

# GMS Reimbursement Request Process

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# Grant Award

- GMS only allows creation and submittal of Reimbursement Requests after the grant funding application has been approved by the DEED Administrator.
- SCANNED copies of the signed Grant Award from 2014 through 2019 are uploaded into the LEA Library in GMS.
- Beginning in 2020, the Grant Award will be electronically signed and available to download from the approved GMS funding application (see example).
- Funding information is displayed at the bottom of the report. If funds are federal, the CFDA, Federal Award Number, Federal Agency and federal period of availability will be listed.
- The award will be for the whole allocation for the fiscal year.

## Alaska Department of Education and Early Development

Grant Recipient: Hoonah City School District	Grant Number: IP 23.HHSD.01
Vendor Number: THC84307	Revision: 0 <b>INITIAL AWARD</b>
Authorized Representative: Role Not Assigned	Total Grant Amount: \$160,192.18
Funding Application: ESEA Consolidated	Previous Amount: \$0.00
Contact Person: Soles Michaud	Change: \$160,192.18
Grant Period: 7/1/2022 - 6/30/2023	UEI/DUNS #: JCWKMMJNANW4

Total	Previous	Change	Financial Coding	Indirect Rate	CFDA	Grant	Federal Award	Federal Award Period of Availability	Federal Award Date	Awarding Agency
\$87,356.00	\$0.00	\$87,356.00	1004 052132003 2211 TITLE1BASI PY2023 HHSD	3.96	84.010	Title I-A	S010A220002	7/1/2022 - 9/30/2024	7/1/2022	USDOE
\$42,335.07	\$0.00	\$42,335.07	1004 052132003 2211 TITLE1BASI PY2022 HHSD	3.96	84.010	Title I-A	S010A210002	7/1/2021 - 9/30/2023	7/1/2021	USDOE
\$15,194.00	\$0.00	\$15,194.00	1004 052132003 2211 TITLE2AGRT PY2023 HHSD	3.96	84.367	Title II-A	S367A220003	7/1/2022 - 9/30/2024	7/1/2022	USDOE
\$2,498.11	\$0.00	\$2,498.11	1004 052132003 2211 TITLE2AGRT PY2022 HHSD	3.96	84.367	Title II-A	S367A210003	7/1/2021 - 9/30/2023	7/1/2021	USDOE
\$12,809.00	\$0.00	\$12,809.00	1004 052132003 2211 TITLE4GRAN PY2023 HHSD	3.96	84.424A	Title IV-A	S424A220002	7/1/2022 - 9/30/2024	7/1/2022	USDOE

Consultant Approval Step: DEED Program Manager Approved	Director Approval Step: DEED Administrator Approved
Consultant Approver: Courtney Preziosi	Director Approver: Deb Riddle
Consultant Approval Date: 9/20/2022 1:48:53 PM	Director Approval Date: 9/20/2022 1:50:44 PM

For questions regarding this grant award, please contact the Grant Administration Team, 907-465-8694.

# General Notes:

The general Structure of the Reimbursement Request record is the same as with the funding application.

- Sections: Main Page for maneuvering through the reimbursement request.
- History Log & Create Comment: Contains the history of changes to the status of the request. DEED and Districts can add comments to the request as a form of communication.
- Validation:
  - Error – Item must be fixed before the reimbursement can be moved to Draft completed.
  - Warning - Check to verify this is the intention. The Reimbursement Request can be moved to Draft Completed even if there are warnings.
- Workflow: Authorization levels the request goes through.

Save frequently to prevent losing the information entered. There is a 1-hour time period allowed before the system automatically times out. As you switch between pages, the time period will start over at 1 hour and save the page you are leaving.



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To be able to Create a Reimbursement Request, user must have the **Update role** for the funding application.

