

EGMS

Payment Request

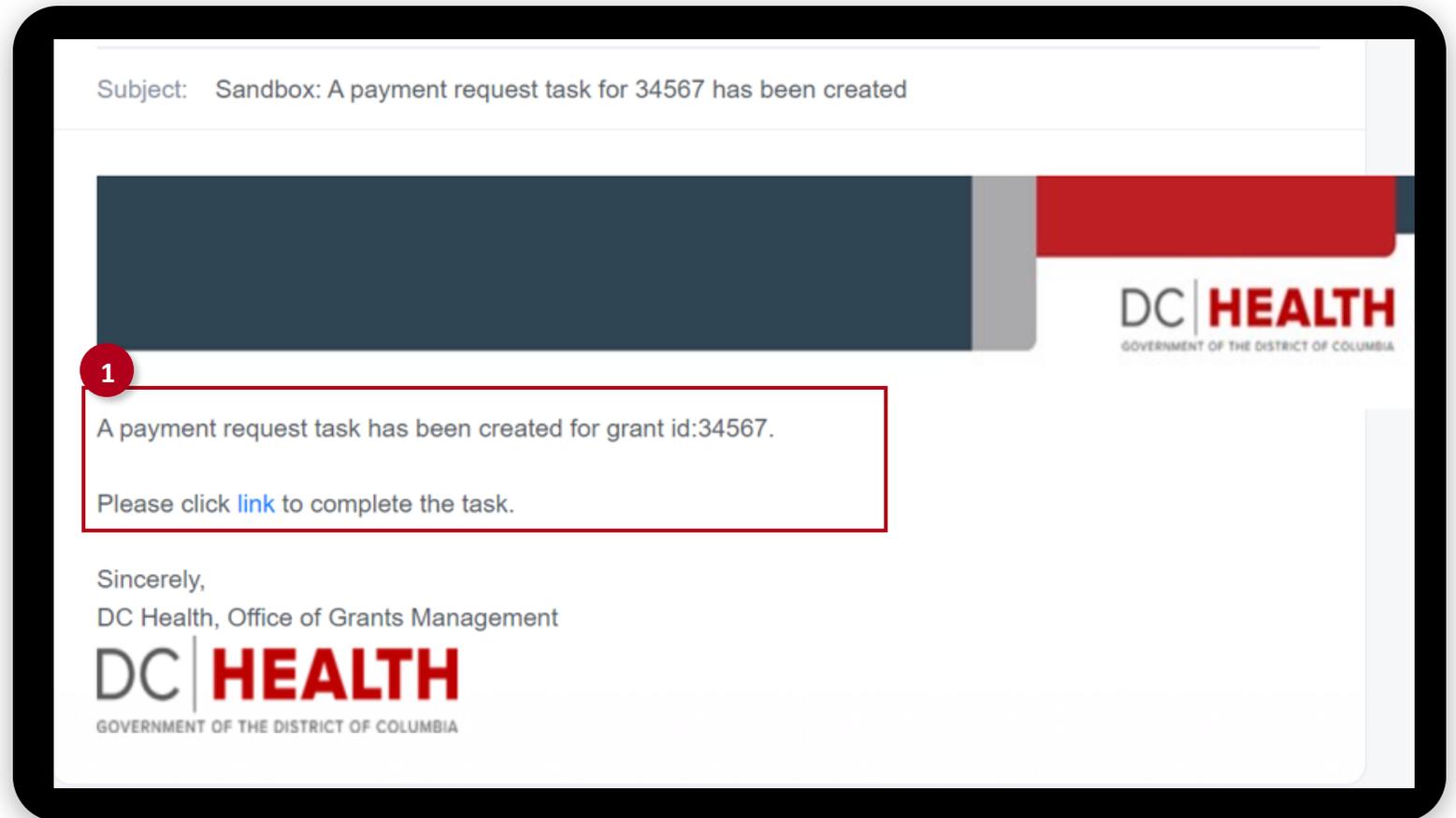
Reference Guide for Primary Users

Let's begin!

Revised August 2024

Email notification

- 1 A payment request task will be generated for you every month, on the last day of the month/billing period. You will receive an **email** notification and a task in the portal. You can access the task by clicking on the **link**.



Click on Grant

- 1 Another way to access the task is to navigate to the **Grant** tab.
- 2 Click on the **Grant** number.

Grant ID	Budget Period Start Date	Budget Period End Date	Project Period Start Date	Project Period End Date	Program Manager
HAHSTA-783	06/01/2024	09/30/2024	06/01/2024	09/30/2025	Program manager PROD

Access the Payment Request

- 1 Click on the **Payment Request** tab.
- 2 Click on the **Payment Request Id** of the corresponding payment request.

