

# Final Expenditure Report (FER) Instructions

## Emergency Assistance Non-Public Schools (EANS)

### ePlan User Access

All users must have the correct ePlan user access role to access and complete the FER. Users with existing ePlan access can verify current user access roles. To view existing access, visit [ePlan.tn.gov](http://ePlan.tn.gov), navigate to the **Address Book** and **LEA Role Contacts**.

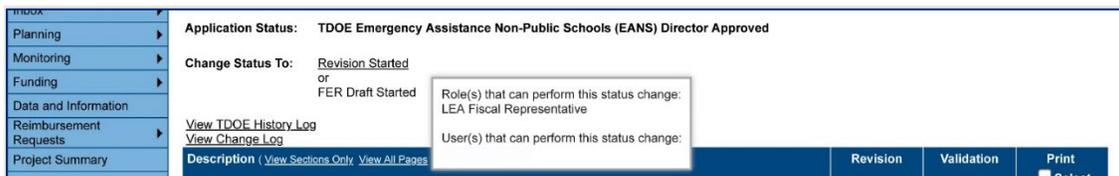
New ePlan users and existing ePlan users who need to request a User Access role must request the additional role using the [ePlan User Access Form for Non-Public Schools](#). Access the form by navigating to [eplan.tn.gov](http://eplan.tn.gov) > TDOE Resources > User Access Forms. Users do not need to log in to ePlan to access *TDOE Resources* in ePlan. Follow the form instructions, then email the completed form to [ePlan.Help@tn.gov](mailto:ePlan.Help@tn.gov) to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Below are the roles and the order of the status levels specific to the FER process.

ePlan Role	ePlan Function
<b>LEA Fiscal Representative (CFO or treasurer)</b>	Click <b>Draft Started</b> (or <b>Revision Started</b> for revisions) Respond to report questions, enter budgets
<b>LEA Authorized Representative (Director of Schools)</b> <b>LEA EANS Director</b> <b>LEA Fiscal Representative</b> <b>LEA Fiscal Update</b>	Click <b>Draft Completed</b> (or <b>Revision Completed</b> for revisions)
<b>LEA Fiscal Representative</b>	Click <b>LEA Fiscal Representative Approved</b> (or <b>LEA Fiscal Representative Not Approved</b> )
<b>LEA Authorized Representative</b>	Click <b>LEA Authorized Representative Approved</b> (or <b>LEA Authorized Representative Not Approved</b> )
<b>FER Grants Management</b>	The TDOE Staff member with the <i>FER Grants Management</i> role clicks <b>FER Grants Management Approved</b> (or <b>FER Grants Management Returned Not Approved</b> )

After each status change, ePlan automatically sends a notification email to all users who have the ePlan role of the next step in the process. For example, after the *LEA EANS Director* clicks *Draft Completed*, ePlan automatically emails all users in the organization with the role of *LEA Fiscal Representative*.

When hovering the cursor over **Change Status To** options in the FER, a tooltip appears that indicates the roles with access to make the status change. This tooltip will list the names of individual users associated with each permitted role.



## Before Beginning

The FER cannot be initiated if a budget revision or reimbursement request is incomplete. Delete any draft reimbursements before beginning the FER.

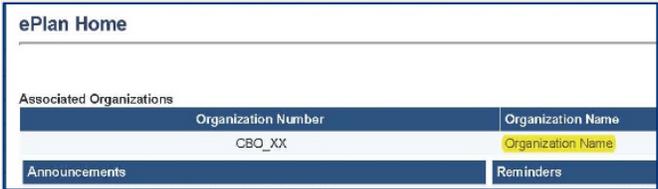
## Instructions for Completing the FER

Log in to [ePlan.tn.gov](https://ePlan.tn.gov)