- Only one active request is allowed per Grant/Fiscal Year.
  - ✓ What this means: Grantees must submit their reimbursement requests quarterly. If the grantee waits to submit all their quarterly reports at the same time, they will not be able to do so. They will be able to enter their first quarter request and will have to wait until it has been processed and approved by DEED before they will be able to start their second request. **SO DON'T WAIT – SUBMIT A REQUEST EVERY QUARTER.**
- Zero Expenditures: If grantee does not have any expenditures for a quarter, they still need to submit a reimbursement request for zero expenditures along with the YTD summary showing zero.
- **PLEASE MAKE SURE BACKUP DOCUMENTATION DOES NOT CONTAIN SOCIAL SECURITY NUMBERS or other personally identifiable information of a sensitive nature, such as dates of birth.**

# Reimbursement Request Process:



GMS Home

Search

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Reimbursement Requests

Project Summary

LEA Document Library

Address Book

Document Library

Help

Contact DEED

**Alaska Education Grants Management System Home**  
Juneau Borough School District (22) Public School District  
**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database ref Jun 8 2023 4:28AM.**

**Associated Organizations**

Organization Number	Organization Name
22	Juneau Borough School District

**Announcements**

**FY2023 Wrap Up** (6/1/2023)

**Final Expenditure Reports (FERs)**  
The FY2023 FERs are due August 15, 2023.

➤ Click on your **Organization Name**. GMS will take you to a list of funding applications.



➤ Click on **Reimbursement Requests**. GMS will take you to the Reimbursement Requests page.



GMS Home

Search

Inbox

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**Reimbursement Requests**

Project Summary

LEA Document Library

**Funding Applications**  
Juneau Borough School District (22) Public School District  
**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database ref Jun 8 2023 4:28AM.**

2023 ▾ All Active Applications ▾

**Entitlement Funding Application**

21st CCLC

# Reimbursement Request Entry Page:

2023 ▼ ESEA Consolidated ▼



Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
Consolidated Admin Pool	\$263,001.00	\$263,001.00	\$165,766.00	\$97,235.00	None
Title I-A	\$1,020,706.97	\$1,020,706.97	\$506,654.86	\$514,052.11	None
Title I-C	\$0.00	\$0.00	\$0.00	\$0.00	None
Title I-D	\$84,342.76	\$84,342.76	\$31,610.15	\$52,732.61	None
Title II-A	\$323,793.65	\$323,793.65	\$98,478.27	\$225,315.38	None
Title III-A	\$20,164.04	\$20,164.04	\$16,510.82	\$3,653.22	None
Title IV-A	\$163,093.04	\$163,093.04	\$63,311.71	\$99,781.33	None

Use the drop-down arrows to change the Fiscal Year or view a specific funding application.

## ❖ Available Budget: Lesser of Approved Budget and Pending Allocation

- In calculating the Available Budget, GMS considers several pieces of data.
  - The current approved budget amount.
  - Any pending allocation reductions. If DEED is in the process of reducing the allocation below the current approved budget, GMS will use the reduced allocation amount as the Available Budget since the grantee will need to revise their budget down to align with the lower allocation amount.
  - Actual budgeted funds. Unbudgeted amounts listed in the remaining line of the budget are not included in Available Budget.
  - Carry over funds will not be included in the Available Budget if the funding application has not been approved by the DEED Administrator.

# Reimbursement Request Entry Page (continued):

2023 ▼ ESEA Consolidated ▼

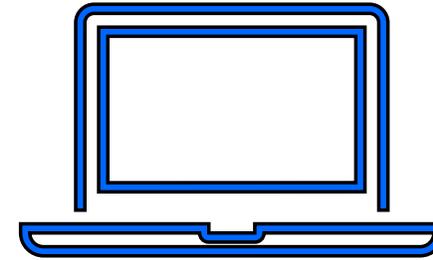
Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
<u>Consolidated Admin Pool</u>	\$263,001.00	\$263,001.00	<u>\$165,766.00</u>	\$97,235.00	None
<u>Title I-A</u>	\$1,020,706.97	\$1,020,706.97	\$506,654.86	\$514,052.11	None
<u>Title I-C</u>	\$0.00	\$0.00	\$0.00	\$0.00	None
<u>Title I-D</u>	\$84,342.76	\$84,342.76	\$31,610.15	\$52,732.61	None
<u>Title II-A</u>	\$323,793.65	\$323,793.65	\$98,478.27	\$225,315.38	None
<u>Title III-A</u>	\$20,164.04	\$20,164.04	\$16,510.82	\$3,653.22	None
<u>Title IV-A</u>	\$163,093.04	\$163,093.04	\$63,311.71	\$99,781.33	None

