



Department of Developmental Disabilities
Division of Information Technology Services

Mike DeWine, Governor
Jeff Davis, Director

Entering EIGS Expense Report Data

User Guide

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Department of Developmental Disabilities
Division of Information Technology Services
30 East Broad Street, 12th Floor
Columbus, Ohio 43215



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Accessing the Application

To access the Early Intervention Grant System (EIGS), go to the **DODD Portal** at dodd.ohio.gov and click the silhouette icon.



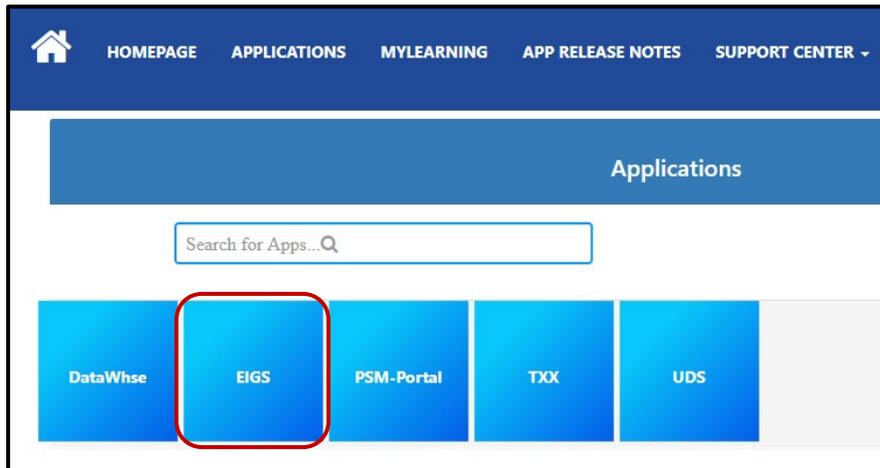
1. Enter your OH|ID **User ID** and **Password** and click **Log In**.

2. Click **CONTINUE**. *If the account you are using is not your primary account, select **Continue with Another Existing Profile** and choose the applicable secondary account.*

3. Click **APPLICATIONS** located at the top of your screen.

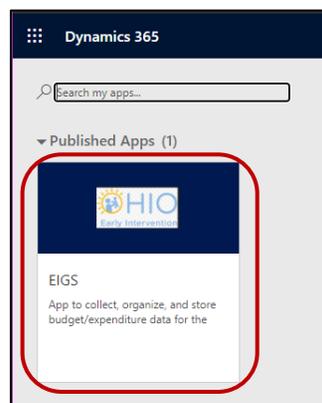


4. Click the **EIGS** tile.



You may need to disable pop-up blockers for the application to load.

5. Prior to launching EIGS, a screen will appear listing all the **Published Apps** your user profile has access to view. Click on the **EIGS** app to open.



Navigating the Dashboard

When you first open the EIGS application, you will see the Dashboard. It will show your current budget and its status, which should be **Approved**.

County Data Entry Dashboard ▾

Budgets

ALLE ▾
2021 ▾
View

County	Status	Budget Amount	Allocation Amount
View ↗	Approved	\$ 300,000.00	\$ 300,000.00

It will also display your current expense report on the right, as well as prior reports from the current year.

The expense report's status will begin as **In Progress**.

To edit the expense report, click **View**.

Expense Records

	Period	Expense Total	Funding Source	Status
View ↗	October 2020	\$ 0.00		In Progress

Expense Extension

Period to Extend:

Enter reason for Extension here:

Submit

Navigating an Expense Report

At the top of the screen, you will see the name of the **County**, the **Status**, and the total **Allocation** amount for the grant. This expense report is **In Progress**.

Below, you will see:

1. The report **Period** (reflecting the prior month).
2. The **Funding Source**. This is blank – DODD will update after the report has been processed for payment.

Adams-Expense-Oct In Progress Status In Progress County Status --- Funding Source Text \$500,000.00 Allocation

Expenses

Expense Main Personnel Contract Equipment Other Direct Cost Indirect Cost Offsets Program Consultant ...

🔒 Period Oct-2020 1

🔒 Funding Source --- 2

The header reflects budget and expense data for the current grant year, including:

1. The total **Budget Amount**. This matches your allocation.
2. The **Current Period Total** tracks all expenses included on the current report. This is updated when you click **Save**.
3. The **Year to Date** amount shows cumulative expenses from all previous expense reports for the associated fiscal year.
4. The **Amount Remaining** field displays the remainder of your total budget that is unspent, including expenses from the current period. The **% Remaining** reflects this as well.
5. Any offsets included in the current report are listed in the **Offset Current Period** field, as well as the year to date offsets (**YTD Offset**) from prior reports.

