



## PAYMENT HISTORY HELP DOCUMENT

### OVERVIEW

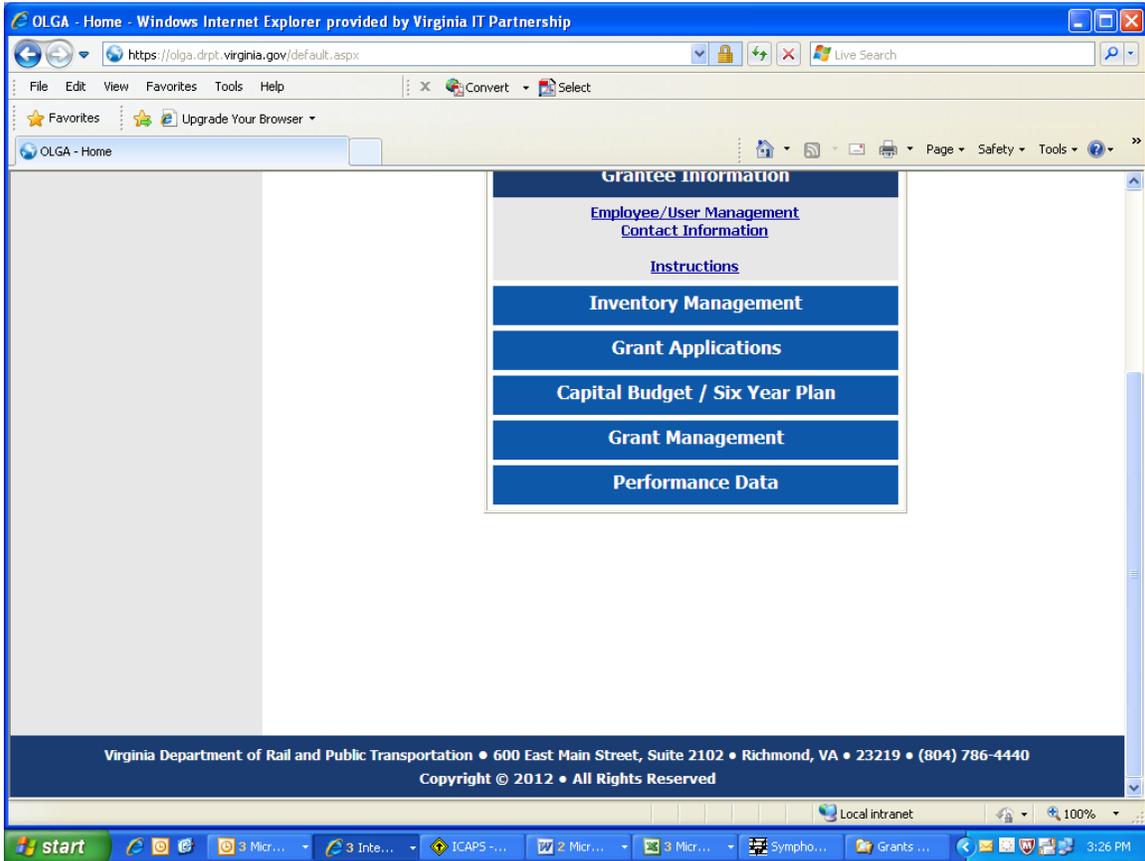
Grantees can select the expenditure amount in the Expenditures column of the Manage My Grants page as shown below to get the details of all payments that make up that amount for that specific project.

You can also select the Payment History button to get the same information, but you must select the project number from a dropdownbox.

