

Grants Application Completion Report Instructions

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GRANTS APPLICATION

Completion Reports, V2.0

[Overview](#) – The Grants Accounting Office of the GaDOE Finance and Business Operations Department created this manual to assist subgrantees in preparing and submitting the Grant Completion Reports electronically through the MyGaDOE secure portal. The Financial Review Section provided input regarding the reporting of accrued expenditures for those grants that may have a grant award period that includes multiple fiscal years.

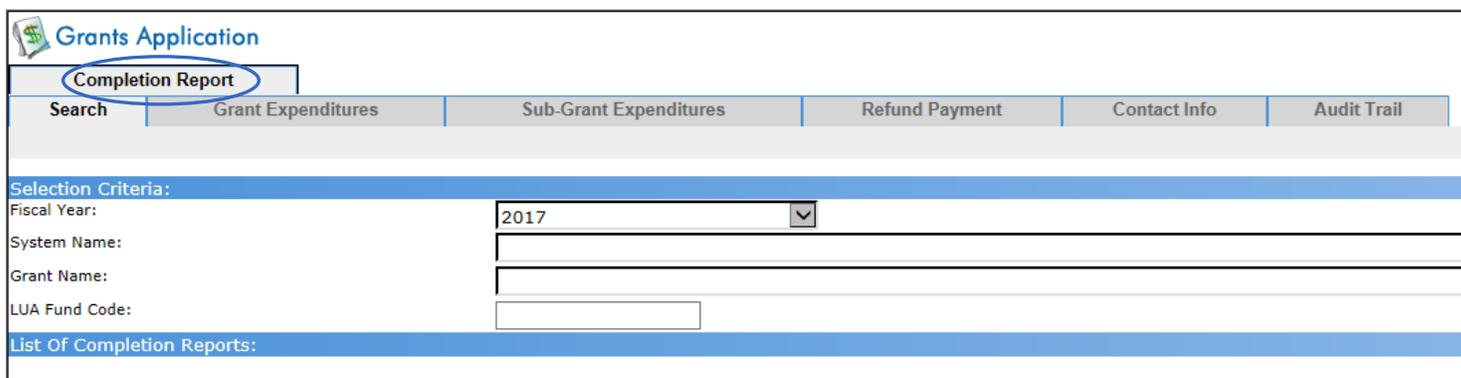
Completion reports are due 30 days after the end of the grant period.

Before beginning, verify that the person responsible for preparing the completion reports has access to them in the MyGaDOE Web portal.

STEP 1: LOGGING INTO THE GRANTS APPLICATION – COMPLETION REPORT PORTAL

- 1) Log into the **MyGaDOE Web portal** with the assigned username and password combination, and select **Login**.
- 2) Using the right scroll arrow, adjust the display so that **Grants Application → Completion Reports** displays, selecting the **Completion Reports** option.

The Completion Report icon displays:



The screenshot shows the 'Grants Application' portal interface. At the top left, there is a logo and the text 'Grants Application'. Below this is a navigation menu with several options: 'Completion Report', 'Search', 'Grant Expenditures', 'Sub-Grant Expenditures', 'Refund Payment', 'Contact Info', and 'Audit Trail'. The 'Completion Report' option is circled in blue. Below the navigation menu is a 'Selection Criteria' section with the following fields: 'Fiscal Year' (a dropdown menu showing '2017'), 'System Name' (a text input field), 'Grant Name' (a text input field), and 'LUA Fund Code' (a text input field). At the bottom of the screenshot, there is a blue bar with the text 'List Of Completion Reports:'.

STEP 2: LOADING A NEW BUDGET

The screenshot shows the 'Grants Application' web interface. At the top, there is a navigation bar with tabs: 'Completion Report', 'Search', 'Grant Expenditures', 'Sub-Grant Expenditures', 'Refund Payment', 'Contact Info', and 'Audit Trail'. The 'Search' tab is currently selected. Below the navigation bar, there are 'Search' and 'Print' buttons. The main area is titled 'Selection Criteria:' and contains several input fields: 'Fiscal Year' (a dropdown menu showing '2017'), 'System Name' (a text field with 'Appling County - 601'), 'Grant Name' (a text field with 'Title I-A, Improving the Academic Achieve. of the Disadvantaged (CFDA# 84.010) - 30'), and 'LUA Fund Code' (an empty text field). To the right of these fields are 'System Id', 'Grant No', and 'Status' (a dropdown menu showing 'ALL'). Below the selection criteria is a section titled 'List Of Completion Reports:' which is currently empty.