- ❖ Total Available Amount: Factors in Funding % of Allocation Sources
  - In this case, only 20% of the funds are available for Title I-A and Title II-A. The remaining 80% will be received by DEED in October and made available at that time to the grantees.
- ❖ Received Amount column will display total issued payments based on the approved reimbursement requests.
- ❖ Net Available Amount = Total Available Amount – Received Amount



# Reimbursement Request Process (continued):

2023 ▾	ESEA Consolidated ▾
Grant	
<a href="#">Consolidated Admin Pool</a>	
<a href="#">Title I-A</a>	
<a href="#">Title I-C</a>	
<a href="#">Title I-D</a>	
<a href="#">Title II-A</a>	
<a href="#">Title III-A</a>	
<a href="#">Title IV-A</a>	



- To start the reimbursement, click on the grant title. In this training handout we will work on a Title I-A reimbursement. GMS will take you to the Project Summary page.

# Project Summary Page:

## Project Summary

Cordova City School District (12) - FY 2024 - Title I-A

Session Timeout: 59:51

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

[Return to Reimbursement Requests](#)

Project Information	
Project Number	IP 24.CCSD.01
C.F.D.A. Number	84.010
Initial Substantially Approved Date	7/1/2023
Project Begin Date	7/1/2023
Project End Date	6/30/2024
Allocation	\$28,122.00
Available Budget	\$28,121.99
Allow Carryover	True
Project Status	Normal [Hold]

- ❖ Project Number: Grant Number
- ❖ C.F.D.A Number: Federal Catalog for Domestic Assistance Number
- ❖ Initial substantially Approved Date: Date Substantially Approved
- ❖ Project End Date: Grant End Date
- ❖ Allocation: Total funds available for this Grant
- ❖ Available Budget: Total Funds Budgeted
- ❖ Project Status: See slide #10 for explanation

[Create New Reimbursement Request](#)

Reimbursement Requests					
#	Amount	Request Period	Status	Status Date	Voucher #
There are no matching Reimbursement Requests for this grant.					

Adjustments			
Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			

All Reimbursement Requests for the grant will be listed here along with their status.

Adjustments can only be processed by DEED. The common reason for an adjustment is a refund.

# Project Summary Page (continued):

**Project Status:** Normal/Hold – DEED can place a hold to prevent Grantee from submitting a Reimbursement Request for a given grant.

## Project Summary

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

[Return to Reimbursement Requests](#)

Project Information	
Project Number	IP 23.CCSD.01
C.F.D.A. Number	84.010
Initial Substantially Approved Date	7/5/2022
Project Begin Date	7/1/2022
Project End Date	6/30/2023
Allocation	\$29,466.34
Available Budget	\$29,466.34
Allow Carryover	True
Project Status	On Hold



If a hold is placed on a Grant, the Project Status will say “On Hold”. The Grantee’s Fiscal Representative should receive an email that indicates the reason for the hold.

[Create New Reimbursement Request](#)

Reimbursement Requests						
#	Amount	Request Period	Status	Status Date	Voucher #	
3	\$6,605.49	<a href="#">March 31, 2023</a>	State Accounting System Paid	May 8, 2023	Not Yet Created	
2	\$11,749.76	<a href="#">December 31, 2022</a>	State Accounting System Paid	February 3, 2023	Not Yet Created	
1	\$4,830.11	<a href="#">September 30, 2022</a>	State Accounting System Paid	November 9, 2022	Not Yet Created	

Adjustments				
Amount	Type	Creator	Date	
There are no matching Adjustments for this grant.				

