



# ONLINE EXPENSE PORTAL

CURRICULA & SUPPLEMENTAL MATERIALS



## INTRODUCTION

The purpose of this manual is to outline the steps required for completing a curriculum expense entry, with or without supplemental material, once the user is logged into the Applicant Portal. Please note this topic includes supplemental material expenses for previously-purchased curriculum.


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## HELPFUL LINKS

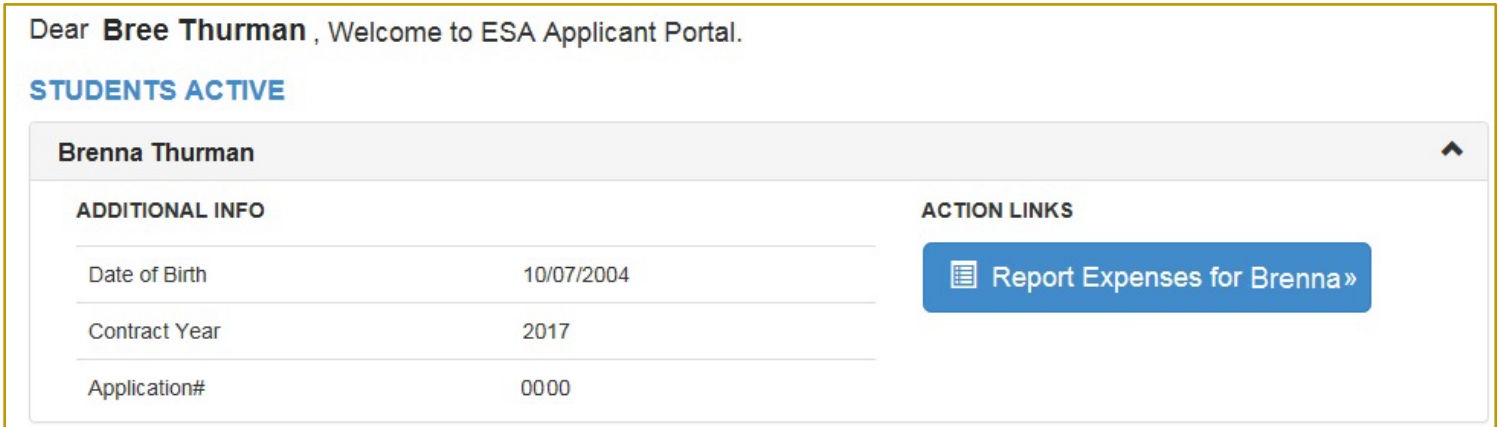
- [Applicant Portal Registration Instructions](#): Steps for registering for the ESA Applicant Portal
  - An account is required for accessing the online expense reporting system
- [Glossary](#): Definitions of common words and terms used throughout the online expense reporting system
- [Selecting an Expense Category](#): Guidance for choosing the appropriate expense type
- [Troubleshooting & Fixing Entries](#): Help for correcting incomplete entries
- [Uploading Credentials & Receipts](#): Suggestions for saving copies of credentials and receipts on your computer

All ESA Training Documents are located at: <http://www.azed.gov/esa/training/>

## 1.0 Select Student on the Home Screen

After logging into the Expense Portal, applicants will see their students listed on the Home screen (**Figure A**). Clicking the  Home button at the top of any subsequent screen returns to this screen.

Click the blue **Report Expenses** button to begin (or continue) an expense report for a student.



Dear **Bree Thurman** , Welcome to ESA Applicant Portal.

**STUDENTS ACTIVE**


Breena Thurman		
<b>ADDITIONAL INFO</b>		<b>ACTION LINKS</b>
Date of Birth	10/07/2004	 <b>Report Expenses for Breena »</b>
Contract Year	2017	
Application#	0000	

Figure A

## 2.0 Click “Enter Expense” to Begin the Expense Entry

A blank screen, as shown the screenshot below, indicates that this is the first expense entry. Once an expense entry is started (and the information is saved), they will appear on this screen (**Figure B**).

Click the **Enter Expense** button (shown in the **blue box**) to begin the expense entry.



**Expense Reporting**

Welcome Bree Thurman

**Student:** Breena Thurman

**Application #:** 0000


**Report Status:** Unsubmitted

**School Year:** 2016 - 2017

**Reporting Period:** Quarter: 1 Friday, July 1, 2016 -

**REMINDER:** A portion must be spent every quarter. Total spent for the year must equal at least 25% of the total award for the year.

 **Enter Expense**

 Submit Expense Report


 Export To PDF

Figure B

### ➤ Tips:

- If correcting (or entering) expenses from a previous school year, choose the previous year from the **School Year** drop-down menu
- If correcting (or entering) expenses from a previous quarter, choose the quarter from the **Reporting Period** drop-down menu
  - If the previous quarter was in the prior school year, select the appropriate school year first

### 3.0 Choose the Expense Type

After clicking the **Enter Expense** button, a pop-up window displays with the available expense categories. Select **Curricula and Supplemental Materials** from this list (**Figure C**):



*Figure C*

➤ **Tips:**

- Options on this menu vary depending on your eligibility category
- Click **Back** to close this window

## 4.0 Enter the **Total Payment** Information

The first seven fields (shown in the **blue box** in **Figure D**) capture details regarding the entire transaction.

