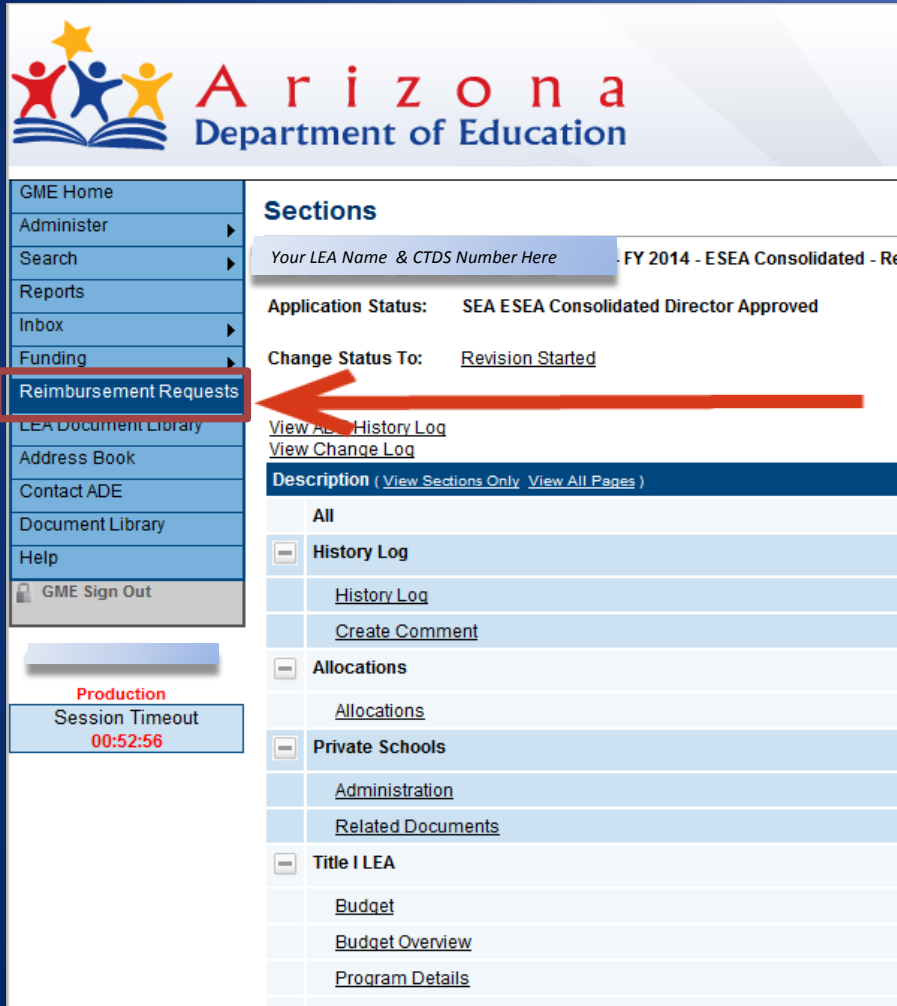# GME

"Arizona's Grants Management Enterprise System"

Reimbursement Requests

Agenda

- Reimbursement Requests Initiation
- Reimbursement Requests 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

Reimbursement Requests Initiation

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

Reimbursement Requests Entry Page

- Choose FY and Funding Application

Reimbursement Requests

Your LEA Name & CTDS Number Here - FY 2014

| 2014 | ESEA Consolidated |

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-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 Requests 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 Number Here - FY 2014

| 2014 | ESEA Consolidated |

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

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 Number Here - FY 2014 - Title I LEA

Project Information	
Project Number	
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
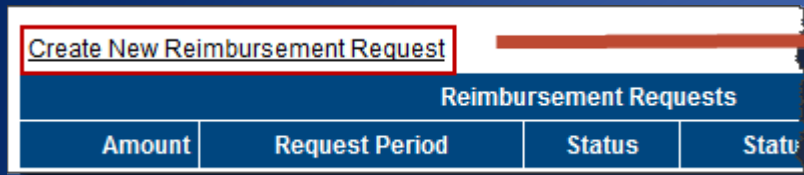
Adjustments			
Amount	**Type**	**Creator**	**Date**

There are no matching Adjustments for this grant.

