

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. Fcr.requests@education.ky.gov 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 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



cm1320_Accts_Payable_3.11 FINAL.pdf

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

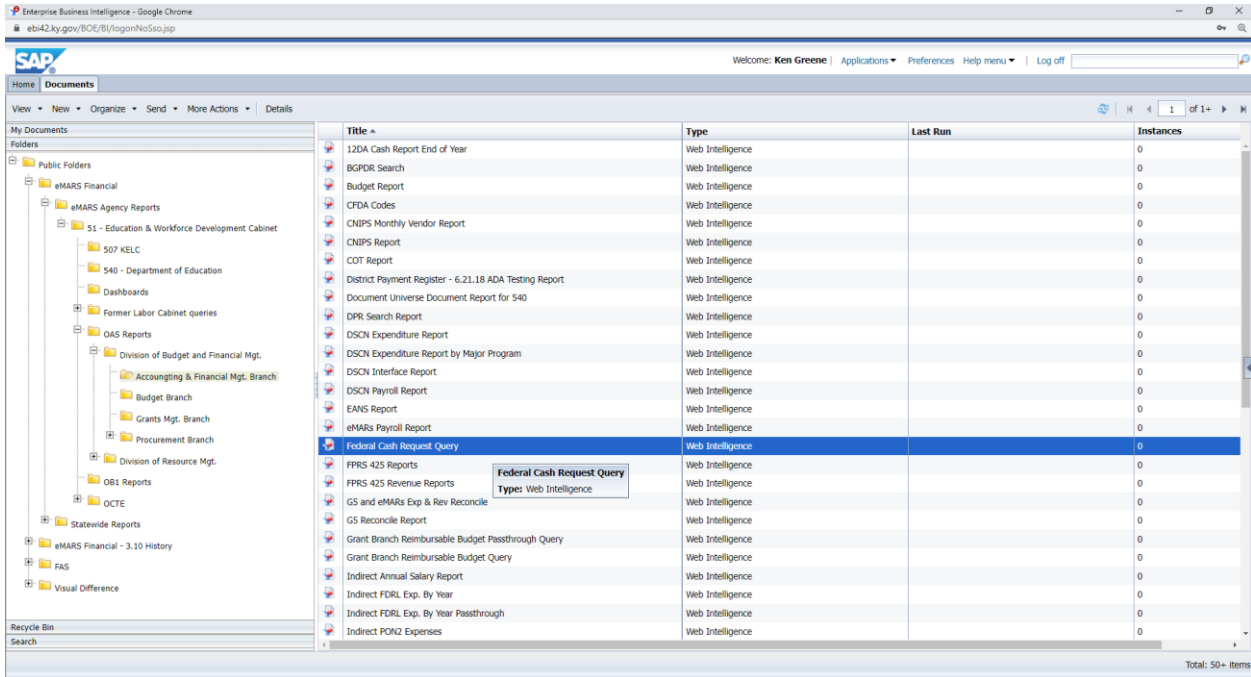
The FCR Pivot Table is just a pivot table that is updated with information from eMARs Reporting. This report should be run each day to capture the prior days expenses. If none of the GAX documents were approved from the day before then no new information will populate.

