



Grants Management Reimbursement Request Overview

LEA/External Users

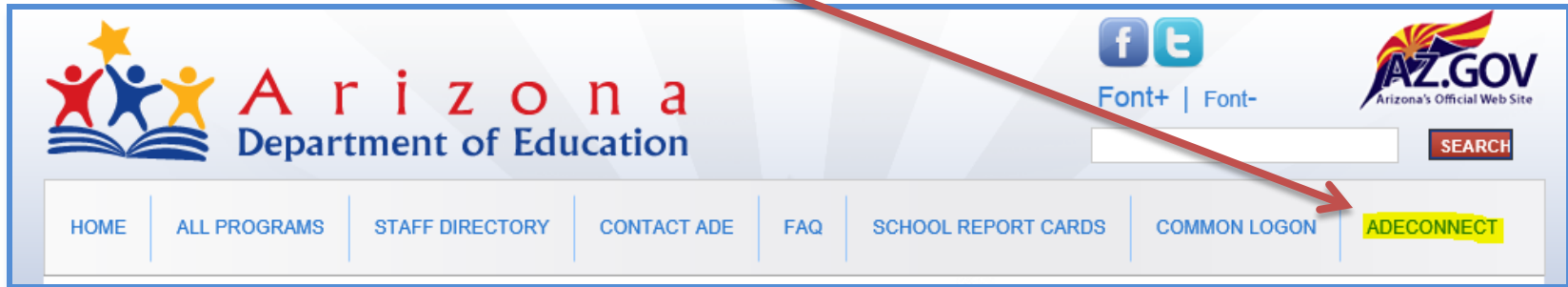
Arizona Department of Education

What is covered in this overview?

- **Initiating the Reimbursement Request**
- **Reimbursement Request Entry Page**
- **Project Summary Page**
- **Creating Reimbursement Requests**
- **Expenditure Details Page**
- **Request Page**
- **Related Documents**
- **Validation – Error and Warning Messages**
- **Submitting Request**
- **Request and Payment Status**
- **Creating Subsequent Reimbursement Requests**

Accessing the Grants Management System

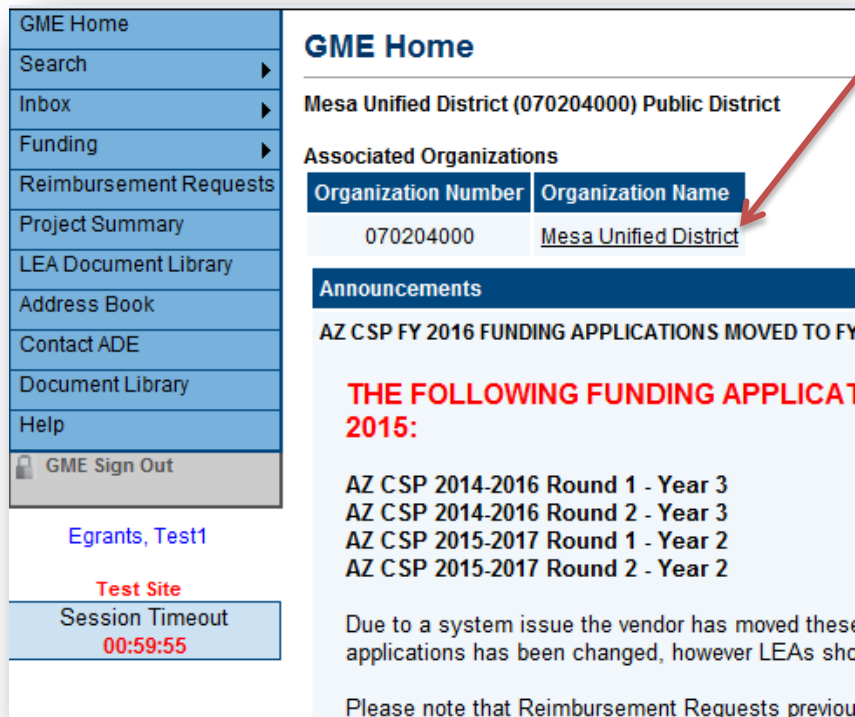
- To access the Grants Management System users must first log into the **ADEConnect** portal found at <http://www.azed.gov/>



