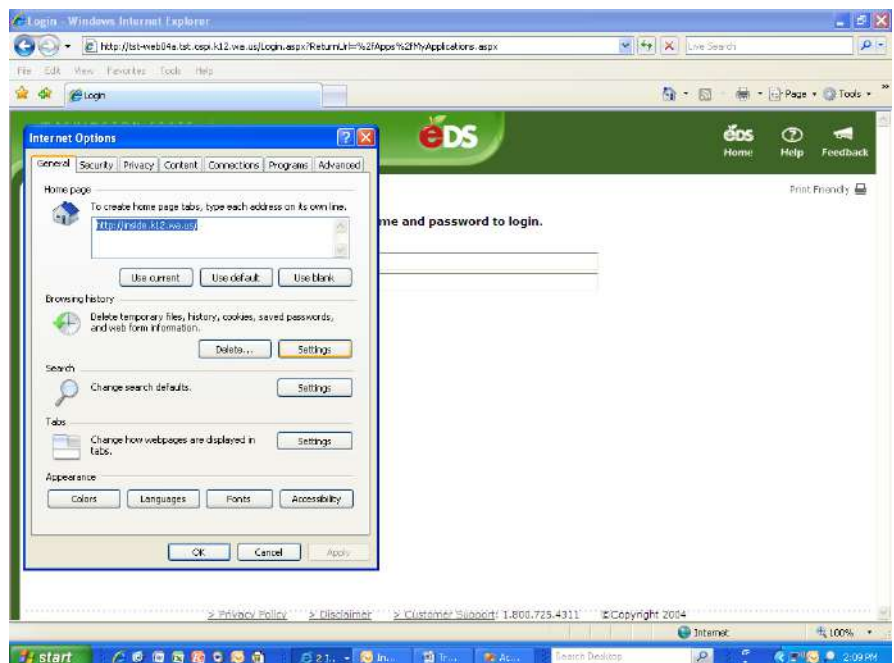


Appendix 1 - Adjusting the Browser Settings

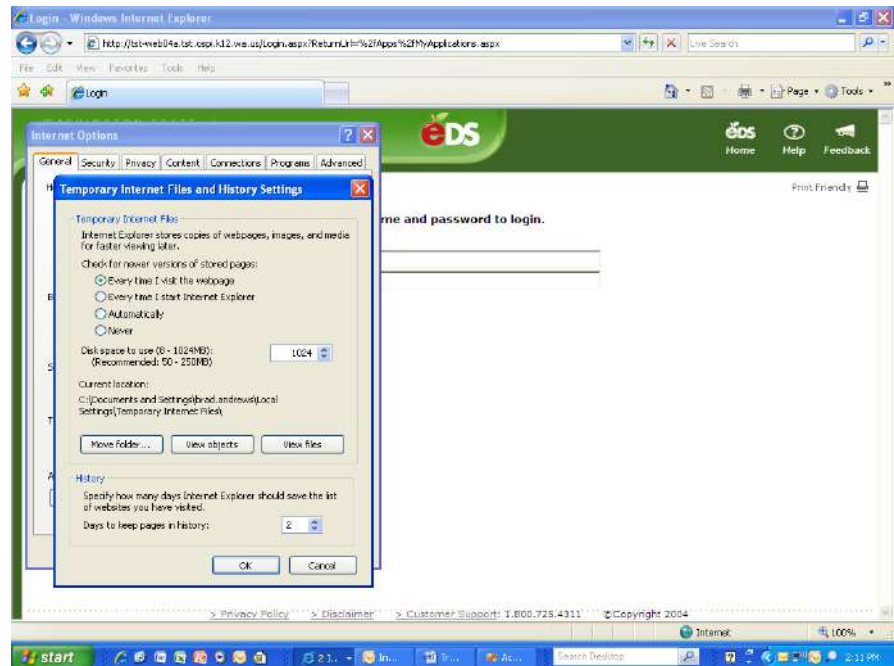
1. To ensure that screens and reports display correctly, use Internet Explorer (IE) as your web browser. If necessary, you may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select 'Internet Options'.



2. A window will display with Internet Options. On the General tab, under the heading 'Browsing history' click the Settings button.



3. Another window will display with Temporary Internet Files and History Settings. Under the heading 'Temporary Internet Files' select the first radio button that says 'Every time I visit the webpage.' Click OK.



4. This window will close and the Internet Options window will display. Click OK again to close this window. Your browser settings will be adjusted. You only need to do this once and this will be the default each time you open the IE browser.