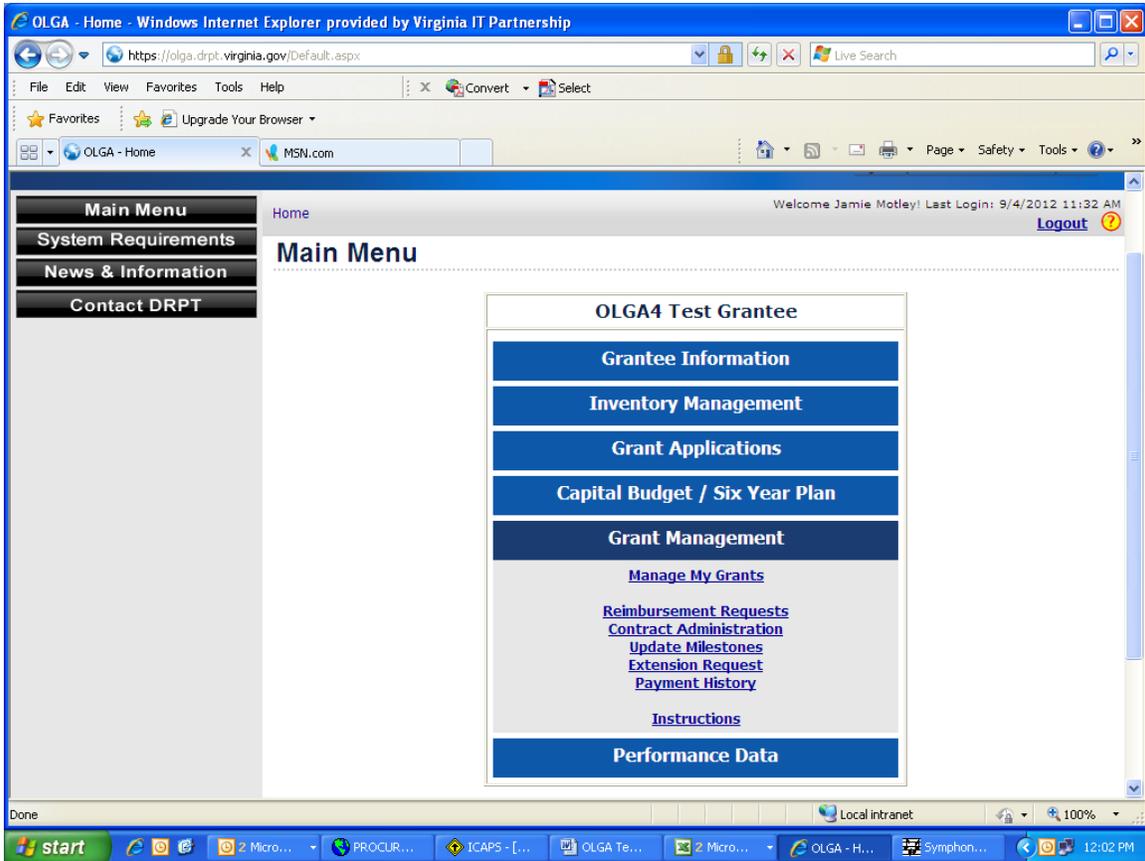
The screenshot shows the OLGA web application interface. The main content area is titled "Manage My Grants" and displays a table of projects. The table has the following columns: Project, Description, Budget, Expenditures, Balance, End Date, Reimburse, Extension, Milestones, and Contract. The data rows are as follows:

Project	Description	Budget	Expenditures	Balance	End Date	Reimburse	Extension	Milestones	Contract
10000-01	OLGA Test Account	\$100,000	\$10,000	\$90,000	7/1/2013				
10000-02	OLGA Test Account	\$150,000	\$0	\$150,000					
10000-03	OLGA Test Account	\$110,850,000	\$101,749,292	\$9,100,708	6/30/2013				
10000-04	OLGA Test Account	\$85,000	\$0	\$85,000					

Below the table is a "Return" button. Above the table, there are filters for "Display projects" with checkboxes for Open, Executed, Closed, and Archived, and a "Refresh" button. To the right of the table, there is a "Contract Key" section with a legend: Unsigned (green icon), Signed By Grantee (yellow icon), and Signed by Grantee & DRPT (red icon).



Here is the main OLGA screen once the grantee logs in. Select the Grant Management link and you will see the following screen.



Select the Manage My Grants link which shows the screen on the next page which shows all projects for the grantee. Alternatively, you can select the Payment History link to see the payment history of a project, but you have to know the project number and select it.



OLGA - Manage Grants - Project Summary - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/ProjectSummary.aspx

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**OLGA** **DRPT**  
Virginia Department of Rail and Public Transportation

Home > Grant Management > Manage My Grants

Welcome Jamie Motley! Last Login: 9/4/2012 11:32 AM [Logout](#)

**Manage My Grants**

Display projects:  Open  Executed  Closed  Archived **Refresh**

Contract Key:  
 Unsigned  
 Signed By Grantee  
 Signed by Grantee & DRPT

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**Return**

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Here is the Manage My Grants page in OLGA. Select the amount in the Expenditures column for a specific project and you will see the following screen.