[Return to Reimbursement Requests](#)

➤ To Start a Reimbursement Request, click on **Create New Reimbursement Request.**

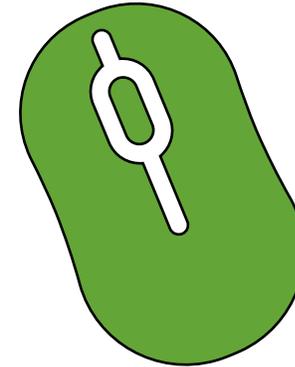
➤ A message will appear advising you are about to change the status of the Reimbursement Request to Draft Started. Click **Confirm.**

**Project Summary**  
Cordova City School District (12) - FY 2024 - Title I-A  
**This is the TEST site. Please be sure to complete your work in the LIVE site.**

Project Number
C.F.D.A. Number
Initial Substantially Approved Date
Project Begin Date
Project End Date
Allocation
Available Budget
Allow Carryover
Project Status

[Create New Reimbursement Request](#)

#	Amount
There are no matching Reimbursement Requests for this project.	



**Create Reimbursement Request**  
Cordova City School District (12) - FY 2024 - Title I-A  
**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

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

## Reimbursement Request Sections

Cordova City School District (12) - FY 2024 - Title I-A

Session Timeout: 59:34

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

**Request Status: Draft Started**

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

Description	Validation	Print <input type="checkbox"/> Select Items
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<b>All</b>	<a href="#">Messages</a>	<a href="#">Print</a>

[Return to Project Summary](#)

- The next page shows the status of the request is Draft Started.



- The sections within the reimbursement request will be listed below the Description column. Click on **Expenditures Details**.

- When you place the cursor on a cell, it will show the approved budget amount, amount of funds requested (or paid) and the remaining funds available to be spent. These figures are from the current approved budget. If a budget revision is done, these numbers will change.

## Expenditure Details

Cordova City School District (12) - FY 2024 - Title I-A

Session Timeout: 58:28

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

Purpose Code	BG - Basic Grant	H - Homeless	Total
<b>Account Code</b>			
320 - Non-Certificated Salaries	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
360 - Employee Benefits	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
450 - Supplies/Materials/Media	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
495 - Indirect	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Budgeted Amount: 7,850.00  
 Previous Funds Requested: 0.00  
 Total Funds Requested: 0.00  
 Amount Remaining: 7,850.00

- Only the rows and columns that contain approved budget amounts will have editable cells. For example, Certificated Salaries 310 only shows a cell under Basic Grant Purpose Code and not under H - Homeless Purpose Code. This is because Homeless does not have an approved budget for this account code.
- Enter Year-to-Date (YTD) Expenditures by Account and Purpose Code.

**Expenditure Details** Session Timeout: 58:28

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

Purpose Code	BG - Basic Grant	H - Homeless	Total
<b>Account Code</b>			
<b>320 - Non-Certificated Salaries</b>	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
<b>360 - Employee Benefits</b>	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
<b>450 - Supplies/Materials/Media</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>495 - Indirect</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

- GMS will not calculate indirect on reimbursement requests. Manually enter the YTD indirect for each purpose code. If the amount entered exceeds the maximum allowable amount based on YTD direct costs reported for each purpose code, the request will be returned for correction.

## Expenditure Details

Cordova City School District (12) - FY 2024 - Title I-A



Session Timeout: 57:5

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

Purpose Code	BG - Basic Grant	H - Homeless	Total
<b>Account Code</b>			
320 - Non-Certificated Salaries	1,962.50		1,962.50
360 - Employee Benefits	2,775.00		2,775.00
450 - Supplies/Materials/Media	1,640.00	45.00	1,685.00
<b>495 - Indirect</b>	0.00	0.00	0.00
<b>Total</b>	6,377.50	45.00	6,422.50

## Expenditure Details

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete Jun 8 2023 4:28AM.**

Save And Go To ▾

Current Page

Next Page

Previous Page

Sections

History Log

Create Comment

Expenditure Details

Request

Related Documents

Assurances

### Account Code

320 - Non-Certifi

360 - Employee B

450 - Supplies/M

495 - Indirect

Total

## Request

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▾



Session Timeout: 59:4

### General Information

Project Number	IP 24.CCSD.01
C.F.D.A. Number	84.010
Reimbursement Request #	1
Voucher Number	

### Fiscal Summary

Allocation	\$28,122.00
Available Budget	\$28,121.99
Fiscal Information As Of	<input type="text"/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$6,422.50
Cash Balance On Hand	(\$6,422.50)
Cash Available	\$28,121.99
Total Amount Requested	\$6,422.50

- Use the **Save and Go To** button (or **Go To** button) to maneuver around in the reimbursement request. This will save your work as well as allow you to move from page to page easily.
- After entering all expenditures, click on **Save and Go to** and choose **Request** from the Drop-Down Menu.

