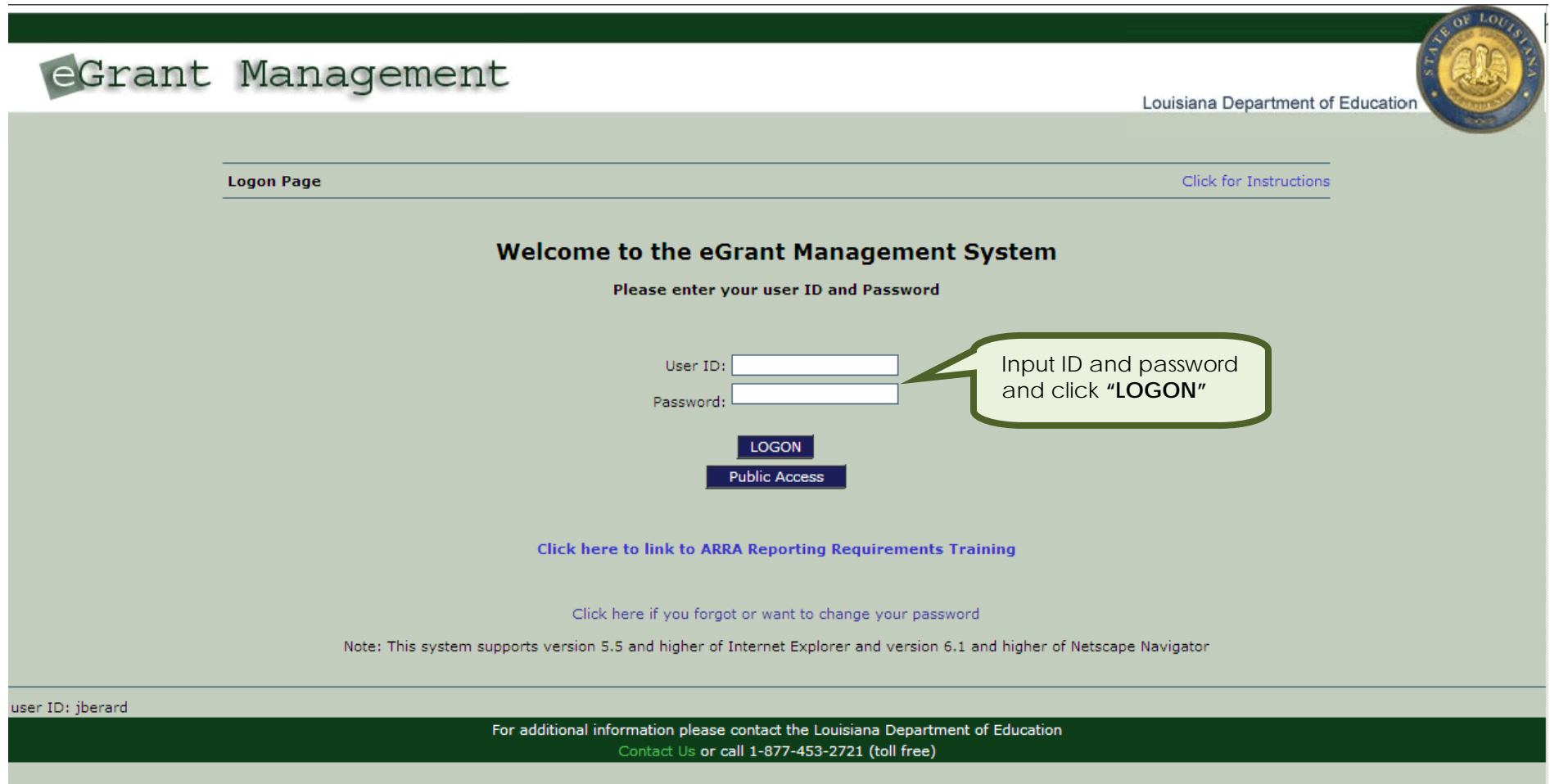


eGMS Quick Reference Payment Guide

Logon Link:

