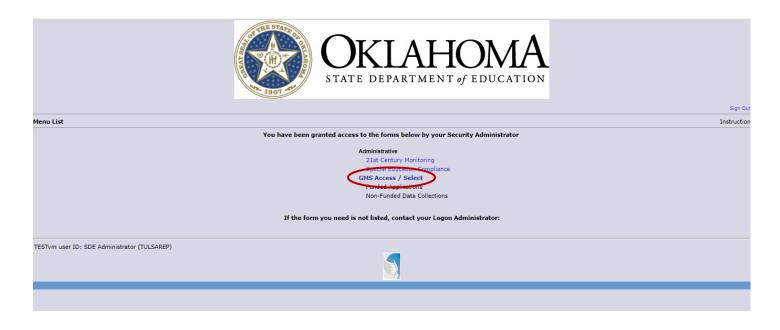


CLOSEOUT



ACCESSING THE GRANTS MANAGEMENT SYSTEM (GMS)

- 1. Log into the Single Sign On (SSO) system.
- 2. Select "GMS Access/Select" from the list.



BEFORE CLOSING OUT

- □ ALL claims (SERs) must be submitted, approved, and PAID for the project year. Please do not attempt to begin close-out with any outstanding, unpaid claims.
- □ Unsubmitted claims must be deleted.
- □ Consider and calculate carry-over limits for projects that use them.
- Data Entry staff can enter close-out data, but only Superintendents or Authorized Representatives can certify and submit the close-out to OSDE.
- □ Have your program's Annual Report completed and ready to upload. You can find the Annual Report form on our website at: <u>http://sde.ok.gov/sde/21st-cclc-current-grantees-budgets-claims</u>





TO BEGIN CLOSEOUT

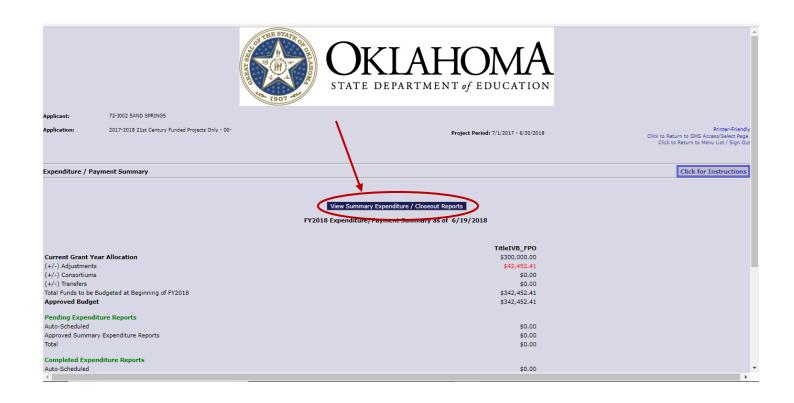
Select the "Payments" button for the 21st Century project.

OKLAHOMA STATE DEPARTMENT of EDUCATION								
								Click to Return to Menu List / Sign
GMS Access Select								
72-1002 SAND SPRINGS								
Select Fiscal Year: 2018 selected application doesn't have a cycle in the pro	oper status so clicking the Pay	/ments button is		ew Funding Su	ımmary	\mathbf{X}		
Created								
onsolidated Plan								
	Revision	Status	Date			Artions		
onsolidated Plan		Status nal Approved	Date 8/25/2017	Open	Amend	Artions	_	Delete Application
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Click the "View Summary Expenditure/Closeout Reports" button.







After all your claims have been paid, you will see the Closeout Reports section at the bottom of the Summary Expenditure Reports section.

Click the "Create Closeout Rep" button.

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splicant: 72-1002 SAND SPRINGS splication: 2017-2018 21st Century Funded	Projects Only - 00-			Project Period: 7/1/2017 -	5/30/2018	Cli	Printer-Frie ck to Return to GMS Access/Select P Click to Return to Payment Summ Click to Return to Menu List / Sign
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THE CLOSEOUT







Applicant: Application: Cycle: 72-I002 SAND SPRINGS 2017-2018 21st Century Funded Projects Only - 00-Expenditure Report 1

Project Period: 7/1/2017 - 6/30/2018

Printer-Friendly Click to Return to GMS Access/Select Page Click to Return to Payment Summary Click to Return to Reimb/Expend Menu Click to Return to Menu List / Sign Out

