

VDOE OMEGA Support Team

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VDOE OMEGA Training 2018

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VDOE OMEGA Training 2018

What is OMEGA?

- Online Management of Education Grant Awards (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. 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).

<https://plpe.doe.virginia.gov/ssws/login.page.do>

OMEGA Login Page

VIRGINIA DEPARTMENT OF EDUCATION

SSWS Login

Single Sign-on for Web Systems (SSWS)

SSWS Login

Please Enter Your User Name

User Name:

Login

VIRGINIA DEPARTMENT OF EDUCATION
NOTICE AND WARNING

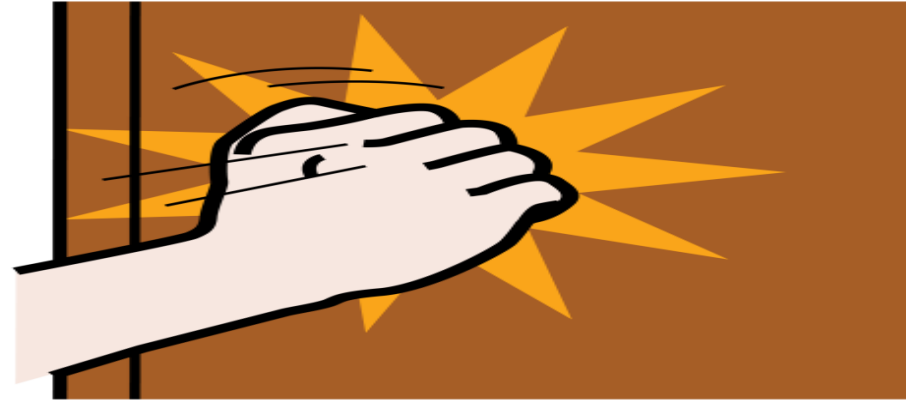
This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized by either the Virginia Department of Education or Virginia School Division Account Managers. Persons permitted access shall use this system only for those purposes for which they 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](#)

SSWS Instructions
Production
Test

Access to OMEGA



- OP-1 FORM (Levels 1 - 4)
- OP-VDOE (Levels 5 – 7)
- Forms can be found on the VDOE website
http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/index.shtml

OP1 Form

OMEGA		OP1 Form	
For assistance with this file, contact the OMEGA Support at 804-371-0993 or omega.support@doe.virginia.			
User Name:		Grantee Name:	
User SSWS Login*:		Grantee Payee Code:	
User Email:		Requested User Action	
User Phone:		New SSWS/OMEGA User	
User Fax:		Change Current Permission(s)	
		Add Permissions	
		Remove Selected Permission(s)	
I hereby request that you update OMEGA permissions for this user as indicated below:			
Select appropriate award from the drop down box			
Grant Level Permissions			
View			
Edit Grant Approval Levels			
Application Request			
Create/Cancel			
Approve/Deny Level 1			
Approve/Deny Level 2			
Approve/Deny Level 3			
Approve/Deny Division Superintendent (Authorized Designee) or Director of Grants Accounting (Authorized Designee)			
Reimbursement Request			
Create/Cancel			
Approve/Deny Level 1			
Approve/Deny Level 2			
Approve/Deny Level 3			
Budget Transfer			
Create/Cancel			
Approve/Deny Level 1			
Approve/Deny Level 2			
Approve/Deny Level 3			
Signature: Division Superintendent (Authorized Designee) or Director of Grants Accounting (Authorized Designee)			Date
Typed Name: Division Superintendent (Authorized Designee) or Director of Grants Accounting (Authorized Designee)			

