Grants Claim User Manual

Last Updated
April 22, 2010

Logging Into Grants Claim (All Users)
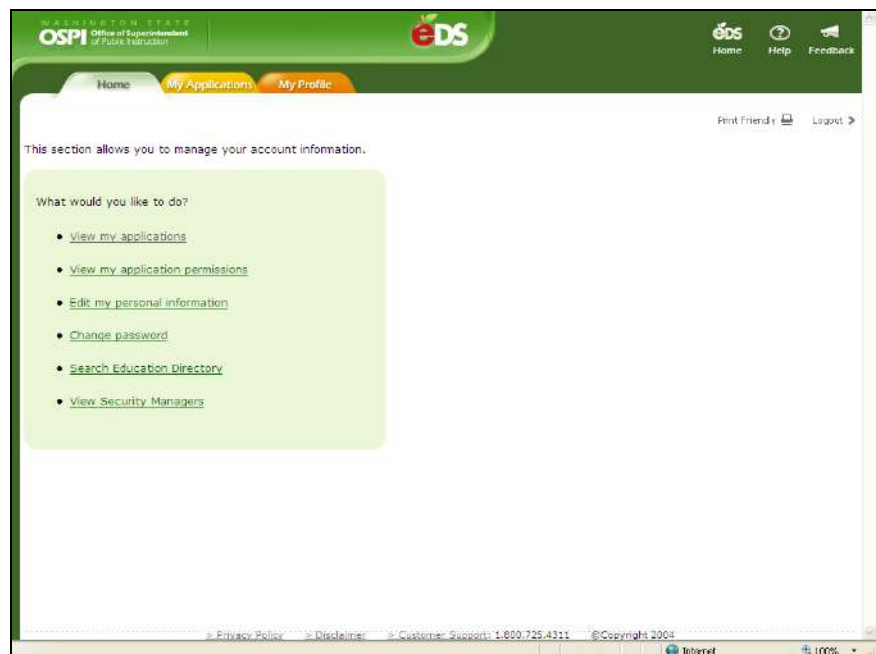
1. Open the EDS Login page. Type your **User Name** and **Password** and click **Login**. The EDS Home page opens.

   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'.

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

3. 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`.

4. 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.

