Federal Cash Request Procedural Instructions

Federal Cash Request (GAX)

What are Federal Cash Requests?

A Federal Cash Request (FCR) is a request by a local school district to be reimbursed for expenses in specific federal programs.

How often do they occur?

Daily. Some days will be busier than others but expect at least several every day. Most districts request at the beginning of each month.

Where are the requests found?

All requests are submitted to the FCR inbox. <u>Fcr.requests@education.ky.gov</u> This inbox is monitored by the Accounting & Finance Branch Manager and two Federal Program Specialist.

What is required before paying an FCR request?

Federal Cash Statement of Assurance (SOA): This form allows the people who have signed the document to send FCRs electronically. The Superintendent or Designee must sign off on this document too. KDE will not disburse funds to individuals not listed on this form. Due to staff change over it is important for Local Education Agencies (LEA) to send a revised from when this occurs. The SOA must have the names of individuals submitting FCRs, job titles, LEA name, signature of superintendent or director, and the date. If its missing any of these it will be rejected. This document is uploaded to the Grant Management Application & Planning System (GMAP). This document is downloaded from GMAP and linked the Federal Budgets Released document.

District Funding Assurance (DFA): This form assures KDE that the LEA will follow the General Assurances, No Child Left Behind Act Title I Part A Assurances, No Child Left Behind Act Title I Part C, No Child Left Behind Act Title I Part D, No Child Left Behind Act Title II Part A, No Child Left Behind Act Title III, No Child Left Behind Act Title VI Part B, No Child Left Behind Act Title X Part C, Perkins Career and Technical Education Act, Individuals with Disabilities Act Part B, Child Nutrition and WIC Reauthorization Act of 2010 Section 204, State Preschool Program Assurances, Professional Development Assurances, Textbooks and Instructional Materials Assurances, Gifted and Talented Assurances, Extended School Services, and Kentucky Education Technology System Assurances and Universal Service Administrative Company E-Rate Assurances. This document is uploaded to the Grant Management Application & Planning System (GMAP). The Budget Analyst III from the Budget Branch will send notifications each time these documents have been uploaded and approved.

Perkins Plan: The Perkins Plan is handled by the CTE Coordinators that work with the school districts. Once the plan has been received by the CTE Coordinator from the school district, it is sent to the Branch Manager. They contact the Federal Budget Grant Manager. The Federal Budget Grant Manager updates a spreadsheet that identifies who has turned in documentation. This spreadsheet is sent to the Federal Program Specialist that is responsible for the FCRs. The Federal Program Specialist will disburse funding based on this spreadsheet. This document is uploaded to the Grant Management Application & Planning System (GMAP). The Federal Program Specialist from the Federal Budget Grants Branch will send notifications each time these documents have been uploaded and approved.

Consolidated Plan: In order to make payments for 310, 314, 345, 345XI, 350, 401, and 552 this plan must be approved by staff in the Federal Grants Branch. This document is uploaded to the Grant Management Application & Planning System (GMAP). The Federal Program Specialist from the Federal Budget Grants Branch will send notifications each time these documents have been uploaded and approved.

Migrant Application: This document is uploaded to the Grant Management Application & Planning System (GMAP). The Federal Program Specialist from the Federal Budget Grants Branch will send notifications each time these documents have been uploaded and approved.

IDEA B Plan: In order to make payments for 337 and 343 this plan must be approved by the Office of Special Education and Early Learning. This document is uploaded to the Grant Management Application & Planning System (GMAP). Once the district's plan has been approved they will contact the Grant Branch Staff. The Federal Program Specialist from the Federal Budget Grants Branch will send notifications each time these documents have been uploaded and approved.

554G Assurance and Plan: Both the Plan and Assurance must be submitted to and approved by KDE before any payment can be released. Updates from Federal Program Specialist from the Federal Budget Grants Branch are emailed to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved. The Budget Specialist III sends an email to the Federal Program Specialist in the Accounting & Finance Branch identifying & Finance Branch identifying which districts have been approved.

554GS State Set Aside: This Plan must be submitted and approved by KDE before any payment can be released to the district. Updates from Federal Program Specialist in the Federal Budget Grant Branch are emailed to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved.

473G Assurance and Plan: Both the Plan and Assurance must be submitted to and approved by KDE before any payment can be released. Updates from Federal Program Specialist in the Federal Budget Grant Branch are emailed to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved.

The Budget Specialist III from the Budget Branch sends an email to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved.

