Expenditure Reporting (ER)

Reference and Training Manual

Texas Education Agency

Feb 2008

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Overview

The **Expenditure Reporting (ER)** system provides a means for recipients of federal and state education grants to submit expenditure reports for reimbursements from the grant and for TEA staff to review, approve, and adjust those reports.

When a grant is awarded, the grantee receives a Notice of Grant Award, or NOGA. The NOGA notifies the grantee and others that a grant is awarded, specifies the terms and conditions of the grant, and provides a legal basis for the obligation of grant funds.

Grantees log on to the ER system through the Texas Education Agency Secure Environment (TEASE) with a username and password. TEASE authenticates the user's identity so that they view system information and perform actions specific to their grant expenditures. Grantees can file expenditure reports on a periodic basis to request payment from the Agency and are required to file final expenditure reports within a specified period of the NOGA end date.

A periodic report may be filed to:

- Request payment for expenditures already incurred by the grantee.

- Request payment for expenditures the grantee will incur within three working days of receiving payment from the Agency.

- Report cumulative expenditures in an amount greater or less than reported in the previous periodic expenditure report.

Access to ER

A username and password is required for each person who uses ER to file expenditure reports and request payment.

Your username and password are associated with one of the roles below, specifying what actions you can perform in the application. This username and password may also be associated with actions you can perform in related applications.

To request a username and password for access to Expenditure Reporting, see the following instructions, *Apply for Access to ER*.

ROLE	Actions Permitted in ER Application
Grantee Official	Create and edit expenditure reports
	Certify expenditure reports
	View expenditure reports
	View grant payments
Grantee Manager	Certify expenditure reports
	View expenditure reports
	View grant payments
Grantee Staff	Create and edit expenditure reports
	View expenditure reports
	View grant payments
Grantee Viewer	View expenditure reports
	View grant payments

Apply for Access to ER

To apply for access to ER:

1. Open your web browser.

2. Type http://www.tea.state.tx.us/opge/grantdev/er.html#tease (or click on the underlined link) into the web browser address bar to access the Grant Expenditure Reporting (ER) System Information page. This location can also be accessed from *TEA Grant Opportunities* on the TEA homepage.

3. The dropdown list at the bottom of this page provides four options that allow you to add ER access to an existing user account or to create a new user account. Choose the option that applies to you.

4. Note that once the online form is completed and submitted, an email is sent to your Superintendent requesting approval of the application. The application will not be processed by TEA until the Superintendents approval is received. This applies only to employees of ISDs, ESCs, and open enrollment Charter Schools.

5. If you are not an employee of an ISD, ESC, or open enrollment Charter School, the option you select in #3 above will display the paper application form, *TEA Secure Environment Request for Access.* Complete the form while online, print the form, sign it, and have your superintendent or chief executive director/officer validate it with a signature. Fax or mail the form to the contact listed on the form.

What to expect from TEA:

TEA will process the application <u>after</u> your Superintendent has indicated approval. You should receive three emails from *computer.access@tea.state.tx.us*. The first email confirms the application has been received. The second and third emails will contain your username and password separately.

Online applications for ISD, ESC, and open enrollment Charter Schools should receive confirmation within 2 days. Paper applications for other entities could take up to two weeks to process.

Whom to contact at TEA:

For all questions concerning access to TEA applications, including ER, contact the Computer Access division at TEA. They will assist you with any questions related to your TEA SE account, such as forgotten passwords, inactive accounts, etc.
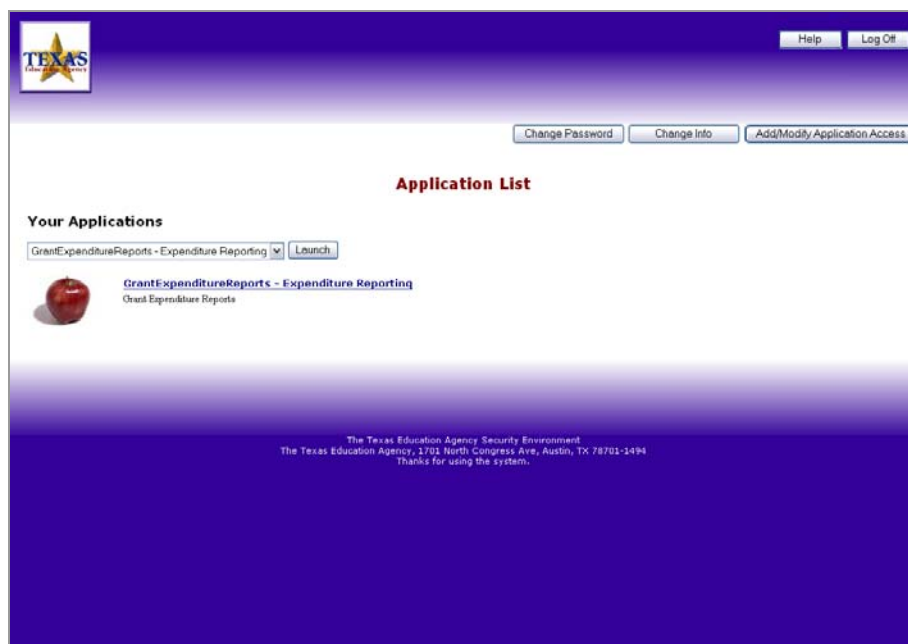
Email: computer.access@tea.state.tx.us
Phone: 512-475-3426

Log on to ER

After you have received a username and password and authorization to access ER, you can log on through TEASE:

1. Type **https://seguin.tea.state.tx.us/apps/logon.asp** in the browser address bar.

2. At the log on screen, type your username and password and click **Continue**.

3. At the Application List, click **Grant Expenditure Reports – Expenditure Reporting**. The system displays the ER application with default settings appropriate to the role of the authenticated user.

System Screens and Navigation

This section of the manual describes the uses and features of major screens.

List NOGAs and Expenditure Report Information

The ER system displays the Expenditure Reporting Inquiry first. From this screen, you can list NOGAs and then navigate to view or enter information for related expenditure reports.

Generate a List of NOGAs for the Grantee

To generate a list of NOGAs associated with the grantee:

1. Select the school year if searching for NOGAs for a previous year.

2. Click **Search for NOGAs**. The system displays a list of NOGAs that fit the search criteria.

3. To display the NOGA balances and dates, click on the Balances tab.
4. To access Expenditure Reports for a NOGA, click the NOGA ID.

The search results identify each NOGA and summarize expenditure information:

Title	Name of the grant funding the NOGA
NOGA ID	Unique number assigned to the NOGA after the application for grant award is approved
School Year	School end year selected in the search
Award Amount	Original grant amount awarded
Amount Paid	Amount to date approved and paid to reimburse expenditures - does not include amounts of pending payments
Remaining Amount	Difference between the Award Amount and the Amount Paid
Amount Pending	Any amount submitted for reimbursement that has not yet been paid or denied reimbursement
Due Dates	Dates that final and revised final reports are due

Payment Information and New Expenditure Report

This screen features information identifying the NOGA, a balance summary, payment history, and a section in which to enter a new expenditure report. The summary features cumulative summary information about expenditures to date, and the history features information about transactions to date against the grant award amount.

NOGA Information

This section lists identifying information about the NOGA and grant source of funds.

NOGA ID	Unique number assigned to the NOGA after the application for grant award is approved
NOGA Status	Status of the NOGA
Region	Education region of the state in which the grant recipient is located
Begin Date	The date on which the NOGA was issued
End Date	The date on which the NOGA ends – last date for which expenditures can be incurred and reimbursed and the last date to be used on expenditure reports.

NOGA Summary

The NOGA Summary features information about the budget and expenditures for this specific NOGA. Enter new expenditures in the fields provided.

Approved Budget	The amount of the total award approved for grant expenditures
Cumulative Expenditure	Total expenditures submitted to date.
Amount Reserved	Any amount designated to be held in reserve until specified conditions are met – can include submission of Final Report
Total Amount Paid	The amount approved and paid to date for expenditures
Eligible Remaining	The difference between the Cumulative Expenditure and the Reserve Amount
Reporting Period Date Range – From, To	The system supplies the date of the last expenditure report as the beginning of the reporting period. Type or use the calendar icon to enter the end date for the period for which expenditures are being submitted – must be no earlier than the date the last expenditure report was submitted.
Report Type	The type of report – Periodic, Final, or Revised Final – being submitted; check to indicate if the expenditure report is the final report. All subsequent reports will be revised final reports after a final is submitted.

