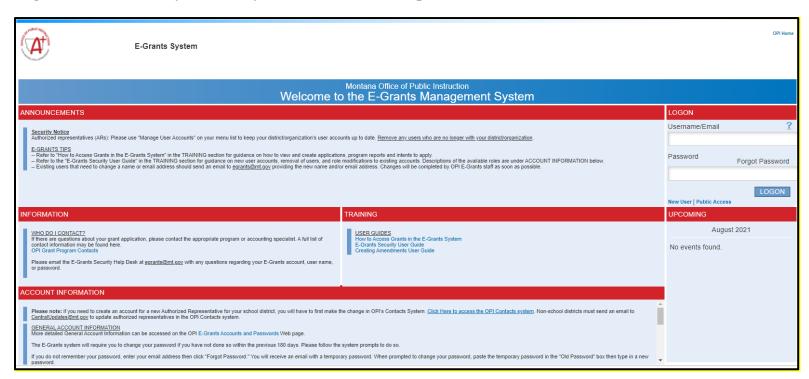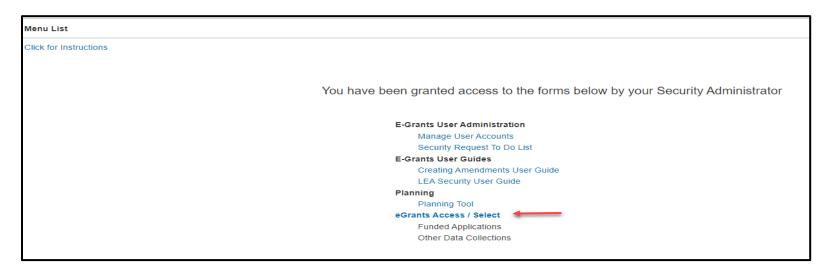# How to Navigate Submitting a *Cash Request (reimbursement)* For EANS I
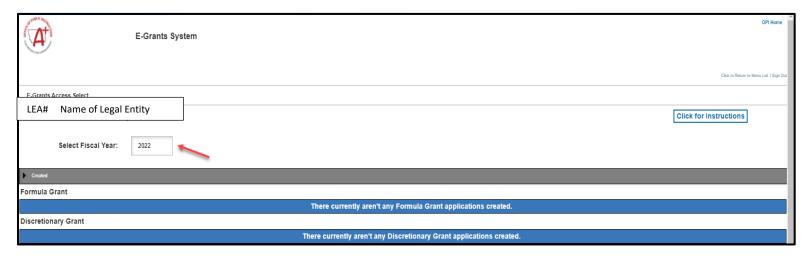
Step #1
Log into the E-Grants system with your email address and password.

Step #2
From the Menu List select the "E-Grants Access/Select".

Menu List

Click for Instructions

You have been granted access to the forms below by your Security Administrator

E-Grants User Administration
Manage User Accounts
Security Request To Do List
E-Grants User Guides
Creating Amendments User Guide
LEA Security User Guide
Planning
Planning Tool
eGrants Access / Select
Funded Applications
Other Data Collections

Step #3
At E-Grants Access Select, you will need to modify the Fiscal Year to 2021. Click in the drop-down box and select 2021.

E-Grants System

OPI Home

Click to Return to Menu List / Sign Out

E-Grants Access Select

LEA#   Name of Legal Entity

Click for Instructions

Select Fiscal Year: 2022

Created

Formula Grant

There currently aren't any Formula Grant applications created.

Discretionary Grant

There currently aren't any Discretionary Grant applications created.

Step #4

The Emergency Assistance to Non-Public Schools grant will appear. The "Payments" button will be available if the Original Application shows a status of Final Approved.

Click the "Payments" button.

E-Grants Access Select

LEA#   Name of Legal Entity

Click for Instructions

Select Fiscal Year: 2021

▶ Created

Formula Grant

Application Name	Revision	Status	Date	Actions				
Emergency Assistance to Non-Public Schools	Original Application	Final Approved View GAN	6/26/2021	OPEN	AMEND	PAYMENTS	REVIEW SUMMARY	Delete Application

Discretionary Grant

Step #5

The Payment Summary page will open. Click the "View Cash Requests/Expenditure" Reports button.

Payment Summary	
Click for Instructions	

Vendor 01

VIEW CASH REQUESTS/EXPENDITURE REPORTS

Payment Summary as of 8/19/2021

	EANS
Current Grant Year Allocation	$12,100
(+/-) Adjustments	$0
(+/-) Consortiums	$0
(+/-) Transfers	$0
Total Funds Available	$12,100
Approved Budget --Original Application	$12,100
Anticipated Payments	
Auto-Scheduled	$0
Cash Requests	$12,100
Total	$12,100
Pending Payments	
Auto-Scheduled	$0
Approved Cash Requests	$0
Total	$0
Completed Payments	

Step #6

The "Cash Request/Expenditure" Report Menu page will open.
Click "Create New Request" to create a request for reimbursement from the OPI.

