

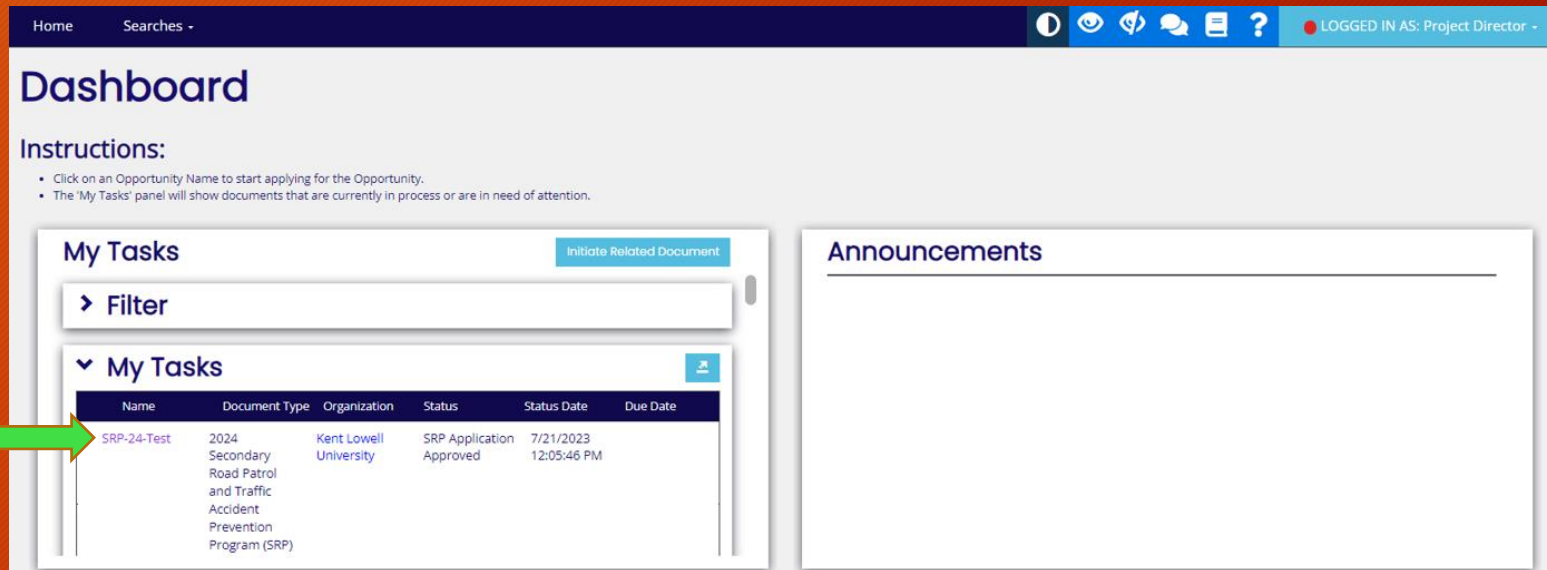
MGX Quarterly Reimbursement Request

How to Complete a Quarterly Reimbursement Request

Home Page

Important Note: A Quarterly Reimbursement Request can only be submitted by the Project Director, Primary Contact, Financial Officer, or Program Staff

- Select the applicable SRP project from the My Tasks panel
- If you do not see the My Tasks panel, select your name in the top right corner and click **Edit Dashboard**



The screenshot shows a web application dashboard. At the top, there is a navigation bar with 'Home' and 'Searches -'. On the right side of the navigation bar, there are several icons (user profile, eye, speech bubble, document, question mark) and a status indicator 'LOGGED IN AS: Project Director -'. Below the navigation bar, the main content area is titled 'Dashboard'. Under 'Dashboard', there are 'Instructions:' and two panels: 'My Tasks' and 'Announcements'. The 'My Tasks' panel has a 'Filter' dropdown and a table with the following data:

Name	Document Type	Organization	Status	Status Date	Due Date
SRP-24-Test	2024 Secondary Road Patrol and Traffic Accident Prevention Program (SRP)	Kent Lowell University	SRP Application Approved	7/21/2023 12:05:46 PM	

A green arrow points to the 'SRP-24-Test' entry in the table. The 'Announcements' panel is currently empty.