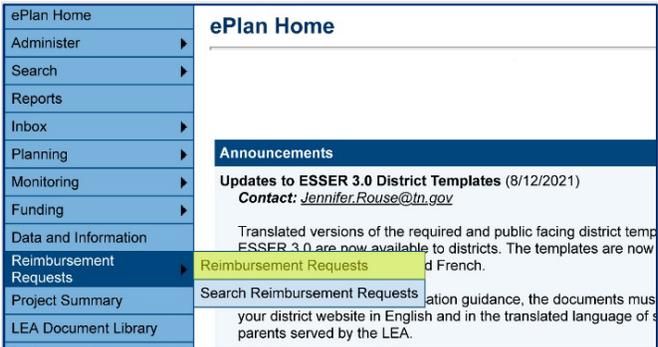




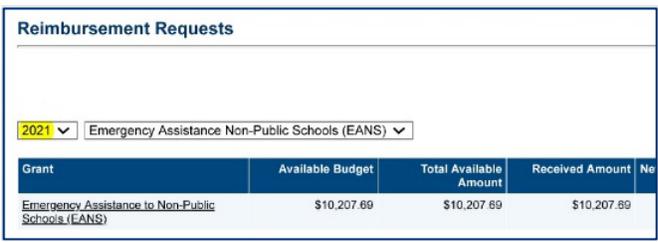
Click on the **Organization Name**.



On the left-side navigation menu, select **Reimbursement Requests**.



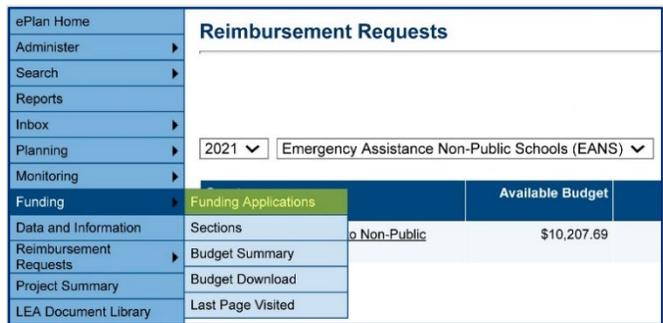
On the **Reimbursement Requests** page, use the **dropdown menu** to select the correct fiscal year, (**2021**) and grant program (**EANS**).



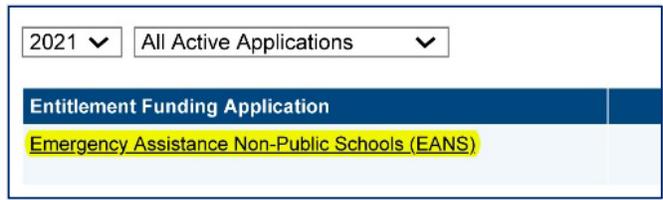
Copy the **amount** in the **Received Amount** column for **Emergency Assistance Non-Public Schools (EANS)**.



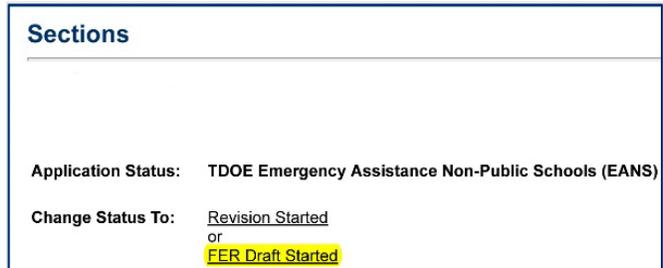
On the left-side navigation menu, select **Funding > Funding Applications**.



Under **Entitlement Funding Application**, click on **Emergency Assistance Non-Public Schools (EANS)**.

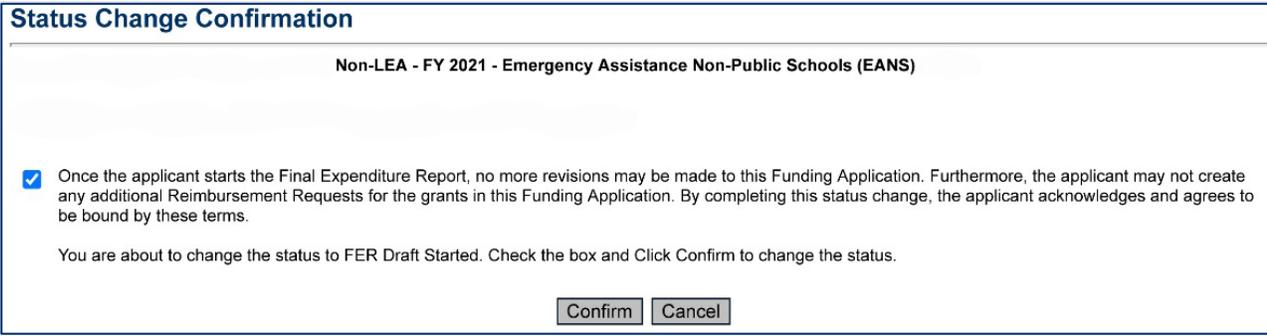


Next to **Change Status To:** click on **FER Draft Started**.