- If unable to access **ADEConnect**, contact your organization's **Entity Administrator** or **ADESupport** at 602.542.7378

Accessing Your Organization

- After logging in, select the Organization name you wish to work within



GME Home

Mesa Unified District (070204000) Public District

Associated Organizations

Organization Number	Organization Name
070204000	Mesa Unified District

Announcements

AZ CSP FY 2016 FUNDING APPLICATIONS MOVED TO FY

THE FOLLOWING FUNDING APPLICATIONS ARE DUE FOR 2015:

- AZ CSP 2014-2016 Round 1 - Year 3
- AZ CSP 2014-2016 Round 2 - Year 3
- AZ CSP 2015-2017 Round 1 - Year 2
- AZ CSP 2015-2017 Round 2 - Year 2

Due to a system issue the vendor has moved these applications has been changed, however LEAs should

Please note that Reimbursement Requests previous

If you do not see the desired Organization listed, contact your organization's assigned **User Access Administrator**

- Users associated with multiple organizations will see a list of all associated names



Where is the Reimbursement Request?

Reimbursement Requests

Reimbursement
Requests are
accessed from
the main menu



GME Home

Mesa Unified District (070204000) Public District -

Associated Organizations

Organization Number	Organization Name
070204000	Mesa Unified District

Announcements

External/LEA Users - GME Navigation Overview

A webinar for EXTERNAL users (LEAs, etc) pr

Please check the GME Home Page prior to we

Some of the topics covered in this webinar will in

- * Accessing the Grants Management System
- * Accessing Your Organization

Reimbursement Request Project Summary

Click to create
new request

Project Summary

Mesa Unified District (070204000) - FY 2016 - IDEA - LETRS PD-2

Project Information	
Project Number	16FESLE2-61
C.F.D.A. Number	84.027A
Initial Substantially Approved Date	Not Yet Subst
Project End Date	6/30/2016
Allocation	\$0.00
Available Budget	\$0.00
Project Status	Normal [Hold]
Create New Reimbursement Request	
Reimbursement Requests	
Amount	Request Period

There are no matching Reimbursement Requests for this grant.



All pending and prior
Reimbursement Requests are
listed here

Accessing Existing Reimbursement Requests

All pending and prior Reimbursement Requests are listed by date

[Create New Reimbursement Request](#)

Reimbursement Requests		
Amount	Request Period	
\$1,805,154.29	June 9, 2015	ADE A
\$2,768,858.46	April 7, 2015	ADE A
\$715,895.04	February 13, 2015	ADE A
\$4,080,933.62	January 6, 2015	ADE A



Click on date to access existing request

Inside the Reimbursement Request

Click on
Expenditure
Details
to begin



Reimbursement Request Sections

Mesa Unified District (070204000) - FY 2016 - 21st CCLC Continuing - Year 4

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation
History Log	
Create Comment	
Expenditure Details	
Request	Messages
Related Documents	
Assurances	
All	Messages

Reimbursement Request Sections page
utilizes same navigation functionality as
Funding Application Sections page



Initiating

Initiating the Reimbursement Request



Arizona
Department of Education

GME Home
Administer
Search
Reports
Inbox
Funding
Reimbursement Requests
LEA Document Library
Address Book
Contact ADE
Document Library
Help
GME Sign Out

Johnson, Alice
Production
Session Timeout
00:52:56

Sections

Your LEA Name & CTDS # Here - FY 2014 - ESEA Consolidated - Re

Application Status: SEA ESEA Consolidated Director Approved

Change Status To: [Revision Started](#)

