

Office of Title Services

Grants Management System (GMS)

Program Closeout Process

In late June or early July, when districts have finished expending funds and received reimbursement for the 2025 – 2026 fiscal year, the LEA must perform the closeout process in the Grants Management System (GMS).

All programs must be closed out, even if all funds are transferred out of the program (e.g. if funds were transferred from Title II to Title I, Title II must still be closed out). Close the receiving program first.

Step 1 Log on to the Single Sign On System.

[Home / Applications](#)
[About This Site](#)
[Links And Docs](#)
[Sign In](#)

“ Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

⚠ If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

[Sign In](#)

[Are you a New User? Click here to create an account.](#)

[Username problems? Click here to recover your username.](#)

[Password problems? Click here to recover your password.](#)

Step 2 Select the Grants Management System.

	Grants Management and Expenditure Reporting
SDE Administrator	



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Step 3 Select GMS Access/Select

- Administrative
 - 21st Century Monitoring
 - Special Education Compliance
 - GMS Access / Select**
 - Funded Applications
 - Non-Funded Data Collections

Step 4 Use the drop down menu in the upper left of the GMS Access Select page to select the correct fiscal year.

OKLAHOMA
State Department of Education

GMS Access Select

Select Fiscal Year: 2026

Step 5 Select the “Payments” option under Actions on the right of the ESEA Consolidated Application.

Title Services					Actions		
Application Name	Revision	Status	Date				
Consolidated Application (I-A, II-A, III-A, IV-A, V-B, CAC)	Amendment 2	Final Approved	3/21/2025	Open	Review	Payments	
American Rescue Plan Proj 795	Original Application	Final Approved	10/9/2024	Open	Review	Payments	
ESEA Grant Performance Review	Original Application	Final Approved	3/27/2025	Open	Review		
Equitable Services for Nonpublic Schools	Original Application	Final Approved	4/17/2025	Open	Review	Payments	

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Step 6 Ensure that there are no pending expenditure reports listed to the right of Auto-Scheduled. If there is an amount greater than zero, the LEA is not ready to closeout.

Expenditure / Payment Summary [Click for Instructions](#)

[View Summary Expenditure / Closeout Reports](#)

FY2026 Expenditure/Payment Summary as of 4/15/2026

	Current Grant Year Allocation	schoolwide	TitleIA_Neglected	TitleIC	TitleID_Delinquent	TitleIIA	TitleIIIEEL	Immigrant	TitleIVA	TitleVRLIS	TitleIX	TitleVAFUA	ConsAdmin	Costs
(+/-) Adjustments	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,277.61	\$0.00	\$0.00	\$26,520.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Consortiums	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,262.48	\$0.00	\$0.00	\$35,685.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(+/-) Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Funds to be Budgeted at Beginning of FY2026	\$49,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109,540.09	\$0.00	\$0.00	\$62,205.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Budget	\$59,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,540.09	\$0.00	\$0.00	\$22,205.64	\$0.00	\$0.00	\$0.00	\$0.00	\$29,000.00
Pending Expenditure Reports														
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Summary Expenditure Reports	\$29,240.66	\$0.00	\$0.00	\$0.00	\$0.00	\$1,713.55	\$0.00	\$0.00	\$4,102.82	\$0.00	\$0.00	\$0.00	\$0.00	\$2,415.00
Total	\$29,240.66	\$0.00	\$0.00	\$0.00	\$0.00	\$1,713.55	\$0.00	\$0.00	\$4,102.82	\$0.00	\$0.00	\$0.00	\$0.00	\$2,415.00
Completed Expenditure Reports														
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary Expenditure Reports	\$277,996.71	\$0.00	\$0.00	\$0.00	\$0.00	\$26,477.23	\$0.00	\$0.00	\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,320.00
Total (click hyperlink to see Payment Details)	\$277,996.71	\$0.00	\$0.00	\$0.00	\$0.00	\$26,477.23	\$0.00	\$0.00	\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,320.00
Remaining Balance of Expenditure Reports / Claims														
Auto-Scheduled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary Expenditure Reports	\$249,497.98	\$0.00	\$0.00	\$0.00	\$0.00	\$37,349.31	\$0.00	\$0.00	\$9,902.82	\$0.00	\$0.00	\$0.00	\$0.00	\$7,265.00
Released or Carried Over to next year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$249,497.98	\$0.00	\$0.00	\$0.00	\$0.00	\$37,349.31	\$0.00	\$0.00	\$9,902.82	\$0.00	\$0.00	\$0.00	\$0.00	\$7,265.00

If the amount is \$.00, select “View Summary Expenditure/Closeout Reports” in the middle of the tab.

