

# Course Materials



## Reimbursement Requests Overview

LEA/External Users



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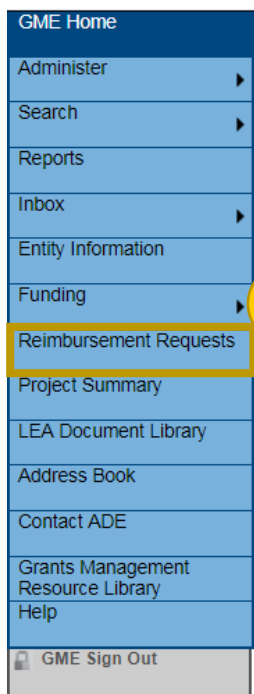
## User Role Requirements

There is only one required role to initiate, update, and submit Reimbursement Requests: **LEA Business Manager**.

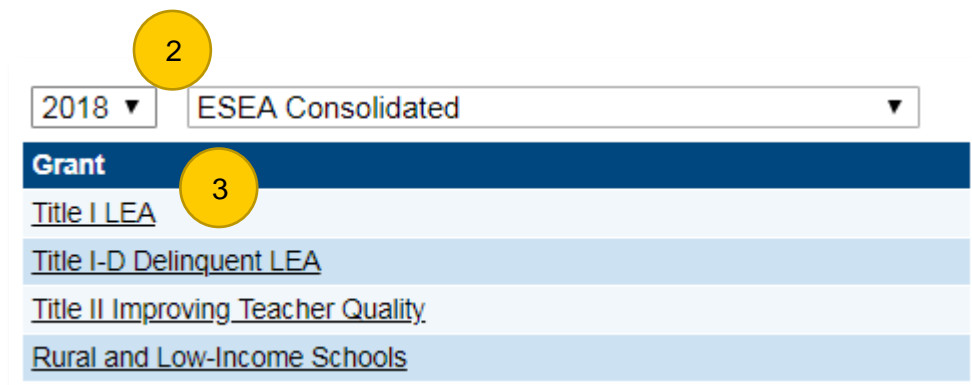
## Pre-Reimbursement Request Checklist

- ☐ Is your application in **Director Approved** status?
  - If no, you will not be able to initiate a request.
- ☐ Are you prepared to enter all year-to-date expenditure information?
  - If no, please review and verify that all expenditure information is cumulative for the entire fiscal year to date.
- ☐ Are any supplemental documents required for this request?
  - Some grants may require additional documentation (such as invoices) to be uploaded with the request; if unsure, contact Grants Management. Also, if requesting 20% and more of your total allocation, you will be asked to provide supporting documentation.

## Where are the Reimbursement Requests?



1. Once you have logged into GME and selected your organization, on the main menu, select Reimbursement Requests.
2. Select the desired fiscal year and funding application.
3. Select the desired grant.



## Reimbursement Request Summary Page

Reimbursement Requests are created/accessed on the Reimbursement Request Summary page.

1. Click on to [Create New Reimbursement Request](#) or
2. Click on the date under the [Request Period](#) to view prior requests.

### Reimbursement Request Summary

Academy of Tucson, Inc. (108665000) - FY 2018 - IDEA - Basic

Project Information	
Project Number	18FESCBG-810104-09A
C.F.D.A. Number	84.027A
Initial Substantially Approved Date	10/20/2017
Project Begin Date	7/1/2017
Project End Date	9/30/2018
Allocation	
Available Budget	
Project Status	Normal <a href="#">[Hold]</a> <a href="#">[History]</a>
LEA Hold Status	No Hold Exists

[Create New Reimbursement Request](#) 1

Reimbursement Requests		
Amount	Request Period	Status
\$6,702.21	<a href="#">March 28, 2018</a> 2	ADE Accounting System Paid
\$11,170.35	<a href="#">February 6, 2018</a>	ADE Accounting System Paid
\$21,298.12	<a href="#">November 30, 2017</a>	ADE Accounting System Paid

## Reimbursement Request Sections Page

Once you click on the link to create a new request or view a previous request, the user is directed to the Reimbursement Request Sections page.