OLGA - Manage Grants - Payment History - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/PaymentHistory.aspx

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Grant Management  
 Manage My Grants

Reimbursement Requests  
 Contract Administration  
 Update Milestones  
 Extension Request  
 Payment History

### Payment History

Project: 10000-01 OLGA Test Account  
 Project Status: Executed

Payment Summary

	Federal	State	Local	Total
	80.0%	11.0%	9.0%	100%
Total Contract Amount	\$80,000	\$11,000	\$9,000	\$100,000
Total Previous Payments	\$8,000	\$1,100	\$900	\$10,000
Total Outstanding Requests	\$30,840	\$4,241	\$3,469	\$38,550
Balance Remaining	\$41,160	\$5,659	\$4,631	\$51,450

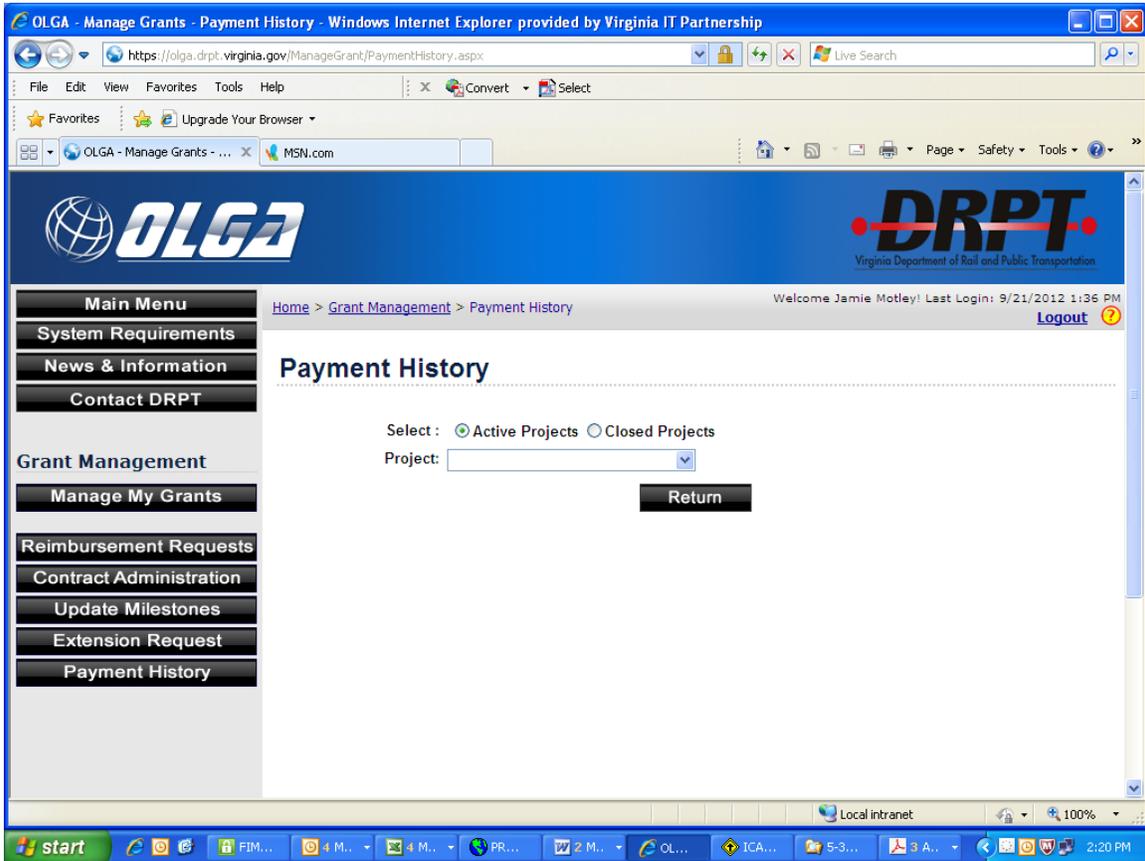
Reimbursement Request & Payment Details

Request Date	Request Number	Request Amount	Payment Date	Voucher Number	Federal Amount	State Amount	Total Amount
08/15/2012	100083	\$9,100.00	08/17/2012	2040097	\$8,000.00	\$1,100.00	\$9,100.00
08/15/2012	100084	\$5,460.00					
08/15/2012	100085	\$6,825.00					
08/20/2012	100096	\$910.00					
08/20/2012	100097	\$4,550.00					
08/29/2012	100101	\$9,100.00					
09/12/2012	100103	\$455.00					
09/15/2012	100104	\$46.00					

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If you navigate back to the Manage My Grants page and select the Payment History button to the left you will see the following screen



Select a specific project from the dropdown menu and you will see the following screen.



OLGA - Manage Grants - Payment History - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/ManageGrant/PaymentHistory.aspx

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