476IC: This Plan must be submitted and approved by KDE before any payment can be released to the district. Updates from the Federal Budget Grants Branch Manager are emailed to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved.

ARP IDEA B & Preschool Plan 478I and 488I: This Plan must be submitted and approved by KDE before any payment can be released to the district. Updates from Federal Program Specialist in the Federal Budget Grant Branch are emailed to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved. **350J Plan:** This Plan must be submitted and approved by KDE before any payment can be released to the district. Updates from the Federal Budget Grants Branch Manager are emailed to the Federal Program Specialist in the Accounting & Finance Branch identifying which districts have been approved.

Below is a breakdown of which documents are required before payment can be made for any request.

KDE must have the SOA and DFA before releasing any funds.

KDE must have the SOA, DFA, and Perkins Plan before releasing any 348 funds

KDE must have the SOA, DFA, and Consolidated Plan before releasing funds for MUNIS codes 310, 314, 345, 345XI, 350, 401, and 552

KDE must have the SOA, DFA, and IDEA B Plan before releasing funds for MUNIS codes 337 and 343

KDE must have the SOA, DFA, and the 554G Assurance and Plan before releasing funds for 554G

KDE must have the SOA, DFA, and the 554S Plan before releasing funds for 554S

KDE must have the SOA, DFA, and the 473G Assurance and Plan before releasing funds for 473G

KDE must have the SOA, DFA, and the 476IC Plan before releasing funds for 476IC

KDE must have the SOA, DFA, and the 478I & 488I Plan before releasing funds for 478I & 488I

KDE must have the SOA, DFA, and the 350J Plan before releasing funds for 350J

What are the steps for completing a FCR request? The following steps must be completed before paying and FCR.

- 1. Prepare your auditing documents
- 2. Audit the FCR
- 3. Mark the email in the inbox correctly
- 4. Pay using a GAX document. For instructions to complete a GAX document please refer to pgs. 44-74 of the



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General Accounting document. (See pdf).

5. Approval

How do I prepare my auditing documents?

You'll need to prepare two documents in order to audit a FCR. The FCR Pivot Table Excel Workbook and the Federal Grant Allocation Form. Accessing the information for some of the Federal Grant Allocations will require access to GMAP.

FCR Pivot Table Excel Workbook

The FCR Pivot Table it just a pivot table that is updated with information from eMARs Reporting. This report should be run each day to capture the prior days expenses. If none of the GAX documents were approved from the day before then no new information will populate.

Federal Grant Allocations Excel Workbook

Information for the Federal Grant Allocations Excel Workbook will require access to the GMAP System. The Grant Branch Manager is the contact for requesting access to the GMAP System.

Preparing the FCR Pivot Table

- 1. Open eMARs
- 2. Go to eMARs reporting
- 3. Go to the Accounting & Financial Mgt. Branch folder

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4. Run the Federal Cash Request query. The query will prompt you to enter the PPC's that you'll need to see in the data. Enter all of the PPC's for all active grants and then run the report.

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6. Open the most recent FCR Data form from Sharepoint. This document is located in the Federal Cash Data library in the Accounting & Finance Branch folder. This document needs to be updated daily.

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- 7. Open the FCR Data form in excel on your desktop. Don't use the online version.
- 8. You'll need to copy and paste the information that you ran in eMARs and paste it to the "Data" tab on the FCR Data Form.
- 9. Go to the Pivot tab on the FCR Data form. Left click the table on that tab with your mouse. Look at the ribbon at the top of excel. You should see the "PivotTable Analyze" option. Click that word. You'll see two options appear; "Refresh" and "Change Data Source". Click "Change Data Source". Have it pick up all fields from A1 to L(last number). This will update the FCR Data form. Click Save.

Preparing the Federal Grant Allocation Form

1. Open the most recent Federal Grant Allocation from Sharepoint. This document is located in the Federal Cash Released Budgets library. Click on the most recent document. It will open and online version first. Click the "Editing" button and choose "Open in desktop App".



2. Emails will be sent notifying which district has been approved for specific plans or assurances. For each district highlighted in green place a "2" in the corresponding column on your excel form. This will create a check mark identifying it as approved. Her excel form that she emails will have a tab for each plan. Go through each tab and update the Federal Grant Allocation as necessary.

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3. Finally, to obtain the Federal Cash Statement of Assurance forms you'll have to login into GMAP. Go to the Secondary window and put your mouse over "Search" and another window will open. Select "District Document Library".

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4. Now select the "General/Fiscal Year". In the "Documents" window select "FY20XX Federal Cash Request Assurance". Go down to the "Special Options" box and select LEA has Met Minimum Required Count" and then click the "Search" button.