Federal Grant Allocations Excel Workbook

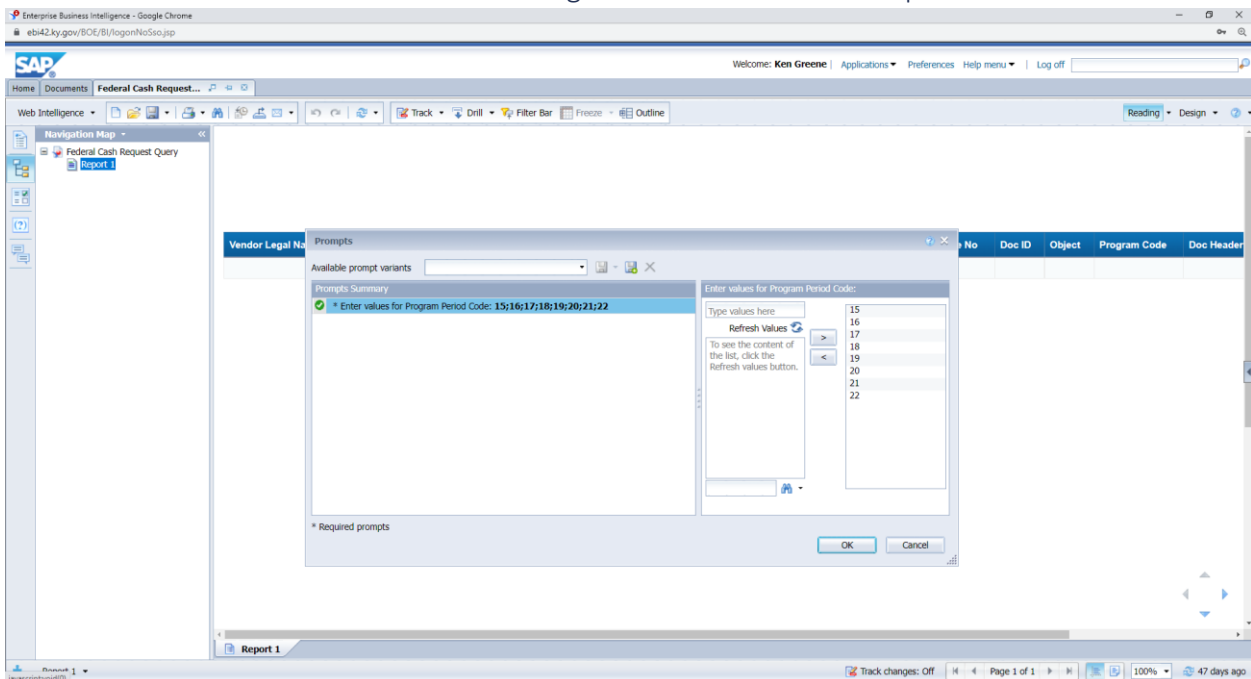
Information for the Federal Grant Allocations Excel Workbook will require access to the GMAP System. The Grant Branch Manager is the contact for requesting access to the GMAP System.

Preparing the FCR Pivot Table

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



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.



5. Download the report to your desktop

Navigation Map

- Federal Cash Request Query
 - Report 1

Vendor Legal Name	Program Period Code	Sub-Function	Jrnl Vendor Invoice No	Doc ID	Object			
BARREN COUNTY BOARD OF EDUCATION	7655	7/5/18 MUNIS 343C		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	8606	7/5/18 MUNIS 311C		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	7521	7/5/18 MUNIS 348D		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	7631	7/5/18 MUNIS 337D		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	7655	7/5/18 MUNIS 343D		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	7671	7/5/18 MUNIS 345D		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	8600	7/5/18 MUNIS 350D		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	8605	7/5/18 MUNIS 310D		1900000003	E432			
BARREN COUNTY BOARD OF EDUCATION	8706	7/5/18 MUNIS 401D		1900000003	E432			
BOYD COUNTY BOARD OF EDUCATION	8605	7/5/18 MUNIS 310C		1900000223	E432			
BOYD COUNTY BOARD OF EDUCATION	7521	7/5/18 MUNIS 348D		1900000223	E432			
BOYD COUNTY BOARD OF EDUCATION	7631	7/5/18 MUNIS 337D		1900000223	E432			
BOYD COUNTY BOARD OF EDUCATION	7655	7/5/18 MUNIS 343D		1900000223	E432			
BOYD COUNTY BOARD OF EDUCATION	8601	7/5/18 MUNIS 314D		1900000223	E432			
BOYD COUNTY BOARD OF EDUCATION	8605	7/5/18 MUNIS 310D		1900000223	E432			
BULLITT COUNTY BOARD OF EDUCATION	616001357	KY0035332	GAX	16	7631	7/5/18 MUNIS 337C	1900000078	E432
BULLITT COUNTY BOARD OF EDUCATION	616001357	KY0035332	GAX	16	8706	7/5/18 MUNIS 401C	1900000078	E432
BULLITT COUNTY BOARD OF EDUCATION	616001357	KY0035332	GAX	17	7531	7/5/18 MUNIS 348D	1900000078	E432

Export

Select

- Reports
- Data

Select All

Report 1

File Type: Excel (.xlsx)

