

# GME

## Arizona's Grants Management Enterprise System

Monthly Expenditure Reporting Guide  
*Fresh Fruit & Vegetable Program*

# Reimbursement Requests Initiation

The screenshot displays the Arizona Department of Education website interface. At the top left is the logo with three stylized figures and the text "Arizona Department of Education". A vertical navigation menu on the left contains the following items: GME Home, Administer, Search, Reports, Inbox, Funding, Reimbursement Requests (highlighted with a red box), LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. Below the menu is a "Production Session Timeout 00:52:56" indicator. The main content area is titled "Sections" and shows a search bar with the placeholder "Your LEA Name & CTDS Number Here" and a dropdown menu set to "- FY 2014 - ESEA Consolidated - Re". Below the search bar, the "Application Status" is "SEA ESEA Consolidated Director Approved" and the "Change Status To:" is "Revision Started". There are links for "View All History Log" and "View Change Log". A "Description" section is visible with a sub-header "All" and a list of expandable categories: History Log (with sub-links for History Log and Create Comment), Allocations, Private Schools (with sub-links for Administration and Related Documents), and Title I LEA (with sub-links for Budget, Budget Overview, and Program Details). A large red arrow points from the "Reimbursement Requests" menu item to the "Revision Started" status.

- Locate “Reimbursement Requests” menu option on main menu to be directed to Reimbursement Requests Entry Page

# Reimbursement Requests Entry Page

- Choose FY and Funding Application

**Reimbursement Requests**

Your LEA Name & CTDS Number Here - FY 2014

2014 ESEA Consolidated

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
<u>Title I LEA</u>	\$64,339.00	\$64,339.00	\$0.00	\$64,339.00
<u>Title I-D Independent LEA</u>	\$0.00	\$0.00	\$0.00	\$0.00
<u>Title II Improving Teacher Quality</u>	\$14,003.00	\$14,003.00	\$0.00	\$14,003.00
<u>Rural and Low-Income Schools</u>	\$0.00	\$0.00	\$0.00	\$0.00

- Choose Grant

# Reimbursement Requests Entry Page

- Available Budget: Lesser of Approved Budget and Pending Allocation
- Total Available Amount: Factors in Funding % of Allocation Sources
- Net Available Amount = Total Available – Received Amount

**Reimbursement Requests**  
*Your LEA Name & CTDS Number Here*

2015 ▾ Fresh Fruit and Vegetable Program ▾

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
Fresh Fruit and Vegetable Program	\$1.00	\$1.00	\$0.00	\$1.00

# Project Summary Page

- Displays general project information
- List of Requests for this grant
- List of Adjustments for this grant

**Project Summary**

Your LEA Name & CTDS Number Here      FY 2014 - Title I LEA

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**Project Information**

Project Number	
C.F.D.A. Number	84.010A
Initial Substantially Approved Date	9/26/2013 12:00:00 AM
Project End Date	6/30/2014
Allocation	\$56,341.00
Available Budget	\$56,341.00
Project Status	Normal <a href="#">[Hold]</a>

[Create New Reimbursement Request](#)

**Reimbursement Requests**

Amount	Request Period	Status	Status Date
<b>There are no matching Reimbursement Requests for this grant.</b>			

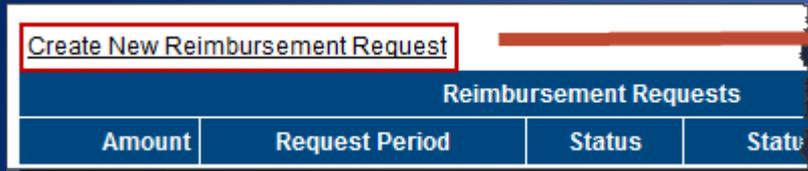
[Create New Adjustment](#)

