

DeKalb County School System
Procedures for Requesting Federal Reimbursements from EPlan

DeKalb County School System requests federal and state funds to reimburse all current expenditures through the State of Tennessee EPlan Reporting System twice per month. Once a federal application has been approved and loaded onto EPlan, the following procedure for requesting reimbursements should be followed:

1. The payroll office at finance will process and post all payroll packets 3-7 days prior to the scheduled pay day and post the payroll transactions to Nextgen.
2. Bookkeepers will print supporting reports from Nextgen that provide total YTD expenditures by line item for each state and federal grant. These reports will include the current payroll expenditures as well as non-payroll expenditures processed as of that day. (Supplies, outside services, equipment etc.)
3. Bookkeepers will CREATE A NEW REQUEST FOR REIMBURSEMENT in DRAFT form for each grant and enter the YTD expenditures in to EPlan by line item. Bookkeepers will notify the appropriate federal grants administrator or their staff of any line item expense that exceeds the appropriation and adjust the request accordingly.
4. Bookkeepers will create a PDF document of report(s) to support the expenditures and upload in to EPlan for each grant that requires additional documentation.
5. Bookkeepers will then change the status of the reimbursement request to DRAFT COMPLETE and generate a summary page for each grant that provides the total allocation; total expenditures; total amount received; and total of this request.
6. Bookkeepers will cross check the request amount of each grant with the supporting documentation. He/she will then code each page with the appropriate fund, sub fund, revenue code and/or cost center and forward to the Finance Office staff for their records. They will check off each receipt as it comes in to the Trustee.
7. Bookkeepers will monitor Edison and the Trustee receipts for all expected revenue to be posted within the 2 week time frame of the request.
8. Reimbursement requests will be made throughout the year using actual expenditures with the exception of June. The SDOE recommends DeKalb County Schools to request reimbursement for any/all outstanding encumbrances as of June 30 to ensure the revenue will be posted to the proper fiscal year if the encumbrance is liquidated in the following year.