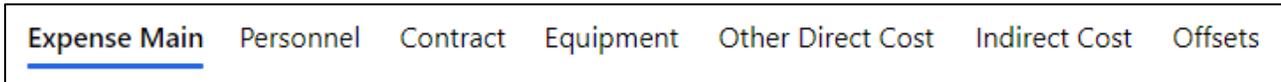
Expense	1	2	3	4	5
Budget Amount:	\$0.00	Current Period Total:	\$0.00	Year to Date:	\$0.00
Amount Remaining:	\$0.00	% Remaining:	0.00 %	Offset Current Period:	\$0.00
YTD Offset:	\$0.00				

The expense report is organized by budget categories, including:

- **Personnel**
- **Contracts**
- **Equipment**
- **Other Direct Costs**
- **Indirect Costs**
- **Offsets**

The first five categories align with the submitted budget. The **Offsets** category is used to make corrections throughout the year.

Click each category tab at the top of the screen to see a detailed view of all expense information for specific categories.



Entering Data in an Expense Report: Personnel

To enter expense information into a category, click on the category's name. To add Personnel costs, click **Personnel** to see the detailed view of Personnel expenses.



Click **Add** to create a new employee record. *(If the category was not included in your budget, you cannot add expenses to it.)*



To enter data, click on each field and begin typing. When you are finished entering information into a field, click outside the field or hit **Enter**.



There are six required fields to complete the first time you bill for a specific employee.

- **Employee Name**
- **Job Title**
- **Total Payroll Salary**, which is the total salary cost for each employee, including non-grant funds.
- **Total Grant Salary**, which is the total salary cost that you plan to charge to the service coordination grant.
- **Total Payroll Fringe**, which is the total fringe cost for each employee, including non-grant funds.
- **Total Grant Fringe**, which is the total fringe cost that you plan to charge to the service coordination grant.

Click **Save** to save your progress and keep working. (Clicking **Save** will also update all totals.)

Click **Save & Close** to save your work and return to the expense report.

Current Period					
Total Payroll Salary	* \$40,000.00	Total Payroll Fringe	* \$5,000.00	Total Payroll Grand Total	---
Total Grant Salary	* \$20,000.00	Total Grant Fringe	* \$2,000.00	Total Grant Grand Total	---
Salary %	---	Fringe %	---	Grand Total %	---

Each employee charged to the service coordination grant will be added to the **Personnel** category. To add additional employees, click **Add** and repeat the process of entering their information. (Only do this if you plan to include the employee on the current report.)

If you have billed for an employee in a previous quarter, they will automatically appear under the **Personnel** tab.

To include costs for an employee on the current expense report, check **Include in this Period**. If there are no expenses for the employee for the current month, uncheck **Include in this Period**. The expenses for the selected employee will be removed. The totals entered for previous months for the selected employee will not be affected.

1. If you need to edit a record, first make sure the option **Include in this Period** is checked.
2. Click on the blue **Name** link of the record.

Personnel						
<input type="button" value="Add"/> <input type="button" value="Select All"/> <input type="button" value="UnSelect All"/>						
Include in this Period	Name	Job Title		Current Salary	Current Fringe	Grand Total
<input checked="" type="checkbox"/>	Warren Webber	Specialist	Total Payroll	\$0.00	\$0.00	\$0.00
1	2		Total Grant	\$0.00	\$0.00	\$0.00
			%	0.00 %	0.00 %	0.00 %

- Click on each field to make changes. Click outside the field or hit **Enter** when you have finished making changes. Click **Save** to keep your changes and continue working or click **Save & Close** to return to the expense report.

Deactivate Refresh Assign Email a Link Save Save & Close Run Report

New Personnel
Personnel

Current Period Related

General

Include In This Period Employee Name * Warren Webber

Entering Data in an Expense Report: Contract

To add Contract costs, click **Contract** to see a detailed view of Contract expenses.

Allen-Expense-Oct
Expenses

Expense Main Personnel **Contract** Equipment Other Direct Cost Indirect Cost Offsets

- Click **Add** to create a new Contract record.

Contract Add Select All UnSelect All

Include in this Period	Name	Contract Description
------------------------	------	----------------------

- There are three required fields: **Name**, **Contract Description**, and **Current Amount**. When you are finished entering information into a field, click outside the field or hit **Enter**. Click **Save** to create the record.