OP-VDOE Form

OMEGA		OP-VDOE Form	
For assistance with this file, contact the OMEGA Support at 804-371-0993 or omega.support@doe.virginia.			
		Virginia Department of Education	
User Name:		Grantee Name:	
User SSWS Login*:		Grantee Payee Code:	
User Email:		Requested User Action	
User Phone:		New SSWS/OMEGA User	
User Fax:		Change Current Permission(s)	
		Add Permissions	
		Remove Selected Permission(s)	
I hereby request that you update OMEGA permissions for this user as indicated below:			
Select appropriate award from the drop down box			
Grant Level Permissions			
View			
Edit Grant Approval Levels			
Application Request			
Create/Cancel			
Approve/Deny Level 5			
Approve/Deny Level 6			
Reimbursement Request			
Create/Cancel			
Approve/Deny Level 5			
Approve/Deny Level 6			
Approve/Deny Level 7 (Fiscal Services)			
Budget Transfer			
Create/Cancel			
Approve/Deny Level 5			
Approve/Deny Level 6			
Signature: Division Superintendent (Authorized Designee) or Director of Grants Accounting (Authorized Designee)			Date
Typed Name: Division Superintendent (Authorized Designee) or Director of Grants Accounting (Authorized Designee)			

Things to remember when completing an OP Form

- Use the most up to date OP form
 - Latest revised: 3/9/2018
- Successive credentials are not allowed
 - Level 0 create/ submit cannot also be a level 1 approver, etc...
- OP form must be signed
 - Superintendent or Supt's designee ***must*** sign and date
- Please submit OP form to OMEGA Support
 - (Generally completed in 24 hours)
 - OMEGA.SUPPORT@DOE.VIRGINIA.GOV
 - 😊 Renee Pleasants will be more than happy to help you 😊

Submitting an Application



The image shows a close-up of a white application form titled "APPLICATION" in large, bold, black letters. The form is laid out on a light-colored wooden surface. A blue and silver ballpoint pen is positioned diagonally across the form, pointing towards the top right. The form contains several sections with labels and lines for text entry:

- Personal Information:** Includes fields for Name (Last, First, Middle Initial), Address (Mailing Address), and E-Mail Address.
- Services needed:** A section with a large empty box for describing the services required.
- Current Income:** Includes a question "High School Graduate Or General Education (GED) Test Passed?" with "Yes" and "No" options. Below this, there are fields for "Business School, Military (Most recent first)", "Dates Attended", "Credits Earned", "Quarters or Semesters", "Other (Specify)", "Graduate", and "Degree & Year".

- 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.

Duplicate requests for the same award for the same year will not be processed.

☺ Fun Facts ☺ – Well maybe not so fun ☹

- 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 and submitted 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.

- I want to... (Select One) ▾
- 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
- Submit an application**
- Submit an application amendment
- View an application
- View my Spend Down Calendar Report
- View my Spending Progress Report
- View Authorized Designees by Division
- View Authorized Designees by Expiration Date

Go SSWS Home OMEGA F

Announcements

reporting requirements for Recovery Funds, all line the nine character zip code of the home office of t projects lacking this information will be denied.

To Do List (0 items)

Request Type	Description	Action
		ts to approve

- 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

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



Application Request

Application Request

Choose the Award Year *

Select One ▾

Do you wish to submit a consolidated application? *

Yes No

Choose the Project Group(s)

- | | |
|--------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | ESEA - Title I Part A - Improving Basic Programs |
| <input type="checkbox"/> | ESEA - Title I Part C - Migrant Education |
| <input type="checkbox"/> | ESEA - Title I Part D - Neglected or Delinquent |
| <input type="checkbox"/> | ESEA - Title II Part A - Supporting Effective Instruction |
| <input type="checkbox"/> | ESEA - Title III Part A - Limited English Proficient |
| <input type="checkbox"/> | ESEA - Title V Part B Subpart B - Rural and Low-Income |
| <input type="checkbox"/> | IDEA - Part B Section 611 - Special Education |
| <input type="checkbox"/> | IDEA - Part B Section 619 - Special Education Preschool |
| <input type="checkbox"/> | NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities |
| <input type="checkbox"/> | NCLB - Title V Part A - Innovative Programs |
| <input type="checkbox"/> | Perkins Career and Technical Education Act of 2006, Federal - Title I |
| <input type="checkbox"/> | Perkins Career and Technical Education Act of 2006, Federal - Title I -Community Colleges |
| <input type="checkbox"/> | Perkins Career and Technical Education Act of 2006, Federal - Title I -VCCS |

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

Browse...

