

GME

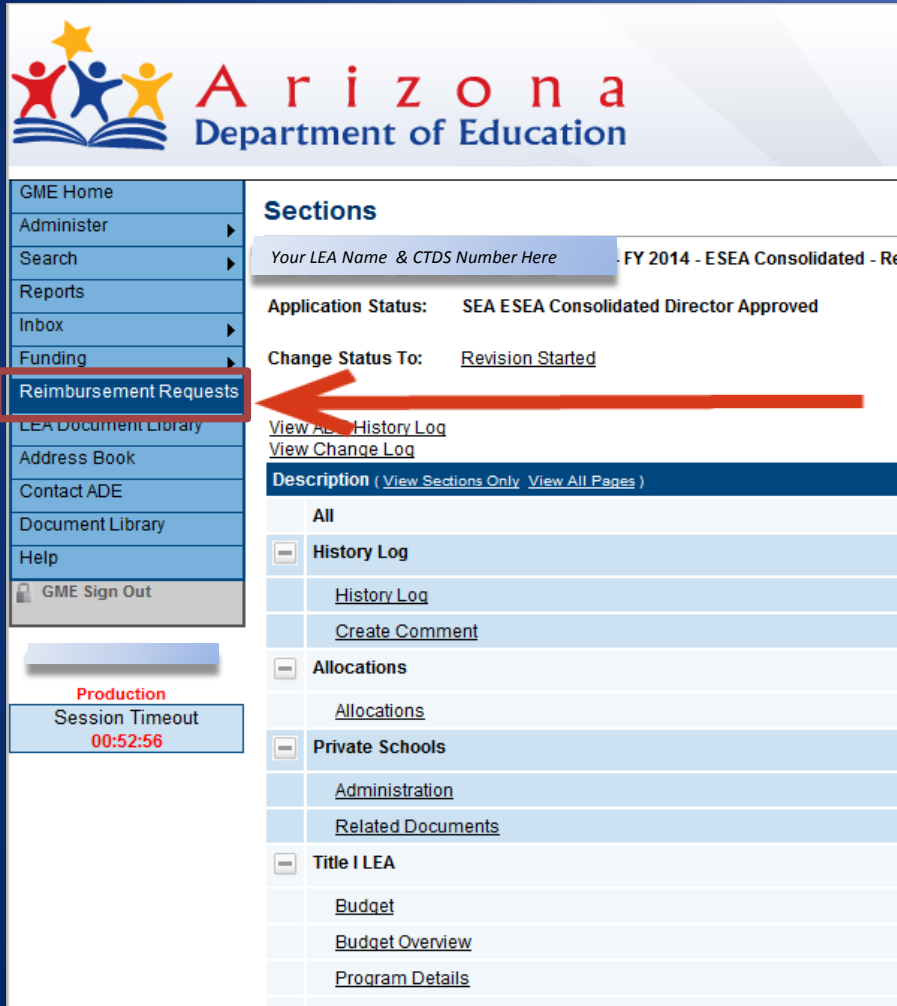
“Arizona’s Grants Management
Enterprise System”

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



The screenshot displays the Arizona Department of Education (ADE) website interface. The header features the ADE logo and the text "Arizona Department of Education". The left sidebar contains a navigation menu with the following items: GME Home, Administer, Search, Reports, Inbox, Funding, **Reimbursement Requests** (highlighted with a red box), LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The main content area is titled "Sections" and includes a search bar for "Your LEA Name & CTDS Number Here". Below the search bar, the "Application Status" is "SEA ESEA Consolidated Director Approved", and the "Change Status To" is "Revision Started". A red arrow points from the "Reimbursement Requests" menu item to the "History Log" link in the "Description" section. The "Description" section is titled "Description (View Sections Only View All Pages)" and lists several categories: All, History Log, Allocations, Private Schools, and Title I LEA. Each category has a corresponding link: History Log, Allocations, Private Schools, and Title I LEA. The "History Log" category is expanded, showing links for "History Log", "Create Comment", "Allocations", "Private Schools", and "Title I LEA".

- 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
<u>Title I LEA</u>	\$64,339.00	\$64,339.00	\$0.00	\$64,339.00
<u>Title I-D Supplemental 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

- 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
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There are no matching Reimbursement Requests for this grant.

