

Reimbursement Request Overview

LEA/External Users

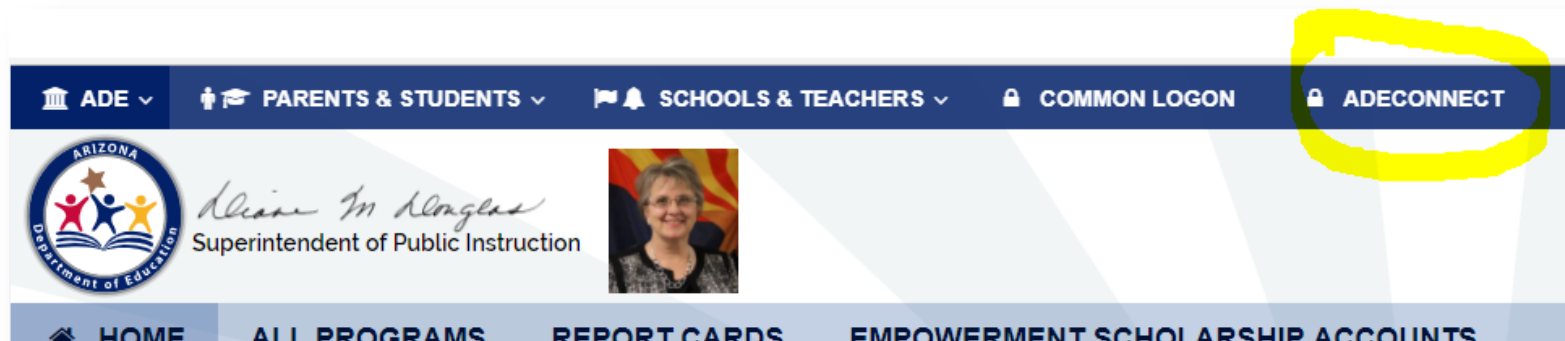


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Accessing the Grants Management System

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

[GME Home](#)
[Administer](#) ▶
[Search](#) ▶
[Inbox](#) ▶
[Contact ADE](#)
[Grants Management Resource Library](#)
[Help](#)
[GME Sign Out](#)

[eGrants](#), [TestFour](#)

Test Site
Session Timeout
00:59:33

GME Home

Associated Organizations

Organization Number	Organization Name
070204000	Mesa Unified District
070289000	Dysart Unified District
070483000	Cartwright Elementary District
078960000	Vista Charter School

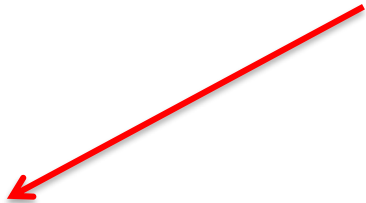
Announcements

New FY18 ESS Funding Applications Now Open (1/8/2018)

The following FY18 Exceptional Student Services fund

- IDEA - GEtSET-1
- IDEA - LETRS TOT Institute - 2
- IDEA - Monitoring System Grant
- IDEA - MTBS - 2
- IDEA - MTBS - 3
- IDEA - SETTA - 1
- IDEA - SETTA - 3
- SPDG - 2

After logging in, click on the **Organization Name** link



If the desired Organization is not displayed, contact your organization's assigned **LEA User Access Administrator**.

Accessing Your Organization

The **Entity Information** page displays general organization information

Entity Information	
Mesa Unified District (070204000) Public District	
Entity Information	
Organization Name	Mesa Unified District
CTDS	070204000
Entity ID	4235
Organization Type	Public District
Organization Status	OPEN
Indirect Cost Rate	8%
Authorized Representative(s)	Byrd, Sarah Egrants, Test8 Hovet, Jami Martin, Teresa McPherson, Nancy Mulhearn, Pamela Weidinger, Lara
Legal Name	Mesa Unified District
Address	63 E MAIN ST STE 101
City	MESA
State	AZ
Zip Code	852017422
Congressional District	09 - Ninth Congressional District
DUNS Number	078990504
CCR Expiration Date	4/11/2017
High Risk Designation	No
General Statement of Assurance Upload Date	5/2/2016
Funding Applications	Funding Applications
Reimbursement Requests	Reimbursement Requests
Interest Administration	Interest Administration

