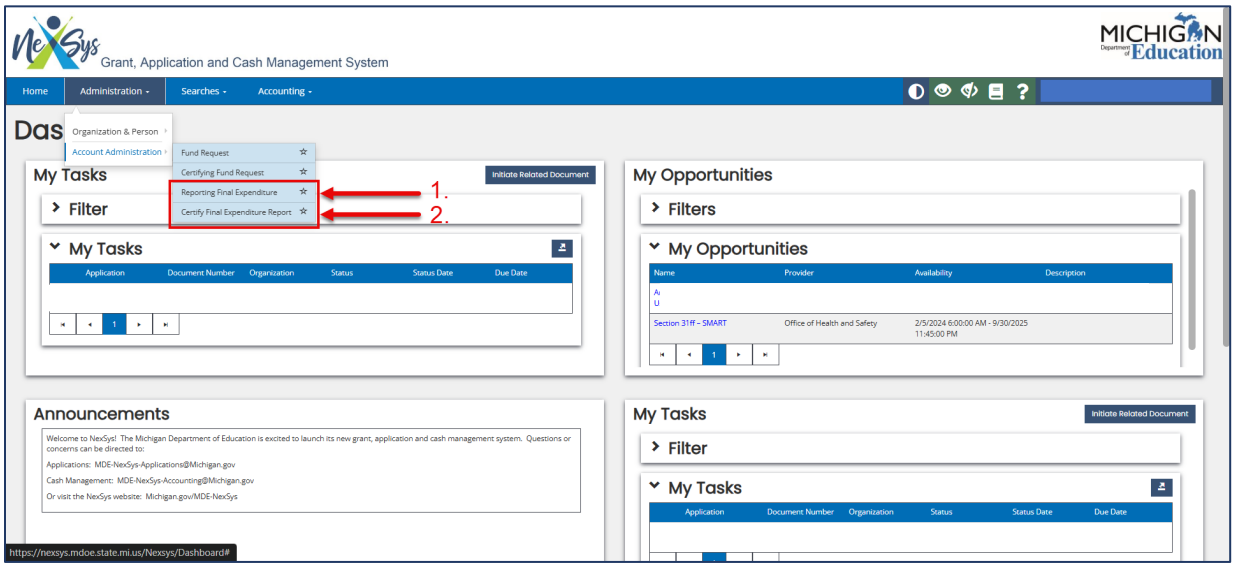
MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | WORKFORCE DEVELOPMENT

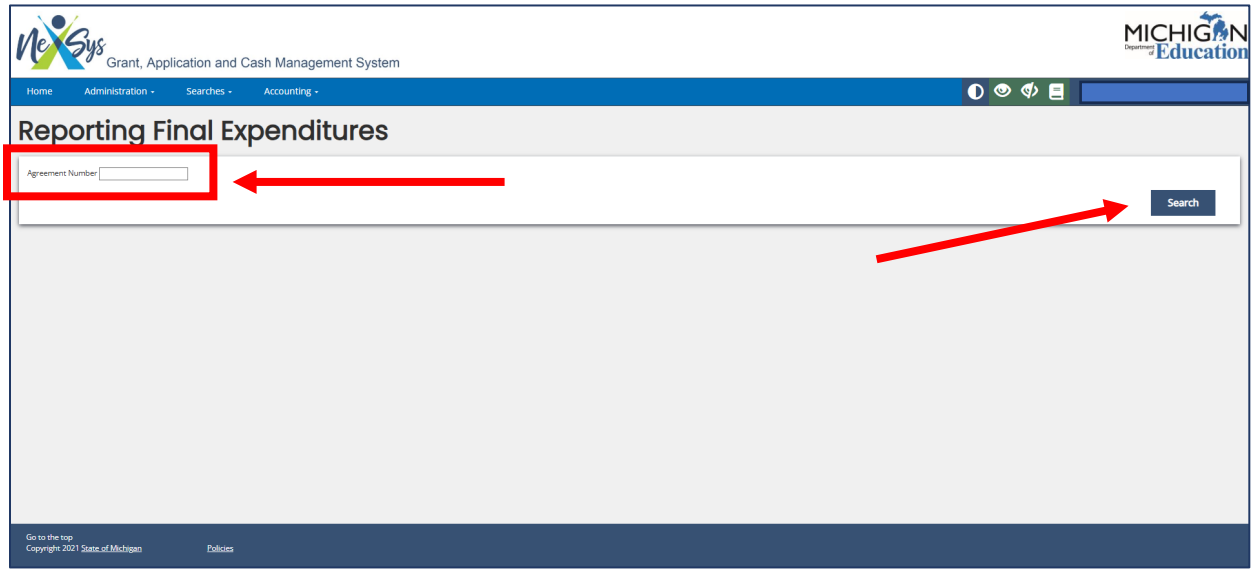
Entering and Certifying the NexSys Final Expenditure Report