**Request**  
 Cordova City School District (12) - FY 2024 - Title I-A  
 Session Timeout: 56:49

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

General Information	
Project Number	IP 24.CCSD.01
C.F.D.A. Number	84.010
Reimbursement Request #	1
Voucher Number	

Fiscal Summary	
Allocation	\$28,122.00
Available Budget	\$28,121.99
Fiscal Information As Of	
Cash Received	\$0.00
Total Cash Basis Expenditures	\$6,422.50
Cash Balance On Hand	(\$6,422.50)
Cash Available	\$28,121.99
Total Amount Requested	\$6,422.50

June, 2023

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: June 14, 2023



- Using the calendar button, enter the ENDING DATE OF THE QUARTER. Please submit your payment requests quarterly only, not monthly. **Quarter Ending Dates: Sept 30, Dec 31, Mar 31, June 30, and July 31 and FER August 15.**
  - Final Expenditure Requests (FER) must be submitted to close out the grant award. Please refer to the Grantee Final Expenditure Report (FER) Instructions document in the GMS Document Library.
- The system automatically populates the following fields: Allocation, Available Budget, Cash Received, Total Cash Basis Expenditure (populates from the Expenditures Details Page), Cash Balance on Hand, and Cash Available.

- Click on **Save and Go To** and choose **Related Documents** from the drop-down box.

**Request** Session Timeout: 55:39  
Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▾  
Current Page  
Next Page  
Previous Page  
Sections  
History Log  
Create Comment  
Expenditure Details  
Request  
**Related Documents**  
Assurances

Project Number		IP 24.CCSD.01
C.F.D.A. Number		84.010
Reimbursement Request		1
Voucher Number		
<b>Fiscal Summary</b>		
Allocation		\$28,122.00
Available Budget		\$28,121.99
Fiscal Information As Of	09/30/2023	
Cash Received		\$0.00
Total Cash Basis Expenditures		\$6,422.50
Cash Balance On Hand		(\$6,422.50)
Cash Available		\$28,121.99
Total Amount Requested		\$6,422.50

NOTE: Related Documents must be uploaded before you can submit the request. If it is not uploaded, there will be a validation error.

## Related Documents

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

Required Documents		
Type	Document Template	Document/Link
Expenditure Backup [Upload between 1 and 10 document(s)]	N/A	<a href="#">Upload New</a>

## Related Documents

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

Required Documents		
Type	Document Template	Document/Link
Expenditure Backup [Upload between 1 and 10 document(s)]	N/A	<a href="#">Upload New</a> <a href="#">[Update]</a>   <a href="#">[Delete]</a>  <a href="#">Q1 Detail for Title I-A</a>

➤ To Upload Backup Documentation, click on **Upload New**.

➤ Minimum of one document must be uploaded per request. This document should have: Current expenditures being requested and YTD Summary.

➤ If backup PDF is more than one document, you can upload additional documents, by clicking **Upload New**.

- Upload Data File: Click **Browse** and select document from your computer files.
  
- Document Name: Enter the name of Document you are submitting.
  - Example: Title I-A First Quarter Backup
  
  - If uploading more than one document:
    - Title I-A First Quarter Backup #1,
    - Title I-A First Quarter Backup #2,
    - Title I-A First Quarter Backup #3
  
- Click **Create** once you have filled out the above information.



### Create Related Document - Expenditure Backup

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8**

Please select a file to upload.

Upload Data File: ● Q1 Detail Title I-A.pdf ✕ Remove

Document Name:



The screen will update to show the selected Document has been uploaded under the Document/Link column.