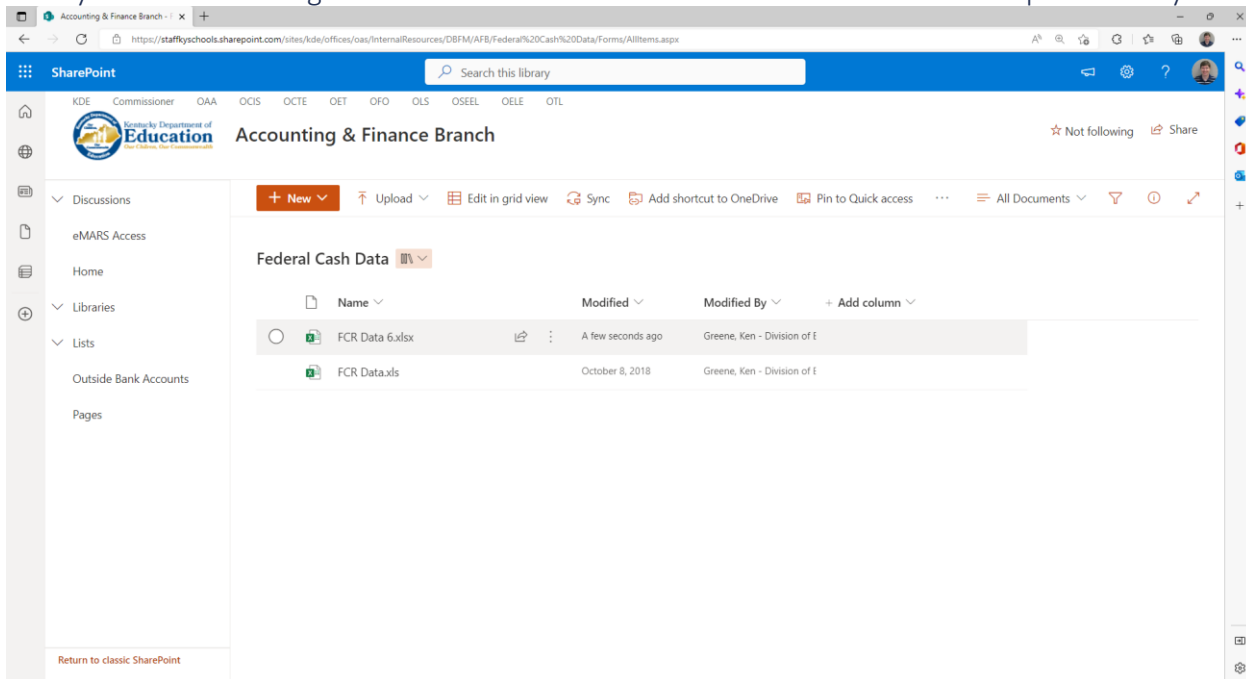
Prioritize the formatting of documents

Prioritize easy data processing in Excel

Images DPI: Default

OK Cancel

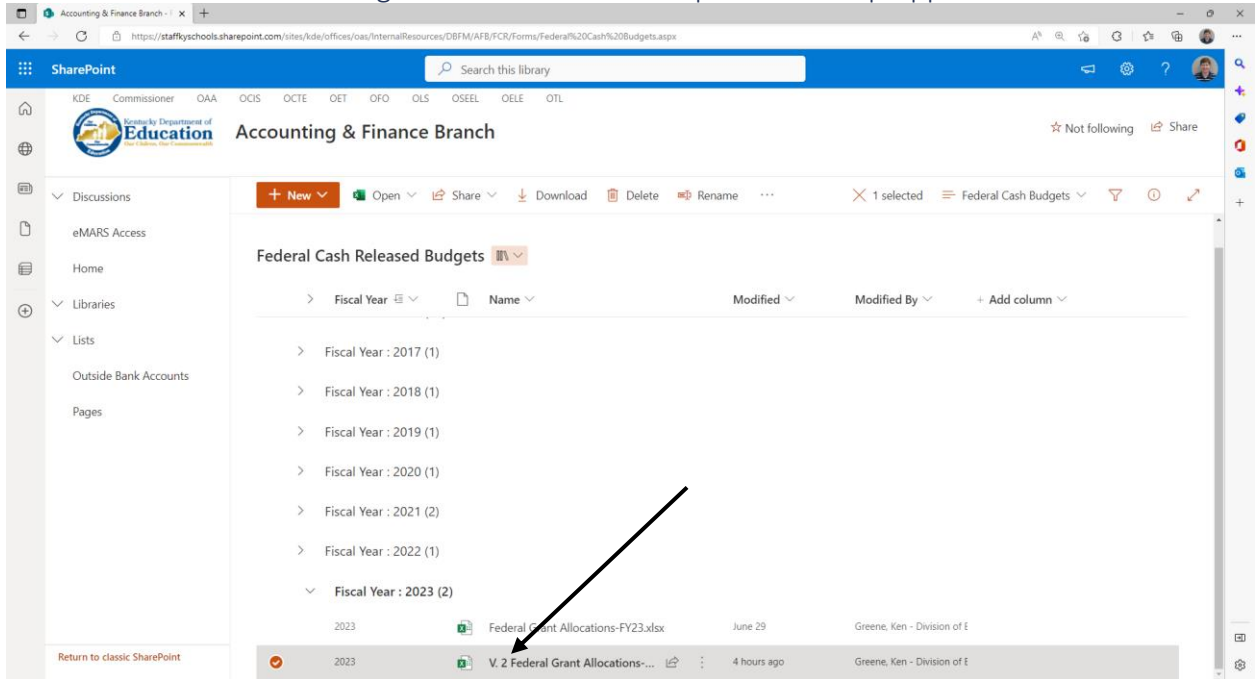
6. Open the most recent FCR Data form from Sharepoint. This document is located in the Federal Cash Data library in the Accounting & Finance Branch folder. This document needs to be updated daily.



