



# Enterprise Grants Management System

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## EGMS - Grantee User Guide

Financial Operations Division

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# I. Introduction

Welcome to the Enterprise Grants Management System (EGMS). EGMS is a web-based system developed by DHS to manage the financial aspects of vendor contracts. EGMS manages adherence to a defined budget, routes the expenditures reported through an approval process, and issues payments.

This guide is intended to help new grantees get started in EGMS. You will use this system to report your expenses.

## Key Concepts

### User Roles

#### *Grantee (aka Vendor)*

- Vendor representative who submits financial transactions (e.g. Expenditure Reports)
- Has access to all invoice, payment, and budget information for their contract(s)

#### *Grant Manager*

- DHS representative who manages the relationship and performance of a vendor regarding a particular contract
- Approves vendor-submitted Expenditure Reports and Budget Revision requests

#### *Grant Accountant*

- DHS Financial Operations Division representative responsible for managing contract setup, payments, and reconciliations
- Approves payment of vendor-submitted Expenditure Reports and makes approved Budget Revisions
- Provides technical EGMS guidance and support to Vendor and Grant Manager

## Contract Components

### *Budget*

- Custom line items per contract specifications
- Each line item has a maximum amount allowed and a permitted variance
- Able to see budget period amounts spent and remaining

### *Budget Period*

- Customizable duration and start/end dates
- Spending and payment displays are shown relative to a budget period

### *Reporting Period*

- Customizable frequency per contract specifications (monthly, quarterly, etc.)
- Due dates specified per contract requirements (usually 15 days)
- Reporting Periods open for reporting after the period has ended

## **Normal Workflow – From Invoice to Payment**

### **1. Expenditure Report Submittal**

- Grantee submits an expenditure report online using the defined budget lines
- EGMS ensures adherence to defined budget restrictions

### **2. Approval Process**

- The submitted expenditure report automatically routes to the Grant Manager for approval.
- Grant Manager confirms contractual requirements (e.g. progress reports) have been met, verifies invoiced amounts are acceptable, and approves or rejects the submitted report.
  - If approved, the expenditure report routes to the Grant Accountant for payment.
  - If rejected, the Grantee will be notified by the Grant Manager and a new expenditure report must be submitted.

### **3. Payment**

- EGMS calculates the payment amount based on the total expenditures reported to-date and the total payments made to-date within the associated Budget Period. Adjustments are automatically made if there is a Cash Advance involved or revisions have been applied to prior reports.
- The Grant Accountant reviews the payment calculation and submits the payment request.
- EGMS updates the contract budget financial records with the invoice and payment details.

# II. Getting Started - Self Registering

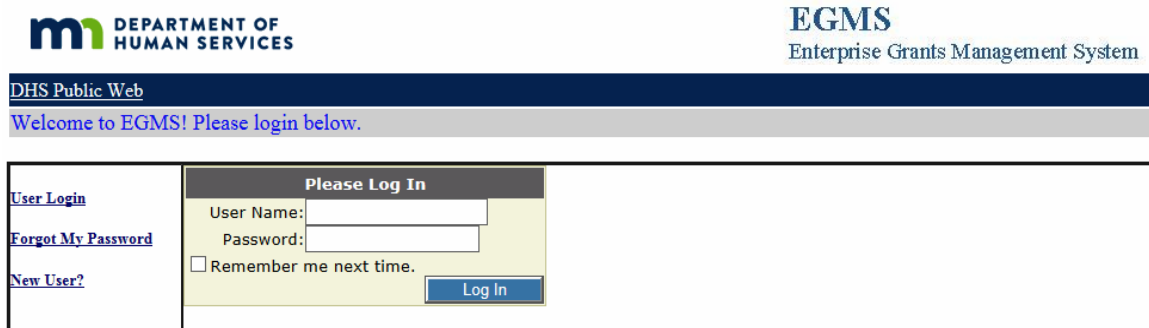
## Website address

Grantees access EGMS through the internet. The website address for the EGMS login screen is:

<http://egms.dhs.state.mn.us>

## Self Registration

Grantee access is secured by a User Name/Password login. New users self-register through a series of screens accessed from the login screen.