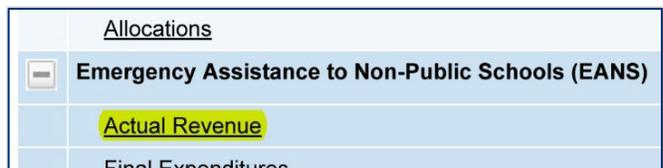


A confirmation message will appear. Read the message text and click the **check box** next to the message to acknowledge reading it. Then, click the **Confirm** button.

Upon confirmation, ePlan will redirect back to the **Sections** page of the FER report.



Under **Emergency Assistance to Non-Public Schools (EANS)**, click on the **Actual Revenue** link.



Click on **Expand All**.

**Actual Revenue**

Organization Name Non-LEA - FY 2021 - Emergency Assistance Non-Public Schools (EANS)

Save And Go To ▶

Upload Revenue Data

Account - Account Description ( [Expand All](#) [Collapse All](#) )

31000 - End of Year Equity (Reserve)

Paste the **Received Amount** copied from the **Reimbursement Requests** page into the **47590 - Other Federal Funds Through State (EANS)** field.

Save And Go To ▶

Upload Revenue Data

Account - Account Description ( <a href="#">Expand All</a> <a href="#">Collapse All</a> )	Revenue Amount
31000 - End of Year Equity (Reserve)	\$0.00
34500 - Restricted	\$0.00
34587 - Retirement - Hybrid Stabilization	\$0.00
47000 - Federal Revenues	\$0.00
47300 - COVID Grants	\$0.00
47307 - ESSER Grant 2.0	\$0.00
<b>Total:</b>	<b>\$0.00</b>

Hover the cursor over the **Save and Go To** button and click on **Sections**.

Account - Account Description ( [Expand All](#) [Collapse All](#) )

31000 - End of Year Equity (Reserve)

34500 - Restrict

34587 - Ret

47000 - Federal Re

47300 - COVID Gra

47307 - ESSER

Save And Go To ▶

- Current Page
- Next Page
- Previous Page
- Sections**
- History Log
- Allocations
- Emergency Assistance to Non-Public Schools (EANS)
- Final Expenditure Report
- Emergency Assistance Non-Public Schools (EANS) Checklist

Click on **Carryover** under the **Final Expenditure Report** section.

Related Documents

Assurance

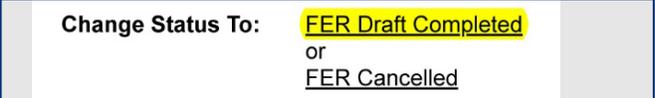
**Final Expenditure Report**

**Carryover**

Emergency Assistance Non-Public Schools (EANS) Checklist

Input the **Amount Eligible for Carryover** into the **Amount to Carryover** column.

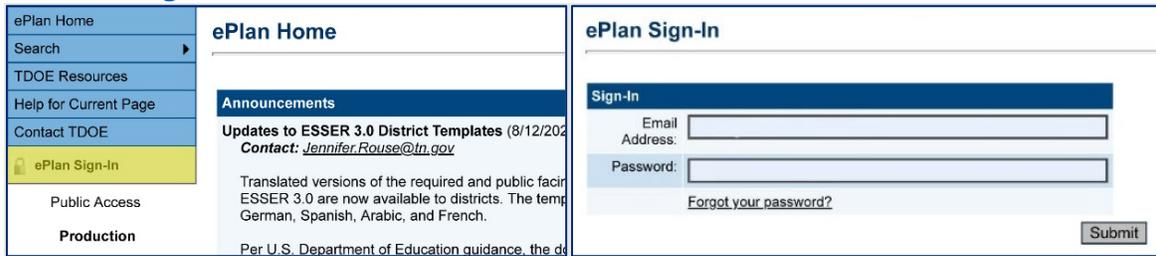
Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
Emergency Assistance to Non-Public Schools (EANS)	\$203,878.24	\$69,064.00	\$69,064.00	\$134,814.24	\$0.00	\$0.00	<input type="checkbox"/>

