

# How to Create an Ad-Hoc Claim and Refund Request within the Education Grants Management System (EGMS)

1. Begin on the home tab once you have logged in. Click "Grants" on the gold tool bar.

Education Grants Management System

Search

Tasks

My Tasks

Activities

Organization

Recently Viewed

Technical Support

Organizational Administrator

Create Application: Click the Opportunities module in the top menu  
View Current/Past Applications: Click the Applications module in the top menu  
View Current/Past Grants: Click the Grants module in the top menu  
View Current/Past Amendments: Click the Grants module in the top menu  
View Current/Past Payments: Click the Monitoring module in the top menu  
View Current/Past Progress Reports: Click the Monitoring module in the top menu  
EGMS ID: To access a specific record in the system, Search the EGMS ID in the left menu

Task Summary By Phase	
Opportunities	0
Applications	7
Grants	1
Monitoring	15

Task Summary By Due Date	
Late	22
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	1

My Feed

No feeds available.

2. Click the green eye icon to open the record.

Education Grants Management System

Search

Tasks

My Tasks

Activities

Grants, Subawards & Amendments

Grants

Subawards

Amendment Requests

Recently Viewed

Consolidated Grant Applic...

ESEA Consolidated Grant ...

Homeless Ed Test Announ...

Homeless Ed Test Announ...

Homeless Ed Test Announ...

Homeless Ed Test Announ...

21st CCLC - Year 1 - Test ...

21st CCLC - Year 1 - Test ...

Consolidated Grant Applic...

OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest

Grants - All

Click 'Reset Table' under the menu icon to refresh the table's default values

Search: To find Grants, search for the Grant Title or EGMS ID  
Navigation: Click the subaward link in the Active Subaward column to access the active subaward for a Grant  
Create Refund: Click the subaward link in the Active Subaward column. Navigate to the Expenditures tab.  
Create Reimbursement Request: Click the subaward link in the Active Subaward column. Navigate to the Expenditures tab.

Showing 1 to 4 of 4 records

Grant Title	School Name	Project Period	Total Budgeted Expenditures	Total Expenditures (Spent)	Balance	Active Subaward	Status	EGMS ID	Actions
		6/16/2024 - 4/30/2025	\$80,000.00	\$0.00	\$80,000.00	AD-691	Active	GT-00259	
		7/1/2024 - 6/30/2025	\$10,000.00	\$0.00	\$10,000.00	AD-693	Active	GT-00261	
		12/26/2023 - 8/30/2025	\$99,000.00	\$0.00	\$99,000.00	AD-735	Active	GT-00301	
		7/1/2021 - 8/31/2022	\$9,658,442.00	\$0.00	\$9,658,442.00	AD-348	Active	GT-00024	

Total Records: 4



3. Click the "Subawards" tab.

The screenshot shows the 'Education Grants Management System' interface. The 'Grants' tab is selected, and the 'Subawards' sub-tab is highlighted with an orange circle. The main content area displays an 'Expenditure Summary' and a 'Payment Requests' table. The 'Payment Requests' table has one record with a green eye icon in the 'Status' column, which is circled in orange.

EGMS ID	Subaward ID	Type	Payment Request Amount	Payment Period	Paid Date	Payment Reference	Status	Act
PR-1547	AD-691	Reimbursement	\$0.00	6/16/2024-8/31/2024			Created	

4. Click the green eye icon to open the subaward. Reminder: always work within the activated subaward!

The screenshot shows the 'Education Grants Management System' interface with the 'Subawards' tab selected. The 'Subawards' table is displayed, showing one record with a green eye icon in the 'Actions' column, which is circled in orange.

EGMS ID	Title	Budget Period	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	Actions
AD-691		BP01	6/16/2024 - 4/30/2025	\$80,000.00	Activated		

5. Click "Reimbursement Request."

Subaward

EGMS ID AD-691 Status Activated Grant ID GT-00259 Budget Period 6/16/2024 - 4/30/2025

1. Create Budget Revision: Navigate to the Amendments tab and click the new button...view more  
2. Expenditures tab: To view Payment details and create Refund and...

Created Submitted for Approval Approved Activated Amended Closed

Overview Budget Expenditures Amendments Terms Progress Report Forms and Files History Collab

1. Create Refund Request: Click the Refund Request button in the Payment Requests section to create a Refund.  
2. Create Reimbursement Request: Click the Reimbursement Request button in the Payment Requests section to create a Reimbursement Request. Note: This is separate from the Scheduled Reimbursements indicated in the Payment Requests Schedule in the Terms tab.

Payment Requests

Reimbursement Request Refund Request

Search...