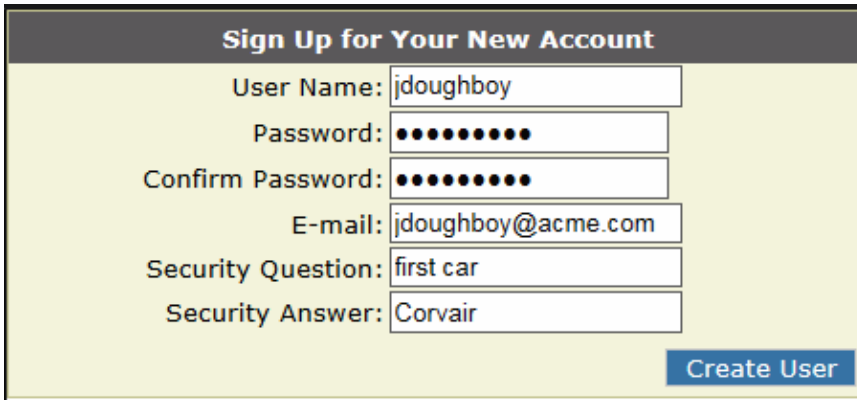
Click on the [New User?](#) link to begin the registration process.

Provide your profile information:

*Vendor Number:	0000123456		
*Grantee Name:	Acme Counseling Center		
*Contact Name:	John Doughboy		
*Address1:	123 Any St		
Address2:			
*City:	Anytown		
*State:	MN	*Zip:	55101
*Phone:	651-555-5555	xxx-xx-xxxx	
Fax:	651-666-6666 x		

The **10-digit Vendor Number is the key field – it must be correct!** Include any leading zeroes when entering your vendor number. Contact your Grant Manager if you do not know your vendor number.

Create your User Name and Password. Passwords must be at least 6 characters and are case-sensitive.

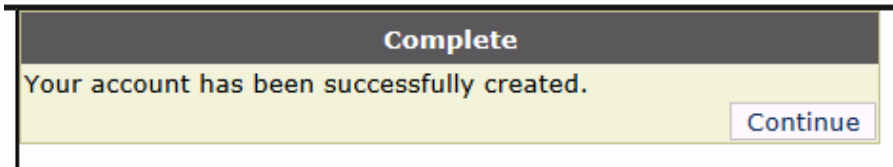


The form is titled "Sign Up for Your New Account" and contains the following fields and values:

User Name:	jdoughboy
Password:	●●●●●●
Confirm Password:	●●●●●●
E-mail:	jdoughboy@acme.com
Security Question:	first car
Security Answer:	Corvair

A "Create User" button is located at the bottom right of the form.

Click on Create User to submit the registration for approval by DHS.



The message is titled "Complete" and contains the following text:

Your account has been successfully created.

A "Continue" button is located at the bottom right of the message.

When approved, you will receive an email confirmation and will be able to log in to EGMS.

### III. EGMS Contract Data

The State of Minnesota manages its finances in a system called SWIFT (Statewide Integrated Financial Tools). SWIFT knows contract start and end dates, monetary amounts, funding sources, and the vendor associated with the contract. SWIFT does not manage the detailed budget for a contract, nor does it allow for direct submittal of invoices for a contract. EGMS was created to handle these processes and initiate grant contract payments.

#### Home Page

When you log in, EGMS displays your home page. It provides a summary view of all grant contracts associated with the vendor number you provided at registration.

<b>Hello, Craig Vendor. Welcome to EGMS.</b>								
<a href="#">My Page</a>	<a href="#">Change Password</a>	<a href="#">My Profile</a>	<a href="#">Change Security Question/Answ</a>	<a href="#">Log Out</a>				
My Grants								
		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
<a href="#">View</a>	<a href="#">Report Expenditure</a>	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	\$600.00	3/31/2015

This vendor has only one contract in EGMS: Contract 000888 is a \$600 contract starting on 7/1/2013 and ending on 6/30/2016. The home page also provides links for changing your password, email, phone, etc.

#### Grant Contract Detail Page

Click on the [View](#) link to see a contract’s details. The Grant Contract Detail view shows the contract’s defined Budget Periods and the contract role assignments.

<b>Grant Contract Detail</b>							<a href="#">Back To MyPage</a>
Budget Periods							
			ID	GC Number	Start Date	End Date	Budget Amount
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00

Grantee:	Sample Grant/Contract		
Contract Number:	000888	Vendor Number:	0000000888
Contract Start Date:	7/1/2013	Contract Amount:	\$600.00
Contract End Date:	6/30/2016		
Grant Manager:	Faye Bernstein		
Grant Accountant:	Craig Beske		

Notes:



## Budgets and Budget Periods

This sample contract is set up with three distinct Budget Periods that line up with State Fiscal Years (SFYs):

- Budget Period 1: SFY14 – Starts on 7/1/13, Ends on 6/30/14, and has a spending limit of \$200.
- Budget Period 2: SFY15 – Starts on 7/1/14, Ends on 6/30/15, and has a spending limit of \$200.
- Budget Period 3: SFY16 – Starts on 7/1/15, Ends on 6/30/16, and has a spending limit of \$200.

To see the detail of one of the Budget Periods, click on the [View Budget](#) link for that period.