Cumulative Expenditure Amount	The total amount of expenditures previously submitted and approved as well as any other expenditures reported this period, including the current expenditure report.

Payment History

This section displays a history of transactions to date against the grant.

Transaction Date	The date on which the expenditure report was saved or submitted.
Report Type	The type of report – periodic, final, or revised final – being submitted
Payment Status	Indicates the stage of processing for the last report submitted
Cumulative	The total amount of expenditures previously submitted and approved as well as any other expenditures reported this period, including the current expenditure report.
Amount	The amount the grantee is requesting if the transaction is a request for reimbursement
Refund Amount	The amount due to the Agency if the transaction indicates a refund of the grant funds
Payment Date	The date reimbursement was sent to the grantee or, if the transaction is a refund, the date the refund was recorded by the Agency.
Transaction Detail Icon	Click this icon to view details for the associated transaction.

Expenditure Report Information

The system displays this screen when a user clicks the Report Transaction Details icon next to a transaction in the **Payment History**. The summary includes information about the current transaction, previous totals, and grant thresholds and, if the transaction has been processed, voucher details. To return to the Payment History, click **Return**.

NOGA Information

NOGA ID	Unique number assigned to the NOGA after the application for grant award is approved
Vendor ID	The ten digit number used to identify a specific vendor.
Transaction Date	The date on which the expenditure report was saved or submitted
Payment Status	Indicates the stage of processing for the last report submitted

Expenditure Report Details

This section features details about the selected transaction.

Report Type	Indicates the report type for the transaction being submitted as a Periodic, Final, or Revised Final Report
Report Date	The date on which the expenditure report was created
From Date	The beginning date of the reporting period for which expenses are being submitted
To Date	The end date of the reporting period for which expenses are being submitted
Cumulative Expenditure Amount	The amount of expenditures submitted to date
Disbursement Amount	The amount to be reimbursed to the grantee or refunded to the Agency
Entered by:	The name or User ID of the person who entered the expenditure report information. Includes the date and time entered.
Certified by	The name or User ID of the person who certified that the expenditure report information was correct. . Includes the date and time certified.

Approved by	The name or User ID of the person who approved the expenditure report information and initiated disbursement of funds. If expenditures are below grant threshold settings, disbursements are automatically approved. . Includes the date and time approved.
Closed/Canceled by	The name or User ID of the person who closed/canceled the expenditure report. Includes the date and time approved.

Prior NOGA Totals and Grant Threshold Settings

These two sections feature information about the NOGA.

Total Award Amount	The total amount of grant funds awarded
Roll Forward Amount	The amount of the NOGA rolled forward from the prior year
Expended Amount	The total amount of expenditures submitted, approved, and paid prior to the current Expenditure Report.
Remaining Amount	Difference between the award amount and the amount paid to date, excluding the expenditures submitted in the current Expenditure Report.
Eligible Remaining	The amount remaining for approved expenditures after processing previous Expenditure Report.

Remaining after this payment:	The amount remaining for approved expenditures if the current Expenditure Report is approved.
Single Payment	The maximum percentage or dollar amount of the NOGA that can be disbursed in any single payment without formal approval.
Monthly Payment	The maximum percentage or dollar amount of the NOGA that can be disbursed in any 30-day period without formal approval.

Voucher Details

After a transaction has been processed, the system displays voucher information under the section for Expenditure Report Details. The voucher identifies the payment.

Voucher ID	The identifying Voucher ID number assigned to the report when vouchered in ISAS
Line	Identifies Voucher Line number
Distrib Line	Identifies Voucher Distribution Line number
Line Amount	Amount associated with each Voucher Line
USAS Doc Num	Comptroller's payment ID number for reference only (for internal TEA users)
Payment ID	Warrant number or direct deposit number identifying the payment from Comptroller's office
Payment Date	The date of entry for the payment request.
Account	Account value used on the voucher line
Fund Code	Fund valued use on the voucher line
Dept	Org value used on the voucher line
Class Field	Appropriation value used on the voucher line
Bud Ref	Budget Year value used on the voucher line

Project ID	Project/Grant value used on the voucher line
School Year	School Year value used on the voucher line

Messages on the NOGA Search Results list

When you select a School Year and click the "Search for NOGAs" button, the resulting list of NOGAs may show a Message area. These messages have been entered by TEA Staff to provide information regarding a specific NOGA or to request information from you regarding a NOGA. Also, if there are other NOGAs with messages to be viewed, a red NOTICE will instruct you to click the "View all NOGA Messages" button.