<p>Click on any <b>“Messages”</b> that are listed under the <b>Validation</b> column.</p> <p>If the message contains a <b>Warning</b>, the issue should be reviewed, but it will allow you to continue with the FER.</p> <p>If the message contains an <b>Error</b>, the issue must be corrected, or the FER cannot be submitted.</p>	
<p>Click on <b>FER Draft Completed</b>.</p>	
<p>If the <b>Fiscal Representative</b> has completed the draft, the <i>Fiscal Representative</i> can also change the status to <b>Fiscal Representative Approved</b>. Otherwise, the <i>Fiscal Representative</i> will follow the <a href="#">Instructions for Fiscal Representative to Approve FER</a>.</p>	
<p>Once the Fiscal Representative has approved the FER, the <b>Authorized Representative</b> will follow the <a href="#">Instructions for Authorized Representative to Approve FER</a>.</p>	

## Instructions for Fiscal Representative to Approve FER

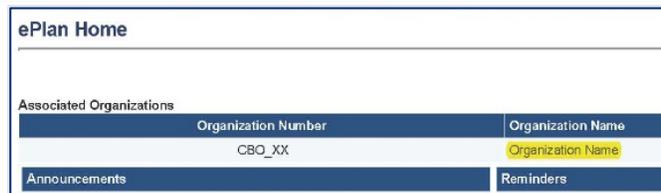
The Fiscal Representative will **log into ePlan** and click on the **Organization Name**. On the left-side navigation menu, select **Funding > Funding Applications**. Under **Entitlement Funding Application**, click on **Emergency Assistance Non-Public Schools (EANS)**. Next to **Change Status To:** click on **FER Fiscal Representative Approved**.

Log in to [ePlan.tn.gov](http://ePlan.tn.gov)



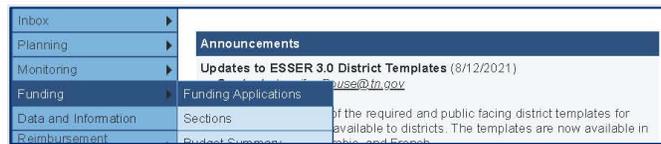
The screenshot shows two side-by-side browser windows. The left window is the 'ePlan Home' page, featuring a navigation menu on the left with 'ePlan Sign-In' highlighted. The main content area shows an announcement titled 'Updates to ESSER 3.0 District Templates (8/12/2021)' with contact information for Jennifer Rouse. The right window is the 'ePlan Sign-In' page, which has fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Submit' button.

Click on the **Organization Name**.



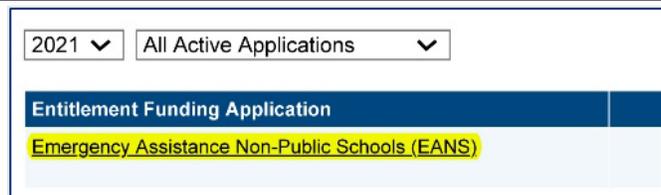
The screenshot shows the 'ePlan Home' page with a table of 'Associated Organizations'. The table has columns for 'Organization Number' and 'Organization Name'. One row is visible with 'CBO\_XX' in the first column and 'Organization Name' in the second column, where 'Organization Name' is highlighted in yellow. Below the table are buttons for 'Announcements' and 'Reminders'.

On the left-side navigation menu, select **Funding > Funding Applications**.



The screenshot shows the left-side navigation menu of the ePlan system. The 'Funding' menu item is expanded, and 'Funding Applications' is highlighted in yellow. Other menu items include 'Inbox', 'Planning', 'Monitoring', 'Data and Information', and 'Reimbursement'.

Under **Entitlement Funding Application**, click on **Emergency Assistance Non-Public Schools (EANS)**.



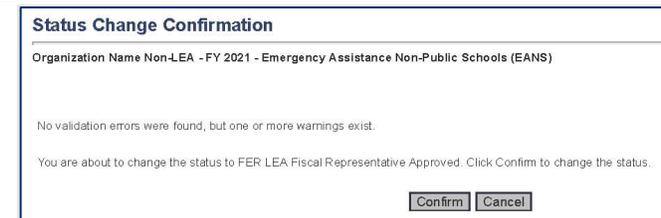
The screenshot shows a filter section at the top with '2021' and 'All Active Applications'. Below this is a table titled 'Entitlement Funding Application'. The first row, 'Emergency Assistance Non-Public Schools (EANS)', is highlighted in yellow.