- 1) On the **Search tab**, where appropriate:
 - a) Choose the Drop-down selection icon within the **Fiscal Year**, **System Name**, **Grant Name**, and the **Status** fields.
 - b) Enter the Local Units of Administration (LUA) fund code in the **LUA Fund Code** field.
 - c) Enter the school system's identifier in the **System Id** (System Identifier) field.
 - d) Enter the grant number in the **Grant No** (Grant Number) field.
- 2) Select (**Search**).
- 3) The Search tab will display:

Grants Application

Completion Report

Search Grant Expenditures Sub-Grant Expenditures Refund Payment Contact Info Audit Trail

Search Print

Selection Criteria:

Fiscal Year: 2017

System Name: Appling County - 601 System Id: []

Grant Name: Title I-A, Improving the Academic Achie. of the Disadvantaged (CFDA# 84.010) - 30 Grant No: []

LUA Fund Code: [] Status: ALL

List Of Completion Reports:

System	Grant	Version	Total Budget	Funds Received	Total Expenditures	Balance	Status
Appling County - 601	Title I-A, Improving the Academic Achie. of the Disadvantaged (CFDA# 84.010) - 30	Original	\$1,401,233.00	\$867,000.00	\$0.00	\$867,000.00	New 

4) Then, select the  (New Report) icon.

The New Report icon displays:

Grants Application

Grants Details:

System ID: Appling County - 601 Fiscal Year: 2009

Grant Name: Title I-A, Improving the Academic Achie. of the Disadvantaged (CFDA# 84.010) - 30 Version No: Original

Grant Start Date: 07/01/2008 Grant End Date: 09/30/2009

LUA Fund Code: 402 Status: New

Completion Report

Search Grant Expenditures Sub-Grant Expenditures Contact Info Audit Trail

Load Save Submit Print

Expenditure Details:

Approved Grant	Funds Received / Requested	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	Total Expenditures	Received Amount (Cash Shortage)	Variance
\$1,259,208.00	\$628,565.47	\$0.00	\$0.00	\$0.00	\$628,565.47	0%

Grant Budget:

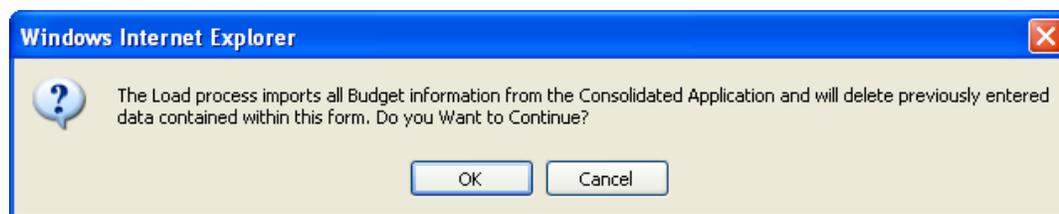
Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures
		0		0

Add Cancel

Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	Variance	Budget vs Expenses Diff
INSTRUCTION - 1000		\$968,009.00				\$968,009.00

- 5) Select (Load).

The Load Process Import dialog box displays:



- 6) After reviewing the information displayed, select (OK) to continue the load procedure, or select (Cancel) to return to the previously displayed *Grant Expenditure* tab.