5. 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.
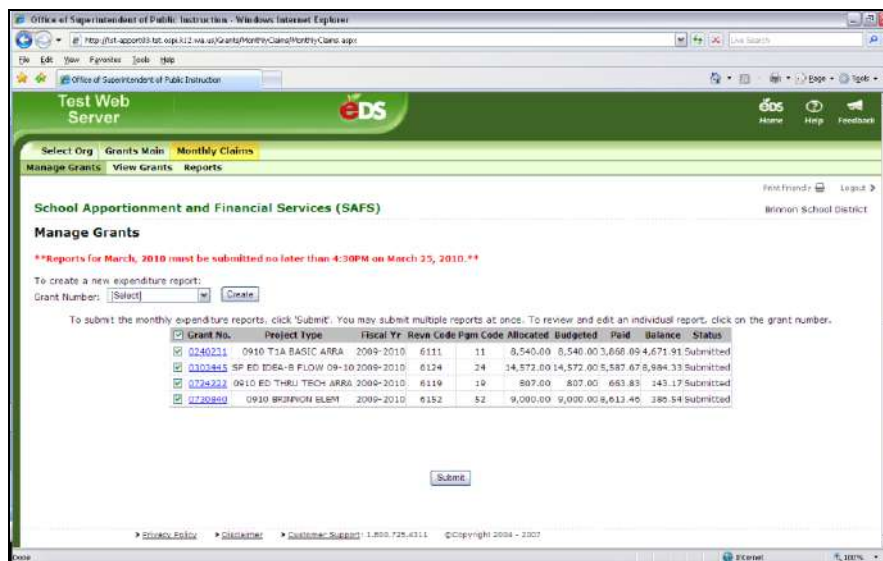
6. You must submit all your claims by the Cutoff Date shown at the top of the screen. After the Cutoff Date, any submitted claims will show a status of 'At OSPI' when they are included in the `Final Calculation' for the month.
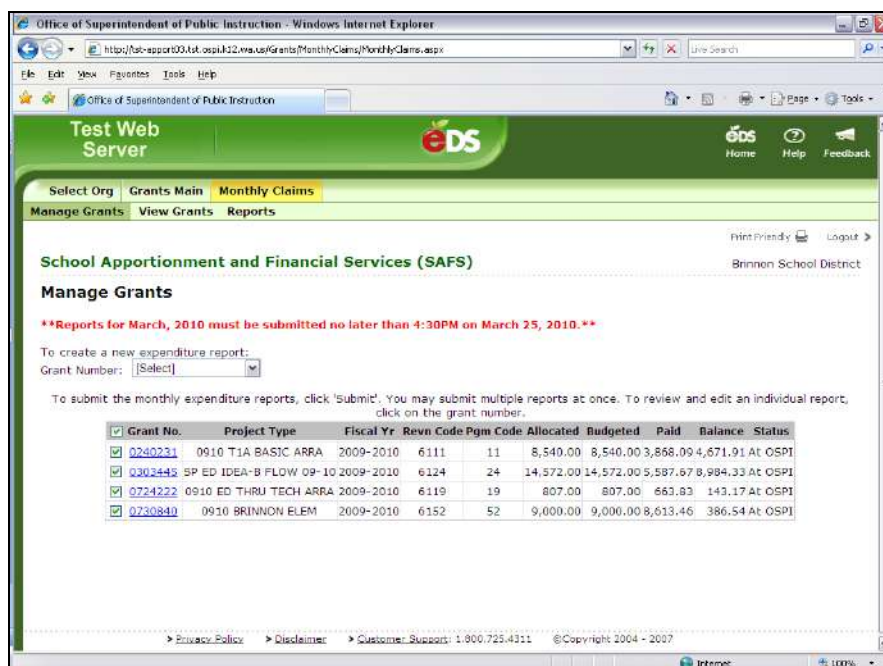
7. If you have not submitted a claim by 4:30 PM on the Cutoff Date, you cannot submit the claim for that month.

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

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.

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

3. 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.

4. 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.

5. 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.
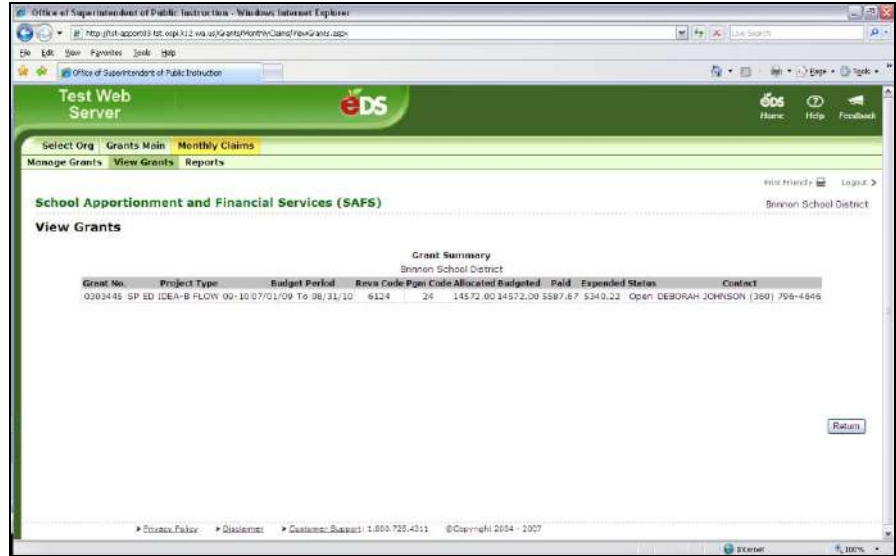
Printing Grant Reports (SD users)