The screenshot shows the EGMS interface. At the top, there is a navigation bar with 'HOME', 'FUNDING OPPORTUNITIES', 'APPLICATION', and 'GRANT'. Below this is a sub-menu with 'Overview', 'Payment Request', 'Change Requests', 'Revisions', 'Progress Reports', 'Payment History', 'Insurance', 'Grant Budget', and 'Risk Assessment'. The 'Payment Request' tab is highlighted with a red box and a '1' in a red circle. Below the navigation is a text block: 'The following table contains a list of all Payment Requests for this grant. Click the Payment Request ID to access the Payment Request.' Below this is a table with the following columns: 'Payment Request Id', 'Payment Request Number', 'Billing Period', 'Budget Period', 'Due Date', 'Purchase Order Number', and 'Total Awarded E'. The first row of the table has 'PD-0052' in the 'Payment Request Id' column, which is highlighted with a red box and a '2' in a red circle.

Payment Request Id	Payment Request Number	Billing Period	Budget Period	Due Date	Purchase Order Number	Total Awarded E
PD-0052	-110-PD-0153-April-2023	3/1/2023 To 3/31/2023	7/28/2022 To 8/6/2022	2023-04-01		1
PD-0062	-110-PD-0153-April-2023	4/1/2023 To 4/30/2023	7/28/2022 To 8/6/2022	2023-05-01		1
PD-0069	-110-PD-0153-April-2023	4/1/2023 To 4/30/2023	7/28/2022 To 8/6/2022	2023-05-01		1
PD-0076	-110-PD-0153-April-2023	4/1/2023 To 4/30/2023	7/28/2022 To 8/6/2022	2023-05-01		1
PD-0083	-110-PD-0153-April-2023	4/1/2023 To 4/30/2023	7/28/2022 To 8/6/2022	2023-05-01		1
PD-0090	-110-PD-0153-April-2023	4/1/2023 To 4/30/2023	7/28/2022 To 8/6/2022	2023-05-01		1

Expense profile



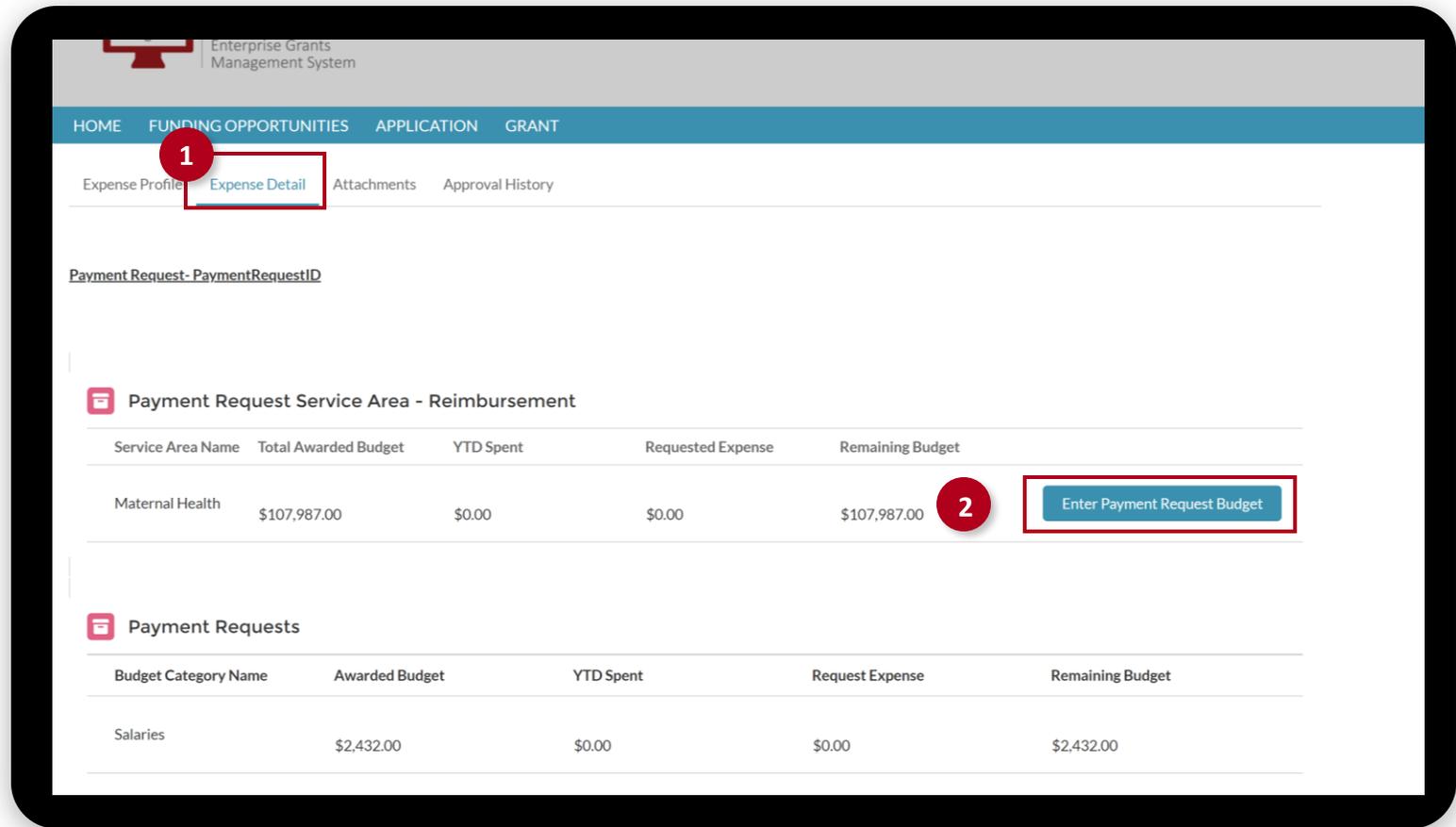
- 1 Navigate to **Expense Profile** and review the information.

