# Afterschool
# ePeGS GUIDE
# for 21ˢᵗ CCLC LEA's and SAC



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# INTRODUCTION

The Missouri Department of Elementary and Secondary Education (DESE) has a web-based electronic Planning and electronic Grants System (ePeGS) for applications and reporting requirements. This document is intended to provide guidance and step-by-step instructions for completing the payment request. While each section of the guide includes information to consider when completing a payment request, more detailed information regarding Federal funding requirements can be found at: https://dese.mo.gov/financial-admin-services/general-federal-guidance.

**TECHINCAL ASSISTANCE CONTACT**
Additional assistance is available by contacting the Extended Learning Section at:

exl@dese.mo.gov
Phone: (573) 522-2627

# SECTION I
# GETTING TO YOUR INFORMATION IN EPEGS

**Step 1: Log in the DESE Web Applications**
DESE Web Applications URL: https://apps.dese.mo.gov/webLogin/login.aspx

Enter User Name and Password, and then click Login.

Note: ePeGS Security Form must be completed for LEA user to access the system. The request form will explain the various user access levels. The user must have ePeGS School Age Community or 21st Century Community Learning Centers permission to be able to submit on behalf of the LEA. Click on the Login Request Forms in the left navigation.

**Step 2: Select ePeGS**



**Step 3: Select your Educational Institution Name or County/District Code from the drop down box**

**Step 4: Select Funding Application Menu**

**Step 5: Select Quality Schools**

**Funding Application:** Menu

| | |
|---|---|
| ▶ | **College and Career Readiness** Show |
| ▷ ePeGS Homepage | **Quality Schools** Show |
| ▼ Funding Application Menu | **Special Education** Show |
|     ▷ Current Funds Available | |
|     ▷ College and Career Readiness | |
|     ▷ Quality Schools | |
|     ▷ Special Education | |
|     ▷ DESE Supervisor Approval | |
|     ▷ Awaiting Approval | |
|     ▷ ESEA MOE | |
| ▷ Report Menu | |
| ▷ Core Assurances | |
| ▶ Maintenance | |
| ▷ DESE Web Application Menu | |
| ▷ Logon/Logoff | |

**Step 6: Select School Age Community or 21st Century depending on your grant. You will select your cohort number for your 21st Century Grant. Example: 21st Century Cohort 11.**

**Funding Application:** Menu

| | |
|---|---|
| ▶ | **College and Career Readiness** Show |
| ▷ ePeGS Homepage | |
| ▼ **Funding Application Menu** | **Quality Schools** Hide |
|     ▷ Current Funds Available | • 21st Century |
|     ▷ College and Career Readiness | • AP/IB exam fee reimbursement |
|     ▷ Quality Schools | • Early Learning Blended |
|     ▷ Special Education | • ESEA Consolidated |
|     ▷ DESE Supervisor Approval | • Homeless Education |
|     ▷ Awaiting Approval | • MPPFY14-01 |
|     ▷ ESEA MOE | • Parents as Teachers |
| ▷ Report Menu | • School Age Community |
| ▷ Core Assurances | • School Improvement Grant (g) (SIG) |
| ▶ Maintenance | • Title I School Improvement (a) |
| ▷ DESE Web Application Menu | • TitleI(a) Leadership Training |
| ▷ Logon/Logoff | |
| | **Special Education** Show |

**Step 7: Select the current budget year from dropdown box.**
You can access your Budget Application, Payment Request, and Final Expenditure Report from this screen.

**District/LEA:**                                **Year:** | Current Year ▼ |

**Funding Application:**

▷ ePeGS Homepage
▼ Funding Application Menu
   ▷ Current Funds Available
   ▷ College and Career Readiness
   ▼ Quality Schools
      ▼
        ▶ Budget Application

**Budget Application** **Show**

**Payment Request** **Show**

**Final Expenditure Report** **Show**

# SECTION II
# BUILDING YOUR BUDGET

## Step 1: Select Budget Application

You will take the budget approved sheet that you received from our office and place the approved amounts in the appropriate category.