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5. A list of districts that have uploaded their Federal Cash Statement of Assurance will appear. Go to the "District Document Uploads" field. Click the link and either a PDF or Word Document will appear. Download the document to the current Sharepoint library where they are stored. Do this for each district. Sometimes districts upload the incorrect form. If that is the case simply email the district and notify them that they uploaded the incorrect form. You may refer to the prior year's Federal Cash Statement of Assurance to get contact information.

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Greene, Ken		Annual F	Report	aar Papart										
Production		CEIS En	d of Year Rep	port										
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	001	Adair County	Adair	FY2023 Federal Cash Request Assurance	1	© FY23 Federal Cash Request Assurance	1	N/A	5/27/2022 N/A	8/19/2022 11:51:45 AM	Jaimie Wisdom	8/19/2022 12:02:25 PM	Jaimie Wisdom	1
	005	Allen County	Allen	FY2023 Federal Cash Request Assurance	1	© EY2023 Federal Cash Request Assurance Allen County	1	N/A	5/27/2022 N/A	9/2/2022 11:01:58 AM	Kim Hawkins	9/2/2022 11:01:58 AM	Kim Hawkins	
	006	Anchorage Independent	Jefferson	FY2023 Federal Cash Request Assurance	1	© ECR Statement of Assurance-Anchorage ISD	1	N/A	5/27/2022 N/A	10/10/2022 11:33:08 AM	Jon Travis	10/10/2022 11:33:08 AM	Jon Travis	
	011	Anderson County	Anderson	FY2023 Federal Cash Request Assurance	1	FY23 Federal Cash Request Statement of Surance	1	N/A	5/27/2022 N/A	7/11/2022 4:57:20 PM	Jana Moulton	7/11/2022 4:57:20 PM	Jana Moulton	
	012	Ashland Independent	Boyd	FY2023 Federal Cash Request Assurance	1	FY2023 AISD Federal Cash Request Assurance	1	NA	5/27/2022 N/A	8/3/2022 8:15:18 AM	David Greene	8/3/2022 8:15:18 AM	David Greene	
	013	Augusta Independent	Bracken	FY2023 Federal Cash Request Assurance	1	© Federal Cash Request Assurance FY2023	1	N/A	5/27/2022 N/A	9/9/2022 10:21:37 AM	Lisa Mccane	9/9/2022 10:21:37 AM	Lisa Mccane	
	015	Ballard County	Ballard	FY2023 Federal Cash Request Assurance	-	Eeperal Cash Request Statement of Assurance Operation Control	1	N/A	5/2//2022 N/A	6/21/2022 11:33:58 AM	Casey Allen	6/21/2022 11:33:58 AM	Casey Allen	
	010	Bardstown Independent	Nelson	FY2023 Federal Cash Request Assurance	-	© 2023 FOR Assurance Statement	1	N/A	5/27/2022 N/A	8/4/2022 9:17:01 AM	Tracey Bogers	8/4/2022 11:34:58 414	Tracey Rogers	
	021	Barren County	Barren	FY2023 Federal Cash Request Assurance	1	© FY2023 Federal Cash Request Assurance	1	NA	5/27/2022 N/A	6/7/2022 2:16:06 PM	Amanda Nunn	6/7/2022 2 16:06 PM	Amanda Nunn	
	025	Bath County	Bath	FY2023 Federal Cash Request Assurance	1	FY2023 Federal Cash Request Assurance	1	N/A	5/27/2022 N/A	8/3/2022 12:30:51 PM	Brittany Combs	8/3/2022 12:30:51 PM	Brittany Combs	
	026	Beechwood Independent	Kenton	FY2023 Federal Cash Request Assurance	1	Pry 2023 Federal Cash Request Assurance Beechwood	1	N/A	5/27/2022 N/A	8/18/2022 1:29:15 PM	Kristi Ward	8/18/2022 1:29:15 PM	Kristi Ward	
	031	Bell County	Bell	FY2023 Federal Cash Request Assurance	1	© FEDERAL CASH ASSURANCE	1	N/A	5/27/2022 N/A	8/19/2022 9:11:54 AM	Steve Silcox	8/19/2022 9:11:54 AM	Steve Silcox	

6. Now go to the Federal Grant Allocation Form. Go to the column labeled "Statement of Assurance Received in GMAP". Put a "2" in the field to create a check to identify it as completed. Then create a hyper link from the form to the location on Sharepoint where the document is housed.