Page also provides quick links to frequently used functions

Funding Applications
Reimbursement Requests
Interest Administration

User Role Requirements



- The only role required for the completion reports is the **LEA Business Manager**
 - the LEA Business Manager can initiate, edit, and submit the Reimbursement Requests.
 - Users unable to access Completion Reports should contact their organization's **LEA User Access Administrator**

Before You Begin

Ask yourself:



Is my application in Director Approved status?

If not, you will not be able to initiate a request

Are you prepared to enter all YTD expenditure information?

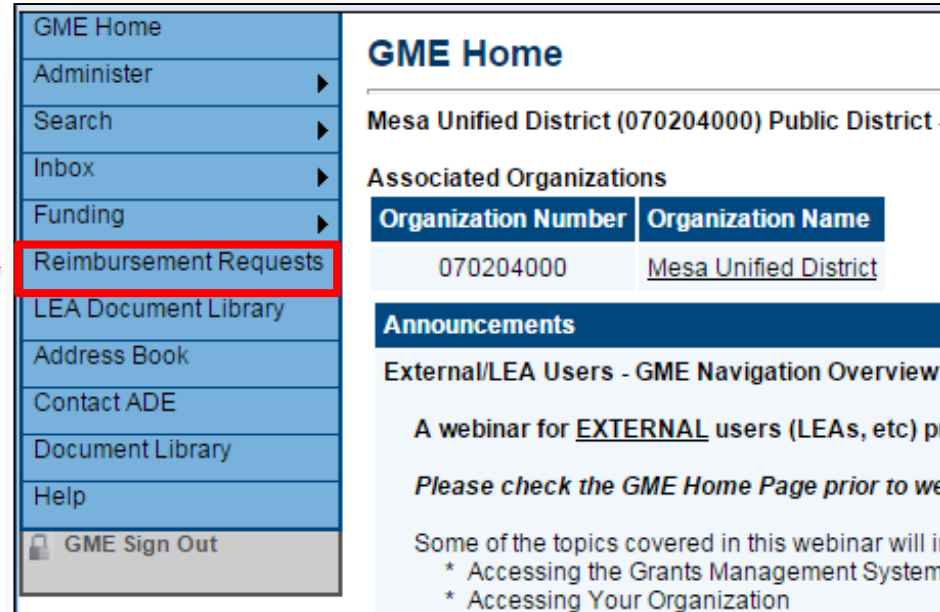
If not, please verify that the expenditure information is cumulative for the entire fiscal year to date

Are any supplemental documents required for this request?

Some grants may require supporting documentation, such as invoices, to be uploaded with requests; if unsure, contact Program Area specialist for guidance

Where are 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) p

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 Requests cannot be created until the **Funding Application is approved**

Reimbursement Request Access

Select the Fiscal Year and the Funding Application

Page will display current fiscal summary

Reimbursement Requests

Mesa Unified District (070204000) Public District - FY 2017

2017 ▾	21st Century Community Learning Centers Cont-Yr5 ▾				
Grant		Available Budget	Total Available Amount	Received Amount	Net Available Amount
21st CCLC Continuing - Year 5		\$60,000.00	\$60,000.00	\$0.00	\$60,000.00

Click on the Grant Name to access

Project Summary Page & Reimbursement Requests

Click to create a
new request

Project Summary

Mesa Unified District (070204000) - FY 2016 - Fresh Fruit and Vegetable Program - Period 1

Project Information	
Project Number	16FNFFVP-611301-12A
C.F.D.A. Number	
Initial Substantially Approved Date	7/1/2015
Project End Date	9/30/2015
Allocation	\$39,497.50
Available Budget	\$39,497.50
Project Status	Normal [Hold] [History]
LEA Hold Status	No Hold Exists

