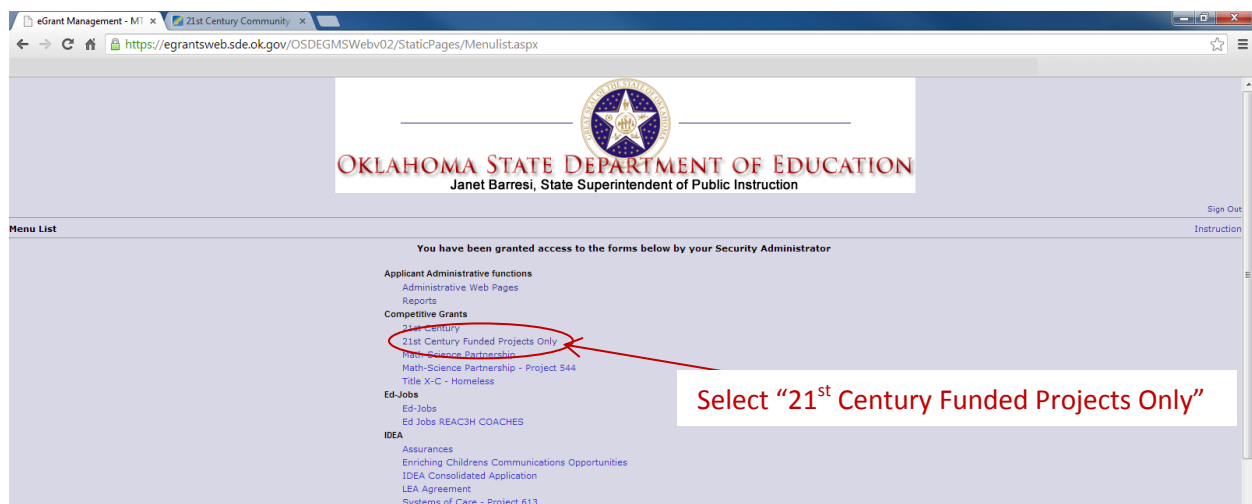
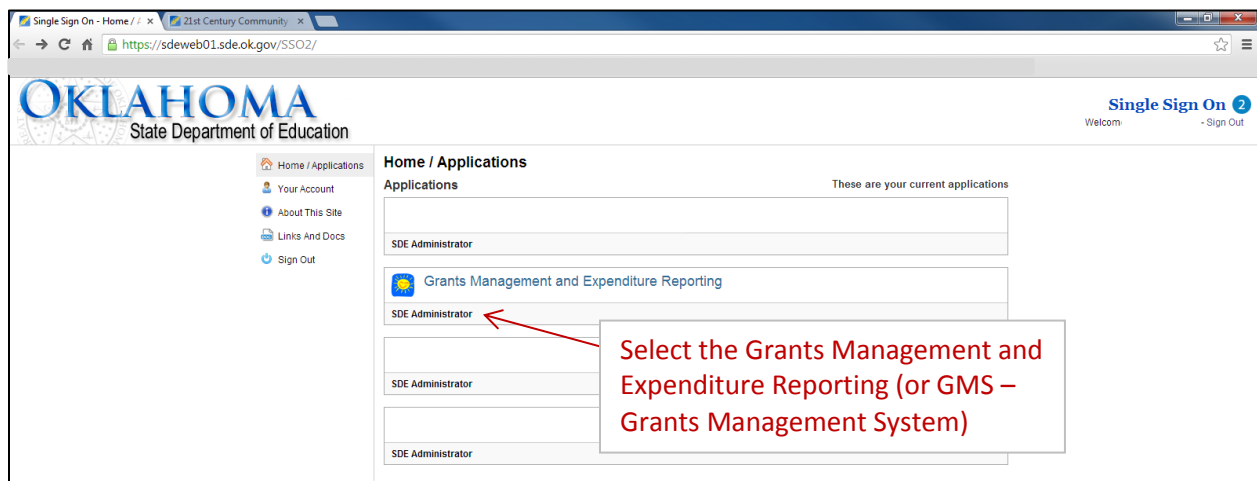


Finding Your Budget in the GMS

Navigating the Grants Management System (GMS) can be tricky for new users. Follow this step-by-step guide to help you create your very first budget as a new grantee!

As you begin exploring this wonderful new system, there are a couple of important things that will help prevent getting error messages or being kicked out.

1. **Never use the back button.** There is a very small menu in the top right of the system with tiny font that will have all the previous pages you have navigated through to help you step back in the system.
2. **Be patient.** Sometimes if you are on a smaller bandwidth or a slow computer, it takes a moment for the GMS to register which radio or button you just clicked. Check to see if the circle or hour glass shows that the system is thinking before clicking your next option.
3. **Sometimes the system decides to take a nap and will do nothing but load.** To prevent frustration, log out (if you can) and close the GMS all together. Work on another project for a little while and check the GMS again periodically throughout the day.