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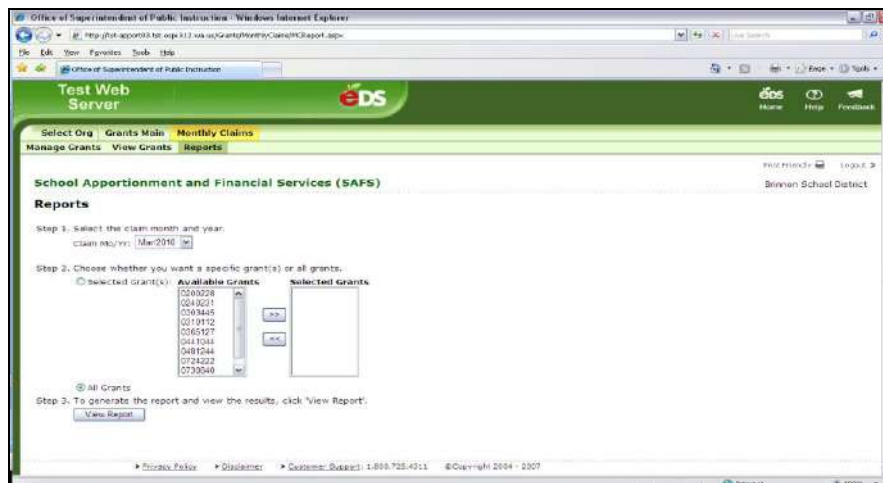
2. The report displays as a PDF file within a report viewer frame. You can view the information online or print a paper report.

   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.
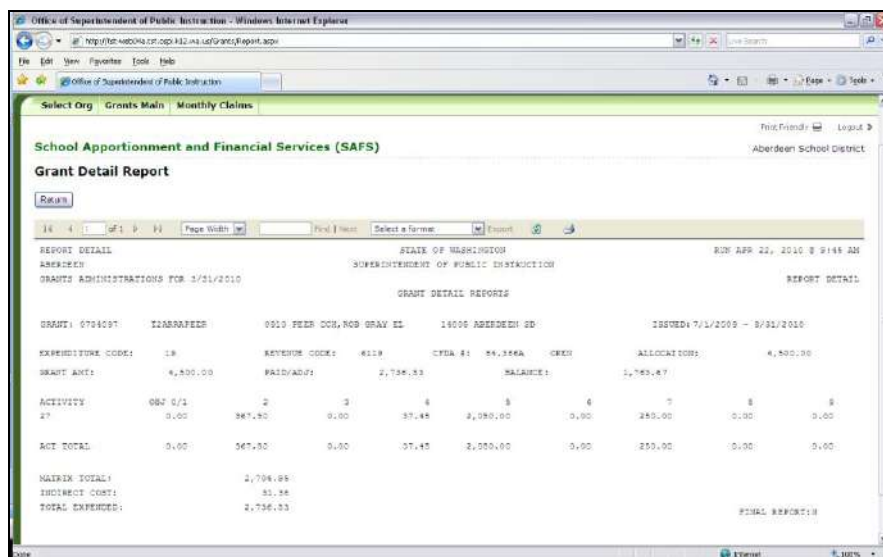
3. To print a paper report, click the print icon in the top right of the report viewer frame. Select the printer, page range, and number of copies. Click OK to print the report.
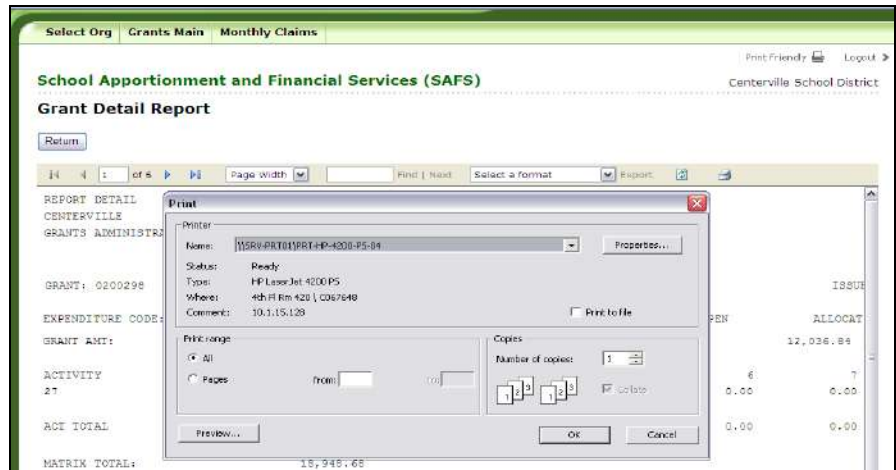
4. To return to the Reports screen, click the `Return' button.