[Create New Reimbursement Request](#)

Reimbursement Requests		
Amount	Request Period	Status
\$21,830.30	July 1, 2016	ADE Accounting System Paid
\$12,660.49	September 10, 2015	ADE Accounting System Paid

All pending and prior
Reimbursement Requests
are listed here

Reimbursement Request Sections Page

Utilizes the same navigation functionality as the Funding Application Sections page

To begin, click on the Expenditure Details

Reimbursement Request Sections

Mesa Unified District (070204000) - FY 2016 - 21st CCLC C

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

Return to Sections page after completing Expenditure Details page and update additional pages as applicable

Expenditure Details Page

Amounts from
previous request(s)
are automatically
populated

Expenditure Details

Accelerated Elementary and Secondary Schools (108767000) - FY 2014 - Title I LEA

Save And Go To ▶

Object Code	Function 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			500.00	3,500.00
6600 - Supplies				100.00
Total		13,100.00	2,500.00	15,600.00

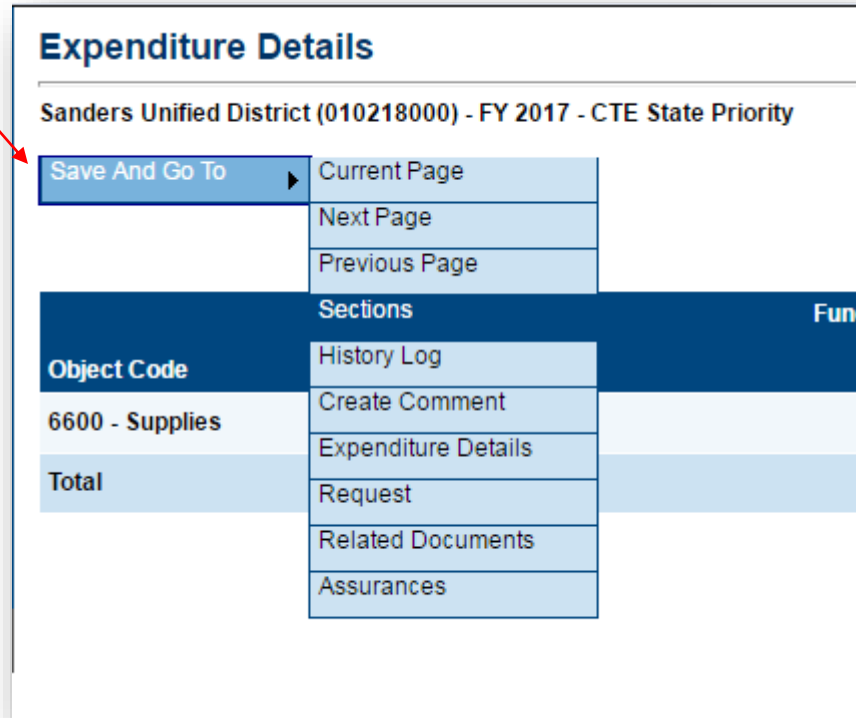
Budgeted Amount: 40,000.00
Funds Requested: 10,000.00
Amount Remaining: 30,000.00

Hover over the cell to see the
approved budget amount

Update page with **YTD expenditures** for approved budget line items

Navigating the Reimbursement Request

Hover over “Save and Go To” to save the data and navigate to the next page to completed or return to the Sections page



The screenshot shows the 'Expenditure Details' page for 'Sanders Unified District (010218000) - FY 2017 - CTE State Priority'. A red arrow points to the 'Save And Go To' dropdown menu, which is open, showing options: 'Current Page', 'Next Page', 'Previous Page', 'Sections', 'History Log', 'Create Comment', 'Expenditure Details', 'Request', 'Related Documents', and 'Assurances'. The 'Sections' option is highlighted in dark blue. Below the dropdown, there is a table with columns 'Object Code' and 'Total'. The table contains one row for '6600 - Supplies' and a 'Total' row.