[Back](#) [Save](#) [Reset](#) [Go To Submit](#)

Select:

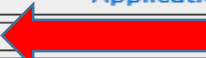
- Year
- Type of Application: Consolidated or Non-Consolidated (Yes or No)
- Project Group

1. Indicate the award(s) for which funding is being requested by checking the appropriate box(es).
2. Then click on Browse.
3. 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.

Application Request

Application Request Details



[Application Files](#) [Project Group](#)

Application Id is 30988 

Year:	2018
Consolidated Application:	Y
File Name:	Lynchburg.xlsx
File Type:	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
Upload Date:	07/10/2018
File Size:	Less than 1 MB
Application Type:	Original
	Click here to View
	Click here to Download
Project Group:	Consolidated Application

Application History

[Details](#) [Project Group](#)



Application Type	File Name	Upload Date	View	Download
Original	Lynchburg.xlsx	07/10/2018		

Project Group(s) With Approval Complete

[Details](#) [Application Files](#)

Project Group Status

[Details](#) [Application Files](#)

 ESEA - Title I Part A - Improving Basic Programs 

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

Comments:

Processing may take several minutes. Do not select back or refresh while your transaction is processing.
You will be returned to the OMEGA home page when your transaction is complete.

[Back](#) [Edit Request](#) [Submit Request](#) [Cancel Request](#)

Application is staged and ready for an action

- Back
- Edit Request
- Submit the request (Moves to the next Level)
- Cancel the request



OMEGA is old and Cranky –
 Please be patient after clicking
 the submit button to avoid
 “Duplicate Submissions”

When contacting OMEGA Support – We always
 ask for the **Application ID Number**

The Application is then routed in the “To Do List” of the next person up-line in the approval queue for that award

To Do List

SSWS VIRGINIA DEPARTMENT OF EDUCATION

OMEGA Online Management of Education Grant Awards (OMEGA)

- OMEGA SUPPORT
- HELP
- PRINT
- LOGOUT

Current User: Christopher NT-Lv11-Coleman Current Subrecipient: 00013 - BRUNSWICK CO PBLC SCHS

I want to... (Select One) **Go** [SSWS Home](#) [OMEGA Home](#) [Logout](#)

To Do List (1 item)

<u>Id</u> ↑	<u>Request Date</u> ↑	<u>Request Type</u> ↑	<u>Description</u> ↑	<u>Action</u>
313862	07/10/2018	Application Request	2018 Consolidated Application, Application id 30988	Go

Take Action:

- Select “GO”

Application will open up to 3 Action buttons (review the attached application – Excel Format)

- Back
- Approve
- Deny

Once the Application is approved... Well where did it go ???



- Normal flow of the application is to move on to the next person(s)
“To Do List” Up-Line
 - This could be at the LEA or SEA levels
 - Approval QUEUE may not be set up properly and the application could be hung up
 - Other technical issues may be at fault – Contact OMEGA SUPPORT
 - 😊 Renee Pleasants will be more than happy to help you 😊

Revising a Denied Application

- A submitted application can be denied at any LEA or SEA Review Level as it moves through the Approval Queue.
- 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.
- 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".