The Load selection and data entry area displays:

Grants Application

Grants Details:
 System ID: Appling County - 601 Fiscal Year: 2017
 Grant Name: Title I-A, Improving the Academic Achie. of the Disadvantaged (CFDA# 84.010) - 30 Version No: Original
 Grant Start Date: 07/01/2016 Grant End Date: 09/30/2017
 LUA Fund Code: 402 Status: New

Completion Report
 Search Grant Expenditures Sub-Grant Expenditures Contact Info Audit Trail

Expenditure Details:
 Transfer In \$0.00 Approved Grant \$1,401,233.00 Funds Received / Requested \$867,000.00 7/1/2016-6/30/2017 Expenditures \$0.00 7/1/2017-9/30/2017 Expenditures \$0.00 Total Expenditures \$0.00 Received Amount (Cash Shortage) \$867,000.00 Variance 0%

Grant Budget

Function	Object	Amount Budgeted	7/1/2016-6/30/2017 Expenditures	7/1/2017-9/30/2017 Expenditures	Variance	Budget vs Expenses Diff
1000 - INSTRUCTION		\$813,553.00	\$0.00	\$0.00	0.00%	\$813,553.00
	115 - EXTENDED DAY - TEACHERS	\$7,125.00	\$0.00	\$0.00		\$7,125.00
	115 - EXTENDED DAY - TEACHERS	\$39,800.00	\$0.00	\$0.00		\$39,800.00

7) Click on the  for each line item,

The Grant Budget line item area displays:

Grants Application

Grants Details:
 System ID: Appling County - 601 Fiscal Year: 2017
 Grant Name: Title I-A, Improving the Academic Achie. of the Disadvantaged (CFDA# 84.010) - 30 Version No: Original
 Grant Start Date: 07/01/2016 Grant End Date: 09/30/2017
 LUA Fund Code: 402 Status: New

Completion Report
 Search Grant Expenditures Sub-Grant Expenditures Contact Info Audit Trail

Expenditure Details:
 Transfer In \$0.00 Approved Grant \$1,401,233.00 Funds Received / Requested \$867,000.00 7/1/2016-6/30/2017 Expenditures \$0.00 7/1/2017-9/30/2017 Expenditures \$0.00 Total Expenditures \$0.00 Received Amount (Cash Shortage) \$867,000.00 Variance 0%

