

# 10 Cents a Meal Invoice System User Guide

## 10 Cents Invoice System End-User Guide

### Preparing an upload template

1. Open the 10 Cents a Meal invoice submission template. You must use this template. Do not alter the column headings.
2. Type or copy/paste the purchased items
3. Required fields:
  - a. Product
  - b. Farm
  - c. Farm County
  - d. Unit
  - e. \$ Amount
4. Save the template on your computer with a name that makes sense to you. For example, October Farmer's Market, or July GFS.

### Submitting the data

1. Log in to your account in GEMS/MARS. If you do not have access to GEMS/MARS, here is a [document with instructions for setting up a User](#).

**Grant Electronic Monitoring System / Michigan Administrative Review System**  
Michigan Department of Education

Login Screen Search Tip (\*) - Required Mar-07-22

**In order to process your authorization form, you must email it to [mde-gems@michigan.gov](mailto:mde-gems@michigan.gov).**

The Michigan Department of Education (MDE) is required by law to monitor implementation of Federal and State programs at the local level to ensure funds and other resources are spent or used appropriately in accordance with State and Federal law and Education policy.

**GEMS/MARS** is the Grant Electronic Monitoring System / Michigan Administrative Review System and supports this monitoring process. To access the GEMS/MARS application, you must have a valid MEIS ID and an 'Active' user status in GEMS/MARS.

To access the Section 98b Goal Template:  
<https://mdoe.state.mi.us/GEMS/public/QuestionnaireHome.aspx?code=i3d1taac>

To access the CTE portal: [www.michigan.gov/MDE-cteportal](http://www.michigan.gov/MDE-cteportal).

If you have any problem accessing the application, please contact the **GEMS Help Desk** at (517) 241-6270 or at **MDE-GEMS@michigan.gov**. Please include your full name and complete

**Login**

\* User Name:

\* Password:

OK

Enter User Name and Password.  
Note: Password is case sensitive.

Create User

Forgot User Name

Forgot Password

Security Authorization Form for Sub-Recipient Users

Security Authorization Form for Sub-Recipient Administrators


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If you are completing a new security form, you will choose the form for Sub-Recipient User

## Security Authorization Form(s)

- Only, two Sub-Recipient Administrators are allowed by MDE per district.
- To be granted security authorization as a Sub-Recipient Administrator or **Sub-Recipient User**, fill out the appropriate security form located on the [GEMS/MARS Website](http://www.michigan.gov/gems-mars) at [www.michigan.gov/gems-mars](http://www.michigan.gov/gems-mars).
- The form must be signed by the district superintendent or Chief Operating Officer, and your MEIS profile must be completed for access. Scan and email the form to [MDE-GEMS@Michigan.gov](mailto:MDE-GEMS@Michigan.gov).
  - Form processing takes approximately 24-48 hours using this method.
  - If you do not have access to scanner/email you can fax your form to 517-241-0496. Form processing takes approximately 48-72 hours using this method.
  - **Please note:** Each form is reviewed and cross-checked against MEIS.