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.

The screenshot shows an Excel spreadsheet titled 'V.2 Federal Grant Allocations-FY23'. The spreadsheet has columns for various funding sources and districts. A formula '2 = Check 1 = X' is in cell D145. An arrow points to a cell in the 'Consolidated Plan Received in GMAP' column for the '146 Raceland Ind' district.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
	District	Title I, Part A	Title I, Part D, Subpart 2 Neglected & Delinquent	Title I School Improvement Section A	Title I Part C Migrant	Title IV A Student Support and Academic Enrichment Grant	Title I, Part A, Teacher Quality	Title I, Part A, Teacher Quality										
1	2 = Check 1 = X	Statement of Assurance Received in GMAP	KDE District Funding Assurance Received in GMAP	Consolidated Plan Received in GMAP for 316J, 314J, 345J, 345LJ, 401J, 552J Jennifer Baker	356J Plan Thelma Hawkins	Grant Application - 311J (not in GMAP) Jennifer Baker	RIE A Plan Received in GMAP for 337J, 343J/Dru Hawkins	Perkins Plan Received for 34J, Karla Tipton & Lea Ann Lewis	SOA and District Assurances Pay or Don't	Budget Contact	Thelma Hawkins 502-564-1979 Final 10/29/21	Thelma Hawkins 502-564-1979 Final 10/29/21	Vickie Terry 502-564-1979 Final 10/29/21	Jennifer Baker 502-564-1979 Final 7/1/21	Dru Hawkins 502-564-1979 Final 7/1/21	Jennifer Baker 502-564-1979 Final 10/11/21	Thelma Hawkins 502-564-1979 Final 10/11/21	
146	Raceland Ind	✓	✓	✓	✗	✗	✓	✗	PAY	MUNIS Project #	2,762,534	69,221	100,000	219,960	205,274.00	453,240		
147	Robertson County	✓	✓	✓	✗	✗	✓	✗	PAY		226,757	30,284			17,697.00	34,282		
148	Rockcastle County	✓	✓	✓	✗	✗	✓	✗	PAY		117,731				10,000.00	17,114		
149	Rowan County	✓	✓	✓	✗	✗	✓	✗	PAY		1,070,488				81,393.00	139,696		
150	Russell County	✓	✓	✓	✗	✗	✓	✗	PAY		1,075,318				73,963.00	159,656		
151	Russell Ind	✓	✓	✓	✗	✗	✓	✗	PAY		1,279,611				95,083.00	170,869		
152	Russellville Ind	✓	✓	✓	✗	✗	✓	✗	PAY		387,535				28,797.00	68,653		
153	Science Hill Ind	✓	✓	✓	✗	✗	✓	✗	PAY		462,890				37,840.00	50,371		
154	Scott County	✓	✓	✓	✗	✗	✓	✗	PAY		125,660				10,000.00	23,740		
155	Shelby County	✓	✓	✓	✗	✗	✓	✗	PAY		1,309,669			161,868	103,192.00	256,230		
156	Simpson County	✓	✓	✓	✗	✗	✓	✗	PAY		1,242,517				93,231.00	231,659		
157	Somerset Ind	✓	✓	✓	✗	✗	✓	✗	PAY		811,807		100,000		63,239.00	127,114		
158	Southgate Ind	✓	✓	✓	✗	✗	✓	✗	PAY		844,790				62,773.00	95,857		
159	Spencer County	✓	✓	✓	✗	✗	✓	✗	PAY		131,357				10,000.00	17,013		
160	Taylor County	✓	✓	✓	✗	✗	✓	✗	PAY		305,295				22,686.00	78,595		
161	Todd County	✗	✓	✓	✗	✗	✓	✗	PAY		787,851				60,885.00	108,968		
162	Trigg County	✓	✓	✓	✗	✗	✓	✗	PAY		739,456			279,180	54,948.00	110,948		
163	Trimble County	✓	✓	✓	✗	✗	✓	✗	PAY		698,670				54,109.00	103,944		
164	Union County	✓	✓	✓	✗	✗	✓	✗	PAY		347,760				27,888.00	49,614		
165	Warrick Veronia Ind	✓	✓	✓	✗	✗	✓	✗	PAY		490,230				39,177.00	76,641		
166	Warren County	✓	✓	✓	✗	✗	✓	✗	PAY		154,960				12,415.00	35,761		
167	Washington County	✓	✓	✓	✗	✗	✓	✗	PAY		4,594,148	58,405		711,071	350,853.00	652,673		
168	Wayne County	✓	✓	✓	✗	✗	✓	✗	PAY		533,901				40,505.00	82,666		
169	Webster County	✓	✓	✓	✗	✗	✓	✗	PAY		1,497,316	64,895		109,346	111,260.00	189,636		
170	Whitley County	✓	✓	✓	✗	✗	✓	✗	PAY		596,227			143,397	46,213.00	89,032		
171	Williamson Ind	✓	✓	✓	✗	✗	✓	✗	PAY		2,459,263				190,526.00	256,540		
172	Williamstown Ind	✓	✓	✓	✗	✗	✓	✗	PAY		394,603				31,730.00	41,544		
173	Wolfe County	✓	✓	✓	✗	✗	✓	✗	PAY		159,258				13,019.00	24,596		
174	Woodford County	✓	✓	✓	✗	✗	✓	✗	PAY		937,357				69,652.00	98,449		
175											617,355			141,917	46,945.00	120,472		
											\$ 239,252,743	\$ 1,449,319	\$ 200,000	\$ 5,604,672	\$ 18,388,873	\$ 30,608,664	\$	