Return to Reimbursement Requests

Create Reimbursement Request

Create New Reimbursement Request

Reimbursement Requests

Amount	Request Period	Status	Statu

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

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 Number Here — FY 2014 - Title I LEA

Save And Go To ▶

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

Object Code	Function Code / 1000 - Instruction	...pport Central	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

- 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 Number Here — FY 2014 - Title I LEA

Save And Go To	▶	Current Page
		Next Page
		Previous Page

Object Code	Sections	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
	History Log			
6100 - Salaries	Create Comment	10,000.00	2,000.00	12,000.00
	Expenditure Details			
6200 - Employee Bene	Request	3,000.00	500.00	3,500.00
6600 - Supplies	Related Documents	100.00		100.00
Total	Assurances	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*
  (populates from previous page)

Request Page – Fiscal Summary

- Fiscal Information 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

Request Page - Amount

- Request Amount automatically set to the deficit amount

Fund Request		
Advance Amount		$0.00
Advance Period	▾	
Cash Balance on Hand	-	($15,600.00)
Total Amount Requested		$15,600.00

- *Do NOT enter Advance Amount if only expenditure reimbursement is being requested*

12

Request Page - Advance

- System allows LEAs to request an advance
  - Gives validation Warning that Advance payments not generally allowable

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
- *Enter Advance Amount Justification of Need only if Advance is being requested; no justification required for expenditure reimbursement* - *Information entered in this field if no Advance is being requested generates validation ERROR, preventing Reimbursement Request from being submitted*

- "Justification of Need" section to be completed only if an Advance, not an Expenditure Reimbursement, is being requested
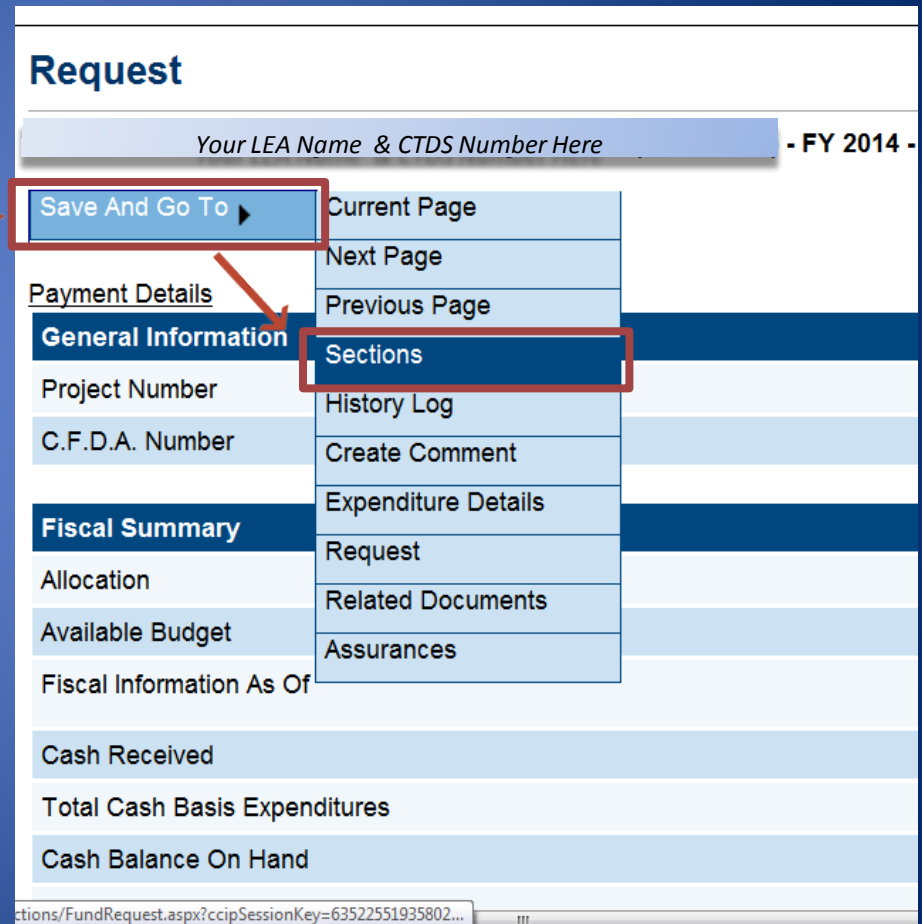
Related Documents

- ADE may require or allow LEA to upload backup documentation, as applicable, detailing their expenditures

  – Validation Error when Required Document is not uploaded; Reimbursement Request cannot be submitted until corrected

  – Validation Warning 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 -
  Save and Go To "Sections"
  to review
  Validation Messages