Revising a Denied Application

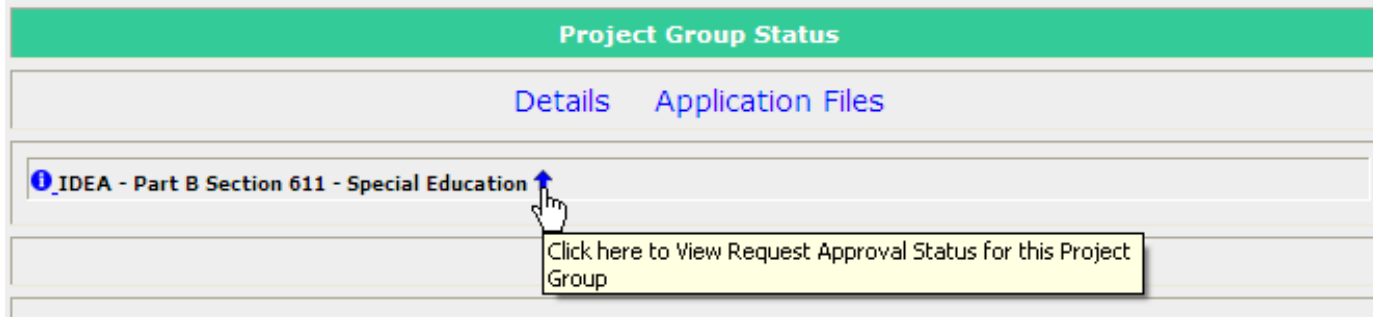
- Because denials require the reviewer to add a comment as to why the award was denied, an Originator can access the application from the To-Do list as shown below....

To Do List (1 item)				
Id	Request Date	Request Type	Description	Action
158258	12/29/2011	Application Request	2010 Consolidated Application, Application id 24043	Go

Click here to view details

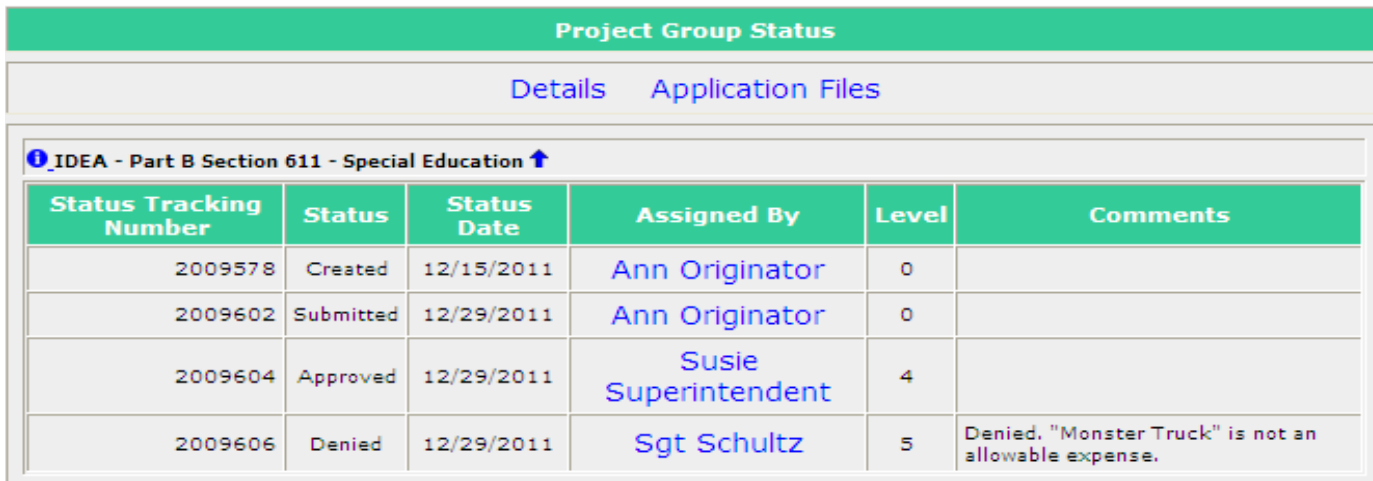
Revising a Denied Application

- Access the status queue to determine what needs to be revised:



The screenshot shows a web interface titled "Project Group Status". Below the title are two tabs: "Details" and "Application Files". A list item is visible: "IDEA - Part B Section 611 - Special Education" with an upward-pointing arrow. A mouse cursor is hovering over this link, and a tooltip box appears with the text: "Click here to View Request Approval Status for this Project Group".