Note: These options will be available only when there are messages to be viewed.

View all NOGA Messages

The "View all NOGA Messages" button will give you a single listing of <u>all</u> NOGAs that have a message to be viewed. This button is intended to allow you to easily retrieve a listing of all messages related to your NOGAs. The "Search for NOGAs" button will re-display a list of all NOGAs for the School Year you have selected.

Options and Icons on the NOGA Search Results listing

The NOGA search results listing may contain two tabs: Balances and Messages, and two icons: 🔍 and 📋. The tabs and icons provide you the ability to switch between the NOGA message display and the NOGA balances display.

Balances Tab and Icon

Click either the Balances tab or the 🔍 icon to view balances for the NOGAs shown in the list.

Note: This option will be available only when there are messages to be viewed.

Results list after clicking the Balances tab or icon.

Messages Tab or Icon

Click either the Messages tab or the 📋 icon to display messages for the NOGAs shown in the list.

Note: This option will be available only when there are messages to be viewed.

Results list after clicking the Messages tab or icon.

Balances	**Messages**		
Title	**NOGA ID**		**Message**
HEAD START/READY TO READ TECH	05024401	🔍	ACTION REQUIRED: Your final expenditure report is due by 09/30/2006 A Detailed class/object expenditure report may be required for this NOGA. The HELP link in the top right corner of this screen provides instructions on submitting detail expenditure reports. If you have questions, please contact the TEA funding division at the number shown above.
HEAD START/READY TO READ-RD 49 ROUND 2	05104401	🔍	ACTION REQUIRED: Your final expenditure report is due by 09/30/2006 A Detailed class/object expenditure report may be required for this NOGA. The HELP link in the top right corner of this screen provides instructions on submitting detail expenditure reports. If you have questions, please contact the TEA funding division at the number shown above.

Messages display in red on the ER Entry page.

Click the **blue** NOGA ID link on the search page at any time to access the ER Entry page. The link will operate the same on both the Messages tab and the Balances tab of the search results list.

The ER Entry page was modified to display the "Notice:" messages in **Bold Red** type. This should improve the visibility of the messages on this page. Also, all messages that are eligible to be displayed for the NOGA will be displayed here.

Announcements

The "Show Announcements" button will appear when there are general announcements available to be viewed. The NOGA Search results list will be replaced by the announcements area.

After viewing the announcement area, click either the "Search for NOGAs" or "View all NOGA Messages" button to re-display your NOGA search list.

Manage Expenditure Reports

This section of the manual explains how to enter, update, and certify reports as well as how to handle refunds and check the payment status of an expenditure report that is being processed.

Enter an Expenditure Report

Grantees file expenditure reports on a periodic basis to request payment from TEA. Grantees determine the frequency for filing periodic reports but are required to file a final expenditure report based on the critical dates schedule established during application. Periodic reports can no longer be submitted after a final report has been completed. However, final reports can be revised when necessary.

The fiscal agent of a shared services arrangement (SSA) must submit cumulative expenditures for each period, reflecting total expenditures for the SSA. Any funds expended by a member district must be included in the total.

Create an Expenditure Report

If you have the appropriate level of access to the system, you can complete or edit expenditure reports:

1. Log on to ER.

2. Select the school year if searching for NOGAs for a previous year.

3. Click **Search for NOGAs**. The system displays a list of NOGAs that fit the search criteria.

4. Click the NOGA ID appropriate for the expenditures. When the system displays the NOGA information, verify you have accessed the appropriate NOGA.

5. Under **Enter reporting period date range**, enter the end date of the date range in the **To** field. This is the last date of the period for which expenditures are being submitted and must be no earlier than the date the last expenditure report was submitted.

6. If you submitting a final report, click **Check if final report**.

7. Under **Enter cumulative expenditure amount,** type the new cumulative amount**.** To calculate this amount, add the amount of new expenditures to the total amount already paid for previous expenditures. If this is a Final Report or Revised Final Report to initiate a refund to TEA, this cumulative expenditure amount will be less than the previously reported cumulative expenditure amount.

8. Click **Save Transaction**. The system displays the transaction in the **Payment History** with the status **Saved/Not Certified**. It is not yet included in any pending balance amount and not reflected in the NOGA balance.

