



OLGA – DEOBLIGATION MODULE

Set employees up to deobligate funding.....2-6

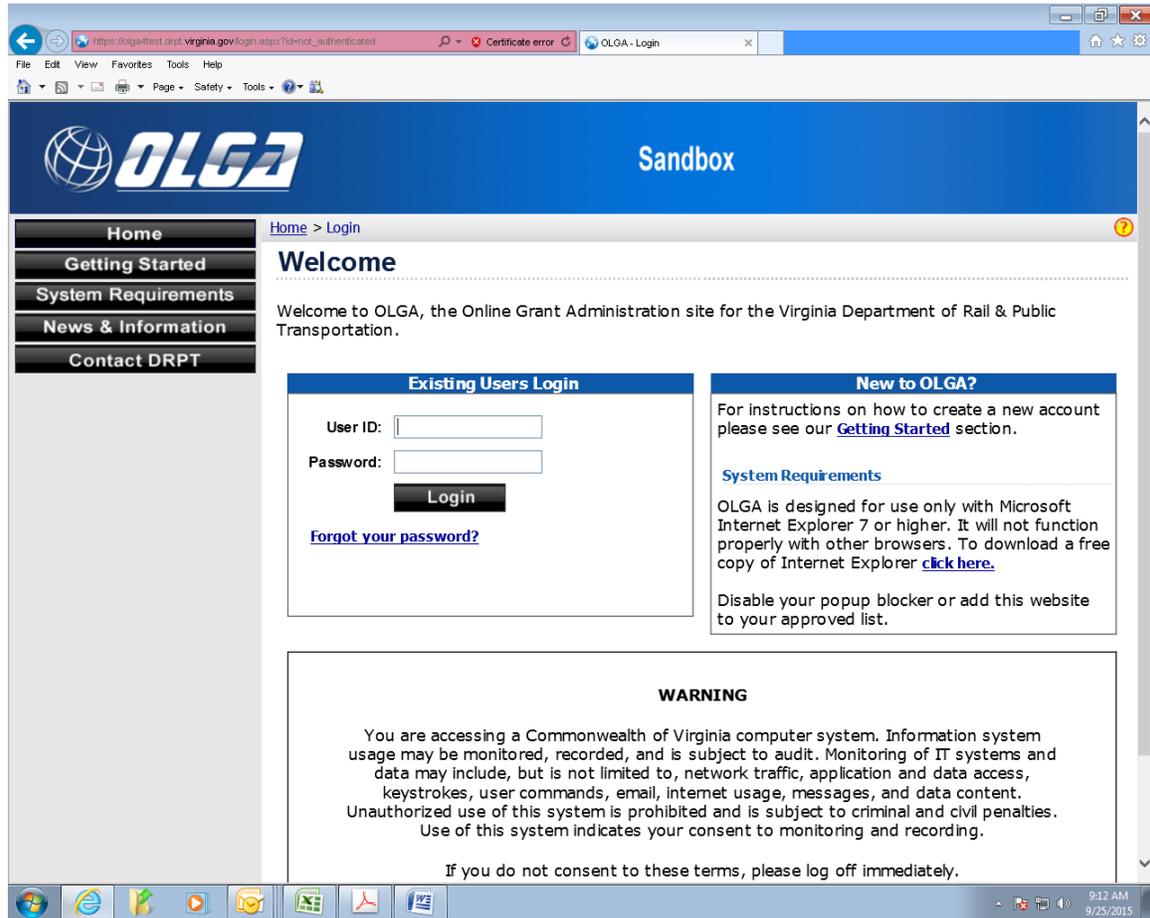
Deobligate funds using
Reimbursement Request.....7-18

Deobligate funds.....19-23

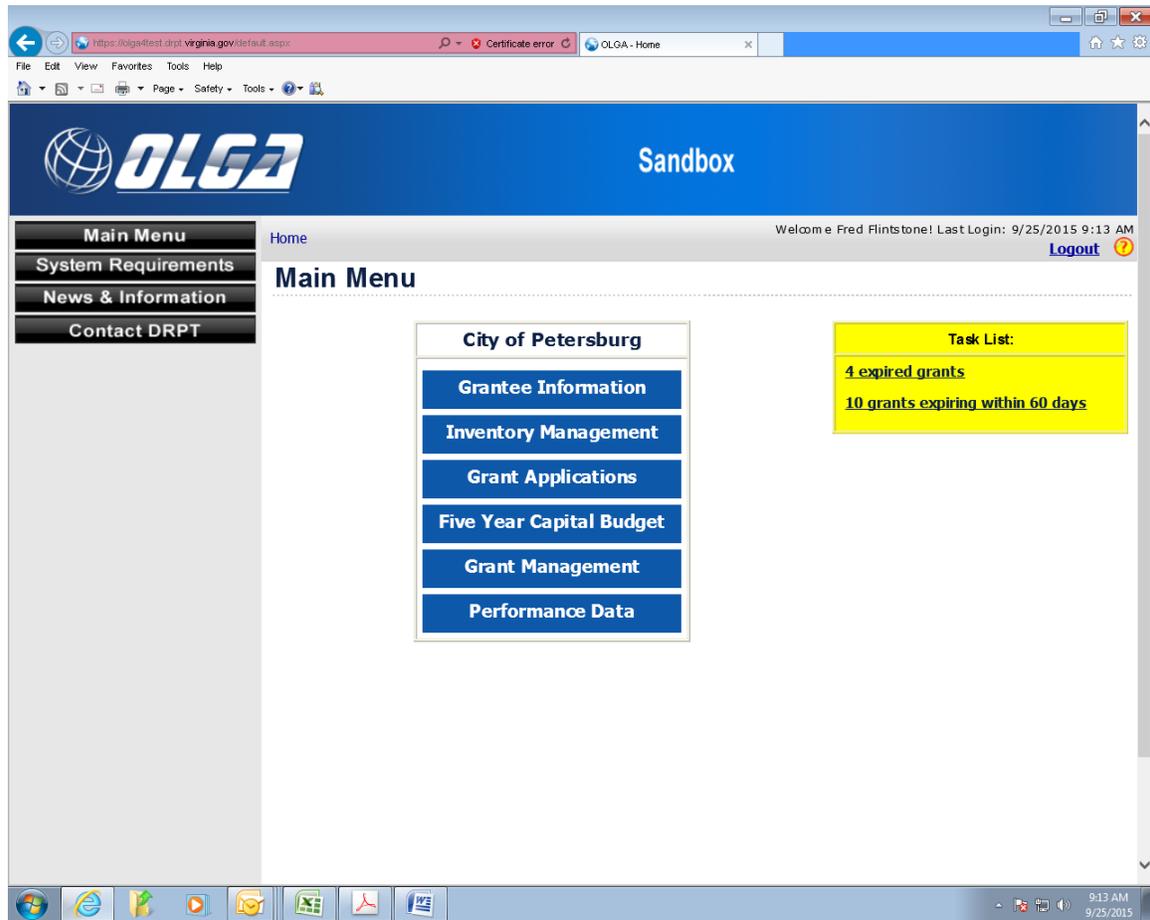
Deobligating without the appropriate
authority.....24-29