*Identifying institutional information has been removed.

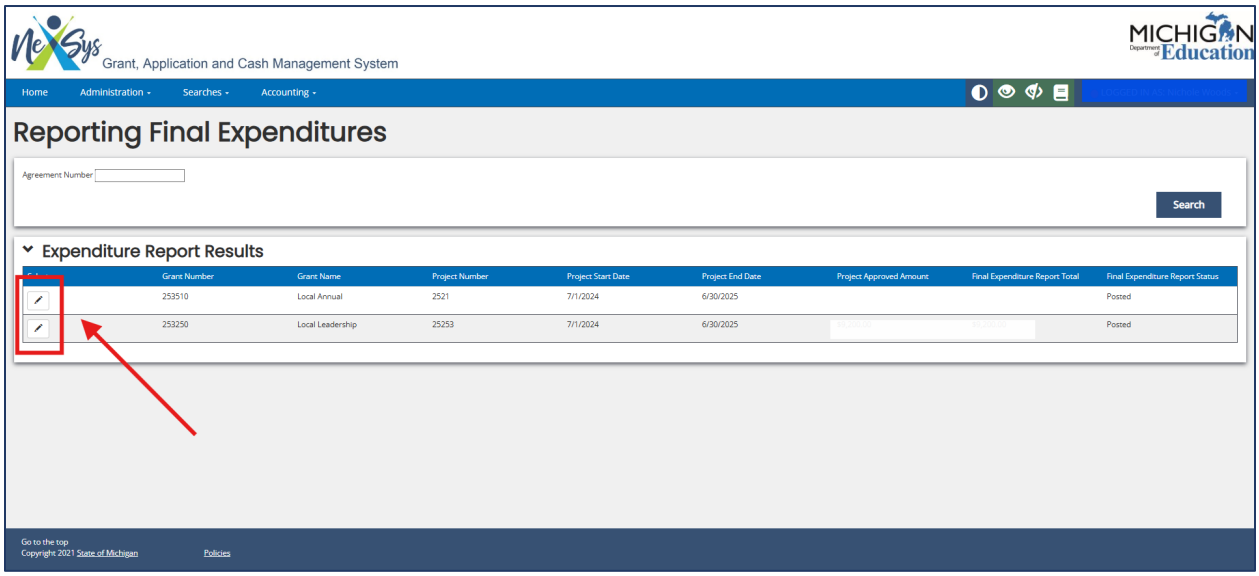
Locate the Administration tab within the blue toolbar along the top of the NexSys dashboard. Select Administration, hover over Account Administration and then select 1. Reporting Final Expenditures.



