



# Project Closeout in the GMS

July 11, 2013

Presented By

**MITW**  
*Solutions*

# Accessing the GMS

- Log In to the Single Sign On (SSO).
- Select “Grants Management & Expenditure Reporting” from the SSO System Listing

# GMS Menu List



## OKLAHOMA STATE DEPARTMENT OF EDUCATION

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

### **Competitive Grants**

- 21st Century
- 21st Century Funded Projects Only
- Math-Science Partnership
- Math-Science Partnership - Project 544
- Title X-C - Homeless

### **Ed-Jobs**

- Ed-Jobs
- Ed Jobs REAC3H COACHES

### **IDEA**

- Assurances
- Enriching Childrens Communications Opportunities
- IDEA Consolidated Application
- LEA Agreement
- Systems of Care - Project 613

### **NCLB**

- Agency - Neglected And Delinquent - Project 531
- Consolidated Workbook
- Federal Assurances
- School Improvement 1003(a) - Project 515
- Title I Comparability
- Title I-A - Excess Funds - 9-30 Report
- Title I-A - Neglected
- Title I-C - Migrant
- Title I-D - Delinquent
- Title III - Immigrant
- Title III - Limited English Proficiency
- Consolidated Application (I-A, II-A, VI, CAC)
- Video Conferencing - Proj 543

### **School Improvement (SIG) Competitive**

- ARRA - SIG-1003(g) - Project 537
- SIG 1003(g) - Project 519



## **Closeout Accessed via Payments**

1. Select an approved application or amendment from the Project / Year you wish to closeout.
2. Click the Payments button.
3. Click the 'View Summary Expenditure / Documentation of Expense Reports' button.
4. Select the program you wish to Closeout from the drop down (if working with a consolidated application).

## **BEFORE Closing a Project...**

1. All Claims (SERs) must have been submitted, approved and paid for the Project Year. Please Do Not attempt to start a closeout with outstanding/unpaid claims.
2. Un-submitted claims should be deleted.
3. Consider carryover limits for projects that use them (15% for Title I-A; 10% for 21<sup>st</sup> Century).
4. Data Entry Staff can enter closeout data, but, only Superintendents / Authorized Representatives can certify/submit the closeout.
5. Closeouts CAN result in payments being made.



## **AFTER Submitting a Closeout...**

1. No more claims for that project for that year can be created, submitted or approved.
2. Requests will be submitted just like a claim to a claims auditor at OSDE for review/approval.
3. Upon Approval, the following can occur:
  - a. Unclaimed funds will 'push' forward to the next year. They will appear on the Allocations page as carryover (if the next year application is not yet submitted)
  - b. If you have expended more than you have been paid, you are effectively filing a claim. Upon approval by OSDE, a payment will be generated.
  - c. If you have expended less than you have been paid, an Overpayment will occur, likely requiring a refund.

# Application Select

Applicant: 55-1001 PUTNAM CITY

[Click to Return to Menu List / Sign Out](#)

Application Select - NCLB Consolidated

1. Click the radio button for an application or amendment from the year being closed.
2. Click the Payments button.

Select an application from the table below. Clicking on the following buttons:

Open Application

Create Amendment

Review Summary

Payments

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
<b>2013-2014</b>						
<input type="radio"/>	14-ConsolidatedApp-00 Original Application				Not Submitted	
<b>2012-2013</b>						
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 6				Not Submitted	
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 5	05-23-2013		05-30-2013	Final Approved	05-30-2013
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 4	04-22-2013		04-30-2013	Final Approved	04-30-2013
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 3	03-11-2013		03-11-2013	Final Approved	03-11-2013
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 2	03-01-2013		03-05-2013	Final Approved	03-05-2013
<input type="radio"/>	13-ConsolidatedApp-00 Amendment 1	02-25-2013		03-01-2013	Final Approved	03-01-2013
<input type="radio"/>	13-ConsolidatedApp-00 Original Application	11-05-2012	02-06-2013	02-06-2013	Final Approved	02-06-2013

# Payment Summary

Expenditure / Payment Summary

Access Claims and Closeouts by clicking here.

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

FY2013 Expenditure/Payment Summary as of 7/9/2013

	TitleIA	TitleIIA
<b>Current Grant Year Allocation</b>	\$4,692,518.18	\$590,743.30
(+/-) Adjustments	\$261,691.18	\$68,496.65
(+/-) Consortiums	\$0.00	\$0.00
(+/-) Transfers	(\$234,625.00)	(\$10,000.00)
Total Funds to be Budgeted at Beginning of FY2013	\$4,719,584.36	\$649,239.95
<b>Approved Budget</b>	\$4,719,584.36	\$649,239.95
<b>Pending Expenditure Reports</b>		
Auto-Scheduled	\$0.00	\$0.00
Approved Summary Expenditure Reports	\$0.00	\$0.00
Total	\$0.00	\$0.00
<b>Completed Expenditure Reports</b>		
Auto-Scheduled	\$0.00	\$0.00
Summary Expenditure Reports	\$3,262,188.17	\$464,633.06
Total	\$3,262,188.17	\$464,633.06
<b>Remaining Balance of Expenditure Reports / Claims</b>		
Auto-Scheduled	\$0.00	\$0.00
Summary Expenditure Reports	\$1,457,396.19	\$184,606.89
Released or Carried Over to next year	\$0.00	\$0.00
Total	\$1,457,396.19	\$184,606.89
<b>Final PER Status</b>		

Closeout Status will display here.