Here is the SFY16 Budget Period detail:

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Appro
<a href="#">Edit</a>	Current Budget	Approved	3/31/2015	Paul Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Rejected Budget	Rejected	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This budget period was originally set up in EGMS on 3/31/15. Had there been any revisions to it, there would be additional lines showing the revision history. In December of 2017, John Doughboy submitted a revision, which was subsequently rejected.

### Spending To-Date within a Budget Period

To check the current spending to-date against the budget period, click on the Current Budget's [Edit](#) link:

Type	Budget Amount	Total Expenditures	Variance(%)
Supplies	\$100.00	\$60.00	10
Other	\$50.00	\$0.00	10
Meeting	\$50.00	\$50.00	10
<b>Total:</b>	<b>\$200.00</b>	<b>\$110.00</b>	

This shows that \$110 of the \$200 budget has been spent on Supplies and Meeting.

Note the Variance of 10%. This means the associated line item can be overspent by up to 10% more than the line item's budgeted amount. This does not mean spending can exceed the overall budget. The total spending limit of \$200 cannot be exceeded.

## Expenditure Reports

Expenditure Reports (aka Invoices) are submitted in EGMS on a frequency specified in the contract. Once submitted by the Grantee, the expenditure report requires approval by the Grant Manager before the Grant Accountant issues payment.

To see the status and history of all expenditure reports submitted in a given Budget Period, click on [View Expenditure Report](#) for the applicable Budget Period on the Grant Contract Detail page:

Grant Contract Detail			Budget Periods					<a href="#">Back To MyPage</a>
			ID	GC Number	Start Date	End Date	Budget Amount	
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00	
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00	
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00	

The Expenditure Reports for the SFY16 Budget Period are shown below:

For Budget Period: 7/1/2015 - 6/30/2016

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
<a href="#">Edit Report</a>	10/1/2015	12/31/2015	1/7/2016	\$0.00	Current Report	Approved	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2015	9/30/2015	10/7/2015	\$0.00	Current Report	Approved	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2015	9/30/2015	10/7/2015	\$0.00	Previous Report	Approved	12/4/2017	John Doughboy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Date	End Date	Purpose	Grantee Expenditures			
			Type	Current	Pending	Previous
10/1/2015	12/31/2015	Test	Supplies	\$30.00		
			Other	\$0.00		
			Meeting	\$20.00		
			<b>Total:</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
7/1/2015	9/30/2015	Test	Supplies	\$30.00		\$30.00
			Other	\$0.00		\$0.00
			Meeting	\$30.00		\$20.00
			<b>Total:</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$50.00</b>

The resulting display shows a \$50 report was submitted on 12/4/2017 for the 7/1/2015- 9/30/2015 reporting period by John Doughboy. On 12/7/2017, he revised the report to be \$60. Also on 12/7/2017, Mr. Doughboy submitted a report for the 10/1/2015-12/31/2015 period. The grid above shows all the reports have been

approved by the Grant Manager (GM) and the Grant Accountant (GA). Detailed amounts for each report are shown below the submittal grid.

## Payments

When an Expenditure Report has been approved by the Grant Manager and the Grant Accountant, the Grant Accountant generates a payment request. When the request is generated, EGMS calculates the amount due by subtracting the total payments made in the associated Budget Period from the total expenditures submitted in the Budget Period.

- If a Cash advance has been specified in the contract setup, EGMS will adjust the payment for it.
- The payment calculation is made using the totals for the Budget Period (rather than just looking at the just-approved Expenditure Report), and EGMS takes into account any expenditure revisions that may have occurred since the last payment was issued.

When the Grant Accountant approves the payment, EGMS submits a payment transaction to the State’s accounting system, SWIFT. Payment transactions typically are submitted in an overnight batch run, and the actual payment is issued within a day or two.

To view the history of payments issued for a particular Budget Period, click on [View Payment](#) for the Budget Period of interest on the Grant Contract Detail page. Here is a representative display of payments made on a different contract in the SFY18 Budget Period:

Payments For Budget Period: 7/1/2017 - 6/30/2018

	Payment Amount	Payment Date	Accounting Detail							
<a href="#">View Detail</a>	\$160.00	8/5/2017	PO Number	PO Line	Distrib Line	Fund	Allotment	FAIN	CFDA	Amount
			3000039150	1	1	4800	H5531166			\$160.00
<a href="#">View Detail</a>	\$100.00	12/9/2017	PO Number	PO Line	Distrib Line	Fund	Allotment	FAIN	CFDA	Amount
			3000056014	1	1	4800	H5531166			\$100.00
<a href="#">View Detail</a>	\$140.00	1/5/2018	PO Number	PO Line	Distrib Line	Fund	Allotment	FAIN	CFDA	Amount
			3000056014	1	1	4800	H5531166			\$140.00
		<b>Total</b>								<b>\$400.00</b>