[Create New Adjustment](#)

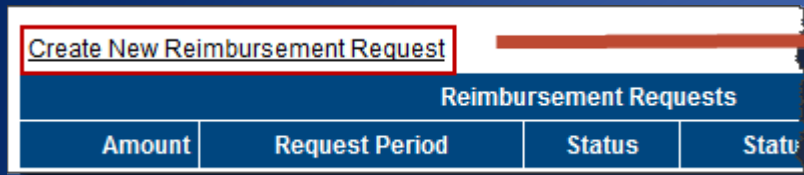
Adjustments

Amount	Type	Creator	Date
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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	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

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 ▶

Object Code	Function Code	1000 - Instructional	Support 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

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 Number 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 Bene	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*
(populates from previous page)

- *Cash Balance on Hand*

- *Cash Available*

Request

Your LEA Name & CTDS Number 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 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	<input type="text" value="\$0.00"/>
Advance Period	<input type="text" value=""/>
Cash Balance on Hand	- (\$15,600.00)
Total Amount Requested	<input type="text" value="\$15,600.00"/>


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

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
<ul style="list-style-type: none">- Enter Advance Amount Justification of Need <u>only</u> 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

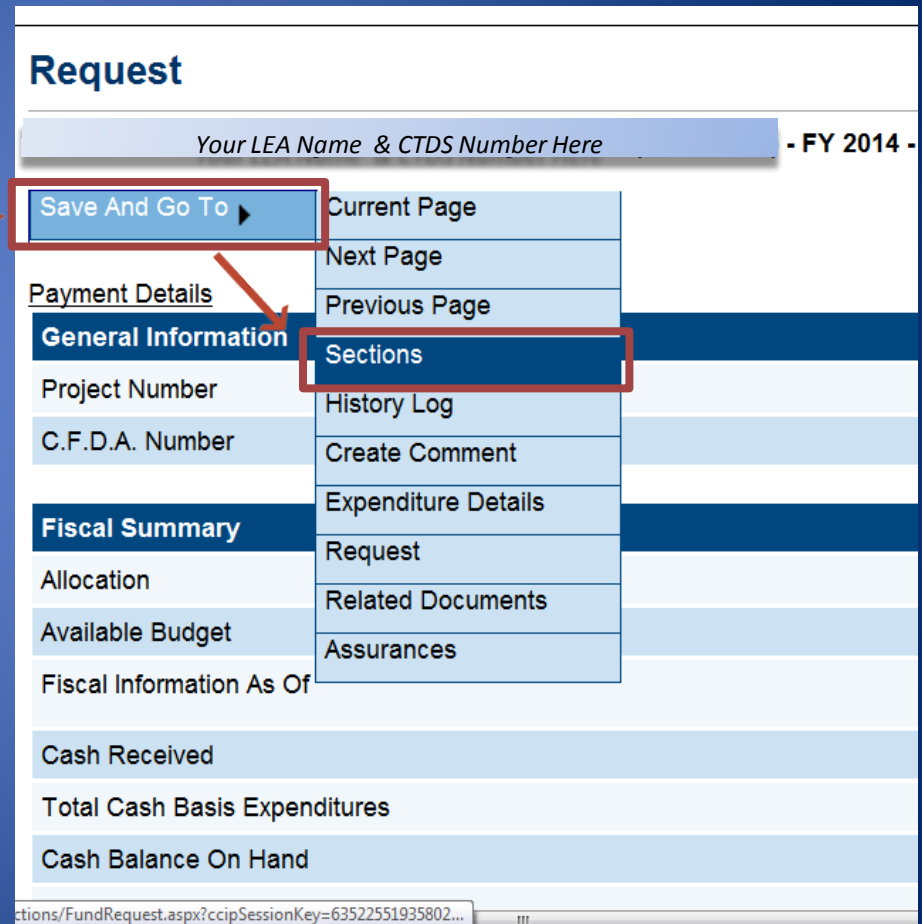
Related Documents

- 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



The screenshot displays a web application interface for a 'Request' form. At the top, there is a header bar with the text 'Your LEA Name & CTDS Number Here' and '- FY 2014 -'. Below this, a dropdown menu labeled 'Save And Go To' is open, showing a list of options: 'Current Page', 'Next Page', 'Previous Page', 'Sections' (which is highlighted with a red box), 'History Log', 'Create Comment', 'Expenditure Details', 'Request', 'Related Documents', and 'Assurances'. To the left of the dropdown, there are several sections of the form: 'Payment Details' (with a sub-section 'General Information' containing 'Project Number' and 'C.F.D.A. Number'), 'Fiscal Summary' (with 'Allocation', 'Available Budget', and 'Fiscal Information As Of'), and 'Cash Received' (with 'Total Cash Basis Expenditures' and 'Cash Balance On Hand'). A red arrow points from the text 'Save and Go To' in the bullet point to the 'Save And Go To' dropdown menu. Another red arrow points from the 'Sections' option in the dropdown menu to the 'General Information' sub-section.