<http://egmsp.doe.louisiana.gov/LDEGMSWeb/logon.aspx>



The screenshot shows the logon page for the eGrant Management System. At the top left is the "eGrant Management" logo. At the top right is the Louisiana Department of Education logo. Below the logos, there are links for "Logon Page" and "Click for Instructions". The main heading is "Welcome to the eGrant Management System" with the instruction "Please enter your user ID and Password". There are two input fields: "User ID:" and "Password:". A callout box points to these fields with the text "Input ID and password and click 'LOGON'". Below the input fields are two buttons: "LOGON" and "Public Access". At the bottom, there are links for "Click here to link to ARRA Reporting Requirements Training" and "Click here if you forgot or want to change your password". A note at the bottom states: "Note: This system supports version 5.5 and higher of Internet Explorer and version 6.1 and higher of Netscape Navigator". The footer contains the text "user ID: jberard" and "For additional information please contact the Louisiana Department of Education Contact Us or call 1-877-453-2721 (toll free)".

eGrant Management

Louisiana Department of Education

Logon Page [Click for Instructions](#)

Welcome to the eGrant Management System

Please enter your user ID and Password

User ID:

Password:

LOGON

Public Access

[Click here to link to ARRA Reporting Requirements Training](#)

[Click here if you forgot or want to change your password](#)

Note: This system supports version 5.5 and higher of Internet Explorer and version 6.1 and higher of Netscape Navigator

user ID: jberard

For additional information please contact the Louisiana Department of Education
[Contact Us](#) or call 1-877-453-2721 (toll free)



Menu List

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

Administrative

[LEA Central Contacts \(2010-2013\)](#)

[GMS Access / Select](#)

[LEA Central Data](#)

[Funded Applications](#)

[Non-Funded Data Collections](#)

Click the "GMS
Access / Select" link

If the form you need is not listed, contact your Security Coordinator :

Your email address is:

If this is not correct, please contact your Security Coordinator to provide correct address.



GMS Access Select

005 Avoyelles Parish

Select Fiscal Year: 2014 ▾

STEP 1: Select the fiscal year you want to work in.

[Click for Instructions](#)

[Click to view Funding Summary](#)

Created

Formula Grant

Application Name	Revision	Status	Date	Actions				
▶ Carl Perkins Secondary Grant Application	Original Application ▾	Not Submitted View GAN		Open	Amend	Payments	Review Summary	Delete Application
▶ NCLB Consolidated Application	Original Application ▾	Not Submitted View GAN		Open	Amend	Payments	Review Summary	Delete Application
▶ IDEA Consolidated Application	Original Application ▾	Submitted For Review View GAN	5/29/2013	Open	Amend	Payments	Review Summary	Delete Application

Discretionary Grant

Application Name	Revision	Status	Date	Actions				
▶ Jobs for Americas Graduates	Original Application ▾	Final Approved View GAN	6/12/2013	Open	Amend	Payments	Review Summary	Delete Application
▶ School Climate Consolidated	Original Application ▾	Final Approved View GAN	6/14/2013	Open	Amend	Payments	Review Summary	Delete Application
▶ JAG Aim High	Original Application ▾	Final Approved View GAN	7/3/2013	Open	Amend	Payments	Review Summary	Delete Application

STEP 2: Click the "Payments" button next to the program you want to work with.

