electronic Planning and electronic Grants System – ePeGS
Perkins IV Help Document (Payment Request)

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: Payment Request

1. To create a payment request, the user must click on “Show” which is located next to Payment Request.

   a) The user must click on the “Create Payment Request” link. This will take the user to the Payment Request page.

   b) The Payment Request page is used to request a payment for a grant based on the most current approved budget and the amount paid to date.

      ◊ The following information is displayed in the heading of the Payment Request 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 Payment Request is being worked on. *(If it is the first Payment Request, it will display as Request 1. This number will increase by one each time the Create Payment Request link is clicked on the Grant Summary page.)*
         3. Status – this indicates the status of the current payment request. The following are potential statuses of a payment request: Created, Submitted, Approved, Disapproved/Open, Payment in Process, and Payment Processed.

      ◊ The following information is displayed on the Payment Request page:

         1. Total Funds Available – this indicates the total amount of money available for the District/LEA to budget. (*This is a hyperlink that, once selected, will display a window detailing how the Funds Available were calculated.)*
         2. Amount Budgeted – this indicates the amount of the Total Funds Available that has been budgeted. It also indicates the budget version (i.e. Initial, Revision 1, Revision 2, etc.)
         3. Amount Paid to Date – this indicates the total amount of funds that the District/LEA has received as of the current date.
         4. Balance Available – this indicates the difference between the Amount Budgeted and the Amount Paid to Date.
         5. Funds Requested – this textbox is where the user must enter the dollar amount for the payment request. *(This should only be the amount of funds needed to meet the District/LEAs immediate cash needs until the next month’s school payment.)*
         6. District/LEA Comment – this textbox allows the user to enter any necessary comments regarding the payment request.

   c) The user must enter the desired dollar amount in the Funds Requested textbox. *(Funds requested should only be the amount of funds needed to meet the District/LEAs immediate cash needs until the next month’s school payment.)*

   d) The user may enter comments into the District/LEA Comment textbox, if necessary.

e) 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 Payment Request.

   NOTE: Once the user clicks on the “Save” button, a red “Edits” button may appear indicating there are errors on the Payment Request. The user must view the errors by clicking on the red “Edits” button. The user must correct the errors on the Payment Request based on the edit message(s). After the user has corrected the errors, the user must click on the “Save” button which is located at the bottom of the page.

f) The user must then click on the “Submit” button. The Payment Request will be submitted and the system will display the date that the Payment Request was submitted and the user who submitted it.

   NOTE: By clicking on the “Submit” button, the user has agreed that the funds have either been spent or will be expended within 3 business days of receipt.