

eGMS Quick Reference Payment Guide

Logon Link:

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

DEPARTMENT of EDUCATION
Louisiana Believes

Louisiana Department of Education
Welcome to the E-Grants Management System

ANNOUNCEMENTS

In This Section:

- Account Access for ESSA
- McKinney-Vento Program Evaluations Due Friday, June 30
- EEF Periodic Expense Reports Due July 15
- Upcoming Deadlines for Claims and PERs
- Mathematics and Science Partnership Annual Performance Reports Due July 30

Account Access for ESSA

INFORMATION

In This Section:

- Application Release Updates
- 2017-2018 Substantially Approved Definition
- 6/30 Periodic Expense Reports (PERs)
- Maintenance of Effort (MOE) Quick Guide for eGMS Users
- Access / Site Code Changes for Mediated and Delivered Student Facilities

LOGON

Username/Email [?](#)

Password [Forgot Password](#)

Public Access **LOGON**

UPCOMING

June 2017

June 20, 2017 - June 21, 2017
BESE

June 22, 2017

Input ID and password and click "LOGON"

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

Administrative

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

Monitoring

[Fiscal Monitoring](#)

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 :

GMS Access Select

005 Avoyelles Parish

Select Fiscal Year: 2018 ▾

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

[Click for Instructions](#)

[Click to view Funding Summary](#)

▶ Created

Central Data NOTE: Before a new year application will be Available, you MUST enter Key Planning Decisions, Contact Information (LEA Central and related Program), and agree to Assurances (Common and related Program).

| Application Name | Revision | Status | Date | Actions |
|--------------------|------------------------|---------|------|----------------------|
| ▶ LEA Central Data | Original Application ▾ | Created | | Open |

Formula Grant

| Application Name | Revision | Status | Date | Actions |
|---------------------------------|------------------------|------------------------------|------|---|
| ▶ ESSA Consolidated Application | Original Application ▾ | Not Submitted View GAN | | Open Amend Payments Review Summary Delete Application |

Discretionary Grant

| Application Name | Revision | Status | Date | Actions |
|-------------------------------|------------------------|---|-----------|---|
| ▶ Jobs for Americas Graduates | Original Application ▾ | Submitted For Review View GAN | 6/15/2017 | Open Amend Payments Review Summary Delete Application |
| ▶ Assistive Technology | Original Application ▾ | Submitted For Review View GAN | 6/15/2017 | Open Amend Payments Review Summary Delete Application |
| ▶ JAG Aim High | Original Application ▾ | Submitted For Review View GAN | 6/15/2017 | Open Amend Payments Review Summary Delete Application |
| ▶ Positive Behavioral Support | Original Application ▾ | Submitted For Review View GAN | 6/15/2017 | Open Amend Payments Review Summary Delete Application |

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

Competitive Grant

Applicant: 005 Avoyelles Parish

Application: 2016-2017 IDEA Consolidated Application - 00-

Project Period: 7/1/2016 - 6/30/2017

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

Payment Summary

[Click for Instructions](#)

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

Vendor 726000115 00

[View Reimbursement Requests/Expenditure Reports](#)

Payment Summary as of 6/20/2017

| | IDEAB | IDEAPRESCHL | ESYS |
|--------------------------------------|-------------|-------------|------|
| Current Grant Year Allocation | \$1,202,764 | \$26,504 | \$0 |
| (+/-) Adjustments | \$432,159 | \$12,894 | \$0 |
| (+/-) Consortiums | \$0 | \$0 | \$0 |
| (+/-) Transfers | \$0 | \$0 | \$0 |
| Total Funds Available | \$1,634,923 | \$39,398 | \$0 |
| Approved Budget --Amendment 1 | \$1,634,923 | \$39,398 | \$0 |
| Anticipated Payments | | | |
| Auto-Scheduled | \$0 | \$0 | \$0 |
| Reimbursements | \$1,634,923 | \$39,398 | \$0 |
| Total | \$1,634,923 | \$39,398 | \$0 |
| Pending Payments | | | |
| Auto-Scheduled | \$0 | \$0 | \$0 |
| Approved Reimbursements | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$0 |
| Completed Payments | | | |
| Auto-Scheduled | \$0 | \$0 | \$0 |
| Reimbursements | \$519,525 | \$11,566 | \$0 |
| Total | \$519,525 | \$11,566 | \$0 |
| Remaining Payments | | | |
| Auto-Scheduled | \$0 | \$0 | \$0 |
| Reimbursements | \$1,115,398 | \$27,832 | \$0 |
| Total | \$1,115,398 | \$27,832 | \$0 |