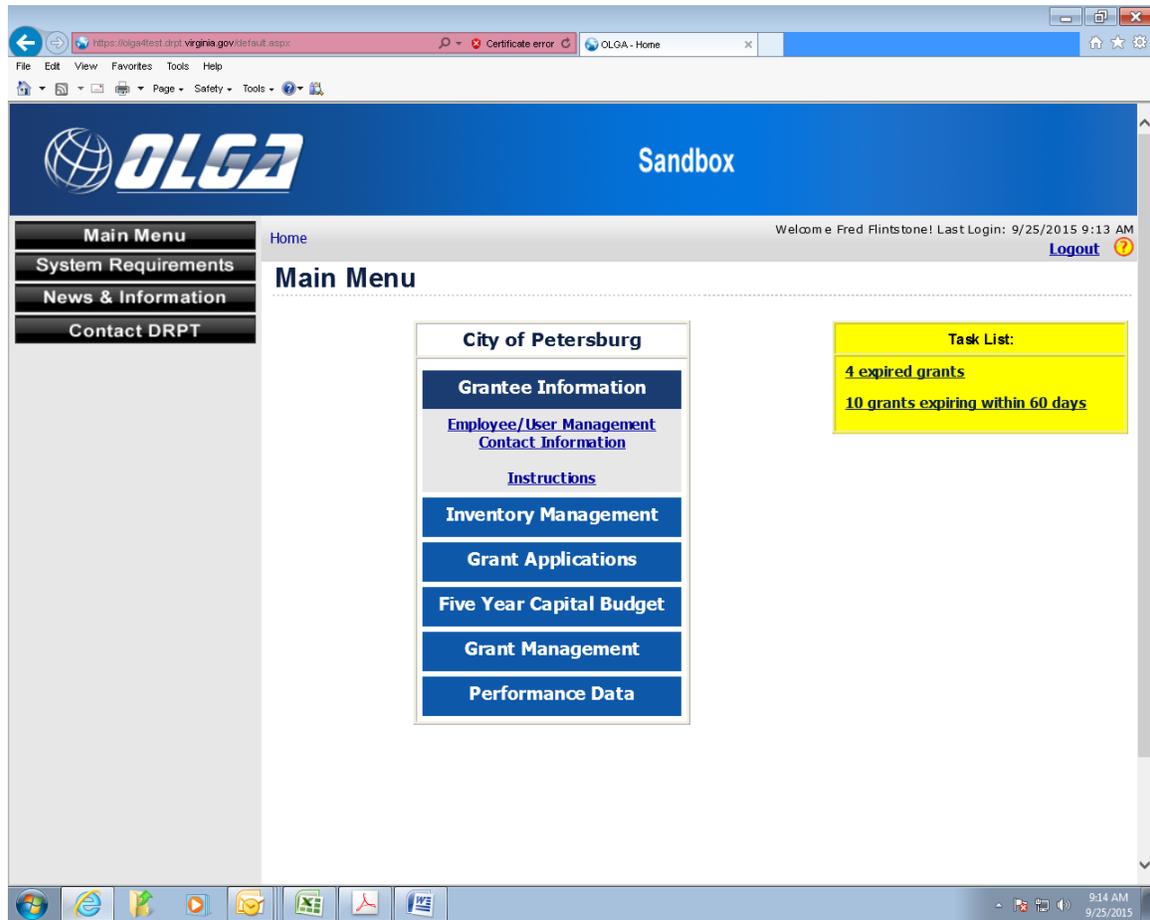
SET EMPLOYEES UP TO DEOBLIGATE FUNDING



Enter your USER ID and Password and you will see the following screen.



Select Grantee Information and you will see the following screen.



Select Employee/User Management and you will see the following screen.



https://olga.drest.drpt.virginia.gov/GranteeInfo/EmployeeList.aspx Certificate error OLGA - Grantee Information - ... X

File Edit View Favorites Tools Help Page Safety Tools

Main Menu
System Requirements
News & Information
Contact DRPT

Grantee Information
Contact Information

Home > Grantee Information > Employee/User Management Welcome Fred Flintstone! Last Login: 9/25/2015 9:13 AM Logout

Employee List for City of Petersburg

Please list all key personnel in your organization below. At a minimum, this list should include your top executives, anyone who will serve as a point of contact with DRPT, and anyone who will be using the OLGA system.