Validation
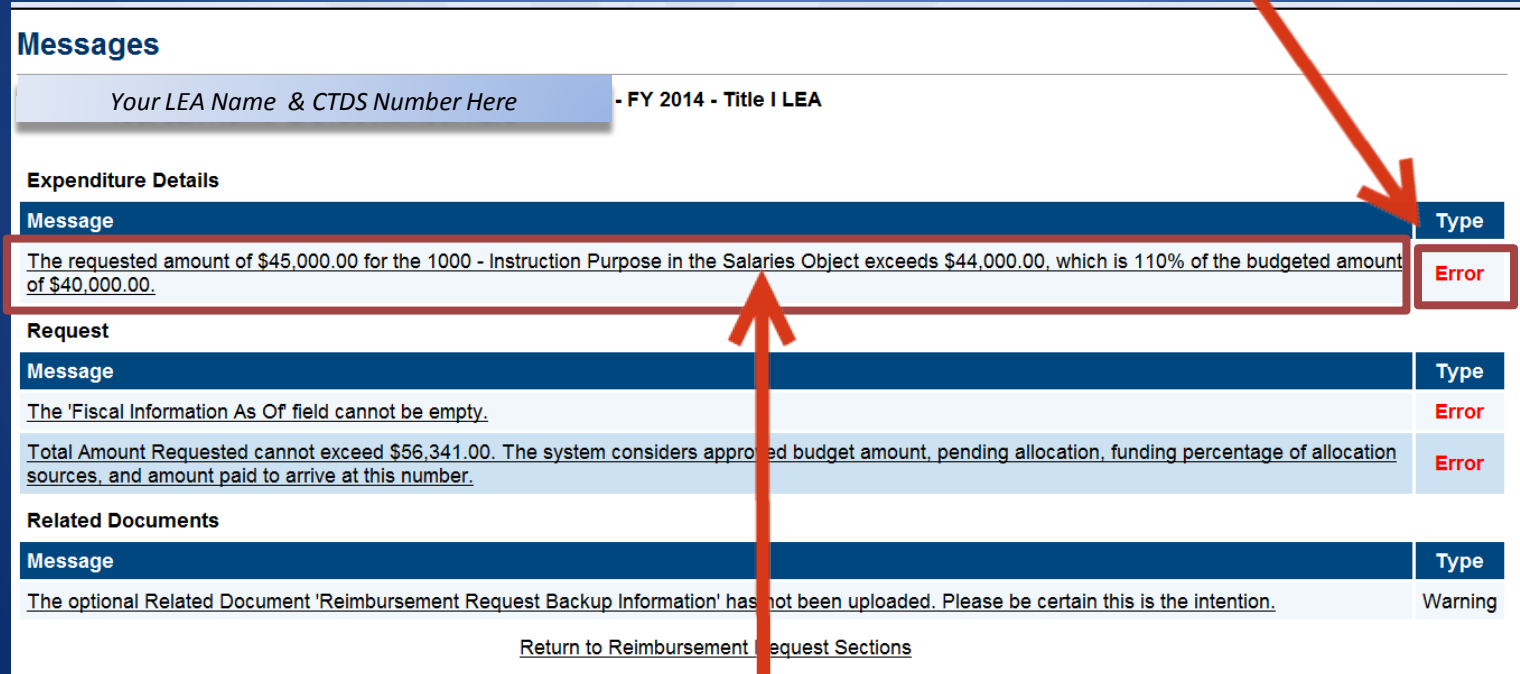

- View Messages for individual sections or select All Messages to view Validation Errors and/or Warnings for all sections

Validation Message Types - Errors

- ***Validation Error***
  – Reimbursement Request cannot be submitted until error is corrected

Messages

| Your LEA Name & CTDS Number 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

– Clicking on message details will direct user to Error source

Validation Message Types - Warning

- ***Validation Warning***
  – Ok to submit Reimbursement Request
  – Warning message calls attention to items which potentially need to be addressed; verify that Warning item does not require attention

Messages

Your LEA Name & CTDS Number 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