Final PER Status

Applicant: 005 Avoyelles Parish
Application: 2016-2017 IDEA Consolidated Application - 0

Reimbursement Request menu (Top Section)
Expenditure Report menu (Lower Section)

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

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

Reimbursement Request/Expenditure Report Menu

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

[Click for Instructions](#)

Program **IDEAB** 2017

Reimbursement Requests:

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

[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

| Select | Reimbursement Request | Date Created | Date Submitted | Final Approval Date | Status | Status Date |
|-----------------------|-------------------------|--------------|----------------|---------------------|----------|-------------|
| <input type="radio"/> | Reimbursement Request 2 | 1/20/2017 | 1/26/2017 | 2/2/2017 | Approved | 2/2/2017 |
| <input type="radio"/> | Reimbursement Request 1 | 10/18/2016 | 10/19/2016 | 10/20/2016 | Approved | 10/20/2016 |

Expenditure Reports:

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

[Open Expense Rep](#) [Create Expense Rep](#) [Delete Expense Rep](#) [Review Summary](#)

| Select | Expenditure Report | Final | Date Created | Date Submitted | Final Approval Date | Status | Status Date |
|-----------------------|---------------------------|-------|--------------|----------------|---------------------|--------------------------|-------------|
| <input type="radio"/> | Periodic Expense Report 2 | | 1/20/2017 | 1/26/2017 | | Submitted for review on: | 1/26/2017 |
| <input type="radio"/> | Periodic Expense Report 1 | | 10/19/2016 | 10/19/2016 | 10/24/2016 | Approved | 10/24/2016 |

TEST user ID: e005ar

NOTE:

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

Program: PerkinsSec

Sample Reimbursement Request

Itemize and explain each expenditure amount. Provide a complete breakdown of all expenditures (e.g., \$2536)

enter additional information. (Use whole dollars only. Omit Decimal Places, e.g.

Description of Object Codes

| Object Code | Expenditure Description and Itemization (1000 Character Maximum) | Final Approved Budget | Previously Requested | Reimbursement Request | Delete Row |
|--|--|-----------------------|----------------------|-----------------------|--------------------------|
| 300 | PROFESSIONAL SERVICES PURCHASED FOR THE TIME PERIOD OF 10/01/2016-11/30/2016 | \$10,000 | \$0 | 1750 | <input type="checkbox"/> |
| 500 | TRAVEL PAID TO EMPLOYEES FOR THE TIME PERIOD OF 10/01/2016-11/30/2016 | \$25,400 | \$2,717 | 923 | <input type="checkbox"/> |
| | | | Total | \$2,673 | |
| Indirect Cost Approved Rate 0 % Derived Rate 0 % | | | \$0 | \$0 | \$0 |
| | | | Total | \$2,673 | |

NOTE: Data displayed on this page was effective as of 1/20/2017

Vendor Invoice Number: 17PS 001203
 End Period Expense: 11/30/2016 Enter as MM/DD/YYYY

| RECAP | Amount | Amount Paid to Date by Fund Source | |
|--------------------------|----------|------------------------------------|---------|
| Grant Award (Allocation) | \$73,046 | | |
| Approved Budget | \$73,046 | PerkinsSec | \$2,717 |
| Amount Paid To Date | \$2,717 | Total | \$2,717 |
| Expenses To Date | \$2,717 | | |
| 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.

 Browse...

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.louisianabelieves.com/funding/grants-management>

Periodic Expense Report 2

Expenditure Report – Expenditure/Obligation Summary

[Click for Instructions](#)

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

Program: TitleIIa
 Budget data will only be displayed if there is an approved or substantially 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 | \$412,250 | \$113,927 | \$113,927 | \$148,817 |
| 200 | Benefits | \$123,208 | \$34,505 | \$34,505 | \$47,178 |
| 300 | Purchased Professional / Technical Svcs | \$22,700 | \$11,700 | \$11,700 | \$15,921 |
| 400 | Purchased Property Svcs | \$0 | \$0 | \$0 | \$0 |
| 500 | Other Purchased Svcs | \$17,876 | \$1,046 | \$1,046 | \$2,128 |
| 600 | Supplies | \$53,805 | \$10,786 | \$10,787 | \$18,264 |
| 700 | Property | \$0 | \$0 | \$0 | \$0 |
| 800 | Other objects | \$20,200 | \$0 | \$0 | \$1,207 |
| Totals: | | \$650,039 | \$171,964 | \$171,965 | \$233,515 |
| Indirect Cost Approved Rate 12.1837 % Derived Rate 11.0389 % | | \$71,757 | \$18,983 | \$18,983 | \$25,777 |
| Totals: | | \$721,796 | \$190,947 | \$190,948 | \$259,292 |