The screenshot displays the EGMS (Enterprise Grants Management System) interface. At the top, the logo for EGMS is visible, along with navigation links for HOME, FUNDING OPPORTUNITIES, APPLICATION, and GRANT. The 'Expense Profile' link is highlighted in blue and circled in red with a '1' in a red circle. Below the navigation menu, there are sections for 'Payment Request' and various fields including Grant, Organization Name, Address, EIN, and Budget information.

Payment Request	
Grant	Billing Period
-086	
Organization Name	Budget period
Organization Address	Grant Period
street1	
UEI	Total Awarded Budget
	222
EIN	Amount Requested
199999999	
Payment Type	Purchase Order Number
Created By	Invoice Number

Expense Detail

- 1 Navigate to **Expense Detail** and then click on the **Enter Payment Request Budget** button.
- 2 Click on the **Enter Payment Request Budget** button.



Save Expense Detail

1 Enter the Requested Expense in each Budget Category, then click on the Save button.

Service Area : ASA-00215

BudgetCategoryName	Awarded Budget	YTD Approved Advance	Requested Expense	Amount Due	YTD Spent	Remaining Budget
Salaries	\$2,432.00	\$0.00	<input type="text" value="\$1,000.00"/>	\$1,000.00	\$0.00	\$1,432.00
Fringe Benefits	\$11,111.00	\$0.00	<input type="text" value="\$10,000.00"/>	\$10,000.00	\$0.00	\$1,111.00
Consultants/Contractual	\$11,111.00	\$0.00	<input type="text" value="\$10,000.00"/>	\$10,000.00	\$0.00	\$1,111.00
Occupancy	\$11,111.00	\$0.00	<input type="text" value="\$10,000.00"/>	\$10,000.00	\$0.00	\$1,111.00
Travel	\$11,111.00	\$0.00	<input type="text" value="\$10,000.00"/>	\$10,000.00	\$0.00	\$1,111.00
Supplies	\$11,111.00	\$0.00	<input type="text" value="\$10,000.00"/>	\$10,000.00	\$0.00	\$1,111.00
Equipment	\$10,000.00	\$0.00	<input type="text" value="\$9,000.00"/>	\$9,000.00	\$0.00	\$1,000.00

Buttons: Cancel, Save

Summary Row: Fringe Benefits | \$11,111.00 | \$0.00 | \$0.00 | \$11,111.00

Attachments and Submit

- 1 Navigate to **Attachments** and click the required certifications.
- 2 By clicking the **Upload Attachments** button, enclose requested files: invoices, receipts and supporting documents.
- 3 Click **Submit**.

The screenshot shows a web form with the following elements:

- Certification:** A text area containing the text: "Certification: I certify that the amounts claimed are true and are fully supported by the detailed accounting records of my organization, which are available for examination and/or audits."
- Terms and Agreements:** A dropdown menu currently set to "Disagree".
- Checkboxes:** Three checkboxes with information icons: "Allowable Costs", "Receipts Uploaded", and "Review Supporting Documents available on Site".
- Attachments:** A section header with a folder icon.
- Upload Attachments:** A blue button with an upload icon and the text "Upload Attachments".
- Table:** A table with columns: File Name, Description, Last Modified Date, Owner, Download, Preview, and Delete.
- Submit:** A blue button with the text "Submit".

Red circles with numbers 1, 2, and 3 are overlaid on the screenshot to indicate the steps: 1 points to the certification and checkboxes area, 2 points to the Upload Attachments button, and 3 points to the Submit button.

Payment authorization notification

- 1 If the payment request is approved, you will receive an email and a bell notification. Note that further action is still required, and the invoice must be submitted in DIFS.