   NOTE: The transaction cannot be processed until it is certified and submitted.

9. To work with another NOGA, click **Return to Search**. To exit the system, click **Sign Out** at the top right of the screen**.**

After an Expenditure Report is saved, it must be certified and submitted.

Edit an Expenditure Report

An Expenditure Report can be edited before it is certified and submitted by a user who has system privileges to create reports for the designated grantee. To edit expenditures, log on and update information under **Enter a new Expenditure Report below**.

Cancel an Expenditure Report

An Expenditure Report may be canceled up until the stage that it is vouchered. To cancel expenditures, log on and select the desired NOGA ID. At the bottom right of the page in the "Payment History" section, click the Details icon (see screen below).

Clicking the Details icon will cause the payment details page to pop up. Next click on the "Cancel ER" pushbutton to cancel the expenditure (see screen below).

ER Transaction Detail

Noga ID:	Transaction Date: 05/03/2007	Saved/Not Certified

TX HS INIT-HIGH SCHOOLS THAT WORK -ENHANCED DESIGN NETWORK

Vendor ID:

Expenditure Report Details

Report Type: Periodic   Report Date: 05/03/2007

From Date: 02/01/2007   To Date: 05/03/2007

Cumulative Expenditure Amount: 215.00   [Cancel ER]

Disbursement Amount: 30.00

Entered by: Submitter Houston   05/03/2007 3:48:16PM

Certified by:

Approved By:

Closed/
Canceled by:

Noga Totals prior to submission of this ER

Total Award Amount: 34,200.00
Roll Forward Amount: 0.00

Expended Amount: 185.00
Remaining Amount: 34,015.00
Eligible Remaining: 30,595.00

Remaining after this   33,985.00
payment:

Grant Approval Threshold Settings

Single Payment: 25%   8,550.00
Monthly Payment: 25%   8,550.00

Certify/Submit an Expenditure Report

If you have the appropriate level of access to the system, you can certify and submit expenditure reports:

1. Log on to ER.

2. Select the school year if searching for NOGAs for a previous year.

3. Click **Search for NOGAs**. The system displays a list of NOGAs that fit the search criteria.

4. Click the NOGA ID appropriate for the expenditures. When the system displays the NOGA information, verify you have accessed the appropriate Expenditure Report.

5. Verify the report is correct. If not, before certifying, request that the person who entered the report or another user make the needed changes. **NOTE**: After a report is certified, it can no longer be edited or changed. However, it can be cancelled.

6. If the report is correct, click **Certify/Submit** to certify it for processing.

7. At the system prompt, enter your phone number (and extension, if applicable) and click **OK** to certify the expenditures are true and correct and to submit them. To cancel the certification and submission, click **Cancel**.

   After you certify the report, the system changes the status to **Approved** if it is below the approved thresholds**.** The system displays a confirmation message above the **Payment History.**

   Although you can research and view reports, the system disables entry fields and prevents entering any additional Expenditure Reports or editing the current report until the current report has been processed.

8. To return to the Expenditure Reporting Inquiry search and work with another NOGA, click **Return to Search**. To exit the system, click **Sign Out**.

After an Expenditure Report is certified, the system processes it for payment. Most funds are disbursed within five to seven business days after they are approved. During this period, you can log on to ER to view the status of an Expenditure Report.

Attach Documentation to an Expenditure Report

Documentation can be attached to expenditure reports for some grants. Some grants may require that documentation be attached for the Final Report or for all reports. The types of documentation that can be attached will be available on a dropdown list at the point of selecting the document. Common types of documentation include: *Payroll Ledgers* and *General Ledgers.*

When Documentation is required

If documentation is required, a message will display when the expenditure report entry page is accessed for a NOGA and also when the expenditure report is saved and/or certified:

> "*The expenditure report requires documents to be attached before approval by a TEA staff member.*"

> *"The expenditure report has been successfully submitted but requires documentation be attached before approval by a TEA staff member.*
>
> *Click the "Attach Documentation" link to attach required documents."*

The expenditure report will be saved in a Pending Approval status after certification. If the proper documentation is attached, the expenditure report will be approved and the payment will be disbursed.

The "Notice:" area below the Save transaction button indicates that documentation is required when the Entry page is first accessed.

The "Notice:" area below the Save transaction button indicates that the expenditure report has been saved but documentation is required when the ER is saved. The "Attach Documentation" link is also available.