**Funding Application:** 21st Century - Grant Summary

| | |
|---|---|
| **Budget Application Show** | |
| **Payment Request Show** | |
| **Final Expenditure Report Show** | |

▷ ePeGS Homepage
▼ Funding Application Menu
　▷ Current Funds Available
　▷ College and Career Readiness
　▼ Quality Schools
　　▼
　　　▶ Budget Application
　　　▶ Payment Request
　　　▷ FER
　▷ Special Education
　▷ DESE Supervisor Approval
　▷ Awaiting Approval
　▷ ESEA MOE
▷ Report Menu
▷ Core Assurances
▶ Maintenance
▷ DESE Web Application Menu

**❙DESE Program Contact**

James Reed
205 Jefferson
Jefferson City, MO 65102
**Phone:** (573) 526-3961
**Fax:** (573) 522-3726
**Email:** james.reed@dese.mo.gov

**❙DESE Fiscal Contact**

Debra Linneman
205 Jefferson
Jefferson City, MO 65102
**Phone:** (573) 751-5730
**Fax:** (573) 526-3580
**Email:** debra.linneman@dese.mo.gov

## Step 2: Select Create Budget Application

**Budget Application Hide**

There are no Budget Applications at this time.　Create Budget Application

## Step 3: Enter your budget categories into the budget grid.

Indirect cost will be at the bottom of this page, if you requested it (scroll down to see). Capital Outlay will be blocked out on this chart, but once you save it, it will then take you to the Capital Outlay page to enter your information in.  After it is entered and saved, it will take the total, and put it back on the chart on the front page.  Make sure Funds Available equals what you were awarded.

Top Portion:

Funds Available:

　　　　　　　　　　　　　　　　　　　　　　Indirect Costs Rate:

| Accounting Manual | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|---|---|---|---|---|---|---|---|---|
| **2200** Professional Development | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| **2500** Transportation and Maintenance | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| **3812** Afterschool Program | | | | 1 | | 0.00 | 0.00 | |
| **Program Costs Subtotal** | | | | | | 0.00 | 0.00 | 400000.00 |

Bottom Portion:

| Administration Costs | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Indirect Costs** | | | | | | | | 0.00 |
| **Administration Costs Subtotal** | | | | | | | | 0.00 |
| **GRAND TOTAL** | 0.00 | | | | | 0.00 | 0.00 | |
| | **6100** Certificated Salaries | **6150** Noncertificated Salaries | **6200** Employee Benefits | **6300** Purchased Services | **6400** Materials & Supplies | **6500** Capital Outlay | **6600** Other | **Total** |

Save Comments   Continue   Print Preview   Print

**District/LEA Comments:**

**DESE Comments:**

If your budget is denied, this is where you will see what needs to be corrected.

Capital Outlay (shows up after you hit Continue) This is where you enter tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $1,000.  Once your items have been added hit Save Comments to continue.

unity - Capital Outlay  **Version:** Initial  **Status:** Approved    ⦿ Number   ○ Name   Select District

Equipment

For information regarding the requirements for equipment records and the physical inventory of equipment, please review the *Equipment and Real Property Management* section of the **Fiscal Guidance for Federal Grant Programs** at: http://dese.mo.gov/financial-admin-services/general-federal-guidance

| All equipment items reported on this page must be included in the inventory records maintained by the school district/postsecondary institution. | | | | |
|---|---|---|---|---|
| **Area** | **Description** | **Unit Cost** | **Quantity** | **Total** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Save Comments   Print   Print Preview

## Step 4: Submit your Budget

Once your budget is approved, the screen will indicate the substantially approved date; however, if it is denied, we will indicate what needs to be fixed in the DESE comments box.



**Funding Application:** 2    - Submittal and Approval   **Version:** Revision 1   **Status:** Created

▷ ePeGS Homepage
▼ Funding Application Menu
   ▷ Current Funds Available
   ▷ College and Career Readiness
   ▼ Quality Schools
      ▼
      ▼ Budget Application
         ▼ Revision 1
            ▷ Budget Grid
            ▷ Capital Outlay
            ▷ **Submittal and Approval**
         ▶ Initial
      ▶ Payment Request
      ▷ FER
   ▷ Special Education
   ▷ DESE Supervisor Approval
   ▷ Awaiting Approval
   ▷ ESEA MOE
▷ Report Menu
▷ Core Assurances
▶ Maintenance
▷ DESE Web Application Menu

| Core Assurances | Agreed to |
|---|---|
| Substantially Approved | Approved on 9/19/2018 |

Submit            Save Comments

**District/LEA Comments:**

**DESE Comments:**

If your budget needs to be fixed, this is where you will find what needs to be done.

