

# **GMS Closeout Report User Manual**

**Version 1.0**

June 2019

**Submitted by MTW Solutions, LLC**



## Revision History

Version	Status	Date	By	Summary of Changes
1.0 Final		June 28, 2019	JF	Original - Final

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## Document Purpose

The Grants Management System (GMS) Closeout Report User Manual is intended to provide instructions to individuals at Vermont organizations (LEAs) on the process of submitting the Closeout Report to the Vermont Agency of Education (AOE).

The document details these processes:

1. Logging on to the GMS
2. Accessing and Completing Closeout Report
3. Roles of the AOE

Technical questions regarding GMS Access or system issues should be directed to the [AOE GMS Helpdesk](#). The contact information for the Helpdesk is located in the footer of each webpage on the GMS application.

For help using the Vermont AOE Grants Management System, email [AOE.GMSHelp@Vermont.gov](mailto:AOE.GMSHelp@Vermont.gov), call the help desk at [802-479-1044](tel:802-479-1044), or consult our [Staff Directory](#).

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### Helpdesk Contact Information in GMS Application Footer

## GMS Landing / Logon Page

The GMS Landing / Logon Page is located at the following URL:

<https://vtaoe.mtwgms.org/vermontgmsweb/logon.aspx>

For any Grant Applicants who do not have a logon ID, please click the New User link located on the GMS. You will be asked to provide the Supervisory Unit Code (e.g. S061) for your organization. If that SU is found, you will be asked for your name, email and requested role, for review by AOE.

If you require credentials for an organization not already known to the GMS, the New User link will direct you to send an email to the AOE GMS Helpdesk to have your organization added.

The screenshot shows the GMS Landing / Logon Page. The header is green with the text 'Welcome to the Grants Management System'. Below the header, there are several sections:

- ANNOUNCEMENTS:** Contains three red-bordered boxes with text. The first says 'Welcome to the new VT AOE Grants Management System'. The second says 'Central Data is now available to create and complete!'. The third says 'Continuous Improvement Plans can now be entered'. A green arrow points to the 'New User' link in the LOGON section.
- LOGON:** Contains a form with fields for 'Username/Email' and 'Password', a 'Forgot Password' link, and a blue 'LOGON' button. Below the button is a 'New User' link.
- INFORMATION:** Contains text about the 'Forgot Password' link and technical help.
- TRAINING:** Contains two video tutorial links: 'Logging In and Account/Password Maintenance' and 'Continuous Improvement Plans and Central Data'. A tip says 'When entering text, save often!'. A red-bordered box contains the tip text.
- NOTICE OF FUNDING AVAILABILITY:** Contains the text 'No notifications found.'
- UPCOMING:** Contains a calendar for March 2018 with two dates highlighted: 'April 1, 2018' (Continuous Improvement Plans preferred deadline) and 'May 1, 2018' (Perkins FY19 applications are due).

### New User Link on GMS Landing Page

Upon successfully logging onto the GMS, users are directed to the GMS Menu List page. Some administrative users have multiple options on this page, but most LEA users will see the following image.

## GMS Menu List

Menu List

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

- Administrative**
  - AOE Reports
- GMS Access / Select**
  - Central Data with Common Assurances
  - Continuous Improvement Plans
  - Funding Applications
  - Other Data Collections
- ▶ **Monitoring**

This website best viewed using Internet Explorer version 11.x or Microsoft Edge. Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

TEST user ID: District Representative (paul.egger@MTWolutions.com)

For help using the Vermont AOE Grants Management System, email [AOE.GMSHelp@Vermont.gov](mailto:AOE.GMSHelp@Vermont.gov), call the help desk at **802-479-1044**, or consult our Staff Directory.

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### District Representative Menu List

The GMS Menu List displayed in the above image shows options for each user based on the authority they have been assigned.