[View ADE History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All

☐ History Log
[History Log](#)
[Create Comment](#)

☐ Allocations
[Allocations](#)

☐ Private Schools
[Administration](#)
[Related Documents](#)


☐ Title I LEA
[Budget](#)
[Budget Overview](#)
[Program Details](#)

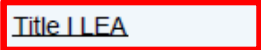
- Locate “Reimbursement Requests” menu option on main menu to be directed to Reimbursement Requests Entry Page

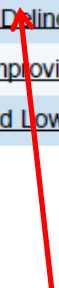
Reimbursement Request Entry Page

- Choose FY and Funding Application

Reimbursement Requests

 Your LEA Name & CTDS # Here - FY 2014

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
 Title I LEA	\$64,339.00	\$64,339.00	\$0.00	\$64,339.00
Title I-D Delinquent LEA	\$0.00	\$0.00	\$0.00	\$0.00
Title II Improving Teacher Quality	\$14,003.00	\$14,003.00	\$0.00	\$14,003.00
Rural and Low-Income Schools	\$0.00	\$0.00	\$0.00	\$0.00



- Choose Grant

Reimbursement Request Entry Page

- Available Budget: Lesser of Approved Budget and Pending Allocation
- Total Available Amount: Factors in Funding % of Allocation Sources
- Net Available Amount = Total Available – Received Amount

Reimbursement Requests

Your LEA Name & CTDS # Here

- FY 2014

2014

ESEA Consolidated

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
<u>Title I LEA</u>	\$64,339.00	\$64,339.00	\$0.00	\$64,339.00
<u>Title I-D Delinquent LEA</u>	\$0.00	\$0.00	\$0.00	\$0.00
<u>Title II Improving Teacher Quality</u>	\$14,003.00	\$14,003.00	\$0.00	\$14,003.00
<u>Rural and Low-Income Schools</u>	\$0.00	\$0.00	\$0.00	\$0.00

Project Summary Page

- Displays general project information
- List of Requests for this grant
- List of Adjustments for this grant

Project Summary

Your LEA Name & CTDS # Here

- FY 2014 - Title I LEA

Project Information

Project Number	14FT1TTI-460003-01A
C.F.D.A. Number	84.010A
Initial Substantially Approved Date	9/26/2013 12:00:00 AM
Project End Date	6/30/2014
Allocation	\$56,341.00
Available Budget	\$56,341.00
Project Status	Normal [Hold]

[Create New Reimbursement Request](#)

Reimbursement Requests

Amount	Request Period	Status	Status Date
--------	----------------	--------	-------------

There are no matching Reimbursement Requests for this grant.

[Create New Adjustment](#)

Adjustments

Amount	Type	Creator	Date
--------	------	---------	------

There are no matching Adjustments for this grant.

[Return to Reimbursement Requests](#)

Create Reimbursement Request

Your LEA Name & CTDS # Here

Create New Reimbursement Request

Reimbursement Requests

Amount	Request Period	Status	Status
--------	----------------	--------	--------

Create Reimbursement Request

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

Confirm

Cancel

- Requests cannot be created until funding application is approved
- One active request per LEA/Grant/FY combination
- Select “Expenditure Details” to enter expenditures and automatically populate Request Page amount

Reimbursement Request Sections

History Log - 2013 - Title VI-B

Request Status: Draft Started

Change Status To: Draft Completed
or
Delete Reimbursement Request

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

Expenditure Details Page

- Report YTD Expenditures by Object and Function Codes
- Only displays rows and columns that contain approved budget amounts
- System validates expenditures against approved budget
- Hover on cell to see approved budget amount

Expenditure Details

Your LEA Name & CTDS # Here - FY 2014 - Title I LEA

Save And Go To ▶

Function Code	1000 - Instruction		Total
Object Code			
6100 - Salaries	10,000.00	2,000.00	12,000.00
6200 - Employee Benefits	3,000.00	500.00	3,500.00
6600 - Supplies	100.00		100.00
Total	13,100.00	2,500.00	15,600.00