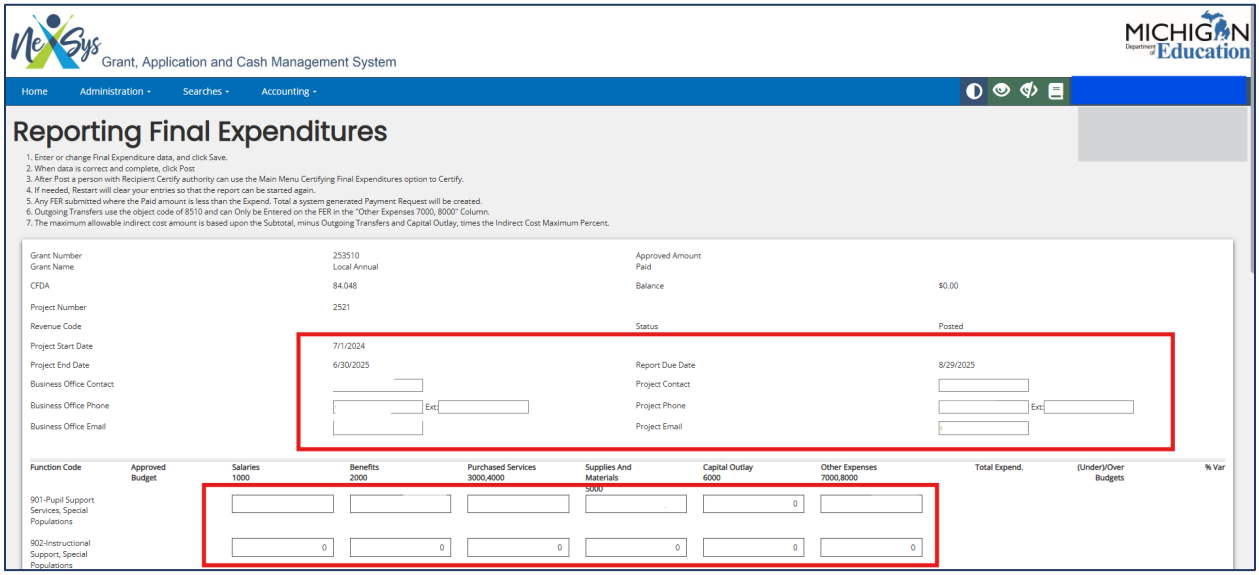
Enter Recipient Code aka Agreement Number – can be found on GAN if unknown.



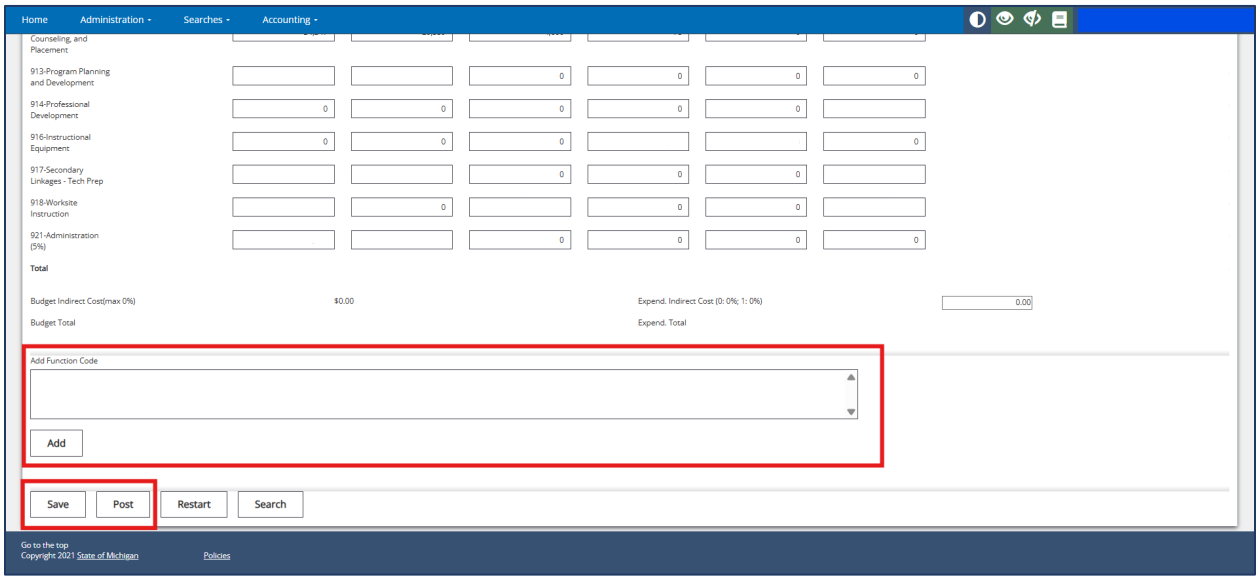
Select the FER for the intended grant.