- This page utilizes the same functionality as the [Funding Application](#) Sections page.
- Be sure the Request Status is **Draft Started** in order to enter data.
- The first section to be completed is the [Expenditure Details](#) page.

### 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
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<a href="#">Expenditure Details</a>	
<a href="#">Request</a>	<a href="#">Messages</a>
<a href="#">Related Documents</a>	
<a href="#">Assurances</a>	
All	<a href="#">Messages</a>

## Expenditure Details Page

The Expenditure Details page requires the user to enter year-to-date expenditures for approved budget line items.

Amounts from previous request(s) are automatically populated on this page – users will continue to add *cumulative year-to-date* expenditure amounts when updating subsequent requests.

- **Tip:** for accurate reporting and to avoid validation and audit issues, do **not** enter only the payment amount to receive

### Expenditure Details

Accelerated Elementary and Secondary Schools (108767000) - 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	10,000.00	2,000.00	12,000.00
6200 - Employee Benefits	3,000.00		3,500.00
6600 - Supplies	100.00		100.00
Total	13,100.00		15,600.00

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

Hover over each cell to see approved budget amount for each function/object code.

## Navigating the Reimbursement Request

- Utilize the quick return **Save and Go To** menu to easily navigate through the Reimbursement Request components.
- Hover over **Save and Go To** to save data and navigate to the next page to be completed; all applicable components must be completed to submit the Reimbursement Request.

### Expenditure Details

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

Save And Go To ▶	Current Page
	Next Page
	Previous Page
	Sections
Object Code	History Log
6600 - Supplies	Create Comment
Total	Expenditure Details
	Request
	Related Documents
	Assurances

## Request Page

GME populates most fields on the Request page, including the total expenditures 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	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" value=""/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$15,600.00
Cash Balance On Hand	(\$15,600.00)
Cash Available	\$56,341.00

## IMPORTANT:

Description
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<a href="#">Expenditure Details</a>
<a href="#">Request</a>
<a href="#">Related Documents</a>
<a href="#">Assurances</a>
<a href="#">All</a>

- When requesting 10 – 19% of your allocation, justification comment in the [History Log](#) is required (click on [Create Comment](#) to provide your justification)
- When requesting 20% or more of your allocation, justification comments in the [History Log](#) and expenditure documentation in the [Related Documents](#) are required.

## Fiscal Summary (on the Request Page)

- The Fiscal Summary page recaps the allocation and budget information and updates the cash available.
- The **LEA Business Manager** must select a Fiscal Information As Of date by clicking on the calendar in this section; this date can represent a particular fiscal period ending date, the date the request is submitted, or any other date of significance to the organization.

## 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

- The Fund Request section includes the **Total Amount Requested** by pulling the information from the Fiscal Summary (mentioned above).
- If an **Advance Amount** is requested, the **Total Amount Requested** is adjusted accordingly.
- Do **not** enter an **Advance Amount** or a date in the **Advance Period** calendar if only the expenditure reimbursement is requested.

- If funds are needed in advance of expenditures, Advance Amount and (future) Advance Period must be entered in the Fund Request section.
- Justification of Need must be provided for either of the following:
  - When **Advance Amount** exceeds 10% of Available Budget
  - When **Cash Balance on Hand** exceeds 10% of Available Budget

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- Optional: will not prevent submission, but should be reviewed in the event they are applicable.

Any document templates provided need to be saved on your desktop prior to uploading.

## Uploading Documents

1. Select the Document Template, if provided one, and save the template to your desktop.
2. Once you have completed the template, select [Upload New](#).
  - a. If you do not see the [Upload New](#) link, check if your Reimbursement Request is in the Draft Started or Revision Started status.

