



NexSys Accounting

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Michigan department of education

Topics

NexSys Accounting Technical Assistance Links



NexSys Accounting Training Schedule



NexSys Accounting Demo:










- Requesting Payment Training Guide
- 

NexSys Accounting Technical Assistance

- [MDE - NexSys \(michigan.gov\)](#)
- [mde-nexsys-accounting@michigan.gov](#)

NexSys Accounting Technical Assistance

Accessing NexSys

- [NexSys Getting Started Trainings Jan-Mar 2022](#) 
- [NexSys Accounting Requesting Payment Training Guide](#) 
- [CMS to NexSys Transition Timelines](#) 
- [NexSys External User Guide](#) 
- [NexSys Guide to Adding Users to an Organization or Application](#) 
- [NexSys Quick Guide for External Users](#) 
- [NexSys Quick Guide to Budgets](#) 
- [NexSys One Pager](#) 
- [Creating a MILogin Account](#) 
- **Access/Authentication changes coming to NexSys and MEGS+**
 - **NexSys** will use MILogin Third-Party access.
 - Please review the guide attached in this section for detailed steps on:
 - Creating a MILogin Account.
 - Linking your MEIS / MILogin accounts
 - Requesting access to NexSys.
 - **MEGS+** will be transitioning to the MILogin, Single Sign-On platform, in June 2021.

NexSys Accounting Training Schedule

NexSys – Getting Started

These sessions will give the user a brief overview of the basics of MILogin for Third Party account setup, an understanding of the new platform, dashboard and navigation tips, and general guidance on completing applications in NexSys.

NexSys – Cash Draws

This session will provide training on Drawing Funds in NexSys.

NexSys - Getting Started:

- Tuesday, January 18, 2022, 1:00 p.m. – 2:00 p.m.
[Click here to join the meeting](#)
- Thursday, February 3, 2022, 11:00 a.m. – 12:00 p.m.
[Click here to join the meeting](#)
- Friday, February 18, 2022, 11:00 a.m. – 12:00 p.m.
[Click here to join the meeting](#)
- Monday, February 28, 2022, 2:00 p.m. – 3:00 p.m.
[Click here to join the meeting](#)
- Wednesday, March 16, 2022, 8:30 a.m. – 9:00 a.m.
[Click here to join the meeting](#)

NexSys - Cash Draws:

- Tuesday, February 1, 2022, 2:00 p.m. – 3:00 p.m.
[Click here to join the meeting](#)

For more information regarding NexSys, please visit www.Michigan.gov/MDE-NexSys or email:

Email: MDE-NexSys-Applications@Michigan.gov

Email: MDE-NexSys-Accounting@Michigan.gov

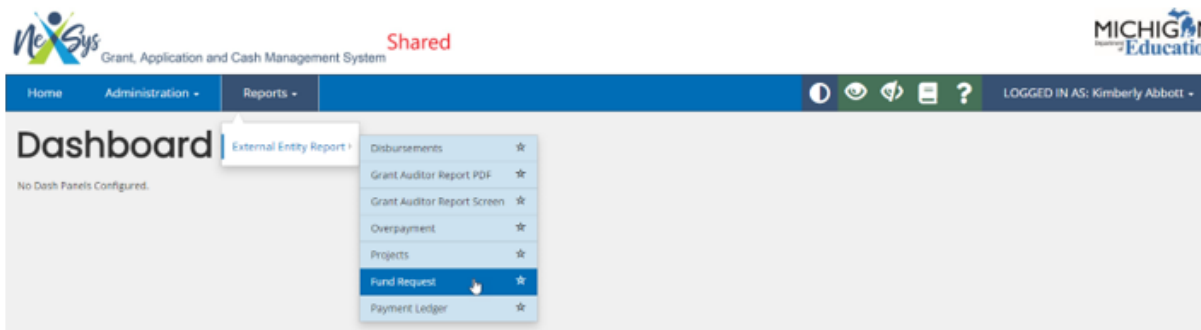


NexSys Accounting DEMO: Requesting Payment Training Guide

- [Requesting Payment Training Guide](#)
- Fund Request Report
- Fund Request
- Certifying Fund Request
- Payment Ledger

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:







1. Go to Reports
2. External Entity Report
3. Fund Request
 - You will need to know your agreement number

NexSys Accounting
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4. Enter Agreement Number/Recipient Code, Click Search

 Grant, Application and Cash Management System Shared 

Home Administration - Reports -     LOGGED IN AS: Kimberly Abbott -



Fund Request

Search Criteria


Agreement Number	Grant Number
<input type="text" value="39010"/>	<input type="text"/>
Project Number	
<input type="text"/>	


