



**System Instructions –
Entry of Summary Expenditure Reports**

Step 1: Access the Grants Management and Expenditure Reporting System

As of September 2012, the Grants Management and Expenditure Reporting System (GMS) is accessed through the School District Reporting Site (SDRS).

If you do not have access to SDRS, or if you do not have the GMS listed as a system within SDRS, contact your local security administrator, or the OMES Help Desk.

Upon successfully entering the GMS, you should see the Menulist Webpage, that lists all Programs for which you have been granted access.

The following screenshots illustrate the entry of a Summary Expenditure Report (SER or Claim), through the GMS. The 21st Century Grant Program has been used as an example.

System Menulist:

OKLAHOMA STATE DEPARTMENT OF EDUCATION
Janet Barresi, State Superintendent of Public Instruction

Menu List

You have been granted access to the forms below by your Security Administrator

- Competitive Grants
 - [21st Century](#)
 - 21st Century Funded Projects Only
 - Title X-C - Homeless
- Ed-Jobs
 - Ed-Jobs
- IDEA
 - Assurances
 - IDEA Consolidated Application
 - LEA Agreement
- NCLB
 - Consolidated Workbook
 - Federal Assurances
 - Title I-A - School Improvement 1003(a)
 - Title I Comparability
 - Title I-A - Neglected
 - Title I-D - Delinquent
 - Consolidated Application (I-A, II-A, VI, CAC)
- School Improvement (SIG) Competitive
 - ARRA - SIG-1003(g) - Project 537
 - School Improvement Grant (SIG) 1003(g) - Project 519

Click the Blue Hyperlink for the system for which you wish to file a claim.



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Step 2: Application Select Page

Most Programs will show the 2012-2013 Application that was entered and (Pre)Approved in the GMS. Some programs, such as ARRA-SIG, will have additional earlier years of data available.

1st Step - Select the 2012-2013 Radio Button

2nd Step – Click the Payments Button

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status
<input type="radio"/>	13-TitleIVB_FPO-00 Original Application	09-10-2012	09-20-2012	Final Approved	09-20-2012

The Payments button can only be clicked if the Application has been Pre-approved or Final Approved.

If the Application is still showing Submitted in the status column, claims may not yet be created for this program year.



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Step 3 – Payment Summary Screen

Applicant: 56-1008 DEWAR
Application: 2012-2013 21st Century Funded Projects Only - 00

Expenditure / Payment Summary

Click the View Summary Expenditure Reports button to create new SERs, or to view existing SERs.

[View Summary Expenditure / Documentation of Expense Reports](#)

FY2013 Expenditure/Payment Summary as of 9/24/2012

	TitleIVB_FPO
Current Grant Year Allocation	\$0.00
(+/-) Adjustments	\$18,091.35
(+/-) Consortia	\$0.00
(+/-) Transfers	\$0.00
Total Funds to be Budgeted at Beginning of FY2013	\$18,091.35
Approved Budget	\$18,091.35
Pending Expenditure Reports	
Auto-Scheduled	\$0.00
Approved Summary Expenditure Reports	\$0.00
Total	\$0.00
Completed Expenditure Reports	
Auto-Scheduled	\$0.00
Summary Expenditure Reports	\$0.00
Total	\$0.00
Remaining Balance of Expenditure Reports / Claims	
Auto-Scheduled	\$0.00
Summary Expenditure Reports	\$18,091.35
Released or Carried Over to next year	\$0.00
Total	\$18,091.35

Step 4 – Program Selection

Applicant: 56-1008 DEWAR
Application: 2012-2013 21st Century Funded Projects Only - 00

Summary Expenditure Report Menu

Program

Open this Drop Down List. Some consolidated Programs will have multiple programs listed. Others will show only the one program – which must still be selected.

Once the Drop Down Selection has been made – the program will automatically move to the next webpage.



**System Instructions –
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Step 5 – Summary Expenditure Report Menu

Applicant: 56-1008 DEWAR
Application: 2012-2013 21st Century Funded Projects Only - 00
Printer-Friendly
Click to Return to Application Select
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

Summary Expenditure Report Menu [Click for Instructions](#)

Program: TitleIVE_FPO 2013

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Summary Expenditure Report 1	9/21/2012	7/1/2012 - 9/20/2012	9/21/2012		Returned for Changes	9/24/2012

Click the Create New Request button to begin a new SER.



**System Instructions –
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Step 6 – Enter a new Summary Expenditure Report

Application: 2012-2013 21st Century Funded Projects Only - 00
 Cycle: Summary Expenditure Report 2

Summary Expenditure Report 2

Program: TitleIVB_FPO

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the system.

