

Hi, everyone. My name's George Smith. I'm with GEM Software Development, Incorporated, and my job is New Application Development. And I'm here to teach you about a new application for getting reimbursed for your Fiscal Year 2011 Federal Funds. This training is for business managers and superintendents.

One note, the only reason you should be in this webinar is if you belong to a district that either has funds remaining that you haven't received yet, or if you have to return funds. In both cases you're going to have to submit an invoice.

What we're going to learn how to do is, one, navigate the system. Second, submit a system and how to give yourself and your business manager permission to submit an invoice. We're going to take a look at the federal grants that you can invoice for FY 11 funds.

First thing you want to do is go to the Web site. We won't do that now, but the web site is up here in blue, which is <https-www.4pc-maine.org>. This is the home page you normally use for all your federal funding applications for No Child Left Behind, Career and Technical Education, IDEA, and ADUC. This is what it's going to look like, and those of you who have submitted consolidated applications before have gone to this page, and this page has been around now since 2002.

So if you've done any, if you've applied for any federal grants I have mentioned you're familiar with this page. So what you want to do is there is a new link at the top. "To Federal Reimbursement System." You are going to want to click on the link. Once you click that link,, you're going to be taken to a log-in screen that's going to look like what I'm going to show you now.

If you are a superintendent and this is the first time that you have used this site you are going to want to use the long in a password that your No Child Left Behind coordinator uses. If your coordinator isn't around or you've lost or forgotten that log-in and password, call your favorite No Child Left Behind program manager or call the GEM help desk at 209-985-8802,

If you are a Career or Technical Education Director or Community College normally used to complete your Perkins application. And again, if you've forgotten those or you can't find them anyplace, contact your CTE people or call GEM at 207-985-8802.

Step three of what we're learning, is how to obtain a log in and password to the system and how to give yourself and your business manager permission to submit and invoice.

Once you've logged in, you'll see a screen that allows you to verify your contact information and to authorize your Business Manager as someone other than yourself who can submit an invoice.

That log-in screen looks like this. You'll notice at the top that there's a name and an e-mail address already in there on our test site and this information comes from the setup page on your consolidated application.

What you want to do, notice a little box on the lower left, or on the left-hand side there that says Business Manager – Account Set-up. You're going to want to type in your business manager's name and the email address.

Once you've done that and you click the "Post Update Account Information" at the bottom -- there you go. There you can see where I've entered my name, just for the sake of this presentation and my email address. You're going to want to enter "Update Account Information."

You're going to get an e-mail. You and the superintendent will get one, and also the person that you gave permission to will get one. The one the superintendent gets will not only have the superintendent, but also the other person you've named as being able to submit an invoice.

The one the superintendent gets will have not only that we're showing you here, has the header that it came from the Federal Grant Reimbursement System. And the language says, "Dear George Smith, The purpose of this email is to give you the login and password for the Maine Department of Education Federal Grant Reimbursement System, and it gives you your log-in and your password.

Once you've entered the appropriate information and clicked the "Continue to Reimbursement Invoice" button at the bottom of the screen, it's going to take you to this screen. Or just before you do that, notice that the log-ins and passwords show up for both you and the person that you're giving permission to.

A couple things to note here, the main thing to note is that even though you get an e-mail, there's a likelihood that that e-mail's going to go in your junk e-mail box, so you might want to take a minute to jot down the logins and passwords before you click on "Continue to Reimbursement Invoice" button.

Once you click on "Continue to Reimbursement Invoice" menu, it's going to take you to this screen. And this screen basically tells you all of the grants that you currently get funds for. In this case the one at the top is Improving Teacher Quality, that's Title IIA grants; Rural Low Income, that's Title VI, Local Entitlement, that's your local entitlement application for IDEA and your Title IA Disadvantaged.

A couple of other things to notice here, going across the top at the different headers, we're tracking the invoice number, the date that you submitted it, the billing period that it's submitted for, and then notice those little buttons under "Submitted, Approved DOE" and "Process DAFS", when you get ready to submit an invoice. Once you have submitted and button you will no longer be able to make any changes to that invoice unless someone from either DOE or Finance reopens it for you.

Once it's approved by DOE, it goes down to Department of Administrative and Finance Services and they are the ones that draw down the money and see to it that you get paid.

On the right-hand side you'll see the amount, the balance, and an action. And looking at the amount for a minute, the amount of this invoice is ten thousand dollars. The balance after the invoice is eleven thousand ninety eight -- that's for invoice one. For invoice two, you invoiced, we invoiced for eleven thousand dollars, and that gives us a balance of \$1098. And we're going to invoice for five hundred dollars, and that leaves us a balance of five hundred ninety-eight dollars.

The next thing to notice is what you do, in order to create a new invoice, is click on the "New" button. There is four step

First thing is to put in the billing period, the "from and to dates. You can't submit an invoice unless you put in the "from" and "to" dates.

Step 2 is to going down to Line F and put in the amount that you are going to invoice for. Use whole dollars only. Notice that little blue line at the top, or in the middle of this screen it says "Whole Numbers Only," no dollar sign, commas, no decimal points for how much you want to invoice for, and then click the Post Update screen, or the Post Update button at the bottom there.

Make a note here that you can invoice. We have a balance here on line E that tells us that we can invoice for five hundred and ninety-eight dollars. So you can't invoice for more than you have available or you are going to get an error message. So put in the amount, then click Post Update button and finally you submit, click the Submit Invoice button, At that point you can no longer make any changes to it and an e-mail goes to the Department of Education saying that an e-mail has been submitted by you and that it is in their queue to process.

If you have any questions, go to the web site www.maine.gov/education and and click on Federal Reimbursement Model for Maine.

Thank you very much.