Accessing the Payment Request schedule within the Education Grants Management System (EGMS)

1. Begin on the Home tab and click the "Grants" tab from the gold toolbar.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Manager	ent System			
<	A Opportunities Applications	Grants Monitoring			
Q Search - Search Q All	Create Application: Click the Oppo View Current/Past Applications: C View Current/Past Grants: Click th View Current/Past Amendments: View Current/Past Payments: Clic View Current/Past Progress Repo EGMS ID. To access a specific reco	Click the Applications module e Grants module in the top of Click the Grants module in the the Grants module in the k the Monitoring module in rts: Click the Monitoring me of in the system, Search the	nenu s in the top menu enu e top menu te top menu dule in the top menu EGMS ID in the left menu		
📑 Tasks 🛛 🗕	Task Summary By Phase		Task Summary By Due Date		My Feed
My lasks -	Opportunities	0	Late	115	No feeds available
Completed Tasks	Applications	46	Due within 7 Days	0	
🃁 Activities 🛛 🗕	Grants	1	Due within 30 Days	0	
Organization -					
Organization Profile	Monitoring	86	Due in more than 30 Days	18	
Recently Viewed –					
Announcement Test 439 282					
Automation Runtime Anno					
ESEA Consolidated Grant					
Automation Runtime Anno					
Automation Runtime Anno					
Adna School District					
Adna School District					
Consolidated Grant Applic					
Pri School US Comp					

2. Click "Subawards" from the left navigation panel.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Managemen	it System							-	Grants	Portal 🗸 🔔 🗸
<	A Opportunities Applications G	rants Monitoring									
Q Search -	· Grants All × (h)										_
Search											-
	Navigation: Click the subaward link in t	the Active Subaward column to access	the activ	e subaward for	a Grant						
All 🗸	Create Refund: Click the subaward link Create Reimbursement Request: Click	c in the Active Subaward column. Navig k the subaward link in the Active Subaw	pate to the vard colu	e Expenditures umn. Navigate to	tab. the Expenditures tab.						
📑 Tasks –	Search	0									
My Tasks _	Showing 1 to 10 of 30 records										Page 1 of 3 >> >>>
Pending Tasks						Total					
Completed Tasks	Grant Title	Si Ni	ame	Project Period	Expenditures	Expenditures (Spent)	Balance	Subaward	Status	ID	Actions
Grants, Subawards &				4/3/2025 - 4/24/2035					Active		۲
Grants Subawards				5/7/2025 - 3/28/2026					Active		۲
Amondment Requests				5/4/2025 - 3/25/2026					Active		۲
Recently Viewed – Announcement Text 445 252	100000000000000000000000000000000000000			4/20/2025					Active		۲
Automation Runtime Anno				3/11/2026							
ESEA Consolidated Grant				4/22/2025					Active		
Automation Runtime Anno				3/13/2026							
Automation Runtime Anno				4/12/2025					Active		۲
Adna School District				4/7/2025 -							
Consolidated Grant Applic				2/26/2026					Active		۲
Pri School US Comp				4/5/2025 -					Active		۲
Pri School User 3				4/1/2025 -					Active		۲
				2/20/2026	1.200						-
				2/20/2026			_	-	Active	-	۲
			OSP	1 Home Site Int	o Non Disclosure Agre	ement Conflict of In	lerest				<u>^</u>



