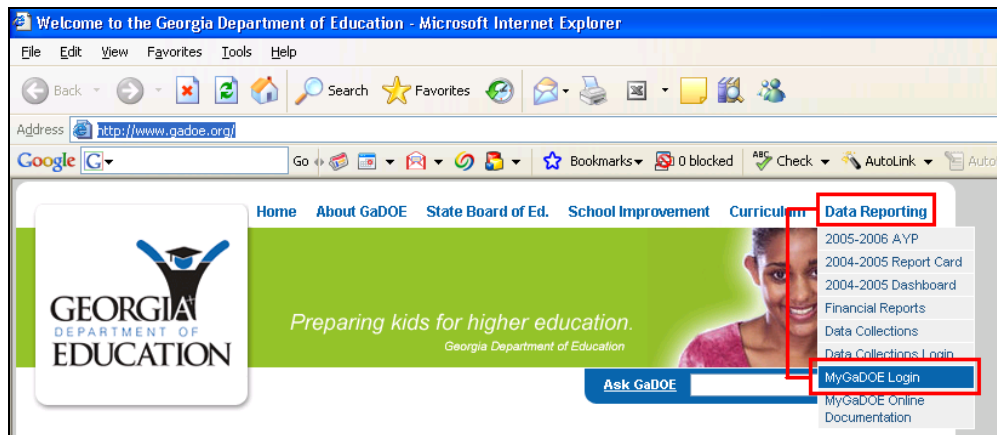


How to access DOE's Homepage: [gadoe.org](http://www.gadoe.org) How to access GAORS from DOE's homepage:

1. Access DOE homepage: [http://www.gadoe.org/](http://www.gadoe.org)
2. In the drop down box that says "Data Reporting", click on the "MyGaDOE Login".



NOTE: THIS MAY BE A GOOD PLACE TO BOOKMARK

3. Enter assigned USERID (lower-case sensitive).
4. Enter default PASSWORD (provided via e-mail, also case sensitive).

5. The system will ask you to change your password and verify new password, if this is your first login.

Click Login
Click GAORS Menu
System USERS Menu will appear.

DEO147 – Monthly Report of Expenditures and Estimated Requirements for Grant Funds

Purpose: Used to request payments and report expenditures to DOE.

1. Click on “Add New DE147”.
2. Your system number and name will automatically appear on this screen.
3. Verify the Fiscal Year that funds are being requested. If the fiscal year is changed, click on “Retrieve the Grant “ to display approved grants.
4. Use the drop down menu to select the approved grant you are requesting funds. Click on the appropriate grant.
5. Again, click on“ Retrieve the Grant”. This action will retrieve the grant information for the selected grant (e. i. Approved budget and grant period).
6. Verify approved budget, grant period or any grant information.
7. Input information required.
8. Make necessary comments in the Comments Field to assist in DOE’s approval of payment.
9. Click “Recalculate” to update information. **SAVE. If you are the preparer only, this is as far as you can go.**
10. **The payment will go into “Open Status”**
11. **The Submitter must access the system, approve and submit request.**
12. Date Paid by DOE will appear in the Box.

2

LIST OF ALL DE147s

- Purpose: 1) To review status of payment request.
- 2) If error has occurred, call DOE to re-open request.

NOTE: ENTER ONLY THE INFORMATION RELIABLE AND FACTUAL TO THE SEARCH CRITERIA. Invalid data could limit your search or no data will appear.

1. System name and number will automatically appear. (Can’t change fields)
2. Enter appropriate Fiscal Year.
3. Grant Description is not required (If available, use grant number).
4. Enter fund month, if available.
5. Status – use drop down menu to select all payments, closed/paid payments, open (not submitted for DOE’s approval) or Processing (submitted to DOE for approval).
6. Pay date, if available.
7. Paid, if available.

NOTE: YOU MUST CLICK ON SELECT ALL AND CLICK ON GET THE RESULTS TO RECEIVE DATA.

8. Click on selected payment or review payment currently on screen.

LIST OF GRANTS APPROVED

PURPOSE: To obtain a list of detailed information on all grants (description, grant number, fund code, approver name and program code).

Note: Again, only input fields that are essential to the search criteria.

1. Input the appropriate information.
2. If you want to obtain an approved list of grants for a specific fiscal year, enter the fiscal year only to display information.
3. Click on Select All and Click on Get the Results.
4. Review data available on the screen or click on a grant to request funds (DE147).

3

DETAIL OF ALL GRANTS

Purpose: To obtain a list of detailed information on all grants (description, grant number, fund code, approver name and program code).

NOTE: INSTRUCTION ARE SIMILAR TO THE LIST OF GRANTS APPROVED. SELECT ONLY THE FIELDS ESSENTIAL TO YOUR CRITERIA.

-----Click Select All and Click Get the Results to receive data.

GRANTS PAYMENT ADVICE

Purpose: To review/reconcile EFT payments processed by DOE.

1. System number and name automatically defaults in the fields.

2. Enter Month inquiring. (Use drop down menu to select other available months).
 3. Click SUBMIT.
 4. GAOR will retrieve all payments for the month selected. Click on the one or all payments for inquiry and detail.
-

SCHOOL NUTRITION PAYMENT ADVICE (USE ONLY IF RECEIVE SCHOOL NUTRITION FUNDS)

INTERIM COMPLETION REPORT

Purpose: Interim completion report is required to monitor current year spending and determine carryover for systems not spending required approved budget.

1. System number, system name, and approved budget are automatically displayed.
2. Enter current first quarter (July – Sept) expenditures.
3. All comments are input in the comment section, if required.
4. SUBMIT

YOU WILL BE NOTIFIED IF AN INTERIM COMPLETION REPORT IS REQUIRED.

PROGRAM MANAGER GRANTS STATUS REPORT

Purpose: Program Managers will be able to monitor the percentage of funds spent by system.

1. Enter grant number and fiscal year.
2. Hit, “select all” and then hit “get results”
3. If you want to send this file to excel, hit “select all” , then hit “excel” , then “open”. File will come up in excel.