- Open the status queue



The screenshot shows the same "Project Group Status" interface, but with the "Details" tab selected. Below the tabs is a table with the following data:

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.

Revising a Denied Application

- Revisions are made by going into **EXCEL**, accessing the spreadsheet that contains the award information, making required changes, and saving the revised spreadsheet
- Go back to Omega, access the application from the To-Do list by clicking the Go button

To Do List (1 item)				
Id	Request Date	Request Type	Description	Action
158258	12/29/2011	Application Request	2010 Consolidated Application, Application id 24043	Go

Click here to view details

Revising a Denied Application

- Select Edit Request:

The screenshot displays a web application interface for managing project groups. At the top, a green header bar contains the text "Project Group Status". Below this, there are two tabs: "Details" and "Application Files". The main content area includes a search bar with the text "_IDEA - Part B Section 611 - Special Education" and an upward arrow icon. A "Certification" section contains the text: "We hereby certify that, to the best of our knowledge, the information contained in the application is correct." Below this is a "Comments" section with a large text area and a vertical scrollbar. A red warning message states: "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." At the bottom, there are three buttons: "Back", "Edit Request" (which is highlighted with a mouse cursor), and "Submit Request". A footer bar at the very bottom contains the text "Edit Application Request".

Project Group Status

Details Application Files

_IDEA - Part B Section 611 - Special Education ↑

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

Edit Application Request

Revising a Denied Application

- 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”

Revising a Denied Application

The screenshot displays a web application interface for revising a denied application. A "Choose File to Upload" dialog box is open, showing a file list in the "047" directory. The file "047 Con App 2010 Rev1.xls" is selected. The "Open" button is highlighted with a red arrow. Below the dialog, the "Application Revision Details" section is visible. A red arrow points to the "Choose the Project Group(s)" section, which has a checkbox selected for "IDEA - Part B Section 611 - Special Education". Another red arrow points to the "Browse..." button, which is used to select the application file to be uploaded. The interface also includes a "download" button and a "Go To Submit" button.

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 N-Con App 2010.xls

File name: 047 Con App 2010 Rev1.xls

Files of type: All Files (*.*)

Open

Cancel

IDEA - Part B Section 619 - Special Education Preschool

Application Revision Details

Choose the Project Group(s)

IDEA - Part B Section 611 - Special Education

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

Browse...

Back Save Reset Go To Submit

Application Revision Details

Choose the Project Group(s)



IDEA - Part B Section 611 - Special Education

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

Browse...

File Name:

047 Con App 2010 Rev1.xls

File Type:

application/vnd.ms-excel

Upload Date:

01/03/2012

File Size:

0.0 MB

Application Type:

Revision

[Click here to View](#)

[Click here to Download](#)

Back

Save

Reset

Go To Submit

Application Revision is staged and ready for an action

- Back
- Save
- Reset
- Go to Submit

Remember OMEGA is old and Cranky – Please be patient after clicking the submit button to avoid “Duplicate Submissions”



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

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

Comments:

Deleted "Monster Truck" and added computers for classroom use.

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 Revision](#) [Submit Request](#)

Submit Application Request

Select [Submit Request](#)

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 and onto the To-Do list of the first reviewer in the queue.

Submitting an Amended Application

The steps for processing an Amended Application is just the same as processing a Revised Application above: (From the Dropdown – Select “Submit an Application Amendment”)

However....

An application amendment may only be processed after an Application Request has the status of Approval Completed (Through level 6).

- 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.

Budget (Object Code) Transfers

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 **Change my object code budget**.



Budget (Object Code) Transfers

- Select 



Budget (Object Code) Transfers

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)

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 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 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.

Budget (Object Code) Transfers

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	-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

Justification

Redistribute funds in accordance with the latest approved budget

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., (\$ + ,).

There are three options:

- 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.
- Reset changes all amounts entered into the Amt of Change column back to zero.

