



E-GRANTS PAYMENT SYSTEM USER GUIDE



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Office of Public Instruction
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E-GRANTS PAYMENT SYSTEM

This section provides step-by-step instructions to help District Clerks/Business Managers complete and submit Cash Requests and a Final Expenditure Report (Fiscal Closeout) for applications in E-Grants.

CASH REQUESTS AND EXPENDITURE REPORTS

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Select* the appropriate grant from the **Menu List**.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* the radio button next to the most recent, final-approved application or amendment.
5. *Click* the **PAYMENTS** button (opens the **Payment Summary** page).
 - The **Payment Summary** page displays the most current Grant Allocation by program; completed (paid by the OPI) payments; and balance remaining.
 - To view a history of payments made by program, *click* on the blue hyperlink (dollar amount paid) under the **Completed Payments** row.
6. *Click* the **VIEW CASH REQUESTS/EXPENDITURE REPORTS** button.
7. *Select* the appropriate program from the drop-down list near the top of the page.
8. *Click* the **CREATE NEW REQUEST** or **CREATE EXPENSE REP** button.

– OR –
9. *Click* the radio button next to the desired cash request or expenditure report and **OPEN REQUEST/OPEN EXPENSE REP** button.

CREATING A CASH REQUEST

[Click here](#) to skip to the “Creating an Expenditure Report” section.

1. *Select* the object code for which cash is being requested.
 - Object codes used must be the same codes budgeted on the budget detail page of the corresponding program application.



- Click on the blue “Description of Object Codes” hyperlink for a description of the codes.
2. Enter a brief description of the request.
 - A description for object code 600 – Supplies might be, "text books for reading program", or “educational materials for professional development training for math teachers."
3. Enter the amount of the request for the selected object code.
 - Use whole dollars only and omit decimal places.
4. Click the **CALCULATE TOTALS** button.
 - The Final Approved Budget by object code will display.
 - Requests can be up to 50% more than the amount budgeted for an object code.
 - A red “warning” will appear at top of page if object code requests exceed the 50% threshold.
 - Cash requests exceeding 50% over the budgeted object code amount require a budget amendment. Refer to the **Creating Amendments to Approved Applications User’s Guide** for assistance completing amendments.
5. Click the **CREATE ADDITIONAL ENTRIES** button if needed.
6. Enter an indirect cost amount, if applicable.
 - The district must have an approved and budgeted indirect cost rate to claim indirect costs.
 - Object codes 700-Property and Equipment and 900-Transfers cannot be included in indirect cost claims.
7. Enter the “End Period Expense (MM/DD/YYYY)” date.
 - For an advance, enter the last day of the following month.
 - Payments requested by the 25th of one month are made on the 10th of the following month.
 - To comply with federal cash management regulations, request only enough cash to cover costs through the date of the next month's payment.
8. To delete a cash request for an object code, click the “Delete Row” box to the right of the line and click the **SAVE PAGE** button.
 - It will be deleted when the page is saved.



9. Review the “Recap” section at the bottom of the page.
 - Grant Award (Allocation): Displays the current allocation.
 - Approved Budget: Displays the current approved budget, including any approved amendments to the budget.
 - Amount Paid to Date: Displays payments that have been made by the OPI.
 - Expenses to Date: Since only one cash request needs to be processed before the expenditure report is required to be submitted at the end of the grant period, this will normally display \$0.
 - Balance Due LEA: NOT USED
 - Funds on Hand: NOT USED
10. Click the **SAVE PAGE** button. Correct any errors displayed and resave.
11. Click the **SUBMIT** button.
 - The **SUBMIT** button is only available to users with “submit” authority (i.e., Authorized Representative or LEA Business Manager).

CREATING AN EXPENDITURE REPORT

Users can create an expenditure report, open an existing expenditure report, or withdraw an existing expenditure report. The expenditure report can be created at any time after final approval of an application but submitted only once, which is at the end of the grant period to close out the project.

1. Click **CREATE EXPENSE REP** to open the **Periodic Expense Report** page.
 - The **Periodic Expense Report** displays the final approved budget by Object Code.
2. Enter the “Accumulated Expenditures to Date” amounts for each Object Code line. Enter whole dollars only.
 - Expenditures exceeding 50% over the budgeted object code amount require a budget amendment. Refer to the **Creating Amendments to Approved Applications User’s Guide** for assistance completing amendments.
 - Amendments are due no later than June 1st for projects that end June 30th, and September 1st for projects that end September 30th.
3. Click the **CALCULATE TOTALS** button to display the total of all lines and indirect cost recovery.



