

**electronic Planning and electronic Grants System – ePeGS  
Perkins IV Help Document (Final Expenditure Report)**

**Getting Started**

1. Go to the Department of Elementary and Secondary Education homepage (<http://www.dese.mo.gov>).
  - a) The user must click on “DESE Web Applications” which is located on the bottom left side of the screen. This will take the user to the Log In Page.
  - b) The user must enter their User Name and Password and click the “Log In” button. This will take the user to the Web Applications page.
  - c) The user must click on “ePeGS” which is located under the heading Cross-Divisional Systems.

**ePeGS Homepage**

1. From the ePeGS Homepage, the user has the option to select “Planning Tool” or “Funding Application Menu.”
  - a) The user must click on “Funding Application Menu” which will take the user to the Funding Application Menu.

**Funding Application: Menu**

1. The Funding Application Menu displays all of the DESE Divisions and their associated active grants for the user’s District/LEA.
  - a) The user must click on “Show” which is located next to Career Education. This will display the active grants for the Division.
  - b) The user must select the “Perkins Basic Grant – Secondary”, “Perkins Basic Grant – Postsecondary” or “Perkins Tech Prep Grant” link. This will take the user to the Grant Summary page for the grant that was selected.

**Funding Application: Grant Summary**

1. From the Grant Summary page, the user must select the year of the grant to be worked on. *(Note: The system automatically defaults to the maximum year that has been opened for the applicable grant.)* The user must then select from the following options:
  - a) Budget Application
  - b) Payment Request
  - c) Final Expenditure Report (FER)

## **Funding Application: Final Expenditure Report**

1. To create the final expenditure report, the user must click on “Show” which is located next to Final Expenditure Report.
  - a) The user must click on the “Create Final Expenditure Report” link. This will take the user to the Final Expenditure Report page.
  - b) The Final Expenditure Report is used to indicate the amount of funds actually spent in various categories. In most instances, the FER is also used as the final payment request for the grant. (*Once the FER has been submitted, the system will not allow any additional Payment Requests to be made for the specific grant and year.*)
    - ◇ The following information is displayed in the heading of the FER page:
      1. Funding Application – this indicates the name of the grant that is currently being worked on.
      2. Version – this indicates which version of the FER is being worked on. (*If it is the initial FER, it will display as Initial. If the initial FER is revised, then it will display as Revision 1 and the number will increase by one each time the Create Revision link is clicked on the Grant Summary page.*)
      3. Status – this indicates the status of the current FER. The following are potential statuses of a payment request: Created, Submitted, Approved, and Disapproved/Open.
    - ◇ The following information is displayed at the top of the FER page:
      1. Funds Available – this is the total amount of money available for the District/LEA to spend. (*This is a hyperlink that, once selected, will display a window detailing how the Funds Available were calculated.*)
      2. Administration Costs Rate – this indicates the percent that should be multiplied by the Funds Available to determine the maximum amount of money that may be spent on administrative costs (both direct and indirect costs). (*For the Perkins grants, there is a maximum of 5% allowed for administrative costs.*)
      3. Restricted Indirect Costs Rate – this indicates the percent that may be used if the District/LEA decides to spend funds for indirect costs.
    - ◇ The FER uses the same object and function codes as the Budget grid.
  - c) The user must enter the amount of funds in which the District/LEA spent throughout the fiscal year on the FER. The amounts must be entered in the cells of the applicable object and function codes. (*The FER is set up to report program costs and administration costs. The top portion of the grid is where the user enters the program costs; and the bottom portion of the grid is where the user enters the administration costs. The system will display a subtotal of both of these costs. At the very bottom of the grid, the system displays a grand total of both program and administration costs.*)

NOTE: The actual expenditures indicated on the FER can be slightly different from what was proposed in the budget. The system will allow for a 10 percent variance between the last approved budget and the FER. The variance is allowed between the program costs subtotal columns and administration costs subtotal columns.

- ◇ Once the information is entered on the FER, the user may click on the “Calculate Total” button which is located at the bottom of the page. This will calculate the subtotals and grand totals for all data entered to this point.
- ◇ The user should then click on the “Save” button which is located at the bottom of the page. This will save the data that was entered on the FER.
- ◇ If the District/LEA spent funds for indirect costs, the user must click on the “Calculate Indirect Costs” button which is located at the bottom of the FER. This will calculate the maximum amount of indirect costs and display the amount next to the “Calculate Indirect Costs” button.
  - > The indirect cost calculation may be run as many times as necessary. The system will take the data that is currently on the FER and run the calculation.
  - > The user may then choose to enter the entire amount, a portion of the amount or none in the Indirect Costs cell located in the Total column of the FER.
  - > The user must click on the “Save” button which is located at the bottom of the page in order to save the data.
- ◇ If necessary, the user may enter comments in the District/LEA Comment textbox. There is a maximum of 1,000 characters allowed in this textbox. The Division will be able to view, but not change, these comments.
- ◇ Once the FER is completed, the user should click on the “Submit” button which is located at the bottom of the page. If there are no errors, the FER will be submitted for the specific grant. In addition, the system will display the date that the FER was submitted and the user who submitted it.

NOTE: Once the user clicks on the “Submit” button, a message may appear indicating the FER did not submit due to errors.

- ◇ To review the errors, the user must click on the red “Edits” button.
- ◇ Once the “Edits” button is clicked, a window appears with an edit message(s) indicating why the FER did not submit.

NOTE: An edit message identified as a “W” is a warning. The user may still submit a FER with a warning. An edit message identified as an “E” is an error. The user may not submit a FER with an error.

- ◇ The user must correct the errors on the FER based on the edit message(s). The user may also need to create and submit a budget revision, if the actual expenditures for the program costs subtotal and/or administration costs subtotal exceed the 10 percent variance from the last approved budget.
- ◇ After the user has created and submitted a budget revision, if applicable, and corrected the errors on the FER, the user must click on the “Save” button which is located at the bottom of the page.
- ◇ The user must then click on the “Submit” button again.
- ◇ If there are no errors, the FER will be submitted for the specific grant. In addition, the system will display the date that the FER was submitted and the user who submitted it.

NOTE: At the bottom of the FER, there is a “Payment History” button. This provides the user with a report that shows a payment summary for the District/LEA which includes total funds expended, amount received to date, amount due District/LEA, and amount overpaid (if applicable).