AutoSar 0 2 3	<u>Si 85 87</u>	■ V.2 Feder	ral Grant Allocations-FY2	3 A ^{rt} • Last Modified: Tu	ie at 2:41 PM ❤	P Search (Alt+C	υ				Greene, Ke	n - Division of Budge	et 72 Financial Manageme	nt 🌒 🖸	- 0
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2 = Check 1-	Statement of Assurance	KDE District Funding Assurance	Consolidated Plan Received in GMAP [- 310J, 214J, 345J,	350J Plan Thelma	Migrant Applicatio	IDEA B Plan Received in - GMAP for 337J,	Perkins Plan Received for 344	SOA and Distr - Assurances Pay	Title II, Part A, Teacher Quality	Title III Limited English Proficiency	Title III Immigrant	Title V Rural & Low Income	IDEA B Basic Plus Capacity & Improvement	IDEA B Preschool	Title II C Perkins Final
= X	GMAP	GMAP Nicole Crosthwaite	341 J, 401J, 552J Jennifer Baker	Hawkins	Jennifer Baker	343J Dru Hawkins	Lea Ann Lewis	or Don't	502-564-1979 Fina 10/11/21	502-564-1979 1/28/22 345 I	Hawkins 502- 564-1979 Final	Vickie Terry 502- 564-1979 Final	Dru Hawkins 502- 564-1979 Final 7/1/21	502-564-1979 Final 7/1/21	April Vermillion 502-564-4286
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Anchorage Ind.		~	X	×		~	×	PAY	7,544					2,178	-
Anderson County	×	V	×	×		V	V	PAY	117,146					100,299	26,736
Ashland Ind.	~	~	×			~	~	PAY	217,386					41,107	66,782
Augusta Ind.						× .	×	PAY	14,731					9,441	2,306
Ballard County	~	~				~	~	PAY	50,474					63,016	16,749
Barbourville Ind.						× .	×	PAY	27,085	47 727 00				12,123	5,612
Bardstown Ind.		~					~	PAY	101,453	17,737.00				27,433	23,007
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Bullitt County	1	3	2	<u> </u>			3	PAY	361.630	25.338.00				84,987	98,781
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Butler County	1	1	2	÷ ž			1	PAY	113.190	18,370.00	6.036	1		30,340	19.727
Caldwell County	1	1	¥	X			1	PAY	94,372			-		27,608	16,667
Calloway County	1	1	¥	×		1	1	PAY	148,863					65,810	28,814
Campbell County	1	1	×	×		4	1	PAY	168,270					49,435	48,048
Campbellsville Ind.	4	1	2	X		4	4	PAY	75,278					35,209	11,868
Carlisle County	1	1	×	×		4	1	PAY	37,168					15,621	9,004
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Auditing the FCR Form

- Open the email in the FCR inbox. Begin by making sure that the person that sent the email and signed the
 FCR form is listed on the Federal Cash Statement of Assurance. Go to your Federal Allocations document.
 Go to the most current year. If there is a check mark next to the district name then that means we have
 their Federal Cash Statement of Assurance. Click the check mark. It should open up a copy of the Assurance.
 Make sure that the names on the Assurance match both the email and the name on the FCR form.
 Sometimes multiple names are listed so look for all. If they match move on to review the budgets.
- 2. Review all of the budgets on the FCR form and make sure that they match what you have on the Federal Allocation Form. At the beginning of each year some temporary budgets are listed on your Allocation form. These will change during the year so make sure you keep up with which budget is final and which is temporary. Thelma Hawkins provides this information.
- **3.** Go to your pivot table. Click the drop down box by the vendor legal name. Type in he name of the vendor. A few letters should suffice. Due to multiple vendor names assigned to different vendor codes its important that you catch all names that have "TREAS" in front of the name as well as those that don't have it. You will learn in time which do and which don't. Eventually the "TREAS" named codes will be phased out and will no longer appear.



4. Scroll down. On the FCR in the upper left corner you see the federal fiscal year. To correlate the expenses on that page look at Column B on the pivot table. Each section is subtotaled by the Federal Fiscal Year. Everything that falls in that particular subtotal is an expense that has been charged to that year. You'll want to make sure that the dollar amounts located on the FCR form under the "Previous Cash" field match each the subtotal in Column "K" on the pivot table. If they don't match then the FCR is rejected and sent back to the district for correction. Typically I tell the district that their previous cash field didn't match KDE and I ask the to verify if that have received the amount that we show on the FCR form.



