

27b Reimbursement Instructions

1. Go into the Nexsys System
2. Go to Administration
3. Find Account Administration > Fund Request
- 4 Fill in the search box
 - Agreement number is your 5 digit district code
 - Project number is 20231
 - Program Number is 232423

Once that is filled out you should see the action to execute and your district information with the grant listed as ARP Grow Your Own Program as well as the total award and how much is available to request.

The screenshot shows the Nexsys system interface. At the top, there is a navigation bar with 'Home', 'Administration', 'Searches', 'Reports', and 'Accounting'. Below this, there is a search area with a dropdown menu for 'Organization & Person' and 'Account Administration'. The 'Fund Request' option is selected. The search criteria are: Agreement Number* (52180), Project Number* (20231), and Program Number* (232423). There is a 'Clear' button. Below the search area, there is an 'Action To Execute' section with fields for 'Interim Cumulative Expenditure Amount', 'Revenue Code', and a 'Delete' dropdown menu. At the bottom, there is a 'Matching Records' section with 1 record(s) found. The table below shows the details of the matching record.

Select	Agency Name	Grant Number	Grant Name	CFDA	Project Number	Project End Date	Project Approved Amount	Project Paid	Balance	Last Total Cash Request	Interim Cumulative Expenditure Amount
<input type="checkbox"/>	Ishpeming Public School District No.	232423	ARP Grow Your Own Program	21.027	20231	12/31/2026	\$143,729.00	\$0.00	\$143,729.00	\$0.00	\$0.00

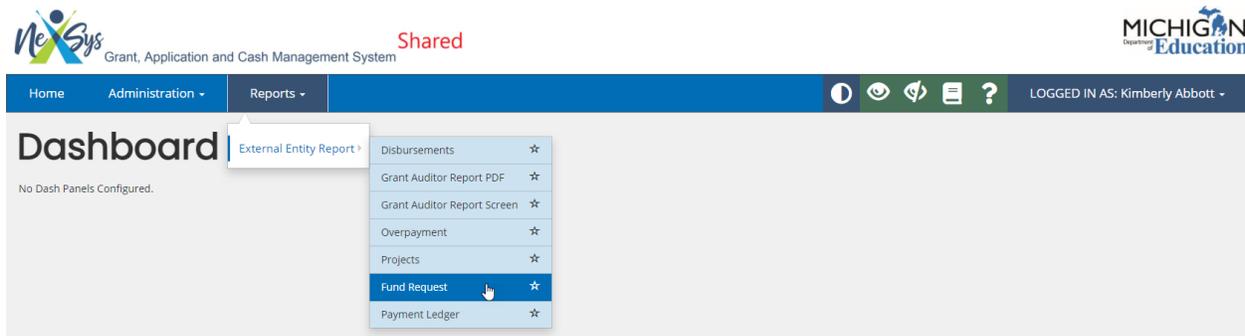
If you need more information please view the information on the next page which is taken from the Nexsys help instructions.

[NexSys \(michigan.gov\)](https://michigan.gov/nexsys)

NexSys Accounting – Payment Request Training Guide

Fund Request Report

Before requesting funds from NexSys, you will need to run a Fund Request Report to see all your Entity's available grants/projects. From this report, the Agreement Number/Recipient Code, Program Number and Project Number will be needed for each fund request:

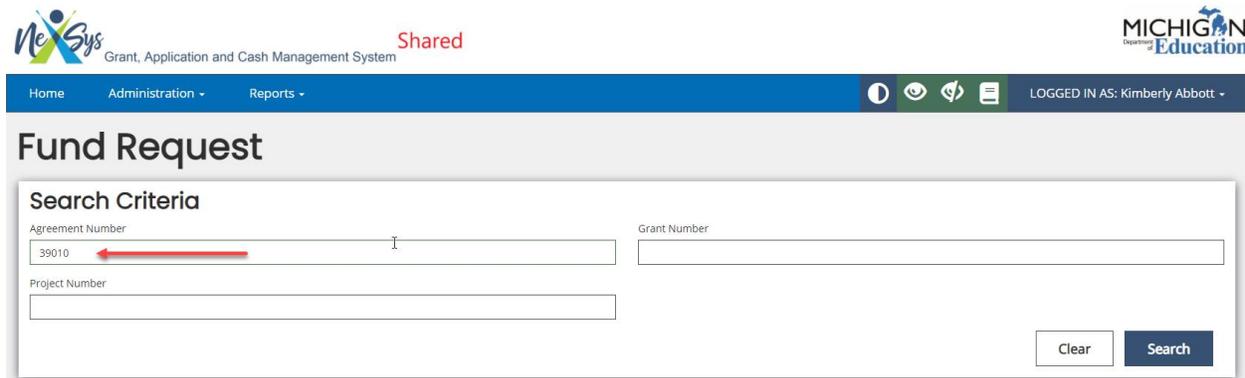


The screenshot shows the NexSys web interface. At the top left is the NexSys logo with the text "Grant, Application and Cash Management System" and a "Shared" indicator. At the top right is the Michigan Department of Education logo. Below the logos is a navigation bar with "Home", "Administration", and "Reports" menus. A dropdown menu is open under "Reports", showing options: "Disbursements", "Grant Auditor Report PDF", "Grant Auditor Report Screen", "Overpayment", "Projects", "Fund Request" (highlighted with a mouse cursor), and "Payment Ledger". The main content area shows a "Dashboard" heading and a message "No Dash Panels Configured."

Go to Reports > External Entity Report > Fund Request

NOTE: You will need to know your agreement number!

Enter Agreement Number/Recipient Code, Click Search



The screenshot shows the "Fund Request" search criteria form. It has a title "Search Criteria" and three input fields: "Agreement Number" (containing "39010" with a red arrow pointing to it), "Grant Number", and "Project Number". There are "Clear" and "Search" buttons at the bottom right of the form.

Scroll to the bottom of the report and make sure **All** is selected for items per page.

39010	211530	Instruction	84.010	20
Kalamazoo Public Schools - 39010	211530	Title I Part A	84.010	20
Kalamazoo Public Schools - 39010	211700	TITLE I PART D	84.010	20
Kalamazoo Public Schools - 39010	212110	21st CCLC	84.287	L1
Kalamazoo Public Schools - 39010	212110	21st CCLC	84.287	L1
Kalamazoo Public Schools - 39010	212110	21st CCLC	84.287	L1

1
All items per page

Scroll back to the top of the report and click Export to Excel.

Search Criteria

Agreement Number:
 Grant Number:

Project Number:

Drag a column header and drop it here to group by that column

Agency_Name	Grant_Number	Grant_Name	CFDA	Project_Number
Kalamazoo Public Schools - 39010	171762	Competitive School Improvement Grant (SIG)	84.377	20-21
Kalamazoo Public Schools - 39010	201200	GEER Funds - K-12	84.425	20-21
Kalamazoo Public Schools - 39010	203710	ESSER - Formula	84.425	1920

You will need these results available to you for the remaining steps that follow.

Agency Name	Grant Number	Grant Name	Class	Project Number	Project End Date	Project Approved Amount	Project Balance	Balance
Grand Rapids Public Schools - 41010	200520	TITLE II PART A	84.367	1920	09/30/2020	\$2,191,956.00	\$1,007,217.79	\$1,184,738.21
Grand Rapids Public Schools - 41010	200570	Title III, Part A Immigrant Students	84.365	1920	09/30/2020	\$55,339.00	\$51,327.36	\$4,011.64
Grand Rapids Public Schools - 41010	200580	Title III, Part A-English Learners	84.365	1920	09/30/2020	\$780,257.00	\$331,841.76	\$428,415.24
Grand Rapids Public Schools - 41010	200750	Title IV Part A Student Support & Academic Enrich.	84.424	1920	09/30/2020	\$1,306,771.00	\$314,107.42	\$992,663.58
Grand Rapids Public Schools - 41010	201530	Title I Part A	84.010	1920	09/30/2020	\$11,260,432.00	\$8,151,196.31	\$3,109,235.69
Grand Rapids Public Schools - 41010	201700	TITLE I PART D	84.010	1920	09/30/2020	\$144,633.00	\$22,108.68	\$122,524.32
Grand Rapids Public Schools - 41010	203710	ESSER - Formula	84.425	1920	09/30/2021	\$7,990,554.00	\$0.00	\$7,990,554.00
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287	L194295	06/30/2021	\$675,000.00	\$112,500.92	\$562,499.08
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287	L194294	06/30/2021	\$675,000.00	\$89,312.55	\$585,687.45
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287	K181504	06/30/2021	\$675,000.00	\$88,375.34	\$586,624.66
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287	L194239	06/30/2021	\$675,000.00	\$86,065.56	\$588,934.44