Budgeted Amount: 40,000.00
Funds Requested: 10,000.00
Amount Remaining: 30,000.00

- Disabled cells where no approved budget exists
- Automatically populates expenditures from previous request; just update cells that have changed

Expenditure Details Page

- “Save and Go To” saves all data

Expenditure Details

Your LEA Name & CTDS # Here - FY 2014 - Title I LEA

Save And Go To

- Current Page
- Next Page
- Previous Page
- Sections
- History Log
- Create Comment
- Expenditure Details
- Request
- Related Documents
- Assurances

Object Code	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
6100 - Salaries	10,000.00	2,000.00	12,000.00
6200 - Employee Benefits	3,000.00	500.00	3,500.00
6600 - Supplies	100.00		100.00
Total	13,100.00	2,500.00	15,600.00

- Select “Request” to view Request page

Request Page

- System knows and automatically populates most fields
 - Allocation
 - Available Budget
 - Cash Received
 - Cash Basis Expenditures
 - Cash Balance on Hand
 - Cash Available

Request

Your LEA Name & CTDS # Here - FY 2014 - Title I LEA


Save And Go To ▶

Payment Details

General Information

Project Number	14FT1TTI-460003-01A
C.F.D.A. Number	84.010A

Fiscal Summary

Allocation	\$56,341.00
Available Budget	\$56,341.00
Fiscal Information As Of	<input type="text"/> 
Cash Received	\$0.00
Total Cash Basis Expenditures	\$15,600.00
Cash Balance On Hand	(\$15,600.00)
Cash Available	\$56,341.00

Request Page – Fiscal Summary

- Fiscal Date does not automatically populate

Fiscal Summary	
Allocation	\$56,341.00
Available Budget	\$56,341.00
Fiscal Information As Of	12/15/2013 
Cash Received	\$26,100.00
Total Cash Basis Expenditures	\$29,600.00

- “Fiscal Information As Of” field cannot be empty; enter applicable date
- This date will be your “Request Period” date found on the Project Summary pageate does not automatically populate

Request Page – Amount

- Request Amount automatically set to the deficit amount

Fund Request	
Advance Amount	<input type="text" value="\$0.00"/>
Advance Period	<input type="text" value=""/>
Cash Balance on Hand	- (\$15,600.00)
Total Amount Requested	\$15,600.00

- Do NOT enter Advance Amount or enter a date in Advance Period if only expenditure reimbursement is being requested

Request Page – Advance

- System allows LEA to request an advance


Fund Request	
Advance Amount	\$6,500.00
Advance Period	December ▾
Cash Balance on Hand	- (\$15,600.00)
Total Amount Requested	\$22,100.00

Justification of Need
Explain need for Advance Amount in excess of 10% of Available Budget
<div><ul style="list-style-type: none">- Enter Advance Amount justification here only if Advance is being requested; no justification required for expenditure reimbursement- Do NOT enter information if this field if no Advance is being requested or an ERROR will be created and prevent Reimbursement Request from being submitted</div>

- “Justification of Need” section to be completed ONLY if an Advance, not an Expenditure Reimbursement, is being requests

Related Documents

- Program Area may require and/or allow LEA to upload backup documentation, as applicable, detailing their expenditures
 - Validation **Error** will occur when REQUIRED Document is not uploaded
 - *Reimbursement Request cannot be submitted until corrected*
 - Validation **Warning** will occur when OPTIONAL Document is not uploaded
 - *Reimbursement Request ok to submit*

Required Documents	
Type	Document/Link
Reimbursement Request Backup [Upload between 1 and 3 document(s)]	Upload New [Update] [Delete]  Reimbursement Request Backup

Validation Message Review

- Prior to submitting request, hover over “Save and Go To”, choose “Sections” and review Validation Messages

Request

Your LEA Name & CTDS # Here - FY 2014 -

Save And Go To ▶

Current Page

Next Page

Previous Page

Sections

History Log

Create Comment

Expenditure Details

Request

Related Documents

Assurances

Payment Details

General Information

Project Number

C.F.D.A. Number

Fiscal Summary

Allocation

Available Budget

Fiscal Information As Of

Cash Received

Total Cash Basis Expenditures

Cash Balance On Hand

ctions/FundRequest.aspx?ccipSessionKey=63522551935802...