2. Under “My Pending Tasks,” select “Create a 10 cent submission.”



# Grant Electronic Monitoring System / Michigan Administrative

Michigan Department of Education

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Welcome GEMS DEMO User

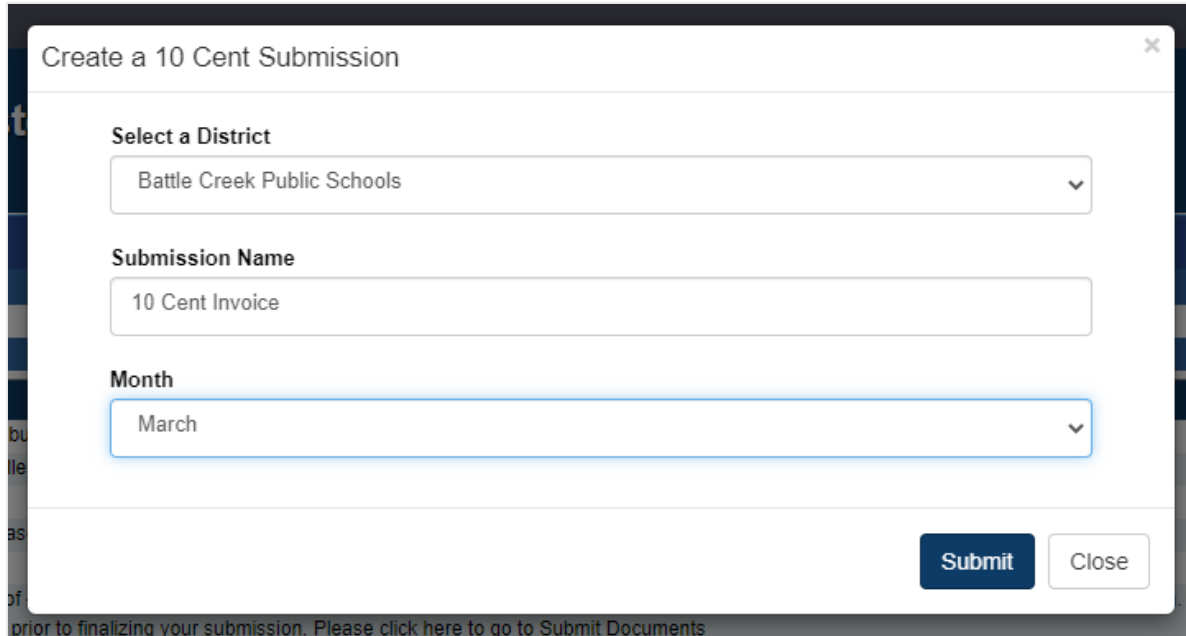
### My Pending Tasks

Date	Task Description
03/04/2022	You have started the process for a board member training reimbursement called: july training. Please click here to submit your r
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by MDE. Please click here to re
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/24/2022	The Application window for AAA - TEST with an application ID of {nameofapps} for the 21st Century Community Learning Cente
02/02/2022	5, 2022 at 4PM to submit your materials as well as get all approvals. You MUST get approvals from all sources complete prior to
	The Supply Chain Assistance grant for AAA - TEST has been opened and access given to this user. The application is due Mar

### My Public Responses

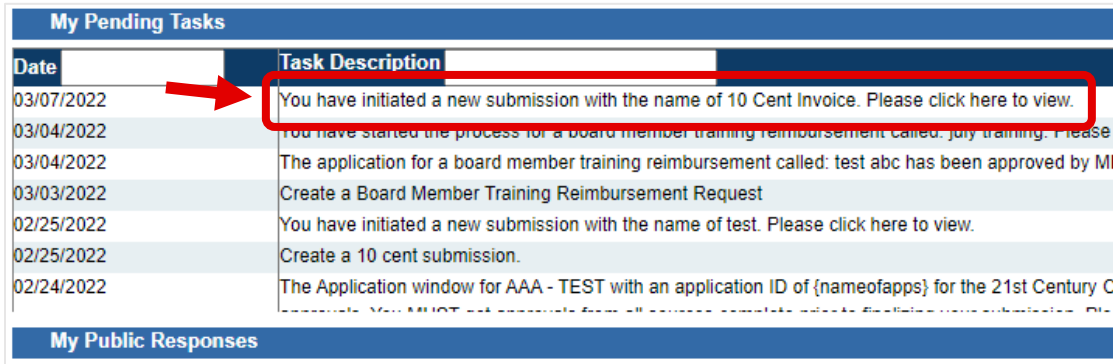
3. A window will then pop up on the page where you can select the District and Month you are submitting invoice data for. In addition, you can give the submission a title, such as the distributor. Then click "Submit."

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The screenshot shows a web form titled "Create a 10 Cent Submission". It contains three main input fields: "Select a District" with a dropdown menu showing "Battle Creek Public Schools", "Submission Name" with a text box containing "10 Cent Invoice", and "Month" with a dropdown menu showing "March". At the bottom right are "Submit" and "Close" buttons. A small note at the bottom left says "prior to finalizing your submission. Please click here to go to Submit Documents".

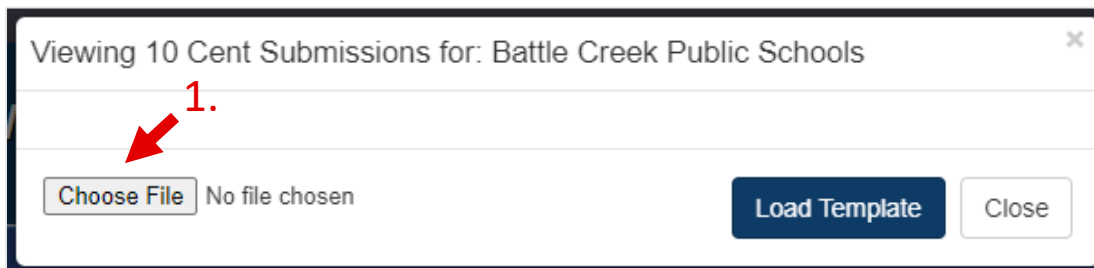
4. Your new submission will now appear at the top of "My Pending Tasks." Click on this new task.



