GMS Closeout Report User Manual

Version 1.0

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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, call the help desk at **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.

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

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
    - o Central Data with Common Assurances.
    - o Continuous Improvement Plans
    - o Funding Applications (e.g. Consolidated Application, IDEA Consolidated, Perkins, 21st Century, etc.)
    - o 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.

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

Expenditure / Payment Summary

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

- Each program with an <u>approved</u> budget must complete a Closeout Report.
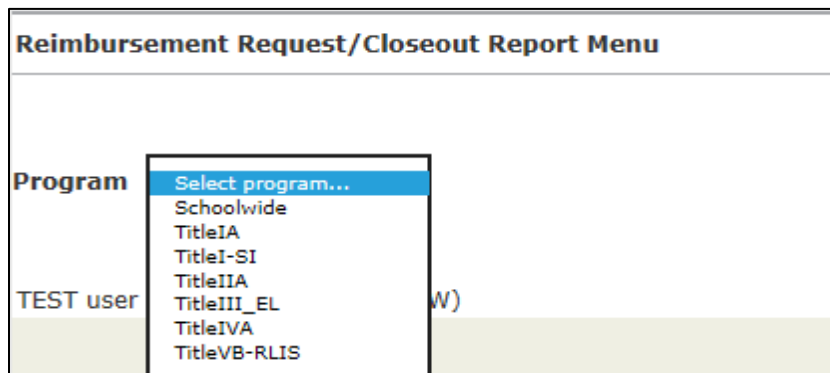
Program Drop-down List Option on Closeout Report

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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.

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 - Object Code and Expenditure Amount Columns Highlighted

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.

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.

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 – 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.

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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.
- Orginal Budgets or Budget Amendments must be appoved by the AOE before Closeout Reports can be submitted.
- Payment Reimbursement Request must be appoved by the AOE before Closeout Reports can be submitted.
- Cumulative expeditures 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.

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