After reviewing the FER, next to **Change Status To** click on **FER Fiscal Representative Approved**.



The screenshot shows the 'Change Status To' dropdown menu. The current status is 'FER Draft Completed'. The dropdown options are 'FER LEA Fiscal Representative Approved' (highlighted in yellow), 'or', and 'FER LEA Fiscal Representative Returned Not Approved'.

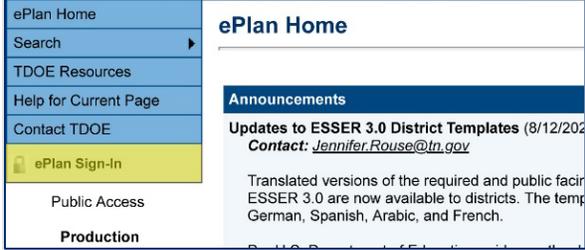
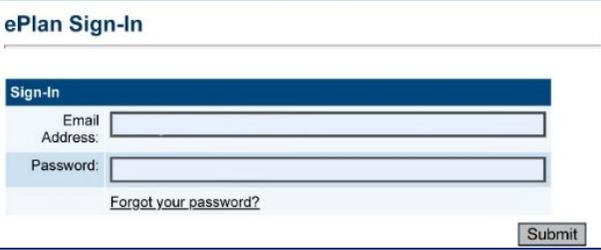
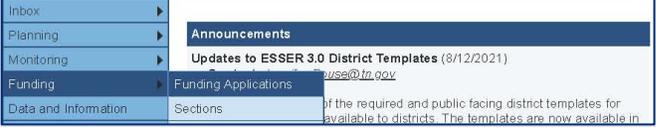
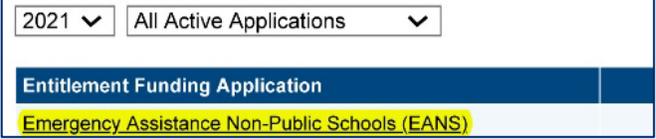
Click the **Confirm** button.



The screenshot shows a 'Status Change Confirmation' dialog box. It displays the organization name: 'Organization Name Non-LEA - FY 2021 - Emergency Assistance Non-Public Schools (EANS)'. A message states: 'No validation errors were found, but one or more warnings exist. You are about to change the status to FER LEA Fiscal Representative Approved. Click Confirm to change the status.' At the bottom are 'Confirm' and 'Cancel' buttons.

Once the Fiscal Representative has approved the FER, the **Authorized Representative** will follow the [Instructions for Authorized Representative to Approve FER](#).

## Instructions for Authorized Representative to Approve FER

<p>The Authorized Representative will <b>log into ePlan</b> and click on the <b>Organization Name</b>. On the left-side navigation menu, select <b>Funding &gt; Funding Applications</b>. Under <b>Entitlement Funding Application</b>, click on <b>Emergency Assistance Non-Public Schools (EANS)</b>. Next to <b>Change Status To:</b> click on <b>FER Authorized Representative Approved</b>.</p>	
<p>Log in to <a href="http://ePlan.tn.gov">ePlan.tn.gov</a></p> 	
<p>Click on the <b>Organization Name</b>.</p>	
<p>On the left-side navigation menu, select <b>Funding &gt; Funding Applications</b>.</p>	
<p>Under <b>Entitlement Funding Application</b>, click on <b>Emergency Assistance Non-Public Schools (EANS)</b>.</p>	
<p>After reviewing the FER, next to <b>Change Status To:</b> click on <b>FER Authorized Representative Approved</b>.</p>	
<p>Click the <b>Confirm</b> button.</p>	
<p>Once the application status is <b>FER LEA Authorized Representative Approved</b>, the FER is submitted. The final step is for TDOE to click FER Grants Management Final Approved. If any final expenditures were paid with the FER, the final reimbursement, including the voucher number, can be found by clicking the ePlan <b>Reimbursement Request</b> tab.</p>	