# The Financial Menu

FINANCIAL MENU

Click to Return to Application Self  
Click to Return to Payment Summa  
Click to Return to Menu List / Sign O

Application: 2012-2013 NCLB Consolidated - 00

## Summary Expenditure Report Menu

[Click for Instructions](#)

Program  2013

### Summary Expenditure Reports:

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

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Summary Expenditure Report 10	5/23/2013	4/1/2013 - 4/30/2013	5/23/2013	6/13/2013	Approved	6/13/2013
<input type="radio"/>	Summary Expenditure Report 9	5/1/2013	3/1/2013 - 3/31/2013	5/1/2013	5/13/2013	Approved	5/13/2013
<input type="radio"/>	Summary Expenditure Report 8	4/22/2013	2/1/2013 - 2/28/2013	5/10/2013	5/13/2013	Approved	5/13/2013
<input type="radio"/>	Summary Expenditure Report 7	4/3/2013	1/1/2013 - 1/31/2013	4/22/2013	4/29/2013	Approved	4/29/2013
<input type="radio"/>	Summary Expenditure Report 6	4/3/2013	12/1/2012 - 12/31/2012	4/22/2013	4/29/2013	Approved	4/29/2013
<input type="radio"/>	Summary Expenditure Report 5	3/12/2013	11/1/2012 - 11/30/2012	3/28/2013	3/29/2013	Approved	3/29/2013
<input type="radio"/>	Summary Expenditure Report 4	2/7/2013	10/1/2012 - 10/31/2012	3/12/2013	3/26/2013	Approved	3/26/2013
<input type="radio"/>	Summary Expenditure Report 3	2/7/2013	9/1/2012 - 9/30/2012	2/25/2013	3/5/2013	Approved	3/5/2013
<input type="radio"/>	Summary Expenditure Report 2	2/7/2013	8/1/2012 - 8/31/2012	2/25/2013	3/5/2013	Approved	3/5/2013
<input type="radio"/>	Summary Expenditure Report 1	2/7/2013	7/1/2012 - 7/31/2012	2/25/2013	3/5/2013	Approved	3/5/2013

### Documentation of Expense Report:

Select a documentation of expense report from the list(s) below and press one of the following buttons:

Select	Documentation of Expense Report	Final	Date Submitted	Final Approval Date	Status	Status Date
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Create a Closeout (Documentation of Expenditures) here, below the list of claims.



# Closeout – Part I – Budget Summary

Application: 2012-2013 NCLB Consolidated - 00  
 Cycle: Expenditure Report 1

Printer-Friendly

[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Reimb/Expend Menu](#)  
[Click to Return to Menu List / Sign Out](#)

## Documentation of Expense Report 1

Program: TitleIA

Show Budget Summary:  Yes  No

Note: This Budget Summary displays to aid in creating and editing the Periodic Expenditure Report.

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Other Services	600 - Supplemental Instruction Materials	700 - Property	800 - Other Objects	TOTAL
1000	Instruction	2,304,286.30	749,068.50	200.00		76,000.00	222,293.25	22,000.00	200.00	3,374,048.05
2110	Attendance and Social Work Services			81,000.00						81,000.00
2120	Guidance Services	39,469.00	13,025.00							52,494.00
2190	Other Support Services - Student	56,049.00	14,856.00	3,900.00		1,904.50	53,309.61			130,019.11
2210	Improvement of Instruction Services	474,416.00	160,886.00	105,000.00		59,540.00	5,451.64		33,900.00	839,193.64
2220	Library/Media Services	5,869.00	931.00							7,799.00
2300	Administrative/Professional Services			1,000.00		1,000.00			5,000.00	7,000.00
2320	Executive Administration Services									
2560	Information Services									
2740	Vehicle Servicing and Maintenance Services						1,000.00			1,000.00
2230	Instruction-Related Technology									
2730	Monitoring Services									
Total Direct Costs		2,882,212.30	940,462.51	202,100.00		142,444.50	282,354.50	22,000.00	35,850.00	4,507,423.81
Approved Indirect Cost X 4.7300 %										212,160.55
Total Budget										4,719,584.36



# Closeout – Part II – Actual Expenditures

Applicant: 55-1001 PUTNAM CITY  
 Application: 2012-2013 NCLB Consolidated - 00  
 Cycle: Expenditure Report 1

Printer-Friendly  
[Click to Return to Application Select](#)  
[Click to Return to Payment Summary](#)  
[Click to Return to Reimb/Expend Menu](#)  
[Click to Return to Menu List / Sign Out](#)