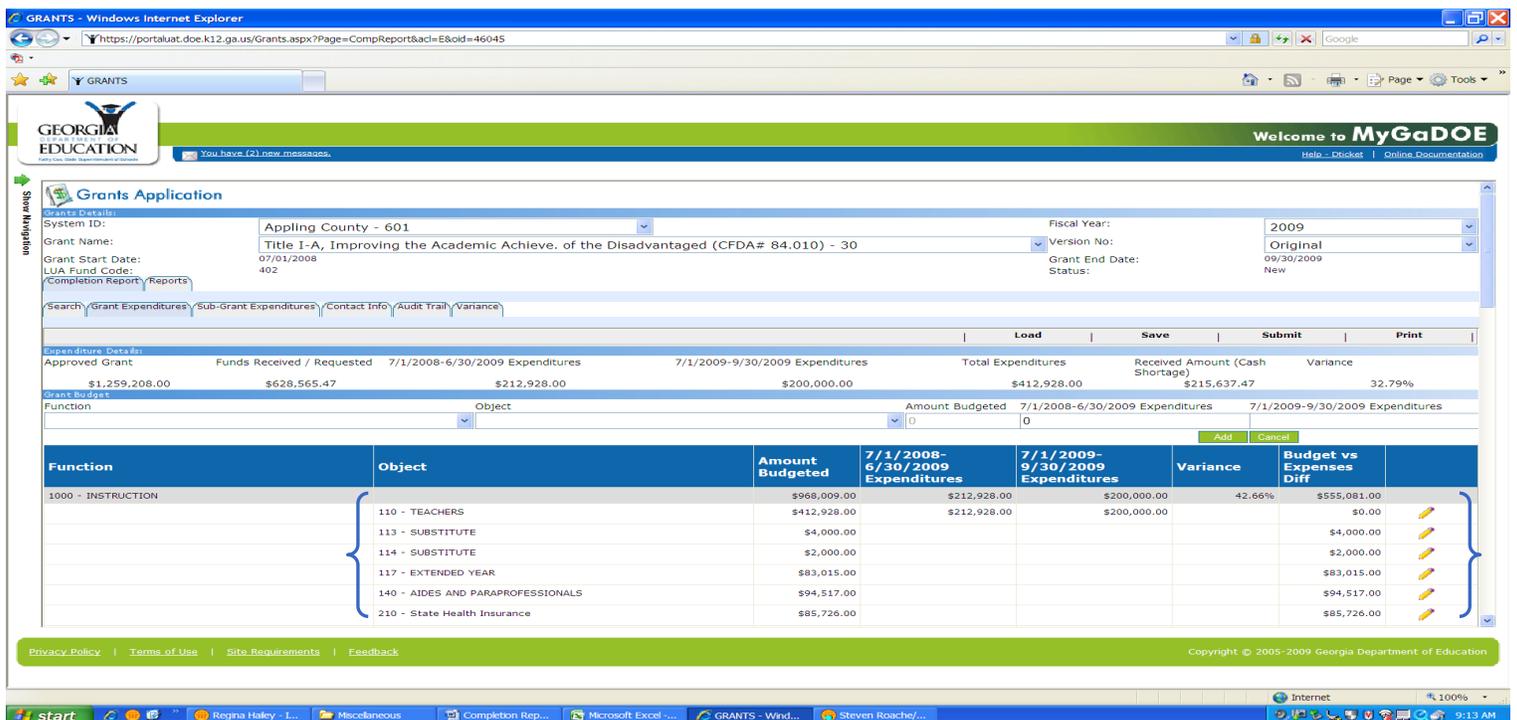
Grant Budget

Function	Object	Amount Budgeted	7/1/2016-6/30/2017 Expenditures	7/1/2017-9/30/2017 Expenditures	Variance	Budget vs Expenses Diff
1000 - INSTRUCTION		\$813,553.00	\$0.00	\$0.00	0.00%	\$813,553.00
	115 - EXTENDED DAY - TEACHERS	\$7,125.00	0.00	0.00		\$7,125.00
	115 - EXTENDED DAY - TEACHERS	\$39,800.00	\$0.00	\$0.00		\$39,800.00
	140 - AIDES AND PARAPROFESSIONALS	\$31,500.00	\$0.00	\$0.00		\$31,500.00
	140 - AIDES AND PARAPROFESSIONALS	\$56,800.00	\$0.00	\$0.00		\$56,800.00
	140 - AIDES AND PARAPROFESSIONALS	\$123,000.00	\$0.00	\$0.00		\$123,000.00
	210 - State Health Insurance	\$17,500.00	\$0.00	\$0.00		\$17,500.00

- 8) Enter the dollar amount of the expenditures within the **7/1/20XX-6/30/20XX Expenditure** and the **7/1/20XX-9/30/20XX Expenditure** fields where appropriate. Accrued salaries and benefits should be entered in the 7/1/20XX-6/30/20XX column. Any variances between July and August accrued and actual salaries and benefits should be entered in the 7/1/20XX – 9/30/20XX column. For example: A district may accrue \$1,000 in salaries and benefit expenditures as of June 30, 2017. The \$1,000 will be reported as an expenditure in the column labeled **7/1/20XX-6/30/20XX Expenditure**. But when the actual payment is made and cash is disbursed in July/August, the cash paid may end up being \$1,200, due to changes in benefits, leave paid, etc. The \$1,000 that was set up as a payable at June 30th will still be reported in the column labeled **7/1/20XX-6/30/20XX Expenditure**, but the \$200 difference will be reported in the column labeled **7/1/20XX-9/30/20XX Expenditure**.

- 9) Select  (Update). You must click update after each entry.

The information added in Steps 8 -9 displays:



Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	Variance	Budget vs Expenses Diff
1000 - INSTRUCTION		\$968,009.00	\$212,928.00	\$200,000.00	42.66%	\$555,081.00
	110 - TEACHERS	\$412,928.00	\$212,928.00	\$200,000.00		\$0.00
	113 - SUBSTITUTE	\$4,000.00				\$4,000.00
	114 - SUBSTITUTE	\$2,000.00				\$2,000.00
	117 - EXTENDED YEAR	\$83,015.00				\$83,015.00
	140 - AIDES AND PARAPROFESSIONALS	\$94,517.00				\$94,517.00
	210 - State Health Insurance	\$85,726.00				\$85,726.00

- 10) Verify all data input.

- 11) Using the right scroll bar, scroll down to the certification area of the page.

The certification area displays:

Regina Hailey hereby certify that, to the best of my knowledge, this Grant Expenditure Report is true and complete; and accounting records are on file to document the expenditures reported.