## Related Documents

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Save And Go To ▶

Required Documents		
Type	Document Template	Document/Link
Expenditure Backup [Upload between 1 and 10 document(s)]	N/A	<a href="#">Upload New</a> [Update] <b>[Delete]</b>  <a href="#">Title I-A First Quarter Detail</a>

- Under the Document Link column, you will have the option to **Update** or **Delete** the document

## Update Related Document - Expenditure Backup

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

### Please select a file to upload.

Upload Data File:	<input type="text"/>	Select
PLEASE NOTE that uploading a data file will overwrite any data file that is already attached to this item.		
Document Name:	<input type="text" value="Title I-A First Quarter Detail"/>	
	Update	Cancel

Using the update feature will overwrite the previous uploaded data file.

- Upload new data file: Click **Browse** and choose file from your computer.
- Document Name: **Enter name of the new document.**
- Click **Update** after adding new file and document name.



# Delete Related Document - Expenditure Backup

Cordova City School District (12) - FY 2024 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun**

## Are you sure you wish to remove the existing related document?

Upload Data File:

Select

Document Name:

Title I-A First Quarter Detail

Delete

Cancel



- To delete document, click on **Delete**.
- A confirmation statement will appear. If you wish to remove the existing related document, click the **Delete** button again.

Upon completion of uploading backup documents:

- Click **Go To** and choose **Sections** from the drop-down menu.

**Related Documents**  
 Cordova City School District (12) - FY 2024 - Title I-A  
 This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Save And Go To ▾  
 Current Page  
 Next Page  
 Previous Page  
**Sections**  
 History Log  
 Create Comment

Type	Document Template	Document/Link
Expenditure Backu	10 document(s)	N/A
<a href="#">Upload New</a> <a href="#">[Update]</a>   <a href="#">[Delete]</a>   <a href="#">Title I-A First Quarter Detail</a>		

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>	
<b>All</b>	<a href="#">Messages</a>

**VALIDATION:**

- To view information on errors or warnings, click on **Messages** under the Validation column.
- In this example there is a problem with the Expenditure Details entered. Click on **Messages**.

The validation message will display and indicate if the type is Error or Warning. The message below is an Error so it must be corrected before the system will allow submittal of the request.

**Messages** Session Timeout: 59:21

Cordova City School District (12) - FY 2023 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

[Return to Reimbursement Request Sections](#)

Expenditure Details	
<a href="#">Review</a>	The requested amount of \$900.00 for the H - Homeless Purpose Code in the 450 - Supplies/Materials/Media Account Code exceeds \$771.41, which is 110% of the budgeted amount of \$701.29.
<a href="#">Review</a>	The requested amount of \$83.00 for the H - Homeless Purpose Code in the 495 - Indirect Account Code exceeds \$77.83, which is 110% of the budgeted amount of \$70.76.



- The system validates reported expenditures against the approved budget.
- In this example the YTD expenditures entered for the Homeless Supplies exceeds the budgeted amount.
- If the YTD expenditures are correct, then a budget revision must be processed before the reimbursement request is submitted.

Purpose Code	BG - Basic Grant	H - Homeless	Total
<b>Account Code</b>			
320 - Non-Certificated Salaries	9,920.32		9,920.32
360 - Employee Benefits	11,140.05		11,140.05
450 - Supplies/Materials/Media	1,000.00	900.00	1,900.00
495 - Indirect	2,124.99		2,124.99
<b>Total</b>	24,185.36	900.00	25,085.36

Budgeted Amount: 701.29  
 Previous Funds Requested: 0.00  
 Total Funds Requested: 900.00  
 Amount Remaining: -198.71

➤ If the Reimbursement Request is ready for approval, change the status by clicking on **Draft Completed**.

➤ You may choose to Delete Reimbursement Request at this time if needed.

**Reimbursement Request Sections** Session Timeout: 59:3  
 Cordova City School District (12) - FY 2023 - Title I-A  
 This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Request Status: **Draft Started**

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

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

**Status Change Confirmation** Session Time  
 Cordova City School District (12) - FY 2023 - Title I-A  
 This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

By submitting this Request for Funds, the local education agency acknowledges that it has read, understands, and agrees to be bound by all of the items in the RFF's Assurances section.

