Department of Developmental Disabilities
Division of Information Technology Services

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Reviewing & Submitting an Expense Report

User Guide

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Department of Developmental Disabilities
Division of Information Technology Services
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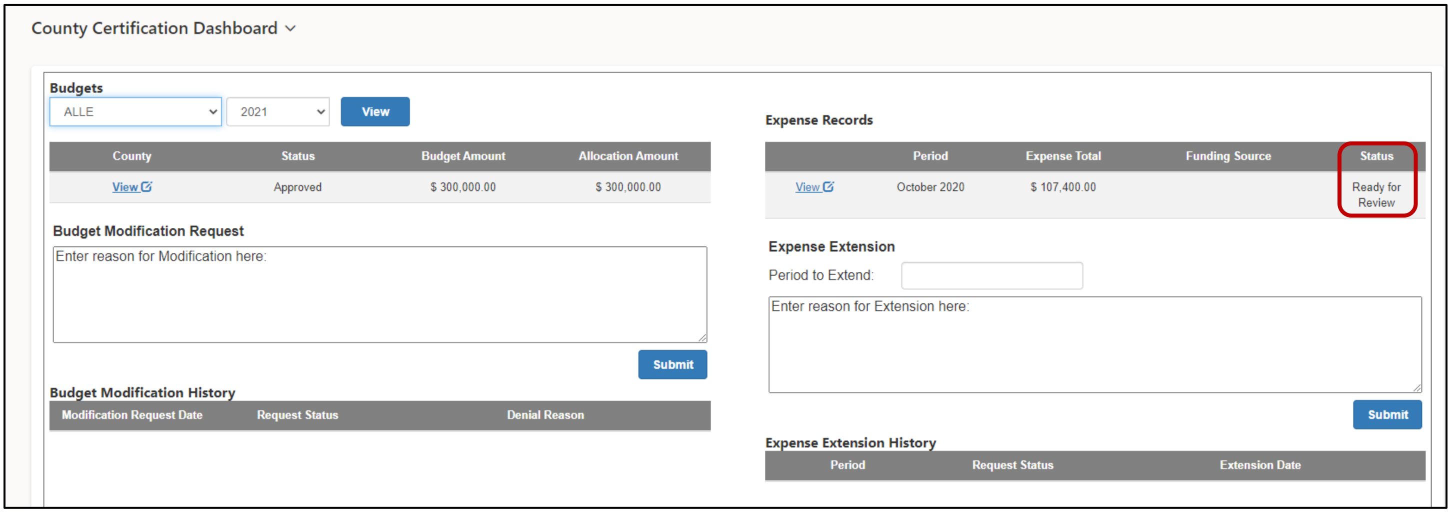
Reviewing and Submitting an Expense Report (County Certification User)

Reviewing the Expense Report

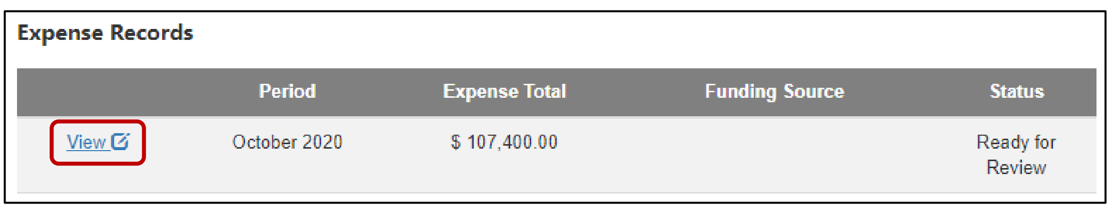
As a County Certification User, your role is to review expense reports and submit them to DODD for approval.

The **County Certification Dashboard** looks like the **County Data Entry Dashboard**.