*Figure D*

### ➤ **Tips:**

- Clicking in the **Payment Date** field displays a calendar; select a date from the calendar, or manually enter a date into the textbox instead
- **Vendor / Facility** is most likely where the curriculum was purchased
- If something does not apply (such as tax), leave the field blank
- **Payment Total** is the total amount indicated on receipt
- Content on this screen cannot be saved until at least one item of curricula is entered

## 5.0 Enter Line Items

Click **New** next to **Curricula** (shown in **Figure D**) to specify how much of the total Payment Total was spent on each item of curriculum that is shown on the receipt ([Section 5.1](#)).

Click **New** next to **Supplemental Material** (shown in **Figure D**) to specify how much of the total Payment Total was spent on each item of supplemental material that is shown on the receipt ([Section 5.2](#)).

### ➤ **Tips:**

- The sum of all items must equal the total **Payment Total**
- Items on a different receipt require a different expense entry
- Supplemental material must be specifically required by curricula
  - If purchasing supplemental material for curricula previously purchased, click **New** next to **Curricula** to enter it into the database

## 5.1 Add Curricula

Clicking **New** next to **Curricula** (in Figure D) displays a pop-up window for entering curriculum items (**Figure E**). Click **Save** after entering the information.

Was this curriculum purchased in a prior year? ☐ Yes ☒ No

Title

Publisher

Subject  ▼

Grade Level (of curriculum)  ▼

Amount

Select one

- PS
- KG
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- Other

Select one

- Grammar
- Mathematics
- Reading
- Science
- Social Studies
- Other

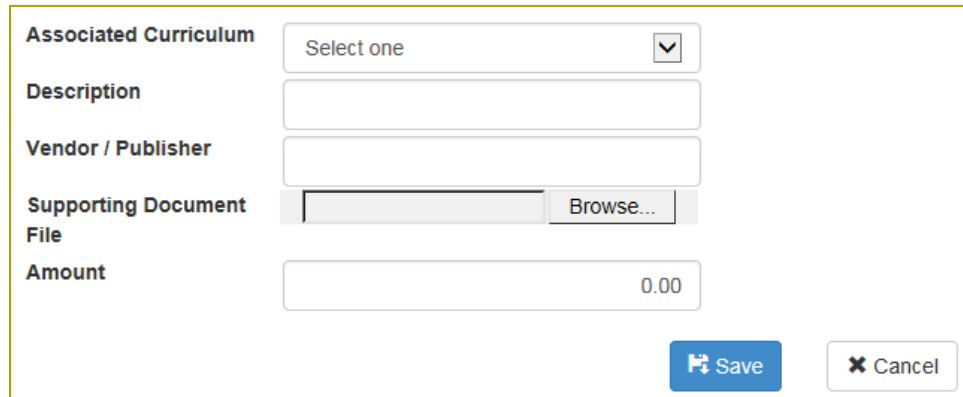
Figure E

### ➤ Tips:

- If the curriculum was purchased during this transaction, leave **No** selected at the top of the screen
- If the curriculum was purchased during a previous transaction, and you need to enter it to purchase supplemental materials, select **Yes** at the top of the screen
  - Once added to the database, curriculum does not need to be entered again in the future
  - Reporting previously-purchased items does not require a receipt or purchase price
- If the subject of the curriculum is not listed in the **Subject** menu, select **Other**
  - Enter the subject of the curriculum into the **Other Subject** field that becomes visible
- If the curriculum does not encompass a single subject matter, select **Other** from the **Subject** menu
  - Enter the subjects covered by the curriculum into the **Other Subject** field that becomes visible
- If the curriculum is not intended for a single grade level, select **Other** from the **Grade Level** menu
  - Enter the intended range of grade levels into the **Other Grade Level** field that becomes visible
- If there are multiple curriculum items shown on the receipt, click **New** next to Curricula (in Figure D) to separately enter each item

## 5.2 Add Supplemental Material

Clicking **New** next to **Supplemental** (in Figure D) displays a pop-up window for entering supplemental materials purchased in this transaction (**Figure F**). Click **Save** after entering the information.



Associated Curriculum	Select one <input type="button" value="v"/>
Description	<input type="text"/>
Vendor / Publisher	<input type="text"/>
Supporting Document File	<input type="text"/> <input type="button" value="Browse..."/>
Amount	<input type="text" value="0.00"/>

*Figure F*

### ➤ Tips:

- Curriculum items (either purchased during this quarter and entered in the system during the previous step, or purchased in a prior quarter/year but already entered in the system), are pre-populated into the **Associated Curriculum** drop-down menu
  - If the curriculum was purchased in a prior year and does not appear in this menu, follow the steps outlined in [Section 5.1](#) to add the curriculum to the database
- **Descriptions** should match the item as it listed on the receipt
- **Supporting Documents** must state the requirement or recommendation for the supplemental material
  - Examples of supporting documents include screenshots of the website, pictures of the packaging, pictures of the curriculum stating the requirement/recommendation/option
- If there are multiple items shown on the receipt, click **New** next to Supplemental Materials (in Figure D) to separately enter each item



## 6.0 Save the Entire Entry

After entering all applicable information, click the **Save** button (shown in the blue box below) to save and complete the expense entry.