Clicking on [View Detail](#) will show the payment calculation and any notes that may have been submitted by the Grant Accountant:

**Settlement:**

Total Reported Expenditures this Budget Period	\$ 400
Total Payments Processed and Pending	- 260
Settlement of Payment to Expenditures	= 140
Cash need for the current period (Cash Advance)	+ 0
Total Calculated Payment	= 140
User adjustment to Payment	0
<b>Total Payment</b>	<b>\$ 140</b>

Payment Date:

Approved?  By: Craig Beske

Notes: [Insert Notes](#)

Payment approved by Craig Beske on 1/3/2018 11:05:20 AM.

PO Number	POLine Number	Distrib Line	Appr	Fund	Allotment	Amount	Sent?	Send Date	Voucher Nbr	Posted Date	Vendor Invoice Number
3000056014	1	1	H551019	4800	H5531166	\$140.00	True	1/4/2018	02686247	1/4/2018	078984 12012017 12312017

The detail of a payment provides funding and status information.

- The first six fields show funding source information for the payment.
- The “Amount” field shows how much is being applied from the funding source.
- The “Sent?” field indicates whether the payment request has been sent from EGMS to SWIFT.
  - Payment requests are sent to SWIFT each evening, so SWIFT doesn’t begin processing a payment request until the next day.
  - If there are no problems with the payment request, SWIFT issues the payment on the same day.
  - Payments issued via EFT show in your account the day after SWIFT issues the transfer.
- Once payment is issued, SWIFT tells EGMS the payment is complete and populates the remaining three fields: Voucher Number, Posted Date, and Vendor Invoice Number. If these fields are blank, the payment has not been issued in SWIFT.
- The Vendor Invoice Number field’s default format is:  
Contract number\_Report period start date (MMDDYYYY)\_Report period end date (MMDDYYYY)  
For example, the Vendor Invoice Number in the screen shot above is 078984 12012017 12312017, which means the payment is for contract number 078984 and is reimbursement for the December 1, 2017 through December 31, 2017 reporting period.

## IV. Expenditure Reporting

Expenditure Reports are submitted for the Reporting Periods defined within a Budget Period. Reporting Periods are normally set up to be on a quarterly basis. EGMS allows for them to be set up for any frequency defined in the contract.

An Expenditure Report can be submitted when the Reporting Period becomes available for reporting on the day after the Reporting Period ends. For example, a Reporting Period ending on 9/30 is not open for reporting until 10/1.

### Submitting an Expenditure Report

Expenditure Reports can be submitted by clicking on [Report Expenditure](#) on the appropriate contract line on your home page (“My Page”):

My Grants								
		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
<a href="#">View</a>	<a href="#">Report Expenditure</a>	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	\$600.00	3/31/2015

Choose the appropriate Budget Period by clicking on [Select](#).

Select a Budget Period				
	GC Number	Start Date	End Date	Total Budget Amount
<a href="#">Select</a>	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">Select</a>	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">Select</a>	000888	7/1/2015	6/30/2016	\$200.00

The system will display all the Reporting Periods within that Budget Period:

Select a Reporting Period																					
	Start Date	End Date	Report Due Date	Cash Advance	Expenditures																
<a href="#">Report Expenditure</a>	7/1/2015	9/30/2015	10/7/2015	\$0.00	<table border="1"> <thead> <tr> <th>Purpose</th> <th>Type</th> <th>Report Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Test</td> <td>Supplies</td> <td>\$30.00</td> <td>Approved</td> </tr> <tr> <td>Test</td> <td>Other</td> <td>\$0.00</td> <td>Approved</td> </tr> <tr> <td>Test</td> <td>Meeting</td> <td>\$30.00</td> <td>Approved</td> </tr> </tbody> </table>	Purpose	Type	Report Amount	Status	Test	Supplies	\$30.00	Approved	Test	Other	\$0.00	Approved	Test	Meeting	\$30.00	Approved
Purpose	Type	Report Amount	Status																		
Test	Supplies	\$30.00	Approved																		
Test	Other	\$0.00	Approved																		
Test	Meeting	\$30.00	Approved																		
<a href="#">Report Expenditure</a>	10/1/2015	12/31/2015	1/7/2016	\$0.00	<table border="1"> <thead> <tr> <th>Purpose</th> <th>Type</th> <th>Report Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Test</td> <td>Supplies</td> <td>\$30.00</td> <td>Approved</td> </tr> <tr> <td>Test</td> <td>Other</td> <td>\$0.00</td> <td>Approved</td> </tr> <tr> <td>Test</td> <td>Meeting</td> <td>\$20.00</td> <td>Approved</td> </tr> </tbody> </table>	Purpose	Type	Report Amount	Status	Test	Supplies	\$30.00	Approved	Test	Other	\$0.00	Approved	Test	Meeting	\$20.00	Approved
Purpose	Type	Report Amount	Status																		
Test	Supplies	\$30.00	Approved																		
Test	Other	\$0.00	Approved																		
Test	Meeting	\$20.00	Approved																		
<a href="#">Report Expenditure</a>	1/1/2016	3/31/2016	4/7/2016	\$0.00	No expenditures reported for this reporting period.																
<a href="#">Report Expenditure</a>	4/1/2016	6/30/2016	7/7/2016	\$0.00	No expenditures reported for this reporting period.																