– Clicking on message details will direct user to Warning source

Validation Process Summary

Messages

Your LEA Name & CTDS Number Here — FY 2014 - Title I LEA

Request

Message	Type
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

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

Expenditure Details

Your LEA Name & CTDS Number Here — FY 2014 - Title I LEA

Save And Go To ▶
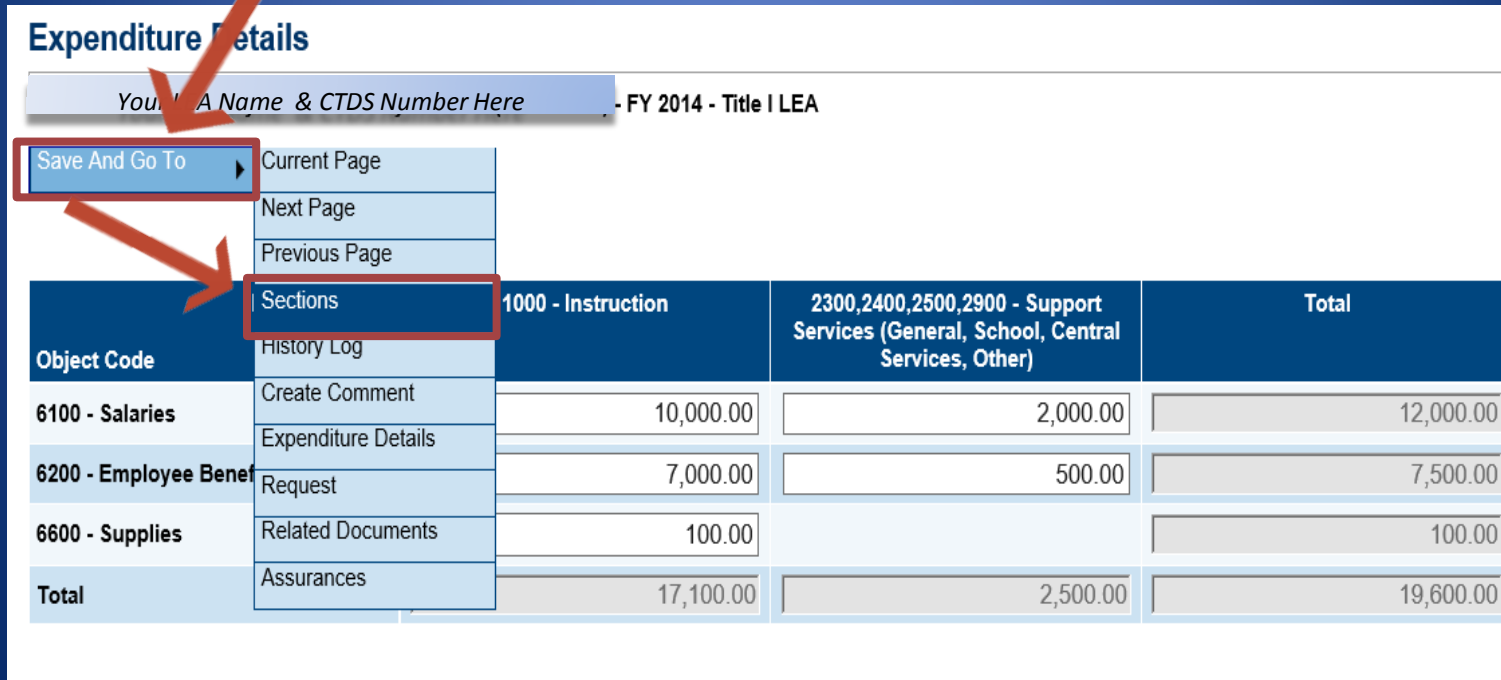
Function Code / Object Code	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
6100 - Salaries	45,000.00	2,000.00	47,000.00
6200 - Employee Benefits	7,0	.00	7,500.00
6600 - Supplies	1		100.00
Total	52,100.00	2,500.00	54,600.00

Approved Budget: 40,000.00
Funds Requested: 45,000.00
Amount Remaining: -5,000.00

Submitting Reimbursement Request

- After reviewing Validation Messages and correcting all Errors, Save and Go To "Sections"

Submitting Request – Change Status

- "Request Status" – Current Request status
- "Change Status To" – Choose action to update status

