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 **cannot 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.

Screen Shot #1

Select Prior Year and Last Approved Application, then select ABE FER.
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.
Confirm the status change – Screen Shot #3 below:

Confirm status “Draft Started” change to complete status change and begin working on FER.

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.

<table>
<thead>
<tr>
<th>51000 PERSONNEL SERVICES - COMPENSATION</th>
<th>52000 PERSONNEL SERVICES - EMPLOYEE BENEFITS</th>
<th>53000 PURCHASED PROFESSIONAL &amp; TECHNICAL SERVICES</th>
<th>54000 PURCHASED PROPERTY SERVICES</th>
<th>55000 OTHER PURCHASED SERVICES</th>
<th>56000 SUPPLIES &amp; MATERIALS</th>
<th>57000 PROPERTY &amp; EQUIPMENT</th>
<th>58000 MISCELLANEOUS</th>
<th>60000 INDIRECT COSTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0.00</td>
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<tr>
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</tr>
<tr>
<td>General Revenue</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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</tr>
<tr>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

**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.

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.
EXPENDITURE ADJUSTMENTS:

The expenditure adjustment page calculates the balance of unexpended funds for each program. Data input is not required here but review is necessary to ensure that both the reported expenditures and the amount of unspent funds are accurate. Unexpended Federal funds will be added to the total available funds for the next fiscal year to be allocated amongst the ABE programs. Unexpended State funds expire at the end of each fiscal year.

Column Definitions:

**ACTUAL ALLOCATION** – Sum of all available funds.

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

**CASH RECEIVED** – Sum of funds to grantee including reimbursements, advances, and refunds processed by RIDE.
**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.

The system populates the Reported Expend and Cash Received columns.
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.

**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.

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.

**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: $2,294.00
- State: $1,254.00
- Federal: $3,792.00
- Total: $7,341.00

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.
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.
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.

Screen Shot #16

Cash Received balance adjusted for refund check processed by RIDE.
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.
Adjusted Expenditures are $5,500 more than Cash Received.
Post FER completion - New cash request generated by the system.

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