5. Sometimes a district will owe cash back to KDE. This will be represented by the "K" field lighting up red and say "YES". This means that the district needs to send money back. No funds can be released until a check is received. The check must be sent back to KDE and made out to the "Kentucky State Treasurer". An invoice will be provided to the district. The check is sent to the person who handles the FCR. Once the check is received a deposit slip will be created and dropped into the safe. The FCR that had been held can now be paid. The amount that is showing in parenthesis is simply omitted from the payment.

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12	3111	Title I - Part C - Migrant	84.011A	11/15/2023					(-	No	E86061	8606	2000	D523	3110002								
13	314	Title I - Part D - Neg. & Del.	84.010A	11/15/2023					(No	E86011	8601	2000	D523	3100102								1
	3201	Title I - School Improvement (a)- Hub	84.010A	11/15/2023					(-	No	E86101	8610	2000	D523	3100202								1
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16	3371	IDEA-B	84.027A	11/15/2023	680,800	680,800		680,800		-	No	E76311	7631	2000	D575	3810002								
17	3361	IDEA-B Coop Grants	84.027A	11/15/2023						-	No	E76330	7633	2000	D575	3810004								
18	3431	IDEA-B Preschool	84.173A	11/15/2023	55,963	55,963		55,963		-	No	E76551	7655	2000	D57A	3800002								
19	3451	Title III - English Language Learners	84.365A	11/15/2023						-	NO	E/4/51	7475	2000	D523	3300002								
20	3401	Parking Voc. 8 Tech Ed	04.300A	11/15/2023	20.146	20.146		20.146		-	NO	E74701	7470	2000	D523	3300002								-
21	34814	Perkins Camfaovard	84.0484	8/31/2023	2 126	30,140		30,140		2 126	No	E75251	7525	2000	D577	3710002								
22	5521	Title IV-A Student Support and	84.424A	11/15/2023	6,120					6,120	No	E74641	7464	2000	D52R	3420002								
23		Academic Enrichment Grant			61,035	22,415		20,381	2,034	38,620														
24	3501	Title V - Rural and Low Income	84.358B	11/15/2023					(-	No	E86001	8600	2000	D523	3140002								
25	4011	Title II A - Supporting Effective	84.367A	11/15/2023	132,774	129,755		131,194	(1,439	3,019	YES	E53411	5341	2000	D530	3230002								
26		TOTAL REQUEST			1,784,244	1,593,881		1,565,499	28,382	190,363														-
28																								
29 P	reparer:	Amber Minor					Please note:									1								1
30							The request	will not be pro	ocessed witho	ut dates for e	ither reimbu	rsements or	cash advance	s, the loca	district									1
31 T	itle:	Director of Finance		_				name, the	preparers nam	e, title, date	ompleted ar	nd a justifica	ation if necess	ary										
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Marking the Email after it is Audited

1. After a FCR is audited it must be marked correctly so that anyone who has access to the mailbox can know the status of all correspondence. The following categories can be used to identify each email. Please note that multiple colors can be used when identifying a single email.

Audited (Ready to Pay) No 350J Plan No 473G Assurance Don't Pay No 476IC Plan No 554GS Assurance No 554GV Assurance No 663G Assurance No ARP Plan or Assurance No Consolidated Plan No District Funding Assurance No IDEA B Plan No Migrant Plan **No Perkins Plan** No SOA PAID Pay on Future Date Pay to the Penny Previous Cash Issue Send Back a Check Something Wrong on Form

To assign Color Categories to the currently selected items, use the checkboxes next to each category. To edit a category, select the category name and use the commands to the right.

Name		Shortcut key	^	New
	Audited (Ready to Pay) No 350J Plan No 473G Assurance Don't Pay Grant No 476IC Plan No 554GS Assurance Don't Pay Grant No 554GV Assurance/Budget (Don't Pa No 663G Assurance No ARP Plan or Assurance (Don't Pay G No Consolidated Plan (Don't Pay Grants) No District Funding Assurance No IDEA B Plan Don't pay Grants No Migrant Plan (Don't Pay Grant)		<	Rename Delete Color: Shortcut Key: (None)
		OK		Cancel