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 sett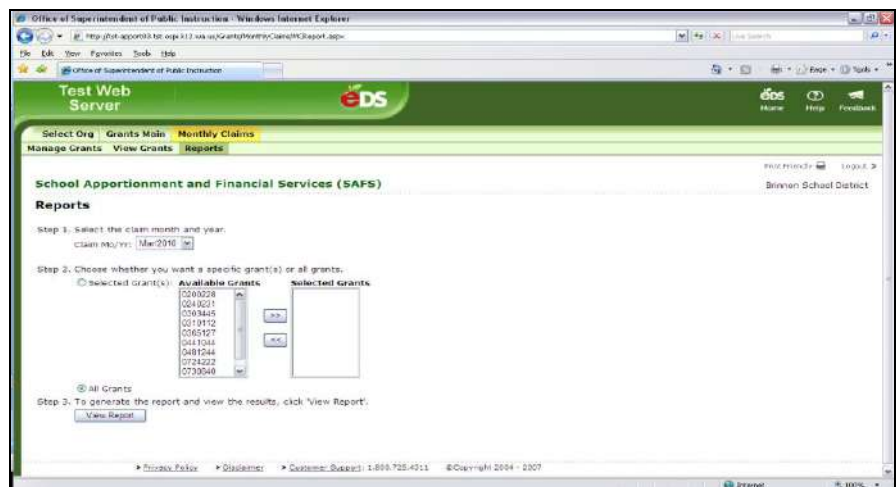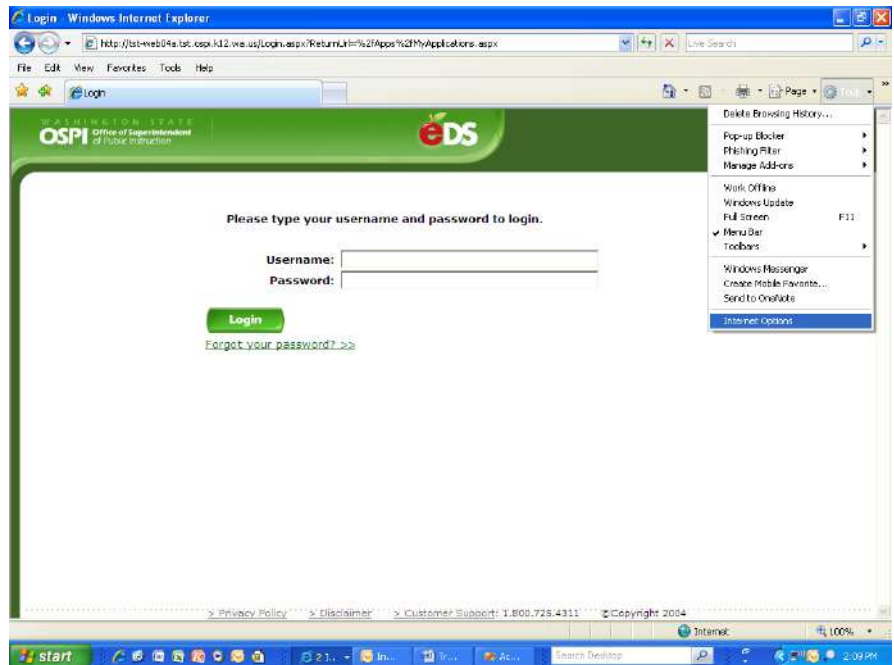ings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select 'Internet Options'.