**Adjustments**

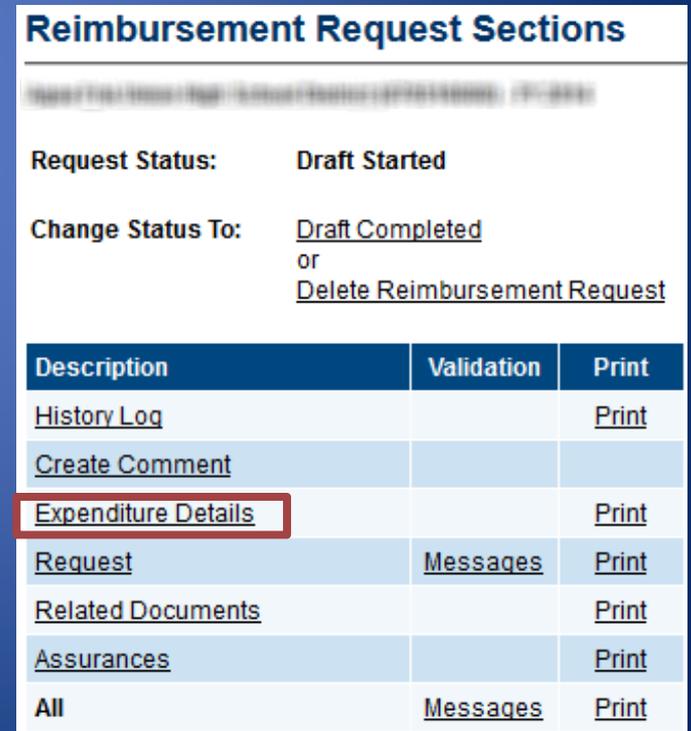
Amount	Type	Creator	Date
<b>There are no matching Adjustments for this grant.</b>			

[Return to Reimbursement Requests](#)

# Create Reimbursement Request



- Requests cannot be created until funding application is approved
- One active request per LEA/Grant/FY combination
- Select "Expenditure Details" to enter expenditures and automatically populate Request Page amount



# Expenditure Details Page

- Report Expenditures by Object Code for the appropriate month
- Only displays rows and columns that contain approved budget amounts
- System validates expenditures against approved budget
- Hover on cell to see approved budget amount

**Expenditure Details**

Your LEA Name & CTDS Number Here

Save And Go To ▶

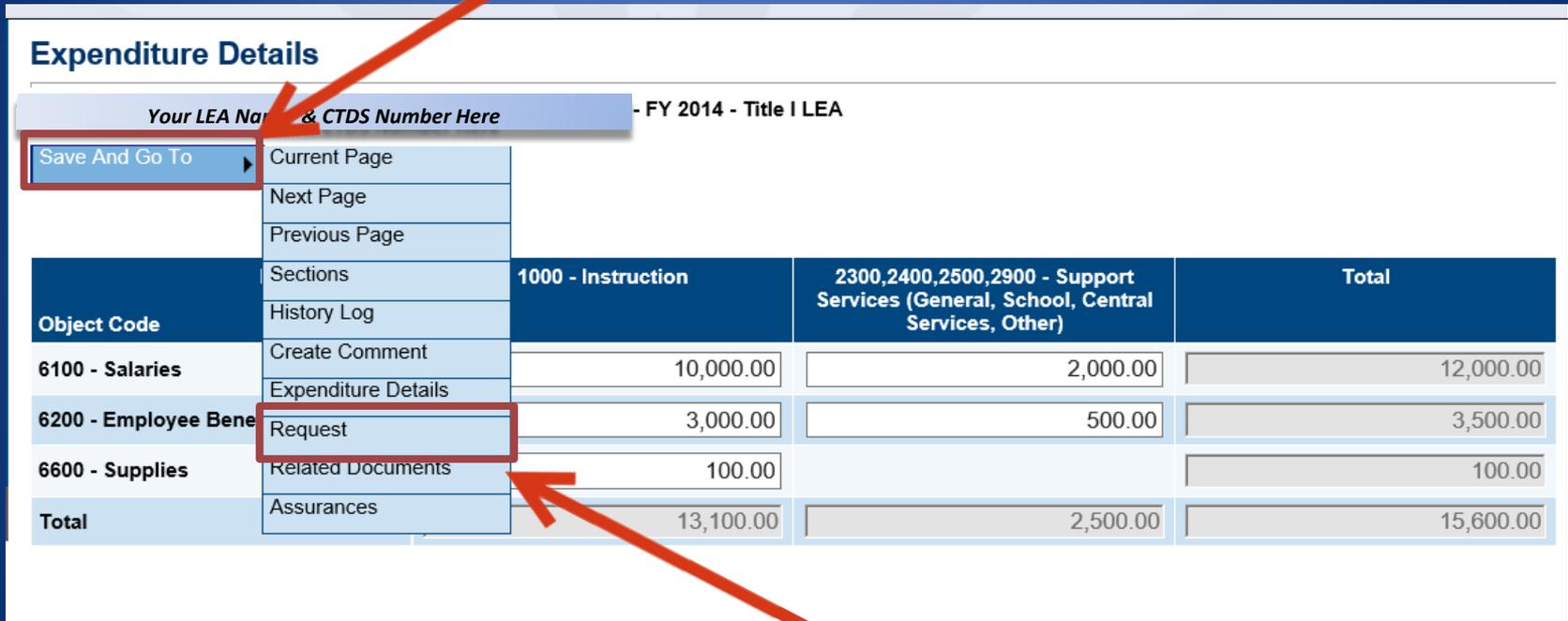
Budgeted Amount: 40,000.00  
Funds Requested: 10,000.00  
Amount Remaining: 30,000.00