Expenditure Period End Date

NOTE: Data displayed on this page was effective as of 1/24/2017

| RECAP | | Amount | Amount Paid to Date by Fund Source | |
|--------------------------|--|------------|------------------------------------|-----------|
| Grant Award (Allocation) | | \$721,796 | | |
| Approved Budget | | \$721,796 | TitleIIa | \$190,947 |
| Amount Paid To Date | | \$190,947 | Total | \$190,947 |
| Expenses To Date | | \$259,292 | | |
| Balance Due LEA | | \$68,345 | | |
| Funds on Hand | | (\$68,345) | | |

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

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. File size must be less than 10 MB (10,000 KB) in size and the file name must be less than 255 characters. (File name cannot contain #, \$, %, etc.)
 Attempting to upload a file that does not comply with these restrictions will result in error.

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

Browse...

Periodic Expenditure Report 2

Expenditure Report – Expenditure/Obligation by EIC

[Click for Instructions](#)


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

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 or substantially 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 CFA | Final Approved Budget | 40,000 | 10,780 | 0 | 0 | 0 | 0 | 0 | 0 | 50,780 |
| | 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 |
| 11 RFA | 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 PUB | Final Approved Budget | 231,000 | 67,862 | 22,700 | 0 | 17,876 | 40,387 | 0 | 0 | 379,825 |
| | Previously Reported Expended/Obligated | 109,364 | 31,118 | 11,700 | 0 | 1,046 | 10,787 | 0 | 0 | 164,015 |
| | Accumulated Obligations/Expenditure To Date | <input type="text" value="130333"/> | <input type="text" value="39325"/> | <input type="text" value="15921"/> | <input type="text" value="0"/> | <input type="text" value="2128"/> | <input type="text" value="12022"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 199,729 |
| 23 NP | Final Approved Budget | 47,500 | 19,300 | 0 | 0 | 0 | 13,418 | 0 | 0 | 80,218 |
| | Previously Reported Expended/Obligated | 4,563 | 3,387 | 0 | 0 | 0 | 0 | 0 | 0 | 7,950 |
| | Accumulated Obligations/Expenditure To Date | <input type="text" value="18184"/> | <input type="text" value="7747"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="6242"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 32,173 |
| 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 | 0 | 0 | 0 | 16,800 | 16,800 |
| | 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="1207"/> | 1,207 |

| | | | | | | | | | | |
|--|--|---------|---------|--------|---|--------|--------|---|---------|---------|
| Object Code Totals | Final Approved Budget | 412,250 | 123,208 | 22,700 | 0 | 17,876 | 53,805 | 0 | 20,200 | 650,039 |
| | Previously Reported Expended/Obligated | 113,927 | 34,505 | 11,700 | 0 | 1,046 | 10,787 | 0 | 0 | 171,965 |
| | Expended To Date | 148,817 | 47,178 | 15,921 | 0 | 2,128 | 18,264 | 0 | 1,207 | 233,515 |
| | | | | | | | | | | |
| Indirect Costs Approved Rate 12.1837% Derived Rate 11.0389% | Final Approved Budget | | | | | | | | 71,757 | 71,757 |
| | Previously Reported Expended/Obligated | | | | | | | | 18,983 | 18,983 |
| | Expended To Date | | | | | | | | 25,777 | 25,777 |
| Totals | Total Allocation | | | | | | | | 721,796 | 721,796 |
| | Final Approved Budget | | | | | | | | 721,796 | 721,796 |
| | Previously Reported Expended/Obligated | | | | | | | | 190,948 | 190,948 |
| | Expended To Date | | | | | | | | 259,292 | 259,292 |



DEPARTMENT of EDUCATION
Louisiana Believes

Expenditure Report – Certification

Applicant: 005 Avoyelles Parish

Application: 2016-2017 NCLB Consolidated Application - 00-
Cycle: Periodic Expense Report 2

Project Period: 7/1/2016 - 6/30/2017

[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](#)

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: e005ar

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

Expenditure Report – Submit

Applicant: 005 Avoyelles Parish
Application: 2016-2017 NCLB Consolidated Application - 00-
Periodic Expense Report 2

Project Period: 7/1/2016 - 6/30/2017

[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](#)

[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: | 1/24/2017 |
| Subrecipient Administrator submitted an Expenditure Report on: | 1/24/2017 |
| Subrecipient Business Manager | |
| Appropriation Control Review completed on: | 1/26/2017 |

TEST user ID: e005ar

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.