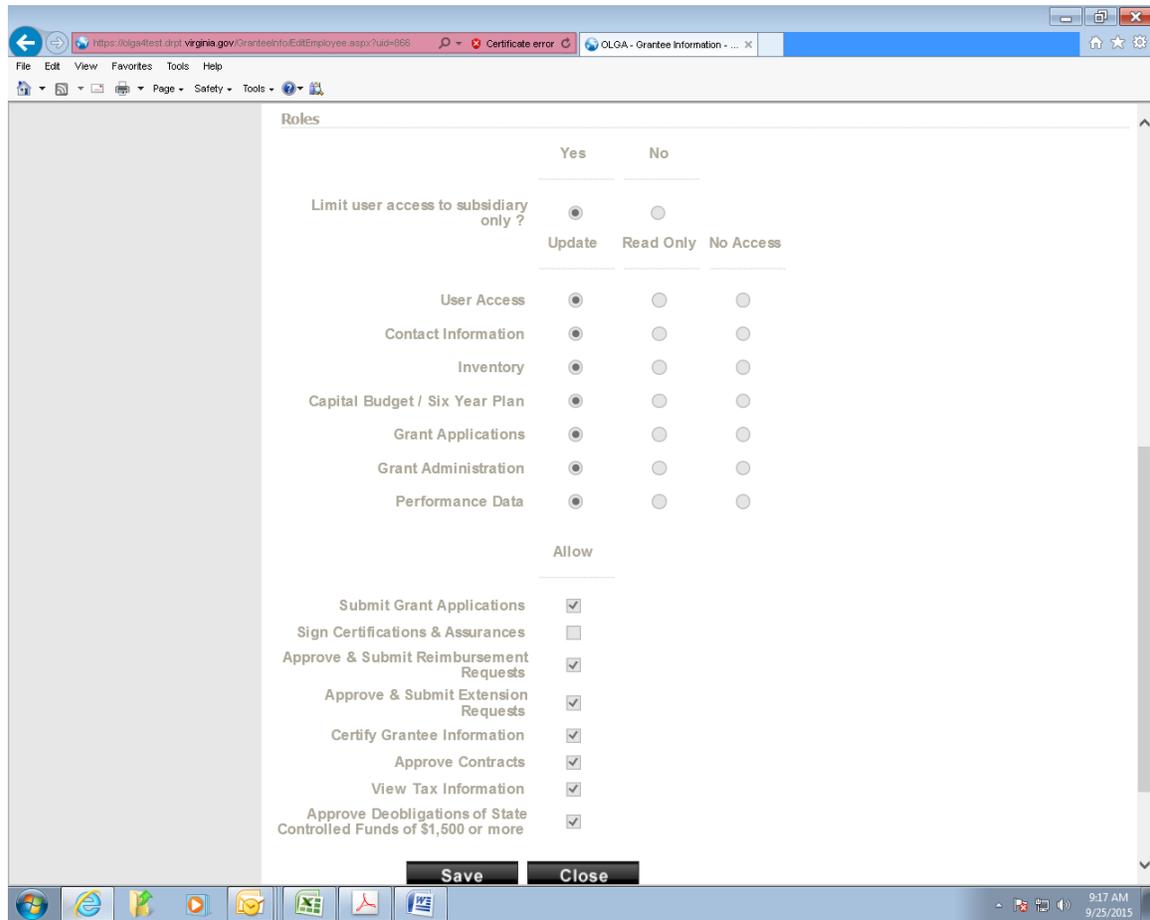
OLGA User	Subsidiary	Last Name	First Name	Middle	Office Phone	Cell Phone	Fax	Email	Delete	Modify
		Lee	Debbie		(804) 733-2340			dlee@petersburg-va.org		
		Byrd	Queenie		(804) 733-2452	(804) 640-5556	(804) 733-2468	qbyrd@petersburg-va.org		
		Johnson	William	E	(804) 733-2301			wjohnson@petersburg-va.org		
		Rollins	Marvin		(804) 733-2452	(804) 640-5547		mrollins@petersburg-va.org		
		Rollins	Marvin		(804) 733-2452					
		Belton	Dironna	M	(804) 733-2461			dbelton@petersburg-va.org		
		Flintstone	Fred							
		Rubble	Barney							
		Flintstone	Wilma							

- Organization Administrator
 - OLGA User

Add Employee

9:15 AM 9/25/2015

I am going to select the Modify button for Fred Flintstone to show you his authority and what is needed to process Deobligations.