# SECTION III
# REQUESTING A BUDGET AMENDMENT

## Step 1:  Select Budget Application

Once your initial budget is approved, if at some point you need to revise it, a Budget Amendment will be required. You will need to follow the steps below to create a Budget Revision in ePeGs.

| | |
|---|---|
| Budget Application Show | Opens: 10/6/2017 Closes: 6/30/2018 at 12:00:01 a.m. |
| Payment Request Show | Opens: 10/6/2017 Closes: 9/2/2018 at 12:00:01 a.m. |
| Final Expenditure Report Show | TBD |

## Step 2:  Select Create Revision

je Community - Grant Summary

| | |
|---|---|
| Budget Application Hide | Opens: 10/6/2017 Closes: 6/30/2018 at 12:00:01 a.m. |

Create Revision

| Version | Status | Activity Log |
|---|---|---|
| Initial | APPROVED on 11/21/2017 10:03:29 AM by kwolf | view |

## Step 3:

The supporting data page will come up, you will enter what you will be removing and from what category. You will then add what you are wishing to replace it with below that. It is important that the Total Cost from items to be removed equals exactly what your Total Cost to added items totals or you will get an error.

Please note: there is a link at the top for a quick access to the afterschool coding sheet and to an example of the budget grid to help you know how to complete this with proper function/object codes.

Hit save and continue when completed.

What is a function or object code?
**Function Code:**

The Function Code describes the action, purpose, or program for which activities are performed. On the Budget Grid page, the function codes run vertical on the left-hand side of the grid. For example, 3812-Afterschool Program.

Click here for quick access to the afterschool coding sheet.  For an example of the budget grid click here.

**Object Code:**

The Object Code describes how the service or commodity was obtained as a result of a specific expenditure. On the Budget Grid page, the object codes run horizontal on the top of the grid. For example, 6300-Purchased Services.

**REMOVE**

| Function Code / Object Code | List each approved budget item/service no longer purchasing/providing. | Total Cost | Justification for not purchasing/providing item(s) | Status |
|---|---|---|---|---|
| ___/___ | | 0.00 | | ○ Approved  ○ Disapproved |
| | | Total $0.00 | | |

Add More Lines

**ADDED**

| Function Code / Object Code | List each NEW item/service requesting to purchase/provide. This must be DETAILED ("consumable supplies" is not a sufficient/detailed item listing). NOTE: You must list EVERY salary and equipment item for purchase (even if not amending between budget categories)." (Specify number and cost of each) | Total Cost | Clearly justify how request is reasonable, allocable and necessary to program. | Status |
|---|---|---|---|---|
| ___/___ | | 0.00 | | ○ Approved  ○ Disapproved |
| | | Total $0.00 | | |

Add More Lines

**All Items**

Save  Save and Continue  Continue  Save Comments

District/LEA Comments:

**Step 4:** Your original budget will appear.  You will click into the boxes where you want to reflect your changes.

Funds Available: $30,446.00

| Accounting Manual | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|---|---|---|---|---|---|---|---|---|
| 2200 Professional Development | 0.00 | 0.00 | 0.00 | 4412.00 | 0.00 | 0.00 | 0.00 | 4412.00 |
| 2500 Transportation and Maintenance | 0.00 | 0.00 | 0.00 | 1794.00 | 0.00 | 0.00 | 0.00 | 1794.00 |
| 3812 Afterschool Program | 0.00 | 11040.00 | 1428.00 | 3750.00 | 8022.00 | 0.00 | 0.00 | 24240.00 |
| Program Costs Subtotal | 0.00 | 11040.00 | 1428.00 | 9956.00 | 8022.00 | 0.00 | 0.00 | 30446.00 |

## Step 5:

Select Save & Continue.  If you have any errors it will not let you save and continue until they are corrected.

| ninistration :ts | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| lirect Costs | | Calculate Indirect Costs | | | | | | 0.00 |
| ninistration :ts Subtotal | | | | | | | | 0.00 |
| IND TOTAL | 0.00 | 11040.00 | 1428.00 | 9956.00 | 8022.00 | 0.00 | 0.00 | 30446.00 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

Calculate Total    Save & Continue    Save    Continue    Print Preview    Print

Compare Budget Grids

trict/LEA Comments:

## Step 6:

It will take you automatically into Capital Outlay, if you do not have capital outlay, or you have no changes, simply hit Save & Continue to move forward.