The screenshot shows a table titled "My Pending Tasks". The table has two columns: "Date" and "Task Description". The first row is highlighted with a red box and a red arrow pointing to it. The text in the first row is: "03/07/2022 You have initiated a new submission with the name of 10 Cent Invoice. Please click here to view." Below this table is a section titled "My Public Responses".

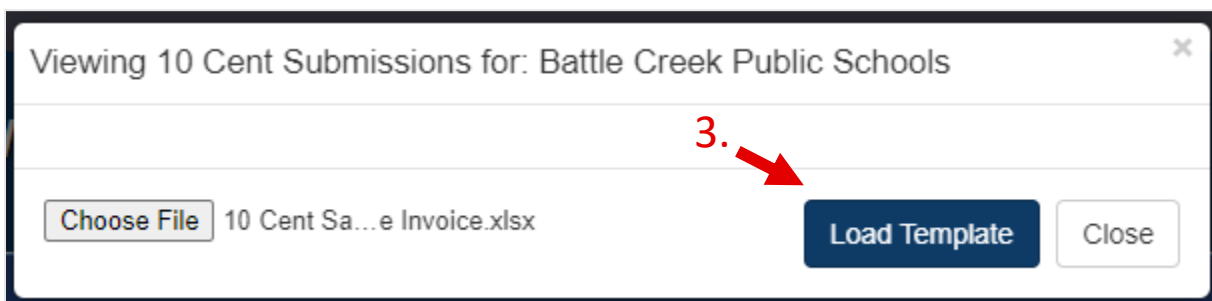
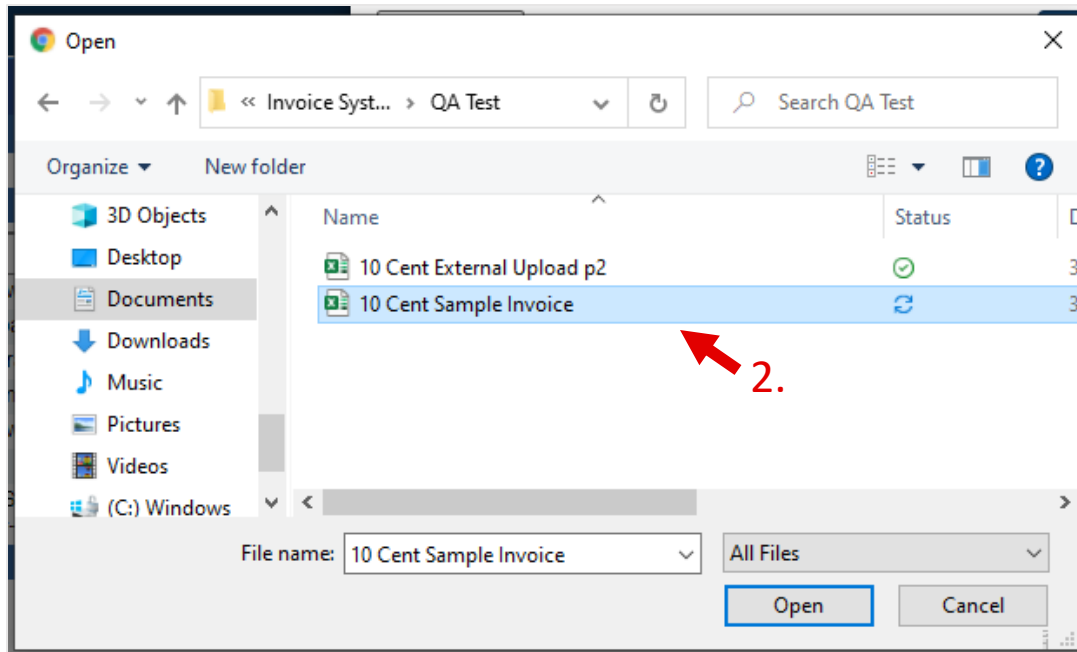
Date	Task Description
03/07/2022	You have initiated a new submission with the name of 10 Cent Invoice. Please click here to view.
03/04/2022	You have started the process for a board member training reimbursement called: July training. Please
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by MC
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/24/2022	The Application window for AAA - TEST with an application ID of {nameofapps} for the 21st Century C

