



Future Proud  
Michigan  
Educator

# FY23 SECTION 27b GYO EXPENDITURE REPORT

## NexSys User Instructions

GYO Grant 232423 ARP Grow Your Own Program

### 1 INITIATE REPORT

To initiate your Expenditure Report, find the link called “Initiate Related Documents” to the right of the “My Tasks” section on the Dashboard.

When the dialog box for “Initiate Related Document” comes up, select the GYO27b-2023-63020-5 under the “Parent Document” pull-down menu.

Make sure the “Available Documents” pull-down lists “Sec. 27b GYO Expenditure Report.”

Click the “Create” button. You will then automatically proceed to the “Document Overview” screen.

### Dashboard

My Tasks

Initiate Related Document

> Filter

### Initiate Related Document

Select a parent document and available related document. Use the Create button to initiate the related document.

Document Identifier

Search parent documents by identifier...

Parent Document

GYO27b-2023-63020-5

Available Documents

Sec. 27b GYO Expenditure Report

Create



### DOCUMENTS IN NEXSYS

When you create a document in NexSys, it remains in your NexSys account, even after it is submitted. Think of the parent document as the template, which will create a separate, “active” document that will be used to contain your report data. If you save your progress and return to NexSys, be careful to find the document you’ve been working in when you start again—be careful **not** to create a new document each time you access the system. On a later screen, you’ll see your Document Name. Be sure to make a special note of it for future reference!

## 2 REVIEW FORMS DATA

This step is only necessary when you first begin and open your Expenditure Report. Once these forms are saved successfully, you need not revisit these.

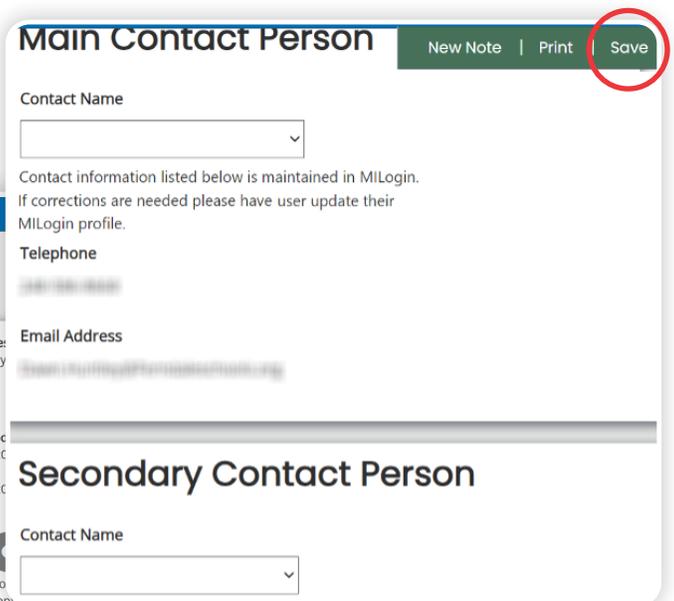
When you first review the different forms listed in the “Forms” menu, each of these will appear with an open box next to the title. When you save each one completely and with no errors, a checkmark will appear in the box. If there is an error or something that needs correction, an exclamation point will appear.

First, click on “Cover Page.” In this section, please select the main contact person at your district if not already automatically shown, and review the information provided. Do the same with a secondary contact person. Note that to make corrections to this information, you must update this separately in your MILogin profile. Save this form when you are finished.

Proceed to “Assurances and Certifications.” This will provide assurances for the grant for which you are submitted a report; please read it carefully. Save this form in the same way.

Proceed to “Important Information.” Review what is shown here, and save again.

Once you save all forms, you can begin filling in data for the Expenditure Report, which will appear under “Program Information.”



