

How to Submit a Reimbursement Request in ePlan

This document details how a grantee submits and receives a request for reimbursement in ePlan. For additional support, please contact:

Topic	Contact
Grant budgets, indirect cost, budget line items	The LEA's fiscal consultant
Required supporting documentation, allowability of expenses	Department grant director
ePlan technical support, user access	ePlan.Help@tn.gov

Key Facts

Reimbursement requests can:

- only be submitted for a funding application that has been fully approved by the department.
 - Note:* If a grantee is creating a revision to their funding application, a reimbursement request must be created based on the most-recently approved funding application budget, or the grantee must wait until the revised funding application has been approved.
- only include line items from the approved application budget.
- only be submitted for expenses that have already taken place.
- only be completed by users with the *LEA Fiscal Representative* role.
- only be submitted one at a time, per grant, per fiscal year (i.e., a new reimbursement request cannot be submitted for the same grant in the same fiscal year until the prior reimbursement request has been paid).
- take up to 5-7 days to be approved and paid through Edison. This timeline begins after the reimbursement request is marked as *State Accounting System Accepted*.

Reimbursement requests follow these workflow steps:

Step	Description
1. Draft Started	<i>LEA Fiscal Representative</i> initiates a reimbursement request, enters expenditure details, and uploads required documentation (determined by the program director of the grant at the department).
2. Draft Completed	<i>LEA Fiscal Representative</i> clears any validation errors and submits the request to the department for review and approval.
3. Grants Management Approved	The request has been reviewed and approved by the department's fiscal team and is in queue to be paid.
4. Submitted to State Accounting System	The request is transferred from ePlan to Edison.
5. State Accounting System Accepted	The request has been received by Edison.
6. State Accounting System Paid	The reimbursement request has been paid through a voucher in Edison.

Reimbursement Request Submission Guide

1. Sign in to <http://ePlan.tn.gov>.
2. From the ePlan main menu, select *Reimbursement Requests > Reimbursement Requests*.



3. Select the fiscal year and specific grant from which to request reimbursement.
 - a. You can also select the funding application from the drop-down menu.

Reimbursement Requests						
SAMPLE District - FY 2022						
2022 ▾ All Funding Applications ▾						
Funding Application	Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
ARP Homeless 2.0	ARP Homeless 2.0	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	None
ARP IDEA	ARP IDEA Part B Funds	\$0.00	\$0.00	\$0.00	\$0.00	None
ARP IDEA	ARP IDEA Preschool Funds	\$0.00	\$0.00	\$0.00	\$0.00	None

4. Once the grant is selected, click *Create New Reimbursement Request*.

Project Summary					
SAMPLE District- FY 2022 - Sample Grant					
Return to Reimbursement Requests					
Project Information					
Project Number	99--XXX-000				
C.F.D.A. Number					
Initial Substantially Approved Date	7/1/2021				
Project Begin Date	7/1/2021				
Project End Date	6/30/2022				
Allocation	\$1,000,000.00				
Available Budget	\$1,000,000.00				
Allow Carryover	False				
Project Status	Normal [Hold] [History]				
Create New Reimbursement Request					
Reimbursement Requests					
#	Amount	Request Period	Status	Status Date	Voucher #
1	\$500,000.00	September 30, 2021	State Accounting System Paid	October 8, 2021	00999999
Create New Adjustment					
Adjustments					
Amount	Type	Creator	Date		
There are no matching Adjustments for this grant.					

5. Click *Confirm* on the next screen to verify that you wish to create a reimbursement request.

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

Confirm
Cancel

6. You will now be in *Draft Started* status. Click *Expenditure Details*.

Reimbursement Request Sections

SAMPLE DISTRICT - FY 2022 - Sample Grant

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

7. Enter expenditures for which you are requesting reimbursement in the appropriate cells on the *Expenditure Details* page.
- a. If you hover your mouse over each cell, you will see the budget amount, the amount that has been requested, and the amount remaining.
 - b. ePlan will calculate the *Total*.
 - c. Remember, always enter year-to-date expenditures. If you do not, there will be a validation error preventing the submission of the request.

