Periodic Expense Report Instructions

Overview

The Periodic Expense Report is used to record year-to-date expenses by program and year. The user will have a finite number of entries on the page. The objects that display in the left column are the objects on the budget grid for the given program selected. The amounts on the periodic expense report are accumulative. The total expenditure for any given object may go over the allocation/budget amount by up to 10%, but the total expenditures for the entire program may not go over the allocation/budgeted amount. When this page is initiated, the Accumulated Expenditures to date from the last Periodic Expense Report will be displayed in the Previously Reported Expended column. The amounts entered on the current Accumulated Expenditures to Date column will be used as the initial information for the Accumulated Expenditures to Date on the next Periodic Expense Report.

Obligation Information

IF AN OBLIGATION IS FOR -	THE OBLIGATION IS MADE -
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property
(b) Personal services by an employee of the State or subgrantee	When the services are performed
(c) Personal services by a contractor who is not an employee of the State or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work
(e) Public utility services	When the State or subgrantee receives the services
(f) Travel	When the travel is taken
(g) Rental of real or personal property	When the State or subgrantee uses the property
(h) A pre-agreement cost that was properly approved by the State under the applicable cost principles	On the first date of the subgrant period.

RECAP Section

The grant award and approved budget are typically the same. If there is a difference a warning/error will appear during the Submission and Approval of the expenditure report. The difference between the Amount Paid To Date and the Expenses To Date will indicate whether or not there is a cash on hand issue. If the Expenses To Date is less than the Amount Paid To Date, there is not a funds-on-hand issue. If the Amount Paid To Date is greater than the Expenses To Date the difference will show on the Funds On Hand line.

How to Prepare the Periodic Expense Report in eGMS

1. From the GMS Select page, go to the chosen Application and select Payments.
2. Select View Reimbursement Requests/Expenditure Reports.
3. Select Create Expense Report.
4. View the Expenditure/Obligation Summary (1st tab).
5. On the Expenditure/Obligation by EIC page (2nd tab), enter the amount of the expense(s). Press the Save Page button to retain the entered information.
6. On the Certification page (3rd tab), certify the report by checking on the Certification of Report button. Save the page.
7. On the Expenditure/Obligation Summary page (tab 1, beneath the table), select the appropriate Expenditure Period End Date.
8. Go to the bottom of the page to Upload Files. Upload required documents (e.g., general ledger). Save the page.
9. On the Submit page (4th tab), run the Consistency Check. Once all errors are corrected and the check is passed, click Submit to LDE to send the report to LDE.*

* The Submit button is only available to users with submit authority.

NOTE:
- Payments will not be made based on these amounts.
- Payments may be stopped if the Periodic Expense Report is not submitted when required.

A narrative detailing how estimates were calculated along with any supporting documentation must be provided, including a copy of the general ledger showing the expenditure(s). A document upload function has been added to the PER Summary page.

Documents in Word and PDF form will be accepted. An Excel file can be converted to PDF and also uploaded. The file name should not include any special characters such as “#”, etc. A document must be uploaded to submit the PER so if no estimates have been completed then a document stating such should be uploaded.

To upload a document the user would click the “Browse” button to select the file to be uploaded from the location on the local computer or network drive. Once selected the user would click the “Upload Now” button. The file will then be uploaded and appear as a blue link just under the “Uploaded Files” section.