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Supplemental Instruction Materials	700 - Property	800 - Other Objects	TOTAL
1000	Instruction					18,091.35			18,091.35
2213	Instructional Staff Training Services								
2330	State and Federal Relations Services								
2530	Printing, Publishing, and Duplicating Services								
2544	Evaluation Services								
2571	Recruitment and Placement Services								
2573	Non Instructional Staff Development								
2620	Operation of Buildings Services								
2720	Vehicle Operation Services								
2740	Vehicle Servicing and Maintenance Services								
3120	Food Preparation and Dispensing Services								
Total Direct Costs						18,091.35			18,091.35
Total Budget									18,091.35

The Existing Budget will display in this area – for informational purposes only.

Function Code	Object Code	Activity Description	Expenditure Description	Final Approved Budget	Previously Requested	Expenditure Amount	Delete Row
			(1000 Character Maximum)			0	
			(1000 Character Maximum)			0	
			(1000 Character Maximum)			0	
5400 / 900 Indirect Costs Approved Rate 6.7100 % Derived Rate 0.0000 %						Total \$0.00	
						Total \$0.00	

Select Function Code, then Object Code, then enter a description, and an amount. Perform this for as many rows as are needed.

Enter the Date Range

Indirect Cost is entered here (if any).

RECAP

	Amount
Grant Award (Allocation)	\$18,091.35
Approved Budget	\$18,091.35
Amount Paid To Date	\$0.00
Expenses To Date	\$0.00
Balance Due LEA	\$0.00
Funds on Hand	\$0.00

Attach supporting PDF (Summary and Detailed Expenditure Reports are required)

Check here if documentation has been sent to the State Department of Education via Email

I certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting system on file and will be retained for five (5) years or until otherwise notified. The Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were intended.

Save Page Certify/Submit

Once finished, click Save Page first to make sure no Errors display. If OK, then click Certify/Submit.

Upload Detail Expenditure Report / Receipts here as Scanned Images in a PDF

Documentation may NOT be mailed or Faxed to the SDE to support claims. It MUST be uploaded as part of the claim submission.

Data Entry staff have the ability to complete all portions of this process EXCEPT – the superintendent must click Certify/Submit.



**System Instructions –
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Step 7 – After submitting a Claim

Applicant: 54-1008 DENAR
 Application: 2012-2013 21st Century Funded Projects Only - 00

Printer-Friendly
 Click to Return to Application Select
 Click to Return to Payment Summary
 Click to Return to Menu List / Sign Out

Summary Expenditure Report Menu [Click for Instructions](#)

Program: TitleIVB_FPO 2013

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:
[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Summary Expenditure Report 2	9/24/2012				Not Submitted	
<input type="checkbox"/>	Summary Expenditure Report 1	9/21/2012	7/1/2012 - 9/20/2012	9/21/2012		Returned for Changes	9/24/2012

Claim Status information will be displayed for each claim on the Right Side of this page.

When the department Approves a claim for payment – or Returns a Claim for changes – a system generated email will be sent to the email address of the Superintendent who submitted the claim.

For claims that are Returned for Changes – the Reviewer comments regarding what needs to be adjusted can be found by selecting the Radio Button for that claim, and then clicking the Review Summary button.

Application: 2012-2013 21st Century Funded Projects Only - 00
 Cycle: Summary Expenditure Report 1

Printer-Friendly
 Click to Return to Application Select
 Click to Return to Expend Rpt Menu
 Click to Return to Payment Summary
 Click to Return to Menu List / Sign Out

Review Summary [Instructions](#)

Latest submission to OSDE occurred on: 9/10/2012

Round 1	Select	Step	Group	Staff	Status	Status Date
	<input type="checkbox"/>	1	District Superintendent	Todd Been	Submitted	9/21/2012
	<input type="checkbox"/>	2	Application Reviewer	Kalee Isenhour	Rejected	9/24/2012

[Review Checklist](#)

Some claims will include multiple Reviewers. Each Reviewer has a Review Checklist (sometimes shared with other reviewers). The applicant should select the radio button adjacent to the line that indicates 'rejected', and then click Review Checklist.

Please note – the Review Checklist will attempt to open in a separate browser as a Pop-up. Your Browser must be set to allow Pop-ups from the GMS site, or you will not see the Review Checklist.

Comments on the Review Checklist will direct the applicant on what information needs to be adjusted, prior to the claim being resubmitted.

Once claims are Final Approved – they are routed to Fiscal Services for payment. Your Program Office can answer questions about when the payment will reach your local bank account.

Contact your Program Office, or the OMES Helpdesk with any questions.