- 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".

Kentucky Department of Education
Our Children, Our Commonwealth

Grant Management Application & Planning System Home

Application

GMAP Application is now open and due **August 31**. Allocations in GMAP are preliminary for the 2022-2023 school year. FY23 allocations are available on the [Federal Grants webpage](#). Final allocations will be dependent of final notification from the U.S. Department of Education.

The release of FY23 notices is based on the following:

- An approved FY23 Consolidated Application
- Submission of FY23 District Funding Assurances
- Submission of FY23 Superintendent District Funding Assurances Statement
- Submission of FY23 Federal Cash Request Statement of Assurance

If you have questions, please contact the following:

- Title I, Part A - Title I, Part A Consultants
- Title I, Part D Neglected and Delinquent: [Monica Higgins](#) or [Wes Blake](#)
- Title II, Part A – Supporting Effective Instruction: [Title II, Part A Consultants](#)
- Title III – English Language Learners: [Neil Watts](#)
- Title IV, Part A – Student Support and Academic Enrichment: [Lalah Brewer](#) or [Lee Bowling](#)
- GMAP Technical: [Jennifer Baker](#)
- District Funding Assurances: [Nicole Crosswhite](#)
- Federal Cash Request Statement of Assurance: [Ken Greene](#)

- 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.

Search District Document Library

Organization Name: Begins With

Organization Number:

County: All

General / Fiscal Year: 2023

Documents: 2022-2023 Title I Comparability Report
Additional Documentation
Annual Report
CEIS Beginning of Year Report
CEIS End of Year Report
CEIS Quarterly Report
Certification/Licensure
Class Size Reduction
FY2023 District Funding Assurances Statement
FY2023 Federal Cash Request Assurance

Special Options: LEA Has Met Minimum Required Count

Documents Returned: All documents

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Kentucky

- 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.

- 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.

Auditing the FCR Form

1. 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 the 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.