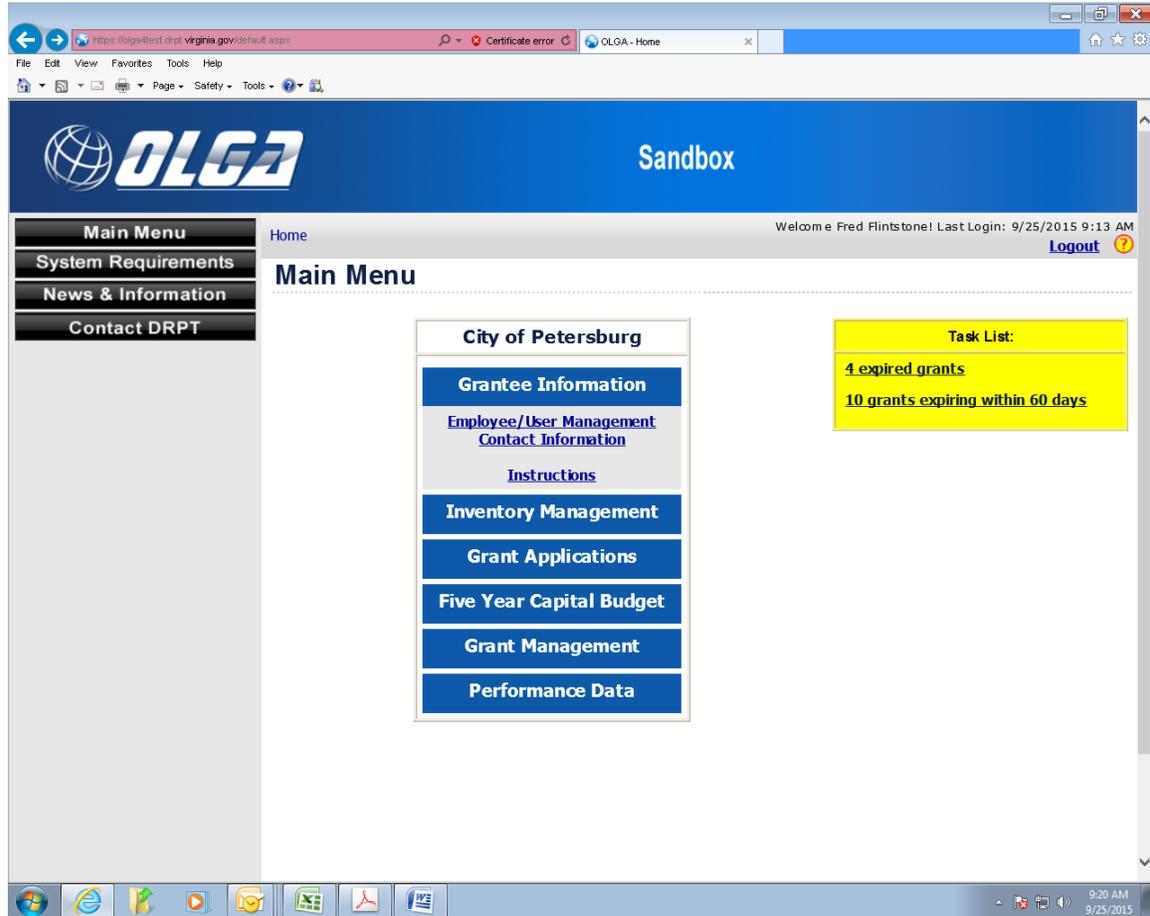


- The “Approve and Submit Reimbursement Requests” checkbox gives the user the authority to approve Deobligations up to \$1,499.
- The “Approve Deobligations of State Controlled Funds of \$1,500 or more” gives the user the authority to approve all Deobligations.
- Since both boxes are checked Fred can deobligate any amount of funding.

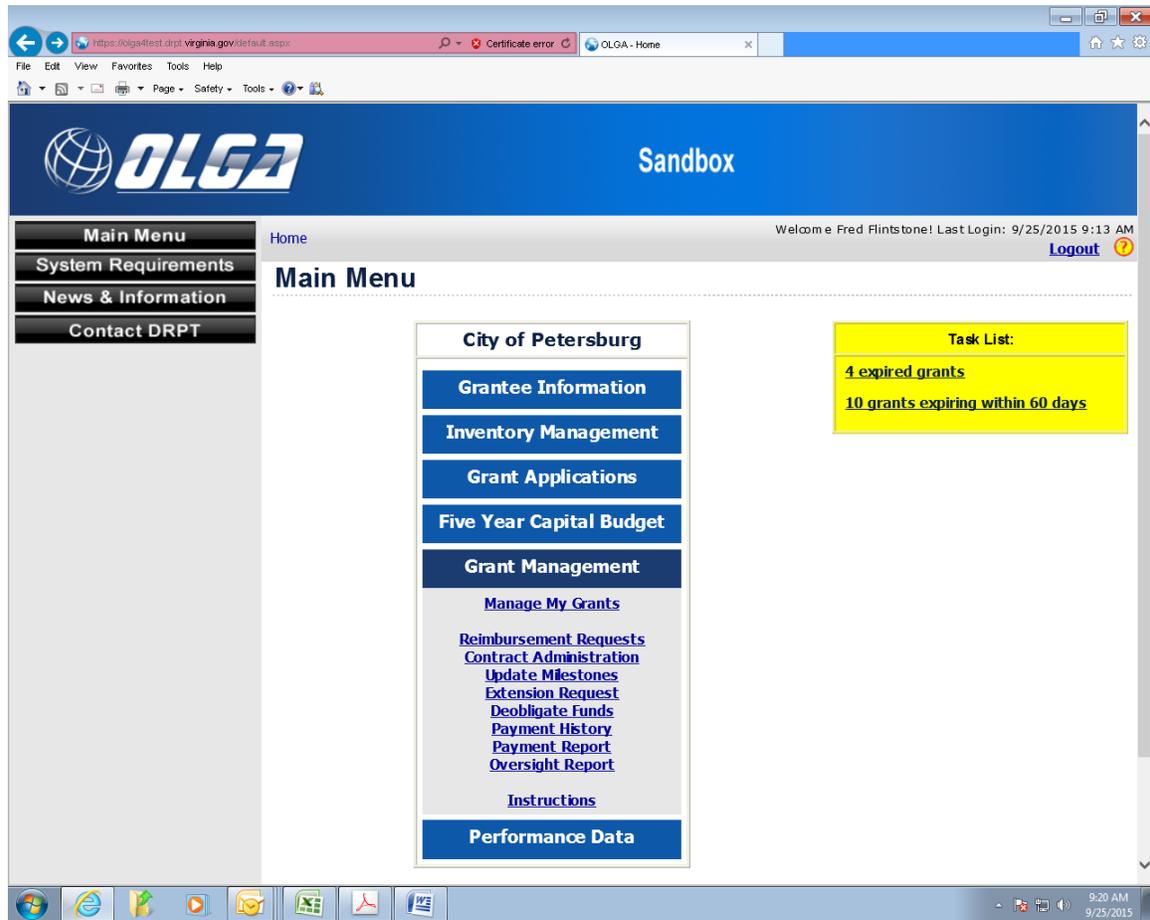
Now, let’s go back to the Main Menu and Deobligate funds when submitting a reimbursement request. See the Main Menu on the next page.



DEOBLIGATE FUNDS USING REIMBURSEMENT REQUEST



Select Grant Management and you will see the following screen.



Select Reimbursement Requests and you will see the following screen.



https://olga.dcrpt.virginia.gov/ManageGrantInvoices.aspx

OLGA - Manage Grants - Invoic... X

System Requirements
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Contact DRPT

Grant Management
Manage My Grants
Reimbursement Requests
Contract Administration
Update Milestones
Extension Request
Deobligate Funds
Payment History
Payment Report
Oversight Report

Reimbursement Requests

Status of Reimbursement Requests

Submit Date	Number	Project	Amount	Status	View	Attach Count	Attach Add	Edit	Delete
Not Submitted	104570	73014-95 FY 2014 73014-95 - PAT FTA5307 FY 2014 - Purchase Shop Equipment	\$2,071	Created on 02/03/2015	PDF	1			
Not Submitted	105069	73014-98 FY 2014 73014-98 - PAT FTA5307 FY 2014 - Bus Rehab/Renovation of Admin Building	\$1,600	Created on 06/26/2015	PDF	1			
4/20/2015	105031	71414-04 FY 2014 71414-04 - TMP FY 2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$3,596	Submitted on 04/20/2015	PDF	1			
6/26/2015	105071	73014-98 FY 2014 73014-98 - PAT FTA5307 FY 2014 - Bus Rehab/Renovation of Admin Building	\$1,650	Submitted on 06/26/2015	PDF	1			
6/26/2015	105072	73014-98 FY 2014 73014-98 - PAT FTA5307 FY 2014 - Bus Rehab/Renovation of Admin Building	\$1,650	Approved on 06/26/2015	PDF	1			

New Reimbursement Request

Project:

Add New Request

Return

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9:22 AM 9/25/2015

We are going to do a new Reimbursement Request so we will select the Project that we want to draw down funds from and select the Add New Request button. I selected Project 71414-04 which you will see on the next page.