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

➤ A confirmation statement will appear. By selecting **Confirm**, the agency acknowledges it has read, understands and agrees to be bound by all the items in the Request for Funding (RFF) Assurances Section (located on the Sections page, under Assurances).

- The Fiscal Representative should receive an email notice that the Reimbursement Request has been changed to Draft Completed. The Fiscal Representative must log into GMS to review the reimbursement request and change the Status to either **Fiscal Representative Approved** or **Fiscal Representative Returned Not Approved**.

## Reimbursement Request Sections

Cordova City School District (12) - FY 2023 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**



Session Timeout: 59:53

**Request Status:**     **Draft Completed**

**Change Status To:**   [Fiscal Representative Approved](#)  
or  
[Fiscal Representative Returned Not Approved](#)

Description	Validation	Print <input type="checkbox"/> Select Items
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<b>All</b>		<a href="#">Print</a>

- **Fiscal Representative:** Once you approve a request, the Status Change Confirmation page will appear along with the RFF Assurance certification statement. Click Confirm.

**Status Change Confirmation**  
 Cordova City School District (12) - FY 2023 - Title I-A Session Time

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

By submitting this Request for Funds, the local education agency acknowledges that it has read, understands, and agrees to be bound by all of the items in the RFF Assurances section.

You are about to change the status of this Reimbursement Request to Fiscal Representative Approved. Click Confirm to change the status.

If the Request was Returned Not Approved, it will move back to the Draft Started status and would need to be corrected by the data entry person and resubmitted through the approval process.

The following roles receive emails upon Reimbursement Request status changes:

From Step	To Step	Email Recipient(s)
Draft Started	Draft Completed	Grantee Fiscal Representative
Draft Completed	Fiscal Representative Approved	EED Grants Management User
Fiscal Representative Approved	EED Grants Management Approved	Grantee Fiscal Representative, EED Grants Management Accountant
Fiscal Representative Approved	EED Grants Management Returned Not Approved	Grantee Fiscal Representative
Fiscal Representative Returned Not Approved	Draft Completed	Grantee Fiscal Representative
EED Grants Management Approved	Released for Payment	Grantee Fiscal Representative
EED Grants Management Returned Not Approved	Draft Completed	Grantee Fiscal Representative

## Reimbursement Request Sections

Cordova City School District (12) - FY 2023 - Title I-A



Session Timeout: 59:!

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

**Request Status:** Fiscal Representative Approved

**Change Status To:** [DEED Grants Management Approved](#)  
or  
[DEED Grants Management Returned Not Approved](#)

Description	Validation	Print <input type="checkbox"/> Select Items
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<b>All</b>		<a href="#">Print</a>

[Return to Project Summary](#)

- When the Request Status is **Fiscal Representative Approved**, the reimbursement is ready for the DEED Grants Administrator review.
- The Grant Administrator will either select **EED Grants Management Approved**, to generate the payment request or **EED Grants Management Returned Not Approved** to send it back to the grantee for corrections.

# Subsequent Reimbursement Requests:

The beginning process of subsequent reimbursement requests is the same as the original request. The difference begins on the Expenditures Detail page.

- The system will automatically populate the total expenditures from previous request(s).

**Expenditure Details** Session Timeout: 59:5

Juneau Borough School District (22) - FY 2023 - Title I-A

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Save And Go To ▶

Purpose Code	BG - Basic Grant	PE - Parent Engagement	H - Homeless	Total
<b>Account Code</b>				
310 - Certificated Salaries	255,858.80	116.69		255,975.49
320 - Non-Certificated Salaries	11,068.29	720.00	16,580.46	28,368.75
360 - Employee Benefits	99,077.78	70.02	5,255.71	104,403.51
410 - Professional & Technical	28,164.41	0.00		28,164.41
420 - Staff Travel	37,794.06			37,794.06
440 - Other Purchased Services	1,898.00			1,898.00
450 - Supplies/Materials/Media	19,642.40	3,072.96	140.16	22,855.52
490 - Other Expenses (Dues and Fees)			100.00	100.00
495 - Indirect	25,622.96	224.85	1,247.31	27,095.12
Total	479,126.70	4,204.52	23,323.64	506,654.86

