

ACCELEGRANTS

**ADULT BASIC EDUCATION –
FINAL EXPENDITURE REPORTS (FERs) SECTIONS**

USER GUIDE

**Guide Updated
September 20, 2017**

General Information:

The purpose of this document is to provide user guidance for the completion of the Adult Basic Education (ABE) Final Expenditure Reports (FERs) Sections of AcceleGrants. Each ABE FER contains six reporting sections which must be completed:

- Reported Expenditures
- Expenditure Adjustments
- Grade Level
- Income
- Training
- One-Stop Centers

Please note the following **important information** regarding the completion of the ABE FER sections:

- **DO NOT START THE ABE FER UNTIL ALL CASH REIMBURSEMENT REQUESTS HAVE BEEN SUBMITTED AND APPROVED.** Once the status is changed to “Draft Started” the Cash Reimbursement Requests and Quarterly Financial Status Reports sections are locked by the system and **cannot be unlocked**.
- The FER sections may only be completed by system users assigned to the role of “District Business Manager” or “FER Edit”.
 - If an individual other than the Business Manager will be completing the FER sections, then the district’s system administrator will need to assign the “FER Edit” role to that individual.
- The FER can not be moved to “Draft Started” status unless all quarterly reports have been submitted and approved by RIDE. For Funding Applications with more than one ABE funding source, all quarterly reports include all funded programs included within the

Funding Application (WIOA, EL Civics, General Revenue, and Job Development Funds).

- For the most efficient processing of the FER, cash receipts should be reconciled to expenditures **(all cash reimbursements requested and refunds returned to RIDE)**, and accuracy of quarterly reports confirmed **prior** to moving the FER to “Draft Started”.
- After the FER status is moved into “Draft Started” status, the Cash Reimbursement Requests and Quarterly Financial Status Reports sections are locked by the system and **cannot be unlocked**. Access to the “create new cash reimbursement request” section is no longer available. Also, all quarterly reports are locked and cannot be returned to the program by RIDE for revision. Prior to the FER being moved to “Draft Started” status, a program may request that RIDE return a quarterly report for revision and re-submission. All revisions required to quarterly reports after the FER is moved to “Draft Started” status must be submitted through a paper report process.
- Once the FER is final approved by RIDE, the FER cannot be returned to the grantee for revision. Any revisions to final reporting would require the submission of paper reports.
- Questions related to this guide and/or the completion of the ABE FERs sections can be directed to Lisa Ellis by email at lisa.ellis@ride.ri.gov or by telephone at 222-8954.

Access to the ABE Final Expenditure Reports (FERs) Sections:

The FER sections can be accessed from the Funding Applications page. Select the correct year to be reported and the last approved application from the drop down options. See screen shot #1 below.

The screenshot shows the RIDE website interface. On the left is a navigation menu with links: Home, Administration, Search, Funding Application, Performance Reports, Planning for Success, Address Book, Inbox, Document Library, Reports, and Contact RIDE. The main content area is titled 'Funding Applications' and shows a breadcrumb 'Home > Funding Applications'. Below this, there is a year selector set to '2017' and a dropdown menu labeled 'Last Approved Applications'. A callout box with arrows pointing to these two elements contains the text: 'Select Prior Year and Last Approved Application, then select ABE FER.' The main content area displays several sections: 'ENTITLEMENT FUNDING APPLICATIONS' with a table showing 'Adult Basic Education' with 0 amendments and 'RIDE Final Approved' status; 'FINAL EXPENDITURE REPORTS' with a table showing 'Adult Basic Education FER' with 'Not Started' status; 'BUDGET ENTRY REVIEW' with a link to 'Budget Summaries'; and 'CASH REIMBURSEMENT REQUESTS AND QUARTERLY FINANCIAL STATUS REPORTS' with a link to 'Adult Basic Education'.