Select an Application

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

Applicant:

Application Select - 21st Century Funded Projects Only [Click for Instructions](#)

Year: 2014 [Create Application](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Create Amendment](#) [Delete Application/Amendment](#)
[Review Summary](#) [Payments](#)

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
2013-2013	13-TitleIVB_FPO-00 Amendment 5	07-01-2013	07-12-2013	Final Approved	07-12-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 4	05-23-2013	05-29-2013	Final Approved	05-29-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 3	04-10-2013	04-15-2013	Final Approved	04-15-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 2	12-03-2012	12-03-2012	Final Approved	12-03-2012
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 1	11-05-2012	11-18-2012	Final Approved	11-18-2012
<input type="checkbox"/>	13-TitleIVB_FPO-00 Original Application	10-24-2012	10-24-2012	Final Approved	10-24-2012

PRODvm user ID:

These are old, just ignore them. These will only show for a returning new grantee. If you are new, this section will be blank.

local intranet | Protected Mode: Off | 100% | 5:29 PM 10/15/2013

Grant Application

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

Applicant:

Application: 2013-2014 21st Century Funded Projects Only - 00

Cycle: Original Application

21st Century Funded Projects Only [Click to Return to Application Select](#) [Click to Return to Menu List / Sign Out](#)

[Overview](#) [Contact Information](#) [Budget](#) [Assurances](#) [Submit](#) [Application History](#) [Page Lock Control](#) [Apply for Print](#)

21st Century - Funded Projects Only - Overview

Program: 21st Century - Funded Projects Only

Purpose: Applicants who received awards in prior years will complete this application for PY14. It contains the Budgeting / Justification processes related to how PY14 funds will be expended. This application should ONLY be used by LEAs who have been informed they have received an award under the 21st Century Program. Budgeting of funds should be consistent with the Budget Summary submitted on the Competitive application that resulted in the award.

Funding Period: July 1, 2013 through June 30, 2014.

OSDE Contact: OSDE Parent and Community Engagement Office. (405)522-6225

PRODvm user ID:

Contact Us

Select the "Budget" tab

Use this tiny menu to navigate back through the GMS instead of using the "Back" button on your browser.

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WELCOME TO YOUR BUDGET!

Budget Detail By Site

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

Applicant: 2013-2014 21st Century Funded Projects Only - 00
Application Cycle: Original Application

21st Century Funded Projects Only
Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview | Contact Information | Budget | Assurances | Submit | Application History | Page Lock Control | Application Print

Allocations | Budget Detail | Budget Summary

Budget Detail By Site

Itemize and explain each expenditure amount that appears on the Budget Summary.
Description of Function Codes and Object Codes (OCAS)

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

Paid to Date Amounts

	100	200	300	400	500	600	700	800	Indirect Cost
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by "000"

Site: Go

Total Allocation Available for Budgeting:

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	Title IVB_FPO Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>

Total Displayed: \$0.00

The maximum amount of Indirect Costs that may be taken, if no transfer to the CAC is made, and no Property is budgeted will be
Determin Minimum Indirect Cost allowed

Grant Application

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

Applicant: 2013-2014 21st Century Funded Projects Only - 00
Application Cycle: Original Application

21st Century Funded Projects Only
Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview | Contact Information | Budget | Assurances | Submit | Application History | Page Lock Control | Application Print

Allocations | Budget Detail | Budget Summary

Budget Summary (Read Only)

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									
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									
2190	Other Support Services - Student									
Subtotal										
Total Budget										

What you enter in the Budget Detail will automatically fill in on the "Budget Summary" page.

Select an Application

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

Applicant:

Application Select - 21st Century Funded Projects

"Create Amendment"
to amend your budget

"Payments"
To create a claim for reimbursement

Click to Return to Menu List / Sign Out

Click for Instructions

Select an application from the list(s) below and press one of the following buttons:

Open Application
Review Summary

Create Amendment
Payments

Select*	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
2013-2014	<input type="radio"/> 14-TitleVB_FPO-00 Original Application			Not Submitted	
2012-2013	<input type="radio"/> 13-TitleVB_FPO-00 Amendment 5	07-01-2013	07-12-2013	Final Approved	07-12-2013
	<input type="radio"/> 13-TitleVB_FPO-00 Amendment 4	05-23-2013	05-29-2013	Final Approved	05-29-2013
	<input type="radio"/> 13-TitleVB_FPO-00 Amendment 3	04-10-2013	04-15-2013	Final Approved	04-15-2013
	<input type="radio"/> 13-TitleVB_FPO-00 Amendment 2	12-03-2012	12-03-2012	Final Approved	12-03-2012
	<input type="radio"/> 13-TitleVB_FPO-00 Amendment 1	11-05-2012	11-18-2012	Final Approved	11-18-2012
	<input type="radio"/> 13-TitleVB_FPO-00 Original Application	10-24-2012	10-24-2012	Final Approved	10-24-2012

PRODvm user ID:

Done

Now you will see your brand new budget here!

When you are ready to do a claim or if you need to amend your budget, select the radio button next to this "Original Application" and then select the appropriate button on top:

- "Create Amendment" to create a budget amendment
- "Payments" to create a claim