- The hyperlink for “GMS Access/Select” will take users to the list of systems including
  - Central Data with Common Assurances.
  - Continuous Improvement Plans
  - Funding Applications (e.g. Consolidated Application, IDEA Consolidated, Perkins, 21st Century, etc.)
  - Other Data Collections

Each GMS Web page after the Menu List contains hyperlinks in the top right corner with the following functions:

- Sign Out of the GMS
- Return to this Menu List web page
- Return to the GMS Access / Select Page
- Display the contents of the web page in a format that can be sent to a printer from the Browser being used.

## Completing the Closeout Report

\*The Closeout samples below are for the Consolidated Federal Programs (CFP).

Select the GMS Access / Select link from the Menu List Page.

- In order for the Closeout process to begin the Original Budget Application or Budget Amendment must be in Final Approved status.
- The following error will be received if the budget application has not been approved and data will not be saved on the Closeout Report:

SAVE NOT ALLOWED: FER cannot be submitted while a Submitted Amendment is still in process of being approved.

Select the appropriate Fiscal Year (FY)

Select the **Payments** button for the appropriate application to access the Closeout Report.

The screenshot shows a web interface for selecting a fiscal year and viewing a list of applications. At the top, there is a 'Select Fiscal Year:' dropdown menu with '2019' selected. A green arrow points to this dropdown. To the right is a link 'Click to view Funding Summary'. Below this is a table with two sections: 'Central Data and Improvement Plans' and 'Formula Grant'. The 'Formula Grant' section contains three rows of application data. The 'PAYMENTS' button for the 'Consolidated Federal Programs' row is highlighted with a red rectangle.

Created						
Central Data and Improvement Plans						
	Application Name	Revision	Status	Date	Actions	
	Central Data	Amendment 1	Final Approved	11/15/2018	OPEN	REVIEW SUMMARY
▶	CIP - Continuous Improvement Plan					
Formula Grant						
	Application Name	Revision	Status	Date	Actions	
	IDEA Consolidated Application	Amendment 1	Final Approved <a href="#">View GAN</a>	1/25/2019	OPEN	PAYMENTS REVIEW SUMMARY
	Consolidated Federal Programs	Amendment 1	Final Approved <a href="#">View GAN</a>	2/1/2019	OPEN	PAYMENTS REVIEW SUMMARY REGENERATE GAN
	BEST-Act 230	Original Application	Final Approved <a href="#">View GAN</a>	10/3/2018	OPEN	PAYMENTS REVIEW SUMMARY

### Access Select Page

The **Expenditure / Payment Summary** page displays the funds allocated, budgeted and/or paid to the LEA for each program based on the year selected. No updates or other data entry can be performed on this page.

- All pending Payment Reimbursement Requests must be approved before a Closeout Report can be submitted.
- The following error will be received if there are Reimbursement Requests in submitted status. The data will not be saved on the Closeout Report.

SAVE NOT ALLOWED: Closeouts cannot be submitted while there are Reimbursement Requests outstanding. Please delete any unsubmitted RRs (1). The 1 submitted RRs requests needs to be paid or deleted.

- LEA's that have not previously completed a Payment Reimbursement Request will not be allowed to claim expenditures on the Closeout Report.
- The following error will be received if the Closeout Report includes expenditures greater than \$0.00. The data will not be saved on the Closeout Report:

DATA NOT SAVED: A Final Periodic Expenditure Report cannot be submitted for an amount greater than \$0 when there are no Completed payments. Reminder: You have indicated this is your final expenditure report. Only actual expenditures are allowed – outstanding obligations should not be included in your reporting.

Select the **View Reimbursement Request / Closeout Reports** button

[Click for Instructions](#)

**VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS**

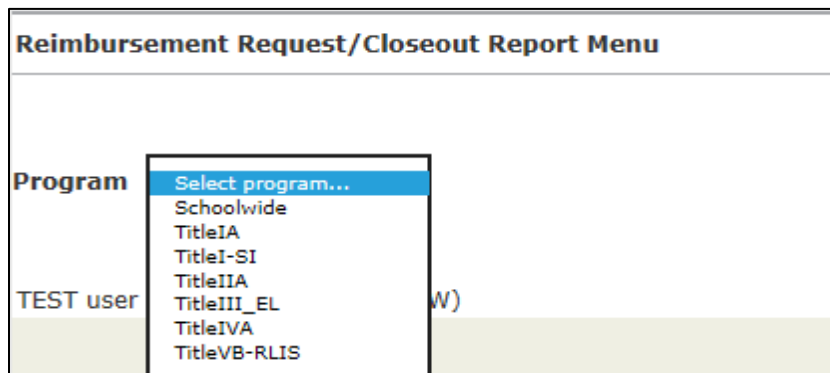
FY2019 Expenditure/Payment Summary as of 3/25/2019

	Schoolwide	TitleIA	TitleI-SI	TitleIIA	TitleIII_EL	TitleIVA	TitleVB-RLIS
<b>Current Grant Year Allocation</b>	\$0.00	\$736,559.00	\$0.00	\$217,547.00	\$0.00	\$110,896.00	\$0.00
(+/-) Adjustments	\$0.00	\$94,522.13	\$30,000.00	\$77,773.90	\$0.00	\$32,866.16	\$1,239.14
(+/-) Consortia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Transfers	\$897,165.38	(\$792,955.95)	\$0.00	(\$82,473.02)	\$0.00	(\$21,736.41)	\$0.00
Total Funds to be Budgeted at Beginning of FY2019	\$897,165.38	\$38,125.18	\$30,000.00	\$212,947.88	\$0.00	\$122,025.75	\$1,239.14
<b>Approved Budget</b>	\$897,165.38	\$23,442.41	\$25,750.00	\$149,537.54	\$0.00	\$39,499.00	\$0.00
<b>Pending Reimbursement Requests</b>							
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Completed Reimbursement Requests</b>							
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$216,779.15	\$7,954.28	\$22,769.20	\$51,439.11	\$0.00	\$5,145.50	\$0.00
<b>Total</b>	\$216,779.15	\$7,954.28	\$22,769.20	\$51,439.11	\$0.00	\$5,145.50	\$0.00
<b>Remaining Balance</b>							
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$680,386.23	\$15,488.13	\$2,980.80	\$98,098.43	\$0.00	\$25,263.50	\$0.00
Released or Carried Over to next year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$680,386.23	\$15,488.13	\$2,980.80	\$98,098.43	\$0.00	\$25,263.50	\$0.00
Final Closeout Status							

**Expenditure / Payment Summary**

Select the program from the dropdown menu and select **Create Closeout Rep** under the Closeout Report section.

- Each program with an approved budget must complete a Closeout Report.



**Program Drop-down List Option on Closeout Report**

## Reimbursement Request/Closeout Report Menu

The system will then direct the user to the specific Closeout Report. In the below image, the top portion of the grid is a description of the last approved budget. The bottom portion of the grid is the actual Closeout Report where the user will input the cumulative year-to-date expenditures for the specific program. The Closeout Report is pre-populated with the expenditures from the last processed payment requests.

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 2	1/4/2019	10/1/2018 - 12/30/2018	1/4/2019	1/7/2019	Approved	1/7/2019
<input type="radio"/>	Reimbursement Request 1	10/4/2018	7/1/2018 - 9/30/2018	10/4/2018	10/9/2018	Approved	10/9/2018

After all expenditures have been entered, the user will select **Calculate Totals** and enter the **Expenditure Period End Date** from the dropdown menu. The user will then select the **Save Page** button to save all data. After the user is confident that all expenditures are correct the user can then select the **Submit To AOE** button. This process will submit the Closeout Report to the State of Vermont for review.

The LEA has the option to include a comment in the LEA Comment box explaining any details regarding the Closeout Report.

The LEA also has the option to upload supporting documentation, if needed.

The **RECAP** section of the Closeout Report provides a description of the funding for the specific program. This section will display the **Balance Due** to the LEA. The Closeout Report will either calculate a payment, zero payment or overpayment.