Showing 1 to 1 of 1 records

\* Records are sorted by Last Modified Date ascending order

EGMS ID	Subaward ID	Type	Payment Request Amount	Payment Period	Payment Date	Status	Actions
PR-1547	AD-691	Reimbursement	\$0.00	6/16/2024-8/31/2024		Created	

Total Records: 1

6. Enter information into the required fields.

General Information

\*Title

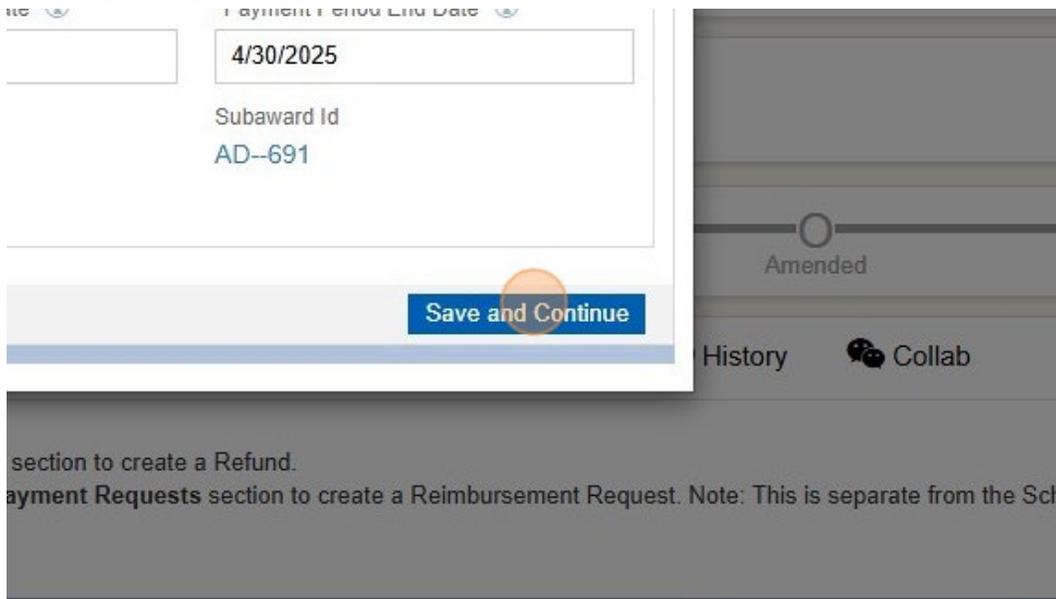
\*Payment Period Start Date ⓘ

6/16/2024

Type

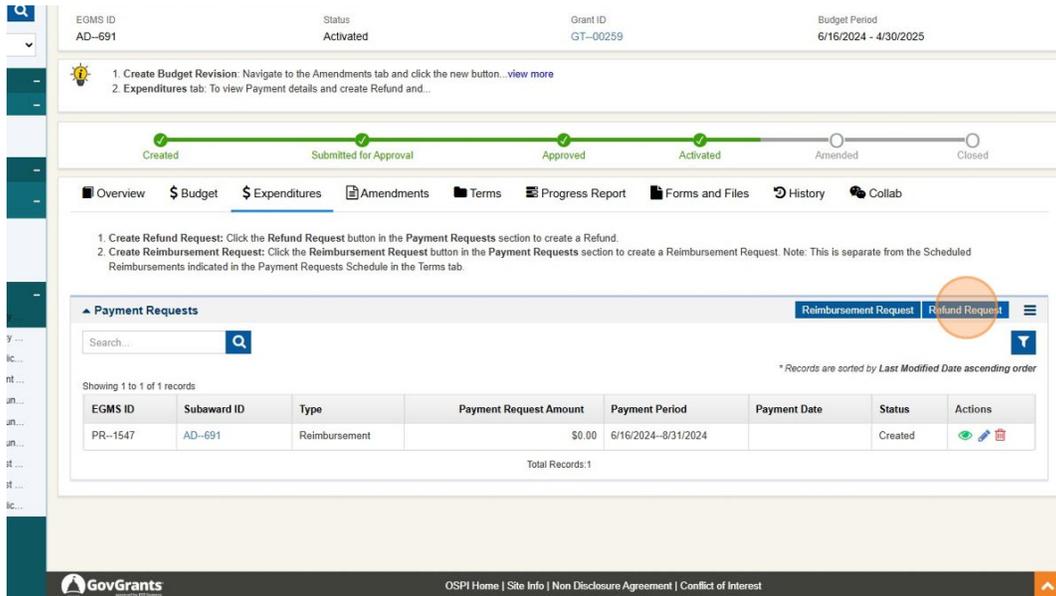
Reimbursement

- Click "save and continue."



**Tip! If there is a reimbursement payment request currently in progress, you cannot submit. Typically you would do ad hoc claims and refunds after the budget period, so it wouldn't be an issue.**

- Click "Refund Request."



- Enter your information.

The image shows a 'General Information' form. On the left side, there is a sidebar with a search icon and a lightbulb icon. The form contains the following fields:

- Title:** An empty text input field with an orange circle highlighting it.
- Payment Period Start Date:** A date input field containing '6/16/2024'.
- Type:** A dropdown menu with 'Refund' selected.

10. Click "save and continue."

The image shows a form with the following fields:

- Payment Period End Date:** A date input field containing '4/30/2025'.
- Subaward:** A text field containing 'AD-691'.

At the bottom of the form, there is a blue button labeled 'Save and Continue' with an orange circle highlighting it. To the right, there is a 'Collab' button and a 'Closed' status indicator.

Below the form, there is a grey box containing the text: "e a Refund. sts section to create a Reimbursement Request. Note: This is separate from the Scheduled"