This display shows two reports have been submitted previously and approved.

The underlined [Report Expenditure](#) links shows that the last two quarterly reporting periods are open for submittal.

Clicking on [Report Expenditure](#) for the 1/1/2016 – 3/31/2016 period opens a display for reporting. The page shows the budget, how much has been reported for the budget period to-date, and how much remains for each budget line:

Reporting Expenditures								
Budget Period: 7/1/2015 - 6/30/2016								
Purpose	Expenditures							
292 Test	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reporting Period: 1/1/2016 - 3/31/2016	Shared Budget	Variance (%)	Reimbursement%
	1100 Supplies	\$100.00	\$60.00	\$40.00	<input type="text" value="20"/>	False	10	100
	Other	\$50.00	\$0.00	\$50.00	<input type="text" value="30"/>	False	10	100
	1100 Meeting	\$50.00	\$50.00	\$0.00	<input type="text"/>	False	10	100
	<b>Total:</b>	<b>\$200.00</b>	<b>\$110.00</b>	<b>\$90.00</b>				

Fill in the blanks, check the total, and click on the [Submit Report](#) box to send it to the Grant Manager for approval. The submitted report will now appear on the Reporting Period display in “Pending” status:

Select a Reporting Period

	Start Date	End Date	Report Due Date	Cash Advance	Expenditures			
<a href="#">Report Expenditure</a>	7/1/2015	9/30/2015	10/7/2015	\$0.00	<b>Purpose</b>	<b>Type</b>	<b>Report Amount</b>	<b>Status</b>
					Test	Supplies	\$30.00	Approved
					Test	Other	\$0.00	Approved
					Test	Meeting	\$30.00	Approved
<a href="#">Report Expenditure</a>	10/1/2015	12/31/2015	1/7/2016	\$0.00	<b>Purpose</b>	<b>Type</b>	<b>Report Amount</b>	<b>Status</b>
					Test	Supplies	\$30.00	Approved
					Test	Other	\$0.00	Approved
					Test	Meeting	\$20.00	Approved
<a href="#">Report Expenditure</a>	1/1/2016	3/31/2016	4/7/2016	\$0.00	<b>Purpose</b>	<b>Type</b>	<b>Report Amount</b>	<b>Status</b>
					Test	Supplies	\$20.00	Pending
					Test	Other	\$30.00	Pending
					Test	Meeting	\$0.00	Pending
<a href="#">Report Expenditure</a>	4/1/2016	6/30/2016	7/7/2016	\$0.00	No expenditures reported for this reporting period.			

Note: The 4/1/2016-6/30/2016 period remains open for reporting. If [Report Expenditure](#) was selected for the 4/1/2016-6/30/2016 period, the budget line totals would include amounts previously approved and amounts currently in pending status.

## Check the status of a submitted Expenditure Report

From your home page, [View](#) the contract of interest:

**Hello, John Doughboy. Welcome to EGMS.**

[My Page](#) | [Change Password](#) | [My Profile](#) | [Change Security Question/Answ](#) | [Log Out](#)

My Grants

	Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
<a href="#">View</a> <a href="#">Report Expenditure</a>	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	\$600.00	3/31/2015

Then click on [View Expenditure Report](#) for the Budget Period of interest:

**Grant Contract Detail** [Back To MyPage](#)

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00

Expenditure Reports for the chosen Reporting Period will be displayed:

For Budget Period: 7/1/2015 - 6/30/2016

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
<a href="#">Edit Report</a>	1/1/2016	3/31/2016	4/7/2016	\$0.00	Current Report	Pending	1/10/2018	John Doughboy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit Report</a>	10/1/2015	12/31/2015	1/7/2016	\$0.00	Current Report	Approved	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2015	9/30/2015	10/7/2015	\$0.00	Current Report	Approved	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2015	9/30/2015	10/7/2015	\$0.00	Previous Report	Approved	12/4/2017	John Doughboy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Date	End Date	Purpose	Grantee Expenditures			
			Type	Current	Pending	Previous
1/1/2016	3/31/2016	Test	Supplies	\$20.00		
			Other	\$30.00		
			Meeting	\$0.00		
			<b>Total:</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10/1/2015	12/31/2015	Test	Type	Current	Pending	Previous
			Supplies	\$30.00		

The recently submitted report appears on the display. The approval area of the grid shows the 1/1/2016-3/31/2016 period is awaiting approval by the Grant Manager (GM) and the Grant Accountant (GA).