Closeout Report 1

Program: Schoolwide

SITE: All Budgets Combined

Remove blank rows from display:  Yes  No

Code	Activity Description	100 - Personal Services Salaries	200 - Personal Services Employee Benefits	300 - Purchased Professional and Technical Services	400 - Purchased Property Services	500 - Other Purchased Services	600 - Supplies	700 - Property	720 - Equipment	800 - Debt Service and Miscellaneous	900 - Other Items	TOTAL
1000	Instruction	538,903.66	216,706.54	13,335.00		10,900.00	5,220.00					785,065.20 87.51 %
2100	Other Support Services - Students	30,000.00	18,000.00									48,000.00 5.35 %
2212	Instruction and Curriculum Development			31,600.00								31,600.00 3.52 %
2213	Instructional Staff Training			2,500.00								2,500.00 0.28 %
2219	Other Improvement of Instruction Services			4,000.00								4,000.00 0.45 %
2240	Academic Student Assessment						5,420.00					5,420.00 0.60 %
Total Direct Costs		568,903.66 63.41 %	234,706.54 26.16 %	51,435.00 5.73 %		10,900.00 1.21 %	10,640.00 1.19 %					876,585.20 97.71 %
Approved Indirect Cost X 2.9700 %												20,580.18 2.3478 %
Total Budget												897,165.38

Object Code	Expenditure Description	Final Approved Budget	Vermont Payments	Previously Reported	Expenditure Amount	Delete Row
100	Personal Services Salaries	\$568,903.66	\$159,408.42		159408.42	<input type="checkbox"/>
200	Personal Services Employee Benefits	\$234,706.54	\$47,354.90		47354.90	<input type="checkbox"/>
300	Purchased Professional and Technical Services	\$51,435.00	\$4,275.00		4275.00	<input type="checkbox"/>
500	Other Purchased Services	\$10,900.00	\$0.00		0.00	<input type="checkbox"/>
600	Supplies	\$10,640.00	\$0.00		0.00	<input type="checkbox"/>
Sub-Totals:		\$876,585.20	\$211,038.32		\$211,038.32	
Indirect Costs Approved Rate 2.9700 % Derived Rate 2.3478 %		\$20,580.18	\$5,740.83		\$740.83	
Totals:		\$897,165.38	\$216,779.15		\$216,779.15	

### Closeout Report - Object Code and Expenditure Amount Columns Highlighted

Expenditure Period End Date:

LEA Comments (4000 character maximum)

AOE Comments (4000 character maximum)

RECAP	Amount	Amount Paid to Date by Fund Source
Grant Award (Allocation)	\$897,165.38	
Approved Budget	\$897,165.38	TitleIA \$60,892.84
Amount Paid To Date	\$216,779.15	TitleVA \$22,006.00
Expenses To Date	\$216,779.15	TitleEA \$133,880.33
Balance Due LEA	\$0.00	Total \$216,779.15
Funds on Hand	\$0.00	

Final Expenditure

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 3MB 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 AOE that this is required.

### Closeout Report 1 – Recap Section

After the Closeout Report has been submitted to the AOE, select **Click to Return to Reimb/Expend Menu** in the upper right corner.

Project Period 7/1/2018 - 6/30/2019

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](#)

**Click to Return to Reimbursement/Expenditure Menu**

The Closeout Report Status has now changed to **Submitted to AOE**. The user can select the ratio button next to **Expenditure Report 1** and select **Open Closeout Rep**. The user can

preview the submitted Closeout Report; however, no changes can be made after the report is submitted to the AOE.

The user can also select the **Review Summary** button. This page provides the user with the status of the Closeout Report – the image below shows reports with “Submitted” and “Not Started” statuses.

