



Future Proud  
Michigan  
Educator

# FY23 SECTION 27b GYO BUDGET REPORT NexSys User Instructions

## 1 FORMS

Click on each of these forms in order to review them and add necessary information. Be sure that you have saved each of these forms, selecting “Save” in the upper right.

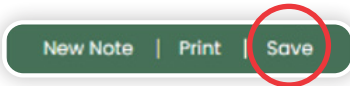
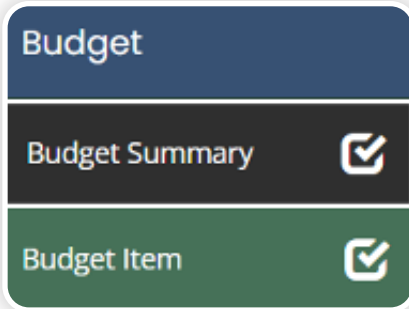
On the Cover Page, please enter information for one contact person, saving when finished.

The Assurances and Certifications Form and Important Information Form only requires that you review what is shown, saving the form when finished. Remember, when you save the form, you agree to all assurances and that you have read the Important Information Form.


You’ll know each of these are successfully saved when you see their boxes checked.



## 2 BUDGET SUMMARY



### ! INDIRECT COSTS

Indirect costs can be used to pay for the administration and recordkeeping that goes into grant management. Note that the rate changes each fiscal year. The FY23 rates are found here: [Local Indirect Cost Rates for School Year 2023-2024](#) 

Be prepared to visit this section of the report twice.

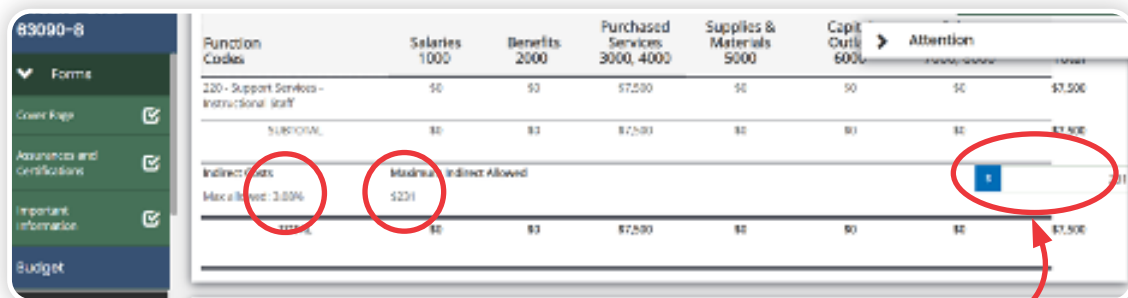
When you first access this section, provide information for the Business Office Representative and the Project Contact Person, including phone number and email address for each. Be sure to save the form after this step.

You'll then want to progress directly to the Budget Item section (below) and follow the instructions there for each item.

Once you have completed your budget items to match the total you budgeted, **leaving room for any indirect costs you anticipate**, you should return here and review the Budget Detail on this screen to verify it is showing all your budget items on the Budget Summary.

After you've verified that all budget items appear correctly on the Budget Detail portion of this screen, you can enter your indirect budget amount. Please remember that this amount **cannot** exceed what has been allowed by your restricted indirect rate. You may enter a zero or lower amount for the indirect budget amount, but it **cannot** exceed your district's annual indirect budget percentage for each year's actual spending.

Note that this section will not have a check mark until you complete and review all of your budget items.

