



## 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.

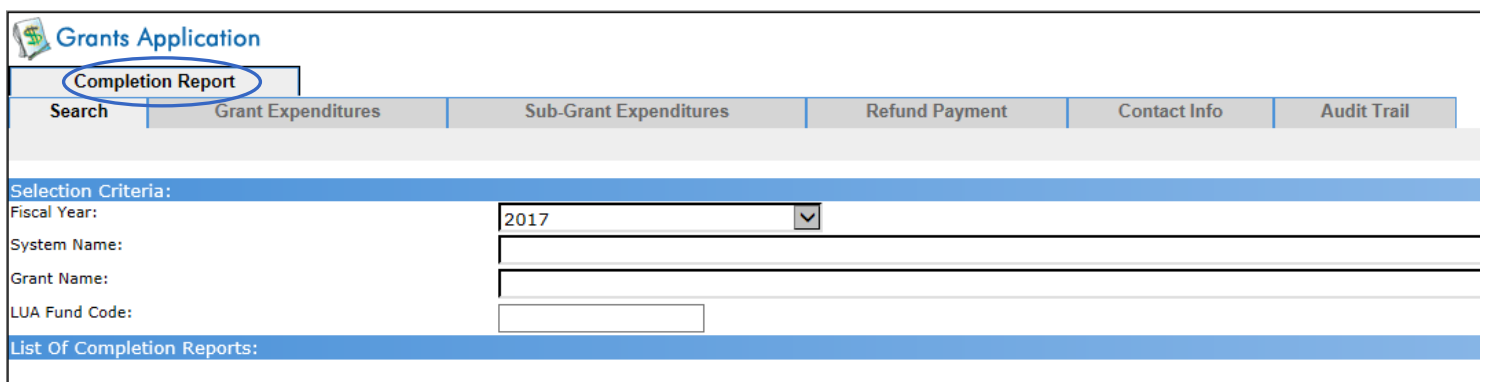
Completion reports are due 30 days after the end of the grant period.

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.


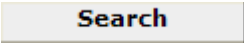
*The Completion Report icon displays:*



The screenshot shows the 'Grants Application' portal interface. At the top, there is a navigation bar with a 'Grants Application' header and a 'Completion Report' icon circled in blue. Below the navigation bar, there are several tabs: 'Search', 'Grant Expenditures', 'Sub-Grant Expenditures', 'Refund Payment', 'Contact Info', and 'Audit Trail'. The 'Search' tab is currently selected. Below the tabs, there is a 'Selection Criteria:' section with four input fields: 'Fiscal Year' (set to 2017), 'System Name', 'Grant Name', and 'LUA Fund Code'. At the bottom, there is a 'List Of Completion Reports:' section.

## STEP 2: LOADING A NEW BUDGET

The screenshot displays the 'Grants Application' web interface. At the top, there is a navigation bar with tabs: 'Completion Report' (selected), 'Search', 'Grant Expenditures', 'Sub-Grant Expenditures', 'Refund Payment', 'Contact Info', and 'Audit Trail'. To the right of these tabs are 'Search' and 'Print' buttons. Below the navigation bar, the 'Selection Criteria' section 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 Achieve. 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 Achieve. 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 Achieve. 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:**

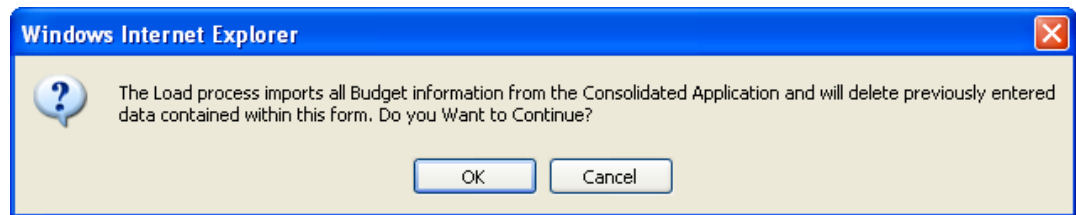
Function	Object	Amount Budgeted	7/1/2008-6/30/2009 Expenditures	7/1/2009-9/30/2009 Expenditures
		0		0

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:  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](#) [Print](#)