Competitive Grant

Application Name	Revision	Status	Date	Actions				
▶ High Risk Pool	Original Application ▾	Submitted For Review View GAN	5/21/2013	Open	Amend	Payments	Review Summary	Delete Application



Applicant: 001 Acadia Parish

Application: 2010-2011 NCLB/IDEA Combined Appl. - 00

Project Period: 7/1/2010 - 6/30/2011

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

Payment Summary

[Click for Instructions](#)

Vendor 726000009 03

STEP 3: Click the "View Reimbursement Request/Expenditure Reports"

[View Reimbursement Requests/Expenditure Reports](#)

Payment Summary as of 8/18/2011

	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIV	IDEAB	IDEAPRESCHL
Current Grant Year Allocation	\$3,885,950	\$899,245	\$0	\$0	\$0	\$2,491,858	\$50,278
(+/-) Adjustments	\$241,422	\$234,073	\$0	\$0	\$0	\$1,335,039	\$37,129
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds Available	\$4,127,372	\$1,133,318	\$0	\$0	\$0	\$3,826,897	\$87,407
Approved Budget --Amendment 2	\$4,127,372	\$1,133,318	\$0	\$0	\$0	\$3,826,897	\$87,407
Anticipated Payments							
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursements	\$4,127,372	\$1,133,318	\$0	\$0	\$0	\$3,826,897	\$87,407
Total	\$4,127,372	\$1,133,318	\$0	\$0	\$0	\$3,826,897	\$87,407
Pending Payments							
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Approved Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Completed Payments							
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursements	\$2,835,889	\$578,592	\$0	\$0	\$0	\$1,695,857	\$32,300
Total	\$2,835,889	\$578,592	\$0	\$0	\$0	\$1,695,857	\$32,300
Remaining Payments							
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursements	\$1,291,483	\$554,726	\$0	\$0	\$0	\$2,131,040	\$55,107
Total	\$1,291,483	\$554,726	\$0	\$0	\$0	\$2,131,040	\$55,107

Final PER Status



Applicant: 001 Acadia Parish
 Application: 2010-2011 NCLB/IDEA Combined Appl. - 00

Project Period: 7/1/2010 - 6/30/2011

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

Reimbursement Request/Expenditure Report Menu

[Click for Instructions](#)

Program 2011

STEP 4: Select the appropriate program from the program drop down menu.

Reimbursement Requests:

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

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 9	4/27/2011	5/2/2011	5/6/2011	Approved	5/6/2011
<input type="radio"/>	Reimbursement Request 8	3/29/2011	3/30/2011	4/6/2011	Approved	4/6/2011
<input type="radio"/>	Reimbursement Request 7					4/2011
<input type="radio"/>	Reimbursement Request 6					2/2011
<input type="radio"/>	Reimbursement Request 5					5/2011
<input type="radio"/>	Reimbursement Request 4					3/2010
<input type="radio"/>	Reimbursement Request 3					5/2010
<input type="radio"/>	Reimbursement Request 2					13/2010
<input type="radio"/>	Reimbursement Request 1					9/7/2010

Reimbursement Request menu (Above)
 Expenditure Report menu (Below)

To open, delete or use review summary the radio button next to a payment document must be selected first.

Expenditure Reports:

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

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Periodic Expense Report 3		3/29/2011	3/30/2011	4/6/2011	Approved	4/6/2011
<input type="radio"/>	Periodic Expense Report 2		12/17/2010	1/6/2011	1/13/2011	Approved	1/13/2011
<input type="radio"/>	Periodic Expense Report 1		9/29/2010	10/13/2010	10/18/2010	Approved	10/18/2010

NOTE:

- Reimbursement Request should be submitted at least monthly if not more frequently.
- Periodic Expense Reports are required to be submitted quarterly.

This request has been approved. No more updates will be saved.