Function Code	8 - August	9 - September	10 - October
Object Code			
1 - Fresh Fruits and Vegetables	0.00	0.00	0.00
3 - Small Supplies			0.00
Total	0.00	0.00	0.00

- Disabled cells where no approved budget exists
- Automatically populates expenditures from previous request; just update cells that have changed

# Expenditure Details Page

- “Save And Go To” saves all data



The screenshot shows the 'Expenditure Details' page for 'FY 2014 - Title I LEA'. A dropdown menu is open for 'Save And Go To', with 'Request' selected. The table below shows expenditure data for various object codes.

Your LEA Name & CTDS Number Here		- FY 2014 - Title I LEA		
Object Code	Sections	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
	6100 - Salaries	History Log		
	Create Comment	10,000.00	2,000.00	12,000.00
	Expenditure Details			
6200 - Employee Bene	Request	3,000.00	500.00	3,500.00
6600 - Supplies	Related Documents	100.00		100.00
	Assurances			
Total		13,100.00	2,500.00	15,600.00

- Select “Request” to view Request Page

# Request Page

- System knows and automatically populates most fields:

- *Allocation*

- *Available Budget*

- *Cash Received*

- *Cash Basis Expenditures*  
*(populates from previous page)*

- *Cash Balance on Hand*

- *Cash Available*

**Request**

Your LEA Name & CTDS Number Here | - FY 201- Title I LEA

Save And Go To ▶

Payment Details

**General Information**

Project Number	14FT1TTI-460003-01A
C.F.D.A. Number	84.010A

**Fiscal Summary**

Allocation	\$56,341.00
Available Budget	\$56,341.00
Fiscal Information As Of	<input type="text"/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$15,600.00
Cash Balance On Hand	(\$15,600.00)
Cash Available	\$56,341.00

# Request Page – Fiscal Summary

- Fiscal Information date does not automatically populate

Fiscal Summary	
Allocation	\$56,341.00
Available Budget	\$56,341.00
Fiscal Information As Of	12/15/2013 
Cash Received	\$26,100.00
Total Cash Basis Expenditures	\$29,600.00



- “Fiscal Information As Of” field cannot be empty; user must enter applicable date

# Request Page - Amount

- Request Amount automatically set to the deficit amount

Fund Request	
Advance Amount	\$0.00
Advance Period	<input type="text"/>
Cash Balance on Hand	- (\$15,600.00)
Total Amount Requested	\$15,600.00

– *Do NOT enter Advance Amount if only expenditure reimbursement is being requested*

# Request Page - Advance

- System allows LEAs to request an advance
  - Gives validation Warning that Advance payments not generally allowable

Fund Request	
Advance Amount	\$6,500.00
Advance Period	December ▾
Cash Balance on Hand	- (\$15,600.00)
Total Amount Requested	\$22,100.00

Justification of Need
Explain need for Advance Amount in excess of 10% of Available Budget
<ul style="list-style-type: none"><li>- Enter Advance Amount Justification of Need <u>only</u> if Advance is being requested; no justification required for expenditure reimbursement</li><li>- Information entered in this field if no Advance is being requested generates validation ERROR, preventing Reimbursement Request from being submitted</li></ul>