Enter a new Expenditure Report below		
Enter reporting period date range	This report type is a	Enter cumulative expenditure amount
From: 01/21/2008 To: 01/22/2008	Periodic ☐ Check if final report	1000.00
	Return to Search Certify/Submit Save Transaction	

Notice: The expenditure report has been successfully submitted but require documents to be attached before approval by a TEA staff member. Click "Attach Documentation" link to attach required documents.

Note: This request may be canceled by navigating to the Details icon under "Payment History". If certification has occurred and you require cancellation, you must cancel prior to 6:00 p.m. on the date of certification.

Attach Documentation   View TEA Payment Report

Expenditure Report Details

Attaching documents to new Expenditure Reports

Documents can be attached to an expenditure report from the ER Entry page when the ER is saved/certified and while the ER is in a Pending Approval status.

Click the Attach Documentation link.

The attachment page will display.

NOGA Information		

For questions or problems regarding this NOGA, please contact the Discretionary Grants Division at 512/463-9269

Noga ID: 084100087110244   ADULT ED.--ENGLISH LITERACY & CIVICS EDUCATION, SECTION **Status:** Approved
231
          Region: 4   **Begin Date:** 07/01/2007   **End Date:** 06/30/2008

The expenditure report requires documents to be attached before approval by a TEA staff member.
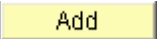
Document ID [_____ ▼]   [Add]

	DateTime Added	Added By	File Size (Bytes)
1			
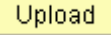
[Return]
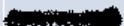
To attach a document:

1. Select a Document ID from the dropdown list. This is the description of the document you are attaching. An example would be "GENERAL LEDGER".
2. Click the Add button [Add]
3. You will then be prompted for the filename to Upload

[_____] [Browse...]
[Upload] [Cancel]

4. Click Browse to find the document located on your system.

[C:\LOAD\test.txt] [Browse...]
[Upload] [Cancel]

5. Select the file you want to attach and then click Upload [Upload] Depending on the size of the file, it may take a few seconds to complete the upload. You will be returned to the Attachment page and the Document ID you just attached should be included in the document list.

Attachment page showing one document attached.

NOGA Information

For questions or problems regarding this NOGA, please contact the Discretionary Grants Division at 512/463-9269