Review Summary  
Latest submission to AOE occurred on: 1/24/2019

Select	Stop	Group	Staff	Status	Status Date
<input type="radio"/>	1	District Superintendent	District Representative	Submitted	3/25/2019
<input type="radio"/>	2	Program Review 1	Karen Abbott	Not Started	3/25/2019

REVIEW CHECKLIST

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Reimbursement Request/Closeout Report Menu

Program: Schooide 2019

Reimbursement Requests:

Select a 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	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 2	1/4/2019	10/1/2018 - 12/30/2018	1/4/2019	1/7/2019	Approved	1/7/2019
<input type="radio"/>	Reimbursement Request 1	10/4/2018	7/1/2018 - 9/30/2018	10/4/2018	10/9/2018	Approved	10/9/2018

Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

OPEN CLOSEOUT REP CREATE CLOSEOUT REP DELETE CLOSEOUT REP REVIEW SUMMARY

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Expenditure Report 1	Y	3/25/2019	3/25/2019		Submitted to AOE	3/25/2019

Reimbursement Request/Closeout Report Menu – Open Closeout Rep Button

### Review Summary Page

After the user has completed the Closeout Report for all programs, select the **Click to Return to Payment Summary** in the upper right corner. The status will now display “Submitted” for all programs listed on the **Expenditure/Payment Summary** page.

Expenditure / Payment Summary

VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS

FY2019 Expenditure/Payment Summary as of 3/25/2019

	Schooide	Tithe1A	Tithe1-SI	Tithe11A	Tithe11-EL	Tithe1VA	TitheVH-RLIS
<b>Current Grant Year Allocation</b>							
(+/-) Adjustments	\$0.00	\$736,559.00	\$0.00	\$217,647.00	\$0.00	\$110,896.00	\$0.00
(+/-) Consortiums	\$0.00	\$94,522.13	\$30,000.00	\$77,773.90	\$0.00	\$32,866.16	\$1,239.14
(+/-) Transfers	\$897,165.38	(\$792,955.95)	\$0.00	(\$82,473.02)	\$0.00	(\$21,736.41)	\$0.00
Total Funds to be Budgeted at Beginning of FY2019	\$897,165.38	\$38,125.18	\$30,000.00	\$212,947.88	\$0.00	\$122,025.75	\$1,239.14
<b>Approved Budget</b>	\$897,165.38	\$23,442.41	\$25,750.00	\$149,537.54	\$0.00	\$30,409.00	\$0.00
<b>Pending Reimbursement Requests</b>							
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Reimbursement Requests	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Completed Reimbursement Requests</b>							
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$216,779.15	\$7,954.28	\$22,769.20	\$51,439.11	\$0.00	\$5,145.50	\$0.00
Total	\$216,779.15	\$7,954.28	\$22,769.20	\$51,439.11	\$0.00	\$5,145.50	\$0.00
<b>Remaining Balance</b>							
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement Requests	\$680,386.23	\$15,488.13	\$2,980.80	\$98,098.43	\$0.00	\$25,263.50	\$0.00
Released or Carried Over to next year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$680,386.23	\$15,488.13	\$2,980.80	\$98,098.43	\$0.00	\$25,263.50	\$0.00
<b>Final Closeout Status</b>	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted

Expenditure / Payment Summary – Final Closeout Status

After the AOE (State of Vermont) has reviewed and approved the Closeout Report, the status will change to “Approved”. The Closeout Report for the specific program will display the payment detail information in the upper right hand corner after the payment has been processed by the AOE. This is an indication to the LEA that the payment has been completed.

Agency: 001  
Document #: YR301000017  
Vision VOUCHER\_ID(s): 00404690  
Check/EFT Date: 3/28/2019

After the Closeout Report is approved all Rollover funds will be available to budget in the next year's Budget Application.

## Important Rules to Remember

- Closeout Report are available July 1 – unless otherwise noted.
- Closeout Reports are due within 60 days from opening date or August 30, 2019.
- Original Budgets or Budget Amendments must be approved by the AOE before Closeout Reports can be submitted.
- Payment Reimbursement Request must be approved by the AOE before Closeout Reports can be submitted.
- Cumulative expenditures must be reported on the Closeout Report for fiscal year starting July 1, 2019 – June 30 2020.
- After the Closeout Report is submitted to the AOE changes will not be allowed unless "Returned for Changes" is made by the AOE.
- Rollover funds are ONLY available after the Closeout Report is Approved by the AOE.