Creating a GAX to pay an FCR

- 1. Create a GAX Document
- 2. On the Header Tab enter the title "Federal Cash Request" then the name of the district followed by the "Actual Expenditures Through Date" located on the FCR Form in the Document Name field. It should look like the example below. Then copy the text and paste it to the Document Description. Move to the Cited Authority Field. Click the green arrow and select "KRS156.035(2)"

emars111xygov/vebipp/fiprdonline31 GI Advantage eneral Accounting Expense(GAX) Dept: 540 Header @ 1 General Information Payee Additonal Docum	1111/Advantage;sessiond=0000-900ELbgh 1111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=0000-900ELbgh 11111/Advantage;sessiond=000-900ELbgh 1111111/Advantage;sessiond=000-900ELbgh 11111/Advantage;sessiond=000-900ELbgh 11111/Advantage;sessiond=000-900ELbgh 11111/Advantage;sessiond=000-900ELbgh 111111/Advantage;sessiond=000-900ELbgh 111111/Advantage;sessiond=000-900ELbgh 111111/Advantage;sessiond=000-900ELbgh 111111/Advantage;sessiond=000-900ELbgh 111111/Advantage;sessiond=000-900ELbgh 111111/Advantage;sessiond=000-900ELbgh 111111111/Advantage;sessiond=000-900ELbgh 111111111111111111111111111111111111	WNASgybeKUTc1s2mSiggs	ump to 🗶 Go Payable Cost Accounting	🥏 Home 🎤 Personalize 🕥 Acces	sibility 🔯 App Help 🏷 Abo
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3. Go to the Vendor Tab. Enter the Vendor Code for the District.

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1	State: Kentucky	~		Web Address http://:				
	Zip: 42241							
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4. Go to the Accounting Tab. Enter the Accounting Template for the first grant that is being paid. This template can be found on the FCR form. Paste the Document Name into the Line Description. Enter the dollar amount into the Line Amount.