If you click on the [Edit Report](#) link, EGMS will show the detail of the report, including the submittal history and any notes that were inserted in the Expenditure Report.

## Revise an Expenditure Report

Current, approved Expenditure Reports can be revised.

To revise an Expenditure Report, click on [View Expenditure Report](#) from the Grant Contract Detail page.

Grant Contract Detail			<a href="#">Back To MyPage</a>				
Budget Periods							
			ID	GC Number	Start Date	End Date	Budget Amount
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00



EGMS shows all of the Expenditure Reports submitted for the chosen Budget Period:

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
<a href="#">Edit Report</a>	1/1/2014	3/31/2014	4/7/2014	\$0.00	Current Report	Approved	10/5/2017	Craig Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	10/1/2013	12/31/2013	1/7/2014	\$0.00	Current Report	Approved	4/27/2015	John Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2013	9/30/2013	10/7/2013	\$0.00	Current Report	Approved	10/5/2017	Craig Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2013	9/30/2013	10/7/2013	\$0.00	Previous Report	Approved	3/31/2015	Paul Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Date	End Date	Purpose	Grantee Expenditures			
1/1/2014	3/31/2014	Test	Type	Current	Pending	Previous
			Supplies	\$80.00		
			Other	\$0.00		
			Meeting	\$0.00		
			<b>Total:</b>	<b>\$80.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Start Date	End Date	Purpose	Type	Current	Pending	Previous
10/1/2013	12/31/2013	Test	Supplies	\$10.00		

Example: Let's revise the \$80 report that has been submitted and approved for the 1/1/2014-3/31/2014 reporting period. First, click on the [Edit Report](#) link. EGMS will display the detail for that report:

[Back To Expenditure Reports](#)

Purpose		Expenditures							
292	Test	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reported Expenditures	Shared?	Variance (%)	Reimbursement%
		Supplies	\$100.00	\$130.00	(\$30.00)	\$80.00	<input type="checkbox"/>	30	100
		Other	\$50.00	\$15.00	\$35.00	\$0.00	<input type="checkbox"/>	10	100
		Meeting	\$50.00	\$20.00	\$30.00	\$0.00	<input type="checkbox"/>	10	100
		<b>Total:</b>	<b>\$200.00</b>	<b>\$165.00</b>	<b>\$35.00</b>	<b>\$80.00</b>			

Submitted

ReportType:  Date:

ReportStatus:  Submitted By:

Grant Approver:

Grantee Approval:  Grant Manager Approval:   Secondary Approval

Notes: [Insert Notes](#)

10/6/2017: Approved by Craig Beske  
 10/6/2017: Approved by Faye Bernstein  
 10/5/2017: Report submitted by Craig Vendor.

Note the following details on this Expenditure Report:

- The history of this report shows in the box in the lower section of the display. All actions for the report are tracked. If a note had been inserted, it would be displayed in this box.
- There were \$80 of supplies on the report, which resulted in an over-budget amount of \$30. EGMS allowed the over-budget amount to be submitted because the allowable overspend (variance) is set at 30%. A 30% variance on a budget line permits that line to be overspent by 30%. In this case, that

calculates to \$130. Important: A variance can be allowed on a specific budget line, but the total amount reported cannot exceed the total amount of the budget (\$200 in this example).

To revise the report, scroll down and click on the **Revise Report** button. A new Revised Expenditures column will open for data entry:

Expenditures						
	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reported Expenditures	Revised Expenditures
1102	Supplies	\$100.00	\$130.00	(\$30.00)	\$80.00	<input type="text" value="80"/>
	Other	\$50.00	\$15.00	\$35.00	\$0.00	<input type="text" value="0"/>
1104	Meeting	\$50.00	\$20.00	\$30.00	\$0.00	<input type="text" value="0"/>
<b>Total:</b>		<b>\$200.00</b>	<b>\$165.00</b>	<b>\$35.00</b>	<b>\$80.00</b>	

Let's revise the report by adding \$15 in Meeting expenses to the report:

Available	Reported Expenditures	Revised Expenditures
(\$30.00)	\$80.00	<input type="text" value="80"/>
\$35.00	\$0.00	<input type="text" value="0"/>
\$30.00	\$0.00	<input type="text" value="15"/>
<b>\$35.00</b>	<b>\$80.00</b>	

Click on [Insert Notes](#) to explain the revision to the Grant Manager:

Notes: [Insert Notes](#)

\* 1/11/2018 by John Doughboy: Forgot that Coffee & Rolls were provided at the 3/15/14 meeting

Save

Cancel

Click on **Save** to submit the revision.