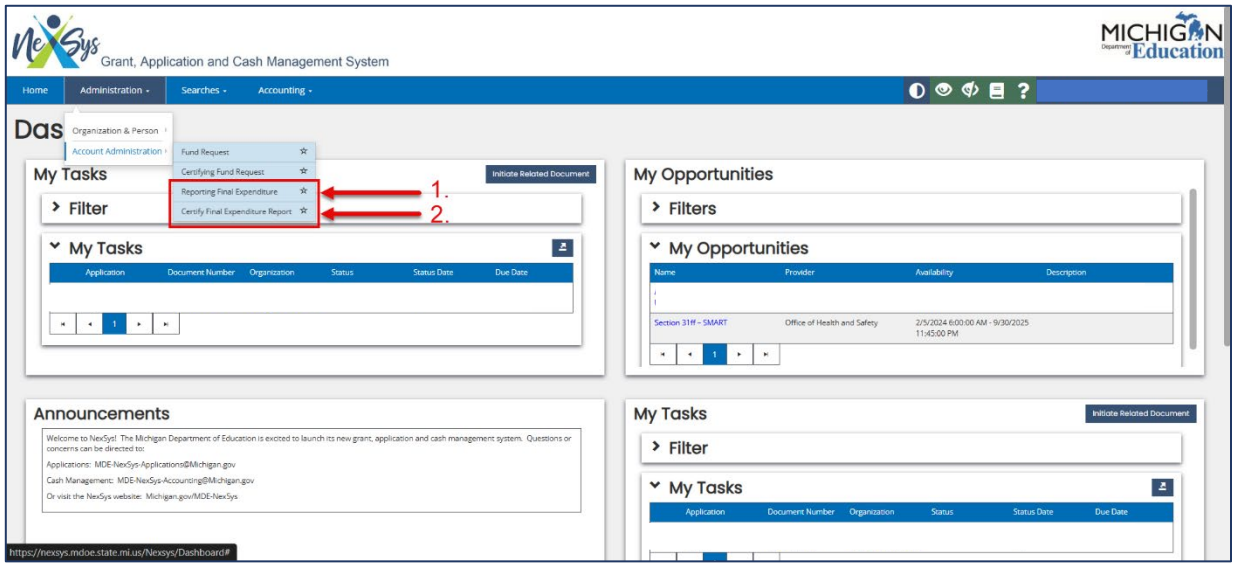
Fill in necessary business office and program office contact information and begin inputting actual expenditures throughout the detail table.