Payment Date

11/04/2016

Payment Method

Phone, Mail, Internet

Vendor / Facility

Curristore

Shipping and Handling

5.00

Tax

25.00

Payment Total

600.22

Save

Cancel

Back

Manage Uploaded Receipt

File Name	Uploaded Date	View	Actions
receipt.png	11/4/2016 10:51:06 AM	<a href="#">View Receipt</a>	<a href="#">Delete Receipt</a>

Curricula New

Title	Publisher	Subject	Grade Level (of curriculum)	Payment Total		
Reading Rainbow	Reading Rainbow	Reading	3	153.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Mr.Rogers Math Set	The Man	Mathematics	4	200.05	<a href="#">Edit</a>	<a href="#">Delete</a>
History Lesson Plan	Books and Stuff	Social Studies	1-5	199.00	<a href="#">Edit</a>	<a href="#">Delete</a>

Supplemental Materials New

Description	Vendor / Publisher	Associated Curriculum	Payment Total		
Calculator	Maker of Things		10.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Calculator	The Man	Mr.Rogers Math Set	4.25	<a href="#">Edit</a>	<a href="#">Delete</a>

Figure G

### ➤ Tips:

- Confirm that a receipt has been uploaded before saving the entry
  - Uploaded files will be shown in the **Manage Uploaded Receipt** box
- Click **Edit** next to a line item to modify an entry and **Delete** to remove an entry
- Confirm that all price amounts are typed correctly so that the sum of all items equals the amount entered in the **Payment Total** field

## 7.0 Confirm Status says, “Complete”

When all the information for an expense entry is provided, the system reads “**Complete**” next to that entry.

If something is missing, the status reads, “**Incomplete**” instead (**Figure H**).

Payment Date	Payment Total	Expense Type	Payment Method Type	Vendor / Facility	Status
10/13/2016	600.22	<a href="#">Curricula and Supplemental Materials</a>	Phone, Mail, Internet	Currstore.com	Incomplete

Figure H

### 7.1 Fixing and Deleting Entries

To correct or delete an entry, click the blue [Curricula and Supplemental Materials](#) link in the **Expense Type** column to expand the information, followed by **Edit**:


10/13/2016	600.22	<a href="#">Curricula and Supplemental Materials</a>	Phone, Mail, Internet	Currstore.com	Incomplete
		<b>Shipping and Handling</b>	<b>Tax</b>		
		5.00	38.92		
<b>Title</b>	<b>Publisher</b>	<b>Subject</b>	<b>Grade Level (of curriculum)</b>	<b>Amount</b>	<b>Edit</b>
Reading Rainbow	Reading Rainbow	Reading	3	153.00	
Mr. Roger's Math Set	The Man	Mathematics	4	200.50	
History Lesson Plan	Books and Stuff	History	1-5	199.00	

Figure I

To make price adjustments to specific items, click the **Edit** button next to the item to make the correction:

Reading Rainbow	Reading Rainbow	Reading	3	153.00	<b>Edit</b>	<b>Delete</b>
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To delete an entry, each entered item must be deleted. Once all items are removed, the expense entry will be deleted:

Curricula 

Title	Publisher	Subject	Grade Level (of curriculum)	Payment Total		
Reading Rainbow	Reading Rainbow	Reading	3	153.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Mr. Rogers Math Set	The Man	Mathematics	4	200.05	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
History Lesson Plan	Books and Stuff	Social Studies	1-5	199.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Supplemental Materials 

Description	Vendor / Publisher	Associated Curriculum	Payment Total		
Calculator	Maker of Things		10.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

If you are unable to correct an entry because of missing documentation, the expense report can still be submitted. ESA Staff will contact you to request the missing document(s) or more information.

## 8.0 Submit the Report or Make a New Expense Entry

If you have additional expenses, click [Enter Expense](#) to begin a new expense entry.

When all your expense entries are complete, click [Submit Expense Report](#) to submit your expense report to ADE. Please be aware that **reports cannot be modified after submission**.

- If the **Submit Expense Report** button is not visible, it indicates that the price of all items does not equal the **Payment Total** amount
- You will receive a confirmation message and a confirmation email (if there is an email address on file) upon submission of an expense report

ESA Applicant Portal					
<a href="#">Home</a>		<a href="#">ESA Calendar</a>			
<a href="#">Enter Expense</a>		<a href="#">Submit Expense Report</a>			<a href="#">Export To PDF</a>
Payment Date	Payment Total	Expense Type	Payment Method Type	Vendor / Facility	Status
10/13/2016	595.97	<a href="#">Curricula and Supplemental Materials</a>	Phone, Mail, Internet	Curristore.com	Complete

*Figure J*

Approvals, Denials, and Requests for Information will be sent via email.