Noga ID: 084100087110244   ADULT ED.--ENGLISH LITERACY & CIVICS EDUCATION, SECTION 231   **Status:** Approved

~~~~~~~~~~~~~   **Region:** ♠   **Begin Date:** 07/01/2007   **End Date:** 06/30/2008

The expenditure report requires documents to be attached before approval by a TEA staff member.

Document ID [GENERAL LEDGER ▼]   [Add]

Document List

	Attached Files	DateTime Added	Added By	File Size (Bytes)
1	GENERAL LEDGER.txt	02/08/2008 1:26:25.000000PM	~~~~~~~~~~	19

[Return]

Attaching Documents to existing payments

Documents can be attached to existing payments at any time. On the ER Entry page, scroll down to the "Payment History" section where prior and current payments for the NOGA are listed. Click the Details icon 📑 next to the payment where documentation will be attached.

Payment History							1-2 of 2
Transaction Date	Report Type	Payment Status	Cumulative	Amount	Refund Amount	Payment Date	Details
1 02/08/2008	Periodic	Pending Approval	1,000.00	1,000.00	0.00		📑
2 01/25/2008	Periodic	Paid/Processed	0.00	0.00	0.00		📑

The ER Transaction Detail page will display. Follow the instructions shown above "*To attach a document:*" for steps to attaching files.

Note: The documentation attachment option will not be available if attachments are not allowed for the grant.

ER Transaction Detail

Noga ID:	084100087110244	**Transaction Date:** 02/08/2008		**Pending Approval**
	ADULT ED.--ENGLISH LITERACY & CIVICS EDUCATION, SECTION 231			
Vendor ID:	1746001255 101912	▓▓▓▓▓▓		

Expenditure Report Details

Report Type: Periodic   Report Date: 02/08/2008

From Date: 01/21/2008   To Date: 01/22/2008

Cumulative Expenditure Amount: 1,000.00   [Cancel ER]
Disbursement Amount: 1,000.00

Entered by: ▓▓▓▓▓▓   02/08/2008 12:58:41PM
Certified by: ▓▓▓▓▓▓▓▓▓   02/08/2008 1:33PM
Approved By:
Closed/ Canceled by:

Noga Totals prior to submission of this ER

Total Award Amount:	102,000.00
Roll Forward Amount:	0.00
Expended Amount:	0.00
Remaining Amount:	102,000.00
Eligible Remaining:	91,800.00
Remaining after this payment:	101,000.00

Grant Approval Threshold Settings

Single Payment:	25%	25,500.00
Monthly Payment:	25%	25,500.00

Document ID [▼]   [Add]

	Attached Files	Date Added	Added By	File Size (Bytes)	Delete
1	GENERAL LEDGER.txt	02/08/2008 1:26:25.000000PM	▓▓▓▓▓▓	19	[Delete]

Deleting an Attachment

The documents can be deleted by clicking the Delete Delete on the documentation list. The delete option will not be available after TEA has approved the payment request.

Viewing an Attachment

The documents can be viewed online by clicking the filename on the documentation list. The view option will be available at any time.

Final Reports with Refunds to the Agency

When a grantee draws more grant money than is expended for expenses allowed by the grant, a refund is due to TEA.

Enter a Final Report or Revised Final Report to initiate processing of a refund. The New Cumulative Expenditure Amount will be less than the total amount specified in the NOGA.

When you save the transaction, the system notes the Refund Amount due and the following window. A window will be displayed giving information about what the grantee should do to clear the refund.

May 2, 2007

County District:	101912
Fiscal Year:	2006
Far Fund Code:	409
NOGA ID:	061045107110006
Grant Name:	TX HS INIT-HIGH SCHOOLS THAT WORK - ENHANCED DESIGN NETWORK

Business Office

HOUSTON ISD

3830 RICHMOND AVE ATTN; ACCT DEPT

HOUSTON, TX 77027-5838

ACTION REQUIRED

SUBJECT: Refund Due to the Texas Education Agency

Our records indicate receipt of your organization's expenditure report which has generated a refund due for the following project:

Grant Name	Refund Amount
TX HS INIT-HIGH SCHOOLS THAT WORK -ENHANCED DESIGN NETWORK	$10.00

Please **verify** the following is completed when sending remittance to the Texas Education Agency:

1. Check/money order is payable to the **Texas Education Agency**
2. Enclose a copy of the expenditure report associated with the grant
3. Refund remittance <u>must</u> indicate proper NOGA ID
4. Send to:

   Texas Education Agency-MSC
   P.O. Box 13717
   Austin, Texas 78711-3717

We appreciate your prompt attention to this matter. Please submit payment within 10 business days of transaction date or receipt of this letter. Failure to respond will jeopardize current year funding. If you require assistance or have questions regarding this subject matter please contact the Discretionary Grants Division at 512/463-9269.

Sincerely,

Dianne Ewan
Fiscal Funding Manager
Discretionary Grants Division

Please confirm by clicking the OK button below. Click CANCEL to go back and reenter the amount.

OK   Cancel   Refresh

Certify and submit the report.

NOTE: A grantee with a pending refund cannot request additional payments until the refund has been paid and has cleared.

Where to Send Refunds

Any refunds due to the Agency must be identified by **Project Number**, **Program Name**, and **Source of Funds.** The NOGA ID must also be included on the refund. Refunds with missing or incorrect NOGA information will not be accepted. Overdue refunds may cause other grant disbursements to be delayed.

Send refunds to:

> Texas Education Agency - MSC
>
> P.O. Box 13717
>
> Austin, Texas 78711 - 3717

View Expenditure Report Status

To view the status of an Expenditure Report:

1. Log on to ER.

2. Select the school year if searching for NOGAs for a previous year.

3. Click **Search for NOGAs**. The system displays a list of NOGAs that fit the search criteria. Click the desired NOGA ID.

4. Under **Payment/Adjustment History**, locate the desired transaction. The stage in processing the report is indicated in **Payment Status**.