- Expenditures (including indirect cost recoveries) should not exceed the total award amount.
 - Indirect costs are not calculated on expenditures for Object Codes 700 Property and Equipment, or 900 Transfers.
4. *Select* the “Expenditure Period End Date” from the drop-down list.
- There is only one date to select since only one expenditure report is required (to close out the project).
5. *Review* the “Recap” section at the bottom of the page.
- Grant Award (Allocation): Displays the current allocation.
 - Approved Budget: Displays current approved budget, including any approved amendments to the budget.
 - Amount Paid to Date: Displays payments that have been made by the OPI.
 - Expenses to Date: Displays the total of expenditures reported on this report and any previous reports.
 - Balance Due LEA: Payments owed based on payments to date and reported expenditures, including this report.
 - Funds on Hand: Calculated cash on hand based on amounts paid to date and reported expenditures, including this report.
 - If this number is negative, the district will receive a payment for this amount.
 - If this number is positive, the district owes the OPI a refund for this amount.
6. *Check* the box for “Final Expenditure” at the bottom of the page.
- *Save the page.*
7. *Click* the **SUBMIT TO THE OPI** button.
- The **SUBMIT TO THE OPI** button is only available to users with “submit” authority (i.e., Authorized Representative or LEA Business Manager).

PAYMENT SYSTEM TIPS AND TRICKS

- Do not create a cash request and expenditure report at the same time. To request cash as a final payment:
 - Submit either a cash request first and wait for payment then submit the final expenditure report; or



- Submit a final expenditure report with a balance due to the district. The OPI will pay on the final expenditure report.
- Create an expenditure report early in the project year (without submitting it to the OPI) to see a summary of the most recent approved program budget by object code. This can be very helpful when creating cash requests.
- Do not check the “Final Expenditure” box until ready to submit to the OPI.

MODIFYING CASH REQUESTS/EXPENDITURE REPORTS WHEN “RETURNED FOR CHANGES”

OPI REVIEW PROCESS

Once a cash request or expenditure report has been submitted to the OPI, it is reviewed by an OPI program accountant. If a request is returned to the district for changes, an automatic e-mail is sent notifying the authorized representative that the request has been returned. (The district clerk will not receive the e-mail notification *unless his/her e-mail address is entered on the bottom of the **Contact Information** page* in the respective application.) To review the status of the review and comments by the OPI, take the following steps.

RETURNED CASH REQUEST/EXPENDITURE REPORT INSTRUCTIONS

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
 - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Select* the appropriate grant from the **Menu List**.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* the radio button next to the most recent, final-approved application or amendment.
5. *Click* the **PAYMENTS** button (opens the **Payment Summary** page).
6. *Click* the **VIEW CASH REQUESTS/EXPENDITURE REPORT** button.
7. *Select* the appropriate program in the drop-down list in near the top of the page.
8. *Click* the radio button next to the Cash Request or Expenditure Report that was returned for changes.
9. *Click* the **REVIEW SUMMARY** button.
10. *Click* radio button.



11. Click the **REVIEW CHECKLIST** button (opens in a new browser window).

- The text in the comment box explains the needed modifications.



If the Review Checklist doesn't open in a new window, your browser's pop-up blocker may be preventing it from opening. Turn off your browser's pop-up blocker and try again.

- **Suggestion:** *Print* the "Review Checklist" for reference.
 - Click the "Printer-Friendly" hyperlink on the upper-right-hand section of the review checklist page.
 - Use your browser's print function to print the page.
 - Click **CLOSE PRINTER FRIENDLY PAGE** button.
- Click "Close Browser" hyperlink under the "Printer-Friendly" link to close the checklist.
 - Only the window with the checklist will close. The original browser window will still be open.

12. In the original browser window, *click* on the "Click to return to CashReqst/Expend Menu" hyperlink located on the upper-right-hand side of the cash request or expenditure report page.

13. Click the radio button next to the request/report that shows a status of "Returned for Changes."

14. Click on the **OPEN REQUEST** button.

- Make the required adjustments.
- *Save the page.*

15. Click the **SUBMIT** button to resubmit the request to the OPI for review.