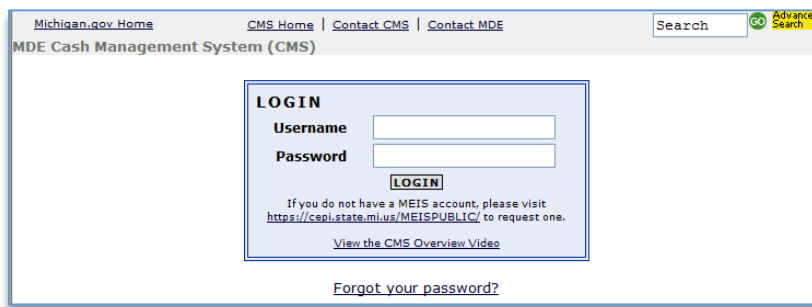# Cash Management System (CMS)
Requesting Funds

CMS payments are scheduled to be processed on Tuesdays and Thursdays. All items certified will be included in the payment. Once CMS payments are processed it typically takes 3 to 5 business days for the payments to be received by the recipient.

Login to CMS

The url for the CMS is
https://mdoe.state.mi.us/CMS/default.aspx?ReturnUrl=%2fcms%2f

Your username and password for CMS is the same as your MEIS and MEGS+ account.


A Recipient Certify User having more than one recipient (i.e. district, PSA, ISD) is required to enter the recipient code in the **Search for Recipient** field and click **GO**.

User information is located at the top right corner of the screen:

1. User
2. Your System Security Level
3. Your Recipient Name and Number

From the Main Menu click **Requesting Funds for a Project**.

Cash Management System (CMS)
Requesting Funds
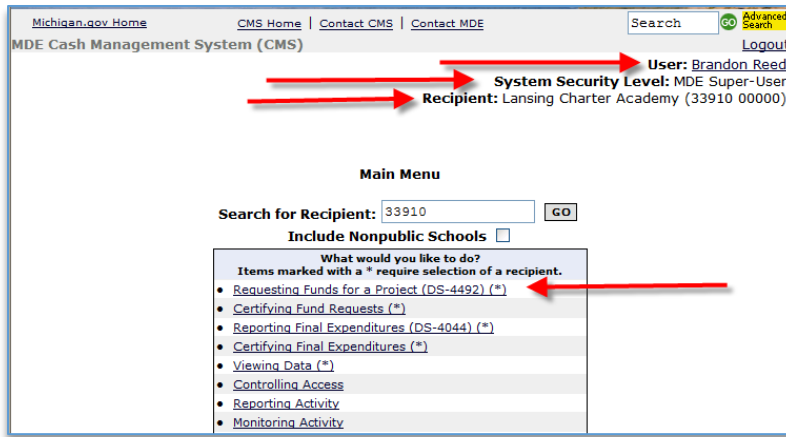
Click **Select** for the line item reflecting the **Grant Number** and **Project Number** of the grant to request funds.

There are two fields that you can enter on this screen:

1. The **Revenue Code** (optional) is where some recipient use their function from their budgets.

2. The **Interim Cumulative Expenditure Amount**. This field is the total of project paid plus the amount you are requesting. CMS will calculate your draw amount. For example, if you have already requested $15,800.16 and your next request is for an additional $100.00 you will enter $15,900.16.

Once you enter the amount click **SAVE**. To view your request click **LIST**.

Cash Management System (CMS)
Requesting Funds

This screen will display a list of prior and current requests. Click on the **Menu** button at the top of the screen to return to the main menu.

Click **Certifying Fund Requests**

Click **I Agree to the Above.**

Certifying Fund Requests

CERTIFYING FUND REQUESTS
To correct a request, click "Edit" for that request. When all of the fund requests displayed are correct, click I Certify to submit these requests for funds.

Edit	Grant Number	Grant Name	Project Number	Revenue Code	Project Dates	Status	Project Paid	Interim Cumulative Expenditure Amount	Advance Request	Date of Current Advance	Current Cash Request
Edit	152110	21st CCLC	G12019	0270077615	7/1/2014 8/28/2015	Pending	$559,923.11	$570,000.00	$0.00		$10,076.89
											$10,076.89

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801– 3812).

I AGREE TO THE ABOVE.

Notification will appear with the date and time cerification has been completed . This inidcates that the request for is in status for payment. Payment occurs on Tuesdays and Thrusday. However, should you create a new request for the grant prior to the payment date, it will remove the request out of status for payment and become replaced with the new information you are requesting for that grant.

Certifying Fund Requests

Certification has been completed on 4/11/2012 10:19:39 AM.

CERTIFYING FUND REQUESTS
To correct a request, click "Edit" for that request. When all of the fund requests displayed are correct, click I Certify to submit these requests for funds.

Edit	Grant Number	Grant Name	Project Number	Revenue Code	Project Dates	Status	Project Paid	Interim Cumulative Expenditure Amount	Advance Request	Date of Current Advance	Current Cash Request
Edit	120520	TITLE II PART A	1112		7/1/2011 9/30/2012	Certified	$15,800.16	$15,900.16	$0.00		$100.00
											$100.00

I certify that the expenditures to the actual projects listed above are accurate and that the requested amounts do not exceed the cash needs limitation.

I CERTIFY