Fund Request

To draw funds from NexSys (formerly drawn within the Cash Management System (CMS)):

The screenshot shows the NexSys web application interface. The 'Administration' menu is open, and 'Fund Request' is highlighted. Below the menu, there is a 'Search Criteria' section with input fields for Agreement Number, Project Number, and Program Number, along with 'Clear' and 'Search' buttons.

Go to Administration > Account Administration> Fund Request

- Fund requests must be entered one at a time for each program number.
- Use the information from the Fund Request Report (see above) to request funds
- Enter the information exactly as it is on the report

Enter Agreement Number, Program Number, Project Number, and click the Search button.

After entering all three required fields, click the search button, the Matching Records Box will populate.

Review the results, and if correct, check the select box and go up to Action to Execute.

Select	Agency Name	Grant Number	Grant Name	CFDA	Project Number	Project End Date	Project Approved Amount	Project Paid	Balance	Last Interim Cumulative Expenditure Amount	Last Total Cash Request	Interim Cumulative Expenditure Amount	Status
<input checked="" type="checkbox"/>	Chippewa Valley Schools - 50080	203710	ESSER - Formula	84.425	1920	09/30/2021	\$985,772.00	\$676,136.28	\$309,635.72	\$676,136.28	\$46,192.47	\$0.00	

Action to Execute:

- Enter the Interim Cumulative Expenditure Amount.
- If the district chooses to use the revenue code, place the appropriate revenue code in the box.
- Click Save
- In the Matching Records you should see the Current Cash Request amount with a pending status.

Action To Execute

Interim Cumulative Expenditure Amount

677000.00

Revenue Code

Delete

Save

Matching Records

Select	Agency Name	Grant Number	Grant Name	CFDA	Project Number	Project End Date	Project Approved Amount	Project Paid	Balance	Current Cash Request	Last Interim Cumulative Expenditure Amount	Last Total Cash Request	Interim Cumulative Expenditure Amount	Status
<input type="checkbox"/>	Chippewa Valley Schools - 50080	203710	ESSER - Formula	84.425	1920	09/30/2021	\$985,772.00	\$676,136.28	\$309,635.72	\$863.72	\$677,000.00	\$46,192.47	\$677,000.00	Pending

Follow steps 3, 4, 5, and 6 for each fund request.

To delete a pending payment, search for the payment by entering the Agreement Number, Grant Number, and Project Number in the Search Criteria Box and click "Search."

Search Criteria

Agreement Number*

50080

Program Number*

203710

Project Number*

1920

Clear

Search

In the resulting "Matching Records" list, click on the box next to the agency name with the corresponding Current Cash Request you wish to delete.

Matching Records

Select	Agency Name	Grant Number	Grant Name	CFDA	Project Number	Project End Date	Project Approved Amount	Project Paid	Balance	Current Cash Request	Last Interim Cumulative Expenditure Amount	Last Total Cash Request	Interim Cumulative Expenditure Amount	Status
<input checked="" type="checkbox"/>	Chippewa Valley Schools - 50080	203710	ESSER - Formula	84.425	1920	09/30/2021	\$985,772.00	\$676,136.28	\$309,635.72	\$863.72	\$677,000.00	\$46,192.47	\$677,000.00	Pending

In the "Action to Execute" box, use the dropdown to choose yes under "Delete" and click "Save".

Action To Execute

Interim Cumulative Expenditure Amount

Revenue Code

Delete

Yes

Save

The "Matching Records" list results will now remove the current cash request and the pending status.