Vendor Legal Name	Vendor Org	Employee ID	Invoice No	Object	Program Code	Doc Code	Doc ID	Total
610001366			7/24/20 MUNIS 401F	E432	3230002	GAX	2100008040	32991
			8/20/20 MUNIS 401F	E432	3230002	GAX	2100012815	5141
5340 Total								37,817.00
5341			1/25/21 MUNIS 401F	E432	3230002	GAX	2100035560	24287
			3/2/20 MUNIS 401F	E432	3230002	GAX	2100039244	9088
			12/10/20 MUNIS 401F	E432	3230002	GAX	2100042409	754
			2/23/21 MUNIS 401F	E432	3230002	GAX	2100061143	918
			3/28/21 MUNIS 401F	E432	3230002	GAX	2100069512	70
			9/14/20 MUNIS 401F	E432	3230002	GAX	2100019137	2742
5341 Total								38,419.00
7662			10/20/20 MUNIS 532F	E432	3420002	GAX	2100029244	8700
			12/30/19 MUNIS 532F	E432	3420002	GAX	2000049244	4137
			2/23/21 MUNIS 532F	E432	3420002	GAX	2100061143	12485
			3/25/21 MUNIS 532F	E432	3420002	GAX	2100069512	22875
			3/27/20 MUNIS 532F	E432	3420002	GAX	2000073500	4950
			3/3/20 MUNIS 532F	E432	3420002	GAX	2000060380	8088
			4/24/20 MUNIS 532F	E432	3420002	GAX	2000082212	5041
			4/28/21 MUNIS 532F	E432	3420002	GAX	2100077321	6109
			4/6/21 MUNIS 532F	E432	3420002	GAX	2000082938	9644
			7/24/20 MUNIS 532F	E432	3420002	GAX	2100008040	8916
			8/20/20 MUNIS 532F	E432	3420002	GAX	2100012815	728
			9/14/20 MUNIS 532F	E432	3420002	GAX	2100019137	3700
7662 Total								94,369.00
7521			12/30/19 MUNIS 348F	E432	3710002	GAX	2000049244	22909
			3/16/20 MUNIS 348F	E432	3710002	GAX	2000082212	1875
			4/24/20 MUNIS 348F	E432	3710002	GAX	2000082212	464
			7/24/20 MUNIS 348F	E432	3710002	GAX	2100008040	12327
7521 Total								37,375.00
7631			1/25/21 MUNIS 337F	E432	3810002	GAX	2100035560	13514
			10/20/20 MUNIS 337F	E432	3810002	GAX	2100029244	58922
			12/30/19 MUNIS 337F	E432	3810002	GAX	2000049244	69663
			2/23/21 MUNIS 337F	E432	3810002	GAX	2100061143	9125
			3/27/20 MUNIS 337F	E432	3810002	GAX	2000073500	46642
			3/3/20 MUNIS 337F	E432	3810002	GAX	2000060380	99852
			4/24/20 MUNIS 337F	E432	3810002	GAX	2000082212	42444
			4/6/21 MUNIS 337F	E432	3810002	GAX	2000082938	92668
			7/24/20 MUNIS 337F	E432	3810002	GAX	2100008040	64263
			8/20/20 MUNIS 337F	E432	3810002	GAX	2100012815	16172
			9/14/20 MUNIS 337F	E432	3810002	GAX	2100019137	49853
			10/5/20 MUNIS 337F	E432	3810002	GAX	2100013842	2494
			12/8/21 MUNIS 337F	E432	3810002	GAX	2200041342	9125
7631 Total								564,716.00
7655			12/30/19 MUNIS 343F	E432	3800002	GAX	2000049244	12902
			3/27/20 MUNIS 343F	E432	3800002	GAX	2000073500	5186

- 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.

MUNIS CODE	GRANT NAME	CFDA #	Last Day to Request Funds	APPROVED BUDGET	ACTUAL EXPENDITURES TO DATE	CASH ADVANCE	PREVIOUS CASH RECEIVED	REQUEST THIS PERIOD	BALANCE TO BE REQUESTED	Send Check to KDE?	ACTING TEMPLATE	SUB UNIT	FUNCTION	PROGRAM #
310I	Title I - Part A	84 010A	11/15/2023	921,400	574,802		847,915	(7,748)	146,598	No	E89051	8605	2000	D523 3100002
311I	Title I - Part C - Migrant	84 011A	11/15/2023							No	E86061	8606	2000	D523 3110002
314I	Title I - Part D - Neg. & Del.	84 010A	11/15/2023							No	E86011	8601	2000	D523 3100102
320I	Title I - School Improvement (a)- Hub Schools	84 010A	11/15/2023							No	E88101	8610	2000	D523 3100202
320IC	FY22 School Improvement-Cohort 3	84 01	11/15/2023							No	E86241	8624	2000	D523 3100202
337I	IDEA-B	84 027A	11/15/2023	680,800	680,800		680,800			No	E76311	7631	2000	D575 3810002
339I	IDEA-B Coop Grants	84 027A	11/15/2023							No	E76330	7633	2000	D575 3810004
343I	IDEA-B Preschool	84 173A	11/15/2023	55,963	55,963		55,963			No	E76551	7655	2000	D57A 3800002
345I	Title III - English Language Learners	84 385A	11/15/2023							No	E74751	7475	2000	D523 3300002
345II	Title III - Immigrant	84 385B	11/15/2023							No	E74761	7476	2000	D523 3300002
349I	Perkins Voc. & Tech. Ed.	34 920A	10/15/2023	30,146	30,146		30,146			No	E75211	7521	2000	D577 3710002
348IA	Perkins Carryforward	84 045A	03/1/2023	2,128					2,128	No	E75251	7525	2000	D577 3710002
552I	Title IV-A Student Support and Academic Enrichment Grant	84 424A	11/15/2023	61,035	22,415		20,381	2,034	38,620	No	E74841	7484	2000	D52R 3420002
350I	Title V - Rural and Low Income	84 358B	11/15/2023							No	E86001	8600	2000	D523 3140002
401I	Title II A - Supporting Effective	84 367A	11/15/2023	132,774	128,755		131,194	(1,438)	3,019	YES	E53411	5341	2000	D530 3230002
TOTAL REQUEST				1,784,244	1,593,881		1,565,499	28,382	190,363					