Closeout Report 1 Program: TitleIVB_FPO ihow Budget Summary: ⁽¹⁾ Yes O No Iote: This Budget Summary displays to aid in creating and editing the Periodic Expenditure Report. 600 -300 -Professiona Services 500 -Other Services 800 -Other Objects 400 -Property Services Supplemental Instruction Materials 100 -700 -Property 200 -Benefits Activity Description TOTAL Code Salaries 1000 Instruction 157,920.00 39,699.00 2,030.00 100.41 17.350.00 4,800.00 221,899,41 Instructional Staff Training Services State and Federal Relations Services 2213 2330 3 789.00 1,694.00 5,142.00 1,280.00 16,905.00 600.00 3,456.00 623.00 4,679.00 Printing, Publishing, and Duplicating Services Evaluation Services 2530 1,000.00 400.00 1,400.00 2571 Recruitment and Placement Services 236.00 236.00 2573 Non Instructional Staff Development Operation of Buildings Services 2620 192.00 35.00 227.00 Information Services Vehicle Servicing and Maintenance Services 2560 8,502.00 8,502.00 16,060.00 2,871.00 2720 Vehicle Operation Services 18,931.00 2212 Instruction and Curriculum Development Services 2194 Parent Advisory 49,154.00 12,289.00 61,443.00 8,230.00 2,640.00 3.030.00 5,242,41 6.316.00 fotal Direct Costs 240.043.00 58,329,00 29,492.00 342,452,41 Total Budget 342,452.41 Function Code 2212 ▼ 100 ▼ OSDE Pay Ехр enditure Description Final Approved Bu Pr rted Exc e Amount \$49,154.00 \$13,085.35 Instruction and Curriculum Development Services / Salaries 13085.35 2212 ▼ 200 ▼ \$12,289.00 \$4,132.51 Instruction and Curriculum Development Services / Benefits 4132.51 Sub-Totals: \$61,443.00 \$17,217.86 \$0.00 \$17,217.86 5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0.0000 \$0.00 \$0.00 \$17,217.86 Totals: \$61,443.00 \$0.00 \$17,217.86 Calculate Totals Expenditure Period End Date s that have been obligated between 7/1/2017 and 9/30/2017. LEA Comments (4000 character maximum) Select the "Expenditure Period End Date" of 6/30 OSDE Comments (4000 character maximum) RECAP Amount \$342,452.41 Amount Paid to Date by Fund Source Grant Award (Allocation) Approved Budget \$342,452,41 TitleIVB FPO \$17,217.86 Amount Paid To Date \$17,217.86 \$17,217.86 Expenses To Date Tota \$17,217.86 Balance Due LEA \$0.00 Funds on Hand \$0.00 The Final Expenditure checkbox will be checked by default. Do not \$325,234,55 Carryover Amount uncheck this box without receiving approval from the program office. Final Expenditure nation 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., #, \$, %, etc). Attempting to olv with these restrictions will result in errors and loss of unsaved data. not com Please upload supporti pload a file that door Upload Choose File No file chosen Upload your Annual Report here. Jploaded Files: 1. Choose File 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. 2. Click "Upload" Delete Selected Files 3. Then scroll to the bottom and Save Page Submit to OSDE select "Save Page." TESTvm user ID: SDE Administrator (TULSAREP) Spell Check Contact Us



OKLAHOMA STATE DEPARTMENT OF 7

SUBMITTING CLOSEOUT

Remember: Only the Superintendent or Authorized Official can click the submit button. Data Entry staff can upload the Annual Report and double check all of the number, delete unsubmitted claims, and save the page.

After you have successfully submitted closeout, you will see a message like this at the top of the screen.

At this point, you can exit the GMS or click to Return to GMS Access/Select Page.

Closeout Report 1 Closeout Report 1 This request has been submitted. No more updates will be saved. Program: TitleIVB_FPO Function Object Code Code Code Code Code Code Code Code			
This request has been submitted. No more updates will be saved. Program: TitleIVB_FPO Final Approve Function Object Code Expenditure Description Final Approve 2212 ▼ 100 ▼ Instruction and Curriculum Development Services / Salaries \$49,154 2212 ▼ 200 ▼ Instruction and Curriculum Development Services / Benefits \$12,285 5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0 % Totals:	act Period: 7/1/2017 - 6/30/2018	c	Printer-Frie Click to Return to GMS Access/Select P Click to Return to Payment Sumr Click to Return to Reimb/Expend M Click to Return to Menu List / Sign
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Sub-Totals: 5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0 % Totals: Expenditur		\$0.00	4132.51
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Expenditur	\$0.00	\$0.00 \$0.00	0 \$0.00
	\$61,443.00 \$17,2	17.86 \$0.00	0 \$17,217.86
Note: The	e Period End Date 6/30/2018 ▼ 9/30 report should detail only exp		between 7/1/2017 and 9/30/20
EA Comments (4000 character maximum)			





AFTER SUBMITTING CLOSEOUT

No more claims can be created, submitted, or approved for that project and school year.

Closeouts will be submitted just like a claim to a claims auditor at OSDE for review and approval.

IMPORTANT CLOSEOUT RULES

- 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.
- 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.
- 5. Closeouts must be submitted for all projects that had a budget for that project year.
- 6. Subsequent year payments can be suspended if closeouts are not completed.

No funds for the next year can be allocated until ALL grantees have successfully closed out.





CONTACT US

FOR QUESTIONS AND TECHNICAL ASSISTANCE PLEASE CONTACT OUR OFFICE

21st Century Community Learning Centers

405.522.6225

www.ok.gov/sde/21cclc

Oklahoma State Department of Education 2500 North Lincoln Boulevard, Suite 414 Oklahoma City, Oklahoma 73115



