

Completing the Request For Funds (RFF) for Advance Payment type on GMS

Step 1: Login to the GMS at <https://gms.tsl.state.tx.us/>

HINT: If you have lost your password, you can recover the password here: <https://gms.tsl.state.tx.us/forgottenPassword.php>

Step 2: Select the grant you want to submit the RFF for by clicking **Go to** under the Action Column.

Grantee Summary

FY	Grant	Grant Abbreviation	Application Due Date	Application Status	Action
2009	Technical Assistance Negotiated Grant	TANG	06-30-2008	NOT SUBMITTED	Edit
2009	Texas Library System	System	08-31-2009	APPROVED	Go to

Step 3: Click on the Request for Funds tab.



Step 4: Click on **New** in the Action Column.

Request#	From	To	Payment Type	Final	Status	Action
1	09-01-2008	09-30-2008	Advance	<input type="checkbox"/>	PENDING	View New

Step 5: Select the **Advance** Payment Type, Payment Portion, & Period Covered By This Request.

Type Of Request

Payment Type:

Advance

Reimbursement

Payment Portion:

Partial } **SELECT ONE**

Final

Period Covered By This Request

From: **To:**

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Step 6: Click

Step 7: Complete field **b.** and field **d.** on the request form.

HINT: USE THE TAB KEY TO MOVE BETWEEN FIELDS ON THE FORM

<u>Alternate Computation</u>	
a. Total Grant funds requested as of October 31, 2008	\$ <input type="text" value="0.00"/>
b. Actual grant expenditures as of November 1, 2008	\$ <input type="text" value="0.00"/>
c. Grant cash on hand as of November 1, 2008 (line a minus line b)	\$ <input type="text" value="0.00"/>
d. Estimated grant expenditures during period covered by this request	\$ <input type="text" value="0.00"/>
e. Amount of this Request (line d minus line c)	\$ <input type="text" value="0.00"/>
<hr/>	
Total TSLAC funds encumbered (not expended) as of November 1, 2008	\$ <input type="text" value="0.00"/>

Field b. - Actual Grant Expenditures as of – This is the total amount of all grant related expenditures to the beginning date selected in step 5.

NOTE: – **Expenditures** are the sum of actual cash disbursements for direct costs for goods and services and the amount of any indirect expense charged, less any rebates, refunds, or other credits.

Field d. - Estimated grant expenditures during period covered by this request (\$) – This is the estimated amount of all grant related expenditures to the end date selected in step 5.

The following fields will be pre-filled based upon the grant application and/or previous requests:

Field a. - Total grant funds requested as of: – This field is completed based upon any previous requests for advance payment that have been made in the fiscal year.

Field c. - Grant cash on hand as of: – This field is automatically completed by subtracting field b. from field a.

Field e. - Amount of this Request: – This field is automatically completed by subtracting field d. from field c.

If this amount does not match the amount you are requesting please check your data entry before submitting.

Step 8: Select one of the following options:

= Click to save the information for review by someone else or to have someone else submit the RFF.

**NOTE: IF YOU THINK YOU WILL NEED TO EDIT THE RFF, SELECT SAVE.
ONCE SUBMITTED, YOU CANNOT EDIT THE RFF WITHOUT CONTACTING TSLAC GRANTS STAFF.**

= Click to submit the RFF to TSLAC.

= Click to exit this screen – this deletes the information that was entered and begins the RFF process again.

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If you need to edit a RFF, follow the Steps 1 –3 listed above, but click on  to continue the process.

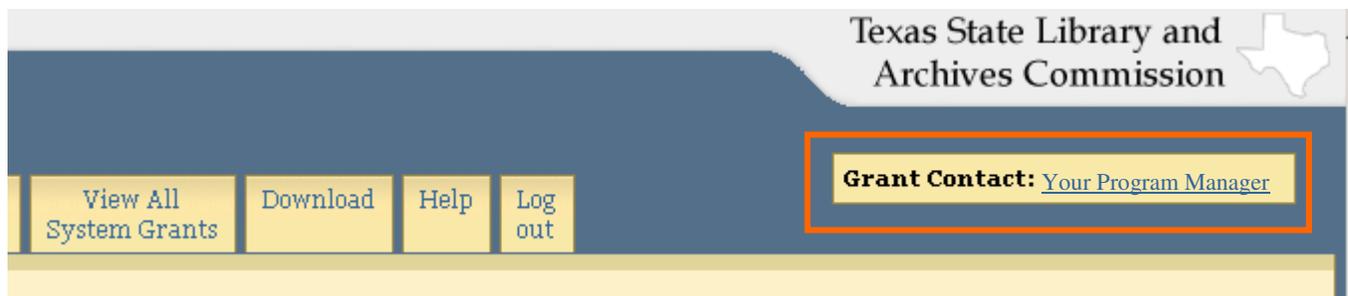
Request For Fund History:
2 requests found.

Request#	From	To	Payment Type	Final	Status	Action
1	09-01-2008	09-30-2008	Advance	<input type="checkbox"/>	PENDING	
2	10-01-2008	10-31-2008	Advance	<input type="checkbox"/>	NOT SUBMITTED	 

If you submit a RFF with an incorrect amount and need to correct it, please contact the Grants Accountant for assistance.

NEED HELP? HAVE QUESTIONS?

- Questions? Email [GMS Help](#)
- Questions or documentation relating to required Requests for Funds, Financial Status Reports, and Equipment/Property Acquired Report should be directed to:
Grants Accountant
Phone: 512-463-5472 / Fax: 512-475-0185
E-mail: grants.accounting@tsl.state.tx.us
- Contact the grant program manager through e-mail by clicking on the link in the upper right-hand corner:



Texas State Library and Archives Commission

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Grant Contact: [Your Program Manager](#)