Washington Office of Superintendent of **PUBLIC INSTRUCTION**

3. Click the "Status" heading to sort the subawards. Always work within the activated subaward.

PUBLIC INSTRUCTION	Education Grants M	anageme	ent Syst	em					4	Grants F	Portal 🗸 🌔
<	# Opportunities App	lications	Grants	Monitoring	G						
Search -	Subawards - All	¥ (1)		Click	'Reset Ta	ble' under the menu icon to refresh t	he table's default values				
earch Q	Search: To find Awards, Create Refund: Click the Create Reimbursement	search for th e View butto : Request: C	he Award T on in the Ac Click the Vie	title or Award tions column w button in t	EGMS I Navigat ne Action	D e to the Expenditures tab. is column. Navigate to the Exper	iditures tab.				
Tasks –	Search	۹							10		I
/ Tasks	Showing 1 to 41 of 41 reco	rds							records are some	by Greated Dat	e ascenung o
completed Tasks	Title		Schoo	ol Name		Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS ID	Actions
Activities –						4/1/2023 - 1/26/2025		Closed	1		۲
nts, Subawards &						8/1/2023 - 12/30/2025		Amended	. 1		۲
ndments -						8/1/2023 - 12/30/2025		Activated	2		۲
ants						4/1/2023 - 9/19/2023		Closed	1		۲
nendment Requests						1/1/2023 - 9/20/2023		Closed	1		۲
Recently Viewed -						12/30/2023 - 12/29/2024		Closed	1		۲
nouncement Text 439 202 tomation Runtime Anno						12/30/2023 - 12/29/2024		Closed	1		۲
EA Consolidated Grant						1/1/2024 - 1/30/2025		Amended	1		۲
tomation Runtime Anno						1/1/2024 - 1/30/2025		Amended	2		۲
tomation Runtime Anno						1/1/2024 - 1/30/2025		Closed	3		۲
Ina School District	Show All 🗸 Entries					Те	tal Records:41				
i School US Comp											
i School User 3											
		_	-	_	_	OSPI Home I Site In	nfn I Non Disclosure Aareement I Confi	t of Interest	_	_	

4. Click the green eye icon to open the subaward record.

Westington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Man	agement System				ų	Grants P	ortal 🗸 💁 🗸
<	A Opportunities Applica	ations Grants Monitoring	Ģ					
Q Search -	▲ Subawards - All 👻	Click 'F	leset Table' under the menu icon to refres	h the table's default values				=
Search Q	Search: To find Awards, sea Create Refund: Click the Vi Create Reimbursement Re	Inch for the Award Title or Award E iew button in the Actions column. It rquest: Click the View button in the	GMS ID lavigate to the Expenditures tab. Actions column. Navigate to the Exp	enditures tab.				
📰 Tasks 💶	Search	٩						T
My Tasks	Showing 1 to 41 of 41 records							
Pending Tasks	Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status †	Version Number	EGMS ID	Actions
Completed Tasks	1.000		8/1/2023 - 12/30/2025		Activated	2		۲
Activities –			2/1/2024 - 12/31/2024		Activated	1		
Grants, Subawards &			20102024 - 120012024		FICUTURO			
Amendments			12/26/2023 - 8/30/2025		Activated	1		۲
Grants	121							
Amondment Requests			4/1/2024 - 7/31/2025		Activated	1		۲
Recently / fewed			3/1/2024 - 7/31/2025		Activated	1		
Announcement Test 439 282			3/1/2024 - 7/31/2025		Activated	1		۲
Automation Runtime Anno			6/1/2024 - 7/31/2025		Activated	-		
ESEA Consolidated Grant			0/112024 * 113112025		Activated			~
Automation Runtime Anno			10/22/2024 - 9/12/2025		Activated	1		۲
Automation Runtime Anno			4477470034 4014510005					-
Adna School District	Show All 🗸 Entries			Total Records:41				
Adna School District								
Consolidated Grant Applic								
Pri School US Comp								
Pri School User 3								
영문 전망, 분호 30 ³⁰								
			OSPI Home Site	e Info Non Disclosure Agreement Confl	lict of Interest			

5. Click the "Terms" tab.

Washington Office of Supernaenders of PUBLIC INSTRUCTION	Education Grants Managem	ent System			Grants Portal 🗸 🙆
<	# Opportunities Applications	Grants Monitoring			
Q Search -	Subaward FP 1111 - New User Training A	Announcement			Ξ
Search Q	EGMS ID AD679	Status Activated	Grant ID GT00247	Budi 3/1/	get Period 2024 - 7/31/2025
Tasks – My Tasks –	1. Create Budget Revisio 2. Expenditures tab: To vi	n: Navigate to the Amendments tab and click the ew Payment details and create Refund and	new buttonview more		
Pending Tasks Completed Tasks	Created	Submitted for Approval	Approved	Activated Ame	nded Closed
Grants, Subawards & - Amendments -	Overview \$ Budget	\$ Expenditures Amendments	Terms Seport	Forms and Files Distory	🌑 Collab
Grants	Subaward Information				
Subawards Amendment Requests	Subaward Title	Subaward 1 Initial	Type I	Version Number ③ 1	
Recently Viewed - FP 1111 - New User Traini	 Subrecipient Information 				
Announcement Test 439 282 Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno	Subrecipient Organization Organization Code	UEI ① Statewide V NULL	fendor ID (3)	EIN (E) NULL	
Automation Runtime Anno Adna School District	▲ Related Federal/NGO Pro	igram 🚯			=
Adna School District	Search	Q			T
Pri School US Comp	Program Number	Program Title	Organization Name	Туре	Actions
	PG0007	Providing Educational Needs	test	NGO	۲
			Total Records: 1		
	GovGrants	05	PI Home Site Info Non Disclosure Agreement	Conflict of Interest	-