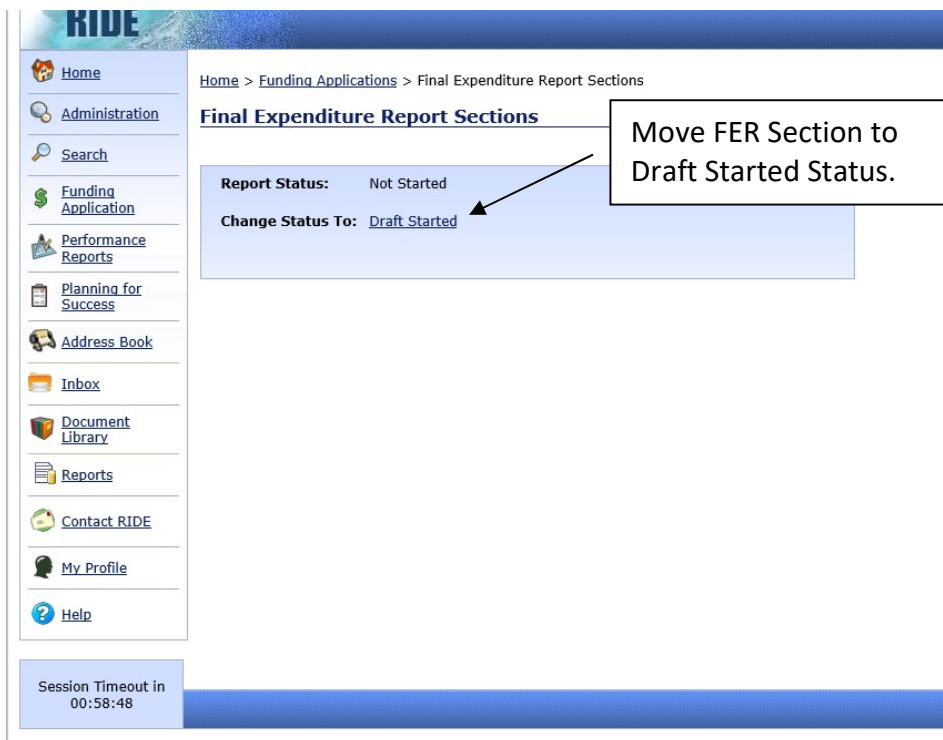
AMENDMENT	STATUS
0	RIDE Final Approved

STATUS
Not Started

Screen Shot #1

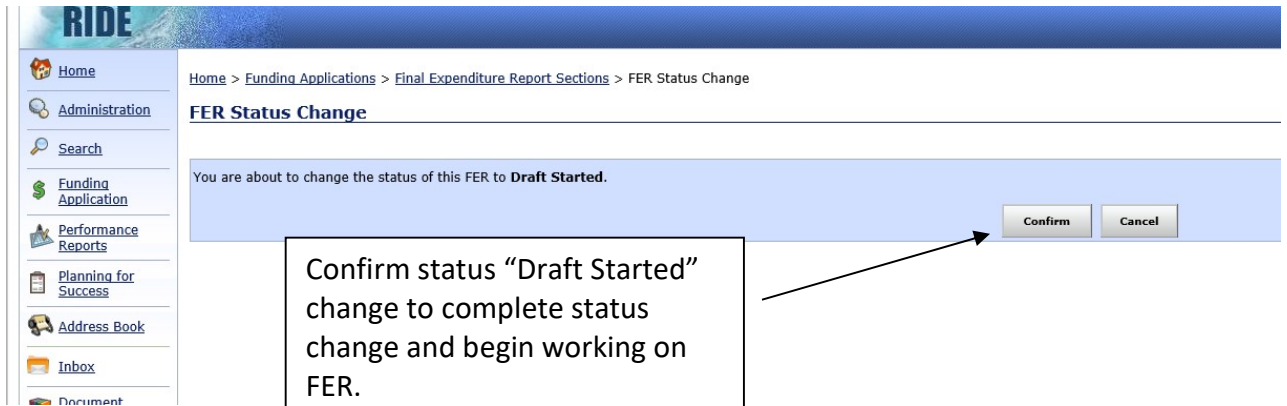
STARTING the FER Sections:

As with the applications, quarterly reports, and cash requests in AcceleGrants, the ABE FER moves through a series of status changes prior to being submitted to RIDE. To begin working in the FER sections of AcceleGrants, the status must first be moved to “Draft Started”. See screen shot #2 below. Note: The Cash Reimbursement Requests and Quarterly Financial Status Reports sections are locked after the FER section is moved to “Draft Started”. **Any cash reimbursement needed after final review of fiscal year expenditures should be submitted to RIDE BEFORE changing the FER status to Draft Started.**



Screen Shot #2

Confirm the status change – Screen Shot #3 below:



Screen Shot #3

After the FER status has been moved to "Draft Started," the Final Expenditure Report Sections will be opened, the screen will appear as shown in Screen Shot #4 below:



Screen Shot #4

EXPENDITURES AND ADJUSTMENTS:

REPORTED EXPENDITURES PAGE:

On the reported expenditures page, report the final expenditures amounts for each approved grant by Uniform Chart of Accounts (UCOA) object of expenditure (i.e. 51000, 52000, 53000, etc.). You will notice that the expenditure report includes a separate row for each funding source included in the Adult Basic Education Funding Application. Unlike the quarterly expenditure reports which are completed and filed separately, the reported expenditures page includes all ABE funding sources on one report for completion and submission. See Screen Shot #5 of an incomplete Reported Expenditures page.

[Home](#) > [Funding Applications](#) > [Final Expenditure Report Sections](#) > Reported Expenditures













Reported Expenditures

	51000	52000	53000	54000	55000	56000	57000	58000	60000	TOTAL
	PERSONNEL SERVICES - COMPENSATION	PERSONNEL SERVICES - EMPLOYEE BENEFITS	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	PURCHASED PROPERTY SERVICES	OTHER PURCHASED SERVICES	SUPPLIES & MATERIALS	PROPERTY & EQUIPMENT	MISCELLANEOUS	INDIRECT COSTS	
Local Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EL Civics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Revenue	0.00	0.00	0.00	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	0.00	0.00	0.00

Screen Shot #5

Incomplete Expenditure Report shown for display purposes. Complete Reported Expenditures page for all funding sources by UCOA Object of Expenditure code.

As the Reported Expenditures page is completed by the user, the system will validate the entries against the approved budget. To find the system generated validation messages first return to the Final Expenditure Report Sections page. If validation messages exist, under the messages column, a yellow triangle with an exclamation point will appear for each report section for which validation messages exist. See screen shot # 6 below.

Report Status: Draft Started Change Status To: Draft Completed View Status/Comments History Log		
SECTION	MESSAGES	PRINT
Expenditures and Adjustments		
Reported Expenditures		
Expenditure Adjustments		
Grade Level		
Income		
Training		
One-Stop Centers		
All		

Screen Shot #6

Click on existing message icons to display system generated error and warning messages.

To view the validation messages, using your mouse, point and click on the yellow triangle containing an exclamation point. The system generates two types of validation messages: errors and warnings. Errors must be corrected before the user is allowed to submit the report. Warnings highlight potential issues with the report but will not prohibit a report from being submitted to RIDE. See Screen Shot #7 containing examples of potential error and warning messages.

Home > Funding Applications > Final Expenditure Report Sections > Validation

Validation Fiscal Year 2017

Reported Expenditures	
MESSAGE	TYPE
The sum of expenditures in excess of budget amounts by object codes for the Local Match grant should not exceed the lesser of 10% of the total budget amount or \$100,000.00. It currently exceeds it by \$11,700.00, or 25.83%.	Warning
Because funds were not budgeted for Personnel Services - Compensation in the Local Match grant, expenditures should be zero.	Warning
Because funds were not budgeted for Personnel Services - Employee Benefits in the Local Match grant, expenditures should be zero.	Warning
Because funds were not budgeted for Other Purchased Services in the Local Match grant, expenditures should be zero.	Warning
Because funds were not budgeted for Miscellaneous in the Local Match grant, expenditures should be zero.	Warning
Grade Level	
MESSAGE	TYPE
An amount must be entered for all fields on the Grade Level page, even if the amount is \$0.00.	Error
The Total Net Federal Expenditures amount must match the combined total reported expenditures for WIOA-ABE and EL Civics (\$14,000.00).	Error
The Total State Expenditures amount must match the combined total reported expenditures for General Revenue and JDF (\$10,500.00).	Error
The Total Local Expenditures amount must match the total reported expenditures for Local Match (\$11,700.00).	Error
Income	
MESSAGE	TYPE
An amount must be entered for all fields on the Income page, even if the amount is \$0.00.	Error
Training	
MESSAGE	TYPE
An amount must be entered for all fields on the Training page, even if the amount is \$0.00.	Error
One-Stop Centers	
MESSAGE	TYPE
An amount must be entered for all fields on the One-Stop Centers page, even if the amount is \$0.00.	Error

[Return](#)

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Screen Shot #7

Click on each individual message to navigate to the source of the validation issue.

