

Completing the Request For Funds (RFF) for Reimbursement 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.

Grant Management System

Home Page | **Display Application** | **Request for Funds** | Grant Revision | Financial Report | Equipment Report | View All System Grants | Download | Help | Log out

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

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

Step 5: Select the **Reimbursement** 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:

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

Step 6: Click

Step 7: Enter amounts in the “Total Grant Fund Expenditures” column

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

Budget Categories	TSLAC Grant Approved Budget (\$)	Total Grant Fund Expenditures (\$)	Previous Grant Funds Requested (\$)	Current Grant Fund Request (\$)
a. Personnel	2,500.00	0.00	500.00	-500.00
b. Fringe Benefits	2,500.00	0.00	500.00	-500.00
c. Travel	0.00	0.00	0.00	0.00
d. Equipment/Property	0.00	0.00	0.00	0.00
e. Supplies	0.00	0.00	0.00	0.00
f. Contractual	0.00	0.00	0.00	0.00
g. Other	0.00	0.00	0.00	0.00
h. Indirect Costs	24,000.00	0.00	2,500.00	-2,500.00
i. Total	29,000.00	0.00	3,500.00	-3,500.00

Total Grant Fund Expenditures (\$) – This is the total amount of all grant related expenditures to date.

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.

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

- **TSLAC Grant Approved Budget:** – This column is automatically filled according to the latest Approved Budget on file. If these amounts do not match your figures contact the Program Manager for this grant.
- **Previous Grant Funds Requested:** – This column is automatically filled according to how many RFFs have been previously submitted to the Grantor on the GMS whether or not all of these funds have been received. If this is your first RFF this column will be zero.
- **Current Grant Funds Request:** – This column will automatically calculate by taking the Total Grant Fund Expenditures and subtracting the Previous Grant Funds Requested. *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.

= 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.

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

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

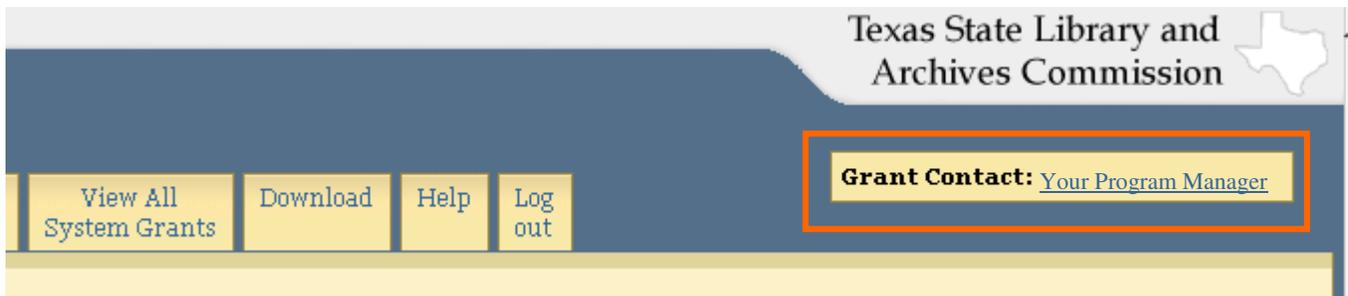
Request For Fund History:
2 requests found.

Request#	From	To	Payment Type	Final	Status	Action
1	09-01-2008	09-30-2008	Reimbursement	<input type="checkbox"/>	PENDING	
2	10-01-2008	10-31-2008	Reimbursement	<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

[View All System Grants](#) [Download](#) [Help](#) [Log out](#)

Grant Contact: [Your Program Manager](#)