**Main Contact Person** New Note | Print | **Save**

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

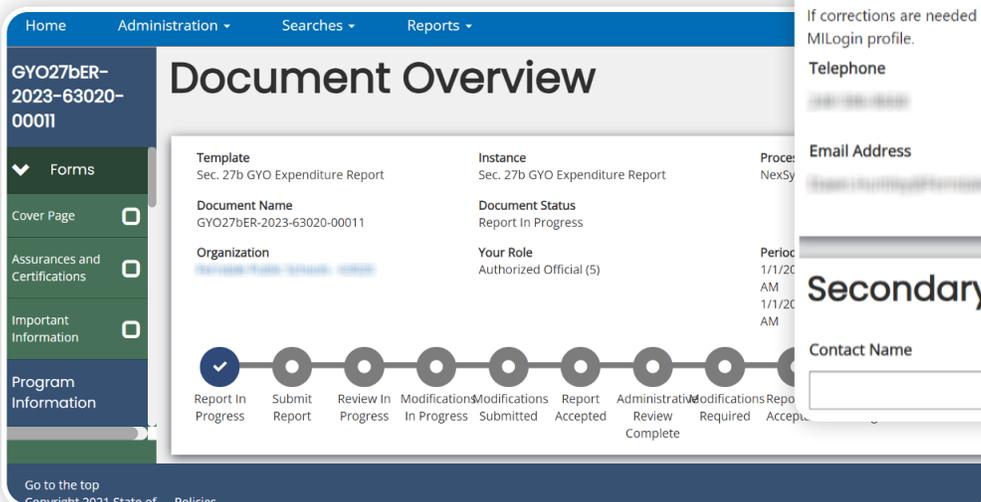
Telephone

Email Address

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**Secondary Contact Person**

Contact Name



Home Administration Searches Reports

**GYO27bER-2023-63020-00011**

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Program Information

### Document Overview

<b>Template</b> Sec. 27b GYO Expenditure Report	<b>Instance</b> Sec. 27b GYO Expenditure Report	<b>Process</b> NexSys
<b>Document Name</b> GYO27bER-2023-63020-00011	<b>Document Status</b> Report In Progress	<b>Period</b> 1/1/2023 AM 1/1/2023 AM
<b>Organization</b> Michigan State Education Agency	<b>Your Role</b> Authorized Official (5)	

Progress:  Report In Progress  Submit Report  Review In Progress  Modifications In Progress  Modifications Submitted  Report Accepted  Administrative Review Complete  Modifications Report Accepted

Go to the top  
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### 3a EXPENDITURE REPORT INITIAL SCREEN

You will notice that the six-month periods for the submission of expenditure reports already appear at the top of the table, in a shaded header row.

For this first Expenditure Report, you will be filling in data for December 2023, with all expenditures you made up to December 31, 2023. Your next report will be for June 2024, with expenditures from January 1, 2024, to June 30, 2024, and so on.

#### THE BUDGET REPORT

Before this first expenditure report (for December 2023), you submitted a Budget Report that listed all of the budget items that matched this period: from the grant start date listed on your Grant Award Notification (GAN) to December 31, 2023.

If you did not submit your Budget Report yet, **do not** complete the Expenditure Report until you do. Your district was sent instructions on how to complete each Budget Report. Please contact the OEE grants team if you need a new set of instructions sent to you.

When you first open the Expenditure Report document, you will see all expenses listed as zero. **VERY IMPORTANT:** Leave all zeroes you see until it is time to enter in a value. If you clear out a zero but do not enter in a value, you will see an error. If this happens, either re-enter the zero, or a different value.

All expenses you enter must be in whole-dollar amounts, so please round to the closest dollar.

The screen will automatically calculate the total expenditure amount, the amount over or under the budget that had already been entered (see note at left), and a variance percentage.

Remember that, in order to be able to submit the Expenditure report, your total expenditures cannot exceed what is shown in “Approved Budget.”

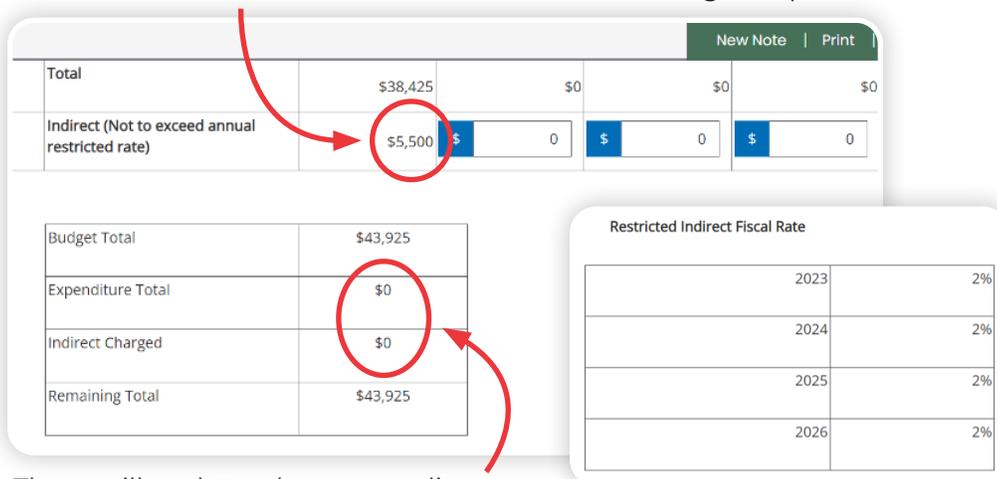
FUNCTION CODE	FUNCTION TITLE	Approved Budget	Dec 2023	June 2024	Dec 2024	Sept 2026	Total Expenditures	Under/Over Budgets	% Variance
GYO Staff Programs									
221	Improvement of Instruction - Instructional Staff	\$4,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$4,000	0%
283	Staff/Personnel Services	\$20,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$20,000	0%
112	Instruction: Middle/Junior High Learning Experiences	\$7,800	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$7,800	0%
113	Instruction: High School Learning Experiences	\$1,125	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$1,125	0%
271	Pupil Transportation Services	\$0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	%
291	Support Service - Other: Pupil Activities	\$5,500	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$5,500	0%

