HOW TO ENTER A REQUEST FOR EXPENDITURE FOR SUB RECIPIENTS

Log into iGMS the url is: https://myoracle.in.gov/hs/main.do

Under General Budget Information click on Request for Expenditures (RFE)

Click Create a new Request

Enter in description -- Example --- Motorola --- put a check mark in the box next to the grant you are paying invoice(s) from 2011 HSGP. Click SAVE

Under Items
Click Add new RFE item

Enter in all the fields----Examples:
Vendor: Motorola
Description: 1 laptop computer
Amount: 1500.00
Document type: click the drop down arrow and select either Invoice/Receipt-- the one that applies
Document ID: Type in Invoice/receipt Number
Document date: This is the Date of the invoice/receipt
Click – SAVE
 Perform the above steps for as many invoices you have for this project.

To Audit--- click audit incomplete ---click add new audit— find the description and type the amount Example 1500.00--- Click SAVE ---Click Close Audit -*Perform the above audit steps for each invoice connected to the RFE.*

Upload a file(s): Only **PDF** formats can be uploaded Invoices, receipts and proof of payments. Click on Upload a file--- Click Browse, find invoice or proof of payment you are wanting to upload select it, then click Upload file—write down the upload number: Example #20003-to view what you have uploaded, click download---if it is not the file you wanted just simply click DELETE. *Perform the above steps for each item you wish to upload.*

NOTE: Naming the invoices will assist you in finding the correct invoice to upload. Example: (Motorola 1500.00) or if a proof of payment name it (Proof for Motorola1500.00).

If you need to add comments: click on add a note. Example: this invoice is for 1600.00 however, the local will pay the additional 100.00. Click Save

After you have entered all invoices associated with the RFE Scroll back to the top and click SUBMIT it will ask if you are sure you want to submit this request Click Yes, Submit.

Note: When you submit the request it will notify the program manager and Grants Management for processing.

PROJECT MANAGERS--- You will receive and email notification that you have a request for expenditure invoice to approve. Login to iGMS and under Notifications It will indicate *"You have 1RFE's invoice to process for approval".* You can scroll down under upload a file to see any invoices that has been uploaded by clicking the download button. If you approve the invoices scroll back to the items area and under the waiting for approval click the approve button. This will send it to the Grants Division for further processing.

If you need the item to be sent back to initial you will need to send and email to Dolly Watkins at dwatkins@dhs.in.gov---explain why it needs to be sent back to initial.

SUB RECIPIENTS

DISBURSEMENTS and UPLOADING PROOF OF PAYMENTS

Only PDF formats can be uploaded

After the RFE has been paid you will receive an email notice of the Disbursement----and at that time you can upload the proof of payments in the system if you have not done so already.

To upload the proof of payment – from your home page under General Budget Information click Request for Expenditure find your RFE # you are entering the proof for and click on the RFE Description scroll down to the uploads and
Click upload a file:
Filename: click browse –find the proof you want to upload---put your cursor on it and click open --- this uploads the file into iGMS.
Type: from drop down box select proof
Connect to item: to invoice proof is for
Notes: add any additional information
Click upload a file.

iGMS notifies Grants the proof has been uploaded and will process.

Please Note: Any outstanding proofs will keep the next reimbursement from being processed until uploaded.