Required Documents		
Type	Document Template	Document/Link
LEA'S Response to Assurances #18, 19 and 27 [Upload 1 document(s)]	<a href="#">LEA'S Response to Assurances #18, 19 and 27</a>	<a href="#">Upload New</a>

Optional Documents		
Type	Document Template	Document/Link
Affirmation of Consultation	<a href="#">Affirmation of Consultation</a>	<a href="#">Upload New</a>
LEA Tribal Affirmation of Consultation	<a href="#">LEA Tribal Affirmation of Consultation</a>	<a href="#">Upload New</a>
Schoolwide Consolidated Excel Template	<a href="#">Schoolwide Consolidated Excel Template</a>	<a href="#">Upload New</a>
Capital Outlay Worksheet	<a href="#">Capital Outlay Worksheet</a>	<a href="#">Upload New</a>
Other	N/A	<a href="#">Upload New</a>

3. Select Choose File to upload the completed template
4. Type the document name (be specific).
5. Select Create.

Upload Data  LEA Assurances.docx

Document Name:

6. Your document should be available under Document/Link; you have the option to update or delete.

Required Documents		
Type	Document Template	Document/Link
LEA'S Response to Assurances #18, 19 and 27 [Upload 1 document(s)]	<a href="#">LEA'S Response to Assurances #18, 19 and 27</a>	<a href="#">[Update]</a>   <a href="#">[Delete]</a> <a href="#">Response to Assurances #18,19, and 27</a>

## Assurances Page

The [Assurances](#) page provides a statement which the **LEA Business Manager** must read as an entity representative prior to submitting the Reimbursement Request for approval.

## Validation Messages

Validation messages should be reviewed prior to changing the application status. There are two types of messages:



1. **Error:** prevents submission and must be corrected if you'd like to proceed.
2. **Warning:** does not prevent submission, but points out potential issues that should be reviewed prior to submission.

## Accessing Validation Messages

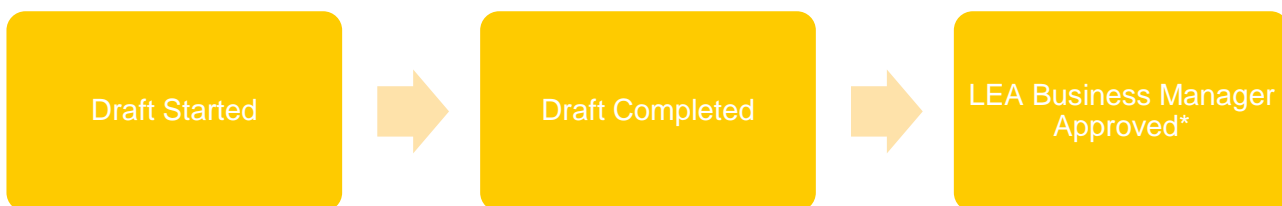
On the Sections page of the Funding Application, select [Messages](#) under the Validation column on the [All](#) row to see all the validation messages rather than individual sections.

Description	Validation
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<a href="#">Expenditure Details</a>	
<a href="#">Request</a>	<a href="#">Messages</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>
<a href="#">Assurances</a>	
<a href="#">All</a>	<a href="#">Messages</a>

Select the message itself to be directed to the page where the error or warning has occurred.

<b>Request</b>	
<a href="#">The 'Expense Begin Date' field cannot be empty.</a>	1 Error
<a href="#">The 'Expense End Date' field cannot be empty.</a>	Error
<b>Related Documents</b>	
<a href="#">The optional Related Document 'Reimbursement Request Backup Information' has not been uploaded. Please be certain this is the intention.</a>	2 Warning
<a href="#">The optional Related Document 'Other' has not been uploaded. Please be certain this is the intention.</a>	Warning

## Submission Process



\* This status indicates the Reimbursement Request is submitted and ready to be reviewed by Grants Management.

## Helpful Tips

Reimbursement Requests cannot be submitted after project end date (final disbursement will take place on Completion Report approval)

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

Verify that supporting documents, such as invoices, time reports, etc., are uploaded in the Related Documents page

Subsequent requests cannot be created until prior request is in ADE Accounting System Paid status

## Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: <a href="mailto:grants@azed.gov">grants@azed.gov</a>	Email: <a href="mailto:adesupport@azed.gov">adesupport@azed.gov</a>