### 3b INDIRECT RATE COST

When you enter in an amount based on your annual restricted indirect rate, you cannot exceed your current year’s rate which is listed for you directly below the expenditure table..

You will not have to update this rate yourself from year to year; the NexSys team will update the table for each upcoming year.

This was the indirect cost amount listed on the Budget Report.



Total	\$38,425	\$0	\$0	\$0
Indirect (Not to exceed annual restricted rate)	\$5,500	\$0	\$0	\$0

Budget Total	\$43,925
Expenditure Total	\$0
Indirect Charged	\$0
Remaining Total	\$43,925

Restricted Indirect Fiscal Rate	
2023	2%
2024	2%
2025	2%
2026	2%

These will update when expenditures are entered and the report is saved (see below).



#### INDIRECT COSTS

Remember that Indirect costs can be used to pay for the administration and recordkeeping that goes into grant management. The rate can change each fiscal year. The FY23 rates are found here:

[Local Indirect Cost Rates for School Year 2023-2024](#)

### 3c ENTER EXPENDITURES

You can now begin to enter expenditures for the appropriate report cycle.

For this first report, remember that you are entering in amounts under the “Dec 2023” column, for all expenses incurred from the start of the GYO grant to December 31, 2023. Do NOT enter in any other expenditures at this time.

At a later point this year, you will enter in amounts under “June 2024” for expenditures made between January 1, 2024 and June 30, 2024. Then, what you record under “Dec 2024” will cover July 1, 2024 through December 31, 2024, and so on.

Do NOT report cumulative expenses across multiple time periods. The NexSys screens will report this automatically starting with the second reporting period (see below).

### 3c ENTER EXPENDITURES, continued

Once you have entered in your amounts for this cycle, be sure to click “Save.”

Once you do, you’ll notice that totals for your current cycle appear on the right-hand side of the table, with a running record of how much these amounts are over or under the total budget, along with a percentage of the variance represented. This helps you get a idea “at a quick glance” regarding your grant balances and the overall grant performance.

FUNCTION CODE	FUNCTION TITLE	Approved Budget	Dec 2023
GYO Staff Programs			
221	Improvement of Instruction - Instructional Staff	\$4,000	\$ 0
283	Staff/Personnel Services	\$20,000	\$ 5,000
112	Instruction: Middle/Junior High Learning Experiences	\$7,800	\$ 0
113	Instruction: High School Learning Experiences	\$1,125	\$ 125
271	Pupil Transportation Services	\$0	\$ 0
291	Support Service - Other: Pupil Activities	\$5,500	\$ 0

	Approved Budget	Dec 2023	Variance
	\$0	\$4,000	0%
	\$5,000	\$15,000	-25%
	\$0	\$7,800	0%
	\$125	\$1,000	-11%
	\$0	\$0	%
	\$0	\$5,500	0%

Budget Total	\$43,925
Expenditure Total	\$5,125
Indirect Charged	\$200
Remaining Total	\$38,600

This is a handy reminder of how much your district has left to designate to candidates before the end of the obligation period on December 31, 2024.

**! CUMULATIVE AMOUNTS**

Below the table with the function codes is a separate table showing your cumulative amounts entered from **multiple grant reporting periods**.

For this first grant report, this table will show the same totals as in the expenditure report table, but upon saving later expenditure reports, it will provide a total of **all expenditures** made to that last date of the current reporting period.

For this reason, it is vital that you enter in only expenditures **made during the designated reporting period**. Otherwise, these calculations will be incorrect on your final report.