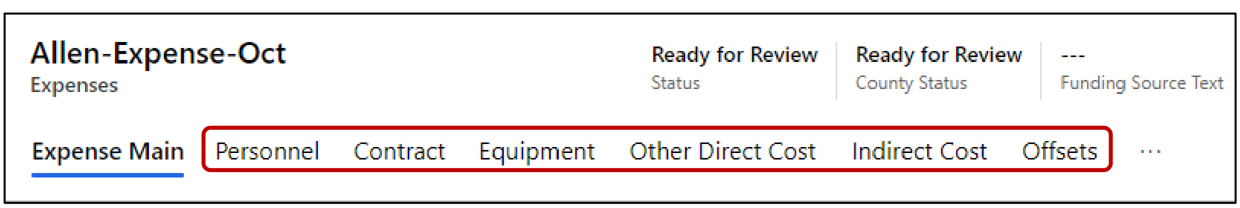


In the example above, the expense report's status is **Ready for Review**. *(The expense report can also be reviewed & submitted if the status is* ***In Progress****.)*

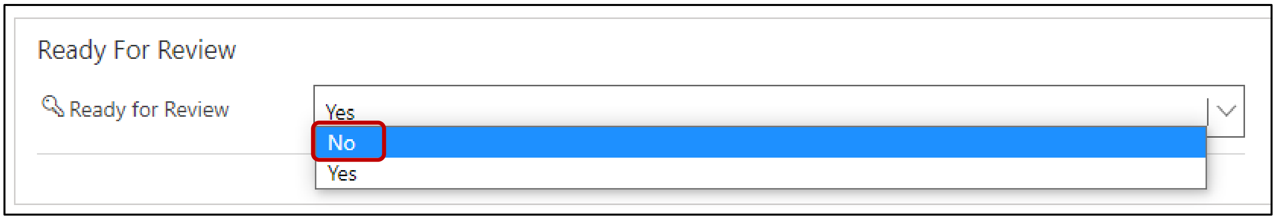
1. Click **View** to see the desired report and have the ability to review all fields of the expense report.



2. Click the category name tab listed across the top to see a detailed view of all information and expenses for each category.



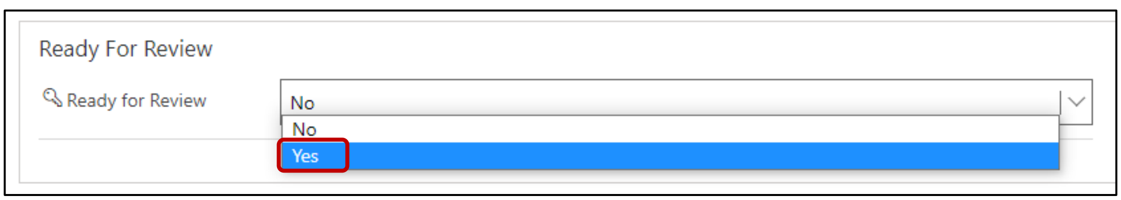
3. If you need to make an adjustment to a field, scroll down to the **Ready for Review** field on the **Expense Main** tab and change the value from **Yes** to **No**. This puts the report into the **In Progress** status.



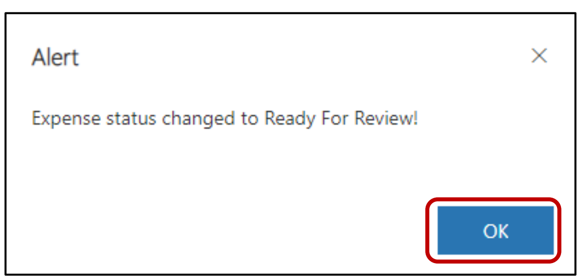
The budget is now unlocked, so you can make any changes and upload attachments.