Step 7 Ensure that all claims are “Approved” in the Status column. If all claims are not in approved status, the LEA is not ready to closeout. If a claim approved date is close to the date of creating a closeout, open that claim to see if the EFT date information is in the upper right side of the GMS claim. Do not create a closeout report if the payment information is not on the claim. **Once you have checked this, scroll to the bottom of the page.**

Summary Expenditure Report Menu

Program 2026

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
☐	Summary Expenditure Report 6	4/7/2026	3/1/2026 - 3/31/2026	\$29,240.66	4/9/2026	4/10/2026	Approved	4/10/2026
☐	Summary Expenditure Report 5	3/6/2026	2/1/2026 - 2/28/2026	\$28,140.73	3/13/2026	3/16/2026	Approved	3/16/2026
☐	Summary Expenditure Report 4	2/3/2026	1/1/2026 - 1/31/2026	\$27,686.93	2/5/2026	2/6/2026	Approved	2/6/2026
☐	Summary Expenditure Report 3	1/9/2026	12/1/2025 - 12/31/2025	\$29,157.63	1/12/2026	1/14/2026	Approved	1/14/2026
☐	Summary Expenditure Report 2	12/15/2025	11/1/2025 - 11/30/2025	\$31,766.52	12/15/2025	12/29/2025	Approved	12/29/2025
☐	Summary Expenditure Report 1	11/17/2025	7/1/2025 - 10/31/2025	\$161,244.90	11/19/2025	11/20/2025	Approved	11/20/2025

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Step 8 Once you have scrolled to the bottom of the page (step 7), select “Create Closeout Rep” tab to perform closeout.



Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

[Open Closeout Rep](#)
[Create Closeout Rep](#)
[Delete Closeout Rep](#)
[Review Summary](#)

Step 9 Verify that all the amounts in OSDE payment column are accurate. The column labeled OSDE Payments and the column labeled Expenditure amount must match.



Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
2120	100	Guidance Services / Salaries	\$123,000.00	\$109,253.63	\$0.00	109253.63	☐
2120	200	Guidance Services / Benefits	\$37,000.00	\$33,375.75	\$0.00	33375.75	☐
2132	100	Health Services / Salaries	\$88,500.00	\$101,133.15	\$0.00	101133.15	☐
2132	200	Health Services / Benefits	\$26,500.00	\$31,237.47	\$0.00	31237.47	☐
Sub-Totals:			\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	
5400 / 900 Indirect Costs Approved Rate 0 % Derived Rate 0 %			\$0.00	\$0.00	\$0.00	\$0.00	
Totals:			\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	



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Step 10 Ensure that the amounts match exactly what the LEA has on record of being reimbursed by OSDE. Review the Final Summary Expenditure Report (SER) to verify that the document matches the Closeout Function/Object codes and expenditure amounts listed in the GMS before submitting.

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
2120	100	Guidance Services / Salaries	\$123,000.00	\$109,253.63	\$0.00	109253.63	☐
2120	200	Guidance Services / Benefits	\$37,000.00	\$33,375.75	\$0.00	33375.75	☐
2132	100	Health Services / Salaries	\$88,500.00	\$101,133.15	\$0.00	101133.15	☐
2132	200	Health Services / Benefits	\$26,500.00	\$31,237.47	\$0.00	31237.47	☐
Sub-Totals:			\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	
5400 / 900 Indirect Costs Approved Rate 0 % Derived Rate 0 %			\$0.00	\$0.00	\$0.00	\$0.00	
Totals:			\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	

RECAP		Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)		\$275,000.00		
Approved Budget		\$275,000.00	School_Counselor	\$275,000.00
Amount Paid To Date		\$275,000.00	Total	\$275,000.00
Expenses To Date		\$275,000.00		
Balance Due LEA		\$0.00		
Funds on Hand		\$0.00		
Carryover Amount		\$0.00		
Final Expenditure	☒			

Step 11 Select the Expenditure Period End Date of “6-30-2026” if all information is correct.

Expenditure Period End Date

Step 12 The “Final Expenditure” box will automatically be checked, and the carryover amount will appear (if funds remain).

This screenshot indicates what the LEA had available to them in the 2025-2026 fiscal year and what funds are eligible to carryover into the 2026-2027 fiscal year.

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$256,000.00		
Approved Budget	\$256,000.00	School_Counselor	\$256,000.00
Amount Paid To Date	\$256,000.00	Total	\$256,000.00
Expenses To Date	\$256,000.00		
Balance Due LEA	\$0.00		
Funds on Hand	\$0.00		
Carryover Amount	\$0.00		
Final Expenditure	☒		



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Step 13 Before uploading the Summary Expenditure Report and the Detailed Expenditure Report for the fiscal year, stop and compare the Summary Expenditure Report with the GMS Closeout Report. Make sure the amount paid for function and object codes in GMS match the Summary Expenditure Report. Verify the Grant Award and Approved Budget amounts match the Beginning Approved Amount and the Ending Balance of the claim generated on the district's accounting system. If there is a discrepancy, research the issue and make the necessary correction(s).

Step 14 Upload the final Summary Expenditure Report (SER) and Detailed Expenditure Report (DER) with **ALL** expenditures charged to the Consolidated Application. Summary Expenditure Report must have the date range of 7/1/2025 through 6/30/2026 (or last date of last claim submitted if later than 6/30/26).

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) in size and the file name should not include special characters (i.e., #, \$, %, etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Upload Choose File No file chosen



Step 15 Select "Save Page" once all previous steps have been completed, and the LEA has verified that all figures are accurate. **After the page refreshes, select the "Submit to OSDE" tab.**



The Closeout Report will be forwarded to OSDE staff for review. Once the submitted report is approved, the LEA will be ready to begin the next fiscal year application and budgeting. If you need any assistance, please contact us at The Office of Title Services at (405) 521-6850 or contact your reviewer by email.