Reimbursement Request Sections

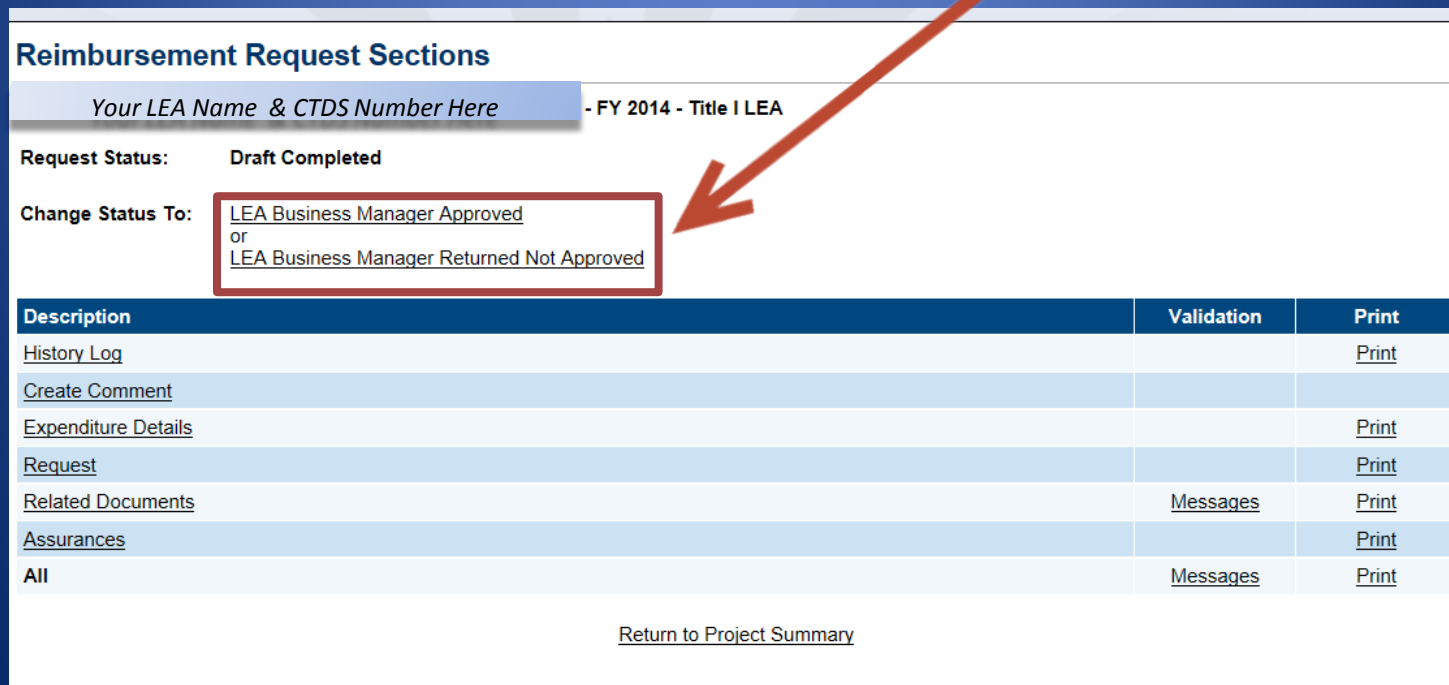*Your LEA Name & CTDS Number Here*) - FY 2014 - Title I LEA

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 Request –
LEA Business Manager Approval

- After confirming status change to Draft Completed, LEA Business Manager will choose action to update status