**Expenditure Details:**

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

**Grant Budget**

Function	Object	Amount Budgeted	7/1/2016-6/30/2017 Expenditures	7/1/2017-9/30/2017 Expenditures

[Add](#) [Cancel](#)

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

7) Click on the  for each line item,

The Grant Budget line item area 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](#) [Print](#)

**Expenditure Details:**

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

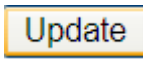
**Grant Budget**

Function	Object	Amount Budgeted	7/1/2016-6/30/2017 Expenditures	7/1/2017-9/30/2017 Expenditures

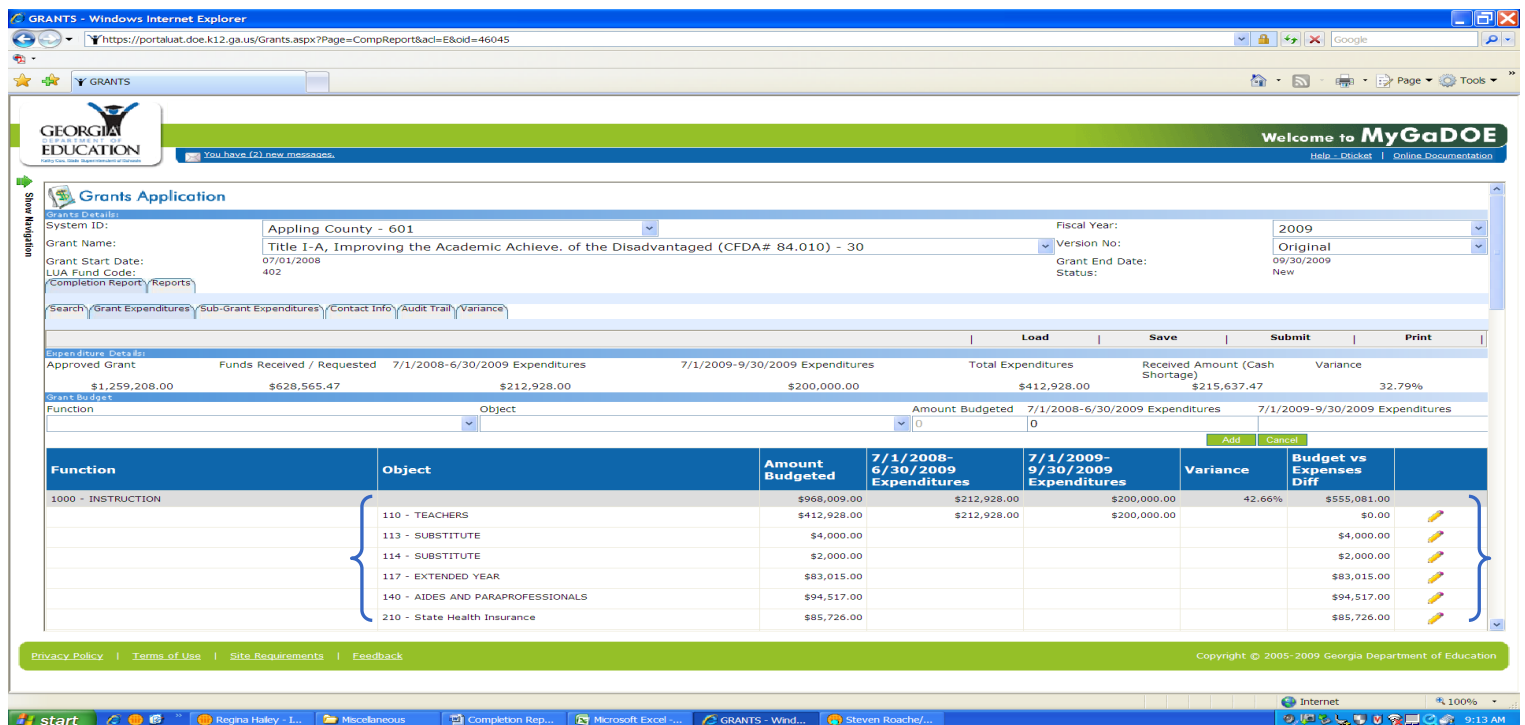
[Add](#) [Cancel](#)

