OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A+

Final Expenditure Instructions for E-grants

Final Expenditure Reports are located within the **Payments** section of E-Grants, on the same page where users would create a cash request.

- At the bottom of the screen the Final PER Status should say "Submitted" or "Accepted".
- To See the actual report, select the "view cash requests/expenditure reports" button
- Select the program (ex. Title IA, Title IIA), below the cash requests you will find the expenditure reports.
- Select the expenditure report and then select the "Open Expense Rep" button.

On the report:
- "OPI Final Approved Budget" is how the funds were budgeted
- "Fund Released" is the total of the payments at the time the report was created/submitted
- "Accumulated Expenditures to Date" is the part you fill out that lists/certifies how the funds were actually used, this includes <u>all</u> payments for the grant period.

Instructions for completing the Final Expenditure Report:

- Fill out the **Accumulated Expenditures to Date** column with final totals listing how funds were expended.
    - o Remember that E-Grants does not like special characters (dollar signs, commas, periods, or change) and the system may display an error if you attempt to use these in this column.
    - o If you are requesting your final payment off the Final Expenditure Report, please add the funds already received to the funds requested on this report.
        - On the bottom left of the report, the "Funds On Hand" amount should reflect the amount you are requesting. EXAMPLE: If the number is negative- "($458.00)"- this is the payment OPI will be sending. If the amount is a positive number- "$458.00"- this is the refund due to the OPI.
- Select the **End Period Expense Date**. There is only one choice: 9/30/2015.
- Check the **Final Expenditure check box** on the bottom left of the page.
- Select **Calculate Totals.**
- Select **Save.**
- Select **Submit.**

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 NOTE: If funds have been transferred into another program (EXAMPLE: Title II-A funds to Title I-A or Schoolwide), a Final Expenditure Report must still be completed in the originating program. This notifies the system that the originating program is closed. In this instance:

- The **Accumulated Expenditures to Date** column will be all zeroes (since the funds were transferred).
    - Select the **End Period Expense Date**. There will only be one choice (current fiscal year).
    - Check the **Final Expenditure check box** on the bottom left of the page.
    - Select **Calculate Totals.**
    - Select **Save.**
    - Select **Submit.**