Reimbursement Request Sections

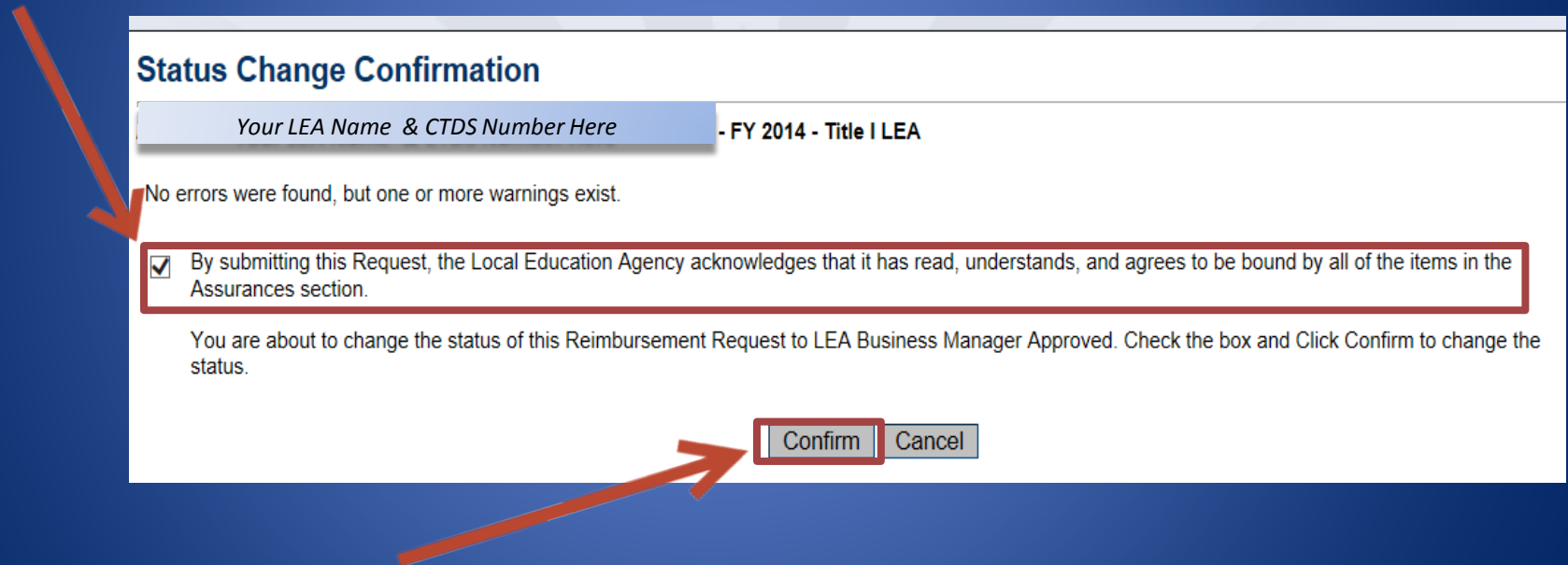| *Your LEA Name & CTDS Number Here* | - FY 2014 - Title I LEA |

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 Request to ADE

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

Status Change Confirmation

Your LEA Name & CTDS Number 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]

- Change status and submit to ADE by clicking "Confirm"

Submitted Request - Pending ADE Approval

- Current Request Status LEA Business Manager Approved – Pending ADE Grants Management approval

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

Project Summary – Reimbursement Request Status

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

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

Reimbursement Request – Payment Pending

- All status changes implemented at ADE
- All sections may still be viewed and/or printed by LEA

Reimbursement Request Sections

Your LEA Name & CTDS Number 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

Reimbursement Request - Payment Status

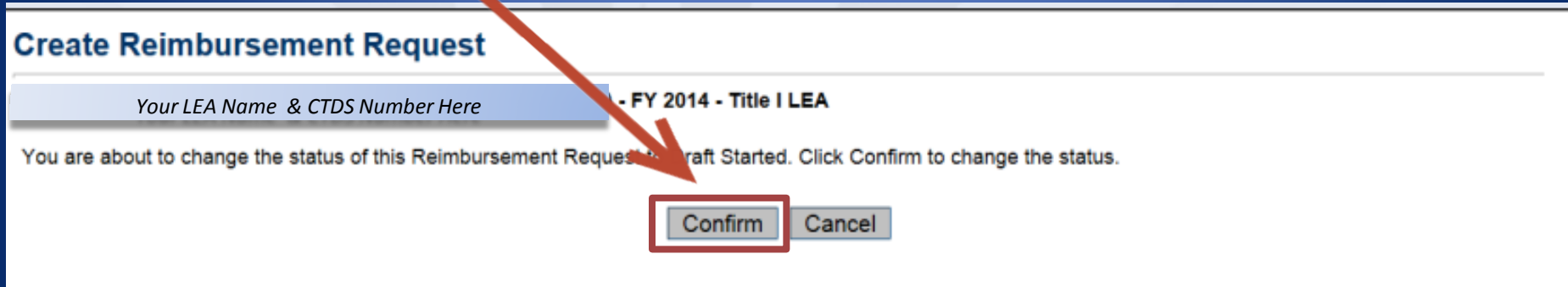| Reimbursement Requests		
Amount	**Request Period**	**Status**
$26,100.00	December 12, 2013	ADE Accounting System Accepted

- With ADE Grants Management Approval, Request status is moved to "ADE Accounting System Accepted"

Create New Reimbursement Request

Reimbursement Requests		
Amount	**Request Period**	**Status**
$26,100.00	December 12, 2013	ADE Accounting System Paid

- A New Reimbursement Request can only be created once current request has been paid

Create New Reimbursement Request

- Identical to process for original Reimbursement Request
- Click "Confirm" to change the status

Create Reimbursement Request

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

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

[Confirm] [Cancel]

- Update expenditure details with current data and follow validation and submittal process as with original request