Request	
Your LEA Name & CTDS Number 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

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

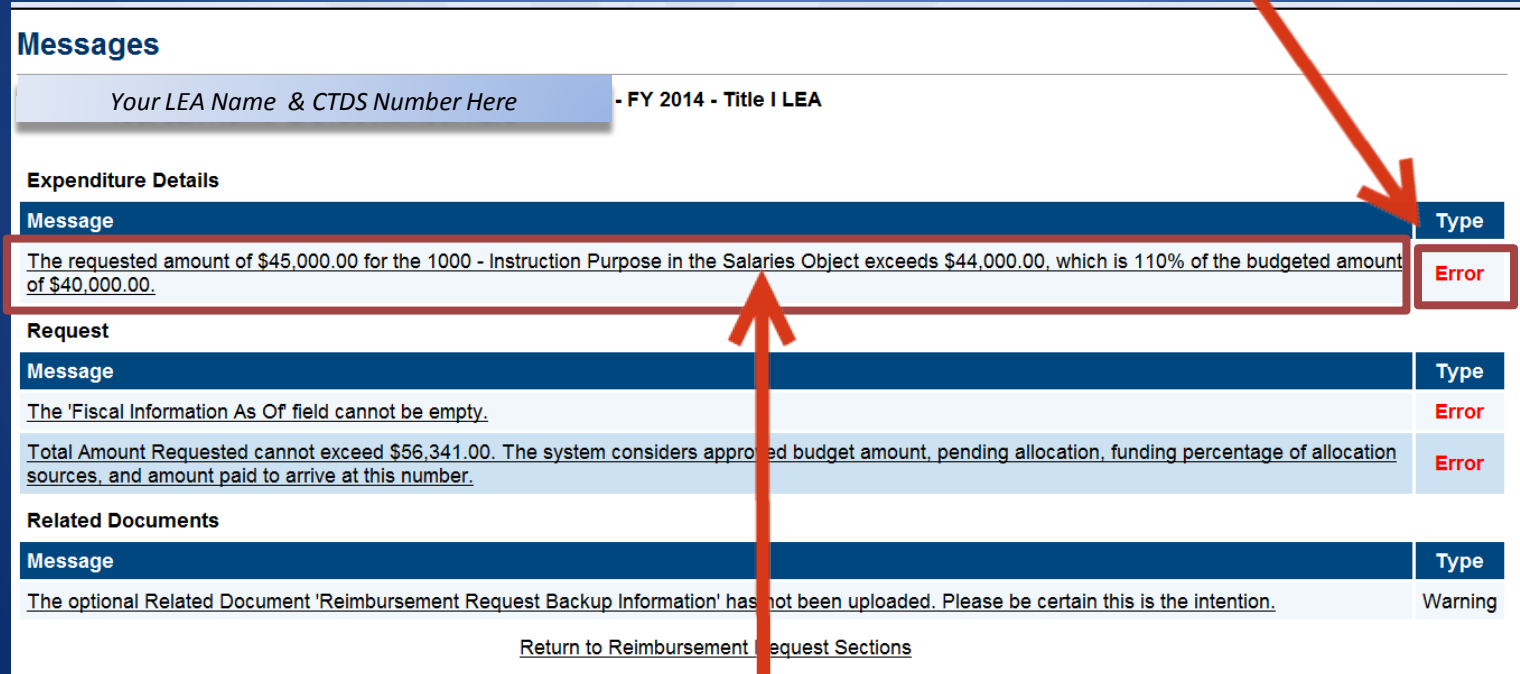
[Return to Project Summary](#)

- View Messages for individual sections or select 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 allocated 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