- “Justification of Need” section to be completed only if an Advance, not an Expenditure Reimbursement, is being requested

# Related Documents

- ADE may require or allow LEA to upload backup documentation, as applicable, detailing their expenditures
  - Validation Error when Required Document is not uploaded; Reimbursement Request cannot be submitted until corrected
  - Validation Warning when Optional Document is not uploaded; Reimbursement Request ok to submit

Required Documents	
Type	Document/Link
Reimbursement Request Backup [Upload between 1 and 3 document(s)]	<a href="#">Upload New</a> <a href="#">[Update]</a>   <a href="#">[Delete]</a>  <a href="#">Reimbursement Request Backup</a>

# Validation Message Review

- Prior to submitting request - Save and Go To “Sections” to review Validation Messages

**Request**

Your LEA Name & CTDS Number Here - FY 2014 -

**Save And Go To** ▶

- Current Page
- Next Page
- Previous Page
- Sections**
- History Log
- Create Comment
- Expenditure Details
- Request
- Related Documents
- Assurances

**Payment Details**

**General Information**

Project Number

C.F.D.A. Number

**Fiscal Summary**

Allocation

Available Budget

Fiscal Information As Of

Cash Received

Total Cash Basis Expenditures

Cash Balance On Hand

ctions/FundRequest.aspx?ccipSessionKey=63522551935802...

# Validation

**Reimbursement Request Sections**

Your LEA Name & CTDS Number Here - FY 2014 - Title I LEA

**Request Status:** Draft Started

**Change Status To:** [Draft Completed](#)  
or  
[Delete Reimbursement Request](#)

Description	Validation
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<a href="#">Expenditure Details</a>	<a href="#">Messages</a>
<a href="#">Request</a>	<a href="#">Messages</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>
<a href="#">Assurances</a>	
<a href="#">All</a>	<a href="#">Messages</a>

[Return to Project Summary](#)



- View Messages for individual sections or select All Messages to view Validation Errors and/or Warnings for all sections

# Validation Message Types - Errors

- **Validation Error**

- Reimbursement Request cannot be submitted until error is corrected

The screenshot displays a web interface for validation messages. At the top, there is a header with the text "Your LEA Name & CTDS Number Here" and "- FY 2014 - Title I LEA". Below this, the section "Expenditure Details" is visible. A table lists messages with columns for "Message" and "Type". The first message is highlighted with a red border and has a red arrow pointing to it from the top right. The message text is: "The requested amount of \$45,000.00 for the 1000 - Instruction Purpose in the Salaries Object exceeds \$44,000.00, which is 110% of the budgeted amount of \$40,000.00." The "Type" column for this message is "Error". Below this, there are two more messages under the "Request" section, both with "Error" types. The first is "The 'Fiscal Information As Of' field cannot be empty." and the second is "Total Amount Requested cannot exceed \$56,341.00. The system considers approved budget amount, pending allocation, funding percentage of allocation sources, and amount paid to arrive at this number." Below these is a "Related Documents" section with a message: "The optional Related Document 'Reimbursement Request Backup Information' has not been uploaded. Please be certain this is the intention." with a "Warning" type. At the bottom, there is a link: "Return to Reimbursement Request Sections".

Message	Type
The requested amount of \$45,000.00 for the 1000 - Instruction Purpose in the Salaries Object exceeds \$44,000.00, which is 110% of the budgeted amount of \$40,000.00.	Error
The 'Fiscal Information As Of' field cannot be empty.	Error
Total Amount Requested cannot exceed \$56,341.00. The system considers approved budget amount, pending allocation, funding percentage of allocation sources, and amount paid to arrive at this number.	Error
Related Documents	Type
The optional Related Document 'Reimbursement Request Backup Information' has not been uploaded. Please be certain this is the intention.	Warning

[Return to Reimbursement Request Sections](#)

- Clicking on message details will direct user to Error source

# Validation Message Types - Warning

- **Validation Warning**
  - Ok to submit Reimbursement Request
  - Warning message calls attention to items which potentially need to be addressed; verify that Warning item does not require attention

**Messages**

Your LEA Name & CTDS Number Here - FY 2014 - Title I LEA

**Expenditure Details**

Message	Type
The requested amount of \$45,000.00 for the 1000 - Instruction Purpose in the Salaries Object exceeds \$44,000.00, which is 110% of the budgeted amount of \$40,000.00.	Error