Matching Records

Select	Agency Name	Grant Number	Grant Name	CFDA	Project Number	Project End Date	Project Approved Amount	Project Paid	Balance	Last Interim Cumulative Expenditure Amount	Last Total Cash Request	Interim Cumulative Expenditure Amount	Status
<input type="checkbox"/>	Chippewa Valley Schools - 50080	203710	ESSER - Formula	84.425	1920	09/30/2021	\$985,772.00	\$676,136.28	\$309,635.72	\$676,136.28	\$46,192.47	\$0.00	

Certifying Fund Request

Once fund requests are made, they must be certified for MDE to pick them up in the payment process.

Go to Accounting Administration > Certifying Fund Request

In the Search Criteria box, enter the Agreement Number (district code) and click Search.

Scroll down to the Matching Records panel, review the results, and check the select box and go up to Action to Execute if the total amount is correct.

Matching Records

Select	Agency Name	Grant Number	Grant Name	Project Number	Project Dates	Status	Project Paid	Interim Cumulative Expenditure Amount	Advance Request	Current Cash Request	Error
<input type="checkbox"/>	Chippewa Valley Schools - 50080	203710	ESSER - Formula	1920	03/13/2020-09/30/2021	Pending	\$676,136.28	\$677,000.00	\$0.00	\$863.72	
<input checked="" type="checkbox"/>	Chippewa Valley Schools - 50080	Total								\$863.72	

In the "Action to Execute" box, click the "Agree to the Above" button.

Action To Execute

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).

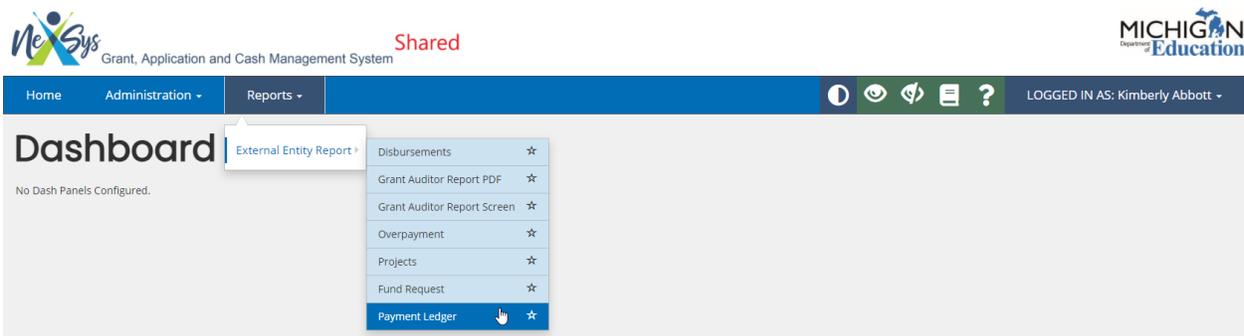
 **I agree to the above.**

All pending fund requests will be certified.

Certified payments can be deleted or changed until the payments are in the MDE payment processing phase.