5. A pop-up will then appear for you to upload your prepared invoice Excel file template.
- Step 1: click on "Choose File"
  - Step 2: select your relevant Excel file
  - Step 3: click on "Load Template." As a reminder, these fields are required in your Excel file: **Produce Item, Farm, Farm County, Unit, and Cost Amount.**



The screenshot shows a pop-up window titled "Viewing 10 Cent Submissions for: Battle Creek Public Schools". It contains a "Choose File" button, a text box showing "No file chosen", a "Load Template" button, and a "Close" button. A red arrow points to the "Choose File" button with the number "1." next to it.

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These Fields are Required:

Product:	Farm:	Farm County:	Other Vendor/Supplier (if applicable) 1:
Onions	Holiday Farms	Ottawa	Gordon Food Service
Kale	Lim Family Farms	Grand Traverse	Cherry Capital Foods
Cannellini Beans	Carlson-Arbogast Farms	Montcalm County	Cherry Capital Foods
Tart Cherries	Calvin Lutz Farms	Manistee County	Michigan Farm to Freezer

Other Vendor/Supplier (if applicable) 2:	Unit:	\$ Amount:
	100	\$100.12
	75	\$136.80
	100	\$55.00
	15	\$32.00

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6. Each product in the invoice will then appear as an entry in your invoice submission. You can now enter in the “Total Meal Count for Month” and click “Save” to submit for approval. Meal Count is a required field, but if you do not have that number available you can enter in “0.”

You should then see a pop-up with the message: “Data submitted successfully.”

Viewing 10 Cent Submissions for: Battle Creek Public Schools

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	Unit	\$ Amount	Validation Errors	Submission Status	Payment Status
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Onions	Holiday Farms	Ottawa	Gordon Food Service		100	100.12		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Kale	Lim Family Farms	Grand Traverse	Cherry Capital Foods		75	136.8		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Cannellini Beans	Carlson-Arbogast Farms	Montcalm County	Cherry Capital Foods		100	55		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Tart Cherries	Calvin Lutz Farms	Manistee County	Michigan Farm to Freezer		15	32		Pending	

Month  
March

Total Meal Count for Month  
200

Choose File No file chosen

Save Load Template Close

Information

Data submitted successfully.

# 10 Cents a Meal Invoice System User Guide

## Editing an Invoice Submission – Original submission was made by you

1. Changing a line item: If you need to make edits to a submission (removing or changing a product entry), you will first **add additional rows to your updated Excel file that show additions or subtractions in the Unit and \$ Amount of Product.** An example is shown below.

	A	B	C	F	G
1	<b>Product:</b>	<b>Farm:</b>	<b>Farm County:</b>	<b>Unit:</b>	<b>\$ Amount:</b>
2	Onions	Holiday Farms	Ottawa	100	\$100.12
3	Kale	Lim Family Farms	Grand Traverse	75	\$136.80
4	Cannellini Beans	Carlson-Arbogast Farms	Montcalm County	100	\$55.00
5	Tart Cherries	Calvin Lutz Farms	Manistee County	15	\$32.00
6	Tart Cherries	Calvin Lutz Farms	Manistee County	-10	(\$21.00)

Adding items: If you need to add items to a submission, you will need to create a new Excel template file, and upload following steps 4 through 6 of “Submitting an Invoice.”

2. Once you’ve updated your Excel file, click on your already-created submission in GEMS/MARS.

My Pending Tasks	
Date	Task Description
03/07/2022	You have initiated a new submission with the name of 10 Cent Invoice. Please click here to view.
03/04/2022	You have started the process for a board member training reimbursement called: july training. Please click here to
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by MDE. Please c
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/24/2022	The Application window for AAA - TEST with an application ID of {nameofapps} for the 21st Century Community Le

3. The submission window will appear, where you can click “Choose File,” upload your updated Excel file, and click “Load Template.”

Month  
March

1. Total Meal Count for Month  
200

Choose File UPDATED ...e Invoice.xlsx

2. Save Load Template Close

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- Your updated file will now appear with the rows indicating the changes being made to a product entry. Check that the changes are accurate, then click “Save” to submit the updated Invoice.