Error messages must be resolved before report status can be changed.

Reported Expenditures

Remember to click SAVE after completing the Reported Expenditures page.

EXPENDITURE ADJUSTMENTS:

Column Definitions:

REPORTED EXPEND – Amount of Total Expenditures input from the Reported Expenditures page of the FER.

10

UNEXPENDED – Calculation of the amount from Actual Allocation column minus the amount from Reported Expend column.

Screen Shot # 9 below displays the Expenditure Adjustments page. Note the reported expenditure amounts are pre-filled from the Reported Expenditures page.

Home > Funding Applications > Final Expenditure Report Sections > Expenditure Adjustments

Expenditure Adjustments

Adult Basic Education FER

< Reported Expenditures

Save

Grade Level >

GRANT	ACTUAL ALLOCATION	REPORTED EXPEND	CASH RECEIVED	UNEXPENDED
LM	\$43,053.72	\$43,053.72	\$0.00	\$0.00
ELC	\$25,000.00	\$24,800.00	\$25,000.00	\$200.00
GR	\$147,214.88	\$146,560.81	\$147,214.88	\$654.07

< Reported Expenditures

Save

Grade Level >

The system populates the Reported Expend and Cash Received columns.

Screen Shot #9

GRADE LEVEL:

Report fiscal year expenditures for all funding sources by grade level (from CALIS Data). Total expenditures should match what is reported on the Reported Expenditures page, less any General Program Income received. Federal Expenditures include WIOA and EL Civics combined; State Expenditures include JDF and GR combined. Note all fields must have a value, even if the value is zero. See screen shot #10 below.

Home > Funding Applications > Final Expenditure Report Sections > Grade Level

Grade Level

< Expenditure Adjustments Save Income >

Adult Basic Education Grant Expenditures by Grade Levels

	GRADES 0 TO 8	GRADES 9 TO 12	TOTAL GRADES 0 TO 12
Federal Expenditures:	\$9,375.00	\$15,425.00	\$24,800.00
Minus General Program Income:	\$0.00	\$0.00	\$0.00
Net Federal Expenditures:	\$9,375.00	\$15,425.00	\$24,800.00
State Expenditures:	\$55,205.58	\$91,355.23	\$146,560.81
Local (Cash) Expenditures:	\$12,108.86	\$20,181.43	\$32,290.29
Local (In-Kind) Expenditures:	\$4,036.29	\$6,727.14	\$10,763.43
Total Local Expenditures:	\$16,145.15	\$26,908.57	\$43,053.72
Total Expenditures - All Sources:	\$80,725.73	\$133,688.80	\$214,414.53

< Expenditure Adjustments Save Income >

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Federal expenditures include WIOA and EL Civics combined.

State Expenditures include JDF and General Revenue combined.

Screen Shot #10

INCOME:

This section must be completed even if the program did not earn income during the fiscal year being reported. Note all fields must have a value, even if the value is zero.

For Fiscal Year 2017, enter the Prior Year Income Balance by Grade Level. For Fiscal Year 2018 and beyond, the AcceleGrants system will pre-populate this field with the prior year's balance. Enter Income Earned and income Expended from all sources by Grade Level. See screen shot #11 below.

Further program income guidance can be found in the ABE section of the document library under the budget guidance tab.