Related Documents

- On the left side panel scroll to the bottom and click **Initiate Related Doc**

Home Searches -

SRP-24-Test

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Account Transactions

Document Messages

Related Documents

Initiate Related Doc

Document Landing Page

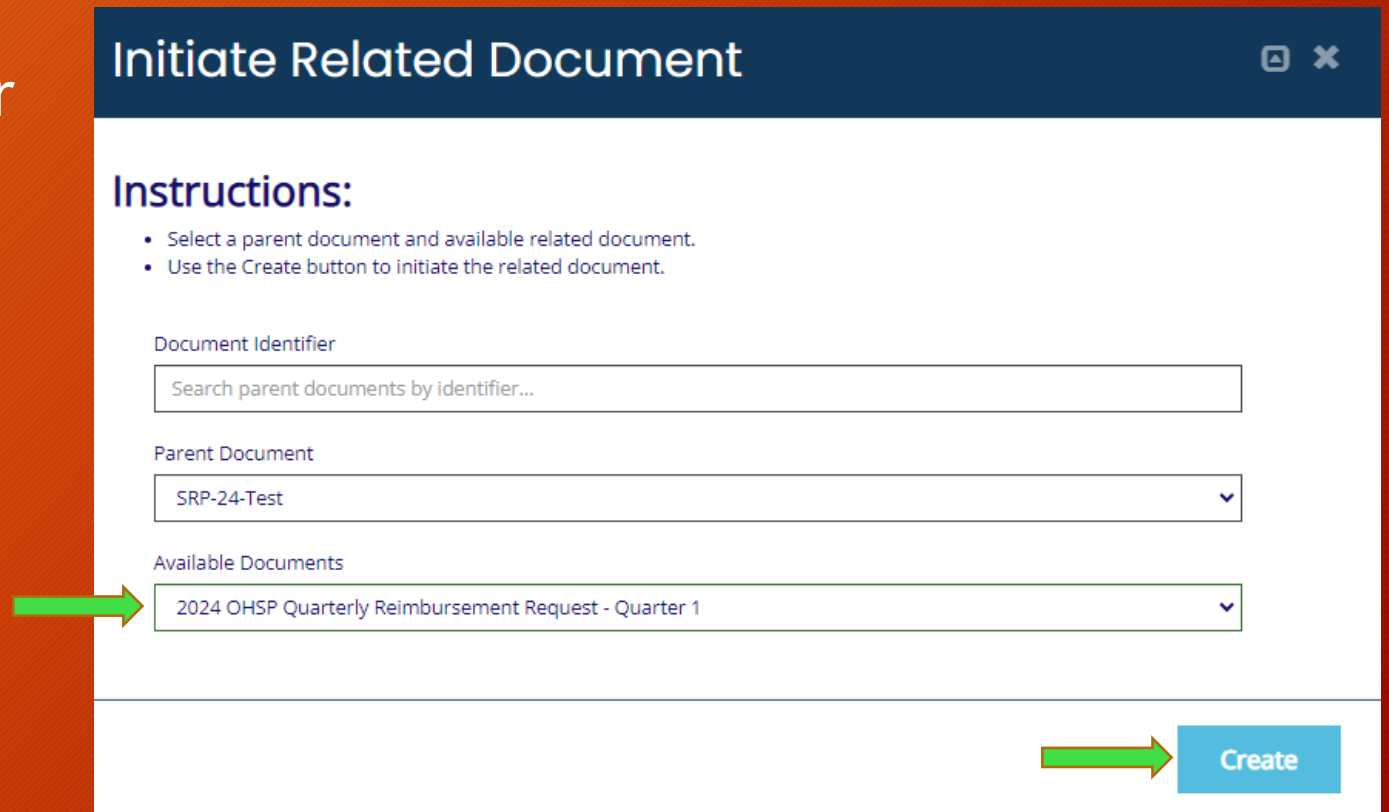
Instructions:

- View document details.

Template 2024 Secondary Road Patrol and Traffic Accident Prevention Program (SRP)	Instance 2024 Secondary Road Patrol Program (SRP)
Document Name SRP-24-Test	Document Status SRP Application Approved
Organization Kent Lowell University	Your Role Agency Project Director

Initiate Report

- Select Quarterly Reimbursement Request for the appropriate quarter in the Available Documents drop down menu
- Click **Create**



Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier

Parent Document

Available Documents

Proceed

- Click **Proceed**

2024 OHSP Quarterly Reimbursement Request – Quarter 1

Provided By:	MIMSP_OHSP Provider Org
Provided To:	Kent Lowell University
OHSP Financial Reporting Availability Dates:	7/1/2023 12:00:00 AM -
Due Date:	N/A