**Request**

Message	Type
The 'Fiscal Information As Of' field cannot be empty.	Error
Total Amount Requested cannot exceed \$56,341.00. The system considers approved budget amount, pending allocation, funding percentage of allocated sources, and amount paid to arrive at this number.	Error

**Related Documents**

Message	Type
The optional Related Document 'Reimbursement Request Backup Information' has not been uploaded. Please be certain this is the intention.	Warning

[Return to Reimbursement Request Sections](#)

– Clicking on message details will direct user to Warning source <sup>17</sup>

# Validation Process Summary

## Messages

Your LEA Name & CTDS Number Here

- FY 2014 - Title I LEA

### Request

#### Message

#### Type

Total Amount Requested cannot exceed \$56,341.00. The system considers approved budget amount, pending allocation, funding percentage of allocation sources, and amount paid to arrive at this number.

Error



## Expenditure Details

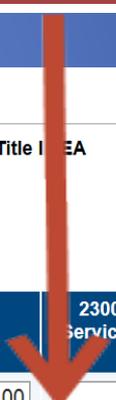
Your LEA Name & CTDS Number Here

- FY 2014 - Title I LEA

Save And Go To ▶

Function Code	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
Object Code			
6100 - Salaries	45,000.00	2,000.00	47,000.00
6200 - Employee Benefits	7,000.00	500.00	7,500.00
6600 - Supplies	100.00		100.00
<b>Total</b>	<b>52,100.00</b>	<b>2,500.00</b>	<b>54,600.00</b>

Approved Budget: 40,000.00  
 Funds Requested: 45,000.00  
 Amount Remaining: -5,000.00



Description	Validation
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
<a href="#">Expenditure Details</a>	<a href="#">Messages</a>
<a href="#">Request</a>	
<a href="#">Related Documents</a>	
<a href="#">Assurances</a>	
<a href="#">All</a>	<a href="#">Messages</a>

# Submitting Reimbursement Request

- After reviewing Validation Messages and correcting all Errors, Save and Go To “Sections”

**Expenditure Details**

Your LEA Name & CTDS Number Here - FY 2014 - Title I LEA

Save And Go To

- Current Page
- Next Page
- Previous Page
- Sections**
- History Log
- Create Comment
- Expenditure Details
- Request
- Related Documents
- Assurances

Object Code	1000 - Instruction	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	Total
6100 - Salaries	10,000.00	2,000.00	12,000.00
6200 - Employee Benefits	7,000.00	500.00	7,500.00
6600 - Supplies	100.00		100.00
<b>Total</b>	<b>17,100.00</b>	<b>2,500.00</b>	<b>19,600.00</b>

# Submitting Request – Change Status

- “Request Status” – Current Request status
- “Change Status To” – Choose action to update status

**Reimbursement Request Sections**

Your LEA Name & CTDS Number Here - FY 2014 - Title I LEA

**Request Status:** Draft Started

**Change Status To:**  or

Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

[Return to Project Summary](#)

# Submitting Request – LEA Business Manager Approval

- After confirming status change to Draft Completed, LEA Business Manager will choose action to update status

**Reimbursement Request Sections**

*Your LEA Name & CTDS Number Here* - FY 2014 - Title I LEA

**Request Status:** Draft Completed

**Change Status To:** [LEA Business Manager Approved](#)  
or  
[LEA Business Manager Returned Not Approved](#)



Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

[Return to Project Summary](#)

# Submitting Request to ADE

- LEA acknowledges understanding of and agrees to be bound by Assurances

**Status Change Confirmation**

Your LEA Name & CTDS Number Here - FY 2014 - Title I LEA

No errors were found, but one or more warnings exist.

By submitting this Request, the Local Education Agency acknowledges that it has read, understands, and agrees to be bound by all of the items in the Assurances section.

You are about to change the status of this Reimbursement Request to LEA Business Manager Approved. Check the box and Click Confirm to change the status.

