**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.

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-I008 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
(+/-) Consortiums	$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-I008 DEWAR |
| Application: | 2012-2013 21st Century Funded Projects Only - 00 |

Summary Expenditure Report Menu

Program Select 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.

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Step 5 – Summary Expenditure Report Menu

Applicant:	56-I008 DEWAR					Printer-Friendly
Application:	2012-2013 21st Century Funded Projects Only - 00					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 TitleIV8_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
☐	Summary Expenditure Report 1	9/21/201_	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.

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Step 6 – Enter a new Summary Expenditure Report

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

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

Indirect Cost is entered here (if any).

Enter the Date Range

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.

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Step 7 – After submitting a Claim

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.

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.