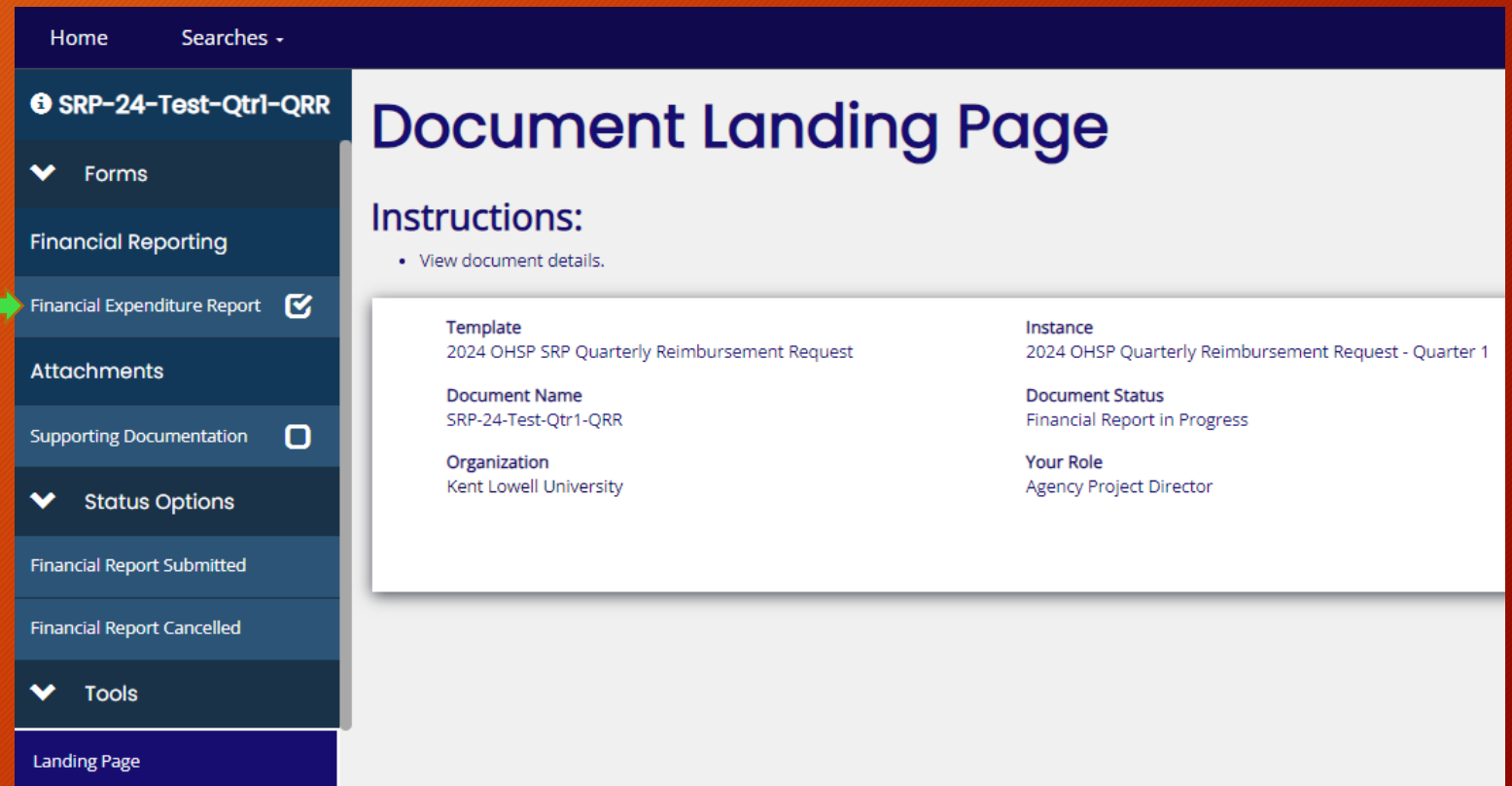


Proceed

Cancel

Financial Expenditure Report

- At the top of the left side panel select Financial Expenditure Report



The screenshot displays a web application interface with a dark blue header and a left sidebar. The header contains 'Home' and 'Searches -'. The sidebar lists several menu items: 'SRP-24-Test-Qtr1-QRR' (with an information icon), 'Forms', 'Financial Reporting', 'Financial Expenditure Report' (with a checkmark icon and a green arrow pointing to it), 'Attachments', 'Supporting Documentation' (with a square icon), 'Status Options', 'Financial Report Submitted', 'Financial Report Cancelled', 'Tools', and 'Landing Page'. The main content area is titled 'Document Landing Page' and includes 'Instructions:' with a link 'View document details.'. Below this is a table with document details.