Expenditure Details

Your LEA Name & CTDS Number Here

- FY 2014 - Title I LEA

Save And Go To ▶

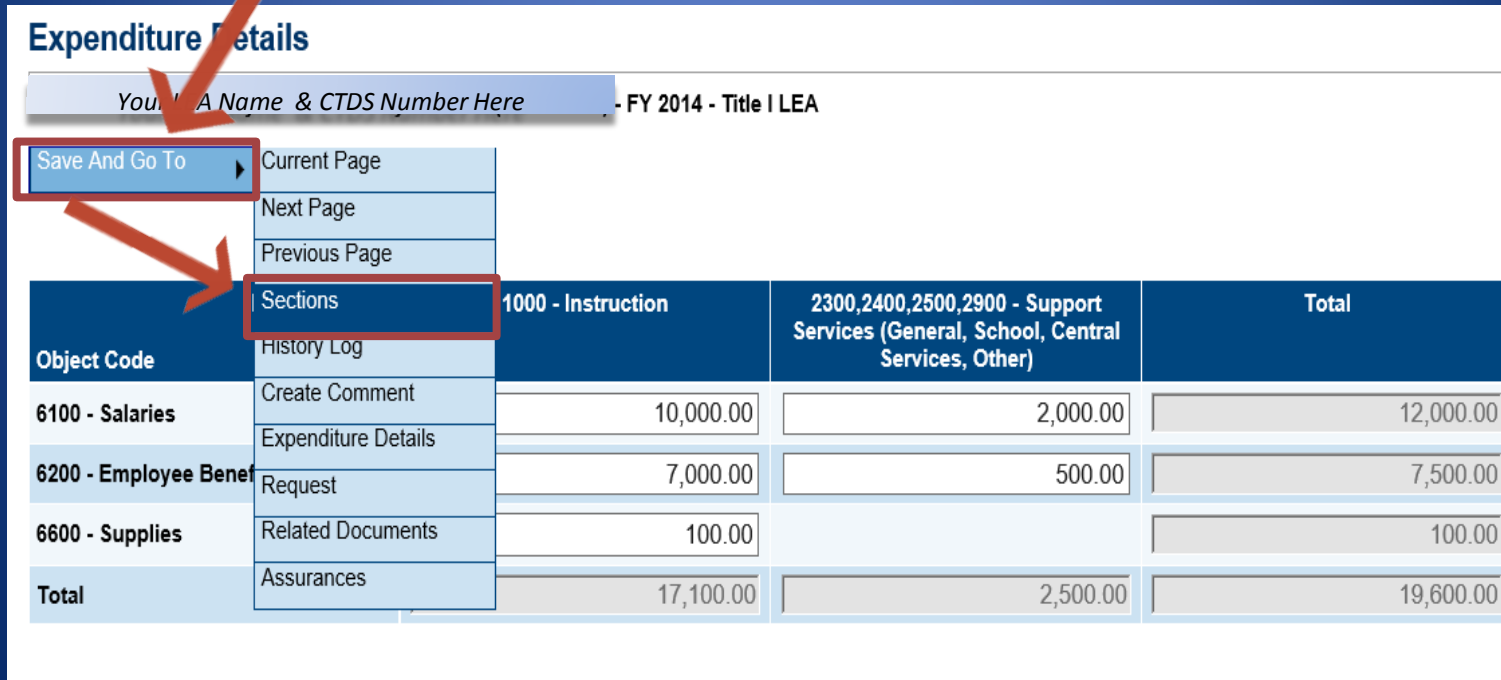
Function Code	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
Object Code			
6100 - Salaries	45,000.00	2,000.00	47,000.00
6200 - Employee Benefits	7,000.00	500.00	7,500.00
6600 - Supplies	100.00		100.00
Total	52,100.00	2,500.00	54,600.00

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

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

Submitting Reimbursement Request

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



Expenditure Details

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

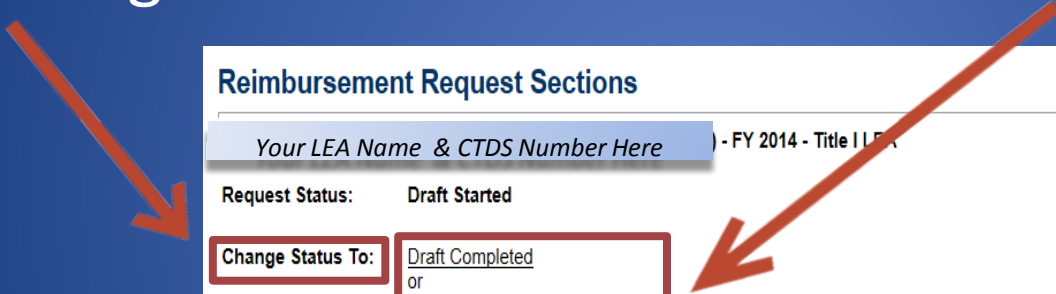
Save And Go To ▸

- 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	7,000.00	500.00	7,500.00
6600 - Supplies	100.00		100.00
Total	17,100.00	2,500.00	19,600.00