Budget (Object Code) Transfers

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](#)

Budget (Object Code) Transfers

- 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 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	307,545.81	5,000.00	307,545.81
3000 Purchased/Contracted Services	421,043.29	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	95,029.92
6000 Materials and Supplies	427,212.54	-15,000.00	427,212.54
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	

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**

Budget (Object Code) Transfers

- After successfully saving
 - The Status Queue indicates the request is Created and shows a tracking number
 - Status change date
 - Individual that changed the status
 - 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.
 - Cancel Request will remove the request from the To-Do list.
- *Once cancelled, the request cannot be further processed. Cancellation requires a justification.***

Reimbursement Requests

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.
 - Sector - identifies whether the cost is associated with a public or private school.
 - Program Area - additional classifications established by the Department for expenditures.
 - 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).

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**.



CREATING A REIMBURSEMENT REQUEST

Select Award							
IDEA - Part B Section 611 - Special Education							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
H027A090107	2009	430710000	IDEA 611 Flow-through	07/01/2009	09/30/2011	0.00	Go
H027A050107	2005	430710000	IDEA 611 Flow-through	07/01/2005	09/30/2007	0.00	Go
H027A030107	2003	611905500	Local Capacity Building	07/01/2003	09/30/2005	9,403.82	Go
H027A030107	2003	430710000	IDEA 611 Flow-through	07/01/2003	09/30/2005	427,229.00	Go
H027A040107	2004	611905500	Local Capacity Building	07/01/2004	09/30/2006	0.00	Go
H027A040107	2004	430710000	IDEA 611 Flow-through	07/01/2004	09/30/2006	240,993.97	Go
H027A080107	2008	430710000	IDEA 611 Flow-through	07/01/2008	09/30/2010	0.00	Go
H027A070107	2007	430710000	IDEA 611 Flow-through	07/01/2007	09/30/2009	0.00	Go
H027A060107	2006	430710000	IDEA 611 Flow-through	07/10/2006	09/30/2008	0.00	Go
H027A100107	2010	430710000	IDEA 611 Flow-through	07/01/2010	09/30/2012	0.00	Go
H027A110107	2011	430710000	IDEA 611 Flow-through	07/01/2011	09/30/2013	0.00	Go
H027A120107	2012	430710000	IDEA 611 Flow-through	07/01/2012	09/30/2014	0.00	Go
H027A130172	2013	APE43071	IDEA 611 Flow-through	07/01/2013	09/30/2015	455.00	Go
H027A130172	2013	430710000	IDEA 611 Flow-through	07/01/2013	09/30/2015	0.00	Go
H027A140107	2014	APE62135	In-Kind VBPD Transition Grants	07/01/2014	09/30/2016	0.00	Go
H027A140107	2014	APE43071	IDEA 611 Flow-through	07/01/2014	09/30/2016	0.00	Go
H027A140107	2014	621350000	In-Kind VBPD Transition Grants	06/10/2016	09/30/2016	0.00	Go
H027A140107	2014	430710000	IDEA 611 Flow-through	07/01/2014	09/30/2016	0.00	Go
H027A150107	2015	APE62135	In-Kind VBPD Transition Grants	07/01/2015	09/30/2017	0.00	Go
H027A150107	2015	APE43071	IDEA 611 Flow-through	07/01/2015	09/30/2017	0.00	Go
H027A150107	2015	430710000	IDEA 611 Flow-through	07/01/2015	09/30/2017	0.00	Go
STATE170004	2017	APE60759	Positive Behavioral Intervention and Support PBIS	07/01/2016	06/30/2017	0.00	Go
STATE170004	2017	607590000	Positive Behavioral Intervention and Support PBIS	07/01/2016	06/30/2017	25,000.00	Go
H027A160107	2016	APE43071	IDEA 611 Flow-through	07/01/2016	09/30/2018	0.00	Go
H027A160107	2016	430710000	IDEA 611 Flow-through	07/01/2016	12/18/2018	0.00	Go
H027A170107	2017	APE43071	IDEA 611 Flow-through	07/01/2017	09/30/2019	168,635.60	Go

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 an Award using the  button

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.



