

NJDOE EWEG APPLICATION SYSTEM

INSTRUCTIONS FOR SUBMITTING INTERIM AND FINAL REPORTS

1. Log into the EWEG system and select 'GMS Access/Select' from the Menu list. The GMS Access Select page will appear. Select the Fiscal Year of the award from the drop down list at the top left of the page. On the line of the program for which you will be submitting a report (PER), click on the 'Payments' button.

Click to Return to Menu List / Sign Out

GMS Access Select

21-9405 NJDOE Disc Temp LEA [Click for Instructions](#)

Select Fiscal Year: 2016

Created

Formula Grant
There currently aren't any Formula Grant applications created.

Discretionary Grant

Application Name	Revision	Status	Date	Actions
CTSO-DECA Continuation	Original Application	Not Submitted		Open Amend Payments Review Summary Delete Application
CTSO-FBLA Continuation	Original Application	Not Submitted		Open Amend Payments Review Summary Delete Application

Competitive Grant

Application Name	Revision	Status	Date	Actions
McKinney Competitive	Original Application	Not Submitted		Open Amend Payments Review Summary Delete Application

Non Funded
There currently aren't any Non Funded applications created.

Available

Formula Grant
There currently aren't any Formula Grant applications available.

Discretionary Grant
There currently aren't any Discretionary Grant applications available.

Competitive Grant

NJ Afterschool-Summer Comp	Submissions due by 8/31/2016	Create
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2. The next screen to appear is the Payment Summary screen. Click on the 'View Reimbursement Requests/Expenditure Reports' button.

Instructions

Vendor

[View Reimbursement Requests/Expenditure Reports](#)

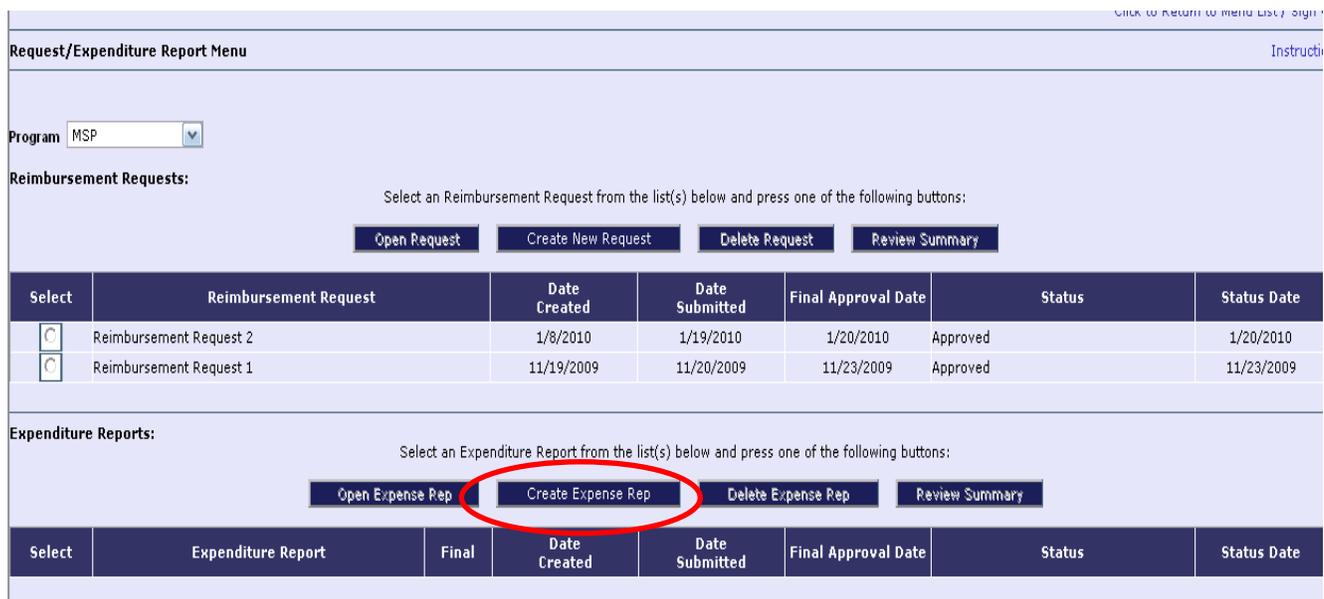
Payment Summary as of 2/14/2016

Current Grant Year Allocation	MSP	Amount
(+/-) Adjustments		\$525,000
(+/-) Consortiums		\$0
(+/-) Transfers		\$0
Total Funds Available		\$525,000

3. The Reimbursement Request/Expenditure Report Menu will open. If not already visible, select the funding source (if funded from multiple sources (such as Federal and State)) or program for which you are submitting a report from the drop down list.



5. When the screen refreshes, select "Create Expense Rep" located in the lower section of the page.



6. The newly created Expenditure/Program Report will open.

General Information	Contacts	Nonpublic Info	Equipment Inventory	Expenditure	Activity Plan	Upload	Submit	Application History	Comments
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GENERAL REPORT INFORMATION

Even Start Family Literacy Program - Continuation (#09-BS25-L01)

Reporting Requirements: Fiscal and Program Reports for this program are due as follows:

Report Number and Reporting Period	Due Date
1st Interim: October 1, 2009 - December 31, 2009	January 15, 2010
2nd Interim: October 1, 2009 - March 31, 2010	April 15, 2010
3rd Interim: October 1, 2009 - June 30, 2010	July 15, 2010
Final: October 1, 2009 - September 30, 2010	December 31, 2010 (Please note that this date has been revised with no penalty to the grantee.)

CONTRACT #

REPORT NUMBER:

BASIS OF REPORT:

Cash:

Accrued Expenditures:

Other (Explain in space provided immediately below - 250 Characters Max):

NOTES AND TIPS:

- If this is a final report, be sure to check the box indicating that on the “Expenditures” tab. Also identify the end date for the reporting period by selecting it from the drop down list at the top of the page. **NOTE: If the report is marked as a final report, it will enter the award into the closeout payment process upon submission. Once a FINAL REPORT has been created or submitted, no additional Reimbursement Requests will be permitted for this award as the system will automatically generate a final payment (if one is due the grantee) upon approval of the Final Report.**
- As with the application, the report may be saved and closed to be opened and revised at a later time.
- When ready to submit, the Consistency Check on the ‘Submit’ tab must be run. Once the Consistency Check has run successfully, the ‘Submit’ button will appear.
- Each subsequent report is comprehensive and will be automatically populated with the data contained in the previous report. The data can be edited to add in the new information for the new reporting period.