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

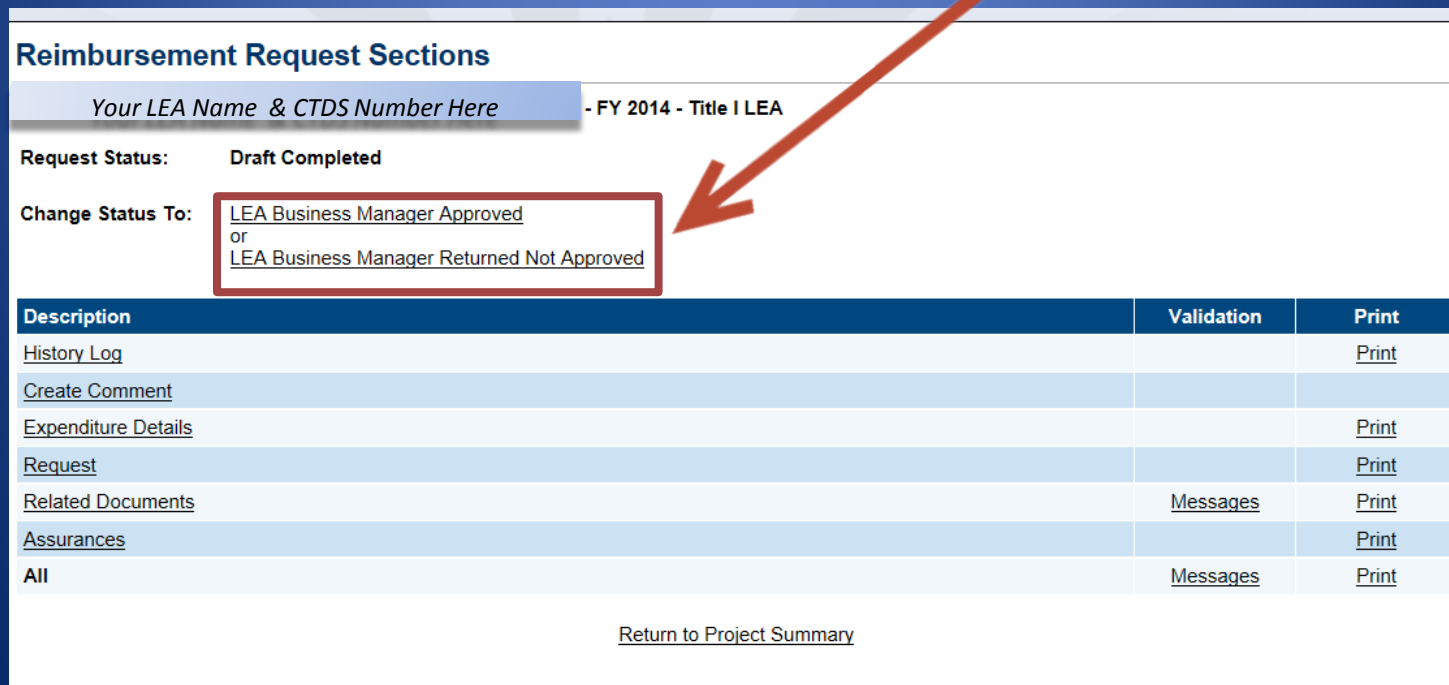
Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

