# Virginia Department of Education

**OMEGA**

# Online Management of Education Grant Awards (OMEGA) User's Guide

**May 2012**

# Table of Contents

# Introduction to OMEGA

**What is OMEGA?**
The Online Management of Education Grant Awards (OMEGA) is an automated grant reimbursement and application system designed and administered by the Virginia Department of Education (the Department). It is used to process grant expenditure reimbursements, budget transfers and application requests. OMEGA is accessed via the Department's secure internet portal, the Single Sign-on for Web Systems (SSWS).

**Software and Hardware Requirements**
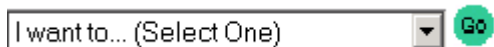This web-based software is designed for use with the following components:

- browsers include Internet Explorer 6.0 and above,
- standard personal computers utilizing Windows 95 operating system or a later version,
- screens displayed optimally in a maximized browser window in a minimum resolution of 800x600 with small fonts (Windows default),
- no open browser bars, and
- Adobe Acrobat reader to view the online documentation.

**Standards**

- Key instructions or words are printed in **bold.**
- Links are displayed as <u>underlined text.</u>
- There is a link to return to the Table of Contents at the beginning of each section.
- Screen images are provided throughout.
- Screen images are based on Internet Explorer 6.0 or a later version.
- *Italicized* words are defined in the Glossary.

# OMEGA Button Guide

OMEGA buttons are typically represented with the following images.

I want to... (Select One) ▾ Go Provides a quick link drop-down menu which lists the OMEGA functions available to the user.

Go  Initiates the selected action or chooses the selected line item.

ⓘ Provides additional information about a particular subject depending on where you are in OMEGA.  (To the left of a Project Group name, this button shows everyone in the Approval Queue.)

↓ Expands for more information (who created or approved the request so far) or to download an application.

OMEGA  Returns to the OMEGA home page.

# Accessing OMEGA

To access OMEGA, log in using the Department's Single Sign-on for Web Systems (SSWS) at: **https://p1pe.doe.virginia.gov/ssws/login.page.do.** Alternately, access the VDOE Home page at: **http://www.doe.virginia.gov/** and click "SSWS Log In" listed under Quick Links on the right hand side of the page.

The following web page appears.

**SSWS Login**

**Please Enter Your User Name and Password**

User Name: _____

Password: _____

Login

I Forgot My Password

VIRGINIA DEPARTMENT OF EDUCATION
NOTICE AND WARNING

This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized by either the Virginia Department of Education or Virginia School Division Account Managers. Persons permitted access shall use this system only for those purposes for which they have been authorized and shall not share access to their accounts with others. All accesses and activities on this system may be monitored. Any evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system may be reported to the appropriate authorities for investigation and prosecution.
Information accessed via this system may be sensitive and/or confidential. Persons using this information are cautioned that federal, state, and local laws and policy may apply to the dissemination of this information to others.

**Start of Page**

Enter the **User Name** assigned by the SSWS Account Manager and **Password.**

Select **Login** to proceed.

## A Valid Login

If the Login is successful, the SSWS Application Selection page will appear. Select Online Management of Education Grant Awards-OMEGA to continue.



## An Invalid Login

An incorrect login produces an error message above the User Name and Password. SSWS allows 3 login attempts. On the third incorrect try, the SSWS account is blocked and it must be unblocked by the entity's SSWS coordinator.

## A Forgotten Password

If you have forgotten your password:

1. Click on I Forgot My Password on the SSWS Login screen.

2. Enter your User Name and E-mail address as shown below.



3. Click the "Reset Password" button.  If the User Name and E-mail address match the previously assigned information in SSWS, a new password will be sent to your email address.  This new password must be used the next time you log on. For security reasons, you will immediately be required to change the password.

# Changing Passwords

## Password Requirements

SSWS passwords MUST:
- be changed at least once every 90 days,
- be at least 8 characters in length,
- differ from the User Name,
- contain at least one special character (not a number or letter)
- contain at least one number
- contain both upper and lower case letters
- not be a previously used password

## Changing a Password

1. From the SSWS Application Selection screen, select the Change Password link from the column on the right.
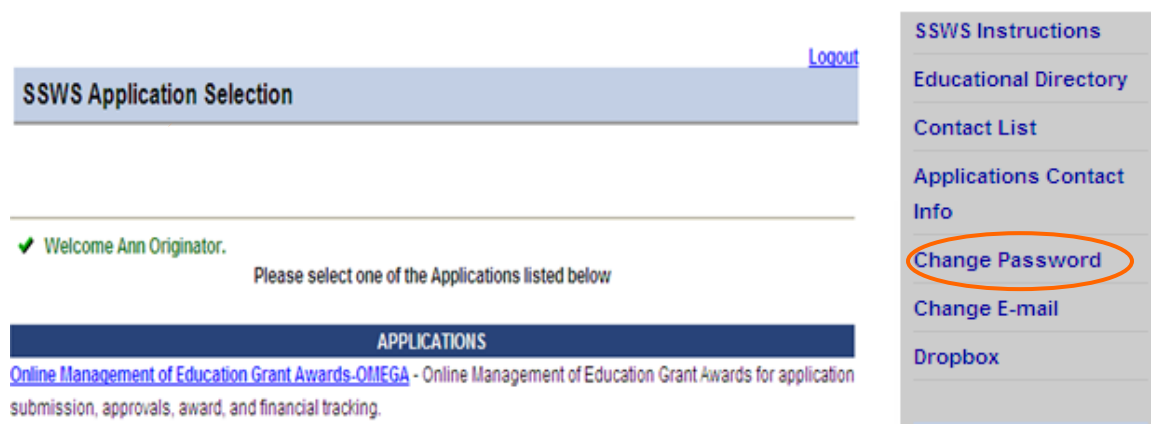


2. Once in the Change Password screen,
- enter the old password,
- enter the new password,
- retype the new password to confirm, and
- Select Save and Continue to save the information,
- Passwords must meet certain criteria as listed below.

**Change Password**

| Enter Password Information | |
|---|---|
| Current Password: | |
| New Password: | |
| Confirm New Password: | |
| Cancel | Save and Continue |

The password must contain least 8 characters.
The password must contain at least one number.
The password must contain at least one special character (not a number or letter).
The passwords must contain both upper and lower case letters.
The password cannot be a previously used password.

Note: All passwords display as a series of bullets (●●●●●●●●)

3. The following screen will appear to inform you of the successful change.

**SSWS Application Selection**

✔ Password changed successfully.

Please select one of the Applications listed below

**APPLICATIONS**

Online Management of Education Grant Awards-OMEGA - Online Management of Education Grant Awards for application submission, approvals, award, and financial tracking.

Start of Page · Skip to Content

4. Select Online Management of Education Grant Awards-OMEGA to continue. Note that Omega is one of many possible Web based systems that can be accessed through SSWS. In the above example Omega is the only option available for the user.

# Moving Around In Omega

Omega provides shortcuts to allow quick access to various parts of the screen. For example, clicking on Approval Queue…

| I want to… (Select One) ▾ | Go | SSWS Home   OMEGA Home   Logout |
|---|---|---|

## Request for Reimbursement

<div align="center">Summary   Details   Approval Queue</div>

**ⓘ Selected Project Group, Project, Award Information**

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A080046   Award Year:2008

… takes you to the Approval Status: Clicking on Summary takes you to …

**Approval Status ↓**

Summary   Details

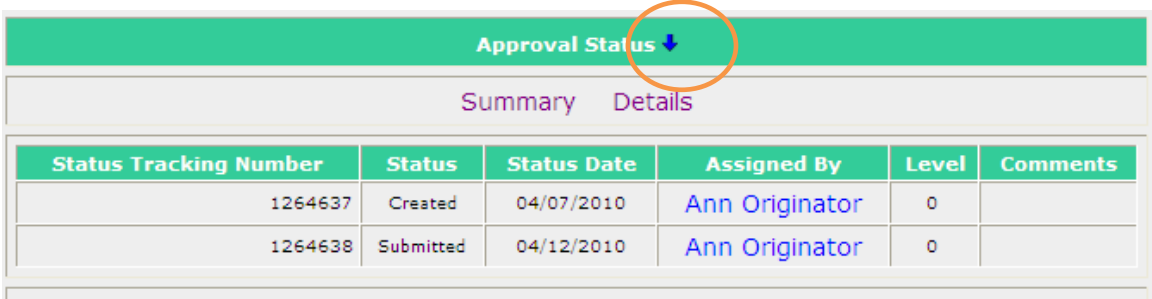| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 1264637 | Created | 04/07/2010 | Ann Originator | 0 | |
| 1264638 | Submitted | 04/12/2010 | Ann Originator | 0 | |

… the Request Summary section.

**Reimbursement Request Summary ↓**

Details   Approval Queue

**Reimbursment Request Summary**

| Object Code | No. of Lines | Funds Available Prior to this Request | Funds Requested | Funds Available After this Request | Funds Available After all requests have been taken into consideration |
|---|---|---|---|---|---|
| 0000 | 0 | 28.52 | 0.00 | 28.52 | 28.52 |
| 1000 | 0 | 10,059.99 | 0.00 | 10,059.99 | 10,059.99 |
| 2000 | 0 | 1,246.64 | 0.00 | 1,246.64 | 1,246.64 |
| 3000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6000 | 2 | 20,743.47 | 15.00 | 20,728.47 | 20,728.47 |
| 8000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Funds | 2 | 32,078.62 | 15.00 | 32,063.62 | 32,063.62 |
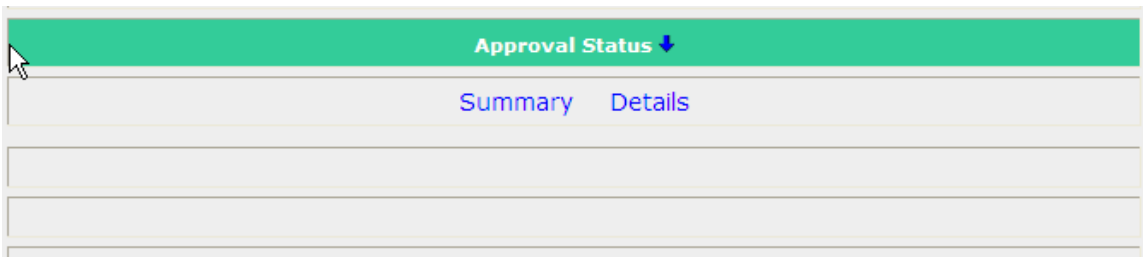
Notice the blue arrow found at various places. Clicking it toggles between showing details of the section …

| Approval Status ↓ | | | | | |
|---|---|---|---|---|---|
| Summary    Details | | | | | |
| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
| 1264637 | Created | 04/07/2010 | Ann Originator | 0 | |
| 1264638 | Submitted | 04/12/2010 | Ann Originator | 0 | |

… and hiding the details:
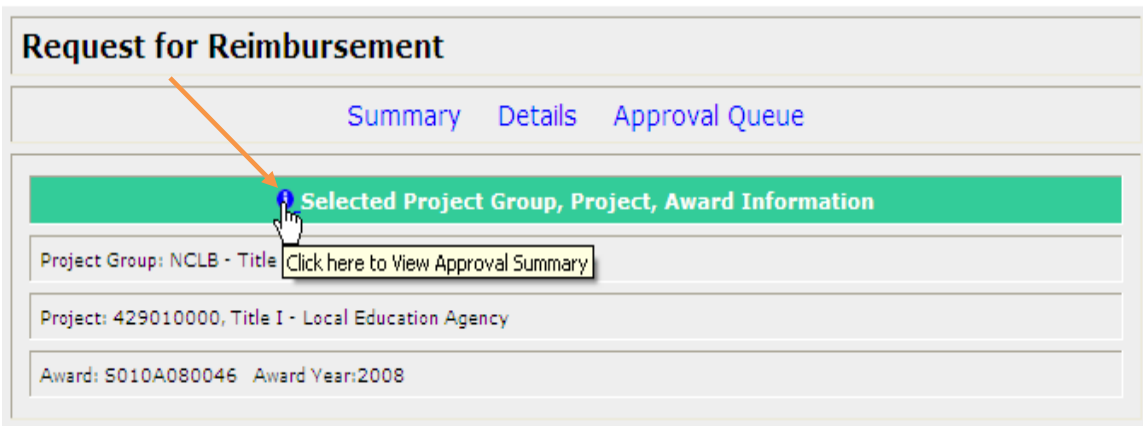
| Approval Status ↓ |
|---|
| Summary    Details |
| |
| |
| |

Clicking on the blue dot with the "i" in it, …

I want to... (Select One)  ▼  Go     SSWS Home   OMEGA Home   Logout

## Request for Reimbursement

Summary    Details    Approval Queue

ⓘ Selected Project Group, Project, Award Information

Project Group: NCLB - Title | Click here to View Approval Summary

Project: 429010000, Title I - Local Education Agency

Award: S010A080046  Award Year:2008

… opens a pop-up box that shows the Approval Queue



**NCLB - Title I Part A - Improving Basic Programs**

### Approval Queue for Reimbursement Request

| | Approval Level | # Required | Available Users |
|---|---|---|---|
| | Create Request | | Originator, Ann |
| | Level 1 Approval | 0 | Not set |
| LEA | Level 2 Approval | 0 | Not set |
| | Level 3 Approval | 1 | Approver, Art |
| | Level 4 Approval | 0 | Not set |
| | Level 5 Approval | 1 | Klinger, Maxwell |
| SEA | Level 6 Approval | 1 | Schultz, Sgt |
| | Level 7 Approval | 0 | Grump, Donald |

Close

Clicking on a name …



**NCLB - Title I Part A - Improving Basic Programs**

### Approval Queue for Reimbursement Request

| | Approval Level | # Required | Available Users |
|---|---|---|---|
| | Create Request | | Originator, Ann |
| | Level 1 Approval | 0 | Not s... *Click here to see this approver's details* |
| LEA | Level 2 Approval | 0 | Not set |
| | Level 3 Approval | 1 | Approver, Art |
| | Level 4 Approval | 0 | Not set |

… returns another pop up box with that user's phone number and email address.



https://t1pe.doe.virginia.gov/o...

First Name : Ann
Last Name : Originator
Middle Name :
Phone Number : 8045551212
Email Address : Ann.Originator@jcc.edu

Close

Local intranet      🔍 100%

# OMEGA Home Page

Upon successfully logging into SSWS and selecting Online Management of Education Grant Awards – OMEGA, you will go to the OMEGA Home Page.

The OMEGA Home Page consists of four main sections:
- I want to… Drop-down Box,
- I want to… List, which has the same selections as the Drop-down Box list,
- Announcements, and,
- The user's To-Do List.

In the top right corner, there is also a list of Additional Resources available.

## Section 1: I want to… Drop-down box

The "I Want To ... Drop-down Box" provides links to OMEGA functions so that the user can access the desired operation quickly. The functions granted to the logged-on user via the permissions process are the only ones listed in the drop-down box (with the exception of the Views of Authorized Designees functions).

Clicking on the Drop down arrow....

.... opens up the "I want to" list. Click on an item in the list to select it, then click on the "Go" button.

## Section 2: The "I want to… List"

The "**I want to... List**" shows the same functions as the "**I want to… Drop-down Box**."
As in the case of the drop-down box, only the functions granted to the logged-on user are
available for use (with the exception of the Views of Authorized Designees functions).

| Current User: Ann Originator | | | Current Subrecipient: 001 - ACCOMACK CO PBLC SCHS |

| Select a funding source | Go | | SSWS Home OMEGA Home Logout |

### Announcements

ARRA Funded Grant Reimbursements: Due to reporting requirements for Recovery Funds, all line items for vendor
payments of $25,000 or greater must include the nine character zip code of the home office of the vendor at the end
of the vendor name field. Reimbursement requests lacking this information will be denied.

**I want to ...**

Create/Submit a reimbursement

View my to do list

Select a funding source

Change my object code budget

View my grant balances

View my coming soon

| | To Do List | | | (12 items) | |
|---|---|---|---|---|---|
| Id | Request Date | Request Type | Description | | Action |
| 129630 | 11/04/2010 | Reimbursement Request | $289.00 for 2009 Award S213C090047, project 429500000: Even Start Family Literacy State Grants | | Go |
| 130984 | 11/18/2010 | Reimbursement Request | $59,785.32 for 2009 Award S394A090047, project 625320000: ARRA St Fiscal Stabilization Fund - Education St Grants | | Go |
| 131323 | 11/29/2010 | Reimbursement Request | $10,644.71 for 2010 Award V048A100046, project 610950000: CTE Federal Payments | | Go |

## Section 3: Announcements

The Announcements Section includes important broadcast messages for the user.  The
Department can direct a message to a specific *LEA* or recipients of a specific grant.  All
broadcast messages include timely, helpful information for the user.  The
Announcements section should be read frequently as information can change daily.

## Section 4: The To-Do List

The To-Do List includes items that <u>require</u> action by the logged-on user.  Items in the To-Do List vary depending on the user's permissions.

## Section 5:  Additional Resources

In the upper right corner of the home page are four links for additional resources.

- OMEGA SUPPORT creates an email message to the help desk in the Department,
- HELP is a link to online documentation or training,
- PRINT captures the current screen for printing, and
- LOGOUT closes OMEGA.

# View My To-Do List

The **To-Do List** displays items requiring action.
- **For Originators** this includes reimbursement requests, budget transfers and application requests that have been *created* (saved) and not yet *submitted*. The *Originator's* To-Do List also includes requests where the most recent status is "denied". Any reviewer in the queue within the LEA or DOE can deny a request and the denied request will return to the Originator's To-Do list.
- **For reviewers** this would include reimbursement requests, budget transfers and application requests that have been submitted by an Originator and require approval.

## Location of the To-Do List
- The To-Do List can always be found on the OMEGA home page.
- It can also be accessed by selecting "**View my to do list**" from the **I want to… Drop-down Box** within OMEGA and then clicking on the green Go button.

The "**View my To-Do list"** function generates the following To-Do List page.



This list provides the following information:
- Id - the number generated and assigned by OMEGA when the request is created,
- Request Date - the date of the most recent status update,
- Request Type - application, reimbursement or budget transfer, and
- Description - an OMEGA generated description of the request.
- Action "Go" Button. Originators click on the "Go" to access the request to edit, submit or cancel. Reviewers click on "Go" to access Approve or Deny buttons.

# View My Coming Soon List

The **Coming Soon List** is the mechanism in OMEGA whereby an *Reviewer* can monitor the status of requests that will eventually require approval at his or her level.

Depending on the Approval Level of the user, his or her Coming Soon List can include requests with the following status levels:
- Created,
- Submitted,
- Denied, and/or
- Approved (when the last approval given was from a lower approval level than that of the current user).

**Example:** If a request requires Levels 1, 2, and 3 Approvals, the Level 3 Reviewer will see the item on his or her Coming Soon List until the request successfully passes the Levels 1 and 2 Reviewers. After successfully passing through the lower levels of approval, the request will be deleted from the Level 3 Reviewer's Coming Soon List and appear on to his or her To-Do List.

The only request status that does not appear on any Coming Soon List is a cancelled request. OMEGA users should monitor all requests on their lists and cancel all requests that will not be submitted. This will help to ensure that the Coming Soon and the To-Do lists do not become lengthy and cumbersome.

**To View the Coming Soon List:**

Select **View my coming soon list** from the **I want to… List** on the OMEGA Home Page. Or select **View my coming soon list** from the **I want to… Drop-down Box** and click on the green Go button.

Upon selection of the **View my coming soon list**, the following page will appear.

| Id | Request Date | Request Type | Description | Action |
|---|---|---|---|---|
| | | **Coming Soon List** | (17 items) | |
| 129630 | 11/04/2010 | Reimbursement Request | $289.00 for 2009 Award S213C090047, project 429500000: Even Start Family Literacy State Grants | Go |
| 131323 | 11/29/2010 | Reimbursement Request | $10,644.71 for 2010 Award V048A100046, project 610950000: CTE Federal Payments | Go |
| 131951 | 12/22/2010 | Reimbursement Request | $15.00 for 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 132038 | 01/27/2011 | Reimbursement Request | $675.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| 132039 | 02/15/2011 | Budget Transfer | Moving $2,282,826.31 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 132040 | 02/16/2011 | Reimbursement Request | $1,357.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| 132230 | 04/06/2011 | Reimbursement Request | $310,451.86 for 2009 Award S365A090046, project 605120000: Language Acquisition State Grant | Go |
| 132232 | 04/06/2011 | Reimbursement Request | $21,458.41 for 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 132234 | 04/06/2011 | Reimbursement Request | $37,520.71 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| 132249 | 04/14/2011 | Application Request | 2010 Perkins Career and Technical Education Act of 2006, Federal - Title I, Application id 22973 | Go |

This list provides the following information:
- Id - the number generated and assigned by OMEGA upon creation of the request,
- Request Date - the date of the most recent status update,
- Request Type - application, reimbursement or budget transfer, and
- Description - an OMEGA generated description of the request.