2. A window will display with Internet Options. On the General tab, under the heading 'Browsing history' click the Settings button.
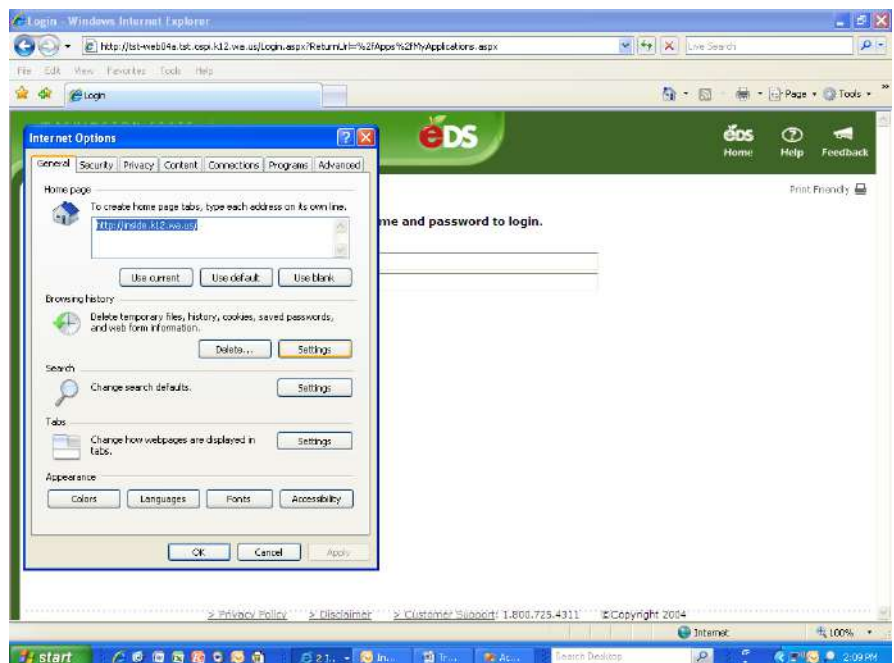
3. Another window will display with Temporary Internet Files and History Settings. Under the heading 'Temporary Internet Files' select the first radio button that says 'Every time I visit the webpage.' Click OK.
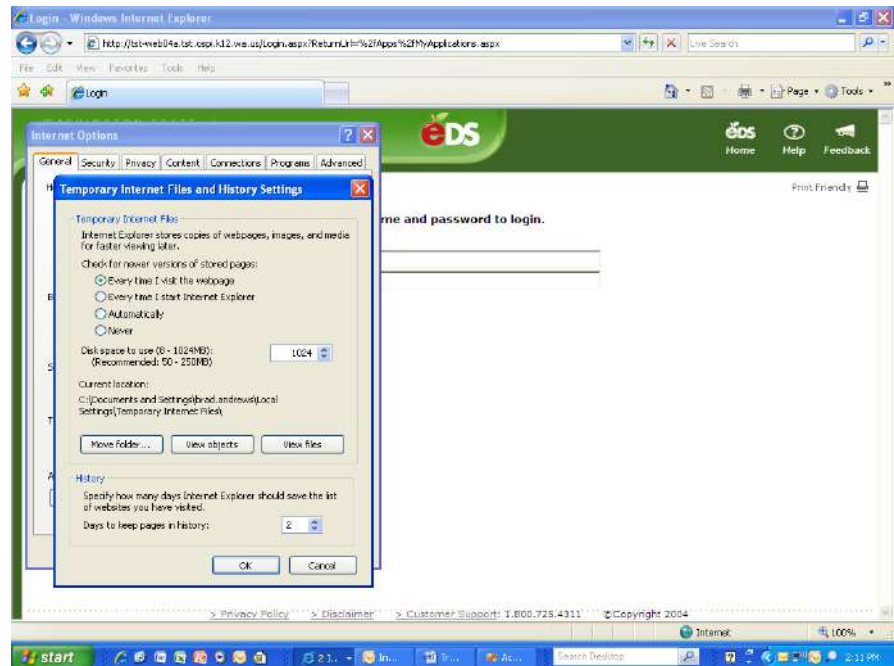
4. This window will close and the Internet Options window will display. Click OK again to close this window. Your browser settings will be adjusted. You only need to do this once and this will be the default each time you open the IE browser.