Home > Grant Management > Reimbursement Requests > Reimbursement Request

Welcome Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#)

Reimbursement Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

Amount Expended | Supporting Documentation

Amount Expended:

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$3,696	\$899	\$4,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$29,646	\$7,412	\$37,058

Total Reimbursable Amount: \$0 Final Reimbursement Request

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We are going to assume this is the final reimbursement on this project and that we want to deobligate the remaining funds after the final reimbursement request is deducted. Key in the total amount expended (\$15,000) just like you normally would and you will see the following screen which shows you the remaining balance.



Home > Grant Management > Reimbursement Requests > Reimbursement Request

Welcome e Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#)

Reimbursement Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

Amount Expended | Supporting Documentation

Amount Expended:

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$3,696	\$899	\$4,495
Total Expended This Period	\$0	\$12,000	\$3,000	\$15,000
Balance Remaining	\$0	\$17,646	\$4,411	\$22,057

Total Reimbursable Amount: \$12,000 Final Reimbursement Request

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- This shows the \$15,000 on the “Total Expended This Period” row. If this was just a normal Reimbursement request you would select the Save button and not select the Final Reimbursement Request check box.
- If you want to deobligate the remaining balance you must select the Final Reimbursement Request check box. Select this check box and you will see the following screen.



Home > Grant Management > Reimbursement Requests > Reimbursement Request

Welcome Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#)

Reimbursement Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

Amount Expended | Supporting Documentation

Amount Expended:

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$3,596	\$899	\$4,495
Total Expended This Period	\$0	\$12,000	\$3,000	\$15,000
Balance Remaining	\$0	\$17,646	\$4,411	\$22,057

Total Reimbursable Amount: \$12,000

Final Reimbursement Request
 Selecting the Final Reimbursement Request box will redirect you to Deobligate the remaining balance once the reimbursement request is submitted.

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When you select the check box it tells you that you will be redirected to Deobligate the remaining balance after the Reimbursement Request is submitted. Select Save and you will see the following screen.



The screenshot shows a web browser window displaying the OLGA Reimbursement Request page. The browser's address bar shows the URL: https://olga.dtest.drpt.virginia.gov/ManageGrant/ReimbursementRequests.aspx. The page has a navigation menu on the left with categories like "Main Menu", "Grant Management", and "Reimbursement Requests". The main content area displays a confirmation message: "Reimbursement Request added successfully. At least 1 Supporting Document must be attached before submitting." Below this, it shows details for Reimbursement Request 105082, created on 10/23/2015, with a status of "Created" and a project name: "71414-04 FY2014 - 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project". There are two tabs: "Amount Expended" and "Supporting Documentation". The "Supporting Documentation" tab is active, showing an "Uploading Files:" section with instructions and a file upload area with "Upload:" text, a "Browse..." button, and an "Upload" button. At the bottom, there are "Submit" and "Delete" buttons and a "Printer Friendly View" link. The system tray at the bottom right shows the time as 10:55 AM on 10/23/2015.

You must now attach supporting documentation just like you do for a normal reimbursement request. I attached a document and now you will see the following screen.



The screenshot shows a web browser window with the URL <https://olga.dcr.virginia.gov/ManageGrantReimbursementRequests.aspx>. The page title is "OLGA - Manage Grants - Reim...". The browser's address bar shows a "Certificate error".

Grant Management

- Manage My Grants
- Reimbursement Requests
- Contract Administration
- Update Milestones
- Extension Request
- Deobligate Funds
- Payment History
- Payment Report
- Oversight Report

Reimbursement Request Attachment File uploaded.

Reimbursement Request Number: 105082
Created On: 10/23/2015
Status: Created
Project: 71414-04 FY2014 - 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

Amount Expended | Supporting Documentation

Uploading Files:

- 1) Click the 'Browse' button. A 'Choose File' dialog box will be displayed.
- 2) Select the desired file to be uploaded to DRPT and click the 'Open' button.
- 3) The file name will be automatically entered into the corresponding box. When the box turns green, your file is ready to send to DRPT.
- 4) Click the 'Upload' button to transmit your file.

The maximum file size is limited to 10 MB. Only Microsoft Word Documents (.Doc), Excel Spreadsheets (.XLS), Adobe PDF (.PDF) and plain text (.TXT) files may be uploaded.

Document Name	Delete
Vouchers.xls	

Upload: Browse...

[Printer Friendly View - Reimbursement Form](#)

By submitting this Reimbursement Request, I certify that the grantee agency has incurred expenses in accordance with the project agreement and that these funds have not been previously requested.

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Taskbar: 10:56 AM 10/23/2015

Select the Submit button and it will ask you if you want to Submit the Reimbursement Request. Select OK and you will be redirected to the Deobligation screen.



OLGA - Manage Grants - Deo... x

OLGA

Sandbox

Welcome Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#)

Deobligation Request

Reimbursement Request 105082 submitted successfully. You may now deobligate the remaining balance.

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$15,596	\$3,899	\$19,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$17,646	\$4,412	\$22,058

Total Deobligation Amount: \$17,646

Do you want to Deobligate the Total Deobligation Amount?