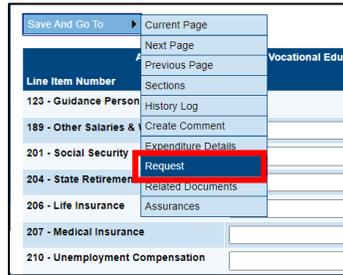
Expenditure Details

SAMPLE District - FY 2022 - Sample Grant

[Save And Go To](#) ▶

Line Item Number	Account Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	99100 - Transfers Out	Total
123 - Guidance Personnel			0.00			0.00
189 - Other Salaries & Wages		0.00				0.00
201 - Social Security		0.00	0.00			0.00
204 - State Retirement		0.00	0.00			0.00
206 - Life Insurance		0.00	0.00			0.00
207 - Medical Insurance		0.00	0.00			0.00
210 - Unemployment Compensation		0.00	0.00			0.00
212 - Employer Medicare		0.00	0.00			0.00
355 - Travel				0.00		0.00
355C - Travel (CTSO)			0.00			0.00
399 - Other Contracted Services		0.00	0.00			0.00
399C - Other Contracted Services (CTSO)			0.00			0.00
399PD - Other Contracted Services (PD)			0.00			0.00
429 - Instructional Supplies & Materials		0.00				0.00

8. After expenditures are entered, click *Save and Go To* and select *Request*.



9. On the *Request* page, enter a date into the *Fiscal Information As Of* line; this is the date through which you are requesting reimbursement.

a. ePlan will calculate the amount of the reimbursement due.

Request

SAMPLE District - FY 2022 - Sample Grant

Save And Go To

Payment Details

General Information

Project Number	###-###000
C.F.D.A. Number	
Reimbursement Request #	1
Voucher Number	

Fiscal Summary

Allocation	\$1,000,000.00
Available Budget	\$1,000,000.00
Fiscal Information As Of	<input type="text"/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$0.00
Cash Balance On Hand	\$0.00
Cash Available	\$1,000,000.00
Total Amount Requested	\$0.00

10. Click *Save And Go To > Related Documents* to upload any required or optional supporting documentation. If there is a required template that you must use, it will be in the *Document Template* column.

Related Documents

SAMPLE District - FY 2022 - Sample Grant

Save And Go To

Optional Documents

Type	Document Template	Document/Link
RR Sample Grant Supporting Documentation	N/A	Upload New

Save And Go To

11. Go to *Save And Go To > Sections* to review and clear any validation errors. Click on the underlined *Messages* in the *Validation* column to review errors and warnings.

Reimbursement Request Sections

SAMPLE DISTRICT - FY 2022 - Sample Grant

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

- a. *Errors* must be addressed before the request can be submitted.
- b. *Warnings* do not need to be addressed but be sure to review the warnings to ensure you did not miss an important step.
- c. You can review all errors and warnings at once by clicking *Messages* in the *All* row at the bottom of the table (e.g., the screenshot below shows all errors and warnings across multiple sections).

Messages

SAMPLE District - Fy 2022- Sample Grant

[Return to Reimbursement Request Sections](#)

	Request	
Review	The 'Fiscal Information As Of' field cannot be empty.	Error
Review	Total Amount Requested must be greater than zero.	Error
	Related Documents	
Review	The optional Related Document 'RR Sample Grant Supporting Documentation' has not been uploaded. Please be certain this is the intention.	Warning

- d. If you attempt to submit a request before resolving errors, you will receive the following error message: *Status cannot be changed. One or more validation errors exist. Click here to view the errors.*
- e. *Note:* Requests created in error can only be deleted by the *LEA Fiscal Representative* while the request is in *Draft Started* status.

12. Once any validation errors have been resolved and you are ready to submit, return to the *Sections* page and click *Draft Completed*. This will send the request to the department for approval.

Reimbursement Request Sections

SAMPLE DISTRICT - FY 2022 - Sample Grant

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)