Save    Save & Continue    Print    Print Preview

**Step 7:**

You will hit Submit to forward it onto DESE.  If you have any notes for DESE in regards to the Budget Amendment you may type those in the District/LEA Comments box.  If DESE has an issue with a payment or budget you will see their notes in the DESE Comments box.

| Core Assurances | Agreed to |
|---|---|
| Substantially Approved | Approved on 11/20/2017 |

Submit          Save Comments

**District/LEA Comments:**

**DESE Comments:**

**Step 8:**

If your changes are accepted DESE will mark status as Approved next to each item. If Disapproved DESE will mark that status and send a note on why it was not approved.

What is a function or object code?
**Function Code:**

The Function Code describes the action, purpose, or program for which activities are performed. On the Budget Grid page, the function codes run vertical on the left-hand side of the grid. For example, 3812-Afterschool Program.

Click here for quick access to the afterschool coding sheet.    For an example of the budget grid click here.

**Object Code:**

The Object Code describes how the service or commodity was obtained as a result of a specific expenditure. On the Budget Grid page, the object codes run horizontal on the top of the grid. For example, 6300-Purchased Services.

**REMOVE**

| Function Code / Object Code | List each approved budget item/service no longer purchasing/providing. | Total Cost | Justification for not purchasing/providing item(s) | Status |
|---|---|---|---|---|
| ___/___ | | 0.00 | | ○ Approved ○ Disapproved |
| | | Total $0.00 | | |

Add More Lines

**ADDED**

| Function Code / Object Code | List each NEW item/service requesting to purchase/provide. This must be DETAILED ("consumable supplies" is not a sufficient/detailed item listing). NOTE: You must list EVERY salary and equipment item for purchase (even if not amending between budget categories)." (Specify number and cost of each) | Total Cost | Clearly justify how request is reasonable, allocable and necessary to program. | Status |
|---|---|---|---|---|
| ___/___ | | 0.00 | | ○ Approved ○ Disapproved |
| | | Total $0.00 | | |

Add More Lines

**All Items**

Save    Save and Continue    Continue    Save Comments

District/LEA Comments:

# SECTION IV
# REQUESTING A PAYMENT

# Payment Request Information

<u>GUIDANCE</u>

<u>Completing Payment Requests</u>

- Payment requests cannot be completed until an initial budget application for the corresponding fiscal year has been approved.
- To comply with 2 CFR Part 200.306, the department will no longer allow LEAs to include amounts on their payment requests for costs that will be paid by the time the payment is received.  Instead, payments may only be requested on a reimbursement basis for the purpose and condition of the grant and include expenditures **up to payment request submission date**.

Example: Payment request submitted on 4-3-19 can only include costs from last payment until 4-3-19 when the payment was submitted.

- Expenditures in the payment request can only be requested where funds have been budgeted and expended for that fiscal year, based on the last approved budget application.
- **Actual cumulative year-to-date expenditures** must be entered in the payment request grid.  The ePeGS system will automatically calculate the payment request amount based on the actual cumulative year-to-date expenditures minus the amount paid to date.
- Payment request will need to be to the exact penny.  There is no variance.
- Any current year funds not expended will be returned to the federal grant it was awarded under.

<u>Submitting Payment Requests</u>
- Payments may be requested between the 21st to the 1st of the month.
- If the LEA is notified they have been placed on the Cash Management Plan (http://dese.mo.gov/financial-admin-services/cash-management-plan), the LEA must submit ePeGS payment request <u>and</u> Cash Management Payment Requesting Supporting Documentation Form.
- Payment requests cannot be submitted if a corresponding fiscal year budget application is in submitted status.
- Payment requests cannot be submitted if the corresponding fiscal year FER is in a closed status (submitted, approved, or processed).