Save Save & Close

New Contract
Contract

Include In This Period

Name * Transportation

Contract Description * This is the contract description.

Current Amount * \$70,000.00

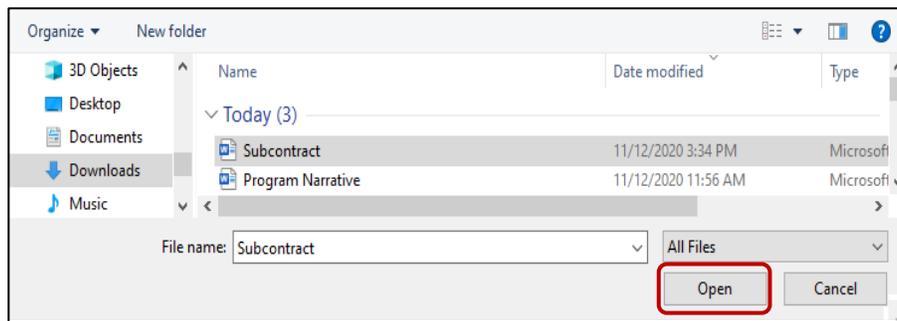
You will need to upload a copy of each Subcontract the first time that you bill for it. After clicking **Save**, a green **Browse** button will appear allowing you to add an attachment.

1. Click **Browse** to upload the document.

Attachment

Browse

2. Select your desired document and click **Open**. Click **OK**. If you receive an additional message, click **OK** again. (Your document is now uploaded and can be seen at the bottom of the page.)



3. Click **Save & Close** twice to return to your expense report.

Repeat these steps for any new contracts that need to be added to EIGS. Once a contract is created, you can simply update the amount from the main expense report page.



If you need to edit a record, first make sure the option **Include in this Period** is checked.

If there are no expenses for the selected contract for the current month, uncheck **Include in this Period**. The expenses for the selected contract will be removed. The totals entered for previous months for the selected contract will not be affected.

Contract	Add	Select All	UnSelect All						
Include in this Period	Name	Contract Description	Amount	Year To Date Amount	Attachment	Total No. of Attachments			
<input checked="" type="checkbox"/>	Transportation	This is the contract description.	\$70,000.00	0	Subcontract.docx	Browse	1		

Entering Data in an Expense Report: Equipment

To add Equipment, click **Equipment** to see the detailed view of Equipment expenses.

Allen-Expense-Oct
Expenses

Expense Main Personnel Contract **Equipment** Other Direct Cost Indirect Cost Offsets

1. Click **Add** to create a new Equipment record.

Equipment **Add** Select All UnSelect All

Include in this Period	Name	No Of Units
------------------------	------	-------------

2. Enter the **Name** of the equipment.
3. Enter the number of units in the **Number Of Units** field. (For example: if you purchased two laptops, put two as the number of units.)
4. Enter the **Total Cost** for all units.
5. Click **Save**.

5

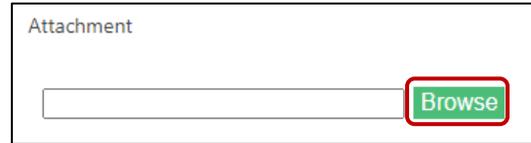
New Equipment

Tab

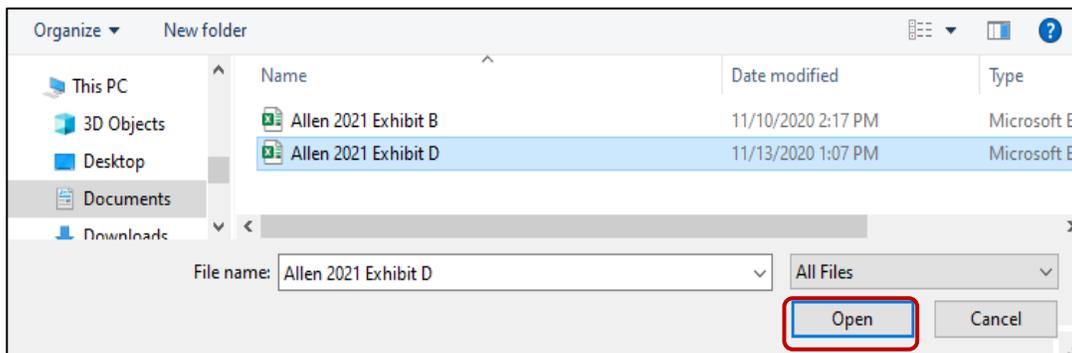
Included In This Period	*	<input checked="" type="checkbox"/>
Name	*	Laptops 2
Number Of Units	*	5 3
Total Cost	*	\$10,000.00 4
Year To Date Total Cost		---

Next, you will need to upload a copy of the DODD Fixed Asset Schedule. After clicking **Save**, a green **Browse** button will appear allowing you to add an attachment.