- On subsequent requests, enter YTD totals for each account code.
- NOTE THIS CHANGE: When submitting the expenditures in GMS, you will use the YTD total.
- Prior Reimbursement Requests reported quarterly expenditures.
- *All grants not in GMS will continue to submit Reimbursement Requests with quarterly expenditures on the 165d's.*
- If an account code does not have any new expenditures for the quarter, do not change the amount in the cell.
- GMS will calculate the difference between the new YTD expenditures and what was previously submitted for payment for the amount to be reimbursed to the grantee for the current request.

When you place the cursor over the cell, it shows the Approved Budget, Funds Requested and Amount Remaining.

**Expenditure Details**  
 Juneau Borough School District (22) - FY 2023 - Title I-A  
 This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM. Session Timeout: 59:5

Save And Go To ▶

Purpose Code	BG - Basic Grant	PE - Parent Engagement	H - Homeless	Total
310 - Certificated Salaries	255,858.80	116.69		255,975.49
320 - Non-Certificated Salaries	11,068.29	720.00	16,580.46	28,368.75
360 - Employee Benefits	99,077.78	70.02		
410 - Professional & Technical	28,164.41	0.00		
420 - Staff Travel	37,794.06			
440 - Other Purchased Services	1,898.00			1,898.00
450 - Supplies/Materials/Media	19,642.40	3,072.96	140.16	22,855.52
490 - Other Expenses (Dues and Fees)			100.00	100.00
495 - Indirect	25,622.96	224.85	1,247.31	27,095.12
<b>Total</b>	<b>479,126.70</b>	<b>4,204.52</b>	<b>23,323.64</b>	<b>506,654.86</b>

Budgeted Amount: 24,164.43  
 Previous Funds Requested: 16,580.46  
 Total Funds Requested: 16,580.46  
 Amount Remaining: 7,583.97

## Expenditure Details

Juneau Borough School District (22) - FY 2023 - Title I-A

**This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.**

Account Code	BG - Basic Grant	PE - Parent Engagement	H - Homeless
310 - Certificated	355,858.80	500.69	
320 - Non-Certified	25,350.00	720.00	16,580.4
360 - Employee	99,077.78	70.02	5,255.7
410 - Professional	28,164.41	0.00	
420 - Staff Travel	37,794.06		
440 - Other Purchased Services	1,898.00		
450 - Supplies/Materials/Media	19,642.40	3,072.96	140.1
490 - Other Expenses (Dues and Fees)			100.0

Save And Go To ▾

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

- After entering the YTD expenditures, click on **Save and Go To** and choose **Request** on the drop-down menu.

On subsequent requests the following fields under Fiscal Summary will be populated:

**Allocation:** Total funds allocated for the grant.

**Available Budget:** Total budgeted funds for grant.

**Cash Received:** Funds Received by Grantee on previous reimbursement requests.

**Total Cash Basis Expenditures:** Total of all reimbursement requests.

**Cash Balance on Hand:** Difference between Cash Received and Total Cash Basis Expenditures.

**Cash Available:** Budget Amount less Previous Payments.

**Amount Requested:** Amount of current reimbursement request.

Fiscal Summary	
Allocation	\$1,020,706.97
Available Budget	\$1,020,706.97
Fiscal Information As Of	12/31/2023 
Cash Received	\$506,654.86
Total Cash Basis Expenditures	\$621,320.57
Cash Balance On Hand	(\$114,665.71)
Cash Available	\$514,052.11
Total Amount Requested	\$114,665.71



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Remember, once expenditure data entry is completed:

- Be sure to upload backup documentation – YTD summary and current Expenditure. PDF documents are encouraged.
- Change Status to Draft Completed.
- Have Fiscal Representative Approve Request.
- You are done until the next quarter !!!

# Questions

If you have any questions, please contact your Grants Administrator. This information can be found in the GMS Address Book.

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