## 4 UPLOAD EXPENDITURE REPORT

**GYO27bER-  
2023-63020-  
00012**  
Information

Section 27b  
GYO  
Expenditure  
Report

Expenditure  
Report

Once you have entered all your expenses for the current cycle, you must upload a system financial report for your district.

You will create this as a separate document outside of the system, in a format controlled by the software that your district uses for its financial recordkeeping system. Data on the report should match what has been entered on NexSys for the same reporting cycle.

Two best practices should be observed for the report upload:

- Do not upload an Excel spreadsheet since these can be subject to modification without version control.
- Use a title that matches the cycle for which you have entered in data; this will help avoid confusion.

**Expenditure Report**

\*Title  
December 2023  
13 of 100

\*Document Source  
Select  Done

 District X Dec 2023 ...  
File(s) uploaded successfully

Upload the report and click “Save.”

You can upload more than one report at a time, if preferred. After you have saved at least one report, click “Add” in the menu at the top right to upload an additional report. You can also use this menu to delete a report that had been previously uploaded.

## 5 ADDITIONAL FEATURES

**GYO27bER-  
2023-63020-  
00012**

Landing Page

Add/Edit People

Status History

Attachment  
Repository

Modification  
Summary

The Landing Page button provides an overview of the status of your report submission, including whether or not modifications are needed (see below).

The “Add/Edit People” option allows you to change your primary and secondary contact information selections. Remember, to change the data itself, you may have to log changes on the MiLogin profile itself.

Clicking on “Status History” brings up a visual “chain” of actions available for your expenditure report, shown on the next page.

## 5 ADDITIONAL FEATURES, continued



The Attachment Repository will show you a record of any reports you have uploaded.

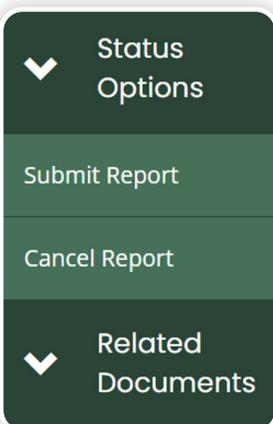
The Modification Summary will provide a list of what needs to be fixed with your expenditure report. See Section 7 below for a fuller explanation of how to address modifications when alerted.

Documentation Validation will let you know if you have any final errors before submission. Note that this is a different feature than “Modification Summary” because it is possible that NexSys may validate your report, but modifications may be required by another user later in the process.

The Notes feature can capture any optional notes you wish to enter when you submit or modify your reports. This can be helpful if there are multiple staff members who contribute different data to a report.

The “Print Document” and “Messages” features do exactly as their buttons suggest. Note that “Messages” can send messages only to the staff members listed on the Cover Page section.

## 6 SUBMIT REPORT



A final step is to submit your expenditure report using the button under “Status Options.”

If you have no errors detected by NexSys, the system will accept your report, with a check mark shown for the “Submit Report” step. Congratulations, you are finished—for now!

If you have errors detected by NexSys, you will see an exclamation point next to one of the options.

Upon submission, the system may prompt you to enter in a note.

## 7 MODIFICATIONS

If modifications are requested by another NexSys user after you have submitted the expenditure report, you will be notified by an e-mail automatically generated by the system. When you log in again, find the correct grant document in “My Tasks.”

Be sure you are making modifications to the same expenditure report document that you had been working in originally—do NOT create a whole new grant report. This is why it is a good idea to record the document name at the beginning.

On the Landing Page, you will see a visual status marker that shows that modifications are required. You’ll also see notes from the reviewer as well as the part of the report that requires the modifications. Click each link to access that part of the report.

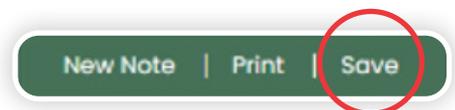


**Requested Modifications**

Location	Notes	Last Modified
<input type="checkbox"/> <a href="#">Section 27b GYO Expenditure Report</a>	The information for 283 Staff/Personnel Services does not match the uploaded report. Either fix the expenditure amount or submit a corrected upload report.	2/12/2024 5:49:51 PM - Test CTECA

Find “Modify Report” under the “Status Options” section of the menu to the left. This will be the only way that you can make modifications. Otherwise, information you need to change will seem “locked out.” The reason that NexSys requires this is to provide an accurate log of changes that were made.

When you make the changes requested, click “Save.”



Under “Status Options,” click “Modifications Submitted.”

Once this is completed and the reviewer is satisfied, the status line will show a check mark in “Report Accepted.”