[Home](#) > [Funding Applications](#) > [Final Expenditure Report Sections](#) > Income

Income

Annual Program Income

	GRADES 0 TO 8	GRADES 9 TO 12	TOTAL GRADES 0 TO 12
Prior Year Income Balance:	\$125.00	\$250.00	\$375.00
Income Earned - General:	\$0.00	\$0.00	\$0.00
Income Earned - Tuition and/or Fees:	\$840.00	\$1,270.00	\$2,110.00
Total Income Earned:	\$965.00	\$1,520.00	\$2,485.00
Minus Income Expended:	\$725.00	\$1,295.00	\$2,020.00
Balance Forward:	\$240.00	\$225.00	\$465.00
How much of the income earned was spent on Integrated Education and Training (IET)?			\$1,200.00

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Screen Shot #11

TRAINING:

This section must be completed even if the program did not expend funds on Integrated Education and Training Costs during the fiscal year being reported. Note all fields must have a value, even if the value is zero.

Enter the amount of funds spent on Integrated Education and Training Costs for the fiscal year from all sources. See screen shot #12 below.

Home > Funding Applications > Final Expenditure Report Sections > Training

Training

< Income Save One-Stop Centers >

Integrated Education and Training (I.E.T.) Costs

Enter the amount of funds spent on training during the grant funded year from each of the following sources.

Local:	<input type="text" value="\$2,295.00"/>
State:	<input type="text" value="\$1,254.00"/>
Federal:	<input type="text" value="\$3,792.00"/>
Total:	<input type="text" value="\$7,341.00"/>

< Income Save One-Stop Centers >

Screen Shot #12

ONE – STOP CENTERS:

This section must be completed even if the program did not expend funds on One-Stop Center Infrastructure Costs during the fiscal year being reported. Note all fields must have a value, even if the value is zero.

Enter the amount of funds spent on operating One-Stop Centers for the fiscal year from all sources. See screen shot #13 below.

Home > Funding Applications > Final Expenditure Report Sections > One-Stop Centers

One-Stop Centers

< Training Save FER Sections >

One-Stop Infrastructure Costs

Enter the amount of funds spent on operating One-Stop Centers during the grant funded year from each of the following sources.

Local:	<input type="text"/>	\$2,550.00
State:	<input type="text"/>	\$12,275.00
Federal:	<input type="text"/>	\$10,000.00
Total:	<input type="text"/>	\$24,825.00

< Training Save FER Sections >

Screen Shot #13

SUBMITTING THE FER SECTIONS FOR RIDE APPROVAL:

After all six FER section pages have been completed and all error validation messages cleared, the FER is ready for submission to RIDE. See screen shot #14 below. The report status must first be moved to “Draft Completed”. Once moved to Draft Completed status, the system will lock the FER from further user edits and also notify the Business Manager that the FER is ready for their approval. The Business Manager can then approve the FER which will submit the FER to RIDE for review and approval, or the Business Manager can move the FER status to Business Manager Not Approved which will unlock the FER for further edit. Once all required changes are made, the FER status must again be moved to “Draft Completed” and then “Business Manager Approved” to be submitted to RIDE. See screen shot #15 below.

Home > Funding Applications > Final Expenditure Report Sections

Final Expenditure Report Sections

iscal Year 2017 - Adult Basic Education FER

Report Status: Draft Started

Change Status To: Draft Completed

[View Status/Comments History Log](#)

SECTION	MESSAGES	PRINT
Expenditures and Adjustments		
Reported Expenditures		
Expenditure Adjustments		
Grade Level		
Income		
Training		
One-Stop Centers		
All		

Screen Shot #14

System Validate Issues are resolved.

Home > [Funding Applications](#) > Final Expenditure Report Sections

Final Expenditure Report Sections

ear 2017 - Adult Basic Education FER

Report Status: Draft Completed

Change Status To: [District Business Manager Approved](#)
Or
[District Business Manager Returned](#)













[View Status/Comments History Log](#)

SECTION

Expenditures and Adjustments

- [Reported Expenditures](#)
- [Expenditure Adjustments](#)
- [Grade Level](#)
- [Income](#)
- [Training](#)
- [One-Stop Centers](#)

All

MESSAGES	PRINT
	
	
	
	
	
	

Screen Shot #15

Move to District Business Manager Approved.

Reports can be printed by clicking on the printer icon.