WARNING: EGMS will return to the Status Grid when the revision is saved. However, the revised report will not show until the data is refreshed. Here is the grid immediately following the submittal of the revision:

[View Budgets](#) [View Payments](#)

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval	SA
<a href="#">Edit Report</a>	1/1/2014	3/31/2014	4/7/2014	\$0.00	Current Report	Approved	10/5/2017	Craig Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	10/1/2013	12/31/2013	1/7/2014	\$0.00	Current Report	Approved	4/27/2015	John Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2013	9/30/2013	10/7/2013	\$0.00	Current Report	Approved	10/5/2017	Craig Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2013	9/30/2013	10/7/2013	\$0.00	Previous Report	Approved	3/31/2015	Paul Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Date	End Date	Purpose	GranteeExpenditures			
1/1/2014	3/31/2014	Test	Type	Current	Pending	Previous
			Supplies	\$80.00		
			Other	\$0.00		
			Meeting	\$0.00		
			<b>Total:</b>	<b>\$80.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10/1/2013	12/31/2013	Test	Type	Current	Pending	Previous

To refresh the data display, you need to return to the Grant Contract Detail page (go to “My Page” then click on [View](#) to get the detail page).

**Grant Contract Detail** [Back To MyPage](#)

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00

Next, click on the [View Expenditure Report](#) for the appropriate Budget Period:

[View Budgets](#) [View Payments](#)

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval	SA
<a href="#">Edit Report</a>	1/1/2014	3/31/2014	4/7/2014	\$0.00	Current Report	Approved	10/5/2017	Craig Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	1/1/2014	3/31/2014	4/7/2014	\$0.00	Revised Report	Pending	1/11/2018	John Doughboy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	10/1/2013	12/31/2013	1/7/2014	\$0.00	Current Report	Approved	4/27/2015	John Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2013	9/30/2013	10/7/2013	\$0.00	Current Report	Approved	10/5/2017	Craig Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Report</a>	7/1/2013	9/30/2013	10/7/2013	\$0.00	Previous Report	Approved	3/31/2015	Paul Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Date	End Date	Purpose	GranteeExpenditures			
1/1/2014	3/31/2014	Test	Type	Current	Pending	Previous
			Supplies	\$80.00	\$80.00	
			Other	\$0.00	\$0.00	
			Meeting	\$0.00	\$15.00	
			<b>Total:</b>	<b>\$80.00</b>	<b>\$95.00</b>	<b>\$0.00</b>
10/1/2013	12/31/2013	Test	Type	Current	Pending	Previous

The revision now shows in the grid, and the detail shows the revised amounts as “Pending.” When the revision is approved by the Grant Manager and the Grant Accountant, the revised amounts will display in the “Current” column, and the previous amounts will show in the “Previous” column.

## V. Budget Management

The Budget is the key component in insuring spending stays within the constraints of the contract. EGMS confirms adherence to the budget whenever a user submits an Expenditure Report. If the Expenditure Report being submitted will result in budget line item spending to exceed the permitted maximum, EGMS will return an error message and disallow the submittal. The user must either revise the amounts being submitted or get the budget limits revised.

A Budget Revision can be initiated by the Grantee (Vendor), the Grant Manager, or the Grant Accountant. Before becoming the active budget, a Budget Revision must be approved by the Grant Manager and the Grant Accountant. Once approved, it immediately becomes the active budget. Any expenditure reports submitted subsequent to the approvals will then be checked for adherence to the newly revised budget.

Users can check the current spending against a budget (see [Spending to-date within a Budget Period](#) ). The display will show the current budget limits, not those in a pending revision.

### Request a Budget Revision

Grantee-submitted Budget Revision requests must be approved by both the Grant Manager and the Grant Accountant, and Grantees must convey the reason for the revision to the Grant Manager by email, direct contact, or by inserting a note of justification when submitting the revision request.