Yes No

The total expended for this reimbursement request is moved up to the “Total Outstanding Requests” row. The total Deobligation amount is \$17,646 which is the remaining balance of State funding. If there were Federal funds authorized by DRPT then the deobligation amount would include the federal funding as well. Select the Yes radio button and you will see the following screen.



https://olga.dtest.drpt.virginia.gov/ManageGrant/Deob.aspx Certificate error OLGA - Manage Grants - Deo... X

File Edit View Favorites Tools Help Page Safety Tools

OLGA Sandbox

Welcome Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#) ?

Main Menu

- System Requirements
- News & Information
- Contact DRPT

Grant Management

- Manage My Grants

Reimbursement Requests

- Contract Administration
- Update Milestones
- Extension Request
- Deobligate Funds
- Payment History
- Payment Report
- Oversight Report

Deobligation Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$16,596	\$3,899	\$19,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$17,646	\$4,412	\$22,058

Total Deobligation Amount: \$17,646

Do you want to Deobligate the Total Deobligation Amount?
 Yes No

By clicking the Submit button, I hereby approve the deobligation of all state controlled funds related to the project listed above on behalf of City of Petersburg. I certify that I understand that these funds will no longer be available under the project agreement.

11:00 AM 10/23/2015

A message pops up that says you approve the deobligation of all state controlled funds. Select the Submit button and select Ok when it asks you if you want to Submit the Deobligation Request and you will see the following screen.



The screenshot shows a web browser window displaying the OLGA application. The browser address bar shows the URL: <https://olga.dtest.drpt.virginia.gov/ManageGrant/Deobligations.aspx>. The application header includes the OLGA logo and the word "Sandbox". A navigation menu on the left lists various options such as "Main Menu", "System Requirements", "News & Information", "Contact DRPT", "Grant Management", "Manage My Grants", "Reimbursement Requests", "Contract Administration", "Update Milestones", "Extension Request", "Deobligate Funds", "Payment History", "Payment Report", and "Oversight Report". The main content area is titled "Deobligation Requests" and displays a message: "Deobligation Request 29 submitted successfully." Below this, there is a section for "Status of Deobligation Requests for 71414-04" with a "Show All Projects" button. A search filter shows "From" and "To" fields with a "Refresh" button. A table lists the request details:

Submit Date	Request Number	Project	Amount	Status		
10/23/2015	29	71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$17,646	Submitted 10/23/2015		

Below the table, there is a "New Deobligation Request" section with a "Project:" dropdown menu set to "71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project". There are buttons for "Add New Request" and "Return". The bottom of the browser window shows the Windows taskbar with the system clock at 11:00 AM on 10/23/2015.

You can see that the Deobligation Request for \$17,646 shows a Status of Submitted.

- The DRPT Program Administrator can either Approve or Reject the request in DRPT’s internal system. The status will change to Approved or Rejected in OLGA when that occurs.
- You cannot edit a Deobligation Request.
- If the Deobligation Request is rejected by the Program Administrator then you must submit a new one.
- A Deobligation Request that has been submitted or rejected can be deleted by selecting the trashcan next to the specific project.



Deobligation Requests

Deobligation Request 29 submitted successfully.

Status of Deobligation Requests for 71414-04 **Show All Projects**

From To **Refresh**

Submit Date	Request Number	Project	Amount	Status		
10/23/2015	29	71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$17,646	Submitted 10/23/2015		

New Deobligation Request

Project:

Add New Request

Return

- You can select the Deobligate Funds button to the left at any time to see the status of your deobligation requests.
- You can also select a begin and end date if you want the history on items you have deobligated over a certain time period and select the Refresh button.
- Finally, you can select the “Show All Projects” button and it will show you a list of all your deobligation requests.
- I am going to delete this Deobligation request so I can use it for the next example.



DEOBLIGATE FUNDS - NO REIMBURSEMENT REQUEST

A screenshot of a web browser displaying the OLGA application. The browser's address bar shows the URL "https://olga4test.drpi.virginia.gov/default.aspx". The page header includes the OLGA logo and the word "Sandbox". A navigation menu on the left lists "Main Menu", "System Requirements", "News & Information", and "Contact DRPT". The main content area is titled "Main Menu" and features a "City of Petersburg" section with buttons for "Grantee Information", "Inventory Management", "Grant Applications", "Five Year Capital Budget", and "Grant Management". Under "Grant Management", there is a "Manage My Grants" section with links for "Reimbursement Requests", "Contract Administration", "Update Milestones", "Extension Request", "Deobligate Funds", "Payment History", "Payment Report", and "Oversight Report". A "Performance Data" button is at the bottom of this section. A yellow "Task List" box on the right indicates "4 expired grants" and "10 grants expiring within 60 days". The browser's status bar at the bottom shows the time as 9:20 AM on 9/25/2015.

Select Deobligate Funds and you will see the following screen. This button is used when you ONLY need to deobligate funds.



https://olga.dtest.drpt.virginia.gov/ManageGrant/Deobligations.aspx

OLGA - Manage Grants - Deo...

OLGA Sandbox

Welcome Fred Flintstone! Last Login: 9/25/2015 9:13 AM [Logout](#)

Deobligation Requests

Status of Deobligation Requests

From To [Refresh](#)

Submit Date	Request Number	Project	Amount	Status	View
06/25/2015	1	73014-96 - PAT FTA5307 FY2014 - Purchase furniture	\$688	Approved 06/25/2015	PDF
06/26/2015	2	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$11,647	Approved 06/26/2015	PDF
07/01/2015	3	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$11,647	Submitted 07/01/2015	PDF
09/25/2015	4	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$4,497	Submitted 09/25/2015	PDF

New Deobligation Request

Project:

[Add New Request](#)

[Return](#)

Select the Project you are deobligating and select the Add New Request button. I have selected project 71414-14 as you can see on the following screen.



https://olga.dtest.drpt.virginia.gov/ManageGrant/Deob.aspx Certificate error OLGA - Manage Grants - Deo... x

File Edit View Favorites Tools Help Page Safety Tools

OLGA Sandbox

Welcome Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#) ?

Main Menu

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- Deobligate Funds
- Payment History
- Payment Report
- Oversight Report

Deobligation Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$15,596	\$3,899	\$19,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$17,646	\$4,412	\$22,058

Total Deobligation Amount: \$17,646

Do you want to Deobligate the Total Deobligation Amount?