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3			\$313,109.00	\$0.00	\$313,109.00					\$0.00 AP01		
4			\$14,432.00	\$0.00	\$14,432.00					\$0.00 AP01		
5			\$19,349.00	\$0.00	\$19,349.00					\$0.00 AP01		
5			\$6,955.00	\$0.00	\$5,955.00					\$0.00 AP01		
8			\$16,370,00	50.00	\$15.370.00					50.00 AP01		
9			\$22,147.00	\$0.00	\$22,147.00					\$0.00 AP01		
10			\$45,578.00	\$0.00	\$45,578.00					\$0.00 AP01		
1 to 10 Total: 10+				First Province Next Last					Show Lines:	10 Y Go to line	Go E	xport
neral Information	Event Type: Accounting Template:	AP01			Budget FY: Fiscal Year:							
eneral Information	Event Type: Accounting Template:	AP01	2		Budget FY: Fiscal Year:							
eneral Information	Event Type: Accounting Template: Line Description:	AP01 (2) E76312 Federal Cash Request	Christian Co.		Budget FY: Fiscal Year: Period:							
eneral Information	Event Type: Accounting Template: Line Description:	AP01 (Constraint) E76312 Federal Cash Request 10/31/22	Christian Co.		Budget FY: Fiscal Year: Period: Bank:	GA 🛃						
aneral Information	Event Type: Accounting Template: Line Description:	AP01 E76312 Federal Cash Request 10/31/22	Christian Co.		Budget FY: Fiscal Year: Period: Bank: Vendor Invoice Number:	GA 🔮 11/8/22 MUNIS 33	73					
neral Information	Event Type: Accounting Template: Line Description: Line Amount:	AP01 E76312 Federal Cash Request 10/31/22 \$192,771.00	Christian Co.		Budget FY: Fiscel Year: Period: Bank: Vendor Invoice Number: Vendor Invoice Line:	GA 🔮 11/8/22 MUNIS 33 1	73					
eneral Information	Event Type: Accounting Template: Line Description: Line Amount: Line Closed Amount:	AP01 E76312 Federal Cash Request 10/31/22 \$192,771.00 \$0.00	Christian Co.		Budget FY: Fiscal Year: Period: Bank: Vendor Invoice Number: Vendor Invoice Date: Vendor Invoice Date:	GA 2 11/8/22 MUNIS 33 1 11/07/2022	73					
eneral Information	Event Type: Accounting Template: Line Description: Line Amount: Line Closed Amount: Line Closed Amount: Line Closed Amount:	AP01 2 E76312 Federal Cash Request 10/31/22 \$192,771.00 \$0.00 \$192,771.00	Christian Co.		Budget FY: Fiscal Year: Period: Bank: Vendor Invoice Number: Vendor Invoice Date: Vendor Invoice Date: Tracking Date:	GA 🚖 11/8/22 MUNIS 33 1 1 11/07/2022	11					
General Information	Event Type: Accounting Template: Line Description: Line Amount: Line Closed Amount: Line Closed Date: Line Open Amount:	AP01 2 E76312 Federal Cash Request 18/31/22 S192,771.00 S0.00 S192,771.00 S0.00	Christian Co.		Budget FY: Fisca Year: Period: Bank: Vendor Invoice Namber: Vendor Invoice Line: Vendor Invoice Date: Tracking Date: Check Descentor:	GA 2 11/6/22 MUNIS 33 1 11/07/2022 IDE 5. P	73					
Seneral Information	Event Type: Accounting Template: Line Description: Line Closed Amount: Line Closed Date: Line Open Amount: Referenced Line Amount: Inferest Ineighble:	AP01 E78312 Federal Cash Request 10/31/22 S192,771.00 S0.00 S192,771.00 S0.00	Christian Co.		Budget FY; Fiscal Year: Bani: Vendor Invoice Namber: Vendor Invoice Date: Tracking Date: Check Description:	GA 2 11/6/22 MUNIS 33 1 11/07/2022 IDEA-8	2					
Seneral Information	Event Type: Accounting Templete: Line Description: Line Description: Line Closed Amount: Line Closed Amount: Referenced Line Amount: Interrest Ineligite Payment Trace:	AP01 2 E76312 Federal Cash Request 10/31/22 8192,771.00 50:0	Christen Co.		Budget FY: Fiscal Year; Period: Bank: Vendor Invoice Namber; Vendor Invoice Nam Vendor Invoice Date: Tracking Date: Check Description;	GA 2 11/6/22 MUNIS 33 1 11/07/2022 IDEA-8	N	R				
eneral Information	Event Type: Accounting Template: Line Description: Line Classed Amount: Line Classed Amount: Line Classed Date: Line Classed Date: Line Classed Date: Line Classed Date: Date: Line Classed Date: Date: Line Classed Date: Classed	AP01 E76312 Federal Cash Request 10/31/22 S192.771.00 S0.00	Christian Co.		Budget PY: Fical Year: Period: Bank: Vendor Invoice Number: Vendor Invoice Calle: Vendor Invoice Date: Tracking Date: Check Description: Special Instructions Code:	GA 2 11/6/22 MUNIS 33 1 11/07/2022 IDEA-8	73	ß				
General Information	Event Type: Accounting Template: Line Description: Line Closed Amount: Line Closed Amount: Line Closed Amount: Interest Ineligible: Payment Type: Interest Amount from IRP:	AP01 E70312 Federal Cash Request 1031/22 S192.771.00 S192.771.00 S0.00 S192.771.0 S192.771.0 S192.	Christian Co.		Budget FY; Fiscal Year: Bani: Vendor Invoice Numior: Vendor Invoice June: Tracking Date: Check Description: Special Instructions Code: Disbursement Category:	GA	N	4				
eneral information	Event Type: Accounting Template: Line Description: Line Closed Amount: Line Closed Amount: Line Closed Amount: Interest ineligible Payment Type: Interest Amount From IPR: PY Accual/Cheming 5:	AP01 2 E78312 F864raf Cash Request 1803/22 8192,771.00 50.00 6192,771.00	Christian Co.		Budget FY: Fiscal Year; Period: Bank: Vendor Invoice Namber: Vendor Invoice Namber: Vendor Invoice Date: Tacking Date: Tacking Date: Special Instructions Code: Disbursement Caligory: Extension Reasor:	GA 2 11/18/22 MUNIS 33 1 11/107/2022 IDEA-8 STM 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1	N	6				
eneral Information	Event Type: Accounting Template: Line Description: Line Closed Amount: Line Closed Amount: Line Closed Amount: Referenced Line Amount: Interest Ineligable: Payment Type Py Accrual/Clearing %:	AP01 2 E75312 Feddraf Cash Request 1031/22 8192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 50.00 S192,771.00 S102	Christian Ca.		Budget Pri Fried Year Period: Bank: Vendor Invoice Namber Vendor Invoice Date: Tracking Date: Check Description: Special Instructions Code: Disbursament Category: Extension Reason:	GA	N	ß				

5. Enter todays date and the word MUNIS in the Vendor Invoice Number field. Enter the number 1 in the Vendor invoice Line field, enter the date that the email was received in the FCR inbox in the Vendor Invoice Date field. Finally enter the name of the Grant in the Check Description Field.