Template 2024 OHSP SRP Quarterly Reimbursement Request	Instance 2024 OHSP Quarterly Reimbursement Request - Quarter 1
Document Name SRP-24-Test-Qtr1-QRR	Document Status Financial Report in Progress
Organization Kent Lowell University	Your Role Agency Project Director

Report Information

- Scroll to the bottom of the Financial Expenditure Report page and enter expenditures by category
- Enter Additional Comments if necessary
- Click **Next Form**

Home Searches -

SRP-24-Test-Qtrl-QRR

Forms

Financial Reporting

Financial Expenditure Report

Attachments

Supporting Documentation

Status Options

Financial Report Submitted

Financial Report Cancelled

Tools

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Modification Summary

Document Validation

Instructions

- Enter period expenditures for each column. Report in exact dollar values.
- Enter any corrections that need to be made for expenditures reported in previously submitted claims.
- **Expenditures** may not be negative.
- **Corrections** may be either positive or negative.
- NOTE: For negative numbers, use a minus sign (-) in the following format: -#,###.##
- Click **Save** to calculate and store updated total amounts.

Budget Categories	State			
	Expenditures	Corrections	Period Expenditures Total	YTD Expenditures Total
Personnel	\$ 0.00	\$	\$0.00	\$0.00
Operating	\$ 0.00	\$	\$0.00	\$0.00
Equipment	\$ 0.00	\$	\$0.00	\$0.00
Automotive	\$ 0.00	\$	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Reimbursement requested this period for this financial report \$0.00

Additional Information

Instructions

- Use the state provided below to enter any supplemental information about expenditures entered for this period.
- If corrections were entered for any budget category, include an explanation of why will be required.

Additional Information/Correction Description

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Next Form >

Supporting Documentation

- Upload and provide a title for supporting documents
- Uploading a General Ledger is required
- Click **Save**

Supporting Documentation

Advanced View | New Note | Print | Save

➤ Attention

Instructions

- Use the space provided below to enter a descriptive title for each supporting documentation file to be uploaded that will be supplemental to this application.
- To attach files:
 - Click the **Select** button to open File Explorer.
 - Search for the file to upload, and click **Open** in File Explorer.
 - Once the file is selected, the path to the file will appear in the **Document Source** field.
 - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

- Use the add/delete [+] / [-] buttons at the end of each row to attach/detach additional files.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- The **combined total** of attached documents cannot exceed 10MB **per Save** (*large files should be attached one at a time*). However, the total size of all uploads at page completion may exceed 10MB.
- Attachments larger than 10MB will not be accepted.

Title	Document Source
General Ledger	<input type="button" value="Select"/> Drag Files Here *
	<input type="button" value="Select"/> Drag Files Here +

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Submit Reimbursement Request

- On the left side panel scroll to the bottom and click **Financial Report Submitted**

SRP-24-Test-Qtr1-QRR

- Forms
 - Financial Reporting
 - Financial Expenditure Report
 - Attachments
 - Supporting Documentation**
- Status Options
 - Financial Report Submitted** ←
 - Financial Report Cancelled
- Tools
 - Landing Page
 - Add/Edit People
 - Status History
 - Attachment Repository

Supporting Documentation

Instructions

- Use the space provided below to enter a descriptive title for each supporting document.
- To attach files:
 - Click the **Select** button to open File Explorer.
 - Search for the file to upload, and click **Open** in File Explorer.
 - Once the file is selected, the path to the file will appear in the text box.
 - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf**

NOTE: When the file is named to be uploaded, **DO NOT** leave a blank space in the file name. The descriptive title entered does not have to be the same as the file name.

- Use the add/delete [+] / [-] buttons at the end of each row to attach/delete documents.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- The **combined total** of attached documents cannot exceed 10MB per page completion may exceed 10MB.
- Attachments larger than 10MB will not be accepted.

Title

General Ledger

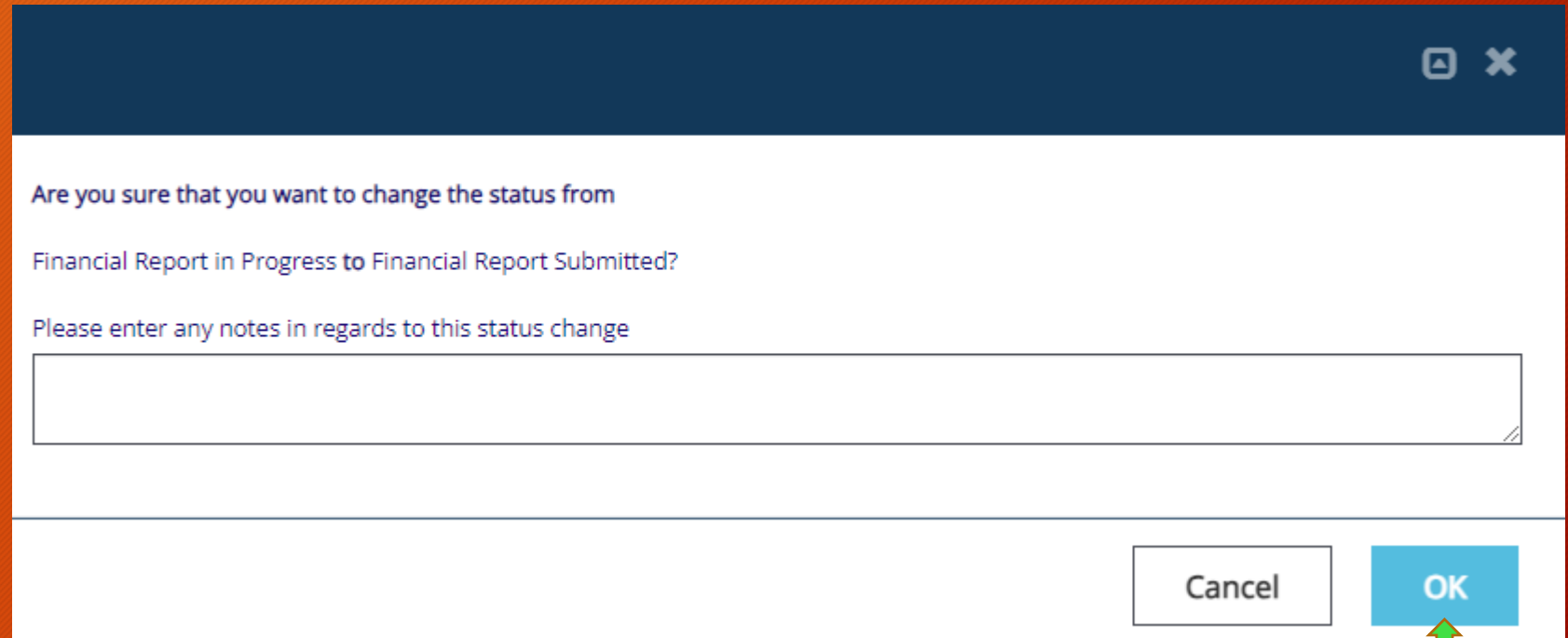
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NOTE: Using the navigation buttons at the bottom of the page will auto-save your work.

- Completion of this page is required for document submission if the reimbursement request is submitted.

Submit Report

- Click **OK**



Are you sure that you want to change the status from
Financial Report in Progress to Financial Report Submitted?

Please enter any notes in regards to this status change

Cancel OK

A confirmation dialog box with a dark blue header containing window control icons. The main content area is white and contains a question about changing the status of a financial report. Below the question is a text input field for notes. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A green arrow points to the 'OK' button.

Confirm Submission

- To confirm that your Financial Status Report was submitted successfully, click **Status History** under Tools on the left side panel
- If you see “Financial Report Submitted” and “Financial Report Review in Progress”, then your Reimbursement Request has been successfully submitted

SRP-24-Test-Qtr1-QRR

Attachments

Supporting Documentation

▼ Status Options

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Document Status History

Instructions:

- View or export document status history.

▼ Document Status History

Status	Date/Time	Person
Financial Report in Progress	1/4/2024 2:05:26 PM	Project Director
Financial Report Submitted	1/4/2024 2:14:45 PM	Project Director
Financial Report Review in Progress	1/4/2024 2:14:46 PM	Project Director

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Modifications

- If the OHSP requires any modifications to be made, you will be notified by email
- Visit the Notes page to view the modifications requested by the OHSP
- After all modifications have been made, click **Financial Report Modifications Submitted**

SRP-24-Test-Qtr1-QRR

Supporting Documentation

▼ Status Options

Financial Report Modifications Submitted

Financial Report Cancelled

▼ Tools

Landing Page

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Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Landing

Instructions:

- View document details.

Template
2024 OHSP SRP Quarterly Reimbursement Request

Document Name
2024-SRP-20-Qtr1-QRR

Organization
Crawford County Sheriff's Office (SRP)