**Step 1: Select Payment Request** (Be sure you are in correct fiscal year)

**Funding Application:** _ - Grant Summary

▶

▷ ePeGS Homepage
▼ Funding Application Menu
   ▷ Current Funds Available
   ▷ College and Career Readiness
   ▼ Quality Schools
      ▼
        ▼ Budget Application
          ▼ Initial

**Budget Application** Show

**Payment Request** Show

**Final Expenditure Report** Show

**Step 2: Create Payment Request**

**Budget Application** Show

**Payment Request** Hide

There are no Payment Requests at this time.   Create Payment Request

**Final Expenditure Report** Show

## Step 3: Enter Year-to-Date Expenditures

Expenditure amounts entered in the payment grid may only:

- o be entered where funds have been budgeted in the last approved budget application.
- o include <u>actual cumulative year-to-date expenditures up to the payment request submission date</u>. The ePeGS system will automatically calculate the payment request amount based on the actual cumulative year-to-date expenditures minus the amount paid to date. This example shows nothing paid to date and you can see in the red boxes where funds have not been entered to be reimbursed.

**Payment Grid –**

Payment Request Amounts will be automatically calculated based on actual cumulative expenditure data. The formula used to calculate the payment request amount is:

**Actual Cumulative Program Year Expenditure to Date – Amount Paid to Date**

Expenditure cells will be grayed out where $0.00 has been budgeted.

| | |
|---|---|
| **Current Funds Available:** | $ 30,446.00 |
| **Amount Budgeted (INITIAL):** | $ 30,446.00 |
| **Amount Paid To Date:** | $ 0.00 |
| **Balance Available:** | $ 30,446.00 |
| **Monthly Payment Amount:** | $ 0.00 |

| Accounting Manual | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|---|---|---|---|---|---|---|---|---|
| **2200** Professional Development | 0.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 4412.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 4412.00 / **0.00** |
| **2500** Transportation and Maintenance | 0.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 1794.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 1794.00 / **0.00** |
| **3812** Afterschool Program | 0.00 / 0.00 | 11040.00 / 0.00 | 1428.00 / 0.00 | 3750.00 / 0.00 | 8022.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 24240.00 / **0.00** |
| **Program Costs Subtotal** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |

## Step 4: Click Save to Calculate Payment Amount

| Administration Costs | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Indirect Costs** | | | | Calculate Indirect Costs | | | | 8443.00 / 4980.00 |
| **Administration Costs Subtotal** | | | | | | | | 8443.00 / 4980.00 |
| **Grand Total** | 0.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 75988.00 / 49801.89 | 0.00 / 0.00 | 0.00 / 0.00 | 0.00 / 0.00 | 84431.00 / 54781.89 |
| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |

**Payment Request Amount** 54781.89

## Step 5: Check Certification Box and Save

Enter any comments in the LEA Comment box, check the assurance box and click Save for the Submit button to appear.

**District/LEA Comments:**

**DESE Comments:**

☑ By submitting this payment request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. In addition, I certify that the Federal or State funds requested have been spent and are being requested on a reimbursement basis. I am also aware that Federal funds requested are in accordance with the Cash Management Improvement Act (2 CFR Part 200.305) for the purpose and condition of the grant or agreement.

**Before the submit button will appear, you must save and resolve all errors.**

[ Save ]    [ Payment History ]    [ Print Preview ]

## Step 6: Submit Payment Request

If the Edit button appears, view the edits by clicking the button and fix all hard errors (hard errors will be indicated with an (E) before resaving and submitting.

**District/LEA Comments:**

**DESE Comments:**

☑ By submitting this payment request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. In addition, I certify that the Federal or State funds requested have been spent and are being requested on a reimbursement basis. I am also aware that Federal funds requested are in accordance with the Cash Management Improvement Act (2 CFR Part 200.305) for the purpose and condition of the grant or agreement.

**Before the submit button will appear, you must save and resolve all errors.**

[ Save ]    [ Payment History ]    [ Submit ]    [ Print Preview ]

## Step 7: Receive Approval/Disapproval Notification

The LEA will receive an automated email from DESE Extended Learning Finance indicating if the payment was approved or disapproved.  The email will be set to the contact listed on Core Data Screen 3.  Please note that DESE Extended Learning Finance cannot change to whom this information is sent.  The LEA must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to date.  If the payment is disapproved, log back in to make necessary corrections and resubmit.