RIDE FER SECTIONS APPROVAL PROCESS:

- 1) Prior to the FER sections receiving RIDE's Final approval - "RIDE Grant Reviewer Final Approved" status, all outstanding refund checks must be received and cash balance(s) adjusted by RIDE to account for all refund checks. In screen shot #9, the EL Civics program shows a cash balance of \$200.00 more than the adjusted expenditure amount. In this scenario, a refund is due to RIDE. The FER can not be Final Approved by RIDE until the refund is processed. In screen shot #16 below, the EL Civics refund has been processed and the cash received balance was reduced on the expenditure adjustments page.

If a refund check is necessary, make check payable to "General Treasurer, State of Rhode Island." Remit check to the attention of Maureen Major at RIDE (6th Floor, 255 Westminster Street, Providence, RI 02903). Include a note identifying the project number and reason for the refund.

home > Funding Applications > Final Expenditure Report Sections > Expenditure Adjustments

Expenditure Adjustments Rhode Island Family Literacy Initiative - Fiscal Year 2017 - Adult Basic Education FER

GRANT	ACTUAL ALLOCATION	REPORTED EXPEND	CASH RECEIVED	UNEXPENDED
LM	\$43,053.72	\$43,053.72	\$0.00	\$0.00
ELC	\$25,000.00	\$24,800.00	\$24,800.00	\$200.00
GR	\$147,214.88	\$146,560.81	\$147,214.88	\$654.07

Cash Received balance adjusted for refund check processed by RIDE.

Screen Shot #16

2) Prior to Final RIDE Approval, RIDE personnel will review all system generated “Warning” validation messages and follow-up on any issue(s) with grantees if warranted.

3) When the FER is Final Approved by RIDE, the AcceleGrants system will generate a final cash reimbursement request for any program reporting a short fall in the cash balance as compared to the adjusted expenditure reported amount. In screen shot #17 below, the Title II program has received \$5,500.00 less cash than the adjusted reported expenditures. In this scenario, a \$5,500.00 reimbursement request would be generated by the system and the request would be processed by RIDE. Screen shot # 18 shows the Transactions for Grants page with a newly generated cash request. Screen shot # 19 (Cash Reimbursement Request) provides the details to this cash request.

4) Once Final Approved by RIDE, the FER can not be returned to a grantee for modification. After this point, any changes will need to occur outside the system supported by paper documentation.

AcceleGrants - Windows Internet Explorer

http://ridevm3-acc/Acclegrants/Funding/ExpenditureReport/Details.aspx?OrganizationStatusId=F488AA35-D6

McAfee SiteAdvisor

Google

Go

Bookmarks

Check

AutoLink

AutoFill

Send to

Settings

Favorites

RID...

RID...

RID...

RID...

RID...

Sug...

MSN

My ...

MSN...

MSN...

MSN...

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Profile

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Home > Funding Applications > Final Expenditure Report Sections > Expenditure Adjustments

Expenditure Adjustments

Cranston - Fiscal Year 2009 Final Expenditure Report

< Reported Expenditures

Save

FER Sections >

GRANT	ACTUAL ALLOCATION	ADJUSTED ALLOCATION	REPORTED EXPEND	ADJUSTED EXPEND	CASH RECEIVED	UNEXPENDED	CARRYOVER AMOUNT	ACKNOWLEDGE CARRYOVER LESS THAN REMAINING
TI-A	\$2,518,678.52	\$2,518,678.52	\$2,081,476.89	\$2,081,476.89	\$2,081,476.89	\$437,201.63	\$437,201.63	<input type="checkbox"/>
II-A	\$828,904.36	\$828,904.36	\$442,014.83	\$442,014.83	\$436,514.83	\$386,889.53	\$386,889.53	<input type="checkbox"/>
III-LEP	\$183,274.38	\$183,274.38	\$115,308.54	\$115,308.54	\$115,308.54	\$67,965.84	\$67,965.84	<input type="checkbox"/>
IV-A	\$58,437.15	\$58,437.15	\$43,690.52	\$43,690.52	\$43,690.52	\$14,746.63	\$14,746.63	<input type="checkbox"/>
V	\$7,382.76	\$7,382.76	\$4,804.19	\$4,804.19	\$4,804.19	\$2,578.57	\$2,578.57	<input type="checkbox"/>
IDEA	\$3,033,312.77	\$3,033,312.77	\$2,429,429.85	\$2,429,429.85	\$2,429,429.85	\$603,882.92	\$603,882.92	<input type="checkbox"/>
IDEA-PRE	\$90,733.91	\$90,733.91	\$26,162.91	\$26,162.91	\$26,462.91	\$64,571.00	\$64,571.00	<input type="checkbox"/>