in Greene		Procurement Budgeting Accounts Receivable Accounts P	Payable Cost Account	ing and a second se	
counting Expense(GAX) Dept: 540 ID: 2300	036899 Ver.: 1 Function: New Phase: Pending 🔄 Mod	find by NXT0052 , 11/08/2022			
r Ø 1					
dor Vendor	line: 1 Vendor Customer: KY0035882 Legal Name: CHRISTIAN C	OUNTY BOARD OF EDUCATION			
counting Total Li	es: 10+ Accounting Line: 1 Line Amount: \$192,771.00 Line Op	pen Amount: \$192,771.00			
					100
Information Reference Fund Accounting	Detail Accounting Service Dates Additional Amounts				
Event Type:	AP01 🔮	Budget FY:			
Accounting Template:	E76312	Fiscal Year:			
Line Description:	Federal Cash Request Christian Co.	Period:			
	10/31/22	Bank: G	A 📩		
	6	Vendor Invoice Number: 1	1/8/22 MUNIS 337J	-	
Line Amount:	\$192,771.00	Vendor Invoice Line: 1	4		
Line Closed Amount:	0.00	Vendor Invoice Date: 1	1/07/2022		-
Line Closed Date:	5192 771 00	The king Date:			
Referenced Line Amount:	20.00	Check Description: It	DEAR		
Interest Ineligible:		Circle Overhouse 1	ULA D	←	
Payment Type:	٠			11	
Interest Amount From IPR:		Special Instructions Code:	٤		
PY Accrual/Clearing %:		Disbursement Category: S	STM 📩		
		Extension Reason:	2		
		Extension Description:			
		Invoice Acceptance/Sign-Off Date:			
		Billing Profile:			
		Central Statement BPRO:			
		After Accounts Payable Period:			
		Percentage Completed Before:			
		Percentage Completed Now:			
Posting Total Li	es: 1 Posting Line: 1				

6. Enter the object code "E432" in the Object field. E432 is used for all FCR payments.

CGI Advantage - Google Chr	ome								- 0
emars311.ky.gov/weba	pp/finprdonline3111d1/Adv	antage;jse	sessionid=0000-900ELbgNlkWYA5gybeKJ1c:1e2m5iqqo						01
GI Advantage						Jump to:	👌 Go 🔗 Home	& Personalize an Accessibility	App Help 🍸 About
Icome, Ken Greene				Procurer	ment Budget	ing Accounts Receivable Accounts Payable Cost	Accounting		
neral Accounting Expense	e(GAX) Dept: 540 ID: 230	0036899	Ver.: 1 Function: New Phase: Pending Modified by NXT005	12.11/08/2022					
Header () 1									
Vendor	Vendor	Line: 1	Vendor Customer: KY0035882 Legal Name: CHRISTIAN COUNTY BOARD	D OF EDUCATION	N				
Accounting	Total L	ines: 10+	Accounting Line: 1 Line Amount: \$192,771.00 Line Open Amount: \$	192,771.00					-
						After Accounts Payable Period:			
						Percentage Completed Before:			
						Percentage Completed Now:			
Reference									
	Ref Doc Code:		Ref Ven	dor Line:			Debt ID:	*	
	Ref Doc Dept:		Ref Commo	dity Line:			Schedule Number:	*	
	Ref Doc ID:		RefAccount	ting Line:			Schedule Line:	*	
				Ref Type: Partie					
				T ar to					
Fund Accounting									
	Fund: 12DA	2		Object: E432	2	<u> </u>	Revenue:	2	
	Department: 540	2	Su	b Object:	2		Sub Revenue:	2	
	Unit: 2000	2	Dep	ot Object:	2		Dept Revenue:	2	
							Appr Unit:	2	
Detail Accounting									
betain accounting	Function: 0575		*	Activity:	*		Reporting:	*	
	Sub Function: 7631		Sub	Activity:	*		Sub Reporting:		
	Major Program: 38500	-		ocation:			Task:		
	Program: 36100			ocation			Sub Task		
	Program. 381000.	-	Sub	cocation.	-		Sub Task:	-	
	Program Period: 22	2					Task Order:	2	
Service Dates									
Desting	Consiste	Erom Date							
Posting	Total L	ines: 1	Posting Line: 1						

- 7. Click Validate. This will populate all of the accounting information on that line. Click insert new line at the bottom left corner to make another payment to that vendor. Continue the same process until the payment is complete.
- 8. Attach a copy of the email that was sent from the district that contains the FCR form. This is what the approver will use to ensure that all information was entered correctly. To do this go to the email and click "forward". This will open a new email. Any notes such as "can't pay, assurance not approved" will be entered on the email. Once complete save a copy of the fowarded email to your desktop and name the file the GAX ID. Click Submit and move on to the next FCR payment.