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

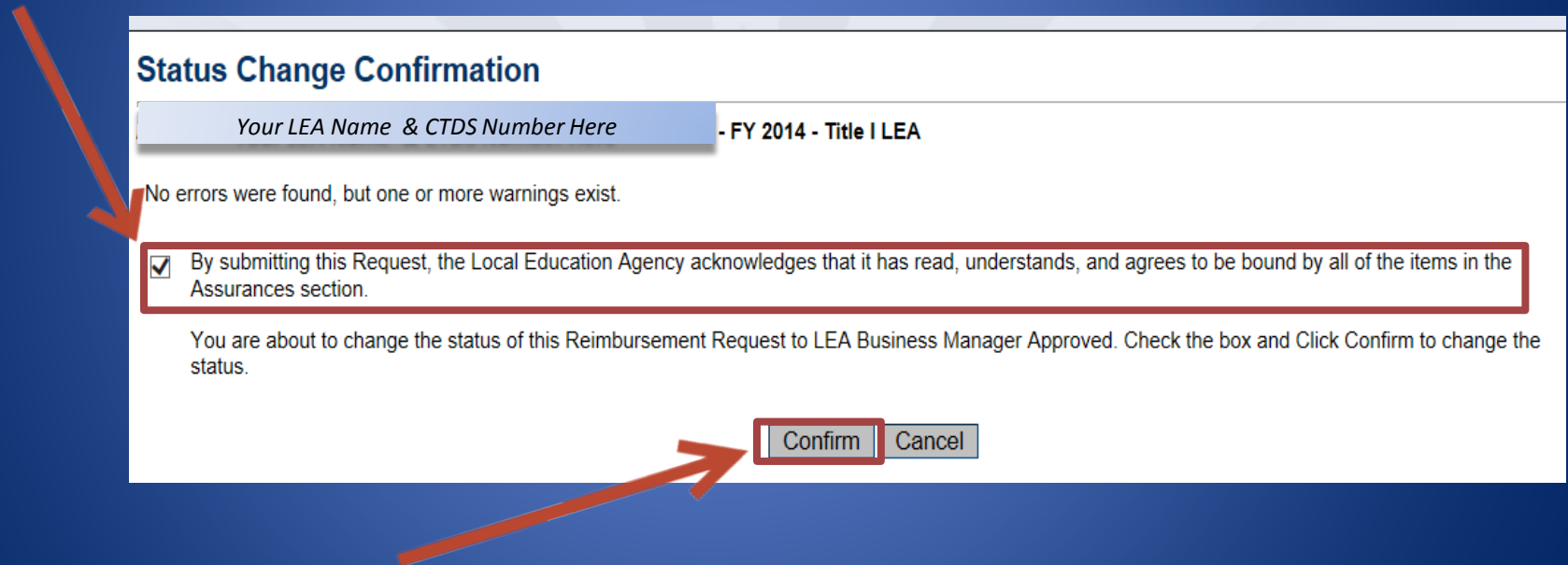
Change Status To: LEA Business Manager Approved
or
LEA Business Manager Returned Not Approved

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.

- 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

Reimbursement Request Sections

Your LEA Name & CTDS Number Here - 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 – Reimbursement Request Status

Project Summary

Your LEA Name & CTDS Number 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]

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

- 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	<u>December 12, 2013</u>	ADE Accounting System Accepted

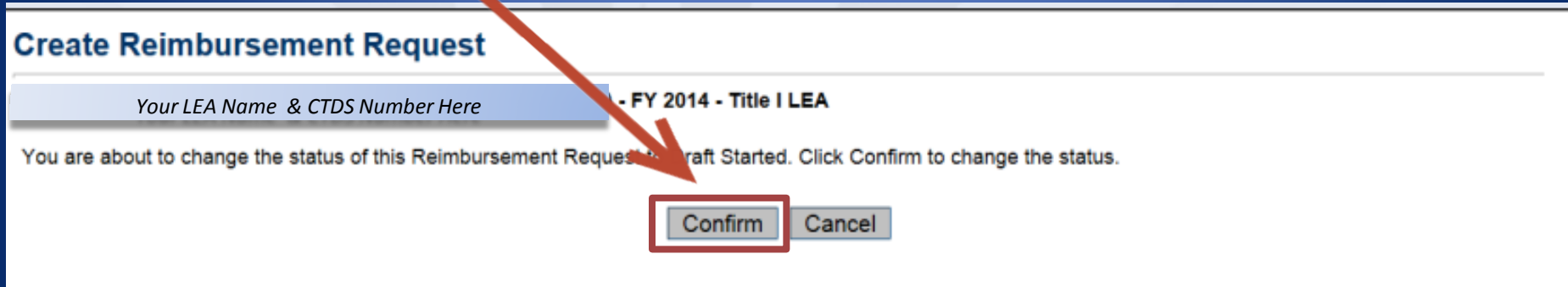
- With ADE Grants Management Approval, Request status is moved to “ADE Accounting System Accepted”

Create New Reimbursement Request

- 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



The screenshot shows a web form titled "Create Reimbursement Request". Below the title is a light blue header bar containing the text "Your LEA Name & CTDS Number Here" on the left and "- FY 2014 - Title I LEA" on the right. Below this bar, a message reads: "You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status." At the bottom of the form, there are two buttons: "Confirm" and "Cancel". A red arrow originates from the bullet point "Click 'Confirm' to change the status" in the list above and points directly to the "Confirm" button. The "Confirm" button is also highlighted with a red rectangular border.

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