Marking the Email after it is Audited

- 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


Color Categories



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
<input checked="" type="checkbox"/>  Audited (Ready to Pay)	
<input type="checkbox"/>  No 350J Plan	
<input type="checkbox"/>  No 473G Assurance Don't Pay Grant	
<input type="checkbox"/>  No 476IC Plan	
<input type="checkbox"/>  No 554GS Assurance Don't Pay Grant	
<input type="checkbox"/>  No 554GV Assurance/Budget (Don't Pa...	
<input type="checkbox"/>  No 663G Assurance	
<input type="checkbox"/>  No ARP Plan or Assurance (Don't Pay G...	
<input type="checkbox"/>  No Consolidated Plan (Don't Pay Grants)	
<input type="checkbox"/>  No District Funding Assurance	
<input type="checkbox"/>  No IDEA B Plan Don't pay Grants	
<input type="checkbox"/>  No Migrant Plan (Don't Pay Grant)	
<input type="checkbox"/>  No ...	

New...
Rename
Delete

Color:


Shortcut Key:

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)”

The screenshot shows the 'Header #1' tab in the CGI Advantage system. The 'Document Name' field is populated with 'Federal Cash Request Christian Co 18/31/22'. The 'Document Description' field also contains 'Federal Cash Request Christian Co 18/31/22'. The 'Cited Authority' field is set to 'KRS156.035(2)'. The 'Vendor Line 1' section shows 'Vendor Customer: KY003582' and 'Legal Name: CHRISTIAN COUNTY BOARD OF EDUCATION'. The 'Accounting' section shows 'Total Lines: 10-' and 'Accounting Line: 1' with a 'Line Amount' of '\$192,771.00' and a 'Line Open Amount' of '\$192,771.00'. The 'Posting' section shows 'Total Lines: 1' and 'Posting Line: 1'.

3. Go to the Vendor Tab. Enter the Vendor Code for the District.

The screenshot shows the 'Vendor' tab in the CGI Advantage system. The 'Vendor Line 1' section shows 'Vendor Customer: KY003582' and 'Legal Name: CHRISTIAN COUNTY BOARD OF EDUCATION'. The 'General Information' section shows 'Vendor Customer: KY003582', 'Legal Name: CHRISTIAN COUNTY BOA', 'Address Code: AD001', 'Address Line 1: PO Box 609', 'Address Line 2:', 'City: HOPKINSVILLE', 'State: Kentucky', 'Zip: 42241', 'Country: US', and 'County:'. The 'Vendor Contact' section shows 'Vendor Contact ID: FC001', 'Vendor Contact Name: Jessica Darnell', 'Vendor Contact Phone: 270-687-7006', 'Vendor Contact Phone Ext:', 'Vendor Contact Email: jessica.darnell@christian.ky', 'Fax:', 'Fax Extension:', and 'Web Address http://'. The 'Accounting' section shows 'Total Lines: 10-' and 'Accounting Line: 1' with a 'Line Amount' of '\$192,771.00' and a 'Line Open Amount' of '\$192,771.00'. The 'Posting' section shows 'Total Lines: 1' and 'Posting Line: 1'.

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.