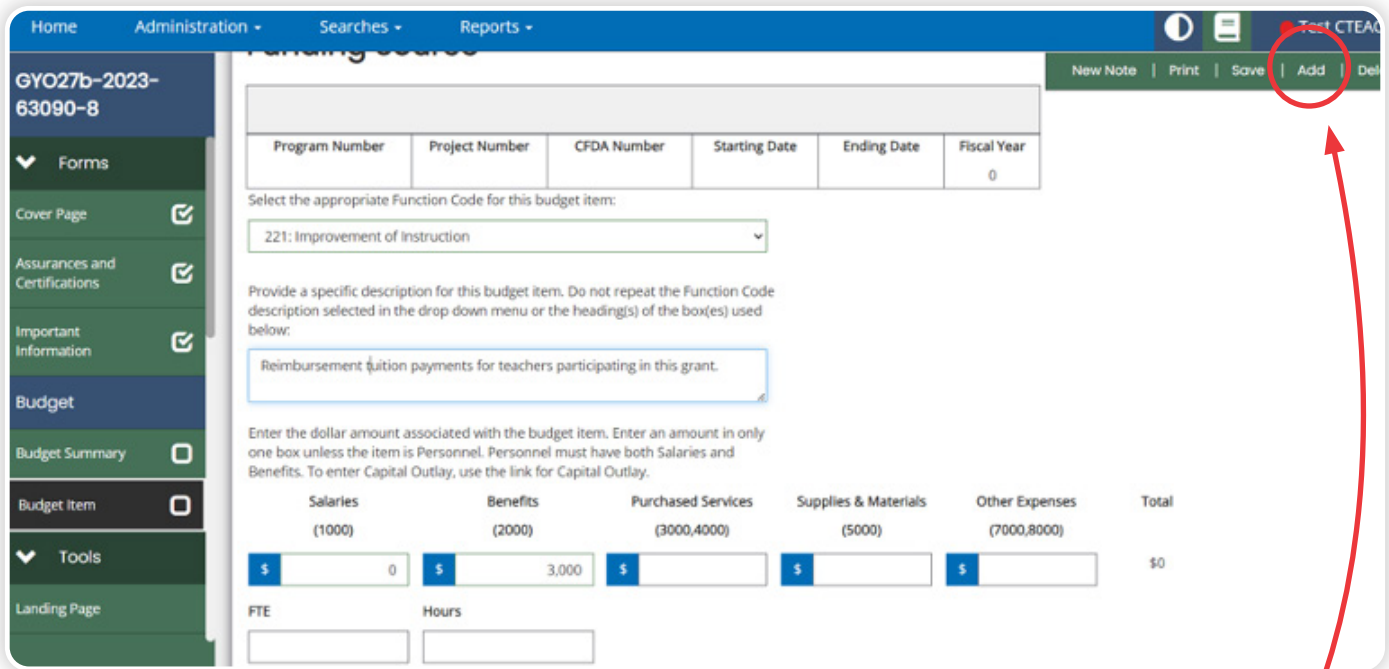


Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capit. Outl. 6000	Attention	Total
220- Support Services - Instructional Staff	50	50	\$7,500	50	50	50	\$7,500
SUBTOTAL:	50	50	\$7,500	50	50	50	\$7,500
Indirect Costs:							
Max Allowed: 3.00%							
Maximum Indirect Allowed							\$231
	50	50	\$7,500	50	50	50	\$7,500

Enter **actual** indirect cost amount here 

## 3

# BUDGET ITEMS



The screenshot shows the 'Budget Item' entry screen. At the top right, the 'Add' button is circled in red. The form includes a table for budget details, a description field, and input boxes for Salaries, Benefits, Purchased Services, Supplies & Materials, and Other Expenses. The 'Add' button is located in the top right corner of the form area.

### TO BEGIN:

First choose a function code for the item from the drop-down list. Note that the following codes are for the EXPLORE portion of the GYO grant: 112, 113, 271, and 291. If your district did not include EXPLORE in its application, please DO NOT use these codes.

### BUDGET ITEM DESCRIPTION

You must enter a brief description of what is being paid for or purchased for the function code you selected.

### BUDGET AMOUNTS

You may only enter one object code unless you have salaries and benefits.

For this grant, it is possible to have an amount for benefits and put a zero into the salary box (for example, if you reimbursed staff for tuition).

### REMEMBER TO SAVE

Be sure to click "Save" once you've entered the amount of each object cost.

### ADDITIONAL BUDGET ITEMS

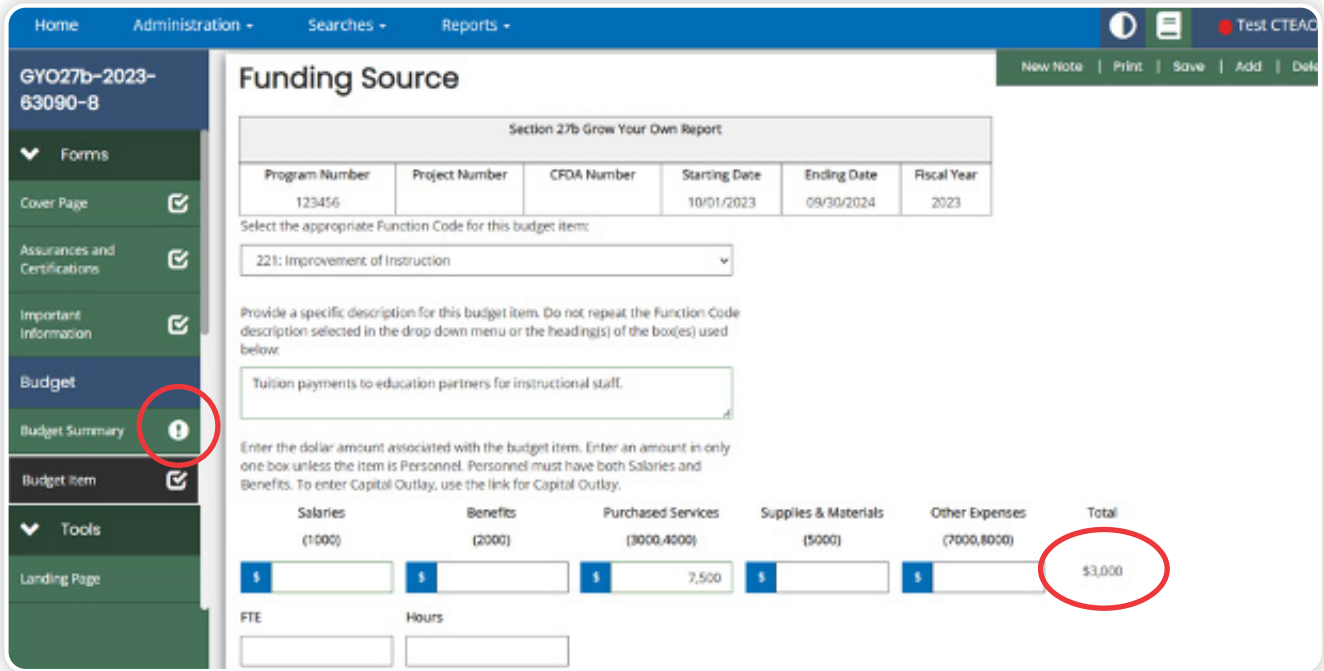
When you are ready to add your next budget item after you've saved the current one, click on "Add" at the top left of the screen.