# SECTION V
# REVISING A PAYMENT REQUEST

- If the LEA needs to revise a payment request while it is in the submitted/approved status, the LEA will need to contact their DESE technical assistant contact for assistance. In this case, exl@dese.mo.gov or (573) 522-2627.
- Revising a payment request will put the payment back in created status and it will not be processed until it is resubmitted and approved.

## INSTRUCTIONS AND SCREEN SHOTS

### Step 1: Revise the Payment Request
Update the payment request grid where needed using the steps in Section II of this guide.

| | | | Opens: 10/6/2017 Closes: 9/2/2018 at 12:00:01 a.m. |
|---|---|---|---|
| Payment Request Hide | | | |
| | | | Revise Payment Request |
| **Version** | **Status** | | **Activity Log** |
| Request 1 | CREATED on 12/5/2017 12:52:58 PM by kwolf | | view |

### Step 2: Submit Payment Request
After all hard errors have been corrected, click Save for the Submit button to appear.

# SECTION VI
# REQUESTING ADDITIONAL PAYMENTS

**Step 1: Select Payment Request**

| | |
|---|---|
| **Budget Application** Show | |
| **Payment Request** Show | |
| **Proportionate Share Carryover Release Request** Show | |
| **Final Expenditure Report** Show | |

**Step 2: Create Payment Request**

Click Create Payment Request to open a new request. This can only be done after the last payment has been processed.

**Payment Request** Hide

Create Payment Request

| Version | Status | Activity Log |
|---|---|---|
| Request 5 | PAYMENT PROCESSED on 4/25/2017 4:30:22 PM by FTPPROCESS | view |
| Request 4 | PAYMENT PROCESSED on 4/12/2017 4:30:23 PM by FTPPROCESS | view |
| Request 3 | PAYMENT PROCESSED on 2/9/2017 4:30:20 PM by FTPPROCESS | view |
| Request 2 | PAYMENT PROCESSED on 1/10/2017 4:30:24 PM by FTPPROCESS | view |
| Request 1 | PAYMENT PROCESSED on 12/9/2016 4:30:38 PM by FTPPROCESS | view |

**Step 3: Complete Payment Request**
Complete the payment request using the steps in Section II of this guide.

**Step 4: Submit Payment Request**
After all hard errors have been corrected click the Submit button.

# SECTION VII
# SUBMITTING A FINAL EXPENDITURE

**Step 1: Select Final Expenditure Report (Will not be open until July 1ˢᵗ)**

| | |
|---|---|
| **Budget Application** _Show_ | |
| **Payment Request** _Show_ | |
| **Final Expenditure Report** _Show_ | |

**Step 2: Click Create FER**

| | |
|---|---|
| **Budget Application** _Show_ | |
| **Payment Request** _Show_ | |
| **Final Expenditure Report** _Hide_ | |

There are no **Final Expenditure Reports** at this time. Create FER

**Step 3: Enter your final amounts for the year to close out your budget.**
The Final Expenditure Report **will** generate your final payment.

**FER GRID -**

**Actual Cumulative Program Year Expenditures**

Expenditure cells will be grayed out where $0.00 has been budgeted.

| | |
|---|---|
| **Current Funds Available:** | $ 84,431.00 |
| **Amount Budgeted** (INITIAL): | $ 84,431.00 |
| **Amount Paid To Date:** | $ 0.00 |
| **Balance Available:** | $ 84,431.00 |
| **Final Payment Amount:** | $ 0.00 |

Funds Available:$84,431.00

| | 6100 Certificated Salaries | 6150 Noncertificated Salaries | 6200 Employee Benefits | 6300 Purchased Services | 6400 Materials & Supplies | 6500 Capital Outlay | 6600 Other | Total |
|---|---|---|---|---|---|---|---|---|
| **2200** Professional Development | | 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 |
| **2500** Transportation and Maintenance | | 0.00 | 0.00 | 0.00 | | | | 0.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **3812** Afterschool Program | 0.00 | 0.00 | 0.00 | 75988.00 | 0.00 | 0.00 | | 75988.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Program Costs Subtotal** | 0.00 | 0.00 | 0.00 | 75988.00 | 0.00 | 0.00 | 0.00 | 75988.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |