



## **Initial User Guide**

Minnesota Department of Human Services

### **Enterprise Grants Management System (EGMS)**

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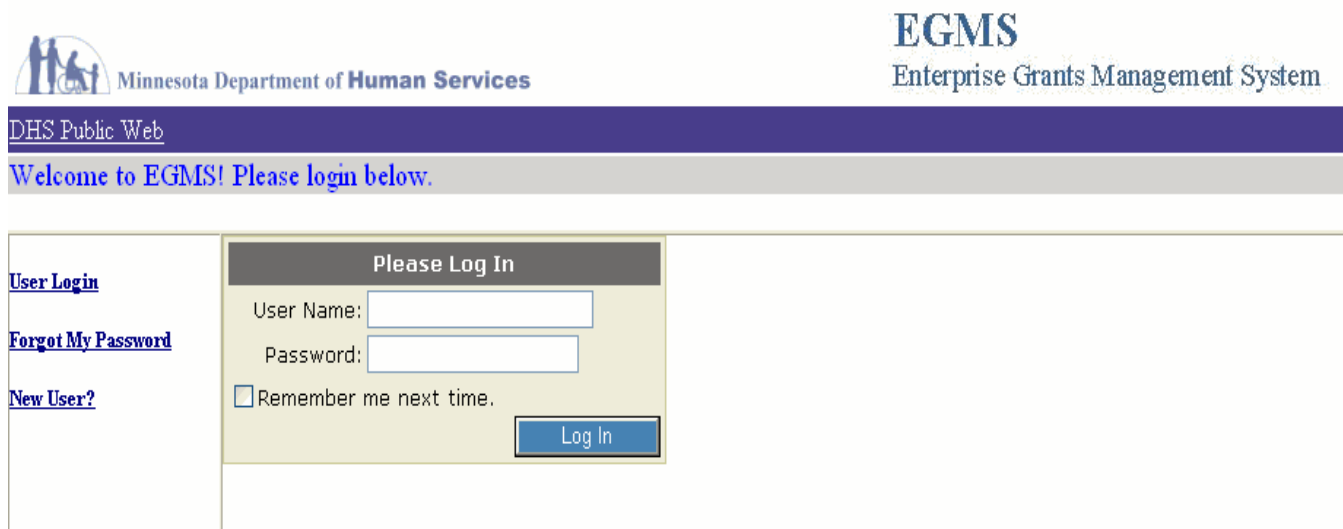
## Section One: Introduction

Welcome to the Enterprise Grants Management System (EGMS). This guide is intended to get new grantee users started in EGMS. You will be using this system to report your quarterly expenses and/or your quarterly local share (match).

## Section Two: Registering and Logging in

Grantees will access EGMS through the internet. The website address for EGMS is:  
<http://egms.dhs.state.mn.us>

This will bring you to the login screen.



Minnesota Department of Human Services

**EGMS**  
Enterprise Grants Management System

DHS Public Web

Welcome to EGMS! Please login below.

[User Login](#)

[Forgot My Password](#)

[New User?](#)

**Please Log In**

User Name:

Password:

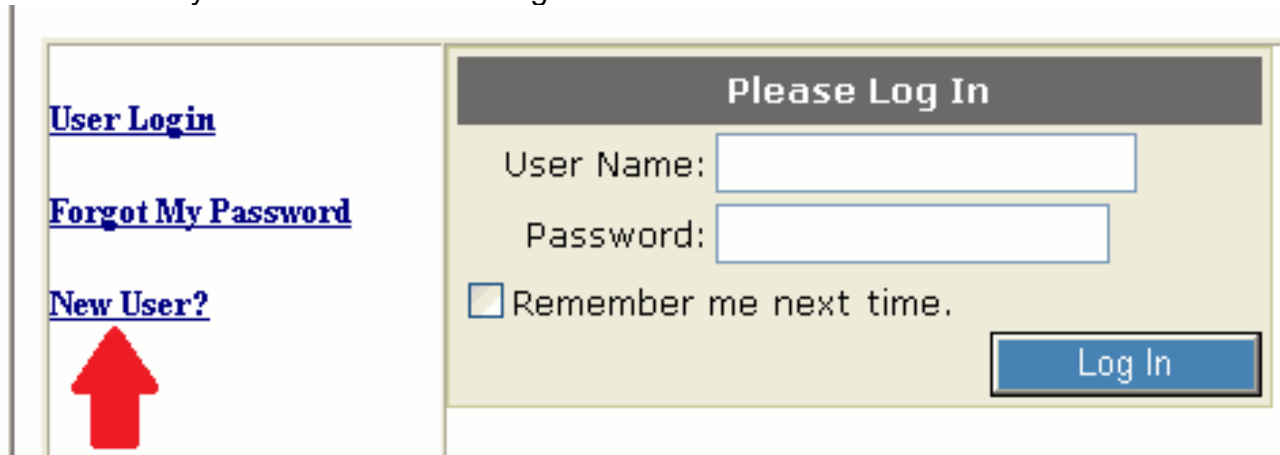
Remember me next time.

Log In

### Registering a New User ID

#### Step One: Click on the “New User?” Link

This will take you to the New User Registration screen.



**User Login**

**[Forgot My Password](#)**

**[New User?](#)**

**Please Log In**

User Name:

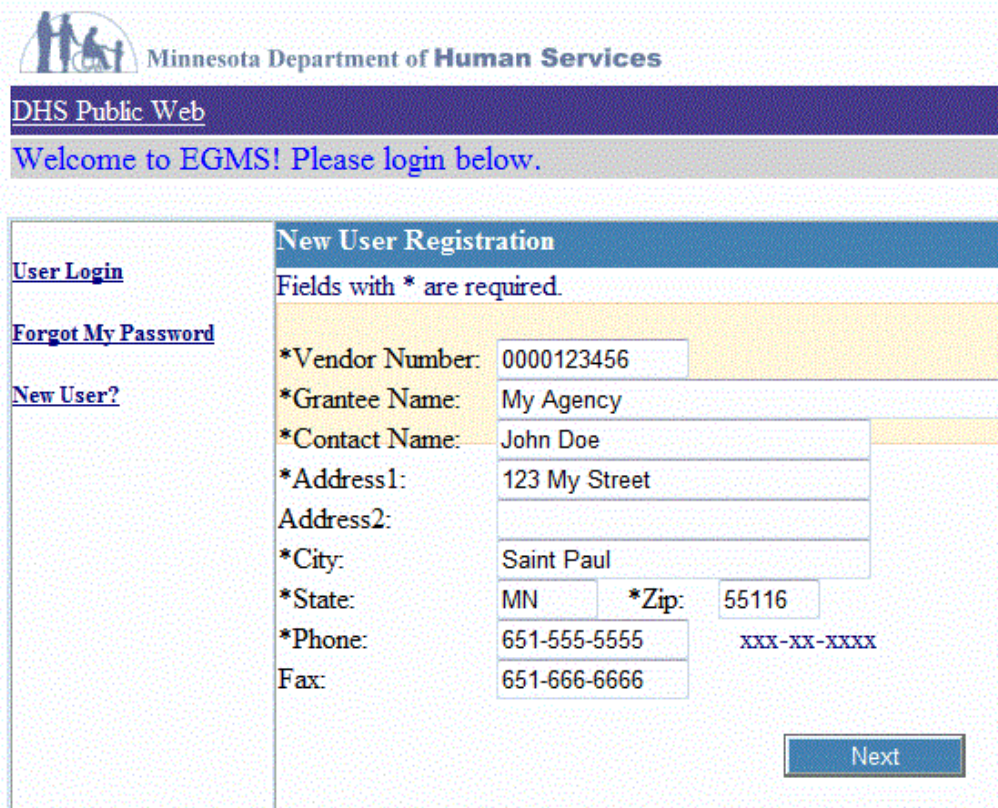
Password:

Remember me next time.

Log In

## Step Two: Fill in all required fields

Fill in the information and press the Next button.



Minnesota Department of **Human Services**

DHS Public Web

Welcome to EGMS! Please login below.

[User Login](#)

[Forgot My Password](#)

[New User?](#)

### New User Registration

Fields with \* are required.

\*Vendor Number: 0000123456

\*Grantee Name: My Agency

\*Contact Name: John Doe

\*Address1: 123 My Street

Address2:

\*City: Saint Paul

\*State: MN \*Zip: 55116

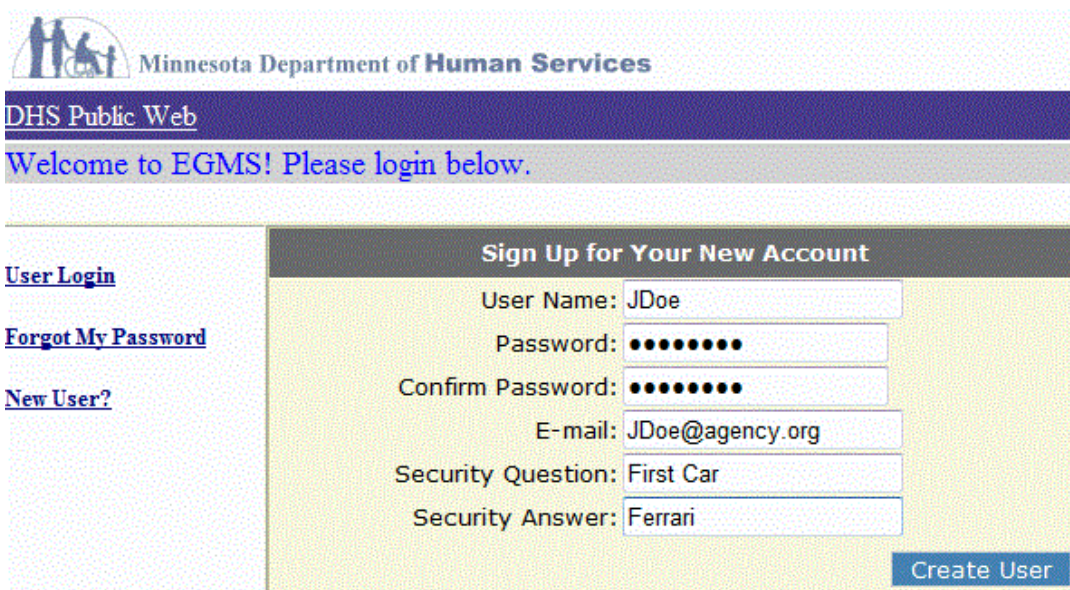
\*Phone: 651-555-5555 XXX-XX-XXXX

Fax: 651-666-6666

Next

## Step Two: Fill in all required fields

Fill in the information and press the Create User button.



Minnesota Department of **Human Services**

DHS Public Web

Welcome to EGMS! Please login below.

[User Login](#)

[Forgot My Password](#)

[New User?](#)

### Sign Up for Your New Account

User Name: JDoe

Password: ●●●●●●●●

Confirm Password: ●●●●●●●●

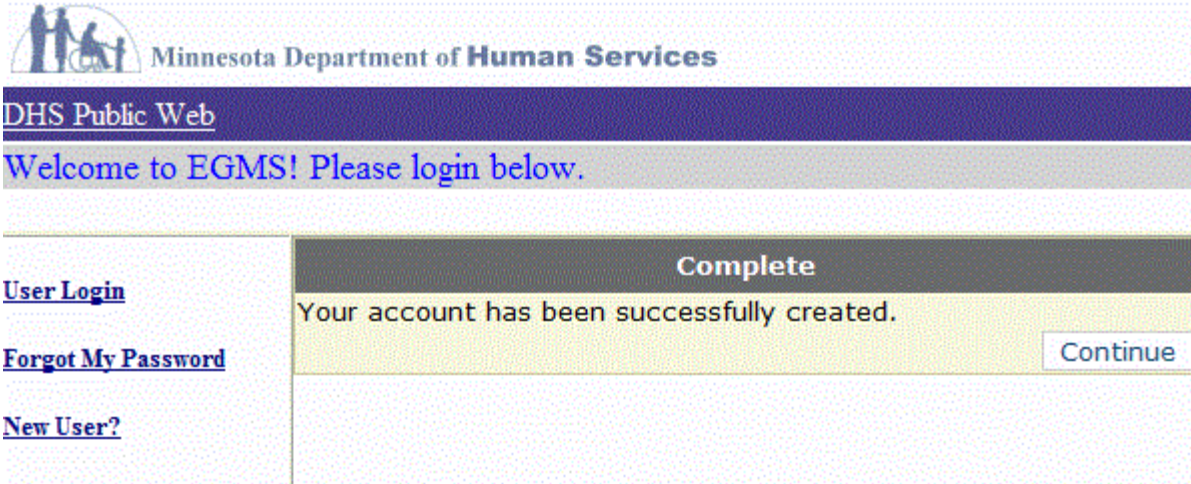
E-mail: JDoe@agency.org

Security Question: First Car


Security Answer: Ferrari

Create User

## New User Registration is Complete



The screenshot shows the top of the Minnesota Department of Human Services website. It features the department's logo and name, a navigation bar for the 'DHS Public Web', and a welcome message for EGMS users. A central confirmation box with a dark header and light background states that the account creation is complete. To the left of this box are links for 'User Login', 'Forgot My Password', and 'New User?'. A 'Continue' button is located in the bottom right corner of the confirmation box.

 Minnesota Department of **Human Services**

[DHS Public Web](#)

Welcome to EGMS! Please login below.

[User Login](#)

[Forgot My Password](#)

[New User?](#)

**Complete**

Your account has been successfully created.

[Continue](#)

The Department of Human Services will review the registration request and will email you a confirmation once it is ready to use. If you have any questions regarding the status of your registration please DHS contact.

## **Section Three: Reporting Expenditures**

### **Reporting Expenditures Summary**

#### **Step One: Select Grant**

You may report expenditures by clicking on the “Report Expenditures” in the My Grants list view. Be sure you select the correct Grant Contract.

#### **Step Two: Select Budget Period**

Click on select for the Budget Period which includes the dates you wish to report.

#### **Step Three: Select the Reporting Period**

Click on the reporting period which corresponds to the period you wish to report.

#### **Step Four: Enter Expenditure Report**

Enter your expenditure in the appropriate line item. Be sure you are entering in the correct expenditures in State Share and in Local Share if your grant has both to report.

#### **Step Five: Check Totals**

At the bottom of the expenditure entry page there is a button to check total. The check total will total up the entered column so that you may check to make sure the total matches the source documents.

#### **Step Six: Submit Report**

Pushing the Submit Report will send the report to DHS for approval.

## Reporting Expenditures Detail

### Step One: Select Grant

You may report expenditures by clicking on the "Report Expenditures" in the My Grants list view. Be sure you select the correct Grant Contract.

Minnesota Department of **Human Services**

**EGMS**  
Enterprise Grants Management System

Hello, Leni Wilcox. Welcome to EGMS.

My Page | Change Password | My Profile | [Log Out](#)

My Grants

|   | Number | Vendor Number | Title                             | Begin Date | End Date | Amount      | Budget Setup Date |
|---|--------|---------------|-----------------------------------|------------|----------|-------------|-------------------|
| <a href="#">View</a> <a href="#">Report Expenditure</a> | 442011 | 07975000825   | DHS10/WILDER FOUNDATION/J PEICHEL | 9/7/2009   | 9/6/2010 | \$25,465.00 | 9/29/2009         |

### Step Two: Select Budget Period

Click on select for the Budget Period which includes the dates you wish to report.

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Enterprise Grants Management System

Welcome

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| Number               | Vendor Number | Title       | Begin Date                        | End Date | Amount   |             |
|----------------------|---------------|-------------|-----------------------------------|----------|----------|-------------|
| <a href="#">View</a> | 442011        | 07975000825 | DHS10/WILDER FOUNDATION/J PEICHEL | 9/7/2009 | 9/6/2010 | \$25,465.00 |

Select a Budget Period

| GC Number              | Start Date | End Date | Total Budget Amount |             |
|------------------------|------------|----------|---------------------|-------------|
| <a href="#">Select</a> | 442011     | 9/7/2009 | 9/6/2010            | \$25,465.00 |

### Step Three: Select the Reporting Period.

Click on the reporting period which corresponds to the period you wish to report.



Minnesota Department of Human Services

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Enterprise Grants Management System

Welcome

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|                      | Number | Vendor Number | Title                             | Begin Date | End Date | Amount      |
|----------------------|--------|---------------|-----------------------------------|------------|----------|-------------|
| <a href="#">View</a> | 442011 | 07975000825   | DHS10/WILDER FOUNDATION/J PEICHEL | 9/7/2009   | 9/6/2010 | \$25,465.00 |

Select a Budget Period

|                        | GC Number | Start Date | End Date | Total Budget Amount |
|------------------------|-----------|------------|----------|---------------------|
| <a href="#">Select</a> | 442011    | 9/7/2009   | 9/6/2010 | \$25,465.00         |

Select a Reporting Period

|                                    | Start Date | End Date   | Report Due Date | Cash Advance | Expenditures  |
|------------------------------------|------------|------------|-----------------|--------------|---|
| <a href="#">Report Expenditure</a> | 9/7/2009   | 9/30/2009  | 10/10/2009      | \$0.00       | No expenditures reported for this reporting period. |
| <a href="#">Report Expenditure</a> | 10/1/2009  | 12/31/2009 | 1/10/2010       | \$0.00       | No expenditures reported for this reporting period. |
| <a href="#">Report Expenditure</a> | 1/1/2010   | 3/31/2010  | 4/10/2010       | \$0.00       | No expenditures reported for this reporting period. |
| <a href="#">Report Expenditure</a> | 4/1/2010   | 6/30/2010  | 7/10/2010       | \$0.00       | No expenditures reported for this reporting period. |
| <a href="#">Report Expenditure</a> | 7/1/2010   | 9/6/2010   | 9/16/2010       | \$0.00       | No expenditures reported for this reporting period. |

### Step Four: Enter Expenditure Report

Enter your expenditure in the appropriate line item. Be sure you are entering in the correct expenditures for State Share and the correct expenditures for Local Share.

|                                     |               |                           |                    |                         |                    |  |               |              |
|-------------------------------------|---------------|---------------------------|--------------------|-------------------------|--------------------|--|---------------|--------------|
| 81 Community Services - State Share |               | Expenditure Type          | Budget Amount      | Total Expenditures BPTD | Available          | Reporting Period: 4/1/2009 - 6/30/2009 | Shared Budget | Variance (%) |
|                                     | 100           | Communication & utilities | \$300.00           | \$93.00                 | \$207.00           | <input type="text"/>                   | False         | 10           |
|                                     |               | Supplies                  | \$1,100.00         | \$960.00                | \$140.00           | <input type="text"/>                   | False         | 10           |
|                                     | 100           | Contracts                 | \$68,000.00        | \$49,270.00             | \$18,730.00        | <input type="text"/>                   | False         | 10           |
|                                     |               | Other                     | \$6,300.00         | \$4,990.00              | \$1,310.00         | <input type="text"/>                   | False         | 10           |
|                                     | <b>Total:</b> |                           | <b>\$75,700.00</b> | <b>\$55,313.00</b>      | <b>\$20,387.00</b> |  |               |              |
| Community Services - Local Share    |               | Expenditure Type          | Budget Amount      | Total Expenditures BPTD | Available          | Reporting Period: 4/1/2009 - 6/30/2009 | Shared Budget | Variance (%) |
|                                     | 100           | Personnel                 | \$60,488.00        | \$58,525.00             | \$1,963.00         | <input type="text"/>                   | False         | 100          |
|                                     |               | Travel                    | \$5,040.00         | \$8,270.00              | (\$3,230.00)       | <input type="text"/>                   | False         | 100          |
|                                     | 100           | Communication & utilities | \$2,324.00         | \$1,842.00              | \$482.00           | <input type="text"/>                   | False         | 100          |
|                                     |               | building space            | \$4,800.00         | \$3,600.00              | \$1,200.00         | <input type="text"/>                   | False         | 100          |

### Step Five: Check Totals

At the bottom of the expenditure entry page there is a button to check total. The check total will total up the entered column so that you may check to make sure the total matches the source documents.

|   |                           |                      |                                |                    |   |                      |                     |            |
|---|---------------------------|----------------------|--------------------------------|--------------------|---|----------------------|---------------------|------------|
|   | Supplies                  | \$1,100.00           | \$800.00                       | \$1,100.00         | 170   | False                | 10                  | 100        |
|   | Contracts                 | \$68,000.00          | \$49,270.00                    | \$18,730.00        | 18730   | False                | 10                  | 100        |
|   | Other                     | \$6,300.00           | \$4,990.00                     | \$1,310.00         | 1310  | False                | 10                  | 100        |
|   | <b>Total:</b>             | <b>\$75,700.00</b>   | <b>\$55,313.00</b>             | <b>\$20,387.00</b> | <b>\$20,387.00</b>                            |                      |                     |            |
| <b>Community Services - Local Share</b>   |                           |                      |                                |                    |   |                      |                     |            |
|   | <b>Expenditure Type</b>   | <b>Budget Amount</b> | <b>Total Expenditures BPTD</b> | <b>Available</b>   | <b>Reporting Period: 4/1/2009 - 6/30/2009</b> | <b>Shared Budget</b> | <b>Variance (%)</b> | <b>RI%</b> |
|   | Personnel                 | \$60,488.00          | \$58,525.00                    | \$1,963.00         | 32978   | False                | 100                 | 0          |
|   | Travel                    | \$5,040.00           | \$8,270.00                     | (\$3,230.00)       | 3033  | False                | 100                 | 0          |
|   | Communication & utilities | \$2,324.00           | \$1,842.00                     | \$482.00           | 605   | False                | 100                 | 0          |
|   | building space            | \$4,800.00           | \$3,600.00                     | \$1,200.00         | 1200  | False                | 100                 | 0          |
|   | Supplies                  | \$600.00             | \$428.00                       | \$172.00           | 200   | False                | 100                 | 0          |
|   | Contracts                 | \$12,100.00          | \$13,925.00                    | (\$1,825.00)       | 5625  | False                | 100                 | 0          |
|   | Other                     | \$2,000.00           | \$830.00                       | \$1,170.00         |   | False                | 100                 | 0          |
|   | <b>Total:</b>             | <b>\$87,352.00</b>   | <b>\$87,420.00</b>             | <b>(\$68.00)</b>   | <b>\$43,641.00</b>                            |                      |                     |            |
| <b>Total expenditures for this Reporting Period: \$64,028.00</b>  |                           |                      |                                |                    |   |                      |                     |            |
| <input type="button" value="Submit Report"/> <input type="button" value="Cancel"/> <input type="button" value="Check Total"/> |                           |                      |                                |                    |   |                      |                     |            |



### Step Six: Submit Report

Select the Submit Report button to send the report to DHS for approval.

## **Section Four: Expenditure Report Revisions**

Grantees may revise expenditure reports through EGMS. The expenditure report will not update until it has been approved. The steps to complete an expenditure report revision are outlined below.

### **Expenditure Report Revision Summary**

#### **Step One: Select View Expenditure Report**

Click on “View Expenditure Report” in the budget period you wish to revise.

#### **Step Two: Select Edit next to the Current Report**

Click on the “Edit Report” link located next to the Current Report for the period you wish to revise.

#### **Step Three: Select Revise Report**

Scroll down to bottom and click on the “Revise Report” button.

#### **Step Four: Enter revised expenditure report**

Enter the new expenditure amounts for all lines in the boxes for each line item. EGMS automatically fills in the current expenditure amounts to assist you. You only need to update the line items which are changing.

#### **Step Five: Summit the expenditure report revision**

Scroll down to bottom of the page and press the Save button to submit the expenditure report revision. This completes the expenditure report revision request.

## Expenditure Report Revision Detail

### Step One: Select View Expenditure Report

Click on "View Expenditure Report" in the budget period you wish to revise.

Minnesota Department of **Human Services**

Hello, **Welcome to EGMS.**

My Page | Change Password | My Profile | **Log Out**

**Grant Contract Detail** [Back To MyPage](#)

Budget Periods

|                             |   |                              | ID  | GC Number | Start Date | End Date |
|-----------------------------|---|------------------------------|-----|-----------|------------|----------|
| <a href="#">View Budget</a> | <a href="#">View Expenditure Report</a> | <a href="#">View Payment</a> | 729 | 442011    | 9/7/2009   | 9/6/2010 |
|                             |   |                              |     |           |            |          |

### Step Two: Select Edit next to the Current Report

Click on the "Edit Report" link located next to the Current Report for the period you wish to revise.

For Budget Period: 9/7/2009 - 12/31/2010

|                             | Start Date | End Date   | Due Date   | Report Type    | Report Status | Submitted Date |
|-----------------------------|------------|------------|------------|----------------|---------------|----------------|
| <a href="#">Edit Report</a> | 4/1/2010   | 6/30/2010  | 7/10/2010  | Current Report | Approved      | 7/16/2010      |
| <a href="#">Edit Report</a> | 1/1/2010   | 3/31/2010  | 4/10/2010  | Current Report | Approved      | 4/14/2010      |
| <a href="#">Edit Report</a> | 10/1/2009  | 12/31/2009 | 1/10/2010  | Current Report | Approved      | 1/15/2010      |
| <a href="#">Edit Report</a> | 9/7/2009   | 9/30/2009  | 10/10/2009 | Current Report | Approved      | 10/13/2009     |

### Step Three: Select Revise Report

Scroll down to bottom and click on the "Revise Report" button.

|               |       |                    |               |                    |
|---------------|-------|--------------------|---------------|--------------------|
|               | Other | \$2,000.00         | \$0.00        | \$2,000.00         |
| <b>Total:</b> |       | <b>\$87,352.00</b> | <b>\$0.00</b> | <b>\$87,352.00</b> |

ReportType:  Submitted Date:

ReportStatus:  Submitted By:

Grantee Approval:  Grant Manager Approval:  Grant Accountant Approval:

Notes: [Insert Notes](#)

8/19/2009: Report submitted by David Hanson.



### Step Four: Enter revised expenditure report

Enter the new expenditure amounts for all lines in the boxes for each line item. EGMS automatically fills in the current expenditure amounts to assist you. You only need to update the line items which are changing.

| Purpose                             |                           | Expenditures       |                    |                    |                       |                                    |                          |  |
|-------------------------------------|---------------------------|--------------------|--------------------|--------------------|-----------------------|------------------------------------|--------------------------|--|
|                                     | Expenditure Type          | Budget Amount      | Total Expenditures | Available          | Reported Expenditures | Revised Expenditures               | Shared?                  |  |
| 8) Community Services - State Share | Communication & utilities | \$300.00           | \$0.00             | \$300.00           | \$207.00              | <input type="text" value="207"/>   | <input type="checkbox"/> |  |
|                                     | Supplies                  | \$1,100.00         | \$0.00             | \$1,100.00         | \$140.00              | <input type="text" value="140"/>   | <input type="checkbox"/> |  |
|                                     | Contracts                 | \$68,000.00        | \$0.00             | \$68,000.00        | \$18,730.00           | <input type="text" value="18730"/> | <input type="checkbox"/> |  |
|                                     | Other                     | \$6,300.00         | \$0.00             | \$6,300.00         | \$1,210.00            | <input type="text" value="1210"/>  | <input type="checkbox"/> |  |
|                                     | <b>Total:</b>             | <b>\$75,700.00</b> | <b>\$0.00</b>      | <b>\$75,700.00</b> | <b>\$20,287.00</b>    |                                    |                          |  |
| Community Services - Local Share    | Personnel                 | \$60,488.00        | \$0.00             | \$60,488.00        | \$0.00                | <input type="text" value="0"/>     | <input type="checkbox"/> |  |

### Step Five: Summit the expenditure report revision

Scroll down to bottom of the page and press the Save button to submit the expenditure report revision. This completes the expenditure report revision request.

|  |               |                    |               |                    |
|--|---------------|--------------------|---------------|--------------------|
|  | Other         | \$2,000.00         | \$0.00        | \$2,000.00         |
|  | <b>Total:</b> | <b>\$87,352.00</b> | <b>\$0.00</b> | <b>\$87,352.00</b> |

ReportType:  Submitted Date:

ReportStatus:  Submitted By:

Grantee Approval:  Grant Manager Approval:  Grant Accountant Approval:

Notes: [Insert Notes](#)

8/19/2009: Report submitted by David Hanson.



## **Section Five: Budget Revisions**

Grantees may request a budget revision from the Grant Manager through EGMS. The budget will not update until it has been approved. The steps to complete a budget revision request are outlined below.

### **Budget Revision Summary**

#### **Step One: Select View Budget**

Click on "View Budget" on the budget period you wish to submit the budget revision.

#### **Step Two: Select Edit next to the Current Budget**

Click on the Edit link located next to the Current Budget.

#### **Step Three: Select Revise Budget**

Scroll down to bottom and click on the Revise Budget button

#### **Step Four: Enter revised budget**

Enter the new budget amounts for all lines in the boxes for each line item. EGMS automatically fills in the current budget amounts to assist you. You only need to update the line items which are changing. The new total must equal the previous total or the system will not accept the change.

#### **Step Five: Summit the budget revision.**

Scroll down to bottom of the page and press the Save button to submit the budget revision. This completes the budget revision request.

## Budget Revision Detail

### Step One: Select View Budget

Click on "View Budget" on the budget period you wish to submit the budget revision

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Enterprise Grants Management System

Minnesota Department of **Human Services**

Hello, [redacted] Welcome to EGMS.

My Page | Change Password | My Profile | **Log Out**

**Grant Contract Detail** [Back To MyPage](#)

Budget Periods

|                             |   |                              | ID  | GC Number | Start Date | End Date | Budget Amount |
|-----------------------------|---|------------------------------|-----|-----------|------------|----------|---------------|
| <a href="#">View Budget</a> | <a href="#">View Expenditure Report</a> | <a href="#">View Payment</a> | 729 | 442011    | 9/7/2009   | 9/6/2010 | \$25,465.00   |

Grantee: DHS10/...

Contract Number: 442011 Vendor Number: [redacted]

Contract Start Date: 9/7/2009 Contract Amount: \$25,465.00

Contract End Date: 9/6/2010

Grant Manager: Bev Asher

Grant Accountant: Tami Strand

### Step Two: Select Edit next to the Current Budget

Click on the Edit link located next to the Current Budget.

**EGMS**  
Enterprise Grants Management System

Minnesota Department of **Human Services**

Hello, David Hanson . Welcome to Deaf and Hard of Hearing. [Change ProgramUnit](#)

My Page | GrantContract Lookup | My Templates | Expenditure Report

| Number | Vendor Number | Title     | Begin Date | End Date | Amount      | User Defined |
|--------|---------------|-----------|------------|----------|-------------|--------------|
| 442011 | 07975000825   | DHS10/... | 9/7/2009   | 9/6/2010 | \$25,465.00 |              |

[View Grantee Expenditures](#) [View Payments](#)

Budgets For Budget Period: 9/7/2009 - 9/6/2010

|                      | Budget Type    | Budget Status | Submitted Date | Submitted By | Grantee Approval                    | GM Approval                         | GA Approval                         | Secondary Approval                  |
|----------------------|----------------|---------------|----------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <a href="#">Edit</a> | Current Budget | Approved      | 9/29/2009      | David Hanson | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

|    | Purpose                         | Budgets |         |         |          |
|----|---------------------------------|---------|---------|---------|----------|
|    |                                 | Type    | Current | Pending | Previous |
| 81 | Community Service - State Share |         |         |         |          |

### Step Three: Select Revise Budget

Scroll down to bottom and click on the Revise Budget button.

| Community Service - Local Share | Type                        | Budget Amount      | Total Expenditures | Variance % | RI% | Shared Budget? |
|---------------------------------|-----------------------------|--------------------|--------------------|------------|-----|----------------|
|                                 | Personnel                   | \$14,875.00        | \$4,909.77         | 100        | 0   | False          |
|                                 | Travel                      | \$785.00           | \$49.50            | 100        | 0   | False          |
|                                 | Communication and Utilities | \$900.00           | \$224.85           | 100        | 0   | False          |
|                                 | Building Space              | \$3,100.00         | \$1,250.00         | 100        | 0   | False          |
|                                 | Construction                | \$0.00             | \$0.00             | 100        | 0   | False          |
|                                 | Equipment                   | \$0.00             | \$0.00             | 100        | 0   | False          |
|                                 | Supplies                    | \$714.00           | \$378.00           | 100        | 0   | False          |
|                                 | Volunteers                  | \$0.00             | \$0.00             | 100        | 0   | False          |
|                                 | Contracts                   | \$4,140.00         | \$0.00             | 100        | 0   | False          |
|                                 | Other                       | \$2,500.00         | \$0.00             | 100        | 0   | False          |
|                                 | <b>Total:</b>               | <b>\$27,014.00</b> | <b>\$6,812.12</b>  |            |     |                |


BudgetType:  Submitted Date:   
 Budget Status:  Submitted By:   
 Grantee Approval:  Grant Manager Approval:  Grant Accountant Approval:  Secondary Approval:

Notes: [Insert Note](#)



## Step Four: Enter revised budget

Enter the new budget amounts for all lines in the boxes for each line item. EGMS defaults in the previous amounts to assist you. You only need to update the line items which are changing. The new total must equal the previous total or the system will not accept the change.



### EGMS

Enterprise Grants Management System

Hello, David Hanson . Welcome to Deaf and Hard of Hearing. [Change ProgramUnit](#)

My Page
GrantContract Lookup
My Templates
Expenditure Report

| Number | Vendor Number | Title  | Begin Date | End Date | Amount      | User Defined |
|--------|---------------|--------|------------|----------|-------------|--------------|
| 442011 | 07975000825   | DHS10/ | 9/7/2009   | 9/6/2010 | \$25,465.00 |              |

[Back To Budgets](#)

| Purpose                         |                             | Budget             |                       |                    |            |     |                |  |
|---------------------------------|-----------------------------|--------------------|-----------------------|--------------------|------------|-----|----------------|--|
|                                 | Type                        | Budget Amount      | Revised Budget Amount | Total Expenditures | Variance % | RI% | Shared Budget? |  |
| Community Service - State Share | Personnel                   | \$20,300.00        | 20300                 | 6,090.42           | 0          | 100 | False          |  |
|                                 | Travel                      | \$165.00           | 165                   | \$0.00             | 10         | 100 | False          |  |
|                                 | Communication and Utilities | \$0.00             | 0                     | \$0.00             | 10         | 100 | False          |  |
|                                 | Building Space              | \$0.00             | 0                     | \$0.00             | 10         | 100 | False          |  |
|                                 | Construction                | \$0.00             | 0                     | \$0.00             | 10         | 100 | False          |  |
|                                 | Equipment                   | \$0.00             | 0                     | \$0.00             | 10         | 100 | False          |  |
|                                 | Supplies                    | \$0.00             | 0                     | \$0.00             | 10         | 100 | False          |  |
|                                 | Volunteers                  | \$0.00             | 0                     | \$0.00             | 10         | 100 | False          |  |
|                                 | Contracts                   | \$3,900.00         | 3900                  | \$0.00             | 10         | 100 | False          |  |
|                                 | Other                       | \$1,100.00         | 1100                  | 450.00             | 10         | 100 | False          |  |
| <b>Total:</b>                   |                             | <b>\$25,465.00</b> |                       | <b>\$6,540.42</b>  |            |     |                |  |

### Step Five: Submit the budget revision

Scroll down to bottom of the page and press the Save button to submit the budget revision. This completes the budget revision request.

| Community Service - Local Share | Type                        | Budget Amount      | Revised Budget Amount | Total Expenditures | Variance % | RI% | Shared Budget? |
|---------------------------------|-----------------------------|--------------------|-----------------------|--------------------|------------|-----|----------------|
|                                 | Personnel                   | \$14,875.00        | 14875                 | \$4,909.77         | 100        | 0   | False          |
|                                 | Travel                      | \$785.00           | 785                   | \$49.50            | 100        | 0   | False          |
|                                 | Communication and Utilities | \$900.00           | 900                   | \$224.85           | 100        | 0   | False          |
|                                 | Building Space              | \$3,100.00         | 3100                  | \$1,250.00         | 100        | 0   | False          |
|                                 | Construction                | \$0.00             | 0                     | \$0.00             | 100        | 0   | False          |
|                                 | Equipment                   | \$0.00             | 0                     | \$0.00             | 100        | 0   | False          |
|                                 | Supplies                    | \$714.00           | 714                   | \$378.00           | 100        | 0   | False          |
|                                 | Volunteers                  | \$0.00             | 0                     | \$0.00             | 100        | 0   | False          |
|                                 | Contracts                   | \$4,140.00         | 4140                  | \$0.00             | 100        | 0   | False          |
|                                 | Other                       | \$2,500.00         | 2500                  | \$0.00             | 100        | 0   | False          |
|                                 | <b>Total:</b>               | <b>\$27,014.00</b> |                       | <b>\$6,812.12</b>  |            |     |                |

BudgetType:  Submitted Date:   
 Budget Status:  Submitted By:   
 Grantee Approval:  Grant Manager Approval:  Grant Accountant Approval:  Secondary Approval:

Notes: [Insert Note](#)



## Section Six: Issues and Errors

Occasionally a user may encounter an error and see the error screen. At this time the best resolution once encountering an error is to close EGMS along with any other browser windows and then log in again.

The error screen looks as follows



Minnesota Department of Human Services

EGMS  
Enterprise Grants Management System

[Change ProgramUnit](#)

My Page | GrantContract Lookup | My Templates | Expenditure Report

**An error occurred while processing your request!**

The error has been logged and IT staff has been notified. We are sorry for any inconveniences this may have caused.

[Please click here to exit.](#)

If the error does not clear after logging out and reopening EGMS, please contact David Hanson at [david.m.hanson@state.mn.us](mailto:david.m.hanson@state.mn.us) for additional technical assistance.

## **Section Seven: Explanations and Definition**

### **My Page- My Grants page**

Number: This is the Contract Number.

Vendor Number: For internal DHS use.

Title: A DHS field used to help Department staff identify the grant and contacts.

Begin Date: The begin date of the contract.

End Date: The end date of the contract.

Amount: Total amount of the contract.

Note: You may see some previous historical grants related to your organizations which will not contain all the information available for grants set up in EGMS.

### **Grant Contract Detail**

Budget Periods: Each contract is broken into one or more budget periods. These are the periods of time at which expenditures are tracked against a specific budget amount.

View Budget: Allows you to view the current and previous budgets for this budget period.

View Expenditure Reports: Allows you to view expenditure reports for this budget period.

View Payments: Allows you to view payments against this budget period.

Grantee: Uses the name identifying information from the title line above.

Notes: Displays any notes associated with the contract.

Other elements as above.

## Report Expenditure Page

### **Red Area:**

Number: This is the Contract Number.

Vendor Number: For internal DHS use.

Title: A DHS field used to help Department staff identify the grant and contacts.

Begin Date: The begin date of the contract.

End Date: The end date of the contract.

Amount: Total amount of the contract.

### **Green Area:**

Select: Allows you to select this budget period.

GC Number: Grant Contract Number

Start Date: Start Date of the Budget Period

End Date: End Date of the Budget Period

Total Budget Amount: Total amount for this budget period.

### **Blue Area:**

Report Expenditure: Allows you to select a report period to report expenditure. Be sure to check the Start and End date for the report period to be sure you are entering for the correct period.

Start Date: Start date of the reporting period

End Date: End date for the reporting period

Report Due Date: This is a system date which triggers a reminder. **It may be set in advance of your true report due date.**

Cash Advance: The cash amount applied at the start of your grant. This may not be available for all contracts.

Expenditures: Amount reported for this reporting period.

## **Expenditure Report Entry Screen**

Purpose: Identifies the purpose of the expenditures. Please note this is where State Share and Local Share are indicated.

Expenditure Type: This is the budget line item you need to report.

Budget Amount: This is the total budget amount for the line item.

Total Expenditure BPTD: This is the total expenditures reported for the Budget Period To Date (BPTD).

Available: This is the amount available to be reported before an allowable variance. It is the budget less the Total Expenditures BPTD.

Reporting Periods MM/DD/YYYY –MM/DD/YYYY: This is the column in which expenditure for the reference period of time are reported. Please enter an amount for all lines even if 0.

Share Budget: Not in use at this time

Variance (%): This is the allowable amount of expenditure you can report over the particular expenditure type (budget line item).

RI%: The Reimbursement percentage for expenditure reported for this expenditure type (budget line item).

Submit Report Button: Pushing this button will submit the report to DHS

Cancel: This will cancel the entry of the expenditure report

Check Total: This will give you totals to aid in making sure there are no errors in entry.