Billing Period	6/1/2024 To 6/30/2024
Purchase Order (PO) #	test 1234
Amount Requested	\$75.00
Amount Approved	\$75.00
Authorization Date	8/2/2024
Reviewer's Note (If applicable)	

1

Further action is required!

WITHIN THREE BUSINESS DAYS OF RECEIPT OF THIS NOTICE:

Proceed to the District of Columbia Vendor Payment Portal to submit your invoice for processing:

<https://vendorportal.dc.gov/Account/Login>

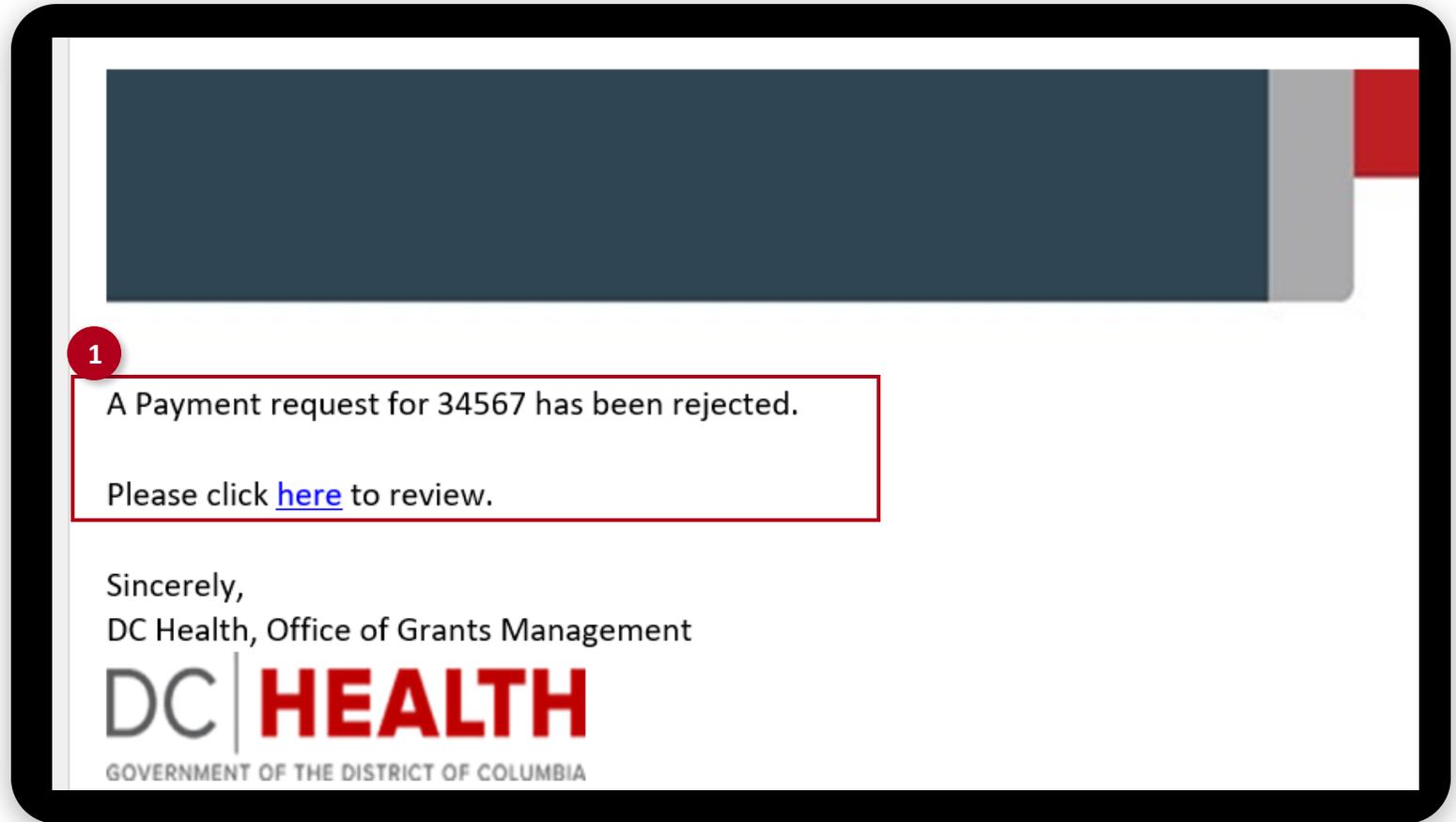
Provide the correct **Purchase Order # (PO)**, **EGMS Invoice#** and **Approved Amount** as outlined in this Payment Authorization Notice.

For more information on "PASS E-invoicing", please visit:

<https://vendorportal.dc.gov/ContactUs/Help#faqs>

Payment rejection notification

- 1 If the payment request is rejected, you will receive an email and a bell notification to update the information.



If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!