## Documentation of Expense Report 1

Program: TitleIA

Show Budget Summary:  Yes  No

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
1000	100	Instruction / Salaries	\$2,304,286.30	\$1,485,049.13		1485049.13	<input type="checkbox"/>
1000	200	Instruction / Benefits	\$749,068.50	\$441,937.02		441937.02	<input type="checkbox"/>
1000	300	Instruction / Professional Services	\$200.00	\$200.00		200.00	<input type="checkbox"/>
1000	500	Instruction / Other Services	\$76,000.00	\$75,803.04		75803.04	<input type="checkbox"/>
1000	600	Instruction / Supplemental Instruction Materials	\$222,293.25	\$209,427.94		209427.94	<input type="checkbox"/>
1000	700	Instruction / Property	\$22,000.00	\$21,797.75		21797.75	<input type="checkbox"/>
1000	800	Instruction / Other Objects	\$200.00	\$82.50		82.50	<input type="checkbox"/>
2110	300	Attendance and Social Work Services / Professional Services	\$81,000.00	\$60,050.01		60050.01	<input type="checkbox"/>
2120	100	Guidance Services / Salaries	\$39,469.00	\$26,793.99		26793.99	<input type="checkbox"/>
2120	200	Guidance Services / Benefits	\$13,025.00	\$8,675.49		8675.49	<input type="checkbox"/>
2190	100	Other Support Services / Student / Salaries	\$56,049.00	\$48,778.30		48778.30	<input type="checkbox"/>
2190	200	Other Support Services / Student / Benefits	\$14,856.00	\$11,994.60		11994.60	<input type="checkbox"/>
5500	500	PRIVATE, NONPROFIT SCHOOLS / Other Services	\$2,000.00	\$1,740.00		1740.00	<input type="checkbox"/>
5500	800	PRIVATE, NONPROFIT SCHOOLS / Other Objects	\$550.00	\$125.00		125.00	<input type="checkbox"/>
<b>Sub-Totals:</b>			\$4,506,463.81	\$3,115,839.98	\$0.00	\$3,115,839.98	
5400 / 900 Indirect Costs Approved Rate 4.7300 % Derived Rate 4.7300 %			\$212,160.55	\$146,348.19	\$0.00	0	
<b>Totals:</b>			\$4,718,624.36	\$3,262,188.17	\$0.00	\$3,115,839.98	

Calculate Totals

Expenditure Period End Date



# Closeout – Part II – Comments/Submit

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

## RECAP

	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$4,719,584.36		
Approved Budget	\$4,719,584.36	TitleIA	\$3,262,188.17
Amount Paid To Date	\$3,262,188.17	Total	\$3,262,188.17
Expenses To Date	\$3,115,839.98		
Balance Due LEA	\$0		
Funds on Hand	\$146,348.19		

Final Expenditure

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) in size and the file name should not include special characters (i.e. comply with these restrictions will result in errors and loss of unsaved data.

Upload

Browse...

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OSDE that this is required.

Delete Selected Files

Save Page

Submit to OSDE



# Payment Sequencing

1. Programs such as Title I-A have budgets that allow for multiple sources of funds:
  1. Current Year Allocation / Reallocations
  2. Prior Year(s) Carryover / Reallocations
  3. Transfers from other programs (e.g Title II-A);
2. When Claims are approved, the GMS will first pay down any available Prior Year funds, to prevent them from lapsing.
3. After Prior Year funds are depleted, any Transfers from other programs are depleted.
4. Finally, Current Year funds from the native program.

# Rules about Closeouts

1. The table of expenditures will pre-populate based on the amount your district has been paid at the time the closeout is created.
2. Changing any pre-populated number will result in it being highlighted in yellow – as a Payment may result.
3. If you start a closeout, and then a payment is completed – your pre-populated data will not reflect that payment. In this case, we recommend deleting the closeout, and recreating a new one – which will contain current payment data.

# Rules about Closeouts– Part II

4. Only rows where payments have been received will show in the actual expenditures section. If you have a budget amount, but never claimed to a particular ‘cell’, that row will not display. If needed, go back and file a claim for that cell.
5. For Closeouts, you should select the “Expenditure Period End Date” of 6/30, for the project year you are closing out.
6. The Final Expenditure checkbox will be checked by default. Do not uncheck this box without receiving approval from the program office.



## Rules about Closeouts – Part III

7. If a payment is triggered as a result of the closeout, you should attach documentation that shows those expenditures.
8. Closeouts must be submitted for all projects that had a budget for that project year.
9. Subsequent year payments can be suspended if closeouts are not completed.
10. Carryover is available as soon as the closeout is approved. The GMS does not require all districts to have closed out before carryover is available.

## When Issues Occur....

1. For system errors – contact the OMES Helpdesk.
2. For program questions – contact the individual listed on the Overview page of the application you are completing.

Thank you for participating today.

Copies of this presentation will be available  
on the GMS Menu List on 7/15/13.

