

Instructions for Accessing and Entering Information

ARRA Expenditure Reporting Online System

IDEA, Part B, ARRA

Step 1: The ARRA Expenditure Reporting system is accessed through the regular School District Reporting Site (SDRS) portal. Please logon as usual.

Step 2: After the logon is completed, you will see the SDRS System Menu display. Each user will have various listings on their Systems Menu. The link needed to complete this process is “ARRA Expenditure Reporting.” If you do not have this link, contact your Logon Administrator. Please click the ARRA Expenditure Reporting link.

Step 3: After the ARRA Expenditure Reporting link has been clicked, you will be directed to the ARRA Expenditure Reporting menu list. You will now be given options for different ARRA programs for your district to access. Click on the Blue link for the program for which you wish to enter a Summary Expenditure Report.

Step 4: After the ARRA-Special Education IDEA link has been clicked, you will be directed to the application select screen. Here you will see the 2010 application and the 2009 application. The Application Select page determines which year you use. The system is configured to only accept new Summary Expenditure Reports for FY10 (2009-2010). Do not attempt to enter any new Summary Expenditure Reports for FY09 (2008-2009).

The only application you need to access is 2010. All FY09 expenditure reports have been entered by the Oklahoma State Department of Education.

To enter new requests, you should always select the 2009-2010 year. Once selected, the Payment button will “enable”. You should then click the Payments button. You will not be able to click the Payment button prior to selecting an application.

Step 5: Now you are observing the Payment Summary Screen. Notice the sentence under the “View Summary Expenditure Reports” button. “Districts will start receiving payments when the “Completed Expenditure Reports” exceed the “FY09 Unexpended Balance.” The reimbursement of the second portion of the funds will not begin until the use of the forward funded portion has been documented.

The first section shows the Current Year Allocation, which is the second portion of the IDEA, Part B, ARRA funds, along with the remaining balance of the forward funded funds that were distributed to the districts in April. These two balances make up the “Approved Budget.” The numbers in this section do not change.

The “Pending Expenditure Reports” include the following:

1. Any summary expenditure reports that have been approved but not sent to Treasury for payment.
2. Only expenditure reports that will generate a reimbursement payment go into this category.

Please note: If the expenditure report is only documenting how the forward funded money was spent, then it will not be listed in this category.

The “Completed Expenditure Reports” section shows all FY10 expenditure reports that have been approved and paid. Once a report in “Pending” has been paid from the Treasury Dept, then it will be moved to “Completed.” An expenditure report that documents how the forward funded funds were used will go directly into this section.

The “Remaining Balance of Expenditure Reports/Claims” section shows how much of the “Approved Budget” amount is still available to be spent. This amount is reached by taking the total funds that were budgeted for FY10, “Current Year Allocation” plus “FY09 Unexpended Balance” and subtracting the total of “Pending Expenditure Reports” as well as subtracting the total of “Completed Expenditure Reports.”

To view a list of the summary expenditure reports that have been submitted to the Oklahoma State Department of Education (including their status) and to create a new summary expenditure report, click on the “View Summary Expenditure Reports” button.

Step 6: This screen is the Program Selection screen. Open the Drop Down List. For IDEA, Part B, ARRA, there will be three options: Flow-through, Pre-school, and Early Intervening.

Step 7: This screen shows the Summary Expenditure Report Menu. This screen is where you can see all previously submitted expenditure reports. Click the Create New Request button to begin a New Summary Expenditure Report. To Open an existing request, click the Open Request after selecting the appropriate radio button. Please refer to the Review Summary button. If the status of a Summary Expenditure Report is “Returned for Changes”, click this Review Summary button. This will load the Review Checklist completed by the Oklahoma State Department of Education, and should contain comments about what must be changed/corrected before you can resubmit the Summary Expenditure Report.

Step 8: This screen is where you will enter data from your “hardcopy” Summary Expenditure Report. The top part of the screen shows the existing budget that was entered by the OSDE. This is a reminder that you can only submit the Expenditure Reports for the function and object codes that have been budgeted.

- Have your hard copy Expenditure Report in front of you.
- Begin by selecting the function and object code in the drop box. (Select the Function Code, then Object Code, enter a description, and an amount. Perform this for as many

rows as are needed. All expenditures require a description, such as tutoring, Reading Teacher, or Interactive Whiteboards.

- Look at the Indirect Cost section. The Indirect Cost will be entered here. The system is programmed to calculate the maximum IDC your district can receive as long as the district has budgeted for this.
- If a mistake has been made, you may delete a row by checking the corresponding delete row box. If you require additional lines, click “create additional entries.”
- Your next step is to click “calculate totals.” Please verify that the total matches your hard copy expenditure report.
- The next step is to enter the dates. The dates should range from the first day of each month to the last day of each month, such as October 1 through October 31. This date should correspond to the dates on the hard copy expenditure report.
- The next step is to upload the supporting document to the ARRA Expenditure Reporting site. Supporting documentation will include expenditure reports (including detailed expenditure pages), invoices, agendas, POs, travel claims, and receipts.

All supporting documentation may be uploaded into the system, which will allow for quicker processing. Documentation may also continue to be faxed or mailed as usual but be sure to click the check box on the screen.

- The next step is to save the page. Errors that show at the top of the screen after saving must be corrected prior to certifying and/or submitting the report.
- Once all errors are corrected and page has been saved, the superintendent must click the certified/submitted button. This step will automatically send the Expenditure Reports to the OSDE for processing.