CGI Advantage - Google Chrome
 emars311.ky.gov/webapp/fmprdonline3111d1/Advantage?sessionId=0000-900ELbgNkWYA5gybeKJ1c1e2m5iqqq

CGI Advantage
 Welcome, Ken Greene
 General Accounting Expense(GAX) Dept: 540 ID: 2300036899 Ver: 1 Function: New Phase: Pending Modified by NKT0652 - 11/08/2022

Header #1
 Vendor Line: 1 Vendor Customer: KY0035882 Legal Name: CHRISTIAN COUNTY BOARD OF EDUCATION

Accounting	Total Lines: 10-	Accounting Line: 1	Line Amount: \$192,771.00	Line Open Amount: \$192,771.00
2			\$33,859.00	\$0.00
3			\$313,109.00	\$0.00
4			\$14,432.00	\$0.00
5			\$19,349.00	\$0.00
6			\$6,956.00	\$0.00
7			\$2,868.00	\$0.00
8			\$16,370.00	\$0.00
9			\$22,147.00	\$0.00
10			\$45,578.00	\$0.00
From 1 to 10 Total: 10+				

General Information

Event Type: AP01
 Accounting Template: E76312
 Line Description: Federal Cash Request Christian Co. 19/31/22
 Line Amount: \$192,771.00
 Line Closed Amount: \$0.00
 Line Closed Date:
 Line Open Amount: \$192,771.00
 Referenced Line Amount: \$0.00
 Interest Ineligible:
 Payment Type:
 Interest Amount From IPR:
 PY Accrual/Clearing %:

Budget FY:
 Fiscal Year:
 Period:
 Bank: GA
 Vendor Invoice Number: 11/8/22 MUNIS 337J
 Vendor Invoice Line: 1
 Vendor Invoice Date: 11/07/2022
 Tracking Date:
 Check Description: IDEA-B
 Special Instructions Code:
 Disbursement Category: STM
 Extension Reason:

Posting Total Lines: 1 Posting Line: 1

5. Enter today's 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.

CGI Advantage - Google Chrome
 emars311.ky.gov/webapp/fmprdonline3111d1/Advantage?sessionId=0000-900ELbgNkWYA5gybeKJ1c1e2m5iqqq

CGI Advantage
 Welcome, Ken Greene
 General Accounting Expense(GAX) Dept: 540 ID: 2300036899 Ver: 1 Function: New Phase: Pending Modified by NKT0652 - 11/08/2022

Header #1
 Vendor Line: 1 Vendor Customer: KY0035882 Legal Name: CHRISTIAN COUNTY BOARD OF EDUCATION

Accounting	Total Lines: 10-	Accounting Line: 1	Line Amount: \$192,771.00	Line Open Amount: \$192,771.00
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General Information

Event Type: AP01
 Accounting Template: E76312
 Line Description: Federal Cash Request Christian Co. 19/31/22
 Line Amount: \$192,771.00
 Line Closed Amount: \$0.00
 Line Closed Date:
 Line Open Amount: \$192,771.00
 Referenced Line Amount: \$0.00
 Interest Ineligible:
 Payment Type:
 Interest Amount From IPR:
 PY Accrual/Clearing %:

Budget FY:
 Fiscal Year:
 Period:
 Bank: GA
 Vendor Invoice Number: 11/8/22 MUNIS 337J
 Vendor Invoice Line: 1
 Vendor Invoice Date: 11/07/2022
 Tracking Date:
 Check Description: IDEA-B
 Special Instructions Code:
 Disbursement Category: STM
 Extension Reason:
 Invoice Acceptance/Sign-Off Date:
 Billing Profile:
 Central Statement BPRO:
 After Accounts Payable Period:
 Percentage Completed Before:
 Percentage Completed Now:

Posting Total Lines: 1 Posting Line: 1

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

The screenshot shows the CGI Advantage web application interface. The top navigation bar includes 'Procurement', 'Budgeting', 'Accounts Receivable', 'Accounts Payable', and 'Cost Accounting'. The main content area is divided into several sections: 'Header #1', 'Vendor', 'Accounting', 'Reference', 'Fund Accounting', 'Detail Accounting', and 'Service Dates'. The 'Fund Accounting' section is the primary focus, showing fields for Fund (12DA), Department (540), Unit (2000), Object (E432), Sub Object, and Dept Object. A black arrow points to the 'Object' field, which contains the value 'E432'. Other fields in the 'Fund Accounting' section include Revenue, Sub Revenue, Dept Revenue, and Appr Unit. The 'Detail Accounting' section shows fields for Function (D575), Sub Function (7631), Major Program (38150), Program (3810002), Program Period (22), Activity, Sub Activity, Location, Sub Location, Reporting, Sub Reporting, Task, Sub Task, and Task Order. The 'Posting' section at the bottom shows 'Total Lines: 1' and 'Posting Line: 1'. The interface includes a 'Copy' button and a 'Discard' button.

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 forwarded email to your desktop and name the file the GAX ID. Click Submit and move on to the next FCR payment.