1. Click **Browse** to upload the document.



2. Find your Exhibit D document. Then, click **Open**. Click **OK**. If you receive an additional message, click **OK** again. (Your document is now uploaded and can be seen at the bottom of the page. Repeat these steps to upload additional supporting documentation.)



3. Click **Save & Close** twice to return to your expense report.



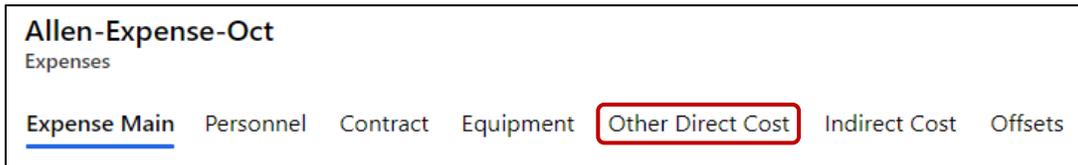
If you need to edit a record, first make sure the option **Include in this Period** is checked.

If there are no expenses for the selected equipment for the current month, uncheck **Include in this Period**. The expenses for the selected equipment will be removed. The totals entered for previous months for the selected equipment will not be affected.

Equipment	Add	Select All	UnSelect All						
Include in this Period	Name	No Of Units	Total Cost	Year To Date Total Cost	Attachment	Total No. of Attachments			
<input checked="" type="checkbox"/>	Laptops	5	\$10,000.00	0	Allen 2021 Exhibit D.xlsx	Browse	1		

Entering Data in an Expense Report: Other Direct Costs

To add Other Direct Costs, click **Other Direct Cost** to see the detailed view. You may need to scroll down to see the complete list. Direct Costs that were budgeted will automatically be check marked to be included in the expense report.



1. Uncheck **Include in this Period** for any cost Subcategory you do not wish to include in the expense report. The expenses for the selected Subcategory will be removed. The totals entered for previous months for the selected Subcategory will not be affected. *(If a box is check marked, that Subcategory must have reported expenses for the current month, or you will receive an error message.)*
2. To update amounts for a Subcategory, click on its name.

Other Direct Cost		Select All	UnSelect All				
Include in this Period	Other Direct Cost	Amount	Year To Date Amount	Attachment	Total No. of Attachments		
<input type="checkbox"/>	Client Expense (Transportation Assistance)	\$0.00	\$0.00		Browse	0	
<input type="checkbox"/>	Other	\$0.00	\$0.00		Browse	0	
<input type="checkbox"/>	Supplies	\$0.00	\$0.00		Browse	0	
<input type="checkbox"/>	Training	\$0.00	\$0.00		Browse	0	
<input type="checkbox"/>	Travel	\$0.00	\$0.00		Browse	0	
<input type="checkbox"/>	Utilities/Phone Service	\$0.00	\$0.00		Browse	0	

3. Enter the **Amount**.
4. Click **Save**.

1. To upload documentation, click **Browse**. (See screenshots in previous sections.)
2. Find your document. Then, click **Open**. Click **OK**. If you receive an additional message, click **OK** again. (Your document is now uploaded and can be seen at the bottom of the page. Be sure to click **Save** to keep your work before uploading documents.)
3. Click **Save & Close** twice to return to your expense report.



You can add multiple documents for Other Direct Costs lines, using these same steps, but you will only see the most recently uploaded document on the main expense report page.

Repeat for any other Subcategories as necessary.

If you need to edit a record, first make sure the option **Include in this Period** is checked.

Entering Data in an Expense Report: Indirect Costs

To add Indirect Costs, click **Indirect Cost** to see the detailed view.

Allen-Expense-Oct
Expenses

Expense Main Personnel Contract Equipment Other Direct Cost **Indirect Cost** Offsets

1. Click on the **Type Of Indirect Cost**. (This will match your budgeted amount – either **Federal Rate** or **Modified Cost**.)

Indirect Cost			
Type Of Indirect Cost	Rate	Amount	Year To Date Total Amount
Modified Cost <input checked="" type="checkbox"/>	8 %	\$0.00	\$ 0.00

2. Enter the **Amount**.
3. Click **Save & Close** twice to return to the expense report. (The amount will be reflected in your expense report.)