4. When you are finished making changes or adding attachments, click **Save**.

5. Mark the expense report as **Ready for Review** on the **Expense Main** tab.



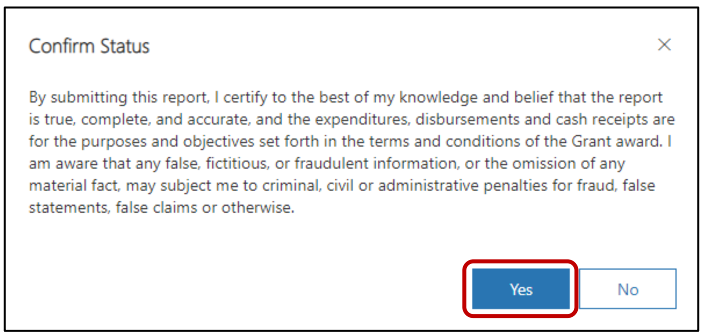
6. Click **OK**.



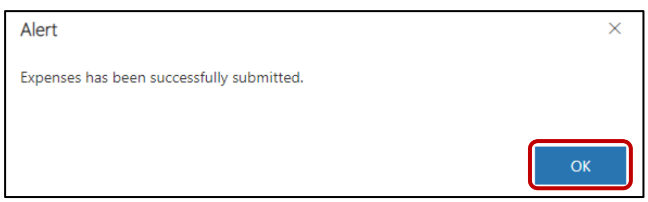
Submitting the Expense Report

1. To submit the report, scroll down and click **Submit with Expenditures**. *(Standard federal language will appear.)*

2. If you are ready to submit, click **Yes**. *(The expense report has been successfully submitted. This status is now **Submitted** and is waiting for DODD approval.)*



3. Click **OK**.



4. Click **Save & Close**. Return to the Dashboard to track the progress of the expense report.

Requesting Changes to a Submitted Expense Report

If your expense report has been submitted, but you catch an error, please contact the grant administrator immediately at EIGS@dodd.ohio.gov.

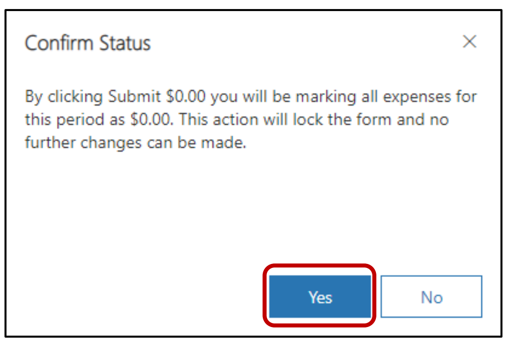
If a reimbursement has not been processed for the report in question, the administrator may be able to reopen the report for further changes. Otherwise, an offset can be included in the following month's report.

Submitting Report with no Expenditures (County Certification User)

You also have the option of submitting a report with no expenditures. There may be a month for which you do not wish to submit an expense report.

1. Scroll down to the bottom of the expense report.
2. Click the **Submit $0.00** button. *(This will clear any data and submit an expense report with $0.00 in reimbursement for the month.)*

3. On the **Confirm Status** popup message, click **Yes**.



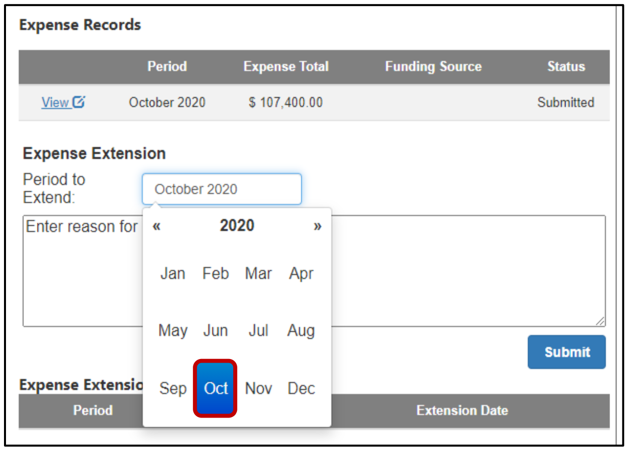
4. The expense report has been submitted. Click **OK**. *(The total for the current period is $0.00, and the status is **Submitted with No Expenditures**.)*