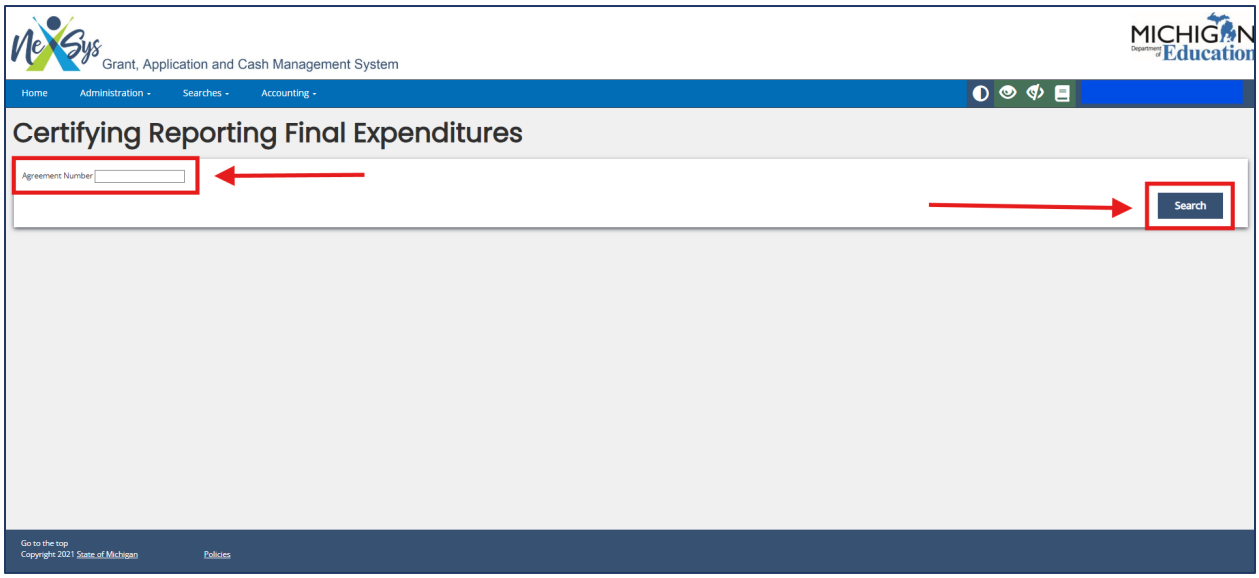
Function Codes available to be added may appear within the “Add Function Code” box. Select the desired code and then select add below the table. Once all necessary function codes are present and all expenditures have been added, select Save along the bottom of the page. Ensure data is all correct and lastly, select Post. If errors occur, selecting Restart can sometimes help mitigate.



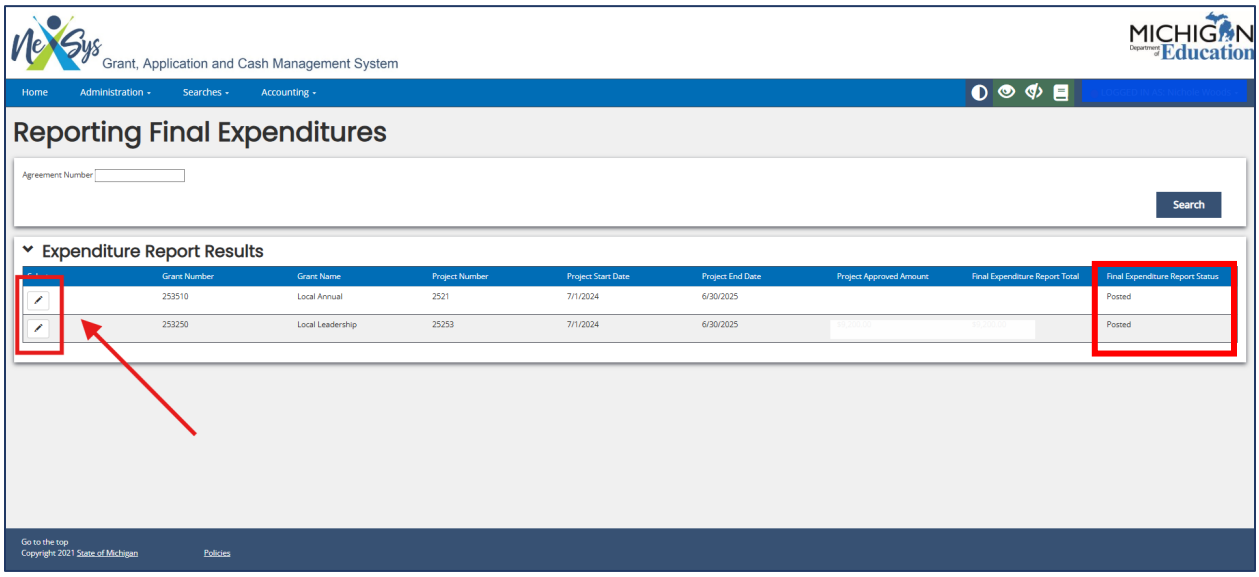
Select the Administration tab within the blue toolbar and hover over Account Administration to select 2. Certify Final Expenditure Report.