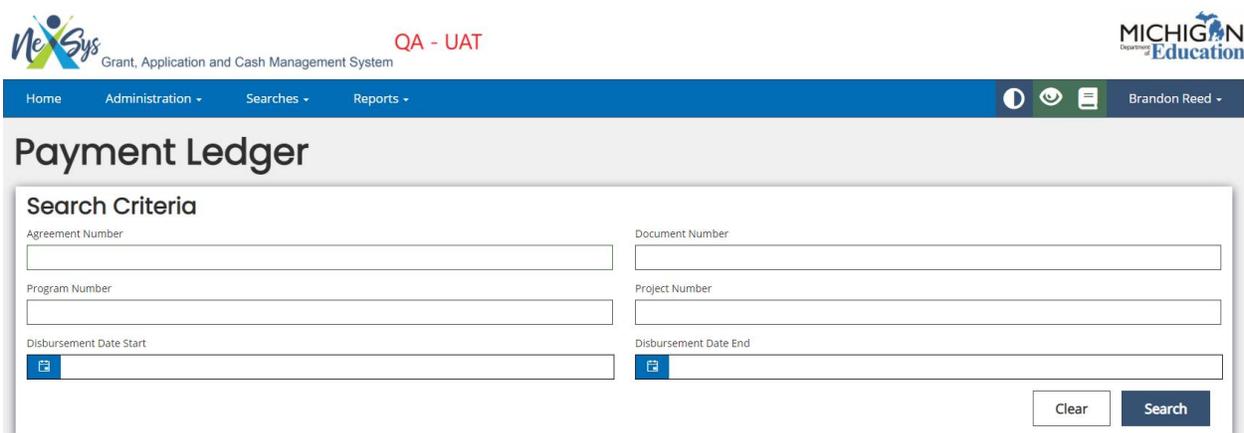
Payment Ledger

The Payment Ledger allows the user to see the breakdown of the payment once it is processed. Agreement Number is added to the Search Criteria in the portal.



The screenshot shows the NeSys dashboard interface. The top navigation bar includes "Home", "Administration", and "Reports". The "Reports" menu is expanded, showing a list of options: "Disbursements", "Grant Auditor Report PDF", "Grant Auditor Report Screen", "Overpayment", "Projects", "Fund Request", and "Payment Ledger". The "Payment Ledger" option is highlighted with a mouse cursor. The user is logged in as Kimberly Abbott.

Go to Reports > External Entity Report > Payment Ledger



The screenshot shows the "Payment Ledger" search criteria form. The form has a title "Search Criteria" and contains several input fields: "Agreement Number", "Document Number", "Program Number", "Project Number", "Disbursement Date Start", and "Disbursement Date End". There are "Clear" and "Search" buttons at the bottom right of the form. The user is logged in as Brandon Reed.

Enter Agreement Number (required field).

Enter the Disbursement Date Start and Disbursement Date End.

Click on Search.



Payment Ledger

Search Criteria

Agreement Number 46010	Document Number
Program Number	Project Number
Disbursement Date Start 8/01/2021	Disbursement Date End 8/27/2021

Clear Search

A list of payments made will display in a spreadsheet format.

Scroll to the bottom of the screen and select "All."



Payment Ledger

Search Criteria

Agreement Number: Document Number:

Program Number: Project Number:

Disbursement Date Start: Disbursement Date End:

Drag a column header and drop it here to group by that column

RecipientCode	RecipientName	Disbursemen...	Document Nu...	Disbursemen...	Grant Name	Project Num...	RevenueCode	Fund Request...	Expenditure ...	Overpayment...
46010	Adrian Public Schools - 46010	08/19/2021	21CMVZ011678	\$0.00	203720: ESSER Education Equity	1920		\$9,807.02	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/13/2021	21CMVZ011404	\$93739.00	210904: Extended SFSP	921		\$92,977.72	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/19/2021	21CMVZ011678	\$0.00	211530: Title I Part A	2021		\$0.00	\$0.00	-\$9,807.02
46010	Adrian Public Schools - 46010	08/13/2021	21CMVZ011404	\$93739.00	211920: CACFP Meals	921		\$761.28	\$0.00	\$0.00

Click on Export to Excel, and the information will be put into an Excel spreadsheet.



Payment Ledger

Search Criteria

Agreement Number: Document Number:

Program Number: Project Number:

Disbursement Date Start: Disbursement Date End:

Export to Excel

Drag a column header and drop it here to group by that column

RecipientCode	RecipientName	Disbursemen...	Document Nu...	Disbursemen...	Grant Name	Project Num...	RevenueCode	Fund Request...	Expenditure ...	Overpayment...
46010	Adrian Public Schools - 46010	08/19/2021	21CMVZ011678	\$0.00	203720: ESSER Education Equity	1920		\$9,807.02	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/13/2021	21CMVZ011404	\$93739.00	210904: Extended SFSP	921		\$92,977.72	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/19/2021	21CMVZ011678	\$0.00	211530: Title I Part A	2021		\$0.00	\$0.00	-\$9,807.02
46010	Adrian Public Schools - 46010	08/13/2021	21CMVZ011404	\$93739.00	211920: CACFP Meals	921		\$761.28	\$0.00	\$0.00

To sort the information, you drag the column name to sort by into the area between the Export to Excel button and the search information. To stop the filter/sort, click the heading to remove it in the same area.