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



39010		Instruction		
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



All ▾ items per page

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

Search Criteria

Agreement Number

39010

Grant Number

Project Number

Export to Excel

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

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

Grand Rapids Public Schools - 41010										
Account Name	Account Type	Account Name	Account ID	Account Name	Account ID	Account Name	Account ID	Account Name	Account ID	Account Name
Grand Rapids Public Schools - 41010	200020	TITLE II PART A	84.387 1920	09/30/2020	\$2,191,956.00	\$1,007,217.79	\$1,184,738.21			
Grand Rapids Public Schools - 41010	200070	Title II, Part A-Immigrant Students	84.385 1920	09/30/2020	\$55,309.00	\$51,827.86	\$4,011.84			
Grand Rapids Public Schools - 41010	200080	Title II, Part A-English Learners	84.385 1920	09/30/2020	\$788,257.00	\$331,841.76	\$428,415.28			
Grand Rapids Public Schools - 41010	200750	Title IV Part A Student Support & Academic Enrich.	84.424 1920	09/30/2020	\$1,306,771.00	\$314,167.42	\$992,603.58			
Grand Rapids Public Schools - 41010	201530	Title I Part A	84.010 1920	09/30/2020	\$11,390,432.00	\$8,151,196.31	\$3,109,235.69			
Grand Rapids Public Schools - 41010	201700	TITLE I PART D	84.010 1920	09/30/2020	\$344,835.00	\$22,328.88	\$122,524.32			
Grand Rapids Public Schools - 41010	205710	ESSOR - Formula	84.425 1920	09/30/2021	\$2,996,554.00	\$0.00	\$2,996,554.00			
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287 1194295	06/30/2021	\$675,000.00	\$113,586.92	\$562,499.08			
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287 1194294	06/30/2021	\$675,000.00	\$89,312.50	\$585,687.50			
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287 1194304	06/30/2021	\$675,000.00	\$85,175.34	\$589,824.66			
Grand Rapids Public Schools - 41010	212110	21st CCLC	84.287 1194299	06/30/2021	\$675,000.00	\$86,065.36	\$588,934.64			

Fund Request

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

The screenshot displays the NexSys web application interface. At the top, there is a header with the NexSys logo, the text "Grant, Application and Cash Management System", a "Shared" status indicator, and the "MICHIGAN Education" logo. Below the header is a navigation bar with tabs for "Home", "Administration", and "Reports". The "Administration" tab is selected, and a dropdown menu is open, showing various options. The "Fund Request" option is highlighted in blue. Below the navigation bar, there is a "Search Criteria" section with input fields for "Agreement Number*", "Project Number*", and "Program Number*". There are also "Clear" and "Search" buttons at the bottom right of the search section.

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1. Go to Administration
2. Account Administration
3. 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

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

NexSys Grant, Application and Cash Management System **QA - UAT** **MICHIGAN Education**

Home Administration - Searches - Reports - Brandon Reed -

Fund Request

INSTRUCTIONS:

Fund requests must be entered one at a time for each program number.
If you have not ran your Fund Request Report, please take a copy so it can help in requesting funds.
Please refer to your Fund Request Report for all 3 required fields to enter your fund request (Agreement Number (district code), Program Number, Project Number) and click the Search Button.
To request funds
- 1. Click on check box beside approval
- 2. Enter your Total Interim Cumulative Expenditure Amount
- 3. Click the Save Button
For fund request to be processed you need to certify the fund request

Search Criteria

Agreement Number*	Program Number*
50080	203710
Project Number*	
1920	

Clear Search

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5. 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.

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 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	

6. 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	\$46,152.47	\$677,000.00	Pending

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

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NexSys Accounting DEMO: Requesting Payment Training Guide

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* Program Number*

Project Number*

- 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	CPDA	Project Number	Project End Date	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

- 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
<input type="checkbox"/>	Chippewa Valley Schools - 50889	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

NexSys Accounting DEMO: Requesting Payment Training Guide

Certifying Fund Request

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



NexSys Accounting DEMO: Requesting Payment Training Guide

1. Go to Accounting Administration
2. Certifying Fund Request
 - In the Search Criteria box, enter the Agreement Number (district code) and click Search.

The screenshot shows the 'Fund Request Certify' page in the NexSys application. The header includes the NexSys logo, 'Grant, Application and Cash Management System', a 'QA - UAT' status indicator, and the Michigan Department of Education logo. The navigation bar shows 'Home', 'Administration', 'Searches', and 'Reports' tabs, with 'Searches' being the active tab. The user is logged in as 'Brandon Reed'. The main content area is titled 'Fund Request Certify' and includes instructions: 'Enter Agreement Number (district code) and click the Search Button', 'Scroll to the Total Line and add check in the checkbox.', 'In "Action To Execute" Box click the "I agree to the above" Button', and 'All pending fund requests will be certified'. Below the instructions is a 'Search Criteria' form with two input fields: 'Agreement Number' (containing '50080') and 'Grant Number' (empty). At the bottom right of the form are 'Clear' and 'Search' buttons.