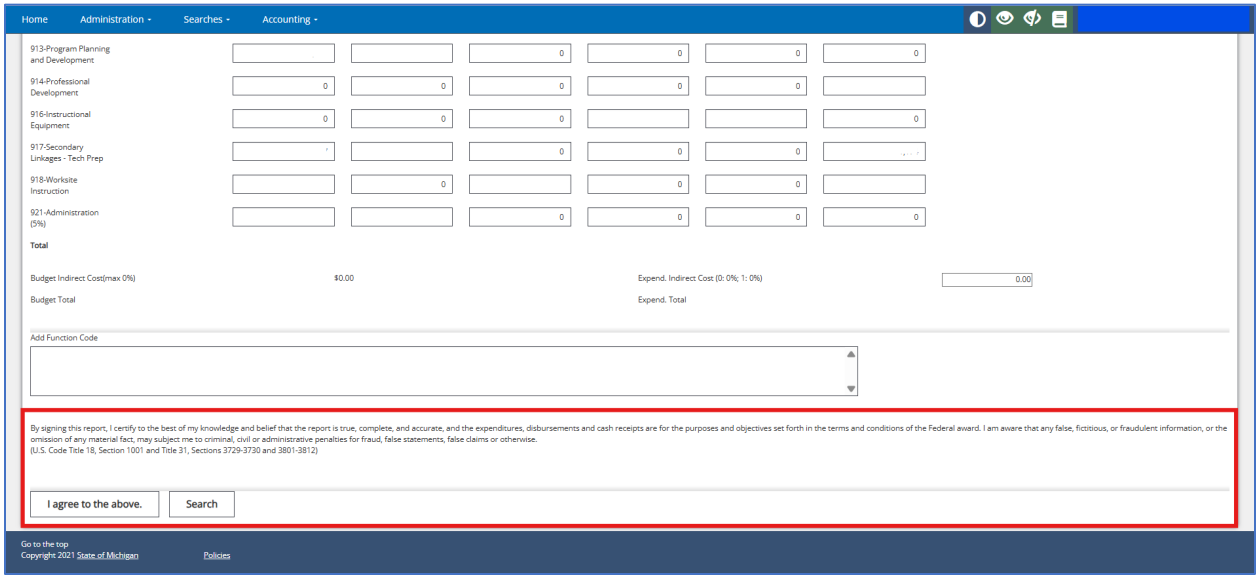
Enter Recipient Code aka Agreement number, select Search.