Requesting an Extension

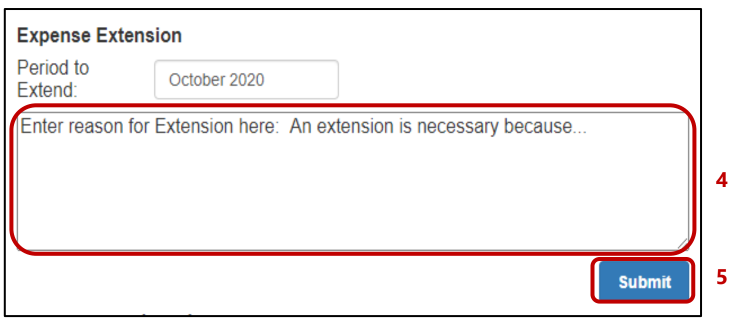
If you need additional time to complete an expense report, you can submit a request for an extension.

1. Open the Dashboard.
2. Under the **Expense Form** list, find **Expense Extension**.

3. In the **Period to Extend** box, select the year and month of the current expense report. *(The periods should match.)*



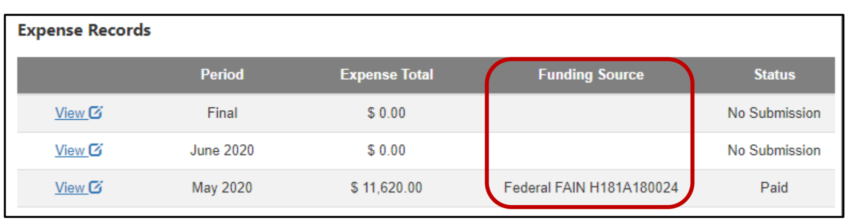
4. In the box below, briefly describe why an extension is necessary.
5. Click **Submit**.



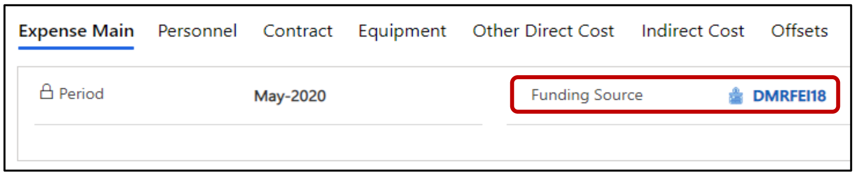
DODD will review the request. You will be notified via email if the request is granted or denied. Note that the extension request must be approved by DODD by close of business on the normal deadline (the 24th of each month). If the request is denied, you must submit your current report by the normal deadline.

Funding Source Reporting

When you log into EIGS, expense reports displayed on your dashboard have a field called **Funding Source**. This identifies the type of funding used for each expense report (such as "Federal" or "State").



The funding source can also be found on individual expense reports.



- Payments using Federal sources will include the Federal Award Identification Number (FAIN). Due to the nature of the Part C grant, there may be multiple FAINs active during a given program year.
- Payments using State sources will indicate that State General Revenue Fund (GRF) dollars are used.
- The funding source will appear blank on expense reports until DODD processes the payment.
- All expense reports with the **PAID** status will have a funding source identified. Expense reports are marked **PAID** when the DODD approval process is complete but before payments are released. *(Use the Dashboard as a resource when working with your local revenue team to correctly code deposits.)*
- Please note that each expense report refers to the program month, not the month that payments were actually issued or received. For example, a November expense report is completed by the county in December and might not be paid and/or received locally until January.
- The funding source information should augment, not replace, local efforts to track Federal and State grant funds. Please continue to use your local accounting systems to determine which expense reports to include for the purposes of Federal SEFA reporting.
- DODD continues to communicate disbursement and funding source information to the field to aid in the completion of the SEFA and other Federal reports as needed in order to assist counties in meeting the reporting requirements set forth in section 200.510 of the Uniform Guidance.