# 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 LEAs 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:

![Completion Report Icon](image)

Selection Criteria:
- Fiscal Year: 2017
- System Name:
- Grant Name:
- LUC Fund Code:

List Of Completion Reports:
STEP 2: LOADING A NEW BUDGET

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

The New Report icon displays:
5) Select **Load** (Load).

The **Load Process Import** dialog box displays:

![Image of Windows Internet Explorer dialog box]

The Load process imports all Budget information from the Consolidated Application and will delete previously entered data contained within this form. Do you want to continue?

- OK
- Cancel

6) After reviewing the information displayed, select **OK** (OK) to continue the load procedure, or select **Cancel** (Cancel) to return to the previously displayed Grant Expenditure tab.
The Load selection and data entry area displays:

7) Click on the pencil for each line item,

The Grant Budget line item area displays:
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 (Update). You must click update after each entry.

The information added in Steps 8 -9 displays:

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:

   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 (Update).
The information added in Steps 5 - 6 displays:

![Grants Application](image)

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### Grants Application

**Grants Details:**
- **System ID:** Appling County - 501
- **Grant Name:** Title I-A, Improving the Academic Achieve. of the Disadvantage
- **Fiscal Year:** 2009
- **Grant Start Date:** 07/01/2008
- **Grant End Date:** 09/30/2009
- **LUA Fund Code:** 402

**Completion Report:**

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

**SubGrants Details:**
- **SubGrant Name:** NCLB NI District Professional Dev
- **Budget Amount:** $500.00
- **Total Expenditure:** $500.00
- **Difference:** ($500.00)
- **Variance:**

**Expenditure Details:**

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<tr>
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<td>SUPPLIES - 610</td>
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<td>$500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
**STEP 4: PROCESSING CONTACT INFORMATION**

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

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:*

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![Audit Trail screenshot](image-url)
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**

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** (Search).
3) Select the **New Report** icon.

*The Grant Expenditures tab displays:*

![Image of Grant Expenditures tab]

4) Choose the Drop-down selection icon within the **Function** and **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** (Add).
The information added in Steps 5 - 6 displays:

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

The certification area displays:

8) Review the certification information displayed, and select the checkbox ☑.

9) Select [Submit] (Submit).

The submission verification dialog box displays:

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