Validation Messages

Reimbursement Request Sections

Your LEA Name & CTDS # Here

- FY 2014 - Title I LEA

Request Status: **Draft Started**

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation
History Log	
Create Comment	
Expenditure Details	Messages
Request	Messages
Related Documents	Messages
Assurances	
All	Messages

[Return to Project Summary](#)

- View Messages for individual sections or select Messages from All line to view Validation Errors and/or Warnings for all sections

Validation Messages Types - Errors

- Validation Error
 - Reimbursement Request cannot be submitted until error is cleared
 - Clicking on message details link will direct user to Error source

Messages

Your LEA Name & CTDS # Here

- FY 2014 - Title I LEA

Expenditure Details

Message	Type
The requested amount of \$45,000.00 for the 1000 - Instruction Purpose in the Salaries Object exceeds \$44,000.00, which is 110% of the budgeted amount of \$40,000.00.	Error

Request

Message	Type
The 'Fiscal Information As Of' field cannot be empty.	Error
Total Amount Requested cannot exceed \$56,341.00. The system considers approved budget amount, pending allocation, funding percentage of allocation sources, and amount paid to arrive at this number.	Error

Related Documents

Message	Type
The optional Related Document 'Reimbursement Request Backup Information' has not been uploaded. Please be certain this is the intention.	Warning

[Return to Reimbursement Request Sections](#)

Validation Messages Types - Warnings

- Validation Warning
 - Warning calls attention to items which potentially need to be addressed; verify that Warning does not require attention
 - Warning will not prevent initial submission
 - Clicking on message details link will direct user to warning source

Messages

Your LEA Name & CTDS # Here

FY 2014 - Title I LEA

Expenditure Details

Message	Type
The requested amount of \$45,000.00 for the 1000 - Instruction Purpose in the Salaries Object exceeds \$44,000.00, which is 110% of the budgeted amount of \$40,000.00.	Error

Request

Message	Type
The 'Fiscal Information As Of' field cannot be empty.	Error
Total Amount Requested cannot exceed \$56,341.00. The system considers approved budget amount, pending allocation, funding percentage of allocation sources, and amount paid to arrive at this number.	Error

Related Documents

Message	Type
The optional Related Document 'Reimbursement Request Backup Information' has not been uploaded. Please be certain this is the intention.	Warning

[Return to Reimbursement Request Sections](#)

Submitting Reimbursement Request

- After reviewing Validations Messages and correcting all Errors and applicable Warnings, “Save and Go To” → Sections

Expenditure Details

Your LEA Name & CTDS # Here		- FY 2014 - Title I LEA		
Save And Go To	Current Page			
	Next Page			
	Previous Page			
	Sections			
	History Log			
Object Code		1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
6100 - Salaries	Create Comment	10,000.00	2,000.00	12,000.00
	Expenditure Details			
6200 - Employee Benefits	Request	7,000.00	500.00	7,500.00
	Related Documents	100.00		100.00
6600 - Supplies	Assurances	17,100.00	2,500.00	19,600.00
Total				

Submitting Reimbursement Request

- As with Funding Applications, the status must be changed in order to submit
 - “Request Status” = Current status of Reimbursement Request
 - “Change Status To” = Next action to be taken to update status

Reimbursement Request Sections

Your LEA Name & CTDS # Here FY 2014 - Title I LEA

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request		Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

Submitting Reimbursement Request

- After confirming status change to Draft Completed, LEA Business Manager will choose action to update status
- Reminder – LEA Business Manager is the only role required for Reimbursement Requests