Object Code	Total
6600 - Supplies	
Total	

Complete all applicable components before submitting the Reimbursement Request

Request Page

System populates most fields, including data entered by the LEA Business Manager on the Expenditure Details page

Request

Accelerated Elementary and Secondary Schools (108767000) - FY 2014 - Title I LEA

[Save And Go To](#)

Payment Details

General Information

Project Number	14FT-TTI-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

When requesting 10% or more of your Allocation, you'll need to enter a justification comment in History Log;
For 20% or more, enter justification in History Log **and** upload expenditure documentation in Related Documents (e.g. reports from accounting system, receipts, etc.)

Request Page – Fiscal Summary

Request

Mesa Unified District (070204000) - FY 2017 - 21st CCLC Continuing - Year 5

Save And Go To ▶

[Payment Details](#)

General Information

Project Number

C.F.D.A. Number

Fiscal Summary

Allocation

Available Budget

Fiscal Information As Of

September, 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Today: September 26, 2016

“Fiscal Information as Of”
date must be selected from
the calendar

Date selected becomes the “Request Period” date found on the Project Summary page

Request Page – Fund Request

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

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



Total Amount Requested is automatically set to the deficit amount

Request Page – Advance

Advance Amount and Advance Period (future) must be entered in **Fund Request**

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 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

Justification of Need needs to be provided for *Advance Amount* in excess of 10% of Available Budget and/or when Cash Balance on Hand exceeds 10% of Available Budget

Related Documents & Assurance Sections

Reimbursement Request Sections

Sanders Unified District (010218000) - FY 2017 - CTE State Priority

Request Status: Draft Started

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

Description

[History Log](#)

[Create Comment](#)

[Expenditure Details](#)

[Request](#)

[Related Documents](#)

[Assurances](#)

[All](#)

The [Related Documents](#) page must be reviewed for documents that may need to be submitted with request

The [Assurances](#) page must be reviewed; questions should be directed to the Program Area

Validation Messages

- Review Validation messages before attempting status change to **Draft Completed**

Reimbursement Request Sections

Sanders Unified District (010218000) - FY 2017 - CTE State Priority

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	Messages
Assurances	
All	Messages



Click on the **Messages** link to view Validation **Errors** and Warnings

Validation Messages Types - Errors



Reimbursement Request cannot be submitted until **Error** is cleared; click on the Messages details link to be directed to the error location

Messages	
Accelerated Elementary and Secondary Schools (108767000) - 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 \$56,241.00. The system considers approved budget amount, pending allocation, funding percentage of allocation.	

Validation Messages Types - Warnings



Messages

Accelerated Elementary and Secondary Schools (108767000) - 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](#)

A Warning calls attention to items which may need to be addressed, but do not prevent submission; verify that the Warning does not require attention

Submission Process



The Related Documents page must be reviewed for documents that may need to be submitted with the request

Things to Remember

Don't Forget:

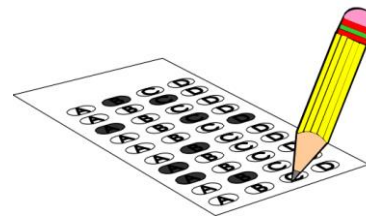


Reimbursement Requests cannot be submitted after project end date; final disbursement (based on expenditures vs cash received) will take place on Completion Report approval

Do not enter Advance information in Fund Request section of Request page if only expenditure reimbursement is being requested

Verify that supporting documents, such as invoices, time reports, etc. are uploaded to Reimbursement Request Related Documents page, if applicable

Test your Knowledge



Where do I find the Reimbursement Request?

A

In the Funding Application

B

In the Entity Information

C

In the LEA Document Library



Where do I find the Reimbursement Request?



In the Entity Information

Who can initiate a Reimbursement Request?

- A** LEA Business Manager
- B** Superintendent
- C** LEA User Access Administrator

Who can initiate a Reimbursement Request?



LEA Business Manager

Questions?



Need assistance?

Grants Management Resource Library

Program Area & Grant Information

User Reference Guides

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