NexSys Grant, Application and Cash Management System QA - UAT **MICHIGAN**
Department of Education

Home Administration Searches Reports Brandon Reed

Fund Request Certify

INSTRUCTIONS:
Enter Agreement Number (district code) and click the Search Button
Scroll to the Total Line and add check in the checkbox.
In "Action To Execute" Box click the "I agree to the above" Button
All pending fund requests will be certified.

Search Criteria

Agreement Number Grant Number

Project Number

Clear 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	1520	03/13/2020-09/30/2021	Pending	\$476,136.28	\$477,000.00	\$0.00	\$163.72	
<input checked="" type="checkbox"/>	Chippewa Valley Schools - 50080	Total								\$163.72	

- 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.**

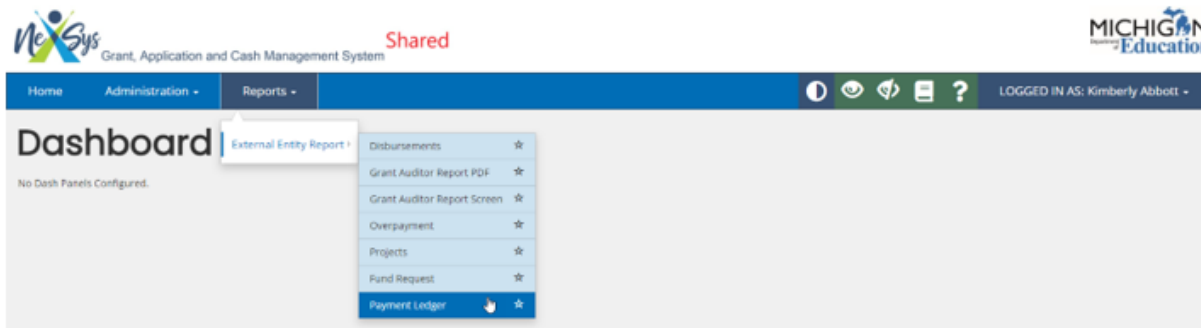
- All pending fund requests will be certified.

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

NexSys Accounting DEMO: Requesting Payment Training Guide

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.



1. Go to Reports
2. External Entity Report
3. Payment Ledger

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Search Criteria

Agreement Number

Document Number

Program Number

Project Number

Disbursement Date Start

Disbursement Date End

Clear

Search

4. Enter Agreement Number (required field).
5. Enter the Disbursement Date Start and Disbursement Date End.
6. Click on Search.

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NexSys Grant, Application and Cash Management System **QA - UAT** **MICHIGAN Education**

Home Administration - Searches - Reports - Brandon Reed -

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

7. A list of payments made will display in a spreadsheet format.
8. Scroll to the bottom of the screen and select "All."

Export to Excel

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

RecipientCode	RecipientName	Disbursement...	Document No...	Disbursement...	Grant Name	Project Num...	RevenueCode	Fund Request...	Expenditure...	Overpayment...
46010	Adrian Public Schools - 46010	08/15/2021	21CM/2011678	\$0.00	203720: ESSER Education Equity	1920		\$5,807.02	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/13/2021	21CM/2011404	\$93739.00	210904: Extended SFSP	521		\$62,977.72	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/19/2021	21CM/2011678	\$0.00	211530: Title I Part A	2021		\$0.00	\$0.00	\$-9,807.02
46010	Adrian Public Schools - 46010	08/13/2021	21CM/2011404	\$93739.00	211820: CACFP Meals	521		\$761.28	\$0.00	\$0.00

Items per page: All 1 - 4 of 4 items

NexSys Accounting DEMO: Requesting Payment Training Guide

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

Home Administration Searches Reports Brandon Reed

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

Export to Excel

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

Recipient Code	Recipient Name	Disbursement Date	Document No.	Disbursement Amount	Grant Name	Project Number	Revenue Code	Fund Request	Expenditure	Overpayment
46010	Adrian Public Schools - 46010	08/19/2021	21CMV2011478	\$0.00	203720: ESSER Education Equity	1520		\$9,807.02	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/13/2021	21CMV2011404	\$93739.00	210904: Extended SFSP	921		\$92,977.72	\$0.00	\$0.00
46010	Adrian Public Schools - 46010	08/19/2021	21CMV2011478	\$0.00	211430: Title I Part A	2021		\$0.00	\$0.00	\$-9,807.02
46010	Adrian Public Schools - 46010	08/19/2021	21CMV2011404	\$93739.00	211920: CACRP Meals	921		\$761.28	\$0.00	\$0.00

1 - 4 of 4 items

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10. 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.

