NexSys Accounting

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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
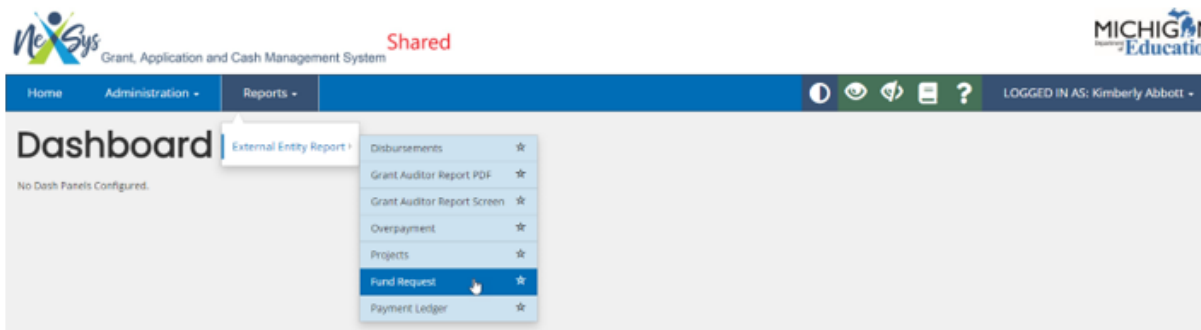Email: MDE-NexSys-Accounting@Michigan.gov

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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

4. Enter Agreement Number/Recipient Code, Click Search

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

NexSys Accounting DEMO: Requesting Payment Training Guide

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

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

Fund Request

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

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.

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
☑	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
☐	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

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

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*
50080	203710
Project Number*	
1920	

Clear Search

- 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	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
☑	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	
Yes	

Save

- The "Matching Records" list results will now remove the current cash request and the pending status.

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.

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

- In the "Action to Execute" box, click the "Agree to the Above" button.

- All pending fund requests will be certified.

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

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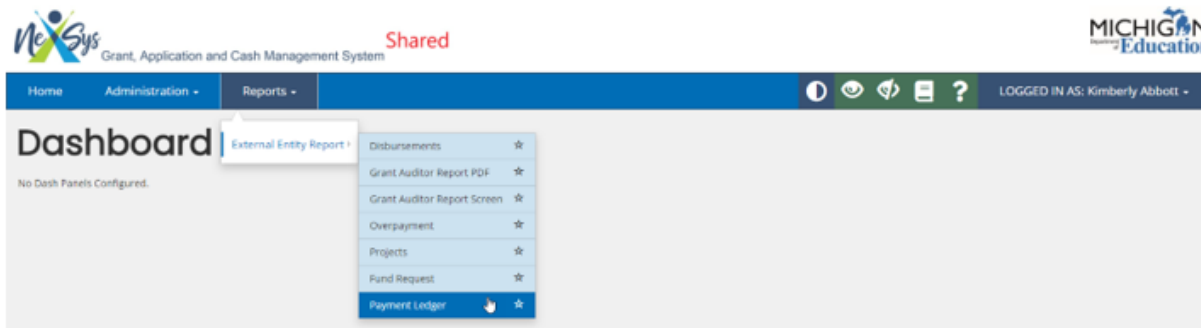
1. Go to Reports
2. External Entity Report
3. Payment Ledger

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

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

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

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.

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