6. Within the Payment Request Schedule table, click the plus sign next to the Payment Request record.

My Tasks –		Created	Sub	mitted for Approval		Approved	Activated	Ameno	led
Pending Tasks Completed Tasks	Ove	erview \$ Bud	lget \$ Expenditures	Amendments	Terms	Progress Report	Forms and Files	B History	🗣 Collab
Activities –	. Day	ment Desusate	Cabadula						
Grants, Subawards &	- Pay	ment Requests	Schedule						
Amendments	Searc	h	Q						
Grants								* Records	are sorted by Created Da
Amondmont Requests	Showing	g 1 to 1 of 1 records							
Amendment Requests		EGMS ID	Schedule Type	•	Schedule Titl	e		Frequency	Act
Recently Viewed –	8	C-4359	Payment Requ	est	FP 1111 - Nev	U U Ing Announcen	nent	Monthly	۲
FP 1111 - New User Traini									
Announcement Test 439 282									1000 P
		ECHE ID	Reporting Period	Start Date	Rep	orting Period End Date		User Notified	Due Date
Automation Runtime Anno		EGMSID							
Automation Runtime Anno ESEA Consolidated Grant		EGMISID	1 5						
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno		EGMSTD	, ,						
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno Automation Runtime Anno		EGMSID				Total Records.1			
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno Automation Runtime Anno Adna School District	- Bro	EGMIS ID	ichedule			Total Records 1			
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno Automation Runtime Anno Adna School District Adna School District	▲ Prop	gress Reports S	ichedule			Total Records:1			
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno Automation Runtime Anno Adna School District Adna School District Consolidated Grant Applic	▲ Pro	gress Reports S	ichedule			Total Records 1			
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno Adma School District Adma School District Consolidated Grant Applic Pri School US Comp	▲ Pro	gress Reports S	Schedule			Total Records 1		* Records	are sorted by Created Da
Automation Runtime Anno ESEA Consolidated Grant Automation Runtime Anno Automation Runtime Anno Adma School District Adma School District Consolidated Grant Applic Pri School US Comp	▲ Prop Searce Showing	gress Reports S	Schedule			Total Records:1	_	* Records	are sorted by Created Da

7. Now you can see the details for the payment requests associated with this record.

	Sear	rch	Q			
h. Q					* Records are so	orted by Created Date ascending or
	Showin	ng 1 to 1 of 1 records				
~		EGMS ID	Schedule Type	Schedule Title	Frequency	Actions
asks –	Ξ	TC-4359	Payment Request		Monthly	۲
esks -		Showing 1 to 10 of 1	9 records			Page 1 of 2
ding Tasks		EGMS ID	Reporting Period Start Date †	Reporting Period End Date	User Notified	Due Date
npleted Tasks		SC-14811	03/01/2024	03/31/2024	~	04/15/2024
ctivities –		SC-14812	04/01/2024	04/30/2024	*	05/15/2024
ts, Subawards &		SC-14813	05/01/2024	05/31/2024	-	06/15/2024
nts		SC-14814	06/01/2024	06/30/2024	-	07/15/2024
awards		SC 14815	07/01/2024	07/34/2024		08/15/2024
endment Requests		SC 14915	08/01/2024	08/34/2024	*	09/15/2024
ecently Viewed -		30-14010	00/01/2024	00/31/2024	•	03/15/2024
1111 - New User Traini		50-14017	09/01/2024	10/20/24	~	10/15/2024
ouncement Test 439 282		SC-14816	10/01/2024	10/31/2024	~	11/15/2024
omation Runtime Anno		SC-14819	11/01/2024	11/30/2024	*	12/15/2024
a Consolidated Grant		SC-14820	12/01/2024	12/31/2024	×	01/15/2025
omation Runtime Anno						
a School District		Show 10 V Ent	ries	Total Records: 19		Page 1 of 2 DBM
a School District						
solidated Grant Applic				Total Records:1		
School US Comp						