← Refresh Assign Email a Link Save **Save & Close**

New Indirect Cost 3
Indirect Cost

General Related

Type Of Indirect Cost * Modified Cost

Rate * 8 %

Amount * \$5,000.00 2

Year To Date Amount * \$0.00

Entering Data in an Expense Report: Offsets

To add Offsets, click on **Offsets** to see the detailed view. *(The Offsets category is used to correct mistakes on previous expense reports.)*

Allen-Expense-Oct
Expenses

Expense Main Personnel Contract Equipment Other Direct Cost Indirect Cost **Offsets**

1. Click **Add**.

Offset **Add**

Category	Period
----------	--------

2. Select the appropriate **Category** to offset against.
3. Enter the **Period** for the offset.
4. Enter the **Amount** to offset. *(This can be positive or negative.)*
5. Enter the **Reason**. *(This should briefly describe what the offset is correcting.)*

For example, you over-reported \$100.00 in Contracts in July. You discovered the error and want to fix the issue in the August expense report:

You would choose Contract as the Category, July 2020 as the Period, and -\$100.00 as the Amount. Also, include a brief description, such as "Incorrect July invoice amount".

6. Click **Save & Close** to return to your expense report.

← Save **Save & Close** 6

ⓘ If you are reducing the amount of a previously submitted expenditure please enter as a NEGATIVE amount.

New Offsets

General

Category	* Contract	2
Period	* September	3
Amount	* (\$100.00)	4
Reason	* Incorrect September invoice amount.	5



Your offset amount will be visible in the **Offsets** detailed view. Additionally, the offset amount will be included when calculating the expense report's **Current Period Total**.

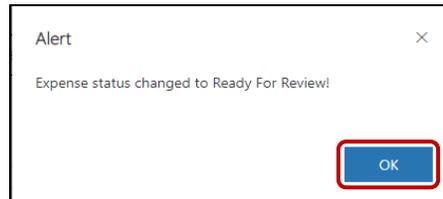
Finishing the Expense Report and Common Errors (County Data User)

When you have finished entering your data, you can mark the expense form as **Ready for Review** to allow your County Certification User to review and submit the report.

1. Scroll down.
2. You will see the **Ready for Review** field and a key icon. Click the field to change **Ready for Review** from **No** to **Yes**.

A screenshot of a web form showing a dropdown menu for 'Ready For Review'. The dropdown is open, showing 'No' as the selected option and 'Yes' as an alternative option. A red box highlights the 'Yes' option.

3. Click **OK**. The status will be updated to **Ready for Review**.

A screenshot of an alert dialog box titled 'Alert'. The message inside reads 'Expense status changed to Ready For Review!'. There is a close button (X) in the top right corner and an 'OK' button at the bottom right, which is highlighted with a red box.

Common Errors

You may receive errors when marking your expense report as **Ready for Review**. If you have multiple errors, only one error message can be shown at a time. After fixing the initial issue, any additional notifications for additional errors may appear.

- ❗ If you receive an error about totals, this means one or more items in the expense report has the **Include in this Period** option checked but does not have an amount included. This could affect multiple budget categories.

For example, if the error is with the **Other Direct Costs** category, click **Other Direct Costs** to see the detailed view. In this case, the subcategory **Supplies** has **Include in this Period** checked, but there is no amount included. To fix this error, do the following:

1. Either enter an amount or uncheck the box so that it will not be included in the expense report. Unchecking the box will not include the item in the expense report and will remove any data previously entered.
2. If entering an amount, click on the subcategory's name.
3. Enter the amount.
4. Click **Save & Close** to return to the expense report.

 If you receive an error about attachments, this means required documents are not attached to the report. This could affect multiple budget categories. To fix this error, return to the appropriate section and upload the document:

1. Click on the category name to see the detailed view.
2. To add an attachment, click **Browse**.
3. Find the document and click **Open**. Click **OK**. If you receive an additional message, click **OK** again. *(The attachment is now listed.)*
4. Click **Save** to update the report.

 Each budget category has an expense limit determined by the submitted budget. You will receive an error if the reported expenses in a category exceed 10% of the total budget for that category. Total expenses for a category include the **Current Period Total** and the **Year to Date** total.

1. Click on the category to make any necessary changes.
2. You will need to request a budget modification to spend more than 10% of the budgeted category amount.

 If the total expenses exceed the total allocation, you will receive an error as well. You cannot bill for more than your total allocation.

Once all errors have been addressed, scroll down. Change the **Ready for Review** field to **Yes**.



The system will alert you that once marked **Ready for Review** the report will be locked, and only a user with the County Certification role can make changes.

Click **OK**.