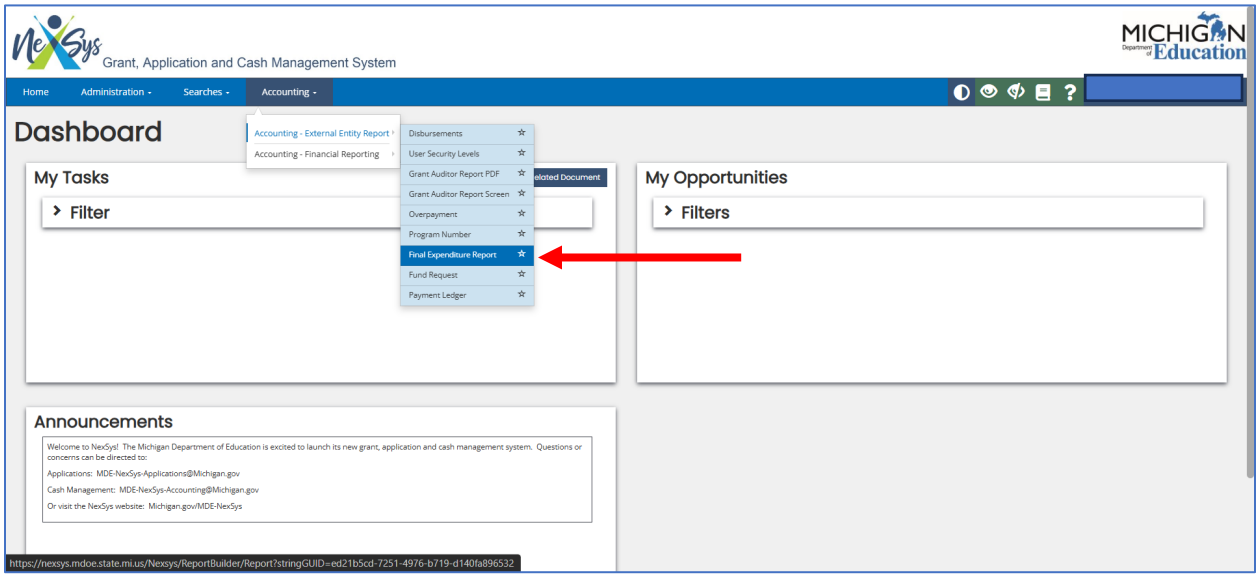
Select the FER for the intended grant. Note the FER status column now says Posted.



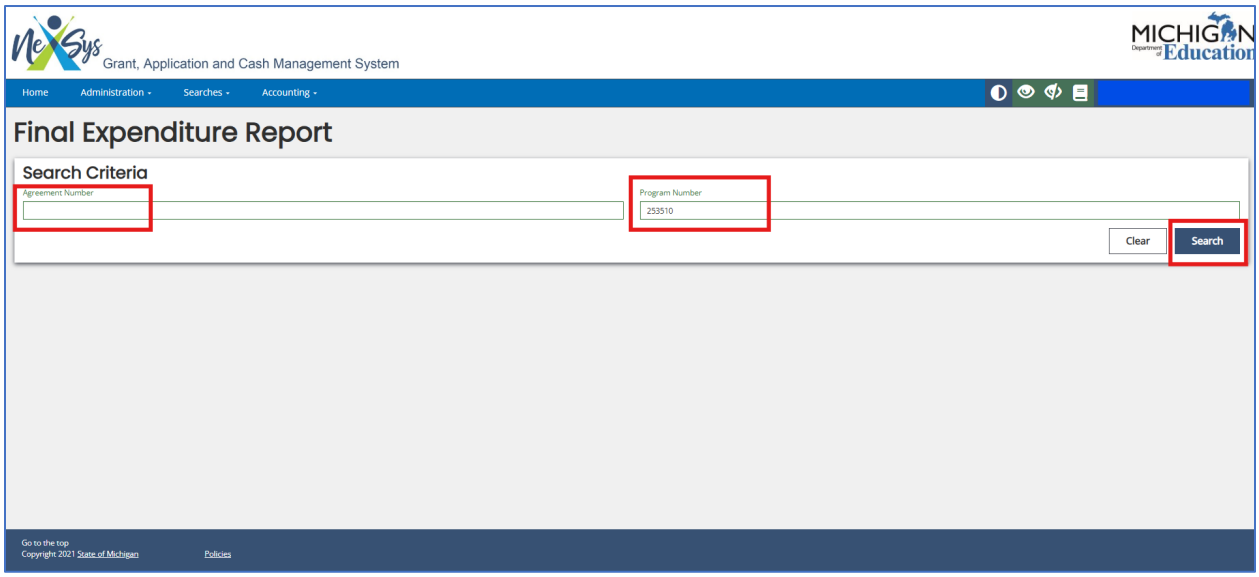
Verify all contact information and amounts are correct, read the attestation and select I agree to the above to certify.



To verify Certified status, select Accounting within the blue toolbar at the top of the page, hover over Accounting – External Entity Report, select Final Expenditure Report.



Enter Agreement Number and Program Number and select Search.



Note Certified status within Status column of search results.