Cash Request/Expenditure Report Menu

Click for Instructions

Program   EANS

Cash Requests:

Select an Cash Request from the list(s) below and press one of the following buttons:

| OPEN REQUEST | CREATE NEW REQUEST | DELETE REQUEST | REVIEW SUMMARY |

Select	Cash Request	Final Created	Date Submitted	Final Approval Date	Status	Status Date

Expenditure Reports:

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

| OPEN EXPENSE REP | CREATE EXPENSE REP | DELETE EXPENSE REP | REVIEW SUMMARY |

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date

Step #7

The Case Request will open to the following screen.

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. 2536)

Description of Object Codes

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Spending Category	Use of Funds	Reimbursement / Procure	Expenditure Description and Itemization	Final Approved Budget	Cash Request	Delete Row
		○ ○	(1000 Character Maximum)		0	☐
		○ ○	(1000 Character Maximum)		0	☐
		○ ○	(1000 Character Maximum)		0	☐

Cash Request #1 will be created. Each Cash Request created will be numbered sequentially. It's best practice to complete a request fully with all expenditures reporting and send it for review before creating a new request.

Step #8

Complete each row in the request by selecting the appropriate:

Spending Category **and** *Use of Funds* **(both boxes have drop-down menus);**

Choose the **Reimbursement** **button;**

Enter a description that provides details of the item; and

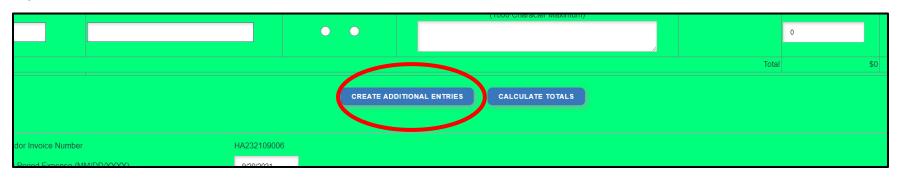**Enter the amount for reimbursement in the** *Cash Request* **box.**

Spending Category	Use of Funds	Reimbursement / Procure	Expenditure Description and Itemization	Final Approved Budget	Cash Request	Delete Row
		● ●	(1000 Character Maximum)		0	☐
		● ●	(1000 Character Maximum)		0	☐
		● ●	(1000 Character Maximum)		0	☐

Itemize and explain each expenditure amount. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. 2536)

Description of Object Codes

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

You must enter a *Spending Category, Use of Funds, Expenditure Description,* and amount of the *Cash Request* to complete a row. Failure to do this will cause an error message on the page and your data will not save.

You may only request funding from a Spending Category for which you have allocated funding. Review your budget in your EANS application prior to completing a request. If you attempt to enter a request for a Spending Category you have not allocated funds for, an error (see below) will appear for that specific Spending Category.

DATA NOT SAVED: for EANS and 100, since the budget amount was zero, no amounts are allowed.

If you need additional rows, choose the Create Additional Entries

Step #9

Choose the Calculate Totals button to sum the cash request rows

Step #10

End Period Expense: This field is required to be completed. Enter a date reflecting your receipt of the purchases requesting reimbursement for.

Vendor Invoice Number	HA232109006
End Period Expense (MM/DD/YYYY)	9/20/2021

RECAP	Amount
Grant Award (Allocation)	$1,100
Approved Budget	$1,100
Amount Paid To Date	$0
Expenses To Date	$0
Balance Due LEA	$0
Funds on Hand	$0

UPLOAD NOW   Please upload supporting information files. File names should not include special characters (i.e. #, $, % etc.) Choose File No file chosen

Uploaded Files:
The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OPI that this is required.

By submitting this [expenditure report/reimbursement request], I certify to the best of my knowledge and belief that the information contained here 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 Federal 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. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

SAVE PAGE

READY FOR REVIEW

Step #11

Click the Upload Now button to upload additional receipts and other documentation to support your reimbursement

Vendor Invoice Number	HA232109006
End Period Expense (MM/DD/YYYY)	9/20/2021

RECAP	Amount
Grant Award (Allocation)	$1,100
Approved Budget	$1,100
Amount Paid To Date	$0
Expenses To Date	$0
Balance Due LEA	$0
Funds on Hand	$0

UPLOAD NOW

Please upload supporting information files. File names should not include special characters (i.e. #, $, % etc.) [Choose File] No file chosen

Uploaded Files:
The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OPI that this is required.

By submitting this [expenditure report/reimbursement request], I certify to the best of my knowledge and belief that the information contained here 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 Federal 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. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

SAVE PAGE

READY FOR REVIEW

Step #12

Click the Save Page button to save the data entered for the *Spending Category*, *Use of Funds*, *Expenditure Description and Itemization* and *Cash Request Amount* entered in row(s). If there are any errors on the page, you will receive a red error message at the top of the page. This message explains where the errors are and how to fix them. The page will not save properly if there are any error messages.

Step #13

Click the Ready for Review button to send the request to the OPI for them to review.

Clicking the *Ready for Review* button will lock the request and all buttons allowing edits will be hidden.

The message Cash Request has been forwarded to SEA for processing. will be displayed at the top of the page.