- 12) Review the certification information displayed, and select the checkbox .

NOTE: IF YOUR GRANT DOES NOT HAVE A SUB-GRANT, CONTINUE TO STEP 4.

STEP 3: PROCESSING SUB-GRANT EXPENDITURES

- 1) Select the **Sub-Grant Expenditures** tab.

The Sub-Grant Expenditures selection and entry area displays:

The screenshot shows the 'Grants Application' interface. At the top, there are 'Grants Details' including System ID (Appling County - 601), Grant Name (Title I-A, Improving the Academic Achieve. of the Disadvantage), Grant Start Date (07/01/2008), and LUA Fund Code (402). Below this is a 'Completion Report' section with tabs for Search, Grant Expenditures, Sub-Grant Expenditures (which is circled in blue), Contact Info, Audit Trail, and Variance. A toolbar contains buttons for Load, Save, and Print. The 'SubGrants Details' section has a table with columns: SubGrant Name, Budget Amount, Total Expenditure, Difference, and Variance. The 'SubGrant Name' field is set to 'NCLB NI District Professional Dev'. Below this is the 'Expenditure Details' section with fields for Function, Object, and two expenditure periods: 7/1/2008-6/30/2009 Expenditures and 7/1/2009-9/30/2009 Expenditures. The 7/1/2009-9/30/2009 Expenditures field contains the value '0'. There are 'Add' and 'Cancel' buttons. At the bottom, there is a table header with columns for Function, Object, 7/1/2008-6/30/2009 Expenditures, and 7/1/2009-9/30/2009 Expenditures, and a message 'No Data Found.....'.

- 2) Choose the  Drop-down selection icon within the **SubGrant Name** field to select the subgrant **program name**.
- 3) Hit Load button which will bring over the budget amount from Con AP. (You must hit load after each subgrant)
- 4) Choose the  Drop-down selection icon within the **Function** the **Object** fields, where appropriate to select the function and object code information.
- 5) Enter the dollar amount of the expenditures within the **7/1/20XX-6/30/20XX Expenditure** and the **7/1/20XX-9/30/20XX Expenditure** fields where appropriate.
- 6) Select  (Update).

The information added in Steps 5 - 6 displays:

Grants Application

Grants Details:

System ID:	Appling County - 601	Fiscal Year:	2009
Grant Name:	Title I-A, Improving the Academic Achieve. of the Disadvantage	Version No:	Original
Grant Start Date:	07/01/2008	Grant End Date:	09/30/2009
LUA Fund Code:	402	Status:	New

Completion Report

[Search](#) |
 [Grant Expenditures](#) |
 [Sub-Grant Expenditures](#) |
 [Contact Info](#) |
 [Audit Trail](#) |
 [Variance](#)

[Load](#) |
 [Save](#) |
 [Print](#)

SubGrants Details:

SubGrant Name	Budget Amount	Total Expenditure	Difference	Variance
NCLB NI District Professional Dev		\$500.00	(\$500.00)	

Expenditure Details:

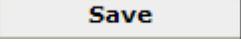
Function	Object	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	
		0	0	Add Cancel

Function	Object	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	
INSTRUCTION - 1000		\$500.00	\$0.00	
	SUPPLIES - 610	\$500.00	\$0.00	

STEP 4: PROCESSING CONTACT INFORMATION

- 1) Select the **Contact Info** tab.

The screenshot displays the 'Grants Application' interface. At the top left is the logo. Below it is a 'Grants Details' section with a grid of fields: System ID (Appling County - 601), Fiscal Year (2017), Grant Name (Title I-A, Improving the Academic Achieve. of the Disadvantaged (CFDA# 84.010) - 30), Version No (Original), Grant Start Date (07/01/2016), Grant End Date (09/30/2017), and LWIA Fund Code (402). Below this is a navigation bar with tabs: Completion Report, Search, Grant Expenditures, Sub-Grant Expenditures, Contact Info (circled in blue), and Audit Trail. A 'Print' button is on the right. The 'Contact Information' section below has input fields for First Name, Last Name, Telephone No, Fax No, and Email Address.