Yes No

11:07 AM 10/23/2015

If you want to deobligate the remaining funds of \$17,646 then select the Yes radio button and you will see the following screen.



https://olga.dtest.drpt.virginia.gov/ManageGrant/Deob.aspx Certificate error OLGA - Manage Grants - Deo... X

File Edit View Favorites Tools Help Page Safety Tools

OLGA Sandbox

Welcome Fred Flintstone! Last Login: 10/23/2015 10:06 AM [Logout](#) ?

Main Menu

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- Oversight Report

Deobligation Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$16,596	\$3,899	\$19,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$17,646	\$4,412	\$22,058

Total Deobligation Amount: \$17,646

Do you want to Deobligate the Total Deobligation Amount?
 Yes No

By clicking the Submit button, I hereby approve the deobligation of all state controlled funds related to the project listed above on behalf of City of Petersburg. I certify that I understand that these funds will no longer be available under the project agreement.

11:14 AM 10/23/2015

A message pops up that says you approve the deobligation of all state controlled funds. Select the Submit button and select Ok when it asks you if you want to Submit the Deobligation Request and you will see the following screen.



The screenshot shows the OLGA web application interface. At the top, there is a blue header with the OLGA logo and the word "Sandbox". Below the header, a navigation menu is visible on the left side, including sections like "Main Menu", "Grant Management", "Reimbursement Requests", and "Contract Administration". The main content area is titled "Deobligation Requests" and displays a message: "Deobligation Request 30 submitted successfully." Below this, there is a table showing the status of Deobligation Requests for 71414-04. The table has columns for Submit Date, Request Number, Project, Amount, and Status. A single row is visible with the following data: Submit Date: 10/23/2015, Request Number: 30, Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project, Amount: \$17,646, Status: Submitted 10/23/2015. There are also buttons for "Show All Projects", "Refresh", "Add New Request", and "Return".

Submit Date	Request Number	Project	Amount	Status		
10/23/2015	30	71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$17,646	Submitted 10/23/2015	PDF	Trash

- The DRPT Program Administrator can either Approve or Reject the request in DRPT’s internal system. The status will change to Approved or Rejected in OLGA when that occurs.
- You cannot edit a Deobligation Request.
- If the Deobligation Request is rejected by the Program Administrator then you must submit a new one.
- A Deobligation Request that has been submitted or rejected can be deleted by selecting the trashcan next to the specific project.
- You can select the Deobligate Funds button to the left at any time to see the status of your deobligation requests.
- You can also select a begin and end date if you want the history on items you have deobligated over a certain time period and select the Refresh button.



DEOBLIGATION REQUESTS SUBMITTED WITHOUT THE APPROPRIATE AUTHORITY

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$15,596	\$3,899	\$19,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$17,646	\$4,412	\$22,058

Total Deobligation Amount: \$17,646

Do you want to Deobligate the Total Deobligation Amount?
 Yes No

You do not have the authority to deobligate \$1,500 or greater of funding. Contact your program administrator for assistance.

This employee has Reimbursement Request authority (authority to deobligate funds up to \$1,499).

- When the Yes button is selected you get the above message that you do not have the authority to perform this transaction since it is greater than \$1,499.
- However, OLGA will still allow you to submit the request. Select Yes and Submit and you will see the following screen.



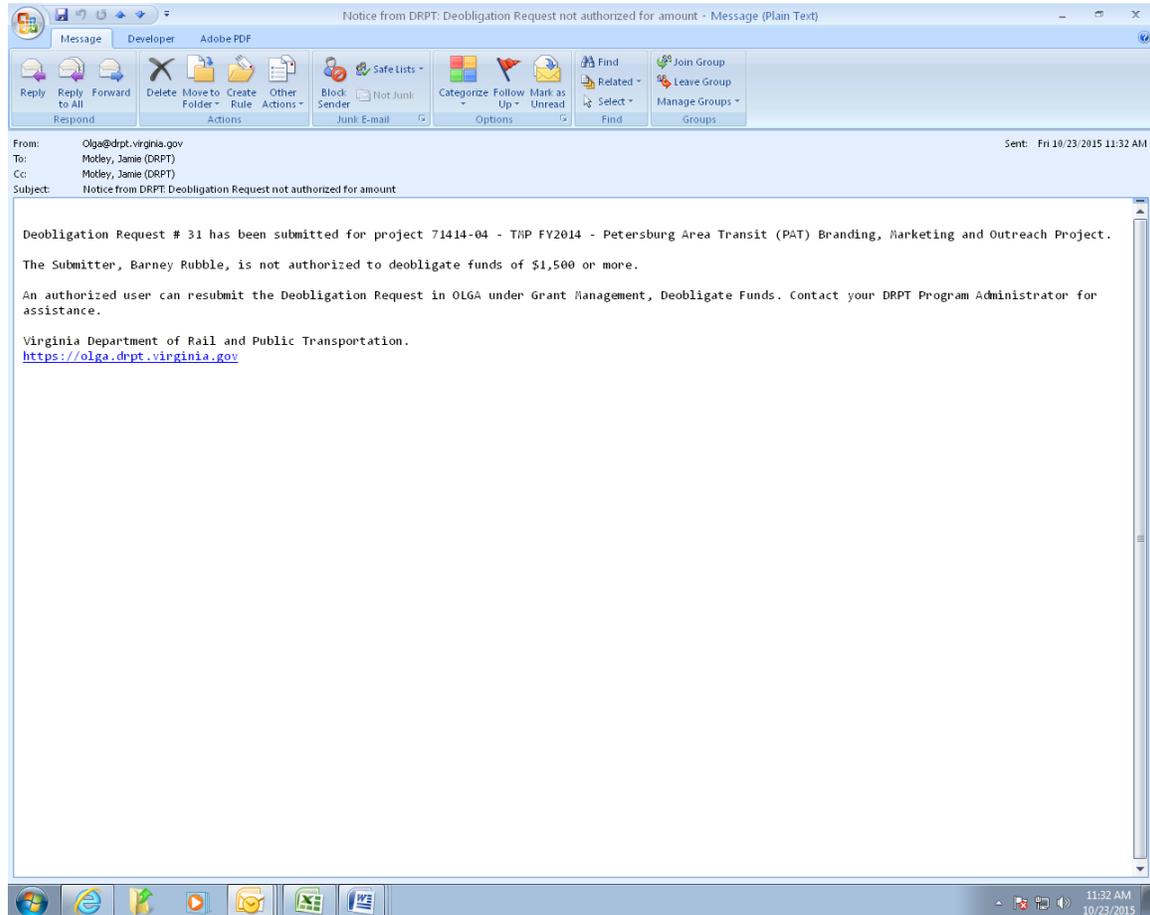
The screenshot shows a web browser window displaying the OLGA application. The browser address bar shows the URL: <https://olga.dtest.drpt.virginia.gov/ManageGrant/Deobligations.aspx>. The application header includes the OLGA logo and the word "Sandbox". A user greeting reads: "Welcome Barney Rubble! Last Login: 10/23/2015 11:28 AM" with a "Logout" link. The main content area is titled "Deobligation Requests" and displays a green message: "Deobligation Request 31 submitted successfully." Below this, there is a section for "Status of Deobligation Requests for 71414-04" with a "Show All Projects" button. A search area includes "From" and "To" date pickers and a "Refresh" button. A table lists the request details:

Submit Date	Request Number	Project	Amount	Status			
10/23/2015	31	71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$17,646	Submitted 10/23/2015	PDF	Resubmit	

Below the table is a "New Deobligation Request" section with a "Project:" dropdown menu set to "71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project". There are "Add New Request" and "Return" buttons. The left sidebar contains a "Main Menu" with items like "System Requirements", "News & Information", and "Contact DRPT", as well as "Grant Management" and "Reimbursement Requests" sections. The Windows taskbar at the bottom shows the time as 11:31 AM on 10/23/2015.

If you submit a request and you do not have the appropriate authority several things will happen to help you determine how to properly deobligate the funds.

- An e-mail will be sent to the Organization’s Master User.
- Your DRPT Program Administrator will be copied on the e-mail.
- Notice that there is a Resubmit button next to the transaction.



Here is a sample of the e-mail you should receive. There are several ways to submit the request appropriately.

- Your Master User can change your authority
- You can have someone else with the appropriate authority Resubmit the Deobligation Request
- This also goes on a Report in DRPT's Internal System and your Program Administrator will contact you



https://olga4test.drpt.virginia.gov/ManageGrant/Deobligations.aspx

OLGA - Manage Grants - Deo...

OLGA Sandbox

Welcome Fred Flinstone! Last Login: 10/23/2015 11:33 AM [Logout](#)

Deobligation Requests

Status of Deobligation Requests

From To [Refresh](#)

Submit Date	Request Number	Project	Amount	Status			
10/23/2015	31	71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$17,646	Submitted 10/23/2015	PDF		Resubmit
09/25/2015	6	73014-96 - PAT FTA5307 FY2014 - Purchase furniture	\$688	Submitted 09/25/2015	PDF		
06/25/2015	1	73014-96 - PAT FTA5307 FY2014 - Purchase furniture	\$688	Approved 06/25/2015	PDF		
09/29/2015	8	73014-97 - PAT FTA5307 FY2014 - Purchase Bus Ticket Kiosks	\$12,265	Rejected 09/29/2015	PDF		
09/29/2015	9	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$3,947	Submitted 09/29/2015	PDF		
06/26/2015	2	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$11,647	Approved 06/26/2015	PDF		
07/01/2015	3	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$11,647	Submitted 07/01/2015	PDF		
09/28/2015	4	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$4,497	Approved 09/28/2015	PDF		

New Deobligation Request

I have logged back into OLGA as Fred Flinstone who has the authority to deobligate funds over \$1,499. Select the Resubmit button and you will see the following screen.



https://olga.dtest.drpt.virginia.gov/ManageGrant/Deob.aspx Certificate error OLGA - Manage Grants - Deo... X

File Edit View Favorites Tools Help Page Safety Tools

OLGA Sandbox

Welcome Fred Flintstone! Last Login: 10/23/2015 11:33 AM [Logout](#) ?

Main Menu

- System Requirements
- News & Information
- Contact DRPT

Grant Management

- Manage My Grants

Reimbursement Requests

- Contract Administration
- Update Milestones
- Extension Request
- Deobligate Funds
- Payment History
- Payment Report
- Oversight Report

Deobligation Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	\$0	\$68,000	\$17,000	\$85,000
Total Previous Payments	\$0	\$34,758	\$8,690	\$43,448
Total Outstanding Requests	\$0	\$15,596	\$3,899	\$19,495
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$0	\$17,646	\$4,412	\$22,058

Total Deobligation Amount: \$17,646

Do you want to Deobligate the Total Deobligation Amount?

Yes No

By clicking the Submit button, I hereby approve the deobligation of all state controlled funds related to the project listed above on behalf of City of Petersburg. I certify that I understand that these funds will no longer be available under the project agreement.

11:34 AM 10/23/2015

You will notice that when Yes is selected there is no message that Fred does not have the authority to deobligate these funds. Select Yes and Submit and you will see the following screen.



OLGA Sandbox

Welcome Fred Flintstone! Last Login: 10/23/2015 11:33 AM [Logout](#)

Deobligation Requests

Deobligation Request 31 resubmitted successfully.

Status of Deobligation Requests

From To [Refresh](#)

Submit Date	Request Number	Project	Amount	Status		
10/23/2015	31	71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	\$17,646	Submitted 10/23/2015		
09/25/2015	6	73014-96 - PAT FTA5307 FY2014 - Purchase furniture	\$688	Submitted 09/25/2015		
06/25/2015	1	73014-96 - PAT FTA5307 FY2014 - Purchase furniture	\$688	Approved 06/25/2015		
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09/28/2015	4	73014-98 - PAT FTA5307 FY2014 - Bus Rehab/Renovation of Admin Building	\$4,497	Approved 09/28/2015		

The request has now been properly submitted as there is no Resubmit button.