Viewing 10 Cent Submissions for: Battle Creek Public Schools

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	Unit	\$ Amount	Validation Errors	Submission Status	Payment Status
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Onions	Holiday Farms	Ottawa	Gordon Food Service		100	100.12		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Kale	Lim Family Farms	Grand Traverse	Cherry Capital Foods		75	136.8		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Cannellini Beans	Carlson-Arbogast Farms	Montcalm County	Cherry Capital Foods		100	55		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Tart Cherries	Calvin Lutz Farms	Manistee County	Michigan Farm to Freezer		15	32		Pending	
<input checked="" type="checkbox"/>	13020	Battle Creek Public Schools	March	Tart Cherries	Calvin Lutz Farms	Manistee County	Michigan Farm to Freezer		-10	-21		Pending	

Month:

Total Meal Count for Month:

No file chosen

- NOTE: This submission editing procedure is only available if the status of your submission is “Pending.” If your submission has already been approved or denied, you will need to create a new submission for those changes following Step 2 through 6 of “Submitting an Invoice.”
- If you need to remove the submission entirely, you can click on the Red X under “Remove” at the right-side of “My Pending Tasks.”

	Remove
name of 10 Cent Invoice. Please click here to view.	<input checked="" type="checkbox"/>
umber training reimbursement called: july training. Please click here to submit your request.	<input checked="" type="checkbox"/>
reimbursement called: test abc has been approved by MDE. Please click here to review your request.	<input checked="" type="checkbox"/>
ment Request	<input checked="" type="checkbox"/>
name of test. Please click here to view.	<input checked="" type="checkbox"/>
an application ID of {nameofapps} for the 21st Century Community Learning Center Application Cohort M is open and you can complete your application. You have until April	<input checked="" type="checkbox"/>



# 10 Cents a Meal Invoice System User Guide

## Editing an Invoice Submission – Original submission was made someone other than you

1. If you want to add to or view a submission made by the other authorized user in your institution, start with “Create a 10 cent submission”

**Grant Electronic Monitoring System / Michigan Administration**  
Michigan Department of Education

Home Calendar Respond to MDE Documentation Communication Logout

Welcome GEMS DEMO User

**My Pending Tasks**

Date	Task Description
03/04/2022	You have started the process for a board member training reimbursement called: july training. Please click here to submit your request.
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by MDE. Please click here to view.
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/25/2022	The application window for 2024 - TEST with an application ID of {nameofapps} for the 21st Century Community Learning Center has been approved by MDE. Please click here to view.
02/25/2022	5, 2022 at 4PM to submit your materials as well as get all approvals. You MUST get approvals from all sources complete prior to 4PM.
02/02/2022	The Supply Chain Assistance grant for AAA - TEST has been opened and access given to this year. The application is due May 5, 2022 at 4PM to submit your materials as well as get all approvals. You MUST get approvals from all sources complete prior to 4PM.

**My Public Responses**

2. Before selecting a district and month, click the link to add another user’s submission to your task list

Create a 10 Cent Submission

Another user completed a submission do you want to review? [Click here to add to your task list.](#)

Select a District

Submission Name

Month

May 2022

Submit Close

3. You may then proceed with the steps for “Editing an invoice submission.”



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## Checking the Status of Your Submission

4. To check the status of your submission, log-in to GEMS/MARS. From here, click on the submission you want to check. Under the column "Submission Status," you can view which invoices have been approved or denied.

Viewing 10 Cent Submissions for: Eastpointe Community Schools

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	Unit	\$ Amount	Submission Status	Payment Status
<input checked="" type="checkbox"/>	50020	Eastpointe Community Schools	44440	Carrots	A Farm at the Farmers Market	Cheboygan			1	56.21	Approved	
<input checked="" type="checkbox"/>	50020	Eastpointe Community Schools	44440	winter squash	The Farm Down The Road	Mackinac			4	17	Approved	
<input checked="" type="checkbox"/>	50020	Eastpointe Community Schools	44440	frozen blueberries	Western blueberry UPick	Kalamazoo	Other Vendor 2		20	498	Approved	
<input checked="" type="checkbox"/>	50020	Eastpointe Community Schools	44440	basil	Small Urban Farm	Kent	Other Vendor 5	Food Processor 4	2	25	Approved	

Total Meal Count for Month

2569

Choose File No file chosen

Save Load Template Download Data Close

5. In the same way, you can check the Payment Status column to see when submissions have been paid.