- Change status and submit to ADE by clicking “Confirm”

# Submitted Request - Pending ADE Approval

- Current Request Status LEA Business Manager Approved – Pending ADE Grants Management approval

**Reimbursement Request Sections**

Your LEA Name & CTDS Number Here - Title I LEA

**Request Status:** LEA Business Manager Approved

**Change Status To:** ADE Grants Management Approved  
or  
ADE Grants Management Returned Not Approved

Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<a href="#">All</a>	<a href="#">Messages</a>	<a href="#">Print</a>

Return to Project Summary

- Status of submitted Reimbursement Request can be monitored in Project Summary

# Project Summary – Reimbursement Request Status

Project Summary			
<i>Your LEA Name &amp; CTDS Number Here</i>		- FY 2014 - Title I LEA	
Project Information			
Project Number	14FT1TTI-460003-01A		
C.F.D.A. Number	84.010A		
Initial Substantially Approved Date	9/26/2013 12:00:00 AM		
Project End Date	6/30/2014		
Allocation	\$56,341.00		
Available Budget	\$56,341.00		
Project Status	Normal [Hold]		
Reimbursement Requests			
Amount	Request Period	Status	Status Date
\$26,100.00	<a href="#">December 12, 2013</a>	LEA Business Manager Approved	December 15, 2013
<a href="#">Create New Adjustment</a>			
Adjustments			
Amount	Type	Creator	Date

- Current Request Status and Status Date are posted in Project Summary

- Request can be viewed by clicking on Request Period date; all subsequent Requests for project will also be listed here

# Reimbursement Request – Payment Pending

- All status changes implemented at ADE
- All sections may still be viewed and/or printed by LEA

## Reimbursement Request Sections

Your LEA Name & CTDS Number Here

- FY 2014 - Title I LEA

**Request Status:** ADE Accounting System Accepted

**Change Status To:** [ADE Accounting System Paid](#)  
or  
[ADE Accounting System Returned Not Approved](#)

Description	Validation	Print
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<a href="#">Expenditure Details</a>		<a href="#">Print</a>
<a href="#">Request</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

[Return to Project Summary](#)

# Reimbursement Request - Payment Status

Reimbursement Requests		
Amount	Request Period	Status
\$26,100.00	<u>December 12, 2013</u>	ADE Accounting System Accepted

- With ADE Grants Management Approval, Request status is moved to “ADE Accounting System Accepted”

Reimbursement Requests		
Amount	Request Period	Status
\$26,100.00	<u>December 12, 2013</u>	ADE Accounting System Paid

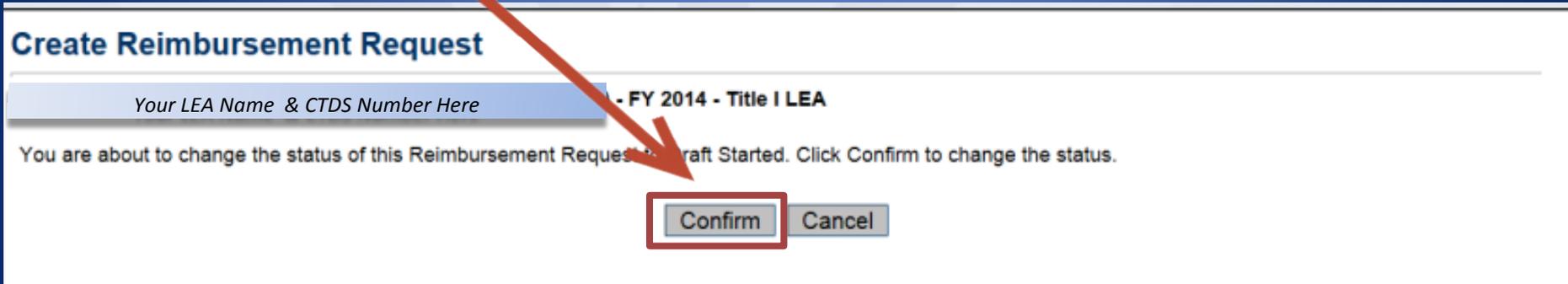
Create New Reimbursement Request



- A New Reimbursement Request can only be created once current request has been paid

# Create New Reimbursement Request

- Identical to process for original Reimbursement Request
- Click “Confirm” to change the status



**Create Reimbursement Request**

Your LEA Name & CTDS Number Here - FY 2014 - Title I LEA

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

- Update expenditure details with current data and follow validation and submittal process as with original request