Reimbursement Request Sections

Your LEA Name & CTDS # Here

- FY 2014 - Title I LEA

Request Status: Draft Completed

Change Status To:

[LEA Business Manager Approved](#)
or
[LEA Business Manager Returned Not Approved](#)

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request		Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

Submitting Reimbursement Request

- LEA acknowledges understanding of and agrees to be bound by Assurances

Status Change Confirmation

Your LEA Name & CTDS # Here

- FY 2014 - Title I LEA

No errors were found, but one or more warnings exist.

- ☒ By submitting this Request, the Local Education Agency acknowledges that it has read, understands, and agrees to be bound by all of the items in the Assurances section.

You are about to change the status of this Reimbursement Request to LEA Business Manager Approved. Check the box and Click Confirm to change the status.

Confirm

Cancel

- Click “Confirm” to change status and submit Reimbursement Request

Reimbursement Request Pending Approval

- Request Status = LEA Business Manager Approved = Submitted
 - Pending ADE Grants Management approval

Reimbursement Request Sections

Your LEA Name & CTDS # Here - FY 2014 - Title I LEA

Request Status: LEA Business Manager Approved

Change Status To: ADE Grants Management Approved
or
ADE Grants Management Returned Not Approved

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request		Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

- Status of submitted Reimbursement Request can be monitored in Project Summary

Project Summary – Request Status

Project Summary

Your LEA Name & CTDS # Here

FY 2014 - Title I LEA

Project Information	
Project Number	14FT1TTI-460003-01A
C.F.D.A. Number	84.010A
Initial Substantially Approved Date	9/26/2013 12:00:00 AM
Project End Date	6/30/2014
Allocation	\$56,341.00
Available Budget	\$56,341.00
Project Status	Normal [Hold]

- Current Request Status and Status Date are posted in Project Summary

Reimbursement Requests			
Amount	Request Period	Status	Status Date
\$26,100.00	December 12, 2013	LEA Business Manager Approved	December 15, 2013

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date

- Request can be viewed by clicking on Request Period date; all subsequent requests will also be listed here

Payment Pending – Accounting Status Changes

- All status changes once payment is pending are implemented automatically by ADE Accounting system
- All sections may still be viewed and/or printed by LEA

Reimbursement Request Sections

Your LEA Name & CTDS # Here

- FY 2014 - Title I LEA

Request Status: ADE Accounting System Accepted

Change Status To: [ADE Accounting System Paid](#)
or
[ADE Accounting System Returned Not Approved](#)

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request		Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)


Payment Pending – Accounting Status Changes

Reimbursement Requests		
Amount	Request Period	Status
\$26,100.00	<u>December 12, 2013</u>	ADE Accounting System Accepted

- Once approved by ADE Program Area, Request status is moved to “ADE Accounting System Accepted”

Reimbursement Requests		
Amount	Request Period	Status
\$26,100.00	<u>December 12, 2013</u>	ADE Accounting System Paid

Create New Reimbursement Request



- A new Reimbursement Request can only be created one current request has moved into “ADE Accounting System Paid” status

- **REMINDER!**

- *All expenditure data entered must be cumulative YTD expenditures*
- *Update each subsequent request by adding to the previous amounts*

Help! I can't do submit – there are error messages!

Reminder – check Validation Messages

Click on [Messages](#) link in **Validations** column on **Sections** page

Error messages must be corrected in order to submit

Warning messages point out potential problems but will not prevent submission

Clicking on validation message itself will direct you to page in application with error



Helpful Resources

Need assistance?

GME Document Library

Program Area & Grant Information

User Guides

Webinar Presentations

Grants Management Staff

Grants Management Hotline
602-542-3901

Grants Management Email
grants@azed.gov

ADEConnect

ADESupport Call Center
602-542-7378

ADESupport Email
adesupport@azed.gov