Payment Status	Explanation
Submitted/Saved	System user with appropriate access to the system has completed and saved the transaction, but no one has certified it. Once certified, the system displays the name of the certifier on the Expenditure Report Summary and status is set to **Pending Approval** or **Approved**, depending on Grant rules.
Pending Approval	Payment request is awaiting TEA approval or denial. Once completed, the system displays the name of the TEA staff member approving it on the Expenditure Report Summary and status is set to **Approved** or **Denied**.
Denied	Payment request was denied by TEA staff.
Approved	Payment request has been approved.
Error	Voucher process rejected the payment for reason specified on the payment error page. Payment request can be corrected and recycled or cancelled.
Recycle	Payment request has been corrected and will be processed in the next payment cycle.
Cancelled	Payment request was cancelled after error was found that could not be corrected by TEA staff.
Vouchered	Payment has been processed and a voucher has been created.
BCM Failed	Voucher has failed budget check.
BCM Passed	Voucher has passed budget check.
Voucher Deleted	Voucher has been deleted. Must occur before the voucher is posted.
Voucher Closed	Voucher has been closed. A closure occurs after the voucher has been posted with an error but before it is paid.
Paid/Processed	The voucher has been paid and returned from USAS. Refunds in this status indicate the refund has been processed successfully in ISAS. The system populates the **Payment Date** field and the NOGA is

	open for future payment requests.

Glossary

Accounts Receivable	Grantee debts payable to TEA
AF	Administer Funds; system used by Special Education, Services for the Deaf, and Migrant programs; a module of the Integrated Funds Management (IFM) system; links ISAS with WEB SAS; WEB ER and Entitlements
AMS	Application Management System; Access database used for application tracking and NOGA creation for TGIF users
De-obligated Funds	Funds that are not reserved for any budgeted item
Discretionary Funds	Funds over which the Commissioner or TEA has discretion in how and to whom grant funds are awarded
EMS	Entitlement Management System; used to calculate entitlement amounts by the users of the TGIF system
Encumbrance	Funds that have been designated for a grant program or project
Entitlement system	Program written in Fox Pro to calculate the entitlement amounts for users of the AF system.
Entitlements	The dollar amount the grantee has the right to access based on eligibility criteria as well as federal, state, legal and fiscal requirements
ER	Expenditure Report
Expenditure	The incurrence of a liability to obtain an asset or service.
FER	Final Expenditure Report
FGA	Financial grant abstract; the documented plan to distribute grant monies into administrative, formula, and discretionary funds.
Formula Non-Competitive	A grant program funded with formula entitlement funds based on a funding formula prescribed in statute. Such a program does not require a competitive selection process. If the applicant meets the program requirements and submits a substantially approvable application, it receives funds (similar to discretionary noncompetitive process).
IFM	Integrated Funds Management system
ISAS	Integrated Statewide Administrative System
IVR	Interactive Voice Response; telephone application used for obtaining and updating expenditure information by users of the TGIF system
Grantee	Local Education Agency or entity receiving grant funds
NOGA	Notice of Grant Approval
PEIMS	Public Education Information System
Program	Used in project setup for TGIF – SpeedCharts are used to increase data

Speedchart	entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations.
RFA	Request for Application; grant application package
Roll Forward	The portion of funds allocated to a particular project which is not expended in the first year of the project and which is eligible to be used in the next year, either for that particular grantee or to be reallocated within the grant program. **See FIFO.**
Split funding	Describes expenditures that are funded by more than one source of funding or by one source of funding but more than one grant year.
SSP	Student Support Programs; programs which the TGIF system is used for grant processing
Sub-Cat	Sub-Category – The last two digits of a Project/Grant which represents a further breakdown of the grant. Most grants will have at least "01" for program, "98" for admin direct, and "99" for admin indirect.
Supplemental Payment	An initial payment sent to the grantees after their budgets are set up in AF; it's like a cash advance and they are not able to request additional funds until their expenditures are greater that the amount advanced.
TEA	Texas Education Agency; administers both state and federal funds that support programs to benefit public education
TGIF	TEA (Texas Education Agency) Grant Interface system; system assists in tracking expenditures by individual recipients of grant monies used by Formula Funding and Discretionary Grants divisions.
Thresholds	Setting for a predetermined amount, usually a percentage of the NOGA total that triggers manual review and approval of expenditure reports when that are entered by external users and request payment exceeding that amount.
USAS	Uniform Statewide Accounting System
USDE	United States Department of Education
WEB ER	Application that allows districts and fiscal agents to enter expenditures and turn over expenditure reports directly to TEA via the INTERNET.
WEB SAS	Standard Application System; used for the application process and the creation of NOGAs for the AF system;