

How to “Request Reimbursements” - Available only to individuals with the “Account Register” role in SERVS Finance.

View the updated [Power Point](#) on how to use the account register feature to request reimbursement in SERVS, available at:

http://education.state.mn.us/MDE/Data/SERVS/SERVS_Finan_Train_Materials/index.html

1. After your budget is funded and active, log in to SERVS and select *View Budgets*. There you will see an additional button under the Actions column called *Spend*.
2. Click on the *Spend* button to get to the Account Register.
3. Select the Transaction Type from a drop-down menu.
4. Select the Object Code under which you are submitting a request for reimbursement.
5. Enter the amount of the expense.
6. Under some object codes, additional information will be required.
7. Click the *Create* button as **the final action to submit your reimbursement request.**
8. The transaction will be saved into the system and you will see it change to a status of *Pending*.
9. The status of each transaction will change to *Posted* after one business day.
10. The status of each transaction will change to *Cleared* when the Minnesota Accounting Payment System (MAPS) has begun the electronic funds transfer process. At this time you will see a transaction number in the Status column; this transaction number will also be indicated on the payment transferred to your organization’s bank account.
11. You may see *Error* in the transaction status column if your budgeted amount has changed since the time that you submitted your expense. Transactions marked *Error* will not be paid and you should contact the Primary Contact person listed for your grant application if you have questions regarding this change.

SERVS Financial
(State Education Record Viewing System)

Synonyms

Title I, Part A	- Formula 401
Title I, Part A ARRA Stimulus	- Formula 470
Title II, Part A	- Formula 414
Title III, Part A	- Formula 417
Title IV, Part A	- Formula 433

EMAP

Substantially Approved	-- Submitted
Modifications Required	-- Resubmit
Review In Progress	-- In Process
Program Office Review Complete	-- Program Approved
Grant Funds Available	-- Funded and Active

SERVS**EMAP (Users)**

Level 1 (Viewer)	-- Read Only
Level 2 (Grant Writer)	-- Review Competitive Grants
Level 3 (Consortium)	-- Application and Budget
Level 4 (Application Admin)	-- Account Register
Level 5 (Authorized Official)	-- Approve Application and Budget

SERVS (Users)**SERVS Application Status**

Signature Pending	Unbudgeted
Under Process	Draft
Resubmit	Submitted
Denied	Program Approved
Approved	Funded and Active

SERVS Budget Status**EDRS**

Carryover	Carry Forward
Unobligated Funds	Unexpended
Allocation	Funds Allocation
Carryover Limitation	Carry Forward %
Tydings Amendment Rules (Processed by MDE)	Federal Obligate By
Tydings Amendment Rules (Processed by MDE)	Federal Expend By
Amount Approved to Date	Last MDE Approved Budget
Approved Budget	Current Approved Budget
Total Expense	Amount Expended
Amended Budget as Requested	Proposed Budget
Approved Budget	Total Budgeted
Unobligated Funds	Remaining Unbudgeted
Expenditure Requested	Posted
Expenditure Requested	Pending
Gross Aid This Payment	Cleared
Current Years Allocation	UFARS Course Code 000
Prior Years Carryover	UFARS Course Code 011
Second Prior Years Carryover	UFARS Course Code 012
Rolled Carryover Forward (Processed by MDE)	Balance Forward (new concept) (under construction)

SERVS