- 2) Should display contact information for the person who is logged into the system.
- 3) If not, enter the appropriate information within the **First Name**, **Last Name**, **Telephone No** (Telephone Number), **Fax No** (Fax Number), and **Email Address** fields.
- 4) Select  (**Save**).

STEP 5: VIEWING AUDIT TRAIL INFORMATION

- 1) Select the **Audit Trail** tab.

The Audit Trail area displays:



Grants Details:

System ID:	Appling County - 601	Fiscal Year:	2017
Grant Name:	Title I-A, Improving the Academic Achiev. of the Disadvantaged (CFDA# 84.010) - 30	Version No:	Original
Grant Start Date:	07/01/2016	Grant End Date:	09/30/2017
JJA Fund Code:	402	Status:	New

Completion Report

Search

Grant Expenditures

Sub-Grant Expenditures

Contact Info

Audit Trail

Print

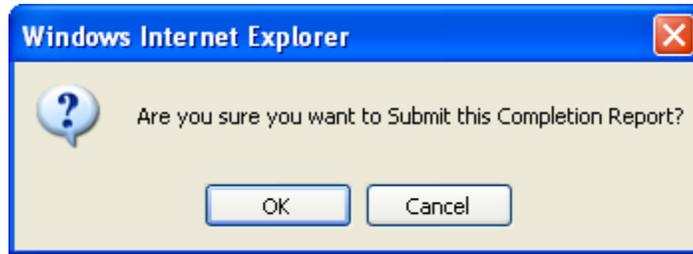
Audit Trail:

Previous Status	New Status	Changed By	Changed Date
	New	Steven Roache	1/10/2017

STEP 6: SUBMITTING COMPLETION REPORT

- 1) Select (Submit).

The Submission verification dialog box displays:



- 2) Select (OK) to submit the report, or select (Cancel) to discontinue processing.
- 3) If the total expenditures are more than the total revenue, a DE147 will be created to draw down the additional funds. The DE147 will be processed and the funds remitted to your district following the usual procedures.
- 4) If the total revenue is more than the total expenditures, it will prompt you for a check number for the required refund of excess funds drawn down. You will need to send a check to Grants Accounting for the excess funds. Be sure to include on your check the name of the Grant and the Grant Period the refund is for.
- 5) A variance is allowed between your actual expenditures and budgeted expenditures. This variance is calculated at the function level. Different Federal Programs allow different percentage variances. For example, if you have \$10,000 budgeted in function 1000, and the variance is 20%, the allowable variance is \$2,000. This variance can be more or less than the \$10,000. You will need to check with your Program Director to determine the allowable variance percentage for each Federal Program Grant your district receives. If the expenditure variance on your completion report is more than the allowable variance, you will get an error message on the completion report. This will have to be corrected on your general ledger before you can proceed. You will either need to move expenditures, or submit an amended budget before you can submit the completion report.

STEP 7: CREATING A NEW BUDGET MANUALLY

Grants Application

Completion Report

Search Grant Expenditures Sub-Grant Expenditures Refund Payment Contact Info Audit Trail

Search Print

Selection Criteria:

Fiscal Year: 2017

System Name: Appling County - 601 System Id: []

Grant Name: [] Grant No: []