CREATING A REIMBURSEMENT REQUEST

I want to... (Select One) [SSWS Home](#) [OMEGA Home](#) [Logout](#)

Request for Reimbursement

1 Selected Project Group, Project, Award Information

Project Group: IDEA - Part B Section 611 - Special Education

Project: APE43071, IDEA 611 Flow-through

Award: H027A170107 Award Year: 2017

Reimbursement Request

Step 1: Enter date range for reimbursement Request

Expenditure Start Date (mm/dd/yyyy) * 01/01/2018

Expenditure End Date (mm/dd/yyyy) * 06/30/2018

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.

[Help](#)

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

[New Entry](#)

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

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.**

CREATING A REIMBURSEMENT REQUEST

Request for Reimbursement

[Summary](#) [Details](#) [Edit Line](#)

Selected Project Group, Project, Award Information

Project Group: IDEA - Part B Section 611 - Special Education
 Project: APE43071, IDEA 611 Flow-through
 Award: H027A170107 Award Year: 2017

Change Funding Source

Reimbursement Request Summary

[Details](#) [Edit Line](#)

Reimbursement 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	0	111,354.03	0.00	111,354.03	111,354.03
2000	0	35,993.48	0.00	35,993.48	35,993.48
3000	0	9,515.29	0.00	9,515.29	9,515.29
4000	0	0.00	0.00	0.00	0.00
5000	0	5,772.80	0.00	5,772.80	5,772.80
6000	0	6,000.00	0.00	6,000.00	6,000.00
8000	0	0.00	0.00	0.00	0.00
Total Funds	0	168,635.60	0.00	168,635.60	168,635.60

Reimbursement Request Details

[Summary](#) [Details](#)

Request Id is 313863

Expenditure Start Date (mm/dd/yyyy) 01/01/2018
 Expenditure End Date (mm/dd/yyyy) 06/30/2018

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 * 1000 Personal Services
 Sector * Public
 Program Area * Unspecified
 Vendor
 Description (240 char Max)
 Check Voucher Number
 Encumbrance Date (mm/dd/yyyy)
 Payment Date (mm/dd/yyyy)
 Amount * 5,000.00






Entering Expenditure Data Manually:

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

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.
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
 - Funds Available After all requests have been taken into consideration (balances after all pending expenditures and budget transfer requests are included).
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
4. Edit Expenditure Line Item
 - This section includes the fields that are required for reimbursement. Required fields are denoted by an asterisk (*).

CREATING A REIMBURSEMENT REQUEST

- **Action Buttons**

-  Returns the user to the previous page .
-  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.
-  Clears the information previously entered for this line item.
-  Opens a blank detail line to add another line item to the request.
-  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:

CREATING A REIMBURSEMENT REQUEST

Total number of line items in the Reimbursement Request is 1

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
2230486	1000 Personal Services	Public	Unspecified		5,000.00
Total					5,000.00

Approval Status ↓

Summary Details

Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
4080825	Created	07/10/2018	Rebecca NT-Orig-Akers	0	

I certify to the best of my knowledge and belief that the reimbursement is true, complete, and accurate, and the expenditures and disbursements are for the purposes and objectives set forth in the terms and conditions of the Federal/State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I further certify 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. By submitting and approving this request, the educational agency/organization submitter and approver(s) acknowledge the certification and agree to its provisions.

Comments:

Processing may take several minutes. Do not select back or refresh while your transaction is processing.
You will be returned to the OMEGA home page when your transaction is complete.

Back Edit Request Submit Request Cancel Request

Edit a Reimbursement Request

To edit a request, select the Action button from the bottom of the request. 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 “GO TO SUBMIT” to proceed with submission of the request for approval

CREATING A REIMBURSEMENT REQUEST

- **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.

When in Doubt...

Contact OMEGA SUPPORT 804-371-0993

OMEGA.SUPPORT@DOE.VIRGINIA.GOV



Any General Questions?? (Please save specific issues for OMEGA Support)