Sample Reimbursement Request

Agency: 681
Document #: 60111000001
Check/EFT #: 517214
Check/EFT Date: 9/10/2010

Program: TitleIIa

Itemize and explain each expenditure amount. Provide a complete breakdown of eligible employee benefits. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. \$2536)

Description of Object Codes

Object Code	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Reimbursement Request	Delete Row
100	07/2010 thru 8/2010 Salaries and Subs.	\$785,062	\$0	26428	<input type="checkbox"/>
200	07/2010 thru 8/2010 Insurance, Medicare, Retirement and Tuition.	\$209,685	\$0	18327	<input type="checkbox"/>
300	08/2010 Contract Services.	\$18,000	\$0	3270	<input type="checkbox"/>
Indirect Cost Approved Rate 4.6632 % Derived Rate 4.6632 %		\$48,132	Total	\$48,025	
			\$0	\$2,240	
			Total	\$50,265	

NOTE: Data displayed on this page was effective as of 9/3/2010

Vendor Invoice Number: 11T2 000901
End Period Expense: 8/31/2010 Enter as MM/DD/YYYY

RECAP	Amount
Grant Award (Allocation)	\$1,080,289
Approved Budget	\$1,080,289
Amount Paid To Date	\$0
Expenses To Date	\$0
Balance Due LEA	\$0
Funds on Hand	\$0

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 10MB (10,000 KB) in size and the file name should not include special characters (i.e., #, \$, %, etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

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 LDE that this is required.

The LEA is certifying that it is in compliance with all federal regulations as it relates to "The Cash Management Improvement Act of 1990" (CMIA) and interest income reporting requirements on all federal funds. Additional information relating to CMIA and interest income can be found at the following link: http://www.doe.louisiana.gov/divisions/appr/regulations_resources.html

Periodic Expense Report 3

[Instructions](#)

Expenditure Report – Expenditure/Obligation Summary

This request has been approved. No more updates will be saved.

Program: TitleIIa

Budget data will only be displayed if there is an approved application/budget at time of PER submission.

Object Code	Obligation/Expenditure Description and Itemization	Final Approved Budget	LDE Funds Released	Previously Reported Obligated/Expended	Accumulated Obligations/Expenditures to Date
100	Salaries	\$790,062	\$290,578	\$202,227	\$332,715
200	Benefits	\$179,919	\$102,655	\$74,862	\$115,145
300	Purchased Professional / Technical Svcs	\$30,383	\$3,620	\$3,620	\$3,620
400	Purchased Property Svcs	\$0	\$0	\$0	\$0
500	Other Purchased Svcs	\$27,383	\$33,114	\$25,046	\$33,114
600	Supplies	\$4,410	\$1,194	\$1,194	\$2,241
700	Property	\$0	\$0	\$0	\$0
800	Other objects	\$0	\$0	\$0	\$0
Totals:		\$1,032,157	\$431,161	\$306,949	\$486,835
Indirect Cost Approved Rate 4.6632 % Derived Rate 4.6632 %		\$48,132	\$20,106	\$14,314	\$22,702
Totals:		\$1,080,289	\$451,267	\$321,263	\$509,537

Expenditure Period End Date

NOTE: Data displayed on this page was effective as of 4/1/2011

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$1,080,289	TitleIIa	\$451,267
Approved Budget	\$1,080,289	Total	\$451,267
Amount Paid To Date	\$451,267		
Expenses To Date	\$509,537		
Balance Due LEA	\$58,270		
Funds on Hand	(\$58,270)		

Final Expenditure * Selection of the Final indicator will discontinue all reimbursement activity at the LEA level for this program and application. Before selecting the

Please upload supporting information files. Allowable file types are Microsoft (i.e., #, \$, %, etc). Attempting to upload a file that does not comply with the

Uploaded Files:

2004070609ScreenXMLDocumentsEfficientlyWithStAX-20110422170024-800...

NOTE:

- All Expenditures/Obligations are cumulative.
- If a PER is marked "Final" it should only include expenditures that have been requested.

Periodic Expenditure Report 3

[Instructions](#)

This request has been approved. No more updates will be saved.

Expenditure Report – Expenditure/Obligation by EIC

Note: If reported expenditures are outside of normal budget tolerances a budget revision should be completed.

Budget data will only be displayed if there is an approved application/budget at time of PER submission.

