



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.

E-Grants System OPI Home

Montana Office of Public Instruction
Welcome to the E-Grants Management System

ANNOUNCEMENTS	LOGON
<p>Security Notice Authorized representatives (ARs): Please use "Manage User Accounts" on your menu list to keep your district/organization's user accounts up to date. Remove any users who are no longer with your district/organization.</p> <p>E-GRANTS TIPS -- Refer to "How to Access Grants in the E-Grants System" in the TRAINING section for guidance on how to view and create applications, program reports and intents to apply. -- Refer to the "E-Grants Security User Guide" in the TRAINING section for guidance on new user accounts, removal of users, and role modifications to existing accounts. Descriptions of the available roles are under ACCOUNT INFORMATION below. -- Existing users that need to change a name or email address should send an email to egrants@mt.gov providing the new name and/or email address. Changes will be completed by OPI E-Grants staff as soon as possible.</p>	Username/Email ? <input type="text"/> Password Forgot Password <input type="password"/> <input type="button" value="LOGON"/> New User Public Access
INFORMATION	TRAINING
<p>WHO DO I CONTACT? If there are questions about your grant application, please contact the appropriate program or accounting specialist. A full list of contact information may be found here. OPI Grant Program Contacts</p> <p>Please email the E-Grants Security Help Desk at egrants@mt.gov with any questions regarding your E-Grants account, user name, or password.</p>	<p>USER GUIDES How to Access Grants in the E-Grants System E-Grants Security User Guide Creating Amendments User Guide</p>
ACCOUNT INFORMATION	UPCOMING
<p>Please note: if you need to create an account for a new Authorized Representative for your school district, you will have to first make the change in OPI's Contacts System. Click Here to access the OPI Contacts system. Non-school districts must send an email to CentralUpdates@mt.gov to update authorized representatives in the OPI Contacts system.</p> <p>GENERAL ACCOUNT INFORMATION More detailed General Account Information can be accessed on the OPI E-Grants Accounts and Passwords Web page.</p> <p>The E-Grants system will require you to change your password if you have not done so within the previous 180 days. Please follow the system prompts to do so.</p> <p>If you do not remember your password, enter your email address then click "Forgot Password." You will receive an email with a temporary password. When prompted to change your password, paste the temporary password in the "Old Password" box then type in a new password.</p>	August 2021 No events found.

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 DPI Home

[Click to Return to Menu List / Sign Out](#)

E-Grants Access Select

LEA#	Name of Legal Entity
------	----------------------

[Click for Instructions](#)

Select Fiscal Year: ←

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:

Created

Formula Grant

Application Name	Revision	Status	Date	Actions
Emergency Assistance to Non-Public Schools	Original Application	Final Approved	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

Cash Requests:

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

Select	Cash Request	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:

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.

Minimize 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 (1000 Character Maximum)	Final Approved Budget	Cash Request	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/> ● <input type="text"/> ●	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> ● <input type="text"/> ●	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> ● <input type="text"/> ●	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>

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.

Minimize 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

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 (1000 Character Maximum)	Final Approved Budget	Cash Request	Delete Row
<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>		0 <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>		0 <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>		0 <input type="text"/>	<input type="checkbox"/>

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
				Total \$0
<input type="button" value="CREATE ADDITIONAL ENTRIES"/> <input type="button" value="CALCULATE TOTALS"/>				
Order Invoice Number	HA232109006			
Period Expense (MM/DD/YYYY)	0/00/2024			

Step #9

Choose the Calculate Totals button to sum the cash request rows

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
				Total \$0
<input type="button" value="CREATE ADDITIONAL ENTRIES"/> <input type="button" value="CALCULATE TOTALS"/>				
Order Invoice Number	HA232109006			
Period Expense (MM/DD/YYYY)	0/00/2024			

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

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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.

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

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SAVE PAGE

READY FOR REVIEW

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.

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.

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[SAVE PAGE](#)

[READY FOR REVIEW](#)