To view the details of a specific request on the **Coming Soon List**, click the Go button found to the right of its description.

Note that an upper level reviewer can access a request in the Coming Soon List and approve or deny a request that has not been acted on by a lower level reviewer.

# Creating and Submitting a Reimbursement Request

## Requirements for Reimbursement Requests:

All reimbursement requests require the following information:
- Expenditure Start Date - the date of the first expenditure on the request,
- Expenditure End Date - the date of the last expenditure on the request,
- Object Code - code established by the Department to classify expenditures (See #APPENDIX_A, page 106),
- Sector - identifies whether the cost is associated with a public or private school (See App. B page 111),
- Program Area - additional classifications established by the Department for expenditures (See App. B page 111), and
- Payment Amount.

In addition to the list above, reimbursement requests including **Object Codes 3000-8000** also require the following information:
- Vendor Name (100 characters max.),
- Description of the Expenditure (240 characters max),
- Check/Voucher Number (10 characters max), and
- Payment Date – date payment record was established (date processed in the accounting system or the date the check was cut).

When grant funds are obligated prior to the award end date and payment is made after the award end date, the *Encumbrance Date* field entry is required. The Encumbrance Date is the date the funds were obligated, ie, purchase order date. The Encumbrance Date must be within the award period. Refer to the "Federal Award Closing Schedule" (see below) for additional information.

**Important**: Sub-recipients should review the "Federal Award Closing Schedule" to determine when reimbursements must be submitted after an award ends. To access the Schedule, go to the DOE Home page, click on About VDOE, click on Finance and Operations, click on Grants Accounting and Reporting Resources, click on the closing schedule you wish to view under the "Federal Award Closing Schedules" section.

# CREATING A REIMBURSEMENT REQUEST

**Step 1:** Select **"Create/Submit a reimbursement"** from the **I want to…list** on the OMEGA Home Page or from the **I want to… Drop-down Box**.
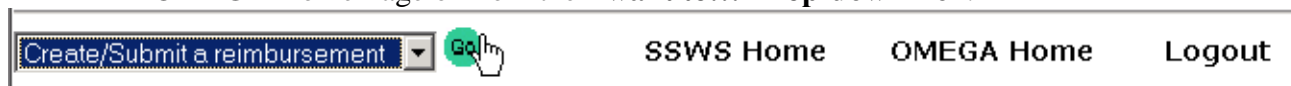


**One of two possible scenarios will develop:**

**Scenario 1: No Default Award established during this LogOn period in OMEGA**
Choosing the **Create/Submit a reimbursement** function will access the Select Award page so that the user can select a funding source. This will become the default award.



Select the desired award using  button in the Action column.

> Note: If, upon selection of the award, the user then tries to Create/Submit a Reimbursement but is denied access, review the user's OP1 form to ensure that the appropriate permissions have been established. If the OP1 form shows permission is granted for this award, the user should contact OMEGA Support at the Department.

**Scenario 2:  There is a current award selected as the default award**

If an award has already been selected since the user last logged onto OMEGA, the most recent award selected is the default award.  As a result, the **Create/Submit a reimbursement** command will link the user directly to a Request for Reimbursement form and this default award will already be in place on the Reimbursement Request. If the default is the correct award, the user can proceed with the reimbursement request. If the default is incorrect, the user should return to the "I want to" drop down list, select "select a funding source", and choose the correct award from the list.



**Step 2:** Enter the Expenditure Date Range.

Expenditure Start Date:  the date of the first expenditure on the reimbursement request
Expenditure End Date:  the date of the final expenditure on the request.



Omega will accept only the date format MM/DD/YYYY. Note that the Expenditure Start Date and Expenditure End Date cannot cross state fiscal years. The state fiscal year ends June 30th. A Start Date of June 15th and an End Date of July 10th will not be allowed.

**Step 3:**   Enter the expenditure data.  (**Expenditure data can be entered manually or uploaded from Excel into OMEGA.)**

**For Manual Entry:**
Select the New Entry link near the bottom of the request for reimbursement form.

**For Electronic Data Entry:**
Use the Browse button to locate the file and upload into OMEGA.  For details about this feature see Appendix B **Uploading Data for Reimbursements.**

## Request for Reimbursement

| **ⓘ Selected Project Group, Project, Award Information** |
| --- |
| Project Group: NCLB - Title I Part A - Improving Basic Programs |
| Project: 429010000, Title I - Local Education Agency |
| Award: S010A080046   Award Year:2008 |

| **Reimbursement Request** |
| --- |

**Step 1:** Enter date range for reimbursement Request

| Expenditure Start Date  (mm/dd/yyyy) | * 09/15/2009 | 🔲 |
| --- | --- | --- |
| Expenditure End Date  (mm/dd/yyyy) | * 12/15/2009 | 🔲 |

**Step 2:** Enter reimbursement request line item data.
Data can be entered into OMEGA by loading a flat file with multiple lines or by manually keying data one line at a time.

To load a flat file with multiple lines of data click "Browse" and navigate to and select the file you wish to upload. After selecting the file, click "Upload". Please note that upload times will vary depending on your connection and the size of the file. Click "Help" to see the flat file layout.

[ _____ ] [ Browse... ]

[ Upload ]    Help

To manually key data one line at a time, click "New Entry".

New Entry

[ Back ] [ Save ] [ Reset ]

**Entering Expenditure Data Manually:**

Upon selection of **New Entry**, a Reimbursement Request appears, containing 4 sections.

**Request for Reimbursement**

Summary    Details    Edit Line

**ⓘ Selected Project Group, Project, Award Information**

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A080046  Award Year:2008

Change Funding Source

**Reimbursement Request Summary ↓**

Details    Edit Line

**Reimbursment Request Summary**

| Object Code | No. of Lines | Funds Available Prior to this Request | Funds Requested | Funds Available After this Request | Funds Available After all requests have been taken into consideration |
|---|---|---|---|---|---|
| 0000 | 0 | 28.52 | 0.00 | 28.52 | 28.52 |
| 1000 | 0 | 10,059.99 | 0.00 | 10,059.99 | 10,059.99 |
| 2000 | 0 | 1,246.64 | 0.00 | 1,246.64 | 1,246.64 |
| 3000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6000 | 0 | 20,743.47 | 0.00 | 20,743.47 | 20,743.47 |
| 8000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Funds | 0 | 32,078.62 | 0.00 | 32,078.62 | 32,078.62 |

**Reimbursement Request Details ↓**

Summary    Details

Request Id is 103902

| Expenditure Start Date (mm/dd/yyyy) | 09/15/2009 |
|---|---|
| Expenditure End Date (mm/dd/yyyy) | 12/15/2009 |

Total number of line items in the Reimbursement Request is 0

| Line Entry No. | Object Code | Sector | Program Area | Vendor | Expenditure Description | Action |
|---|---|---|---|---|---|---|
| | Check/Voucher Number | Encumbrance Date (mm/dd/yyyy) | Payment Date (mm/dd/yyyy) | Item Quantity | Amount | |
| Total | | | | | 0.00 | |

**Edit Expenditure Line Item**

Summary    Details

Object Code * [Select One ▾]

Sector * [Public ▾]

Program Area * [Unspecified ▾]

Vendor [ ]

Description (240 char Max) [ ]

Check Voucher Number [ ]

Encumbrance Date (mm/dd/yyyy) * [ ] 📅

Payment Date (mm/dd/yyyy) [ ] 📅

Amount * [ ]

[Back] [Save] [Reset] [Add] [Go To Submit]

**Section 1:  Selected Project Group, Project, Award Information**
This section displays the selected award and related information.  **Change Funding Source** is located here so that you can change the award from this page if necessary.

**Request for Reimbursement**

Summary    Details

🛈 Selected Project Group, Project, Award Information

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A080046   Award Year:2008

Change Funding Source

**Section 2:  Reimbursement Request Summary**
This section includes columns for:
- Object Code (code used to identify type of expenditure),
- No. of Lines – the value changes as detail lines are added,
- Funds Available Prior to this Request (the current balance by object code). (Note that a budget transfer in process will temporarily decrease this amount. Funds are subtracted from donating object lines upon submission of the transfer request. Recipient object lines won't change until all levels in the queue have been approved and the status is "Transfer Completed")
- Funds Requested (amounts will appear as detail lines are added),
- Funds Available After this Request, and
- Funds Available After all requests have been taken into consideration (balances after all pending expenditures and budget transfer requests are included).

| Reimbursment Request Summary | | | | | |
|---|---|---|---|---|---|
| Object Code | No. of Lines | Funds Available Prior to this Request | Funds Requested | Funds Available After this Request | Funds Available After all requests have been taken into consideration |
| 0000 | 0 | 28.52 | 0.00 | 28.52 | 28.52 |
| 1000 | 0 | 10,059.99 | 0.00 | 10,059.99 | 10,059.99 |
| 2000 | 0 | 1,246.64 | 0.00 | 1,246.64 | 1,246.64 |
| 3000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6000 | 0 | 20,743.47 | 0.00 | 20,743.47 | 20,743.47 |
| 8000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Funds | 0 | 32,078.62 | 0.00 | 32,078.62 | 32,078.62 |

**Section 3:  Reimbursement Request Details**

 This section includes:

- Request ID – a tracking number automatically assigned by OMEGA,
- Expenditure Start and End Dates ,
- Details of each line in the request appear as lines are added

Summary   Details

Request Id is 103902

| Expenditure Start Date  (mm/dd/yyyy) | 09/15/2009 |
| --- | --- |
| Expenditure End Date  (mm/dd/yyyy) | 12/15/2009 |

Total number of line items in the Reimbursement Request is 0

| Line Entry No. | Object Code | Sector | Program Area | Vendor | Expenditure Description | Action |
| --- | --- | --- | --- | --- | --- | --- |
| | Check/Voucher Number | Encumbrance Date (mm/dd/yyyy) | Payment Date (mm/dd/yyyy) | Item Quantity | Amount | |
| Total | | | | | 0.00 | |

Edit Expenditure Line Item

**Section 4:  Edit Expenditure Line Item**
This section includes the fields that are required for reimbursement. Required fields are denoted by an asterisk (*).



**Action Buttons**

**Back**   Returns the user to the previous page .

**Save**   Saves the information in OMEGA in a **created status**, but **does not submit** the request for approval.  The  request is saved and can be edited and/or submitted at a later date.  The first time the request is saved, Omega assigns a unique ID number to the request and adds the request to the originator's To-Do list.

**Reset**   Clears the information previously entered for this line item.

**Add**   Opens a blank detail line to add another line item to the request.

**Go To Submit**   Opens a "locked" version of the request so that the user can review it before submission. The user has options to add a comment, go back to the previous page, edit, submit,, or cancel the request.  See below:

27

## Edit a Reimbursement Request

To edit a request, select the  Action button from the bottom of the request (see the previous example). This will allow editing. The Reimbursement Request Details will show each line item in the request and provide an Action column on the right for each line.
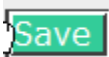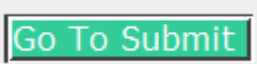
Choose  to change information in the selected line.

Choose  to copy the line item and add it to the request.

Choose  to delete the line item from the request.

Select  to save the edited request in the created state. Its always a good idea to Save after editing.

Select  to proceed with submission of the request for approval.

| Edit Expenditure Line Item | |
| --- | --- |
| Summary   Details | |

| | |
| --- | --- |
| Object Code * | 6000 Materials and Supplies |
| Sector * | Public |
| Program Area * | Unspecified |
| Vendor * | Springfield Electric Cc |
| Description * (240 char Max) | radioactive slag for "Make yourself glow in the dark"school project. |
| Check Voucher Number * | 988 |
| Encumbrance Date  (mm/dd/yyyy) | |
| Payment | |
| Date  (mm/dd/yyyy) * | 09/15/2010 |
| Amount * | 19.27 |

Back  Save  Reset  Add  Go To Submit

**Note that as detail lines are added ….**

Request Id is 132258

| Expenditure Start Date (mm/dd/yyyy) | 07/01/2010 |
|---|---|
| Expenditure End Date (mm/dd/yyyy) | 09/30/2010 |

Total number of line items in the Reimbursement Request is 9

| Line Entry No. | Object Code | Sector | Program Area | Vendor | Expenditure Description | Action |
|---|---|---|---|---|---|---|
| | Check/Voucher Number | Encumbrance Date (mm/dd/yyyy) | Payment Date (mm/dd/yyyy) | Item Quantity | Amount | |
| 814425 | 1000 Personal Services | Public | Unspecified | | | 📝📄✖ |
| | | | | | 25.00 | |
| 814424 | 1000 Personal Services | Public | Unspecified | | | 📝📄✖ |
| | | | | | 50.00 | |
| 814427 | 2000 Employee Benefits | Public | Unspecified | | | 📝📄✖ |
| | | | | | 5.00 | |
| 814426 | 2000 Employee Benefits | Public | Unspecified | | | 📝📄✖ |
| | | | | | 10.00 | |
| 814429 | 3000 Purchased/Contracted Services | Public | Unspecified | Marge Simpson Inc | more Barticles | 📝📄✖ |
| | 3454 | | 07/20/2010 | | 8.00 | |
| 814428 | 3000 Purchased/Contracted Services | Public | Unspecified | Marge Simpson Inc | Barticles | 📝📄✖ |
| | 3454 | | 07/15/2010 | | 12.00 | |
| 814430 | 5000 Other Charges | Public | Unspecified | Ned Flanders LLD | Hiddee Hoes | 📝📄✖ |
| | 678 | | 08/05/2010 | | 14.00 | |
| 814431 | 5000 Other Charges | Public | Unspecified | Moe's Catering | Food and beverages | 📝📄✖ |
| | 789 | | 09/01/2010 | | 11.00 | |
| 814432 | 6000 Materials and Supplies | Public | Unspecified | Springfield Electric Co | radioactive slag for "Do it to yourself glow in the dark" school project. | 📝📄✖ |
| | 988 | | 09/15/2010 | | 19.27 | |
| Total | | | | | 154.27 | |

**…. the Reimbursement Request Summary updates**

| Reimbursement Request Summary ⬇ |
|---|

| Details    Edit Line |
|---|

| Reimbursment Request Summary |
|---|

| Object Code | No. of Lines | Funds Available Prior to this Request | Funds Requested | Funds Available After this Request | Funds Available After all requests have been taken into consideration |
|---|---|---|---|---|---|
| 0000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1000 | 2 | 146,637.09 | 75.00 | 146,562.09 | 146,562.09 |
| 2000 | 2 | 42,375.23 | 15.00 | 42,360.23 | 42,360.23 |
| 3000 | 2 | 33,815.69 | 20.00 | 33,795.69 | 33,795.69 |
| 4000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5000 | 2 | 15,026.02 | 25.00 | 15,001.02 | 15,001.02 |
| 6000 | 1 | 2,798.14 | 19.27 | 2,778.87 | 2,778.87 |
| 8000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Funds | 9 | 240,652.17 | 154.27 | 240,497.90 | 240,497.90 |

## Submit the Request

It's recommended that you click on Save first and then Go to Submit. After saving, you'll see the following on the screen.

| 814429 | 3000 Purchased/Contracted Services | Public | Unspecified | Marge Simpson Inc | more Barticles | |
|---|---|---|---|---|---|---|
| | 3454 | | 07/20/2010 | | 8.00 | |
| 814428 | 3000 Purchased/Contracted Services | Public | Unspecified | Marge Simpson Inc | Barticles | |
| | 3454 | | 07/15/2010 | | 12.00 | |
| 814430 | 5000 Other Charges | Public | Unspecified | Ned Flanders LLD | Hiddee Hoes | |
| | 678 | | 08/05/2010 | | 14.00 | |
| 814431 | 5000 Other Charges | Public | Unspecified | Moe's Catering | Food and beverages | |
| | 789 | | 09/01/2010 | | 11.00 | |
| 814432 | 6000 Materials and Supplies | Public | Unspecified | Springfield Electric Co | radioactive slag for "Make yourself glow in the dark"school project. | |
| | 988 | | 09/15/2010 | | 19.27 | |
| Total | | | | | 154.27 | |

Back  Save  Reset  Go To Submit

Note that you can click on Go to Submit without saving. Clicking on Go to Submit therotically saves the information and then goes to the next step in the submission process.

To submit the request, select Go To Submit …

| | | Edit Expenditure Line Item | | |
|---|---|---|---|---|

Summary    Details

| Object Code * | 6000 Materials and Supplies ▼ |
| Sector * | Public ▼ |
| Program Area * | Unspecified ▼ |
| Vendor * | Springfield Electric Co |
| Description * (240 char Max) | radioactive slag for "Make yourself glow in the dark"school project. |
| Check Voucher Number * | 988 |
| Encumbrance Date (mm/dd/yyyy) | |

Payment

| Date (mm/dd/yyyy) * | 09/15/2010 |
| Amount * | 19.27 |

Back    Save    Reset    Add    Go To Submit

and the following screen is returned.

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 1648270 | Created | 04/22/2011 | Ann Originator | 0 | |

ACCOMACK CO PBLC SCHS hereby claims reimbursement of disbursement made during the period 07/01/2010 to 09/30/2010 under the provisions of the program or grant indicated above. This is to certify that the expenditures listed in the reimbursement have been paid in accordance with the federal/state policies and/or regulations of Virginia Board of Education. It further certifies that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to federal and/or state audits.

Comments:

OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

Back    Edit Request    Submit Request    Cancel Request

In the example above, the only entry in the status queue shows that the request was created by Ann Originator on April 22,2011 and a "Status Tracking Number" assigned by Omega.

Click on **Submit Request** and a pop up box gives one more chance to review. If you want to proceed, click on OK. If you're not certain, click on Cancel.



NOTE: Once a request is submitted, the Originator cannot edit it. If editing is required after submission, any reviewer in the queue can deny it . A denied request will return to the To-Do list of the Originator and the originator can then edit it.

When the submission has been processed, the originator will be returned to their Omega Home screen and the request will have moved from the originator's To-Do list to their Pending list. The request will also be on the To-Do list of the first reviewer in the queue and on the Coming Soon list of all subsequent reviewers listed in the queue. As each reviewer  processes the request, it will be deleted from that reviewer's To-Do list and will be added to their Pending list. When the request reaches its final status of Approval Completed after the last reviewer in the queue, the request will disappear from all Pending lists.

An approval level may have more than one reviewer. All individuals at a level have equal access and authority. When a status changes at a level, it changes for all individuals in the queue at that level. A division can require multiple approvals at any level. Due to separation of duties concerns, any one individual should not have permissions at more than one level for any one award.

Below is the To-Do list of the originator before submission of a request. In this example, it's the bottom entry.

| I want to ... | To Do List | | | | (10 items) |
|---|---|---|---|---|---|
| Create/Submit a reimbursement | | | | | |
| | **Id** | **Request Date** | **Request Type** | **Description** | **Action** |
| View my to do list | 131323 | 11/29/2010 | Reimbursement Request | $10,644.71 for 2010 Award V048A100046, project 610950000: CTE Federal Payments | Go |
| Select a funding source | 132038 | 01/27/2011 | Reimbursement Request | $675.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| Change my object code budget | 132039 | 02/15/2011 | Budget Transfer | Moving $2,282,826.31 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| View my grant balances | 132040 | 02/16/2011 | Reimbursement Request | $1,357.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| View my coming soon list | 132249 | 04/14/2011 | Application Request | 2010 Perkins Career and Technical Education Act of 2006, Federal - Title I, Application id 22973 | Go |
| View my pending list | 132253 | 04/22/2011 | Reimbursement Request | $0.00 for 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| View my reimbursement/budgets | 132255 | 04/22/2011 | Reimbursement Request | $0.00 for 2010 Award S367A100044, project 614800000: Title II - Part A | Go |
| Change my information | 132256 | 04/22/2011 | Reimbursement Request | $0.00 for 2010 Award S367A100044, project 614800000: Title II - Part A | Go |
| Submit an application | 132257 | 04/22/2011 | Reimbursement Request | $0.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| Submit an application amendment | 132258 | 04/22/2011 | Reimbursement Request | $154.27 for 2009 Award S367A090044, project 614800000: Title II - Part A | Go |
| View an application | | | | | |
| View my Spend Down | | | | | |

This is the same To-Do list after submission. The submitted item dropped off the list**.**

| | | I want to ... | | | |
|---|---|---|---|---|---|
| Create/Submit a reimbursement | | | | | |

**To Do List** (9 items)

| Id | Request Date | Request Type | Description | Action |
|---|---|---|---|---|
| 131323 | 11/29/2010 | Reimbursement Request | $10,644.71 for 2010 Award V048A100046, project 610950000: CTE Federal Payments | Go |
| 132038 | 01/27/2011 | Reimbursement Request | $675.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| 132039 | 02/15/2011 | Budget Transfer | Moving $2,282,826.31 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 132040 | 02/16/2011 | Reimbursement Request | $1,357.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |
| 132249 | 04/14/2011 | Application Request | 2010 Perkins Career and Technical Education Act of 2006, Federal - Title I, Application id 22973 | Go |
| 132253 | 04/22/2011 | Reimbursement Request | $0.00 for 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 132255 | 04/22/2011 | Reimbursement Request | $0.00 for 2010 Award S367A100044, project 614800000: Title II - Part A | Go |
| 132256 | 04/22/2011 | Reimbursement Request | $0.00 for 2010 Award S367A100044, project 614800000: Title II - Part A | Go |
| 132257 | 04/22/2011 | Reimbursement Request | $0.00 for 2009 Award S010A090046, project 429010000: Title I - Local Education Agency | Go |

**I want to ... menu:**
- Create/Submit a reimbursement
- View my to do list
- Select a funding source
- Change my object code budget
- View my grant balances
- View my coming soon list
- View my pending list
- View my reimbursement/budgets
- Change my information
- Submit an application
- Submit an application amendment
- View an application

 Trouble Shooting: When the requested amount of reimbursement is greater than the amount of funds available in a particular object code, OMEGA returns an error message and the request cannot be submitted.  Check to ensure that the object code is the correct one.  If so, it is necessary to submit an object code transfer request to provide adequate funding in that object code.  Once the object code transfer request is submitted and the approval process complete, OMEGA records the adjustment and the reimbursement request can be submitted.

# Award End and Encumbrance Dates

All federal grant awards have an award *End Date*.  All funds must be encumbered (obligated) by the *End Date* of the award even if the expenditure (check written) and reimbursement will occur after this date.  For a majority of awards that are administered through Omega, the *End Date* is the last day of the 27$^{th}$ month of the grant award period. Most Omega awards start on July 1$^{st}$ and the *End Date is* September 30th. An award that started on July 1, 2010 has an *End Date* of  September 30,2012.

An *Encumbrance Date* is required for any reimbursement request where the school division paid for the expense (ie, wrote the check) after the award End Date. The encumbrance date must be on or prior to the End Date. It is the date the purchase order or contract was issued, the last day worked to earn the payroll being paid, or the date the travel occurred.

To encumber funds by September 30$^{th}$, a purchase order or contract is issued by that date. In the case of payroll, only days worked through September 30$^{th}$ are encumbered by September 30$^{th}$.  For travel, only travel completed by September 30$^{th}$ is encumbered as of September 30$^{th}$.  The following two examples explain the use of encumbrance date on a Reimbursement Request Type.

- The award ends on September 30$^{th}$ and the date of payment of the expenditure is on or after October 1$^{st}$.  The encumbrance date is required and must be on or before September 30$^{th}$.

- The award ends on September 30$^{th}$ and the date of  payment of the expenditure is September 1$^{st}$.  Since the payment date is before the *End Date*, an *Encumbrance Date* is not required.

# Approving a Reimbursement Request

Reimbursement requests to be approved appear on the reviewer's To-Do list. There are two ways of accessing the To-Do list. When a user logs into Omega, the Home Page screen is automatically shown and the To-Do list is immediately available.



The user can access the To-Do list from virtually anywhere in Omega by clicking on the "I want to …" drop down arrow, selecting "View my To-Do list", and clicking on the Go button.

The To-Do List displays Request Types requiring approval. ID numbers are automatically assigned. The Request Date, Request Type, and a Description are provided. The Request Date is the last date that any activity occurred, ie editing, submission, approval, or denial.



Select [Go] to view a request.

Displayed on the next screen are the Project Group, Project and Award numbers. Selecting either Summary   Details   Approval Queue will take you to that viewing area of the request.



The next section shows the expenditure period. All voucher/check dates in the reimbursement request must fall within the start and end dates. The date format must be MM/DD/YYYY.



The Reimbursement Request Summary displays the funds available by *Object Code*. A reimbursement expense reduces the Funds Available After this Request. Note that the blue arrow following "Reimbursement Request Summary" is a toggle. Clicking on it opens and closes the section.
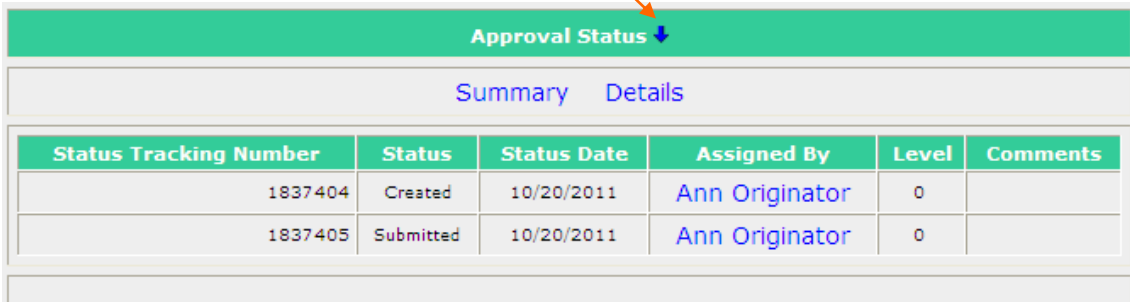
## Reimbursement Request Summary ⬇

### Details    Approval Queue

| Object Code | No. of Lines | Funds Available Prior to this Request | Funds Requested | Funds Available After this Request | Funds Available After all requests have been taken into consideration |
|---|---|---|---|---|---|
| 0000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1000 | 0 | 1,095,409.42 | 0.00 | 1,095,409.42 | 1,095,409.42 |
| 2000 | 0 | 302,545.81 | 0.00 | 302,545.81 | 302,645.81 |
| 3000 | 2 | 431,118.29 | 75.00 | 431,043.29 | 431,043.29 |
| 4000 | 1 | 2,930.00 | 2,000.00 | 930.00 | 1,025.00 |
| 5000 | 1 | 51,529.92 | 500.00 | 51,029.92 | 51,029.92 |
| 6000 | 0 | 432,213.54 | 0.00 | 432,213.54 | 432,213.54 |
| 8000 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Funds | 4 | 2,315,746.98 | 2,575.00 | 2,313,171.98 | 2,313,366.98 |

*(table header: Reimbursment Request Summary)*

Reimbursement request details are available for review by the Reviewer. The blue arrow following Reimbursement Request Details is a toggle. Clicking on it opens and closes the section.

## Reimbursement Request Details ⬇

### Summary    Approval Queue

Total number of line items in the Reimbursement Request is 4

| Line Entry No. | Object Code | Sector | Program Area | Vendor | Expenditure Description |
|---|---|---|---|---|---|
| | Check/Voucher Number | Encumbrance Date (mm/dd/yyyy) | Payment Date (mm/dd/yyyy) | Item Quantity | Amount |
| 921491 | 3000 Purchased/Contracted Services | Public | Unspecified | ABC Bookstore | books |
| | 341-844 | | 08/12/2011 | | -25.00 |
| 921490 | 3000 Purchased/Contracted Services | Public | Unspecified | ABC Bookstore | books |
| | 341-890 | | 08/12/2011 | | 100.00 |
| 921492 | 4000 Internal Services | Public | Unspecified | Teachers Helper | consultant |
| | 234-9844 | | 08/20/2011 | | 2,000.00 |
| 921493 | 5000 Other Charges | Public | Unspecified | Bookstore | test |
| | 51516874 | | 08/25/2011 | | 500.00 |
| Total | | | | | 2,575.00 |

The Approval Status displays the Status, Status (change) Dates, the name of the individual that changed the status and the level at which the change was made.  In the example below, level 0 indicates the request has been created and submitted. Each time the status changes on a request, the Approval Status will update and a new information

line will be added below the last line. The blue arrow following Approval Status is a toggle. Clicking it opens and closes the section.



Upon submission, the reimbursement request is available for approval or denial. Comments may be entered and become a permanent part of the request. For reimbursement approvals, comments are optional. For denials, comments are required.

The red writing below the comment area is a result of an ongoing issue with status changes. Because Omega screens may rebuild slowly, multiple status change requests can be recorded in error and the error will ultimately stop the processing of the request. The intent is to remind reviewers to click only once on the Submit, Approve or Deny button.



Select 

A pop-up window asks the user to confirm the action.
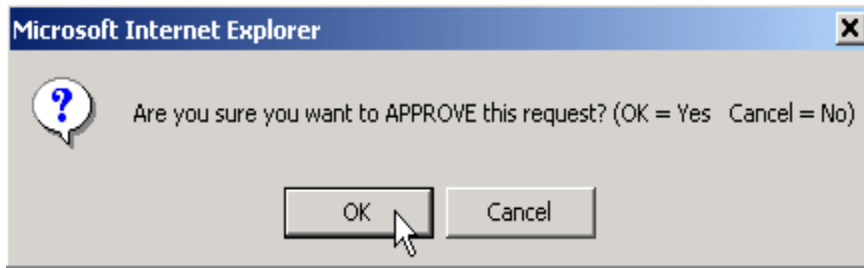
Select OK to finish the approval process. When Omega finishes processing the request, the user is returned to their Omega home screen.

The item is removed from the reviewer's To-Do list .......



......... and added to the reviewer's Pending list. The reviewer can view-only the request from the Pending list by clicking on the appropriate Go button.

| Pending List | | | | (27 items) |
|---|---|---|---|---|
| **Id** | **Request Date** | **Request Type** | **Description** | **Action** |
| 144864 | 06/09/2011 | Budget Transfer | Moving $4,543.13 within 2009 Award Q186A090048, project 605110000: Drug Free School Payments | Go |
| 140782 | 08/10/2011 | Reimbursement Request | $18,618.93 for 2009 Award H391A090107, project 612450000: ARRA IDEA Part B State Grant | Go |
| 145564 | 08/10/2011 | Reimbursement Request | $2.40 for 2009 Award S010A090046, project 428920000: School Improvement Grant - Title I | Go |
| 145564 | 08/10/2011 | Reimbursement Request | $2.40 for 2009 Award S010A090046, project 428920000: School Improvement Grant - Title I | Go |
| 145568 | 09/10/2011 | Budget Transfer | Moving $8,000.00 within 2010 Award S358B100046, project | Go |

| 145674 | 10/27/2011 | Budget Transfer | Moving $100.00 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
|---|---|---|---|---|
| 145674 | 10/27/2011 | Budget Transfer | Moving $100.00 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 145669 | 10/28/2011 | Reimbursement Request | $2,575.00 for 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |
| 145669 | 10/28/2011 | Reimbursement Request | $2,575.00 for 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | Go |

# Grant Award Selection

You can "Select a Funding Source" by using the "I want to…" list on the OMEGA homepage or the "I want to…" drop down boxes found throughout the OMEGA program.

This "Select a Funding Source" function
- provides a list of all the grants in the OMEGA system that the <u>logged-on user</u> has permission to view,
- lists the following information for each displayed award:
    1) award code (assigned by Department of Education)
    2) award year (corresponds to the first year of the award)
    3) project code (assigned by Department of Education)
    4) description of award
    5) start date of award (first date that obligation of awarded funds is allowed)
    6) end date of award (last date to obligate awarded funds)
    7) funds available (reflects all transactions SUBMITTED to date),  and
- activates and identifies the default funding source to be used in other OMEGA applications.  The word "current" in the Action column shows the active (default) award.  When there is no current, active award, OMEGA brings you to this page to select an award.  The selected grant remains current until another grant is selected.

| I want to... (Select One) | Go | SSWS Home | OMEGA Home | Logout |

## Select Award

### ARRA - Education Funds SFSF and Jobs Fund

| Award Code | Award Year | Project Code | Description | Start Date | End Date | Funds Available | Action |
|---|---|---|---|---|---|---|---|
| S394A090047 | 2009 | 625320000 | ARRA St Fiscal Stabilization Fund - Education St Grants | 02/17/2009 | 09/30/2011 | 0.00 | Go |
| S394A090047 | 2009 | 62532AA00 | ARRA St Fiscal Stabilization Fund - Education St Grants Basic Aid FY2010 | 02/17/2009 | 09/30/2011 | 432,718.25 | Go |
| S394A090047 | 2009 | 62532BB00 | ARRA St Fiscal Stabilization Fund - Education St Grants Basic Aid FY2011 | 02/17/2009 | 09/30/2011 | 555,546.00 | current |
| S410A100047 | 2010 | 627000000 | ARRA Education Jobs Fund | 08/10/2010 | 09/30/2012 | 0.00 | Go |

### NCLB - Title I Part A - Improving Basic Programs

| Award Code | Award Year | Project Code | Description | Start Date | End Date | Funds Available | Action |
|---|---|---|---|---|---|---|---|
| S010A070046 | 2007 | 429010000 | Title I - Local Education Agency | 07/01/2007 | 09/30/2009 | 0.00 | Go |
| S010A060046 | 2006 | 429010000 | Title I - Local Education Agency | 07/01/2006 | 09/30/2008 | 0.00 | Go |
| S010A030046 | 2003 | 429010000 | Title I - Local Education | 07/01/2003 | 09/30/2005 | 0.00 | Go |

# Change My Object Code Budget

Also known as "Budget Transfer" Change My Object Code Budget is the mechanism used to move funds within an award from object line to object line. Transfers do not increase nor decrease the funds available or affect the award's remaining balance.

From the OMEGA home page

**Select a funding source** from your **To-Do List…**



Select the appropriate award by clicking on the Go button.

From the OMEGA home page select **Change my object code budget**.



Select Go



The Request for Budget Transfer appears.  The *object code*, its description, and the amount available by object code are shown.  The increases and decreases to change object code budgets are entered in the "Amt. of Change" column. A minus (-) is entered

45

where funds are subtracted.  The total in the Amount of Change column MUST equal $0.00.  An explanation of the object code changes is required entry in the Text Box.

The example below is before any changes were made.

## Request for Budget Transfer

### ℹ Selected Project Group, Project, Award Information

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A100046   Award Year:2010

### Budget Request (Within an award)

**New Request**

| Object Code | Expenditure Accounts | Funds Available | Amt. of Change (Indicate + or - ) | Revised Funds Available |
|---|---|---|---|---|
| 0000 | Unspecified | 0.00 | 0.00 | 0.00 |
| 1000 | Personal Services | 1,095,409.42 | 0.00 | 1,095,409.42 |
| 2000 | Employee Benefits | 302,545.81 | 0.00 | 302,545.81 |
| 3000 | Purchased/Contracted Services | 431,043.29 | 0.00 | 431,043.29 |
| 4000 | Internal Services | 930.00 | 0.00 | 930.00 |
| 5000 | Other Charges | 51,029.92 | 0.00 | 51,029.92 |
| 6000 | Materials and Supplies | 432,213.54 | 0.00 | 432,213.54 |
| 8000 | Capital Outlay | 0.00 | 0.00 | 0.00 |
| | Total | 2,313,171.98 | 0.00 | 2,313,171.98 |

The next example is after changes were entered. Note that the "Amt of Change" column total is zero and the required justification has been entered. Other than the decimal point and minus sign, no special characters are entered i.e., ($ + ,).

| Object Code | Expenditure Accounts | Funds Available | Amt. of Change (Indicate + or - ) | Revised Funds Available |
|---|---|---|---|---|
| 0000 | Unspecified | 0.00 | 0.00 | 0.00 |
| 1000 | Personal Services | 1,095,409.42 | -95,409.42 | 1,000,000.00 |
| 2000 | Employee Benefits | 302,545.81 | 5,000.00 | 307,545.81 |
| 3000 | Purchased/Contracted Services | 431,043.29 | 50,000.00 | 481,043.29 |
| 4000 | Internal Services | 930.00 | 409.42 | 1,339.42 |
| 5000 | Other Charges | 51,029.92 | 45,000.00 | 96,029.92 |
| 6000 | Materials and Supplies | 432,213.54 | -5,000.00 | 427,213.54 |
| 8000 | Capital Outlay | 0.00 | 0.00 | 0.00 |
| | Total | 2,313,171.98 | 0.00 | 2,313,171.98 |

**Budget Request (Within an award)**

**New Request**

**Justification**

Redistribute funds in accordance with the latest approved budget

Back    Save    Reset

There are three options:

Back    Save    Reset

- The Back button returns the user to the home screen without saving the request.
-  Save saves the request, adds it to the user's To-Do list and Omega assigns a unique request ID number. The request can be submitted immediately. If it's not submitted, it'll stay in the To-Do list available for editing.
- Reset changes all amounts entered into the Amt of Change column back to zero.

Upon Saving, if an error is detected, Omega will return an error message as in the following example.

**Validation Error:**
- Justification is required.
- Total Change in Amount should be zero.

## Request for Budget Transfer

### ⓘ Selected Project Group, Project, Award Information

Project Group: NCLB - Title 1 Part A - Improving Basic Programs

Project: 429010000, Title 1 - Local Education Agency

Award: S010A100045   Award Year: 2010

### Budget Request (Within an award)

New Request

| Object Code | Expenditure Accounts | Funds Available | Amt. of Change (Indicate + or - ) | Revised Funds Available |
|---|---|---|---|---|
| 0000 | Unspecified | 0.00 | 0.00 | 0.00 |
| 1000 | Personal Services | 1,095,409.42 | -95,409.42 | 1,000,000.00 |
| 2000 | Employee Benefits | 302,545.81 | 5,000.00 | 307,545.81 |
| 3000 | Purchased/Contracted Services | 431,043.29 | 50,000.00 | 481,043.29 |
| 4000 | Internal Services | 930.00 | 409.42 | 1,339.42 |
| 5000 | Other Charges | 51,029.92 | 45,000.00 | 96,029.92 |
| 6000 | Materials and Supplies | 432,213.54 | -500.00 | 431,713.54 |
| 8000 | Capital Outlay | 0.00 | 0.00 | 0.00 |
| | Total | 2,313,171.98 | 4,500.00 | 2,317,671.98 |

Justification

[ ]

Back   Save   Reset

Any error must be corrected before processing can begin. In the example, the wrong amount was entered in object line 6000 (should have been minus 5000) and no justification was entered.

After saving the data, confirmation appears at the top of the page and a request ID is assigned.

- **Budget Request Successfully saved**

## Request for Budget Transfer

**ⓘ Selected Project Group, Project, Award Information**

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A100046   Award Year:2010

**Budget Request (Within an award)**

Request Id is 145677

**Justification**

Redistribute funds in accordance with the latest approved budget

Back  Save  Reset  Go to Submit

Clicking on Go to Submit allows another review of the data and another chance to edit.



| Request Id is 145677 | | | |
|---|---|---|---|
| **Approval Queue** | | | |
| Total number of line items in the Budget Transfer Request is 5 | | | |
| **Object Code Expenditure Accounts** | **Funds Available($)** | **Change in Funds($)** | **Revised Budget($)** |
| 0000 Unspecified | 0.00 | 0.00 | 0.00 |
| 1000 Personal Services | 1,095,409.42 | -95,409.42 | 1,000,000.00 |
| 2000 Employee Benefits | 302,545.51 | 5,000.00 | 307,545.51 |
| 3000 Purchased/Contracted Services | 431,043.19 | 50,000.00 | 481,043.19 |
| 4000 Internal Services | 930.00 | 409.42 | 1,339.42 |
| 5000 Other Charges | 51,029.92 | 45,000.00 | 96,029.92 |
| 6000 Materials and Supplies | 432,213.54 | -5,000.00 | 427,213.54 |
| 8000 Capital Outlay | 0.00 | 0.00 | 0.00 |
| Total Funds | 2,313,171.95 | 0.00 | 2,313,171.95 |

Justification: Redistribute funds in accordance with the latest approved budget

**Approval Status ↓**

**Details**

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 1637435 | Created | 10/31/2011 | Ann Originator | 0 | |

Comments:

OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

[Back] [Edit Request] [Submit Request] [Cancel Request]

After successfully saving, the Status Queue indicates the request is Created and shows a tracking number, status change date, the individual that changed the status, and the level at which the change was made.

There are four options:

- Back returns the user to the Omega Home page.
- Edit Request allow further changes to be made.
- Submit Request begins the processing and puts the request into the approval queue. A pop-up window will ask for confirmation as shown below. Select **OK** to complete the Transfer Request and return to the home page.

Microsoft Internet Explorer

❓ Are you sure you want to SUBMIT this request? (OK = Yes  Cancel = No)

[ OK ]    [ Cancel ]

- Cancel Request will remove the request from the To-Do list. Once cancelled, the request cannot be further processed. Cancellation requires a justification.



| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 1837436 | Created | 11/01/2011 | Ann Originator | 0 | |

ACCOMACK CO PBLC SCHS hereby claims reimbursement of disbursement made during the period 09/01/2011 to 09/30/2011 under the provisions of the program or grant indicated above. This is to certify that the expenditures listed in the reimbursement have been paid in accordance with the federal/state policies and/or regulations of Virginia Board of Education. It further certifies that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to federal and/or state audits.

Comments:

Office collection covers requested amount. Funds returned to federal gov't to aid in national debt.

OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

[ Back ]    [ Edit Request ]    [ Submit Request ]    [ Cancel Request ]

Click here to Cancel the Request

Clicking on Cancel Request will require confirmation:



Message from webpage

❓ Are you sure you want to CANCEL this request? (OK = Yes  Cancel = No)

[ OK ]    [ Cancel ]
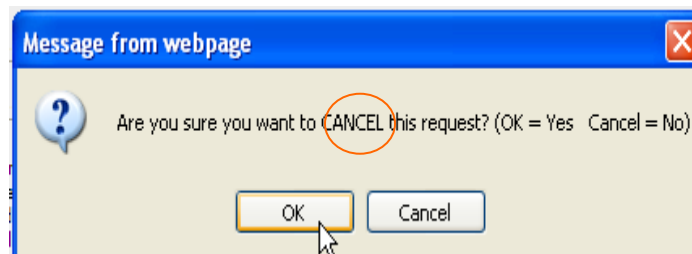
## Reviewing Object Code Budget Changes

Select **View My To-Do List**.



A Budget Transfer *Request Type* appears in the **To-Do** List of the <u>originator</u> before submission and thereafter in the **To-Do** list of each reviewer in the queue in turn.

The example below is the To-Do list of the first reviewer in the queue. Note ID 145677, the OMEGA tracking number.

**Select** to view the Request.

The Selected Project Group, Project, and Award Information are displayed.

## Request for Budget Transfer

Details     Approval Queue

### ℹ Selected Project Group, Project, Award Information

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A100046   Award Year:2010

### Budget Transfer Request between Object Codes

This page details the budget by object code. The net Change Amount must sum to $0.00. Please review this request and click Approve/Submit.

**Request Id is 145677**

### Approval Queue

**Total number of line items in the Budget Transfer Request is 8**

| Object Code Expenditure Accounts | Funds Available($) | Change in Funds($) | Revised Budget($) |
|---|---|---|---|
| 0000 Unspecified | 0.00 | 0.00 | 0.00 |
| 1000 Personal Services | 1,095,409.42 | -95,409.42 | 1,000,000.00 |
| 2000 Employee Benefits | 302,545.81 | 5,000.00 | 307,545.81 |
| 3000 Purchased/Contracted Services | 431,043.29 | 50,000.00 | 481,043.29 |
| 4000 Internal Services | 930.00 | 409.42 | 1,339.42 |
| 5000 Other Charges | 51,029.92 | 45,000.00 | 96,029.92 |
| 6000 Materials and Supplies | 432,213.54 | -5,000.00 | 427,213.54 |
| 8000 Capital Outlay | 0.00 | 0.00 | 0.00 |
| Total Funds | 2,313,171.98 | 0.00 | 2,313,171.98 |

**Justification:** Redistribute funds in accordance with the latest approved budget

### Approval Status ⬇

### Details

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 1837435 | Created | 10/31/2011 | Ann Originator | 0 | |
| 1837444 | Submitted | 11/02/2011 | Ann Originator | 0 | Redistribute funds in accordance with the latest approved budget |

To approve this request click Approve....

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| | | | **Approval Status** ⬇ | | |
| | | | Details | | |
| 1837435 | Created | 10/31/2011 | Ann Originator | 0 | |
| 1837444 | Submitted | 11/02/2011 | Ann Originator | 0 | Redistribute funds in accordance with the latest approved budget |

Comments:

OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

Back    Approve    Deny

Click here to Approve the Request

...and Omega will return a confirmation box. Click Ok to proceed or Cancel to stop.

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 1837435 | Created | 10/31/2011 | Ann Originator | 0 | |
| 1837444 | Submitted | 11/02/2011 | Ann Originator | 0 | Redistribute funds in accordance with the latest approved budget |

Comments:

**Message from webpage**

? Are you sure you want to APPROVE this request? (OK = Yes   Cancel = No)

OK    Cancel

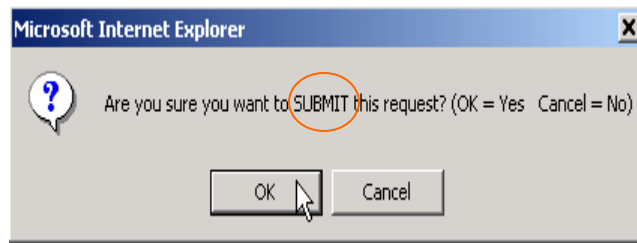OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

Back    Approve    Deny

Upon clicking OK, the reviewer will, in a few moments, be returned to their Omega Home screen. The request will be deleted from the reviewer's To-Do list and added to their Pending list. It may be accessed from the Pending list as view-only. Note: the request will remain in the Pending list until the final reviewer in the queue approves, then it will be deleted from the Pending list.

Comments are optional for Approvals. A comment becomes a permanent part of the record. If a comment is to be entered, it must be entered before approving a request.

Any reviewer in the queue can deny a request. Denials require a comment that describes the reason for the denial. Upon clicking Deny, a confirmation box will appear.



A request denied by any reviewer will return to the To-Do list of the originator. The originator has the option of editing and resubmitting or cancelling the request. A resubmitted request follows the approval queue and goes to all required review levels.

The red writing below the comment area is a result of an ongoing issue with status changes. Because Omega screens may rebuild slowly, multiple status change requests can be recorded in error and the error will ultimately stop the processing of the request. The intent is to remind reviewers to click only once on the Approve or Deny button.

The below example is the To-Do list of the next (level-3) reviewer. Request ID 145677 has been approved at level-1.

.
Clicking on the Go button opens the request. Note that each status change is documented in the Status queue below.



Each reviewer has the same options to approve or deny.

OMEGA processes object code budget changes in two phases.  Upon submission of a transfer, funds are immediately subtracted from the donating object line(s) and the Funds Available total is temporarily reduced by the amount being transferred.  Transferring funds are added to the recipient object line(s) after the request is approved at all required review levels and the status changes to Transfer Complete.

# View Grant Balances

Select **View my Grant Balances** from the OMEGA home page under **I Want To…**
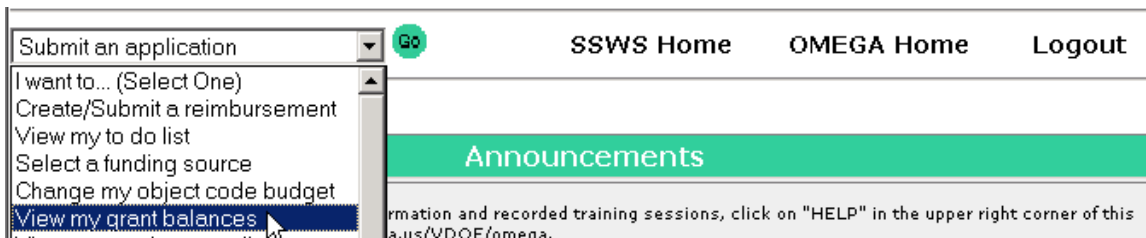


Select 

If a default award has been selected, the Funds Available screen will be returned for that award. If no selection has been made, select from the list of Funding Sources and that selection will become the default as shown in the example below. To see another Award, select another funding source.

| NCLB - Title I Part A - Improving Basic Programs | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Award Code** | **Award Year** | **Project Code** | **Description** | **Start Date** | **End Date** | **Funds Available** | **Action** |
| S010A040046 | 2004 | 429010000 | Title I - Local Education Agency | 07/01/2004 | 09/30/2006 | 0.00 | Go |
| S010A030046 | 2003 | 429010000 | Title I - Local Education Agency | 07/01/2003 | 09/30/2005 | 0.00 | Go |
| S010A070046 | 2007 | 429010000 | Title I - Local Education Agency | 07/01/2007 | 09/30/2009 | 0.00 | Go |
| S010A100046 | 2010 | 429010000 | Title I - Local Education Agency | 07/01/2010 | 09/30/2012 | 2,313,371.98 | Go |
| S010A050046 | 2005 | 429010000 | Title I - Local Education Agency | 07/01/2005 | 09/30/2007 | 0.00 | Go Click here to select award |
| S010A080046 | 2008 | 429010000 | Title I - Local Education | 07/01/2008 | 09/30/2010 | 0.00 | Go |

As shown in the below example, the grant balance is displayed by object line. The "Funds Available after all requests have been taken into consideration" column reflects completed transfers and reimbursements including those pending payment.

## Selected Project Group, Project, Award Information

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A100046   Award Year:2010

## Funds Available

| Object Code | Funds Available | Funds Available after all requests have been taken into consideration |
|---|---|---|
| 0000 | 0.00 | 0.00 |
| 1000 | 1,000,000.00 | 1,000,000.00 |
| 2000 | 302,545.81 | 307,645.81 |
| 3000 | 431,043.29 | 481,043.29 |
| 4000 | 930.00 | 1,434.42 |
| 5000 | 51,029.92 | 96,029.92 |
| 6000 | 427,213.54 | 427,213.54 |
| 8000 | 0.00 | 0.00 |
| Total Funds | 2,212,762.56 | 2,313,366.98 |

# View Pending List

Select **Pending List** under I Want To… on your OMEGA home page

The Pending List of an originator includes applications, budget transfers and reimbursements that have been submitted. The Pending List of a reviewer includes applications, budget transfers and reimbursements that have been approved by the reviewer. An item stays on the Pending list until the status either changes to Approval Completed or Denied. Upon Approval Completed the item simply drops off the list. Upon denial, the item moves to the all reviewers' Coming Soon lists and to the originator's To-Do list.

A request accessed from the Pending list can only be viewed.

| Current User: Art Approver | Current Subrecipient: 001 - ACCOMACK CO PBLC SCHS |
| --- | --- |

I want to... (Select One)   Go     SSWS Home   OMEGA Home   Logout

| | | Pending List | | (30 items) | |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Request Date** | **Request Type** | **Description** | | **Action** |
| 144864 | 06/09/2011 | Budget Transfer | Moving $4,543.13 within 2009 Award Q186A090048, project 605110000: Drug Free School Payments | | Go |
| | | Reimbursement | $18,618.93 for 2009 Award H391A090107, project 612450000: | | |
| 145646 | 11/07/2011 | Reimbursement Request | $0.50 for 2010 Award H027A100107, project 43071 0000: IDEA 611 Flow-through | | Go |
| 145677 | 11/07/2011 | Budget Transfer | Moving $100,409.42 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | | Go |
| 145677 | 11/07/2011 | Budget Transfer | Moving $100,409.42 within 2010 Award S010A100046, project 429010000: Title I - Local Education Agency | | Go |
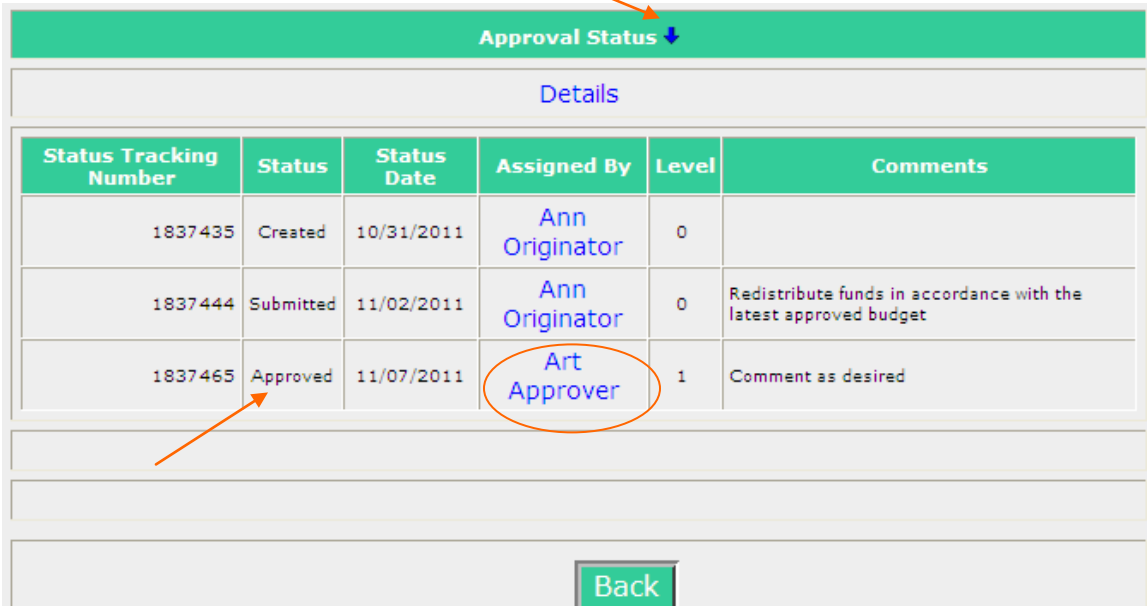
Click here to view details

Select the Go button to view additional details.

Request Id is 145677

If needed, select ⬇ next to Approval Status to open the status queue to see the details. The arrow is a toggle that opens and closes the Approval Status list.

| Approval Status ⬇ | | | | | |
|---|---|---|---|---|---|
| Details | | | | | |
| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
| 1837435 | Created | 10/31/2011 | Ann Originator | 0 | |
| 1837444 | Submitted | 11/02/2011 | Ann Originator | 0 | Redistribute funds in accordance with the latest approved budget |
| 1837465 | Approved | 11/07/2011 | Art Approver | 1 | Comment as desired |

Back

You will see the Created and Submitted dates as well as the dates for approval or denial. The Assigned By identifies the individual who performed the function displayed in the Status column.

# View My Reimbursement/Budgets

This selection allows the user to view-only all reimbursments and tranfers regardless of the status.

Select **View My Reimbursement/Budgets** from the OMEGA home page



Search options filter the *Request Type*.  Select the Request Type.



Select the Project Group.



Select the Project.



Select the Award Code.

Select  .......



...... and a list of items that match your filter criteria is returned.

| Request Id | Request Date | Project Group | Project | Award Code | Action |
|---|---|---|---|---|---|
| 138643 | 2011-05-27 20:04:09.0 | NCLB - Title I Part A - Improving Basic Programs | Title I - Local Education Agency | S010A100046 | Go |
| 142440 | 2011-06-10 20:07:24.0 | NCLB - Title I Part A - Improving Basic Programs | Title I - Local Education Agency | S010A100046 | Go |
| 145633 | 2011-10-27 | NCLB - Title I Part A - Improving Basic Programs | Title I - Local Education Agency | S010A100046 | Go |
| 145669 | 2011-10-28 | NCLB - Title I Part A - Improving Basic Programs | Title I - Local Education Agency | S010A100046 | Go |
| 145670 | 2011-10-20 | NCLB - Title I Part A - Improving Basic Programs | Title I - Local Education Agency | S010A100046 | Go |
| 145664 | 2011-10-27 | NCLB - Title I Part A - Improving Basic Programs | Title I - Local Education Agency | S010A100046 | Go |

This list includes all items that match the criteria and includes requests with any status (Created, Submitted, Approved, Denied, Cancelled, Approval Completed).

Select  to view the details of a request.

# Spend Down Calendar Report

OMEGA generates a Spend Down Calendar Report that shows all financial activity from the initial award allocation through the date of the last activity. Transaction activity is reported by date, status, object code, description and current balance. This report allows grant managers and administrators to effectively monitor grant activity and grant balances.

On the OMEGA home page, the Spend Down Calendar Report is selected through the drop-down list and clicking on Go.
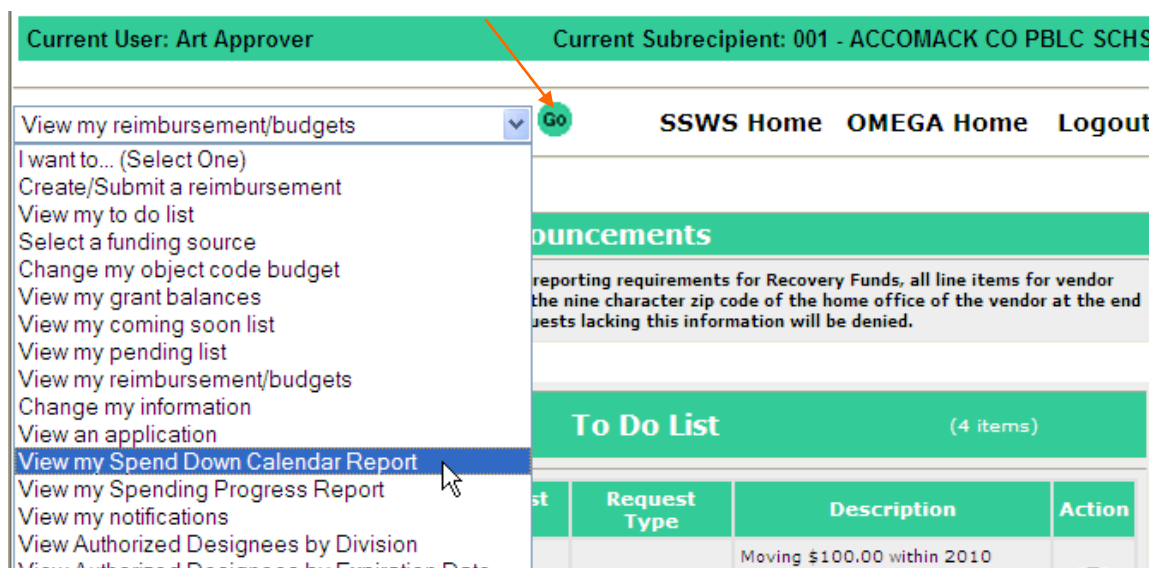


A user must designate Report Parameters by selecting:

- Award from the Project Group
- An individual project within a grant award , and
- An individual award code within a grant award.

Click Generate Report.



An example of the report is below:

**Spend Down Report**

| | | Selected Project Group, Project, Award Information | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A100046   Award Year:2010

Payee: ACCOMACK CO PBLC SCHS

| Date | Description | Status | \- Major Objects 0000 | 1000 | 2000 | 3000 | 4000 | 5000 | 6000 | 8000 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 11/10/2011 | Original Budget | | 2,352,826.31 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,352,826.31 |
| 03/23/2011 | Budget 138178 | Transfer Complete | -2,352,826.31 | 1,108,324.32 | 303,755.10 | 434,918.29 | 2,930.00 | 51,733.92 | 451,164.68 | 0.00 | 0.00 |
| 05/27/2011 | Reimb 138643 | Paid | 0.00 | -8,250.59 | -764.26 | 0.00 | 0.00 | -204.00 | 0.00 | 0.00 | -9,218.85 |
| 06/10/2011 | Reimb 142440 | Paid | 0.00 | -4,464.31 | -445.03 | -3,800.00 | 0.00 | 0.00 | -18,951.14 | 0.00 | -27,660.48 |
| 10/06/2011 | Budget 145614 | Submitted | 0.00 | -100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/27/2011 | Budget 145674 | Approved | 0.00 | -100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10/28/2011 | Reimb 145669 | Approved | 0.00 | 0.00 | 0.00 | -75.00 | -2,000.00 | -500.00 | 0.00 | 0.00 | -2,575.00 |
| 11/07/2011 | Budget 145677 | Approved | 0.00 | -95,409.42 | 5,000.00 | 50,000.00 | 409.42 | 45,000.00 | -5,000.00 | 0.00 | 0.00 |
| | Current Balance | | 0.00 | 1,000,000.00 | 307,645.81 | 481,043.29 | 1,439.42 | 96,029.92 | 427,213.54 | 0.00 | 2,313,371.98 |

Transaction activity includes reimbursement requests, transfer requests, and adjusting entries. Reimbursement requests include those with a status of Submitted, Approved, Pending, and Paid. Transfer requests include those with a status of Submitted, Transfer Approved and Transfer Complete. Note that budget transfers update the Spend Down Calendar immediately when the request is Submitted. However the transferring funds won't be available for reimbursement until the status is Transfer Complete.

Requests with a Denied or Cancelled status are not listed and do not affect the Calendar.

# Spending Progress Report

The Spending Progress Report is selected through the drop-down list on the OMEGA home page, clicking on Go, .....

| Current User: Art Approver | Current Subrecipient: 001 - ACCOMACK CO PBLC SCHS |
| --- | --- |

I want to... (Select One)  ▼  **Go**    SSWS Home   OMEGA Home   Logout

I want to... (Select One)
Create/Submit a reimbursement
View my to do list
Select a funding source
Change my object code budget
View my grant balances
View my coming soon list
View my pending list
View my reimbursement/budgets
Change my information
View an application
View my Spend Down Calendar Report
View my Spending Progress Report
View my notifications
View Authorized Designees by Division
View Authorized Designees by Expiration Date

..... selecting in the Report Parameters and clicking on Generate Report

| Please Select the Spending Progress Report Report Parameters | |
| --- | --- |
| Sub Recipient | ACCOMACK CO PBLC SCHS |
| Project Group | NCLB - Title I Part A - Improving Basic Programs |
| Project | 429010000 - Title I - Local Education Agency |
| Award Code | 2010 - S010A100046   [Generate Report] [Cancel] |

The Spending Progress Report is award specific and shows the Budgeted Amount of the Award, the Current Balance and the Percentage of Funds <u>Unexpended</u>.  This report allows grant managers to monitor the pace of reimbursements through the award cycle.

## Spending Progress Report

### Selected Project Group, Project, Award Information

Project Group: NCLB - Title I Part A - Improving Basic Programs

Project: 429010000, Title I - Local Education Agency

Award: S010A100046   Award Year:2010

| Payee | Budgeted Amount | Current Balance | Percentage Unexpended |
| --- | --- | --- | --- |
| 001 - ACCOMACK CO PBLC SCHS | 2,352,826.31 | 2,313,371.98 | 98.32 |

# Submitting Applications

The application process allows school divisions to transmit grant award information electronically to the Department of Education while ensuring appropriate levels of review. The process provides one central repository for award documentation and allows immediate access to users.

Grantees may choose to submit an application for one award (non-consolidated) or an application for multiple awards (consolidated). More than one application per year can be submitted by a grantee and the applications can be a combination of consolidated and non-consolidated. However, duplicate requests for the same award for the same year will not be processed.

Using OMEGA, it is not necessary to send the paper copy of the signed application cover page(s) to the Virginia Department of Education (VDOE). The application cover page(s) signed by the division superintendent and the local school chairperson should be retained and filed at the local level.

OMEGA processes a consolidated application differently than it processes an individual application. For example:

- When more than one award is submitted under a consolidated application and one of the awards is denied at the SEA Level, the consolidated application is not approved until the revision for the denied award(s) is revised and approved.

- The consolidated application appears as one request in the superintendent's/designee's Level-4 To-Do List. Therefore, if the level-4 approves, all awards within the application are approved. If the level-4 denies, all awards within the application are denied. Each award within the consolidated application appears separately through other approval levels.

- In a consolidated application, if one or more awards require review at optional level 1, 2, or 3, the application will not go to the level-4 To-Do list for review until all lower levels have approved.

- An *Award Notification* is not generated until all awards included in a consolidated application are approved and the budget allocations are available.

At least two people at the school division level are required to be involved in the automated process of submitting and approving an application. One of those individuals, the *Application Originator*, performs the download of the completed application(s) Excel spreadsheet and submits the application for approval. (The application spreadsheet is prepared on a local computer.)

After the application has been downloaded, saved <u>and submitted</u> by the originator, the division *superintendent* or a *superintendent's designee*, on record at DOE as having signature authority for the superintendent, must approve the application in OMEGA.

The following example shows the submission and approval process of a consolidated application.

On the OMEGA home page, the application *Originator* selects Submit an Application.

Choose the Award Year for the application using the drop-down menu.



Check  to identify a consolidated application. A consolidated application has multiple awards. Checking No identifies an application with a single award and Omega will allow only one award to be selected.

Indicate the award(s) for which funding is being requested by checking the appropriate box(es). Then click on Browse. Find and select (double click the file name or click the file name once and "Open" once) the Excel spreadsheet that contains the application information.

**Note: the Excel spreadsheet must be saved in the 1997/2003 workbook format. Excel automatically appends a ".xls" extension to the file name.**

Once the file name appears in the Browse box, click Save.



Save downloads the Excel spreadsheet to Omega and generates a "Application Request Successfully saved" notice shown below:



A unique Application ID is assigned by Omega

**Application Request**

| Application Request Details |
| --- |
| Application Files    Project Group |

Application Id is 24041

| | |
| --- | --- |
| Year: | 2011 |
| Consolidated Application: | Y |
| File Name: | 047 Con App 2011 .xls |

The originator has the option of submitting immediately or delaying the submission.

Immediate Submission of an Application

Click "Go To Submit"....



Browse and select the Application file to be uploaded. Long filenames will be truncated to 50 characters.

H:\EXCEL\047\047 Con    Browse...

Back   Save   Reset   Go To Submit

..... then click "Submit Request". Comments may be made but are not required. If Comments are desired, they must be entered before clicking "Submit Request". Note also the statement of certification that the information in the application is correct.



Certification: We hereby certify that, to the best of our knowledge, the information contained in the application is correct.

Comments:

OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

Back   Edit Request   Submit Request   Cancel Request

A pop up box will be returned that requires the originator to validate the submission. Click "Ok" to proceed. "Cancel" will stop the submission and allow the originator to further edit the application information.

Upon clicking "Ok", the originator will, in a few moments, be returned to their Home screen. That means the application is submitted and in the approval queue.

The red writing below the comment area is a result of an ongoing issue with status changes. Because Omega screens may rebuild slowly, multiple status change requests can be recorded in error and the error will ultimately stop the processing of the request. The intent is to remind the originator to click only once each on the "Submit Request" and "Ok" buttons.

The "Back" button returns the originator to the previous screen.

The "Edit Request" button allows the originator to browse again and select and download a different Excel spreadsheet.

The "Cancel Request" button deletes the application. Once cancelled, an application **cannot** be further processed.

Delayed Submission of an Application

If the application isn't submitted immediately, the application is entered into the originator's To-Do list with a unique Application ID number assigned by Omega as shown below. Note that the Application ID number appears in the "Description" area.

Click the "Go" button to access the application.

The next screen displays Application Request Details. Note the Application ID, Year, Type, and file name in two places.



"View" and "Download" can be used to **view-only** the attached spreadsheet.

Further down the page is the Project Group Status section. The awards in the application are listed.
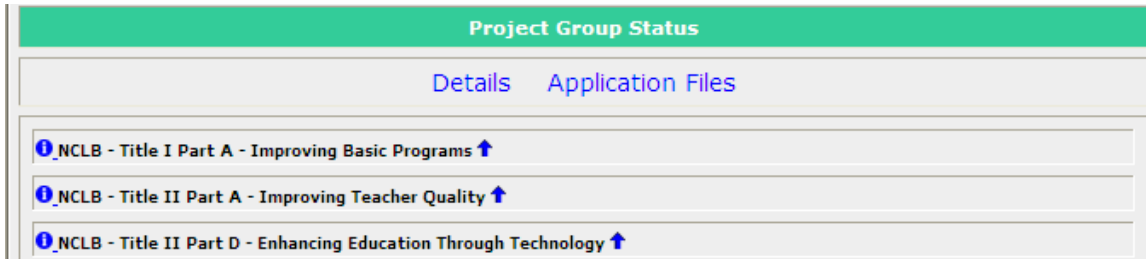


Nearer the botton of the page is a statement that the originator certifies the information in the application is correct.

Below that is a Comment area. Comments are allowed when the "Submit Request" option is selected, but not required. Comments become a permanent part of the application record.

The red writing below the comment area is a result of an ongoing issue with status changes. Because Omega screens may rebuild slowly, multiple status change requests can be recorded in error and the error will ultimately stop the processing of the request. The intent is to remind the originator to click only once each on the "Submit Request" and "Ok" buttons.
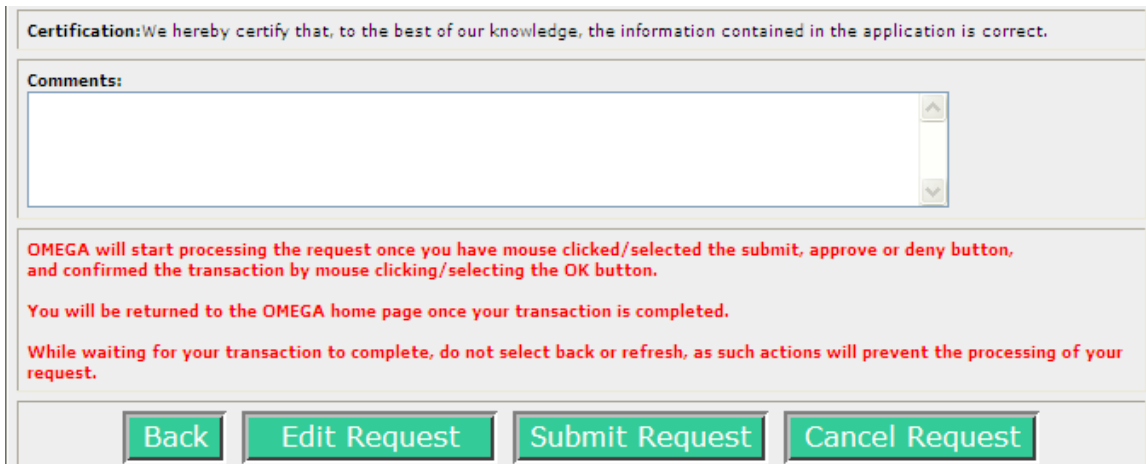


To submit the application to the queue for approval, click "Submit Request".

The pop-up window requires confirmation. The "Cancel" button stops the processing and allows futher editing.
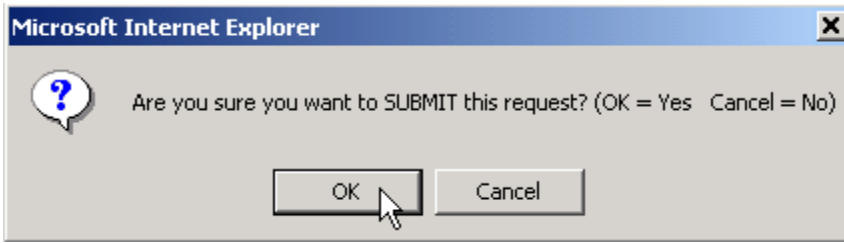
Once the application is successfully submitted by the Originator, it moves into the Application Approval Queue to the To-Do List of the first required review level in the queue. Approval or denial by the LEA at level-4 (Superintendent/Designee) is always required by Omega. Requirement for review at levels 1, 2, and 3 is set at the option of each individual LEA.

The "Back" button returns the originator to the previous screen.

The "Edit Request" button allows the originator to browse again and select and download a different Excel spreadsheet.

The "Cancel Request" button deletes the application. Once cancelled, an application **cannot** be further processed. Cancellation requires a comment.

# Approving Applications

The "To-Do" List shows the Application Requests requiring approval. In the example, three applications are ready for review, two consolidated applications and one non-consolidated.



Select  to begin the approval process and to view the Application Request Details. Note the Application ID in the To-Do list above and on the Application Request below.

The reviewer can **view** or **download** this application from [Click here to View] / [Click here to Download] the Application Request Details section or view or download the application from the Application History section.

| Application Type | File Name | Upload Date | View | Download |
|---|---|---|---|---|
| Original | 047 Con App 2011 .xls | 12/14/2011 | ⓘ | ↓ |

*Application History — Details   Project Group*

By clicking on the little blue arrow in the "Project Group Status section" ...

**Project Group Status**
Details   Application Files

ⓘ NCLB - Title I Part A - Improving Basic Programs ↑
ⓘ NCLB - Title II Part A - Improving Teacher Quality
ⓘ NCLB - Title II Part D - Enhancing Education Through Technology ↑

*Click here to View Request Approval Status for this Project Group*

.... the status history for that particular award appears, shown below. The arrow is a toggle and clicking it again will close the status queue.

**Project Group Status**
Details   Application Files

ⓘ NCLB - Title I Part A - Improving Basic Programs ↑

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 2009573 | Created | 12/14/2011 | Ann Originator | 0 | |
| 2009590 | Submitted | 12/27/2011 | Ann Originator | 0 | |

ⓘ NCLB - Title II Part A - Improving Teacher Quality ↑
ⓘ NCLB - Title II Part D - Enhancing Education Through Technology ↑

Beneath the Project Group Status section are statements concerning the appropriate use of federal funds and assurances that funds will be used in accordance with applicable regulations. By approving the application, the grantee agrees to abide by the conditions in the statements.

The red writing below the comment area is a result of an ongoing issue with status changes. Because Omega screens may rebuild slowly, multiple status change requests can be recorded in error and the error will ultimately stop the processing of the request. The intent is to remind the reviewer to <u>click only once</u> each on the "Approve" and "Ok" buttons.

**Use of Funds:** The applicant designated above applies for an allocation of federal assistance as appropriated under the No Child Left Behind Act of 2001. Funds are available to support local education reform efforts that are consistent with statewide education reform efforts to:
1. provide funding to implement promising education reform programs and school improvement programs based on scientifically-based research; 2. to provide a continuing source of innovative and educational improvement; 3. to meet the educational needs of all students; and 4. to develop and implement education programs to improve student achievement and teacher performance. Specific use of funds for this title are found in the "Guidelines, Instructions, and Assistance" document.
**Assurances:** The local educational agency assures that the programs identified in the application will be administered and implemented in compliance with all applicable statutes, regulations, policies, program plans, and applications. Additionally, the local educational agency agrees to implement the general and program specific assurances located in the "Application Guidelines, Instructions, and Assurance." packet. The assurance are to be retained at the division level.
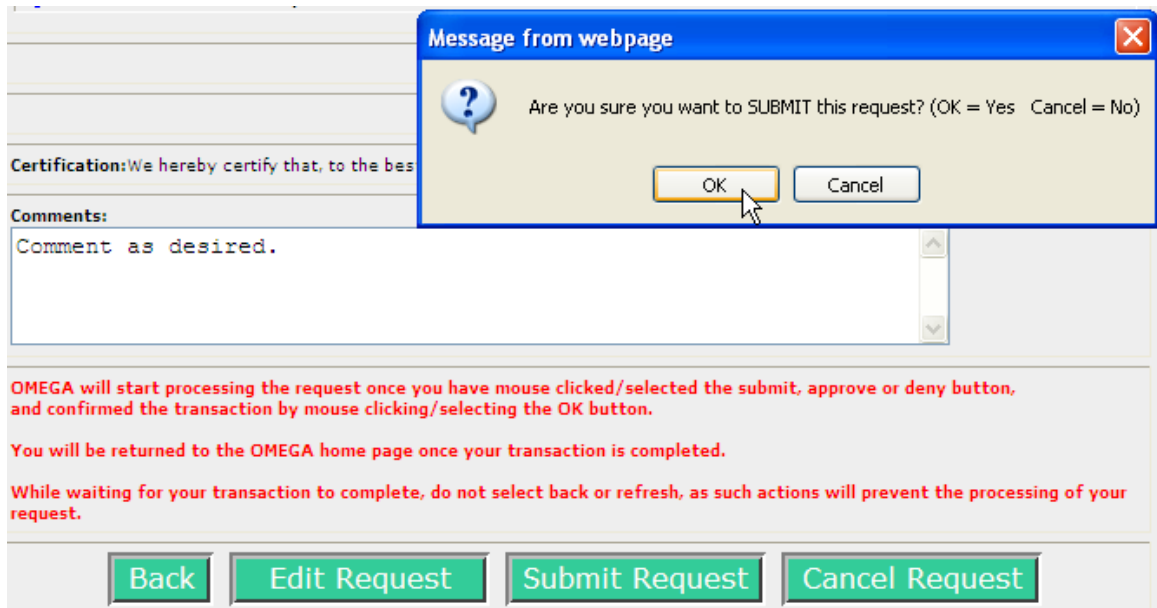
**Comments:**

OMEGA will start processing the request once you have mouse clicked/selected the submit, approve or deny button, and confirmed the transaction by mouse clicking/selecting the OK button.

You will be returned to the OMEGA home page once your transaction is completed.

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

Back    Approve    Deny

Comments are allowed but not required for approval. If comments are entered, they must be entered prior to approving the application. Comments become part of the permanent record.

To approve, click 

A pop-up asks for confirmation of the approval.



Select OK to complete the approval and return to the OMEGA home page. The request is removed from the reviewer's To-Do List and is added to the reviewer's Pending list. Approval also adds the request to the To-Do list of the next required review level.

The "Back" button returns the reviewer to the previous page without approving or denying.

The "Deny" button returns the application to the To-Do list of the originator for editing or cancellation. Denial requires a comment.

# Revising a Denied Application

A submitted application can be denied at any LEA or SEA Review Level as it moves through the Approval Queue. <u>Correction of a denial can be done only by an originator and only when the application is available in an originator's To-Do list.</u> If a non-consolidated (only one award) application is denied, the application immediately returns to the Originator's To-Do List. If an award in a consolidated (multiple awards) application is denied, the application won't return to the originator until all awards within the application have a status of either "Denied" or "Approval Completed". The examples below demonstrate the application status:

Example 1

| Application ID 12345 | Status |
|---|---|
| Title I-A | Denied |
| Title II-A | Approved @ level 4 |
| Title II-D | Approval Completed |

Title I-A must be corrected but Application 12345 can't be revised yet. It's <u>not</u> in an originator's To-Do list because the Title II-A award is still in process. When the title II-A award status changes to either "Denied" or "Approval Completed", the application will return to the originator's To-Do list for revision.

Example 2

| Application ID 33333 | Status |
|---|---|
| Title I-D | Denied |
| Title III-A | Denied |
| Title IV-A | Approval Completed |

Application ID 33333 is in an originator's To-Do list and available for revision and re-submission. The status of all awards in the application is either Denied or Approval Completed.

A consolidated application is not fully approved by VDOE until all revisions are made and the status of all awards in the application is "Approval Completed".

Because denial requires the reviewer to add a comment as to why the award was denied, an originator can access the application from the To-Do list as shown below.....
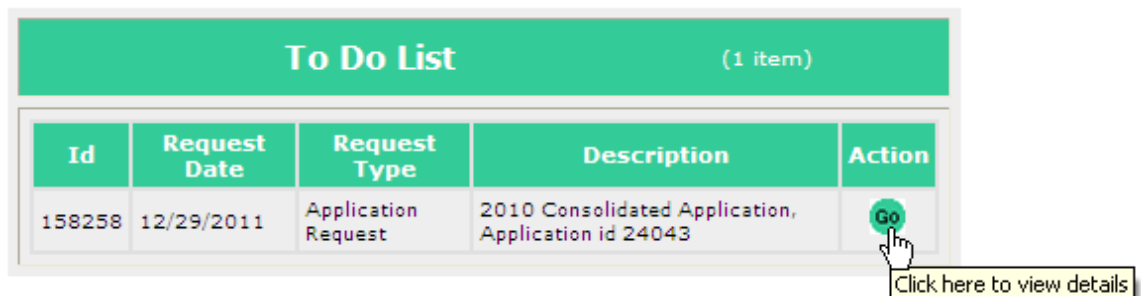
....... access the Status Queue and read what needs to be revised.  If needed, click the arrow ....



.... to open the status queue.



Revisions are made by going into **EXCEL**, accessing the spreadsheet that contains the award information, making required changes, and saving the revised spreadsheet. Hints: Make sure the revised spreadsheet is "Saved As" the 1997/2003 workbook format with the .xls extension. Also, the file name should be short and unique due to limits in Omega's Browse feature.

Then go back to Omega, access the application from the To-Do list by clicking the Go button .....

...... click on "Edit Request" .....



..... check the box(s) in the "Choose the Project Group(s)" for the award(s) that are revised, click on "Browse", click-to-select the spreadsheet that contains the revised information, click on "Open" ......
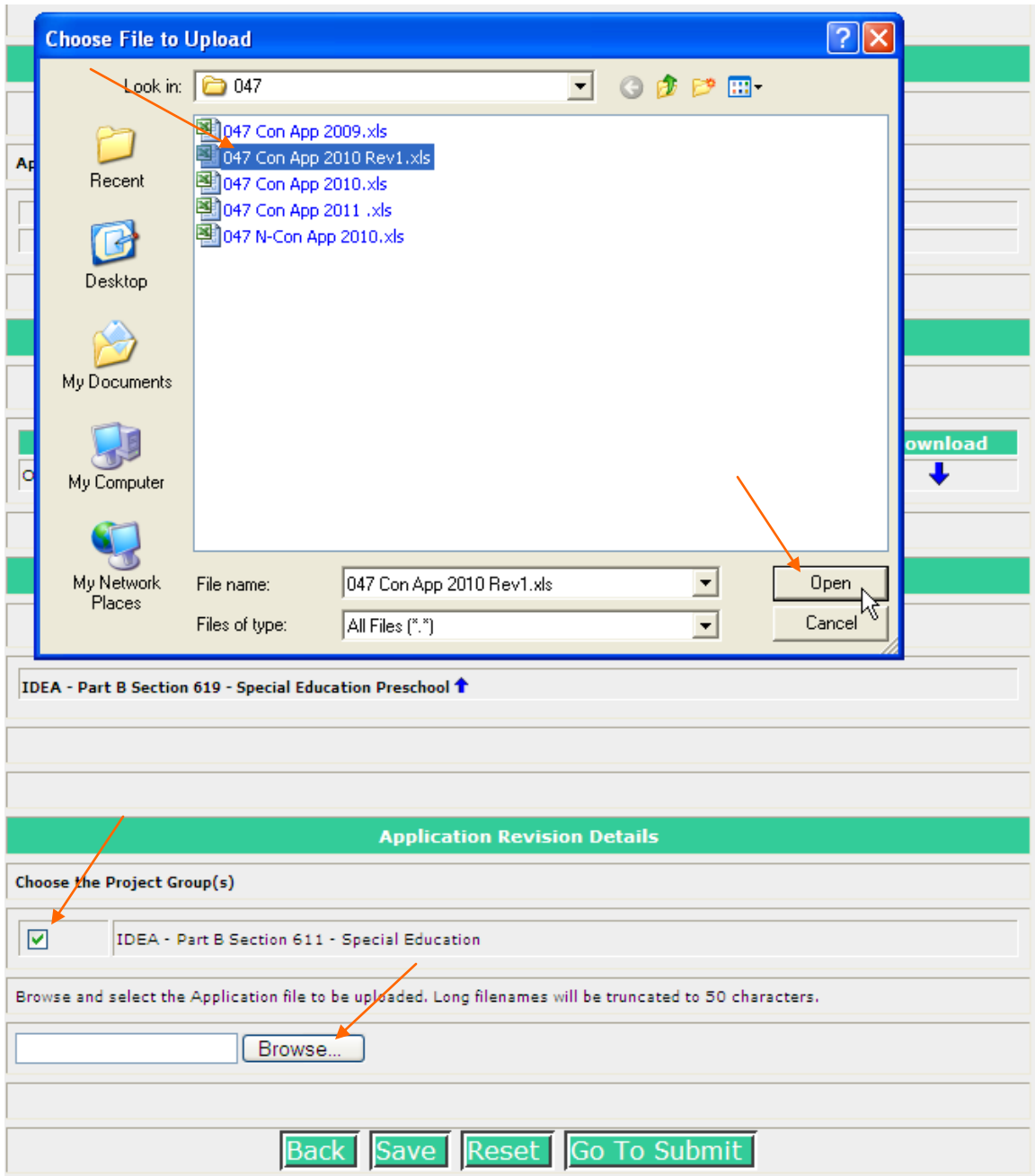
..... and the selected file name appears in the browse box, shown below.

Click on "Save" to download the revised spreadsheet. Note: "Go To Submit" is an option. However, the originator is encouraged to "Save" first to ensure the spreadsheet downloads properly.

Application History shows the Original and the Revised application(s) and the message "Application Request Successfully saved".



Also, notice that the Application ID remains the same ....

A summary of the revised application information is displayed.  Click "Go To Submit".



The following screen allows comments. A brief description of revisions should be entered.



Select 

Select **OK** to confirm submission of the revised application.

In a few moments the originator is returned to the Omega Home screen. That indicates the revised application is successfully submitted and has simultaneously moved off of the originator's To-Do list, onto the originator's Pending list, and onto the To-Do list of the first reviewer in the queue. Hint: the originator should contact the first reviewer to advise there's an item to be reviewed.

# Submitting an Amended Application

An application amendment may be processed <u>after</u> an Application Request has the status of Approval Completed. In a consolidated (multiple awards) application, all individual awards must have the status of Approval Completed. In a non-consolidated application (one award) the one award must have the status of Approval Completed.

An amendment to an application is submitted after proposed changes to grant goals and objectives are discussed and verbally approved by the VDOE grant program officer.

The first step in an amended application is to go into **EXCEL**, access the spreadsheet that contains the application information, make necessary changes, and save it. Hint:  Access the most recent spreadsheet and do a "Save As", changing the file name slightly i.e., add amend1 ... amend2,  to make it easy to find later when you Browse. Edit the file and save again. Because of limitations in the Browse box size, file names should be kept short. Long file names will be truncated to 50 characters. The file must be saved in the 1997/2003 workbook format with the automatically added .xls extension.

To submit an amended application, the Originator selects "I want to submit an application amendment" from the drop-down menu on the OMEGA home page and clicks on Go.
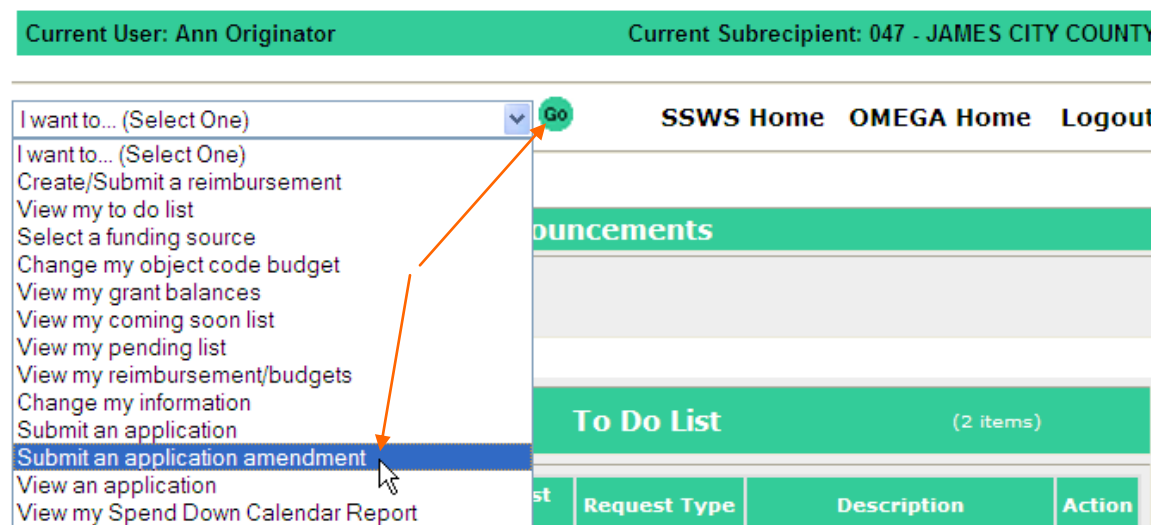


Select the application that's being amended from the "List of Application(s) for All Open Awards" by clicking Go on the appropriate application.

Note that the application id number does not change in the submission/review process.

As shown below, select the award(s) within the application that are being amended. One, some, or all awards can be selected. (Each selected award will be reviewed by the individuals in its queue). Click on Browse ...

...find the appropriate spreadsheet and double click on it (or click once on it and once on Open ...

**Choose File to Upload**

Look in: 047

047 Con App 2009.xls
047 Con App 2010 Rev1.xls
047 Con App 2010.xls
047 Con App 2011 .xls
047 Con App 2011 Amend1.xls
047 N-Con App 2010.xls

Type: Microsoft Office Excel 97-2003 Worksheet
Size: 16.5 KB
Date Modified: 1/5/2012 10:07 AM

File name: 047 Con App 2011 Amend1.xls    Open

Files of type: All Files (*.*)    Cancel

**Choose the Project Group(s)**

| ☑ | NCLB - Title I Part A - Improving Basic Programs |
| ☑ | NCLB - Title II Part A - Improving Teacher Quality |
| ☐ | NCLB - Title II Part D - Enhancing Education Through Technology |

Browse and select the Application file to be uploaded. Long filenames will be truncated to 50 characters.

Browse...

.... and the selected file name will appear in the Browse box. Click on Save.



In a few moments a new screen will show the following:

.... the application was successfully saved ....



.... the Application History includes the amended file ....



.... and there's an option to re-browse and select a different file.

The amended application can be submitted immediately. Or if desired, the submission can be delayed. The originator can access the application later from the To Do list.

To submit immediately, click on "Go To Submit"



The ensuing page lists the award(s) being amended, access to an area where comments, while not required, can be added, a statement certifying the information in the application is correct, and 4 possible processing paths (Back, Edit Amendment, Submit Request, and Cancel Request). For normal processing, click "Submit Request".
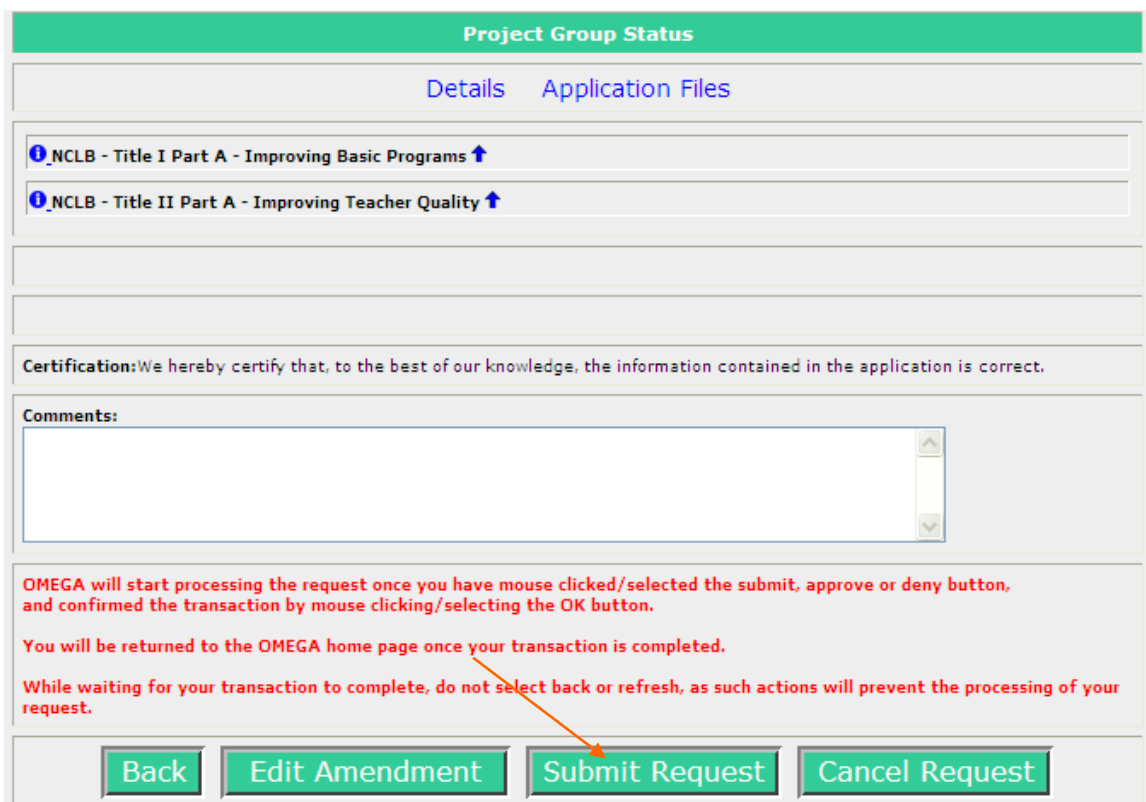


A pop up box will require confirmation of submission. Click on Ok

**Comments:**

Message from webpage ✕

❓ Are you sure you want to SUBMIT this request? (OK = Yes  Cancel = No)

[ OK ]    [ Cancel ]

OMEGA will start processing the request
and confirmed the transaction by mouse c

You will be returned to the OMEGA home

While waiting for your transaction to complete, do not select back or refresh, as such actions will prevent the processing of your request.

[ Back ]    [ Edit Amendment ]    [ Submit Request ]    [ Cancel Request ]

In a few moments the originator will be returned to the Omega home screen. That indicates the amended application is successfully submitted. The application has been removed from the originator's To Do list, added to the originator's Pending list, added to the first reviewer's To Do list and added to all subsequent reviewers' Coming Soon lists. Hint: the originator ought to contact and inform the first reviewer that there's an item waiting for review.

Amended applications go through the same approval process as the original or revised application.

# Approving an Amended Application

An amended application follows the same approval process as the original or revised application. Each reviewer in the queue accessess the amended application from their To Do list by clicking on the Go button as shown below. Note the location of the application ID in the Description column.



At the bottom of the resulting page, the application history with the amended application is shown ...



.... the list of award(s) being amended, statements concerning the use of funds and assurance of adherence to rules and regulations, a Comment area, and Approve or Deny buttons. Clicking on Approve will send the amended application to the next reviewer in the queue. Deny will return the application to the originator for editing or cancellation.

Clicking Approve will create a pop up box requiring confirmation. Click Ok.



Clicking Deny will create a pop up box requiring confirmation. Denial requires a comment. Click Ok.

The red writing below the Comment area is to remind the reviewer to click only once on the Approve button. Multiple clicks may cause Omega to record multiple Approvals by one reviewer and that will keep the request from being fully processed. Multiple denials do not create a similar issue.

# Viewing Applications

All applications regardless of their status can be viewed by anyone in the school division that has access to Omega. Select "View an application" from the "I want to..." list and click on the Go button.



A list of <u>all applications created</u> by the school division will be returned.



The Approval Status column indicates the stage of review. Select "View" to see details of the application. Most of the application information will appear. However, the status queue(s) may be minimized.

**Project Group(s) With Approval Complete**

Details     Application Files

ⓘ IDEA - Part B Section 611 - Special Education ⬆

ⓘ IDEA - Part B Section 619 - Special Education Preschool ⬆

Select the ⬆ to expand the status queue as shown below.

**Project Group(s) With Approval Complete**

Details     Application Files

ⓘ IDEA - Part B Section 611 - Special Education ⬆

| Status Tracking Number | Status | Status Date | Assigned By | Level | Comments |
|---|---|---|---|---|---|
| 2009578 | Created | 12/15/2011 | Ann Originator | 0 | |
| 2009602 | Submitted | 12/29/2011 | Ann Originator | 0 | |
| 2009604 | Approved | 12/29/2011 | Susie Superintendent | 4 | |
| 2009606 | Denied | 12/29/2011 | Sgt Schultz | 5 | Denied. "Monster Truck" is not an allowable expense. |
| 2009638 | Submitted | 01/18/2012 | Ann Originator | 0 | Deleted 'Monster Truck" and added computers for classroom use. |
| 2009639 | Approved | 01/18/2012 | Susie Superintendent | 4 | |
| 2009640 | Approved | 01/18/2012 | Sgt Schultz | 5 | |
| 2009641 | Approved | 01/18/2012 | Maxwell Klinger | 6 | |
| 2009642 | Approval Completed | 01/18/2012 | Maxwell Klinger | | |

ⓘ IDEA - Part B Section 619 - Special Education Preschool ⬆

## View My Notifications

This feature is not available at present

## Change My Information

This feature is not available at present

## View Authorized Designees by Division

This feature is not available at present

## View Authorized Designees by Expiration Date

This feature is not available at present

# Appendix A

## Object Codes

Below are definitions of the object codes used for most expenditure reimbursements. (Exception:  Title II Part D-Enhancing Education Through Technology-can only use object codes 3000, 4000, 5000 and 8000.)

**1000 Personal Services** - All compensation for the direct labor of persons in the employment of the local government.  Salaries and wages paid to employees for full and part-time work, including overtime, shift differential, and similar compensation.  Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.
    **1010   Administration        (For use with Title I Part A only)**
    **1020   Teachers                        "**
    **1030   Paraprofessionals         "**
    **1040   Other                            "**

**2000 Employee Benefits** - Job related benefits provided employees are part of their total compensation.  Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.), and employee allowances.

**3000 Purchased/Contractual Services** - Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities).  Purchase of the service is on a fee basis or fixed time contract basis.  Payments for rentals and utilities are not included in this account description.
    **3010   Professional Development   (For use with Title I Part A only)**

**4000 Internal Services** - Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intragovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.

**5000 Other Charges** - Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (Staff/Administration), office phone charges, training, leases/rental, indirect cost, and other. *Note: Indirect cost cannot be claimed against capital outlay and equipment.*

**6000 Materials and Supplies** - Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under $5,000, unless the LEA has set a lower capitalization threshold.   Therefore, computer equipment under $5,000 would be reported in "materials and supplies."

**8000 Capital Outlay -** Outlays that result in the acquisition of or additions to capitalized assets.  Capital Outlay does not include the purchase of equipment costing less than $5,000 unless the LEA has set a lower capitalization threshold.

# Appendix B - Uploading Data for Reimbursements

Subrecipients can submit reimbursement request data using two different data entry methods:
- Using web-based data entry screens
- Using file upload

This document explains the file upload method and file format in detail.

The OMEGA application creates a separate reimbursement request for each file upload. Data can be modified in OMEGA once successfully uploaded in OMEGA. Once data are uploaded to a request, the request behaves like a manually entered reimbursement request. Subrecipient staff with the appropriate privileges can amend the reimbursement requests that are through an upload after data has been uploaded and before the request is submitted for approval.

The diagram at right depicts the logical flow of uploading data into OMEGA.
1. The originator starts by logging into SSWS, accessing Omega, and selecting "Create/Submit a Reimbursement" from the "I want to ..." list.
2. The originator enters the expenditure date range for the request.
3. The originator browses to the file they wish to upload and clicks the upload file button.
4. The file is uploaded and its format validated.
    a. If the format meets file specifications, file data is loaded into the database and the originator is returned to the reimbursement request page.
    b. If the format does not meet file specification, file data is not loaded into the database and the originator is returned to the reimbursement request page with a list of errors encountered during format validation.
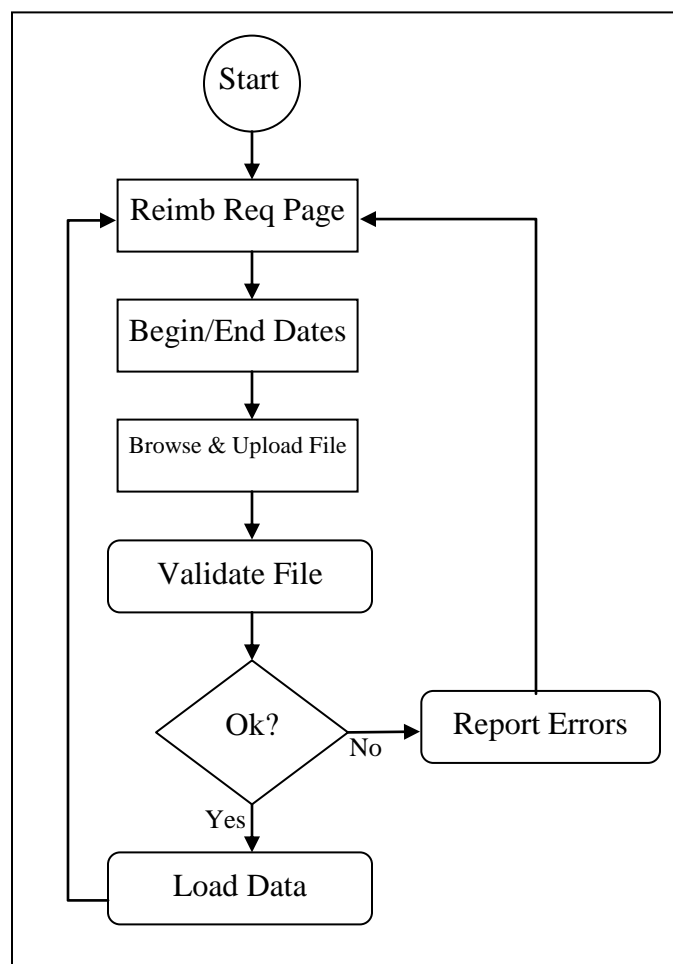
# Upload File Format

This file must conform to the following format in order to process successfully.  File contents are tab delimited and each line represents a single expense line-item.  OMEGA treats the first record in the file as a header record; it is validated to have the correct number of elements and is not imported into the database.  Each record thereafter should be constructed as follows:

| Field Num | Data | Mandatory | Format |
|---|---|---|---|
| 1 | Object code | Yes | 4 digits (See section entitled "Valid Codes" later in this document for mapping of program area codes to descriptions) |
| 2 | Sector | Yes | 9 digits maximum (See section entitled "Valid Codes" later in this document for mapping of program area codes to descriptions) |
| 3 | Program Area | Yes | 9 digits maximum (See section entitled "Valid Codes" later in this document for mapping of program area codes to descriptions) |
| 4 | Vendor information | Yes | 100 characters maximum |
| 5 | Expenditure description | Yes | 240 characters maximum |
| 6 | Payment reference (check number, voucher number) | Yes | 10 characters maximum |
| 7 | Encumbrance date | Mandatory when current date is later than the award's allowable encumbrance date that is typically from month 28-30 for a standard 30 month award.  (Title I is 15 months.) Not mandatory outside this timeframe. | yyyymmdd |
| 8 | Payment date | Yes | yyyymmdd |
| 9 | Item Quantity | *Mandatory for Title II Part D: Educational Technology for Professional Development Expenses (object code 3010). Not required in any other scenario.* | 9 digits maximum |
| 10 | Payment amount | Yes | 14 digits max with decimal point and 2 decimals places |

Program Area Valid Codes

| Grant | PROGRAM_AREA_ID | DESCR |
|---|---|---|
| All | 0000 | Unspecified |
| Title IV | 0032 | Administration |
| Title IV | 0033 | Security Stuff |
| Title IV | 0034 | Security Staff |
| Title I Part A | 0031 | Indirect costs (not to exceed approved rate) |
| Title I Part A | 0037 | Professional Development |
| Title I Part A | 0038 | Division Improvement |
| Title I Part A | 0039 | Homeless |
| Title I Part A | 0042 | School Improvement: School Choice Transportation |
| Title I Part A | 0043 | School Improvement: Supplemental Education Services |
| Title I Part A | 0044 | Parental Involvement |
| Title II Part D | 0035 | Professional Development |
| Title II Part D | 0036 | Instructional Software |
| Adult Ed | 0101 | Administrative Funds |
| Adult Ed | 0102 | Instructional Funds |
| CTE Perkins | 0200 | CTE Program Administration |
| CTE Perkins | 0201 | Agricultural Education |
| CTE Perkins | 0202 | Marketing |
| CTE Perkins | 0203 | Health and Medical Sciences |
| CTE Perkins | 0204 | Family and Cons. Sci.:Family Focus |
| CTE Perkins | 0205 | Family and Cons. Sci : Work Focus |
| CTE Perkins | 0206 | Technology Education |
| CTE Perkins | 0207 | Business and Information Technology |
| CTE Perkins | 0208 | Trade and Industrial Education |
| CTE Perkins | 0209 | Career Connections: Spec. Programs |
| IDEA | 0301 | Coordinated Early Intervening Services |
| Reading First | 0060 | Reading Coaches |
| Reading First | 0061 | Stipends for Teachers |
| Reading First | 0062 | Substitutes |
| Reading First | 0063 | Professional Development for Spec Ed Teachers K-12 |
| Reading First | 0064 | Interventionist Salary |
| SFSF | 0401 | Infrastructure |

| Object Codes | |
|---|---|
| **Code** | **Description** |
| 1000 | Personal Services |
| 1010 | Administration |
| 1020 | Teachers |
| 1030 | Paraprofessionals |
| 1040 | Other (from division designations) |
| 2000 | Employee Benefits |
| 3000 | Purchased/Contracted Services |
| 3010 | Professional Development |
| 4000 | Internal Services |
| 5000 | Other Charges |
| 6000 | Materials and Supplies |
| 6050 | Non-Capitalized technology hardware |
| 6060 | Non-Capitalized Technology infrastructure |
| 8000 | Capital Outlay |
| 8050 | Capitalized technology hardware |
| 8060 | Capitalized Technology infrastructure |

| Sector Codes | |
|---|---|
| **Code** | **Description** |
| 0 | Public |
| 1 | Private |

| Grant to Code Combination Mapping | | | |
|---|---|---|---|
| **Grant** | **Program Areas** | **Object Codes** | **Sectors** |
| Title I A, Improving Basic Programs Operated by LEAs | 0000, 0031, 0037-0039, 0042 0044 | 1010, 1020, 1030, 1040, 2000, 3000, 4000, 5000, 6000, 8000 | 0 |
| Title II A, Improving Teacher Quality | 0000 | 1000, 2000, 3000, 4000, 5000, 6000, 8000 | 0 |
| Title II D, Enhancing Education Through Technology | 0000, 0035, 0036 | 3000, 3010, 4000, 5000, 6000, 6050, 6060, 8000, 8050, 8060 | 0 |
| Title IV A, Safe and Drug Free Schools | 0000, 0032 – 0034 | 1000, 2000, 3000, 4000, 5000, 6000, 8000 | 0 |
| Title V A, Innovative Programs | 0001 – 0031 | 1000, 2000, 3000, 4000, 5000, 6000, 8000 | 0 |
| Special Education and Special Education Preschool | 0000 | 1000, 2000, 3000, 4000, 5000, 6000, 8000 | 0 |

# Sample File Layout

The following images depict the same flat file as viewed in the Notepad application and Microsoft Excel.

Sample flat file as viewed in Notepad (All data is visible but columns aren't lined up):
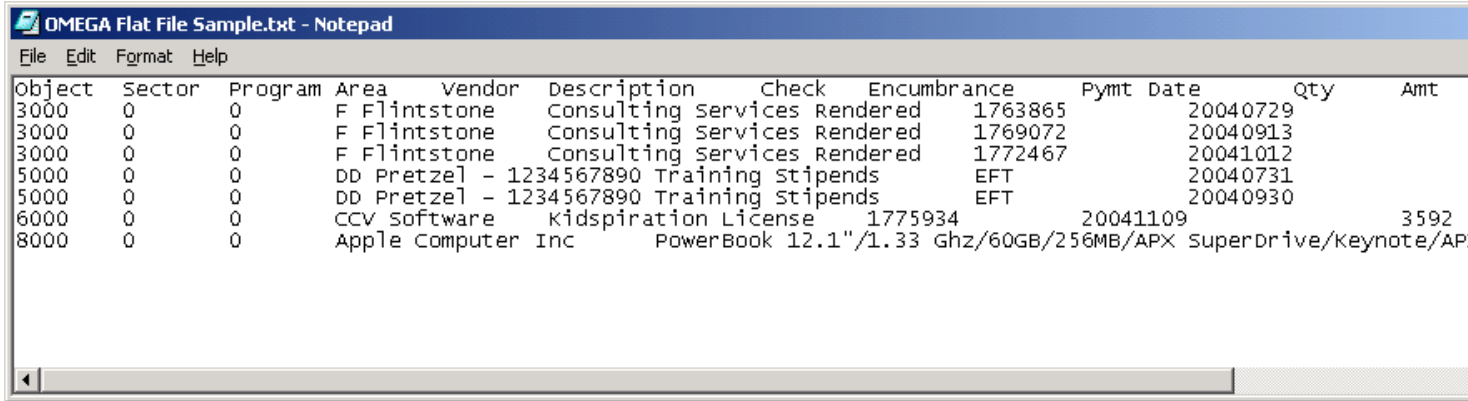


Sample flat file as viewed in Excel (Not all data is visible but columns are lined up):
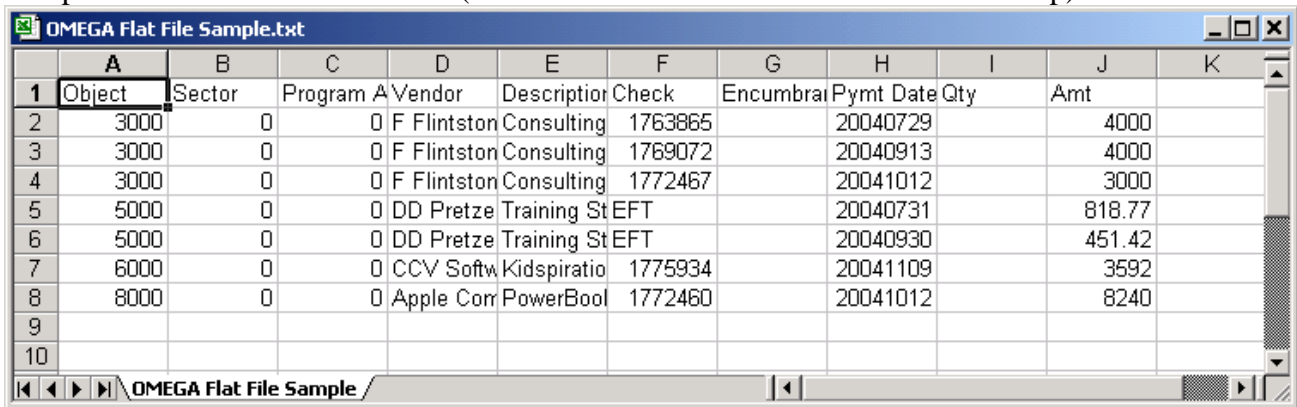
# Appendix C – Processing Flowcharts

## Budget Transfer and Reimbusement Flow

**LEA Originator (Level-0)**

Create Request

Submit /Cancel

Cancel

Trash

Submit

**LEA Level-1**

Level-1 review required?

Yes

Approve/ Deny

Deny

Approve

No

**LEA Level-2**

Level-2 review required?

Yes

Approve/ Deny

Deny

Approve

No

**LEA Level-3**

Level-3 Approve/ Deny

Deny

Approve

**LEA Level-4**

Level-4 N/A

*SEA Level-5*

Level-5
Approve/
Deny

Deny

Approve

*SEA Level-6*

Level-6
Approve/
Deny

Deny

Approve

*SEA Level-7*

Level-7
review
required?

Yes

Approve/
Deny

Deny

No

Approve

Approval
Completed

# Application Flow

**LEA Originator (Level-0)**

```
        Create Request
              |
              v
         Cancel? ---- Yes ----> Trash Can
              |
              No
              |
              v
         Submit <---- Error Correction <----
              |
              v
```

**LEA Level-1**

```
    Level-1 review required? ---- Yes ----> Approve/Deny ---- Deny ---->
              |                                    |
              No                              Approve
              |                                    |
              v <---------------------------------
```

**LEA Level-2**

```
    Level-2 review required? ---- Yes ----> Approve/Deny ---- Deny ---->
              |                                    |
              No                              Approve
              |                                    |
              v <---------------------------------
```

**LEA Level-3**

```
    Level-3 review required? ---- Yes ----> Approve/Deny ---- Deny ---->
              |                                    |
              No                              Approve
              |                                    |
              v <---------------------------------
```
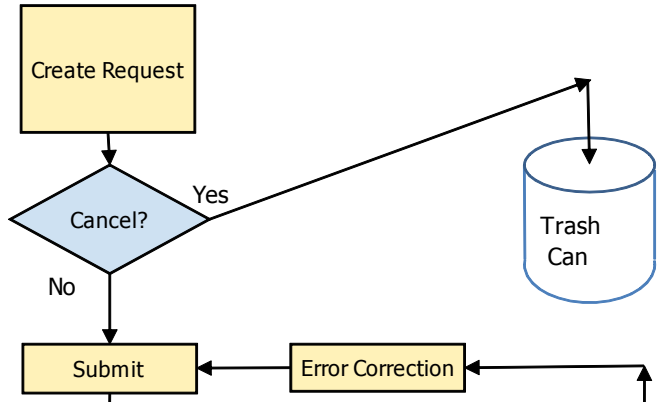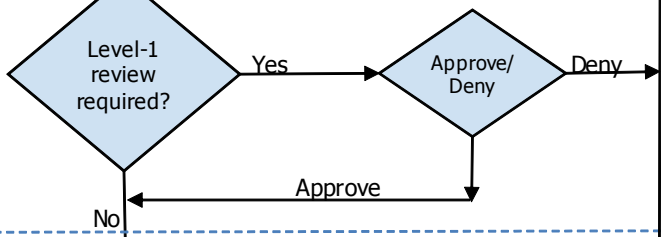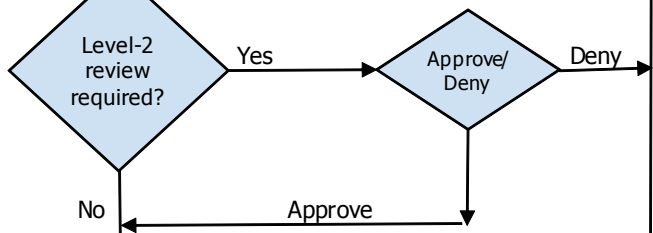
LEA Level-4

SEA Level-5

SEA Level-6

SEA Level-7
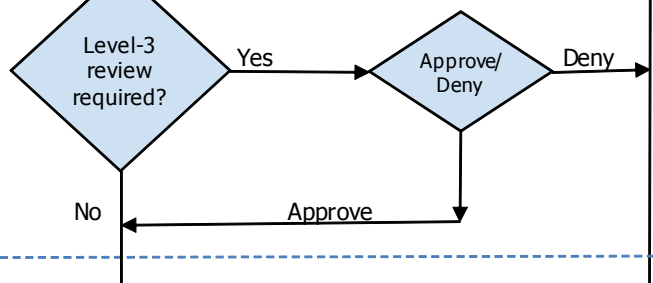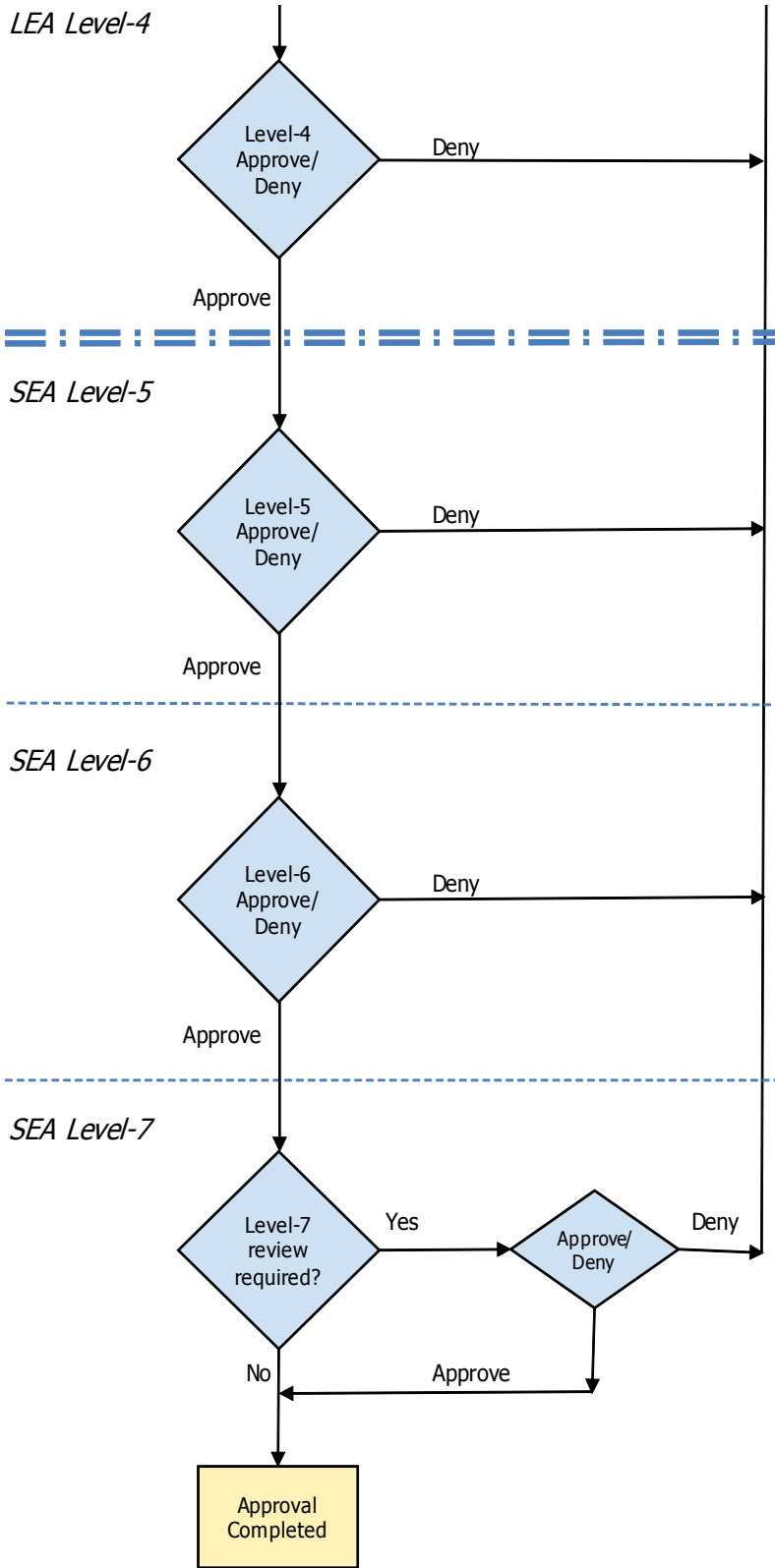
# Glossary

Allocation – The amount of funding designated for a specific grant and used for a specific purpose.

Application Request – The file submitted by the LEA that includes the formal request for an allocation from a specific grant.

Approval Level – This term identifies the order of acceptance of a Request Type.

Approval Queue – The term used to describe the established approval sequence that begins when an Originator submits a Request Type (application, reimbursement, transfer) and ends when the last Reviewer completes the approval process.  Each grant has a defined Approval Queue for each Request Type. Contrast with "Status Queue", also defined in this Glossary.

Approval Status – See Status Queue

Reviewer – An Reviewer is one of two user roles within OMEGA (the other role is Originator).  The Reviewer is responsible for approving/denying a Request Type.

Award – In OMEGA award is synonymous with grant.

Award Code – The number identifying a grant awarded for a specific time period.  For federal grants, the Award Code usually includes the last three digits of the CFDA Number and the last two digits of the Award Year.

Award Notification – An Award Notification is the notice sent from DOE when an application is approved and the allocation is available for distribution to the various object codes.

Amendment – Amendments are changes made to the application (for example, recalculation of set asides) after the application has been approved by the last reviewer in the approval queue.

CFDA – An acronym for Catalog of Federal Domestic Assistance, a publication and database produced by the Federal General Services Administration.

CFDA Number –The five digit (84.XXX) number issued by the General Services Administration to identify a federal grant, program, or service.

Closing Date – The last day the SEA can request funds from the federal payment system.

Created – The term used to describe the initial stage of activity for all Request Types.  The Request remains in a created state until the Originator submits it for approval.

Default Award – The last award selected becomes the default award. Any activities performed will be  performed on the default until its changed.

Encumbrance Date – This date is required during certain time periods and includes the date the purchase order or contract was issued, the last day worked for the payroll requested for

reimbursement, or date travel occurs. An encumbrance date is required if the check/voucher payment date is after the End Date.


End Date – The end date refers to the final date that grants funds can be obligated by the LEA.

Funds Available – Allocation less (-) reimbursement requests paid or in process, plus (+) transfer request increases completely approved, less (-) transfer request decreases approved or in process.

Grantee – The recipient of the award at the local level. It may be a school division (LEA), entity of higher education, state agency, or other recipient.

Local Education Agency - This term refers to a public board of education or other public authority within a State that maintains administrative control of public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state.

Object Code – A four-digit number used to classify expenditures.

Originator – An Originator is one of two user roles within OMEGA (the other is Reviewer). The Originator is responsible for creating and submitting Request Types.

Pending – A Request Type the user has processed that has not received all required approvals.

Pending List – A view of requests that the user has processed that do not have a status of: Approval Complete (Application), Paid (Reimbursement Request), or Transfer Complete (Budget Request).

Project Code – An alphanumeric code used to identify separate areas of funding under a project group.

Project Group – A term describing the control mechanism within OMEGA that brings together Project Codes usually within the same CFDA number.

Request Type – The term refers to a category of OMEGA activity. Request Types include Application Request, Reimbursement Request, and Object Code (Budget) Transfer Request.

Revision – Revisions are edits that are necessary to the application before approval can be granted and are performed when an reviewer denies the application. A consolidated application can be revised only after it has been returned to the Originator's TO-DO LIST (after all grants included in a consolidated application have either been approved or denied).

State Education Agency - This term refers to the agency primarily responsible for the State supervision of public elementary and secondary schools.

Status Queue –Also known as "Approval Status", the chronological record of status changes of a request. Data includes an automatically generated Status Tracking Number, Status (type), Status (change) Date, Assigned By (the individual that committed the status change), Level (the review level), and Comments (any notes made by the originator or reviewer). Contrast with "Approval Queue", also defined in this Glossary.

Submitted – A level of activity that takes place after a Request Type is created and before any approval occurs.  Data cannot be edited once the request is submitted into the queue. However, a denied request returns to the originator and can be edited and re-submitted.

Superintendent – The individual who is the highest administrative officer. The superintendent may be a level 4 reviewer of applications.

Superintendent's Designee – The individual authorized by board action to act on behalf of the superintendent. A superintendent's Designee may be a level 4 reviewer of applications

# Frequently Asked Questions

Q:   I created a request and it hasn't moved. Why not?

Ans: Initiating a request is a two-step process. It has to be created <u>and submitted</u> by the originator. If the request is in your To-Do list, it needs to be submitted.

Q:   I'm a level-1 reviewer. Requests ought to be coming to me for approval but they're going straight to the level-3. Why is that?

Ans: For applications, levels 1, 2, and 3 requirements are set at the option of the school division. Level-4 is required by Omega. For reimbursements and budget transfers, levels 1 and 2 are set at the option of the school division and level-3 is required by Omega. Your school division has not set a requirement for level-1 approval. Therefore, even though you're set up as a level-1 reviewer, requests skip your level and go directly to the first required level, in this case level-3.

Omega Support can set the requirement for approval but we've found from harsh experience that there can't be anything in process when the requirement is set. For example, you want to approve Title I-A - Improving Basic Programs reimbursements. Your school division has to temporarily stop submitting Title I-A – IBP reimbursement requests and the requests now in process must get to where they have the status Approval Completed.  When the queue is empty, Omega Support can change the approval requirement. This is true whether an approval requirement is being added or deleted. Omega Support has to rely on you to track the queue and let DOE know when there's nothing in process. Setting the requirement only takes a moment and once set, you can start submitting new requests immediately.

Q:   I believe I requested "Edit Grant Approval Levels" for all the grants I registered for and I don't seem to be set up for that access as the drop down menu doesn't include this choice.

Ans:  The Edit Grant Approval Levels feature unfortunately does not work well and generally causes more problems than it solves. We made a decision to take it off the table and future OP forms will not offer it as an option. If optional review requirements (levels 1, 2, and 3 for applications; levels 1 and 2 for reimbursements and budget transfers) need to be set, send Omega Support an email detailing what level and how many required reviews at that level and of course which award. Note that a review requirement cannot be changed while a request is in process for the award. See the above Q: and Ans: also.

Q:   I submitted a request and it's not in anybody's To-Do list. Where is it?

Ans: Your school division set a requirement for level-2 approval but has not provided the name of the level-2 reviewer to DOE/Omega Support. Because Omega didn't know who to send the request to, it simply stopped and Omega isn't smart enough or maybe doesn't care enough to let anybody know it's stopped. Your school division needs to complete an OP1 form for the individual(s) who should have level-2 authority. Have your superintendent or supt's designee sign and date the OP1 form and send it to:

Department of Education
Attn: Accounting Department
P. O. Box 2120
Richmond, VA 23218-2120

While you're waiting for your level-2 person to be set up, the level-3 reviewer can access the request from his/her <u>Coming Soon</u> list and approve it. A higher level reviewer can always jump in ahead of a lower level. That speeds the request along but cuts reviewers out of the loop which negates the reason the queue was set up with optional approval requirements.

Q:   I'm new to Omega. How can I get some help?

Ans: There are 3 sources of information. First, there are multiple Omega related Webinar recorded sessions that are available through Omega Help.  Go to your Omega Home Page.  In the upper right hand corner of the page, there are 4 items listed (Omega Support, Help, Print, and Log Out). Click on Help, scroll down to the bottom of the Help screen, and click on "Archived Webinar Sessions".

Second, there's an "Omega Users Guide" available through Omega Help. The link to it is in the first paragraph of the Help screen. It works well to have a printed copy of the Guide in front of you while you're trying to process a request or perform an Omega function.

Third, Omega Support is available via phone, fax and email. The phone number is 804 371 0993, the fax number is 804 530 4562, and the email address is omega.support@doe.virginia.gov. You can click on "Omega Support" in the upper right corner of most Omega screens to access the email.

Q:   I need to submit a reimbursement but I don't have that option in my "I want to ..." list.

Ans:  You're signed on with somebody else's log on ID and password. Not only is that a bad idea from a security stand point but the person you're logged on as has different permissions. Log off, then log back in as you and you'll be able to create and submit reimbursements.

Q:   I want to be a level-4 (Approve/Deny Sup. /Auth. Design.) reviewer for applications. We sent an OP1 form but applications aren't coming to my To-Do list.

Ans: A level-4 reviewer must be included on the Superintendents/Designees list before level-4 approval authority can be set up in Omega. See Superintendent's Memo #155-11 dated June 3, 2011 for details about getting on the list. Most designees are on the list with an "Expiration Date".  Once the expiration date has passed, the designee automatically loses level-4 authority. The individual must be added back to the list and then level-4 permissions must be manually re-established by the Omega Support staff.  Note: Omega Support has no control over the list and is not notified when an individual comes off the list or is added to it. Maintenance of the list is done by the DOE Office of Educational Information Management.

Q:   I'm trying to submit a revised application but I'm getting an error message that an application is in process.

Ans: A <u>revised</u> application can only be submitted from the To-Do list of the originator. There are 3 types of applications, original, revised, and amended. A revised application has had one or more awards denied. Because of the denial(s), the application will eventually show up in the To-Do list of the originator. Why "eventually" and not right away? In an application with only one award (non-consolidated) the application will immediately go to the originator's To-Do list upon a denial. For an application with multiple awards (consolidated app) the status of all awards must be either "Approval Completed" or "Denied" before the application returns to the originator. The application won't be available for re-submission until the slowest individual in the approval queue acts. That means your Title II-A revision in your consolidated application can't be submitted until the Title IV-A levels 1 through 6 have completed their processing.

What you did was attempt to speed up the process by not waiting for the denied app to come back to your To-Do list and you created another application for the same funds. Omega won't allow two apps for the same funds and will stop processing both applications until only one exists. The correction is for you to access the second (duplicate) application from your To-Do list and cancel it. Cancellation requires a comment. When the original application is in your To-Do list, you'll be able to submit the revision.

An <u>amended</u> application can be submitted only when all awards within the application are Approval Completed. An amended application is usually required when a funding level changes or when a DOE program manager thinks changes within the award are so significant that a budget transfer can't sufficiently document the changes.

Q: I'm preparing a reimbursement request. The funds available balance is wrong and it looks like money has disappeared. Where did it go, will we get it back and when?

Ans: You have a budget transfer in process and there's a built-in timing issue. Upon submission of a budget transfer, funds are subtracted immediately from the donating object lines and that's why it seems like your funds have disappeared. The funds will be added back into the recipient object lines when the last DOE reviewer in the queue has approved and the status is "Approval Completed". Note that the actual accounting and movement of funds takes place during an over-night update so if "Approval Completed" happens today, it'll be tomorrow before the funds are available and at that point the status will be "Transfer Complete". As with many Omega processes, the speed of approval is dependent on how fast each reviewer in the queue acts. It's worth noting that the Spend Down Calendar shows balances throughout the approval process as though the funds have already fully transferred. In fact the transfer won't be complete nor will the transferring funds be available until "Transfer Complete" status is reached.

Q: I submitted a reimbursement for Title I-A funds and my supervisor wants to know where the request is in the process and who to contact to see if it might be expedited.

Ans: Omega is a pretty nifty tracking system and you can get the answers to your questions by looking in Omega. Access the reimbursement request either from your Pending list or your "I want to view my reimbursements/budget transfers". Down at the bottom you'll see the "Status Queue". The Status Queue shows who has done what to the request, ie, who created it and the date of creation, who submitted it and the date of submission and who has approved (or denied) it, the date of approval/denial and the levels of the reviewers. The last item in the queue is the last thing that was done to the request. **Note: If the queue isn't visible, click on the**

**little downward pointing arrow to the right of the words "Approval Status". The arrow is a toggle that opens and closes the queue.**

Now scroll up to the top. Locate the big bold words "Request for Reimbursement". Just below, you'll see a green line (blue on certain computers. No, we don't know why) with the words "Selected Project Group, Project, Award Information". To the left of the word "Selected", you'll see a blue dot with an "i" in it. Click on the blue dot. That'll open a pop up box called the Approval Queue. The Approval Queue shows everyone who has authority to do anything with the request, what function they perform, what level they perform at, and how many approvals it takes at each level to move a request to the next level. By comparing the Status Queue with the Approval Queue, you can tell who the next reviewer (aka: responsible person) is. By clicking on a name in either queue, you get a pop up box with the phone number and email address link. That makes it easy to contact the next reviewer.

Q:  I'm trying to upload reimbursement information from a spreadsheet to Omega and it's not going well. Can you help?

Ans: You've found that Omega provides limited assistance in diagnosing upload issues which means figuring out a problem is strictly a manual process. A couple of suggestions follow. The newer versions of Excel with a 4 character extension don't work well with Omega. Save your data file in the 1997/2003 workbook format with the .xls extension. Then save the .xls file as Tab Delimited txt. Copy the .txt file into Word and turn on Reveal formatting. You may have to go to Tools/Options/View tab and select all boxes in the Formatting Marks area. The result will be you'll see hidden characters that Omega gags on. Any characters that shouldn't be there, like an extra Tab or paragraph marker, will stop the upload. Omega is very very picky about what it'll accept. Try working on only one line. That limits the number of places an error can occur and once you get one line to upload, the others ought to be easier.

Formatting is critical. Each column of data requires a specific format and if any one cell isn't formatted correctly, none of the data will upload. The Omega Users Guide Appendix B has information on file formatting.  Pay particular attention to the "Upload File Format" section.

Certain awards require specific Program Area Codes. When keying directly into Omega, you're given drop-down box selections but when using the up-load you've got to key the corresponding numerical code. For example, in an Adult Education reimbursement, you select Administrative or Instructional funds from a drop-down box but when keying into a spreadsheet, you must use the code 0101 or 0102.

Editorial comment follows: Those school divisions that have gotten the upload to work like it and use it regularly. Getting through the learning curve on diagnosing problems is frustrating but ultimately it seems to be worth the effort, especially where a lot of detail lines have to be entered.

Omega Support, on a time available basis, will attempt to troubleshoot your upload file. We'll need for you to email your .xls file, your .txt file, and tell us the award and project code. In a best-case scenario, we'll tweak your file and get it to upload into our test data base. Then we'll return that improved file so that you can upload it in production Omega. We'll also tell you what we did so you'll know what to look for in the future.

Q:   After my application was denied. I made changes to the download spreadsheet and submitted the revised application but the program manager at DOE denied it again. The changes made to the spreadsheet disappeared. What happened?

Ans:  You accessed the spreadsheet containing your application information through Omega by clicking on the View button or Download arrow in the Application History and keyed in your changes. That was a BAD idea.  As you've found out, changes aren't saved when you access the spreadsheet through Omega.  To make permanent changes, you must access the spreadsheet through Excel, do your editing, save it in .xls format, and download it to Omega.

Q:    I'm getting an error message that a payment date is required for line x but that's salaries on object line 1000 and Omega doesn't allow a payment date. How do I fix it?

Ans: You've stumbled onto an erratically occurring error in Omega. Somehow a date gets attached to the object line 1000 and/or 2000 entries and the date is outside the Start and End Dates. We hope the error will be cured in a future version of Omega. The workaround is a 4 step process (but read to the end of this "Ans:" before you start).

1.   Print or write down the information in all the object line 1000/2000 detail lines because those lines will be deleted in step 2.
2.   Delete all object line 1000/2000 detail lines and save your work.
3.   Click on "Edit Request" and re-key the Start and End Dates and save.
4.   Re-enter the object line 1000/2000 detail lines and save.

Omega Support got an easier work-around from Hanover County that you may want to try first. It has not been tested by the DOE.

*"This happens when I am logging back in to edit the request to add more entries. I am able to bypass the error by clicking on one of the 1000 or 2000 entries and hitting add."*

Q:   There're three different Omega Permission (OP) forms. Which one should I use?

Ans: You're from a school division. You should use the OP1 because it's designed to accommodate awards and processing needs of school divisions, technical centers, and certain state agencies. Omega users from community colleges, colleges and universities use the OP-HE (HE - higher education). Department Of Education employees use the OP-DOE form.

Q:   I should be seeing certain things on a screen and they're not showing up. Why?

Ans: Omega was built around Internet Explorer and the use of any other browser (ie, Safari, Firefox, Mozilla) can cause odd, unpredictable, and occasionally amusing results. Until Omega is made to reliably use other browsers, you should use IE. Also, there's a known problem viewing the Spend-Down Calendar while using Apple products.

Q:   I'm trying to submit an application and getting an error message that the spreadsheet can't be downloaded. What's the problem?

Ans: Omega was written to recognize what is now an old version of EXCEL, 1997/2003 workbook. You can recognize it because Excel automatically adds a 3 character extension (.xls) to file names. Omega doesn't work or play well with newer versions of EXCEL (i.e. Office Suites 2007 that appends a 4 character extension, .xlsm or .xlsx.) You need to access your spreadsheet through EXCEL and SAVE AS in the 1997/2003 format. Then download that file to Omega.

Q:   My concern hasn't been addressed. How can I get in touch with someone?

Ans: Omega Support is available during normal business hours. The phone number is 804 371 0993, fax is 804 530 4562, and the email address is omega.support@doe.virginia.gov  Please note that Omega Support does not enjoy the advantage of having a large staff which means we're frequently on the phone when you call. Omega Support prides its self on calling back as soon as possible so leave a message that includes your name, school division, phone number and brief description of your problem. If your issue involves a particular request, include the request type (reimbursement, budget transfer, application), and request ID (not a status tracking number). Having that information allows Omega Support to do some research before calling you back. Also, even though you may have spoken with Omega Support on multiple occasions, don't assume we'll recognize your voice from your voice mail or know your phone number. Yep, that's happened more than once.

Q:   I'm confused about SSWS and Omega. Are they the same thing or two different things?

Ans: They're different but work closely together. SSWS (Single Sign on for Web Systems) provides password security for many web based systems. Omega is merely one of the systems under the SSWS umbrella. When you log on, you're using SSWS. Once logged on, you're shown a list of those systems that you've been approved to access. It can be a list of one or more items and the Online Management of Education Grant Awards (Omega) is on the list. By clicking on Omega, you access Omega's Home Page and from there you can perform whatever grants management functions you're set up to perform.

Q:   I'm constantly being timed out and having to log back in. Can the time-out be extended?

Ans: Omega Support feels your pain because the time-out is the same for everybody. To answer your question, Omega Support has been unsuccessful in arranging for a longer time out.

Q:   When trying to submit requests, sometimes I get a few progress bars and then Omega just hangs. How can I get around this? It doesn't happen all the time.

Ans: The problem is the amount of traffic on the web and how fast the server can handle the volume. Certain times of the day and certain times of the year are high volume. Repeatedly clicking on a button does not help. Screaming at your computer, while possibly making you feel better in some primitive way, does not help. You may want to do the heavy part of your Omega workload during non-peak hours. Omega Support has been told but hasn't tested that 3:00 AM is usually good. There is an unfortunate truth that the response time isn't always web system related. There have been many instances where the local communications system was the culprit.

Also, occasionally Omega will process your request but then doesn't go to the next screen that tells you the process has been completed. You should check to make sure Omega didn't sneak through the process and then left you hanging.

Q: My account is blocked. Can you unblock it?

Ans: You're from a school division. Unblocking an account is a job for your local SSWS administrator. An account gets blocked when the user tries three times unsuccessfully to log on. The log on ID and the pass word must be typed accurately. Upper and lower case matter so be sure your Caps Lock is off. Each time SSWS rejects your log on, you receive a message that you have 2 tries or 1 try left or the dreaded "Your account is blocked. See your system administrator for assistance". If your SSWS administrator isn't available, contact Omega Support.

The DOE is acting as the SSWS administrator for colleges and universities and some state agencies. If your account is blocked, contact Omega Support.

Q: Yesterday I originated and submitted a reimbursement without problem. Today I can't submit and an error message pops up.

Ans: Your IT administrator has the ability to change the security level on computers within your system. The security is now set so high that your computer sees Omega as a threat. The security level on your computer needs to be lowed without unduly putting your data at risk.

Q: Please clarify - The **expenditure** date range on the reimbursement requests includes the disbursement date range only, not the encumbrance date range, correct? Some of my grant bookkeepers are saying the DOE requires the date range to begin with the first date encumbered. That doesn't sound right to me. It seems clear to me that the word 'expenditure' would mean disbursement or check date and should not include the dates encumbered. Can you confirm for me?

Ans: Good question and Omega Support had to play around in our Test data base to find the answer. The encumbrance date does <u>not</u> need to be within the Start and End dates. I used August 15<sup>th</sup> as the encumbrance date, Start date of September 1<sup>st</sup>, End date October 15<sup>th</sup>, payment date October 10<sup>th</sup> and Omega accepted it.

Q: I'm getting an "Unknown Application Error" message after keying in budget transfer information and clicking on Save.

Ans: Budget transfers require a comment/justification. The maximum number of <u>characters including spaces</u> Omega allows in the comment field is 1000. Your comment, while nicely loaded up with lots of details which is normally desirable, ran over the maximum. If you can't cut your comment down to where it'll fit, put in "See email sent to ....... ", then send that person an email with your full comment.

Q: I was getting ready to submit a reimbursement and there's a lot of red writing down at the bottom of the request. Is there a problem? What should I do about it?

Ans: That's our way of telling you to click on the Submit button only once, then be patient. It applies to the Approve button as well, although oddly enough, not to the Deny button. Sometimes the web based screens are slow to rebuild and Omega can record multiple submissions or approvals or denials where there should be only one. Multiple submissions or approvals ultimately will stop the processing short of its goal of getting you paid. Unfortunately Omega Support generally does not know when a multiple has occurred. Once discovered, the condition can be corrected but that'll take time depending on where in the queue it occurred. Just for your information, the all time record for multiple approvals on one request is 24.

Q: Does the Omega Book of Fame or Infamy really exist?

Ans: Yes it does. It contains documentation of those occurrences of weird, interesting, strange, bizarre, and technically unexplainable events that have happened in Omega and shouldn't have. Most of those noteworthy events occurred in the early days of Omega. That indicates that either Omega Support has become jaded and is no longer impressed by the bizarre, or Omega has evolved and become better and those odd things no longer occur.

Q: I heard that Omega Support has a motto. What is it?

Ans: The motto was created to reinforce the idea that both Omega Users and Omega Support profit from mutually working through and solving issues. Our motto is "If you weren't having problems, I wouldn't have a job".