Be careful! If you begin to enter in different information on the screen you're currently on without clicking "Add" first, the system may over-write your previous item with the new information you're entering.

### FTE and HOURS

These are not required for this grant. However, you can enter in data in either the FTE (Full-Time Equivalent) or Hours if you have costs in the salary box greater than \$0.

### 3 BUDGET ITEMS, continued



**Funding Source**

Section 27b Grow Your Own Report

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
123456			10/01/2023	09/30/2024	2023

Select the appropriate Function Code for this budget item:

221: Improvement of Instruction

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Tuition payments to education partners for instructional staff.

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000,4000)	Supplies & Materials (5000)	Other Expenses (7000,8000)	Total
\$	\$	\$ 7,500	\$	\$	\$3,000

FTE:  Hours:



#### IMPORTANT NOTES

Any time you make changes in the budget items the budget summary must be reviewed and saved.

Make sure you see if the changes affect your indirect amount. If it is ready, you can enter a description and click "OK". Your modifications will be ready for approval.

Here's what a saved budget item looks like. Notice that NexSys will associate Program Number, dates, and Fiscal Year once data is saved. It will also provide an automated calculation of a total across all object codes for that item.

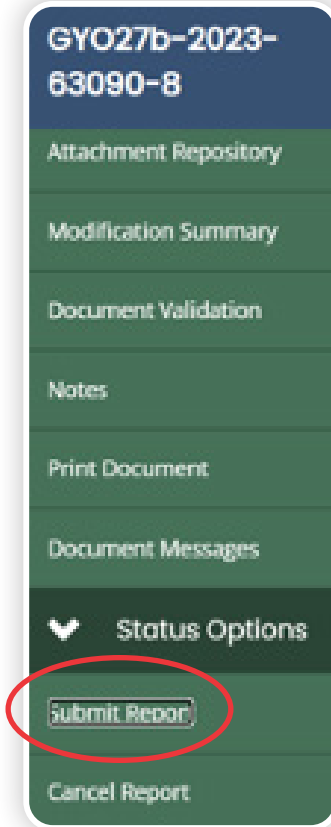
After you've entered in data for budget items and you've begun to save them, you may notice that your Budget Summary is listed with an exclamation point next to it. It's reminding you to go back to this screen and review all items for accuracy before saving the Budget Summary.

### 4 FLAG ITEM

Flag	Comment	Previous Total	Change +/-
<input type="text"/>	<input type="text"/>	\$0	\$0

This budget report does not use the Flag feature; it is used for administrative review or auditing features in other NexSys applications.

## 5 SUBMIT REPORT



When you click on “Submit Report,” you will be prompted to fill in a box to add any information you may want to include with the submission.

You will need to enter something to proceed; note that the system it may require you to save the information and then click again on this button.

This will submit your report for review and approval.

### MODIFICATIONS

NexSys will notify you if errors are found and modifications are required.

To make modifications, first choose “Modify Report” under the Status Options list. You may be prompted to enter in a description of the modifications.

A box titled “Requested Modifications” will appear. The link appearing under “Location” will direct you to the error that needs modification.

When you have made all modifications needed, return to the Status Options list and click on “Modifications Submitted.”

If further errors occur, more instructions will appear.

Requested Modifications		
Location	Notes	Last Modified
<input type="checkbox"/> <a href="#">Budget Item</a>	You used code 112 which is only available if you applied for the Explore portion of this grant. Please remove this and reallocate.	1/11/2024 10:19:17 AM - Test CTECA



### TECHNICAL DIFFICULTIES?

Email [MDE-NexSys-Applications@Michigan.gov](mailto:MDE-NexSys-Applications@Michigan.gov) if you are having trouble accessing NexSys. Also be sure to review the documentation available on the [NexSys website](#). [↗](#)