To submit a Budget Revision, start at the Grant Contract Detail page:

Grant Contract Detail			<a href="#">Back To MyPage</a>				
Budget Periods							
			ID	GC Number	Start Date	End Date	Budget Amount
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00

Click on [View Budget](#) for the Budget Period you wish to revise:

Budgets For Budget Period: 7/1/2015 - 6/30/2016

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval
<a href="#">Edit</a>	Current Budget	Approved	3/31/2015	Paul Lee	<input checked="" type="checkbox"/>	
<a href="#">Edit</a>	Rejected Budget	Rejected	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	

Purpose	Budgets			
292 Test	Type	Current	Pending	Previous
	1103 Other	\$50.00		
	Meeting	\$50.00		
	1102 Supplies	\$100.00		
	<b>Total:</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Click on the [Edit](#) link of the Current Budget to see the current spending to-date:

[Back To Budgets](#)

Purpose	Budget			
Test	Type	Budget Amount	Total Expenditures	Variance(%)
	1102 Supplies	\$100.00	\$80.00	10
	Other	\$50.00	\$30.00	10
	1104 Meeting	\$50.00	\$50.00	10
	<b>Total:</b>	<b>\$200.00</b>	<b>\$160.00</b>	

BudgetType:     
 Budget Status:    
 Grantee Approval:  Grant Manager Approval:  Grant Accountant Approval:  Secondary Approval:

Notes: [Insert Note](#)

To initiate a revision, click on the [Revise Budget](#) button. That will open a column for entry of the new amounts:

Type	Budget Amount	Revised Amount	Total Expenditures
Supplies	\$100.00	<input type="text" value="100"/>	\$80.00
Other	\$50.00	<input type="text" value="50"/>	\$30.00
Meeting	\$50.00	<input type="text" value="50"/>	\$50.00
<b>Total:</b>	<b>\$200.00</b>		<b>\$160.00</b>

There are two rules when submitting a Budget Revision:

1. A Revised Amount cannot be less than the Total Expenditures already reported on that line item.
2. The total amount of the revised budget must be the same as the total amount of the pre-revised budget.

Provide a justification to the Grant Manager by inserting a note:

Notes: [Insert Note](#)

\* 1/12/2018 by John Doughboy: reduce budget on 'other' and move it to 'meeting' as the cost of donuts has significantly increased

Revise the amounts as desired, and click on the **Save** button:

[Back To Budgets](#)

Purpose	Budget				
Test	Type	Budget Amount	Revised Amount	Total Expenditures	
	1102	Supplies	\$100.00	<input type="text" value="100"/>	\$80.00
		Other	\$50.00	<input type="text" value="30"/>	\$30.00
	1104	Meeting	\$50.00	<input type="text" value="70"/>	\$50.00
	<b>Total:</b>		<b>\$200.00</b>		<b>\$160.00</b>

Submitted

BudgetType:  Date:

Budget Status:  Submitted By:

Grantee Approval:  Grant Manager Approval:  Grant Accountant Approval:  Secondary Approval

Notes: [Insert Note](#)

\* 1/12/2018 by John Doughboy: reduce budget on 'other' and move it to 'meeting' as the cost of donuts has significantly increased

The Budget Revision request will then be routed to the Grant Manager for approval, and then to the Grant Accountant. Once both approvals are done, the revised budget becomes the active budget.

To check the status of the revision, return to the Grant Contract Detail page:

Grant Contract Detail			<a href="#">Back To MyPage</a>				
Budget Periods							
			ID	GC Number	Start Date	End Date	Budget Amount
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4360	000888	7/1/2013	6/30/2014	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4361	000888	7/1/2014	6/30/2015	\$200.00
<a href="#">View Budget</a>	<a href="#">View Expenditure Report</a>	<a href="#">View Payment</a>	4362	000888	7/1/2015	6/30/2016	\$200.00

Then click on [View Budget](#):

[View Grantee Expenditures](#) [View Payments](#)

Budgets For Budget Period: 7/1/2015 - 6/30/2016

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
<a href="#">Edit</a>	Current Budget	Approved	3/31/2015	Paul Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Revised Budget	Pending	1/12/2018	John Doughboy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	Rejected Budget	Rejected	12/7/2017	John Doughboy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Purpose	Budgets				
	Type	Current	Pending	Previous	
292 Test	1103 Other	\$50.00	\$30.00		
	Meeting	\$50.00	\$70.00		
	1102 Supplies	\$100.00	\$100.00		
	<b>Total:</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	

The resulting display shows that:

- The Budget Revision request is still pending.
- It has not been approved by either the Grant Manager (GM) or Grant Accountant (GA).
- The line amounts requested are shown in the “Pending” column in the detail budget display.

Once fully approved, the pending Revised Budget will become the Current Budget.

## VI. EGMS Help Desk

Most operational questions can be resolved by contacting your Grant Manager. If he/she is unavailable or unable to help, please send an email to the EGMS Help desk at:

[dhs.egmshelp@state.mn.us](mailto:dhs.egmshelp@state.mn.us)

In addition to your question, please include your name, phone number and the **contract number** the question relates to. If relevant, a screen shot would be helpful, too.