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	<input type="text" value="0.00"/>	<input type="text" value="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 30<sup>th</sup> 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:



**GRANTS - Windows Internet Explorer**  
 https://portaluat.doe.k12.ga.us/Grants.aspx?Page=CompReport&acl=E&oid=46045

**GRANTS**

**GEORGIA DEPARTMENT OF EDUCATION**  
 You have (2) new messages.

**Welcome to MyGaDOE**  
 Help - Clicket | Online Documentation

**Grants Application**

**Grants Details:**  
 System ID: Applying County - 601  
 Grant Name: Title I-A, Improving the Academic Achiev. of the Disadvantaged (CFDA# 84.010) - 30  
 Grant Start Date: 07/01/2008  
 LUA Fund Code: 402  
 Fiscal Year: 2009  
 Version No: Original  
 Grant End Date: 09/30/2009  
 Status: New

**Expenditure Data:**

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	\$212,928.00	\$200,000.00	\$412,928.00	\$215,637.47	32.79%

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

**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


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- 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. The 'Sub-Grant Expenditures' tab is selected and circled. The interface includes a 'Grants Details' section with fields for System ID, Grant Name, Grant Start Date, LUA Fund Code, Fiscal Year, Version No, Grant End Date, and Status. Below this is a 'Completion Report' section with tabs for Search, Grant Expenditures, Sub-Grant Expenditures, Contact Info, Audit Trail, and Variance. The 'Sub-Grant Expenditures' tab is active, showing 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 the table is an 'Expenditure Details' section with fields for Function, Object, and two expenditure date ranges: 7/1/2008-6/30/2009 and 7/1/2009-9/30/2009. The 'Add' button is visible next to the expenditure fields. At the bottom, there is a 'No Data Found.....' message.

SubGrant Name	Budget Amount	Total Expenditure	Difference	Variance
NCLB NI District Professional Dev				


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

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:  Fiscal Year:   
Grant Name:  Version No:   
Grant Start Date: 07/01/2008 Grant End Date: 09/30/2009  
LUA Fund Code: 402 Status: New

**Completion Report**

**SubGrants Details:**  

SubGrant Name	Budget Amount	Total Expenditure	Difference	Variance
<input type="text" value="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	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>
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 shows the 'Grants Application' interface. At the top, there's a 'Grants Details' section with fields for System ID (Appling County - 601), Grant Name (Title I-A, Improving the Academic Achieve. of the Disadvantaged (CFDA# 84.010) - 30), Grant Start Date (07/01/2016), and LWIA Fund Code (402). To the right, there are dropdowns for Fiscal Year (2017), Version No (Original), Grant End Date (09/30/2017), and Status (New). Below this is a tabbed interface with 'Completion Report', 'Search', 'Grant Expenditures', 'Sub-Grant Expenditures', 'Contact Info' (which is circled in blue), and 'Audit Trail'. A 'Print' button is located at the bottom right of the tabs. Under the 'Contact Information:' header, there are 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** (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 Achieve. of the Disadvantaged (CFDA# 84.010) - 30

Version No:

Original

Grant Start Date:

07/01/2016

Grant End Date:

09/30/2017

JUA Fund Code:

402

Status:

New

Completion Report

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

Print

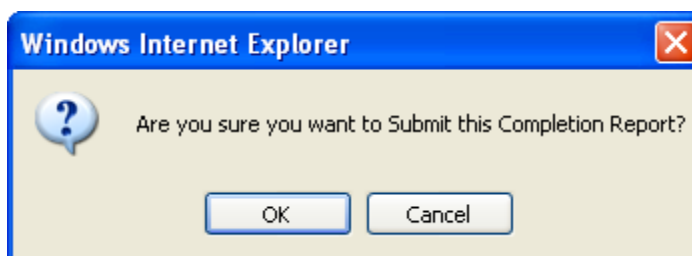
**Audit Trail:**

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:


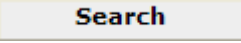
Fiscal Year: 2017

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: 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	\$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" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<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**

- 7) 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.

- 8) Review the certification information displayed, and select the checkbox

- 9) Select **Submit** (Submit).

The Submission verification dialog box displays:

**Windows Internet Explorer**

Are you sure you want to Submit this Completion Report?

**OK** **Cancel**

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