< Reported Expenditures

Save

FER Sections >

Session Timeout in 00:59:58

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Done

Local intranet

100%

start

Inbox - ...

AcceleG...

AcceleG...

AcceleG...

Microsoft Office

Microsoft Office Toc

Search Desktop

4:59 PM

Screen Shot #17

Adjusted Expenditures are \$5,500 more than Cash Received.

AcceleGrants - Windows Internet Explorer

http://ridevm3-acc/Accelergrants/Funding/CashRequest/Requests.aspx

McAfee SiteAdvisor

Google

AcceleGrants

Bing

Administration

Search

Funding Application

Address Book

Document Library

Reports

Contact RIDE

My Profile

Help

Session Timeout in 00:59:32

Transactions for Grant

Title 11-A - Fiscal Year 2009

REQUEST #	STATUS	DATE
10	RIDE Grant Reviewer Approved	8/13/2009
9	Submitted For Payment	7/8/2009
8	Submitted For Payment	6/11/2009
7	Submitted For Payment	5/6/2009
6	Submitted For Payment	4/2/2009
5	Submitted For Payment	3/12/2009
4	Submitted For Payment	2/5/2009
3	Submitted For Payment	1/8/2009
2	Submitted For Payment	12/22/2008
1	Submitted For Payment	11/19/2008

NAME	BEGIN DATE	END DATE	STATUS	STATUS DATE
09/30 Financial Status Report	7/1/2008	9/30/2008	District Business Manager Approved - RIDE Accepted	11/14/2008
12/31 Financial Status Report	7/1/2008	12/31/2008	District Business Manager Approved - RIDE Accepted	1/5/2009
03/31 Financial Status Report	7/1/2008	3/31/2009	District Business Manager Approved - RIDE Accepted	4/2/2009
06/30 Financial Status Report	7/1/2008	6/30/2009	District Business Manager Approved - RIDE Accepted	7/3/2009

Local intranet 100%

start Inbox... AcceleG... AcceleG... AcceleG... Microsoft Office Microsoft Office Too Search Desktop 5:12 PM

Post FER completion - New cash request generated by the system.

Screen Shot #18

AcceleGrants - Windows Internet Explorer

http://ridevm3-acc/Accelergrants/Funding/CashRequest/Request.aspx?FundRequestStatusId=79A5854A-C2B5...

McAfee SiteAdvisor

Google

AcceleGrants

Bing

Address Book

Document Library

Reports

Contact RIDE

My Profile

Help

Session Timeout in 00:59:14

1. GENERAL INFORMATION

A. Project Number: 1420-54000-901

B. Project End Date: Tuesday, June 30, 2009

C. UCOA Fund Number: 21031100

D. CFDA Number: 84.367A

2. FISCAL SUMMARY

A. Total Funds Available (Allocation & Carryover): \$442,014.83

B. Approved Budget: \$442,014.83

3. EXPENDITURE REIMBURSEMENT

A. Disbursements Reported for the Period Ending: June 30 2009

B. Total Expenditures Paid Through Reported Period: 442,014.83

C. Net Amount Paid to Date: \$436,514.83

D. Balance of Cash Reimbursement Due: \$5,500.00

4. CASH ADVANCE

A. Amount of Advance Needed: 0.00

B. Justification for Advance:

5. SUMMARY

A. Total Request Amount: \$5,500.00

B. Net Receipts and Requests to Date: \$442,014.83

Local intranet 100%

start Inbox... AcceleG... AcceleG... AcceleG... Microsoft Office Microsoft Office Too Search Desktop 5:13 PM

Cash Reimbursement Request Page with details of system generated cash request.

Screen Shot #19