EIC #		100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Svcs	600 - Supplies	700 - Property	800 - Other objects	TOTAL
11	Final Approved Budget	508,989	93,755	0	0	0	0	0	0	602,744
	Previously Reported Expended/Obligated	104,725	46,938	0	0	0	0	0	0	151,663
	Accumulated Obligations/Expenditure To Date	<input type="text" value="167495"/>	<input type="text" value="67467"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	234,962
23 PUB	Final Approved Budget	262,865	82,342	0	0	13,000	3,300	0	0	361,507
	Previously Reported Expended/Obligated	89,918	25,356	0	0	23,517	1,194	0	0	139,985
	Accumulated Obligations/Expenditure To Date	<input type="text" value="155512"/>	<input type="text" value="44490"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="30996"/>	<input type="text" value="2241"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	233,239
23 NP	Final Approved Budget	0	0	20,383	0	0	0	0	0	20,383
	Previously Reported Expended/Obligated	0	0	3,270	0	0	0	0	0	3,270
	Accumulated Obligations/Expenditure To Date	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3270"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	3,270
23 NPQ	Final Approved Budget	0	0	0	0	0	0	0	0	0
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations/Expenditure To Date	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
23 NPT	Final Approved Budget	0	0	0	0	14,383	0	0	0	14,383
	Previously Reported Expended/Obligated	0	0	0	0	1,529	0	0	0	1,529
	Accumulated Obligations/Expenditure To Date	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2118"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2,118
Object Code Totals	Final Approved Budget	790,062	179,919	30,383	0	27,383	4,410	0	0	1,032,157
	Previously Reported Expended/Obligated	202,227	74,862	3,620	0	25,046	1,194	0	0	306,949
	Expended To Date	332,715	115,145	3,620	0	33,114	2,241	0	0	486,835
Indirect Costs Approved Rate 4.6632% Derived Rate 4.6632%						Final Approved Budget		48,132		48,132
						Previously Reported Expended/Obligated		14,314		14,314
						Expended To Date		22,702		22,702
Totals						Total Allocation				1,080,289
						Final Approved Budget				1,080,289
						Previously Reported Expended/Obligated				321,263
						Expended To Date				509,537



Expenditure Report – Certification

Applicant: 001 Acadia Parish
Application: 2010-2011 NCLB/IDEA Combined Appl. - 00
Cycle: Periodic Expense Report 3

Project Period: 7/1/2010 - 6/30/2011

[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](#)

The application has been submitted. No more updates will be saved for the application.
This page has been marked Final by the state agency. You must contact the agency to have it unlocked if legitimate changes are needed.

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Certification	Submit
--------------------------------	-------------------------------	---------------	--------

Certification of Report

The LEA is certifying the data being submitted is accurate and complete to the best of my knowledge.

Note: Only users with authority to Submit this Report for the LEA can save this certification.

TEST user ID: e001ar

For additional information please contact the Louisiana Department of Education
[Contact Us](#) or call 1-877-453-2721 (toll free)



Expenditure Report – Submit

Applicant: 001 Acadia Parish
Application: 2010-2011 NCLB/IDEA Combined Appl. - 00
Periodic Expense Report 3

Project Period: 7/1/2010 - 6/30/2011

[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](#)

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Certification	Submit
--------------------------------	-------------------------------	---------------	--------

Submit

The application has been approved.

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Consistency Check was run on:	3/30/2011
Subrecipient Financial Data Entry	
Subrecipient Business Manager submitted the application on:	3/30/2011
Subrecipient Administrator	
Appropriation Control Review completed on:	3/30/2011

TEST user ID: e001ar

For additional information please contact the Louisiana Department of Education
[Contact Us](#) or call 1-877-453-2721 (toll free)

The "Consistency Check" button must be selected once ready to submit.

A process will run to verify all required steps have been completed.

If anything is found to be outstanding the items to correct will be listed on this page.

If everything is found complete the PER will be locked and a submit button will be available to users with authority to submit.

The "Unlock Application" button can be used to unlock so additional modifications can be made.