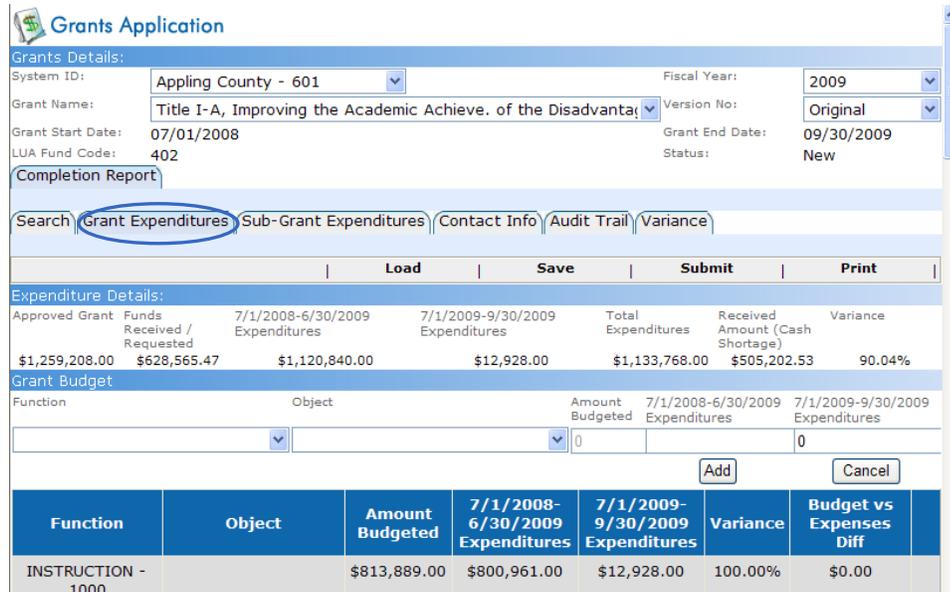
LUA Fund Code: [] Status: ALL

List Of Completion Reports:

- 1) On the **Search tab**, where appropriate:
 - 1) Choose the  Drop-down selection icon within the **Fiscal Year**, **System Name**, **Grant Name**, and the **Status** fields.
 - 2) Enter the Local Units of Administration (LUA) fund code in the **LUA Fund Code** field.
 - 3) Enter the school system's identifier in the **System Id** (System Identifier) field.
 - 4) Enter the grant number in the **Grant No** (Grant Number) field.
- 2) Select  (Search).

- 3) Select the  (New Report) icon.

The Grant Expenditures tab displays:



Grants Application

Grants Details:

System ID: Fiscal Year:

Grant Name: Version No:

Grant Start Date: Grant End Date:

LUA Fund Code: Status:

Completion Report

Search **Grant Expenditures** Sub-Grant Expenditures Contact Info Audit Trail Variance

Load Save Submit Print

Expenditure Details:

Approved Grant	Funds Received / Requested	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	Total Expenditures	Received Amount (Cash Shortage)	Variance
\$1,259,208.00	\$628,565.47	\$1,120,840.00	\$12,928.00	\$1,133,768.00	\$505,202.53	90.04%

Grant Budget

Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>

Add Cancel

Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	Variance	Budget vs Expenses Diff
INSTRUCTION - 1000		\$813,889.00	\$800,961.00	\$12,928.00	100.00%	\$0.00

- 4) Choose the  Drop-down selection icon within the **Function** the **Object** fields, where appropriate to select the function and object code information.
- 5) Enter the dollar amount of the expenditures within the **7/1/20XX-6/30/20XX Expenditure** and the **7/1/20XX-9/30/20XX Expenditure** fields where appropriate. Accrued salaries and benefits should be entered in the 7/1/20XX-6/30/20XX column. Any variances between July and August accrued and actual salaries and benefits should be entered in the 7/1/20XX - 9/30/20XX column.
- 6) Select  (**Add**).

The information added in Steps 5 - 6 displays:

Grants Application

Grants Details:

System ID: **Appling County - 601** Fiscal Year: **2009**

Grant Name: **Title I-A, Improving the Academic Achieve. of the Disadvanta** Version No: **Original**

Grant Start Date: **07/01/2008** Grant End Date: **09/30/2009**

LUA Fund Code: **402** Status: **New**

Completion Report

Search | Grant Expenditures | Sub-Grant Expenditures | Contact Info | Audit Trail | Variance

Load | Save | Submit | Print

Expenditure Details:

Approved Grant	Funds Received / Requested	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures	Total Expenditures	Received Amount (Cash Shortage)	Variance
\$1,259,208.00	\$628,565.47	\$33,565.47	\$0.00	\$33,565.47	(\$595,000.00)	2.67%

Grant Budget

Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures
		0		0

Add Cancel

- Using the right scroll bar, scroll down to the certification area of the page.

The certification area displays:

I **Steven Roache** hereby certify that, to the best of my knowledge, this Grant Expenditure Report is true and complete; and accounting records are on file to document the expenditures reported.

- Review the certification information displayed, and select the checkbox .

- Select **Submit** (Submit).

The Submission verification dialog box displays:

Windows Internet Explorer

Are you sure you want to Submit this Completion Report?

OK Cancel

- Select **OK** (OK) to submit the report, or select **Cancel** (Cancel) to discontinue processing.